USER MANUAL

EXPORT LETTER OF CREDIT



Export LC Events/ Actions

Transfer

Assignment of Proceeds

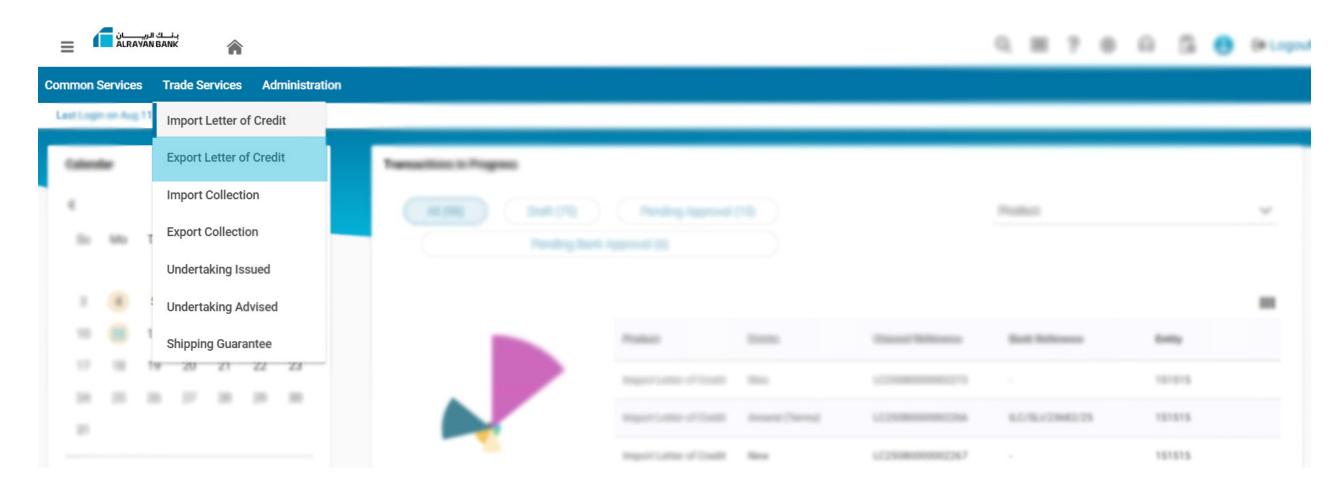
Generate Remittance Letter

Correspondence

Beneficiary Response to Amendment



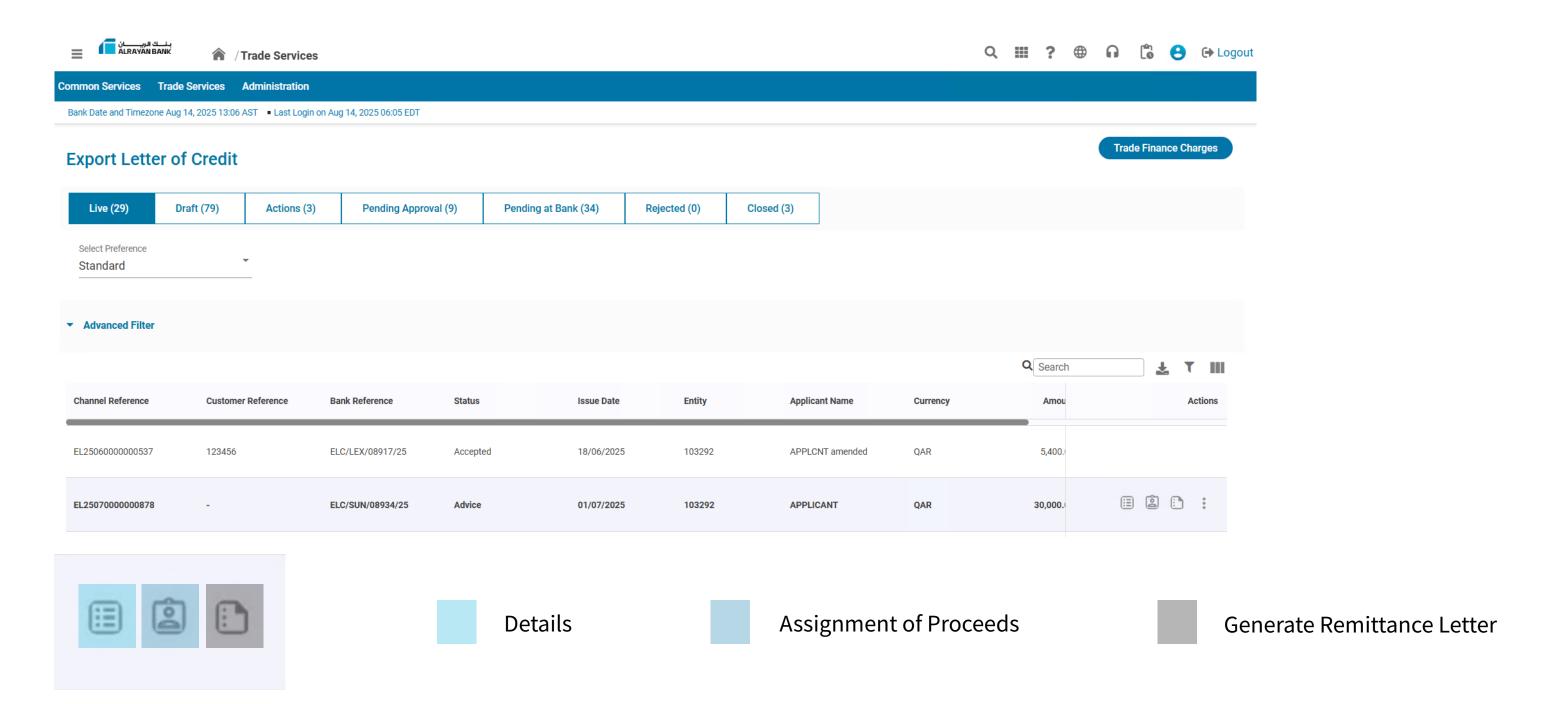
Navigate to Export LC



Access Export Letter of Credit Module through Trade Services Menu.

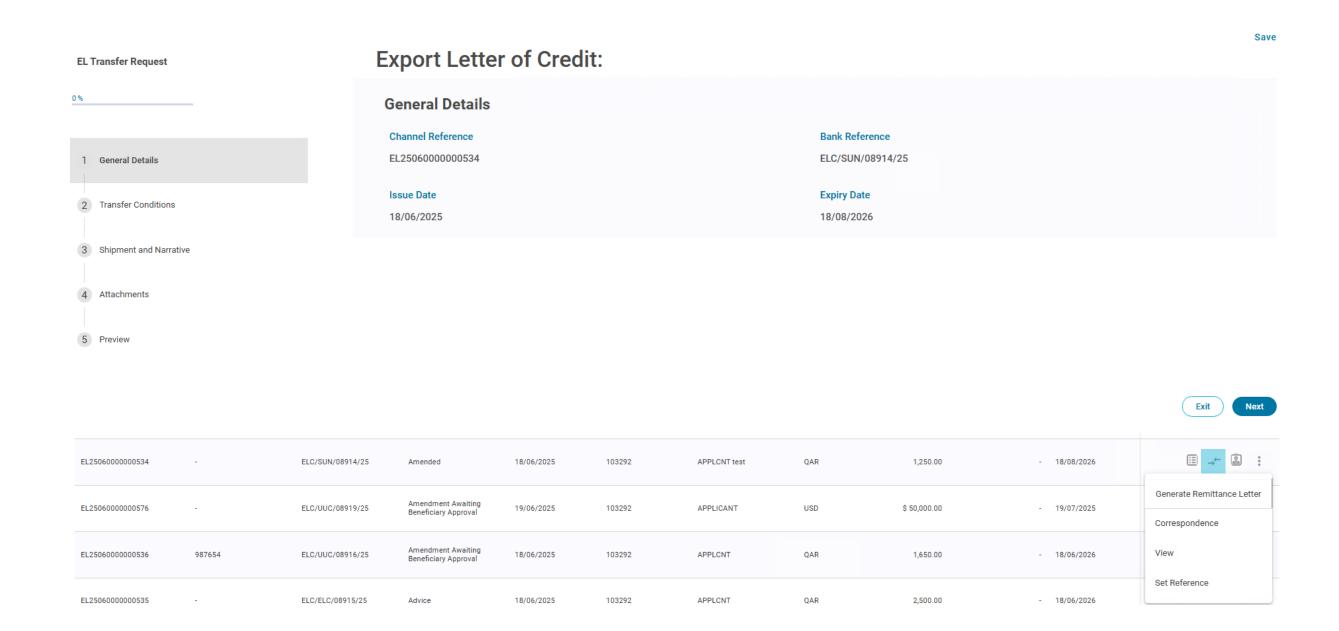


Action Bar





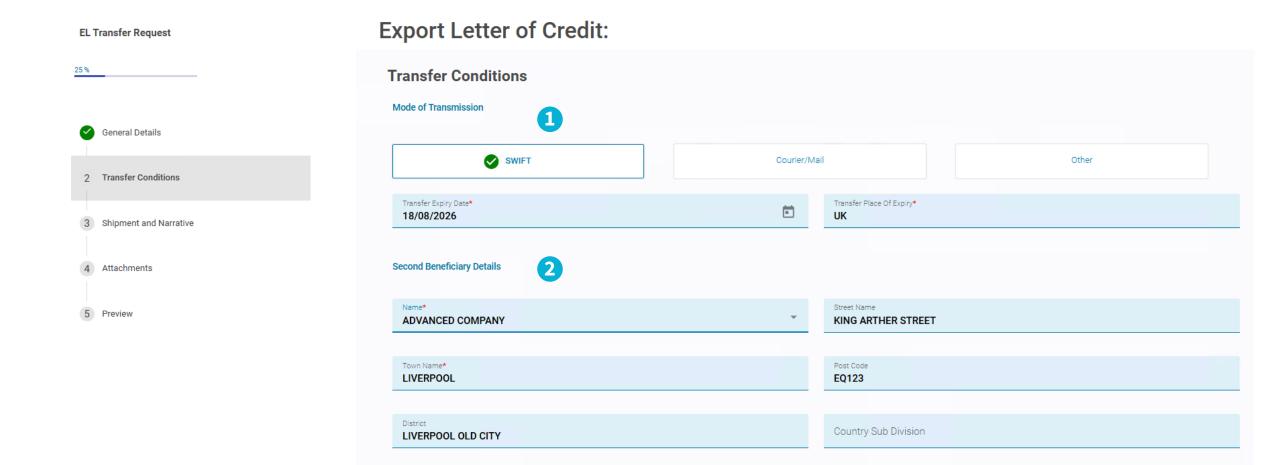
Transfer



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



Transfer Conditions

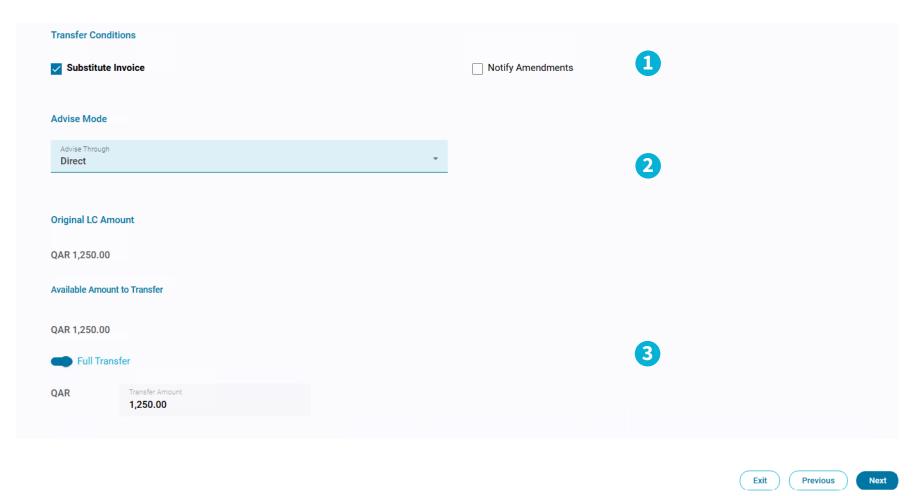


Select the ELC mode of transmission. By default it is set as SWIFT. Transfer Expiry Date is automatically set as the ELC expiry date.

GB-United Kingdom

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.

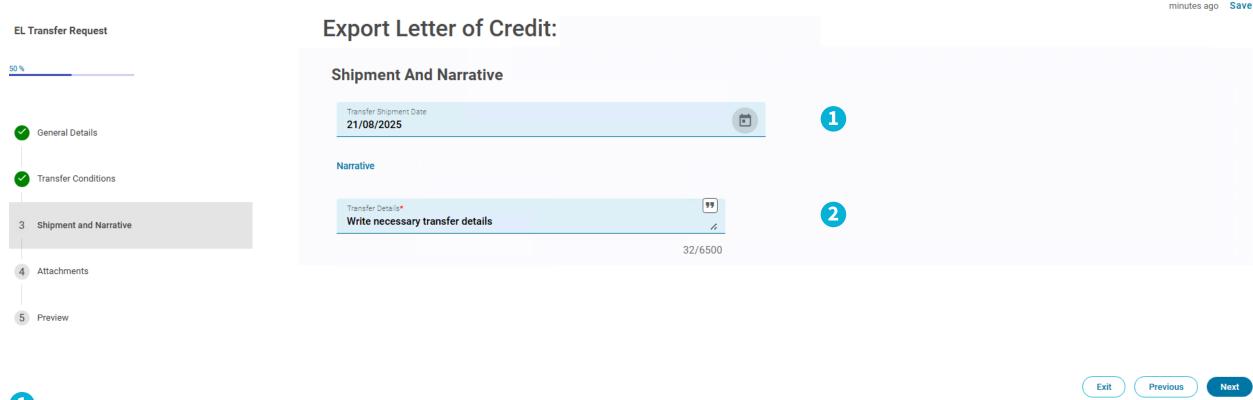




- Select the applicable transfer conditions of LC.
- Select the Advise mode of LC from the dropdown. Available values are: Direct and Through Bank Note: Upon selection of Advise Mode as 'Through Bank', 'BIC Code' and 'Bank Name' are mandatory fields that you need to fill.
- 3 Slide the 'Full Transfer' 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**.



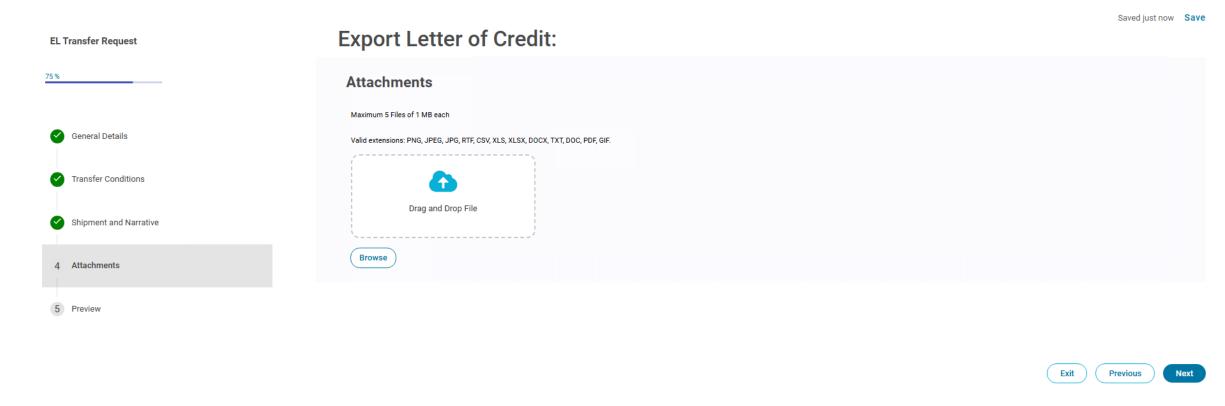
Shipment and Narrative



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



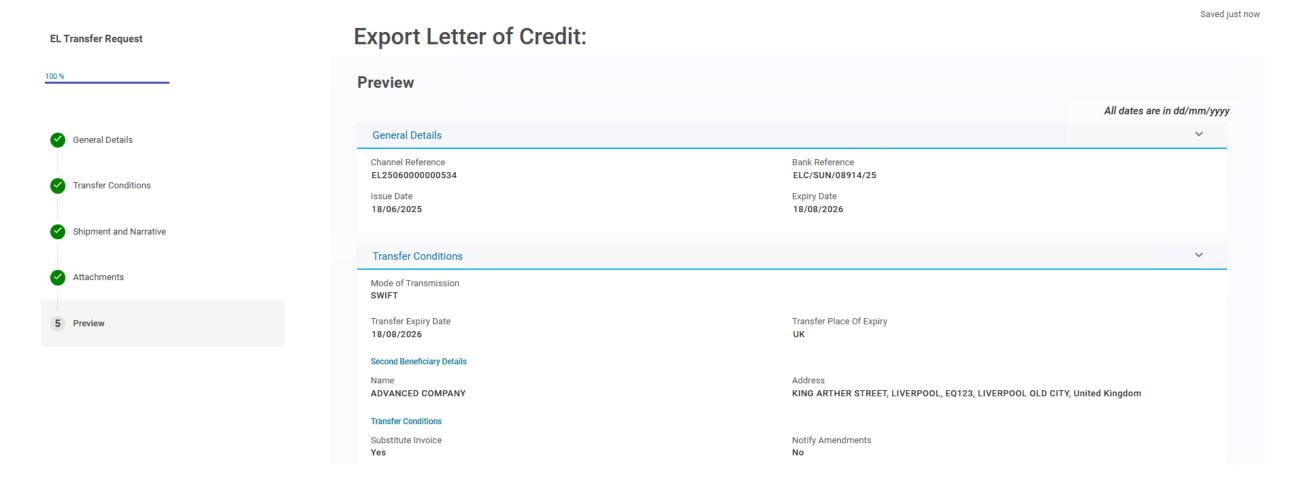
Attachments



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



Review the details entered before submission.



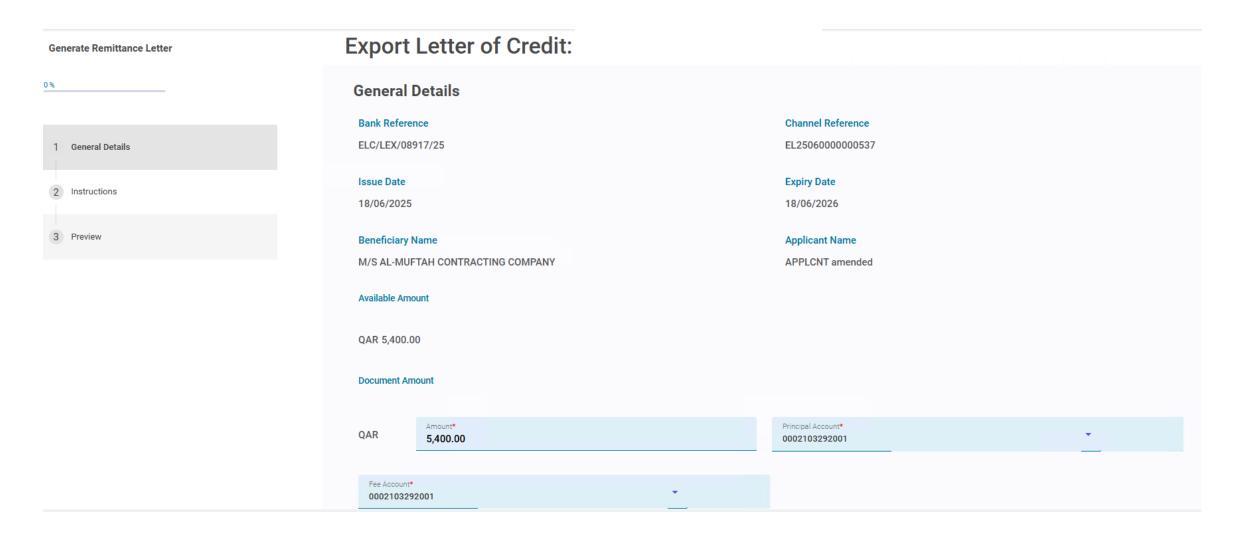
Generate Remittance Letter



You can generate a remittance letter for the Export LC.

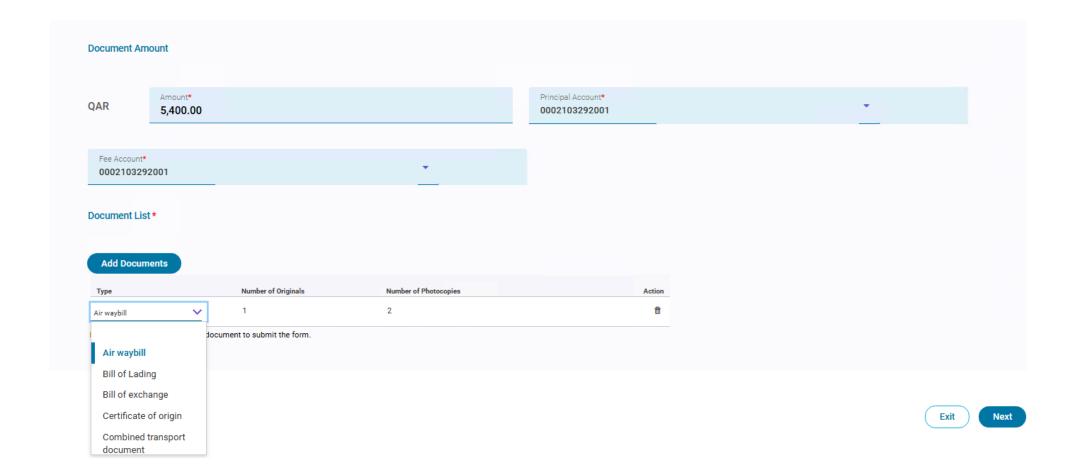


General Details



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

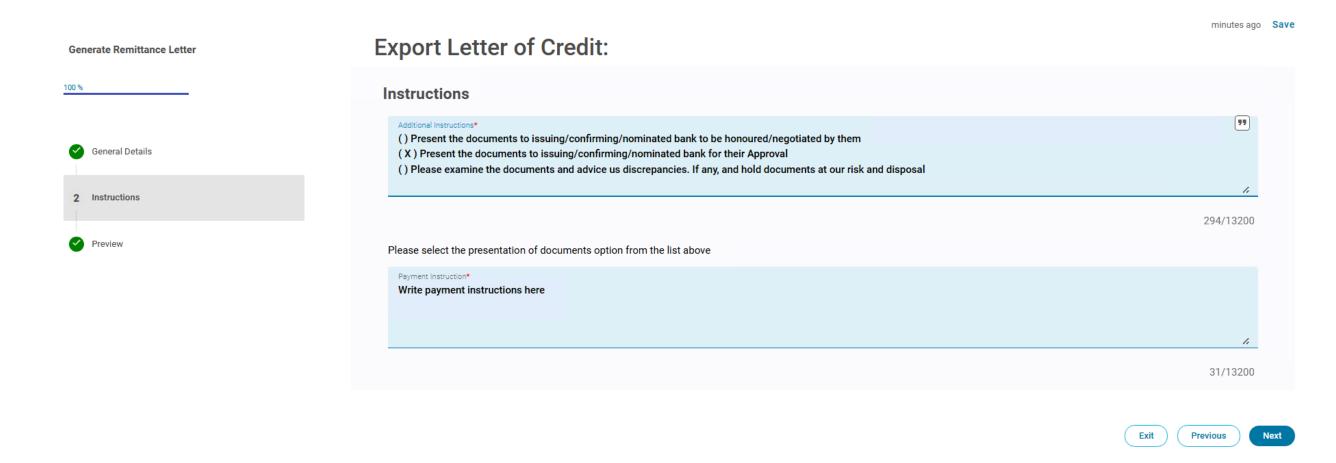




Under Document List, enter the documents presented under the ELC. Specify the number of originals and photocopies.



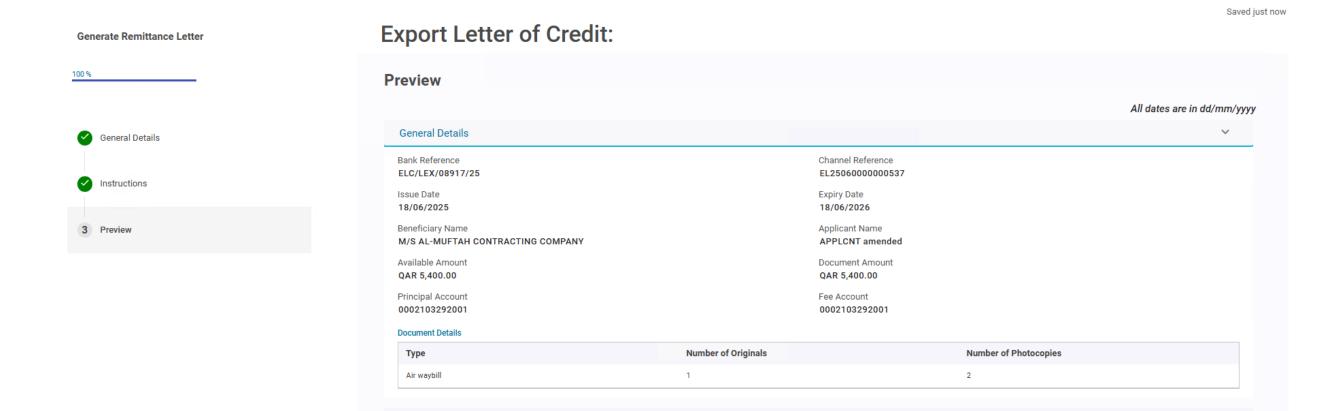
Instructions



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



Preview

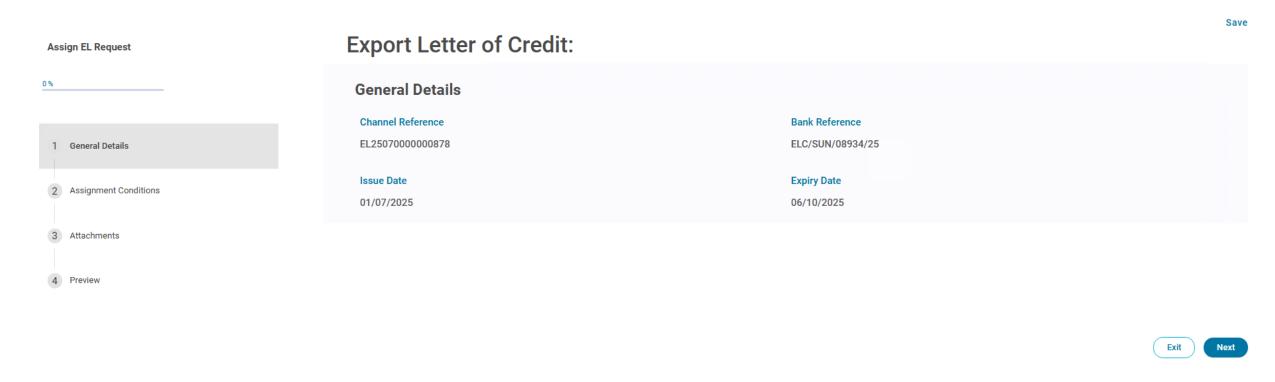


Review the details entered before submission.

Instructions



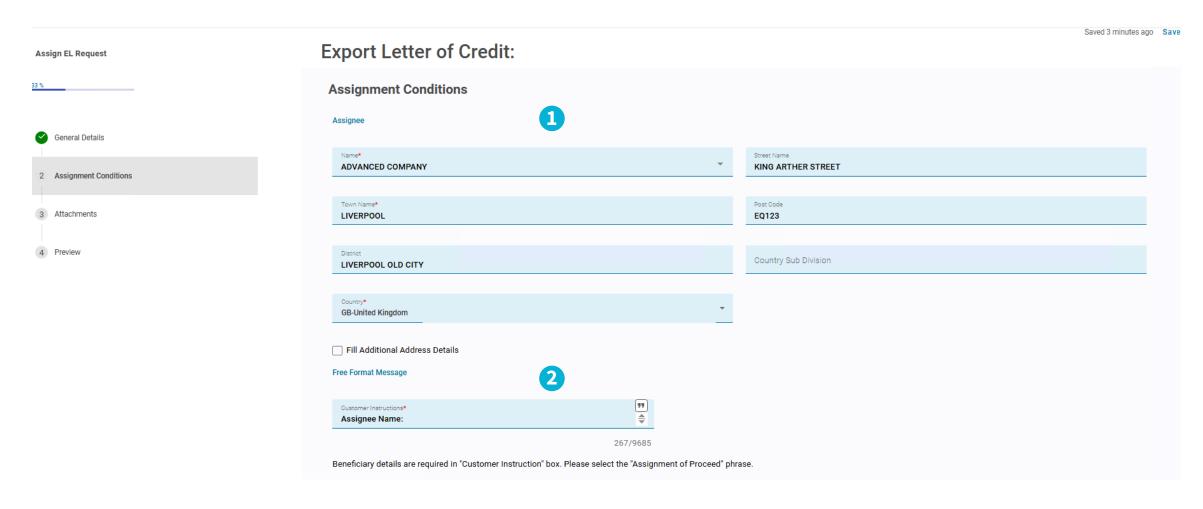
Assignment of Proceeds



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

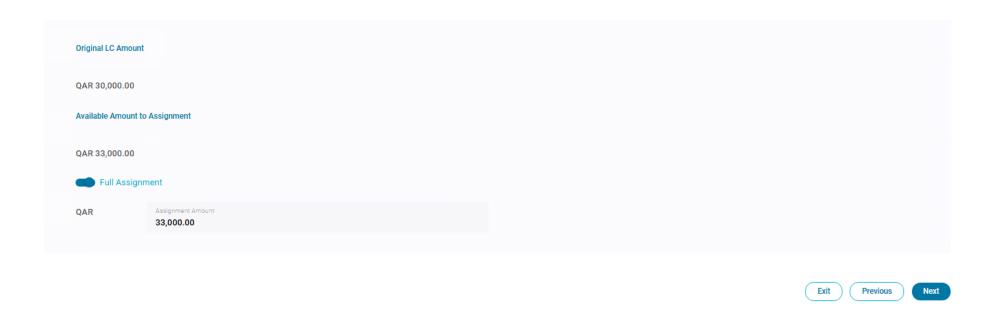


Assignment Conditions



- 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.
- Select the "Assignment of Proceed" phrase in the Customer Instructions text field, and fill in the assignee details.

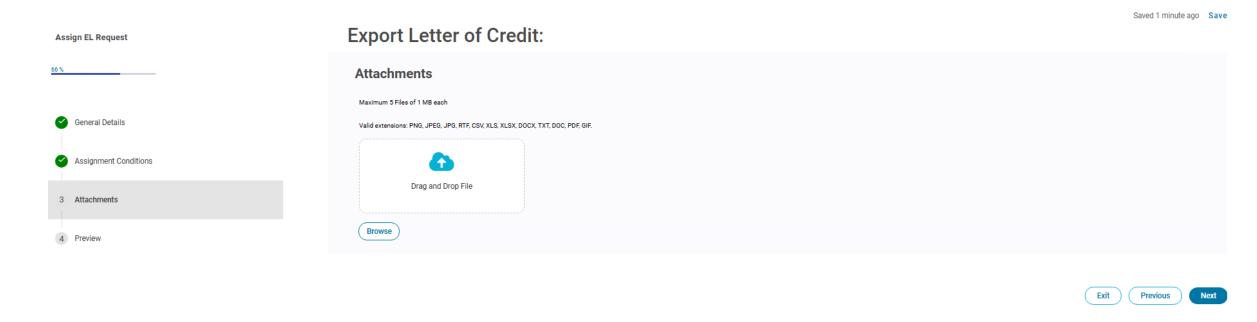




Enter the assignment amount. Manual entry in this field is allowed only when you have not enabled 'Full Assignment' in the above field. The currency code cannot be updated. If you have ticked 'Full Assignment', It can be any amount, if full amount entered, the option will automatically become **Full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



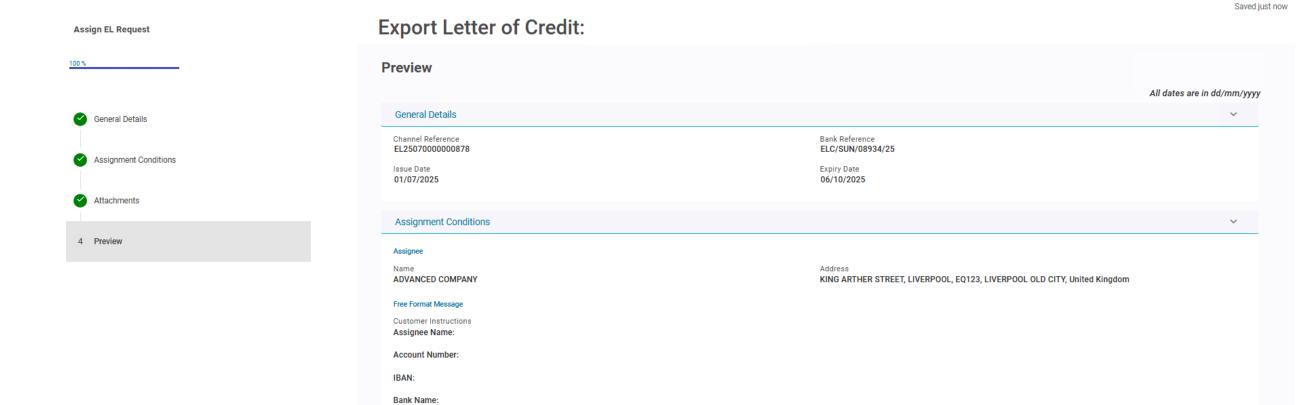
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Preview

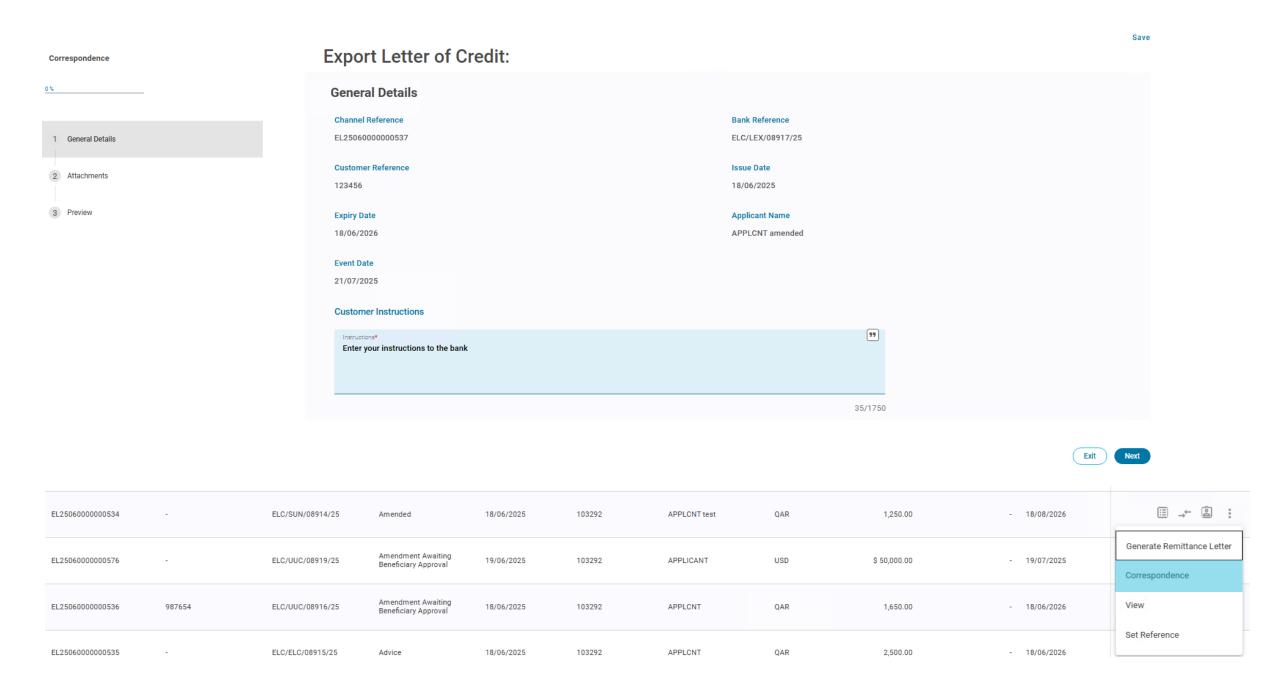


Review the details entered before submission.

Applicable Rules
UCP LATEST VERSION



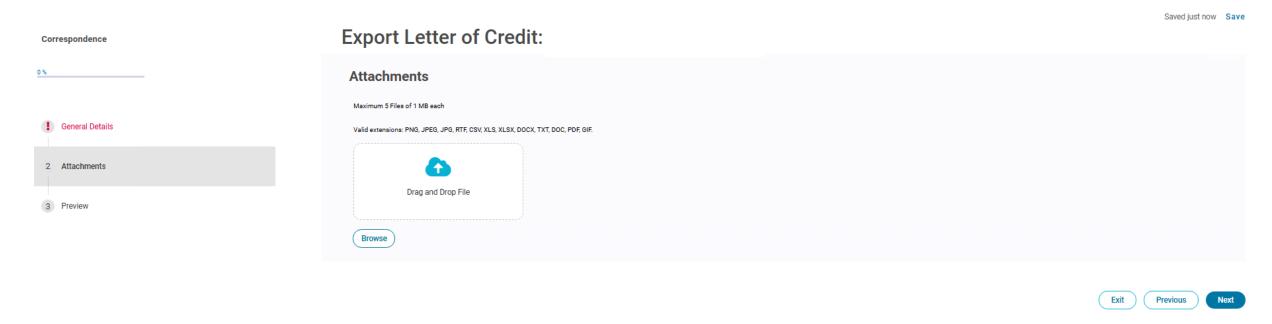
Correspondence



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



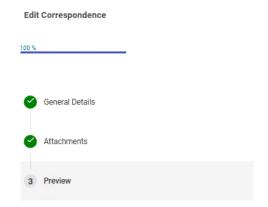
Attachments



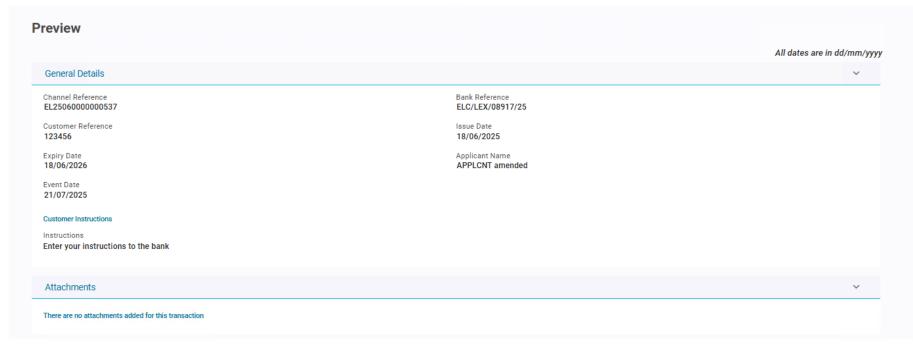
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Preview



Export Letter of Credit:



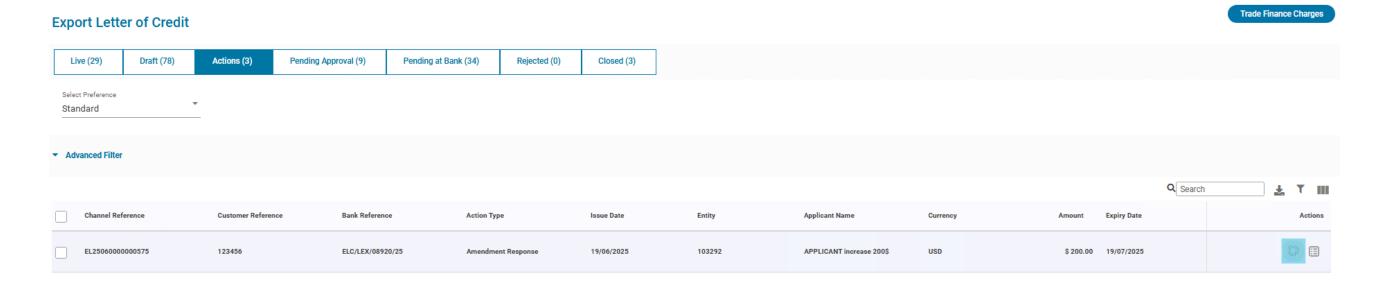
Review the details entered before submission.



Saved just now



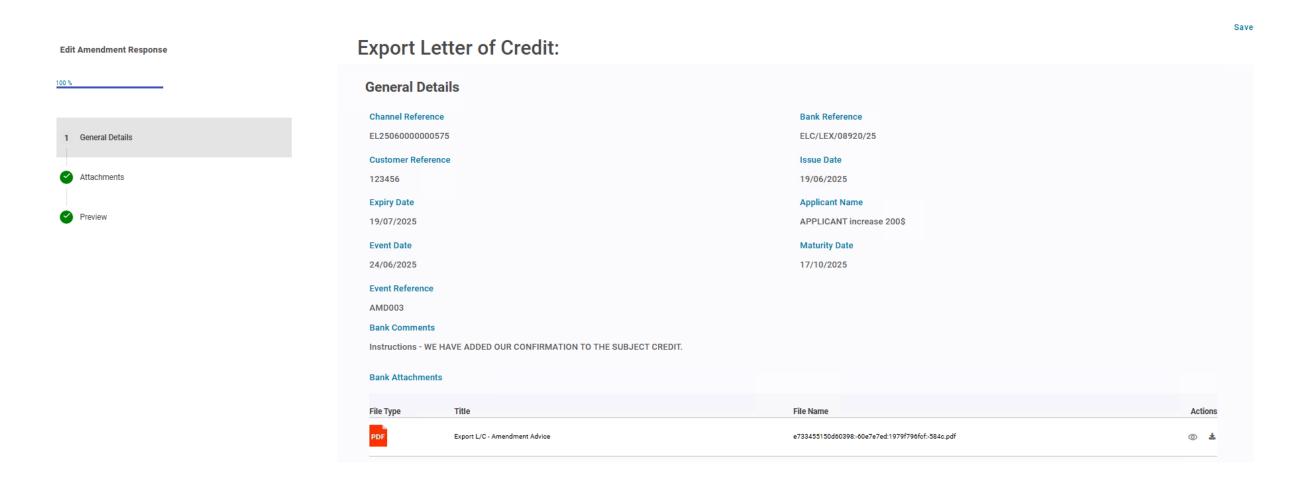
Beneficiary Response to Amendment



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.

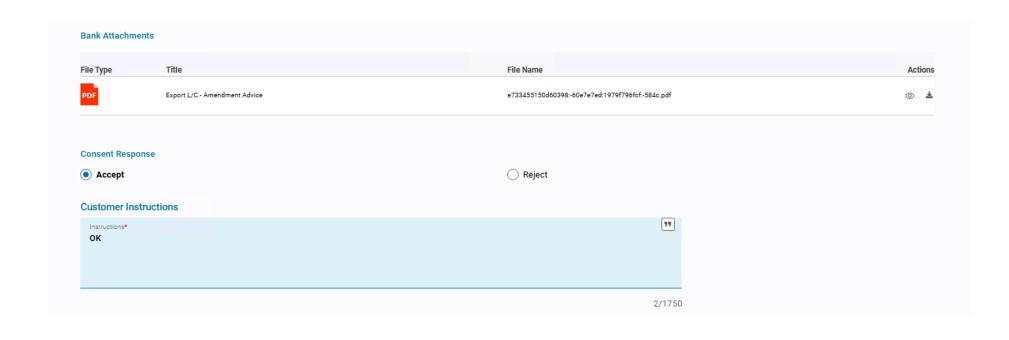


General Details



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

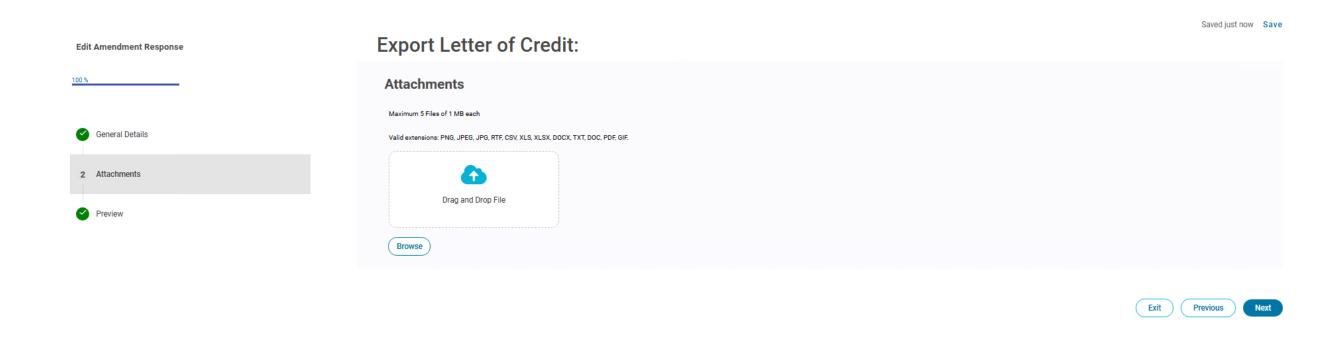




Check the details provided by the bank then set the consent response as either Accept or Reject.



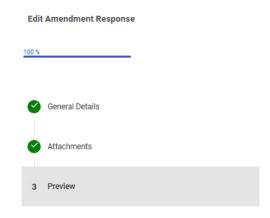
Attachments

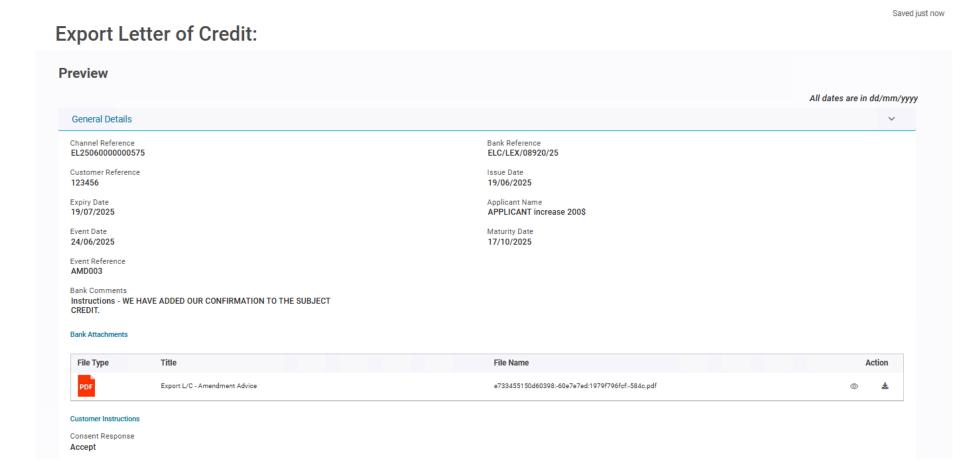


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Preview





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