



# OeKB CSD CUG

**Subscription guideline for a participant**

**Version 4.0 – July 2016**



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# 1- How to subscribe to OeKB CSD FIN-CUG at SWIFT as Bank Institution?

## Main steps to join to the Service

- a) Go to SWIFT Web page [www.swift.com](http://www.swift.com)
- b) From main page select « [Ordering & Support](#) »
- c) From «Ordering & Support » page, select “ [Ordering](#) ”
- d) From «Ordering» page, select “[Order, Products & Services](#)”
- e) From “Order, Products & Services”, select “[All](#)”
- f) From “All”, select the letter “[M](#)”
- g) Select [Market Infrastructure](#)
- h) In the search field, please enter OCSDATWW

## Subscribe to a Market Infrastructure

A Market Infrastructure is a system administered by a public organisation or other public instrumentality, or a private and regulated association or entity, that provides services to the financial industry for trading, clearing and settlement, matching of financial transactions, and depository functions.

> [Read more about Market Infrastructure](#)



From here you can start the registration to test (UAT) and live services

### i) Shortcut to reach test and live services

OEKB CSD (OCSDATW2)	
OEKB CSD (Live)	<a href="#">Subscribe</a>
OEKB CSD (Test)	<a href="#">Subscribe</a>

**Don't forget that you have to join test and live separately.**



## 2- Subscription steps?

### 2.1 Pre-requisite

To do the registration you must have a swift.com account with the correct profile.

If you don't have an account or you don't know if you are authorised to place orders, we invite you to contact your swift.com Administrator.

### 2.1 Registration to the Test service

OEKB CSD (Test)	<a href="#">Subscribe</a>
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Hereafter, you will find an example on how to complete the form.

- When you select the test subscription link, the system invites you to enter your account and password.
- As soon as it is done, you can see the registration form

SWIFTNet Service Subscription

OEKB CSD GMBH (OCSDATWW) Market Infrastructure : OEKB CSD FIN\_CUG (Test)  
SWIFTNet service = / Test

Enter the requested information.

The orange arrow icon indicates mandatory fields

Please use this form to manage a subscription to a SWIFTNet Service under the conditions of the [SWIFTNet Service Description](#)

### 2.2 How to fill the form

Points of attention:

Orange arrow means that this field must be filled in

Please use default values excepted when it is explained differently on this document.



## Customer Information

This section is prefilled with data related to BIC code

Registered customer information			
Full legal name	<a href="#">?</a>	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	1.01
BIC8	<a href="#">?</a>	SWHQBEBB	1.02
The name with which you registered yourself on swift.com.	<a href="#">?</a>	Juan Sevilla	1.03
Registered e-mail	<a href="#">?</a>	<a href="mailto:juan.sevilla@swift.com">juan.sevilla@swift.com</a>	1.04
Registered telephone	<a href="#">?</a>	+32 26553262	1.05
		<a href="#">Update user profile</a>	1.06

## Consulting Services and Training Options

This section gives you the possibility to request assistance from SWIFT Training and/or Consulting. Tick the box if you want to be contacted by SWIFT.

Consulting Services and Training Option	
Please indicate if you would like to get assistance from SWIFT Training and/or Consulting Services for the implementation of this SWIFTNet service.	
<input type="checkbox"/> I want to be contacted by SWIFT to further discuss my Training and Consulting Services requirements.	2.01

## Institution that you order for

Question 3.01: please enter the reference that SWIFT has to use on the bill related to this Service.

Order information			
Your own Purchase Order Reference	<a href="#">?</a>	<input type="text" value="your refer"/>	3.01
Sales partner	<a href="#">?</a>	<input type="text" value="S.W.I.F.T. SCRL"/>	3.02
SWIFT commercial quotation reference	<a href="#">?</a>	<input type="text"/>	3.03
SWIFT account manager email address	<a href="#">?</a>	<input type="text" value="your account manager @swift.com"/>	3.04

## Institution that you order for

This field displays by default the BIC8 of the institution of which you are a registered user. However, if you are ordering on behalf of another customer you must select their BIC8 from the list.

Institution that you order for			
BIC	<a href="#">?</a>	<input type="text" value="OCSDATWW"/>	4.01



## Preferred implementation date

In the drop-down list select the date of **October 22, 2016**, to be able to run tests as of 1<sup>st</sup> of November 2016

Preferred implementation date	
Implementations always occur during the week of the earliest possible implementation of an order that follows the date of submission. A later weekend is possible, however, in case of first subscription to a SWIFT service.	Saturday August 13 2016 Saturday August 20 2016 Saturday August 27 2016 Saturday September 3 2016 Saturday September 10 2016 Saturday September 17 2016 Saturday October 1 2016 Saturday October 8 2016 Saturday October 15 2016 <b>Saturday October 22 2016</b> Saturday October 29 2016
Preferred implementation date <span>?</span>	on Sunday as per relevant Allowed Downtime Window (ADW) schedule. The correct and duly approved by the Service Administrator, is the second weekend of the month. This date should concur with the next planned BIC directory publication date.

## Bulk Ordering

For all institution with more than one BIC (under the prime BIC), this invite will be presented.

The institution has the possibility to register more than one BIC to the service.

The recommendation is to take the same BIC as selected on point 4.01

Bulk Ordering	
All BICs specified in this section will be provisioned with the same routing rules, SNL instances, store & forward queue names and DN/CUG category as defined in the appropriate sections below.	
Extra record (routing rule, DN or CUG categories) cannot be added for a particular subset of the selected BICs. If you require different records per BIC, a separate order should be placed for each BIC.	
Provisioning BIC8 <span>?</span>	6.01
<div style="border: 1px solid gray; padding: 5px; width: fit-content;">Available BICs for selection</div> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin-top: 5px;">1 - OCSDATW2</div> <div style="margin-top: 10px;"> <input type="button" value="Select All"/> <input type="button" value="De-Select All"/> </div>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;">Selected BICs</div> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin-top: 5px;">2 - OCSDATWW</div> <div style="margin-top: 10px;"> <input type="button" value="Select All"/> <input type="button" value="De-Select All"/> </div>
<input type="button" value="Move to right &gt;&gt;&gt;"/> <input type="button" value="&lt;&lt;&lt; Move to left"/>	

## FIN Service Configuration

I invite you to keep the information presented by default.

On point 6.02, the Test&Training destination of the BIC selected on point 4.01 has to choice in the drop-down list.

FIN Service Configuration	
FIN service code <span>?</span>	<input type="text" value="OEK"/> 7.01
BIC8 to be registered in the service <span>?</span>	<input type="text" value="OCSDATW0"/> 7.02
CUG Category	<input type="text" value="SERVICEPARTICIPANT"/> 7.03

## Forms validation and submission



As next step, you have the validation of the form by selecting the continue button.  
If everything is ok the system invites you to confirm your request.

#### Terms and Conditions

Use of this ordering service is subject to the [SWIFT Ordering Service - Terms and Conditions](#). SWIFT will process any personal data you provide according to the [SWIFT Privacy Statement](#). The provision and use of the ordered service or product above are subject to the [SWIFT General Terms and Conditions](#).

#### Order history

User	Status	Time of change
No history found		

[cancel](#)

[Save as draft](#)

[Continue](#)

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## Confirmation

When the submission is done, SWIFT sends you back a confirmation email with reference order.  
Please be sure that you received both confirmations.

Tick here to confirm your order details and to accept the terms and conditions above. Then click 'Order Now'.

[BACK](#)

[Save as draft](#)

[Order now](#)

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## 2.3 Registration to the live service

OEKB CSD (Live)	<a href="#">Subscribe</a>
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The Live registration process is exactly the same as for Test.

### Points of attention

#### On point 5.01:

In the drop-down list select the date of **November 19, 2016**, to be ready for the Go-Live planned for 26 of November 2016

<b>Preferred implementation date</b>	Saturday September 10 2016 Saturday September 17 2016 Saturday October 1 2016 Saturday October 8 2016 Saturday October 15 2016 Saturday October 22 2016 Saturday October 29 2016 Saturday November 5 2016 Saturday November 12 2016 Saturday November 19 2016 Saturday November 26 2016	Implementations always occur during the week on Sunday as per relevant Allowed Downtime Window (ADW) schedule. The earliest possible implementation of an order that is correct and duly approved by the Service Administrator, is the second weekend following the date of submission. A later weekend date should concur with the next planned BIC directory publication date. However, in case of first subscription to a SWIF
Preferred implementation date ? ▶		5.01

On point 7.02, you have to select the live BIC, same as choice on 4.01