



CONNEXOR[®] Distribution

IBT Distribution Editor – User Manual

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1 Introduction

The IBT Distribution Editor is based on the Deribase framework developed by DerivaSoft and was customized together with SIX Swiss Exchange to provide an excellent tool for CONNEXOR participants to enter, adjust and validate product data for structured financial instruments.

The main goal of this new GUI is to largely improve usability and speed (load, enter, validation, submission). Also, various pre-configured, product-specific templates ensure the usability and high performance level required for efficient data entry. The views are based on the common product and term sheet understanding and established independently of the underlying data model.

2 Purpose of the IBT Distribution Editor

The IBT Distribution Editor (the Editor) is an online tool for editing, validating and submitting reference data of financial instruments to the IBT system to profit from the different CONNEXOR[®] services.

The current version of the Editor covers the format "Internet Based Terms 1.0 (IBT 1.0)". Due to the fact that the views are independent of the underlying data model, the Editor will also be compatible to IBT 2.0 with only few changes to the current views. For the user of the Editor this solution can relieve and improve the switch to IBT 2.0 in daily work.

Although the attributes are not specific to one IBT version, the user will easily understand their meaning since the naming is related to common market practice and additionally supported by help text (via tooltip).

3 Access and user administration

3.1 Login to the IBT Distribution Editor

Each time you access the Editor, you must authenticate yourself with a valid **User ID** and your personal **password**. Your User ID is the email address which you initially registered as described in chapter 3.2.

Access to the Editor is provided via the following URL:

https://deribase.derivasoft.ch/webgui/connexor.html

Please note that this access is independent of the IBT system and needs to be initially registered.

3.2 User access and registration

In order to get access to the new Editor and submit data to the IBT system, your new user account needs to be authorised by your group administrator or SIX Swiss Exchange as described below. It is also required that you are already registered in the IBT system with the same email address (User ID) and sufficient rights.

Registration for new Editor user:

If you want to use the Editor the first time please follow the required steps to register your new user account:

1) Accessing the Editor you find the Registration button in the general log in window:

Sign In	
User ID :	
Password :	
Login	
New editor user?	
Registration	

2) In the registration form you need to enter your personal contact data, select your User Group (according to the IBT System) and enter your personal password. Please do not note your password or give it to somebody else. The email you are registering must be identical to the one you are using as "User" ID to login to the IBT System.

New User Registrati	on	X
User Full Name :		
Email :		
Organization :		
User Group :	· •	
Telephone :		
Fax :		
Password :		
Repeat password :		
Register		

3) Since your email address will be your User ID for the Editor as well you will automatically receive an email to verify your registration. After confirming the email, your Group administrator or (if none registered) CONNEXOR Service Desk will be informed to set up your account with the sufficient rights and will contact you when your new account is approved.

Please contact your Group Administrator or CONNEXOR Service Desk for more details.

3.3 User administration

Each issuer specific User Group needs to set up at least one Group Administrator which will be initially authorised (according to the existing CONNEXOR contracts) and registered by CONNEXOR Service Desk. The *User Administration* with all registered users of the

issuer specific User Group can be found in the *Setting* section at *My Workspace*.

The following privileges apply:

Privilege	
lssuer	~
Sapuisa Admin	
Issuer	
Issuer with Group Admin	

- *Service Admin*: Applicable for CONNEXOR Service Desk members to register new users.
- *Issuer*: Applicable for members of an issuer specific user group with the rights to enter and edit all products, templates and underlying data of his specific user group and to submit data sets to the IBT System.
- *Issuer with Group Admin*: Applicable for members of an issuer specific user group who have additional rights to register new users for their specific user group.

The account of each user can have different status based on the registration process:

Status 🕈	
Approved	*
Registration Verification Pending for Approval Approved Blockerd	

- *Registration Verification*: The new user has registered his account and needs to verify his registration by confirming the email sent to him.
- *Pending for Approval*: The new user has confirmed the registration email sent to him, and the account status needs to be set to *Approved* by the Group Administrator or CONNEXOR Service Desk.
- *Approved*: The account of the new user is approved and can be used for editing and submitting data to the IBT System.
- Blocked: The user has 3 times consecutively entered a wrong password and was blocked by the system. The account can be set to Approved again by the Group Administrator or CONNEXOR Service Desk. In this case the password remains the same. If the user has forgotten his password he needs to apply for a new user account. Old accounts can only be deleted by CONNEXOR Service Desk.

For more information please contact the CONNEXOR Service Desk.

4 How to start

4.1 My Workspace

After successfully logging-in you are on the main page of the Editor called *My Workspace* which is divided in two sections. The upper section displays your products (including drafts etc.) and the lower section shows your templates (including generic templates provided by the system).

My Workspace	
🎉 Upload Produ	ıct
 My Products 	
 My Template 	s

On the upper right side of *My Workspace*, you can also logout of the Editor or change your password



In addition, you can access some general functionality like Upload Product:

Upload Product:

Via click to "Upload Product", you have two possibilities to upload one specific or several products from your personal environment into the Editor:

- One single XML file in valid IBT format containing one or many products can be uploaded.
- One ZIP file with one or many XML files in valid IBT format can be uploaded.

Setting:

Via the Menu Setting, you find two tables of Reference Data:

- Underlying Reference Data
- Party Reference Data

🛞 Setting 👻 🚨 prince.char	es!boe.uk 🔻
Underlying Reference Data	

Each table contains a number of data sets which are provided and maintained by SIX Swiss Exchange (column *Group* is empty). In addition you can individually add \bigcirc , adjust and delete \bigcirc your own data sets which are then usable by your user group (column *Group* contains your user group), e. g. for exotic underlyings which are initially not provided but heavily used by your group in the Editor.

At the top of those tables (and for most other column headers in the Editor) you have possibilities to search (type a word or value in the empty field above the column header), filter, order, move (via right mouse click) and hide the columns:

Commodity	~		XQM		9	6		9		P
Asset Type		Symbol	Exch	ange		Grou	qu		٢	
Commodity			ICUS	î	Sort Ascending					^
Commodity				17	Sort Descending					
Commodity					Configure Sort					
Commodity			XQM	н	Auto Fit All Columns					
Commodity			XQM	н	Auto Fit					
Commodity			XCB	-		-		_		
Commodity			XCB		Columns	• •	Underlying Name			
Commodity			XCM				ISIN			Е
Commodity				-	Group by Exchange	*	Valor			
Commodity					Freeze Exchange	*	Bloomberg			
Commodity				+		*	Reuters			
Commodity		CORNO	XQM	н			WKN			
Commodity						*	Currency			
Commodity						*	Asset Type			
Commodity			ICUS			*	Symbol			
Commodity						*	Exchange			
Commodity			XEUC	2		*	Group			
Commodity										

4.2 My Products

The products you will find in this area are either

- uploaded by you from your environment, or
- created by you using existing products or templates (see chapter 5), or
- imported from the IBT system. Every XML file of each product which was submitted to IBT (not using the Editor) is automatically imported into the Editor for your convenience so that you easily find existing products, for example to adjust them due to corporate actions or use them as draft or template for a new product.

For each product in this section you can easily get some additional information of this product ("product details") by just clicking the triangle icon on the left side:



There you can also open or download a "Deribase" style factsheet and the latest saved XML file of this product. The triangle icon, in general, delivers additional information or options at different places throughout the Editor.

Each product which was at least once saved in the Editor has one of the following status:



- *Editing Complete*: Data entry is completed and product is ready to submit (also known as draft).
- *Editing Incomplete*: The internal Editor validations still show some plausibility errors (also known as draft).
- Submission Success: The product was successfully submitted to the IBT system (to apply for provisional listing or for other CONNEXOR[®] services). Those products cannot be deleted but adjusted and then can change its status.
- *Submission Failure*: The submission to the IBT system was rejected since the IBT upload validation failed due to errors. For further information please refer to chapter 6.2.1.
- *IBT System Imported*: The product was imported automatically from the IBT system and was not changed since then.
- *Transfer Error*: The submission was not successful due to a system error at the network or IBT system. For further information please refer to chapter 6.2.3.

4.3 My Templates

Each template offers a pre-configured view on the product data and is subject to specific rules with individual default values, plausibility checks and a term sheet related layout. Those templates can to a certain degree be individualized and saved as User Group specific templates (e. g. with issuer's brand name) or saved as individual product drafts.

The Editor provides two types of templates:

• IBTTypeCode specific templates:

26 templates for the mostly used product types are provided and cover those attributes which are required and usually given for such a product. By definition of the IBTTypeCode, certain mandatory attributes are set with default values via the system (structural default values like StrikeBarrierTypes, IncomeTypes, etc.). For convenience, other attributes also use default values which are commonly applied but do not characterize the IBTTypeCode.

Both kinds of default values can only be changed by switching to the generic template (cf. 5.1).

Generic templates:

For each product family (see below) a generic template is generated with general rules and common plausibility checks to cover the remaining number of IBTTypeCodes

V My Templates										
	<u>َ</u>	Q.								
	Template Name	Family	Brand							
🗆 s	itructured Note									
31	FloaterIncome Structured Note	Structured Note	FloaterIncome Structured Note							
32	RangeAccrualIncome Structured Note	Structured Note	RangeAccrualIncome Structured Note							
33	Generic Structured Note	Structured Note	Structured Note							

The templates are divided into six product families which are corresponding to the basic types in the IBTTypeCode Selection Guide and therefore allow easy finding and known grouping: Warrants, Mini Futures, Underlying Tracker, Reverse Convertibles, Protection Participation, and Structured Notes.

5 Editing data sets

There are two basic options to start creating a new data set, i. e. a new product:

- open an existing product in My Products and change it, or
- open an existing template in *My Templates*.

In general it is recommended to start with an existing product and to adjust it according to the new product data (cf. also 5.2)

To adjust an already submitted product, e. g. due to a corporate action, the best way is to open exactly this product in *My Products* and change it accordingly.

Please note that date attributes are always displayed in the ISO format *YYYY-MM-DD* but can be entered using the ISO format as well as the European format *DD.MM.YYYY*.

5.1 Editing existing data sets in My Products

You can open each product in *My Products*, independent of its status, by double-clicking it. The product is opened in a new tab, the so called *Edit View*. Please note that you can open multiple products / tabs at the same time.



The *View* on the data of each product depends on its IBTTypeCode and is related to the template (cf. 4.3). If you open a product with an IBTTypeCode for which an IBTTypeCode specific template exists, the *View* is based on the product type specific characteristics and pre-defined rules and displays in a well-arranged form only those attributes for that product type which are required or commonly used.

e	7% (p.a	.) Bar	rier	Reve	erse .	. X	War	rant (Call) UBSOL on UBS 🛛 🕱	Track	ker Certi
3 9	Save As	h	Sa	/e As	Templ	ate	View :	FixedIncome Barrier Reve	🔊 Fac	tsheet
								FixedIncome Barrier Reverse	Convertib	e
Info	rmation							Generic ReverseConvertible		
	704 4			-						- Ide

Via a drop-down menu in the middle of the GUI, you can switch the *View* from the IBTTypeCode specific template to the generic template *View*. This is only recommended if you need to enter a product for another IBTTypeCode which has no own specific template but is close to one of the existing. For example, to enter a "FloaterIncome Barrier ReverseConvertible" which has no specific template you can open the specific *View* of a "FixedIncome Barrier ReverseConvertible" (use the template or a draft), and then after filling all the Barrier ReverseConvertible related data you can switch to the "Generic ReverseConvertible" to adjust for the IncomePayment differences and the IBTTypeCode.

After switching to the generic *View* please change the IBTTypeCode which is no longer protected (as in the specific *View*) and save it as a new product. In the generic *View* you have the freedom to change all attributes and features according to the new IBTTypeCode's requirements. Since you then can enter data constellations which are not valid for the IBTTypeCode with a specific template, please avoid to switch back to the specific *View* which could cause data loss due to the structural default values mandatory used in the specific *View*.

After editing the data you have different options to save the changes:



- *Save*: Save the data with the same *Product Name* in *My Products* and hence overwrite the existing data set (*Status*: *Editing* or *Incomplete*).
- *Save As*: Save the data with a new *Product Name* and hence create a new data set in *My Products* (*Status*: *Editing* or *Incomplete*).
- *Save As Template*: Save the data as a new template with a *Template Name* for later use in *My Templates*.

In addition to saving the data set the Editor offers additional functionalities directly in the *Edit View*:



- Factsheet: You can open or a save a factsheet in PDF format for this product.
- Submit to SIX Swiss Exchange: You can submit the product to the IBT system and to apply for provisional listing or to benefit from other CONNEXOR[®] services (cf. 6.2).
- *Export AS*: You can open or save the product as XML file in the applicable IBT format.

5.2 Working with templates

Double-clicking a template in *My Templates* opens a new product (known as draft) in the *Edit View* which then can be adjusted for submission to the IBT system or which can be saved as new template again (cf. 5.1).

To avoid accidentally overwriting an existing template, you can only save templates with the *Save As Template* button as a new template and then delete the old one (if it is a template created by your User Group).

For IBTTypeCodes without specific templates it is recommended to take one existing product for this IBTTypeCode, delete the dynamic data (like dates and underlying information) that only the static data remains (like Strike Types) and save it as new template).

6 Data validation and submission

6.1 Internal data validation

The Editor is performing two kinds of internal validations while you are entering data for a product:

• General plausibility checks independent of IBTTypeCode, e. g. Issue Date should be equal or smaller than Payment Date

	 Product Dates — 				
	Subscription Begin :				
	Subscription End :		2011-09-20		
	Initial Fixing Date :		2011-09-21		
	Issue Date :	0	2012-09-21		
	Payment Date :	0	2011-09-28		
Ì	Final Fixing Date :		Issue Date <= Payme	nt Date	
	Redemption Date :		2012-09-21		

IBTTypeCode specific checks within specific templates

Ratio)	Price So
0	.5	Reuters
	Denomination * Underlying Ratio StrikeLevel	-

Each attribute/attribute group with errors is marked with ¹ . The rule which causes the error is displayed in the help text via tooltip.

6.2 IBT data validation and submission

Pressing Submit to SIX Swiss Exchange triggers the batch upload mechanism to submit a product to IBT. Initial step of this process is the validation done by the IBT system.

6.2.1 Submission failed

If the submitted data **is not valid** according to the current TUFS requirements (schema and content), IBT system will reject the submit. The Editor provides the error message

Warning	\times
<u>.</u>	Submission failed due to validation errors

The error response coming from IBT is provided in several ways:

• In the *Edit View*:

😗 Submit to SIX Swiss Exchange	🏂 Export As 🔻	IBT Response

Via pressing *IBT Response* you can open a pop-up table which provides the *IBT Error Response* with the corresponding places in the Editor:

IBT I	Error Response			-×
	Section	Attribute	Error	
1	General		Invalid: IBTTermsheet[1]/FinalPricingEndDate(20110718): And(Mandatorylf(OpenEndFlag=F)(OpenEndFlag, [F]),Future(20111019))	
2	General Information	Effective From	Invalid: If(EventTypeCode=1)(NotPast(20111019))(20110805	9)
3	Product Detail	Redemption Date	Invalid: And(MandatoryIfAndOnlyIf(OpenEndFlag=F),And(And(NotF (NotFuture(PaymentDate))))(20110725)	as
4	Trading	Last Trading Date	Invalid: And(MandatorylfRoot,LastTradingDateRule) (20110718)	
5	Trading	First Trading Date	Invalid: And(MandatoryIfRoot,FirstTradingDateRule(20111021)) (20100726)	

• The corresponding attributes are also directly marked in the *Edit View* of the

product as error	Redemption Date :	2011-07-25	displaying the error in the
tooltip text.		,	

 To get the original IBT Response sent by the IBT system in XML format (e. g. for questions to CONNEXOR[®] Service Desk), please go to *My Workspace* and find the XML file in the *Product Details* of the relevant product:

1	Zurich Namen	Financial Services AG Outperformance Underlying Tracker naktie
	IBTTypeCode:	100034
	ISIN:	CH0107164508
	Valor:	10716450
	First Trading:	2010-07-26
	Last Trading:	2011-07-18
	Download:	Factsheet: <u>EN;</u> Termsheet XML: IBT1; IBT Response
	User:	prince.charles!boe.uk

The status of the relevant product is marked as 🔺 "Submission Failed".

6.2.2 Submission successful

If the submitted data **is valid** according to the current TUFS requirements (schema and content), IBT system will accept the submission and applies for the requested services. The Editor will confirm the successful submission

Note	X
Ţ	Submission successfully accepted

the product in *My Workspace* to "Submission Success". The corresponding IBT Response can be found in the *Product Details* as well.

6.2.3 Transfer error

If pressing the button "Submit to SIX Swiss Exchange" delivers a "System Error" message then either the network or the IBT system does not work correctly. In such cases you either need to contact the CONNEXOR Service Desk for clarification of the functional capability of the IBT system or you need to download the XML file and directly upload it to the IBT system via manual batch upload (<u>https://www.six-swiss-</u>

<u>exchange.com/issuers/services/connexor/ibt/ibt-upload-file_en.html</u>). Please contact the CONNEXOR Service Desk for further assistance.

6.2.4 Exceptional error

In case the submission delivers any exceptional error please contact the CONNEXOR Service Desk for further information and directly upload the product to the IBT system via manual batch upload (<u>https://www.six-swiss-</u> exchange.com/issuers/services/connexor/ibt/ibt-upload-file_en.html).

7 Technical information

The Editor is web based and supported by the following browsers:

- Internet Explorer, version 7-9
- Firefox, version 5-7
- Chrome, version 10-14

In general, no specific settings are required to use the full functionality of the Editor. However, if you experience any difficulties please contact the CONNEXOR Service Desk.

8 Contact and support

For any questions or enhancement requests you may have, please do not hesitate to contact the CONNEXOR Service Desk, +41 (0)58 399 33 66 or <u>connexor@six-group.com</u>.

For more information about DerivaSoft and its services please visit us at www.derivasoft.ch.