PROCEDURE

HOW TO PLACE A GLOBAL ORDER

QUINTET
PRIVATE BANK

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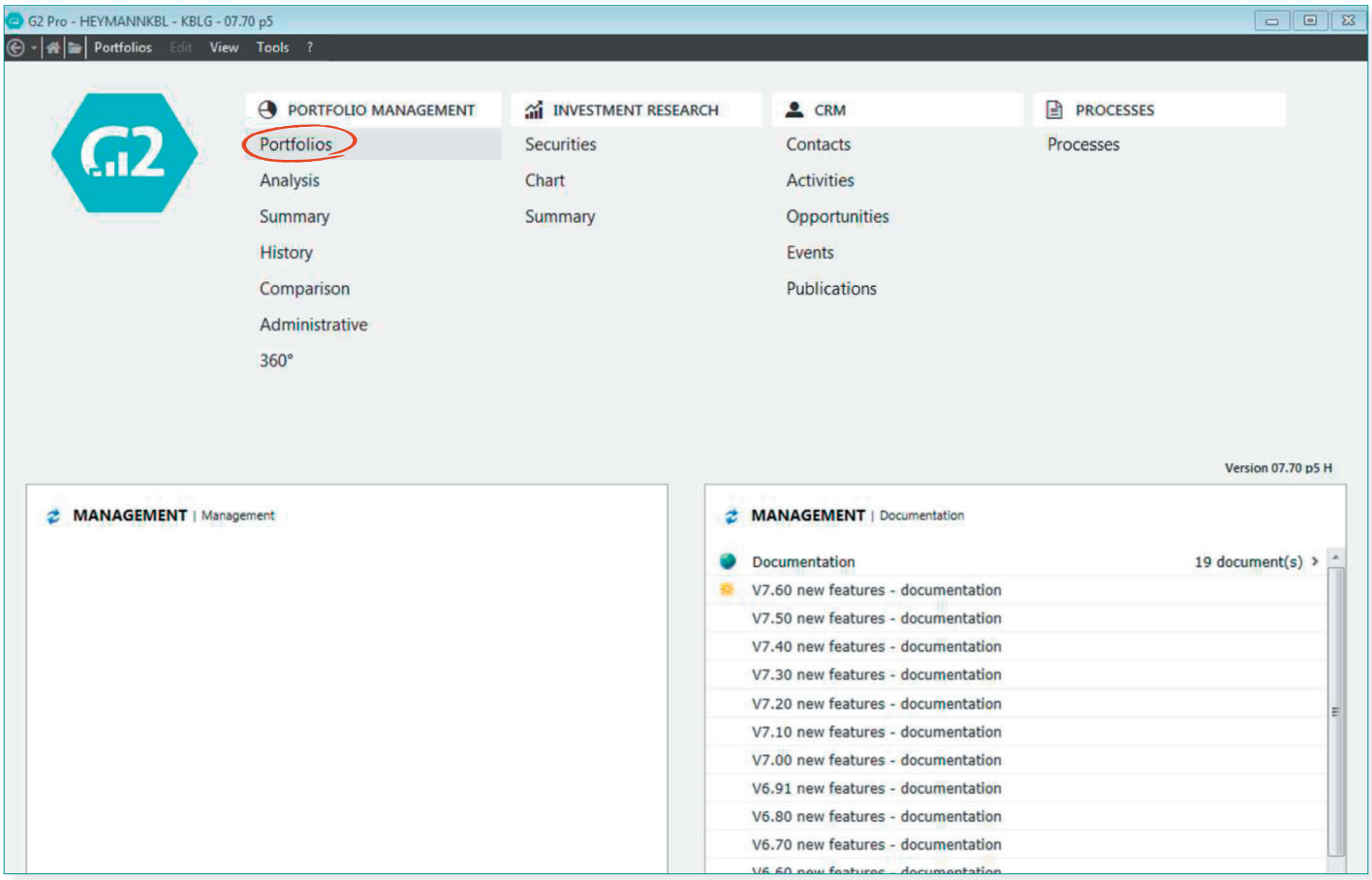
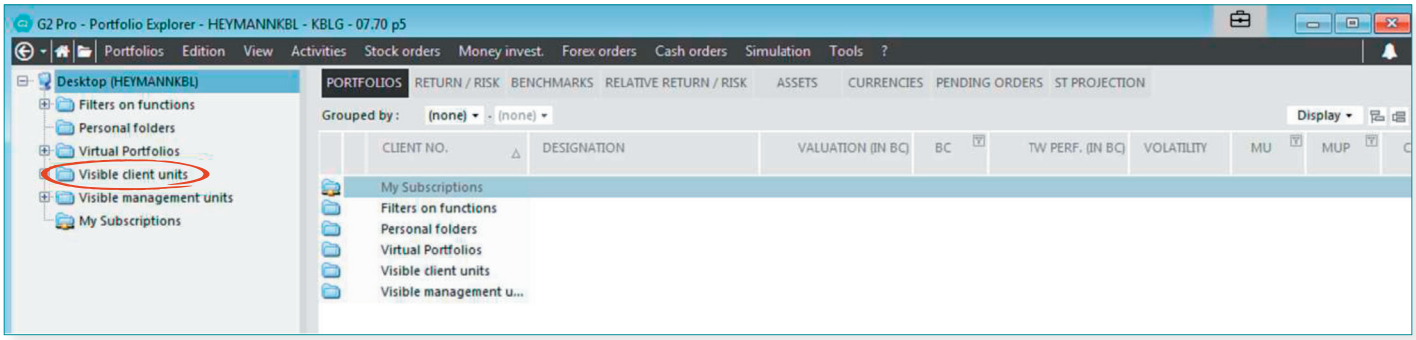
How to place a global order

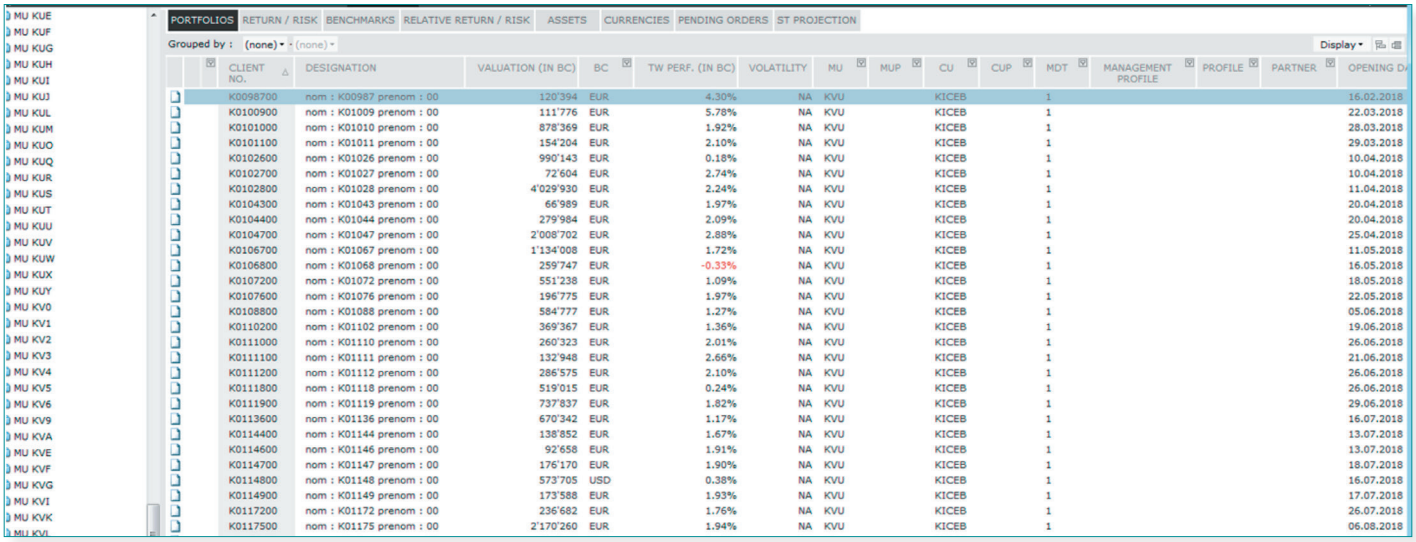
This procedure will explain you how to place a global order for one ISIN code and several portfolios.

On the main menu, please click on "Portfolios" to access your portfolios list.

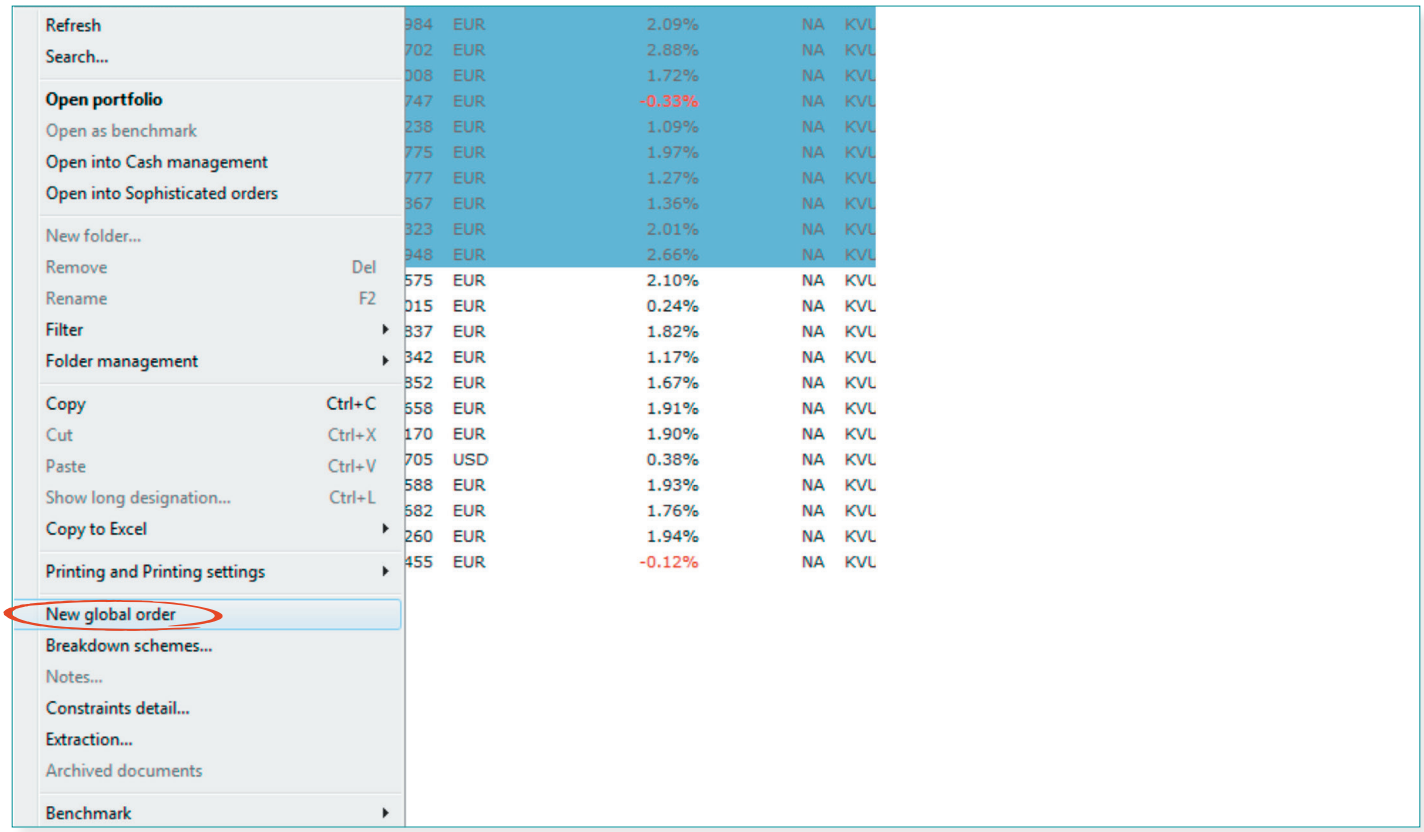


Then select "Visible client units"

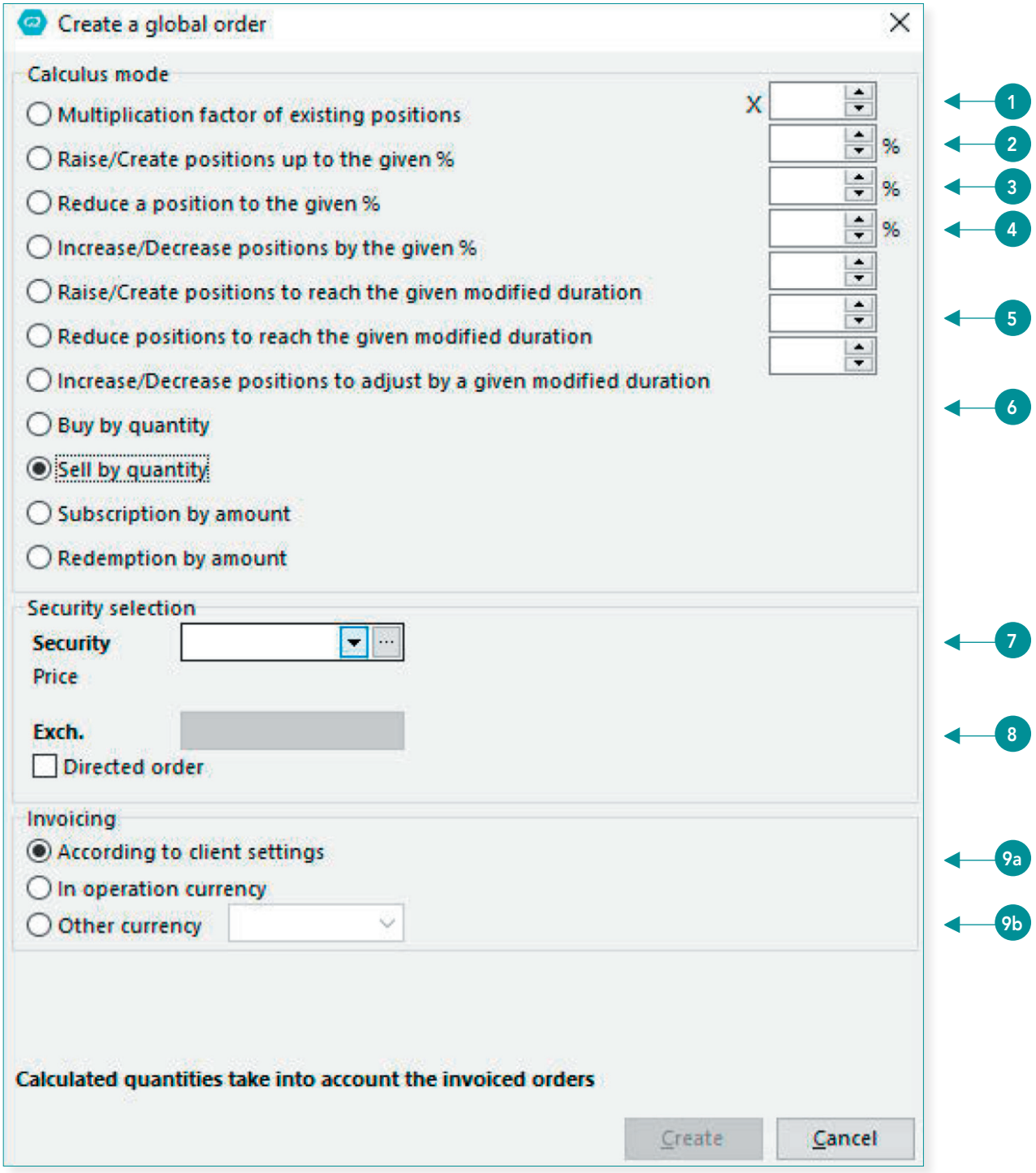




Press CTRL + A (to select all) or CRTL + click to select the portfolios concerned, then make a right click and select "New Global Order"



Then choose the desired calculation mode


Create a global order
Calculus mode
Multiplication factor of existing positions
X
Raise/Create positions up to the given %
%
Reduce a position to the given %
%
Increase/Decrease positions by the given %
%
Raise/Create positions to reach the given modified duration
Reduce positions to reach the given modified duration
Increase/Decrease positions to adjust by a given modified duration
Buy by quantity
Sell by quantity
Subscription by amount
Redemption by amount
Security selection
Security
Price
Exch.
Directed order
Invoicing
According to client settings
In operation currency
Other currency
Calculated quantities take into account the invoiced orders
Create
Cancel
1
2
3
4
5
6
7
8
9a
9b

1. Multiplication factor of existing positions

A factor between 0 and 1 will mark positions down.
A factor >1 will mark positions up.

BEFORE		AFTER
1.5 % OF LUCENT	2X	3% OF LUCENT
2.0 % OF LUCENT	0.5X	1% OF LUCENT

2. Raise/Create positions up to the given %

Indicates the % required to attain a certain position. Generates purchase orders only.

1.5 % of Cisco	2%	2% of CISCO
0 % of Cisco	2%	2% of CISCO
3.5 % of Cisco	2%	3.5% of CISCO

3. Reduce a position to the given %

Indicates the % required to attain a certain position. Generates sales orders only.

2.5 % of CS Group	2 %	2% of CS Group
1.8 % of CS Group	2 %	1.8% of CS Group

4. Increase / Decrease positions by the given %

Is equivalent to increasing (purchase) or decreasing (sale) all the positions by a certain percentage.

3.2 % of IBM	1 %	4.2% of IBM
0% of IBM	1 %	1% of IBM
3.2 % of IBM	-1 %	2.2% of IBM
0 % of IBM	-1 %	0% of IBM

5. Buy / Sell by quantity

Possibility to enter the quantity of securities to buy or sell by portfolio

6. Roud securities quantity by portfolio to ...

Factor used to fine tune the quantity of a security bought or sold for a client.

Rounding factor fixed at 10	55 to 59 equities = 60 equities 51 to 54 equities = 50 equities

7. Securities

The security can be obtained:

- By typing the security number or ISIN code
- By typing *(replaces a sequence of characters)
- By clicking [...] to initiate a search
- By starting directly from the security in the Analyse view (right click on the position)

8. Exchange

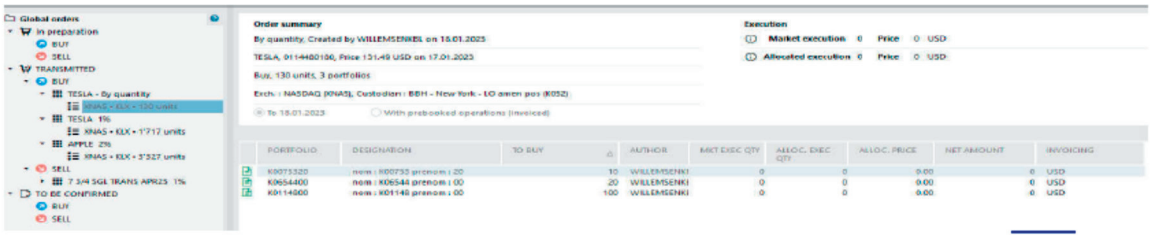
The name of the exchange appears automatically when the security is selected.

It is possible to select another place: please note, the billing currency is automatically modified if necessary.

9. Invoicing

9a *Invoicing currency according to custodian*

By default the billing currency corresponds to the currency applicable to the security according to its allocated exchange. However, it can be changed.

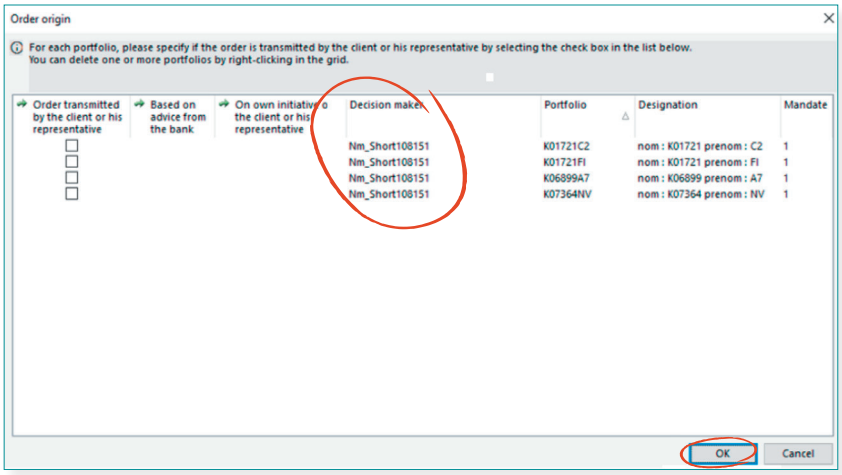


9b *Invoicing*

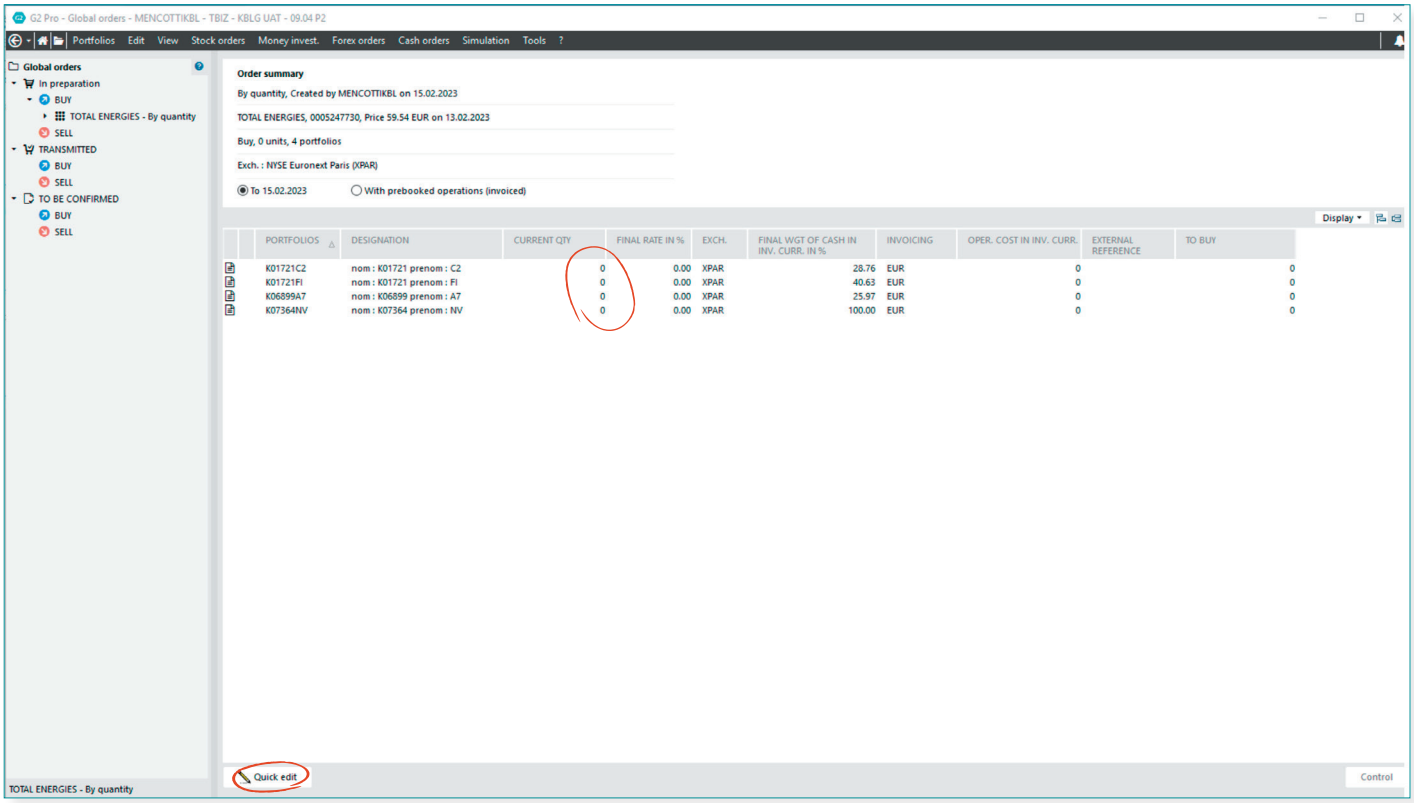
If the *invoicing currency according to custodian* box is not checked, you may choose your own billing currency for all the clients.

Click on OK if everything is correct at the decision maker level.

Fill in the desired quantities by positioning yourself on the column and clicking on quick edit at the bottom right (blue line)

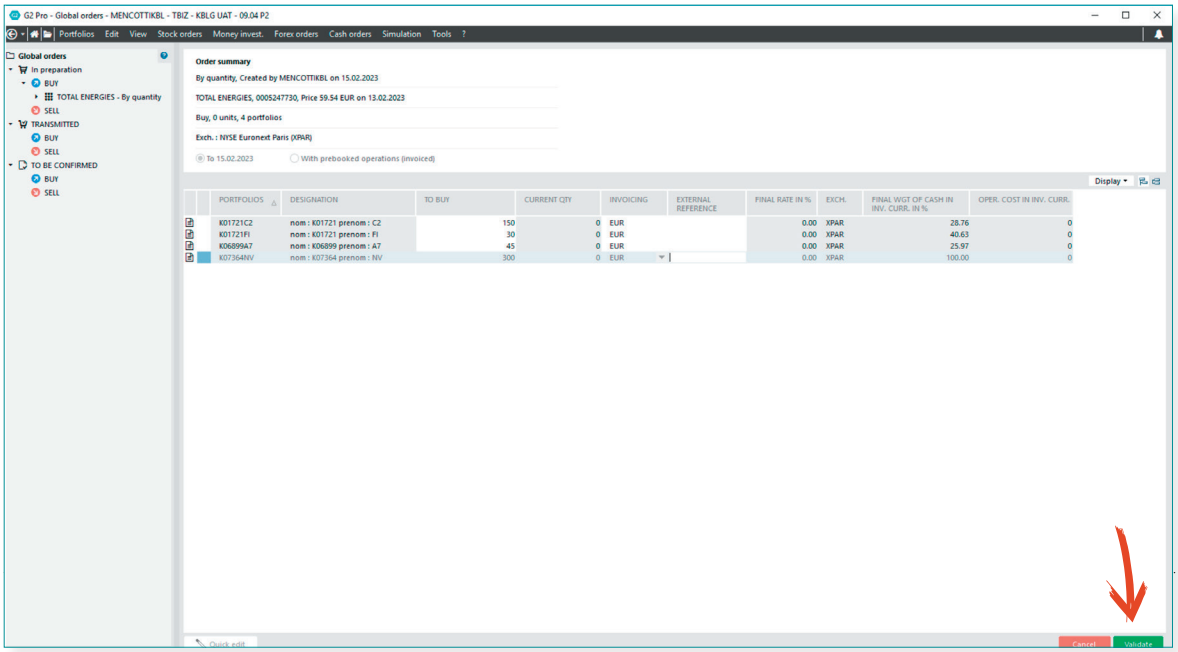


In the example below, purchase by quantity, complete the desired quantities by positioning yourself on the column and clicking on «Quick Edit» at the bottom of the screen.

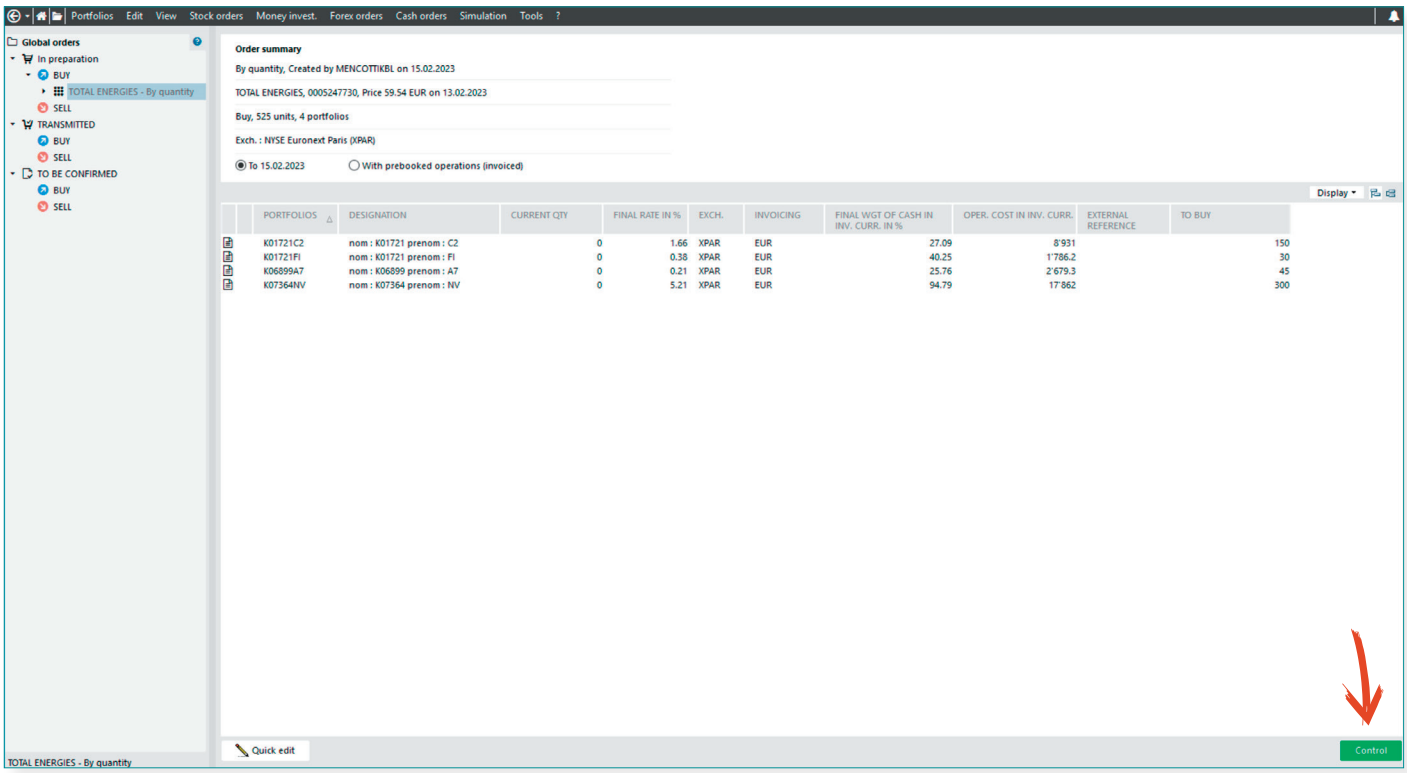


Then, follow the different step to validate your order:

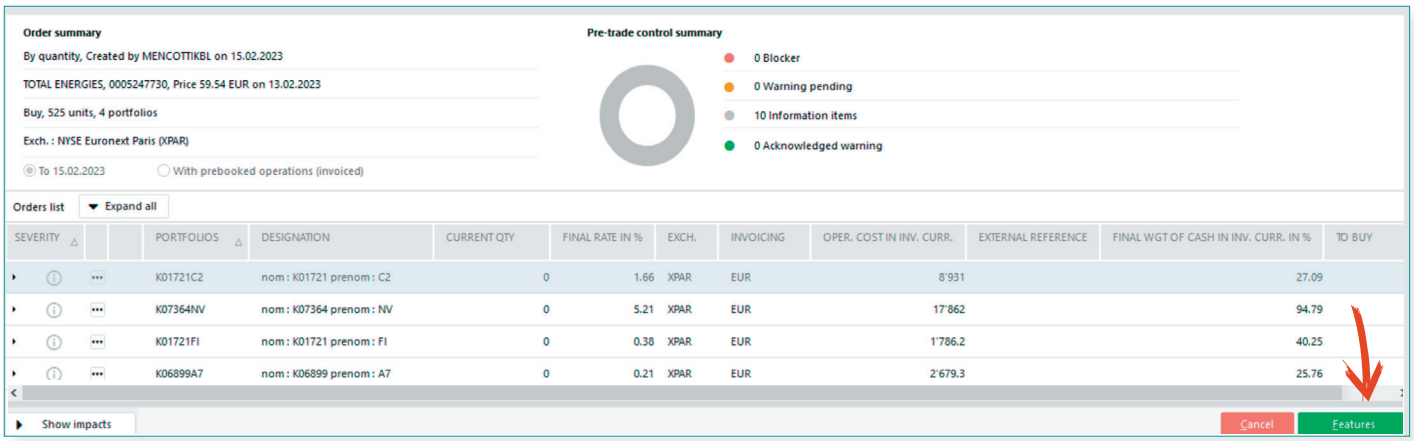
1. Validate



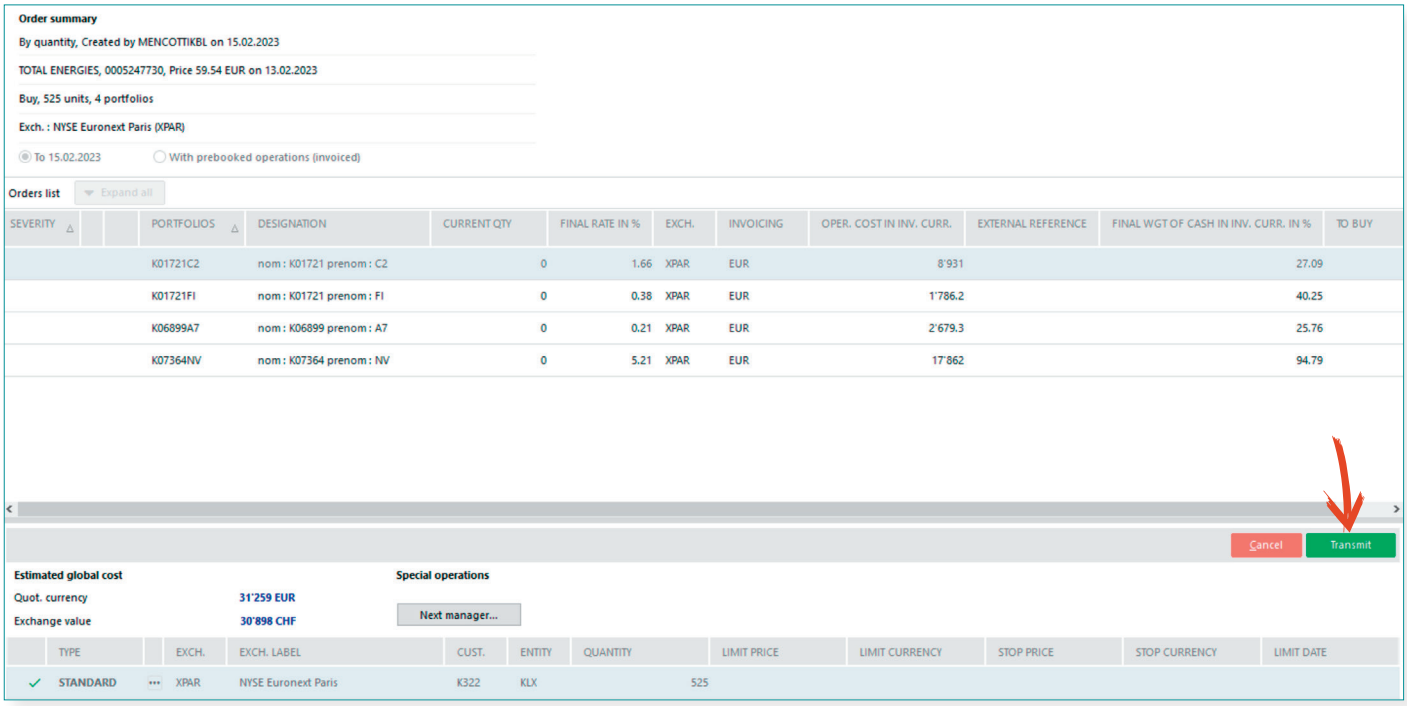
2. Control



3. Features

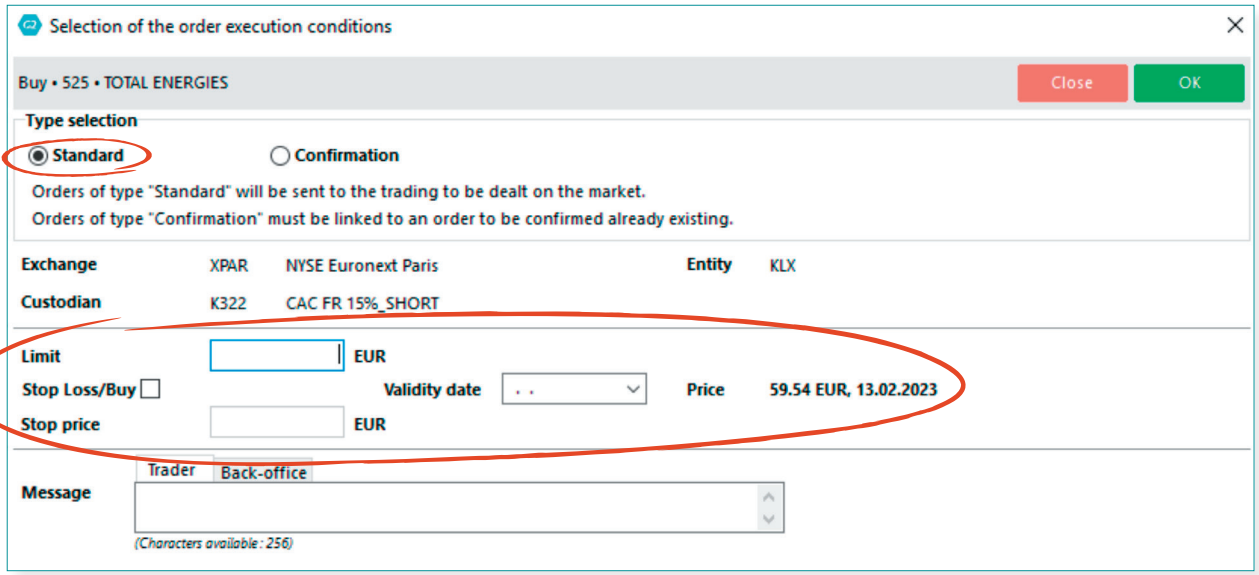


4. Then click on “Transmit” and yes to set the standard type

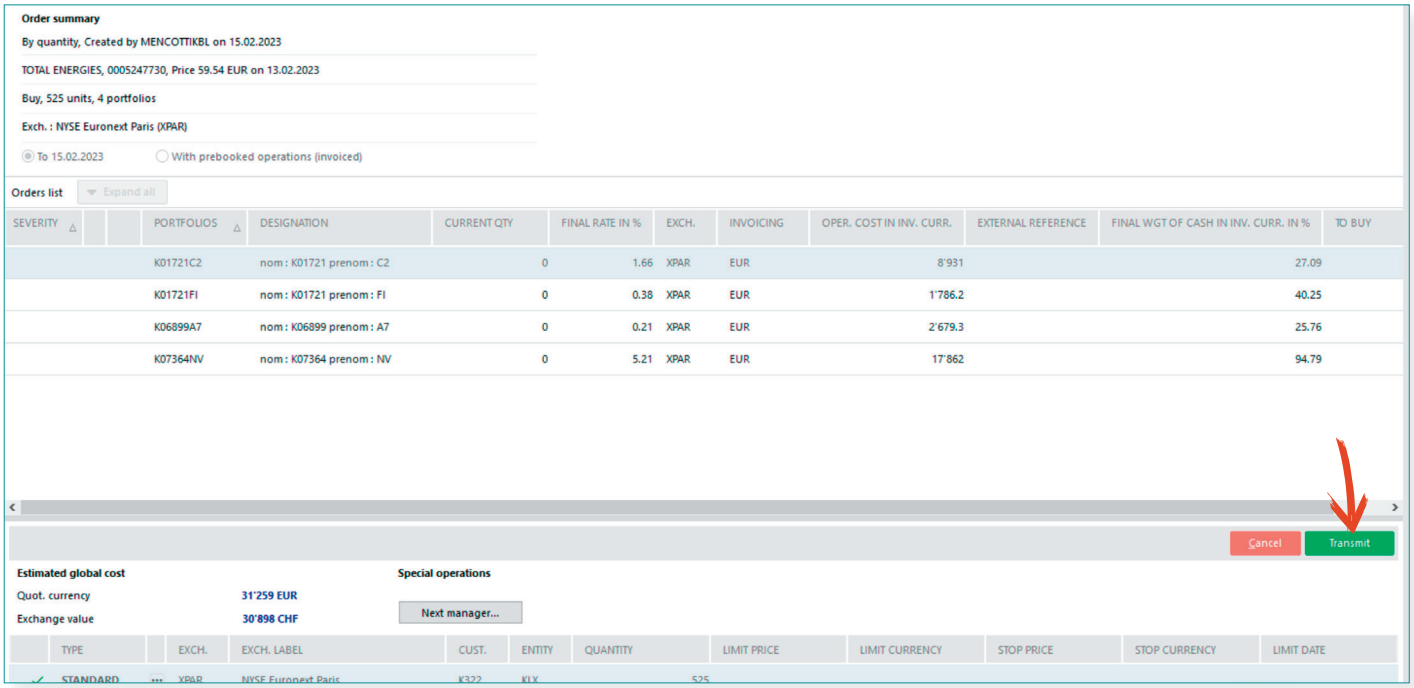


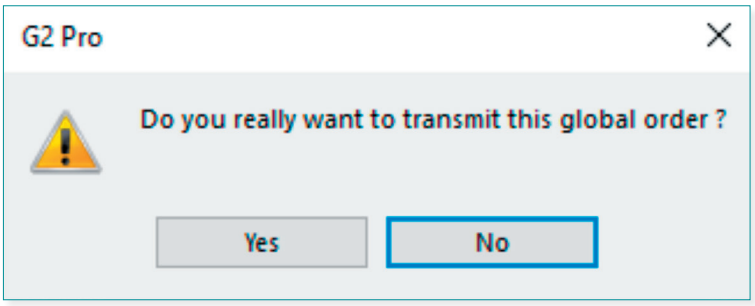
5. Order execution conditions

Here you have to select «standard» and you can also define the conditions for the execution of the order, e.g. a limit and/or a validity date...



6. Click on « Transmit « to send your order and validate with « yes « to confirm





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