

# How to Download Export LC Amendment Copy and Advices if Received and Processed by the Bank?

## Step 1: Follow the below steps on iTrade to download LC Amendment copy and Advices

- Select "Trade Services"
- Select "Export Letter of Credit"
- Select "EL Inquiry"
- Select "Search"

Commercial Bank of Dubai

user: SURAJ LADHRAM / 983203 Logout

Trade Services | Queue | Administration

EL Initiation  
EL Update  
Transfer & Assignment  
Message to Bank  
Pending ELs  
EL Inquiry  
EL Maintenance

Inquiry - List of Export Letters of Credit Transactions

Search Options

In the inquiry function, you must enter the search criteria of the transactions that you wish to list for.  
Hint: For partial search, please use % before or after your search value, e.g. type %MYTEXT% to search for items containing the word MYTEXT. (Note: Search is Case sensitive!)

System ID:   
Entity:   
Entity/Beneficiary Name:   
Bank Ref:   
Applicant Name:   
City:   
Expiry Date From:  To:

Search

Download File

1 - 1 of 1 items 10 | 25 | 50 | 100

	System ID	Entity	Entity Name	Bank Ref	Applicant Name	City	Amount	Issue Date	Expiry Date	Status
	EL21080000000051	983203	CBD PCM Test Business 2	ELC2101465-17	ABCD	AED	100.00	15/08/2021	19/08/2021	Expire

## Step 2: Checking if amendment is received and processed...

- Locate the ELC which amendment status to be checked then click on **Folder icon** next to **System ID**
- Under "**Release tab**" click on **date link** with **Type of transaction "Amend"** **Note:** if no transaction type as "**Amend**" reflected under release tab means no new amendment received or even if it is received it might be under process with the bank. Please send a message to bank to know if ELC amendment swift is received.

- EL Initiation
- EL Update
- Transfer & Assignment
- Message to Bank
- Pending ELS
- EL Inquiry
- EL Maintenance

Consolidated Summary View

Export Letter of Credit

System ID: ELC210000000001  
 Bank Reference: ELC2101465-17  
 Entity: 983203  
 LC Amount: AED 100.00  
 Available Amount: AED 100.00

Beneficiary Details

Name: CBD PCM Test Business 2  
 Bank Name: Commercial Bank Of Dubai  
 Borrower Account Name: CBD PCM TEST BUSINESS 2

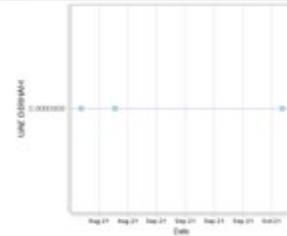
Applicant Details

Name: ABCD

Actions

- [Assign this transaction](#)
- [Update this transaction](#)

Outstanding



1 - 2 of 2 items

10 | 25 | 50 | 100

Release	Type	Status	Event Reference	Qty	Amount	Items
16/08/2021	New	Advised	ADV001	AED	100.00	<a href="#">Download</a>
24/08/2021	Reporting	Expire	EXP001			<a href="#">Download</a>

- Under "**Bank File Upload Details**" tab, click on **download folder** next to **PDF file** then download all required advices including ELC Amendment copy if available.

Bank Message

Date/Time: Monday, August 16, 2021 3:26:28 PM GST  
 Reporting Status: Advised  
 Bank Reference: ELC2101465-17  
 List of Discrepancies: We have pleasure in advising this credit.

Bank File Upload Details

Title	File Name	Download
Export LC Notification Letter With Swift Copy	0516ac6e9f96cb0e84e3a173d27d395443a1704f10f0d584e3a-4103.pdf	<a href="#">Download</a>