



Citi Trade Portal Letter of credit

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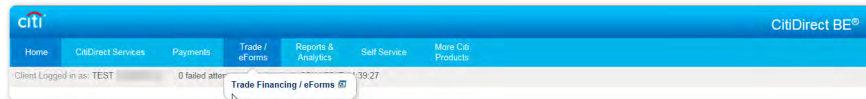
1. Login

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. 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 main navigation bar includes: Homepage, Letter of credit, Guarantee, Collection, Invoices, General overview, Reports, Contracts, Messages, and Logout. The date is 20 February 2014.

Alerts Section: A callout points to the 'Messages (4 new alerts)' table. The table has columns for Date, Type, and Action. The messages listed are:

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

Below the table is a 'Mark as read' button and a link 'navigate to the Alerts page >>>'. To the left of the messages is a graphic of a laptop with a handshake on the screen and a blue button that says 'Witamy w Citi Trade Portal'.

Main Menu: A callout points to the top navigation bar, listing items: Letter of credit, Guarantee, Collection, Invoices, General Overview, Reports, Contracts, Trade Loan, Settings.

My Shortcuts: A callout points to the 'My shortcuts' section, which includes: Factoring - Preview of invoices, Factoring - Contract list, Guarantees - Apply for grant, Letter of Credit - Open, and an 'Adjust' button.

Address details: A callout points to the 'Address details' section, which includes: Bank Handlowy w Warszawie S.A., ul. Senatorska 16, 00-923 Warszawa; KRS 0000001538, NIP 526-030-02-91, SWIFT code CITIPLXX; InfoTrade: infotrade@citi.com, 0 801 258 369; Help Desk CitiDirect: helpdesk_ebs@citi.com, 0 801 343 976, 22 690 15 21.

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.

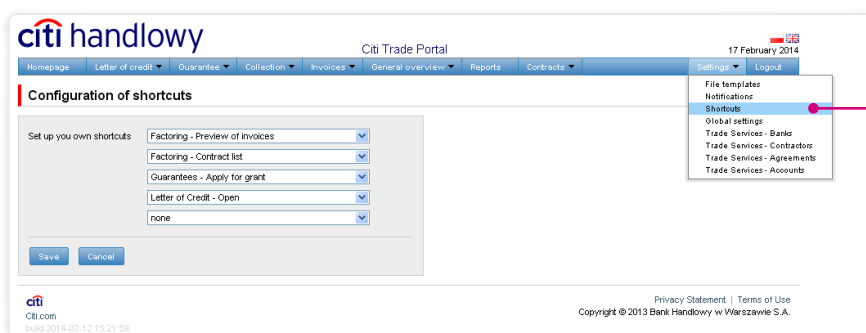
The "Messages" (alerts) Section - contains information on unopened alerts sent to the User (alerts which haven't been displayed in the "Message detail" form). Maximum of 10 unread messages can be displayed in this section. Under the table, there is the "Mark as read" button which you can use to mark 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.

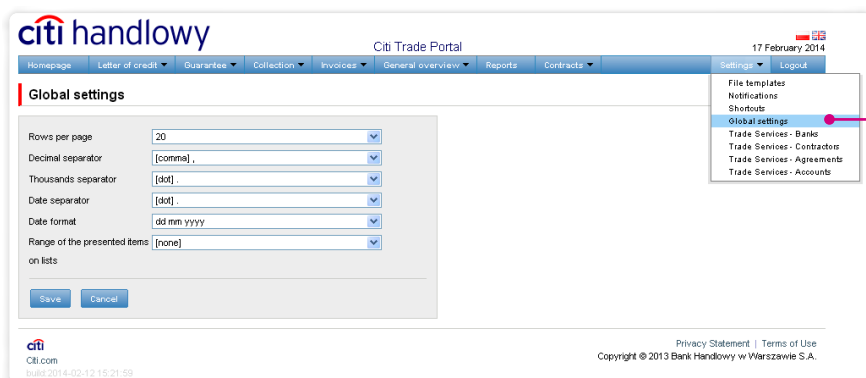
2.3. Global settings

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.

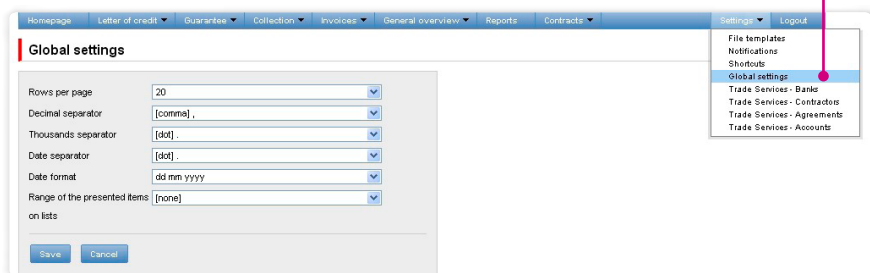
The following formats are set by default in the system:

- 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 invoiced	<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. IMPORT LETTER OF CREDIT

Import letter of credit allows the Customer to send the following documentation to the Bank:

- 1) Application to open an irrevocable documentary letter of credit (Application for documentary letter of credit);
- 2) Application for transfer of cash to Bank Handlowy w Warszawie S.A. (the "Bank") to open a documentary letter of credit reimbursed in advance (Application - reimbursement in advance (opening of a letter of credit));
- 3) Request for change of terms and conditions (Request for change);
- 4) Amendment of application for transfer of cash to Bank Handlowy w Warszawie S.A. (the "Bank") to open a documentary letter of credit reimbursed in advance (Amendment of application - reimbursement in advance (documentary letter of credit));
- 5) Application for deferral of the date of refund to the Bank of the amount paid to the Beneficiary for the documentary letter of credit (Application for an extension);
- 6) Request of the ordering party regarding prepayment of the extension (Request - prepayment of the extension)
- 7) Request of the ordering party regarding change of the account to be debited (Request for change of account);
- 8) Request of the ordering party regarding the method of assignment of rights arising from the documents presented as a part of the irrevocable documentary letter of credit (Change of the method of assignment of rights arising from documents);
- 9) Request of the ordering party regarding cancellation/write-off of the documentary letter of credit (Request - cancellation of the letter of credit);
- 10) Request of the ordering party regarding import documentary letter of credit (free format);
- 11) Lifting of objections arising from documents (Lifting of objections) - as a response to objections submitted by the Bank;
- 12) Sustaining of objections (Sustaining of objections) - as a response to objections submitted by the Bank;
- 13) The following applications: Application to open an irrevocable documentary letter of credit; Application for transfer of cash to Bank Handlowy w Warszawie S.A. (the "Bank") to open a documentary letter of credit reimbursed in advance and application for deferral of the date of refund to the Bank of the amount paid to the Beneficiary, under the condition of being submitted together with the application to open a letter of credit, can be sent to the Bank as draft versions (for the Bank to assess their correctness). However, the application initiating the transaction in the system is application No 1 (which may be accompanied by application No 2, if applicable). Application No 5 may be sent both before and after conclusion of the transaction. The remaining applications can only be sent after the Bank has opened a Letter of credit (transaction) based on applications No 1 and No 2.

The following applications:

- 1) Application for a documentary letter of credit,
- 2) Application for a letter of credit reimbursed in advance,
- 3) Application for extension only from the position of conversation with the Customer (application for extension presented at the Bank together with application to open a letter of credit)

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

Documentation concerning the documentary letter of credit sent by the Bank to the Customer includes:

- 1) Confirmation of opening or change of the documentary letter of credit (Confirmation of opening/change),
- 2) Submission of documents (Submission of documents),
- 3) Submission of objections concerning documents (Notification of objections),
- 4) Information concerning import documentary letter of credit (free format),
- 5) Additional information (Additional information).

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 stated in this User Manual in chapter 4.

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 letter of credit number). The letter of credit number is filled in by the Bank in the application to open an irrevocable documentary letter of credit 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.

3.1. Creating applications

Wprowadzanie wniosków przez Klienta do systemu Citi Trade Portal w kontekście Akredytywy importowej odbywa się na trzy sposoby - poprzez zakładki:

- Letter of Credit -> Open - as a new application;
- Letter of credit -> Applications - by editing an existent application or as a reaction to an application sent by the Bank (e.g. submission of objections concerning documents by the Bank);
- Letter of credit -> Transactions - as additional applications in the context of an existing transaction, after pressing the "Create an application" command on the "Details of the transaction" screen.

An application is created by filling in a form with all necessary information and pressing the "Save" button. After saving, the application is available in the Letter of credit -> Applications -> In creation tab.

The application can be sent directly from the form after being saved or from the Letter of credit -> Applications tab.

The "Add an attachment" button allows for any document to be attached to the application. Acceptable file formats are: .jpg, .jpeg, .tif, .pdf, .docx, .txt, .htm, .html, .rtf, .png. Every file is scanned for viruses. Data entered into the application are validated and marked with the following colours while the application is being filled in:

- red - means missing information or errors which prevent the application from being sent to the Bank for execution (such an application can only be sent to the Bank as a draft),
- green - means a correctly filled in field/section of the form,
- yellow - means warnings (which do not block the application from being sent to the Bank).

APPLICATION FOR AN IRREVOCABLE DOCUMENTARY LETTER OF CREDIT
The application is filed by the natural persons or entities without corporate existence

Letter of credit number (20)

This Application is filed in the performance of Framework agreement/ Agreement for issuance bank guarantees and letters of credit No. [The dictionary](#)

Number

Applicant (50)

DEMO Poland
TEST 3
WARSAWA 00-000 PL
000000

Advising bank (57a) [The dictionary](#)

SWIFT

"Advise through" bank (57a) [The dictionary](#)

SWIFT

Beneficiary (59) [The dictionary](#)

Short name

Beneficiary details

Beneficiary's additional details

Country

Details

Amount (32B) EUR

Tolerance (30A) + % - %

In words

Expiry date (31D)

Expiry place (31D) DEMO

Features of the Letter of Credit

Available at (41a) Bank Handlowy w Warszawie S.A. advising bank any bank in the bank

Available by (41a) sight payment payment on

List of errors

- The field "Agreement number" is required.
- The field "Advising bank (57a)" is required.
- The field "Details (first line)" is required.
- The field "Country" is required.
- Invalid number.
- The field "Expiry date (31D)" is required.
- The field "Available at (41a)" is required.
- The field "Transferable LC / Not transferable LC" is required.
- The field "Confirmed LC / Not confirmed LC / Not confirmed"

Blocking errors on the error list are marked with red font and warnings are black. Clicking on the information in the error list brings the error / warning link to the request field.

3.2. Libraries

Creating the application to open an irrevocable documentary letter of credit requires it to be supplemented, among others, with the following data: the bank, the counterparty (beneficiary), agreement and accounts. 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).

Trade Services - Banks

Filter

SWIFT Exchanged keys

Name In user dictionary

List of Banks Page 2 of 722 Number of results 14427 Number of results per page 20

SWIFT	Name	Exchanged keys	In user dictionary	Action
ABBLBDDH004	AB BANK LIMITED, DHAKA	yes	no	include
ABBLBDDH005	AB BANK LIMITED (PRINCIPAL BRANCH) DHAKA	yes	no	include
ABBLBDDH011	AB BANK LIMITED DHAKA BANGLADESH	yes	yes	include
ABBLBDDH019	AB BANK LIMITED DHAKA	yes	no	include
ABBLBDDH020	AB BANK LIMITED DHAKA	yes	no	include
ABBLBDDH101	AB BANK LIMITED CHITTAGONG	yes	no	include
ABBLBDDH110	AB BANK LIMITED CHITTAGONG BANGLADESH	yes	no	include
ABBYGB2L	SANTANDER UK PLC LONDON	yes	no	include
ABBYGB2LANB	SANTANDER UK PLC LONDON	yes	no	include
ABCUJOAM	ARAB BANKING CORPORATION (JORDAN) AMMAN	yes	no	include
ABDIEGCA	ABU DHABI ISLAMIC BANK-EGYPT, CAIRO	yes	no	include

Clicking the **include** link will cause a **yes** to appear in the **In user dictionary** column. Clicking the **exclude** link will cause a **no** to appear in the **In user dictionary** column.

The screenshot displays the 'Trade Services - Contractors' page. At the top, there is a navigation menu with options like 'Homepage', 'Letter of credit', 'Guarantee', 'Collection', 'Invoices', 'General overview', 'Reports', 'Contracts', 'Trade Loan', 'Settings', and 'Logout'. Below the navigation is a 'Filter' section with input fields for 'Short name' (containing 'DEMO'), 'Contractor details', 'Additional contractor details', and a 'Country' dropdown menu set to 'all'. There are 'Search' and 'Clear' buttons. The main area shows a 'List of contractors' table with columns for 'Short name', 'Contractor details', 'Country', and 'Action'. A table row shows 'DEMO', 'DEMO KLJENT SP. Z O TEST 3 WARSZAWA', 'Poland', and 'edit remove' buttons. Below the table are 'Add' and 'Add from configuration file' buttons. Two pop-up windows are shown: 'Contractor data' with fields for 'Short name', 'Contractor details', 'Additional contractor details', and 'Country' (with a 'select' dropdown), and 'Import contractor data' with a 'Przeglądaj...' button and an 'Import' button.

Contractors located in the library can be modified or removed.

Pressing one of the buttons causes a popup to appear for entering the contractor's data.

Contractors can be added from file by clicking **Add from configuration file** button.

The screenshot displays the 'Trade Services - Agreements' page. It features a 'List of agreements' section with pagination controls (Page 1 of 1, Number of results 1, Number of results per page 20). Below this is a table with columns for 'Agreement number' and 'Action'. A row shows 'BDK/URT/000086840/0062/15' and a 'delete' button. An 'Add' button is located below the table. A pop-up window titled 'Add a new element' is open, showing an 'Agreement number' input field and a 'Save' button.

Contracts in the library can be deleted.

Pressing the **Add** button causes pop up field to enter the contract number.

The screenshot displays the 'Trade Services - Accounts' page. It features a 'List of accounts' section with pagination controls (Page 1 of 1, Number of results 6, Number of results per page 20). Below this is a table with columns for 'Account number' and 'Action'. A table row shows '00 9999 9999 9999 9999 999' and a 'delete' button. An 'Add' button is located below the table. A pop-up window titled 'Add a new element' is open, showing an 'Account number' input field and a 'Save' button.

Account numbers in the library can be deleted.

Pressing the **Add** button causes pop up field to enter the Account number.

Data concerning the agreement, accounts and counterparties, entered into the library, are available to all Users on the Customer's side. The possibility of managing the library content (adding, removing, modifying) depends on the authorisations assigned to the User. Information available in the library also includes information about banks, SWIFT codes and information about the key exchanged with a given bank. Information about banks cannot be modified by Users.

3.3. Browsing and sending applications

In the Letter of credit -> Applications tab, there are 5 folders containing applications with the following statuses:

- **In creation** - applications with "Correction", "Sent working copy" and "Working copy" statuses;
- **Waiting for correction** - applications with "To modification" status;
- **Waiting for authorisation** - applications with "To authorisation" status;
- **Uploaded by the Bank** - applications with the following statuses: "To correction", "To answer", "To read", "Verified working copy";
- **All** - applications with the above statuses as well as: "Sent", "Processed", "Rejected", "Accepted", "Deleted", "Processed working copy", "Read", "Answered".

The meaning of individual statuses assigned by the Bank regarding the applications (declarations) submitted both by the Customer and the Bank is described below:

Applications initiated by the User:

- 1) **Working copy** - a saved draft version prepared by the User, not sent to the Bank;
- 2) **Sent working copy** - a draft version of the application sent by the User to the Bank for the purpose of assessment (sending a draft version does not constitute an instruction to provide a product);
- 3) **Processed working copy** - the draft application is being verified by the Bank;
- 4) **Verified 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 (it constitutes an instruction to provide a product);
- 6) **Verification in progress** - 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 - i.e. the product has not been provided;
- 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 by the Customer;
- 11) **To modification** - an application rejected during the authorisation process on the Customer's part (before it was sent to the Bank) 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 authorisation** - an application undergoing the authorisation process on the part of the Customer (this status is assigned to the application when the User presses the function button "Send" if authorisation by a different User is required on the Customer's part);
- 13) **Deleted** - application removed by the User before being sent to the Bank.

Applications initiated by the Bank:

- 14) **To answer** - 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 an application which requires the User's response once the Customer saves the application, e.g. in order to supplement it, but before sending a response to the Bank;
- 16) **Answered** - a response given by the User to an application sent by the Bank;
- 17) **To read** - applications created by the Bank, in particular for information purposes, 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, in particular for information purposes, 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.

Type of application	Reference number	Customer reference	Status	Within the scope of	Contractor	Contractor country	Date of last action	Details
LCIMP - Request for extension of the Repayment	AI19299/23/03/15	1223	Working copy	AI19297/23/03/15			04-01-2017	show
LCEXP - Introduction of the transaction to the system	AE47919/03/01/17		Read	PL_EXLCL170011001			04-01-2017	show
LCIMP - Application for an Letter of Credit	AI33462/22/03/16		To authorization	AI33462/22/03/16			01-12-2016	show

The number assigned by the system.

Own number assigned by the Customer.

Indicates conversations / transactions within which the application operates.
If the transaction has not yet been created, the reference number of the request initiating the conversation is displayed here, which means that the request is in the conversation.

Clicking a link displays a **Details of the transaction** form.

Clicking a link displays a **Details of the conversation** form.

After you have pressed the Create an application button, a list of possible conversational requests will be displayed.

Clicking the "show" link in the "Details" column will display the application details.

Type of application	Reference number	Customer reference	Status	Within the scope of	Contractor	Contractor country	Date of last action	Details
LCIMP - Application for an Letter of Credit	AI59216/10/07/17		Working copy	AI59216/10/07/17			10-07-2017	show
LCIMP - Application for an Letter of Credit	AI57828/19/06/17		Working copy	AI57828/19/06/17			19-06-2017	show

Clicking a link displays a **Details of the application** form

Details of the application

Type of application: LCIMP - Raising objections to documents
 Status: To answer
 Date of last action: 22-08-2017
 Contractor: BIOCHEMISTRY CO., LTD.
 Contractor country: SPAIN
 Within the scope of: [AI81833/21/08/17](#)
 Reference number: AI81834/22/08/17

Buttons: Back, Cancel the objections, Sustain the objections, Print

List of attachments

File
No records found

Details of the transaction

Documentation: Status of document sets and payments

Type of application	DocSet	Date of last action	DocSet
LCIMP - Documents: Letter of Credit advice	1846	22-11-2016	1846

Buttons: Create an application

The application | List of changes

Bank Handlowy w Warszawie S.A.
 ul. Senatorska 18
 00-923 Warszawa
 tel. +48 (22) 857 72 00
 tel. +48 (22) 890 40 00, fax: +48 (22) 892 50 23

Raising objections to documents

To: PVT POLAND
 Młocznia 42
 Warszawa 04-138 PL
 5210324100

Date: 31-08-2017

Under documentary letter of credit: AI81833/21/08/17

Invoice: faktura

Beneficiary: BIOCHEMISTRY CO., LTD. NO 90 STREET, CITY, PROVINCE, SPAIN, SPAIN

Buttons: Back, Edit, Delete, Send as a draft, send, Show as SWIFT, Print

Under above named letter of credit we have received documents. We have noted following objections:
 Required information confirming transfer is not received

Callouts:

- Clicking the link allows you to go over to the details of the conversion / transaction.
- Possible actions (depending on the permissions assigned to the User, the type and status of the application).
- Place to enter the note and give the identification number.
- The List of changes tab presents information about all actions taken on the application.

The following actions are possible from the level of Details of the application:

- **Back** - the appropriate screen will open in the Letter of credit -> Applications tab;
- **Edit** - it is possible to change the application fields which are editable by the User;
- **Delete** - the application is moved to the "deleted" status; the application is still in the system - it can be seen in the Letter of credit -> Applications -> All tab;
- **Send as a draft** - regardless of errors or missing information on the form, the application draft can be sent to the Bank. Sending the draft version to the Bank allows for substantive verification of the application contents with the assistance of the Bank's employees;
- **Send** - it is synonymous with submitting the application to the Bank;
- **Print** - allows for printing the entire application for the letter of credit as a form;
- **Show as SWIFT** - allows for illustrating terms and conditions of the ordered letter of credit (terms and conditions entered in the application to open a letter of credit) - in the form of a SWIFT message.

Details of the application

Type of application: LCIMP - Application for an Letter of Credit
 Status: Working copy
 Date of last action: 10-07-2017
 Contractor
 Contractor country
 Within the scope of: [AI59218/10/07/17](#)
 Reference number: AI59218/10/07/17

Buttons: Back, Edit, Delete, Send as a draft, send, Show as SWIFT, Print

List of attachments

File
No records found

Comments

No comments available
[Add](#)

3.4. Authorization

Applications which require authorisation are available in the Letter of credit -> 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 Form (Activation / Configuration - Citi Trade Portal - Trade Services) specifies the representation type of the Customer indicated in Section I of the application, i.e.:

1) **one-person representation** - occurs in case of selecting the "By sending" or "1 - one level" authorization scheme

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

The "1- one level" authorisation means that the User is authorised to contract obligations 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.

3.5. Transaction browsing

The Letter of credit -> Transactions screen presents applications to open a letter of credit which have been 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 Letter of credit -> Transactions tab.

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

After clicking the "show" link on the transaction list, the details of the transaction are displayed.

The details marked are transaction details completed by the Bank, available on the next business day following the execution of the application.
The transaction list may include transactions with complementary transaction details and without additional transaction details.

Clicking a link displays a **Details of the transaction** form.

Clicking a link displays the **application details** form.

Opening of an import letter of credit by the Bank is also confirmed by presenting to the Customer, in the Letter of credit -> Applications -> Uploaded by Bank tab, a Confirmation of opening/change of the documentary letter of credit, whose appendix will be a copy of the SWIFT message sent by the Bank.

3.6. Parameters

Parameters are available in the Letter of credit -> 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.

Navigation: [Homepage](#) | [Letter of credit](#) | [Guarantee](#) | [Collection](#) | [Invoices](#) | [General overview](#) | [Reports](#) | [Contracts](#) | [Trade Loan](#) | [Settings](#) | [Logout](#)

Letter of credit - Cut-off times

Cut-off time Page of 1 Number of results 3 Number of results per page [Adjust](#)

Product	Type of event	Cut-off hour
Import letter of credit	Issuing of Letter of Credit	13:00
Import letter of credit	Amendment of Letter of Credit Terms and Conditions	13:00
Import letter of credit	Lifting of discrepancies	13:00

Export as: [PDF](#) [CSV](#)

Times provided under the Cut off Times Chart mean that documentation received by Trade Operations until the specified time will be processed on the date of receipt (bank business day) provided that they are correct and complete, and have necessary approvals.

Navigation: [Homepage](#) | [Letter of credit](#) | [Guarantee](#) | [Collection](#) | [Invoices](#) | [General overview](#) | [Reports](#) | [Contracts](#) | [Trade Loan](#) | [Settings](#) | [Logout](#)

Letter of credit - Fees

[Filter](#)
Product: [Search](#) [Clear](#)

Fees Page of 3 Number of results 41 Number of results per page [Adjust](#)

Product	Type of event	The fee
Import letter of credit	Issuance of a Letter of Credit	0,25 % za każdy rozpoczęty miesiąc ważności, nie mniej niż 200,00 USD za cały okres ważności; (Prowizja pobierana z góry, za cały okres ważności)
Import letter of credit	Issuance of a pre-paid Letter of Credit	1 % od kwoty akredytywy, nie mniej niż 150,00 USD - Prowizja pobierana z góry, w dniu otwarcia akredytywy.
Import letter of credit	Amendment - extension of validity or increase in amount	jak za otwarcie akredytywy (prowizja liczona za okres przedłużenia lub od kwoty podwyższenia).
Import letter of credit	Amendment - increase in amount (re. pre-paid Letter of Credit)	0,15 % od kwoty podwyższenia, nie mniej niż 150,00 USD
Import letter of credit	Other amendment	75,00 USD
Import letter of credit	Payment	0,2% kwoty płatności, nie mniej niż 200,00 USD
Import letter of credit	Deferred payment (n/a for pre-paid Letter of Credit)	jak za otwarcie akredytywy Prowizja pobierana z góry, w dniu akceptacji/wydania dokumentów zleceniodawcy; liczona od kwoty dokumentów oraz za okres od terminu ważności akredytywy do dnia płatności.
Import letter of credit	Discount margin (no recourse to the beneficiary)	3% rocznie, nie mniej niż 100,00 USD (płatne przez zleceniodawcę lub beneficjenta)

3.7. Lifting objections

Objections are presented to the User in the form of a document initiated by the Bank in the Letter of credit -> Applications -> Uploaded by the Bank tab.

The screenshot shows the 'Details of the application' page for 'Raising objections to documents'. The application type is 'LCIMP - Raising objections to documents', status is 'To answer', and the date of last action is '22-08-2017'. The contractor is 'BIOCHEMISTRY CO., LTD.' from 'SPAIN'. The reference number is 'AI61834/22/08/17'. Below the details are buttons for 'Back', 'Cancel the objections', 'Sustain the objections', and 'Print'. A 'List of attachments' section shows 'No records found'. A callout box points to the 'Cancel the objections' button, stating: 'Pressing the button causes a **Cancel the objections** application to be created.' Another callout box points to the 'Sustain the objections' button, stating: 'Pressing the button causes a **Sustain the objections** application to be created.'

Objections will be described in the form of a page entitled "Abolition of objections to documents". The application will be accompanied by a scanned copy of the document to which the objections pertain.

The Customer has the option to lift or sustain objections and to add any description.

The screenshot shows the 'Details of the application' page for 'Abolition of objections to documents'. The application type is 'LCIMP - Abolition of objections', status is 'Working copy', and the date of last action is '22-08-2017'. The contractor is 'BIOCHEMISTRY CO., LTD.' from 'SPAIN'. The reference number is 'AI61835/22/08/17'. Below the details are buttons for 'Back', 'Edit', 'Delete', 'Send', and 'Print'. A 'List of attachments' section shows 'No records found'. The main content area is titled 'Abolition of objections to documents' and contains a text area with the following text: 'Concerning: documentary letter of credit no AI61833/21/08/17 issued by Bank Handlowy w Warszawie S.A. (dalej zwany „Bank”) for amount 76 000,00 PLN beneficiary BIOCHEMISTRY CO., LTD. NO 90 STREET, CITY, PROVINCE, SPAIN, SPAIN as well as raised objections submitted via Network under no AI61834/22/08/17. Acting for and on behalf of PVT POLAND, Mładzka 42, Warszawa 04-138 PL, 5210324100 . we accept commercial documents for amount 222,00 DOP included raised objections by the Bank, which were presented under documentary letter of credit we have submitted.' Below the text area are two empty text input fields. At the bottom, there is a footer with bank information: 'BANK HANDLOWY W WARSZAWIE S.A.; 00-923 Warszawa; Seniorska 16 street; District Court for the capital city of Warsaw in Warsaw, XII Commercial Division of the National Court Register, National Court Register No.: KRS 000 000 1539; NIP 526-030-02-91; paid-in share capital: PLN 522.838.400.'

The history of correspondence concerning objections is available in the system.

The screenshot displays the 'Details of the transaction' page in the Citi Handlowy system. The top navigation bar includes links for Homepage, Letter of credit, Guarantee, Collection, Invoices, General overview, Reports, Contracts, Trade Loan, Settings, and Logout. The main content area is divided into two sections: 'Details of the transaction' and 'Documentation'.

Details of the transaction:

Transaction number	AI61633/21/08/17	Contractor	BIOCHEMISTRY CO., LTD.
Kwota	78.000,00	Contractor country	SPAIN
Waluta	PLN	Status	Active
Data utworzenia	25-10-2017		
Data ważności	21-11-2017		

Documentation: Status of document sets and payments

Type of application	Status	Date of last action	Details
LCIMP - Abolition of objections	Sent	22-08-2017	show
LCIMP - Raising objections to documents	Answering	22-08-2017	show
LCIMP - Application for an Letter of Credit	Accepted	21-08-2017	show

At the bottom of the documentation section, there is a button labeled 'Create an application'. The footer contains the Citi logo, Citi.com, build:2017-05-14 10:00:55, and legal links for Privacy Statement, Terms of Use, and User manual, along with a copyright notice for 2016 Bank Handlowy w Warszawie S.A.

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 entitlement 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. EXPORT LETTER OF CREDIT

4.1. Export letter of credit notification

The export letter of credit is initiated in the Citi Trade Portal system by the Bank, which, acting pursuant to a letter of credit opened by another bank (the opening bank), notifies of this letter of credit, enclosing its terms and conditions (a copy of the SWIFT message - MT700).

The User does not need to log on to Citi Trade Portal to verify whether the notification of the export letter of credit has appeared there. The "Notifications" functionality of Citi Trade Portal makes it easier to receive information about any correspondence being sent, including information about the letter of credit notification.

Receiving notifications via text messages, 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 an alert on the home page - it is recommended to log on to Citi Trade Portal to verify whether the notification of the letter of credit 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	SMS	E-mail
Application rejected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence was sent from the Bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
L/C due date is coming (3 days ahead) (modify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The application has been returned for corrections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The application has been reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The application was accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The transaction has been opened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The notification is visible in the system in the following spot: Letter of credit -> Applications -> Uploaded by Bank (see the screen below).

- Open
- Applications
 - In creation
 - Waiting for correction
 - Waiting for authorization
 - Uploaded by Bank
 - All
- Transactions
- Other parameters
- Regulation

Type of application	Reference number	Customer reference	Status	Within the scope of	Contractor	Contractor country	Date of last action	Details
LCEXP - Documentary Letter of Credit advice	AE81025/21/08/17		To read	EL0EX/LC10000002			21-08-2017	show

After clicking the **show** hyperlink, the **Detail of the application** screen will be displayed.

Details of the application

Type of application	LCEXP - Documentary Letter of Credit advice
Status	Read
Date of last action	23-11-2016
Contractor	
Contractor country	
Within the scope of	PL0EXLC1800000028
Reference number	AE45917/23/11/16

[Back](#) [Print](#)

List of attachments

File
No records found

The application [List of changes](#)

Bank Handlowy w Warszawie S.A.
ul. Senatorska 16
00-923 Warszawa
tel. +48 (22) 657 72 00
tel. +48 (22) 660 40 00, fax: +48 (22) 662 50 23

Documentary Letter of Credit advice

Concerning: documentary letter of credit no

This is the advice of the Documentary Letter of Credit.

BANK HANDLOWY w WARSZAWIE S.A.: 00-923 Warszawa; Senatorska 16 street; District Court for the capital city of Warsaw in Warsaw, XII Commercial Division of the National Court Register, National Court Register No.: KRS 000 000

After clicking the **show** hyperlink, the **Detail of the application** screen will be displayed.

4.2. Creating applications

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 letter of credit number). The letter of credit number is filled in by the Bank in the "Export letter of credit notification" application 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.

Applications relating to an Export letter of credit can be entered by the Customer into the Citi Trade Portal system in two ways, using the following tabs:

- Letter of credit -> Applications - by editing an existing application;
- Letter of credit -> Transactions - as additional applications in the context of an existing transaction, after pressing the "Create an application" command on the "Details of the transaction" screen.

An application is created by filling in a form with all necessary information and pressing

the "Save" button. After saving, the application is available in the Letter of credit -> Applications -> In creation tab. The application can be sent directly from the form after being saved or from the Letter of credit -> Applications tab.

The "Add a new attachment" button allows for any document to be attached to the application. Acceptable file formats are: .jpg, .jpeg, .tif, .pdf, .docx, .txt, .htm, .html, .rtf .png. Every file is scanned for viruses.

Data entered into the application are validated and marked with the following colours while the application is being filled in:

- red - means missing information or errors which prevent the application from being sent to the Bank for execution (such an application can only be sent to the Bank as a draft),
- green - means a correctly filled in field/section of the form,
- yellow - means warnings (which do not block the application from being sent to the Bank).

The following applications can be created from the User's level as a part of an export letter of credit:

- Application for taking up an obligation to negotiate documents as a part of documentary letter of credit,
- Export letter of credit transfer order,
- Document shipment order as a part of letter of credit (disclaimer - commercial documents required by the letter of credit must be sent/submitted in writing),
- Request of the Customer (letter of credit beneficiary) associated with assignment of receivables from an export letter of credit,
- Request of the Customer (beneficiary) concerning a documentary letter of credit (free format)
- Request of the beneficiary concerning documents which are not compliant with the terms and conditions of the letter of credit,
- Request of the Customer regarding change of the account to be debited/credited.

A document shipment order as a part of letter of credit can be sent to the Bank as a draft version (for the Bank to assess its correctness).

In the case of an export letter of credit, the Bank will commence execution of the Document shipment order as a part of letter of credit after receiving the order and the commercial documents in written form. It means that apart from sending the aforementioned order electronically (filling out the order in Citi Trade Portal and enclosing appendices), it is necessary to deliver the original commercial documents to the Bank and the printed order can constitute a cover letter for the documents being sent.

4.3. Libraries

Creating applications relating to an export letter of credit requires their supplementation with, among others, the bank 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.

4.4. Browsing and sending applications

In the Letter of credit -> Applications tab, there are 5 folders containing applications with the following statuses:

- **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", "Processed", "Rejected", "Accepted", "Removed", "Verified working copy", "Read", "Answered".

The meaning of individual statuses assigned by the Bank regarding the applications (declarations) submitted both by the Customer and the Bank is described below:

Applications initiated by the User:

- 1) **Working copy** - a saved draft version prepared by the User, not sent to the Bank;
- 2) **Sent working copy** - a draft version of the application sent by the User to the Bank for the purpose of assessment (sending a draft version does not constitute an instruction to provide a product);
- 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 (it constitutes an instruction to provide a product);
- 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, i.e. the product will not be provided;
- 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 by the Customer;
- 11) **To modification** - an application rejected during the authorisation process on the Customer's part (before it was sent to the Bank) 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 authorisation** - an application undergoing the authorisation process on the part of the Customer (this status is assigned to the application when the User presses the function button "Send" if authorisation by a different User is required on the Customer's part);
- 13) **Deleted** - the application removed by the User before being sent to the Bank;

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 an application which requires the User's response once the Customer saves the application, e.g. in order to supplement it, but before sending a response to the Bank;
- 16) **Answered** - a response given by the User to an application sent by the Bank;
- 17) **To read** - applications created by the Bank, in particular for information purposes, 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, in particular for information purposes, 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 Details of the transaction 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.

Type of application	Reference number	Customer reference	Status	Within scope of	Contractor	Contractor country	Date of last action	Details
LCIMP - Application for an Letter of Credit	AI59216/10/07/17		Working copy	AI59216/10/07/17			10-07-2017	show
LCIMP - Application for an Letter of Credit	AI59228/19/06/17		Working copy	AI59228/19/06/17			19-06-2017	show

Indicates conversations / transactions within which the application operates.

If the transaction has not yet been created, the reference number of the request initiating the conversation is displayed here, which means that the request is in the conversation.

Clicking a link displays a **Details of the transaction** form.

Clicking a link displays a **Details of the conversation** form.

Own number assigned by the Customer.

The number assigned by the system.

Transaction number: PLDEXLC16000002
Kwota: 428.766.80
Waluta: USD
Data utworzenia: 30-08-2017
Data ważności: 10-09-2017
Contractor: TREUTUTUT
Contractor country: POLAND
Status: Active

Documentation: Status of document sets and payments

Type of application: LCEXP - Documentary Letter of Credit advice

Create an application

List of available applications:

- LCEXP - Request for Commitment to Negotiate Documents
- LCEXP - Request for Transfer
- LCEXP - Instruction re. an assignment of proceeds
- LCEXP - Instruction re. change of account to debit/credit
- LCEXP - Documents delivery order
- LCEXP - Instructions re. documents not complying with the Credit
- LCEXP - The Customer's instructions

After you have pressed the **Create an application** button, a list of possible transaction requests will be displayed.

Dokumentacja: Status dokumentów i płatności

Wniosek	Status	Data ostatniej akcji	Szczegóły
LCIMP - Wniosek o akredytywę dokumentową	Wersja robocza	28-08-2017	posaz

Utwórz wniosek

Lista dostępnych wniosków:

- LCIMP - Wniosek - polsanie z odry (otrzymanie akredytywy)
- LCIMP - Wniosek o prolongacie

After you have pressed the **Create an application** button, a list of possible conversational requests will be displayed.

Clicking the "show" link in the "Details" column will display the application details.

Clicking a link displays the **application details** form.

Clicking the link allows you to go over to the **Details of transaction / conversation** form.

Possible actions (depending on the permissions assigned to the User, the type and status of the application).

Place to save the note and give the identification number.

The **List of changes** tab presents information about all actions taken on the application.

The following actions are possible from the level of **Details of the application**:

- **Back** - the appropriate screen will open in the Letter of credit -> Applications tab;
- **Edit** - it is possible to change the application fields which are editable by the User;
- **Delete** - deletes the application;
- **Send as a draft** - regardless of errors or missing information on the form, the application draft can be sent to the Bank. Sending the draft version to the Bank allows for substantive verification of the application contents with the assistance of the Bank's employees; in case of the export letter of credit, the only possible application to be sent as a draft is Document shipment order as a part of letter of credit;
- **Send** - it is synonymous with submitting the application to the Bank;
- **Print** - allows for printing the entire application for the letter of credit as a form.

4.5. Authorization

Applications which require authorisation are available in the Letter of credit -> 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 Form (CitiDirect, CitiDirect EB - Activation/Configuration - Citi Trade Portal - Export letter of credit) specifies the representation type of the Customer indicated in Section I of the Application Form, i.e.:

1) **one-person representation** - if "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 obligations 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-level" authorisation means that the User is authorised to contract liabilities jointly with another person empowered to perform authorisation; however, if the User are 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.

4.6. Transaction browsing

The Letter of credit -> Transactions screen presents notifications of an export letter of credit which have been 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 Letter of credit -> Transactions tab.

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

After clicking the "show" link on the transaction list, the details of the transaction are displayed.

The details marked are transaction details completed by the Bank, available on the next business day following the execution of the application.

The transaction list may include transactions with complementary transaction details and without additional transaction details.

Clicking a link displays a **Details of the transaction** form.

Clicking a link displays the **application details** form.

4.7. Parameters

Parameters are available in the Letter of credit -> Parameters tab and present fees defined by the Bank for individual events as a part of products.

4.8. 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 entitlement 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

5. 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.

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.

5.1. Specification of reports for trade transactions processing

Import documentary credit - issuances

The report contains the details of the letters of credit opened by BHW. Available report columns:

No	Column name	Comment
1	Reference number	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	L/C number (BHW's ref)	The letter of credit assigned by the Bank on the day of its opening - own reference of the Bank
4	Issue date	Date of opening the letter of credit
5	Expiry date	Date of validity of the letter of credit (deadline for submitting documents by the beneficiary)
6	Expiry place	Place of expiration of the letter of credit (place of submission of documents by the beneficiary)
7	L/C currency	Currency related to the amount of a letter of credit
8	L/C amount	The amount of the letter of credit means the right of the beneficiary to receive payment for documents for an amount not exceeding the amount of the letter of credit
9	Tolerance in plus	The value of tolerance in plus referring to the amount of the letter of credit, means the right of the beneficiary to receive payment for documents for an amount higher than the amount of the letter of credit but within the tolerance limits in plus
10	Tolerance in minus	The value of tolerance in minus referring to the amount of a letter of credit means the right of the beneficiary to receive payment for documents for an amount lower than the amount of the letter of credit but within the tolerance limits in minus
11	L/C outstanding	The amount of the letter of credit to be used by the beneficiary
12	L/C payable	General specification of the payment deadline (reflecting how the letter of credit is available)
13	Payment conditions	Clarification of terms and conditions of deferred payments
14	Beneficiary's name	Name of the supplier / contractor
15	Beneficiary's address	Address of the supplier / contractor
16	Country	Country
17	Advising bank	The bank to which the letter of credit was sent to advise / notify the beneficiary
18	Advise through bank	The beneficiary's bank where the letter of credit is sent by the advancing bank (e.g. in the absence of the said key with the beneficiary's bank)
19	L/C status	"Active" - open letter of credit (without implementation) or a letter of credit under which there are realizations (documents) awaiting payment and whose balance is 0 or there is still the amount to be used. "Closed" - a letter of credit in which all realizations (documents) were paid and its balance is 0 or the unused amount was written off or a letter of credit which was canceled.

Import documentary credit - realizations

Report contains details of L/C realizations by beneficiaries. Realization - means submitting documents for payment by the beneficiary. 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	Realization number	The implementation number assigned by the Bank after receiving the beneficiary's documents - own reference of the Bank
4	Realization date	The date of posting the implementation (documents) by the Bank
5	L/C currency	Currency related to the amount of documents received by the Bank (invoices)
6	Documents amount	Amount of documents received by the Bank (invoices)
7	Term of payment	The calendar date determined on the basis of the documents received as indicated in the fields "Payment terms" or "LC payable"
8	Prolongation	YES" or "NO" means that the Bank has agreed (or not) to postpone the date of refunding by the Customer of funds paid by the Bank
9	Prolongation margin	Margin according to which interest for prolongation is calculated
10	Date of repayment extension	Calendar date indicating when the client's deadline for repayment of funds paid to the beneficiary by the Bank has been postponed (prolongation)
11	L/C number (BHW's ref)	The letter of credit assigned by the Bank on the day of its opening - own reference of the Bank
12	Issue date	Date of opening the letter of credit
13	Expire date	Date of validity of the letter of credit (deadline for submitting documents by the beneficiary)
14	Expiry place	Place of expiration of the letter of credit (place of submission of documents by the beneficiary)
15	L/C currency	Currency related to the amount of a letter of credit
16	L/C amount	The amount of the letter of credit means the right of the beneficiary to receive payment for documents for an amount not exceeding the amount of the letter of credit
17	Tolerance in plus	The value of tolerance in plus referring to the amount of the letter of credit, means the right of the beneficiary to receive payment for documents for an amount higher than the amount of the letter of credit but within the tolerance limits in plus
18	Tolerance in minus	The value of tolerance in minus referring to the amount of a letter of credit means the right of the beneficiary to receive payment for documents for an amount lower than the amount of the letter of credit but within the tolerance limits in minus
19	L/C outstanding	The amount of the letter of credit to be used by the beneficiary
20	L/C payable	General specification of the payment deadline (reflecting how the letter of credit is available)
21	Payment conditions	Clarification of terms and conditions of deferred payments
22	Beneficiary's name	Name of the supplier / contractor
23	Beneficiary's address	Address of the supplier / contractor
24	Country	Country
25	Advising bank	The bank to which the letter of credit was sent to advise / notify the beneficiary
26	Advise through bank	The beneficiary's bank where the letter of credit is sent by the advancing bank (e.g. in the absence of the said key with the beneficiary's bank)
27	L/C status	"Active" - open letter of credit (without implementation) or a letter of credit under which there are realizations (documents) awaiting payment and whose balance is 0 or there is still the amount to be used. "Closed" - a letter of credit in which all realizations (documents) were paid and its balance is 0 or the unused amount was written off or a letter of credit which was canceled.

Export Letter of Credit - advises

The report contains the details of the received (export) letters of credit issued by other banks.

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	L/C number (BHW's ref)	The number of the letter of credit issued by the Bank - own reference of the Bank
4	Issue date (by issuing bank)	The date of opening of the letter of credit by the opening bank
5	Expire date	Date of validity of the letter of credit (deadline for submitting documents by the beneficiary)
6	L/C currency	Currency related to the amount of a letter of credit
7	L/C amount	Credit amount - means the right to receive payment for documents for an amount not exceeding the amount of the letter of credit
8	L/C outstanding	The amount of the letter of credit to be used by the beneficiary
9	L/C payable	General specification of the payment deadline (reflecting how the letter of credit is available)
10	Payment conditions	Clarification of terms and conditions of deferred payments
11	Applicant's name	Name of the Applicant - contractor
12	Country	Contractor's country
13	Issuing bank	The name of the bank that opens the letter of credit
14	L/C confirmed by BHW	Possible values: "YES" which means that the letter of credit has the Bank's confirmation; "NO" means that there is no confirmation from the Bank
15	L/C status	Possible values: • "Active" - an open letter of credit (without realization) or a letter of credit under which there are realizations (documents) awaiting payment and whose balance is 0 or there is still the amount to be used; • "Closed" - a letter of credit in which all realizations (documents) were paid and its balance is 0 or the unused amount was written off or a letter of credit which was canceled

Export Letter of Credit - realizations

Report contains the details of LCs' realizations by the beneficiary. Realization - means submitting documents for payment by the beneficiary.

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	Realization number	The implementation number assigned by the Bank upon receipt of documents - own reference of the Bank
4	L/C currency	Currency related to the amount of documents received by the Bank (invoices)
5	Documents amount	Amount of documents received by the Bank (invoices)
6	Date of payment	Date of payment determined in accordance with the terms of the letter of credit
7	Discount	Possible values: "YES" - means that the Bank discounted the letter of credit; "NO" means that the Bank did not discount the letter of credit
8	L/C number (BHW's ref)	The number of the letter of credit issued by the Bank - own reference of the Bank
9	Issue date (by issuing bank)	The date of opening of the letter of credit by the opening bank
10	Expire date	Date of validity of the letter of credit (deadline for submitting documents by the beneficiary)
11	L/C currency	Currency related to the amount of a letter of credit
12	L/C amount	Letter of Credit amount - means the right to receive payment for documents for an amount not exceeding the amount of the letter of credit
13	L/C outstanding	The amount of the letter of credit to be used by the beneficiary
14	L/C payable	General specification of the payment deadline (reflecting how the letter of credit is available)
15	Payment conditions	Clarification of terms and conditions of deferred payments
16	Applicant's name	Name of the Applicant - contractor
17	Country	Contractor's country
18	Opening bank	The name of the bank that opens the letter of credit
19	L/C confirmed by BHW	Possible values: "YES" which means that the letter of credit has the Bank's confirmation; "NO" means that there is no confirmation from the Bank
20	L/C status	Possible values: • "Active" - an open letter of credit (without realization) or a letter of credit under which there are realizations (documents) awaiting payment and whose balance is 0 or there is still the amount to be used; • "Closed" - a letter of credit in which all realizations (documents) were paid and its balance is 0 or the unused amount was written off or a letter of credit which was canceled

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Bank Handlowy w Warszawie S.A.

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