

# How to Download LC Swift Copy and Debit Advices Once the Request Processed?

## Step 1: Follow the below steps on iTrade

- Select "Trade Services"
- Select "Import Letter of Credit"
- Select "LC Inquiry"
- Select "Search"

Commercial Bank of Dubai

User: Firstname Lastname / 968673 | Login

Trade Services | Queue | Administration

LC Initiation  
LC Amendment  
Bills & Correspondences  
Pending LCs  
LC Inquiry  
LC Maintenance

### Inquiry - List of Letter of Credit Transactions

Search Options

In the Inquiry Function, you must enter the search criteria of the transactions that you wish to list for.  
Note: 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: 968673

Entity/Applicant Name:

Bank Ref:

Our Ref:

Beneficiary Name:

Product Type:

City:

Expiry Date From:  To:

Search

Download File

1 - 2 of 2 items | 10 | 25 | 50 | 100

	System ID	Entity	Entity/Applicant Name	Bank Ref	Our Ref	Beneficiary Name	Product Type	City	Amount	Issue Date	Expiry Date	Status
	LC21070000000122	968673	RIM NO 968673	DL210031 9-30	LC2107000 0000122	Depra	Standard LC	AED	1,234.00	19/07/2021	27/11/2021	New

## Step 3: Downloading the LC copy and debit advices...

- Locate "System ID" of the LC which advices are to be downloaded then click on "file folder logo" which is on left side of system id
- Scroll the page all the way down the files will be available to be downloaded under "List of Attachments"

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### Consolidated Summary View

#### Import Letter of Credit

System ID: LC21070000000122  
Customer Reference: LC21070000000122  
Bank Reference: DL210031-30  
Entity: 968673  
LC Amount: AED 1,234.00  
Available Amount: AED 1,234.00

Actions

- Initiate New product from this transaction
- Initiate Amendment request to this transaction
- Initiate a correspondence message to the Bank
- Initiate a new SG from this transaction

Outstanding

Consolidated Charge View ▲

Type	Cry	Amount	Status	Date
ISS001 - Import LC Issue Commn (Periodic in Advance)	AED	525.00	Deferred	
ISS001 - ILC Issue Handling Charge	AED	367.50	Deferred	

List of Attachments ▲

Attachment ID	Attachment Name	Attachment File Name	Attachment Status
1	Request Document	RequestDocument.pdf	Submitted to Bank - Under Approval
2	1	response.pdf	Submitted to Bank - Under Approval
3	Request Document	RequestDocument.pdf	Submitted to Bank - Under Approval
4	Issue of Documentary Credit MT700	51077a7e71d2081c4fa5097317ae074ea2c1d4c.pdf	Acknowledged
5	Debit Advice	51077a7e71d2081c4fa5097317ae074ea2c1d4c7.pdf	Acknowledged
6	Request Document	RequestDocument.pdf	Acknowledged