

REPORTING GUIDELINES MYMARKETDATA PORTAL

BORSA ITALIANA

Version number

1.0

This document is for information purposes only and is not a recommendation to engage in investment activities. This document is provided "as is" without representation or warranty of any kind. Whilst all reasonable care has been taken to ensure the accuracy of the content, Euronext does not guarantee its accuracy or completeness. Euronext will not be held liable for any loss or damages of any nature ensuing from using, trusting or acting on information provided. No information set out or referred to in this document shall form the basis of any contract. The creation of rights and obligations in respect of financial products that are traded on the exchanges operated by Euronext's subsidiaries shall depend solely on the applicable rules of the market operator. All proprietary rights and interest in or connected with this publication shall vest in Euronext. No part of it may be redistributed or reproduced in any form without the prior written permission of Euronext.

Euronext refers to Euronext N.V. and its affiliates. Information regarding trademarks and intellectual property rights of Euronext is located at www.euronext.com/terms-use.

© 2021, Euronext N.V. - All rights reserved.

CONTENTS

- 1. INTRODUCTION TO THE REPORTING REQUIREMENT 3**
- 2. MONTHLY REPORTS 3**
 - 2.1 Web Portal 3
 - 2.2 When to Report..... 3
 - 2.3 How to Report..... 3
- 3. EURONEXT’S MYMARKETDATA PORTAL..... 4**
 - 3.1 Accessing the Portal..... 4
 - 3.2 The Home Page..... 5
- 4. USAGE REPORTING – MANUALLY 7**
 - 4.1 Creating a Location 7
 - 4.2 Editing a Location 9
 - 4.3 Inactivating a Location10
 - 4.4 Reporting the Usage11
 - 4.5 Submitting a Report.....12
- 5. USAGE REPORTING – EXCEL UPLOAD 15**
 - 5.1 Creating a Location15
 - 5.2 Request a Prefilled Template15
 - 5.3 Format of the Excel Upload16
 - 5.4 Upload an Excel Report18
- APPENDIX: OVERVIEW OF THE PRODUCT CODES 20**

1. INTRODUCTION TO THE REPORTING REQUIREMENT

This document relates to Schedule C and D of the Borsa Italiana Real Time Market Data Agreement. As of the 1 January 2022 data usage (to be reported per 1 February 2022), all your monthly data declarations must be submitted via the Euronext *MyMarketData Portal*.

2. MONTHLY REPORTS

This section provides more detailed information on how to fulfil your reporting obligation to Borsa Italiana.

2.1 WEB PORTAL

When your organization enters into the Agreement and access to real-time market data commences:

- Euronext will set-up an account for you to allow you to report electronically. Log-in details will be provided to you by e-mail.
- Euronext will set up the appropriate market data products and corresponding product codes under that account.

You will then be able to complete and submit electronic reports under an account as set up by Euronext. Please do not forget to confirm the details entered prior to submitting a monthly data declaration (report) to Euronext.

2.2 WHEN TO REPORT

You have to complete and submit a monthly electronic report. Your initial report should be submitted within 15 days after the calendar month in which your organization's access to real-time market data commences. Subsequently you should report each calendar month within 15 days after the calendar month has ended.

SUBMIT THE REPORT OF...	BEFORE... (I.E. REPORTING DEADLINE)
January 2022	16 February 2022
February 2022	16 March 2022
March 2022	16 April 2022
April 2022	16 May 2022
May 2022	16 June 2022
June 2022	16 July 2022

SUBMIT THE REPORT OF...	BEFORE... (I.E. REPORTING DEADLINE)
July 2022	16 August 2022
August 2022	16 September 2022
September 2022	16 October 2022
October 2022	16 November 2022
November 2022	16 December 2022
December 2022	16 January 2023

2.3 HOW TO REPORT

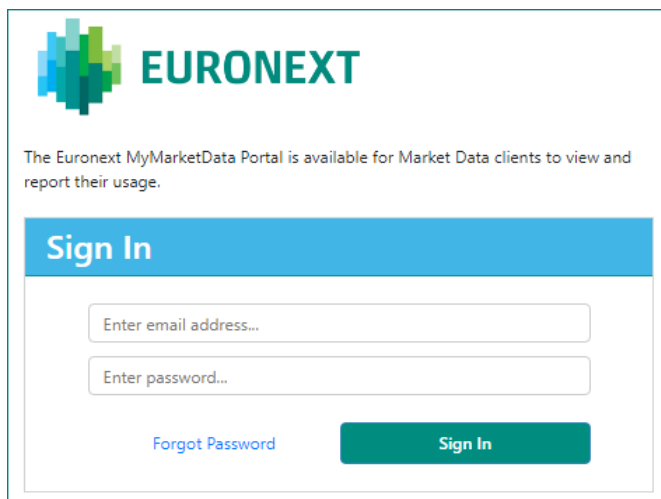
You can report via Euronext's *MyMarketData Portal*. You can enter data into the *MyMarketData Portal* via the graphic user interface or via an excel file upload.

3. EURONEXT'S MYMARKETDATA PORTAL

This section describes how to access Euronext's *MyMarketData Portal* and how the home page's functionalities works.

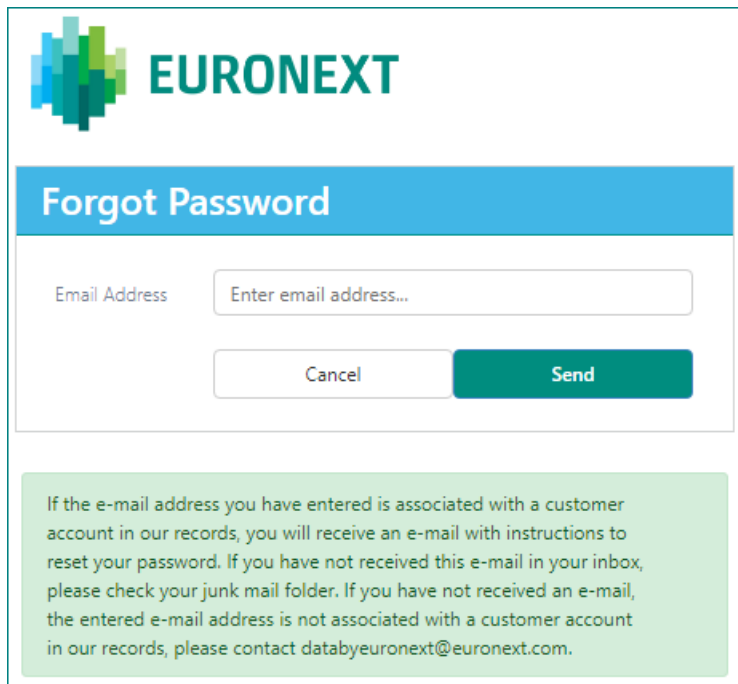
3.1 ACCESSING THE PORTAL

Euronext's *MyMarketData Portal* is available at <https://mymarketdata.euronext.com>. Your email address will be the UserID and once Euronext has set you up for reporting a link to create your own password will be sent to your email address.



The screenshot shows the Euronext logo at the top left. Below it, a text block states: "The Euronext MyMarketData Portal is available for Market Data clients to view and report their usage." Underneath is a blue header with the text "Sign In". Below the header are two input fields: "Enter email address..." and "Enter password...". At the bottom left is a link "Forgot Password" and at the bottom right is a green button labeled "Sign In".

If you forget your password, click '*Forgot Password*' to receive a new one.

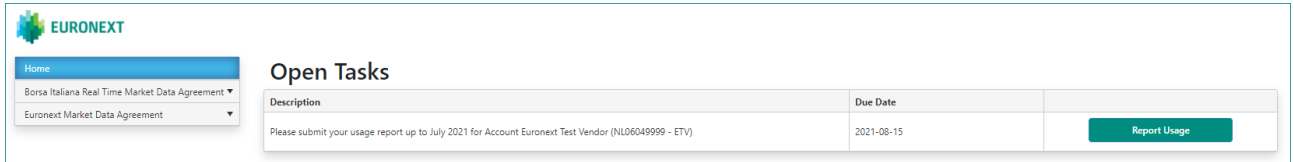


The screenshot shows the Euronext logo at the top left. Below it, a blue header with the text "Forgot Password". Underneath is an "Email Address" label next to an input field "Enter email address...". Below the input field are two buttons: "Cancel" and "Send". At the bottom, there is a green box containing the following text: "If the e-mail address you have entered is associated with a customer account in our records, you will receive an e-mail with instructions to reset your password. If you have not received this e-mail in your inbox, please check your junk mail folder. If you have not received an e-mail, the entered e-mail address is not associated with a customer account in our records, please contact databyeuronext@euronext.com."

If you do not yet have access to Euronext's *MyMarketData Portal*, please send an e-mail to databyeuronext@euronext.com.

3.2 THE HOME PAGE

The *MyMarketData Portal* home page shows an overview of '**Open Tasks**'. The pending reporting tasks (one for each account) will be visible. Via the '**Report Usage**' button, each task leads to the relevant *Account* page.

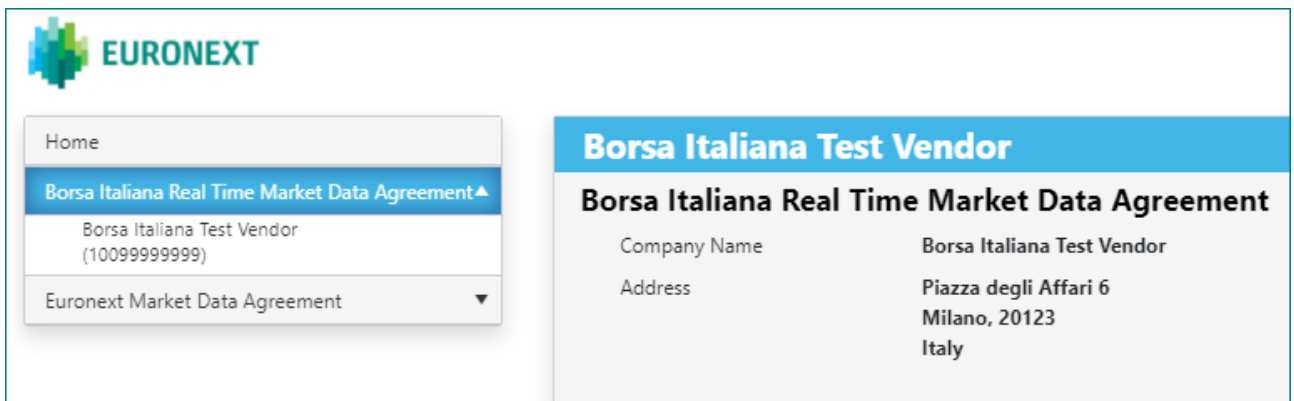


The screenshot shows the Euronext logo and a navigation menu on the left with options: Home, Borsa Italiana Real Time Market Data Agreement, and Euronext Market Data Agreement. The main content area is titled 'Open Tasks' and contains a table with the following data:

Description	Due Date	
Please submit your usage report up to July 2021 for Account Euronext Test Vendor (NL06049999 - ETV)	2021-08-15	Report Usage

On the left side you will find a menu showing the agreement(s) and account(s) you have access to. The menu has two levels, the highest level shows the different agreements your company has with Euronext Market Data, the lower level shows the accounts for reporting and billing.

When selecting an agreement in the menu, the details of the agreement will be displayed in the main content section of the page, and this also opens the sub menu with the account(s).



The screenshot shows the Euronext logo and a navigation menu on the left with options: Home, Borsa Italiana Real Time Market Data Agreement (selected), Borsa Italiana Test Vendor (10099999999), and Euronext Market Data Agreement. The main content area displays the details for the selected agreement:

Borsa Italiana Test Vendor	
Borsa Italiana Real Time Market Data Agreement	
Company Name	Borsa Italiana Test Vendor
Address	Piazza degli Affari 6 Milano, 20123 Italy

By selecting the account, the details of the account will be displayed.

The screenshot shows the Euronext MyMarketData Portal interface. On the left, there is a navigation menu with the following items: Home, Borsa Italiana Real Time Market Data Agreement ▲, **Borsa Italiana Test Vendor (1009999999)**, and Euronext Market Data Agreement ▼. The main content area features a blue header with the account ID '1009999999' and a section titled 'Account'. The account details are as follows:

Company Name	Borsa Italiana Test Vendor
Address	Piazza degli Affari 6 Milano, 20123 Italy
Vendor Prefix	BIETV
Last Report Validated	2021-08-11
Last Month Reported	July 2021
Last Date Submitted	2021-08-11
Last Report Status	Validation Passed

At the bottom of the account details section, there is a green button labeled 'Report Online'.

Here you will also find the **'Report Online'** button that gives access to the *Usage Reporting* page, and the dates and status the last time a report was successfully validated, the last month that has been reported, the last time a report was submitted, and the status of the last report.

Please note that your session will time out after 20 minutes of inactivity, unless you are on a *Usage Reporting* page, in which case the session time-out will be 24 hours to prevent you from losing your work.

In the right top corner, you will find a dropdown menu showing your user account details, with the options to change password or sign out.

The screenshot shows a dropdown menu for user account management. The menu is open, displaying the following options: 'First Name Last Name', 'Change Password', and 'Sign out'.

4. USAGE REPORTING – MANUALLY

This section describes how to create your report via the graphic user interface in the *MyMarketData Portal*.

To go to the *Usage Reporting* page, click on '**Report Online**' button on the *Account* page. This will open the *Usage Reporting* page with the current reportable inventory for that account.

The screenshot displays the 'Usage reporting for account 1009999999' page. The top navigation bar includes 'Home', 'Borsa Italiana Real Time Market Data Agreement', 'Borsa Italiana Test vendor (1009999999)', and 'Euronext Market Data Agreement'. The main content area shows the following table:

Location	Location Name	Product Code	Product Description	Jul 21	Accept All	Reset All
BIETV-001	Milano Banca	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Sm...	50	Accept	
BIETV-001	Milano Banca	Level A5-Priv-SA	Borsa Italiana A5 Level 2 - Private Investor ...	15	Accept	
BIETV-ROMA	Roma Investment Bank	RT Level A1 DF-Pr...	Borsa Italiana Level 1 - Realtime feed (DF)	3	Accept	
BIETV-ROMA	Roma Investment Bank	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)	10	Accept	

4.1 CREATING A LOCATION

To create a new Location, you should use the '**Create Location**' button. This opens a pop up with three tabs.

The 'Create Location' pop-up window is shown with the 'Location' tab selected. The form contains the following fields:

- ID: BIETV- Enter id...
- Name: Enter client name...
- Country: Enter country...
- City: Enter city...
- Zip code: Enter zip code...
- Address 1: Enter address 1...
- Address 2: Enter address 2...
- State: Enter state...

Buttons: Cancel, Save

In the '**Location**' tab, please fill in the fields as requested. Please note the red fields are mandatory.

- '**Location ID**' field: assign a unique identifier by which you can identify the Location.
- '**Name**' field: the name field should always be the statutory name of the applicable organizational entity (i.e. if the organizational entity's statutory name is 'ABCD Ltd.' Please include that in full and not just 'ABCD').

The Location details (i.e. name, address, city, etcetera) should be that of the applicable organisation.

Create Location

Location Contact Products

Title

First Name Enter first name...

Last Name Enter last name...

Job title Enter job title...

Telephone Enter telephone nr...

E-mail Enter email address...

Cancel Save

In the '**Contact**' tab, please fill in the contact details of the Location.

IMPORTANT: even though *MyMarketData Portal* does not indicate the contact detail fields as required fields, Euronext recommends that you provide up-to-date contact details for each Location.

Create Location

BIETV-001

Location Contact Products

<input type="checkbox"/>	Code	Product Description ↑	Delivery Type	Client Code
<input checked="" type="checkbox"/>	Level A5-Priv-SA	Borsa Italiana A5 Level 2 - Private Investor (SA)	Redistributor-Controlled Non-Professional	
<input checked="" type="checkbox"/>	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)	Redistributor-Controlled Professional	
<input type="checkbox"/>	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)	Professional Snapshot	
<input type="checkbox"/>	RT Level A1 DF-Prof-DF	Borsa Italiana Level 1 - Realtime feed (DF)	Datafeed delivery	

Cancel Save

In the **'Products'** tab, please select at least one or more of the products that you need to report for your Location.

After you have filled in the fields in all the three tabs, you can click the **'Save'** button.

If a product is missing in the 'Products' tab please contact databyeuronext@euronext.com.

4.2 EDITING A LOCATION

When you want to edit an existing Location click on the **'Edit Location'** button. This will open the **'Edit Location'** pop up for the Location that was selected on the *Usage Reporting* page.

Usage reporting for account 1009999999												
Last Month Reported		July 2021										
Last Date Submitted		2021-08-11										
<input type="button" value="+ Create Location"/> <input checked="" type="button" value="Edit Location"/> <input type="button" value="- Inactivate Location"/>		<input type="button" value="More months"/> <input type="button" value="Export to Excel"/>										
Location	Location Name	Product Code	Product Description	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Accept All	Reset All
BIETV-001	Milano Banca	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)							50	Accept	
BIETV-001	Milano Banca	Level A5-Priv-SA	Borsa Italiana A5 Level 2 - Private Investor (SA)							15	Accept	
BIETV-002	Testcompany Amsterdam	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)	16	20	25	25	30	30	35	Accept	
BIETV-002	Testcompany Amsterdam	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)	90	30	20	77	80	88	80	Accept	

In this example we use *BIETV-001*.

BIETV-001
▼

Location

Contact

Products

ID:

Name:

Country:

City:

Zip code:

Address 1:

Address 2:

State:

Please note that in the **'Edit Location'** pop up there is a pulldown menu where you can select a different Location if needed. Once the Location you want to edit is displayed, you can then edit the relevant information on the relevant tabs (Location, Contact, Products) of the **'Edit Location'** pop up.

Please note that any edits need to be saved by clicking **'Save'** before they are applied. You cannot deselect products that are already present in the inventory and shown on the *Usage Reporting* page.

4.3 INACTIVATING A LOCATION

You can inactivate a Location via the **'Inactivate Location'** button on the *Usage Reporting* page.

Usage reporting for account 1009999999												
Last Month Reported		July 2021										
Last Date Submitted		2021-08-11										
<input type="button" value="+ Create Location"/> <input checked="" type="button" value="Edit Location"/> <input type="button" value="- Inactivate Location"/>										<input type="button" value="More months"/> <input type="button" value="Export to Excel"/>		
Location	Location Name	Product Code	Product Description	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Accept All	Reset All
BIETV-001	Milano Banca	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)							90	Accept	
BIETV-001	Milano Banca	Level A5-Priv-SA	Borsa Italiana A5 Level 2 - Private Investor (SA)							15	Accept	
BIETV-002	Testcompany Amsterdam	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)	16	20	25	25	30	30	35	Accept	
BIETV-002	Testcompany Amsterdam	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)	90	30	20	77	80	88	80	Accept	

Select the Location that you want to inactivate and click **'Inactivate Location'**. You will get the following pop up.

When you click **'Yes'**, the complete inventory (all products) of the Location will be set to zero in the actual month of reporting.

4.4 REPORTING THE USAGE

Once a Location has been created you can add inventory (number of reportable units) under said Location. On the *Usage Reporting* page, you see the current reportable inventory of Locations for an account.

On the Usage Reporting page, you can select per line for each Location per the relevant Market Data Product(s) and enter the total number for the calendar month. The *MyMarketData Portal* will prefill the number fields according to the last received and validated report. In this example we report the number for *July 2021*.

Usage reporting for account 1009999999

Last Month Reported: July 2021
Last Date Submitted: 2021-08-10

Your changes will not be saved until all rows have been accepted and the Report has been submitted.

Location	Location Name	Product Code	Product Description	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Accept All	Reset All
BIETV-001	Milano Banca	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)							50	Accept	
BIETV-001	Milano Banca	Level A5-Priv-SA	Borsa Italiana A5 Level 2 - Private Investor (SA)							15	Accept	
BIETV-002	Testcompany Amsterdam	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)	90	30	20	77	80	88	80	Accept	Reset
BIETV-002	Testcompany Amsterdam	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)	16	20	25	25	30	30	35	Accept	Reset
BIETV-PARIS	Bank Paris SA	RT Level A1 DF-Prof-DF	Borsa Italiana Level 1 - Realtime feed (DF)		11	10	10	12	12	12	Accept	Reset
BIETV-PARIS	Bank Paris SA	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)		11	13	15	12	12	12	Accept	Reset
BIETV-ROMA	Roma Investment Bank	RT Level A1 DF-Prof-DF	Borsa Italiana Level 1 - Realtime feed (DF)							3	Accept	
BIETV-ROMA	Roma Investment Bank	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)							10	Accept	

If you want to adjust the number of the Market Data Product for a Location, you can enter that straight in the number field of the calendar month itself.

The **'Reset'** button will reset the number you entered to the original value as reported for the Location and Product during you last report.

If you want to undo the changes of all the numbers that you have entered, you can use the **'Reset All'** button. You will get the following pop up.

✕

?

Are you sure you want to reset all lines?

Yes

No

You can click **'Yes'**, and all changes made will be undone to the number of Euronext Market Data Products of those Locations.

If you want to adjust the reported numbers of retro-active months, you can click the **'More months'** button and the retro-active months will be shown on the *Usage Reporting Page*.

4.5 SUBMITTING A REPORT

Before being able to submit a report, all lines on the *Usage Reporting* page must be accepted. You can accept single lines via the **'Accept'** button or use the **'Accept All'** button to accept all lines simultaneously.

Usage reporting for account 1009999999

Last Month Reported: July 2021
Last Date Submitted: 2021-08-10

Your changes will not be saved until all rows have been accepted and the Report has been submitted.

+ Create Location | Edit Location | - Inactivate Location | More months | Export to Excel

Location	Location Name	Product Code	Product Description	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Accept All	Reset All
BIETV-001	Milano Banca	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)							50	Accept	
BIETV-001	Milano Banca	Level A5-Priv-SA	Borsa Italiana A5 Level 2 - Private Investor (SA)							15	Accept	
BIETV-002	Testcompany Amsterdam	Level A5-Pull-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)	90	30	20	77	80	88	80	Accept	Reset
BIETV-002	Testcompany Amsterdam	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)	16	20	25	25	30	30	35	Accept	Reset
BIETV-PARIS	Bank Paris SA	RT Level A1 DF-Prof-DF	Borsa Italiana Level 1 - Realtime feed (DF)		11	10	10	12	12	12	Accept	Reset
BIETV-PARIS	Bank Paris SA	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)		11	13	15	12	12	12	Accept	Reset
BIETV-ROMA	Roma Investment Bank	RT Level A1 DF-Prof-DF	Borsa Italiana Level 1 - Realtime feed (DF)							3	Accept	
BIETV-ROMA	Roma Investment Bank	Level A1-Push-SA	Borsa Italiana Level 1 - Device fee (SA)							10	Accept	

Submit Report

Euronext has Report Checks that will be checked when you accept the numbers in your report.

In case one of your changes triggers a Report Check, the following pop up will appear.

Report Check

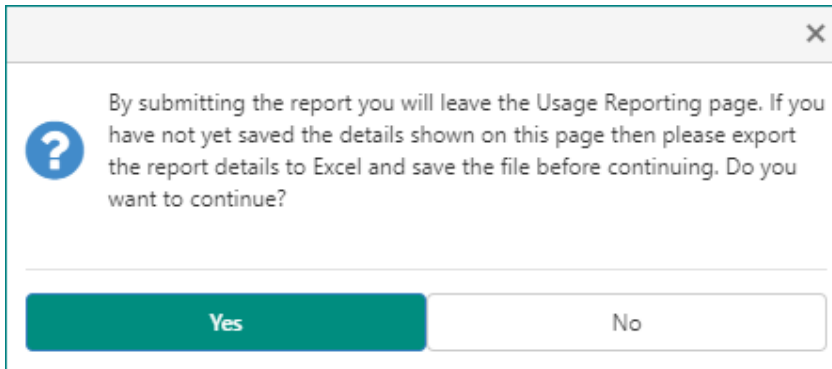
Location	Product ...	Month	Question	Comment
BIETV-002	Level A5-Pull-DF	Jan 21	This change from 0 to 90 is out of expected bounds, please provide an explanation for quantity difference.	Enter comments here..
BIETV-002	Level A5-Pull-DF	Apr 21	This change from 0 to 77 is out of expected bounds, please provide an explanation for quantity difference.	
BIETV-002	Level A5-Pull-DF	May 21	This change from 0 to 80 is out of expected bounds, please provide an explanation for quantity difference.	
BIETV-002	Level A5-Pull-DF	Jun 21	This change from 0 to 88 is out of expected bounds, please provide an explanation for quantity difference.	

Cancel | Save

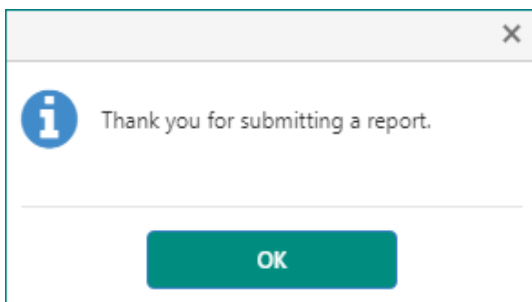
You need to fill in the *'Comment'* field for each question displayed.

After you have filled in the comments, you can click **'Save'**.

Once all lines have been accepted, you can click the **'Submit Report'** button in the right bottom corner on the *Usage Reporting* screen. Before submitting your report, Euronext strongly advises you to export the data you want to report to excel for your own records. You will be reminded of this when you click the **'Submit Report'** button with the following pop up.



You will be advised to export the data to Excel via the **'Export to Excel'** button and save it before submitting.



After submitting you are taken back to the *Home Page* of the *MyMarketData Portal*.

To check if the report has been validated successfully, go to the *Account* page and check the field **'Last Report Status'**.

The screenshot shows the Euronext account management interface. On the left is a navigation menu with the following items: Home, Borsa Italiana Real Time Market Data Agreement ▲, **Borsa Italiana Test Vendor (1009999999)**, and Euronext Market Data Agreement ▼. The main content area features a blue header with the account ID '1009999999' and a section titled 'Account'. This section contains a table of account details:

Company Name	Borsa Italiana Test Vendor
Address	Piazza degli Affari 6 Milano, 20123 Italy
Vendor Prefix	BIETV
Last Report Validated	2021-08-09
Last Month Reported	July 2021
Last Date Submitted	2021-08-09
Last Report Status	Validation Passed

At the bottom of the account details section is a green button labeled 'Report Online'.

Note, if you are unable to report, please contact marketdataoperations_team@euronext.com.

5. USAGE REPORTING – EXCEL UPLOAD

This section describes how to report your Usage via an Excel spreadsheet upload in Euronext's *MyMarketData Portal*. If you want to have access to the Excel upload functionality in the *MyMarketData Portal*, please contact marketdataoperations_team@euronext.com.

5.1 CREATING A LOCATION

When using the upload functionality, new Locations are created by including them in your upload as a new line item.

5.2 REQUEST A PREFILLED TEMPLATE


You can request *MyMarketData* to send you an email with a prefilled reporting template via the '**Request Prefilled Template**' button.

10099999999

Account

Company Name	Borsa Italiana Test Vendor
Address	Piazza degli Affari 6 Milano, 20123 Italy
Vendor Prefix	BIETV
Last Report Validated	2021-08-11
Last Month Reported	July 2021
Last Date Submitted	2021-08-11
Last Report Status	Validation Passed

[Report Online](#) [Request Prefilled Template](#) [Upload Excel Report](#)

 A prefilled reporting template has been sent to [redacted]@euronext.com.

[OK](#)

The template will be prefilled with the last reported inventory and will include all months that still need to be reported since the last reported month. If the reporting obligation for the last reportable month has already been met, the template will include the last reported inventory from the last reported month.

5.3 FORMAT OF THE EXCEL UPLOAD

For the required format of the excel upload please see below table. Please note:

- All columns need to be included in the upload file, with the exact Field Names
- Grey fields are mandatory, i.e. they must contain data
- The order of the columns is not important for the upload
- Prevent trailing spaces in any of the fields
- To unsubscribe users or entities with the ability to access the market data, the user or entity must be reported with a quantity of 0. Having reported the same user or entity with a quantity of 0 will be considered a 'delete'. The user or entity is thereafter no longer considered 'reportable' and may be removed from the report. It always remains possible to report new inventory for the same user or entity at a later date.
- Retro-active months are allowed up to **6 months** by creating multiple lines for the same Location Number and Product Code. The report must contain all months as of the first retro-active month present for that Location Number and Product Code up to the actual month of reporting.

Field name	Mandatory	Constraints	Comment
Market	Yes	Only one value allowed in a single report	EN for Euronext
Client Prefix	Yes	Only one value allowed in a single report. The combination of Client Prefix and Location Number may not exceed 30 characters.	
Location Number	Yes	The combination of Client Prefix and Location Number may not exceed 30 characters.	Enter the unique identifier (Location ID) by which you can identify the Location.
Location Name	Yes	maximum 64 characters	Enter the applicable organisation's statutory name. IMPORTANT: the name of a 'Location' should always be the statutory name of the applicable organisational entity of the Member's Group. (I.e. if the statutory name is 'ABCD Ltd.', please include that in full and not just 'ABCD')

Address1	Yes	maximum 50 characters	Enter the applicable address.
Address2	No	maximum 50 characters	
Address3	No	maximum 50 characters	
City	Yes	maximum 50 characters	Enter the applicable city.
State	No	maximum 32 characters	
Postal Code	No	maximum 15 characters	Enter the applicable postal code / zip code.
Country Code	Yes	must be a ISO 3166-1 alpha-2 country code	Please enter the country code using the ISO 3166-1-alpha-2 list provided with the prefilled template.
Contact Last Name	No	maximum 32 characters. If any contact information is added, this field is mandatory.	Enter the last name of the Location's contact person.
Contact First Name	No	maximum 32 characters	Enter the first name of the Location's contact person.
Contact Telephone No	No	maximum 50 characters	Enter the telephone number of the Location's contact person.
Contact Email Address	No	maximum 64 characters	Enter the e-mail of the Location's contact person. IMPORTANT: even though contact detail fields are not required fields, Euronext recommends that you provide up-to-date contact details for each Location.
Effective Month	Yes	Must be formatted according to ISO 8601 Standard (e.g. 2021-07-31 for July 2021)	Enter the date for which this line item's Monthly Total Quantity is for. Must be ISO 8601 format (YYYY-MM-DD). [YYYY] indicates a four-digit year, 0000 through 9999. [MM] indicates a two-digit month of the year, 01 through 12. [DD] indicates a two-digit day of that month, 01 through 31.
Product Code	Yes		Enter the applicable product code for which you want to report the number of applicable units of count (i.e. the quantity). For applicable product codes, please see Appendix .
Monthly Total Quantity	Yes		Enter the total number of reportable units of count with the ability to access to real-time market data for this Location, product and month.
Comments	No	maximum 100 characters	Please provide a short explanation in case of large variability in quantity compared to previous month or when reporting back-dated corrections.

5.4 UPLOAD AN EXCEL REPORT

To upload an Excel report please click on the **'Upload Excel Report'** button under the reporting account.

10099999999

Account

Company Name	Borsa Italiana Test Vendor
Address	Piazza degli Affari 6 Milano, 20123 Italy
Vendor Prefix	BIETV
Last Report Validated	
Last Month Reported	
Last Date Submitted	
Last Report Status	

[Report Online](#) [Request Prefilled Template](#) [Upload Excel Report](#)

You will get the below pop up.

Upload Excel Report ×

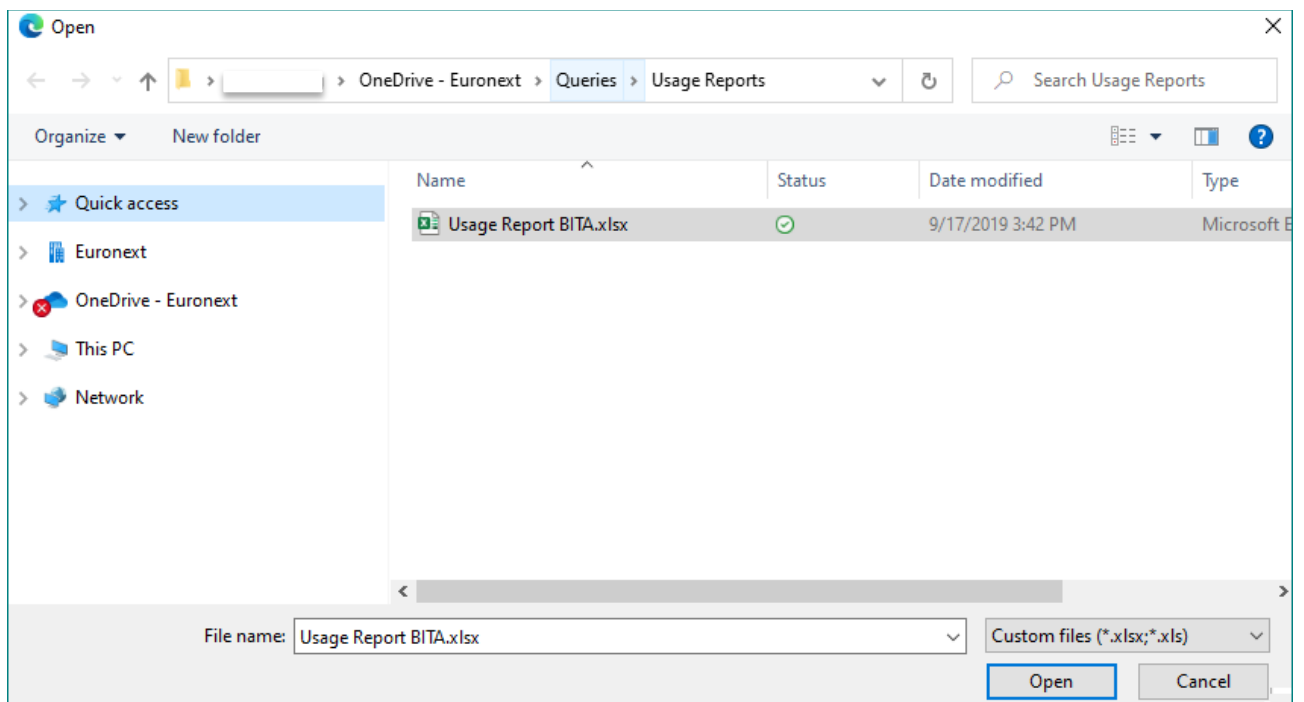
Please select the report containing the usage for Account : 10099999999

[Select Report](#)

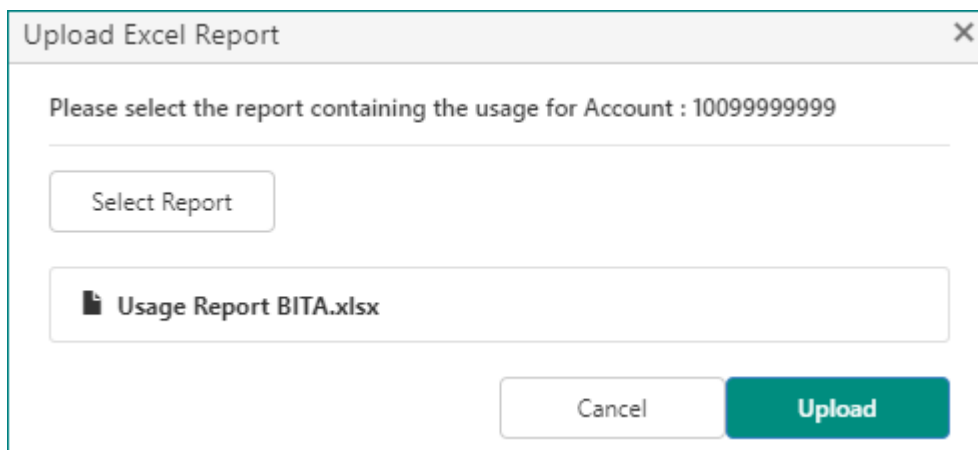
No files selected.

[Cancel](#) [Upload](#)

Click on **'Select Report'** and your File Explorer will open where you can select the file to be uploaded.



Check that you have selected the correct file and click '**Upload**' to submit your report.



After clicking '**Upload**' the report will be sent to Euronext to generate a vrxml file which then gets placed in a queue to enter Euronext's Reporting Validation Process.

In case of issues with your attempted upload you will be notified via email. If the Last Report Status is '*Validation Failed*' please contact marketdataoperations_team@euronext.com.

The status of the report will be updated on the *account page*. If the file has Passed Validation and been successfully processed, the associated reporting task will be considered completed and removed from the *Open Task list*.

APPENDIX: OVERVIEW OF THE PRODUCT CODES

The table below provides an overview of the product codes for reporting via the *MyMarketData Portal*. The codes in *New BI Product Code* are the correct codes for the reporting via the *MyMarketData Portal* effective 1 January 2022.

Old BI Product Name	BI Product Code	Product type	Standalone	New BI Product Code	New BI Product Name
All Borsa Italiana markets (AFF, DER, MOT) Level 1	Level A1	Push	SA	LEVEL A1-PUSH-SA	Borsa Italiana Level 1 - Device fee (SA)
	Level A1	Push	DF	LEVEL A1-PUSH-DF	Borsa Italiana Level 1 - Device fee (DF)
	Level A1	Pull	SA	LEVEL A1-PULL-SA	Borsa Italiana Level 1 - Professional Snapshot (SA)
	Level A1	Pull	DF	LEVEL A1-PULL-DF	Borsa Italiana Level 1 - Professional Snapshot (DF)
	Level A1	Private Investor	SA	LEVEL A1-PRIV-SA	Borsa Italiana Level 1 - Private Investor (SA)
	Level A1	Private Investor	DF	LEVEL A1-PRIV-DF	Borsa Italiana Level 1 - Private Investor (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 (5 depth)	Level A2	Push	SA	LEVEL A2-PUSH-SA	Borsa Italiana A2 Level 2 - Device fee (SA)
	Level A2	Push	DF	LEVEL A2-PUSH-DF	Borsa Italiana A2 Level 2 - Device fee (DF)
	Level A2	Pull	SA	LEVEL A2-PULL-SA	Borsa Italiana A2 Level 2 - Professional Snapshot (SA)
	Level A2	Pull	DF	LEVEL A2-PULL-DF	Borsa Italiana A2 Level 2 - Professional Snapshot (DF)
	Level A2	Private Investor	SA	LEVEL A2-PRIV-SA	Borsa Italiana A2 Level 2 - Private Investor (SA)
	Level A2	Private Investor	DF	LEVEL A2-PRIV-DF	Borsa Italiana A2 Level 2 - Private Investor (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 (10 depth)	Level A3	Push	SA	LEVEL A3-PUSH-SA	Borsa Italiana A3 Level 2 - Device fee (SA)
	Level A3	Push	DF	LEVEL A3-PUSH-DF	Borsa Italiana A3 Level 2 - Device fee (DF)
	Level A3	Pull	SA	LEVEL A3-PULL-SA	Borsa Italiana A3 Level 2 - Professional Snapshot (SA)
	Level A3	Pull	DF	LEVEL A3-PULL-DF	Borsa Italiana A3 Level 2 - Professional Snapshot (DF)
	Level A3	Private Investor	SA	LEVEL A3-PRIV-SA	Borsa Italiana A3 Level 2 - Private Investor (SA)
	Level A3	Private Investor	DF	LEVEL A3-PRIV-DF	Borsa Italiana A3 Level 2 - Private Investor (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 (20 depth)	Level A4	Push	SA	LEVEL A4-PUSH-SA	Borsa Italiana A4 Level 2 - Device fee (SA)
	Level A4	Push	DF	LEVEL A4-PUSH-DF	Borsa Italiana A4 Level 2 - Device fee (DF)
	Level A4	Pull	SA	LEVEL A4-PULL-SA	Borsa Italiana A4 Level 2 - Professional Snapshot (SA)
	Level A4	Pull	DF	LEVEL A4-PULL-DF	Borsa Italiana A4 Level 2 - Professional Snapshot (DF)
	Level A4	Private Investor	SA	LEVEL A4-PRIV-SA	Borsa Italiana A4 Level 2 - Private Investor (SA)
	Level A4	Private Investor	DF	LEVEL A4-PRIV-DF	Borsa Italiana A4 Level 2 - Private Investor (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 (full depth)	Level A5	Push	SA	LEVEL A5-PUSH-SA	Borsa Italiana A5 Level 2 - Device fee (SA)
	Level A5	Push	DF	LEVEL A5-PUSH-DF	Borsa Italiana A5 Level 2 - Device fee (DF)
	Level A5	Pull	SA	LEVEL A5-PULL-SA	Borsa Italiana A5 Level 2 - Professional Snapshot (SA)
	Level A5	Pull	DF	LEVEL A5-PULL-DF	Borsa Italiana A5 Level 2 - Professional Snapshot (DF)
	Level A5	Private Investor	SA	LEVEL A5-PRIV-SA	Borsa Italiana A5 Level 2 - Private Investor (SA)
	Level A5	Private Investor	DF	LEVEL A5-PRIV-DF	Borsa Italiana A5 Level 2 - Private Investor (DF)
Post-trade Data	BIPT Level 1	Push	SA	BIPT LEVEL 1-PUSH-SA	Borsa Italiana Post-trade - Device fee (SA)
	BIPT Level 1	Push	DF	BIPT LEVEL 1-PUSH-DF	Borsa Italiana Post-trade - Device fee (DF)

Old BI Product Name	BI Product Code	Product type	Standalone	New BI Product Code	New BI Product Name
All Borsa Italiana markets (AFF, DER, MOT) Level 1 Real Time Data feed	RT Level A1 DF	Professional	DF	RT LEVEL A1 DF-PROF-DF	Borsa Italiana Level 1 - Realtime feed (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 Real Time Data feed (5, 10, 20 & full depth)	RT Level A2 DF	Professional	DF	RT LEVEL A2 DF-PROF-DF	Borsa Italiana A2 Level 2 - Realtime feed (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 1 Delayed Data	Level A1 DD	Professional	DF	LEVEL A1 DD-PROF-DF	Borsa Italiana Level 1 - Delayed feed (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 Delayed Data (5, 10, 20 & full depth)	Level A2 DD	Professional	DF	LEVEL A2 DD-PROF-DF	Borsa Italiana A2 Level 2 - Delayed feed (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 1 After Midnight	Level A1 AM	Professional	DF	LEVEL A1 AM-PROF-DF	Borsa Italiana Level 1 - After Midnight feed (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 After Midnight (5, 10, 20 & full depth)	Level A2 AM	Professional	DF	LEVEL A2 AM-PROF-DF	Borsa Italiana A2 Level 2 - After Midnight feed (DF)
ETF Plus Level 1	ETF Level 1	Push	SA	ETF LEVEL 1-PUSH-SA	Borsa Italiana ETF Level 1 - Device fee (SA)
	ETF Level 1	Push	DF	ETF LEVEL 1-PUSH-DF	Borsa Italiana ETF Level 1 - Device fee (DF)
ETF Plus Level 2 (5, 10, 20 & full depth)	ETF Level 2	Push	SA	ETF LEVEL 2-PUSH-SA	Borsa Italiana ETF A2 Level 2 - Device fee (SA)
	ETF Level 2	Push	DF	ETF LEVEL 2-PUSH-DF	Borsa Italiana ETF A2 Level 2 - Device fee (DF)
BIT Commodities	BITCom	Push	SA	BITCOM-PUSH-SA	Borsa Italiana CO A2 Level 2 - Device fee (SA)
	BITCom	Push	DF	BITCOM-PUSH-DF	Borsa Italiana CO A2 Level 2 - Device fee (DF)
DER Level 1	BIT DER Level A1	Push	SA	DER LEVEL A1-PUSH-SA	Borsa Italiana DER Level 1 - Device fee (SA)
	BIT DER Level A1	Push	DF	DER LEVEL A1-PUSH-DF	Borsa Italiana DER Level 1 - Device fee (DF)
Messages up to 2 instruments	SMS1			SMS1	Borsa Italiana - Messages-Emails-Alerts up to 2 instruments
Messages more than 2 instruments	SMS2			SMS2	Borsa Italiana - Messages-Emails-Alerts more than 2 instruments
Distribution via TV	TV			TV	Borsa Italiana - TV Channel
Public Display	Slave			SLAVE	Borsa Italiana - Public Display (Site)
Voice Services	Voice			VOICE	Borsa Italiana - Voice Services
Kiosks/ATM	Kiosks			KIOSKS	Borsa Italiana - Kiosk-ATM
Wallboards, ticker	Tickers			TICKERS	Borsa Italiana - Wallboards-Tickers

Old BI Product Name	BI Product Code	Product type	Standalone	New BI Product Code	New BI Product Name
All Borsa Italiana markets (AFF, DER, MOT) Level 1 - Direct Reporting Customers	Level A1 DR	Push	N/A	LEVEL A1 DR-PUSH	Borsa Italiana Level 1 - Physical User
	Direct A1 Level	Push	SA	DIRECT A1 LEVEL-PUSH-SA	Borsa Italiana Level 1 - Push Trading Use (SA)
	Direct A1 Level	Push	DF	DIRECT A1 LEVEL-PUSH-DF	Borsa Italiana Level 1 - Push Trading Use (DF)
	Direct A1 Level	Pull	SA	DIRECT A1 LEVEL-PULL-SA	Borsa Italiana Level 1 - Pull Trading Use (SA)
	Direct A1 Level	Pull	DF	DIRECT A1 LEVEL-PULL-DF	Borsa Italiana Level 1 - Pull Trading Use (DF)
	Level A1d	Push	SA	LEVEL A1D-PUSH-SA	Borsa Italiana Level 1 - Direct Vendor (SA)
	Level A1d	Push	DF	LEVEL A1D-PUSH-DF	Borsa Italiana Level 1 - Direct Vendor (DF)
	Level A1d	Pull	SA	LEVEL A1D-PULL-SA	Borsa Italiana Level 1 - Direct Vendor (SA)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 (5 depth) - Direct Reporting Customers	Level A2 DR	Push	N/A	LEVEL A2 DR-PUSH	Borsa Italiana A2 Level 2 - Physical User
	Direct A2 Level	Push	SA	DIRECT A2 LEVEL-PUSH-SA	Borsa Italiana A2 Level 2 - Push Trading Use (SA)
	Direct A2 Level	Push	DF	DIRECT A2 LEVEL-PUSH-DF	Borsa Italiana A2 Level 2 - Push Trading Use (DF)
	Direct A2 Level	Pull	SA	DIRECT A2 LEVEL-PULL-SA	Borsa Italiana A2 Level 2 - Pull Trading Use (SA)
	Direct A2 Level	Pull	DF	DIRECT A2 LEVEL-PULL-DF	Borsa Italiana A2 Level 2 - Pull Trading Use (DF)
	Level A2d	Push	SA	LEVEL A2D-PUSH-SA	Borsa Italiana A2 Level 2 - Direct Vendor (SA)
	Level A2d	Push	DF	LEVEL A2D-PUSH-DF	Borsa Italiana A2 Level 2 - Direct Vendor (DF)
	Level A2d	Pull	SA	LEVEL A2D-PULL-SA	Borsa Italiana A2 Level 2 - Direct Vendor (SA)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 (10 depth) - Direct Reporting Customers	Level A3 DR	Push	N/A	LEVEL A3 DR-PUSH	Borsa Italiana A3 Level 2 - Physical User
	Direct A3 Level	Push	SA	DIRECT A3 LEVEL-PUSH-SA	Borsa Italiana A3 Level 2 - Push Trading Use (SA)
	Direct A3 Level	Push	DF	DIRECT A3 LEVEL-PUSH-DF	Borsa Italiana A3 Level 2 - Push Trading Use (DF)
	Direct A3 Level	Pull	SA	DIRECT A3 LEVEL-PULL-SA	Borsa Italiana A3 Level 2 - Pull Trading Use (SA)
	Direct A3 Level	Pull	DF	DIRECT A3 LEVEL-PULL-DF	Borsa Italiana A3 Level 2 - Pull Trading Use (DF)
	Level A3d	Push	SA	LEVEL A3D-PUSH-SA	Borsa Italiana A3 Level 2 - Direct Vendor (SA)
	Level A3d	Push	DF	LEVEL A3D-PUSH-DF	Borsa Italiana A3 Level 2 - Direct Vendor (DF)
	Level A3d	Pull	SA	LEVEL A3D-PULL-SA	Borsa Italiana A3 Level 2 - Direct Vendor (SA)
Level A3d	Pull	DF	LEVEL A3D-PULL-DF	Borsa Italiana A3 Level 2 - Direct Vendor (DF)	

Old BI Product Name	BI Product Code	Product type	Standalone	New BI Product Code	New BI Product Name
All Borsa Italiana markets (AFF, DER, MOT) Level 2 (20 depth) - Direct Reporting Customers	Level A4 DR	Push	N/A	LEVEL A4 DR-PUSH	Borsa Italiana A4 Level 2 - Physical User
	Direct A4 Level	Push	SA	DIRECT A4 LEVEL-PUSH-SA	Borsa Italiana A4 Level 2 - Push Trading Use (SA)
	Direct A4 Level	Push	DF	DIRECT A4 LEVEL-PUSH-DF	Borsa Italiana A4 Level 2 - Push Trading Use (DF)
	Direct A4 Level	Pull	SA	DIRECT A4 LEVEL-PULL-SA	Borsa Italiana A4 Level 2 - Pull Trading Use (SA)
	Direct A4 Level	Pull	DF	DIRECT A4 LEVEL-PULL-DF	Borsa Italiana A4 Level 2 - Pull Trading Use (DF)
	Level A4d	Push	SA	LEVEL A4D-PUSH-SA	Borsa Italiana A4 Level 2 - Direct Vendor (SA)
	Level A4d	Push	DF	LEVEL A4D-PUSH-DF	Borsa Italiana A4 Level 2 - Direct Vendor (DF)
	Level A4d	Pull	SA	LEVEL A4D-PULL-SA	Borsa Italiana A4 Level 2 - Direct Vendor (SA)
	Level A4d	Pull	DF	LEVEL A4D-PULL-DF	Borsa Italiana A4 Level 2 - Direct Vendor (DF)
All Borsa Italiana markets (AFF, DER, MOT) Level 2 (full depth) - Direct Reporting Customers	Level A5 DR	Push	N/A	LEVEL A5 DR-PUSH	Borsa Italiana A5 Level 2 - Physical User
	Direct A5 Level	Push	SA	DIRECT A5 LEVEL-PUSH-SA	Borsa Italiana A5 Level 2 - Push Trading Use (SA)
	Direct A5 Level	Push	DF	DIRECT A5 LEVEL-PUSH-DF	Borsa Italiana A5 Level 2 - Push Trading Use (DF)
	Direct A5 Level	Pull	SA	DIRECT A5 LEVEL-PULL-SA	Borsa Italiana A5 Level 2 - Pull Trading Use (SA)
	Direct A5 Level	Pull	DF	DIRECT A5 LEVEL-PULL-DF	Borsa Italiana A5 Level 2 - Pull Trading Use (DF)
	Level A5d	Push	SA	LEVEL A5D-PUSH-SA	Borsa Italiana A5 Level 2 - Direct Vendor (SA)
	Level A5d	Push	DF	LEVEL A5D-PUSH-DF	Borsa Italiana A5 Level 2 - Direct Vendor (DF)
	Level A5d	Pull	SA	LEVEL A5D-PULL-SA	Borsa Italiana A5 Level 2 - Direct Vendor (SA)
	Level A5d	Pull	DF	LEVEL A5D-PULL-DF	Borsa Italiana A5 Level 2 - Direct Vendor (DF)
Post-trade Data - Direct Reporting Customers	BIPT Level 1 DR	Push	N/A	BIPT LEVEL 1 DR-PUSH	Borsa Italiana Post-Trade - Physical User
	BIPT Level 1d	Push	SA	BIPT LEVEL 1D-PUSH-SA	Borsa Italiana Post Trade - Direct Vendor (SA)
	BIPT Level 1d	Push	DF	BIPT LEVEL 1D-PUSH-DF	Borsa Italiana Post-Trade - Direct Vendor (DF)

Old BI Product Name (Disaggregated Products) *
AFF Level 1
AFF Level 2 (5 depth)
AFF Level 2 (10 depth)
AFF Level 2 (20 depth)
AFF Level 2 (full depth)
AFF Post-trade Data
DER Level 2 (5 depth)
DER Level 2 (10 depth)
DER Level 2 (20 depth)
DER Level 2 (full depth)
DER Post-trade Data
MOT Level 1
MOT Level 2 (5 depth)
MOT Level 2 (10 depth)
MOT Level 2 (20 depth)
MOT Level 2 (full depth)
MOT Post-trade Data
Commodities (AGREX and IDEX) Markets Level 1
Commodities (AGREX and IDEX) Markets Level 2 (5 depth)
Commodities (AGREX and IDEX) Markets Level 2 (10 depth)
Commodities (AGREX and IDEX) Markets Level 2 (20 depth)
Commodities (AGREX and IDEX) Markets Level 2 (full depth)
ETF Plus Level 1
ETF Plus Level 2 (5 depth)
ETF Plus Level 2 (10 depth)
ETF Plus Level 2 (20 depth)
ETF Plus Level 2 (full depth)
AIM Italia Level 1
AIM Italia Level 2 (5 depth)
AIM Italia Level 2 (10 depth)
AIM Italia Level 2 (20 depth)
AIM Italia Level 2 (full depth)
STAR Level 1
STAR Level 2 (5 depth)
STAR Level 2 (10 depth)
STAR Level 2 (20 depth)
STAR Level 2 (full depth)

* Currently no Product Code available. Please contact us if you need this for reporting.