How to Check the Status of Letter of Credit (LC) Application?

Step 1: Follow the below steps on iTrade

- Select **"Trade Services"**
- Select **"Import Letter of Credit"**
- Select **"Pending LCs "**

Step 2: Status of the Letter of Credit (LC) application as below…

- Status type: **New** - means the request is under process with the Bank and status queue will be updated accordingly on the progress.
- Status type : **Message (correspondence)** - means the clarification query is sent to your company to check and revert
- Note: if the status of LC does not show here that means LC has been processed and advices will be available under **" LC Inquiry"**

Step 3: Reviewing **Message (correspondence)** if requested from your company by the bank…

- Click on extreme left button of System ID with the status type **Message (correspondence)** of the particular LC application to know the query
- Required information from your company will be reflected as below screen shot.

Step 4: Replying Message (correspondence) to Bank if any info requested from your company..
- Click on **"Bills & Correspondences"**
- Click on **"Correspondences- Existing LC"**
- Click on **" Search"**
- Click on **" System ID"** then choose the correct system ID to be responded

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

LC Initiation ∨
LC Amendment ∨
Bills & Correspondences ∧
  Clean Bills / Action Required
  Discrepant Bills
  Correspondences – Existing LC
  Draft Transactions
  Pending Authorization
Pending LCs
LC Inquiry
LC Maintenance ∨

Create Free Format Message for Import Letter of Credit

▶ Tasks   Save | Submit | Cancel | Help

General Details

System ID: LC2107000000122
Customer Reference: LC2107000000122
LC Number: DLC2100319-30
Request Date: 19/07/2021
Expiry Date: 27/11/2021
*Message Type: Correspondence ▾

Show Form Summary | Top

Free Format Message

Customer Instructions:

Attachments (Max 5 files and 1 Mb each)

No files

Add a file

Save | Submit | Cancel | Help