

# How to Submit Document Arrival Advice for IBC (Collection Documents) to Release Documents?

## Step 1: Locating and submitting of document arrival advice for IBC on iTrade

- Select "**Trade Services**"
- Select "**Import Collection**"
- Select "**Message to Bank**"
- Select "**From Existing IC**"
- Select "**Search**" then locate the IBC to settle or submit arrival advice
- Click on the link under **System ID**

The screenshot shows the iTrade interface for the Commercial Bank of Dubai. The user is logged in as 'FIRSTNAME OF 161159 LASTNAME OF 161159 / 1138234'. The navigation menu includes 'Trade Services', 'Queue', and 'Administration'. The 'Message to Bank' menu is expanded, showing options like 'Action Required', 'Draft Transactions', 'Pending Authorization', 'Pending ICs', 'IC Inquiry', and 'IC Maintenance'. The 'List of Existing Import Collections' page is displayed, featuring a search form with fields for System ID, Entity, Bank Ref, Entity/Drawee Name, Drawer, and City. A 'Search' button is located below the form. The search results table shows one item with the following details:

System ID	Entity	Entity/Drawee Name	Bank Ref	Drawer	City	Amount	Outstanding Amount	Creation
IC2100000000000000	1138234	addr of RRM NO 1138234 addr of RRM	IBC2100077-30	PAPER DISTRIBUTION INTERNATIONAL LT	USD	1,000.00	1,000.00	

## Step 2: Submitting the settlement instructions for IBC...

- Once **System ID of IBC** to be settled is selected then select **Request for Settlement** from drop down of **Message Type**
- Under **Settlement Instructions**, Select **Accept** from "**Disposal Instructions**" drop down
- Fill out all the required information and use **Add a File** if required.
- Click "**Submit**" **Note:** *if Bill of Exchange or Draft is mentioned on the document arrival advice then original draft has to be collected and signed draft has to be submitted to branch.*

- Message to Bank
- Pending ICs
- IC Inquiry
- IC Maintenance

### Create a Free Format Message

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#### General Details

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System ID: IC21060000000606  
IBC Reference: IBC2100077-30  
Drawee Name: addr of RIM NO 1138234 addr of RIM  
Drawer Name: PAPER DISTRIBUTION INTERNATIONAL LT  
BR Type: Sight  
Tenor (DA/DP): Sight / Documents Against Payment  
\*Message Type:   
BR Lodgement Date:

#### Free Format Message

Customer Instructions:

#### Settlement Instructions

\* Disposal Instructions:   
Settle Bills Through:   
BR Currency & Amount:

#### Free Format Message

Customer Instructions:

#### Attachments (Max 5 files and 3 Mb each)

No files

[Add a file](#)

[Save](#) [Submit](#) [Cancel](#)