



EOL Disbursement  
Portal for U.S. and  
Local Cost  
Disbursement  
Requests

Direct Loans and  
Long-term  
Guarantees

Credit  
Administration

**EXIM**

EXPORT-IMPORT BANK  
OF THE UNITED STATES

*Reducing Risk. Unleashing Opportunity.*

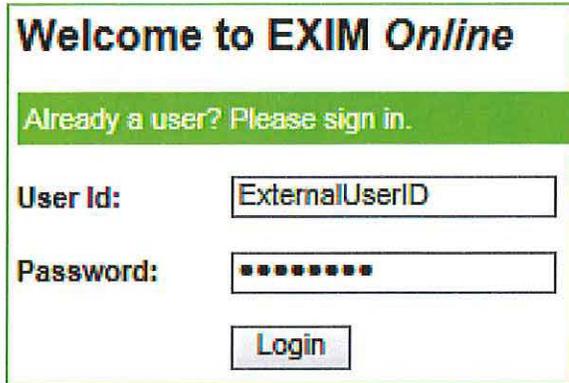
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# Submitting a New US/Local Cost Itemized Statement of Payments (ISP) Disbursement Request

## Login

- Key in User ID and Password and click on Login



**Welcome to EXIM Online**

Already a user? Please sign in.

User Id:

Password:

## Home Page

- Based on the logged-in user’s privileges, various links will be displayed
- For US/Local Cost ISP Disbursement Request submission, click on “Request a Disbursement Approval” link



Act / Manage Transactions	Monitor Portfolio
<b>Act</b> <a href="#">Apply for a Letter of Interest</a> <i>What's New - Some helpful tips to submit LI applications via EXIM Online</i> <a href="#">Apply for Insurance Policy or Medium-term Guarantee</a> <a href="#">Act on Quote</a> <a href="#">Apply for Issuing Bank Credit Limit (IBCL)</a> <a href="#">Continue a Saved Application</a> <a href="#">Continue a Saved Claim</a>	<b>My Portfolio</b> <a href="#">Pending Applications</a> <a href="#">Pending Claims</a> <a href="#">Insurance In Force/Recently Expired Policies</a> <a href="#">Insurance Policy Assignments</a> <a href="#">Authorized + Non-Operative Guarantees</a> <a href="#">Operative Guarantees</a> <a href="#">Search Portfolio</a>
<b>Manage</b> <a href="#">Amend a Policy or Guarantee</a> <a href="#">Assign Insurance Policy Proceeds</a> <a href="#">Report Shipments</a> <a href="#">Make A Payment</a> <a href="#">Report Overdues</a> <a href="#">File a Claim</a> <a href="#">Request a Disbursement Approval</a> <a href="#">Request a Letter of Credit Approval</a> <a href="#">Maintain Letters of Interest</a>	<b>Miscellaneous</b> <a href="#">Historical Transactions</a> <a href="#">My Company Profile</a> <a href="#">Maintain Broker</a>

### Actions

- On the next screen, various Disbursement Request Actions will be displayed
- Click on “Start a New Request” link

Disbursement Request Actions

**Note: Disbursement processing through EXIM Online is limited to EXIM's guarantee and direct loan programs.**

[Start a New Request](#)

[Continue a Saved Request](#)

[View Pending Requests](#)

[View Historical Requests](#)

[Upload Audit Documents](#)

### All Transactions

- On the next screen, the user’s associated transactions are displayed
- User will click on the transaction number to initiate a new Disbursement Request

All Transactions

3 items found, displaying all items.

1 Items per page: [10](#) [25](#) [50](#) [100](#)

Transaction Number	Agreement Type	Transaction Type	Program Type	Operative Date	Amount Authorized	Amount Undisbursed	Foreign Currency	Amount Authorized (FC)	Amount Undisbursed (FC)
<a href="#">00000001</a>	LT Guarantee - Euro	Standard Guarantee		02/15/2007	\$514,996,968.00	\$5.21	EUR	EUR 382,555,619.29	EUR 0.00
<a href="#">00000002</a>	LT Guarantee - Euro	Standard Guarantee		04/15/2009	\$32,135,905.00	\$0.93	EUR	EUR 24,211,485.02	EUR 0.00
<a href="#">00000003</a>	LT Guarantee - Euro	Standard Guarantee		09/02/2015	\$49,964,959.39	\$11,405,308.06	EUR	EUR 47,127,820.50	EUR 14,630,957.40

[Back](#)

## Disbursement Type Selection

- User will be navigated to the Disbursement Type selection screen
- All the mandatory fields are highlighted with asterisks (\*)
- For US/Local Cost ISP Disbursement Request, user should
  - Select “No” for “Is this a Letter of Credit Disbursement?” field
  - Select “US Cost” or “Local Cost” in the Disbursement Type drop down list
- Click “Save and Continue” button

**Disbursement Request - Disbursement Type**

To submit a Disbursement Request, please identify Disbursement Type and click the **"Save and Continue"** button. The **"Back"** button returns you to the previous screen.

**Disbursement Type:**

Transaction Number:

\* Is this a Letter of Credit disbursement?:  Yes  No

\* Letter of credit number, if applicable:

\* Select Disbursement Type:

## Disbursement Request Submission

- User will be navigated to the Disbursement Request - Submission screen (Refer to page 6)
- All the mandatory fields are highlighted with asterisks
- Under Required Documents user may upload the request for disbursement, disbursement notices, and other supporting documents
- User may provide comments in box provided
- Itemized Statement of Payments (ISPs) are uploaded here (see below instructions)
- Disbursement documents associated with each ISP are uploaded with the ISP (see below instructions)

## Itemized Statement of Payments Instructions

- User must upload a completed Itemized Statement of Payments (ISP) spreadsheet

**Note:**

- This is a mandatory step for US Cost or Local Cost disbursement request submission
- By clicking “Download ISP Template” button, user can download the ISP template for US or Local Costs as applicable (Refer to page 6)
- ISP format may not be modified
- User may upload a workbook of ISPs
- By clicking on the “Details” icon for each ISP on the Disbursement Request - Submission screen, user will be navigated to the ISP Line Item Details screen (refer to page 7)
- User can confirm the details provided such as “US Cost Request No,” “Exporter Name,” “Exporter Address,” “Supply Contract No(s)” and “NAICS code” are correct

- User can upload all supporting disbursement documents (e.g., invoices, proof of payment, Exporter’s Certificate, bills of lading, etc.) associated with the ISP and map them to specific invoice line items or can upload a disbursement document package
  - User can ensure the calculated amounts (Gross Amount, Net Amount and Total Financed Amount) are correct
  - User can make corrections and add or remove invoice line items and related disbursement documents
  - Click “Save” and “Back” buttons, to return to Disbursement Request - Submission screen (Refer to page 7)
  - Find more information about completing an ISP, disbursement documents, and organizing a disbursement document package, at <https://www.exim.gov/tools-for-exporters/credit-administration-and-operations>
- Click on “Submit Request” button if ready to submit, or “Save” to continue submission later. Refer to page 9 about how to “Continue a Saved Request.”

Disbursement Request - Submission

To submit a Disbursement Request, please identify a contact and complete the below information. If you choose not to submit the Disbursement Request at this time, press "Save" so the information can be retrieved at a later point. If the Disbursement Request is complete, press "Submit Request".

**Transaction Information:**

Transaction Number :  Package Status: **In-Process Saved**

Agreement / Transaction Type: LT Guarantee - US Dollar / Standard Guarantee

**Contact Information:**

\* Contact Person:

\* Telephone Number:

\* Email:

**Disbursement Information**

\* Total amount of this request:

Required disbursement date, if applicable:

Is this letter of credit disbursement: No

Disbursement Type : US Cost

**Note: All fields marked with asterisk (\*) are mandatory**

Required Documents

Document Review Notice

Select Itemized Statement of Payments

The required form of Itemized Statement of Payments(ISP) spreadsheet may be downloaded here or from Credit Administration's home page at <https://www.exim.gov/tools-for-exporters/credit-administration-and-operations> where you will also find Instructions about completing the ISP. To successfully upload the ISP, no formatting changes may be made to the form.

US Cost

Select the ISP file by clicking the "Browse" button and click the "Upload ISP File" button

#	ISPs	Name ↑	Address	NAICS Code	Gross Inv Amt. (USD)	Fin. Amt excl. Exp. Fee (USD)	#Inv.	Details	Uploaded By	Uploaded Date	Delete ISP?	Status

Please provide any additional comments you want to include with this request

ISP Line Item Details

ISP Details

Transaction Number :

Disbursement Type : US Cost

EXIM Bank Transaction No: \_\_\_\_\_ Date of Exporter Certificate(s): 05/15/2018

US Cost Request No:

Exporter Name :

Exporter Address :

Supply Contract No(s) :

NAICS :

Document Package

There are two document upload options for each ISP: either (1) upload individual disbursement documents grouped according to specific document categories to be matched to entries on the ISP or (2) upload a complete disbursement document package for the ISP (refer to additional instructions regarding the organization of disbursement documents in the document package at <https://www.exim.gov/tools-for-exporters/credit-administration-and-operations>).

Invoice(s)

Total Documents : 0 Filter:

Name ^	Document Type	Date	Remove

Total invoice line items : 1

Select	Acquisition List No(s)	Invoice No.	Invoice Amount	Invoice Amount Paid	List Description of Item	Bill of Lading No(s)	AES/ITN No (s)	Remarks/Comments	Document(s)	Edit
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>

Total Invoice Amount : 0.00      Total Invoice Paid Amount : 0.00      Currency : EUR

Less Excluded Goods and Services:

Less Local Costs :

Less Other :

Net Amount: \$0.00

Exchange Rate:

Date of Conversion :

Disbursement :  %

Total Gross Amount : \$0.00      Total Payments in US \$ : \$0.00

Less Other :

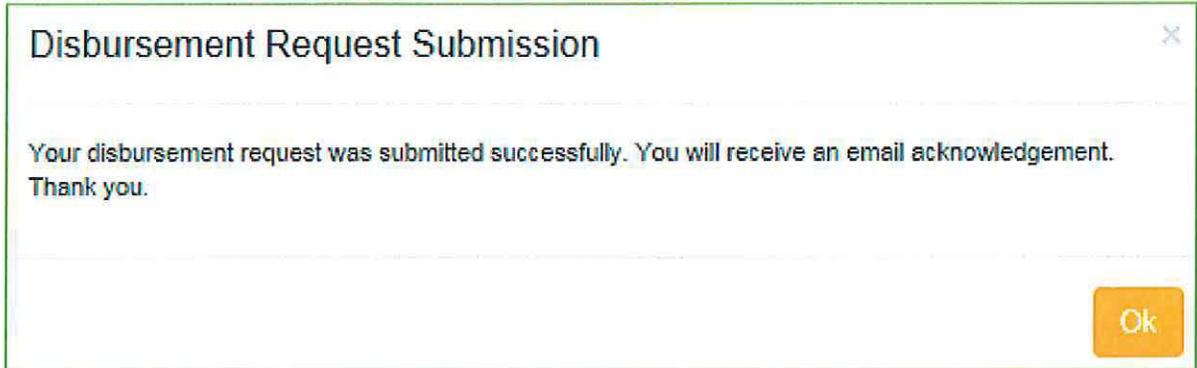
Total Financed Amount : \$0.00

Reachback :  %

Total Financed Amount : \$0.00

### Submission Message

- Below message will be displayed after Successful Request Submission



## Continuing a Saved US/Local Cost ISP Disbursement Request

### Actions

- On the Disbursement Request Actions screen, click on “Continue a Saved Request” link

**Disbursement Request Actions**

**Note: Disbursement processing through EXIM Online is limited to EXIM's guarantee and direct loan programs.**

[Start a New Request](#)

[Continue a Saved Request](#)

[View Pending Requests](#)

[View Historical Requests](#)

[Upload Audit Documents](#)

### Saved Requests Search

- All saved requests will be displayed on the next screen
- User chooses and clicks on the last saved “Transaction Number” link

Disbursement Request Search

One item found.

1 Items per page: [10](#) [25](#) [50](#) [100](#)

Transaction Number	Agreement Type	Transaction Type	Program Type	Total Amt.	Disb. Date	Status Date	Foreign Currency	Action
102781	LT Guarantee - Euro	Standard Guarantee	IDC	\$0.00	12-19-2018 01:55:49	12-19-2018 01:55:49	Yes	<a href="#">Remove</a>

[Back](#)

### Submission

- User will be navigated to the Disbursement Request Submission screen where last saved data is displayed
- Refer to page 4 for submission instructions
- Click on “Submit Request” button when disbursement request is complete and ready to submit

### Submission Message

- Below message will be displayed after successful Disbursement Request Submission

### Disbursement Request Submission ✕

Your disbursement request was submitted successfully. You will receive an email acknowledgement.  
Thank you.

**Ok**

## View Pending Requests

### Actions

- On the Disbursement Request Actions screen, click on “View Pending Requests” link

**Disbursement Request Actions**

**Note: Disbursement processing through EXIM Online is limited to EXIM's guarantee and direct loan programs.**

[Start a New Request](#)

[Continue a Saved Request](#)

[View Pending Requests](#)

[View Historical Requests](#)

[Upload Audit Documents](#)

### Pending Disbursement Requests

- All the submitted disbursement requests (which are not yet processed by EXIM) will be displayed on the next screen

**Disbursement Request Search**

7 items found, displaying all items.

Items per page: [10](#) [25](#) [50](#) [100](#)

Transaction Number	Agreement Type	Transaction Type	Program Type	Total Amt.	Disb. Date	Status	Status Date	Foreign Currency
<a href="#">082609</a>	LT Guarantee - US Dollar	Standard Guarantee	USC	\$144.00	11-29-2018	Reviewer Assigned	11-02-2018 02:00:05	No
<a href="#">082610</a>	LT Guarantee - US Dollar	Standard Guarantee	USC	\$1,000.00	02-26-2019	ISP Returned	02-26-2019 03:45:10	No
<a href="#">082619</a>	LT Guarantee - US Dollar	Standard Guarantee	USC	\$1,000.00	02-26-2019	Returned	02-26-2019 03:53:01	No

[Back](#)

- User chooses and clicks “Transaction Number” link to view the disbursement request details
  - If the pending transaction status is “Submitted” or “Reviewer Assigned” then the disbursement request details are displayed on the next screen (in read-only mode) with “Save” and “Submit Request” buttons in disabled mode (Refer to page 12)
  - If the pending transaction status is “ISP Returned,” then the disbursement request details are displayed on the next screen and the user can make edits to the returned ISP line item details and re-submit the disbursement request (Refer to page 13)
  - If the pending transaction status is “Returned,” then the disbursement request details are displayed on the next screen, and the user can make edits and re-submit the disbursement request (Refer to page 14)
    - User can edit ISP line item details only if the respective ISP line item status is “Returned”
  - User will receive a notification email from EXIM if an ISP or Disbursement Request is returned

**Disbursement Request - Submission**

To submit a Disbursement Request, please identify a contact and complete the below information. If you choose not to submit the Disbursement Request at this time, press "Save" so the information can be retrieved at a later point. If the Disbursement Request is complete, press "Submit Request".

**Transaction Information:**  
 Transaction Number: 70688339 Package Status: Submitted  
 Agreement / Transaction Type: LT Guarantee - US Dollar / Standard Guarantee

**Contact Information:**  
 \* Contact Person:   
 \* Telephone Number:   
 \* Email:

**Disbursement Information:**  
 \* Total amount of this request:   
 Required disbursement date, if applicable: 02/26/2019  
 Is this letter of credit disbursement: No  
 Disbursement Type: US Cost

Note: All fields marked with asterisk (\*) are mandatory

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**Required Documents**

Document Review Notice

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**Select Itemized Statement of Payments**

The required form of Itemized Statement of Payments (ISP) spreadsheet may be downloaded here or from Credit Administration's home page at <https://www.exim.gov/tools-for-exporters/credit-administration-and-operations> where you will also find instructions about completing the ISP. To successfully upload the ISP, no formatting changes may be made to the form.

US Cost

Select the ISP file by clicking the "Browse" button and click the "Upload ISP File" button

#	ISPs	Name	Address	NAICS Code	Gross Inv Amt (USD)	Gross Inv Amt (FC)	Fin. Amt excl. Exp. Fee (USD)	Fin. Amt excl. Exp. Fee (FC)	#Inv.	Details	Uploaded By	Uploaded Date	Delete ISP?	Status
1	EXIM_US_Cost_Template-A.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$8,000.00	4,000.00	\$4,192.38	2,096.19	2		Lender	02/26/2019		Pending EXIM Review
2	EXIM_US_Cost_Template-B.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$4,000.00	2,000.00	\$1,132.38	566.19	2		Lender	02/26/2019		Pending EXIM Review
3	EXIM_US_Cost_Template-3.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$2,848.40	1,424.20	\$270.84	135.42	10		Lender	02/26/2019		Pending EXIM Review
Totals					\$14,848.40	7,424.20	\$5,595.60	2,797.80	14					

Please provide any additional comments you want to include with this request

**Comments History:**

Date	User Name	Comments
2/26/2019	alidalujan	A, B & 3 - Submitted

**Disbursement Request - Submission**

To submit a Disbursement Request, please identify a contact and complete the below information. If you choose not to submit the Disbursement Request at this time, press "Save" so the information can be retrieved at a later point. If the Disbursement Request is complete, press "Submit Request".

**Transaction Information:**  
 Transaction Number: 000000 Package Status: ISP Returned  
 Agreement / Transaction Type: LT Guarantee - US Dollar / Standard Guarantee

**Contact Information:**  
 \* Contact Person:   
 \* Telephone Number:   
 \* Email:

**Disbursement Information:**  
 \* Total amount of this request:   
 Required disbursement date, if applicable: 02/26/2019  
 Is this letter of credit disbursement: No  
 Disbursement Type: US Cost

Note: All fields marked with asterisk (\*) are mandatory

**Required Documents**

Document Review Notice Select Files

**Select Itemized Statement of Payments**

The required form of Itemized Statement of Payments (ISP) spreadsheet may be downloaded here or from Credit Administration's home page at <https://www.exim.gov/tools-for-exporters/credit-administration-and-operations> where you will also find instructions about completing the ISP. To successfully upload the ISP, no formatting changes may be made to the form.

US Cost Download ISP Template

#	ISPs	Name	Address	NAICS Code	Gross Inv Amt,(USD)	Gross Inv Amt. (FC)	Fin. Amt excl. Exp. Fee (USD)	Fin. Amt excl. Exp. Fee (FC)	#Inv.	Details	Uploaded By	Uploaded Date	Delete ISP?	Status
1	EXIM_US_Cost_Template-A.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$8,000.00	4,000.00	\$4,192.38	2,096.19	2		Lender	02/26/2019		Review Completed
2	EXIM_US_Cost_Template-B.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$4,000.00	2,000.00	\$1,132.36	566.19	2		Lender	02/26/2019		Returned
3	EXIM_US_Cost_Template-3.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$2,848.40	1,424.20	\$270.64	135.42	10		Lender	02/26/2019		Pending EXIM Review
Totals					\$14,848.40	7,424.20	\$5,595.60	2,797.80	14					

Please provide any additional comments you want to include with this request

**Comments History:**

Date	User Name	Comments
2/26/2019	arendt	test
2/26/2019	alidalujan	A, B & 3 - Submitted

Save
Submit Request

**Disbursement Request - Submission**

To submit a Disbursement Request, please identify a contact and complete the below information. If you choose not to submit the Disbursement Request at this time, press "Save" so the information can be retrieved at a later point. If the Disbursement Request is complete, press "Submit Request".

**Transaction Information:**  
 Transaction Number : 058397 Package Status: Returned  
 Agreement / Transaction Type: LT Guarantee - US Dollar / Standard Guarantee

**Contact Information:**  
 \* Contact Person: Alida Lujan  
 \* Telephone Number: 1234567890  
 \* Email: dummy@dummy.exim.gov

**Disbursement Information:**  
 \* Total amount of this request: 1,000.00  
 Required disbursement date, if applicable: 02/26/2019  
 Is this letter of credit disbursement: No  
 Disbursement Type: US Cost

Note: All fields marked with asterisk (\*) are mandatory

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**Required Documents**

Document Review Notice

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**Select Itemized Statement of Payments**

The required form of Itemized Statement of Payments (ISP) spreadsheet may be downloaded here or from Credit Administration's home page at <https://www.exim.gov/tools-for-exporters/credit-administration-and-operations> where you will also find instructions about completing the ISP. To successfully upload the ISP, no formatting changes may be made to the form.

US Cost

Select the ISP file by clicking the "Browse" button and click the "Upload ISP File" button

#	ISPs	Name	Address	NAICS Code	Gross Inv Amt.(USD)	Gross Inv Amt. (FC)	Fin. Amt excl. Exp. Fee (USD)	Fin. Amt excl. Exp. Fee (FC)	#Inv.	Details	Uploaded By	Uploaded Date	Delete ISP?	Status
1	EXIM_US_Cost_Template-A.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$8,000.00	4,000.00	\$4,192.38	2,096.19	2		Lender	02/26/2019		Review Completed
2	EXIM_US_Cost_Template-B.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$4,000.00	2,000.00	\$1,132.38	566.19	2		Lender	02/26/2019		Returned
3	EXIM_US_Cost_Template-3.xlsx 123	ss	6238 Greeley Blvd, Springfield, VA 22152	111140	\$2,848.40	1,424.20	\$270.84	135.42	10		Lender	02/26/2019		Pending EXIM Review
<b>Totals</b>					<b>\$14,848.40</b>	<b>7,424.20</b>	<b>\$5,595.60</b>	<b>2,797.60</b>	<b>14</b>					

Please provide any additional comments you want to include with this request

**Comments History:**

Date	User Name	Comments
2/26/2019	arendt	test
2/26/2019	arendt	test
2/26/2019	alidalujan	A, B & 3 - Submitted