

Preparing messages

Creation of registration messages in the Web-client is done in the **Preparation** section. The section's main form offers the several ways to create message drafts:

- creating an empty draft (Fig. 1.1);
- creating a draft based on a template (Fig. 1.2);
- importing message from file (Figure 1.3).

The screenshot shows the 'Documents preparation' page of the NSD trade repository. The left sidebar contains links for Dashboard, Registration, Reports, Registry, and Documents preparation. Under 'Documents preparation', there are sub-links for Ready to send, Drafts (with a count of 15), Deleted, Sent, and Templates (with a count of 4). The main content area has a title 'Documents preparation' and three red-outlined buttons: 1) '+ Create new message', 2) 'Create from a template', and 3) 'Import a message'. Below these buttons is a list of contract types with their codes:

- An initial registration of:
 - + "Foreign exchange swap" contract (CM021)
 - + "Repo transaction" contract (CM041)
 - + "Fx spot or forward transaction" contract (CM022)
 - + "Bond transaction" contract (CM042)
 - + "Commodity swap" contract (CM053)
 - + "Bond forward" contract (CM043)
 - + "Interest rate swap" contract (CM032)
 - + "Swaption" contract (CM034)
 - + "Equity transaction" contract (CM046)
 - + "Foreign exchange option" contract (CM023)
 - + "Commodity swaption" contract (CM054)
 - + "Cap / floor / collar" contract (CM033)
 - + "Equity swap" contract (CM062)
 - + "Equity forward" contract (CM047)
 - + "Bond swap" contract (CM061)
 - + "Forward rate agreement (FRA)" contract (CM031)
 - + "Commodity option" contract (CM052)
 - + "Commodity forward" contract (CM051)
 - + "General product" contract (CM081)
 - + "Credit swaption" contract (CM072)
 - + "Credit default swap" contract (CM071)
 - + "Equity option" contract (CM048)
 - + "Foreign exchange digital option" contract (CM024)
 - + "Bond basket or bond index basket option" contract (CM045)
 - + "Bond option" contract (CM044)
- An initial registration of a master agreement (CM010)
- A quarterly report (CM091)
- Transfers and execution report (CM092)
- An execution status report (CM093)
- Statement request (CM004)

Fig. 1 – Preparation form

In addition, in the Web-client a draft is created through copying messages or registered contracts. The created message drafts are displayed in the **Drafts** form. At any preparation stage a draft can be:

- switched to the **To be sent** status;
- sent to the repository;
- deleted.

Fig. 2 shows a diagram of possible statuses of the draft message.

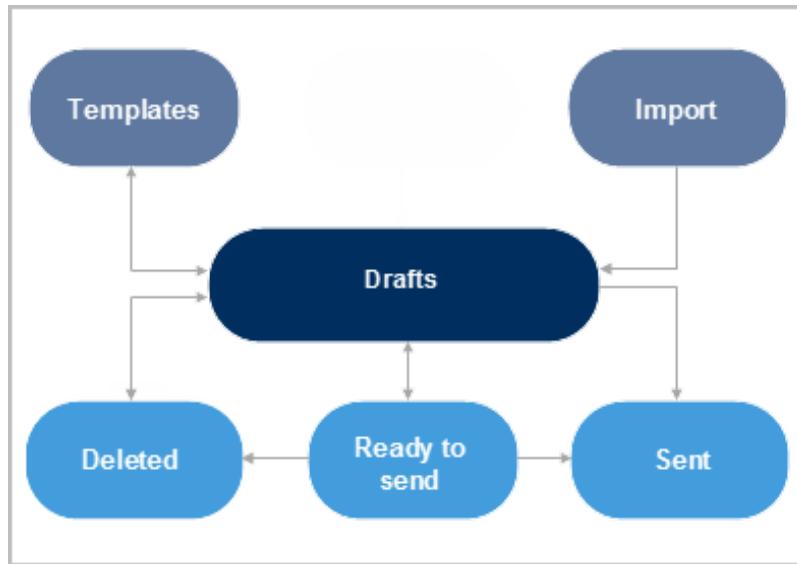


Fig. 2 – diagram of draft states

A method for creating a draft message depends on the type of message (product of the trade, initial registration or registration of changes, etc).

The main page of the **Preparation** section displays a list of messages which user can create:

1. messages for the initial registration of contracts and master agreements;
2. requests for reports.

An initial registration of:
 + "Foreign exchange swap" contract (CM021)
 + "Repo transaction" contract (CM041)
 + "Fx spot or forward transaction" contract (CM022)
 + "Basis transaction" contract (CM042)
 + "Commodity swap" contract (CM043)
 + "Bond forward" contract (CM043)
 + "Interest rate swap" contract (CM022)
 + "Swaption" contract (CM044)
 + "Equity transaction" contract (CM046)
 + "Freight exchange option" contract (CM023)
 + "Commodity swap/option" contract (CM024)
 + "Cfd transaction" contract (CM023)
 + "Equity swap" contract (CM022)
 + "Equity forward" contract (CM047)
 + "Bond swap" contract (CM063)
 + "Fx forward" contract (CM021)
 + "Commodity option" contract (CM052)
 + "Commodity forward" contract (CM051)
 + "General product" contract (CM051)
 + "Other transaction" contract (CM052)
 + "Credit default swap" contract (CM071)
 + "Equity option" contract (CM048)
 + "Freight exchange option/option" contract (CM024)
 + "Basis swap/option" contract (CM045)
 + "Bond option" contract (CM044)

Fig. 3 – sample messages

Form code is displayed next to the document name

To find out which transactions recorded in the repository, refer to [NSD's trade repository messages specifications](#).

To create a draft you need to select the message from the list. A [creation and editing form](#) will open, where you should fill out the fields and save the changes. This will create a draft messages.

The Preparation form displays a list of previously created templates (Fig. 4.1). Clicking on the template opens the message creation/editing form, where you can make the necessary changes and save. Documents created on the basis of templates are displayed in the [Drafts](#) form. Clicking on the [Form sheet templates](#) (Fig. 4.2) takes the user to the [Templates](#) form

An initial registration of:
 + "Foreign exchange swap" contract (CM021)
 + "Repo transaction" contract (CM041)
 + "Fx spot or forward transaction" contract (CM022)
 + "Basis transaction" contract (CM042)
 + "Commodity swap" contract (CM043)
 + "Bond forward" contract (CM043)
 + "Interest rate swap" contract (CM022)
 + "Swaption" contract (CM044)
 + "Equity transaction" contract (CM046)
 + "Freight exchange option" contract (CM023)
 + "Commodity swap/option" contract (CM024)
 + "Cfd transaction" contract (CM023)
 + "Equity swap" contract (CM022)
 + "Equity forward" contract (CM047)
 + "Bond swap" contract (CM063)
 + "Fx forward" contract (CM021)
 + "Commodity option" contract (CM052)
 + "Commodity forward" contract (CM051)
 + "General product" contract (CM051)
 + "Other transaction" contract (CM052)
 + "Credit default swap" contract (CM071)
 + "Equity option" contract (CM048)
 + "Freight exchange option/option" contract (CM024)
 + "Basis swap/option" contract (CM045)
 + "Bond option" contract (CM044)

2 [create from a template](#)

1 [Registration request | Foreign exchange swap](#)
 Registration request | Foreign exchange swap
 Statement request
 all templates

Fig. 4 – templates

For details on how to create messages templates, see [Templates](#).

Messages prepared by external systems, can be uploaded to the Web-client. Clicking on the [Import a message](#) button (Fig. 5) will take you to the [Import](#) form (Fig. 6). For the detailed description of the message import process see [Drafts](#) form.

Import a draft

Upload files with outgoing messages in FpML format, NSD old format (*.xml), and tabular formats CSV, XLS, DBF (*.zip). Files in non-FpML formats will be converted to FpML. You can upload ZIP-archives that contain the files listed and ZIP-archives.

Upload...

Close

Fig. 5 – import Fig. 6 – Import form

A created draft, regardless of the message type, can be duplicated by clicking on the toolbar, which opens by hovering the mouse over the row in the [draft](#) table. Clicking on the button will take you to the [creation and editing form](#), where you should enter data and save the changes. This will create a draft message.

Messages can be conveniently duplicated by creating drafts based on the previously sent messages. To create a copy of a sent message click on the toolbar that will open when hovering the mouse over the row of the [Registration](#) and [Reports](#) form tables. Clicking on the button will take you to the [creation and editing form](#), where you should enter data and save the changes. This will create a draft message.

Similarly, you can create a draft on the basis of registered contracts. To do this, click on the toolbar that will open when hovering the mouse over the row of the [Registry](#) table forms. Clicking on the button will take you to the [creation and editing form](#), where you should enter data and save the changes. This will create a draft message.