



# Quick Guide

UC Trade Finance Gate

## Multibank

Additional Information

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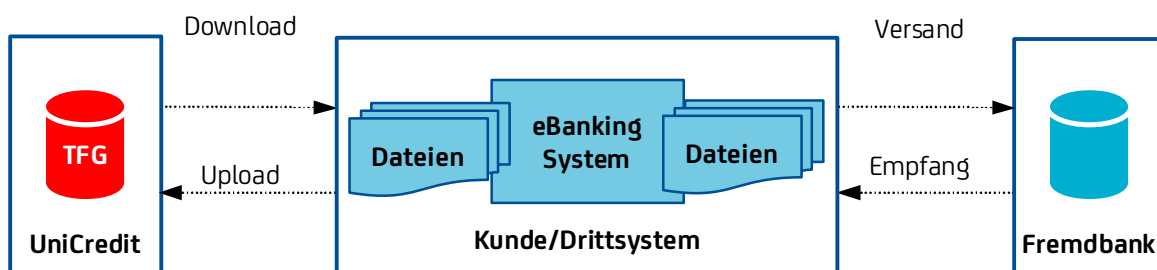
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## 1. Introduction

The Multibank functionality is available exclusively in UC Trade Finance Gate's Corporate Edition. The functionality is activated on UniCredit side for its clients. Furthermore, every user working with the Multibank functionality is activated in his or her user profile by a bank known user or by bank administration as part of the initial set-up.

The first step in working with the Multibank functionality is to generate the third banks and corresponding accounts within UC Trade Finance Gate. This enables your company to issue guarantees and letters of credit for these banks.

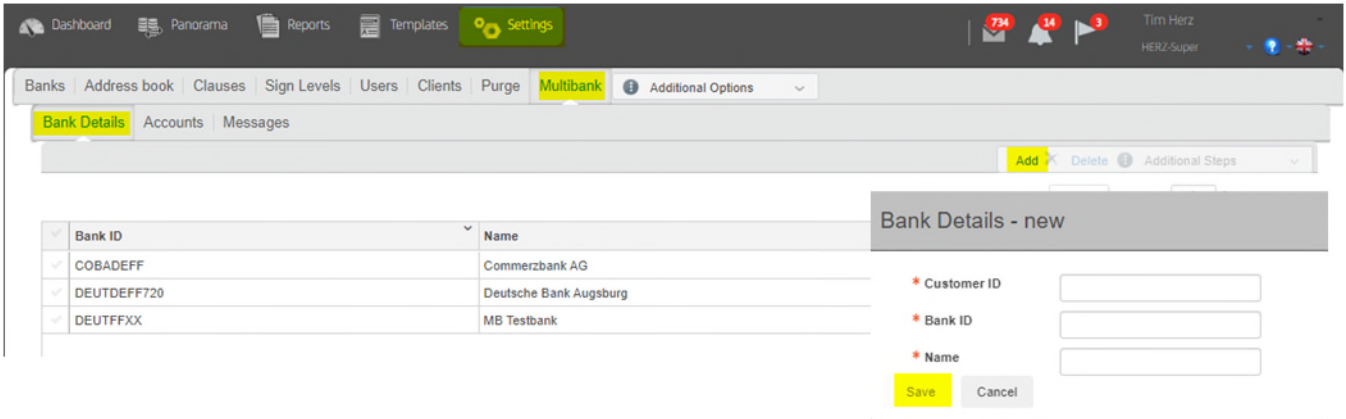
After going through the issuing steps of a new transaction for a third bank, a so called "DTA file" is generated, which must be downloaded and then sent to the third bank with an eBanking tool by send order. Also, received files (fetch orders) from the third bank via EBICS channel must be imported manually into the TFG.



## 2. Multibank Set-Up in UC TFG

To use the Multibank functionality, in the first place, all third banks need to be set up in UC TFG.

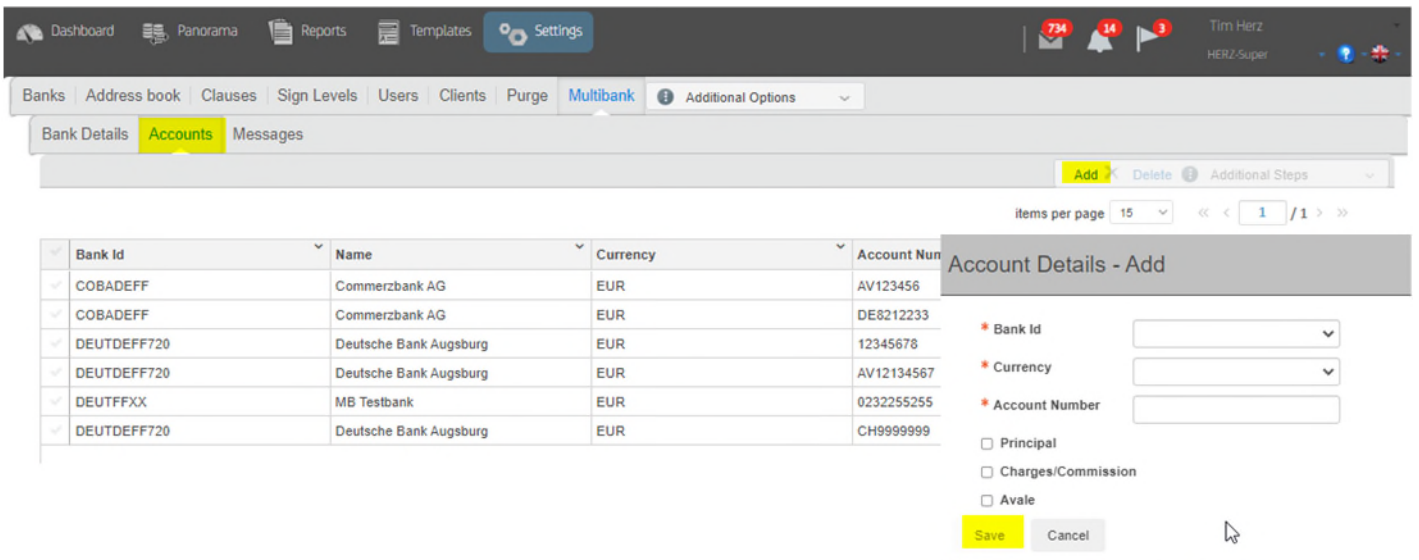
- Go to Settings > Multibank > Bank Details > Add



- Enter your Customer ID, Bank ID, and Name of the respective bank. The needed information can be retrieved from your eBanking tool or obtained from the third bank.

| details bank data     | definition                                  |
|-----------------------|---|
| Customer ID (A3 Feld) | Your individual identification for the bank |
| Bank ID (A2 Feld)     | SWIFT address of third bank                 |
| Name                  | name of the bank                            |

- Next, account details of the third bank are added



| details account data | definition                 |
|----------------------|----------------------------|
| Bank ID              | Select from drop down menu |
| Currency             | Select from drop down menu |
| Account number       | Type account number        |

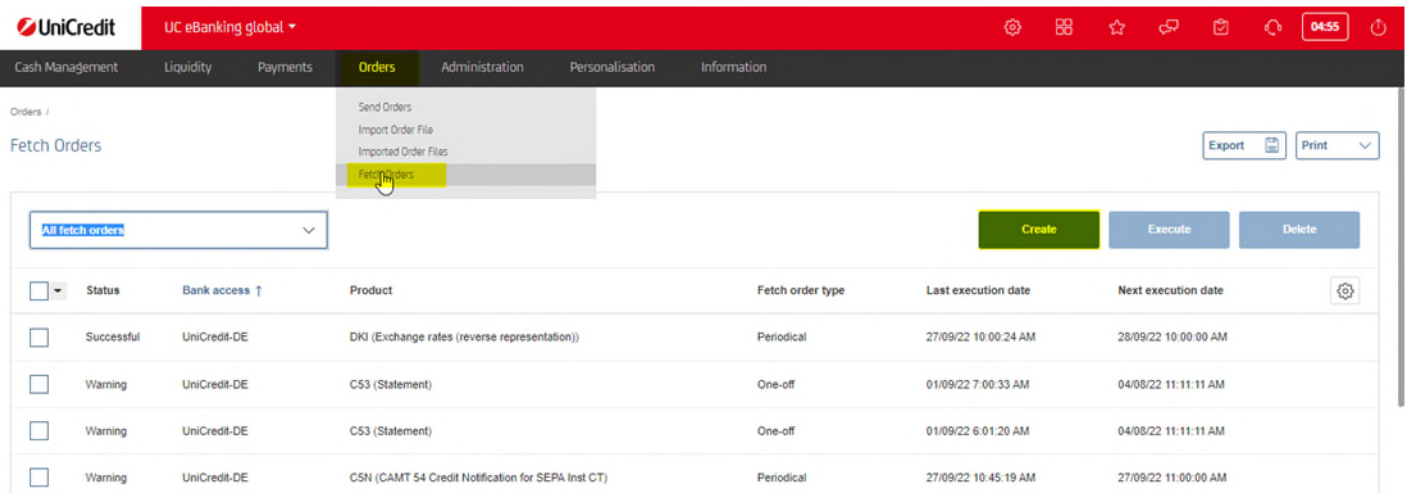
### 3. Set-Up within eBanking Tool (EBICS Channel)

Depending on the type of transaction (guarantee or letter of credit) respective order types need to be assigned and authorized by your third bank.

|            |   |         |
|------------|---|---------|
| <b>AIA</b> | Import Letter of Credit   | send    |
| <b>AKA</b> | Receive Import Letter of Credit   | receive |
| <b>AKD</b> | Handling and Settlement Import Letter of Credit                         | receive |
| <b>AID</b> | Taking up Documents under Import Letter of Credit                       | send    |
| <b>EAB</b> | Export Letter of Credit   | receive |
| <b>EAD</b> | Handling and Settlement Export Letter of Credit                         | receive |
| <b>EAR</b> | Send Export Letter of Credit follow-up message                          | send    |
| <b>GUK</b> | Guarantee (note: only available in Germany)                             | send    |
| <b>GUB</b> | Receiving Guarantee message (note: only available in Germany)           | receive |
| <b>GFK</b> | Guarantee follow up message (note: only available in Germany)           | send    |
| <b>GFB</b> | Receiving Guarantee follow up message (note: only available in Germany) | receive |

#### 3.1 Set-Up for UC eBanking Global

- As a standard setting all files are stored within the download folder of UC eBanking global. To maintain a better overview of your documents, separate folders can be generated.
- We recommend two folders: one for the DTA files from UC Trade Finance Gate with the name “send files” and one for your fetch orders with the folder name “fetch files”
- Every fetch order is set up as periodical 1-2x daily in your Cash Management tool, in this case UC eBanking global: In the menu ORDERS periodical or daily fetch orders can be generated.



- The new fetch job is generated by selecting “periodical” for the fetch job, entering the third bank in “Bank Access”, and choosing the needed order type for “Product” (AKA, AKD, EAB, EAD, GUB, GFB). Additionally needed weekdays, frequency and time are filled in. With “save” the new order is stored.

- As soon as fetch jobs from a third bank arrive, they are exported via download and stored in the selected folder. The Upload in UC TFG is done via MULTIBANK > MESSAGES > UPLOAD.

### 3.2 Set-Up for UC eBanking Prime

In UC eBanking prime automated interfaces can be generated. To set up such an interface administration rights are required.

- For the set-up two folders within your network or your UC eBanking prime server are necessary: in the folder “Send files” the DTA file from UC TFG is first manually stored, and second by using the interface the file is then automatically uploaded to UC eBanking prime and generated as a send order. This order requires the usual electronic signature. Within the folder “fetch files” the file is automatically saved (via fetch order), so it can be uploaded to UC TFG manually. Of course, further subfolders regarding message types or third banks can be included in the set-up.
  - For the local storage space, the path could look like:  
(C:\Prime\TFG\sendfiles) und (C:\Prime\TFG\fetchfiles)  
(C:\Prime\TFG\COBA\sendfiles\AIA) specialized regarding bank and message type
  - In case of directory within your network:  
[\\Servername\Releasename\Prime\sendfiles](#) and [\\Servername\Releasename\Prime\fetchfiles](#)
- To ensure a functioning automated up- and download, interfaces are generated in UC eBanking prime.
- Select Admin/Audit and click “Data exchange” – Auto Import.
- Next, select the “+” symbol and “Import”.

UC eBanking prime

Welcome Mr. Admin!  
You last logged in on 09/30/2022 at 14:04 o'clock

Friday  
30 September 2022

**Data exchange**

- Auto import
- Auto export
- Export conversions
- Import journal

**System information**

|  |   |   |   |
|--|---|---|---|
| Send jobs with post-processing error   | 0 | Restart auto import jobs                | 0 |
| Faulty send jobs                       | 0 | Invalid organisation related jobs       | 0 |
| Faulty fetch jobs                      | 0 | Virtual accounts without parent account | 0 |
| Accounts with no permission allocation | 0 | Current logged in users                 | 1 |
| Restart fetch jobs manually            | 0 | User(s) locked/suspended                | 0 |

UC eBanking prime

Admin > Automatic imports

Criterion (All)

1 Page(s), 16 Record(s)

Import

- Conversion Import
- SEPA DK-Format
- Planning data-CSV
- Account Statements

| Execution           | State   | Name    |     |                   | Next execution      |   |   |   |
|---------------------|---------|---------|-----|-------------------|---------------------|---|---|---|
| 09/30/2022 14:40:09 | Waiting | MTU7    |     |                   | 09/30/2022 14:45:09 | / | ↶ | ✕ |
| 09/30/2022 14:40:08 | Waiting | MTU4    |     |                   | 09/30/2022 14:45:08 | / | ↶ | ✕ |
| 09/30/2022 14:40:08 | Waiting | MTU 1   | CCT | No data available | 09/30/2022 14:45:08 | / | ↶ | ✕ |
| 09/30/2022 14:40:08 | Waiting | MTU6    | CCT | No data available | 09/30/2022 14:45:08 | / | ↶ | ✕ |
| 09/30/2022 14:40:07 | Waiting | MTU3    | CCT | No data available | 09/30/2022 14:45:07 | / | ↶ | ✕ |
| 09/30/2022 14:40:06 | Waiting | XEG     | XEG | Failed            | 09/30/2022 14:45:06 | / | ↶ | ✕ |
| 09/30/2022 14:40:06 | Waiting | MTU5    | CCT | No data available | 09/30/2022 14:45:06 | / | ↶ | ✕ |
| 09/30/2022 14:40:06 | Waiting | MTU8    | CCT | No data available | 09/30/2022 14:45:06 | / | ↶ | ✕ |
| 09/30/2022 14:40:06 | Waiting | CCT SHA | CCT | Failed            | 09/30/2022 14:45:06 | / | ↶ | ✕ |
| 09/30/2022 14:40:05 | Waiting | CCT     | CCT | Failed            | 09/30/2022 14:45:05 | / | ↶ | ✕ |
| 09/30/2022 14:40:04 | Waiting | C2D     |     | No data available | 09/30/2022 14:45:04 | / | ↶ | ✕ |
| 09/30/2022 14:40:04 | Waiting | AZV     | AZV | No data available | 09/30/2022 14:45:04 | / | ↶ | ✕ |
| 09/30/2022 14:40:00 | Waiting | MTU2    | CCT | No data available | 09/30/2022 14:45:00 | / | ↶ | ✕ |
| 09/30/2022 14:40:00 | Waiting | AIA     | AIA | Failed            | 09/30/2022 14:45:00 | / | ↶ | ✕ |
| 09/30/2022 14:39:04 | Waiting | XG2     | XC2 | No data available | 09/30/2022 14:42:04 | / | ↶ | ✕ |
| 02/03/2022 10:09:20 | Waiting | IDD     | IDD | Failed            |                     | / | ↶ | ✕ |



Admin > Automatic imports > New auto import

Import type: File system

Alias: AIA

Type: Other order type

Order type: AIA - Upload import letters of credit

Format: BIN

Customer-ID: HypoVereinsbank- HypoVereinsbank

Directory: \\servername\share\send\iaia

Save directory:

File pattern: \*

Zip-compression: OFF

Encryption: OFF

Daily execution from: 06:00

Interval: 5 Minutes

Daily execution to: 20:00

Weekly:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

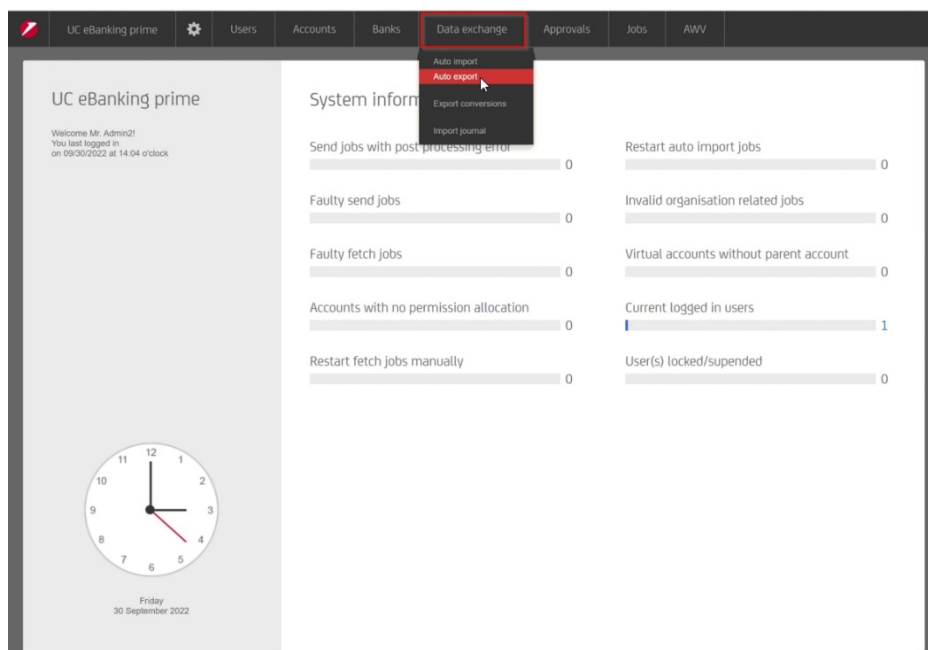
Delete logs older than: 5 day(s)

Display Hash Value: Deactivated

Confidential: OFF

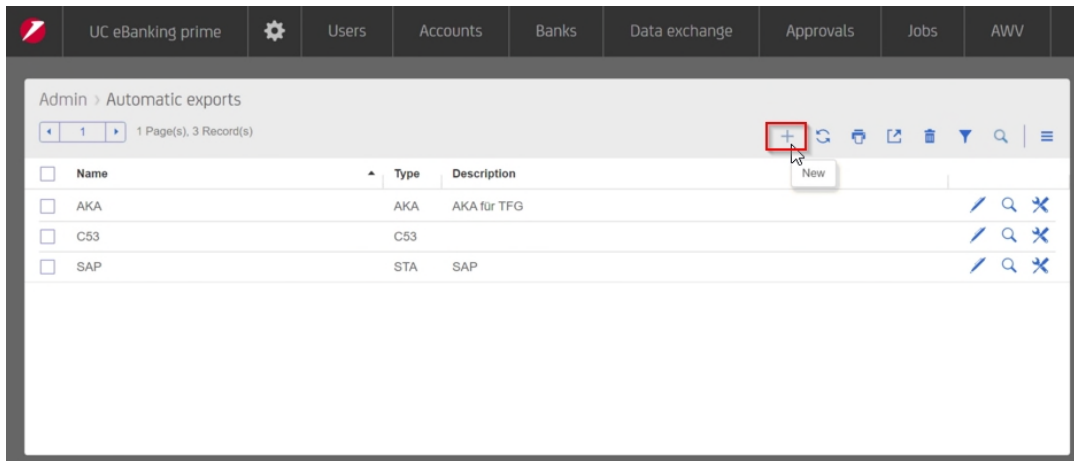
Back Create

- Please set up an interface for each order type, as described above.
  - It is possible to give an alias name, e.g., AIA\_COBA\_ISSUANCE\_LC
  - Following: choose “Other order type” as Type, Order Type “AIA” or the respective type you would like to set up.
  - Customer-ID is referring to your third bank
  - As directory, fill in the folder path you have set up before. “Save directory” must be a different path, for example a subfolder.
  - Subsequently the execution interval is selected, and the step saved with “Create”.
- For incoming files an export interface can be generated. To do so, please go to the admin section and select “Data Exchange”



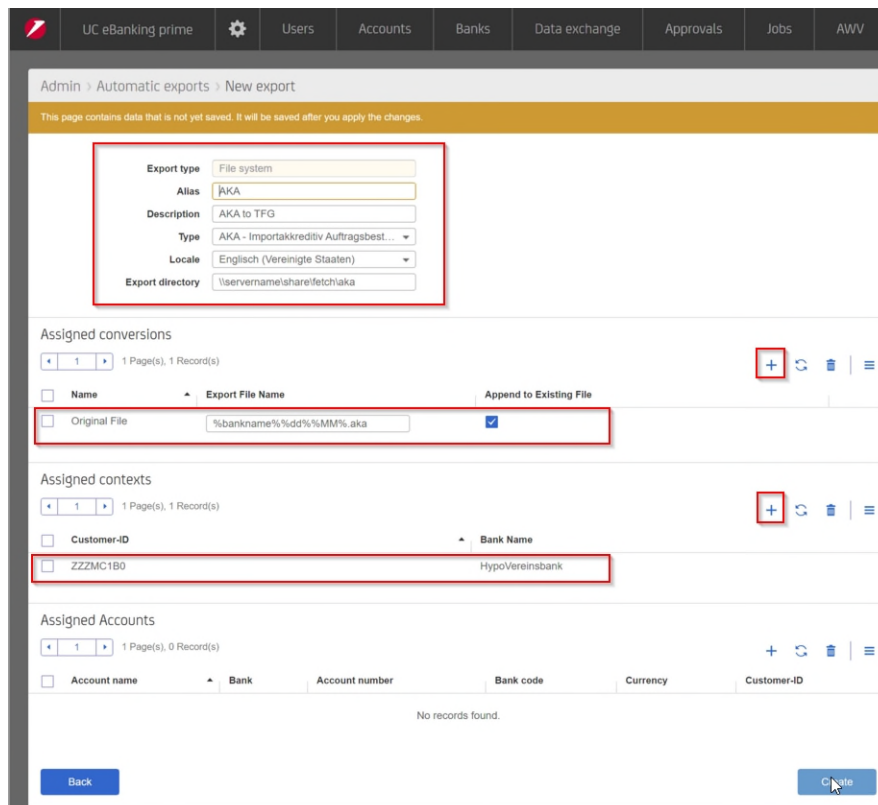


- Choose the „+“symbol.

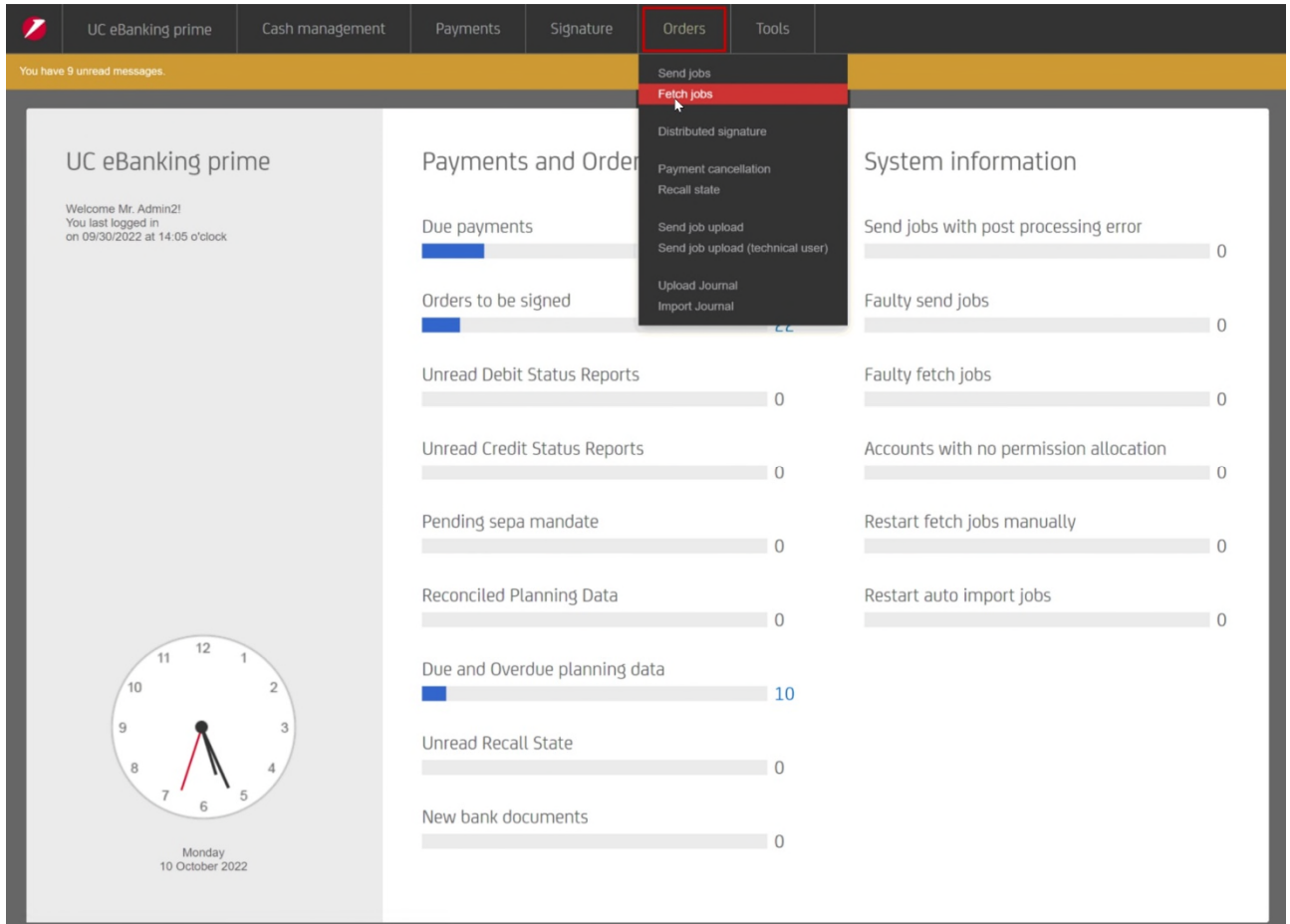


- Now fill in the blanks:

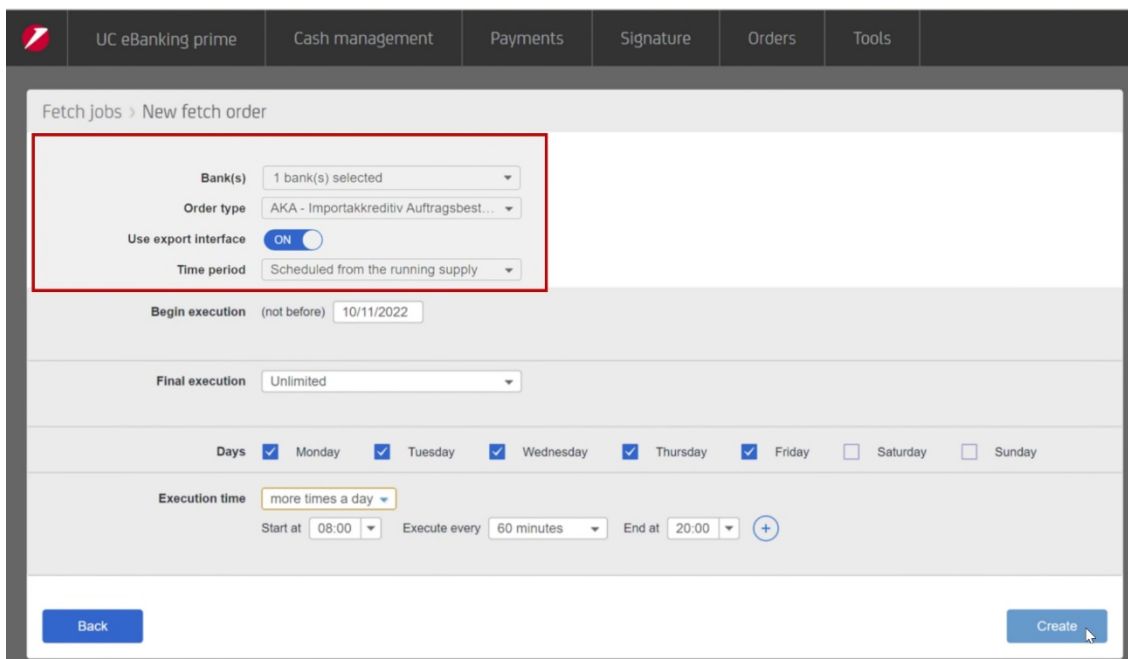
- As Alias name type the order type and as description for example AKA\_ or Send\_importLC or any other name that helps you identify the interface
- As “type” choose the relevant type, e.g., AKA
- “Locale” is referring to your preferred language setting
- For the “export directory” enter your beforehand established folder for fetch orders
- In the field “assigned conversions”, select the “+” and import original file
- The blank for “export file name” type: **„%bankname%%dd%%MM%.aka** (important: after the dot follows the order type)
- For “assigned contexts” select your third bank
- Finish the set-up with “create”.



- Afterwards, install a periodical fetch job. For this, select “Jobs” and “Fetch Jobs”



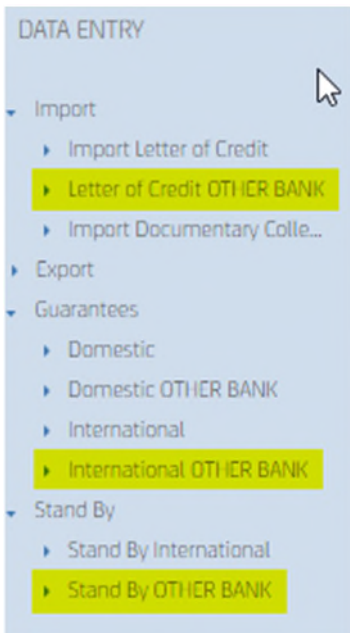
- For each third bank and order type a new fetch job is required.
  - Select a bank
  - Order type
  - Activate the export interface
  - For the time period, select „Scheduled from the running supply“, then pick the days and execution time for the fetch job period suitable for your needs.
  - Finalize with „create“.



### 3.3 Set-Up for third party solution

Please contact your Cash Management advisor at your third bank if you are using another solution (not UC eBanking global/prime) from another bank for your electronic banking.

## 4. Issuing A New Multibank Transaction



In UC Trade Finance Gate new third bank transactions are issued via the left-hand side menu „DATA ENTRY “and selecting the product with the addition “OTHER BANK”.

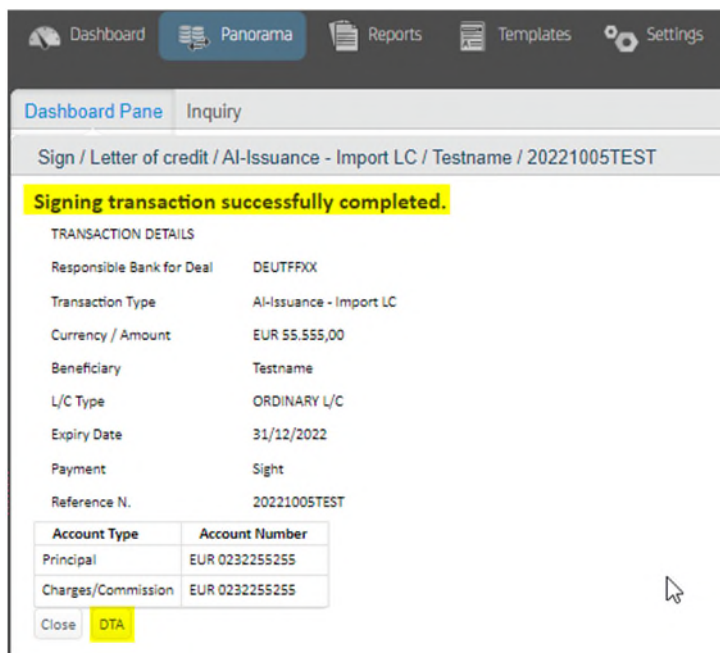
For information regarding the input fields for the various product types please refer to our UC TFG User guide.

#### IMPORTANT NOTE:

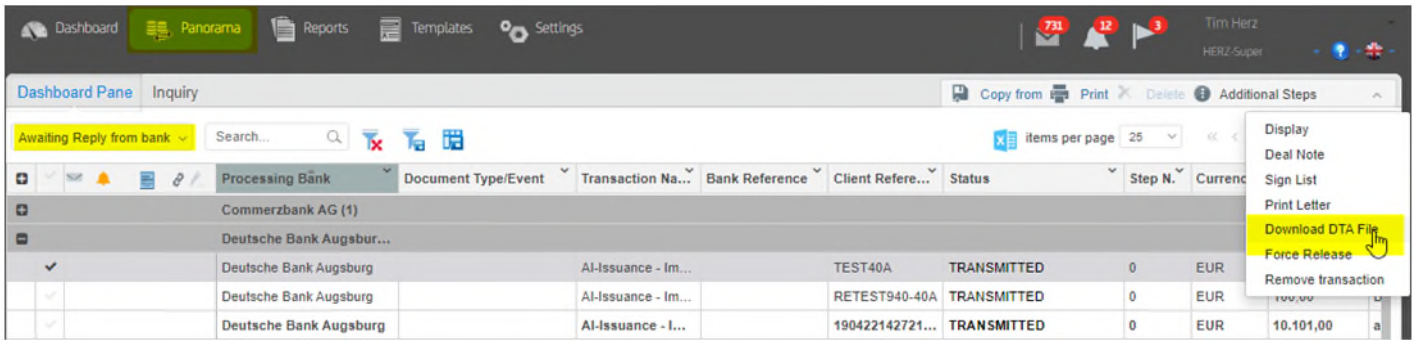
**UC Trade Finance Gate does not send transactions directly to a third bank by itself.**

To do so, it is required to use an eBanking program, as explained above. This applies also if a transaction appears in the Dashboard Box „Awaiting Reply from Bank”. Once a transaction is duly signed, for UC TFG the transaction is marked as “sent to the bank” – but the final step of sending the transaction needs to be arranged with an eBanking program.

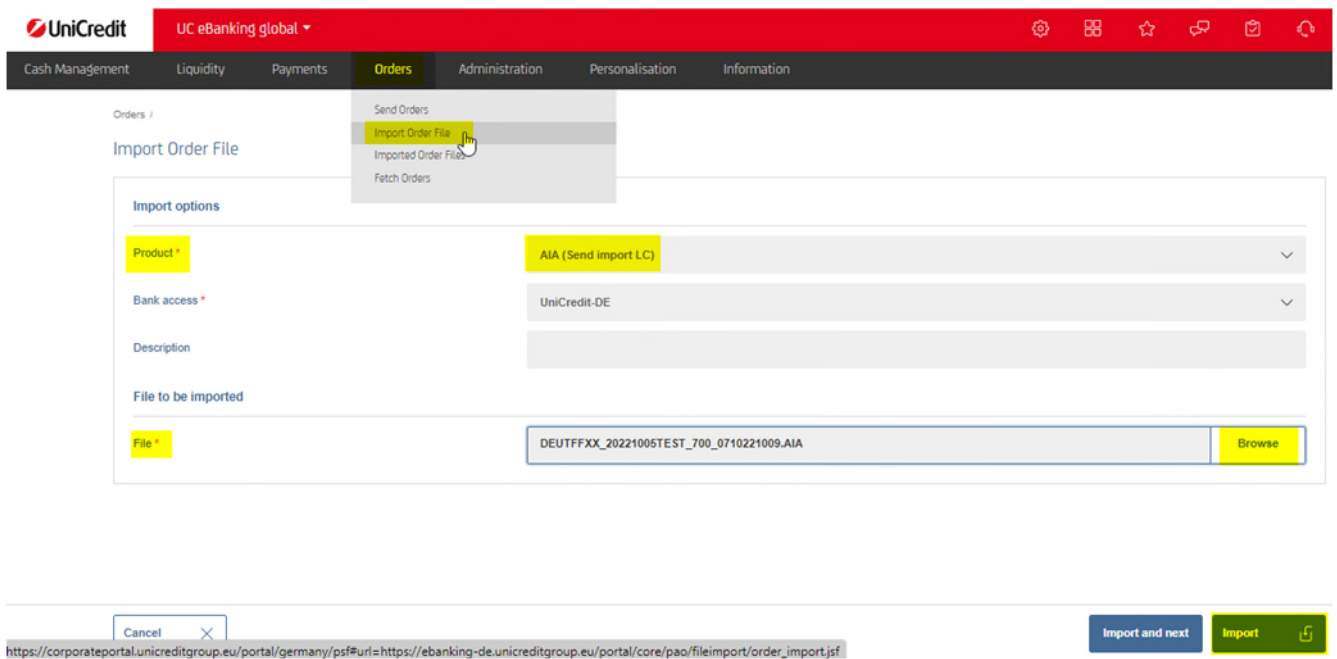
- The file for download and sending via eBanking tool is provided
  - Either directly after the final electronic signature is placed by selecting the Button “DTA”



- Or via the Panorama menu “Awaiting Reply from Bank” and selecting the respective transaction (in this example Issuance of Import LC):



- The file is downloaded in the “Additional Steps” menu with “Download DTA File”. After the first download of the file the transaction status is “TRANSMITTED”. If the download has not been concluded yet, the status is shown as “Waiting for Transmission”. Therefore, transactions in the panel “Awaiting Reply from Bank” have not necessarily already been downloaded or sent to a third bank. In conclusion: always check the transactions status and eventually perform the download once more.
- Afterwards upload the DTA file (in this case Import LC AIA) in your eBanking tool. Here in this example manually to UC eBanking global via „Import Order File“ and selecting the right product type. In UC eBanking prime the upload runs automatically via interface.



- In case your third bank notes a defect to the file please contact our Support Team GTB Center (contact details on next side) and provide the reference number and possibly the DTA file.

## 5. Test run after Set-Up

After successfully setting up bank and account details of your third bank(s) we recommend you perform a test run with each bank before sending real transactions. This ensures a safe process for your bank and customer details with the bank(s) and minimizes errors in DTA files.

Two options are available for the test run: first, issuing a new test file, which is deleted afterwards. Or second, inserting an already existing transaction and continue working on this transaction with UC TFG. To avoid irritation, it is important to coordinate the test run with your other bank(s) beforehand.

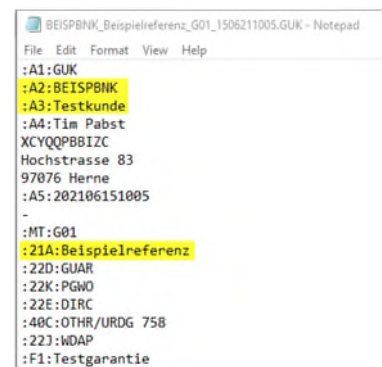
### 5.1 Generating New Test Files

To generate a new test file, please follow the instructions for Issuing a new transaction (e.g., guarantee or import letter of credit). It is important to choose a very low amount -for example 1 EUR- and inform about the test within the text fields.

After downloading and sending the DTA file with your eBanking program, you are waiting for the reply from your third bank. Once it arrives, please open both DTA files (sent + received) with e.g., Microsoft Notepad or Editor.

The marked fields “A2 – bank details”, “A3 – customer details” and “21A – reference number” need to match in sent and received message, to be able to process the transaction further with UC TFG. Otherwise, an error message appears after upload.

If the fields match, the transaction can be deleted in UC TFG and with your third bank. If not, bank details and customer details must be adjusted according to the received message in UC TFG.

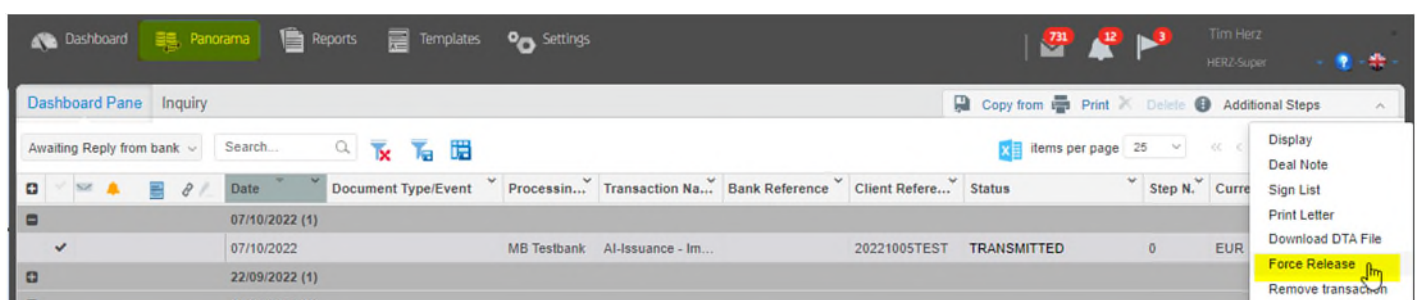


```
BEISPBK_Beispielreferenz_G01_1506211005.GUK - Notepad
File Edit Format View Help
:A1:GUK
:A2:BEISPBK
:A3:Testkunde
:A4:Tim Pabst
XCYQPBBIIZC
Hochstrasse 83
97076 Herne
:A5:202106151005
-
:MT:G01
:21A:Beispielreferenz
:22D:GUAR
:22K:PGWD
:22E:DIRC
:40C:OTHR/URDG 75B
:22J:WDAP
:F1:Testgarantie
```

### 5.2 Upload of existing Transaction

The second option for testing the file exchange is to upload an already existing transaction with a third bank to UC TFG. Please enter all relevant data of a guarantee or import letter of credit into a new issuance form and sign it.

In this case the download is NOT performed and the DTA is not sent to the third bank. Instead in Panorama view “Force release” is selected from the “Additional Steps” menu.



This ensures that you can receive further messages regarding this transaction. Now your third bank can send a free message with MT799 for test purposes. Again, with this option, the fields A2, A3 and 21A need to be checked and should ideally match. If they do, further processing with UC TFG is possible, if they do not, bank details and customer details must be adjusted.



## 5.3 Incoming Files

- The tab “Messages” is used to import EBICS files received with your eBanking tool from your third bank to UC TFG. (=file upload)
- UC TFG automatically matches the transactions according to the reference number.

The screenshot shows the 'Message Details - Edit' dialog box in the UC TFG interface. The dialog contains the following information:

- Sequence No: 1
- Message Type: GUBG02
- Sender: DEUTDEFF720
- Deal No: 170622154808AVCN
- Customer Ref No: 170622154808AVCN
- Product: 02D
- Step Type: ISS
- Step No: 0
- Date: 06/17/2022 15:55:34

The background interface shows a table of messages with the following columns: Sequence No, Message Type, Sender, Deal No, Customer Ref No, Product, Step Type, Step No, Date, Status, and File Name. The table contains several rows, including one with Status 'Wrong Format' and another with Status 'Ready'.

- If it does not match, it is possible to correct the reference number manually with the Edit function in “Additional Steps”. To ensure the right sequence of the steps within one transaction, the upload of files needs to be performed in the right order. Every sent message is followed by an uploaded received message.
- In the overview of transactions only files are shown that have not been properly matched and processed by UC TFG. Checking the box “Processed”, all successfully processed files are depicted in the list (showing the status “processed”). Already imported files with the wrong format must be repaired by your third bank.

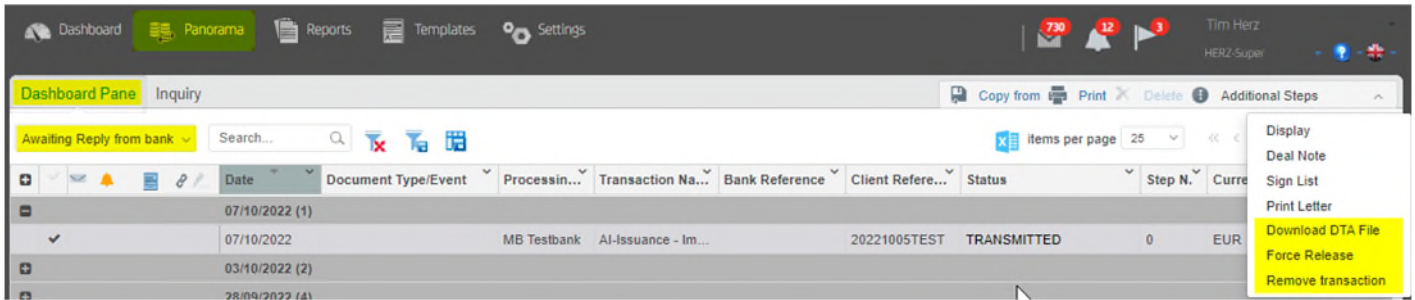
The screenshot shows the 'Messages' tab in the UC TFG interface. The table displays the following data:

| Sequence No | Message Type | Sender      | Deal No          | Customer Ref No  | Product | Step Type | Step No | Date       | Status    | File Name     |
|-------------|--------------|-------------|------------------|------------------|---------|-----------|---------|------------|-----------|---------------|
| 1           | EAB720       | DEUTDEFF720 | RETEST396DD      | RETEST977        | 11      | ISS       | 0       | 07/07/2022 | Processed | BUG_977_RE    |
| 1           | EAB720       | DEUTDEFF720 | RETEST396DD      | LC DD/04/22      | 11      | ISS       | 0       | 06/07/2022 | Processed | BUG_977_RE    |
| 1           | GFBG08       | DEUTDEFF720 | NMVAV70511970501 | Testnachricht-2  | 02I     | CLM       | 1       | 23/06/2022 | Processed | G08_Extend-C  |
| 1           | GFBG08       | DEUTFFXX    | 200622152128SVVB | 200622152128SVVB | 02D     | CLM       | 1       | 20/06/2022 | Processed | G08test3-exp  |
| 1           | GUBG02       | DEUTFFXX    | 200622152128SVVB | 200622152128SVVB | 02D     | ISS       | 0       | 20/06/2022 | Processed | GUBlest-exp.t |

- Transactions with status „wrong format” (due to e.g., missing tags, wrong length of fields or codes) cannot be further processed by UC TFG. These files must be repaired by the third bank and deleted from this list after consultation with your other bank.

## 6. Handling of Panorama View

- Already duly signed transaction, waiting to be downloaded are generally shown in UC TFG Dashboard “Awaiting reply from bank”
- The various types of transaction status and possible additional steps are:



| Transaction Type  | Processing Bank | Client Reference | Additional Ref. | Bank Reference    | Step N. | Currency | Amount    | Amount in EUR | Counter Party | IMEX Status        |
|-------------------|-----------------|------------------|-----------------|-------------------|---------|----------|-----------|---------------|---------------|--------------------|
| Issuance - Imp... | MB Testbank     | Leti835          |                 |                   | 0       | EUR      | 15.000,00 | 15.000,00     | Leti835       | DTA Downloaded     |
| Issuance - Imp... | MB Testbank     | RETEST819        |                 |                   | 0       | EUR      | 100,00    | 100,00        | Bene          | Signature required |
| Issuance - Do...  | MB Testbank     | 090322112522L... |                 |                   | 0       | BHD      | 10.101,00 | 27.426,01     | aa            | DTA Created        |
| Issuance - Do...  | MB Testbank     | 170322092112F... |                 |                   | 0       | AUD      | 10.101,00 | 6.616,66      | aa            | DTA Created        |
| Issuance - Do...  | MB Testbank     | 170622151606N... |                 | 170622151606NV... | 0       | EUR      | 1.000,00  | 1.000,00      | Schwartz      | Forced Release     |
| Claim Payme...    | MB Testbank     | 170622151606N... |                 | 170622151606NV... | 0       | EUR      | 1.000,00  | 1.000,00      |               | DTA Downloaded     |
| Issuance - Do...  | MB Testbank     | 170622153935L... |                 | 170622153935LS... | 0       | EUR      | 1.000,00  | 1.000,00      | Schwartz      | Forced Release     |
| Issuance - Do...  | MB Testbank     | 170622154808A... |                 | 170622154808AV... | 0       | EUR      | 1.000,00  | 1.000,00      | Schwartz      | Released           |

- **DTA Created**
- **DTA Downloaded** (after having selected “Download DTA File”)
- **Released**
- **Forced Release** (resulting from additional step “Force Release”)

Step “Force Release”:

This step is available after the DTA Download. It can be used if no reply from the third bank has arrived yet but further e.g., amendments or messages on behalf of this transaction need to be sent to the third bank. Via “Force Release” the reply from the third bank is skipped. To do so, the user manually inserts the deal reference number. After this step is signed, the transaction status changes to “Forced Release”.

- **Cancelled** (resulting from the step “Remove Transaction”)

Step “Remove Transaction”:

This step is available after DTA Download. After selecting the deal status changes to “Cancelled”. A notification is sent to the user.