



## Citi Trade Portal Guarantees

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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](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. On the left, a callout box labeled "Alerts Section" points to a laptop icon and a "Witamy w Citi Trade Portal" button. In the center, a "Messages (4 new alerts)" table is displayed. On the right, a callout box labeled "Main Menu" points to a dropdown menu containing items like "Letter of credit", "Guarantee", "Collection", "Invoices", "General overview", "Reports", and "Contracts". Another callout box labeled "My Shortcuts Section" points to the "My shortcuts" area, which lists items like "Factoring - Preview of invoices" and "Factoring - Contract list".

Date	Type	Action
<input type="checkbox"/> 20.02.2014 09:53	The application was accepted	<a href="#">show</a>
<input type="checkbox"/> 20.02.2014 09:53	The transaction has been opened	<a href="#">show</a>
<input type="checkbox"/> 20.02.2014 09:49	Correspondence was sent from the Bank	<a href="#">show</a>
<input type="checkbox"/> 14.02.2014 16:25	The transaction has been opened	<a href="#">show</a>

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.

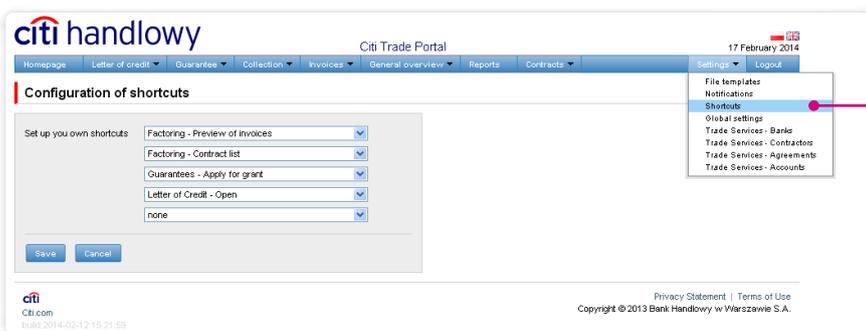
The **"Messages"** (alerts) Section - contains information on unopened alerts sent to the User (alerts which haven't been displayed in the "Message detail" form). Maximum of 10 unread messages can be displayed in this section. Under the table, there is the "Mark as read" button which you can use to mark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

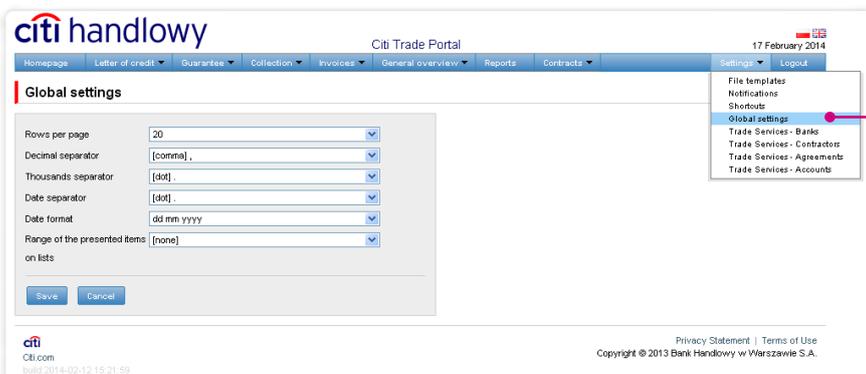
## 2.3. Global settings

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.

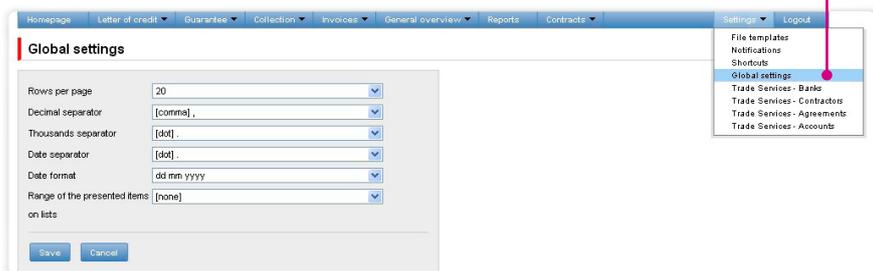
**The following formats are set by default in the system:**

- 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).

Selection of the **Notifications** form.

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) <a href="#">(modify)</a>	<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) <a href="#">(modify)</a>	<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"/>

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. GUARANTEES

A Guarantee allows the Customer to send the following documentation to the Bank:

- 1) Application for verification of the contents of the guarantee / standby letter of credit (Application for verification of the contents of the guarantee),
- 2) Application for preparation of the contents of the guarantee / standby letter of credit according to the template of Bank Handlowy w Warszawie S.A. (Application for preparation of a draft guarantee according to BH),
- 3) Application for preparation of the contents of the guarantee / standby letter of credit according to the agreed template (Application for preparation of a draft guarantee according to the Customer),
- 4) Application for provision of a bank guarantee / opening a standby letter of credit (Application for a guarantee / standby letter of credit),
- 5) Request for change of terms and conditions (Request for change),
- 6) Request of the ordering party regarding change of the account to be debited (Request for change of account)
- 7) Request of the ordering party regarding the standby letter of credit / bank guarantee / counter-guarantee (Request - free format).

The application for a guarantee / standby letter of credit and the request for change of terms and conditions (of a guarantee / standby letter of credit) can be sent to the Bank as a draft version (for the Bank to assess their correctness). However, the application initiating the transaction in the system is application No 4.

If there is a need for the Bank to provide a guarantee according to the Customer's template, such a template should be submitted to the Bank for the purpose of its assessment. It should be sent to the Bank for assessment prior to submitting the application for provision of a guarantee. To this end, one should send to the Bank an application for verification of the contents of the guarantee / standby letter of credit, enclosing the guarantee template.

Some of the applications listed above, which are created in connection with 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.

If there is a need to prepare custom contents of a guarantee / standby letter of credit - one can submit an application to the Bank for preparation of the contents of the guarantee / standby letter of credit according to:

- the Bank's template; or
- the agreed template.

The agreed or assessed template of the guarantee / standby letter of credit should then be enclosed to the application for provision of a bank guarantee / standby letter of credit.

Documentation concerning the Bank guarantee sent by the Bank to the Customer includes:

- 1) Information concerning own guarantee (free format),
- 2) Confirmation of provision/change of the bank guarantee / standby letter of credit (Confirmation of provision/change).

The aforementioned documentation is presented by the Bank in the Guarantees -> Applications -> Uploaded by the Bank tab.

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 guarantee number). The guarantee number is filled in by the Bank in the application for provision of a guarantee 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 privileges (authorisations) assigned by the Customer to a given User.

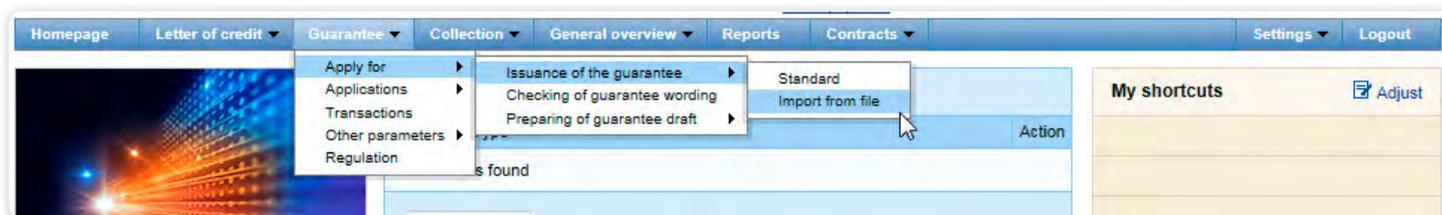
### 3.1. Creating applications

An application can be entered by a Customer into the Citi Trade Portal system in the context of the Guarantee in three ways, using the following tabs:

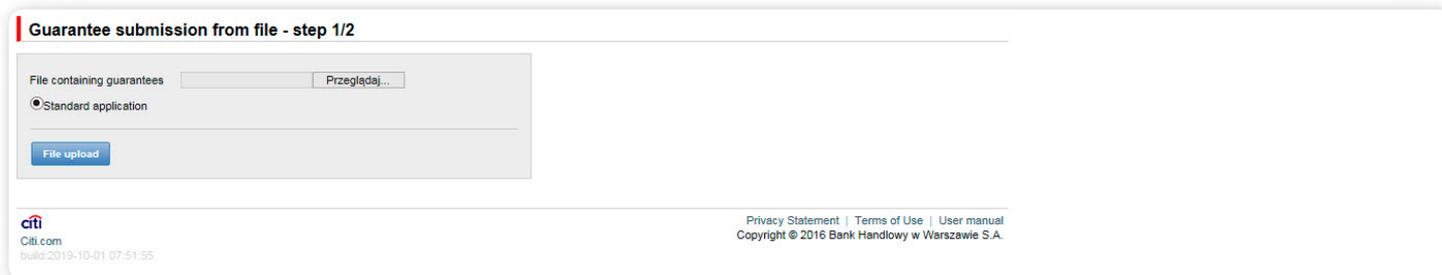
- Guarantees -> Open – as a new application entered manually or by importing a file;
- Guarantees -> Browse applications – by editing an existing application or as a reaction to an application sent by the Bank;
- Guarantees -> Browse transactions – as additional applications in the context of an existing transaction, after pressing the “Create an application” command on the Transaction Details screen.

An application is manually created by filling in a form with all the necessary information and pressing the “Save” button. After saving, the application is available in the tab: Guarantees -> Browse applications -> In creation.

A form that enables loading of a guarantee file will be available from the level: Guarantee -> Apply for -> Provision of a guarantee -> Import from a file.



After entering the form enabling the import of a guarantee file, the user indicates the file to be imported, and then presses the “Download the file” button.



After the file is loaded, each item in the file is analysed in terms of technical requirements (number of fields, field separator – „|”, no header, information on one guarantee in one line of the file).

Only \*.csv files are acceptable.

Structure of an import file for applications with guarantees:

Item	Column description the file	Additional information
1	Contract	Field specifying the contract number.
2	Type of application	If the field is not empty, it has to contain correct data: <b>A</b> – if it is an Application for opening a standby letter of credit <b>G</b> – if it is an Application for provision of a bank guarantee
3	Amount	Application section Ordering party's amount. The value has to be a correct amount (entered value > 0). If it is 0 or < 0, then the value is treated as an incorrect value. No additional validations.
4	Currency	Application section Ordering party's currency. One of the currencies handled by the system. Currency abbreviations, e.g. PLN, EUR. The value has to be correct data; no additional validations.
5	Beneficiary	Application section <i>Full name and address of the beneficiary.</i>
6	Beneficiary's country	Application section <i>Beneficiary's country.</i>
7	Validity date	If the field value is consistent with the date format: year-month-day, then option "1" is selected in the application, i.e. selection of the date from the calendar. If the file contains a description "in words", then option "2" is selected for the validity date – other validity date.
8	Application feature	Application section <i>Standby letter of credit ("Letter of credit") / Bank guarantee ("Guarantee").</i> If the field is not empty, it has to contain correct data: <b>A</b> – Provided directly to the beneficiary by the Bank Handlowy w Warszawie S.A. <b>B</b> – Advised by the Bank <b>C</b> – Issued locally by the Bank (as part of the Bank's counter-guarantee, valid for the beneficiary)
9	Application type	Application section <i>Guarantee type.</i> If the field is not empty, it has to contain correct data: <b>A</b> – For a Letter of credit/Contract performance bond, <b>B</b> – For a Letter of credit/Bid bond <b>C</b> – For a Letter of credit/Payment guarantee <b>D</b> – For a Letter of credit/Advance payment bond <b>E</b> – We are requesting a guarantee covering payment of excise duty in accordance with the model laid down in the Regulation of the Minister for Finance of 21 February 2017 on the models of the content of bank and insurance guarantees submitted as excise tax guarantees (Journal of Laws No 378) <b>F</b> – We are requesting a CTC customs guarantee according to the model required by the authority of submitting the guarantee <b>G</b> – We are requesting a customs guarantee according to the model required by the authority of submitting the guarantee <b>H</b> – Other type of a letter of credit/guarantee  If option E, F or G is chosen, the <i>Validity Date</i> field on the guarantee application, in the beneficiary section is replaced with an <i>Unlimited guarantee</i> description.
10	Other conditions	Section <i>Other conditions on the guarantee application.</i> If the field is not empty, the "Other conditions" field on the application is ticked and the value from the file is entered in the text box. If the field in the file is not completed, the "Other conditions" field on the application is not ticked.
11	Form of issue	If the field is not empty, it has to contain correct data: <b>A</b> – We are authorising you to issue a Letter of credit/Guarantee in accordance with your standard model <b>B</b> – The Letter of credit/Guarantee should be issued in accordance with the model attached and agreed upon with us

12	Electronic delivery form	<p>Application section: <i>We are requesting issuance of a Guarantee/Letter of credit in the electronic form and sending it by Citi Secure Email to the following address:</i></p> <p>a) of the beneficiary... b) of the ordering party...</p> <p>If the field is not empty, it has to contain correct data: <b>B</b> – the beneficiary <b>Z</b> – the ordering party <b>BZ</b> – the beneficiary and the ordering party</p>
13	Paper delivery form	<p>Application section: <i>We are requesting additional issuance of a Guarantee/Letter of credit in the paper form:</i></p> <p>a) by registered mail to the Place of delivery b) by courier to the Place of delivery c) to be collected at the Office by an Authorised person</p> <p>If the field is not empty, it has to contain one of the following values: <b>A</b> – by registered mail to the Place of delivery <b>B</b> – by courier to the Place of delivery <b>C</b> – to be collected at the Office by an Authorised person</p>
14	Coverage of expenses	<p>Application section. Expenses of the advising/issuing Bank shall be covered by: - the ordering party - the beneficiary</p> <p>If the field is not empty, it has to contain correct data: <b>Z</b> – the ordering party <b>B</b> – the beneficiary</p>
15	Phone No of the Ordering Party	Application section <i>Information on the ordering party - Contact phone No.</i>
16	Information is provided by	Application section <i>Information on the ordering party - Section Information is provided by.</i>
17	Declaration	<p>Selection of a declaration on the application.</p> <p>If the field is not empty, it has to represent correct data: 0 or 1 (False/True).</p>

#### Validations of imported files:

- file extension – \*.csv
- file structure (number of fields, appropriate separator – a vertical bar "|").

#### Example of a line in the file

Contract number|G|100|PLN|Beneficiary ul. Przykładowa 13 44-100 Kraków|Poland|2019-12-31|A|A|Other

If any discrepancies described above are detected for an item, this item will not be presented in the list of applications loaded from the file, and the number of incorrect items will be indicated in the "Number of incorrect lines" field in the file.

Guarantees imported from the file will be entered into the system with the "Draft" status.

Loaded guarantees may be edited both in the form representing the result of loading guarantees from a file after selecting the "Show" link available in the "Details" column, and also by browsing guarantees in the menu: Guarantees -> Browse applications. Guarantees loaded from a file need to be edited in order to send applications to the Bank.

The processes of authorisation/sending guarantee applications loaded from a file are identical to those for Guarantees entered manually into the system.

An application may be sent directly from the form after it has been saved or from the tab: Guarantees -> Browse applications.

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

The following documents need to be enclosed to the Application for provision of a guarantee/standby letter of credit a template of contents of the guarantee/standby letter of credit, previously assessed by or agreed upon with the Bank.

If the application concerns the provision of a customs guarantee, guarantee of tax (e.g. customs or excise duties) payment to the Agricultural Market Agency and the National Fund for Environmental Protection and Water Management, the basis for providing a guarantee are the provisions of the relevant act / regulation; therefore, it is not necessary to enclose copies of documents associated with the underlying transaction.

Data entered into the application is 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).

Bank Handlowy w Warszawie S.A.  
ul. Senatorska 16  
00-923 Warszawa  
tel. +48 (22) 657 72 00  
tel. +48 (22) 650 40 00, fax. +48 (22) 692 50 23

**Wniosek o udzielenie gwarancji bankowej/ otwarcie akredytywy zabezpieczającej**  
Wniosek składany jest przez osoby fizyczne i podmioty nieposiadające osobowości prawnej – prowadzące działalność gospodarczą

Niniejszy Wniosek składany jest w wykonaniu Umowy ramowej Umowy dotyczącej udzielania gwarancji bankowych i otwierania akredytyw numer:

Wniosek o otwarcie akredytywy zabezpieczającej  
 Wniosek o udzielenie gwarancji bankowej

Zleceniodawca  
DEMO Poland  
TEST 3  
WARSZAWA 00-000 PL  
000000

Beneficjent  
Nazwa skrócona  
Pełna nazwa / adres beneficjenta  
Kraj

Referencje  
Banku Handlowego w Warszawie S.A.

Kwota / waluta  
 Inna kwota

Słownie

Data ważności  
Miejsce ważności

Akredytywa zabezpieczająca („Akredytywa”) / Gwarancja Bankowa („Gwarancja”)  
 Udzielona bezpośrednio na rzecz beneficjenta przez Bank Handlowy w Warszawie S.A.  
 Awizowana przez bank  
 Wystawiona iokalnie przez bank (w ramach kontrgwarancji Banku)

1. Pole "Numer umowy ramowej" jest wymagane
2. Pole "Typ produktu" jest wymagane
3. Pole "Kwota" jest wymagane
4. Pole "Waluta" jest wymagane
5. Pole "Pełna nazwa i adres beneficjenta" jest wymagane
6. Pole "Kraj" jest wymagane
7. Pole "Data ważności" jest wymagane
8. Pole "Miejsce ważności" jest wymagane
9. Pole "wybór cech produktu" jest wymagane
10. Pole "wybór przyczyny żądania zapłaty" jest wymagane

Blocking errors in the error list are marked by red font and possible warnings - in black.

Clicking information on the error list will display the application field associated with the given error/warning message.

### 3.2. Libraries

Creating the application for the provision of a bank guarantee / opening a standby 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).

Homepage Letter of credit Guarantee Collection Invoices General overview Reports Contracts Trade Loan Settings Logout

**Trade Services - Banks**

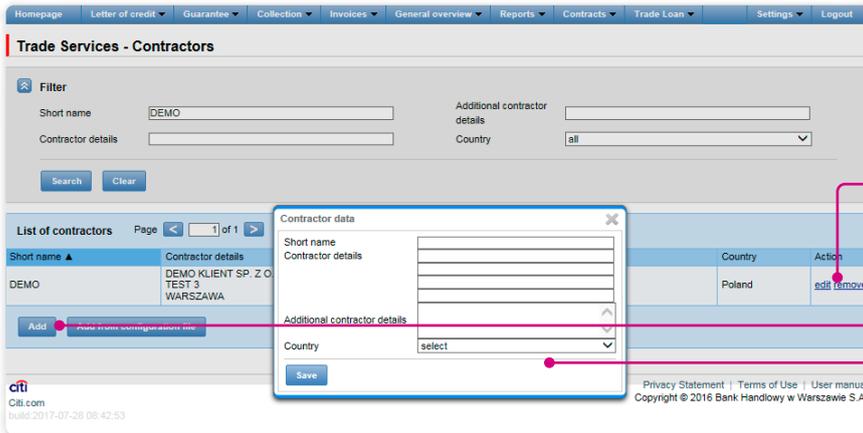
Filter  
SWIFT:  Exchanged keys:   
Name:  In user dictionary:   
Search Clear

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	exclude
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
ABCJJOAM	ARAB BANKING CORPORATION (JORDAN) AMMAN	yes	no	include
ABDIEGCA	ABU DHABI ISLAMIC BANK-EGYPT, CAIRO	yes	no	include
ABGBUS44	ASSOCIATED BANK GREEN BAY N.A. GREEN BAY,WI	yes	no	include
ABKLCY2N	ALPHA BANK CYPRUS LTD, NICOSIA	yes	no	include
ABKLCY2NLAR	ALPHA BANK LIMITED LARNACA	yes	no	include

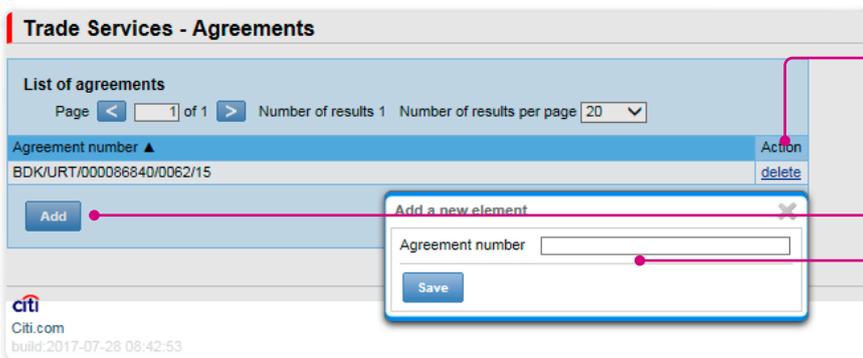
Clicking the **include** link will cause a **yes** to appear in the **In user dictionary** column.

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



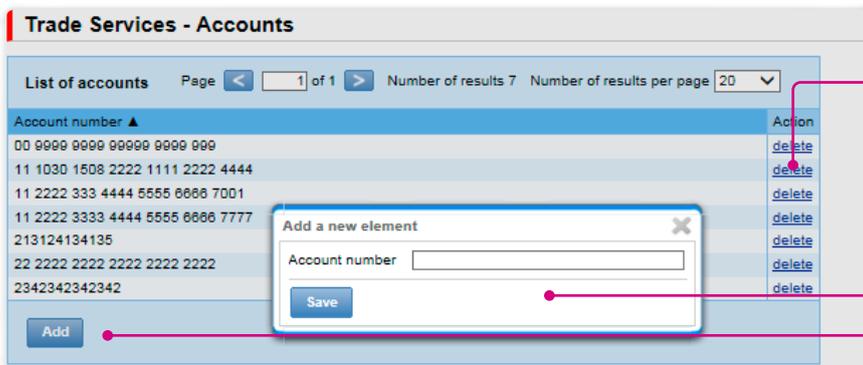
Contractors located in the library can be modified or removed.

Pressing the **Add** button causes a pop up to enter the contractor's data.



Contracts in the library can be deleted.

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



Account numbers in the library can be deleted.

Pressing the **Add** button causes a pop up to add 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

The following folders are available in the **Guarantees -> 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.

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 conversation** form.

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

Own number assigned by the Customer.

The number assigned by the system.

When you click the **Create an application** button, you will see a list of possible applications for the transaction.

When you click the **Create an application** button, you receive a message about not being able to create a request within the conversation.

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

Clicking on the link causes the **Detail of the application** form to appear.

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

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

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 Guarantee -> 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.
- **Send** - it is synonymous with submitting the application to the Bank;
- **Print** - allows for printing the entire application concerning the guarantee as a form.

### 3.4. Authorization

Applications which require authorisation are available in the Guarantees -> 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 Forms, 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.

### 3.5. Transaction browsing

The Guarantees -> Transactions screen presents applications for provision of a guarantee 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 Guarantee -> 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.

Clicking a link displays a **transaction details** form.

The area 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 completed transaction details or without additional transaction details.

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

Clicking a link displays **the List of available applications**.

### 3.6. Parameters

Parameters are available in the Guarantees -> 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.

Gwarancja - Prowizje		
Product	Type of event	The fee
Own Guarantee	Issuance of a guarantee/a counter-guarantee/ stand-by letter of credit (with validity up to 1 year)	0,2 % za każdy rozpoczęty miesiąc ważności, nie mniej niż 200,00 USD za cały okres ważności (Prowizja pobierana z góry, za cały okres ważności liczony od daty udzielenia gwarancji /kontrgwarancji/akredytywy zabezpieczającej).
Own Guarantee	Issuance of a guarantee/a counter-guarantee/ stand-by letter of credit (with validity from 1 until 3 years)	0,3% za każdy rozpoczęty miesiąc ważności, nie mniej niż 200,00 USD za cały okres ważności; (Prowizja pobierana z góry, za cały okres ważności liczony od daty udzielenia gwarancji /kontrgwarancji/akredytywy zabezpieczającej).
Own Guarantee	Issuance of a guarantee/a counter-guarantee/ stand-by letter of credit (with validity for more than 3 years)	0,4% za każdy rozpoczęty miesiąc ważności, nie mniej niż 200,00 USD za cały okres ważności; (Prowizja pobierana z góry, za cały okres ważności liczony od daty udzielenia gwarancji /kontrgwarancji/akredytywy zabezpieczającej).
Own Guarantee	Agreeing upon terms of guarantee /stand-by letter of credit with a bank issuing a guarantee locally upon applicant's written request	150,00 USD
Own Guarantee	Issuance of the guarantee/stand-by letter of credit according to the template delivered by the applicant (fees additional to the issuance commission)	150,00 USD
Own Guarantee	Amendment - extension of validity or increase in amount	jak za udzielenie (prowizja liczona za okres przedłużenia lub od kwoty podwyższenia).
Own Guarantee	Other amendment	75,00 USD
Own Guarantee	Assignment of rights in guarantee/ stand-by letter of credit	100,00 USD - prowizja pobierana po otrzymaniu powiadomienia o cesji, niezależnie od przyjęcia jej przez Bank/skuteczności przeniesienia praw
Own Guarantee	Claims - Verification of received claim	150,00 USD
Own Guarantee	Claims - payment	200,00 USD (prowizja płatna przez zleceniodawcę)
Own Guarantee	Preparing of comparison re. transactions at the applicant's request in writing	100,00 USD
Own Guarantee	Cancellation before the expiry (not applicable for bid-bond and so called open-ended guarantees)	50,00 USD
Own Guarantee	Cancellation of application for guarantee/ stand-by letter of credit / counter-guarantee or a application for amendment (before issuance/amendment)	100,00 USD
Own Guarantee	Issuance of a duplicate	30,00 USD
Own Guarantee	Filing of the Application for product or Application for change in paper form	50,00 USD

### 3.7. 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.

## Own Guarantees

The report contains the details of the issued bank guarantees/standby letters of credit.

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	Guarantee number (BHW's ref)	The guarantee number assigned by the Bank on the day of its granting - own reference of the Bank
4	Date of guarantee issue	The date of the guarantee
5	Expire date	Guarantee expiry date (deadline for the beneficiary to submit a payment request)
6	Guarantee currency	Currency relating to the amount of the guarantee
7	Guarantee amount	Guarantee amount - means the right of the beneficiary to receive payment on the basis of a request for an amount not exceeding the amount of the guarantee
8	Outstanding of the guarantee	The amount of the guarantee to be used by the beneficiary
9	Beneficiary's name	Name of the beneficiary / contractor
10	Country	Country
11	Kind of the guarantee	Type of guarantee - depending on the type of claim secured by the given guarantee
12	Guarantee status	<p>"Active" - a guarantee given which the validity period has not expired or the guarantee under which the payment was made based on the request and there is still the amount to be used or the guarantee expired but the Bank received the payment request of the beneficiary, which has not yet been completed or the Bank is waiting for the beneficiary's instructions with withdrawal of the request.</p> <p>"Closed" - a guarantee whose expiry date has expired and the Bank has not received a demand for payment or a guarantee under which the disbursement amounts have reached the amount of the guarantee (the balance is 0) or the Bank has been released from its obligations before its expiry date</p>

[www.citihandlowy.pl](http://www.citihandlowy.pl)

Bank Handlowy w Warszawie S.A.

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