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PREFACE

PURPOSE

This document describes how to use the TCS (Trading Confirmation System), which is a Euronext web-based application for the publication and reporting functions that are available to TCS trading members.

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.

REVISION NO./	DATE	AUTHOR	CHANGE DESCRIPTION
4.0	17 Dec 2015	Euronext Technologies	Updated for Euronext Funds Services and new declaration upload feature

RECOMMENDED BROWSER CONFIGURATION

To fully benefit from the TCS-Web application, Euronext recommends using Internet Explorer 11.

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OVERVIEW

THE TRADE CONFIRMATION SYSTEM OVERVIEW

The trade confirmation system supports several types of services, mainly:

- Trading outside the central order book such as block trades, negotiated deals, VWAP transactions and after hours trades
- Transaction Reporting to the market authorities as well as Trade Reporting (publication) services
- Trading on the Euronext Funds Services (EFS) which is a regulated market.

All these services/markets can be accessed using:

- The FIX 4.2 or Binary protocol messages. Note that these protocols are the same as those used for UTP access.
- The eTCS access, which is a direct Web access using the soap protocol.
- The TCS WEB interface, which is the subject of this user guide.

TRANSACTION AND TRADE REPORTING SERVICE FOCUS

In the context of the Transaction and Trade Reporting Service compliance with MIFID I, TCS provides two ways of entering an order for declaration purposes:

- Declaration: A declaration is one side of a potential trade (in other words, an order) that is entered by the declaring member in TCS. It awaits matching with the declaration of the counterparty on the opposite side, or, if it fails to match within the given period of time, it is eliminated from TCS.
- **One side Trade:** A trade entered by the declaring member in TCS and exempted from matching with the confirmation of the counterparty.

In the same context, TCS provides its subscribers with the possibility of managing and using four types of "OTC" operation for declaring and publication purposes.

The following is a declaration as described above.

• **OTC Trade**: bilateral OTC trade resulting from the matching of a buy declaration and a sell declaration. The trading members must be Euronext members. The instruments must be Euronext instruments. This operation is eligible for clearing and settlement.

The other three types are *one-sided trades* as described above. Note that clearing and settlement services are not provided for these types of operation; they are provided to non-members of Euronext; the scope of the instruments includes European Equities and ETFs.

- **OTC Trade for publication:** OTC trade declared by a trader to be published to the market.
- OTC Trade for reporting: OTC trade declared by a trader to be reported to the market authorities. This type of trade is not published.
- **OTC Trade for publication and reporting:** OTC trade declared by a trader to be published to the market and reported to the market authorities.

1. 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:

- 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, <u>cas@euronext.com</u>
- For any support, you can contact as well the Euronext Market Services Customer Technical Support Group on <u>ctsg@euronext.com</u>

1.1 LOGGING IN

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

- 1. Go to the following URL in your web browser:
- Production environment: <u>https://tcs-p.euronext-net.com</u>
- Test (EUA) environment: <u>https://tcs-h.euronext-net.com</u>

The following page appears, allowing you to set the language to be used in the TCS-Web Interface.

	EURUNEAT IN.V. THE PAN-EUROPEAN BXCHANGE	
Euronext - TCS > Connection		8
	This is a private site designed exclusively for Euronex's clients. No links can be created to this site without the express written permission of Euronext	
	Vous êtes sur un site privé destiné à l'usage exclusif des clients d'Euronext. Aucun lien ne peut être créé vers ce site sans l'autorisation expresse et écrite d'Euronext	
	Please select a language: English / Veuillez choisir votre langue: Français	
THIS COMPL SYSTEM MUS PROHIBITED.	TER SYSTEM IS OWNED AND OPERATED BY EURONEXT. AUTHORISATION TO USE THIS ST BE OBTAINED IN WRITING FROM THE EURONEXT MANAGEMENT, UNAUTHORIZED ACCESS IS VIOLATORS WILL BE DEALT WITH SEVERELY.	
Legal Notices: The use of the 1	CS platform is subject to the respect of the provisions mentioned in the Rules and in the user guide.	

- 2. Click English to access the TCS-Web Interface in English, Français to use the TCS-Web Interface in French.
- 3. When the TCS log-in page appears, type in your **user ID** (max eight characters) and your **password**. Your password is updated every 30 seconds.

It is obtained using your SecurID[®] card, as follows:

- a. Type your pin-code into the SecurID[®] card.
- b. Click on the diamond symbol. Your password is displayed on the SecurID[®] screen.

EURONEXT	EURONEXT N.V.	
TCS - Member area > Connection		8
	Baer B Password Elect	

4. Click **Go** to verify your ID and password.

The following window appears:

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.

NB: 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

EURONEXT	EURONEXT N.V.	
Euronext - TCS > Home page		E
	Welcome to TCS	
	Please make your choice:	
	Trading Confirmation System Access Funds Trading	

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

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

- 👋	EURONEXT	EURONEXT N.V.	
A Hama paga	Euronext - TCS > Home page		a
riome page			
Decla /trade list		User ID 00000121	
Decid./ If dde list		Your ID 0000000121	
Enten declaration		You are Broker	
Enter deciaration		Entering a declaration: Enter declaration	_
Refuse declaration		Refusing a declaration: Refuse declaration	
Cancel declaration		Canceling a declaration: Cancel declaration	
Cancer deciar anon		Canceling a trade: Cancel Trade	
Cancel Trade		List of declarations: Decla./trade list	
		Instrument statistics: Broadcast trades	
Broadcast trades			
		Trade reporting: Enter trade reporting	
Enter trade reporting		Trade reporting list: Trade reporting	
Trade reporting list			
In due reporting har		Upload: Decla./trade Upload	
Decla /trada Uplaad			
Decia./ Trade Opload		Trading member characteristics: User preferences	
User preterences			
Les sut			
My Orders			
Cash			
Pending 0			
Trades 4			

1.2 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.

2. 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.

2.1 VIEWING AND USING THE TCS HOME PAGE

A Home page	Euronext - TCS > Home page	Ē
Decla./trade list	User ID 00000121 Your ID 0000000121	
Enter declaration	Fintering a declaration: Enter declaration	
Refuse declaration	Refusing a declaration: Refuse declaration	
Cancel declaration	Canceling a declaration: Cancel declaration Canceling a trade: Cancel Trade	
Cancel Trade	List of declarations: Decla./trade list	
Broadcast trades	Instrument statistics: Broadcast trades	
Dioudcust indes	Trade reporting: Enter trade reporting	
Enter trade reporting	Trade reporting list: Trade reporting	
Trade reporting list	Upload: Decla./trade Upload	
Decla./trade Upload	Trading member characteristics: User preferences	
User preferences		
Log out		
My Orders		
Cash Pending 0		
Trades 4		

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
- Upload a trade report file (Trade Report Upload)
- Enter a one side trade report (Enter Trade Reporting)
- 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)
- View a list of trade reports (Trade Reporting List)

2.2 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.

Declarat	tion > Enter declaration				8
A Home page					
	Declaring member	0000000121	Counterpart		
Decia./Trade list	Origin	Client V	Origin (Counterpart)	Client V	
	Principal		Counterpart Principal		
Enter declaration	Account number		Account number (Counterpart)		
Refuse declaration	Clearing member		Clearing member		
		Manual	(Counterpart)	Net southed and	
Cancel declaration	Cleaning mode	Manual	Clearing mode (Counterpart)		
	Order Nº		Order N° (Counterpart)		
Cancel Trade	Client Id		Client to (Counterpart)		
Broadcast trades	Client code		Cilent code (Counterpart)		
	Cilcut Code				
Enter trade reporting	Instrument code	\square	Venue identification		
	Type of transaction	n Off-market V	Other factors	\checkmark	
Trade reporting list	Price		Price notation	V	
	Quantity		Quantity notation		
Decla./trade Upload	Side	Sell V	Price multiplier		
	Begin time / End tim	le /			
User preferences	Settlement	Yes 🗸			
	Guarantee	Yes 🗸			
Log out	Settlement period	2			
	Deffered trade indic	ator Yes 🗸	MMT Transaction Type	~	
My Orders	Free text				
Cash Pending 0		VALIDATE	RESET		
Trades 4					

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
- 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.
- <u>Counterpart</u>. 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
- 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
 - OTC trade
 - Carryover buy side
 - Carryover sell side
 - Market VWAP
 - Second Listing

NB: You can define a default transaction type using the user preferences (see Section 2.13).

- 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.
- <u>Quantity</u>. 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 2.13)

- 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.
- <u>Settlement.</u> 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.
- <u>Guarantee</u> (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.
- <u>Settlement period</u> (optional). The settlement period in days:
 - For stocks, the period can be between 2 and 30 days.
 - For bonds, the period must be 2 or 3 days; otherwise, the trade is rejected by the clearing organization.
 - The default value (00) is 2 days.

NB : If Settlement is set to no, it is not possible to enter a settlement period.

 Deferred Trade Indicator. On Off-market trades on European regulated equities, 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 OTC operations) identifies the venue where the trade is executed :
 - MIC code
 - SI (Systematic Internaliser)
 - BIC code
 - OTC
- Other factors (optional and only used for OTC operation) indicates whether the exchange of shares is determined by factors other than the current market valuation of the shares.
 - Yes

– No

- Blank : not applicable
- Price notation (optional and only used for OTC operation) indicates the code of the currency (ISO 44217 3A) in which the price is expressed. If not filled in, TCS will apply the currency defined for the instrument as referenced in the system.
- Quantity notation(optional and only used for OTC operation) indicates whether the quantity is the number of units of financial instruments, the nominal value of bonds or the number of derivative contracts.
 - UNT: number of units
 - FMT: facial amount nominal value
 - Blank: quantity notation as referenced in TCS.
- Price multiplier (optional and only used for OTC operations) specifies the number of units of a financial instrument contained in a single trading lot, e.g. the number of securities represented by one contract.
- MMT Transaction Type. Optional. Indicates a transaction of the type Market Model Typology. Possible values:
 - Plain Vanilla Trade. An ordinary/standard trade for the specified trading phase or book type.
 - Dark Trade. A trade that executes under the reference price waiver and the large in scale waiver.
 - Benchmark Trade. A category for Volume Weighted Average Price (VWAP), Time Weighted Average Price (TWAP), Competitive Volume Weighted Average Price (CVWAP) and all other trades where the price is calculated over multiple time instances according to a given benchmark. Such trades may differ in price from the prevailing market price at the time the trade is published.
 - Technical Trade. Trades that either represented non-addressable liquidity or where the exchange of shares is determined by factors other than the current market valuation of the share. Nonexhaustive examples of such trades include: ex/cum dividend trades; give-up/give-in; OTC hedges of a derivative; interfund transfers; trades for the creation/redemption of ETFs, exchange for physical trades, principal portfolio trades and non-standard settlement trades where the financing cost is included in the price rather than accounted for separately.
 - Give-up/Give-in Trade. A trade that has resulted from an order having been executed by a broker on behalf of another broker. A give-up (or give-in) trade means that the broker who executed the trade must give-up the commission for executing that trade to the other broker.
 - Ex/Cum dividend Trade. Ex-dividend: A trade that has been executed on or after a prescribed exdividend date. The purchaser of the share will not be eligible to receive a due dividend payment on that share. Cum-dividend: A trade that has been executed prior to a prescribed exdividend date. The purchaser of the share will be eligible to receive a due dividend payment on that share.
 - Trade with condition. Trades where the exchange of shares is determined by factors other than the current market valuation, as recommended in the original 200 7 MiFID recommendations. It is anticipated that this indicator will eventually be subsumed into the MMT definitions of Benchmark Trade or Technical Trade, as appropriate.
- 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 or an executed trade is called the TCS trade number.)

TCS then sends a notification message to you and your counterpart (see Section 2.9), and a short message is displayed with the result of your declaration.



If you click the trade number (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.



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.

2.3 ENTERING A TRADE REPORTING

To enter a trade report, do the following:

1. From the Menu, choose Enter Trade Reporting.

A Home page	eporting > Enter trade reporting			₽
Decla./trade list Enter declaration	Declaring member Origin Principal Client Id Client code	00000000121	Counterpart Origin (Counterpart) Principal (Counterpart) Client Id (Counterpart) Client code	
Cancel declaration Cancel Trade Broadcast trades	Instrument code Type of transaction Price Quantity		(Counterpart) Trade Id Venue identification Settlement period Price multiplier	
Enter trade reporting Trade reporting list	Side Other factors Differed trade indicator Bypass controls indicato MMT Transaction Type		Price industrial Price notation Quantity notation Trading date(YYYYYMMJJ) Trading time(HH:MM:SS)	
Decla./trade Upload User preferences Log out		VALIDATE	RESET	
My Orders Cash Pending 0 Trades 4				

Enter the following information for 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

NB: you have to define the origin of both sides and you can define default sides using the user preferences (see section 2.13)

- 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.
- <u>Client ID</u>. Mandatory. 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.
- <u>Client Code.</u> Mandatory. Possible values: For a BIC Code, For an FRN Code, For a NIF Code, For an internal Code, for the identification number, Other.
- <u>Counterpart.</u> The ID of the trading member who is the counterpart for this trade. In case of a cross trade, this field will provide automatically your own ID. Note: this field is not controlled by TCS.
- Origin (Counterpart). Mandatory. The origin of the counterpart of the declaration, which can be one of the following:
 - Client
 - In-house
 - Liquidity Provider
 - Related Party

NB: you have to define the origin of both sides and you can define default sides using the user preferences (see Section 2.12)

- Principal (Counterpart). 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.
- Client ID (Counterpart). 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.
- <u>Client Code (Counterpart)</u>. Possible values: For a BIC Code, For an FRN Code, For a NIF Code, For an internal Code, for the identification number, Other.
- Instrument code. Mandatory. The ID of the instrument for which the trade is being made. This can be in one of the following formats:
 - ISIN code
 - Mnemonic code
- **Type of transaction**. From the drop-down list, choose one of the following types of transaction:
 - OTC trade for publication
 - OTC trade for reporting
 - OTC trade for publication & reporting

Note: You can define a default transaction type using the user preferences (see Section 2.13).

- Price. Mandatory. The price to declare for the trade. Price checks will be performed by TCS if the type of transaction is OTC trade for publication or OTC trade for publication & reporting
- <u>Quantity</u>. Mandatory. The quantity of shares to declare for the trade. Quantity checks will be performed by TCS if the type of transaction is OTC trade for publication or OTC trade for publication & reporting

- <u>Side</u>. Mandatory. Your side of the trade. This can be one of the following.
 - Buy
 - Sell
 - Cross

Note: you can define a default side using the user preferences (see section 2.13)

- Other factors. Optional. Indicates whether the exchange of shares is determined by factors other than the current market valuation of the shares.
 - Yes
 - No
 - Blank : not applicable
- Deferred trade indicator. Mandatory for OTC trade publication and OTC trade publication & reporting. It allows you to select the following type of publication:
 - No: immediate publication of the trade
 - Yes: the publication delay of the trade is determined by TCS
- Bypass control indicator. Mandatory for OTC trade publication and OTC trade publication & reporting. It allows to bypass the price and size check of the trade
 - No: price and size check will be performed for the trade
 - Yes: price and size check will be bypassed for the trade
 - Blank: not applicable
- Trade ID. Mandatory. Provided by the declaring member to identify the trade. It must be unique to the trading venue, trading date and instrument.
- **Venue identification.** Mandatory. Identifies the venue where the trade is executed:
 - MIC code
 - SI (systematic internaliser)
 - BIC code
 - OTC
- Price notation. Optional. Indicates the code of the currency (ISO 44217 3A) in which the price is expressed. If not filled in, TCS will apply the currency defined for the instrument as referenced in the system.
- Quantity notation. Optional. Indicates whether the quantity is the number of units of financial instruments, the nominal value of bonds or the number of derivative contracts.
 - UNT: number of units
 - FMT: facial amount nominal value
 - Blank: quantity notation as referenced in TCS.
- Price multiplier. Optional. Specifies the number of units of a financial instrument contained in a single trading lot, e.g. the number of securities represented by one contract.
- Trading date. Optional. The trading date on which the transaction is executed. It can be different from the current day.
- Trading time. Optional. The trading time at which the transaction is executed. It is expressed in CET.
- 2. Click Validate.
 - If the trade is accepted (in other words, if there are no errors), TCS assigns a trade number, e.g. 911220

TCS sends a notification message to you and your counterpart (see section 2.9), and a short message is displayed with the result of your trade.

Result

Trade processed successfully: 911220

Back

If you click the trade number (e.g. 911220) in this message, the Declaration/Trade List page (described in section 2.10) is displayed, with your matched trade shown.

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

An error occured

000121 - THE INSTRUMENT IS FORBIDDEN

- The trade information that has been entered remains visible so that you can perform the necessary correction(s). Once the trade corrected, click Validate.

2.4 FINDING THE NUMBER OF A DECLARATION OR TRADE

To refuse or cancel a pending declaration or to cancel a trade, you need the TCS trade number. To find this number:

- 1. Display the declaration or trade on a list of your TCS declarations and trades (see Section 2.8).
- 2. Find the declaration or trade, and then find the TCS trade number in the ID column (e.g. 341).

2.5 **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 TCS trade number of the declaration (see Section 2.9).

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 number assigned by TCS to the declaration that you want to refuse (this number is referred to as the TCS trade number); see Section 2.4.
- 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.

A Home page	Declaration > Refuse declaration		<u></u>
		This screen allows you to refuse a declaration that has been sent to you.	
Decla./trade list		The TCS trade number to enter is the code provided by TCS when the declaration was recorded.	
Enter declaration			
Refuse declaration		Declaring member 0000000121 TCS trade number	
Cancel declaration		VALIDATE	
Cancel Trade			
Broadcast trades			
Enter trade reporting			
Trade reporting list			
Decla./trade Upload			
User preferences			
Log out			
My Orders			
Cash Pending 0			
Trades 4			

- 3. After TCS Trade Number, 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.

NB: You can also refuse a declaration from the Declaration/Trade List page; see Section 2.5.

2.6 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 number assigned by TCS to the declaration that you want to cancel (this number is referred to as the TCS trade number); see Section 2.4.
- 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.

A Home page	Declaration > Cancel declaration	B
	This screen allows you to cancel a declaration that has not yet been accepted or refused by the counterparty.	
Decla./trade list	The TCS trade number to enter is the code provided by TCS when the declaration was recorded.	
Enter declaration		
Defuse declaration	Declaring member 0000000121	
Refuse decidi anon	TCS trade number	
Cancel declaration	VALUATE	
Cancel Trade		
Broadcast trades		
Enter trade reporting		
Trade reporting list		
Deela (trade Upland		
Decia.7 Made Opioad		
User preferences		
My Orders		
Cash Pending 0		
Trades 4		

- 3. On the Cancel a Declaration page, after TCS Trade Number, 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.

NB: You can also cancel a declaration from the Declaration/Trade List page; see Section 2.8.

2.7 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 the number assigned by TCS to the trade that you want to cancel (this number is referred to as the TCS trade number); see Section 2.4.
- 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.

A Home page	Trade > Cancel Trade	1
Decla./trade list	This screen allows you to cancel a trade that has already matched. To be validated, both members must send a cancellation request. The TCS trade number to enter is the code provided by TCS when the declaration was recorded.	
Enter declaration	If you're not sure, you can view the list of declarations with which you are involved <u>oo</u> .	
Refuse declaration	Declaring member 0000000121 TCS trade number	
Cancel declaration	VALIDATE	
Cancel Trade		
Broadcast trades		
Enter trade reporting		
Trade reporting list		
Decla./trade Upload		
User preferences		
Log out		
My Orders		
Pending 0		
17dues 4		

- 3. After TCS Trade Number, type the TCS trade number for the trade you want to cancel.
- 4. 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.

NB: You can also cancel a trade from the Declaration/Trade List page; see Section 2.8.

2.8 VIEWING YOUR ORDERS 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.

1
9

- 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.

2.8.1 Viewing Your Orders

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

2.9 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.

	Declaration/trade > Decla./trade list														
Home page															
						This	screen displays the declar	ations selected according your c	riteria.						
Decla./trade list						Rem	This list is updated only v	vhen you request a new downloa	id of it.						
						Declaring memb	er	0000000121							
Enter declaration						Instrument code									
Refuse declaration						Type of transacti	n	×							
						Begin time (hh:m	m:ss)								
Cancel declaration						Trade status			~						
						Position of the tra	iding member	Declaring member or coun	terpart 🗸						
Cancel Irade						Trade origin	-	×		-					
Broadcast trades						彩 私。		REFRESH	RESE	r					
						8 row(s)	tound								
inter trade reporting															_
Trada papantino list															
Trade reporting list		324759	15:34:03	FR0000054629	CFDR	Pending validation by seller	OTC trade	Give-up/Give-in Trade	1,000	11.000000	0000000121	0000000120	Detail	V Go]
Decla /trade Unload		324758	15:34:03	FR0000120644	BN	Trade matched	Carryover sellside		1,000	0.000000	0000000121	0000000121	Detail	✓ G₀	
Decia.7 made Opioad		324757	15:34:03	FR0000120644	BN	Trade matched	Carryover buyside		1,000	0.000000	0000000121	0000000121	Detail	✓ Go	
Usan profonancos		324756	15:34:03	FR0000120644	BN	Pending validation by seller	Off market	Plain Vanilla Trade	1,000	100.000000	0000000121	0000000122	Detail	✓ G₀	
User preferences		324755	14:56:19	FR0000054629	CFDR	Declaration expired	OTC trade	Give-up/Give-in Trade	1,000	11.000000	0000000121	0000000120	Detail	V Go	
Los ert		324754	14:56:19	FR0000120644	BN	Trade matched	Carryover sellside		1,000	0.000000	0000000121	0000000121	Detail	✓ G₀	
Log our		324753	14:56:19	FR0000120644	BN	Trade matched	Carryover buyside		1,000	0.000000	0000000121	0000000121	Detail	✓ G₀	
My Orders		324752	14:56:19	FR0000120644	BN	Declaration expired	Off market	Plain Vanilla Trade	1,000	100.000000	0000000121	0000000122	Detail	✓ <u>○</u>	
Cash															
Pending 0															
Trades 4															

- 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
 - Carryover buy side
 - Carryover sell side

- Market VWAP
- OTC Trade
- 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
- **<u>Trade origin.</u>** Mandatory. Which type of trades you want to consult:
 - Declaration (declarations and trades resulting from a declaration)
 - Entered trade (trades resulting from the Enter trade function)
 - Delta Neutral (trade resulting from a Delta neutral operation)
- 3. Click Validate.

Home page Declaration/trade > Decla./trade list				8
Decla./trade list		This screen displays the declara <u>Rem</u> : This list is updated only wi	ions selected according your criteria. en you request a new download of it.	
Enter declaration		Declaring member Instrument code	0000000121	
Refuse declaration		Type of transaction Begin time (hh:mm:ss) End time (hh:mm:ss)	Carryover (sellside)	
Cancel Trade		Trade status Position of the trading member	Declaring member	
Broadcast trades		Trade origin	REFRESH RESET	
Enter trade reporting	ID Time Steels and Masma	Clature of Transaction MIC	Transadias Tura Questilu Dries Druss	College Antice
Trade reporting list	324758 15:34:03 FR0000120644 BN 1 324754 14:56:19 FR0000120644 BN 1	Trade matched Carryover sellside	1,000 0.000000 00000000 1,000 0.000000 00000000	Seller ACION 0121 00000000121 Detail ♥ 60 0121 00000000121 Detail ♥ 60
Decla./trade Upload				
User preferences				
My Orders				
Cash Pending 0				
I rades *				

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
- ID: The TCS trade number (for your declaration or trade).
- 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 2.10.1.)
- 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.

2.9.1 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 2.10).
- 2. 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.)

Home page	ration/trade > Declaration/trade details			
Deale (Anada list	ID	324754	Transaction Type	Carryover (sellside)
Decia./Trade list	Date	20151208	Status	Trade matched
Enter declaration	Time	14:56:19	Declaring member	TEST USER
Refuse declaration	Stock code	FR0000120644 / DANONE	Begin time / End time	1
	Price	0.000000	Settlement	No
Cancel declaration	Quantity	1,000	Guarantee	No
	Venue identification	XPAR	Settlement period	0
Cancel Trade	Other factors	Yes	Price multiplier	1
Broadcast trades	Price notation	EUR	Quantity notation	Number of units
	Deffered trade indicator		MMT Transaction Type	
inter trade reporting			A H	
Trade associations list	Buyer	TEST USER	Seller	TEST USER
Trade reporting list	origin	Client	origin	Client
	Client ld Buyer		Client ld Seller	
Decla./frade Upload			Client code Seller	
	"On hehalf" member	TEST USED	"On behalf" member	TEST USED
User preferences		- USER	Clearing mode	ILST USER
	Clearing mode	00000912	Clearing mode	
Log out	Comment	Carryover	Comment	Carryover
My Ondone				Sunjoid
my orders	BACK		CANCEL	
Pending 0	DACK		CANCEL	
Frades 4				

2.10 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.

	- Statistics > Broadcast trades
A Home page	
	This screen allows you to view statistics for the day's trades.
Decla./trade list	It is possible to filter the displayed items according to their mnemonic code or instrument type.
Enter declaration	Mnemonic
Refuse declaration	
Cancel declaration	VALIDATE
Cancel Trade	Mnemo Instrument code Instrument type Fin, mark. ID First Last Low High Nb. of trades Volume Date
Broadcast trades	No rows selected
Enten trade reporting	
Cirrer in die reporting	
Trade reporting list	
	_
Decla./trade Upload	
User preferences	
Log out	
My Orders	
Cash	
Trades 4	

- 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.

2.11 VIEWING A LIST OF TRADE REPORTS

To view the OTC trade reports that have been entered during the current trading day and back to 30 days before, do the following:

1. From the Main Menu, choose TradeReporting List.

	Trade reporting > Trade reporting list	:t													
A Home page															
	_							This screen dis	plays the trades reporte	d and selected according your crite	ria.				
Decla./trade list								Rem: This list is	s updated only when you	request a new download of it.					
	_						_								
Enter declaration								Declaring member		0000000121					
Parture declaration	-							Instrument code							
Keruse declaration	_							Type of transaction		Y					
Cancel declaration								Venue identification							
	_							Trading date (YYYYMM	JJ) [
Cancel Trade								Trading time (nn.mm.ss)	,						
<u> </u>	Ϋ́							Trade origin							
Broadcast trades								Download list c	ontent	REFRESH RE	SET				
							L								
Enter trade reportir	9 TCS reference	e Status	Instrument code	Side	Quantity	Price	Declaring me	ember Counterpart	Type of transaction	MMT Transaction Type	Venue identification	Trading date	Trading time	Trade origin	
Trade reporting lis	10346472	ок	FR0000120644	Buy	33	100.000000	00000000121	0000000122	OTC trade report public	ation	XXXXX	2015-12-07	11:11:11	Client	
	10346471	ок	FR0000120644	Buy	1,000	100.000000	0000000121	00000122	OTC trade publication		XXXX	2015-12-03	17:42:41	Client	
Decla /trade Uploa	10346470	ок	FR0000133308	Buy	1,500	31.000000	0000000121	0000000120	OTC trade publication	Plain Vanilla Trade	XXXXX	2015-11-26	16:42:41	Client	
Sector in due opiou	10346469	ок	FR0000133308	Buy	1,500	31.000000	0000000121	0000000120	OTC trade publication	Plain Vanilla Trade	XXXXX	2015-11-26	16:08:19	Client	
	10346468	ок	FR0000133308	Buy	1,500	31.000000	0000000121	0000000120	OTC trade publication	Plain Vanilla Trade	XXXXX	2015-11-26	16:06:49	Client	
User preferences	10346467	ок	FR0010614115	Sell	1,500	4.000000	0000000121	0000000120	OTC trade report public	ation Plain Vanilla Trade	XXXXX	2015-11-25	10:25:00	Client	
	10346466	ок	FR0010614115	Sell	1,500	16.000000	0000000121	0000000120	OTC trade reporting		XXXX	2015-11-25	10:23:15	Client	
Log out	10346461	ок	FR0000053944	Buy	251	100.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXX	2015-11-12	18:19:40	Client	
Hu Ordere	10346461	ок	FR0000053944	Sell	251	100.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXXX	2015-11-12	18:19:40	House	
my Orders	10346460	ок	FR0000053944	Sell	251	100.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXX	2015-11-12	18:17:51	House	
Cash	10346460	ок	FR0000053944	Buy	251	100.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXX	2015-11-12	18:17:51	Client	
Trades	10346459	ок	FR0010614115	Buy	1,000	4.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXXX	2015-11-12	18:17:20	Client	
110003	10346459	ок	FR0010614115	Sell	1,000	4.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXXX	2015-11-12	18:17:20	Client	
	10346458	ок	FR0010614115	Buy	1,000	4.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXXX	2015-11-12	18:16:19	Client	
	10346458	ок	FR0010614115	Sell	1,000	4.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXXX	2015-11-12	18:16:19	Client	
	10346457	ок	FR0010614115	Sell	1,000	4.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXX	2015-11-12	18:14:58	Client	
	10346457	ок	FR0010614115	Buy	1,000	4.000000	0000000121	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXXX	2015-11-12	18:14:58	Client	
	10346452	ок	FR0010614115	Buy	1,000	4.000000	00000000121	0000000121	OTC trade publication		XXXX	2015-11-12	17:33:40	Client	
	10346452	ок	FR0010614115	Sell	1,000	4.000000	00000000121	0000000121	OTC trade publication		XXXXX	2015-11-12	17:33:40	House	
	10346451	ок	FR0010614115	Sell	1,000	4.000000	0000000121	0000000121	OTC trade publication		XXXXX	2015-11-12	17:32:12	House	
	10346451	ок	FR0010614115	Buy	1,000	4.000000	00000000121	0000000121	OTC trade publication		XXXXX	2015-11-12	17:32:12	Client	
	10346450	ок	FR0010614115	Sell	1,000	4.000000	0000000121	0000000121	OTC trade publication		XXXX	2015-11-12	17:29:41	Chent	
	10346450	OK	FR0010614115	Buy	1,000	4.000000	00000000121	0000000121	OTC trade publication		XXXX	2015-11-12	17:29:41	Client	
	10346449	OK	FR0010614115	Sell	1,000	4.000000	0000000121	0000000121	OTO trade publication		****	2015-11-12	17:28:42	Client	
	10346449	OK	FR0010614115	Buy	1,000	4.000000	00000000121	00000000121	OTO trade publication		****	2015-11-12	17:28:42	Client	
	10346448	UK	FR0010614115	Buy	1,000	4.000000	00000000121	0000000121	OTO trade publication		****	2015-11-12	17:27:25	Client	
	10346448	UK	FR0010614115	Sell	1,000	4.000000	0000000121	0000000121	OTO trade publication		****	2015-11-12	1/:2/:25	Client	
	10346446	OK	FR0010614115	Buy	1,000	4.000000	0000000121	0000000122	OTC trade publication	Chus us/Chus is Tr	****	2015-11-09	11:27:13	Heuro	
	10346443	OK	FR0010614115	Sell	1,023	4.000000	0000000121	0000000122	O TO trade publication	Give-up/Give-in Trade	****	2015-11-09	10:59:21	nousé	

Enter one or more of the following search criteria.

- Declaring member. Your member ID is already provided.
- Instrument Code. 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. From the list, choose one of the following types of transaction: From the dropdown list, choose one of the following types of transaction:
 - OTC trade for publication
 - OTC trade for reporting

- OTC trade for publication & reporting
 - Note: You can define a default transaction type using the user preferences.
- Venue Identification. The venue where the trade is executed.
- Trading date. The trading date on which the transaction is executed. It can be different from the current day.
- Trading time. The trading time at which the transaction is executed. It is expressed in CET.
- Trade Origin. Possible values: Client, House, Principal, Liquidity Provider, Related Party.

The following information is provided in the Trade Reporting List.

- TCS Reference. Click the link to display details of the trade report.
- Status. Status of the Trade Report.
- Instrument Code. The ID of the instrument for which the trade is being made.
- Side. Your side of the trade.
- Quantity. The quantity of shares to declare for the trade.
- Price. The price declared for the trade.
- Declaring member. Your member ID.
- Counterpart. The ID of the trading member who is the counterpart for this trade. In case of a cross trade, this field will provide automatically your own ID.
- Type of transaction. Mandatory. One of the following types of transaction:
 - OTC trade for publication
 - OTC trade for reporting
 - OTC trade for publication & reporting
- MMT Transaction Type. MMT indicator. Indicates a transaction of the type Market Model Typology. Possible values (ref page 12)
- Venue Identification. The venue where the trade is executed.
- Trading Date. The trading date on which the transaction is executed. It can be different from the current day.
- Trading Time. The trading time at which the transaction is executed. It is expressed in CET.
- Trade Origin. Possible values: Client, House, Principal, Liquidity Provider, Related Party.

2.12 DEFINING DEFAULT VALUES

2.12.1 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.

A Home page	User preferences > Default values				
Decla./trade list		Enter declaration	Enter trade reporting		
Enter declaration		Trading member Side	00000001 Sell	121	
Refuse declaration		Type of transaction Settlement	Off-mark	cet V	
Cancel declaration		Guarantee Settlement period	Yes V		
Cancel Trade		Origin Clearing member	Client	~	
Broadcast trades		Clearing mode	Manual	 ▼	
Enter trade reporting			SAVE		
Decla /trade Upland		L			
User preferences					
My Orders					
Cash Pending 0					
Trades 0					

- 2. Type a default value for one or more of the following parameters:
- **<u>Trading member</u>**. Your member code is automatically filled in.
- **Side**. You can choose between Buy, Sell and Cross trade or you can leave it blank.
- **Type of transaction**. For details on the possible transaction types, see Entering a Declaration in Section 2.2.
- <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 2.2.
- <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 2.2.
- <u>Settlement period</u>. The settlement period in days. For details on the possible values for this item, see Entering a Declaration in Section 2.2. You can't define a settlement period if settlement is set to no.
- **Origin**. The type of account for your declarations. For details on the possible values for this item, see Entering a Declaration in Section 2.2.
- Clearing Member. The ID of your clearing house.
- **Clearing mode**. For details on the possible values for this item, see Entering a Declaration in Section 2.2.
- Venue identification. If filled in, the default venue will only be applied to the OTC trades
- 3. Click Save.

2.12.2 Preferences for the Enter Trade Reporting Page

In the TCS-Web Interface, you can predefine default values for certain parameters so that it is easier to enter a trade. These default values are then automatically provided when you display the Enter Trade page. These preferences are only accessible for ISP non-members.

To define your default values:

1. From the Main Menu, choose User Preferences, and then click the Enter Trade Reporting tab. The User Preferences page for the Enter Trade Reporting page is displayed.

	User preferences > Default values			
Decla./trade list		Enter declaration	Enter trade reporting	
Enter declaration Refuse declaration Cancel declaration		Trading member Type of transaction Side Venue identification Origin	00000000121	
Cancel Trade Broadcast trades			SAVE	
Enter trade reporting Trade reporting list				
Decla./trade Upload				
Log out My Orders Cash				
Pending 0 Trades 0				

- 2. Type a default value for one or more of the following parameters:
- Trading member. Your member code is already filled in.
- Type of transaction. You can choose between OTC trade for publication, OTC trade for reporting, or OTC trade for publication & reporting.
- Side. You can choose between Buy, Sell, Cross trade or you can leave it blank.
- Venue identification.
- Origin. The type of account of your declarations. You can choose between Client, In-house or leave it blank.
- 3. Click Save.

2.13 TRADE REPORT UPLOADS

This section provides an overview of the upload trade reporting function. More specifically, it describes how to view uploaded trade report files in TCS.

You can upload a trade report file in .csv format into TCS. TCS displays the result of the upload for each record in the file (Accepted or Rejected).

If a record is rejected, TCS displays the reason. You can correct the error and upload the same file again.

2.13.1 Viewing Uploaded Trade Report Files

To view the list of uploaded trade files in TCS, do the following:

1. From the main tab, click Declar/Trade Upload. The Upload Trade Report page is displayed, showing the files uploaded.



2.13.2 Steps in Uploading a File

- 1. First prepare your trade report file (with a .csv extension) and file it on your PC or server. The file must have the .csv format described in the following sections.
- 2. Upload the file to TCS. To do this:
 - Select Trade Report Upload.
 - Click Browse. The file directories on your PC or server are then displayed (e.g. via Windows Explorer). Select the directory and name of your trade report file, and click Open. You must upload files in .csv format (that is, with the extension .csv)
 - Click Upload. The trade report file is immediately uploaded to TCS.

- If the format of the file is correct, values are valid, and you are authorized for the classes/instruments in the file, TCS accepts the file. A green icon appears in the Results column (¹/₂)
- If there are one or more errors in the file, TCS rejects the line(s) with the error, not the entire file. A red icon appears in the Results column (¹/₂).

2.14 CSV FILE FORMATS

You can download the latest specifications for CVS file formats via the link in the Upload Trade Report page.

2.14.1 Upload 0428 File in CVS Format

The input CSV format must be made up of the fields of a 0428 Trade Entry (also called one side trade), in the following order, separated by the ";" character. Each line corresponds to a Trade Entry declaration. Any line beginning with a # is ignored.

Upload File Format (separator ;)	SLE 0428—TRADE ENTRY						
NAME	MEGA ID	FORMAT	POS	DESCRIPTION			
InternalMemberReference	LRfIntAdfMsg	X(16)	1	Internal subscriber reference of the message			
Message Code	CFctMsg	N(4)	17	Message Function Code			
Declaring party principal code	CldMbrPplDeclTCSMifid	X(11)	21	Main trading member code on TCS (MiFID regulation)			
Declaring party side	ISensDecITCS	X(1)	32	Order side of the TCS declaration			
Quantity	QTitDeclTCS	N(9)	33	Quantity of Shares in the TCS declaration			
Security code	CInsTCS	X(12)	42	Quantity of Shares in the TCS declaration			
Price	PInsDecITCS	X(1) N(9)	54	Price of an instrument in a TCS declaration			
Order type	YApprtOmTCS	X(1)	64	Appropriation type for the TCS order (declaration/trade)			
Counterparty member code	CldMbrCieDeclTCSMifid	X(11)	65	Counterparty member code for a TCS declaration (MiFIDregul.)			
Counterparty principal code	CldMbrPplTranCrossTCS	X(11)	76	Principal member code for a cross trade on TCS (MiFIDregul.)			
Operation type indicator	YOpOTCTranTCSMifid	X(1)	87	OTC operation type issuing a MiFID trade			
PriceNotation	CDevCotIso3A	X(3)	88	Trading currency code according to the Iso3A coding system			
OtherFactors	ICpsPIns	X(1)	91	Other factors (Composition indicator of an instrument price)			
QuantityNotation	UniQuaTitInsMifid	X(3)	92	Quantity Notation			
Venueldentification	CldLieTranMifid	X(11)	95	Venue Identification code for Mifid trade			
TradingDate	DXteTranTCSMifid	N(8)	106	Execution date of a Mifid trade on TCS			
TradingTime	HXteTranTCSMifid	N(6)	114	Execution time of a Mifid trade on TCS			
BypassControlsIndicator	ICtlPQTranTCSMifid	X(1)	120	Bypass control indicator on Price and Quantity for a MiFID trade			
Tradeld	RfTranMifid	X(30)	121	Reference Code of MiFID Trade			
PriceMultiplier	KCaPUniInsMifid	X(1)	151	Coefficient of Price Multiplier (Instrument MiFID compatible)			
Deferred trade indicator	IRefDifDfrTranMifid	X(1)	171	Delayed Reporting Indicator for Trade			

Upload File Format (separator ;)	SLE 0428—TRADE ENTRY							
NAME	MEGA ID	FORMAT	POS	DESCRIPTION				
				publication (MiFID compliant)				
Settlement delay	DeDnNgVal	N(2)	172	Settlement delay for an instrument				
Client Identification	CldCliAcTranTCS	X(12)	174	Identification code (BIC, NIF, FRN, Internal, AG) for Buying Client in TCS Trade				
Client Identification for a cross	CldCliVtTranTCS	X(12)	186	Identification code (BIC, NIF, FRN, Internal, AG) for Selling Client in TCS Trade				
Client code type Identification	YIdCliAcTranTCS	X(1)	198	Type of Codification for a Buying Client in a TCS Trade				
Client code type Identification for a cross	YIdCliVtTranTCS	X(1)	199	Type of Codification for a Selling Client in a TCS Trade				
MMT1	MarketConditionIndicator	X(1)	200	Market Condition Indicator (MMT level 1 of Mifid) (not used)				
MMT2	TradingModeIndicator	X(1)	201	Trading Mode Indicator (MMT level 2 of Mifid) (not used)				
MMT3 Transaction Type Indicator	TransactionTypeIndicator	X(1)	202	Trading Type (MMT level 3 of Mifid)				
MMT4	PublicationModeIndicator	X(1)	203	Publication Mode Indicator (MMT level 4 of Mifid) (not used)				

2.14.2 Upload 0441 File in CVS Format

The input CSV format must be made up of the fields of a 0441 Declaration, in the following order, separated by the ";" character. Each line corresponds to a declaration. Any line beginning with # is ignored.

Upload File Format (separator ;)		SLE 0441	– DECI	ARATION
NAME	MEGA ID	FORMAT	POS	DESCRIPTION
InternalMemberReference	LRfIntAdfMsg	X(16)	1	Internal subscriber reference of the message
Message Code	CFctMsg	N(4)	17	Message function code
Filler				
Order Side	ISensDecITCS	X(1)	32	Order side of the TCS declaration
Quantity of Shares	QTitDecDecITCS	N(1)X(16)	224	Quantity (with decimal portion) of Shares in TCS Declaration
TCS Instrument Code	CInsTCS	X(12)	42	TCS Instrument code
Price of an instrument	PInsDecITCS	N(1)X(9)	54	Price of an instrument in a TCS declaration
Clearing Member Code	CldClrMbr	X(8)	64	Clearing member code
Settlement indicator for a security	lCompVal	X(1)	73	Settlement indicator for a security
Settlement Guaranty	IGarChcDeDnNgVal	X(1)	74	Settlement guarantee and settlement delay for a value
Settlement Delay	IGarChcDeDnNgVal	X(2)	74	Settlement guaranty and settlement delay for a value
Origin	YApprtOmTCS	X(1)	72	Appropriation type for the TCS order (declaration/trade)
Memorandum text of a TCS Declaration	LMemDecITCS	X(10)	77	Memorandum text of a TCS declaration

Upload File Format (separator ;)	SLE 0441 – DECLARATION					
NAME	MEGA ID	FORMAT	POS	DESCRIPTION		
Counterparty member code	CldMbrCieDeclTCSMifid	X(11)	87	Counterparty member code for a TCS declaration (MiFIDregul.)		
Main (principal) counterparty member code	CldMbrPplCieDeclTCSMifid	X(11)	98	Main counterparty member code for a TCS declaration (MiFIDregul.)		
Type of operation	YOpIniDecITCS	X(1)	109	Type of operation generating a TCS declaration		
Start time of VWAP calculation period	HDebPerCaVWAP	N(6)	110	Start time of VWAP calculation period		
End time of VWAP computation period	HFinPerCaVWAP	N(6)	116	End time for VWAP computation period		
Amount of fund capital	QCpxFdpDeclTCS	N(9)	122	Amount of fund capital in a TCS declaration		
Trading currency	CDevCotIso3A	X(3)	131	Trading currency code according to the Iso3A coding system		
Other factors	ICpsPIns	X(1)	134	Other factors (Composition indicator of an instrument price)		
Quantity Notation	UniQuaTitInsMifid	X(3)	135	Quantity Notation		
Venue identification code for Mifid trade	CldLieTranMifid	X(11)	138	Venue identification code for Mifid trade		
Coefficient of price multiplier	KCaPUniInsMifid		149	Coefficient of Price Multiplier (Instrument MiFID compatible)		
ID code for buying client	CldCliAcTranTCS	X(12)	169	Identification code (BIC, NIF, FRN, Internal, AG) for buying client in TCS Trade		
ID code for selling client	CldCliVtTranTCS	X(12)	181	Identification code (BIC, NIF, FRN, Internal, AG) for selling client in TCS Trade		
Type of codification for buying client	YIdCliAcTranTCS	X(1)	193	Type of Codification for a buying client in a TCS Trade		
Type of codification for selling client	YIdCliVtTranTCS	X(1)	194	Type of codification for a selling client in a TCS trade		
Delayed reporting indicator	IRefDifDfrTranMifid	X(1)	195	Delayed reporting indicator for trade publication (MiFID compliant)		
MMT1	MarketConditionIndicator	X(1)	196	Market condition indicator (MMT level 1 of Mifid) (not used)		
MMT2	TradingModeIndicator	X(1)	197	Trading mode indicator (MMT level 2 of Mifid) (not used)		
MMT3	TransactionTypeIndicator	X(1)	198	Trading type (MMT level 3 of Mifid)		
MMT4	PublicationModeIndicator	X(1)	199	Publication mode indicator (MMT level 4 of Mifid) (not used)		
Number of booking account for declaring member	NCpteIptDecITCS	X(12)	200	Number of booking account for declaring member in TCS		
Number of booking account for counterparty	NCpteIptCieTCS	X(12)	212	Number of booking account for counterparty in TCS		

2.14.3 Upload 0404 File in CVS format

The input CSV format must be made up of the fields of a 0404 Trade Cancellation Request, in the following order, separated by the ";" character. Each line corresponds to a trade cancellation request. Any line beginning with # is ignored.

Upload File Format (separator ;)	SLE 0404 - TRADE CANCELLATION REQUEST			
NAME	MEGA ID	FORMAT	POS	DESCRIPTION
InternalMemberReference	LRfIntAdfMsg	X(16)	1	Internal subscriber reference of the message
Message Code	CFctMsg	N(4)	17	Message function code
TCS Reference Code	CRfIntDecITCS	X(16)	21	Internal reference code of a TCS declaration