



# Web Trade Services

Quick Guide: Export Letters of Credit



# Content

Overview	3
Receiving and accepting messages	4
Document Presentation	8
Accepting or Refusing Amendments (MT735)	11
Extended Free-Format Message (MT759)	12
Letter of Credit amendments	13
Transaction History	16

# Quick Guide

## Export Letters of Credit

### Overview

This document explains the essential steps that will help you to successfully process an Export Letter of Credit and provides useful tips.

The Export Letters of Credit module always provides you with a detailed and current overview of all transactions in this business area. The following functions are available in the module:

- Querying all transactions via the “History” menu
- Preparation of document presentations
- Accepting or rejecting amendments
- Creating of transaction-related free text messages
- Generating Reports (see Quick Guide ,**Overview**’)

For each individual action, the application communicates interactively with the processing system of your Commerzbank branch via various electronic messages. A list can be found in the Quick Guide „**Overview**” „Annex I - Schedule of electronic messages”.

# Receiving and accepting messages

Whether it's an advice of Credit, notification of an amendment, communications regarding document presentations or settlements, each of these incoming messages that your Commerzbank branch sends you regarding your export Letters of Credit can initially be found in the application's Postbox.

Web Trade Services Overview

Demokunde Nord, Frank Solms als SSO User

Processes Incoming messages

Client: Demokunde Nord Number of messages waiting for processing: 14 All clients: 73

Own reference	Other reference	From bank	Product	Rel. address	Rel. amount
<input type="checkbox"/>	CB-NORD-POST	Commerzbank Testfiliale LE	MT750		0.00
<input type="checkbox"/>	KD-NORD-POST	Commerzbank Testfiliale LE	MT770		EUR 125.000,00
<input type="checkbox"/>	CB-NORD-POSTBOX	Commerzbank Testfiliale LE	MT707		EUR 25.000,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT771		EUR 1.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT776		EUR 1.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT781		EUR 1.995,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT707		EUR 2.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT700	BENEFICIARY	EUR 8.500,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale GA	MTG04		USD 5.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale GA	MTG02	Beneficiary	USD 175.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale GA	MTG07		USD 180.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale GA	MTG08		USD 180.000,00
<input checked="" type="checkbox"/>	KD-NORD-EI-POST	Commerzbank Testfiliale CE	MTT14		EUR 88.800,80
<input type="checkbox"/>	CB-NORD-POSTBOX	Commerzbank Testfiliale LE	MT700	Applicant PLC	EUR 325.000,00

Import display reports delete reference info

Fig. 01, Postbox

If you want to view a message, select the desired message in the inbox and then click on the 'display' button, in the following window please click on 'Display' again:

Documents for MTT14, Ref.: KD-NORD-EI-POST

CLOSE

Messages

☐ MTT14

Display

Final Print

Fig. 02, Display the Message


After clicking the button , the message will be displayed in a separate window:

Export-Akkreditiv

tmp/1211490201657813\_12114902.pdf



Fig. 03, Opening the amendment message in separate window

After closing the separate window, pressing the Back-Button  will return you to the selection screen.

If it is a newly received transaction (i.e. an advice of Credit), you must first assign your own reference. For follow-up messages (e.g. amendments or settlements), the previously maintained own reference can usually be automatically assigned.

To assign your own reference, proceed as follows:

1. Mark the message
2. Click the 'reference' button

Own reference	Other reference	From bank	Product	Rel. address	Rel. amount
<input type="checkbox"/>	CB-NORD-POST	Commerzbank Testfiliale	LE MT759		0.00
<input type="checkbox"/> KD-NORD-POST	CB-NORD-POST	Commerzbank Testfiliale	LE MT770		EUR 125.000,00
<input type="checkbox"/>	CB-NORD-POSTBOX	Commerzbank Testfiliale	LE MT707		EUR 25.000,00
<input type="checkbox"/> KD-NORD-IA-POST	CB-NORD-IA-POST	Commerzbank Testfiliale	LI MT771		EUR 1.500,00
<input type="checkbox"/> KD-NORD-IA-POST	CB-NORD-IA-POST	Commerzbank Testfiliale	LI MT776		EUR 1.500,00
<input type="checkbox"/> KD-NORD-IA-POST	CB-NORD-IA-POST	Commerzbank Testfiliale	LI MT781		EUR 1.665,00
<input type="checkbox"/> KD-NORD-IA-POST	CB-NORD-IA-POST	Commerzbank Testfiliale	LI MT707		EUR 2.500,00
<input type="checkbox"/> KD-NORD-IA-POST	CB-NORD-IA-POST	Commerzbank Testfiliale	LI MT700	BENEFICIARY	EUR 8.500,00
<input type="checkbox"/> KD-NORD-AV-POST	CB-NORD-AV-POST	Commerzbank Testfiliale	GA MTG04		USD 5.000,00
<input type="checkbox"/> KD-NORD-AV-POST	CB-NORD-AV-POST	Commerzbank Testfiliale	GA MTG02	Beneficiary	USD 175.000,00
<input type="checkbox"/> KD-NORD-AV-POST	CB-NORD-AV-POST	Commerzbank Testfiliale	GA MTG07		USD 180.000,00
<input type="checkbox"/> KD-NORD-AV-POST	CB-NORD-AV-POST	Commerzbank Testfiliale	GA MTG08		USD 180.000,00
<input type="checkbox"/> KD-NORD-EI-POST	CB-NORD-EI-POST	Commerzbank Testfiliale	CE MTT14		EUR 88.800,80
<input checked="" type="checkbox"/>	CB-NORD-POSTBOX	Commerzbank Testfiliale	LE MT700	Applicant PLC	EUR 325.000,00







 Import  display  reports  delete  reference  info

Fig. 04, Selecting the message in Postbox

In the following window, enter your transaction reference in the 'Own reference' field and then click the 'save' button:

Demokunde Nord, Frank Solms als SSO User

Reference

Own reference

Field

Bank reference CB-NORD-POSTBOX

Business sector Export L/C

Relevant address Applicant PLC

Amount EUR 325.000,00

Relevant date 19.11.2018

Product MT700

Client Demokunde Nord

Internal reference


Contract 

Fig. 05, Own reference input

After you maintain the reference using the corresponding button as shown above, you must import the messages. By clicking on „Import“ the message is incorporated into the system and is available for processing or for history and reporting purposes:

Own reference	Other reference	From bank	Product	Rel. address	Rel. amount
<input type="checkbox"/>	CB-NORD-POST	Commerzbank Testfiliale LE	MT759		0,00
<input type="checkbox"/>	KD-NORD-POST	Commerzbank Testfiliale LE	MT770		EUR 125.000,00
<input type="checkbox"/>	CB-NORD-POSTBOX	Commerzbank Testfiliale LE	MT707		EUR 25.000,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT771		EUR 1.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT776		EUR 1.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT781		EUR 1.665,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT707		EUR 2.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale LI	MT700	BENEFICIARY	EUR 8.500,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale GA	MTG04		USD 5.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale GA	MTG02	Beneficiary	USD 175.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale GA	MTG07		USD 180.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale GA	MTG08		USD 180.000,00
<input checked="" type="checkbox"/>	KD-NORD-EI-POST	Commerzbank Testfiliale CE	MTT14		EUR 88.800,80
<input type="checkbox"/>	CB-NORD-POSTBOX	Commerzbank Testfiliale LE	MT700	Applicant PLC	EUR 325.000,00







     


Fig. 06, Importing a message

The imported messages can be retrieved at any time from the application's message archive (under the menu item „Overview“) if necessary.

Tip:

Monitor new incoming messages by registering for **Web Trade Services** email notification. If you wish, you will receive an e-mail immediately after receiving a new incoming message.

# Document Presentation

You can prepare your document presentation for a specific Export Letter of Credit via the menu item **'Document Presentation'**. To do this, select an operation from the list of incoming transactions (click on the Database access field  next to Reference:

Web Trade Services

Export Letters of Credit

> Home

> Import Letters of Credit

> Export Letters of Credit

Document Presentation

Accept/Refuse Amendment

Demokunde Zentrale (GS - IT), Frank Solms als SSO User

Sending documents

Utilization

Specification of documents

Reference 

Client Demokunde Zentrale (GS - IT)

Fig. 7, Operation selection

In the window that opens, a list of all Letters of Credit in the portfolio is displayed after clicking on the **'Select'** button. Alternatively, you can search for a specific case in the **'Customer Reference'** field:

Selection criteria

CLOSE

Client Demokunde Zentrale (GS - IT)

Advising bank

Contact person

Business sector Export L/C

Customer Reference

Adv. bank ref.

Applicant

Issuer

L/C-Number

Date of issue From To

Date of shipment

Maturity date

Date of expiry

Contract status All

Currency

Amount 0.00 0.00

Place of expiry

First adv. bank ref.

Internal ref.

Select

Exit

Fig. 8, Operation search in the history

In the list that opens, select the desired operation by clicking on it:

L/C Export								CLOSE	
Client	Own Reference	Bank Reference	Bank	Applicant	Expiry	Shipment	Amount		
Demokunde Z	EAXAMDZIT-28	ZITXEAXAMD-28	Commerzbank	APPLICANT	30.06.2013	15.06.2013	30.000,00		
Demokunde Z	EAXGESAMTXZIT	ZITXEAXGESAMT	Commerzbank	APPLICANT	30.06.2013	15.06.2013	30.000,00		
Demokunde Z	EAXNICTXIMPXZIT	ZITXEAXNICTXIMP	Commerzbank	APPLICANT	30.06.2020	15.06.2020	30.000,00		
Demokunde Z	KEA123A	EA123A	Commerzbank	Shanghai Company	31.12.2023	10.12.2023	11.000,00		
Demokunde Z	KEA123B	EA123B	Commerzbank	Shanghai Company	31.12.2023	10.12.2023	20.000,00		
Demokunde Z	KEA123C	EA123C	Commerzbank	Name First Ben.	31.12.2023	10.12.2023	20.000,00		
Balfour Beatty	MUEEA302397618	MUEEA302397618	Commerzbank	SHANGHAI ELECTR	30.10.2010	30.08.2010	1.619.159,00		
Demokunde Z	TONI090701	ZITXEAXTR090701	Commerzbank	APPLICANT	30.12.2010	15.12.2010	10.000,00		
Demokunde Z	UNKNOWN	TC240810	Commerzbank	APPLICANT	30.06.2011	15.06.2011	15.000,00		
Demokunde Z	amended01	ZITXEAXTR	Commerzbank	APPLICANT	30.12.2010	15.12.2010	10.000,00		

Fig. 9, Operation selection

The selected process will then be displayed on the screen




and you should then enter the key data of your document submission:

Fig. 10, Document Presentation

A click on „**save**” will first perform plausibility checks. As soon as there are no more errors and the storage can be successfully carried out, **Web Trade Services** will ask whether the storage should be done with or without printing the file copy. The file copy is a copy of the outgoing electronic message to Commerzbank. The document submission letter, on the other hand, is generated in any case because it is necessary for the dispatch of the documents.

If you don't need a copy of the file, click on „**Save without printing of file copy**” in the subsequent window. To print the file, please follow these steps: First, click on „**Save with printing of the file copy**” in the subsequent window. The application will then provide the file copy in the form of a PDF document.

Fig. 11, Saving the transaction

If you want to print the document, please click on the icon . The PDF document will now be detached from the application and will appear in a separate window as a regular PDF document. You can then print it or save it locally if needed. Afterward, you can close the window. Your session in **Web Trade Services** will remain active. You will now see the file copy within the application on your screen.

Commerzbank Testfiliale  
Postfach / Strasse  
PLZ / Ort  
Deutschland

Demokunde Zentrale (GS - IT)  
Postfach / Strasse  
PLZ / Ort  
Deutschland

Contact : Frank Solms als SSO User  
Date : 28.03.2024

Your reference : ZITXEAXGESAMT  
Our reference : EAXGESAMTXZIT  
Issuing bank : ISSUING BANK  
L/C Amount : EUR 30.000,00  
Valid until : 30.06.2013

Tolerance +/- : /

Dear Sirs,

you are kindly requested to utilize the attached documents as per terms of the above mentioned L/C.

Amount of documents : EUR 1.000,00  
add. amounts : EUR 0,00 EUR 0,00 EUR 0,00  
Maturity : Sight  
Utilization of open amount : will be utilized  
Documents : 1x1 Draft  
1x3 Invoice  
3/3 B/L  
1x3 Packing List

Please send documents as follows : By Registered Mail  
additional instructions : The Letter of Credit is available by negotiation.

Fig. 12, Export Letter of Credit Document Submission

#### Tip:

If you would like to reproduce this form later, you can do so at any time via the history of the process (click on the „Documents" button, select the corresponding document behind the „Documents" field and click on „display”).

## Accepting or Refusing Amendments (MT735)

With this optional function, you have the option of giving Commerzbank your consent or your rejection of an Amendment.

To do this, go to the menu item **Accept/Refuse Amendment** as follows:

1. You have received and imported the message about a letter of credit change in your mailbox
2. You call up the affected transaction via the selection **Accept/Refuse Amendment**:

Web Trade Services    Export Letters of Credit

Demokunde Zentrale (GS - IT), Frank Solms als SSO User

Acceptance/Refusal

Reference: [Field] [Menu Icon]

Client: Demokunde Zentrale (GS - IT)

User: Frank Solms als SSO User

Applicant: [Field]

Amount/Open: [Field] 0,00 [Field] 0,00

Fig. 13, Operation selection

After the corresponding transaction has been loaded, you can make the desired selection **Accepted** or **Rejected** from the list after entering the amendment number in the **No. of amendment** field. Finally, click on **save**

Web Trade Services    Export Letters of Credit

Demokunde Mitte, Frank Solms als SSO User

Acceptance/Refusal: Unmapped tags

Reference: KD-MITTE-AMD [Menu Icon]

Client: Demokunde Mitte

User: Stefan Schmidt als SSO User

Applicant: Applicant PLC

Amount/Open: EUR 275.000,00 275.000,00

Advising Bank: Commerzbank Testfiliale

Contact person at bank: Max Mustermann

Advising Bank's Ref.: CB-MITTE-AMD

Internal reference: [Field]

No. of amendment: 0

L/C-Number: MITTE-AMD

Date of amendment: 19.11.2018

Amend. accepted/rejected: [Dropdown Menu]

Additional Cust. / Bank Info: [Field]

Internal remarks: [Field]

Buttons: history, display, documents, doc-sets, **save**

Fig. 14, Acceptance/Refusal of Amendment

In the event of a rejection, the **Additional Cust. / Bank Info** field becomes mandatory and can be used to justify the rejection.

Once saved, the transaction must be definitively approved and transmitted to the bank under **Overview / Release**

## Extended Free-Format Message (MT759)

This function allows you to send a structured free-text message to Commerzbank.

Please proceed as follows:

You call up the relevant process via the **Free Format** selection:

The screenshot shows the 'Web Trade Services' interface. On the left, under 'Export Letters of Credit', the 'Free Format' option is highlighted with a red box and a red arrow. In the main area, the 'Freetext Message' form is displayed with the following fields:

Reference	
Client	Demokunde Mitte
User	Frank Solms als SSO User
Applicant	
Amount/Open	0,00

Fig. 15, Operation selection

Subsequently, you can optionally select the purpose of the message from the list, e.g., „Status request“. In the **Free format** field, you enter the text of your message to Commerzbank. Finally, click on **save**.

The screenshot shows the 'Web Trade Services' interface. On the left, under 'Export Letters of Credit', the 'Free Format' option is highlighted with a red box and a red arrow. In the main area, the 'Freetext Message' form is displayed with the following fields:

Reference	KD-MITTE-AMD
Client	Demokunde Mitte
User	Stefan Schmidt als SSO User
Applicant	Applicant PLC
Amount/Open	EUR 275.000,00 275.000,00

Additional fields on the right:

Advising Bank	Commerzbank Testfiliale
Contact person at bank	Max Mustermann
Advising Bank's Ref.	CB-MITTE-AMD
Internal reference	

The 'Function' dropdown menu is open, showing a list of message purposes: Request of confirmation, Financing request, Status request, General information advice, and Other request. The 'Narrative' field is also visible, with a red box around it. At the bottom, there are buttons for history, display, documents, doc-sets, and a red 'save' button.

Fig. 16, Free text format message

Once saved, the transaction must be definitively approved and transmitted to the bank under **Overview / Release**

# Letter of Credit amendments

Since the Swift release on November 18, 2018, the Export Letter of Credit amendment reflects the Letter of Credit advising. Apart from the previous structured fields such as amount, validity, etc., all other field contents can now also be optimally utilized.

New in particular is the use of codes in the large text fields 'Goods Description', 'Documents', 'Additional Conditions' as well as in the new text field 'Special Payment Conditions for the Beneficiary'

- **ADD** for adding a specification
- **DELETE** for deleting a specification
- **REPALL** „Replace all” for the complete exchange of specification

Amendments received in the mailbox (MT707 messages) can be displayed and printed before import. The new codes used in the large text fields can be recognized in the printout:

Confirmation remark of the Advising Bank	:M91:	WITHOUT OUR CONFIRMATION
Remarks of the Advising Bank	:M41:	die vorgenannte Bank hat das oben bezeichnete Akkreditiv geändert. Die Bedingungen bitten wir im Einzelnen der Anlage zu entnehmen. Sollten Sie mit der Akkreditivaenderung nicht einverstanden sein, bitten wir um sofortige Nachricht. Gleichzeitig wollen Sie dann auch Ihren Kontrahenten entsprechend informieren.
BIC of Issuing Bank	:M15:	ISSUAUSYXXX
Address of Issuing Bank	:M16:	Issuing Bank P.O. Box / Street City Country
L/C Number	:M02:	MITTE-POSTBOX
Date of Issue	:31C:	17.11.2018
Number identifying amendments	:26E:	001
Date of Amendment	:30:	19.11.2018
Purpose of Message	:22A:	ISSU
Date and Place of Expiry	:31D:	31.03.2019 Frankfurt
Increase of Documentary Amount	:32B:	EUR 25.000,00
Negotiation/Deferred Payment Details	:42P:	150 days after date B/L date
Partial Shipments	:43P:	CONDITIONAL
Latest Date of Shipment	:44C:	10.03.2019
Description of Goods and/or Services	:45B:	/ADD/ QT-329 100 pcs. amber t-shirts
Documents Required	:46B:	/DELETE/ + PACKING LIST THREE FOLD
Additional Conditions	:47B:	/REPALL/ + DOCUMENTS DATED PRIOR TO THE DATE OF THIS CREDIT ARE NOT ACCEPTABLE. + SHORT FORM/CHARTER PARTY/BLANK BACK/FORWARDER'S/ CLAUSED / HOUSE /STALE BILL OF LADING NOT ACCEPTABLE. + IF CONTAINERIZED SHIPMENT B/L MUST SHOW CONTAINER NUMBER AND SEAL NUMBER. + B/L MUST SHOW NAME, ADDRESS, TELEPHONE AND E-MAIL OF THE CARRIERS AGENTS AT FINAL DESTINATION. + L/C NUMBER SHOULD BE MENTIONED IN ALL DOCUMENTS. + THIRD PARTY DOCUMENTS ACCEPTABLE + DOCUMENTS MUST BE ISSUED IN ENGLISH. + PARTIAL SHIPMENT ALLOWED IN FCL ONLY
Period for Presentation in Days	:48:	020/days after date of invoice
Trailer	-	

Fig. 17, Letter of Credit amendment printout

The import of the message is carried out as described under the chapter 'Receiving and accepting messages'.

After accessing the transaction via the Transaction History, the actual status of the Letter of Credit is displayed in the screen masks. After clicking on the „changes” button:

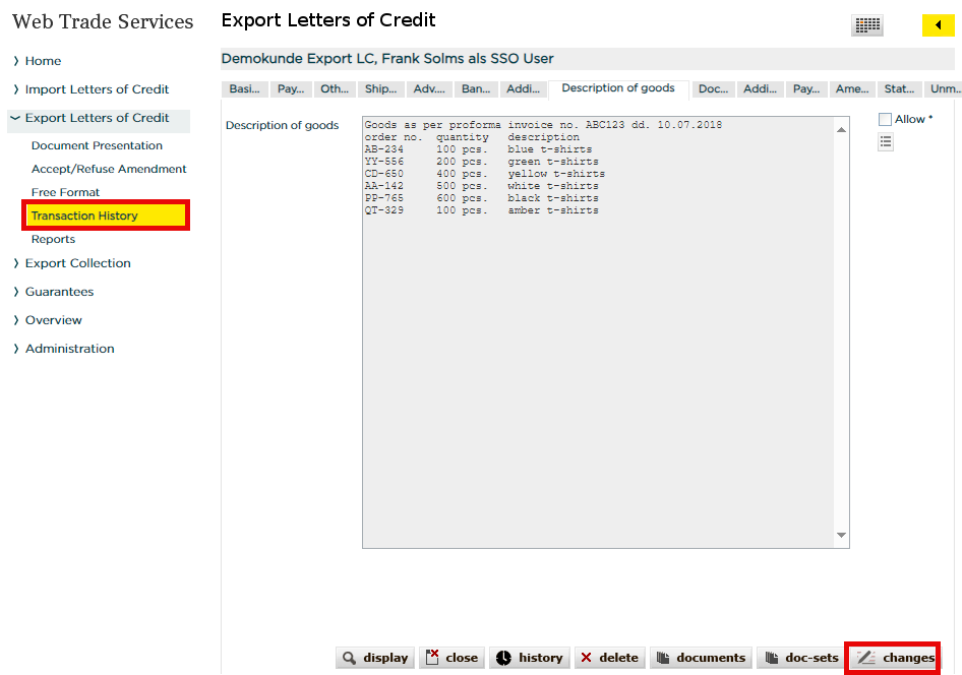


Fig. 18, Transaction History

and selecting the corresponding version (the yellow arrow buttons allow you to browse through the historical statuses), the differences from the previous version are displayed in red font.

Changes to the large text fields are displayed after clicking the „Diff” button.

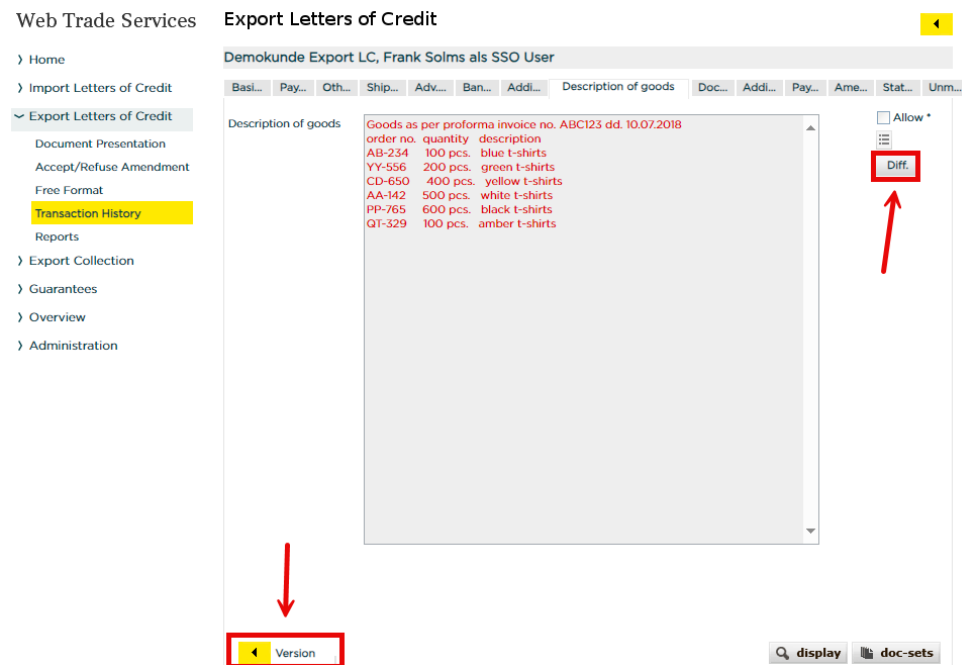


Fig. 19, Transaction Versions

In this example, an item has been added to the „Description of goods” field (highlighted in yellow):

Demokunde Export LC, Frank Solms als SSO User

Basi...	Pay...	Oth...	Ship...	Adv...	Ban...	Addi...	Description of goods	Doc...	Addi...	Pay...	Ame...	Stat...	Unm...
---------	--------	--------	---------	--------	--------	---------	----------------------	--------	---------	--------	--------	---------	--------

Text Difference

CLOSE X

Goods as per proforma invoice no. ABC123 dd. 10.07.2018

order no. quantity description

AB-234 100 pcs. blue t-shirts

YY-556 200 pcs. green t-shirts

CD-650 400 pcs. yellow t-shirts

AA-142 500 pcs. white t-shirts

PP-765 600 pcs. black t-shirts

+ QT-329 100 pcs. amber t-shirts

- / Red:

+ / Yellow:

Fig. 20, Text Difference

Added lines are marked in yellow, deleted lines in red.

Field contents that cannot be assigned to the corresponding fields of the screen masks are displayed in the ‚Unmapped Tags’ tab.

Export Letters of Credit

Demokunde Export LC, Frank Solms als SSO User

Basi...	Pay...	Oth...	Ship...	Adv...	Ban...	Addi...	Desc...	Doc...	Addi...	Pay...	Ame...	Stat...	Unmapped tags
---------	--------	--------	---------	--------	--------	---------	---------	--------	---------	--------	--------	---------	---------------

Unmapped tags

Unmapped Tags für Kontrakt KD-DEMO-AMD

16.November.2018 Unmapped von M1700

16.November.2018 Unmapped von M1707

.M12: Contact Data Bank

. Max Mustermann

. max.mustermann@commerzbank.com

. 069 - 136 / 555

.M16: Address of Issuing Bank

. Issuing Bank

. P.O. Box / Street

. City

. Country

.:22A: Type of Operation

. ISSU


Fig. 21, „Unmapped Tags“

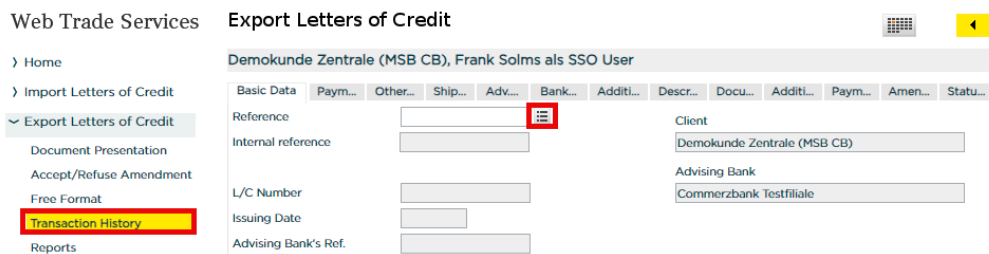
# Transaction History

The history provides a current and complete overview of the existing transactions. In the business area of Export Letters of Credit, the following actions can be performed:

- Display of a contract sheet
- Closing or deleting a transaction (see also Quick Guide ,**Overview**’ “Annex III - Explanation of Status Features”)
- Display of received messages via the „Transaction History” button
- View your document submissions by clicking on „Documents”
- Display of the document receipt confirmation, due date notifications, and settlements via the ‘Doc Set’ function
- View the historical versions of the transaction

To call up a transaction via the history, proceed as follows:

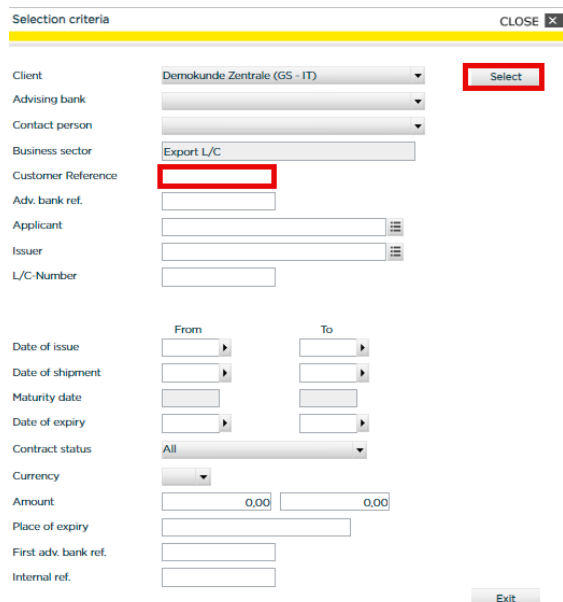
Under the menu item ,**Transaction History**’, click on the ,Database Access’ button :



The screenshot shows the 'Web Trade Services' interface. On the left, a navigation menu is visible with the following items: Home, Import Letters of Credit, Export Letters of Credit (expanded), Document Presentation, Accept/Refuse Amendment, Free Format, **Transaction History** (highlighted with a red box), and Reports. The main area is titled 'Export Letters of Credit' and shows a user profile 'Demokunde Zentrale (MSB CB), Frank Solms als SSO User'. Below this, there are several tabs: Basic Data, Paym..., Other..., Ship..., Adv..., Bank..., Additi..., Descr..., Docu..., Additi..., Paym..., Amen..., and Statu... The 'Basic Data' tab is active, showing fields for Reference, Internal reference, L/C Number, Issuing Date, and Advising Bank's Ref. The 'Reference' field is highlighted with a red box. To the right of these fields, there are sections for Client (Demokunde Zentrale (MSB CB)), Advising Bank (Commerzbank Testfiliale), and a 'Select' button (highlighted with a red box).

Abb. 22, Accessing the transactions

In the window that opens, after clicking on the ,**Select**’ button, a list of all letters of credit in stock will be displayed. Alternatively, you can also search for a specific transaction in the ,**Customer Reference**’ field:



The screenshot shows the 'Selection criteria' window. It has a 'CLOSE' button in the top right corner. The window contains several search criteria fields: Client (Demokunde Zentrale (GS - IT)), Advising bank, Contact person, Business sector (Export L/C), Customer Reference (highlighted with a red box), Adv. bank ref., Applicant, Issuer, L/C-Number, Date of issue (From/To), Date of shipment (From/To), Maturity date, Date of expiry (From/To), Contract status (All), Currency, Amount (0.00/0.00), Place of expiry, First adv. bank ref., and Internal ref. A 'Select' button (highlighted with a red box) is located next to the 'Customer Reference' field. An 'Exit' button is at the bottom right.

Fig. 23, Operation search in the History



In the list that opens, select the desired operation by clicking on it:

L/C Export								CLOSE X	
Client	Own Reference	Bank Reference	Bank	Applicant	Expiry	Shipment	Amount		
Demokunde Z	EAXAMDXTIT-28	ZITXEAXAMD-28	Commerzbank	APPLICANT	30.06.2013	15.06.2013	30.000,00		
Demokunde Z	EAXGESAMTXZIT	ZITXEAXGESAMT	Commerzbank	APPLICANT	30.06.2013	15.06.2013	30.000,00		
Demokunde Z	EAXNICTXIMPXZIT	ZITXEAXNICTXIMR	Commerzbank	APPLICANT	30.06.2020	15.06.2020	30.000,00		
Demokunde Z	KEA123A	EA123A	Commerzbank	Shanghai Company	31.12.2023	10.12.2023	11.000,00		
Demokunde Z	KEA123B	EA123B	Commerzbank	Shanghai Company	31.12.2023	10.12.2023	20.000,00		
Demokunde Z	KEA123C	EA123C	Commerzbank	Name First Ben.	31.12.2023	10.12.2023	20.000,00		
Balfour Beatty	MUEEA302397818	MUEEA302397818	Commerzbank	SHANGHAI ELECTR	30.10.2010	30.08.2010	1.619.159,00		
Demokunde Z	TONI090701	ZITXEAXTR090701	Commerzbank	APPLICANT	30.12.2010	15.12.2010	10.000,00		
Demokunde Z	UNKNOWN	TC240810	Commerzbank	APPLICANT	30.06.2011	15.06.2011	15.000,00		
Demokunde Z	amended01	ZITXEAXTR	Commerzbank	APPLICANT	30.12.2010	15.12.2010	10.000,00		

Fig. 24, Transaction selection

After that, the selected transaction will be displayed on the screen:

Web Trade Services
Export Letters of Credit

Demokunde Zentrale (GS - IT), Frank Solms als SSO User

Home
Import Letters of Credit
Export Letters of Credit
Document Presentation
Accept/Refuse Amendment
Free Format
Transaction History
Reports
Export Collection
Guarantees
Overview
Administration

Basic Data
Pay...
Othe...
Ship...
Adv...
Bank...
Addit...
Desc...
Docu...
Addit...
Pay...
Ame...
Stat...
Unm...

Reference: KEA123A
Internal reference:
L/C Number: BOC123A
Issuing Date: 11.09.2023
Advising Bank's Ref.: EA123A
Form of doc. credit: IRREVOCABLE
Confirmation status:
Confirmation Instruction: WITHOUT
Conf.Status Advising Bank: not confirmed
Amount: EUR 11.000,00
Tolerance (in %) +/-: 0 0
Amount specification:
Shipment date: 10.12.2023
Expiry Date: 31.12.2023
Place of expiry: Frankfurt
Internal remarks: >Info: Die Nachricht wurde mit Filetransfer empfangen. Von Benutzer System User 2 am 18.11.2023 um 10:50:52.

Client: Demokunde Zentrale (GS - IT)
Advising Bank: Commerzbank Testfiliale
Contact person at advising bank: TCC Frankfurt
Applicant: Shanghai Company
Transshipment: ALLOWED
Partshipment: ALLOWED
Applicable Rule: UCP LATEST VERSION
Addition to Applicable Rule:
Priority: Normal

display
close
history
delete
documents
doc-sets
changes

Fig. 25, Chosen Transaction Information

#### Tip:

Use the application to facilitate document creation by simply - for example, in the „Description of goods“ tab - highlighting, copying, and pasting the text into your trade documents!

By clicking the ,close' button, the transaction can be manually set to the „Closed“ status. Transactions in this status will then only be considered in the ,All Transactions' report.


After clicking on the **Transaction History** button, an overview of all existing transactions under the respective letter of credit will be displayed:

Transactions for KEA123A (double click on row for details) CLOSE

	Processed	Receiver reference	Product	Relevant address	Rel. amount	Date	
<input checked="" type="radio"/>	18.11.2023	EA123A	MT700	Shanghai Company	EUR 10.000,00	11.09.2023	
<input type="radio"/>	18.11.2023	EA123A	MT707		EUR 1.000,00	13.09.2023	
<input type="radio"/>	18.11.2023	EA123A	MT770		EUR 1.000,00	15.11.2023	
<input type="radio"/>	18.11.2023	EA123A	MT780		EUR 1.000,00	19.11.2023	

Information

Fig. 26, Transaction Summary Display

Using the selection buttons , you can get the detailed display of the respective transaction (e.g., The Letter of Credit notification or the settlement).


After clicking on the button , the message will be displayed in a separate window:

Export-Akkreditive 

tmp/1211490201657813\_12114902.pdf



Fig. 27, Opening change request message in new window

Once the separate window has been closed, the return to the selection screen is made by pressing the Back-Button .



**COMMERZBANK**

## **Imprint**

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