



CIB BUSINESS ONLINE -TRADE FINANCE

USER GUIDE





Index

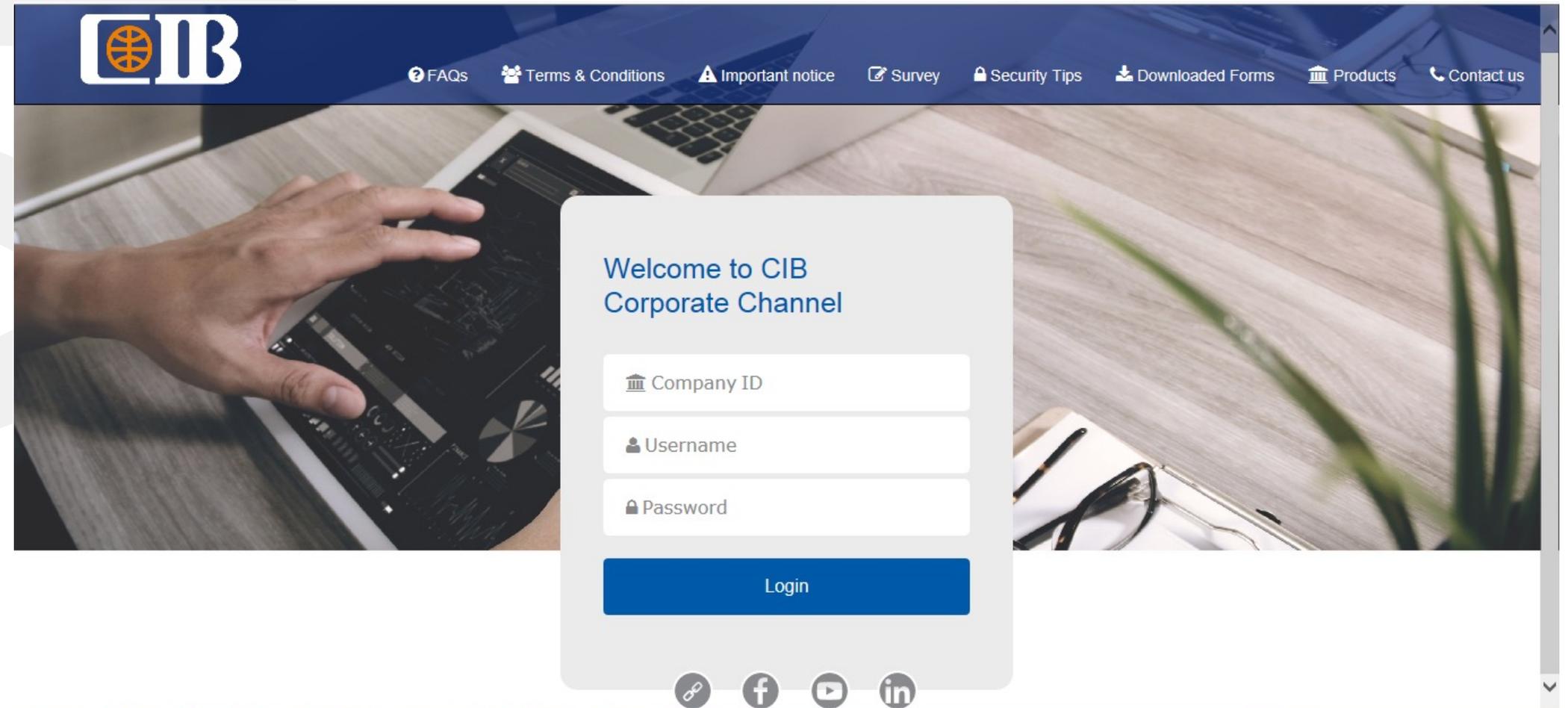
1. How to register to CIB Business Online
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How to register to **ClB Business Online**

- Open www.cibeg.com
- Click log in, then choose “Business”
- Click on CIB Business Online
- Insert your username, password and the company ID that you received through a secure email
- Click on “Sign in”

How to Register on CIB Business Online





How to submit an Import Collection Request

Documents delivered directly from the beneficiary to our client:

Copy from IC:

This feature allows the customer to use an existing Import Collection (IC) as a transaction reference. By selecting an existing IC, all the data will be copied to the new IC request as if issuing a new request

Step 1: Click Trade Services >> Import Collection >> Request Import Collection

Step 2: Insert the Customer Reference - copy this from the System ID or Invoice No. or any reference

How to submit an Import Collection Request

Import Collection Templates **Request Import Collection** 1

Draft (12) Actions (0) Pending Approval (0) Pending at Bank (14) Outstanding (168) Rejected (6) Closed (6)

Advanced Filter

Import Collection Initiation Sections Tasks

0 %

- 1 General Details
- 2 Drawee and Drawer
- 3 Amount Details
- 4 Bank Details
- 5 Shipment Details
- 6 Instructions to Bank
- 7 Attachment
- 8 Preview

Import Collection Save

General Details

Create From

Template Existing IC 1

Mode of Transmission

Courier Registered Post

Customer Reference

Customer Reference* 2

Next

How to submit an Import Collection Request

Step 3:

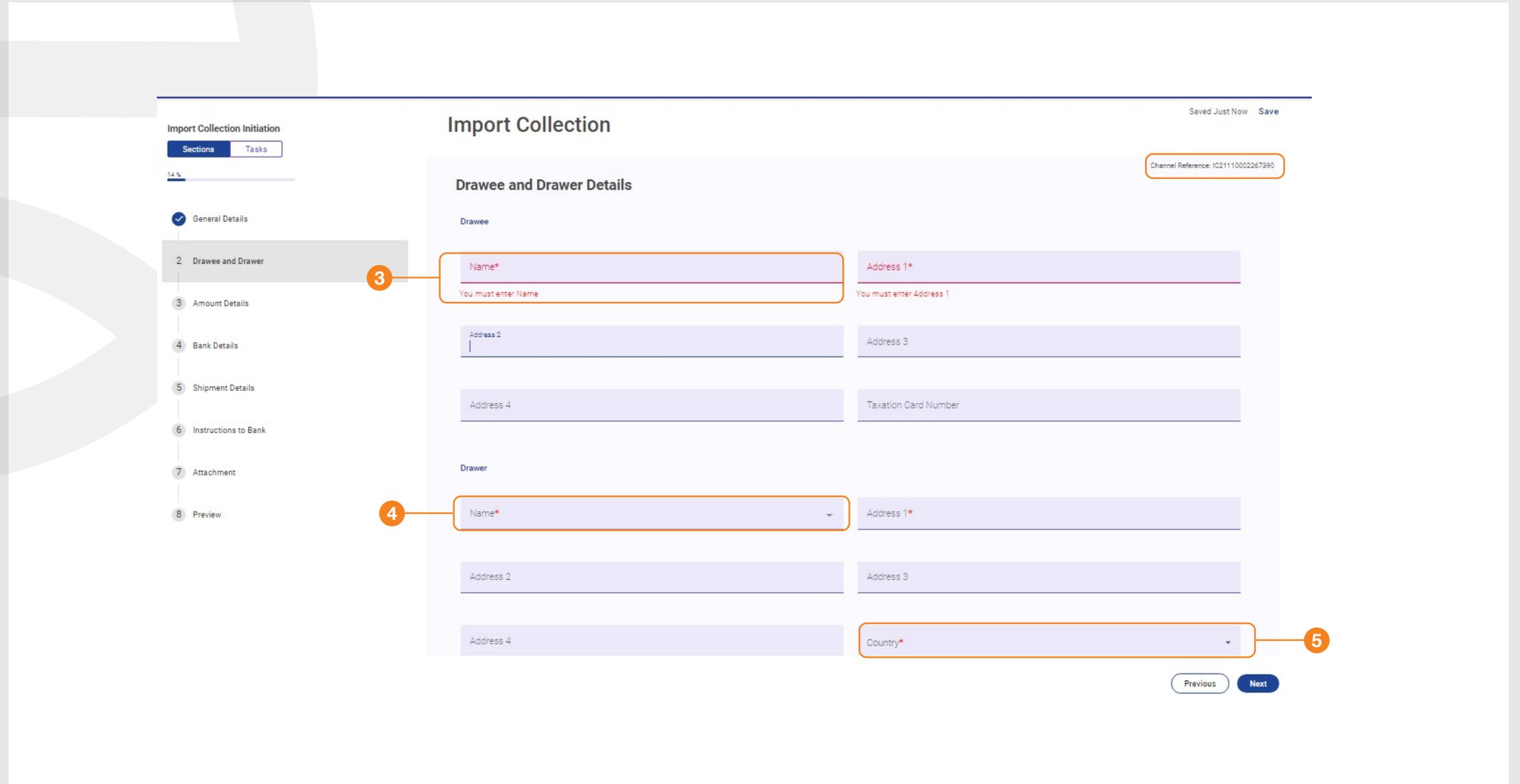
Drawee Details: This field is filled automatically

Step 4:

Drawer Details: Add the supplier's name and address

Step 5:

Country: Select the supplier's country code from the list



The screenshot shows the 'Import Collection' form with a progress indicator on the left and a main form area on the right. The progress indicator shows 14% completion and lists sections 1 through 8. The main form area is titled 'Import Collection' and includes a 'Channel Reference' field (IC21110002267990). The form is divided into 'Drawee and Drawer Details' sections. The 'Drawee' section has fields for Name*, Address 1*, Address 2, Address 3, Address 4, and Taxation Card Number. The 'Drawer' section has fields for Name*, Address 1*, Address 2, Address 3, Address 4, and Country*. Annotations 3, 4, and 5 point to the Name* field in the Drawee section, the Name* field in the Drawer section, and the Country* field, respectively. The 'Previous' and 'Next' buttons are at the bottom right.

Import Collection Initiation

Sections Tasks

14%

1 General Details

2 Drawee and Drawer

3 Amount Details

4 Bank Details

5 Shipment Details

6 Instructions to Bank

7 Attachment

8 Preview

Import Collection

Saved Just Now Save

Channel Reference: IC21110002267990

Drawee and Drawer Details

Drawee

Name* Address 1*

You must enter Name You must enter Address 1

Address 2 Address 3

Address 4 Taxation Card Number

Drawer

Name* Address 1*

Address 2 Address 3

Address 4 Country*

Previous Next

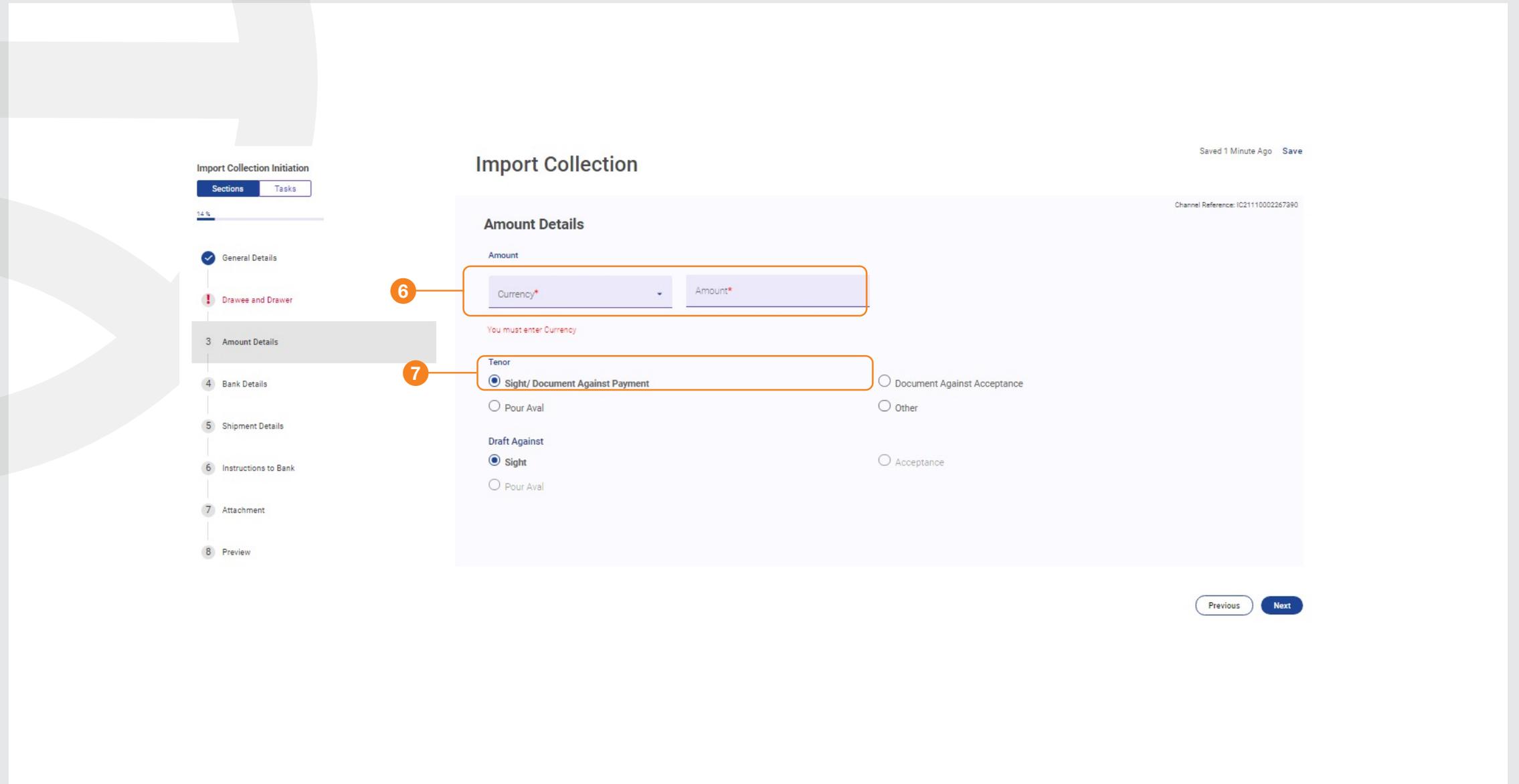
How to submit an Import Collection Request

Step 6:

Collection Amount: Enter the invoiced amount and currency, including advance payment amount, if applicable

Step 7:

Tenor: Select from the drop down menu according to the terms of the invoice: Sight/Documents Against Payment, Time/Documents Against Acceptance, or Other, which can be used for advanced or mixed payment



Import Collection Initiation

Sections Tasks

14%

General Details

Drawee and Drawer

3 Amount Details

4 Bank Details

5 Shipment Details

6 Instructions to Bank

7 Attachment

8 Preview

Import Collection

Saved 1 Minute Ago Save

Channel Reference: IC21110002267390

Amount Details

Amount

Currency* Amount*

You must enter Currency

Tenor

Sight/ Document Against Payment Document Against Acceptance

Pour Aval Other

Draft Against

Sight Acceptance

Pour Aval

Previous Next

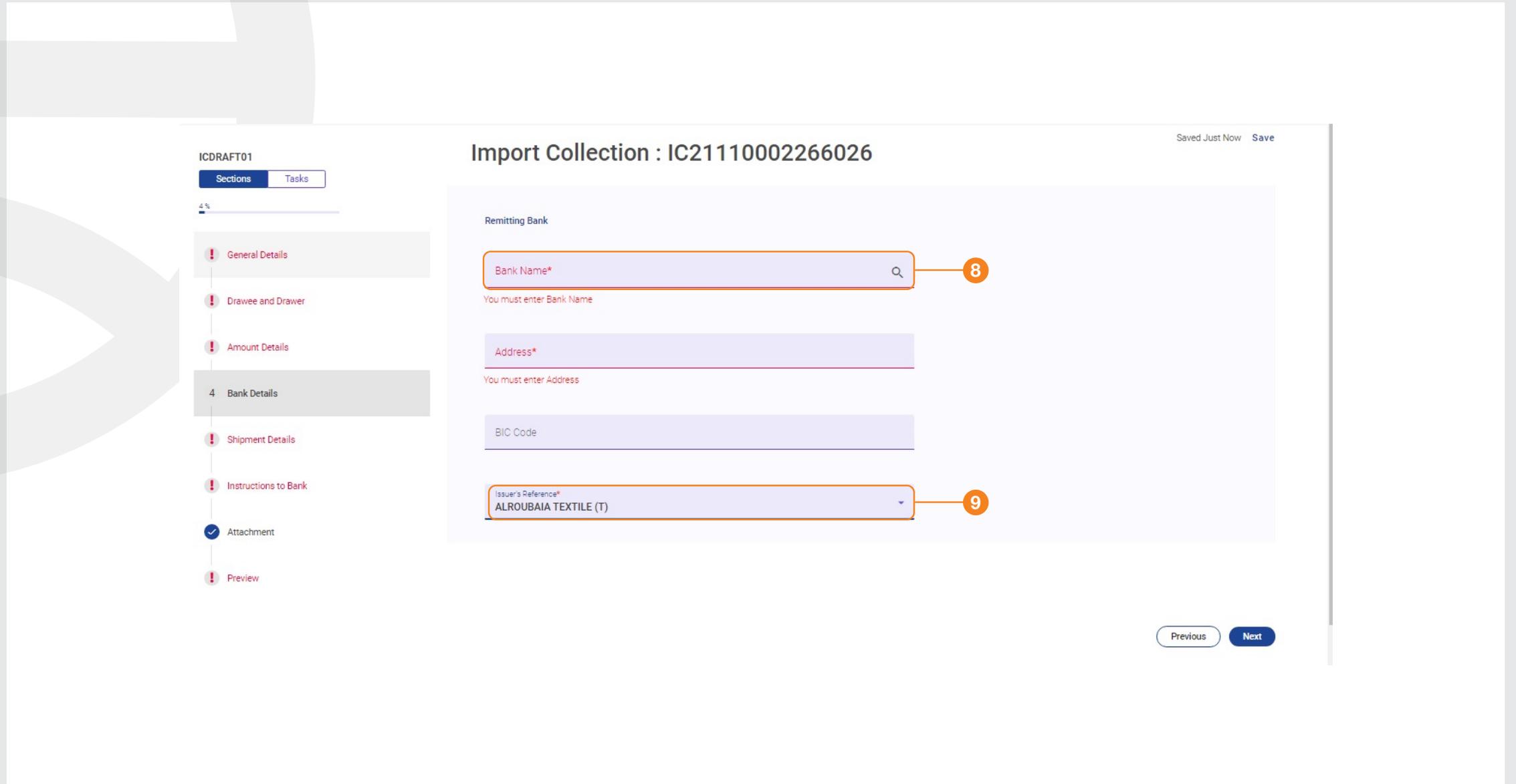
Step 8:

Remitting Bank: Enter the beneficiary's bank details

Step 9:

Issuer's Reference: Select the company name followed by (TRADE) or (T)

How to submit an Import Collection Request



ICDRAFT01

Sections Tasks

4%

- General Details
- Drawee and Drawer
- Amount Details
- 4 Bank Details
- Shipment Details
- Instructions to Bank
- Attachment
- Preview

Import Collection : IC21110002266026

Saved Just Now Save

Remitting Bank

Bank Name*  **8**

You must enter Bank Name

Address*

You must enter Address

BIC Code

Issuer's Reference* **9**

ALROUBAIA TEXTILE (T)

Previous Next

How to submit an Import Collection Request

Step 10:
Shipment From: Insert the Port of Shipment name

Step 11:
Shipment To: Insert the Port of Discharge name

Step 12: Purchase Terms:
Insert the Income terms, as per the invoice

Step 13:
Goods description: Add a brief description of goods

Import Collection Initiation

Sections Tasks

14 %

- General Details
- Drawee and Drawer
- Amount Details
- Bank Details
- 5 Shipment Details**
- 6 Instructions to Bank
- 7 Attachment
- 8 Preview

Import Collection

Saved Just Now Save

Channel Reference: IC21110002267390

Shipment Details

BL/ AWB Number

Shipment Details

10 Shipment From

Shipment To

11

Incoterms Rules

Purchase Terms

12

Named Place

Description of Goods

Description of Goods*

13

Previous

Next

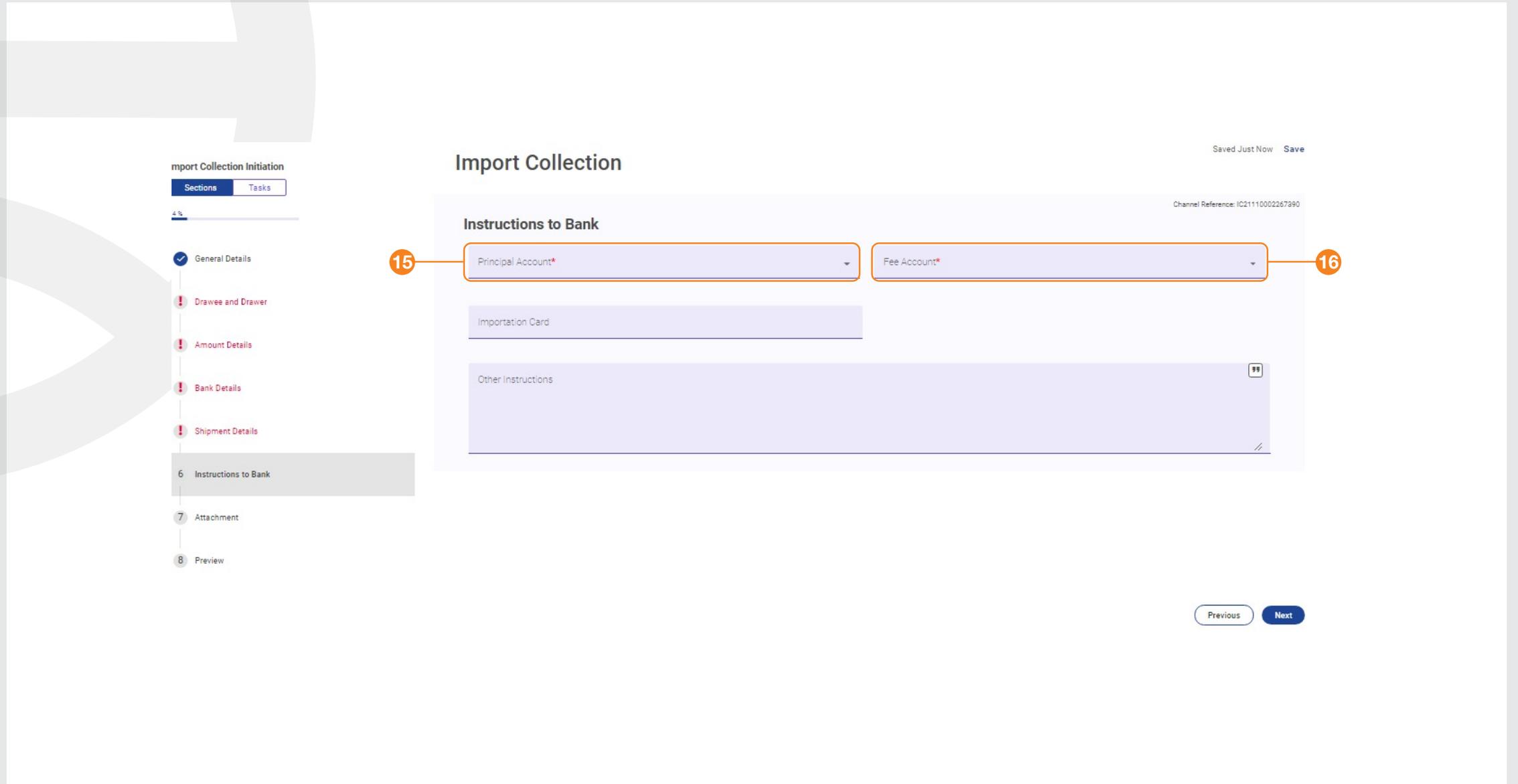
How to submit an Import Collection Request

Step 15:

Principal Account: Select the account that the documents' amount will be deducted from

Step 16:

Fee Account: Select the account that the bank fees will be deducted from



Import Collection Initiation

Sections Tasks

4 %

- ✓ General Details
- ! Drawee and Drawer
- ! Amount Details
- ! Bank Details
- ! Shipment Details
- 6 Instructions to Bank
- 7 Attachment
- 8 Preview

Import Collection

Saved Just Now Save

Channel Reference: IC21110002267390

Instructions to Bank

15 Principal Account*

Fee Account*

16

Importation Card

Other Instructions

Previous Next

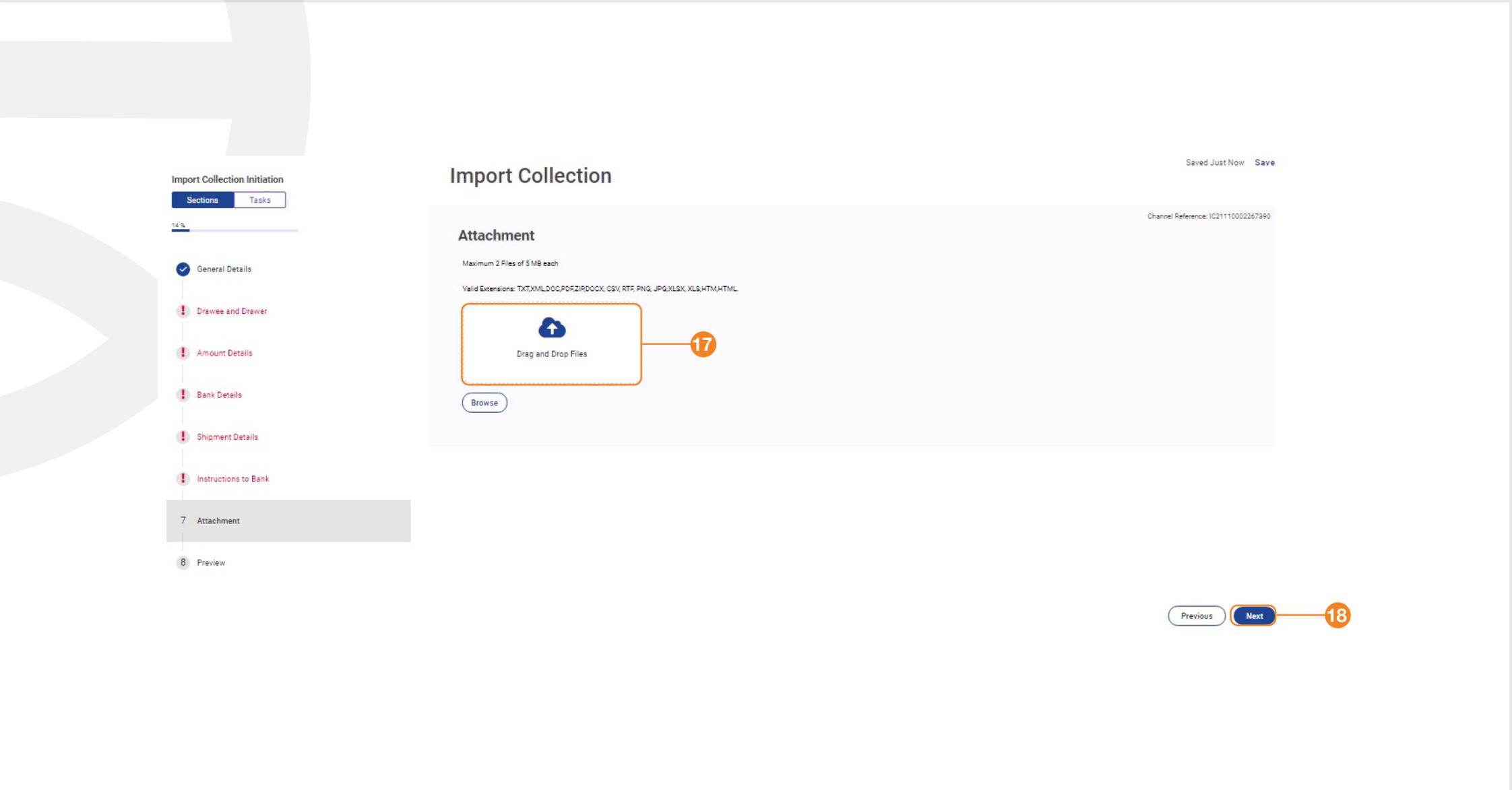
Step 17:

File Upload Details: Upload a maximum of 2 files, 5 Mb each. This should include a scan of the following shipping documents: Commercial invoice, B/L or AWB, e-Form 4, and advance payment SWIFT, if applicable

Step 18: Submit:

The final step is to submit the request to the Bank. You will receive a confirmation of receipt via email or via the CIB Business Online notifications. After this confirmation, you can stamp the original documents

How to submit an Import Collection Request



Import Collection Initiation

Sections Tasks

14 %

- General Details
- Drawee and Drawer
- Amount Details
- Bank Details
- Shipment Details
- Instructions to Bank
- 7 Attachment
- 8 Preview

Import Collection

Saved Just Now Save

Channel Reference: IC21110002267390

Attachment

Maximum 2 Files of 5 MB each

Valid Extensions: TXT,XML,DOC,PDF,ZIP,DOCX, CSV, RTF, PNG, JPG,XLSX, XLS,HTM,HTML

Drag and Drop Files

Browse

Previous Next 18



**How to Submit an Import
Collection Request Documents
Delivered Bank-to-Bank or
Requesting Payment**

How to Submit an Import Collection Request Documents Delivered Bank-to-Bank or Requesting Payment

Step 1:

Click Trade Services a Import Collection a Outstanding

Step 2: System ID: Insert system ID or type * to search

Step 3:

Select the required IDC and select the correspondence sign

Step 4:

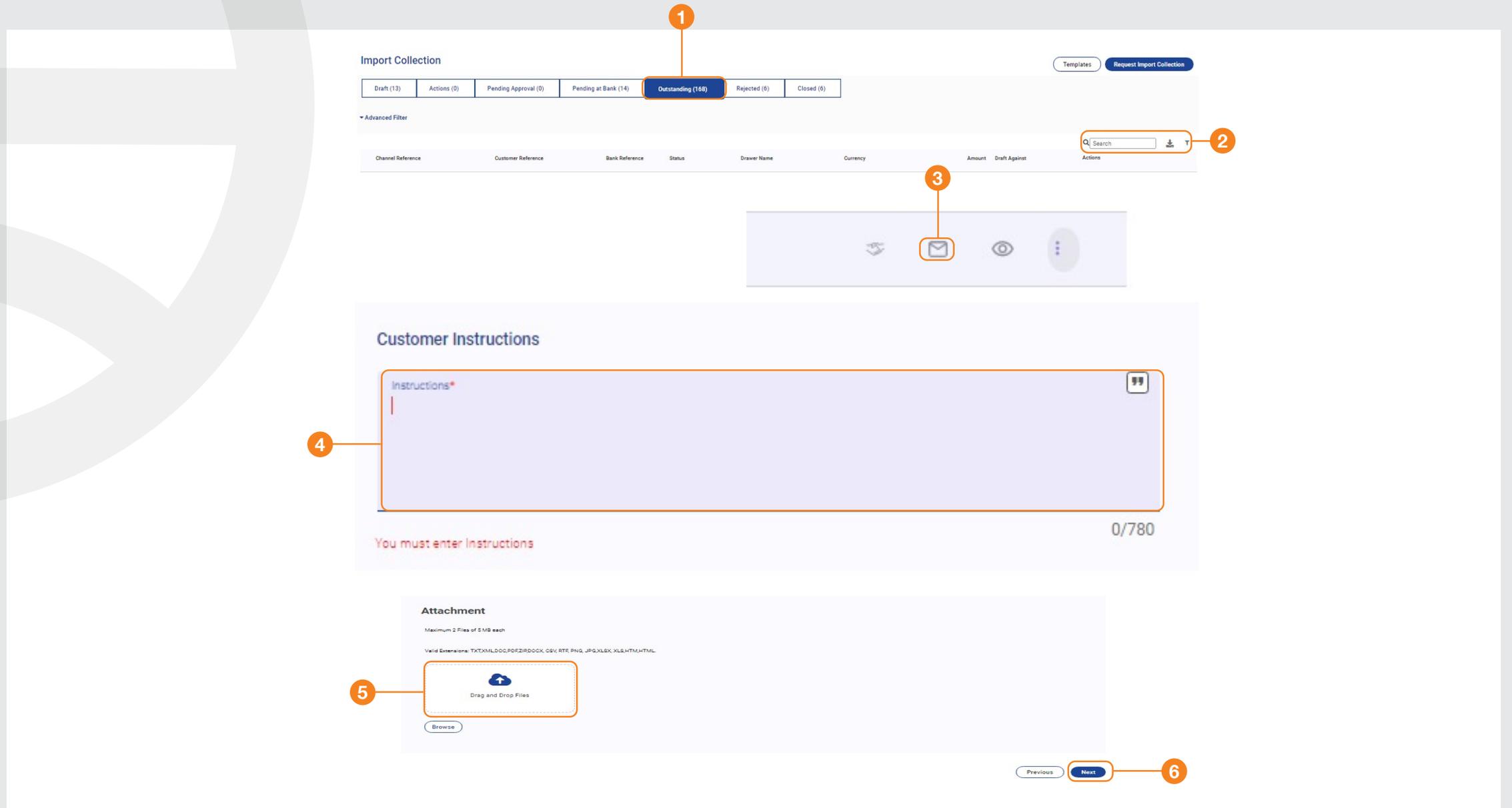
Insert any applicable instructions to the Bank concerning the creation of e-Form 4, stamping the original documents confirming the accounts from which the document's amount will be deducted, or other instructions regarding payment

Step 5:

File Upload Details: Upload a maximum of 2 files, 5 MB each. Scan e-Form 4 and the advance payment SWIFT, if applicable

Step 6:

Submit: After submitting the request, you will receive confirmation via email or from the CIB Business Online "Recent Notifications". After the confirmation, you can retrieve the original documents



The screenshot displays the 'Import Collection' web interface. At the top, a navigation bar includes 'Templates' and 'Request Import Collection'. Below this is a status filter bar with buttons for 'Draft (13)', 'Actions (0)', 'Pending Approval (0)', 'Pending at Bank (14)', 'Outstanding (168)', 'Rejected (6)', and 'Closed (6)'. A '1' callout points to the 'Outstanding (168)' button. An 'Advanced Filter' section contains a search bar with a 'Search' icon and a 'T' icon, with a '2' callout pointing to the search bar. Below the filter is a table with columns: 'Channel Reference', 'Customer Reference', 'Bank Reference', 'Status', 'Drawer Name', 'Currency', 'Amount', 'Draft Against', and 'Actions'. A '3' callout points to the 'Actions' column. Below the table is a toolbar with icons for 'Print', 'Email' (highlighted with a '3' callout), 'View', and 'More'. The 'Customer Instructions' section features a large text area with a '4' callout pointing to the text input field. Below the text area is a red error message: 'You must enter instructions' and a character count '0/780'. The 'Attachment' section includes a '5' callout pointing to a 'Drag and Drop Files' area with a cloud icon and a 'Browse' button. At the bottom right, there are 'Previous' and 'Next' buttons, with a '6' callout pointing to the 'Next' button.



How to Submit an Export Collection Request

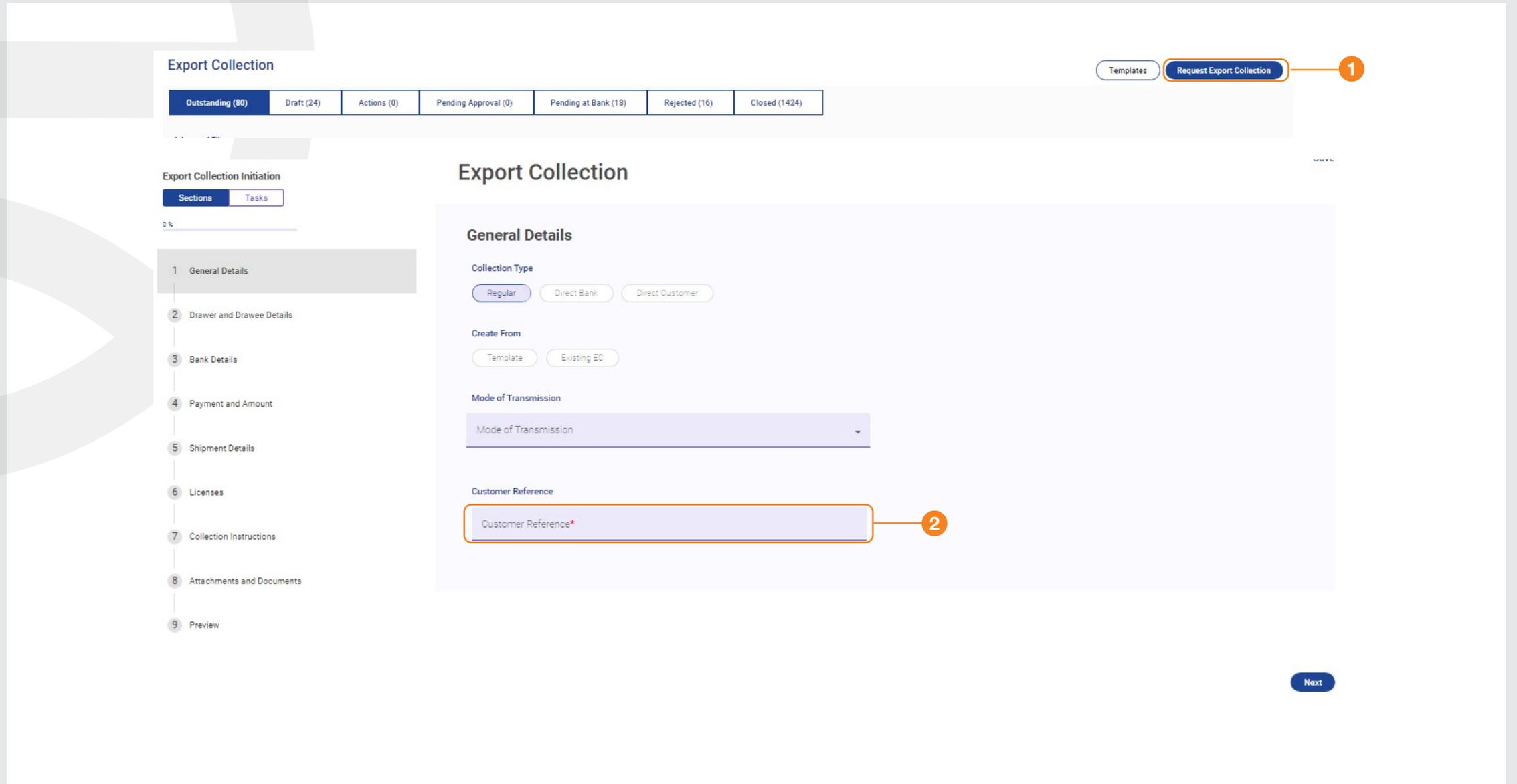
How to Submit an Export Collection Request

Copy from IC:

This feature allows the customer to use an existing Export Collection (EC) as a transaction reference. By selecting an existing EC, all the data will be copied to a new EC request as if a new request is issued

Step 1: : Click Trade Services >> Export Collection >> Direct Customer Collection

Step 2: Insert the Customer Reference - copy this from the System ID or Invoice No. or any reference



Export Collection

Templates **Request Export Collection** 1

Outstanding (80) Draft (24) Actions (0) Pending Approval (0) Pending at Bank (18) Rejected (16) Closed (1424)

Export Collection Initiation

Sections Tasks

0 %

1 General Details

2 Drawer and Drawee Details

3 Bank Details

4 Payment and Amount

5 Shipment Details

6 Licenses

7 Collection Instructions

8 Attachments and Documents

9 Preview

Export Collection

General Details

Collection Type

Regular Direct Bank Direct Customer

Create From

Template Existing EC

Mode of Transmission

Mode of Transmission

Customer Reference

Customer Reference* 2

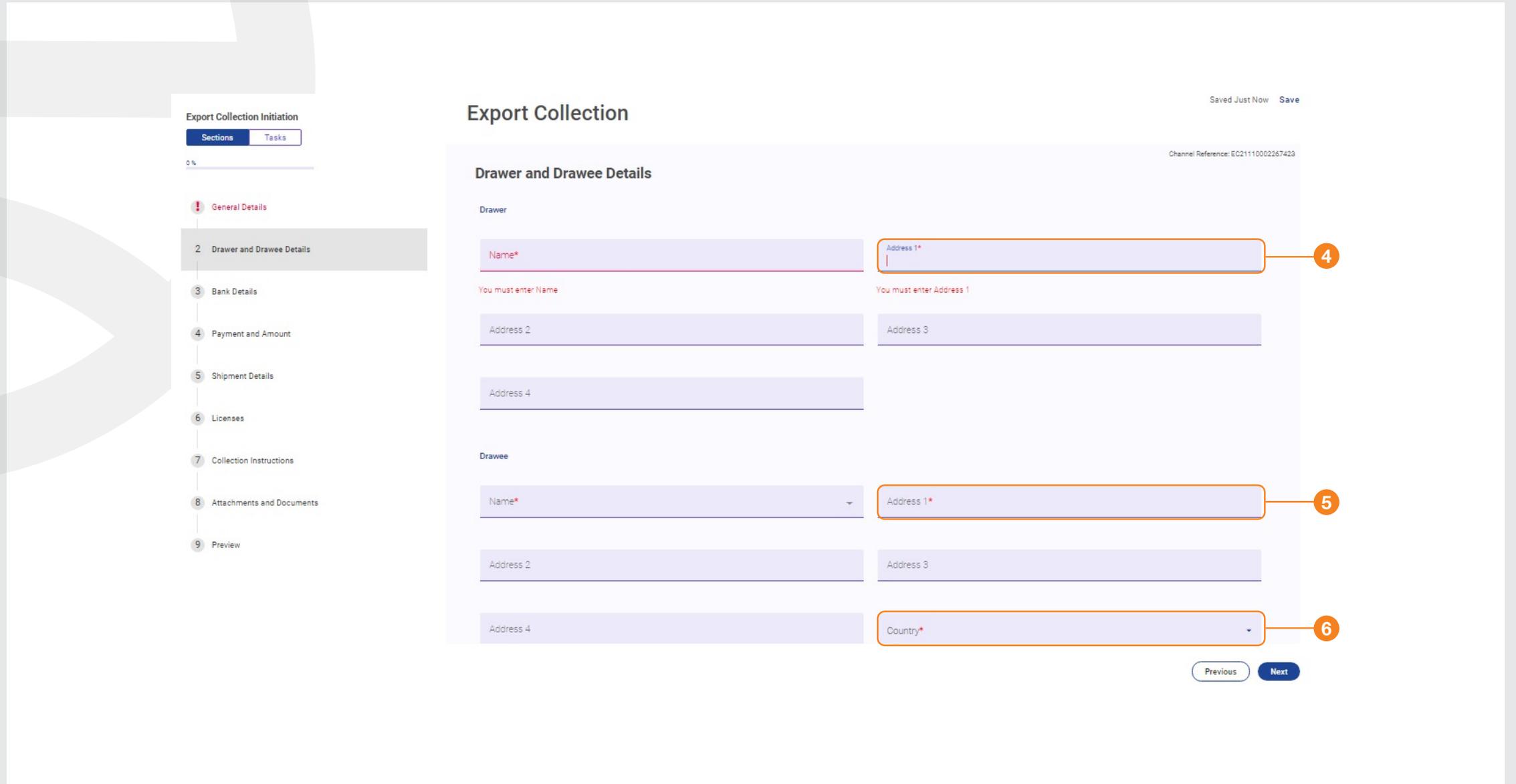
Next

How to Submit an Export Collection Request

Step 4:
Drawer Details: This field is filled automatically

Step 5:
Drawee Details: Add Beneficiary Name and address

Step 6:
Drawee Country: Select the Drawee's country from the drop down list



Export Collection Initiation
Sections | Tasks
0%

General Details

2 **Drawer and Drawee Details**

3 Bank Details

4 Payment and Amount

5 Shipment Details

6 Licenses

7 Collection Instructions

8 Attachments and Documents

9 Preview

Export Collection Saved Just Now Save

Channel Reference: EC21110002267423

Drawer and Drawee Details

Drawer

Name* **4**

You must enter Name You must enter Address 1

Address 2

Address 4

Drawee

Name* **5**

Address 2

Address 4 **6**

Previous Next

How to Submit an Export Collection Request

Step 7:
Presenting Bank: Add the buyer's bank details

Step 8:
Issuer's Reference: Select the company name followed by (TRADE) or (T)

Step 9:
Principal Account: Select the account that the document's amount will be credited to

Step 10:
Fee Account: Select the account that bank fees will be deducted from

Export Collection Initiation

Sections Tasks

0%

1 General Details

2 Drawer and Drawee Details

3 Bank Details

4 Payment and Amount

5 Shipment Details

6 Licenses

7 Collection Instructions

8 Attachments and Documents

9 Preview

Export Collection

Saved Just Now Save

Channel Reference: 023111002267581

Bank Details

* Remitting Bank Presenting Bank Collecting Bank

Bank Name

Bank Name*
CIB

Issuer's Reference

Issuer's Reference*
ALROUBAIA TEXTILE (T)

Instructions to Bank

Principal Account*

Fee Account*

Forward Contract

Other Instructions

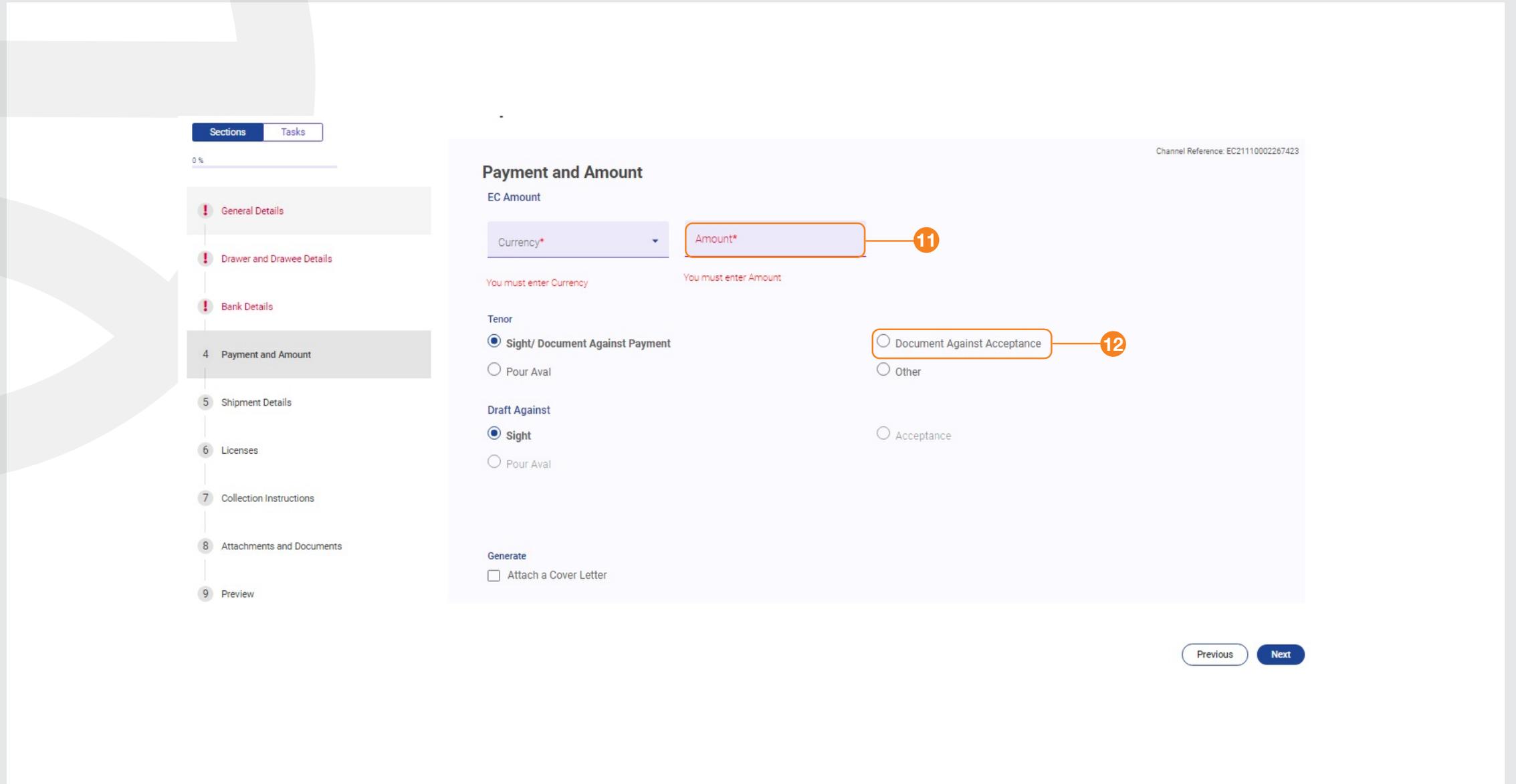
0/845

Previous Next

How to Submit an Export Collection Request

Step 11:
Collection Amount: Add the full invoice amount and currency

Step 12:
Tenor: Select an option from the tenor menu according to the terms of the invoice:
Sight/Documents Against Payment, Time/Documents Against Acceptance or Other, which can be used for advance or mixed payment.



Channel Reference: EC21110002267423

Payment and Amount

EC Amount

Currency* Amount* **11**

You must enter Currency You must enter Amount

Tenor

Sight/ Document Against Payment Document Against Acceptance **12**

Pour Aval Other

Draft Against

Sight Acceptance

Pour Aval

Generate

Attach a Cover Letter

Previous Next

How to Submit an Export Collection Request

Step 13: Enter BL/AWB number

Step 14:
Shipment Details: Add the name of the shipping company (optional)

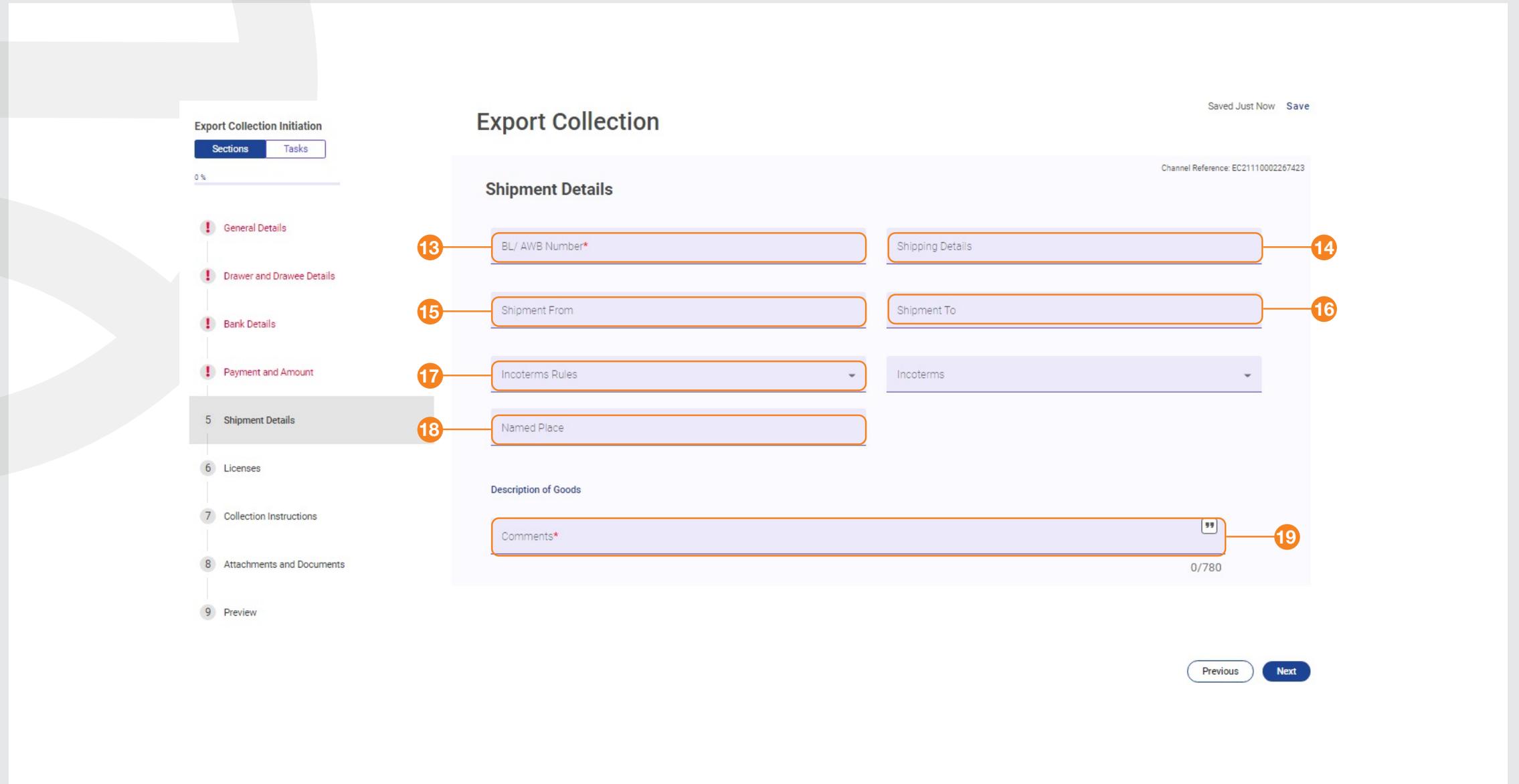
Step 15:
Shipment From: Enter the Port of Shipment

Step 16:
Shipment To: Enter the Port of Discharge

Step 17:
Purchase Terms: Insert the Incoterms as per the invoice

Step 18:
Named Place: Related to Incoterms in the previous step

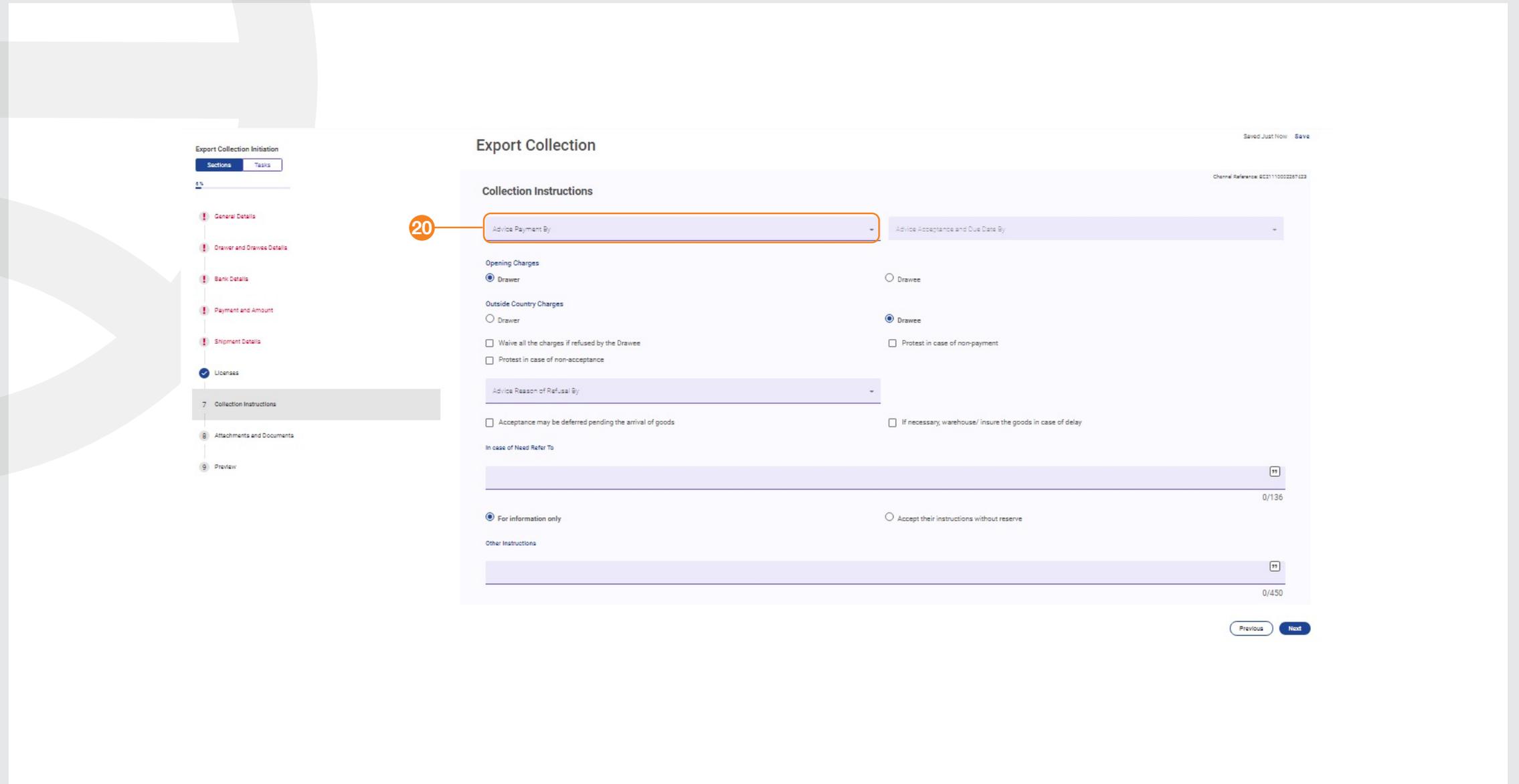
Step 19:
Description of Goods: Write a brief description of the goods



The screenshot shows the 'Export Collection' form interface. On the left is a sidebar with a progress indicator for 'Export Collection Initiation' (0%) and a list of sections: General Details, Drawer and Drawee Details, Bank Details, Payment and Amount, Shipment Details (highlighted), Licenses, Collection Instructions, Attachments and Documents, and Preview. The main form area is titled 'Export Collection' and includes a 'Channel Reference: EC21110002267423' at the top right. The 'Shipment Details' section contains several input fields: 'BL/ AWB Number*' (13), 'Shipping Details' (14), 'Shipment From' (15), 'Shipment To' (16), 'Incoterms Rules' (17), and 'Named Place' (18). Below this is the 'Description of Goods' section with a 'Comments*' text area (19) showing a character count of 0/780. At the bottom right are 'Previous' and 'Next' navigation buttons. The top right of the form has 'Saved Just Now' and 'Save' text.

Step 20:
Advice Payment By: Select "SWIFT"

How to Submit an Export Collection Request



Export Collection Initiation

Sections | Tasks

1%

- General Details
- Drawer and Drawee Details
- Bank Details
- Payment and Amount
- Shipment Details
- Licenses
- 7 Collection Instructions**
- 8 Attachments and Documents
- 9 Preview

Export Collection

Saved Just Now | Save

Channel Reference: 60211000267023

Collection Instructions

Advice Payment By:

Advice Acceptance and Due Date By:

Opening Charges

Drawer Drawee

Outside Country Charges

Drawer Drawee

Waive all the charges if refused by the Drawee Protest in case of non-payment

Protest in case of non-acceptance

Advice Reason of Refusal By:

Acceptance may be deferred pending the arrival of goods If necessary, warehouse/ insure the goods in case of delay

In case of Need Refer To

0/136

For information only Accept their instructions without reserve

Other Instructions

0/450

Previous Next

How to Submit an Export Collection Request

Step 21:
File Upload Details: Upload a maximum of 2 files, 5 MB each. This should include scans of the shipping documents stated in the following steps

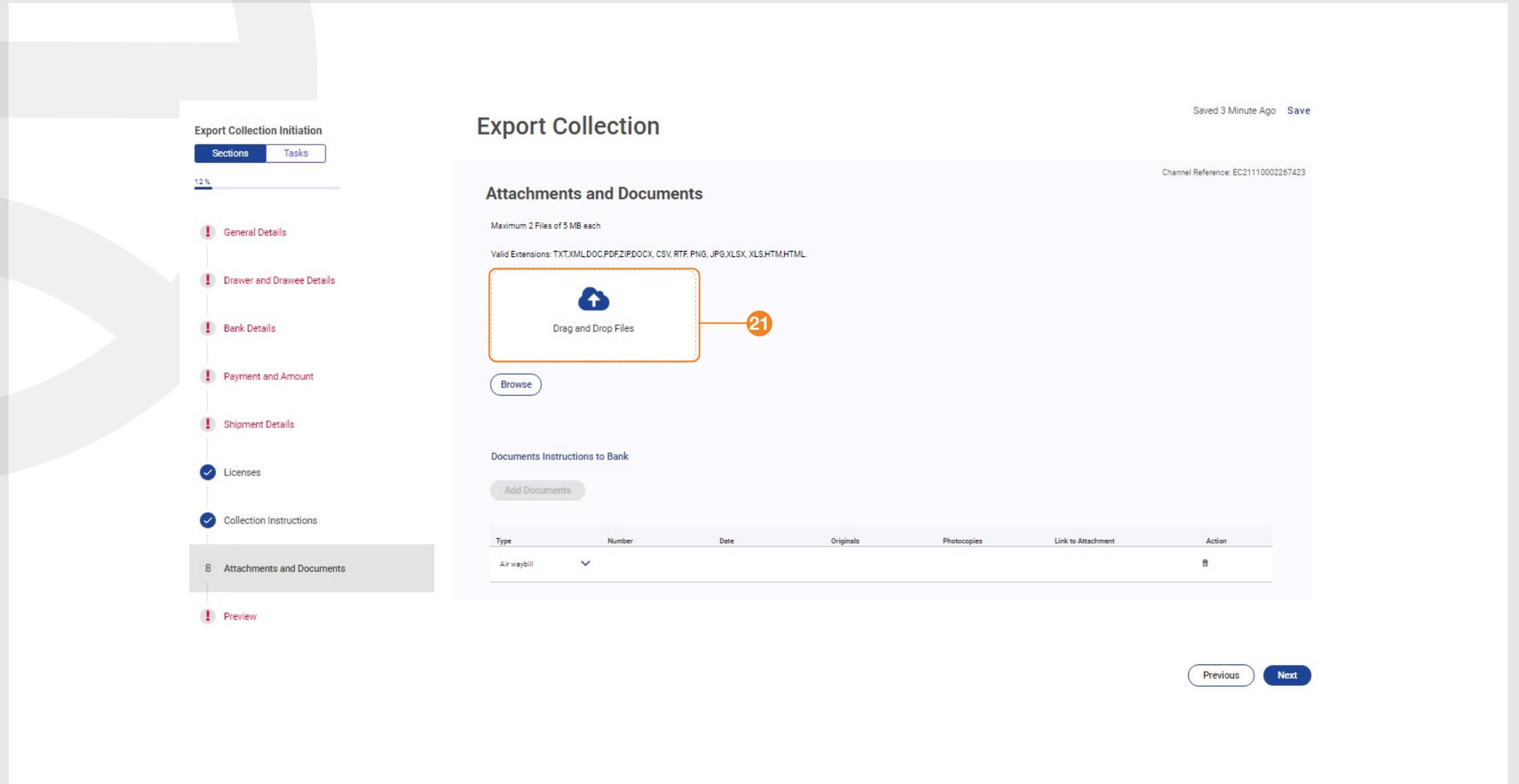
Step 22:
Documents: All the documents that will be exported must be selected as in the following steps.

Step 23:
Document: Select the document name from drop down menu. If the name is not on the list, select “Other” and write the document name.

Step 24:
Number of Originals: Add the number of original copies of each document

Step 25:
Number of Duplicates: Add the number of duplicates for each document

Step 26:
Save documents and information added in the previous steps



Export Collection Initiation

Sections Tasks

12%

- General Details
- Drawer and Drawee Details
- Bank Details
- Payment and Amount
- Shipment Details
- Licenses
- Collection Instructions
- 8 Attachments and Documents
- Preview

Export Collection

Saved 3 Minute Ago Save

Channel Reference: EC21110002267423

Attachments and Documents

Maximum 2 Files of 5 MB each

Valid Extensions: TXT,XML,DOC,PDF,ZIP,DOCX, CSV,RTF,PNG,JPG,XLSX,XLS,HTM,HTML

Drag and Drop Files

Browse

Documents Instructions to Bank

Add Documents

Type	Number	Date	Originals	Photocopies	Link to Attachment	Action
Air waybill	▼					🗑️

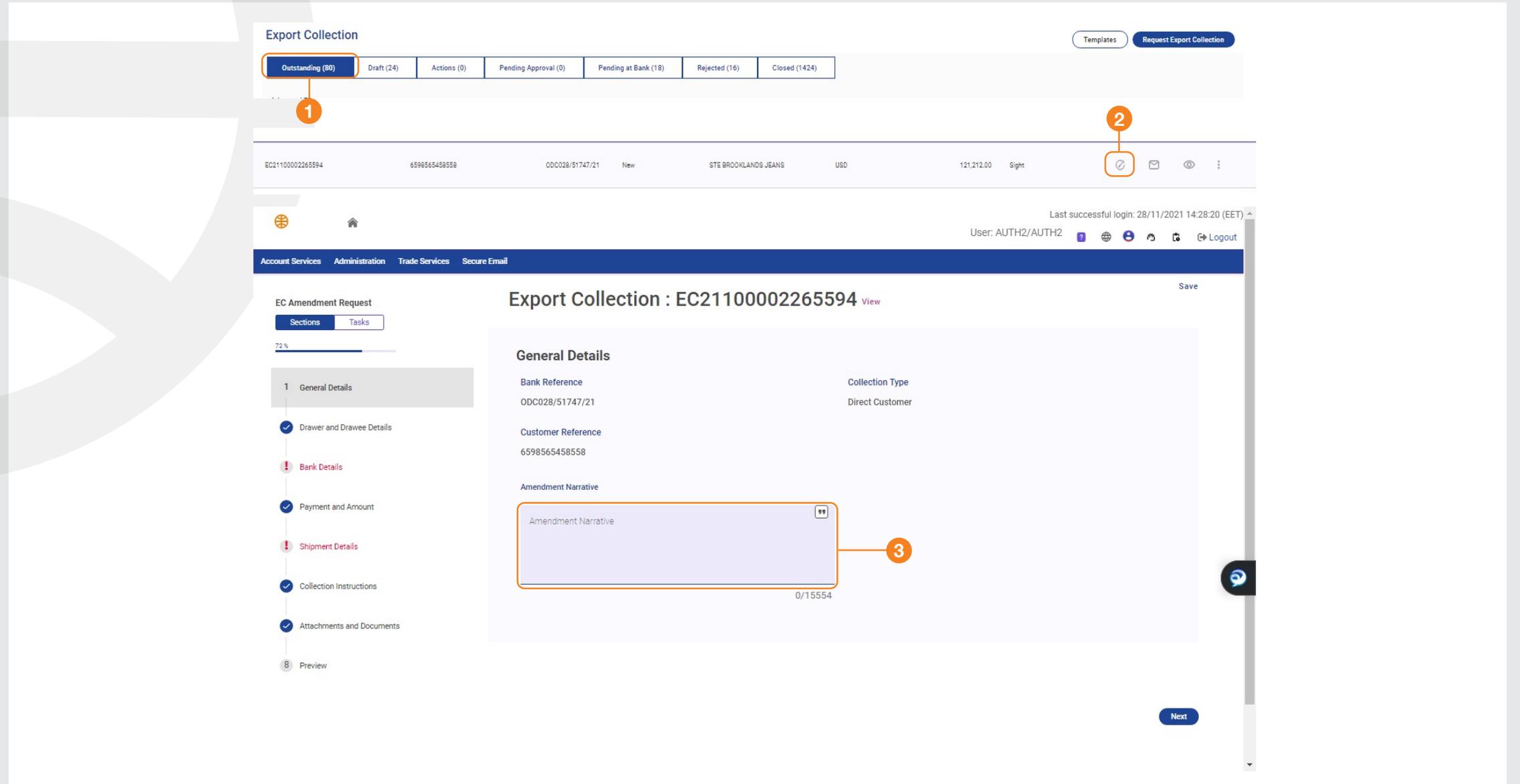
Previous Next

1. Click Trade Services >> Export Collection and then select Outstanding

2. From Actions, select Amend

3. Under the field Amendment Narrative, write the reason for the amend

How to Amend an Export Collection Request



The screenshot displays the 'Export Collection' web application interface. At the top, there is a navigation bar with 'Trade Services' and 'Export Collection' tabs. Below this, a breadcrumb trail shows 'Trade Services > Export Collection > Outstanding (80)'. The main content area displays 'Export Collection : EC21100002265594' with a 'View' link. The 'Amendment Narrative' field is highlighted with a red box and a red circle '3'. A 'Next' button is visible at the bottom right.

Export Collection Templates Request Export Collection

Outstanding (80) Draft (24) Actions (0) Pending Approval (0) Pending at Bank (18) Rejected (16) Closed (1424)

EC21100002265594 6598565458558 ODC028/51747/21 New STE BROOKLANDS JEANS USD 121,212.00 Sight

Last successful login: 28/11/2021 14:28:20 (EET)
User: AUTH2/AUTH2 Logout

Account Services Administration Trade Services Secure Email

EC Amendment Request Sections Tasks

72 %

1 General Details

✓ Drawer and Drawee Details

! Bank Details

✓ Payment and Amount

! Shipment Details

✓ Collection Instructions

✓ Attachments and Documents

8 Preview

Export Collection : EC21100002265594 [View](#) Save

General Details

Bank Reference: ODC028/51747/21
Collection Type: Direct Customer

Customer Reference: 6598565458558

Amendment Narrative

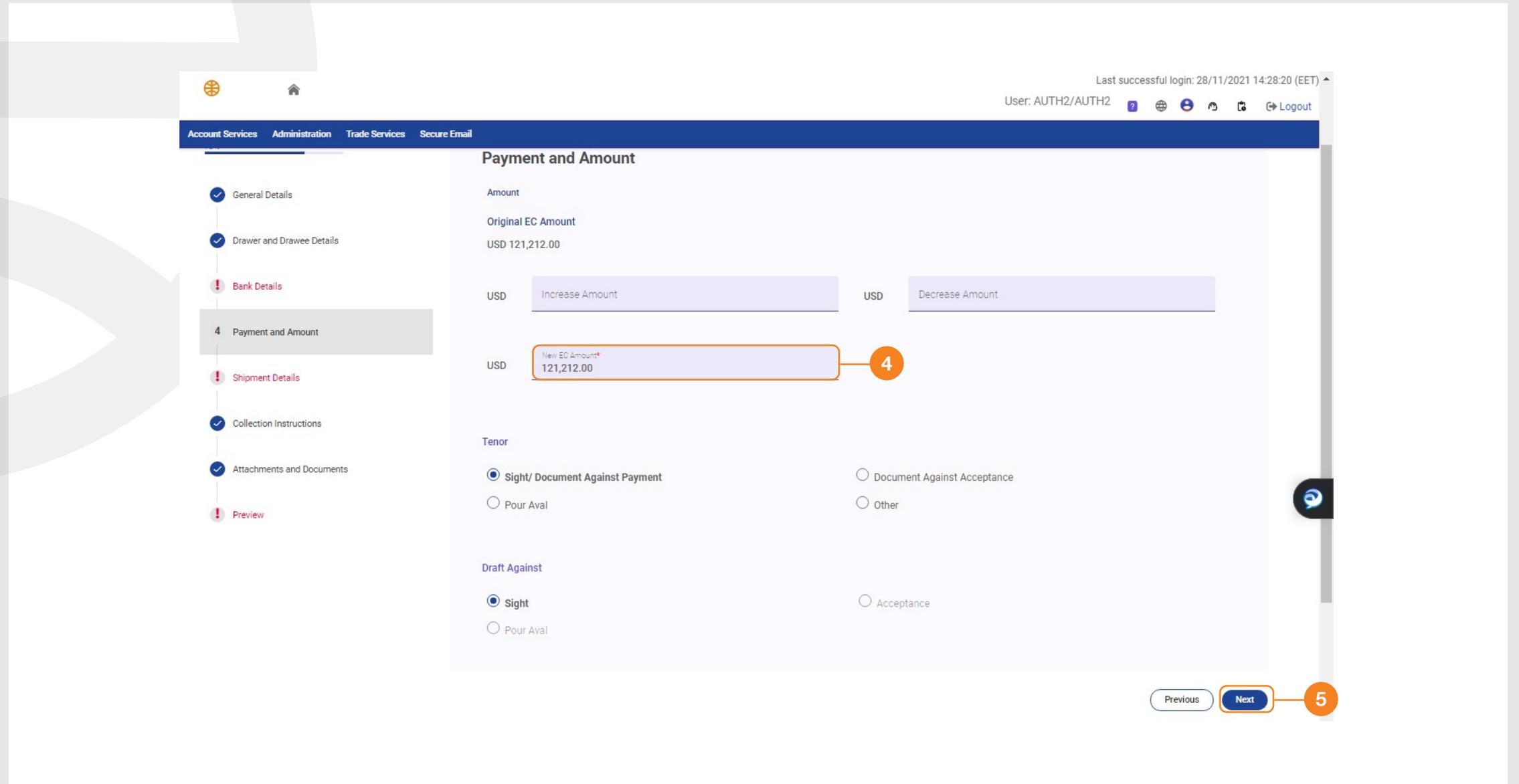
Amendment Narrative 0/15554

Next

4. Amend the amount or type of transactions, as required

5. Submit the transaction

How to Amend an Export Collection Request



The screenshot shows a web application interface for amending an export collection request. The page is titled "Payment and Amount" and is part of a multi-step process. The left sidebar contains a navigation menu with the following items: "General Details" (checked), "Drawer and Drawee Details" (checked), "Bank Details" (with a red exclamation mark), "4 Payment and Amount" (highlighted), "Shipment Details" (with a red exclamation mark), "Collection Instructions" (checked), "Attachments and Documents" (checked), and "Preview" (with a red exclamation mark). The main content area is titled "Payment and Amount" and includes the following sections:

- Amount:** Shows the "Original EC Amount" as USD 121,212.00. Below this are two input fields: "Increase Amount" and "Decrease Amount", both with "USD" labels.
- New EC Amount:** A text input field containing "121,212.00" is highlighted with an orange border and a "4" in a circle, indicating the current step.
- Tenor:** Includes radio button options for "Sight/ Document Against Payment" (selected), "Document Against Acceptance", "Pour Aval", and "Other".
- Draft Against:** Includes radio button options for "Sight" (selected) and "Acceptance", with "Pour Aval" also listed.

At the bottom right, there are "Previous" and "Next" buttons. The "Next" button is highlighted with an orange border and a "5" in a circle, indicating the next step in the process. The top right corner of the interface shows the user's login information: "User: AUTH2/AUTH2" and "Last successful login: 28/11/2021 14:28:20 (EET)".



How to Submit a Letter of Credit Request



How to Submit a Letter of Credit Request

1. Import Letter of Credit: Click Trade Services then select Import Letter of Credit. You will be directed to the product's main page where the product status is segregated into Drafts, Actions, Pending Approval, Pending at Bank, Live, Closed, Rejected, Templates and Requests.

2. Trade Finance, Import Letter of Credit, Request to Import Letter of Credit.

3. Provisional: Mark this box if you want a draft of the request before issuing the final LC (subject to extra fees)

4. Enter Expiry Date

5. Confirmation Instructions: Select "Confirm," "May Add," or "Without"

6. Insert the Customer Reference - copy this from the System ID or Proforma invoice No. or any reference

Import Letter of Credit

Templates

Request Letter of Credit

1

Draft (15)

Actions (1)

Pending Approval (1)

Pending at Bank (20)

Live (23)

Rejected (0)

Closed (14)

Advanced Filter

Search

Channel Reference

Customer Reference

Bank Reference

Issue Date

Event

Beneficiary

Currency

Amount

Expiry Date

Actions

Letter of Credit Initiation

Sections Tasks

2%

1 General Details

2 Applicant and Beneficiary Details

3 Bank Details

4 Amount and Charge Details

5 Payment Details

6 Shipment Details

7 Narrative Details

8 Licenses

9 Instructions to Bank

10 Attachments

11 Preview

Import Letter of Credit

Save

General Details

Request Type

Is this a Provisional LC?

Is this a back-to-back LC?

Mode of Transmission

SWIFT

Telex

Courier/Mail

Other

Create From

Template

Existing LC

Upload

Expiry Date*

Place of Issue*

In Beneficiary's Country

Feature of LC

Irrevocable

Revolving

Non Transferable

Operative

Applicable Rules

Applicable Rules

UCP LATEST VERSION

Confirmation Instructions

Confirm

May Add

Without

References

Beneficiary Reference

Customer Reference*

6

Next

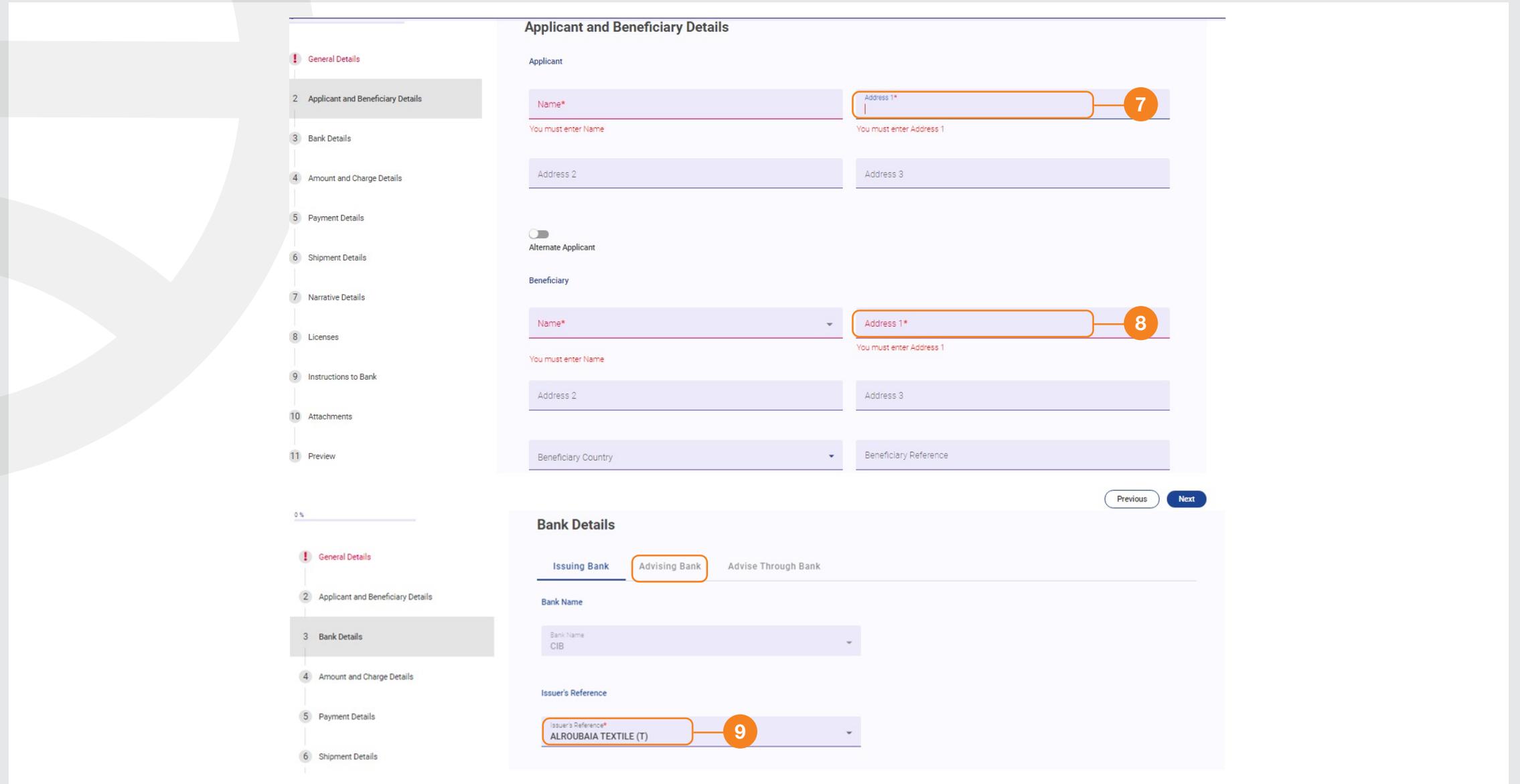
How to Submit a Letter of Credit Request

7. Applicant Details: This field is filled automatically

8. Beneficiary Details: Enter the Beneficiary's full name, address and country code

Select advising bank to add benf bank details / the bank who will advise the LC

9. Issuer's Reference: Select the company name followed by (TRADE) or (T)



The screenshot displays a web form for submitting a Letter of Credit Request. It is divided into two main sections: 'Applicant and Beneficiary Details' and 'Bank Details'. A vertical navigation menu on the left lists 11 steps, with 'Applicant and Beneficiary Details' (step 2) and 'Bank Details' (step 3) highlighted. The 'Applicant and Beneficiary Details' section includes fields for Applicant Name (marked with a red asterisk and a red error message 'You must enter Name'), Applicant Address 1 (marked with a red asterisk, a red error message 'You must enter Address 1', and a circled '7'), Applicant Address 2, and Applicant Address 3. There is a toggle for 'Alternate Applicant'. The Beneficiary section includes fields for Beneficiary Name (marked with a red asterisk and a red error message 'You must enter Name'), Beneficiary Address 1 (marked with a red asterisk, a red error message 'You must enter Address 1', and a circled '8'), Beneficiary Address 2, Beneficiary Address 3, Beneficiary Country (marked with a red asterisk and a red error message 'You must enter Country'), and Beneficiary Reference. The 'Bank Details' section has three tabs: 'Issuing Bank', 'Advising Bank' (which is selected and circled in orange), and 'Advise Through Bank'. Under 'Advising Bank', there is a 'Bank Name' dropdown menu with 'CIB' selected. Under 'Issuer's Reference', there is a dropdown menu with 'ALROUBAIA TEXTILE (T)' selected and circled in orange, with a circled '9' next to it. At the bottom right of the form, there are 'Previous' and 'Next' buttons.

How to Submit a Letter of Credit Request

10. LC Amount: Add the document's full amount and currency as in invoice

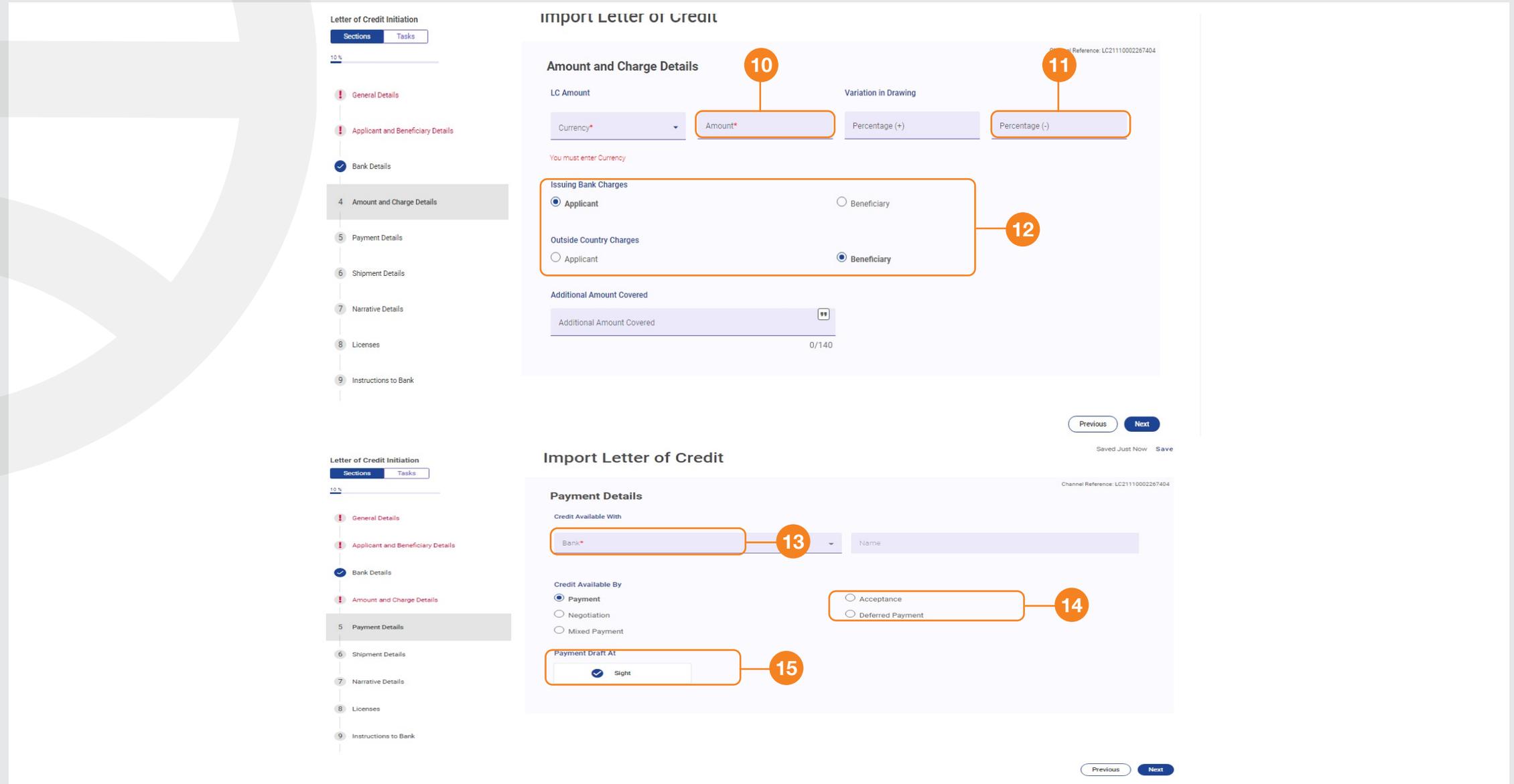
11. State the Tolerance Percentage, if needed

12. Charges: Select "Applicant" or "Beneficiary" for each option. Insert the confirmation charges if applicable based on step 4

13. Credit Available With: Enter the bank where the LC amount is available

14. Credit Available By: Select the LC Tenor. Payment, Acceptance, Negotiation, Deferred Payment or Mixed Payment.

15. Payment Draft At: Add this information if you've selected "Acceptance" or "Deferred"



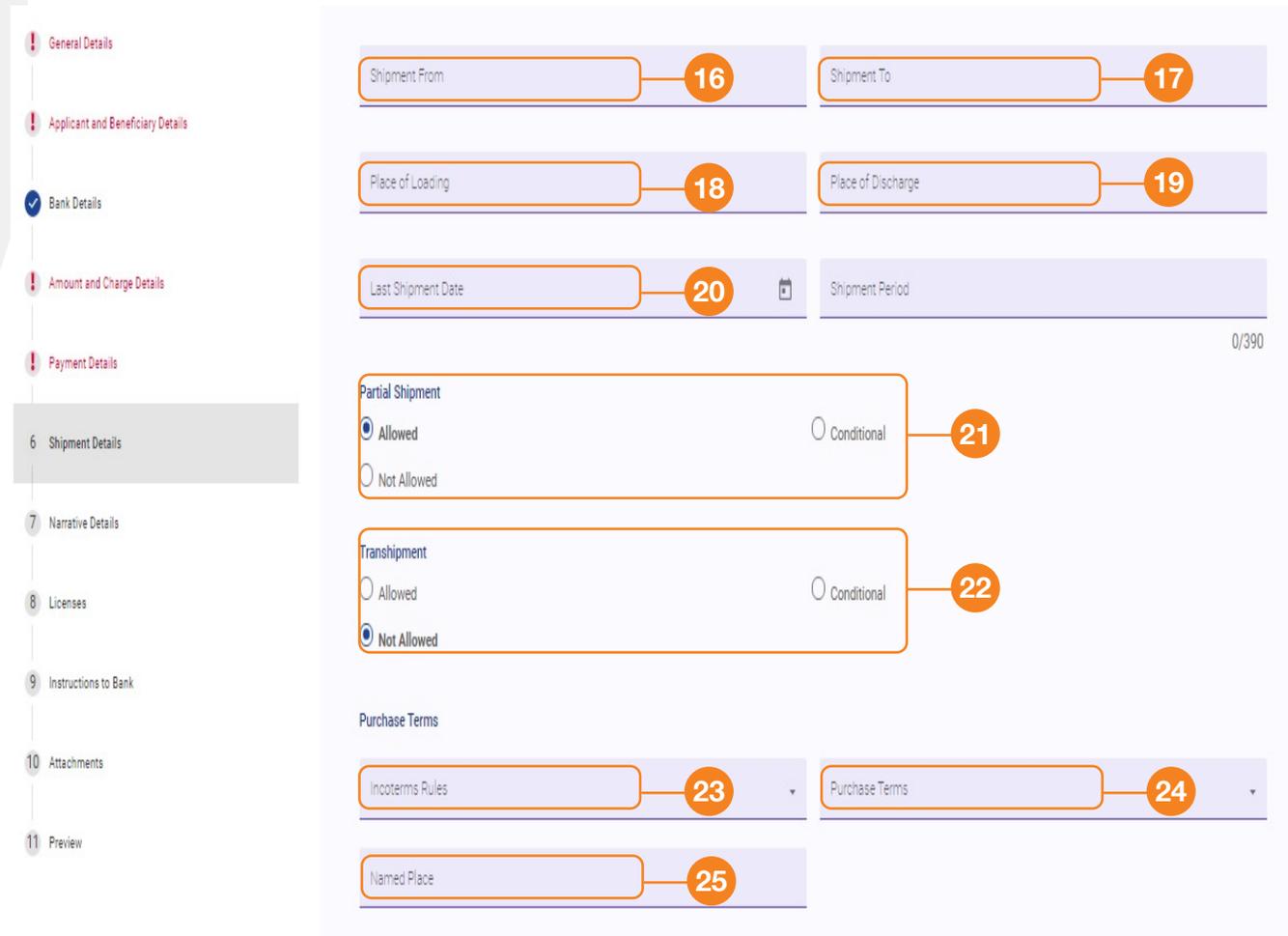
The screenshot displays the 'Letter of Credit Initiation' form, divided into two panels. The left panel shows a progress indicator with steps 1 through 9, where step 4 is highlighted. The right panel shows the 'Import Letter of Credit' form with the following sections:

- Amount and Charge Details:** Includes fields for 'LC Amount' (Currency*, Amount*) and 'Variation in Drawing' (Percentage (+), Percentage (-)). A note states 'You must enter Currency'. Below are radio buttons for 'Issuing Bank Charges' (Applicant selected, Beneficiary) and 'Outside Country Charges' (Applicant, Beneficiary selected). An 'Additional Amount Covered' field is also present.
- Payment Details:** Includes a 'Credit Available With' dropdown (Bank*) and a 'Name' field. Below are radio buttons for 'Credit Available By' (Payment selected, Acceptance, Deferred Payment). A 'Payment Draft At' dropdown is set to 'Sight'.

Orange callouts 10 through 15 point to the corresponding fields described in the text on the left. Navigation buttons 'Previous' and 'Next' are visible at the bottom of each panel.

How to Submit a Letter of Credit Request

- 16. Shipment From: Add the port of shipment
- 17. Shipment To: Add the port of discharge
- 18. Place of Loading: Add the place of dispatch
- 19. Place of Discharge: Add the destination
- 20. Last Shipment Date: Add the latest the goods can be shipped
- 21. Partial Shipment: A presentation consisting of more than one set of transport documents
- 22. Transshipment: This is the act of unloading from one means of transportation and reloading to another. Specify whether this is allowed or required for your shipment
- 23. Incoterms Rules: Choose 2010 or 2020
- 24. Purchase Terms: Insert the incoterms as per the invoice
- 25. Named Place: This is related to the Incoterms in the previous step



The screenshot shows a multi-step form for submitting a Letter of Credit Request. A vertical sidebar on the left lists steps 1 through 11, with step 6, 'Shipment Details', highlighted. The main form area contains the following fields and options:

- Shipment From** (16) and **Shipment To** (17)
- Place of Loading** (18) and **Place of Discharge** (19)
- Last Shipment Date** (20) and **Shipment Period** (0/390)
- Partial Shipment** options: Allowed, Not Allowed, and Conditional (21)
- Transshipment** options: Allowed, Not Allowed, and Conditional (22)
- Purchase Terms** section with **Incoterms Rules** (23) and **Purchase Terms** (24) dropdown menus
- Named Place** (25)

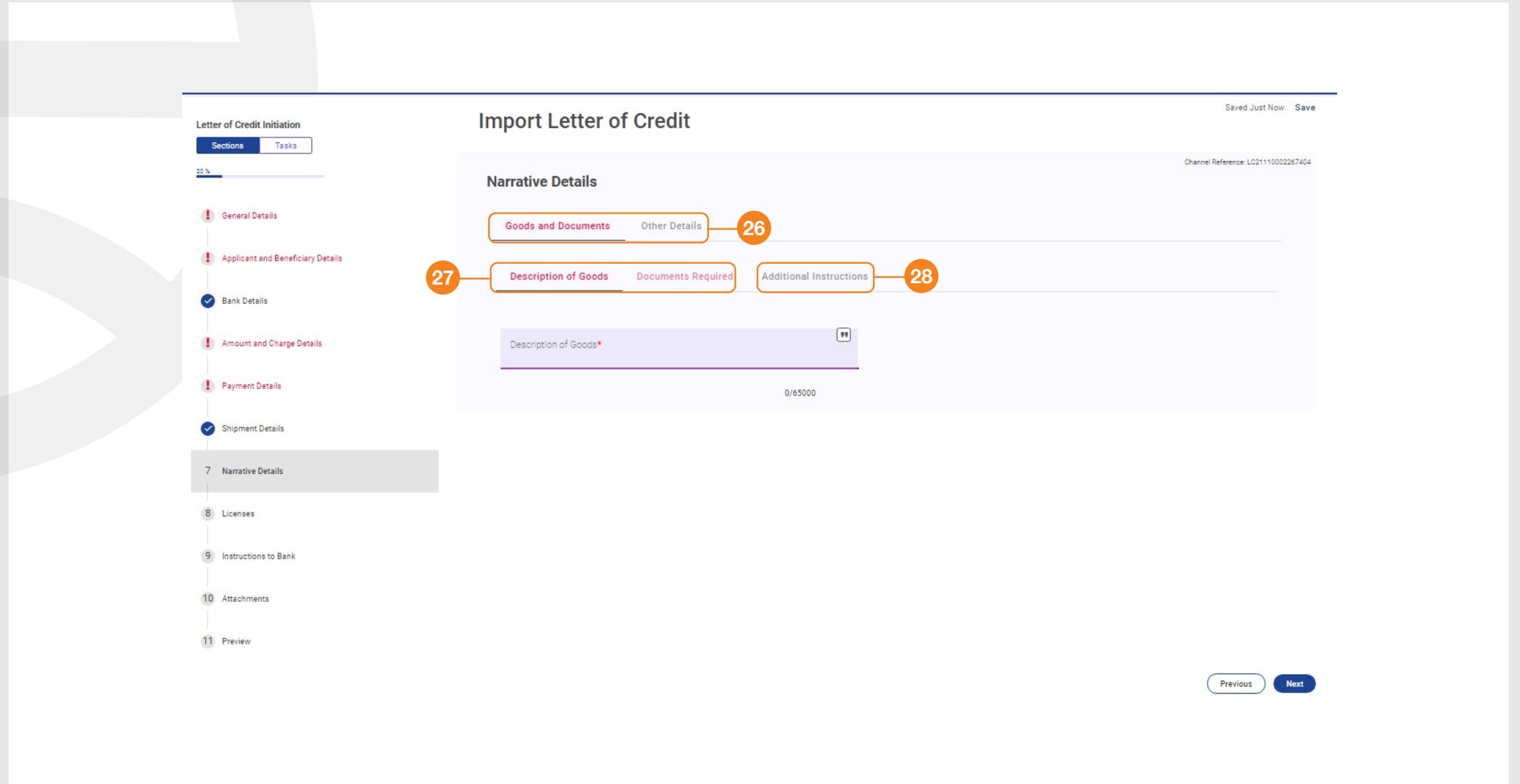
Navigation buttons for 'Previous' and 'Next' are located at the bottom right of the form.

26. Description of Goods: Insert a description of the goods, as per the invoice

27. Documents Required: List the documents that will be received

28. Additional Instructions: State any additional instructions that the Bank should follow

How to Submit a Letter of Credit Request



Letter of Credit Initiation

Sections Tasks

20 %

- General Details
- Applicant and Beneficiary Details
- Bank Details
- Amount and Charge Details
- Payment Details
- Shipment Details
- 7 Narrative Details**
- 8 Licenses
- 9 Instructions to Bank
- 10 Attachments
- 11 Preview

Import Letter of Credit

Saved Just Now Save

Channel Reference: LC21110002267404

Narrative Details

Goods and Documents Other Details **26**

27 Description of Goods Documents Required Additional Instructions **28**

Description of Goods* 0/65000

Previous Next

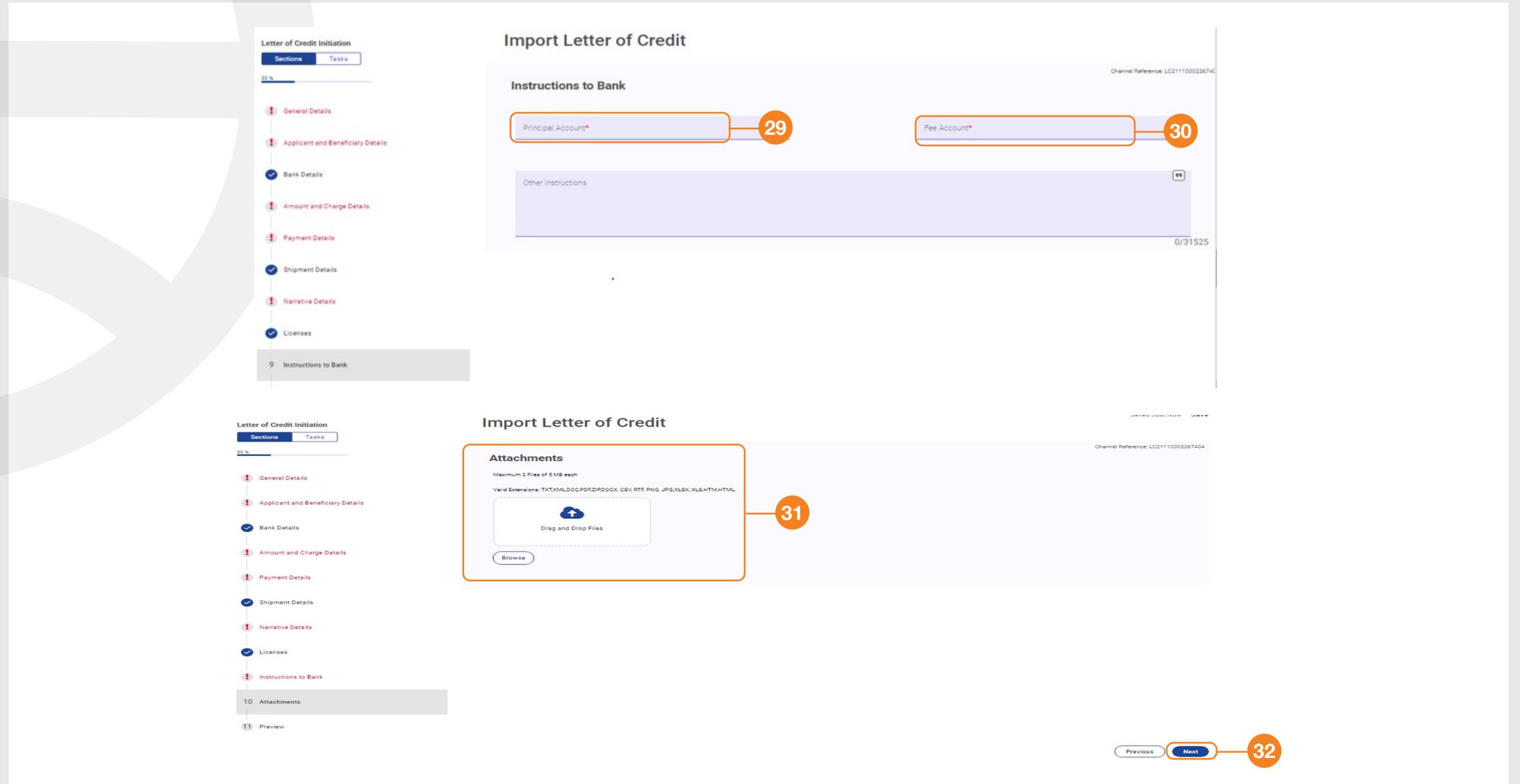
29. Principal Account: Select the account that the amount will be deducted from

30. Fee Account: Select the account the bank fees will be deducted from

31. Attachments: Upload files by browsing your computer or dragging and dropping the files. You can upload a maximum of 2 files, 5 MB each (optional)

32. Review and submit: The final step to submit the request to the Bank. You will receive confirmation of receipt from the Bank via email or via the CIB Business Online notifications. Afterwards, you can print proof that the original LC was received by the branch

How to Submit a Letter of Credit Request



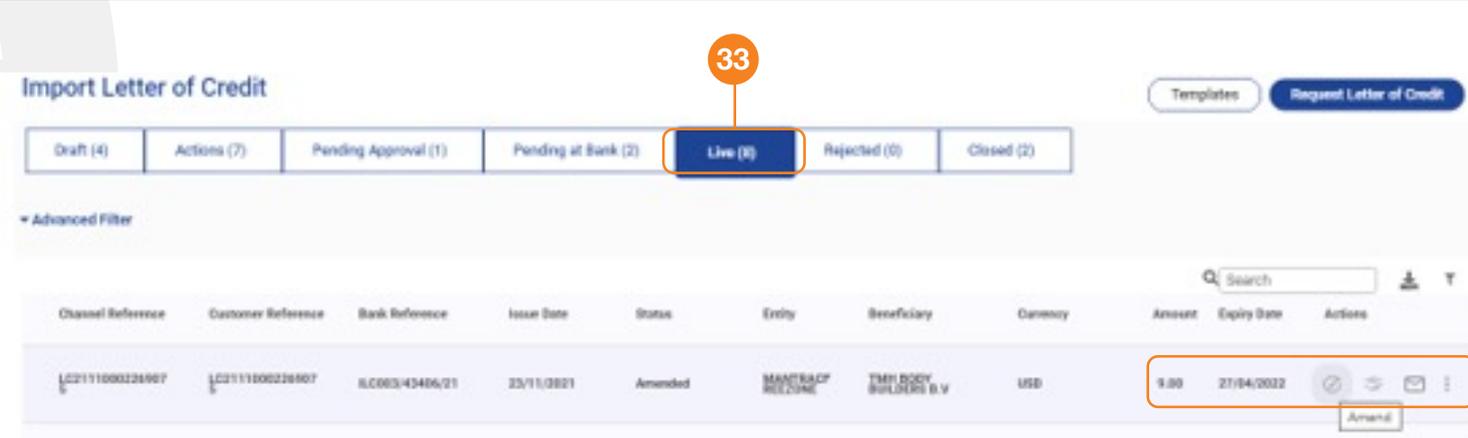
The screenshot displays the 'Letter of Credit Initiation' process in a web application. On the left, a vertical sidebar lists the steps: General Details, Applicant and Beneficiary Details, Bank Details, Amount and Charge Details, Payment Details, Shipment Details, Narrative Details, Licenses, Instructions to Bank, Attachments, and Preview. The 'Instructions to Bank' step is highlighted with a grey bar and the number 9. The 'Attachments' step is highlighted with a grey bar and the number 10. The main content area shows the 'Import Letter of Credit' form. The 'Instructions to Bank' section includes fields for 'Principal Account*' (marked with 29) and 'Fee Account*' (marked with 30), and a text area for 'Other Instructions'. The 'Attachments' section (marked with 31) specifies a maximum of 2 files of 5 MB each and lists valid extensions: TXT, XML, DOC, PDF, ZIP, DOCX, CSV, RTF, PNG, JPG, XLSX, XLS, HTM, HTML. It features a 'Drag and Drop Files' area with a cloud icon and a 'Browse' button. At the bottom right, there are 'Previous' and 'Next' navigation buttons, with 'Next' being the active button and marked with 32.

33. To amend an imported letter of credit:
Under 'Trade Services', select 'Import Letter of Credit', then select 'Live', click amend then:

34. Update the expiry date using the calendar

35. Amendment narrative: Describe the required amendment

How to Amend an Imported Letter of Credit



Import Letter of Credit

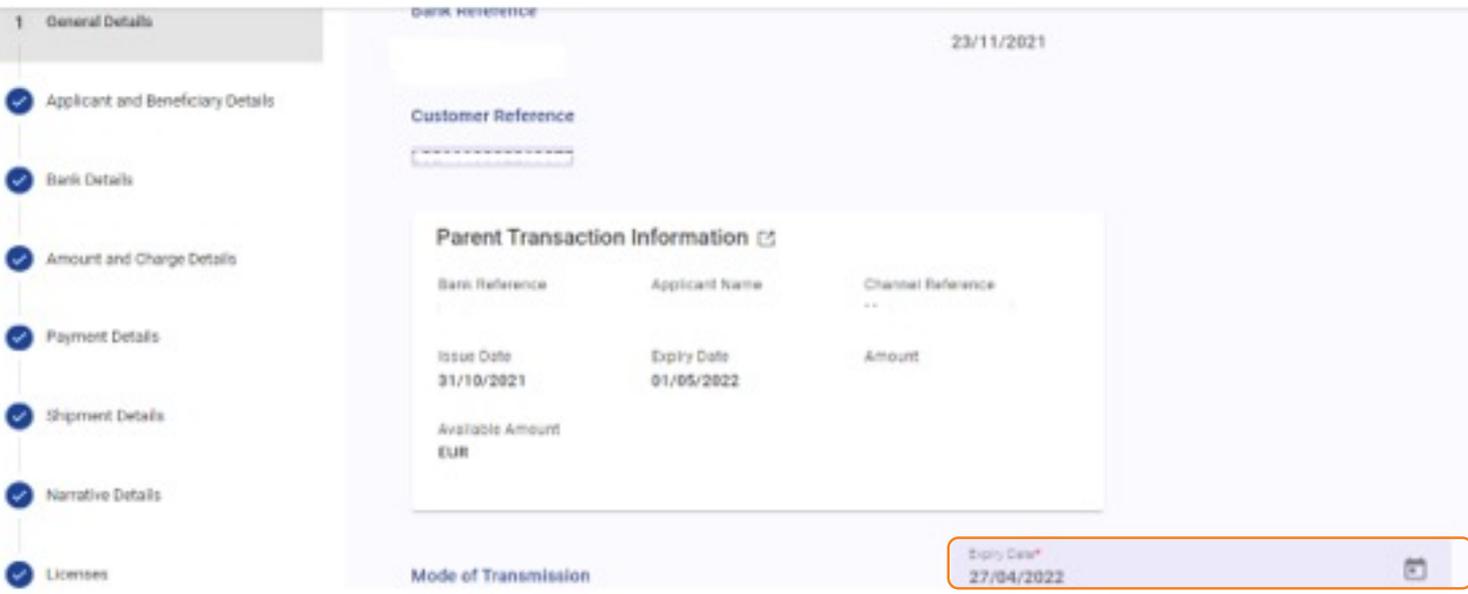
Templates Request Letter of Credit

Draft (4) Actions (7) Pending Approval (1) Pending at Bank (2) **Live (8)** Rejected (0) Closed (2)

Advanced Filter

Channel Reference	Customer Reference	Bank Reference	Issue Date	Status	Entity	Beneficiary	Currency	Amount	Expiry Date	Actions
LC2111000226907	LC2111000226907	SLC003/43406/21	23/11/2021	Amended	MANORAC HOLDING	TMI BODY BUILDERS B.V	USD	1.00	27/04/2022	   

Amend



1 General Details

- Applicant and Beneficiary Details
- Bank Details
- Amount and Charge Details
- Payment Details
- Shipment Details
- Narrative Details
- Licenses

BANK REFERENCE: 23/11/2021

Customer Reference

Parent Transaction Information

Bank Reference	Applicant Name	Channel Reference
Issue Date	Expiry Date	Amount
31/10/2021	01/05/2022	
Available Amount		
EUR		

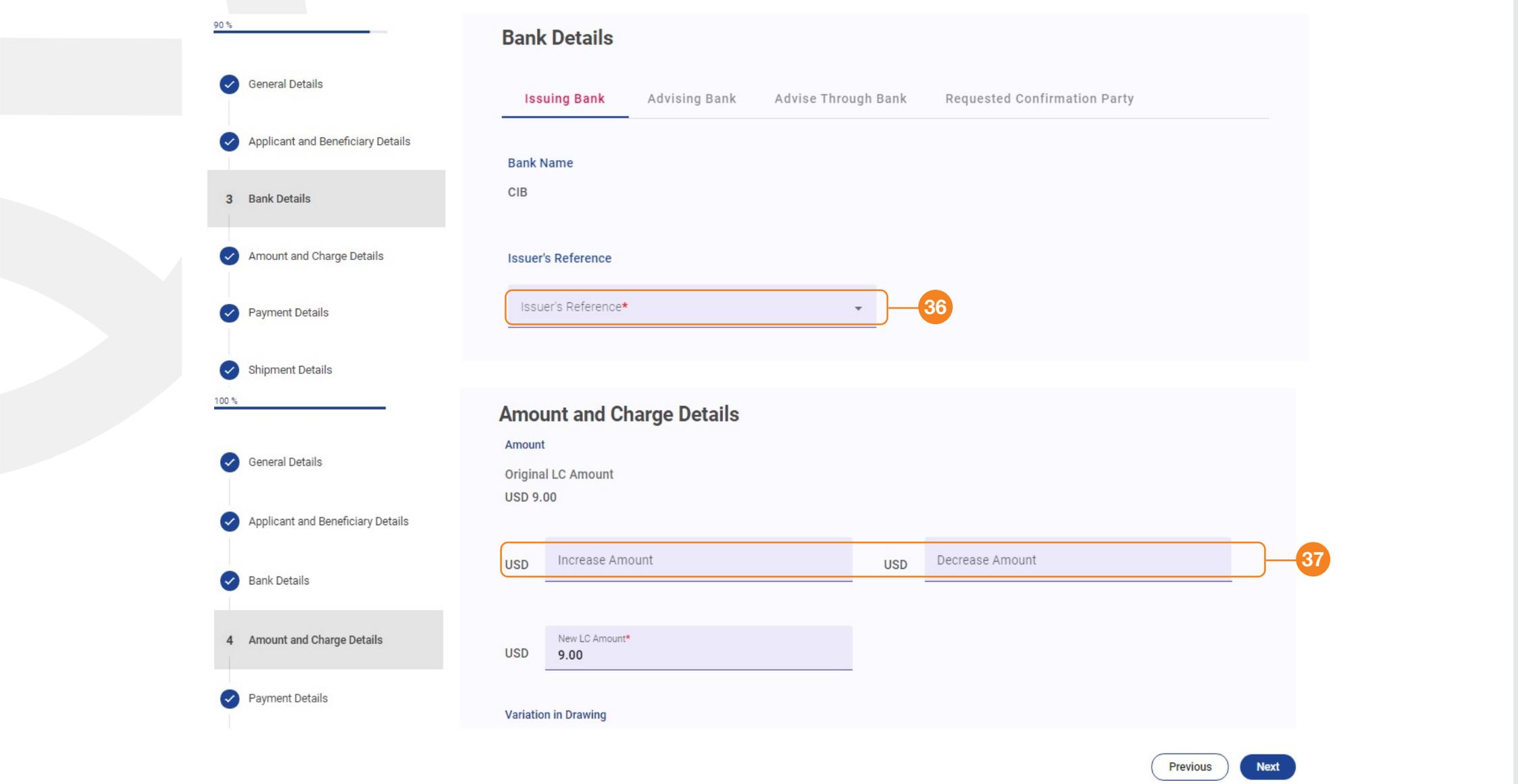
Mode of Transmission

Expiry Date: 27/04/2022

36. On page 3, select “Trade” from the Issuer’s Reference drop down menu

37. Increase or decrease the LC’s original amount

How to Amend an Imported Letter of Credit



The screenshot displays a multi-step process for amending an imported Letter of Credit (LC). It is divided into two sections: 90% completion and 100% completion.

90% Completion:

- Progress bar: 90%
- Step list (all completed):
 - General Details
 - Applicant and Beneficiary Details
 - 3 Bank Details** (highlighted)
 - Amount and Charge Details
 - Payment Details
 - Shipment Details

Bank Details Section:

- Sub-sections: Issuing Bank, Advising Bank, Advise Through Bank, Requested Confirmation Party.
- Fields: Bank Name, CIB.
- Issuer's Reference: A dropdown menu with "Issuer's Reference*" selected. A callout circle with the number 36 points to this field.

100% Completion:

- Progress bar: 100%
- Step list (all completed):
 - General Details
 - Applicant and Beneficiary Details
 - Bank Details
 - 4 Amount and Charge Details** (highlighted)
 - Payment Details

Amount and Charge Details Section:

- Amount: Original LC Amount USD 9.00.
- Adjustment: A range slider with "USD Increase Amount" and "USD Decrease Amount" options. A callout circle with the number 37 points to this slider.
- Field: New LC Amount* USD 9.00.
- Variation in Drawing: (Field is present but empty).

Navigation buttons: Previous, Next.



How to Amend an Imported Letter of Credit

38. Credit Available With: Amend the bank where the LC is available.

39. Credit Available By: Select the LC Tenor. The options are Payment, Acceptance, Negotiation, Deferred Payment or Mixed Payment.

40. Payment Draft At: This information is required is "Acceptance" or "Deferred" was selected in the previous step

41. Shipment From: Add the port of shipment

42. Shipment To: Add the port of discharge

43. Place of Loading: Add the place of dispatch

44. Place of Discharge: Add the destination

45. Last Shipment Date: Add the latest the goods can be shipped

46. Partial Shipment: A presentation consisting of more than one set of transport documents

Payment Details

General Details

Applicant and Beneficiary Details

Bank Details

Amount and Charge Details

5 Payment Details

Shipment Details

Narrative Details

Licenses

Shipment Details

Narrative Details

Licenses

Credit Available With

Bank **AMENDED** Advising Bank **38** Name BANK OF CHINA

Credit Available By **AMENDED**

Payment **39** Acceptance
 Negotiation Deferred Payment
 Mixed Payment

This amendment is effective only after acceptance from advising bank and beneficiary

Payment Draft At **AMENDED**

Sight **40**

Previous Next

Shipment From **41** **Shipment To** **42**

Place of Loading ANY SEAPORT IN EUROPE **43** **Place of Discharge** ALEXANDRIA SEAPORT, EGYPT **44**

Last Shipment Date 25/11/2021 **45**

Shipment date and shipment period fields are mutually exclusive.

Partial Shipment

Allowed **46** Conditional
 Not Allowed



How to Amend an Imported Letter of Credit

47. Transshipment: This is the act of unloading from one means of transportation and reloading to another. Specify whether this is allowed or required for your shipment

48. Incoterms Rules: Choose 2010 or 2020

49. Purchase Terms: Insert the incoterms as per the invoice.

50. Named Place: This is related to the Incoterms in the previous step

Transshipment

Allowed Conditional 47
 Not Allowed

Purchase Terms

Incoterms Rules

Incoterms Rules 48
OTHER

Purchase Terms

Purchase Terms* 49
CIF - Cost Insurance and Freight

Named Place 50
Alexandria

Previous

Next

51. Principal Account: Select the account the LC amount will be deducted from

52. Fee Account: Select the account the bank fees will be deducted from

53. Description of Goods: Insert a description of the goods, as per the invoice

54. Documents Required: These are the documents that will be received

55. Additional Instructions: State any additional instructions the Bank should follow

56. Current Amendment: Mark this field if the requirements under Description of Goods, Documents Required and Additional Instructions will be added to the original information or if it will replace the original information

How to Amend an Imported Letter of Credit

Instructions to Bank

Principal Account

Principal Account*
100005104046

51

Fee Account

Fee Account*
100008637177

52

Other Instructions

53

0/31525

Previous

Next

✓ General Details

✓ Applicant and Beneficiary Details

✓ Bank Details

✓ Amount and Charge Details

✓ Payment Details

✓ Shipment Details

7 Narrative Details

✓ Licenses

Goods and Documents

Other Documents

55

Description of Goods

Documents Required

Additional Instructions

.....
ACCORDING TO PROFORMA INVOICE NO DD.
SHIPPING TERMS (INCOTERMS 2010)

Current Amendment

Do you wish to Replace All?

56

Add

Delete

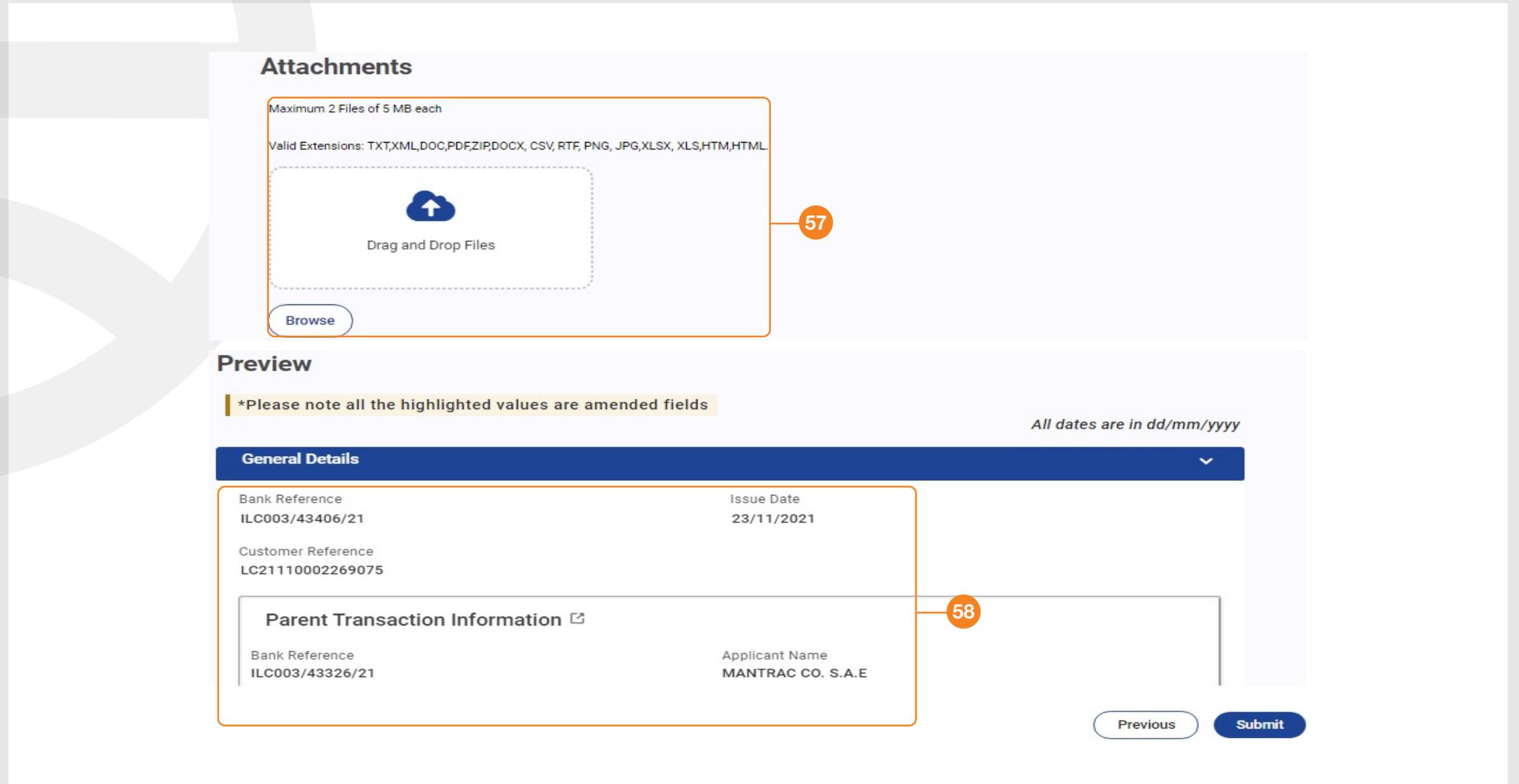
0/58500

Previous

Next

How to Amend an Imported Letter of Credit

57. Attachments: Upload files by either dragging and dropping or browsing your computer. You can upload a maximum of 2 files of 5 MB each (optional)
58. Review and submit: The final step to submit the request to the Bank. Afterwards, you will receive the Bank's confirmation of receipt via email or via the CIB Business Online notifications and you can print proof that the original LC was received by the branch



Attachments

Maximum 2 Files of 5 MB each

Valid Extensions: TXT,XML,DOC,PDF,ZIP,DOCX, CSV, RTF, PNG, JPG,XLSX, XLS,HTM,HTML

Drag and Drop Files

Browse

Preview

*Please note all the highlighted values are amended fields

All dates are in dd/mm/yyyy

General Details

Bank Reference ILC003/43406/21	Issue Date 23/11/2021
Customer Reference LC21110002269075	

Parent Transaction Information

Bank Reference ILC003/43326/21	Applicant Name MANTRAC CO. S.A.E
-----------------------------------	-------------------------------------

Previous Submit



How to Submit an undertaking / Bank guarantee

How to Issue an Undertaking

1. Undertaking Issued:

- Click “Trade Services” then select “Undertaking Issue”. You will be directed to the product main page where product status is separated into Drafts, Actions, Pending Approval, Pending at Bank, Live, Closed, Rejected, Templates and Requests

2. How to submit Undertaking application:

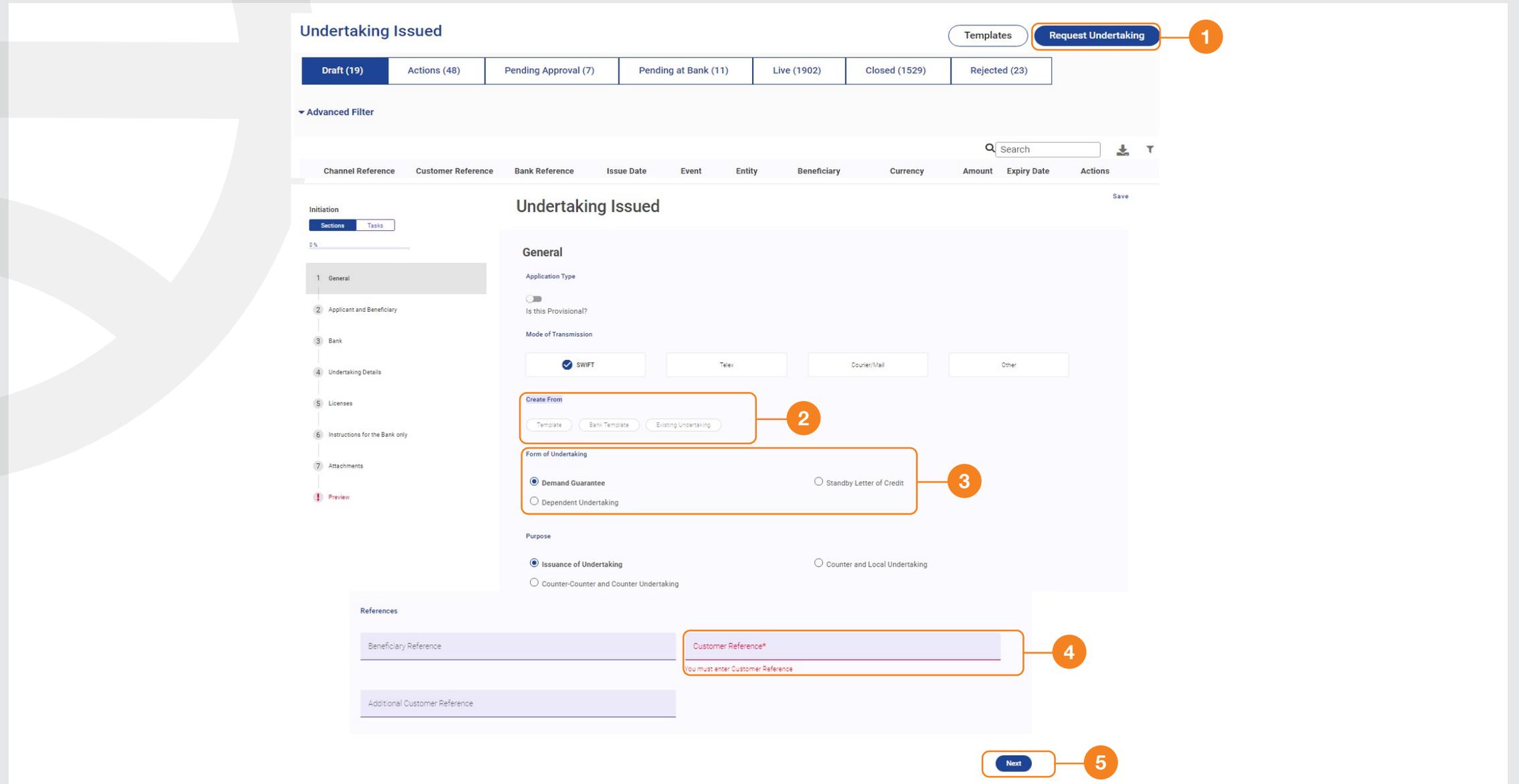
- Click “Trade Services”, “Undertaking Issued”, “Request Undertaking”

3. Mode of Transmission:

- Create from: Select either Template, Existing Undertaking or don't select any of these options and fill the required fields
- References: Copy System ID and paste into the Customer Reference field.

4. Write either system ID or any reference

5. "Click Next "



The screenshot displays the 'Undertaking Issued' application interface. At the top, a navigation bar includes a 'Request Undertaking' button (callout 1) and a status summary table with categories like Draft (19), Actions (48), Pending Approval (7), Pending at Bank (11), Live (1902), Closed (1529), and Rejected (23). Below this is an 'Advanced Filter' section and a table header with columns for Channel Reference, Customer Reference, Bank Reference, Issue Date, Event, Entity, Beneficiary, Currency, Amount, Expiry Date, and Actions. The main form area is titled 'Undertaking Issued' and contains several sections: 'Initiation' with a progress indicator at 0% and a sidebar menu; 'General' with fields for Application Type, Is this Provisional?, and Mode of Transmission (SWIFT, Telex, Courier/Mail, Other); 'Create From' with buttons for Template, Bank Template, and Existing Undertaking (callout 2); 'Form of Undertaking' with radio buttons for Demand Guarantee, Standby Letter of Credit, and Dependent Undertaking (callout 3); 'Purpose' with radio buttons for Issuance of Undertaking, Counter and Local Undertaking, and Counter-Counter and Counter Undertaking; and 'References' with input fields for Beneficiary Reference, Customer Reference* (with a validation error 'You must enter Customer Reference', callout 4), and Additional Customer Reference. A 'Next' button (callout 5) is located at the bottom right.

5. Applicant: These fields will be automatically filled

6. Enter the beneficiary's name, address and country

How to Issue an Undertaking

- 1 General
- 2 Applicant and Beneficiary
- 3 Bank
- 4 Undertaking Details
- 5 Licenses
- 6 Instructions for the Bank only
- 7 Attachments
- 8 Preview

Applicant

Entity*	Name*
<small>You must enter Entity</small>	<small>You must enter Name</small>
Address 1*	Address 2
<small>You must enter Address 1</small>	
Address 3	Country*
	<small>You must enter Country</small>

Alternate Applicant

Beneficiary

Name*	Address 1*
<small>You must enter Name</small>	<small>You must enter Address 1</small>
Address 2	Address 3
Beneficiary Country*	Beneficiary Reference
<small>You must enter Beneficiary Country</small>	

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

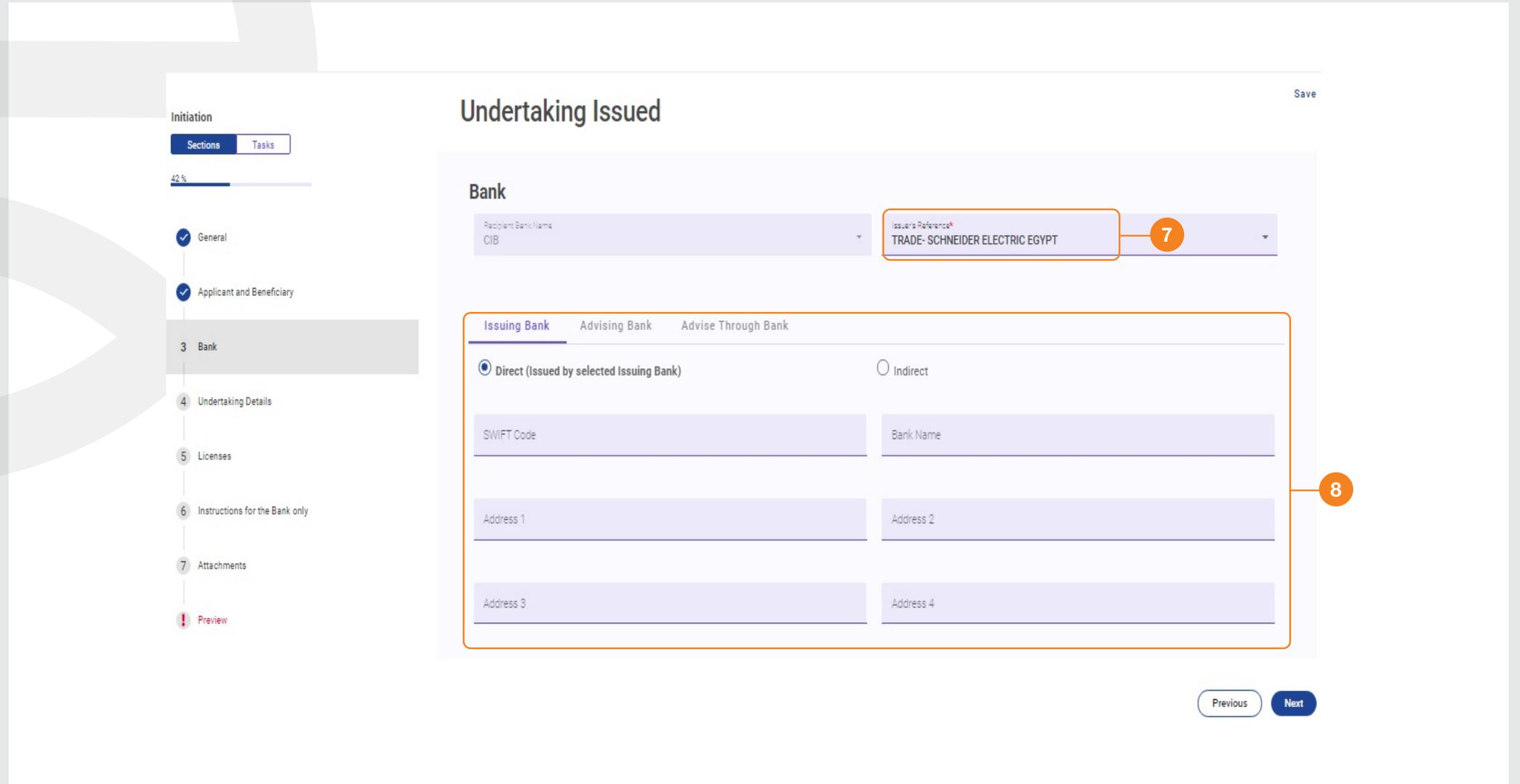
5

6

7. Issuer reference: Select the company's name followed by (TRADE) or (T)

8. Use only for overseas guarantees

How to Issue an Undertaking



The screenshot shows a web form titled "Undertaking Issued" with a "Save" button in the top right corner. On the left is a navigation sidebar under the heading "Initiation". The sidebar has two tabs: "Sections" (active) and "Tasks". A progress bar shows 42% completion. The sidebar lists several sections: "General" (checked), "Applicant and Beneficiary" (checked), "3 Bank" (highlighted), "4 Undertaking Details", "5 Licenses", "6 Instructions for the Bank only", "7 Attachments", and "Preview" (with a red exclamation mark icon).

The main form area is titled "Undertaking Issued". It contains a "Bank" section with two dropdown menus: "Recipient Bank Name" (set to "CIB") and "Issuer's Reference" (set to "TRADE- SCHNEIDER ELECTRIC EGYPT"). An orange circle with the number "7" is placed over the "Issuer's Reference" dropdown. Below this is a section for bank selection with three tabs: "Issuing Bank" (active), "Advising Bank", and "Advise Through Bank". Under "Issuing Bank", there are two radio buttons: "Direct (Issued by selected Issuing Bank)" (selected) and "Indirect". Below the radio buttons are four input fields for bank details: "SWIFT Code", "Bank Name", "Address 1", and "Address 2" (top row); "Address 3" and "Address 4" (bottom row). An orange circle with the number "8" is placed to the right of this entire section. At the bottom right of the form are "Previous" and "Next" buttons.

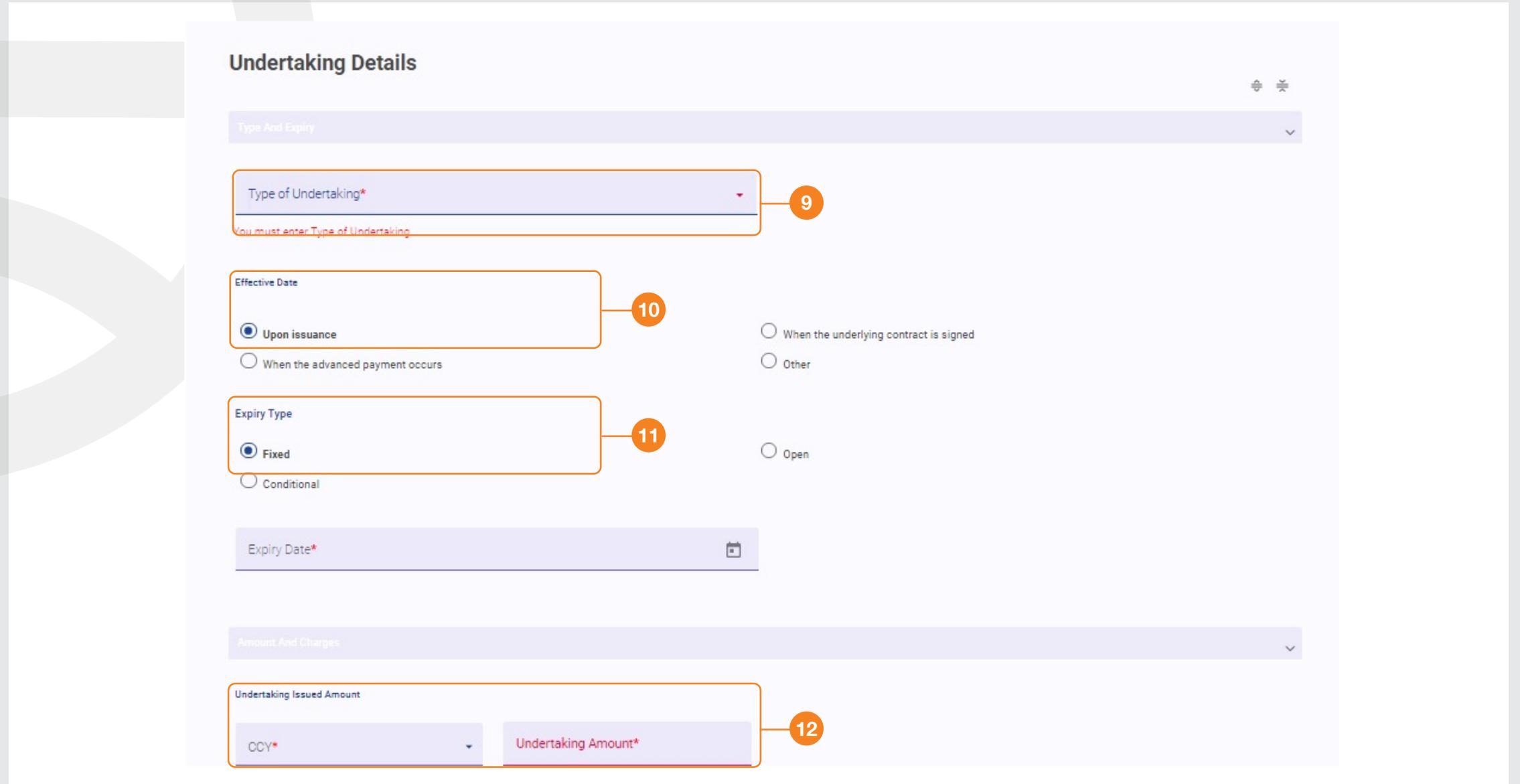
How to Issue an Undertaking

9. Type of Undertaking: Select “Bid”, “Performance”, “Customs” or “Advance Payment”

10. In Effective Date field, select “Operative” or “Inoperative”

11. Expiry Type: Add the Expiry Date

12. Enter Undertaking currency and amount.



The screenshot shows a web form titled "Undertaking Details". At the top right, there are icons for expand and collapse. Below the title is a section header "Type And Expiry" with a dropdown arrow. The form contains several fields and options:

- Type of Undertaking***: A dropdown menu with a red error message below it: "You must enter Type of Undertaking". A callout circle with the number 9 points to this field.
- Effective Date**: A section with three radio button options: "Upon issuance" (selected), "When the advanced payment occurs", and "When the underlying contract is signed". A callout circle with the number 10 points to the "Upon issuance" option.
- Expiry Type**: A section with two radio button options: "Fixed" (selected) and "Conditional". A callout circle with the number 11 points to the "Fixed" option.
- Open**: A radio button option located to the right of the "Expiry Type" section.
- Expiry Date***: A date input field with a calendar icon.
- Amount And Charges**: A section header with a dropdown arrow.
- Undertaking Issued Amount**: A section with two input fields: "CCY*" (a dropdown menu) and "Undertaking Amount*". A callout circle with the number 12 points to the "Undertaking Amount*" field.

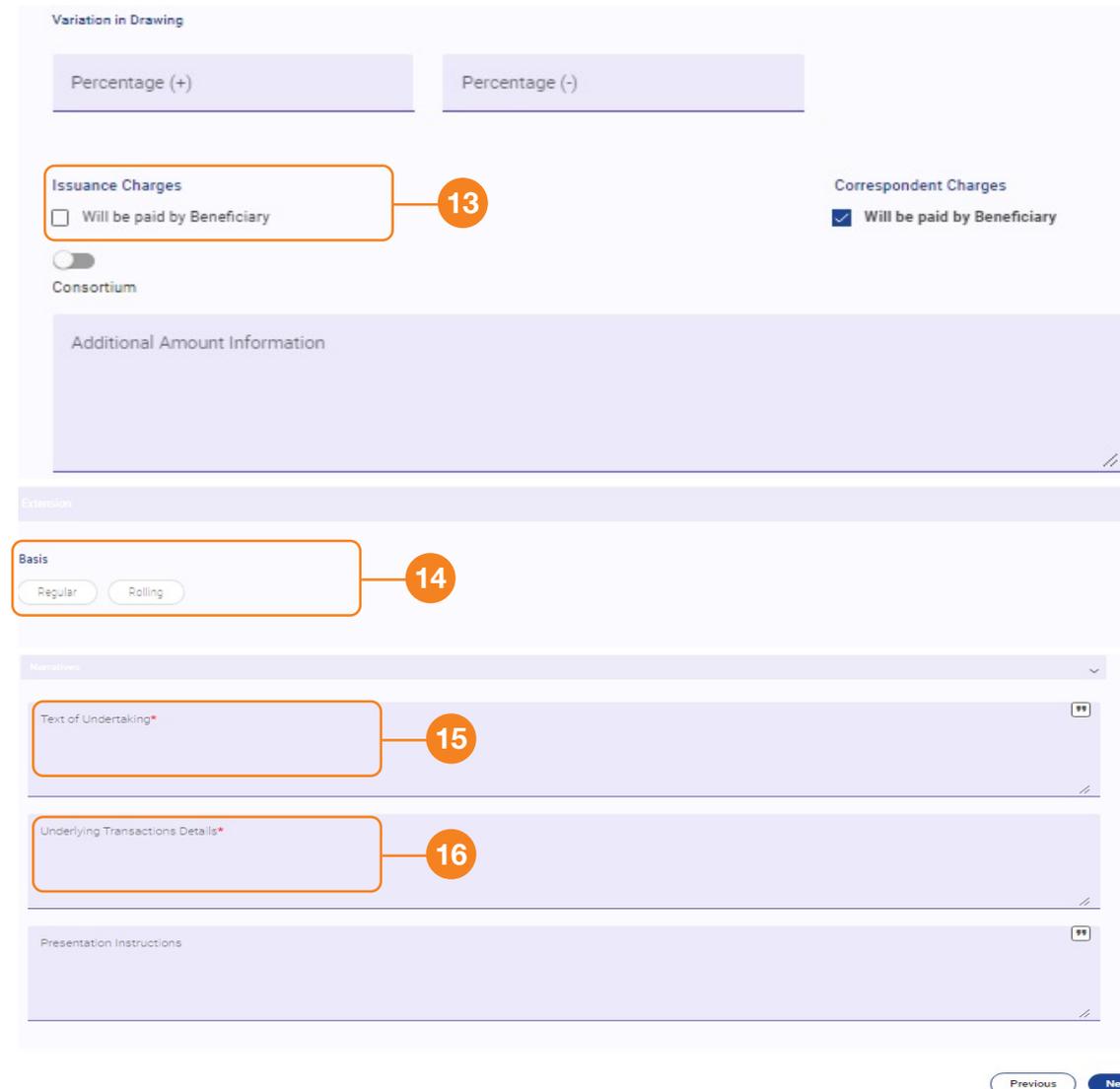
13. Correspondent charges apply to Overseas Undertakings only

14. Extension: Use this only for guarantees that require auto renewal without a request from the beneficiary or applicant

15. Text of Undertaking: Add the purpose of the guarantee (This can be written in English or Arabic)

16. Underlying/Transactions Details: Add extra information, if applicable

How to Issue an Undertaking



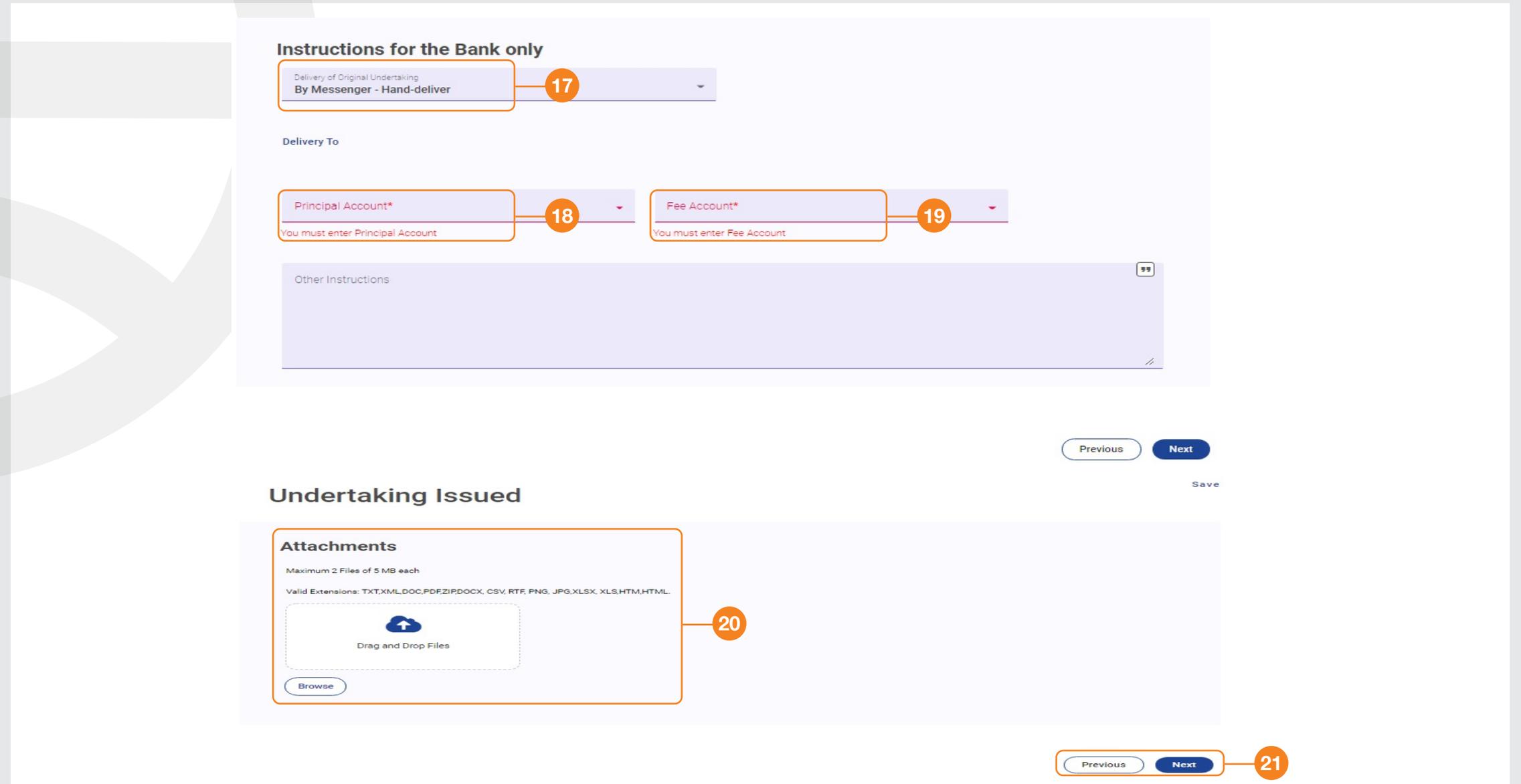
The screenshot shows a form titled "How to Issue an Undertaking" with several sections and callouts:

- Variation in Drawing:** Two input fields for "Percentage (+)" and "Percentage (-)".
- Issuance Charges:** A checkbox labeled "Will be paid by Beneficiary" with callout 13. A toggle switch is also present.
- Correspondent Charges:** A checkbox labeled "Will be paid by Beneficiary" which is checked.
- Consortium:** A section with a heading "Additional Amount Information" and a text area.
- Extension:** A dropdown menu.
- Basis:** Two radio buttons labeled "Regular" and "Rolling" with callout 14.
- Remarks:** Three text areas:
 - "Text of Undertaking*" with callout 15.
 - "Underlying Transactions Details*" with callout 16.
 - "Presentation Instructions".

At the bottom right, there are "Previous" and "Next" buttons.

17. Delivery of Original Undertaking: By Messenger - Hand-deliver.
18. Principal Account: Select the account that will cover the Undertaking in case of payment
19. Fee Account: Select the account that bank fees will be deducted from
20. Attachments: Upload files by either dragging and dropping or browsing your computer. You can upload a maximum of 2 files of 5 MB each (optional)
21. Lastly, review and submit the request to the Bank. You will receive the Bank's confirmation of receipt via email or via the CIB Business Online notifications and can print proof that the original Undertaking was received by the branch

How to Issue an Undertaking



Instructions for the Bank only

Delivery of Original Undertaking
By Messenger - Hand-deliver **17**

Delivery To

Principal Account* **18**
You must enter Principal Account

Fee Account* **19**
You must enter Fee Account

Other Instructions

Previous Next Save

Undertaking Issued

Attachments
Maximum 2 Files of 5 MB each
Valid Extensions: TXT,XML,DOC,PDF,ZIP,DOCX, CSV, RTF, PNG, JPG,XLSX, XLS,HTM,HTML

Drag and Drop Files **20**

Browse

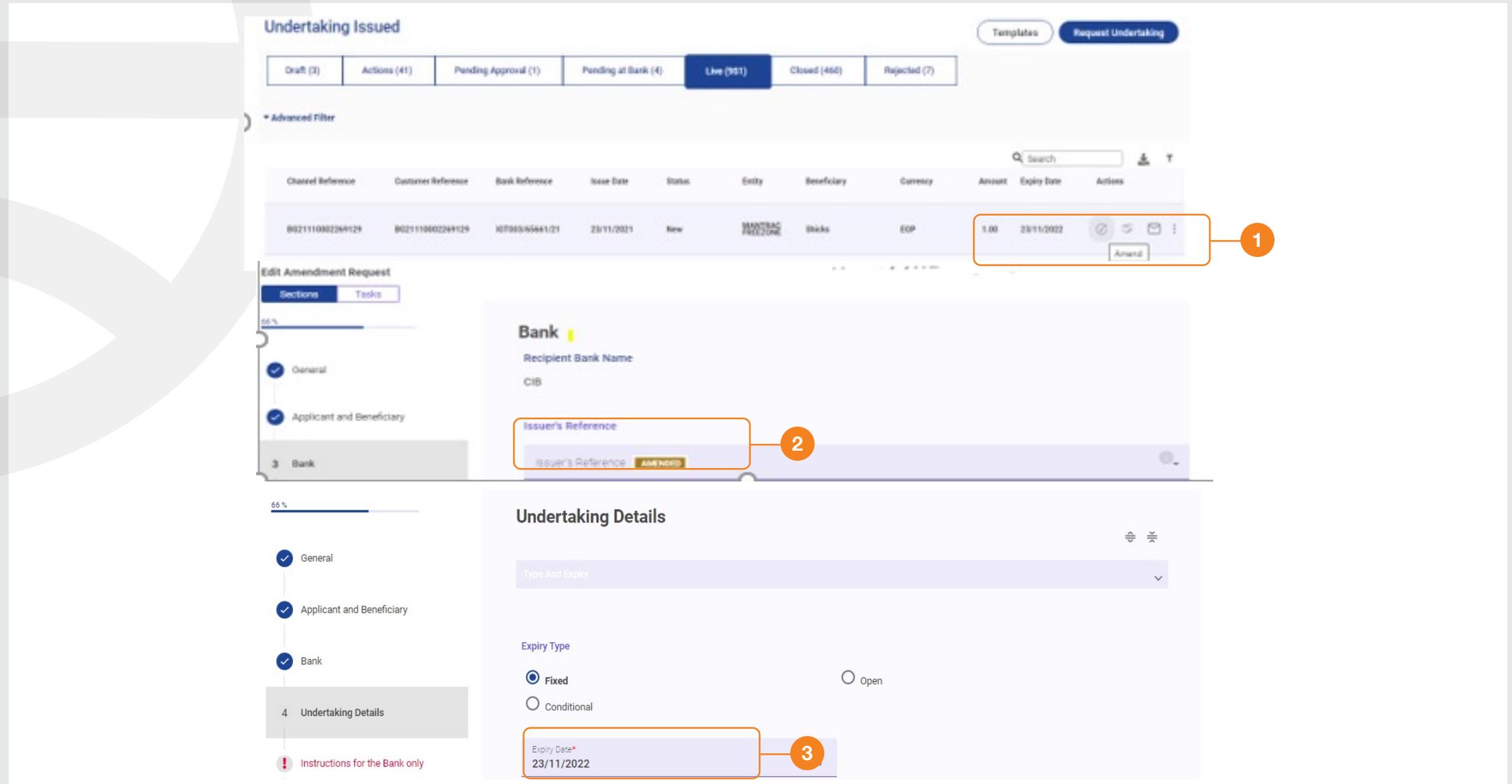
Previous Next **21**



How to Amend an Issued Undertaking

How to Amend an Issued Undertaking

1. To amend an issued undertaking: Click “Trade Services”, then “Undertaking Issued”, then select “Live” for the outstanding undertakings and press amend then follow these steps:
2. On page 3, select the Issue Reference related to the “Trade”
3. On page 4, update the expiry date using the calendar



The screenshot displays the 'Undertaking Issued' interface. At the top, there are tabs for 'Draft (3)', 'Actions (41)', 'Pending Approval (1)', 'Pending at Bank (4)', 'Live (951)', 'Closed (466)', and 'Rejected (7)'. The 'Live (951)' tab is selected. Below this is an 'Advanced Filter' section and a search bar. A table lists various undertakings with columns for Channel Reference, Customer Reference, Bank Reference, Issue Date, Status, Entity, Beneficiary, Currency, Amount, Expiry Date, and Actions. One row is highlighted, and its 'Actions' column contains an 'Amend' button, which is circled in orange and labeled with a '1'. Below the table is the 'Edit Amendment Request' section, which has a progress bar at 66% and a sidebar with sections: General, Applicant and Beneficiary, Bank, and Undertaking Details. The 'Bank' section is active, showing 'Recipient Bank Name: CIB' and 'Issuer's Reference' field, which is circled in orange and labeled with a '2'. Below this is the 'Undertaking Details' section, which has a 'Type And Expiry' dropdown and 'Expiry Type' options: Fixed (selected), Open, and Conditional. The 'Expiry Date*' field is set to '23/11/2022' and is circled in orange and labeled with a '3'. At the bottom left, there is a red warning icon and the text 'Instructions for the Bank only'.

4. Increase or decrease the BG's original amount
5. Amendment Narrative: Briefly write the amendment. This could be the expiry date, an increase or decrease of the amount, or other.
6. Press next to complete the required data for amendment

How to Amend an Issued Undertaking

Amount And Charges

Amount

Original Undertaking Amount
EGP 1.00

EGP Increase Amount EGP Decrease Amount 4

EGP New Undertaking Amount*
1.00

Narratives

Amendment Narrative* 0/9750 5

You must enter Amendment Narrative

Previous Next 6

- On page 5, under Delivery of Amendment Undertaking: Select “By Messenger - Hand-deliver”
- Principal Account: Select the account that will cover the Undertaking in case of payment
- Fee Account: Select the account the bank fees will be deducted from
- Attachments: Upload files by either dragging and dropping or browsing your computer. You can upload a maximum of 2 files of 5 MB each (optional)

How to Amend an Issued Undertaking

General

Bank Reference Issue Date

Mode of Transmission
Courier/Mail Mail

Form of Undertaking
Demand Guarantee Purpose
Issuance of Undertaking

Customer Reference
56585232

Applicant and Beneficiary

Applicant Name Address
-Not Entered-

100 %

Attachments

Maximum 2 Files of 5 MB each

Valid Extensions: TXT,XML,DOC,PDF,ZIP,DOCX, CSV, RTF, PNG, JPG,XLSX, XLS,HTM,HTML

Drag and Drop Files

Browse

Previous Submit

Previous Next

Finally, review and submit the request to the Bank. You will receive the Bank's confirmation of receipt via email or via the CIB Business Online notifications and you can print proof that the original Undertaking was received by the branch

How to Amend an Issued Undertaking

✓ Attachments

7 Preview

Applicant and Beneficiary

Applicant

Name	ALROUBAIA FOURTEX TEXTILES CO SAE	Address	-Not Entered-
Full Address	-Not Entered-		EG

Beneficiary

Name	ALROUBAIA FOURTEX TEXTILES CO SAE	Address	test benf
Beneficiary Reference	-Not Entered-		
BEI Code	-Not Entered-		

Previous **Submit**

THANKS

