



Swiss Exchange

Deal Pool Syndicate User Manual

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1 Introduction

1.1 Related Documents

Title	Reference
Deal Pool Investor User Manual	DPL-INV-USR-MAN-130/E
Deal Pool Sales User Manual	DPL-SLS-USR-MAN-130/E

1.2 Changes Since Last Version

Minor changes to improve ease of use.

2 First Steps

2.1 Request User Setup

1. To request to be set up as a syndicate user in Deal Pool, send an email to fixedincome@six-swiss-exchange.com and provide the following details:
 - a. The term **“Registration for new Syndicate Member”** in the email subject
 - Your full name and surname
 - Bank/Legal entity and postal address
 - LEI code (can be found on the website <https://www.lei-lookup.com/>)
-



In case a hardware token has been requested, Deal Pool Access Management team will set you up as a syndicate user and send you the hardware token per mail and an initial password by email within 2-4 working days.

2.2 Download and Activate RSA SecurID Software Token Application



Prerequisites

You have requested to be set up as a user.

You have opted for authorization method **RSA SecurID Software Token**.

1. On your mobile device, find the **RSA SecurID Software Token** application.
 - a. For iOS: Open the App Store. Under **Search**, type **RSA SecurID Software Token**.
 - b. For Android: Open the Playstore. Under **Search for Apps and Games**, type **RSA SecurID Software Token**.
 2. Download and install the **RSA SecurID Software Token** application.
 3. On your mobile device, open the email you received from the Deal Pool Access Management Team **or** forward it to your private email address to be able to open the link on your private mobile device.
 4. On your mobile device, click the link generated by the **RSA SecurID Software Token** application.
-



Your token is downloaded automatically and a success message appears.

-
5. Do the following:
 - a. On your computer, go to <https://token.six-group.com/securid/console-selfservice/>
 - b. On your computer: In the **User ID** box, type your email address and click **OK**.
 - c. On your mobile device, open the **RSA SecurID Software Token** application.
 - d. On your computer, type the passcode (6 digit code number) from the **RSA SecurID Software Token** application in the **Passcode** box and click **Log On**.
 - e. On your computer, type the following Personal Identification Number (PIN): **DealPool** (one word; "D" and "P" in capital letters).
-
6. In the **RSA SecurID Software Token** application, answer the personal security questions.

 If you need further assistance, please contact the Deal Pool team: dealpool@six-group.com.

2.3 Log on to Deal Pool Using RSA SecurID Software Token Application or Hardware Token



Prerequisites

Syndicate user set up request has been completed.



Once you have been set up as a user, you can logon to Deal Pool using the **RSA SecurID Software Token** or the **RSA SecurID Hardware Token** (see section above on how to activate the RSA Token).


-
1. Browse to the following Web address:
 - **Production environment:** <https://secure.six-deal-pool.com/home/dashboard?login>
 - **Membertest environment:** <https://secure-test.six-deal-pool.com/home/dashboard?login>
 2. If necessary, change the language of the webpage.
 3. Enter your authentication information:
 - a. **UserID** (email address)
 - b. **Password**
 4. Click **Submit**.
 5. Type the 6-digit **Passcode** from your RSA SecurID token (no PIN required).
-

-
6. Click **Login**.
-

2.4 Optional Step: Re-synchronize Token

If your token is desynchronized, follow these steps.

-
1. Go to <https://token.six-group.com/secuid>.
 2. Type your **User ID** and click **OK**.
 3. Type your **Passcode**:
 - Softtoken (Mobile Device): *PIN* followed by *6 digit code from token*
 - Hardtoken: **DealPool** followed by *6 digit code from token*
 4. Click **Log On**.
 5. Type a new code from the token.
-


 Your token has been re-synchronized.

6. Try to log on to Deal Pool again.
-

 If you need further assistance, please contact the Deal Pool team: dealpool@six-group.com.

2.5 Reset Password

-
1. Go to
Membertest: <https://secure-test.six-deal-pool.com/home/dashboard?login>
or
Production: <https://secure.six-deal-pool.com/home/dashboard?login>
 2. If necessary, change the language of the webpage.
 3. Click **Forgot your password?**
 4. On the following page, type your **User ID** (email address).
 5. Click **Submit**.
-

 An email is sent to your personal email address.

6. Click the link in the email to set up a new password.
 7. Try to log on again.
-

3 Dashboard

3.1 Create New Deal

1. Log on to Deal Pool (see section 2.3).

2. Click **NEW**.

NEW

3.1.1 Configure First Tranche

3.1.1.1 Overview Mandatory Tranche and Deal Attributes

Tranche Attributes

Attribute Name	Is Mandatory from Status...
Issuer	Books Open
Listing	Books Open
Spread Mid-Swap	Books Open
Title	Books Open
Type of Issue	Books Open
ISIN	Priced
Issue Size	Priced
Issue Price	Priced
Coupon	Priced
Settlement Date	Priced



If you select **Reopening** in the **Type of Issue** drop-down menu, all the new displayed fields will be mandatory when changing to status **Books Open** as well.



A deal must be published to allow investors to place orders (Mandated, IPT and Books Open phase).

Investor gate changes then to **Status open**.

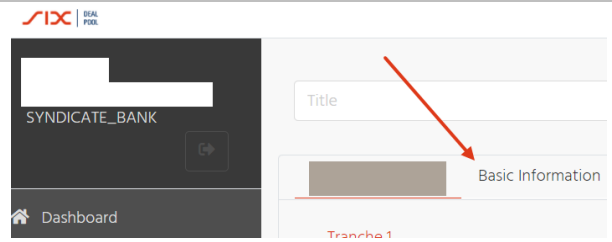
See section 3.9 on how to publish a deal.

Deal Attributes




Attribute Name	Is Mandatory from Status...
Issuer	Published
Listing	Published
Deal	Published

3.1.1.2 Fill in Basic Information

1. Click **Basic Information**.

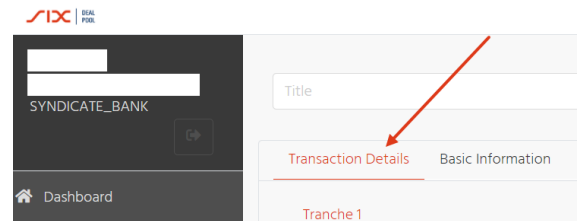



2. Add information on **timing, ratings** and so on as required.

-  Changes made to the deal are saved automatically and a corresponding message appears.
-  Before leaving a page, wait for these messages to appear.
-  Please refer to section 3.1.1.1 for an overview of mandatory attributes.

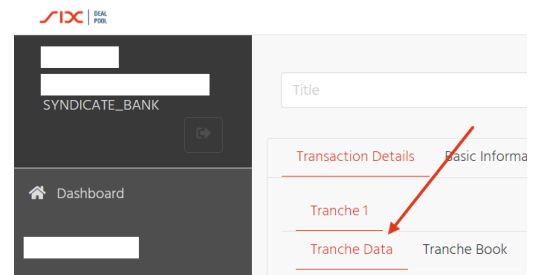
3.1.1.3 Fill in Transaction Details

1. Click **Transaction Details**.



-  Every tranche possesses a unique reference number. This reference number consists of an identical code for the deal plus four digits dedicated to the tranche itself.

2. Click **Tranche Data**.



3. In the **Title** text box, type the title of the tranche.
4. Add additional information for the tranche in the corresponding text box, if required.
5. Select the Price Basis.
 - a. Mid-Swap Spread
 - b. Yield to Maturity
 - c. Yield to Call

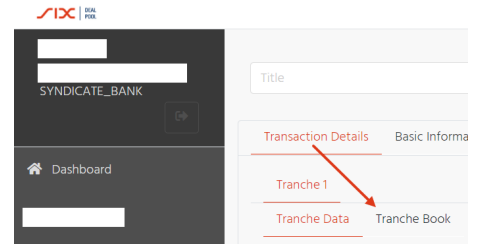
6. Depending on your choice in the step above, define the **Mid-Swap Spread** in **bps** or **Yield to Maturity/Yield to Call** in **percentage**.

7. Fill in further details as required. For a list of mandatory tranche details see section 3.1.1.1.

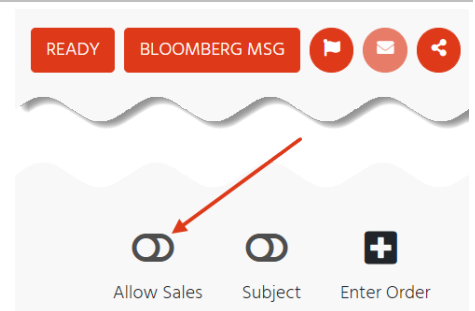
 Changes made to the tranche are saved automatically and a corresponding message appears.

 Before leaving a page, wait for these messages to appear.

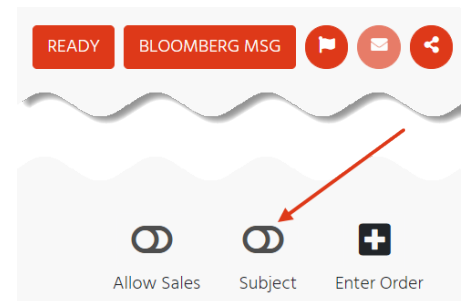
8. Click **Tranche Book**.




9. To allow Sales users to see the book, click **Allow Sales**.



10. To set the book to subject, click **Subject**.

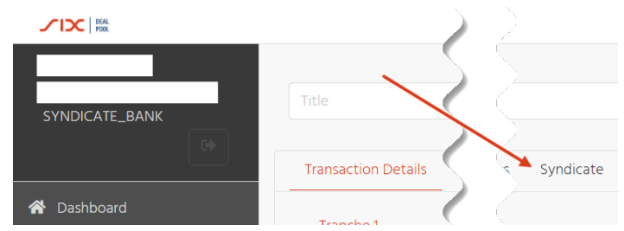


 When a tranche is oversubscribed the Syndicate Bank can manually set the book to subject. Investors or Sales Users can still enter orders but will be reminded that the order has been placed as Subject.

11. Optional step: Set up the quota of the deal.

3.1.1.4 Define Syndicate Members

1. Click **Syndicate**.



2. From the **Add syndicate to deal** drop-down box, select a syndicate member if it is a joint Syndicate.

3. Define the role and view/edit rights in the corresponding boxes.



- Once the role has been defined, the **Ready** tick box appears dimmed.
- View/edit rights apply to the entire deal, not to each individual tranche.

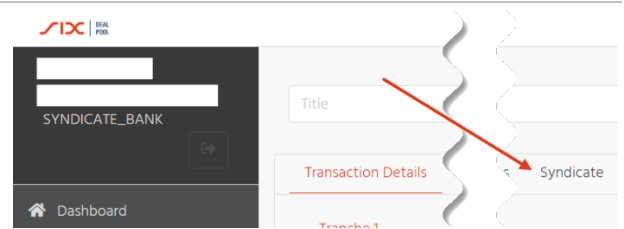
4. If necessary, add further Syndicate Banks.
5. Define which Syndicate Bank is the **Technical Lead**.



By default, the Syndicate Bank which has created the deal is considered to be Technical Lead.

3.1.1.5 Delete Syndicate Members

1. Click **Syndicate**.



2. In the **Actions** column, click the **Delete syndicate member** button.



3. Click **OK**.

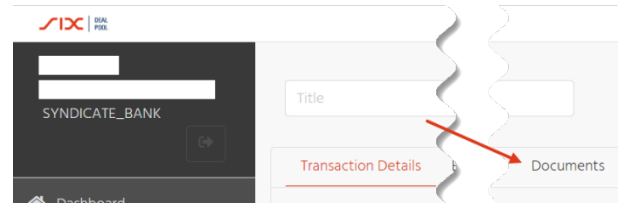


Please note that the Syndicate Bank which is Technical Lead cannot be deleted. First, nominate another Syndicate Bank to be Technical Lead.

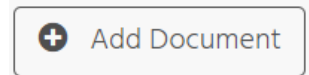
3.1.1.6 Upload PDF Document

To upload a PDF document which contains additional information to your tranche, follow these steps.

1. Click **Documents**.



2. Click **Add Document**.



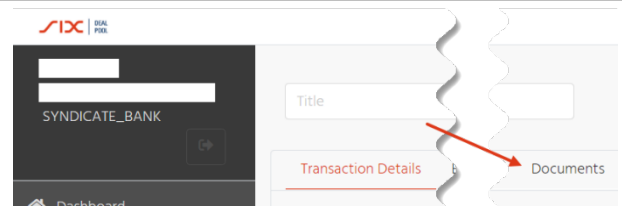
3. Go to the PDF document on your file system and click **Upload**.



Please make sure only to upload PDF documents that are smaller than or equal to 200 kilobytes.

3.1.1.7 Delete PDF Document

1. Click **Documents**.



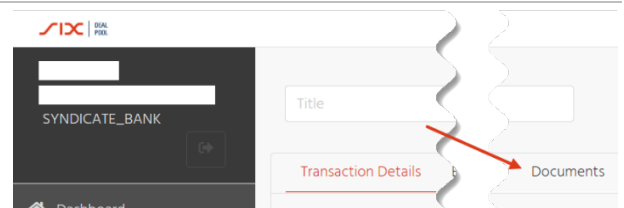
2. In the **Actions** column, click the **Delete document** button.



A confirmation message appears.

3.1.2 Download PDF Document

1. Click **Documents**.



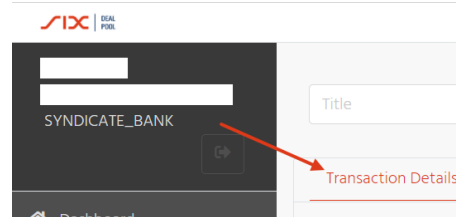
2. In the **Actions** column, click the **Download document** button.



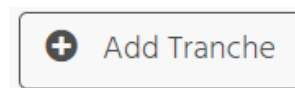
A confirmation message appears.

3.1.3 Configure Further Tranches

1. Click **Transaction Details**.



2. Click **Add Tranche**.



- A confirmation message appears.
The new tranche is added and ready for configuration.

3.2 Book Builder

3.2.1 Enter Order

1. Find the tranche for which you wish to enter an order on behalf of the investor. **Prerequisite:** Investor needs to be on-boarded and relationship needs to be established with the Syndicate Bank (see also Section 7).

2. Click the **Enter order** button.



3. Select one of the following order types:
 - a. **Soft** order type
 - b. **Firm** order type


4. Provide the following order details in the respective boxes:

- a. Index account
- b. Investor from the dropdown list
- c. Order size
- d. Limit
 - Market price
 - Yield amount (if applicable)
 - Spread amount (if applicable)
- e. Comment (optional)

5. Click **Submit**.

-
- Optional step if the book is “subject”: In the window that opens, click **OK**.


 A confirmation message appears.

 If the tranche has been deleted while you were trying to enter an order, an error message will appear.

-
- To view the order, click the **View book** button for the tranche.
-


3.2.2 Update Order

- Find the order in the list of your book.
- In the **Actions** column, click the **Update order** button.
- In the window that opens, update the parameters of the order and click **Submit**.

 The updated order appears in the book view.


3.2.3 Delete Order

- Find the book in the list.
- In the **Actions** column, click the **Delete order** button.
- In the window that opens, click **OK** to confirm.

 The deleted order appears in the book view.

3.2.4 View Order Event Log

- Find the order in the list of your tranches.
- In the **Actions** column, click the **Order Event Log** button.

 The red order event log on the right shows that there were amendments to the order in the past (in addition to the exclamation mark on left side of the order).

 The history of the order’s event is displayed. Click **Close** to close the window.

3.2.5 Reconfirm or Reject Order

If one of the price-relevant components of a tranche has been updated and the deal has been published by the Syndicate Bank, orders will need to be reconfirmed or rejected by the Investor or Sales User, in exceptional cases this activity can also be performed by the Syndicate User.

1. Find the order in the book.

2. Click one of the following buttons:

a. To reconfirm



Order is reconfirmed; order can be updated or deleted.

b. To reject



Order is rejected from investor order book and **My Orders** view.

3.3 Enter Allocation Data

1. Find the tranche.



Tranche must be in status **BOOKS CLOSED** or **PRICED** and must have been published in order to start with the allocation process.

2. Select the order.

3. Set the allocated quantity for the selected order in the column **Allocated size**.

4. Provide an allocation comment if needed.



A confirmation message appears.

3.3.1 Release Order

Order must be released to confirm allocation.

1. Find the order in the book.

2. Set order in status **Mark to be released**

3. Set order in status **Released**.



Allocation will be transmitted to investors.



To allow sales to release order, it must be in status **To be released**.

3.3.2 Confirm Allocation (On Behalf)

Allocation can be also confirmed by syndicate.

1. Find and select the order in the book.



Order must be already in status **Released**.

2. Select **Confirm** from **Action** list.



Order is allocated and cannot be modified or recalled anymore.



Sales can also confirm on behalf of investor.

3.3.3 Recall Order

In case of an error, an allocation can be recalled. To do this, follow these steps.

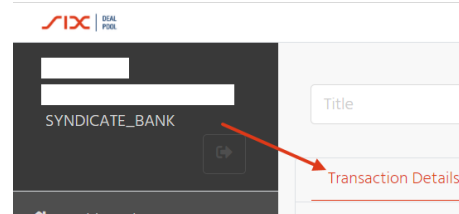
1. Find the order in the book.
2. Select the order and choose **Recall** from the **Actions** drop-down list.
3. Order will be set back to status **Outstanding**.



If the order was in status "released", the allocation will be removed from investor **My Order** view.

3.4 Download and Save Tranche as PDF

1. Click **Transaction Details**.

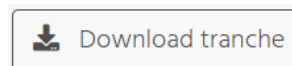


2. Click the tranche you wish to download.



A preview of the layout of the message that will be sent to investors is shown.

3. Click **Download tranche**.



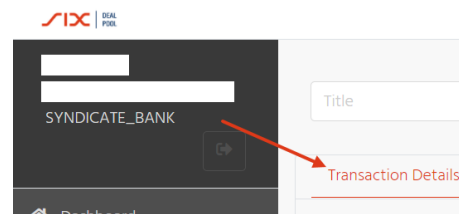
The PDF opens automatically.

4. Save the PDF on your file system.

3.5 Delete Tranche

i A deal has to consist of more than one tranche so that one tranche can be deleted. If this is not the case, the **Delete Tranche** button is deactivated.

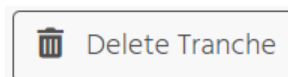
1. Click **Transaction Details**.



2. Click the tranche you wish to delete.

i It is not possible to delete a tranche in status **Completed**.

3. Click **Delete Tranche**.



4. Click **OK**.

→ A confirmation message appears.

3.6 Find Deal

1. Click in the search box at the top of the page.

2. Type a search term.

i

- The following attributes are searchable: Title, Issuer, ISIN.
- The search is not case-sensitive.

3. To start the search, press [Enter] or click outside the search box.

→ The content of the **Active Bonds Overview** table is filtered (i.e. all tranches except those in status **Completed**).

4. If you want to undo the filtering, click the cross symbol in the search box and press [Enter] or refresh the table.

3.7 Change Tranche Status

1. In the **Active Bonds Overview** table, find the deal the tranche belongs to and click it.
 2. Click **Transaction Details**.
 3. Click the tranche whose status you wish to change.
 4. Click the appropriate status in the status bar.
-



Once you have set the status to “Completed”, the status is frozen and you can no longer change it.

Optionally, you can contact the SIX administrator in order to change the status back by sending an email to dealpool@six-group.com




A confirmation message appears.

3.8 View and Copy Bloomberg Message

1. Find the deal in the **Active Bonds Overview** table and click it.
 2. Click the tranche of which you wish to copy the Bloomberg Message.
 3. Click **BLOOMBERG MSG**.
-



4. Click **Copy to Clipboard**.
-



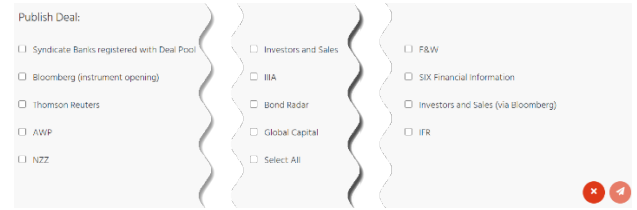
5. Paste the content in a suitable application (for example Bloomberg sales chats).
-

3.9 Publish Deal

1. In the **Active Bonds Overview** table, find the deal you wish to publish. Review and adapt the deal details (if necessary) and click on the deal.
 2. Click the **Publish Deal** button.
-




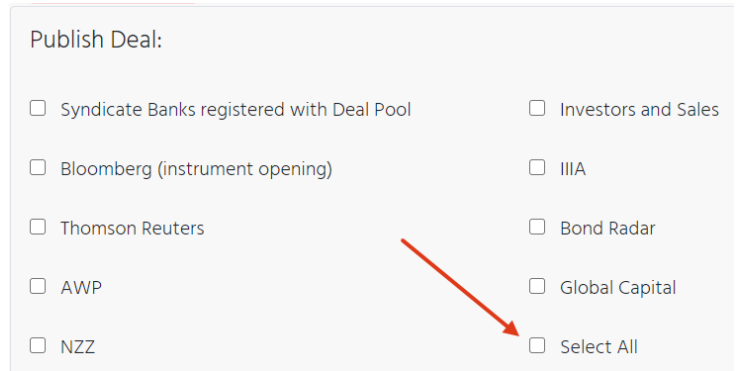
3. Select one or more recipients.



Publish Deal:

- Syndicate Banks registered with Deal Pool
- Bloomberg (instrument opening)
- Thomson Reuters
- AWP
- NZZ
- Investors and Sales
- IIIA
- Bond Radar
- Global Capital
- Select All
- F&W
- SIX Financial Information
- Investors and Sales (via Bloomberg)
- IFR

 We recommend to use the option **Select All**.




Publish Deal:

- Syndicate Banks registered with Deal Pool
- Bloomberg (instrument opening)
- Thomson Reuters
- AWP
- NZZ
- Investors and Sales
- IIIA
- Bond Radar
- Global Capital
- Select All

4. Click the **Publish** button.




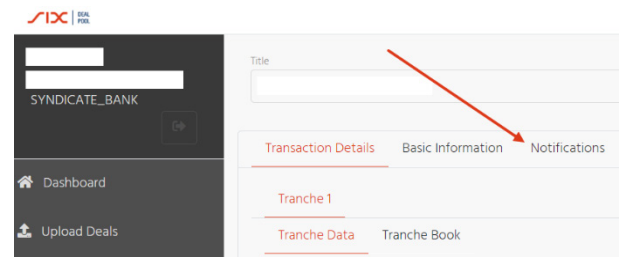
 The **Publish** button is deactivated if no recipients are selected.

5. Click **OK**.

 A confirmation message appears.

If not all mandatory attributes are supplied, a respective error message appears.

 To see the published deals and quick updates (see section below), click **Notifications**.



Navigation menu:

- Dashboard
- Upload Deals

Main content area:

Title: [input field]

Transaction Details | Basic Information | **Notifications**

Tranche 1

Tranche Data | Tranche Book

3.10 Send Quick Update

1. In the **Active Bonds Overview** table, click a deal.

2. Click the **Send Quick Update** button.



3. Adapt the tranche data as necessary.

4. Type a subject and a message, describing the changes you made.

Send Quick Update:

Enter subject here

Enter message here

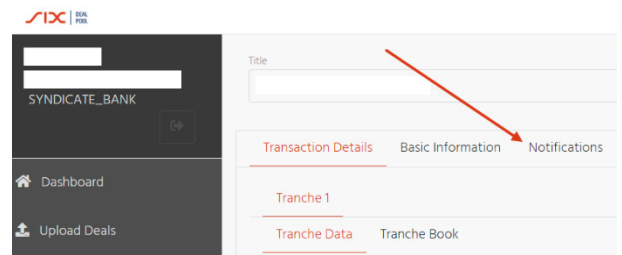
5. Click the **Send** button.



→ A quick update is sent to the following recipients:

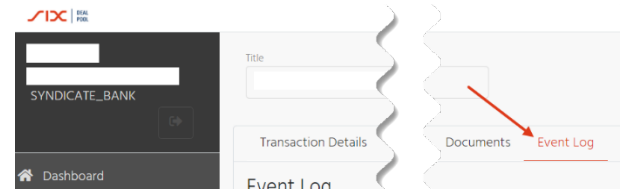
- Investors and Sales
- Investors and Sales (via Bloomberg)
- The syndicate of the deal with View/Edit rights

💡 To see the published deals and quick updates, click **Notifications**.



3.11 View Event Log

All changes made to a deal are stored in the **Event Log**. To view it, click **Event Log**.



3.12 Notify Syndicate of the Deal

To notify a Syndicate Bank that a deal has been created or updated, follow these steps.

! The Syndicate Bank needs view and edit rights for the deal. See section 3.1.1.4.

1. In the **Active Bonds Overview** table, find the deal and click it.

2. Click the **Notify syndicate of the deal** button.



3. Click the **Send** button.



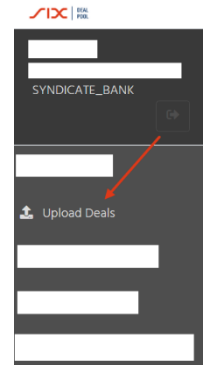
4 Validate and Upload Deals as XML

To upload a new deal as an XML file, follow these steps.

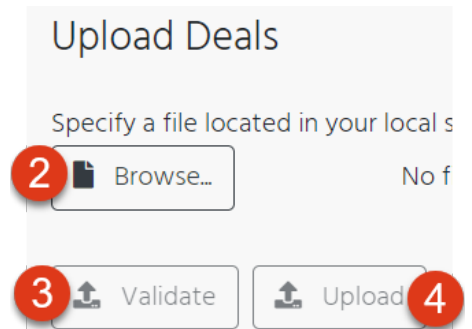
! You have prepared a valid XML file according to the **SIX Deal Pool Instrument Data Upload File Specification**.

📖 A current version of the SIX Deal Pool Instrument Data Upload File Specification can be found in the **Documentation** section.

1. Click **Upload Deals**.



2. Click **Browse**.
3. Click **Validate** (User gets either a soft or hard validation failure. Correction and revalidation is anticipated by the Syndicate).
4. Click **Upload**.



5 Investor Dashboard

5.1 View Book

1. Find the tranche in the table.

The following attributes are searchable:

- Title, Issuer, ISIN.
 - The search is not case-sensitive.
-

6 Documentation

In the **Documentation** section, you find all relevant documentations such as IT specifications, terms of usage, release notes etc.

7 Relationship Management

7.1 Approve Relationship Request

If a Deal Pool investor user sends you a relationship request, you need to approve or reject it. To approve it, follow these steps. Otherwise, see next section.

1. In the Relationship Management table, navigate to the Pending relationship requests section.
2. Click the **Approve** button.
3. Click **OK**.



The investor user is now able to place orders with your syndicate bank. This is a one-off activity and can be applied to all future placements with the investor.

7.2 Reject Relationship Request

If a Deal Pool investor user sends you a relationship request, you need to approve or reject it. To reject it, follow these steps. Otherwise, see the section above.

1. In the Relationship Management table, navigate to the Pending relationship requests section.
2. Click the **Reject** button.
3. Click **OK**.



The investor user cannot place orders with your syndicate bank.

7.3 Delete Approved Relationship

1. In the Relationship Management table, navigate to the Approved relationship requests section.
2. Click the **Delete** button.
3. Click **OK**.



The investor user is no longer able to place orders with your syndicate bank.

SIX
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