

SUMMARY

This program document contains a user guide for the Client-Bank (WEB) Software System of the Client module (hereinafter referred to as the system) for working with template documents. The user guide contains:

- Overview;
- Template documents;

This program document is developed by Belarusbank.

CONTENTS

CONTENTS	3
1.1. Intended Use of Template Documents	4
1.2. System Functions while Working with Template documents	4
2. TEMPLATE DOCUMENTS	ОШИБКА! ЗАКЛАДКА НЕ ОПРЕДЕЛЕНА.
2.1 Logging in the System	5
2.2. Working with Template Documents	6
2.3 Import of the Documents from an External File	7
ANNEX 1	8

1. OVERVIEW

1.1. Intended use of template documents

"Template documents" menu provides the user with opportunity to transfer to the bank for analysis and decision-making, template documents according to the developed and approved internal list of the Bank.

1.2. System Functions while Working with Template documents

The program performs the following functions:

- 1) Creation of template documents;
- 2) Editing of template documents;
- 3) Viewing of template documents;
- 4) Applying electronic digital signatures to the template documents for the purpose of their approval and (or) forwarding to the bank;
- 5) Removing electronic digital signatures from template documents;
- 6) Deleting template documents from the database;
- 7) Forwarding signed and approved template documents to the bank for their further procession by responsible officers of the bank;
- 8) Revocation of template documents forwarded earlier to the bank, but not accepted into work by responsible officers of the bank.

2. TEMPLATE DOCUMENTS


2.1 Logging in the System

1. Launch any web-browser (Opera (64-bit version), Firefox (64-bit version), Chrome, Microsoft Edge and go to <https://icb.asb.by/>.

2. Enter your name and password to log in to the system and undergo identification and authentication (Fig.1). Working with the system without successful authentication and authorization of a user is impossible. Authentication and authorization of a user are executed at the Data Base Management System (DBMS) level with consideration of access rights to system modules. Logging in is executed using login and password ("Password Entry" bookmark) or using a key ("Key Entry" bookmark).

Fig.1 Page for user data input

To prevent unauthorized access to the User's data through "Client-Bank (WEB)", there is an opportunity to enter the password three times when logging in the System, upon which the access is blocked. For unblocking, the User need to contact the corporate business service of the bank's structural subdivision serving the customer and provide an identity document to check that the data in the System is matching the client user data in the System.

3. Select the "Documents" item on the left from the menu of the main application form  to go to the list of documents available for work (Fig. 2).

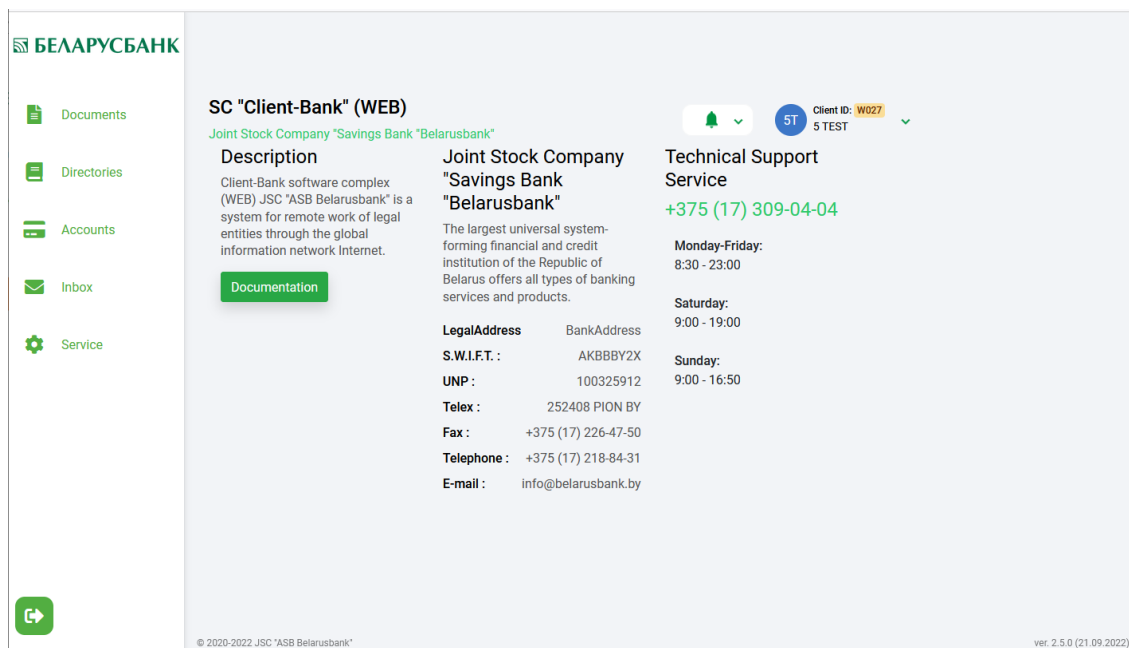


Fig. 2. Main menu of the System page.

2.2. Working with Template documents

1. Choose the "Template documents" item in the menu containing the list of available documents .
2. Click the "Create" button on the top right of the form to create a template document.
3. The list of templates includes a large number of documents: statements, notifications, references, orders, information, and so on, grouped by type of documents. Each of the documents has its own form (template) for filling in. To apply quick search when looking for the desired document, the user can profit by the "Template group selection" field located at the top of the table to activate automatic filter to the documents in the list.

After selecting a group of templates from the displayed templates list of the specified group, it is necessary to select the document required for sending to the bank. To implement a quick search for the desired document, the user can profit by the "Name" field located at the top of the table to activate automatic filter for documents in the list in accordance with the information entered in this field.

4. In the window for creating a template document, depending on the selected option, a form will appear in which you need to fill in all the necessary fields. Upon completing filling in the document template, you need to click the "Save" button. All the information will be recorded in the centralized database of the bank's server. Once the document is saved successfully, it will appear in the list of the template documents with the "Not Posted" status. To copy and paste text in the input fields, use the keyboard shortcuts Ctrl-C (Copy) and Ctrl-V (Paste).

5. For the documents with the "Not posted" status available are the following operations: "View", "Change", "Copy", "Delete", "Sign", "Protocol". Before sending documents to the bank for execution, select the prepared documents and click the "Sign" button .

6. In the window for confirming the use of electronic digital signature for documents, enter the password to the personal key and click "Continue" . Signed documents will be awarded the "Signed" status.

7. For the documents with the "Signed" status available are the following operations: "View", "Copy", "Sign", "Revoke signature", "Send to Bank" . To forward documents to the bank for execution, select the signed documents and click the "Send to Bank" button . Documents that have been sent to the bank will be awarded the "Sent to Bank" status. Responsible officers in the bank shall perform all further operations with such documents.

8. For documents sent to the bank available are the following operations: "View", "Copy", "Revoke from bank", "Protocol". To revoke the types of documents that have been sent to the bank for execution and allowed for revocation, select the documents with the "Sent to Bank" status in the list of documents and click the "Revoke from bank" button. When sending certain types of documents to the bank, the document status is automatically set as "Being executed by Bank" without option to revoke it from the bank.

9. Documents revoked by the user, or documents deleted and rejected by the bank can be viewed in the "Rejected" menu. List of documents is displayed for the period specified by the User. All documents accepted and processed by the bank can be viewed in the "Processed" section, upon indication of the required period.

10. To make changes to the documents revoked by the user or rejected by the bank, as well as processed documents, you can copy by clicking the "Copy" button. Copies of the documents will be displayed in the "In process" menu.

11. To view or to print one or several template documents, place the cursor on a desired document or select multiple documents in the list and click the "View" button. External representation of the document (documents) for viewing or printing will be displayed in a new browser tab.

a. To view all the operations for the document, performed with it from the moment of its creation, place the cursor on the document and click the "Protocol" button. The list of all the operations will be displayed.

2.3 Import of the documents from an external file

1. To activate the operation of creating documents (the "Create" button), there was added a new feature allowing to import the document "Information about received funds (for currency transactions) from an external file in XML format to the window with the list of templates. Import file structure is described in Annex 1.

2. When placing the cursor on the above document, an additional "Import" button will appear at the bottom of the list in the window with the list of templates. Next, in Windows Explorer, you need to select the file to import the template. If the imported XML document does not comply with the format described in Appendix 1, a document with empty input fields will be created. The imported document can be edited (the "Edit" button).

ANNEX 1

FILE STRUCTURE FOR IMPORTING THE TEMPLATE “INFORMATION ABOUT RECEIVED FUNDS”

The file for template creation is a text file, UTF-8-encoded of the following format:

Tag Level 1	Tag Level 2	Tag Level 3	Attribute format	Type 1:	Description	Note
<Field401>			16x	O	Details number	
<Field601>			10x	O	Date of details provision	
<Field101>			105x	O	Beneficiary name	
<Field503>			9x	O	Beneficiary UNP	
<Field501>			23.2d	O	Amount of the payment received	
<Field502>			3x	O	Currency code of the payment received	ISO
<Field602>			10x	O	Date of received payment	
<FieldTable1>					Containing a list tag	
	<FieldTable1>				Containing a table tag (The first 3 elements of the table shall be left blank, then there is a line-by-line cycle)	
		<FieldTable1>	16x	O	Number of the currency agreement or other document justifying the payment being received	
		<FieldTable1>	10x	O	Date of the currency agreement or other document justifying the payment being received	
		<FieldTable1>	23.2d	O	Amount of the currency agreement or other document justifying the payment being received	
<Field9>			105x	O	The registration number of the currency agreement or a record that the currency agreement is not subject to registration	
<Field105>			105x	O.	Information on the subject of a currency transaction (Payment purpose)	
<Field106>			105x	O.	Name of a legal entity (surname, given name, patronymic (if any) of an individual) of funds sender.	
<Field107>			105x	O.	Country code of legal entity incorporation (individual's residence) of funds sender	
<Field115>			105x		Other information	

Message sample file:

```

<?xml version="1.0" encoding="UTF-8"?>
<Root DocType="97">
<Field401>221</Field401> <!--Details number-->
<Field601>09.08.2021</Field601> <!--Date of details provision-->
<Field101> JSC CLIENT </Field101> <!--Beneficiary name-->
<Field503>11111111</Field503> <!--Beneficiary UNP -->
<Field501>200,00</Field501> <!--Amount of the payment received-->
<Field502> USD </Field502> <!--Currency code of the payment received-->
<Field602>09.08.2021</Field602> <!--Date of received payment-->

```

```

<FieldTable1>                                     <!--Table-->
  <FieldTable1>
    <!--The first 3 fields in the table are reserved by the System and shall be left blank-->
    <FieldTable1/>
    <FieldTable1/>
    <FieldTable1/>
    <!--Beginning of the cycle-->
    <!--First line of the table-->
    <FieldTable1>010120/129999/12</FieldTable1>  <!--The registration number of the
currency agreement or other document justifying the receipt of the payment -->
    <FieldTable1>010120/129999/12</FieldTable1>  <!--Date of the currency agreement
or other document justifying the receipt of the payment -->
    <FieldTable1>010120/129999/12</FieldTable1>  <!--Amount of the currency
agreement or other document justifying the receipt of the payment -->
    <!--End of the first line of the table-->
    <!--The second line of the table-->
    <FieldTable1>010121/129999/13</FieldTable1>  <!-- The registration number of the
currency agreement or other document justifying the receipt of the payment -->
    <FieldTable1>01.01.2021</FieldTable1>  <!-- Date of the currency agreement or
other document justifying the receipt of the payment -->
    <FieldTable1>1500,00</FieldTable1>  <!-- Amount of the currency agreement or
other document justifying the receipt of the payment -->
    <!--End of the second line of the table-->
    <!--End of the cycle-->
  </FieldTable1>
</FieldTable1>
<Field9>010120/129999/12</Field9>  <!-- The registration number of the currency agreement
or a record that the currency agreement is not subject to registration -->
<Field105>Payment purpose</Field105>  <!--Information on the subject of a currency transaction
(Payment purpose)-->
<Field106>Counterparty</Field106>  <!-- Name of a legal entity (surname. Given name,
patronymic (if any) of an individual) of funds sender-->
<Field107>250</Field107>  <!-- Country code of legal entity incorporation
(individual's residence) of funds sender -->
<Field115>Other information</Field115>  <!--Other information-->
</Root>

```