

## Automatic File and Report Delivery (AFRD)

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## Introduction

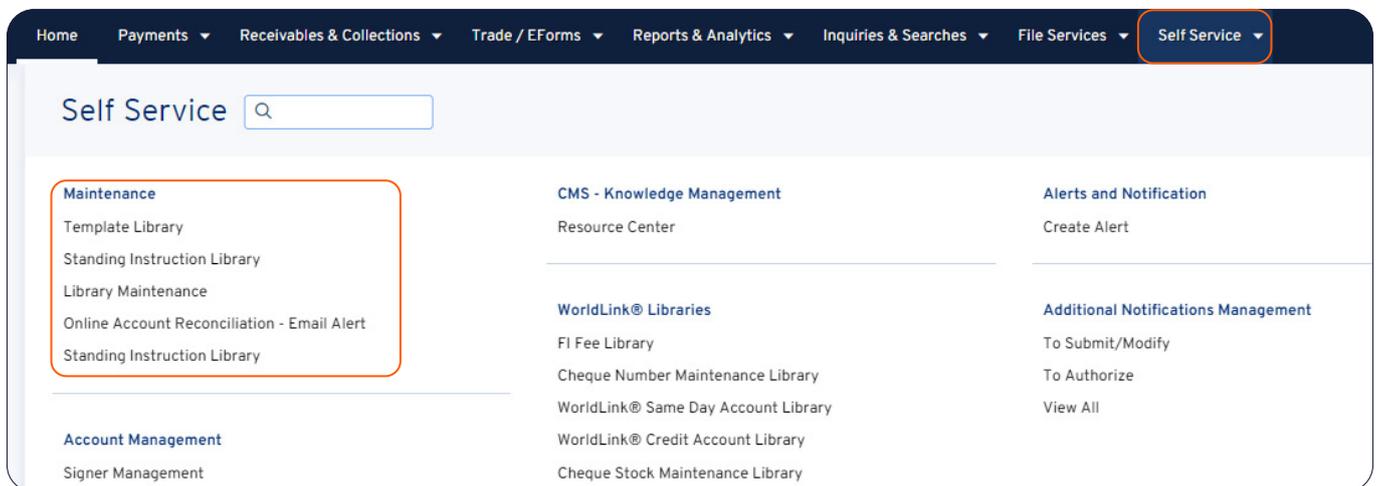
Automatic File and Report Delivery in the CitiDirect system allows for distribution of reports as well as import and export of files according to a predefined schedule. Delivery of reports as well as import and export of files via the CitiDirect system can be done automatically with any selected frequency, for example, several times a day, at specific times or on specific days. Reports and files can be delivered to an email address or HTTPS server indicated by the User. Files are imported from the HTTPS server indicated by the User.

In order to receive reports and files from CitiDirect via email, you need to take the following three simple steps:

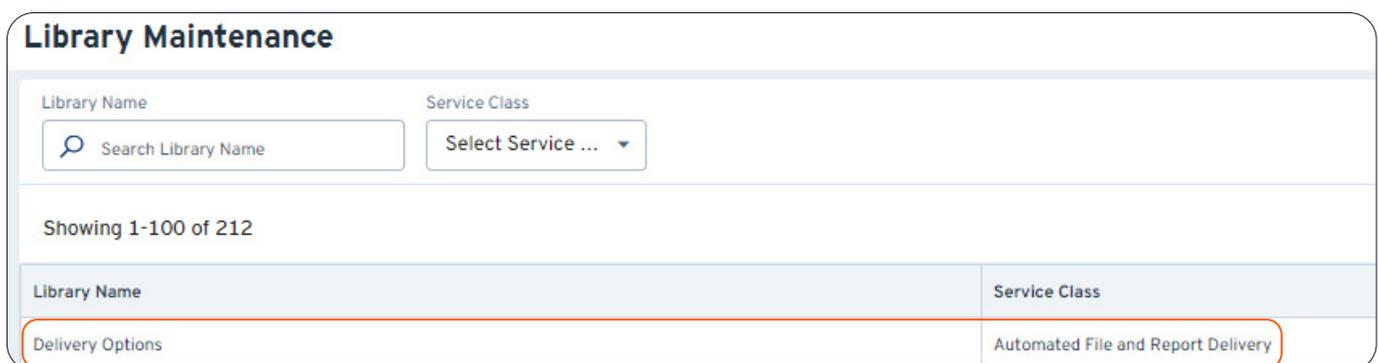
1. **Create a delivery option** – indicate where the files and reports should go.
2. **Indicate the delivery option in the file or report delivery settings.**
3. **Create a report or file delivery schedule** – indicate when exactly a file or report should be sent.

### 1. Creating a delivery option

After logging in to the CitiDirect system, move the mouse to the tab **Self Service** in the top menu, and then select the option **Library Maintenance** in section **Maintenance**.



Mark the option **Delivery Options | Automated File and Report Delivery**.



In the tab **To Submit/Modify**, select **Create a Library**.

Delivery Options Pending Actions (As of 03/02/2025, 19:40)

View All 155 **To Submit/Modify 61**

Delivery Options: To Submit/Modify Save As

Show Search

**View Details** Delete Test Connectivity Create Library

To Submit/Modify (1 - 50 of 61) Page 1 of 2 Selected Items: 0 (As of 03/02/2025, 16:40)

| <input type="checkbox"/> | Delivery Option Name 1 ▲ | Delivery Option Description 2 ▲ | Certificate Name | Delivery Option Type | Status    |  |
|--------------------------|--------------------------|---------------------------------|------------------|----------------------|-----------|--|
| <input type="checkbox"/> | 1201 Ksiegowosc          | 1201                            |                  | E-Mail               | Processed |  |
| <input type="checkbox"/> | 1602                     | 1602                            |                  | E-Mail               | Processed |  |
| <input type="checkbox"/> | 2001                     | 2001                            |                  | E-Mail               | Processed |  |
| <input type="checkbox"/> | 200101                   | 200101                          |                  | E-Mail               | Processed |  |
| <input type="checkbox"/> | 211Test                  | 211Test                         |                  | E-Mail               | Processed |  |
| <input type="checkbox"/> | 2301doKasi               | 2301doKasi                      |                  | E-Mail               | Processed |  |

**View Details** Delete Test Connectivity Create Library

## Creating a library for email delivery

**Create Library**

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▼ Delivery Options Detail

|   |  |   |
|---|--|---|
| * Delivery Option Name <span style="float: right;">a</span> | * Delivery Option Description <span style="float: right;">b</span> | * Delivery Option Type <span style="float: right;">c</span> |
| <input type="text"/>  | <input type="text"/>   | <input type="text" value="E-Mail"/>                         |
| * Security Method <span style="float: right;">d</span>      | * Certificate Name <span style="float: right;">e</span>            |   |
| <input type="text" value="SMIME (Signed and Encrypted)"/>   | <input type="text"/>   |   |

▼ Email and Format Detail

|  |  |  |
|--|--|--|
| * Email Address <span style="float: right;">f</span> | Message Subject <span style="float: right;">g</span> | Message <span style="float: right;">h</span> |
| <input type="text"/>                                 | <input type="text"/>                                 | <input type="text"/>                         |
| * File Name <span style="float: right;">i</span>     |  |  |
| <input type="text"/>                                 |  |  |

Please note that any Citi-generated content (e.g. Reports, Statements, Files) sent to non-business email domains are more likely to potentially be viewed by individual organization to view the information. Therefore it is strongly recommended that you provide only business email addresses associated with your organization or its

By clicking Submit, I acknowledge I have read the disclaimer and understand the risks of using a non-business email address to receive Citi-generated content via

Field description:

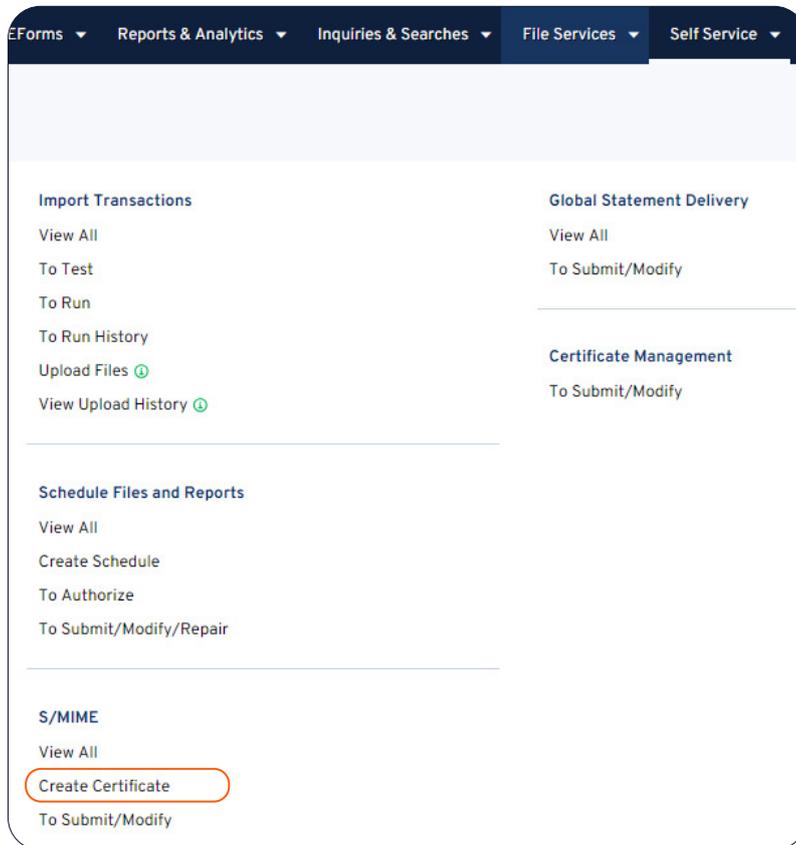
- a. **Delivery Option Name** – unique name defining the delivery method
- b. **Delivery Option Description** – enter a description (or copy and paste the delivery method name)
- c. **Delivery Option Type** – select an **email address**
- d. **Security Method** – select **Citi Secure Email** or **S/MIME** (administering S/MIME securities as described below)
- e. **Certificate Name** – this field is displayed after selecting the S/MIME security method
- f. **Email** – enter a full email address, e.g. abc@xyz.com
  - NOTE 1.** When entering multiple addresses, use a semi-colon (“;”) as a separator, e.g. abc@xyz.com; def@xyz.com
  - NOTE 2.** Allow wordwrapping in the address line – do not use Enter [carriage-return].
- g. **Message Subject** – optional field – the text displayed in the email name field
- h. **Message** – optional field for text displayed in the email heading
- i. **File Name** – name of the file generated by CitiDirect as an attachment to the email message
  - NOTE.** To separate the words in the file name, use underscore “\_”, e.g. File\_name.

After entering all data, select **Submit**.

**NOTE.** The operation of selecting the delivery method may require authorization.

## Administering S/MIME securities

If you wish to use securities, in the tab **File services**, in section **S/MIME** select **Create Certificate**.



Enter the required data.



The screenshot shows the 'S/MIME / PGP Security Detail' form with the following fields and labels:

- Submit** button at the top left.
- Section header: S/MIME / PGP Security Detail
- Radio buttons:  S/MIME Certificate Upload,  PGP Certificate Upload
- \* Certificate Name: Text input field with label **a**.
- \* File Name: File selection field with label **b**. The text 'Wybierz plik' and 'Nie wybrano pliku' is visible.
- Comments: Text input field with label **c**.
- Submit** button at the bottom left.

Field description:

- a. **Certificate Name** – enter the name of the certificate
- b. **File Name** – by expanding the option **Browse**, indicate the email certificate installed on the computer
- c. **Comments** – optional field

After entering the data, click **Submit**.

## Creating a library for HTTPS server delivery

### Create Library

Submit
Clear
Test Connectivity

▼ Delivery Options Detail

|   |  |   |
|---|--|---|
| * Delivery Option Name <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">a</span> | * Delivery Option Description <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">b</span> | * Delivery Option Type <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">c</span> |
| * Security Method <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">d</span>      | * Certificate Name <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">e</span>            |   |

▼ Server and File Detail

|  |   |   |
|--|---|---|
| * Server Name <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">f</span> | <input type="checkbox"/> Append Date to File Name | <input type="checkbox"/> Append Time to File Name |
| * File Name <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">g</span>   |   |   |

▼ User Detail

|   |   |  |
|---|---|--|
| * Login <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">h</span>    |   |  |
| * Password <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">i</span> | * Confirm Password <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">j</span> |  |

▼ File Retrieval Detail

Delete Customer Import File (After Successful Retrieval)

Create Customer Acknowledgement File (After Successful Retrieval)

Submit
Clear
Test Connectivity

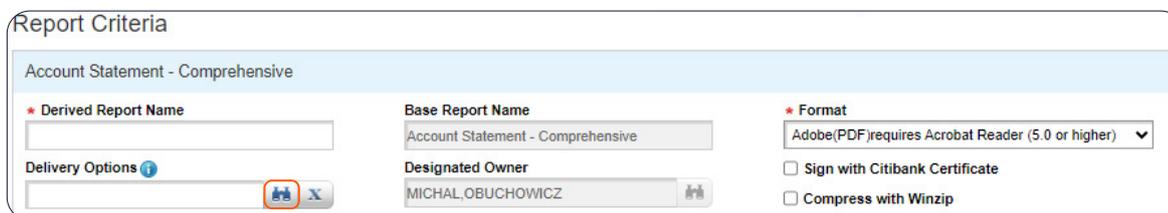
Field description:

- a. **Delivery Option Name** – unique name defining the delivery method
- b. **Delivery Option Description** – enter a description (or copy and paste the delivery method name)
- c. **Delivery Option Type** – select **HTTPS**
- d. **Security Method** – select **S/MIME**
- e. **Certificate Name**
- f. **Server Name** – enter the name of the server
- g. **File Name** – name of the file generated by CitiDirect BE, delivered to the HTTPS server  
**NOTE. To separate the words in the file name, use underscore “\_”, e.g. File\_name.**
- h. **Login** – enter the server login
- i. **Password** – enter the authentication password for logging in to the HTTPS server
- j. **Confirm Password**

## 2. Indicating the delivery option for the report, export and import

### 1. Supplementing the report with data about the delivery option.

In the tab **Reports and analyses** indicate the report you wish to be delivered to the email address or the **HTTPS server**. In the field **Delivery Options**, click the binoculars icon .

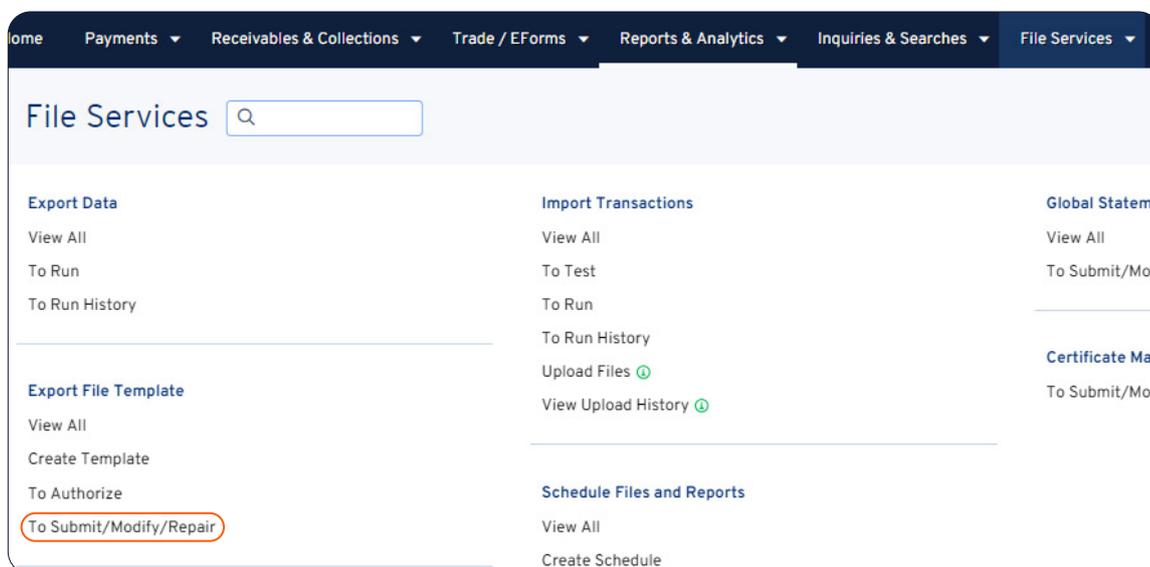


The screenshot shows the 'Report Criteria' form for 'Account Statement - Comprehensive'. It includes fields for 'Derived Report Name', 'Base Report Name' (Account Statement - Comprehensive), and 'Designated Owner' (MICHAL.OBUCHOWICZ). The 'Format' dropdown is set to 'Adobe(PDF)requires Acrobat Reader (5.0 or higher)'. There are checkboxes for 'Sign with Citibank Certificate' and 'Compress with Winzip'. The 'Delivery Options' field has a binoculars icon highlighted with a red circle.

The previously created delivery options will be displayed on the screen. Indicate the appropriate option and click **Submit**.

### 2. Supplementing export with data about the delivery option.

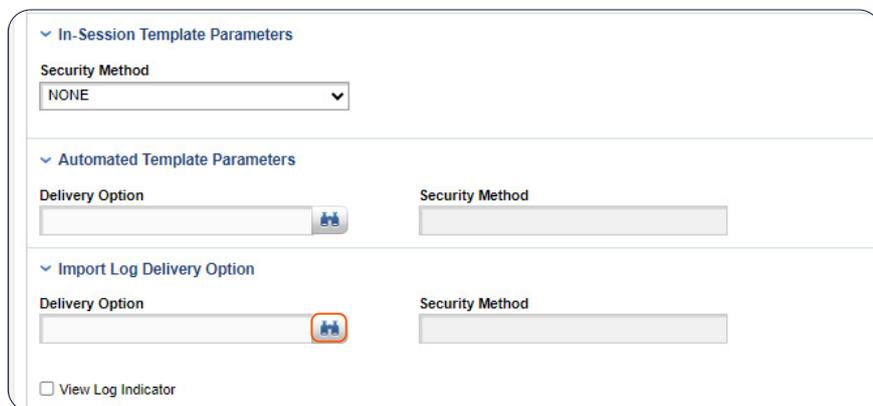
In the tab **File services**, in section **Export File Template** select the option **To Submit/Modify/Repair**.



The screenshot shows the 'File Services' page with a navigation menu at the top. The 'Export File Template' section is expanded, showing options: 'View All', 'Create Template', 'To Authorize', and 'To Submit/Modify/Repair'. The 'To Submit/Modify/Repair' option is highlighted with a red circle.

Indicate which export you wish to be delivered to the email address or to the indicated **HTTPS server**.

Scroll down to section **Template Parameters** → **Import Log Delivery Option** and click the binoculars icon  in the field **Delivery Option**.



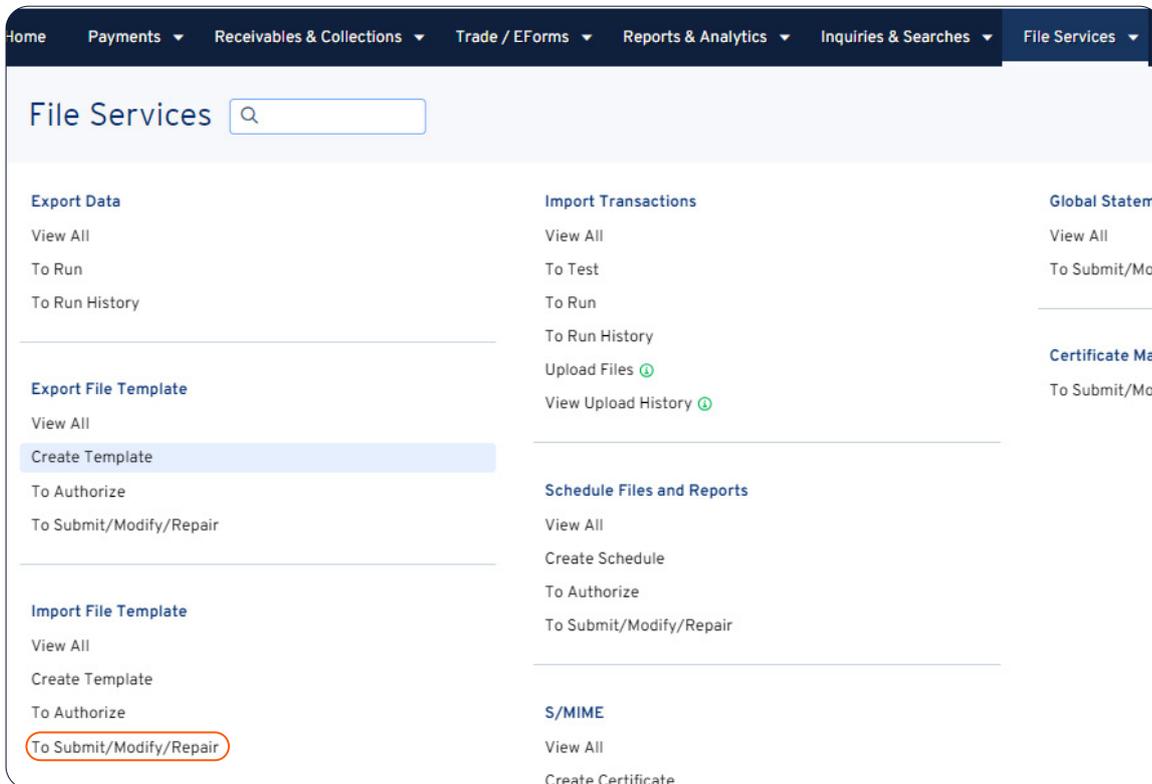
The screenshot shows the 'In-Session Template Parameters' form. It has sections for 'Security Method' (set to NONE), 'Automated Template Parameters' (with 'Delivery Option' and 'Security Method' fields), and 'Import Log Delivery Option' (with 'Delivery Option' and 'Security Method' fields). The 'Delivery Option' field in the 'Import Log Delivery Option' section has a binoculars icon highlighted with a red circle. There is also a 'View Log Indicator' checkbox at the bottom.

The previously created delivery options will be displayed on the screen. Indicate the appropriate option and click **Submit**.

**NOTE.** Changes to the details of the export template may require authorization.

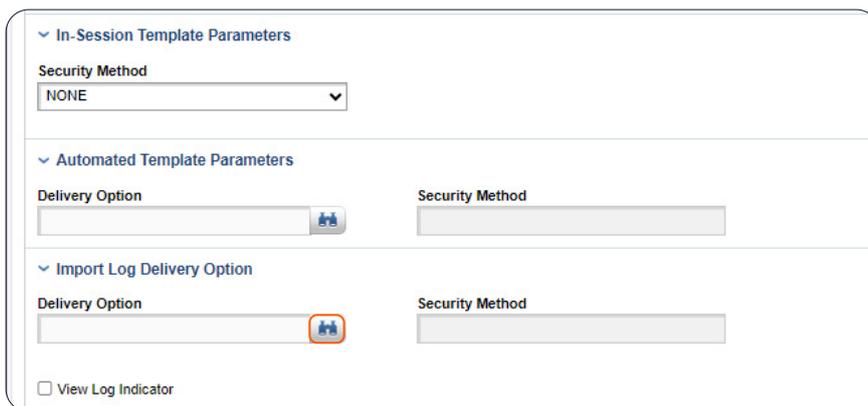
3. Supplementing the **import** with data about the **delivery option**.

In the tab **File Services**, in section **Import File Templates** select the option **To Submit/Modify/Repair**.



Indicate the Import you wish to be delivered via the **HTTPS server**.

Scroll down to section **Template Parameters** → **Delivery Parameters** and click the binoculars icon  in the field **Delivery Option**.

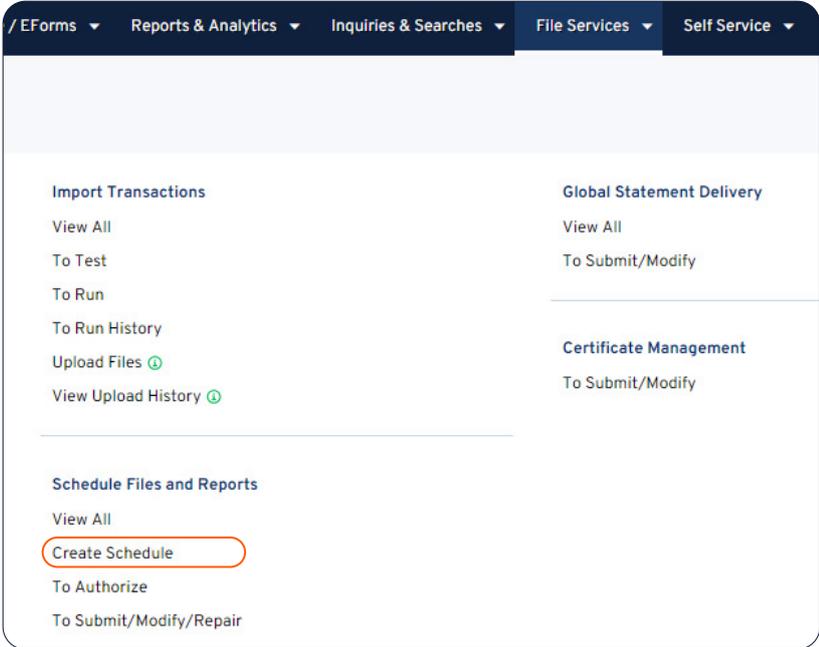


The previously created delivery options will be displayed on the screen. Indicate the appropriate option and click **Submit**.

**NOTE.** Changes to the details of the export template may require authorization.

### 3. Creating a schedule for export, reports and import

In the tab **File Services**, in section **Schedule Files and Reports** select the option **Create Schedule**.



Enter the required data.

### Create Schedule

Submit
Save

**Schedule Details**

|   |   |   |
|---|---|---|
| <p>* Schedule Name <span style="float: right;">a</span></p> <input style="width: 95%;" type="text"/>  | <p>* Event Type <span style="float: right;">b</span></p> <div style="border: 1px solid #ccc; padding: 2px;">Select</div>                                  | <p>* Event Name <span style="float: right;">c</span></p> <input style="width: 95%;" type="text"/> |
| <p>* Schedule Interval <span style="float: right;">d</span></p> <div style="border: 1px solid #ccc; padding: 2px;">Every 1 or More Days</div> | <p>* Holiday Options <span style="float: right;">e</span></p> <div style="border: 1px solid #ccc; padding: 2px;">Run on All Days(Includes Holidays)</div> | <p>Schedule Reference ID</p> <input style="width: 95%;" type="text"/>                             |

Run Time User

👤
✕

**Schedule**

|   |   |   |
|---|---|---|
| <p>* Run Start Date <span style="float: right;">f</span></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <span style="margin-left: 5px;">📅</span> </div> | <p>* Run Start Time <span style="float: right;">g</span></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <span style="margin-left: 5px;">🕒</span> </div> | <p>* Run Every (Number of Days): <span style="float: right;">h</span></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <span style="margin-left: 5px;">⬆️⬆️</span> </div> |
|---|---|---|

Intra Day

Submit
Save

Field description:

- a. **Schedule Name** – unique name identifying the schedule
- b. **Event Type** – select **Report**, **Export** or **Import**
- c. **Event Name** – from the list, select the name of the previously created Report, Export or Import
- d. **Frequency** – select every (number) day(s)/week(s)/month(s)
- e. **Holiday Options** – select the option from the list
- f. **Start Date** – select the date on which the schedule should begin (usually the next business day)
- g. **Start Time** – select the time at which the schedule should become active
- h. **Trigger Every (Number of Days)** – select the interval at which the schedule should be active (usually every day, on business days)
- i. **Time Intervals** – the minimum interval is 30 minutes.
- j. **End Time**

**NOTE.** While creating a schedule, you can also indicate specific months or days of the week when the schedule should be active.

### Create Schedule

**Submit** **Save**

**Schedule Details**

\* Schedule Name

\* Event Type

\* Event Name

\* Schedule Interval

\* Holiday Options

Schedule Reference ID

Run Time User

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**Schedule**

\* Run Start Date

\* Run Start Time

\* Run Every (Number of Weeks):

\* Day(s) of the Week

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Intra Day

**Submit** **Save**

### Create Schedule

**Submit** **Save**

**Schedule Details**

\* Schedule Name

\* Event Type

\* Event Name

\* Schedule Interval

\* Holiday Options

Schedule Reference ID

Run Time User

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**Schedule**

\* Run Start Date

\* Run Start Time

\* Month(s) of the Year

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

\* Run

\* Day of the Month

Intra Day

**Submit** **Save**