



# **Citi Asset Based Lending Website User Manual**

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## **Introduction**

Citi Asset Based Lending is a browser-based application which allows a Citi Asset Based Finance customer to login using a user-friendly web interface, gaining 24-hour access to view:

- Collateral Position
- Loan Availability
- Current Loan Status
- Ledger Balances
- Ineligible Balances.

**Advance requests** are entered online enabling faster funding for your lending needs. Advance requests can be entered and saved as drafts for approval at your organization or saved and submitted to Citi Asset Based Finance for consideration for funding.

Citi Asset Based Lending is browser-based, so if you're familiar with the Internet, you should feel comfortable navigating your way through your loan information in Citi Asset Based Lending. The secure internet connection ensures the security of sensitive data.

Both novice and experienced Internet users can benefit from the information in this manual. Please read through it once to get an overview of what Citi Asset Based Lending has to offer and then keep it for reference.

## **Technical Information**

### **Minimum System Requirements**

- Microsoft Internet Explorer 7 or greater with 128-bit encryption
- 56 Kbps modem or another high-speed Internet connection
- Internet Service Provider

### **Recommended**

- Workstation access to electronic copies of supporting documentation
- Scanner for converting paper documents to an electronic format
- Microsoft Excel or another spreadsheet software

## Logging In

1. To access the Citi Asset Based Lending system, your collateral analyst will assign you a Client Code, User name, and password. Be aware that the password is case sensitive.
2. Enter your Client Code and User name and click next.

The screenshot shows a web browser window with a blue header bar containing the Citi logo. The main content area is white and contains a login form. The form has two input fields: 'Client Code' and 'User'. Below the 'User' field is a blue button labeled 'Next'. The footer is a dark blue bar with the text 'Copyright © 2010 Citigroup Inc.' on the right side.

3. Enter your Password. You will be required to enter your Password to access the system.  
Note: The password is case-sensitive. Enter the initial password sent to you by Citi. Press Logon. The system will prompt you to enter a new password of your choosing in the next step.

The screenshot shows a web browser window with a blue header bar containing the Citi logo. The main content area is white and contains a login form. The form has three input fields: 'Client Code' with the value 'kelb', 'User' with the value 'j\*\*\*\*\*8', and 'Password' which is empty. Below the password field is a blue button labeled 'Logon'. The footer of the page contains the text 'Copyright © 2016 Citigroup Inc.'.

4. Enter the Old Password (Issued by Citibank.) Enter the new password. The new password must be between 8-10 positions and should contain the following:

- a) Uppercase Alpha Character
- b) Lower case Alpha Character
- c) Number
- d) Symbol

Change Password

You are required to change your password.

Old Password

New Password

Weak Medium Strong

Confirm Password

To improve the security of your password use a combination of numbers, lower case letters, upper case letters and special characters.

Your password must at least meet the Medium strength requirements; however, we highly recommend a Strong password strength.

[Change](#)

[Set Security Questions](#)

Internet Explorer blocked a pop-up from \*.myassetbasedending.citi.com. [Allow once](#) [Options for this site](#) [x](#)

Copyright © 2016 Citigroup Inc.

5. The Security Questions Screen will display. Select and answer your security questions.

The screenshot shows a web interface for setting security questions. At the top, the Citi logo is on the left, and the account name 'ABL Kelly Boots 4266977154' is in the center. Below the header, there is a navigation bar with 'Home <<' on the left and 'K\*\*\*2' on the right. The main content area has a heading: 'Please choose your security questions. You will be required to answer these questions to reset your password.' Below this heading, there are several input fields for selecting and answering questions. The labels for these fields are: 'Old Pas', 'New Pe', 'Confirm', 'To imp', 'charact', and 'Your pa', 'strengt'. A 'Save' button is located at the bottom center of the form area. The footer of the page contains the text 'Copyright © 2016 Citigroup Inc.'.

6. When you have selected the questions and answered them, select 'save'.

The screenshot shows a Citi website interface for setting security questions. The header is blue with the Citi logo on the left and the account ID 'ABL Kelly Boots 4266977154' on the right. Below the header, there is a navigation bar with 'Home <<' on the left. The main content area is divided into three columns. The left column contains a vertical list of options: 'Old Pas', 'New Pas', 'Confirm', 'To imp', 'charact', 'Your pe', and 'strengt'. The middle column contains the text 'Please choose your security questions. You will be required to answer these questions to reset your password.' followed by five questions with corresponding input fields: 'What is the name of your pet?' (Spot), 'Where were you born?' (Alaska), 'What is your Father's middle name?' (Christopher), and 'How old are you?' (25). The right column is a dark grey sidebar with a vertical scrollbar. At the bottom center of the form area is a blue 'Save' button. The footer of the page contains the text 'Copyright © 2016 Citigroup Inc.' on the right side.

Home <<

ABL Kelly Boots 4266977154

Please choose your security questions. You will be required to answer these questions to reset your password.

What is the name of your pet?  
Spot

Where were you born?  
Alaska

What is your Father's middle name?  
Christopher

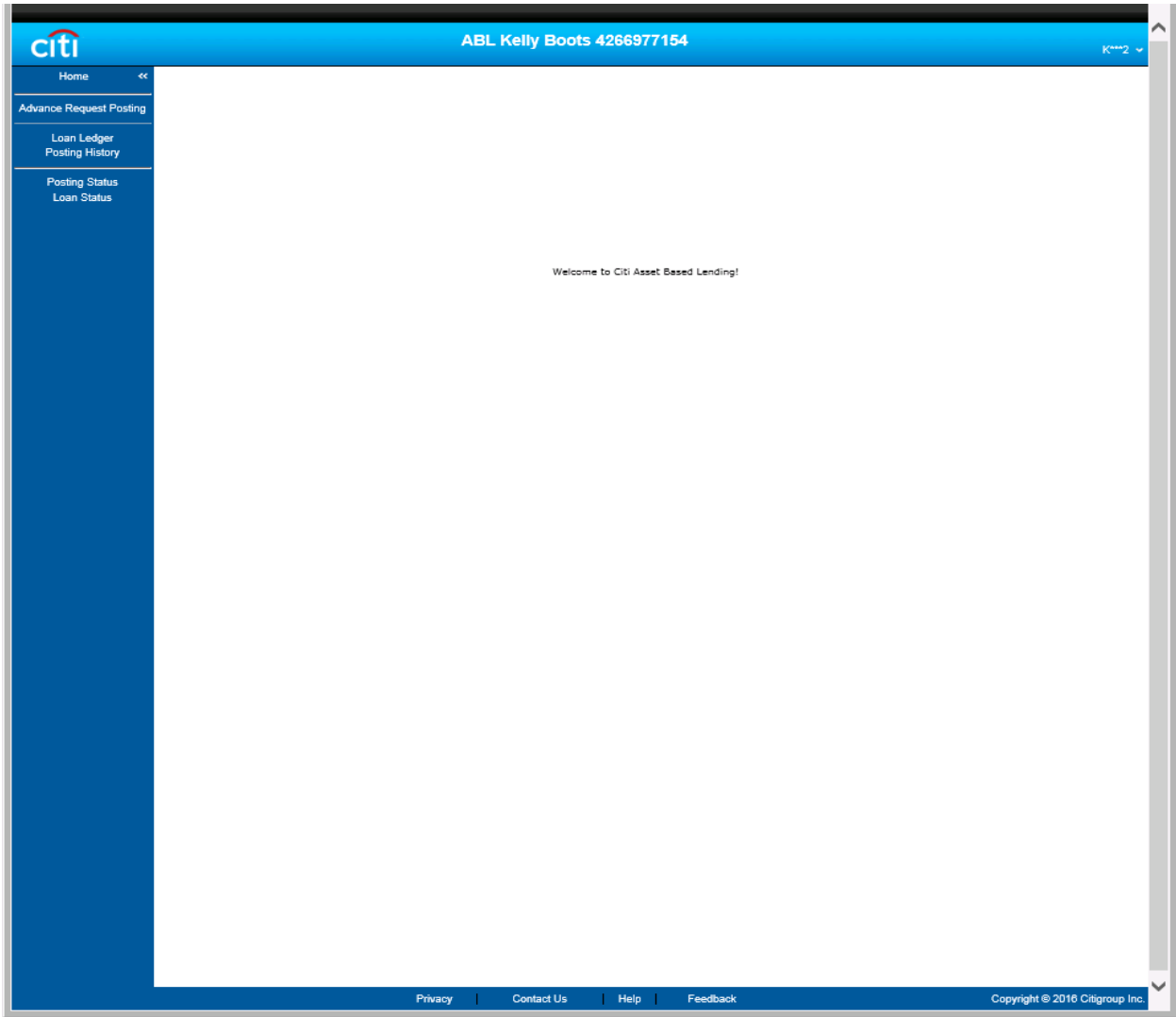
How old are you?  
25

Save

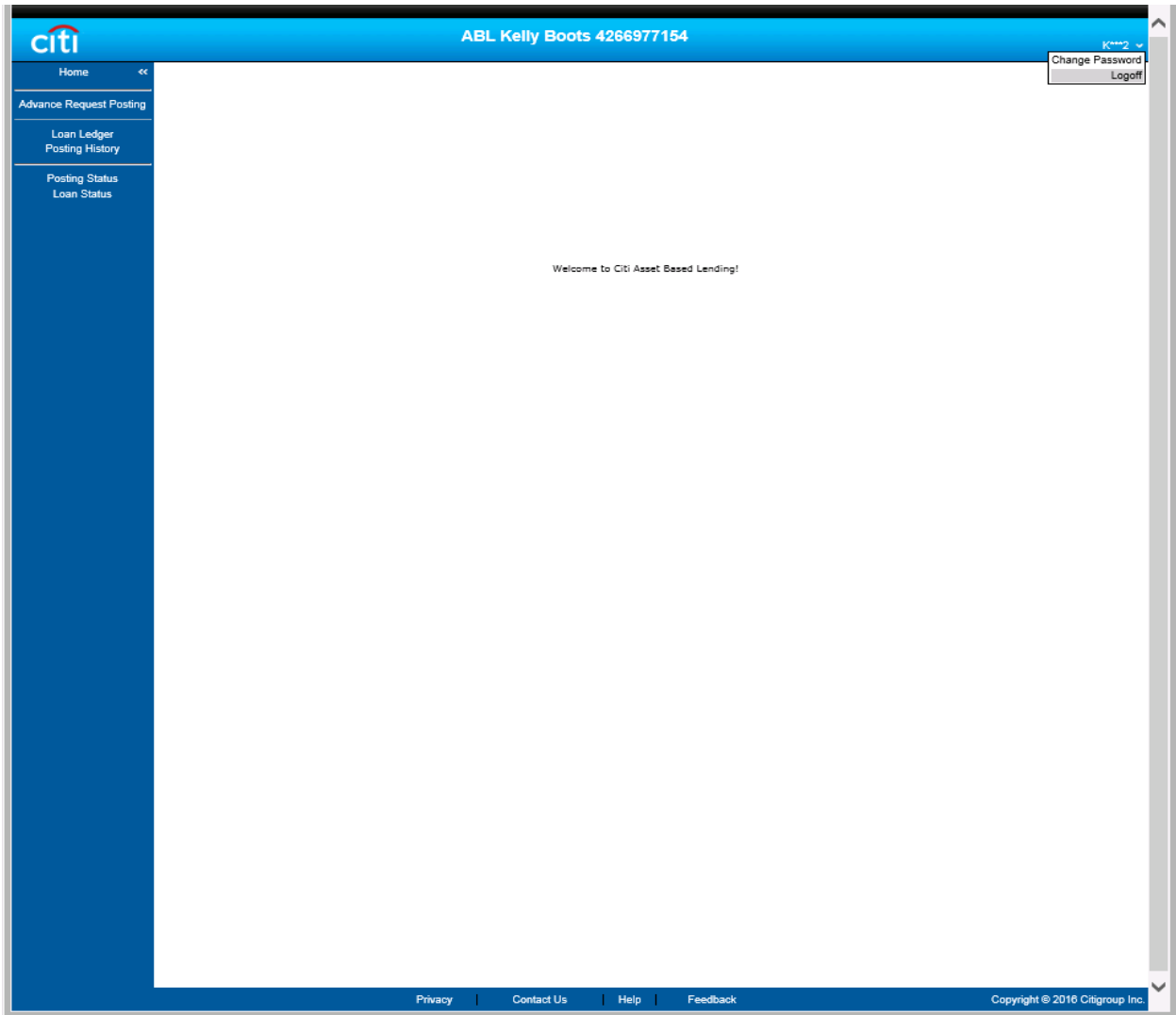
Copyright © 2016 Citigroup Inc.



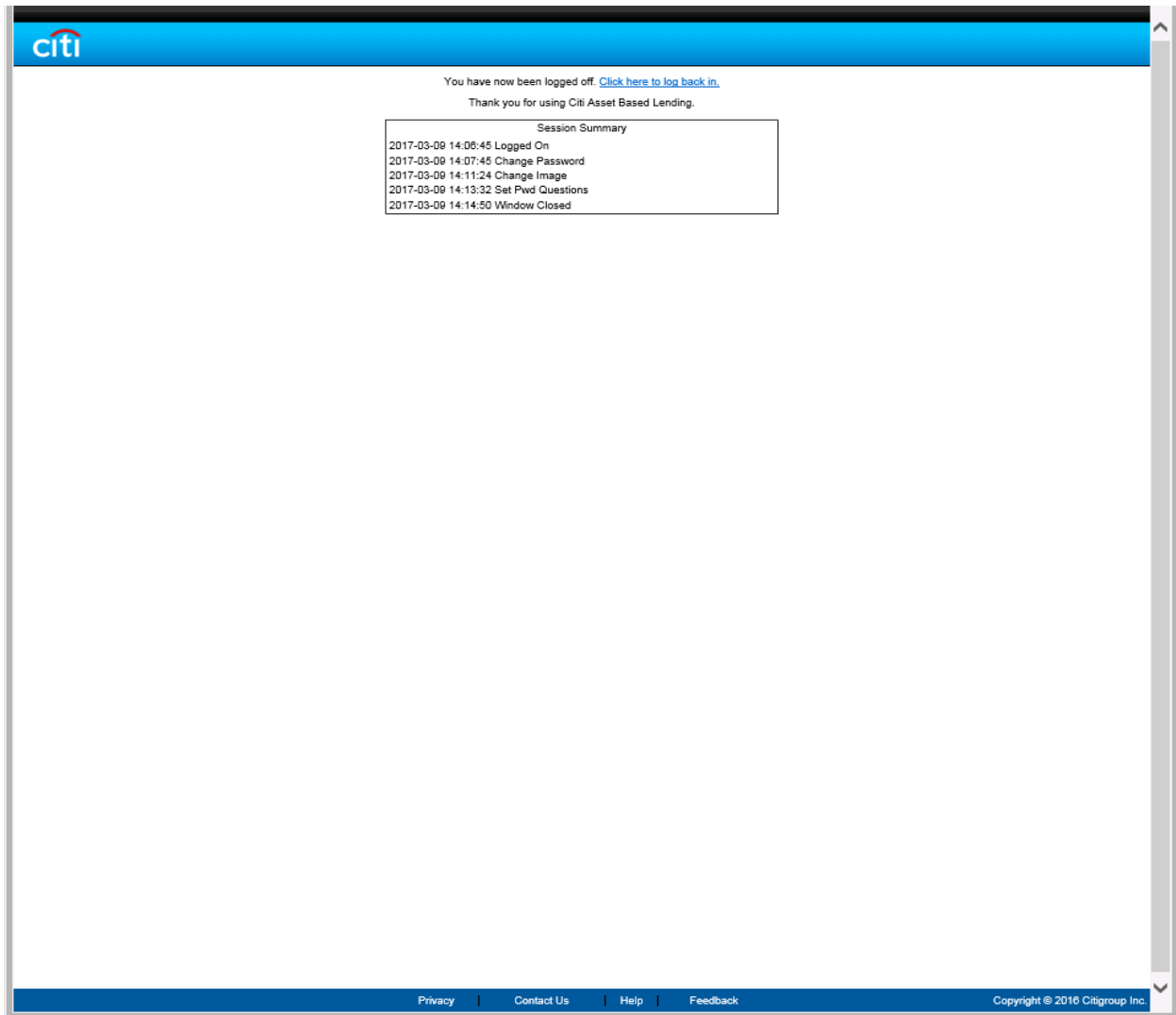
7. The Citi Asset Based Lending main menu screen displays.



8. To logoff, use the drop-down arrow in the top right corner, and click on Logoff.



9. The Logoff screen displays.



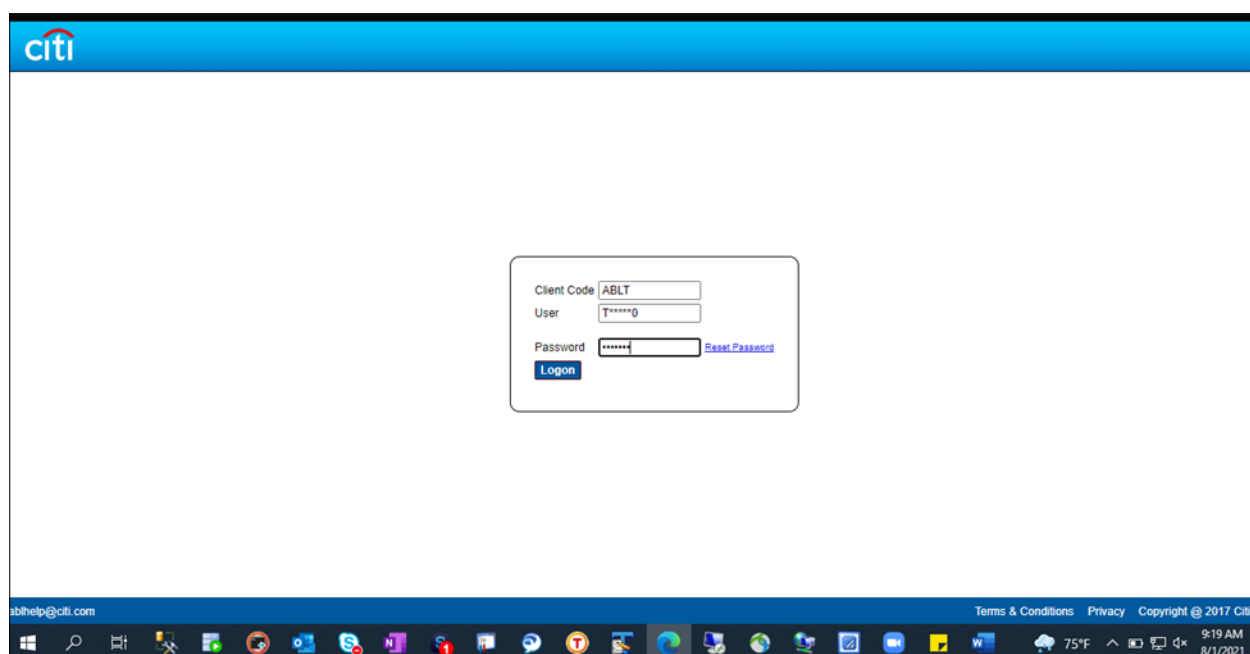
## **Session Timeout**

1. For security reasons, if you are not actively using the system, your session will end after 10 minutes. If your session ends, you will be required to log in again.
2. Your session will also end if you close your browser window; switch to a different website within the same browser window and then try to return using the back button. The logon screen will display. Please use the system's menu options to move through the website instead of using your browser's Back, Forward, and Refresh buttons.
3. You can only be logged on at one Workstation. If you attempt to logon at a different workstation, you will get a message, "Invalid Logon attempt!"

## Changing Your Password

1. If you know your password and want to change it you can do so with the “Reset Password” functionality.
2. Enter the current password and select ‘Reset Password.’ The Password Reset screen will display.

NOTE: When required to change passwords, you will be prompted to do so immediately after logging into the system.

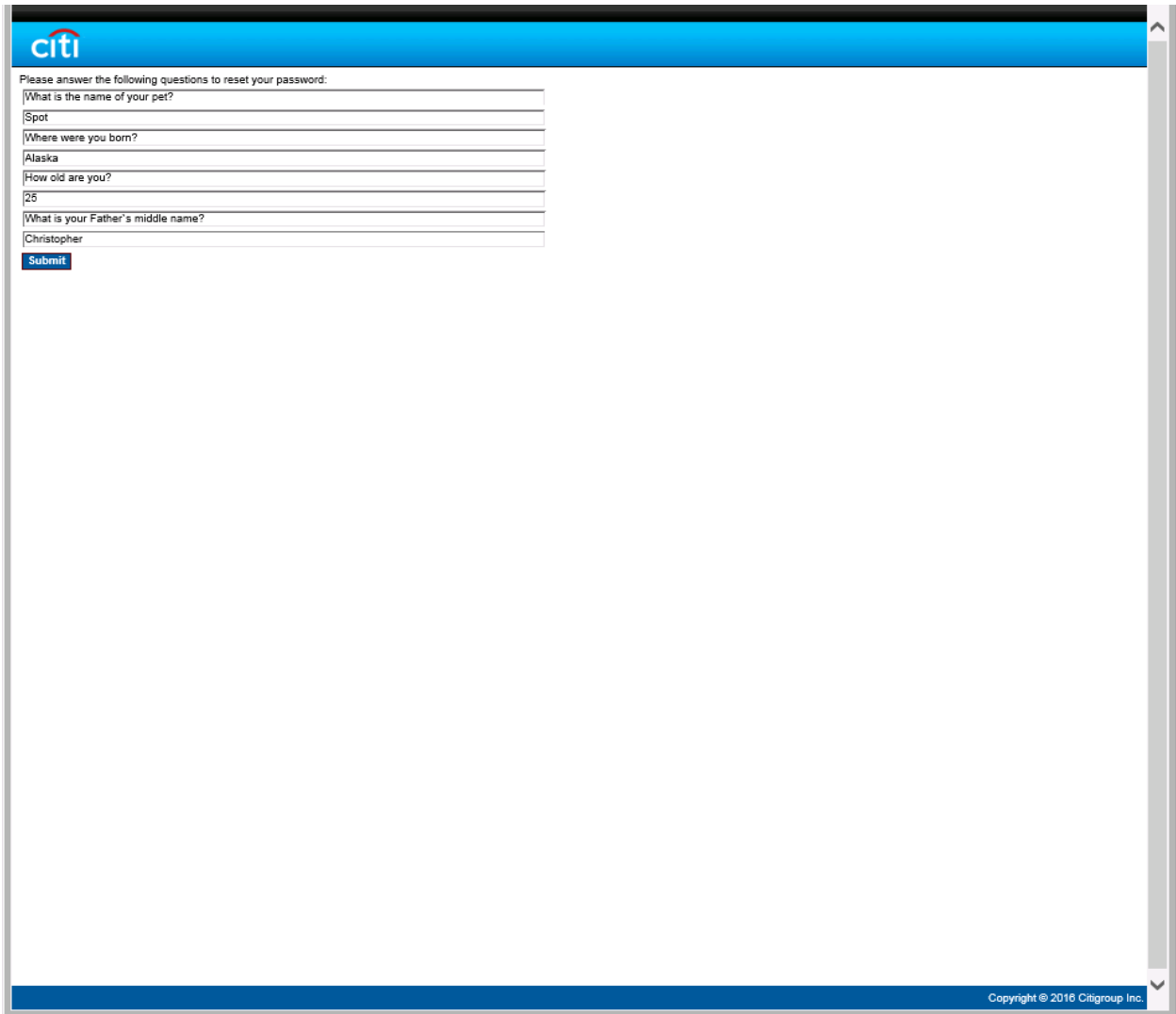


The screenshot displays the Citi login interface. At the top left, the Citi logo is visible. The main content area contains a login form with the following fields and elements:

- Client Code:
- User:
- Password:  [Reset Password](#)
- 

The browser's address bar shows the URL `abthelp@citi.com`. The taskbar at the bottom includes various application icons, system tray information (75°F, 9:19 AM, 8/1/2021), and links for Terms & Conditions, Privacy, and Copyright @ 2017 Citig.

3. Answer the security questions you selected up when you initially logged in.



The screenshot shows a web browser window with the Citi logo in the top left corner. Below the logo, the text reads "Please answer the following questions to reset your password:". There are five security questions, each followed by a text input field containing an answer:

- Question: "What is the name of your pet?" Answer: "Spot"
- Question: "Where were you born?" Answer: "Alaska"
- Question: "How old are you?" Answer: "25"
- Question: "What is your Father's middle name?" Answer: "Christopher"

At the bottom left of the form area, there is a blue "Submit" button. In the bottom right corner of the browser window, there is a copyright notice: "Copyright © 2016 Citigroup, Inc.".

4. The Enter Password screen displays. Enter the new Password. Confirm the password by reentering.

The screenshot shows a web browser window with a blue header bar containing the Citi logo. Below the header, the text "Please reset your password:" is displayed. Underneath, there are three input fields: "New Password:", "Confirm New Password:", and a "Submit" button. The footer of the page contains the text "Copyright © 2016 Citigroup, Inc.".

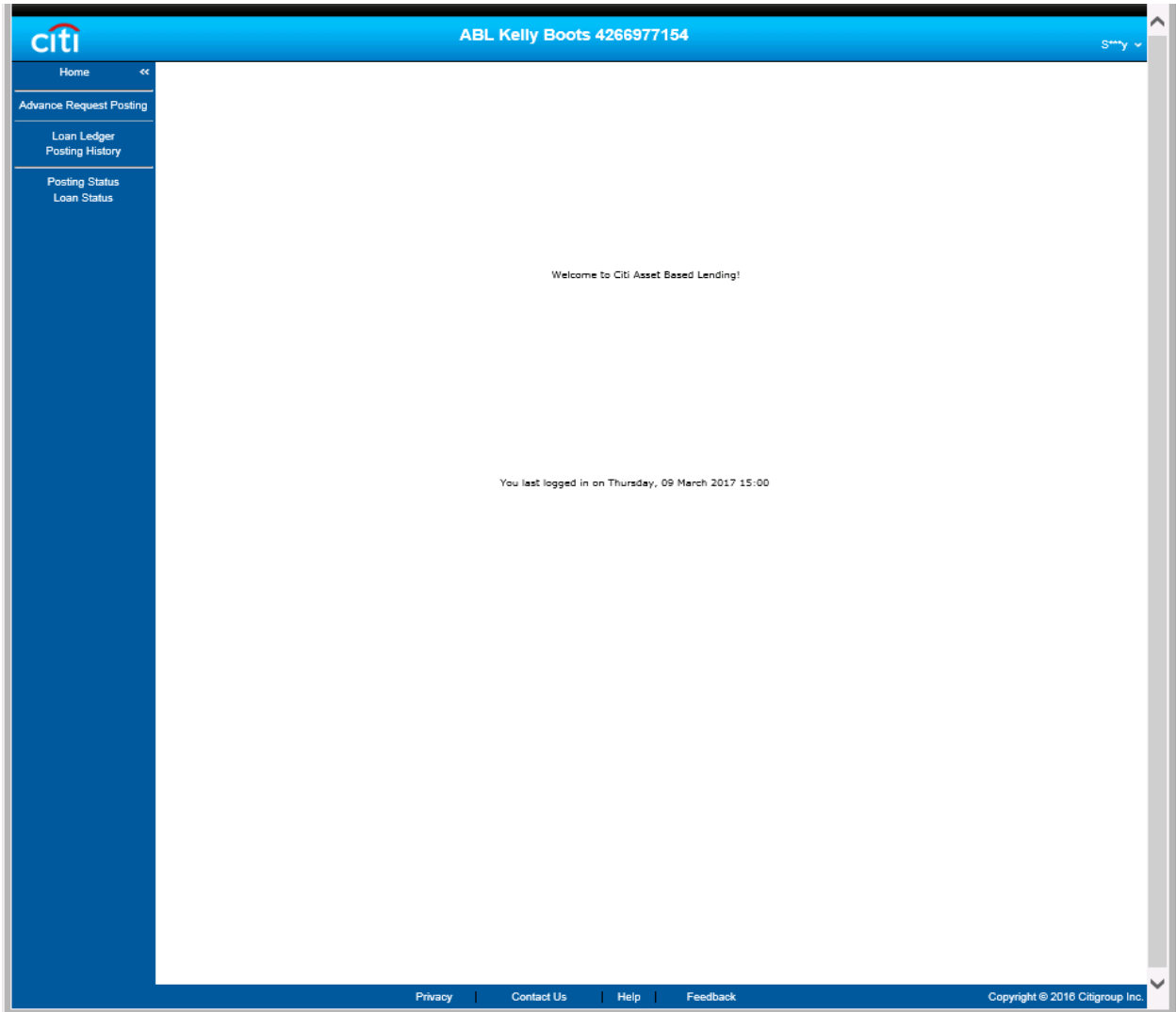
5. Note: Remember that the new password must be between 8-10 positions and should contain the following:
  - a) Uppercase Alpha Character
  - b) Lower case Alpha Character
  - c) Number
  - d) Symbol

6. The Login Screen will display. Login with your new password.

The screenshot shows a web browser window with a blue header bar containing the Citi logo. The main content area is white and contains a login form. The form has two input fields: 'Client Code' and 'User'. Below the 'User' field is a blue 'Next' button. Below the button is a red message: 'Please login with your new password.' The footer of the page is blue and contains the text 'Copyright © 2016 Citigroup Inc.'

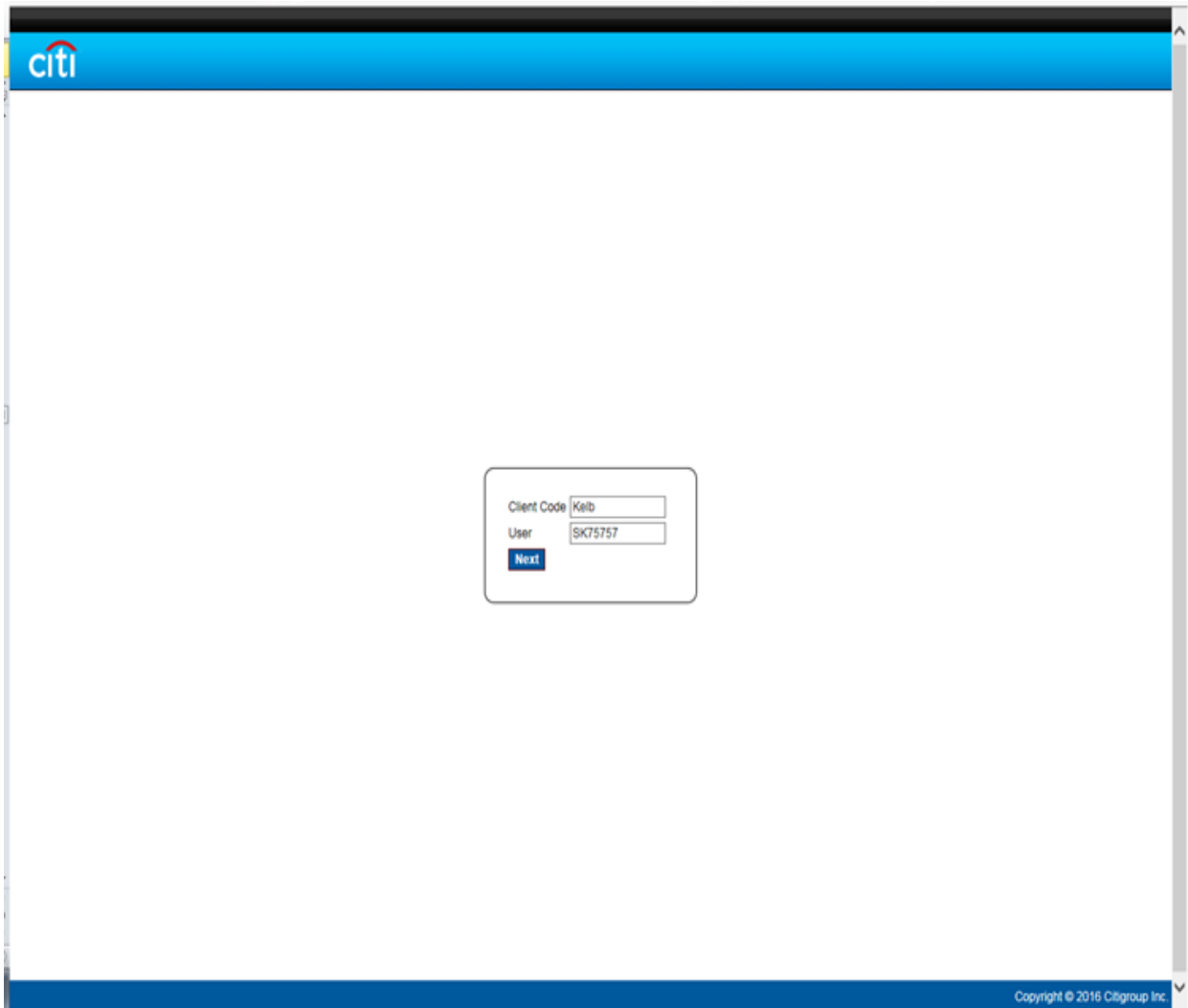


7. The Main Menu displays.



## Invalid Logon

1. If you attempt to logon and the Client Code or User is invalid, the message Invalid Logon will display. Correct to continue.



The screenshot shows a web browser window with the Citi logo in the top left corner. The main content area is white and contains a login form with the following fields and a button:

Client Code	<input type="text" value="Kelb"/>
User	<input type="text" value="SK75757"/>
<input type="button" value="Next"/>	

At the bottom right of the page, there is a small copyright notice: "Copyright © 2016 Citigroup Inc."

Client Code

User

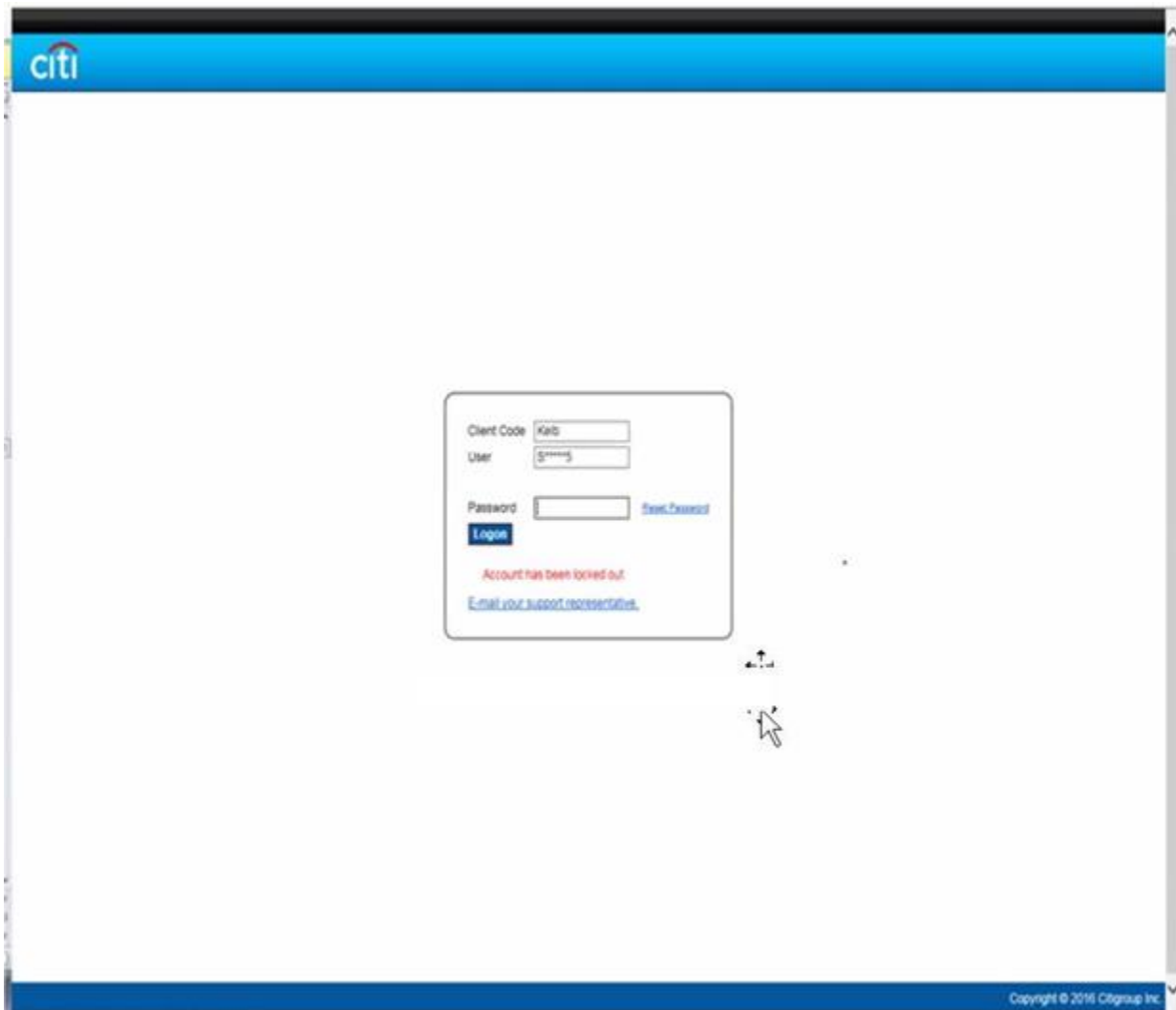
Invalid logon

2. Enter the correct Password to continue.

The screenshot shows a login interface with the following elements:

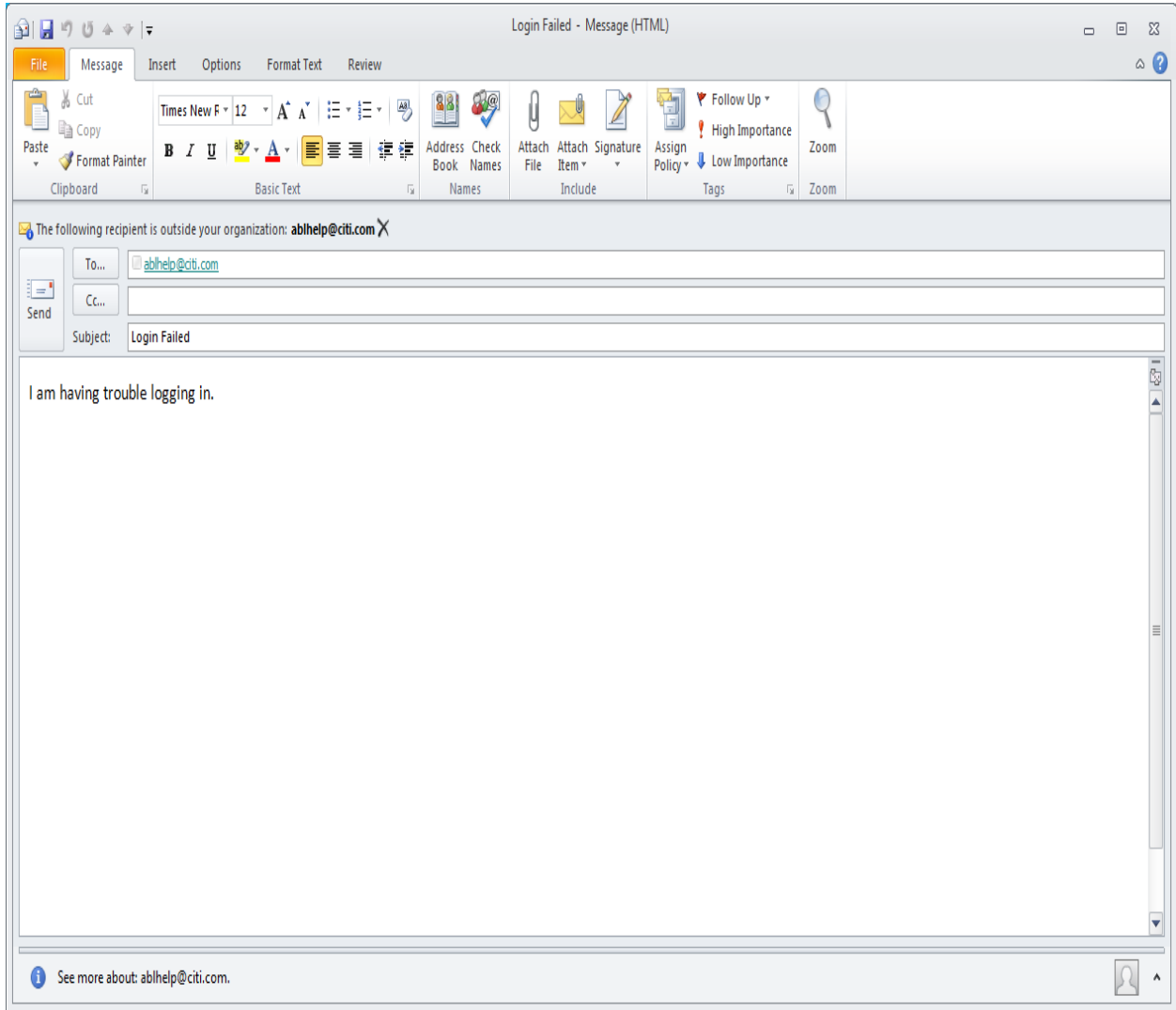
- Client Code:** Input field containing "KelB".
- User:** Input field containing "\*\*\*\*\*".
- Password:** Input field containing "\*\*\*\*\*".
- Buttons:** A blue "Logon" button and a blue "Reset Password" link.
- Error Message:** "Invalid logon" displayed in red text below the form.
- Cursor:** A mouse cursor is positioned over the "Logon" button.

3. You have 3 tries to successfully enter your Password. After 3 tries the following screen will display. The account is now locked out and you will need to contact Citibank to unlock the account and reset the password.



4. Select the E-mail your account representative link and an email screen will display.

5. Complete and send the email.



# Home Page

The screenshot shows the home page of a Citi Asset Based Lending (ABL) account. The header is blue and contains the Citi logo on the left, the account name "ABL Kelly Boots 4266977154" in the center, and a user profile icon on the right. A vertical navigation menu on the left side includes links for "Home", "Advance Request Posting", "Loan Ledger Posting History", and "Posting Status Loan Status". The main content area is white and features a central welcome message: "Welcome to Citi Asset Based Lending!". Below this, it states "You last logged in on Thursday, 09 March 2017 15:00". The footer is a dark blue bar with links for "Privacy", "Contact Us", "Help", and "Feedback", and a copyright notice: "Copyright © 2016 Citigroup Inc.".

## Advance Request Posting

1. Click on **Advance Request Posting** from the main menu.
2. Enter a reference number in the '**Reference**' field under the heading '**Advance Request Posting**'.
  - a. The reference number is six characters.
  - b. Reference numbers are unique. If you enter a reference number that has already been used, the prior transaction will display.
  - c. The format for the advance reference number is the date in the form of MMDDYY, e.g. 092216 for September 22, 2016.
  - d. If there are 2 advance requests in the same day the second request for September 22, 2016 would be 09221A.
3. Enter the Reference number. Hit ENTER.

The screenshot displays the Citi web application interface for 'Advance Request Posting'. The top navigation bar is blue with the Citi logo on the left, the user name 'ABL Kelly Boots 4266977154' in the center, and a 'Sign Out' button on the right. A left-hand navigation menu contains links for 'Home', 'Advance Request Posting', 'Loan Ledger Posting History', 'Posting Status', and 'Loan Status'. The main content area is titled 'Advance Request Posting' and features a 'Reference' input field with a 'Select' button. Below this is a large, empty grey rectangular area. At the bottom of the main content area are three buttons: 'Draft', 'Save', and 'Delete'. The footer contains links for 'Privacy', 'Contact Us', 'Help', and 'Feedback', along with the copyright notice 'Copyright © 2016 Citigroup Inc.'.



- The **New Net Collateral** balances on each Advance Request Posting are pulled directly from the most recently updated data and do not reflect any other saved or pending borrowing base certificates.
- The Advance Request row is displayed in blue. This is the field where input will be done for the selected loan on which you request an advance.

The screenshot displays the Citi ABL Kelly Boots 4266977154 interface. The main content area is titled "Advance Request Posting" and features a table with columns for Loan #/Type and various Advance Request (AR) periods (01/AR, 02/AR, 10/IN, 20/AR, 21/AR, 22/AR, 40/AR) in USD. The table includes rows for Collateral Balance, Ineligibles, Advance Rate, Reserves, Loan Limit, New Net Collateral, Revolving Limit, Total Line Limit, Total Collateral, Loan Balance, Advance Request, DDA Account, New Loan Balance, and New Availability. The "Advance Request" row is highlighted in blue. Below the table are "Draft" and "Save" buttons.

Loan #/Type	01/AR (USD)	02/AR (USD)	10/IN (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)	40/AR (USD)
<b>Collateral Balance</b>	<b>14,272,377.00</b>	<b>970,909.00</b>	<b>0.00</b>	<b>534,447.62</b>	<b>500,000.00</b>	<b>0.00</b>	<b>0.00</b>
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	0.00	0.00
Advance Rate	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Reserves	0.00	0.00	0.00	0.00	2,500.45	0.00	0.00
Loan Limit	85.00	85.00	85.00	85.00	85.00	85.00	85.00
<b>New Net Collateral</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,500.45</b>	<b>0.00</b>	<b>0.00</b>
Revolving Limit (USD)	1,000,000.00						
Total Line Limit (USD)	2,050,000.00						
Total Collateral (USD)	-2,500.45						
<b>Loan Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>365,669.02</b>	<b>564.25</b>	<b>0.00</b>	<b>501,906.47</b>
Advance Request	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DDA Account							
<b>New Loan Balance (USD)</b>	<b>1,239,597.69</b>						
<b>New Availability (USD)</b>	<b>-1,020,134.45</b>						

- Enter the amount of the advance in the column for the loan for which the advance is requested. (Hit enter to move to the next row and hit tab to move to the next column.) Enter the amount in the blue Advance Request row. Press enter.

Home <
ABL Kelly Boots 4266977154
Summary >

Advance Request Posting

Reference: 000317 Select

Loan #/Type	01/AR (USD)	02/AR (USD)	10/2N (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)	40/AR (USD)	41/AR (USD)	42/TL (USD)	50/AR (USD)
<b>Collateral Balance</b>	14,272,377.00	970,909.00	0.00	534,447.62	500,000.00	0.00	0.00	46,743.88	-25,458.79	0.00
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	0.00	0.00	0.00	0.00	0.00
Advance Rate	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Reserves	0.00	0.00	0.00	0.00	2,500.45	0.00	0.00	0.00	0.00	0.00
Loan Limit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
<b>New Net Collateral</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,500.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Revolving Limit (USD)	1,000,000.00									
Total Line Limit (USD)	2,050,000.00									
Total Collateral (USD)	-2,500.45									
<b>Loan Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>365,669.02</b>	<b>564.25</b>	<b>0.00</b>	<b>501,906.47</b>	<b>147,368.88</b>	<b>224,089.07</b>	<b>0.00</b>
Advance Request	0.00	0.00	0.00	1,600.00	X	0.00	0.00	0.00	0.00	0.00
DDA Account				10000000009542						
<b>New Loan Balance (USD)</b>	<b>1,243,197.69</b>									
<b>New Availability (USD)</b>	<b>-1,023,734.45</b>									

Draft
Save

Privacy
Contact Us
Help
Feedback
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7. A pop up to select a DDA account will appear. Select the DDA account where you want the funds credited.

The screenshot displays the Citi Advance Request Posting interface. The main window shows a table with columns for Loan #/Type and various dates (01/AR to 50/AR). A modal window titled "DDA" is open, showing a list of DDA accounts with the first one selected. The interface includes a sidebar with navigation options like "Home", "Advance Request Posting", "Loan Ledger", "Posting Status", and "Loan Status". At the bottom, there are buttons for "Draft" and "Save".

Loan #/Type	01/AR (USD)	02/AR (USD)	10/2N (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)	40/AR (USD)	41/AR (USD)	42/TL (USD)	50/AR (USD)
Collateral Balance	14,272,377.00	970,909.00	0.00	534,447.62	500,000.00	0.00	0.00	46,743.88	-25,458.79	0.00
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	0.00	0.00	0.00	0.00	0.00
Advance Rate	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan Limit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
New Net Collateral	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revolving Limit (USD)	1,000,000.00									
Total Line Limit (USD)	2,050,000.00									
Total Collateral (USD)	-2,500.45									
Loan Balance	0.00	0.00					11,906.47	147,368.88	224,089.07	0.00
Advance Request	0.00	0.00					0.00	0.00	0.00	0.00
DDA Account										
New Loan Balance (USD)	1,243,197.69									
New Availability (USD)	-1,023,734.45									

8. The Advance Request Posting can be saved as a **Draft** to be completed at a later time, **Saved** to be submitted to the lender, or **Deleted**.
  - a. To save the advance as a DRAFT, select the draft button. This will place the transaction in "Draft" Status. View the status of all Advances on the Posting Status screen.

Note: An Advance submitted as a draft CAN be redisplayed and saved. After the record is saved the status changes to "Pending" on the Posting Status Screen.

Saved as a draft:

citi
ABL Kelly Boots 4266977154

Home <<

Advance Request Posting

Loan Ledger Posting History

Posting Status

Loan Status

**Advance Request Posting**

Your advance request has been successfully saved.

Client: KELB Reference: 090317 Post Date: 9/3/2016

Loan #/Type	01/AR (USD)	02/AR (USD)	10/IN (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)	40/AR (USD)	41/AR (USD)	42/TL (USD)	50/AR (USD)
Collateral Balance	14,272,377.00	970,909.00	0.00	534,447.62	500,000.00	0.00	0.00	46,743.88	-25,458.79	0.00
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	0.00	0.00	0.00	0.00	0.00
Advance Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserves	0.00	0.00	0.00	0.00	2,500.45	0.00	0.00	0.00	0.00	0.00
Loan Limit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
New Net Collateral	0.00	0.00	0.00	0.00	-2,500.45	0.00	0.00	0.00	0.00	0.00
Revolving Limit (USD)	1,000,000.00									
Total Line Limit (USD)	2,050,000.00									
Total Collateral (USD)	-2,500.45									
Loan Balance	0.00	0.00	0.00	365,669.02	564.25	0.00	501,906.47	147,368.88	224,089.07	0.00
Advance Request	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00
DDA Account				1-XXXXXXXX9542						
New Loan Balance (USD)	1,243,197.69									
New Availability (USD)	-1,023,734.45									

Setup
Print
Close

Privacy | Contact Us | Help | Feedback

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- b. After selecting DRAFT the record will be displayed in a non-editable, printable format. You may print a copy for your records or review the Advance Request Posting later in Posting History.

c. The record saved as a draft, displays on the Posting Status screen.

The screenshot displays the Citi ABL Kelly Boots 4266977154 Posting Status screen. The interface includes a Citi logo in the top left, a navigation menu on the left side, and a main content area with a table titled "Posting Status". The table contains one row of data representing a draft record. The footer includes links for Privacy, Contact Us, Help, and Feedback, and a copyright notice for 2016 Citigroup Inc.

Date	User	Company	Certificate #	Type	Status
3/10/2017	SK57575	ABL Kelly Boots 4266977154	090317	ADV	Draft

- d. To save the Advance and prepare it for submission to Citi, select “Save”. This will place the transaction in “Pending Status.”

ABL Kelly Boots 4266977154
5:44 PM

[Home](#) <<  
[Advance Request Posting](#)  
[Loan Ledger](#)  
[Posting History](#)  
[Posting Status](#)  
[Loan Status](#)

### Advance Request Posting

Reference:  Select

Loan #/Type	01/AR (USD)	02/AR (USD)	10/2N (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)	40/AR (USD)	41/AR (USD)	42/TL (USD)	50/AR (USD)
<b>Collateral Balance</b>	14,272,377.00	970,909.00	0.00	534,447.62	500,000.00	0.00	0.00	46,743.88	-25,458.79	0.00
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	0.00	0.00	0.00	0.00	0.00
Advance Rate	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Reserves	0.00	0.00	0.00	0.00	2,500.45	0.00	0.00	0.00	0.00	0.00
Loan Limit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
<b>New Net Collateral</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,500.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Revolving Limit (USD)	1,000,000.00									
Total Line Limit (USD)	2,050,000.00									
Total Collateral (USD)	-2,500.45									
<b>Loan Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>365,669.02</b>	<b>564.25</b>	<b>0.00</b>	<b>501,906.47</b>	<b>147,368.88</b>	<b>224,089.07</b>	<b>0.00</b>
Advance Request	0.00	0.00	0.00	2,500.00	0.00	X	0.00	0.00	0.00	0.00
DDA Account				1-0000000009542						
<b>New Loan Balance (USD)</b>	<b>1,242,097.69</b>									
<b>New Availability (USD)</b>	<b>-1,022,634.45</b>									

Draft
Save

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- e. After saving, the Advance Request Posting will be displayed in a non-editable, printable format. You may print a copy for your records or review the Advance Request Posting later in Posting History. There are no changes permitted after the status is pending. If you decide not to submit this Advance you will need to contact your Citi Collateral Analyst.

citi
ABL Kelly Boots 4266977154

**Advance Request Posting**

Your advance request has been successfully submitted.

Client: KELB Reference: 090417 Post Date: 9/3/2016

Loan #/Type	01/AR (USD)	02/AR (USD)	10/IN (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)	40/AR (USD)	41/AR (USD)	42/TL (USD)	50/AR (USD)
Collateral Balance	14,272,377.00	970,909.00	0.00	534,447.62	500,000.00	0.00	0.00	46,743.88	-25,458.79	0.00
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	0.00	0.00	0.00	0.00	0.00
Advance Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserves	0.00	0.00	0.00	0.00	2,500.45	0.00	0.00	0.00	0.00	0.00
Loan Limit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
New Net Collateral	0.00	0.00	0.00	0.00	-2,500.45	0.00	0.00	0.00	0.00	0.00
Revolving Limit (USD)	1,000,000.00									
Total Line Limit (USD)	2,050,000.00									
Total Collateral (USD)	-2,500.45									
Loan Balance	0.00	0.00	0.00	365,669.02	564.25	0.00	501,906.47	147,368.88	224,089.07	0.00
Advance Request	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00
DDA Account				1-XXXXXXX9542						
New Loan Balance (USD)	1,242,097.69									
New Availability (USD)	-1,022,634.45									

Setup
Print
Close

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f. The status of all advances can be viewed on the Posting Status screen.

The screenshot displays the Citi 'Posting Status' interface. At the top, the Citi logo is on the left, and the account identifier 'ABL Kelly Boots 4266977154' is centered. A navigation menu on the left includes 'Home', 'Advance Request Posting', 'Loan Ledger', 'Posting History', 'Posting Status', and 'Loan Status'. The main content area is titled 'Posting Status' and contains a table with the following data:

Date	User	Company	Certificate #	Type	Status
3/10/2017	SKS7575	ABL Kelly Boots 4266977154	090317	ADV	Draft
3/10/2017	SKS7575	ABL Kelly Boots 4266977154	090417	ADV	Pending

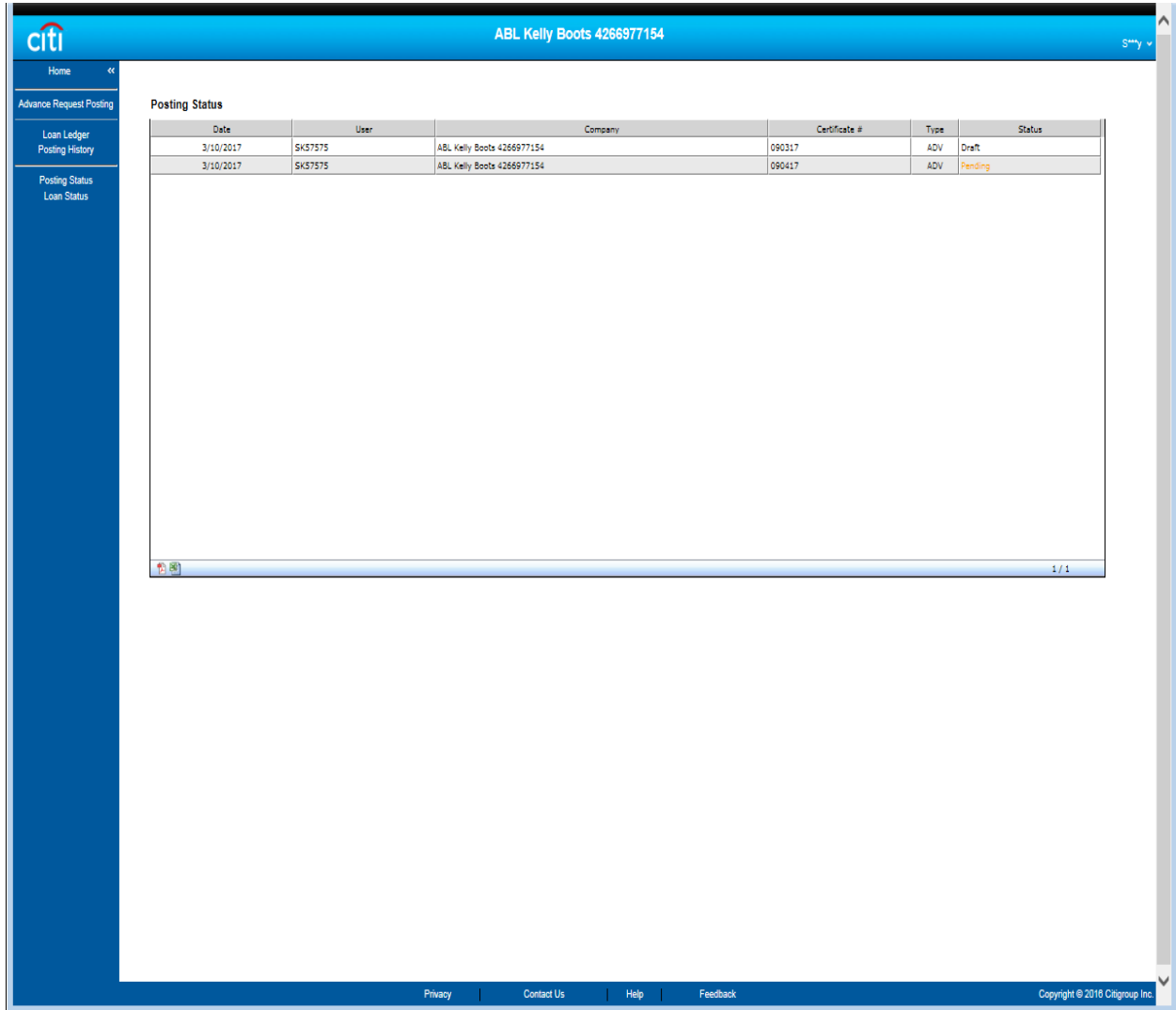
At the bottom of the page, there are links for 'Privacy', 'Contact Us', 'Help', and 'Feedback', along with a copyright notice: 'Copyright © 2016 Citigroup Inc.'.



## Posting Status

The Posting Status screen displays the status of the Advance Request Posting. There are 4 different statuses for Advance transactions viewable on the Posting Status screen.

- **Draft** – A record in Draft status can be viewed and modified. The transaction must be viewed in the Advance Request screen. The item will remain in a draft status until a client with the appropriate entitlements views it and selects “Save.” These items are not viewable by Citi and must be saved to be processed.



The screenshot shows the Citi web interface for the 'Posting Status' screen. The header includes the Citi logo, the user name 'ABL Kelly Boots 4266977154', and a 'Sign out' button. A left-hand navigation menu contains links for 'Home', 'Advance Request Posting', 'Loan Ledger', 'Posting History', 'Posting Status', and 'Loan Status'. The main content area displays a table with the following data:

Date	User	Company	Certificate #	Type	Status
3/10/2017	SKS7575	ABL Kelly Boots 4266977154	090317	ADV	Draft
3/10/2017	SKS7575	ABL Kelly Boots 4266977154	090417	ADV	Pending

The bottom of the screen features a footer with links for 'Privacy', 'Contact Us', 'Help', and 'Feedback', along with the copyright notice 'Copyright © 2016 Citigroup, Inc.' and a page indicator '1 / 1'.

- Pending** – The Advance Request is waiting to be processed by the lender. This advance can be viewed, but no changes can be made, and the request cannot be deleted. Citi will process Advances regularly during the day. Revisit the Posting Status screen to verify posting of the advance. Review your DDA account for receipt of funds.

Home <<

ABL Kelly Boots 4266977154 Smiley v

Advance Request Posting

Posting Status

Date	User	Company	Certificate #	Type	Status
3/10/2017	SKS7575	ABL Kelly Boots 4266977154	090317	ADV	Draft
3/10/2017	SKS7575	ABL Kelly Boots 4266977154	090417	ADV	Pending

1 / 1

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- **Rejected** – The lender has rejected the Advance Request. This can happen:
  - If you've contacted Citi to delete a request, this is the status that will be displayed in the Posting history.
  - If your request was denied for any reason this status will be displayed. You will be contacted by Citi.
- **Approved** – Citi has accepted and processed the advance request. The Advance Request is viewed on the Posting History Screen.

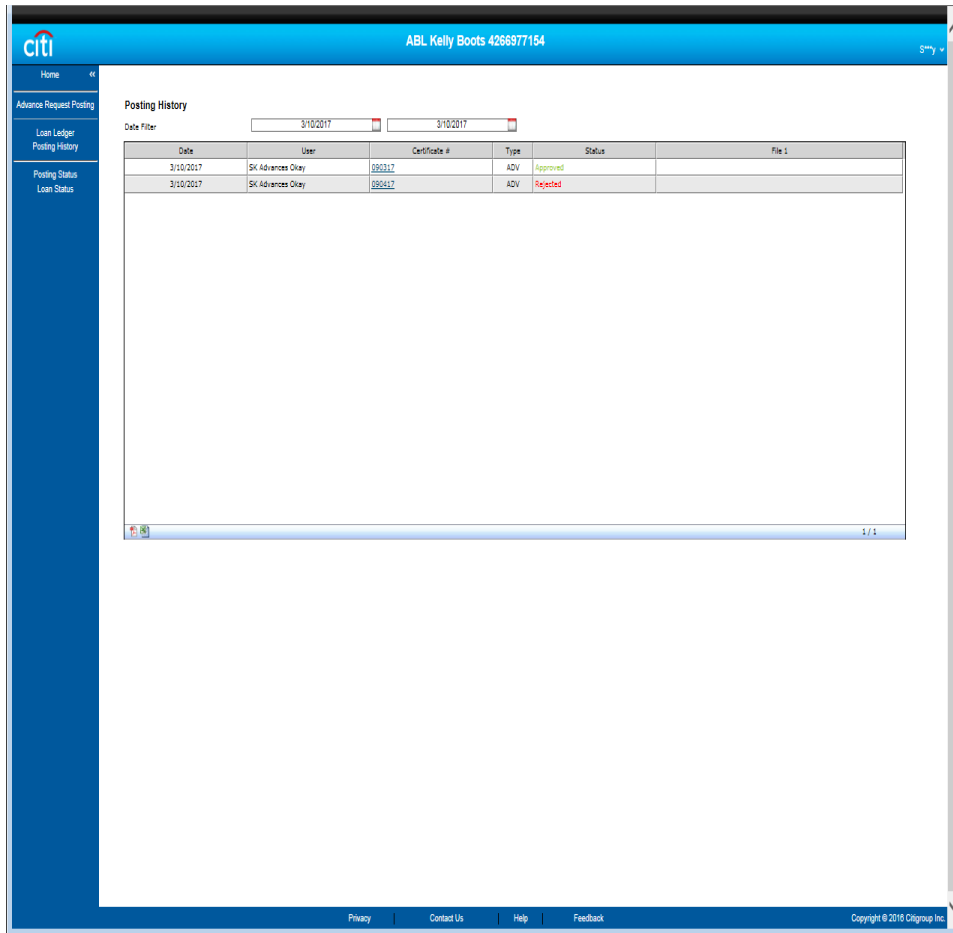
Date	User	Company	Certificate #	Type	Status
3/10/2017	SK437575	ABL Kelly Boots 4266977154	090317	ADV	Approved
3/10/2017	SK437575	ABL Kelly Boots 4266977154	090417	ADV	Rejected

NOTE: Approved and Rejected Advance requests are cleared from this report each night.

# Posting History

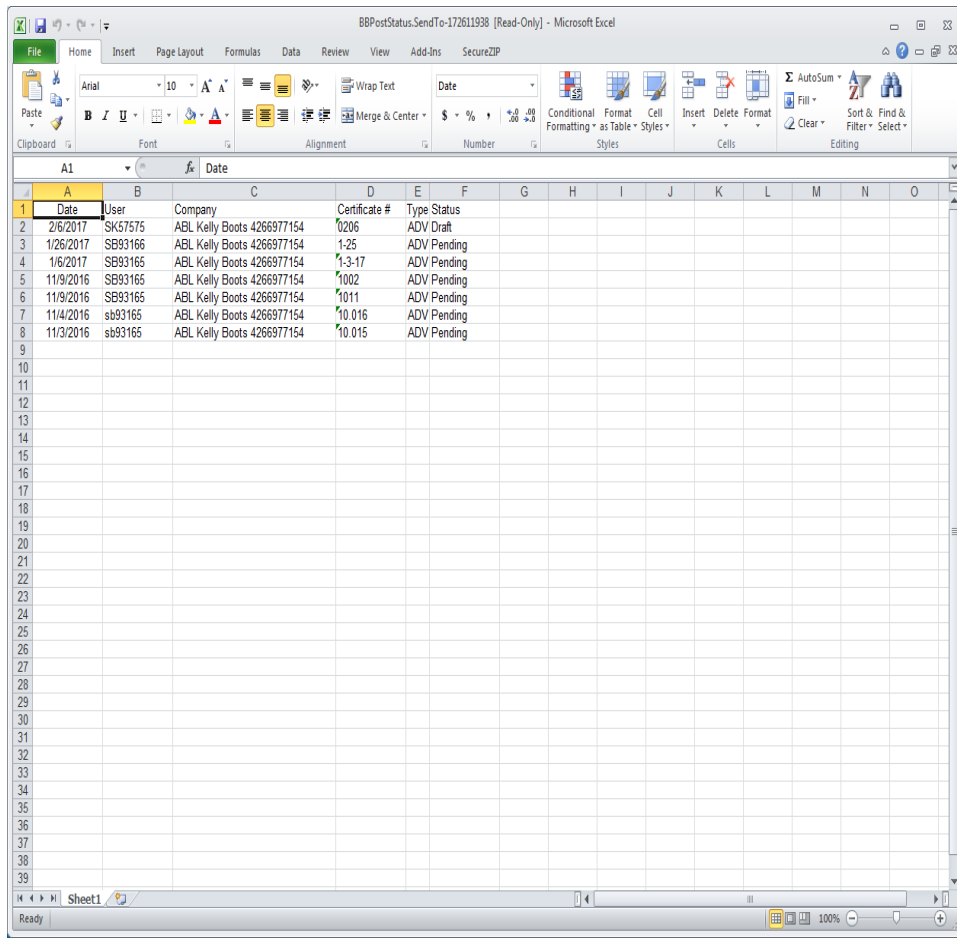
The Posting History screen displays the status of the Advance Request Posting. There are 2 different statuses for Advance transactions viewable on the Posting History screen.

- **Rejected** – The lender has rejected the Advance Request. This can happen:
  - If you've contacted Citi to delete a request, this is the status that will be displayed in the Posting history.
  - If your request was denied for any reason this status will be displayed. You will be contacted by Citi.
- **Approved** – Citi has accepted and processed the advance request. The Advance Request is viewed on the Posting History Screen.



## Printing or Saving a Report

Many screens/reports can be printed and saved as an Excel file or as an Adobe PDF Document. Select the buttons in the lower left corner of the screen.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date	User	Company	Certificate #	Type	Status									
2	2/6/2017	SK57575	ABL Kelly Boots 4266977154	0206	ADV	Draft									
3	1/26/2017	SB93166	ABL Kelly Boots 4266977154	1-25	ADV	Pending									
4	1/6/2017	SB93165	ABL Kelly Boots 4266977154	1-3-17	ADV	Pending									
5	11/9/2016	SB93165	ABL Kelly Boots 4266977154	1002	ADV	Pending									
6	11/9/2016	SB93165	ABL Kelly Boots 4266977154	1011	ADV	Pending									
7	11/4/2016	sb93165	ABL Kelly Boots 4266977154	10.016	ADV	Pending									
8	11/3/2016	sb93165	ABL Kelly Boots 4266977154	10.015	ADV	Pending									
9															
10															
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https://myassetbasedlending.uat.citi.com/NvN/Default.aspx?ca=rptwin.htm&v=3&ts=26111048&wid=994 - [ie]

2/6/2017 12:10:49 PM

**Citi Asset Based Lending**  
Posting Status

Page: 1

Date	User	Company	Certificate #	Type	Status
2/6/2017	SK27575	ABL Kelly Boots 4266977154	0006	ADV	Draft
1/26/2017	SB93165	ABL Kelly Boots 4266977154	1-35	ADV	Pending
1/6/2017	SB93165	ABL Kelly Boots 4266977154	1-3-17	ADV	Pending
11/9/2016	SB93165	ABL Kelly Boots 4266977154	1002	ADV	Pending
11/9/2016	SB93165	ABL Kelly Boots 4266977154	1011	ADV	Pending
11/4/2016	SB93165	ABL Kelly Boots 4266977154	10.016	ADV	Pending
11/3/2016	SB93165	ABL Kelly Boots 4266977154	10.015	ADV	Pending

# Editing a Draft Advance Request Posting

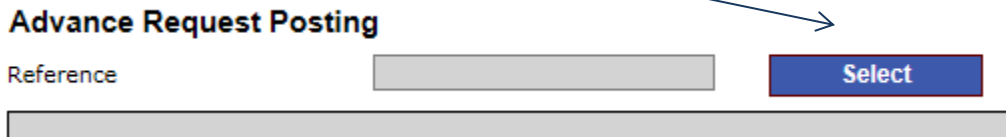
1. View the Posting Status Screen. Identify the Certificate number to edit.

The screenshot displays the Citi ABL Kelly Boots 4266977154 Posting Status screen. The interface includes a top navigation bar with the Citi logo and the account name. A left sidebar contains navigation links for Home, Advance Request Posting, Upload Files, Loan Ledger, Posting History, Upload Files History, Posting Status, and Loan Status. The main content area features a table titled "Posting Status" with the following data:

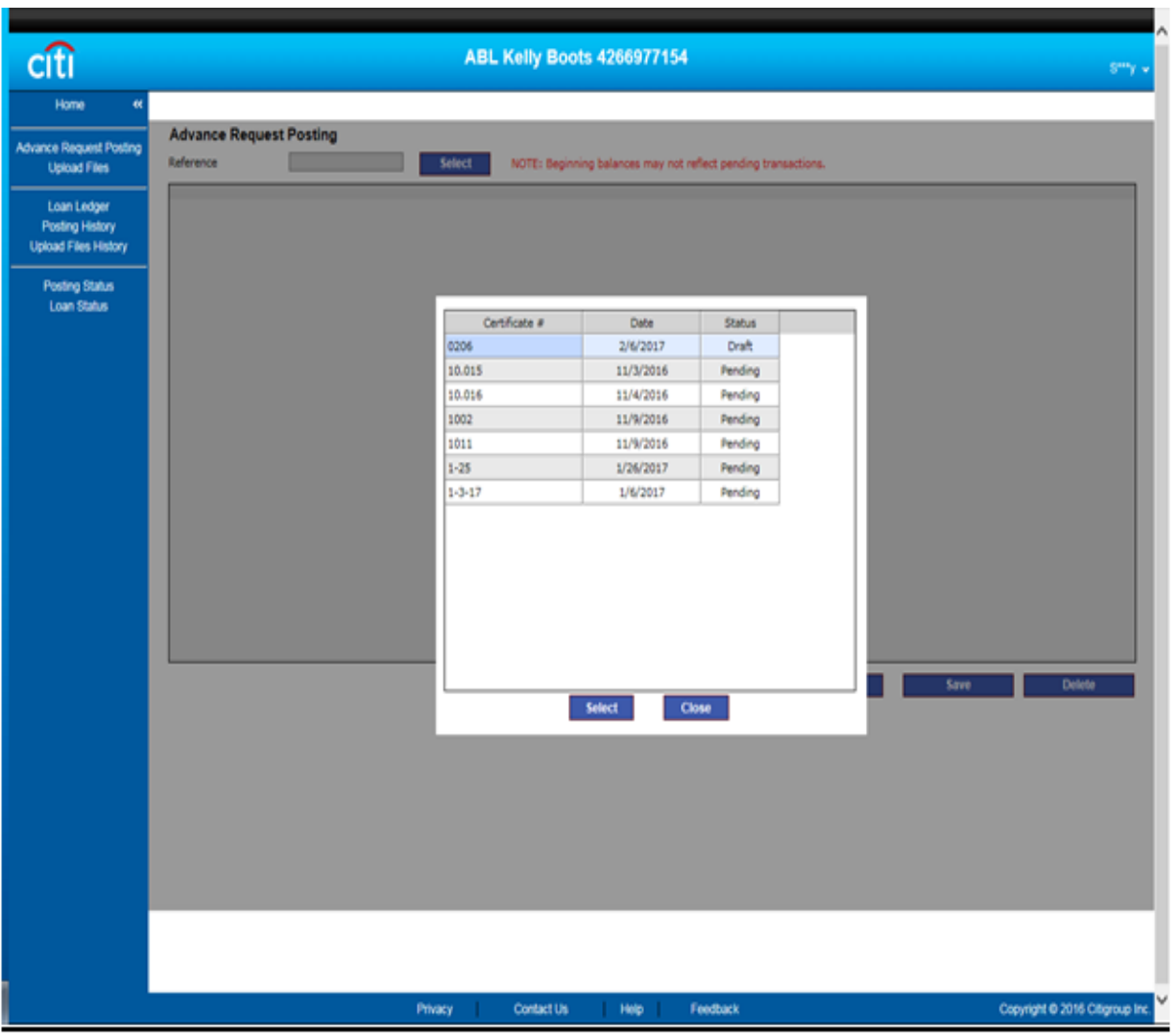
Date	User	Company	Certificate #	Type	Status
2/6/2017	SK57575	ABL Kelly Boots 4266977154	0206	ADV	Draft
1/26/2017	SB93166	ABL Kelly Boots 4266977154	1-25	ADV	Pending
1/6/2017	SB93165	ABL Kelly Boots 4266977154	1-3-17	ADV	Pending
11/9/2016	SB93165	ABL Kelly Boots 4266977154	1002	ADV	Pending
11/9/2016	SB93165	ABL Kelly Boots 4266977154	1011	ADV	Pending
11/4/2016	sb93165	ABL Kelly Boots 4266977154	10.016	ADV	Pending
11/3/2016	sb93165	ABL Kelly Boots 4266977154	10.015	ADV	Pending

The bottom of the screen shows a footer with links for Privacy, Contact Us, Help, and Feedback, along with the copyright notice: Copyright © 2016 Citigroup Inc.

2. Click on **Advance Request Posting** from the menu.
3. Use the Select button to the right to display the pending and draft Advance Requests.



4. Highlight the Certificate (Reference Number) to be viewed or edited. Click the Select button.



5. Make the required changes and save the record. It is now submitted to Citi for Approval.



- Home
- Advance Request Posting
- Upload Files
- Loan Ledger
- Posting History
- Upload Files History
- Posting Status
- Loan Status

**Advance Request Posting**

Reference   NOTE: Beginning balances may not reflect pending transactions.

Loan #/Type	01/AR (USD)	02/AR (USD)	10/2N (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)	40/AR (USD)	41/AR (USD)
<b>Collateral Balance</b>	<b>14,272,377.00</b>	<b>970,909.00</b>	<b>0.00</b>	<b>534,447.62</b>	<b>500,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	0.00	0.00	0.00
Advance Rate	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Reserves	0.00	0.00	0.00	0.00	2,500.45	0.00	0.00	0.00
Loan Limit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
<b>New Net Collateral</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,500.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Revolving Limit (USD)	1,000,000.00							
Total Line Limit (USD)	2,050,000.00							
Total Collateral (USD)	-2,500.45							
<b>Loan Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>358,182.72</b>	<b>564.25</b>	<b>0.00</b>	<b>501,906.47</b>	
Advance Request	0.00	0.00	0.00	4500.00	X	0.00	0.00	0.00
DDA Account				1-XXXXXXX09542				
<b>New Loan Balance (USD)</b>	<b>1,237,111.39</b>							
<b>New Availability (USD)</b>	<b>-1,017,648.15</b>							

< \_\_\_\_\_ >

- When the record is submitted a message display in the top left of the screen. It states, "Your advance request has been successfully saved." The Client, Reference number and Posting date are displayed.

The screenshot displays the Citi ABL Kelly Boots 4266977154 interface. The top navigation bar includes the Citi logo and the account identifier. A left-hand menu provides navigation options such as Home, Advance Request Posting, Upload Files, Loan Ledger, Posting History, Upload Files History, Posting Status, and Loan Status. The main content area is titled "Advance Request Posting" and features a confirmation message: "Your advance request has been successfully saved." Below this message, the client information is listed as "Client: Kelib Reference: 0206 Post Date: 8/5/2016".

The central part of the interface contains a table with the following data:

Loan #/Type	01/AR (USD)	02/AR (USD)	10/IN (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)	40/AR (USD)	41/AR (USD)
Collateral Balance	14,272,377.00	970,909.00	0.00	534,447.62	500,000.00	0.00	0.00	
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	0.00	0.00	
Advance Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Reserves	0.00	0.00	0.00	0.00	2,500.45	0.00	0.00	
Loan Limit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	
New Net Collateral	0.00	0.00	0.00	0.00	-2,500.45	0.00	0.00	
Revolving Limit (USD)	1,000,000.00							
Total Line Limit (USD)	2,050,000.00							
Total Collateral (USD)	-2,500.45							
Loan Balance	0.00	0.00	0.00	358,182.72	564.25	0.00	501,906.47	
Advance Request	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	
DDA Account				1-XXXXXXXXXX9542				
New Loan Balance (USD)	1,236,611.39							
New Availability (USD)	-1,017,148.15							

At the bottom of the table area, there are three buttons: "Setup", "Print", and "Close". The footer of the page includes links for "Privacy", "Contact Us", "Help", and "Feedback", along with the copyright notice "Copyright © 2016 Citigroup Inc".

## Posting History

1. Click on **Posting History** from the menu.
2. Use the Date Filter to select the date range.

The screenshot displays the Citi ABL Kelly Boots 4266977154 Posting History page. The page features a blue header with the Citi logo and the account name. A sidebar menu on the left contains links for Home, Advance Request Posting, Upload Files, Loan Ledger, Posting History, Upload Files History, Posting Status, and Loan Status. The main content area is titled "Posting History" and includes a date filter set to 9/10/2016 to 2/6/2017. Below the filter is a table with the following data:

Date	User	Certificate #	Type	Status	File 1
2/3/2017	SK Advances Okay	<a href="#">0002</a>	ADV	Approved	
1/26/2017	Susan Burns 5893166 to Ser	<a href="#">1-26</a>	ADV	Approved	
1/18/2017	Susan J Burns	<a href="#">16-18</a>	ADV	Approved	
1/18/2017	Susan J Burns	<a href="#">17-18</a>	ADV	Approved	
1/9/2017	Susan J Burns	<a href="#">17-19</a>	ADV	Approved	
11/4/2016	Susan J Burns	<a href="#">10,017</a>	ADV	Rejected	

The page also includes a footer with links for Privacy, Contact Us, Help, and Feedback, and a copyright notice for 2016 Citigroup Inc.

3. A list will be displayed of the advances submitted and either Approved or Rejected by Citi. Each certificate and file is displayed as a hyperlink.

- Click the hyperlink for the posting or file you wish to review. The certificate will be displayed in a non-editable format. This display can be printed.

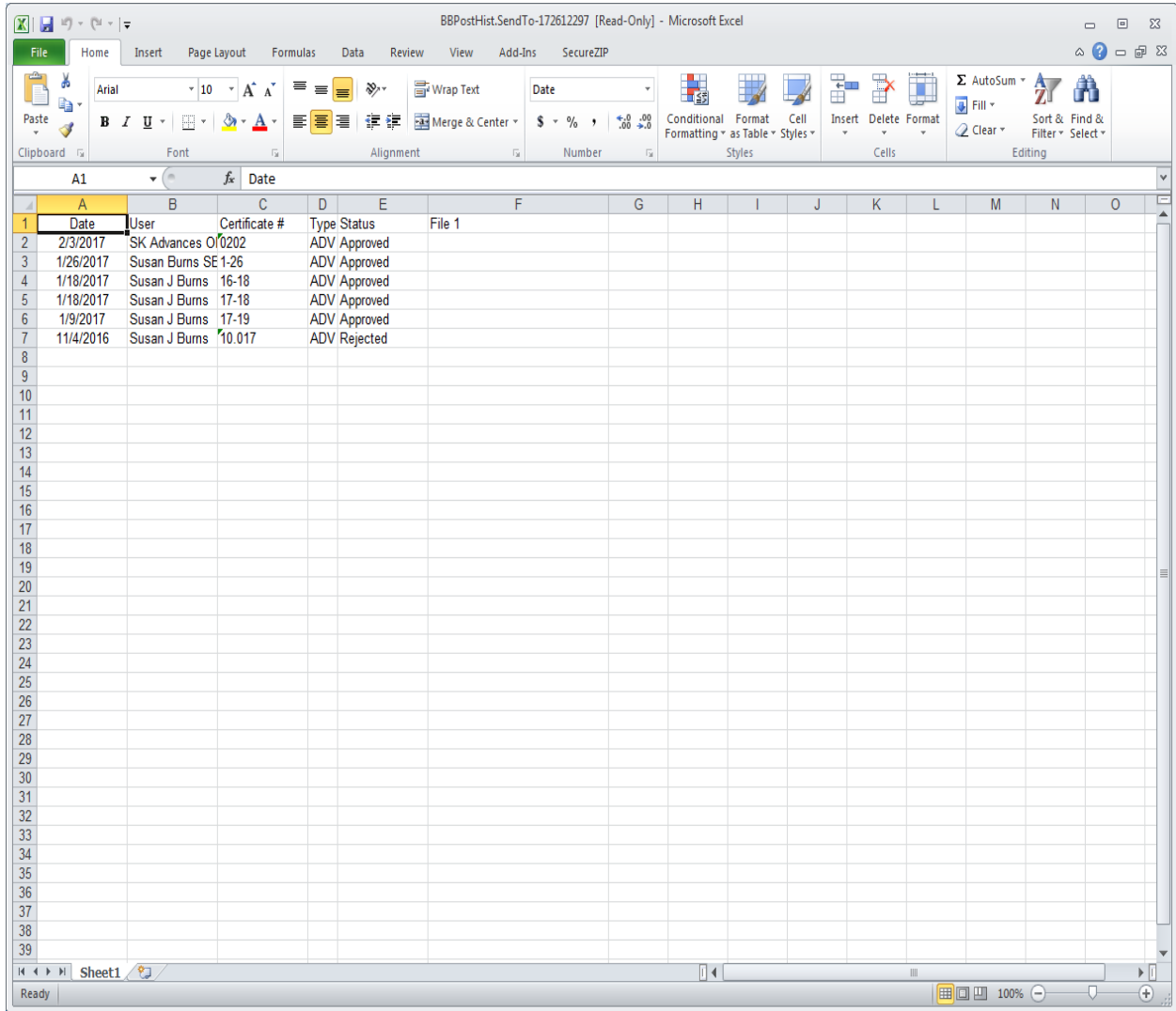
The screenshot shows a web browser window with the URL <https://myassetbasedlending.uat.citi.com/>. The page title is "Citi Asset Based Lending". The main content area displays "ABL Kelly Boots 4266977154". On the left, there is a navigation menu with options: Home, Advance Request Posting, Loan Ledger, Posting History, Posting Status, and Loan Status. The "Posting History" window is open, showing a table with the following data:

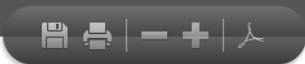
Loan #/Type	01/AR (USD)	02/AR (USD)	10/IN (USD)	20/AR (USD)	21/AR (USD)	22/AR (USD)
<b>Collateral Balance</b>	<b>14,272,377.00</b>	<b>970,909.00</b>	<b>0.00</b>	<b>534,447.62</b>	<b>500,000.00</b>	
Ineligibles	0.00	0.00	0.00	28,308.79	31,254.00	
Advance Rate	0.000000	0.000000	0.000000	0.000000	0.000000	
Reserves	0.00	0.00	0.00	0.00	2,900.45	
Loan Limit	85.00	85.00	85.00	85.00	85.00	
<b>New Net Collateral</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,500.45</b>	
Revolving Limit (USD)	1,000,000.00					
Total Line Limit (USD)	2,050,000.00					
Total Collateral (USD)	-2,500.45					
Loan Balance	0.00	0.00	0.00	365,669.02	564.25	
Advance Request	0.00	0.00	0.00	3,600.00	0.00	
DDA Account				1-XXXXXXXX98542		
<b>New Loan Balance (USD)</b>	<b>1,243,197.69</b>					
<b>New Availability (USD)</b>	<b>-1,023,734.45</b>					

At the bottom right of the window, there are "Print" and "Close" buttons. The footer of the page includes "Privacy", "Contact Us", "Help", "Feedback", and "Copyright © 2016 Citigroup Inc."

## Printing or Saving Screens and Reports

Many screens and reports can be printed and saved as an Excel file or as an Adobe PDF Document. Select the buttons in the lower left corner of the screen.





2/5/2017 1:29:48 PM

**Citi Asset Based Lending**  
Posting History

Page: 1

Client: Kebb  
Date Range: 9/10/2016 - 2/6/2017

Date	User	Certificate #	Type	Status	File 1
2/3/2017	SK Advances Okay	0002	ADV	Approved	
1/26/2017	Susan Burns 5893166 to Save	1-26	ADV	Approved	
1/19/2017	Susan J Burns	16-18	ADV	Approved	
1/18/2017	Susan J Burns	17-18	ADV	Approved	
1/9/2017	Susan J Burns	17-19	ADV	Approved	
11/4/2016	Susan J Burns	10.017	ADV	Rejected	

# Other Reports

## Loan Status Report

ABL Kelly Boots 4266977154

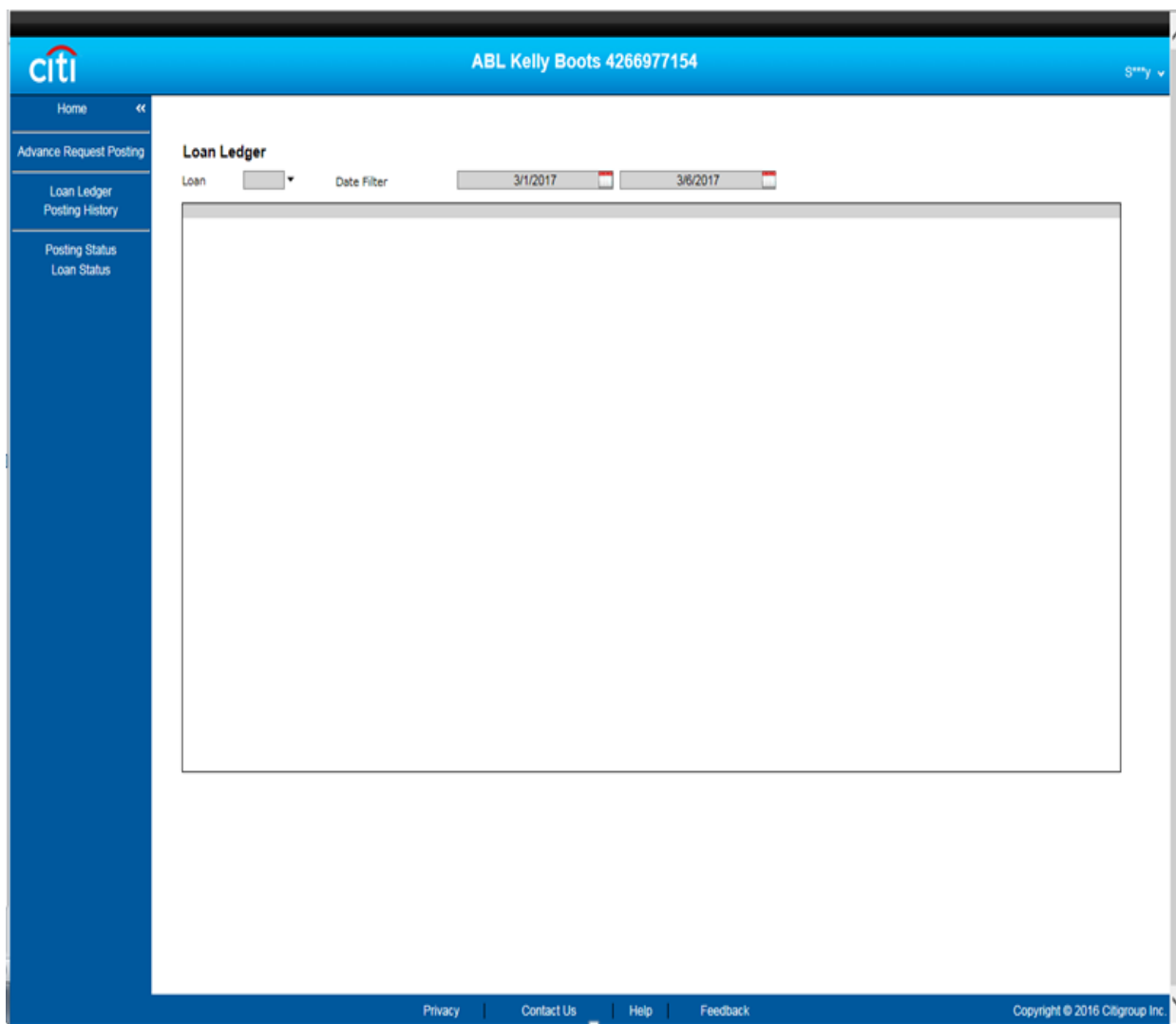
Loan #	Type	Currency	Rate	Gross Collateral	Ineligible	Reserve	Loan Limit	Net Collateral	Loan Balance	Availability
KELB01	AR	USD	0.00	14,272,377.00	0.00	0.00	85.00	0.00	0.00	0.00
KELB02	AR	USD	0.00	970,909.00	0.00	0.00	85.00	0.00	0.00	0.00
KELB10	IN	USD	0.00	0.00	0.00	0.00	85.00	0.00	0.00	0.00
KELB20	AR	USD	0.00	534,447.62	28,308.79	0.00	85.00	0.00	369,269.02	0.00
KELB21	AR	USD	0.00	500,000.00	31,254.00	2,500.45	85.00	-2,500.45	564.25	0.00
KELB22	AR	USD	0.00	0.00	0.00	0.00	85.00	0.00	0.00	0.00
KELB40	AR	USD	0.00	0.00	0.00	0.00	85.00	0.00	501,906.47	0.00
KELB41	AR	USD	0.00	46,743.88	0.00	0.00	85.00	0.00	147,368.88	0.00
KELB42	TL	USD	0.00	-25,458.79	0.00	0.00	85.00	0.00	224,089.07	0.00
KELB50	AR	USD	0.00	0.00	0.00	0.00	85.00	0.00	0.00	0.00
<b>Client Total</b>				<b>16,299,018.71</b>	<b>59,562.79</b>	<b>2,500.45</b>	<b>2,050,000.00</b>	<b>-2,500.45</b>	<b>1,243,197.69</b>	<b>-1,023,734.45</b>

The **Loan Status** is an overview of all the loans in your portfolio since the last system processing End of Day. This report does not include any pending advances or borrowing base changes submitted since the prior cycle. The **Loan Status** can be printed and saved as an Excel file or as an Adobe PDF Document. Select the buttons in the lower left corner of the screen.

# Loan Ledger Report

The **Loan Ledger** displays a line-item ledger of activity for each loan in your portfolio.

1. Click **Loan Ledger** from the menu.





2. Select the Loan Number you want to view.

The screenshot displays the Citi ABL Kelly Boots 4266977154 Loan Ledger interface. The page header includes the Citi logo and the account identifier. The main content area is titled "Loan Ledger" and features a date filter set to 3/1/2017 to 3/6/2017. A modal window is open, showing a table of loan entries. The table has three columns: Loan, Name, and Currency. The data is as follows:

Loan	Name	Currency
01	Kelly Boots 7001089416	USD
02	Kelly Boots 7001089424	USD
10	Kelly Boots 4266977154	USD
20	Kelly Boots 7001089432	USD
21	Kelly Boots 7001089440	USD
22	Kelly Boots 7001089459	USD
40	Kelly Boots 7001089467	USD
41	Kelly Boots 7001089475	USD
42	Kelly Boots 7001089483	USD
50	ABL Kelly Boots 4266977154	USD

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3. Use the Date Filter to select the date range.
4. Select enter.

**Loan Ledger**

Loan: 20      Date Filter: 3/1/2017 - 3/6/2017

Date	Assn #	Coll #	Sales	Credits & Adjs	Gross Collections	Collateral Balance	Advances	Adjustments	Net Cash	Loan Balance
6/1/2014	Loan Limit		85.00							
7/21/2016	Reserves		0.00	0.00	0.00					
7/21/2016	Ineligibles		25,000.00	2,000.00	1,308.79					
<b>BEGINNING BALANCES</b>						<b>534,447.62</b>				<b>363,182.72</b>
<b>TOTALS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>534,447.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>363,182.72</b>

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