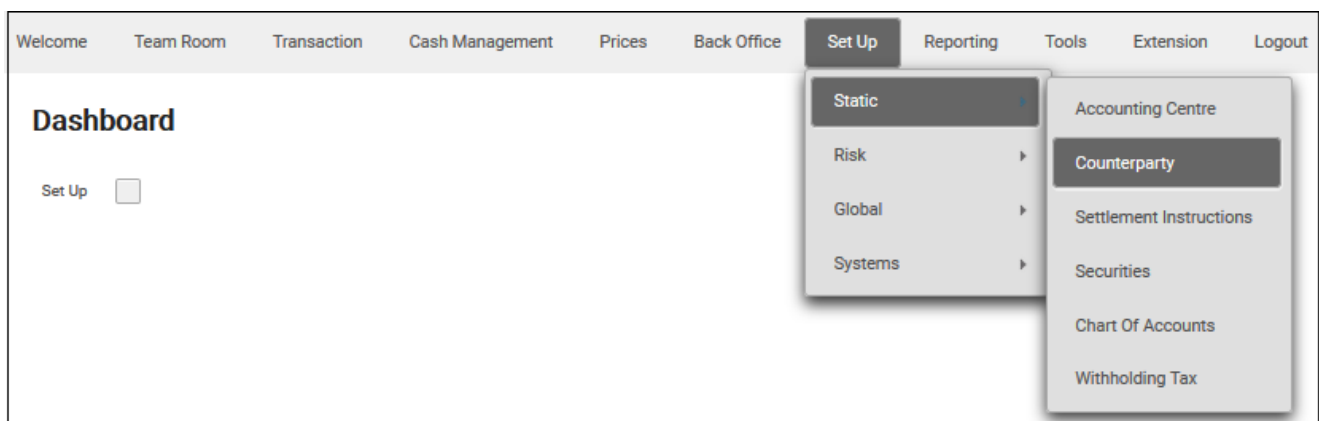# Import Counterparty Addresses (W5)

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.

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

4. Click Address.

Addresses

| Save | Import |

Short Name: DBS-SG

Product*: [dropdown]

Address: [text area]

Fax: [field]

Tel: [field]

Attn: [field]

Email To: [field]

Email Cc: [field]

Additional Text: [text area]

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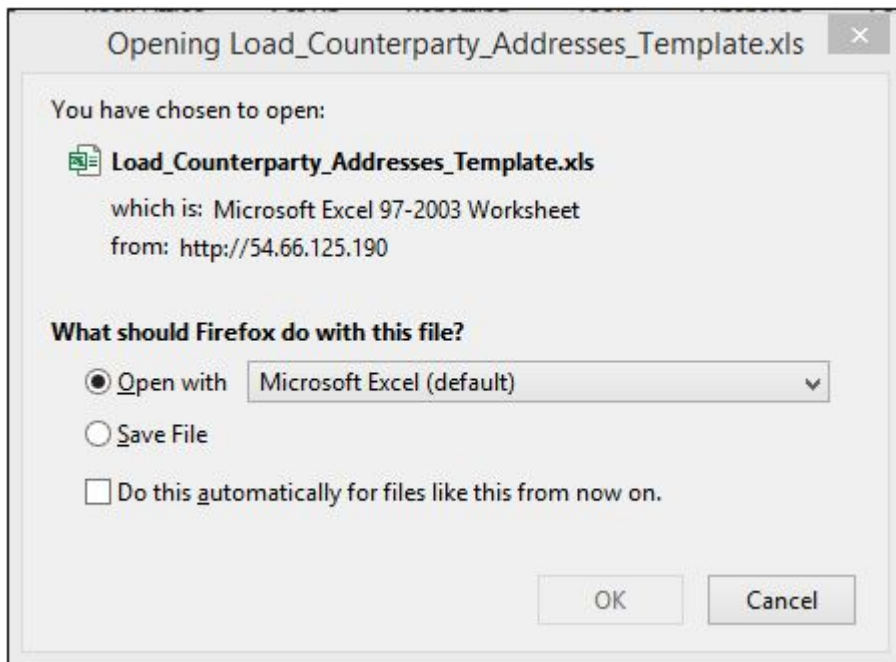
7. Save the file and open. An Excel sheet will be opened.

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

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

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.

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

15. Click Back button to return to Counterparty screen.

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

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

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 step1, 2 and screenshot of step1, 2, 16.
08-Nov-2019	Lyra	Updated Screenshots