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EURONEXT CASH MARKETS – TCS WEB ACCESS

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TCS WEB ACCESS – USER GUIDE

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PREFACE

PURPOSE

This document describes how to use the dedicated Web Interface allowing Euronext members to register Off Book but On Exchange trades in the Euronext Trade Confirmation System (TCS).

TARGET AUDIENCE

This User Guide is targeted at Euronext members who use the TCS-Web Interface to access the central TCS application and want to use the declaring functionalities.

WHAT'S NEW?

The following lists only the most recent modification made to this revision/version. For the Document History table, see the Appendix.

VERSION NO.	CHANGE DESCRIPTION
5.20.0	■ Removed all fields and mentions related to Settlement Period ■ *This value is no longer user modifiable*

CONTENTS

1. OVERVIEW

1.1 THE TRADE CONFIRMATION SYSTEM (TCS) OVERVIEW

The Euronext Trade Confirmation System allows Euronext members to register trades concluded outside the Central Order Book and therefore deemed to have been executed on the relevant regulated market or multilateral trading facility (MTF), as appropriate. These trades are also known as "Off-book On-Exchange Trades" (OBOE trades).

The opening and closing times of the Euronext Trade Confirmation System are different from the Euronext Optiq system. The TCS system is open from 07:15 to 20:00 CET, every business day, according to the Euronext trading calendar. Trades are accepted up to 19:00 CET.

The Euronext Trade Confirmation System supports the following Financial Instruments: Equity, Equity-like instruments, ETFs, ETCs/ETNs, Bonds, Warrants and Certificates.

Currently the financial instruments mentioned above are those listed either on a Regulated Market or MTF as listed below:

- Euronext - Euronext Amsterdam
- Euronext - Euronext Brussels, Euronext Growth Brussels, Trading Facility Euronext Brussels
- Euronext - Euronext Lisbon, Euronext Growth Lisbon, Euronext Access Lisbon
- Euronext - Euronext Paris, Euronext Growth Paris, Euronext Access Paris

By default, the publication of the trades when registered is in real time. However, deferred publication is authorised for some products and provided that the ESMA rules are satisfied.

Trades can also benefit from clearing when required by market participants, with some flexibility.

Trade types possible on TCS are negotiated deals, block trades, after-hours trades, volume-weighted average price (VWAP) trades and second listing trades. All of them are submitted to price control as defined by the ESMA regulation or by Euronext.

For each type of financial instrument and transaction, the conditions and operating modes applicable to the different types of trades are described in the TCS Trading Manual.

In terms of access, there are two ways to connect to the Trade Confirmation System:

– The FIX 5.0 or Binary protocol messages. Note that these protocols are the same as those used for Optiq access.
– The **TCS WEB interface**, which is the subject of this user guide.

Note: TCS also supports the trading on the NAV trading facility also known as Euronext Funds Services. A dedicated TCS WEB User Guide for NAV trading facility is available for this market.

1.2 OTC TRADES FEATURES IS NO MORE SUPPORTED BY TCS

The TCS-WEB interface does not display any more functions, fields and data related to OTC trades. All these features are available in Saturn through APA, ARM and OTC clear services.

2.   GETTING STARTED

This section explains how to start the TCS-Web Interface so that you can communicate with the central TCS application.

More precisely, it tells you how to:

– Reset your password
– Log in
– Log out

Note that:

– Your user ID and pin-code and SecurID® card are given to you by the Euronext Market Services Customer Access Services, cas@euronext.com
– For any support, you can contact as well the Euronext Market Services Customer Technical Support Group on clientsupport@euronext.com.

To fully benefit from the TCS-Web application, Euronext recommends using Chrome.

2.1   PASSWORD RESET

A new window allowing user password will appear (**this password will be needed for all future connections**).

Password should be at least 8 characters length, and must contain 1 Upper case, 1 lower case, 1 digit and special character **#$&()+-.,/;<=>@[]^_{}?!%**


2.2   LOGGING IN

To log in to the central TCS application via the TCS-Web Interface:

Go to the following URL in your web browser:

■ Production environment : **https://tcs-prod.euronext.com**
■ Test (EUA) environment : **https://tcs-eua.euronext.com**

2.2.1 2FA login method : TOTP or RSA

The following page appears, allowing you to select the authentication method to be used to login in the TCS-Web Interface. You will have to choose either **TOTP** or **RSA** login method.
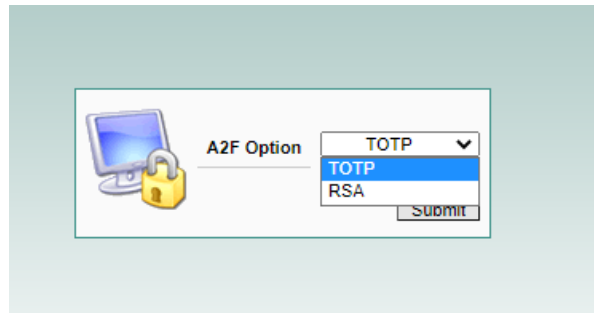

2.2.1.1   TOTP login method

1. If **TOTP** login method is chosen, the following page appears with a **QR Code generated** with an additional Alphanumeric Code. You can scan the **QR Code** on your mobile phone thanks to **the Microsoft Authenticator application**.

    The code will be generated in your TOTP application (Microsoft Authenticator) and updated every 30 seconds. This code will be used to log in to the TCS Web GUI.

2. After the password reset, and QR Code scanned, please select the language to be used in the TCS-Web Interface
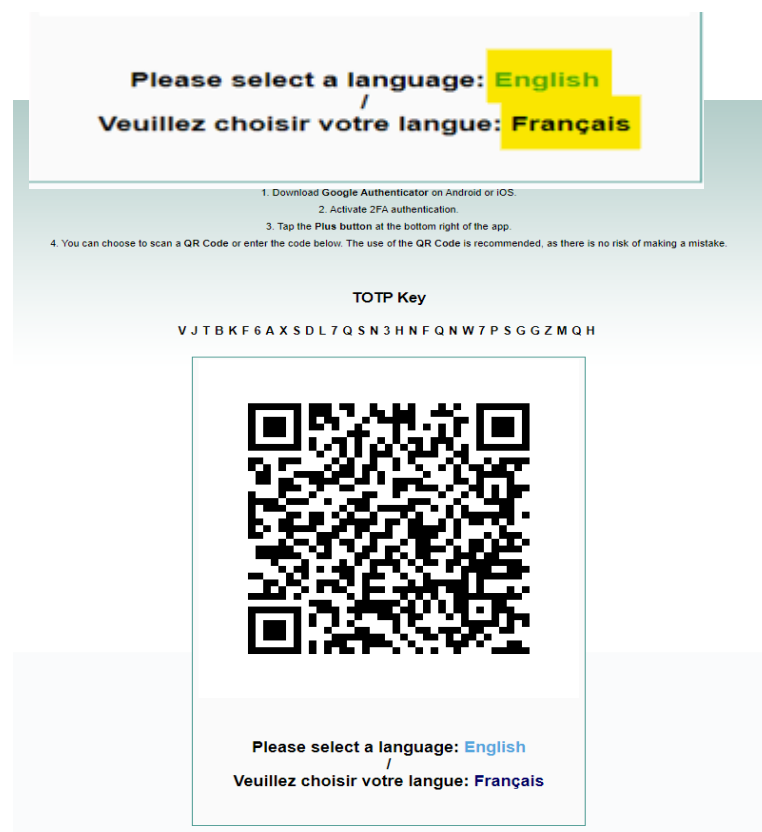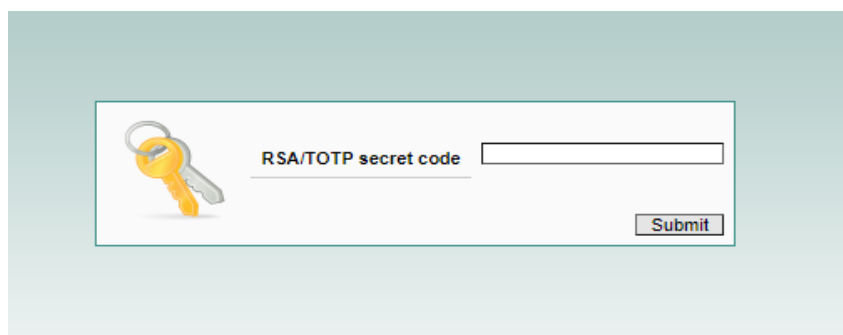

3. Click English to access the TCS-Web Interface in English, Français to use the TCS-Web Interface in French.

4. When the TCS log-in page appears,
   a. type in your **user ID** (max eight characters) and your newly set **password**.

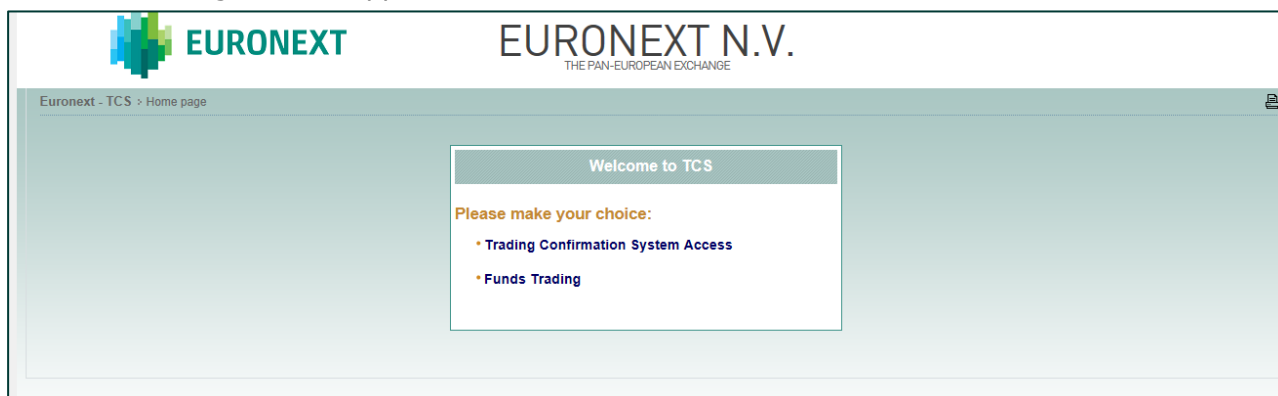   b. You will then be asked to enter the code generated by the TOTP application – 6 digits

Remark: For all future connections, users must log in with their **User ID + Password + Code** (code from TOTP application = 6 digits).

5. Click **Submit** to verify your TOTP code.

If you make a mistake when entering your login information, your request is rejected and the TCS log-in page reappears for you to try again.

Note: On the TCS-Web platform, you have only 10 chances to log in. After this, the TCS application will not accept further log-in attempts. This applies only to the TCS-Web application.

The following window appears:

You are now given the choice between TCS Access or the Funds Trading.

6. Choose the Trading Confirmation System Access. (For Funds Trading refer to the TCS-Web User Guide). The TCS-Web Home page will appear:

2.2.1.2 RSA login method

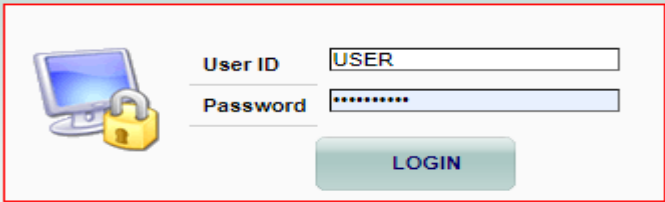*(Note that this will be a temporary solution until the RSA token expires)*

1. If **RSA** login method is chosen, a new window allowing the user to reset their password will appear (cf Password Reset section). If this step was already done, please go to Step 2.

Note: Clients will be able to connect to TCS Web Services with their RSA SecurID® card **until its expiry**. After the expiration of the card, **the user will not have access to TCS Web Services** therefore CAS cas@euronext.com team will need to reset their 2FA solution in order for the user to choose the **TOTP solution**.

2. After the password reset, please select the language to be used in the TCS-Web Interface.
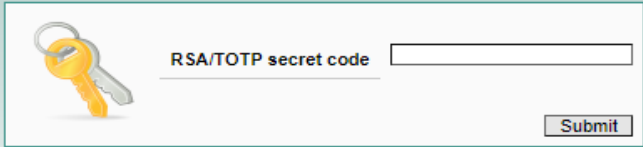

3. Click English to access the TCS-Web Interface in English, Français to use the TCS-Web Interface in French.

4. When the TCS log-in page appears,

a. type in your **user ID** (max eight characters) and your newly set **password**.

b. You will then be asked to enter the RSA secret code – 12 digits code. (PIN + RSA SecurID® card code)
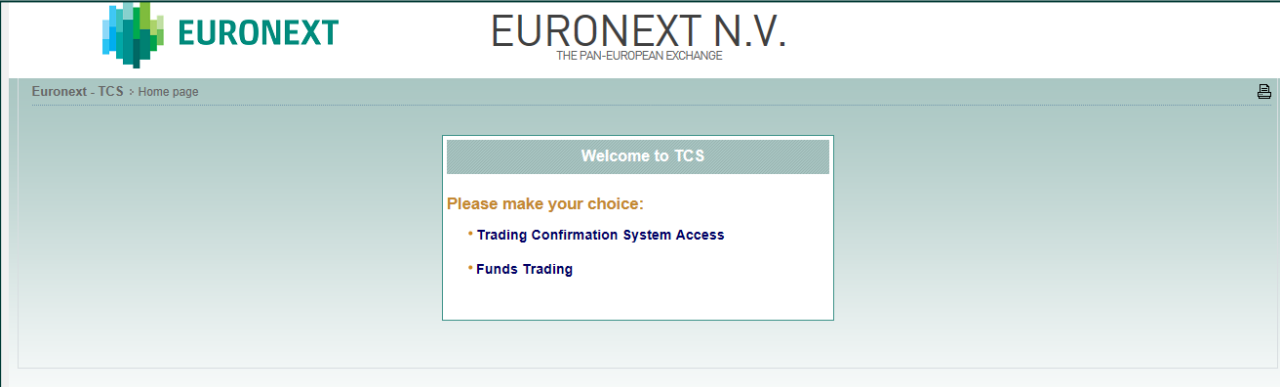
5. Click **Submit** to verify your ID and RSA code.

If you make a mistake when entering your login information, your request is rejected and the TCS log-in page reappears for you to try again.

Note: On the TCS-Web platform, you have only 10 chances to log in. After this, the TCS application will not accept further log-in attempts. This applies only to the TCS-Web application.

The following window appears:

You are now given the choice between TCS Access or the Funds Trading.

6. Choose the Trading Confirmation System Access. (For Funds Trading refer to the TCS-Web User Guide). The TCS-Web Home page will appear:

2.2.2 How to change the 2FA (Two-Factor Authenticator) method

When the user decides to reset their 2FA (Two Factor Authenticator), they must contact **By Phone** Euronext Customer Access Services and provide their Identifier code on 12 digits.

Contact :

 CAS cas@euronext.com, +33 1 85 14 85 89.

2.3   LOGGING OUT

To log out, go to the Home Page and click the Log Out button. You must use the Log Out button to disconnect when you have finished using TCS-Web. If you do not log out and simply close your web browser, TCS still considers you as connected, and you must wait one hour before you can reconnect.

3.   USING TCS WEB FUNCTIONS

The TCS-Web Interface enables you to communicate with the central TCS application via commands and inquiries that are described in the following sections.

3.1   VIEWING AND USING THE TCS HOME PAGE

The left-hand side of the TCS Home Page contains the TCS Main Menu, from which you can perform the following tasks:

■   Enter a declaration

■   Refuse a declaration

■   Cancel a declaration

■   Cancel a trade

■   Define default values for entering a declaration (User Preferences)

You can also view the following information:

■   View a list of declarations and trades (Decla./Trade List)

■   View the current day's trading statistics (Broadcast Trades)

3.2 ENTERING A DECLARATION

You can use the TCS-Web Interface to enter a TCS declaration. This means that you enter either the buy or sell side of a trade (called a declaration), and your counterpart enters the other side. If your trade is a cross trade, you enter declarations for both sides.

To enter a declaration, do the following:

1. From the Menu, choose Enter Declaration.

Type the following information about your declaration:

- ■ **Declaring member.** Your member ID is already provided.
- ■ **Origin.** Mandatory. The origin of the declaration, which can be one of the following:
  - – Client
  - – In-house
  - – Liquidity provider
  - – Related party
- ■ **Trading Capacity**. Mandatory.
  - – Dealing on own account (DEAL)
  - – Matched principal (MTCH)
  - – Any other capacity (AOTC)
- ■ Principal. Optional. Only used in the case of a cross trade to designate the member ID of the principal on whose behalf you are acting on the sell side. TCS checks that you are authorized for this principal; that means that a Trading Member/Principal link has been defined for you and your principal. If no link exists, the declaration is rejected.
- ■ Account number. Optional. The account number to which the trade is to be booked.
- ■ Clearing member. Optional. The ID of your clearing member or the default clearing member. NB: This item is not checked by TCS since the clearing organization automatically assigns the declaring member's clearing house or principal based on the parameters defined in the Trader/Clearer links data item.
- ■ Clearing mode. Optional.
  - – Not provided
  - – Manual
  - – Automatic posting
  - – Automatic give-up

■ Order N°. Optional. The number that the trader assigns to the order.

■ TCS ID. Optional. Your internal TCS ID, which TCS does not check.

■ Client ID. Optional. The member ID of the principal on whose behalf you are acting. TCS checks that you are authorized for this principal; that means that a Trading Member/Principal link has been defined for you and your principal. If no link exists, the declaration is rejected.

■ Client Code. Optional. Possible values: For a BIC Code, For an FRN Code, For a NIF Code, For an internal Code, for the identification number, Other.

■ **Counterpart.** Mandatory. The ID of the trading member who is the counterpart for this declaration. In case of a cross trade, this field will provide your own ID automatically.

■ **Origin (Counterpart)**. Mandatory in case of a cross, otherwise it is not checked by TCS:

  – In-house

  – Client

  – Liquidity provider

  – Related party

■ **Trading Capacity (Counterpart)**. Optional. Mandatory only if Side = Cross

  – Dealing on own account (DEAL)

  – Matched principal (MTCH)

  – Any other capacity (AOTC)

■ Counterpart Principal. Optional. The ID of the principal of your counterpart.

■ Account number (Counterpart). Optional.

■ Clearing Member (Counterpart). Optional.

■ Clearing Mode (Counterpart). Optional.

  – Not provided

  – Manual

  – Automatic posting

  – Automatic give-up

■ Order Number (Counterpart). Optional.

■ Client ID (Counterpart). Optional.

■ Client Code (Counterpart). Optional.

■ **Instrument Code.** Mandatory. The ID of the instrument for which the declaration is being made. This can be in one of the following formats:

  – ISIN code

  – Mnemonic code

■ **Type of transaction**. Mandatory. From the list, choose one of the following types of transaction:

  – Off-market

  – Market VWAP

  – Second Listing

  NB: You can define a default transaction type using the user preferences (see Section 2.11).

■ **Price**. Mandatory. The price at which the declaration is to match with the counterpart declaration. TCS checks the price when you enter your declaration. Note that for a VWAP transaction, if the price field is not filled, an error message occurs with the awaited VWAP reference price.

■ **Quantity**. Mandatory. The quantity of shares or lots. TCS checks the quantity when you enter your declaration.

■ **Side**. Mandatory. The side of the declaration. This can be one of the following.

  – Buy

  – Sell

  – Cross

  NB: you can define a default side using the user preferences (see section 2.11)

- Begin time / end time. The start and end time used in calculating the VWAP (Volume Weighted Average Price). Format: hh:mm:ss. These zones can only be filled when the Type of Transaction is Market VWAP.

  If you do not enter times for a Market VWAP transaction, TCS selects as start time the time at which the group for the given instrument opens and as end time the time that the group passes into the Market Control Intervention phase at the end of the day.

- **Settlement.** Select one of the following:
  - Yes. The trade is to be settled by the settlement organization.

     OR
  - No. The trade is *not* to be settled by the settlement organization.
- **Guarantee** (optional). If Settlement = Yes, this field can have one of the following values:
  - Yes. The trade is guaranteed by the clearing organization.
  - No. The trade is *not* guaranteed by the clearing organization.
  - Default. The trade is guaranteed by the clearing organization.
- Deferred Trade Indicator. On Off-market trades on European regulated equities and for ETFs, and depending on the block size level, a deferred publication is authorised for trades outside the book.

  Possible values:
  - No: publication is immediate
  - Yes: publication is deferred
- Free Text. Optional. Maximum of 18 characters. Any additional information e.g. for clearing.
- Venue identification (mandatory and only used for secondary listing trade) identifies the venue where the trade is executed with the relevant MIC code.
- Investment Decision Within Firm ShortCode (optional). It must be filled if one of below conditions is satisfied :
  - Mandatory if Side = Buy Or Sell AND (Origin in (Liquidity Provider, Related Party, House)) AND DEA Indicator = No
  - Mandatory if Side = Cross AND (Origin/Origin Counterpart in (Liquidity Provider, Related Party, House)) AND DEA Indicator = No
  - Mandatory if Investment Decision Algorithm Indicator = Yes
- **Execution Within Firm ShortCode.** Mandatory.
- Client Identification ShortCode (optional). It must be filled if below condition is satisfied :
  - Mandatory if Origin = Client OR DEA Indicator = Yes
- Client Identification ShortCode (Counterpart) (optional). It must be filled if below condition is satisfied :
  - Mandatory if Side = Cross AND (Origin (counterpart) = Client OR DEA Indicator = Yes)
- **MiFID Indicators.** Mandatory. Set to **No** by default.
  - Investment Decision Algorithm Indicator
  - Execution Algorithm Indicator
  - DEA Indicator
  - Commodity Derivative Indicator

2. Click Validate.
  - If the declaration is accepted (in other words, if there are no errors), TCS assigns a declaration number, e.g. 910447. (If your counterpart enters a declaration on the other side of the book and TCS matches the two declarations, that same number is assigned to the resulting trade. Thus, the number identifying a pending declaration is called a Declaration ID and the number identifying an executed trade (declaration matched) is called the Trade Unique Identifier (TUI)

    TCS then sends a notification message to you and your counterpart, and a short message is displayed with the result of your declaration.

Result

Declaration processed successfully: **910447**

Back

> If you click the Decalaration ID (e.g. 910447) in this message, the Declaration/Trade List page is displayed, with your declaration (or matched trade) shown.

– If the declaration contains an error, TCS sends an error message, which appears in a box on top of your Enter Declaration page.

Impossible de créer cette déclaration

000215 - THE INSTRUMENT IS NOT ELIGIBLE FOR MARKET VWAP TRANSACTION

> The declaration information you typed remains visible on the page so that you can perform the necessary correction(s). Once you have corrected the declaration, click Validate

3. To reset the page to the default values (for example, to clear values in a declaration where you have made errors so that you can re-enter it correctly), click Reset.

4. To respond to a declaration that has been entered by your counterpart.

3.3 FINDING THE NUMBER OF A DECLARATION OR TRADE

To refuse or cancel a pending declaration you need the Declaration ID. To cancel a trade, you need the Declaration ID or the Trade Unique Identifier (TUI). To find these informations:

1. Display the declaration or trade on a list of your TCS declarations and trades (see Section 2.9).

2. Find the declaration or trade, and then find the Declaration ID (e.g. 341) or the Trade Unique Identifier (TUI).

3.4 REPLY TO A DECLARATION

If another trading member enters a TCS declaration and includes your member ID as the counterpart, you receive a notification message that contains the ID of the declaring member, details about the declaration, and the Declaration ID assigned to this TCS declaration.

To reply to a declaration:

1. From the Main Menu, choose Decla./trade list.

2. Find the declaration or trade, and then find the Declaration ID (e.g. 341).

3. On the Action column, select the value "Reply" in the dropdown menu. Then click on the Go button. Below image will be displayed.

4. You will be asked to fill in the Declaration with your information (see Section 2.2).

5. When completed, you can click on "Validate".

6. To reset the page to the default values (for example, to clear values in a declaration where you have made errors so that you can re-enter it correctly), click Reset.

3.5   REFUSING A DECLARATION

If another trading member enters a TCS declaration and includes your member ID as the counterpart, you receive a notification message that contains the ID of the declaring member, details about the declaration, and the Declaration ID of the TCS declaration.

If (due to a typing error) you have been incorrectly identified as the counterpart or if you no longer want to be the counterpart in the declaration, you can refuse the declaration.

To refuse a declaration:

1. Make sure that you know the Declaration ID assigned to the TCS declaration that you want to refuse ; see Section 2.3.

2. From the Main Menu, choose Refuse Declaration. The Refuse a Declaration page is displayed, with your trading member ID automatically filled in after Declaring Member

3. After Declaration ID, type the number of the declaration you want to refuse.

4. Click Validate. When asked to confirm, click OK. TCS sends a notification to you and the counterpart indicating that you have refused the declaration.

> **Note:** Refusal of a declaration is also made available through the Declaration/Trade List page; see Section 2.9.

3.6   CANCELLING A DECLARATION

If you have entered a declaration and it has not already been matched with the declaration of your counterpart, you can cancel the declaration as described here:

1.   Make sure that you know the Declaration ID assigned to the declaration that you want to cancel ; see Section 2.3.

2. From the Main Menu, choose Cancel a Declaration. The Cancel a Declaration page is displayed, with your trading member ID automatically filled in as the declaring member.

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Declaration › Cancel declaration

- Home page
- Decla./trade list
- Enter declaration
- Refuse declaration
- Cancel declaration
- Cancel Trade
- Broadcast trades
- User preferences
- Log out

My Orders

Cash
| Pending | 1 |
| Trades | 17 |

This screen allows you to cancel a declaration that has not yet been accepted or refused by the counterparty.
The TCS trade number to enter is the code provided by TCS when the declaration was recorded.
If you're not sure, you can view the list of declarations with which you are involved ⌈Go⌋.

Declaring member   00000000122

Declaration ID   [   ]

VALIDATE

3. On the Cancel a Declaration page, after Declaration ID, type the declaration number for the declaration you want to cancel.

4. Click Validate. When asked to confirm, click OK. TCS sends a cancellation notification to you and to your counterpart indicating that you have cancelled the declaration.

   Note: Cancellation of a declaration is also made available through the Declaration/Trade List page; see Section 3.8.

3.7   CANCELLING A TRADE

As a TCS trading member, you can cancel a trade that resulted from a declaration or trade that you entered, provided that your counterpart also cancels the trade. To cancel a trade:

1. Make sure that you know either the Declaration ID or either the Trade Unique Identifier (TUI) of the trade that you want to cancel ; see Section .

2. From the Main Menu, choose Cancel Trade. The Cancel a Trade page is displayed, with your trading member ID automatically filled in as the declaring member.
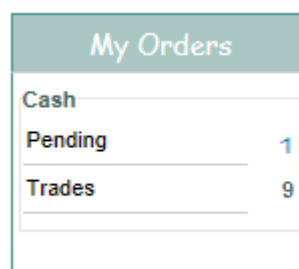
2. Enter either the Declaration ID or either the Trade Unique Identifier (TUI) of the trade you want to cancel.

3. Click Validate. When asked to confirm, click OK. Your cancellation is queued until the counterpart has also cancelled the trade. Then the trade is cancelled, and TCS sends a message to both parties confirming that the cancellation has occurred.

   Note: Cancellation of a declaration is also made available through the Declaration/Trade List page; see Section 3.8.

3.8   VIEWING YOUR DECLARATIONS AND TRADES (MY ORDERS BOX)

You can view your pending orders and trades in the My Orders box, located in the left pane of your screen.

- The Cash Pending line shows the number of declarations validated by TCS that are awaiting a match. To view the list of pending orders, see the next section.
- The Cash Trades line shows the number of cash trades that have been matched.

3.8.1 Viewing Your Declarations

When another member enters, accepts, refuses or cancels a declaration for which you are the counterparty, TCS notifies you by incrementing the number of declarations pending indicated in the Pending field of the My Orders box.

If you want to view all the pending declarations, do the following:

1. Select My Orders box in the left pane

2. Click the link after Pending (e.g. 1). TCS displays the Declaration and Trades List with all your pending declarations.

If you want to view all the matched trades, do the following:

1. Select My Orders box in the left pane
2. Click the link after Trades (e.g. 9). TCS displays the Declaration and Trades List with all your pending declarations.
3. To reset the page to the default values, click Reset.
4. To respond to a declaration that has been entered by your counterpart

3.9   VIEWING A LIST OF DECLARATIONS/TRADES

To view the declarations that have been entered and the trades that have been executed during the current trading day, do the following:

1. From the Main Menu, choose Declarations/Trades List.

2. On the Declaration/Trade List page, define which declarations and trades you want to view by typing or selecting values for these search criteria:

■   **Instrument code.** The code (ISIN or Mnemonic) of the instrument for which you want to view declarations and trades.

■   **Type of transaction**. Mandatory. The type of transaction that you want to view:

  –   Off-market

  –   Market VWAP

  –   Second Listing

■   Begin time (optional). The time (HH:MM:SS) of the earliest declarations / trades that you want to view. (The time is when the declarations were entered or the trades were executed).

■   End time (optional). The time (HH:MM:SS) of the latest declarations / trades that you want to view. (The time is when the declarations were entered or the trades were executed).

■   **Trade status.** Mandatory. The status of the declarations/ trades that you want to view. This can be one of the following:

- Trade pending. (Trades in the process of being cancelled).
- Trade (Matched trades).
- Transaction cancelled (All the cancelled trades confirmed by both parties)
- Declaration pending (Declarations waiting to be matched).
- Declaration rejected (Declaration refused by the counterpart)
- Declaration cancelled (Cancelled declarations before counterparts reply)
- Declaration eliminated (Declarations are eliminated after 15 minutes without counterparts reply)
- Blanco (All statuses for declarations and trades).

■ **Position of the trading member.** Mandatory**.** The type of member for which you want to view declarations and trades:
- Declaring member
- Counterpart
- Declaring member *or* counterpart

■ **Trade origin.** Mandatory**.** Which type of trades you want to consult:
- Declaration (declarations and trades resulting from a declaration)

■ **TUI** (optional). The Trade Unique Identifier assigned to an executed trade (matched declaration).

3. Click Validate.

The declarations and trades that match your search criteria are displayed at the bottom of the Declaration/Trade List page, with the following information provided for each one.

■ Status: The status of the declaration, which can be one of the following:
- Declaration expired
- Declaration rejected
- Declaration cancelled
- Pending validation by buyer
- Pending validation by seller
- Trade matched
- Pending cancellation by buyer
- Pending cancellation by seller
- Trade cancelled

■ Declaration ID: The identifier assigned to your declaration.
■ TUI: The Trade Unique Identifier assigned to your trade (declaration having matched).
■ Instrument code: The ISIN code for the instrument involved in the declaration or trade.

- Mnemo: The mnemonic code for the instrument involved in the declaration or trade.
- Quantity: The quantity in the declaration or trade.
- Price: The price at which the declaration has been entered or at which the trade has been executed.
- Buyer: The ID of the buying member.
- Seller: The ID of the selling member.
- Time: Time that the declaration was entered or the trade was executed

4. To view the details for a given declaration or trade in the list, select Detail in the corresponding Action column at the right of the page, and click Go. (For more information, see Section 2.9)

5. To perform other operations on a given declaration or trade, depending on its status, do the following in the Action column:

    – To respond to a declaration that has been entered by your counterpart (that is, to enter the *second side* of the declaration), select Reply and click Go.

    – To refuse a declaration that has been entered by your counterpart, select Reject and click Go.

    – To cancel a declaration that you have entered, select Cancel and click Go.

    – To cancel a matched trade select Cancel T and click Go.

    NB: The information displayed in the declarations/trades list is not automatically refreshed. To refresh the information, click Validate.

3.9.1 Viewing the Details of a Declaration or Trade

To view more details regarding a specific declaration or trade for the current day, do the following:

1. Display the declaration or trade on the Declarations/Trade List (see Section 2.9).

In the Action column for the given declaration or trade, select Detail and click Go. The Details page appears. (Details for a sample trade are shown in the figure below.)

3.10 VIEWING THE CURRENT DAY'S TRADING STATISTICS

To view the trading statistics (market data) for the current day:

1. From the Main Menu, choose Broadcast Trades and click validate.

2. To view statistics for a certain instrument or instrument type, type your search criteria at the top of the page:

  – For an instrument ID, you can type the mnemonic or ISIN code.

  – After Instrument Type, select an instrument type for which you want to view the statistics – such as Stock, Bond, or Tracker. To view *all* instrument types, choose blank.

  – Note that statistics only concern broadcast trades

3. Click Validate. Trading statistics are displayed only for the instrument/type of instrument you specified. If all search criteria are blank, all trading statistics for the day are displayed.

3.11 DEFINING DEFAULT VALUES

3.11.1   Preferences for the Enter Declaration Page

In the TCS-Web Interface, you can predefine default values for certain parameters so that it is easier to enter a declaration. These default values are then automatically provided when you display the Enter Declaration page.

To define your default values:

1. From the Main Menu, choose User Preferences, and then click the Enter Declaration tab. The User Preferences page appears for the Enter Declaration page.

2. Type a default value for one or more of the following parameters:

- **<u>Trading member</u>**. Your member code is automatically filled in.
- **<u>Side</u>**. You can choose between Buy, Sell and Cross trade or you can leave it blank.
- **<u>Type of transaction</u>**. For details on the possible transaction types, see Entering a Declaration in Section 3.2.
- **<u>Settlement</u>**. Whether the trade is to be settled by a settlement organization. For details on the possible values for this item, see Step 2 of Entering a Declaration in Section 3.2.
- **<u>Guarantee</u>**. Whether your declarations, if matched, are guaranteed by a clearing organization. For details on the possible values for this item, see Entering a Declaration in Section 3.2.
- **<u>Origin</u>**. The type of account for your declarations. For details on the possible values for this item, see Entering a Declaration in Section 3.2.
- Clearing Member. The ID of your clearing house.
- **<u>Clearing mode</u>**. For details on the possible values for this item, see Entering a Declaration in Section 3.2.
- Investment Decision Within Firm ShortCode
- Execution Within Firm ShortCode
- Client Identification ShortCode

3. Click Save.

APPENDIX A: REVISION HISTORY

VERSION NO.	DATE	AUTHOR	CHANGE DESCRIPTION
4.0	17 Dec 2015	Euronext Technologies	Updated for Euronext Funds Services and new declaration upload feature
4.1	28 Jul 2021	Euronext Technologies	- Updated section "1.1 Logging In": change in client support address: ctsg@euronext.com becomes clientsupport@euronext.com change in tcs web site address: Production environment: https://tcs-p.euronext-net.com becomes https://tcs-p.euronext.com EUA environment: https://tcs-h.euronext-net.com becomes https://tcs-h.euronext.com
4.2	16 Feb 2022	Euronext Technologies	Updated Section 1. Getting Started with 2FA login methods: - Added section 1.1 Password Reset - Added section 1.2.1 2FA login method : TOTP or RSA and two subsections TOTP login method & RSA login method - Added section 1.2.2 How to change the 2FA (Two-Factor Authenticator) method Updated Section 2. Using TCS Web functions with Short codes & MiFID Indicators references and print screens: - Section 2.2 Entering a Declaration - Section 2.9.1 Viewing the Details of a Declaration or Trade Added a new section: - Section 2.4 Reply to a Declaration Removed all mentions to **OTC Trades** (to be reported in Saturn application).
5.16.0	1 Jun 2022	Euronext Technologies	■ Removed all fields and values related to **OTC Trades**. ■ Changed print screens which doesn't display **OTC Trades related pages**. ■ Introduced Trade Unique Identifier (TUI) as identifier of a Trade (Matched Declaration) and renaming of ID into Declaration ID. ■ Updated Overview Section. ■ Updated Preferences Section.
5.20.0	17 Nov 2022	Euronext Technologies	■ Removed all fields and mentions related to Settlement Period ■ *This value is no longer user modifiable*