

# How to Download the Credit Advice/ Settlement Advice once the Payment is Credited into the Account?

## Step 1: Locating and downloading the Export/Outward Bills for Collection credit advices on iTrade

- Select "**Trade Services**"
- Select "**Export Collections**"
- Select "**EC Inquiry**"
- Click "**Search**" then locate the **System ID** which advices to be downloaded then click on folder icon.

Commercial Bank of Dubai

User: SURAJ LAISHRAM / 989203

Trade Services | Query | Administration

### Inquiry - List of Export Collection 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:

Entity/Drawer Name:

Bank Ref.:

Our Ref.:

Drawee:

City:

Search

Download File

1 - 2 of 2 items

System ID	Entity/Drawer Name	Bank Ref.	Our Ref.	Drawee	City	Amount	Application Date	Status
EC21080000000068	CRD PCM TEST BUSINESS 1	OBC2102413-99	0068	JhuH	AED	10.00	17/08/2021	New
EC21080000000053	CRD PCM TEST BUSINESS 2	OBC2102414-17	0053	JhuH	AED	7.00	17/08/2021	New

## Step 2: Downloading of credit/settlement advices of Outward Bills for Collection (OBC)

- Click on payment receive date link under **Release** as screen shot below

- EC Initiation
- EC Amendment
- Message to Bank
- Pending ECs
- EC Inquiry
- EC Maintenance

Consolidated Summary View

Export Collection

System ID: EC21080000000053  
 Customer Reference: 0053  
 Bank Reference: OBC2109414-17  
 Entry: 983203  
 Collection Amount: AED 7.00  
 Current Outstanding Amount: AED 7.00

Drawer Details

Name: CBD PCM TEST BUSINESS 2  
 Address: CBD PCM Test Business 2  
 P.O. BOX 2668  
 Bank Name: Commercial Bank Of Dubai  
 Borrower Account Name: CBD PCM TEST BUSINESS 2

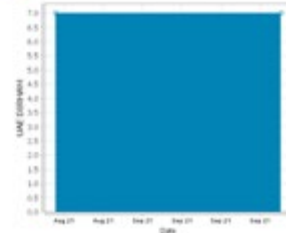
Drawee Details

Name: jbvjh  
 Address: kjkaj  
 ghjgh  
 jhgjh

Actions

- Initiate new product from this transaction
- Update this transaction

Outstanding



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

Release	Type	Status	Ccy	Amount	Users
19/08/2021	New	New	AED	7.00	

### Step 3: Downloading OBC credit advices

- Click on PDF File red icon on the left side of the advices to be downloaded under **List of Attachments**

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

Release	Type	Status	Ccy	Amount	Users
19/08/2021	New	New	AED	10.00	

Pending Transactions

0 items

Type	Status	Event Reference	Ccy	Amount	Input Date
No Records Found					

List of Attachments

	PDF	e7632c08b642b8c9-660906b-17b54a08791-266a.pdf	Acknowledged
	OBC Issue Advice	94e5e38609905a5b-361a23fe-17b5d73cbab-6c01.pdf	Acknowledged
	Debit Advice	94e5e38609905a5b-361a23fe-17b5d73cbab-6c0a.pdf	Acknowledged