

How to Check with Bank if any ELC Amendment Receive from Other Bank?

Step 1: Follow the below steps on iTrade to send message to Bank to confirm if any ELC Amendment received from other Bank...

- Select "**Trade Services**"
- Select "**Export Letter of Credit**"
- Select "**Message to Bank**"
- Select "**From Existing EL**"
- Select "**Search**"
- Select "**System ID**" the ELC which message to be sent to bank to enquire about ELC Amendment

The screenshot shows the iTrade interface for the Commercial Bank of Dubai. The user is logged in as SURAJ LAISHRAM / 983203. The main menu includes Trade Services, Queue, and Administration. The 'Message to Bank' menu is expanded, showing options like 'From Existing EL'. The 'List of Existing Export Letters of Credit' page is displayed, featuring search filters for System ID, Entity, Entity/Beneficiary Name, Bank Ref, Applicant Name, and Ccy. A search button is present. Below the search area, a table lists existing ELCs.

System ID	Entity	Entity/Beneficiary Name	Bank Ref	Applicant Name	City	Amount	Issue Date	Expiry Date
EL2180000000000001	983203	CEO PCM Test Business 2	ELC2101465-17	ABCD	AED	100.00	16/06/2021	19/06/2021

Step 2: Drafting and sending the message to Bank...

- Once **System ID** is selected, Click on "**Message Type**" then select "**Correspondence**" from Drop down
- write your instruction or message details under "**Customer Instructions**"
- Attach files if required under "**Add a File**"
- Select "**Submit**"

- EL Initiation
- EL Update
- Transfer & Assignment
- Message to Bank
- 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

[Show Form Summary](#) | [Top](#)

System ID: RL21080000000051
Your Reference Number ELC: ELC2101445-17
Request Date: 16/08/2021
*Message Type: Correspondence

Free Format Message

*Customer Instructions

Attachments (Max 5 files and 1 MB each)

No files

[Add a file](#)

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