Bill of exchange management



YOUR SERVICES

- ► Bill of exchange input
- ▶ Bill of exchange statement
- ▶ File upload

Select « **Bill of exchange input** » in the left menu to access your portfolio of bills for discount or collection.

▶ How to make a bill of exchange input for discount or collection?

Select « **Bill of exchange input** »* in the left menu then click on « **Ajouter un effet** » in the drop-down menu.

Enter the acceptance code and the bill creation date (by default, the creation is dated this day but can be modified).

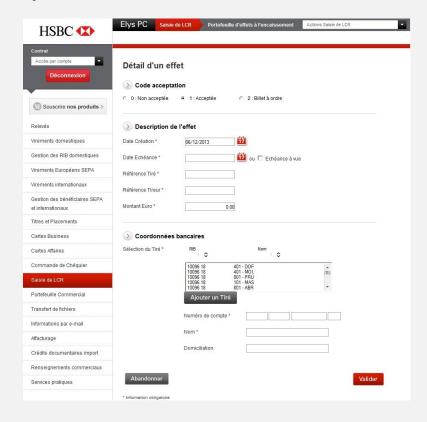
Then choose the drawee's details in the dedicated drop-down menu (drawee's and drawer's references are mandatory) and confirm.

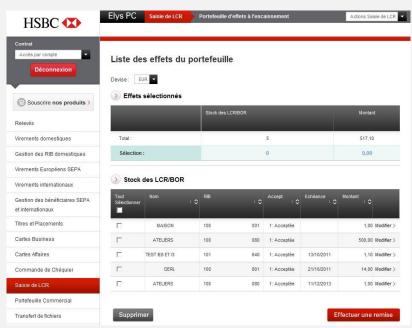
The entered bill is displayed in the portfolio.

You can:

- amend it,
- delete it,
- make a remittance of one or several bills by clicking on « Effectuer une remise » after having selected the bill(s) to remit.

*Service only available in French language

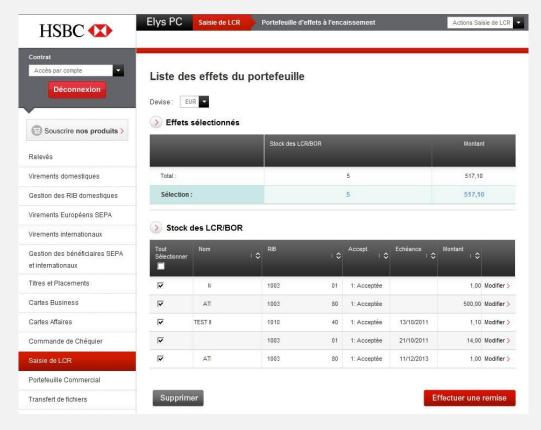




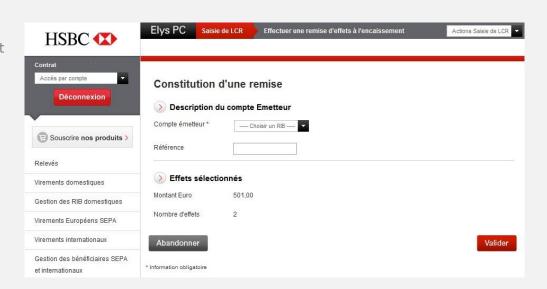
How to make a remittance of one or several bills?

Select « **Bill of exchange input** » in the left menu.

Tick the bills to remit then click on the « **Effectuer une remise** » button.



Choose the issuer account and enter a reference if needed then confirm.



A summary of the remittance appears. Check and confirm.



► How to print the remittance confirmation slip?

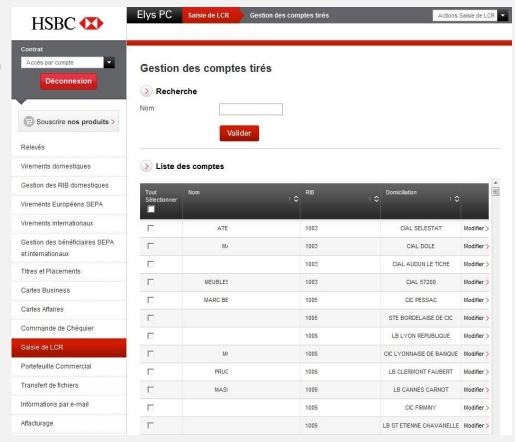
The confirmation slip is displayed during remittance confirmation.

Print it in order to send it to your branch (by fax, post...).



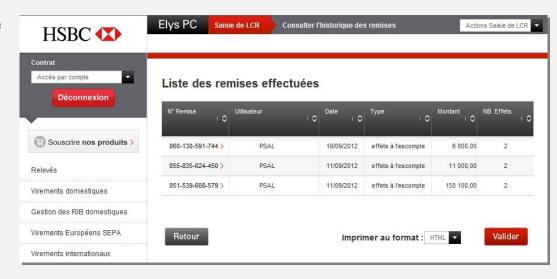
How to access the drawee account management?

Select « Bill of exchange input » in the left menu then click on « Manage the drawee accounts » in the drop-down menu.



How to display the remittance history?

Select « Bill of exchange input » in the left menu then click on « Consult remittance history » in the drop-down menu.



Bill of exchange statement

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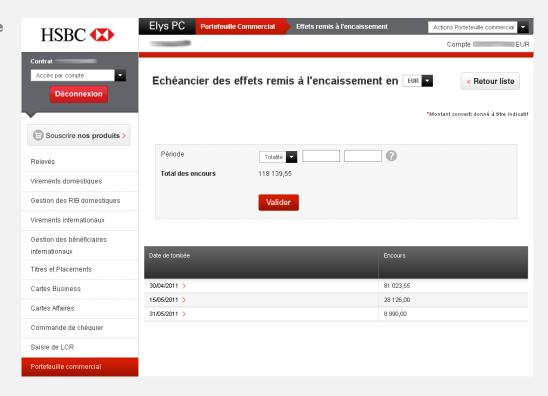
Select « **Bill of exchange statement** » in the left menu to consult:

- the outstanding dashboard,
- the outstandings (for collection or for discount),
- bills linked to an event horizon,
- bills details,
- the day before unpaid bills details,
- sent and dishonoured bills history available over the last 90 days.

► How to follow-up trade bills for collection or for discount?

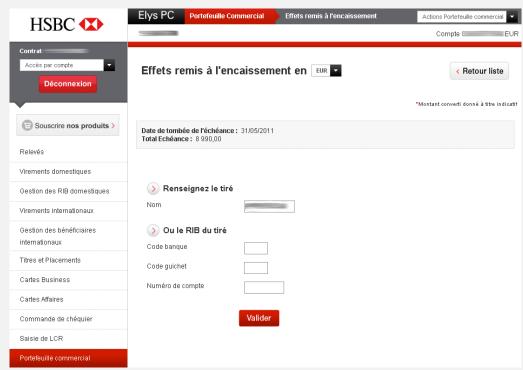
Select « Bill of exchange statement » in the left menu then click on « Consult bills for collection/for discount schedule » in the dropdown menu.

Choose the period then click on wished date.

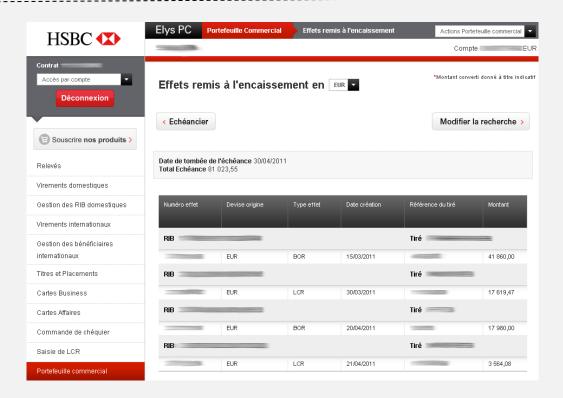


Bill of exchange statement

Enter drawee name or domestic beneficiary details then confirm.



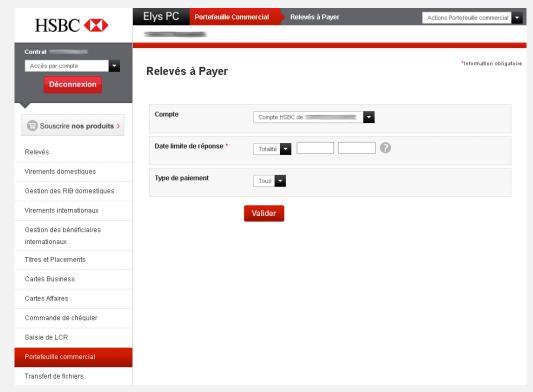
History is displayed.



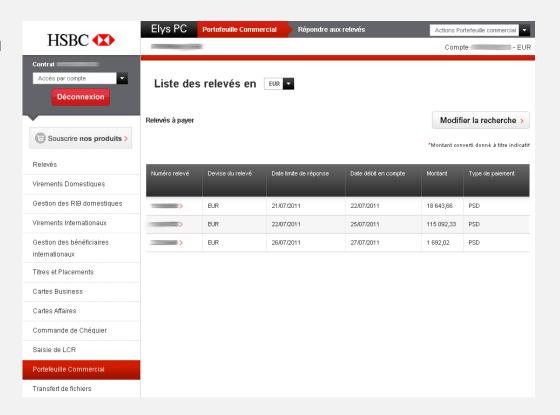
How to give agreement/disagreement on bills of exchange to pay?

Select « **Bill of exchange statement** » in the left menu then click on « **Bills to pay** » in the drop-down menu.

Select an account, enter payment limit date, payment type and then confirm.



The bills list page is displayed. Click on wished bill to access the details.

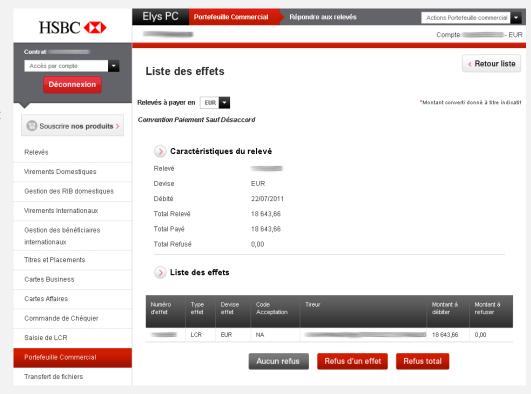


Bill of exchange statement

You can choose between:

- no refusal,
- bill refusal,
- total refusal.

For example, by clicking on « **no refusal** », you accept the bill.



YOUR SERVICES

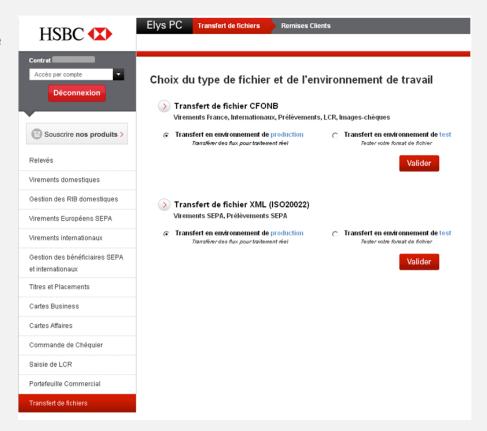
- ▶ Bill of exchange input
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Select « **File Upload** » in the left menu.

By selecting « **Transfert en environnement de production** », your transactions will be executed.

By selecting, « **Transfert en environnement de test** », your file will be sent to HSBC for validation (your transactions will not be executed).

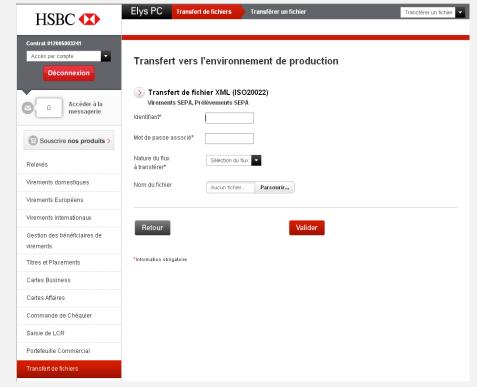
Select « **File Upload** » in the left menu to send your XML SEPA files (credit transfers, direct debits) and CFONB files (cross-border transfers, bills of exchanges and cheque image files).



Enter your ID and password received by mail (parameter card), the kind of file, select the file you want to submit and click on "Valider".

A validation screen will be displayed.

NB: You have received one parameter card by kind of file.



▶ How to authenticate your file?

In order to secure your transaction, use your Digipass to confirm your file.

Press for 2 secondes. Enter your secret code.

« **BONJOUR** » is displayed on the screen.

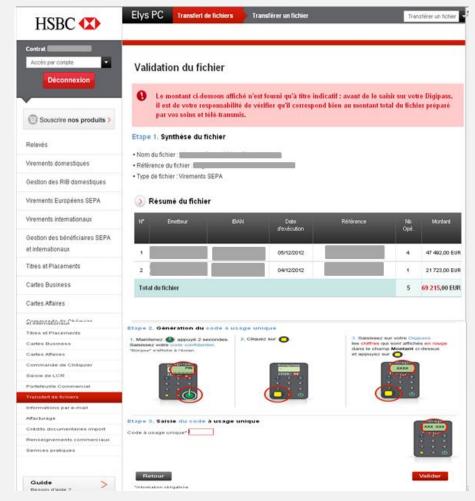


Enter the red numbers displayed on the line **** TOTAL du fichier ****

Click on :

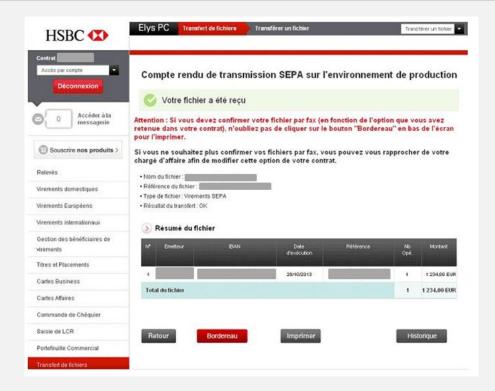
- a one time password is displayed,
- enter this code in the
 one time password » field,
 and then confirm.

ATTENTION: Even if you validate your file with your Digipass, you must send the confirmation by fax if you selected this option for this type of transaction on your contract.



File Upload

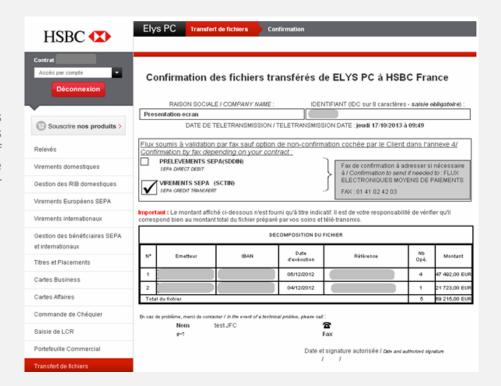
If you wish to use the fax confirmation, available in Elys PC, click on the button « **Bordereau** » on the screen « **Compte-rendu de transmission** ».



Fill in, print and sign the slip, before sending it to HSBC to confirm your file.

Important:

The confirmation by fax is not systematic. It depends on the option of confirmation for this type of transaction on your contract.

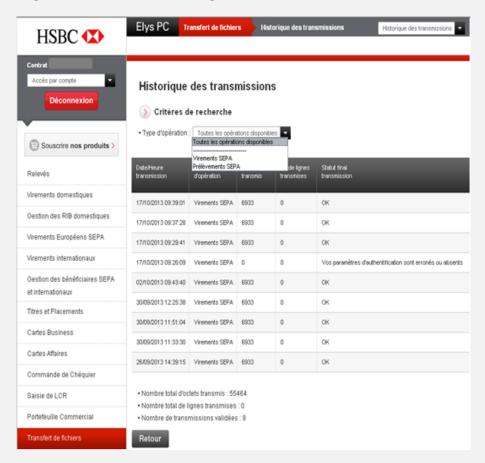


▶ How can I find my transaction history?

To find the list of your previous transactions, you can use the screen

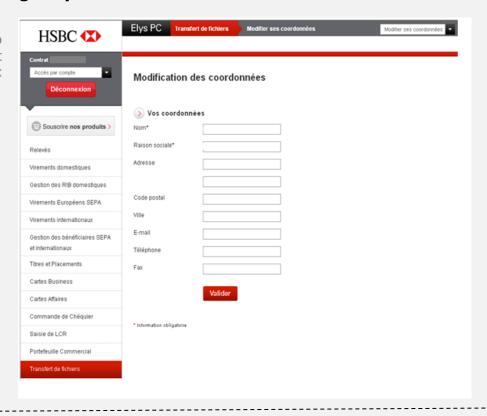
« Transaction history ».

The drop-down menu on this screen and the list of transactions vary according to the type of the transaction and the environment selected on the screen « **File Upload** ».



How can I change my address?

You can use this screen to fill in the information that will display on the fax confirmation.



▶ How can I change my password?

You can change the password of one of your transaction on this screen.

Important:

There is only one parameter card by transaction type for every secondary user. Don't forget to inform the other secondary users if you change the password.

