SWIFT MyStandards

Using the Readiness Portal
Citi SWIFT MyStandards – Using the Readiness Portal

The following steps should be taken to use a Readiness Portal in SWIFT MyStandards following being granted access to Citi Collections and Usage Guidelines in MyStandards.

The creation of a Readiness Portal should be done via conference call with Webex or a physical meeting with Citi as the creation of a Readiness Portal itself needs to be performed by Citi.

What is the Readiness Portal?

The Readiness Portal is an additional SWIFT product Citi purchased that links into MyStandards. It allows Citi clients to be able to test their own messages against Citi guidelines in MyStandards and SWIFT Network Validation Rules to ensure inbound messages meet Citi’s requirements, to facilitate maximum straight through processing with minimal intervention.

Client specific portals can be created to allow Citi’s clients to privately test their messages against Citi guidelines without need to liaise with Citi, unless requested, during this initial phase of testing.

Examples of use include

- Standards Release Testing
  - For example, the Collections and Guidelines in Citi’s MyStandards are available in the SR2016 version of the guidelines which are live on 20 November 2016. This means Standards Release testing can be undertaken now to ensure compliance with the release later this year
- Development and Onboarding for new markets
- Future additions of guidelines by Citi will allow for testing against product specific offerings
Creating a Readiness Portal

Prior to creating a Readiness Portal and following being granted access to a Community in one of Citi’s subgroups in MyStandards, you should take your time to review and decide which Usage Guidelines you would like to be contained in your Readiness Portal. Please note, however, that once a Readiness Portal has been published to you, the Usage Guidelines within that Readiness Portal can be changed or added too.

It is also possible to create more than one Readiness Portal in your name depending on what you would like to test.

It should also be noted that once Usage Guidelines have been deleted from MyStandards, a Readiness Portal containing one or more of those Usage Guidelines will be closed. This is to ensure that you are always testing against the most recent version of the Usage Guidelines we expect.

For example, if you have a Readiness Portal that contains Usage Guidelines pertaining to the SR2015 version of the Standard, Citi will delete the SR2015 version of those Usage Guidelines from MyStandards once SR2016 goes live. Any Readiness Portal that contains the deleted Usage Guidelines will also be closed and a new one may need to be created.

Once you’ve decided on the Usage Guidelines you wish to be contained in your dedicated Readiness Portal, you must also decide on which members or your organisation should have access to your Readiness Portal. The corporate email address of those employees must be provided in order to publish your Readiness Portal to you and must match that of the corporate email address used to register for MyStandards. Please also note that it is possible to modify the list of members to a Readiness Portal after it has been published.

Once the Usage Guidelines and (initial) members have been decided upon by your organisation, the meeting and demonstration of the application should then be arranged with Citi to create your Readiness Portal. The following steps will be covered in this meeting, with this guide acting as a future reference of how to perform your testing.
The following information applies to the creation of a Readiness Portal by Citi and is ‘for information only’ for the purposes of this document. For details on using the Readiness Portal, scroll down to the section entitled “Accessing and Using Your Readiness Portal”.

1. In MyStandards, Citi will create a new Readiness Portal using the “New Portal” link below:

2. The name of your organisation will be included in the **Name** of your Readiness Portal. The **Contact email** will be the person in Citi creating the Readiness Portal for you (all enquiries in relation to the Readiness Portal will go to this contact email).

The **Description** is optional but may be populated if required.

The **Name** and **Description** will be decided by your organisation.
3. Once the details have been completed, the new Readiness Portal will be created
The newly created portal will look like the below.
4. The Usage Guidelines decided upon by you will then need to be added. To do this, the Add Usage Guideline is selected, as indicated in the red box above.

**Please note, only messages “To Citi” can be tested.** The Readiness Portal was not developed to allow outbound responses to be created on the input of inbound messages to Citi. It is also not intended to be used for volume testing. The Readiness Portal is used to ensure your inbound messages to Citi comply with Citi’s Usage Guidelines and SWIFT’s Network Validation Rules prior to any potential or actual system User Acceptance Testing (UAT) taking place.
5. The Usage Guidelines required will then be selected (in the red box below) and added (via the Add in the green box below).

The Usage Guidelines will now be present in the Readiness Portal.
6. Once all Usage Guidelines required have been added, the Readiness Portal is then ready to publish via the **Action** icon.
Selecting Publish will bring you to the screen to add your members.

7. Your members will be added using their corporate email, as highlighted below. A New Community will be created to ensure only your members have access to this Readiness Portal with your own Name (and Description if needed).
Registered and Unregistered users can be added and, if necessary, Unregistered users can be invited to join, as indicate in the blue box below.
8. Select **Publish this Portal** to activate the Readiness Portal
9. Your Readiness Portal will then be published and you will receive an email confirming this.

Please note, the Community created to accompany your Readiness Portal is a generic Community for your Institution that can link to any further Readiness Portals you create in the future and therefore does not have to be the same name as the Readiness Portal created. Once a Readiness Portal is deleted, the Community will still exist for future use or modification.
Citi Direct Custody and Clearing has created a dedicated portal.

Citi Direct Custody and Clearing has created and shared your personalised Citi SR2015 portal.

Visit my dedicated portal

or copy/paste this link in your browser:
https://www2.swift.com/readiness/onboarding/viewScope.xhtml?scopescope=r/HWxMlJwWxuWfPi-vT1hweXQ

Explore, test and be ready.

Do business the easy way

Use your portal to explore their specifications and test your systems’ readiness to do business. The portal confirms that all messages you send can be successfully delivered to and straight-through processed. You can also access comprehensive libraries of test messages to confirm that your systems can correctly process any message that you will receive.
Accessing and Using Your Readiness Portal

Accessing your Readiness Portal can be performed in two ways. The first is to click on the **Visit my dedicated portal** icon in the email, highlighted above.

The second, and most common way, is to follow the steps as follows:

1. After logging in to MyStandards, select “**Person**” icon, as shown below in the red box and “**My Profile**”, as shown in the green box below:
2. Select **My Portals** (in the red box) and the **Go to the Portal** (in the green box) This will bring you to the Readiness Portal itself.
3. Select the message you wish to test against and select the **Action** icon.

There are four options you can select. These are:

- **Documentation**
  - This brings you to the Usage Guideline in MyStandards
- **Sample messages**
  - This will show any sample messages that may be present with the Usage Guideline
- **Test**
  - This brings you to the actual test page
- **Evidences**
  - This is the results page of the tests

4. Select **Test** to bring you to the test page
5. On the Test screen you can either copy a message directly into the screen indicated in red below or upload a message from your desktop (via the Upload icon in green). The Usage Guideline being tested against is indicated on the right of the page (in blue).

When doing either of these, the message must comply with a format consistent with SWIFT Standards, for example no spaces after fields and no extra lines after the message has finished etc. A Message Header can be used but is not validated by the Readiness Portal so can be left out. If left out, the first line must be left blank and the message footer also removed. Examples of both formats are contained in the example text files attached.

MT541 Without Header.txt  MT541 With Header (1).txt  MT541 With Header (2).txt
When uploading a message, the compliant format must be contained within a text file (.txt). Only one message may be present in the text file. Multiple text files can be zipped together and uploaded as a zip file if necessary.

6. If you wish to remove the message once input, either delete the text manually or select the **Reset message** icon.
7. Select **Test** to validate your message against Citi’s Usage Guideline and the SWIFT Network Validation Rules
8. Any Errors will then be highlighted.

The Readiness Portal first validates any ISO Standards errors. If there are, as indicated in the example below where field 98A is used with a Date and Time when only the Date is allowed with format option A, the Readiness Portal stops validating the message so any further errors with regards to comparisons with the Usage Guideline or SWIFT’s Network Validation Rules, will not be highlighted.

If no ISO Standards errors are present, all errors within the message will be shown at once, ie you don’t have to correct one error and revalidate the message to find others.
9. Clicking on the Error message below (in red above) will highlight the field where the error occurs (in green).

10. To correct the error, either change your text file and re-upload or just remove the extra text manually in the screen, as shown below in red.
11. Once corrected, select **Revalidate** to test again (in green above)

12. As indicated above, once ISO Standards errors have been removed, all additional errors will be shown in one screen.

In the scenario below, the first error shows an example of where a problem occurs against the Citi Usage Guideline, and the second shows an error against SWIFT’s Network Validation Rules
13. To understand the Citi error, highlight the **Error** and field in question (in red) and select **See Documentation** (in green).
The See Documentation link brings you directly back to the point in Citi’s Usage Guideline where the error occurred so you can see exactly what the issue is.

In this instance, we can see that for the DEAG field, the use of 95P (and 95Q) has been forbidden (Removed) by Citi. In this example, this is because the UK market requires the use of the 95R format option with a Local Code / Participant ID.
14. To correct the error, the message can be changed and re-loaded or updated manually, as described above.
15. If, at any time, you are unsure of the problem, you can select the **Escalate to Citi ... Support** link which will allow you to send a message to the Citi owner of your Readiness Portal. This is highlighted in the green box above.

16. At this point, you can either **Revalidate** the message again, or correct the other errors first before revalidating. In this example, we will check the second error first.

17. Highlight the second Error to find the description of the issue. Again you can **See Documentation** if you wish.

In this example, we can see that the BIC is not registered. As per SWIFT Network Validation Rules, all BIC’s used in the body of a message must be registered and published in the SWIFT BIC Directory on [www.swift.com](http://www.swift.com)
18. Correct the error to ensure the BIC is valid (in red below) and then select Revalidate (in green).
19. The message is now corrected.
20. You can export the correct message into a text file by selecting the **Export** function
21. You can view the history of the test and validation errors / corrections by selecting the **History** icon
22. To view how much you’ve tested, go back to the Readiness Portal homepage (Step 3 above) and select **Evidences** in the **Actions** icon against the Usage Guideline you wish to view.
23. Upload the **Validated** message from your PC by selecting the **Add message** icon
24. Select See coverage to view which fields, codes and qualifiers have been covered in your tests.
The Red icons indicate no coverage
The Orange icons indicate limited coverage
The Green icons mean the fields, codes or qualifiers have been covered in tests
25. You can also **Clear All Messages** out the Evidences (red box below), **Download the messages** you’ve tested (green box below) and indicate **I am ready** (blue box). The latter indicates that you are comfortable that your tests have been completed. Please be aware though that this may or may not be the opinion of the Citi owner of your Readiness Portal.
Please contact your Citi representative for further information on this and MyStandards in general.
IRS Circular 230 Disclosure: Citigroup Inc. and its affiliates do not provide tax or legal advice. Any discussion of tax matters in these materials (i) is not intended or written to be used, and cannot be used or relied upon, by you for the purpose of avoiding any tax penalties and (ii) may have been written in connection with the "promotion or marketing" of any transaction contemplated hereby ("Transaction"). Accordingly, you should seek advice based on your particular circumstances from an independent tax advisor.

In any instance where distribution of this communication is subject to the rules of the US Commodity Futures Trading Commission ("CFTC"), this communication constitutes an invitation to consider entering into a derivatives transaction under U.S. CFTC Regulations §§ 1.71 and 23.605, where applicable, but is not a binding offer to buy/sell any financial instrument.

Any terms set forth herein are intended for discussion purposes only and are subject to the final terms as set forth in separate definitive written agreements. This presentation is not a commitment to lend, syndicate a financing, underwrite or purchase securities, or commit capital nor does it obligate us to enter into such a commitment, nor are we acting as a fiduciary to you. By accepting this presentation, subject to applicable law or regulation, you agree to keep confidential the information contained herein and the existence of and proposed terms for any Transaction.

Prior to entering into any Transaction, you should determine, without reliance upon us or our affiliates, the economic risks and merits (and independently determine that you are able to assume these risks) as well as the legal, tax and accounting characterizations and consequences of any such Transaction. In this regard, by accepting this presentation, you acknowledge that (a) we are not in the business of providing (and you are not relying on us for) legal, tax or accounting advice, (b) there may be legal, tax or accounting risks associated with any Transaction, (c) you should receive (and rely on) separate and qualified legal, tax and accounting advice and (d) you should apprise senior management in your organization as to such legal, tax and accounting advice (and any risks associated with any Transaction) and our disclaimer as to these matters. By acceptance of these materials, you and we hereby agree that from the commencement of discussions with respect to any Transaction, and notwithstanding any other provision in this presentation, we hereby confirm that no participant in any Transaction shall be limited from disclosing the U.S. tax treatment or U.S. tax structure of such Transaction.

We are required to obtain, verify and record certain information that identifies each entity that enters into a formal business relationship with us. We will ask for your complete name, street address, and taxpayer ID number. We may also request corporate formation documents, or other forms of identification, to verify information provided.

Any prices or levels contained herein are preliminary and indicative only and do not represent bids or offers. These indications are provided solely for your information and consideration, are subject to change at any time without notice and are not intended as a solicitation with respect to the purchase or sale of any instrument. The information contained in this presentation may include results of analyses from a quantitative model which represent potential future events that may or may not be realized, and is not a complete analysis of every material fact representing any product. Any estimates included herein constitute our judgment as of the date hereof and are subject to change without notice. We and/or our affiliates may make a market in these instruments for our customers and for our own account. Accordingly, we may have a position in any such instrument at any time.

Although this material may contain publicly available information about Citi corporate bond research, fixed income strategy or economic and market analysis, Citi policy (i) prohibits employees from offering, directly or indirectly, a favorable or negative research opinion or offering to change an opinion as consideration or inducement for the receipt of business or for compensation; and (ii) prohibits analysts from being compensated for specific recommendations or views contained in research reports. So as to reduce the potential for conflicts of interest, as well as to reduce any appearance of conflicts of interest, Citi has enacted policies and procedures designed to limit communications between its investment banking and research personnel to specifically prescribed circumstances.

TRADEMARK SIGNOFF: add the appropriate signoff for the relevant legal vehicle

© 2015 Citigroup Global Markets Inc. Member SIPC. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.

© 2015 Citibank, N.A. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.

© 2015 Citigroup Inc. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.

© 2015 Citigroup Global Markets Limited. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.

© 2015 Citibank, N.A. London. Authorised and regulated by the Office of the Comptroller of the Currency (USA) and authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.

© 2015 [Name of Legal Vehicle] [Name of regulatory body.] All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.

Citi believes that sustainability is good business practice. We work closely with our clients, peer financial institutions, NGOs and other partners to finance solutions to climate change, develop industry standards, reduce our own environmental footprint, and engage with stakeholders to advance shared learning and solutions. Highlights of Citi’s unique role in promoting sustainability include: (a) releasing in 2007 a Climate Change Position Statement, the first US financial institution to do so; (b) targeting $50 billion over 10 years to address global climate change: includes significant increases in investment and financing of renewable energy, clean technology, and other carbon-emission reduction activities; (c) committing to an absolute reduction in GHG emissions of all Citi owned and leased properties around the world by 10% by 2011; (d) purchasing more than 234,000 MWh of carbon neutral power for our operations over the last three years; (e) establishing in 2008 the Carbon Principles, a framework for banks and their U.S. power clients to evaluate and address carbon risks in the financing of electric power projects; (f) producing equity research related to climate issues that helps to inform investors on risks and opportunities associated with the issue; and (g) engaging with a broad range of stakeholders on the issue of climate change to help advance understanding and solutions.

Citi works with its clients in greenhouse gas intensive industries to evaluate emerging risks from climate change and, where appropriate, to mitigate those risks.

efficiency, renewable energy & mitigation