USER MANUAL
SHIPPING GUARANTEE

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Shipping Guarantee Events

SG Initiation

Correspondence

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Navigate to Shipping Guarantee

Access Shipping Guarantee Module through Trade Services Menu.

Action Bar

Shipping Guarantee Initiation

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

General Details

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.

Shipping Guarantee

40 %

1 General Details

✓ Applicant and Beneficiary Details

3 Issuing Bank and Amount

4 Instructions to Bank

5 Attachments

6 Preview

General Details

Channel Reference: SG25080000002281

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.

5

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List of Existing Letter of Credit - Issued

All (77)

Advanced Filter

Channel Reference	Bank Reference	Entity	Beneficiary
		Select Entity	

Currency	Expiry Date Range
Select Currency	

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	ZAHI 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.

6

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Applicant and Beneficiary Details

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

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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.

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Issuing Bank and Amount

1. Bank name is defaulted as your bank's name.

2. Enter the currency and amount of Shipping Guarantee.

Instructions to Bank

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

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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.

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Correspondence

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

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Attachments

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Preview

Review the details entered before submission.

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