PROCEDURE

BULK ORDERS

QUINTET
PRIVATE BANK

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How to use the Bulk Orders functionality

In G2PRO, you have the possibility to place mass orders (cash and/or securities) for several of your portfolios.

This feature allows you to place orders in several directions, for several products and several portfolios, all at the same time.

Bulk Orders - Cash

To make bulk transfers, you need to fill in the Excel file: TemplateCashOrdersV5.0.xlsm which is available in your Welcome Pack under the "Bulk Orders" folder.

The file consists of 3 tabs: **XML File Generation** | Cash Orders Details | Template

The **"Template"** tab allows you to see the description of the fields and the format to be respected.

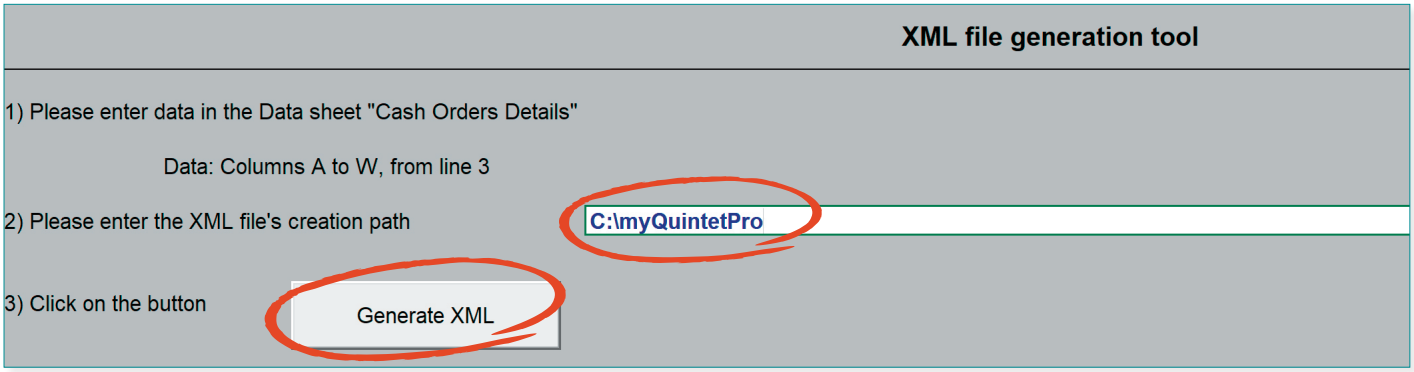
	Cash Orders Details							
	type	custId	currencyAccountDebit	amount	currencyAmount	dateExecution	transactionReference	accountBe
	ITF	KLX/K0000001	EUR	1000.01	EUR	13/02/2023	4451113888	LU327050K0
	FFR		JPY		JPY			
			USD		USD			
			etc.		etc.			
Format	Text (3)	Number (12)	Text (3)	Amount	Text (3)	DD/MM/YYYY	Text (16)	Text
Description	Order Type Possible Values : ITF : IBAN FFR: Free Format	Client Number of the debited account Format : KLX/K_____	Currency of Debited Account Format : ISO code	Amount to transfer	Currency of Transfered Amount Format : ISO code		Your reference for the cash order	Beneficiar Form IBAN A
Mandatory ?	***Mandatory***	***Mandatory***	***Mandatory***	***Mandatory***	***Mandatory***	***Mandatory***		***Manda***

The **"Cash orders details"** tab allows you to enter your different transfers.

	Cash Orders Details							
	type	custId	currencyAccountDebit	amount	currencyAmount	dateExecution	transactionReference	accountBe
	ITF	KLX/K0000001	EUR	1000.01	EUR	13/02/2023	4451113888	LU327050K0

The **"XML File Generation"** tab allows you to generate the XML file which will be imported into our G2PRO tool.

In order to generate your XML file, please enter the destination path on your computer or network drives, then click on "Generate XML".



Your file has been created and saved:

Bulk Orders - Securities

To place mass orders, you need to fill in the Excel file: TemplateEquitiesOrdersV4.2.xlsm which is available in your Welcome Pack under the "Mass Orders" folder.

The file consists of 3 tabs: **XML File Generation** | Cash Orders Details | Template

The **"Template"** tab allows you to see the description of the fields and the format to be respected.

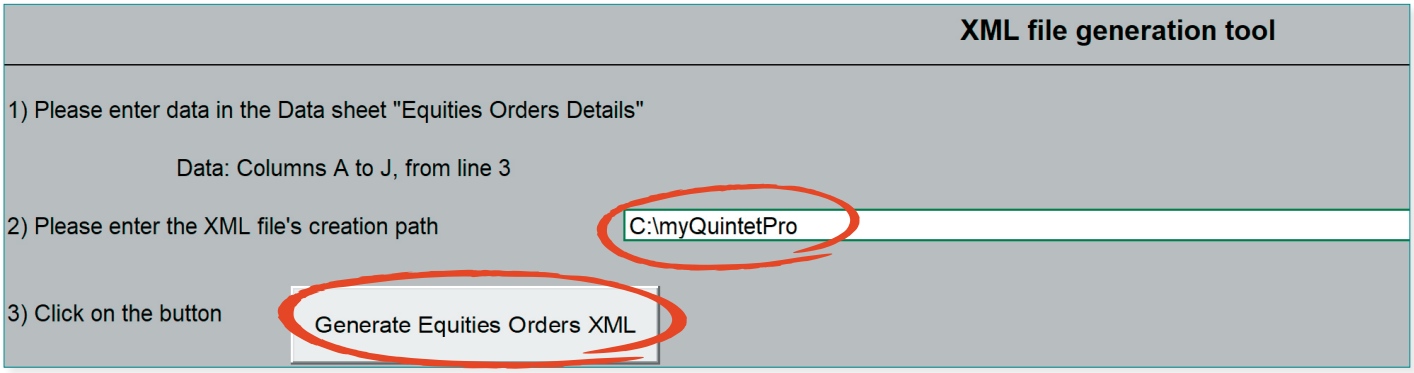
	Sens	Montant Quantite	Devise Montant	Code ISIN	Switch	Compte titres
	Type of order	Quantity amount	Currency amount	ISIN Code	ISN Code	Securities account
	BUY	1000000000	EUR	NL0009411958		KLX/K23456AA
	SEL		USD			
	RED (Redemption)		JPY			
	SUB (Subscription)		CHF			
			etc.			
Format	Text (3)	Number (33)	Text (3)	Text (12)		Number (12)
Description	Type of order Please input 'Buy' to purchase Equities or Bonds Please input 'SEL' to sel Equites or Bonds	'Input the quantity of your order	**'Mandatory**: For funds orders, when you instruct in amount, currency will be mandarory	The International Securities Identification Numbering (ISIN) system is an international standard set up by the International Organization for Standardization (ISO). It is used for numbering specific securities, such as stock, bonds, options and futures. An ISIN code has 12 characters in total, which are alphanumeric, and is structured to include the country in which the issuing company is headquartered, the specific security identification number	Code ISIN relaited to the switch	Format : KLX/K_____ (For Quintet Luxembourg) KBE/B_____ (For Puilaetco)

The "Equities Orders Details" tab allows you to enter your different orders.
NB: This template applies to the following orders of types: stocks, bonds, funds

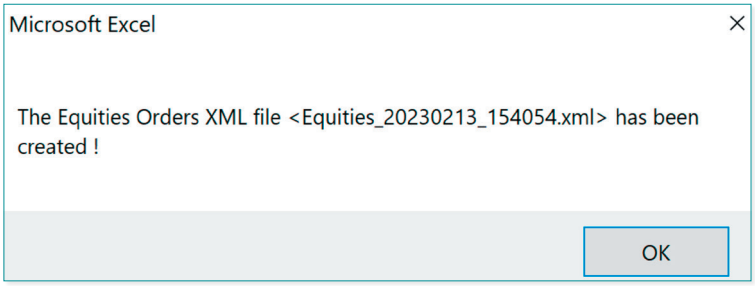
Equities Orders Details										
Type of Order	Quantity or Amount	Currency Deal	ISIN Code	Switch	Securities Account	Currency Cash account	Modality	Price	Validity	
BUY	1000000000	EUR	NL0009411958		KLX/K23456AA	EUR	MKT		13/02/2023	ref t

The **"XML File Generation"** tab allows you to generate the XML file which will be imported into our G2PRO tool.

In order to generate your XML file, please enter the destination path on your computer or network drives, then click on "Generate Equities Orders XML".

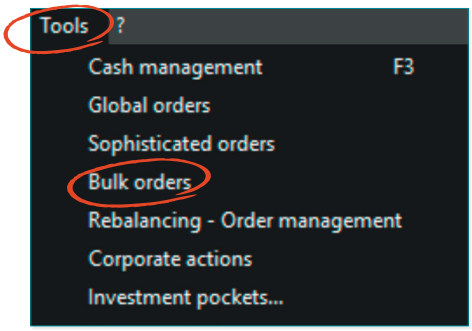


Your file has been created and saved:

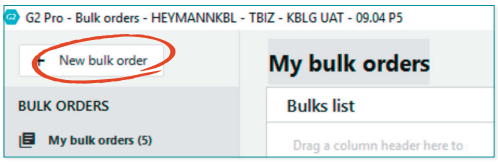


How to inject your XML file into G2PRO

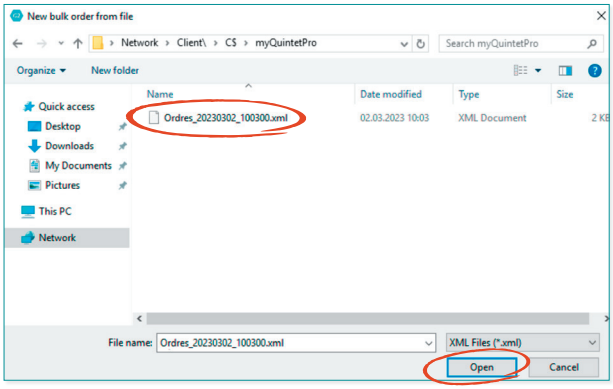
To inject your XML file into G2PRO, please go to "Tools" then " Bulk Orders" to open the new Bulk Orders window.

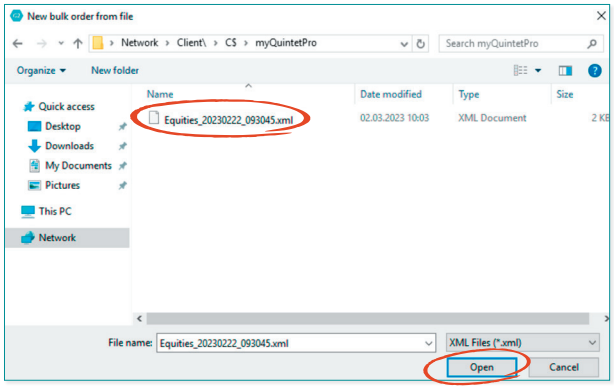


Click on "New bulk order" to search and inject your XML file.

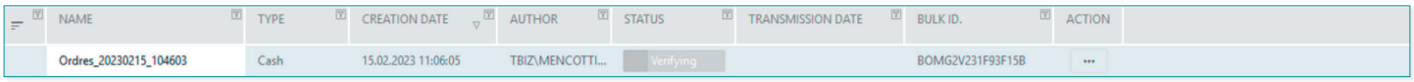


Select the XML file to be imported, then click on "Open".

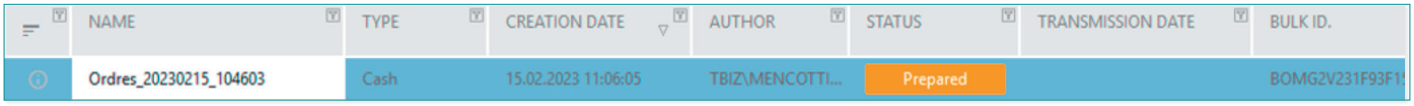




The file will be injected and will go through the verification step:

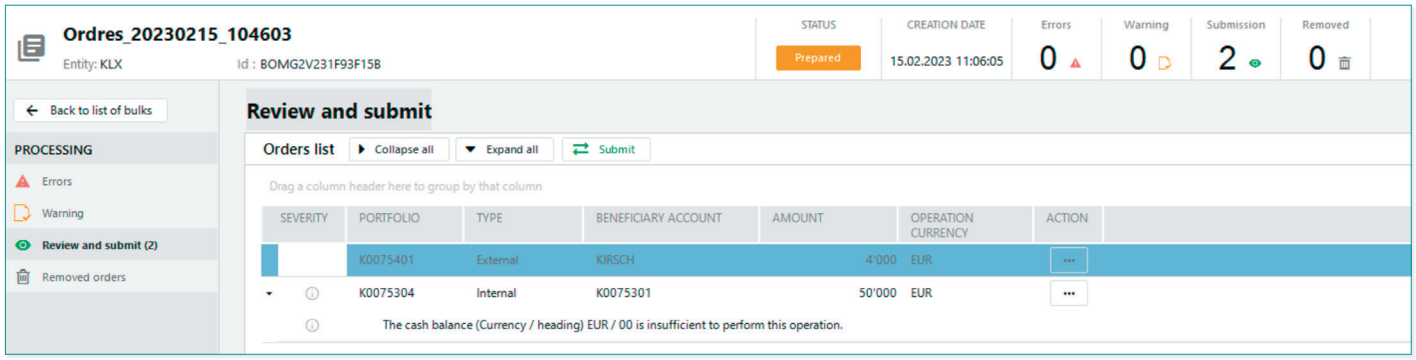


Once verified, your file will be in prepared status, you can then double click on it to enter and view the details.



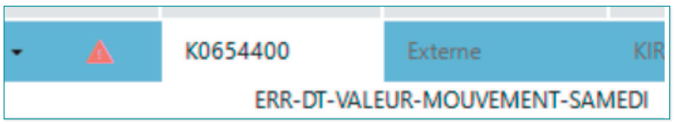
At the top of the screen, you will be able to see the status of each injected line (error, warning...)

Under the "Severity" column, if one is displayed, this indicates that you are aware of an information. Click on the arrow to read the information.



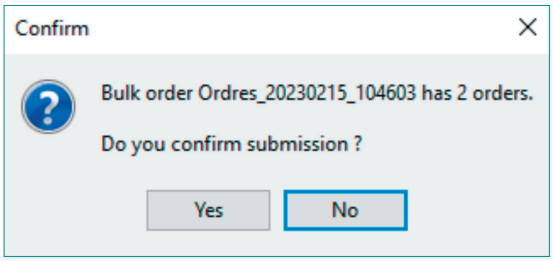
In case of a blocking anomaly, a will be displayed.

Example:



To transmit your payments, click on the green button Submit and validate the transmission by clicking on "yes".

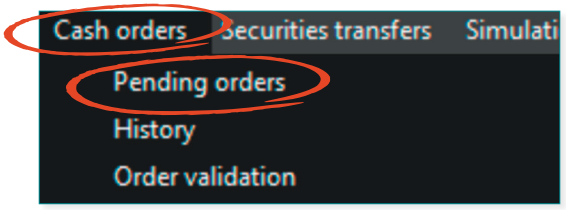
(The number of payments to be transmitted is displayed in the confirmation window)



The status has changed to "Submitted", your orders have been injected into G2PRO and are following the standard process: (individual processing or payment validation to be done)

NAME	TYPE	CREATION DATE	AUTHOR	STATUS	TRANSMISSION DATE
Ordres_20230215_104603	Cash	15.02.2023 11:06:05	TBIZ\MENCOTTI...	Submitted	15.02.2023 11:20:03

You can see the status of your payments in G2PRO under the menu “Cash Orders“ then “Pending Orders“.



QUINTET PRIVATE BANK

43, BOULEVARD ROYAL
L-2449 LUXEMBOURG
T: +352 47 97-1
CONTACT@QUINTET.COM

WWW.QUINTET.COM