

Import Counterparty SSI

[See previous W5 version guide](#)

PURPOSE

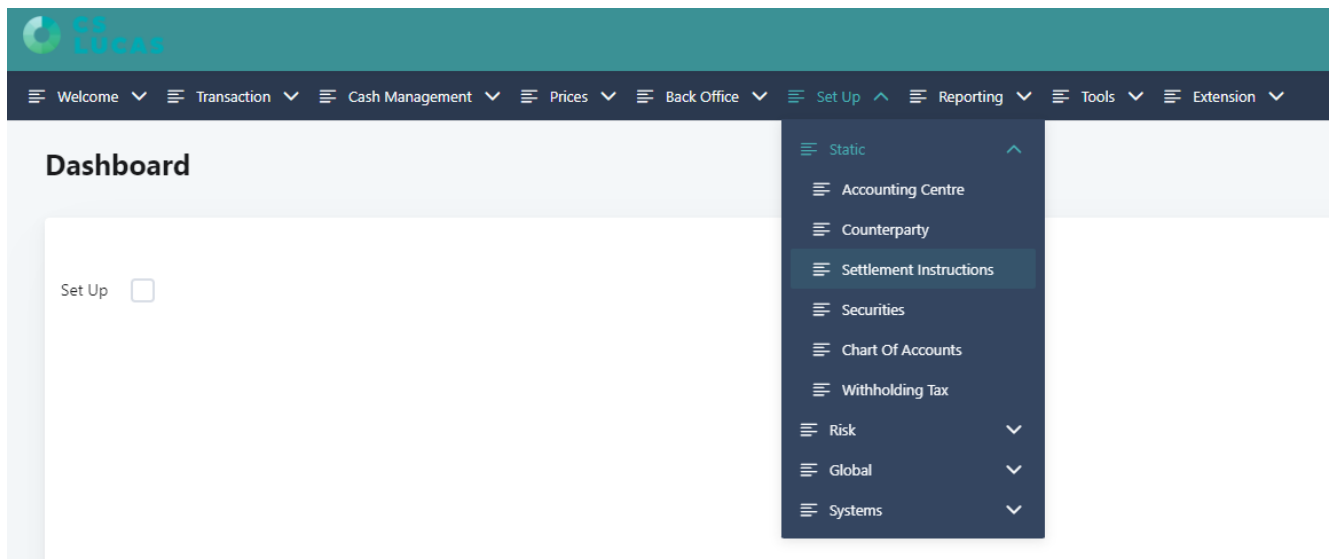
This document shows the procedure for how to import counterparty SSI into the system.

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 main menu, select Set Up > Static > Settlement Instructions.



2. Click Counterparty SSI.

3. In the Counterparty SSI screen, click on Action and select New SSI. The screen below displays.

New Counterparty SSI

✕ Cancel

💾 Save

⬇️ Import

⌵ Show Advance

Entity*



Ccy*



Short Name*

Beneficiary Bank

Account Number*

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

Import Counterparty SSI

✕ Cancel

⬇️ Template

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*	B_EBAddress	SWIFT Code	Alternate Bank IDs
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No records found.

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

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

Load_Ctpy_SSI_Template - Compatibility Mode • Last Modified: 5m ago																
File Home Insert Page Layout Formulas Data Review View Automate Help																
N14																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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	Alternate Bank IDs
2																
3																
4																

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

AutoSave Load_Ctpy_SSI_Template - Compatibility Mode - Last Modified: 5m ago

File Home Insert Page Layout Formulas Data Review View Automate Help

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	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	Alternate Bank IDs
1	CITI-SG	USD	CITI-SG-USD-004							Citibank Singapore		Citibank Singapore	1908004		CITISGSG	
2	DBS-SG	SGD	DBS-SG-SGD-220							DBS Singapore		DBS Singapore	4210220		DBSSGSG	

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

Import Counterparty SSI

Read File ☒

File
 Load_Ctpy_SSI_Template.xls

ID	Entity*	Ccy*	Shortname*	Default Ccy	Product	Third Party Account (Y/N)	Acct Ref	Portfolio	Product Alt
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.

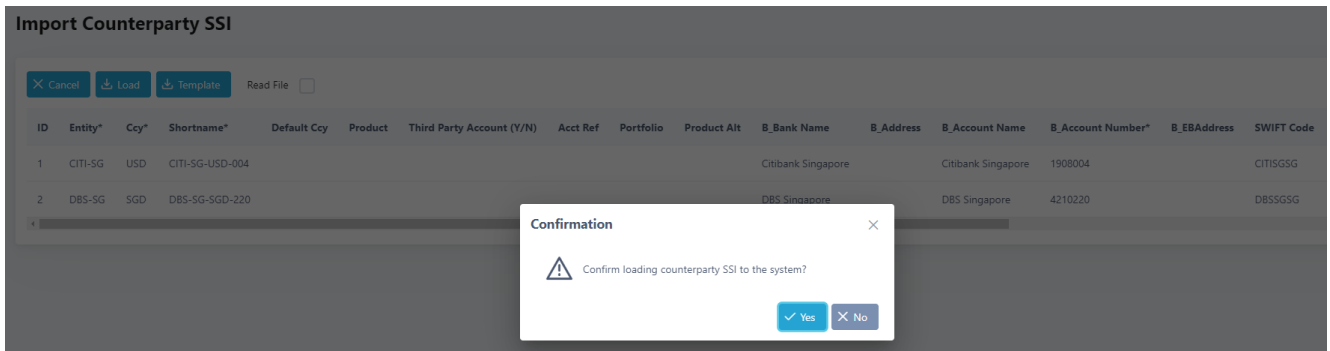
Import Counterparty SSI

Read File ☐

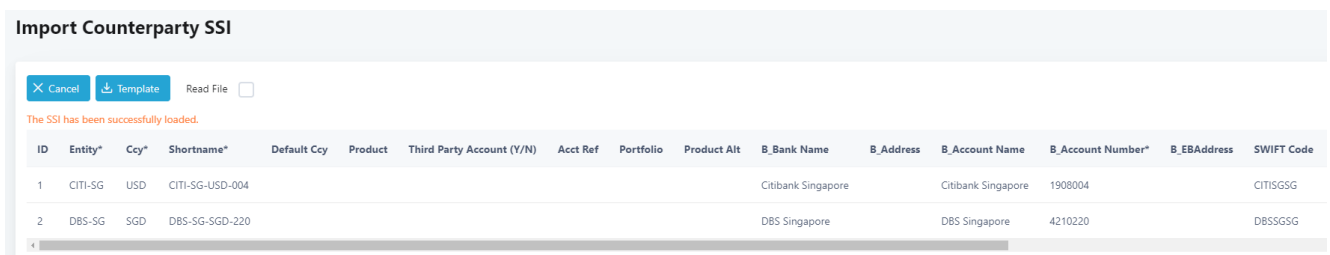
ID	Entity*	Ccy*	Shortname*	Default Ccy	Product	Third Party Account (Y/N)	Acct Ref	Portfolio	Product Alt	B_Bank Name	B_Address	B_Account Name	B_Account Number*	B_EBAddress	SWIFT Code
1	CITI-SG	USD	CITI-SG-USD-004							Citibank Singapore		Citibank Singapore	1908004		CITISGSG
2	DBS-SG	SGD	DBS-SG-SGD-220							DBS Singapore		DBS Singapore	4210220		DBSSGSG

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 Yes on the pop up that appears.

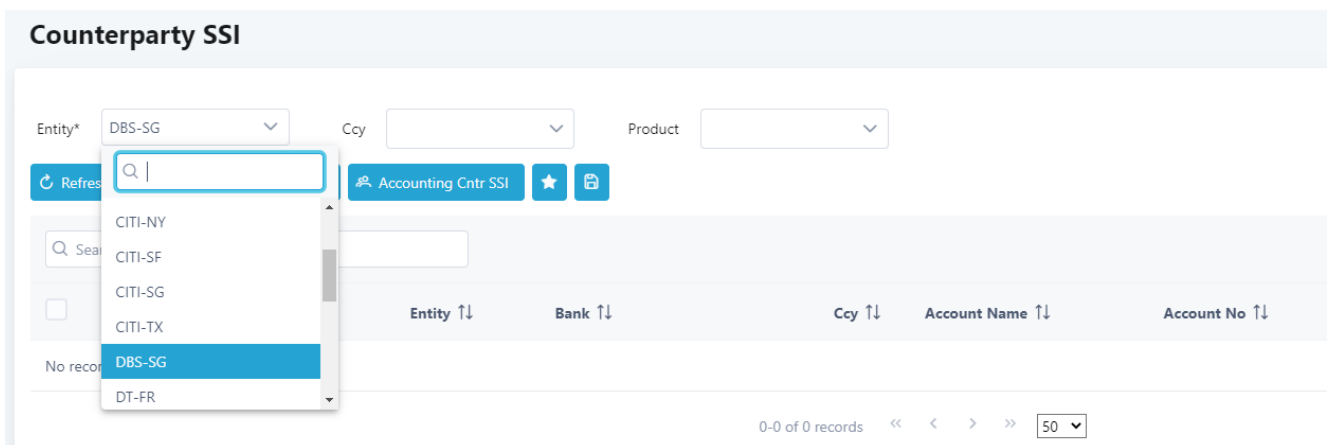


13. You will see the message below once successfully loaded.



14. Click Cancel button to return to the Counterparty SSI screen.

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



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 Action and Approve.

Counterparty SSI

Entity*

DBS-SG

Ccy

Product

Refresh

Action

SSI Group

Accounting Cntr SSI

Search

✓ Approve

🗑 Delete

📄 Export CSV

📄 Export PDF

		Entity ↑↓	Bank ↑↓	Ccy ↑↓	Account Name ↑↓	Account No ↑↓
<input checked="" type="checkbox"/>		DBS-SG-SGD-220	DBS-SG	DBS Singapore	SGD	DBS Singapore
						4210220

1-1 of 1 records

<<<1>>>

50

18. At the prompt, click Yes to confirm.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
13-Jul-2017	Bella	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1 and screenshot.
12-Nov-2019	Lyra	Updated screenshots.
27-Feb-2023	TS	Updated to W6 instructions and screenshots.