

# How to Submit Document Arrival Advice (DAA) to Release Documents?

## Step 1: Follow the below steps on iTrade

- Select "**Trade Services**"
- Select "**Import Letter of Credit**"
- Select "**Bills & Correspondences**"
- Select "**Search**"
- Select "**System ID**" then choose and click on the correct system ID which document arrival advice/bill to be settled

The screenshot shows the iTrade interface for the Commercial Bank of Dubai. The user is logged in as SURAJ LASHRAM / 983203. The navigation menu includes Trade Services, Queue, and Administration. The left sidebar lists various LC-related actions. The main content area displays a search results table for 'List of Import Letter of Credit Required Customer Action'.

System ID	Entity	Entity/Applicant Name	Bank Ref	Beneficiary Name	City	Amount	Type	Expiry Date	Status
LC2108000000016	983203	CBD PCM TEST BUSINESS 2	DLC2102417-17	Ashawi J	AED	3,333.00	Consent Response	09/08/2022	Wording Under Review

## Step 2: Submitting the DAA/Settlement of Claims...

- Once "**System ID**" is selected, then select "**Request For Settlement**" from "**Message Type**" drop down
- Fill our all the required mandatory fields then submit.

The screenshot shows the 'Create Free Format Message for Import Letter of Credit' form in the iTrade interface. The form is titled 'General Details' and contains the following fields:

- System ID: LC21090000000167
- Customer Reference: 0147
- LC Number: DLC2102417-17
- Request Date: 20/09/2021
- Expiry Date: 22/06/2022
- \* Message Type: Request For Settlement (dropdown menu)
- \* Eligible Bills: (dropdown menu)
- Bill Reference: (text input field)
- Beneficiary Name: (text input field)
- Bill Lodgement Date: (text input field)
- \* Settlement Amount: AED (text input field)
- Principal Account: (text input field)

Buttons for 'Save', 'Submit', 'Cancel', and 'Help' are visible at the top right of the form. A 'Show Form Summary | Top' link is also present.

Attachments (Max 5 files and 1 Mb each)

No files

[Add a file](#)

[Save](#)

[Submit](#)

[Cancel](#)

[Help](#)