Instructions for Disbursement/Repayment of a revolving loan requests via Bulbank Online

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UniCredit Bulbank

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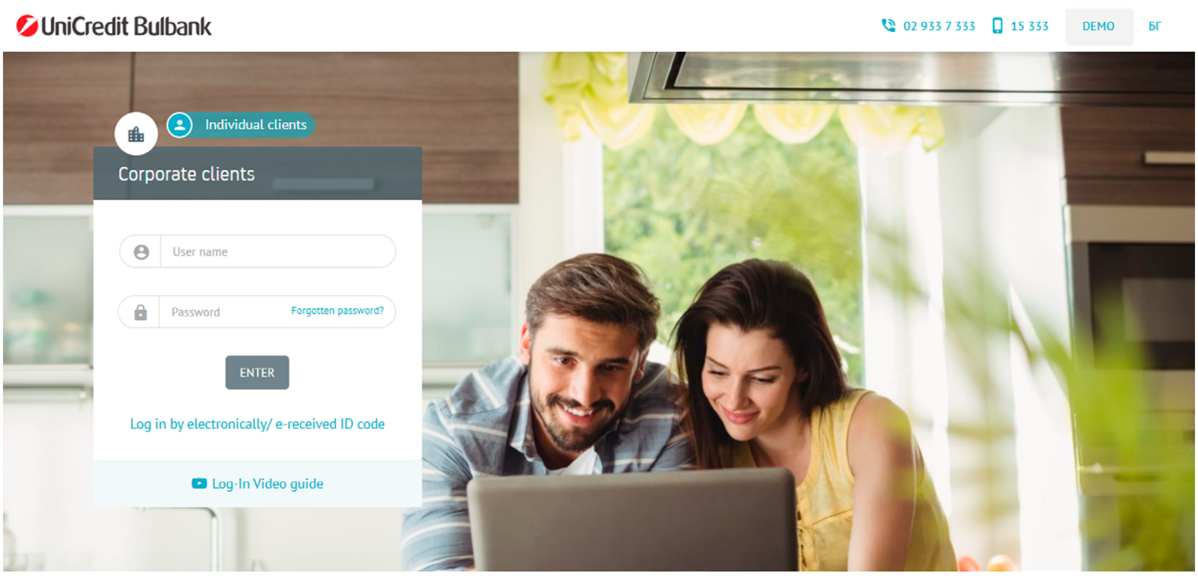
Introduction

To access the **Disbursement /Repayment of revolving loan** menu in Bulbank Online, you must submit a signed Application to the Bank.

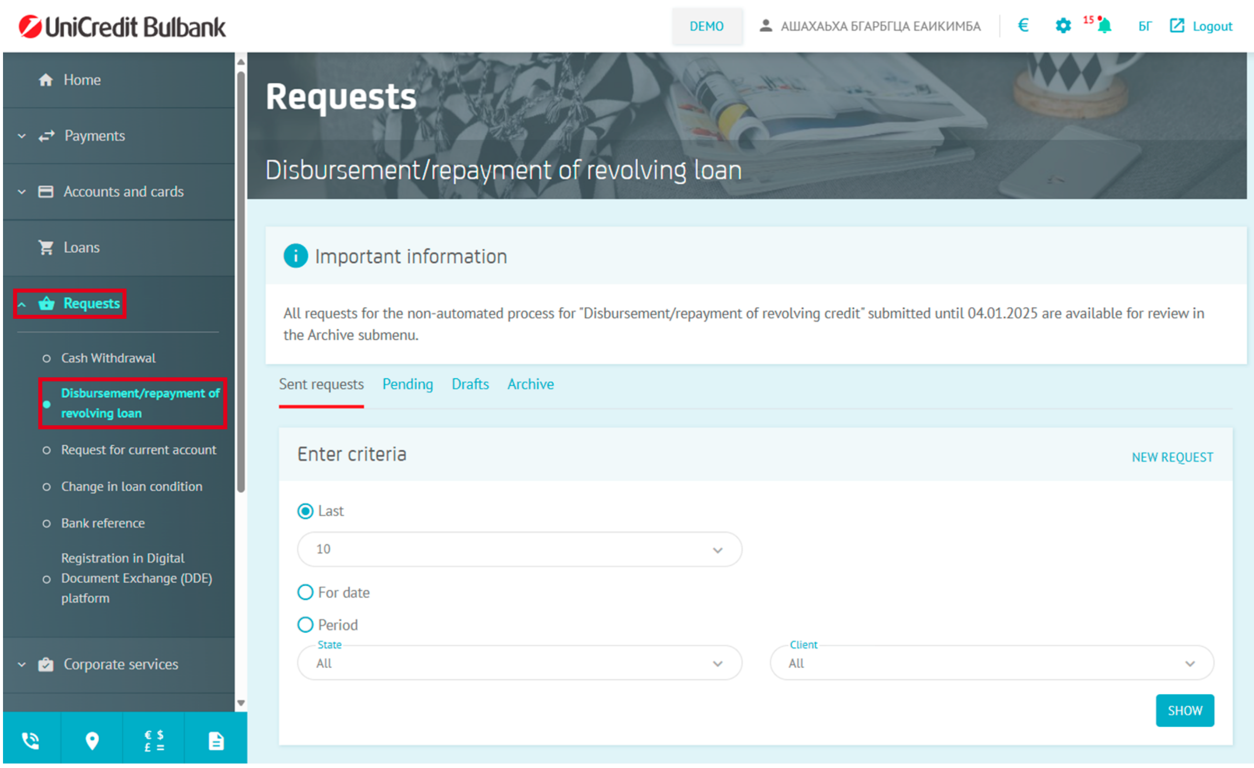
To be able to create a request for **Disbursement/Repayment of revolving loan** via Bulbank Online, you need to be a legal representative or a bank client user with rights requested in advance.

Requests may only be submitted for the account and currency specified in the credit agreement for the respective operation (disbursement/repayment).

Enter your **username and password** to log in to Bulbank Online.

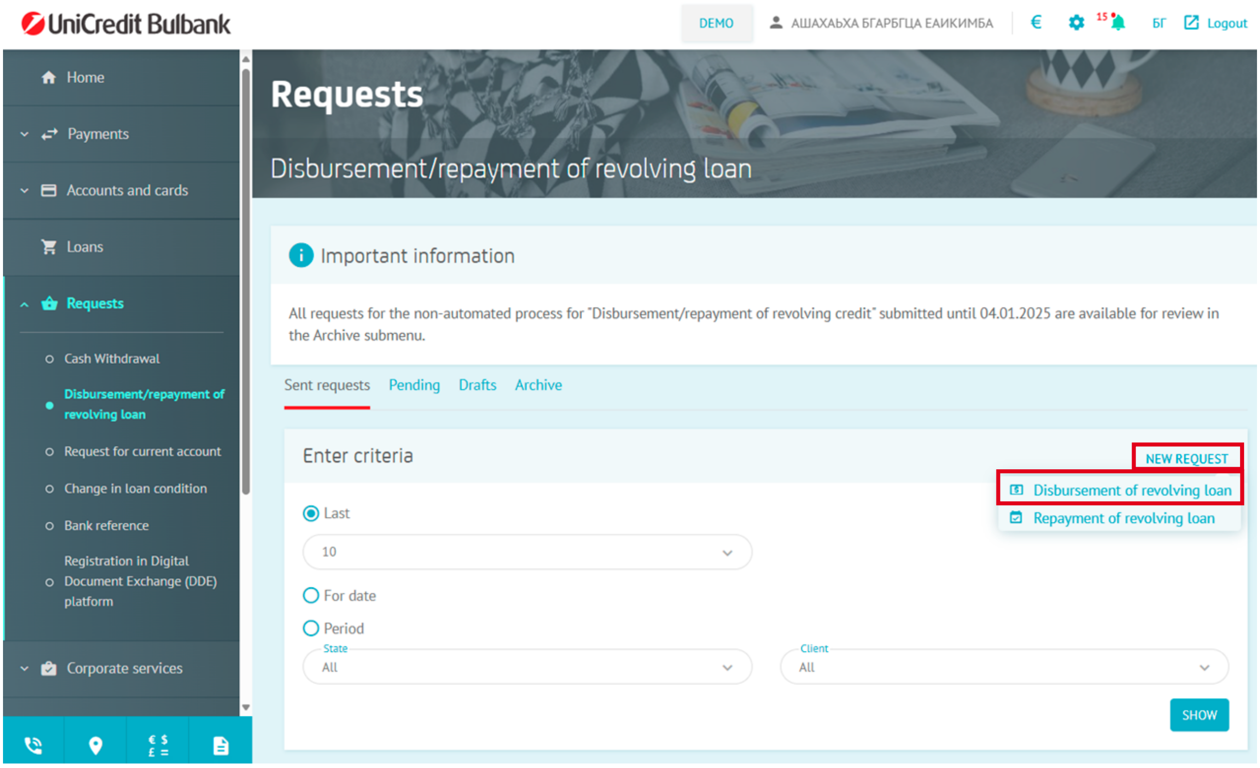


After successfully logging into the system, the request for **Disbursement/Repayment of revolving loan** via Bulbank Online is available in the **"Requests"** menu **> Disbursement /Repayment of revolving loan**.



GO TO CONTENT

To create a Revolving loan request, you need to go to the **“Sent requests” > “New Request”** section, and then select the type of operation – **disbursement or repayment**.



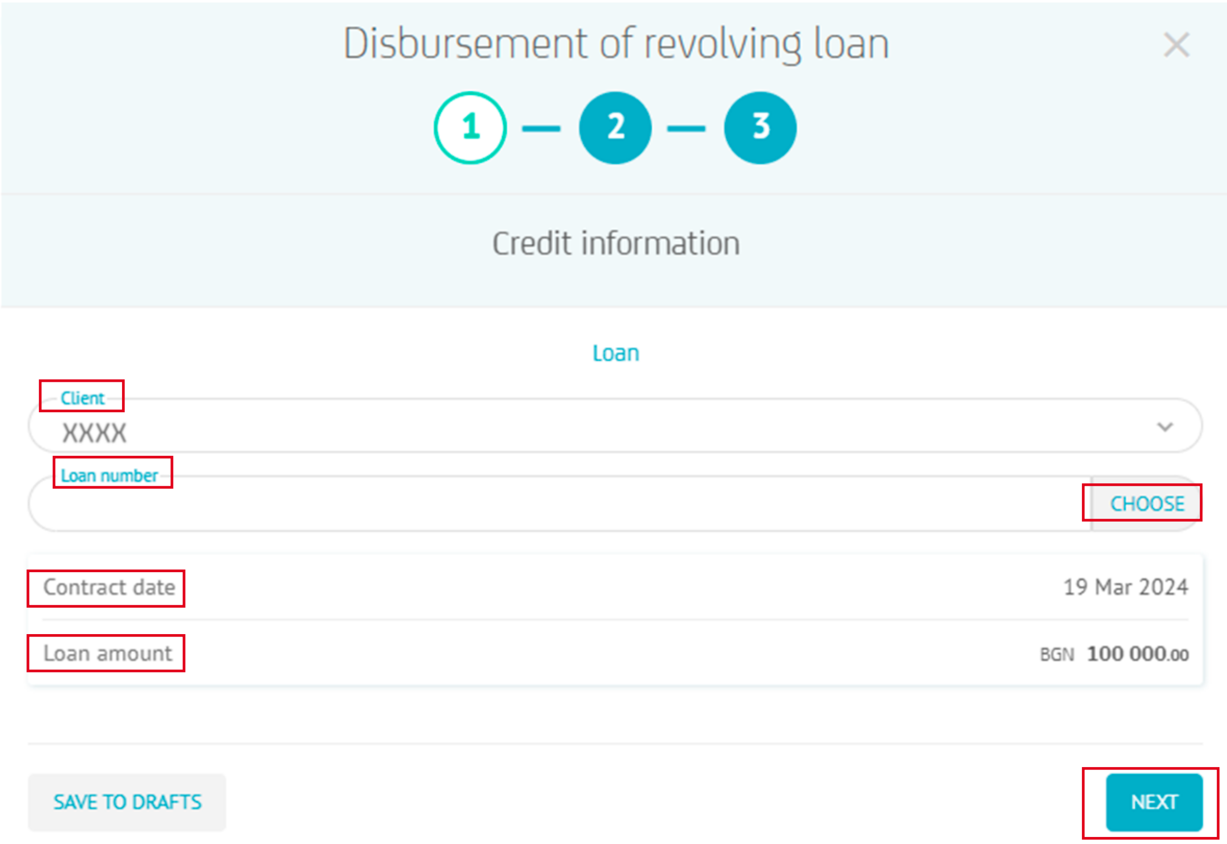
Disbursement Request

1 First step

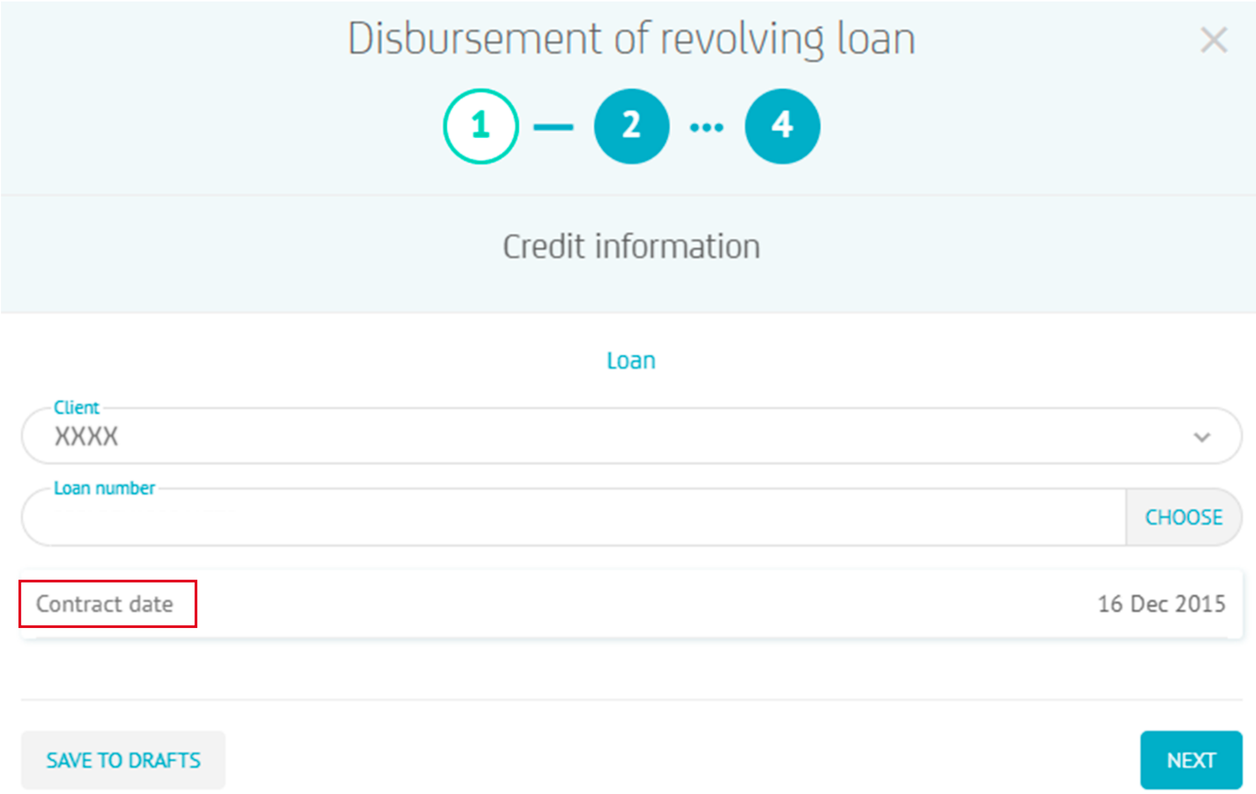
Select the relevant **“Client”** and **“Loan number”** for which the loan amount will be disbursed. Click the **“Next”** button to proceed to the second step.

For revolving loans that are not part of a credit line, the following fields are displayed:

- Contract Date
- Loan Amount

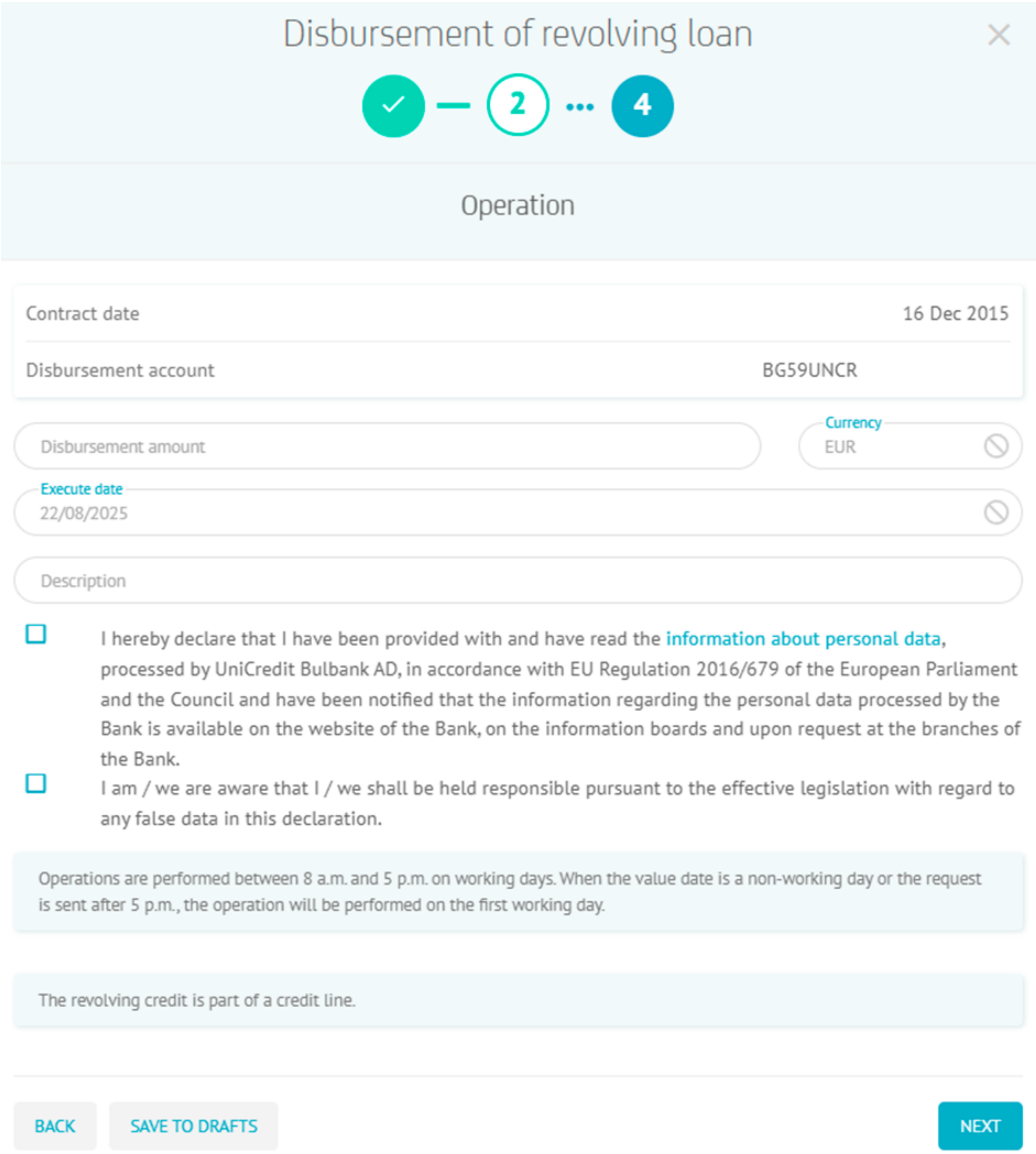


For revolving loans that are part of a credit line, only the **“Contract Date”** field is displayed.



2 Second Step of Disbursement

Complete only the **“Disbursement Amount”** and **“Description”** fields for the operation, and consent must be indicated by agreeing to the required declarative statements.



Please note that the **“Execute Date”** of a request submitted **before** 17:00 on the current business day has a value date the same day, and when a request is completed **after** 17:00 on the current business day, the value date is a future date (next business day).

Disbursement of revolving loan

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Operation

Contract date	16 Dec 2015
Disbursement account	BG59UNCR

Disbursement amount
500.00

Currency
EUR

Execute date
22/08/2025

Description
invoice

- [x] I hereby declare that I have been provided with and have read the information about personal data, processed by UniCredit Bulbank AD, in accordance with EU Regulation 2016/679 of the European Parliament and the Council and have been notified that the information regarding the personal data processed by the Bank is available on the website of the Bank, on the information boards and upon request at the branches of the Bank.
- [x] I am / we are aware that I / we shall be held responsible pursuant to the effective legislation with regard to any false data in this declaration.

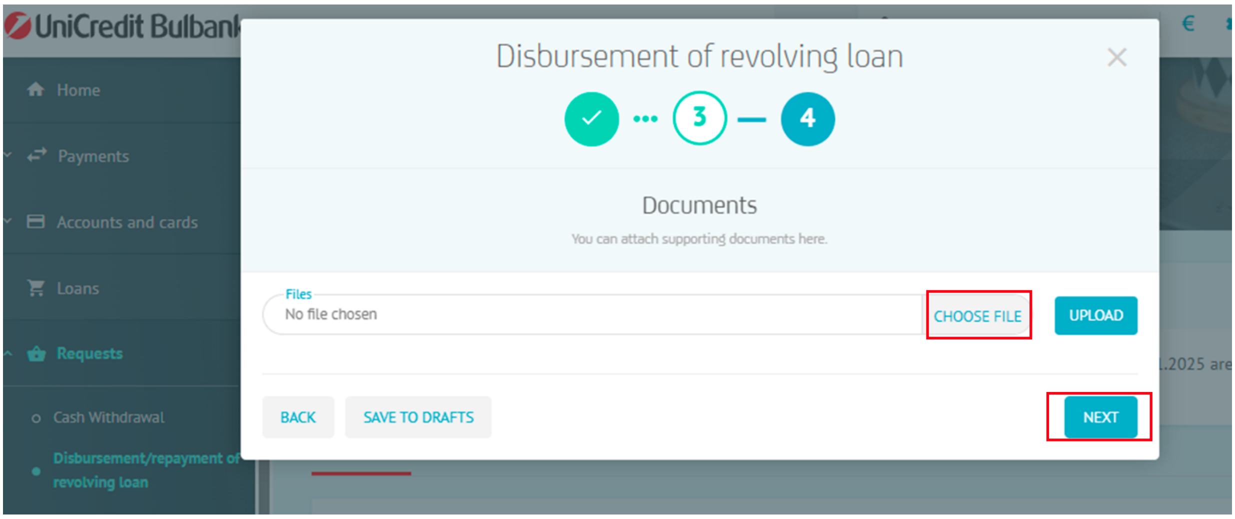
Operations are performed between 8 a.m. and 5 p.m. on working days. When the value date is a non-working day or the request is sent after 5 p.m., the operation will be performed on the first working day.

The revolving credit is part of a credit line.

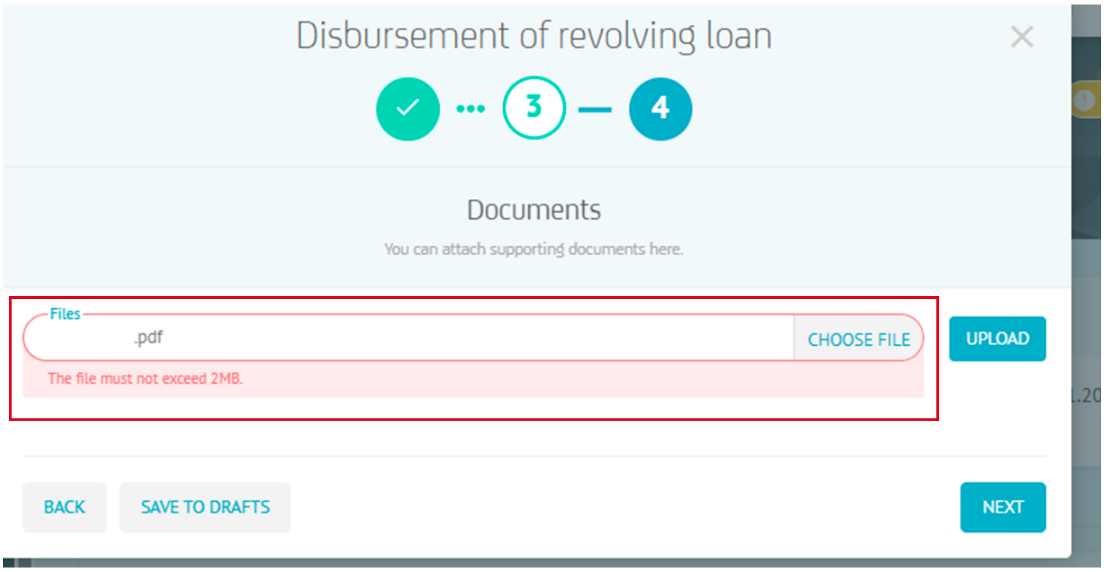
BACK SAVE TO DRAFTS NEXT

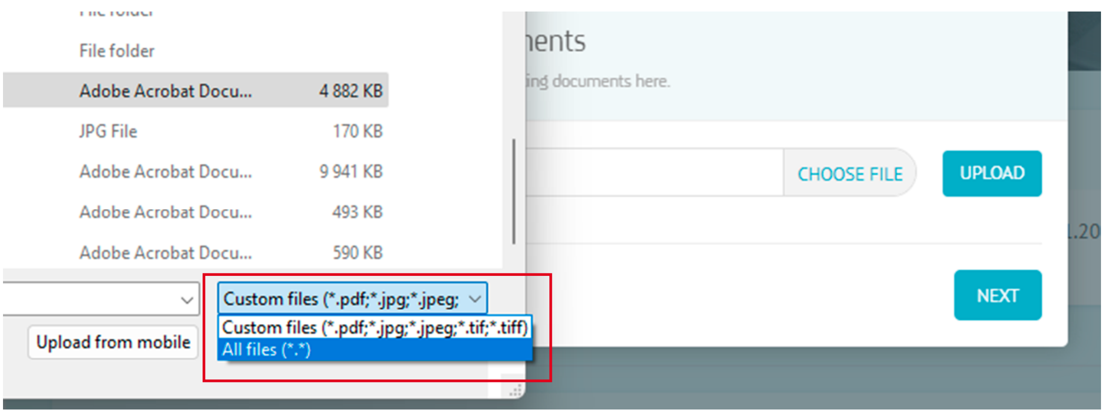
3 Third step

Applicable only for a disbursement request of revolving loan with supporting documents. Attachment of supporting documents is mandatory ***only if required by the revolving loan agreement***.

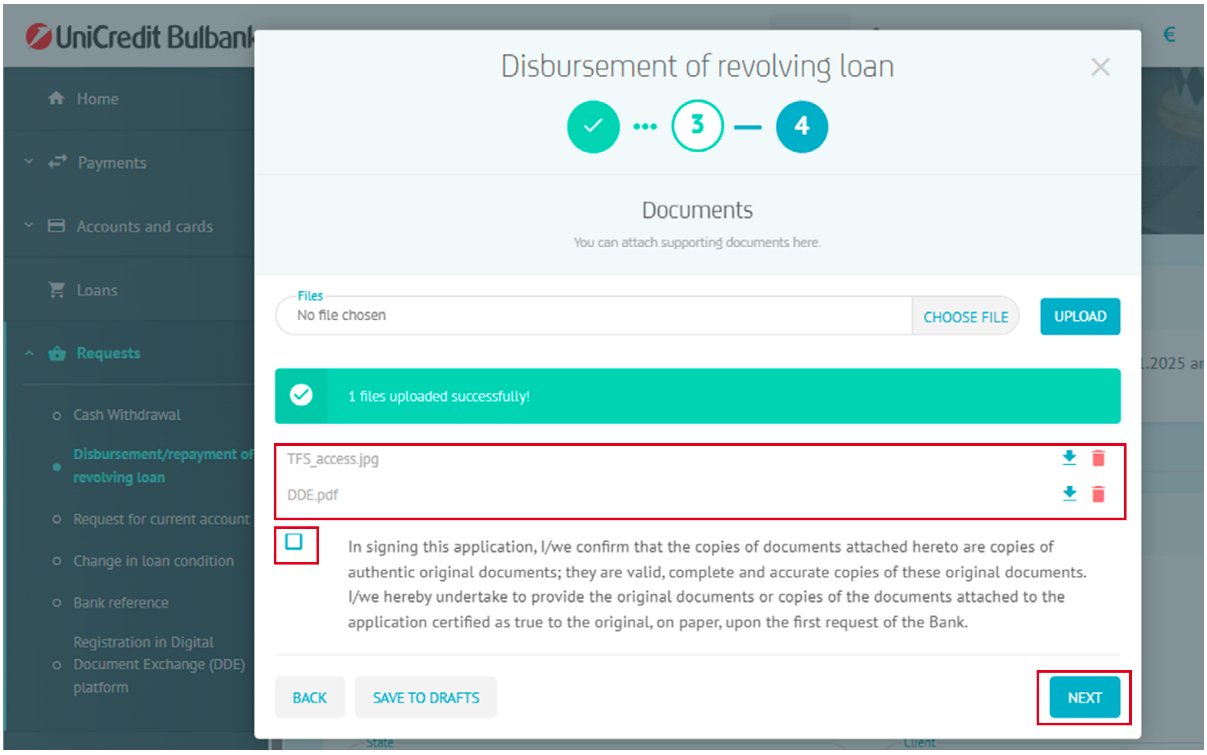


When selecting **"Choose File"**, an option will appear allowing you to upload up to 50 documents, each with a maximum size of **2 MB,** in the supported formats listed on the screen (*.pdf; *.jpg; *.jpeg; *.tft; *.tiff).

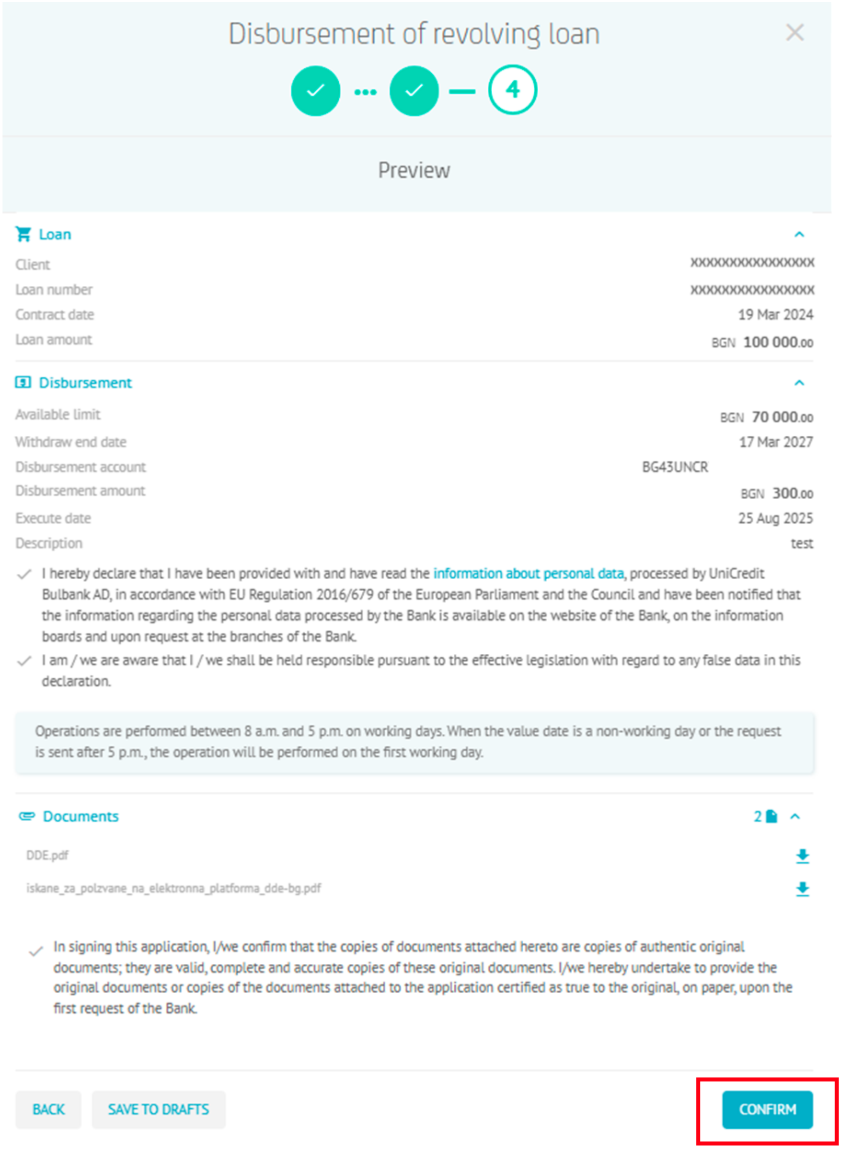




All attachments can be viewed and/or removed by the user. To proceed to the next step, you need to indicate consent by agreeing to the required declarative statements and select the **“Next”** button.

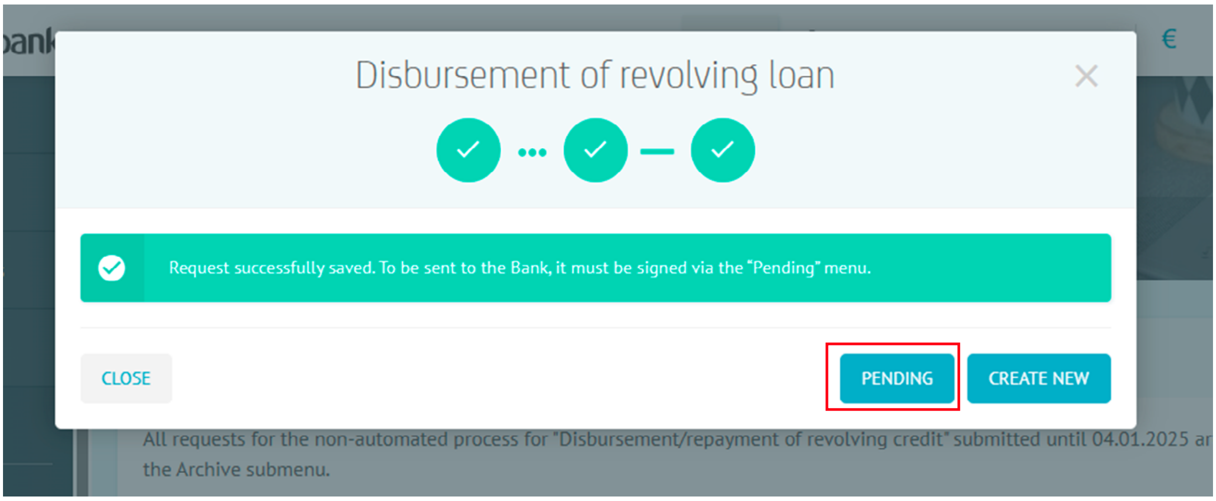


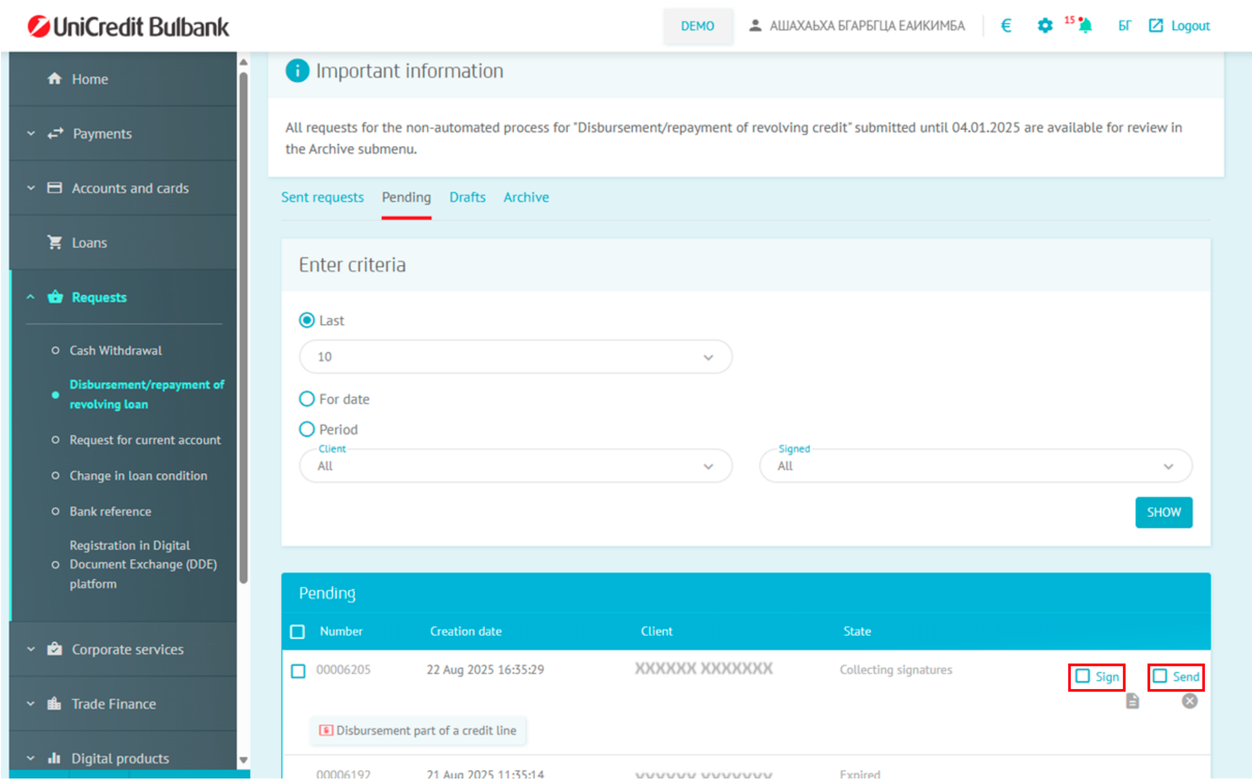
In the **“Preview”** step, you can review the complete information in the request.



In the **“Loan”** field, the main parameters of the loan can be seen. In the **“Disbursement”** field you can find information on current loan details – available limit, withdraw end date, disbursement amount etc.

After selecting the **"Confirm"** button, the request moves to the **"Pending"** where it awaits the **"Sign"** and **"Send"** actions.



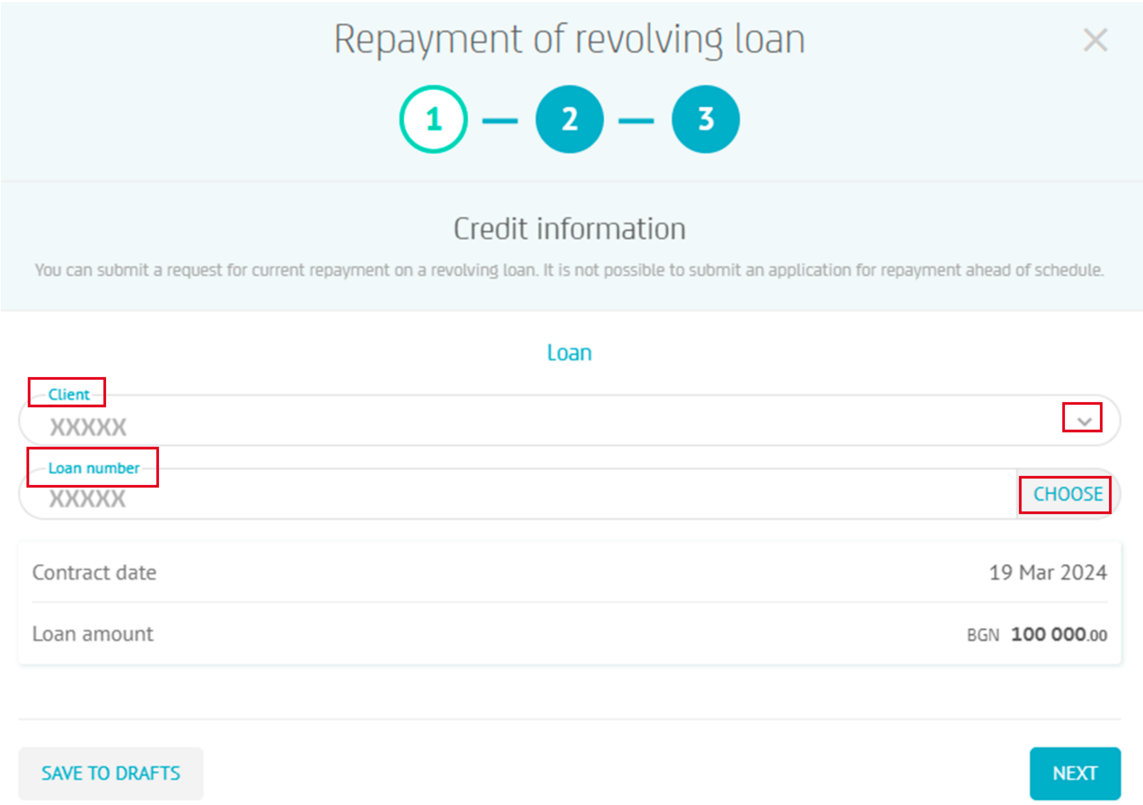


To send the request to the Bank, you need to access the **"Pending"** section and select **"Sign"** and **"Send"**.

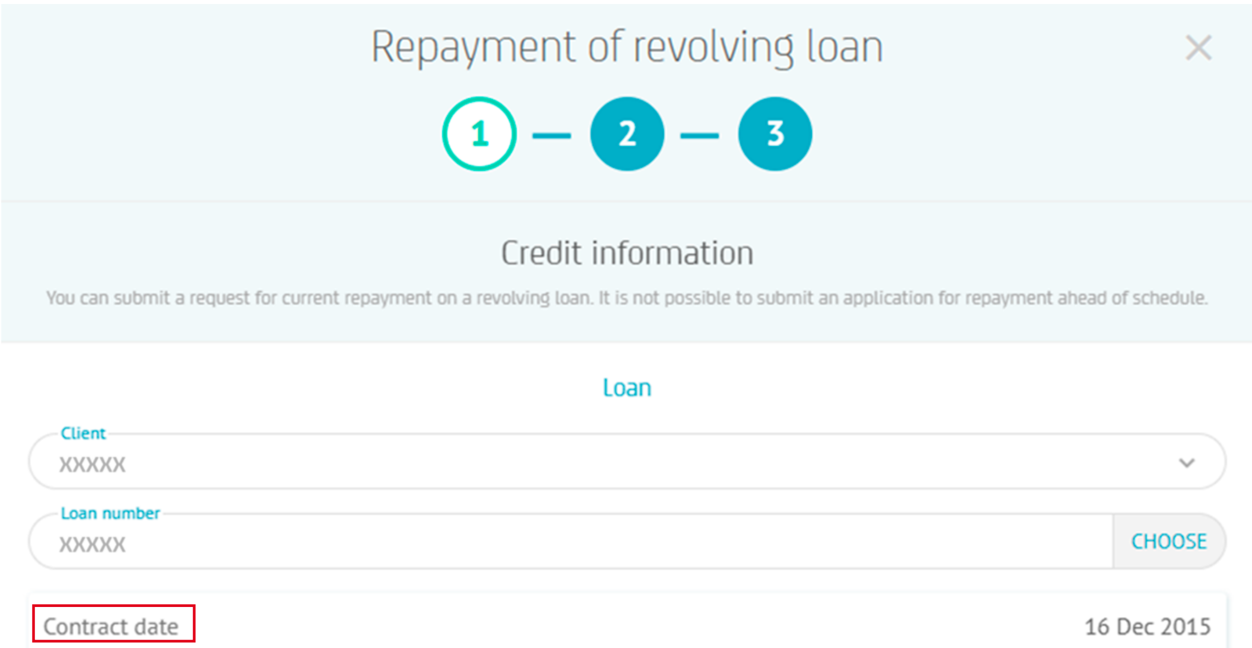
Repayment Request

1 First step

Select the relevant **“Client”** and **“Loan number”** for which repayment will be made. The **“Next”** button moves to the second step.



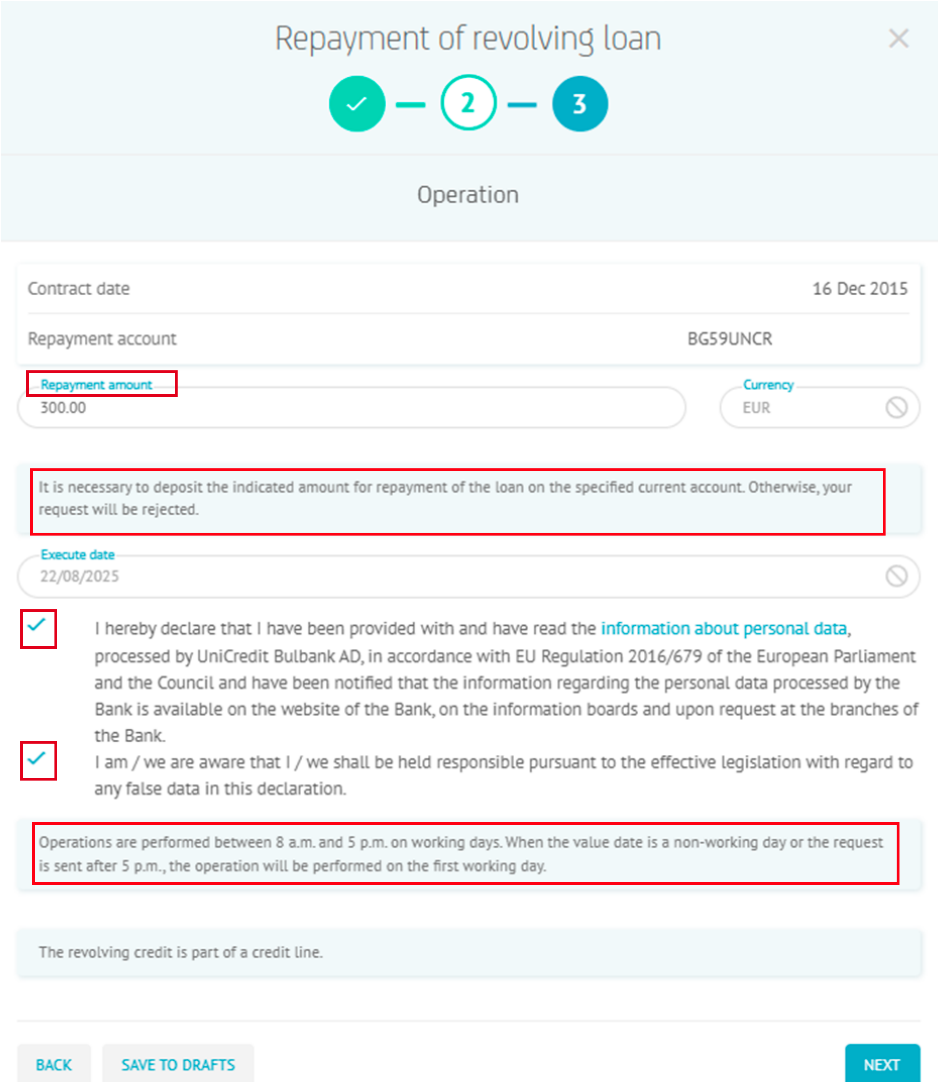
For revolving loans that are part of a credit line, only the **“Contract Date”** field is displayed.



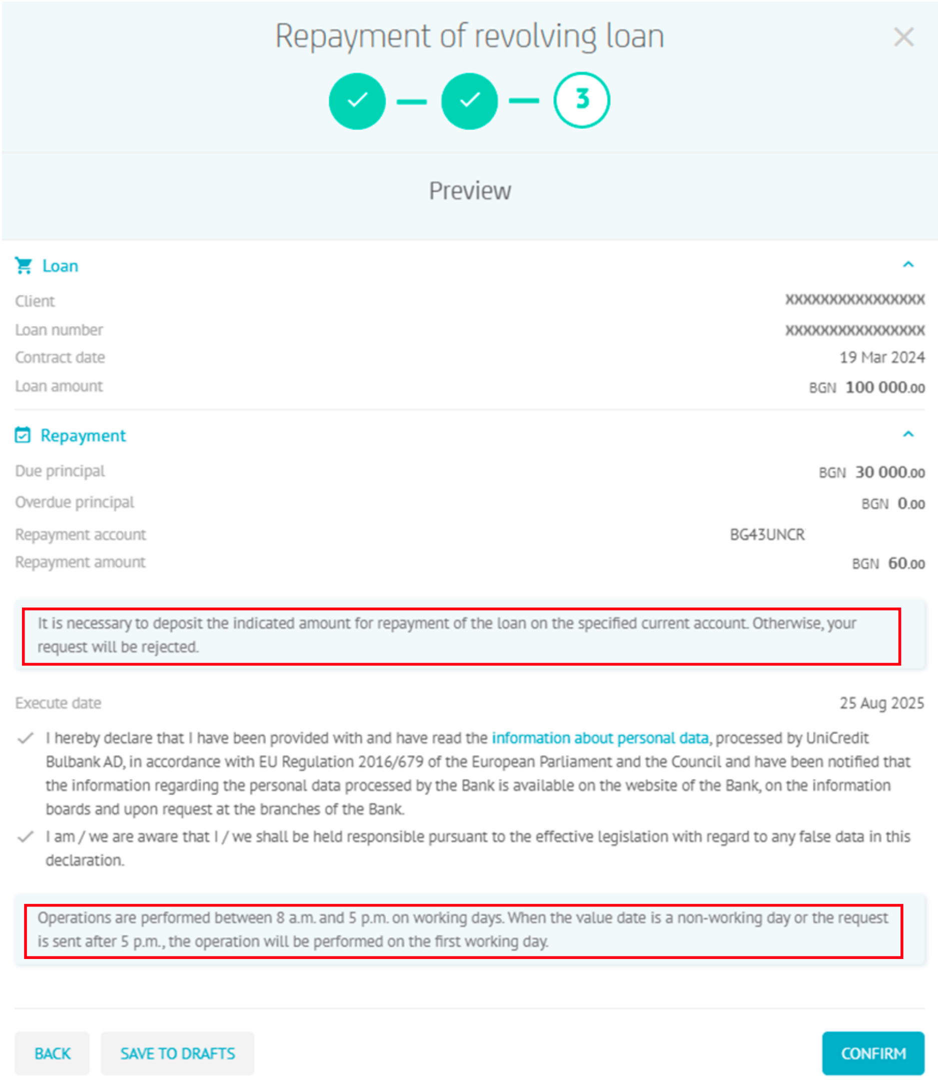
2 Second step

Only the **"Repayment Amount"** field needs to be filled in, and consent must be indicated by agreeing to the required declarative statements.

Please note that the **"Execute Date"** of a request submitted **before** 17:00 on the current business day has a value date the same day, and when a request is completed **after** 17:00 on the current business day, the value date is a future date (next business day).

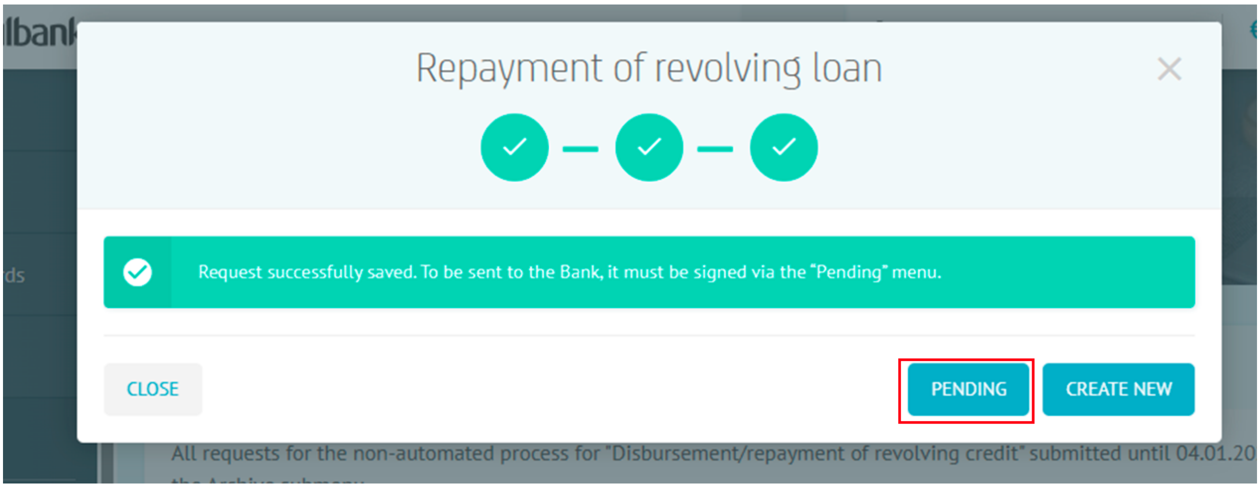


In the **"Review"** step, you can review the completed information in the request.



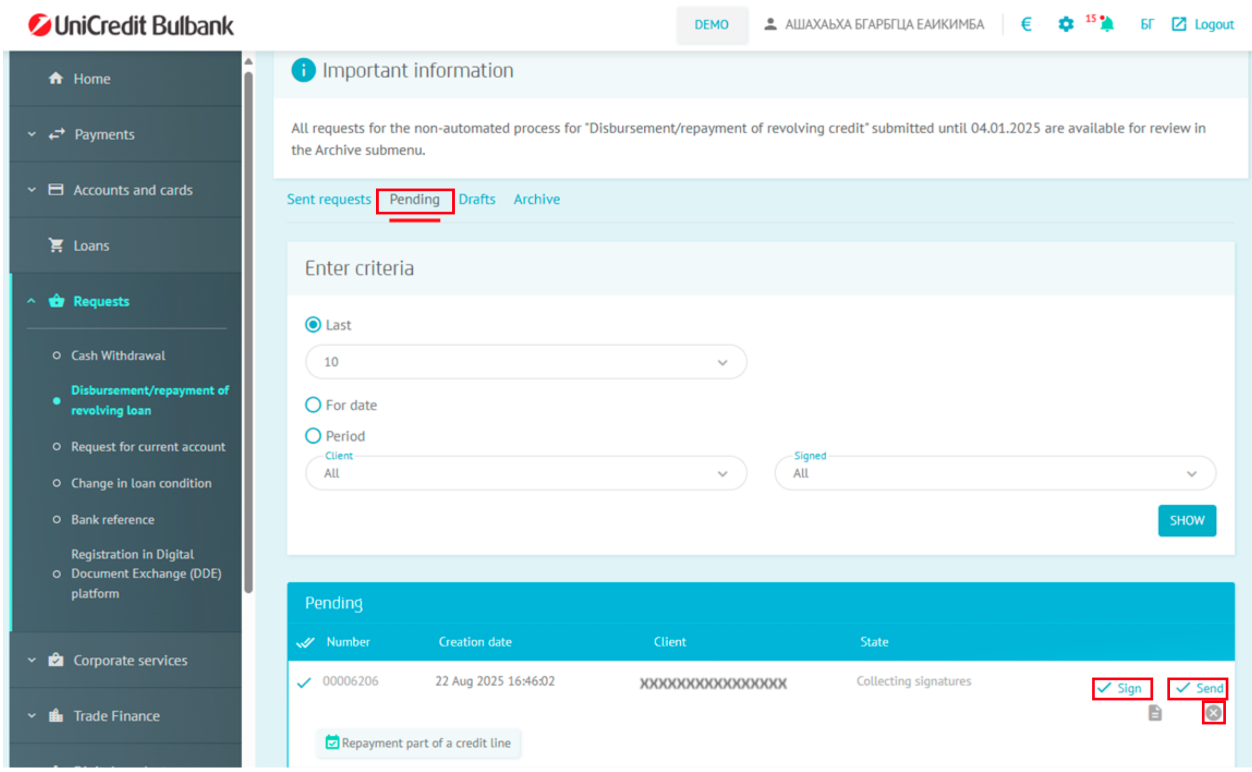
In the **"Loan"** field, the main parameters of the loan can be seen. In the **"Repayment"** field you can find information on current loan liabilities – due principal, repayment amount, etc.

After completing and saving the request, a message is displayed showing that the request is in the **"Pending"** section and needs to be signed and sent to the Bank.

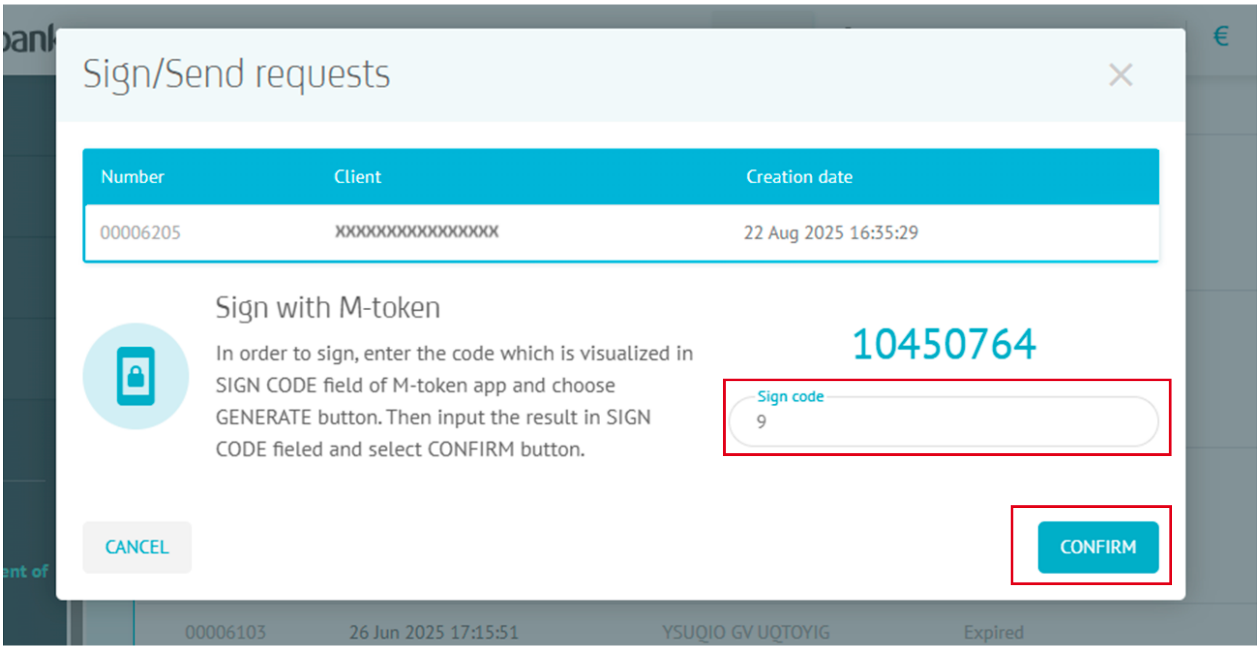


The request can be found in the **"Pending"** section, where the **"Sign"** and **"Send"** actions need to be performed.

Before the request is signed and sent, you are able to review the completed information at this step, as well as to delete the request if necessary.



The request needs to be signed with an M-token. Once you have entered the code, select the **“Confirm”** button.



You can follow the processing of requests sent to the bank in the section - **“Sent requests” > “State”** field.

“Drafts” Section

During the process, the application can be saved in **“Drafts”** at any time and completed later.