

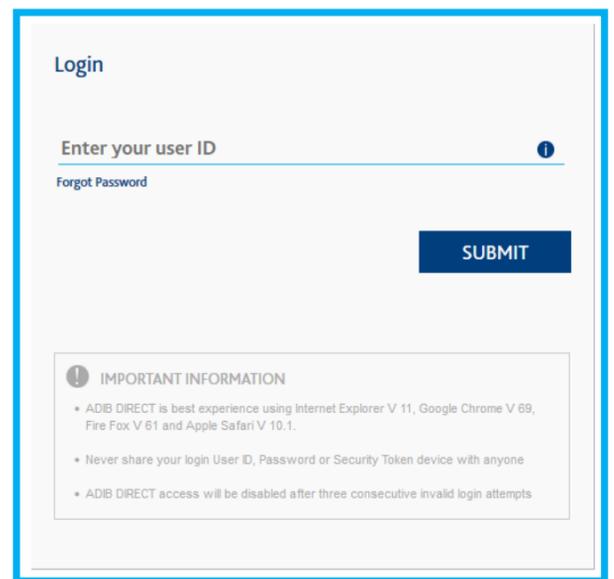
ADIB Direct – Trade (Steps to Login):



1

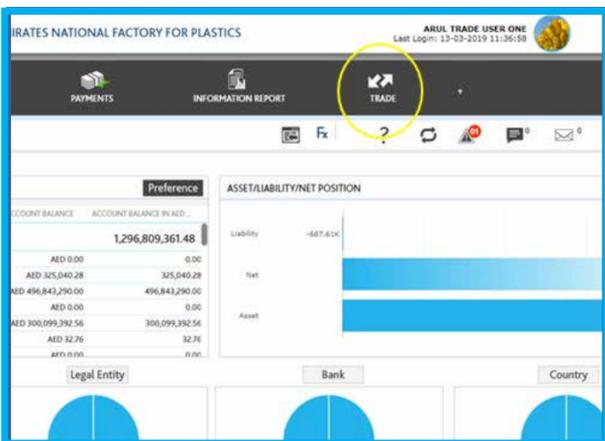
Enter your ADIB Direct user ID and password, along with answering the security questions to Login into ADIB Direct

Go to
<https://adibdirect.com/iportalweb/>



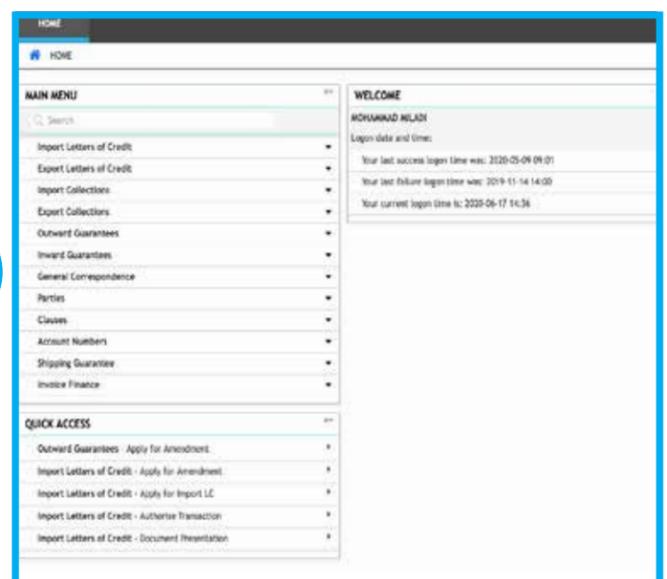
2

Click on the Trade tab on the top right corner of ADIB Direct main page



3

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



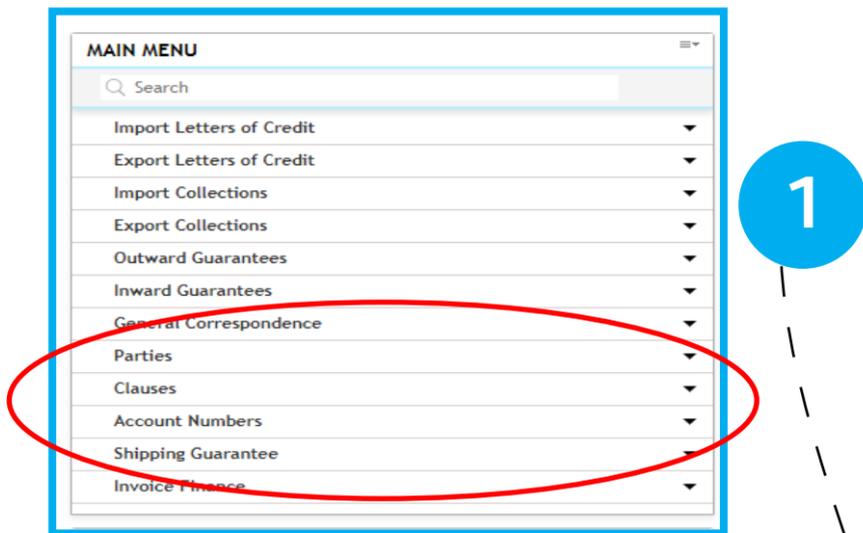
4

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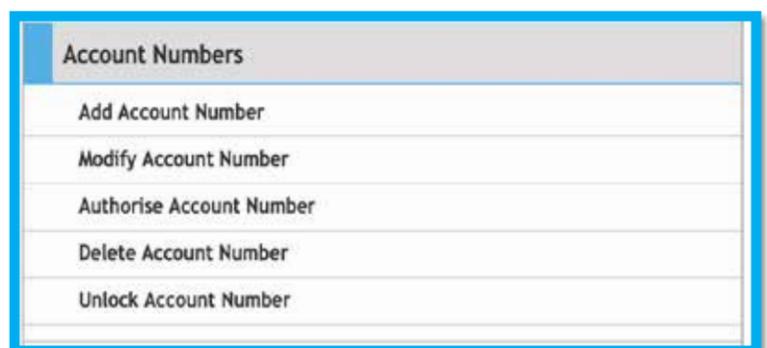
ADIB Direct – Trade (Adding Parties, Clauses and Account Numbers):



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

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.

2

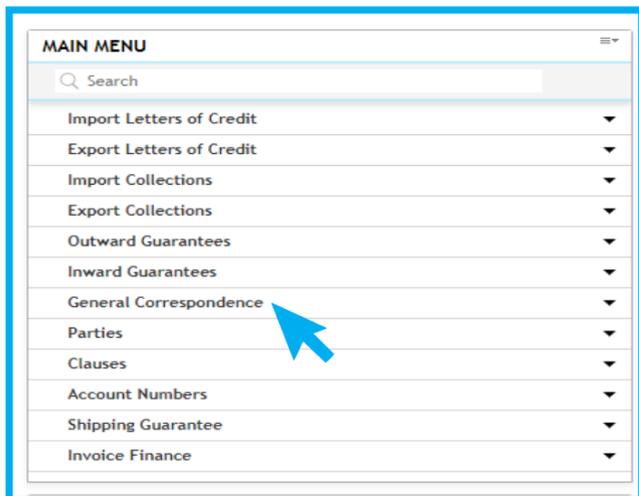


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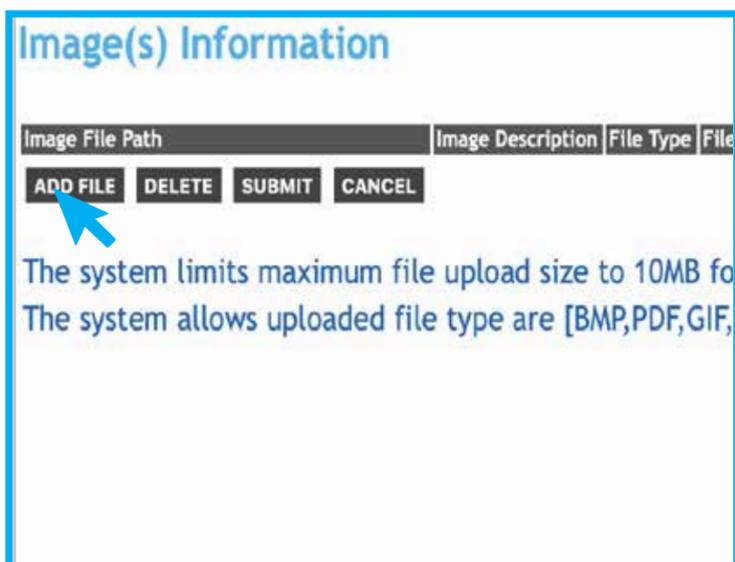
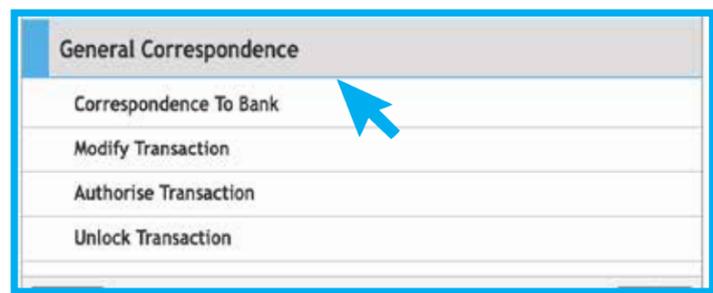


ADIB Direct – Trade (General Correspondence Feature):

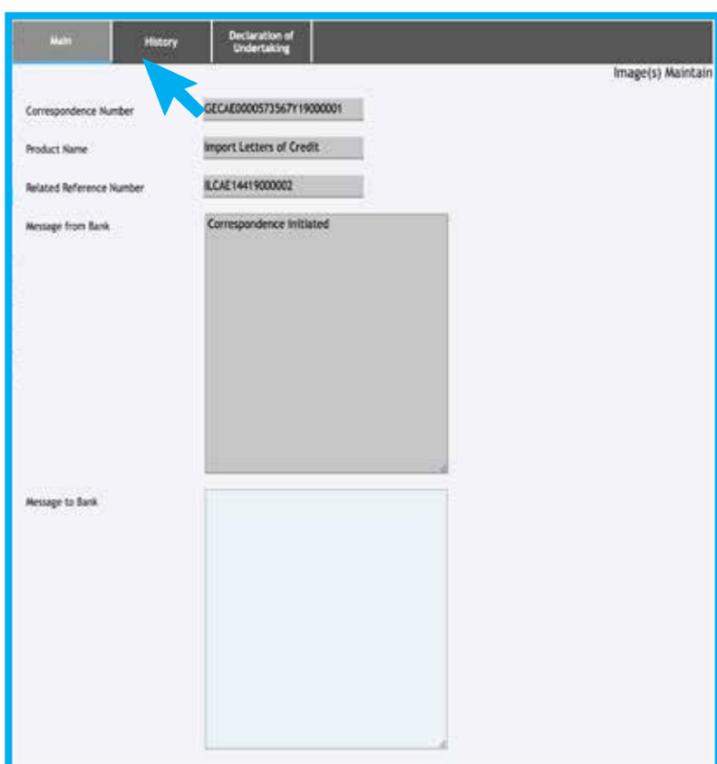


Go to Trade home page "MAIN MENU", and you can access the General Correspondence feature

Click on "Correspondence To Bank" to send and receive secured messages to and from the Bank



You can also attach and receive files by clicking on "ADD FILE". Also, you can click on the History tab on top of the page to have full log of messages history

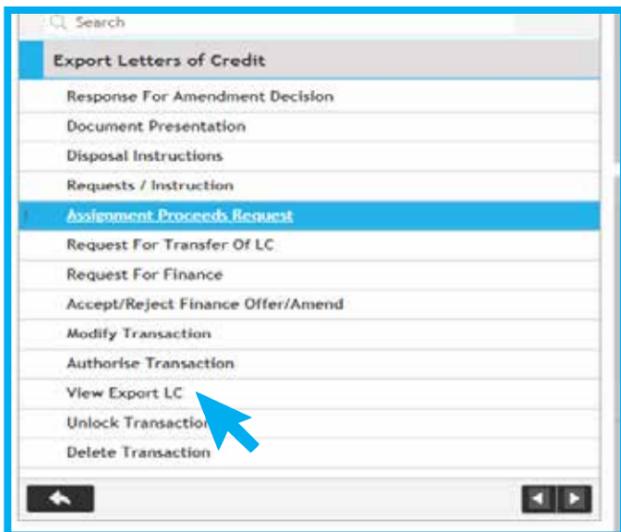


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ADIB Direct – Trade (Steps to View Export Letter of Credit):



1

Go to Trade home page "MAIN MENU", and choose Export Letters of Credit from the drop down Trade menu. You can be advised of your Export Letters of Credit on the platform by clicking on View Export LC

Through the platform you can see a detailed breakdown of your LC organized in categories

2

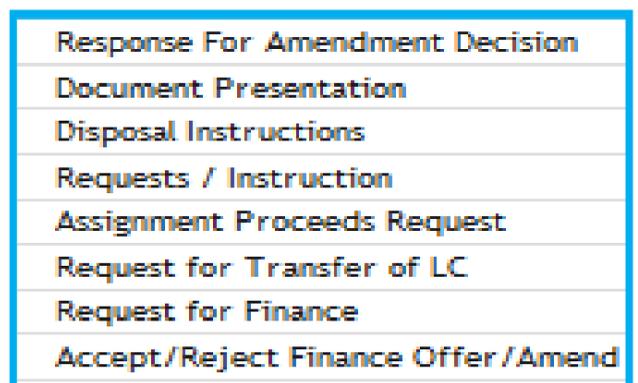


3

You can also print the LC by clicking on the print button at the bottom of the page

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

4

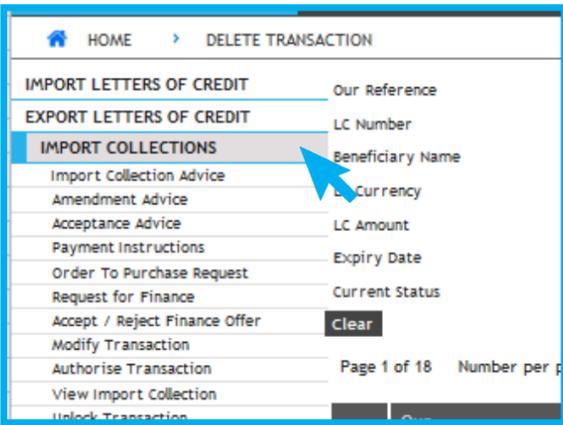


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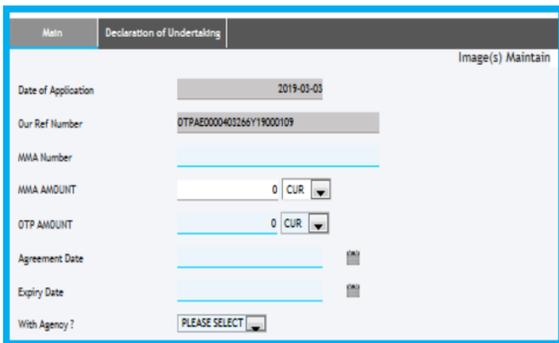
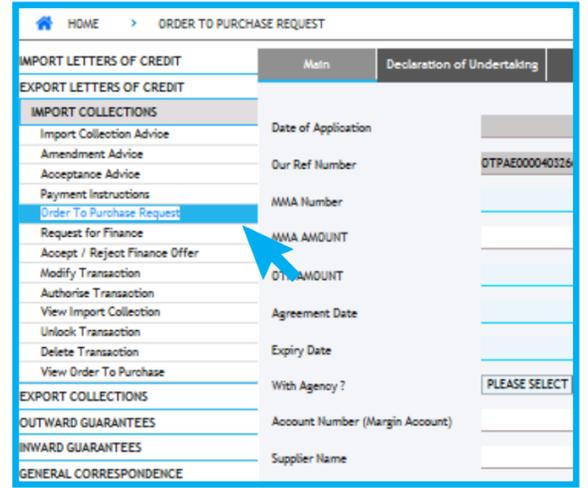


ADIB Direct – Trade Trade (Steps to View Import Collection):



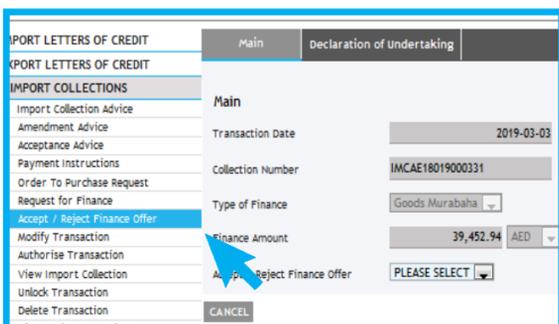
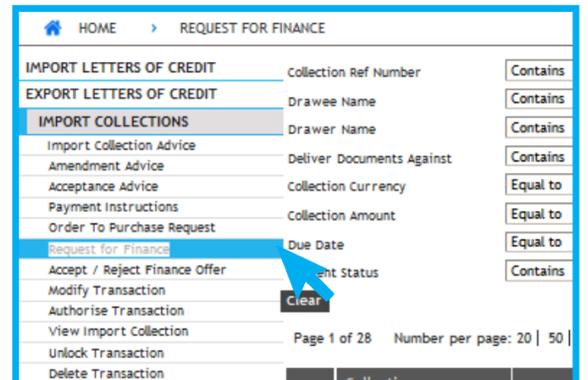
Choose **IMPORT COLLECTIONS** from the drop down Trade menu (You can select to view all the advices for any import collection received)

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



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



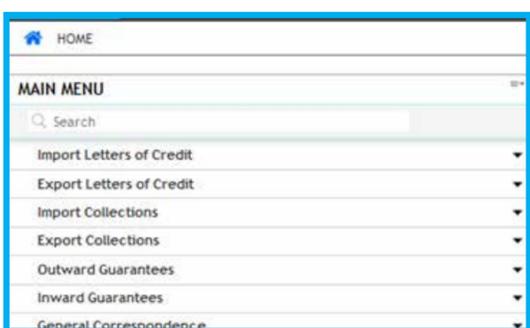
You can now review the finance offer by the bank, then select **Accept/Reject Finance** offer before clicking **CONFIRM** to proceed with request (Click on **Image(s) Maintain** to view the actual offer)

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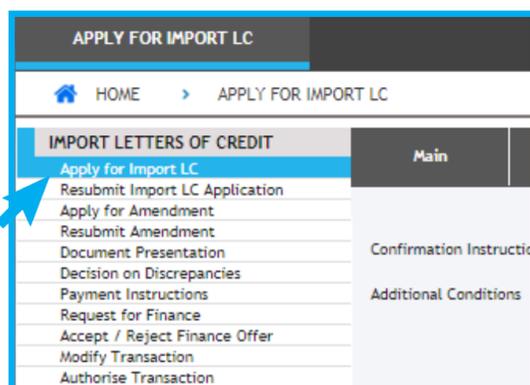
ADIB Direct – Trade (Steps to Apply for Import LC):



1

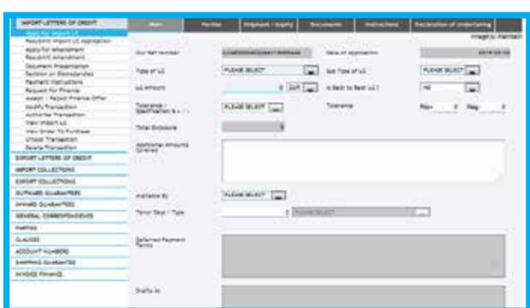
Go to Trade home page "MAIN MENU", and choose **Import Letters of Credit** from the drop down Trade menu

Click on **Apply for Import LC** from the drop down options under Import Letters of Credit



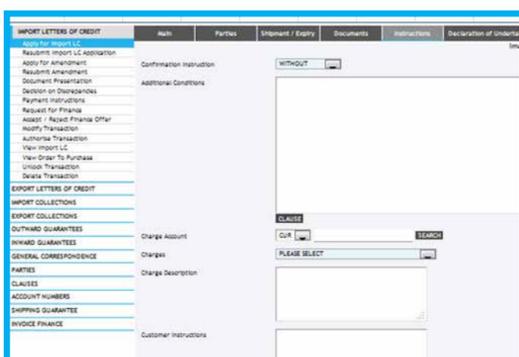
2

Fill the mandatory fields (blue fields), and you can also fill optional fields (white fields), then click **Next** on the bottom right corner to go to next page (Click on **Template or Save** if you would like to proceed later, and click on **Image(s) Maintain** to upload or view documents)



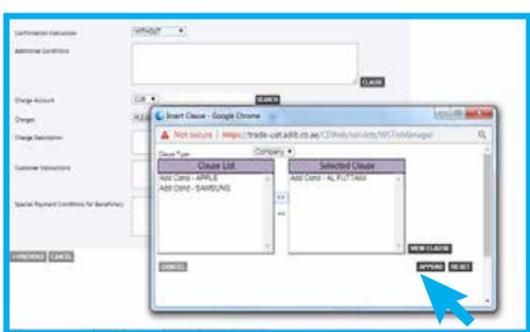
3

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



4

Click on **CLAUSE**, and select from the **Clause list** then click on **APPEND** to proceed



5

Agree with Trade Terms & Condition, then click **CONFIRM** to proceed with your request



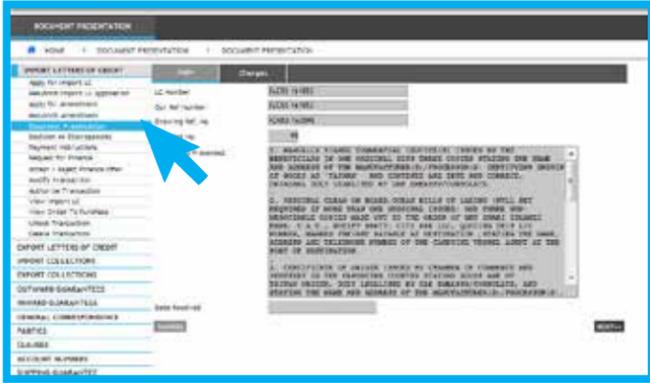
6

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

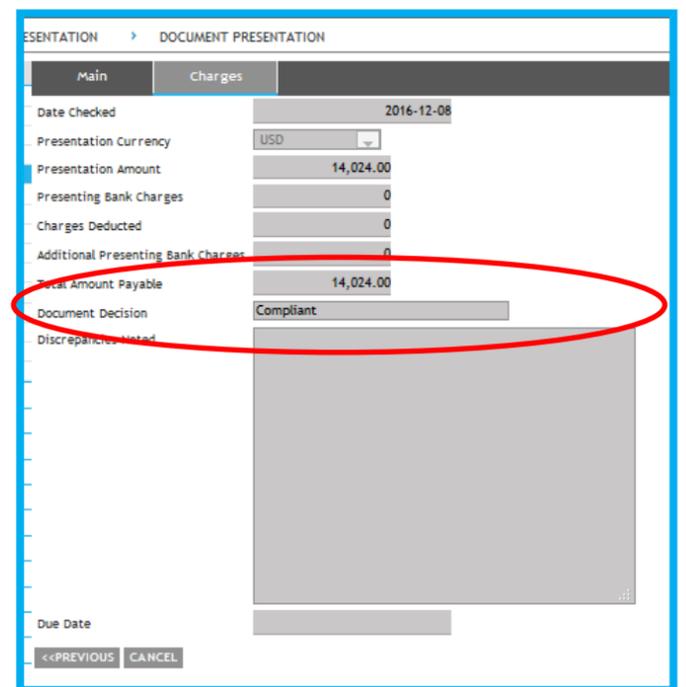


1

Once the bank receives the documents and reviews them, you will be notified on the system under the “Document Presentation” tab

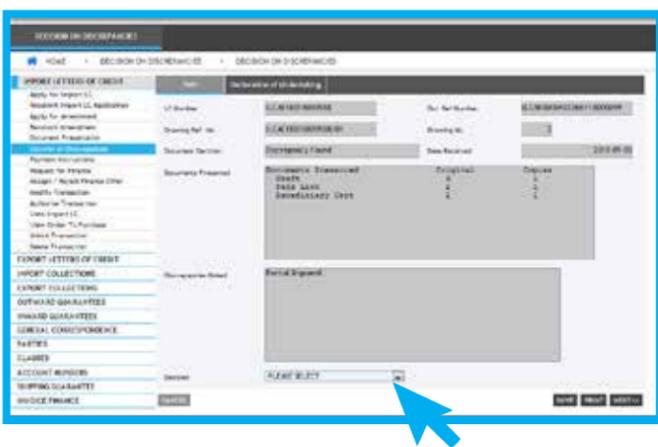
The status of the reviewed documents will be mentioned if they are compliant or discrepant at the “Document Decision” field

2



3

In case of any discrepancy, you can choose to accept or reject the discrepancy in the “Decision on Discrepancies” tab.

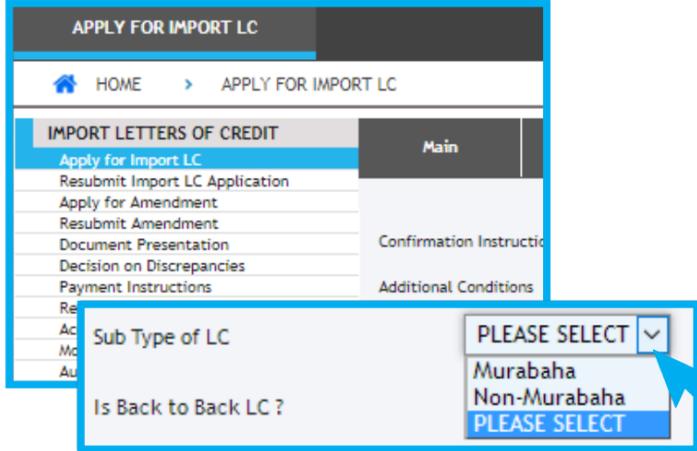


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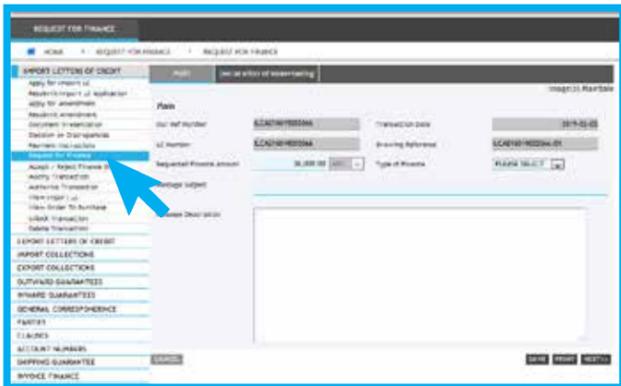
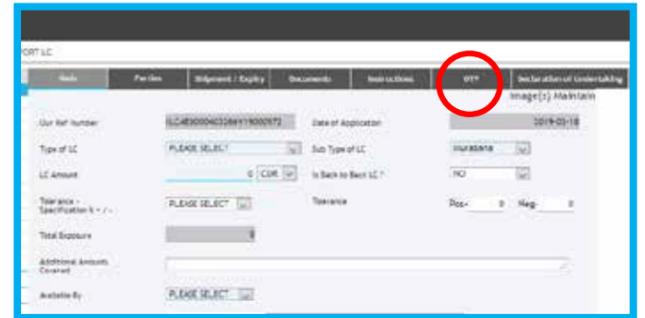


ADIB Direct – Trade (Steps to Apply for Murabaha Import LC):



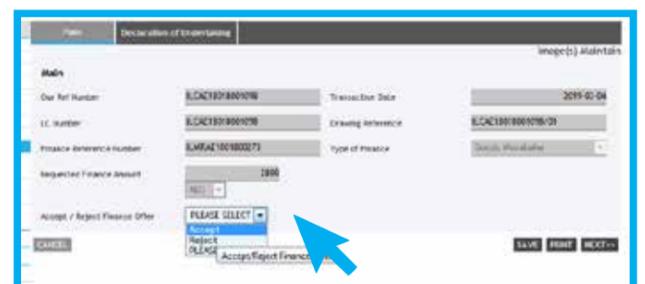
1 In case of Murabaha LC, Click on “Apply for Import LC” tab, then choose sub type of LC as “Murabaha”

2 New OTP option appears, where you can fill in the details for the order to purchase



3 Once documents are presented and accepted, you can click on “Request for Finance” option

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

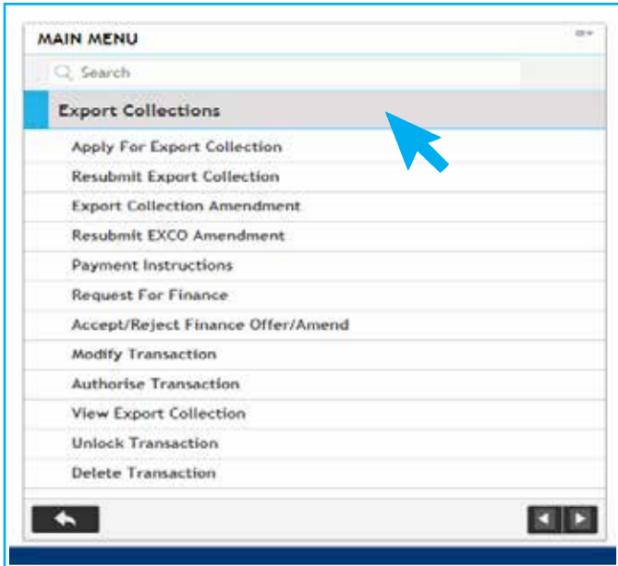


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ADIB Direct – Trade (Steps to Apply Export Collection):

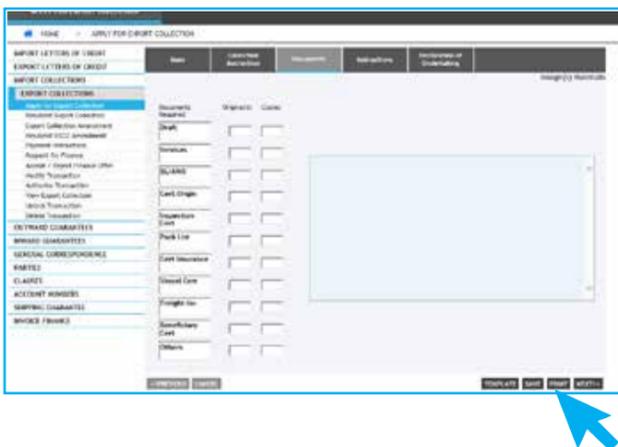


Go to Trade home page "MAIN MENU", and choose **Export Collections**

You can apply for your export collection by filling in all the required information online.



By applying to the export collection, you can list down all the documents you intend to send. Once the application is finished, you can click print no the bottom of the page.



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

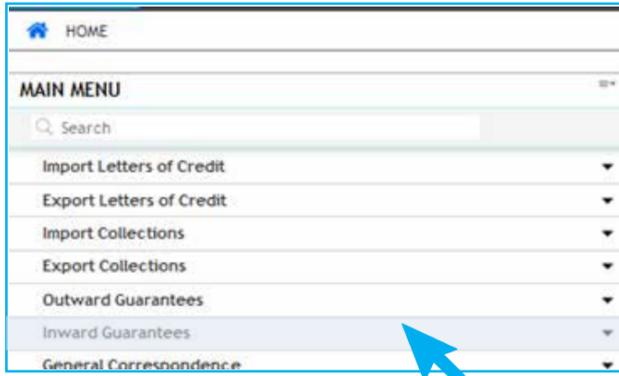


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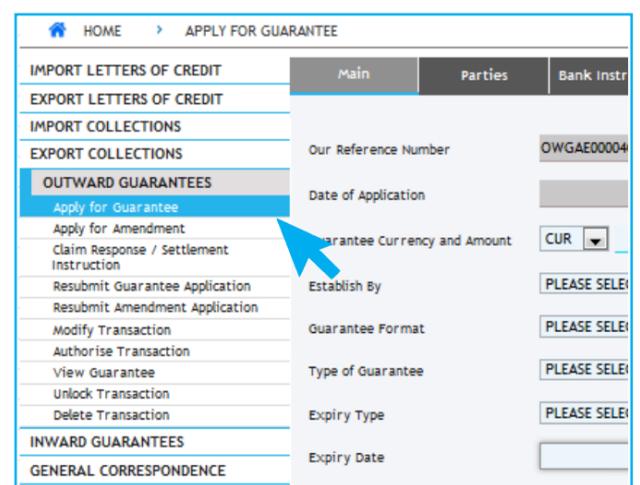
ADIB Direct – Trade (Steps to Apply Outward Guarantees):



1

Choose **Outward Guarantees** from the drop down Trade menu

Click on **Apply for Guarantee** from the drop down options under **OUTWARD GUARANTEES**



2

Applicant
Applicant Name: 403266 Company

Beneficiary
Name: SEARCH
Location:
City:
Country:
Beneficiary Bank
SWIFT Address:

3

Fill the mandatory fields (blue fields), and you can also fill optional fields (white fields), then click **NEXT** to proceed to the next page

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

4

Guarantee Wording

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