

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.

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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 ser	Then click c	on the "Browse'	' button t	o select	the loca	ation of the	file to t	be sent.
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Cash Management	Liquidity	Payments	Orders	Administration	Personalisation	Information								
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		Product *			XU2 (CGI	il UCG Credit Transfer Initiation)				~				
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		File*			Select file	le			Browse					

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

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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.

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Successful	17/0	/22 4:57:46 PM	TANIA	1D0 4TN Mobile Token EU=4	4 XU2	(CGI UCG Credit Transfer Initiation)	XU2 100C	UniCredit-DE_XU2_HU52109180010000010857550018	xmi			2.3 K	œ	
1 of 1 entry										Entries	per page	15 V		1 >

AUTHORISATION OF ORDER FILES

Cancel

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

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Cash Management	Liquidity Paym	nents Orders Administration	Personalisation Information				
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1 of 1 entry selected						Entries per page	15 🗸 🤇 1 🗦

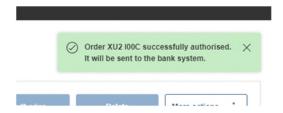
You will then receive a summary of the file(s) to be signed.

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Management Liquidity Payments Orders	Administration Personalisation Information			
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			< 1 >	
	Close X		Authorize 🐨 Reject 🐨	

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

í	Authorisation succeeded
Order reference	2
Creation date 17/01/22 4:57	:47 PM
Created by TANIA1D0 4TN	Mobile Token EU=A
Description	

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.

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Cash Management	Liquidity Payr	ents Orders	Administration	Personalisation	Information								
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Orders of the last 7 of	days (status date)	C B V						Authorise		Delete	м	ore actions	i
- Status			Status date 1		T Bank access	Order reference	T Creation date		Signa	tures			\odot
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1 of 1 entry									Entrie	s per page	15 V	< 1	

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".

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 St 	tatus		Status date ↓	Bank access	Credit / Debit	Amount Signatures	Creation date	Order reference	7 💿
v.	aiting for remote authorisatio	m	17/01/22 5:04:12 PM	UniCredit-DE	Credit transfer	1.23 EUR 1	17/01/22 4:57:47 PM	XU2 100C	
1 of 1 entry se	elected							Entries per page	15 🗸 🔇 1 🗦

Once again, an overview of the payment is displayed.

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Cash Management	Liquidity	Payments	Orders	Administration	n Personalisation	information											
				R	temote Batch Details: X	U2 A00A						Export (B)	vint v				
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					Requested execution	on date Creation	date Account	IBAN	Addressee	Addressee IBAN	Credit / Debit	Amount Currency	۲				
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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".

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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)