User Manual

for

Singapore Government Securities (SGS) eAuction System

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Change History

Version	Changes made	Date
4.0	1. Updated User Access Controls 2. Updated new function to generate letter to AGD 3. New FAQ section	02/05/2013 (Bryan Lim)
4.1	1. Updated FAQ section on requesting access to SGS eAuction	04/07/2013 (Bryan Lim)
4.2	1. Updated steps to get access to eAuction System	20/09/2013 (Bryan Lim)
4.3	1. Added footnote to highlight that the NRIC validation covers both T series and S series NRIC numbers	01/04/2014 (Bryan Lim)
4.4	Update User Maintenance section to cater for both Auction and Savings Bond Application users. Included the AGD letter for Savings Bond.	29/09/2015 (Tay Hui Ling)
4.5	Update User Maintenance section to cater for Audit Log report	06/06/2015
4.6	Update SGS Tender Module section for adding Application Type	14/12/2018
4.7	Update User Maintenance section to cater for eApps User Maintenance	13/07/2020
4.8	Update SGS Auction Module section to cater for SGS Syndication	21/07/2022
4.9	Update SGS Auction Module section to cater for Run Auction and View Reports/Generate Letter	10/01/2024

5.0	1. Update SGS Tender Module section to cater Trigger Retail Bid Process and Acknowledgement Download. 2. Update SGS Auction Module section to cater for Input Auction Cutoff Time and -Verify Auction Cutt off Time 3. Updated Role Level 3 and Level 7 users can Access “View Reports” and “Generate Letters”	28~~2~~/03/2024

Commented [KKN1]: Release 3

Commented [JB2]: CR32 Auction Window

Commented [YA3R2]: Please bind this changes into 5.0, and the document name and this version must be the same.

Commented [JB4R2]: Updated

Commented [YA5]: [EAPPS-234] Level 3 and Level 7 users are able to access to “View Reports” and “Generate Letter”. Verified in PROD through RITM0047485 .

Preface

About this manual

Introduction

This preface introduces this manual and contains the following sections:

- "Purpose of this manual"
- "How this manual is organized"

Purpose of this manual

This manual provides information on the SGS eAuction System.

How this manual is organized

This manual is divided into the following chapters:
- Chapter 1: SGS eAuction System Overview
- Chapter 2: Using SGS eAuction System

Chapter 1

SGS eAuction System Overview

About this chapter

This chapter provides a brief overview of the SGS eAuction System.

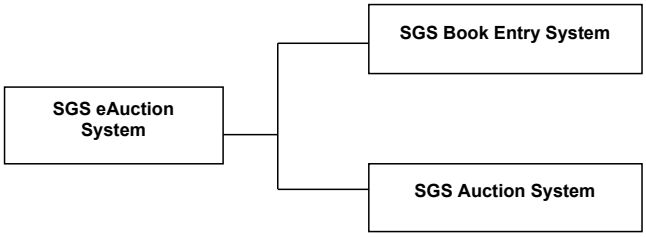
This chapter contains the following topics:

- "Introducing SGS eAuction System"
- "User roles of SGS eAuction System"
- "Features of SGS eAuction System"

Introducing SGS eAuction System

SGS eAuction System is a web-based application for MAS users, in particular FD and MMD users, to perform SGS related functions. It has two main components – SGS Book Entry System and SGS Auction System. The SGS Book Entry System is for FD users to add, browse, enquire, verify, release and re-activate SGS tenders for MAS and banks. The SGS Auction System is for FD/MMD users to run auctions, view auction results, release auction results to MEPS+ and FMBS, upload syndication files, run syndications, release syndication results to MEPS+ and FMBS, view syndication results and compute cut-off prices (dirty).

SGS eAuction System is the replacement for the old SGS Book Entry System and SGS Auction System on mainframe, with the use of MEPS+.



User roles of SGS eAuction System

SGS eAuction System has the following user roles:

- Level 0: Users who are not authorised to use the SGS eAuction System.
- Level 2: Users who are allowed to view records and add/update/delete tender records,trigger retail bid , Download Retail Bid Acknowledgement Submitted via eAuction only.
- Level 3: Users who are allowed to view records, add/update/delete/verify/release tender records,trigger retail bid~~,~~, Download Retail Bid Acknowledgement Submitted via eAuction, input/verify auction para, run auctions, view auction reports, generate letter, upload syndication files, run syndications, view syndication reports, release syndication results ~~only~~, Input Auction Timing, and Verify Auction Timing ~~(Updated March 2024)~~only
- Level 5: Users who are allowed to view auction reports, view syndication reports, and compute cut-off prices (dirty) only
- Level 7: Users who are allowed to view auction reports, generate letter and view syndication reports only ~~(Updated March 2024)~~
- Level 8: Users who are allowed to view audit reports only
- Level 9: Users who are allowed to define SGS Auction and Savings Bond user access rights only.
- Level 10: Users who are allowed to define eApps user access rights only

Table 1 Summary of Authorised Functions per Access Level

Modules of eAuction	*Function*	*Level 0*	*Level 2*	*Level 3*	*Level 5*	*Level 7*	*Level 9*	*Level 8*	*Level 10*
Auction	Input Auction Para		✓	✓					
Auction	Verify Auction Para			✓					
Auction	Run Auction			✓					
Auction	Generate Letter			✓		✓			
Auction	View Reports			✓	✓	✓			
Auction	Release Results			✓					
Auction	Input Auction Timing		~~✓~~	✓					
Auction	Verify Auction Timing			✓					
Browse	Historical Securities		✓	✓	✓		✓		
Browse	Ongoing Securities		✓	✓	✓		✓		
Browse	Security Dealers		✓	✓	✓		✓		
Tender	Browse Tenders		✓	✓					
Tender	Reactivate			✓					
Tender	Add Tender		✓	✓					
Tender	Update/Delete Tenders		✓	✓					
Tender	Verify Tenders			✓					

Commented [ST6]: Would strongly suggest, instead of listing out the functions each level has - which is apparent from Table 1, it would be more user friendly/ useful to state the use of the different levels and the dept using them.

Taken from SNOW req:
Levels 2, 3 and 9 are for authorised FD user-ids only.
Level 5 is for authorised MDD user-ids only.
Level 6 is for authorised ITD user-ids only.
Level 7 is for authorised Audit user-ids only.
Level 8 is for authorized system audit log reviewer user-ids only.
Level 10 is for authorized ITD-USC user-ids only.

Commented [DC7R6]: This is the existing format which we are maintaining from day one.

Commented [IS8R6]: @Sophia, as per your above comments added Department wise access level as well below

Commented [ST(9R6]: Thanks. Noted the team's preference to maintain the description of Levels. OK to close once the team confirms the accesses listed out by access levels are accurate as per the table.

Commented [IS10R6]: Access Levels are accurate as per the table

Commented [ISf(11]: Added Trigger retail bid

Commented [DC(12R11]: Noted, Thanks!

Commented [YA13]: [EAPPS-234] Updated Level 3 users are accessible to "Generate Letter".

Commented [YA14]: [EAPPS-234] Updated Level 7 users are accessible to "Generate Letter". Verified in PROD through RITM0047485 .

Commented [YA15]: [EAPPS-234] Updated Level 7 users are accessible to "Generate Letter". Verified in PROD through RITM0047485 .

Commented [YA16]: [EAPPS-234] Updated Level 7 users are accessible to "View Reports". Verified in PROD through RITM0047485 .

Commented [JB17]: (CR32 Auction Window) Added user roles for Input and Verify Auction Timing

Commented [YA18R17]: New roles haven't been updated in Level 3 user of above list. Please update. And please mention Updated month.

Commented [YA19R17]: Remove Level 2 from the roles that is valid to "Input Auction Timing"

Tender	View UnRel		✓	✓					
Tender	Release Tenders			✓					
Tender	Trigger Retail Bid		✓	✓					
Tender	Download Retail Bid Acknowledgement Submitted via eAuction		✓	✓					
User	SGS Auction User Maintenance (include add/update/browse, view access level rights)						✓		
User	View Audit Log Report							✓	
eApps User	eApps User Maintenance (include add/browse)								✓
Syndication	Upload Syndication files			✓					
Syndication	Run Syndication			✓					
Syndication	View Syndication Reports			✓	✓	✓			
Syndication	Release Syndication Results			✓					
Syndication	Cut-Off Price (Dirty) Computation				✓				

Commented [KKN20]: Release 3

Commented [DC(21R20]: Please mark for level 2 user as well.

Commented [KN22R20]: Updated level2

Commented [KKN25]: Release 3

Commented [DC(26R25]: Please mark for level 2 user as well.

Commented [ISf(23]: Added one record for download retail bid acknowledgement file

Commented [DC(24R23]: Noted, Thanks!

Commented [KN27R25]: Updated level2

Department wise access level is as listed below

Levels 2, 3 and 9 are for authorised FD user-ids only.

Level 5 is for authorised MDD user-ids only.

Level 6 is for authorised ITD user-ids only.

Level 7 is for authorised Audit user-ids only.

Level 8 is for authorized system audit log reviewer user-ids only.

Level 10 is for authorized ITD-USC user-ids only.

For access rights to the Savings Bond Application, please refer to the requirement/user manuals for the Savings Bond Application.

Features of SGS eAuction System

SGS eAuction System offers the following functions:

- Browse SGS book entry System database
  - Browse Historical Securities
  - Browse Ongoing Securities
  - Browse Security Dealers
- SGS Tender
  - Add a tender input
  - Browse all tender inputs
  - Enquire/Update a tender input
  - Browse all unreleased tender inputs
  - Verify/Release a tender input
  - Activate released inputs
  - Trigger Retail Bid
  - Download Retail Bid Acknowledgement Submitted via eAuction
- SGS Auction
  - ~~Validate bids~~Input Auction Para
  - Verify Auction Para
  - Run auction
  - View result reports/Generate letter to AGD
  - Release results
  - SGS Syndication
    - Upload Syndication Files
    - Run Syndication
    - View Syndication Reports
    - Release Syndication Results
    - Cut-Off Price (Dirty) Computation
  - Input Auction Timing
  - Verify Auction Timing
- User Maintenance
  - SGS Auction User Maintenance
    - Add User
    - Browse Users
    - Update User
    - View Access Level Rights
    - View Audit Log Report
  - eApps User Maintenance
    - Add User
    - Browse Users

Commented [KKN28]: Release 3

Commented [ST29]: Unsure what "Validate bids" mean. Have updated to follow the screen menu in eAuction.

Commented [DC30R29]: Noted, Thanks for the update.

Commented [JB31]: (CR32 Auction Window) Added features of eAuction System for Input and Verify Auction Timing

Chapter 2

Using SGS eAuction System

About this chapter

- "Using SGS eAuction System"

Using SGS eAuction System

A. Login

1. Go to the SGS eAuction System (**the System**) at https://masappz1.mas.gov.sg/sgsbes/ and enter a valid MAS user id and password in the respective textboxes. Then click on the **"Submit"** button highlighted in Figure 1~~Figure 1~~. *For instructions on how to gain access to the System, please refer to the FAQ "**How do I get access to the SGS eAuction System?**~~**How do I get access to the SGS eAuction System?**~~".*

Figure 1 SGSAuction Login

2. Upon a successful login attempt, the System will display a menu bar and the list of functions which can be accessed by the user (see Figure 2~~Figure 2~~).

Figure 2 Main Menu

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3. If the user is not authorized to use the System or fail to login, the following page (see Figure 3~~Figure 3~~) will be displayed.

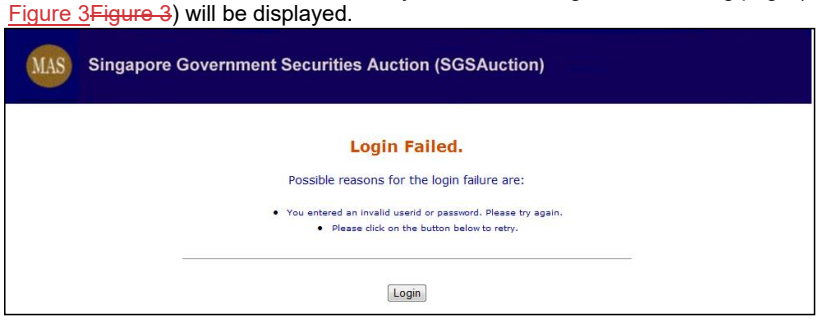


Figure 3 Login Failed

B. Browse Historical Security Issues

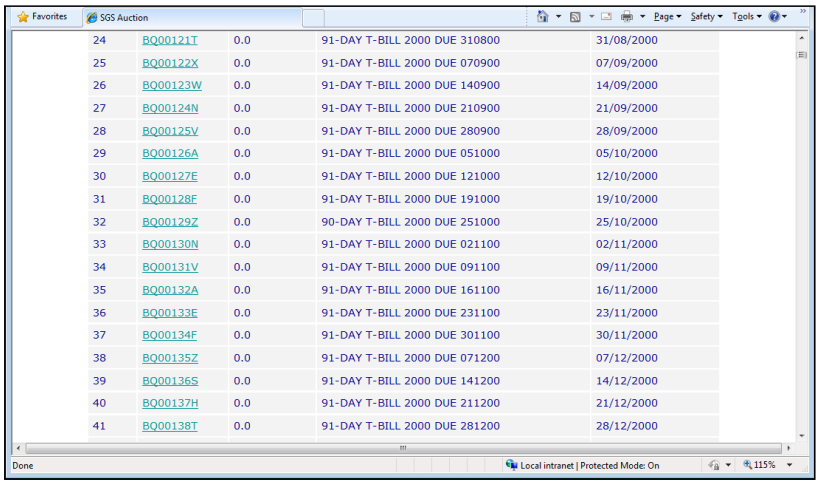
This function allows Users to browse Historical Security Issues.~~ Please note that only Level 0 users cannot use this function.~~

1. After logging ~~on~~in, select "**Historical Securities**" from the menu bar. The System will display a form with a textbox to enter the Issue Code, as well as a "**Select**" and "**Cancel**" button as shown in Figure 4~~Figure 4~~.

Figure 4 Browse Historical Security

2. To view the full list of historical securities as shown in Figure 6~~Figure 6~~, leave the Issue Code text field blank and click on the "**Select**" button highlighted in Figure 5~~Figure 5~~.

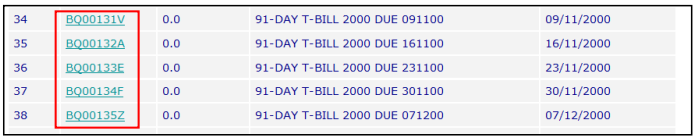
Figure 5 View Historical Securities



24	BQ00121T	0.0	91-DAY T-BILL 2000 DUE 310800	31/08/2000
25	BQ00122X	0.0	91-DAY T-BILL 2000 DUE 070900	07/09/2000
26	BQ00123W	0.0	91-DAY T-BILL 2000 DUE 140900	14/09/2000
27	BQ00124N	0.0	91-DAY T-BILL 2000 DUE 210900	21/09/2000
28	BQ00125V	0.0	91-DAY T-BILL 2000 DUE 280900	28/09/2000
29	BQ00126A	0.0	91-DAY T-BILL 2000 DUE 051000	05/10/2000
30	BQ00127E	0.0	91-DAY T-BILL 2000 DUE 121000	12/10/2000
31	BQ00128F	0.0	91-DAY T-BILL 2000 DUE 191000	19/10/2000
32	BQ00129Z	0.0	90-DAY T-BILL 2000 DUE 251000	25/10/2000
33	BQ00130N	0.0	91-DAY T-BILL 2000 DUE 021100	02/11/2000
34	BQ00131V	0.0	91-DAY T-BILL 2000 DUE 091100	09/11/2000
35	BQ00132A	0.0	91-DAY T-BILL 2000 DUE 161100	16/11/2000
36	BQ00133E	0.0	91-DAY T-BILL 2000 DUE 231100	23/11/2000
37	BQ00134F	0.0	91-DAY T-BILL 2000 DUE 301100	30/11/2000
38	BQ00135Z	0.0	91-DAY T-BILL 2000 DUE 071200	07/12/2000
39	BQ00136S	0.0	91-DAY T-BILL 2000 DUE 141200	14/12/2000
40	BQ00137H	0.0	91-DAY T-BILL 2000 DUE 211200	21/12/2000
41	BQ00138T	0.0	91-DAY T-BILL 2000 DUE 281200	28/12/2000

Figure 6 Full List of Historical Securities

3. To see all details of a Security, click on its issue code under the 2nd column as shown below (Figure 7~~Figure 7~~) to be directed to the Security Issue Enquiry page (Figure 8~~Figure 8~~).



34	BQ00131V	0.0	91-DAY T-BILL 2000 DUE 091100	09/11/2000
35	BQ00132A	0.0	91-DAY T-BILL 2000 DUE 161100	16/11/2000
36	BQ00133E	0.0	91-DAY T-BILL 2000 DUE 231100	23/11/2000
37	BQ00134F	0.0	91-DAY T-BILL 2000 DUE 301100	30/11/2000
38	BQ00135Z	0.0	91-DAY T-BILL 2000 DUE 071200	07/12/2000

Figure 7 List of Historical Securities

Figure 8 Security Details

4. To enquire on a specific Security Issue, enter the Issue Code and click on the "**Select**" button as shown in Figure 9~~Figure 9~~. The System will display selected information of the issue (see Figure 10~~Figure 10~~) if the issue code is valid. To view all details of the Security, click on the Issue Code.

Figure 9 Select Historical Security Issue

Figure 10 List of Historical Securities (Selected)

5. If the Issue Code is invalid, the System will display the following screen. Click on the menu bar to go to other functions.

Figure 11 No Security Issue Found

C. Browse Ongoing Issues

This function allows Users to browse Ongoing Security Issues. ~~Please note that only Level 0 users cannot use this function.~~

1. Select "**Ongoing Securities**" from the menu bar to view the list of Securities with an auction date that is either set for today or a later date (Figure 12~~Figure 12~~). Click on the Issue Code of any Issue to view its full details.

Issue Code	Issue Description	Tender Date	Issue Date	Due Date
BS13202G	6 mths Tbill	12/04/2013	14/04/2013	13/10/2013
BS13202H	6 mths Tbill	14/04/2013	16/04/2013	15/10/2013
ML13201G	12 wk Mbill	12/04/2013	14/04/2013	07/07/2013
ML13201H	12 wk Mbill	14/04/2013	16/04/2013	09/07/2013
N213201G	2-yr Bond	12/04/2013	14/04/2013	14/04/2015
N213201H	2-yr Bond	14/04/2013	16/04/2013	16/04/2015

Figure 12 List of Ongoing Securities

D. Browse security dealers

This function allows Users to browse ~~Historical~~ Security ~~Issues. Please note that only Level 0 users cannot use this function~~Dealers.

1. Upon selecting "**Security Dealers**" from the menu bar, the System will display a form with a textbox to enter the Bank Code, as well as "**Select**" and "**Cancel**" buttons (see Figure 13~~Figure 13~~).

Figure 13 Select Security Dealer

2. To view the full list of Security Dealers, leave the textbox for the Bank Code blank and click on "**Select**" (see Figure 14~~Figure 14~~). The System will display the full list of Security Dealers (see Figure 15~~Figure 15~~).

Figure 14 View All Security Dealers

Seq.	Account	Account Name	AutoDebit
1	1002	IMF A/C 1	N
2	1004	IMF A/C 2	N
3	1006	IBRD A/C A	N
4	1008	IDA A/C B	N
5	1010	IDA CASH ACCOUNT	N
6	1012	MIGA - GENERAL	N
7	1014	ADB A/C A	N
8	1016	ADB A/C B	N
9	1018	ADB ADF ACCOUNT	N
10	1020	BANK FOR INTERNATIONAL SETTLEMENTS	N

Figure 15 Full list of Security Dealers

3. To enquire on a specific Security Dealer, enter the Bank Code and click on the "**Select**" button as shown in Figure 16~~Figure 16~~. The System will display the dealer details if the Bank Code is valid (see Figure 17~~Figure 17~~).

Figure 16 Select Security Dealer

Seq.	Account	Account Name	AutoDebit
1	7171	DBS BANK LTD	Y

Figure 17 List of Security Dealers

4. If the Bank Code is invalid, the System will display the following screen. Click on the menu bar to go to other functions.

Figure 18 No Security Dealer Found

SGS Tender Module

This module allows Users to manage Tenders for Ongoing Securities. Please note that only Level 2 and Level 3 users are authorised to access the functions of this module.

1. Select "**SGSTender**" from the main menu bar (see Figure 19~~Figure 19~~).

Figure 19 Select SGSTender Menu

2. If the user is authorized for any of the SGSTender functions, the System will display the SGSTender menu bar and the list of functions that the user can access (see Figure 20~~Figure 20~~). If the user is not authorized for these functions, the System will display the Unauthorised Access page (see Figure 21~~Figure 21~~).

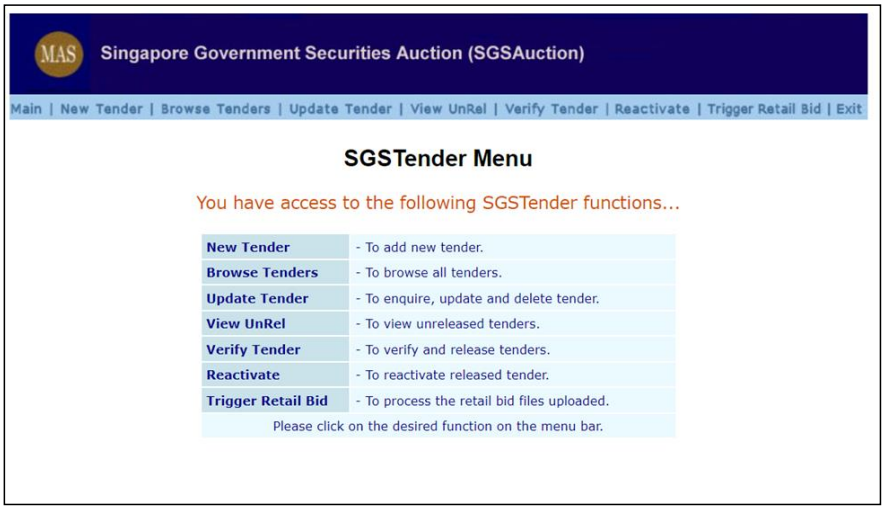


Figure 20 SGS Tender Menu

Figure 21 Unauthorised Access

E. Add a New Tender via Web Form

This function allows users to create new Tenders for Security Issues. Please note that only Level 2 and Level 3 users can use this function.

1. Upon selecting "**New Tender**" from the SGSTender menu bar, the System will display the following page for users to either create a new application through an online form or upload a file containing applications. Click "**Clear**" to reset the form. *For information on the sequence of releasing a tender, please refer to the FAQ "**What is the sequence to re-release a reactivated tender?**~~**What is the sequence to re-release a reactivated tender?**~~"*

Figure 22 Add Tender Menu

2. After selecting the first option "**Application using web form**", click the "**Submit**" button to view the form to enter the Issue Code and Tender Number (see Figure 23~~Figure 23~~).

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Commented [IS32]: Update screen capture with latest.Please update in other parts of this document as well.

Commented [DC(33R32]: Updated correct screenshot.

Figure 23 Add New Tender via Web Form

3. Enter[1] the Issue Code of an ongoing security and a unique Tender/Form Number for the same issue, and then click on the "**Add**" button. Please note that only Form Numbers within the range 000001-499999 are valid. Also, the Form Number must be 6 characters in length. The System will display the following errors if any of the criteria are not met (see Figure 24~~Figure 24~~, Figure 25~~Figure 25~~ and Figure 26~~Figure 26~~).

[1] The textbox for the "Issue Code" will be automatically updated with the last filled in Issue Code upon the second round of entry.

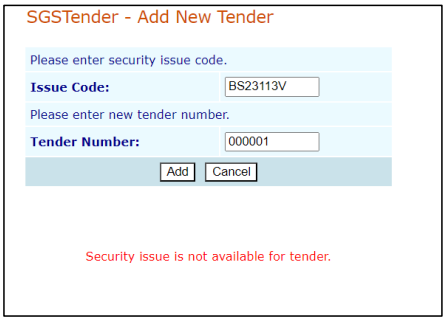

Figure 24 Security Not Available

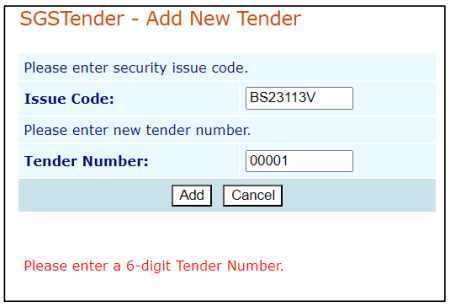

Figure 25 Invalid Tender/Form Number

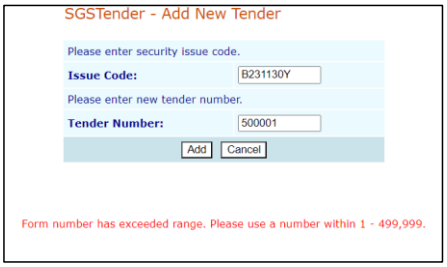

Figure 26 Form Number out of range

4. If the Issue Code and Tender Number are valid, the System will display the following page for the entry of the details of the new Tender (Figure 27~~Figure 27~~).

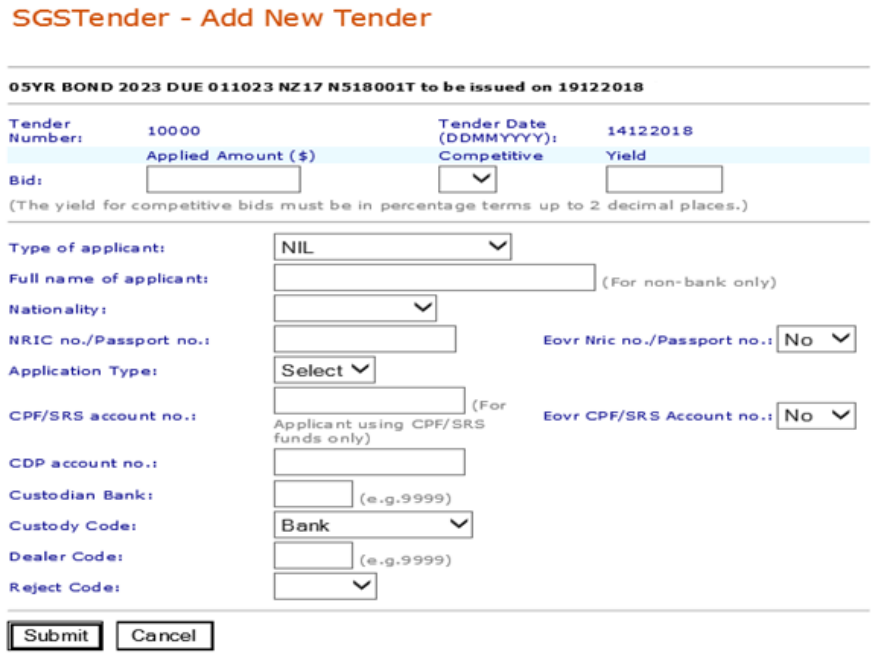

Figure 27 Add Details of New Tender

Note: The validation rules are as follows for each field.

√ Tender Number

- ~~If entered, the~~The field follows the format XXXXXX where XXXXXX are numeric values. **000001-499999 should be used as the tender number when FD does manual input**~~,~~ as 500000-999999 are reserved by the system to be assigned to tenders submitted by PDs ~~through files~~ via eApps web form.~~(file upload/ SFTP)~~
- ~~Retail bid process (~~Files uploaded via eApps/eAuction/SFTP (processed by retail bid process) will also ~~use the max number of form~~ be assigned tender no. between 000001-499999.~~.~~

√ Issue Code

- It must be an existing issue code found in the Master Issue List.
- The issue must not be allotted.

√ Tender Date

- The format is DDMMYYYY.

√ Amount Applied

- It must be > 0.

Commented [ST34]: Please verify if the slight edits here are accurate. I note that if **PDs manually key in bids via eApps**, they are also assigned tender numbers 000001-499999?

Commented [DC35R34]: PD key in bids via eApps will assign tender number between 500000-999999.

Commented [IS36R34]: @Deepak can mention clearly what would be the tender number for eApps-webform,file upload and SFTP AND eAuction webform and file upload?

Commented [DC(37R34]: Mentioned.

- It must be in multiples of 1000 with a minimum amount of 1000 for Bonds and T-bills.
- If the Amount Applied is empty, the Competitive Code and Bid Yield must also be empty.

√ Competitive Code
- It must be 'C' for a competitive bid or 'N' for a non-competitive bid.

√ Bid Yield
- It must be > 0 for a competitive bid.
- It must be = 0 for non-competitive bid.
- It must be a numeric figure with up to 2 decimal places.

√ Custodian Bank
- It must be a valid trader account number found in the Bank List.

√ Custody Code
- If Applicant's type is PD, FB, RB, OB, or MAS, it must be 'B'.
- Otherwise, it must be 'C' for customer.

√ Dealer Code
- It must be a valid dealer account number found in the Primary Dealer List.

√ Applicant's Name[2]
- It must be empty when custody code = 'B'
- It must not be empty when custody code = 'C'

√ Applicant's Type
- It must be one of the following:
  - PD (Primary Dealer)
  - FB (Full Bank)
  - RB (Restricted Bank)
  - OB (Offshore Bank)
  - NB (Other Bank)
  - MB (Merchant Bank)
  - IA (Investment Advisor)
  - FC (Finance Company
  - INS (Insurance Company)
  - SB (Statutory Board, Government-Linked Company)
  - IND (Individual)
  - SGX (Singapore Exchange)
  - MAS (Monetary Authority of Singapore
  - OTH (Others).

√ If Applicant's Type is 'IND', the Nationality and Applicant's NRIC/Passport Number must not be empty.
- If Applicant's Type is not 'IND', the Nationality, Applicant's NRIC/Passport Number, and CPF Account Number must be empty.

√ Nationality

[2] Applicant's name cannot exceed 30 characters

- It must be S, F, or empty.
- If Applicant's Name is empty, the Nationality must also be empty.

√ Applicant's NRIC/Passport Number[3]

- It is not compulsory.
- Singapore NRIC number's checksum must be correct.

√ Applicant's CPF/SRS Account Number

- It is not compulsory.

√ Application Type

- It must be CASH, "CPFIS", or "SRS"
- If "CPFIS" or "SRS" is selected, then Applicant's Type must be 'IND' and CPF/SRS Account Number is compulsory

√ Override NRIC/Passport Number

- Override must be 'Y' if the NRIC/Passport Number is invalid.
- Override must be 'N' if the NRIC/Passport Number is valid.
- Override must be 'N' if the NRIC/Passport Number is blank.

√ Override CPF Account Number

- Override must be 'Y' if the CPF Account Number is invalid.
- Override must be 'N' if the CPF Account Number is valid.
- Override must be 'N' if the CFP Account Number is blank.

√ Reject Code

- The default is blank.

[3] Includes both S-series and T-series NRIC numbers.

5. After filling all relevant fields, click on the "**Submit**" button. The System will then validate all fields. If there are any errors, the System will list the errors and highlight fields with errors in red, as shown below (Figure 28).

6. Enter the correct entries and click on the "**ReSubmit**" button to add the Tender.

Figure 28 Resubmit Tender

7. If the form is valid, a “Transaction Succeeded” page will be shown (see Figure 29). To go to the SGSTender menu, click on the “**Return**” button. To print a copy for reference, click on the “**Print**” button.

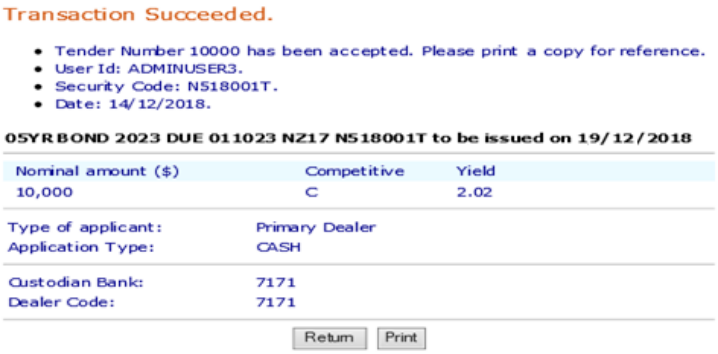

Figure 29 Success with New Tender via Web Form

F. Add a New Tender via Upload

This function was developed for the SGS Retail project. Banks will collect and consolidate SGS retail applications into a file. Any bank that is unable to submit the file via SGS eApps will send the file to MAS via MASNET under the Alternate Submission Process documented in the eApps User Guide to PDs. MAS will subsequently upload the file.

MAS will usually upload the files from banks after 12:00pm on the auction day. Before uploading the file, MAS users are advised to run the Auction (refer to the section on “ Run Auction ~~Run Auction~~”) to load in all the tenders submitted via SGS eApps. This action will help detect duplicated submissions which banks have included in the application file that have ~~been submitted~~been submitted using SGS eApps. Please note that only Level 2 and Level 3 users are authorised to use this function.

1. Upon selecting the second option **“Upload Applications by file**” and clicking on “**Submit**”, the System will display a file upload option as shown below.

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Commented [DC(38]: Updated screenshot.

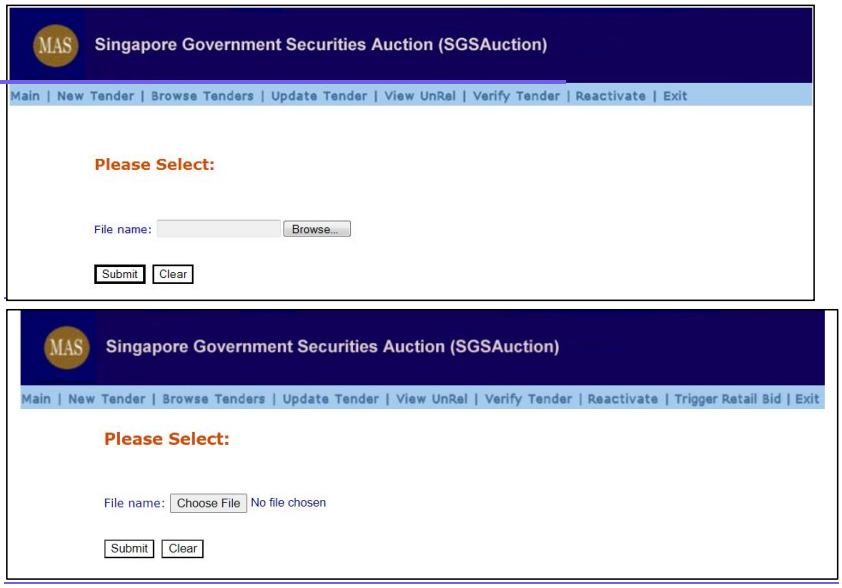

Figure 30 Upload Application by file

2. Click on "**Browse**" button to locate the application file and click on "**Submit**" once the file is selected.

3. ~~Upon receiving the file, the System will analyze the file and display the results.~~ If the submitted file is unable to pass the basic file name validation check~~s~~, the following page and message will be displayed.

Commented [DC(39]: Updated screenshot

Figure 31 Upload File Rejected Invalid File Name

4. If the submitted file passes the file name validation, the result will be shown displayed in the following page. Please see the Figure below for a description of the page.

Figure 32 File Upload Status

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To complete the transaction, click on the "~~Submit~~**Confirm**" button. The System will then display the results and details of the userid who uploaded the bid application file, file name, file processing date, and uploaded date/time.~~bank code, date/time of the transaction, and the details of the accepted bids~~ F~~f~~or reference ~~(~~see Figure 33~~)~~. Click on the "**Print**" button to print the page.

Figure 33 Success in File Upload

5. Reuploading the file will override the existing file, if Trigger Retail Bid process has not been triggered.

Commented [DC(40]: Updated screenshot.

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Commented [DC(41]: Updated screenshot.

File will be replaced.

G. Browse Tenders

This function allows Users to browse the various Tenders that were submitted or created. Please note that only Level 2 and Level 3 users can use this function. Please also note

that Tenders are organized by Auction date, rather than the date on which the tender was submitted.

1. Select "**Browse Tenders**" from the SGSTender menu to view the options for Browsing.

2. Selecting the first option "**Browse today's tenders**" will display Tenders for Issues that are to be auctioned today.

3. Selecting the second option "**Browse dd/mm/yyyy's tenders**" will display Tenders for Issues which are to be auctioned on the entered date.

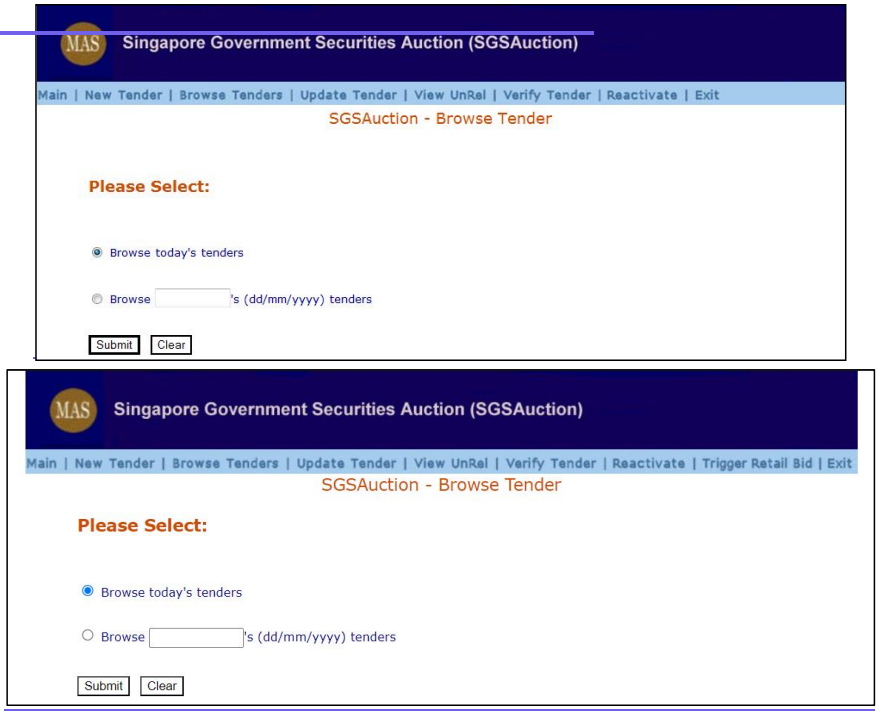

Figure 34 Browse Tender

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4. The System will list ~~all the~~ tenders, both released (Rel) and unreleased (UnRel), according to the previous option. To view the details of the tender, click on the Tender No (highlighted by the red box).

SGSTender - List of Tenders

Click on the tender number to enquire:

Seq No.	Tender No.	Issue Code	Dealer Code	Cust Bank	Cust Code	Bid Yield	Amount Applied	Rel Status	Allot Status
1	10000	BS13202E	7339	7339	B	0.0	5,001,000	UnRel	Pending
2	11000	BS13202E	7339	7339	C	3.56	11,000	UnRel	Pending
3	11500	BS13202E	5027	7375	C	2.05	5,000	UnRel	Pending
4	12000	BS13202E	7171	7171	B	2.68	1,200,000	UnRel	Pending
5	12500	BS13202E	7171	7171	B	0.0	6,000,000	UnRel	Pending
6	20000	BS13202E	7010	7010	C	1.98	9,000,000	UnRel	Pending
7	30000	BS13202E	7171	7171	B	0.0	1,000,000	UnRel	Pending
8	40000	BS13202E	7339	7339	B	2.02	2,000,000	UnRel	Pending
9	50000	BS13202E	7931	7931	B	2.56	3,000,000	UnRel	Pending

Figure 35 List of Tenders

5. On list of tender page, screen will show up ~~can see~~ up to 20 tenders, sorted by Issue Code followed by Tender Number in ascending order ~~at a time, also can~~. User can navigate ~~via page one~~using arrows at bottom of page to another page using the pagination.

Singapore Government Securities Auction (SGSAuction)

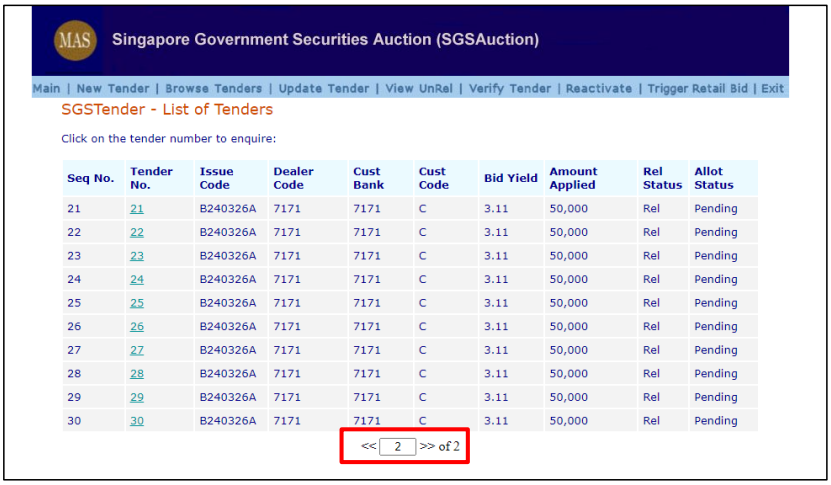
Main | New Tender | Browse Tenders | Update Tender | View UnRel | Verify Tender | Reactivate | Trigger Retail Bid | Exit

SGSTender - List of Tenders

Click on the tender number to enquire:

Seq No.	Tender No.	Issue Code	Dealer Code	Cust Bank	Cust Code	Bid Yield	Amount Applied	Rel Status	Allot Status
1	1	B240326A	7171	7171	C	0.0	900,000	Rel	Pending
2	2	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
3	3	B240326A	7171	7171	C	0.0	80,000	Rel	Pending
4	4	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
5	5	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
6	6	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
7	7	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
8	8	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
9	9	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
10	10	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
11	11	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
12	12	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
13	13	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
14	14	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
15	15	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
16	16	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
17	17	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
18	18	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
19	19	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
20	20	B240326A	7171	7171	C	3.11	50,000	Rel	Pending

<< 1 >> of 2



Seq No.	Tender No.	Issue Code	Dealer Code	Cust Bank	Cust Code	Bid Yield	Amount Applied	Rel Status	Allot Status
21	21	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
22	22	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
23	23	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
24	24	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
25	25	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
26	26	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
27	27	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
28	28	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
29	29	B240326A	7171	7171	C	3.11	50,000	Rel	Pending
30	30	B240326A	7171	7171	C	3.11	50,000	Rel	Pending

H. Update Tender

This function is used to update an unreleased tender. Only Level 2 and Level 3 Users can use this function. Please note that the System implements a Maker-Checker Role check[4] for this function.

1. After selecting "**Update Tender**" from the SGSTender menu, the page to select the Tender will be displayed.

2. Enter the Issue Code and Tender Number, and then click on the "**Select**" button to view the tender form with all its details (see Figure 36).

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[4] The Maker-Checker Role check ensures that Users cannot update/delete/verify the same record that was created or last updated by them.

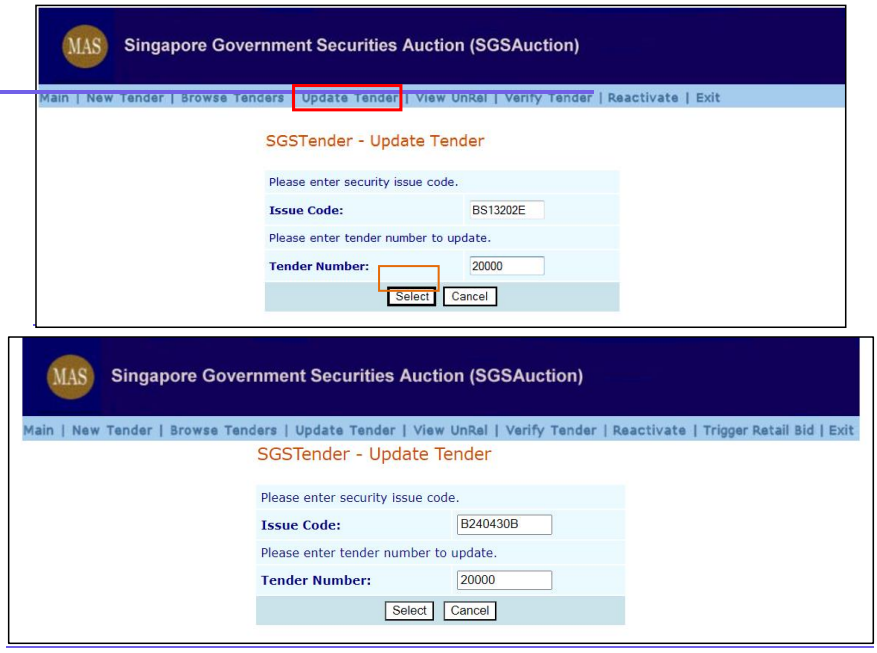

Figure 36 Update Tender

3. If the Maker-Checker Role check fails, the System will display an error message. Please find another authorised user to update the Tender record. *For more information on how to delete an erroneous Tender submitted via SGS eApps, please refer to the FAQ "***How do I delete an erroneous Tender record?***"*

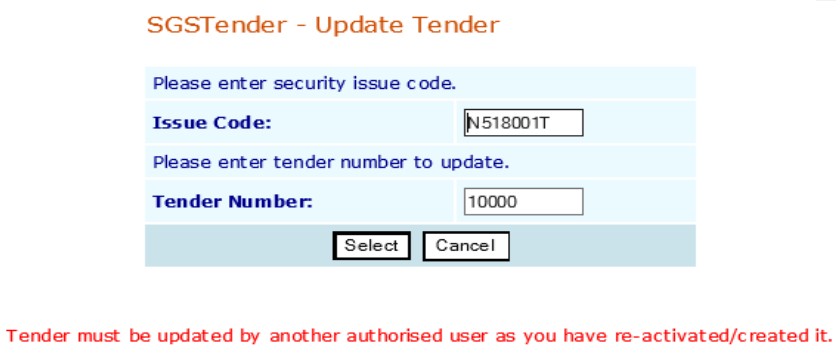

Figure 37 Maker-Checker Role Check

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4. Users may change the values on the Tender form and click on "**Update**" to update the tender or click on the "**Delete**" button to delete the tender. This is the only place in the System which allows the deletion of a tender.

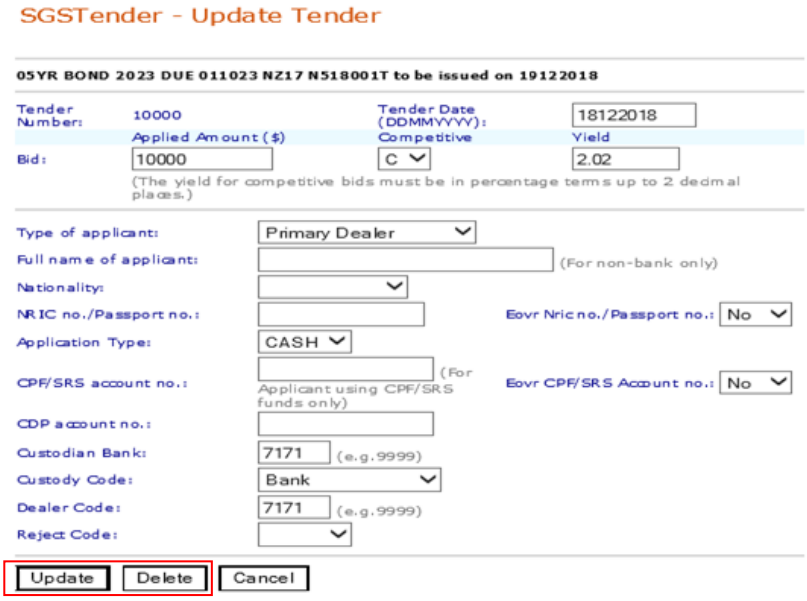
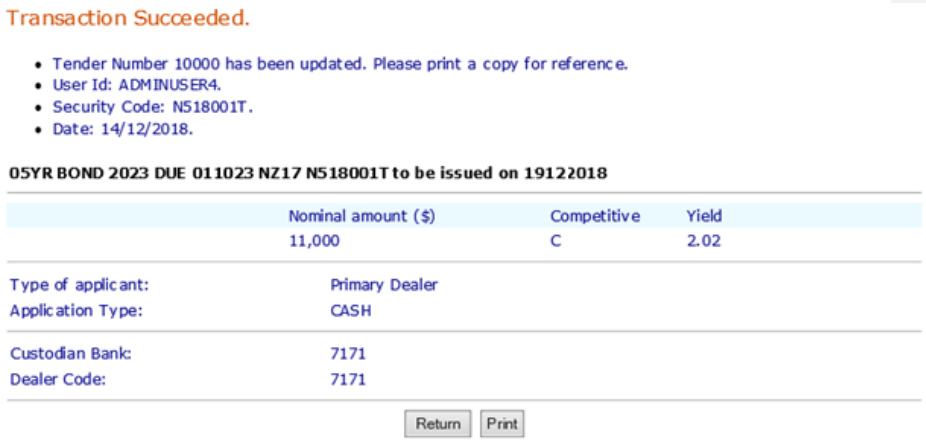


Figure 38 Update Tender Details

5. If all the values in the tender form are valid, the System will display the "Transaction Succeeded" page (see Figure 39) with details of the Tender. Click on the "**Print**" button to print a copy for reference or the "**Return**" button to go back to the SGSTender page.



Transaction Succeeded.

- Tender Number 10000 has been updated. Please print a copy for reference.
- User Id: ADMINUSER4.
- Security Code: N518001T.
- Date: 14/12/2018.

05YR BOND 2023 DUE 011023 NZ17 N518001T to be issued on 19122018

Nominal amount ($)	Competitive	Yield
11,000	C	2.02

Type of applicant:	Primary Dealer
Application Type:	CASH
Custodian Bank:	7171
Dealer Code:	7171

Return Print

Figure 39 Success in Updating Tender

I. View Unreleased Tenders

This function displays <u>all</u> unreleased Tenders in the System. Only Level 2 and Level 3 Users can use this function. Users may proceed to verify/release Tenders which were not last updated by themselves.

1. Select "**View UnRel**" from the SGSTender menu (highlighted by the red box in Figure 40) to display a page listing all the unreleased Tenders.

2. Click on the Tender No. to view the Tender Form, highlighted by the orange box in Figure 40, to begin the process to verify and release the Tender Form.

Main | New Tender | Browse Tenders | Update Tender | View UnRel | Verify Tender | Reactivate | Exit

SGSTender - List of UnReleased Tenders

Click on the tender number to verify:

Seq No.	Tender No.	Issue Code	Dealer Code	Cust Bank	Cust Code	Bid Yield	Amount Applied
1	5001	BQ00003C	7533	7533	B	17.2	11,000,000
2	1	BQ06142N	7171	7171	B	0.0	2,000
3	10005	BQ09010J	7171	7171	B	1.0	5,000,000
4	10006	BQ09010J	7375	7375	B	1.0	50,000
5	10007	BQ09010J	7171	7171	B	1.2	100,000
6	10008	BQ09010J	7375	7375	B	1.0	1,000
7	10001	BQ09139N	7463	7463	B	1.2	133,500,000
8	1518	BQ99135E	7171	7171	B	0.59	100,000
9	1523	BQ99135E	7171	7171	B	0.6	19,000
10	1524	BQ99135E	9016	7171	B	0.0	11,000
11	1525	BQ99135E	7171	7171	B	0.0	12,000
12	1528	BQ99135E	9016	7171	B	0.0	2,000
13	1530	BQ99135E	9016	7171	B	0.55	1,000
14	1532	BQ99135E	7171	7171	B	0.0	1,000
15	1533	BQ99135E	7171	7171	B	0.0	1,000
16	1535	BQ99135E	7171	7171	B	0.56	10,000
17	1538	BQ99135E	7010	7010	B	0.54	1,000

MAS Singapore Government Securities Auction (SGSAuction)

Main | New Tender | Browse Tenders | Update Tender | View UnRel | Verify Tender | Reactivate | Trigger Retail Bid | Exit

SGSTender - List of UnReleased Tenders

Click on the tender number to verify:

Seq No.	Tender No.	Issue Code	Dealer Code	Cust Bank	Cust Code	Bid Yield	Amount Applied
1	11	B230606A	7171	7171	B	1.5	1,000
2	801	B230606A	7171	7171	B	1.5	1,000
3	11	B230607A	7171	7171	B	0.0	1,000
4	22	B230607A	7171	7171	B	0.0	2,000
5	110000	B230609A	7171	7171	B	0.0	10,000
6	11	B230816A	7171	7171	C	0.0	1,000
7	22	B230816A	7171	7171	C	1.5	3,000
8	33	B230816A	7375	7375	C	0.0	5,000
9	44	B230816A	7339	7339	B	0.0	3,000
10	1	B230921A	7171	7171	B	1.55	2,000
11	4	B231009A	7171	7171	C	0.0	5,000
12	28	B231110A	7171	7171	B	0.0	1,000
13	2	B240221A	7083	7083	B	0.0	3,000
14	3	B240221A	7171	7171	B	0.0	2,000
15	4	B240221A	7171	7083	B	0.0	2,000
16	11	B240221A	7171	7171	B	0.0	2,000
17	499999	B240430A	7171	7171	B	0.0	2,000
18	4	B240430B	7339	7339	B	0.0	3,000
19	5	B240430B	7339	7339	B	1.5	5,000
20	9	B240430B	7171	7171	B	0.0	1,000
21	11	B991111A	7171	7171	B	1.5	3,000

Figure 40 List of UnReleased Tenders

Commented [DC(44]: Updated screenshot.

3. To Verify the Tender Form, enter the relevant fields and click on the "**Verify**" button shown below. Please refer to the next section "Verify Tender" for more information on Verifying/Releasing Tender Forms.

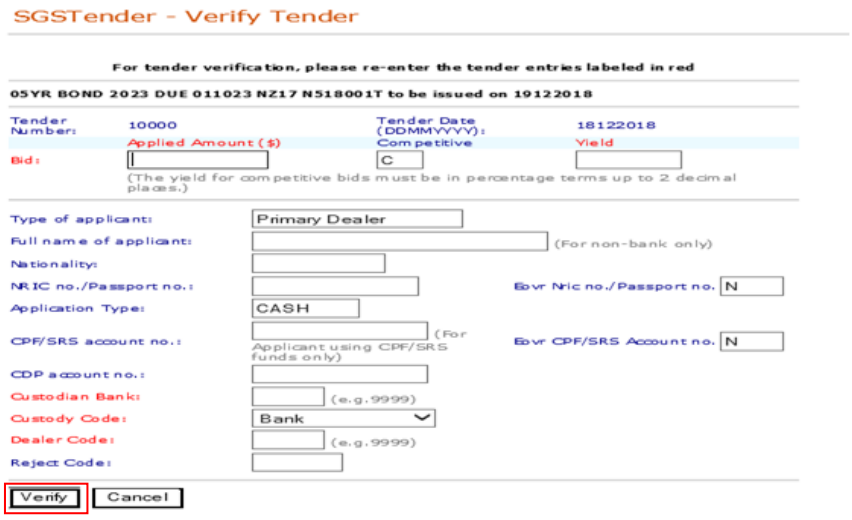


Figure 41 Verify Tender Details

J. Verify Tender

This function allows Users to verify and release an unreleased tender. Only Level 3 Users can use this function.

1. Select "**Verify Tender**" from the SGSTender menu to enter the Details of the Tender.

2. Enter the Issue Code and Tender Number, and then click on the "**Select**" button.

Figure 42 Verify Tender

3. The System will display an error if the Maker-Checker role check fails (Figure 43).

Commented [DC(45]: Updated screenshot.

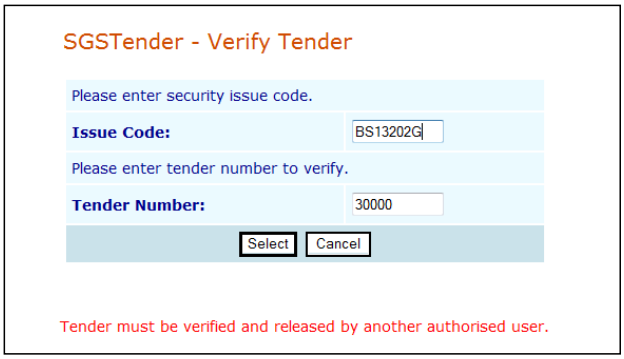


Figure 43 Unauthorised to Verify/Release Tender

4. After re-entering the missing data blank fields of the form, click on the "Verify" button to validate the Tender Form. Please note that the Applied Amount, Yield, Custodian Bank, Custody Code, and Dealer Code fields must be re-entered. <u>The values of these fields must be same as the ones on the original unreleased tender form in order to pass the system validation check.</u>

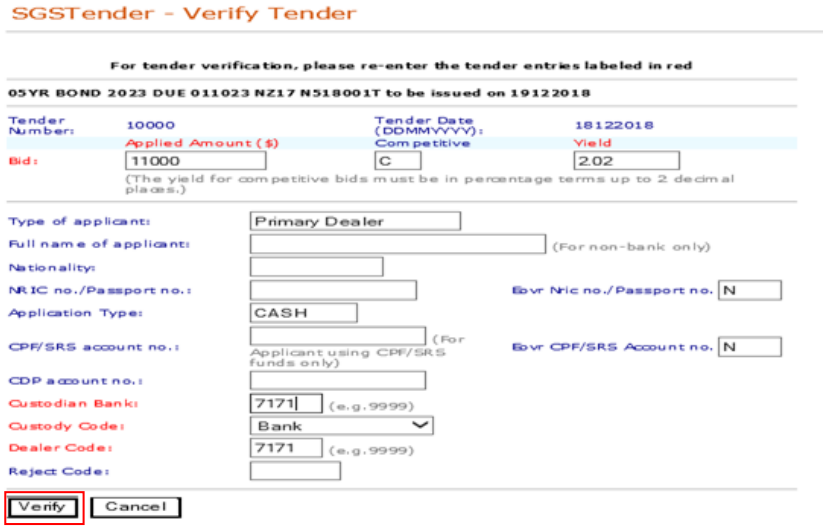


Figure 44 Verify Tender Details

5. If the values match the original, then the System will allow the Release of the Tender. Click on the "**Release**" button to release the Tender to participate in the Auction.

Figure 45 Release Tender

K. Reactivate

This function allows the change of Tender status from Released to Unreleased. Users will then be able to update the tender. In order to update the tender to participate in the Auction, the Tender must be re-verified and re-released. Please note that only Level 3 Users can use this function.

One application of this function is to modify the tender submitted via SGS eApps, following the steps below:

- ~~Use the eTender PC to upload tenders.~~
- Logon to SGS Auction System
- ~~Use the function "Validate Bids" under "SGS Auction" to load in all tenders. We will introduce the function of "Validate Bids" later.~~
- Use the "Browse Tenders" to find out tender number.
- Use this "Reactivate" function to change the status of a tender to "unreleased".
- Then modify, verify, and release the tender.

1. Select "**Reactivate**" from the SGSTender menu.

2. Enter the Issue Code and Tender Number, and then click on the "**Select**" button to view the Tender Form, as shown in Figure 46.

Figure 46 Reactivate Tender

Commented [ST46]: What is this referring to? eApps?

Commented [DC47R46]: We have removed as this from earlier days.

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Commented [ST48]: Again, what is this referring to? I am not aware of this function in eAuction.

Commented [DC49R48]: This is existing from day one.

Commented [IS50R48]: @Sophia if needed this line can be removed.Please confirm

Commented [ST(51R48]: Is there a "Validate Bids" function in eAuction? I was unable to find more information on Validate Bids in this user manual.

But to "load in all tenders", it means user has to click on Run Auction first correct? Then we will be able to Browse all the tenders submitted for the particular ISIN.

Commented [IS52R48]: No There is no "Validate Bids" function in eAuction.Once the tenders are added user will be able to navigate to "browse tenders" to view the tenders.

Commented [ST53R48]: Thanks Indu. Since no such function, I have deleted this point.

Commented [DC(54]: Updated screenshot.

3. If the Tender does not exist or is deleted or released, the System will display an error message as shown below in Figure 47.

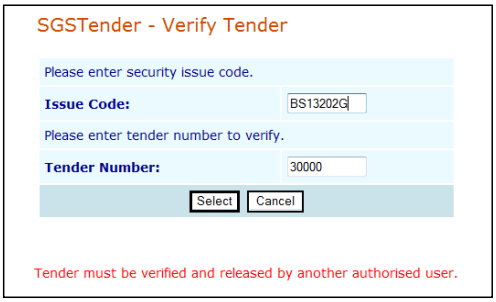

Figure 47 Error in Reactivating Tender

4. Click on the "**Reactivate**" button to un-release the tender. Please note that any changes to values of the form are not allowed.

Figure 48 Reactivate Tender Details

5. Upon successful reactivation, the System will display the "Transaction Succeeded" page. The tender has been successfully un-released. Click on the "**Return**" button to return to the SGSTender main page and click on the "**Print**" button to print a copy for reference.

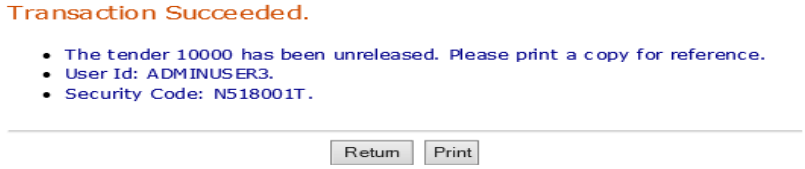

Figure 49 Success in Reactivation

L. Trigger Retail Bid

This module allows Users to trigger Retail bid~~s~~ file process for processing the files uploaded ~~by~~ via eAuction ~~online~~ application ~~via upload~~.
This module also allows ~~to~~ users to download acknowledgement files of the uploaded files ~~once~~ upon completion of the retail bid~~s~~ process ~~triggered~~.
Please note that only Level 2 & Level 3 Users can use this function.

a) Retail bid process

1. Select "**Trigger Retail Bid**" for the SGSTender menu to perform Trigger Retail Bid processing, If no files are uploaded, user will not be allowed to trigger retail bid processing.

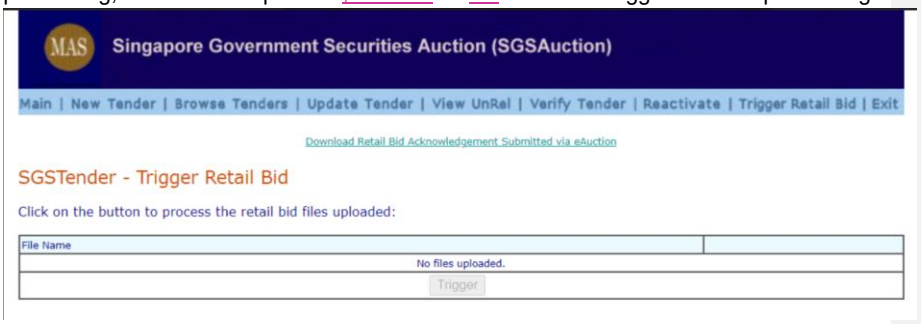

Figure 50 Trigger Retail Bid when there are no~~t~~ files to process

2. Files uploaded via "Add a New Tender via Upload" module will be displayed.

Commented [KKN55]: Release 3

Commented [DC(56]: Release 3 - This is about to process the retail bid process. Reframe the sentence.

Commented [KN57R56]: updated

Commented [KKN58]: Release 3

Commented [DC59]: Release 3 updated screenshot per code base.

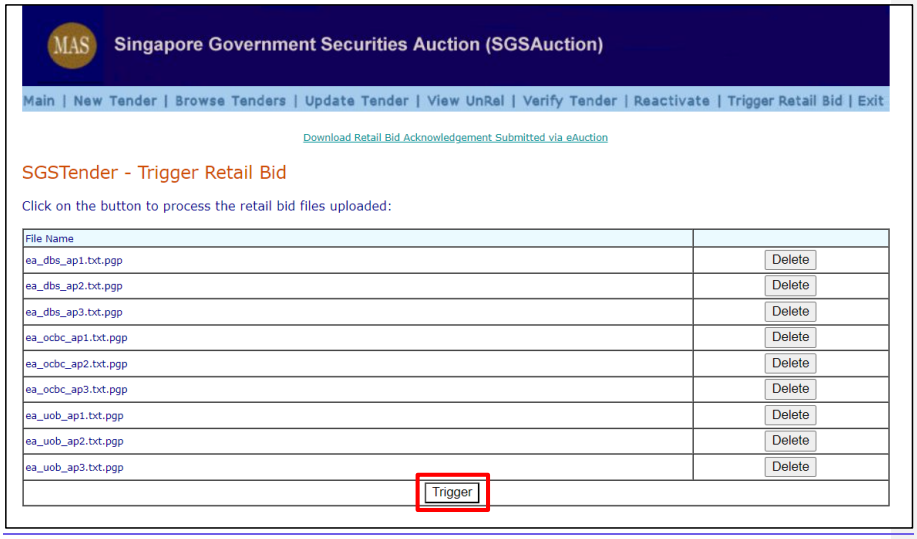

Figure 51 Trigger Retail Bid when there are files ~~exists~~exist to be processed

3. Uploaded files ~~are allowed to~~can be deleted using Delete ~~button~~button.

Figure 52 Trigger Retail Bid, delete a file

Commented [DC60]: Release 3 updated screenshot per code base.

System displays confirm dialogue box to delete the file~~, if~~. ~~click~~ Click on "OK" and~~ok~~ file will be deleted.

Commented [DC61]: Release 3 Added screenshot as per the code base.

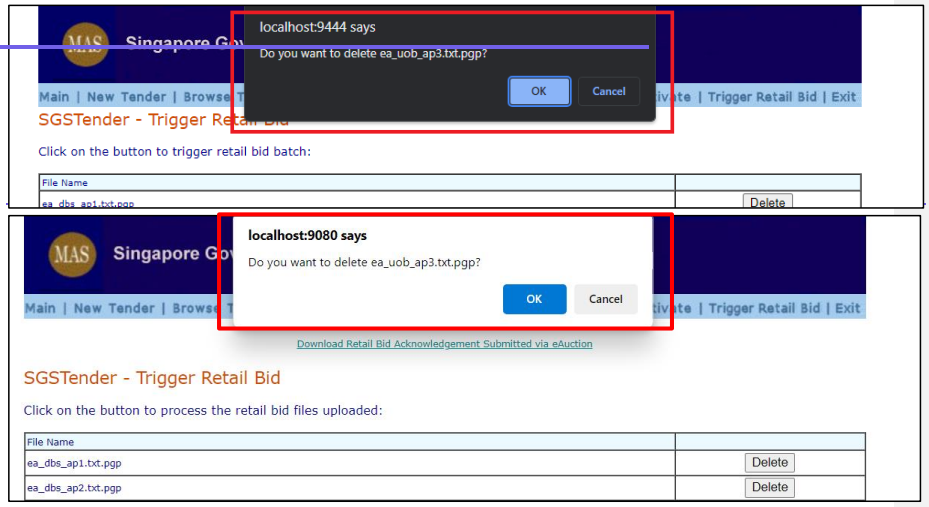

Figure 53 Trigger Retail Bid~~-~~, delete file confirmation

4. If ~~any~~ there are files ~~exist~~ to be processed ~~then~~, Trigger button will be enabled~~, on~~. ~~click~~ Click on the button and signal file will be generated which will trigger the AutoSys job to process ~~auction~~retail bid process batch.

Commented [ISf(62]: Can add the screenshot after "Trigger" ?

Commented [DC(63R62]: Added screenshot.

Figure 54 Trigger Retail Bid processing

Figure 55 Trigger Retail Bid processing, on click of~~n~~ trigger button

5.~~If~~ Once retail bid process has started, ~~then~~ the Trigger button and Delete button will be disabled with the message displaying "There is already a batch currently running.~~,~~ ~~p~~Please trigger after sometime." This will be the screen shown to the User who triggered and other

Formatted: Caption

Commented [ISf(64]: Please check for accuracy of this screenshot..once trigger button is clicked the button should be disabled.delete button as well.is that right?

Commented [DC65R64]: Updated the screenshot.

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Users with access to this screen, as long as the retail bid process is triggered (note that ITD can also trigger this process backend; process may not necessarily be started by user with access level 3). ~~is currently running~~.

Commented [ISf(66]: Can you elaborate the scenario?

Commented [DC(67R66]: If retail bid process is currently running/trigger by same or different user, then this scenario occurs.

Figure 5~~7~~6 Trigger Retail ~~Bid~~ Bid, retail bid process already running

6.~~If~~Once ~~R~~retail bid process batch job ~~is stared~~ starts running in the backend, the~~n~~ uploaded retail bid ~~pgp~~ files will move~~d~~ from upload directory to processing directory in file system, ~~then~~and below screen will be displayed ~~if retail bid process is triggered from eAuction~~.

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Commented [DC68]: Release 3 Updated screenshot as after fix of UAT issues.

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Figure 5~~7~~6 Trigger Retail Bid processing, retail bid process job triggered from eAuction and started running in backend~~Figure 54 Trigger Retail Bid processing~~

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7. Upon successful completion of retail bid process batch job, message onscreen will be updated and displayed as below.

Figure 58 Trigger Retail bid batch job executed successfully

~~1. If auction retail bid process started, then the Trigger button and Delete button will be disabled with the message displaying auction "There is already a batch currently running, please trigger after sometime" is currently running.~~

~~**Figure 575 Trigger Retail Bid , retail bid processauction already running**~~

b) Download Acknowledgment file

Go to SGS Tender -> Trigger Retail Bid -> click on hyperlink: Download Retail Bid Acknowledgement Submitted via eAuction. ~~hyperlink~~

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Commented [ISf(69]: Can you elaborate the scenario?

Commented [DC(70R69]: If retail bid process is currently running/trigger by same or different user, then this scenario occurs.

Commented [KKN71]: Release 3

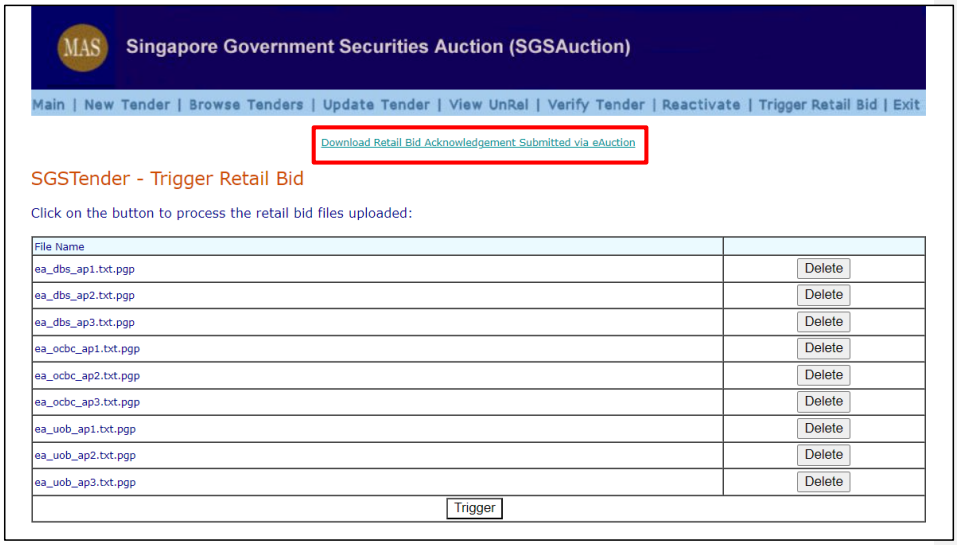

Figure 5896 Download Retail Bid Acknowledgement submitted via eAuction

- The field will load current date as processing date. Click 'Submit' button to view Acknowledgement File list.

Commented [IS72]: This screenshot is not accurate?

Commented [DC(73R72]: Updated Correct screenshot.

Commented [ST(74]: Please check the entire doc to ensure Figures XX are in running order.

Commented [DC75R74]: Checked and updated in running order.

Figure 60~~57~~ Download Acknowledgement file for the specified date

- If Acknowledgement File does not exist, the system shows message “No file available.”

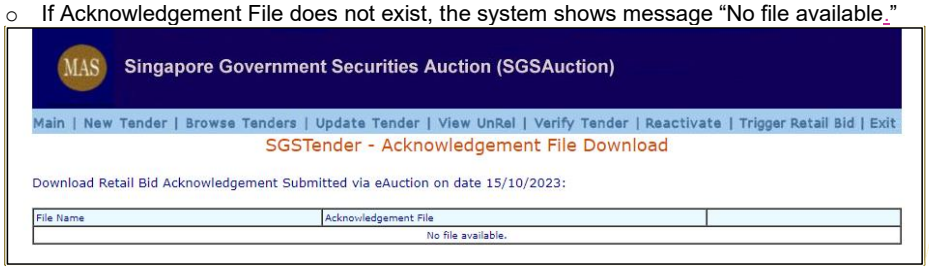

Figure 6158 Download Acknowledgement file for the date, if not files are uploaded via eAuction

- If Acknowledgement File is available, the system shows list of acknowledgement files for the processing date, along with a Download button to download the corresponding acknowledgement files.

Figure 6259 Download Acknowledgement file for the date, if files are uploaded via eAuction.

- Click ‘Download’ button to download the corresponding acknowledgement files.

Figure 630 Download Acknowledgement file for the date, Download Ack

Commented [MB76]: (eApps 1.2 Release 3) New UI - System will display message “No file available” if Acknowledgement File does not exist

Commented [MB77]: (eApps 1.2 Release 3) New UI - System will show list of acknowledgement files if exist

Commented [MB78]: (eApps 1.2 Release 3) New UI - User can download Acknowledgement Files by clicking the ‘Download’ button

SGS Auction Module

This module allows Users to manage Auction Runs and Syndication Runs for Ongoing Securities. Please note that the functions are restricted to Level 2, Level 3, Level 5, and Level 7 users.

1. Select "**SGS Auction**" in the main menu bar to view the SGSAuction Menu and the list of functions available.

Figure ~~61~~ 64 SGS Auction Menu

Note: The steps for FD Users to run an auction are as follows:

1. Input auction timing if required to extend auction cut-off time.
2. Verify auction timing if required to extend auction cut-off time.
3. Input auction parameters if there is an SGS bond issue.
4. Verify auction parameters if there is an SGS bond issue.
5. Run auction.
6. View reports.
7. Release result.

Commented [IS79]: Can you include "input auction timing",verify auction timing as well?

Commented [DC(80R79]: Updated.

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Commented [IS81]: Can you update with latest screen?Please scan through the document and update wherever needed.

Commented [DC(82R81]: Updated screenshot.

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M. Input Auction Parameters

This function allows Level 2 and Level 3 Users to:

i. Input the midpoint yield, corridor, and ~~MAX~~ MAS maximum allotted amount for the bond. This is the feature for the SGS Auction safeguard mechanism.
ii. Update the midpoint yield, corridor, and ~~MAX~~ MAS maximum allotted amount for the bond. If users find that there are any errors in the previously entered parameters, users can use this function to update those parameters.

1. Select "**Input Auction Para**" from the SGSAuction menu to enter the required fields for bonds. The auction parameters (middle point, corridor, MAS max amount)[5] are only applicable for SGS Bonds (see ~~Figure 62~~Figure 6~~4~~5).

2. Only issues that are to be auctioned for the day will be shown in the table after 12:00pm (the default cut~~-~~off time). If there are no issues for auction today, the System will display ~~a~~ the message ~~of~~ "No ongoing issue", and ~~FD~~ users do not need to use this function. When there i~~a~~s a ~~change in "Input auction Timing" ,if the~~ new cut~~-~~-off time ~~is not~~pending to be verified under "Verify Auction Timing", system will follow the default cut~~-~~-off time and the below table will be displayed ~~once~~at/ after the default cut~~-~~-off time (~~-~~12:00pm) ~~is reached~~.~~If~~Once the new cut~~-~~-off time is verified, below table will be displayed once the new cut~~-~~-off time is reached.

Commented [ISf(83]: Added display feature here

Commented [DC84R83]: Noted Thanks!

Commented [DC(85R83]: Updated screenshot.

[5] ~~Every time before~~Before every bond auction, ~~MMD~~ MDD should send ~~those~~ these parameters to FD.
The reference point yield, upper bound and lower bound should be inputted as the number in percentage, e.g. 2.75.
The MAS max amount (in million) is the maximum amount to be allotted to MAS.

~~3.~~

Figure ~~62~~ 65 Input Auction Parameters

~~4.~~3. Enter the required parameters and click on the "**Submit**" button. If there are no errors, the System will display a message "The Auction parameters have been updated" (see ~~Figure 63~~Figure 66~~-~~). If there are errors, the System will prompt an error message (see ~~Figure 64~~Figure 67).

~~5.~~4. Upon completing this step, all parameters must be further verified by a Level 3 User. Please refer to the next section on how to Verify Auction Parameters.

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Commented [DC(87R86]: Updated screenshot.

Commented [IS88]: Update screen capture with latest

Commented [DC(89R88]: Updated screenshot.

~~6.~~

Figure 66~~63~~ Success in Input Auction Parameters

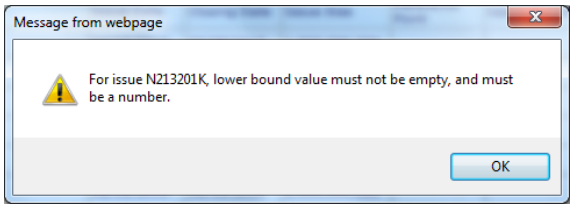

Figure ~~64~~ 67 Error in Auction Parameters

N. Verify Auction Parameters

This function allows Users to Verify the Auction Parameters entered. Only Level 3 users are allowed to use this function.

1. Select "**Verify Auction Para**" from the SGSAuction menu to re-enter the Auction Parameters.

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Commented [DC(91R90]: Updated screenshot.

~~2.~~

Figure ~~65~~ 68 Verify Auction Parameters

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Commented [DC(93R92]: Updated screenshot.

~~3.~~2. The System will not display bonds whose Auction Parameters have been entered by the currently logged on User (see ~~Figure 66~~Figure 69). Click the "**Return**" button to go to the menu.

~~4.~~

Figure ~~66~~ 69 Restricted View of Auction Parameters

~~5.~~3. Upon entering the required parameters and clicking on the "**Verify**" button, the System will display the following page if there are no errors. These parameters are saved and will be used during the Auction.

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Commented [DC(95R94]: Updated screenshot.

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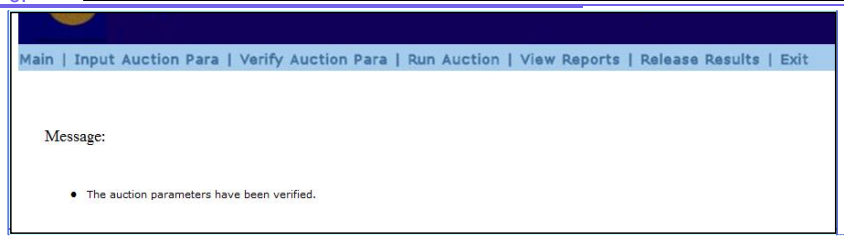
~~6.~~



Commented [IS96]: Update screen capture with latest

Commented [DC(97R96]: Updated screenshot.

Figure 70~~67~~ Success in Verifying Auction Parameters

~~7.~~4. The System will list the values and issues for auction parameters that do not match (see ~~Figure 68~~Figure 71).

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~~8.~~

Commented [IS98]: Update screen capture with latest

Commented [DC(99R98]: Updated screenshot.

Figure ~~68~~ 71 Error in Verifying Auction Parameters

O. Run Auction

This function allows Users to run auctions. Only Level 3 users are allowed to use this function.

1. Select "**Run Auction**" from the SGSAuction menu to review all the Issues[6] that are to be auctioned for today as well as their parameters (see ~~Figure 69~~Figure 72). If there are no Issues for auction today, the System will display a message ~~of~~ "No ongoing issue".

2. Click on the "**Run Auction**" button to run auction, shown in ~~Figure 69~~Figure 72:

~~3.~~

Figure ~~69~~ 72 Run Auction - Review Parameters

~~4.~~3. If an auction is currently running, the System will display a message of "Auction is currently running. Please come back later." and the "**Run Auction**" button will be disabled as shown in ~~Figure 70~~Figure 73:

Note: Please note that this page will not be automatically refreshed. Once the "Run Auction" button is clicked, the user must refresh the page or navigate back to the Run Auction tab via the menu bar to get updates on the auction progress, i.e., the updates when the Auction has failed (Figure 74~~1~~) or when Auction has been completed successfully (Figure 75~~2~~) will only be displayed upon navigation back to the Run Auction page.

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Commented [DC(101R100]: Updated screenshot.

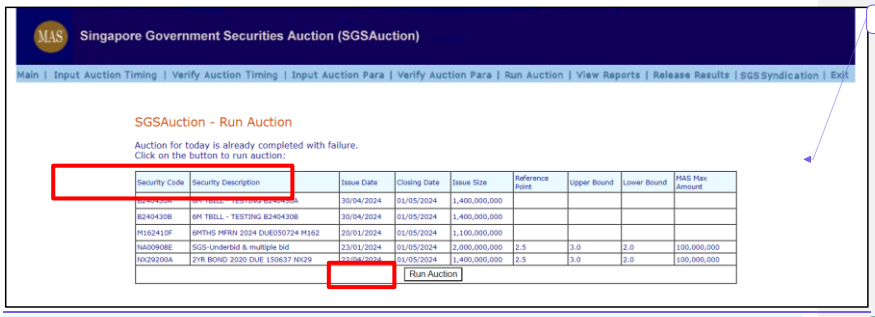
[6] Before running the auction of SGS bonds, a check to ensure the auction parameters, such as middle point yield, corridor, and MAS max amount, are correct is strongly recommended.

Figure ~~70~~ 73 Run Auction - Auction Is Currently Running

Commented [IS102]: Update screen capture with latest

Commented [DC(103R102]: Updated screenshot.

~~5.~~4. If the auction for today is completed with failure, the System will display a message of “Auction for today is already completed with failure. Click on the button to run auction:” and the “**Run Auction**” button will be enabled as shown in ~~Figure 71~~Figure 74:



~~6.~~

Figure ~~71~~ 74 Run Auction - Auction Completed with Failure

~~7.~~5. If the auction for today is successfully completed, the System will display a message of "Auction for today is already completed. Please check the reports." and the "**Run Auction**" button will be enabled as shown in ~~Figure 72~~Figure 75:

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Commented [IS104]: Update screen capture with latest

Commented [DC(105R104]: Updated screenshot.

~~8.~~

Figure ~~72~~ 75 Run Auction - Auction Completed with Success

To check the reports and view more details on what to do with the reports, please refer to the next section "View Report".

P. View Reports/Generate Letter

This function allows Users to view reports that are generated today as well as historical reports. The function also generates a letter containing information on the ~~issue~~issuance/ reopening/ redemption/ coupon payment of SGS Bonds, T Bills, and SSBs that is sent to AGD.

Please note that both Level 3 and Level 5 Users are allowed to View Auction Reports, but only Level 3 users are allowed to generate the letter to AGD using this function.

1. Select "**View Reports**" from the SGSAuction menu to either view the day's auction report with the first option, or a report for a previously run Auction with the second option (Figure ~~Figure 6476Figure 62~~). Select the third option to generate the AGD letter for the day's ~~issue~~issuance/ reopening/ redemption/ interest payments of SGS Bonds, T-Bills, and

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Commented [IS106]: Update screen capture with latest

Commented [DC(107R106]: Updated screenshot.

SSBs, and select the fourth option to generate the AGD letter for another date. The selected date should be a valid issue date, interest payment date, or redemption date.

~~2.~~

Figure ~~73~~ 76 View Reports Options

~~3.~~2. After selecting the appropriate option, click on the "**View Reports**" button to view the auction reports for that day (Figure 77~~Figure 74~~) or "**Generate ~~File~~Letter**" to generate the letter containing information on the ~~issue~~issuance/ reopening/ redemption/ interests payments of SGS Bonds, T-Bills, and SSBs to AGD (~~Figure 75~~Figure 78). If there are no records for the selected day, a message "There is no report/letter" will be displayed (~~Figure 76~~Figure 79) by the System.

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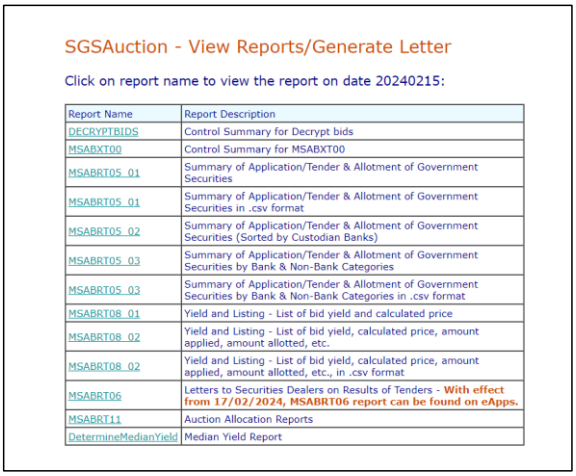
Commented [DC(109R108]: Updated screenshot.

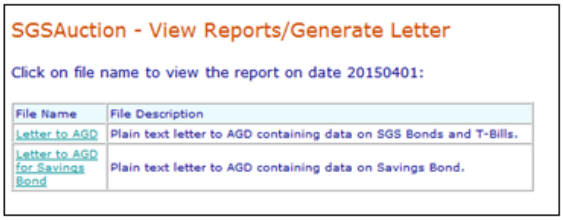


SGSAuction - View Reports/Generate Letter

Click on report name to view the report on date 20240215:

Report Name	Report Description
DECRYPTBIDS	Control Summary for Decrypt bids
MSABXT00	Control Summary for MSABXT00
MSABRT05_01	Summary of Application/Tender & Allotment of Government Securities
MSABRT05_01	Summary of Application/Tender & Allotment of Government Securities in .csv format
MSABRT05_02	Summary of Application/Tender & Allotment of Government Securities (Sorted by Custodian Banks)
MSABRT05_03	Summary of Application/Tender & Allotment of Government Securities by Bank & Non-Bank Categories
MSABRT05_03	Summary of Application/Tender & Allotment of Government Securities by Bank & Non-Bank Categories in .csv format
MSABRT08_01	Yield and Listing - List of bid yield and calculated price
MSABRT08_02	Yield and Listing - List of bid yield, calculated price, amount applied, amount allotted, etc.
MSABRT08_02	Yield and Listing - List of bid yield, calculated price, amount applied, amount allotted, etc., in .csv format
MSABRT06	Letters to Securities Dealers on Results of Tenders - **With effect from 17/02/2024, MSABRT06 report can be found on eApps.**
MSABRT11	Auction Allocation Reports
DetermineMedianYield	Median Yield Report

Figure ~~74~~ 77 View Reports / Generate Letter



SGSAuction - View Reports/Generate Letter

Click on file name to view the report on date 20150401:

File Name	File Description
Letter to AGD	Plain text letter to AGD containing data on SGS Bonds and T-Bills.
Letter to AGD for Savings Bond	Plain text letter to AGD containing data on Savings Bond.

Figure ~~75~~ 78 Click on file name to view

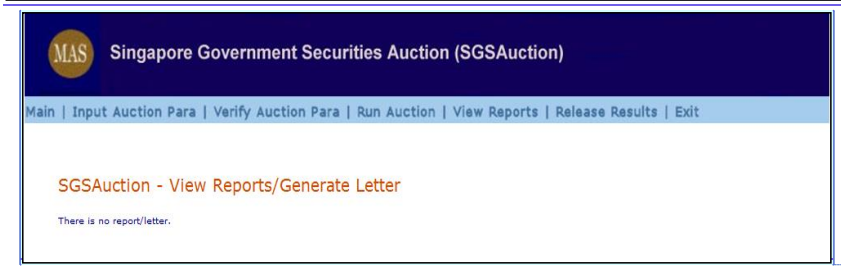


Figure ~~76~~ 79 No Reports

Commented [IS110]: Update screen capture with latest

Commented [DC(111R110]: Updated screenshot.

~~4.~~3. For Auction Reports, click on the report name under the first column (see ~~Figure 77~~Figure 80) to view or save the report.

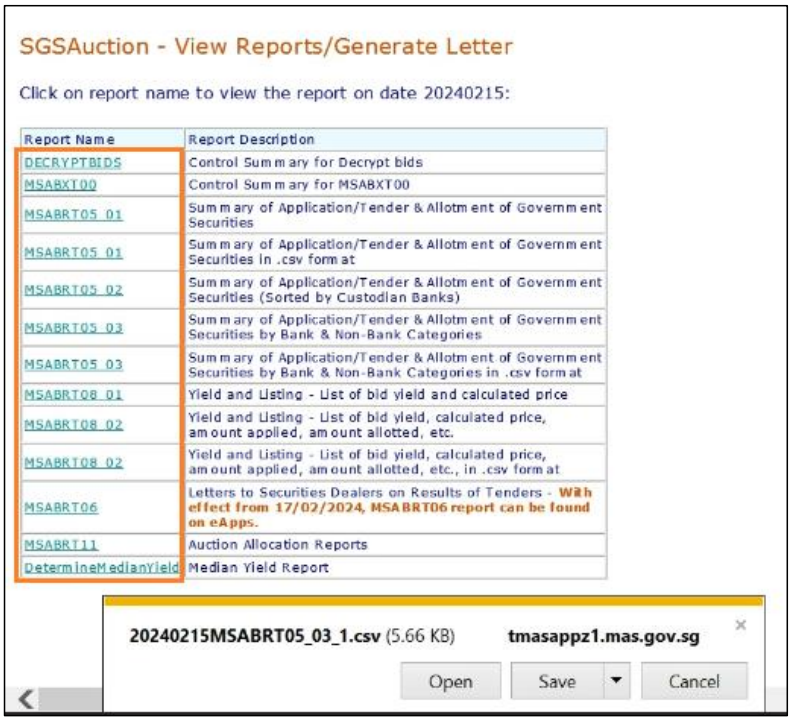


Figure ~~77~~ 80 View Specific Auction Report

~~5.~~4. For the generated letter to AGD, click on the links "**Letter to AGD**" or "**Letter to AGD for Savings Bond**" under the first column to view the generated letter. Copy the contents of the file into Microsoft Word, remove the spaces after each paragraph, and use Courier font (font size 10) for best viewing results.

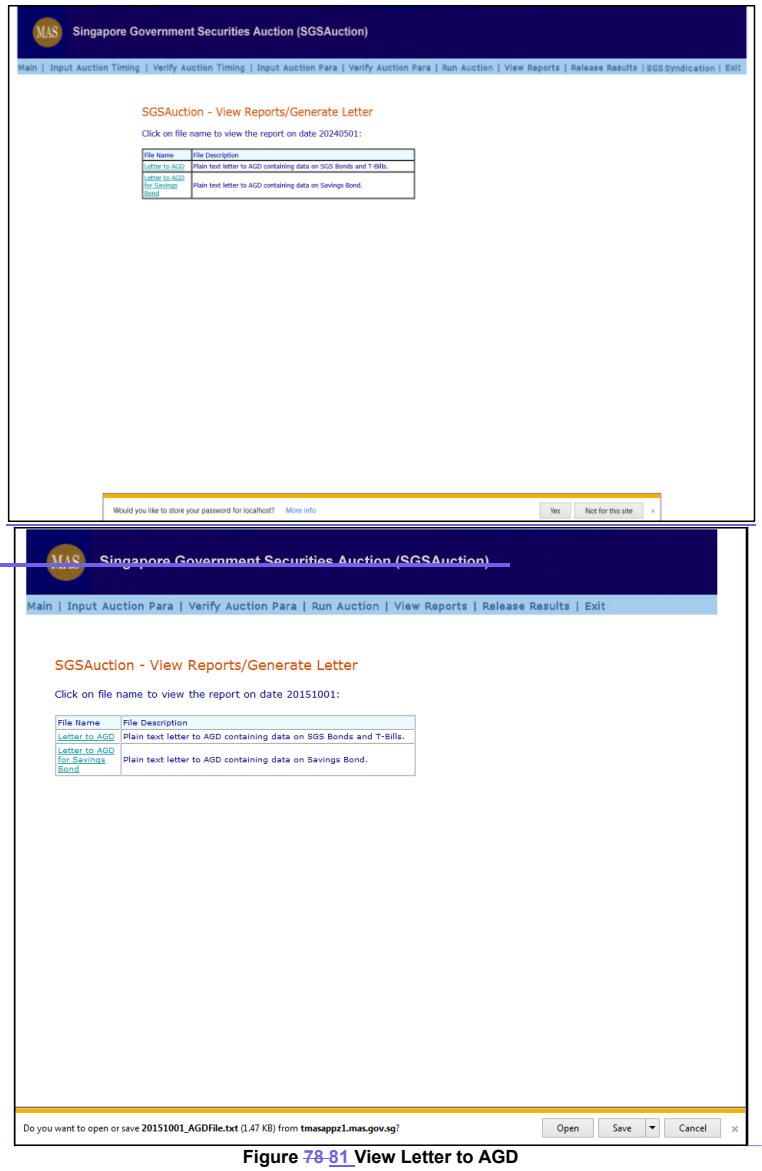


Figure ~~78~~ 81 View Letter to AGD

Commented [IS112]: Update screen capture with latest

Commented [DC(113R112]: Updated screenshot.

~~6.~~5. For best results in printing the report, first save the report onto your computer by selecting the option to **Save** the file. Save the file under the same directory for better file management. Open the appropriate text editor and **Print** the report in landscape mode.

Q. Release Results

This function allows Level 3 Users to

i. Release results to MEPS+ and FMBS.
ii. Update the SGS Financial Database System.
iii. Update the SGS eApps database so that bank users can view the auction results.

1. Select "**Release Results**" from the SGSAuction menu to trigger the activities mentioned above.

2. Click **OK** to confirm the release of the results or **Cancel** to not release the results.

3. If there are available auction results today and no errors were encountered, the System will display the following page:

~~4.~~

Figure ~~79~~ 82 Success in Releasing Results

~~5.~~4. If there are no auction results today, the System will display the following page. If the following page appears even though there was an auction result, please contact ITD for further assistance.

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Commented [DC(115R114]: Updated screenshot.

Commented [ST(116]: Is Figure 83 the page we will see if there are no auction results? I recall it is another message.

Commented [DC117R116]: This is the correct message, we double checked.

~~6.~~

Figure ~~80~~ 83 Unsuccessful Release of Results

R. Input Auction Timing

This function allows Level 3 Users to ~~input~~ amend auction timing, which will impact ~~for~~ both eApps bids submission ~~(~~window for modes - webform and SFTP only;~~)~~ ~~-~~and eAuction auction cut-off time.

Note: Bids' submission via eAuction webform and File upload do not have any cut off ~~-~~time ~~configured~~restriction.

1. Select "Input Auction Timing" from the SGSAuction menu to enter the required hours and minutes to update~~fields for~~ cut-off time.

Figure 8~~41~~ Input Auction Timing

2. If we click on submit without entering the required hour and minute field, ~~then will display~~ a popup with message "Auction timing value must not be empty, and must be a number" will be displayed.~~.~~

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Commented [IS118]: Update screen capture with latest

Commented [DC(119R118]: Updated screenshot.

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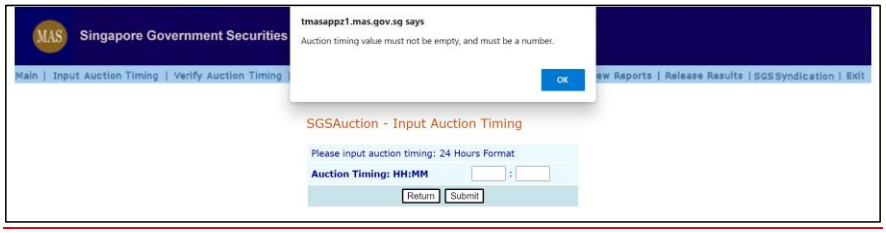

Figure 85 Input Auction Timing (Empty hour and minute field)

3. If we enter invalid hour and minute (i.e. 26:00), ~~then will display~~a popup message "Auction timing value is invalid" will be displayed.

Figure 86 Input Auction Timing (Invalid auction timing)

~~2.~~4. Enter the required hour and minute field and click on the "Submit" button. After clicking on "Submit" button the System will display a message "The auction timing has been updated." (see ~~Figure 82~~Figure 87~~5~~).

Figure 87~~5~~~~2~~ Success in Input Auction Timing

~~3.~~5. Upon completing this step, the auction timing must be further verified by a different Level 3 User. Please refer to the next section on how to Verify Auction Timing.If newly entered auction time is ~~not verified~~pending verification, system will consider the default auction cut~~-~~off time 12:00 pm~~-~~.

S. Verify Auction Timing

This function allows Level 3 Users to verify the auction timing entered. Only Level 3 users are allowed to use this function.

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Commented [JB120]: (CR32 Auction Window) Added new section for Input Auction Timing
Commented [YA121R120]: Level 2 user has no longer access to auction cut-off time. Please remove.
Commented [YA122R120]: Please update Figure number in screenshots. It will also impact to remaining figure numbers.
Commented [YA123R120]: Please do not put negative scenarios in user manual document such as validation.
Commented [YA124R120]: In Point #3, please clearly mention that different user with Level 3 can verify the cut-off time.
Commented [IS125R120]: Added which forms of submission will be impacted by the "input auction timing" feature in eAuction
Commented [ST(126R120]: Why no negative scenarios - eg. invalid timing/ blank input? The sections above have negative scenarios so we should be consistent.
Commented [DCf(127R120]: Added point 2 and 3 as negative scenarios.
Commented [IS128]: Added default timing here

1. Select “Verify Auction Timing” from the SGSAuction menu to re-enter the Auction Timing.

Figure 8~~8~~~~6~~3 Verify Auction Timing

2. The System will not allow user to verify auction timing if the first input submission was done by the same user.

Figure 8~~9~~~~7~~4 Restricted View of Verify Auction Timing

3. Upon entering the required fields, and clicking on the “Verify” button, the System will display the following page (see~~-~~ Figure 90~~88~~~~Figure 85~~). This auction timing is saved as verified and will be used as the submission and auction cut-off time. If “Verify Auction Timing” does not match~~ed~~ with “Input Auction Timing”, then System will prompt a message ~~for~~ that auction timing ~~that~~ does not match (see ~~Figure 86~~Figure 91~~89~~).

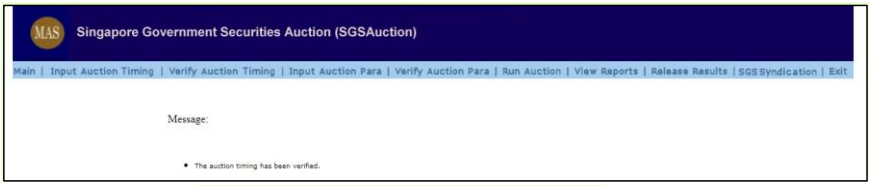


Figure 90~~88~~~~5~~ Success in Verify Auction Timing

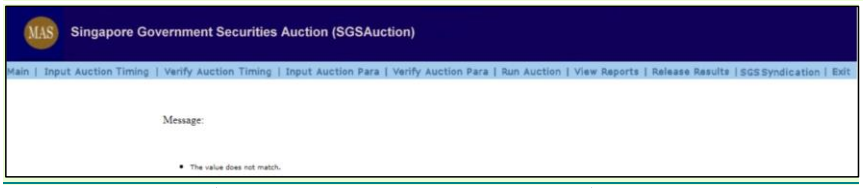


Figure 91896 Error in Verify Auction Timing

4. Once the auction timing is verified, user is not able to verify again. Users can use the "Verify Auction Timing" screen to view the current auction cut-off time.

Figure 92087 Restricted View of Verify Auction Timing

T. SGS Syndication

This function allows Level 3 Users to access:

i. Upload Syndication Files
ii. Run Syndication
iii. View Syndication Reports
iv. Release Syndication Results

Level 5 Users to access:

i. View Syndication Reports
ii. Cut-Off Price (Dirty) Computation

Level 7 Users to access:

i. View Syndication Reports

Commented [ST(129]: This screenshot needs updating. The error message is "The value does not match."

Commented [IS130R129]: Updated screenshot

Commented [JB131]: (CR32 Auction Window) Added new section for Verify Auction Timing

Commented [YA132R131]: Please clearly mention that different user with Level 3 can verify the cut-off time.

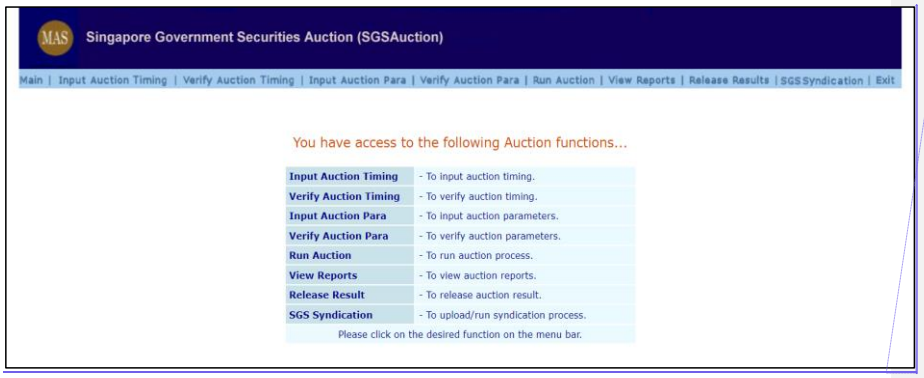
Commented [YA133R131]: Please remove "if there are no errors" in point #3

1. Select "**SGS Auction**" in the main menu bar to view the SGSAuction functions and SGSSyndication Menu.
   Select "**SGS Syndication"** from menu bar as in Figure 93~~1~~ ~~Figure 89~~ to view the SGSSyndication functions as in Figure 94~~2~~~~0~~.

You have access to the following Auction functions...

Input Auction Para	- To input auction parameters.
Verify Auction Para	- To verify auction parameters.
Run Auction	- To run auction process.
View Reports	- To view auction reports.
Release Result	- To release auction result.
SGS Syndication	- To upload/run syndication process.

Please click on the desired function on the menu bar.



You have access to the following Auction functions...

Input Auction Timing	- To input auction timing.
Verify Auction Timing	- To verify auction timing.
Input Auction Para	- To input auction parameters.
Verify Auction Para	- To verify auction parameters.
Run Auction	- To run auction process.
View Reports	- To view auction reports.
Release Result	- To release auction result.
SGS Syndication	- To upload/run syndication process.

Please click on the desired function on the menu bar.

Figure 93~~189~~ SGS Auction Menu

Commented [DC(134]: Updated screenshot.

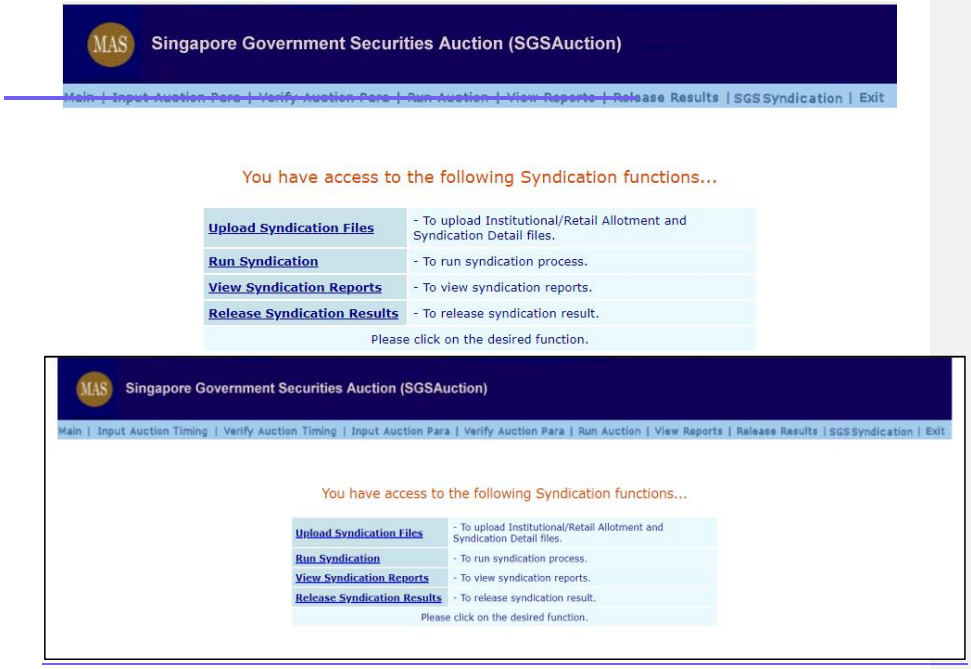


Figure ~~90~~ 9~~42~~ SGS Syndication

Note: The steps for FD Users to run syndication are:

1. Upload syndication files if there is an ongoing syndicated security.
2. Run syndication.
3. View syndication reports.
4. Release syndication result.

Ongoing syndicated securities for Syndication are identified from the ABA0001_SECURITY_MASTER table when the Tender date (ABA0001_TENDER_DATE) is earlier than the Announcement date (ABA0001_ANNOUNCE_DATE) and the Announcement date is the same as the system date (today's date).

c) Upload Syndication Files

This function allows Users to upload syndication files for ongoing syndicated securities. Only Level 3 users are allowed to use this function.

1. Select the "**Upload Syndication Files**" hyperlink in the page below to upload the Institutional/Retail allotment files and the Syndication detail file.

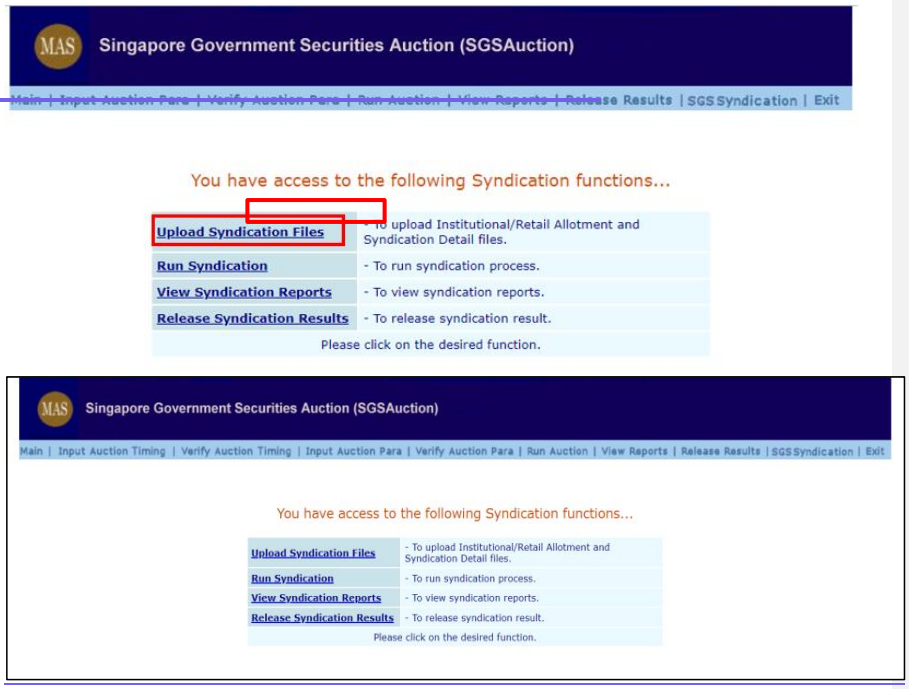


Figure 953~~4~~ Upload Syndication files

2. If there is no ongoing syndicated security for that day, the following page and message will be displayed.

Figure 9~~6~~42 Upload Syndication files when no ongoing security

Commented [DC(135]: Updated screenshot.

3. When there is an ongoing syndicated security, the following page to upload the Institutional/Retail allotment files and the Syndication details file will be displayed.

Commented [DC(136]: Updated screenshot.

*For details on Upload Syndication file, please refer to the FAQ "**What are the file names and format to upload syndication files?**~~**What are the file names and format to upload syndication files?**~~"*

Institutional Allotment File

1. Select the "**Institutional Allotment File"** option to upload the institutional allotment file. Click on the "**Choose File**" button to locate the application file, and click on "**Submit**" once the file is selected (~~Figure 93~~Figure 97~~5~~)

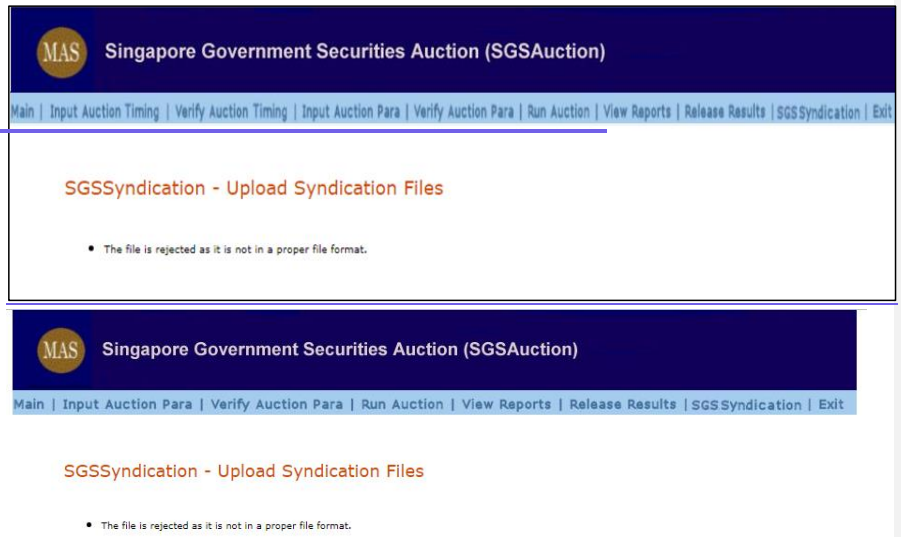
Figure ~~93~~ 975 Upload Institutional Allotment file

Commented [DC(137]: Updated screenshot.

2. Upon receiving the file, the System will analyse the file and display the results.

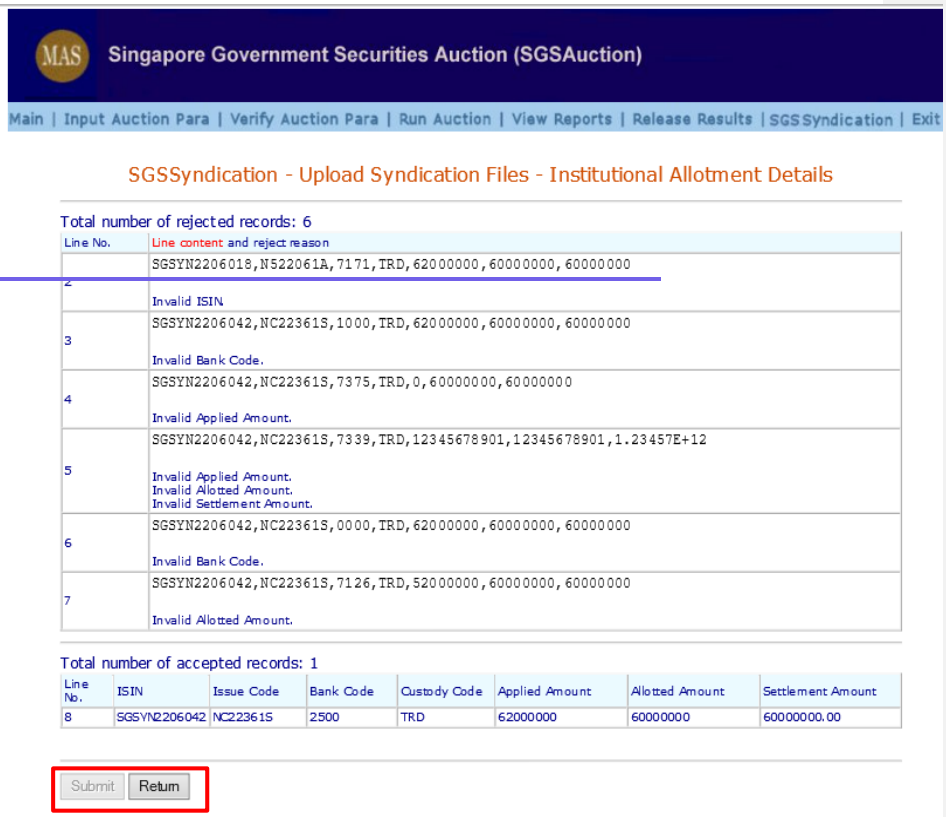
   If the name of the submitted file does not match, the following page and message will be displayed.

If the submitted file is empty or only contains the header, the following page and message will be displayed.



If the submitted file does not have 7 fields in any record, the following page and message will be displayed.

3. If the submitted file does not pass the basic validation, the result will be shown in the following page. Please note that the System does not allow for partial submissions. If there are any rejected records, the "**Submit**" button will be disabled. (~~Figure 94~~Figure 98~~6~~)



Singapore Government Securities Auction (SGSAuction)

Main | Input Auction Para | Verify Auction Para | Run Auction | View Reports | Release Results | SGS Syndication | Exit

SGSSyndication - Upload Syndication Files - Institutional Allotment Details

Total number of rejected records: 6

Line No.	Line content and reject reason
2	SGSYN2206018,N522061A,7171,TRD,62000000,60000000,60000000 Invalid ISIN.
3	SGSYN2206042,NC22361S,1000,TRD,62000000,60000000,60000000 Invalid Bank Code.
4	SGSYN2206042,NC22361S,7375,TRD,0,60000000,60000000 Invalid Applied Amount.
5	SGSYN2206042,NC22361S,7339,TRD,12345678901,12345678901,1.23457E+12 Invalid Applied Amount. Invalid Allotted Amount. Invalid Settlement Amount.
6	SGSYN2206042,NC22361S,0000,TRD,62000000,60000000,60000000 Invalid Bank Code.
7	SGSYN2206042,NC22361S,7126,TRD,52000000,60000000,60000000 Invalid Allotted Amount.

Total number of accepted records: 1

Line No.	ISIN	Issue Code	Bank Code	Custody Code	Applied Amount	Allotted Amount	Settlement Amount
8	SGSYN2206042	NC22361S	2500	TRD	62000000	60000000	60000000.00

Submit Return

Figure ~~94~~ 986 Institutional Allotment file details for rejected records

4. If the submitted file passes the basic validation checks, the result will be shown in the following page. To complete the transaction, click on the "**Submit**" button. (~~Figure 95~~Figure 9~~7~~)

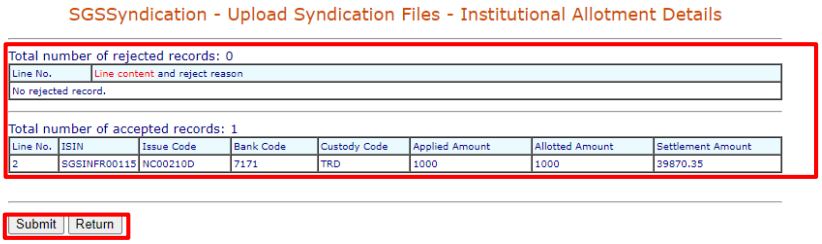


Figure ~~95~~ 9~~7~~ Institutional Allotment file details accepted records

Commented [DC(138]: Updated screenshot.

5. System will display the date/time of the transaction and the accepted institutional allotment details for reference (see ~~Figure 96~~Figure 100~~98~~). Click on the "**Print**" button to print the page.

SGSSyndication - Upload Syndication Files - Institutional Allotment Details

Transaction Completed.

- Date/Time: 30-05-2022 11:27:20.

Total number of accepted records: 1

Line No.	ISIN	Issue Code	Bank Code	Custody Code	Applied Amount	Allotted Amount	Settlement Amount
2	SGSINFR00115	NC00210D	7171	TRD	1000	1000	39870.35

Return Print

Figure ~~96~~ 100~~98~~ Upload Institutional Allotment Completed

Syndication Detail File

1. Select the "**Syndication Detail File"** option to upload the syndication detail file. Click on the "**Choose File**" button to locate the application file and click on "**Submit**" once the file is selected. (~~Figure 97~~Figure ~~99~~101)

Commented [DC(139]: Updated screenshot.

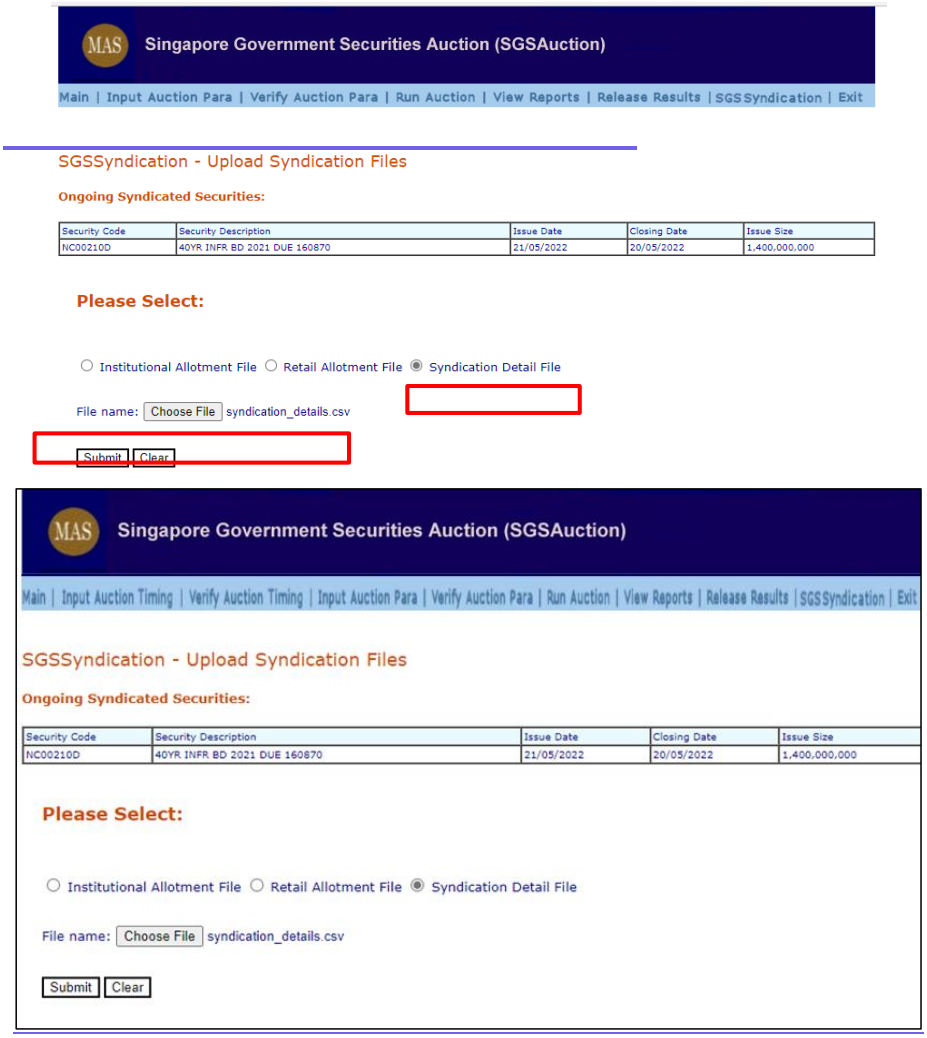


Figure ~~97~~ 10~~99~~ Upload syndication detail file

2. Upon receiving the file, the System will analyse the file and display the results.

   If the name of the submitted file does not match, the following page and message will be displayed.

Commented [DC(140]: Updated screenshot.

If the submitted file is empty or only contains the header, the following page and message will be displayed.

Commented [DC(141]: Updated screenshot.

SGSSyndication - Upload Syndication Files

- The file is rejected as it is not in a proper file format.

SGSSyndication - Upload Syndication Files

- The file is rejected as it is not in a proper file format.

If the submitted file does not have 5 fields in any record, the following page and message will be displayed.

Commented [DC(142]: Updated screenshot.

SGSSyndication - Upload Syndication Files

- The file is rejected as it is not in a proper file format.
- Line No: 3 Invalid number of fields in line : SGSSYND22101,NX22101D,1.125,1.45.

SGSSyndication - Upload Syndication Files

- The file is rejected as it is not in a proper file format.
- Line No: 3 Invalid number of fields in line : SGSSYND22101,NX22101D,1.125,1.45.

3. If the submitted file does not pass the basic validation checks, the result will be shown in the following page. Please note that the System does not allow for partial submissions. If there are any rejected records, the "**Submit**" button will be disabled. (~~Figure 98~~Figure 102~~00~~)

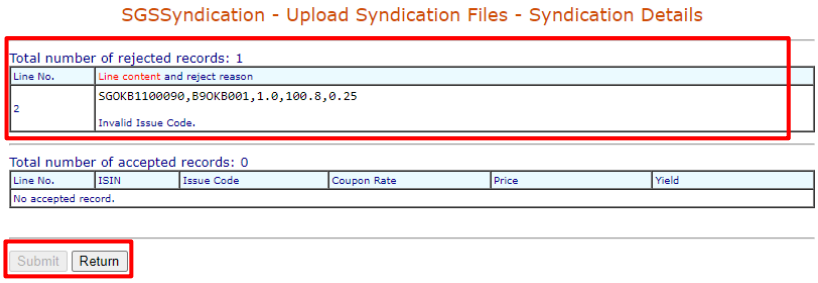


Figure ~~98~~ 102~~0~~ Syndication details for rejected records

4. If the submitted file passes the basic validation checks, the result will be shown in the following page. To complete the transaction, click on the "**Submit**" button. (Figure 103~~1~~~~Figure 99~~)

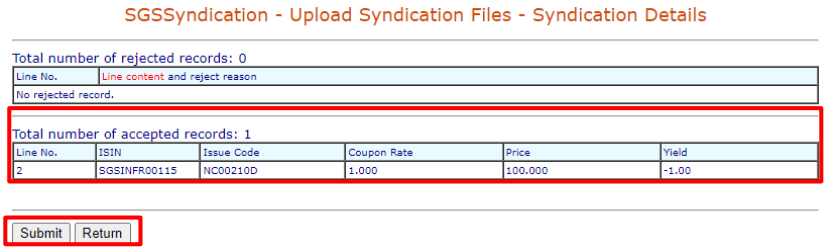


Figure ~~99~~ 103~~1~~ Syndication details accepted records

5. System will display the date/time of the transaction and the accepted Syndication details for reference (see ~~Figure 100~~Figure 104~~2~~). Click on the "**Print**" button to print the page.

SGSSyndication - Upload Syndication Files - Syndication Details

Transaction Completed.

- Date/Time: 30-05-2022 13:02:17.

Total number of accepted records: 1

Line No.	ISIN	Issue Code	Coupon Rate	Price	Yield
2	SGSINFR00115	NC00210D	1.000	100.000	-1.00

Return Print

Figure ~~100~~ 1042 Upload syndication details Completed

Retail Allotment File

It is optional to upload the Retail Allotment file.

1. Select "**Retail Allotment File"** option to upload the retail allotment file. Click on the "**Choose File**" button to locate the application file and click on "**Submit**" once the file has been selected (~~Figure 101~~Figure 103~~)~~5)

Commented [DC143]: Updated screenshot.

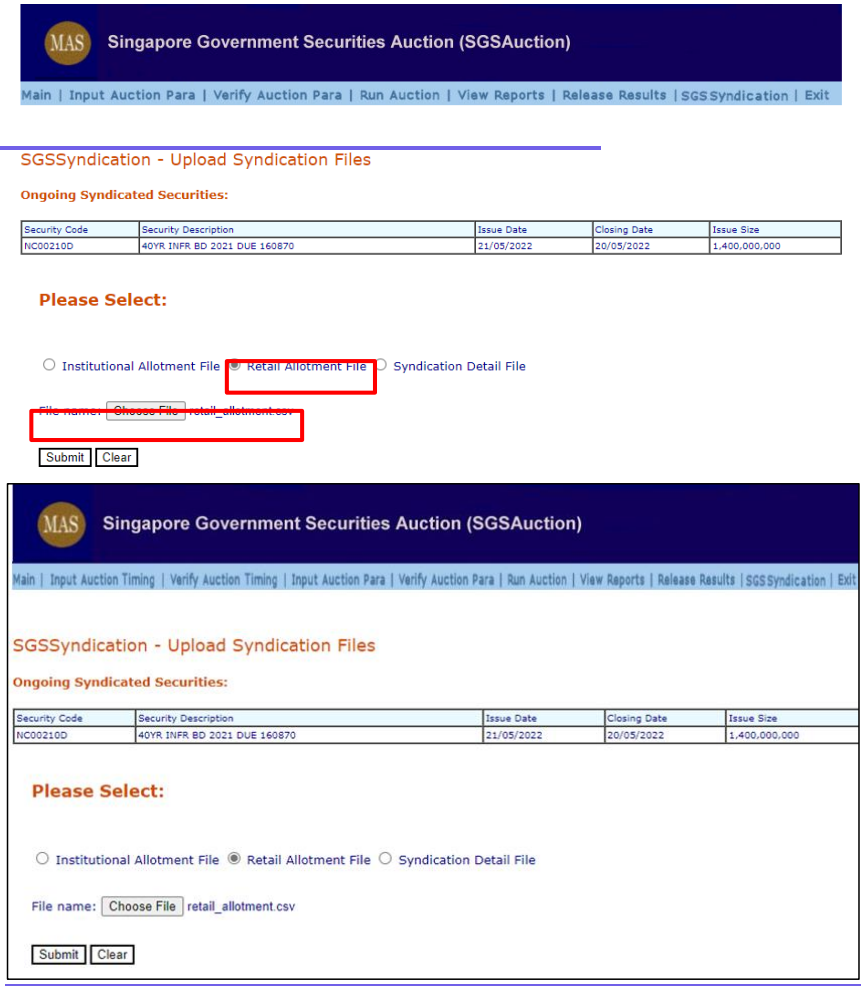
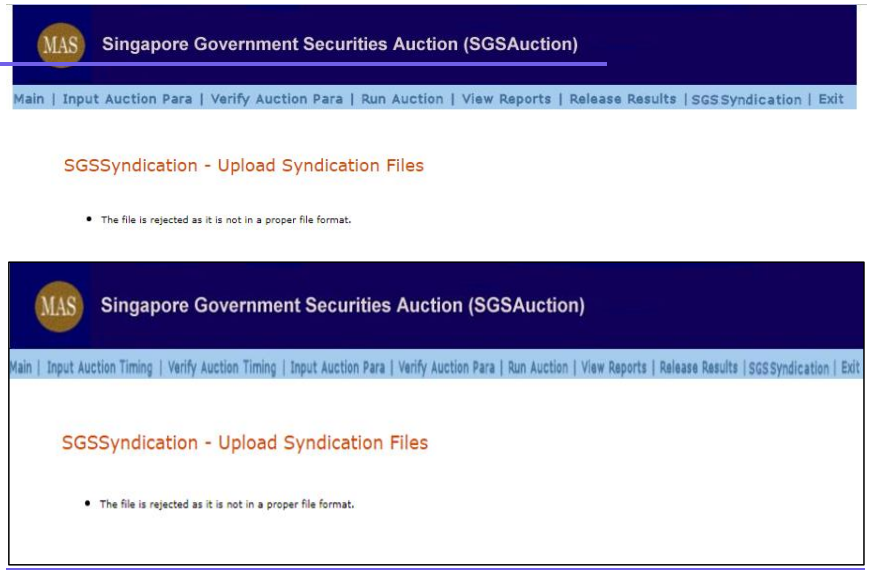


Figure ~~101~~ 1053 Upload retail allotment file

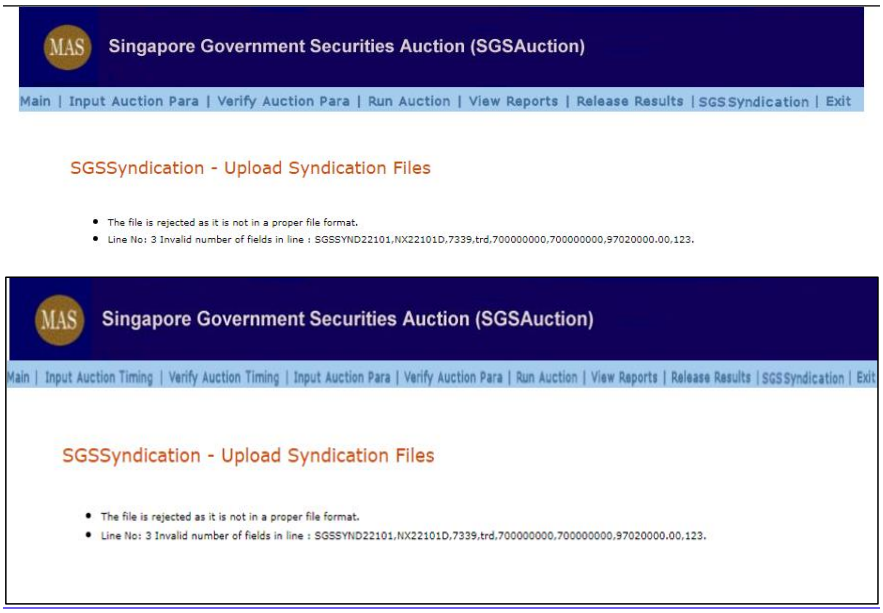
2. Upon receiving the file, the System will analyse the file and display the results.

   If the name of the submitted file does not match, the following page and message will be displayed.

If the submitted file is empty or only contains the header, the following page and message will be displayed.



If the submitted file does not have 7 fields in any record, the following page and message will be displayed.



3. If the submitted file does not pass the basic validation checks, the result will be shown in the following page. Please note that the System does not allow for partial submissions. If there are any rejected records, the "**Submit**" button will be disabled. (~~Figure 102~~Figure 1064)

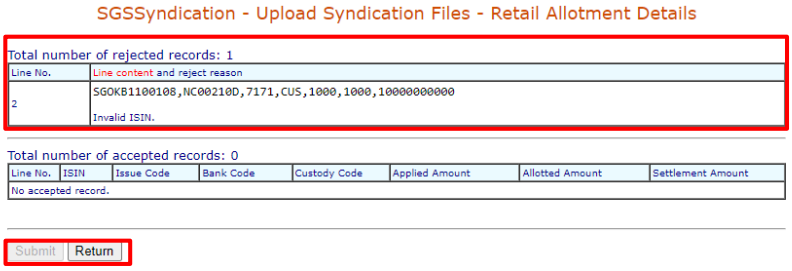


Figure ~~102~~ 1064 Retail allotment file details rejected records

4. If the submitted file passes the basic validation checks, the result will be shown in the following page. To complete the transaction, click on the "**Submit**" button. (~~Figure 103~~Figure 1075)

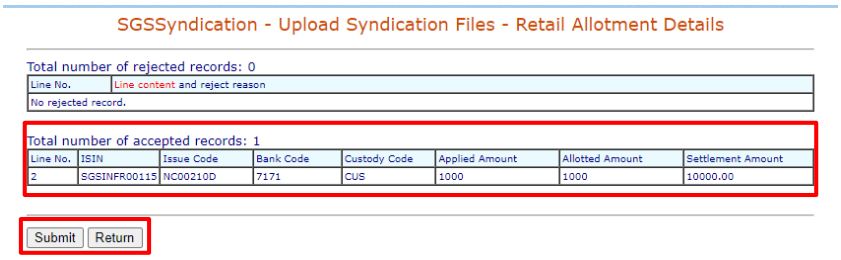
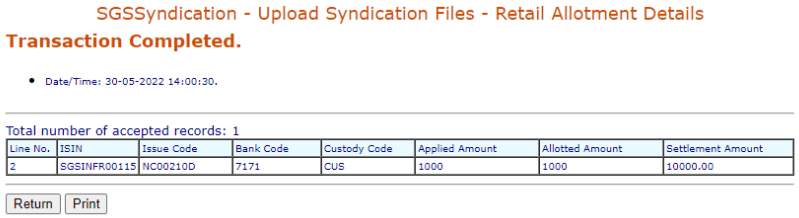


Figure ~~103~~ 1075 Retail allotment file details for accepted records

5. System will display the date/time of the transaction and the accepted retail allotment details for reference (see ~~Figure 104~~Figure 1086). Click on the "**Print**" button to print the page.



Line No.	ISIN	Issue Code	Bank Code	Custody Code	Applied Amount	Allotted Amount	Settlement Amount
2	SGSINFR00115	NC00210D	7171	CUS	1000	1000	10000.00

Figure ~~104~~ 108~~6~~ Upload retail allotment Completed

d) Run Syndication

This function allows Users to Run Syndications for uploaded syndication files. Only Level 3 users are allowed to use this function.

1. Select "**Run Syndication**" hyperlink in the below page to Run Syndication.

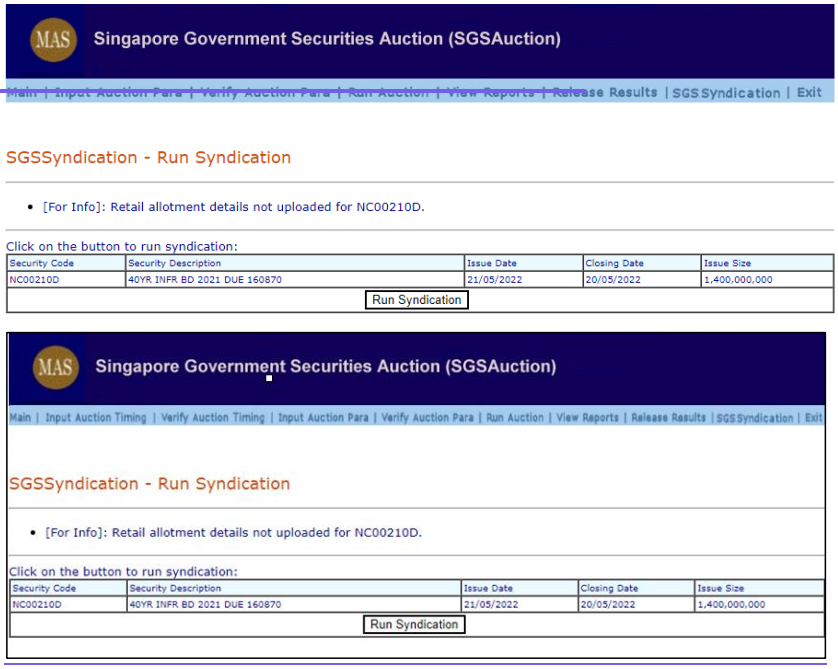
2. If there is no ongoing syndicated security for that day, the following page and message will be displayed.

3. When there is an ongoing syndicated security but the Institutional Allotment/Syndication details files have not been uploaded, the following page and message will be displayed (~~Figure 105~~Figure 109~~7~~).

   Uploading the Retail Allotment details file is optional.

Figure ~~105~~ 1097 Run Syndication without uploading files

4. When there is an ongoing syndicated security and only the Institutional Allotment/Syndication details files have been uploaded, the following page and message will be displayed.



5. When there is an ongoing syndicated security and all the Allotment/Syndication details files have been uploaded, the following page will be displayed.

6. Click on the "**Run Syndication**" button to review the syndication reports shown in ~~Figure 107~~Figure 11~~08~~.

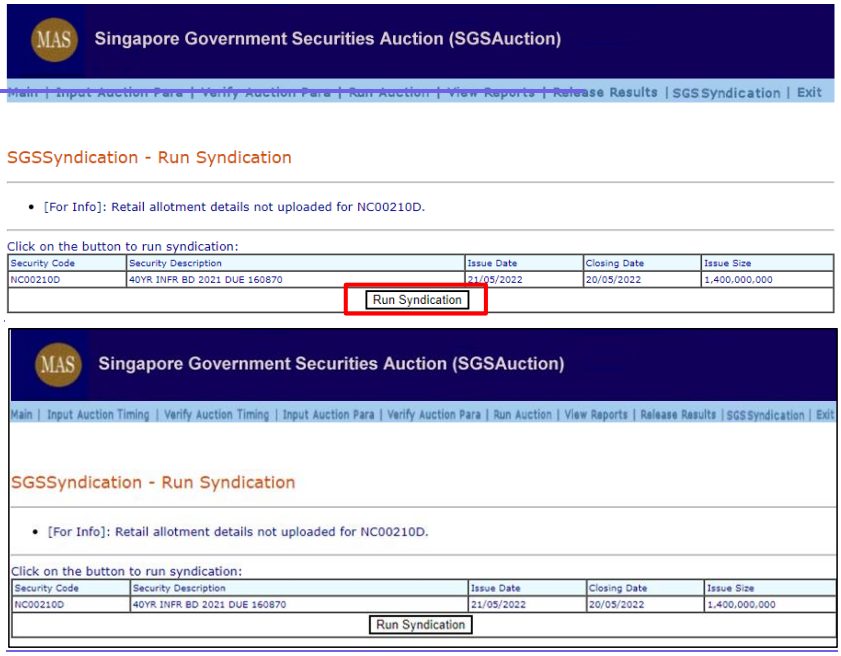


Figure ~~106~~ 11~~008~~ Run Syndication

7. Click on the Report Name to check the results and refer to the corresponding column for their Descriptions. For more details on what to do with the reports, please refer to the next section “View Syndication Reports”

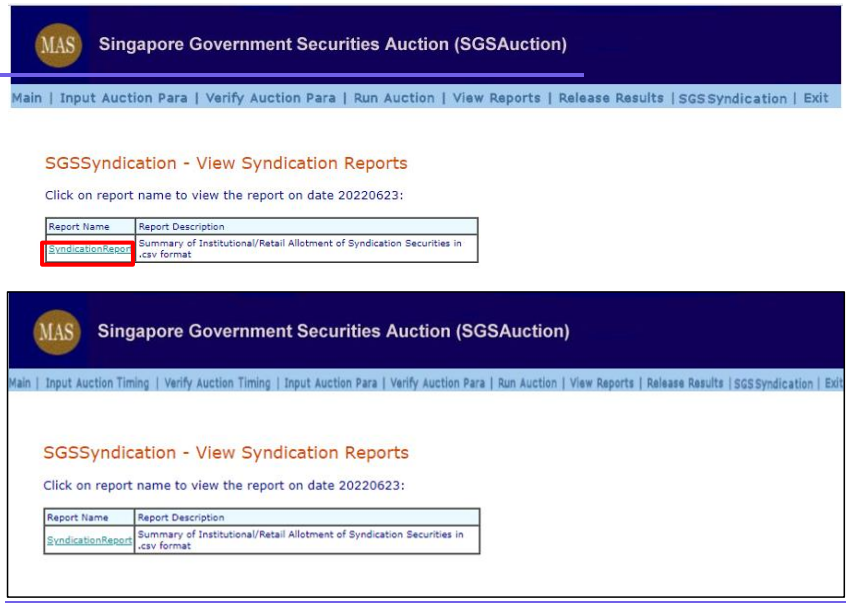


Figure ~~107~~ 1~~11~~09 View Syndication reports

e) View Syndication Reports

This function allows Users to view syndication reports. Only Level 3, Level 5 and Level 7 users are allowed to use this function.

1. Select the "**View Syndication Reports**" hyperlink in the page below to either view the day's syndication report with the first option, or a report for a previous syndication with the second option. (~~Figure 109~~Figure 112~~0~~)

You have access to the following Syndication functions...

Upload Syndication Files	- To upload Institutional/Retail Allotment and Coupon files.
Run Syndication	- To run syndication process.
View Syndication Reports	- To view syndication reports.
Release Syndication Results	- To release syndication result.

Please click on the desired function.

You have access to the following Syndication functions...

Upload Syndication Files	- To upload Institutional/Retail Allotment and Coupon files.
Run Syndication	- To run syndication process.
View Syndication Reports	- To view syndication reports.
Release Syndication Results	- To release syndication result.

Please click on the desired function.

Figure ~~108~~ 1120 SGSSyndication functions

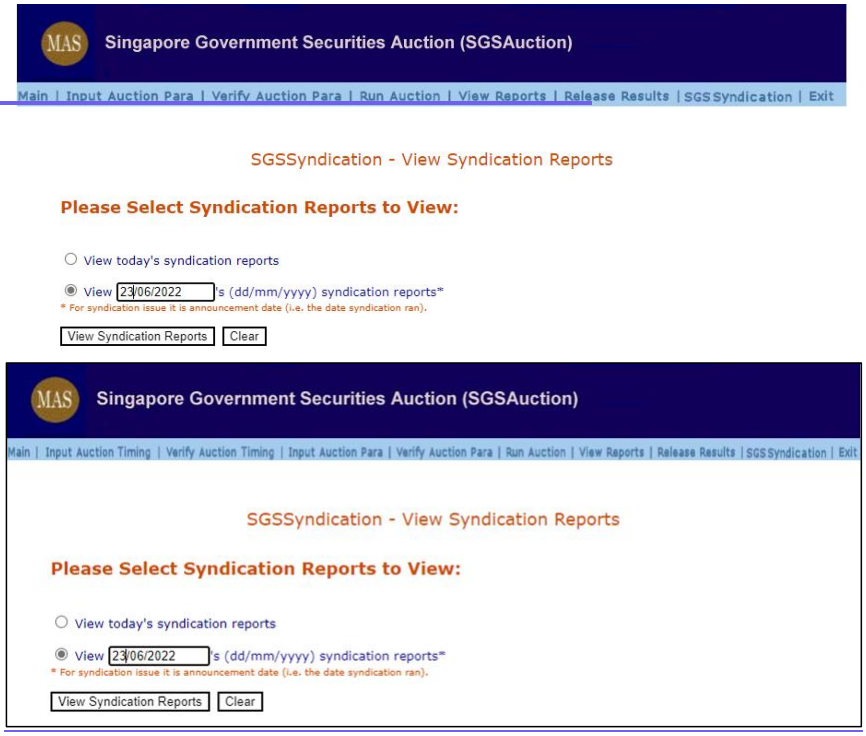


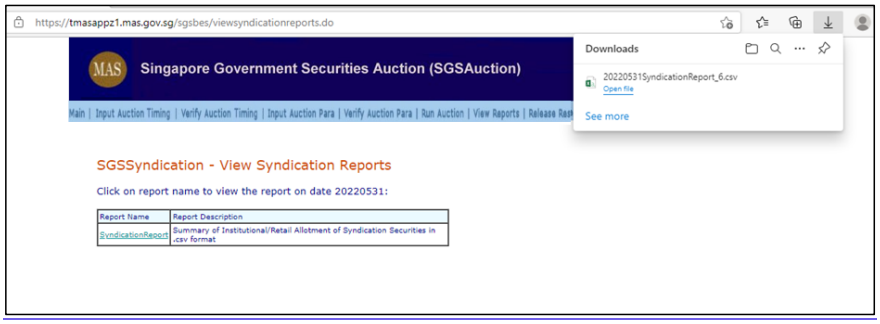
Figure ~~109~~ 113~~1~~ View Syndication Reports Options

2. After selecting the appropriate option, click on the "**View Syndication Reports**" button to view the syndication reports for that day (~~Figure 110~~Figure 114~~2~~).

Figure ~~110~~ 11~~42~~ View Syndication Reports

If there are no reports for the selected day, a message “There is no Syndication report” will be displayed by the system.

3. For Syndication Reports, click on the report name under the first column in the below page to view the report or to save it.



f) Release Syndication Results

This function allows Level 3 Users to release syndication results to MEPS+ and FMBS.

1. Select the **"Release Syndication Results**" hyperlink in the page below to release syndication results. (~~Figure 111~~Figure 115~~3~~)

Figure ~~111~~ 1153 SGSSyndication functions

2. If there is no ongoing syndicated security for that day, the following page and message will be displayed.

3. When there is an ongoing syndicated security and if the Institutional Allotment/Syndication details files have not been uploaded, the following page and message will be displayed.

4. When there is an ongoing syndicated security and Allotment/Syndication details files have been uploaded but the Run Syndication process has not been performed, the following page and message will be displayed.

5. When there is an ongoing syndicated security and the Upload Files/Run Syndication process has been completed, but any of the Allotment/Syndication Detail files have been re-uploaded and the Run Syndication has not been processed after re-uploading the file, the following page and message will be displayed.

SGSSyndication - Release Syndication Results

- Allotment/Syndication Detail files are re-uploaded. Please Run Syndication again.

SGSSyndication - Release Syndication Results

- Allotment/Syndication Detail files are re-uploaded. Please Run Syndication again.

6. When there is an ongoing syndicated security and the Upload Files/Run Syndication process has been completed but the Issue size does not match the total allotted amount, the following page and message will be displayed.

SGSSyndication - Release Syndication Results

- Issue size do not match with total allotted amount for N222012A.

SGSSyndication - Release Syndication Results

- Issue size do not match with total allotted amount for N222012A.

7. When there is an ongoing syndicated security and the Upload Files/Run Syndication is completed where the Issue size matches the total allotted amount, but the System computed Cut-off Price and Settlement amount does not match the details uploaded in the Syndication/Allotment details file, the following page and message will be displayed.

8. When there is an ongoing syndicated security and the Upload Files/Run Syndication is completed where the Issue size matches the total allotted amount and the System computed Cut-off Price and Settlement amount matches the uploaded details, the following page will be displayed.

9. Click on the "**Release Syndication Results**" button to release the syndication results. (~~Figure 112~~Figure 11~~6~~4)

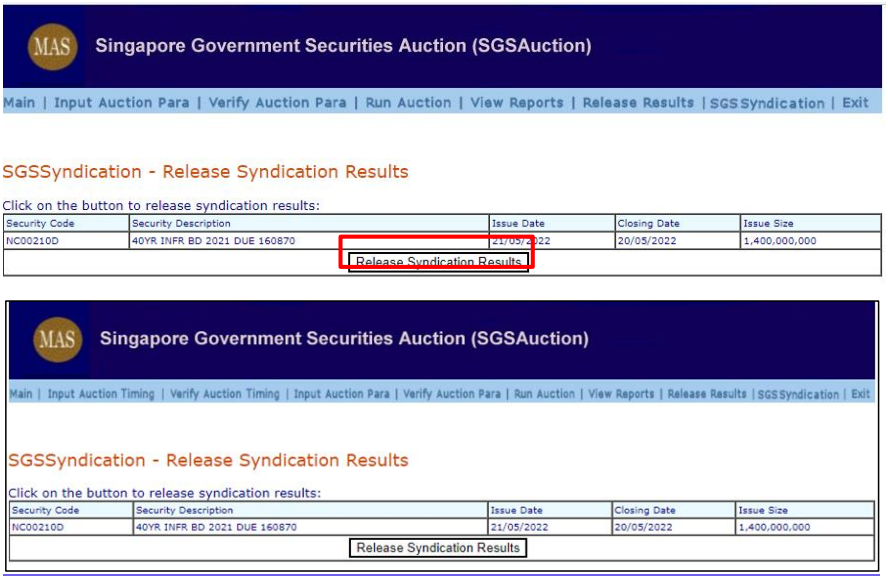


Figure ~~112~~ 11~~6~~4 Release Syndication Results

10. If no errors were encountered, the System will display the following page. (~~Figure 113~~Figure 115)

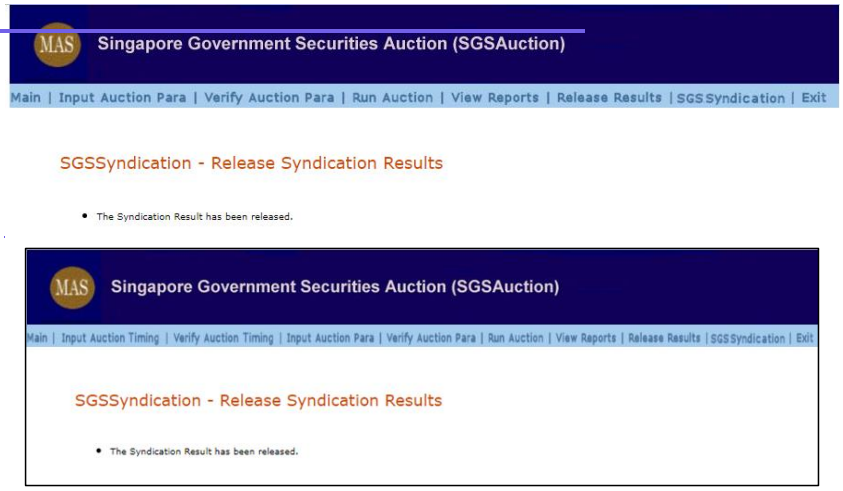


Figure ~~113~~ 1175 Release Syndication Results

11. If any errors were encountered, the System will display the following page. If the following page appears, please contact ITD for further assistance.

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12. After the release of the syndication results, the AGD letter is ready to be generated. The AGD letter will contain details of the Syndicated securities along with other securities. There are no changes to the AGD letter – as per Chapter 2 O.

g) Cut-Off price (Dirty) Computation

This function allows Users to compute cut-off prices (dirty). Only Level 5 users are allowed to use this function.

1. Select the "**Cut-off price (Dirty) Computation**" hyperlink from the page below to compute the Cut-Off Price (Dirty). (~~Figure 114~~Figure 118~~6~~)

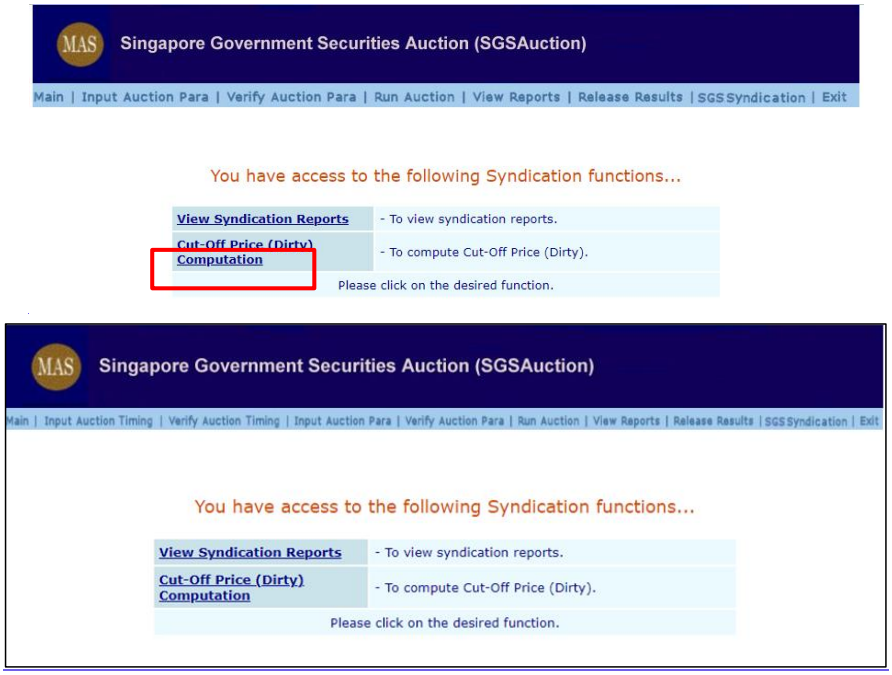

Figure ~~114~~ 118~~6~~ SGSSyndication functions

2. The System will display the following page for entering the details required to compute Cut-Off price (Dirty). (~~Figure 115~~Figure 119~~7~~)

   Only the Re-open Issue Date is an optional field for computation of the cut-off price (dirty) for reopened securities.

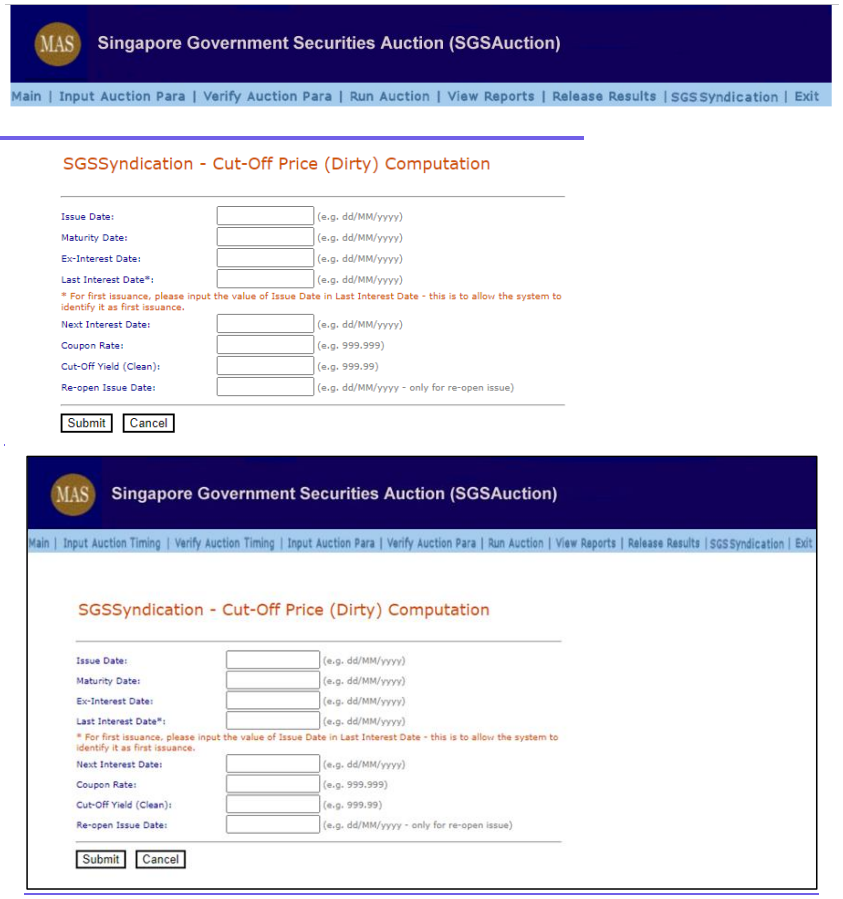

Figure ~~115~~ 1197 Cut-Off Price (Dirty) Computation

3. After entering all the input details, click on the "**Submit**" button. System will validate all the inputs. If there are any validation errors, the corresponding error message will be displayed in the same page as below.

4. Enter the correct values and click on the "**Submit**" button again to view the computed cut-off prices (dirty)

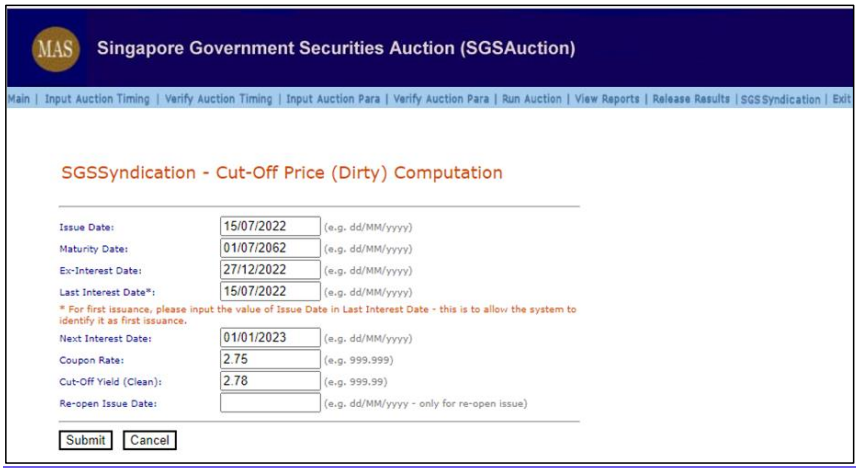

Figure ~~116~~ 12~~018~~ Cut off price inputs

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Commented [DC(145R144]: Updated screenshot.

5. If there are no validation errors, the following page will be displayed with the computed cut-off prices (dirty). (~~Figure 117~~Figure 12~~19~~)

Figure ~~117~~ 12~~19~~ Cut off Price computed results

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Commented [DC(147R146]: Updated screenshot.

User Maintenance Module

This module facilitates the management of SGS Auction User maintenance and eApps User maintenance. Please note that the functions are restricted to Level 8, Level 9, and Level 10 users.

1. Select "**User Maintenance**" in the main menu bar to view the User Maintenance Menu and the list of available functions.

SGS Auction User Maintenance Module

This module facilitates the management of SGS Auction and Savings Bonds Users and their Access Levels, as well as the downloading of audit log reports for review. Please note that only Level 8 and 9 Users are allowed to use this module.

1. Upon selecting "**SGS Auction User Maintenance**" from the menu bar, the SGS Auction User Maintenance menu bar and available functions will be displayed.

Figure ~~118~~ 1220 SGS Auction User Maintenance

U. View Access Level Rights

This function allows only users with Level 9 access to view the access level rights. To access this function, click on the 'View Access Level Rights' from the SGS Auction User Maintenance menu.

Select an access level from the dropdown as shown in the above screen. A table below the dropdown will be populated with the details as shown in the figure below. Whenever the dropdown is changed, the details table will be re-populated accordingly.

Respective access rights in both the Auction and Savings Bond Applications will be displayed.

Singapore Government Securities Auction (SGSAuction)

Main | Add User | Browse Users | Update User | Exit

User Maintenance - View Access Level Rights

Select Access Level	Access level 5

Auction Module	Description
1) auction	Access SGS Auction Menu
2) auction	Export details of selected auction-related report as text
3) auction	Select and view auction-related reports
4) browse	Select security dealer
5) browse	Select security issue
6) browse	View list of historical securities
7) browse	View list of ongoing securities
8) browse	View list of security dealers and their details by their accounts
9) browse	View details of ongoing/historical securities

Savings Bond App Module	Description
1) JOB STATUS-RED/ALLOT/HOLD INFO SUBMISSION	JOB STATUS-RED/ALLOT/HOLD INFO SUBMISSION
2) JOB STATUS-RED/ALLOT PROCESSING	JOB STATUS-RED/ALLOT PROCESSING
3) JOB STATUS-RED/ALLOT RESULTS RELEASE	JOB STATUS-RED/ALLOT RESULTS RELEASE
4) JOB STATUS-RED/ALLOT/HOLD INFO SUBMISSION SEARCH	JOB STATUS-RED/ALLOT/HOLD INFO SUBMISSION SEARCH
5) JOB STATUS-RED/ALLOT PROCESSING SEARCH	JOB STATUS-RED/ALLOT PROCESSING SEARCH

V. Add User

This function allows users to add a new user to the SGS Auction System. Please note that only Level 9 Users are allowed to use this function. Please also note that a PRISM form to define the User's network id in the "SGSAuction" group under Windows Active Directory **must be raised before** the new User can login to the System. *For details, please refer to the FAQ "How do I get access to the SGS eAuction System?~~How do I get access to the SGS eAuction System?~~"*

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1. Upon selecting "**Add User**" from the SGS Auction User Maintenance menu, the System will display the following page.

Figure ~~119~~ 1231 Add New User

2. Enter the User Id, which should be a Windows Network id (i.e. mas_xxxx), and select an access level for the User before clicking on "**Add**".

3. Upon successful entry, the System will display the "User Added" page. The user will be added in both the Auction and Savings Bond user tables.

Figure ~~120~~ 1242 Success in Adding User

W. Browse Users

This function allows users to browse all the users of the SGS Auction and Savings Bond System. Please note that only Level 9 users are allowed to use this function.

1. Select "**Browse Users**" from the SGS Auction User Maintenance menu. The System will display the User ids, Access Levels, Last Login Date for Auction, Last Login Date for Savings Bond Application, and Access Change Date.

2. To update the access level of a specific user from the list, click on the User Id link (highlighted by the red box in **Figure 1253**). The System will display the form as shown in Figure 1232.

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User Id	Access Level	Last Login Date for Auction	Last Login Date for Savings Bond App	Access Change Date
ADMINUSER2	Access level 2	16/03/2015	28/08/2015	27/08/2015
ADMINUSER3	Access level 3	28/09/2015	28/09/2015	23/01/2014
ADMINUSER4	Access level 3	20/08/2015	22/09/2015	20/08/2015
ADMINUSER5	Access level 5	08/10/2014	17/09/2015	20/08/2015
ADMINUSER7	Access level 5	21/04/2015	-	20/08/2015
AUCTION_USER	Access level 2	16/07/2015	-	16/07/2015
CCC	Access level 0	-	-	27/08/2015

Figure 1253 List of Users

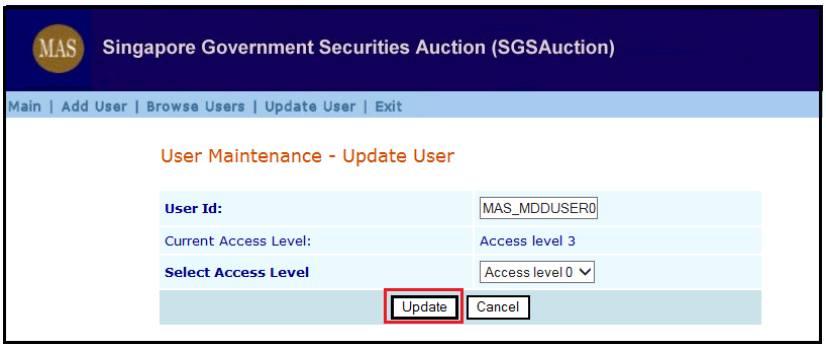


Figure ~~122~~ 1264 Update User from Browse Users

3. User ids with any discrepancies in the Auction and Savings Bond user tables will be listed in a separate table at the bottom of the page as shown in the figure below.

RMDPSP	Access level 5	25/03/2008	-	26/09/2005
RMDTLM	Access level 5	10/11/2005	-	26/09/2005
XXX	Access level 0	-	-	21/04/2015

Discrepancies:

User Id	Discrepancy
A5	Exists only in auction table
A6	Access Level is different in both auction and savings bond tables
ADMINUSER1	Access Level is different in both auction and savings bond tables
ADMINUSER6	Access Level is different in both auction and savings bond tables
ADMINUSER7	Access Level is different in both auction and savings bond tables
A3	Exists only in savings bond table

X. Update User

This function allows for changing User access levels. Please note that only Level 9 Users are allowed to use this function.

1. Select "**Update User**" from the SGS Auction User Maintenance menu to view the following page.

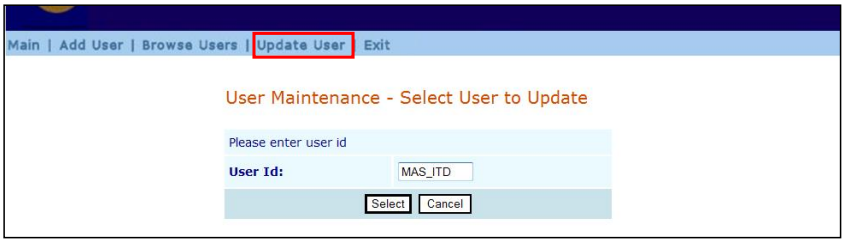


Figure ~~123~~ 1275 Select User to Update

2. Enter the User id and click on the "**Select**" button. If the User id does not exist, the System will display the error message "No User Found".

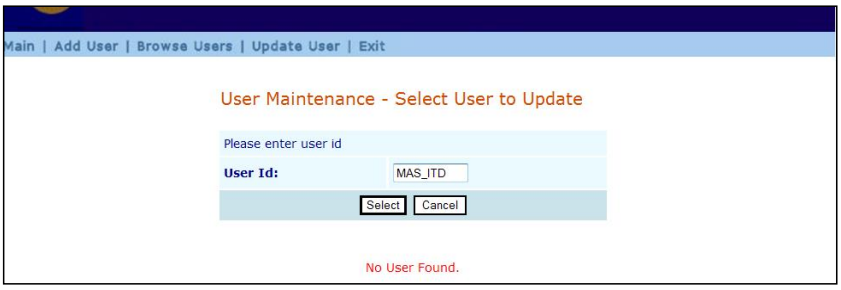


Figure ~~124~~ 1286 No User Found

3. Select the new access level of the User id and click on the "**Update**" button. This will update both the Auction and Savings Bond user tables.

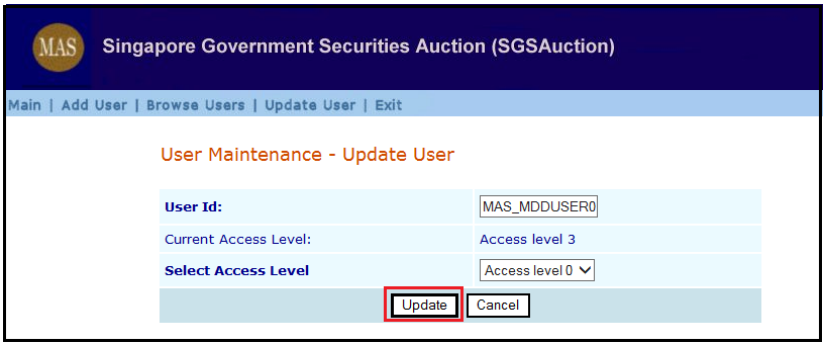
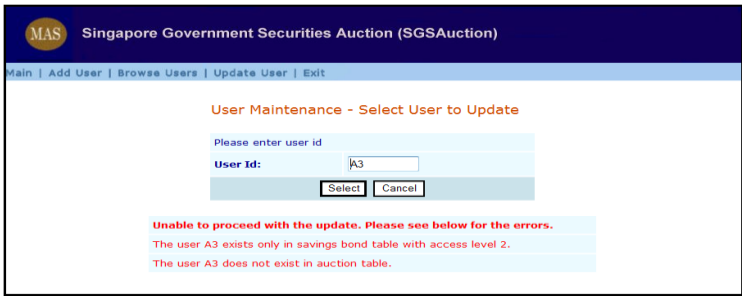


Figure ~~125~~ 1297 Update User

4. Upon a successful update, the System will display the "User Updated" page.

Figure ~~126~~ 13028 Success in Updating User

5. Any discrepancies for the entered user in the Auction and Savings Bond tables will be listed at the bottom of the page as shown in the figure below.



Y. View Audit Log Report

This function allows only users with Level 8 access to view the audit log report. To access this function, click on the 'View Audit Log Report' hyperlink from the SGS Auction User Maintenance menu.

1. Users can select the criteria in the below screen.
   - Application dropdown list – eApps, eAuction, ERF
   - From Date – in mm/yyyy format
   - To Date – in mm/yyyy format

   After entering the criteria, users can click on Generate Report button.

2. Upon successful generation of the report, a pop up will be displayed to allow the user to open or save the report.

3. The generated report will be in csv format and the report format will follow the sample below:

Date	Time	User Id	Action	Possible Exception
26-05-16	11:50:33	ADMINUSER2	Logon.	N
26-05-16	11:48:49	AdminUser2	Authentication Failed.	N
26-05-16	11:46:21	ADMINUSER2	Logoff.	N
26-05-16	11:43:29	ADMINUSER2	Logon.	N
26-05-16	11:43:20	ADMINUSER6	Logoff.	N
26-05-16	11:38:27	ADMINUSER6	Logon.	N
26-05-16	11:38:18	ADMINUSER6	Logoff.	N
26-05-16	11:38:11	ADMINUSER6	Logon.	N
26-05-16	11:23:34	ADMINUSER2	Logon.	N

eApps User Maintenance Module

This module facilitates the management of eApps Users. Please note that only Level 10 Users are allowed to use this module.

1. Upon selecting "**eApps User Maintenance**" from the menu bar, the eApps User Maintenance menu bar and the available functions will be displayed.

Z. Add User

This function allows users to add new eApps users to the eApps System. Please note that only Level 10 Users are allowed to use this function. Please also note that a PRISM form to define the User's network id in the "SGSAuction" group under Windows Active Directory **must be raised before** the new User can login to the System. *For details, please refer to the FAQ "How do I get access to the SGS eAuction System?~~How do I get access to the SGS eAuction System?~~"*

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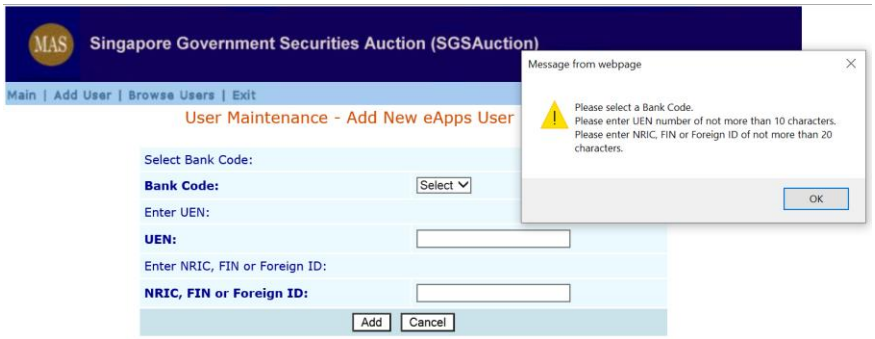
1. Upon selecting "**Add User**" from the eApps User Maintenance menu, the System will display the following page.

2. If the user clicks on "**Add**" without entering any details, the System will display a popup with validation error messages.



3. Select the Bank Code from the drop down list, and then Enter UEN and Enter NRIC, FIN or Foreign ID of Primary Dealer or the MAS User CorpPass Details, and then click on "**Add**". The System will display a "Confirm Submission?" popup.

4. On clicking "**Cancel**" in the "Confirm Submission?" popup, the System will close the popup and allow users to edit the entered information.

5. On clicking "**Ok**" in the "Confirm Submission?" popup, the System will validate the User details submitted in the eApps User table to check if the user is a new user or an existing user.

   If the User details submitted are for a **new eApps user**, the System will display the "eApps User Added" page. The user will be added in the eApps user table as an Active user with the System generated Token User Id.

If the User details submitted are for an **existing Inactive eApps user**, the System will display the “eApps User Added” page. The user will be updated to Active in the eApps user table with the existing System generated Token User Id.

If the User details submitted are for an **existing Active eApps user**, the System will display an error message.

AA. Browse Users

This function allows users to browse details of all the users of the eApps System. Please note that only Level 10 users are allowed to use this function.

1. Select “**Browse Users**” from the eApps User Maintenance menu. The System will display:

    - Active/Inactive drop down

  - Active – Users who can login to access the eApps application
  - Inactive – Users whose access has been suspended or deleted and are therefore unable to access the eApps application
- Bank Code drop down
- Table with all Active eApps user details for all Bank Codes with the following:
  - Token User Id
  - Bank Code
  - UEN
  - NRIC, FIN or Foreign ID
  - Last Login Date for eApps
  - Last Modified Date
  - Updated By
- Link to Update/Delete on the Token User Id is provided only for Active Users

Token User Id	Bank code	UEN	NRIC, FIN or Foreign ID	Last Login Date for eApps	Last Modified Date	Updated By
C2500T01	2500	123456789	XXXXX567P	-	13/07/2020 21:48:44	ADMINUSER13
C9636T01	9636	R12345678A	XXXXXX678P	-	13/07/2020 21:48:06	ADMINUSER13
C9636T02	9636	R12345678A	XXXXXXX789S	13/07/2020 21:51:00	17/07/2020 12:30:05	ADMINUSER13

On selecting a specific Bank Code from the drop down, the System will display all the Active users found for the selected bank code as shown below.

Token User Id	Bank code	UEN	NRIC, FIN or Foreign ID	Last Login Date for eApps	Last Modified Date	Updated By
C9636T01	9636	R12345678A	XXXXXX678P	-	13/07/2020 21:48:06	ADMINUSER13
C9636T02	9636	R12345678A	XXXXXXX789S	13/07/2020 21:51:00	17/07/2020 12:30:05	ADMINUSER13

If no Active users are found for the Bank Code selected from the drop down, the System will display “No User Found” as shown below.

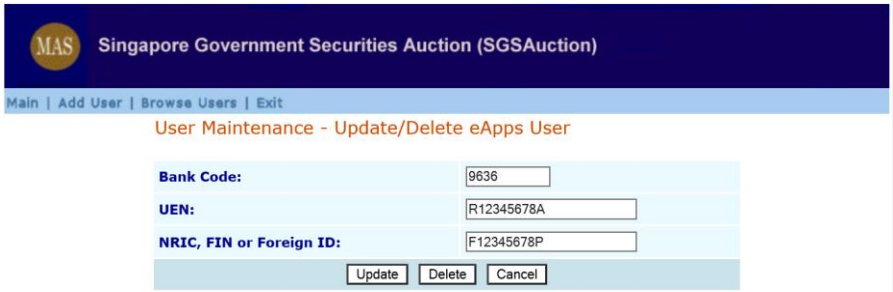
On changing the Active/Inactive Users drop down to “Inactive”, the System will display all Inactive Users as shown below.
Link to Update/Delete on the Token User Id is not provided for Inactive Users.

Token User Id	Bank code	UEN	NRIC, FIN or Foreign ID	Last Login Date for eApps	Last Modified Date	Updated By
C2500T02	2500	123456789	XXXXX567P	13/07/2020 21:51:00	13/07/2020 21:49:00	ADMINUSER13

If no Inactive users are found for the Bank Code selected from the drop down, the System will display “No User Found” as shown below.

2. **Update or Delete the eApps User**. To update/delete the user details, click on the Token User Id link in the Browse Users page.

   The System will display the form as shown below to **Update or Delete the eApps User** if the user has not logged into the eApps application previously.



   i) To Update the user information, update the UEN / NRIC, FIN or Foreign ID details and click on “**Update**”. System will display a “Confirm Submission?” popup.

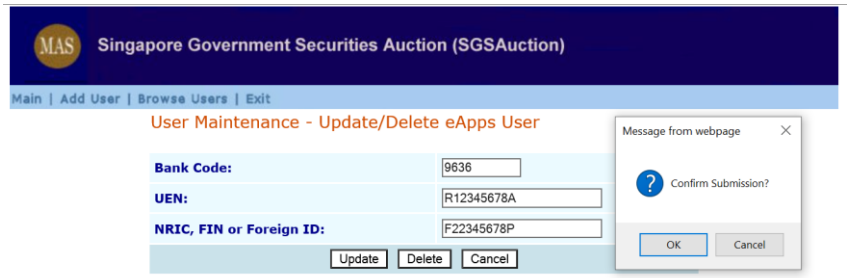
ii) On clicking "**Cancel**" in the "Confirm Submission?" popup, the System will close the popup and allow the user to continue editing the entered information.

iii) On clicking "**Ok**" in the "Confirm Submission?" popup, the System will validate the User details submitted in the eApps User table to check if the details refer to a new user or an existing user.

If the User details submitted are for a **new eApps user**, the System will display the "eApps User Updated/Deleted" page. The user will be updated in the eApps user table with the existing System generated Token User Id.

If the User details submitted are for an existing **eApps user**, the System will display an error message.

iv) To delete the user information, click on "**Delete**". System will display a "Confirm Submission?" popup.

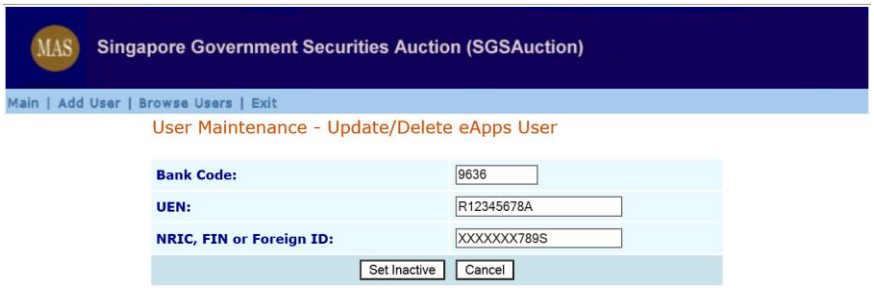


v) On clicking "**Cancel**" in the "Confirm Submission?" popup, the System will close the popup and remain on the same page.

vi) On clicking "**Ok**" in the "Confirm Submission?" popup, the System will delete the User in the eApps User table and display the "eApps User Updated/Deleted" page.

3. **Inactive the eApps User –** To update the eApps user as Inactive, click on the Token User Id link in Browse Users page.

   The System will display the form as shown below to make **the eApps User Inactive** if the user has already logged into eApps application previously.



   i) To update the eApps user as Inactive, click on "**Set Inactive**". System will display a "Confirm Submission?" popup.

   ii) On clicking "**Cancel**" in the "Confirm Submission?" popup, the System will close the popup and remain in the same page.

   iii) On clicking "**Ok**" in the "Confirm Submission?" popup, the System will update the User as Inactive in the eApps User table and display the "eApps User Updated/Deleted" page.

BB. Exit

1. Click on “Exit” from the menu bar to end the session.

Figure ~~127~~ 13~~129~~ Exit

CC. Session Timeout

1. If there is no activity for a specific time (about 15 min), the System will redirect the current page to the “Timeout” page, and the session will be logged out. To re-login, click on the “**Login**” button.

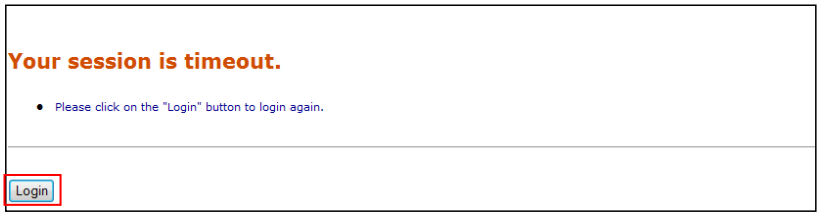


Figure ~~128~~ 132~~0~~ Timeout

Frequently Asked Questions

A. How do I get access to the SGS eAuction System?

Please take the following steps:

1) Kindly raise an online ServiceNow "[SGS] User Request" form.
2) **Description**: Add/Amend/Remove user's access to SGS eAuction
3) Download the SGS eAuction Security Access Form and attach the completed form to the same request.

Home > Service Catalog > All MAS Staff > Application - Access > [SGS] User Request

Searc

[SGS] User Request

Provision/Deprovisioning User Access to eAuction/SBA application

This form is to request for Provision/Deprovisioning User Access to eAuction/SBA application.

1. A single request can be raised for multiple users only when the users have similar level and permission.
2. For Authorised level of Access (Specify only one level from the list below). IAM to assign user-id to respective AD Group

Level	SGS Auction	Savings Bond Application	AD Group
Level 2	1) View/add/update/delete tender records	1) View job status 2) Contingency functions - delete file and record as requestor only	SGSAuction 2 **and/or** A-SBA-Users
Level 3	1) View/add/update/delete/verify-release tender records 2) Run auction 3) View auction reports	1) View reports 2) Contingency functions 3) Adhoc job run 4) View job status	SGSAuction 2 **and/or** A-SBA-Users
Level 5	1) View auction reports	1) View reports 2) View/Update System	SGSAuction 2 **and/or** A-SBA-Users

Figure ~~129~~ 13~~31~~ ServiceNow request form

B. How do I delete an erroneous Tender record?

Please follow the steps below. Please note that two separate users (with at least one Level 3 user) are required to complete the remediation steps. Also, the erroneous Tender can only be deleted after the Auction has been run at least once.

1) Login with **Access Level 3**. Click on "**Browse Tenders**" to locate the Tender No. for which there are Bids to be deleted (see ~~Figure 130~~Figure 134~~2~~).

~~2)~~

Figure ~~130~~ 134~~2~~ Delete Erroneous Tender - Step 1

~~3)~~2) For example, if Tender No. 50000 is to be deleted, click on "**Reactivate Tender**". Then, input the Issue Code (BQ11508F) and the Tender No (50000), and then click on the "**Select**" button.

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4)

Figure ~~131~~ 1353 Delete Erroneous Tender - Step 2

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~~5)~~3) Click on the "**Reactivate**" button to un-release the bid.

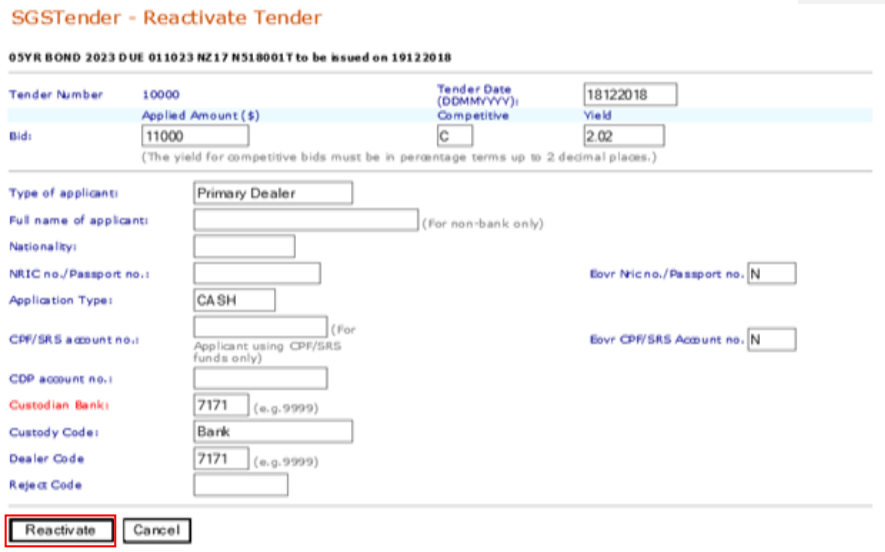

Figure ~~132~~ 1364 Delete Erroneous Tender - Step 3

~~6)~~4) Now, login as a User with **Access Level 2 or Access Level 3**. Click on "**Browse Tenders**" and locate the bid to be deleted. The status should be "UnRel" (highlighted by the **orange** box).

~~7)~~5) Click on the bid link to Enquire/Update the bid.

~~8)~~

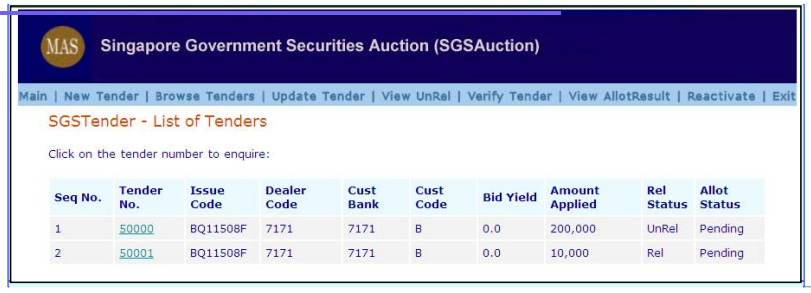

Figure ~~133~~ 137~~5~~ Delete Erroneous Tender - Step 4

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~~9)~~6) Click on the "**Delete**" button to delete the bid. Please print a copy of the "Transaction Succeeded" page for reference.

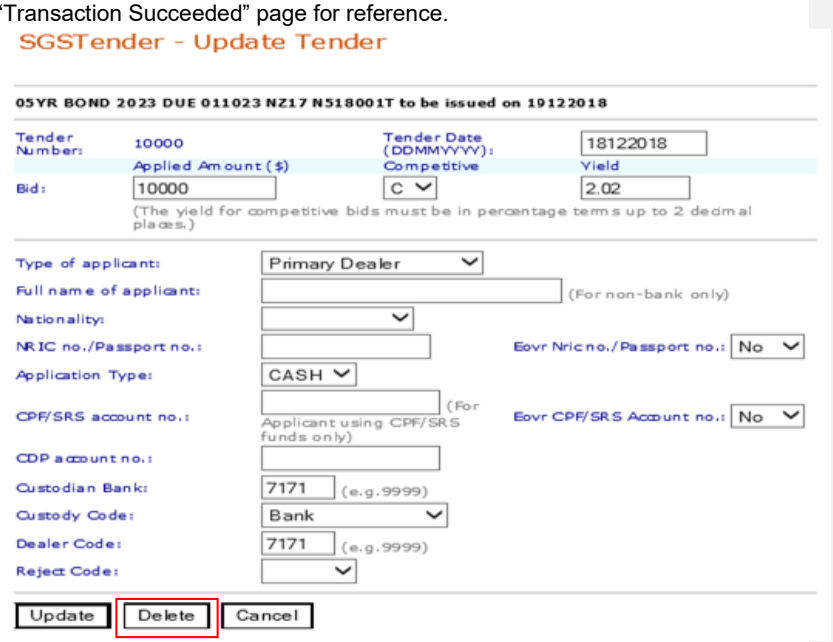

Figure ~~134~~ 138~~6~~ Delete Erroneous Tender - Step 5

C. What is the sequence to re-release a reactivated tender?

Please refer to the diagram below. Please note that the activities of Verifying and Releasing are performed together and can only be performed by a Level 3 user. Please note that users cannot verify a tender record that was reactivated by themselves.

Figure ~~135~~ 139~~7~~ Process to release Reactivated Tender

D. What is the sequence to release a new tender (Exception case)?

Please refer to the diagram below. Please note that the activities of Verifying and Releasing are performed together and can only be performed by a Level 3 user. The Level 3 user must also not be the same user that entered the details.

Figure ~~136~~ 14038 Process to release new Tender

E. How do I amend the User id of a specific User?

The System does not allow users to amend the User ids. Please add a new User record with the correct User id and amend the access level for the User with the wrong User id to Level 0.

F. What are the various functions which each Access Level can do?

Please refer to *Table 1 Summary of Authorised Functions per Access Level~~Table 1 Summary of Authorised Functions per Access Level~~* for all the details on the access levels.

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G. How do I modify syndication files uploaded values?

Please reupload files that contain the modified values, as the latest uploaded values will override the previously uploaded values. Run the syndication again after uploading the latest files to generate syndication reports with the latest values. Please note that this applies to all three upload files (Institutional allotment file, Retail allotment file and Syndication detail file).

Note:
Uploading the same file second time but with another ISIN that is not found in the first file will not have any value that are to be overridden. This will result in the file containing the "new" ISIN to be successfully uploaded.
(i.e., First Institutional allotment file contains ISIN A, then upload the second Institutional allotment file that is the same as the first file but with ISIN B. Both files containing the details for ISINs A and B will be uploaded to eAuction)

H. What is the sequence to re-release syndication results?

Please refer to the diagram below. If there are any changes to the files, please re-upload the new syndication files, re-run the syndication, and then re-release the syndication.

Figure ~~137~~ 14~~139~~ Process to release syndication

I. What are the file names and format to upload syndication files?

Institutional Allotment File	*insti_allotment.csv*
Retail Allotment File	*retail_allotment.csv*
Syndication Detail File	*syndication_details.csv*

Please refer to the content samples below.

J. What happens when the syndication files are not uploaded for all the ongoing syndicated securities?

The system will not allow to syndication to be re-run and will show a message that the files for the remaining securities must be re-uploaded. Re-upload the files for remaining syndicated securities to continue.

K. What needs to be done when there is an ongoing syndicated security, but users are unable to view the security in the application?

The system will sync the security details only once per login session when accessing the SGS Syndication menu until Run Syndication is performed. Please therefore login to the application again to see the ongoing syndicated security.

L. What is the sequence to amend auction timing?

Actions	Current Time	Update Auction cut-off Time
Initially	10:50 am	12:00 pm
Users (FD) updated auction Timing.	11:00 am	01:00 pm
PD finished submitting Bids	12:35 pm	01:00 pm
Users (FD) again updated new Auction timing.	12:36 pm	12:40 pm
Run Auction by User (FD)	12:41 pm	12:40 pm

Commented [DCf(154]: Added new FAQ as suggested by Sophia.

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