How to Present Documents under Outward Bills for Collections (OBC)?

Step 1: Locating the Export/Outward Bills for Collections on iTrade

- Select "Trade Services"
- Select "Export Collection"
- Select "EC Initiation"

Commercial Bank of Duby						
Trade Services Queue	Administration					
(Cinitiation 💙	Export Collection Module Presentation					
EC Amendment	Form this spress, the user can access the Expert Documentary Collections module provided by Tode Ports.					
Message to Bank	The collection instructions can be submitted by the drawer to his remitting bark as a Direct or Regular Elimettion. For further					
Pending ECs	communication on an existing record, the sum lines format transactional feature can be used by the client to communicate with the bank. The transaction induity features are also provided.					
EC inquiry						
EC Maintenance 💙						

Step 2: Select one of the below options as per your requirement...

- **Regular Collection** Create an Export Collection request for a regular collection from a blank form to submit your original documents to the presenting bank by Commercial Bank of Dubai on your behalf. (Recommend majority of customers to use this option).
- Direct Bank Collection Not Applicable at the moment.
- Direct Customer Collection Not applicable at the moment.
- **From Template** Create an Export Collection request from a template that was created and saved previously by your company.
- Copy From EC Create an Export Collection by copying values from an existing request.
- **Draft Transactions** Review, complete and submit records that you or another users have already created and saved, but not submitted.
- Pending Authorization Review and submit records that another user has created.

بنك دبي التجـــاري Commercial Bank of Dubai				
Trade Services Queue A	Administration			
EC Initiation	Create a Nu			
Regular Collection				
Direct Bank Collection				
Direct Customer Collection	General Detail			
From Template				
Copy from EC				
Draft Transactions				
Pending Authorization				

Step 3: Fill out the Request Form..

- Please fill out all of the mandatory fields with red asterisk *
- Please also include or attach any other relevant information, if required
- If you want to save this form as a template to submit later, please select "Save as Template"
- If any extra instruction or details regarding this application should be entered under "other information" if required
- Once completed, click "Submit" Note : <u>once its submitted all original documents should be</u> <u>submitted within next business day to branch as well.</u>

Trade Services Queue A	dministration					
Cinduation 🔥	Create a New Regular Export C	offection				
Regular Collection				a Taska		uton count and
rect bank conection					Same at the	pare caren rep
rect Customer Collection	General Details					
iom Template	System ID:	BC2109000000234			944	Form Summary (Top
opy from EC	Template ID					
aft Transactions	Customer Reference:					
ending Authorization	Application Date:	27/09/2021				
Americana V	Instructions for collecting bank	Regular Collection	121			
······································						
essage to Dara	Maturity Date					
riding ECs		(Subject to bank's approval)				
i inquiry	Tehor Periodi			-		
Maintenance *	Tenor Start					
	Base Cate					
	Attach	a Cover Letter				
	General	te Bill of Exchange				

We hereby undertake to submit the original documents mentioned within the next business day	
rtachments (Max 5 Files and 1 Mb each)	
ie files	
Add a file	