



Templates functionality

UBB Trade Finance portal

Sending of documents digitally signed with Qualified Electronic Signature

2021

Trade Finance department

Съдържание

- Brief presentation.
- How to use the main functionalities:
 - Creating a profile and save a template.
 - Saving the application as template for already registered users.
 - Access the templates for already registered users.

Driven by the desire to facilitate our corporate clients in the process of administration and communication of their Trade Finance transactions, we created a new functionality "Templates" in UBB TF Portal

The functionality allows you to save your applications for Bank Guarantees, Letters of Credit and Documentary Collections, as templates, for further fast access without having to re-fill all the information about particular transaction.

Templates functionality is available for use by registered users of the platform after creating at least one template.

Find out how to create a template and user profile by [following this link](#)

Instructions for registered users are described [herein](#).



**ЛЕСНИ И ДОСТЪПНИ РЕШЕНИЯ
НА СЕРИОЗНИ БИЗНЕС ЗАДАЧИ**
За първи път от ОББ портал
търговско финансиране

Изцяло онлайн
Научете повече!

ОББ
Универсален Кредит Груп

The advertisement features a central image of a laptop with a row of colorful binder rings (blue, green, yellow, orange, red, pink) attached to its screen, symbolizing digital organization and templates. The background is light gray with faint circular patterns.

For information and assistance, please contact Trade finance team.

Contacts:

email: TFsales@ubb.bg;

telephone: +359 2 811 2679, +359 2 902 9381

Login into the TF portal and select your e-application by clicking on the relevant tab

UBB TRADE FINANCE PORTAL

Sending of documents digitally signed with Qualified Electronic Signature

E-applications

Letter of credit Letter of guarantee Documentary collection Inquiries and documents

Templates

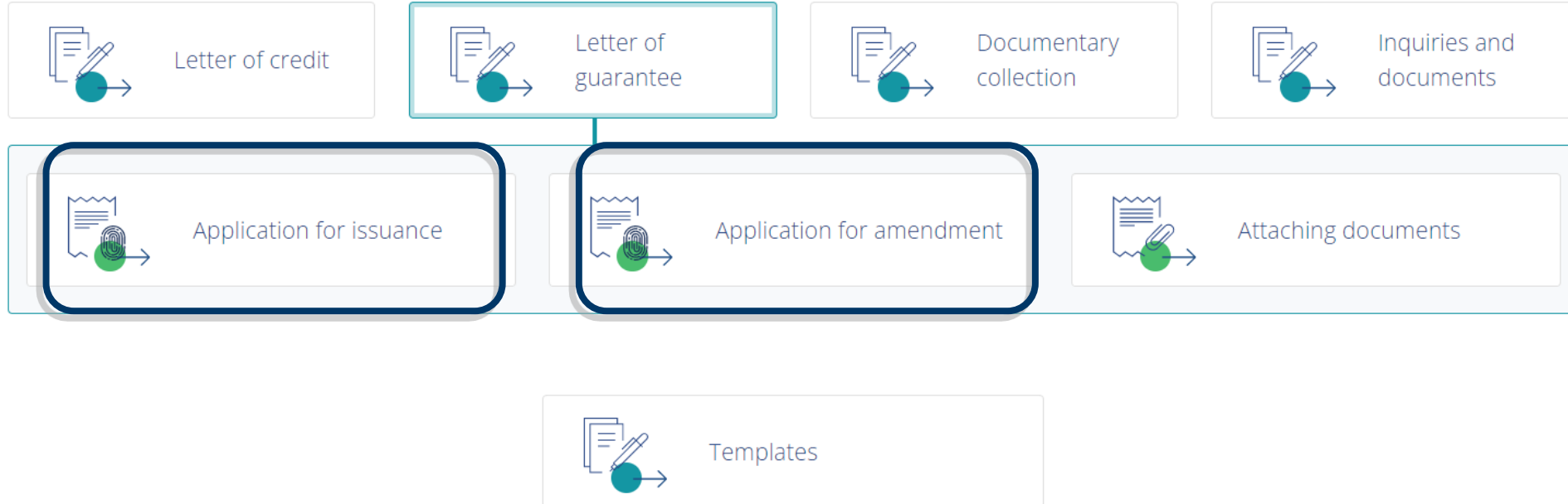
[Learn more about "Templates" functionality](#)

From the sub-tabs select the application you should fill

UBB TRADE FINANCE PORTAL

Sending of documents digitally signed with Qualified Electronic Signature

E-applications



Fill in the necessary data for the transaction, review the document and before signing, you have the opportunity to save it as a template for future use.

PREVIEW

Information regarding the status of the document will be send to your company e-mail. Your company e-mail will be used for every future correspondence regarding the application / request.

Form filler

Names:

Karina Filipova

Job position:

Chief expert

Company e-mail:

filipova_kar@azalia.bg

Company phone:

+3590000000

Company:

Company Azalia EOOD

APPLICATION FOR ISSUANCE OF LETTER OF GUARANTEE

To United Bulgarian Bank AD



The application must be signed by the legal representatives of the company with rights to operate with company's accounts

Edit

Save as template

Download PDF

Sign with Evrotrust

To save the application as template, you need to:
+ register as a user or, if you are already registered,
+ log in with your e-mail and password.

Form filler

Names:
Karina Filipova

Job position:
експерт финанси

Company e-mail:
filipova_kar@azalia.bg

Company phone:
+3590000000

Company:
Company Azalia EOOD

Sign Up

Please Sign Up so to be able to save your application as Template. If you are already registered user, you could login by entering your e-mail and password

E-mail

Password

Your password should be min. 9 symbols and to contain capital and small letters, number and special symbol !@#%&*&

Forgotten password

Close Login

Please, amend the below mentioned Letter
The fields marked with * are mandatory.
The application must be signed by the legal repres
UBB AD issues guarantees subject to the Bulgarian law and the latest version of the respective international rules governing demand guarantees.

1. Language of the document to be issued

Edit Save as template Download PDF Sign with Evrotrust

Sign up

Form filler

Names:
Karina Filipova

Job position:
експерт финанси

Company e-mail:
filipova_kar@azalia.bg

Company phone:
+3590000000

Company:
Company Azalia EOOD

APPLICAT... NDMENT

Please, amend the below mentioned Letter...
The fields marked with * are mandatory.
The application must be signed by the legal repres...
UBB AD issues guarantees subject to the Bulgarian law and the latest version of the respective international rules governing demand guarantees.

1. Language of the document to be issued

Please Sign Up so to be able to save your application as Template. If you are already registered user, you could login by entering your e-mail and password

Sign Up

E-mail

Password

Your password should be min. 9 symbols and to contain capital and small letters, number and special symbol !@#%^^&*

[Forgotten password](#)

[Close](#) [Login](#)

[Edit](#) [Save as template](#) [Download PDF](#) [Sign with Evrotrust](#)

Step 1: Fill in the required fields and select Sign up button

PREVIEW

Information regarding the status of the document will be send to your company e-mail. Your company e-mail will be used for every future correspondence regarding the application / request.

Form filler

Names:
Karina Filipova

Job position:
експерт финанси

Company e-mail:
filipova_kar@azalia.bg

Company phone:
+3590000000

Company:
Company Azalia EOOD

APPLICANT DOCUMENT

E-mail
filipova_kar@azalia.bg

Password
.....
Your password should be min. 9 symbols and to contain capital and small letters, number and special symbol !@#%&^&*

Re-enter your password
.....

UIC
00000000

Login form

1. Language of the document to be issued

Step 2: Your user profile is created and you could save the application as template with preferred name.

PREVIEW

Information regarding the status of the document will be send to your company e-mail. Your company e-mail will be used for every future correspondence regarding the application / request.

Form filler

Names:
Karina Filipova

Job position:
експерт финанси

Company e-mail:
filipova_kar@azalia.bg

Company phone:
+3590000000

Company:
Company Azalia EOOD

APPLICA ENDMENT

Template name*

 Close

Register template

1. Language of the document to be issued

[Save as template](#) [Download PDF](#) [Sign with Evrotrust](#)

Step 3: Confirmation for successfully saved templated is displayed

PREVIEW

Information regarding the status of the document will be send to your company e-mail. Your company e-mail will be used for every future correspondence regarding the application / request.

Form filler

Names:
Karina Filipova

Job position:
експерт финанси

Company e-mail:
filipova_kar@azalia.bg

Company phone:
+3590000000

Company:
Company Azalia EOOD

×

Your template is saved

APPLICATION OF LETTER OF GUARANTEE AMENDMENT
To United Bulgarian Bank AD

i Please, amend the below mentioned Letter of guarantee.
The fields marked with * are mandatory.

The application must be signed by the legal representatives of the company with rights to operate with company's accounts.
UBB AD issues guarantees subject to the Bulgarian law and the latest version of the respective international rules governing demand guarantees.

1. Language of the document to be issued

EditSave as templateDownload PDFSign with Evrotrust

How to save template when you are already registered user in the TF Portal: + identify yourself with e-mail and password;

PREVIEW

Information regarding the status of the document will be send to your company e-mail. Your company e-mail will be used for every future correspondence regarding the application / request.

Form filler

Names:
Karina Filipova

Job position:
експерт финанси

Company e-mail:
filipova_kar@azalia.bg

Company phone:
+3590000000

Company:
Company Azalia EOOD

Please Sign Up so to be able to save your application as Template. If you are already registered user, you could login by entering your e-mail and password

[Sign Up](#)

E-mail

Password

Your password should be min. 9 symbols and to contain capital and small letters, number and special symbol !@#\$\$%^&*

[Forgotten password](#)

[Close](#) [Login](#)

APPLICAT **NDMENT**

Edit **Save as template** **Download PDF** **Sign with Evrotrust**

Please, amend the below mentioned Letter
The fields marked with * are mandatory.

The application must be signed by the legal representatives of the company with rights to operate with company's accounts.

UBB AD issues guarantees subject to the Bulgarian law and the latest version of the respective international rules governing demand guarantees.


To be able to use your templates, just go back to the main page and select Templates tab


UBB TRADE FINANCE PORTAL


Sending of documents digitally signed with Qualified Electronic Signature


E-applications

 Letter of credit

 Letter of guarantee

 Documentary collection

 Inquiries and documents

 Templates

[? Learn more about "Templates" functionality](#)

If you are already registered user, in the open form, fill in your e-mail and password to access your profile.

The screenshot shows the UBB Trade Finance Portal interface. At the top left is the UBB logo and 'TF portal' text. At the top right is a green circle with 'BG'. The main header reads 'UBB TRADE FINANCE PORTAL' and 'Sending of documents digitally'. Below this are three main menu items: 'Letter of credit', 'Documentary', and 'Inquiries and documents', each with a document icon and a right-pointing arrow. A central modal window is open, containing an information message and a login form. The message states: 'Dear users, to continue to the "Templates" functionality you must be registered. To complete your registration, please fill in an application for Letter of credit, Bank Guarantee or Documentary Collection. If you are already registered user, you could login by entering your e-mail and password.' The login form has two fields: 'E-mail' with the value 'filipova_kar@azalia.bg' and 'Password' with masked characters '.....'. Below the password field is a note: 'Your password should be min. 9 symbols and to contain capital and small letters, number and special symbol !@#%^^&+'. There is a 'Forgotten password' link below the password field. At the bottom of the modal are 'Close' and 'Login' buttons. The 'Login' button is circled in blue. The footer contains '© 2021 UBB', 'Terms and conditions', 'Direct video meeting', and 'www.ubb.bg'.

UBB TF portal

UBB TRADE FINANCE PORTAL
Sending of documents digitally

Letter of credit

Documentary

Inquiries and documents

Dear users, to continue to the "Templates" functionality you must be registered.

To complete your registration, please fill in an application for Letter of credit, Bank Guarantee or Documentary Collection.

If you are already registered user, you could login by entering your e-mail and password.

E-mail
filipova_kar@azalia.bg

Password
.....

Your password should be min. 9 symbols and to contain capital and small letters, number and special symbol !@#%^^&+.

Forgotten password

Close Login

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The templates page of your company is opened where you could search, sort, load, modify and send for signing particular template application.



< Home screen

Templates filipova_kar@azalia.bg, UIC: 0000000000
Last actions connected with this profile: 20.10.2021 / Load template

👤 Login info change ▾

🚪 Logout

Select template

New templates can be created after filling in an application for Letter of Credit, Bank Guarantee or Documentary collection.

Template search 🔍

🔔 You have one template

You could search templates by Working title or Date of creation

⬇️ Working title

⬆️ Date of creation

Load

x

👁️ Зелени градини АД - добро изпълнение-
bank guarantee

19.10.2021, 15:24



Application for issuance of Letter of guarantee

And also manage your profile login identification data.



< Home screen

Templates filipova_kar@azalia.bg, UIC: 0000000000
Last actions connected with this profile: 20.10.2021 / Load template

 Login info change ▾

 Logout

Select template

New templates can be created after filling in an application for Letter of Credit, Bank Guarantee or Documentary collection.

Template search 

 You have one template

You could search templates by Working title or Date of creation

 Working title

 Date of creation

Load

x

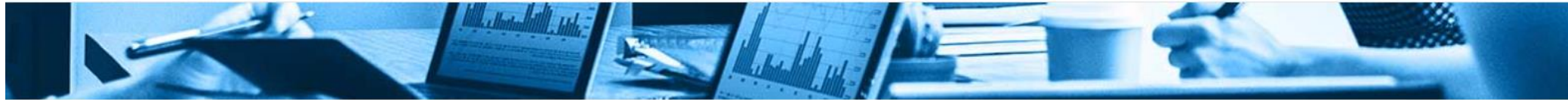
 Зелени градини АД - добро изпълнение-
bank guarantee

19.10.2021, 15:34



Application for issuance of Letter of guarantee

To use a template, please select the green button in Load column



< Home screen

Templates filipova_kar@azalia.bg, UIC: 0000000000
Last actions connected with this profile: 20.10.2021 / Load template

👤 Login info change ▾

🚪 Logout

Select template

New templates can be created after filling in an application for Letter of Credit, Bank Guarantee or Documentary collection.

Template search



📌 You have one template

You could search templates by Working title or Date of creation

⬆️ Working title

⬆️ Date of creation

Load

x


📌 Зелени градини АД - добро изпълнение-
bank guarantee

19.10.2021, 15:34



Application for issuance of Letter of guarantee

You should review the template, add or change information and then select the Preview button.

 **Loaded template.**
Please, review all fields, fill-in the "Form filler" and accept the "General conditions" before continue.
Template name: **Зелени градини АД - добро изпълнение-bank guarantee**

Form filler *

Names:*

Job position:*

Company e-mail:*

Company phone:*

Company:*

[Next step](#)

APPLICATION FOR ISSUANCE OF LETTER OF GUARANTEE

From this point after you should follow the regular process for downloading the document in pdf and signing it with QES.

UBB AD may refuse to issue the letter of guarantee within 7 (seven) business days of the submission of this application.

1. Language of the document to be issued

- Bulgarian
 English

2. Applicant

Name UIC
компания тест 00000000

Address City Country
hfjs софия България

3. The bank guarantee to be issue on behalf of

- On our account
 On behalf of

 456

4. The bank guarantee to be issue with text

- According to UBB standard texts
 As per enclosed draft

5. Beneficiary

Name

Edit

Save as template

Download PDF

Sign with Evrotrust



The Trade Finance team is at your disposal for questions and support

Nadezhda Hadzhiyska, e-mail: Nadezhda.Hadzhiyska@ubb.bg, tel: +359 2 811 26 79

Vladimir Momchilov, e-mail: Vladimir.Momchilov@ubb.bg, tel: +359 2 902 93 81

Trade finance Department, e-mail: TFsales@ubb.bg

