USER MANUAL
EXPORT COLLECTION

Navigate to Export Collection

Access Export Collection Module through Trade Services Menu.

Action Bar
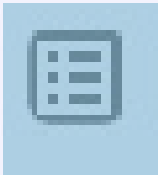
Trade Finance Charges   Templates   Request Export Collection

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	

✏	▤	✉

🟦 Amend   🟦 Details   ⬜ Correspondence

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ALRAYAN BANK
بنــك الريــان

Export Collection Events

EC Initiation

Correspondence

Amend

ALRAYAN BANK

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
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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	ZahiDrawee	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.

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General Details

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.

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

Save

Export Collection

Drawer and Drawee Details

Drawer

Entity*
103292

Drawer Name*
ALRAYAN QATAR ETF

Street Name
StreeName

Town Name*
TownName

Post Code
875

District
Doha

Country Sub Division
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.

بنك الريان
ALRAYAN BANK

Drawee

Name*
Drawee

Street Name
Street Name

Town Name*
Town Name

Post Code
Post Code

District
District

Country Sub Division

Country*
AE-United Arab Emirates

☐ Fill Additional Address Details

⬤ Save This Drawee

Abbreviated Name*
Drawee

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.

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Bank Details

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.

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بنــك الريـــان

Export Collection Initiation

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- ✅ 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

Bank Details

| Remitting Bank | **Presenting Bank** | Collecting Bank |

SWIFT Code 🔍

Bank Name

Street Name

Town Name

Post Code

District

Country Sub Division

Country ▾

☐ Fill Additional Address Details

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

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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.

ALRAYAN BANK
بنــك الريـــان

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   ⫷ ‹ **1** › ⫸   Rows per page: 10 ▼   Page 1 1

Create New Bank

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

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

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

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بنــك الريــــان
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Payment and Amount Details

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:

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] ④

Maturity Date*

Note : Subject to bank's approval

Generate ⑤

☐ 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.

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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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بنـك الريـان

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.

Export Collection sidebar

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

100 %

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بنـك الريـان

Shipment Details

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

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.

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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.

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Attachments and Documents

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.

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Export Collection

Attachments and Documents

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

Progress indicator: 34 %

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

Exit   Previous   Next

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

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Preview

Review the details entered before submission.

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بنــك الريـــان

Amend

Export Collection:

Payment and Amount Details

Amount AMENDED

Original Collection Amount

QAR 2,340.00

QAR | Increase Amount: **2,000.00**   QAR | Decrease Amount

QAR | New Collection Amount* : **4,340.00**   Outstanding Amount : QAR 2,340.00

Payment Type

◉ Sight / Document Against Payment   ○ Document Against Acceptance

○ Other   ○ 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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Payment and Amount Details

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

Preview

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

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Correspondence

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

Attachments

Correspondence

50 %

✅ General Details

2 Attachments

3 Preview

Saved just now Save

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

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.

بنــك الريـــان
ALRAYAN BANK

Preview

Correspondence

100 %

✓ General Details

✓ Attachments

3 Preview

Export Collection:

Preview

All dates are in dd/mm/yyyy

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

Attachments ∨

There are no attachments added for this transaction

Exit   Previous   Submit

Review the details entered before submission.

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