

How to Send instruction to Bank to send a follow up message for Payment/Status of Documents to other Bank?

Step 1: Giving instruction to bank to send a reminder for the status of OBC payment/document status to Drawee Bank.

- Select "**Trade Services**"
- Select "**Export Collection**"
- Select "**Message to Bank**"
- Select "**From Existing EC**"
- Click "**Search**"
- Locate and click on EC reference no. of the OBC which status to be checked under **System ID**

The screenshot shows the Commercial Bank of Dubai system interface. The user is logged in as SURAJ LAISHRAM / 983203. The navigation menu includes Trade Services, Query, and Administration. The main content area is titled 'List of Existing Export Collections' and features a search form with the following fields: System ID, Entity, Entity/Drawer Name, Bank Ref, Drawee, and Coy. A 'Search' button is located below the form. Below the search form, there is a table with 2 items. The table has columns for System ID, Entity, Entity/Drawer Name, Bank Ref, Drawee, City, Amount, and Application Date.

System ID	Entity	Entity/Drawer Name	Bank Ref	Drawee	City	Amount	Application Date
EC2108000000000008	983200	CBO PCM TEST BUSINESS 1	OBC2102413-99	jwhh	AED	10.00	17/06/2021
EC2108000000000053	983203	CBO PCM TEST BUSINESS 2	OBC2102414-17	jwhh	AED	7.00	17/06/2021

Step 2: Requesting bank to send a follow up swift message to other bank for OBC payment/document status.

- Select the **Message Type** as **Correspondence**
- Write your enquiry under **Customer Instructions** Eg. *Send a reminder swift message to other bank for payment/document status of OBC*
- Click "**Submit**"

- EC Initiation
- EC Amendment
- Message to Bank
 - From Existing EC
- Action Required
- Draft Transactions
- Pending Authorization
- Pending ECs
- EC Inquiry
- EC Maintenance

Create a Free Format Message

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General Details

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

System ID: BC21080000000048
Customer Reference: 0048
Bank Reference: OBC2102413-99
* Message Type:

- Correspondence
- Request For Settlement

This value is required.

Free Format Message

* Customer Instructions:

Attachments (Max 5 files and 1 Mb each)

No files

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