Creating a trading order

To create an order on the page "Trading Calendar", you need to select from the the list of clients on whose behalf the order is placed and click on the "Add an order" button.

Fill in the order parameters fields:

- Description: this field displays generalized information about this
order (region and name of the initiator, date and time of the trades start, type of trades)
  - type of procedure: trades for sale or for purchase
  - type of trades: Unilateral. A unilateral auction in the trading system is conducted according to the following procedure - an exchange order is created with lots for purchase/sale of one of the trading parties. The terms of the trades are dictated by this (one) party. The other party can only agree to the terms and conditions that placed the trading order by setting bids on the lots from the order.
  - code of the terms and conditions for ensuring the fulfillment of the agreement:
"0" - no margin deposit (for exchange agreements concluded without the buyer depositing margin on the Exchange's account to secure fulfillment of obligations under the exchange agreement);
"2" - with margin deposit (for exchange agreements concluded with mandatory deposit of margin by the buyer on the Exchange's account to ensure fulfillment of obligations under the exchange agreement with taking into account the requirements established by the Regulations)
  - commodity category: only those categories are available in the list for which the exchange member is granted access to trading
  - type of trading: general or additional (optional, i.e. not all commodity categories have this option)
this option is not available for all product categories)
  - VAT rate value: 20% or without VAT
  - Additional information: upload a file with additional information, if available
  - agreement template: standard agreement template (if the agreement is not formed by the Exchange in a standard form)
Fill in the fields of trading parameters:

- Trading start time. The start of the trading must be within the Exchange's trading day. When changing the commodity category, the time parameters are cleared.
- Bidding interval in additional time, margin percentage, bidding step, applications registration deadline for participation in trading/cancellation of the participation order in the trading, or cancellation of the publication by the trading initiator, shall be set by theby the exchange administrator and depend on the commodity category.

Creating lots by adding them manually:

When adding lots manually, click the "Add" button. In each lot, specify the delivery date, the region where the goods are located, a description of the lot (also in English language if necessary), and, if necessary, upload documents for detailed information on the lot (quality certificates, etc.). In each lot, you must fill in the sub-lots (at least one). In the sub-lots, select the commodity. When you select an commodity, the fields with the names of the characteristics, i.e. the parameters of this exchange commodity that need to be to be filled in. Changing a commodity in the "Commodity" field removes the fields with the displayed characteristics for the previously selected commodity, and displays new ones that are inherent in another commodity. In the Initiator name field, enter the name of the of the product (assortment). Select the delivery base and delivery warehouse from the list, specify the quantity of the product and its price (the cost of the product is calculated automatically), add a description of the relevant product (also in English, if necessary). Sub-lots can be added, copied, and deleted.
Saved lots are displayed in a table. Lots can be edited, copied, and delete lots. When you change the product category, previously added lots are deleted, and you receive a message to confirm this action.

Creating lots by importing

When adding lots by importing, you have the option to import data from a from a ready-made template provided by the exchange. You can download the template by clicking on the Excel icon and click on the "Template 1" button. This file should be filled in with your data and upload it to the system by clicking Import and selecting it.

You can also set up mapping (i.e., matching the fields of your import file to the fields of the trading system) to upload data from your Excel file.

To do this, hover the mouse over the "Import data" button and click on the button "Field mapping settings". The modal window displays a list of fields that are required to be filled in. In the "Lot number to import" field, specify the number of the lot from which the data will be loaded into the system. In the "No field Excel" column, specify the number of the column in your Excel file that corresponds to the field in the order and press Enter. If any of the fields specified in the mapping is missing from your file, enter the number of the empty column. After setting up the fields, click on the "Apply" button to save the entered values. Click the "Import" button and select the Excel file with the data. If the file contains commodity that does not belong to the selected product category, you will receive a message that this commodity was not found, and the system will not add this the system will not add this commodity to the list. Thus, the numbering of lots/sub-lots in the order may be shifted.

Important: the Excel file must be edited to certain standards: there must be no no merged columns, and all required fields must be filled in: No lot, No. of sublot, delivery date, delivery basis and composition, quantity and price.

If lots have already been created in the order (by importing or adding each lot separately), then when you re-import the data, the previously created lots will be deleted, and you will receive a message to confirm this action.

After successful data import, the ability to add lots manually is retained.

Also, to view the created lots, the pivot table mode is available, i.e. displaying complete information on the created lots. To display it, you need to hover the mouse over the Options button and select "Pivot table mode".

Order publication

Once created, an order can be:

- saved as a draft (for further editing).
- sent for consideration by the Exchange for further publication
- published by the trading initiator o independently

The option of self-publishing the order by the initiator depends on the chosen the selected exchange category and can be configured only by the trading administrator.

Some categories allow direct publication of an order, while others require preliminary approval by the trading administrator.

If the order does not require approval by the Exchange: The "Publish" button is available to you, validation is performed, i.e. checking the correctness of filling out the order and if everything is correct, the order appears in the trading calendar section and on the corresponding page on the Exchange website.

If the order requires approval by the Exchange: The button "Send for approval by the Exchange" button. After successful validation of the order, it appears on the page "My Orders" page with the status "Pending" and in the administrator interface of the of the Exchange.

The Exchange administrator checks the order and, if it is correct, publishes it The order appears in the trading calendar and on the corresponding page on the Exchange's website.An order can be created/published only during business hours, i.e. from 9:00 to 18:00. When creating and publishing an order outside of business hours, the broker receives a notification of the available business days (hours) on which he can publish the order.