



# Step-by-Step Guide

## UBB Trade Finance portal

**Sending documents digitally signed with Qualified Electronic Signature**

2021

Trade Finance department

# Съдържание

- UBB Trade Finance portal access.
- Use of the functionalities:
  - Fill-in an application.
  - Download and signing with QES of created instruction.
  - Signing with Evrotrust.
  - Save of instruction as Template.
  - Use of Templates functionalities.
- Instructions for signing with QES.

# Step 1: Login into UBB Online banking



0 700 117 17

Help

PROFILE

NOTIFICATIONS 0

Exit

X

BG

HOME

DEPOSITS AND ACCOUNTS

CARDS

PAYMENTS

PAYROLL

LOANS

INVESTMENT TOOLS

FOREIGN EXCHANGE

DIGITAL REQUESTS

## Accounts

As of 13

ACCOUNT

BG88U

BG79UBBS

QUICK LINKS: [List of documents](#) [Digital requests](#)



0 700 117 17  
CUSTOMER SERVICE

### Transfers

- Funds transfer BGN
- Payment from/to the Budget
- Direct Debit Order
- Foreign Exchange Order
- FCY funds transfer
- Funds Transfer UBB
- Process direct debits
- Import From File
- Information
- Templates and Trusted Beneficiaries
- Donations
- Self funds transfer UBB

### E-Documents

- Signing E-Documents
- Process E-Documents (reject, send, stop)
- List of documents
- E-Request
- E-Request Report
- Trade finance

### E-Invoice

- Processed E-invoices
- Payment of E-invoices
- Received E-invoices report
- Issued E-invoices report
- Information

### Taxes and fees

- Report on the processed taxes and fees
- Payment of taxes and fees

# Step 2: From Payments/E-documents menu or from Digital requests/TF Portal menu you should select Trade finance option

The screenshot displays the UBB Online customer portal interface. At the top, the UBB logo and 'Online' text are visible on the left, and the phone number '0 700 117 17' and 'Help' dropdown are in the center. On the right, there are buttons for 'PROFILE', 'NOTIFICATIONS 0', 'Exit', and 'BG'. Below this is a navigation bar with tabs for 'HOME', 'DEPOSITS AND ACCOUNTS', 'CARDS', 'PAYMENTS', 'PAYROLL', 'LOANS', 'INVESTMENT TOOLS', 'FOREIGN EXCHANGE', and 'DIGITAL REQUESTS'. The 'PAYMENTS' and 'DIGITAL REQUESTS' tabs are circled in blue. The main content area is divided into several sections: 'Accounts' on the left, 'Transfers' (listing options like Funds transfer BGN, Direct Debit Order, etc.), 'E-Documents' (listing options like Signing E-Document, Process E-Documents, etc.), 'E-Invoice' (listing options like Processed E-invoices, Payment of E-invoices, etc.), and 'Taxes and fees' (listing options like Report on the processed taxes and fees, etc.). The 'E-Documents' and 'Trade finance' options are circled in blue. Below the main content area, there is a 'CURRENT ACCOUNT' section with a balance display and quick links. On the right side, a 'Digital Portal for products and services' dropdown menu is open, showing options like 'Current Accounts and Term Deposits', 'POS Terminals', 'Cash collection', 'Online banking', 'Debit and Credit Cards', 'Bank References and Certificates', and 'Others'. The 'TF Portal' and 'Trade finance' options are circled in blue. At the bottom, there are four icons: '0 700 117 17 CUSTOMER SERVICE', 'HELP FAQ', 'UBB ONLINE DEMO', and 'SECURITY ADVICE FOR YOUR SECURITY'.

# Step 3: UBB Trade Finance Portal is open



BG

## 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

# NEW! For your convenience, we have created new functionality Templates Instruction on how to use Templates you could find [here](#)




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](#)

# Step 4: Select the language


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](#)

# Step 5: 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

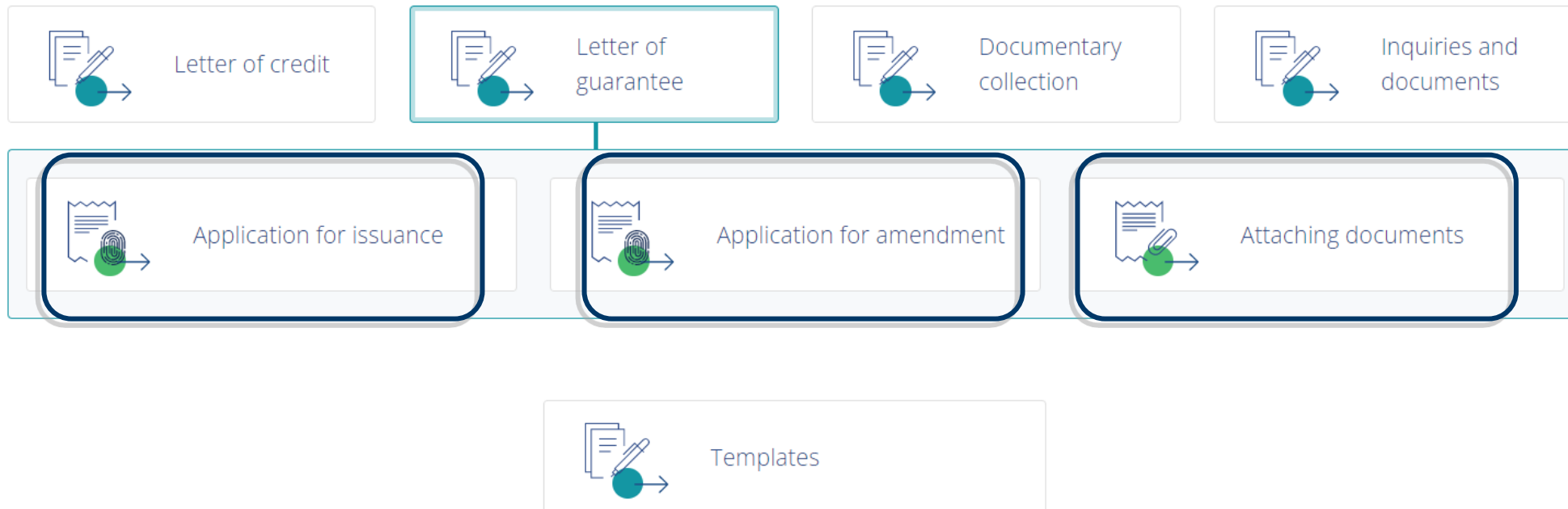



# Step 6: From the sub-tabs select the application you should fill

UBB TRADE FINANCE PORTAL

Sending of documents digitally signed with Qualified Electronic Signature

## E-applications



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

# Step 7: „Application for issuance of Letter of Guarantee“ is open

Next step

## 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.

The fields marked with \* are mandatory.

The enclosed drafts text in Bulgarian and the respective foreign language are an integral part of this application, the same should be agreed in advance and duly signed by the applicant.

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

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 \*

2. Applicant \*

3. The bank guarantee to be issue on behalf of \*

4. The bank guarantee to be issue with text \*

For information and assistance, please contact Trade finance team.  
Contacts: email: TFSales@ubb.bg; telephone: +359 2 811 2679, +359 2 902 9381

Back

Reset

Preview



## Step 8: First you should fill the "Form filler" section and continue forward with selecting "Next step" button

Form filler \*

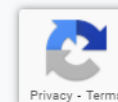
Names:\*

Job position:\*

Company e-mail:\*

Company phone:\*

Company:\*



### APPLICATION FOR ISSUANCE OF LETTER OF GUARANTEE

For information and assistance, please contact Trade finance team.

Contacts: email: TFSales@ubb.bg; telephone: +359 2 811 2679, +359 2 902 9381

Back

Reset

Preview

# Step 9: Select the language of the document

Form filler \*



## 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.

The fields marked with \* are mandatory.

The enclosed drafts text in Bulgarian and the respective foreign language are an integral part of this application, the same should be agreed in advance and duly signed by the applicant.

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

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

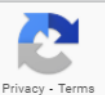
### 1. Language of the document to be issued \*

Bulgarian

English ←

Next step

### 2. Applicant \*



For information and assistance, please contact Trade finance team.  
Contacts: email: TFsales@ubb.bg; telephone: +359 2 811 2679, +359 2 902 9381

Back

Reset

Preview

## Step 10: Fill in the „Applicant“ field and again by selecting „Next step“ go forward to the other application fields

**2. Applicant \***

Name \* UIC \*

Company Azalia EOOD 000000000

Address \* City \* Country \*

38 Peyo Yavorov str. Plovdiv Bulgaria

**Next step**

**3. The bank guarantee to be issue on behalf of \***

**4. The bank guarantee to be issue with text \***

**5. Beneficiary \***

**6. The guarantee to be sent to \***

**7. Guarantee type \***

# Step 11: The bank guarantee to be issue on behalf of

2. Applicant \*



3. The bank guarantee to be issue on behalf of \*

- On our account
- On behalf of

Next step

4. The bank guarantee to be issue with text \*

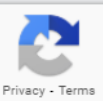
5. Beneficiary \*

6. The guarantee to be sent to \*

7. Guarantee type \*

8. Currency and amount \*

9. Date of expiry \*



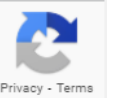
Back

Reset

Preview

# Step 12: The bank guarantee to be issue with text

2. Applicant *	✓
3. The bank guarantee to be issue on behalf of *	✓
4. The bank guarantee to be issue with text *	
<input type="radio"/> According to UBB standard texts <input checked="" type="radio"/> As per enclosed draft	
<a href="#">Next step</a>	
5. Beneficiary *	
6. The guarantee to be sent to *	
7. Guarantee type *	
8. Currency and amount *	
9. Date of expiry *	



# Step 13: Beneficiary

3. The bank guarantee to be issue on behalf of \*

4. The bank guarantee to be issue with text \*

5. Beneficiary \*

Name \*

Green Gardens AD

Address \* City \* Country \*

71 Sinanitsa str. Sofia Bulgaria

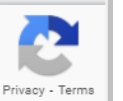
*The name and the address of the Beneficiary to be filled as it is going to be pointed in the Bank Guarantee issued*

Next step

6. The guarantee to be sent to \*

7. Guarantee type \*

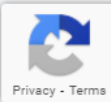
8. Currency and amount \*





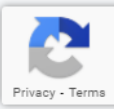
# Step 14: The guarantee to be send to – select Applicant or Beneficiary with the respective instructions

3. The bank guarantee to be issue on behalf of *	✓
4. The bank guarantee to be issue with text *	✓
5. Beneficiary *	✓
<b>6. The guarantee to be sent to *</b>	
<input checked="" type="radio"/> Applicant <input type="radio"/> Beneficiary	
<input type="radio"/> by courier through <input type="radio"/> by swift <input checked="" type="radio"/> other	
<input type="text" value="UBB branch"/>	
<a href="#">Next step</a> ←	
7. Guarantee type *	
8. Currency and amount *	



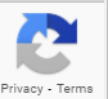
# Step 15: Guarantee type – select one of the options provided

5. Beneficiary *	✓
6. The guarantee to be sent to *	✓
<b>7. Guarantee type *</b>	
<input type="radio"/> Payment <input type="radio"/> Tender guarantee <input checked="" type="radio"/> Performance bond <input type="radio"/> Advance payment <input type="radio"/> Guarantee for warranty obligation <input type="radio"/> Credit facility guarantee <input type="radio"/> Counter-guarantee <input type="radio"/> Other (please specify)	
<a href="#">Next step</a> ←	
8. Currency and amount *	
9. Date of expiry *	
10. Underlying transaction *	



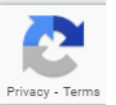
# Step 16: Currency and amount

6. The guarantee to be sent to *	✓
7. Guarantee type *	✓
8. Currency and amount *	
<p>Currency: EUR      Amount: 15.900,00</p> <p><b>fifteen thousand nine hundred EUR and 00 cents</b></p> <p><i>Please, use comma as separator</i></p> <p>Next step</p>	
9. Date of expiry *	
10. Underlying transaction *	
11. The guarantee is secured by *	
12. Charges *	



# Step 17: Date of expiry – select a date from the calendar

6. The guarantee to be sent to *	✓																																																																	
7. Guarantee type *	✓																																																																	
8. Currency and amount *	✓																																																																	
9. Date of expiry *																																																																		
Date *																																																																		
<input type="text" value="26/11/2021"/>																																																																		
<table border="1"><thead><tr><th>←</th><th colspan="7">November 2021</th><th>→</th></tr><tr><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th><th>Su</th><th></th></tr></thead><tbody><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td></td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td></td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td></td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr><tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td></td></tr></tbody></table>		←	November 2021							→	Mo	Tu	We	Th	Fr	Sa	Su		1	2	3	4	5	6	7		8	9	10	11	12	13	14		15	16	17	18	19	20	21		22	23	24	25	26	27	28		29	30	1	2	3	4	5		6	7	8	9	10	11	12	
←	November 2021							→																																																										
Mo	Tu	We	Th	Fr	Sa	Su																																																												
1	2	3	4	5	6	7																																																												
8	9	10	11	12	13	14																																																												
15	16	17	18	19	20	21																																																												
22	23	24	25	26	27	28																																																												
29	30	1	2	3	4	5																																																												
6	7	8	9	10	11	12																																																												
10. Underlying transaction *																																																																		
11. The guarantee is secured by *																																																																		
12. Charges *																																																																		
13. With the amount of commission and charges due, please debit our IBAN *																																																																		



For information and assistance, please contact Trade finance team.  
Contacts: email: TFsales@ubb.bg; telephone: +359 2 811 2679, +359 2 902 9381

# Step 18: Underlying transaction

9. Date of expiry \* ✓

10. Underlying transaction \*

Underlying transaction \*

Contract for delivery No. 151/30.08.2020

**i** Please describe the subject of the Bank guarantee with Contract number, Invitation, Purchase orders etc.

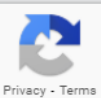
[Next step](#)

11. The guarantee is secured by \*

12. Charges \*

13. With the amount of commission and charges due, please debit our IBAN \*

14. General conditions \*



# Step 19: The guarantee is secured by

## 11. The guarantee is secured by \*

Cash deposit

Others

Credit contract No. | 3247/03.01.2019

*number and date of the Credit contract to be filled.*

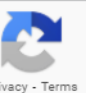
Next step



## 12. Charges \*

## 13. With the amount of commission and charges due, please debit our IBAN \*

## 14. General conditions \*



# Step 20: Charges

10. Underlying transaction \*



11. The guarantee is secured by \*



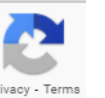
12. Charges \*

- All banking charges and commissions related to this Letter of guarantee outside UBB AD are for beneficiary's account.
- All banking charges and commissions related to this Letter of guarantee are for applicant's account.
- All banking charges and commissions related to this Letter of guarantee are for beneficiary's account.

Next step

13. With the amount of commission and charges due, please debit our IBAN \*

14. General conditions \*



Back

Reset

Preview

# Step 21: IBAN account for the charges and commissions due

10. Underlying transaction \*



11. The guarantee is secured by \*



12. Charges \*



13. With the amount of commission and charges due, please debit our IBAN \*

IBAN \*

ENTER CORRECTLY

BG10UBBS101010100000000

Next step

14. General conditions \*





## Step 22: General conditions – to continue forward you should read and agree with our General conditions


11. The guarantee is secured by 

12. Charges \* 

13. With the amount of commission and charges due, please debit our IBAN \* 

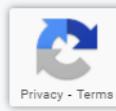
14. General conditions \* 

I have read and agree to the General conditions

 United Bulgarian Bank AD (The Bank), or (UBB AD), is authorized to debit immediately any account held in our name with the fees and commissions, being charges of any bank involved in this transaction if the beneficiary refuses to pay them and they became due.

I confirm that I accept the terms of the Tariff for interest rate conditions of UBB AD and the Tariff for fees and commissions of UBB AD, which are currently in effect, with respect to Letters of guarantee. I understand that UBB AD retains the right to amend the Tariffs for fees, commissions and interest rates, and notifies its clients of such changes through its branches and its website at [www.ubb.bg](http://www.ubb.bg).

UBB AD may refuse to issue the letter of guarantee within 7 (seven) business days of the submission of this application. Undersigned have agreed that every communication regarding this transaction will be carried out via companies' business e-mail and telephone number as pointed above.

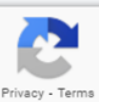


## Step 23: After fill in the application you have three options – Preview, Reset the information filled or Back for correction

11. The guarantee is secured by	✓
12. Charges *	✓
13. With the amount of commission and charges due, please debit our IBAN *	✓
14. General conditions *	

I have read and agree to the General conditions

**⚠** United Bulgarian Bank AD (The Bank), or (UBB AD), is authorized to debit immediately any account held in our name with the fees and commissions, being charges of any bank involved in this transaction if the beneficiary refuses to pay them and they became due.  
I confirm that I accept the terms of the Tariff for interest rate conditions of UBB AD and the Tariff for fees and commissions of UBB AD, which are currently in effect, with respect to Letters of guarantee. I understand that UBB AD retains the right to amend the Tariffs for fees, commissions and interest rates, and notifies its clients of such changes through its branches and its website at [www.ubb.bg](http://www.ubb.bg).  
UBB AD may refuse to issue the letter of guarantee within 7 (seven) business days of the submission of this application. Undersigned have agreed that every communication regarding this transaction will be carried out via companies' business e-mail and telephone number as pointed above.



# Step 24: By selecting „Preview“ a new dialog box is opened where you could revise the application before signing

## 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

Step 25: After preview you have several opportunities for action (follow the active link below):

- + [download the file for signing](#);
- + [save it as Template in the TF portal for future use](#);
- + [sending the instruction for signing with Evrotrust](#).

## 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

# Downloading and signing with QES

## 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

Step 1: The pdf. file you have downloaded must be signed with QES of the company's representatives. The QES are issued by the following trust service providers Borica AD, InfoNotary PLC, SEP Bulgaria, Information Services Plc.)

Address \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

SWIFT / Bank code \_\_\_\_\_

other

dsfrf

#### 7. Guarantee type

- Payment
- Tender guarantee
- Performance bond
- Advance payment
- Guarantee for warranty obligation
- Credit facility guarantee
- Counter-guarantee
- Other (please specify)

#### 8. Currency and amount

Currency    Amount  
EUR        15.900,00

fifteen thousand nine hundred EUR and 00 cents

 Please, use comma as separator

#### 9. Date of expiry

Date  
28/07/2021



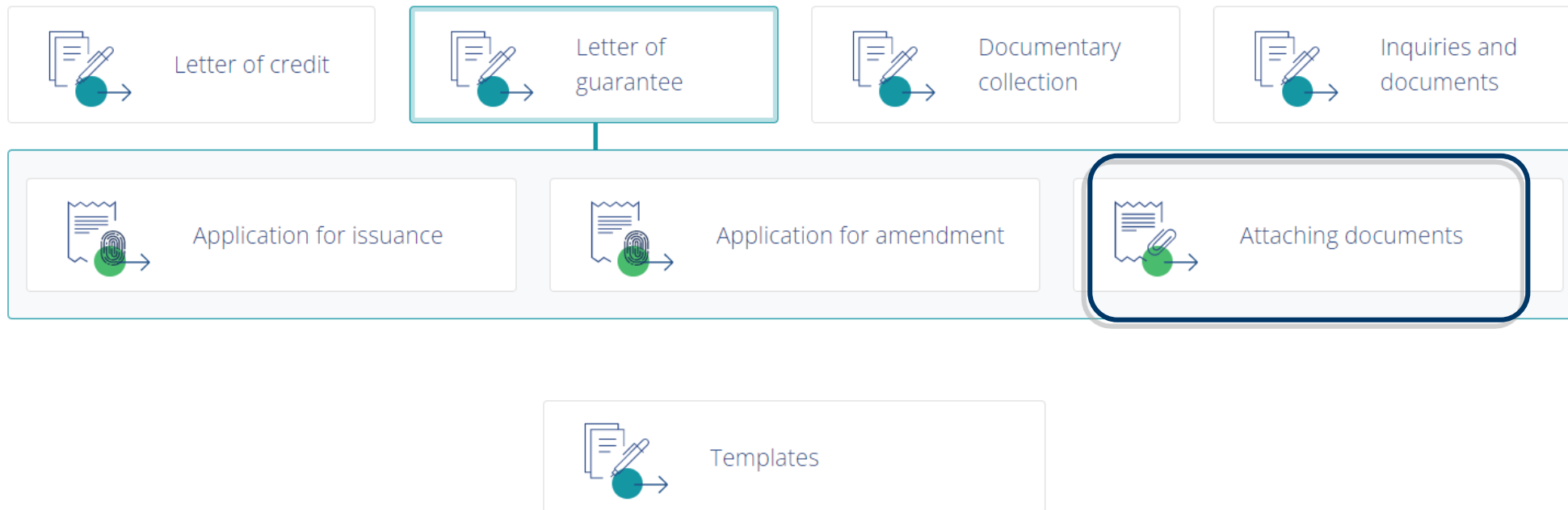
UBB AD  
89B Vitosha Blvd, UBB Millennium Center  
Sofia, Bulgaria  
www.ubb.bg

# Step 2: The QES signed document should be send to UBB for further proceeding through the "Attaching documents" tab

UBB TRADE FINANCE PORTAL

Sending of documents digitally signed with Qualified Electronic Signature

## E-applications



# Step 3: In the "Attaching documents" form you could give instructions or additional information regarding the uploaded document/s.

Form filler \*



## ATTACHING DOCUMENTS

To United Bulgarian Bank AD

Herewith you could upload and send documents

### 1. Description \*

Attached you could find our application for issuance of a bank guarantee on behalf of Company Azalia EOOD. Please inform us upon guarantee issuance. Along with the application you could find a copy of our Delivery contract.

Next step

### 2. Add files \*

### 3. General conditions \*



For information and assistance, please contact Trade finance team.

Contacts: email: TFSales@ubb.bg; telephone: +359 2 811 2679, +359 2 902 9381

Back

Reset

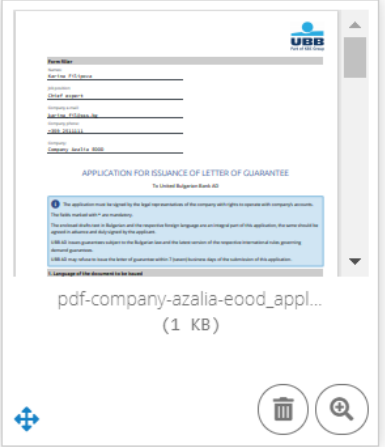
Preview



# Step 4: The QES signed file/s along with all other documents regarding the transaction should be uploaded at the "Add files" section.

1. Description \* ✓

2. Add files \*



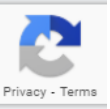
pdf-company-azalia-eood\_appl...  
(1 KB)

Done

*Files in PDF are accepted, up to 5 MB.*

Next step

3. General conditions \*



## Step 5: To continue you must accept our „General conditions“ and then select „Preview“

Herewith you could upload and send documents

1. Description \*

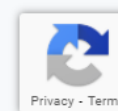


2. Add files \*



3. General conditions \*

- I confirm and accept "United Bulgarian Bank" AD (the Bank) or UBB AD to process the documents submitted hereunder. UBB AD, is authorized to debit immediately any account held in our name with the fees and commissions, being charges of any bank involved in this transaction if the beneficiary refuses to pay them and they became due.
- I confirm that I accept the terms of the Tariff for interest rate conditions of UBB AD and the Tariff for fees and commissions of UBB AD, which are currently in effect, with respect to Letters of credit, Bank guarantees and Documentary collections. I understand that UBB AD retains the right to amend the Tariffs for fees, commissions and interest rates, and notifies its clients of such changes through its branches and its website at [www.ubb.bg](http://www.ubb.bg). Undersigned have agreed that every communication regarding this transaction will be carried out via companies' business e-mail and telephone number as pointed above.



# Step 6: The QES signed file and the supporting documents are send to UBB by selecting the "Send" option

## ATTACHING DOCUMENTS

To United Bulgarian Bank AD

Herewith you could upload and send documents

### 1. Description

Attached you could find our application for issuance of a bank guarantee on behalf of Company Azalia EOOD. Please inform us upon guarantee issuance. Along with the application you could find a copy of our Delivery contract.

### 2. Add files

pdf-company-azalia-eood\_application\_for\_issuance\_of\_letter\_of\_guarantee\_278\_20210406\_downloaded.pdf  
pdf, 859.3 KB

 Files in PDF are accepted, up to 5 MB.

### 3. General conditions

I confirm and accept "United Bulgarian Bank" AD (the Bank) or UBB AD to process the documents submitted hereunder. UBB AD, is authorized to debit immediately any account held in our name with the fees and commissions, being charges of any bank involved in this transaction if the beneficiary refuses to pay them and they became due.  
I confirm that I accept the terms of the Tariff for interest rate conditions of UBB AD and the Tariff for fees and commissions of UBB AD, which are currently in effect, with respect to Letters of credit, Bank guarantees

Edit

Download PDF

Send

Step 7: You will receive information for successfully sending your application and documents. At the company e-mail you've provided in "Form filler" a copy of your request will be received.

## Message successfully send

After review of the application / inquiry

UBB team will contact you via provided company e-mail or company phone number

Your request will be received to the provided company e-mail. In case you have send it by the "Sign with Evrotrust" button, information regarding every stage of the documents signing will be sent to this company e-mail.

[Back to home page](#)

# Saving of the filled application as template

## 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 OF LETTER OF GUARANTEE AMENDMENT

To United Bulgarian Bank AD

 Please, amend the below mentioned Letter of guarantee.

Edit

Save as template

Download PDF

Sign with Evrotrust

- To save the instruction as template you should:
- + register as user, or if you are already registered,
  - + identify yourself with e-mail and password.

UBB TF portal BG

Information regarding the status of your application will be used for every future

**Form filler**

Names:  
Karina Filipova

Job position:  
Chief expert

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 To United Bulgarian Bank AD NDMENT

Please, amend the below mentioned Letter of guarantee.

Edit Save as template Download PDF Sign with Evrotrust

# Sign Up

The screenshot shows a web portal interface with a sign-up modal. The background is a form titled "Form filler" with the following details:

- Names: Karina Filipova
- Job position: Chief expert
- Company e-mail: filipova\_kar@azalia.bg
- Company phone: +3590000000
- Company: Company Azalia EOOD

The modal window contains the following text and elements:

- Header: 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.
- Buttons: A "Sign Up" button is circled in blue.
- Form fields: "E-mail" and "Password" input fields.
- Text: "Your password should be min. 9 symbols and to contain capital and small letters, number and special symbol !@#\$%^&\*".
- Buttons: "Forgotten password", "Close", and "Login".

At the bottom of the page, there is a footer with the following elements:

- Info icon and text: "Please, amend the below mentioned Letter of guaranteee."
- Buttons: "Edit", "Save as template", "Download PDF", and "Sign with Evrotrust".

Page headers include the "UBB TF portal" logo and a "BG" language indicator.

# Step 1: Fill in the respective fields and select „Sign up“ button

The screenshot displays the UBB TF portal interface. On the left, a form titled "Form filler" contains the following information:

- Names: Karina Filipova
- Job position: Chief expert
- Company e-mail: filipova\_kar@azalia.bg
- Company phone: +3590000000
- Company: Company Azalia E00D

In the center, a modal window is open for data entry. It includes the following fields and instructions:

- E-mail:** filipova\_kar@azalia.bg
- Password:** [masked with dots]. Instruction: "Your password should be min. 9 symbols and to contain capital and small letters, number and special symbol !@#\$\$%^&\*"
- Re-enter your password:** [masked with dots]
- UIC:** 00000000

At the bottom of the modal, there are two buttons: "Close" and "Sign up". The "Sign up" button is highlighted with a red circle. The background form is dimmed, and a "Close" button is visible at the bottom right of the modal area.



## Step 2: Your profile is created and you could save the instruction as template

UBB TF portal BG

**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

Template name\*

Close Register template

**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.

EditSave as templateDownload PDFSign with Evrotrust

# Step 3: Your template is saved

UBB TF portal BG

**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

Your template is saved

**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.

EditSave as templateDownload PDFSign with Evrotrust

# Запазване Saving a template when you have profile: + identification with e-mail and password

The screenshot shows a web portal interface with a user profile on the left and a sign-up/login modal in the center. The profile is titled "Form filler" and contains the following information:

- Names: Karina Filipova
- Job position: Chief expert
- Company e-mail: filipova\_kar@azalia.bg
- Company phone: +3590000000
- Company: Company Azalia EOOD

The modal window has a yellow header with the text: "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". Below this is a "Sign Up" button. The modal also contains an "E-mail" field with the value "filipova\_kar@azalia.bg" and a "Password" field with masked characters ".....". A "Forgotten password" link is located below the password field. At the bottom of the modal, there are "Close" and "Login" buttons, with the "Login" button circled in blue. Two blue arrows point to the "E-mail" and "Password" fields. The background shows a blurred form with the text "Information regarding the statu... mail will be used for every future". At the bottom of the page, there is a footer with an "Edit" button, a message "Please, amend the below mentioned Letter of guarantee.", and three buttons: "Save as template", "Download PDF", and "Sign with Evrotrust".

# Register the template with convenient for you name

**UBB** TF portal BG

**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



Template name\*

Close **Register template**

**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

Templates functionality could be used by already registered users of TF Portal after creating of at least one template.

How to create templates and user profile you could learn [here](#)

Instruction for registered users are in the next slide

## 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 registered user, after selecting Templates, fill in you e-mail and password to enter your profile.

The screenshot displays the UBB Trade Finance Portal interface. At the top left, the logo 'UBB TF portal' is visible. The main header reads 'UBB TRADE FINANCE PORTAL' and 'Sending of documents digitally'. Below the header, there are three main navigation buttons: 'Letter of credit', 'Documentary', and 'Inquiries and documents'. A modal window is open in the center, 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 includes an 'E-mail' field with the text 'filipova\_kar@azalia.bg', a 'Password' field with masked characters, and a 'Forgotten password' link. At the bottom of the modal, there are 'Close' and 'Login' buttons. The 'Login' button is circled in blue. Two blue arrows point to the email and password fields. 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


© 2021 UBB Terms and conditions Direct video meeting www.ubb.bg

The templates of your company are listed, where you could search, sort, load, modify and send for signing the instruction chosen.



[← Home screen](#)

**Templates filipova\_kar@azalia.bg**, UIC: 0000000000  
Last actions connected with this profile: 28.10.2021 / 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.



**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		

Also you could manage you Login info.



< Home screen

Templates filipova\_kar@azalia.bg, UIC: 0000000000  
Last actions connected with this profile: 28.10.2021 / 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





# To use a template just select the green button in the Load column



< Home screen

Templates filipova\_kar@azalia.bg, UIC: 0000000000  
Last actions connected with this profile: 28.10.2021 / 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



# Signing with Evrotrust certificate.

## 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:

**karina\_fil@sss.bg**

Company phone:

**+359 2511111**

Company:

**Company Azalia EOOD**

## APPLICATION FOR ISSUANCE OF LETTER OF GUARANTEE

To United Bulgarian Bank AD

Edit

Download PDF

Sign with Evrotrust

From now on you could follow the standard process for signing with QES.  
(described [here](#) and [here](#))

### 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 OF LETTER OF GUARANTEE AMENDMENT

To United Bulgarian Bank AD

 Please, amend the below mentioned Letter of guarantee.

Edit

Save as template

Download PDF

Sign with Evrotrust

# Signing with Evrotrust.

## 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 OF LETTER OF GUARANTEE AMENDMENT

To United Bulgarian Bank AD

 Please, amend the below mentioned Letter of guarantee.


Edit

Save as template

Download PDF

Sign with Evrotrust

# Step 1: By selecting "Sign with Evrotrust" a new dialog box is opened with signing instructions.




**Evrotrust e-signature**

You have initiated e-signature document signing with Evrotrust certificate. In case you don't have such e-signing certificate, please follow the Evrotrust application link below.

Expiry date:  Receivers e-mail:


The documents will be available for signing until 24:00 h of the selected date. The signed document will be received to this e-mail.

Please enter Personal ID, e-mail address and phone number of the persons who will sign the document. For Bulgarian citizens the required identifier is Personal ID only. In case there are more than one authorized persons, please use "+" to add a row.



Evrotrust e-signature request. Link to the application [Download](#). Notification will be send in a few minutes. If such notification is not send to the person authorized to sign the document, please update the Evrotrust application.

**Step 2: In the marked field the personal data of the persons authorized to sign the document must be filled – Personal ID (EGN) for Bulgarian citizens, valid e-mail or phone number for foreign citizens.**



**Evrotrust e-signature**

You have initiated e-signature document signing with Evrotrust certificate. In case you don't have such e-signing certificate, please follow the Evrotrust application link below.

Expiry date: 09/04/2021  
Receivers e-mail: karina\_fil@sss.bg

The documents will be available for signing until 24:00 h of the selected date  
The signed document will be received to this e-mail

Please enter Personal ID, e-mail address and phone number of the persons who will sign the document. For Bulgarian citizens the required identifier is Personal ID only. In case there are more than one authorized persons, please use "+" to add a row.

BG |

**SEND**

Evrotrust e-signature request. Link to the application [Download](#). Notification will be send in a few minutes. If such notification is not send to the person authorized to sign the document, please update the Evrotrust application.

[Download PDF](#) [Sign with Evrotrust](#)

Step 3: In case there are two or more signing representatives by selecting "+" additional field/s will be opened. After the required information is filled the "Send" is selected for the document to be send for signing.

The fields marked w  
The application must be sig  
UBB AD issues guarantees

1. Language of the docum

Bulgarian  
 English

2. Your reference No.

Your reference No.  
**md154789**

**i** The number of the issu

3. Currency and amount

**i** Please, use comma as

**Edit**

### Evrotrust e-signature

You have initiated e-signature document signing with Evrotrust certificate. In case you don't have such e-singing certificate, please follow the Evrotrust application link below.

Expiry date: 09/04/2021  
Receivers e-mail: karina\_fil@sss.bg

The documents will be available for signing until 24:00 h of the selected date  
The signed document will be received to this e-mail

Please enter Personal ID, e-mail address and phone number of the persons who will sign the document. For Bulgarian citizens the required identifier is Personal ID only. In case there are more than one authorized persons, please use "+" to add a row.

BG 2501160000 **-**

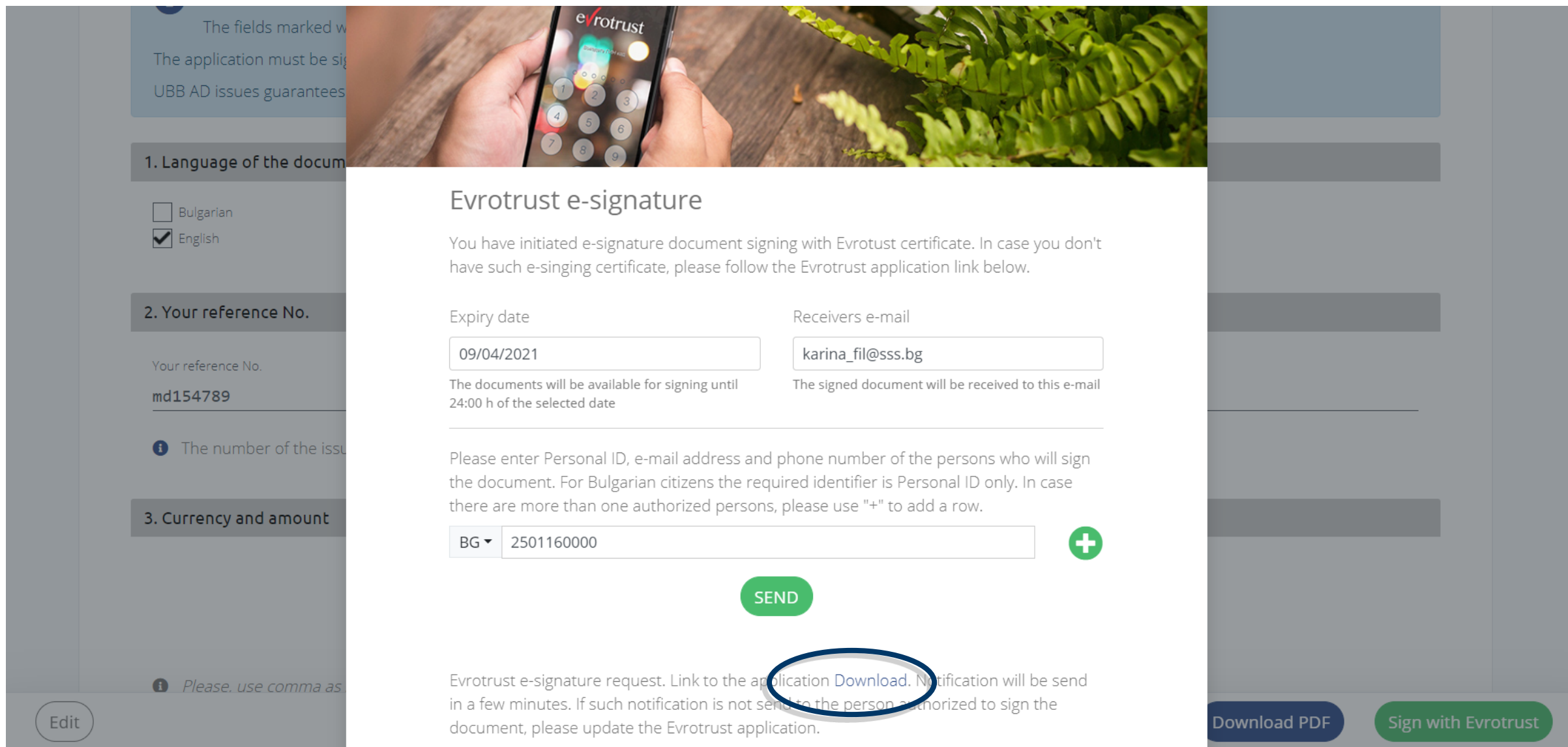
BG **+**

**SEND**

Evrotrust e-signature request. Link to the application Download. Notification will be send

**Download PDF** **Sign with Evrotrust**

**Step 4: In case you don't have QES issued by Evrotrust, by selecting the active link on the screen you could make a request for issuance.**



The fields marked with \* are mandatory. The application must be signed by the authorized person. UBB AD issues guarantees.

**1. Language of the document**

Bulgarian  
 English

**2. Your reference No.**

Your reference No.  
**md154789**

**3. Currency and amount**

**Evrotrust e-signature**

You have initiated e-signature document signing with Evrotrust certificate. In case you don't have such e-signing certificate, please follow the Evrotrust application link below.

Expiry date: 09/04/2021  
Receivers e-mail: karina\_fil@sss.bg

The documents will be available for signing until 24:00 h of the selected date  
The signed document will be received to this e-mail

Please enter Personal ID, e-mail address and phone number of the persons who will sign the document. For Bulgarian citizens the required identifier is Personal ID only. In case there are more than one authorized persons, please use "+" to add a row.

BG 2501160000 +

**SEND**

Evrotrust e-signature request. Link to the application **Download**. Notification will be send in a few minutes. If such notification is not send to the person authorized to sign the document, please update the Evrotrust application.

**Download PDF** **Sign with Evrotrust**



Step 4: After successfully signing of the e-application it is send to UBB for further proceeding.

## Message successfully send

After review of the application / inquiry

UBB team will contact you via provided company e-mail or company phone number

Your request will be received to the provided company e-mail. In case you have send it by the "Sign with Evrotrust" button, information regarding every stage of the documents signing will be sent to this company e-mail.

[Back to home page](#)



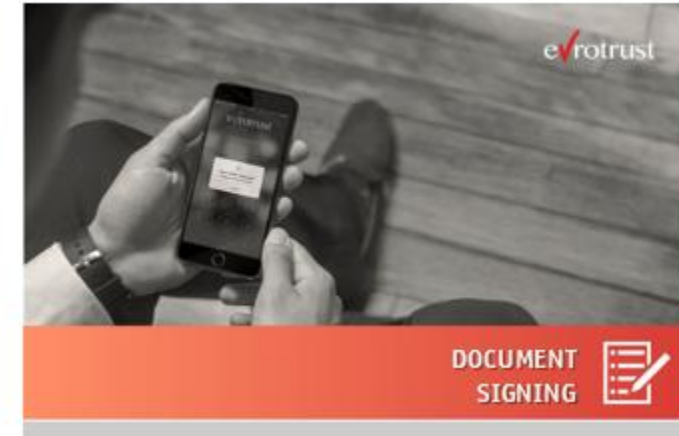
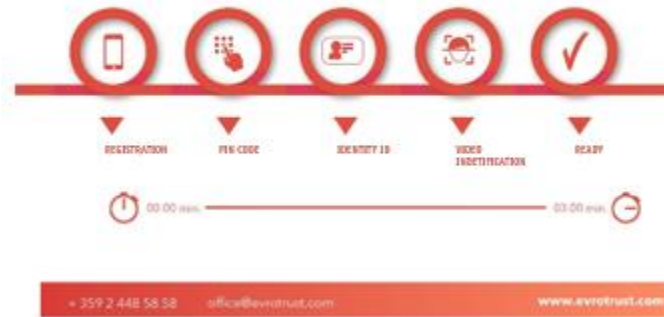
## Trade Finance Portal

- ▶ Instructions for signing with Evrotrust
- ▶ Instructions for signing of pdf. files using QES issued by other trust service providers in Bulgaria

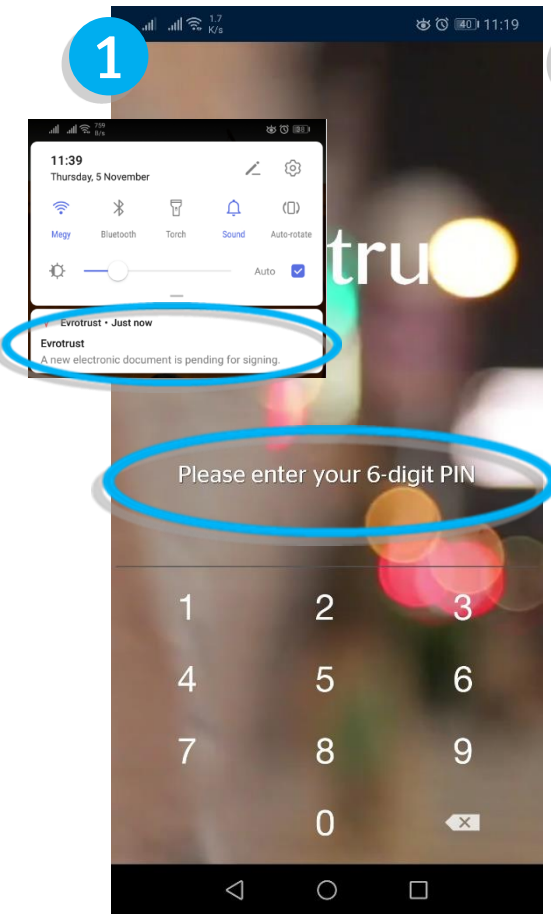
# How to use Evrotrust to sign an electronic instruction

Evrotrust offers the creation of a cloud qualified electronic signature in real time, without the need to visit the site of the company's office.

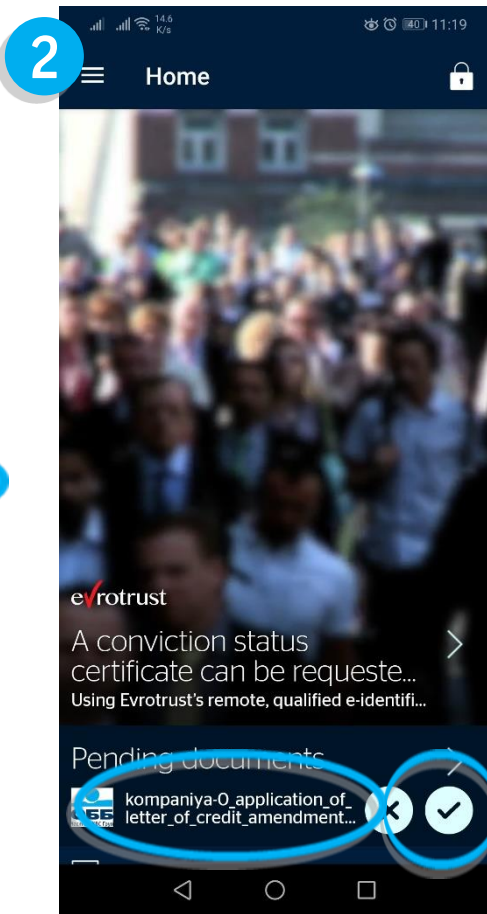
1. This is done through online identification by providing an ID card and facial recognition and takes about 3 minutes. The created electronic signature can also be used completely independently of UBB Trade Financing Portal, and the signatures placed in the Portal are free of charge for UBB customers.
2. After registration you specify the ID of the signatory or signatories in the chain of signatures and Evrotrust will make sure that each of them receives a notification of the need for a signature, review the document and sign it.
3. The employee who prepared the application receives the final signed document on the e-mail indicated by him. Evrotrust through the platform will automatically send it to UBB.



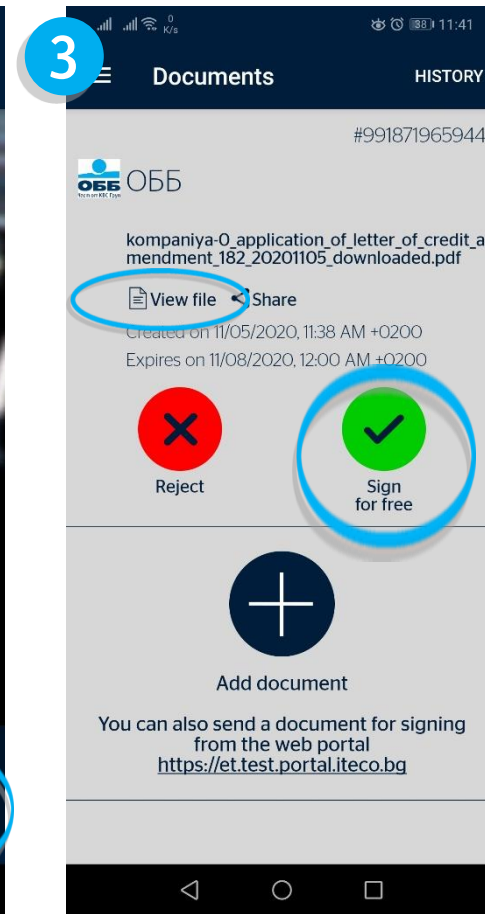
# Signing with Evrotrust – easy, secure, practical



On your smartphone you receive a notification for a document waiting to be signed. After selecting it, the application opens, in which you have to enter your PIN or use biometric recognition



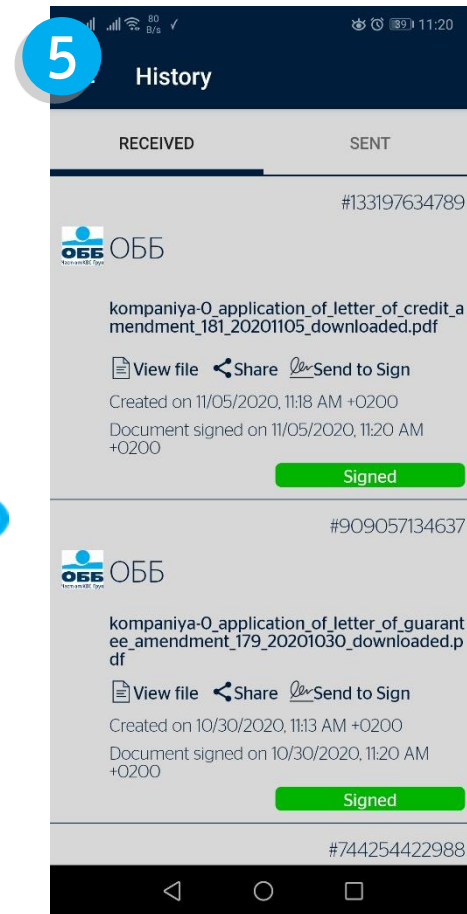
The documents waiting to be signed are displayed on the home screen. You can proceed directly to the signing or review the request.



When reviewing the request, you could also review the file itself (recommended). If you have decided to sign you should select the "Sign" button



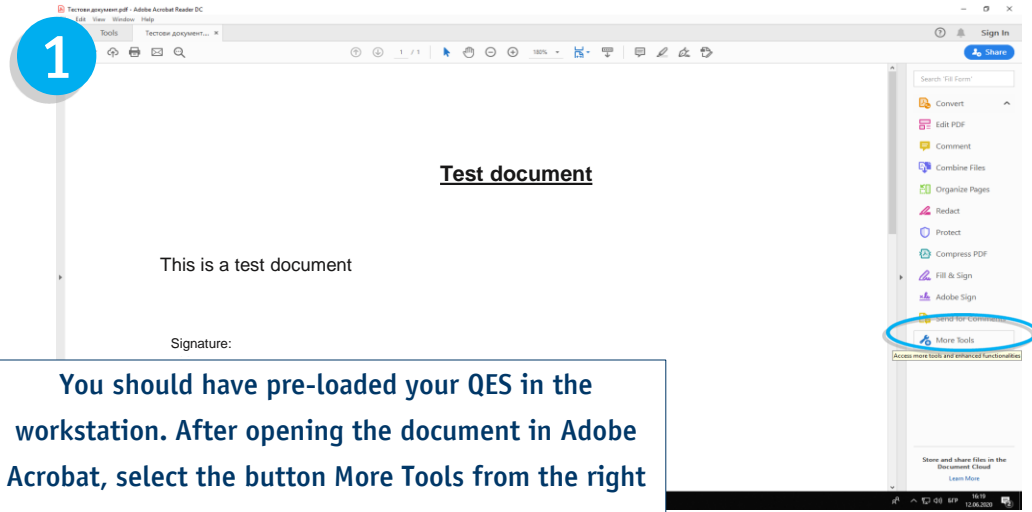
The system requires your PIN or use biometric recognition



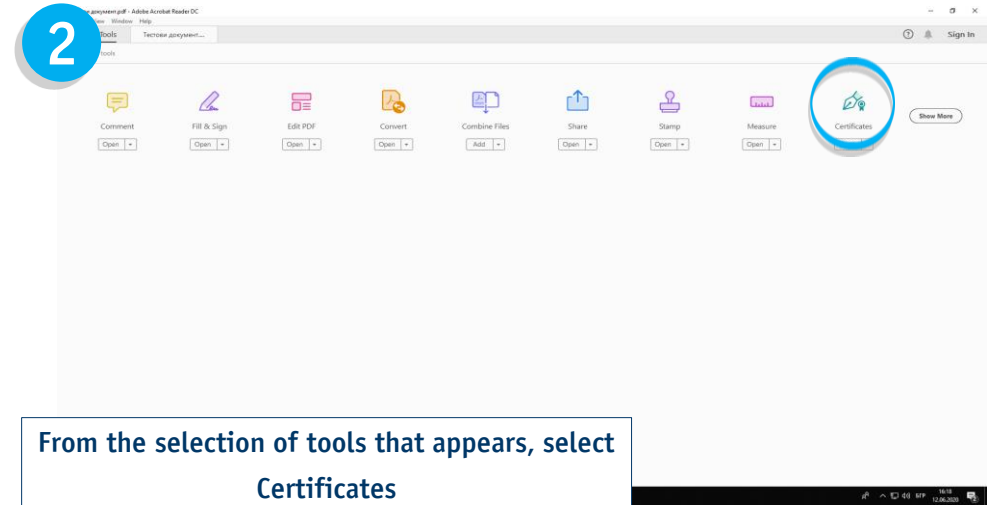
You are ready!  
The document is signed and available in the History section, in case you want to review or share it.

# How to use QES to sign a PDF (1)

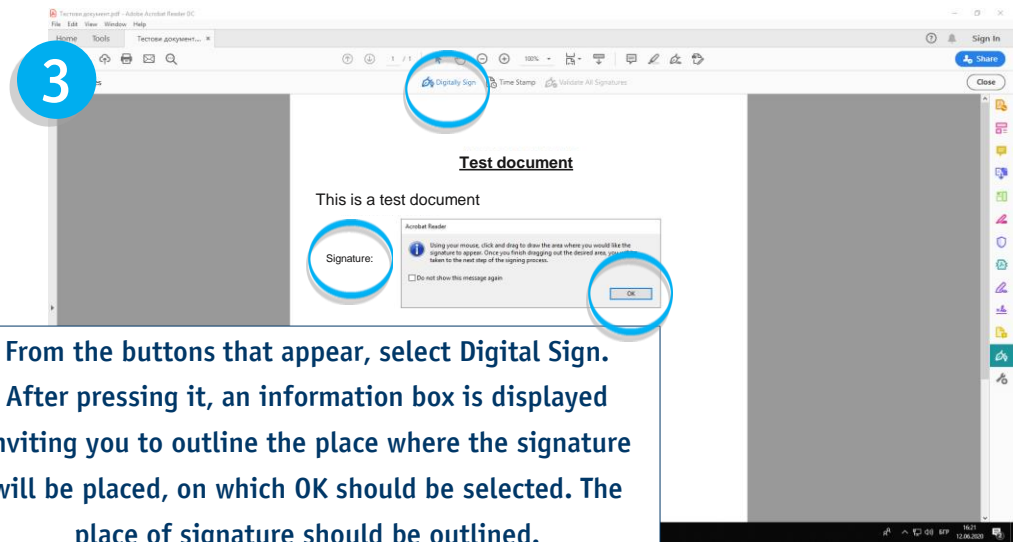
Each instruction downloaded in PDF can be signed with QES issued by a qualified certification service provider.



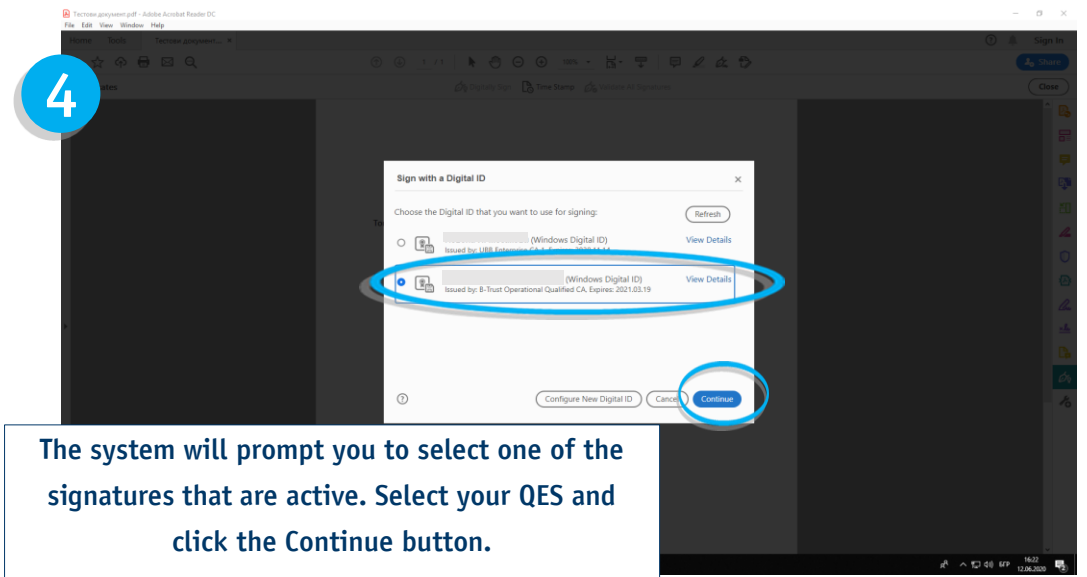
You should have pre-loaded your QES in the workstation. After opening the document in Adobe Acrobat, select the button More Tools from the right pane



From the selection of tools that appears, select Certificates

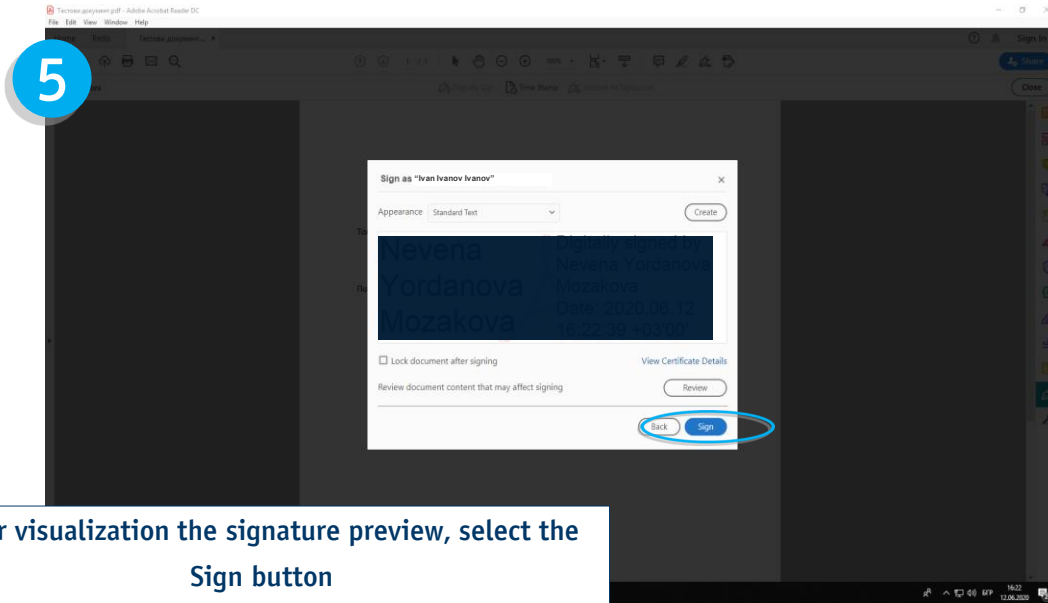


From the buttons that appear, select Digital Sign. After pressing it, an information box is displayed inviting you to outline the place where the signature will be placed, on which OK should be selected. The place of signature should be outlined.

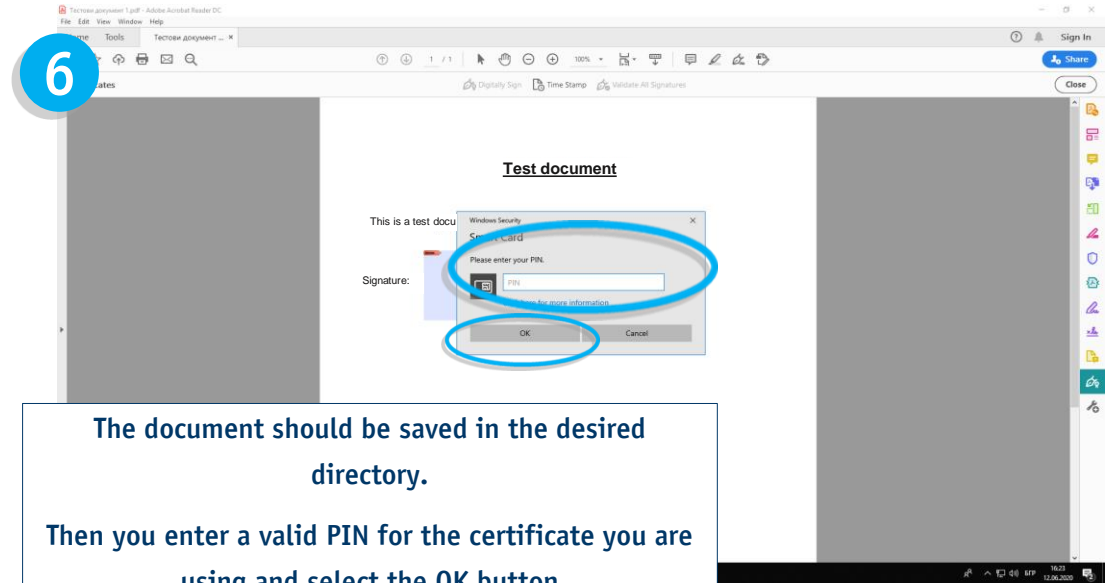


The system will prompt you to select one of the signatures that are active. Select your QES and click the Continue button.

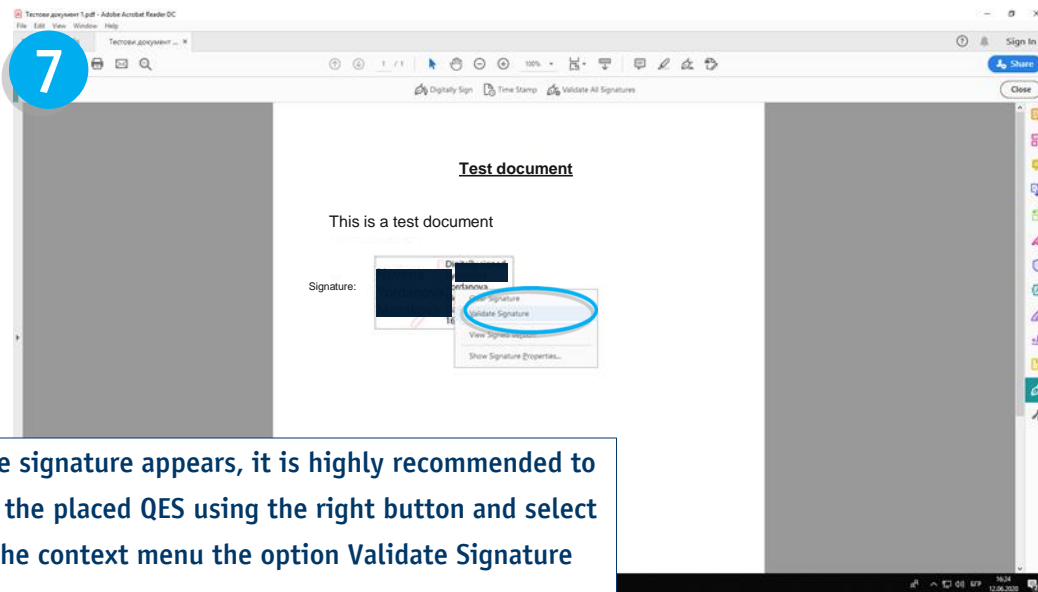
# How to use QES to sign a PDF (2)



After visualization the signature preview, select the Sign button



The document should be saved in the desired directory.  
Then you enter a valid PIN for the certificate you are using and select the OK button



After the signature appears, it is highly recommended to validate the placed QES using the right button and select from the context menu the option Validate Signature



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

Nadezhda Hadzhiyska, e-mail: [Nadezhda.Hadzhiyska@ubb.bg](mailto:Nadezhda.Hadzhiyska@ubb.bg), tel: +359 2 811 26 79

Vladimir Momchilov, e-mail: [Vladimir.Momchilov@ubb.bg](mailto:Vladimir.Momchilov@ubb.bg), tel: +359 2 902 93 81

Trade Finance department, e-mail: [Tfsales@ubb.bg](mailto:Tfsales@ubb.bg)

