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VP.FUND HUB™

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User guide for distributors

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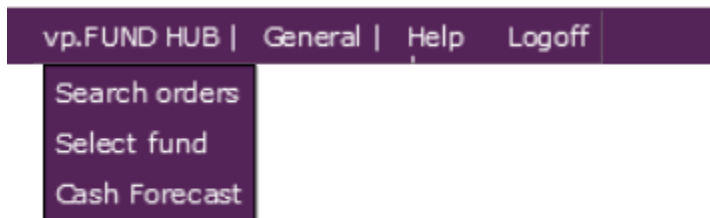
## Create order

This function is used for establishing a redemption order or a subscription order in vp.FUND HUB.

## Select fund

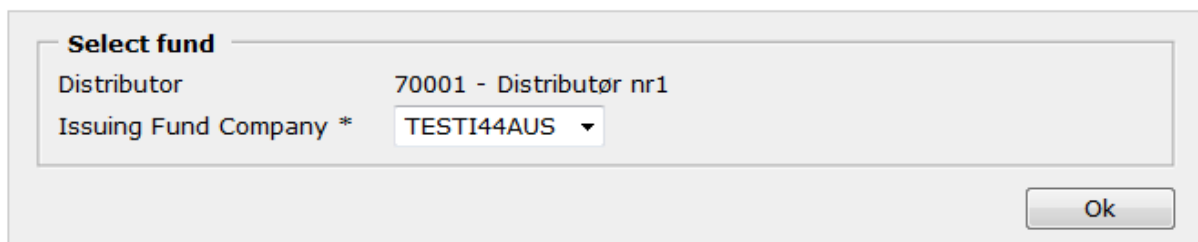
From the menu select:

vp.FUND HUB>> Select Fund. (figure 1)



Then the following screen appears:

## Select fund

A screenshot of a dialog box titled 'Select fund'. The dialog box has a light gray background and a thin border. It contains two input fields. The first field is labeled 'Distributor' and has the text '70001 - Distributør nr1' entered. The second field is labeled 'Issuing Fund Company \*' and has a dropdown menu with 'TESTI44AUS' selected. There is a small downward arrow next to the dropdown. In the bottom right corner of the dialog box, there is an 'Ok' button.

From the drop-down select the Issuing Fund Company you want to establish an order with.

## Select fund

**Select fund**

Distributor 70001 - Distributör nr1 - æøåä

Issuing Fund Company


TESTI44AUS	▼
TESTI44AUS	
TESTI44SØA	

Ok

Then the establish order screen appears.

## Establish order

### Establish order

<b>Part information</b>	
Distributor	70001 - Distributør nr1
Cash account (IBAN) *	
Order reference *	<input type="text"/>
Account administrator *	<input type="text"/> BIC <input type="text"/>
Securities account *	<input type="text"/>
<b>Order information</b>	
Issuing Fund Company	TESTI44AUS
ISIN *	Select...
Order type *	<input type="radio"/> Subscription <input type="radio"/> Redemption
Trade date	<input type="text"/> 
<b>Amount</b>	
Amount *	<input type="radio"/> Amount <input type="text"/>
	<input type="radio"/> Quantity <input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Clear"/>	

Every field marked \* is mandatory.

Distributor: The identification of the entity logged in. The field is fixed and cannot be changed.

Cash Account (IBAN): Cash Account of the distributor. Redemptions are paid out to this account. The field is fixed and the account number can only be changed by CSD Services.

## Establish order

<b>Part information</b>	
Distributor	70001 - Distributør nr1
Cash account (IBAN) *	
Order reference *	test1
Account administrator *	79999 BIC
Securities account *	79999fos70001
<b>Order information</b>	
Issuing Fund Company	TESTI44AUS
ISIN *	Select...
Order type *	Select... Redemption
Trade date	
<b>Amount</b>	
Amount *	<input type="radio"/> Amount <input type="text"/>
	<input type="radio"/> Quantity <input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Clear"/>	

Order reference: Unique reference of the order. The reference can be up to 35 char.

Account administrator: Identification of the administrator of the safekeeping account. Either proprietary identification or BIC can be used.

Securities account: The identification of the distributors securities account.

ISIN: Dropdown showing which ISIN's it is possible to establish an order in. Select the ISIN you want to establish an order in.

## Establish order

<b>Part information</b>	
Distributor	70001 - Distributør nr1
Cash account (IBAN) *	
Order reference *	test1
Account administrator *	79999 BIC
Securities account *	79999fos70001
<b>Order information</b>	
Issuing Fund Company	TESTI44AUS
ISIN *	DK0026113259
	Test Invest Australien 10105
Order type *	<input checked="" type="radio"/> Subscription <input type="radio"/> Redemption
Trade date	04122012
<b>Amount</b>	
Amount *	<input checked="" type="radio"/> Amount 5000 SEK
	<input type="radio"/> Quantity
<input type="button" value="Send"/> <input type="button" value="Clear"/>	

Order type: Choose either subscription or redemption.

Trade date: Enter trade date in the format ddmmyyyy or choose from calendar.

Amount: Choose either amount or quantity and enter number in relevant field.

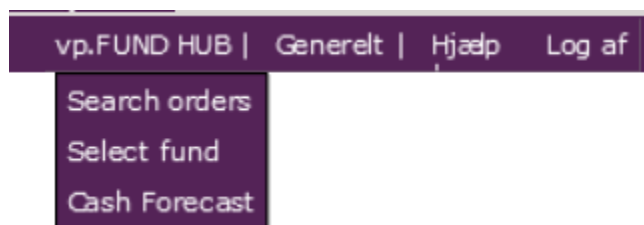
Press send and the order is created.

## Establish order

200: Order created ok

<b>Part information</b>	
Distributor	70001 - Distributør nr1
Cash account (IBAN) *	
Order reference *	test1
Account administrator *	79999 BIC
Securities account *	79999fos70001
<b>Order information</b>	
Issuing Fund Company	TESTI44AUS
ISIN *	DK0026113259
	Test Invest Australien 10105
Order type *	<input checked="" type="radio"/> Subscription <input type="radio"/> Redemption
Trade date	04122012
<b>Amount</b>	
Amount *	<input checked="" type="radio"/> Amount 5000 SEK
	<input type="radio"/> Quantity
<input type="button" value="Send"/> <input type="button" value="Clear"/>	

## Search orders

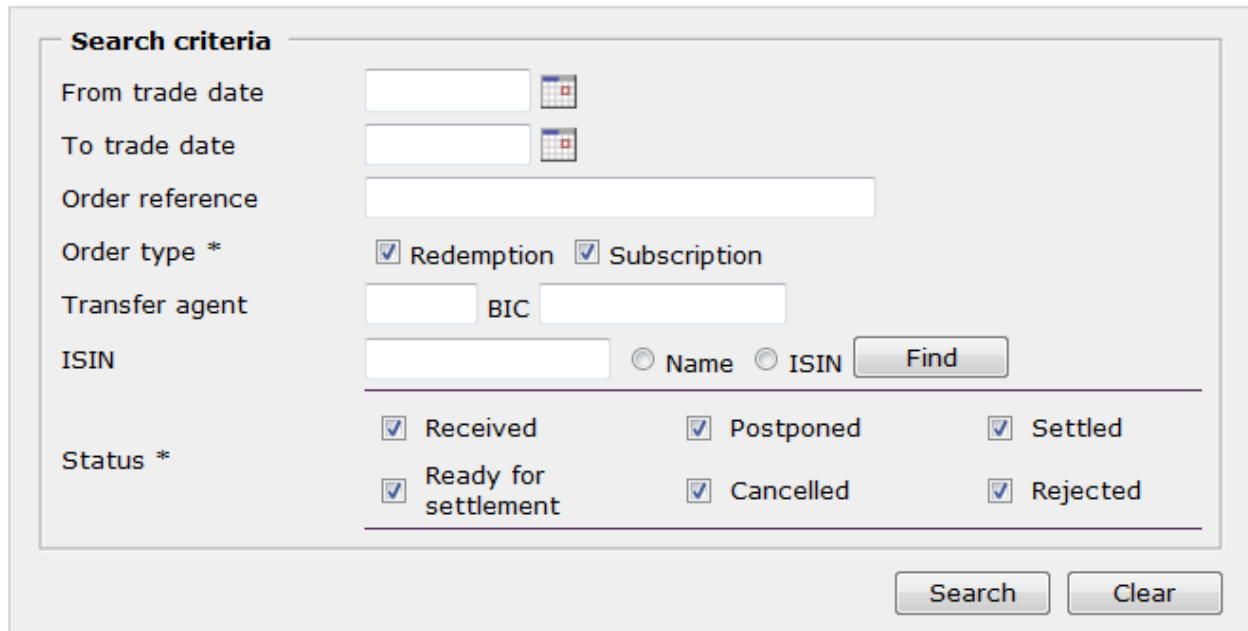


Select search orders from the vp.FUND HUB menu.



The search order screen appears

## Search orders



The screenshot shows a search order form with the following fields and options:

- Search criteria**
  - From trade date: [text input] [calendar icon]
  - To trade date: [text input] [calendar icon]
  - Order reference: [text input]
  - Order type \*:  Redemption  Subscription
  - Transfer agent: [text input] BIC [text input]
  - ISIN: [text input]  Name  ISIN
- Status \***
  - Received  Postponed  Settled
  - Ready for settlement  Cancelled  Rejected

Buttons:

Enter the search criteria. The mandatory fields are:

- Order type
- Status of the order

Order type and status are prefilled. You can unselect the not desired criteria by unclicking the check boxes. As the fields are mandatory, at least one field should be left checked.

Press search and the search result appears.

Found 22 rows fetched at 19.03.2013 15:45:59

ISIN	Order reference	Order type	Transfer agent	Quantity (units)	Amounts	Trade date	Status
DK0026119371 Test-101052	DTRD	Subscription	70200	568	0	01.03.2013	Order recieved OK
DK0026119371 Test-101052	ÄÖ-ÆØÅ	Subscription	70200	568	0	06.03.2013	Order recieved OK
DK0026119371 Test-101052	"AB	Subscription	70200	568	0	06.03.2013	Order recieved OK
DK0026119371 Test-101052	'ABC	Subscription	70200	568	0	06.03.2013	Order recieved OK
DK0026119371 Test-101052	>AB	Subscription	70200	568	0	06.03.2013	Order recieved OK
DK0026113416 Test-101052	FOS-UC23/V0403-1	Subscription	70200	10	0	18.03.2013	Order rejected
DK0026113929 Test Invest NK	FOSTS100/N03F	Redemption	70100	0	500	16.03.2013	Ready for settlement
DK0026113929 Test Invest NK	FOSTS100/N03H	Subscription	70100	44,999999	0	16.03.2013	Ready for settlement
DK0026115031 Test Invest NK	FOSTS100/N03G	Subscription	70100	0	567,89	16.03.2013	Ready for settlement
DK0026113929 Test Invest NK	JU/S0100RD0315A1	Subscription	70100	144,044444	0	15.03.2013	Order recieved OK
DK0026113929 Test Invest NK	JU/S0100RD0315B1	Subscription	70100	144,044444	0	18.03.2013	Order recieved OK
DK0026115031 Test Invest NK	JU/S0100RD0315D4	Subscription	70100	444,333222	0	18.03.2013	Order recieved OK
DK0026115031 Test Invest NK	JU/S0100RD0315D3	Subscription	70100	321,123456	0	18.03.2013	Order recieved OK

## Show order details

You can see order details by left clicking at the desired order and selecting show details

DK0026119371 Test-101052	ÄÖ-ÆØÅ	Subscription	70200	568	<input type="button" value="Show details"/> <input type="button" value="Cancel order"/>	Order recieved OK
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Then the detail screen appears.

### Show details

<b>Distributor</b>	
Distributor	70001 DI test1
Cash account IBAN	
<b>Fund</b>	
Issuing Fund Company	10105 TEST144AUS
Cash account IBAN	PT94987800210000789658654
Clearing Bank IBAN	LU280019400644750000
<b>Order details</b>	
Order reference	AÖ-ÆØÅ
ISIN	DK0026119371
Order type	Subscription
Trade date	06.03.2013
Amount	0 EUR
Quantity	568
Unit price	0,000000
Order status	Order recieved OK
Reason	Initial validation completed
<b>Settlement</b>	
Expected settlement date	07.03.2013
Settlement amount	0 EUR
Settlement Quantity	0
Postponed days	0

[« Back](#)

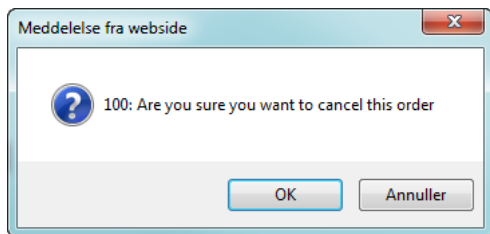
Press back to return to search

## Cancel order

You can cancel an order by left clicking at the order, you want to cancel, and selecting cancel order.

DK0026119371	ÄÖ-ÆØÅ	Subscription	70200	568	<a href="#">Show details</a>	<a href="#">Order recieved OK</a>
Test-101052					<a href="#">Cancel order</a>	

Then you are asked to confirm the cancelation:



And the order is shown as cancelled:

DK0026113259	EX TIL USERGUIDE	Subscription	70200	0	500	20.03.2013	Order cancelled
Test-101052							

It is only possible to cancel orders with status “Order received ok” and where the cut-off time has not been reached



## Cash forecast



The cash forecast gives you an overview of cash flow per ISIN. The report can be sorted by:

- Trade date
- Cash settlement day
- ISIN
- Currency
- Redemption/subsribtion
- Orders entered in amount/quantity

## Cash Forecast

**Search criteria**

Cash settlement date from   To  

Trade date from   To  

ISIN   Name  ISIN

Currency \*  SEK  EUR

Order type \*  Redemption  Subscription

Ordered by \*  Amount  Quantity

Enter the desired selection criteria and press calculate. The cash forecast report will appear.

ISIN	Trade date	Cash settlement date	Order type	Amount	Currency
DK0026113259 Test-101052	19.03.2013	20.03.2013	Redemption	8.345,00	SEK
<b>Total for DK0026113259</b>				<b>8.345,00</b>	<b>SEK</b>
DK0026113929 Test Invst NK	19.03.2013	21.03.2013	Subscription	-805,00	SEK
DK0026113929 Test Invst NK	19.03.2013	20.03.2013	Subscription	-8.576,41	SEK
DK0026113929 Test Invst NK	16.03.2013	18.03.2013	Subscription	-615,15	SEK
DK0026113929 Test Invst NK	16.03.2013	18.03.2013	Redemption	500,00	SEK
<b>Total for DK0026113929</b>				<b>-9.496,56</b>	<b>SEK</b>
DK0026114067 Test Invst NK	12.01.2013	03.12.2012	Redemption	267,53	SEK
DK0026114067 Test Invst NK	12.01.2013	29.11.2012	Redemption	267,45	SEK
<b>Total for DK0026114067</b>				<b>534,98</b>	<b>SEK</b>
DK0026115031 Test Invst NK	16.03.2013	18.03.2013	Subscription	-567,89	SEK
<b>Total for DK0026115031</b>				<b>-567,89</b>	<b>SEK</b>
DK0026113416 Test-101052	30.04.2013	01.05.2013	Subscription	-578,00	EUR
<b>Total for DK0026113416</b>				<b>-578,00</b>	<b>EUR</b>
DK0026119371 Test-101052	29.01.2013	29.01.2013	Redemption	558,00	EUR
DK0026119371 Test-101052	28.01.2013	29.01.2013	Subscription	-235,00	EUR
<b>Total for DK0026119371</b>				<b>323,00</b>	<b>EUR</b>