

# Import Counterparty Addresses

[See previous W5 version guide](#)

## **PURPOSE**

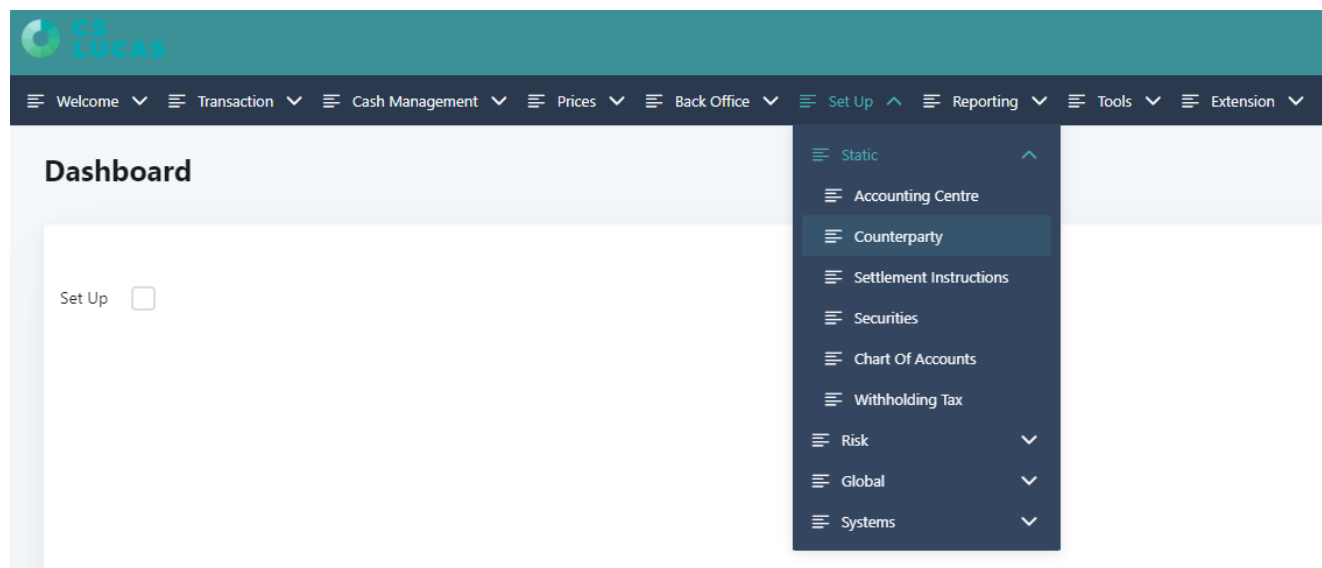
This document contains the detailed procedures on how to import counterparty addresses in CS Lucas system.

## **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  


 Search

 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**

Investment

**Description**

**Additional Text**

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 <span>ON</span> 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

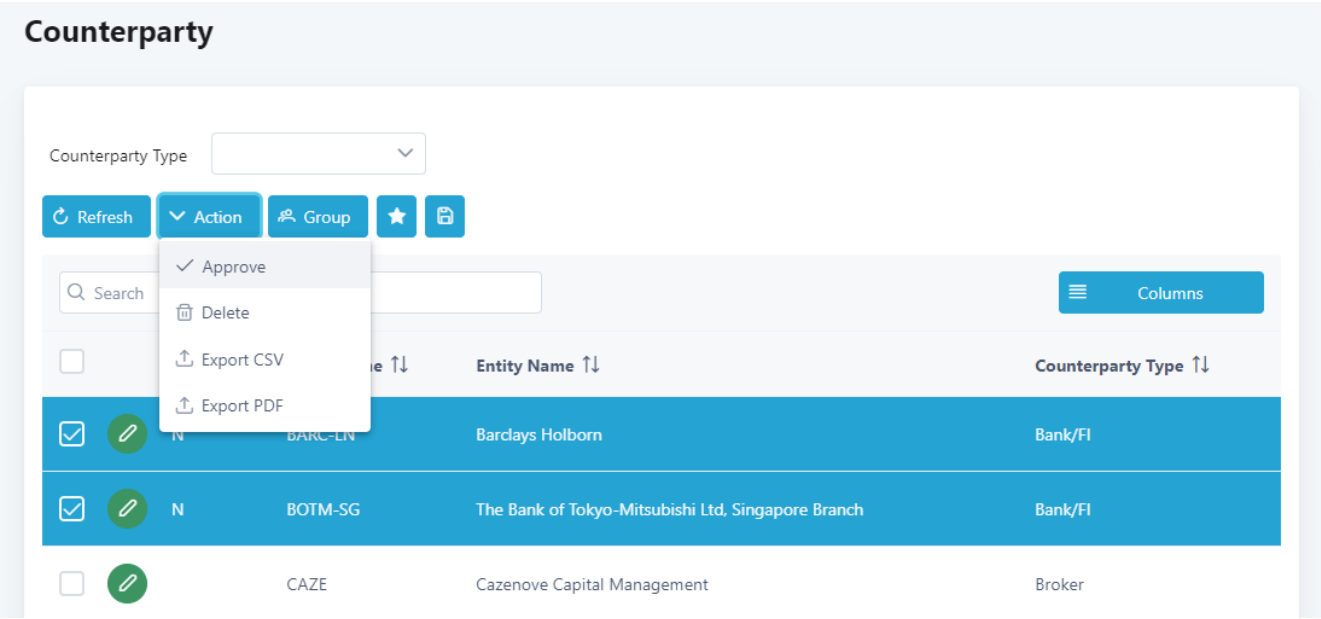
Read File

The Counterparty addresses has been successfully loaded.

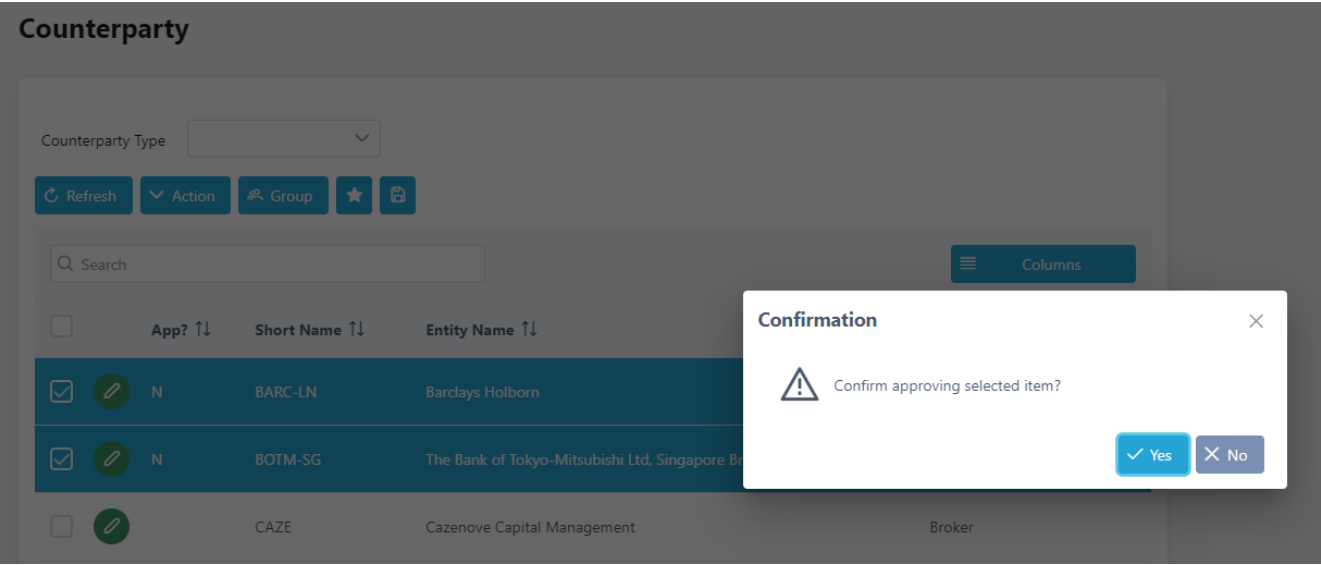
| ID | Short Name* | Product* | Address               | Fax       | Tel       | FOA             | Email To               | Email Cc | Additional Text   |
|----|-------------|----------|-----------------------|-----------|-----------|-----------------|------------------------|----------|---|
| 1  | BARC-LN     | 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.         |