

How to Check and Respond If any Query Receives From the Bank Regarding LC Application/LC Amendment?

Step 1: Follow the below steps on iTrade

- Select "**Recent Notifications from Bank (To check the latest status of transaction, please click on the System ID)**" on the home page or click on "**HOME**"
- Select "**System ID**" to open query receives from the Bank

The screenshot displays the iTrade interface for the Commercial Bank of Dubai. At the top, there is a navigation bar with 'Trade Services', 'Queue', and 'Administration'. Below this, the 'Ongoing Tasks' section shows 'No Tasks Found'. The 'Outstanding Amount' section lists an 'Import Letter of Credit' with an amount of 1,834.00 AED. The 'Recent Pending Transactions with Corporate User' table shows several LC applications under approval. The 'Recent Notifications from Bank' section shows a notification with a status of 'New' and a date of 05/08/2021.

Outstanding Amount

Product	Ccy	Outstanding Amount
Import Letter of Credit	AED	1,834.00

Recent Pending Transactions with Corporate User

System ID	Type	Product Status	Ccy	Amount	Date
LC21070000000122	Message	Draft			15/08/2021
LC21080000000319	New	Under approval by Corporate	AED	12.00	04/08/2021
LC21080000000317	New	Under approval by Corporate	AED	123.00	04/08/2021
LC21080000000299	New	Under approval by Corporate	AED	1,213.00	04/08/2021
LC21080000000296	New	Under approval by Corporate	AED	132.00	04/08/2021

Recent Notifications from Bank (To check the latest status of transaction, please click on the System ID)

System ID	Bank Ref	Type	Date	Status
TF21080000000208	TR21000913-17	New	05/08/2021	✓

Step 2: Responding to query receives from the Bank

- After a particular "System ID" to be responded is selected then click on " **Initiate a correspondence message to the Bank**"

The screenshot displays the 'Import Letter of Credit' summary view in the CDB system. The interface includes a navigation menu on the left with options like 'LC Initiation', 'LC Amendment', and 'Bills & Correspondences'. The main content area shows details for a specific LC, including System ID (LC2107000000059), Customer Reference (LC123), Bank Reference (DLC2100318-30), and LC Amount (AED 600.00). It also lists Applicant and Beneficiary details. On the right, there are 'Actions' and 'Outstanding' sections. The 'Outstanding' section contains a bar chart showing LC amounts over time.

- Click on "Message type " then choose "correspondence"
- Click on "Free Format Message" then provide all requested information also use the "Add a file" to attach any files if required.
- Click on "Submit" once the request is processed then LC application or LC amendment copies and debit advices will be available under " LC Inquiry" to download

The screenshot shows the 'Create Free Format Message for Import Letter of Credit' form. The form is titled 'Create Free Format Message for Import Letter of Credit' and includes a 'Messages' dropdown menu. The 'General Details' section shows System ID (LC2107000000122), Customer Reference (LC2107000000122), LC Number (DUC2100319-30), Request Date (19/07/2021), and Expiry Date (27/11/2021). The 'Free Format Message' section has a text area for 'Customer Instructions' and an 'Add a file' button. The 'Attachments' section shows 'No files' and an 'Add a file' button. The form includes 'Save', 'Submit', 'Cancel', and 'Help' buttons.