

How to Send Message to Bank to Provide Reasons for Deductions in Bill Amount/Claimed amount received for ELC?

Step 1: Follow the below steps on iTrade to send a message to Bank requesting to provide details of deductions...

- Select "**Trade Services**"
- Select "**Export Letter of Credit**"
- Select "**Message to Bank**"
- Select "**From Existing EL**"
- Select "**Search**"
- Select "**System ID**" the ELC which follow up message to be sent to other bank for status of document or payment

Commercial Bank of Dubai

User: SURAJ LAISHRAM / 983203

Trade Services | Queue | Administration

EL Initiation

EL Update

Transfer & Assignment

Message to Bank

Action Required

Generate Remittance Letter

Draft Transactions

Pending Authorization

Pending ELs

EL Inquiry

EL Maintenance

List of Existing Export Letters of Credit

Search Options

System ID:

Entity:

Entity/Beneficiary Name:

Bank Ref:

Applicant Name:

Ccy:

Search

1 - 1 of 1 items

System ID	Entity	Entity/Beneficiary Name	Bank Ref	Applicant Name	Ccy	Amount	Issue Date	Expiry Date
EL2180000000000051	983203	CEO PCM Test Business 2	ELC2101465-17	ABCD	AED	100.00	16/08/2021	19/08/2021

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
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- 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: RLC2101445-17
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