

## **File Transfer Function**

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**FUNCTION NAME:           TENDER INSTRUCTION FILE TRANSFER**

**WHEN TO USE:**

- To **upload** tender instructions in the form of batch file from CCASS terminals to the HKSCC host computer.

**AVAILABLE FUNCTIONS:**

- A. Authorise Tender Instr Batch File Upload  
To authorise the Tender Instruction batch file to be uploaded.
- B. Tender Instr Batch File Upload  
To upload the authorised Tender Instruction batch file.

**AVAILABLE FUNCTION TIME:**

- Tender Instruction batch file can be uploaded between 8:00 a.m. to 7:00 p.m. Monday to Friday, 8:00 a.m. to 1:00 p.m. on Saturday (except public holidays).

**BATCH PROCESSING SCHEDULE:**

- CCASS scheduled to validate and process the Tender Instruction batch file at around 11:30 a.m., 1:30 p.m. and 7:00 p.m. on weekdays (Monday to Friday, except public holidays), and at around 10:00 a.m. and 1:00 p.m. on Saturday (except public holidays).
- After uploading, the Tender Instruction batch file will be validated and processed by CCASS and an *Tender Instruction Batch Input Report* (See Section 4.3 on Report Description) will be generated to indicate which tender instructions are rejected and to give a summary of the result for each validated Tender Instruction batch file.

**FUNCTIONAL DESCRIPTION:**

- This function is to help participants to upload a high transaction volume of tender instructions.
- Instead of inputting the tender instructions one at a time by on-line data entry, a Tender Instruction batch file containing the tender instructions are uploaded to the HKSCC host computer to save effort. The Tender Instruction batch file is a DOS file created according to a certain format stipulated by HKSCC. See Section 5.12 on Tender Instruction batch file layout.
- The validation rule of each tender instruction entry is the same as the ADD TENDER INSTR function.

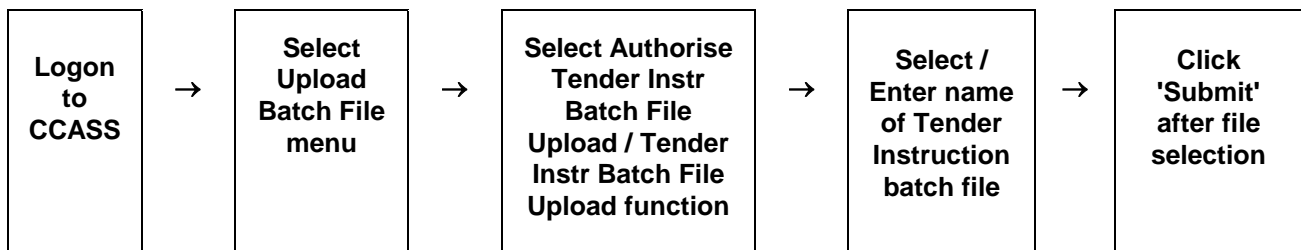
## Section 5.11

### Tender Instruction File Transfer

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- *File Indicator [9(4)] recorded in each Tender Instruction upload file has to be unique within same day. Upload files with duplicate "File Indicator" will be rejected by CCASS/3 upon submission.*
- The Tender Instruction batch file can be stored in any connected disk drive for the batch file uploading.
- For Tender Instruction file transfer, the file name to be sent to CCASS can be any valid file name.
- All Tender Instruction batch files uploaded will be processed. The processing sequence of Tender Instruction batch files is determined by the time of the CCASS terminals used for uploading. This means that the file with the earliest time recorded in the upload file according to that specified in the CCASS terminals will be processed first.
- Individual record will be processed in the order as in the uploaded Tender Instruction batch file.
- To upload Tender Instruction batch file, an authoriser has to authorise the Tender Instruction batch file being upload, then the maker perform the file transmission action via the TENDER INSTR BATCH FILE UPLOAD function.
- Upon selection of batch upload function, a new window will be displayed for maker to perform the upload function by selecting the respective authorised batch file, maker can access both upload function and other online functions concurrently.
- After the scheduled Tender Instruction batch file validation run, participants can use the REPORT DOWNLOAD function (Section 4.1) to check the availability of the *Tender Instruction Batch Input Control Report*, and print the report if necessary.

The access path for Tender Instruction File Transfer is:



**TENDER INSTRUCTION FILE TRANSFER - Sample Screen**

<ul style="list-style-type: none"> <li>General Enquiries</li> <li>Eng Settlement Act / Status</li> <li>Delivery Instruction (DI)</li> <li>A/C Transfer Instr (ATI)</li> <li>Settlement Instruction (SI)</li> <li>Investor Stm Instr (ISI)</li> <li>ISI Counterparty List</li> <li>Payment Instruction</li> <li>Cash Prepayment</li> <li>Stock Borrowing / Lending</li> <li>SBL Bulletin Board</li> <li>General Stock Collateral</li> <li>Login Withdrawal Order</li> <li>Election Instruction</li> <li>Subscription Instruction</li> <li>Corp Voting Instruction</li> <li>EIPO Application</li> <li>Tender Instruction</li> <li>Corp Communication</li> <li>Upload Batch File</li> <li>Report Profile Maintenance</li> <li>View Circular</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #004a99; color: white; padding: 2px;"><b>Upload Batch File</b></div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Site Map</span> <span>Broadcast Message</span> <span>Report Download</span> <span>B0460301</span> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>Announcement Information</span> <span>Change Password</span> <span>Print</span> <span>Logout</span> <span>FEFV 01</span> </div> <div style="text-align: right; font-size: x-small;">29-Apr-02 15:33</div> <div style="background-color: #004a99; color: white; padding: 2px; margin-top: 5px;"><b>Authorise Tender Instr Batch File Upload Prompt</b></div> <div style="margin-top: 5px;"> <p>Original File Name : <input style="width: 150px;" type="text"/> <input style="font-size: small; margin-left: 5px;" type="button" value="Browse..."/></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Refresh"/> </p> <p style="text-align: right; font-size: x-small;"><a href="#">Help</a></p> </div> </div>
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**DESCRIPTION OF FIELDS:**

<u><b>Field</b></u>	<u><b>Description/Format</b></u>
ORIGINAL FILE NAME	<ul style="list-style-type: none"> <li>- name of the Tender Instruction batch file to be uploaded.</li> <li>- batch file can be selected via the connected disk drive by clicking the BROWSE button.</li> </ul>