



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

CONTENTS

Introduction	3
Disbursement Request	5
Repayment Request	13
“Drafts” Section	18



Introduction

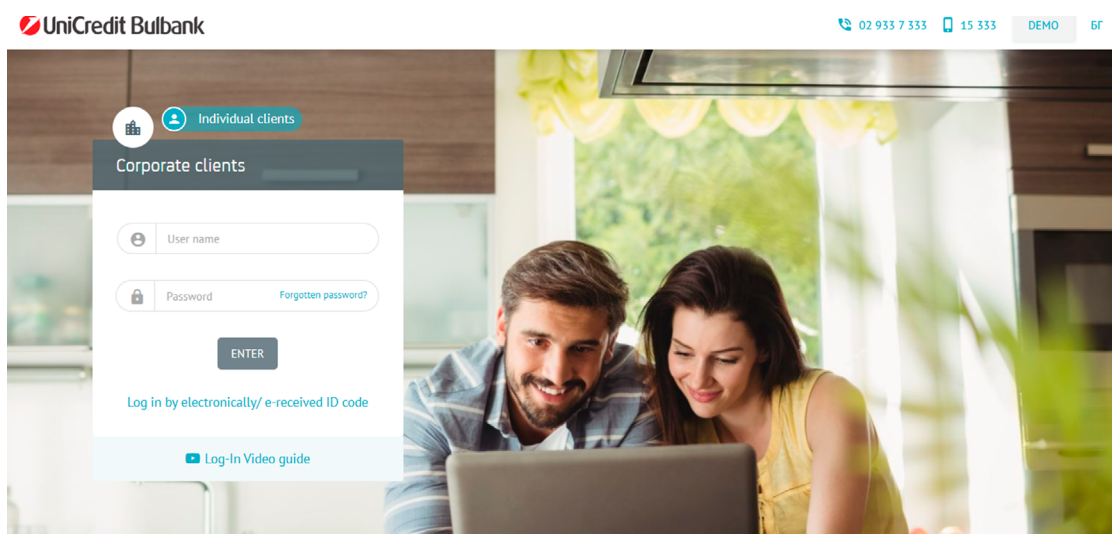
Access to the **Disbursement/Repayment of revolving loan** menu in Bulbank Online can be obtained in the following two ways:

1. Through a systematic verification of the current status of the legal representatives' powers of attorney for legal entities in the Commercial Register, by accessing the **Settings** → **Legal Representatives** menu.
2. By submitting a signed Application to the Bank.

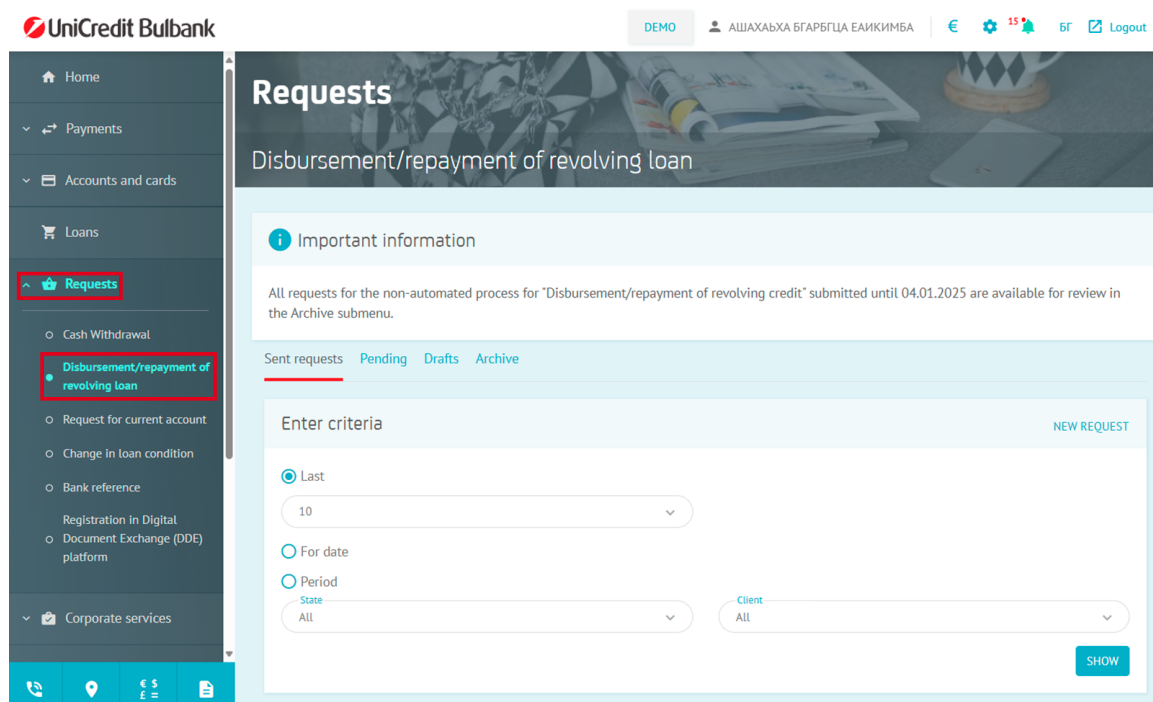
To create a request for **Disbursement/Repayment of revolving loan** via Bulbank Online, you must be a legal representative or a bank client user with rights granted in advance.

Requests may only be submitted for the **account and currency specified in the credit agreement** for the respective operation (disbursement or 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** is available under the Requests → **Disbursement/Repayment of revolving loan** menu.



GO TO CONTENT

To create a revolving loan request, go to the **Sent Requests → New Request** section, and then select the type of operation – **Disbursement** or **Repayment**.

The screenshot displays the UniCredit Bulbank web application. The top navigation bar includes the bank logo, a 'DEMO' button, a user profile 'АШАХАБХА БГАРБГЦА ЕАИКИМБА', currency '€', a settings gear, a notification bell with '15', a 'БГ' flag, and a 'Logout' link. The left sidebar menu contains 'Home', 'Payments', 'Accounts and cards', 'Loans', and 'Requests' (highlighted). Under 'Requests', there are options: 'Cash Withdrawal', 'Disbursement/repayment of revolving loan' (selected), 'Request for current account', 'Change in loan condition', 'Bank reference', 'Registration in Digital', and 'Document Exchange (DDE) platform'. At the bottom of the sidebar are 'Corporate services' and a row of icons for phone, location, currency, and documents.

The main content area is titled 'Requests' with a subtitle 'Disbursement/repayment of revolving loan'. Below this is an 'Important information' section stating: 'All requests for the non-automated process for "Disbursement/repayment of revolving credit" submitted until 04.01.2025 are available for review in the Archive submenu.' Below the information is a tabbed interface with 'Sent requests' (active), 'Pending', 'Drafts', and 'Archive'. The 'Enter criteria' section contains filters: 'Last' (selected), 'For date', and 'Period'. The 'Last' filter has a value of '10'. The 'Period' filter has a 'State' dropdown set to 'All' and a 'Client' dropdown set to 'All'. A 'SHOW' button is at the bottom right of the criteria section. A 'NEW REQUEST' button is located at the top right of the criteria section, with a dropdown menu showing 'Disbursement of revolving loan' (selected) and 'Repayment of revolving loan'.



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.

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

- Contract Date
- Loan Amount

Disbursement of revolving loan

1 — 2 — 3

Credit information

Loan

Client

XXXX

Loan number

CHOOSE

Contract date

19 Mar 2024

Loan amount

BGN 100 000.00

SAVE TO DRAFTS

NEXT



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

Disbursement of revolving loan

1

—

2

...

4

Credit information

Loan

Client

XXXX

▼

Loan number

CHOOSE

Contract date

16 Dec 2015

SAVE TO DRAFTS

NEXT

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.

Disbursement of revolving loan

✓

—

2

...

4

Operation

Contract date

16 Dec 2015

Disbursement account

BG59UNCR

Disbursement amount

Currency

EUR

Execute date

22/08/2025

Description

☐

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.

☐

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

i 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



Operation

Contract date

16 Dec 2015

Disbursement account

BG59UNCR

Disbursement amount

500.00

Currency

EUR

Execute date

22/08/2025

Description

invoice



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.



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



GO TO CONTENT

3 Third step

This step applies **only to disbursement requests** for revolving loans that require supporting documents. Attachment of supporting documents is **mandatory** only if specified in the revolving loan agreement.

Disbursement of revolving loan

✓ ... 3 — 4

Documents

You can attach supporting documents here.

Files

No file chosen

CHOOSE FILE

UPLOAD

BACK

SAVE TO DRAFTS

NEXT

i When selecting **Choose File**, you will have the option to upload up to **50 documents**, each with a maximum size of **2 MB**, the supported formats of the Files are: *.pdf; *.jpg; *.jpeg; *.tft; .tiff.

Disbursement of revolving loan

✓ ... 3 — 4

Documents

You can attach supporting documents here.

Files

.pdf

4 882 KB

CHOOSE FILE

UPLOAD

BACK

SAVE TO DRAFTS

NEXT

File folder

File name	Size
Adobe Acrobat Docu...	4 882 KB
JPG File	170 KB
Adobe Acrobat Docu...	9 941 KB
Adobe Acrobat Docu...	493 KB
Adobe Acrobat Docu...	590 KB

Custom files (*.pdf;*.jpg;*.jpeg;*.tft;*.tiff)

All files (*.*)

Upload from mobile

All attachments can be **viewed and/or removed** by the user. To proceed, indicate your consent by agreeing to the required declarative statements and select the **Next** button.

UniCredit Bulbank

Home

Payments

Accounts and cards

Loans

Requests

- Cash Withdrawal
- Disbursement/repayment of revolving loan
- Request for current account
- Change in loan condition
- Bank reference
- Registration in Digital platform
- Document Exchange (DDE)

Disbursement of revolving loan

✓ ... 3 — 4

Documents

You can attach supporting documents here.

Files

No file chosen

CHOOSE FILE

UPLOAD

✓

1 files uploaded successfully!

TFS_access.jpg

DDE.pdf

↓

↓

🗑

🗑

☐

In signing this application, I/we confirm that the copies of documents attached hereto are copies of authentic original documents; they are valid, complete and accurate copies of these original documents. I/we hereby undertake to provide the original documents or copies of the documents attached to the application certified as true to the original, on paper, upon the first request of the Bank.

BACK

SAVE TO DRAFTS

NEXT

GO TO CONTENT

UniCredit Bulbank

10

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

Disbursement of revolving loan

✓

...

✓

4

Preview

Loan

Client

XXXXXXXXXXXXXXXXXXXX

Loan number

XXXXXXXXXXXXXXXXXXXX

Contract date

19 Mar 2024

Loan amount

BGN 100 000.00

Disbursement

Available limit

BGN 70 000.00

Withdraw end date

17 Mar 2027

Disbursement account

BG43UNCR

Disbursement amount

BGN 300.00

Execute date

25 Aug 2025

Description

test

✓

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.

✓

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.

Documents

DDE.pdf

↓

iskane_za_polzvane_na_elektronna_platforna_dde-bg.pdf

↓

✓

In signing this application, I/we confirm that the copies of documents attached hereto are copies of authentic original documents; they are valid, complete and accurate copies of these original documents. I/we hereby undertake to provide the original documents or copies of the documents attached to the application certified as true to the original, on paper, upon the first request of the Bank.

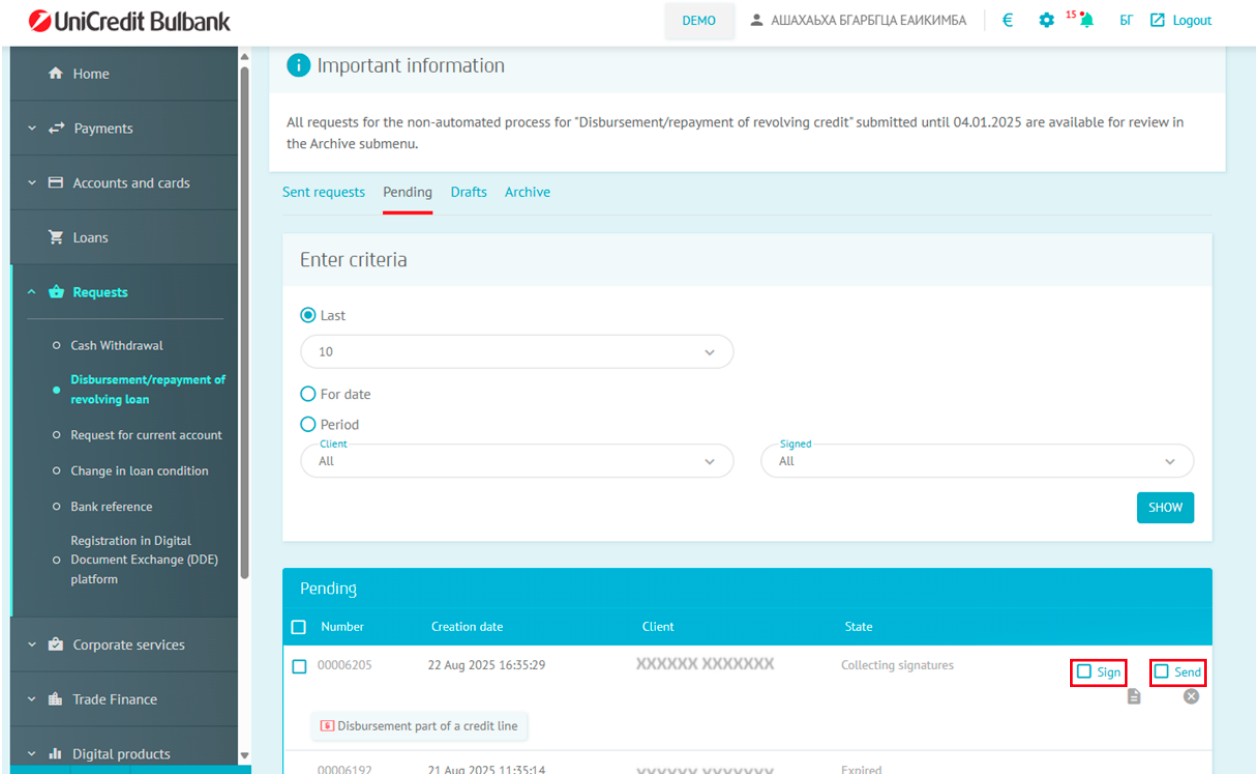
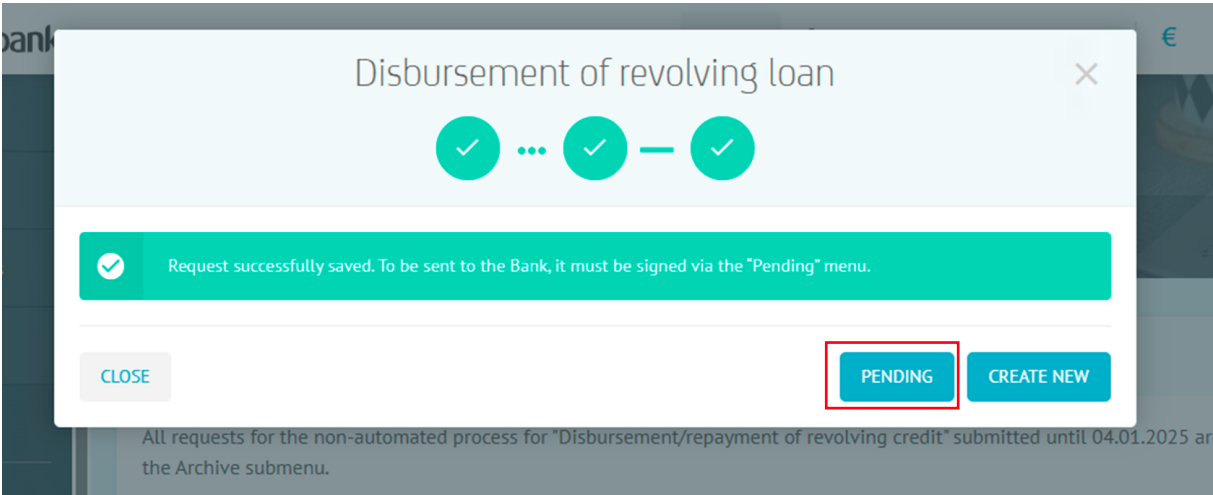
BACK

SAVE TO DRAFTS

CONFIRM

In the **Loan** field, you can view the main parameters of the loan. In the **Disbursement** field, you can find information on current loan details – available limit, withdrawal 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. Click the **Next** button to move to the second step.

Repayment of revolving loan

1

—

2

—

3

Credit information

You can submit a request for current repayment on a revolving loan. It is not possible to submit an application for repayment ahead of schedule.

Loan

Client

XXXXX

Loan number

XXXXX

CHOOSE

Contract date

19 Mar 2024

Loan amount

BGN 100 000.00

SAVE TO DRAFTS

NEXT

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

Repayment of revolving loan

1

—

2

—

3

Credit information

You can submit a request for current repayment on a revolving loan. It is not possible to submit an application for repayment ahead of schedule.

Loan

Client

XXXXX

Loan number

XXXXX

CHOOSE

Contract date

16 Dec 2015

2 Second step

Only the **Repayment Amount** field is mandatory, and consent must be given through the check-boxes of the required declarative statements.

i Please note: Requests submitted **before 17:00** on a business day have a **value date on the same day**. Requests submitted **after 17:00** have a **value date on the next business day**.

Repayment of revolving loan

✓

2

3

Operation

Contract date

16 Dec 2015

Repayment account

BG59UNCR

Repayment amount

300.00

Currency

EUR

It is necessary to deposit the indicated amount for repayment of the loan on the specified current account. Otherwise, your request will be rejected.

Execute date

22/08/2025

☒

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.

☒

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

In the **Review** step, you can verify the information entered in the request.

Repayment of revolving loan

✓

✓

3

Preview

Loan

ClientXXXXXXXXXXXXXXXXXXXX

Loan numberXXXXXXXXXXXXXXXXXXXX

Contract date19 Mar 2024

Loan amountBGN 100 000.00

Repayment

Due principalBGN 30 000.00

Overdue principalBGN 0.00

Repayment accountBG43UNCR

Repayment amountBGN 60.00

It is necessary to deposit the indicated amount for repayment of the loan on the specified current account. Otherwise, your request will be rejected.

Execute date25 Aug 2025

✓ 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.

✓ 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.

BACK

SAVE TO DRAFTS

CONFIRM

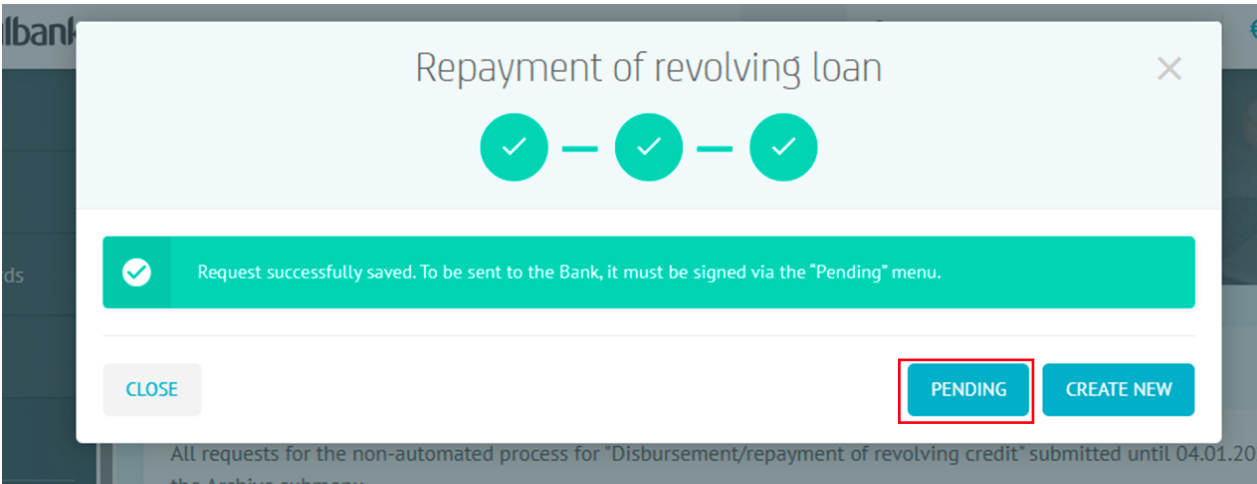
In the **Loan** field, you can view the main parameters of the loan. In the **Repayment** field, you can find information on current loan liabilities – due principal, repayment amount, etc.

GO TO CONTENT

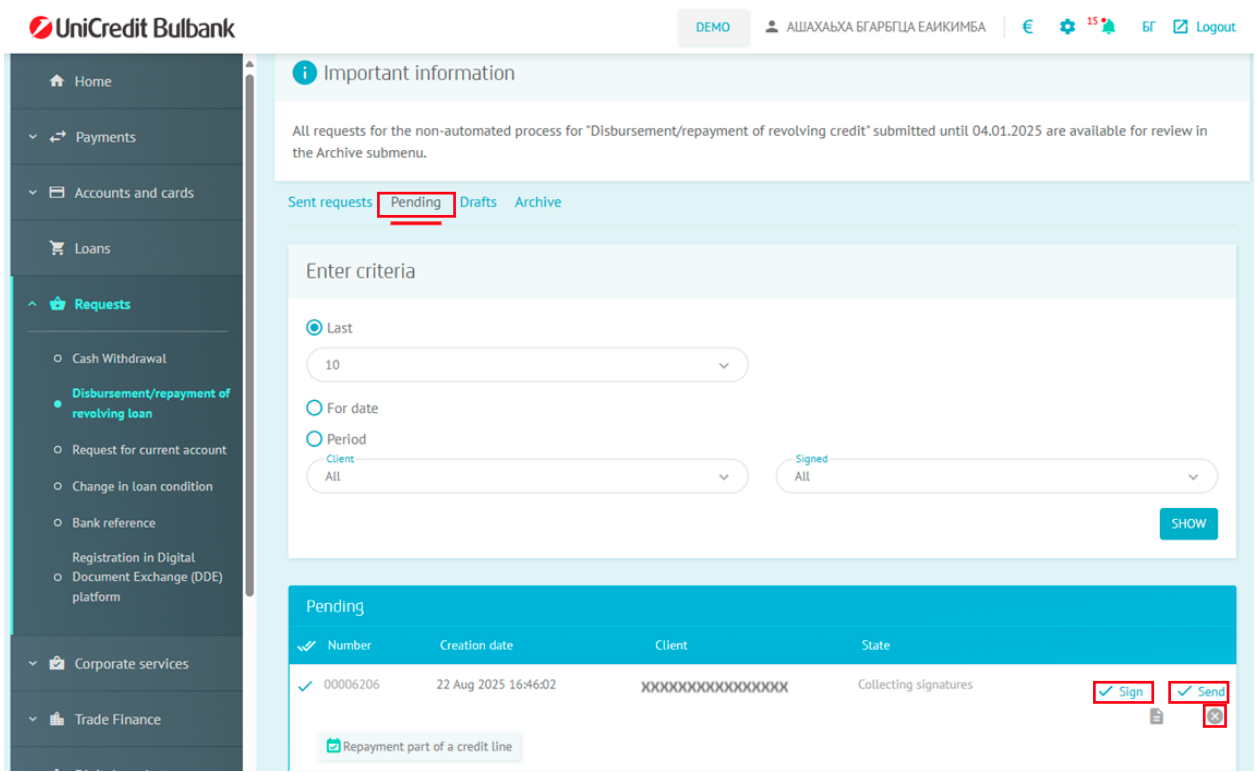


15

After saving the request, a message will appear indicating that the request is in the **Pending** section and must be signed and sent to the Bank.



The request is available in the **Pending** section, where the **Sign** and **Send** actions must be performed. Before the request is signed and sent, you can review the completed information and **delete the request** if necessary.



The request must be signed using an M-Token. Once you have entered the code, select the **“Confirm”** button.

bank

€

Sign/Send requests

Number

Client

Creation date

00006205

XXXXXXXXXXXXXXXXXX

22 Aug 2025 16:35:29

Sign with M-token

In order to sign, enter the code which is visualized in SIGN CODE field of M-token app and choose GENERATE button. Then input the result in SIGN CODE field and select CONFIRM button.

10450764

Sign code

9

CANCEL

CONFIRM

00006103

26 Jun 2025 17:15:51

YSUQIO GV UQTOYIG

Expired

You can monitor 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.

UniCredit Bulbank

DEMO

АШАХАБХА БГАРБГЦА ЕАИКИМБА

€

15

5F

Logout

Home

Payments

Accounts and cards

Loans

Requests

- Cash Withdrawal
- Disbursement/repayment of revolving loan
- Request for current account
- Change in loan condition
- Bank reference
- Registration in Digital Document Exchange (DDE) platform

Corporate services

Trade Finance

Digital products

Investments and markets

Administration of profiles

Consents management

Digital Platform

Disbursement/repayment of revolving loan

Important information

All requests for the non-automated process for “Disbursement/repayment of revolving credit” submitted until 04.01.2025 are available for review in the Archive submenu.

Sent requests Pending **Drafts** Archive

Drafts

Creation date	Last update	State	
25 Aug 2025 11:19:34 Repayment	25 Aug 2025 11:19:47	Draft	
25 Aug 2025 11:18:22 Repayment	25 Aug 2025 11:19:01	Draft	
25 Aug 2025 11:15:43 Disbursement	25 Aug 2025 11:16:12	Draft	
25 Aug 2025 11:13:19 Disbursement	25 Aug 2025 11:14:07	Draft	
25 Jul 2025 15:38:00 Disbursement	25 Jul 2025 15:40:10	Draft	
25 Jul 2025 13:59:50 Disbursement	25 Jul 2025 14:00:00	Draft	
25 Jul 2025 13:57:30 Disbursement part of a credit line	25 Jul 2025 13:57:30	Draft	
23 Jul 2025 17:05:00 Disbursement part of a credit line	23 Jul 2025 17:05:13	Draft	



GO TO CONTENT