



Step-by-Step Guide

UBB Trade Finance portal

Sending of documents digitally signed with Qualified Electronic Signature

2021

Trade Finance department

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 web interface. The top navigation bar includes 'HOME', 'DEPOSITS AND ACCOUNTS', 'CARD', 'PAYMENTS', 'PAYROLL', 'LOANS', 'INVESTMENT TOOLS', 'FOREIGN EXCHANGE', and 'DIGITAL REQUESTS'. The 'PAYMENTS' menu is highlighted with a blue box. Below it, the 'E-Documents' and 'Trade finance' options are circled in blue. The 'DIGITAL REQUESTS' menu is also highlighted with a blue box, and the 'TF Portal' option is circled in blue. The 'TF Portal' option is linked to 'Trade finance'.

Accounts

As of 13

ACCOUNT

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
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- Templates and Trusted Beneficiaries
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- 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

Help

PROFILE

NOTIFICATIONS 0

Exit X BG

PAYROLL

LOANS

INVESTMENT TOOLS

FOREIGN EXCHANGE

DIGITAL REQUESTS

Dear clients,
introduced new additional security measures on online

Digital Portal for products and services

TF Portal
Trade finance

- Current Accounts and Term Deposits
- Packages on current accounts
- POS Terminals
- Cash collection
- Online banking
- Debit and Credit Cards
- Bank References and Certificates
- Others

AVAILABLE BALANCE

CURRENT ACCOUNT

QUICK LINKS: [List of documents](#) [Digital requests for products and services](#)

0 700 117 17
CUSTOMER SERVICE

HELP
FAQ

UBB ONLINE
DEMO

SECURITY
ADVICE FOR YOUR SECURITY

Step 3: UBB Trade Finance Portal is open

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

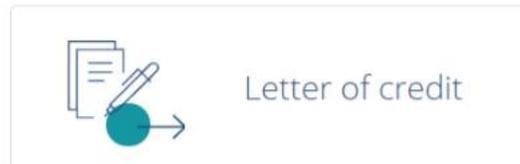
Step 4: Select the language



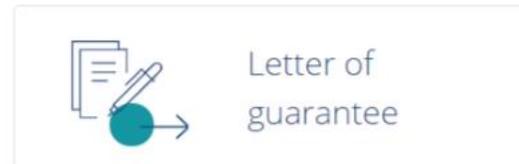
UBB TRADE FINANCE PORTAL

Sending of documents digitally signed with Qualified Electronic Signature

E-applications



Letter of credit



Letter of
guarantee



Documentary
collection



Inquiries and
documents

Language of the platform

ОББ ПОРТАЛ "ТЪРГОВСКО ФИНАНСИРАНЕ"

Дигитално изпращане на документи подписани с Квалифициран Електронен Подпис

Електронни форми



Акредитив



Банкова
гаранция



Документарно
инкасо



Запитвания и
документи

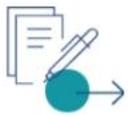
Step 5: Select your e-application by clicking on the relevant tab

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

Select you e-application

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

Select your e-application

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

Select your e-application

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

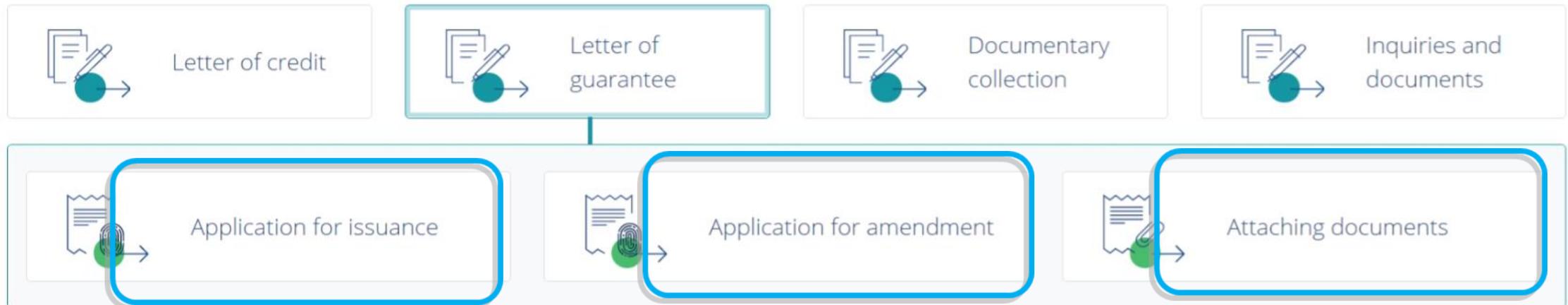


Step 6: From the sub-tabs select the application you should fill

UBB TRADE FINANCE PORTAL

Sending of documents digitally signed with Qualified Electronic Signature

E-applications



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 *



Privacy - Terms

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

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

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 *



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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 *

Address * City * Country *

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	
Next step ←	
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 *



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

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 * ✓

6. The guarantee to be sent to *

Applicant
 Beneficiary

by courier through
 by swift
 other

UBB branch

Next step ←

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 *	✓
7. Guarantee type *	
<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)	
	Next step ←
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 *	
Currency: EUR	
Amount: 15.900,00	
fifteen thousand nine hundred EUR and 00 cents	
<i>Please, use comma as separator</i>	
Next step	
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 *

26/11/2021

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 *



Back

Reset

Preview

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 *



Privacy - Terms

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.

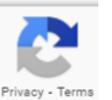
UBB AD may refuse to issue the letter of guarantee within 7 (seven) business days of the submission of this application. Undersigned have agreed that every communication regarding this transaction will be carried out via companies' business e-mail and telephone number as pointed above.

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.
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:

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

Step 25: At the preview stage any correction on the document could be made by selecting "Edit" 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:

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

Step 26: If everything is correct you have two options – to download the application as pdf. file or to sign it 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

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:

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

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



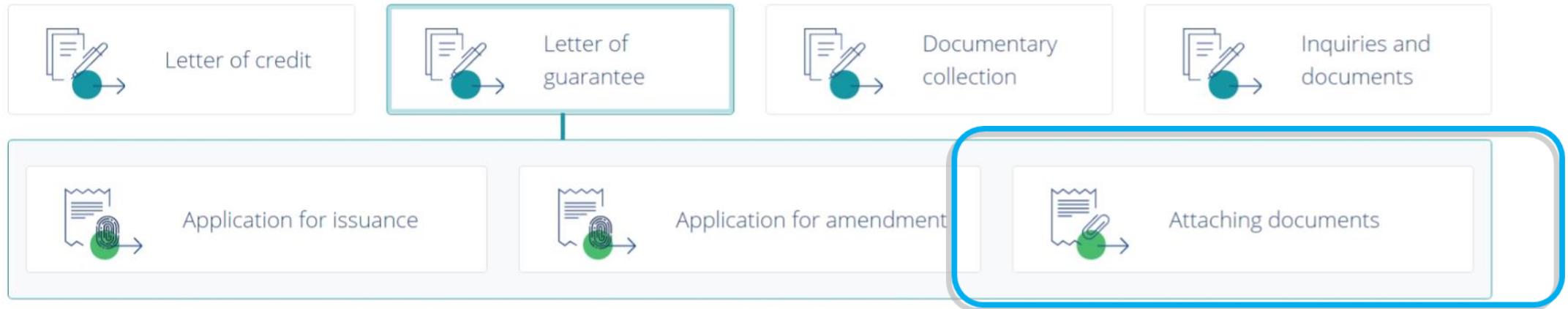
UBB AD
89B Vitosha Blvd, UBB Millennium Center
Sofia, Bulgaria
www.ubb.bg

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 *



Privacy - Terms

For information and assistance, please contact Trade finance team.

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

Back

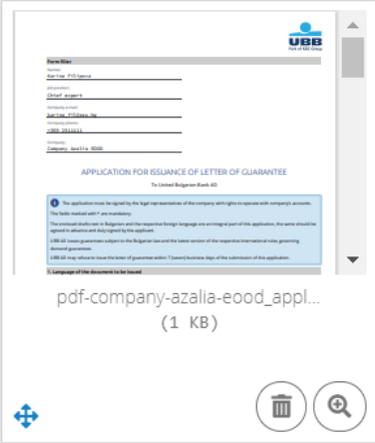
Reset

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. Undersigned have agreed that every communication regarding this transaction will be carried out via companies' business e-mail and telephone number as pointed above.



Back

Reset

Preview

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](#)

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

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.

BG 



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.

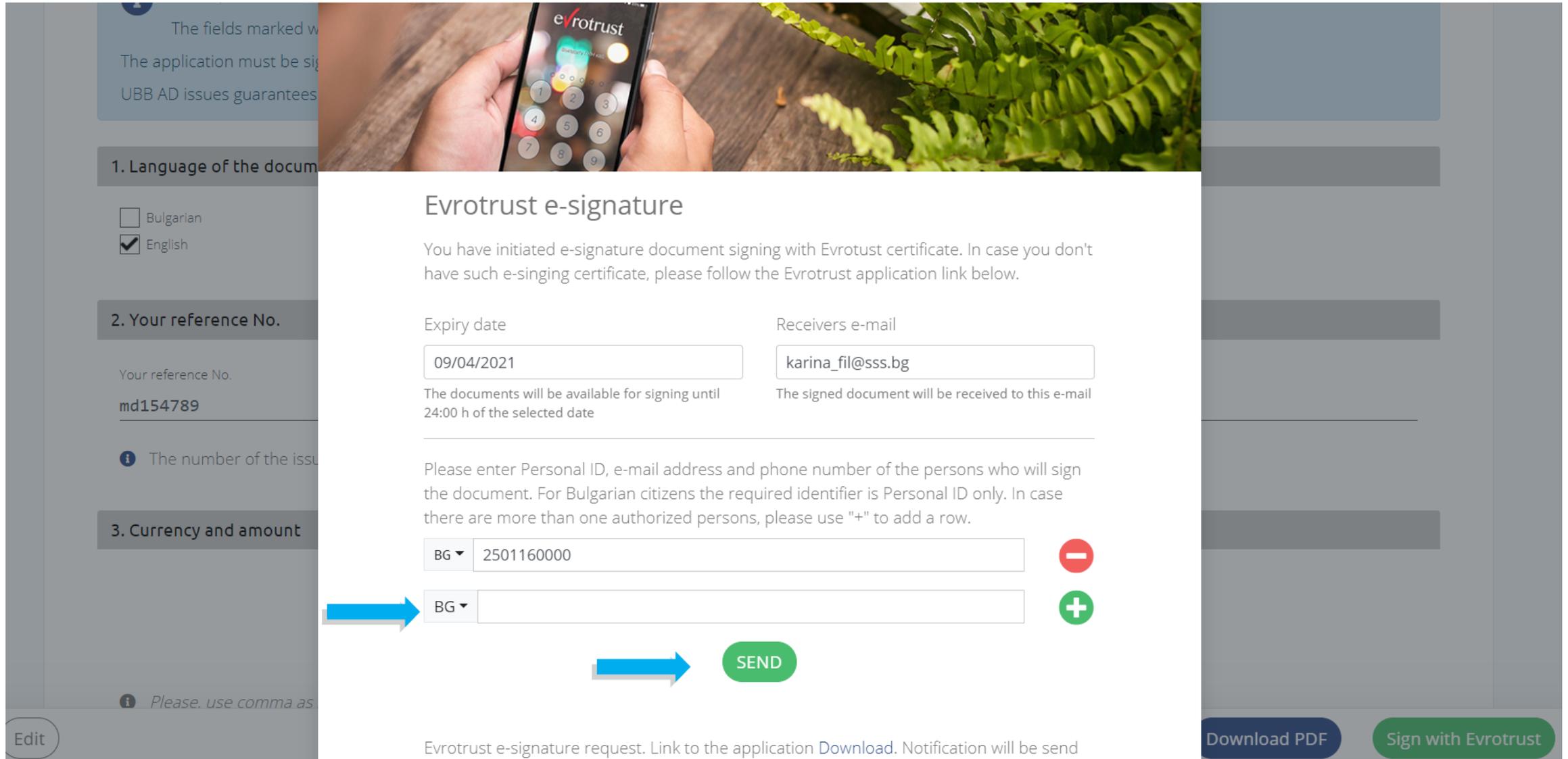
BG +

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

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:
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 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](#)



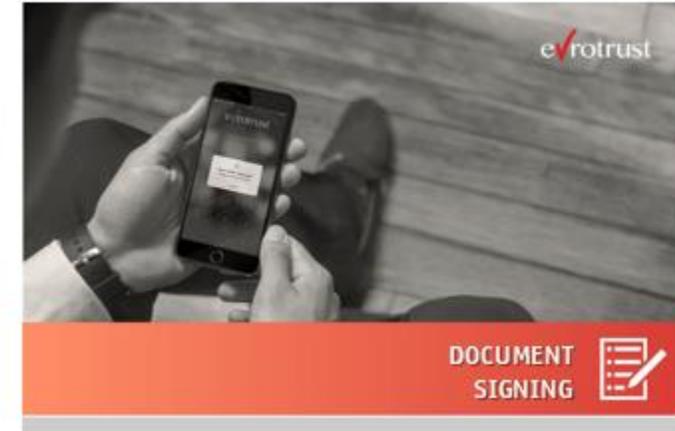
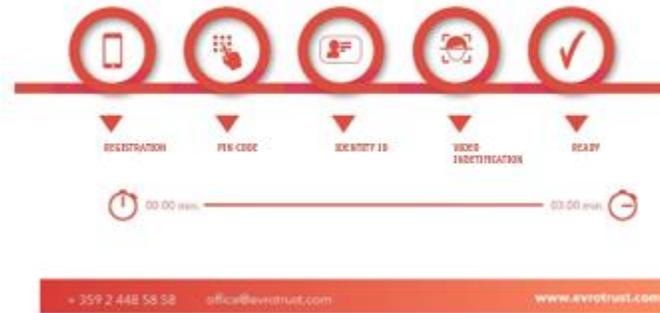
Trade Finance Portal

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

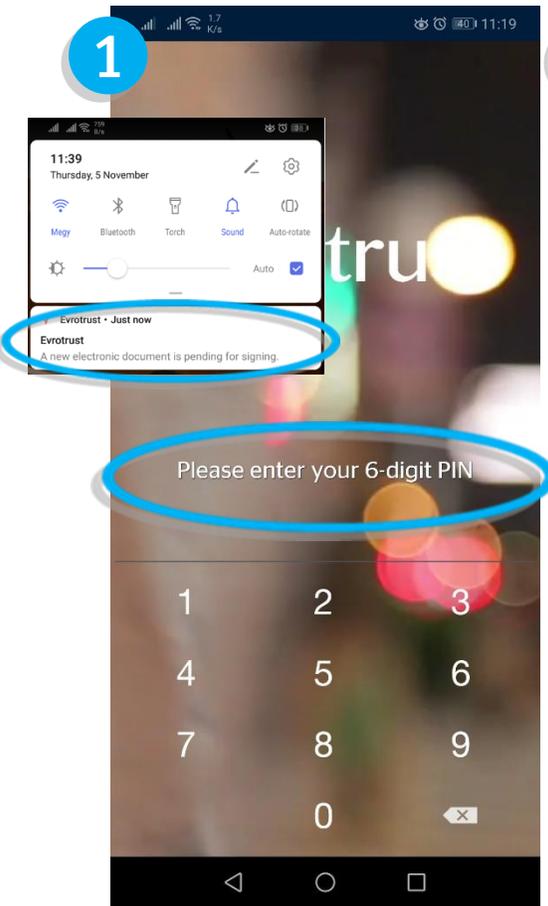
How to use Evrotrust to sign an electronic instruction

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.

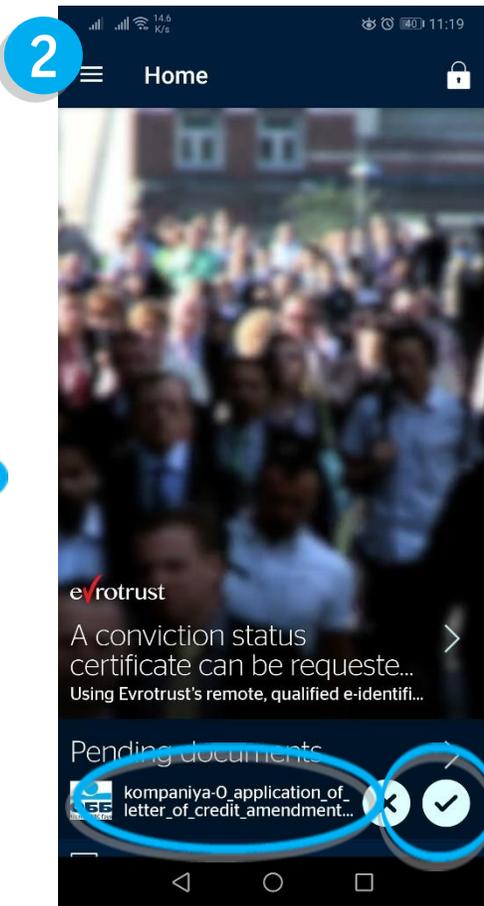
1. This is done through online identification by providing an ID card and facial recognition and takes about 3 minutes. The created electronic signature can also be used completely independently of UBB Trade Financing Portal, and the signatures placed in the Portal are free of charge for UBB customers.
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.



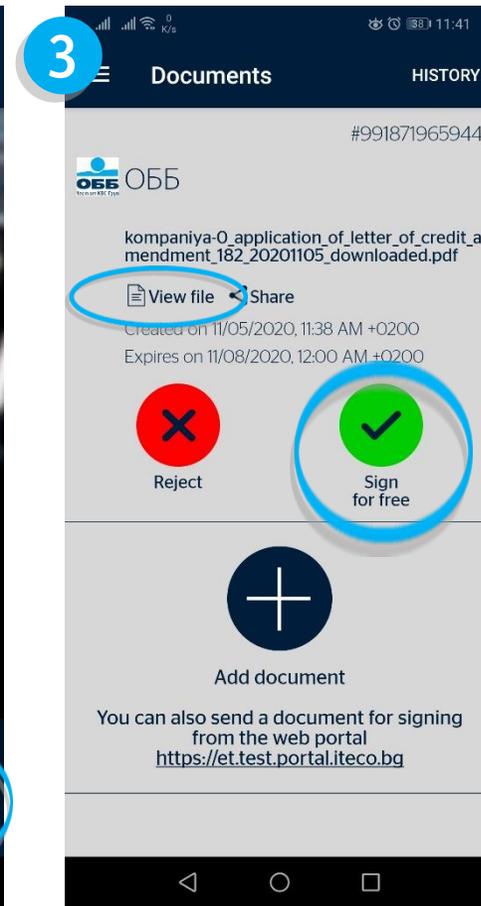
Signing with Evrotrust – easy, secure, practical



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



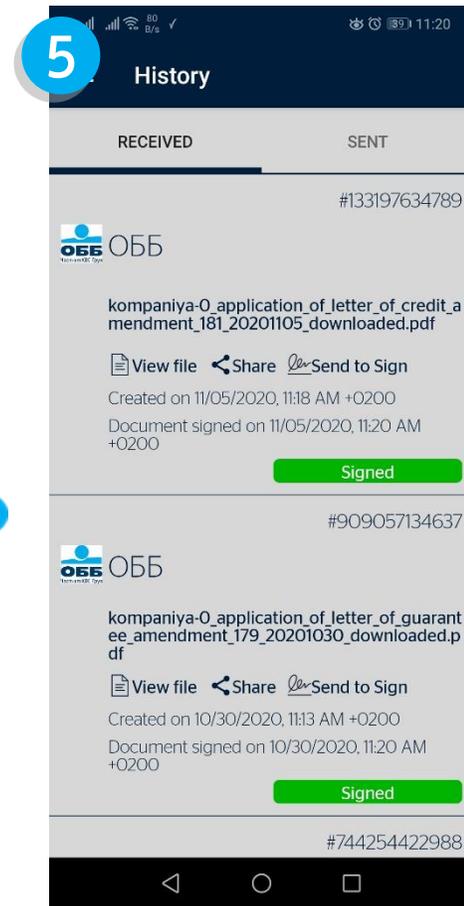
The documents waiting to be signed are displayed on the home screen. You can proceed directly to the signing or review the request.



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



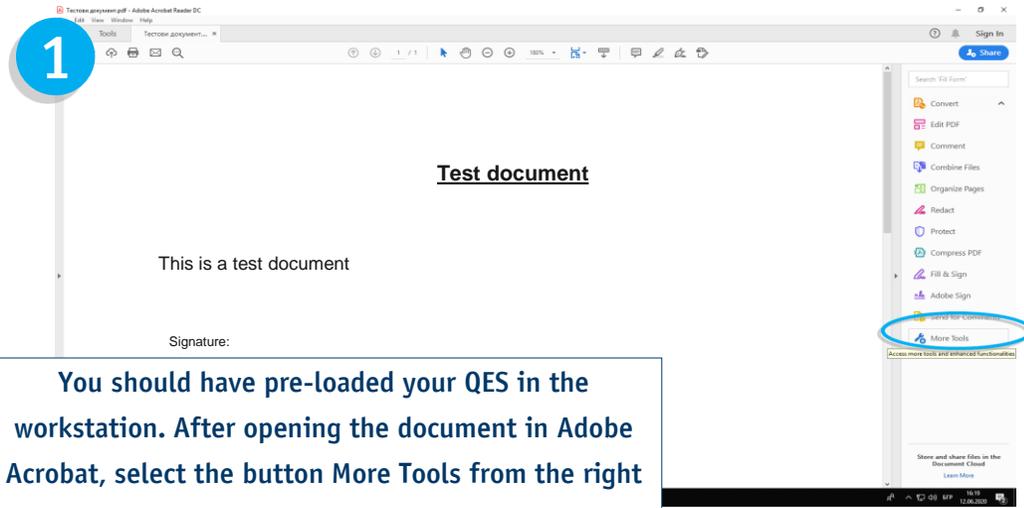
The system requires your PIN or use biometric recognition



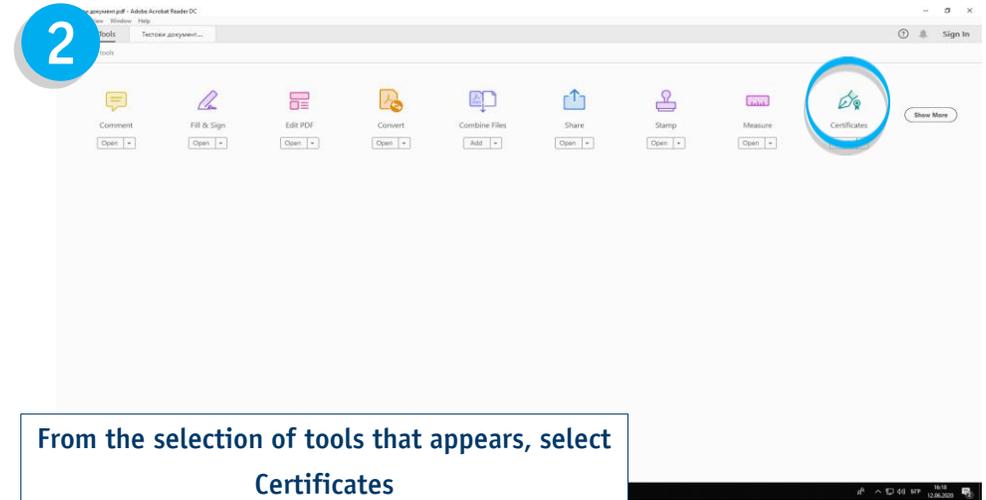
You are ready!
The document is signed and available in the History section, in case you want to review or share it.

How to use QES to sign a PDF (1)

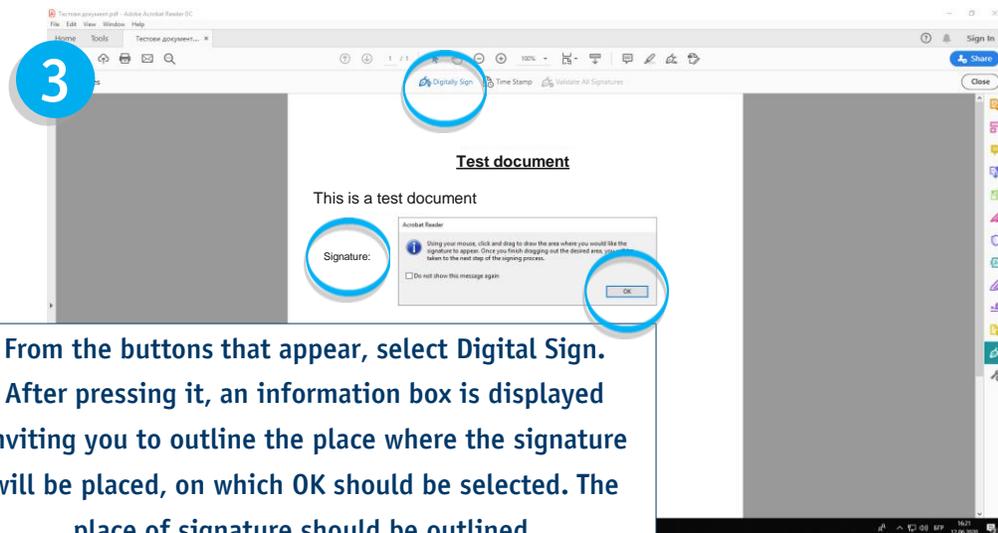
Each instruction downloaded in PDF can be signed with QES issued by a qualified certification service provider.



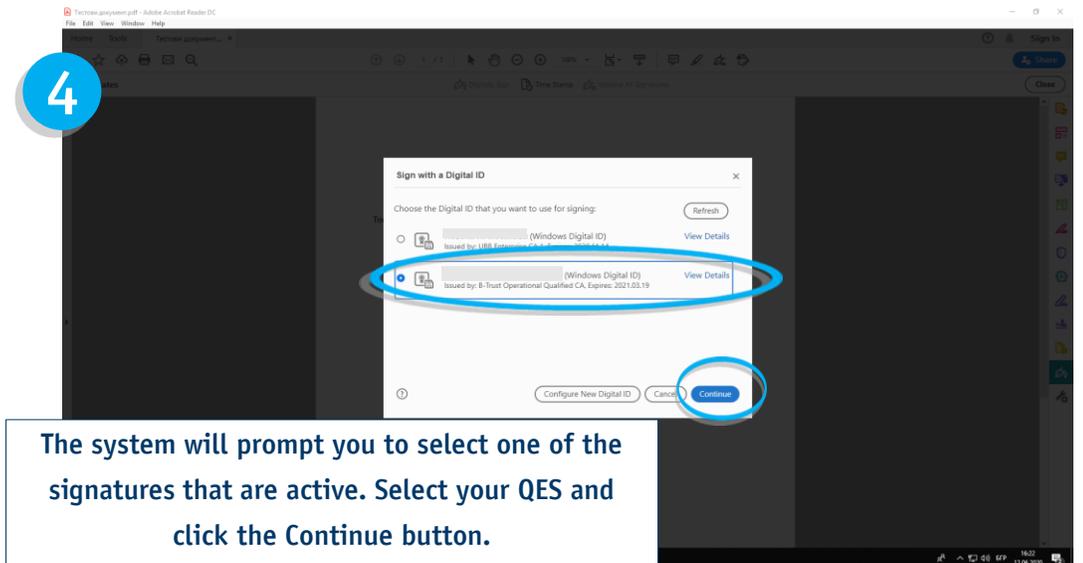
You should have pre-loaded your QES in the workstation. After opening the document in Adobe Acrobat, select the button More Tools from the right pane



From the selection of tools that appears, select Certificates

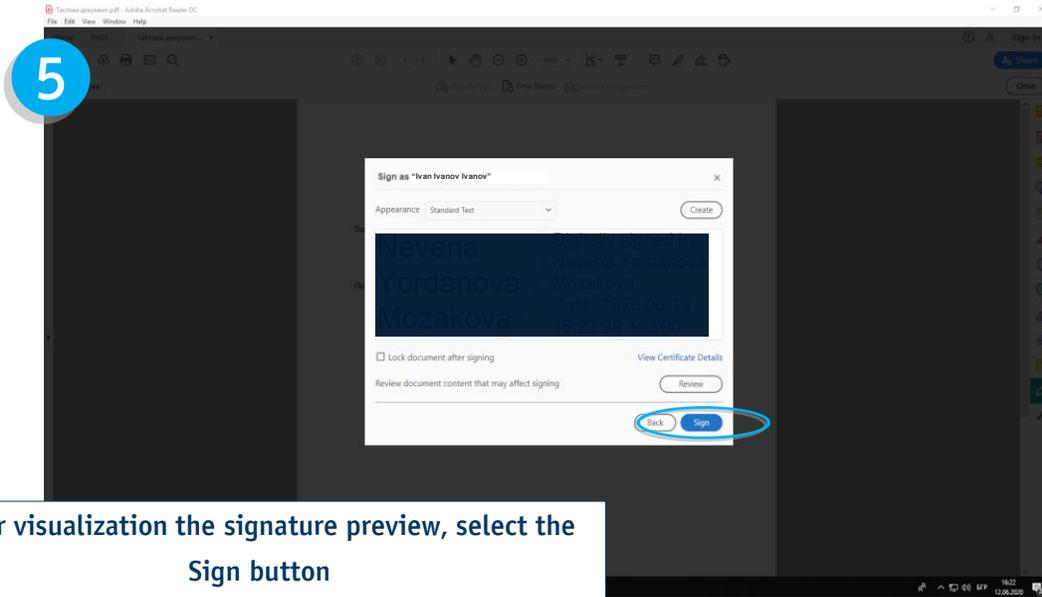


From the buttons that appear, select Digital Sign. After pressing it, an information box is displayed inviting you to outline the place where the signature will be placed, on which OK should be selected. The place of signature should be outlined.

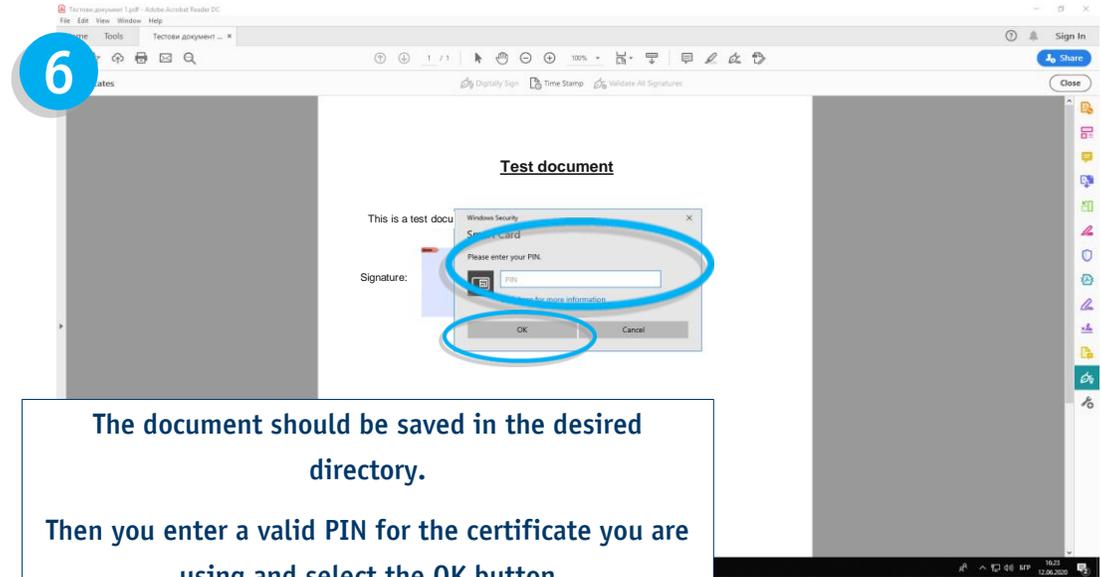


The system will prompt you to select one of the signatures that are active. Select your QES and click the Continue button.

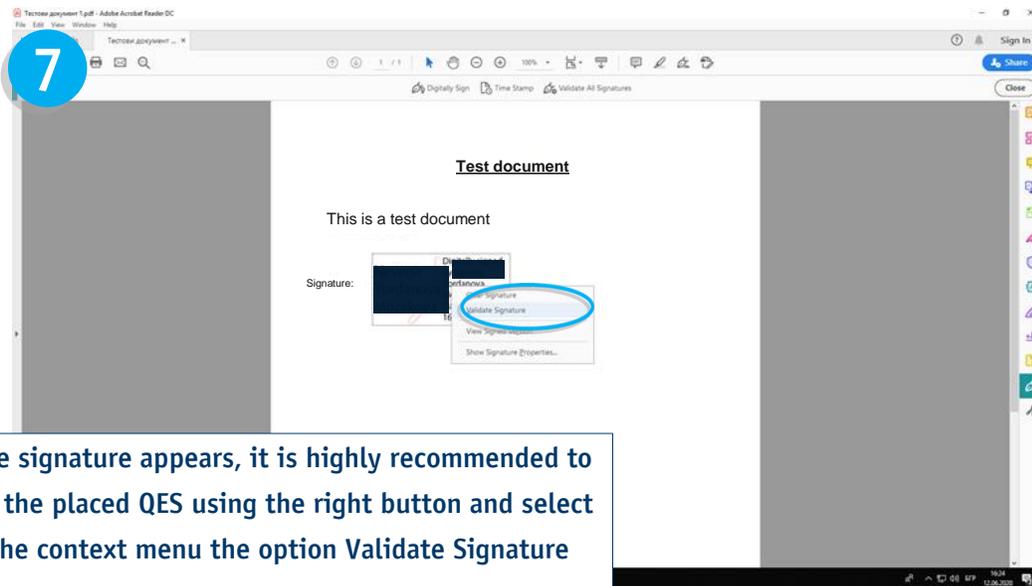
How to use QES to sign a PDF (2)



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

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