

# USER MANUAL

SHIPPING GUARANTEE

# Shipping Guarantee Events

SG Initiation

Correspondence

# Navigate to Shipping Guarantee



Access Shipping Guarantee Module through Trade Services Menu.

# Action Bar

Shipping Guarantee

Trade Finance Charges

Request Shipping Guarantee

Live (3)	Draft (6)	Actions (0)	Pending Approval (0)	Pending at Bank (1)	Rejected (0)	Closed (0)
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Select Preference  
Standard

Advanced Filter

Channel Reference	Customer Reference	Bank Reference	Issue Date	Status	Entity	Beneficiary	Currency	Amount	Outstanding Amount	Expiry Date	Actions
SG25060000000560	1234	SHG00003194	19/06/2025	New	103292	milaha	USD	\$ 1,000.00	\$ 1,000.00	30/06/2025	  
SG25060000000561	1234	SHG00003195	19/06/2025	New	103292	milaha	USD	\$ 1,000.00	\$ 1,000.00	30/06/2025	





Details



Correspondence



View

# Shipping Guarantee Initiation

بنك الريان

ALRAYAN BANK

/ Trade Services

Common Services

Trade Services

Administration

Last Login on Aug 13, 2025 09:31 AST

Shipping Guarantee

Trade Finance Charges

Request Shipping Guarantee

Live (3)

Draft (6)

Actions (0)

Pending Approval (0)

Pending at Bank (1)

Rejected (0)

Closed (0)

Select Preference

Standard

Advanced Filter

Search

Channel Reference	Customer Reference	Bank Reference	Issue Date	Status	Entity	Beneficiary	Currency	Amount	Outstanding Amount	Expiry Date	Actions
SG25060000000560	1234	SHG00003194	19/06/2025	New	103292	milaha	USD	\$ 1,000.00	\$ 1,000.00	30/06/2025	<div></div> <div></div> <div></div>
SG25060000000561	1234	SHG00003195	19/06/2025	New	103292	milaha	USD	\$ 1,000.00	\$ 1,000.00	30/06/2025	

Click on the ‘Request Shipping Guarantee’ button to initiate a Shipping Guarantee request.

# General Details

Shipping Guarantee Initiation

0 %

1 General Details

2 Applicant and Beneficiary Details

3 Issuing Bank and Amount

4 Instructions to Bank

5 Attachments

6 Preview

## Shipping Guarantee

### General Details

Create From

Existing LC 1

Expiry Date\* 28/08/2025

References 2

Beneficiary Reference

Customer Reference

Guarantee Details 3

Bill of Lading/Airway Bill Number\* 54522

Mode of Shipment\* Sea

Shipping Details 4

Shipping Details

Description of Goods 5

Description of Goods\* Description of Goods

20/300

- 1 Enter Expiry Date of the Shipping Guarantee.
- 2 Enter the reference number of the Bill of Lading, Air Way Bill, or any such document against which the guarantee is issued.
- 3 Select the Mode of Shipment from the dropdown list. Values include: Sea, Air and Truck.
- 4 Use the Shipment Details field to write the name of the vessel or cargo or plane on which the goods will be transported.
- 5 Enter the details of the goods covered by the counter guarantee in the Description of Goods field.

- 1 General Details
- 2 Applicant and Beneficiary Details
- 3 Issuing Bank and Amount
- 4 Instructions to Bank
- 5 Attachments
- 6 Preview

Shipping Guarantee

Channel Reference: SG25080000002281

General Details

Parent Transaction Details | LC25080000002276

Remove

Bank Reference ILC/SLI/23685/25	Applicant Name M/S AL-MUFTAH CONTRACTING COMPANY	Channel Reference LC25080000002276
Beneficiary Name Beneficiary	Amount QAR 572,554.00	Issue Date 12/08/2025
Expiry Date 12/08/2027		

Expiry Date\*

28/03/2026

References

Beneficiary Reference

Customer Reference

Guarantee Details

Bill of Lading/Airway Bill Number\*  
54522

Mode of Shipment\*  
Sea

Shipping Details

Shipping Details

Linking the SG to an existing Import LC is possible using the create from ‘Existing LC’ feature (highlighted in the previous page). Click on this option to open a list of existing Issued Letter of Credit. This displays a list of your company's existing Letters of Credit, to select from as a base for the Shipping Guarantee request.

List of Existing Letter of Credit - Issued

All (77)

Advanced Filter

Channel Reference

Bank Reference

Entity  
Select Entity

Beneficiary

Currency  
Select Currency

Expiry Date Range

Apply

Search

Channel Reference	Bank Reference	Entity	Beneficiary	Currency	Amount	Expiry Date
LC25080000002276	ILC/SLI/23685/25	103292	Beneficiary	QAR	572,554.00	12/08/2027
LC25070000001220	ILC/USL/24035/25	103292	ZAH1 BENEFICIARY	QAR	1,554.00	31/07/2025

You can use the Advanced Filter option to narrow down the search result based on Beneficiary Name, Currency or Expiry Date.



# Applicant and Beneficiary Details

Shipping Guarantee Initiation

20 %

General Details

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3 Issuing Bank and Amount

4 Instructions to Bank

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Shipping Guarantee

Applicant and Beneficiary Details

Applicant

Entity\*  
103292

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

Department  
Department

Sub Department  
Sub-Department

Building Number  
135

Building Name  
BuildName

Floor  
4

Post Box  
123

Applicant Details default to the name and address details of your company.

Beneficiary

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

[Exit](#) [Previous](#) [Next](#)

Enter the Name and address of the beneficiary (shipper). Click on the 'Name' field drop down to select the associated beneficiary. You may also add a new beneficiary for the applicant, enter the new Name and Address details of the beneficiary and slide the "Save the Beneficiary" button and also enter the abbreviated name for the new beneficiary.

# Issuing Bank and Amount

Shipping Guarantee Initiation

40 %

General Details

Applicant and Beneficiary Details

3 Issuing Bank and Amount

4 Instructions to Bank

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## Shipping Guarantee

Channel Reference: SG2508000002282

### Issuing Bank and Amount

Bank Name

Bank Name\*  
AlRayan Bank

Issuer's Reference

Issuer's Reference\*  
103292 0003

Guarantee Amount

Currency\*  
USD

Guarantee Amount\*  
7,257,254.00

Exit Previous Next

- 1 Bank name is defaulted as your bank's name.
- 2 Enter the currency and amount of Shipping Guarantee.

# Instructions to Bank

Shipping Guarantee Initiation

60 %

✓ General Details

✓ Applicant and Beneficiary Details

✓ Issuing Bank and Amount

**4 Instructions to Bank**

5 Attachments

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Shipping Guarantee

Saved 1 minute ago [Save](#)

Channel Reference: SG2508000002282

Instructions to Bank

Principal Account\*  
0002103292001

Fee Account\*  
0002103292002

Other Instructions  
Enter your instructions here.

29/1755

Exit

Previous

Next

Select the account for both Principal and Fee account fields and write your instructions in the ‘Other Instructions’ narrative field.

# Attachments

Shipping Guarantee Initiation

80 %

General Details

Applicant and Beneficiary Details

Issuing Bank and Amount

Instructions to Bank

5 Attachments

6 Preview

Shipping Guarantee

Channel Reference: SG25080000002283




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

File Type	Title	File Name	File Size	Actions
	attachment	attachment.png	70.330KB	 

Attachment is required for this product

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

Shipping Guarantee Initiation

100 %

General Details

Applicant and Beneficiary Details

Issuing Bank and Amount

Instructions to Bank

Attachments

6 Preview

Shipping Guarantee

Saved just now

Channel Reference: SG25080000002283

Preview

All dates are in dd/mm/yyyy

General Details

Expiry Date

30/01/2026

Beneficiary Reference

-Not Entered-

Customer Reference

-Not Entered-

Bill of Lading/Airway Bill Number

56435

Mode of Shipment

Sea

Shipping Details

-Not Entered-

Description of Goods

Desc of goods

Applicant and Beneficiary Details

Applicant

Entity


103292

Name

ALRAYAN QATAR ETF

Review the details entered before submission.

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بنك الريان  
ALRAYAN BANK

# Correspondence

Correspondence

0 %

1 General Details

2 Attachments

3 Preview

Shipping Guarantee:

General Details

Channel Reference

SG25060000000560

Bank Reference

SHG00003194

Issue Date

19/06/2025

Expiry Date

30/06/2025

Application Date

19/06/2025

Beneficiary

milaha

Customer Instructions

Instructions\*

This is a correspondence message. Below are my instructions:

1. Instruction 1

2. Instruction 2

146/9834


Save

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

Shipping Guarantee:

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

Correspondence

100 %

✓ General Details

✓ Attachments

3 Preview

Shipping Guarantee:

Preview

All dates are in dd/mm/yyyy

General Details

Channel Reference  
SG25060000000560

Issue Date  
19/06/2025

Application Date  
19/06/2025

Customer Instructions

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

Bank Reference  
SHG00003194

Expiry Date  
30/06/2025

Beneficiary  
milaha

Attachments

There are no attachments added for this transaction

Exit

Previous

Submit

Review the details entered before submission.