

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).

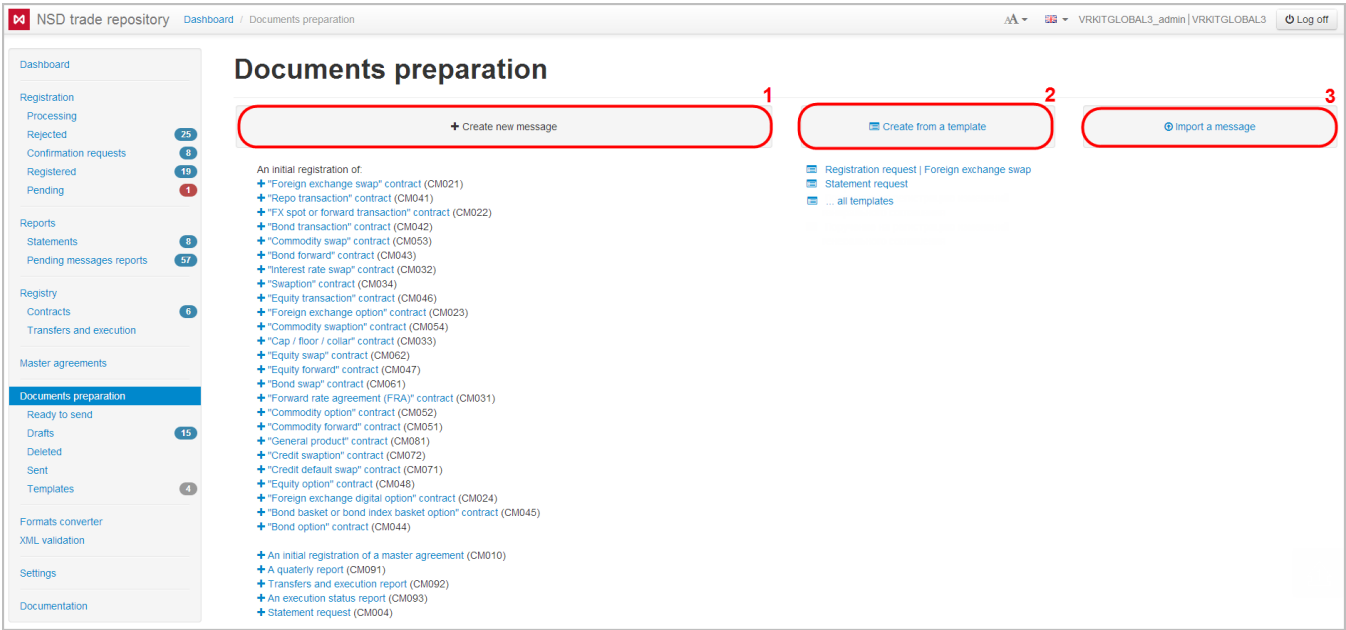


Fig. 1 – Preparation form

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.

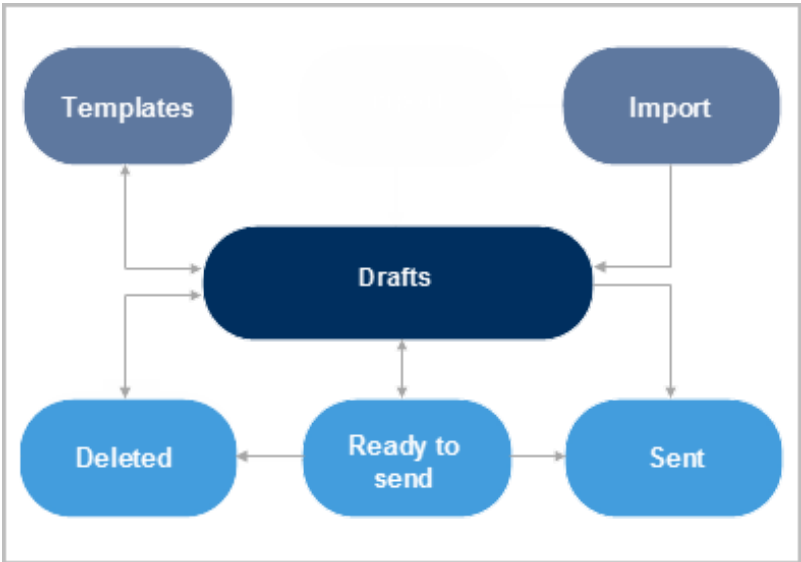


Fig. 2 – diagram of draft states

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.

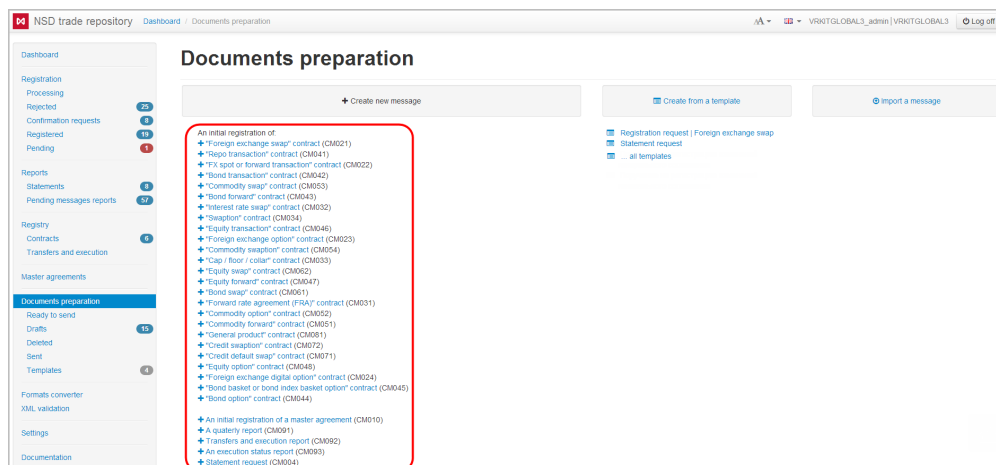


Fig. 3 – sample messages

Form code is displayed next to the document name

i 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

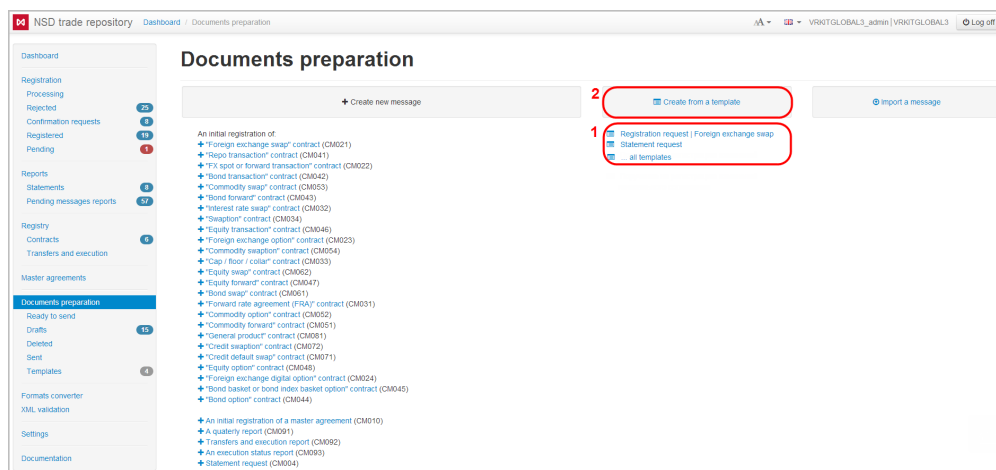


Fig. 4 – templates

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.

Documents preparation

+ Create new message

Import a message

Registration request | Foreign exchange swap
Statement request
... all templates

As 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 (CM045)
- + "Foreign exchange option" contract (CM023)
- + "Commodity swaption" contract (CM054)
- + "Cap / floor / collar" contract (CM033)
- + "Equity swap" contract (CM052)
- + "Equity forward" contract (CM047)
- + "Bond swap" contract (CM051)
- + "Forward rate agreement (FRA)" contract (CM031)
- + "Commodity option" contract (CM052)
- + "Commodity forward" contract (CM051)
- + "General product" contract (CM051)
- + "Credit swaption" contract (CM072)
- + "Credit default swap" contract (CM071)
- + "Equity option" contract (CM045)
- + "Foreign exchange digital option" contract (CM024)
- + "Bond based on 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)

Ready to send
Drafts
Deleted
Sent
Templates

Formats converter
XML validation
Settings
Documentation

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.