Trade Management System User Manual

Internet Based Fully Automated Online Trading System





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1.1 Document Control

1.2 Version History

Version No.	Date	Author	Comments/Changes from prior version
1.0	2020/01/01	Ramesh Bhusal	

1.3 Document Reviewers/ Approvers

Name	Designation	Reviewer & Approver	Reviewer & Approver Comments





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2 Introduction

2.1 Purpose

The purpose of this document is to instruct users on the functionalities of Order Management System that can be used to perform the desired task using the system. It details step by step procedure of all implemented functionalities in Trade Management System.

2.2 Target Audience

This Manual has been prepared to provide guidance to the users of Trade Management System. This document is targeted for external users of NEPSE (Clients) carrying out trading transactions on day to day basis.

2.3 Glossary

Term	Definition
TMS	Trading Management System
NOTS	NEPSE Online Trading System
DNA	Direct NOTS Access
LTP	Last Traded Price
CLI	Client
CNC	Cash & Carry
OTP	One Time Password
LMT	Limit Order
MKT	Market Order
EQ	Equity
MF	Mutual Fund
NCD	Non-Convertible Debenture
GTC	Good Till Cancel
GTD	Good Till Date
AON	All or None
FOK	FillorKill
IOC	Immediate or Cancel
СР	Closing Prince

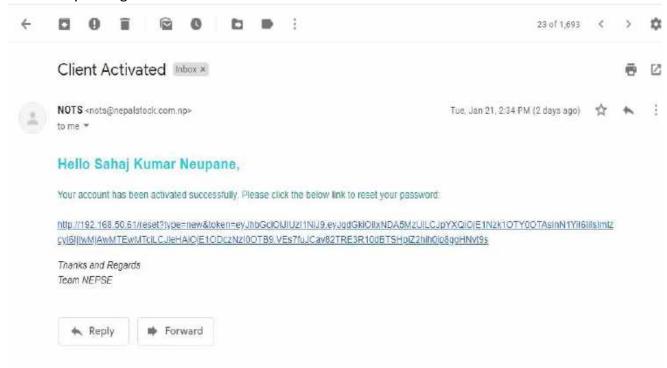




3 TMS Login

3.1 Create Password

• If you are login for the first time, make sure that you receive a password create link once you are registered with respective broker. The password create link will be sent to your registered Email account.

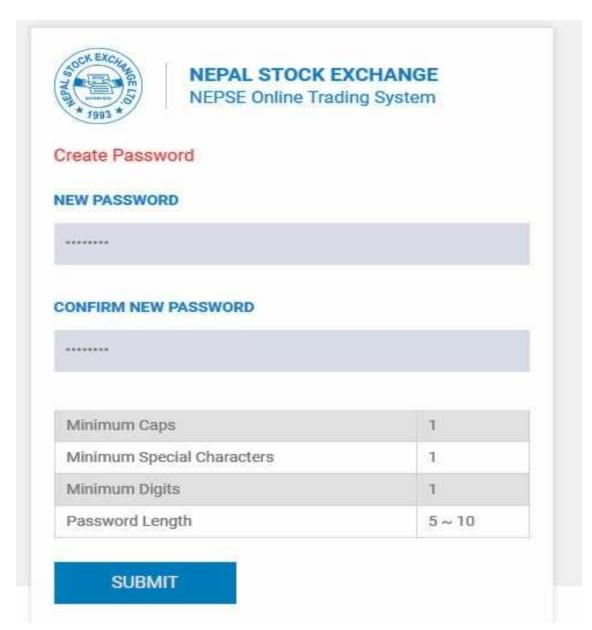


NOTE: Please make sure you provide your correct Email account during registration. If you are already registered, Please make sure you update your correct Email account in CDS.

• Click on Create Password link. It will direct you to create password URL. Enter user defined password & confirm it.







NOTE: - Password length should 5-10 with at least one caps, one special character and 1 digit.

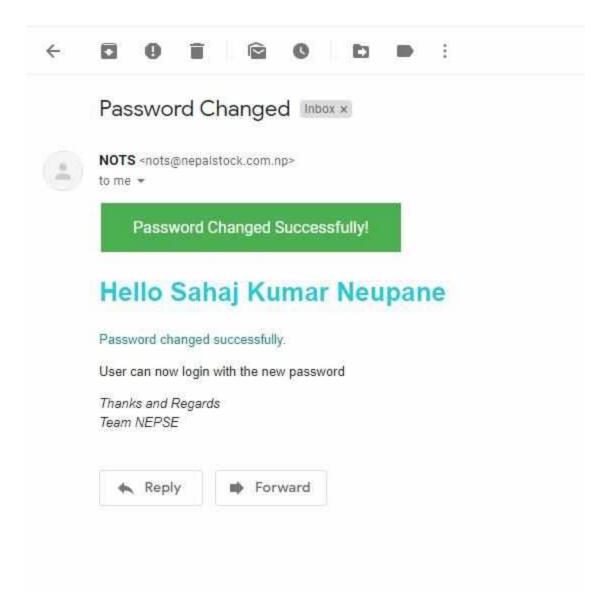
 Click on Submit. A success message will be displayed at top right corner of the screen.



• Once the password is successfully created, an email confirmation will be sent.





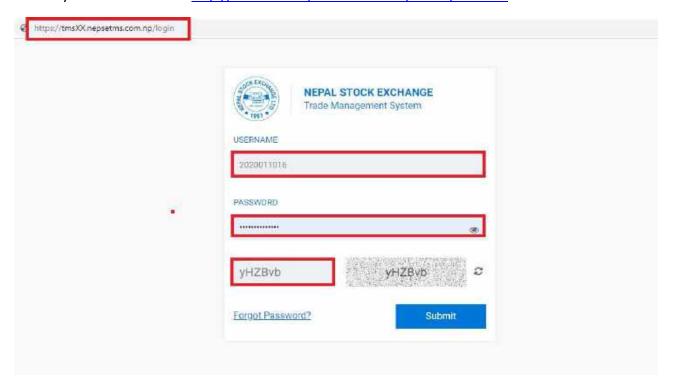






3.2 TMS Login

• Go to your TMS Login URL. Please consult your respective broker for Login URL or you can find it here http://newweb.nepalstock.com.np:8500/brokers.



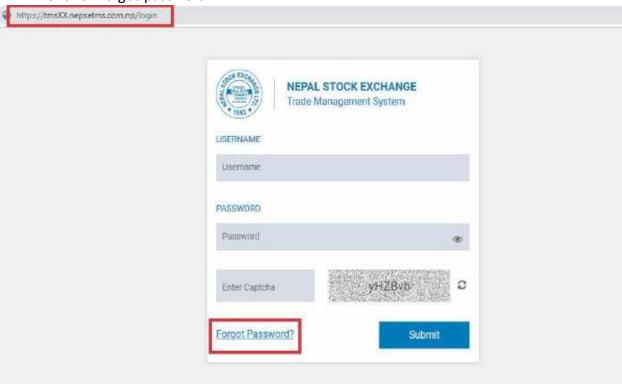
• Enter login credentials (username & password). Enter Captcha. Click on Submit.





3.3 Forgot Password (Reset Password): -

- If you forgot password or want to reset your password, go to your respective TMS login URL.
- Click on forgot password.

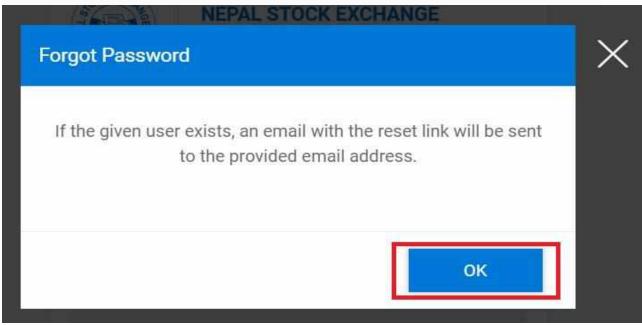


• Enter username and registered email account.



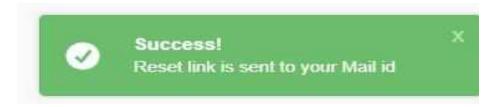




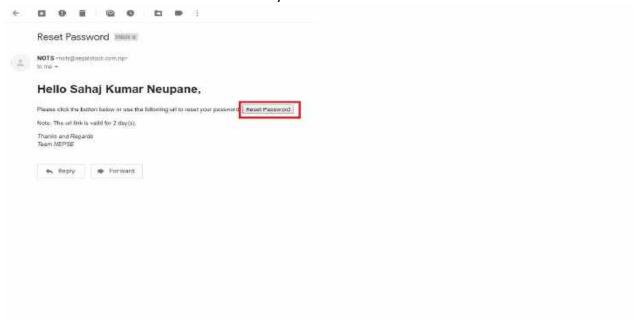








• Password reset link will be sent to your email.



• Click on that Reset link. It will direct you to reset password URL. Enter user defined password & confirm it. Click on submit.





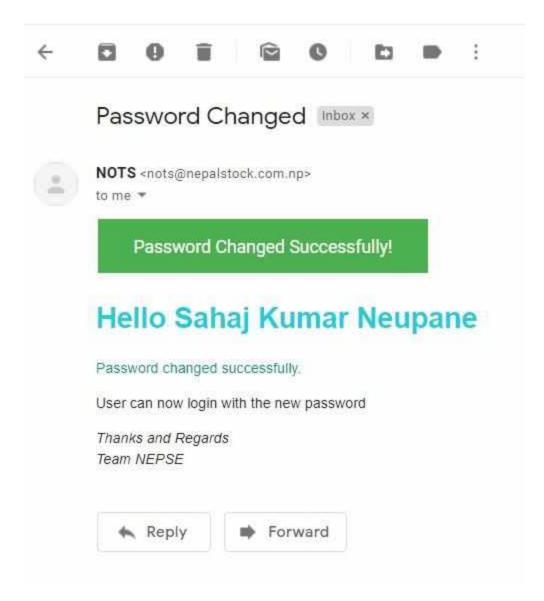




• An email will be sent with password reset confirmation.









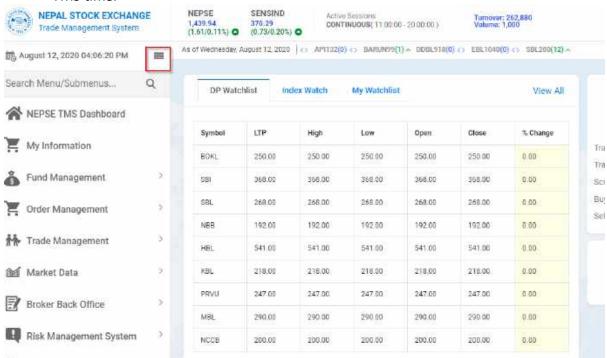


4 NEPSETMS Dashboard

• Once user is logged in, TMS is directed to Dashboard which has several information displayed for user's convenience.

4.1 Menu Toggle

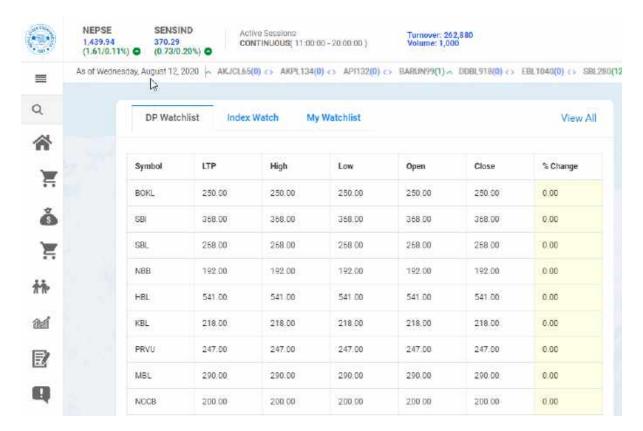
• User can hide side menu to expand screen on right. Click on icon adjacent to TMS time.



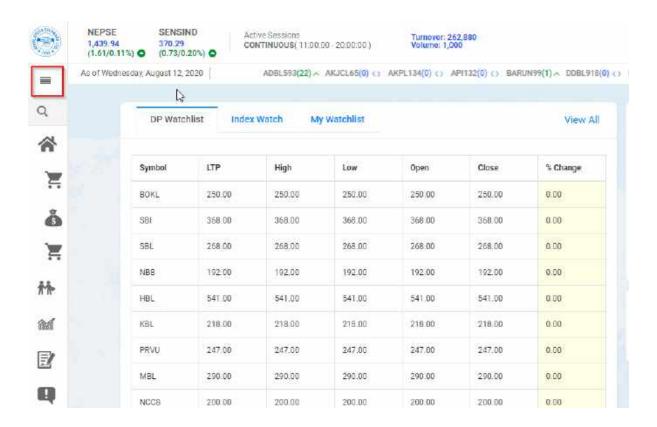
 Once clicked, side menu will hide and your screen will expand. Only Icons are displayed in side menu.







• To re-display side menu, click on same icon.

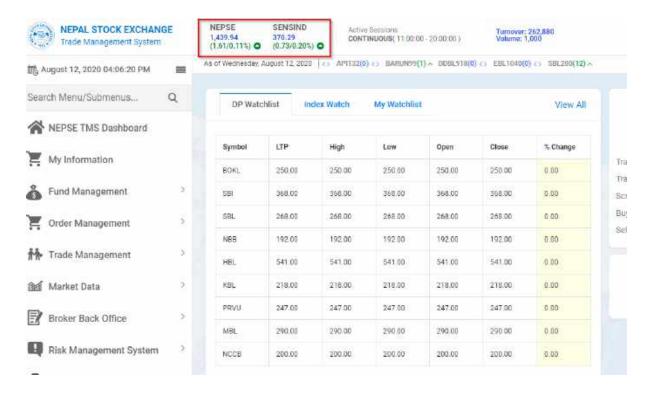




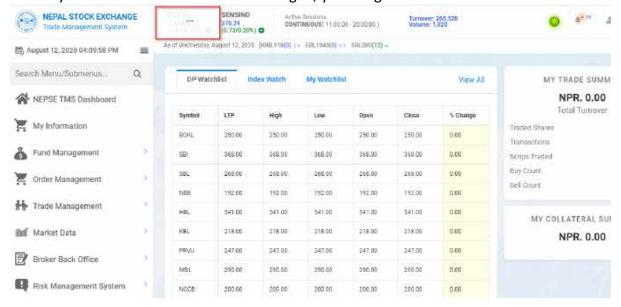


4.2 Index

• By default, two indices (NEPSE & SENSITIVE) are displayed as shown in below fig:



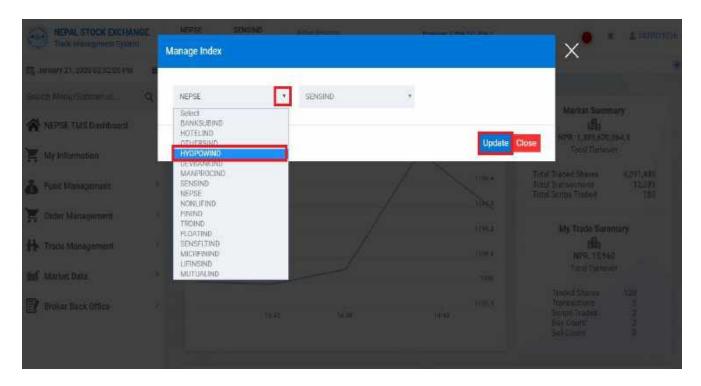
User can decide on index to be displayed. If you wish to change the index, hover
 your curser on the index to be changed, you will get an icon
 Click on that icon.

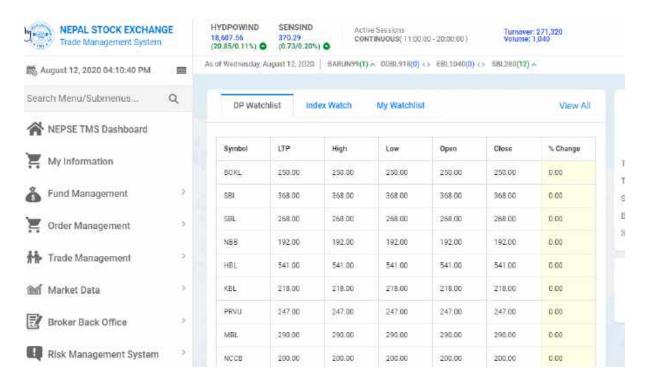


 All available indices are listed, chose the index you want to display and click on Update.









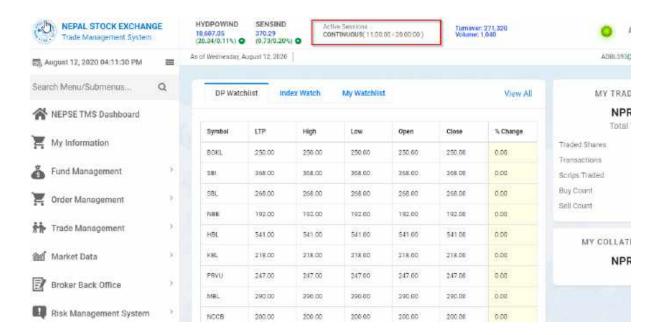
Note: User can configure second index (SENSIND) in the same way as first index was configured above.





4.3 Active Session

• User can view currently active session and its time. If there is no session active, it will display "No Active Session".

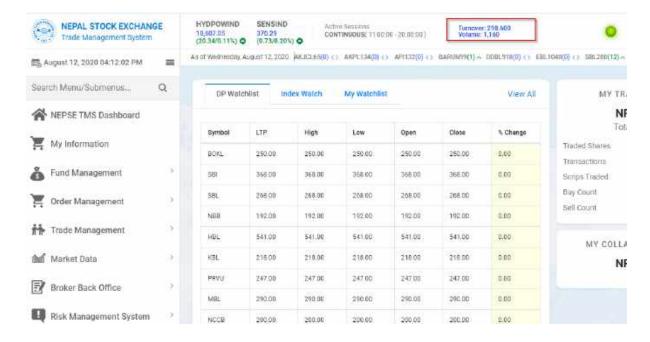


4.4 Turnover & Volume

- You can view Overall Turnover and Volume of Scrips Traded in today's market. These data are fetched on real time.
- User can view their own Trade Summary in today's market as well. Trade Summary includes total turnover, total transaction done, total scrips traded and Buy-Sell Count on transaction.

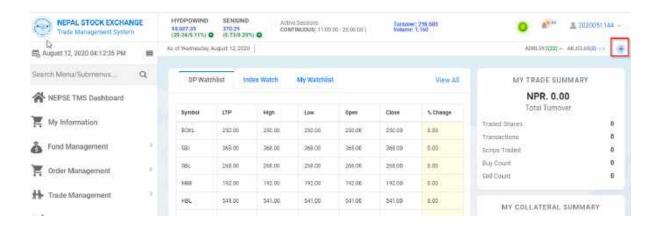






4.5 Tickers

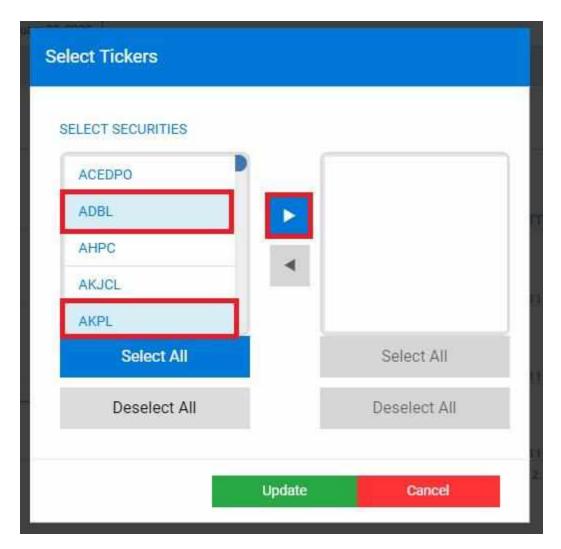
- Tickers are for displaying Current Price of respective security and its price variation.
 The price and variation in Ticker for each security is fetched on real time.
- Users can create their own Ticker for securities of their choice. To create Ticker, Click on "+" icon on top right of your Dashboard.



• A "Select Tickers" window is displayed.



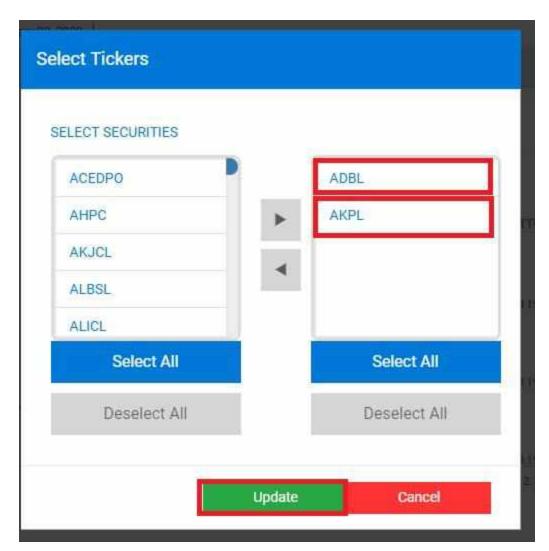




- Select Securities you wish to display as Ticker and click on icon above fig:
- Selected securities are displayed on right as shown in below fig:. Once Securities are selected, click on update.



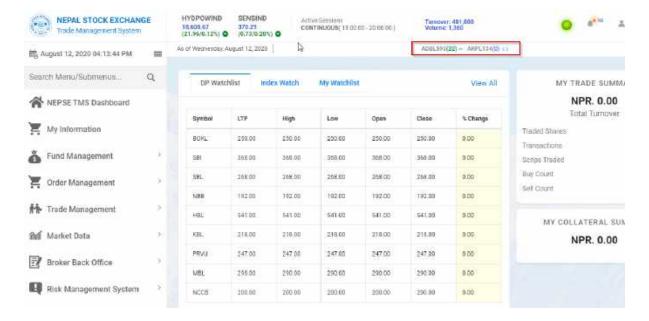




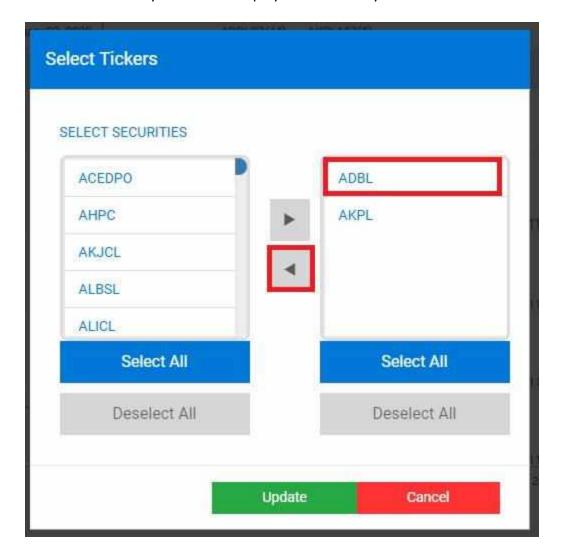
 Selected Securities are displayed in Ticker with Last-Traded price and its variation on Previous-Day price for respective securities.





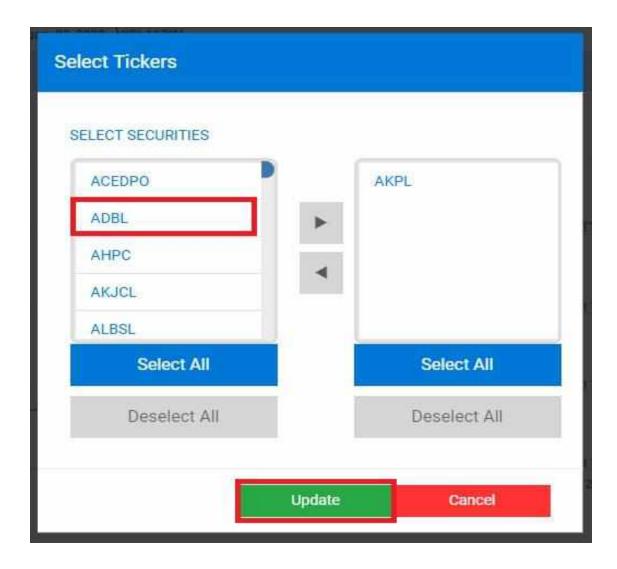


- If you wish to update securities in existing ticker, you have to select security from right and Click on icon . Click on update.
- That Security will not be displayed in Ticker anymore.









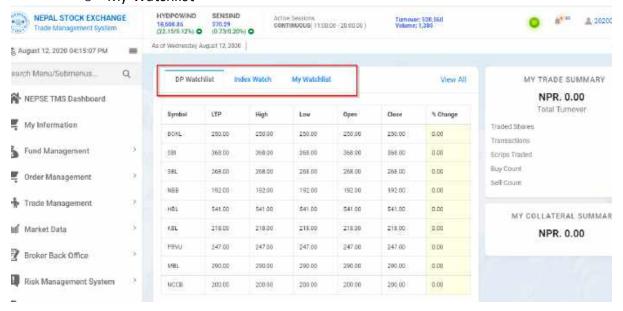
NOTE: User can select all available securities to be displayed as Ticker or deselect all securities from Ticker. **Select All** and **Deselect All** buttons are available for this purpose.





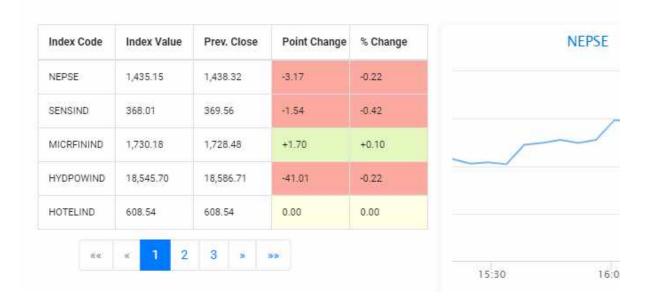
4.6 Watch Lists

- A Watchlist is a list of securities being monitored for potential trading or investing opportunities.
- There are 3 different tabs with different information available for client.
 - o DP Watchlist
 - Index Watch
 - o My Watchlist



- In the % change column in all 3 tab, below are the colour code and their significance:
 - Light Red:- Negative
 - o Light Green:- Positive
 - Light Yellow:- Neutral/ No Change

NEPSE Graph





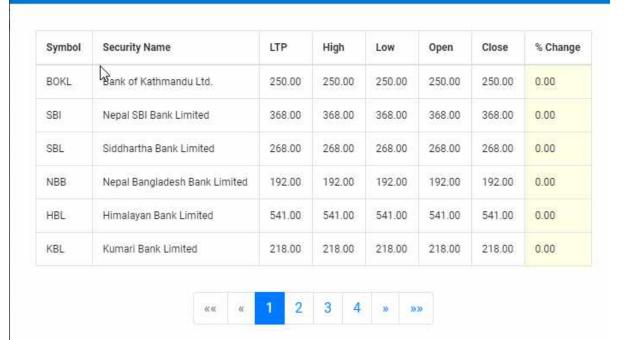


4.6.1 DP Watchlist

- It allows client to watch and monitor market statistics of their investments (DP Holdings). For each security listed here, market information is dynamically updated on real time.
- Up to 9 securities are listed in the screen at a time. If there are additional securities, then click on the 'view all' to view all your holdings.



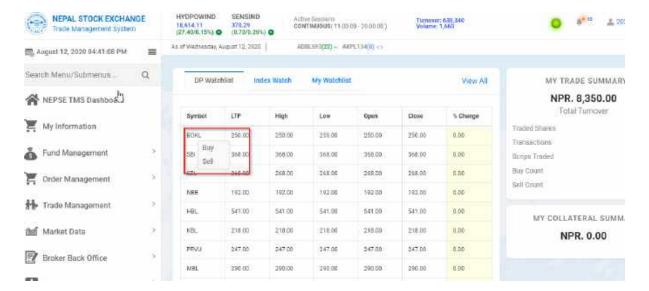
My DP Watchlist



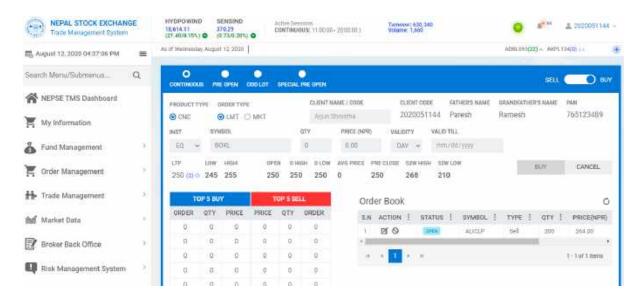
• If you wish to place order for any of the securities, right click on respective Security and click on "Buy" or "Sell".







 You will be redirected to Buy/Sell screen with respective security selected on default.

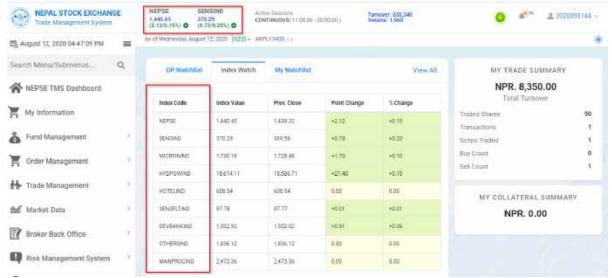


4.6.2 Index Watch

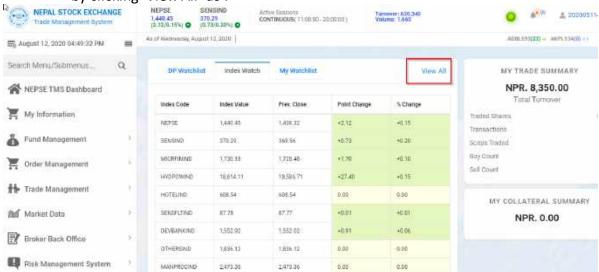
 By default only 2 index are displayed at the top of the TMS website. However, there are many other indexes available which can be viewed through index watch tab.







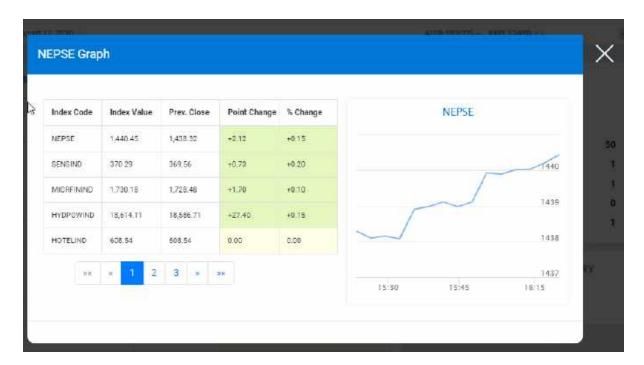
• Only 9 indexes are displayed in the screen at a time. Rest of them can be viewed by clicking 'View All' as:



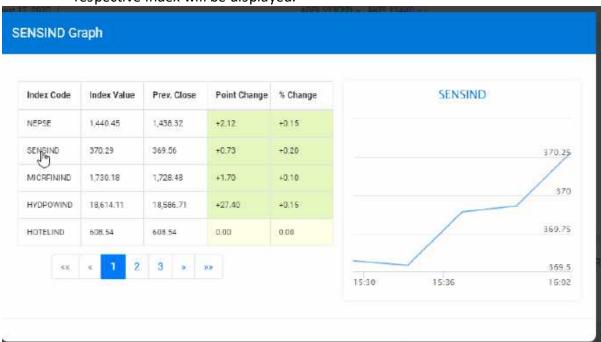
• On clicking any of the index code available in the tab, a pop-up screen will appear with visualization (graph) for the indexes.







• Client can select any other index in the screen (pop-up) and the graph for the respective index will be displayed.



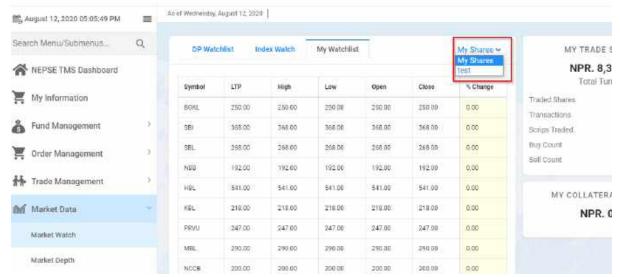
4.6.3 My Watchlist

- It allows client to watch and monitor market statistics of the securities they are interested in. For each security listed here, market information is dynamically updated on real time.
- This tab lists the securities client has added in the Market watch. There can be one to many market watch as per the client's need and interest.
- For more information on Market match, Please navigate to the <u>Market watch</u> section in this document.

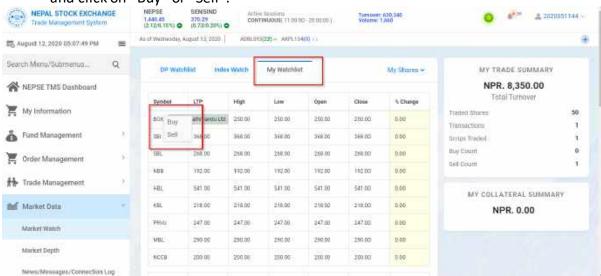




 Client can choose which Market Watch they want to view by selecting the interested market watch.



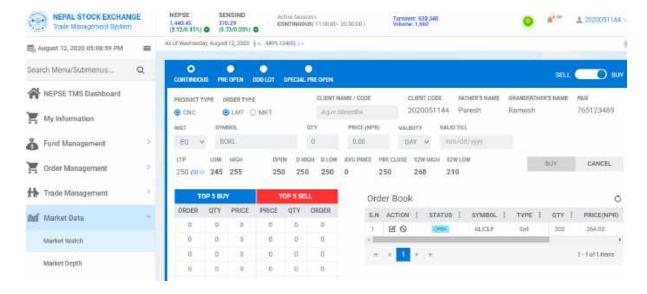
• If you wish to place order for any of the securities, right click on respective Security and click on "Buy" or "Sell".



• You will be redirected to Buy/Sell screen with respective security selected on default.

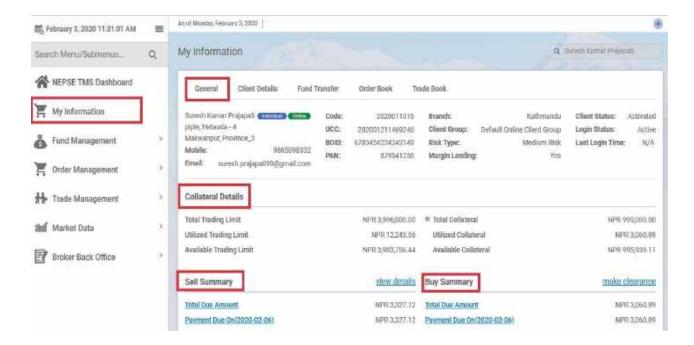






5 My Information

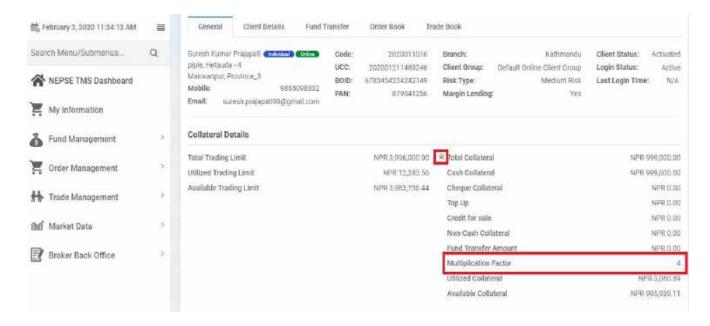
- User can view complete details on My Information. Navigate to My Information.
- My information has 5 tabs with varying information.
- In General tab, you can view individual details with collateral and settlement details.



• In Collateral Details, you can view Total and Utilized Collateral with Trading Limit. To view complete collateral detail, click on "+" adjacent to Total Collateral.

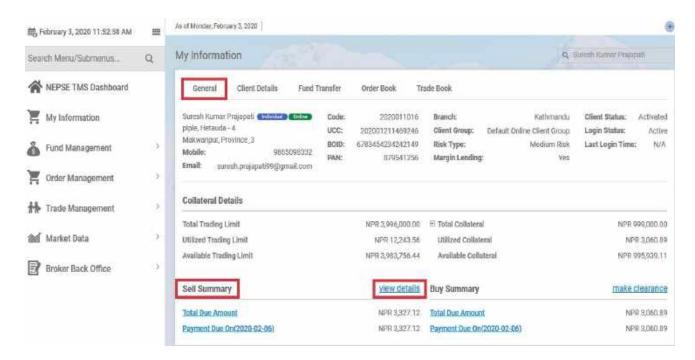






Note: Client's Total Collateral deposited multiplied by "Multiplication Factor" makes Total Trading Limit for respective client. Multiplication Factor is provided by respective Broker.

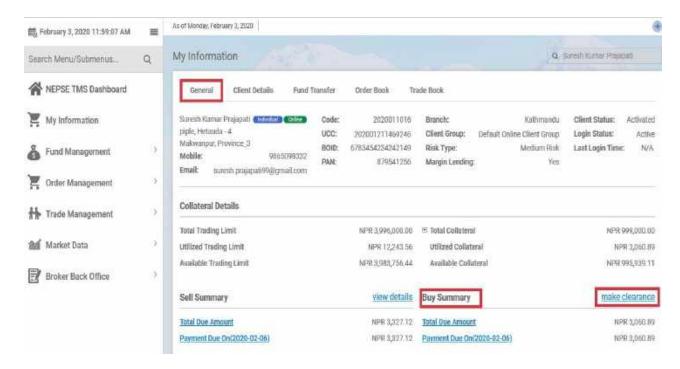
 In Sell Summary, you can view details of sell transactions with due amount to be settled. Click on "View Details" and you will be redirected to <u>Sell Settlement (Pay-Out)</u>.



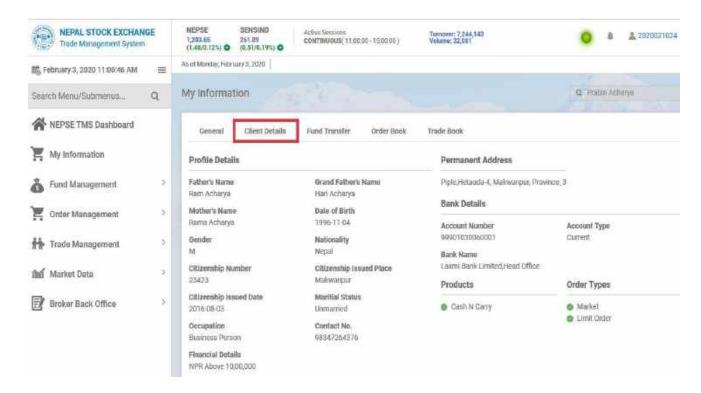
 In Buy Summary, you can view details of Buy transaction with due amount and date for clearance. Click on "make clearance" and you will be redirected to <u>Buy</u>
 <u>Settlement (Pay-In)</u>. Here, you can make payment for clearance.







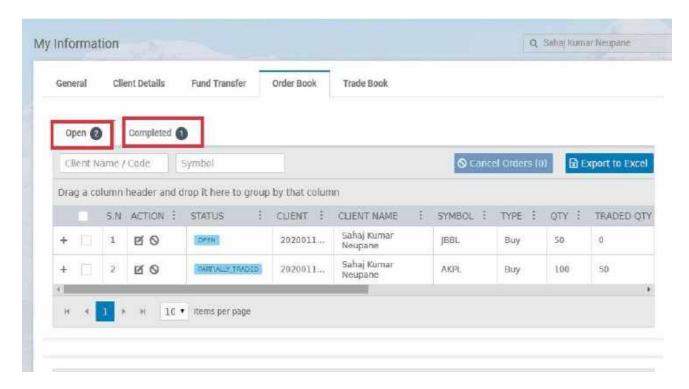
• On Client Details tab, you can view your display image as well. Image should be uploaded on KYC for it to be displayed here.



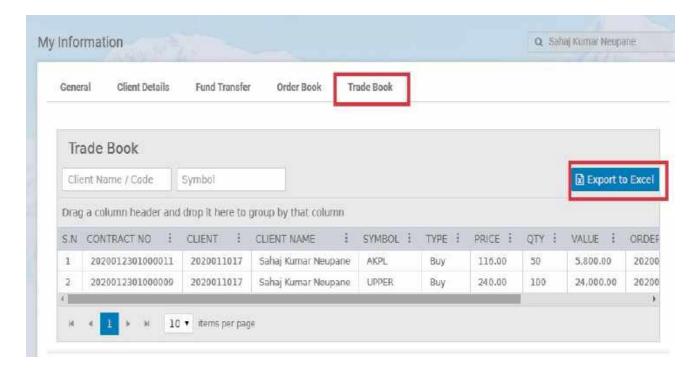




• Order Book tab works as Daily order Book. You can view all kinds of order placed today. You can modify or cancel orders from here as well.



• All Trades done today are displayed here as well on Trade Book tab.







6 Online Client Creation

This section is to instruct users on the functionalities of Online Client Creation. It details step by step procedure of implemented functionalities of Client Creation.

 Go to the Respective Member Portal and Click on "Register" link provided on the screen

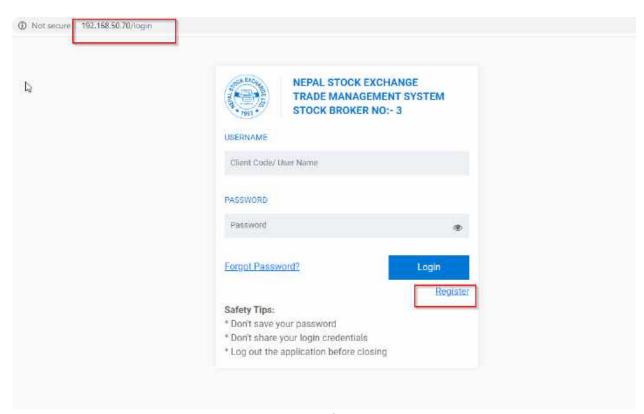


Fig 3.1: Login Screen showing Register

NOTE: - 192.168.50.70/login is a sample URL.

6.1 Individual Client Type

- Fill all the required form. (* symbol indicates mandatory).
- Fill in General details.





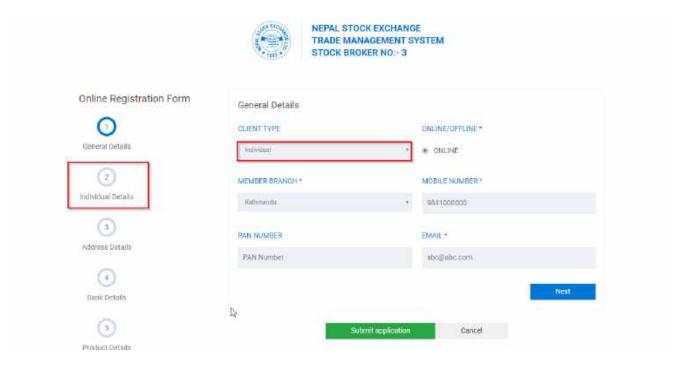


Fig 3.1.1: General Details Creation

• Fill the individual details.

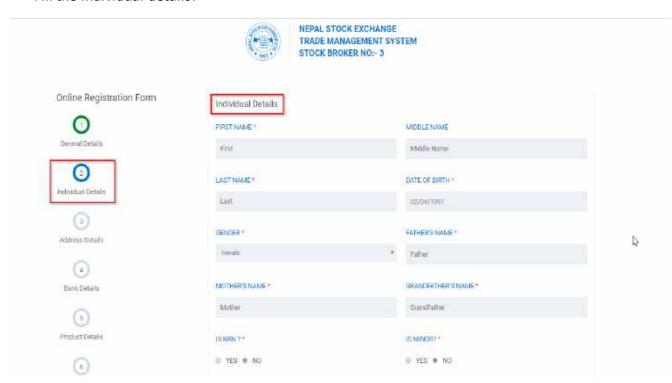


Fig 3.1.2: Individual Details

• Fill the address details.





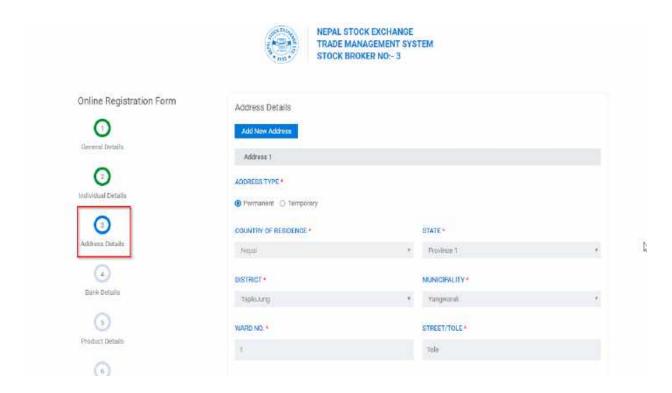


Fig 3.1.3: Address Details

• Fill in Bank Details.

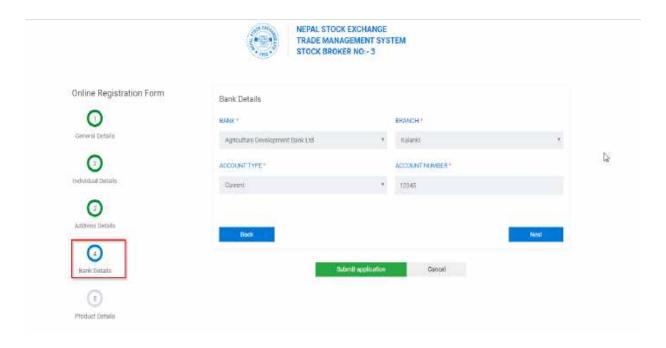


Fig: 3.1.4 Bank Details

• Fill in Product Details.





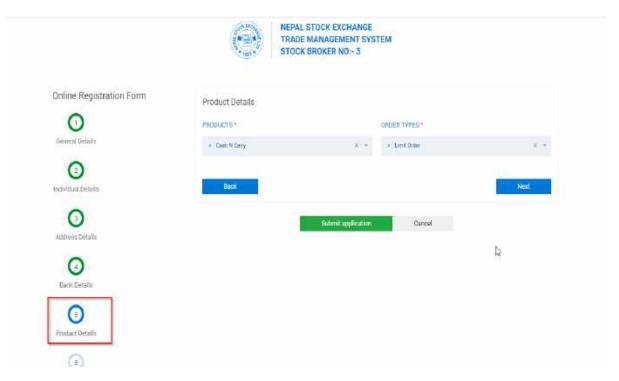


Fig: 3.1.5 Product Details Creation

- Fill in Depository Details.
- BOID must be of 16 digits and must be unique from other client.

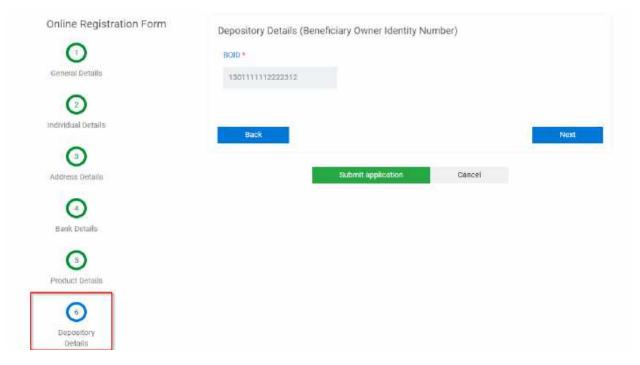


Fig: 3.1.6 Depository Details creation





 Upload required documents. User can upload multiple documents for same document type by clicking on Add symbol and remove existing upload by clicking on Cross symbol.

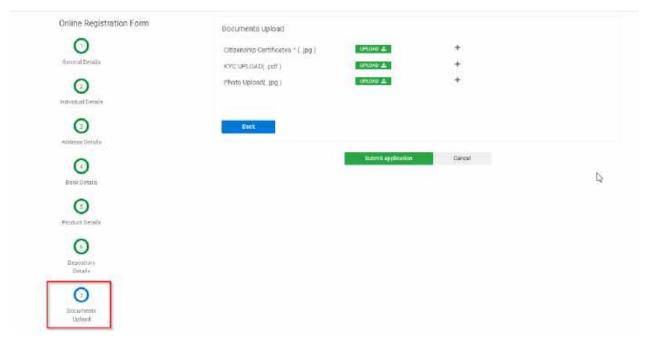


Fig. 3.1.7 Before uploading required documents.

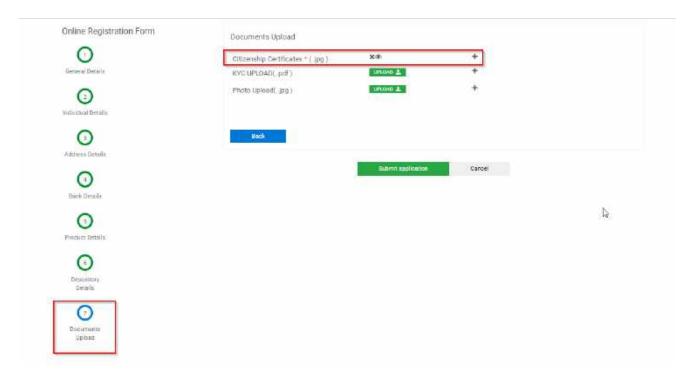


Fig. 3.1.8 Document upload





• Click on Submit to submit application for approval.



Fig. 3.1.9 Submit Application

After submitting application, click on "Submit"

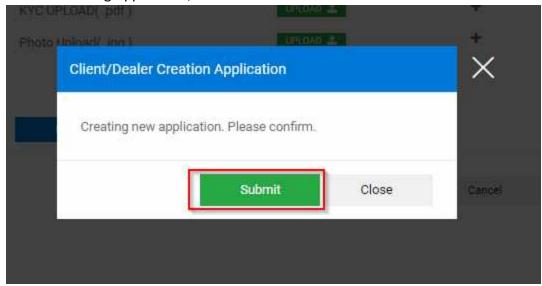


Fig 3.1.10: After Submitting Application





• Client Registration Success Message after Submitting Application

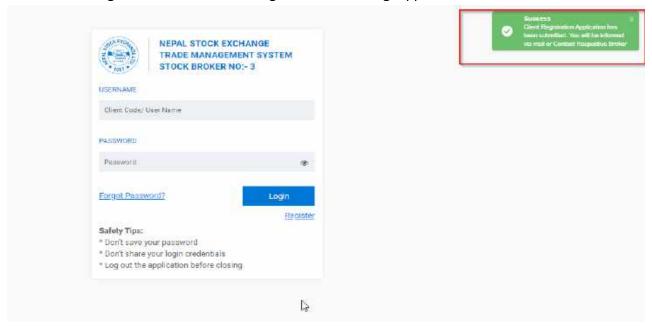


Fig 3.1.11: Client Registration Success

• The Broker will then approve the application and UCC request is sent to RMS via broker





6.2 Corporate Client Creation

- Select Client Type as Corporate.
- Fill all the General details.

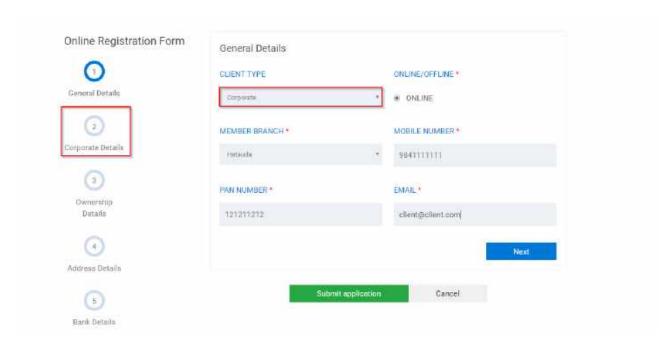


Fig: 3.2.1: General Details





• Fill the corporate details.

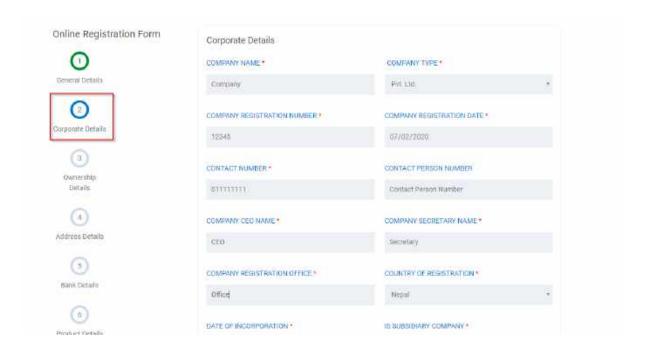


Fig: 3.2.2: Corporate Details

• Fill the ownership details.

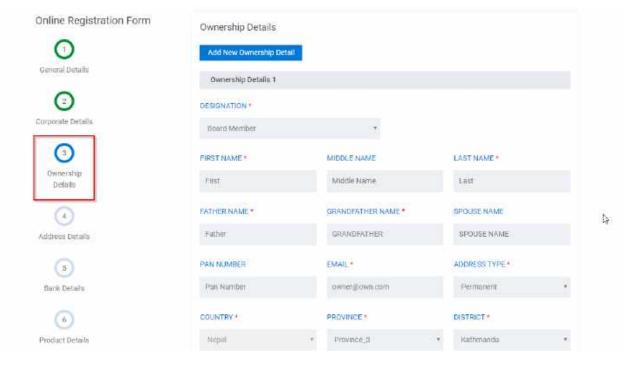


Fig 3.2.3: Ownership details





• Fill the address details.

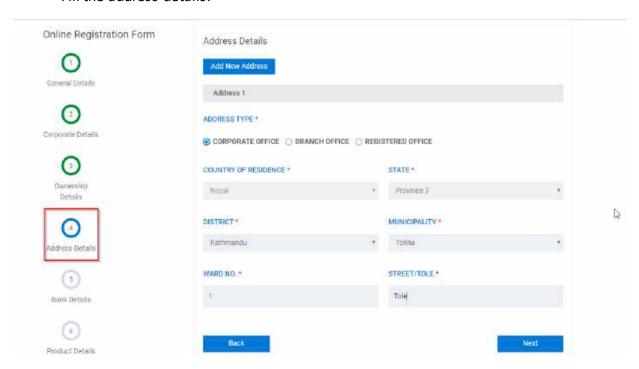


Fig 3.2.4: Address Details

• Fill the Bank details.

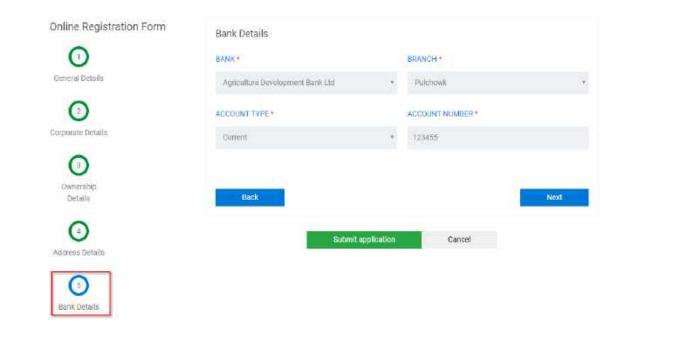


Fig 3.2.5: Bank Details





• Fill the Product details.

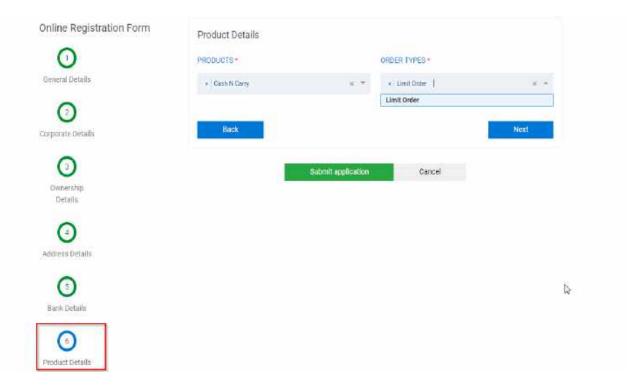


Fig 3.2.6: Product Details

• Fill the depositary details.

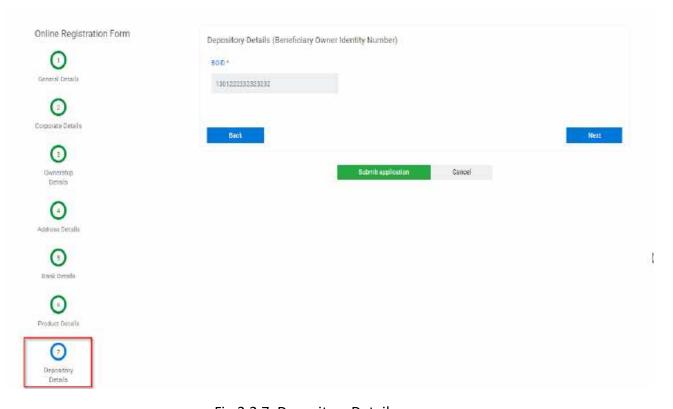
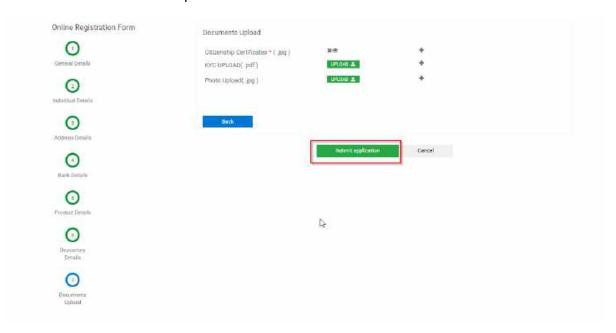


Fig 3.2.7: Depositary Details





• Fill the documents upload.



- Click on Submit to submit application for approval.
- The Broker will then approve the application and UCC request is sent to RMS via broker

6.3 Mutual Fund type client creation

- Select Client Type as Mutual Fund.
- Fill all the General details.

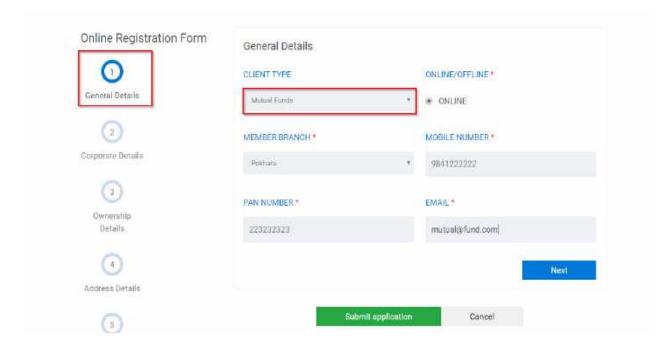






Fig 3.3.1: General Details

• Fill the corporate details.

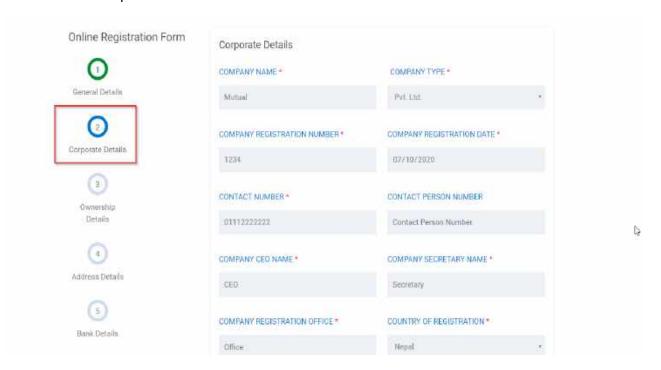


Fig 3.3.2: Corporate Details

• Fill the ownership details.

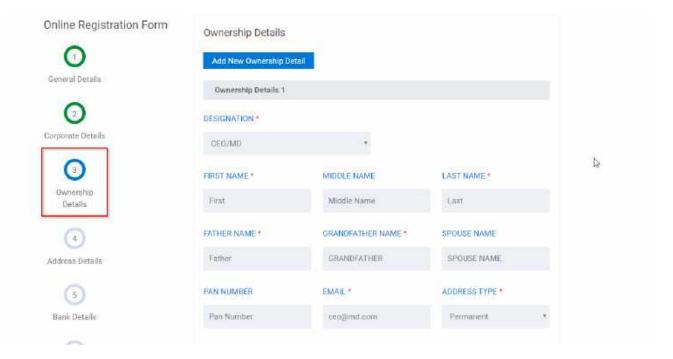


Fig 3.3.3: Ownership Details





• Fill the address details.

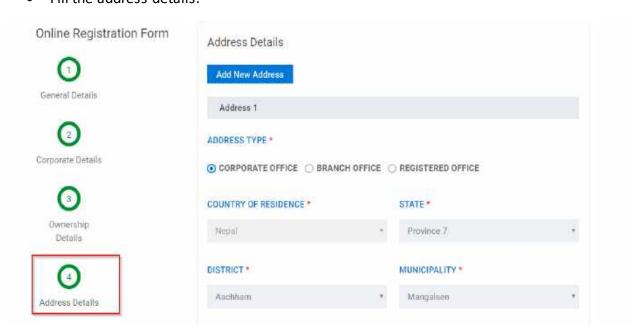


Fig 3.3.4: Address Details

• Fill the Bank details.

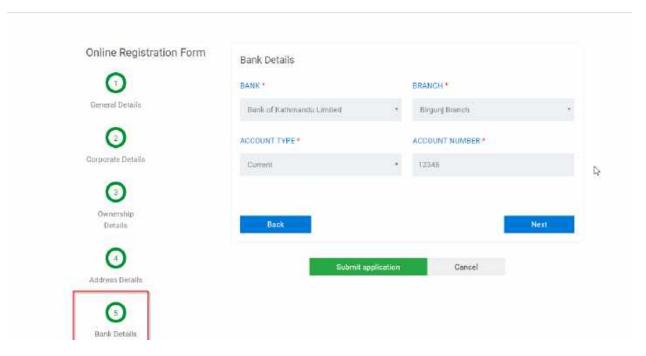


Fig 3.3.5: Bank Details





• Fill the Product details.

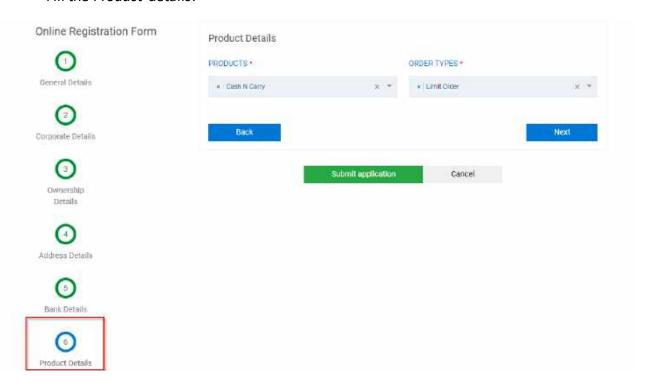


Fig 3.3.6: Product Details

• Fill the depositary details.

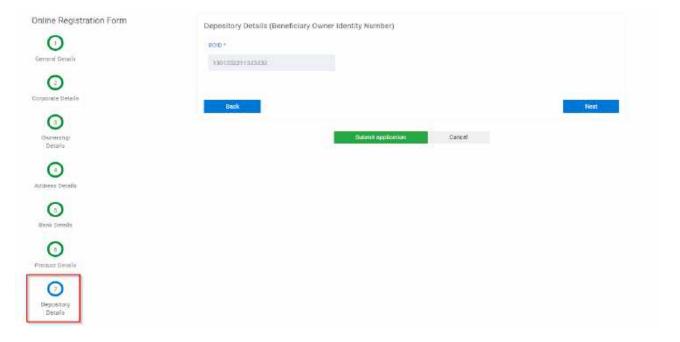






Fig 3.3.7: Depository Details

• Fill the documents upload.

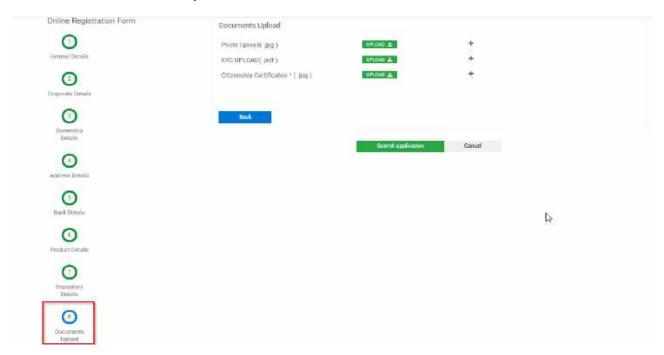
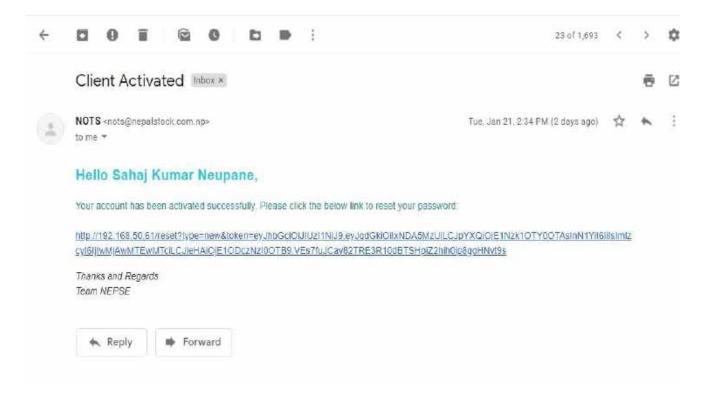


Fig 3.3.8: Documents Upload

- Click on Submit to submit application for approval.
- The Broker will then approve the application and UCC request is sent to RMS via broker
- Once registered with the respective broker, you will receive a password create link.
 The password create link will be sent to your registered Email account.







7 Fund Management

One of the features of TMS is the banking integration using Nepal Clearing House Limited (NCHL). When the trade is done between clients, the bank account of brokers and clients can be in different banks, however the money needs to flow for trade settlement. This is where integration using NCHL was implemented.

7.1 Load Collateral

 Clients can load fund as part of Collateral. Navigate to Fund Management- > Collateral Management- > Load Collateral.

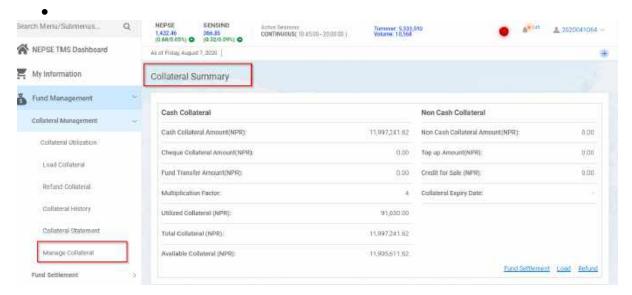






Fig: Collateral Summary of a user.

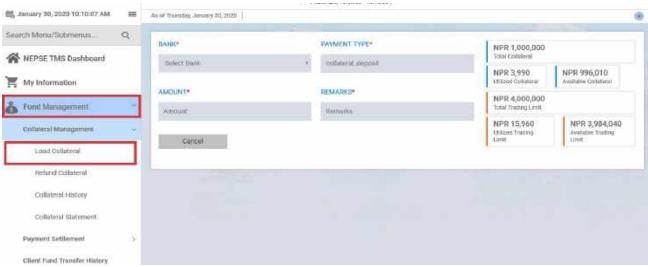
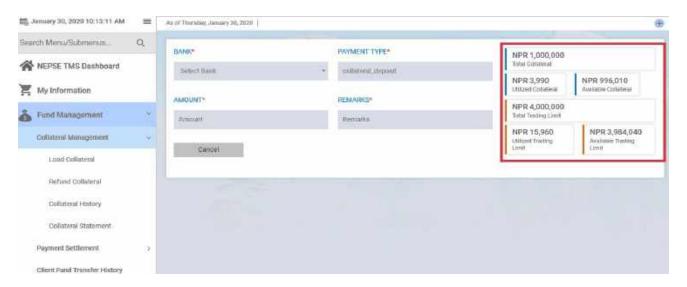


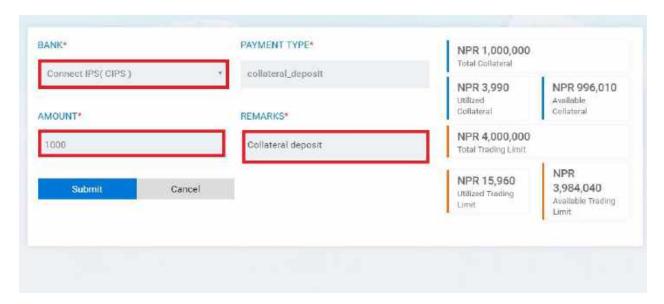
Fig: Load Collateral Screen

• You can view your existing collateral details on same screen as well.









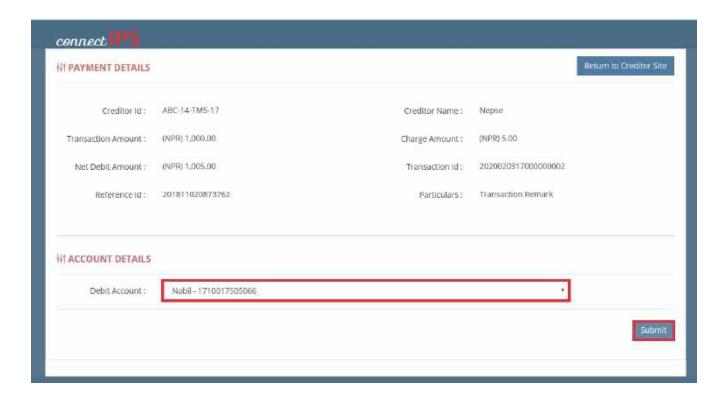
You will be then redirected to CIPS. Login using credentials provided by NCHL.







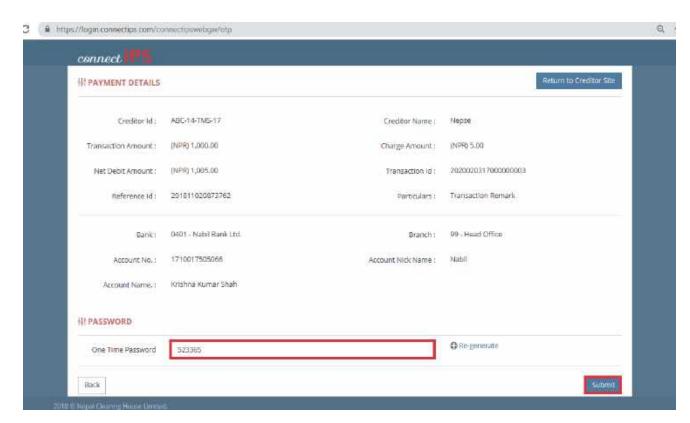
 Once logged in, Payment details and Account details are displayed. Select Account number from account details and click on Submit. If you wish to cancel transaction and return to TMS, Click on 'Return to Creditor Site' button at top right.



 When Submitted, One Time Password (OTP) will be sent to registered Email and phone number. Enter OTP and Click on Submit. User will be directed to Creditor's site. User can re-generate OTP by clicking 'Re-generate' link.



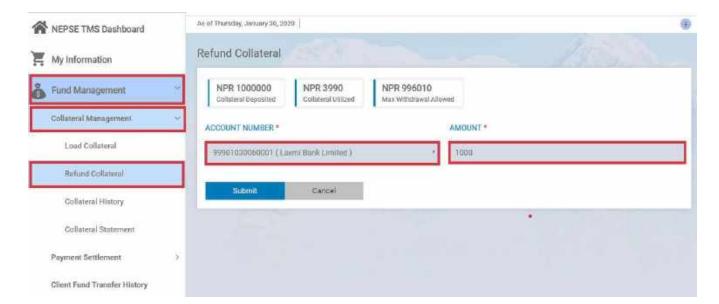




Once submitted, navigate to Fund Management -> Client Fund Transfer History ->
 NCHL (tab) and check if a record is added for your transaction. You can monitor the
 status of your transaction here.

7.2 Refund Collateral

 Client can request for Collateral refund. Navigate to Fund Management -> Collateral Management- > Refund Collateral ->. Information regarding collateral deposited, utilized and collateral available is displayed at the top. Select the account for which the broker has to credit. Enter amount and click on submit.

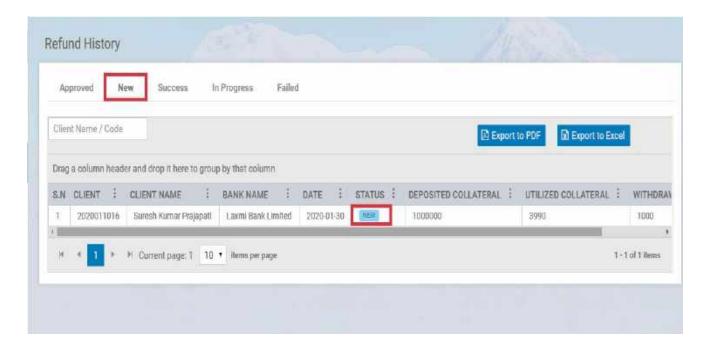




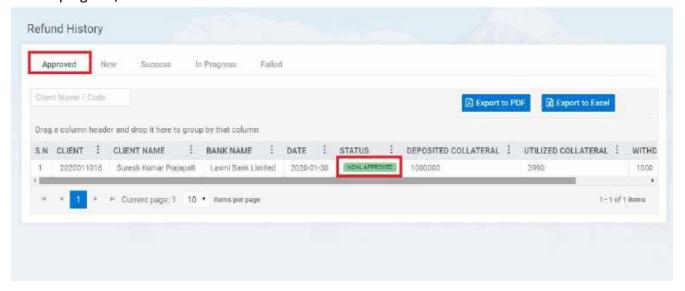


Note: Refund amount requested should be less than or equals to Max Withdrawal Allowed.

Once submitted, navigate to Fund Management -> Collateral Management ->
Collateral History. Go to New (tab) and check if a record is added for your
withdrawal request. You can monitor the status of your request here.

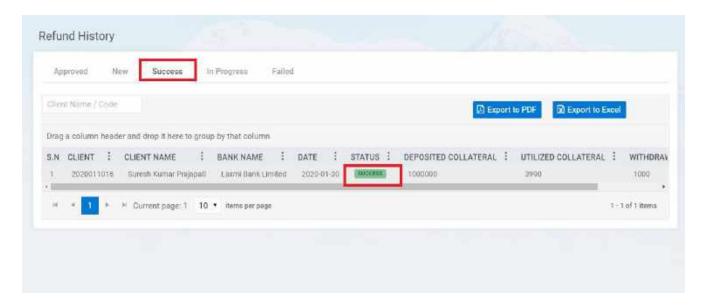


 Once the refund request is submitted, it will be approved and delivered from Broker's end. You can monitor the status of your request with Approved/Success/Inprogress/Failed tabs.







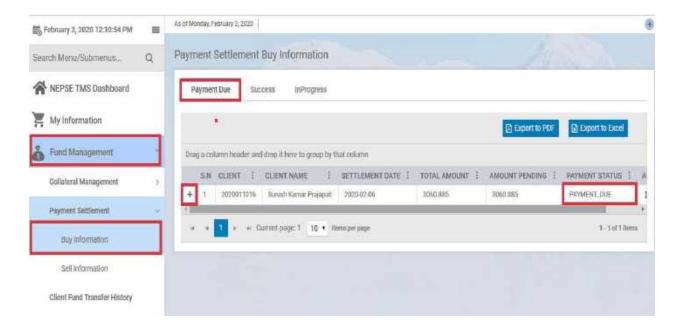


Note: Once the refund is successful, total collateral deposited will decrease by refund amount.

7.3 Buy-Settlement (Pay-In)

Client can load fund to broker's account as part of Settlement (Buy) at the end of trading day.

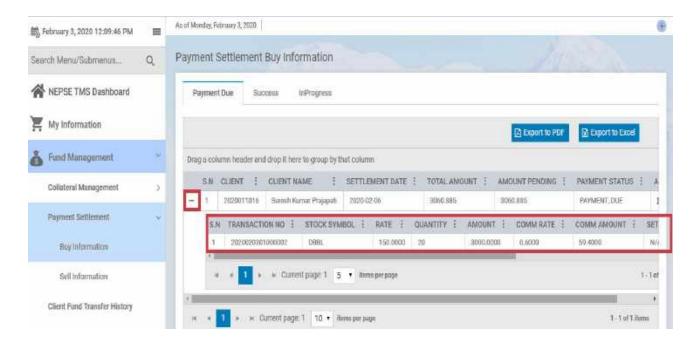
• Navigate to Fund Management- >Payment Settlement- > Buy Information. Amount that is due for payment to Broker is displayed in Payment Due tab.



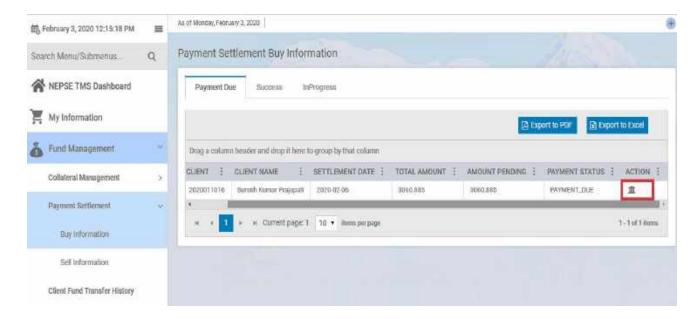
• Click on "+" icon adjacent to buy information to view transaction details.







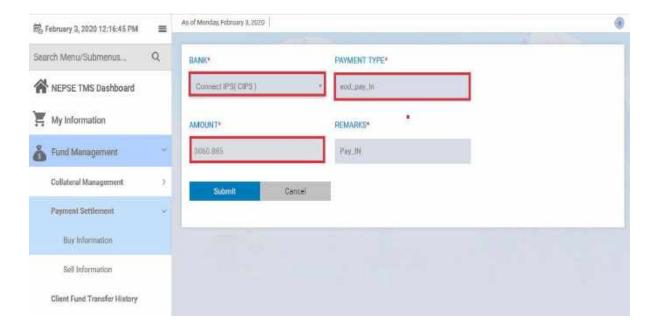
• Click on Make Payment Icon an on Action column to initiate payment.



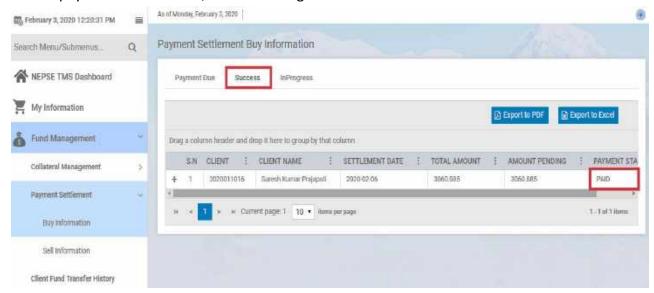
 Once payment is initiated, you will be redirected to <u>Load Collateral</u> screen. This time Payment Type would be eod_pay_in and amount to be paid would be autopopulated, equivalent to Buy Settlement. Select Bank and submit the application.







- Once submitted, you will be redirected to CIPS. Follow the same procedure as described in <u>Load Collateral</u> above.
- You can monitor the status of transaction in Success & In progress tabs. Once the payment is successful, status is changed to Paid.

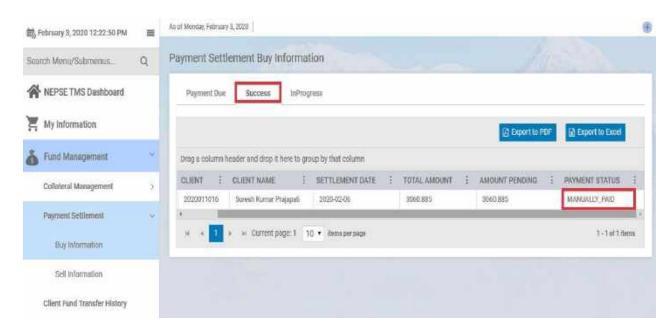


Note: You can view the same transaction in CLIENT FUND TRANSFER HISTORY as well.

• If the payment is done manually between broker and client, the status of pay-in will be changed to MANUALLY PAID in Success tab.





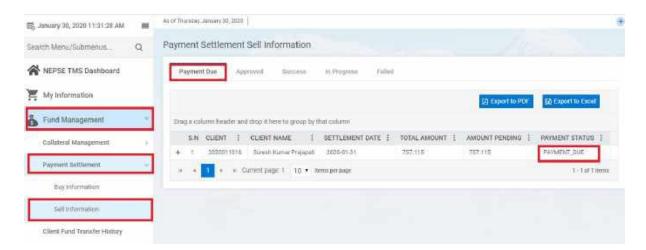


Note: Once Buy settlement is successful, collateral utilized will decrease by transaction amount.

7.4 Sell Settlement (Pay-Out)

Client can view their Settlement details for Sell once the settlement is done in T+3 days. The Pay-out is initiated and delivered by brokers but client can monitor status.

 Navigate to Fund Management- > Payment Settlement- > Sell Information. In Payment Due tab you can view transaction details and amount due for Sell.



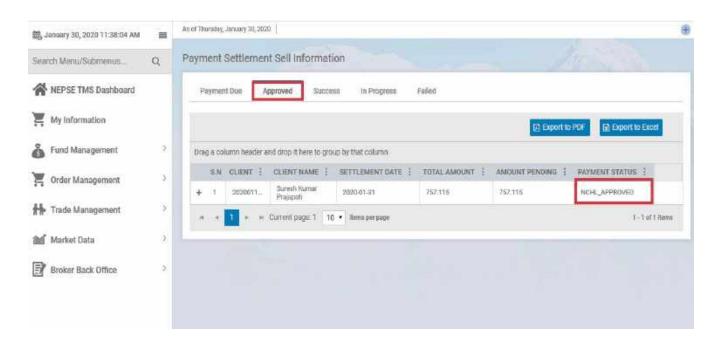
Note: You can view transaction detail by clicking on "+" icon adjacent to sell information.

• Broker need to initiate payment for Pay-out and you can monitor the pay-out status in Approved/Success/In progress/Failed tab. Once the Payment is approved from

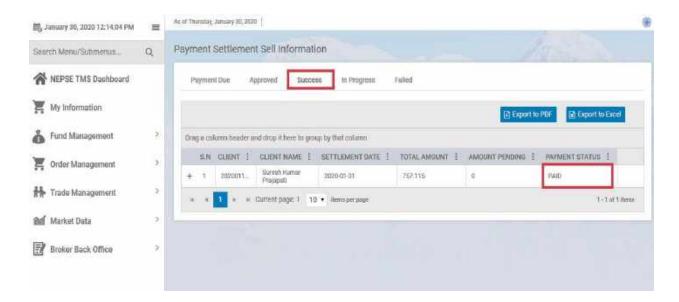




Broker end, you can view the transaction in Approved tab and the status will be changed to NCHL_APPROVED.



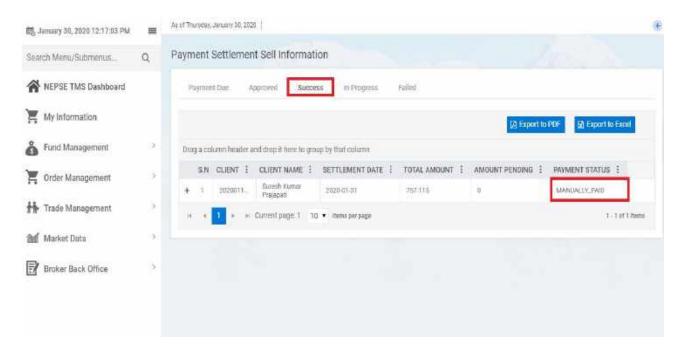
 Once the transaction is successful, you can view the transaction in Success tab and the status will be PAID.



• If the payment is done manually between broker and client, the status of pay-out will be changed to MANUALLY_PAID in Success tab.







7.5 Net Settlement

If Client has due settlements for both sides of trade (Buy and Sell) then Net
Settlement is calculated which results in Amount Payable by Client (Buy-Sell) or
Amount Receivable by Client (Sell-Buy) depending on settlement amount of buy/sell
transactions.

7.5.1 Amount Payable by Client

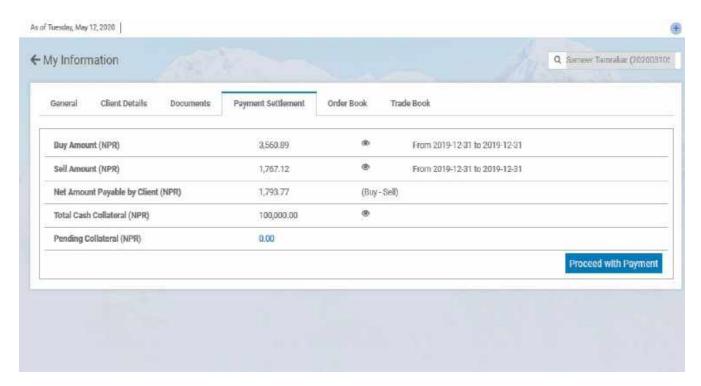
- Settlement Amount is Payable by Client on following two cases:
 - 1. If Client has only Buy transaction/s to be settled.
 - 2. If Client has both Buy and sell transaction/s to be settled but amount of buy settlement is greater than sell settlement.

- Navigate to My Information- > Settlement tab.
- In Payment Settlement, you can view Buy/sell Information, Net Settlement Information and Collateral information.

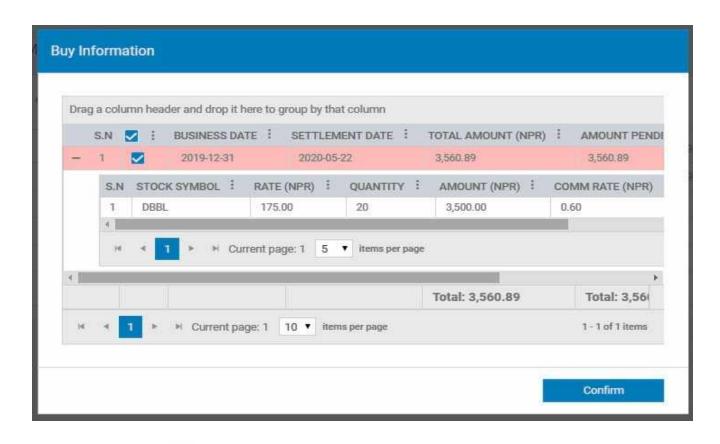
^{*}In both cases, Client can initiate Net Settlement Payment via EOD Pay in and Collateral Payment since EOD Pay In should be initiated by client.







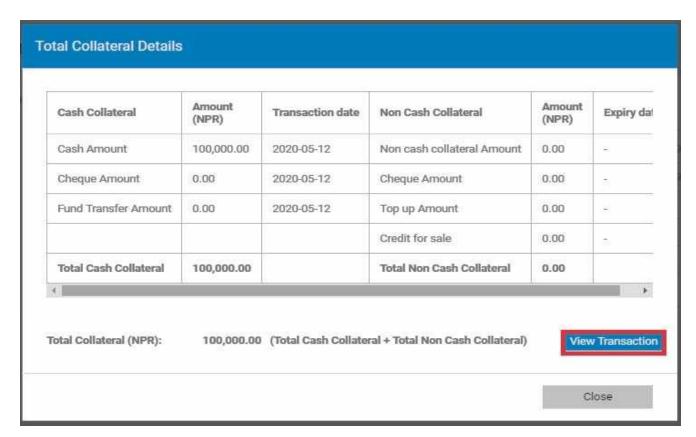
• Click on view icon adjacent to Buy/Sell Amount to view transaction details.



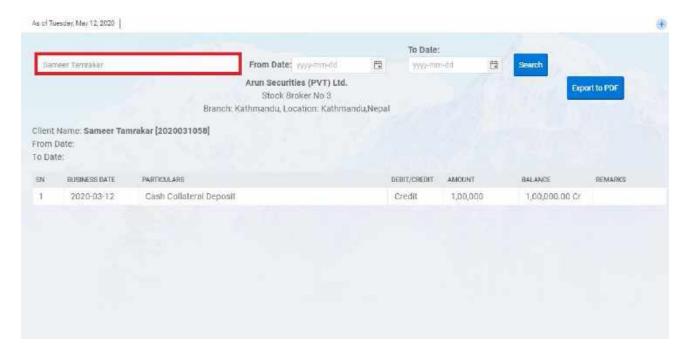
Click on view icon adjacent to "Total Cash Collateral" to view Collateral Details.
 In this details you can view both Cash and Non Cash Collateral.







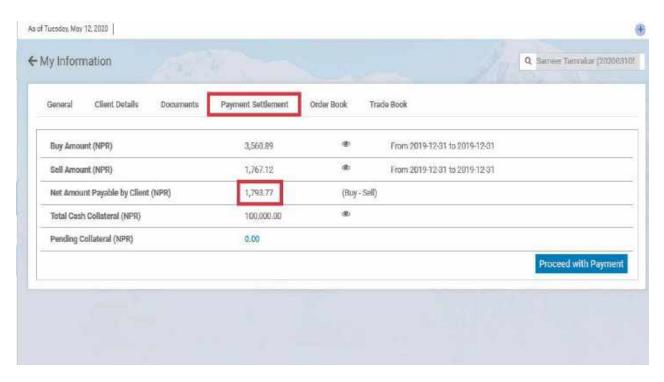
 Click on "View Transaction" button at bottom right to view Collateral Transactions (Account Statement).



 To initiate Payment for Net Settlement, navigate back of Payment Settlement tab of My Information.







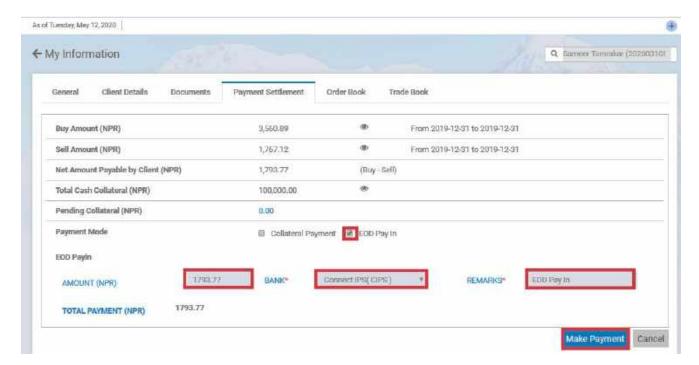
- Click on "Proceed with Payment" button at bottom right.
- You will have two options for Payment.
 - 1. EOD Pay In
 - 2. Collateral Payment

7.5.1.1 EOD Pay In

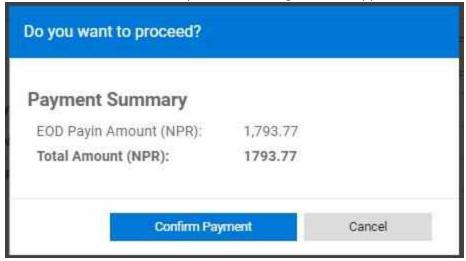
- Client can initiate Net Settlement via EOD Pay In where amount payable by client will be transferred to broker's account through NCHL.
- In Payment Settlement tab, initiate payment by clicking on "Make Payment" button at bottom right.
- Check "EOD Pay In", enter Bank Details of client and exact amount as Net Payment Payable.







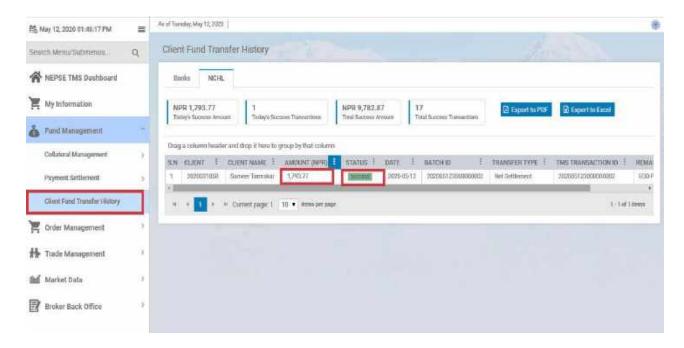
- Click on Confirm Payment.
- Click on "Confirm Payment" in dialog box that appears.



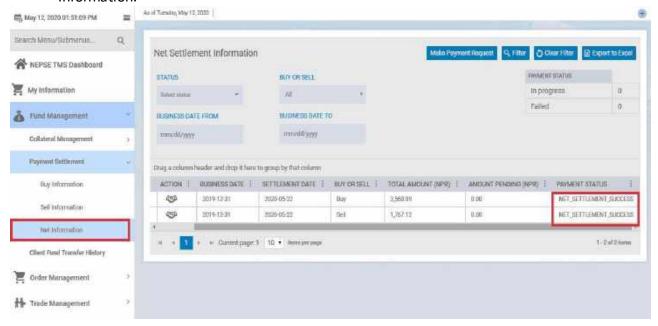
• You will be redirected to CIPS Portal. Once payment is initiated from CIPS, you can see the status of your payment in Fund Management- > Client Fund Transfer History.







 Once EOD Pay In in successful, you can see status of corresponding transaction/s from "PAMENT_DUE" to "NET_SETTLEMENT_SUCCESS" in Net Information. For Net Information, navigate to Fund Management- > Payment Settlement- > Net Information.



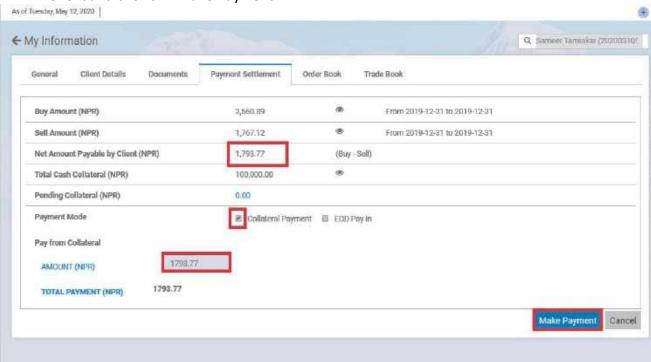
* Once EOD Pay In in successful, collateral for respective Buy transaction/s will be released.

7.5.1.2 Collateral Payment

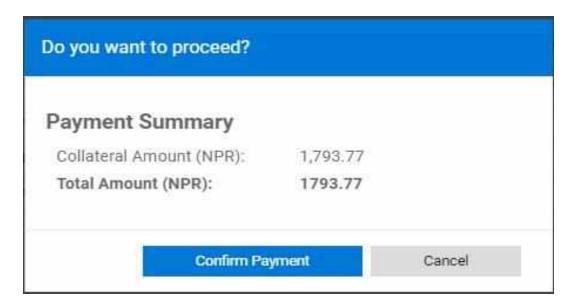




- Client can initiate Net Settlement via Collateral Payment where amount payable will be deducted from available Collateral.
- Go to Payment Settlement of My Information, initiate payment by clicking on "Make Payment" button at bottom right.
- Check "Collateral Payment", enter exact amount as Net Payment Receivable by Client and click on "Make Payment".



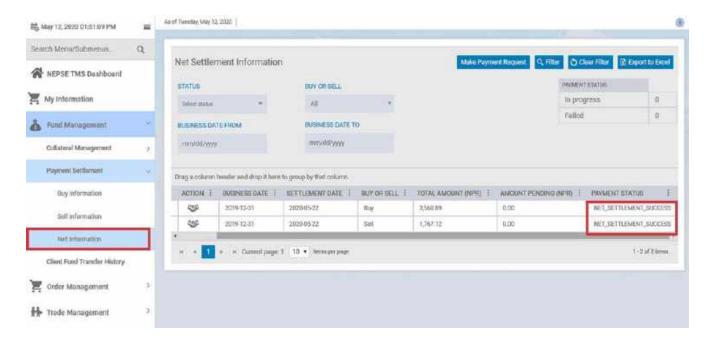
• Click on "Confirm Payment" in dialog box that appears.



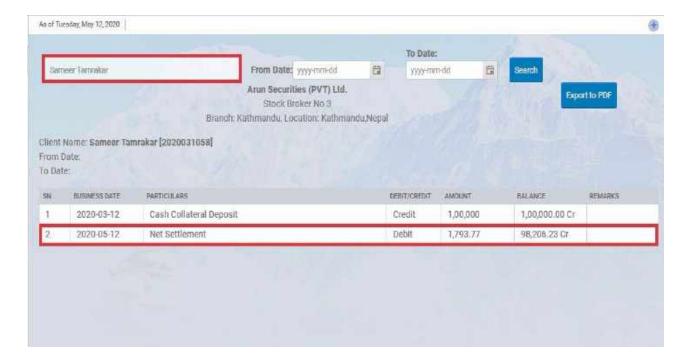
 Once the Payment is successful, you can see status of corresponding transaction/s from "PAMENT_DUE" to "NET_SETTLEMENT_SUCCESS" in Net Information.







- Payment amount will be deducted from available Collateral.
- You can view statement of payment debit in Account Statement.

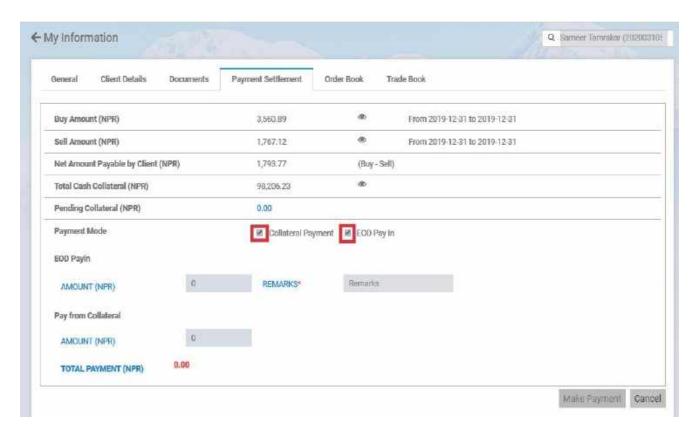






7.5.1.3 Net Settlement Split (EOD Pay In & Collateral Payment)

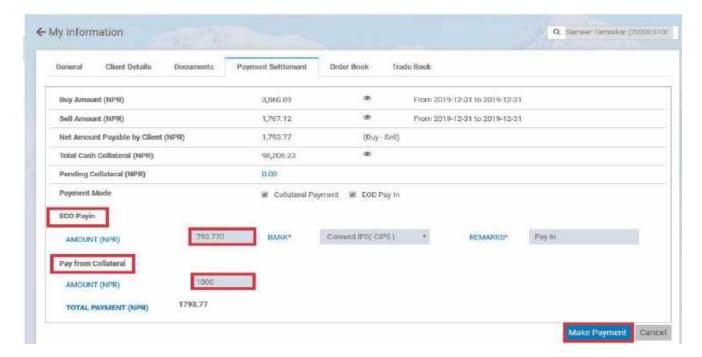
- Client can initiate Net payment by splitting settlement amount among Collateral Payment and EOD Pay In. Settlement amount transferred via Collateral will be deducted from client's collateral amount and transferred via EOD Pay In will be transferred to broker's bank account.
- In Payment Settlement of respective client, initiate payment by clicking on "Make Payment" button at bottom right.
- Check Collateral Payment & EOD Pay In both.



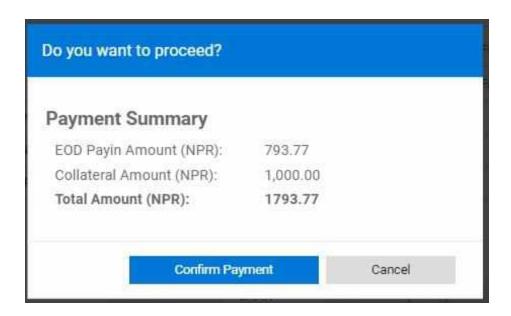
• Enter amount to be transferred via Collateral and amount to be transferred via EOD Pay In. Sum of two amount should be same as Net Amount Payable by Client.







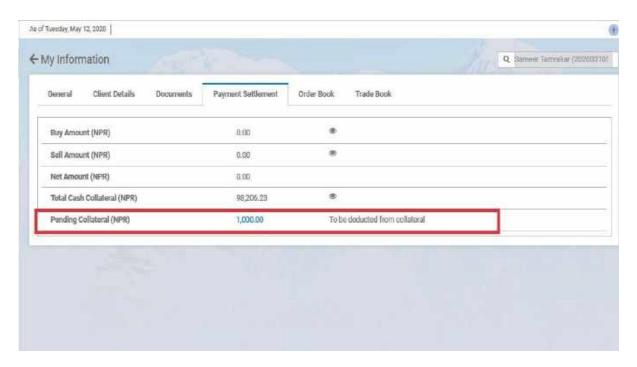
• Click on "Confirm Payment" in dialog box that appears.



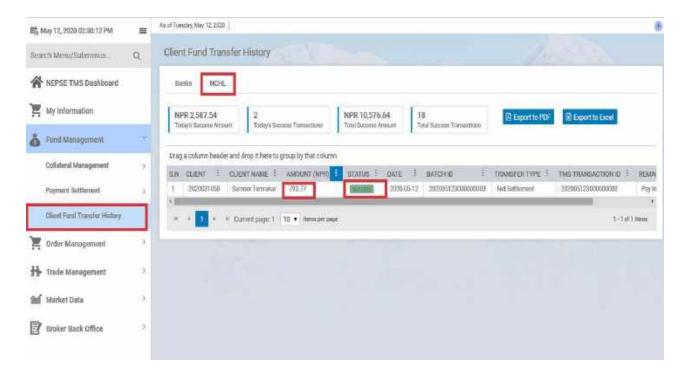
 You will be redirected to CIPS Portal for EOD Pay In part. For Collateral payment you can view pending Collateral to be deducted in Payment Settlement tab of My Information.







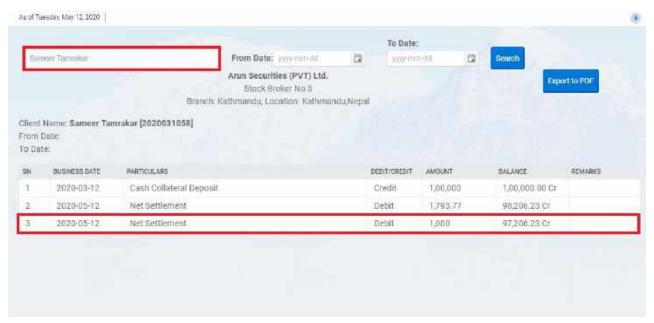
• . Once payment is initiated from CIPS, you can see the status of your payment in Fund Management- > Client Fund Transfer History.



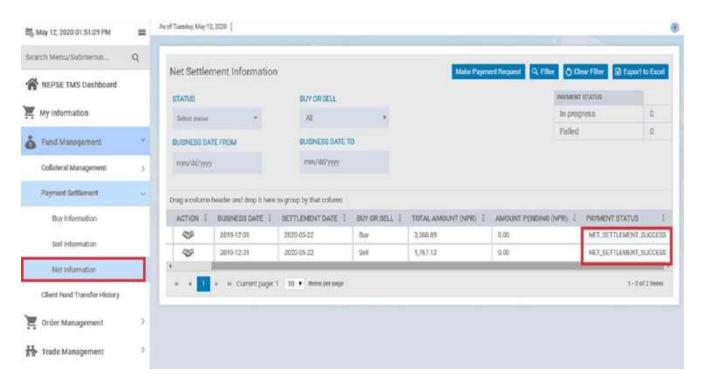
 Once the payment from CIPS is successful, pending Collateral amount will be deducted from available collateral. You can view statement of payment debit from collateral in Account Statement.







• Also, after the payment is made, the status of corresponding transactions will be "NET_SETTLEMENT_SUCCESS" in Net Information.

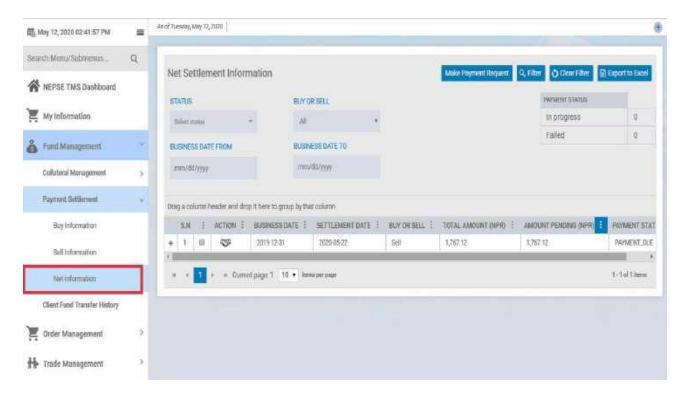


7.5.2 Make Payment Request

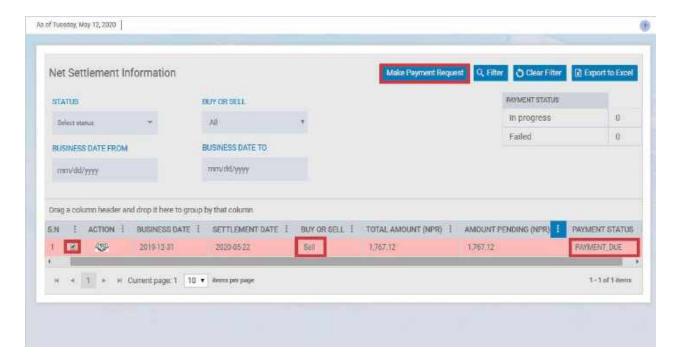
- If a client has amount to be received from Broker for Sell Settlement, he/she can make a request for payment.
- Navigate to Fund Management- > Payment Settlement- > Net Information







• Check on Sell transaction whose payment is due and click on "Make Payment Request" at the top.



- Click on "Send Payment Request" on dialog box that appears.
- An Email and Notification will be submitted to respective Broker regarding Payment Request. You can view Success message at top right.







8 Order Management

8.1 DNA Login

• Before placing an order, make sure DNA (Direct NOTS Access) is logged in. Login should be done by your respective broker.









• An error message ("ME not logged in") will be displayed while placing an order if respective member admin terminal is not DNA logged in.

NOTE: DNA login enables connection between Trade Work Station and the Exchange.

8.2 Buy/Sell

- Navigate to Order Management -> Buy/Sell.
- This screen allows user to place orders. Before placing orders & trades, let us briefly discuss about different parameters of trading starting with Market Session.

8.2.1 Market Session

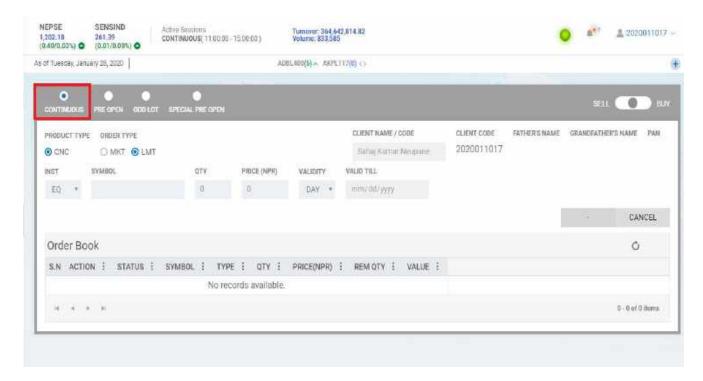
There are different market sessions on which you can place orders.

8.2.1.1 Continuous Market

• Continuous Market runs from 11:00 to 3:00 during which clients can place orders & trades on multiple instrument types.





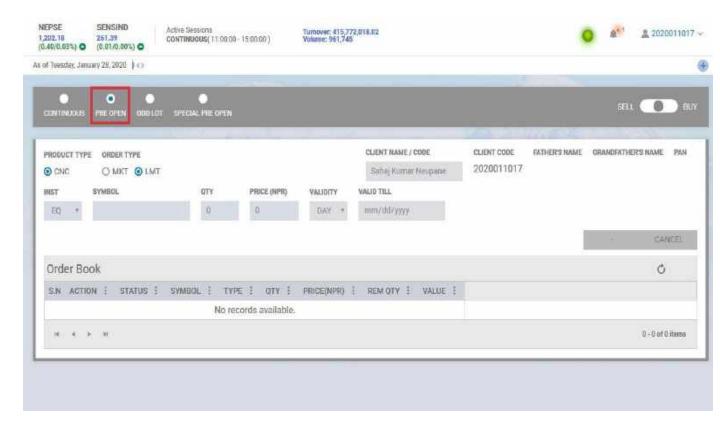


8.2.1.2 Pre Open

- Pre Open Market runs from 10:30 to 10:45 (for 15 mins). During Pre Open, orders are placed and matched in price time priority. Orders are only matched once the Pre Open ends at 10:45 and open price is determined for respective security that are matched.
- Un-matched orders within valid price range are carried forward to Continuous Market that starts from 11:00.





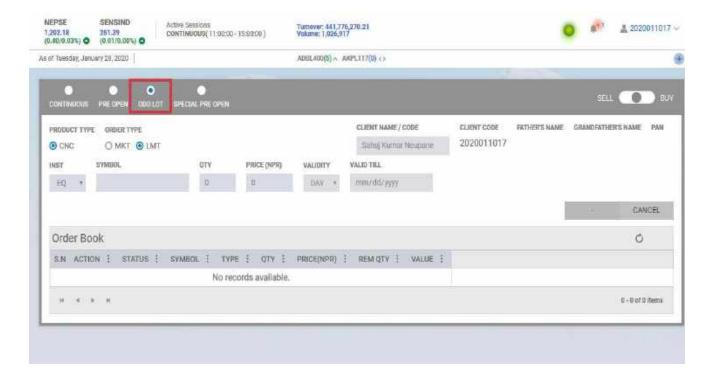


8.2.1.3 Odd Lot

- Odd Lot Market runs in parallel with Continuous Market (11:00 to 3:00). Continuous
 Market is selected by default during this time, so you have to manually select Odd
 Lot if you wish to place order in Odd Lot Market.
- In Odd Lot, Order quantity is less than 10. Order lot order gets matched only if both quantity and price of order is same for both Buy and Sell.
- If normal order gets partially matched and remaining quantity is less than 10, it becomes odd lot order for remaining quantity.

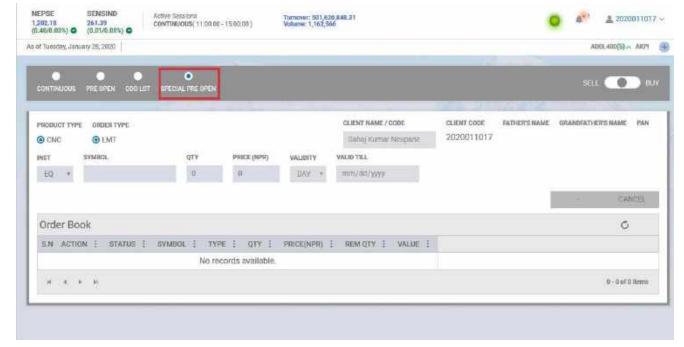






8.2.1.4 Special Pre Open

- Special Pre-Open runs in parallel with Pre-Open Market (10:30 to 10:45). Pre-Open is selected by default during this time so you have to manually select Special Pre-Open if you wish to place order in this market.
- During this market, only Newly Listed Security are traded to determine open price for Continuous Market. Clients are allowed to place orders within certain price range and order are matched on price-time priority once market ends at 10:45.
- Un-matched orders within valid price range are carried forward to Continuous Market that starts from 11:00.





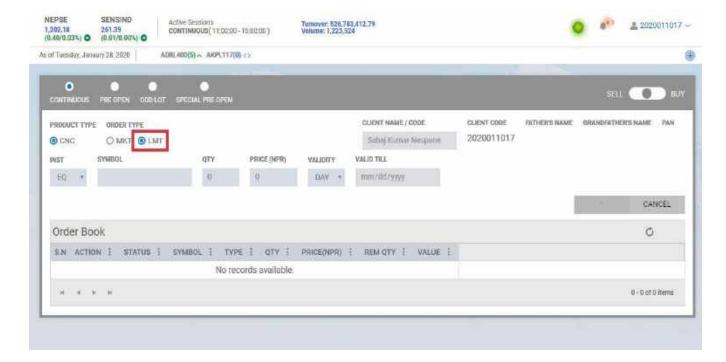


8.2.2 Order Type

• Clients are allowed to choose Limit or Market Order as Order Type.

8.2.2.1 Limit (LMT) Order

• LMT order allows price to be specified while entering order into the system. All Buy/Sell orders are arranged and matched on price-time priority.

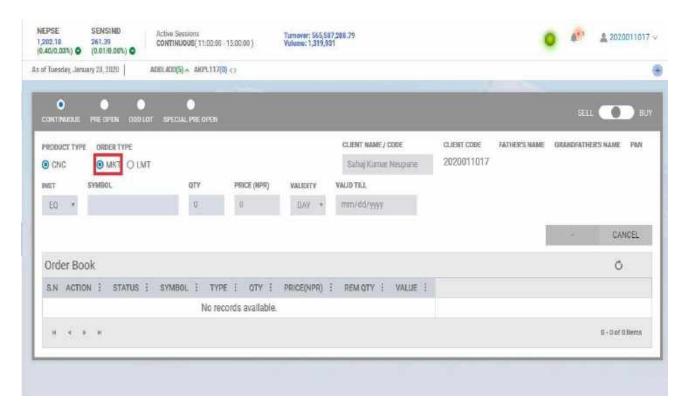


8.2.2.2 Market (MKT) Order

- MKT order allows to buy/sell securities at the best price available at order time.
- If there is no counter available for MKT order at the time of order placement, it will be immediately cancelled.
- MKT orders can be partially matched if there is a counter but unmatched quantity will be immediately cancelled as well.







8.2.3 Order Validity

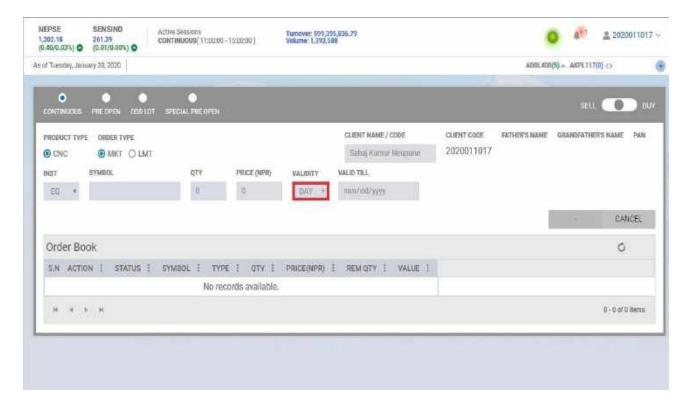
• Clients can decided the availability of their orders in the market which is called Validity of an Order.

8.2.3.1 Day Order

- Day Orders are cancelled if they are not matched till Market Close (3:00 PM).
- Remaining quantity of Partially-traded orders are also cancelled on Market Close.





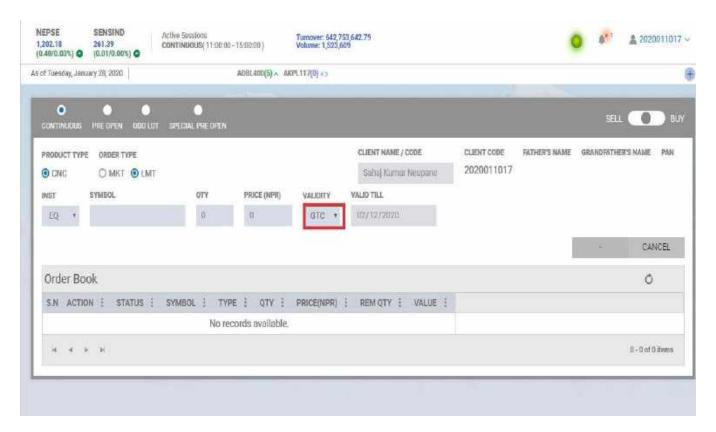


8.2.3.2 GTC Order

- GTC (Good Till Cancel) order is available in Market until it is matched or manually cancelled (by client).
- GTC orders are available in Market for 15 days, then system will automatically cancel that order.
- Partially Traded GTC orders are also carried forward for 15 days until they are matched or manually cancelled. After 15 days, unmatched quantity will be automatically cancelled.





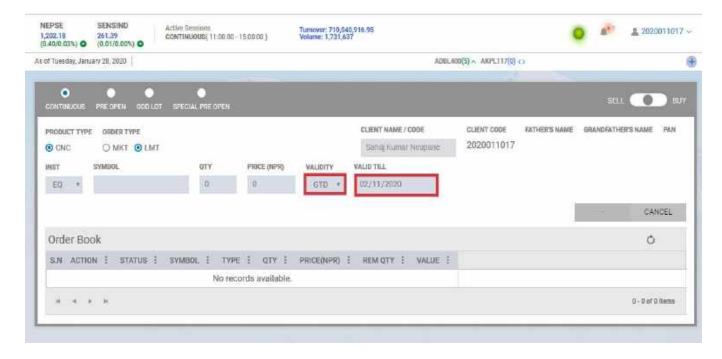


8.2.3.3 GTD Order

- Clients are allowed to define date for GTD (Good Till Date) orders.
- GTD orders are active till defined date (maximum of 21 days).
- If the order is not matched or manually cancelled (by client) till defined date, system will automatically cancel that order.
- Partially Traded GTD orders are also carried forward till defined date until they are matched or manually cancelled, if not system will automatically cancel unmatched quantity of that order.

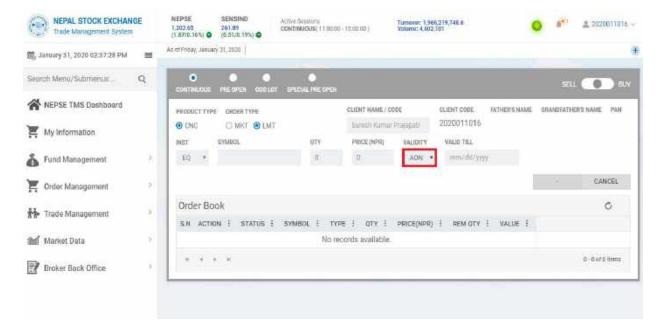






8.2.3.4 AON Order

- AON Orders (All or None) need to be completely matched in one transaction or they do not match at all.
- An active AON order may trade with more than one order resulting in multiple trades.
- However, passive AON order has to be completely filled by one incoming active order for a trade to take place.
- An active AON order will be cancelled at Market Close if it is not traded.







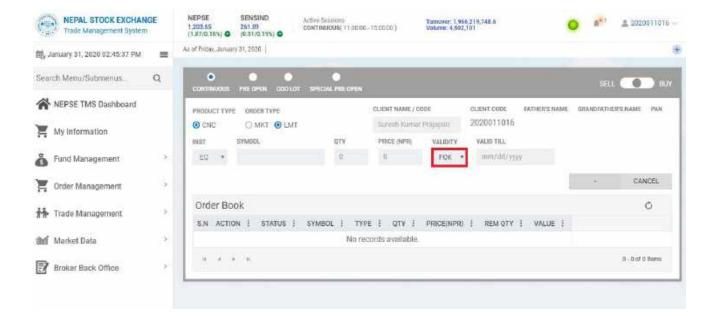
8.2.3.5 *IOC Order*

- Immediate or Cancel (IOC) orders should be matched as soon as it is placed.
- Partial match is possible for IOC orders & remaining quantity will be immediately cancelled.



8.2.3.6 FOK Order

- FOK (Fill or Kill) orders are executed immediately and completely or not at all.
- The order gets matched if the counter order is already placed. Else the order gets cancelled immediately.
- Failure to match entire quantity upon immediate submission to the market causes the system to cancel the order in its entirety.

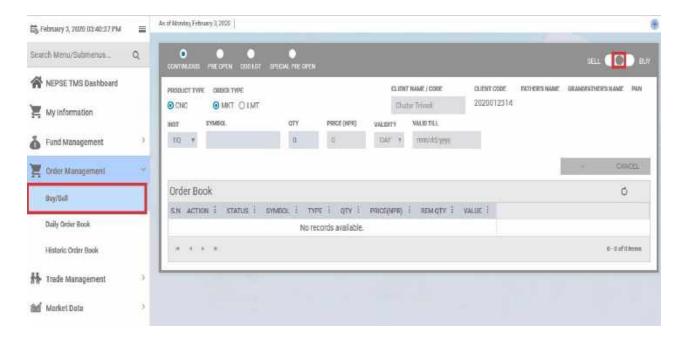






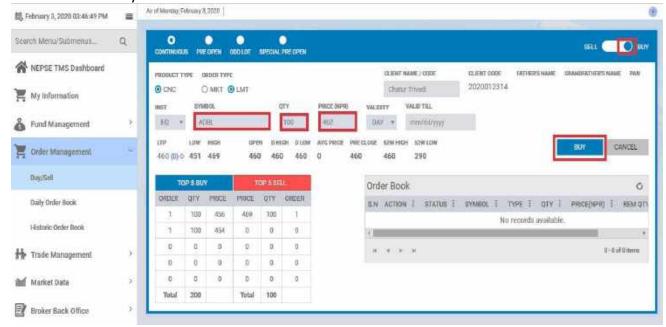
8.3 Order Placement

- Navigate to Order Management- > Buy/Sell.
- At top right of Buy/Sell screen, we have implemented three state Buy/Sell button.
 You have to toggle right for Buy (Blue coded) and toggle left for sell (Red coded). By default, the button will remain neutral in the middle.



8.3.1 New Order

To place Buy order, toggle Buy/Sell button to left. Select Security, price & quantity.
 Click on Buy.

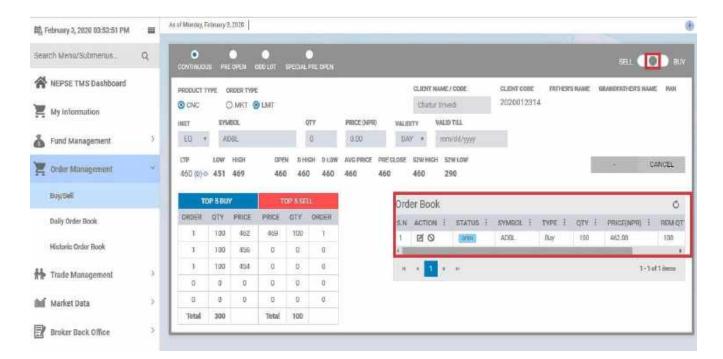




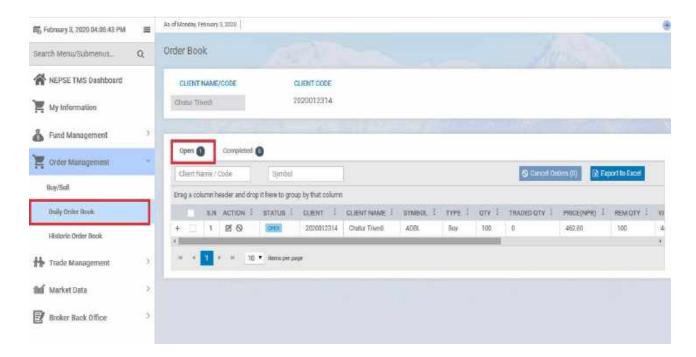


Note: Order price should be placed in 2% range of Last Traded Price. Clients can view TOP 5 BUY and TOP 5 SELL for respective security in Buy/Sell Screen as well.

- Once the order is successfully placed, you can view order in Order Book in bottom right of same screen. The status will be open until it is traded or cancelled.
- Once the order is successfully placed, either it's a buy or sell, the button will return to Neutral.



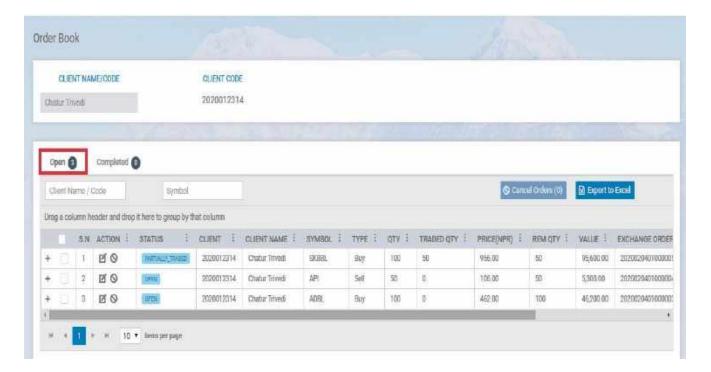
 You can also view order in Daily Order Book. Navigate to Order Management- > Daily Order Book.

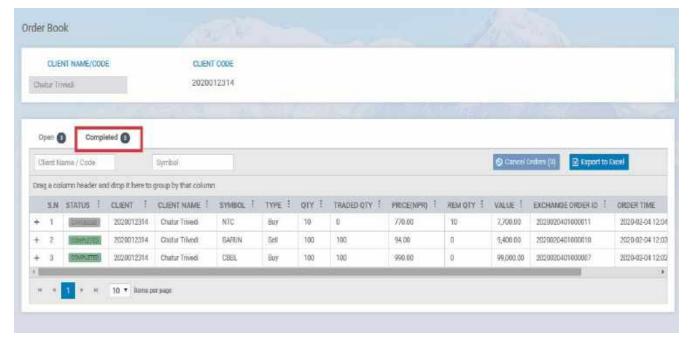






• Open and Partially traded orders are shown in Open tab and completely traded and cancelled order are shown in Completed tab of Daily Order Book.

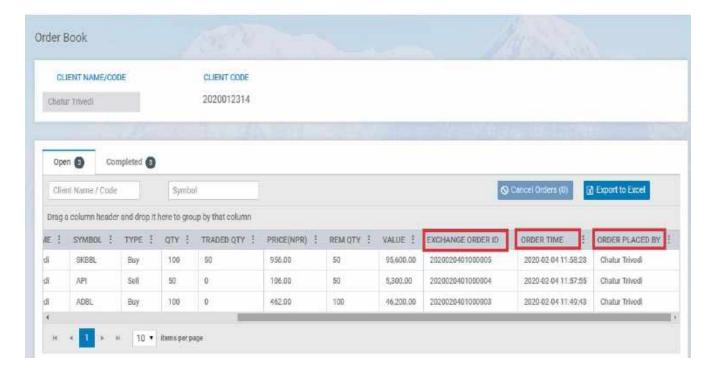




• If you scroll right of each order either it's open/partially-traded/cancelled or completed, you can see Exchange Order ID that uniquely identifies that order. Also, you can see Order Time and the user who placed that order.

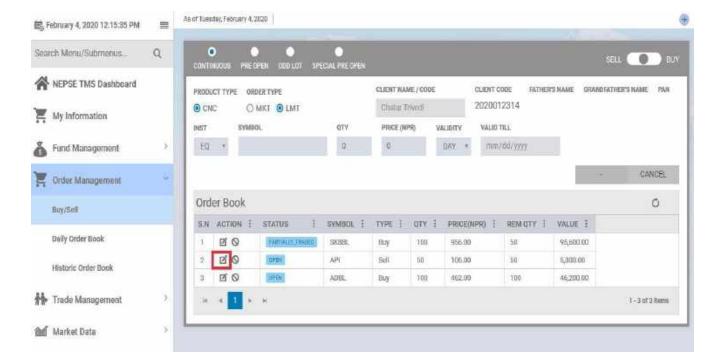






8.3.2 Order Modification

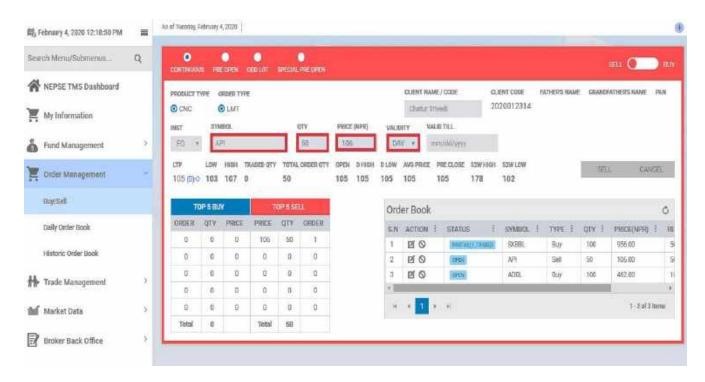
- Client can modify Open and Partially-Traded orders. Only quantity, price and validity of order can be modified.
- Order modification can be initiated from both Buy/Sell screen and Daily Order Book.
 Click on modify icon adjacent to order you want to modify.



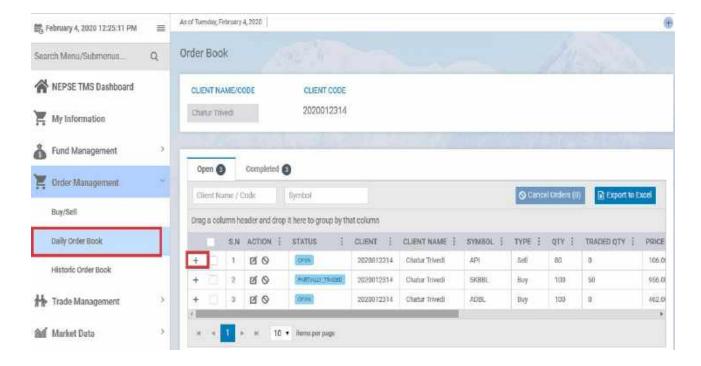




• Once clicked on Modify, Buy/Sell screen returns to order placement mode with all existing details of modify requested order.



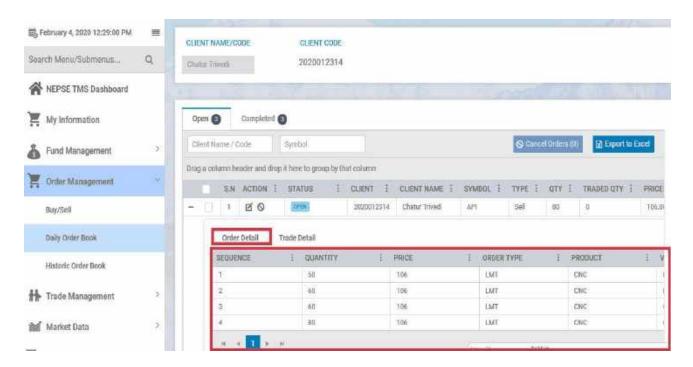
- Make modification and click on Buy/Sell. In case of Partially-Traded order, modification will only be applicable to remaining quantity yet to be traded.
- To view details of each modification (in case of multiple modification), Navigate to Daily Order Book. Click on "+" icon adjacent to modified order.



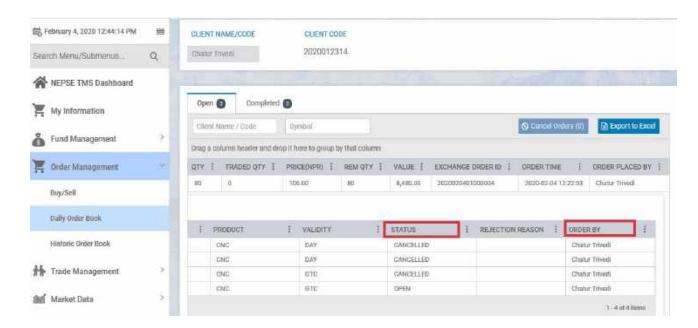




• Details of each order modification is displayed with in Order Detail tab.



• If you scroll right on the same, you can view status of each modification and user as well.



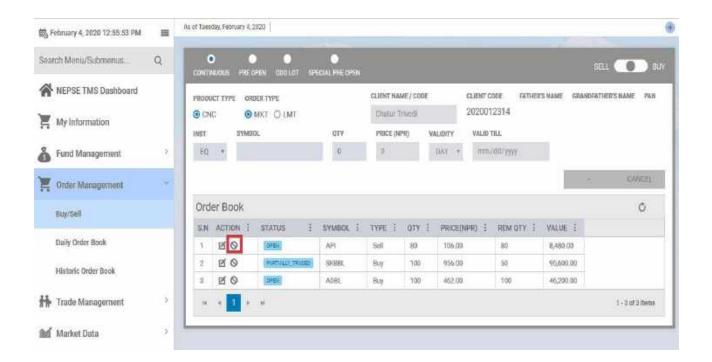
Note: Only last modification is termed as open in market & remaining as cancelled.





8.3.3 Order Cancellation

- Client can cancel Open and Partially-Traded orders. In case of Open orders, the
 entire order is cancelled while in partially traded orders, only remaining quantity of
 that order is cancelled.
- Order cancellation can be initiated from both Buy/Sell screen and Daily Order Book.
 Click on cancel icon adjacent to order you want to cancel.



• In Order Cancellation pop-up, click on "Yes" to confirm cancellation. Once confirmed, respective order will be cancelled and confirmation message is displayed at top right of Buy/Sell screen.



• Cancelled orders are displayed in Completed tab of Daily Order Book as shown in fig:



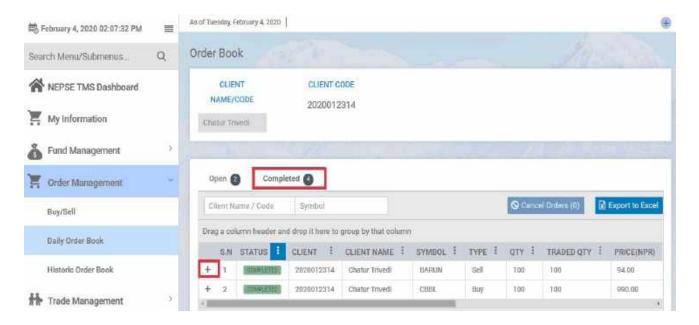


8.4 Trade Details

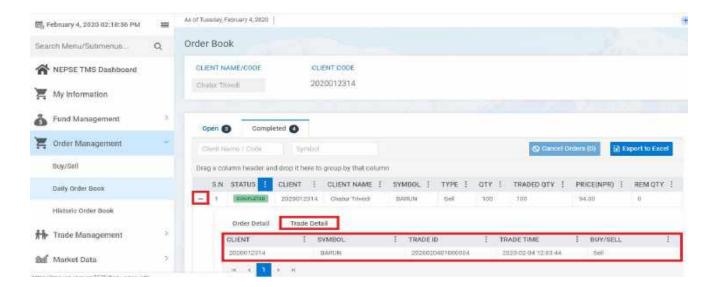
 Once the order is matched, it becomes a trade. Orders can be partially traded or completely.

8.4.1 Completely Traded

• Once the order is completely traded, it will no longer be available in Order Book in Buy/Sell screen. It will be displayed in Completed tab of Daily Order Book. To view trade details, click on "+" Icon adjacent to completed order.



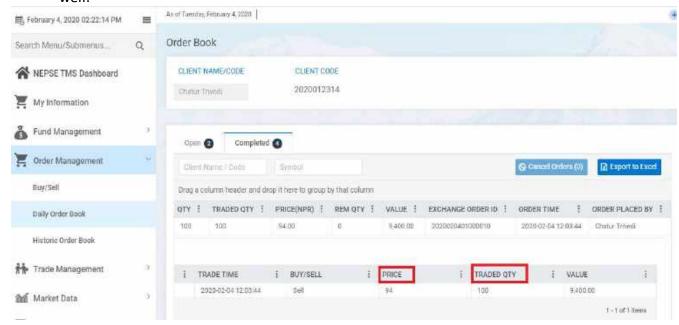
• Go to Trade Detail tab. You can view Trade id, traded quantity, Buy/Sell.



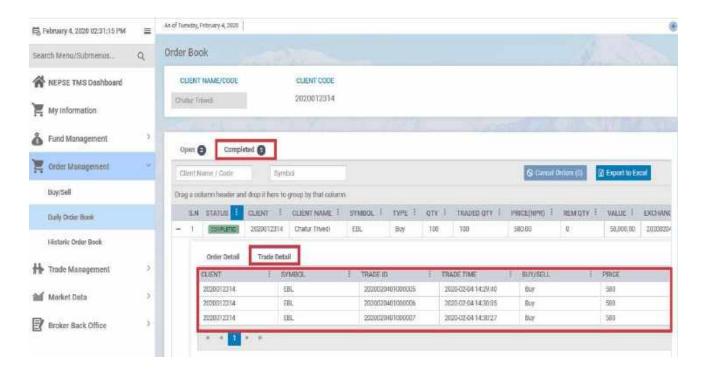




If you scroll to your right on the same, you can view trade price and trade quantity as



• If an order is traded with multiple orders resulting in multiple trades then details of all trades are available in Trade Detail.

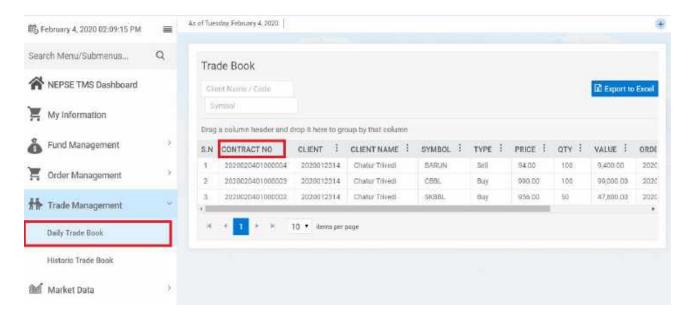


Note: In this case, each trade will have unique Trade ID. Trade Price and Quantity of trades may be same or different depending upon respective trades.





Trades are also available in Daily Trade Book. Navigate to Trade Management- >
 Daily Trade Book. Each trade has its unique contract no. which it shares with other side of trade (Buy and Sell).



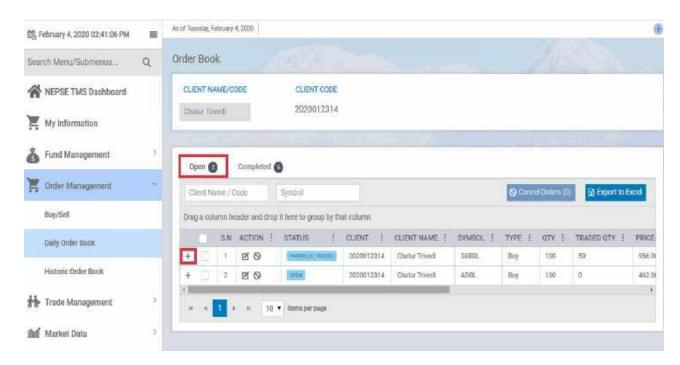
• If an order is traded with multiple orders resulting in multiple trades, all trades will have separate entry in Trade Book with their unique Trade id.

8.4.2 Partially-Traded

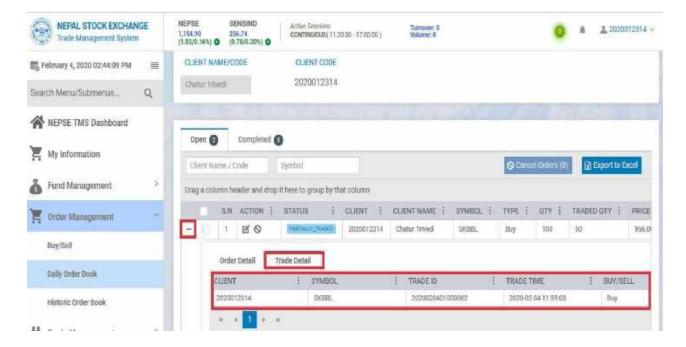
- Partially-Traded Order are available in Order Book of Buy/Sell. It is also available in Open tab of Daily Order Book.
- To view Trade details, click on "+" adjacent to Partially-Traded order in Daily Order Book.







• Go to Trade detail tab. You can view all trade details of this order. You have scroll right to view more details of this trade.



- This particular trade will have entry in Trade Book for the quantity it has been traded.
- If Partially-Traded Order has been traded with multiple orders resulting multiple trades then details of all trades are available in Trade Detail as shown in fig:
- Once entire quantity is traded, Partially-Traded becomes completed.





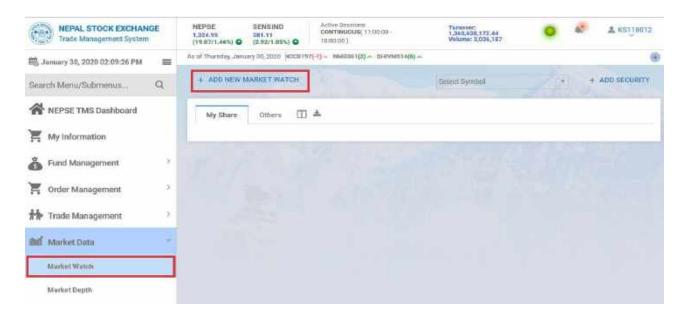
9 Market Watch

9.1 Market Watch

Market Watch allows client to watch and monitor market statistics of respective security added to the watch. For each security in Market watch, market information is dynamically updated on real time. Users have to create their own market watch and add securities of their choice.

9.1.1 Create Market Watch

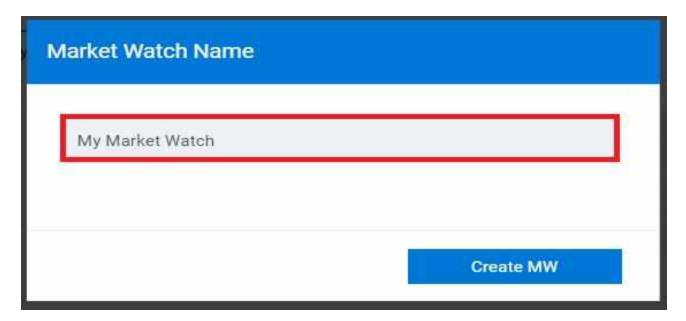
- Navigate to Market Data-> Market Watch
- To add new market watch, click on "+ ADD NEW MARKET WATCH".

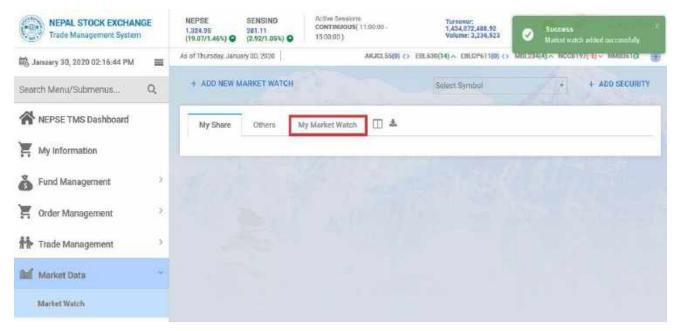


• Enter Market Watch Name and click on "Create MW".





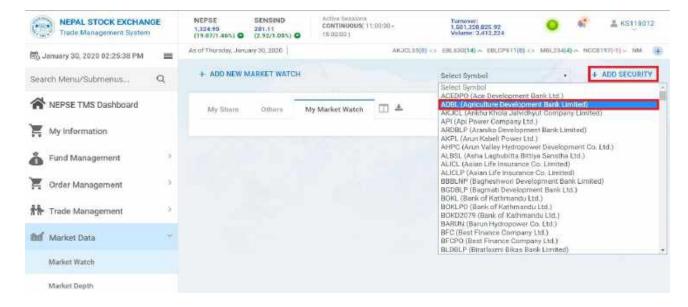




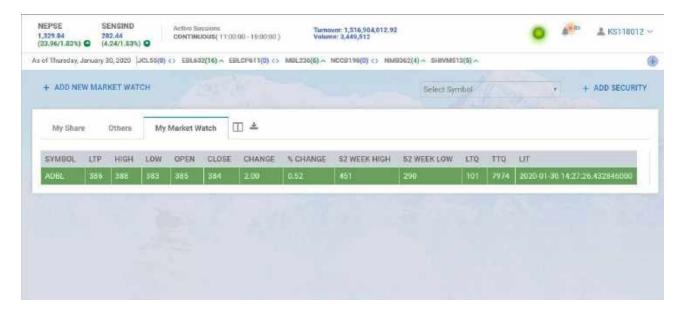
 Once Market Watch is successfully created, add securities of your choice. Select Security Symbol from "Select Symbol" list and click on "+ ADD SECURITY".







Selected security will be added to Market Watch.



• If you have multiple Market Watch, first select Market watch you wish to add security for then select symbol and click on "+ Add Security".

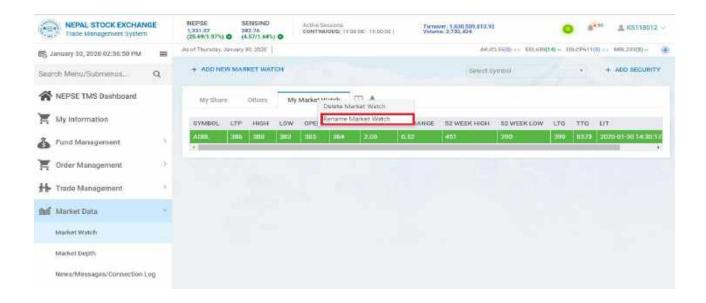
NOTE: You can create as many as three Market Watch and add maximum of 25 securities in each Market Watch.



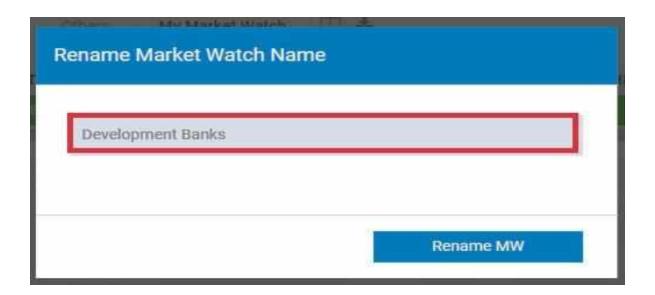


9.1.2 Rename Market Watch

• To rename existing Market Watch, right click on Market Watch name and click on "Rename Market Watch".



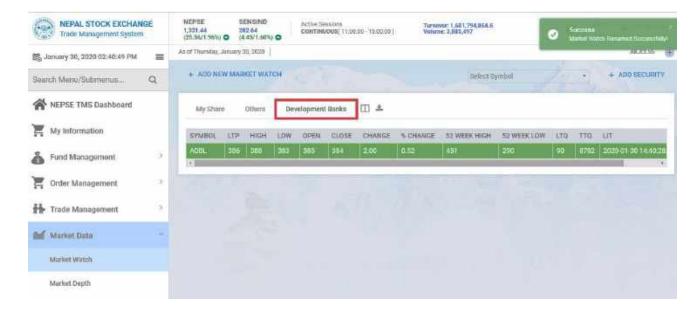
• Enter new name and click on "Rename MW".



• Market Watch will be successfully renamed.

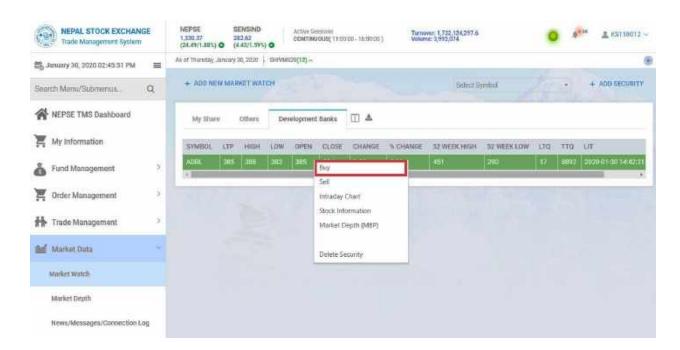






9.1.3 Buy/Sell from Market Watch

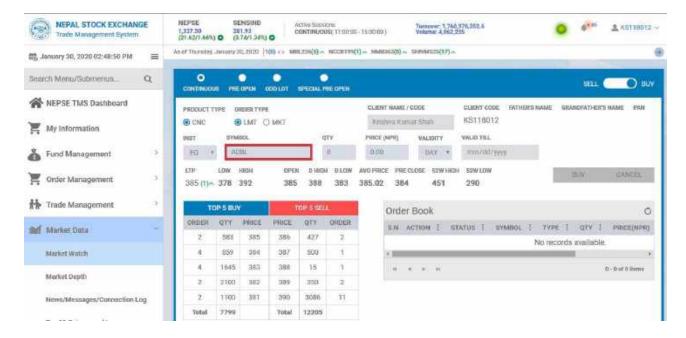
• If you wish to place order for securities added on Market Watch, right click on respective Security and click on "Buy" or "Sell".



 You will be redirected to Buy/Sell screen with respective security selected on default.



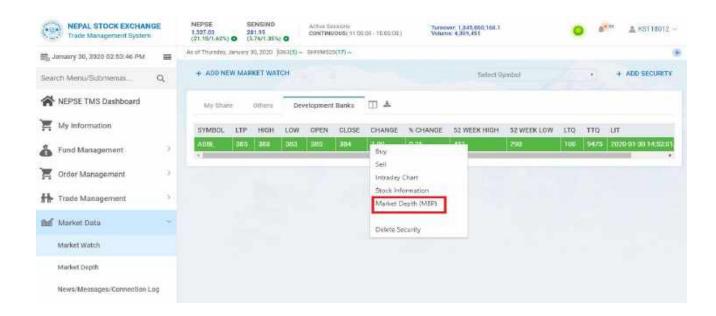




You can place order for respective security from here.

9.1.4 Market Depth from Market Watch

• If you wish to view Market Depth for securities added on Market Watch, right click on respective Security and click on "Market Depth".



 You will be redirected to Market Depth screen with respective security selected on default.

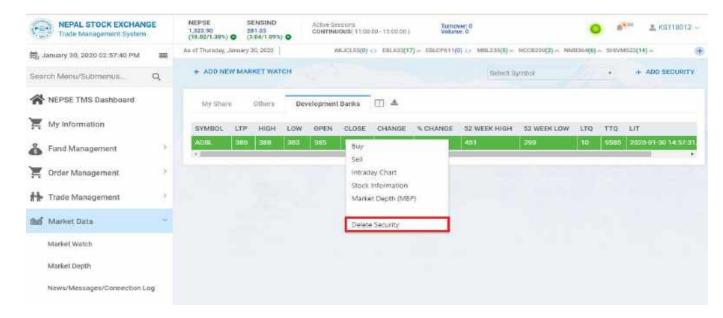






9.1.5 Delete Security from Market Watch

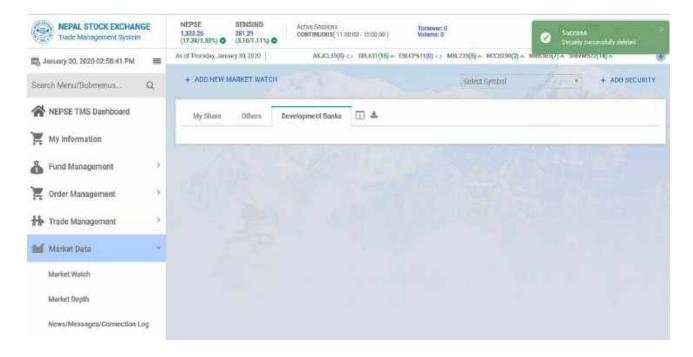
• To delete security from Market Watch, right click on respective security and click on "Delete Security".



• Security will be successfully deleted from Market Watch.







9.2 Market Depth

Market Depth allows user to monitor demand and supply ratio for each security. It shows Buy and sell orders available in market on different prices and quantity for each security.

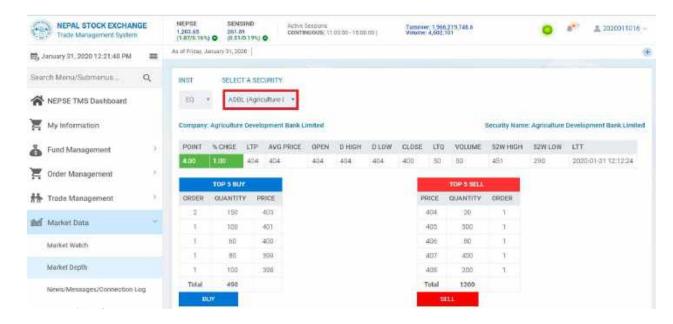
Navigate to Market Data- > Market Watch. Select a security from the list.



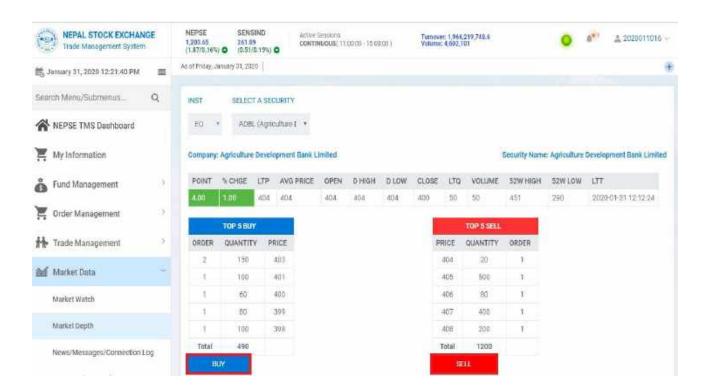
- Market Depth displays top 5 Buy and Sell orders available in Market with price and quantity for respective security.
- It also displays price variation for each security chosen.







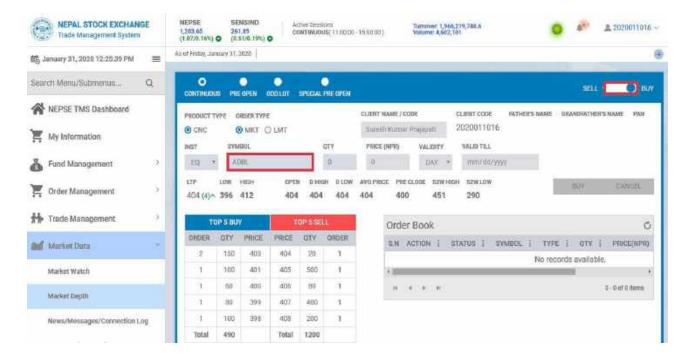
• User can initiate order placement from Market Depth as well. If you wish to place order for respective security, click on Buy/Sell button.



• You will be redirected to Buy/Sell screen with respective security selected on default.







9.3 Live Market

User can monitor live market on a single screen via Live Market. All the securities traded on today's market are displayed with price variation in Live Market. Also, user can view no of securities declined/advanced/neutral on real time.

Navigate to Market Data->Live Market



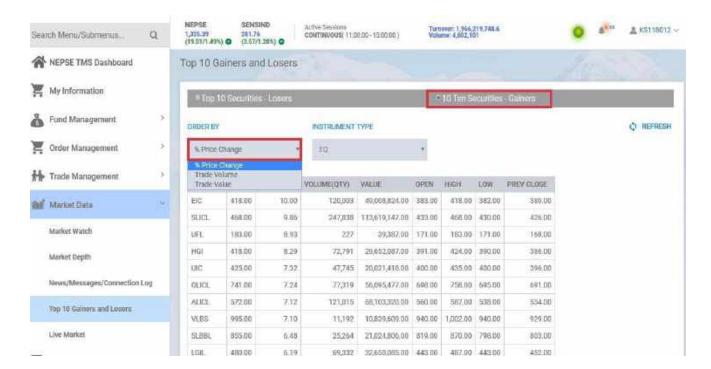




9.4 Top 10 Gainers and Losers

User can view Top 10 Gainers and Losers by % Price Change, Trade Volume and Trade Value.

- Navigate to Market Data->Top 10 Gainers and Losers
- Select Top 10 Securities on Losers or Gainers. By default Top 10 Gainers is selected.
- Select Order By (% Price Change/Trade Volume/ Trade Value. % Price Change is selected on default.



Click on Refresh icon at top right to refresh data.

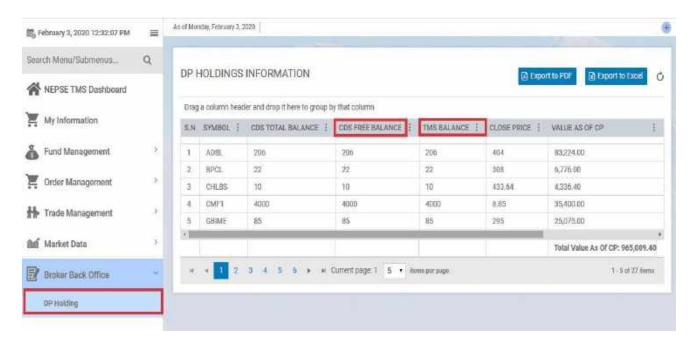




10 DP Holding

Clients can view their Depository Account Holding, given BOID details have been provided to Trading Management System.

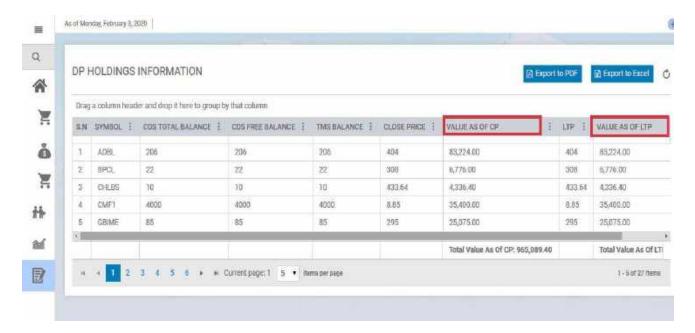
Navigate to Broker Back Office- > DP Holding.



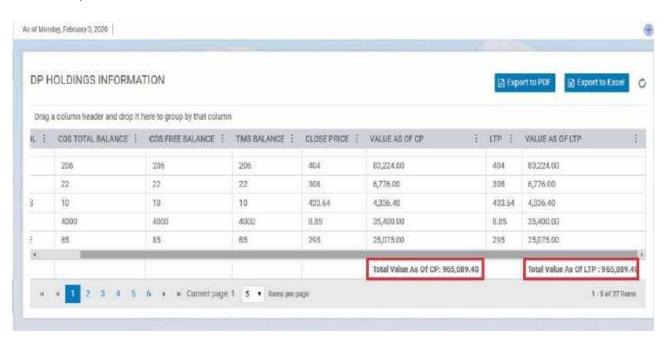
- If DP check is enabled by respective Broker then you can only sell those stocks available in your DP within quantity of TMS Balance.
- CDS Balance is only updated on T+3 days once final settlement is done and DP account is updated. While TMS Balance is updated on real time when a sell order is placed/modified or cancelled for respective security.
- In DP Holding, you can view value of each stock as per today's Market as well as per Previous Day Close Market.







 You can also view total value of all Stocks as per today's Market as well as Previous Day Close Market.



Note: Click on Refresh icon at top right to refresh DP Holding.





11 BOID (Beneficial Owner Identification)

This section instruct users on the functionalities of BOID mapping and un-mapping from one Member to another. It details step by step procedure of implemented functionalities of BOID map/un-map.

11.1 BOID Map/Un-map

Go to the Respective Member Portal and login with user credential

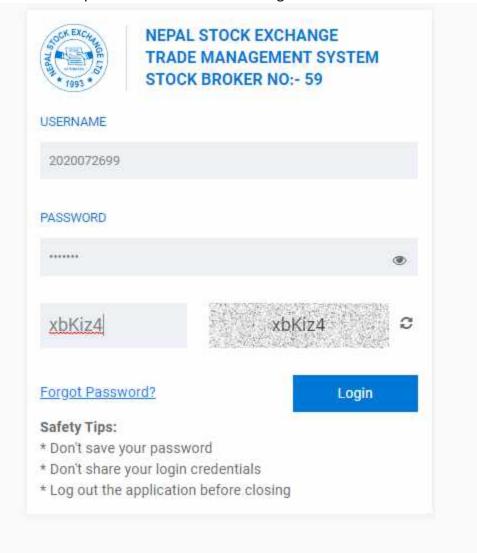


Fig 3.1: Login Screen

NOTE: - https://tms.yco.com.np:7125/login is a sample URL.

11.1.1 Mapping Request sent from client





- Go to NEPSE TMS Dashboard > DP Holding
- Click on View Mapping

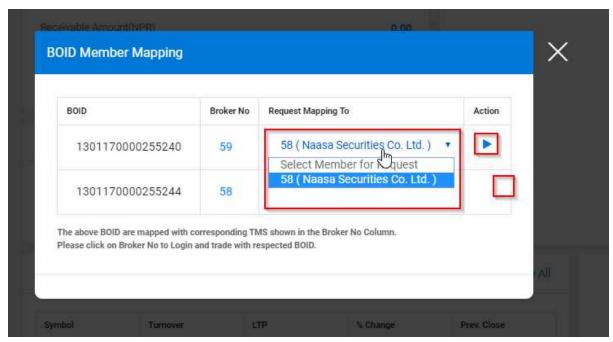


Fig 3.2: BOID Member Mapping

• Select the Broker to map BOID and click on Action button

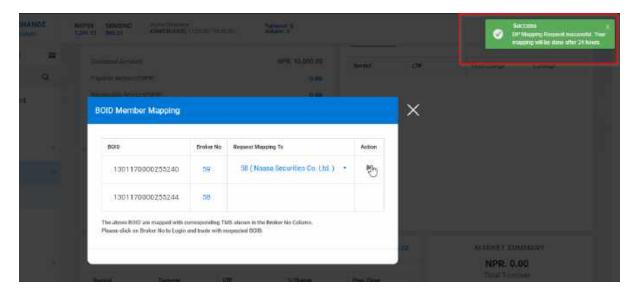


Fig: 3.3 Request Success Message

- Success message appears after clicking the action button
- BOID will be mapped to requested broker from next business date





11.2 Email Notifications

11.2.1 BOID Transfer Request Successful

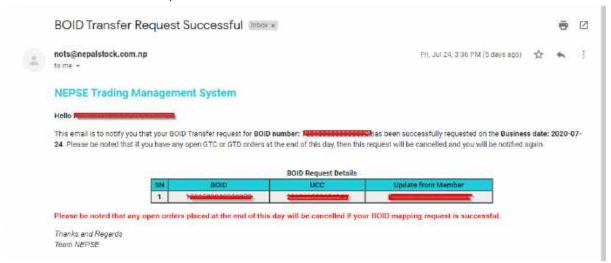


Fig 3.2.1: BOID Transfer Request Successful

11.2.2 BOID TRANSFER SUCCESS

