



# » Quick Guide

UC eBanking global

## Import and sending of order files (special formats)

## GENERAL

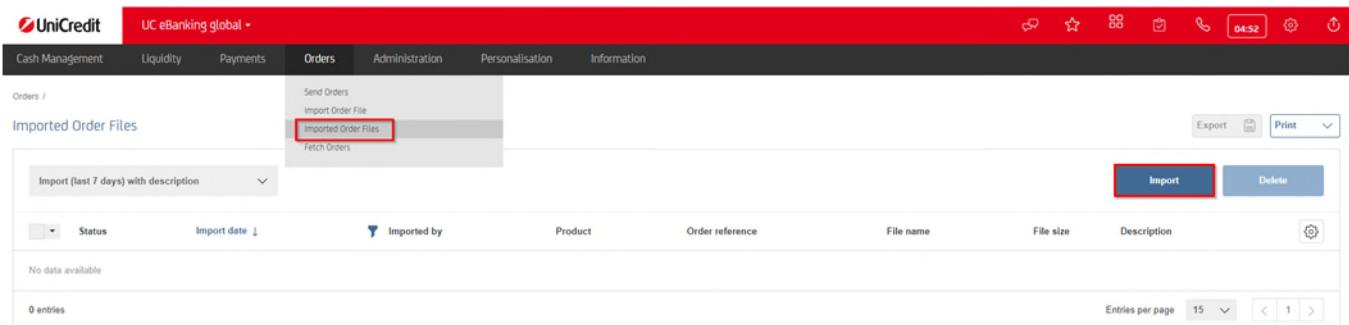
This Quick Guide describes how you can import, authorise and send to the bank a format that is not known in detail to UC eBanking global as a so-called "order file".

## PRECONDITIONS

You also need an authorisation on bank side for these special formats. Please contact your cash management specialist for this to be assigned to you.

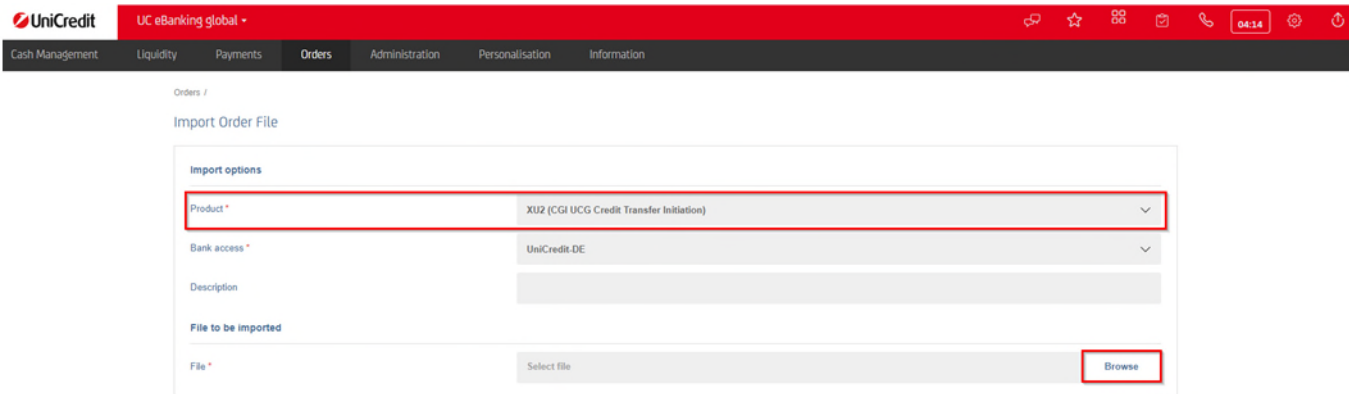
## IMPORT ORDER FILES

Log in to UC eBanking global via the Corporate Portal using your security medium (UC Mobile Token or PhotoTAN). Go to the "Orders/Imported Order Files" menu item. Click on "Import" there.

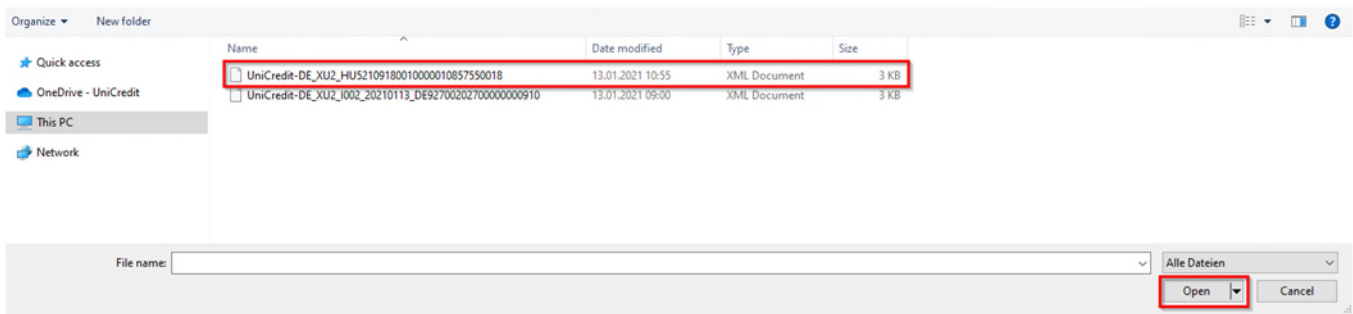


On the next page "Import order file" select as "Product" the format you want to import (here at the example "XU2 (CGI UCG Credit Transfer Initiation)"). A selection of different products can be found at the end of this description.

Then click on the "Browse" button to select the location of the file to be sent.



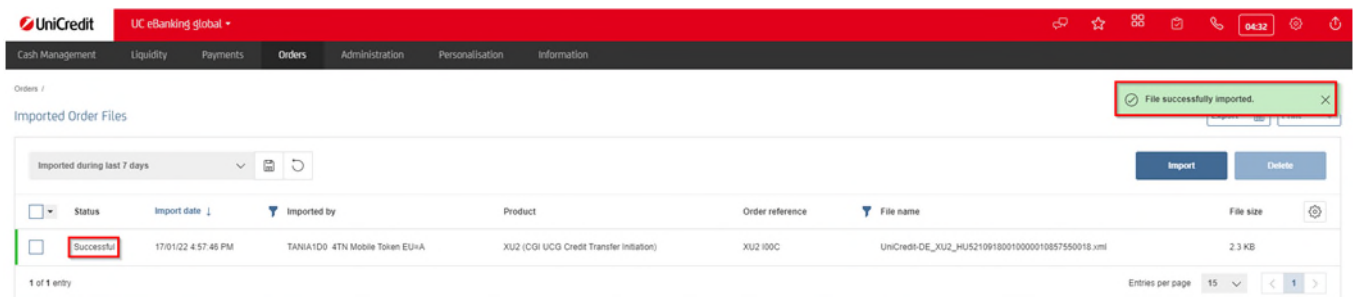
Select the relevant file and confirm it with the "Open" button.



Finish the import process by clicking the "Import" button or, if you want to send more files, click the "Import and next" button.

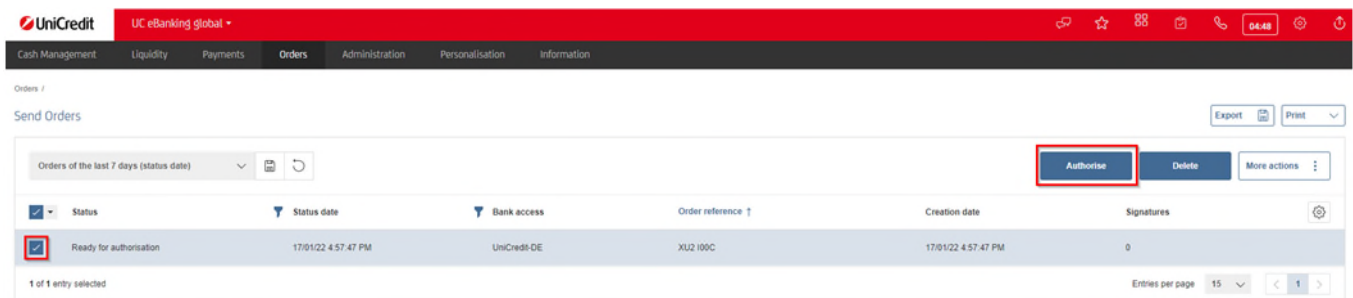


After clicking the button, you will receive a confirmation that the import was successfully imported.

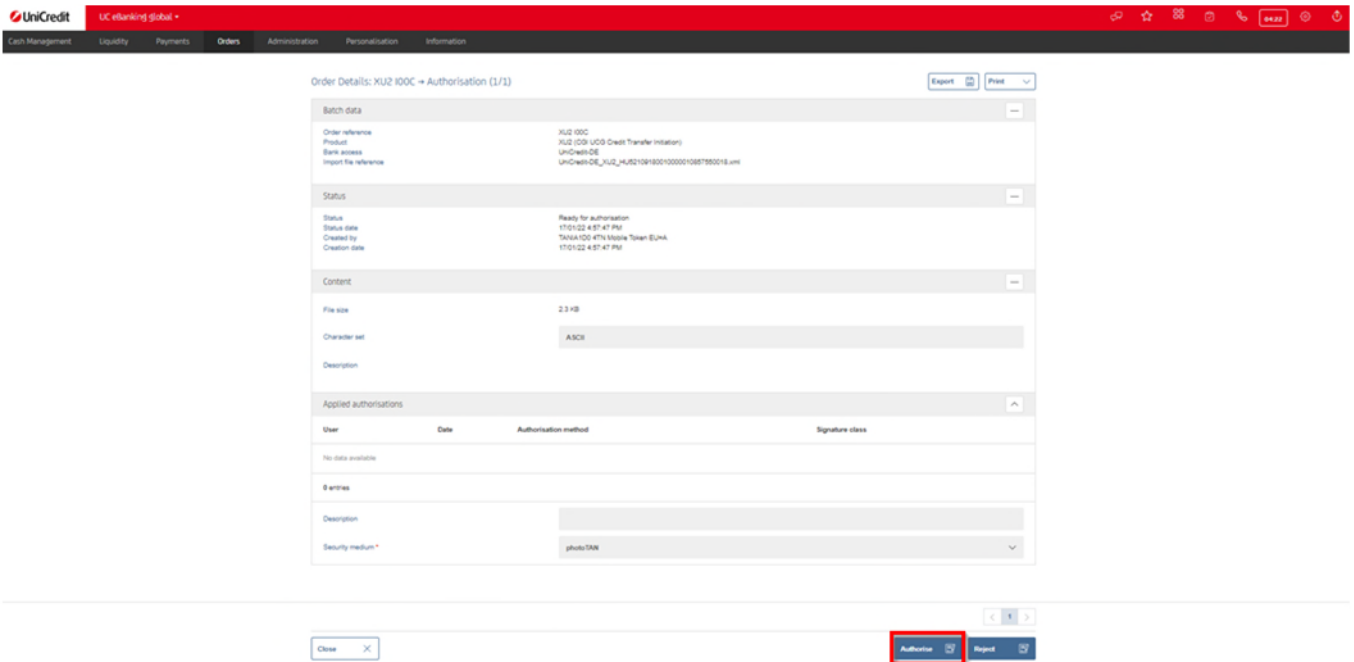


## AUTHORISATION OF ORDER FILES

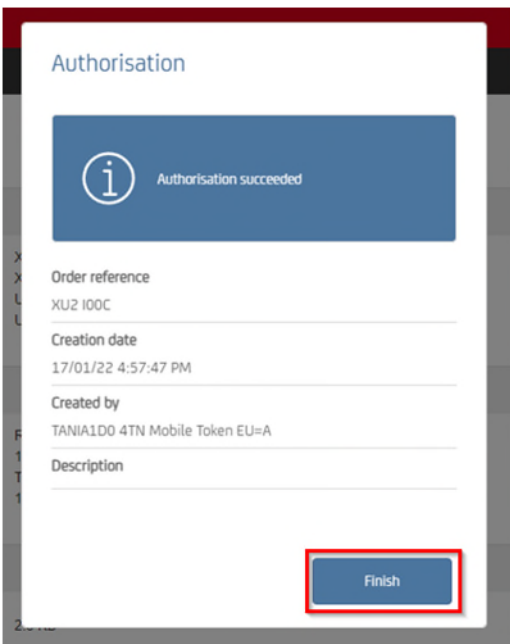
To make the first authorisation, click on the menu item "Orders/Send Orders". Select the imported file(s) and click on "Authorise".



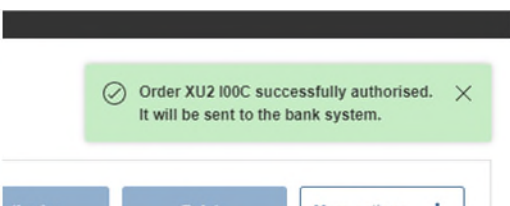
You will then receive a summary of the file(s) to be signed.



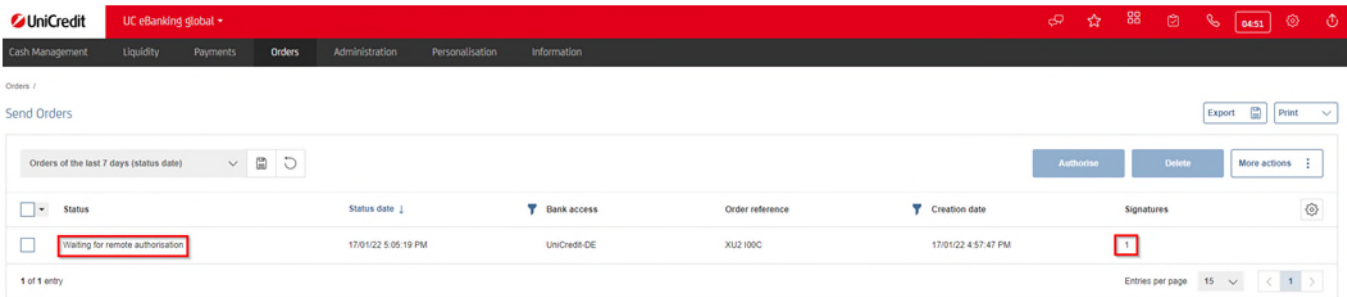
Click on "Authorise", go through your authorisation process (UC Mobile Token or PhotoTAN) and finish it with "Finish". Here using PhotoTAN as an example.



You will again receive an information that the order has been successfully authorised and is now being sent to the bank system.



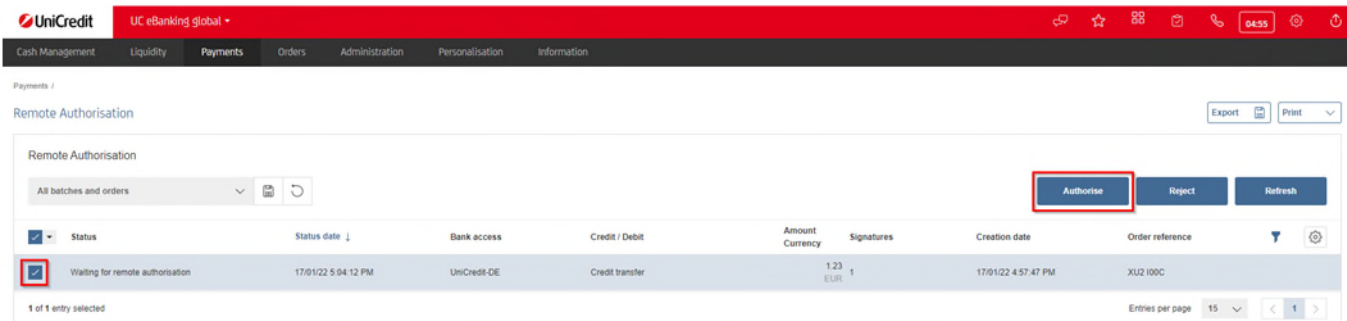
The order now has the status "Waiting for remote authorisation" and a first signature is documented.



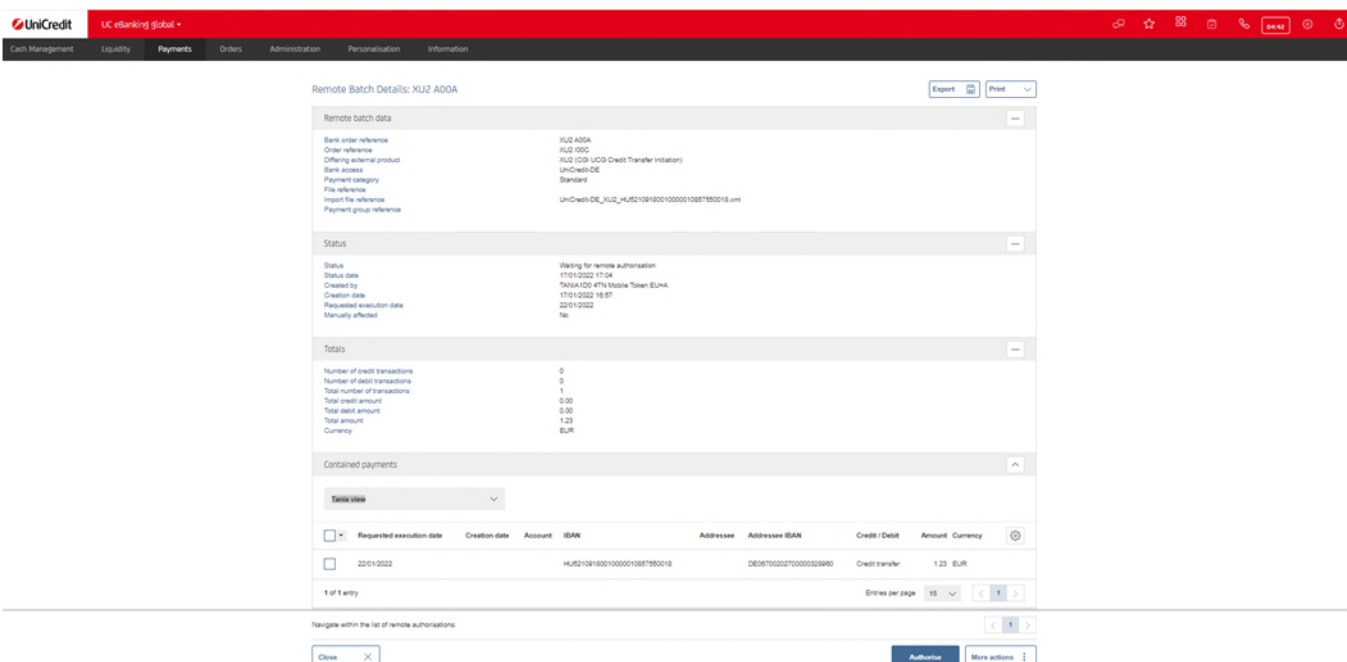
At this point the process of the first signature is completed.

## SECOND AND, IF NECESSARY PROVIDE FURTHER SIGNATURE

To provide the second and, if necessary, further required signature, please click on the menu item "Payments/Remote Authorisation", mark the payment and click on "Authorise".



Once again, an overview of the payment is displayed.



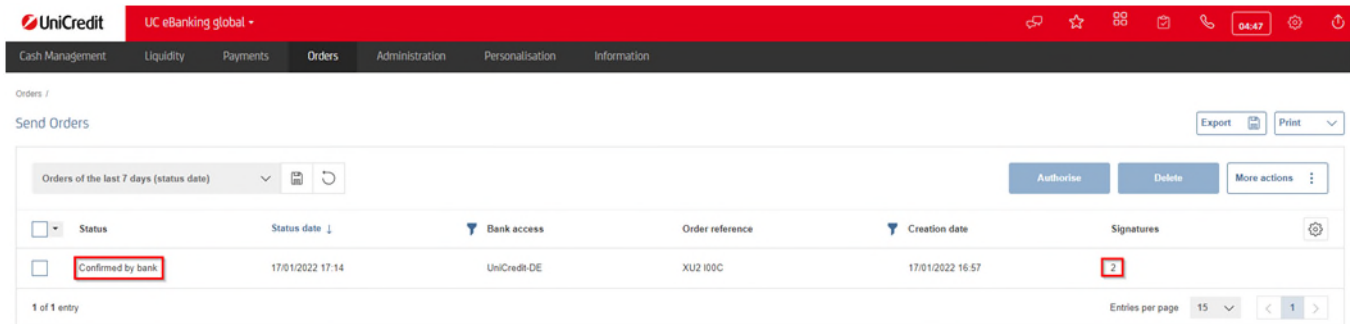
Now click on "Authorise", follow your authorisation process (UC Mobile Token or PhotoTAN) and conclude it with "Finish".

If further signatures are required, this step must be repeated by the respective authorised signatories.

After all signatures have been provided, the payment is no longer visible in the "Remote Authorisation" overview.

## CHECK THE STATUS OF THE TRANSMITTED FILE

You can find the status of your transmitted file in the menu item "Orders/Send Orders". This should show "Confirmed by bank".



The screenshot shows the UniCredit eBanking global interface. The top navigation bar includes 'Cash Management', 'Liquidity', 'Payments', 'Orders', 'Administration', 'Personalisation', and 'Information'. The 'Send Orders' page is active, showing a table of orders. The table has columns for 'Status', 'Status date', 'Bank access', 'Order reference', 'Creation date', and 'Signatures'. One order is listed with the status 'Confirmed by bank', status date '17/01/2022 17:14', bank access 'UniCredit-DE', order reference 'XU2 100C', creation date '17/01/2022 16:57', and a signature count of 2. The 'Signatures' column value '2' is highlighted with a red box. The page also includes buttons for 'Export', 'Print', 'Authorise', 'Delete', and 'More actions'.

Status	Status date	Bank access	Order reference	Creation date	Signatures
Confirmed by bank	17/01/2022 17:14	UniCredit-DE	XU2 100C	17/01/2022 16:57	2

## LIST OF SOME ORDER TYPES AND THEIR DESCRIPTION

- XC2 CGI Credit Transfer Initiation (to the debit of an account of UniCredit / Germany)
- XCG CGI Credit Transfer Initiation without VEU Details (to the debit of an account of UniCredit / Germany)
- XU2 CGI UCG Credit Transfer Initiation (to the debit of UniCredit Group account outside of Germany)
- XUG CGI UCG Credit Transfer Initiation without VEU-Details (to the debit of UniCredit Group account outside of Germany)
- XCU CGI Credit Transfer Initiation with Urgent Payments (to the debit of an account of UniCredit / Germany)
- XEK EuropeanGate payment transaction file (can be used for various payment formats:  
Country formats, CGI formats, SEPA-formats)