

# ADIB Direct – Trade (Steps to Login):



You are now on the ADIB Direct Trade Home page and can choose any of the Trade services from the main menu

HOME		
NAIN MENU	90	WELCOWE
C. Serch		INDHUMMUD MILLION
Import Letters of Credit		Logon data and time:
Export Leitars of Credit		Nur last success loger time was: 2020-05-09-09-01
Import Collections		Nur last follow lages time way: 2019-11-14 14:00
Expert Collections		Your surrent logon time is: 2020-06-17 14:36
Outward Guarantees		1
Inward Guarantees		
General Correspondence		
Parties		
Classes		
Account Numbers		
Shipping Guarantee		
invoice Finance		
QUICK ACCESS		
Outward Guarantees Apply for Amendment		
Import Letters of Credit - Apple for Amendment		
Import Letters of Credit - Apply for Import LC		
Import Letters of Credit - Authorise Transaction		
Import Letters of Credit - Document Presentation		

#### Still need more help?





# ADIB Direct – Trade (Adding Parties, Clauses and Account Numbers):

MAIN MENU	≡*	
Q Search		
Import Letters of Credit	•	
Export Letters of Credit	-	
Import Collections	-	
Export Collections	-	
Outward Guarantees	-	
Inward Guarantees	-	1
General Correspondence		١
Parties	~	1
Clauses	-	
Account Numbers	-	/ '
Shipping Guarantee		-
Invoice Finance	•	

Go to Trade home page "MAIN MENU", and you can access the various modules available. Including Parties, Clauses and Account numbers



Parties

Clauses

Add Clause

Modify Clause

Authorise Clause

Add Party

Modify Party

Authorise Party View Party Delete Party Unlock Party

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From each of the modules, you can add the frequently used Parties, Clauses & Account Numbers. These can later be automatically inserted into the various application you initiate on the online platform.

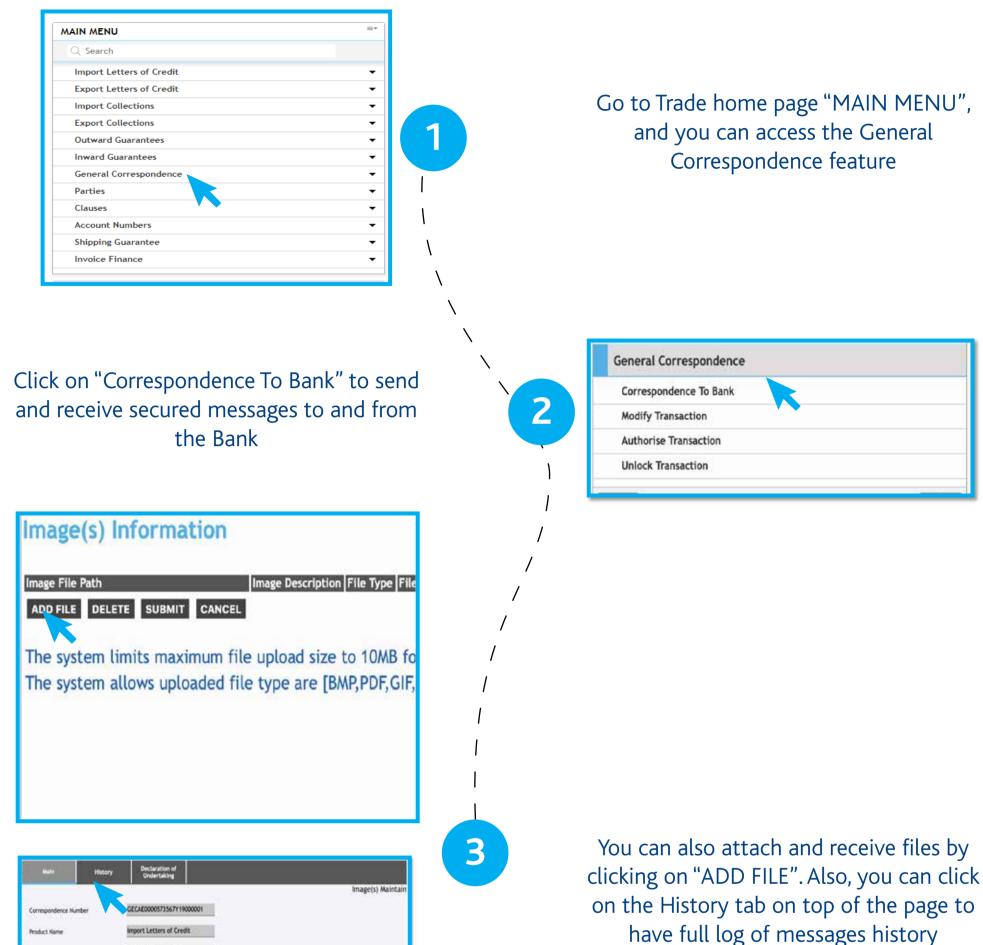
Modify Account Number	
Authorise Account Number	
Delete Account Number	
Unlock Account Number	







## ADIB Direct – Trade (General Correspondence Feature):



Related Reference Number	ILCAE 1441 900002
Aessage from Bank	Correspondence Initiated
Message to Sark	

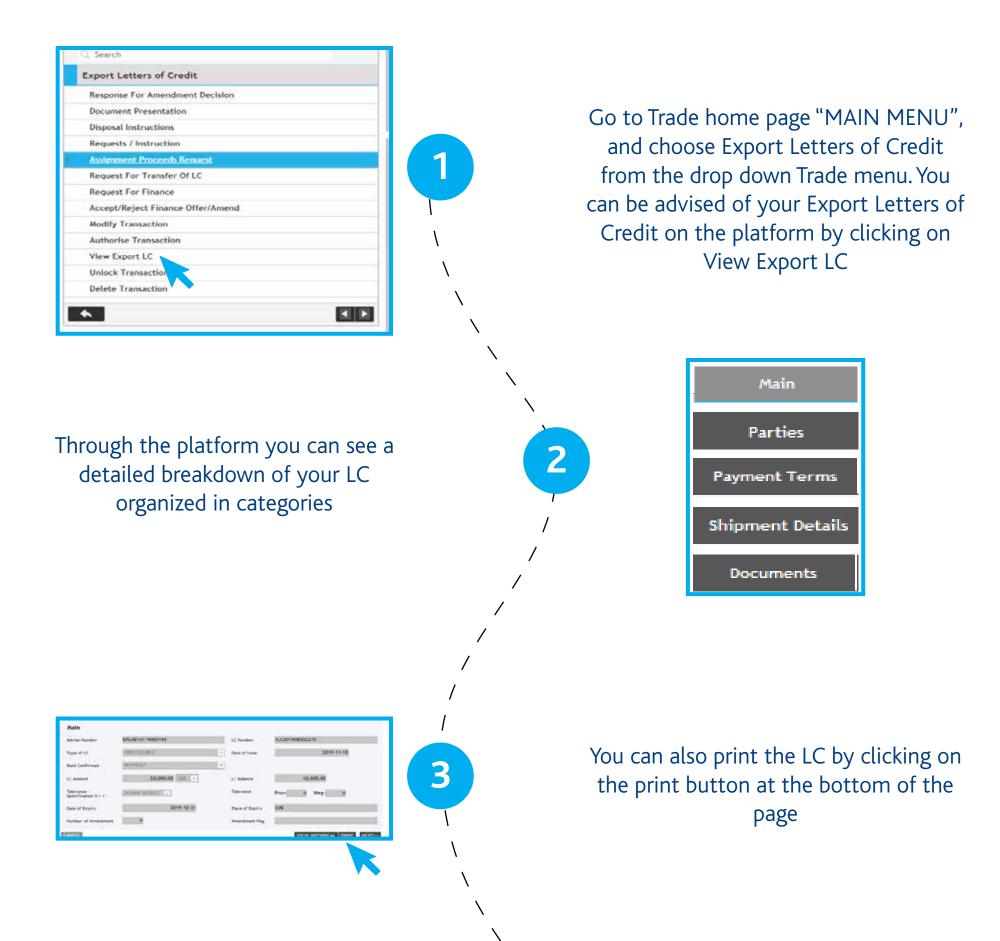
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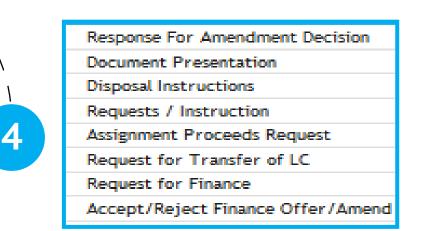




## ADIB Direct – Trade (Steps to View Export Letter of Credit):



And you can make requests and give instructions such as: Responding to Amendment Decision, Document Presentation review status, Request for Transfer of LC and Requesting for Finance



#### Still need more help?





#### ADIB Direct – Trade Trade (Steps to View Import Collection):

2

A HOME > DELETE TRA	NSACTION
IMPORT LETTERS OF CREDIT	Our Reference
EXPORT LETTERS OF CREDIT	LC Number
IMPORT COLLECTIONS	Beneficiary Name
Import Collection Advice	L Currency
Amendment Advice	currency
Acceptance Advice	LC Amount
Payment Instructions	Expiry Date
Order To Purchase Request	Expirity Dutte
Request for Finance	Current Status
Accept / Reject Finance Offer	Clear
Modify Transaction	
Authorise Transaction	Page 1 of 18 Number per p
View Import Collection	
Unlock Transaction	0

#### Choose **IMPORT COLLECTIONS** from the drop down Trade menu (You can select to view all the advices for any import collection received)

For financing, Click on **Order to Purchase request** from the drop down options under IMPORT COLLECTIONS prior to the bank receiving the documents

Matn	Declaration of Undertaking	
		Image(s) Mai
Date of Application	2019-03-03	
Our Ref Number	0TPAE0000403266Y19000109	
MMA Number		
MMA AMOUNT	0 CUR	
OTP AMOUNT	0 CUR 属	
Agreement Date	(11)	
Expiry Date	(M)	
With Agency ?	PLEASE SELECT	

/ 3 | \ \ \

A HOME > ORDER TO PURCH	ASE REQUEST		
IMPORT LETTERS OF CREDIT	Main Dec	laration of Undertaking	
EXPORT LETTERS OF CREDIT			
IMPORT COLLECTIONS		_	
Import Collection Advice	Date of Application		
Amendment Advice	Our Ref Number	0TPAE00004	0376
Acceptance Advice	var iver namber	011720000	
Payment Instructions	MMA Number		
Order To Purchase Request			
Request for Finance	MMA AMOUNT		
Accept / Reject Finance Offer Modify Transaction	OT AMOUNT		
Authorise Transaction	V O N. AWOUNT		
View Import Collection	Agreement Date		
Unlock Transaction			
Delete Transaction	Expiry Date		
View Order To Purchase		PLEASE SEL	FOT
EXPORT COLLECTIONS	With Agency ?	PLEASE SEL	EC1
OUTWARD GUARANTEES	Account Number (Margin	Account)	
INWARD GUARANTEES	Supplier Name		
GENERAL CORRESPONDENCE	supplier name		

Fill the mandatory fields (blue fields), and you can also fill optional fields (white fields), and Click on **Image(s) Maintain** to add the proforma invoice, then click Next on the bottom right corner to agree with terms and conditions before proceeding with request

You then have to click on **Request for Finance**, and fill all mandatory fields to proceed

🕋 ном	AE > REQUEST FOR I	FINANCE	
	TERS OF CREDIT	Collection Ref Number	Contains
EXPORT LET	FTERS OF CREDIT	Drawee Name	Contains
	OLLECTIONS	Drawer Name	Contains
	ollection Advice ent Advice	Deliver Documents Against	Contains
Acceptanc	te Advice	Collection Currency	Equal to
· ·	Instructions	Collection Amount	Equal to
	Purchase Request	Due Date	Equal to
	Reject Finance Offer	ent Status	Contains
· · · ·	ansaction	Clear	
	e Transaction		
	ort Collection	Page 1 of 28 Number per page	e:20   50
	ansaction		
Delete Tr	ansaction	Collection	

PORT LETTERS OF CREDIT	Main Declar	ration of Undertaking
PORT LETTERS OF CREDIT		I
IMPORT COLLECTIONS		
Import Collection Advice	Main	
Amendment Advice	Transaction Date	2019-03-03
Acceptance Advice	Transaction bace	2017-03-03
Payment Instructions	Collection Number	IMCAE18019000331
Order To Purchase Request		
Request for Finance	Type of Finance	Goods Murabaha 🚽
Accept / Reject Finance Offer	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Modify Transaction	Sinance Amount	39,452.94 AED 🚽
Authorise Transaction		
View Import Collection	Ap. Reject Finance Off	er PLEASE SELECT
Unlock Transaction	• •	
Delete Transaction	CANCEL	
sector and the second second		

You can now review the finance offer by the bank, then select Accept/Reject Finance offer before clicking CONFIRM to proceed with request (Click on Image(s) Maintain to view the actual offer)

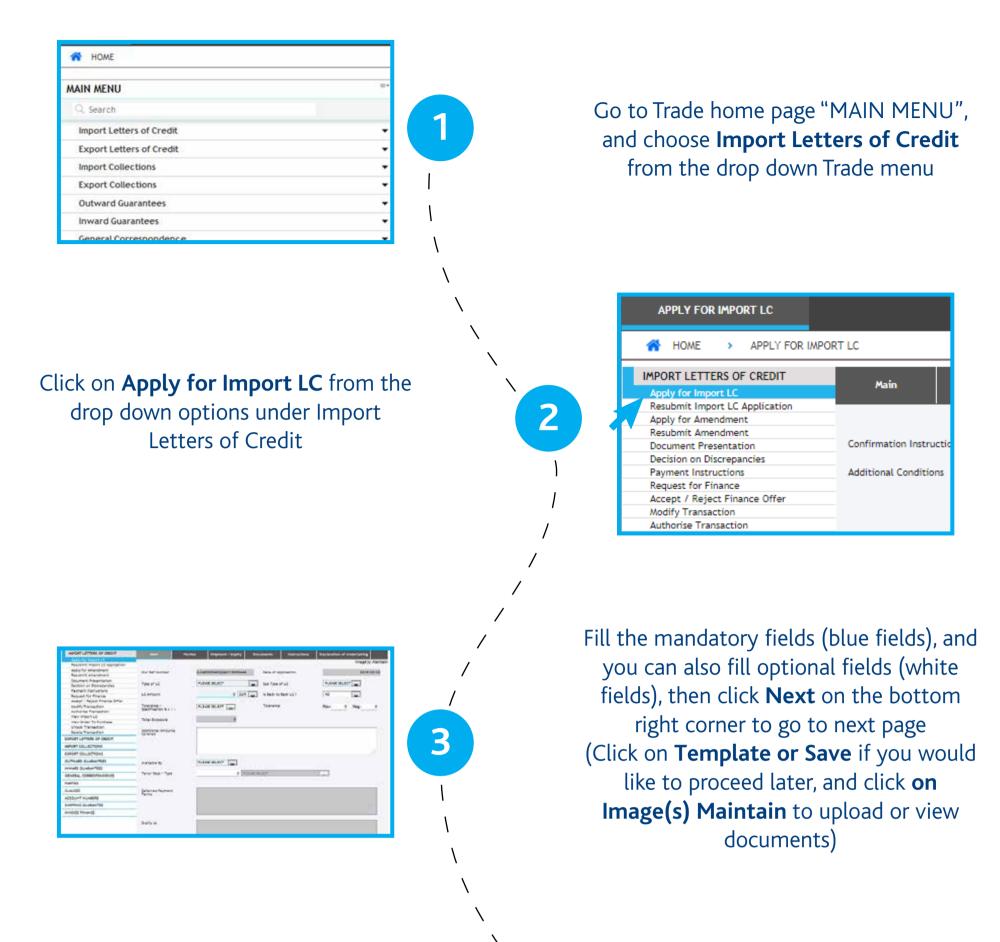
# Still need more help?

5





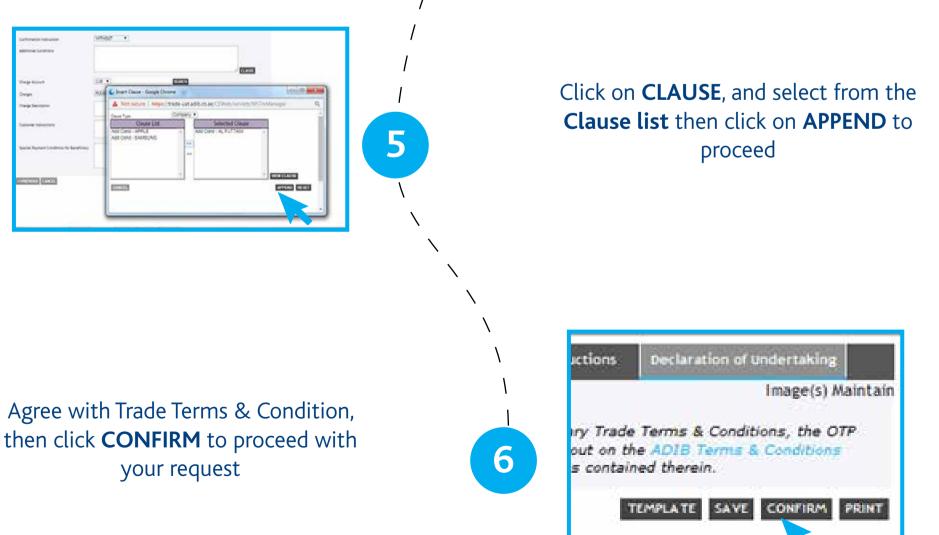
# ADIB Direct – Trade (Steps to Apply for Import LC):



Fill all mandatory fields in each page then click on **Next** on the bottom right corner, until you are on the instructions page



PORT LETTERS OF CREDIT	Main Partie	s Shipmant / Explay	Documents	Instructions D	eclaration of Unders
oply for Import LC	Concession of the Association of	Committee Sectors and southers and a	and the second second second second	No.	1-
lesubmitt import LC Application					
ooly for Amendment	Confirmation instruction	WITHOUT	Course of the local data		
lesubmit Amendment			2000 C. C.		
ocument Presentation	Additional Conditions				
vedision on Discrepancies					
Syment Instructions lequest for Finance					
loopst / Reject Finance Offer					
kodify Transaction					
uthorise Transaction					
New Import LC					
New Order To Purchase					
Inlock Transaction					
Nelete Transaction					
ORT LETTERS OF CREDIT					
AT COLLECTIONS					
ORT COLLECTIONS		CLAUSE			
WARD QUARANTEES	Charge Account	CUR -		SEARCH	
AND GUARANTEES	unerge Aussuns	Loose Deall		and the second s	
ERAL CORRESPONDENCE	Charges	PLEASE SELECT		1000	
nes	Charge Description				
1585					
UNT NUMBERS					
PING GUARANTEE					
ICE FINANCE	Second Second	27			
noted and a second	Customer Instructions	-			



#### Still need more help?







# ADIB Direct – Trade (Steps on Document Presentation – Import LC):

2



1 | \ \ Once the bank receives the documents and reviews them, you will be notified on the system under the "Document Presentation" tab

The status of the reviewed
documents will be mention if they
are compliant or discrepant at the
"Document Decision" field

Main Charges	
Date Checked	2016-12-08
Presentation Currency	USD 🚽
Presentation Amount	14,024.00
Presenting Bank Charges	0
Charges Deducted	0
Additional Presenting Bank Charges	0
Pocat Amount Payable	14,024.00
Document Decision	Compliant
Discrepancies Noted	
•	
•	
· • •	
Due Date	

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 Bit Discret/Link

 Image: Second Discret/Link
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In case of any discrepancy, you can choose to accept or reject the discrepancy in the "Decision on Discrepancies" tab.

#### Still need more help?

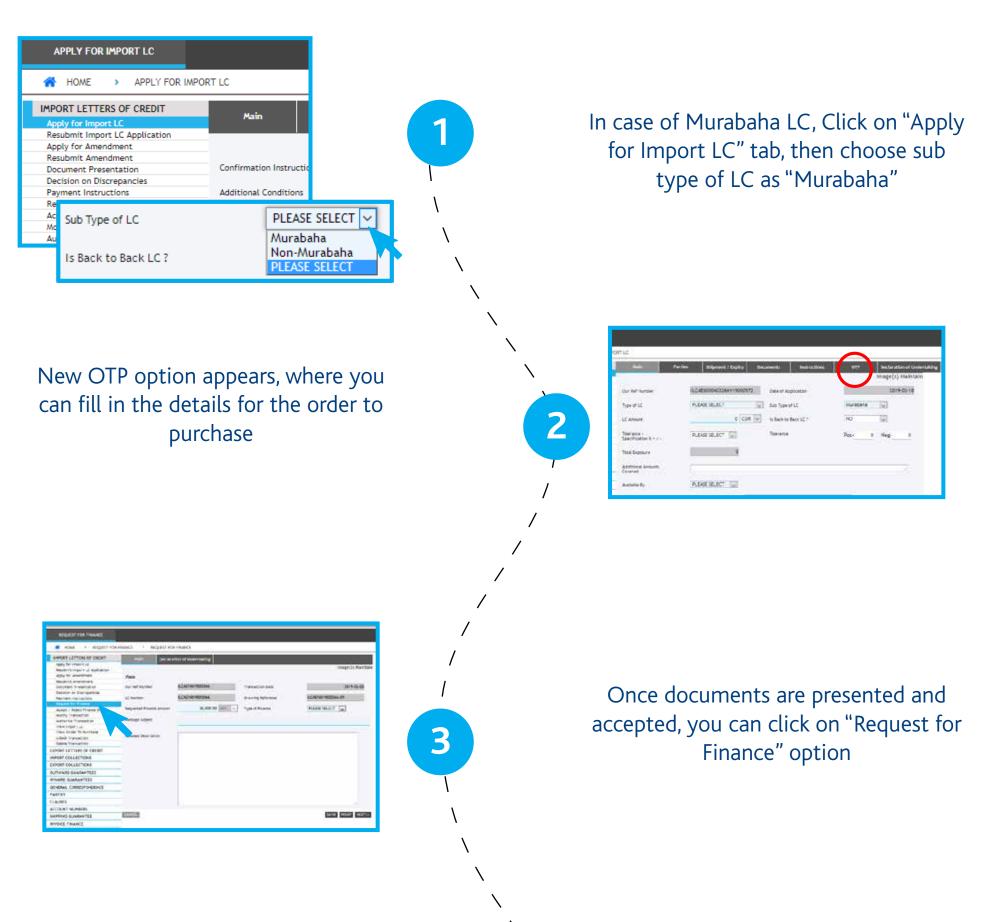
3







# ADIB Direct – Trade (Steps to Apply for Murabaha Import LC):



The offer will be sent through the system, and you can Accept or Reject the Finance offer online

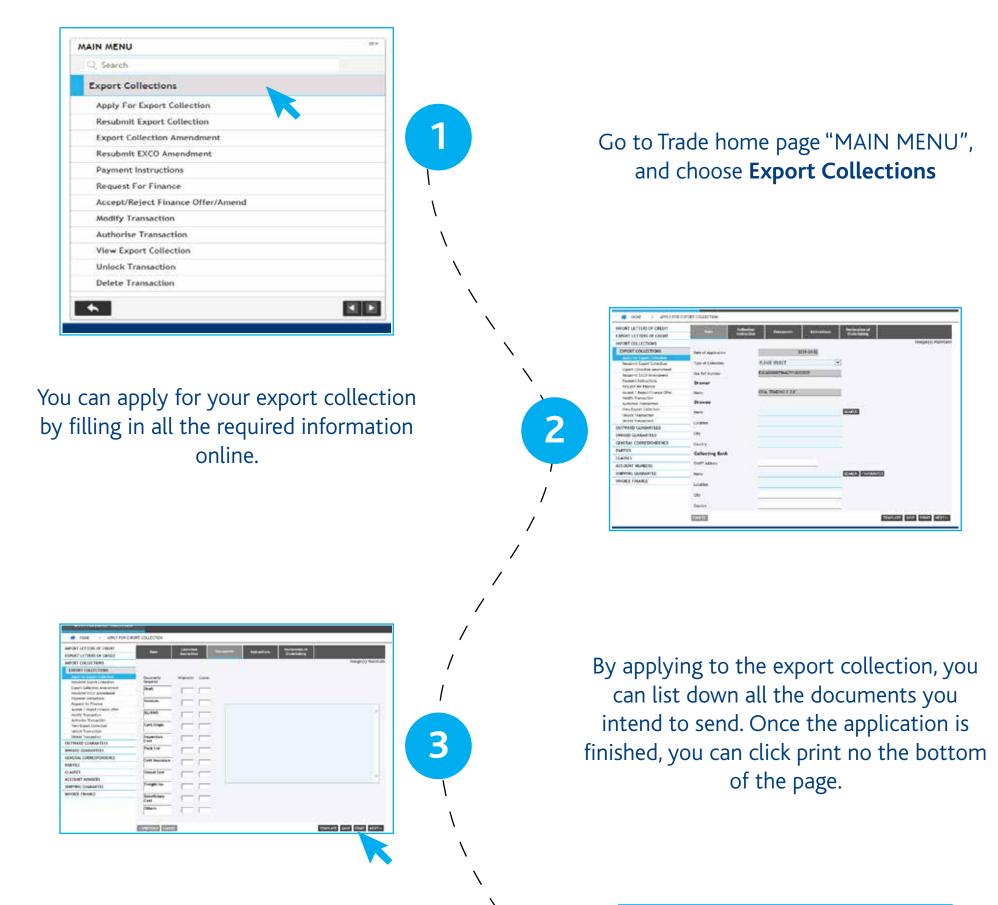
Main			
Our Ref Handam	8,0401801801018	Trainaction Data	2019-00
LC. Nation	E.CA21871009798	Drawing Automace	E.CAE10010001018/00
Trajace Reference Fundam	LARAE1001800273	Type of Pleases	Docus, Municipalities
tequeter France Annual	2890		
Accept / Reject Fiesece Offer	PERASE SILECT .		
CANESE	Reject OLDIS Accept Figert Fire		SAVE PERCE N







# ADIB Direct – Trade (Steps to Apply Export Collection):



You can also request for financing against an export collection transaction.

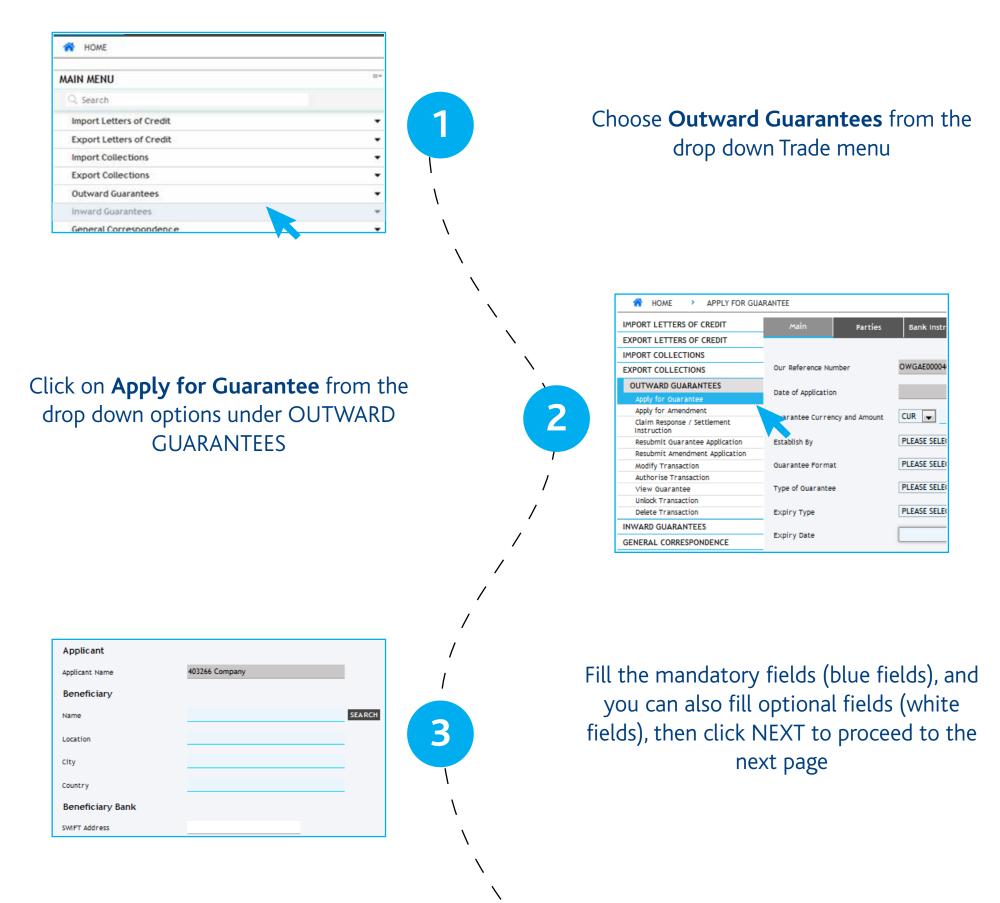
IMPORT COLLECTIONS
EXPORT COLLECTIONS
Apply for Export Collection
Resubmit Export Collection
Export Collection Amendment
Resubmit EXCO Amendment
Payment Instructions
Request for Finance
Accept / Reject Finance Offer







# ADIB Direct – Trade (Steps to Apply Outward Guarantees):



You can add any saved guarantee wording from the clause at the guarantee wording field, then click NEXT to agree with terms and conditions before clicking **CONFIRM** to proceed with request

