

Remote Bank for Legal Persons

USER MANUAL

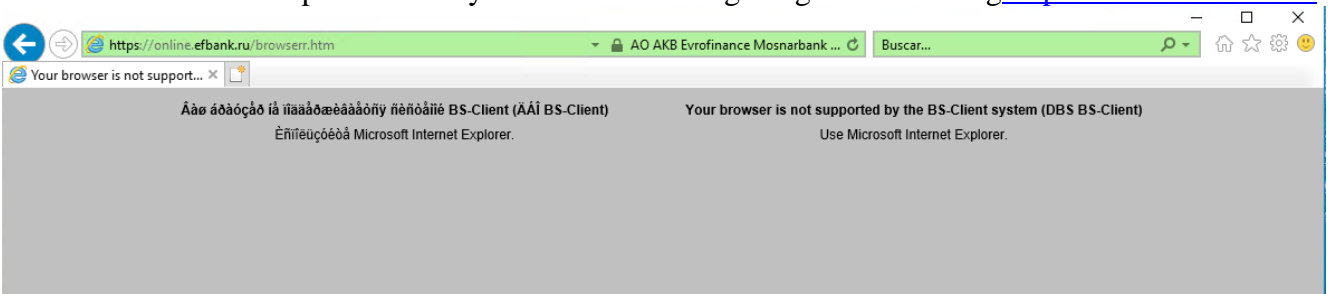
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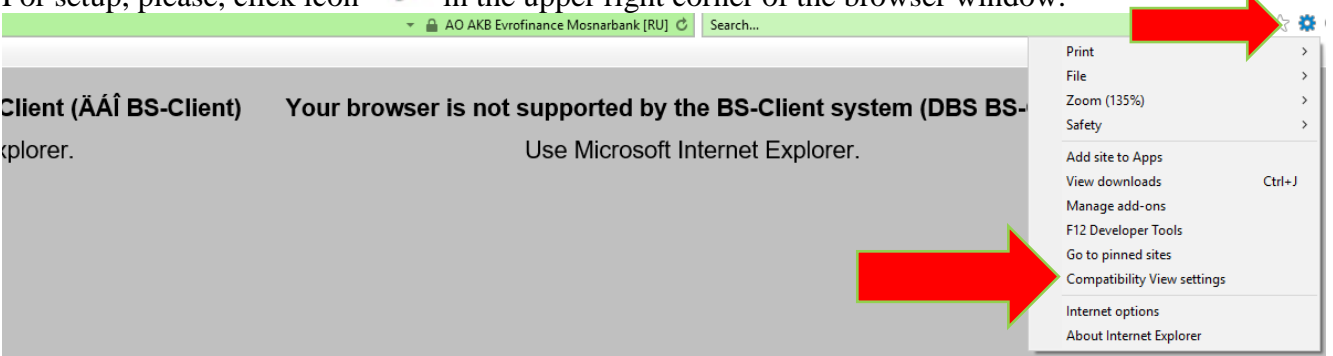
1. Settings for the System correct operation

Important! You may need administrator rights to perform these settings!

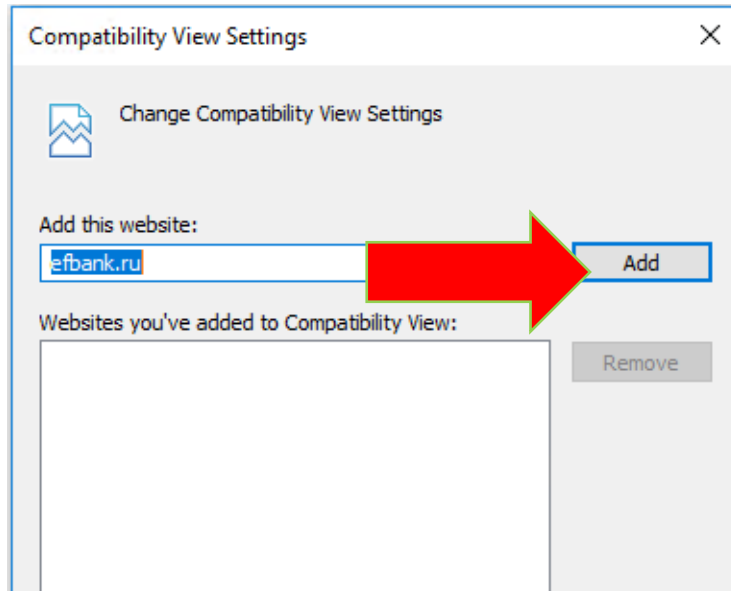
1. **Compatibility View Options.** Setup is required for modern versions of Internet Explorer 11 and later. It must be performed if you see the following image after entering <https://online.efbank.ru/>:



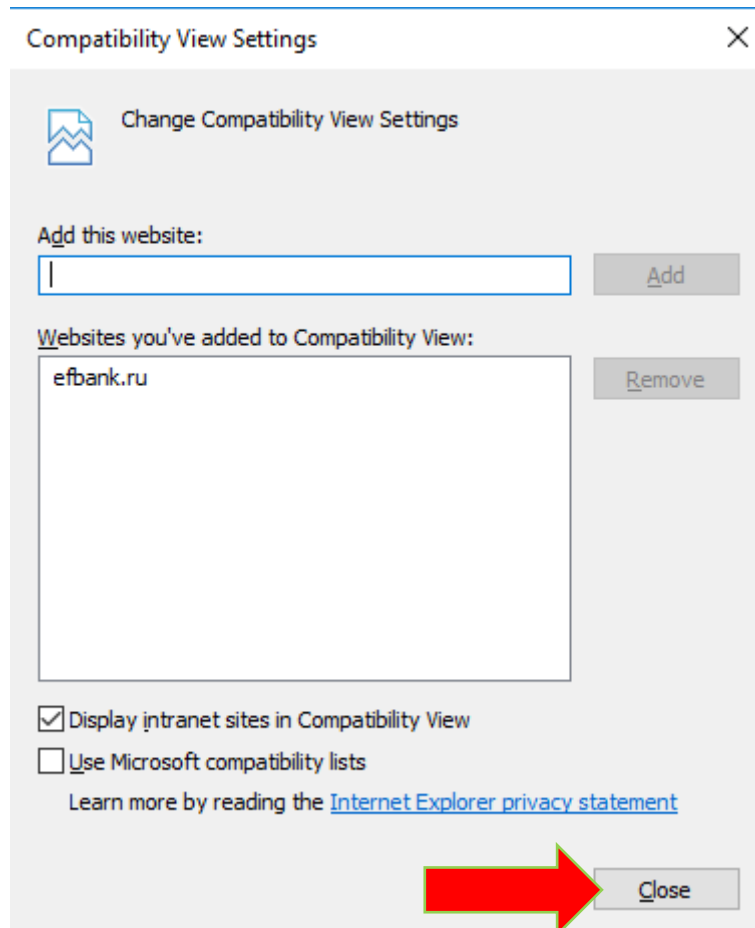
For setup, please, click icon  in the upper right corner of the browser window.



In the opened window, click “Add”, and the bank address is to be added to the list of sites opened in the compatibility mode:



Apply the setup:

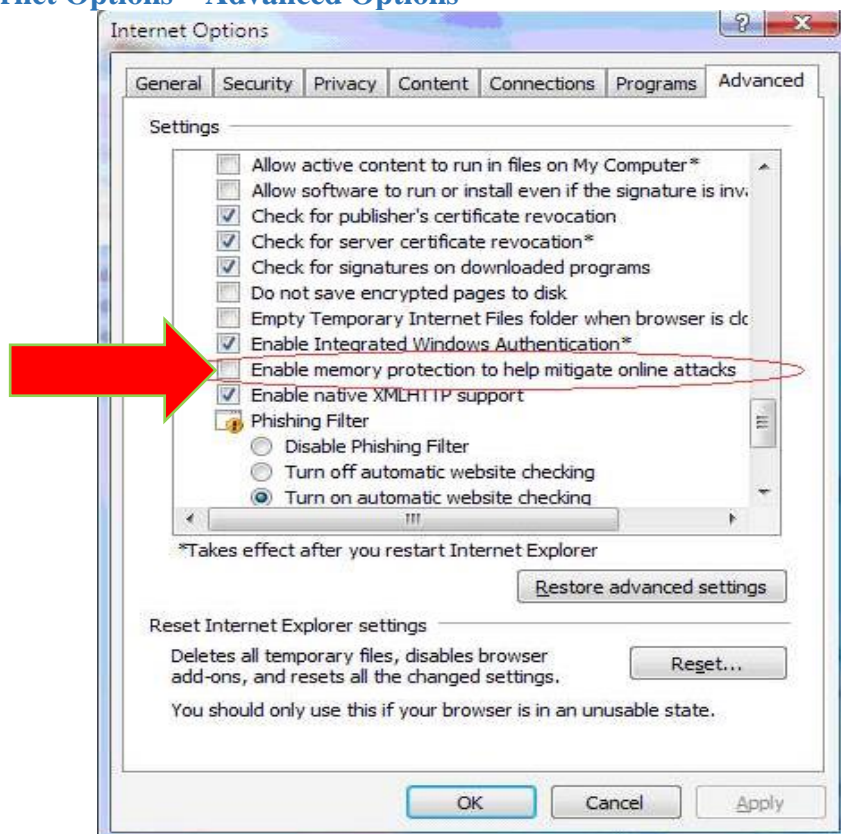


2. **Memory Protection** (only for versions of Internet Explorer 8 and below!)

For trouble free installation of ActivX, uncheck “Enable Memory Protection” option to reduce the risk of hacker attacks.

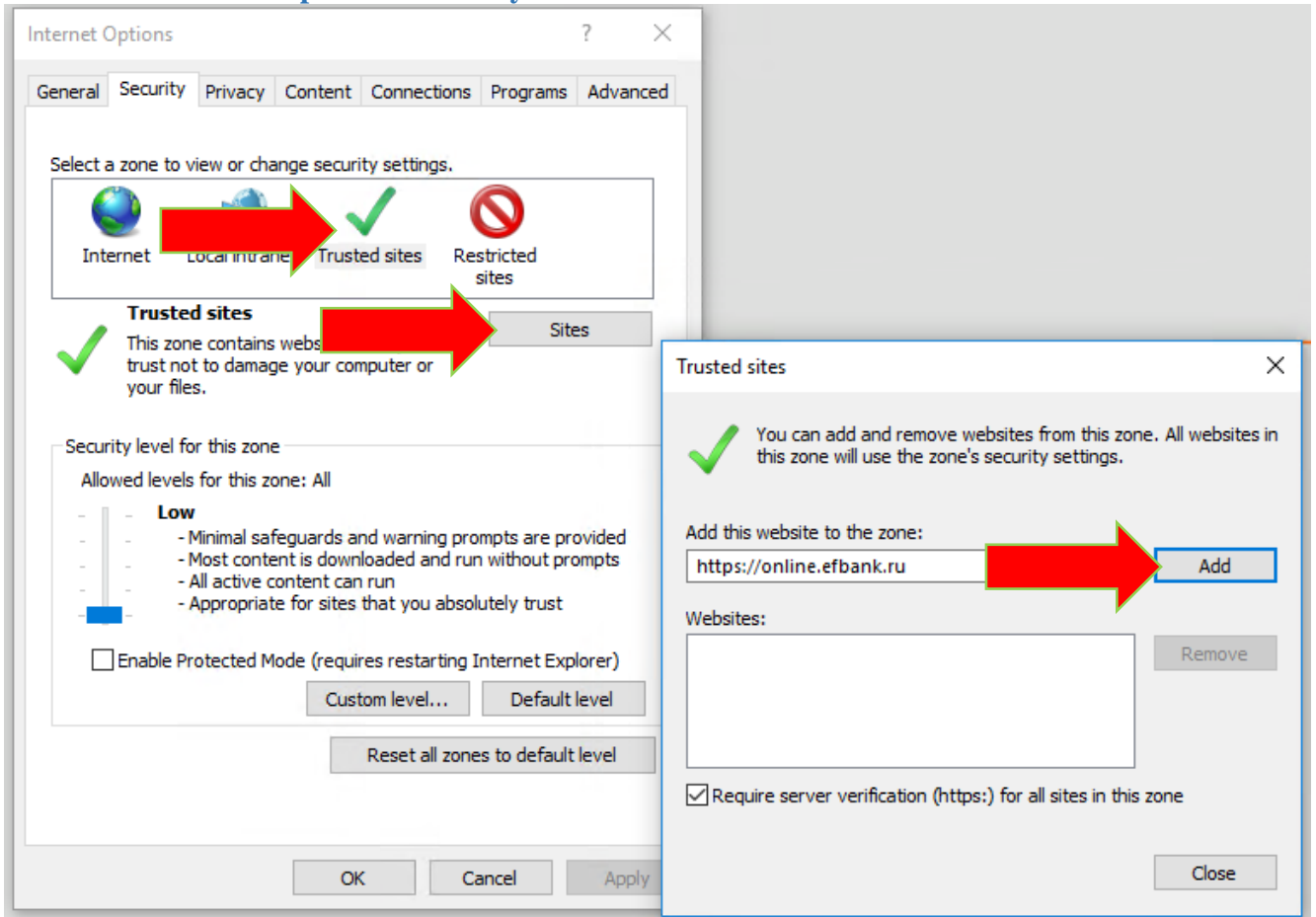
Open Internet Explorer and go to settings:

Tools – Internet Options – Advanced Options

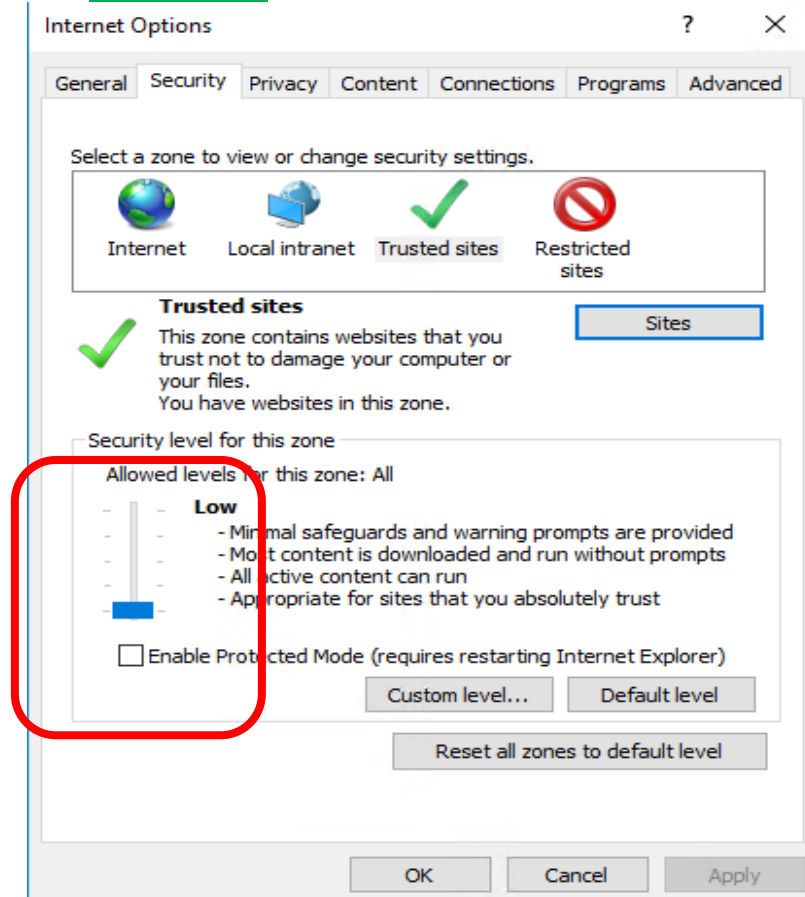


3. For proper functioning of the Bank's site <https://online.efbank.ru>, please, add it to **“Trusted sites”**.

Tools – Internet Options – Security

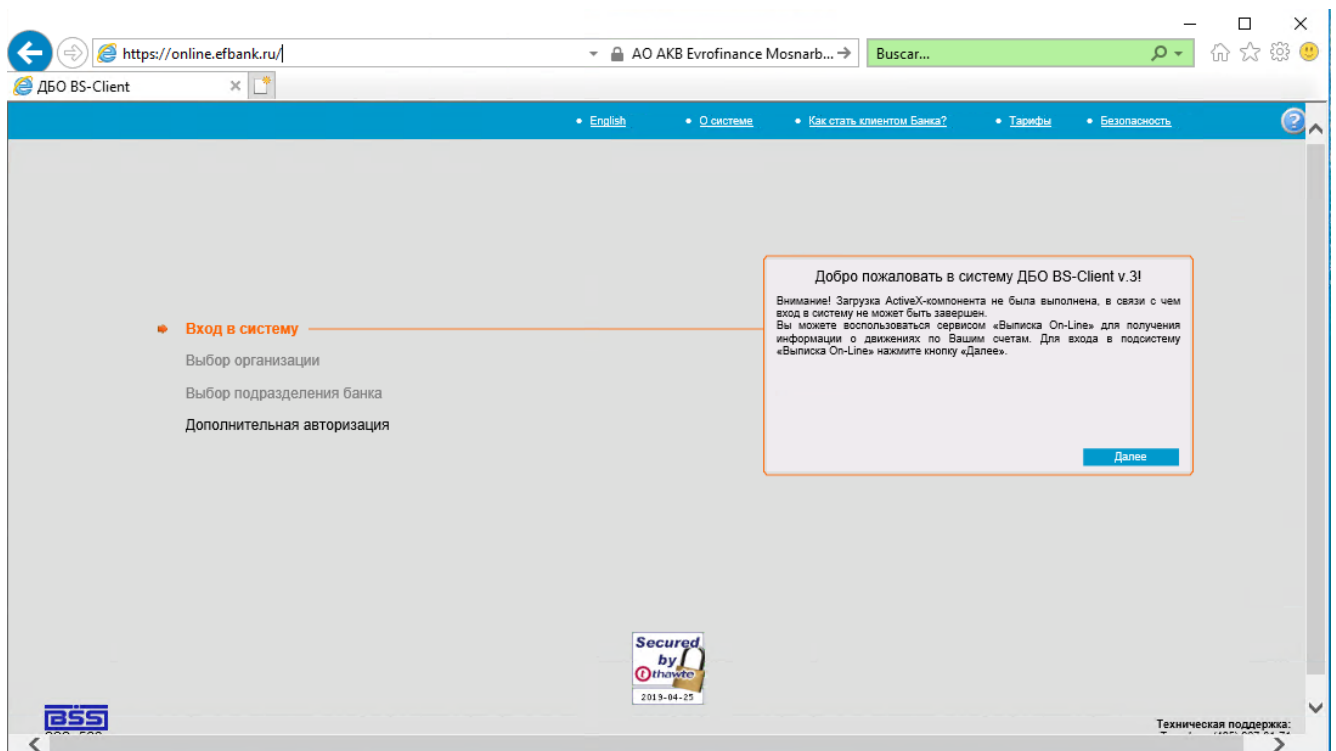


4. Then, choose **“Low” security level** for trusted sites:

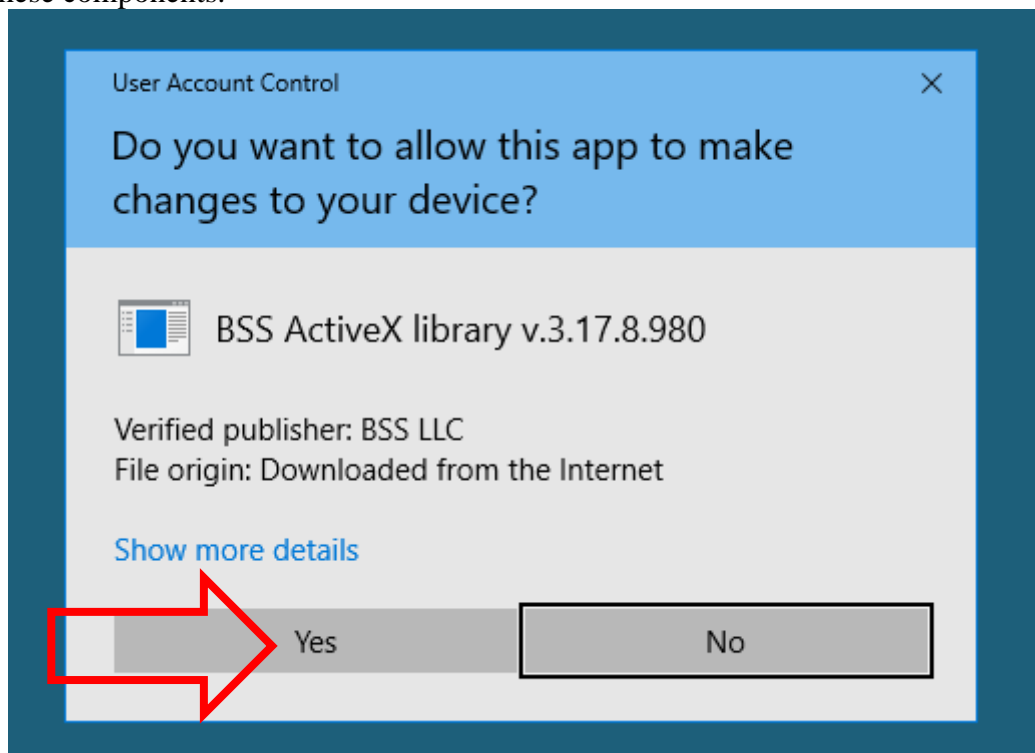


2. System login

1. To enter the System, write in the address bar of **Internet Explorer**: <https://online.efbank.ru/>

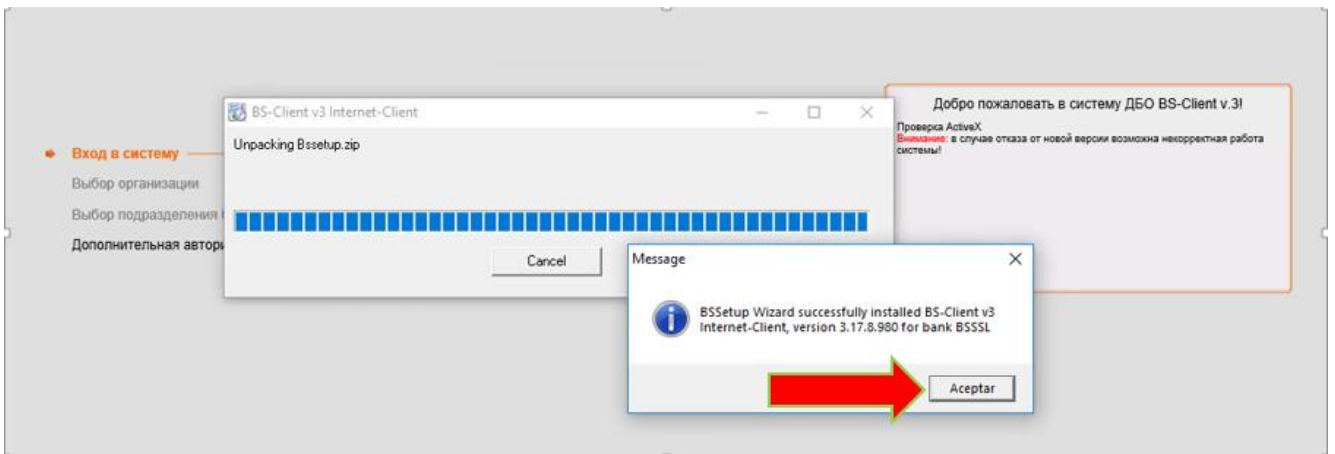
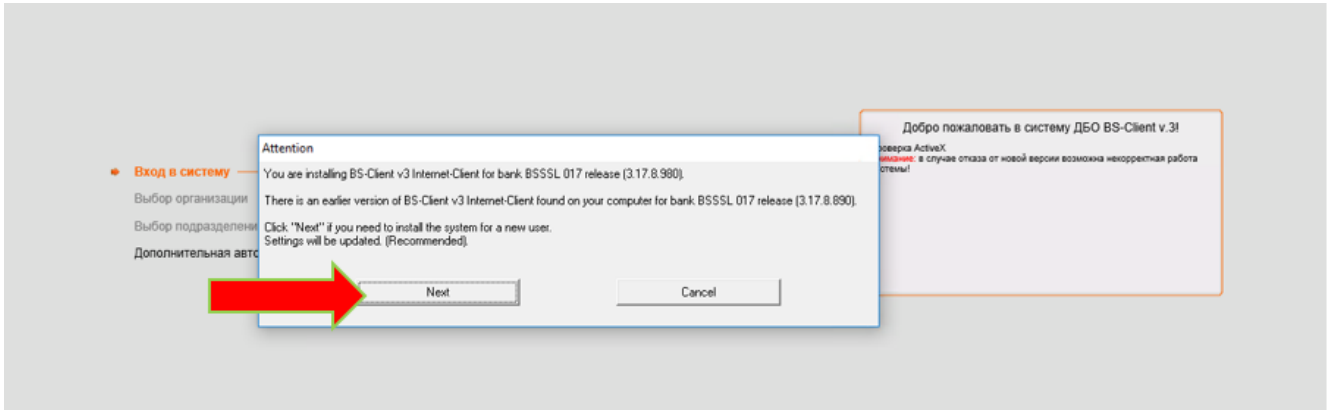
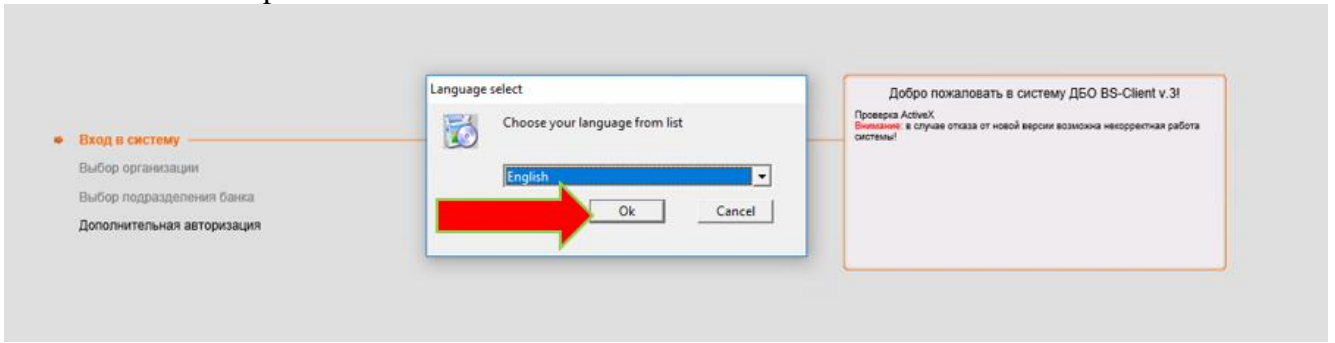


2. For the first login, you need to install **ActiveX** components. You may need administrator rights to install these components.

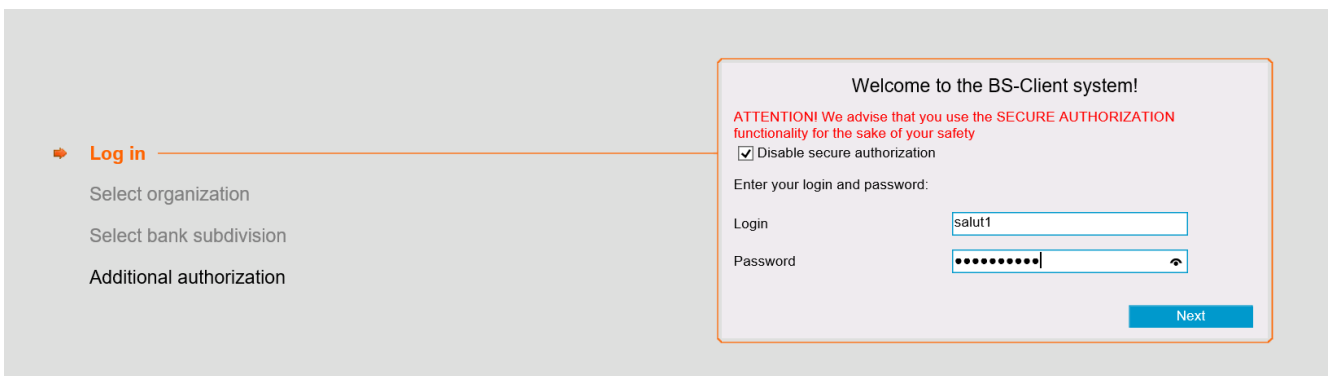


*In case of problems with ActiveX components installation, please, perform the **Internet Explorer** settings as described in clause 1 of this Manual or contact your system administrator.*

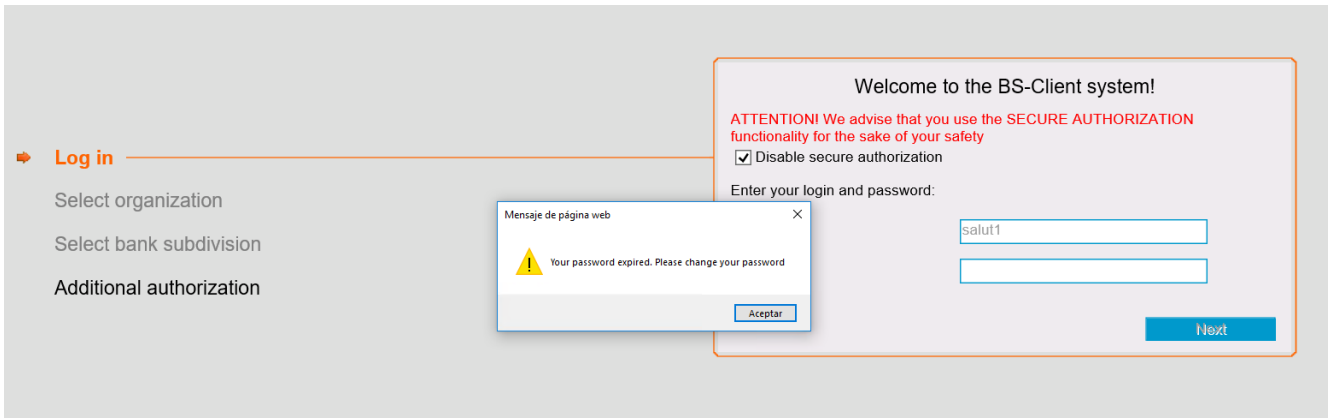
Install ActiveX components:



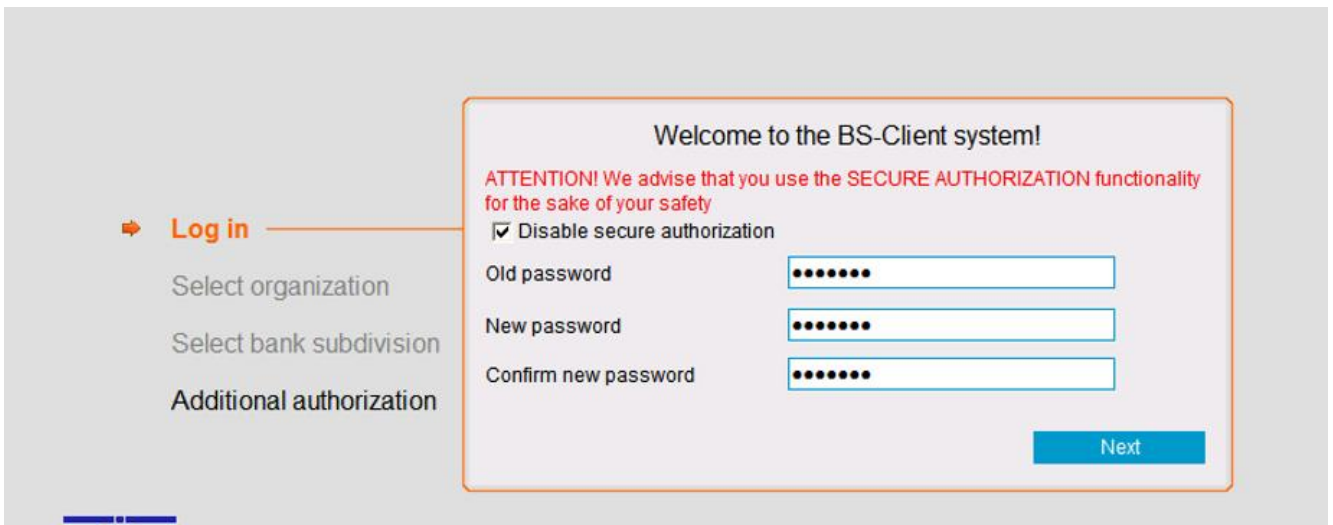
3. Once all the necessary components are installed, a window will pop up prompting you to enter your login and password received from the Bank:



4. After you have successfully logged in for the first time, the System will immediately request to change the password received from the Bank for a new one:



A new password must contain lowercase and uppercase letters and must be at least 8 characters long:

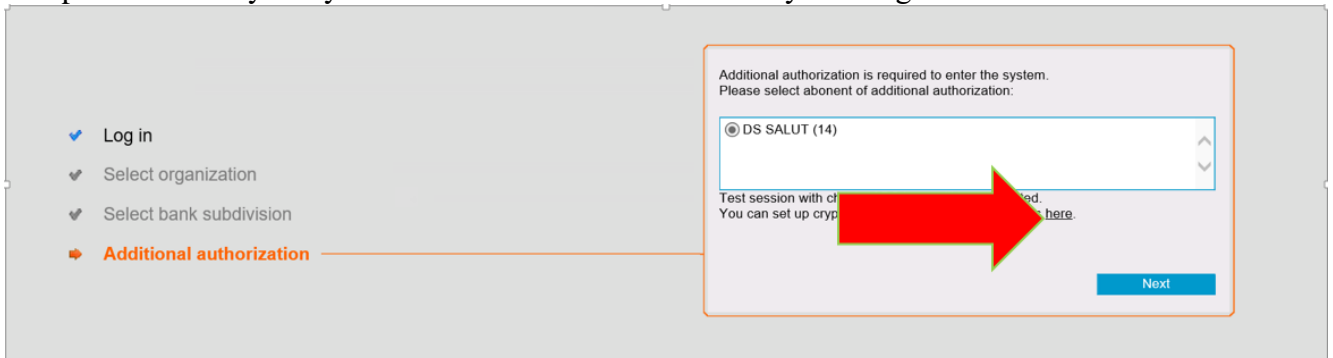


After that, the System will install the remaining [ActiveX](#) components and will prompt you to log in to the System again with your new password.

5. Since the System uses dual authorization by login and key, the next step is to indicate the paths for the key carrier.

Insert the USB flash drive received from the Bank and see what letter it was defined by the operating system. **During the entire session of work with the System, the USB flash drive must be in the computer.**

The paths to the keys on your flash drive must be indicated by clicking the link [“here”](#):



In the [Private key file](#) line, click the “Browse” button to go to the USB flash drive and select the file with the extension [.key](#). In the [Public key file](#) line, click the “Browse” button to go to the USB flash drive and select the file with the extension [.cer](#). In all other lines, you can just change the letter in accordance with the letter of your USB- flash drive.

Setup of Key Carriers of DS Abonents

Please select the abonent owning the key carrier you need to re-configure. Modify appropriately. Make sure that the place to store key carrier parameters is in line with what you need.

Select abonent:

DS SALUT (14)

Key carrier parameters:

Private key file	F:\14\14.key
Public key file	F:\14\14.cer
Folder for the register of certificates	F:\14\ABONENTS
Folder for Certificate Authorities' certificates	F:\14\ca
Folder for certificate revocation lists	F:\14\crl
RND file	F:\14\@rand

Select where to store its parameters:

Bank server
 Local workstation

OK

CANCEL

6. After that you can successfully get to the System Main page:

1077771_SALUT1, Welcome to the BS-Client system!

Last connection: 25.04.2019, 13:36:26.1970
[EXTIP: 91.227.169.136][IP: 192.168.41.127][MAC: B4-B5-2F-CA-C0-BA]

Caution!
Documents drawn up before 16:00 25.04.2019 will be posted on 25.04.2019 !

Caution!
You have new messages from the bank. Number of new messages: 50. You can view the messages [here](#)

Organizations' accounts

Quantity of accounts matching the query: 2. Shown: 1-2

Organization	Account *2	Balance	Currency	As of	Spec. type
ТестовыйCryProIC	40702810700130001190		RUR		p/c
ТестовыйCryProIC	40702840000130001190		USD		p/c

The workspace of the Main page displays a list of accounts with current balances. To go to other menu items of documents and directories, use the sections in the left pane:

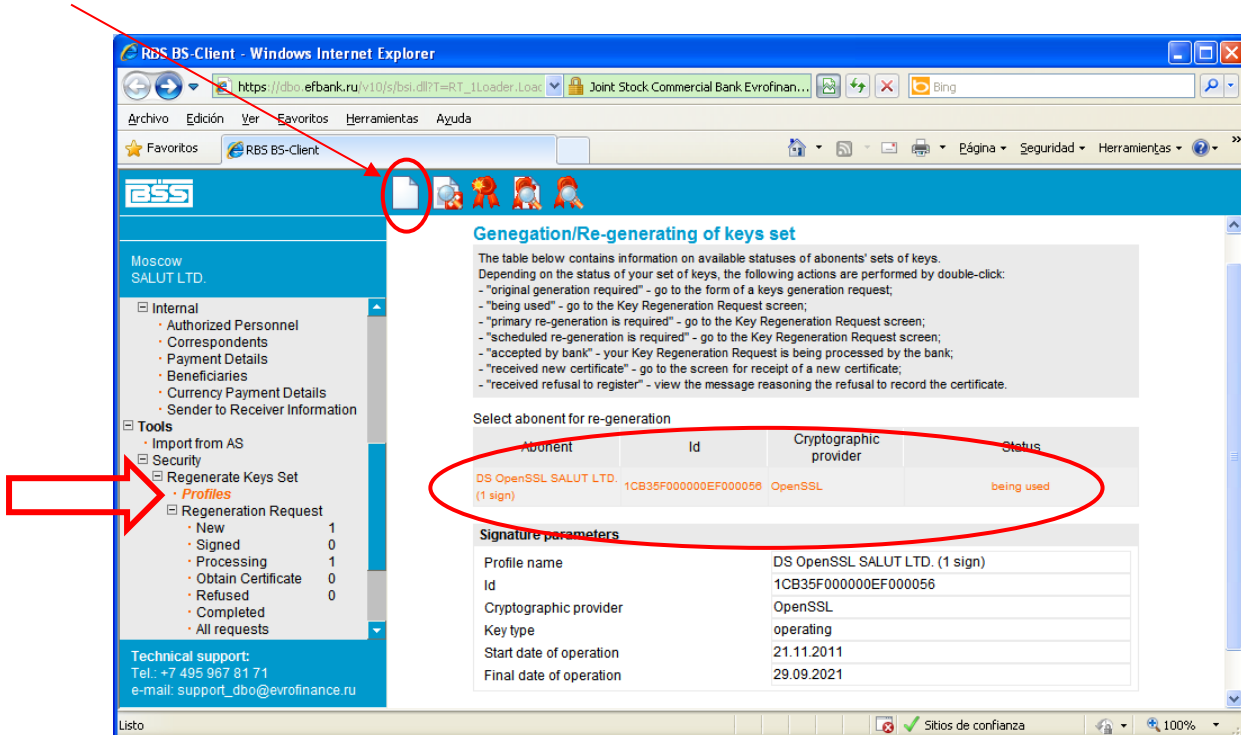
There are 4 main sections in the left pane: Documents to the bank, Documents from the bank, Directories, and Tools:

- [-] **Main Page**
 - All News
- [-] **Documents**
 - + Payment Order
 - + Orders for currency sale
 - + Orders for currency purchase
 - + Currency Transfer
 - + Free Document
 - + Cancellation Request
- [-] **Documents from Bank**
 - Statement
 - + Free Bank Document
- + **Directories**
- [-] **Tools**
 - Import from AS
 - + Security
 - Setup Interface
 - + Change Language
 - Log out

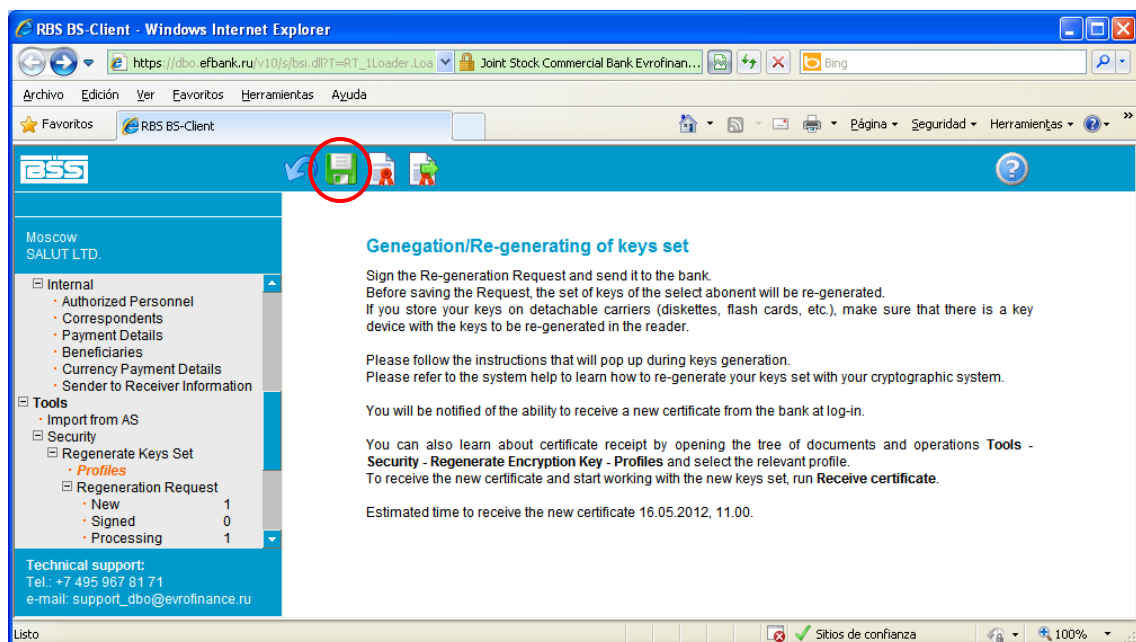
3. Key regeneration

For further work in the System in the mode of creating and sending financial documents to the bank, you need to regenerate the process keys received in the Bank.

For this purpose, go to the section **Tools – Security – Regenerate Keys Set – Profiles** and create a request for the selected user regeneration. To do so, click the button “Send re-generation request”:



After clicking the “Send re-generation request” button, a dialog will pop up prompting you to sign the request to the Bank for a new certificate and estimated time to complete the process. Then, click the “Save” in the top menu:



Afterward, a Cover letter in Spanish and English will pop up with an Act of acknowledgement of the open key (certificate for message exchange). Read the cover letter, print out 2 copies of the Act, click the “Print” button, and fill in the Act in accordance with the instructions in the cover letter.

Print

<p>Atención! Información importante!</p> <p style="text-align: center;">Estimado cliente!</p> <p>Para completar el proceso del cambio programado de la clave de trabajo, es necesario antes de que haya vencido la clave de trabajo actual:</p> <ol style="list-style-type: none"> 1) imprimir el "ACTA de reconocimiento de una clave abierta (certificado) para el intercambio de mensajes" (en adelante – el Acta) en español en 2 copias (ver la segunda y tercera página en anexo); 2) firmar con firma digital y remitir por el sistema Cliente-Banco la Solicitud de creación del Certificado de la Clave de Trabajo en forma electrónica (en adelante – la Re-generation request); 3) Llenar el Acta con los datos del Representante autorizado del Cliente para quien se emitió la clave; 4) Poner la firma del Representante autorizado del Cliente; 5) Poner la firma del Gerente y el sello (cuando haya); 6) Remitir el formato llenado del Acta al Banco en 2 copias; 	<p>Attention! Important information!</p> <p style="text-align: center;">Dear Customer!</p> <p>To complete the process of the scheduled change of the operational key, before the valid operational key expires, please, make sure:</p> <ol style="list-style-type: none"> 1) to print 2 copies of the "ACT of acknowledgement of the open key (certificate) for message exchange" (hereafter referred to as the Act) in English (pages 4 and 5 of the attachment to this message); 2) sign with a digital signature key and send an electronic request for the creation of an Operational key certificate via the Client-Bank system (hereafter referred to as the Re-generation request); 3) fill in the Act with data on the Authorized Client's representative for whom the digital signature key has been issued; 4) to sign the Act by the Authorized representative of the Client; 5) to sign the Act by the Manager and put a seal (if present); 6) provide the Bank with the 2 original copies of the Act; 7) accept the new Operational Key certificate
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AKT
признания открытого ключа (сертификата)
для обмена сообщениями
ACTA
de reconocimiento de una clave abierta (certificado) para el intercambio de mensajes

" ____ " ____ 20__ г. _____ г. _____

Nастоящим Актом признаётся ключ проверки электронной подписи и открытый ключ шифрования, принадлежащий уполномоченному представителю Клиента.

Esta Acta reconoce la clave de verificación de la firma electrónica y la clave abierta de encriptación perteneciente al representante autorizado del Cliente: SALUT LTD., Petrova P.P.

Сведения о Клиенте/ Información sobre el Cliente:
Información sobre el Cliente:
 1. Наименование: SALUT LTD.
 Nombre
 2. Место нахождения: _____
 Site
 3. Тел./Tel. _____ 4. Факс/Fax _____

Сведения об Уполномоченном представителе Клиента/ Información sobre el Representante autorizado del Cliente:
Información sobre el Representante autorizado del Cliente:
 1. Фамилия, имя, отчество: _____
 Apellido, Nombre, Nombre patrimonial
 2. Удостоверение личности паспорт: серия _____ № _____
 Cédula de identidad/pasaporte: serie _____
 выдан " ____ " ____ г. _____
 otorgado
 3. Место и дата рождения: _____
 Lugar y fecha de nacimiento
 4. Адрес места жительства (регистрации): _____
 Domicilio
 5. Гражданство: _____

Now the completed **Regeneration request** shows up in the section **NEW**, and it must be signed and sent to the Bank. Mark it and click the “**Send to bank**” button in the top menu:

Send to bank

New Regeneration Requests

Highlight a document in the list to apply operations to it.
 Click on the document header you need to sort documents by in order to sort documents in ascending or descending order (fields you can sort by are underlined).

Quantity of documents matching the query: 2. Shown: 1-2

Date	No	UID	Abonent	Status
13.03.2018	<u>20</u>	1CB35F000000EF000053	DS OpenSSL SALUT 15 (2 sign)	new
08.02.2018	<u>19</u>	1CB35F000000EF000056	DS OpenSSL SALUT 14 (single sign)	new

In the new signature selection window, click the “Sign” button for the respective user:



To view the status of the new certificate request, select the “Tools” – “Security” – “Regenerate Keys Set” – “Regeneration Request” item in the left side menu.

Regeneration Requests being processed

Highlight a document in the list to apply operations to it.
Click on the document header you need to sort documents by in order to sort documents in ascending or descending order (fields you can sort by are underlined).

Quantity of documents matching the query: 1.

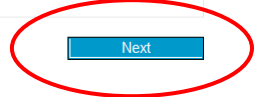
<u>Date</u>	<u>No</u>	<u>UID</u>	<u>Abonent</u>	<u>Status</u>
09.12.2009	1	1CB35F000000EF000002	Test User OpenSSL Sign	accepted

Once the new certificate request is processed by the Bank, a message confirming the new certificate receipt from the bank will pop up when you log into the System:

Re-generating of keys set

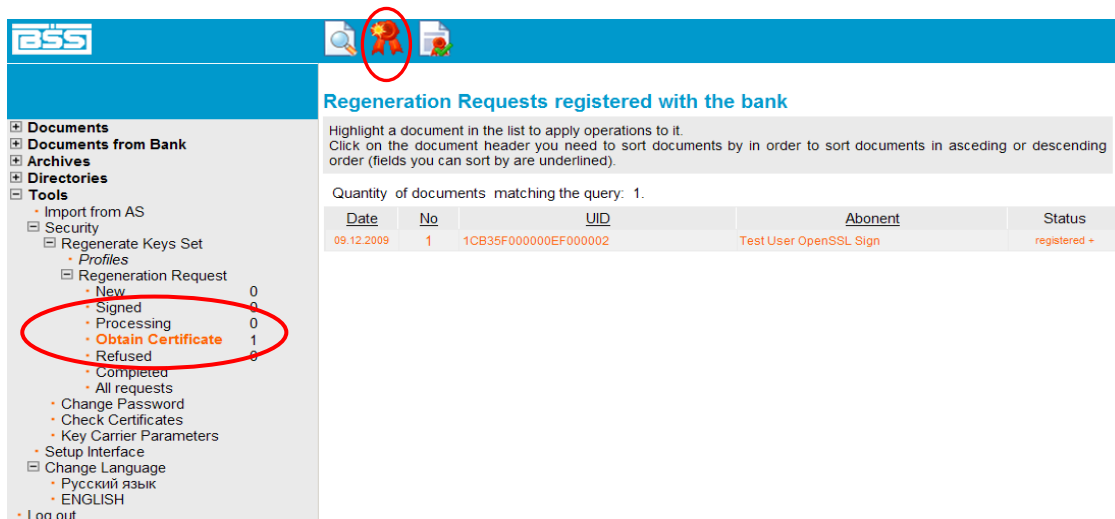
Attention!
You have DS abonents with profiles of critical status.
You can perform operations with a profile from the system interface. Open a relevant item in the tree of documents and operations **Tools - Security - Regenerate Encryption Key - Profiles** and select the required profile.

Abonent	Id	Cryptographic provider	Status
Test User OpenSSL Sign	1CB35F000000EF000002	OpenSSL	received new certificate

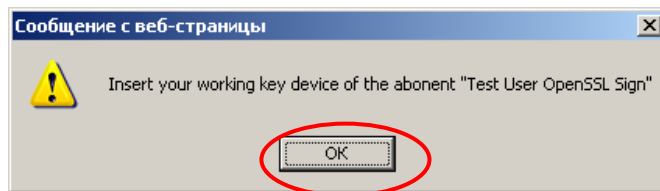


To receive a new certificate you need to:

1. Click the “Next” button.
2. In the left side menu, select “Tools” – “Security” – “Regenerate Keys Set” – “Obtain Certificate”.
3. Select the user line for regeneration and in the top menu click the “Obtain certificate” button:



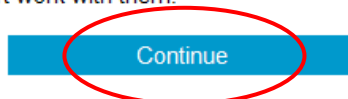
Click “OK” in the popped up window:



Then click “Continue”:

Re-generating of keys set

New certificate was received from bank for abonent "Test User OpenSSL Sign". Click 'Continue' to complete generation of the new keys set and to start work with them.



Once the certificate is successfully installed, you will see the following message:

Re-generating of keys set

From now on you will work with your new keys set.

Important!

**Once the regeneration process is successfully completed
make a backup copy of the key carrier!**

4. Currency transfer

To create a new order for currency transfer, in the System main menu select the **Documents – Currency Transfer – Create** item:

The screenshot shows the BSS system interface. The left sidebar menu is expanded to 'Documents' > 'Currency Transfer' > 'Create', with a red arrow pointing to this option. The main window displays the 'New Order for Currency Transfer' form. The 'Main' tab is selected, and the form fields are empty. The status is 'new'.

Then fill in the document fields starting from the **Main** tab:

The screenshot shows the BSS system interface with the 'New Order for Currency Transfer' form filled in. The 'Main' tab is selected and highlighted with a red box. The 'Amount transfer' field is filled with '200.00'. The 'Account' field is filled with '40702.840.0.00130001190'. The 'Receiver Name' field is filled with 'TEST RECEIVER'. The 'Acc. No' field is filled with '12345678TEST'. The 'Country' field is filled with 'Switzerland'. The 'Locality' field is filled with 'LAUSANNE'. Red arrows point to these fields. The status is 'new'.

Fill in the document fields in the **Additional transfer details** tab:

29.04.2019 16:37

MOSCOW
ТестовыйСпуПроС

- Main Page
 - All News
- Documents
 - Payment Order
 - Orders for currency sale
 - Orders for currency purchase
 - CurrencyTransfer
 - Create
 - New 1
 - Signed 0
 - Processing 0
 - Refused 0
 - Completed 0
 - All documents
 - Templates
 - Free Document
 - Cancellation Request
 - Documents from Bank
 - Statement
 - Free Bank Document
 - Directories
 - Tools
 - Import from AS
 - Security
 - Setup Interface
 - Change Language
 - Log out

New Order for Currency Transfer

Status: new

Main Additional transfer details Additionally

Receiver Bank

UBS SWITZERLAND AG

SWIFT code UBSWCHZH80A A/c

Country code 756 Locality ZURICH

Add. info

BAHNHOFSTRASSE 45

Correspondent bank of beneficiary

SWIFT code

Country Locality

Add. info

Intermediary

SWIFT code A/c

Country Locality

Add. info

Using the active buttons  you can open the directory of foreign banks:

Main Additional transfer details Additionally

Receiver Bank

UBS SWITZERLAND AG

SWIFT code UBSWCHZH80A A/c

Country code 756 Locality ZURICH

Add. info

BAHNHOFSTRASSE 45

Using the filter, you can find your bank of interest with all details:

Foreign Banks

Highlight a record in the list to apply operations to it.
Click on the document header you need to sort documents by in order to sort documents in ascending or descending order (fields you can sort by are underlined).

Filter -

Name contains:

Branch name contains: and

BIC SWIFT contains: or

Apply Cancel

Quantity of records matching the query: 112900. Shown: 1-20.
Pages: [1](#) [2](#) [3](#) [4](#) [5](#) > ... [5645](#)

<u>Name</u>	<u>Branch</u>	Type of BIC	<u>BIC SWIFT</u>
AL MUZAINI EXCHANGE CO. KSCC		SWIFT	AAACKWKWXXX
ALAWWAL BANK		SWIFT	AAALSARIALK
ALAWWAL BANK		SWIFT	AAALSARICTD
ALAWWAL BANK		SWIFT	AAALSARIJED
ALAWWAL BANK		SWIFT	AAALSARIRYD
ALAWWAL BANK		SWIFT	AAALSARIXXX

If the payment is made through a correspondent bank, additional fields must be filled in the **Additional transfer details** tab:

BSS ?

29.04.2019 16:37

MOSCOW
ТестовыйСпуПроIC

- ☑ Main Page
 - All News
- ☑ Documents
 - ☑ Payment Order
 - ☑ Orders for currency sale
 - ☑ Orders for currency purchase
 - ☑ CurrencyTransfer
 - Create
 - New 1
 - Signed 0
 - Processing 0
 - Refused 0
 - Completed 0
 - All documents
 - Templates
 - ☑ Free Document
 - ☑ Cancellation Request
- ☑ Documents from Bank
 - Statement
 - ☑ Free Bank Document
- ☑ Directories
- ☑ Tools
 - Import from AS
 - ☑ Security
 - Setup Interface
 - ☑ Change Language
 - Log out

New Order for Currency Transfer

Status: new

Main	Additional transfer details	Additionally
Receiver Bank		
<input style="width: 100%;" type="text" value="UBS SWITZERLAND AG"/>		
SWIFT code	<input type="text" value="UBSWCHZH80A"/>	A/c <input type="text"/>
Country code	<input type="text" value="756"/>	Locality <input type="text" value="ZURICH"/>
Add. info		
<input type="text" value="BAHNHOFSTRASSE 45"/>		
Correspondent bank of beneficiar		
<input type="text"/>		
SWIFT code	<input type="text"/>	Locality <input type="text"/>
Country	<input type="text"/>	Locality <input type="text"/>
Add. info		
<input type="text"/>		
Intermediary		
<input type="text"/>		
SWIFT code	<input type="text"/>	A/c <input type="text"/>
Country	<input type="text"/>	Locality <input type="text"/>
Add. info		
<input type="text"/>		

In the **Additionally** tab specify the purpose of payment, method, and account for charging a commission by the Bank, and the name and contact number of the responsible person:

The screenshot shows the 'Edit Order for Currency Transfer' interface. The 'Additionally' tab is selected and highlighted with a red box. Red arrows point to the following fields: 'Details of payment' (containing 'Payment under invoice 63906 d. 27.02.19 Licensces'), the 'Exchange rate' dropdown menu (set to 'Со счета перевододателя'), and the 'Authorized person' field (containing 'Popov'). The 'Name' dropdown is also highlighted with a red box. The interface includes a sidebar with navigation options and a top header with the BSS logo and date '29.04.2019 17:33'.

Once all necessary fields are filled in, save the document:

This screenshot shows the same 'Edit Order for Currency Transfer' form, but with the save icon (a floppy disk) in the top toolbar highlighted with a red box. The 'Additionally' tab remains selected. The date in the top left corner is now '29.04.2019 18:05'. The form content is identical to the previous screenshot.

And then sign and send it to the Bank:

29.04.2019 16:42

MOSCOW
ТестовыйСлужб

- [-] Main Page
 - All News
- [-] Documents
 - [-] Payment Order
 - [-] Orders for currency sale
 - [-] Orders for currency purchase
 - [-] CurrencyTransfer
 - Create
 - New 2
 - Signed 0
 - Processing 0
 - Refused 0
 - Complete d 0
 - All documents
 - Templates
 - [-] Free Document
 - [-] Cancellation Request
- [-] Documents from Bank
 - State ment
 - [-] Free Bank Document
- [-] Directories
- [-] Tools

New Orders for Currency Transfer

Highlight a document in the list to apply operations to it.
Click on the document header you need to sort documents by in order to sort documents in ascending or descending order (fields you can sort by are underlined).

Filter

Scroller displays information as specified by the filter.

Quantity of documents matching the query: 2. Shown: 1-2

Show field «Bank's message»

<u>Date</u>	<u>No</u>	<u>Ordering customer's a/c</u>	<u>Beneficiary</u>	<u>Amount</u>	<u>Currency</u>	<u>Status</u>
29.04.2019	2	40702840000130001190	TEST RECEIVER	200.00	USD	new
21.03.2019	1	40702840000130001190	TEST RECEIVER	100.00	EUR	new

5. Ruble transfer

To create a new order for ruble transfer, in the System main menu select the **Documents – Payment Order – Create** item:

BSS 25.04.2019 15:25

MOSCOW
ТестовыйСруProLC

Main Page
All News
Documents
Payment Order
Create 1
Imported 7
New 0
Signed 0
Processing 0
Refused 0
Completed 0
All documents 0
Templates
Orders for currency sale
Orders for currency purchase
Currency Transfer
Free Document
Cancellation Request
Documents from Bank

New payment order

Status: new

No. 2 Date 25.04.2019 Payment pattern 0 Status ind. [dropdown]

Payer
INN 11111111132 KPP [dropdown]
ТестовыйСруProLC

Payer's bank
г. Москва
АО АКБ "ЕВРОФИНАНС МОСНАРБАНК"

Beneficiary's bank

Amount [input]
A/c No 40702.810.7.00130001190 [dropdown]
BIC 044525204
A/c No 30101.810.9.00000000204
Beneficiary's bank BIC [input]
Beneficiary's bank A/c No [input]

This is an example of the filled in ruble payment document. It consists of the four main sections, which need to be filled in:

New payment order

Status: new

No. 2 Date 25.04.2019 Payment pattern 0 Status ind. [dropdown]

Payer
INN 11111111132 KPP [dropdown]
ТестовыйСруProLC

Payer's bank
г. Москва
АО АКБ "ЕВРОФИНАНС МОСНАРБАНК"

Beneficiary's bank

Beneficiary
[input] KPP [input]

Trans. type 01 Queue 5 [dropdown]
Code [input]

CBC [input] OKTMO [input] Pay.det. [input] Tax period [input] Doc. no. [input] Doc. date [input] Code payme [input]

Amount 1 [input]
A/c No 40702.810.7.00130001190 [dropdown]

BIC 044525204
A/c No 30101.810.9.00000000204

BIC 2 [input]

A/c No [input]

VAT 18.00% [input] 1

Details of payment 4 [input]
Type code of curr. transaction [input]

1. Payer

In this section specify the amount and your account number:

Status: new			
No <input type="text" value="2"/>	Date <input type="text" value="25.04.2019"/>	Payment pattern <input type="text" value="0"/>	Status ind. <input type="checkbox"/>
Payer	Amount <input type="text" value="100.00"/>		
INN <input type="text" value="11111111132"/>	KPP <input type="text"/>	A/c No <input type="text" value="40807.810.1.00130001190"/>	
<input type="text" value="ТестовыйСгуProIC"/>			

2. Beneficiary's Bank

In this section specify the digital code of the Beneficiary's bank and click auto-substitution icon to automatically fill in all other Beneficiary's bank details taken from the directory of foreign banks:

Beneficiary's bank	BIC <input type="text" value="044525700"/>	
г. <input type="text" value="Москва"/>	A/c No <input type="text" value="30101.810.2.00100001700"/>	
<input type="text" value="АО \" райффайзенбанк\""=""/>		

3. Beneficiary

Specify the Beneficiary's name, its INN/TIN (Tax Identification Number), KPP/CRR (code of reason for registration), and account number.

Then, in the section VAT specify value **3** and click auto-substitution icon. This will add "VAT free" to the purpose of payment.

Beneficiary	A/c No <input type="text" value="4080781013333333192"/>
INN <input type="text" value="22222222222"/>	KPP <input type="text"/>
<input type="text" value="Beneficiarytest"/>	
VAT	<input type="text" value="0.00%"/> <input type="text" value="3"/>

4. Details of payment

Specify other payment details and always the code of the currency transaction type. It can also be filled in by auto-substitution of the details from our directory; for this purpose, specify the recommended

code and click

Details of payment	
<input type="text" value="{VO60081} Test details no vat"/>	
<input type="text" value="НДС не облагается"/>	
Type code of curr. transaction <input type="text" value="60081"/>	

This is an example of the filled in document:

Edit Payment Order

Status: new						
No	<input type="text" value="2"/>	Date	<input type="text" value="25.04.2019"/>	Payment pattern	<input type="text" value="0"/>	Status ind. <input type="checkbox"/>
Payer		Amount		100.00		
INN	<input type="text" value="11111111132"/>	KPP	<input type="text"/>	A/c No	<input type="text" value="40807.810.1.00130001190"/>	
<input type="text" value="ТестовыйСпуProIC"/>		BIC	<input type="text" value="044525204"/>			
Payer's bank		A/c No	<input type="text" value="30101.810.9.00000000204"/>			
г. Москва		АО АКБ "ЕВРОФИНАНС МОСНАРБАНК"				
Beneficiary's bank		BIC	<input type="text" value="044525700"/>			
г. Москва		A/c No	<input type="text" value="30101.810.2.00000000700"/>			
АО "РАЙФФАЙЗЕНБАНК"						
Beneficiary		A/c No		<input type="text" value="4080781013333333192"/>		
INN	<input type="text" value="22222222222"/>	KPP	<input type="text"/>			
<input type="text" value="Beneficiarytest"/>		VAT	<input type="text" value="0.00 % 3"/>			
Trans. type		<input type="text" value="01"/>	Queue	<input type="text" value="5"/>		
Code		<input type="text"/>				
CBC	<input type="text"/>	OKTMO	<input type="text"/>	Pay.det.	<input type="text"/>	Tax period
	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Doc. no.	<input type="text"/>		Doc. date	<input type="text"/>		
Code payme		<input type="text"/>				
Details of payment		<input type="text" value="{VO60081} Test details no vat"/>				
		<input type="text" value="НДС не облагается"/>				
Type code of curr. transaction	<input type="text" value="60081"/>					

The document so completed goes to the section **Payment Order – NEW:**

BSS 25.04.2019 17:18

MOSCOW
ТестовыйСпуProIC

- Main Page
- All News
- Documents
 - Payment Order
 - Create 1
 - Imported 8
 - New 0
 - Signed 0
 - Processing 0
 - Refused 0
 - Completed 0
 - All documents 0

New Payment Order

Highlight a document in the list to apply operations to it. Click on the document header you need to sort documents by in order to sort documents in ascending or descending order (fields you can sort by are underlined).

Filter

Scroller displays information as specified by the filter.

Quantity of documents matching the query: 8. Shown: 1-8

Show fields «Details of payment» & «Bank's message»

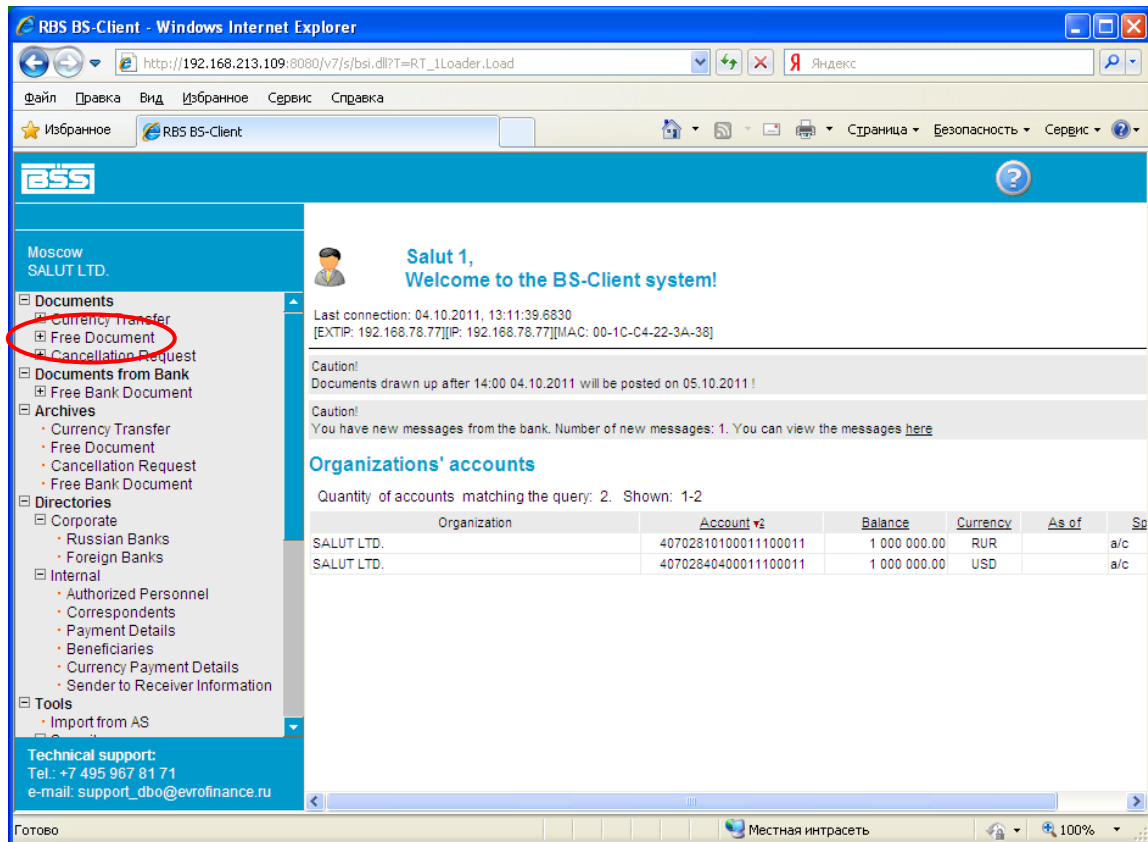
Date	No	Payer's account	Beneficiary	Amount	Beneficiary's account	Status
25.04.2019	2	40807810100130001190	Beneficiarytest	100.00	4080781013333333192	new

There you can sign and send it to the Bank:

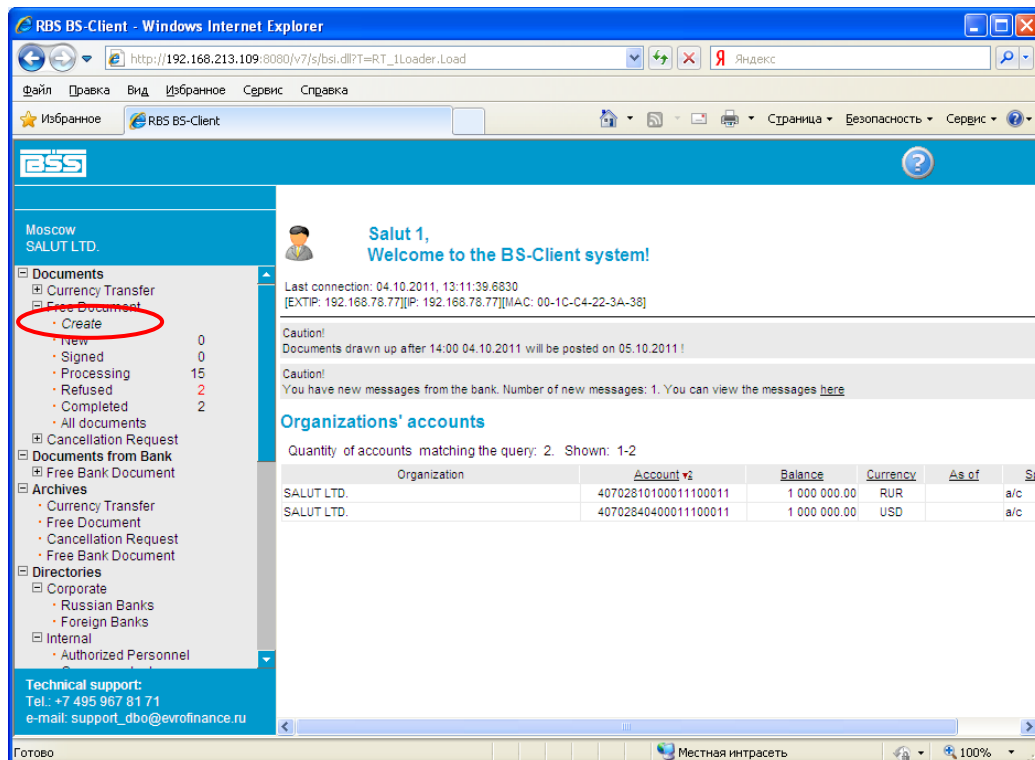


6. Free documents to the Bank

Such documents are required to submit to the Bank any additional information or documents outside the scope of the System. Such document is similar to a protected email message.

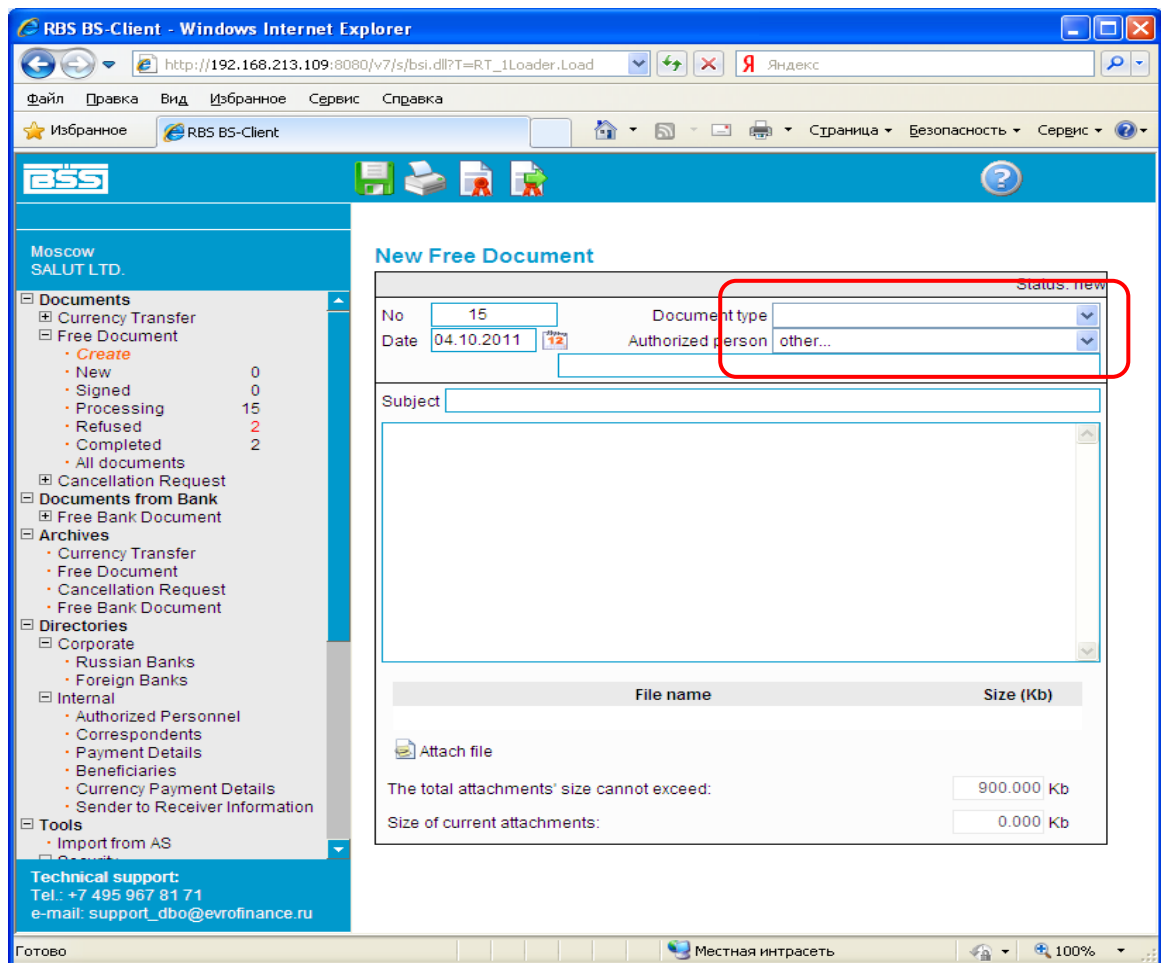


To create a free document, in the System main menu select Documents – Free Documents – Create:

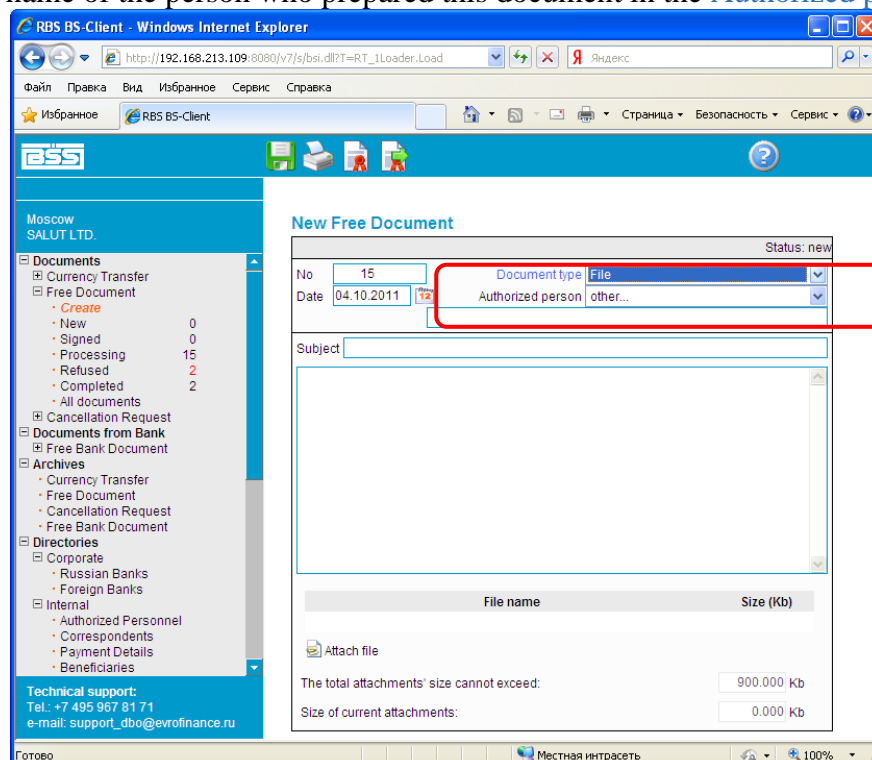


Then fill in the document fields starting from the **Document type** tab.

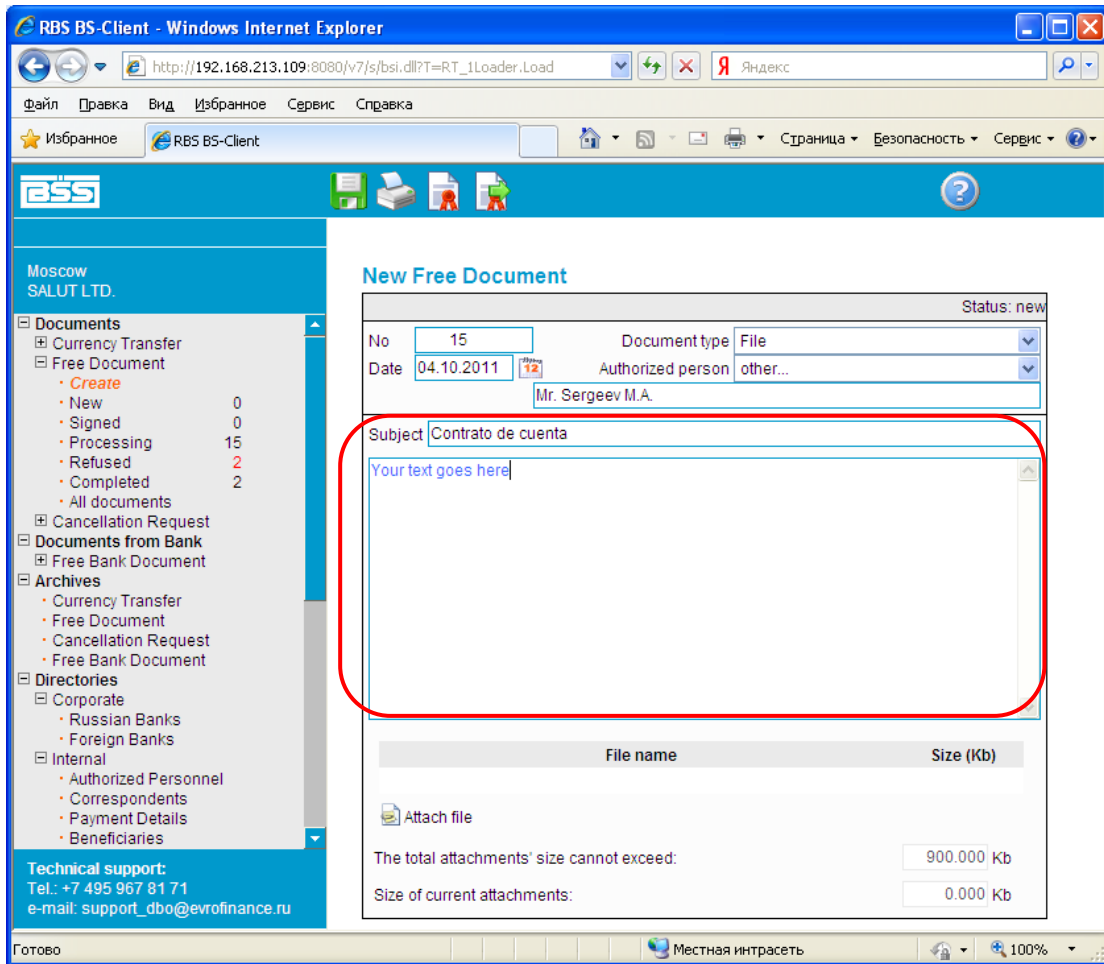
If you need to send an attached message to the bank, in the **Document Type** dropdown menu select **File**.
If this is a plain text message, transfer it to the **Letter** position.



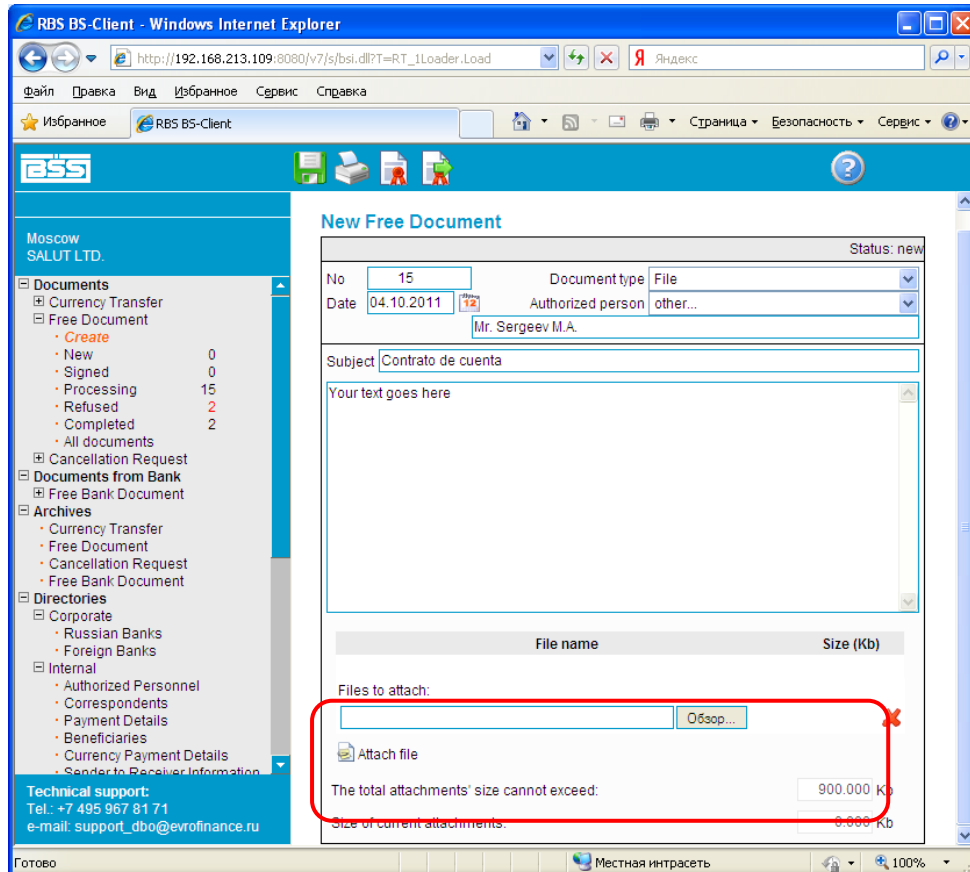
Then specify the name of the person who prepared this document in the **Authorized person** line:



In the field **Subject** specify the message subject and write the message for the bank operators below:

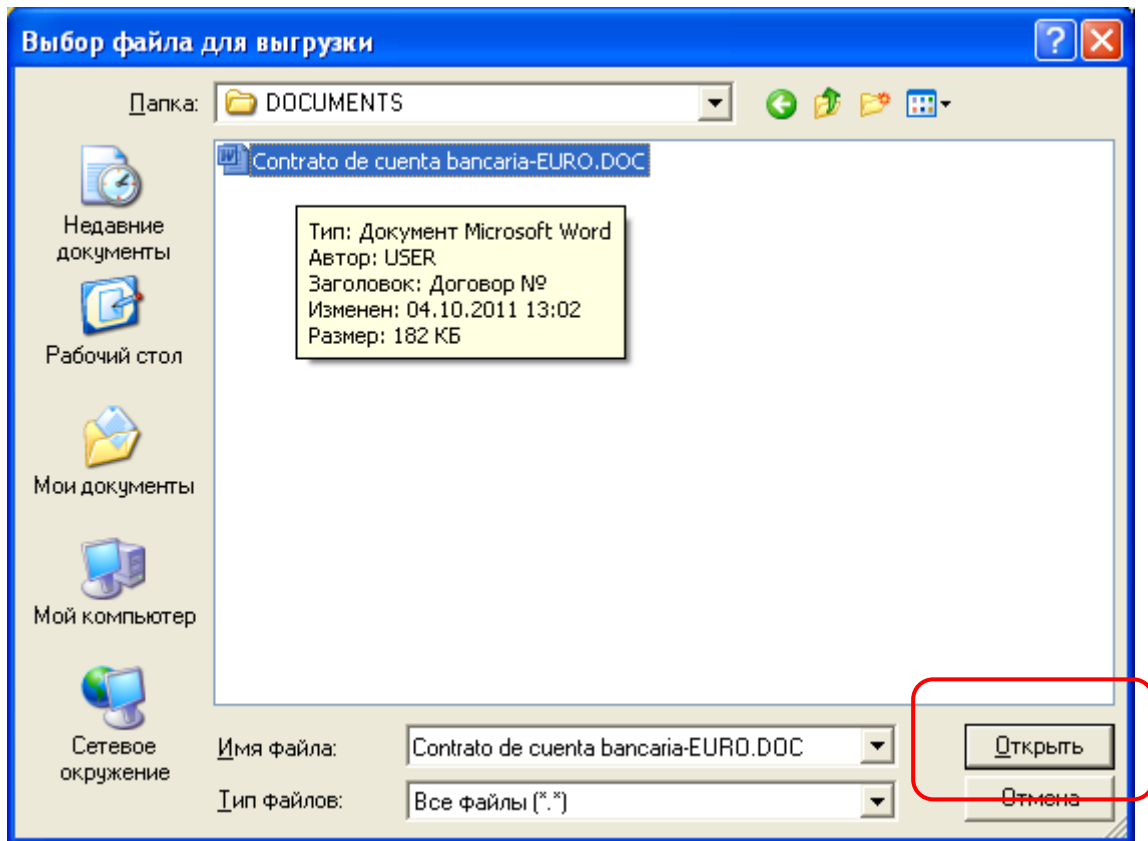


Then you can attach your file: click the button **Attach file** at the bottom of the message and the field "BROWSE" files and folders will pop up:

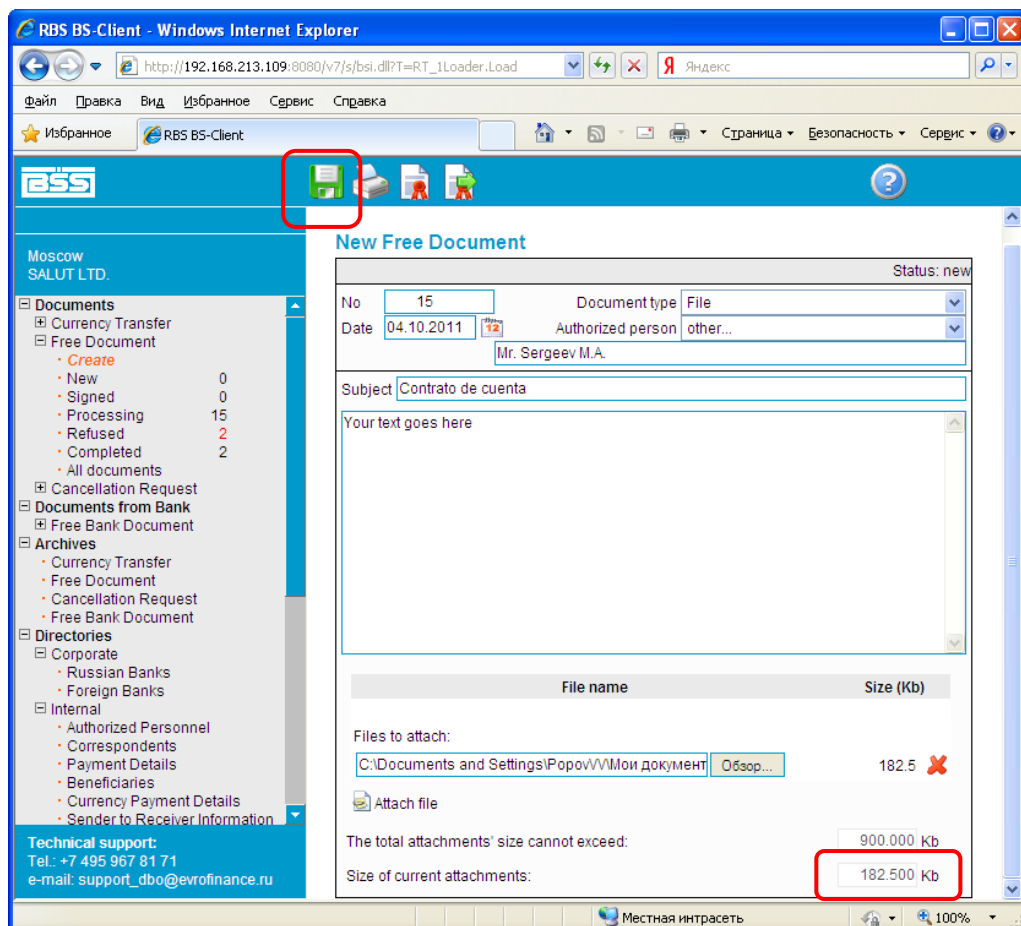


Using “Browse” select your file to be sent to the Bank.

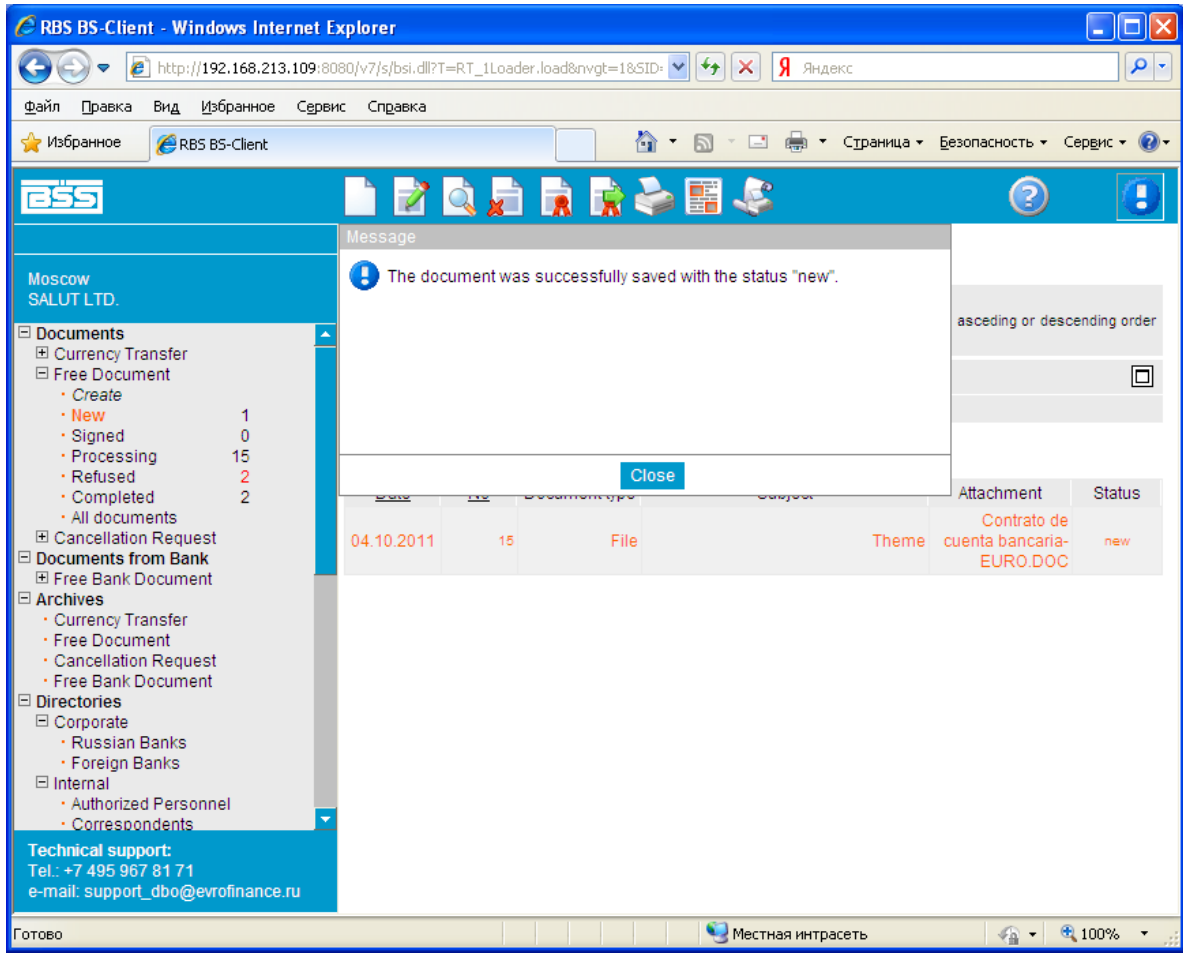
Example:



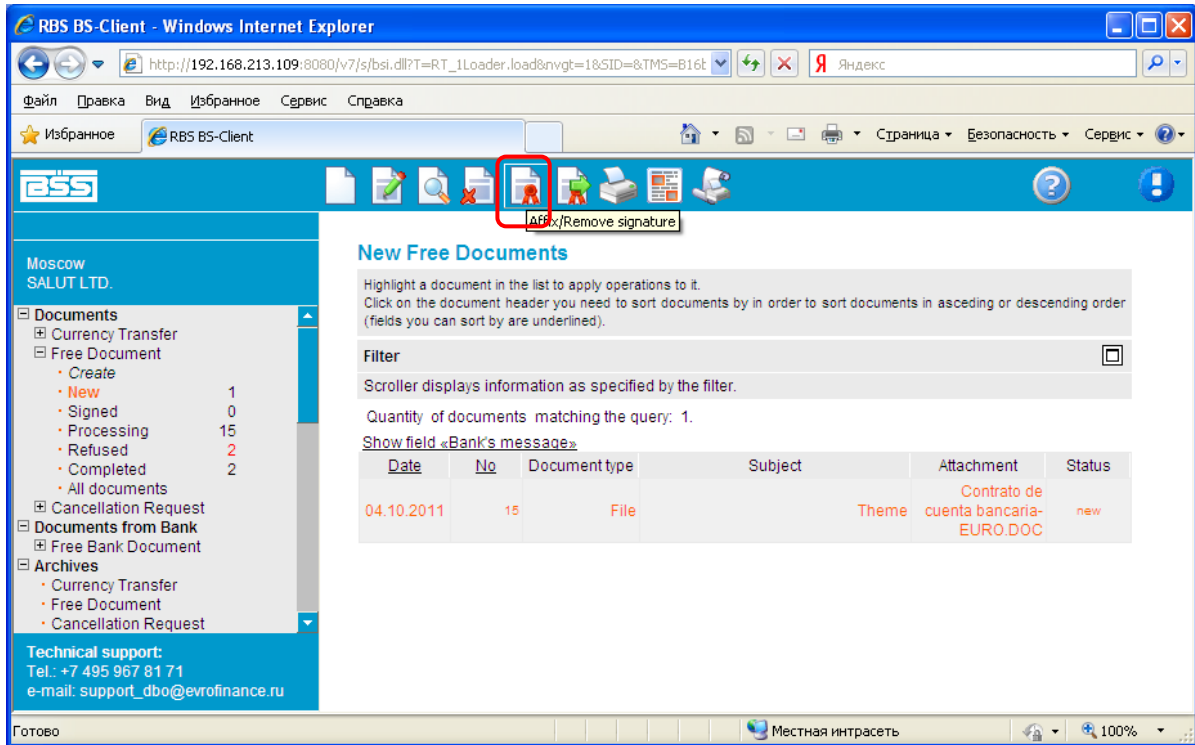
Please note that the attached files may not exceed 900 Kb! If this condition is satisfied, the document can be saved:



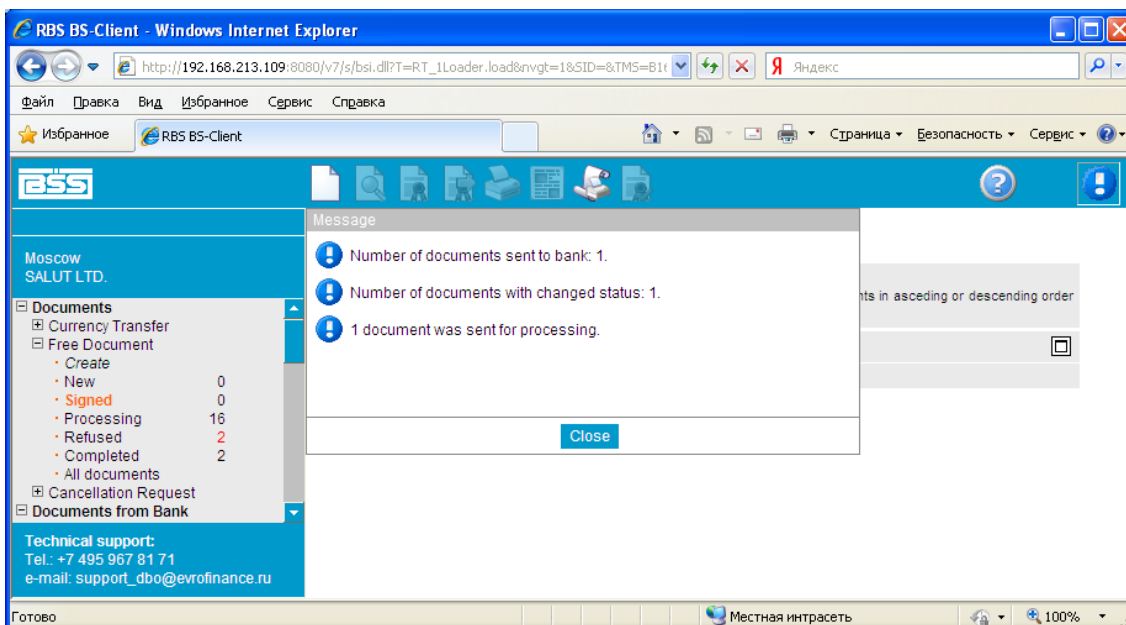
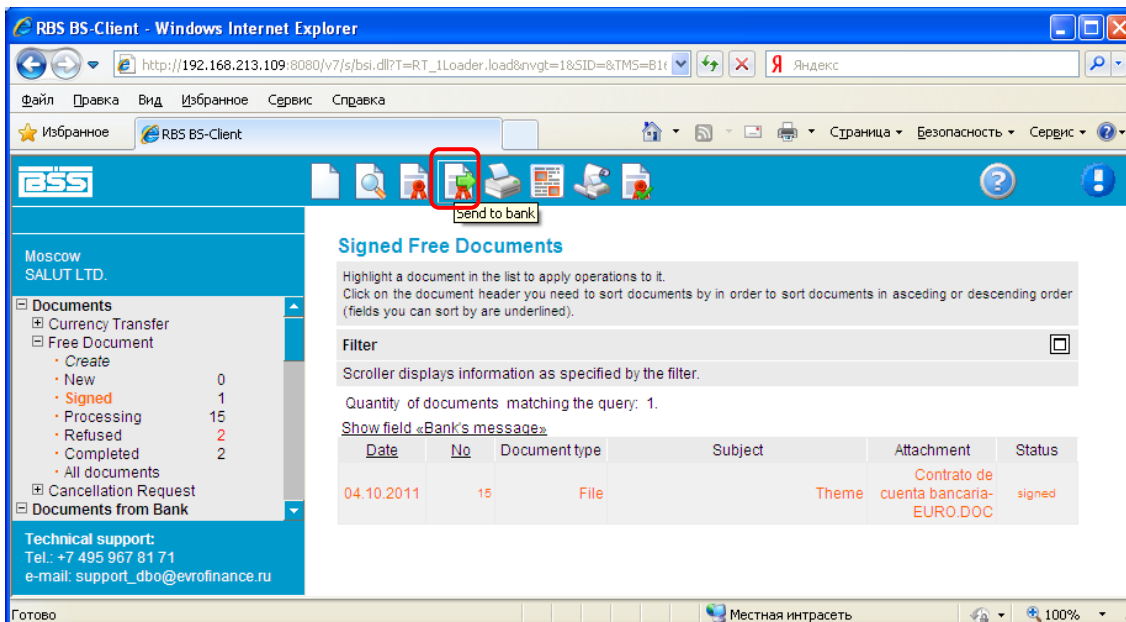
The document has been saved with the status "New":



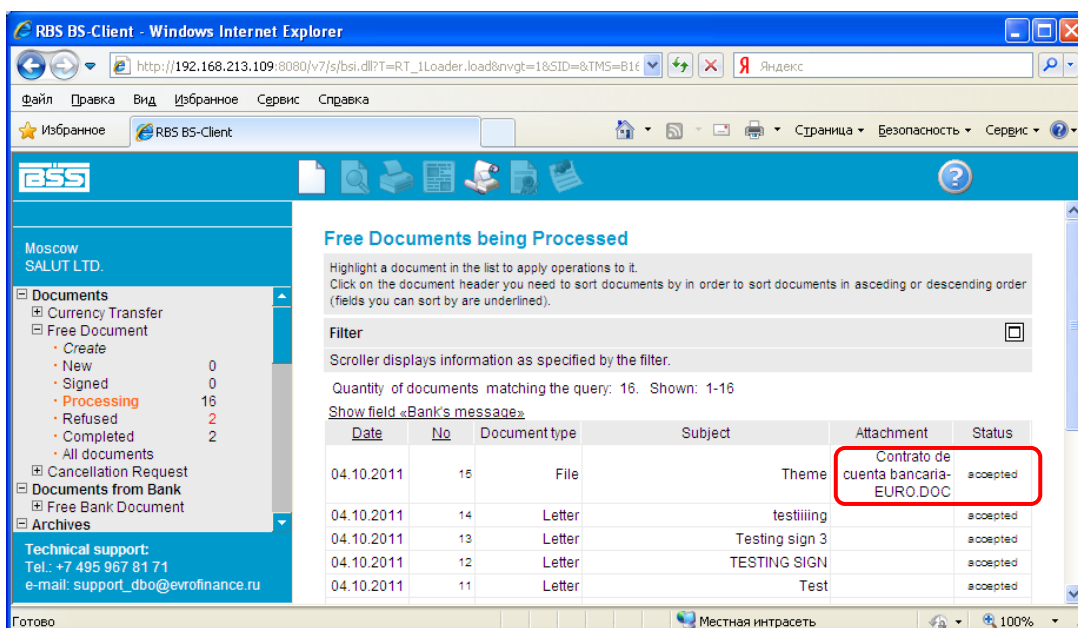
Then it can be signed,



and sent to the Bank:

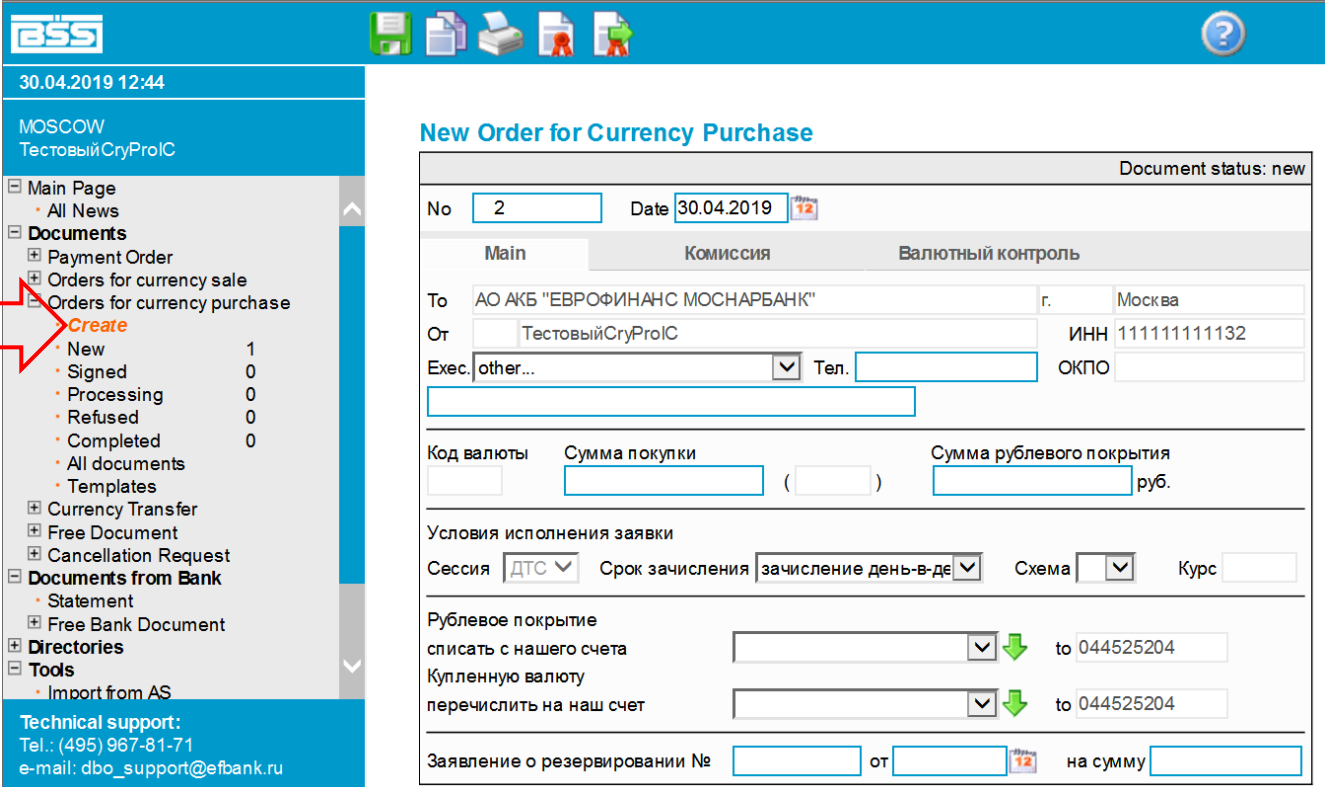


If all actions were correct and the document was received by the Bank, its status will change to "accepted":



7. Currency purchase

To create a new order for currency purchase, go to **Documents – Orders for currency purchase – Create**:



New Order for Currency Purchase Document status: new

No Date

Main Комиссия Валютный контроль

To АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" г. Москва

От ТестовыйСгуProIC ИНН 11111111132

Ехес. other... Тел.

Код валюты Сумма покупки () Сумма рублевого покрытия руб.

Условия исполнения заявки

Сессия ДТС Срок зачисления зачисление день-в-де Схема Курс

Рублевое покрытие

списать с нашего счета to 044525204

Купленную валюту to 044525204

перечислить на наш счет



Заявление о резервировании № от на сумму

Then fill in the marked fields in the three main sections.

Section MAIN:

1. Responsible performer
2. Phone
3. Purchased amount
4. Credit time
5. Purchase method (select Method 1, Method 2 or Method 3).
6. Rate (to be filled in only for method 2. The rate shall be approved with the Financial Department of the Bank)
7. Account for transfer of the transaction price in rubles
8. Account for crediting the purchased currency.


New Order for Currency Purchase

Document status: new			
No	2	Date	30.04.2019 
Main		Комиссия	Валютный контроль
To	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК"		г. Москва
От	ТестовыйCryProIC		ИНН 11111111132
Exec.	other... <input type="checkbox"/>	Тел. (495) 967-81-71	ОКПО
1 <input type="text" value="Ропов V.V."/>			
Код валюты	Сумма покупки	Сумма рублевого покрытия	
840	3 <input type="text" value="200.00"/> (USD)	<input type="text"/> руб.	
Условия исполнения заявки			
Сессия	ДТС <input type="checkbox"/>	Срок зачисления	4 <input type="text" value="зачисление день-в-де"/> 5 <input type="text" value="Схема 1"/> 6 <input type="text" value="Курс"/>
Рублевое покрытие	списать с нашего счета		
Купленную валюту	перечислить на наш счет		
7 <input type="text" value="40807810100130001190"/>	<input type="text" value="to 044525204"/>	8 <input type="text" value="40702840000130001190"/>	
<input type="text" value="40702840000130001190"/>		<input type="text" value="to 044525204"/>	
Заявление о резервировании № <input type="text"/> от <input type="text"/>  на сумму <input type="text"/>			

Section **COMMISSION**:

9. Account for commission debiting


New Order for Currency Purchase

Document status: new			
No	2	Date	30.04.2019 
Main		Комиссия	Валютный контроль
Комиссию списать с нашего счета 9 <input type="text" value="40702810700130001190"/>			

In some cases, you may need to fill in the fields in the section **Currency Control**.



New Order for Currency Purchase

Document status: new

No Date 

Main Комиссия **Валютный контроль**

Код вал. операции

Справки о вал. операциях №  от 


Дополнительная информация

Then you may try to save the document.



Edit Order for Currency Purchase


Document status: new

No Date 

Main Комиссия Валютный контроль

To г.


От ИНН

Exec.  Тел. ОКПО

Код валюты Сумма покупки () Сумма рублевого покрытия руб.

If all the marked fields are filled in correctly, the System will show that the document has been successfully saved or show the document field that has not been filled in.

Message

 The document was successfully saved with the status "new".

Date	No	Currency	Amount of currency	Amount in rubles	A/c to be debited	A/c to credit to	Status
30.04.2019	2	USD	200.00		40807810100130001190	40702840000130001190	new
30.04.2019	1	USD	200.00		40807810100130001190	40702840000130001190	new

The successfully saved document will show up in the section **NEW**, from where it can be sent to the Bank:



New Orders for Currency Purchase

Highlight a document in the list to apply operations to it.
Click on the document header you need to sort documents by in order to sort documents in ascending or descending order (fields you can sort by are underlined).

Filter



Scroller displays information as specified by the filter.

Quantity of documents matching the query: 2. Shown: 1-2

Show field «Bank's message»

<u>Date</u>	<u>No</u>	Currency	<u>Amount of currency</u>	<u>Amount in rubles</u>	<u>A/c to be debited</u>	<u>A/c to credit to</u>	Status
30.04.2019	2	USD	200.00		40807810100130001190	40702840000130001190	new
30.04.2019	1	USD	200.00		40807810100130001190	40702840000130001190	new

8. Currency sale

To create a new order for currency sale, go to section **Documents – Orders for currency sale – Create:**

New Order for Currency Sale Document status: new

No Date

Main Комиссия Валютный контроль

To г.

От ИНН

Ехес. Теп. ОКПО

Код валюты продажи Сумма валютного покрытия ()

Условия исполнения заявки

Сессия Срок зачисления Схема Курс

Валюту для продажи

списать с нашего счета to

Средства в рублях

перечислить на наш счет в нашем банке в другом банке






to

Then fill in the marked fields in the three main sections.

Section **MAIN**:

1. Responsible performer
2. Phone
3. Sale amount
4. Credit time
5. Sale method (select Method 1, Method 2 or Method 3).
6. Rate (to be filled in only for method 2. The rate shall be approved with the Financial Department of the Bank)
7. Account for debiting the sold currency
8. Account for crediting the ruble revenue.
 - When the button “In our Bank” is marked, you need to specify the ruble account in our bank.
 - When the button “In another Bank” is marked, you need to specify the bank details to transfer the ruble amount.




New Order for Currency Sale

Document status: new			
No	1	Date	30.04.2019 
Main		Комиссия	Валютный контроль
To	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК"		г. Москва
От	ТестовыйCryProIC		ИНН 111111111132
Ехес.	other...	<input checked="" type="checkbox"/> 2 Теп.	(495) 967-81-71
1		Попов V.V.	
Код валюты продажи	840	Сумма валютного покрытия	200.00 (USD)
Условия исполнения заявки			
Сессия	ДТС	Срок зачисления	зачисление день-в-де
4		5	6
Валюту для продажи		4070284000130001190  	
списать с нашего счета		7	
Средства в рублях		● в нашем банке ○ в другом банке	
8		40702810700130001190  	

Section **COMMISSION**:

9. Account for commission debiting


New Order for Currency Sale

Document status: new			
No	1	Date	30.04.2019 
Main		Комиссия	Валютный контроль
Комиссию	9	списать с нашего счета	40702810700130001190  

In some cases, you may need to fill in the fields in the section **Currency Control**.



Edit Order for Currency Sale

Document status: new

No Date 

Main Комиссия **Валютный контроль**

Код вал. операции


Справки о вал. операциях №  от 

Дополнительная информация



New Order for Currency Sale

Document status: new

No Date 

Main Комиссия Валютный контроль

To г.

От ИНН

Exec. Тел.

ОКПО

Код валюты продажи Сумма валютного покрытия ()

If all the marked fields are filled in correctly, the System will show that the document has been successfully saved or show the document field that has not been filled in. The successfully saved document will show up in the section **NEW**, from where it can be sent to the Bank:

30.04.2019 12:30

MOSCOW
ТестовыйCryProIC

- Main Page
 - All News
- Documents
 - Payment Order
 - Orders for currency sale
 - Create
 - New** 1
 - Signed 0
 - Processing 0
 - Refused 0
 - Completed 0
 - All documents
 - Templates
 - Orders for currency purchase

New Orders for Currency Sale

Highlight a document in the list to apply operations to it. Click on the document header you need to sort documents by in order to sort documents in ascending or descending order (fields you can sort by are underlined).

Filter

Scroller displays information as specified by the filter.

Quantity of documents matching the query: 1.

Show field «Bank's message»

<u>Date</u>	<u>No</u>	<u>Currency</u>	<u>Amount of currency</u>	<u>A/c to be debited</u>	<u>A/c to credit to</u>	<u>Status</u>
30.04.2019	1	USD	200.00	40702840000130001190	40807810100130001190	new

9. Account statements

Account balances are shown on the **Main page**:

The screenshot shows the main page of the RBS BS-Client system. A red box highlights the 'Organizations' accounts' section, which displays a table of account balances.

Organization	Account #1	Balance	Currency	As of	Spec. type
SALUT	40702810100011100011	1 000 000.00	RUR		alc
TEST	40702810700000000001		RUR		alc
SALUT	40702840100005430039	0.00	USD	03.04.2012	alc
SALUT	40702840200005430191	0.00	USD	04.04.2012	alc
SALUT	40702840400011100011	1 000 000.00	USD		alc
TEST	40702978600000000001		EUR		alc
SALUT	40702978900005430198	0.00	EUR	04.04.2012	alc

The section **Free messages from the Bank** contains information letters from the Bank and account statements:

The screenshot shows the 'New Free Bank Documents' page. A red box highlights the 'Documents from Bank' section in the left sidebar, which is expanded to show 'Free Bank Document' with 45 items. The main content area displays a list of documents with a filter and a table of document details.

Date	No	Document type	Subject	Attachment	Status
03.02.2018	172	Message	03889301	03889301.txt	processed
03.02.2018	171	Message	03889302	03889302.txt	processed
03.02.2018	170	Message	03889190	03889190.txt	processed
03.02.2018	169	Message	03889111	03889111.txt	processed
03.02.2018	168	Message	03889198	03889198.txt	processed
03.02.2018	167	Message	03889191	03889191.txt	processed
02.02.2018	159		TECT		processed
02.02.2018	156		Modificacion de las Tarifas	Modificacion de las Tarifas de las comisiones de Evrofinance Mosnarbank por la ejecucion de las ordenes de los bancos correspondientes.doc	processed

The account statements are received as attached files, a separate attached document is generated for each account:

The screenshot shows a 'Free Bank Document' window. A red box highlights the 'File name' field, which contains the filename '03889302.txt' and its size '2.929'.

File name	Size
03889302.txt	2.929

The document can be saved at the local PC and opened in any text editor:

Refer.	Value date	Doc. Code	Corresponding account	Description	Debits	Credi
***	Balance carried forward on the date of the latest transaction 13/04/2017				0.00	
***	Balance brought forward 02/02/2018				0.00	
***	Total movements 02/02/2018 - 02/02/2018				0.00	
***	Balance carried forward 02/02/2018				0.00	

E - Document received through electronic payment means via the distance banking service system.
IF NO DISCREPANCIES ARE REPORTED WITHIN 10 DAYS
THE BALANCE OF YOUR ACCOUNT WILL BE CONSIDERED AS CONFIRMED.

10. Request for document cancellation

This document type is generated in the section **Documents – Cancellation Request** and is designed to cancel all outgoing documents except **Free Document**.

Free Document is the only document type that is cancelled by generating another Free Document with a proper content in the message body.

When preparing a **Cancellation Request** you need to fill in three document fields:





The screenshot shows the 'New Cancellation Request' form. The 'Document type' dropdown is highlighted with a red arrow and labeled '1'. The 'Document No' field is highlighted with a red arrow and labeled '2'. The 'Cover letter' field is highlighted with a red arrow and labeled '3'. The form also includes a 'No' field with the value '1' and a 'Date' field with the value '30.04.2019'. The 'Main document fields' section is currently empty. The left sidebar shows a navigation menu with categories like 'Main Page', 'Documents', 'Documents from Bank', 'Directories', and 'Tools'.

The field **Document type** is filled in by selecting a type of the cancelled document from the suggested pop-up list:

The screenshot shows the 'New Cancellation Request' form with the 'Document type' dropdown menu open. The dropdown list contains the following options: 'Payment orders', 'Arbitrary documents to bank', 'Order for Mandatory Currency Sale', 'Orders for currency sale', 'Orders for currency purchase', 'Orders for currency transfer' (selected), 'Currency transactions certificate', 'Russian currency transactions certificate', 'Transaction certificates against contract (138-I)', 'Transaction certificates against loan agreement (138-I)', 'Other client document', 'Currency transactions certificate (138-I)', 'Request to renew transaction certificate', and 'Request to close transaction certificate'. The left sidebar shows the same navigation menu as in the previous screenshot.

Then, in the field **Document No**, through the green arrow we go to the list of documents to be cancelled.

New Cancellation Request

Status: new					
No	<input type="text" value="1"/>	Date	<input type="text" value="30.04.2019"/>		
Document type	<input type="text" value="Orders for currency transfer"/>				
Document No	<input type="text"/>			Document date	<input type="text"/>
Main document fields					
Cover letter					
<input type="text" value="Test"/>					

In the [Cover letter](#) field, you can briefly describe the reason for cancellation.

If all the marked fields are filled in correctly, the System will show that the document has been successfully saved or show the document field that has not been filled in. The successfully saved document will show up in the [NEW](#) section, from where it can be sent to the bank.