

# Trade Request (W5)

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## **PURPOSE**

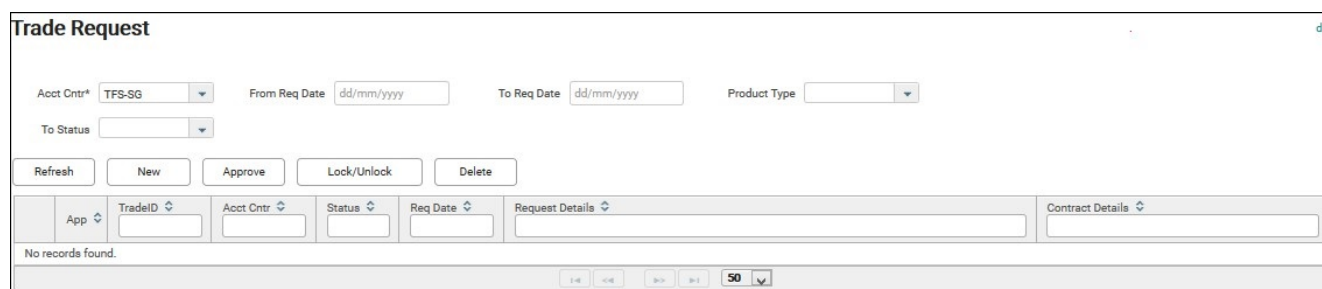
This document describes the procedure on how to create, amend, approve and process trade request for Money Market, Foreign Exchange and Contingent Liability - Issue Guarantee.

## **WHY IS THIS IMPORTANT?**

This allows subsidiaries or child entities to submit and approve trade request through the system so that the head office or parent entity can process the trade request. This process eliminates the need to use email or phone call to communicate the request.

## **PROCEDURE**

1. From the main menu, select Transaction > Trade Request. The screen below will be displayed.



The screenshot shows the 'Trade Request' interface. At the top, there are input fields for 'Acct Cntr\*' (set to 'TFS-SG'), 'From Req Date' (dd/mm/yyyy), 'To Req Date' (dd/mm/yyyy), and 'Product Type'. Below these is a 'To Status' dropdown. A row of buttons includes 'Refresh', 'New', 'Approve', 'Lock/Unlock', and 'Delete'. The main area contains a table with columns: 'App', 'TradeID', 'Acct Cntr', 'Status', 'Req Date', 'Request Details', and 'Contract Details'. The table is currently empty, with a message 'No records found.' at the bottom. A pagination bar at the very bottom shows '50' records per page.

2. To create a new request, click New. The New Trade Request screen will be displayed.



The screenshot shows the 'New Trade Request' screen. It features a 'Request Type' dropdown menu with a yellow background. Below the dropdown is a back arrow button.

3. Select the type of request from the dropdown field. The type of requests that you may create are as follows:

### Internal

- A. Money Market
- B. FX Outright
- C. Contingent Liability – Issue Guarantee

### Online

- D. FX Platform

4. The following are the detailed steps on how to create trade request for Money Market, Foreign Exchange and Contingent Liability – Issue Guarantee internally in CS Lucas system. For sending trade request to online FX platform, see [FX Platform – Trade Request](#).

### **A. Money Market**



1. Select Request Type as Money Market.
2. The following fields will be displayed.

### New Trade Request

Request Type Money Market

← Update

Acct Cntr\* TFS-SG

PortfolioID

Order Type\* Market

Limit

Valid To dd/mm/yyyy

Instructions

VDate\* dd/mm/yyyy

MDate\* dd/mm/yyyy

Transaction\*

Ccy\*

Amount\*

Narrative

3. Fill in the required fields characterised by an asterisk (\*).
4. Acct Cntr would have been defaulted to user accounting centre if there is default accounting centre set up. If not, it will be left blank. Select the accounting centre from the drop down field.
5. PortfolioID is optional. This is for information tagging only.
6. Select the Order Type.

Order Type	Remarks
Limit*	Request the order type to be based on a certain limit or interest rate.
Market	Request the order type to be based on market interest rate.

Note \*: If limit is selected, a limit can be specified at the Limit field. For example, specify the interest rate requirement for the money market trade.

7. Valid To field is to specify the validity of this trade request. This is optional.
8. If there is any instruction for this trade request, you may also input under the Instructions field.
9. Specify the VDate, which is the start date of the money market trade.
10. Specify the MDate, which is the maturity date of the money market trade.
11. Select the Transaction whether Lend/Place or Borrow/Loan.
12. Select the Ccy of the money market trade.
13. Input the Amount of the money market trade.
14. Narrative is optional. Input if any.

### New Trade Request

Request TypeMoney Market

←

Update

Acct Cntr\*

TFS-SG

PortfolioID

Order Type\*

Market

Limit

Valid To

dd/mm/yyyy

Instructions

VDate\*

18/04/2020

MDate\*

18/04/2020

Transaction\*

Lend/Place

Ccy\*

SGD


Amount\*

10000000

Narrative

## **B. FX Outright**

1. Select the Request Type as FX Outright.
2. The following fields will be displayed.

New Trade Request	
Request Type	FX Outright
	<input type="button" value="Update"/>
Acct Cntr*	TFS-SG
PortfolioID	
Order Type*	Market
Limit	
Valid To	dd/mm/yyyy
Instructions	
VDate*	dd/mm/yyyy
Transaction*	-
Ccy*	
Amount*	
Against*	SGD
Narrative	

3. Fill in the required fields characterised by an asterisk (\*).
4. Acct Cntr would have been defaulted to user accounting centre if there is default accounting centre set up. If not, it will be left blank. Select the accounting centre from the drop down field.
5. PortfolioID is optional. This is for information tagging only.
6. Select the Order Type.

Order Type	Remarks
Limit*	Request the order type to be based on a certain limit or exchange rate.
Market	Request the order type to be based on market exchange rate.

Note \*: If limit is selected, a limit can be specified at the Limit field. For example, specify the exchange rate requirement for the foreign exchange trade.

7. Valid To field is to specify the validity of this trade request. This is optional.

8. If there is any instruction for this trade request, you may also input under the Instructions field.

9. Specify the VDate, which is the value date of the foreign exchange trade.

10. Select the Transaction whether Buy or Sell.

11. Select the Transaction Buy/Sell Ccy of the foreign exchange trade.

12. Input the Transaction Amount of the foreign exchange trade.

13. Select the Against Ccy/ counter ccy of the foreign exchange trade.

14. Narrative is optional. Input if any.

### New Trade Request

Request Type FX Outright

← Update

Acct Cntr\* TFS-SG

PortfolioID

Order Type\* Market

Limit

Valid To dd/mm/yyyy

Instructions

VDate\* 16/03/2020

Transaction\* Buy

Ccy\* USD

Amount\* 1,000,000.00

Against\* SGD

Narrative

### C. Contingent Liability - Issue Guarantee

1. Select the Request Type as Contingent Liability.
2. The following fields will be displayed.

### New Trade Request

Request Type Contingent Liability

[←](#) [Update](#)

Acct Cntr\* TFS-SG

PortfolioID

Valid To dd/mm/yyyy

Instructions

Type\*

Ccy\* SGD

Amount\*

Start Date\* dd/mm/yyyy

End Date\* dd/mm/yyyy

Beneficiary\*

On Behalf

Narrative

3. Fill in the required fields characterised by an asterisk (\*).
4. Acct Cntr would have been defaulted to user accounting centre if there is default accounting centre set up. If not, it will be left blank. Select the accounting centre from the drop down field.
5. PortfolioID is optional. This is only for information tagging purposes only.
6. Valid To field is to specify the validity of this trade request. This is optional.
7. If there is any instruction for this trade request, you may also input under the Instructions field.
8. Select the Type as Issue.
9. Select the Ccy of the Contingent Liability trade.



10. Select the Amount of the Contingent Liability trade.
11. Specify the Start Date and End Date of the Contingent Liability trade.
12. Input the Beneficiary.
13. Select the On Behalf accounting centre for this Contingent Liability trade.
14. Narrative is optional. Input if any.

### New Trade Request

Request Type

Contingent Liability

←

Update

Acct Cntr\*

TFS-SG

PortfolioID

Valid To

dd/mm/yyyy

Instructions

Type\*

Issue

Ccy\*

SGD

Amount\*

10,000,000.00

Start Date\*

15/02/2016

End Date\*

15/02/2018

Beneficiary\*

XYZ Pte Ltd

On Behalf

TGL-SG

Narrative

15. When completed, click Update.
16. You will be returned to Trade Request main screen.
17. Select the Accounting Centre and click Refresh to view the list of trade requests.

**Trade Request**

Acct Cntr\*  From Req Date  To Req Date  Product Type

To Status

	App	TradeID	Acct Cntr	Status	Req Date	Request Details	Contract Details
<input type="checkbox"/>	N	<a href="#">REQ100001.00</a>	TFS-SG	Open	25 Nov 2019	Issue SGD 10,000,000.00 to XYZ Pte Ltd on behalf of TGL-SG from 15 Feb 2016 to 15 Feb 2018.	
<input type="checkbox"/>	N	<a href="#">REQ100002.00</a>	TFS-SG	Open	25 Nov 2019	Buy USD 1,000,000.00 against SGD for value 16 Mar 2020.	
<input type="checkbox"/>	N	<a href="#">REQ100003.00</a>	TFS-SG	Open	25 Nov 2019	Lend SGD 10,000,000.00 from 18 Apr 2020 to 18 Apr 2020.	

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18. New trade request will be in open status and not approved.

19. Before approve the trade request, the trade request can be locked. To lock it, select the checkbox on the left of the Trade ID and click Lock/Unlock. The status of the trade request will change to "Locked". Locked request cannot be deleted.

20. If you need to amend the trade request, click on the Trade ID to amend.

Note: A locked trade request cannot be amended and must be unlocked. To unlock, select the checkbox of the trade ID and click Lock/Unlock. The status will change to "Open" again.

21. Make the necessary change in the Amend Trade Request screen and click Update when done.

### Amend Trade Request

TradeID	REQ100003.00
Request By	dev01@12dl2d.com
Approved By	(Unapproved)
Request Date	25/11/2019
Acct Cntr*	TFS-SG ▾
PortfolioID	▾
Order Type*	Market ▾
Limit	
Valid To	dd/mm/yyyy
Instructions	
VDate*	18/04/2020
MDate*	18/04/2020
Transaction*	Lend/Place ▾
Ccy*	SGD ▾
Amount*	10,000,000.00
Narrative	

22. If you wish to reject the trade request, click the Reject button in the Amend Trade Request screen. Once the trade request has been rejected, you can reopen by drilling down to the Amend Trade Request screen.

23. After amendments are updated, the trade request will requires approval again. Tick on the checkbox for the Trade ID to approve and click Approve.

24. Once approved, you will able to process the trade request. Click on the Process link under the Contract Details.

Trade Request

Acct Cntr\* TFS-SG

From Req Date dd/mm/yyyy

To Req Date dd/mm/yyyy

Product Type

To Status

Refresh

New

Approve

Lock/Unlock

Delete

	App	TradeID	Acct Cntr	Status	Req Date	Request Details	Contract Details
<input type="checkbox"/>		REQ100001.00	TFS-SG	Open	25 Nov 2019	Issue SGD 10,000,000.00 to XYZ Pte Ltd on behalf of TGL-SG from 15 Feb 2016 to 15 Feb 2018.	<a href="#">Process</a>
<input type="checkbox"/>		REQ100002.00	TFS-SG	Open	25 Nov 2019	Buy USD 1,000,000.00 against SGD for value 16 Mar 2020.	<a href="#">Process</a>
<input type="checkbox"/>		REQ100003.02	TFS-SG	Open	25 Nov 2019	Lend SGD 10,000,000.00 from 18 Apr 2020 to 18 Jul 2020.	<a href="#">Process</a>

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25. System will redirect you to the transaction booking screen. In this example, New Money Market screen.

## New Money Market

Settle'm Bank  
[Check Compliance](#)

Processing Money Market Request: Valid:Till Cancelled Limit:Market

Discount ☐

Transaction\*

Accounting Centre\*

TDate\*

VDate\*

MDate\*

Ccy\*

Amount\*

Interest Rate\*

Interest\*

Accruals

Facility\*

Counterparty ID

Portfolio

Show Advance Fields ☐

Rollover Tenor\*

Indicative Repay Date\*

Show WHT Fields ☐

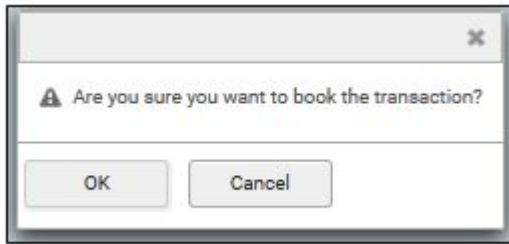
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Comparative Quotes

Counterparty	Rate %
No records found.	

26. The information as per the trade request will be populated in the respective fields in New Money Market screen. Fill out the rest of the required fields like interest rate, interest and facility and click Book. Other fields are optional but you may input if any.

27. A popup appears, click OK to confirm.



28. You will be returned to the Trade Request main screen. Note that the trade request is now processed. Contract Details will be updated with the trade ID with the booked rate and counterparty information.

**Trade Request**

Acct Cntr\* TFS-SG From Req Date dd/mm/yyyy To Req Date dd/mm/yyyy Product Type

To Status




Refresh New Approve Lock/Unlock Delete

	App	TradeID	Acct Cntr	Status	Req Date	Request Details	Contract Details
<input type="checkbox"/>		REQ100001.00	TFS-SG	Open	25 Nov 2019	Issue SGD 10,000,000.00 to XYZ Pte Ltd on behalf of TGL-SG from 15 Feb 2016 to 15 Feb 2018.	<a href="#">Process</a>
<input type="checkbox"/>		REQ100002.00	TFS-SG	Open	25 Nov 2019	Buy USD 1,000,000.00 against SGD for value 16 Mar 2020.	<a href="#">Process</a>
<input type="checkbox"/>		REQ100003.03	TFS-SG	Processed	25 Nov 2019	Lend SGD 10,000,000.00 from 17 Apr 2020 to 17 Jul 2020.	<a href="#">1.430000/DBS-SG/MMK100023.00</a>

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29. Once processed, the trade request can no longer be amended or deleted. However, you can amend it at the Transaction screen. Click on the Contract Details hyperlink, the Amend Money Market screen will be displayed.

## Amend Money Market



Settle'm Bank

[Check Compliance](#)

Discount ☐

Trade ID MMK100023.00

Transaction\*

Accounting Centre\*

TDate\*


VDate\*

MDate\*


Ccy\*

Amount\*

Interest Rate\*

Interest\*  

Accruals

Facility\*   Available:SGD 20.00m ( 100.0%)

Counterparty ID DBS-SG

Soft Amend

Portfolio

Transaction Type

Projects

Our Dealer

Ctpy Dealer

Ctpy Reference

Broker

Brokerage

Narrative

Skip Holidays ☐

30. Make the changes accordingly. Amendment to the fields before the Soft

Amend button are hard amend which involves amendment to the contractual details. Fields below the Soft Amend button are non-contractual details. In this example, the amount will be changed to 8,000,000.

31. Click Update.

32. You will be returned to Trade Request main screen. The Contract Details will show as [Amended].

**Trade Request**

Acct Cntr\* TFS-SG From Req Date dd/mm/yyyy To Req Date dd/mm/yyyy Product Type

To Status

Refresh New Approve Lock/Unlock Delete

App	TradeID	Acct Cntr	Status	Req Date	Request Details	Contract Details
<input type="checkbox"/>	REQ100001.00	TFS-SG	Open	25 Nov 2019	Issue SGD 10,000,000.00 to XYZ Pte Ltd on behalf of TGL-SG from 15 Feb 2016 to 15 Feb 2018.	Process
<input type="checkbox"/>	REQ100002.00	TFS-SG	Open	25 Nov 2019	Buy USD 1,000,000.00 against SGD for value 16 Mar 2020.	Process
<input type="checkbox"/>	REQ100003.03	TFS-SG	Processed	25 Nov 2019	Lend SGD 10,000,000.00 from 17 Apr 2020 to 17 Jul 2020.	[Amended]1.430000/DBS-SG/MMK100023.01

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33. To delete a trade request, select the checkbox of the trade request to delete and click Delete. Only open or rejected trade request can be deleted.

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[FX Platform - Trade Request](#)

[Trade Request for Money Market Rollover](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2010	-	Created
11-Apr-2016	Clarissa	Rewritten. Reformatted.
23-Dec-2016	T5	Updated.
4-Jun-2018	Anuja	Updated instruction for sending trade request to online FX platform.
10-Dec-2018	T5	Updated trade request for money market rollover in Related Information.
25-Nov-2019	Lyra	Updated Screenshots.