

Import Counterparty Addresses (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

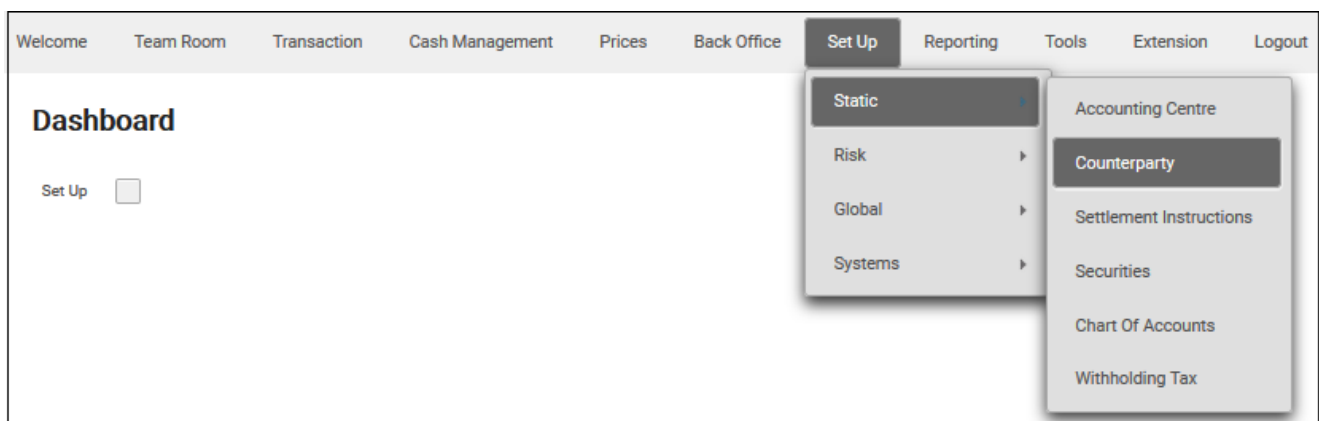
This document contains the detailed procedures on how to import counterparty addresses in CS Lucas system.

WHY IS THIS IMPORTANT?

Maintenance of counterparty addresses in the system allows system to generate confirmation letters to the external counterparty for Money Market, Foreign Exchange and Non-Deliverable Forward transactions.

PROCEDURE

1. From the main menu, select Set Up > Static > Counterparty.



2. The Counterparty screen displays.

Counterparty

Counterparty Type

	App? <input type="checkbox"/>	Short Name <input type="text"/>	Entity Name <input type="text"/>	Counterparty Type <input type="text"/>
<input type="checkbox"/>		<u>ANZ-SY</u>	ANZ Centrepoint	Bank/FI
<input type="checkbox"/>		<u>BARC-LN</u>	Barclays Holborn	Bank/FI
<input type="checkbox"/>		<u>BOTM-SG</u>	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
<input type="checkbox"/>		<u>CAZE</u>	Cazenove Capital Management	Broker
<input type="checkbox"/>		<u>CITI-HK</u>	Citibank N.A. Hong Kong	Bank/FI
<input type="checkbox"/>		<u>CITI-LN</u>	Citibank, London	Bank/FI
<input type="checkbox"/>		<u>CITI-NY</u>	Citibank Lower Manhattan	Bank/FI
<input type="checkbox"/>		<u>CITI-SF</u>	Citibank Texas	Bank/FI

3. Click on any one of the counterparty short name.

Amend Counterparty

Short Name*

Ctpy Type*

Long Name

GST Status*

Tax Residence

Ctpy Classification

4. Click Address.

Addresses

←

Save

Import

Short Name

DBS-SG

Product*

Address

Fax

Tel

Attn

Email To

Email Cc

Additional Text

Add

Remove

Type
No records found.

5. Click Import. The Import Addresses screen displays.

Import Addresses

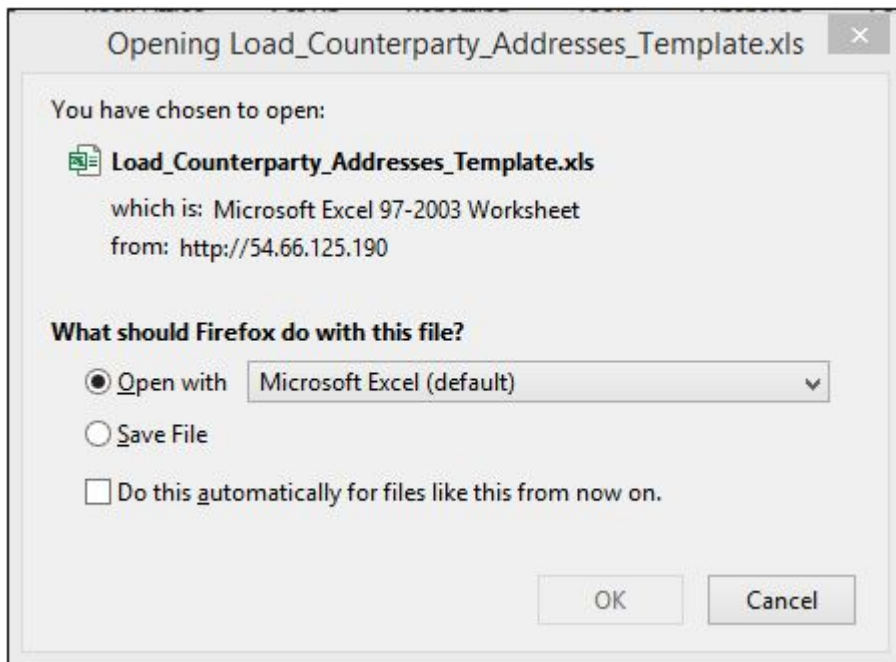
←

Template

Read File ☐

ID	Short Name*	Product*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
No records found.									

6. Click Template to download CS Lucas template for importing counterparty addresses.



7. Save the file and open. An Excel sheet will be opened.

8. Fill out the template. Save it on the computer. For more details on each field, see [Maintenance of Counterparty Addresses](#).

	A	B	C	D	E	F	G	H	I
1	Short Name*	Product*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
2	ABN-SG	Settlemer	One Raffles Quay (Sc	62711111	62736223	Mr. Tan	tan@earth.com		
3	DBS-SG	MM-Depc	Singapore	62166332	62166332	Ms. Lee	lee@mars.com		
4									

9. Go back to Import Addresses screen, tick on Read File checkbox. Click Choose File to browse for the file saved in the computer.

Import Addresses

←
Template
Read File ☒

File
Read File
Browse... Load_Counterparty_Addresses_Template.xls

ID	Short Name*	Product*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
No records found.									

10. Click Read File. The values inputted in the Excel File will displays.

Import Addresses

☐

ID	Short Name*	Product*	Address	Fax	Tel	FOA	Email To	Em
1	ABN-SG	Settlement	One Raffles Quay (South Tower) #24-00, 1 Raffles Quay (S)048583			Mr. Tan	tan@earth.com	
2	DBS-SG	MM-Deposit	Singapore			Ms. Lee	lee@mars.com	

11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the Excel file to make the necessary corrections and click Read File again.

12. If there is no error, click Load.

13. A popup appears to confirm, click OK.

✕

⚠ Confirm loading Acct Cntr addresses static data to the system?

14. A message saying that loading is successful will be displayed.

The Counterparty addresses has been successfully loaded.

15. Click Back button to return to Counterparty screen.

16. Tick on the checkbox beside the short name of the counterparties that are amended.

Counterparty

Counterparty Type

	App? <input type="text"/>	Short Name <input type="text"/>	Entity Name <input type="text"/>	Counterparty Type <input type="text"/>
<input checked="" type="checkbox"/>	N	<u>ABN-SG</u>	ABN-SG	Bank/FI
<input checked="" type="checkbox"/>	N	<u>DBS-SG</u>	DBS Bank Ltd, Singapore	Bank/FI
<input type="checkbox"/>		<u>ANZ-SY</u>	ANZ Centrepoint	Bank/FI

17. Click Approve. When a popup appears, click OK.

✕

⚠ Confirm approving selected item?

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Amend Counterparty](#)

[Maintenance of Counterparty Addresses](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
19-Sep-2017	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated <u>step1, 2</u> and screenshot of <u>step1, 2, 16</u> .
08-Nov-2019	Lyra	Updated Screenshots