

Vestima

Investment Funds Services

## **User Guide for Order Handling Agents**



## Vestima - Investment Funds Services - User Guide for Order Handling Agents

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# Foreword

Vestima is Clearstream Banking's automated electronic order routing and management service giving Order Issuers (OIs) and Order Handling Agents (OHAs) a single entry point for orders in domestic, third-party, cross-border and off-shore funds.

## About this guide

This guide is intended to help you use the Vestima web browser based interface as an Order Handling Agent (OHA); that is, someone who receives and fills orders for investment fund shares.

The guide is organised into chapters as follows:

- ["Chapter 1. Introduction"](#) on page 1-1;
- ["Chapter 2. Order flow"](#) on page 2-1;
- ["Chapter 2. Getting started"](#) on page 2-1;
- ["Chapter 3. Order cycle Part 1 - Confirming an order"](#) on page 3-1;
- ["Chapter 4. Order cycle Part 2 - Managing orders"](#) on page 4-1;
- ["Chapter 5. Uploading files"](#) on page 5-1;
- ["Chapter 6. Downloading reports"](#) on page 6-1;
- ["Chapter 7. Services"](#) on page 7-1;
- ["Appendix A. Examples of upload file content"](#) on page A-1;
- ["Glossary"](#).

## Associated documents

### General and browser:

Vestima Service Model

A general overview of the services of Vestima

Vestima SYSOP Guide

Browser security and network information with installation and setup instructions.

Vestima User Guide for Order Issuers

Information for OIs (participants who want to buy or sell investment fund units).

### Swift:

Vestima Swift ISO 15022 User Guide

Details of ISO 15022 message format specifications for use with Vestima.

Vestima Swift ISO 20022 User Guide

Details of ISO 20022 message format specifications for use with Vestima.



# Vestima for order handling agents

## A word about security and accessibility

The Vestima web browser interface is available through Clearstream Banking's CreationOnline portal. It is also available directly through the public internet or via Clearstream Banking's Virtual Private Network (VPN). Access is restricted to authorised users only and is controlled by the use of certificates, with optional smart cards, that are supplied by Clearstream Banking. Security is further enhanced by the employment of unique ID and password combinations and the encryption of all communication.

For OHAs connecting directly to Vestima, full instructions for the installation of the certificates and the use of personal identification numbers (PINs) and passwords are set out in the Vestima SYSOP Guide.

## Hardware and software requirements

You can access the Vestima system from any personal computer running appropriate Windows software with a standard web browser. You will need an external connection to the Vestima system.

**Note:** For more detailed technical requirements, please refer to the Vestima SYSOP Guide.

## Contact details

For further information or if you have specific questions regarding the Vestima system and/or communications with Clearstream Banking, you can contact Client Service in Luxembourg as follows:

<b>Telephone:</b>	+352-243-38110 +352-243-32833 +352-243-32555	Connectivity Support for access/configuration issues Vestima Client Services for business queries Vestima Product information
<b>Fax:</b>	+352-243-638110	Connectivity Support
<b>Email:</b>	<a href="mailto:csvestima@clearstream.com">csvestima@clearstream.com</a> <a href="mailto:connectlux@clearstream.com">connectlux@clearstream.com</a>	Vestima Client Services for business queries Connectivity Support
<b>Website:</b>	<a href="http://www.clearstream.com/ifs">www.clearstream.com/ifs</a> <a href="http://www.clearstream.com/">www.clearstream.com/</a>	Clearstream Banking Investment Funds Services Clearstream Banking website

If you need assistance with Vestima, it would be helpful if you have the following information to hand before contacting Clearstream Banking:

- Your organisation name and Vestima Identity (ID);
- Your name, telephone and fax numbers and your e-mail address;
- The make and model of your PC;
- Your connection type: via the CreationOnline portal or directly through the public internet, VPN, a router or modem;
- The type and version of your operating system and web browser software;
- Details of the inquiry (please have full details available);
- If you receive an error message, full details of the error, with any error message number.

Please note that - as is normal practice within financial organisations - Clearstream Banking has implemented telephone line recording to ensure that the interests of Clearstream Banking and of its clients are protected against misunderstandings or miscommunications.

Areas subject to telephone line recording include Client Service, the Treasury Dealing Room and back office operations. The recorded lines are the subject of an ongoing formal maintenance and quality control programme to ensure their continued effective and appropriate deployment and operation.



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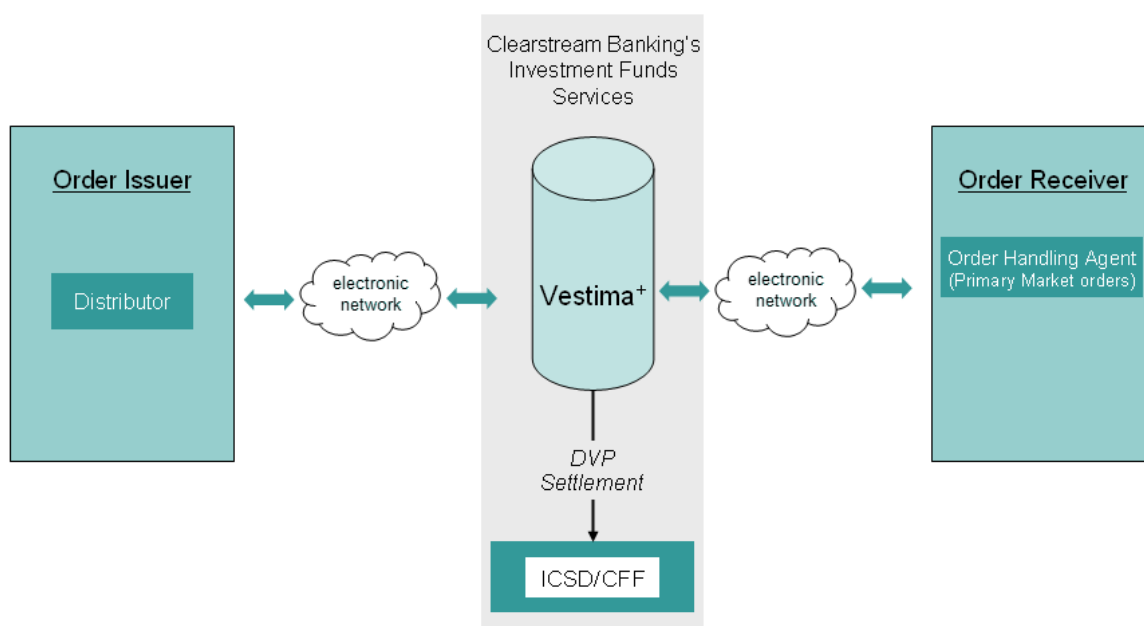


# 1. Introduction

This chapter contains information about the use of the Vestima service.

## Overview

Vestima has been developed to simplify and standardise all aspects of investment funds trading. Orders can be received through Vestima from a large number of counterparties for all or some of the funds for which you act as an OHA.



Using a web browser, the OHA can receive subscription, redemption and switch orders on a standard desktop PC via Vestima. If an order is valid for further processing, most OHAs will choose to acknowledge its receipt. If an order is not valid, they will reject it. All OHAs will return an electronic confirmation when the order is executed. For further information, see the Vestima Service Model.

**Note:** The OI and OHA do not communicate directly but via the Vestima automated system.

Orders are routed from the OI in real time.

Integration with the settlement and custody services of Clearstream Banking provides secure straight-through processing (STP) from order input through to final settlement, if required.



# Vestima for order handling agents

## Participants

There are various types of participant that interact with Vestima. These include the following:

<b>Order Issuer</b>	(OI) An organisation that buys and sells shares directly from the fund or its agent, for its own account or on behalf of other investors.
<b>Order Handling Agent</b>	(OHA) An agent appointed to process fund orders.
<b>Report Receiver</b>	An OI, OHA or Fund Manager that can retrieve reports via the Vestima web browser interface.
<b>Master Participant</b>	A Vestima participant that can act on behalf of other participants.

## Users

There are various types of user that interact with Vestima. These include the following:

<b>Administrator</b>	A system administrator who defines access permissions for local users.
<b>OHA User</b>	The local user.

## Confirmation flow

A number of safety checks are available in Vestima to ensure that the details on orders that you fill are correct. For further information, see the Vestima Service Model.

The Vestima order processing life cycle will be impacted by the OHA performing the following sequence of activities:

### Acknowledging or Reject an order

When an order is received by the OHA, the OHA has the option to acknowledge the order or to reject it. Depending upon the options chosen, the status of the order changes to Acknowledged or Rejected accordingly. If the OHA rejects the order, the system will request the reason for the rejection. These rejection details are visible to the OI.

**Note:** It is possible with Vestima to reject an order after it has been acknowledged.

In response to a cancellation request from the OI, the OHA can either accept or reject the request.

- If the cancellation request is accepted, the order is automatically cancelled and the status of the order is changed to Cancelled.
- If the cancellation request is rejected, the status of the order remains unchanged.

### Filling an order

For further information, please see [“Filling a subscription or redemption order”](#) on page 3-5.

### Verifying and/or Authorising a Confirmation (optional)

For further information, please see [“Verifying/Failing verification”](#) on page 3-13 and [“Authorising/Failing authorisation”](#) on page 3-14.

### Cancelling a Confirmation

The OHA can also cancel a confirmation previously sent to an OI but, in this case, the confirmation should be replaced. Both these actions may be subject to authorisation and verification.



## Order flow

The Vestima service comprises the following areas of activity and functionality to create and settle orders swiftly and effectively:

<b>Order Cycle:</b>	To create, verify and/or authorise and confirm a subscription, redemption or switch order or request the cancellation and/or modification of a confirmation.
<b>Search:</b>	<b>Order:</b> To find orders that are not more than 13 months old. <b>Fund:</b> To find funds. <b>Cancellation Request:</b> To find the OI's cancellation requests.
<b>Order File Upload:</b>	To upload confirmations via spreadsheet (see <a href="#">"5. Uploading files"</a> on page 5-1).
<b>Reports:</b>	To view reports less than 13 months old or download them into spreadsheet (CSV) format.
<b>Services:</b>	Ancillary Services
<b>Preferences:</b>	To change a password.
<b>Event Console:</b>	For a quick overview of the progress of confirmations.



## Vestima for order handling agents

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## 2. Getting started

This chapter provides information about what you need to know and how Vestima should be prepared so that you can use the system. It contains the following sections:

- [“Initial activities”](#) below;
- [“The web browser connection”](#) on page 2-2;
- [“The main order cycle screen”](#) on page 2-3;
- [“The main menu”](#) on page 2-3;
- [“General features of the order templates”](#) on page 2-4.

OHAs accessing Vestima through the CreationOnline portal can go directly to [“The main order cycle screen”](#) on page 2-3.

### Initial activities

The necessary technical configurations, with minimum and recommended resources for successful connection to and use of the Vestima service, are described in the Vestima SYSOP Guide.

Before starting to use Vestima, the system administrator should have completed the connectivity setup as described in the Vestima SYSOP Guide and should have set up the system, defined user details to the system and assigned a logon identity and a one-time password to each user.



# Vestima for order handling agents

## The web browser connection

The Vestima web browser connection is based on standard internet architecture and is ready to use with a minimum of installation requirements. Advanced Public Key Infrastructure (PKI) is used in combination with installed certificates to ensure maximum security.

### To log on to the system

1. Start your web browser and enter the URL for Vestima (as provided with the documents sent to your system administrator).

If you are using the browser on a stand-alone PC, you are recommended to set this URL as the home page. Otherwise, enter it as a favourite or bookmark.

2. If using a smart card, ensure that the smart card is inserted and enter the unique PIN code when prompted. This will connect you to the logon page.

The following figure shows the direct login page:

Vestima+ 30 Jan 2012 11:37:11 CET clearstream | DEUTSCHE BÖRSE GROUP

Participant ID	<input type="text"/>
User ID	<input type="text"/>
Password	<input type="password"/>

Access is restricted to authorised users only.  
Any attempted unauthorised access will be punishable by law.

In case of problems with log-in, please contact your system administrator or  
Business Helpdesk: +352 243-32833  
Connectivity Helpdesk: +352 243-38110  
E-mail: [csvestima@clearstream.com](mailto:csvestima@clearstream.com)

SUBMIT

3. Type in Participant ID, User ID and Password details as supplied by Clearstream Banking to your system administrator and click on SUBMIT.

**Note:** The first time that you log on, the system will prompt you for a new password.

### Rules for passwords

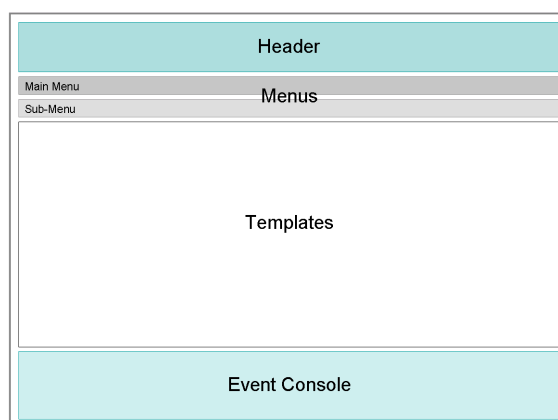
As a Vestima user, your passwords must be made up of between 7 and 32 characters with at least one taken from each of the following character sets:

English alphabet (upper case)	A-Z	Numbers	0-9
English alphabet (lower case)	a-z	Special characters (including special symbols)	



### The main order cycle screen

When you have logged on successfully, the main Vestima order screen is displayed. This screen is divided into four main areas:



<b>Header</b>	The header area bears the screen title, your logon details, date and time. This information is not affected while working in other areas of the screen.
<b>Menus</b>	The main menu contains the main options available. The option currently selected (Order Cycle is the default) is underlined. Beneath this, a second menu bar displays the sub-menu options available within the selected main option.
<b>Templates</b>	The central area of the screen contains whichever detailed template you are working on. In this area, you input required details associated with the task you are performing or you can check other detailed information.
<b>Event Console</b>	The Event Console provides status information for all orders currently in your system. See <a href="#">"Working with the Event Console"</a> on page 4-1.

### The main menu

The Vestima main menu options available to an OHA are as follows:

<b>Order Cycle</b>	This menu enables most actions affecting order management including acknowledging, rejecting, fill and modify.
<b>Verify</b>	This menu is only available to OHA users granted verification permissions in Vestima by the OHA system administrator to apply the 6-eyes (verify and authorise) principle (see <a href="#">"Confirmation flow"</a> on page 1-2).
<b>Authorise</b>	This menu is only available to OHA users granted authorisation permissions in Vestima by the OHA system administrator to apply either the 4-eyes (authorise only) or the 6-eyes (verify and authorise) principle (see <a href="#">"Confirmation flow"</a> on page 1-2).
<b>Reports:</b>	To view reports less than 13 months old or download them into spreadsheet (CSV) format.
<b>Services</b>	<p><b>Archive:</b> To search for and view the details of orders/reports generated more than 13 months ago using multiple criteria (see <a href="#">"Archive"</a> on page 7-2).</p> <p><b>Vestima Service Request:</b> To send secure, authenticated messages to Clearstream Banking (see <a href="#">"Vestima Service Request (VSR)"</a> on page 7-4).</p> <p><b>Data file upload:</b> To upload data to Vestima (see <a href="#">"Data File Upload"</a> on page 7-1).</p>
<b>Preferences:</b>	To change a password.
<b>Event Console:</b>	For a quick overview of the progress of confirmations.
<b>Search</b>	<p><b>Order:</b> To find orders that are not more than 13 months old.</p> <p><b>Fund:</b> To find funds.</p> <p><b>Cancellation Request:</b> To find the OI's cancellation requests.</p>
<b>Order File Upload</b>	To upload confirmations via spreadsheet (see <a href="#">"5. Uploading files"</a> on page 5-1).



# Vestima for order handling agents

## General features of the order templates

You manage orders through various templates (see [“The main order cycle screen”](#) on page 2-3) presented automatically in response to menu selections or clicking instruction buttons on your screen. These templates have a number of common features to help you, as described below:

### Scroll bar

This Windows facility is incorporated in any template that exceeds the screen area in which it is displayed.

### List sort facility

Details, especially search results, are often presented in tabular form in list views. It is not always possible to view the whole list at once and so a sort facility is provided to help make it easier to find the particular item you are looking for.



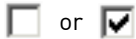
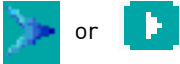
You can click on any of the column headings in a list view to sort the whole view into ascending order of that column value. For example, clicking on the OI Ref heading will re-order the list in ascending alphabetical sequence.

### Action specific header

The Fill Order template is largely identical for subscriptions, redemptions or a switch orders. The template title alters automatically to identify the type of order you are working with. Similarly, the Order Detail template, which is often presented as check information when you are processing an order.


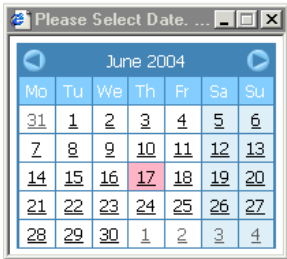


In each case, a small header is added at the top of the template distinguishing the detail.

## Controls

Control	Use
<b>Command buttons</b> 	Click on a labelled button to instruct the Vestima application to carry out the relevant action.
<b>Radio buttons</b> 	Click on only one choice from the set of options. For example, clicking “Manual” here would activate Manual and de-activate STP.
<b>Check boxes</b> 	<p>Click inside an inactive (empty) check box to select or activate the option that it represents.</p> <p>Click inside an active (checked) check box to deselect the option that it represents and reset it to inactive.</p> <p>On some list templates, each line has a check box so that you can specify several orders to be actioned at the same time. There are three command buttons associated with such lists:</p> <ul style="list-style-type: none"><li>• Clear: unchecks any boxes that are active.</li><li>• Select All: activates all check boxes with one click.</li><li>• Invert Selection: changes all active boxes to inactive and vice versa.</li></ul>
<b>Detail icons</b> 	Click on the icon to display a detail view of the associated item.
<b>Date and time</b>	



## 2. Getting started

Control	Use
 	To specify a date, click on the small calendar icon to display a larger calendar popup in which you can select the current or a past or future date. You can use the left and right scroll arrows to move back and forward through the months.
	To specify a time, select the appropriate hour and minute values from the two available dropdown lists respectively.
<b>Input fields</b> 	Click inside an input field to move the cursor to this field and type in the desired data. Mandatory input fields have blue labels (names); optional ones have black labels. Certain input fields will be validated immediately upon attempting to move to the next control and an error message may be displayed to assist.

### Event Console

The Event Console displays information similar to the illustration below:

<b>Order:</b>	4 <a href="#">New</a>	0 <a href="#">Await Verif</a>	0 <a href="#">Await Auth</a>	0 <a href="#">Failed V/A</a>	
	0 <a href="#">Acknowledged</a>	0 <a href="#">Rejected OHA/EA</a>	0 <a href="#">Cancelled</a>	0 <a href="#">Confirmed</a>	0 <a href="#">Conf Cancelled</a> 0 <a href="#">Conf Replaced</a>
<b>Canc. Req.:</b>	0 <a href="#">Forwarded</a>	0 <a href="#">Await Verif</a>	0 <a href="#">Await Auth</a>	0 <a href="#">Failed V/A</a>	0 <a href="#">Rejected OHA/EA</a>
<b>Settlement:</b>	0 <a href="#">Rejected</a>				

You can use the Event Console to check the progress of all current orders and cancellation requests in the system. The information in this area is updated each time an action has been taken on the browser screen.



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### 3. Order cycle Part 1 - Confirming an order

Order management is made easy with Vestima with the use of standard templates and the immediate transmission of orders and confirmations. The Vestima web browser interface also gives access to an extensive funds database.

This chapter provides a detailed description of processes that an Order Handling Agent (OHA) applies to a standard order when it is confirmed. The chapter contains the following sections:

- [“The order cycle”](#) on page 3-2:
  - [“Viewing a very recent order”](#) on page 3-2;
  - [“Acknowledging or rejecting an order”](#) on page 3-4;
  - [“Filling a subscription or redemption order”](#) on page 3-5;
  - [“Filling a switch order”](#) on page 3-9;
  - [“Modifying fill details”](#) on page 3-13;
- [“Verifying/Failing verification”](#) on page 3-13;
- [“Authorising/Failing authorisation”](#) on page 3-14.



# Vestima for order handling agents

## The order cycle














The Vestima order processing life cycle at the OHA is described in the following sequence of activities:


- “[Viewing a very recent order](#)” below;
- “[Acknowledging or rejecting an order](#)” on page 3-4;
- “[Filling a subscription or redemption order](#)” on page 3-5;
- “[Filling a switch order](#)” on page 3-9;
- “[Modifying fill details](#)” on page 3-13.

## Viewing a very recent order

### To view a very recent order:

1. Do one of the following:
  - Click on one of the statuses in the Event Console to display all orders with that status in a list view; or
  - Select Order Cycle-Order Book from the menu to display the Order Book template.

ORDER BOOK										
First Prev page : 1 / 1 ( 13 Order(s) ) Next Last										
Order Type	V+ Ref	OI Ref	Your Order Ref	ISIN/Common Code	Fund Name	Qty/Amt	Execution Mode	OI Name	Status	Fwd D&T
 SUBSCRIPTION	11405F2L4E	GCB1	UFTS.1	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	1,300	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50
 SUBSCRIPTION	11405F2L4K	GCB4	UFTS.2	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	1,300	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50
 SUBSCRIPTION	11405F2L4L	GCB8	PG	XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	1,100	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50
 SUBSCRIPTION	11405F2L4M	GCB9	UFTS.3	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	900	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:51
 SUBSCRIPTION	11405F2L4N	GCB10	UFTS.4	XS04VESTIMA5	SHS VESTIMA HIGH GROWTH A-DIS	800	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:51
 REDEMPTION	11405F2L4S	GCB14	UFTS.5	XS04VESTIMA5	SHS VESTIMA HIGH GROWTH A-DIS	323	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:24
 REDEMPTION	11405F2L5K	GCB16	UFTS.6	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:25
 REDEMPTION	11405F2L5L	GCB17	UFTS.7	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:25
 REDEMPTION	11405F2L4P	GCB11		XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4Q	GCB12		XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	600	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4R	GCB13		XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4V	GCB15		XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	300	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 SUBSCRIPTION	11405F2L5W	GCB19		XS06VESTIMA0	SHS VESTIMA HIGH GROWTH B-DIS	700	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:32
DOWNLOAD AS CSV FILE										

2. Click on the  icon of the order to be viewed to display its Order Detail template.



### 3. Order cycle Part 1 - Confirming an order


ORDER DETAIL: SUBSCRIPTION			
CANCEL CONFIRMATION			
<b>Fund Details</b>			
<b>Fund Name:</b>	SHS VESTIMA ASSET MANAGEMENT A	<b>ISIN Code:</b>	XS01VESTIMA1
<b>Last Price and Currency:</b>		<b>Common Code:</b>	023185628
<b>Last Price Date:</b>		<b>Price Quality:</b>	
<b>CBL Place of Safekeeping Code - Name</b>	31 - BGL BNP PARIBAS S.A. (FORMELY KNOW	<b>Umbrella Fund Name:</b>	UFTS UMBRELLA
<b>Fund Characteristics</b>			
<b>Transmission</b>			
<b>Order Date:</b>	7 Oct 2011 15:50:13	<b>Order Forwarded Date:</b>	7 Oct 2011 15:50:13
<b>OI Name:</b>	GRAND CENTRAL BANK		
<b>Order Issuer Details</b>			
<b>Dealing Details</b>			
		<b>Quantity:</b>	1,300
<b>Preset Income Option:</b>		<b>Status:</b>	Confirmed
<b>Vestima<sup>+</sup> Order Reference:</b>	11405F2L4E	<b>Requested NAV Currency:</b>	EUR
<b>OI Order Reference:</b>	GCB1	<b>NAV Date:</b>	
<b>OHA Order Reference:</b>	UFTS.1	<b>Type of Price per Share:</b>	NAV
<b>Price per Share:</b>	EUR 50	<b>Trade Date:</b>	7 Oct 2011
<b>Trade Amount:</b>	EUR 65,000.00	<b>Settlement Date:</b>	10 Oct 2011
<b>Settlement Amount:</b>	EUR 65,000.00	<b>Tax Amount:</b>	
<b>Commissions</b>			
<b>EU Tax Directive</b>			

**Note:** The available command buttons depend on the status of the order.



## Vestima for order handling agents

➤ Acknowledgment			
Settlement Details			
Settlement Status:		Settlement Currency:	EUR
Settlement Method:	Delivery versus payment	Settlement Option OHA:	STP
➤ Settlement Parties			
➤ Trading Parties			
➤ Other Information			
➤ Order History			
➤ Settlement History			
➤ OI Settlement History			
CANCEL CONFIRMATION			
PRINT PRINT ALL DETAILS BACK			

3. You can click on the relevant  icon in the Order Detail template to see more details of any of the following associated details.

- |                        |                                  |                         |
|------------------------|----------------------------------|-------------------------|
| - Fund Characteristics | - Acknowledgement                | - Order History         |
| - Order Issuer Details | - Settlement Parties             | - Settlement History    |
| - Commissions          | - Trading Parties                | - OI Settlement History |
| - EU Tax Directive     | - Other Information <sup>a</sup> |                         |

a. Contents of the narrative boxes.

**Note:** The details displayed depend on the status of the order.

4. When you have finished viewing, click on BACK to return to the Order Book template.

### Acknowledging or rejecting an order

Acknowledging an order is optional in Vestima but most OIs appreciate their orders being acknowledged as, by so doing, the OHA recognises that an order is valid and can be processed for the next NAV. For this reason, CBL recommends all OHAs to perform this optional stage of the order life cycle.

Alternatively, the OHA can reject an order that is considered to be invalid for further processing.

#### To acknowledge or reject a new order:

1. Select Order Cycle-Acknowledge/Reject from the menu to display a list view of all orders awaiting acknowledgement or rejection.




### 3. Order cycle Part 1 - Confirming an order

ORDER ACKNOWLEDGEMENT/REJECTION										
First Prev page : 1 / 1 ( 5 Order(s) ) Next Last										
	Order Type	V* Ref	OI Ref	ISIN/Common Code	Fund Name	Qty/Amt	Execution Mode	OI Name	Status	Fwd D&T
<input checked="" type="checkbox"/>	REDEMPTION	11405F2L4P	GCB11	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
<input checked="" type="checkbox"/>	REDEMPTION	11405F2L4Q	GCB12	XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	600	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
<input checked="" type="checkbox"/>	REDEMPTION	11405F2L4R	GCB13	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
<input checked="" type="checkbox"/>	REDEMPTION	11405F2L4V	GCB15	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	300	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
<input checked="" type="checkbox"/>	SUBSCRIPTION	11405F2L5W	GCB19	XS06VESTIMA0	SHS VESTIMA HIGH GROWTH B-DIS	700	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:32
<div> <input type="button" value="CLEAR"/> <input type="button" value="SELECT ALL"/> <input type="button" value="INVERT SELECTION"/> </div>										
<div> <input type="button" value="ACKNOWLEDGE"/> </div>										
<div> <input type="button" value="DOWNLOAD AS CSV FILE"/> </div>										

**Note:** You can acknowledge multiple orders in a single action but you can reject orders one at a time only.


2. Do one of the following:

- To acknowledge a single order, do one of the following:
  - a) Check the associated checkbox, without viewing further order details, of the order and click on ACKNOWLEDGE; or
  - b) Click on the relevant  icon to display the order's details and click on ACKNOWLEDGE.
- To acknowledge more than one order at once:
  - a) Check the relevant checkboxes to select. (Checkbox selections are valid for one page only.)

You can use the INVERT SELECTION button to swap the selected status of all the checkboxes at once (that is, to select all currently unselected and simultaneously deselect all currently selected).

- b) Click on ACKNOWLEDGE to acknowledge that you intend to process the selected orders.

An acknowledgement that you intend to process the order is sent to the OI that created each order.

- To reject an order:
  - a) Click on the relevant  icon to display the single order's details.
  - b) Select a reason from the dropdown list or, if your reason is not listed, select Other and type in a short description.
  - c) Click on REJECT to inform the Vestima system that you do not intend to fill the order. This rejection is passed on to the OI that created the order.

The status of the order is updated to "Rejected by OHA" and the order is returned to the OI.

**Note:** An acknowledged order can be rejected before it is confirmed (filled). This is intended only to facilitate exception handling and not to be a standard procedure.

#### Filling a subscription or redemption order

When you process an order, it must be filled to complete the details before it can be confirmed. Some fields will have been filled out by the OI and cannot be edited by you; others can be overwritten as necessary.

When an order has been filled, it is validated by Vestima for errors and returned to the OHA to be confirmed. The order can then be verified and/or authorised before confirmation, according to your Vestima setup.






#### To fill a subscription or redemption order:

1. Select Order Cycle-Fill from the menu to display the Fill Order List.



## Vestima for order handling agents

### ORDER FILL

First Prev page : 1 / 1 ( 5 Order(s) ) Next Last									
Order Type	V+ Ref	OI Ref	ISIN/Common Code	Fund Name	Qty/Amt	Execution Mode	OI Name	Status	Fwd D&T
 REDEMPTION	11405F2L4P	GCB11	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900 OHA		GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4Q	GCB12	XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	600 OHA		GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4R	GCB13	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350 OHA		GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4V	GCB15	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	300 OHA		GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 SUBSCRIPTION	11405F2L5W	GCB19	XS06VESTIMA0	SHS VESTIMA HIGH GROWTH B-DIS	700 OHA		GRAND CENTRAL BANK	New	7 Oct 2011 16:32
<a href="#">DOWNLOAD AS CSV FILE</a>									

- Click on the  icon associated with the order to be filled to display its Fill Order template.

### FILL ORDER: SUBSCRIPTION

Fund Details			
<b>Fund Name:</b>	SHS VESTIMA HIGH GROWTH A-DIS	<b>ISIN Code:</b>	XS04VESTIMA5
<b>Last Price and Currency:</b>		<b>Common Code:</b>	035157760
<b>Last Price Date:</b>		<b>Price Quality:</b>	
<b>CBL Place of Safekeeping Code - Name</b>	31 - BGL BNP PARIBAS S.A. (FORMELY KNOW	<b>Umbrella Fund Name:</b>	UFTS UMBRELLA
Fund Characteristics			
Transmission			
<b>Order Date:</b>	10 Oct 2011 10:14:30		
<b>OI Name:</b>	GRAND CENTRAL BANK	<b>Order Forwarded Date:</b>	10 Oct 2011 10:14:30
OI Details			
Acknowledgment			
<b>Acknowledgement Date:</b>	10 Oct 2011 10:18:43		
<b>Trade Date:</b>		<b>Settlement Date:</b>	
Fill Details			
<b>Order Release to Vestima+ Date:</b>	10 Oct 2011 10:08:31		
<b>Preset Income Option:</b>			
<b>Vestima+ Order Reference:</b>	11411F2M4R	<b>Status:</b>	Acknowledged
<b>OI Order Reference:</b>	GCB26	<b>Requested IIAV Currency:</b>	EUR
<b>OHA Order Reference:</b>	<input type="text"/>	<b>IIAV Date:</b>	<input type="text"/>
<b>Quantity:</b>	1,311	<b>Confirmation Trade Date:</b>	10 Oct 2011 <input type="text"/>
<b>Price per Share:</b>	EUR <input type="text"/>	<b>Confirmation Settlement Date:</b>	11 Oct 2011 <input type="text"/>
<b>Trade Amount:</b>	EUR <input type="text"/>	<b>Type of Price per Share:</b>	NAV <input type="text"/>
		<b>Tax Amount:</b>	EUR <input type="text"/>
<b>Settlement Amount:</b>	EUR <input type="text"/>	<b>Settlement Option:</b>	<input checked="" type="radio"/> STP <input type="radio"/> Manual

- Type in the Fill Details or the order as appropriate (See [“Field definitions for a subscription or redemption order”](#) on page 3-7).

**Note:** If the Commission Details are not filled, the trade amount and settlement amount are set automatically to “Price per Share” times “Quantity”.

- Check and amend commission information as appropriate.



### 3. Order cycle Part 1 - Confirming an order

5. Add any narrative information that you require.
6. Click on SUBMIT to display the Fill Order Confirmation and do one or more of the following:
  - If you require a hardcopy printout of the Fill Order Confirmation, click on PRINT; and/or
  - Click on CONFIRM to accept the confirmation details; or
  - Click on MODIFY to redisplay the Fill Order Confirmation in order to change any of the details and resubmit the order.

#### Field definitions for a subscription or redemption order

Some details are supplied by the OI or are enriched by Vestima and inserted into the order. The empty boxes (some with dropdown selections) on the form are for the OHA to supply details.

<b>Fund Details</b>	
Fund Name	Name of the Fund
Last Price and Currency	The latest price and currency of the fund
Last Price Date	Last date of the price
CBL Place of Deposit	Place/Custodian where CBL holds the fund shares
ISIN Code	12-character International Security Identification Number for the fund
Common Code	A 9-digit code issued jointly by Clearstream Banking and Euroclear Bank
Price Quality	Provided by the OI or by Vestima
Umbrella Fund Name	The name of the umbrella fund with which the subject fund is associated (if any)
<b>Fund Characteristics</b>	
Fund Cut-off Time	Order deadline according to fund company prospectus
NAV Frequency	Intervals of calculating the NAV: Daily, weekly or monthly
Vestima Cut-off Time	Set by the Vestima system: the time by which an OI must have input its order into the Vestima system in order for CBL to guarantee the routing of the order to the OHA before the Fund Cut-off Time
<b>Transmission</b>	
Order Date	CSSF has approved CBL-Vestima as a Trusted Source
OI Name	Identity of the OI who created the order
Order Forwarded Date	Date and time on which the order was made available to the OHA
<b>OI Details</b>	
Address	Location of OI
E-mail	Email address for OI
Phone Number	Contact number for OI
Fax Number	Number for Facsimile transmissions to OI
<b>Acknowledgements (if one has already been sent)</b>	
Acknowledgement Date	Date and time on which the order was acknowledged by the OHA
Trade Date	Optional and indicative value given by the OHA at the time of acknowledgement
Settlement Date	Optional and indicative value given by the OHA at the time of acknowledgement
<b>Fill Details</b>	
Order Release to Vestima Date	Date and time on which the order was released from OI to Vestima
Preset Income Option	Cash or Reinvest, when applicable
Requested Future Trade Date	Present when required and specifies when the order is to be executed by the OHA.
Vestima Order Reference	Unique reference number that the Vestima system has allocated to the order
OI Order reference	Reference number given by OI for their own records
OHA Order Reference	Your reference: any combination of numbers and letters up to a maximum of 16
Quantity	Number of shares



## Vestima for order handling agents

Price per Share	To be filled in/amended by the OHA
Trade Amount	To be filled in/amended by the OHA
Settlement Amount	Calculated by the system on quantity of shares and NAV per share: to be filled in/amended by the OHA
Status	New or (if accept orders has been used) Acknowledged
Requested NAV Currency	In the case of a multi-currency fund, the NAV selected by the OI
NAV Date	To be filled in/amended by the OHA, the date when the applicable price was set
Confirmation Trade Date	(mandatory) To be filled in/amended by the OHA
Confirmation Settlement Date	(mandatory) To be filled in/amended by the OHA
Type of Price per Share	Deal, NAV, bid, offer or none: to be selected by the OHA
Tax Amount	You can fill this field to notify the OI of a tax charge
Settlement Option	Specify STP or Manual generation of settlement instructions
<b>Commissions</b>	
Applied Commission Rate	If the OI has requested a commission rate: % is displayed to the right of the box
Applied Commission Amount	If the OI has requested a commission amount: Amount of commission granted
Other Commission Rate	If the OI has requested a commission rate: % is displayed to the right of the box
Other Commission Amount	(optional) You can enter a specific commission charge instead of applying a rate
Discount Rate	Rate of discount applied to the commission
Discount Amount	Fixed discount applied to commission if no rate is specified
Front/Back End Load Rate	Dealing charges imposed by the fund
Front/Back End Load Amount	Dealing charges imposed by the fund
Applied Commission	Requested by OI
Other Commission	Requested by OI
Discount	Requested by OI
Front End Load	Requested by OI
<b>EU Tax Directive</b>	
Taxable Income per Share	To be filled in by the OHA
Capital Gain In/Out Indicator	To be filled in by the OHA
External Narrative	(optional) You can use this field to provide information to the OI
EU Tax Retention Amount	To be filled in by the OHA
TIS Calculated Indicator	To be filled in by the OHA
Internal Narrative	(optional) You can use this field to add any notes or records concerning this order: contents will not be made available to the OI
<b>Settlement Parties</b>	
OI Account name	Account of OI
OI Keeper	Where the account is held
OI Keeper Function	Role in chain
OHA Account name	Account of OHA
OHA Keeper	Where the account is held
OHA Keeper Function	Role in chain
<b>Trading Parties</b>	
Role	Provided by the OI or by Vestima
Identifier	Provided by the OI or by Vestima
Safekeeping Account	Provided by the OI or by Vestima
Commercial Contract	Provided by the OI or by Vestima
<b>Other Information</b>	
OI External Narrative	Any additional information supplied by the OI



### 3. Order cycle Part 1 - Confirming an order





#### Filling a switch order

##### To fill a switch order:


1. Select Order Cycle-Fill from the menu to display the Fill Order List template.

**ORDER FILL**

First Prev page : 1 / 1 ( 5 Order(s) ) Next Last

Order Type	V+ Ref	OI Ref	ISIII/Common Code	Fund Name	Qty/Amt	Execution Mode	OI Name	Status	Fwd D&T
 REDEMPTION	11405F2L4P	GCB11	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4Q	GCB12	XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	600	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4R	GCB13	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 REDEMPTION	11405F2L4V	GCB15	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	300	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28
 SUBSCRIPTION	11405F2L5W	GCB19	XS06VESTIMA0	SHS VESTIMA HIGH GROWTH B-DIS	700	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:32

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2. Click on the  icon associated with the order to be filled. For switch orders, the Order Detail: Switch template is displayed. The first fill order screen is the Sell (Redemption) leg.



# Vestima for order handling agents

## FILL ORDER: SWITCH

Switch From Fund Details			
<b>Fund Name:</b>	SHS VESTIMA ASSET MANAGEMENT A	<b>ISIN Code:</b>	XS01VESTIMA1
<b>Last Price and Currency:</b>		<b>Common Code:</b>	023185628
<b>Last Price Date:</b>		<b>Price Quality:</b>	
<b>CBL Place of Safekeeping Code - Name</b>	31 - BGL BNP PARIBAS S.A. (FORMELY KNOW	<b>Umbrella Fund Name:</b>	UFTS UMBRELLA
Fund Characteristics			
Transmission			
<b>Order Date:</b>	10 Oct 2011 10:03:21		
<b>OI Name:</b>	GRAND CENTRAL BANK	<b>Order Forwarded Date:</b>	10 Oct 2011 10:03:21
OI Details			
Acknowledgment			
<b>Acknowledgement Date:</b>	10 Oct 2011 10:18:44		
<b>Trade Date:</b>		<b>Settlement Date:</b>	
Switch From Fill Details			
<b>Order Release to Vestima<sup>+</sup> Date:</b>	10 Oct 2011 10:02:20		
<b>Preset Income Option:</b>			
<b>Vestima<sup>+</sup> Order Reference:</b>	11411F2M4N	<b>Status:</b>	Acknowledged
<b>OI Order Reference:</b>	GCB23	<b>Requested NAV Currency:</b>	EUR
<b>OHA Order Reference:</b>		<b>NAV Date:</b>	
<b>Quantity:</b>	300	<b>Confirmation Trade Date:</b>	10 Oct 2011
<b>Price per Share:</b>	EUR	<b>Confirmation Settlement Date:</b>	11 Oct 2011
<b>Trade Amount:</b>	EUR	<b>Type of Price per Share:</b>	NAV
		<b>Tax Amount:</b>	EUR
		<b>Settlement Option:</b>	<input checked="" type="radio"/> STP <input type="radio"/> Manual
Commissions			



### 3. Order cycle Part 1 - Confirming an order

EU Tax Directive

External Narrative:

Internal Narrative:

Switch To Dealing Details

	ISIN Code	Common Code	Fund Name	NAV Currency	Percentage
	XS02VESTIMA9	023185652	SHS VESTIMA ASSET MANAGEMENT B	EUR	100 %
Percentage Subscribed 100 %					

Settlement Parties

Trading Parties

Other Information

SUBMIT

BACK

3. Type in the Fill Details and Commissions for the order as appropriate (See [“Field definitions for a switch order”](#) on page 3-12).

**Note:** If the Commission Details are not filled, the trade amount and settlement amount are set automatically by default to “Price per Share” times “Quantity”.

4. Check and amend commission information as appropriate.
5. Add any narrative information that you require.
6. To display the Buy (Subscription) leg, click on the icon in the Switch to Dealing Details section. The “Switch to Dealing Details” include the “Percentage” of the subscription to be purchased from the redemption proceeds (100% = 1-to-1 switch).



# Vestima for order handling agents

## FILL ORDER BUY LEG

Switch To Fund Details			
<b>Fund Name:</b>	SHS VESTIMA ASSET MANAGEMENT B	<b>ISIN Code:</b>	XS02VESTIMA9
<b>Last Price and Currency:</b>		<b>Common Code:</b>	023185652
<b>Last Price Date:</b>		<b>Price Quality:</b>	
<b>CBL Place of Safekeeping Code Name</b>	31 - BGL BNP PARIBAS S.A. (FORMELY KNOW	<b>Umbrella Fund Name:</b>	UFTS UMBRELLA
Fund Characteristics			
Switch To Dealing Details			
<b>Percentage:</b>	100 %	<b>Requested NAV Currency:</b>	EUR
<b>Preset Income Option:</b>			
<b>Settlement Currency:</b>	EUR	<b>NAV Date:</b>	<input type="text"/>
<b>Quantity:</b>	<input type="text" value="307.1429"/>	<b>Confirmation Trade Date:</b>	<input type="text" value="10 Oct 2011"/>
<b>Price per Share:</b>	EUR <input type="text" value="42"/>	<b>Confirmation Settlement Date:</b>	<input type="text" value="11 Oct 2011"/>
<b>Trade Amount:</b>	EUR <input type="text" value="12900"/>	<b>Type of Price per Share:</b>	NAV <input type="text"/>
		<b>Tax Amount:</b>	EUR <input type="text"/>
Commissions			
EU Tax Directive			
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>			

- Click on SUBMIT to display the Fill Order Confirmation and do one or more of the following:
  - If you require a hardcopy printout of the Fill Order Confirmation, click on PRINT; and
  - Click on OK to accept the confirmation details; or
  - Click on MODIFY to redisplay the Fill Order Confirmation in order to change any of the details and resubmit the order.
  - Click on CANCEL to display the Fill Order list template.

### Field definitions for a switch order

Switch orders are shown with similar fields as subscription and redemption orders (see [page 3-7](#)).

The key differences are as follows:

- For the Sell leg:
  - The "Fund Details" section is renamed "Switch From Fund Details".
  - "Fill Details" section is renamed "Switch From Fill Details" with no Settlement amounts in FOREX.
- For the Buy leg:
  - The "Fund Details" section is renamed "Switch To Fund Details".
  - The "Fill Details" section is renamed "Switch To Dealing Details".
  - "Percentage" is the percentage of the subscription to be purchased with the redemption proceeds.




## 3. Order cycle Part 1 - Confirming an order

### Modifying fill details

A confirmation can be modified when it has status “Failed Verify” or “Failed Authorise”.


#### To modify an order:

1. Select Order Cycle-Modify from the menu to display a list view of orders that can be modified.
2. Click on the relevant  icon to display the details of the order that you want to modify.
3. Make the required changes to the confirmation.
4. Click on SUBMIT to display the Fill Order Confirmation.
5. Do one or more of the following:
  - If you require a hardcopy printout of the Fill Order Confirmation, click on PRINT; and/or
  - Click on OK to accept the confirmation details; or
  - Click on MODIFY to redisplay the Fill Order template to change any of the details and resubmit the order.


### Verifying/Failing verification

Verification is a 6-eyes checking option that requires a second user to read and verify details after every order or cancellation request has been acknowledged or rejected, filled or modified, or for a cancelled or replaced confirmation, prior to these actions being authorised by a third user.

#### To verify/fail verification:

1. Select Verify from the main menu and select the operation that you want to verify from the Verify submenu. A list of orders with the chosen status is displayed.
2. Do one of the following:
  - To verify a single confirmation, do one of the following:
    - a) Check the associated checkbox, without viewing further order details, of the confirmation and click on VERIFY; or
    - b) Click on the relevant  icon to display the details of the confirmation and click on VERIFY.
  - To verify more than one confirmation at once:
    - a) Check the relevant checkboxes to select.
    - b) Click on VERIFY to update the selected confirmations.

The status of the order is updated to “Awaiting Authorisation”.

- To fail verification of a confirmation:
  - a) Click on the relevant  icon to display the single confirmation’s details.
  - b) Select a reason from the dropdown list or, if your reason is not listed, select Other and type in a short description.
  - c) Click on FAIL to fail verification of the confirmation.


The status of the order is updated to “Failed V/A”.




## Authorising/Failing authorisation

Authorisation is a 4-eyes or 6-eyes checking option that requires another user to read and authorise details after every order and cancellation request has been acknowledged or rejected, filled or modified, or for a cancelled or replaced confirmation.

### To authorise/fail authorisation of an order confirmation:

1. Select Authorise from the main menu and select the operation you want to authorise from the Authorise submenu. A list of items with the chosen status is displayed.
2. Do one of the following:
  - To authorise a single confirmation, do one of the following:
    - Check the associated checkbox, without viewing further order details, of the confirmation and click on AUTHORISE; or
    - Click on the relevant  icon to display the details of the confirmation and click on AUTHORISE.
  - To authorise more than one confirmation at once:
    - a) Check the relevant checkboxes to select, without viewing further order details, several confirmations.
    - b) Click on AUTHORISE to update the selected confirmations.

The status of the order is updated to "Confirmed".

- To fail authorisation of a confirmation:
  - a) Click on the relevant  icon to display the single confirmation's details.
  - b) Select a reason from the dropdown list or, if your reason is not listed, select Other and type in a short description.
  - c) Click on FAIL to fail authorisation of the confirmation.

The status of the order is updated to "Failed V/A".



## 4. Order cycle Part 2 - Managing orders

Order management is made easy with Vestima with the use of standard templates and the immediate transmission of orders. The Vestima web browser interface has access to an extensive funds database.

This chapter provides a detailed description of processes that an Order Handling Agent (OHA) applies to a standard order before it is confirmed. The chapter contains the following sections:

- [“Working with the Event Console”](#) below;
- [“Viewing the history of a recent order”](#) on page 4-2;
- [“Accepting a cancellation request”](#) on page 4-3;
- [“Cancelling a confirmation”](#) on page 4-4;
- [“Replacing a confirmation”](#) on page 4-6;
- [“Viewing Settlement Instruction Status”](#) on page 4-6
- [“Performing searches”](#) on page 4-7.

### Working with the Event Console

When you log on to the Vestima web browser interface, the Event Console is switched off. To switch on the Event Console, click on “Event Console ON/Off” within the header to display it at the bottom of each page.

The Event Console displays information similar to the illustration below:

<b>Order:</b>	151 New	0 Await Verif	0 Await Auth	0 Failed V/A		
	0 Acknowledged	0 Rejected OHA	0 Cancelled	0 Confirmed	0 Conf. Cancelled	0 Conf. Replaced
<b>Canc. Req.:</b>	0 Forwarded	0 Await Verif	0 Await Auth	0 Failed V/A	0 Rejected OHA	
<b>Settlement:</b>	0 Rejected					

You can use the Event Console to check the number and status of all orders and cancellation requests in the system. The information in this area is updated each time you carry out an action on the browser screen.

The numbers to the left of each status indicate how many orders or cancellation requests have that status. Numbers that changed when the browser was refreshed are shown in a darker colour.

You can click on a status name/number in the Event Console to display a summary list view of all the orders and/or cancellation requests that currently have that particular status.

The columns displayed for each order in a status summary list view are Order type, Vestima reference number, OI reference, your order reference, ISIN, Common Code, fund name, Quantity/amount, OI name, order status and forward date and time.

Vestima assigns status descriptions to all orders/cancellation requests to track their progress through the various stages of the order cycle. For example: orders/cancellation requests that have been processed successfully are allocated the status Confirmed.

Orders for which OIs have requested cancellation are shown in red type in the order summary list.

**Note:** The status of a cancellation request is shown on the order when it has been accepted; that is, the status of the order changes to Cancelled.



# Vestima for order handling agents

An order is assigned one of the following statuses during the life cycle of the order<sup>1</sup>:

Status	Description
New	The order has been created by the OI and is available to the OHA in the Vestima system.
Await Verify	The item has been acknowledged and is awaiting verification and/or authorisation of the response. This may be applied to accept/reject order, cancellation request, confirmation of the order, confirm replaced.
Await Authorise	
Failed V/A	A second user at the OHA has reviewed the order details and has failed the verification or authorisation of the order processing. It should now be modified or rejected.
Acknowledged	The order has been acknowledged.
OHA Rejected	The order has been rejected.
OHA Cancelled	The order has been cancelled.
Confirmed	The order has been confirmed.
Conf. Cancelled	The order confirmation has been cancelled.
Conf. Replaced	The order confirmation has been replaced it.

The status of settlement instructions issued by Vestima is also displayed on the web browser (see [“Viewing Settlement Instruction Status”](#) on page 4-6).














## Viewing the history of a recent order

A recent order is one that was created in the last 13 months. As well as its current status, you can view its order history to find out at what time its status changed and which Participant was responsible for the action that caused the change. When the Participant is your own organisation, you will see the user identity.

**Note:** This facility is not available for past orders (that is, orders created more than 13 months ago) - see [“Performing searches”](#) on page 4-7.

### To view the history of a recent order:

- Do one of the following:
  - Click on one of the statuses in the Event Console to display all orders with that status in a list view;
  - Select Order Cycle-Order Book from the menu to display the Order Book list view; or
  - Search for the specific recent order (see [“To search for a recent order:”](#) on page 4-7.



ORDER BOOK											
First Prev page : 1 / 1 ( 13 Order(s) ) Next Last											
Order Type	V+ Ref	OI Ref	Your Order Ref	ISIN/Common Code	Fund Name	Qty/Amt	Execution Mode	OI Name	Status	Fwd D&T	
 SUBSCRIPTION	11405F2L4E	GCB1	UFTS.1	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	1,300	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50	
 SUBSCRIPTION	11405F2L4K	GCB4	UFTS.2	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	1,300	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50	
 SUBSCRIPTION	11405F2L4L	GCB8	PG	XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	1,100	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50	
 SUBSCRIPTION	11405F2L4M	GCB9	UFTS.3	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	900	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:51	
 SUBSCRIPTION	11405F2L4N	GCB10	UFTS.4	XS04VESTIMA5	SHS VESTIMA HIGH GROWTH A-DIS	800	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:51	
 REDEMPTION	11405F2L4S	GCB14	UFTS.5	XS04VESTIMA5	SHS VESTIMA HIGH GROWTH A-DIS	323	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:24	
 REDEMPTION	11405F2L5K	GCB16	UFTS.6	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:25	
 REDEMPTION	11405F2L5L	GCB17	UFTS.7	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350	OHA	GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:25	
 REDEMPTION	11405F2L4P	GCB11		XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28	
 REDEMPTION	11405F2L4Q	GCB12		XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	600	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28	
 REDEMPTION	11405F2L4R	GCB13		XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28	
 REDEMPTION	11405F2L4V	GCB15		XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	300	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:28	
 SUBSCRIPTION	11405F2L5W	GCB19		XS06VESTIMA0	SHS VESTIMA HIGH GROWTH B-DIS	700	OHA	GRAND CENTRAL BANK	New	7 Oct 2011 16:32	
DOWNLOAD AS CSV FILE											

1. There are more statuses in the Vestima order life cycle. These are the ones applicable to an OHA.



## 4. Order cycle Part 2 - Managing orders

2. To view the history of an order, do the following:

- Click on the  icon in the far left column associated with it in the list to display a choice of detail options for that order; and
- Click on the  icon next to the Order History option to display the history of the selected order.

➤ Settlement Parties

➤ Trading Parties

➤ Other Information

➤ Order History

Status	Status Change Date	Participant	Action	User	Inbound Message
New	7 Oct 2011 15:50:13	GRAND CENTRAL BANK			
Acknowledgement - Awaiting Authorisation	7 Oct 2011 15:52:03	UNIVERSAL FUND TRANSFER SERVICE	Order Acknowledged by	Investment Funds Operations	
Acknowledged	7 Oct 2011 15:52:49	UNIVERSAL FUND TRANSFER SERVICE	Authorised by	Investment Funds Operations	

➤ Settlement History

➤ OI Settlement History


## Accepting a cancellation request

### To accept a cancellation request from an OI:


- Select Order Cycle-Accept/Reject Cancellation Request from the menu to display a list of pending cancellation requests.<sup>1</sup>

CANCELLATION REQUEST ACCEPTANCE/REJECTION												
First Prev page: 1 / 1 (1 Cancellation Request(s)) Next Last												
	Order Type	Canc Req V* Ref	Canc Req OI Ref	V* Ref	OI Ref	ISIN/ Common Code	Fund Name	Qty/Amt	Execution Mode	OI Name	Canc Req Status	Fwd D&T
<input checked="" type="checkbox"/>	REDEMPTION	11411F2M5H	GCB33	11411F2M4S	GCB28	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	200	OHA	GRAND CENTRAL BANK	New	10 Oct 2011 11:53
<div> <input type="button" value="CLEAR"/> <input type="button" value="SELECT ALL"/> <input type="button" value="INVERT SELECTION"/> </div> <div> <input type="button" value="ACCEPT"/> </div> <div> <input type="button" value="DOWNLOAD AS CSV FILE"/> </div>												

2. Do one of the following:

- To accept a single cancellation request, do one of the following:
  - Check the associated checkbox, without viewing further details, and click on ACCEPT; or
  - Click on the relevant  icon to display the order's details and click on ACCEPT.
- To accept one or more cancellation requests:
  - Check the associated checkbox of the cancellation requests to be accepted.
  - Click on ACCEPT to accept all selected cancellation requests.

The underlying orders will be reported as "Cancelled" to the respective OI that created them.

- To reject a cancellation request:
  - Click on the relevant  icon to display the single cancellation request's details.
  - Select a reason from the dropdown list or, if your reason is not listed, select Other and type in a short description.
  - Click on REJECT to reject the selected cancellation request.

The status of the cancellation request is updated to "Rejected by OHA". The order continues its life cycle.

1. If the underlying order is rejected or confirmed (executed) by the OHA, any pending cancellation request is automatically rejected by Vestima.

















# Vestima for order handling agents

## Cancelling a confirmation

### To cancel a confirmation:

1. Select Order Cycle-Cancel Confirmation from the menu to view a list of order confirmations that can be cancelled.

CANCEL CONFIRMATION											
First Prev page : 1 / 1 ( 13 Order(s) ) Next Last											
Order Type	V+ Ref	OI Ref	Your Order Ref	ISIN/Common Code	Fund Name	Qty/Amt	Execution Mode	OI Name	Status	Fwd D&T	
 SUBSCRIPTION	11405F2L4E	GCB1	UFTS.1	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	1,300 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50	
 SUBSCRIPTION	11405F2L4K	GCB4	UFTS.2	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	1,300 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50	
 SUBSCRIPTION	11405F2L4L	GCB8	PG	XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	1,100 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:50	
 SUBSCRIPTION	11405F2L4M	GCB9	UFTS.3	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	900 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:51	
 SUBSCRIPTION	11405F2L4N	GCB10	UFTS.4	XS04VESTIMA5	SHS VESTIMA HIGH GROWTH A-DIS	800 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 15:51	
 REDEMPTION	11405F2L4S	GCB14	UFTS.5	XS04VESTIMA5	SHS VESTIMA HIGH GROWTH A-DIS	323 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:24	
 REDEMPTION	11405F2L5K	GCB16	UFTS.6	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:25	
 REDEMPTION	11405F2L5L	GCB17	UFTS.7	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:25	
 REDEMPTION	11405F2L4P	GCB11	UFTS.8	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	900 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:28	
 REDEMPTION	11405F2L4Q	GCB12	UFTS.9	XS02VESTIMA9	SHS VESTIMA ASSET MANAGEMENT B	600 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:28	
 REDEMPTION	11405F2L4R	GCB13	UFTS.10	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:28	
 REDEMPTION	11405F2L4V	GCB15	UFTS.11	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	300 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:28	
 SUBSCRIPTION	11405F2L5W	GCB19	UFTS.12	XS06VESTIMA0	SHS VESTIMA HIGH GROWTH B-DIS	700 OHA		GRAND CENTRAL BANK	Confirmed	7 Oct 2011 16:32	
DOWNLOAD AS CSV FILE											

2. Click on the relevant  icon to access the details of the confirmation that you want to cancel.



## 4. Order cycle Part 2 - Managing orders

### ORDER DETAIL: SUBSCRIPTION

Cancel Confirmation			
Cancellation Reason:	Other		CANCEL CONFIRMATION
Fund Details			
Fund Name:	SHS VESTIMA ASSET MANAGEMENT A	ISIN Code:	XS01VESTIMA1
Last Price and Currency:	EUR 1.00	Common Code:	023185628
Last Price Date:	14 Oct 2011	Price Quality:	
CBL Place of Safekeeping Code - Name	31 - BGL BNP PARIBAS S.A. (FORMELY KNOW	Umbrella Fund Name:	UFTS UMBRELLA
Fund Characteristics			
Transmission			
Order Date:	7 Oct 2011 15:50:13		
OI Name:	GRAND CENTRAL BANK	Order Forwarded Date:	7 Oct 2011 15:50:13
Order Issuer Details			
Dealing Details			
		Quantity:	1,300
Preset Income Option:			
Vestima <sup>+</sup> Order Reference:	11405F2L4E	Status:	Confirmed
OI Order Reference:	GCB1	Requested NAV Currency:	EUR
OHA Order Reference:	UFTS.1	NAV Date:	
Price per Share:	EUR 50	Type of Price per Share:	NAV
Trade Amount:	EUR 65,000.00	Trade Date:	7 Oct 2011
Settlement Amount:	EUR 65,000.00	Settlement Date:	10 Oct 2011
		Tax Amount:	

3. Select a reason from the dropdown list or, if your reason is not listed, select Other and type in a short description.
4. Click on Cancel Confirmation to cancel the confirmation.



# Vestima for order handling agents


## Replacing a confirmation

### To replace a confirmation:

1. Select Order Cycle-Replace Confirmation from the menu to view a list of orders for which the confirmation has been cancelled.

#### REPLACE CONFIRMATION



First Prev page : 1 / 1 ( 2 Order(s) ) Next Last										
Order Type	v*Ref	OI Ref	Your Order Ref	ISILL/ Common Code	Fund Name	Qty/ Amt	Execution Mode	OI Name	Status	Fwd D&T
 REDEMPTION	11405F2L4R	GCB13	UFTS.10	XS03VESTIMA7	SHS VESTIMA HIGH GROWTH A-CAP	350	OHA	GRAND CENTRAL BANK	Confirmation Cancelled	7 Oct 2011 16:28
 REDEMPTION	11405F2L4V	GCB15	UFTS.11	XS01VESTIMA1	SHS VESTIMA ASSET MANAGEMENT A	300	OHA	GRAND CENTRAL BANK	Confirmation Cancelled	7 Oct 2011 16:28
<a href="#">DOWNLOAD AS CSV FILE</a>										

2. Click on the relevant  icon to access the details of the confirmation that you want to replace.
3. Input new confirmation details as required and click on SUBMIT to replace the confirmation.

## Viewing Settlement Instruction Status

The status of settlement instructions issued by Vestima, together with the date of issue and the transaction reference that Vestima has applied to the settlement instruction, is displayed under "Settlement History" on the Order Detail template.

### To view the status history of a settlement instruction:

1. Select Order Cycle-Order Book from the menu to view a list of instructions. for which the confirmation has been cancelled.
2. To view the status history of an instruction, do the following:
  - a) Click on the relevant  icon to access the details of the instruction whose status history you want to view; and
  - b) Click on the  icon next to the Settlement History option to display the status history of the selected instruction.

Settlement History		
Settlement Status	Status Change Date	Transaction Reference
Security instruction(s) issued	22 Jan 2009 16:38:05	IFN4V3V
Security instruction(s) cancelled	23 Jan 2009 17:42:41	IFN4V3V
Security instruction(s) replaced	2 Feb 2009 15:53:31	IFR4V3V
Security instruction(s) settled	9 Feb 2009 10:44:42	IFR4V3V

PRINT PRINT ALL DETAILS BACK

For Delivery Versus Payment (DVP), the one "security instruction" status covers both the security and cash.

For Free of Payment (FOP), the statuses of the security and cash instructions are shown separately.

Settlement instructions have one of the following statuses:

Issued	The settlement instruction has been issued. This happens when the OHA has issued a valid confirmation or for a prepayment order (FOP/Actual) when a valid order is issued by the OI.
Rejected	The settlement instruction has been rejected.
Settled	The order has settled.
Cancelled	A previously issued settlement instruction has been cancelled.
Replaced	A previously issued settlement instruction has been replaced.



## 4. Order cycle Part 2 - Managing orders

### Performing searches

You can search for:

- Recent or past orders (or past reports);
- Funds;
- Cancellation requests.

You can use the asterisk (\*) wild card character in your searches to request that all items that contain the string of characters associated with the wild card character are included in the results of your search.

The following examples illustrate the use of the wild card character in a field entry:

ABC\* will include all items in which this field contains a value beginning with ABC.

\*ABC will include all items in which this field contains a value ending with ABC.

\*ABC\* will include all items in which this field contains a value that includes ABC anywhere between the first and last characters.

#### To search for a recent order:

A recent order is one that was created in the last 13 months.

1. Select Search-Order from the menu to display the Order Search template providing commonly used order search parameter fields.

#### ORDER SEARCH


Please note that orders older than 13 months must be accessed through the business archive.

<b>Operation Type:</b> <input checked="" type="checkbox"/> Subscription/Buy <input checked="" type="checkbox"/> Redemption/Sell <input checked="" type="checkbox"/> Switch	
<b>ISIN Code*:</b> <input type="text"/>	<b>Common Code*:</b> <input type="text"/>
<b>Fund Name*:</b> <input type="text"/>	<b>Umbrella Name*:</b> <input type="text"/>
<b>Order Issuer Institution Name*:</b> <input type="text"/>	<b>Nominal Fund Currency:</b> <input type="text"/>
<b>From Input Date and Time (d Mmm yyyy):</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>To Input Date and Time (d Mmm yyyy):</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>From Trade Date (d Mmm yyyy):</b> <input type="text"/>	<b>To Trade Date (d Mmm yyyy):</b> <input type="text"/>
<b>From Settlement Date (d Mmm yyyy):</b> <input type="text"/>	<b>To Settlement Date (d Mmm yyyy):</b> <input type="text"/>
<b>From Forward Date and Time (d Mmm yyyy):</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>To Forward Date and Time (d Mmm yyyy):</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Order Status:</b> <div>Cancelled Final Confirmation Replaced Confirmation replaced CB</div>	
<b>Vestima* Order Reference*:</b> <input type="text"/>	<b>OI Order Reference*:</b> <input type="text"/>
<b>OHA/EA Order Reference*:</b> <input type="text"/>	
<b>From Quantity:</b> <input type="text"/>	<b>To Quantity:</b> <input type="text"/>
<b>From Amount:</b> <input type="text"/>	<b>To Amount:</b> <input type="text"/>
<b>From Settlement Amount:</b> <input type="text"/>	<b>To Settlement Amount:</b> <input type="text"/>
<b>Defined Place Of Trade:</b> <div>XFRA-Frankfurt XETR-Xetra Frankfurt XWBO-Xetra Vienna XGAT-Tradegate</div>	<b>Place of Trade (MIC):</b> <input type="text"/>

CLEAR



## Vestima for order handling agents


2. Type in your selection criteria. For example, a Vestima reference number or date. You can use the wild card character (see [“Performing searches”](#) above) if the field label has an asterisk.
3. Click on SUBMIT at the bottom of the template to display a list view of any orders that match your search criteria.
4. Click on the relevant  icon to view the details of the selected order.

### To search for a fund:


1. Select Search-Fund from the main menu to display the Fund Search template providing a range of fund search parameter fields.

#### FUND SEARCH

ISIN Code*:	<input type="text"/>	Common Code*:	<input type="text"/>
Fund Name*:	<input type="text"/>	Umbrella Name*:	<input type="text"/>
Fund Currency:	<input type="text"/>	NAV Currency:	<input type="text"/>
OHA Name*:	<input type="text"/>	Transfer Agent*:	<input type="text"/>
Promoter*:	<input type="text"/>	Fund Manager*:	<input type="text"/>
Local Agent*:	<input type="text"/>	Order Concentrator*:	<input type="text"/>
Fund Eligibility For Order Routing:	<input type="checkbox"/>	Settlement Eligibility Filter:	CBL: <input checked="" type="checkbox"/> CFF: <input checked="" type="checkbox"/>
Eligibility Start Date:	<input type="text"/>		
<input type="button" value="SUBMIT"/> <input type="button" value="CLEAR"/>			

2. Type in your selection criteria. You can use the wild card character (see [“Performing searches”](#) on page 4-7).
3. Click on SUBMIT at the bottom of the template to display a list view of any funds that match your search criteria.
4. Click on the relevant  icon to view the details of the selected fund.

### To search for a cancellation request:

1. Select Search-Cancellation Request from the menu to display the Order Search template providing commonly used order search parameter fields.
2. Type in your selection criteria (for example, a Vestima reference number or date range).  
In the fields that have an asterisk in the label, you can use the wild card character (see [“Performing searches”](#) on page 4-7).
3. Click on SUBMIT at the bottom of the template to display a list view of any cancellation requests that match your search criteria.
4. Click on the relevant  icon to view the details of the selected cancellation request.



## 5. Uploading files

This chapter is intended to help OHAs to be able to submit large numbers of orders to Vestima in a single operation.

The file uploading process is described in the following sections:

- [“Entering your orders into your file”](#) on page 5-2;
- [“Finalising file preparation”](#) on page 5-2;
- [“Uploading your file to the system”](#) on page 5-2;
- [“Viewing file upload results”](#) on page 5-3;
- [“Replacing confirmations”](#) on page 5-4;
- [“Spreadsheet/file column content”](#) on page 5-4.

### Overview

The simple procedure has the following features:

- Many orders can be sent at the same time; there is no limit to the number of lines in each file.
- Each upload can be tracked; Vestima assigns a unique reference to each file upload.
- The file is processed asynchronously, order by order, such that, if there is an error within one order, all the other orders are still processed.
- There are no constraints on the file name.

Before you begin uploading files, the following points should be noted:

- The file to be uploaded must be in CSV format.
- Each order is listed on a separate line.
- Each line in the file must contain a unique message reference in the first column.
- The file must adhere to the rules explained in this chapter.

For details and the rules of content of the upload file, please see [“Spreadsheet/file column content”](#) on page 5-4.

**Note:** If the file contains formatting errors, it will be rejected. You will immediately receive information on the formatting problem and you will need to correct the file accordingly.



## 5. Uploading files

### Entering your orders into your file

#### To create an upload file:

1. Create a spreadsheet with column headings in a header row for all the columns as explained in [“Spreadsheet/file column content”](#) on page 5-4.

**Note:** If you include a file header row, ensure that the last column of the first row contains “h” (**not** “z”). Individual column headers can have any name.

You are recommended to save your first spreadsheet at this stage as a template and guide for entering your order details. This template can then be used for creating subsequent files for upload.

2. Populate the spreadsheet with the details of your orders, with each order on its own separate row.
3. Save the spreadsheet.

### Finalising file preparation

When your upload file has been created, it must be prepared for upload to Vestima.

#### To prepare your spreadsheet as a file for uploading:

1. Save the spreadsheet file in CSV format as follows:
  - a) Select Save As from the File menu.
  - b) Select CSV (Comma delimited) from the Save as type dropdown list.
  - c) Name the file and click on Save.

The file is now ready to be uploaded into Vestima.

### Uploading your file to the system

When your upload file has been created and prepared for upload, you can upload it to Vestima.

#### To upload your file to Vestima:

1. In Vestima, select Order File Upload-New to specify an order file for upload.

**FILE UPLOAD**

Choose an Order File

Filename:

2. Either type in the path and filename of the required file or:
  - a) To locate the required file to be uploaded, click on the Browse button to open the File Browse dialog box.
  - b) Locate and highlight the required file and click on Open to select the file and close the File Browse dialog box.
3. Click on SUBMIT to upload your order into Vestima.

You will receive a message with the file upload reference.



## Viewing file upload results

When your file has been uploaded to Vestima and processed, you can view the results of the upload.

**Note:** It will take longer to process larger upload files.










### To view the results of your file upload:

1. Select Order File Upload-Result to display a list of the last five files that have been uploaded.

Last File Upload Reference	
File Name	File Upload Reference
H:\File Upload\Test upload 1.csv	<a href="#">20070207-1502-XYZBANK.XVES040301</a>
H:\File Upload\Test upload 2.csv	<a href="#">20070130-1326-XYZBANK.XVES040302</a>
H:\File Upload\Test upload 3.csv	<a href="#">20070130-1311-XYZBANK.XVES040303</a>
H:\File Upload\Test upload 4.csv	<a href="#">20070117-1319-XYZBANK.XVES040304</a>
H:\File Upload\Test upload 5.csv	<a href="#">20070115-0420-XYZBANK.XVES040305</a>

2. Click on the relevant file in the File Upload Reference column to see the results of the upload, as in the following example:

FILE UPLOAD RESULT OF 12092005 1548 VES999TA

First Orders of File: H:\Westima\Load.csv : 8/8 Last			
Line Number	Result		V* Reference
1		new confirmation leg correctly received	12345A1B1
2		Order successfully filled.	12345A1B1
3		Order successfully filled.	12345A1B3
4		Order successfully filled.	12345A1B4
5		Order successfully filled.	12345A1B5
6		Order successfully filled.	12345A1B6
7		Order successfully filled.	12345A1B7
8		Order successfully filled.	12345A1B8
			

**Note:** The leg of a switch order is always displayed with a red box in the File Upload Result list.




If the narrative next to the red box says “New leg xxx correctly received”, there has been no error in your message.

Any errors or warnings are also listed, as in the following example.



## 5. Uploading files

FILE UPLOAD RESULT OF 12092005 1132 VES999TA

First Orders of File: FileUpload 12092005.csv: 3/3 Last			Last
Line Number	Result	V* Reference	
1	 The trade amount does not match the ordered amount	123H9Z9U	
2	 Order (or Switch-Leg) Vestima+ Reference does not exist in the system		
3	 Wrong order type given in confirmation with Vestima+ ref 5372H9W7J	123H9W7J	
<a href="#">BACK</a>			

### Replacing confirmations

An order confirmation can be replaced only after it has been successfully cancelled. If a cancellation and a replacement of the same order confirmation are in the same upload file, the two requests will be processed in parallel with the possible result that the replacement is rejected because the relevant cancellation has not yet been processed.

**You are recommended to upload files containing confirmation cancellations first and then files containing any replacement confirmations.**

### Spreadsheet/file column content

Commissions, discounts and charges can be expressed either as percentage rates or as currency amounts. A single order confirmation must contain either rates only or amounts only; a mixture is not permitted. Clients are recommended to use amounts in preference to rates. For switch orders, only one of the legs may contain information about commissions, discounts and charges.

**N.B.:** Numeric values with decimals must use a period (.) as the decimal separator. Change Regional Settings in your Windows Control Panel, if necessary.

**Note:** In the following table, Status M=Mandatory; O=Optional; C=Conditional.

Column	Content	Rules	Status (M/O/C)
A	Unambiguous Order Reference assigned by OHA	Must be unique for each order uploaded or switch-leg.	M
B	Switch Reference	Switch orders only: must be used and must be the same for all legs and the same as the OHA reference in the redemption leg of the switch.	C
C	Vestima Reference	The unique order reference allocated by Vestima.	M
D	Vestima Leg Reference of current message	Switch orders only: must be used. For redemption leg (order type SWIF), must be same as order's Vestima Reference. For subscription leg (order type SWIT), must be same as order's Vestima Leg Reference.	C
E	Number of Linked Messages	Switch orders only: must be used and must be the number of legs of the switch order.	C
F	Message Sequence Number	Switch orders only: must be used.	C
G	Message Function	CANC = Cancel an order confirmation CONF = Confirm an order or replace an existing confirmation (see <a href="#">"Replacing confirmations"</a> on page 5-4).	M
H	Cancellation Reason	Cancellations only: must be used, narrative.	C



## 5. Uploading files

Column	Content	Rules	Status (M/O/C)
I	Order Type of order sent by OI	REDM = Redemption SUBS = Subscription SWIF = Redemption leg (Switch From) SWIT = Subscription leg (Switch To)	M
J	Common Code of ordered financial instrument	Must be used if ISIN (Column K) is not filled; otherwise, blank. ISIN should be used whenever possible.	C
K	ISIN of ordered financial instrument	Must be used if Common Code (Column J) is not filled; otherwise, blank. ISIN should be used whenever possible.	C
L	Settlement Option	MANU = No instruction generated If not filled, default used from OHA profile.	O
M	Internal narrative text from OHA (visible only on web-browser interface to other users at OHA)		O
N	External narrative text from the OHA (visible to all, including the OI)		O
O	Settlement Currency	REDM or SUBS only (Column I): must be used and must be ISO currency code.	C
P	Settlement Amount	REDM or SUBS only (Column I).	C
Q	Settlement Date	YYYY-MM-DD	M
R	Original Settlement Currency	Must be used if Original Settlement Amount (Column S) is filled; otherwise, blank.	C
S	Original Settlement Amount	Amount before applying any exchange rate. Must be used if FOREX columns (AP, AQ, AR) are filled.	C
T	Confirmed Quantity of ordered financial instrument	Number of units.	M
U	Price per Share Currency	ISO currency code.	M
V	Price per Share Amount	Price up to 6 decimals.	M
W	Type of Price per Share	BID = Bid price if order type REDM or SWIF DEAL = Deal price NAV = Net Asset Value price OFFER = Offer price if order type SUBS or SWIT.	O
X	Trade Currency	Must be used if Trade Amount (Column X) is filled; otherwise, blank.	C
Y	Trade Amount		O
Z	Trade Date	YYYY-MM-DD	M
AA	NAV Date	YYYY-MM-DD	O
AB	Tax Currency	Must be used if Tax Amount (Column AC) is filled; otherwise, blank.	C
AC	Tax Amount		O
<b>Applied Commission</b>		If there is no applied commission, Columns AD-AF must be blank. Otherwise, individual column statuses are as indicated.	O
AD	Applied Commission Currency	Must be used if Applied Commission Amount (Column AE) is filled; otherwise, blank.	C
AE	Applied Commission Amount	Must be used if Applied Commission Rate (Column AF) is blank; otherwise, blank.	C
AF	Applied Commission Rate	Must be used if Applied Commission Amount (Column AE) is blank; otherwise, blank.	C



## 5. Uploading files

Column	Content	Rules	Status (M/O/C)
<b>Other Commission</b>		If there is no other commission, Columns AG-AI must be blank. Otherwise, individual column statuses are as indicated.	<b>O</b>
<b>AG</b>	Other Commission Currency	Must be used if Other Commission Amount (Column AH) is filled; otherwise, blank.	<b>C</b>
<b>AH</b>	Other Commission Amount	Must be used if Other Commission Rate (Column AI) is blank; otherwise, blank.	<b>C</b>
<b>AI</b>	Other Commission Rate	Must be used if Other Commission Amount (Column AH) is blank; otherwise, blank.	<b>C</b>
<b>Front End/Back End Load</b>		If there is no front-end/back-end load, Columns AJ-AL must be blank. Otherwise, individual column statuses are as indicated.	<b>O</b>
<b>AJ</b>	Front End/Back End Load Currency	Must be used if Front End/Back End Load Amount (Column AK) is filled; otherwise, blank.	<b>C</b>
<b>AK</b>	Front End/Back End Load Amount	Must be used if Front End/Back End Load Rate (Column AL) is blank; otherwise, blank.	<b>C</b>
<b>AL</b>	Front End/Back End Load Rate	Must be used if Front End/Back End Load Amount (Column AK) is blank; otherwise, blank.	<b>C</b>
<b>Order waived commission = Discount</b>		If there is no discount, Columns AM-AO must be blank. Otherwise, individual column statuses are as indicated.	<b>O</b>
<b>AM</b>	Order waived commission currency = Discount Currency	Must be used if Discount Amount (Column AN) is filled; otherwise, blank.	<b>C</b>
<b>AN</b>	Order waived commission amount = Discount Amount	Must be used if Discount Rate (Column AO) is blank; otherwise, blank.	<b>C</b>
<b>AO</b>	Order waived commission rate = Discount Rate	Must be used if Discount Amount (Column AN) is blank; otherwise, blank.	<b>C</b>
<b>Foreign Exchange</b>		If there is no foreign exchange, Columns AP-AR must be blank. Otherwise, individual column statuses are as indicated.	<b>O</b>
<b>AP</b>	Original currency of the exchange = FOREX Currency From		<b>M</b>
<b>AQ</b>	Destination currency of the exchange = FOREX Currency To		<b>M</b>
<b>AR</b>	Exchange rate = FOREX Rate		<b>M</b>
<b>AS</b>	Taxable Income per Share Currency	Must be used if Tax Income per Share Amount (Column AT) is filled; otherwise, blank.	<b>C</b>
<b>AT</b>	Taxable Income per Share Amount		<b>O</b>
<b>AU</b>	Tax Retention Currency	Must be used if Tax Retention Amount (Column AV) is filled; otherwise, blank.	<b>C</b>
<b>AV</b>	Tax Retention Amount		<b>O</b>
<b>AW</b>	Capital Gain Indicator	EUSI = In scope of the directive EUSO = Out of scope of the directive UKWN = Not known.	<b>O</b>
<b>AX</b>	TIS Calculated Indicator	TISY = Fund is calculating taxable interest share (TIS) within NAV TISN = Fund is not calculating TIS within NAV UKWN = Not known.	<b>O</b>
<b>AY</b>	Reserved	Not used.	<b>O</b>
<b>AZ</b>	End of record indicator	Must be filled with z (or h, if header).	<b>M</b>



## 6. Downloading reports

The downloading of reports is described in this chapter as follows:

- [“Downloading recent reports”](#) on page 6-2;
- [“Downloading past reports”](#) on page 6-2;
- [“Interpreting report content”](#) on page 6-3;
- [“Formatting an unformatted report”](#) on page 6-3.

You can download reports as follows:

- Recent reports, generated within the last 13 months, through the Reports-Retrieve option in the main menu;
- Past reports, generated more than 13 months ago, through the Archive option in the main menu.

Before you can retrieve reports via the Vestima web-browser interface, you must already have subscribed to Vestima reports.

To set up a report subscription and/or to see the complete list of available reports, please contact CBL Client Service (see [“Contact details”](#) on page ii).



## 6. Downloading reports

### Downloading recent reports


OIs, OHAs and other Report Receivers can retrieve, via the Vestima web-browser interface, reports generated within the last 13 months.

#### To download a recent report:

1. Select Reports-Retrieve from the main menu to display a report subscription list of the latest available reports.

##### REPORT SUBSCRIPTION LIST

First Prev page : 1 / 1 ( 2 Subscriptions ) Next Last													
History	Participant ID	Participant Name	Participant Role	Institution Role	Report Name	Report Type	Media	Format	Frequency	Granularity	Generation Date	Address	Status
DOWNLOAD LAST AS CSV FILE	VES005TA	MNL Management	RR	Transfer Agent	FMRS Holdings	RR Statement of Holdings	Browser	CSV	Weekly	Daily	22 Jul 2005		Active
DOWNLOAD LAST AS CSV FILE	VES005TA	MNL Management	RR	Transfer Agent	FMRS Transactions	RR Statement of Transactions	Browser	CSV	Weekly	Daily	22 Jul 2005		Active

2. Do one of the following:
  - If you want to download one of the latest available reports, click on the Download last as CSV file button associated with the report that you want to retrieve. You can then save and view the report in CSV format.
  - If you want to select a report that is not listed among the latest available:
    - a) Click on the  icon in the History column associated with the report type that you want to retrieve to display a Generated Report List.

##### GENERATED REPORT LIST

First Prev page : 1 / 1 ( 3 Reports ) Next Last										
	Generation Date	Participant Role	Institution Role	Report Name	Report Type	Media	Format	Frequency	Granularity	Address
DOWNLOAD AS CSV FILE	22 Jul 2005	RR	Transfer Agent	FMRS Holdings	RR Statement of Holdings	Browser	CSV	Daily	Daily	
DOWNLOAD AS CSV FILE	21 Jul 2005	RR	Transfer Agent	FMRS Holdings	RR Statement of Holdings	Browser	CSV	Daily	Daily	
DOWNLOAD AS CSV FILE	26 Apr 2005	RR	Transfer Agent	FMRS Holdings	RR Statement of Holdings	Browser	CSV	Daily	Daily	
BACK										

- b) Click on the Download as CSV file button associated with the report that you want to retrieve. You can then save and view the report in CSV format.

**Note:** In some cases, retrieved report data may require formatting to make it easier to read (see [“6 Formatting an unformatted report”](#) on page 6-3).

### Downloading past reports

OIs, OHAs and other Report Receivers can retrieve, via the Vestima web-browser interface, reports generated more than 13 months ago.



## Interpreting report content

Your downloaded report will look like the following example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	08/08/2005	12345	Bank xx	xa1234500	30000123	fund name	Bank xx	DELI	TRAD	05-Aug-05	06-Aug-05	3000	EUR	1200.5	Bank YY
2	25/08/2005	12387	Bank aa	xa1237890	45612000	abcd fund	Bank aa	DELI	TRAD	22-Aug-05	22-Aug-05	520	EUR	956.54	Bank YY
3	28/08/2005	12345	Bank xx	xa1234500	30000123	fund name	Bank xx	DELI	TRAD	23-Aug-05	26-Aug-05	8755	EUR	423	Bank YY
4	01/09/2005	56789	Bank bb	xa2345000	63544981	efgh fund	Bank bb	FRAN	TRAD	30-Aug-05	01-Sep-05	799	USD	863.2	Bank YY

**Note:** The actual content of your reports depends on the details of your agreement with CBL.

The report has two header lines and two footer lines, as follows:

- The first header line contains the following information:

<b>Column A</b>	Subscription ID (an internal ID assigned by CBL);
<b>Column B</b>	Report Name;
<b>Column C</b>	Date on which the report was generated.

- The second header provides the column headings for the data in the subsequent report lines.
- The first footer line indicates the end of the report.
- The second footer line shows how many lines the report has, excluding header and footer lines.

## Formatting an unformatted report

In some cases, depending on the regional settings of the PC used to perform the download, each record will be output in a single cell of the spreadsheet, as in the following example:

	A
1	08/08/05,12345,Bank xx, xa1234500,30000123,fund name,Bank xx,DELI,TRAD,05-Aug-05,06-Aug-05,3000,EUR,1200.5,Bank YY,,
2	25/08/05,12387,Bank aa, xa1237890,45612000,abcd fund,Bank aa,DELI,TRAD,22-Aug-05, 22-Aug-05,520,EUR,956.54,Bank YY,,
3	28/08/05,12345,Bank xx,xa1234500,30000123,fund name,Bank xx,DELI,TRAD,23-Aug-05,26-Aug-05,8755,EUR,423.00,Bank YY,,
4	01/09/05,56789,Bank bb,xa2345000,63544981,efgh fund,Bank bb,FRAN,TRAD,30-Aug-05,01-Sep-05,4500,USD,863.2,Bank YY,,

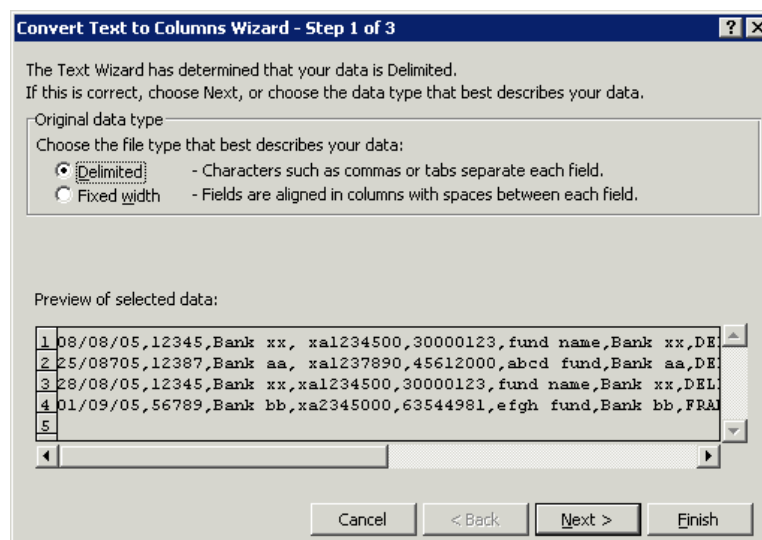
### To format single-column output into multiple columns:

- Highlight the column in the spreadsheet.
- In the main menu bar, click on Data and select Text to Columns from the menu.

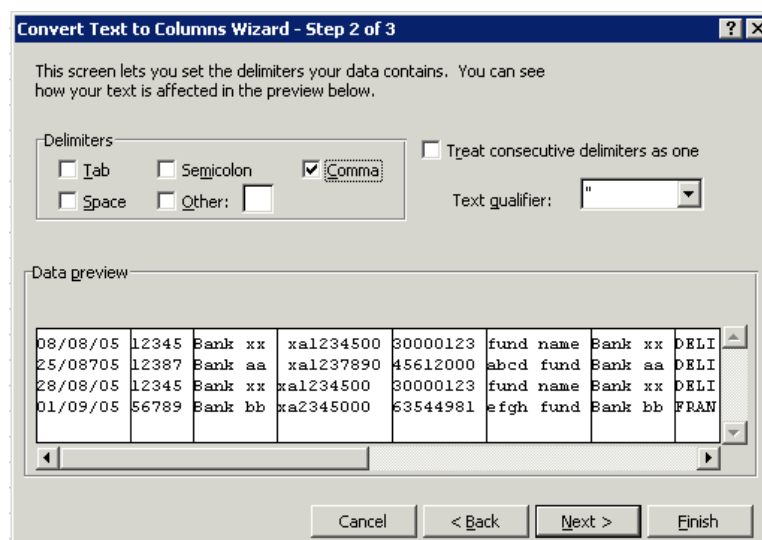
This will open the Convert Text to Columns Wizard. To complete the formatting of your retrieved report, follow the dialog sequence as indicated in the following steps.



## 6. Downloading reports



**Note:** Ensure that the Delimited option is selected and click on Next to display the Step 2 dialog box.



3. Select Comma as the delimiter that you want to use to identify column breaks.

The data within the originally highlighted column is then displayed across multiple columns in the Data preview area in the lower half of the dialog box.

4. Click on Finish to complete the formatting of your data across multiple columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	08/08/2005	12345	Bank xx	xa1234500	30000123	fund name	Bank xx	DELI	TRAD	05-Aug-05	06-Aug-05	3000	EUR	1200.5	Bank YY
2	25/08/2005	12387	Bank aa	xa1237890	45612000	abcd fund	Bank aa	DELI	TRAD	22-Aug-05	22-Aug-05	520	EUR	956.54	Bank YY
3	28/08/2005	12345	Bank xx	xa1234500	30000123	fund name	Bank xx	DELI	TRAD	23-Aug-05	26-Aug-05	8755	EUR	423	Bank YY
4	01/09/2005	56789	Bank bb	xa2345000	63544981	efgh fund	Bank bb	FRAN	TRAD	30-Aug-05	01-Sep-05	799	USD	863.2	Bank YY



## 7. Services

This chapter describes the following services that an OI can use:

- [“Data File Upload”](#) below;
- [“Archive”](#) on page 7-2;
- [“Vestima Service Request \(VSR\)”](#) on page 7-4.

Permission to use these service options is assigned by the system administrator. The options are available from the Services menu in the main menu bar.

### Data File Upload

To enable additional services, Vestima provides a facility to upload data to Clearstream.

To use the Data File Upload service, please contact your Relationship Officer (see [“Contact details”](#) on page ii).

#### To upload data files:

1. Select Services-Data File Upload, New from the menu to display the New Data File Upload template.

**NEW DATA FILE UPLOAD**

Note: Data File Upload is not for order creation, any request to create orders will not be processed.

Choose a Data File	
Filename:	<input type="text"/> <input type="button" value="Browse..."/>
Select Data Upload of Type:	<input type="text" value="Undefined"/>
<input type="button" value="SUBMIT"/>	

2. Click on Browse to select the file to be uploaded and select an appropriate Data Upload Type, according to the types to which you have subscribed.
3. Click on SUBMIT to upload the selected files.



## Vestima for order handling agents

### To view uploaded data files:

1. Click on Results in the main menu to display the Data File Upload Transmission Log template, where you can check the status of individual uploaded data files and see the reasons for any rejections.

DATA FILE UPLOAD TRANSMISSION LOG									
First Prev Next Last									
page: 1/1 (3 DataFileUpload(s))									
	Reference	Type of Data File Upload	File Name	Processing Date	Status	Status Date	Reason	Size (MB)	Initiator/Address
<a href="#">DOWNLOAD</a>	22	Undefined	AlterComputer.jpg	7 Nov 2011 14:37	File delivered	7 Nov 2011 14:38		0.01	Investment Funds Operations
<a href="#">DOWNLOAD</a>	21	Orange	Picture0001.png	7 Nov 2011 14:35	Validation Failed	7 Nov 2011 14:35	Picture0001.png The file name pattern is not valid: IF\VESTIMALORANGE.*.*	0.04	Investment Funds Operations
<a href="#">DOWNLOAD</a>	1	Undefined	ubs.jpg	27 Oct 2011 16:22	File delivered	27 Oct 2011 16:22		0.01	Investment Funds Operations
<a href="#">DOWNLOAD AS CSV FILE</a>									

2. Click Exit Data File Upload in the main menu to return to the regular Vestima screen.

## Archive

The Archive stores past orders and past reports more than 13 months old and includes a search facility.

### To search for a past order:


A past order is one that was created or generated more than 13 months ago. Past orders are stored in the Archive.

1. Select Services-Archive, Order from the menu to use the past order search facility.

ORDER ARCHIVE	
Note: Only orders older than 13 months are stored in the archive	
Operation Type:	<input checked="" type="checkbox"/> Subscription <input checked="" type="checkbox"/> Redemption <input checked="" type="checkbox"/> Switch
ISIN Code*:	<input type="text"/>
From Input Date (d Mmm yyyy):	<input type="text"/>
Order Status:	<div>Cancelled Rejected by the OHA Rejected by Clearstream Banking</div>
Vestima+ Order Reference*:	<input type="text"/>
OI Order Reference*:	<input type="text"/>
OHA Order Reference*:	<input type="text"/>
From Quantity:	<input type="text"/>
From Settlement/Ordered Amount:	<input type="text"/>
Common Code*:	<input type="text"/>
To Input Date (d Mmm yyyy):	<input type="text"/>
OHA Participant ID:	<input type="text"/>
To Quantity:	<input type="text"/>
To Settlement/Ordered Amount:	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="CLEAR"/>	

2. Type in your selection criteria. For example, a Vestima reference number or date. Field labels with an asterisk indicate that you can use the wild card character (see [“Performing searches”](#) on page 4-3).



3. Click on SUBMIT at the bottom of the template to display a list view of any orders that match your search criteria.
4. Click on the  icon next to the order in the list to view its details.
5. Select Exit-Archive from the menu to leave the Archive area and return to Vestima.


### To search for a past report:


A past report is one that was created or generated more than 13 months ago. Past reports are stored in the Archive.

1. Select Services-Archive, Report from the menu to use the past report search facility.

**REPORT ARCHIVE**

Note: Only reports older than 13 months are stored in the archive

<b>Participant ID:</b>	<input type="text" value="GRAND CENTRAL BANK - GCB.XVES"/>		
<b>Report Name:</b>	<input type="text"/>	<b>Report Type:</b>	<input type="text"/>
<b>From Generation Date (d Mmm yyyy):</b>	<input type="text"/> 	<b>To Generation Date (d Mmm yyyy):</b>	<input type="text"/>
<input type="button" value="SUBMIT"/>		<input type="button" value="CLEAR"/>	

2. Type in your selection criteria. For example, a Vestima reference number or date. Field labels with an asterisk indicate that you can use the wild card character (see [“Performing searches”](#) on page 4-3).
3. Click on SUBMIT at the bottom of the template to display a list view of any reports that match your search criteria.
4. Click on the  icon next to the report in the list to view its details.
5. Select Exit-Archive from the menu to leave the Archive area and return to Vestima.



# Vestima for order handling agents

## Vestima Service Request (VSR)

You can use the Vestima Service Request (VSR) facility to send a secure, authenticated message to the Clearstream Banking Vestima team to request an update to your Vestima profile (for example, to change Vestima reference data or service parameters) or to manage your security services (for example, to reset system administrator credentials).

**N.B.:** You cannot use the VSR facility to send an order to an order handling agent.

### To create a Vestima Service Request:

1. Select Services-Service Request-New from the menu to display the Service Request Creation template.

The screenshot shows the 'SERVICE REQUEST CREATION' form. At the top, a red warning message states: 'The Service Request is not for order creation, any request to create an order will be terminated.' The form has a blue header bar. Below it, there are several input fields: 'Service Request Type:' with a dropdown menu showing 'Update Participant Profile'; 'Subject:' with a text box; 'Content:' with a large text area; 'Requestor Phone Number:' and 'Requestor E-mail Address:' with text boxes; 'Service Request Reference:' with a text box; 'Creation Date:' with a date picker; 'Attach File:' with a 'Browse...' button; and 'Requestor Fax Number:' with a text box. At the bottom, there are 'SUBMIT' and 'CLEAR' buttons.

2. Enter the details of your request, including any attachments to provide details of the change(s) you require.
3. Click on SUBMIT at the bottom of the template to send your VSR to Clearstream Banking.

Your VSR must be authorised by a second user before being sent to Clearstream Banking.

Once authorised, your VSR is assigned a reference, which you can use in the VSR search facility to check the status of specific VSRs.

### To search for a Vestima Service Request:

1. Select Services-Service Request-Search from the menu to display the Service Request Search template.

The screenshot shows the 'SERVICE REQUEST SEARCH' form. It has a blue header bar. Below it, there are several input fields: 'Service Request Reference:' with a text box; 'Status:' with a dropdown menu; 'From Creation Date (d Mmm yyyy):' with a date picker; and 'To Creation Date (d Mmm yyyy):' with a date picker. At the bottom, there are 'SUBMIT' and 'CLEAR' buttons.

2. To specify your search, you can enter:
  - The service request reference of your VSR. You can use asterisk (\*) as a wild card character (see [“Performing searches”](#) on page 4-3);
  - The Status (see [“VSR statuses”](#) on page 7-6); and/or
  - Creation From and/or To dates.



## 7. Services

- Click on CLEAR at the bottom of the template to clear your search criteria; or click on SUBMIT to start your search.

The VSRs matching your search criteria will be displayed in a Service Request List template.

SERVICE REQUEST LIST


[First](#) [Prev](#) [Next](#) [Last](#)

page: 1/1 (4 Service Request(s))

Reference	Current Status	Subject	Creation Date
 UP000601	Updated	test05	21 Mar 2012 17:02:37
 UP000602	Created	DTF.56	21 Mar 2012 17:04:39
 UP000603	Created	C3PO.45	21 Mar 2012 17:05:20
 UP000604	Created	R2D2.FO	21 Mar 2012 17:05:57

NEW SEARCH

REFINE SEARCH

- Click on the  icon of the listed VSR to view its details in a Service Request Details template.

SERVICE REQUEST DETAILS						
<b>Service Request Type:</b>	Update Participant Profile	<b>Service Request Reference:</b>	UP000601			
<b>Subject:</b>	test05	<b>Creation Date:</b>	21 Mar 2012 17:02:37			
<b>Content:</b>	please enable validation for all our order creation and updates.	<b>Attach File:</b>				
<b>Requestor Phone Number:</b>	00352 256 xxxx	<b>Requestor Fax Number:</b>	00352 257 xxxx			
<b>Requestor E-mail Address:</b>	James.smith@sample.com					
History						
Status	Status Change Date	Participant	User	Status Reason		
Created	21 Mar 2012 17:02:37	GRAND CENTRAL BANK	Clearstream Operations			
Updated	21 Mar 2012 17:10:57	GRAND CENTRAL BANK	Clearstream Operations			
BACK MODIFY REVOKE AUTHORISE						

- If the VSR includes an attachment, use the RETRIEVE button to open it.



# Vestima for order handling agents

## VSR statuses

The status of a Vestima Service Request can be one of the following:

Status	Description
<b>Life cycle statuses:</b>	
Created	The initial status of a VSR, indicating that it has been created but it has not yet been authorised and released to Clearstream Banking. You can create a VSR provided that you have Create and Update permissions set in your user profile. Your VSR must be authorised by a second user before it can be released to Clearstream Banking.
Authorised	The VSR has been released (after creation) or re-released (after update) to Clearstream Banking. You can authorise a VSR provided that: <ul style="list-style-type: none"><li>• You have Authorise and Revoke permissions set in your user profile.</li><li>• The VSR was created by another user.</li><li>• The current status of the VSR is either Created or Updated.</li></ul>
Acknowledged	The VSR is being handled by Clearstream Banking.
Pending Update	The VSR has been sent back for further clarification or information from its creator.
Updated	The VSR has been updated but it has not yet been authorised and re-released to Clearstream Banking.
<b>Final statuses:</b>	
Completed	Clearstream Banking has actioned the request (for example, the requested changes have been implemented).
Revoked	The VSR has been cancelled. You can revoke a VSR provided that: <ul style="list-style-type: none"><li>• You have Authorise and Revoke permissions set in your user profile.</li><li>• The VSR was created by another user.</li><li>• The current status of the VSR is either Created or Updated.</li></ul>
Terminated	Clearstream Banking has not been able to action the request.



## Appendix A. Examples of upload file content

### Examples of subscription and redemption orders

#### Confirming subscription and redemption orders

Column Content	Column Content
<b>Subscription</b>	<b>Redemption</b>
<b>A</b> Enter a unique order reference	<b>A</b> Enter a unique order reference
<b>C</b> Enter the Vestima reference of the order	<b>C</b> Enter the Vestima reference of the order
<b>G</b> Enter CONF	<b>G</b> Enter CONF
<b>I</b> Enter SUBS	<b>I</b> Enter REDM
<b>J or K</b> Enter the ISIN or Common Code of the fund	<b>J or K</b> Enter the ISIN or Common Code of the fund
<b>O</b> Enter the settlement currency	<b>O</b> Enter the settlement currency
<b>P</b> Enter the settlement amount	<b>P</b> Enter the settlement amount
<b>Q</b> Enter the settlement date	<b>Q</b> Enter the settlement date
<b>T</b> Enter the number of units	<b>T</b> Enter the number of units
<b>U</b> Enter the currency of the price per unit	<b>U</b> Enter the currency of the price per unit
<b>V</b> Enter the price per unit	<b>V</b> Enter the price per unit
<b>Z</b> Enter the trade date	<b>Z</b> Enter the trade date
<b>AZ</b> Fill with z	<b>AZ</b> Fill with z

#### Cancelling subscription and redemption orders

Column Content	Column Content
<b>Subscription</b>	<b>Redemption</b>
<b>A</b> Enter a unique order reference	<b>A</b> Enter a unique order reference
<b>C</b> Enter the Vestima reference of the order	<b>C</b> Enter the Vestima reference of the order
<b>G</b> Enter CANC	<b>G</b> Enter CANC
<b>H</b> Enter a cancellation reason	<b>H</b> Enter a cancellation reason
<b>I</b> Enter SUBS	<b>I</b> Enter REDM
<b>J or K</b> Enter the ISIN or common code of the fund	<b>J or K</b> Enter the ISIN or common code of the fund
<b>O</b> Enter the settlement currency	<b>O</b> Enter the settlement currency
<b>P</b> Enter the settlement amount	<b>P</b> Enter the settlement amount
<b>Q</b> Enter the settlement date	<b>Q</b> Enter the settlement date
<b>T</b> Enter the number of units	<b>T</b> Enter the number of units
<b>U</b> Enter the currency of the price per unit	<b>U</b> Enter the currency of the price per unit
<b>Z</b> Enter the trade date	<b>Z</b> Enter the trade date
<b>AZ</b> Fill with z	<b>AZ</b> Fill with z



# Vestima for order handling agents

## Examples of switch orders

Switch orders require two or more consecutive rows in the upload file, as follows:

- A 1-to-1 switch order requires a first row for the redemption leg and one subsequent row for the subscription leg.
- A 1-to-n switch order requires a first row for the redemption leg and n subsequent rows, one for each of the n related subscription legs.

Each subsequent row must specify the appropriate incremental sequence number and the respective percentage of the related redemption apportioned to each new subscription.

### Confirming a switch order (1-to-1)

#### Column Content

##### First row (Redemption leg)

<b>A</b>	Enter a unique leg reference
<b>B</b>	Enter a Master Reference for the switch
<b>C</b>	Enter the Vestima reference of the order
<b>D</b>	Enter the Vestima reference of the leg
<b>E</b>	Enter the number of messages linked to the switch (=2)
<b>F</b>	Enter the message sequence number (=1)
<b>G</b>	Enter CONF
<b>I</b>	Enter SWIF
<b>J or K</b>	Enter the ISIN or Common Code of the fund
<b>Q</b>	Enter the settlement date
<b>T</b>	Enter the number of units
<b>U</b>	Enter the currency of the price per unit
<b>V</b>	Enter the price per unit
<b>Z</b>	Enter the trade date
<b>AZ</b>	Fill with z

#### Column Content

##### Subsequent row (Subscription leg)

<b>A</b>	Enter a unique leg reference
<b>B</b>	Enter a Master Reference for the switch
<b>C</b>	Enter the Vestima reference of the order
<b>D</b>	Enter the Vestima reference of the leg
<b>E</b>	Enter the number of messages linked to the switch (=2)
<b>F</b>	Enter the message sequence number (=2)
<b>G</b>	Enter CONF
<b>I</b>	Enter SWIT
<b>J or K</b>	Enter the ISIN or Common Code of the fund
<b>Q</b>	Enter the settlement date
<b>T</b>	Enter the number of units
<b>U</b>	Enter the currency of the price per unit
<b>V</b>	Enter the price per unit
<b>Z</b>	Enter the trade date
<b>AZ</b>	Fill with z



## Appendix A. Examples of upload file content

### Cancelling a switch order (1-to-1)

#### Column Content

##### First row (Redemption leg)

<b>A</b>	Enter a unique leg reference
<b>B</b>	Enter a Master Reference for the switch
<b>C</b>	Enter the Vestima reference of the order
<b>D</b>	Enter the Vestima reference of the leg
<b>E</b>	Enter the number of messages linked to the switch (=2)
<b>F</b>	Enter the message sequence number (=1)
<b>G</b>	Enter CANC
<b>H</b>	Enter a cancellation reason
<b>I</b>	Enter SWIF
<b>J or K</b>	Enter the ISIN or Common Code of the fund
<b>Q</b>	Enter the settlement date
<b>T</b>	Enter the number of units
<b>U</b>	Enter the currency of the price per unit
<b>V</b>	Enter the price per unit
<b>Z</b>	Enter the trade date
<b>AZ</b>	Fill with z

#### Column Content

##### Subsequent row (Subscription leg)

<b>A</b>	Enter a unique leg reference
<b>B</b>	Enter a Master Reference for the switch
<b>C</b>	Enter the Vestima reference of the order
<b>D</b>	Enter the Vestima reference of the leg
<b>E</b>	Enter the number of messages linked to the switch (=2)
<b>F</b>	Enter the message sequence number (=2)
<b>G</b>	Enter CANC
<b>H</b>	Enter a cancellation reason
<b>I</b>	Enter SWIT
<b>J or K</b>	Enter the ISIN or Common Code of the fund
<b>Q</b>	Enter the settlement date
<b>T</b>	Enter the number of units
<b>U</b>	Enter the currency of the price per unit
<b>V</b>	Enter the price per unit
<b>Z</b>	Enter the trade date
<b>AZ</b>	Fill with z



## Vestima for order handling agents

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# Glossary

This Glossary lists, in alphabetical sequence, the terms that you will find in the Vestima documentation together with a brief description of each.

## Administrator

A system administrator who defines Vestima access permissions for local users. System administrators do not have access to the Vestima trading or routing system.

## Agent

An Agent operates on behalf of someone. Examples of agents are Order Handling Agent, Settlement Agent.

## Archive

A Vestima service that provides a store of past orders and past reports (more than 13 months old) with extensive search facilities.

## CBL

Clearstream Banking S.A.

## Central Facility for Funds (CFF)

CBL's post-trade infrastructure designed to provide greater efficiency and cost-effectiveness in the settlement and custody processes. The advantages of CFF are available to all clients of CBL and LuxCSD.

## CEU

Clearstream Europe AG

## Clearstream Depository

The institution/organisation where CBL deposits securities on behalf of clients.

## Client

In Vestima terminology, a client is a distributor or an investor acting as OI for its own account or on behalf of another investor.

## Confirmation (Execution)

The confirmation of the order details provided by the OHA once the deal has been priced. This is the equivalent of a contract note.

## Custodian (Place of Safekeeping)

The place where fund shares are to be deposited or withdrawn.

- When the OI (or OHA) is a Clearstream Banking account holder, the custodian is Clearstream Banking.
- When the OI (or OHA) is not a Clearstream Banking account holder, the custodian is the institution that performs settlement and to which Vestima can optionally issue settlement instructions.

**Note:** If the OI routes an order in favour of its own registered account on the books of the Fund, a custodian may not be used.



# Vestima for order handling agents

## Event Console

An area at the bottom of the Vestima screen that gives a user a quick overview of the progress of orders. For example, how many orders need to be filled.

## Fund manager

The organisation responsible for constructing and making portfolio decisions for the assets of an investment fund.

## Internal user

A Clearstream Banking administrator with permissions to act, under strict guidelines, on behalf of the OI or the OHA.

## LuxCSD

A central securities depository providing Luxembourg's financial community with issuing and central bank settlement as well as custody services for a wide range of securities including investment funds. LuxCSD was incorporated in July 2010 and is jointly owned by Clearstream International and the Banque centrale du Luxembourg.

## Manual settlement option

A settlement option whereby Vestima does not generate any settlement instructions. When the default is set to the OI depository, the manual settlement option cannot be overridden to use the STP settlement option.

## Master Participant

A Vestima Participant that can act on behalf of Target Participants within the same organisation.

## OHA

See Order Handling Agent.

## OI

See Order Issuer.

## Order (Subscription, Redemption, Switch)

One of the three types of order initiated by the client (OI):

- A subscription is an order to buy or invest in a fund.
- A redemption is an order to sell a holding of a fund.
- A switch is an order to redeem one fund (the "sell-leg") and use the proceeds for one or more subscriptions in one or more other funds (the "buy" leg).

See also Past Order, Recent Order.

## Order Handling Agent (OHA)

An agent appointed to process fund orders.

## Order Issuer (OI)

An organisation that buys and sells shares directly from the fund or its agent, for their own account or on behalf of other investors.

## Participant

An organisation or individual that uses Vestima (see "[Participants](#)" on page 1-2).

## Participant Reference Data

See Profile.



## Past Order, Past Report

An order (or a report) that was created more than 13 months ago. Past orders and reports are stored in the Archive, where they can be searched for and displayed in detail.

## Permissions

The permissions (that is, access and permitted activities in the areas of, for example, Reporting or User Management) associated with a group. Users who are members of this group can be individually defined to use all or some of the permissions defined for the group. (See the Vestima Installation and System Administration Guide for more information).

## Place of Safekeeping

See Custodian.

## Place of Settlement

The institution in whose books the transaction will occur (for example, Clearstream, CEU, Euroclear). The Place of Settlement determines some of the business rules for the transaction.

## Portfolio

A set of OI preferences that apply to a selection of funds that will be deposited at a particular custodian to be used by Vestima when processing orders. An OI may have several portfolios. When entering a new order, the OI specifies the portfolio that Vestima is to use. The portfolio includes the trading and settlement chains that apply to the trades in that portfolio.

## Preferences

Where you can change your password and display parameters.

## Primary Market

Where funds are purchased directly from the issuers and the trades are handled by transfer agents.

## Profile (Participant Reference Data)

Information about the participant and its business processes that is used for setting up and customising Vestima services.

## Query (Search, ad-hoc report)

A request for information, based on criteria entered via a user interface, whose results are presented on the screen in a list view. Results can be exported in CSV format.

## Recent Order

An order that was created in the last 13 months. An order created within the last seven days is called a “very recent” order.

## Report Receiver (RR)

An institution that can retrieve information from Vestima but can take no action on orders or cancellation requests.

## Scheduled reports

Report files delivered by Vestima on a regular basis and according to the frequency set up in a report subscription. These reports are available via the web browser.

## Settlement agent

A set of data required to identify the custodian, place of settlement, cash correspondent and other intermediaries.

## Settlement chain

A set of data required to identify the custodian, place of settlement, cash correspondent and other intermediaries.



# Vestima for order handling agents

## **STP settlement option**

A settlement option whereby the participant is requesting Vestima to generate settlement instructions. On an individual order basis, the STP settlement option, when set as the default of a portfolio, can be overridden to use the manual settlement option.

## **Swift**

Society for Worldwide Interbank Financial Telecommunication, a provider of communications between financial institutions.

## **Trading chain**

A chain of portfolios involved in the issuing of an order. The trading chain contains the trading parties information, allowing the fund company to identify them.

## **Vestima Service Request (VSR)**

A Vestima service that enables an authorised participant to send a secure, authenticated message to Clearstream Banking, for example, to reset system administrator credentials.







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