



GOonline Biznes Export Letters of Credit module

The **Export Letters of Credit module** is designed to effectively manage this product. It provides access to all essential information and allows you to prepare and generate a cover letter and view scans of documents.

Changes introduced in the new version of the system:

- intuitive design and navigation simplifying cover letter completion (through validation and suggestions),
- summary of all letters of credit received (by currency),
- access to basic information and actions directly from the lists of letters of credit, orders and payments,
- flexible search and additional filters (e.g. by user),
- completion of individual field names in the order forms with SWIFT field numbers,
- option to add a comment for the bank.

The Export Letters of Credit module is located in the Trade Finance panel in GOonline

Once you enter the **Export Letters of Credit** module, the main screen will appear, showing a summary of active letters of credit broken down by currency.

From the main screen you can also access the cover letter form.

At the bottom of the main screen, you will find a menu with the following sections:

- List of L/Cs (by default, letters of credit with status "open" are displayed),
- List of orders
- Fees and commissions,
- Payment register.

The screenshot shows the BNP Paribas GOonline Biznes interface. On the left is a navigation menu with options: Accounts, Processing orders, Payments, File management, Cash, Cards, Deposits, Trade finance (selected), Own guarantees, Import letters of credit, and Export letters of credit. The main content area is titled 'Export letters of credit' and features a 'Create a cover letter' button. Below this is a 'Summary of export letters of credit' section. It displays 'Letters of credit (6)' and provides a breakdown by currency: Active letters of credit EUR: 3, Active letters of credit USD: 2, and Active letters of credit JPY: 1. A table shows the amounts and balances for each currency. At the bottom, there is a menu with four sections: List of letters of credit (7), List of orders, Fees and commissions, and Payment register.

Active letters of credit EUR: 3		Active letters of credit USD: 2		Active letters of credit JPY: 1	
Amount:	13 517 900,36 EUR	Amount:	112 933,98 USD	Amount:	11 123 852 JPY
Letters of credit balance:	13 519 990,21 EUR	Letters of credit balance:	124 227,38 USD	Letters of credit balance:	11 123 852 JPY

I. List of L/Cs

I.1 List of L/Cs

The list shows all company (or holding company) L/Cs, specifying:

- L/C opening date/ validity date,
- L/C number,
- Applicant,
- Opening bank,
- L/C amount and currency / amount with positive tolerance / balance,
- Status and information whether the L/C has been confirmed.

List of letters of credit (7) | List of orders | Fees and commissions | Payment register

Search Status **Open** Date of issue Date of expiry [Show more](#)

☐ Date of issue Letter of credit number Letter of credit applicant Issuing bank Amount Status
Date of expiry Issuing bank ref. number Amount with tolerance Confirmation
L/C balance Currency

By default, the status filter for L/Cs is set to 'Open'. Filters allow you to search for L/Cs based on specific parameters. For text filters, simply enter a fragment of the text you are looking for, e.g., digits of the L/C number. Filters can be combined.

List of letters of credit (7) | List of orders | Fees and commissions | Payment register

Search Status **Open** Date of issue Date of expiry [Show less](#)

Currency Amount from Amount to Amount with tolerance from
Amount with tolerance to L/C balance from L/C balance to Confirmation

RESET FILTERS

I.2 Further information and actions

After expanding the arrow on the right side of the screen, additional information about the specific L/C will be displayed. Buttons for the following actions will also appear:

- Download documents,
- Create cover letter,
- Details.

19.01.2026 20.03.2026	LCEXP/008413/26 5429010101524768	A and O S.A.	TRS HSBC TRADE SERVICES	59 200,00 USD 65 120,00 USD 65 120,00 USD	Open Unconfirmed	
Due date Payment delayed by 90 days	Date of L/C expiry 20.03.2026	Form of L/C Irrevocable transferable				
Available balance 62 676,00 USD	Discount No					
DOWNLOAD DOCUMENTS CREATE A COVER LETTER DETAILS						

1.3 L/C details

The **Details** tab is divided into sections. Navigation within it is facilitated by the menu on the right side of the screen.

On this page, you can find information about:

- Applicant and the Applicant's bank
- L/C number, type, amount and currency,
- L/C opening, advice and expiration date,
- attached copies of SWIFT messages.

LCEXP/008413/26

Letter of credit details

Fees and commissions

Payment register

i

Letter of credit details

Letter of credit number

LCEXP008413/26

21: Issuing bank ref. number

5429010101524768

49: Confirmation instruction

Unconfirmed

Letter of credit type and amount

40A: Letter of credit type

Irrevocable transferable

39A: Percentage of positive/negative tolerance

10%/ 10%

Accounting balance

65 120,00 USD

Available balance

62 676,00 USD

Letter of credit original amount

59 200,00 USD

32B: Letter of credit amount and currency

Amount with positive tolerance

59 200,00 USD

65 120,00 USD

Sum of completed payments

0,00 USD

Sum of all payments

2 444,00 USD

Deadlines

31C: Date of issue

19.01.2026

Advice date

23.01.2026

31D: Date of L/C expiry

20.03.2026

Due date

Payment delayed by 90 days

Applicant

50: Company

A and O S.A.

50: Address

qeuv qwegr bu7t2yb8r7y wepoj rf8ruy23r39\ Jf09w39

50: Country

Azerbaijan

When preparing documents, use the company name from field 50 in the SWIFT message - the name provided above may differ.

Beneficiary

59: Company

PRZEDSIĘBIORSTWO FIRMAS13 BRADA X X Z O.O.

59: Address

PRZEDSIĘBIORSTWO FIRMAS13 BRADA X X Z O.O. UL. PIETRASZKO - KOPCZYŃSKA

59: Country

Poland

Issuing bank

Bank name

TRS HSBC TRADE SERVICES

Bank address

999 KING KONG SQUARE 00-00 HONG KON

Bank country

Hong Kong

Letter of credit details

SWIFT: 20, 21, 49

Letter of credit type and amount

SWIFT: 40A, 32B, 39A

Deadlines

SWIFT: 31C, 31D

Applicant

SWIFT: 50

Beneficiary

SWIFT: 59

Issuing bank

Bank comments

SWIFT messages (1)

SWIFT messages (1)

File name	Added by	Date and time of adding
MT700	Bank	23.01.2026 • 10:27

[Download the PDF](#)

Other information about the selected L/C can be found in the adjacent tabs:

- Fees and commissions,
- Payment register.

LCEXP/008413/26

Letter of credit details

Fees and commissions

Payment register

II. List of orders

The **List of orders** (cover letters) displays all orders with their current statuses. A wide range of filters allows you to obtain precise information, depending on the user's needs.

List of letters of credit (7) **List of orders** Fees and commissions Payment register

Search

Status

Entry date

Currency

Show less

Amount from

Amount to

Authorised by

Entered by

RESET FILTERS

Orders can also be found in the **Order processing** module, after going to the **Export Letters of Credit** tab.

BNP PARIBAS

Accounts

Processing orders

Payments

File management

Cash

Cards

Deposits

Trade finance

Own guarantees

Import letters of credit

Export letters of credit

List of orders

Your handlings (76)

To do (76)

Rejected (1)

ALL

Transfers

Applications (4)

Agreements

Counterparties

MassPayment

MassDirectDebit

Import letters of credit (41)

Export letters of credit (31)

Search

LCEXP/008413/26

Status

Entry date

Currency

Show more

☐	Status change date Ent. date	Letter of credit number Order number	Letter of credit applicant	Amount Currency	Order kind	Status Signature	
☐	06.03.2026 06.03.2026	LCEXP/008413/26 -	ZIBO WOHUA TEXTILE CO., LTD.	123,00 USD	Cover letter	Entered -	

Records per page: 10

1-1 of 1 items

1

III. Fee and commissions

The list shows all costs for the selected L/C. They may have the following statuses: **collected**, **to be collected**, **cancelled**. The user can sort the list of fees and commissions according to selected filters and save it in the xls, csv or pdf format.

LCEXP/008413/26

Letter of credit details **Fees and commissions** Payment register

Fees and commissions

Status

Selected 2/3

Date

From the last 90 days

Amount from

Amount to

Show more

☐

Date

Fee title

Account number

Amount
Currency

Status

☐

06.03.2026

Execution of an unconfirmed letter of credit

93 1750 1093 0000 0000 0115 8748

350,00 PLN

To be charged

☐

06.03.2026

Issuing a presentation - abroad

93 1750 1093 0000 0000 0115 8748

300,00 PLN

To be charged

☐

06.03.2026

Deferral of payment of an unconfirmed letter of credit

93 1750 1093 0000 0000 0115 8748

750,00 PLN

To be charged

Records per page: 10

1-3 of 3 items

1

IV. Payment register

The list of payments allows you to obtain information about all recorded payments related to L/Cs. It includes information on the registration date and the payment date, the applicant, the amount and the payment status.

To view more information about a specific payment, click on the "Details".

LCEXP/008413/26

Letter of credit details						
Fees and commissions						
Payment register						
Payment register						
Status Selected 4/5	Registration date	Payment date	Amount from	Show more		
☐ Registr. date Paym. date	Payment number Issuing bank ref. number	Letter of credit applicant	Payment amount Currency	Discount Transfer	Assignment Status	
☐ 25.03.2026 09.06.2026 Due date Deferred payment	LCEXP/008413/26/P009 5429010101524768	A and O S.A. Form of L/C Irrevocable transferable	222.00 USD	Undiscounted Not transferred	Unassigned Registered	^
DETAILS						
☐ 05.03.2026 12.05.2026	LCEXP/008413/26/P004 5429010101524768	A and O S.A.	2 222.00 USD	Undiscounted Not transferred	Unassigned Accepted	v

LCEXP/008413/26/P004

i

Payment details

Accepted

Payment number

LCEXP/008413/26/P004

Letter of credit number

LCEXP/008413/26

Issuing bank reference number

5429010101524768

Payment date

12.05.2026

Foreign banks charges

1,11 USD

Credit account

87 1750 1093 0000 0000 0115 8759

Payment amount / credit amount

2 222,00 USD

2 220,89 USD

V. Cover letter - instructions

To complete an order:

- select "Create cover letter" from the main screen of the module

BNP PARIBAS

Accounts

Processing orders

Payments

File management

Cash

Cards

Deposits

Trade finance

Own guarantees

Import letters of credit

Export letters of credit

Export letters of credit

Create a cover letter

Summary of export letters of credit

Letters of credit (6)

Active letters of credit EUR: 3

Active letters of credit USD: 2

Active letters of credit JPY: 1

Amount: 13 517 900,36 EUR

Amount: 112 933,98 USD

Amount: 11 123 852 JPY

Letters of credit balance: 13 519 990,21 EUR

Letters of credit balance: 124 227,38 USD

Letters of credit balance: 11 123 852 JPY

List of letters of credit (7)

List of orders

Fees and commissions

Payment register

- or create it using the "Create cover letter" function directly from the list of letters of credit.

19.01.2026 20.03.2026	LCEXP/008413/26 5429010101524768	A and O S.A.	TRS HSBC TRADE SERVICES	59 200,00 USD 65 120,00 USD 65 120,00 USD	Open Unconfirmed
Due date Payment delayed by 90 days	Date of L/C expiry 20.03.2026	Form of L/C Irrevocable transferable			
Available balance 62 676,00 USD	Discount No				

[DOWNLOAD DOCUMENTS](#)
[CREATE A COVER LETTER](#)
[DETAILS](#)

This form allows you to fill in the required parameters of the letter of credit. The "Applicant" details will be pre-filled by default, depending on the current user settings. You can modify these settings.

Complete **all fields marked with an asterisk (*)**. If you enter data incorrectly, you will be notified by a message.

Just like in the **L/C details** section, a navigation menu will appear on the right side of the screen in the **Cover letter** form. This menu guides you through the consecutive sections of the order. It also displays information about the completeness of the entered data or any missing items.

Cover letter

Required fields are marked with an asterisk (*)

Company
FIRMA81709 SP. Z O.O.

Letter of credit number ✓

Letter of credit number*

LCEXP/008413/26

Letter of credit details ✓

Counterparty name
A and O S.A.

Issuing bank ref. number
5429010101524768

Date of issue
19.01.2026

Letter of credit available balance
62 676,00 USD

Beneficiary ✓

Company
PRZEDSIĘBIORSTWO FIRMA513 BRADA X X Z O.O.

Address
PRZEDSIĘBIORSTWO FIRMA513 BRADA X X Z O.O. UL. PIETRASZKO - KOPCZYŃSKA

Country
Poland

Letter of credit number ✓

Letter of credit details ✓

Beneficiary ✓

Contact to the beneficiary ✓

Documents

Documents instruction ✓

Settlement method ✓

Comments for the bank ✓

Complete the "Documents" section with the documents required under the advised letter of credit.

We have divided the documents section into subsections by document type (including: commercial, transport, insurance documents, certificates of origin, other), depending on the user's selection.

Documents

Documents amount*
 USD

Documents payment amount*
 USD

Commercial and financial documents

☐ Commercial invoice
☐ Packing list
☐ Bill of exchange [Promissory note]

Transport and insurance documents

☐ Bill of lading
☐ AWB
☐ CIM
☐ CMR
☐ SMGS
☐ Insurance documents

Certificates of origin and quality

☐ Certificate of origin
☐ Certificate of origin GSP Form A
☐ Analysis certificate
☐ Health certificate
☐ Beneficiary's certificate

Letter of credit number
Letter of credit details
Beneficiary
Contact to the beneficiary
Documents
Documents instruction
Settlement method
Comments for the bank

After selecting a specific document, a field will appear to enter the required number of originals and copies.

Commercial and financial documents

☒ Commercial invoice
Number of items*
 x

Number of originals*
 x

Number of copies*
 x

☐ Packing list
☐ Bill of exchange [Promissory note]

Transport and insurance documents

☒ Bill of lading
Bill of lading type*

Number of items*
 x

Number of originals*
 x

Number of copies*
 x

☐ AWB
☐ CIM
☐ CMR
☐ SMGS
☐ Insurance documents

Certificates of origin and quality

☒ Certificate of origin
Number of items*
 x

Number of originals*
 x

Number of copies*
 x

☐ Certificate of origin GSP Form A
☐ Analysis certificate
☐ Health certificate
☐ Beneficiary's certificate

Customs documents

☐ EUR 1
☐ ATA

Other documents

Letter of credit number
Letter of credit details
Beneficiary
Contact to the beneficiary
Documents
Documents instruction
Settlement method
Comments for the bank

The next element of the order is a mandatory field:

- **Documents instruction** - here, select one of the available options which will be displayed depending on the type of the letter of credit (confirmed or unconfirmed).

Documents instruction

- ☒ Please provide the bank issuing the letter of credit with the documents without checking their compliance
- ☐ Please check the compliance of the documents with the terms of the said letter of credit. Please contact us if you identify any discrepancies.
-  The check is not an obligation to pay of BNP Paribas Bank Polska S.A.
- ☐ Please check the compliance of the documents with the terms of the said letter of credit. Please contact us if you identify any discrepancies.

Another mandatory element of the order is specifying the **Settlement method** – in this section you should indicate the account to be credited with the payments under the letter of credit and the account to be debited with the fees and commissions.

Settlement method

Account to be credited

☐ Account in another bank

Please credit our account with the amount due.

Account number*

RACHUNEK WALUTOWY USD
87 1750 1093 0000 0000 0115 8759

USD 

Account to be debited

We authorise BNP Paribas Bank Polska S.A. to debit our account with the commissions and costs related to order execution.

Account number*

AUXILIARY ACCOUNT
29 1750 1093 0000 0000 1195 1538

PLN 

We accept debiting one of the accounts (in accordance with the fee currency) if the bank participating in the transaction requests the beneficiary to cover the costs, in accordance with the terms of the letter of credit.

Then you can fill in the optional field: **Comments for the bank** (for the bank's information only).

Once you have completed the sections indicated above, click the **Confirm** button. It leads to further steps in the process (taking into account user authorisation rights).

Comments for the bank

Comments for the bank

0 / 300 

[Open a larger editor](#)

[CANCEL](#)

[CONFIRM](#)

VI. Generating reports

In each tab of the module (List of L/Cs, List of orders, Fees and commissions, Payment register), you can generate reports on your own in the following formats: xls, csv or pdf.

List of letters of credit (7)

List of orders

Fees and commissions

Payment register

Search

Q

Status

Open

Date of issue

Date of expiry

Show more

Date of issue

Date of expiry

Letter of credit number

Issuing bank ref. number

Letter of credit applicant

Issuing bank

Amount

Amount with tolerance

L/C balance

Currency

Status

Confirmation

22.04.2026

10.05.2026

LCEXP/008423/26

1196NMLC00009

<

Application data

Company name
FIRMAB1709 SP. Z O.O.

Type of disposition

☐ Import Letter of Credit ☒ Export Letter of Credit

Export Letter of Credit number*

LCEXP/008413/26

Wording of disposition

0 / 300

Add attachment

Drag and drop the item here or [Select the file](#)

Maximum size of one file = 6MB | up to 30 files | Total size of files = 90MB

CANCEL

SAVE

APPROVE

Further actions and a status overview of the submitted applications are available in the **List of applications** tab.

Applications list

Applications (28) Drafts (0) Agreements (0)

Search...	Q	Date of entry From the last 30 days	Status	Type	Show more
☐ Date	Type	Title / Number	Status	Signature	
☐ 22.05.2026	Trade Finance	Letter of Credit - other disposition	Partially Sign		

Lista wniosków

Wniosk (27) Robocze (0) Umowy (0)

Szukaj...	Q	Data wprowadzenia Od ostatnich 90 dni	Status Wszystkie	Typ Wszystkie	Pokaż mniej (2)
Wprowadzony przez Wszystkie	Modulowany przez Wszystkie	Autoryzowany przez			
X ZRESEUJ FILTRY					
☐ Data wpro.	Typ	Tytuł / Numer	Status	Podpis	
☐ 17.04.2026	Finansowanie handlu	Akredytywa - Inna dyspozycja	W trakcie akceptacji		



BNP PARIBAS

BankDobrychDecyzji

BNP Paribas Bank Polska Spółka Akcyjna z siedzibą w Warszawie przy ul. Kasprzaka 2, 01-211 Warszawa, zarejestrowany w rejestrze przedsiębiorców Krajowego Rejestru Sądowego przez Sąd Rejonowy dla m. st. Warszawy w Warszawie, XIII Wydział Gospodarczy Krajowego Rejestru Sądowego pod nr KRS 0000011571, posiadający NIP 526-10-08-546 oraz kapitał zakładowy w wysokości 147 949 302 zł w całości wpłacony.