



# *TCS Web Access*

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## *User Guide*

*NYSE Technologies*

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## About This Document

This document describes how to use the TCS (Trading Confirmation System), which is a NYSE Euronext web-based application for the publication and reporting functions that are available to TCS trading members. For Funds Trading refer to the TCS-Web user guide for the Euronext Fund Service.

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## Document 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.

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## Related Documentation

See the following documents for related information:

- TCS Funds Trading for the Euronext Fund Service.
- Euronext e-TCS Access Solutions v1.4

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## Recommended Browser Configuration

To fully benefit from the TCS-Web application, Euronext recommends using Internet Explorer 7.0 or higher

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## Overview

### The Trade Publication and Transaction Reporting Functionalities

The TCS interface can be used for trade publication and reporting in compliance with MiFID.

The application offers to its subscribers the possibility to manage and use four types of “OTC” operations for declaring and publication purposes:

- **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.
- **OTC trade for publication:** OTC trade declared by a trader to be published to the market. The confirmation of the counterparty is not required for the validation of the trade. Clearing and settlement are not allowed for this operation type.
- **OTC trade for reporting:** OTC trade declared by a trader to be reported to the market authorities. The confirmation of the counterparty is not required for the validation of the trade. Clearing and settlement are not allowed for this operation type. 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. The confirmation of the counterparty is not required for the validation of the trade. Settlement is not allowed for this operation type.

Key TCS terms are defined below:

- **TCS:** Trade Confirmation System used for
  - trading outside the central market such as block trades, negotiated deals, VWAP transactions and after hours trades
  - reporting trades to the market authorities
  - publishing trades to the market
  - NAV trading (See the Funds Trading User Guide)
- **Declaration:** a declaration is one side of a trade (in other words, either the buy or sell side of the trade) that is entered by the declaring member in TCS. It is awaiting 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.
- **Trade:** a trade occurs in TCS when two declarations match. It can also be created by Euronext Cash Market Operations (CMO).
- **Trade reporting:** trade entered by the declaring member in TCS and exempted from matching with the confirmation of the counterparty.

# 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:

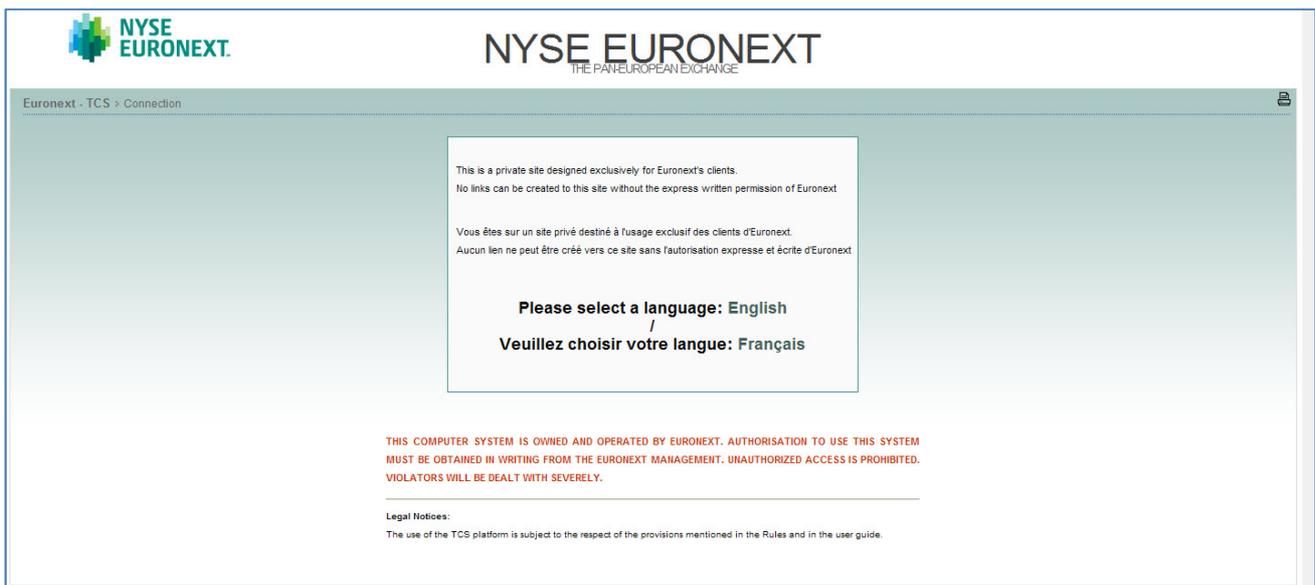
- Log in
- Log out

## 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: <https://tcs-p.euronext-net.com>
  - Test (EUA) environment: <https://tcs-h.euronext-net.com>

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

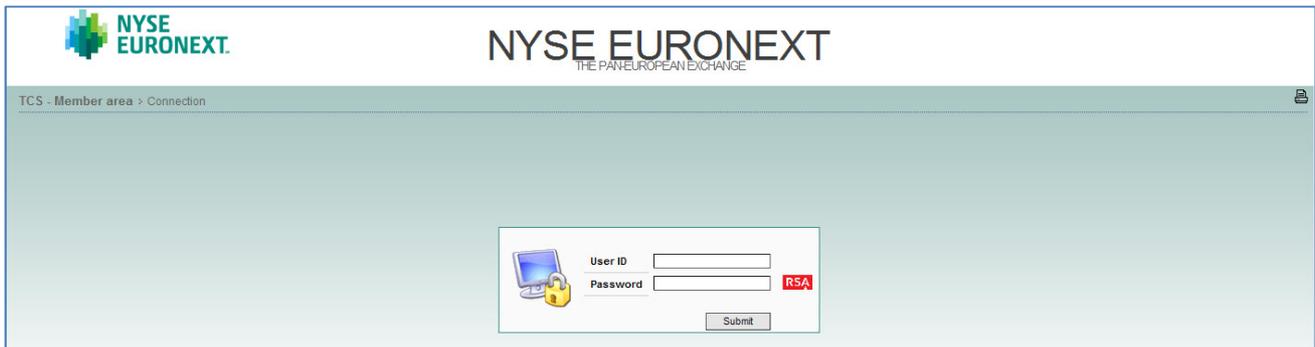


2. Click English to access the TCS-Web Interface in English, Français to use the TCS-Web Interface in French.
3. When the TCS log-in page appears, type in your **user ID** (max eight characters) and your **password**.

Your user ID and pin-code are given to you by Euronext Customer Technical Support (CTS) along with your SecurID® card.

Your password is updated every 30 seconds and is obtained using your SecurID® card, as follows:

- Type your pin-code into the SecurID® card
- Click on the diamond symbol
- Your password will be displayed on the SecurID® screen.



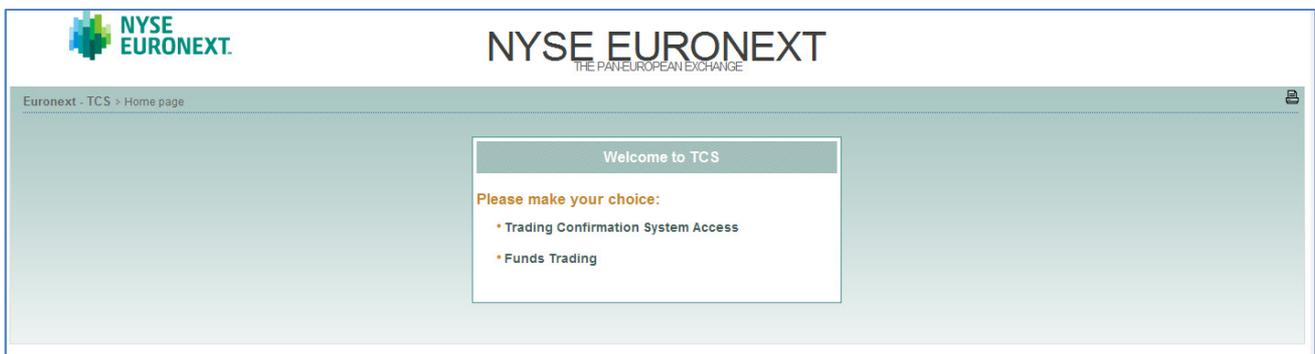
The screenshot shows the NYSE Euronext website header with the logo and the text "NYSE Euronext THE PAN-EUROPEAN EXCHANGE". Below the header, the breadcrumb "TCS - Member area > Connection" is visible. The main content area contains a login form with a computer icon and a padlock. The form has two input fields: "User ID" and "Password". To the right of the "Password" field is a red "RSA" logo. Below the input fields is a "Submit" button.

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

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*

5. The following window appears:



The screenshot shows the NYSE Euronext website header with the logo and the text "NYSE Euronext THE PAN-EUROPEAN EXCHANGE". Below the header, the breadcrumb "Euronext - TCS > Home page" is visible. The main content area contains a white box with a green header that says "Welcome to TCS". Below the header, the text "Please make your choice:" is followed by two bullet points: "• Trading Confirmation System Access" and "• Funds Trading".

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 for the Euronext Fund Service.)

The TCS-Web Home page will appear:

NYSE Euronext

NYSE EURONEXT  
THE PAN-EUROPEAN EXCHANGE

Euronext - TCS > Home page

Enter declaration  
Refuse declaration  
Cancel declaration  
Cancel Trade  
Decla./trade list  
Broadcast trades  
Enter trade reporting  
Trade report Upload  
Trade reporting list  
User preferences

My Orders

Cash	
Pending	0
Trades	0

User ID: 00001138  
Your ID: 00000001138  
You are: Broker

Entering a declaration: Enter declaration  
Quotes list: Quotes list  
Refusing a declaration: Refuse declaration  
Canceling a declaration: Cancel declaration  
Canceling a trade: Cancel Trade  
List of declarations: Decla./trade list  
Instrument statistics: Broadcast trades  
Trade reporting: Enter trade reporting  
Trade reporting list: Trade report Upload  
Trade reporting list: Trade reporting  
Trading member characteristics: User preferences

## 1.2 Logging Out

To log out, go to home and then click on 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 may only reconnect after one hour has elapsed.

## 2. Using TCS Web Access

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

Euronext - TCS > Home page

Enter declaration  
Refuse declaration  
Cancel declaration  
Cancel Trade  
Decla./trade list  
Broadcast trades  
Enter trade reporting  
Trade report Upload  
Trade reporting list  
User preferences

**My Orders**

Cash	
Pending	0
Trades	16

User ID: **00000121**  
Your ID: **00000000121**  
You are: **Broker**

Entering a declaration: Enter declaration  
Refusing a declaration: Refuse declaration  
Canceling a declaration: Cancel declaration  
Canceling a trade: Cancel Trade  
List of declarations: Decla./trade list  
Instrument statistics: Broadcast trades  
Trade reporting: Enter trade reporting  
Trade reporting list: Trade report Upload  
Trade reporting list: Trade reporting  
Trading member characteristics: User preferences

The left side of the TCS Homepage contains the TCS Main Menu, from which you can choose the following commands:

- Enter a declaration
- Refuse a declaration
- Cancel a declaration
- Cancel a trade
- Upload a trade report file (Trade Report Upload)
- Enter an one side trade reporting (Enter Trade Reporting)
- Define default values for entering a declaration (User Preferences)

You can also choose the following inquiries:

- View a list of declarations and trades (Decla./Trade List)
- View the current day's trading statistics (Broadcast Trades)

- View a list of trade reportings (Trade Reporting List)

## 2.2 Entering a Declaration

As a TCS trading member, 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.

2. 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 house or the default clearing house. 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
- 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.
- **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 2.13)

- **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.
- **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.
- **Settlement period** (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 3 days.

NB 1: For back-office purposes, if a trade that is due to settle in 3 days has been executed on the previous day; you must type 2 in the Settlement Period box.

NB 2: 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. Non-exhaustive 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.

### 3. 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

4. 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.

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

## 2.3 Entering a Trade Reporting

To enter a trade reporting, do the following:

- From the Menu, choose Enter Trade Reporting.

- 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

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.
- **Client ID**. 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.
- **Client Code**. Mandatory. Possible values: For a BIC Code, For an FRN Code, For a NIF Code, For an internal Code, for the identification number, Other.

- **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. 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.
- **Client Code (Counterpart).** 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
- **Quantity.** 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
- **Side.** 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.
3. 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.



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.



- 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.

Declaration > Refuse declaration

Enter declaration

**Refuse declaration**

Cancel declaration

Cancel Trade

Decla. trade list

Broadcast trades

Enter trade reporting

Trade report Upload

Trade reporting list

User preferences

**My Orders**

Cash	
Pending	0
Trades	0

This screen allows you to refuse a declaration that has been sent to you.  
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 0000000121

TCS trade number

VALIDATE

- After TCS Trade Number, type the number of the declaration you want to refuse.
- 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:

- 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.
- 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.

Declaration > Cancel declaration

Enter declaration

Refuse declaration

Cancel declaration

Cancel Trade

Decla./trade list

Broadcast trades

Enter trade reporting

Trade report Upload

Trade reporting list

User preferences

My Orders

Cash	
Pending	0
Trades	0

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 00000000121

TCS trade number

VALIDATE

- On the Cancel a Declaration page, after TCS Trade Number, type the declaration number for the declaration you want to cancel.
- 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:

- 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.
- 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.

Trade > Cancel Trade

Enter declaration

Refuse declaration

Cancel declaration

Cancel Trade

Decla./trade list

Broadcast trades

Enter trade reporting

Trade report Upload

Trade reporting list

User preferences

**My Orders**

Cash	
Pending	0
Trades	6

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.  
If you're not sure, you can view the list of declarations with which you are involved [Go](#).

Declaring member 00000000121

TCS trade number

VALIDATE

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

My Orders	
Cash	
Pending	1
Trades	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.

The screenshot shows the 'Declaration/trade > Decla./trade list' page. On the left, there is a vertical menu with buttons: Enter declaration, Refuse declaration, Cancel declaration, Cancel Trade, Decla./trade list (selected), Broadcast trades, Enter trade reporting, Trade report Upload, Trade reporting list, and User preferences. The main area contains a search criteria form with fields for Declaring member (0000000121), Instrument code, Type of transaction, Begin time (hh:mm:ss), End time (hh:mm:ss), Trade status, Position of the trading member (Declaring member or counterpart), and Trade origin. There are 'REFRESH' and 'RESET' buttons. Below the form is a table with the following data:

Status	ID	Instrument code	Mnemo	Quantity	Price	Buyer	Seller	Time	Action
Trade matched	27393	FR0000120644	BN	1,000	100.000000	00000000121	00000000121	11:24:35	Detail [v] [Go]

At the bottom left, the 'My Orders' box shows: Cash, Pending: 0, Trades: 1.

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
  - **Trade origin.** 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.

The screenshot displays the 'Declaration/trade > Decla./trade list' page. On the left, there is a vertical menu with buttons for: Enter declaration, Refuse declaration, Cancel declaration, Cancel Trade, Decla./trade list (selected), Broadcast trades, Enter trade reporting, Trade report Upload, Trade reporting list, and User preferences. The main area contains a search filter form with the following fields: Declaring member (0000000121), Instrument code, Type of transaction, Begin time (hh:mm:ss), End time (hh:mm:ss), Trade status, Position of the trading member (Declaring member or counterpart), and Trade origin. There are 'Download list content', 'REFRESH', and 'RESET' buttons. Below the form is a table with the following data:

Status	ID	Instrument code	Mnemo	Quantity	Price	Buyer	Seller	Time	Action
Pending validation by buyer	27396	FR0000120644	BN	1,000	100.000000	00000000122	00000000121	12:09:29	Detail <input type="button" value="Go"/>
Trade matched	27393	FR0000120644	BN	1,000	100.000000	00000000121	00000000121	11:24:35	Detail <input type="button" value="Go"/>

At the bottom left, there is a 'My Orders' summary box showing: Cash, Pending (0), and Trades (1).

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.)

Field	Value
Status	Pending validation by buyer
TCS trade number	27396
Hour	12h 09m 29s
Instrument code	FR0000120644
Name	DANONE
Quantity	1,000
Price	100.000000
Buyer	00000000122
Origin/Account number Buyer	/
Seller	00000000121
Origin/Account number Seller	Client /
Principal Buyer / Seller	/
Client reference no. (Buyer/Seller)	/
Free text Buyer / Seller	/
Type of transaction	Off-market
Begin time / End time	/
Settlement	No
Guarantee	No
Settlement period	0
Venue identification	XPAR
Other factors	Not applicable
Price notation	EUR
Quantity notation	Number of unit
Price multiplier	1.00000
Client id	
Client id (Counterpart)	
Client code	
Client code (Counterpart)	
Differed trade indicator	Yes
MMT Transaction Type	

### 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

Enter declaration  
 Refuse declaration  
 Cancel declaration  
 Cancel Trade  
 Decla.Trade list  
 Broadcast Trades  
 Enter trade reporting  
 Trade report Upload  
 Trade reporting list  
 User preferences

This screen allows you to view statistics for the day's trades.  
 It is possible to filter the displayed items according to their mnemonic code or instrument type.

Mnemonic   
 Instrument code   
 Instrument type   
 VALIDATE

Mnemo	Instrument code	Instrument type	Fin. mark. ID	First	Last	Low	High	Nb. of trades	Volume	Date
No rows selected										

My Orders  
 Cash  
 Pending 0  
 Trades 12

- 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
- 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:

- From the Main Menu, choose TradeReporting List.

Trade reporting > Trade reporting list

Enter declaration  
 Refuse declaration  
 Cancel declaration  
 Cancel Trade  
 Decla trade list  
 Broadcast trades  
 Enter trade reporting  
 Trade report Upload

This screen displays the trades reported and selected according your criteria.  
 Rem: This list is updated only when you request a new download of it.

Declaring member: 0000000121  
 Instrument code:   
 Type of transaction:   
 Venue identification:   
 Trading date (YYYYMMJJ):   
 Trading time (hh:mm:ss):   
 Trade origin:   
 Download list content REFRESH RESET

TCS reference	Status	Instrument code	Side	Quantity	Price	Declaring member	Counterpart	Type of transaction	MMT Transaction Type	Venue identification	Trading date	Trading time	Trade
10344960	OK	FR0000053944	Buy	125	125.000000	0000000122	0000000121	OTC trade reporting	Plain Vanilla Trade	XXXX	2012-10-04	13:04:35	Client
10344949	OK	FR0000053944	Buy	125	125.000000	0000000122	0000000121	OTC trade report publication	Give-up/Give-in Trade	XXXX	2012-10-04	13:04:35	Client
10344948	OK	FR0000053944	Buy	125	125.000000	0000000122	0000000121	OTC trade report publication	Give-up/Give-in Trade	XXXX	2012-10-04	13:04:35	Client
10344947	OK	FR0000053944	Buy	125	125.000000	0000000122	0000000121	OTC trade publication	Dark Trade	XXXX	2012-10-18	16:56:20	Client
10344946	OK	FR0000053944	Buy	125	125.000000	0000000122	0000000121	OTC trade publication	Dark Trade	XXXX	2012-10-18	16:55:29	Client
10344940	OK	FR0000054629	Buy	1,000	4.000000	0000000122	0000000121	OTC trade reporting	Plain Vanilla Trade	XXXX	2012-10-04	13:04:35	Client
10344939	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade reporting	Plain Vanilla Trade	XXXX	2012-10-04	13:04:35	Client
10344938	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade reporting	Plain Vanilla Trade	XXXX	2012-10-04	13:04:35	Client
10344937	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Give-up/Give-in Trade	XXXX	2012-10-04	13:04:35	Client
10344936	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Dark Trade	XXXX	2012-10-17	17:13:47	Client
10344935	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Give-up/Give-in Trade	XXXX	2012-10-04	13:04:35	Client
10344934	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Dark Trade	XXXX	2012-10-17	17:01:30	Client
10344929	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Give-up/Give-in Trade	XXXX	2012-10-16	16:02:56	Client
10344928	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Dark Trade	XXXX	2012-10-16	16:11:03	Client
10344927	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade reporting	Plain Vanilla Trade	XXXX	2012-10-16	16:02:56	Client
10344926	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	XXXX	XXXX	2012-10-16	16:06:47	Client
10344925	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade reporting	XXXX	XXXX	2012-10-16	16:02:56	Client
10344924	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	XXXX	XXXX	2012-10-16	16:02:56	Client
10344923	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	XXXX	XXXX	2012-10-16	16:02:56	Client
10344922	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	XXXX	XXXX	2012-10-16	16:02:56	Client
10344881	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade reporting	Plain Vanilla Trade	XXXX	2012-10-04	13:04:35	Client
10344880	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Trade with condition	XXXX	2012-10-05	14:25:26	Client
10344879	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Ex/Cum dividend Trade	XXXX	2012-10-05	14:25:26	Client
10344878	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Give-up/Give-in Trade	XXXX	2012-10-05	14:25:26	Client
10344877	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Technical Trade	XXXX	2012-10-05	14:25:26	Client
10344876	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Benchmark Trade	XXXX	2012-10-05	14:25:26	Client
10344875	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Plain Vanilla Trade	XXXX	2012-10-05	14:25:26	Client
10344874	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	Dark Trade	XXXX	2012-10-05	14:23:10	Client
10344873	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Trade with condition	XXXX	2012-10-04	13:04:35	Client
10344872	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Ex/Cum dividend Trade	XXXX	2012-10-04	13:04:35	Client
10344871	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Give-up/Give-in Trade	XXXX	2012-10-04	13:04:35	Client
10344870	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Technical Trade	XXXX	2012-10-04	13:04:35	Client
10344869	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Benchmark Trade	XXXX	2012-10-04	13:04:35	Client
10344868	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Dark Trade	XXXX	2012-10-04	13:04:35	Client
10344867	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Plain Vanilla Trade	XXXX	2012-10-04	13:04:35	Client
10344866	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Plain Vanilla Trade	XXXX	2012-10-04	13:04:35	Client
10344865	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	XXXX	XXXX	2012-10-04	13:04:35	Client
10344864	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	Plain Vanilla Trade	XXXX	2012-10-04	13:04:35	Client
10344763	OK	IE00B3C9H879	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	XXXX	XXXX	2012-09-18	17:37:49	Client
10344762	OK	IE00B3C9H879	Buy	1,000	4.000000	0000000122	0000000121	OTC trade reporting	XXXX	XXXX	2012-09-18	17:37:49	Client
10344761	OK	IE00B3C9H879	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	XXXX	XXXX	2012-09-19	17:36:31	Client
10344729	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade report publication	XXXX	XXXX	2012-09-12	15:35:08	Client
10344728	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade publication	XXXX	XXXX	2012-09-13	15:33:59	Client
10344727	OK	FR0010614115	Buy	1,000	4.000000	0000000122	0000000121	OTC trade reporting	XXXX	XXXX	2012-09-12	15:28:14	Client

My Orders  
 Cash: 0  
 Pending: 0  
 Trades: 16

## 2. 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 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.

- 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:
  - 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. Non-exhaustive 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 2007 MiFID recommendations. It is anticipated that this indicator will eventually be subsumed into the MMT definitions of Benchmark Trade or Technical Trade, as appropriate.
- 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. The User Preferences page appears for the Enter Declaration page.

2. Type a default value for one or more of the following parameters:
  - **Trading member.** 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.
  - **Settlement**. 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.
  - **Guarantee**. 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.
  - **Settlement period**. 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. The User Preferences page for the Enter Declaration page appears. Click on the Enter Trade Reporting. The User Preferences page for the Enter Trade Reporting page is displayed.

User preferences > Default values

Enter declaration

Refuse declaration

Cancel declaration

Cancel Trade

Decla./trade list

Broadcast trades

Enter trade reporting

Trade report Upload

Trade reporting list

User preferences

My Orders

Cash	
Pending	0
Trades	16

Enter declaration    Enter trade reporting

**Trading member**    0000000121

Type of transaction   

Side   

Venue identification   

Origin   

SAVE

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.
- Origin. The type of account of your declarations. You can choose between Client, In-house or leave it blank.
- Counterpart / Origin. The type of account of your counterpart's declarations. You can choose between Client, In-house or leave it blank.
- Venue identification

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

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

Date	file name	Status	Result	
			accepted	rejected
2012-09-27 16:47:45.0	d2_0428-A.CSV	Complete	☺	☹
2012-09-27 16:21:38.0	d_0428-A.CSV	Complete	☺	☹
2012-09-14 16:55:06.0	0404-D-Achat.CSV	Complete	☺	☹
2012-09-14 16:51:45.0	0428-A.CSV	Complete	☺	☹
2012-09-04 15:14:49.0	tradeUpdate_OK_20110214.csv	Complete	☺	☹
2012-08-08 10:54:35.0	0428-D-Achat.CSV	Complete	☺	☹
2012-08-08 09:49:42.0	0428-C.CSV	Complete	☺	☹
2012-08-08 09:47:19.0	0428-C.CSV	Complete	☺	☹
2012-08-08 09:45:59.0	0428-C.CSV	Complete	☺	☹
2012-08-07 18:05:18.0	0428-C.CSV	Complete	☺	☹
2012-08-07 18:00:40.0	0428-C.CSV	Complete	☺	☹
2012-08-07 17:48:12.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:47:49.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:47:35.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:46:22.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:46:12.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:35:24.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:34:47.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:21:43.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:20:01.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:15:32.0	0428-A.CSV	Complete	☺	☹
2012-08-07 17:13:06.0	0428-A.CSV	Complete	☺	☹
2012-08-07 16:59:51.0	0428-A.CSV	Complete	☺	☹
2012-08-07 16:58:31.0	0428-A.CSV	Complete	☺	☹
2012-08-07 16:44:44.0	0428-A.CSV	Complete	☺	☹
2012-08-07 16:36:17.0	0428-A.CSV	Complete	☺	☹
2012-05-14 18:14:41.0	0404.CSV	Complete	☺	☹
2012-05-14 15:52:48.0	0404.CSV	Complete	☺	☹
2012-05-14 15:50:39.0	0404.CSV	Complete	☺	☹
2012-05-14 15:49:40.0	0404.CSV	Complete	☺	☹
2012-05-11 17:47:49.0	0428-B.CSV	In error	☹	☹
2012-05-11 16:25:18.0	0428-B.CSV	In error	☹	☹
2012-05-11 15:44:21.0	0428-B.CSV	In error	☹	☹
2012-05-11 15:43:24.0	0428-B.CSV	In error	☹	☹

### 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.



### 2.14.2 Output format

The input CSV format must be made up of the fields of a 0428 Trade Entry, in the following order, separated by the “;” character.

Fields	
Internal member reference	<b>First part</b>
Return code	These fields indicate the result of the submission of the Trade Entry.
Message	
Internal Member Reference	<b>Second part</b>
Tcs Reference	These fields are the Trade Reception notice fields. If an error code is returned (return code ≠ 0), there is no Trade Reception notice data. Only separators ";" are present in this part.
Declaring Party Principal Code	
Declaring Party Side	
Quantity	
Security Code	
Price	
Order Type	
Counterparty Member Code	
Counterparty Principal Code	
Time Trade Received	
Operation Type Indicator	
Price Notation	
Other Factors	
Quantity Notation	
Venue Identification	
Trading Day	
Trading Time	
Bypass Controls Indicator	
Trade ID	
Price Multiplier	
Deferred Trade Indicator	
Settlement delay	
Client Identification	
Client Identification for a cross	
Client code type Identification	
Client code type Identification for a cross	
Transaction Type Indicator	

Each line in the output file corresponds to one Trade Entry response. A line of Trade Entry responses corresponds to the same line in the input file of Trade Entry declaration.

Example with two Trade Entry responses:

```
REFERENCE0000001;0;;REFERENCE0000001;TcsRef;;A;12;FR0000000010;12.34567;1;MEMBER1;;153000;M;EUR;1;UNT;
VENUEIDENTI;20120405;120000;1;TRADEID042800000000000000000001;10000000000000000000;0;;;;;P
```

```
REFERENCE0000002;2;000120 - THE INSTRUMENT IS INVALID;,,,,,,,,,,,,,,,,,,,,,
```

In this example, the first Trade Entry response is correct (return code is 0) with Trade Reception notice data, while the second Trade Entry response has returned an error code (2) with an error message.