Maintenance of Counterparty Addresses (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

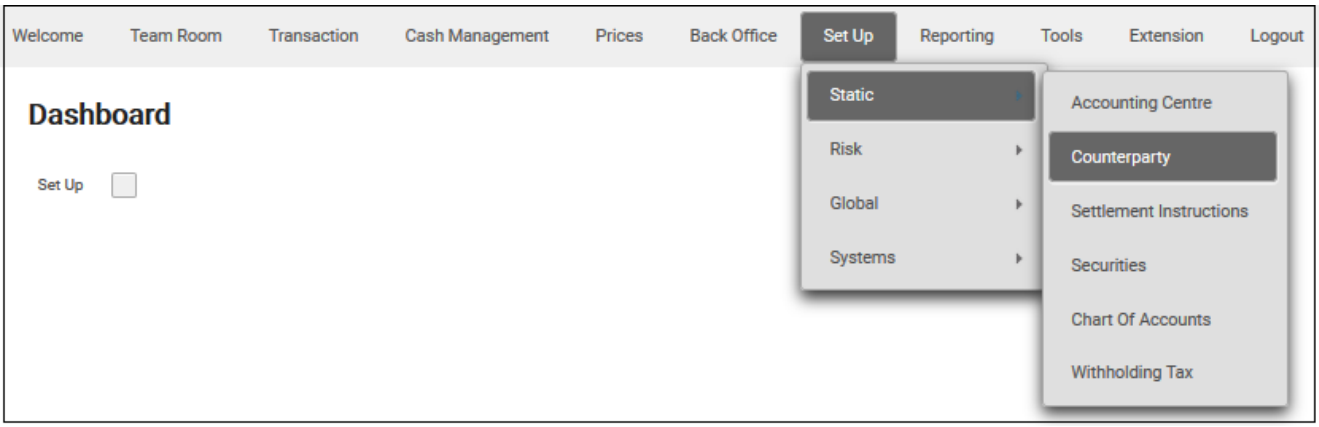
This shows the step by step process on how to set and maintain counterparty addresses.

WHY IS THIS IMPORTANT?

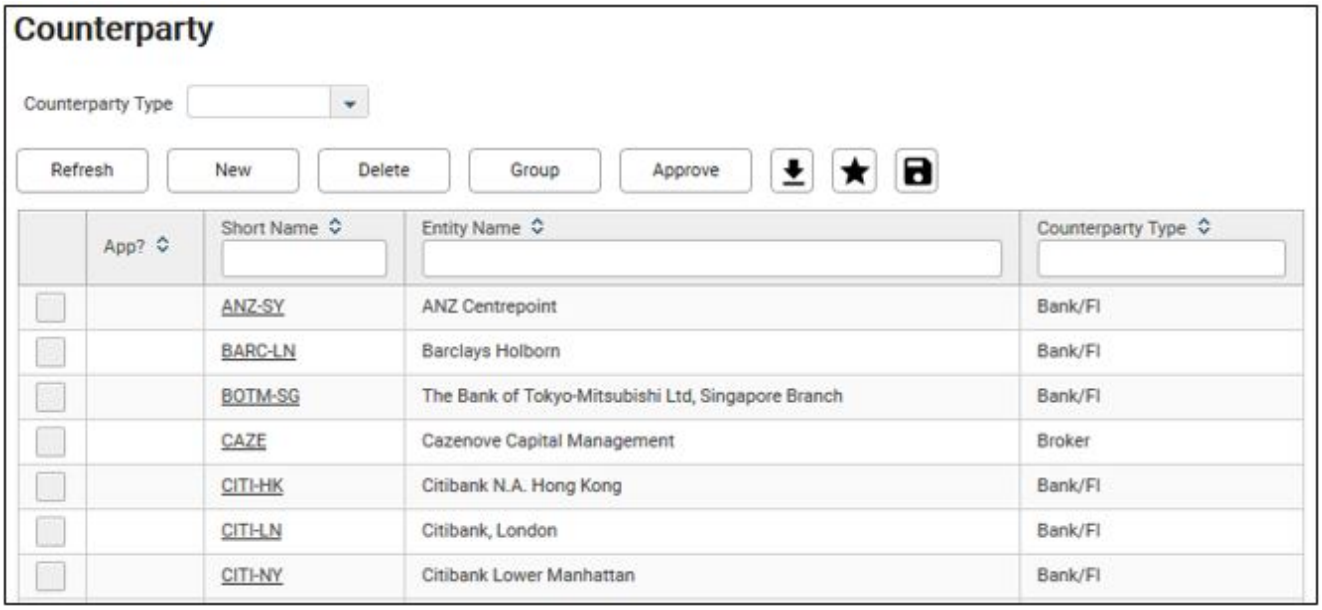
This is important because it allows the users to save time when printing or sending out confirmation letters to a counterparty.

PROCEDURE

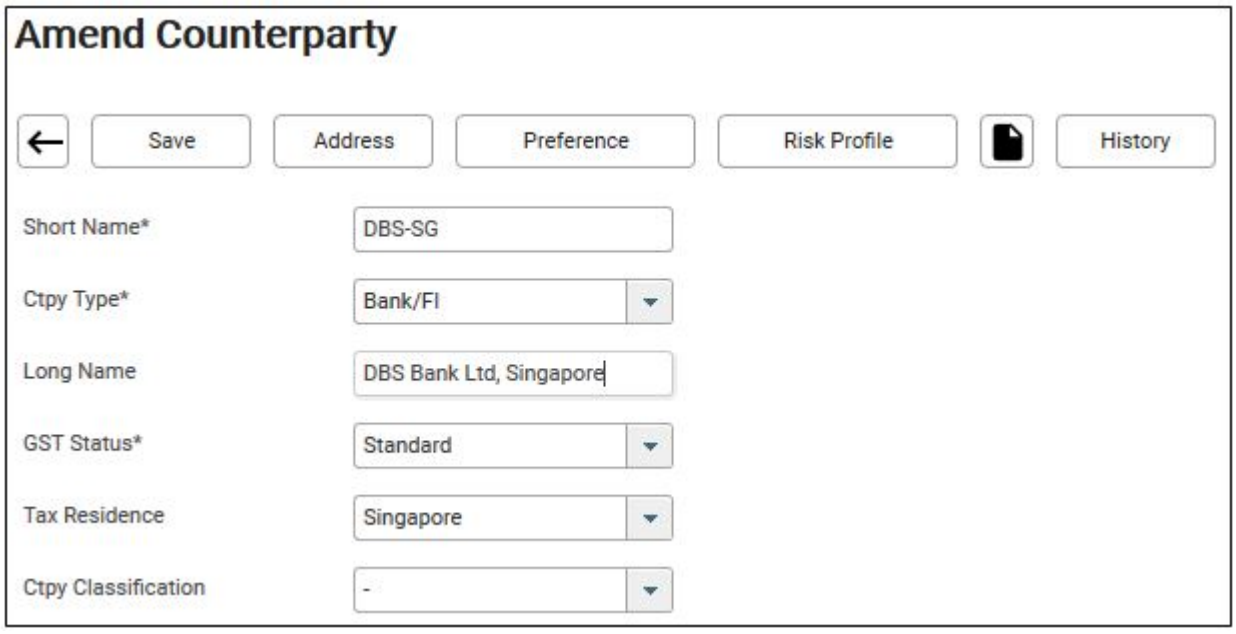
1. Select Set Up > Static > Counterparty.



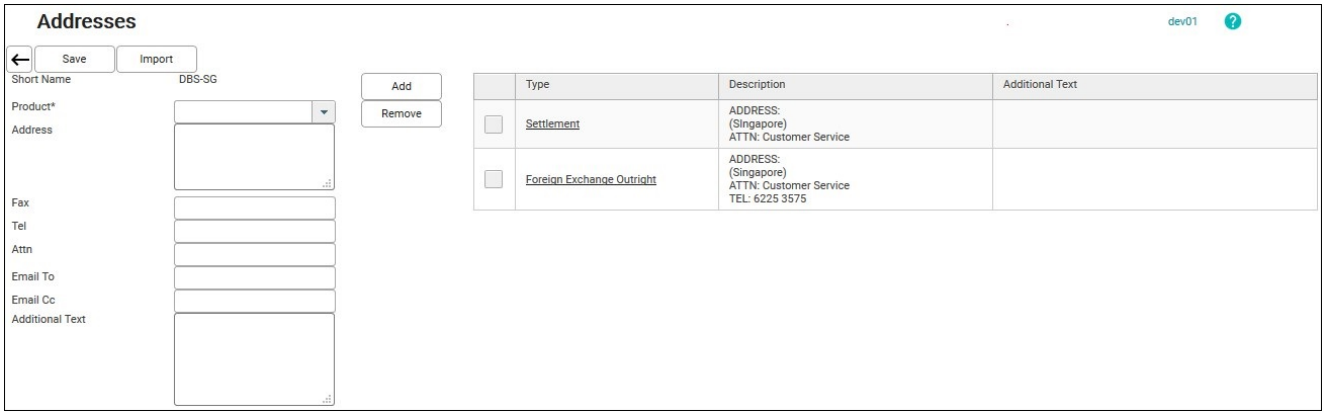
2. The Counterparty screen displays.



3. Click on the Short Name of the counterparty to maintain. In this example, DBS-SG will be chosen and the Amend Counterparty screen displays.



4. Click Address.



5. Fill in the fields on the left. In the Product field, Default will be chosen. This means that the values we will input will be seen in all confirmation letters that will be sent to counterparty DBS-SG. Note that there are other options in the dropdown, if you choose Money Market for example, then the values will only be reflected in money market confirmation letters only.

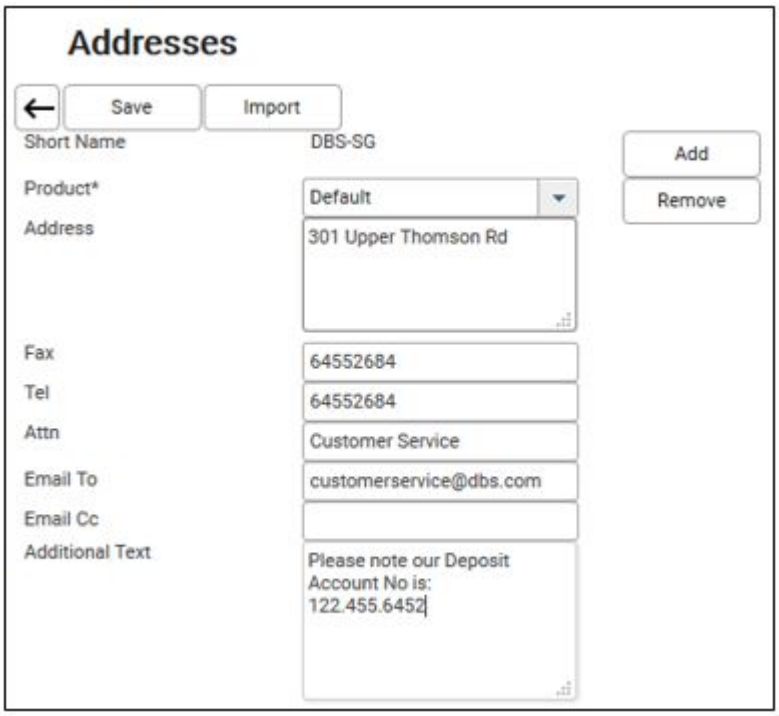


6. Input the Address, Fax number, Telephone Number in their respective fields if needed. All information typed in these fields will be reflected in all confirmation letters printed.

7. Type in a name in the Attn field, and email addresses in Email To and Email Cc as required.

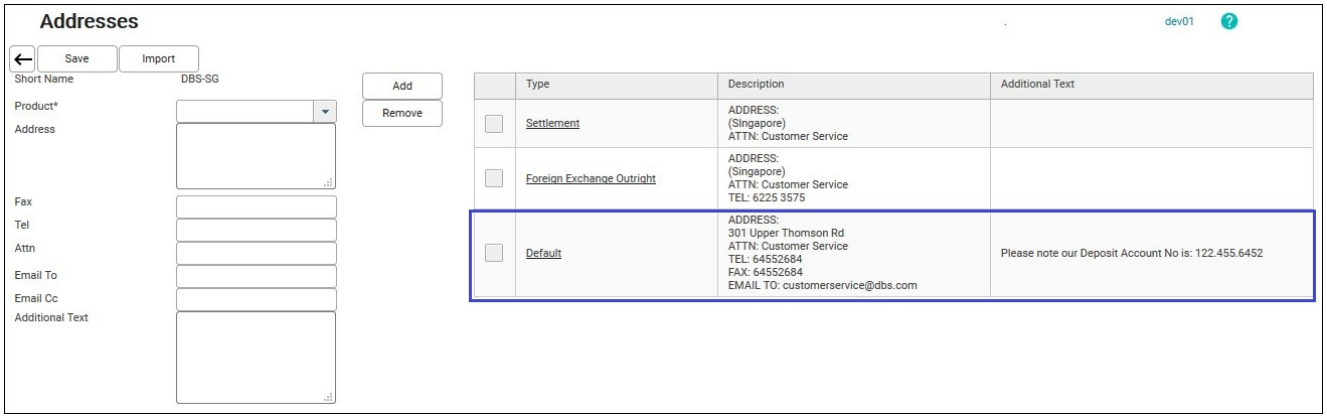
8. Input the text to be put in all confirmation letters of DBS-SG in the Additional Text field.

9. The screen below shows the information entered for counterparty DBS-SG.

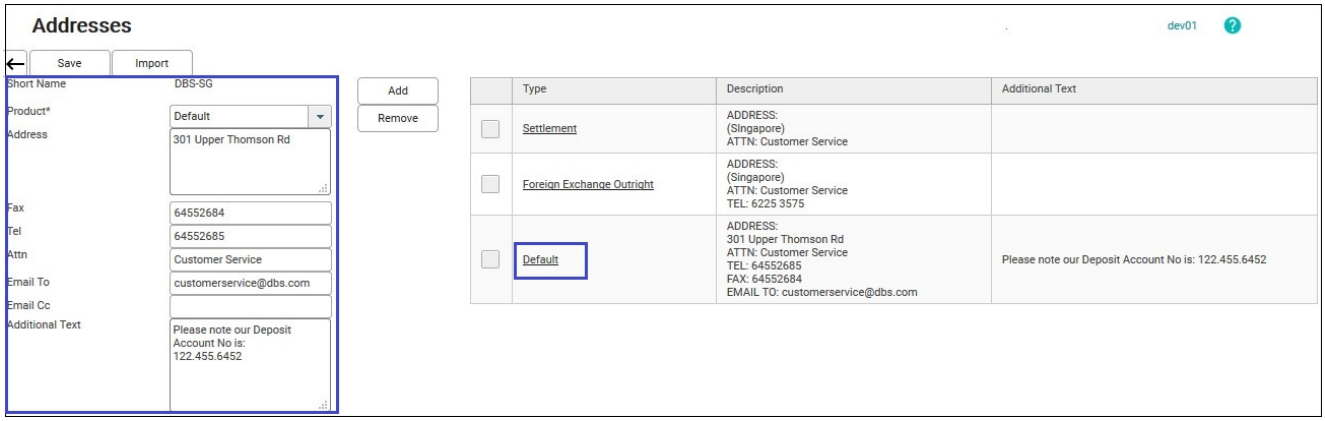


10. Click Add.

11. The values typed in will be moved to the right side of the screen.



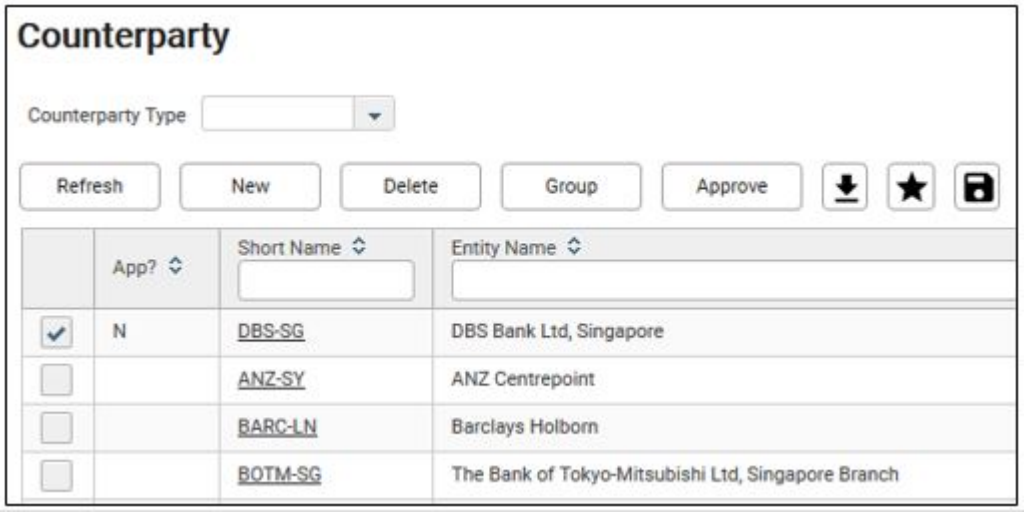
12. To edit the address added, click on the product type. E.g. Default. The details will be populated at the fields on the left side of the screen for you to edit.



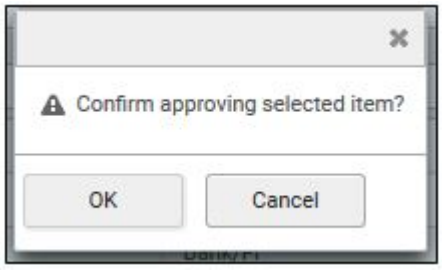
13. Make the necessary changes and click Add.

14. Click Save to save changes.

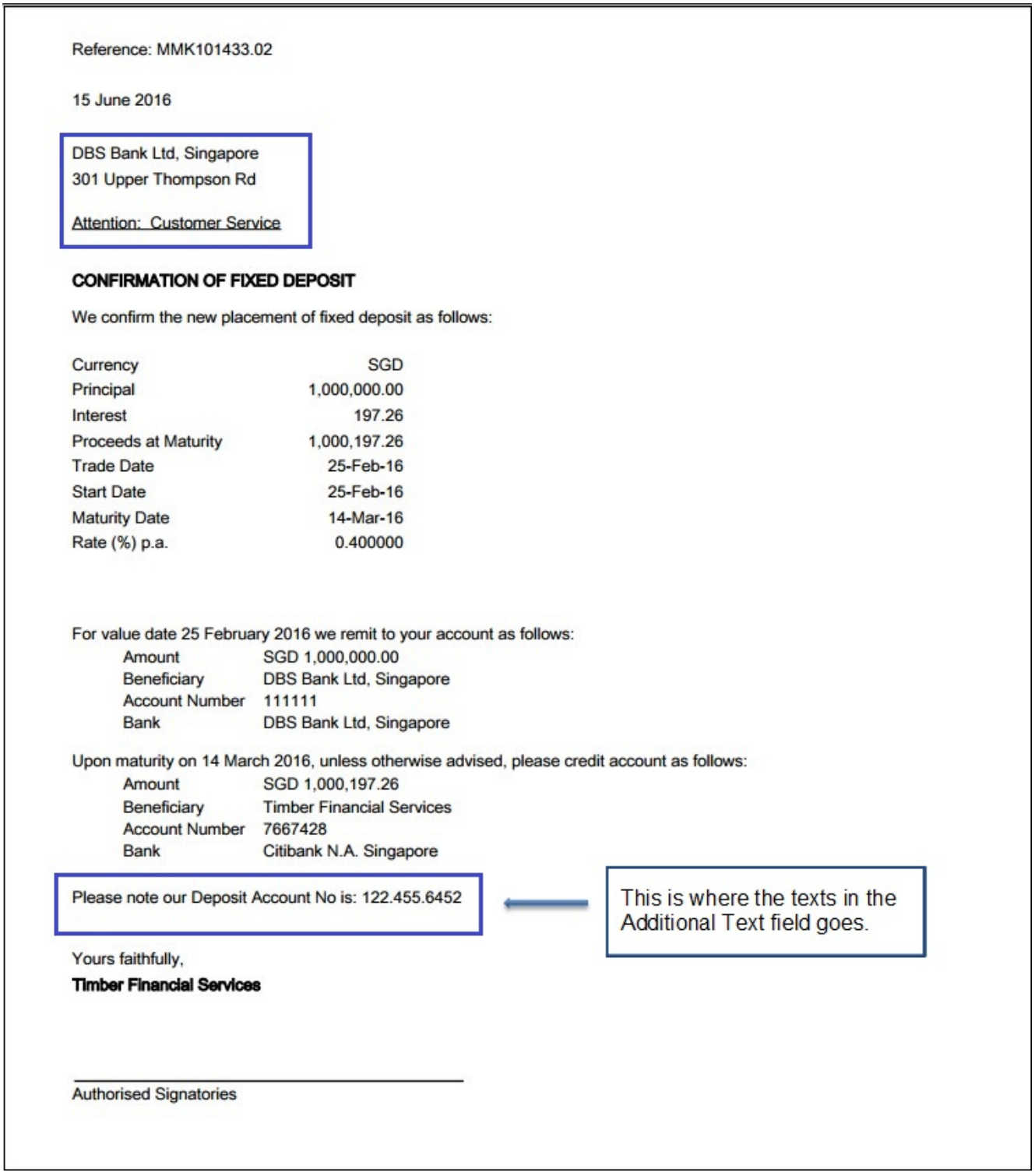
15. In order for the letters to be printed out with the information given, an approval is needed. To do that, click on the tick box beside the letter N in the Counterparty main menu.



16. Click Approve . A popup will appear, click OK.



17. When a confirmation letter is printed, the counterparty information set up will be included.



Reference: MMK101433.02

15 June 2016

DBS Bank Ltd, Singapore
301 Upper Thompson Rd

Attention: Customer Service

CONFIRMATION OF FIXED DEPOSIT

We confirm the new placement of fixed deposit as follows:

Currency	SGD
Principal	1,000,000.00
Interest	197.26
Proceeds at Maturity	1,000,197.26
Trade Date	25-Feb-16
Start Date	25-Feb-16
Maturity Date	14-Mar-16
Rate (%) p.a.	0.400000

For value date 25 February 2016 we remit to your account as follows:

Amount	SGD 1,000,000.00
Beneficiary	DBS Bank Ltd, Singapore
Account Number	111111
Bank	DBS Bank Ltd, Singapore

Upon maturity on 14 March 2016, unless otherwise advised, please credit account as follows:

Amount	SGD 1,000,197.26
Beneficiary	Timber Financial Services
Account Number	7667428
Bank	Citibank N.A. Singapore

Please note our Deposit Account No is: 122.455.6452

This is where the texts in the Additional Text field goes.

Yours faithfully,
Timber Financial Services

Authorised Signatories

RELATED INFORMATION

Money Market Confirmation

Foreign Exchange Confirmation

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
15-Jun-2016	Clarissa	Written. Formatted.
13-Apr-2018	Anuja	Updated instructions to edit address.
17-Aug-2018	Silpa	Updated step 1, 2 and screenshot of step 1, 2, 15.
08-Nov-2019	Lyra	Updated Screenshots.