



London
STOCK EXCHANGE

Infolect Terminal Returns User Guide for Entering & Uploading a FTSE Index Data Usage Declaration.

Product End-User Documentation

Contents

Accessing the Terminal Returns Application	3
Preparing a return for uploading	6
Uploading a return	8
Upload fail	10
Appendix A. Country names	11
Appendix B. Example of CSV file for uploading	12

Accessing the TR Application

From April 2006 all FTSE index data usage declarations must be received by the London Stock Exchange, online, at www.londonstockexchange.com/en-gb/products/marketdata/terminalreturns.

1. On the LSE Web site navigate through: **LSE Homepage > Products & Services > Market data > Terminal Returns** or **click on the following link:**

<http://www.londonstockexchange.com/en-gb/products/marketdata/terminalreturns>.

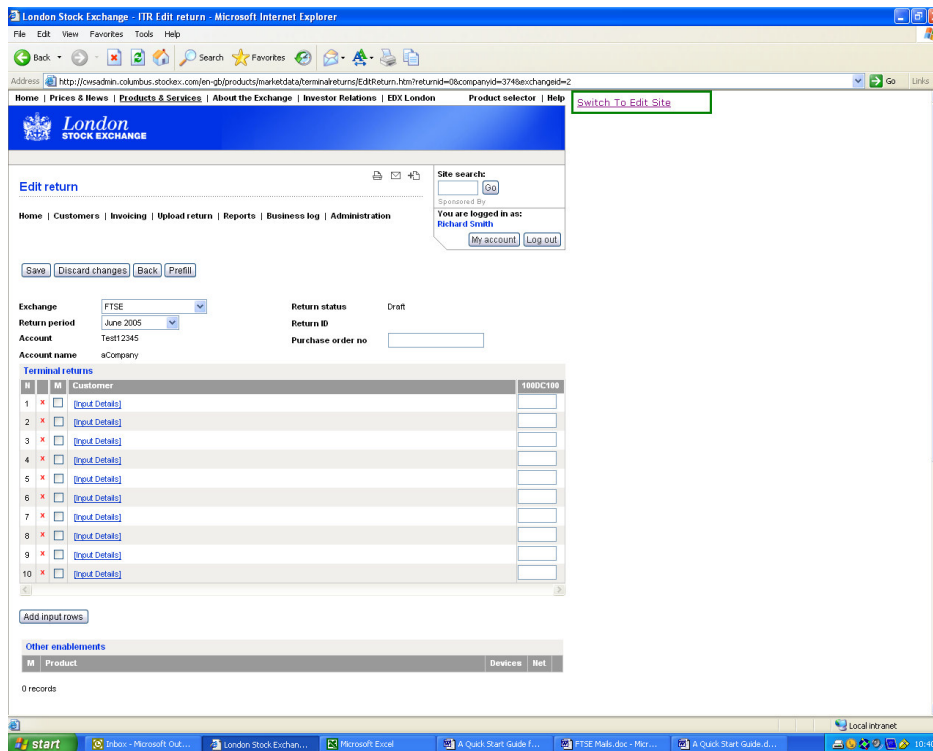
2. Upon request enter your e-mail address and password and then click on the **Log in** button.
3. You will now be logged into your Terminal Return homepage.

Note: When you have finished working with the TR application please log out by clicking on the **Log out** button in the top right area of the page.

1. Creating a New Terminal Return

To create a new Terminal Return:

1. Click on the **Enter return** link in the **Navigation Menu** located in the top left area of the Homepage. The **Edit return** page will then be displayed:
2. All relevant fields will be ready populated with your details except for the **Purchase order number** field which is optional.
3. Select **FTSE** from the Exchange drop down menu. The system will then default to the month of the next due return.



4. The terminal returns list will be blank as above ready for you to input your return.
5. You may prefill the usage declaration return form (once the initial first usage declaration has been completed with full end customer details). This will duplicate the last submitted return which can be edited as required. To **Prefill** click on "Prefill". To edit a pre-filled return or input a new return follow these steps:

- Click on the **Input Details** link to display the **End Customer Details** page. (See Page 5)
- Fill in the end customer details.
- Click on the **Apply** button to save the details or the **cancel** button to close the window without saving.

The screenshot shows a web browser window titled "Customer details - Microsoft Internet Explorer". The main content area is titled "End customer details" and contains the following form elements:

- Name ***: A text input field.
- Subscriber ID**: A text input field.
- Address 1**: A text input field.
- Address 2**: A text input field.
- Address 3**: A text input field.
- Address 4**: A text input field.
- Post code**: A text input field.
- Country ***: A dropdown menu with "--Empty--" selected.
- Customer type ***: A dropdown menu with "--Empty--" selected.
- Contention**: A checkbox labeled "On".

At the bottom left, there is a note: "* indicates mandatory fields". At the bottom right, there are two buttons: "Apply" and "Cancel".

6. In the **Terminal returns** list enter the number of devices that each end customer has.
7. To add additional rows to the list click on the **Add input rows** button. To remove an unwanted row click on the **x**.
8. To save the Terminal Return at any time without exiting the **Edit Return** page, select **Save**.

2. Preparing Your Return for Uploading.

1. Input the following column headings for the CSV File into a new excel spreadsheet on row 1 as shown in the example below. The column headings are in the correct order.

Column	Column Heading
Column A	Product
Column B	Subscriber Number
Column C	Subscriber Name.
Column D	Address Line 1
Column E	Address Line 2
Column F	Address Line 3
Column G	Address Line 4
Column H	Postcode
Column I	Country
Column J	Customer Type
Column K	Quantity

- a) **Product Column;** Use the codes for each product for each customer in the product column. (**Note:** If an end customer has more than one level of data a separate line has to be created). The product codes to use when uploading a FTSE index data usage declaration are :

Product	Product Code
Terminal:	FTSE
Real Time Sub Vendor	SVFTRT
PDA:	FTSE PDA
JSE:	FTSE JSE.
Terminal delayed data:	FTSE DD.
Delayed Sub Vendors:	SVFTD

- b) **Subscriber Number**; This column may be left blank if you do not use them.
- c) **Subscriber Name**; Input each end customer by name.
- d) **Address Lines 1-4**; input the address for each customer (the country is mandatory and is to be placed in the Country column).
- e) **Postcode**; Customer Post/Zip code.
- f) **Country**; Enter the country name. See Appendix A for the correct country names.
- g) **Customer Type**; Enter Professional or private Investor.
- h) **Quantity**; Enter the number of terminals you are reporting for each end Customer for each product..

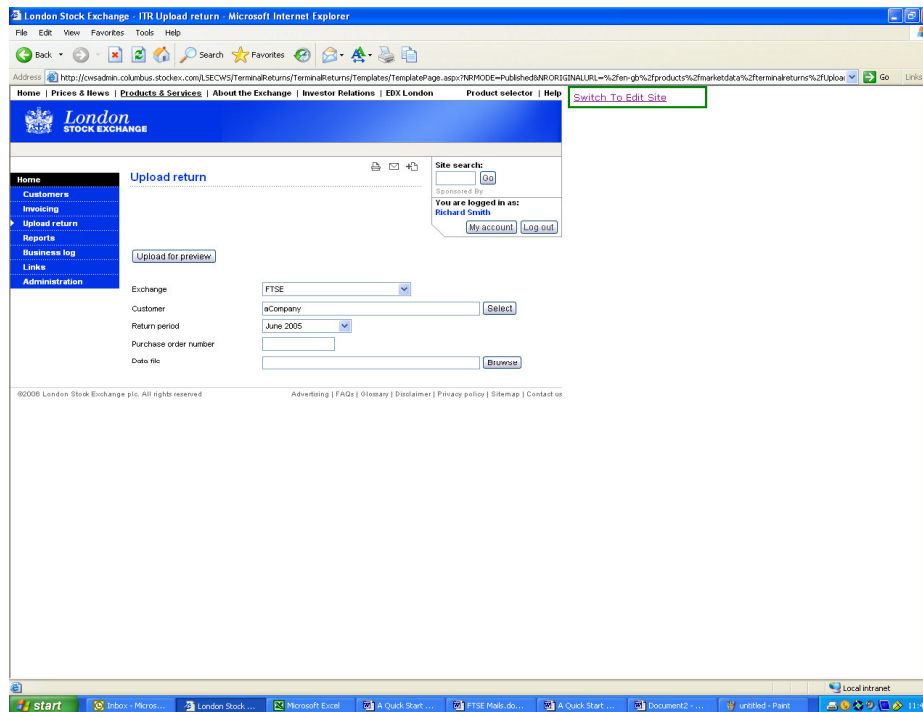
2. Once the spreadsheet has been populated, delete all unused columns (column L onwards). Then delete any unused rows.

3. Once this has been completed save as a **.CSV (comma delimited) (*.csv)**.

Refer to Appendix B for an example of a return to be uploaded.

3. Uploading a Return

1. Click on the **Upload return** link in the **Navigation Menu** located in the top left area of the Homepage. The **Upload return** page will then be displayed:



2. Select the browse button and search for the CSV file just created.
3. Attach the relevant CSV file and select Upload. The declaration will then be sent to the database.
4. You will need to confirm the upload. To **confirm**, click on confirm upload.
5. To view the details of the uploaded return click on the number located in the top half of the page. The **View return** page will be displayed (See page 8).

London Stock Exchange - ITR View return - Microsoft Internet Explorer

Address: http://ovsadmin.columbus.stoxx.com/en-gb/products/marketdata/terminalreturns/NewReturn.htm?returnid=43590

Home | Prices & News | Products & Services | About the Exchange | Investor Relations | EDX London | Product selector | Help

London STOCK EXCHANGE

Home
 Customers
 Invoicing
 Upload return
 Reports
 Business log
 Links
 Administration

View return

Site search:

Sponsored by: **You are logged in as: Richard Smith**

Exchange: FTSE Return ID: 43590
 Return period: May 2005 Return status: Invoiced
 Account: Test12345 Purchase order no:
 Account name: @Company

Page 1 of 1 Prev | Next

Terminal returns

#	M	Customer	Country	Membership	1000C100
1	<input type="checkbox"/>	FTSE test	Belgium	Professional	100
2	<input type="checkbox"/>	FTSE test	Belgium	Professional	-100

Page 1 of 1 Prev | Next

Other enablements

M	Product	Devices	Net
0 records			

GBP Total		EUR Total	
Invoice Total	1,000.00 GBP	Invoice Total	0.00 EUR
Credit Total	-1,000.00 GBP	Credit Total	0.00 EUR
VAT Invoice	-200.00 GBP	VAT Invoice	0.00 EUR
VAT Credit	-200.00 GBP	VAT Credit	0.00 EUR
NET	0.00 GBP	NET	0.00 EUR
Manual adjustment	0.00 GBP	Manual adjustment	0.00 EUR

Invoice comments (to appear on the invoice)
 Comment line 1

Done

start | Returns, Mail - Inbox ... | Microsoft Excel | London Stock Exchan... | A Quick Start Guide Fr... | Local intranet | 12:13

4. Upload Failed

If the upload fails due to incorrect file format or data, then the application displays an error log on the **Upload return** page will display the errors.

If you are experiencing any difficulties or require any further help with the system please e-mail us at:

Infolectreturns@londonstockexchange.com

Appendix A

Country Names to be used when uploading a FTSE Usage declaration.

Albania	Egypt	Macao	Sao Tome And Principe
Algeria	Estonia	Madagascar	Saudi Arabia
Andorra	Ethiopia	Malawi	Serbia And Montenegro
Angola	Falkland Islands (Malvinas)	Malaysia	Seychelles
Argentina	Finland	Malta	Singapore
Australia	France	Mauritania	Slovakia
Austria	Germany	Mauritius	Slovenia
Bahamas	Ghana	Mexico	South Africa
Bahrain	Gibraltar	Moldova, Republic Of	Spain
Bangladesh	Greece	Monaco	Sri Lanka
Barbados	Holy See (Vatican City)	Mongolia	Swaziland
Belarus	Hong Kong	Morocco	Sweden
Belgium	Hungary	Mozambique	Switzerland
Belize	Iceland	Namibia	Syrian Arab Republic
Benin	India	Nepal	Taiwan, Province of China
Bermuda	Indonesia	Netherlands	Thailand
Botswana	Iran, Islamic Republic Of	Netherlands Antilles	Trinidad And Tobago
Brazil	Ireland	New Zealand	Tunisia
Brunei Darussalam	Israel	Niger	Turkey
Bulgaria	Italy	Nigeria	Turks And Caicos Islands
Cambodia	Jamaica	Norway	Uganda
Cameroon	Japan	Oman	Ukraine
Canada	Jordan	Pakistan	United Arab Emirates
Cayman Islands	Kazakhstan	Panama	United Kingdom ³
Chile	Kenya	Paraguay	United States
China	Korea, Democratic People's Republic Of ²	Peru	Uruguay
Colombia	Korea, Republic Of	Philippines	Uzbekistan
Costa Rica	Kuwait	Poland	Venezuela
Cote d'Ivoire ¹	Latvia	Portugal	Vietnam
Croatia	Lebanon	Qatar	Virgin Islands, British
Cyprus	Libyan Arab Jamahiriya	Romania	Yemen
Czech Republic	Liechtenstein	Russian Federation	Zambia
Denmark	Lithuania	Saint Kitts And Nevis	Zimbabwe
Dominican Republic	Luxembourg	San Marino	

¹ Ivory Coast

² North Korea

³ United Kingdom: Includes England, Scotland, Wales, Northern Ireland, Isle of Man and Channel Islands

Appendix B

An example of a csv file ready to upload.

Product	Subscriber number	Subscriber name	Address 1	Address 2	Address 3	Address 4	Postcode	Country code	Customer Type	Quantity
FTSE	A1	Prinknash PLC	1 High Street			London	EC14	United Kingdom	Professional	6
FTSE	A2	Merrick Ltd	3 Queen Street			Dublin	D1	Ireland	Professional	5
FTSE	A3	W Dalsh	2 High Street			London	EC14	United Kingdom	Private Investor	1
FTSE	A4	W Rooney	4 Metatarsal Road			Munich	MCH	Germany	Private Investor	1
FTSE PDA	A2	Merrick Ltd	3 Queen Street			Dublin	D1	Ireland	Professional	5
FTSE PDA	A5	BCD Ltd	Tokyo Road			Hong Kong		Hong Kong	Professional	3
FTSE JSE	A2	Merrick Ltd	3 Queen Street			Dublin	D1	Ireland	Professional	5
FTSE JSE	A5	BCD Ltd	Tokyo Road			Hong Kong		Hong Kong	Professional	3
FTSE DD	A2	Merrick Ltd	3 Queen Street			Dublin	D1	Ireland	Professional	5
FTSE DD	A5	BCD Ltd	Tokyo Road			Hong Kong		Hong Kong	Professional	3