

USER MANUAL

IMPORT COLLECTION

Navigate to Import Collection



Access Import Collection Module through Trade Services Menu.

Import Collection Events

**Request for
Settlement**

Correspondence

Import Collection

Import Collection

Trade Finance Charges

Outstanding (14)

Draft (9)

Actions (0)

Pending Approval (0)

Pending at Bank (7)

Rejected (0)

Closed (0)

Select Preference

Standard

Advanced Filter

Search

Channel Reference	Customer Reference	Bank Reference	Status	Entity	Drawer Name	Currency	Amount	Outstanding Amount	Creation Date	Payment Type	Actions
IC25070000000876	-	IDC/07284/2025	New	103292	DRWR	QAR	1,000.00	1,000.00	-	Sight / Documents Against Payment	<div><div></div><div></div><div></div><div></div></div>
IC25070000000811	-	IDC/07282/2025	New	103292	DRWR	QAR	7,750.00	7,750.00	-	Sight / Documents Against Payment	



Details



Request for Settlement



Correspondence

Request for Settlement

Request For Settlement

0 %

1 General Details

2 Attachments

3 Preview

Import Collection:

General Details

Channel Reference

IC25070000000876

Bank Reference

IDC/07284/2025

Drawer Name

DRWR

Collection Amount

QAR 1,000.00

Outstanding Amount

QAR 1,000.00

Settlement Amount

QAR

Amount*1,000.00

Principal Account*0002103292001

Fee Account*0002103292002

Customer Instructions

Instructions*

Pay QAR 1000


12/9685

Exit

Next

- 1 Enter the amount for settlement.
- 2 Select the principal account and fee account.
- 3 Enter your instructions clearly in the instructions narrative box. Write the amount that needs to be settled, and any additional instructions for the payment.

3



بنك الريان
ALRAYAN BANK

Attachments

Request For Settlement

50 %

General Details

2 Attachments

3 Preview

Import Collection: IC25070000000876 [View](#)

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.

4



بنك الريان
ALRAYAN BANK

Preview

Request For Settlement

100 %

General Details

Attachments

3 Preview

Import Collection:

Preview

All dates are in dd/mm/yyyy

General Details

Channel Reference
IC25070000000876

Drawer Name
DRWR

Outstanding Amount
QAR 1,000.00

Settlement Amount
Settlement Amount
QAR 1,000.00

Principal Account
0002103292001

Customer Instructions
Instructions
Pay QAR 1000

Bank Reference
IDC/07284/2025

Collection Amount
QAR 1,000.00

Fee Account
0002103292002

Attachments

Exit

Previous

Submit

Review the details entered before submission.

Correspondence

Correspondence

0 %

1 General Details

2 Attachments

3 Preview

Import Collection:

General Details

Channel Reference

IC25070000000876

Bank Reference

IDC/07284/2025

Drawer Name

DRWR

Customer Instructions

Instructions*

This is a correspondence message. Below are my instructions:

1. Instruction 1

2. Instruction 2

146/9685


Save

Exit

Next

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

6



بنك الريان
ALRAYAN BANK

Attachments

Edit Correspondence

50 %

General Details

2 Attachments

Preview

Import 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

Edit Correspondence

50 %

! General Details

✓ Attachments

3 Preview

Import Collection:

Preview

All dates are in dd/mm/yyyy

General Details

Channel Reference
IC25070000000876

Bank Reference
IDC/07284/2025

Drawer Name
DRWR

Customer Instructions

Instructions
This is a correspondence message. Below are my instructions:
1. Instruction 1
2. Instruction 2

Attachments

There are no attachments added for this transaction

Review the details entered before submission.