

USER MANUAL

EXPORT LETTER OF CREDIT

Export LC Events/ Actions

Transfer

**Assignment
of Proceeds**

**Generate
Remittance Letter**

Correspondence

**Beneficiary Response
to Amendment**

Navigate to Export LC



Access Export Letter of Credit Module through Trade Services Menu.

Action Bar

Export Letter of Credit

Trade Finance Charges

Live (29)

Draft (79)

Actions (3)

Pending Approval (9)

Pending at Bank (34)

Rejected (0)

Closed (3)

Select Preference

Standard

Advanced Filter

Search

Channel Reference	Customer Reference	Bank Reference	Status	Issue Date	Entity	Applicant Name	Currency	Amount	Actions
EL25060000000537	123456	ELC/LEX/08917/25	Accepted	18/06/2025	103292	APPLCNT amended	QAR	5,400.00	
EL25070000000878	-	ELC/SUN/08934/25	Advice	01/07/2025	103292	APPLICANT	QAR	30,000.00	<div><div></div><div></div><div></div><div></div></div>

Details

Assignment of Proceeds

Generate Remittance Letter

Transfer

EL Transfer Request

0 %

1 General Details

2 Transfer Conditions

3 Shipment and Narrative

4 Attachments

5 Preview

Export Letter of Credit:

General Details

Channel Reference

EL25060000000534

Bank Reference

ELC/SUN/08914/25

Issue Date

18/06/2025

Expiry Date

18/08/2026

Exit

Next

EL25060000000534	-	ELC/SUN/08914/25	Amended	18/06/2025	103292	APPLCNT test	QAR	1,250.00	-	18/08/2026	<div><div>Generate Remittance Letter</div><div>Correspondence</div><div>View</div><div>Set Reference</div></div>
EL25060000000576	-	ELC/UUC/08919/25	Amendment Awaiting Beneficiary Approval	19/06/2025	103292	APPLICANT	USD	\$ 50,000.00	-	19/07/2025	
EL25060000000536	987654	ELC/UUC/08916/25	Amendment Awaiting Beneficiary Approval	18/06/2025	103292	APPLCNT	QAR	1,650.00	-	18/06/2026	
EL25060000000535	-	ELC/ELC/08915/25	Advice	18/06/2025	103292	APPLCNT	QAR	2,500.00	-	18/06/2026	

If the Export LC is transferable, you can initiate a transfer request under the LC.

Transfer Conditions

EL Transfer Request

25 %

✓ General Details

2 Transfer Conditions

3 Shipment and Narrative

4 Attachments

5 Preview

Export Letter of Credit:

Transfer Conditions

Mode of Transmission

1

✓ SWIFT

Courier/Mail

Other

Transfer Expiry Date*

18/08/2026

Transfer Place Of Expiry*

UK

Second Beneficiary Details

2

Name*

ADVANCED COMPANY

Street Name

KING ARTHUR STREET

Town Name*

LIVERPOOL

Post Code

EQ123

District

LIVERPOOL OLD CITY


Country Sub Division

Country*

GB-United Kingdom

- 1 Select the ELC mode of transmission. By default it is set as SWIFT. Transfer Expiry Date is automatically set as the ELC expiry date.
- 2 Select the associated beneficiary from the dropdown. You may also add a new beneficiary, enter the new Name and Address details of the beneficiary.

4


بنك الريان
ALRAYAN BANK

Transfer Conditions

☒ **Substitute Invoice**
☐ Notify Amendments

Advise Mode

Advise Through

Direct

Original LC Amount

QAR 1,250.00

Available Amount to Transfer

QAR 1,250.00

☒ Full Transfer

QAR

Transfer Amount

1,250.00

Exit

Previous

Next

- 1 Select the applicable transfer conditions of LC.
- 2 Select the Advise mode of LC from the dropdown. Available values are: Direct and Through Bank Note:
Upon selection of Advise Mode as 'Through Bank', 'BIC Code' and 'Bank Name' are mandatory fields that you need to fill.
- 3 Slide the 'Full Transfer' button to indicate a full transfer, or leave it unmarked to indicate a partial transfer.
In the latter case you must enter the amount to transfer in the next field. It can be any amount, if full amount entered, the option will automatically become **Full Transfer**.

Shipment and Narrative

EL Transfer Request

minutes ago [Save](#)

50 %

General Details

Transfer Conditions

3 Shipment and Narrative

4 Attachments

5 Preview

Export Letter of Credit:

Shipment And Narrative

Transfer Shipment Date

21/08/2025

Narrative

Transfer Details*

Write necessary transfer details

32/6500

1

2

Exit

Previous

Next

- 1 Enter the date on or before which the shipment must be made.
- 2 Enter the transfer details of ELC.

Attachments

EL Transfer Request

75 %

✓ General Details

✓ Transfer Conditions

✓ Shipment and Narrative

4 Attachments

5 Preview

Export Letter of Credit:

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

EL Transfer Request

100 %

General Details

Transfer Conditions

Shipment and Narrative

Attachments

5 Preview

Export Letter of Credit:

Saved just now

Preview

All dates are in dd/mm/yyyy

General Details

Channel Reference
EL25060000000534

Bank Reference
ELC/SUN/08914/25

Issue Date
18/06/2025

Expiry Date
18/08/2026

Transfer Conditions

Mode of Transmission
SWIFT

Transfer Expiry Date
18/08/2026

Transfer Place Of Expiry
UK

Second Beneficiary Details

Name
ADVANCED COMPANY

Address
KING ARTHUR STREET, LIVERPOOL, EQ123, LIVERPOOL OLD CITY, United Kingdom


Transfer Conditions

Substitute Invoice
Yes

Notify Amendments
No

Review the details entered before submission.

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Generate Remittance Letter

EL25060000000534	-	ELC/SUN/08914/25	Amended	18/06/2025	103292	APPLCNT test	QAR	1,250.00	-	18/08/2026	<div><div></div><div></div><div></div><div></div></div>
EL25060000000576	-	ELC/UUC/08919/25	Amendment Awaiting Beneficiary Approval	19/06/2025	103292	APPLICANT	USD	\$ 50,000.00	-	19/07/2025	Generate Remittance Letter
EL25060000000536	987654	ELC/UUC/08916/25	Amendment Awaiting Beneficiary Approval	18/06/2025	103292	APPLCNT	QAR	1,650.00	-	18/06/2026	Correspondence
EL25060000000535	-	ELC/ELC/08915/25	Advice	18/06/2025	103292	APPLCNT	QAR	2,500.00	-	18/06/2026	View
											Set Reference

You can generate a remittance letter for the Export LC.

General Details

Generate Remittance Letter

0 %

1 General Details

2 Instructions

3 Preview

Export Letter of Credit:

General Details

Bank Reference

ELC/LEX/08917/25

Channel Reference

EL25060000000537

Issue Date

18/06/2025

Expiry Date

18/06/2026

Beneficiary Name

M/S AL-MUFTAH CONTRACTING COMPANY

Applicant Name

APPLCNT amended

Available Amount

QAR 5,400.00

Document Amount

QAR

Amount*

5,400.00

Principal Account*


0002103292001

Fee Account*

0002103292001

Enter the Document Amount. Currency is defaulted as the ELC’s currency.
Select the principal account and fee account.

10



بنك الريان
ALRAYAN BANK

Document Amount

QAR

Amount*

5,400.00

Principal Account*

0002103292001

Fee Account*

0002103292001

Document List*

Add Documents

Type	Number of Originals	Number of Photocopies	Action
Air waybill	1	2	

Air waybill

Bill of Lading

Bill of exchange

Certificate of origin

Combined transport document

document to submit the form.

Exit

Next

Under Document List, enter the documents presented under the ELC. Specify the number of originals and photocopies.

Instructions

Generate Remittance Letter

100 %

✓ General Details

2 Instructions

✓ Preview

minutes ago [Save](#)

Export Letter of Credit:

Instructions

Additional Instructions*

☐ Present the documents to issuing/confirming/nominated bank to be honoured/negotiated by them

☒ Present the documents to issuing/confirming/nominated bank for their Approval

☐ Please examine the documents and advice us discrepancies. If any, and hold documents at our risk and disposal

294/13200

Please select the presentation of documents option from the list above

Payment Instruction*

Write payment instructions here

31/13200


Exit

Previous

Next

In additional instructions field, select the presentation of documents option in the mentioned list.

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Preview

Generate Remittance Letter

100 %

✓ General Details

✓ Instructions

3 Preview

Export Letter of Credit:

Saved just now

Preview

All dates are in dd/mm/yyyy

General Details

Bank Reference
ELC/LEX/08917/25

Channel Reference
EL25060000000537

Issue Date
18/06/2025

Expiry Date
18/06/2026

Beneficiary Name
M/S AL-MUFTAH CONTRACTING COMPANY

Applicant Name
APPLCNT amended

Available Amount
QAR 5,400.00

Document Amount
QAR 5,400.00

Principal Account
0002103292001

Fee Account
0002103292001


Document Details

Type	Number of Originals	Number of Photocopies
Air waybill	1	2

Instructions

Review the details entered before submission.

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بنك الريان
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Assignment of Proceeds

Assign EL Request

0 %

1 General Details

2 Assignment Conditions

3 Attachments

4 Preview

Export Letter of Credit:

General Details

Channel Reference

EL25070000000878

Bank Reference

ELC/SUN/08934/25

Issue Date

01/07/2025

Expiry Date

06/10/2025

Save

Exit

Next

The Assignment action sends a message to the Advising Bank, informing them of the assignment to a secondary Beneficiary.

Assignment Conditions

Assign EL Request

Saved 3 minutes ago Save

33 %

General Details

2 Assignment Conditions

3 Attachments

4 Preview

Export Letter of Credit:

Assignment Conditions

Assignee

1

Name*

ADVANCED COMPANY

Street Name

KING ARTHUR STREET

Town Name*

LIVERPOOL

Post Code

EQ123

District

LIVERPOOL OLD CITY

Country Sub Division

Country*

GB-United Kingdom

☐ Fill Additional Address Details

Free Format Message

2

Customer Instructions*

Assignee Name:

267/9685

Beneficiary details are required in "Customer Instruction" box. Please select the "Assignment of Proceed" phrase.

- 1 Name and address of the assignee. You can select the assignee from Name field dropdown which lists all customers list that your company maintains.
- 2 Select the “Assignment of Proceed” phrase in the Customer Instructions text field, and fill in the assignee details.

Original LC Amount

QAR 30,000.00

Available Amount to Assignment

QAR 33,000.00

☒ Full Assignment

QAR

Assignment Amount

33,000.00

Exit

Previous

Next

Enter the assignment amount. Manual entry in this field is allowed only when you have not enabled 'Full Assignment' in the above field. The currency code cannot be updated. If you have ticked 'Full Assignment', It can be any amount, if full amount entered, the option will automatically become **Full Assignment**.

Attachments

Assign EL Request

66 %

✓ General Details

✓ Assignment Conditions

3 Attachments

4 Preview

Export Letter of Credit:

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

Saved 1 minute ago [Save](#)

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

Assign EL Request

100 %

General Details

Assignment Conditions

Attachments

4 Preview

Export Letter of Credit:

Preview

All dates are in dd/mm/yyyy

General Details

Channel Reference
EL25070000000878

Bank Reference
ELC/SUN/08934/25

Issue Date
01/07/2025

Expiry Date
06/10/2025

Assignment Conditions

Assignee

Name
ADVANCED COMPANY

Address
KING ARTHUR STREET, LIVERPOOL, EQ123, LIVERPOOL OLD CITY, United Kingdom

Free Format Message

Customer Instructions
Assignee Name:

Account Number:

IBAN:

Bank Name:

Amount:

Applicable Rules
UCP LATEST VERSION

Saved just now

Review the details entered before submission.

Correspondence

Correspondence

0 %

1 General Details

2 Attachments

3 Preview

Export Letter of Credit:

General Details

Channel Reference

EL25060000000537

Bank Reference

ELC/LEX/08917/25

Customer Reference

123456

Issue Date

18/06/2025

Expiry Date

18/06/2026

Applicant Name

APPLCNT amended

Event Date

21/07/2025

Customer Instructions

Instructions*

Enter your instructions to the bank

35/1750


Exit

Next

EL25060000000534	-	ELC/SUN/08914/25	Amended	18/06/2025	103292	APPLCNT test	QAR	1,250.00	-	18/08/2026	<div><div>Generate Remittance Letter</div><div>Correspondence</div><div>View</div><div>Set Reference</div></div>
EL25060000000576	-	ELC/UUC/08919/25	Amendment Awaiting Beneficiary Approval	19/06/2025	103292	APPLICANT	USD	\$ 50,000.00	-	19/07/2025	
EL25060000000536	987654	ELC/UUC/08916/25	Amendment Awaiting Beneficiary Approval	18/06/2025	103292	APPLCNT	QAR	1,650.00	-	18/06/2026	
EL25060000000535	-	ELC/ELC/08915/25	Advice	18/06/2025	103292	APPLCNT	QAR	2,500.00	-	18/06/2026	

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

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Attachments

Correspondence

0%

1 General Details

2 Attachments


3 Preview

Export Letter of Credit:

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

Edit Correspondence

100 %

✓ General Details

✓ Attachments

3 Preview

Export Letter of Credit:

Saved just now

Preview

All dates are in dd/mm/yyyy

General Details

Channel Reference
EL25060000000537

Bank Reference
ELC/LEX/08917/25

Customer Reference
123456

Issue Date
18/06/2025

Expiry Date
18/06/2026

Applicant Name
APPLCNT amended

Event Date
21/07/2025

Customer Instructions

Instructions
Enter your instructions to the bank


Attachments

There are no attachments added for this transaction

Review the details entered before submission.

ExitPreviousSubmit

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بنك الريان
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Beneficiary Response to Amendment

Export Letter of Credit

Trade Finance Charges

Live (29)

Draft (78)

Actions (3)

Pending Approval (9)

Pending at Bank (34)

Rejected (0)

Closed (3)

Select Preference

Standard

Advanced Filter

Search

<input type="checkbox"/>	Channel Reference	Customer Reference	Bank Reference	Action Type	Issue Date	Entity	Applicant Name	Currency	Amount	Expiry Date	Actions
<input type="checkbox"/>	EL25060000000575	123456	ELC/LEX/08920/25	Amendment Response	19/06/2025	103292	APPLICANT increase 200\$	USD	\$ 200.00	19/07/2025	<div><div></div><div></div></div>

If the bank issues an amendment that requires the beneficiary’s (your company’s) response, an ‘Amendment Response’ action will be received under Actions tab.

General Details

Edit Amendment Response

100 %

1 General Details

✓ Attachments

✓ Preview

Export Letter of Credit:

General Details

Channel Reference

EL25060000000575

Customer Reference

123456

Expiry Date

19/07/2025

Event Date

24/06/2025

Event Reference

AMD003

Bank Comments

Instructions - WE HAVE ADDED OUR CONFIRMATION TO THE SUBJECT CREDIT.

Bank Attachments

File Type	Title	File Name	Actions
PDF	Export L/C - Amendment Advice	e733455150d60398-60e7e7ed:1979f796fcf-584c.pdf	

Bank Reference

ELC/LEX/08920/25

Issue Date

19/06/2025

Applicant Name

APPLICANT increase 200\$


Maturity Date

17/10/2025

Save




Review the transaction details, bank comment and the attached advices for the requested amendment details.

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بنك الريان
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Bank Attachments

File Type	Title	File Name	Actions
	Export L/C - Amendment Advice	e733455150d60398-60e7e7ed:1979f796fcf-584c.pdf	 

Consent Response

☒ Accept ☐ Reject

Customer Instructions

Instructions*

OK

2/1750

Exit

Next

Check the details provided by the bank then set the consent response as either Accept or Reject.

Attachments

Edit Amendment Response

100 %

✓ General Details

2 Attachments

✓ Preview

Export Letter of Credit:

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

Saved just now [Save](#)

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

Edit Amendment Response

100 %

✓ General Details

✓ Attachments

3 Preview

Export Letter of Credit:

Saved just now

Preview

All dates are in dd/mm/yyyy

General Details

Channel Reference
EL25060000000575

Bank Reference
ELC/LEX/08920/25

Customer Reference
123456

Issue Date
19/06/2025

Expiry Date
19/07/2025

Applicant Name
APPLICANT increase 200\$

Event Date
24/06/2025

Maturity Date
17/10/2025

Event Reference
AMD003

Bank Comments
Instructions - WE HAVE ADDED OUR CONFIRMATION TO THE SUBJECT CREDIT.

Bank Attachments


File Type	Title	File Name	Action
PDF	Export L/C - Amendment Advice	e733455150d60398-60e7e7ed:1979f796fcf-584c.pdf	

Customer Instructions

Consent Response
Accept

Review the details entered before submission.

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بنك الريان
ALRAYAN BANK