

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**"



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.



EC Initiation

Regular Collection

Direct Bank Collection

Direct Customer Collection

From Template

Copy from EC

Draft Transactions

Pending Authorization

Create a New

General Details

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 : once its submitted all original documents should be submitted within next business day to branch as well.**

EC Initiation

Regular Collection

Direct Bank Collection

Direct Customer Collection

From Template

Copy from EC

Draft Transactions

Pending Authorization

EC Amendment

Message to Bank

Pending ECs

EC Inquiry

EC Maintenance

Create a New Regular Export Collection

Tasks

Save as Template Cancel Help

General Details

Show Form Summary | Top

System ID: EC21090000000234

Template ID:

Customer Reference:

Application Date: 27/09/2021

Type: Regular Collection

* Instructions for collecting bank

Maturity Date: (Subject to bank's approval)

Tenor Period:

Tenor Start:

Base Date:

Attach a Cover Letter
 Generate Bill of Exchange

Disclaimer

We hereby undertake to submit the original documents mentioned within the next business day

Attachments (Max 5 files and 1 MB each)

No files

[Add a file](#)

[Save](#)

[Submit](#)

[Save as Template](#)

[Cancel](#)

[Help](#)