

# Bank of England

## Bank of England Collateral Management Portal User Guide – CNRF Users

### Contents

1. Introduction .....	2
2. Objectives of the Collateral Management Portal.....	3
3. Accessing the Collateral Management Portal.....	4
Connecting to the Portal.....	4
User Access Roles.....	7
CMP Opening Times.....	7
4. Pool Details – Collateral Pool Overview Screen .....	9
Pool Type.....	10
Pool Exposure .....	10
Excess Collateral versus Exposures .....	11
Auto Refresh.....	11
Margin Call Alerts.....	12
Downloading Data.....	12
5. Pool Details - Collateral List Screen .....	13
Configuring Display Columns .....	13
Downloading Data.....	14
6. Pool Details - Exposure List Screen.....	15
7. Eligibility Check Screen.....	17
8. Collateral Movements – New Collateral Movement Notification.....	19
Partial Settlement.....	19
New Collateral Movement Notification.....	19
Creating Notifications for Collateral Movement for DUAL Notification Users .....	21
Creating Notifications for Standard Collateral Movement for SINGLE Update Users....	25
Amending / Cancelling a Notification.....	25
9. Collateral Movements – Notification List Screen .....	26
10. Collateral Movements – Instruction List Screen .....	28
Cancelling an Instruction.....	29
Amending a delivery / withdrawal Instruction.....	30
11. Contact Information and Common Issues.....	31

# 1. Introduction

This document is for Participants and Representatives of the Contingent Non-Bank Financial Institution (NBFI) Repo Facility (CNRF) as a User Guide for the Bank of England's Collateral Management Portal (CMP), providing an outline of the key features of the CMP and an overview of its functions.

This User Guide may be updated / amended at any time with or without notice. The latest version of the guide will be published on the Bank of England website at: <https://www.bankofengland.co.uk/-/media/boe/files/markets/cnrf/boe-collateral-management-portal-user-guide-cnrf-users.pdf>

More detailed information with regard to the technical installation and overview of SWIFT requirements can also be found on this link.

The screenshots provided are for examples only. There will be some functionality shown that is not relevant to CNRF Participants and can therefore be ignored.

**DISCLAIMER:** This publication contains proprietary and / or confidential information. The recipient should not disclose this publication to third parties without the prior written permission of the Bank of England. The Bank does not accept any liability for loss or damage, whether direct, indirect or consequential, resulting from the use of or inability to use the Collateral Management Portal.

*Please note that for all screen images, test data has been used.*

## 2. Objectives of the Collateral Management Portal

The CMP allows Participants and Representatives to view and manage collateral to be used in the CNRF.

CMP functionality can be broken into two key strands - Managing Collateral and Reporting:

### **Managing Collateral**

- Instruct collateral movements (delivery / withdrawal) via SWIFT infrastructure
- Monitor the status of collateral movement instructions
- Eligibility checking of gilts in the NBF1 pool

### **Reporting**

- Overview of collateral positions – collateral valuation and excess collateral held in the NBF1 pool
- Overview of exposure positions – outstanding NBF1 exposure details
- Collateral and exposure details can also be downloaded to local drives

### 3. Accessing the Collateral Management Portal

The CMP is a web client that sits on local machines and communicates with the Bank's main collateral management system using signed SWIFT Interact messages.

This infrastructure ensures that messages received at the Bank are from a specific user and have not been tampered with in transit. Users can be identified using a DN (Distinguished Name) and it is this DN we use to associate a SWIFT user with an application user.

Once users are set up in the Bank's internal system, all security requirements are met by SWIFT's non-repudiation technology; there is no need for additional layers of security such as separate usernames and passwords.

The CMP is a Bank of England service delivered via SWIFT Web Access. To access the CMP you must:

- Be a member of SWIFT
- Be a member of the relevant CMP Closed User Group (CUG) within SWIFT
- Have access to at least one of the following SWIFT applications from your PC:
  - Alliance Web Platform
  - Alliance Lite 2
- Have signed up your CMP users with the Bank of England. The CMP Registration Form can be found in the Settlement and collateral management page of the Bank's website at <https://www.bankofengland.co.uk/markets/collateral-and-settlement>

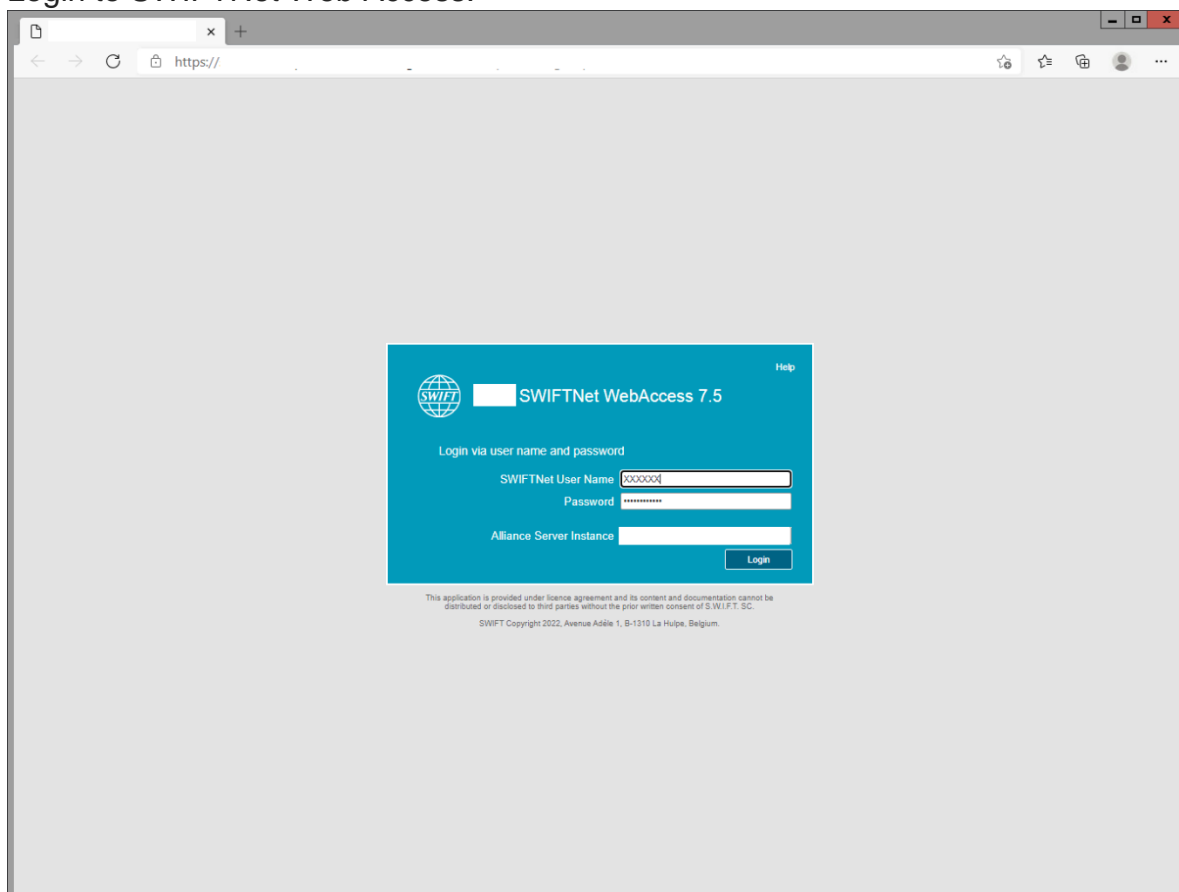
For further information concerning becoming a SWIFT member or your SWIFT connectivity options, please contact SWIFT directly.

To register your institution as a CMP user, to add new users, or to amend the access roles of your users, please contact the Bank at [CMC.SSI@bankofengland.co.uk](mailto:CMC.SSI@bankofengland.co.uk)

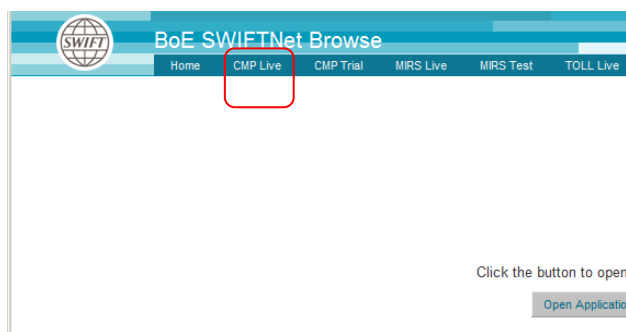
#### Connecting to the Portal

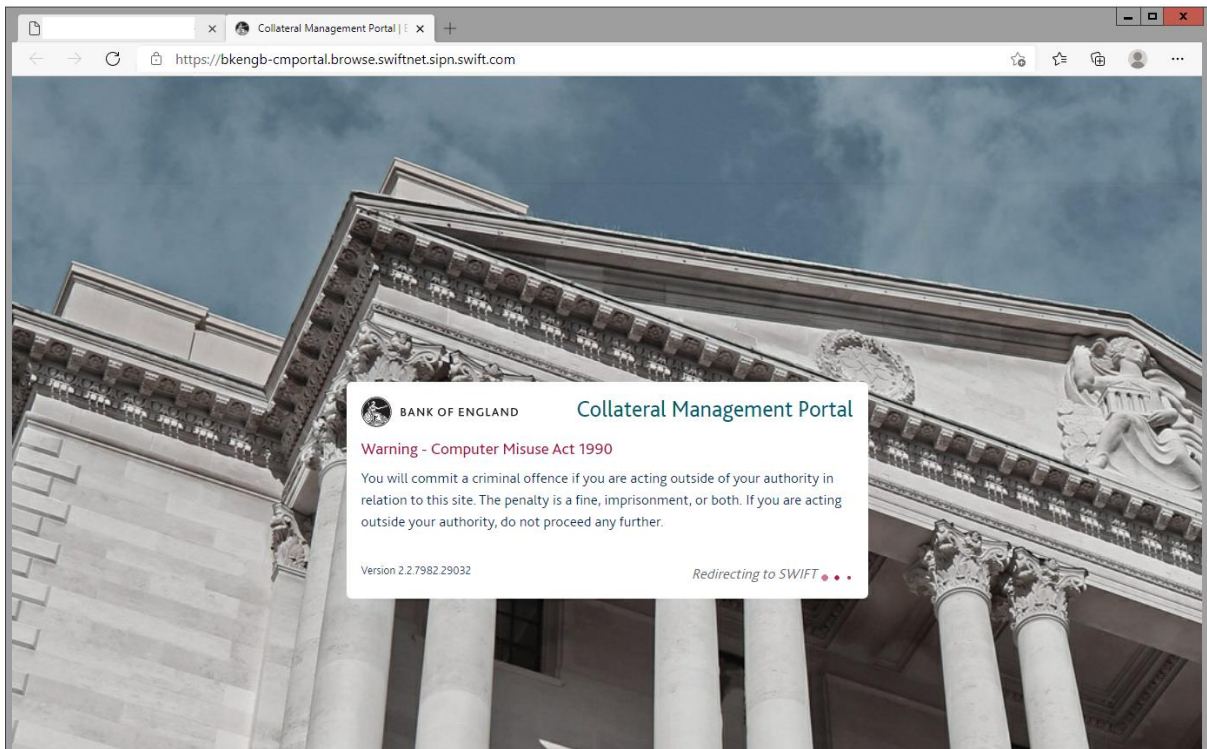
Your SWIFT IT officer will be required to complete a number of set up tasks set out in the CM\_SWIFT\_overview document above, including assigning a RBAC role against the user. Once set up is complete, a Link to the Portal group should be added to your SWIFT platform menu, like the example below

## Login to SWIFTNet Web Access:

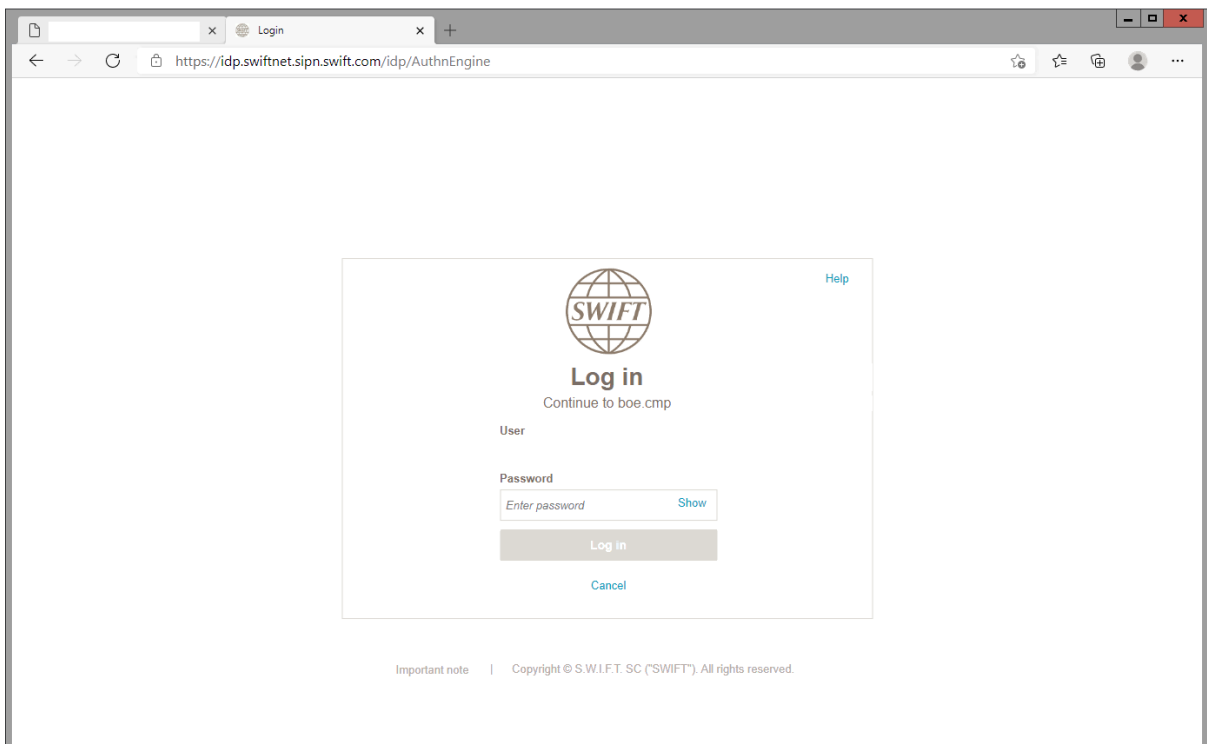


Navigate to the CMP Live URL (<https://bkengb-cmportal.browse.swiftnet.sipn.swift.com>) CMP will automatically redirect you to SWIFT asking you to authenticate yourself.





Type your SWIFTNet password into the following screen when prompted. If authentication is successful you will be redirected back to CMP and logged in.



*For common connection issues, please see the section **Contact Details and Common Issues** at the end of the document.*

## User Access Roles

Users are required to highlight what levels of access they require for their individual set up. **The options are set out below:**

<b>View Only</b>	Allows a user to view the Pool Overview Screen, the Collateral List Screen, the Exposure List Screen, the Notifications List Screen and the Instruction List Screen
<b>View + Eligibility Check</b>	User receives View Only access set out above and, in addition, access to the Eligibility Check Screen
<b>View + Eligibility Check + Single User Notifications</b>	In addition to the above, this allows user access to the Notification creation screens (New Collateral Movement Notification).  A Single User has the ability to submit a collateral movement notification to the BoE which does not require validation by a second user. A Single User can also act as validator for a draft collateral movement notification created by a Dual User
<b>View + Eligibility Check + Dual User Notifications</b>	Access to the same screens set out in Single User above. When a Dual User creates a collateral movement notification it will be in Draft status.  A second Dual User, or a Single User, will be required to confirm the Draft notification before it is sent to the BoE. All Dual Users can create a Draft notification and also provide validation for other Dual Users.

## CMP Opening Times

The Portal is expected to broadly maintain the following status times (all times are GMT/BST)\*, Monday to Friday:

<b>8am – 7pm</b>	Portal OPEN
<b>7pm – 7.30pm</b>	Portal CLOSED
<b>7pm – 8am</b>	Portal VIEW ONLY

**OPEN** – CMP positions will update when screen is refreshed, users will have the ability to submit collateral movement notifications (in accordance to usual Business hours / rules).

**CLOSED** – Users will be unable to gain access to the CMP while End of Day processes are run. A connection attempt will generate a specific error message *‘Reason 58 – Sorry the Portal is currently not available, please try again later’*.

**VIEW ONLY** – Users can observe positions in their monitor screens but will receive error messages when attempting to submit notifications or an eligibility check (note – Business day will be shown as the next Business Day).

*\* These times are an approximation, and are linked to the commencement and completion of automated SoD and EoD tasks.*



## 4. Pool Details – Collateral Pool Overview Screen

Bank of England COLLATERAL MANAGEMENT PORTAL

Pool Overview

Search Criteria

Pool Type: NBF

Search AutoRefresh Download

Securities Account: TNBF SEC Currency: GBP Last Updated: 24/12/2024 12:19:51

Level	HMV Holding	AMV Holding	Eligible Pool Holding
A	£1,160,404,113.84	£1,143,086,702.13	£1,143,086,702.13
B	£0.00	£0.00	£0.00
C	£0.00	£0.00	£0.00
NA	£0.00	£0.00	£0.00
Total	£1,160,404,113.84	£1,143,086,702.13	£1,143,086,702.13

Operation Type	Value
NBF	£150,100,000.00
Total	£150,100,000.00

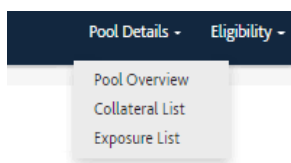
Level	Max Value	Unremitted Value
A	£992,898,702.13	£1,010,204,113.84
B	£0.00	£0.00
C	£0.00	£0.00
NA	£0.00	£0.00
Total	£992,898,702.13	£1,010,204,113.84

### Objective

- The Collateral Pool Overview Screen provides an overview of the collateral held and active exposures against the NBF pool.
- The user is able to monitor, print and download details of the full list of their collateral holdings and exposures for that specific pool.

### How to Access the Collateral Pool Overview Screen

From the main toolbar, select Pool Details, Pool Overview



### Screen Breakdown

The Overview screen is split into four sections:

- Collateral Pool Type
- Pool Collateral
- Pool Exposure
- Excess Collateral versus Exposures

The Refresh button will provide an update of any change that has occurred since the last update.

## Pool Type

Pool Overview

Search Criteria

Pool Type

The User is required to select the Pool Type 'NBFI' from the drop-down and press Refresh. The CMP requests and retrieves data relevant to the pool.

Additional information shown in the top section of the screen (Currency, Securities Acc) are read-only fields detailing the participant's account details held in the Bank's internal system.

### Pool Details – Collateral List Screen

Level	MV Holding	AMV Holding	Eligible Pool Holding
A	£1,100,404,113.84	£1,143,000,702.13	£1,143,000,702.13
B	£0.00	£0.00	£0.00
C	£0.00	£0.00	£0.00
Tot	£0.00	£0.00	£0.00
Total	£1,100,404,113.84	£1,143,000,702.13	£1,143,000,702.13

The Pool Collateral section will show an aggregated summary of collateral held within the NBFI Collateral Pool.

The Market Value (MV), Adjusted Market Value (AMV) and Eligible Pool Holding is displayed. The AMV represents the Bank's valuation after the application of haircuts. Numbers are displayed to the penny.

By double-clicking on the information will open a separate screen with a detailed breakdown of all collateral held within the NBFI pool (see *Collateral List Screen*).

## Pool Exposure

Exposure screen will be shown as below, providing a summary of active Exposures.

Exposure Type	Total
Aggr	£150,100,000.00
Total	£150,100,000.00

By double-clicking a separate screen will open listing a more detailed breakdown of all exposures (see *Exposure List Screen*).

Numbers will be displayed to the penny.

## Excess Collateral versus Exposures

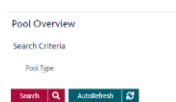
Excess Collateral versus Exposures		
Level	Max Value	Unrestricted Value
A	€992,080,792.13	€1,010,284,193.84
B	€5.00	€5.00
C	€5.00	€5.00
NA	€5.00	€5.00
Total	€992,080,792.13	€1,010,284,193.84

Any excess collateral that a Participant is holding (calculated as Eligible Collateral minus Active Exposures) will be displayed at the bottom of the *Pool Overview Screen*.

Excess Collateral is broken down by Max Value and Unrestricted Value. The Max Value field represents the *Eligible Pool Holding minus exposure value*, whilst the Unrestricted Value represents the *Market Value of collateral holding minus the exposure value*.

If the Participant is not holding any excess collateral in the selected pool, this display box will not appear. There is no drill-down option for this display box.

## Auto Refresh



We recommend that users configure an Auto Refresh as long periods of inactivity may trigger a generic SWIFT disconnection. A refresh will trigger a SWIFT messaging charge. Auto Refresh can be set between 30 and 999 seconds.

To set an auto refresh default, click on the AutoRefresh button and enter a value in seconds.

Auto Refresh

Enter the auto-refresh time in seconds. A value of zero will stop auto-refresh.

second(s)



The Auto Refresh timer will now display to signify the change has been applied. Auto Refresh can be disabled, paused and restarted as needed.

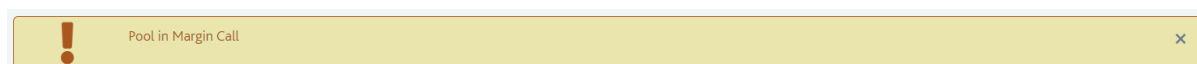
## Margin Call Alerts

If the NBF collateral pool is in margin, in the first instance the Bank will contact via telephone or email to inform. The margin call position will also be visible in the CMP.

If a pool is in Margin, this will be highlighted by a yellow bar on the bottom of the outer panel of the CMP menu screen.



The below warning will be shown when viewing the NBF pool:



When the pool is no longer in margin and the screen has been refreshed the warning alerts will be removed.

## Downloading Data

CMP users have the ability to download the information shown in the Pool Overview Screen in a .CSV file to their local directory. This real time information can be used to supplement the statement information sent to Participants according to the preferences selected when submitting SSI information via the Bank's data collection form.



When a user clicks on the Download button, it will bring up the user's local directory to select file destination and amend the default file name. Typically, on Windows PCs, this will be in the "C:\Documents and Settings" folder, but on other operating systems this may not be the case.

Only the data currently being displayed on the page will be saved and shown on the .CSV file. The data is at the 'last retrieve time' and a refresh will not occur when clicking Download.

The user will not be able to save file types other than .CSV.

## 5. Pool Details - Collateral List Screen

Bank of England | COLLATERAL MANAGEMENT PORTAL | Pool Details | Eligibility | Collateral Movements | Log out

Collateral List

Search Criteria

Pool Type: All  
Collateral Level: All  
Security Identifier:

Search

Download Page | Download All

Last Updated: 24/12/2024 12:22:05

Pool	Pool Currency	Security Identifier	Ticker	Currency of Issue	Type	Issuer	Ultimate Issuer	Collateral Level	Nominal Holding	MV Holding	AMV Holding	Eligible Holding	Maturity
NBFI	GBP	GB00B12C4640	UK71 1 8 11 02 07	GBP		UNITED KINGDOM GOVERNMENT GB	UNITED KINGDOM GOVERNMENT GB	A	202,000,000.00	238,483,914.00	230,485,261.79	230,485,261.79	22/11/2027
NBFI	GBP	GB00B9030888	UK71 1 8 07 02 02	GBP		UNITED KINGDOM GOVERNMENT GB	UNITED KINGDOM GOVERNMENT GB	A	182,000,000.00	891,481,732.80	694,890,808.81	694,890,808.81	22/07/2030
NBFI	GBP	GB0032421292	UK71 1 8 02 07 08	GBP		UNITED KINGDOM GOVERNMENT GB	UNITED KINGDOM GOVERNMENT GB	A	151,000,000.00	6148,981,987.24	6144,776,343.83	6144,776,343.83	07/03/2028

1 - 3 of 3 records

### Objective

- The Collateral List Screen allows the user to see active collateral held in the NBFI pool.

### How to Access the Collateral List Screen

There are two ways to access the Collateral List Screen:

- From the main toolbar select Pool Details, Collateral List Screen
- From the *Pool Overview Screen*, double-click on any row shown in the Eligible Pool Collateral box (*this will bring up the search of the specific pool and collateral level the user clicked on*)

### Screen Breakdown

The user must select NBFI Pool Type from the drop-down box and then press Search. The list of collateral will be shown in the bottom section of the screen.

Collateral List

Search Criteria

Pool Type: NBFI  
Collateral Level: All  
Security Identifier:

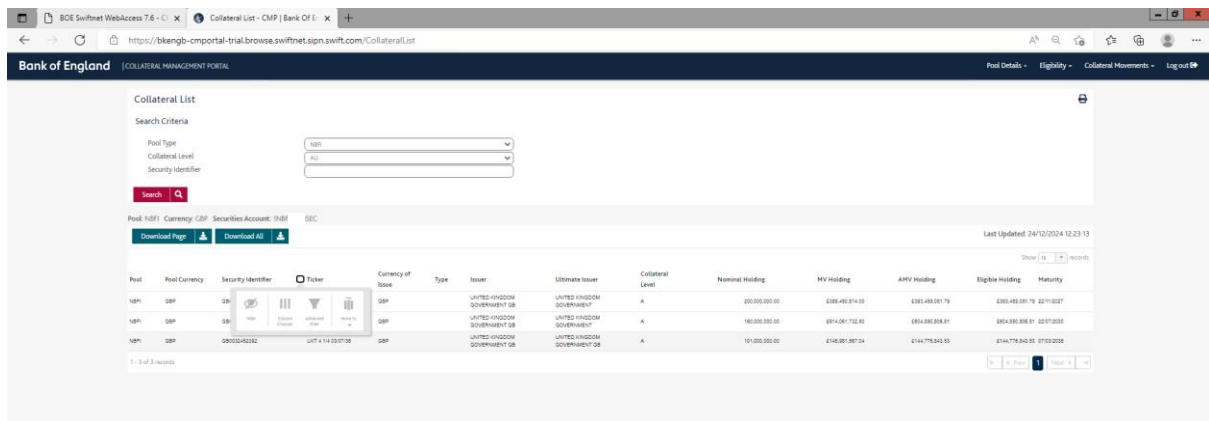
Search

The columns of data are retrieved from the Bank's Collateral Management system. Columns can be adjusted in width similarly to columns in Excel.

### Configuring Display Columns

Additional customisation of the display columns is possible, including moving and hiding columns.

Hover over any of the column headings to amend via the Settings button.



## Downloading Data

Users have the ability to download the information shown in the Collateral List screen in a .CSV file to their local directory, similar to the Pool Overview Screen.

There are options to download the current page or download all if there is more than a single page of data.

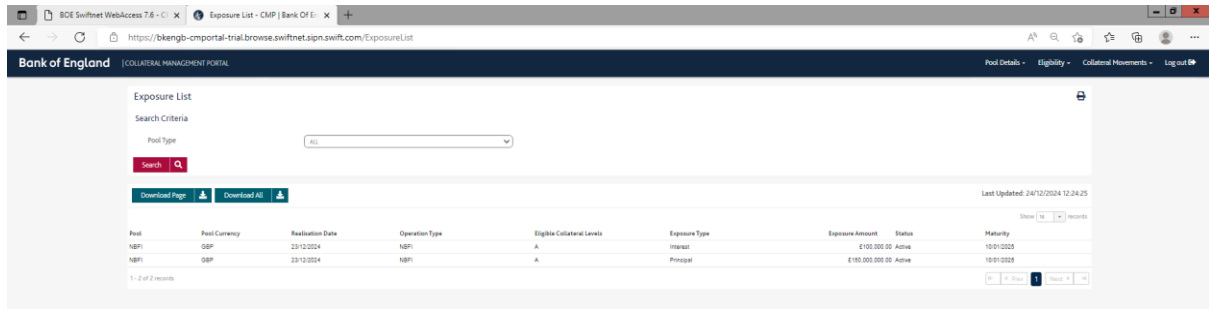


When a user clicks on the Download Page or Download All button, it will bring up the user's local directory to select file destination and amend the default file name. Typically, on Windows PCs, this will be in the "C:\Documents and Settings" folder, but on other operating systems this may not be the case.

Only the data currently being displayed on the page will be saved and shown on the .CSV file. The data is at the 'last retrieve time', and a refresh will not occur when clicking Download.

The user will not be able to save file types other than .CSV and the portal has no say in what application the file is subsequently opened in, although Excel is standard.

## 6. Pool Details - Exposure List Screen



### Objective

- The Exposure List Screen allows the user to monitor the list of all their exposures.

### How to Access the Exposure List Screen

There are two ways to access the Exposure List Screen:

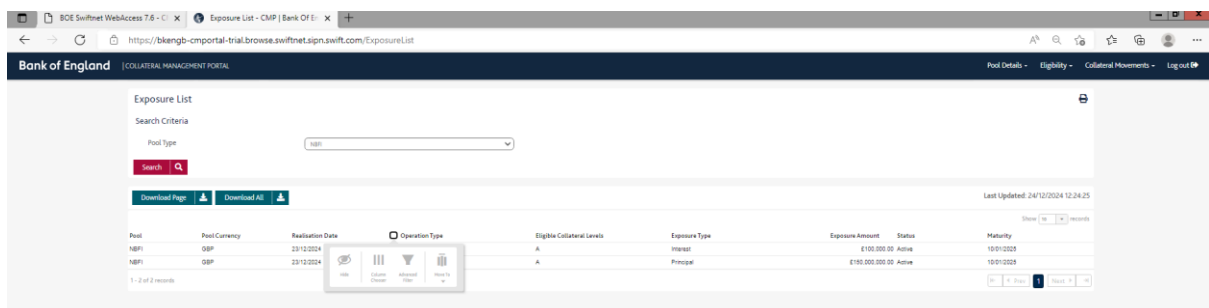
1. From the main toolbar select Pool Details, Exposure List Screen
2. From the *Pool Overview Screen*, double-click on any row shown in the Pool Exposure box (*this will bring up the list of the specific exposures against the Operation Type that the user clicked on*)

### Screen Breakdown

The screen is set out in the same format as the *Collateral List* screen.

The user must select NBF1 Pool Type from the drop-down box and then press Search. The list of exposures will be shown in the bottom section of the screen.

Additional customisation of the display columns is possible, including moving and hiding columns. Hover over any of the column headings to amend via the Settings button.



The current status of the exposure is shown in the list. The list of exposures shown is:

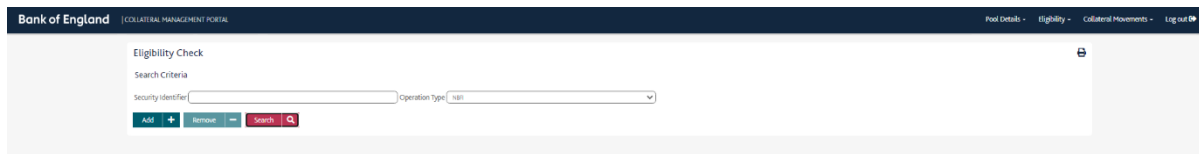
- **Pending Activation** – an exposure that is scheduled to settle (activate) on the current business date, but has not settled yet.
- **Activated** – an open exposure that has settled (activated) but is yet to mature.
- **Partially Activated** – an exposure that has settled in part, but not fully.
- **Pending Closure** – an exposure that is scheduled to mature (close) on the current business date, but has not matured yet.
- **(Today's) Closed** – an exposure that has matured (closed) on the current business date.
- **(Today's) Cancelled** – an exposure that was cancelled (and was never active) on the current business date.

Only open exposures (ie. *Activated*, the activated component of *Partially Activated*, and *Pending Closure*) will be aggregated per Operation Type on the *Pool Overview Screen*. This reflects the total exposure that requires collateralisation.

Any change in status of an exposure, or the creation of a new exposure will be reflected once the screen has been refreshed.



## 7. Eligibility Check Screen

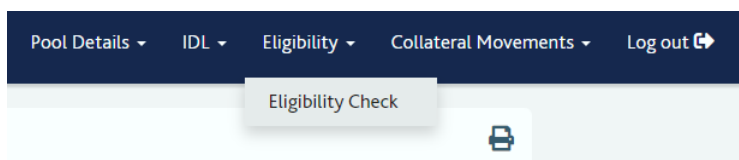


### Objective

- The Eligibility Check Screen allows users to check eligibility for Security identifiers (ISINs) in the Bank's SMF operations.
- The eligibility criteria for CNRF is gilts only

### How to Access the Eligibility Check Screen

From the main toolbar, select Eligibility, Eligible Check Screen.



Users with VIEW ONLY access cannot perform eligibility checks and the Eligibility Check Screen will not show on their menu toolbar.

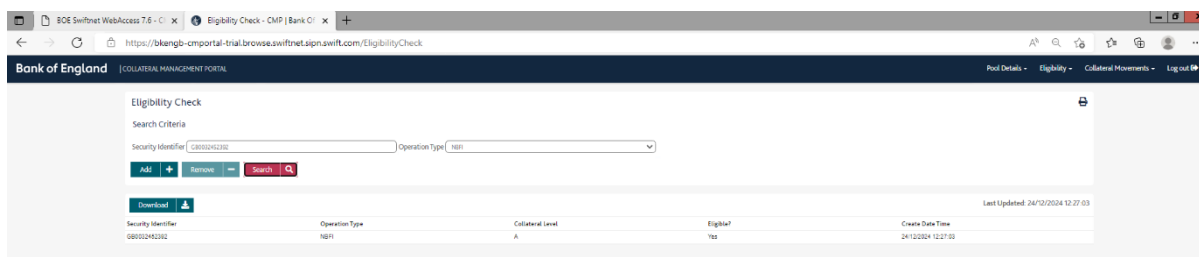
### Screen Breakdown

The user has the ability to manually enter up to ten security ISINs to check, via a drop-down box, against a range of operation types. Click the Add button to add additional search rows.

When entering an ISIN, the Portal validates that the ISIN matches the expected format for an ISIN and displays an error message if the expected format is not met.

However, this check does not assess if the ISIN entered is a valid ISIN. Users are responsible for ensuring that valid security identifiers are entered, as the system will automatically check any entry against the static record.

When a User has entered the ISIN(s) and Operation Type(s) to search against, click the Search button.



The response will list the results of all ISIN / Operation Type pair that had been submitted. The results displayed will list:

- Security ID
- Collateral Level
- Operation Type
- Eligibility Status
- Date Retrieved
- Time Retrieved

To search multiple ISINs, enter the Security ID and select Operation Type from the drop-down box.

The Eligibility Status of the ISIN will return one of three options:

- Yes
- No
- Unknown

If the answer of a query is '*Unknown*', a separate dialogue box will be provided, stating the system is unable to confirm the eligibility status of this ISIN, and to contact [eligible.securities@bankofengland.co.uk](mailto:eligible.securities@bankofengland.co.uk) for further investigation of the ISIN(s), and any other questions related to collateral securities eligibility.

If the User wishes to run a new query, they have the option to overwrite the previous query, or open a separate window from the main toolbar.

As described in more detail in the Pool Overview Screen, the Download button will open the user's local directory and provide the option to save a .CSV file to a local drive.

For general information regarding the eligibility of securities, please check section of the Bank of England website on Eligible Collateral:

<https://www.bankofengland.co.uk/markets/eligible-collateral>

## 8. Collateral Movements – New Collateral Movement Notification

### Objective

The Portal provides participants with the means to send notifications to instruct the Bank of:

- intended collateral receipt (i.e. collateral to be added TO their accounts at the Bank)
- collateral delivery (i.e. collateral to be withdrawn FROM their accounts at the Bank)

Once a notification has been confirmed there is no need for a participant to provide any other information to the Bank to allow the transaction to settle. **Participants will, however, still need to complete any necessary market instructions to their custodian or direct to the relevant settlement system to create a trade for the Bank to then match in the relevant system.**

Participants are able to monitor the status of notifications entered into the system. They are also able to see the details and status of the instructions, and amend/cancel them as appropriate.

### Partial Settlement

If a collateral movement has partially settled and a Participant wishes to cancel the remaining part of the movement, an alert will prompt in the CMP as this cannot currently be completed in the CMP environment. In this instance the Participant should contact : [CMC.SCP@bankofengland.co.uk](mailto:CMC.SCP@bankofengland.co.uk) to arrange the cancellation.

### New Collateral Movement Notification

The screenshot displays the 'Create New Collateral Movement Notification' form within the Bank of England Collateral Management Portal. The form is titled 'Create New Collateral Movement Notification' and includes the following fields:

- Trade Details:**
  - Delivery: Radio buttons for 'From BofE' and 'To BofE'.
  - Settlement Date (dd/mm/yyyy): Text input field with the value '24/10/2024'.
  - Security ID: Text input field with the value 'CB002442282'.
  - Nominal Amount: Text input field with the value '1,000,000.00'.
  - Pool Type: Dropdown menu with the value 'NAR'.
  - Additional Information 1: Text input field.
  - Additional Information 2: Text input field.
- Settlement Parties:**
  - PSST: Dropdown menu with the value 'CBST'.
  - DEAC/REGAC: Text input field with the value 'CBST000000'.

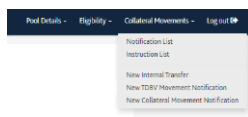
A red 'Create' button with a plus sign is located at the bottom of the form.

## Objective

- This screen allows the user to create a notification of an intended collateral delivery / withdrawal from the NBF1 Collateral Pool held at the Bank of England. From receipt of the notification, the internal Bank system will create an Instruction to the relevant CSD (*which the participant will then be required to match independently*).

## How to Access the New Collateral Movement Notification Screen

From the main toolbar, select Collateral Movements, New Collateral Movement Notification.



## Screen Breakdown

There are a number of mandatory fields the Participant is required to complete before submitting a notification. These are broken down into two sections, Trade Details and Settlement Parties

### Trade Details

- **From BoE / To BoE** – radio buttons to select whether you intend to do a Collateral Delivery (To BoE) or Collateral Withdrawal (From BoE)
- **Settlement Date** – Defaults to current business date. Editable field, but please note all participants can only instruct for a settlement that matches current business day.
- **Security ID** – Enter the ISIN of the gilt (*The tick mark / question mark validation that appears on entering the ISIN does NOT confirm this is the correct ISIN. It is confirming that the ISIN input to field has the correct structure*).
- **Nominal Amount** – Enter the nominal amount
- **Pool Type** – This will automatically default to NBF1
- **Additional Info 1 & 2** – Editable text fields are provided for any additional information (*not required fields*)

### Settlement Parties

- **PSET** – User is required to select the place of settlement from the drop-down box provided – this should be CREST
- **DEAG / REAG** – User must input the correct delivery agent / receiving agent (*case sensitive*). It should be input in the format CRST/xxxxx

# Creating Notifications for Collateral Movement for DUAL Notification Users

## User A Inputs

User A opens the Collateral Movement Notification Screen, enters the relevant details as set out in the categories above, and then clicks the Create button.

The screenshot shows a web browser window with the URL <https://bkengb-cmpportal-trial.browse.swift.net/sign.swift.com/ExternalCollateralMovementNotification>. The page title is "Create New Collateral Movement Notification". The form is divided into two main sections: "Trade Details" and "Settlement Parties".

**Trade Details:**

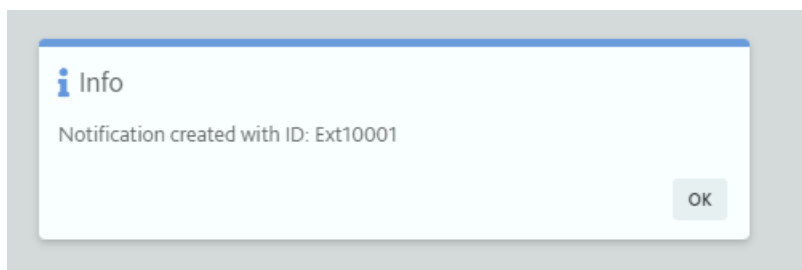
- Delivery:  From Bid
- To Bid:
- Settlement Date (dd/mm/yyyy):
- Security ID:
- Nominal Amount:
- Pool Type:
- Additional Information 1:
- Additional Information 2:

**Settlement Parties:**

- PSET:
- DEAG/REAG:

A red "Create" button with a plus sign is located at the bottom of the form.

The creation of the notification will be confirmed



The status of the notification will show on the form as DRAFT. The inputter also has the option to Cancel Update.



The notification will now also show on the Notification List Screen.

Notification List

Search Criteria

Notification Type: External

Search

Download

Last Updated: 10/02/2022 03:01:28

Show 20 records

External NEWM 10:25:39 Ext10001 Draft

If the User has failed to complete all required fields, a warning box will appear stating “The transaction could not be submitted due to the following errors”. The missing fields will also be highlighted in colour, as set in the Missing Mandatory Fields option (see User Preferences Screen).

Create New Collateral Movement Notification

The transaction could not be submitted due to the following errors:

- The DEAG/REAG field is required.

Trade Details

Delivery required

From BoE

To BoE

Settlement Date (dd/mm/yyyy) required

01/01/2021

Security Id required

ES0L01110219

Nominal Amount required

2,000.00

Pool Type required

SCP

Additional Information 1

Additional Information 2

Settlement Parties

PSET required

CREST

DEAG/REAG required

The DEAG/REAG field is required.

Create +

If the User completes all mandatory fields, but does not complete them correctly (i.e. the ISIN is incorrectly typed), the Status of the form will show as REJECTED, and an Error Reason will be provided (i.e. Incorrect Security Identifier).

Collateral Movement Notification Details

Notification ID: Ext12352

Notification Status

Rejected

Error Reason

Invalid security identifier

Related Instruction Id

Trade Details

Delivery

From BoE

To BoE

The user will be unable to amend or update the form once it is in a REJECTED status, and the bottom toolbar will only show the ‘Close’ option. The user will need to enter a new notification.

## User B Confirms

Notification List

Search Criteria

Notification Type: External

Search

Download

Last Updated: 10/02/2022 03:01:28

Show 20 records

External NEWM	10.26.39	Ext10001	Draft
---------------	----------	----------	-------

User B will see the notifications created by User A on the Notification List Screen. By double clicking on the relevant row, the form that User A completed will appear.

Collateral Movement Notification Details

Notification ID: Ext10001

Notification Status: Draft

Related Instruction Id

Error Reason

---

**Trade Details**

Delivery required

From BoE

To BoE

Settlement Date (dd/mm/yyyy) required: 01/01/2021

Security Id required: ESOL0110219

Nominal Amount required: 1,000.00

Pool Type required: SCP

Additional Information 1

Additional Information 2

**Settlement Parties**

PSET required: CREST

DEAG/REAG required: CRST/XXXXX

Security a/c at BoE: 00000000

**Last Updated**

User: dualdual

Date: 09/03/2022

Time: 15:18:46

Update ✓ Confirm ✓ Cancel Update ✗

Close

If the status is DRAFT, User B clicks CONFIRM on the bottom of the form. User B also has the option to Cancel Update.

When User B clicks CONFIRM a new window will open for SWIFT non-repudiation details where password confirmation is required before the notification is sent.

**Collateral Movement Notification Details**  
Notification ID: Ext10001

Notification Status:  Related Instruction Id:

Error Reason:

---

**Trade Details**

Delivery:  From BoE  To BoE

Settlement Date (dd/mm/yyyy):

S:

Nominal Amount:

Pool Type:

The status of the notification will change to PROCESSED. The Related Instruction ID field will also be populated.

**Notification List**

Search Criteria: Notification Type:

Last Updated: 12/05/2022 03:26:04

Notification Type	Notification Time	Notification Id	Instruction Id	Status
External NEWM	15:27:22	Ext10001	Ext99999	Processed

User A and User B's Notification List Screens will now show the Notification ID, the Related Instruction ID, and the Status will have changed to Processed.

The Instruction will now be created within the Bank's system and shown on the *Instruction List Screen*.

**Instruction List**

Search Criteria: Instruction Type:

Last Updated: 12/05/2022 03:26:04

Instruction Type	Instruction Id	Nominal Amount	Settled Nominal	Unsettled Nominal	Settlement Date	Place of Settlement	Status
External	Ext99999	1,000.00	-	-	12/04/2021		Instructed

*Note - When a second user opens a draft notification all available Settlement Details fields become available, rather than just those available on input for the chosen PSET. These fields appear editable, but inputs to them will not be recognised, unless they were part of the original instruction and can be ignored.*



## Creating Notifications for Standard Collateral Movement for SINGLE Update Users

Users with Single User Access follow the same process as Dual Update Users, but when the UPDATE button is pressed to send the notification, the Status will go straight to PROCESSED (instead of DRAFT) and the Instruction ID will be populated. No additional confirmation is required.

### Amending / Cancelling a Notification

If a notification has the status DRAFT, then a Dual User has the ability to amend (or cancel) a notification. This will then require a second Dual User to confirm this change.

Once a notification has the status PROCESSED, users cannot amend or cancel a notification – they must refer to the associated instruction on their Instruction List Screen.

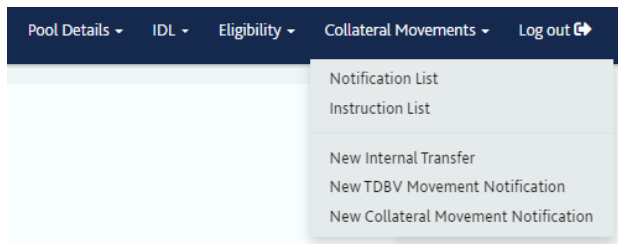
## 9. Collateral Movements – Notification List Screen

### Objective

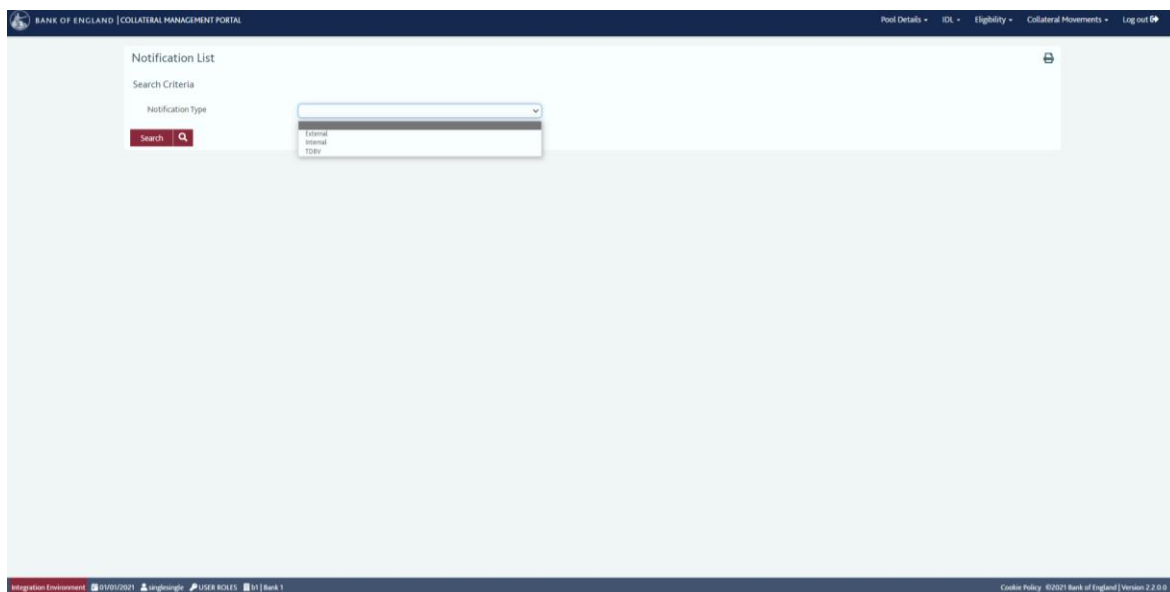
- The Notification List screen allows users to track the status of all notifications by Notification Type.

### How to Access the Notification List Screen

From the main toolbar, select Collateral Movements, Notification List



### Screen Breakdown



The Notification List Screen allows users to track notifications and relate them to Instructions that have been originally created from the notifications.

No historic notifications are shown. The screen will only list notifications for the current business day, and any future dated transactions.

There are three types of Notification that can be selected from the Notification Type drop-down box, only External will be relevant – this should be a standard collateral delivery / receipt to / from BoE.

Select the required Notification Type and press SEARCH.

Notification List

Search Criteria

Notification Type: External

Search

Download

Last Updated: 10/03/2022 03:24:30

Show 5 records

Notification Type	Notification Time	Notification Id	Instruction Id	Status
External NEWM	10:02:00	Ext12351	Ext99007	Rejected
External NEWM	10:03:00	Ext12352	Ext99008	Draft
External NEWM	10:04:00	Ext12353	Ext99009	Rejected
External NEWM	10:05:00	Ext12354	Ext99010	Draft
External NEWM	10:06:00	Ext12355	Ext99011	Draft

1 - 5 of 66 records

Prev 1 of 14 Next

The information displayed in the list panel will be as follows:

- **Notification Type**
- **Notification Time**
- **Notification ID**
- **Related ID** - This will be the ID of any instruction subsequently created
- **Status**

The potential statuses of notifications are:

- **Rejected**
- **Draft**
- **Processed**

Users are able to double-click on any type of notification to view the original notification form.

The columns displayed on the list panel can be configured by the user in the same manner as the Collateral List screen and Eligible List screen (*see these sections for more details, and also the Download function*).

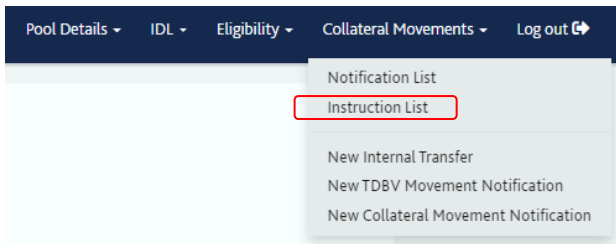
# 10. Collateral Movements – Instruction List Screen

## Objective

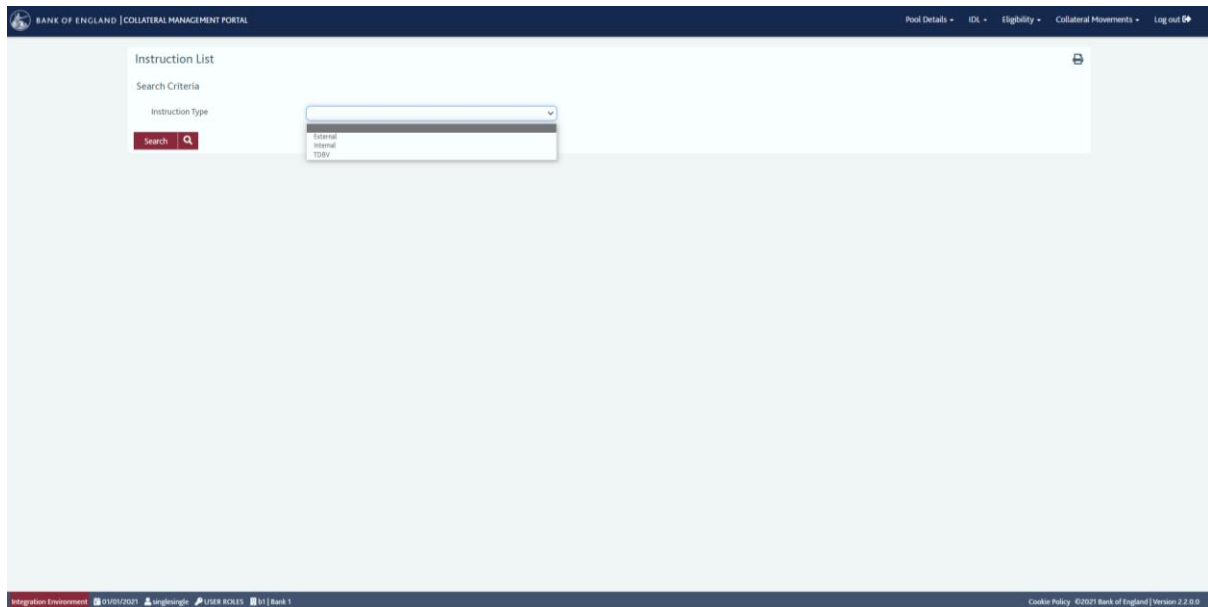
- The Instruction List screen allows users to track the status of all Instructions by Instruction Type.

## How to Access the Instruction List Screen

From the main toolbar, select Collateral Movements, Instruction List



## Screen Breakdown



The Instruction List screen will open blank. The user needs to select from the drop-down box to External (standard collateral delivery / receipt instructions).

Historic instructions are not shown the Instruction List screen. As per notifications, instructions will be shown based on the following settlement dates:

- External – Current Day settlement

Instruction List

Search Criteria

Instruction Type: External

Search

Download

Last Updated: 10/03/2022 03:24:30

Show 5 records

Instruction Type	Instruction Id	Nominal Amount	Settled Nominal	Unsettled Nominal	Settlement Date	Place of Settlement	Status
External	Ext99007	100.00	-	-	12/04/2021		Matched
External	Ext99008	100.00	-	-	12/04/2021		Settled
External	Ext99009	100.00	-	-	12/04/2021		Cancelled
External	Ext99010	100.00	-	-	12/04/2021		Rejected
External	Ext99011	100.00	-	-	12/04/2021		Lack of Securities

1 - 5 of 64 records

Double clicking on an instruction will show the Instruction form in full detail.

When refreshing the list screen, the Instruction status will evolve as the instruction is processed. Instruction statuses shown will be:

- Incomplete
- Instructed
- Matched
- Settled
- Rejected
- Cancelled
- Lack of Securities

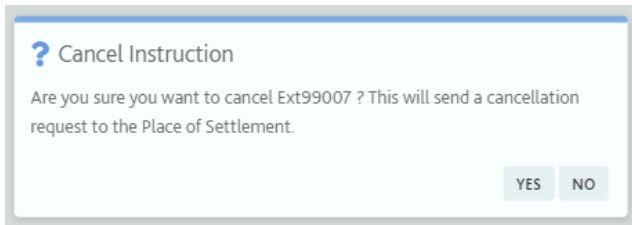
The Instruction List screen will show a full list of instructions, whether entered by the Portal, provided by secure spreadsheet and manually input by the Bank, or by SWIFT message.

### labelling="Section-Header">Cancelling an Instruction

Users can cancel an instruction if in the status of PROCESSED, INSTRUCTED OR MATCHED. If an instruction is in the status of INCOMPLETE then [CMC.SCP@bankofengland.co.uk](mailto:CMC.SCP@bankofengland.co.uk) should be contact to cancel the instruction.

Double click on Instruction on Instruction List Screen. Click Cancel.

A system warning '**Are you sure you want to cancel REFXXXXX? This will send a cancellation request to the Place of Settlement. Yes /No**' will be prompted. If yes, a CANC Notification will be created.



For Single users, this will go to PROCESSED.

For Dual Users, like any other notification this will go to DRAFT, and require a second user to Confirm the Deletion.

Once deleted, the status of the Instruction on the Instruction List Screen will update by refreshing the screen and show as CANCELLED.

*Note - if an instruction is matched, the participant will additionally be required to 'match-delete' with the CSD.*

### Amending a delivery / withdrawal Instruction

If wishing to amend a standard collateral delivery / withdrawal instruction, the easiest approach is to cancel the original instruction (see above) and input a second instruction. Dual user confirmation will be required to approve the cancellation.

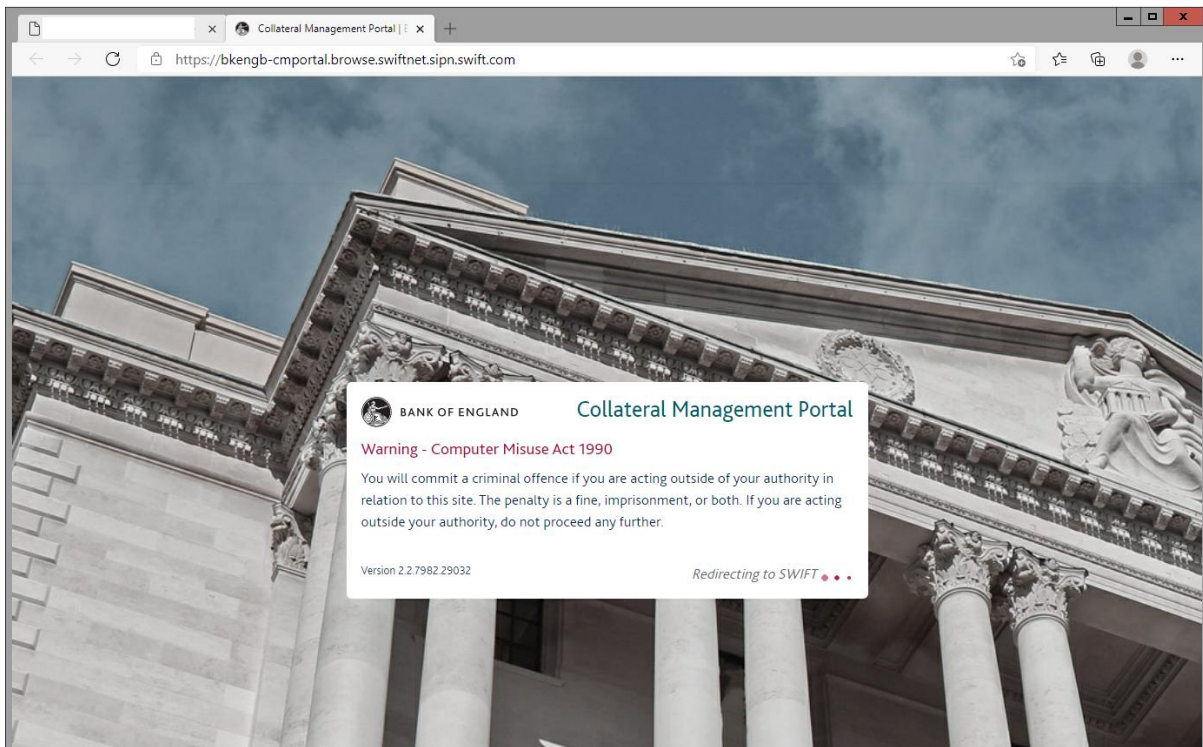
## 11. Contact Information and Common Issues

For general issues regarding the performance or functionality of the Portal, or the collateral pooling model, please contact:

**Email:** [CMC.SCP@bankofengland.co.uk](mailto:CMC.SCP@bankofengland.co.uk)

To register your institution as a CM Portal user, to add new users, or to amend the access roles of your users, please contact the Bank at [CMC.SSI@bankofengland.co.uk](mailto:CMC.SSI@bankofengland.co.uk)

If you are having an issue with your SWIFT platform progressing past the SWIFT Log in screen and reaching to the Portal Log in (below), then it is likely to be a local issue.



Please check with your local IT support that:

- your SWIFT certificate has not expired
- there have been no firewall changes

If you progress to the CMP and the following error code occurs:

### **REASON 59**

This means that your SWIFT User DN has not been provided to the BoE to store in our internal system to allow full access (or it has been set up incorrectly). If you think this user should have full access, please enquire via the contact details above.