

How to Present Documents Under Export LC?

Step 1: Follow the below steps on iTrade...

- Select "**Trade Services**"
- Select "**Export Letter of Credit**"
- Select "**Message to Bank**"
- Select "**From Existing EL**"
- Select "**Search**"
- Select "**System ID**" of the ELC which documents to be presented.

The screenshot shows the iTrade interface for the Commercial Bank of Dubai. The user is logged in as SURAJ LAISHRAM / 989203. The navigation menu includes Trade Services, Queue, and Administration. The 'Message to Bank' menu is expanded, showing options like 'From Existing EL'. The main area displays a search form for 'List of Existing Export Letters of Credit' with fields for System ID, Entity, Entity/Beneficiary Name, Bank Ref, Applicant Name, and City. A search button is present. Below the form, a table lists existing ELCs with columns for System ID, Entity, Entity/Beneficiary Name, Bank Ref, Applicant Name, City, Amount, Issue Date, and Expiry Date. One record is visible with System ID EL2108000000051 and Entity 981203.

System ID	Entity	Entity/Beneficiary Name	Bank Ref	Applicant Name	City	Amount	Issue Date	Expiry Date
EL2108000000051	981203	CBO PCM Test Business 2	ELC2101465-17	ABCD	AED	100.00	16/08/2021	19/08/2021

Step 2: Uploading of soft copy Export LC documents...

- Once System ID is selected, click on **Message Type** then select **Documents Presentation** from drop down.
- Fill out all the required fields and **Remittance Instructions** has to be ticked as per your requirement.
- Upload all the required Export LC documents. **Note:** All original documents have to be submitted again to branch within next business day.
- Click "**Submit**"

- EL Initiation
- EL Update
- Transfer & Assignment
- Message to Bank
- Trade Services
- Action Required
- Generate Remittance Letter
- Draft Transactions
- Pending Authorization
- Pending ELs
- EL Inquiry
- EL Maintenance

Create a Free Format Message

Tasks [Save](#) [Submit](#) [Cancel](#) [Help](#)

General Details

System ID: **EL21080000000051**
Your Reference Number ELC: **ELC2103445-17**
Request Date: **14/09/2021**
*Message Type: **Documents Presentation**
*Amount: **AED 100.00**
Drawn Under LC Number: **ABC1234**
Issuing Bank Name: **COMMERCIAL BANK OF DUBAI S.O.**
*Account Number:

[Show Form Summary | Top](#)

Remittance Instructions

- Present the documents to Nominated bank to be honoured by them
- Present the Documents to Issuing Bank on Approval basis for their Acceptance/Payment
- Please examine the documents and advise us discrepancies, if any, hold documents at our risk and disposal
- Please examine the documents. In case of any discrepancies, please forward Documents to Issuing Bank on approval basis under advice to us

Documents

No documents

[Add document](#)

Terms And Conditions

[Show Form Summary | Top](#)

- I/We agree to the Terms and Conditions governing Business accounts and be bound by the Bank's Schedule of Fees and Charges as amended from time to time and as available on the bank's website

Free Format Message

*Customer Instructions:

Attachments (Max 5 files and 1 Mb each)

No files

[Add a file](#)

[Save](#) [Submit](#) [Cancel](#) [Help](#)