# TradeServ User Guide

June 2022

# 1.0 Introduction

1. TradeServ is the product of our strategic technology vision to consolidate our post trade services onto one modern cloud enabled platform that will improve service delivery and the customer experience. This platform will replace DSMatch for credit confirmation and uses cloud infrastructure to improve service delivery.

2. The cloud and modern system architecture aim to deliver higher levels of flexibility, customization and utility. Improvements customers can expect include:

- Easier access to your data to enable better trade and risk analytics.

- More flexible choices for integrating your trade and risk systems to MarkitSERV.

- Faster service updates in response to changing regulation and industry needs.

- Seamless connectivity to the new Trade Information Warehouse developed by DTCC.

3. With the decommissioning of DSMatch, the DSMatch platform is going to be decoupled into TradeServ and TIW with TradeServ being the new trade confirmation platform and TIW remaining as the platform that performs payment, settlement, event processing and adherence services
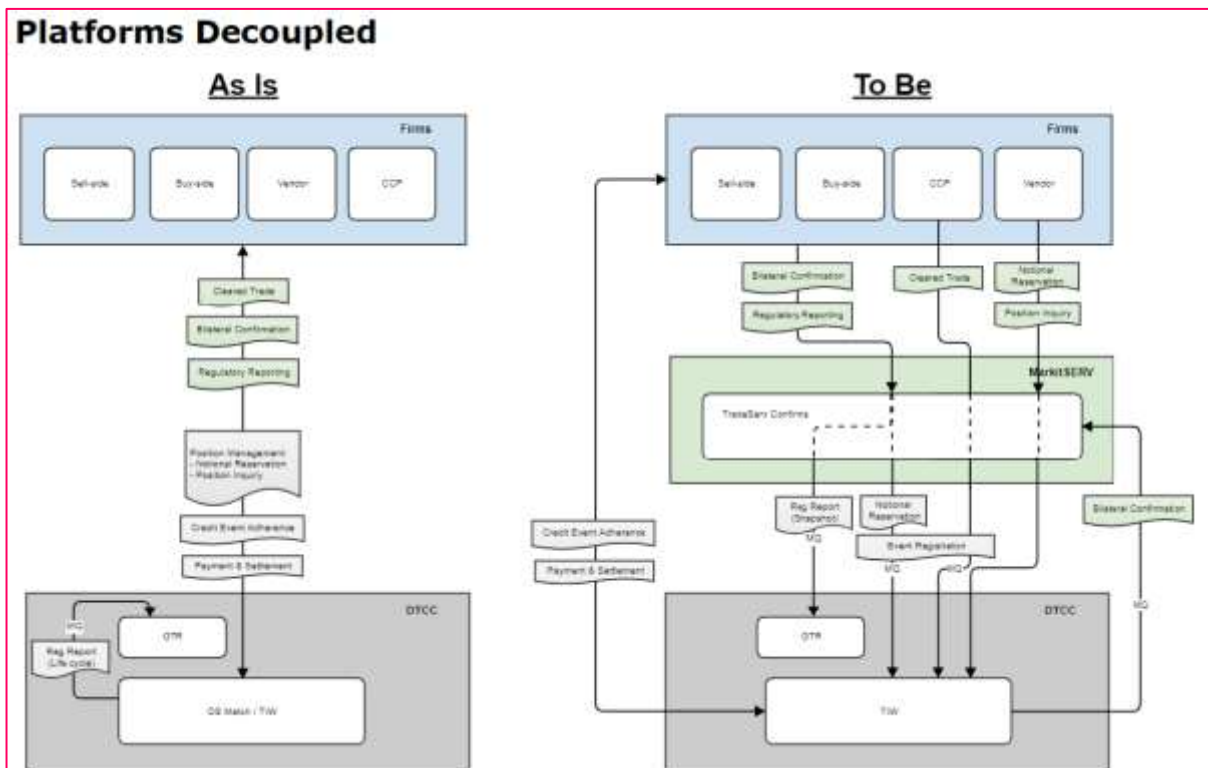


4. This document will cover the functionality and guide for the TradeServ platform.

# 2.0 Getting Started

This section covers information regarding the user login functionality and the GUI feature of TradeServ.

## 2.1 Logging into TradeServ

The Production environment is used to submit, update and view real-world transactions. The UAT environment is used to test implementations of computer-to-computer connections; new releases of the software and spreadsheet uploads.

The URLs for TradeServ are below.

<div align="center">

https://connect.markitserv.com/ - Production.

https://uat-tradeserv.connect.markitserv.com - UAT.

</div>

We have transitioned away from our existing authorization process to Secure Access Management (SAM). SAM is a Shared Service providing unified authentication to multiple IHS Markit Applications. SAM will be the new User Authenticator on TradeServ

To support the transition over to SAM, please make sure you can open the SAM URL via your preferred browser.
If you are unable to open the SAM URL, you will need to whitelist the address listed below.
This will ensure access to TradeServ is not interrupted:
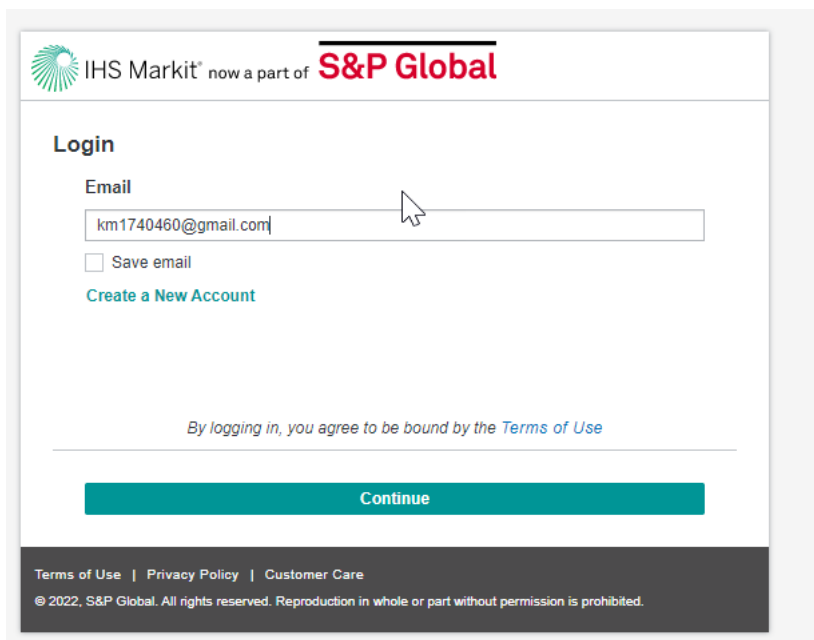https://login.ihsmarkit.com

## 2.2 Login Process for New Users

When a new account is created, the following process is followed:
- A user will get an email stating that fact with the user's email address and a link to the environment.
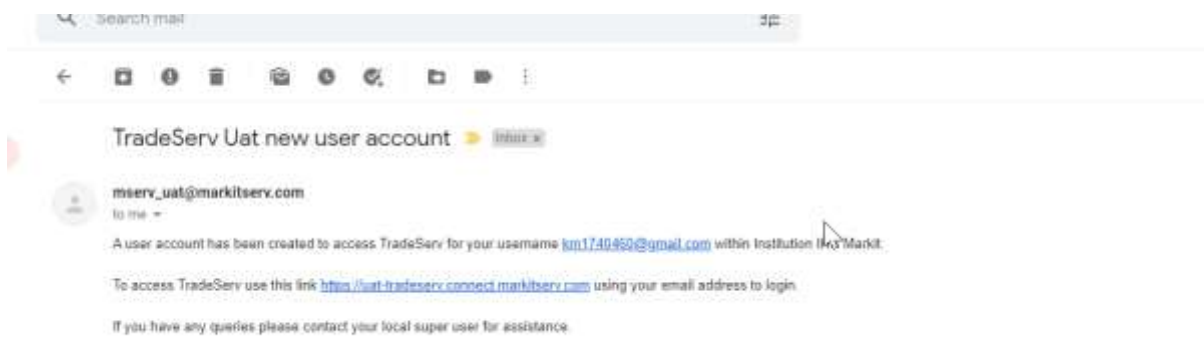


- The user will click on that environment URL, the user will be asked to type in their email address, hit Continue and get a prompt to send an activation code.

- Once the activation code is sent to the email in question, the user will copy and paste that activation code in the dialogue box and hit Continue

- The user will then be asked to create a password based on the criteria to the right and confirm it

- The user will then login using that password



## 2.3 Login Process for Existing Users

For an existing user, in order to reset their password, they need to do the following:
- Enter your email address
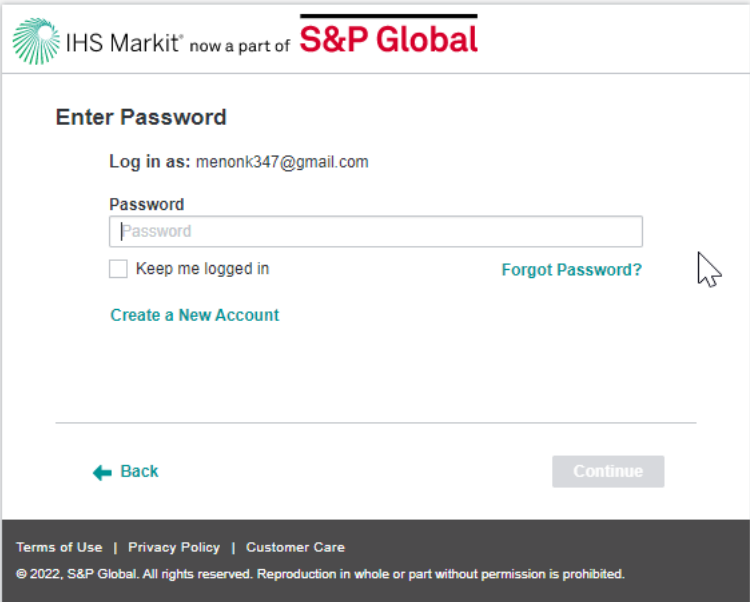
- The user will then go to the next page and hit Forgot Password, and get a prompt to send an activation code
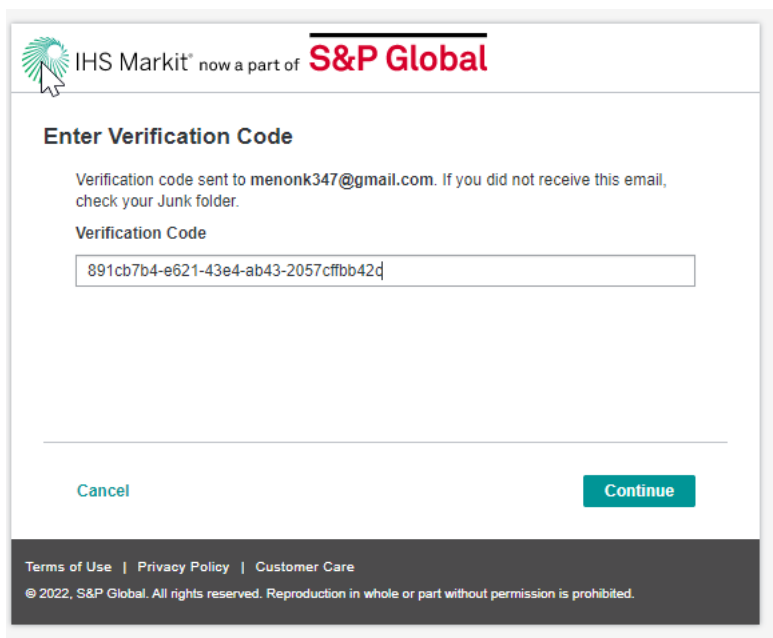


- User will get a prompt to send a password reset code to their email address

- Once the activation code is sent to the email in question, the user will copy and paste that activation code in the dialogue box and hit Continue

he user will then be asked to create a password based on the criteria to the right and confirm it



- The user will then login using that password

## 2.4 Login Issue Resolution

Federated Clients
- If your firm is already registered for Single Sign On (federated access) with SAM, TradeServ will re-direct you to your own company's log in page
- Users who use a Single Sign on process in their organizations should always ensure that the email they request a user to be setup with at TradeServ is the same domain as their corporate login (e.g., if a user has a @megabank.com and a @mega.com email, if they use @megabank.com to login to their computer, that is what their email at TradeServ should be setup with)
- If you have never used SAM before you will need to be added to the correct Active Directory Group at your firm to enable SAM Single Sign On.

Non-Federated Clients
- To ensure successful receipt, please add the email address IHSMarkit@ihsmarkit.com to your safe senders list

Other Considerations
- IP whitelisting may be required for SAM emails, the static IPs are as follows: 54.240.86.166 and 54.240.86.167
- Contact your IT Department and let them know that the new SAM system uses Amazon AWS SES to send emails, with a DKIM Certificate to authenticate us as IHS Markit. The emails will originate from an email address with the domain: amazonses.com.
- IP Whitelist may be required for the new ranges the emails may originate from. They are, as follows:
- ip4:199.255.192.0/22 ip4:199.127.232.0/22 ip4:54.240.0.0/18 ip4:69.169.224.0/20 ip4:76.223.180.0/23 ip4:76.223.188.0/24 ip4:76.223.189.0/24 ip4:76.223.190.0/24 -all

.

## 2.5 User Settings

Users can adjust their settings by selecting the "SETTINGS" button from MY APPS on the left-hand side of the screen.
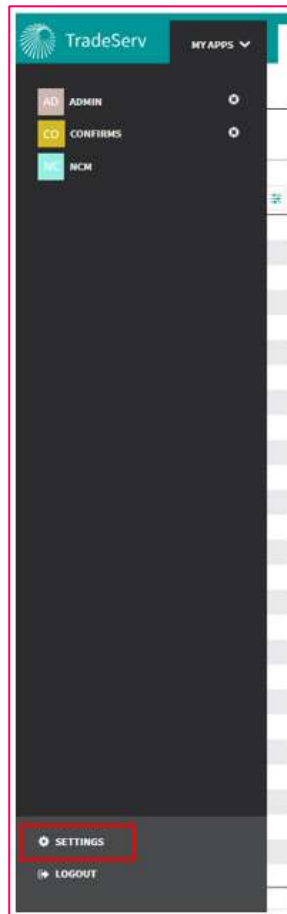


The user will be able to configure the settings for the below in RED for their Locale, Timezone, the ability to show Notifications and where on the GUI it would be shown.

## 2.6 GUI Customization

TradeServ offers many GUI features which provide customization and flexibility to meet user needs. The below section highlights these features.

### 2.6.1 Workspace Page and Dashboard

Once the user successfully logs in to TradeServ and opens the Confirms application, the user will arrive on the credit workspace page with a defaulted view as per below.

The user will be able to see a dashboard when they point the cursor to the left-hand side of the screen. This dashboard will give an overview of the total number of trades for each status.

The user can also pin the dashboard on the workspace by clicking [📌] and the dashboard will remain open throughout the user session.



The user can also filter the trades according to the status by clicking the desired status on the dashboard.
For example, if the user wishes to see only the "Alleged" trades, the user should click on "ALLEGED" on the dashboard.

### 2.6.2 Adding/Removing Column Header

The workspace page will provide users with a defaulted view with default column headers. If users wish to see alternative column headers, they can add/remove specific columns into the blotter. This is achieved by following the below steps:

1. Click on the wrench or spanner icon on the upper right-hand side of the screen.
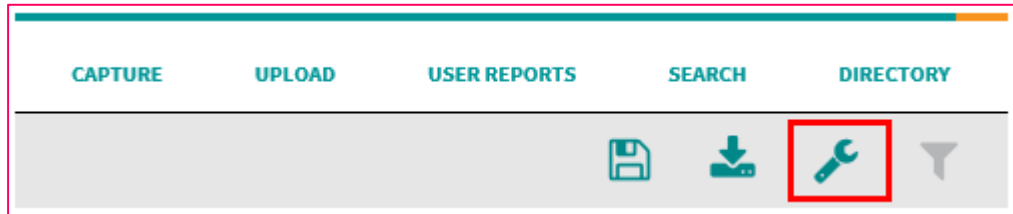


2. The "Column Configuration" window will pop up as per below.
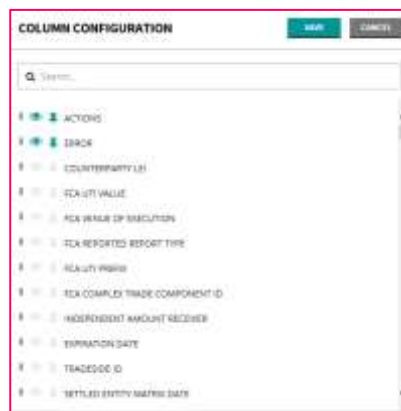


3. The user will type in the name of the column in the search box and it will show all fields that match the typed name.

4. There are two icons located next to each column header name.

   -**Eye icon**  → Click this to show the field in the blotter.

   -**Pin icon**  → Click this to pin the field to the left or right. 
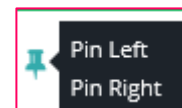
5. Once the  is selected and the user has clicked save, the field will appear in the blotter.
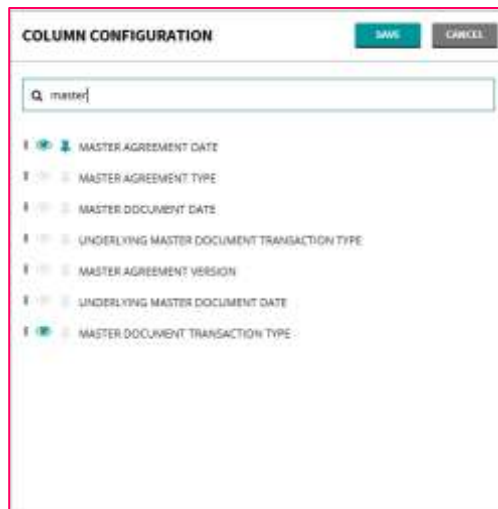
If the "Pin Left" is selected, the column position will be fixed. If users wish to move the column they will need to 'unpin' it.
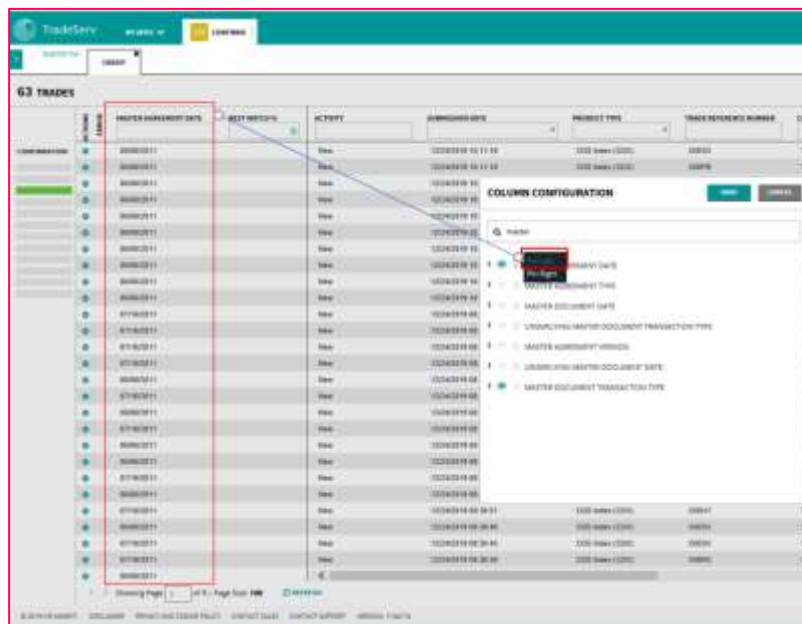


6.  If the user does not wish to see a column header in the blotter, this can be done by unselecting the eye icon as per below and click save.
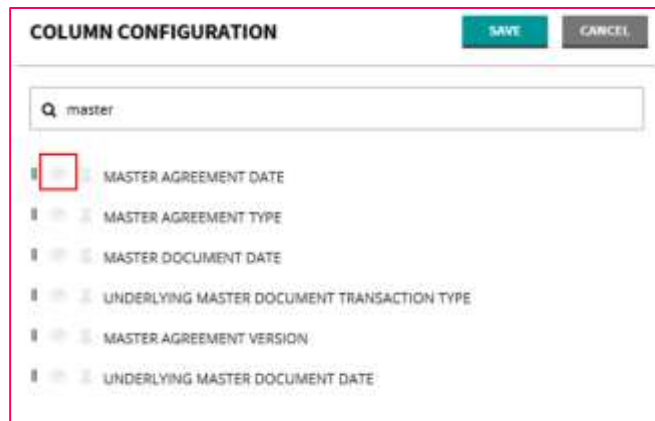
### 2.6.3 Column Positioning

The column positions can be moved if needed. The user will need to select and hold the column headers and drag it to the desired position.



### 2.6.4 Column Filtering

Users will be able to apply filters to trade searches within their workspaces.

Majority of the fields can be filtered by the desired value. There are 3 types of filters available depending on the individual columns.

1. Drop Down Filter – Once the user ticks the box for the required filter, the user will click "APPLY" to apply the filter.
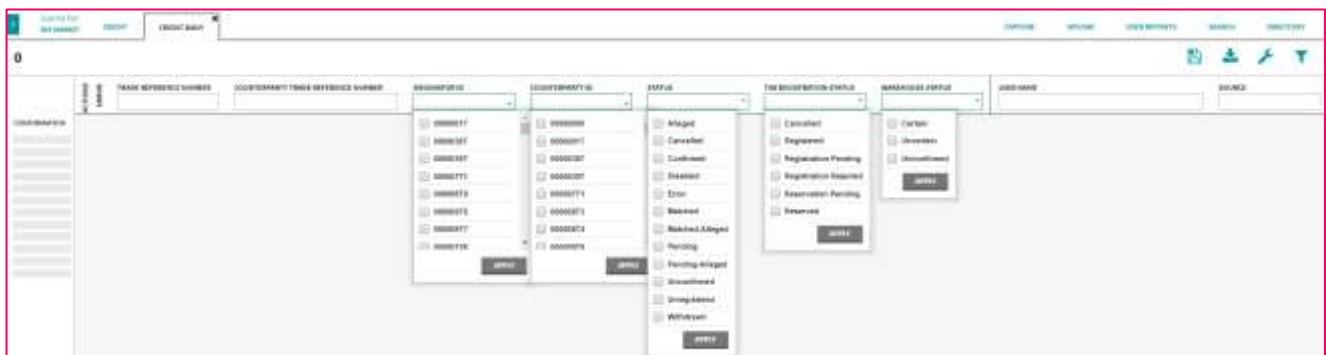
2. Submission Date Filter – The date can be selected in a pre-defined range or a custom range.



3. Free Form Text Filter – Type in the value in the search box and the text value will be filtered.
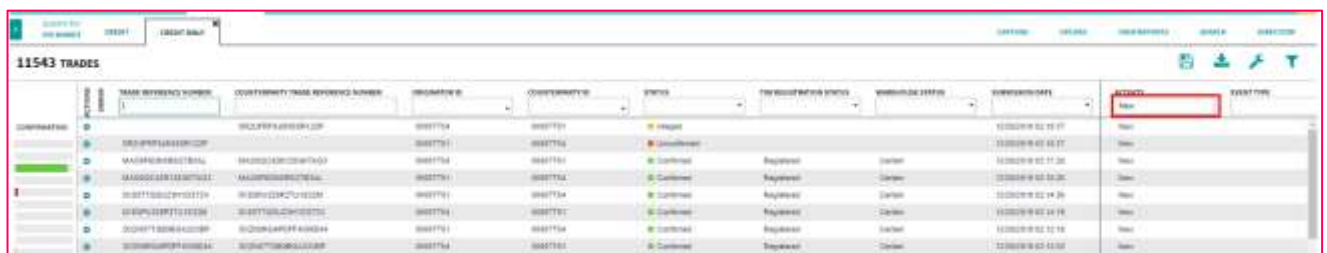


4. Contains, Equals or Multiple Trade Search – In the Trade Reference Number column a user can click on the funnel icon and can decide if they want to select a trade reference number that contains a certain value, is equal to a value or multiple trade IDs
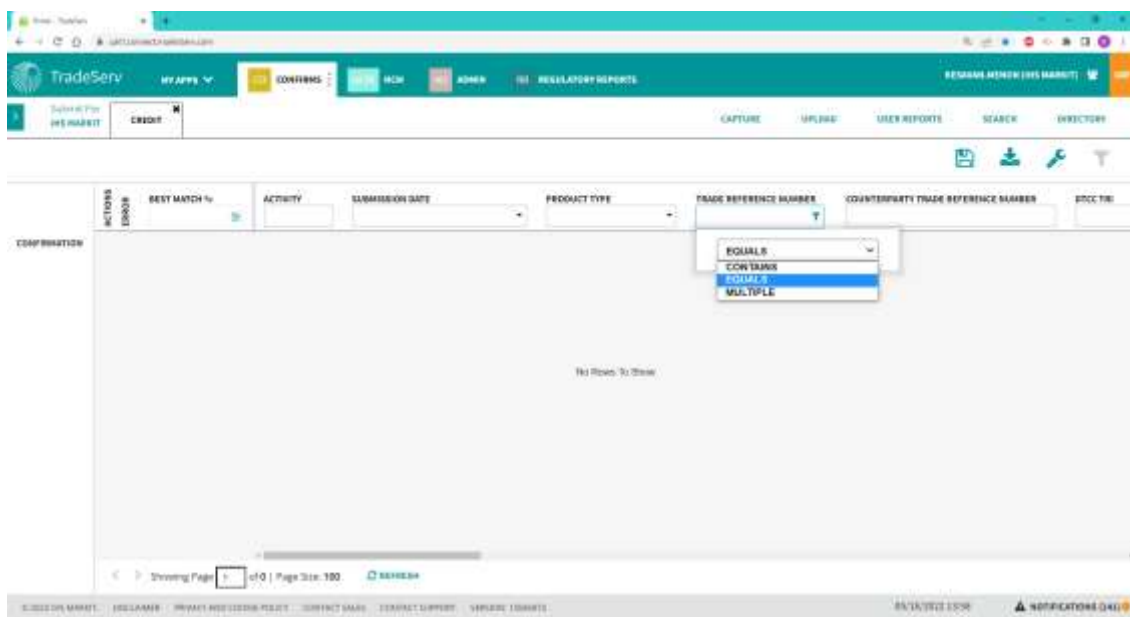
## 2.6.5 Clearing Filters

Once the user has applied the filters, all the filter criteria will show in the funnel icon [ icon ] on the top right-hand side of the screen.

The user can remove individual filters by clicking the cross icon [ icon ] . If the user wants to remove all the filters from the workspace, the user can click "Clear All Filters".
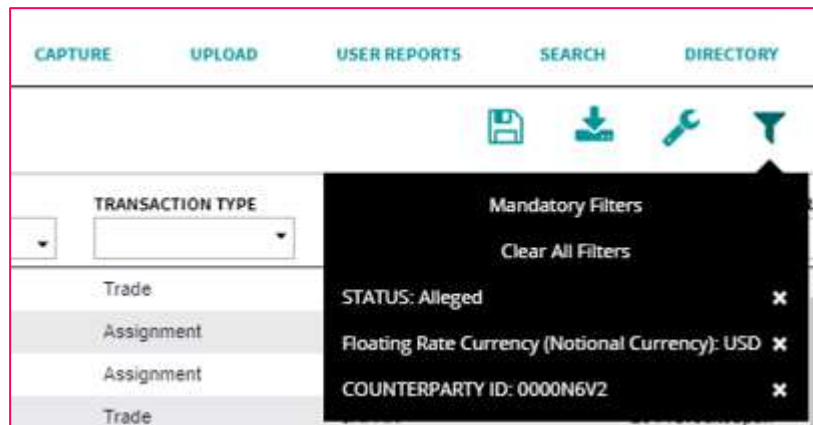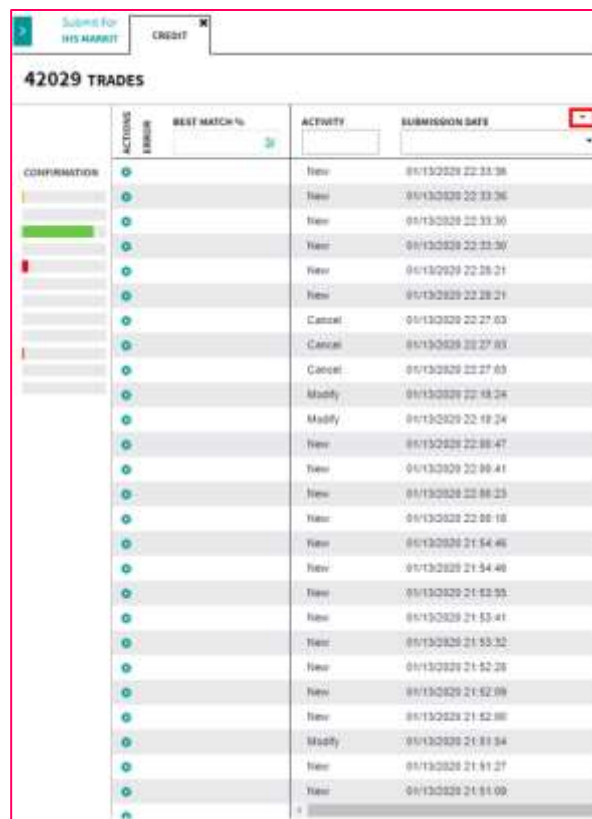


## 2.6.6 Column Sorting

User are also able to perform sorting on individual columns by clicking on the column header.

E.g.:

If the user wishes to sort by the submission date, the user can click on the column header. The column will show the direction of the sorting with the indication of downward icon [ icon ] or upward icon [ icon ] .

## 2.6.7 Save/Modify/Delete Workspace
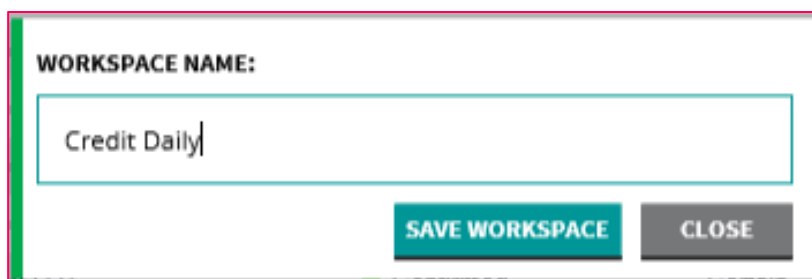
Once users have customized their workspaces by adding/removing/positioning/filtering the columns that they wish to see daily, the customized view workspace can be saved. The user can reopen the same view by selecting the saved workspace from the 'Favorites' section. Note there can only be up to 10 workspace tabs opened at once.

    Step:
        1.    Click on the floppy disk icon on the upper right-hand side of the screen.



        2.    Enter a recognizable workspace name and click on "SAVE WORKSPACE".

3. The saved workspaces are accessible within the 'FAVORITES section. Click on [>] , on the upper left-hand side of the screen.



The saved workspaces will be shown as below.
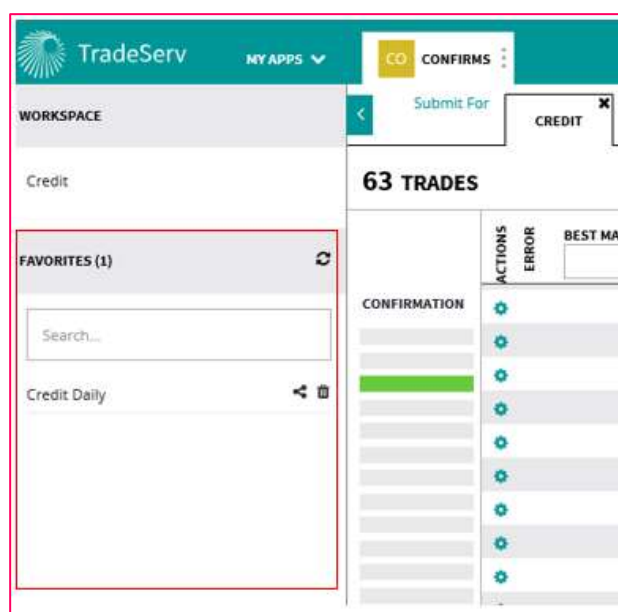


4. If the user wishes to modify existing workspaces, the user should open the workspace in question, modify to the desired view and click on the floppy disk icon [💾] to save the workspace.

5. If the user wishes to delete a workspace, the user needs to click on the bin icon as per below.

1.
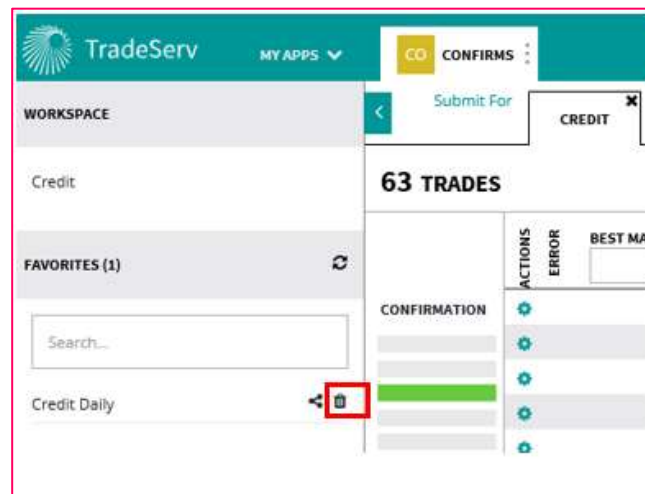


6. The user will be prompted with a confirmation window upon deletion of the workspace. If the user selects "YES", the workspace will be deleted from their 'Favorites'.
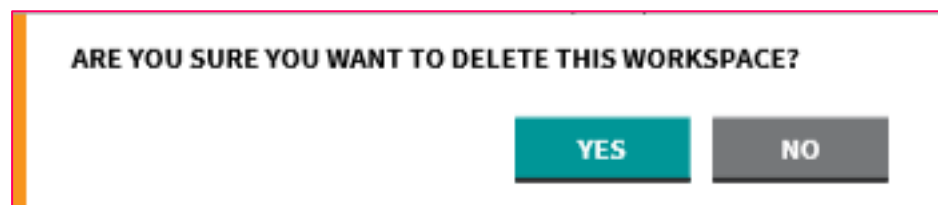


## 2.6.8 Sharing Workspace

If a user has a saved workspace and wishes to share it with a colleague who is in the same functional group, the user can do so via the below steps.

1. Select the workspace they wish to be shared and click on the share icon  .
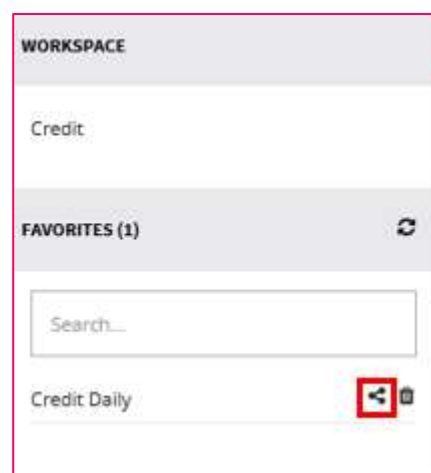
2. A 'Share Workspace' window will appear. Once the user clicks on the drop down, the user will be able to see all the users within the same functional group. Once the user is selected, the user can click on "Apply".

SHARE WORKSPACE

Share with _____ ▼

CLOSE    APPLY
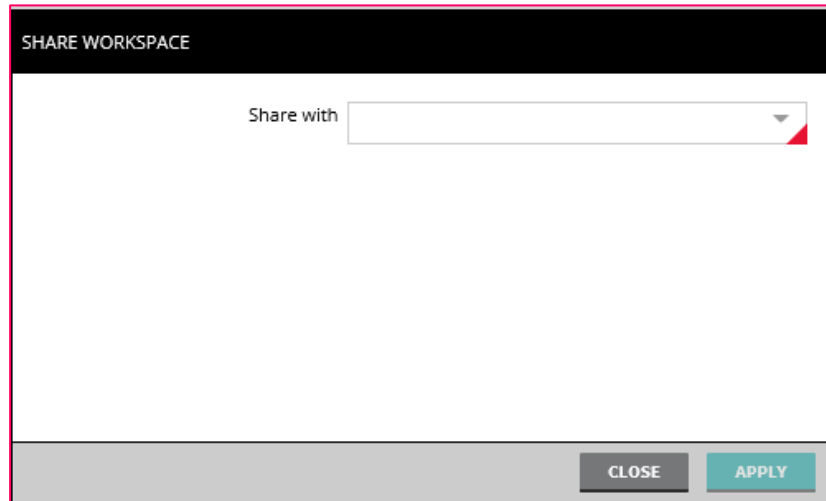
3. The user who has been sent the shared workspace will receive a notification on the bottom right hand side of the screen. The user needs to click on the Notification.

⚠ NOTIFICATIONS (1)●
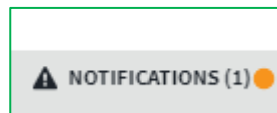
4. The user will then see a request to make a copy of the shared workspace.

CLEAR ALL NOTIFICATIONS

AD  **ADMIN**                                    Show

CO  **CONFIRMS** ●                              1 Hide

**WORKSPACE SHARED**                        ✖
Clinton Mak has invited you to copy their Workspace Credit - CONFIRMED CDX
**26 DEC 2019, 15:44**                      LESS ▲

                              ACCEPT    DECLINE

NCM  **NCM**                                     Show
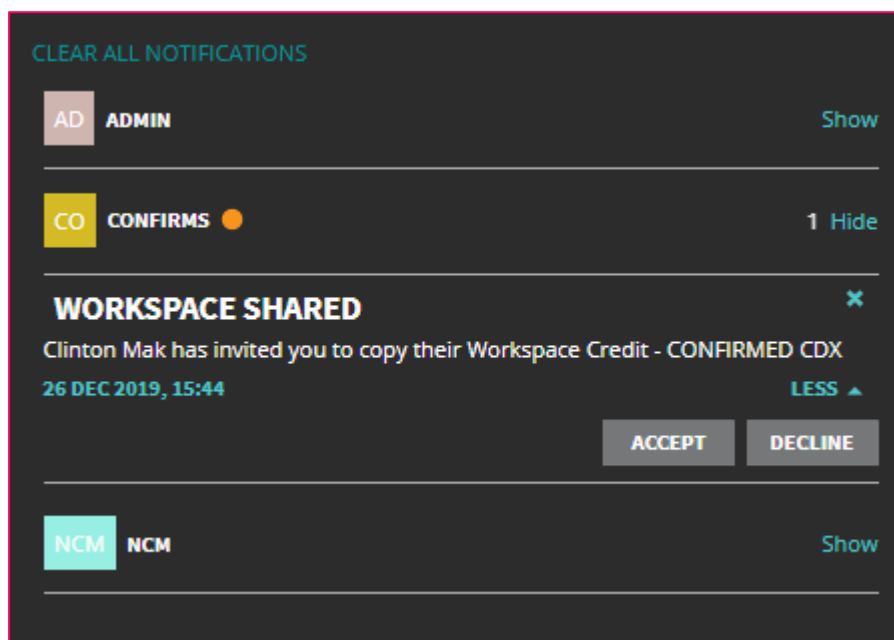
5. Once the user clicks on "ACCEPT", the user will be able to see the workspace in their 'Favorites' section as per below.
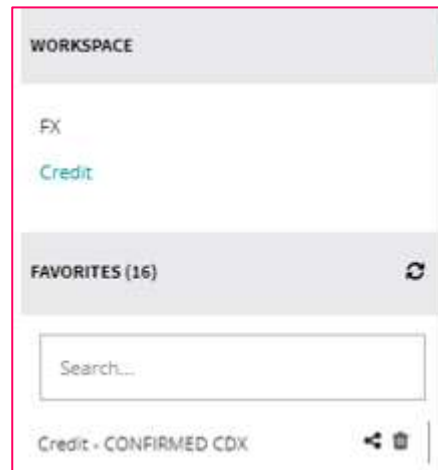


## 2.7 Export Current Page/All Data



All the trades in the workspace can be exported as a .csv file by clicking on the ⬇ icon in the upper right-hand side of the screen. The user has the option to 'Export Current Page' (the first 100 trades) as shown in the workspace or 'Export All Data' (all pages).



Once the download within TradeServ is complete, a window will pop up (as per below) indicating that the report is available for download.

OSTTRA
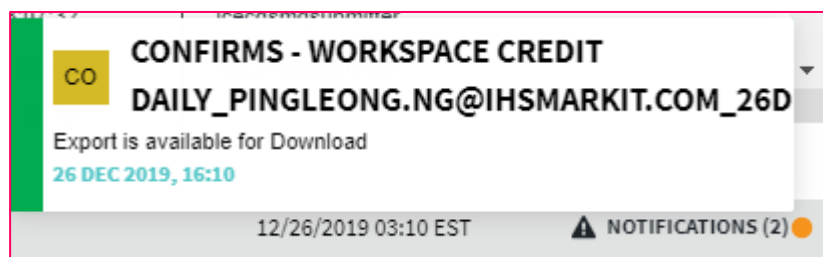
The user will then click on "NOTIFICATIONS" and the report will appear under the "CONFIRMS" App.
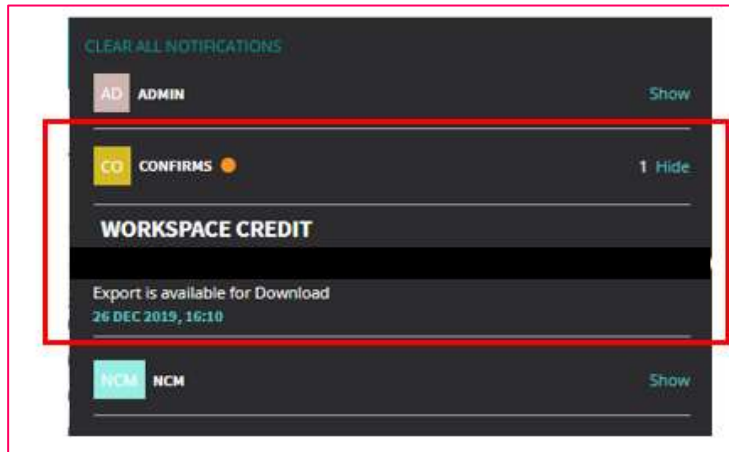


The download window will appear once the user clicks on the report.

## 2.8 Page Maneuvering

TradeServ will show a maximum of 100 trades per page and will show a maximum of 10,000 trades at one time (i.e., 100 pages). The user can move on to the previous or next page by clicking [<] or [>] respectively.

The user can also maneuverer to a desired page by entering the page number in the page box.

If a user wishes to get all their data, they can Export all Data or download their General Search Download (GSD) Report. Please refer to the User Report section for more information on how to accomplish those tasks

# 3.0 Standard Search and View Trade

TradeServ allows you to enquire into new/post-trade events and view trade details. This section covers the standard TradeServ searches including 'View Trade', 'View Message', 'View History' and 'Print Details' functions.

## 3.1 Searching Trade Blotter

Users can search for a trade directly from the blotter. The most commonly searched attribute is the Trade Reference Number. As referenced in section 2.6.4 Column Filtering, a user must select their criteria for determining how they will search for the Trade Reference Number



If a user wishes to use the Contains Criteria, then they can put in a wildcard value that will bring up any trade with that value (such as "May")



If a user wishes to use the Equals criteria, then the trade ID must match exactly with the trade ID in TradeServ

If a user wishes to search multiple trade IDs, they can select multiple and put in up to 20 trade IDs at one time and click Search. Those trade IDs will come up





Users can also search for a trade using other attributes such as DTCC TRI, Counterparty Trade Reference Number, Match ID, etc.

You can also search for a set of trades by using the filter function. For example, filter by Status, Counterparty ID, Submission Date, etc - the search result will show all the trades that fulfil the filtered criteria. This is covered in section 2.6.4 Column Filtering.

## 3.2 View Trade

To view the trade, click on the cog icon  and select "VIEW TRADE". You can also double click on a row in the workspace to view the trade.
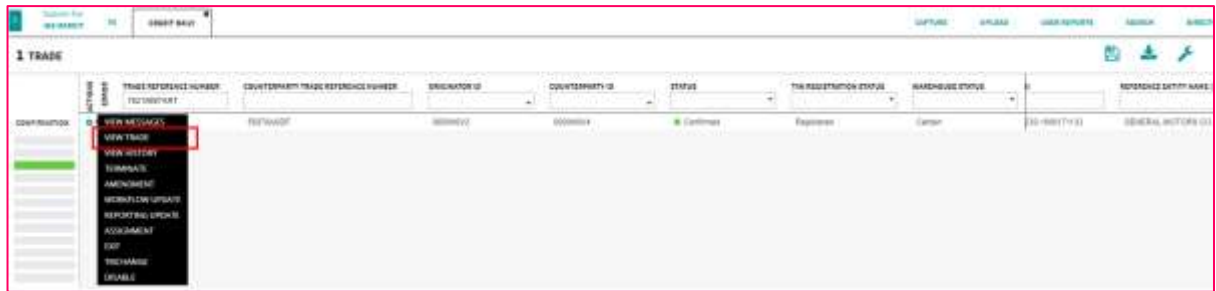
The trade window will appear with the trade details.
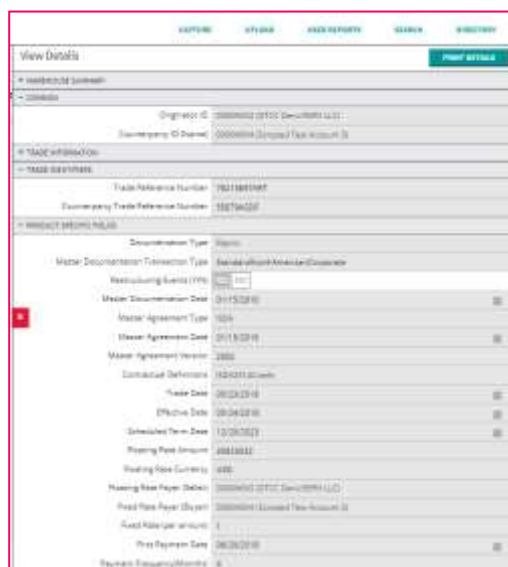


## 3.3 View Position

To view the position of a deal, click on the cog icon and select "VIEW POSITION" on any transaction row of the deal.
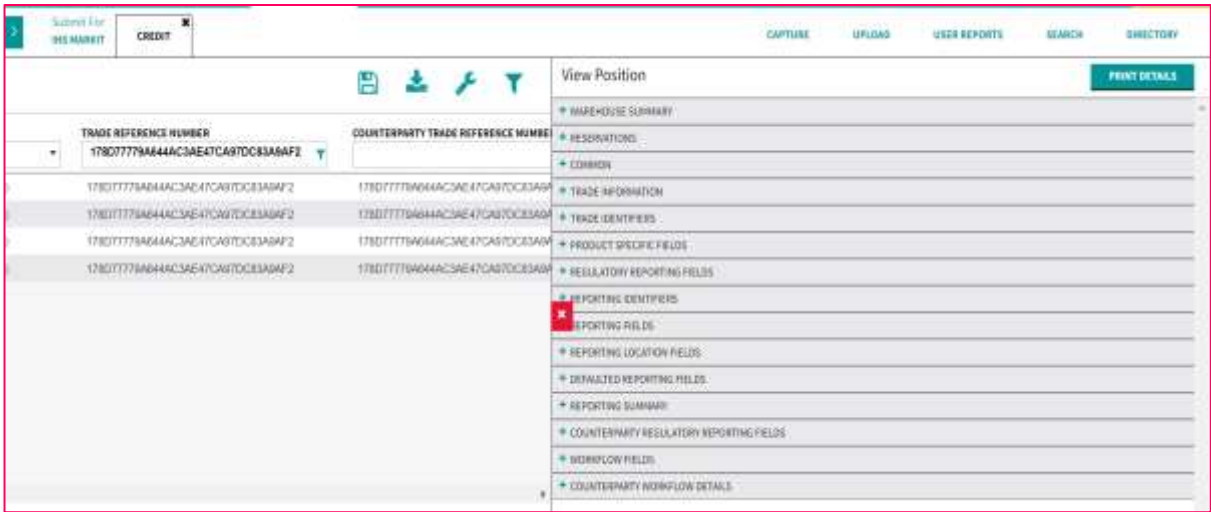
## 3.4 View Messages

All the trades submitted into TradeServ regardless of the submission method (MQ, CSV, or GUI) can be downloaded as FpML messages. This is a useful tool, especially for MQ submitters if they wish to check on the submitted FpML messages. Users can retrieve the FpML messages of a trade by clicking on cog icon [⚙] and select "VIEW MESSAGES". Messages will be shown pertaining to the transaction type row selected from transaction grid.



All the inbound/outbound messages with message date, message target, message direction, etc will be shown. To view the FpML message, click on cog icon [⚙] and select "SHOW MESSAGE".

A pop-up window will appear as per below:



The user will have the options below:

1. <u>Download</u> – Once clicked, a download window will appear, and the user can save the message as a file.
2. <u>Copy</u> – Once clicked, the entire text of the FpML will be copied
3. <u>Close</u> – Once clicked, the message window will be closed.

## 3.5 View History

To view the audit history of a trade, click on cog icon  and select "VIEW HISTORY".

The audit history will appear and the audit details such as the submission time, activity, transaction type, etc will be shown. If the user wants to view the submission details at a submission time, they can click on the relevant line and the View Details of the submission will appear.
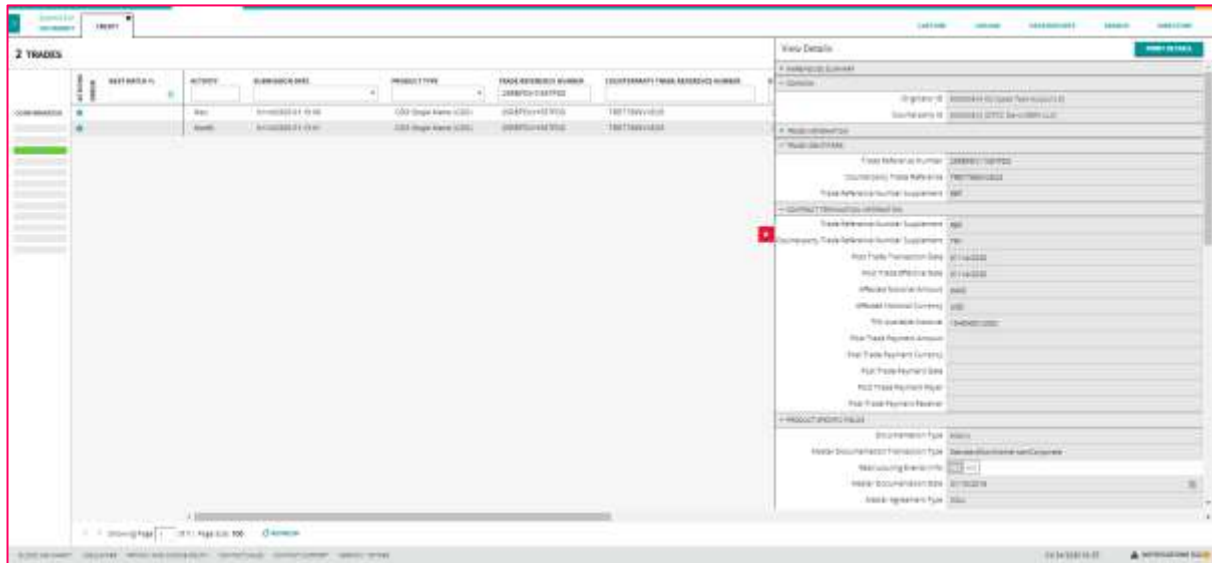


## 3.6 Print Details from View Trade

The details of the trade can be exported in a PDF file by selecting 'PRINT DETAILS'.
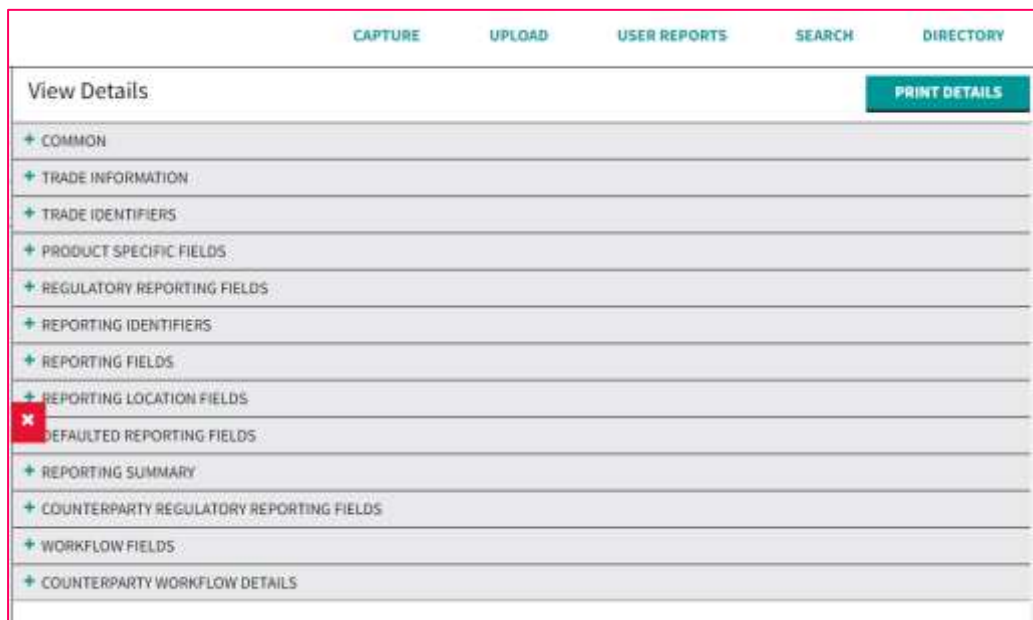


## 3.6 Searching Trades from the SEARCH Feature

Users can also search trades by using the 'SEARCH' feature.

After clicking the 'SEARCH' tab, users will be brought to the below screen where they can search by different criteria.

Users can select or remove additional fields to their search criteria by clicking on 'EDIT FIELDS'. This brings up all the searchable trade economics available and once a user has chosen their search criteria, clicking on 'ADD CHOSEN FIELDS' will display these in the main search function.

**ADDRESSING** (DESELECT FIELDS IN GROUP)

☑ ORIGINATOR ID

☑ ORIGINATOR

☐ COUNTERPARTY ID

☐ COUNTERPARTY

☐ SUBMITTING PARTY

☐ FLOATING RATE PAYER (SELLER)/ SWAPTION SELLER/ IBOXX TRS SELLER (FLOATING RATE PAYER ID)

☐ FIXED RATE PAYER (BUYER)/ SWAPTION BUYER/ IBOXX TRS BUYER (FIXED RATE PAYER ID)

☐ FLOATING RATE PAYER (SELLER)/ SWAPTION SELLER/ IBOXX TRS SELLER (UNDERLYING FLOATING RATE PAYER ID)

☐ FIXED RATE PAYER (BUYER)/ SWAPTION BUYER/ IBOXX TRS BUYER (UNDERLYING FIXED RATE PAYER ID)

☐ SINGLE PAYMENT PAYER

☐ SINGLE PAYMENT RECEIVER

☐ INDEPENDENT AMOUNT PAYER

☐ INDEPENDENT AMOUNT RECEIVER

☐ INITIAL PAYMENT PAYER

☐ INITIAL PAYMENT RECEIVER

☐ FLOATING PERIODIC PAYMENT RECEIVER

☐ FLOATING PERIODIC PAYMENT PAYER

☐ FLOATING RATE PAYER (SELLER)/ SWAPTION SELLER/ IBOXX TRS SELLER (SWAPTION SELLER ID)

☐ FIXED RATE PAYER (BUYER)/ SWAPTION BUYER/ IBOXX TRS BUYER (SWAPTION BUYER ID)

☐ PREMIUM PAYER

☐ PREMIUM RECEIVER

☐ POST TRADE PAYMENT PAYER

☐ POST TRADE PAYMENT RECEIVER

☐ TRANSFEREE

☐ TRANSFEROR

☐ REMAINING PARTY

☐ REMAINING PARTY TWO

**ECONOMICS** (DESELECT FIELDS IN GROUP)

**REMOVE ALL FIELDS**          **ADD CHOSEN FIELDS**

For example, if a user wanted to search by the Originator ID, the user would input the Originator ID they want to search for and click SEARCH in the bottom right.

This will bring the user to the trade blotter, showing all trades with the selected search criteria.

# 4.0 Trading Using TradeServ

There are three different methods of submitting trades on TradeServ: GUI, CSV, or MQ.

## 4.1 GUI Submission

Trades can be submitted manually using the capture function on the Graphical User Interface (GUI):

1. Under the "CONFIRMS" App, click "Capture".



2. Select the desired product for the trade (e.g. CDS Single Name).

3. Input the trade details.

> *(Note: Only once the "Required fields" are filled in will the trade be eligible to be submitted.)*



4. Once all "Required fields" have been populated, select 'Submit' to submit the trade for processing.



5. A pop-up notification will appear in the bottom right side of the screen stating that the trade has been processed. Double click on this notification to view whether the trade has either been successfully submitted or has any error(s).
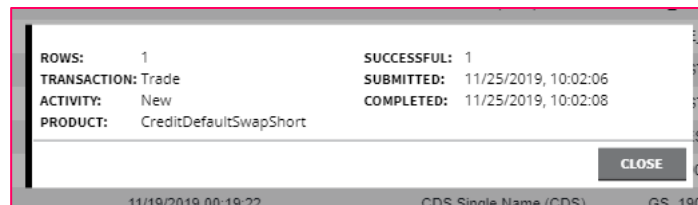
Alternatively, click on "NOTIFICATIONS" in the bottom right side of the screen to see all notifications. Double click on the given notification to view whether the trade has been successfully submitted or has any error(s).
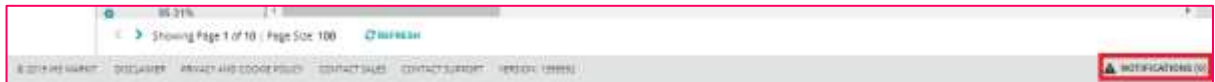


## 4.2 CSV Submission

Trades can also be submitted via CSV file upload. The format/template of the csv upload for TradeServ is the same in the majority of cases as it is for DSMatch:

1. Under the "CONFIRMS" App, click on the tab "UPLOAD".
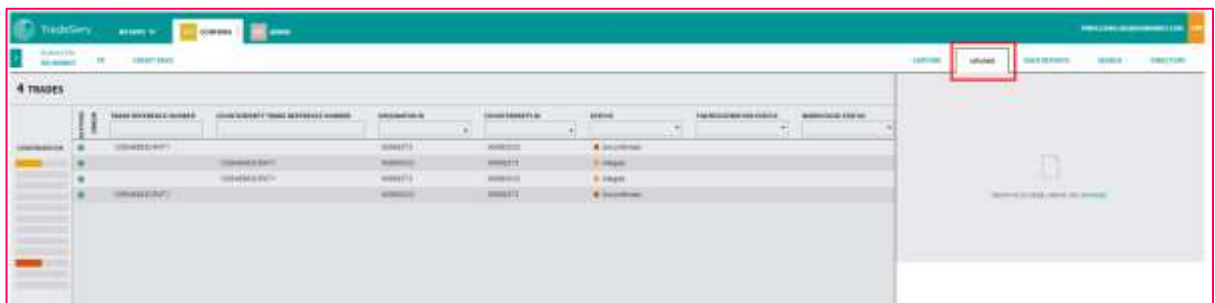


2. Click on Browse, and a pop-up window will appear for the user to select the file for upload.
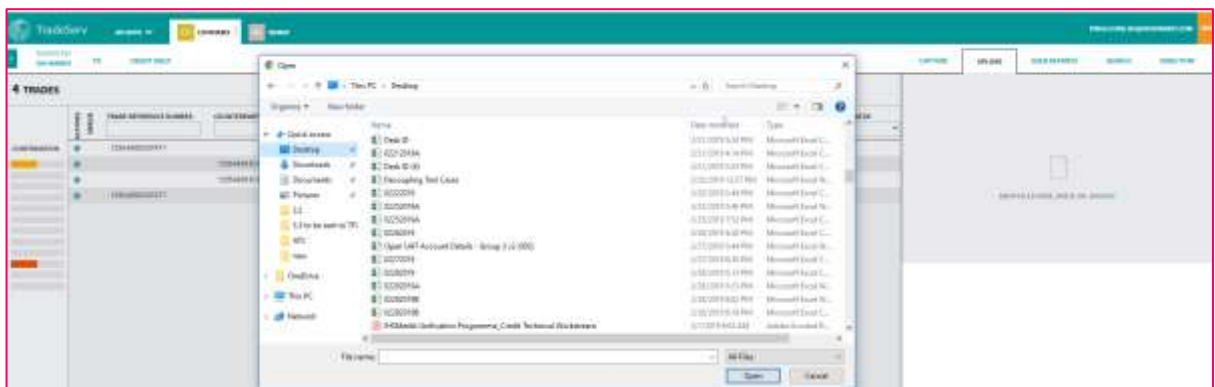


Alternatively, drag and drop the upload file into the upload section.
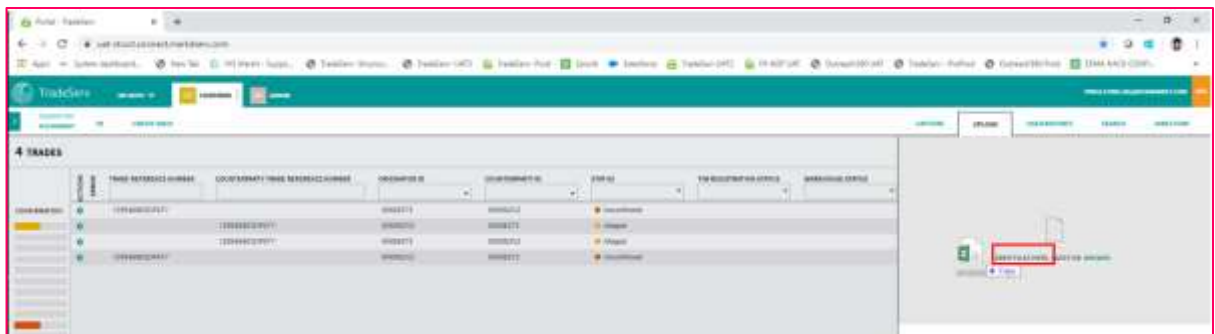
3. Once the file is sent for processing, a pop-up notification will appear in the bottom left side of the screen and the upload status for the individual file will change from orange to green.
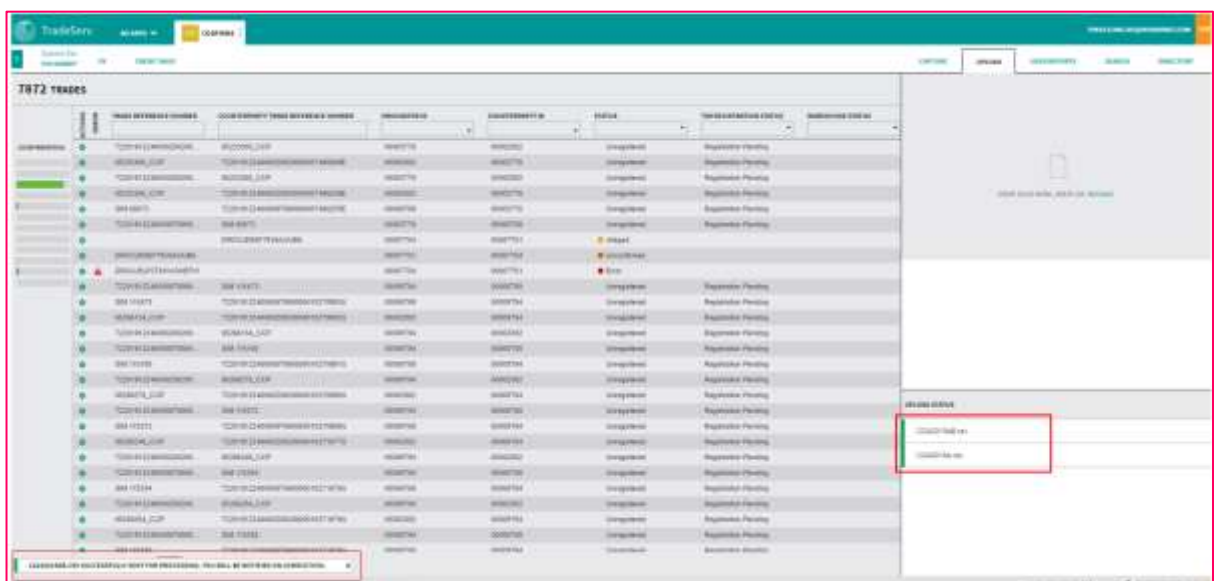


4. Once the processing of the file is complete, a pop-up notification will appear in the bottom right side of the screen as per the below. The full list of notifications is retrieved by clicking on the notification button on the bottom right side of the screen.

5.  Click on a notification to view whether the trade(s) has been successfully submitted or has any errors.

If there is an error in the file, the notification will inform which rows of the upload failed processing and provide an error message.



6. Users can also download a csv report of the upload status by clicking "DOWNLOAD REPORT".

## 4.3 MQ Submission

Trades can also be submitted via MQ submission, with the response messages sent back to the clients messaging queues as setup on TradeServ. The MQ submissions must be in the correct XML format for TradeServ to process.

For client submissions to be accepted via MQ, an inbound and outbound queue is required to establish connectivity to TradeServ.

If clients wish to submit messages via MQ, please contact our Network Solutions team to initiate the onboarding process at NetworkSolutions@ihsmarkit.com.

## 4.4 Cancelling a Trade Before Confirmation

An unconfirmed trade can be cancelled by the submitting party. Once cancelled, the allege will disappear for the counterparty to the trade.

1. Click the cog icon ⚙ of the desired unconfirmed trade and select 'cancel' from the dropdown menu.

2.  Confirm/review the trade details of the trade to be cancelled, to proceed to click 'SUBMIT' and select 'YES' to cancel the trade.
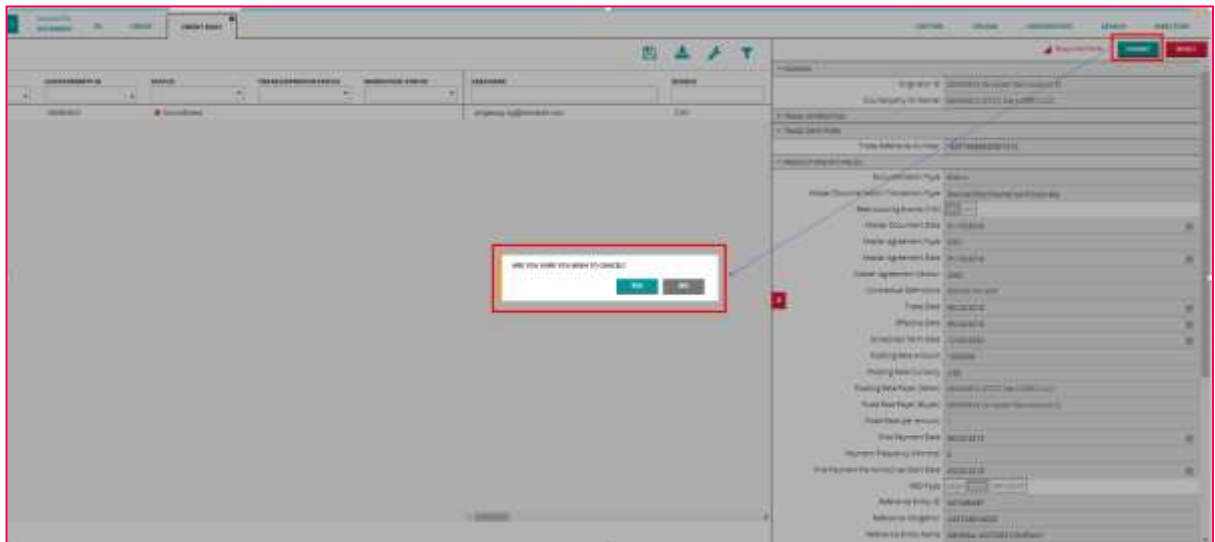


3.  Once the trade is cancelled, the trade will show a "Cancelled" status.



The trade will no longer be visible to the counterparty of the trade.

## 4.5 Modify a Trade Before Confirmation

An "Unconfirmed" trade can be modified by the originating party to the trade before the trade is confirmed.

1.  Click on the cog icon  and select 'MODIFY' from the dropdown menu.

2. The trade window will appear with all the applicable fields available for modification. Proceed to modify the desired fields and click "SUBMIT".



The trade will be modified, these details will be modified in the counterparties alleged trade.

## 4.6 Accepting a Trade via Alleged

One of the common features frequently used by buy side firms is accepting the counterparty trade from the sell side. A firm can confirm the trade by accepting the trade via the alleged position.

1. As the counterparty to the trade, the trade will be available with an alleged status. Click

   on the cog icon  and select "ACCEPT" from the dropdown menu.

2. The trade economics of the trade are displayed for review. If all the trade terms are as agreed, populate a Trade Reference Number and click "ACCEPT".



3. The trade will match, and the status will be "Confirmed".



## 4.7 Best Match (Matching Candidate)

When the system receives a new trade or a post-trade transaction, it attempts to compare this transaction with the counterparty side. If all economics in the transaction match (100%), the transaction will be displayed to both parties as *Confirmed*.

If the transaction is not 100% matched, TradeServ attempts to find and identify the closest match for the other side of the transaction based on trade economics (for example, floating rate payer, calculation amount, fixed rate, reference obligation number, reference entity name and number, trade date, effective date, scheduled termination date and master confirmation transaction type). The platform will display the percentage in the column "Best Match %" as per below.



This number is an estimate of the probability of a match. In this example, the system has found what it considers to be a 93.10% match. The user can review the trade with the nearest match % by clicking on the actions cog [⚙] and selecting "MATCHING CANDIDATES".



All trades that return a matching % will be displayed. The user can select and review the trade details (and if necessary, contact the counterparty) to resolve discrepancies. Alternatively, if the user noted that the counterparty trade is correct, the user can click on the trade and will be able to see the fields and the mismatching data.

If the user agrees that the counterparty trade is correct, the user can modify their trade to change the mismatched field to match the counterparty by selecting the tick box next to the trade economics. The user will then need to click "ACCEPT ALLEGE".



The trade will then be matched, and the status will be "Confirmed" if the user accepts the alleges on all the mismatched fields.

# 4.8 Post Trade Event

In general, post-trade transactions must be matched in the same way as new trades. The next section of the guide will cover the following post trade events: Termination, Amendment, Exit, TriChange, Disable and Fee Amendment.

### 4.8.1 Termination

If there is a bilateral agreement that the notional amount on the trade is to be terminated partially or in full, either party can initiate the termination on the trade.

Full Termination

An agreement to terminate the full notional amount or number of options on a trade and usually involves a payment from one party to the other.

Partial Termination

A partial termination transaction (partial unwind) is an agreement to reduce the notional amount or number of options on a trade and usually involves a payment from one party to the other.

To perform a termination, search for the trade and perform the below steps:

1. Click on the actions cog  and select "TERMINATE".

2. The trade window will appear as below. The user now needs to enter the details in the mandatory fields and other fields (if applicable). Once complete, click Submit.



3. The submitter of the Termination will see the Transaction type as "Termination". The counterparty will also see the same transaction type as "Termination" in the alleged leg. The counterparty user can click on "Accept" to view the trade.



4. The trade window will reappear and if all the terms and details are correct, the counterparty will need to enter the mandatory "Trade Reference Number Supplement" and click Accept.

5. The termination will then be Confirmed.



## 4.8.2 Amendment

Once a trade is confirmed, you and the counterparty can agree to increase the notional amount, modify the scheduled termination date and other trade economic attributes.

To amend a trade post-confirmation, search for the trade and perform the below steps:

5. Click on the actions cog ⚙ and select "AMENDMENT".



2. The trade window will appear as below. The user will need to enter the "Trade Reference Number Supplement" and modify the required field. Once complete, click Submit.

3. The submitter of the Amendment will see the Transaction type as "Amendment". The counterparty will also see the same transaction type as amendment in the alleged leg. The counterparty user can click on "Accept" to view the trade.



4. The trade window will reappear and if all the terms and details are correct, the counterparty will need to enter the mandatory "Trade Reference Number Supplement" and click Accept.

5. The Amendment will then be Confirmed.



## 4.8.3 Exit

If the parties of a confirmed trade wish to indicate that the definitive record is no longer in TradeServ, an exit is the appropriate transaction option.

When a trade has been changed in a way that cannot be accurately represented using the other transaction records, an exit is used to indicate an agreement that the record in TradeServ system is no longer active. Trades which exits are confirmed for are generally re-documented using paper contracts. The exit is a transaction record that applies to the trade or contract, not to a specific event associated with the trade. When a party reuses its transaction reference number from a previously exited trade, TradeServ assigns a new DTCC TRI and the Warehouse recognises two trades with the same transaction reference number.

You can submit an exit transaction to indicate to your counterparty that you wish to remove a confirmed trade from TradeServ. All sides must agree to exit the trade.

To exit, search for the trade and perform the below step:

1. Click on the actions cog  and select "Exit".
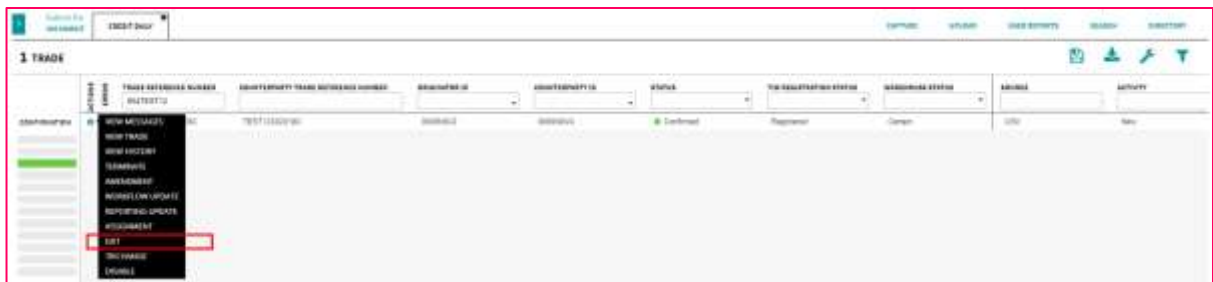
2. The trade window will appear as per below. Select the relevant option from the dropdown and click "SUBMIT".
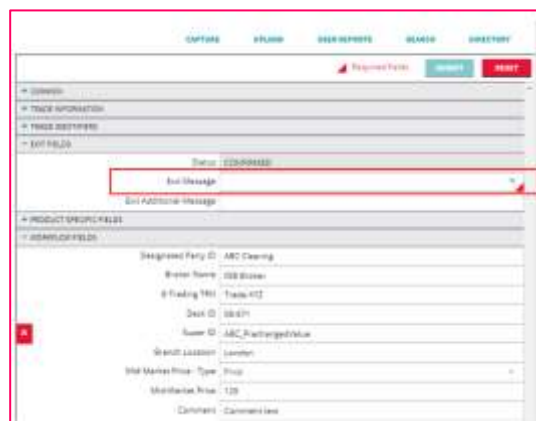


3. The submitter of the Exit will see the Transaction type as "Exit". The counterparty will also see the same transaction type as "Exit" in the alleged leg. The counterparty user can click on "Accept" to view the trade.



4. The trade window will reappear and if the counterparty confirms the Exit Message is correct, the counterparty can click Accept. The trade will then be confirmed. Once the Exit trade is confirmed, the trade will be showing as "Inactive" in the column "ACTIVE STATUS".

### 4.8.4 TRIChange

Once a trade is confirmed, the trade will be registered in TIW and this will be the golden copy of the trade. If there is a need to change the Trade Reference Number of the trade, this can be done via a TRIChange.

To change the Trade Reference Number, search for the trade and perform the below step:

1. Click on the actions cog [⚙] and select "TRICHANGE".
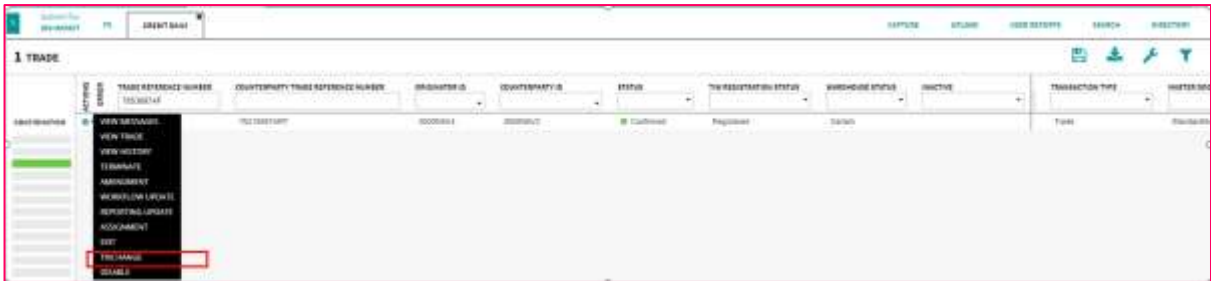


2. The trade window will appear as below. Enter the new Trade Reference Number and click "SUBMIT". TRICHANGE is a unilateral change and the counterparty does not need to confirm the change. The new trade reference number will appear in the field "Trade Reference Number".



| | |
|---|---|
| Status | CONFIRMED |
| TRIChangeType | Rename |
| TIW Id | 20191230.1000171133 |
| New Trade Reference | |

### 4.8.5 Disable

If the parties of a trade wish to indicate that a previously confirmed transaction was always an error and never in effect, a disable is the correct action.

TradeServ also provides a process for parties that have a confirmed transaction record in error to instruct TIW to disable the matched records. The effect of the disable is to undo the submission and confirmation of the transaction records. If a disabled transaction is associated with a trade registered in the Warehouse, the effect of the transaction is reversed, as if it had never occurred.

For example, on an original notional amount of ten million, where confirmation of a partial termination of one million has occurred and the available notional amount is now nine million, when the partial termination is disabled the Warehouse notional will again be ten million, as if the partial termination had never been submitted. Disables must be processed for individual transactions. If two parties had confirmed a trade and then a partial termination before discovering that the trade should never have been confirmed, disables must be processed for both the termination and the trade. Disable works in a reverse chronological order. For e.g. If there is a Trade post which a confirmed amendment and then a confirmed termination has taken place, then to disable amendment, a user will need to disable termination first.
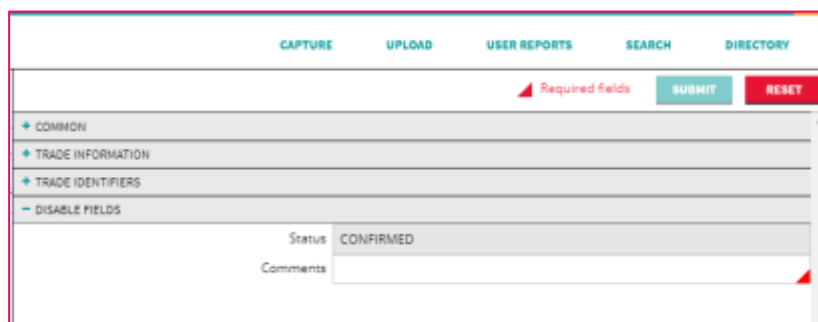
The disable option is available in the dropdown for new trades, terminations, increases, amendments and assignments. However, the disable option is not a valid activity for an exit event.

To submit a disable request, search for the trade and perform the below step:

1. Click on the actions cog ⚙ and select "DISABLE".
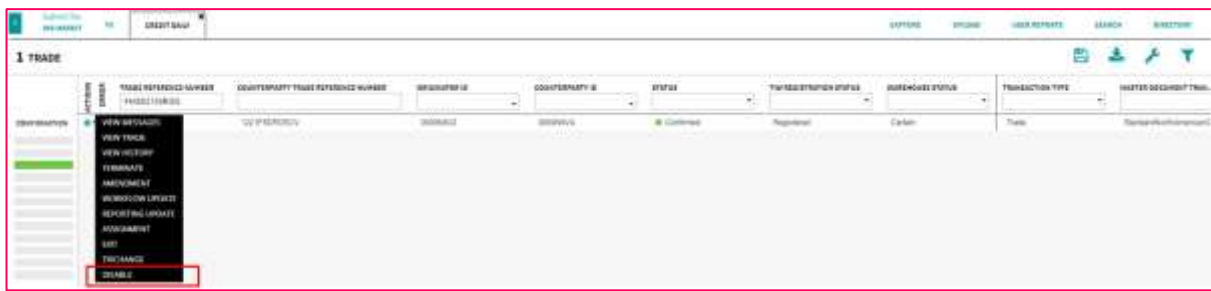


2. The trade window will appear as per below. Enter the mandatory field "Comments" and click "SUBMIT".



3. To see the Disable trade, both the submitter and counterparty needs to filter on the transaction type "Disable" as per below.

4. The counterparty will need to click on the actions cog  and select "Accept". The below window will appear, and the user will be prompted to enter the mandatory field for "Comments" and click on Accept. This "Comments" field is a free form text field and it not a matching field.
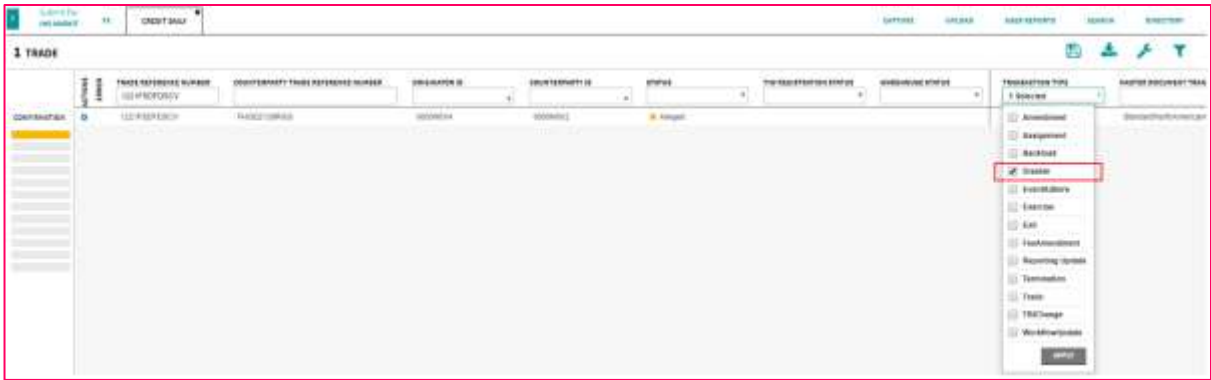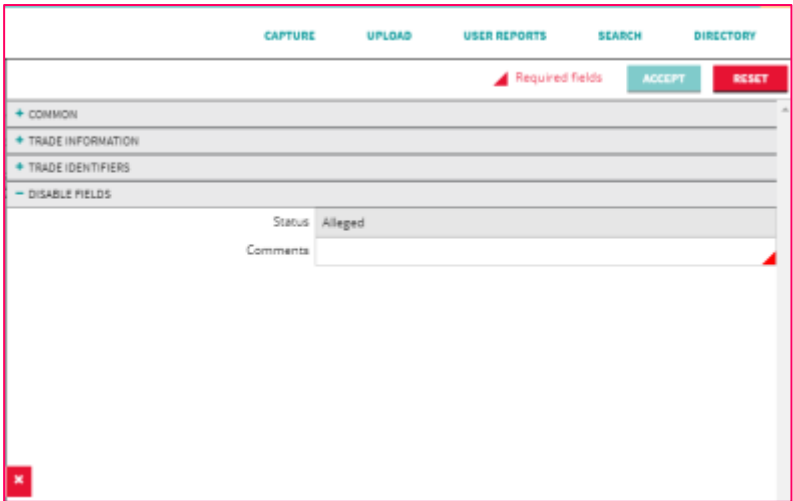


5. Once submitted, the disabled trade is now confirmed.



### 4.8.6 Fee Amendment

When fees need to be amended on a post-trade event, you can modify the following information for the affected trades:

- Post-trade payment amount and currency

- Post-trade payment payer and receiver (you can only switch payer with receiver and vice versa)
- Post-trade payment date
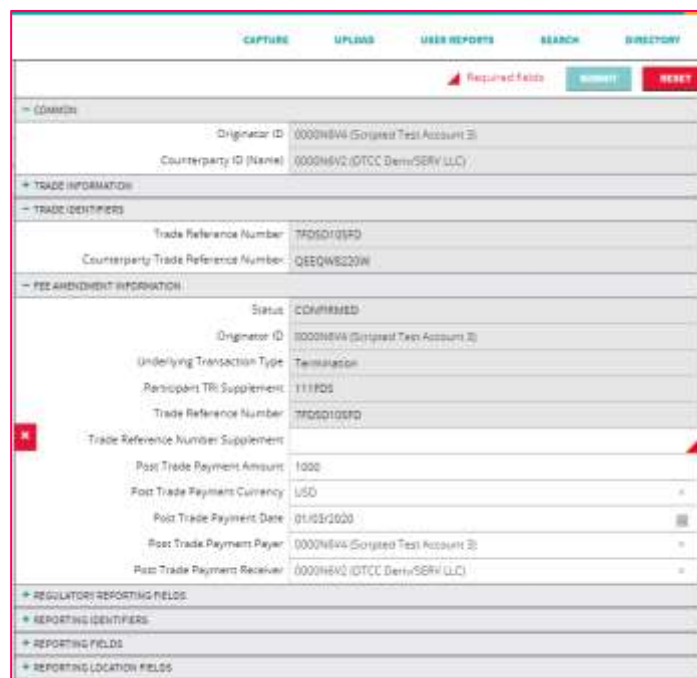
Fee amendments require a bilateral agreement and can only be done via TradeServ.

To submit a fee amendment, search for the trade that has post trade event and perform the below step:

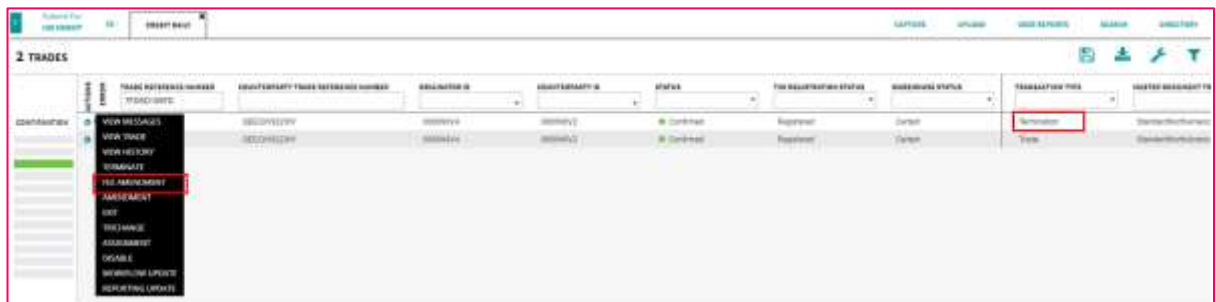1. Click on the actions cog ⚙ and select "FEE AMENDMENT".



2. The trade window will appear as below with the Fee Amendment information opened. The user needs to enter the "Trade Reference Number Supplement" and modify the required field. Once done, click Submit.
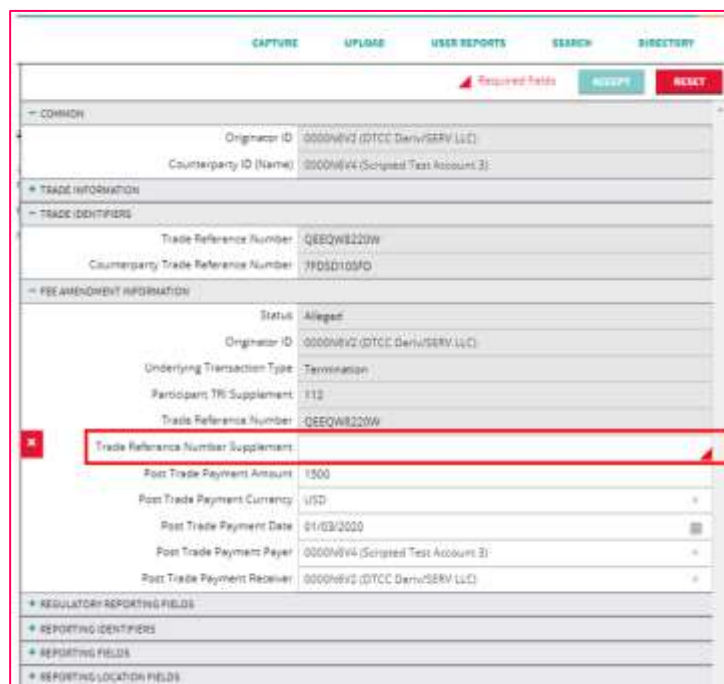
3. The submitter of the Fee Amendment will see the Transaction type as "FeeAmendment". The counterparty will also see the same transaction type as "FeeAmendment" in the alleged leg. The counterparty user can click on "Accept" to view the trade.



4. The trade window will reappear and if all the terms and details are correct, the counterparty can enter the "Trade Reference Number Supplement", which is mandatory, and click "Accept". The Fee Amendment will then be Confirmed.



### 4.8.7 Workflow Update

Workflow fields are non-matching. There is one set for you and one for your counterparty. You can only change your own fields. The counterparty can see all your workflow fields, except for Comment. The content of workflow fields is free-form, and the type of information in each is at your discretion.

Workflow fields are specific to an individual transaction and, as the name implies, can be used to clarify the flow of work. You can enter different values in the same field in subsequent transactions or even in subsequent iterations of the same transaction type.

To submit a workflow update, search for the trade and perform the below step:

1. Click on the cog icon  and select "WORKFLOW UPDATE".

---

2. The window will appear as per below. The user can modify the fields as required and click on submit. This is a unilateral update and does not require the counterparty to confirm.



### 4.8.8 Exercising Swaption

For the product CDS Single Name Swaption and CDS Index Swaption, the firm can exercise (buy or sell) the underlying instrument at a specified price on expiry date. Exercise event can be raised on any date, but it will be exercised only on a specified date i.e. expiration date since only European options are supported.

To exercise a swaption, search for the trade and perform the below step:

2. Click on the cog icon  and select "EXERCISE".

3. The trade window will appear as below. The user now needs to enter the details in the mandatory fields and other fields (if applicable). Once complete, click Submit.



4. The submitter of the transaction will see the Transaction type as "Exercise". The counterparty will also see the same transaction type as "Exercise" in the alleged leg. The counterparty user can click on "Exercise" to view the trade.



5. The trade window will reappear and if all the terms and details are correct, the counterparty will need to enter the mandatory "Trade Reference Number Supplement" and click Accept. The Exercise will then be Confirmed.

## 4.9 Assignment

An assignment, or novation, occurs when one of the parties to an existing derivative contract transfers its rights and obligations under the contract to a third party. The transaction requires the agreement of all three parties: the transferor (OR), the transferee (EE) and the remaining party (RP).

The effect of the agreement is that for the novated amount (all or part of the outstanding notional amount), the old transaction between the remaining party and the transferor is reduced to a smaller notional amount or has a notional of zero and a new transaction is executed between the remaining party and the transferee. The financial terms are identical to those of the old transaction.

All three parties must submit records that identify the core economics of the original transaction. Additionally, the transferee and the transferor must submit details specific to the novation and the transferee and the remaining party must submit details specific to the new transaction.

When the transferor and transferee records are compared and the required details are the same, the status of the assignment is Matched. When these match with the remaining party's submission, the status of the assignment is Confirmed.

An assignment initiation from TradeServ confirm app can be initiated by the Remaining Party (RP) or the Transferor (OR). Generally, assignments will follow this workflow:

1. Transferor "OR" or Remaining Party "RP" initiates the Assignment.
2. Transferee "EE" accepts the Assignment.
3. Remaining Party "RP" or Transferor "OR" accepts the Assignment.

## 4.9.1 Assignment Roles

The following roles are defined in an assignment (novation):

1. Transferor (OR) - stepping-out party

The party transferring all or some of its contractual obligation is called the transferor, or the stepping-out party. In most cases this is the buy-side participant, but it could also be a dealer.

The transferor needs to enter a supplement to its transaction reference number. This does not need to match the remaining party's supplement. Regardless of the order of submission, the transferor and transferee records are compared first. When viewing an assignment, the transferor only sees the assignment information and the old transaction information.

2. Transferee (EE) - stepping-in party

The new party accepting the contractual agreement from the transferor is the transferee, sometimes referred to as the stepping-in party. In most cases this is another dealer.

The transferee does not need to enter a supplement to its transaction reference number. Regardless of the order of submission, the transferor and transferee records are compared first. When viewing an assignment, the transferee sees the assignment information and all the new transaction information only.

3. Remaining Party (RP) - constant party

The party that was in the original contract and is now in the contract with the transferee is the remaining party. In most cases this is a sell-side party.

## 4.9.2 Entering an Assignment from a Confirmed Trade

When entering an assignment from a confirmed trade, you can search for confirmed transactions in the system and perform the below step.

1. Click on the cog icon  and select "ASSIGNMENT".

2. The below Assignment Fields window will appear. The submitter of the trade will need to identify the role either as "Transferor" or "Remaining Party". Once selected, the field "Transferor" and "Remaining Party" will be populated. The submitter will need to identify the "Transferee" to the trade.



3. Update the mandatory fields with the sign  and other fields (post trade payment details if submitting as an OR) as applicable. Once done, click "SUBMIT".

4. The assignment trade will appear as "Unconfirmed" with the transaction type as "Assignment".



## 4.9.2 Entering an Assignment by Accepting an Alleged Transaction

If another party has already entered its side of the assignment transaction (either from Transferor "OR" or Remaining party "RP"), the next step is for the Transferee "EE" to accept the assignment. The transferee "EE" can search for an alleged transaction and validate or accept it. While you can find alleged records and validate or accept them, actual comparison may not take place immediately, depending on the roles of the two parties:

1. Transferor (OR) - stepping-out party

> Regardless of the order of submission, the transferor and transferee records are compared first.

2. Transferee (EE) - stepping-in party

> Regardless of the order of submission, the transferor and transferee records are compared first.

3. Remaining Party (RP) - constant party

> Regardless of the order of submission, the remaining party record is not compared until the transferor and transferee records are compared and the relevant details are the same.

The transferee "EE" can accept the assignment submitted from either the Transferor or the Remaining Party by clicking on the cog icon ⚙ and select "ACCEPT".



The transferee will the see the Assignment fields with the Submitter locked as "Transferee". If all the assignment details are correct, the Transferee can enter the "Trade Reference Number" and click "ACCEPT"

Once the Transferee accepts the trade, the trade status will now be "Matched" at both the Transferor and Transferee's end.



The Remaining Party or Transferor will see the status as "Matched – Alleged". To check on the trade, the party can click on the cog icon [gear icon] and select "ACCEPT".



The Assignment details will be shown. For the Remaining Party, if the details are correct and agreeable, the user needs to indicate the below and click on "ACCEPT".

a. New Trade Reference – the new reference number facing the new party "Transferee".

b. Participant Trade Reference Number Supplement – a unique identifier for the assignment.

Once the trade is matched, the Trade will now be "Confirmed", and the TIW Registration Status and Warehouse Status will show as "Registered" and "Certain" respectively.



*Note: The new trade between the Remaining Party and Transferee will have a new DTCC TRI.*

## 4.10 Trade Status Definitions

| STATUS | DEFINITION |
|---|---|
| Alleged | An alleged transaction is one that someone else has submitted naming your participant ID as a counterparty, which has not yet matched any of your transactions in the system exactly (or within the allowable tolerances) |
| Cancelled | This is an unconfirmed transaction that has been cancelled by the originating party |
| Confirmed | This is a transaction that has been submitted by all parties, which matches on all comparison fields within the allowed tolerances |

| | |
|---|---|
| Error | A transaction that cannot be validated according to the format or business rules. (DSMatch does not provide error codes with the reason for submission steps). Error codes are provided in the notifications window in TradeServ and show as pop-up notifications that can be clicked on to view trade specifics and allow editing if executed via capture. |
| Pending | This is the status given to any post-trade transaction when the underlying new trade is still in Unconfirmed status. Pending status also occurs when an assignment uses the reference number from its original trade and when there is an unconfirmed post-trade event for the original trade. |
| Pending-Alleged | This is the status the counterparty will see when a trade submitted by an originating party goes into Pending status |
| Unconfirmed | This is a transaction you have submitted which does not match any other transactions in the system exactly (or within the allowable tolerances) |
| Matched | This status is specific for a Novation (Assignment) when OR and EE have agreed and accepted the novation. Applicable to OR and EE only. |
| Matched-Alleged | Specific to a novation (Assignment) and applicable to RP only when both OR and EE are in matched state and have accepted the novation |

# 5.0 Counterparty Directory

If a firm wishes to submit a trade but does not know the External ID of their counterparty, the firm can check in the Counterparty Directory in TradeServ. Users can search by Institution Name, Legal Entity/Business Unit Name and External ID. It is advisable to confirm with the counterparty on the External ID to be used before submitting a trade.



The full list of counterparty details can also be exported in a .csv file by clicking on the download

icon  and select "Export All Data…".

# 6.0 User Reports

TradeServ and the TIW portal offer pre-canned user reports to fulfil firm's needs. Post the migration from DSMatch to TradeServ, the current available reports will be segregated to TradeServ specific reports and TIW specific reports. The following section will cover the report downloading functionality in TradeServ.

*Note: Current existing user report scheduled/setup in DSMatch will not be migrated over to TradeServ. Users will need to go into the UI to set up new reports on Go Live date.*

## 6.1 Generate and Download a User Report

To generate and download the user report from TradeServ, please follow the below steps:

1. In the Confirms App, select User Report on the top right-hand side of the screen. The User Report window will appear, and user should select "Create Report".
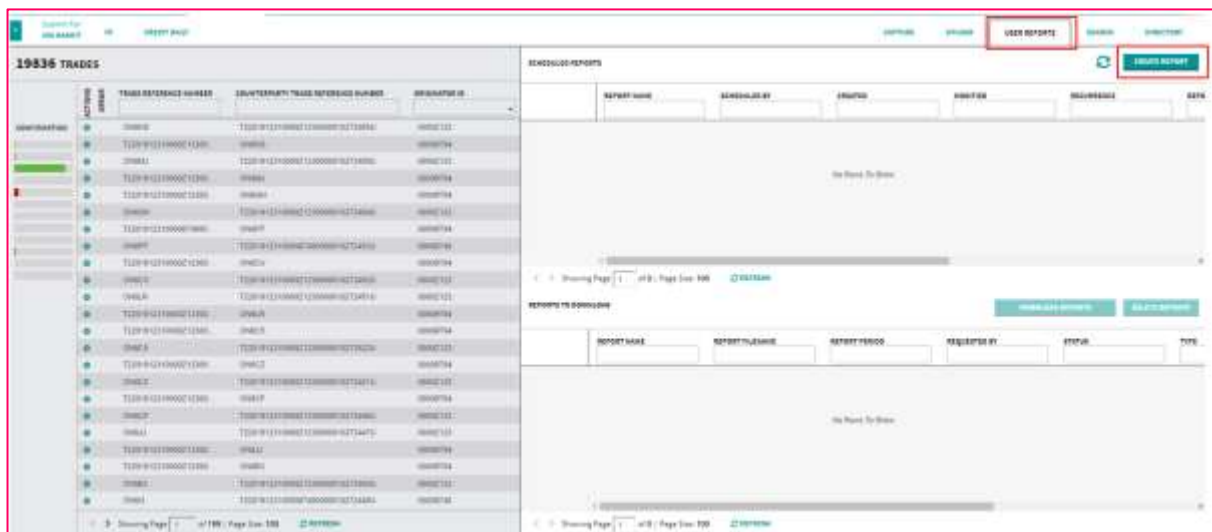


2. The user can select an Immediate report to be generated on an ad-hoc basis
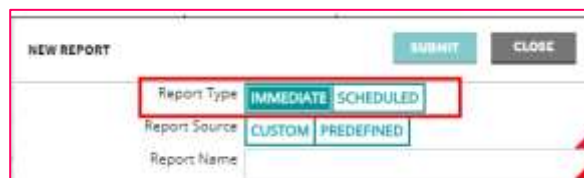


3. There are two type of report source that can be generated.
   a) Custom – The report will be generated based on the saved workspace for the user.

b) <u>Predefined</u> – This will be the set of pre-canned reports from DSMatch that will be supported in TradeServ.



4. Fill in the remaining applicable fields Once all the required fields are filled, the user can click the "SUBMIT" button.

a) **Workspace/Report –** The Report being generated, if it's a Custom report it would be the workspace that the user is creating the report for. If it is a Pre-Defined report, the user would select from a dropdown list

b) **Report Name –** If it is a Custom report, the user would give a name to this report. If it was a Pre-Defined report, this field would be the same as the field above. If it is a Custom report, the user can hit submit to create this report



c) **Functional Groups –** If it is a Pre-Defined report, the user would select the Functional Group that this report is being run for

d) **Report Period –** For certain Pre-Defined reports such as the Activity Report the user can select a certain period beyond the default value the report is run for (i.e., a Date Range).  For certain reports such as the Full Position Report, it will be run for all Active Positions as of Report Date



5. All the reports generated will appear in the "REPORTS TO DOWLOAD" section. To download the report, click on the download icon

   . To delete the generated report, click on the trash can icon
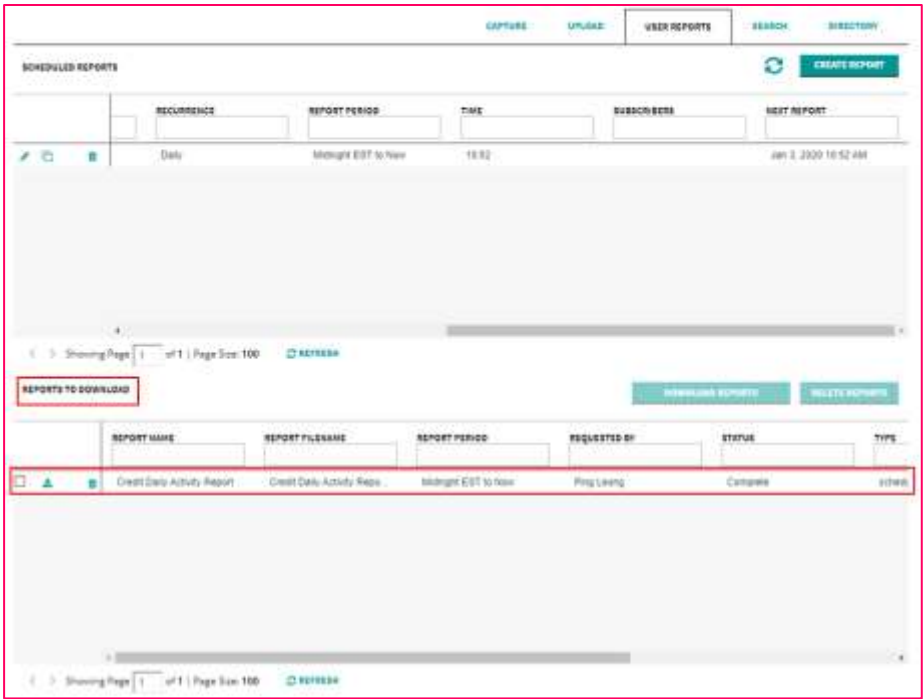
*Note: The report will be auto deleted after 7 days.*

## 6.2 GSD Reports

Users have the ability to generate a General Search Download (GSD) Report. A user would do this by clicking on the Search menu item on the upper right hand corner
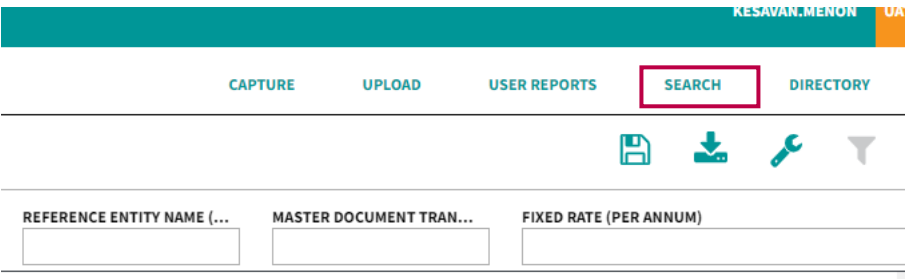


From there the users would put their search criteria and select Search

Once the Search results come up, the user would select the downward arrow to export this workspace as a GSD File





Once that is selected, the user would see a Notification that the file was produced and can click on it to download it



Also, the user can obtain the file in the Notifications section under Confirms and click on it to download. The file will come as a .csv file

# 7.0 Regulatory Reporting

For regulatory reporting in TradeServ, all trade data is reported unilaterally for certain regimes or reported by the reporting counterparty (RCP) on behalf of both parties for a bilateral regulatory reporting regime. This value can be calculated within TradeServ. However, users can also specify the jurisdiction on a trade-by-trade basis. All transaction types can trigger reports to the DTCC Global Trade Repository (GTR). Participants have the option to report via MarkitSERV.

The reporting jurisdictions supported by TradeServ are CFTC, Canada, JFSA, ESMA, ASIC, MAS, SEC, FCA, MiFiD (Please note MiFiD fields are for data capture purposes only)

## 7.1 View Regulatory Reporting Details

If the firm elected for Regulatory Reporting via TradeServ, the platform can perform calculations and report the trade to the applicable jurisdiction without the firm required to input the reporting details manually.

To view the regulatory reporting of a trade, search for the trade and follow the below step.

1. Click on the cog icon and select "VIEW TRADE".
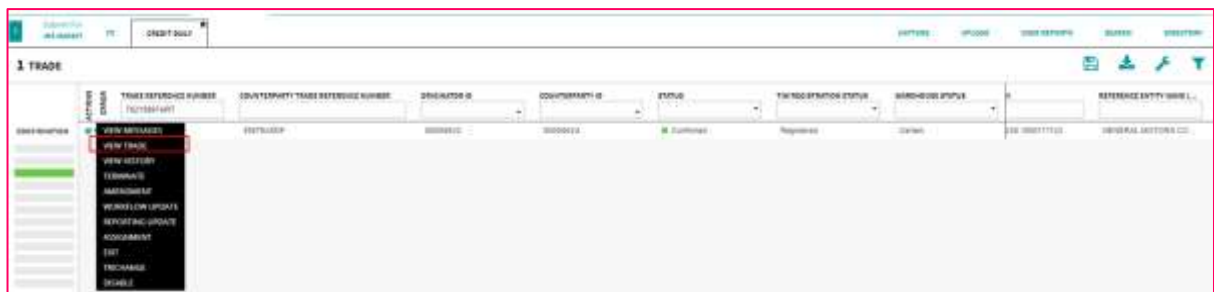


2. The trade window will appear as per below. The regulatory reporting details are hidden by default; in the below section. To view the details, the user will need to click on plus icon to open the window.

3. User can view the regulatory reporting status of the trade to the respective jurisdiction in the "REPORTING SUMMARY". It will show the jurisdiction, reporting type and status. Below is an example of a successful reporting as the status of the report is "Delivered". This means the reports sent were ACKd by the GTR



Below is an example of an unsuccessful reporting with an error. To view the error details, click the exclamation icon  .

## 7.2 Manual Entry of Regulatory Reporting Details

If firms do not elect for auto calculation of regulatory reporting, the trade will not be reported automatically. Firms can opt to manually enter the regulatory reporting details within the trade.

Step:

1. After entering the trade details in trade capture, open the "REGULATORY REPORTING FIELDS" window as per below and select the Reporting Jurisdiction.

2.  Click on "ADD REGULATORY REPORTING JURISDICTIONS".



3.  Enter the reporting details in the relevant fields in Reporting Fields, Reporting Identifier, Reporting Location Fields as applicable and click "SUBMIT".



# 7.3 Reporting Update

If the user wishes to report a transaction or modify the reporting details after the trade is confirmed, this can be done via "Reporting Update".

To perform a Reporting Update, search for the confirmed trade and follow the below steps:

1.  Click on the cog icon  and select "REPORTING UPDATE".

2. The Regulatory Reporting fields window will appear as per below. The user can make the necessary modification (add/remove jurisdiction, modify reporting fields details, etc) and then click "SUBMIT".

# 8.0 Novation Consent Setup

## 8.1 Accessing The Application

### 8.1.1 My Apps

The Novation Consent application is available for a user via the My Apps menu item.  To access, a user would select My Apps on the Upper left hand corner of the GUI and select NCM
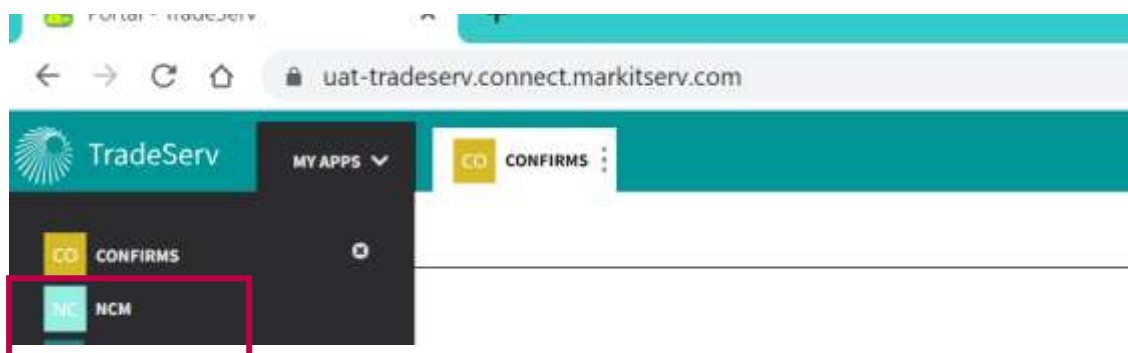


The default view is the Pending Novations tab
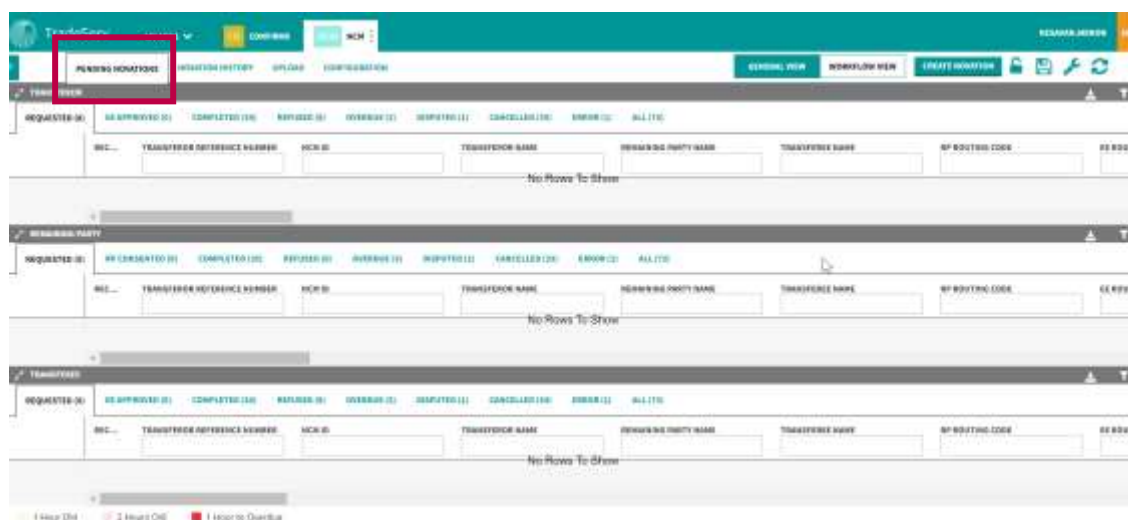


## 8.2 Novation Consent Actions

## 8.2.1 Creating a Novation

In order to start an NCM request, the Transferror (OR) in the Novation request would go to the Upper right hand corner of the NCM application and select Create Novation



Once this is selected, the OR would have to find the trade that they would want to novate. There are many search parameters that a user can use to find the trade, such as using the Trade Reference Number. Once the user puts in their parameter, they would select Search to find the trade
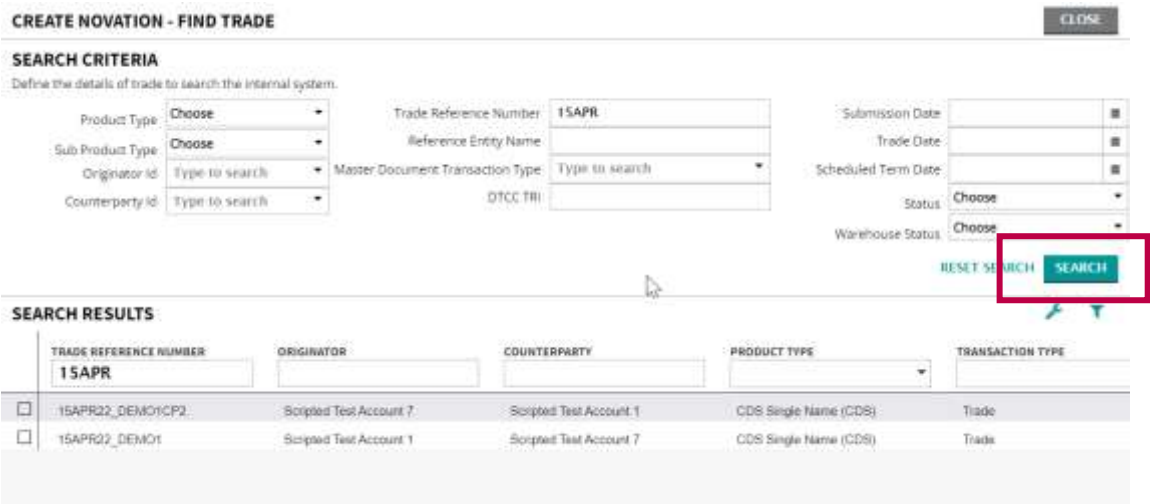


Once the trade comes up, the OR would select the trade they want novate by selecting the check box next to the trade and select Define Details

Once the form comes up, the OR will need to put in the following information to create the Novation Consent request

- Transferee
- Novation Amount
- Payment Amount (can be 0)
- Payment Payer (Receiver will automatically default to the counterparty)
- The Payment Date will default to T+3 (taking into account Weekends and Holidays)

OSTTRA



The OR would then hit Review to ensure that the information is correct, if they wish to change something they would select Define details, and if they are fine with it, they can select Submit

The OR will get a notification that the submission is successful
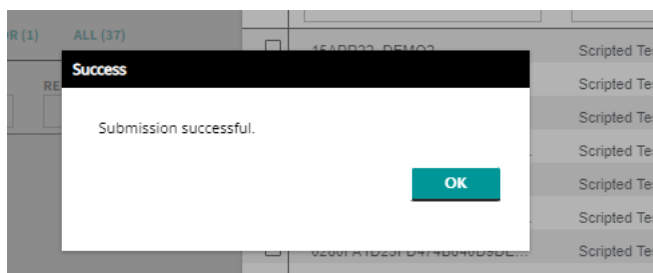


**Note:** Once an NCM request is executed, the novation amount of that NCM request is reserved in TradeServ and the TIW and can no longer be used for any Post Trade Event

## 8.2.2 Consent equals Confirmation or Consent Only

Once a request is submitted, it will be classified as either a Consent equals Confirmation request, or a Consent only request and is reflected in the Eligibility item on the request

## 8.2.3 Pending and Acting on Novations

Once the Novation was submitted, the request will show on the Pending Novation tab as Requested for all 3 parties on the request

From here, if the RP and EE entity is setup to action the request in NCM, they can bring up the request and action

To do that, the RP or EE would select the request via clicking on the 2 arrows to the left of the request



That would bring up the request and from there the user can approve by selecting the Accept button on the bottom. The user can optionally put in a Trade Reference number before they approve it and that will be represented on the new trade after the completion of the NCM request and the confirmation of the Assignment in TradeServ

If the RP approves before the EE in NCM, the request will go into the RP Consented tab



Please note the same process exists for the EE as it does for the RP above in terms of approving the request, and if the EE approves before the RP does on NCM, the request will go into the EE Approved tab for the EE and the OR

## 8.2.4 Completed Novation

Once an NCM request is approved by both the RP and the EE, the user will get a notification of completion



| ROWS: | 1 | SUCCESSFUL: | 1 |
| TRANSACTION: | NovationConsent | SUBMITTED: | 04/18/2022, 06:59:13 |
| ACTIVITY: | New | COMPLETED: | 04/18/2022, 06:59:15 |
| PRODUCT: | CreditDefaultSwapShort | | |

CDS Index (CDX)          JSCC9569829          9569829

All three parties will see the NCM request on the Completed tab



If the request is a Consent equals Confirmation request, a confirmed assignment will be present in TradeServ after the completion of the NCM request

**Note**: In a C=C NCM request, once completed, the notional is no longer reserved for the original trade



If the request is Consent only, only the OR request is in TradeServ and the RP and EE must complete the Assignment there

**Note:**  In a Consent only NCM request, the notional for the NCM request is cancelled but the notional for the Assignment is reserved on the original trade

## 8.2.5 Disputing a Novation

The RP or EE can dispute a novation if they disagree with the parameters of it.  To dispute, the RP or EE would bring up the Novation via clicking on the 2 lines to the left of the NCM request



Once it is up, the RP can dispute the Novation Details or CCP and the EE can dispute the Fee or the Novation details. They would dispute by selecting a Dispute Type and typing in a Dispute Reason and selecting Dispute

Once the Novation is Disputed, the NCM request will go to the Disputed tab for all 3 parties

Note: If the EE disputes the Fee, the NCM request will go into the Disputed tab for the EE and OR only. The RP is also able to dispute the CCP selected by the EE

## 8.2.6 Refusing a Novation

The RP or EE can refuse an NCM request. To refuse, the RP or EE would bring up the Novation via clicking on the 2 lines to the left of the NCM request



Once that is selected, the RP or EE can input a free form Reject message and select Refuse



Once that is selected, the NCM request goes to the Refused tab for all 3 parties

## 8.2.7 Modifying a Request

The OR can modify any Disputed, Refused or Requested NCM submission. To accomplish this, the OR would bring up the request, change a parameter of the submission (i.e., the Novated Amount or Fee Details and select Modify

Once the request is modified, it will go back to the Requested tab for all three parties (or stay in the Requested tab if it was not Disputed or Refused)

If a request is modified, the RP or EE can bring up the NCM request and select Compare to Original to determine the difference in the request from the original one





**Note:** If the modification of an NCM request has a new novation amount, that amount will be reserved in TradeServ and the TIW

## 8.2.8 Resubmitting a Request

The OR can resubmit a request that has been refused by bringing up the request and selecting Resubmit



This puts the NCM request back in the Requested tab for all three parties

## 8.2.9 Cancelling a Request

The OR can also cancel a request by bringing up the NCM request and selecting the Cancel button



The NCM request would go into the Cancelled tab for all three parties

**Note:** Once an NCM request is cancelled, the novation amount of that request is no longer reserved in TradeServ and the TIW

## 8.2.10 Undisputing a Request
If either the RP or EE disputed a request, they can Undispute it by bringing up the request and selecting the Undispute button

Once this action is taken, the NCM submission will be on the Requested tab for all three parties

## 8.2.11 Block Novations

An OR can find 2 or more trades to novate via a Block Novation. To accomplish this, a user would search for the trades, select them and select Block Novate



When performing a Block Novation, the OR would fill in the same information as they would for a Single NCM request, however, they can either have the same information for all the trades they wish to Novate (via selecting the Apply to All Trades checkbox)

Alternatively, the OR can put in the Transferee, Novation Amount and Payment information for the first trade highlighted and uncheck the box, Apply to All Trades

OSTTRA

**DEFINE DETAILS**

CLOSE

*Novation Details are unique for each request, please select a trade below and enter the specific values for that request.

| | REFERENCE # | DTCC TRI |
|---|---|---|
| 🗑 | 5119_TEST_PARTY_A_2 | 20220418.1000629468 |
| 🗑 | 5119_TEST_PARTY_A_1 | 20220418.1000629469 |

**+ TRADE INFORMATION**

**— TRADE IDENTIFIERS**

| | |
|---|---|
| DTCC TRI | 20220418.1000629468 |
| Block Reference Number | |
| Trade Reference Number | 5119_TEST_PARTY_A_2 |
| Trade Reference Number Supplement | |

**— NOVATION DETAILS**

☐ Apply To All Trades

| | |
|---|---|
| Transferor | 0000U5T3 (TradeServ End User LE1) **BUYER** |
| Transferee | 0000U6X8 (TradeServ Bank 2 LE3) ▼ |
| Remaining Party | 0000U6X9 (TradeServ Bank 1 LE3) **SELLER** |
| Floating Rate Amount | 71,000,000.00 |
| Old Notional Currency | EUR |
| Full Assignment | YES NO |
| Novation Amount | 10000000 |
| Novation Currency | EUR |
| Novation Trade Date | 04/18/2022 📅 |
| Novation Effective Date | 04/19/2022 📅 |
| Full First Calculation Period Applicable (Y/N) | NOT APPLICABLE APPLICABLE |
| Payment Amount | 5000 |
| Payment Currency | EUR ▼ |
| Payment Payer | 0000U5T3 (TradeServ End User LE1) ▼ |
| Payment Receiver | 0000U6X8 (TradeServ Bank 2 LE3) ▼ |
| Payment Date | 04/21/2022 📅 |
| OR Routing Code | ▼ |
| Modified | New |

◢ REQUIRED FIELD     REVIEW

Select Review and put in the Transferee, Novation Amount and Fee information for the next trade highlighted

Once the last trade has its information filled in, the user would select Review each trade and have the ability to Review the Details of each submission before selecting Submit

ƆSTTRA

**REVIEW DETAILS**                                                    CLOSE

*Novation Details are unique for each request, please select a trade below and enter the specific values for that request.

| REFERENCE # | DTCC TRI |
|---|---|
| 5119_TEST_PARTY_A_2 | 20220418.1000629468 |
| 5119_TEST_PARTY_A_1 | 20220418.1000629469 |

**+** TRADE INFORMATION

**—** TRADE IDENTIFIERS

| | |
|---|---|
| DTCC TRI | 20220418.1000629468 |
| Block Reference Number | |
| Trade Reference Number | 5119_TEST_PARTY_A_2 |
| Trade Reference Number Supplement | |

**—** NOVATION DETAILS

☐ Apply To All Trades

| | |
|---|---|
| Transferor | 0000U5T3 (TradeServ End User LE1)  BUYER |
| Transferee | 0000U6X8 (TradeServ Bank 2 LE3)  ▼ |
| Remaining Party | 0000U6X9 (TradeServ Bank 1 LE3)  SELLER |
| Floating Rate Amount | 71,000,000.00 |
| Old Notional Currency | EUR |
| Full Assignment | YES  NO |
| Novation Amount | 10000000 |
| Novation Currency | EUR |
| Novation Trade Date | 04/18/2022 📅 |
| Novation Effective Date | 04/19/2022 📅 |
| Full First Calculation Period Applicable (Y/N) | NOT APPLICABLE  APPLICABLE |
| Payment Amount | 5000 |
| Payment Currency | EUR  ▼ |
| Payment Payer | 0000U5T3 (TradeServ End User LE1)  ▼ |
| Payment Receiver | 0000U6X8 (TradeServ Bank 2 LE3)  ▼ |
| Payment Date | 04/21/2022 📅 |
| OR Routing Code | ▼ |
| Modified | New |

◢ REQUIRED FIELD    DEFINE DETAILS    SUBMIT

The OR would then hit Submit and the individual requests would be in Pending Novations

## 8.2.12 4 Way Novations

The RP has the ability to select an RP2 in their acceptance of an NCM request, which would create a 4 Way Novation (i.e., the old trade is between an OR and RP1 and the new trade is between an EE and an RP2)

In order to add the RP2, an RP would bring up the request via clicking on the 2 lines to the left of the request



When the request comes up, the RP would remove the value in the Remaining Party Two tab and type in and select the RP2 they wish to add. They are able now to accept the NCM request and it will go to the RP Consented tab for the RP if they accept before the EE

## 8.2.13 EE2

The EE has the ability to select a different EE than what is selected by the OR in the original NCM submission.  The new trade would be between the RP and the EE2

In order to add the EE2, an EE would bring up the request via clicking on the 2 lines to the left of the request



When the request comes up, the EE would remove the value in the Transferee tab and type in and select the EE2 they wish to add.  They are able now to accept the NCM request and it will go to the EE Approved tab for the EE if they accept before the RP

### 8.2.14 Adding a CCP to Request

The EE has the ability to add a CCP to the request which will allow the new trade that will be created as a result of the assignment to be sent for clearing

In order to add the CCP, the EE would bring up the trade as above, go to the Clearing House field and select one of the three Clearing houses available (ICE Clear Credit; ICE Clear Europe and LCHSA)

---

Once the EE makes the selection, they would hit Accept, if the RP has not accepted, the RP would accept with the Clearing House information, the NCM request would be completed and the new trade would go for clearing

The RP can dispute the Clearing details and if that is done, the RP would put in a Dispute reason trade would go back to the Requested tab, the EE would change the Clearing House, the RP could accept and the NCM request would be completed

| | |
|---|---|
| Mandatory Clearing Indicator | YES NO |
| Clearing House | ICEClearCredit |
| Modified | |
| OR Submission Date & Time | 05/25/2022 19:53:08 |
| RP Submission Date & Time | |
| EE Submission Date / Time | 05/25/2022 19:55:34 |
| Due Date & Time | 05/25/2022 18:00:00 |
| Expiry Date & Time | 05/26/2022 17:00:00 |
| Auto Generate Novation Consent | True |
| Last Updated By | |
| RP Reject Message | |
| RP Dispute Type | |
| RP Dispute Reason | Clearing Dispute |
| EE Dispute Type | Novation Details |
| EE Dispute Reason | |
| Additional Comments | |

**+** PRODUCT SPECIFIC FIELDS

**+** REGULATORY REPORTING FIELDS

◢ Required field    ACCEPT    REFUSE    DISPUTE

| | |
|---|---|
| RP Routing Code | |
| EE Routing Code | |
| Mandatory Clearing Indicator | YES NO |
| Clearing House | ICEClearCredit |
| Modified | |
| OR Submission Date & Time | 05/25/2022 19:53:08 |
| RP Submission Date & Time | |
| EE Submission Date / Time | 05/25/2022 19:55:34 |
| Due Date & Time | 05/25/2022 18:00:00 |
| Expiry Date & Time | 05/26/2022 17:00:00 |
| Auto Generate Novation Consent | True |
| Last Updated By | |
| RP Reject Message | |
| RP Dispute Type | Clearing Dispute |
| RP Dispute Reason | Wrong |
| EE Dispute Type | |
| EE Dispute Reason | |
| Additional Comments | |

**+** PRODUCT SPECIFIC FIELDS

**+** REGULATORY REPORTING FIELDS

◢ Required field    ACCEPT    REFUSE    DISPUTE

# 8.3 Novation Consent GUI

## 8.3.1 Orange and Yellow Requests

Requests that are 1 hour old will turn a pale yellow color in the Requested tab and requests that are 2 hours old or more, will turn a pale orange color in the Requested tab
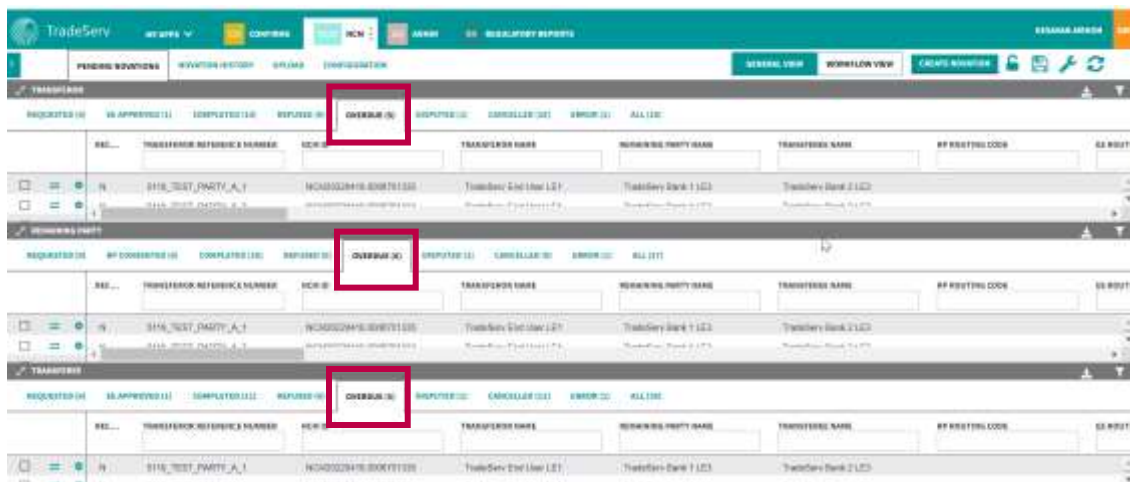


## 8.3.2 Red Requests

Requests that are within 1 hour of going to the overdue tab will turn red in the Requested tab



## 8.3.3 Overdue and Cancelled Requests

Requests that are not actioned by 6PM EST on the same day that the request happens will move into the Overdue tab

If they are not actioned by 5PM EST on the day after the request was initiated, the request will move to the Cancelled tab for all 3 parties

## 8.3.4 Column Configuration and Workspaces

A user can configure the columns they see in the Pending Novations view, by selecting the wrench or spanner icon on the upper left hand corner of the Pending Novations view



From here the user can select the columns they wish to add (via selecting the eye icon next to the column) or remove (by deselecting the eye icon next to the column)
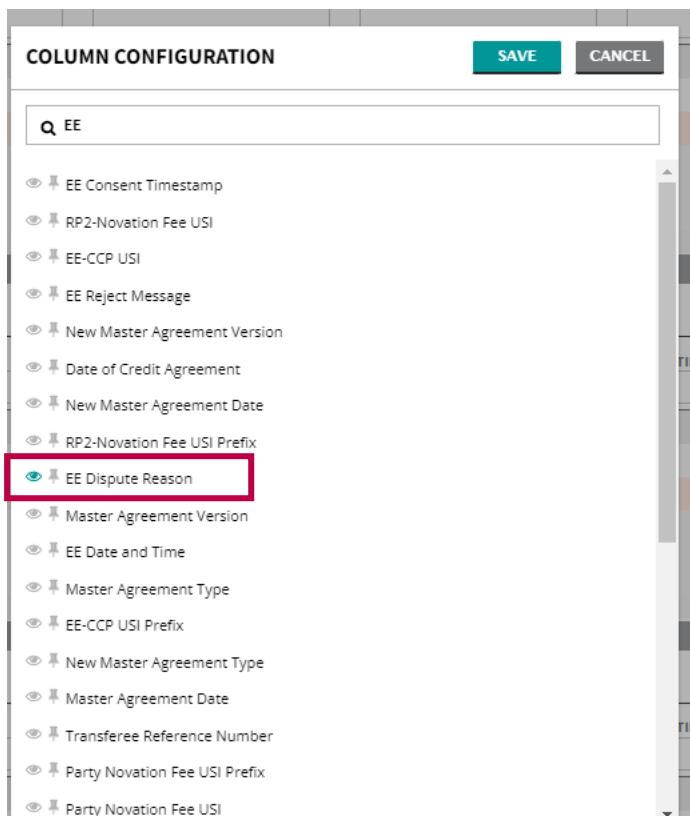
Once the user selects Save, the column will appear on the left of the GUI and can be moved to another section of the GUI for each party



A user can also pin a column to the left or right hand side of the GUI so that when they scroll through the GUI it will always be on the left. This can be done by going to the Column Configuration menu item and select Pin Left or Pin Right
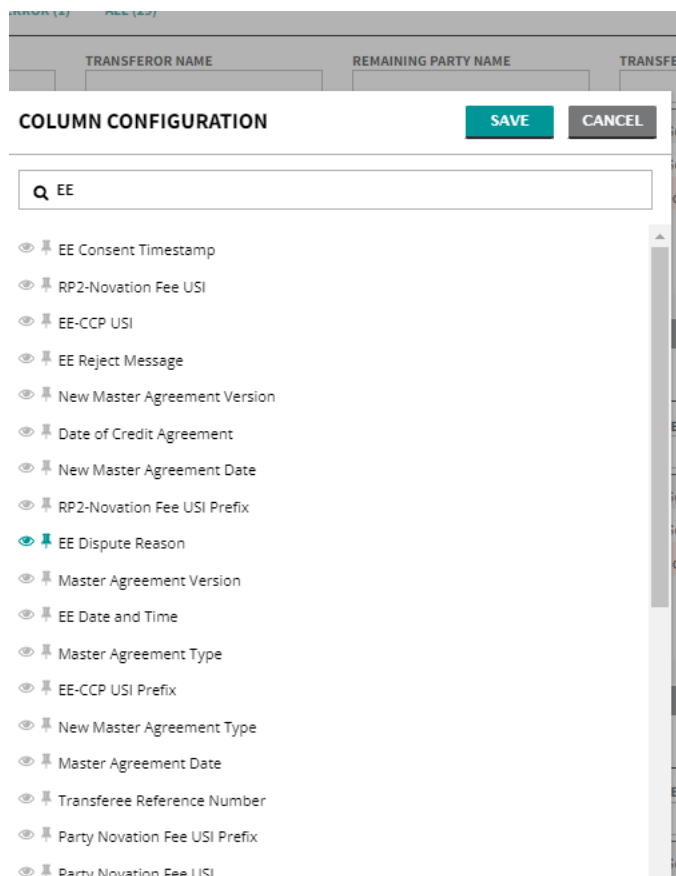
A user can save any configuration as a workspace by selecting the disk icon on the upper right hand corner, putting in a workspace name and hitting Save Workspace
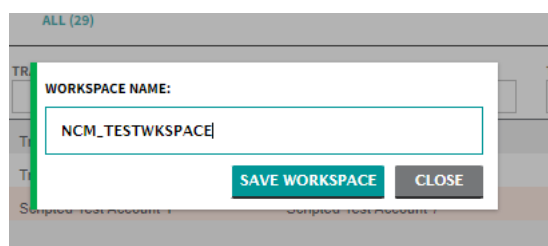




The workspace will be in User Favorites
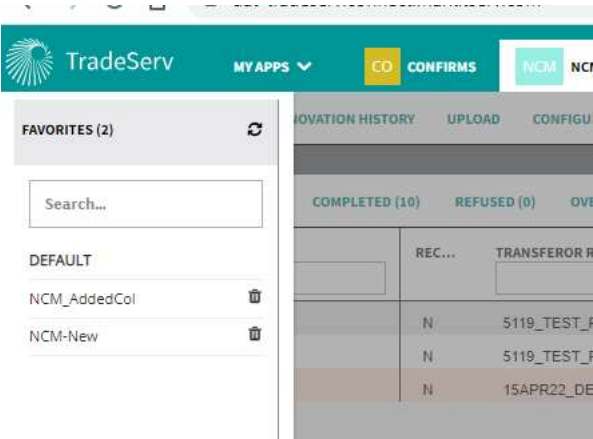
## 8.3.5 Actions cog

On the left of every NCM request, there is an Actions cog which allows the user to do a number of things

A user can view the trade via selecting View Trade Details

A user can view the audit trail of the Novation by selecting View History

A user can update their Routing code on the NCM request by selecting Update Routing Code, selecting a routing code and selecting Update





## 8.3.6 Workflow View

The GUI gives the ability to show a General View or a Workflow view.  The Workflow View gives the NCM requests that require action awaiting other action or require no action at all.  The workflow view is available as a toggle on the upper right-hand corner of the GUI
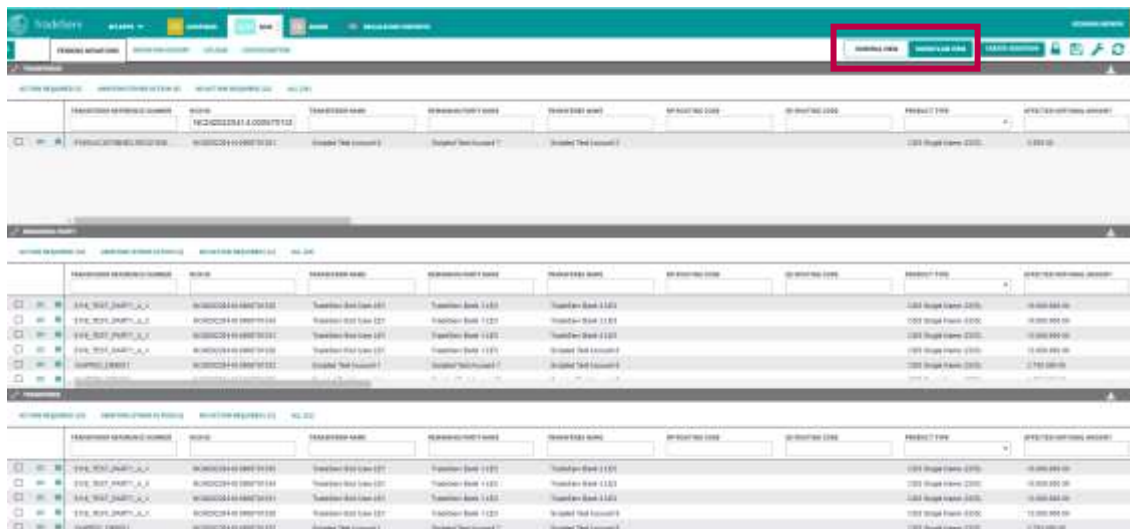
## 8.3.7 Novation History

A user can find the Novation History of a NCM request by going to the Novation History tab, putting in search parameters and hit Filter results. The history of that Novation will come up



## 8.3.8 Spreadsheet Upload

The Novation Consent platform support spreadsheet upload for all three parties to a Novation. This can be done by preparing the relevant csv file and going to the upload section of the GUI to upload
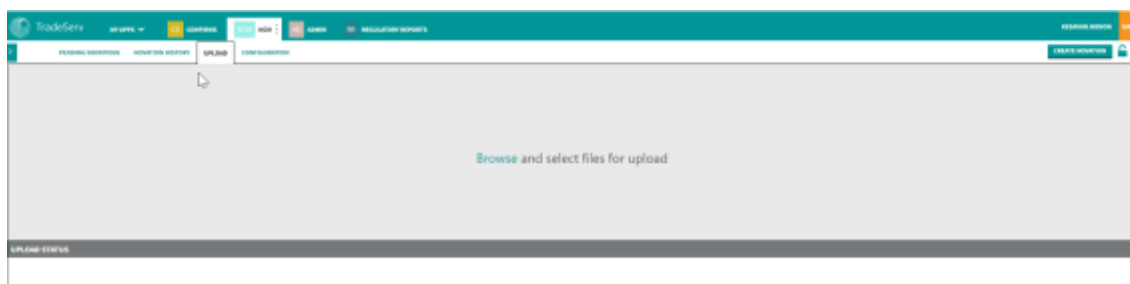


## 8.3.9 Configuration

A user can configure their workspace via going to the Configuration tab and selecting how they want the workspace to look like
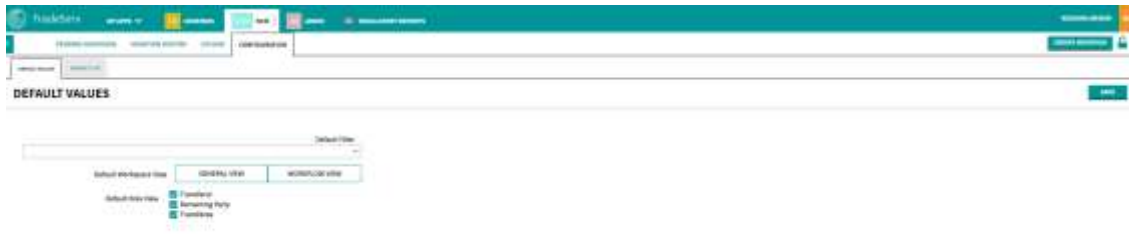
# 9.0 SFTP

TradeServ supports the ability to receive certain reports via SFTP

When a report is SFTPd to a firm, the report will have the below naming convention:

<Report Name ignoring spaces>_<1st 8 chars of Institution Name ignoring spaces>_<Markit Institution ID>_<Timestamp DDMONYYYY>_<(P)rod/(T)est Indicator>

Please reach out to our support teams for further information and to get setup for SFTP Reports

# 10.0 FAQ

1. **Do I have access to all the same functionality as DSMatch on TradeServ?**

   *You have access to all the same functionality with a few more added (for example: extra reporting functions) on TradeServ as compared to DSMatch.*

2. **Are my login details the same for TradeServ as for DSMatch?**

   *Your username will remain the same as it is in DSMatch. Your password will be reset for TradeServ. Your password will need changing when you first log in.*

3. **Is there another way to a view trade's details once it has been submitted other than the sidebar option?"**

   *The sidebar option is currently the only way to view trade details, this is to reduce the number of windows in TradeServ, as compared to DSMatch.*

4. **What will happen to DSMatch once migrated to TradeServ?**

   *DSMatch will be decommissioned and will be replaced with the new TradeServ platform.*

   *Currently, we are still in testing phase for TradeServ and this is projected to go live in Q3 2021. We will inform the industry once we have the exact date for the cutover.*

5. **What is TradeServ's new platform IP address/URL? Can you provide your server address and the ports you are listing?**

   *__URL:__ https://connect.markitserv.com/*

   *__IP:__ Unfortunately, we are unable to provide a single IP address for TradeServ. This is because TradeServ is a cloud-based service provided by Amazon Web Services (AWS) which dynamically allocates IPs from a periodically changing set resulting in an updating IP address. IHS Markit's Network and Security team are currently testing a solution which will allocate a single IP address for firms to whitelist. We will provide more updates on this when available.*

   *__Browser Versions:__ Internet Explorer version 11 and above must be supported. Chrome version 42 or above and Firefox version 16 or above should be supported.*

6. **What services will no longer be supported under TradeServ?**
   - *Internal Trades (self-trades)*
   - *Backload*
   - *Outside Assignment, Outside Exercise, Outside Termination*
   - *Increase Event (including Vendor Initiated Increase)*
   - *Submission of Credit Derivative Tie Out (Bronze Record)*

7. **Will the CSV upload file for TradeServ be the same as the one for DSMatch?**

   *Yes, the CSV upload file is the same and can be used for TradeServ.*

8. **Where can I retrieve the Cashflow report?**

*The Cashflow report is only available at the TIW. Please contact TIW support for this.*

9. **How can I add or delete a user?**

*Contact [support@markitserv.com](mailto:support@markitserv.com) to assist with the addition or deletion of users.*

10. **What is the support contact details?**

*[support@markitserv.com](mailto:support@markitserv.com)*