

USER MANUAL

EXPORT COLLECTION

Navigate to Export Collection



Access Export Collection Module through Trade Services Menu.

Action Bar





Export Collection

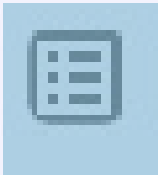
Trade Finance Charges Templates Request Export Collection

Outstanding (7)	Draft (25)	Actions (0)	Pending Approval (0)	Pending at Bank (20)	Rejected (0)	Closed (0)
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Select Preference
Standard

Advanced Filter

Channel Reference	Customer Reference	Bank Reference	Status	Entity	Drawee	Currency	Amount	Outstanding Amount	Creation Date	Payment Ty	Actions
EC25060000000715	asdasd	OCC00003143CIF25	New	103292	QATAR LUBRICANTS PETROLEUM CHEMICAL	QAR	55,000.00	55,000.00	24/06/2025	Sight / Doc Against Pay	   
EC25060000000648	Rcvd frm22	ODC/01734/2025	New	103292	DRWEE	QAR	2,340.00	2,340.00	23/06/2025	Sight / Doc Against Pay	



Amend



Details



Correspondence

Export Collection Events

EC Initiation

Correspondence

Amend

Export Collection Initiation

Export Collection

Trade Finance Charges

Templates

Request Export Collection

Outstanding (7)

Draft (25)

Actions (0)

Pending Approval (0)

Pending at Bank (20)

Rejected (0)

Closed (0)

Select Preference

Standard

Advanced Filter

Search

Channel Reference	Customer Reference	Bank Reference	Status	Entity	Drawee	Currency	Amount	Outstanding Amount	Creation Date	Payment Ty	Actions
EC25060000000715	asdasd	OCC00003143CIF25	New	103292	QATAR LUBRICANTS PETROLEUM CHEMICAL	QAR	55,000.00	55,000.00	24/06/2025	Sight / Docu Against Pay	
EC25060000000648	Rcvd frm22	ODC/01734/2025	New	103292	DRWEE	QAR	2,340.00	2,340.00	23/06/2025	Sight / Docu Against Pay	
EC25060000000638	asd	ODC/01733/2025	New	103292	ddd	USD	\$ 1,000.00	\$ 1,000.00	23/06/2025	Sight / Docu Against Pay	
EC25060000000632	qwe	ODC/01732/2025	New	103292	ZahlDrawee	QAR	7,778.00	7,778.00	23/06/2025	Sight / Docu Against Pay	

To initiate an Export Collection Request, Click on the Request Export Collection button.

General Details

Export Collection Initiation

0 %

1 General Details

2 Drawer and Drawee Details

3 Bank Details

4 Payment and Amount Details

5 Shipment Details

6 Collection Instructions

7 Attachments and Documents

Export Collection

General Details

Collection Type

Regular

Direct Bank

1

Create From

Template

Existing EC

2

☐ Send Documents by Courier

References

3

Customer Reference

Drawee Reference

Save

Exit

Next

- 1 Select the Collection type either Regular or Direct from the Bank .
- 2 **Template:** Click on this option to create a new LC using an existing template.
Existing EC: Upon selection of this option a list of existing ECs is displayed.
Select the applicable LC on which you wish to base the new EC.

To send a copy of the EC by courier, switch the toggle button.

- 3 Enter the customer reference and the drawer reference if available.

4

Drawer and Drawee Details

Export Collection Initiation

14 %

General Details

2 Drawer and Drawee Details

3 Bank Details

4 Payment and Amount Details

5 Shipment Details

6 Collection Instructions

7 Attachments and Documents

Export Collection

Save

Drawer and Drawee Details

Drawer

Entity*
103292

Street Name
StreeName

Post Code
875

Country Sub Division
Doha

Drawer Name*
ALRAYAN QATAR ETF

Town Name*
TownName

District
Doha

Country*
QA-Qatar

☐ Fill Additional Address Details

Drawer Details default to the name, country and address details of your company .
You can add additional address details for both drawer and drawee.

Drawee

Name*

Drawee

Town Name*

Town Name

District

District

Country*

AE-United Arab Emirates

Fill Additional Address Details

Save This Drawee

Abbreviated Name*

Drawee

Street Name

Street Name

Post Code

Post Code

Country Sub Division

Exit

Previous

Next

Enter the Name and address of the Drawee. Click on the 'Name' field drop down to select the associated Drawee. You may also add an adhoc and save it for future use. Enter the new Name and Address details of the Drawee and slide "Save the Drawee" button and enter the abbreviated name for the new Drawee to be saved for the Drawer.

Bank Details

Export Collection

42 %

✓ General Details

✓ Drawer and Drawee Details

3 Bank Details

! Payment and Amount Details

! Shipment Details

✓ Collection Instructions

! Attachments and Documents

! Preview

Export Collection:

Bank Details

Remitting Bank

Presenting Bank

Collecting Bank

1

Bank Name

Bank Name*
AlRayan Bank

Issuer's Reference

Issuer's Reference*
103292 0002

Instructions to Bank

2

Principal Account*
0002103292001

Fee Account*
0002103292002

3

Forward Contract

Other Instructions


Exit

Previous

Next

- 1 Remitting Bank is defaulted as your bank.
- 2 Select the account for both Principal and Fee account fields.
- 3 Write your instructions in the 'Other Instructions' narrative field.

7


بنك الريان
ALRAYAN BANK

Export Collection Initiation

28 %

✓ General Details

✓ Drawer and Drawee Details

3 Bank Details

4 Payment and Amount Details

5 Shipment Details

6 Collection Instructions

7 Attachments and Documents

8 Preview

Export Collection

Channel Reference: EC25080000002279

Remitting Bank

Presenting Bank

Collecting Bank

SWIFT Code

Bank Name

Town Name

District

Country

Street Name

Post Code

Country Sub Division

☐ Fill Additional Address Details

Select the applicable Swift Code that identifies the Presenting Bank and Collecting Bank if needed.

List of Banks

My Banks (0)

Other Banks (217868)

Advanced Filter

BIC

Name

Branch

Country

Select Country

Apply

Search

BIC	Name	City	Country
AAAARSBG	YETTEL BANK AD	BEOGRAD	RS
AAACKWKW	AL MUZAINI EXCHANGE CO. KSCC	KUWAIT	KW
AAACKWKWXXX	AL MUZAINI EXCHANGE CO. KSCC	KUWAIT	KW
AAADFRP1	ABN AMRO INVESTMENT SOLUTIONS	PARIS	FR
AAADFRP1XXX	ABN AMRO INVESTMENT SOLUTIONS	PARIS	FR

You can search for the bank by SWIFT BIC Code, Name, Branch or Country.

List of Banks

My Banks (0) Other Banks (217868)

Advanced Filter

Search					
Abbreviated Name	Entity	BIC Code	Name	Town Name	Country
No Records Found					
Showing 0 - 0 of 0 Records					
Rows per page: 10 Page 1 1					

Create New Bank

This pop-up will appear if you click on the magnifying glass.

List of Banks

Add Bank

Main Details

Entity*

Abbreviated Name*

Name*

Postal Address

SWIFT Address

Postal Address

Department

Sub Department

Street Name

Building Number

Building Name

Floor

10 If you would like to have your own list of banks, add your bank here.

Payment and Amount Details

Export Collection

56 %

General Details

Drawer and Drawee Details

Bank Details

4 Payment and Amount Details

Shipment Details

Collection Instructions

Attachments and Documents

Preview

Export Collection:

Payment and Amount Details 1

Currency*
USD

Amount*
651,241.00

Payment Type

☒ Sight / Document Against Payment

☐ Document Against Acceptance 2

☐ Other

☐ Pour Aval

Payment Details 3

Draft Against
Sight

Payment Reference

Draft Text

Tenor*
Sight

☒ Islamic

Exit Previous Next

- 1 Enter the EC amount and currency.
- 2 Select the payment terms from the available radio buttons. Options are:
Sight/Documents Against Payment
Documents against Acceptance
Pour Aval
Other
The default selection is Sight/ Document against Payment.
On selecting Documents against Acceptance or Other, it is mandatory to specify the Tenor Description in the free format input field.
- 3 Select from the dropdown list the type of tenor in the Payment Details section.

Export Collection

55 %

- General Details
- Drawer and Drawee Details
- Bank Details
- 4 Payment and Amount Details**
- Shipment Details
- Collection Instructions
- Attachments and Documents
- Preview

Export Collection:

Payment and Amount Details

Currency*
USD

Amount*
651,241.00

Payment Type

☐ Sight / Document Against Payment

☐ Other

☒ Document Against Acceptance

☐ Pour Aval

Payment Details

Draft Against
Acceptance

Payment Reference

Draft Text

☒ Islamic

Tenor Period

☒ Fixed Maturity Date

Calculated Maturity Date

Maturity Date*

Note : Subject to bank's approval

Generate

☐ Generate a Bill of Exchange

Exit Previous Next

- 4 Fixed Maturity Date- Available when "Payment Type" is set as either 'Documents Against Acceptance' or Pour Aval.
- 5 Request generation of a Bill of Exchange by ticking the 'Generate a Bill of Exchange' checkbox. This option is available for Acceptance, Pour Aval and Other.

Export Collection

55%

General Details

Drawer and Drawee Details

Bank Details

4 Payment and Amount Details

Shipment Details

Collection Instructions

Attachments and Documents

Preview

minutes ago Save

Export Collection:

Payment and Amount Details

Currency*
USD

Amount*
651,241.00

Payment Type

Sight / Document Against Payment

Document Against Acceptance

Other

Pour Aval

Payment Details

Draft Against
Acceptance

Payment Reference

Draft Text

Islamic

Tenor Period

Fixed Maturity Date

Calculated Maturity Date

Value in Number*
20

Frequency*
Days

Prom/ After*
After

Tenor Start*
Arrival of Goods

Base Date
12/08/2025

Note : Maturity date can be viewed post bank's approval

Generate

Generate a Bill of Exchange

Exit

Previous

Next

6 Calculated Maturity Date- Available when "Payment Type" is set as either 'Documents Against Acceptance' or Pour Aval.

7 Request generation of a Bill of Exchange by ticking the ‘Generate a Bill of Exchange’ checkbox.
This option is available for Acceptance, Pour Aval and Other.

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بنك الريان
ALRAYAN BANK

Export Collection

100 %

✓ General Details

✓ Drawer and Drawee Details

✓ Bank Details

4 Payment and Amount Details

✓ Shipment Details

✓ Collection Instructions

✓ Attachments and Documents

✓ Preview

Export Collection:

Payment and Amount Details

Currency*
USD

Amount*
689,725.00

Payment Type

☐ Sight / Document Against Payment

☐ Document Against Acceptance

☒ Other

☐ Pour Aval

Payment Type (Other) Details*

Mixed Payment

Payment Details

Draft Against*
Sight

Payment Reference

Draft Text

Tenor*
Sight

☒ Islamic


Exit

Previous

Next

If Payment Type is set as ‘Other’, enter the payment type details in the designated field.

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Shipment Details

Export Collection

70 %

- General Details
- Drawer and Drawee Details
- Bank Details
- Payment and Amount Details
- 5 Shipment Details**
- Collection Instructions
- Attachments and Documents
- Preview

Export Collection:

Shipment Details 1

BL/ AWB Number*
awb number 10/20

Shipping Details 0/65

Shipment From 0/140

Shipment To 0/140

Purchase Terms 2

Incoterms Rules
2020

Incoterms*
CIF - Cost Insurance and Freight

Named Place*
Named Place 11/60

Narrative Details 3

Description of Goods*
Description of Goods 20/6500

Exit Previous Next

- 1 Fill in the shipment details and enter the AWB Number.
- 2 Select the Incoterm rules applicable for the shipment. Available options are: 2020 ,2010 and Other.
- 3 Enter the Description of Goods narrative. You can select a predefined phrase using the “ ” button on the right of the field.

Collection Instructions

Export Collection Initiation

70 %

General Details

Drawer and Drawee Details

Bank Details

Payment and Amount Details

Shipment Details

6 Collection Instructions

7 Attachments and Documents

Export Collection

Channel Reference: EC25080000002279

Collection Instructions 1

Advice Payment By
Courier/Mail

Advice Acceptance and Due Date By

Opening Charges 2

☐ Drawee ☒ Drawer

Outside Country Charges 3

☒ Drawee ☐ Drawer

☐ Waive all the charges if refused by the Drawee ☐ Protest in case of non-payment

☐ Protest in case of non-acceptance

Advice Reason of Refusal By

- 1 Select from the dropdown list how payment will be advised.
- 2 Opening Bank charges are on the Drawer by default.
- 3 Outside Country charges are on the Drawee by default.

In case of Need Refer To

0/140

☐ Accept their instructions without reserve

☒ For information only

Other Instructions

0/450

Enter your collection instructions as directed in the fields.

Attachments and Documents

Export Collection Initiation

84 %

- General Details
- Drawer and Drawee Details
- Bank Details
- Payment and Amount Details
- Shipment Details
- Collection Instructions
- 7 Attachments and Documents**
- 8 Preview

Export Collection

Channel Reference: EC25080000002279

Attachments and Documents

Maximum 5 Files of 1 MB each

Valid extensions: PNG, JPEG, JPG, RTF, CSV, XLS, XLSX, DOCX, TXT, DOC, PDF, GIF.

1

Drag and Drop File

Browse

2

Document List *

Type*	Air waybill	Document Number	242512
Document Date*	13/08/2025	Number of Originals*	1
Number of Photocopies*	2	Link to Attachment	

Save

Note: You must save the Document List exclusively, by clicking on save button, to retain the Document List data in transaction which is saved as draft.

- 1 You can either drag and drop, or select the attachment based on the valid extensions. You are allowed a maximum of 5 files of 1 MB each.
- 2 Fill in the Document List all necessary information such as (Document Type, Number of Original Documents and Number of Copies of the Documents) you can also link an attachment and write the document number if available.

34 %


- General Details
- Drawer and Drawee Details
- Bank Details
- Payment and Amount Details
- Shipment Details
- Collection Instructions
- 7 Attachments and Documents
- 8 Preview

Export Collection

Attachments and Documents



Channel Reference: EC25080000002279

Maximum 5 Files of 1 MB each
Valid extensions: PNG, JPEG, JPG, RTF, CSV, XLS, XLSX, DOCX, TXT, DOC, PDF, GIF.


Drag and Drop File

Browse

Document List *

Document Name	Document Number	Document Date	Number of Originals	Number of Photocopies	Total	Link to Attachment	Action
Air waybill	242512	13/08/2025	1	2	3	-	 

Add Documents

Exit Previous Next

Save the document details, then add details for the other documents under this collection.

Preview

Export Collection Initiation

100 %

General Details

Drawer and Drawee Details

Bank Details

Payment and Amount Details

Shipment Details

Collection Instructions

Export Collection

Channel Reference: EC25080000002279

Preview

All dates are in dd/mm/yyyy

General Details

Collection Type
Regular

Customer Reference
-Not Entered-

Send Documents by Courier
No

Drawee Reference
-Not Entered-

Drawer and Drawee Details

Drawer

Entity
103292

Address
StreeName, TownName, 875, 135, BuildName, Doha, 4, Doha, 123, 12, Doha, Department, Sub-Department, Qatar

Drawer Name
ALRAYAN QATAR ETF

Review the details entered before submission.

Amend

EC Amendment Request

100 %

✓ General Details

✓ Drawer and Drawee Details

✓ Bank Details

4 Payment and Amount Details

✓ Shipment Details

✓ Collection Instructions

✓ Attachments and Documents

✓ Preview

Export Collection:

Payment and Amount Details

Amount

AMENDED

Original Collection Amount

QAR 2,340.00

QAR

Increase Amount

2,000.00

QAR

New Collection Amount*

4,340.00

QAR

Decrease Amount

Outstanding Amount

QAR 2,340.00

Payment Type

☒ Sight / Document Against Payment

☐ Other

☐ Document Against Acceptance

☐ Pour Aval

Payment Details

Draft Against Sight


Payment Reference

Draft Text

Tenor* Sight

If the EC amendment is an amendment of amount, enter the value of increase/decrease amount to obtain the new EC amount.

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ALRAYAN BANK

Payment and Amount Details

EC Amendment Request

100 %

✓ General Details

✓ Drawer and Drawee Details

✓ Bank Details

4 Payment and Amount Details

✓ Shipment Details

✓ Collection Instructions

✓ Attachments and Documents

✓ Preview

Export Collection:

Payment and Amount Details

Amount

AMENDED

Original Collection Amount

QAR 2,340.00

QAR

Increase Amount

2,000.00

QAR

New Collection Amount*

4,340.00

Payment Type

☒ Sight / Document Against Payment

☐ Other

☐ Document Against Acceptance

☐ Pour Aval

Payment Details

AMENDED

Draft Against Sight

Payment Reference

Draft Text


Draft Text

Tenor*

Sight

Once amended, fields will be highlighted. You can press the ‘i’ button to view the previous value of the field.

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بنك الريان
ALRAYAN BANK

Preview

EC Amendment Request

100 %

- ✓ General Details
- ✓ Drawer and Drawee Details
- ✓ Bank Details
- ✓ Payment and Amount Details
- ✓ Shipment Details
- ✓ Collection Instructions
- ✓ Attachments and Documents

8 Preview

Export Collection:

Preview

*Please note all the highlighted values are amended fields

All dates are in dd/mm/yyyy

General Details

Bank Reference	Collection Type
ODC/01734/2025	Regular
Send Documents by Courier	Customer Reference
No	Rcvd frm22
Drawee Reference	Amendment Narrative
-Not Entered-	-Not Entered-

Drawer and Drawee Details

Drawer	
Entity	Drawer Name
103292	M/S AL-MUFTAH CONTRACTING COMPANY
Address	
875, DOHA/QATAR, 4	
Drawee	
Name	Address
DRWEE	United States
	Town, United States

All amended fields will be highlighted in the preview screen. Review the details entered before submission.

Correspondence

Correspondence

0 %

1 General Details

2 Attachments

3 Preview

Export Collection:

General Details

Channel Reference

EC25060000000648

Bank Reference

ODC/01734/2025

Application Date

23/06/2025

Drawer Name

M/S AL-MUFTAH CONTRACTING COMPANY

Customer Instructions

Instructions*

Enter your instructions here


28/9685

Exit

Next

Write your message or general instructions in the customer instructions section.

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بنك الريان
ALRAYAN BANK

Attachments

Correspondence

50 %

✓ General Details

2 Attachments

3 Preview

Export Collection:

Attachments

Maximum 5 Files of 1 MB each

Valid extensions: PNG, JPEG, JPG, RTF, CSV, XLS, XLSX, DOCX, TXT, DOC, PDF, GIF.

↑

Drag and Drop File

Browse

Saved just now

Save

Exit

Previous

Next

You can either drag and drop, or select the attachment based on the valid extensions.
You are allowed a maximum of 5 files of 1 MB each.

Preview

Correspondence

100 %

General Details

Attachments

3 Preview

Export Collection:

Saved just now

Preview

All dates are in dd/mm/yyyy

General Details

Channel Reference
EC2506000000648

Application Date
23/06/2025

Bank Reference
ODC/01734/2025

Drawer Name
M/S AL-MUFTAH CONTRACTING COMPANY

Customer Instructions

Instructions
Enter your instructions here

Attachments

There are no attachments added for this transaction

Exit

Previous

Submit

Review the details entered before submission.