



Barclays iPortal Trade & Working Capital

Key Tasks – Admin Self-Serve Guide

August 2023

V4



Contents

Item	Slide(s)
1. Glossary	<u>4</u>
2. Introduction	<u>5 – 6</u>
3. Barclays iPortal User Profile	<u>7</u>
a. Create a New User Profile on Barclays iPortal	<u>8 – 11</u>
b. Assign Trade and Working Capital Role Profile	<u>12</u>
c. Review & Submit	<u>13</u>
4. Barclays iPortal Existing User Profile	<u>14</u>
a. Assign Trade and Working Capital Role Profile	<u>15 – 16</u>
b. Review & Submit	<u>17</u>
5. Barclays iPortal Trade and Working Capital Security Profile	<u>18</u>
a. Assign a Security Profile	<u>19 - 22</u>
b. Create a New Security Profile	<u>23 – 26</u>
6. Delete User	<u>27</u>
a. How to delete a User Profile on Barclays iPortal Trade and Working Capital	<u>28- 31</u>
7. Dual Authorisation	<u>32</u>
a. Barclays iPortal	<u>33-35</u>
b. Barclays iPortal Trade and Working Capital	<u>36-40</u>



Glossary



Glossary


Terminology	Description
Security Profiles	
▪ Client Admin	Client Admin role which can be used as the standard Admin role AFTER Self Admin is switched on.
▪ Client Admin Op All	Client user who is an admin as well as operator Inputter & Authoriser.
▪ Client Admin Op Auth	Client user who is an admin as well as operator Authoriser.
▪ Client Admin Op Inp	Client user who is an admin as well as operator Inputter.
▪ Client Admin View Only	Client user who is an Admin and can only View admin records. No access to transactions. All Admins from iPortal will be assigned this role during forward provisioning. Until self admin is switched on, no further setup is required for this user.
▪ Client Admin View Op All	Client user who is an Admin and operator, Inputter & Authoriser. This role allows user to view Admin records and perform all actions on transactions
▪ Client Admin View Op Auth	Client user who is an Admin and operator Authoriser. This role allows user to view Admin records and authorise transactions
▪ Client Admin View Op Inp	Client user who is an Admin and operator Authoriser. This role allows user to view Admin records and input transactions
▪ Client No Access	Starter role for an operator who is forward provisioned. This role allows the user to land into Trade portal but gives no access within the application. The Admin will need to update the Users' profile to the correct Client Operator profile.
▪ Client Op All	Client User who is an operator with all Operator permissions to input, authorise and view transactions. No Admin access
▪ Client Op Auth	Client User who is an operator with access to Authorise transactions
▪ Client Op Input	Client User who is an operator with access to input transactions
▪ Client Op View Only	Client User who is an operator with access to view transactions
▪ Self Admin	The correct Security profile for Admins will be assigned by the bank during set-up



Introduction



Introduction

- **Barclays iPortal Trade and Working Capital**
 - Allows clients to submit instructions digitally for multiple approved products and provides real-time information.
- **User**
 - Admins with appropriate security rights can view, enter, or modify information for a user's User Profile.
- **Security profile**
 - Security profiles are a mechanism to set access levels for users. Enter and save security profiles in the Reference Data Area with Security Profiles. After a security profile has been defined and saved it can be associated it with one or more users.
- On any page, if you require help click on the  icon, on the top right hand side of the page that you are viewing, this opens up a new window displaying help for the current page.



Barclays iPortal User Profile

Create a New User Profile, Assign Trade and Working Capital Role Profile, Review & Submit



Barclays iPortal User Profile

Create a new User Profile

The screenshot shows the Barclays iPortal user profile page. At the top left is the Barclays logo. The navigation menu includes Home, To Do, FX, Reports, Administration (highlighted with a blue box containing the number '1'), and Trade and Working Capital. On the right, there are links for Messages, Notifications, Profile, and Logout. Below the navigation, the page displays a 'Welcome' message and the user's last login time: 'You last logged in on 11/01/2023 13:51:57 GMT'. The main content area is divided into several sections: 'Action Items' with a table listing Authorisation (0), Repair (0), and Draft (1); 'Need Assistance' with a 'Read more' button; 'Latest News' with two news items and a 'View More' button; 'Fraud and Security' with a 'See latest scams' button; and 'Business Insights' with a 'Learn more' button.

1. Click on Administration

Barclays iPortal User Profile

Create a new User Profile cont.



Home To Do FX Reports Administration Help and Forms Trade and Working Capital

Client settings

View client

Users **2**

Role profiles

Workflows

Device readers

Statement preferences

Payment/reporting preferences

Personal preferences

Preferences

Memorable word and passcode

Manage my mobile devices

Open banking connections

Manage connections

Account connections history

Payment connections history

Sweeping payment connections

2. Click on Users

Barclays iPortal User Profile

Create a new User Profile cont.

✉ M

Trade and Working Capital

SIT100

- View client
- Users**
- Role profiles
- Workflows
- Device readers
- Settings

- Admin reports
- Audit report
- Outstanding activity report

User List

You can select an existing client user to manage or click Add New User to add a new one. [Add New User](#)

Additional setup is required for the products listed in this section as the role profile assignment will only enable the service. To manage the permissions associated with that service you will need to update these within the product themselves. Please use the links below to manage the appropriate product. [Manage Barclays.Net](#)

Sort: First Name a-z | Status: All | Search User: Search by Name, PURN, Status, Mobile...

(1 - 25) of 26 Users listed < 1 of 2 >

2. Click on Add New User

Barclays iPortal User Profile

Create a new User Profile cont.

1 Details **2** Role Profiles **3** Review

3

3

4

New User : Details INACTIVE NEW DEVICE

You can create New User here.
To add New User please enter all mandatory details for the New User and click "Next" button.

* Required Fields

User Type

User

System Administrator

View Authorise Input
System Administrator will have default viewer rights.

Personal Details

* Title
Mr

* First Name
Chris

Middle Initial(s)

* Last Name
Smith

Address details:

* Country
United Kingdom (GB)

* Company Name
ABC Limited

* Address line 1
123

* Address line 2
London Street

* Town/City
London

State/County

* Zip / Post Code
E14 5HP

Contact details:

* Telephone
+44 (GB) 1234567890

* Mobile
+44 (GB) 1234567890

* Email
Chris.smith@abc.co.uk

Security details

* Authentication Method
 Gemalto Smart Card Hitachi Biometric Smart SIM

* Security Contact
Trade Iron man

Address line 1 Telephone :
Address line 2 : Mobile :
Town/City : 1 Company Name :
State/County : Email :
Postcode :

Delivery Method
Premium

Cancel Save as Draft Next

3. Working through all of the sections, complete fields as required (any mandatory fields are marked with *).

4. Click on Next

Barclays iPortal User Profile

Assign Trade and Working Capital Role Profile

Trade and Working Capital

SIT100
View client
Users
Role profiles
Workflows
Device readers
Settings
Admin reports
Audit report
Outstanding activity report

1 — 2 — 3
Details Role Profiles Review

Assign Role Profiles to New user

You can assign Role Profiles to New user by turning the Toggle button on or off.

Filter Role Profile: All Roles
Search Role Profile: Search for Role Profile

14 Role Profiles listed

- Account Management
- Cash Management - Barclays.Net
- FX Information
- Liquidity
- Third Party Permissions
- Trade and Working Capital**

1 Role Profile listed

Default - Trade and Working Capital
This role provides access to Trade and Working ... Trade and Working Capital Users Associated: 22

Back Cancel Save as Draft Next

5. Click on the  against Trade and Working Capital

6. Slide the dial to turn the role profile On

7. Click on Next

Trade and Working Capital

1 Role Profile listed

Default - Trade and Working Capital
This role provides access to Trade and Working ... Trade and Working Capital Users Associated: 22

Back Cancel Save as Draft Next

Barclays iPortal User profile

Review & Submit

Trade and Working Capital

SIT100

- View client
- Users**
- Role profiles
- Workflows
- Device readers
- Settings
- Admin reports
 - Audit report
 - Outstanding activity report

1 — 2 — 3
Details — Role Profiles — Review

Details Edit

User Status Added
Status: INACTIVE NEW DEVICE

User Type & Personal Details Added
User Type: User Purn: Title: MR
iPortal ID: First Name: Christopher Middle Initial(s):
Last Name: Smith

Address Added
Country: GB Company Name: ABC Limited
Address Line 1: 123 Address Line 2: London Road
Town/City: London State/Country:
Post Code: EC1A 9HP

Contact Information Added
Telephone: +44 (GB) 1234567890 Mobile: +44 (GB) 1234567890
Email: chris.smith@abc.co.uk

Security Details Added
Device Type: Gemalto Smart Card Delivery Method: Premium
Security Contact: Trade Iron man Mobile: +44 (GB) 887665544
Email: tradeclient@gmail.com Country: United Kingdom
Company Name: abc Limited Address Line 1:
Address Line 2: 123 Town/City: London
State/Country: Postal Code: EC1A 9HP

Assigned Role Profiles Edit

1 Role Profile listed

Default - Trade and Working Capital Added
This role provides access to Trade and Working ...

Back Cancel Save as Draft Submit

8

8. Review and Submit

Please note: Dependent on client set up, dual authorisation may be required. Please refer to [Page 33](#).

Please note: Once the User is assigned the Trade and Working Capital Role Profile, they will have view only access to Barclays iPortal Trade and Working Capital.

Tip: Once a new user is added they will be in 'inactive new device' status so the Admin will need to go in and click 'Activate User' to change the status. The card/pin will already be active when they are sent out so we advise clients not to activate the user until both card/pin has been received.



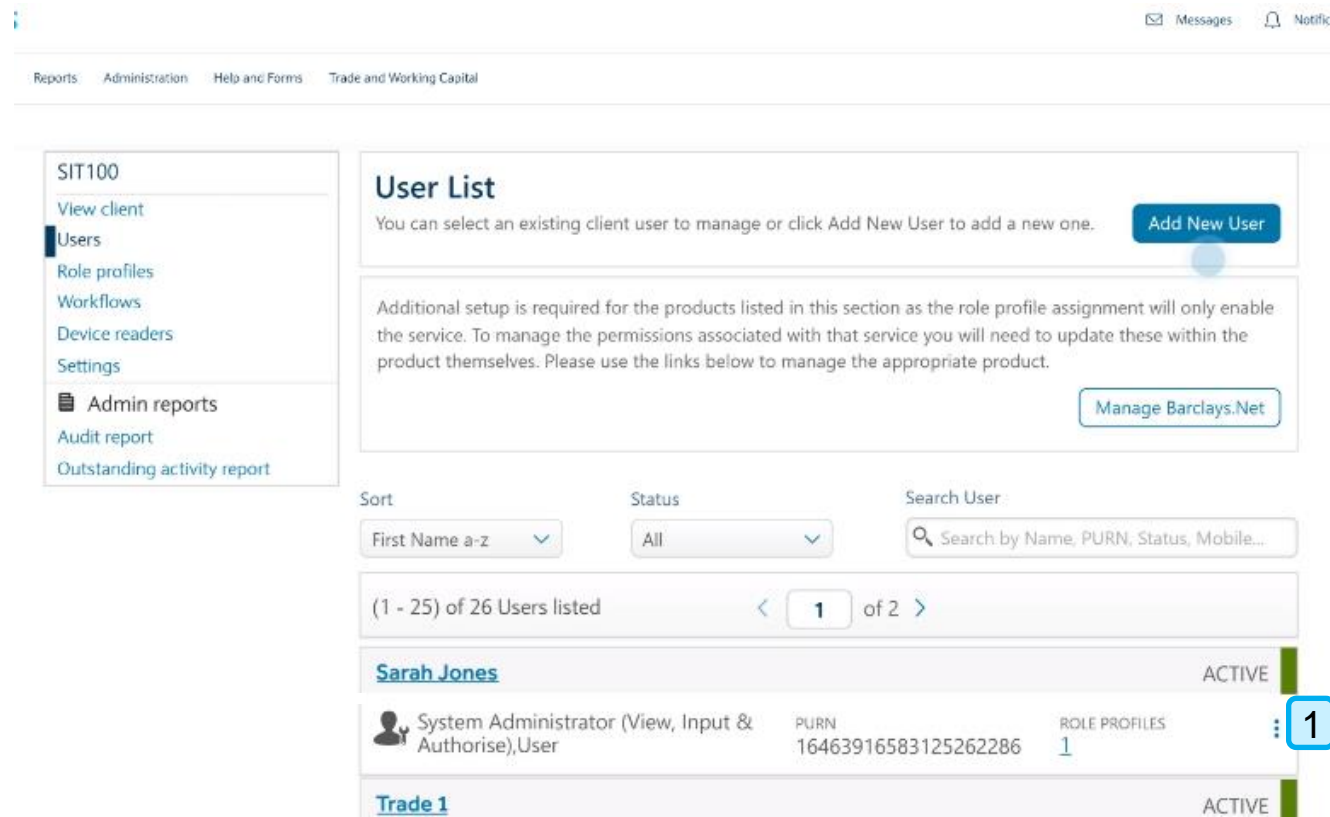
Barclays iPortal Existing User Profile

Assign Trade and Working Capital Role Profile, Review & Submit



Barclays iPortal Existing User Profile

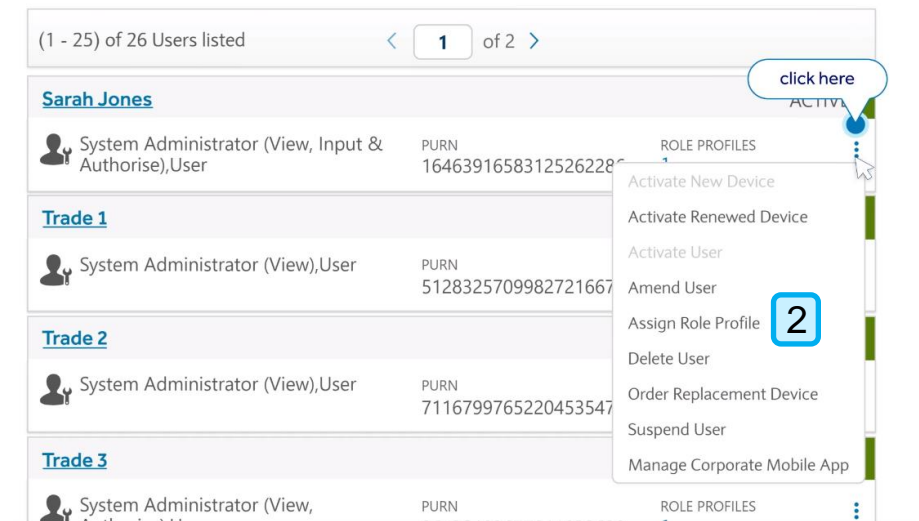
Assign Trade and Working Capital Role Profile



The screenshot shows the 'User List' page in the Barclays iPortal. On the left is a navigation menu with options like 'View client', 'Users', 'Role profiles', 'Workflows', 'Device readers', 'Settings', 'Admin reports', 'Audit report', and 'Outstanding activity report'. The main content area has a 'User List' header and an 'Add New User' button. Below this is a message about additional setup for products. A 'Manage Barclays.Net' button is also present. At the bottom, there are filters for 'Sort' (First Name a-z) and 'Status' (All), and a search bar. A table of users is displayed, with the first row for 'Sarah Jones' highlighted. A blue circle with the number '1' is placed over the vertical ellipsis icon on the right side of the 'Sarah Jones' row.

Sort	Status	Search User
First Name a-z	All	Search by Name, PURN, Status, Mobile...
(1 - 25) of 26 Users listed		
Sarah Jones	ACTIVE	
System Administrator (View, Input & Authorise),User	PURN 16463916583125262286	ROLE PROFILES 1
Trade 1	ACTIVE	

1. Click on the vertical ellipsis against the relevant User
2. Click on Assign Role Profile



This close-up shows the 'Sarah Jones' row from the user list. A blue circle with 'click here' points to the vertical ellipsis icon. A dropdown menu is open, showing options: 'Activate New Device', 'Activate Renewed Device', 'Activate User', 'Amend User', 'Assign Role Profile' (highlighted with a blue circle and the number '2'), 'Delete User', 'Order Replacement Device', 'Suspend User', and 'Manage Corporate Mobile App'. The 'Assign Role Profile' option is the target of the second step in the instructions.

Sarah Jones	ACTIVE	
System Administrator (View, Input & Authorise),User	PURN 16463916583125262286	ROLE PROFILES 1
Trade 1		
System Administrator (View),User	PURN 5128325709982721667	
Trade 2		
System Administrator (View),User	PURN 7116799765220453547	
Trade 3		
System Administrator (View,	PURN	ROLE PROFILES

Barclays iPortal Existing User profile

Assign Trade and Working Capital Role Profile cont.

Trade and Working Capital

SIT100
View client
Users
Role profiles
Workflows
Device readers
Settings
Admin reports
Audit report
Outstanding activity report

1 — 2 — 3
Details Role Profiles Review

Assign Role Profiles to New user

You can assign Role Profiles to New user by turning the Toggle button on or off.

Filter Role Profile: All Roles
Search Role Profile: Search for Role Profile

14 Role Profiles listed


- Account Management
- Cash Management - Barclays.Net
- FX Information
- Liquidity
- Third Party Permissions
- Trade and Working Capital**

1 Role Profile listed

Default - Trade and Working Capital

This role provides access to Trade and Working ... **Trade and Working Capital** OFF
Users Associated: [22](#)

Back Cancel Save as Draft Next

3. Click on the  against Trade and Working Capital
4. Slide the dial to turn the role profile On
5. Click on Next

Trade and Working Capital

1 Role Profile listed

Default - Trade and Working Capital

This role provides access to Trade and Working ... **Trade and Working Capital** ON
Users Associated: [22](#)

Back Cancel Save as Draft Next

Barclays iPortal Existing User profile

Review & Submit

Trade and Working Capital

SIT100

- View client
- Users
- Role profiles
- Workflows
- Device readers
- Settings
- Admin reports
 - Audit report
 - Outstanding activity report

1 Details 2 Role Profiles 3 Review

Details Edit

User Status Added

Status: INACTIVE NEW DEVICE

User Type & Personal Details Added

User Type: User Purn: Title: MR
iPortal ID: First Name: Christopher Middle Initial(s):
Last Name: Smith

Address Added

Country: GB Company Name: ABC Limited
Address Line 1: 123 Address Line 2: London Road
Town/City: London State/Country:
Post Code: EC1A 5HP

Contact Information Added

Telephone: +44 (GB) 1234567890 Mobile: +44 (GB) 1234567890
Email: chris.smith@abc.co.uk

Security Details Added

Device Type: Gemalto Smart Card Delivery Method: Premium
Security Contact: Trade Iron man Mobile: +44 (GB) 887665544
Email: tradeclient@gmail.com Country: United Kingdom
Company Name: abc Limited Address Line 1: London Road
Address Line 2: 123 Town/City: London
State/Country: Post Code: EC1A 5HP

Assigned Role Profiles Edit

1 Role Profile listed

Default - Trade and Working Capital Added

This role provides access to Trade and Working ...

Back Cancel Save as Draft Submit

6

6. Review and Submit

Please note: Dependent on client set up, dual authorisation may be required. Please refer to [Page 33](#).

Once the User is assigned the Trade and Working Capital Role Profile, they will have view only access to Barclays iPortal Trade and Working Capital.



Barclays iPortal Trade and Working Capital Security Profile

Assign a Security Profile, Create a new Security Profile



Barclays iPortal Trade and Working Capital Security Profile

Assign a Security profile

Home To Do FX Reports Administration Help and Support Trade and Working Capital **1** Barclays.Net

Welcome You last logged in on 11/07/2023 13:51:57 GMT

Action Items	
Authorisation	0
Repair	0
Draft	1

Latest News

- [Christmas and New Year 2018/19 Payment Processing](#)
20 December 2018 10:00 GMT
- [Attention: Update on Trickbot malware attack method using Byuk ransomware](#)
19th December 2018 15:00 GMT

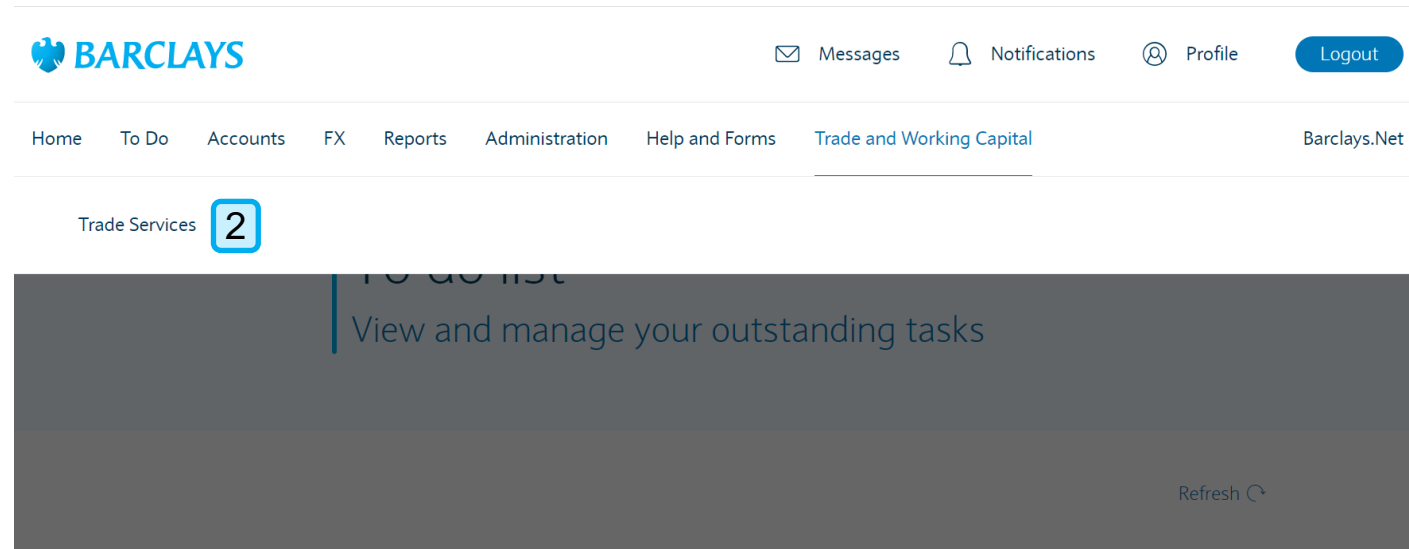
Fraud and Security
Help protect your business from fraud.
[See latest scams](#)

Business Insights
Information and advice to help your business going forward.
[Learn more](#)

1. Click on Trade and Working Capital

Barclays iPortal Trade and Working Capital Security Profile

Assign a Security profile cont.



The screenshot shows the top navigation bar of the Barclays iPortal. On the left is the Barclays logo. To its right are links for Messages, Notifications, and Profile, followed by a Logout button. Below this is a secondary navigation menu with links for Home, To Do, Accounts, FX, Reports, Administration, Help and Forms, and Trade and Working Capital (which is underlined). The text 'Barclays.Net' is on the far right. In the 'Trade Services' section, a blue square with the number '2' is overlaid on the text. Below the navigation is a dark grey panel with the text 'View and manage your outstanding tasks' and a 'Refresh' button with a circular arrow icon.

2. Click on Trade Services

Barclays iPortal Trade and Working Capital Security Profile

Assign a Security profile cont.

The screenshot shows the Barclays iPortal interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and links for Home, 54(70) messages, 697 notifications, Help, and Logout. Below this is a secondary navigation bar with 'New Instruments', 'Transactions', 'Accounts', 'Reports', 'Reference Data' (highlighted with a blue circle and the number 3), and 'My Links'. The main content area is titled 'Home' and contains several widgets: 'Discrepancy Notices' (0 New, 6 Read, 0 In Progress), 'Tracers' (52 New, 4 Read, 0 Drafts), 'Transactions for Authorization' (59 Transactions), and 'Transactions for Processing' (253 Transactions). A dropdown menu is open under 'Reference Data', listing 'My Organisation's Profile', 'Address Book', 'Phrases', 'Users' (highlighted with a blue circle and the number 4), 'Threshold Groups', 'Security Profiles', 'Work Groups', 'Notification Rule', 'Template Groups', and 'Templates'. Below the widgets is a 'Mail Messages' section with a table of messages.

Date & Time	Subject	Reference	Status	Assigned To	Party
12 Dec 2022 05:52 pm	Create Tracers: UKTIDC21100249M - 4 Inward C...		Received		retest
12 Dec 2022 05:52 pm	Create Tracers: UKTIDC21101224M - 3 Inward C...		Received		trade form testing
09 Dec 2022 05:30 pm	Create Tracers: UKTIDC21102045M - 2 Inward C...		Received		add
09 Dec 2022 05:30 pm	Create Tracers: UKTIDC21100222M - 2 Inward C...	123123	Received		abc pvt ltd
09 Dec 2022 05:12 pm	Create Tracers: UKTIDC21100896M - 3 Inward C...		Received		test

3. Click on Reference Data

4. Click on Users

Please note: the User list will pull through from Barclays iPortal

Barclays iPortal Trade and Working Capital Security Profile

Assign a Security profile cont.

BARCLAYS Trade Services

Home | 54(70) | (705) | Help | Logout

New Instruments | Transactions | Accounts | Reports | Reference Data | My Links

Users

User ID	Last Name	First Name	Security Profile	Threshold Group	Work Group	Admin/Non-Admin
sarjon1234	Sarah	Jones	Client Admin Op All			Non-Admin
maxi0356	Max	Smith	Client Admin Op All			Non-Admin
annsimon5642	Anne	Simons	Client Admin Op All			Non-Admin
jjackard1122	Jack	Edwards	Client Admin Op All			Non-Admin
alexlee6789	Alex	Lee	Client Admin Op All			Admin
martin9803	Joseph	Martin	Client Admin Op All			Non-Admin

Total Count: 6

5. Select relevant User

Tip: Refer to Glossary for descriptions of the existing Security Profiles

6. Complete any mandatory fields (marked with *), and assign the relevant Security Profile to User

7. Select Save or Save & Close once complete. Notes: i. Close will not save the Security Profile being created. ii. Dependent on user set up dual authorisation may be required. Please refer to [Page 36](#).

3. Assigned To

User Role
Non-Admin

* Security Profile

- Client Admin
- Client Admin Op All
- Client Admin Op Auth
- Client Admin Op Inp
- Client Admin View Only
- Client Admin View Op All
- Client Admin View Op Auth
- Client Admin View Op Inp
- Client No Access
- Client Op All
- Client Op Auth
- Client Op Input
- Client Op View Only

Work Group
Not selecting a Work Group indicates that the user may not be able to authorise instrument types that require two users from different work groups.

Restricted User Template

4. P

8. Report Categories

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save

Save & Close

Delete

Close

Barclays iPortal Trade and Working Capital Security Profile

Create a new Security profile

The screenshot shows the Barclays iPortal Trade Services interface. The top navigation bar includes the Barclays logo, 'Trade Services', and links for Home, 54(70) messages, 697 notifications, Help, and Logout. The user's last sign-in is noted as 14 December 2022 at 02:49:34 GMT. The main navigation menu is open, highlighting 'Reference Data' with a red '1'. A dropdown menu for 'My Organisation's Profile' is visible, with 'Security Profiles' highlighted by a red '2'. Other menu items include Address Book, Phrases, Users, Threshold Groups, Work Groups, Notification Rule, Template Groups, and Templates. The dashboard shows various widgets: Discrepancy Notices (0 New, 6 Read, 0 In Progress), Tracers (52 New, 4 Read, 0 Drafts), Transactions for Processing (253 Transactions), and Transactions for Authorization (59 Transactions). Below the dashboard is a 'Mail Messages' section with a table of messages.

Date & Time	Subject	Reference	Status	Assigned To	Party
12 Dec 2022 05:52 pm	Create Tracers: UKTIDC21100249M - 4 Inward C...		Received		retest
12 Dec 2022 05:52 pm	Create Tracers: UKTIDC21101224M - 3 Inward C...		Received		trade form testing
09 Dec 2022 05:30 pm	Create Tracers: UKTIDC21102045M - 2 Inward C...		Received		add
09 Dec 2022 05:30 pm	Create Tracers: UKTIDC21100222M - 2 Inward C...	123123	Received		abc pvt ltd
09 Dec 2022 05:12 pm	Create Tracers: UKTIDC21100896M - 3 Inward C...		Received		test

1. Click on Reference Data

2. Click on Security Profiles

Important: The existing list of Security Profiles should be sufficient for your User set up, please only create a new security profile in exceptional cases

Tip: You will need to create the New Security Profile first before you can assign it to a User

Barclays iPortal Trade and Working Capital Security Profile

Create a new Security profile cont.

3. Click on New

Security Profiles

Show [10](#) [20](#) [30](#) [New](#) **3**

Name	Added By	Admin/Non-Admin
Client Admin	Bank	Admin
Client Admin Op All	Bank	Admin
Client Admin Op Auth	Bank	Admin
Client Admin Op Inp	Bank	Admin
Client Admin View Only	Bank	Admin
Client Admin View Op All	Bank	Admin
Client Admin View Op Auth	Bank	Admin
Client Admin View Op Inp	Bank	Admin
Client No Access	Bank	Non-Admin
Client Op All	Bank	Non-Admin
Client Op Auth	Bank	Non-Admin
Client Op Input	Bank	Non-Admin
Client Op View Only	Bank	Non-Admin

Barclays iPortal Trade and Working Capital Security Profile

Create a new Security profile cont.

BARCLAYS Trade Services Barclays Portal Customer UA... Home | 54(70)

New Instruments Transactions Accounts Reports Reference Data

Security Profile

New Security Profile

* indicates required field

1. General

* Security Profile Name: Set A Profile * Security Profile Classification: NON_ADMIN

2. Messages

No Access

Users can work with messages for subsidiaries/branches

	Delete	Create / Reply	Send to Bank	Route	Attach Document(s)	Delete Document(s)
Mail Messages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pre-Debit Notifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discrepancy/ATP Approval Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Instruments

No Access

Users can work with instruments for subsidiaries/branches

Select All Select None

	Create / Modify	Delete	Route	Checker	Send For Repair	Authorise	Authorise Offline	Process Purchase Orders	Upload File	Process Invoices
Instruments										
Air Waybill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval to Pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Send Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export Letter of Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Letter of Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outgoing Guarantee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outgoing Standby Letter of Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request to Advise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipping Guarantee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Between Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transactions										
Discrepancy/Approval to Pay Response Transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settlement Instruction Message and Response Transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Allow Users to Attach Document(s)

Allow Users to Delete Document(s)

4

4. Receivables/Payables Management

No Access

Users can work with instruments for subsidiaries/branches

Select All Select None

	Match	Route	Authorise	Authorise Offline	Approve Discount & Authorise	Approve Discount & Authorise Offline	Add Buyer to Payment
Receivables Management Match Notice and Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Dispute/Undispute	Close	Finance
Receivables Management Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Authorise	Authorise Offline	Apply Payment Date	Clear Payment Date	Apply Adjusted Payment Amount	Reset Adjusted Payment Amount	Modify Send to Supplier Date	Reset Send to Supplier Date
Payables Management Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Approve Financing	Authorise	Authorise Offline	Remove From Group	Delete	Assign Instrument Type	Assign Loan Type
Uploaded Invoices-Receivables Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Create Loan Request	Apply Payment Date	Clear Payment Date	Decline Invoice
Uploaded Invoices-Receivables Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Request Purchase	Authorise	Authorise Offline	Remove Purchase	Delete	View Only
Uploaded Invoices-Receivables Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Authorise	Authorise Offline	Delete	Assign Instrument Type	Create Loan Request	Assign Loan Type	Create Approval to Pay
Uploaded Invoices-Payables Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Apply Payment Date	Clear Payment Date	Apply Adjusted Payment Amount	Reset Adjusted Payment Amount	Modify Send to Supplier Date	Reset Send to Supplier Date	Decline Invoice
Uploaded Invoices-Payables Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Authorise	Authorise Offline	Delete	Close	Manually Apply	Manually Unapply	Approve Credit Note	Decline Credit Note
Payables Credit Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Select None

	Invoices Offered	History	Accept Offer	Authorise Offer	Decline Offer	Assign Future Value Date	Remove Future Value Date	Remove Invoice	Reset To Offered
Supplier Portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Complete any mandatory fields (marked with *), and the access rights that you would like to grant the profile in the following boxes 1-8 for the Security Profile being created.

Barclays iPortal Trade and Working Capital Security Profile

Create a new Security profile cont.

5. Direct Debits

No Access

Users can work with instruments for subsidiaries/branches

Select All Select None

Create / Modify Delete Route Authorise Authorise Offline Upload File

Direct Debit Instructions

6. Invoice/Credit Note Processing

No Access

Select All Select None

Upload View Uploaded Remove Failed

Invoice/Credit Note Processing

7. Reports

No Access

	No Access	View Only	View & Maintain
Custom Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Reference Data

No Access

	No Access	View Only	View & Maintain	
My Organisation's Profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
View TPS Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Foreign Exchange Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instrument Templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Create Fixed Payment Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notification Rule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Address Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Create new Address Book entries during transaction entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Panel Authorisation Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Payment File Definitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phrases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security Profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Allow 'Save All' for Security Profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Template Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Threshold Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Users	No Access	View Only	View/Maintain	Add/View/Maintain

Purchase Order-Related Reference Data

LC Creation Rules

ATP Creation Rules

PO Definitions

Invoice Management-Related Reference Data

Trading Partner Rules

Invoice Definitions (only Bank Admin users can view and maintain)

ATP Creation Rules

Loan Request Creation Rules

ERP GL Codes

Discount Codes

9. Conversion Centre

No Access

Select All Select None

Section Shortcuts

1. General
2. Messages
3. Instruments
4. Receivables/Payables Management
5. Direct Debits
6. Invoice/Credit Note Processing
7. Reports
8. Reference Data

Quick Links

Collapse All

Hide Tips

Back To Top

Save

Save & Close

Close

5

5. Select Save or Save & Close once complete.

Notes: i. Close will not save the Security Profile being created. ii. Dependent on user set up dual authorisation may be required. Please refer to [Page 36](#).



Delete User

How to delete a User Profile on Barclays iPortal



Delete User

How to delete a User Profile on Barclays iPortal

The screenshot shows the Barclays iPortal interface. At the top left is the Barclays logo. The navigation menu includes Home, To Do, FX, Reports, Administration (highlighted with a blue circle and the number '1'), and Support. The main content area is titled 'Welcome' and displays several sections: 'Action Items' with a table listing 'Authorisation' (0), 'Repair' (0), and 'Draft' (1); 'Latest News' with two articles; 'Need Assistance' with a 'Read more' button; 'Fraud and Security' with a 'See latest scams' button; and 'Business Insights' with a 'Learn more' button. The user's last login time is shown as 11/01/2023 13:51:57 GMT.

1. Click on Administration

Delete User

How to delete a User Profile on Barclays iPortal cont.



Home To Do FX Reports Administration Help and Forms Trade and Working Capital

Client settings

View client

Users **2**

Role profiles

Workflows

Device readers

Statement preferences

Payment/reporting preferences

Personal preferences

Preferences

Memorable word and passcode

Manage my mobile devices

Open banking connections

Manage connections

Account connections history

Payment connections history

Sweeping payment connections

2. Click on Users

Delete User

How to delete a User Profile on Barclays iPortal cont.

User List
You can select an existing client user to manage or click Add New User to add a new one. [Add New User](#)

Additional setup is required for the products listed in this section as the role profile assignment will only enable the service. To manage the permissions associated with that service you will need to update these within the product themselves. Please use the links below to manage the appropriate product.

[Manage Barclays.Net](#) [Manage Merchant Service](#)

Sort: First Name a-z | Status: All | Search User: Search by Name, PURN, Status, Mobile...

1 Users listed

John Smith	ACTIVE	
System Administrator (View, Input & Authorise),User	PURN 9980000006052900000	ROLE PROFILES 0

- Activate New Device
- Activate Renewed Device
- Activate User
- Amend User
- Assign Role Profile
- Delete User
- Order Replacement Device
- Suspend User**
- Update Image Pay ID
- Manage Corporate Mobile App

- 3. Click on the vertical ellipsis against the relevant User
- 4. Click on **Suspend User**
- 5. Once you suspend the User, this message will appear and then will disappear after a few seconds. The user status will then change from Active to Inactive.

User List
You can select an existing client user to manage or click Add New User to add a new one. [Add New User](#)

Additional setup is required for the products listed in this section as the role profile assignment will only enable the service. To manage the permissions associated with that service you will need to update these within the product themselves. Please use the links below to manage the appropriate product.

[Manage Barclays.Net](#) [Manage Merchant Service](#)

Sort: First Name a-z | Status: All | Search User: Search by Name, PURN, Status, Mobile...

1 Users listed

John Smith	ACTIVE	
System Administrator (View, Input & Authorise),User	PURN 9980000006052900000	ROLE PROFILES 0

This User cannot be actioned because provisioning is in progress. Please [click here](#) to refresh.

Delete User

How to delete a User Profile on Barclays iPortal Trade and Working Capital cont.

User List
You can select an existing client user to manage or click Add New User to add a new one. [Add New User](#)

Additional setup is required for the products listed in this section as the role profile assignment will only enable the service. To manage the permissions associated with that service you will need to update these within the product themselves. Please use the links below to manage the appropriate product.

[Manage Barclays.Net](#) [Manage Merchant Service](#)

Sort: Status: Search User:

1 Users listed

John Smith	INACTIVE
System Administrator (View, Input & Authorise),User	PURN 998000000605290000
	ROLE PROFILES
	Activate New Device
	Activate Renewed Device
	Activate User
	Amend User
	Assign Role Profile
	6 Delete User
	Order Replacement Device

6. Repeat step 1 & then select Delete User

7. Click on OK

Please note: Dependent on client set up, dual authorisation may be required. Please refer to [Page 33](#).

Delete Confirm
Are you sure you want to permanently delete John Smith ?

7



Dual Authorisation

Barclays iPortal



Dual Authorisation Barclays iPortal

BARCLAYS

Messages Notifications Profile Logout

Home To Do **1** Reports Administration Help and Support Trade and Working Capital Barclays.Net

Welcome

You last logged in on 11/01/2023 13:51:57 GMT

Action Items	
Authorisation	0
Repair	0
Draft	1

Need Assistance
Open our help pages to gain help and assistance with using iPortal
[Read more](#)

Latest News
[Christmas and New Year 2018/19 Payment Processing](#)
20 December 2018 10:00 GMT
[Attention: Update on Trickbot malware attack method using Ryuk ransomware](#)
19th December 2018 15:00 GMT
[View More](#)

Fraud and Security
Help protect your business from fraud.
[See latest scams](#)

Business Insights
Information and advice to help your business going forward.
[Learn more](#)

1. Click on To Do

Dual Authorisation

Barclays iPortal cont.



Home To Do **2** nts Payments Loans Reports Administration Help and Support Trade and Working Capital

Authorise Repair Draft

<input checked="" type="checkbox"/>	USER ID	USER NAME	CLIENT NAME	USER STATUS	PURN	USER TYPE
<input checked="" type="checkbox"/>	4011136435	John Smith	Business Change Te...	Deleted	998000000605290...	System Administr...

1 of 1 selected

[Send to Repair](#) [Reject](#) [Authorise](#) **3**

4. Click on Confirm

2. Click on Authorise

3. Click on:

- Send to Repair**- If there are any discrepancies you can send back to the first administrator to repair
- Reject**- if you do not approve the User
- Authorise**- to approve the User

You will authorise (1) User

Client User Pending Authorisation [1]

John Smith
4011136435

USER TYPE
System Administrator (View, Input & Authorise),User


PURN	CLIENT	COUNT OF ROLE PROFILE
9980000006052900001	Business Change Test Client	0

[Back](#) [Confirm](#) **4**

Dual Authorisation

Barclays iPortal cont.




 Profile

[Logout](#)

[Home](#) [To Do](#) [Accounts](#) [Payments](#) [Loans](#) [Reports](#) [Administration](#) [Help and Support](#) [Trade and Working Capital](#)

| Authorise

 You have successfully Authorised 1 User

You can track the item status in activity

[View Item](#)

Dual Authorisation

Barclays iPortal Trade and Working Capital

BARCLAYS Trade Services Barclays Portal Customer UA... Home | 54(70) | (697) | Help | Logout

Last Sign-In: 14 December 2022 at 02:49:34 GMT

New Instruments ▾ Transactions ▾ Accounts Reports ▾ Reference Data ▾ **1** My Links

Home

- Discrepancy Notices**
 - 0 New
 - 6 Read
 - 0 In Progress
- Tracers**
 - 52 New
 - 4 Read
 - 0 Drafts
- Pre-Debit Notifications**
 - 0 New
 - 0 Read
 - 0 In Progress
- Returned by Bank**
 - 0 Transactions
- Transactions for Processing**
 - 253 Transactions
- Transactions for Authorization**
 - 59 Transactions

1. Click on Reference Data

Dual Authorisation

Barclays iPortal Trade and Working Capital cont.

2. Click on Approve Reference Data

The screenshot shows the Barclays iPortal interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and 'Barclays Portal Customer UA...'. On the right, there are links for 'Home', '104(134)', '(1081)', and 'Help', along with a 'Logout' button. Below this, the user is identified as 'Barclays UAT' with a 'Last Sign-In: 21 February 2023 at 05:46:27 GMT'. The main navigation bar includes 'New Instruments', 'Transactions', 'Accounts', 'Reports', and 'Reference Data'. The 'Reference Data' menu is open, showing options like 'Approve Reference Data' (highlighted with a blue box and the number '2'), 'Address Book', 'Phrases', 'Users', 'Threshold Groups', 'Security Profiles', 'Work Groups', 'Template Groups', and 'Templates'. On the left, there is a 'Home' section with an alert: 'Alert: Reference data changes to approve'. Below the alert are several widgets: 'Discrepancy Notices' (0 New, 6 Read, 0 In Progress), 'Tracers' (95 New, 7 Read, 0 Drafts), 'Transactions for Authorization' (62 Transactions), 'Returned by Bank' (0 Transactions), and 'Transactions for Processing' (305 Transactions). There are also icons for refresh, settings, and help.

Dual Authorisation

Barclays iPortal Trade and Working Capital cont.

Reference Data Requiring Approval



3

Table with 7 columns: Data Type, ID, Name, Status, User ID, User Name, Date/Time. It contains two rows of user data. A 'Total Count:' label is visible at the bottom right of the table area.

Data Type	ID	Name	Status	User ID	User Name	Date/Time
User	TEST0169	Chris Smith	Update	TEST0115	Sarah Jones	01 Nov 2022 08:57
User	TEST0186	Max Smith	Create	TEST0077	Alex Lee	06 Jan 2023 11:05 a

3. Select relevant User

Dual Authorisation

Barclays iPortal Trade and Working Capital cont.

The screenshot shows the Barclays iPortal interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and 'Barclays Bank PLC'. On the right, there are links for 'Home', 'Help', and a 'Logout' button. Below this is a secondary navigation bar with tabs for 'New Instruments', 'Transactions', 'Accounts', 'Reports', and 'Reference Data'. The 'Reference Data' tab is active. The main content area is divided into two sections: '1. General' and '2. Security'. The '1. General' section contains fields for User ID (TEST0186), First Name (Max), Middle Initial, Last Name (Smith), Region Setting (English (Great Britain)), Phone Number, Fax Number, Email Address, and Date Format (dd/MM/yyyy). The '2. Security' section contains fields for Authentication Method (Password), Admin Restricted User Profile Template, Customer Restricted User Profile Template, Login ID (TEST0186), and Enable Web Service Access. On the right side, there is a 'Section Shortcuts' panel with a list of sections (1. General, 2. Security, 3. Assigned To, 4. Corporate Access, 5. Admin Reporting Categories) and a 'Quick Links' panel with links for 'Collapse All', 'Hide Tips', and 'Back To Top'. At the bottom of the 'Quick Links' panel, there are three buttons: 'Approve', 'Reject', and 'Close'. A blue box with the number '4' is positioned to the right of the 'Approve' button, indicating the step to click on 'Approve'.

4. Click on Approve

Dual Authorisation

Barclays iPortal Trade and Working Capital cont.

Reference Data Requiring Approval



✓ "test 0186" successfully updated. Saved at 19.40 PM

Admin Level Reference Data

Show [10](#) [20](#) [30](#)

Data Type	ID	Name	Status	User ID	User Name	Date/Time
User	TEST0169	Chris Smith	Update	TEST0115	Sarah Jones	01 Nov 2022 08:57

Total Count: :

This document is used by Barclays Bank PLC, Barclays Bank UK PLC, and Barclays Bank Ireland PLC. Details of your service provider are set out in your customer agreement

You can get this in Braille, large print or audio by calling 0800 027 1316, Option 1* (via Text Relay or Next Generation Text Relay if appropriate). For more information please visit barclayscorporate.com/alternativeformats. Clients outside of the UK please contact your local Barclays representative or call +44 207 757 7323, Option 1.**

*Calls to 0800 numbers are free from UK land lines and personal mobiles, otherwise call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls. Lines are open Monday to Friday, 8am to 7pm.

** International call charges may apply.

Barclays Bank PLC is registered in England (Company No. 1026167) with its registered office at 1 Churchill Place, London, E14 5HP. Barclays Bank PLC is authorised by the Prudential Regulation Authority, and regulated by the Financial Conduct Authority (reference number 122702) and the Prudential Regulation Authority. Barclays is a trading name of Barclays PLC and its subsidiaries.

Barclays Bank UK PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676). Registered in England. Registered No. 9740322. Registered office: 1 Churchill Place, London E14 5HP.

Barclays Bank Ireland PLC is authorised and regulated by the Central Bank of Ireland. Our registered office is at One Molesworth Street, Dublin 2, D02 RF29. We are registered at the Companies Registration Office, Dublin under registration number 396330. Our VAT number is IE4524196D. Barclays Bank Ireland PLC is part of the Barclays Group.

Barclays Bank Ireland PLC is regulated as a credit institution and is subject to the Central Bank of Ireland's regulatory codes, including the Consumer Protection Code and the Code of Conduct for Business Lending to Small and Medium Enterprises where those codes are applicable. Barclays is a trading name of Barclays Bank PLC and its subsidiaries, including Barclays Bank Ireland PLC.