

# Import Counterparty SSI (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the procedure for how to import counterparty SSI into the system.

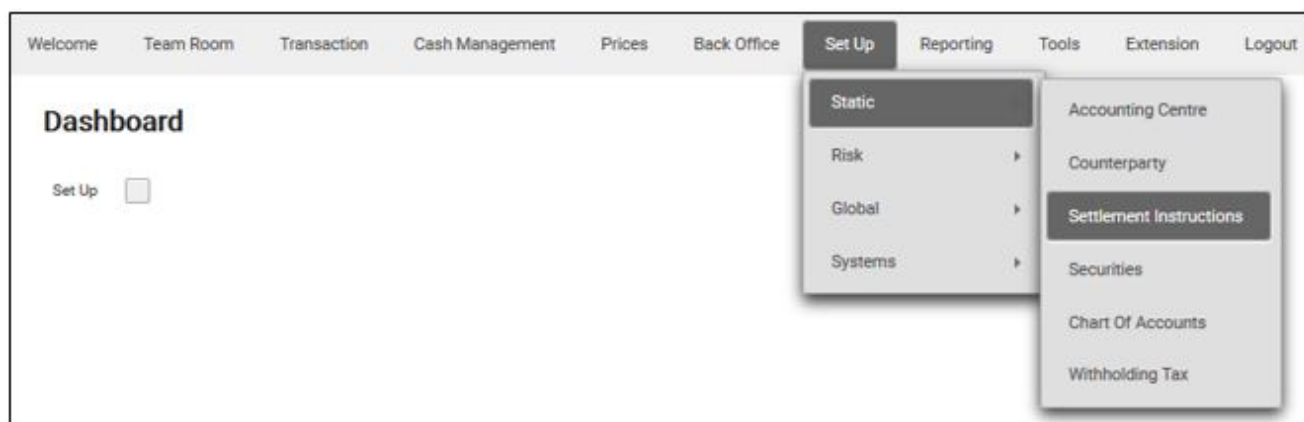
## **WHY IS THIS IMPORTANT?**

This provides a convenient and faster way for loading counterparty SSIs in bulk. Multiple SSIs across different banks/ counterparties can be loaded at one time using the import function.

## **PROCEDURE**



1. From the home screen, select Set Up > Static > Settlement Instructions.



2. Click Counterparty SSI.
3. In the Counterparty SSI screen, click New SSI The screen below appears.

### New Counterparty SSI

Entity\*

Ccy\*

Short Name\*

Beneficiary Bank

Account Number\*

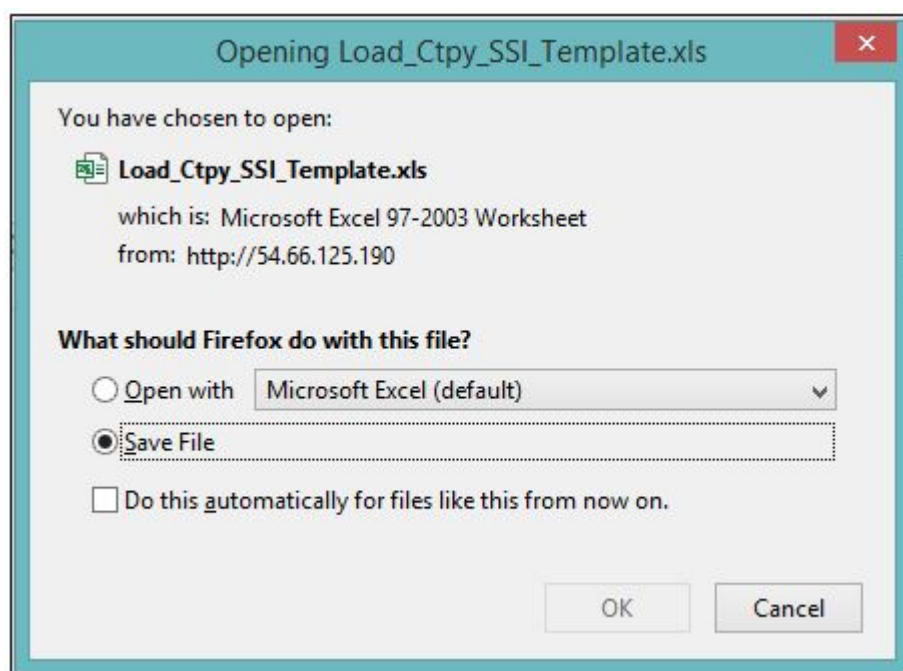
4. Click the Import button. The screen below appears.

### Import Counterparty SSI

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ID	Entity*	Ccy*	Shortname*	Default Ccy	P
No records found.					

5. Click Template to download the CS Lucas template for importing Accounting Centre SSI.



6. Save the file and open. An excel sheet will be opened.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Entity*	Ccy*	Short Name*	Default Ccy (Y/N)	Product	Third Party Account (Y/N)	Acct Ref	Portfolio	Product Alt	B_Bank Name	B_Address	B_Account Name	B_Account Number*	B_EBAddress	SWIFT Code
2															
3															

7. Input values as required. Fields marked with an asterisk are mandatory.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Entity*	Ccy*	Short Name*	Default Ccy (Y/N)	Product	Third Party Account (Y/N)	Acct Ref	Portfolio	Product Alt	B_Bank Name	B_Address	B_Account Name	B_Account Number*	B_EBAddress	SWIFT Code
2	CITI-SG	USD	CITI-USD-489							Citibank N.A., Singapore		Citibank N.A., Singapore	12003489		
3	CITI-SG	GBP	CITI-GBP-389							Citibank N.A., Singapore		Citibank N.A., Singapore	12083389		
4	CITI-SG	SGD	CITI-SGD-667							Citibank N.A., Singapore		Citibank N.A., Singapore	23100667		
5	DBS-SG	SGD	DBS-SGD-012							DBS Bank Ltd., Singapore		DBS Bank Ltd., Singapore	30098012		DBSSSSG
6	DBS-SG	SGD	DBS-SGD-507							DBS Bank Ltd., Singapore		DBS Bank Ltd., Singapore	30092507		DBSSSSG

8. Go back to the Import Counterparty SSI screen. Tick on the Read File box.

### Import Counterparty SSI

←

☒ Read File

File

ID	Entity*	Ccy*	Shortname*	Def
No records found.				

9. Click Choose File. Look for the saved Load\_Ctpy\_SSI\_Template.xls file.

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

### Import Counterparty SSI

←


☐ Read File

ID	Entity*	Ccy*	Shortname*	Default Ccy	Product	Third Party Account (Y/N)	Acct Ref	Portfolio	Product Alt	B_Bank Name	B_Address	B_Account Name	B_Account Number*
1	CITI-SG	USD	CITI-USD-489							Citibank N.A., Singapore		Citibank N.A., Singapore	12003489
2	CITI-SG	GBP	CITI-GBP-389							Citibank N.A., Singapore		Citibank N.A., Singapore	12083389
3	CITI-SG	SGD	CITI-SGD-667							Citibank N.A., Singapore		Citibank N.A., Singapore	23100667
4	DBS-SG	SGD	DBS-SGD-012							DBS Bank Ltd., Singapore		DBS Bank Ltd., Singapore	30098012
5	DBS-SG	SGD	DBS-SGD-507							DBS Bank Ltd., Singapore		DBS Bank Ltd., Singapore	30092507

11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

12. If there is no error, click Load. Click OK on the pop up that appears.

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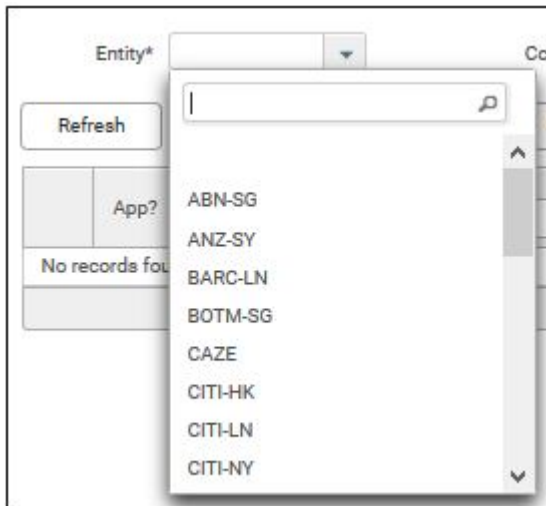
Load

13. You will see the message below once successfully loaded.

The SSI has been successfully loaded.

14. Click Back Logo to return to the Counterparty SSI screen.

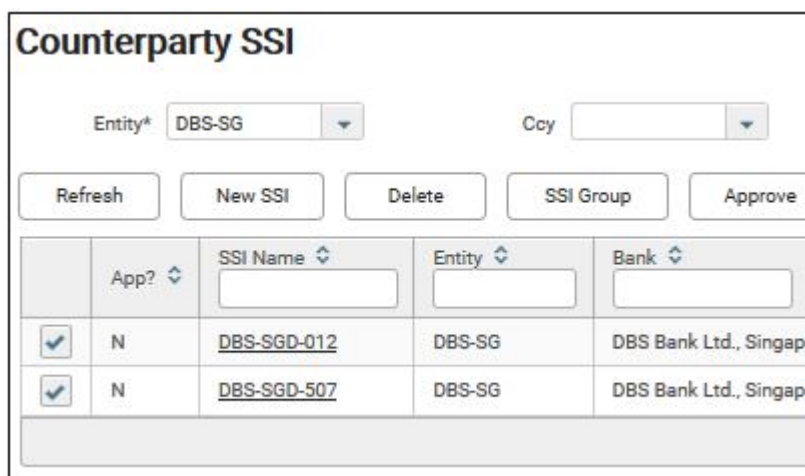
15. Select the counterparty from the Entity drop down menu. In this example, we select “DBS-SG”.



The screenshot shows a web interface with a dropdown menu for 'Entity\*'. The dropdown is open, displaying a list of counterparty codes: ABN-SG, ANZ-SY, BARC-LN, BOTM-SG, CAZE, CITI-HK, CITI-LN, and CITI-NY. To the left of the dropdown, there is a 'Refresh' button and a table with a header 'App?' and a row with the text 'No records found'.

16. Click Refresh and the imported Counterparty SSI’s would be displayed.

17. Approve the newly created counterparty SSI by selecting the checkbox and click Approve.



The screenshot shows the 'Counterparty SSI' screen. At the top, there is a title 'Counterparty SSI'. Below it, there are two dropdown menus: 'Entity\*' (set to 'DBS-SG') and 'Ccy'. Below these are five buttons: 'Refresh', 'New SSI', 'Delete', 'SSI Group', and 'Approve'. Below the buttons is a table with the following columns: 'App?' (checkbox), 'N', 'SSI Name', 'Entity', and 'Bank'. The table contains two rows of data, both with the 'App?' checkbox checked.

	App? <input type="checkbox"/>	N	SSI Name	Entity	Bank
<input checked="" type="checkbox"/>	N		<u>DBS-SGD-012</u>	DBS-SG	DBS Bank Ltd., Singap
<input checked="" type="checkbox"/>	N		<u>DBS-SGD-507</u>	DBS-SG	DBS Bank Ltd., Singap

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
13-July-2017	Bella	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1 and screenshot.
12-Nov-2019	Lyra	Updated Screenshots.