

ING Business. More possibilities.

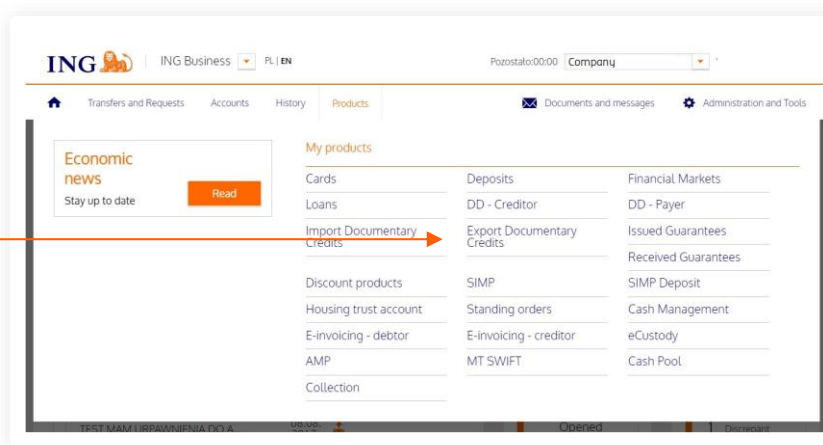
Export Documentary Credits in ING Business

[Check it out!](#)



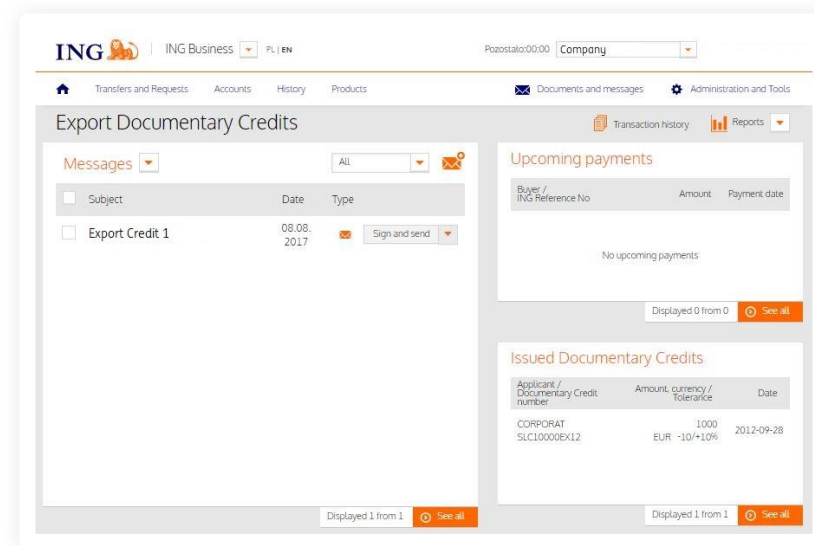
I. Where to find information on Export Documentary Credits?

1



- Choose **Products** and then **Export Documentary Credits** from main menu.

2

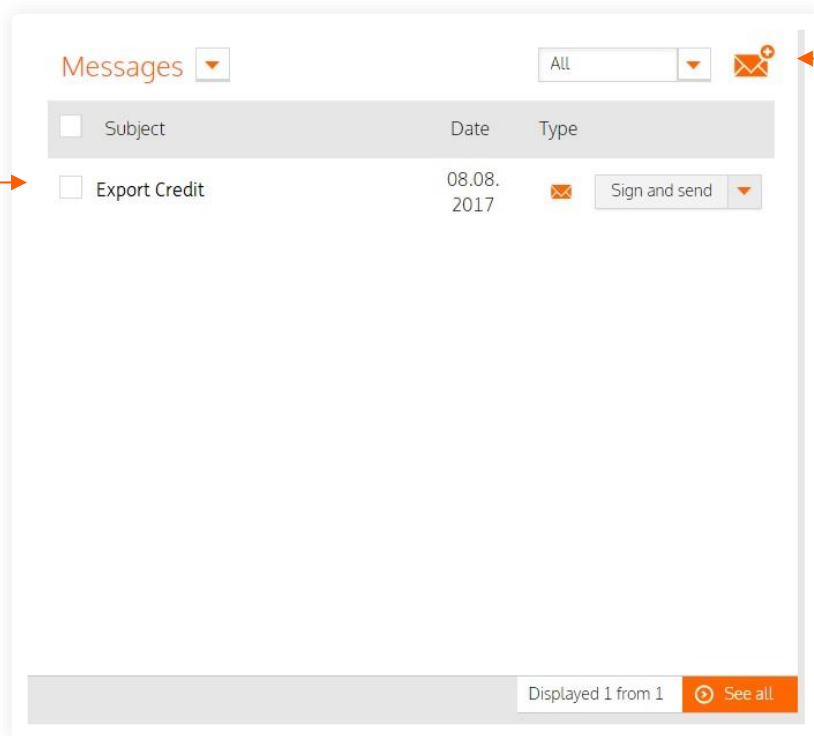


Export Documentary Credits desktop will appear.



II. Messages module on Export Documentary Credits desktop.

1



settlement of the credit or the amount of fees and commissions charged.

- We will notify by e-mail the person indicated by you when new messages appear in the system.
- With this action, you can quickly send a regular or binding message - that is one that we will treat as an disposition.
- To go to the list of all messages click **See all**.

Messages module on Export Documentary Credits:

- You can find **informations and all notifications regarding Export Documentary Credits**. They may concern information on discrepancies, confirmation of crediting the account for the



2

Message details

Group: Trade finance

Subgroup: Export Documentary Credit

Subject	Date	Type
Akredytywa :SLC123456 Opłaty i prowizje	23.09.2020	

Dzień dobry,
pobrałiśmy prowizje:
1. Opłata ryczałtowa : PLN 5 970,47

Jeśli mają Państwo pytania, prosimy skontaktować się z nami poprzez ING Business lub telefonicznie:

Z pozdrowieniami
Zespół Operacji Finansowania Handlu - Akredytywy
Anna Lasko 326025304
Elzbieta Czyz 326025319

Reference Number: **SLC123456**

Documentary Credit number:
Order Name:
Status
Valid message

[Reply](#) [Write to PDF](#) [Remove](#)

Message details:

- In each message you will find the **reference number of Documentary Credit** and number listed in the SWIFT message by the opening bank.
- Click on the **reference number** to browse **details of Export Documentary Credit**:

Export Documentary Credit's details

Export Documentary Credit data

Documentary Credit number:	ZU20123456
Reference number (ING)	SLC123456
Buyer	Example
Issuing bank's name	
Documentary Credit amount, currency	2,430,000.00 USD
Documentary Credit tolerance [%]	-10 / +10
Available amount, currency	811,085.40 USD
Date and place of expiry	10.09.2020, POLAND
Documentary Credit type	Documentary
Status	Closed

[Transaction History](#) [Send message](#)

Click **Transaction History** to browse history of this Documentary Credit

- You can reply to each message by sending a standard or binding message, which has the nature of an disposition. An example of a binding message is the acceptance of new terms of the documentary credit.

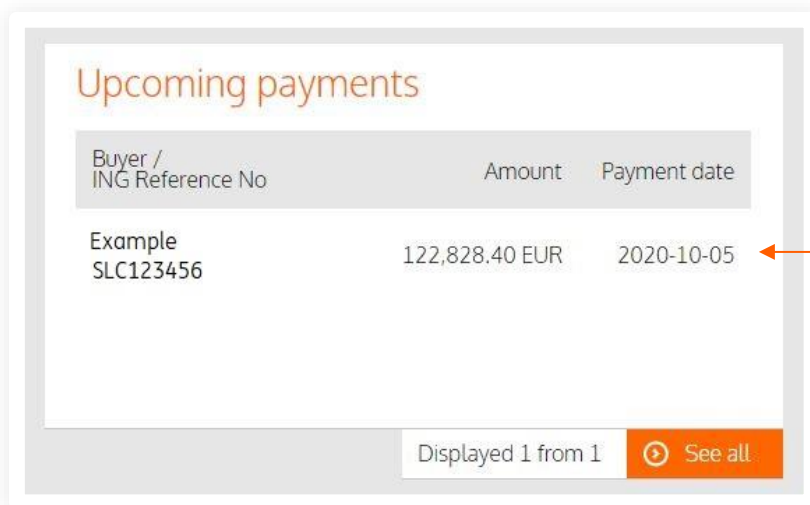
**IMPORTANT!**


The binding message must be signed in accordance with the approval scheme set provided in ING Business.



III. Upcoming payments module on Export Documentary Credits desktop.

1



You can find **upcoming payments** here.  Click **See all**, to display a list of all Export Documentary Credits – including archival ones.


2

Doc. Credit No. ING Reference No	Buyer Country	Doc. Credit amount Tolerance	Available amount incl. tolerance	Expiry date	Status	
SLC123456		0.00	0.00	01.01.1900	Opened	Send message
SLC654321	EXAMPLE1	8,190,628.27 USD -10 / +10 %	9,009,691.10 USD	28.02.2021	Opened	Pre-check of documents Remittance letter
SLC987654	EXAMPLE2	102,000.00 EUR 5 / +5 %	107,100.00 EUR	16.11.2020	Opened	Discount
SLC234567	EXAMPLE3	127,500.00 EUR 5 / +5 %	11,046.60 EUR	27.07.2020	Opened	Send message

Click on an item on the list to view the details.

- For each documentary credit visible on the list, you can perform the following actions:
- **Send message** - click if you want to send a message regarding the documentary credit to ING. The system will link the correspondence with the appropriate documentary credit - you can check all correspondence relating to it in the history of the documentary credit.
 - **Pre-check of documents** - click if you want us to pre-check your documents. It is worth to use this option - we will check the documents and send any comments in response to your message. After selecting this option, a screen with suggested content will appear - you can correct it if you want.



 New message


GroupTrade finance

SubgroupExport Documentary Credit

Application for pre-check of documents - Documentary Credit No. SLC1666EX12

We request for pre-check of documents under Documentary Credit No. SLC1666EX12 Please debit fees and commissions our account No.

☒ Valid message

Attachments
 Add attachment

Approve

- **Remittance letter** - click to create a cover letter form with your company details and documentary credit details, which you must attach to the documents sent to us.
- **Discount** - you can use this option in the case of documentary credits with deferred payment - if you want to receive funds before the payment date resulting from the terms of the documentary credit.
Before submitting this instruction, you must sign a debt discount agreement with us.



IV. Issued Documentary Credits module on Export Documentary Credits desktop.

1

Issued Documentary Credits		
Applicant / Documentary Credit number	Amount, currency / Tolerance	Date
SLC123456	0 -0/+0%	1900-01-01
SCL987654	127500 EUR -5/+5%	2020-07-27
Displayed 2 from 52		See all

It allows for **quick access** to information about Issued Documentary Credits. •



That's all!
**Now you know how to manage your
Export Documentary Credits.**



If you have more questions, call ING Business Centre:

32 357 00 24 or **801 242 242**

Our advisers are available on business days from
Monday to Friday from **8:00 to 18:00**.

Do you have questions? We have answers!

More on: www.ingbusiness.pl/pomoc



This instruction can be found on:
ingbusiness.pl/akredytywa_obca