





# OeKB CSD CUG

Subscription guideline for a participant

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## **Table of Contents**

1- Hov	v to subscribe to OeKB CSD FIN-CUG at SWIFT as Bank Institution?	.4
Main	steps to join to the Service	.4
	scription steps?	
2.1	Pre-requisite	. 5
2.1	Registration to the Test service	. 5
	How to fill the form	
2.3	Registration to the live service	.9



## 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
- 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,	> Read more about Market
or a private and regulated association or entity, that provides services to the financial industry for trading,	Infrastructure
clearing and settlement, matching of financial transactions, and depository functions.	

	Q. OCSDATWW	×	
OEKB CSD GMBH (BIC : OCSDATW	rw)		
CeKB CSD - OEK (Live)			Subscribe
CeKBCSD - OEK (Test)			Subscribe

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)	<u>Subscribe</u>
OEKB CSD (Test)	<u>Subscribe</u>

## 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.

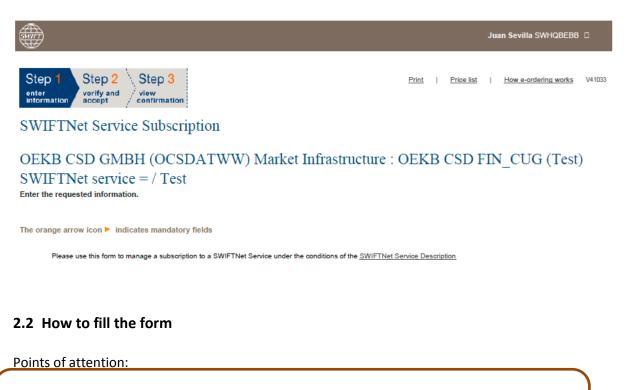
If you don't have an account or you don't know if you are authorised to place orders, we invite you to contact your swift.com Administrator.

#### 2.1 Registration to the Test service



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



Orange arrow means that this filed 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	(?)	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	1.01
BIC8	$(\mathfrak{T})$	SWHQBEBB	1.02
The name with which you registered yourself on swift.com.	(?)	Juan Sevilla	1.03
Registered e-mail	(?)	juan.sevilla@swift.com	1.04
Registered telephone	(?)	+32 26553262	1.05
		Update user profile	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.



#### Institution that you order for

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

Order information			
Yourown Purch as e Order Reference	Ø	► your refer	3.01
Sales partner	$(\mathfrak{V})$	S.W.I.F.T. SCRL	3.02
SWIFT commercial quotation reference	(?)		3.03
SWIFT account manager email address	(?)	your account manager @swift.com	3.04

#### Institution that you order for

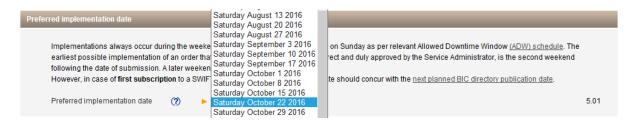
This field displays by default the BIC8 of the institution of which you are a registered user. However, if you are ordering on behalf of another customer you must select their BIC8 from the list.

Institution that you order for			
BIC	Ø	► 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



#### **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

Extra record (routing rule, order should be placed fo	-	ries) cannot be added for a particular su	bset of the selected BICs.	If you require different records per BIC	, a separate
Provisioning BIC8	(7)	Available BICs for selection		Selected BICs	
		1 - OCSDATW 2		2 - OCSDATWW	
			Move to right >>>		
			<<< 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 🧭	▶ OEK	7.01
BIC 8 to be registered in the service 🧭	CCSDATW0 V	7.02
CUG Category	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 Condit	ions	_	_	_		
personal dat		rding to the <u>SWIFT</u>	Privacy Stateme		nditions. SWIFT will proce Id use of the ordered ser	
Order history						
Us No history	ser	Status		Tin	ne of change	
Nothistory	100110					
🗙 cancel					Save as draft	► Continue
SWIFT © 2009						SWIFT
Privacy statement	Terms of use	Contacts	Feedback	Sitemap		

#### 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 'O						
<b>A BACK</b>					Save as draft	Order now
SWIFT © 2009						SWIFT
Privacy statement	Terms of use	Contacts	Feedback	Sitemap		



### 2.3 Registration to the live service

OEKB CSD (Live)	<u>Subscribe</u>
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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

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

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