



Citi Trade Portal Collection

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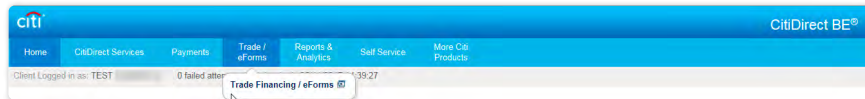
1. Login

A detailed description of how to log into the CitiDirect system has been described in a different, dedicated manual available at: http://www.citihandlowy.pl/poland/citidirect/polish/pdf/logowanie_pl.pdf

and at the site: <http://www.citidirect.pl> in the Manuals section.

Open the Citi Trade Portal from the level of the CitiDirect EB portal.

Once you are logged in CitiDirect, click Trade -> Trade Financing in the upper menu:



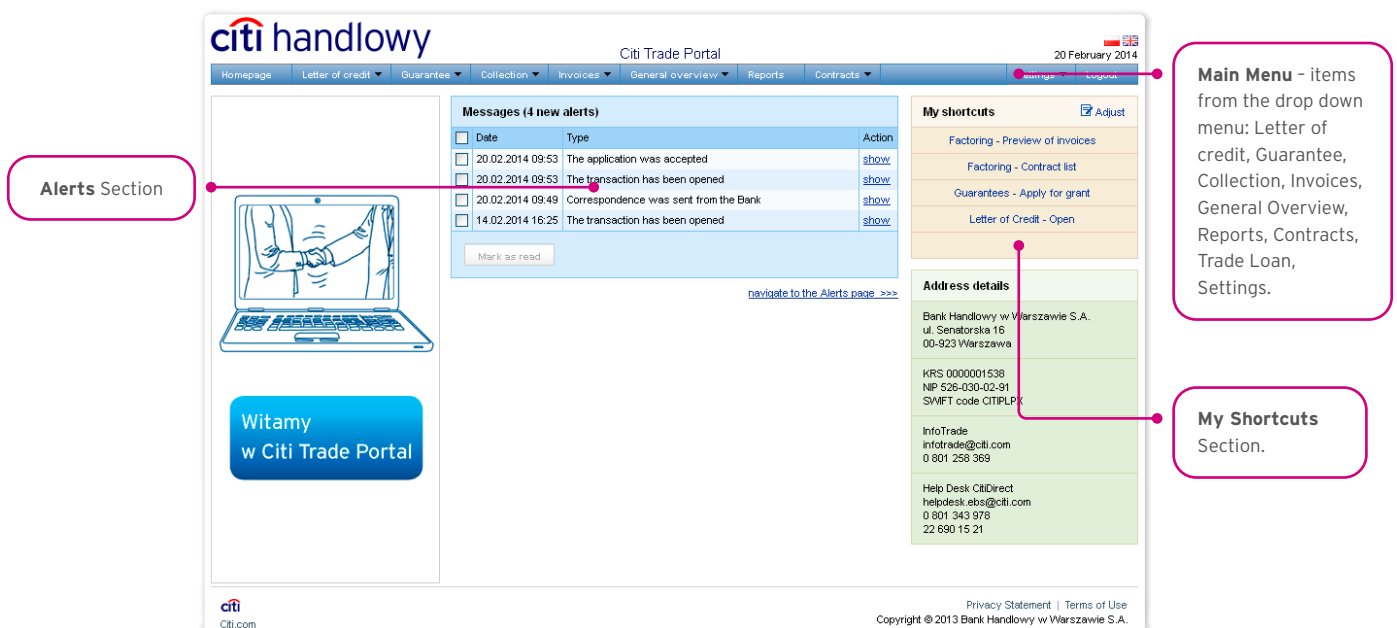
NOTE: The application will be activated in a new window or in a new browser card. If the message about blocking pop-up windows appears, click on the message and allow the pop-up window to open.

2. How to begin

2.1. Homepage

The User's Manual refers to the use of the Collection / Guarantees / Letters of Credit on Citi Trade Portal. The User's Manual refers to the use of the Collection / Guarantees / Letters of Credit on Citi Trade Portal. Access to individual items and sub-items of the Main Menu depends on the authorizations assigned to the User - in line with appropriate documentation.

Once the application is activated, the User's screen will display the following page.



The screenshot shows the Citi Trade Portal homepage. The top navigation bar includes: Homepage, Letter of credit, Guarantee, Collection, Invoices, General overview, Reports, Contracts. The main content area is divided into three sections: 1. A welcome message 'Witamy w Citi Trade Portal' with a laptop icon. 2. 'Messages (4 new alerts)' table with columns: Date, Type, Action. 3. 'My shortcuts' section with buttons for Factoring - Preview of invoices, Factoring - Contract list, Guarantees - Apply for grant, Letter of Credit - Open. 4. 'Address details' section with contact information for Bank Handlowy w Warszawie S.A. Callouts: 'Alerts Section' points to the Messages table. 'Main Menu' points to the top navigation bar. 'My Shortcuts' points to the My shortcuts section.

Date	Type	Action
20.02.2014 09:53	The application was accepted	show
20.02.2014 09:53	The transaction has been opened	show
20.02.2014 09:49	Correspondence was sent from the Bank	show
14.02.2014 16:25	The transaction has been opened	show

The "My Shortcuts" Section - consists of maximum 5 shortcuts picked by the User. The "Adjust..." button on the right is used to select visible buttons in accordance with the description in the "Shortcuts" below.

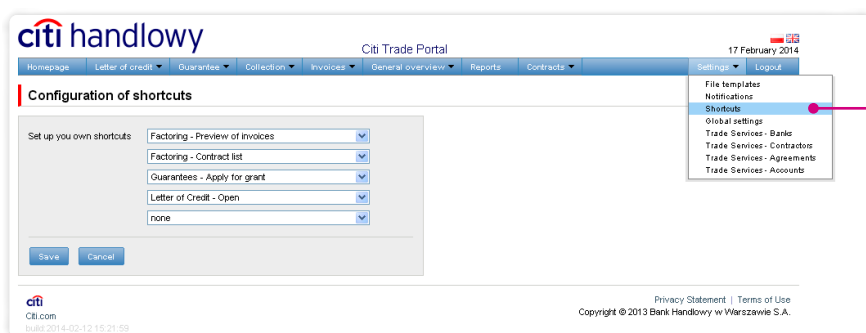
The "Messages" (alerts) Section - contains information on unopened alerts sent to the User (alerts which haven't been displayed in the "Message detail" form). Maximum of 10 unread messages can be displayed in this section. Under the table, there is the "Mark as read" button which you can use to mark alerts as read and delete them from the list (upon clicking, the confirmation message will be displayed). On the right, there is the "navigate to the Alerts page" link causing a screen with all the alerts to appear in the whole window.

2.2. Shortcuts

The shortcuts section is visible on the main screen of the system (welcome page), allowing you to go directly to a tab you have selected. You can configure the shortcuts in the Settings > Shortcuts tab. By default, two shortcuts are configured:

- General overview -> Preview,
- Contract List.

Saved configuration for each User is stored individually.



Selection of the
Shortcuts form.

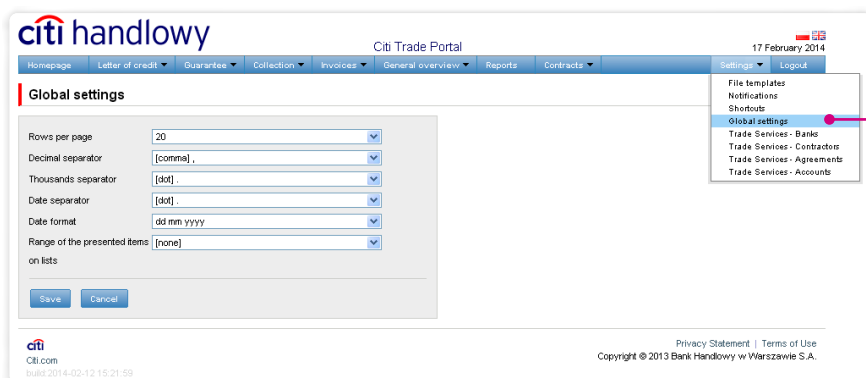
2.3. Global settings

In the Settings -> Global settings tab, you can format dates and numbers displayed in the portal (as well as in alerts, available in the generated reports).

From here you can also set the number of items displayed in the list by default (applies when multiple pages are present in the table). Saved configuration for each User is stored individually.

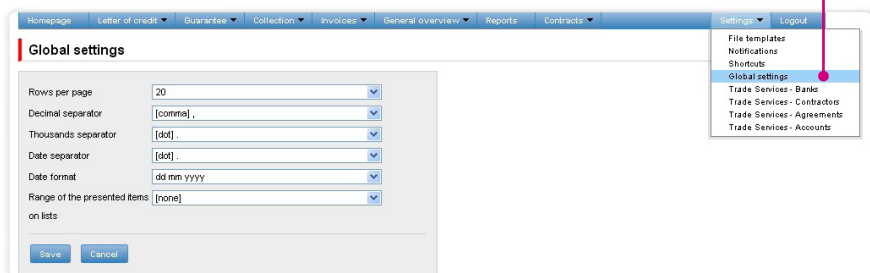
The following formats are set by default in the system:

- Number of items in the lists: 20;
- Decimal separator: [comma];
- Thousandth separator: [dot];
- Date separator: [dot];
- Date format: yyyy mm dd [yyyy - year in a 4-digit format, mm - month, dd - day];
- Scope of items presented in the lists: none, i.e. all data is presented, regardless of the entry date; any change in this parameter will cause the display of transactions in the entire system to be limited to items entered 7, 14, or 21 days before the current date.



Selection of the
Global settings form.

The first configuration and all the subsequent ones must be completed by pressing the “Save” button, which will be confirmed by the system with an appropriate message.



2.4. Notifications

In the Settings -> Notifications tab, you can set the types of notifications you wish to receive, as well as the way in which they will be delivered.

In the “Notifications” section, you can indicate the notifications you want to receive (only those related to a service provided).

Notifications can be delivered through the following channels:

- **Alert** - the notification will be in the form of an alert visible in the system main page (homepage),
- **E-mail** - the notifications will be sent to an email address indicated by the User (“Email” field).

The list of available notifications (depends of User entitlements) and notification channels.

Reminder type	Alert	E-mail
Defined limit has been crossed	<input type="checkbox"/>	<input type="checkbox"/>
Financed invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Information about paid invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Information about rejected invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invoices approved to Incasso	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invoices to approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New document to download	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New invoice to download	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overdue invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recourse made	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payment date is coming (3 days ahead) (modify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Request for proposal of payment setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reminder type	Alert	E-mail
Correspondence was sent from the Bank	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L/C due date is coming (3 days ahead) (modify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The application has been returned for corrections	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The application has been reviewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The application was accepted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The application was rejected	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The transaction has been opened	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selection of the **Notifications** form.

The first configuration and all the subsequent ones must be completed by pressing the "Save" button, which will be confirmed by the system.

By default, any User who has not made configuration changes will have all notifications only in the form of alerts.

3. COLLECTION

3.1. Types of applications and their creation

The Citi Trade Portal allows the Customer to enter the following applications:

Applications concerning export collection

Applications initiating conversations are entered using the Collection -> Fulfill order page. These include:

- 1) Collection order (export collection) - with the reservation that commercial documents must be sent/submitted in written form;
- 2) Order of performance of collection activities (export collection) - with the reservation that financial documents (promissory notes) must be sent/submitted in written form.

Other applications concerning export collection in the context of conversations/transactions are entered from the level of transaction details, after pressing the "Create an application" command:

- 3) Request for change concerning the export collection (export collection),
- 4) Request for reminders concerning the export collection (export collection),
- 5) Request of the presenting entity regarding change of the account to be debited (export collection),
- 6) Request of the Customer (collection presenting entity) associated with assignment of receivables from export collection,
- 7) Request of the presenting entity concerning the export collection.

The following applications:

- Collection order,
- Order of performance of collection activities (note collection)

can be sent to the Bank as a draft version (for the Bank to assess their correctness).

In the case of export collection, the Bank will commence collection activities after receiving a collection order or an order of performance of collection activities as well as commercial or financial documents in written form. It means that apart from sending

the aforementioned orders electronically (filling out the order in Citi Trade Portal and enclosing appendices), it is necessary to deliver the original commercial or financial documents to the Bank and the printed collection order or order of performance of collection activities can constitute a cover letter for the documents being sent.

The remaining applications can only be sent after the Bank has opened Collection (transaction) based on application No 1 or No 2 and after the Bank has received the original documents concerning the collection and processed them.

Applications concerning import collection

In the case of import collection, the application initiating the transaction is the following application initiated by the Bank:

- 1) Presentation note, which constitutes a notification of the import collection,

Applications concerning import collection are available to the User from the level of transaction details, after pressing "Create an application" command.

- 2) Response to the presentation note,
- 3) Collection payment order,
- 4) Request of the payer concerning the import collection,
- 5) Request of the payer regarding change of the account to be debited.

In the case of collections, the applications sent to the Bank are as follows:

- Presentation note (import collection),
- Collection change notification (import collection),
- Information concerning import collection (*free format*),

- Confirmation of collection order execution (export collection),
- Information concerning export collection (*free format*).

All foregoing types of documentation are hereinafter referred to as "applications". The names provided in parentheses are abbreviated names of applications used in Citi Trade Portal.

Confirmation of submission of the declaration of intent by the Bank will take place immediately by assigning the appropriate status online. The meaning of the statuses assigned by the Bank online is specified below.

The following folders are available in the Collection -> Applications tab:

- **In creation** - applications with "Draft", "Corrected application" and "Sent draft" statuses;
- **Waiting for correction** - applications with "Held for modification" status;
- **Waiting for authorisation** - applications with "Held for authorisation" status;
- **Uploaded by the Bank** - applications with the following statuses: "Held for adjustment", "Held for response", "Held to be read", "Reviewed draft";
- **All** - applications with the above statuses as well as: "Sent", "Verification in progress", "Rejected", "Accepted", "Removed", "Draft verification in progress", "Read", "Response given".

The aforementioned folders contain applications with the following statuses:

Applications initiated by the User:

- 1) **Working copy** - a saved draft version prepared by the User;
- 2) **Sent working copy** - a draft version of the application sent by the User to the Bank for the purpose of assessment;
- 3) **Verified working copy** - the draft application is being verified by the Bank;
- 4) **Processed working copy** - the draft application has been assessed by the Bank;
- 5) **Sent** - the final version of the application sent by the User to the Bank;
- 6) **Processed** - the final version of the application is being assessed by the Bank;
- 7) **Accepted** - the submitted application has been executed by the Bank, i.e. e.g. the product has been provided;
- 8) **Rejected** - the final version of the application has been rejected by the Bank;
- 9) **To correction** - the final version of the application has been rejected by the Bank and presented to the User for the purpose of its correction;
- 10) **Correction** - the final version of the application has been rejected by the Bank and presented to the User for the purpose of its correction and is being adjusted;
- 11) **To modification** - an application rejected during the authorisation process in order for it to be corrected (it is the status for an application which had the "held for authorisation" status and was submitted for adjustment by the authorising User);
- 12) **To authorization** - an application undergoing the authorisation process (this status is assigned to an application after being sent to the Bank, when authorisation is required);
- 13) **Deleted** - an application removed.

Applications initiated by the Bank:

- 14) **Held for response** - applications created by the Bank which require a response, presented to the User but without a saved response from the User to the Bank's application;
- 15) **Answering** - status of a "Submission of objections" application once the Customer saves the response application;
- 16) **Answered** - further specification: status of an application sent by the Bank to which the User has provided a response;
- 17) **To read** - applications created by the Bank, with respect to which it is not necessary to respond to the Bank, i.e. applications made available to the User and not read by the User;
- 18) **Read** - applications created by the Bank, with respect to which it is not necessary to respond to the Bank, i.e. applications made available to the User and read by the User.

Applications can be looked up based on the following criteria: application name, application status, association with a conversation/transaction, counterparty name and country, date range for the last action performed and ID number (the ID number assigned and entered in the application by the Customer/the Customer's own reference).

Clicking the link in the column "Within the scope of" grants access to details of the transaction or conversation. If the "Within the scope of" column contains the transaction number, the Transaction details page will open. If the "Within the scope of" column contains the reference number of the application initiating the conversation (because the transaction has not been created yet), the Conversation details page will open.

Some of the applications listed above, which are created in the context of a transaction (e.g. the request for change), can only be created if an initiated transaction exists in the Citi Trade Portal system. This means that every application created by the Customer will be supplemented, among others, with the transaction number, counterparty data and data of the presenting entity's or the payer's bank. If the transaction lacks this information, after performing the "Create an application" instruction from the level of transaction details, the User will receive a message that it is impossible to create applications as a part of the transaction.

Data from the fields on the form are validated dynamically while they are being entered as well as during an attempt to save or send them - fields containing discrepancies are marked in yellow or red and textual information explaining the reason for errors appears in the margin. It is possible to save the form (using the "Save" command) at every stage of form completion, regardless of the discrepancies and/or missing information.

When the final version is sent (the "Send" command), two-level validation is carried out, i.e. any errors preventing the form from being sent and warnings are marked visually (in red and yellow, respectively) and accompanied by a comment (in the margin), informing about the cause of the discrepancy.

Discrepancies marked in red require the User's reaction - completion of the field / change of the value; otherwise, the form will not be sent. Yellow warnings do not require changes (only suggest them) - the form can be sent in spite of the warnings but lack of the User's reaction will mean their conscious acceptance of the terms and conditions of the application being sent.

When sending the draft version for verification by the Bank's employee (using the "Send as a draft" command), any discrepancies and/or missing information will be treated as warnings, i.e. sending the draft will not be blocked.

The following terms apply during application processing:

Conversation - means documentation (applications) sent between the Bank and the Customer, with all statuses but before execution of a given application by the Bank. The conversation will be created after the application is saved.

Transaction - means a conversation referring to applications which have already been executed by the Bank (with the assigned collection number). The collection number is filled in by the Bank in the application entitled Collection order or Order of performance of collection activities and after its approval by the Bank, the transaction is created in the Citi Trade Portal system.

The available functionalities depend on the products made available to a given User and on the authorisations assigned by the Customer to a given User.

3.2. Libraries

Creating applications relating to collection may require their supplementation with, among others, the bank data, counterparty data and account data. These data can be entered into the application by typing them in or selecting them from the Library.

Data can be entered into libraries from the application level or in the Settings tab (such data can only be modified in the Settings tab).

The system libraries functionality, together with preview screens, are described elsewhere in this User Manual, e.g. in the chapter on Import letter of credit, item 4.2.

3.3. Import collection notification

Import collection is initiated in the Citi Trade Portal system by the Bank, which, acting based on the collection documents received from a third-party bank, notifies this collection (sends a Presentation note with enclosed scans of commercial or financial documents received for the collection).

The User does not need to log on to Citi Trade Portal to verify whether the notification of the import collection has appeared there. The "Notifications" functionality of Citi Trade Portal makes it easier to receive information about any correspondence being sent, including information about collection notification. Receiving notifications via emails and in the form of an alert on the home page requires appropriate settings in the system. Notifications are configured on the Settings -> Notifications page and require subscribing to the "Correspondence was sent from the Bank" notification type.

If notifications are set to appear in the form of alerts on the home page - it is recommended to log on to Citi Trade Portal to verify whether the notification of collection has appeared.

For more details about the "Notifications" functionality, see item 2.4 of this User Manual. The image below depicts the configuration screen for the "Correspondence was sent from the Bank" notifications.

Reminder type	Alert	E-mail
Application rejected	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence was sent from the Bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
L/C due date is coming (3 days ahead) (modify)	<input type="checkbox"/>	<input type="checkbox"/>
The application has been returned for corrections	<input type="checkbox"/>	<input type="checkbox"/>
The application has been reviewed	<input type="checkbox"/>	<input type="checkbox"/>
The application was accepted	<input type="checkbox"/>	<input type="checkbox"/>
The transaction has been opened	<input type="checkbox"/>	<input type="checkbox"/>

The notification is visible in the system in the following spot:

Collection -> Applications -> Uploaded by the Bank (see the screen below) or on the Collection -> Transactions screen - only if the Bank has opened a transaction for a given initiating application.

3.4. Browsing and sending applications

The following folders are available in the Collection -> Applications tab:

- In creation - applications with "Draft", "Corrected application" and "Sent draft" statuses;
- Waiting for correction - applications with "Held for modification" status;
- Waiting for authorisation - applications with "Held for authorisation" status;
- Uploaded by the Bank - applications with the following statuses: "Held for adjustment", "Held for response", "Held to be read", "Reviewed draft";
- All - applications with the above statuses as well as: "Sent", "Verification in progress", "Rejected", "Accepted", "Removed", "Draft verification in progress", "Read", "Response given".

The aforementioned folders contain applications with the following statuses:

Applications initiated by the User:

- 1) **Working copy** - a saved draft version prepared by the User;
- 2) **Sent working copy** - a draft version of the application sent by the User to the Bank for the purpose of assessment;
- 3) **Verified working copy** - the draft application is being verified by the Bank;
- 4) **Processed working copy** - the draft application has been assessed by the Bank;
- 5) **Sent** - the final version of the application sent by the User to the Bank;
- 6) **Processed** - the final version of the application is being assessed by the Bank;
- 7) **Accepted** - the submitted application has been executed by the Bank, i.e. e.g. the product has been provided;
- 8) **Rejected** - the final version of the application has been rejected by the Bank;
- 9) **To correction** - the final version of the application has been rejected by the Bank and presented to the User for the purpose of its correction;
- 10) **Correction** - the final version of the application has been rejected by the Bank and presented to the User for the purpose of its correction and is being adjusted;
- 11) **To modification** - an application rejected during the authorisation process in order for it to be corrected (it is the status for an application which had the "held for authorisation" status and was submitted for adjustment by the authorising User);
- 12) **To authorization** - an application undergoing the authorisation process (this status is assigned to an application after being sent to the Bank, when authorisation is required);
- 13) **Deleted** - an application removed.

Applications initiated by the Bank:

- 14) **Held for response** - applications created by the Bank which require a response, presented to the User but without a saved response from the User to the Bank's application;
- 15) **Answering** - status of a "Submission of objections" application once the Customer saves the response application;
- 16) **Answered** - further specification: status of an application sent by the Bank to which the User has provided a response;
- 17) **To read** - applications created by the Bank, with respect to which it is not necessary to respond to the Bank, i.e. applications made available to the User and not read by the User;
- 18) **Read** - applications created by the Bank, with respect to which it is not necessary to respond to the Bank, i.e. applications made available to the User and read by the User.

Applications can be looked up based on the following criteria: application name, application status, association with a conversation/transaction, counterparty name and country, date range for the last action performed and ID number (the ID number assigned and entered in the application by the Customer/the Customer's own reference).

Clicking the link in the column "Within the scope of" grants access to details of the transaction or conversation. If the "Within the scope of" column contains the transaction number, the Transaction details page will open. If the "Within the scope of" column contains the reference number of the application initiating the conversation (because the transaction has not been created yet), the Conversation details page will open.

Some of the applications listed above, which are created in the context of a transaction (e.g. the request for change), can only be created if an initiated transaction exists in the Citi Trade Portal system. This means that every application created by the Customer will be supplemented, among others, with the transaction number, counterparty data and data of the presenting entity's or the payer's bank. If the transaction lacks this information, after performing the "Create an application" instruction from the level of transaction details, the User will receive a message that it is impossible to create applications as a part of the transaction.

3.5. Authorization

Applications which require authorisation are available in the Collection -> Applications -> Waiting for authorisation tab.

The authorisation option becomes available after clicking the "show" link in the transaction details column. The application can be authorised by a person empowered by the Customer according to the Configuration Application.

The authorisation mode laid out in Section II of the Configuration Application (CitiDirect, CitiDirect EB - Activation/Configuration - Citi Trade Portal - Trade Services - Collection) specifies the representation type of the Customer indicated in Section I of the Application, i.e.:

1) **one-person representation** - if the "By Sending" or "1-one level" authorisation is marked

The "By Sending" authorisation means that a given User is authorised to contract liabilities as one person and create/send applications on their own.

The "1-one level" authorisation means that the User is authorised to contract liabilities as one person; however, if the User is entitled to create/send and at the same time to authorize requests, it is not possible for this User to create/send and then authorize the request they created in the system, even in case of one person representation.

2) **two-person representation** - if the "2-two levels" authorisation is marked

The "2-two levels" authorisation means that the User is authorised to contract obligations jointly with another person empowered to perform authorisation; however, if the User is simultaneously authorised to create/send and authorise in spite of being authorised to representation jointly with another person empowered to perform authorisation, the User cannot perform the authorisation individually or jointly with that person if the User or that person created the application in the network themselves.

3.6. Transaction browsing

The Collection -> Transactions screen presents transactions relating to the collection, executed by the Bank. Due to the connections between the applications and transactions, which group them in terms of content, it is possible to browse applications in the context of the transaction to which specific applications refer. The list of transactions is available in the Collection -> Transactions tab.

Transaction browsing is possible according to the following criteria: transaction number, ID number, transaction amount range, transaction currency, opening, expiration and maturity date range, payment deadline (descriptive), counterparty name and country, transaction status and product type.

After clicking the "show" link on the transaction list, the details of the transaction are displayed. It displays the screen included in chapter concerning import letter of credit.

3.7. Parameters

Parameters are available in the Collection -> Other Parameters tab and present cut-off time values defined by the Bank (execution time, provided that the application is complete and correct and that required approvals have been obtained) as well as fees for individual events as a part of products.

Produkt	Zdarzenie	Godzina
Inkaso importowe	Awizacja inkasa importowego	13:00
Inkaso importowe	Zapłata za inkaso importowe	11:00
Inkaso eksportowe	Awizacja inkasa eksportowego	13:00
Inkaso eksportowe	Zapłata za inkaso eksportowe	11:00

Eksportuj: PDF CSV

Czasy podane w tabeli Cut-off time oznaczają, że dokumentacja otrzymana przez Biuro Operacji i Finansowania Handlu do wskazanej godziny zostanie przetworzona w dniu otrzymania (dniu roboczym Banku) pod warunkiem, że otrzymana dokumentacja będzie poprawnie i kompletnie wypełniona oraz uzyskano niezbędne aprobaty.

Homepage Letter of credit Guarantees Collection Invoicing General overview Reports Contracts Trade Loan Settings Logout

Inkaso - Prowizje

Filter
Product: all
Search Clear

Fees Page 1 of 1 Number of results 20 Number of results per page 20 Adjust

Product	Type of event	The fee
Import documentary Collections	Processing of a documentary collection or clean collection	0,1%, nie mniej niż 75,00 USD, nie więcej niż 300,00USD
Import documentary Collections	Cancellation (delivery of documents or bills free of payment or return of unpaid documents or bills, upon request, during the transaction - additional fee applies)	50,00 USD
Import documentary Collections	Partial payment for Import collection (without documents or bills delivered)	25,00 USD
Import documentary Collections	Assignment of receipt of goods or a bank endorsement of shipment or insurance documents, if documents are issued or endorsed to BHW	50,00 USD
Import documentary Collections	Amendment	40,00 USD
Import documentary Collections	Bill protest (in addition to notary's fee)	500,00 USD
Import documentary Collections	Transmission of explanations, information or queries to the drawer's bank or to the drawer upon written request of drawee	10,00 USD
Import documentary Collections	Preparing of comparison re. transactions at the drawee's request in writing	100,00 USD
Import documentary Collections	Filing the Payment order for collection in paper form	50,00 USD
Export documentary Collections	Processing of a documentary collection or clean collection	0,1%, nie mniej niż 50,00 USD, nie więcej niż 200,00 USD
Export documentary Collections	Cancellation (delivery of documents or bills free of payment or return of unpaid documents or bills, upon request, during the transaction - additional fee applies)	50,00 USD
Export documentary Collections	Payment reminder (tracer) upon drawer's written request	15,00 USD (płatne przez stronę zliczącą miesiąc)
Export documentary Collections	Payment to another bank upon drawer's request - in PLN	20,00 USD
Export documentary Collections	Payment to another bank upon drawer's request - in FX	35,00 USD
Export documentary Collections	Amendment	40,00 USD
Export documentary Collections	Direct collection - registration	40,00 USD
Export documentary Collections	Assignment of proceeds	50,00 USD
Export documentary Collections	Transmission of explanations, information or queries to the drawee's bank or to the drawer upon written request of drawer	10,00 USD
Export documentary Collections	Preparing of comparison re. transactions at the drawer's request in writing	100,00 USD
Export documentary Collections	Additional to the electronic form - transferring the paper form of notices/correspondence/etc. by the Bank	50,00 USD

3.8. Notifications

For a detailed description of the parameters of the Notifications, see chapter 2.4.

Receiving a notification from the Bank is connected with a separate authorization of the User. If the User has the right granted, at the time of the event, the notification will be generated and sent by the User selected channels (if specified for him/her on the Settings -> Notifications tab).

Unread alerts are displayed on the home page, and can be read only from the "Alert list" form in the General overview tab.

Events initiating sending notifications to the User:

No	Notification	Event
1	The transaction has been opened	After the Bank accepts the application initiating the transaction with the supplemented transaction number (for Customer requests and Bank requests)
2	The application was accepted	The Client's request received a status "Accepted"
3	Application rejected	The Client's request received a status "Rejected"
4	The application has been returned for corrections	The Client's request has been granted the status of the waiting for correction
5	The application has been reviewed	The Client's request has been granted the status of the working version
6	Correspondence was sent from the Bank	After the Bank accepts the application (concerns the Bank applications created from the level of transactions and applications of the Bank initiating the transactions)
7	L/C due date is coming (X days ahead)	X days before maturity date (the notification only for import letter of credit); X - days set in the Settings -> Notifications tab

4. REPORTS

The list of available reports depends on the entitlements assigned to the User on the configuration form.

The form consists of three parts:

- At the top - a drop down list from which the desired type of report is chosen;
- In the middle, configuration part where, once the type of report has been indicated, the fields are displayed to enter the report parameters as well as the configuration of the lists of columns to be returned in the report;
- the lower part of the form contains action buttons used to generate the report and view it in the form and to download the CSV or PDF file containing the report.

Selection of the **Reports** form.

Dropdown selection list of available report types and descriptions.

Here you select the columns that will appear on the report.

Section to specify parameters for the created report.

Action buttons.

After you click the button "Show", the selected report will be displayed in form of a table (with enabled sorting by columns) in a pop-up window.

From the level of this form, one will be able to download the report in the CSV or PDF file.

4.1. Specification of reports for trade transactions processing

Export collection

The report contains the details of collections sent to the payer.

Available report columns:

No	Column name	Comment
1	Reference number of TS system	A unique number assigned by the Citi Trade Portal to each application created in the system
2	Customer reference	Own Customer reference (e.g. order number). The number is not visible to the Bank
3	Collection number (BHW's ref)	Collection number assigned by the Bank - own reference of the Bank
4	Collection reference number	Referee bank reference
5	Transaction date	The date of posting and sending documents by the Bank
6	Collection currency	Collection currency
7	Collection amount	Collection amount
8	Payment date	The payment deadline in accordance with the provider's instructions
9	Drawer's name	Drawer's name
10	Country	Drawer's country
11	Drawer's bank	Drawer's bank
12	Drawer's bank Collection status	Possible values: • "Active", • "Closed"

Import collection

The report contains the details of collections received from the drawer.

Available report columns:

No	Column name	Comment
1	Reference number of TS system	A unique number assigned by the Citi Trade Portal to each application created in the system
2	Customer reference	Own Customer reference (e.g. order number). The number is not visible to the Bank
3	Collection number (BHW's ref)	Collection number assigned by the Bank - own reference of the Bank
4	Transaction date	Date of receipt of the collection
5	Collection currency	Collection currency
6	Collection amount	Collection amount
7	Payment date	Payment date
8	Drawer's name	Drawer's (exporter) name
9	Country	Drawer's country
10	Drawer's bank	Drawer's bank
11	Drawer's bank Collection status	Possible values: • "Active", • "Closed"

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Bank Handlowy w Warszawie S.A.

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