

Import Counterparty Addresses

[See previous W5 version guide](#)

PURPOSE

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

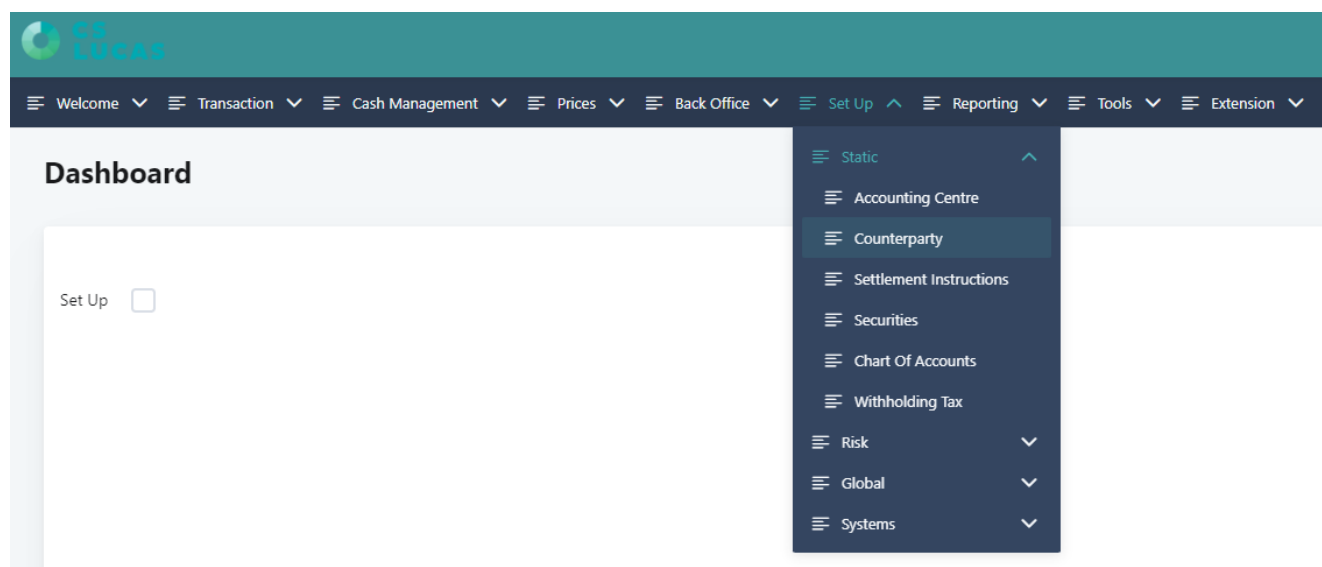
WHY IS THIS IMPORTANT?

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

[Refresh](#) [Action](#) [Group](#) [Star](#) [Save](#)

[Columns](#)

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Entity Name ↑↓	Counterparty Type ↑↓
<input type="checkbox"/>		BARC-LN	Barclays Holborn	Bank/FI
<input type="checkbox"/>		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd. Singapore Branch	Bank/FI
<input type="checkbox"/>		CAZE	Cazenove Capital Management	Broker
<input type="checkbox"/>		CITI-NY	Citibank Lower Manhattan	Bank/FI

3. Click the Edit button of any one of the counterparty short name.

Amend Counterparty

[Cancel](#) [Save](#) [Address](#) [Preference](#) [Risk Profile](#) [File/Note](#) [History](#)

Short Name*

Ctpy Type*

Long Name

GST Status*

Tax Residence

Ctpy Classification

4. Click Address.

Addresses

Short Name:

Product*:

Address:

Fax:

Tel:

Attn:

Email To:

Email Cc:

Additional Text:

+
-

Type	Description	Additional Text
<input type="checkbox"/> Investment	ADDRESS: 1 Great Winchester St, London EC2N 2DB, UK ATTN: Mr. To Be Identified TEL: +44 20 7545 8000	

5. Click Import. The Import Addresses screen displays.

Import Addresses

☐ 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](#).

AutoSave Off Load_Counterparty_Addresses_Template - Compatibility Mode • Last Modified: 42m ago									
File Home Insert Page Layout Formulas Data Review View Automate Help									
A1 Short Name*									
	A	B	C	D	E	F	G	H	I
1	Short Name*	Product*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
2	BARC-LN	Default	23, Kings Road			Mr. David John	david.johnson@barc.com		
3	BOTM-SG	Default	61 Upper Thomson Road	6200 6600	6200 6683	Ms. Pui Yee Mun	yeemun.pui@botm.com		Please feel free to contact Pui Yee Mun @ 6200 6683 for any clarification or enquiries.
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

Cancel
Template
Read File ☒

File

Read File

Choose File
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

Cancel
Load
Template
Read File ☐

ID	Short Name*	Product*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
1	BARC-LN	Default	23, Kings Road			Mr. David John	david.johnson@barc.com		
2	BOTM-SG	Default	61 Upper Thomson Road	6200 6600	6200 6683	Ms. Pui Yee Mun	yeemun.pui@botm.com		Please feel free to contact Pui Yee Mun @ 6200 6683 for any clarification or enquiries.

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 Yes.

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

Import Addresses

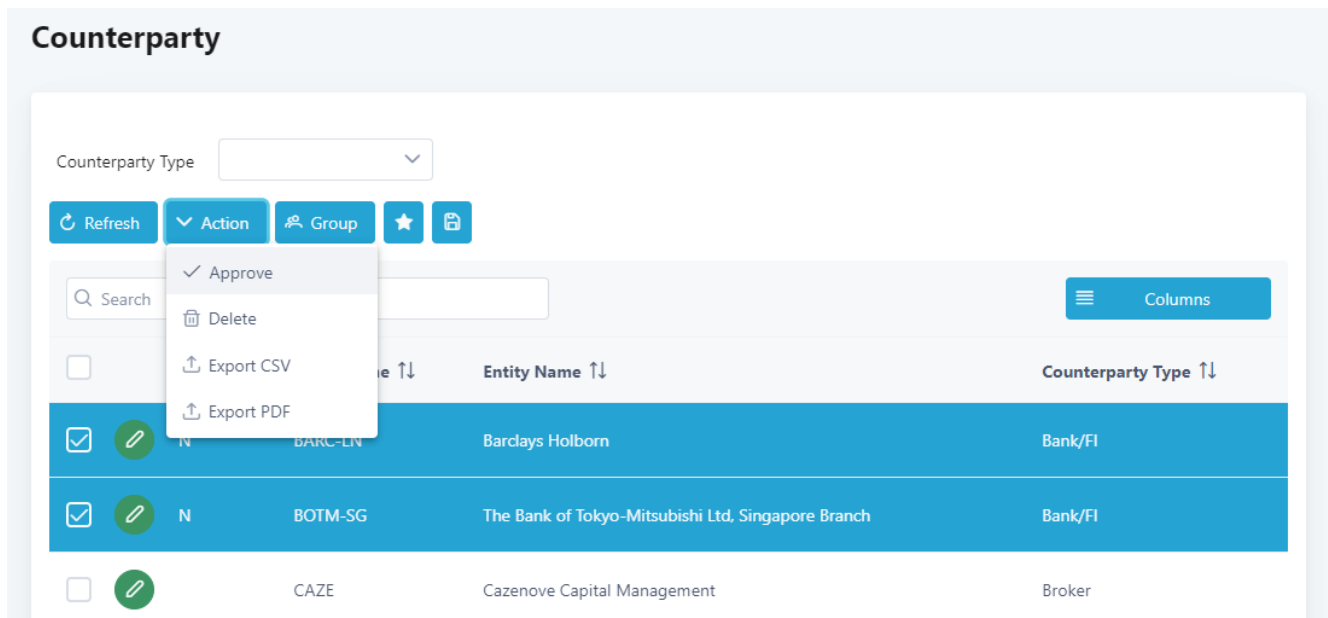
Cancel
Template
Read File ☐

The Counterparty addresses has been successfully loaded.

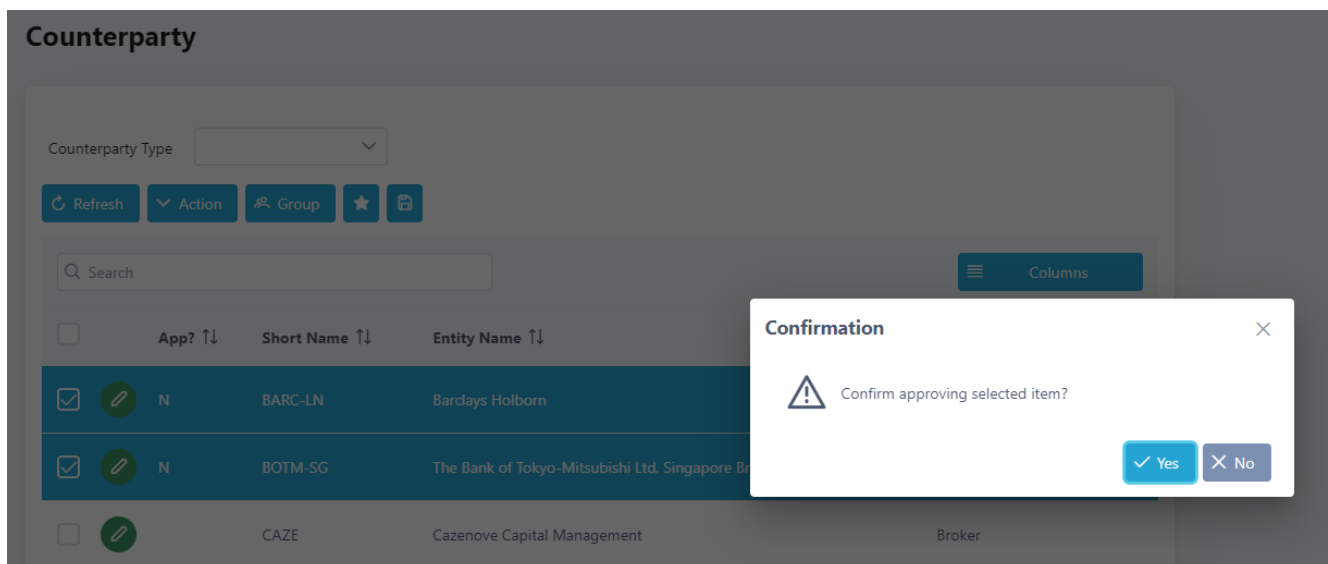
ID	Short Name*	Product*	Address	Fax	Tel	FOA	Email To	Email Cc	Additional Text
1	BARC-LN	Default	23, Kings Road			Mr. David John	david.johnson@barc.com		
2	BOTM-SG	Default	61 Upper Thomson Road	6200 6600	6200 6683	Ms. Pui Yee Mun	yeemun.pui@botm.com		Please feel free to contact Pui Yee Mun @ 6200 6683 for any clarification or enquiries.

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 Action and Approve. When a popup appears, click Yes.



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 step 1, 2 and screenshots of step 1, 2, 16.
8-Nov-2019	Lyra	Updated screenshots.
8-Feb-2023	TS	Updated to W6 instructions and screenshots.