28 January 2016

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.

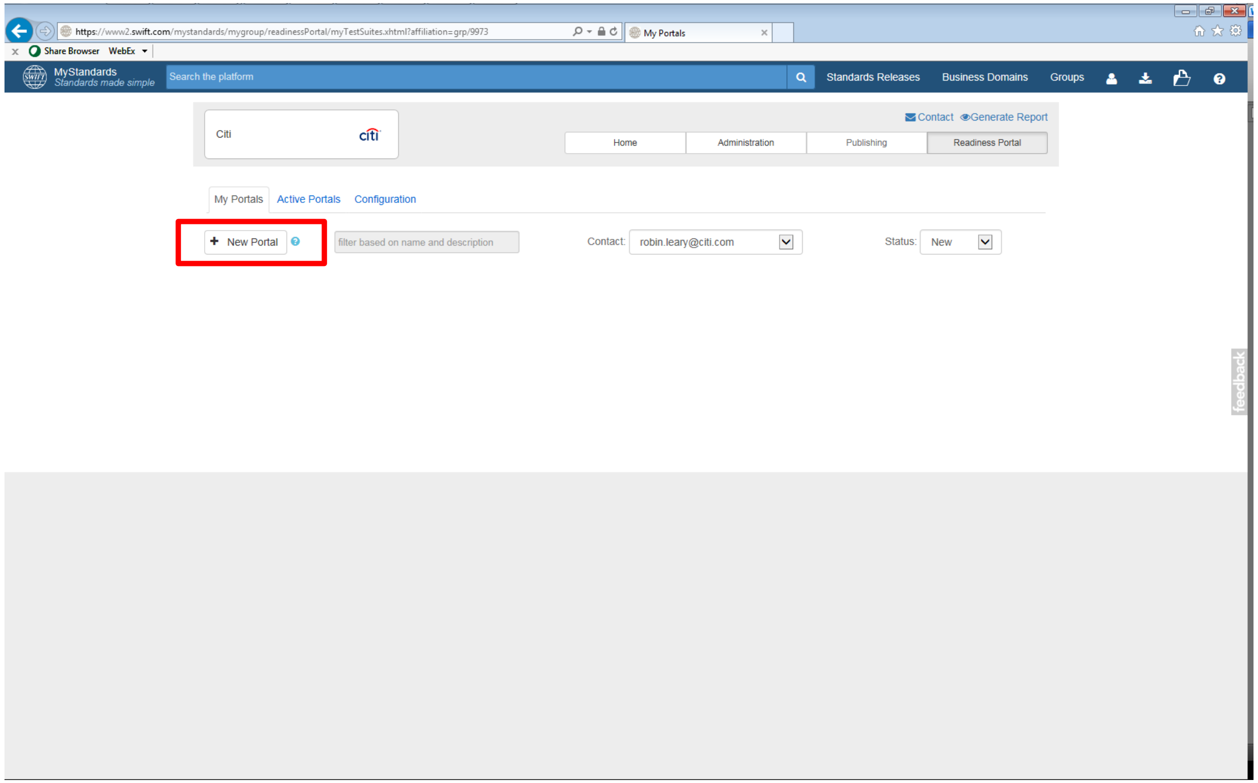
For example, if you have a Readiness Portal that contains Usage Guidelines pertaining to the SR2015 version of the Standard, Citi will delete the SR2015 version of those Usage Guidelines from MyStandards once SR2016 goes live. Any Readiness Portal that contains the deleted Usage Guidelines will also 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"

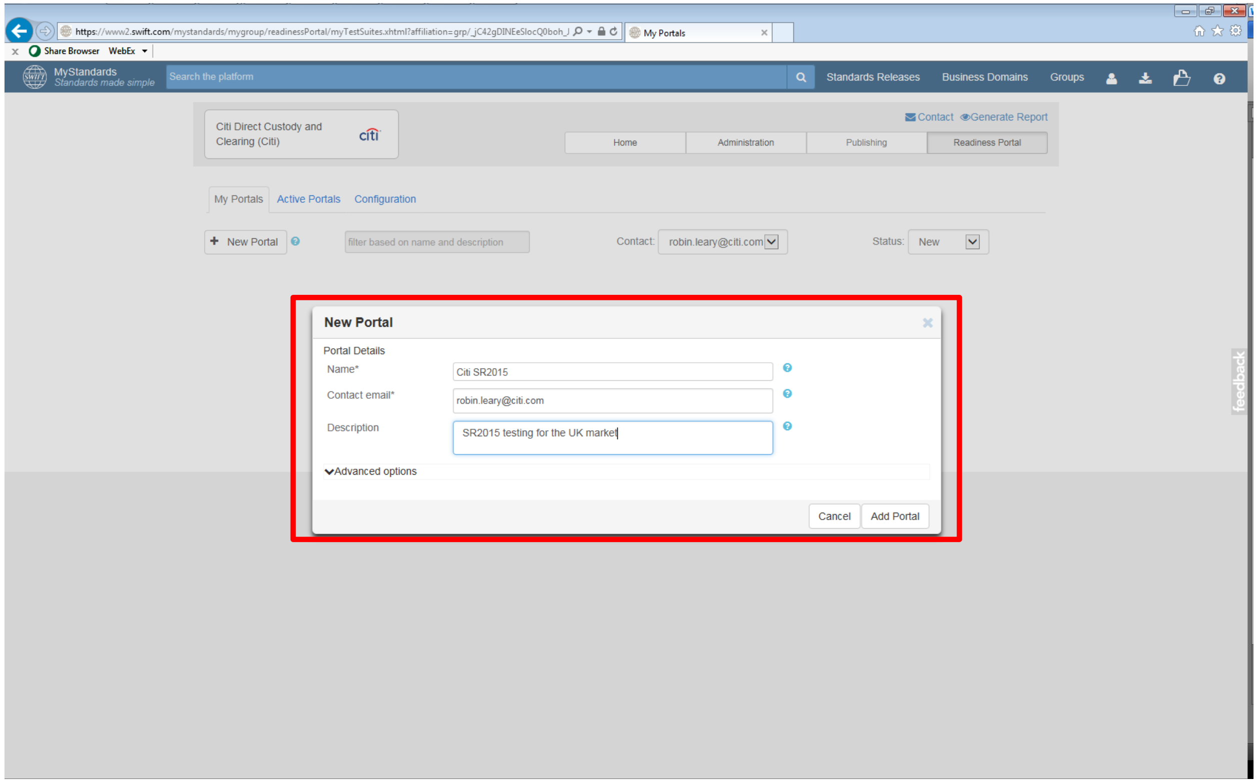
1. In MyStandards, Citi will create a new Readiness Portal using the "New Portal" link below:



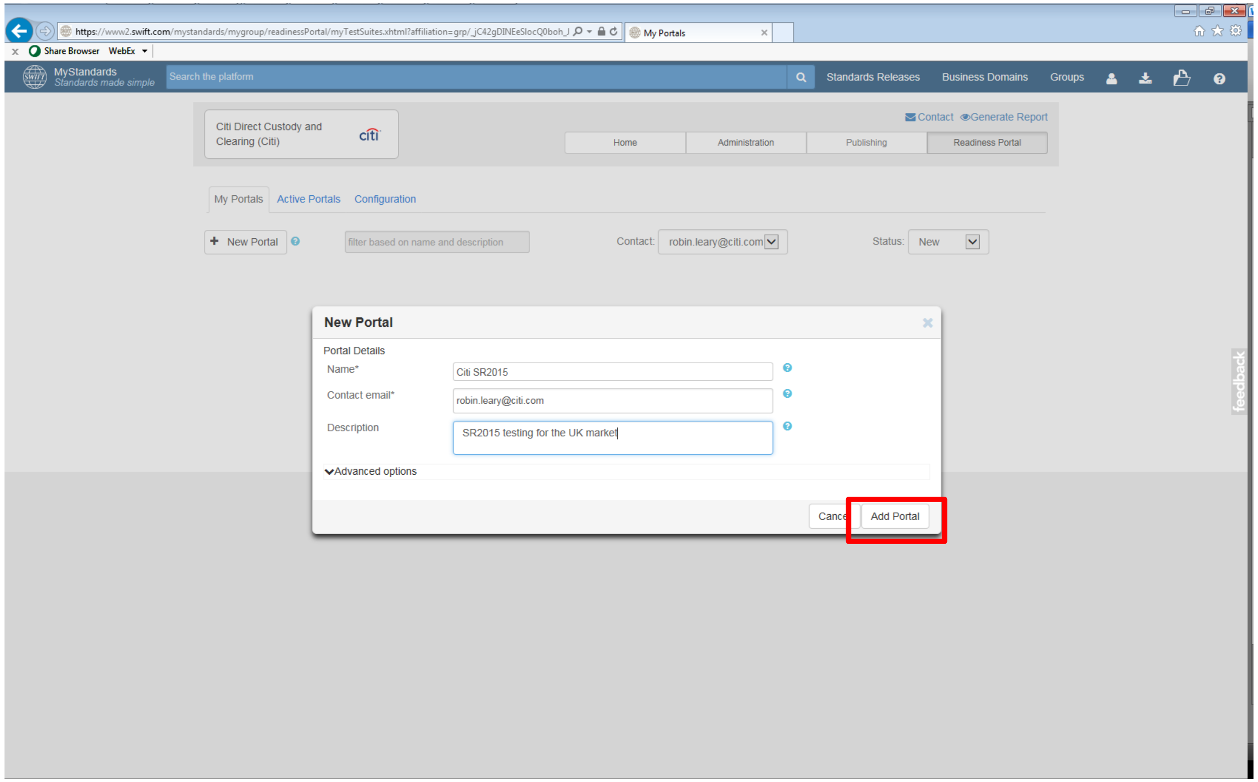
2. The name of your organisation will be included in the **Name** of your Readiness Portal. The **Contact email** will be the person in Citi creating the Readiness Portal for you (all enquiries in relation to the Readiness Portal will go to this contact email).

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

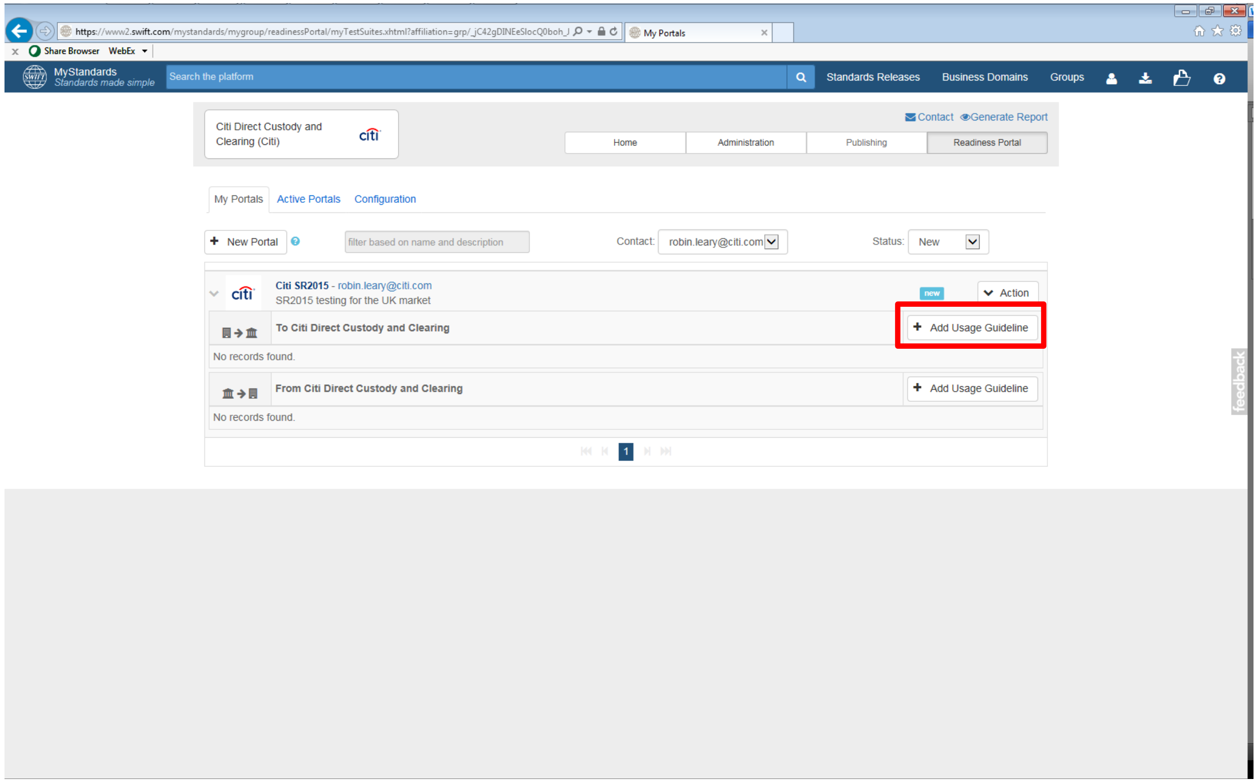
The **Name** and **Description** will be decided by your organisation.



3. Once the details have been completed, the new Readiness Portal will be created



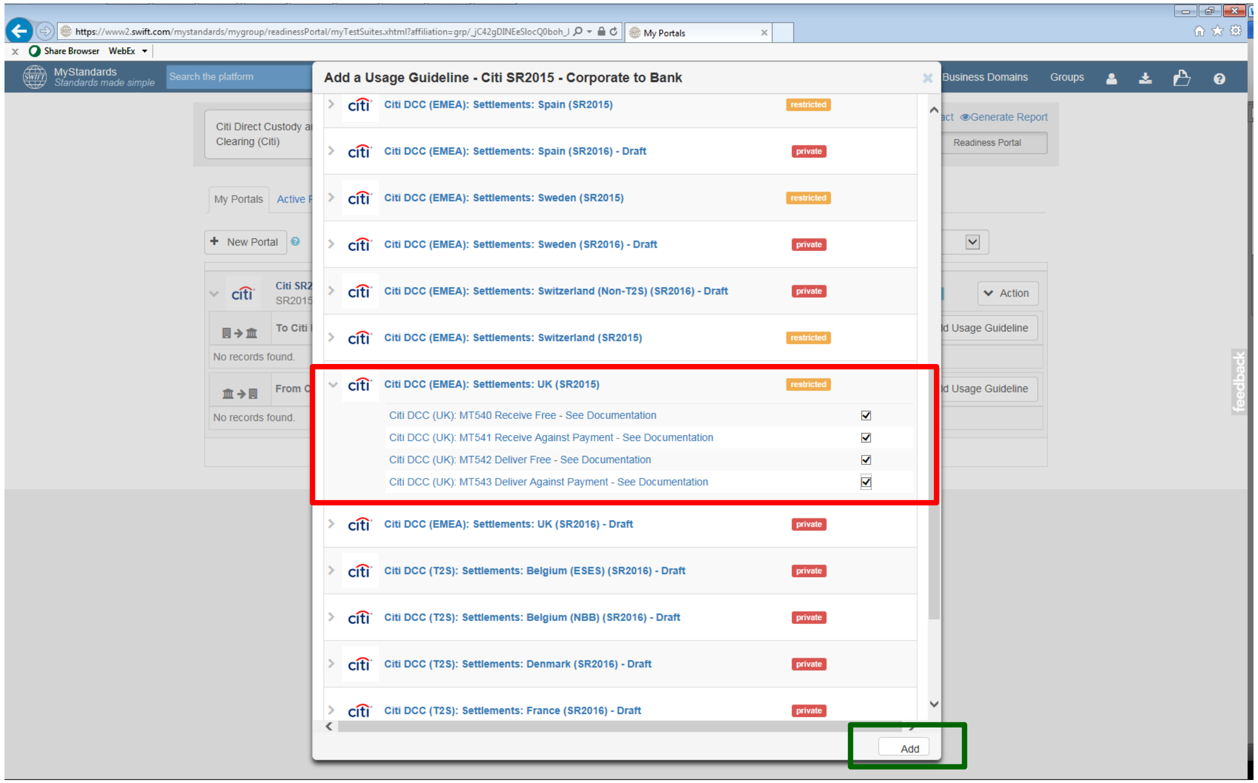
The newly created portal will look like the below.



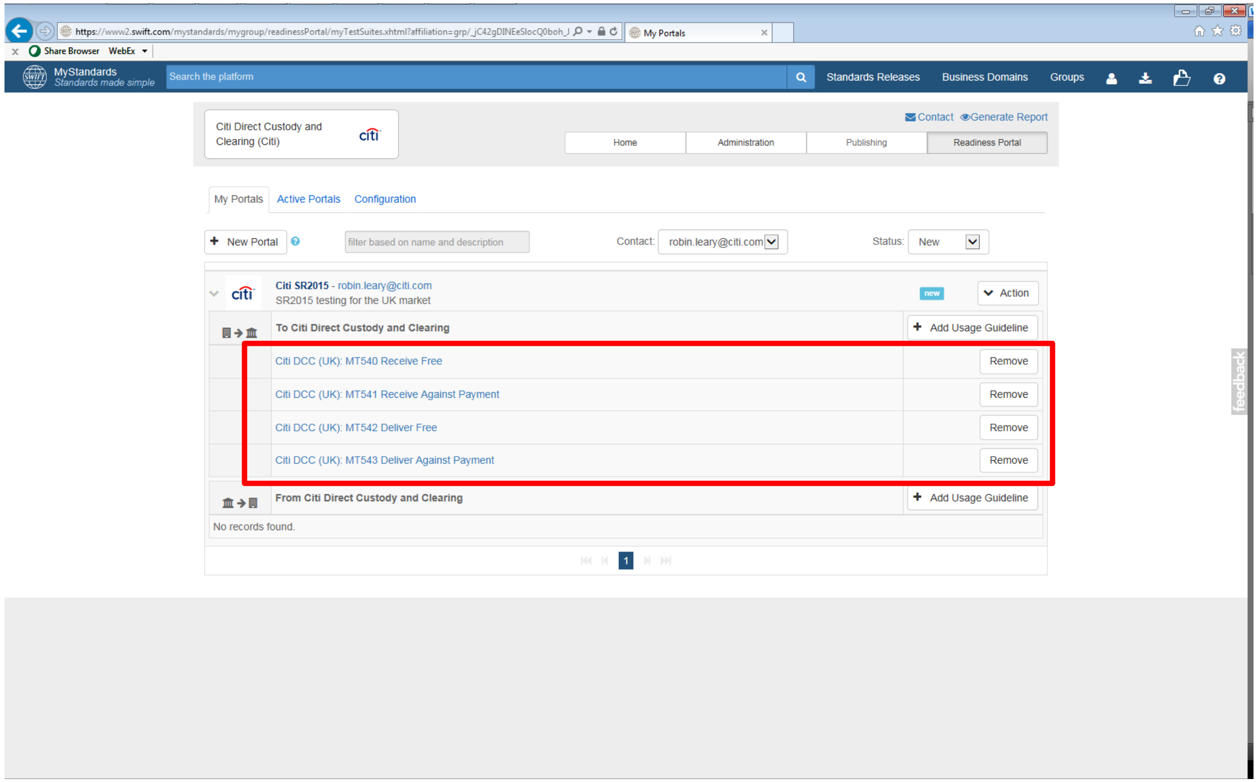
4. The Usage Guidelines decided upon by you will then need to be added. To do this, the **Add Usage Guideline** is selected, as indicated in the red box above.

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.

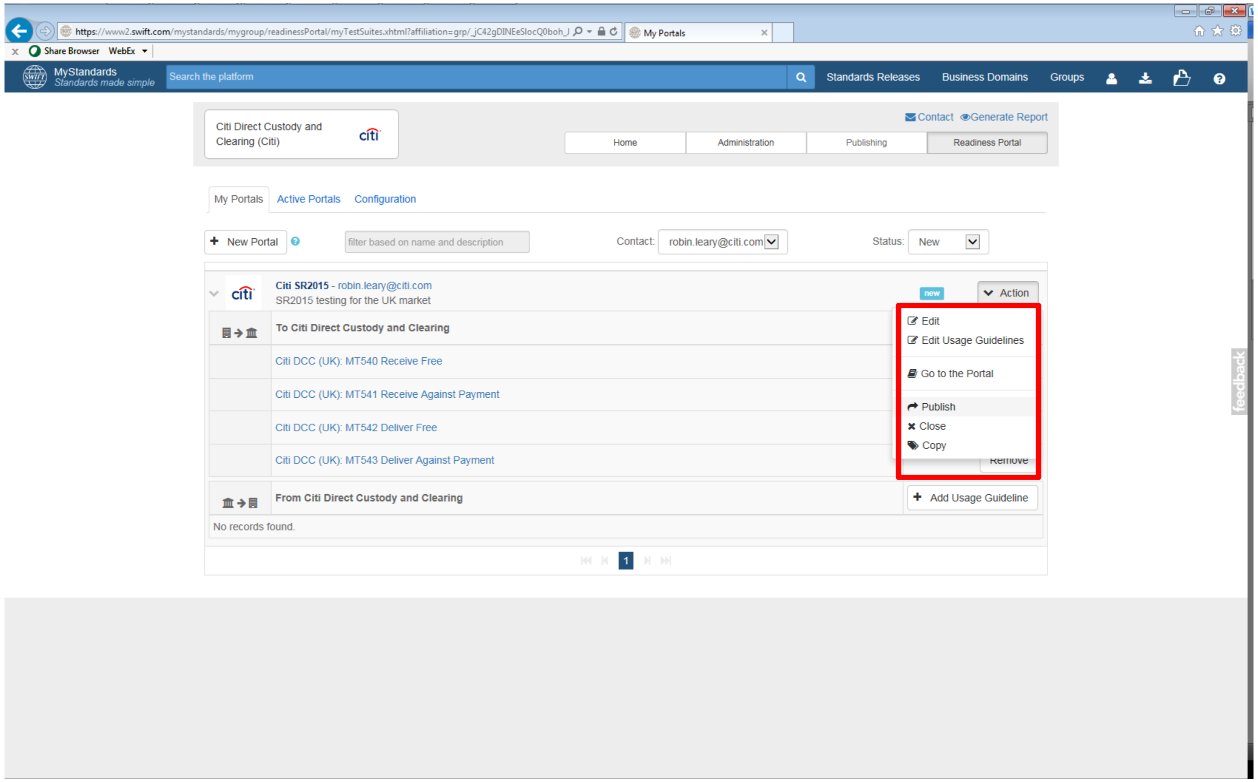
5. The Usage Guidelines required will then be selected (in the red box below) and added (via the **Add** in the green box below).



The Usage Guidelines will now be present in the Readiness Portal.

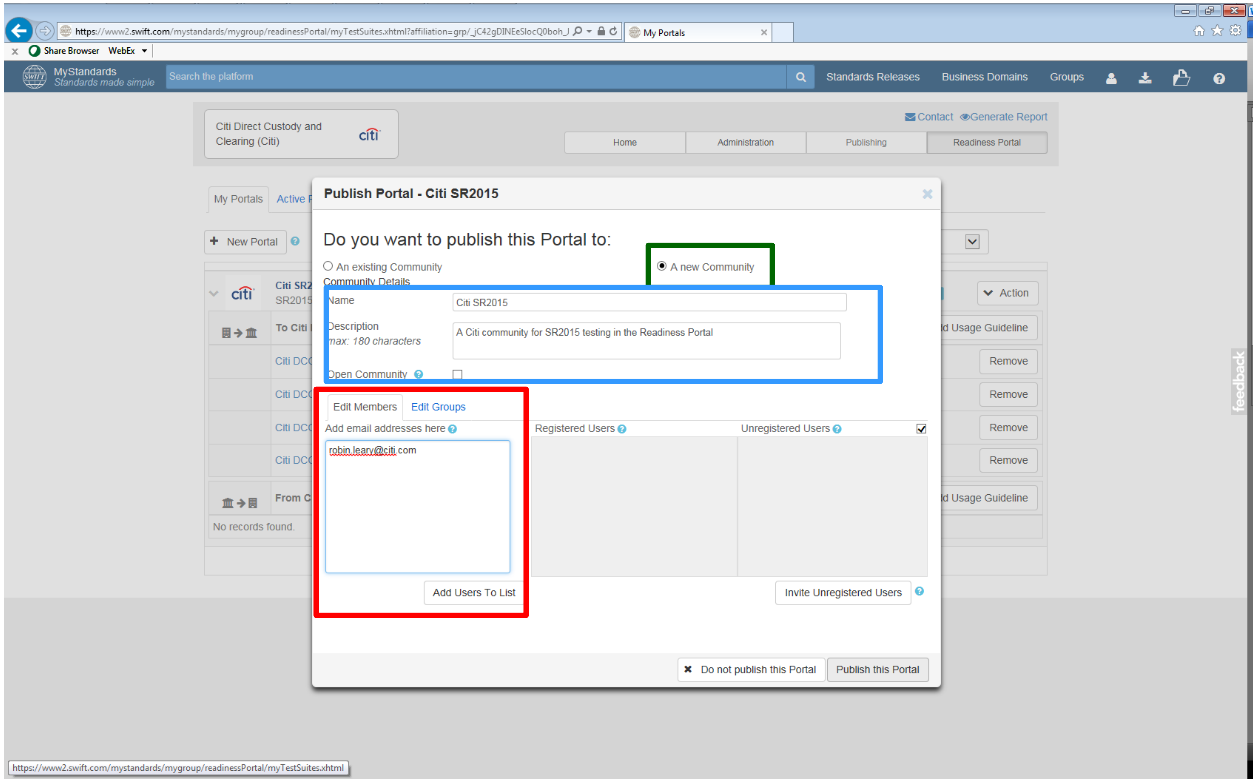


6. Once all Usage Guidelines required have been added, the Readiness Portal is then ready to publish via the **Action** icon.

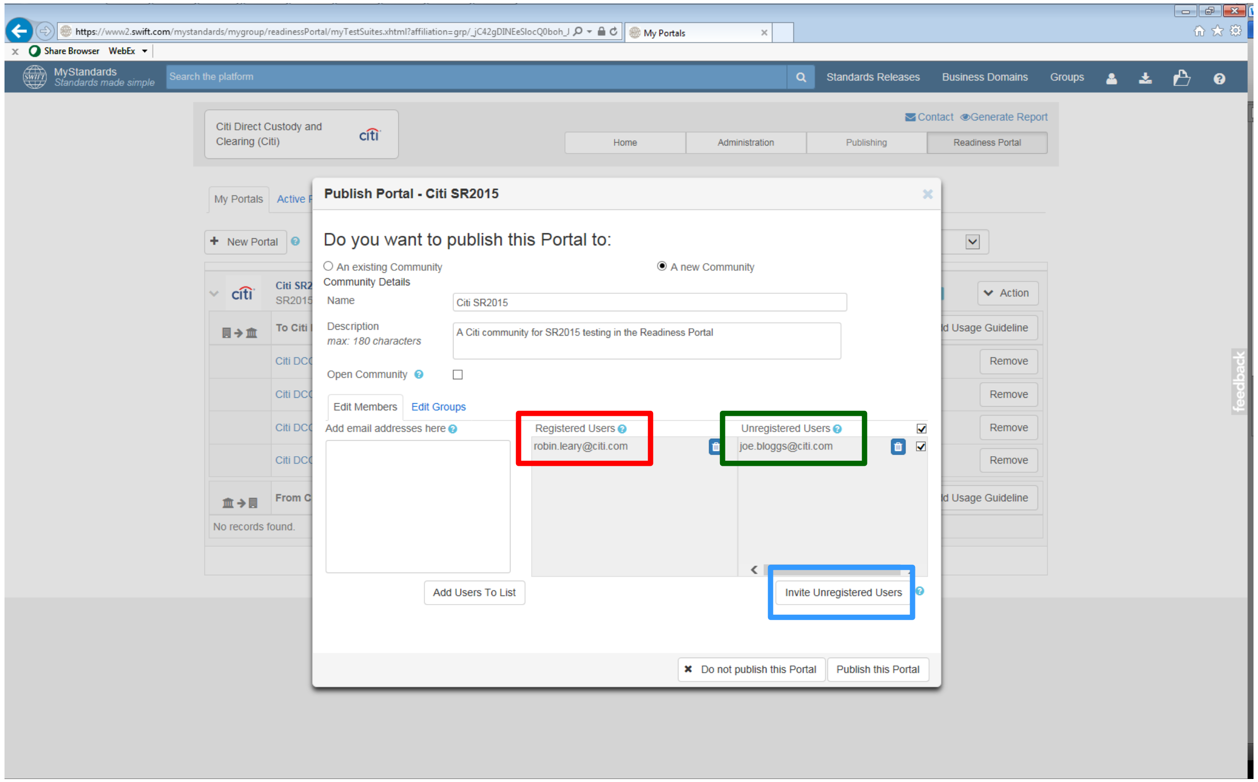


Selecting Publish will bring you to the screen to add your members.

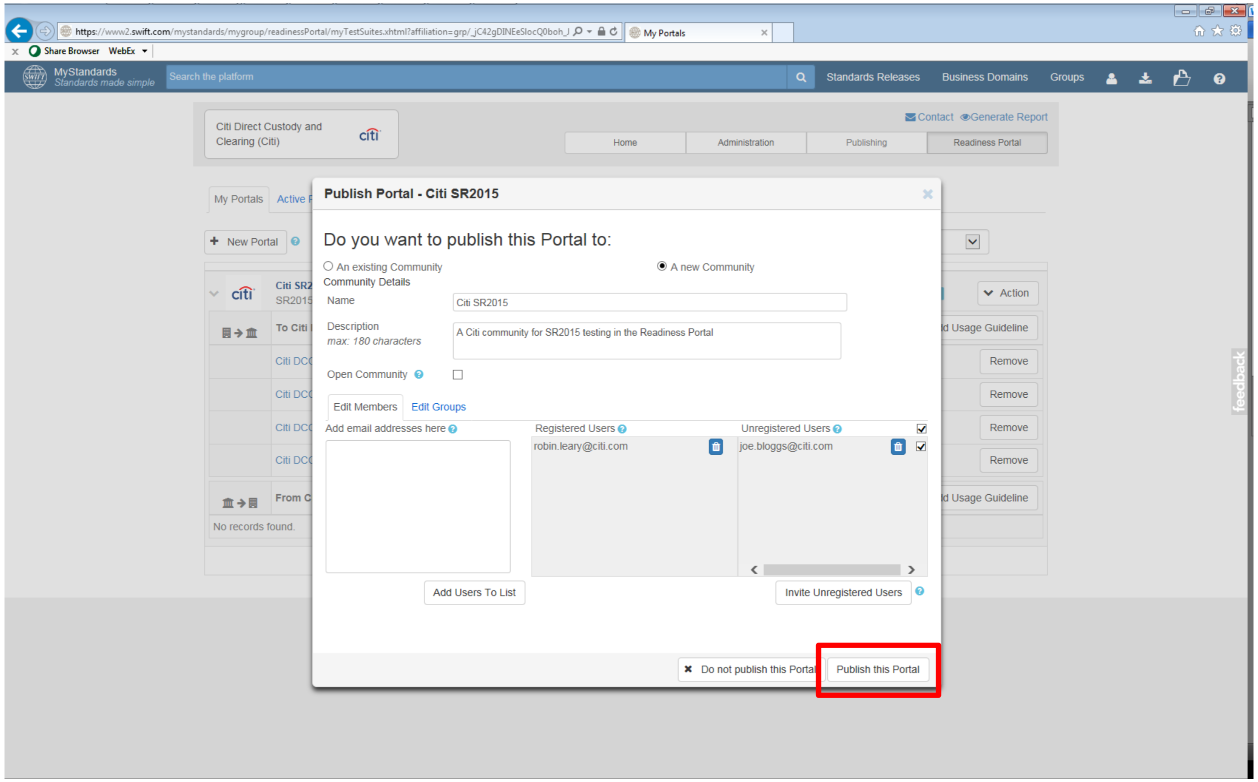
7. Your members will be added using their corporate email, as highlighted below. A **New Community** will be created to ensure only your members have access to this Readiness Portal with your own **Name** (and **Description** if needed).



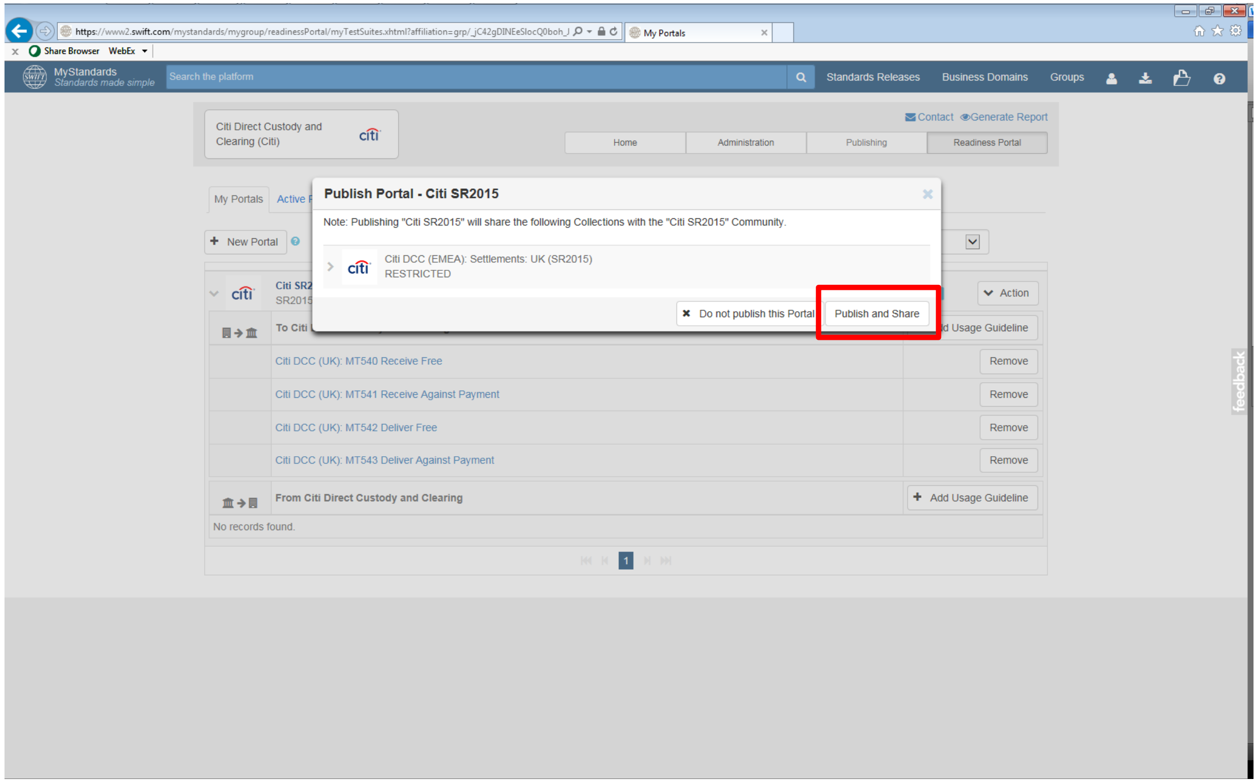
Registered and Unregistered users can be added and, if necessary, Unregistered users can be invited to join, as indicate in the blue box below.



8. Select **Publish this Portal** to activate the Readiness Portal

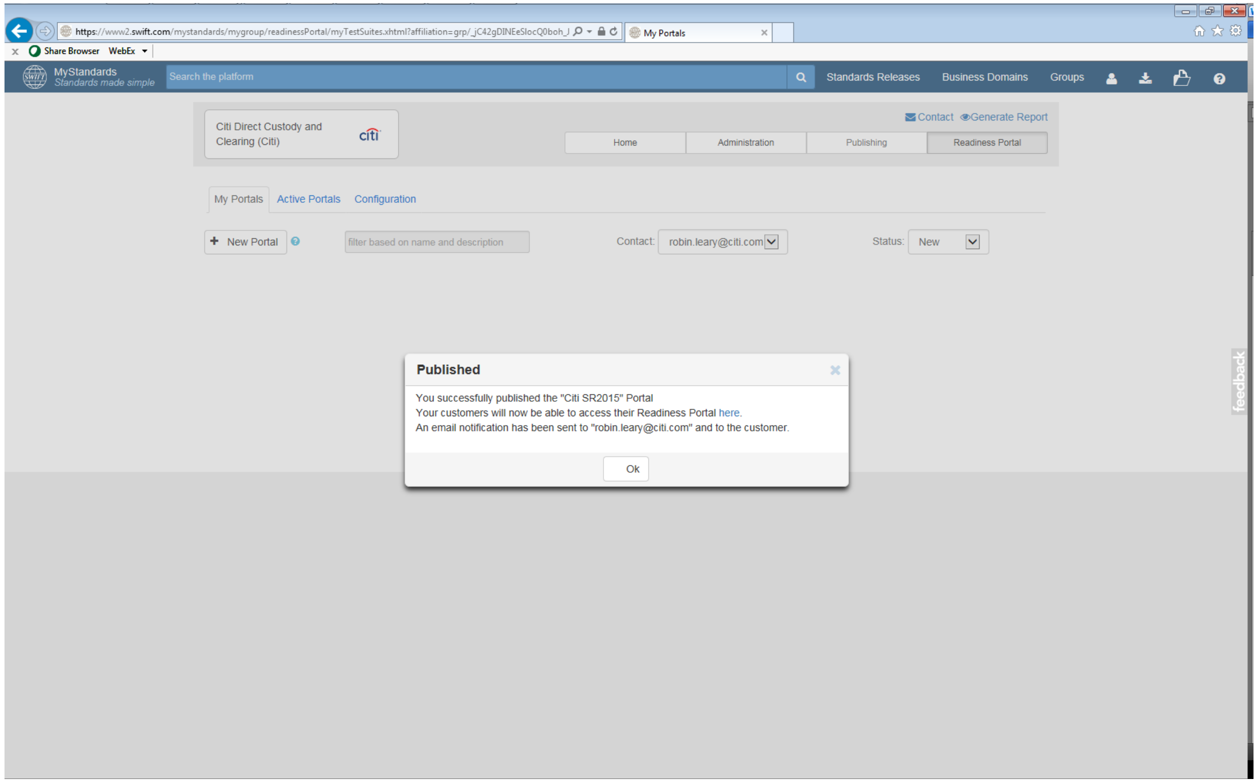


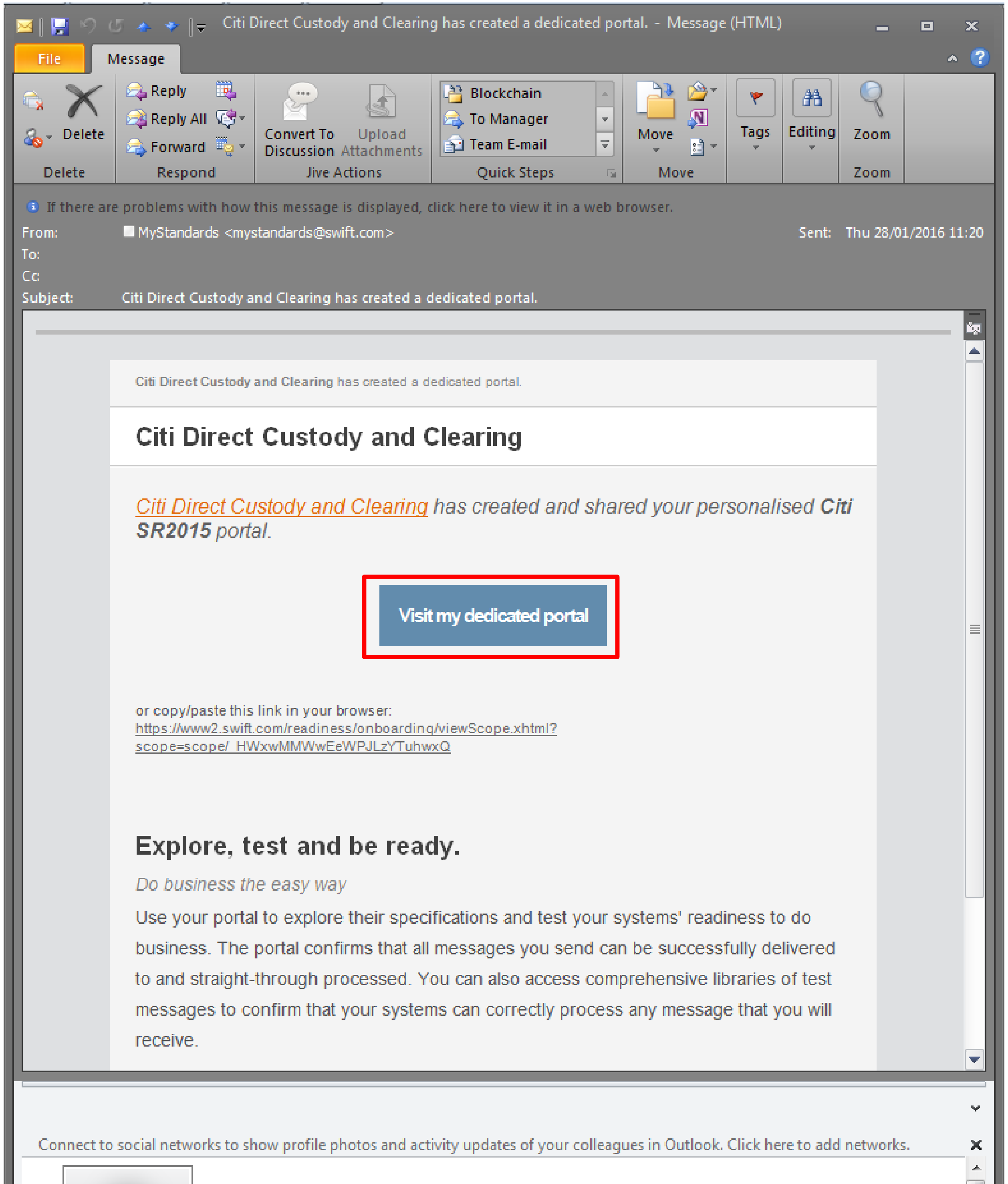
My Portals
MyStandards
Standards made simple
Search the platform
Standards Releases
Business Domains
Groups
Citi Direct Custody and Clearing (Citi)
Contact
Generate Report
Home
Administration
Publishing
Readiness Portal
My Portals
New Portal
Publish Portal - Citi SR2015
Do you want to publish this Portal to:
An existing Community
A new Community
Community Details
Name
Citi SR2015
Description
max: 180 characters
A Citi community for SR2015 testing in the Readiness Portal
Open Community
Edit Members
Edit Groups
Add email addresses here
Registered Users
Unregistered Users
robin.leary@citi.com
joe.bloggs@citi.com
Add Users To List
Invite Unregistered Users
Do not publish this Portal
Publish this Portal
Action
Remove
No records found.
feedback



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.


https://www2.swift.com/mystandards/mygroup/readinessPortal/myTestSuites.xhtml?affiliation=grp/_jC42gDINEeSlocQ0boh_I
My Portals
Share Browser
WebEx
MyStandards
Standards made simple
Search the platform
Standards Releases
Business Domains
Groups
Citi Direct Custody and Clearing (Citi)
Contact
Generate Report
Home
Administration
Publishing
Readiness Portal
My Portals
Active Portals
Configuration
New Portal
filter based on name and description
Contact:
robin.leary@citi.com
Status:
New
Published
You successfully published the "Citi SR2015" Portal
Your customers will now be able to access their Readiness Portal here.
An email notification has been sent to "robin.leary@citi.com" and to the customer.
Ok
feedback



Citi Direct Custody and Clearing has created a dedicated portal. - Message (HTML)

File | Message

Reply | Reply All | Forward | Delete | Convert To Discussion | Upload Attachments | Blockchain | To Manager | Team E-mail | Move | Tags | Editing | Zoom

Delete | Respond | Jive Actions | Quick Steps | Move | Zoom

If there are problems with how this message is displayed, click here to view it in a web browser.

From: MyStandards <mystandards@swift.com> Sent: Thu 28/01/2016 11:20

To:

Cc:

Subject: Citi Direct Custody and Clearing has created a dedicated portal.

Citi Direct Custody and Clearing has created a dedicated portal.

Citi Direct Custody and Clearing

*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?scope=scope/_HWxwMMWwEeWPJLzYTuhwxQ

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.

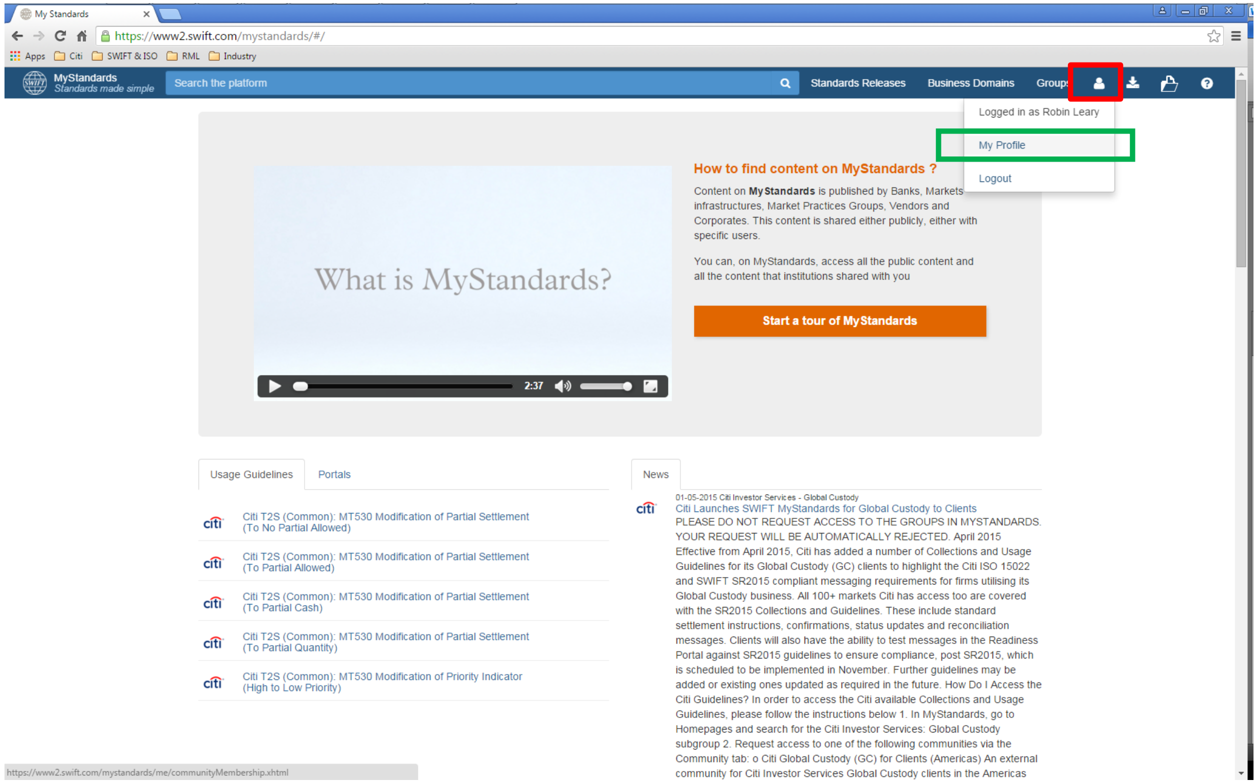
Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

Accessing and Using Your Readiness Portal

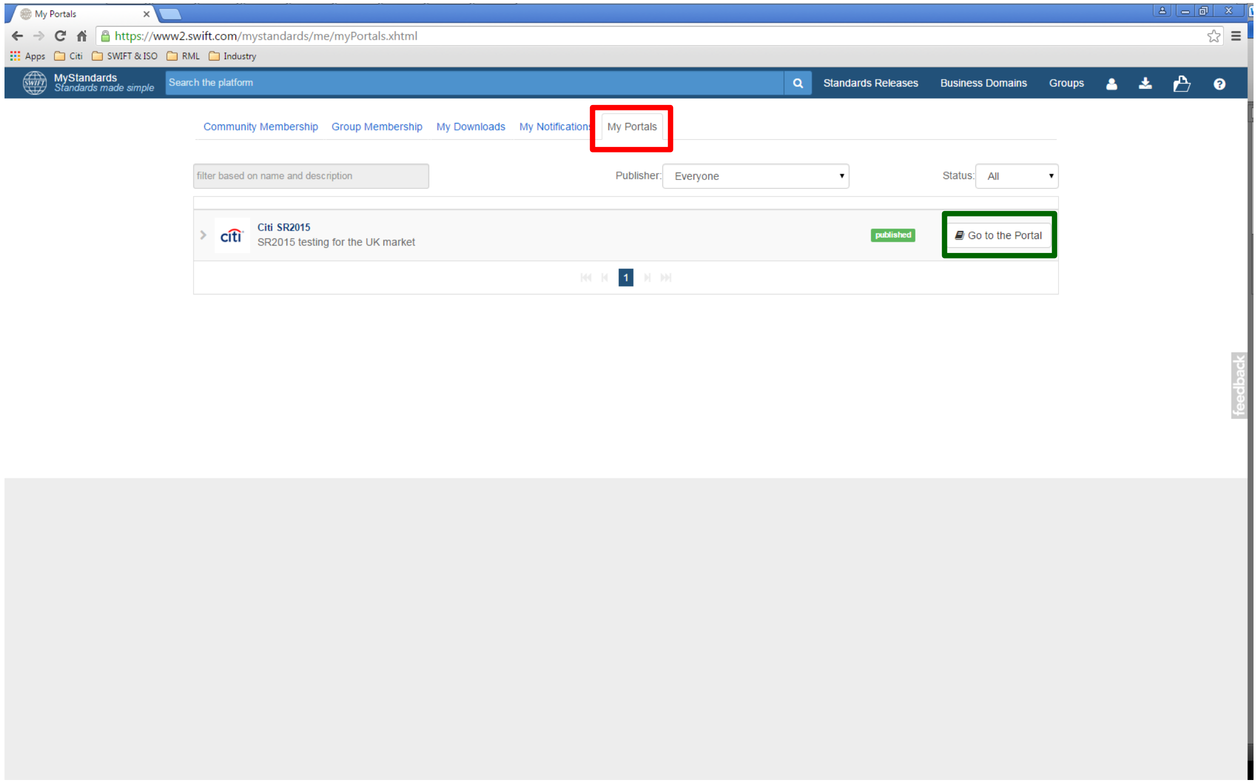
Accessing your Readiness Portal can be performed in two ways. The first is to click on the **Visit my dedicated portal** icon in the email, highlighted above.

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

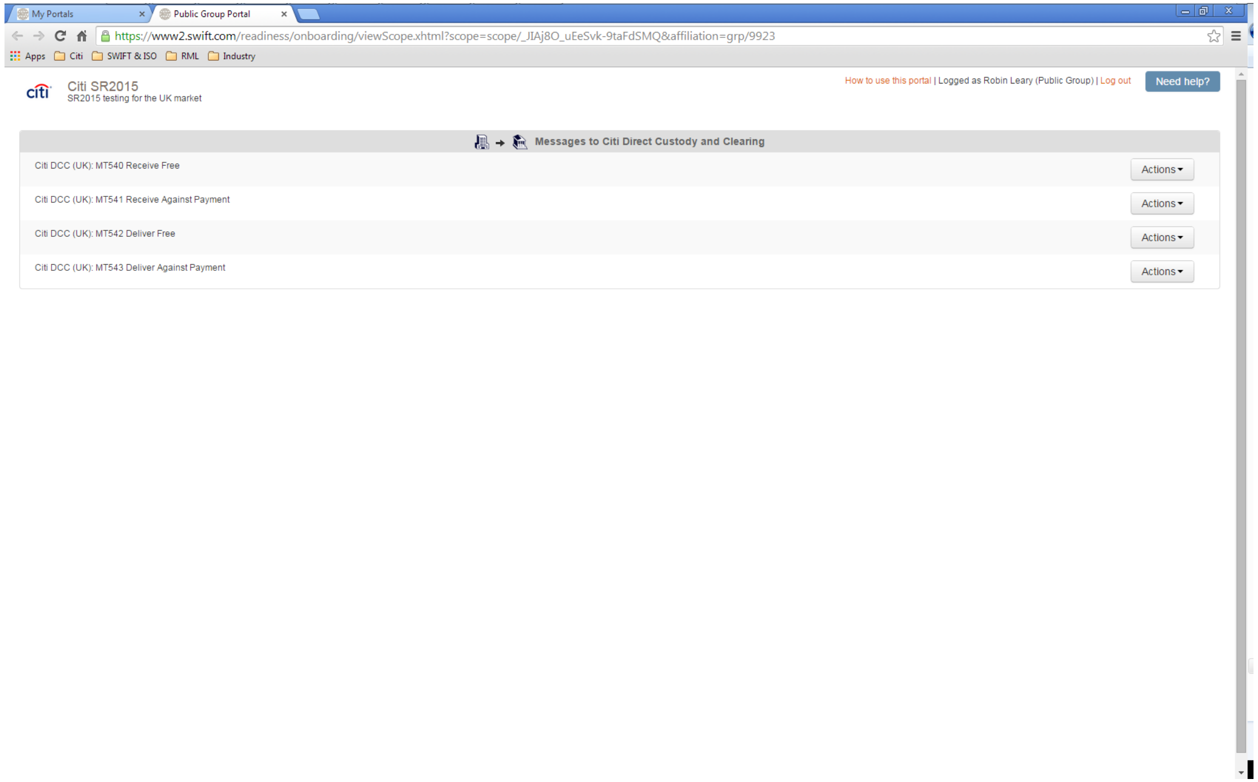
1. After logging in to MyStandards, select "*Person*" icon, as shown below in the red box and "My Profile", as shown in the green box below:



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.

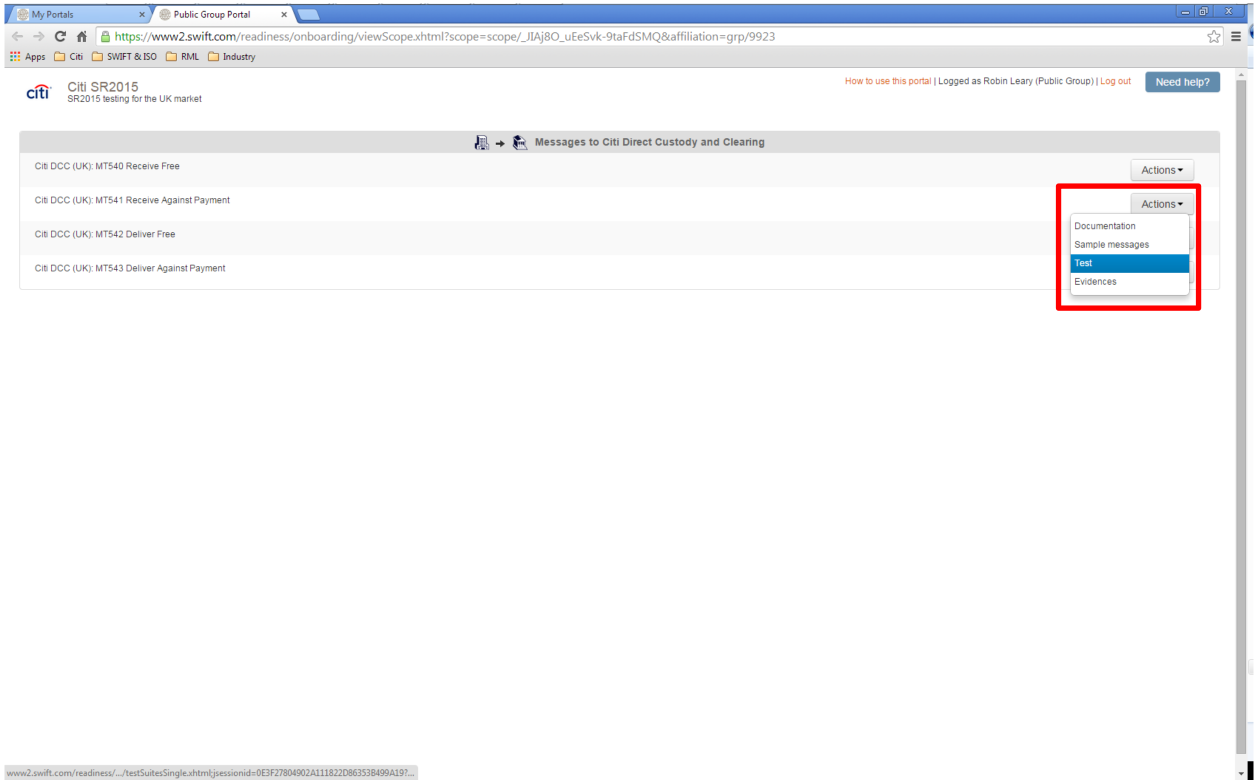


3. Select the message you wish to test against and select the **Action** icon.

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).

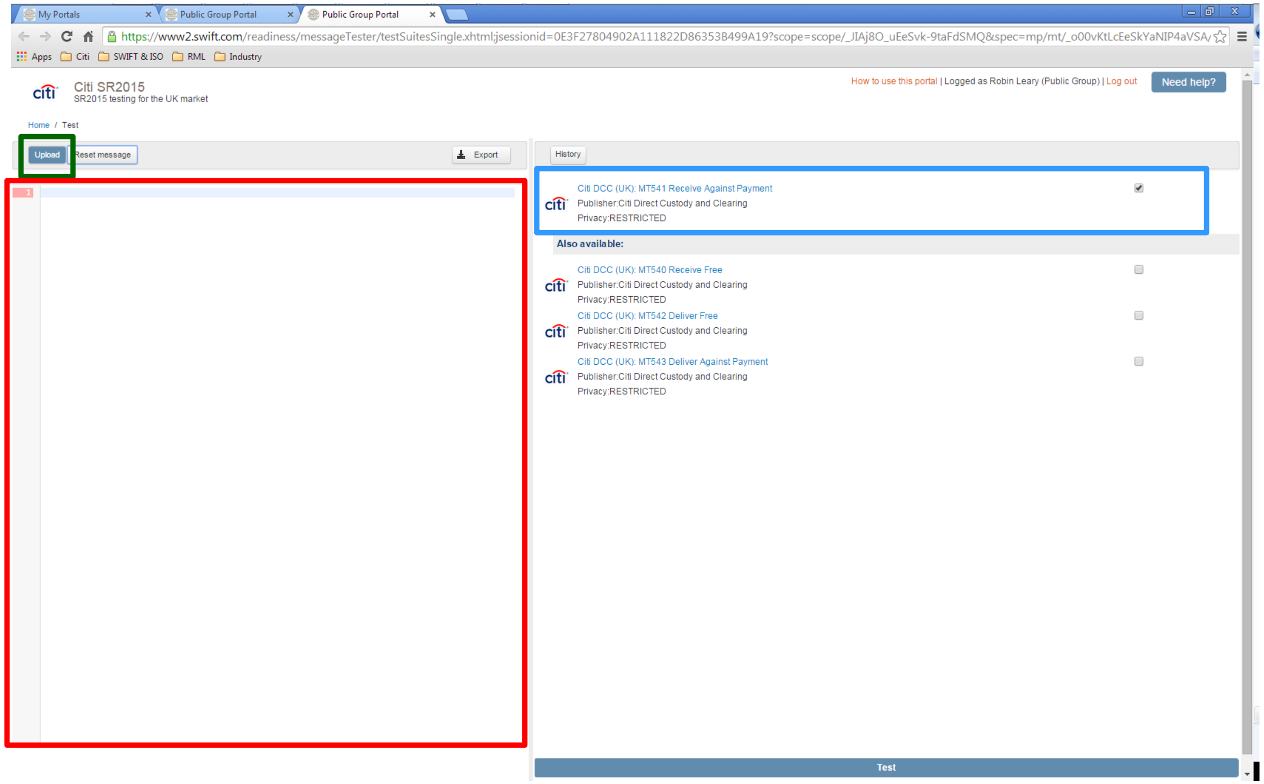
When doing either of these, the message must comply with a format consistent with SWIFT Standards, for example no spaces after fields and no extra lines after the message has finished etc. A Message Header can be used but is not validated by the Readiness Portal so can be left out. If left out, the first 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

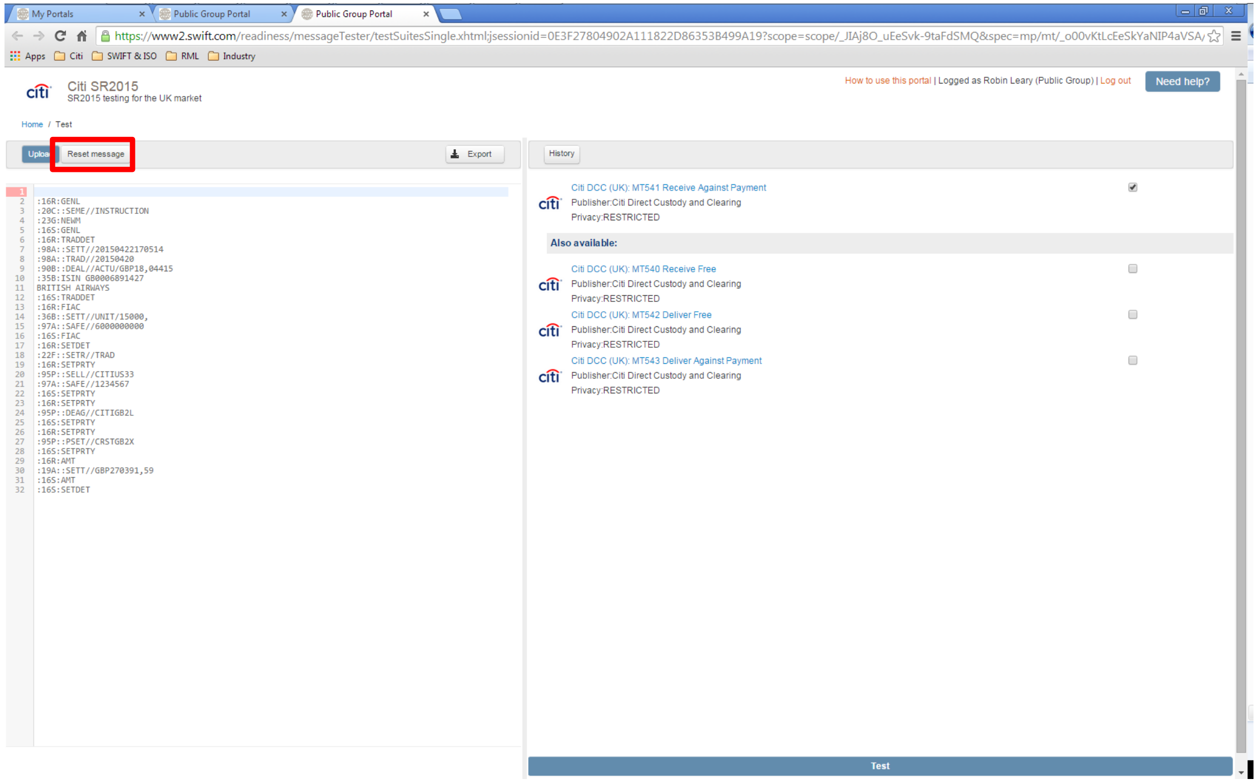
MT541 With Header (1).txt

MT541 With Header (2).txt

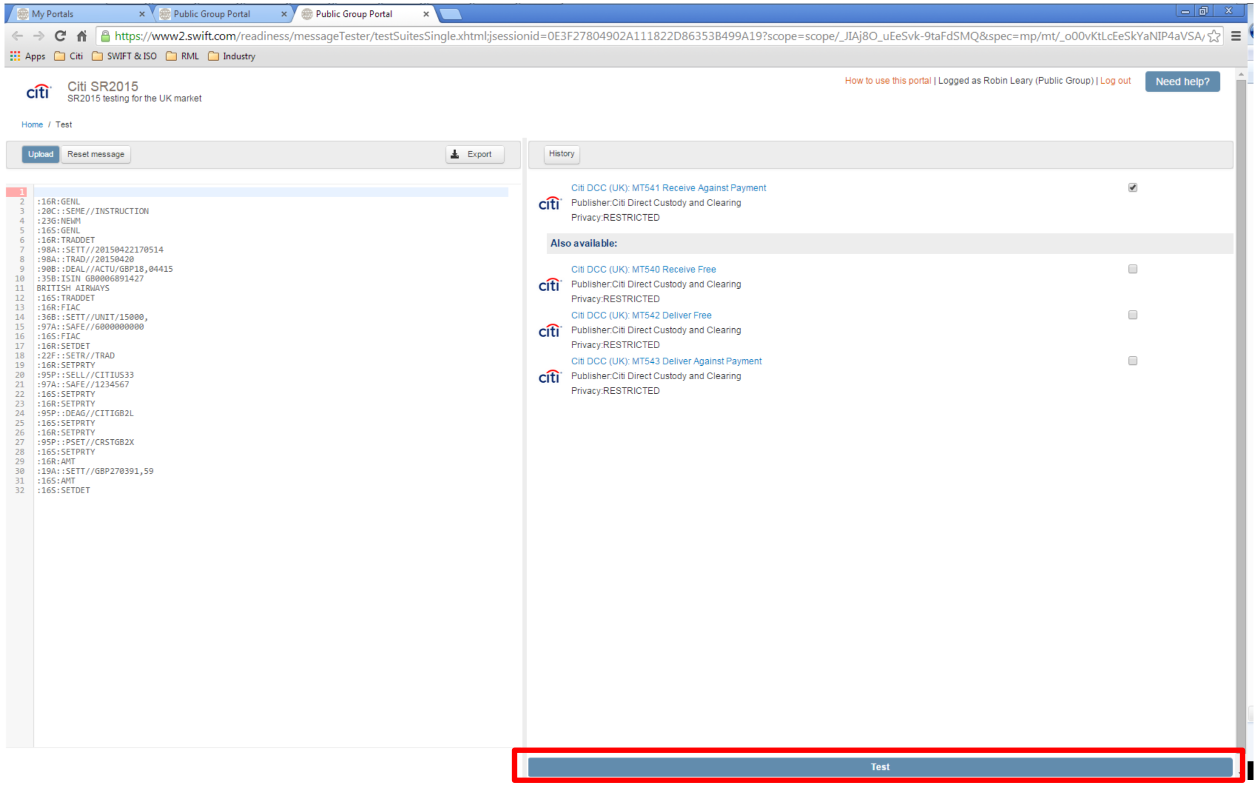
When uploading a message, the compliant format must be contained within a text file (.txt). Only one message may be present in the text file. Multiple text files can be zipped together and uploaded as a zip file if necessary.



6. If you wish to remove the message once input, either delete the text manually or select the **Reset message** icon



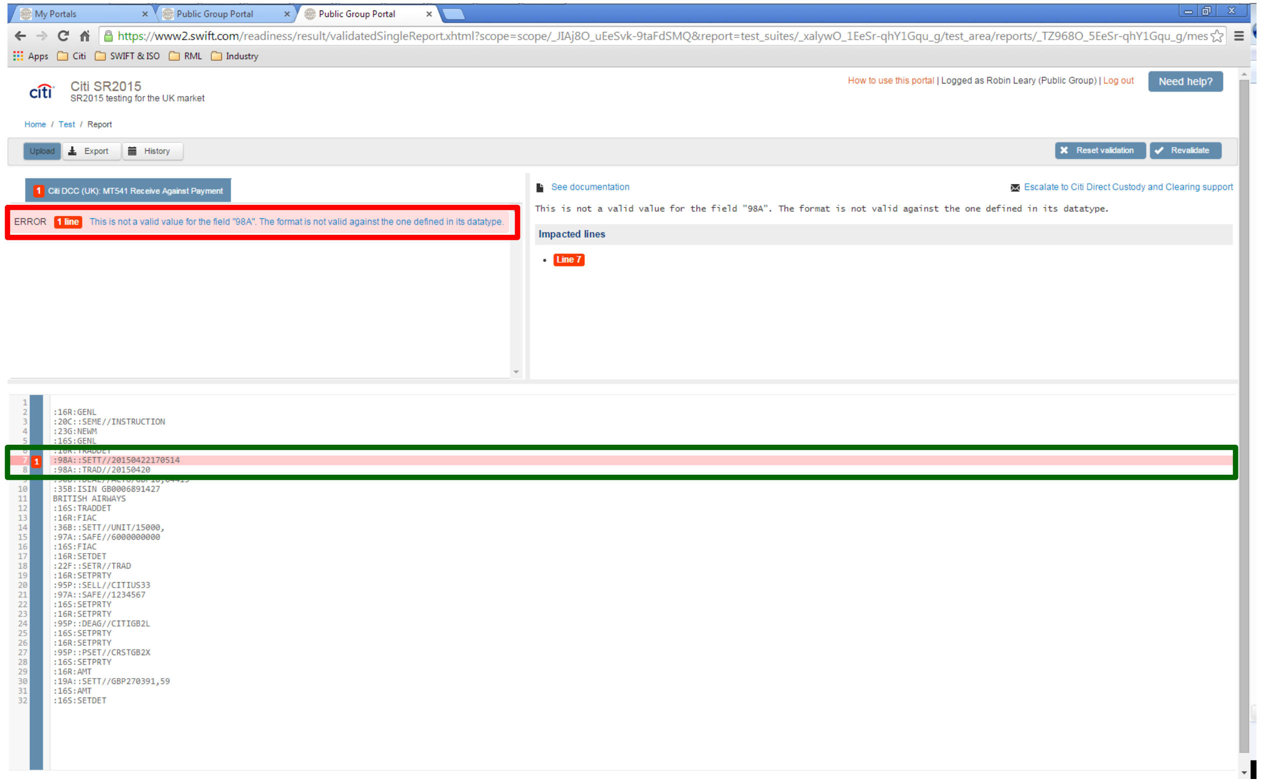
7. Select **Test** to validate your message against Citi's Usage Guideline and the SWIFT Network Validation Rules



8. Any Errors will then be highlighted.

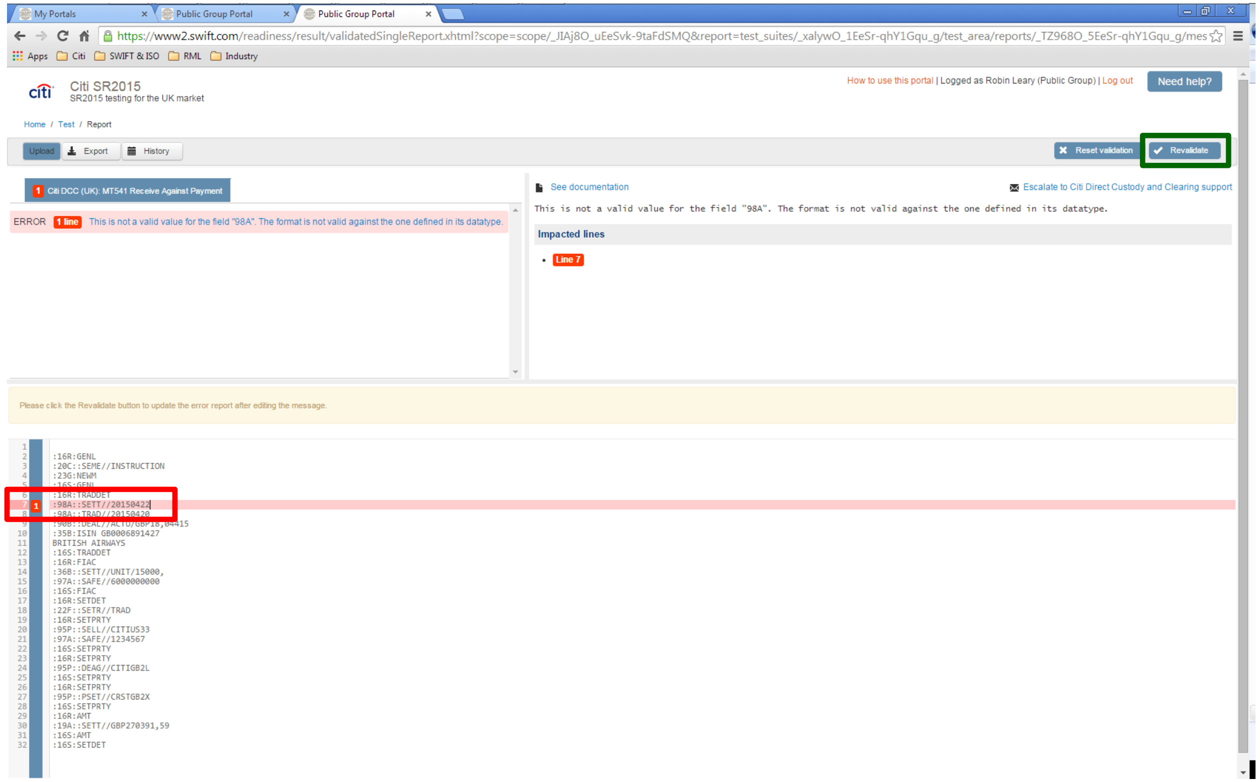
The Readiness Portal first validates any ISO Standards errors. If there are, as indicated in the example below where field 98A is used with a Date and Time when only the Date is allowed with format option A, the Readiness Portal stops validating the message so any further errors with regards to comparisons 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).

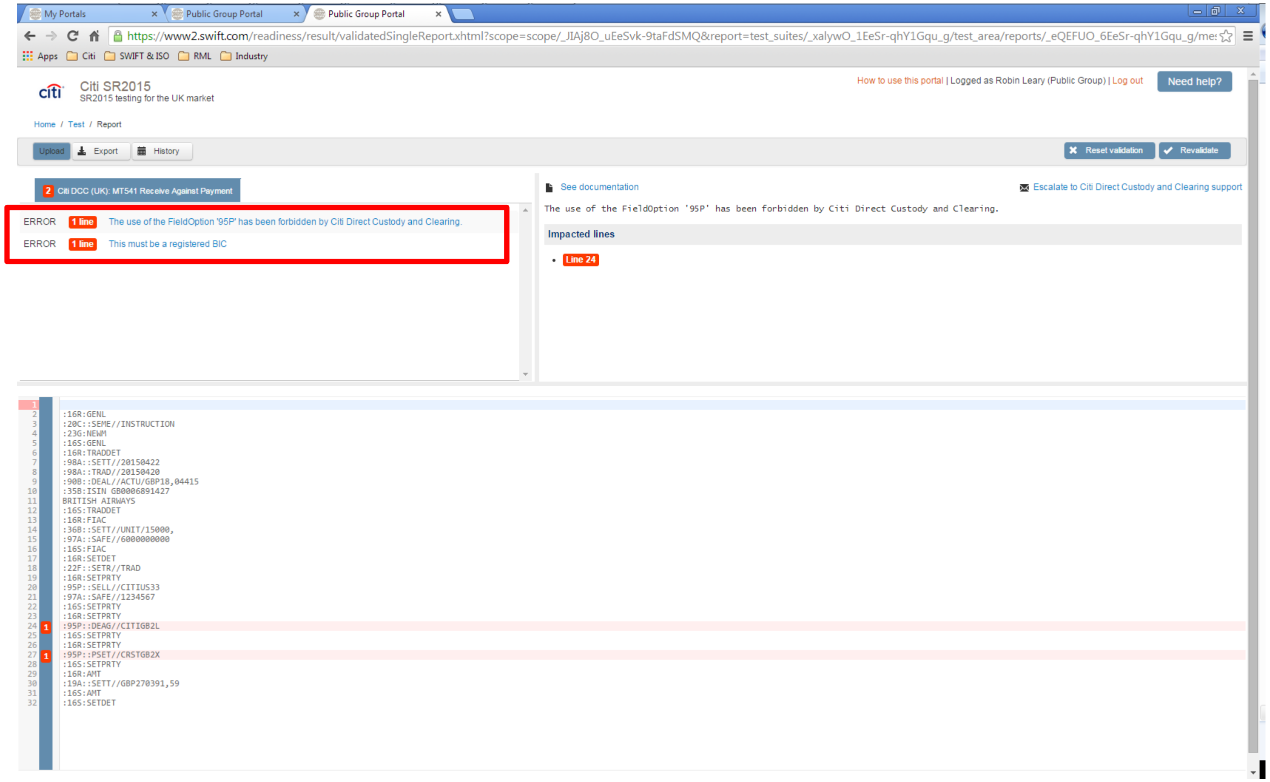
10. To correct the error, either change your text file and re-upload or just remove the extra text manually in the screen, as shown below in red.



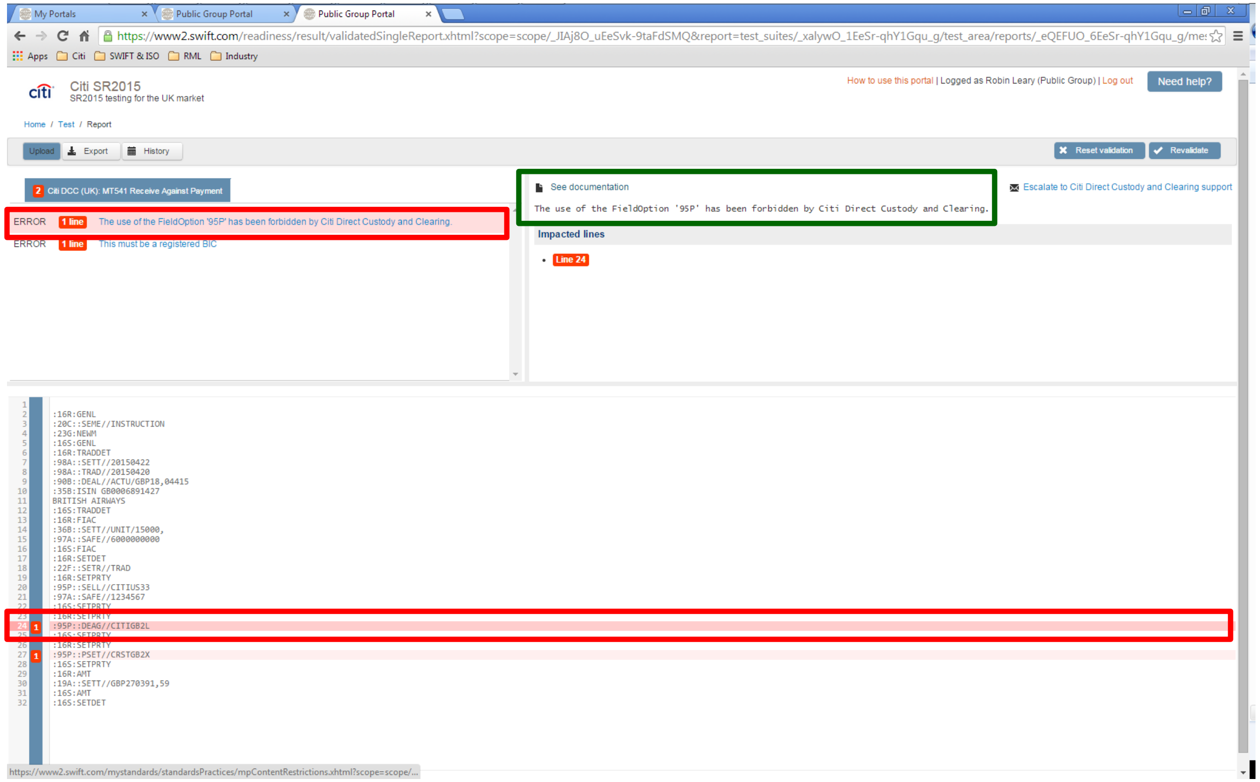
11. Once corrected, select **Revalidate** to test again (in green above)

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

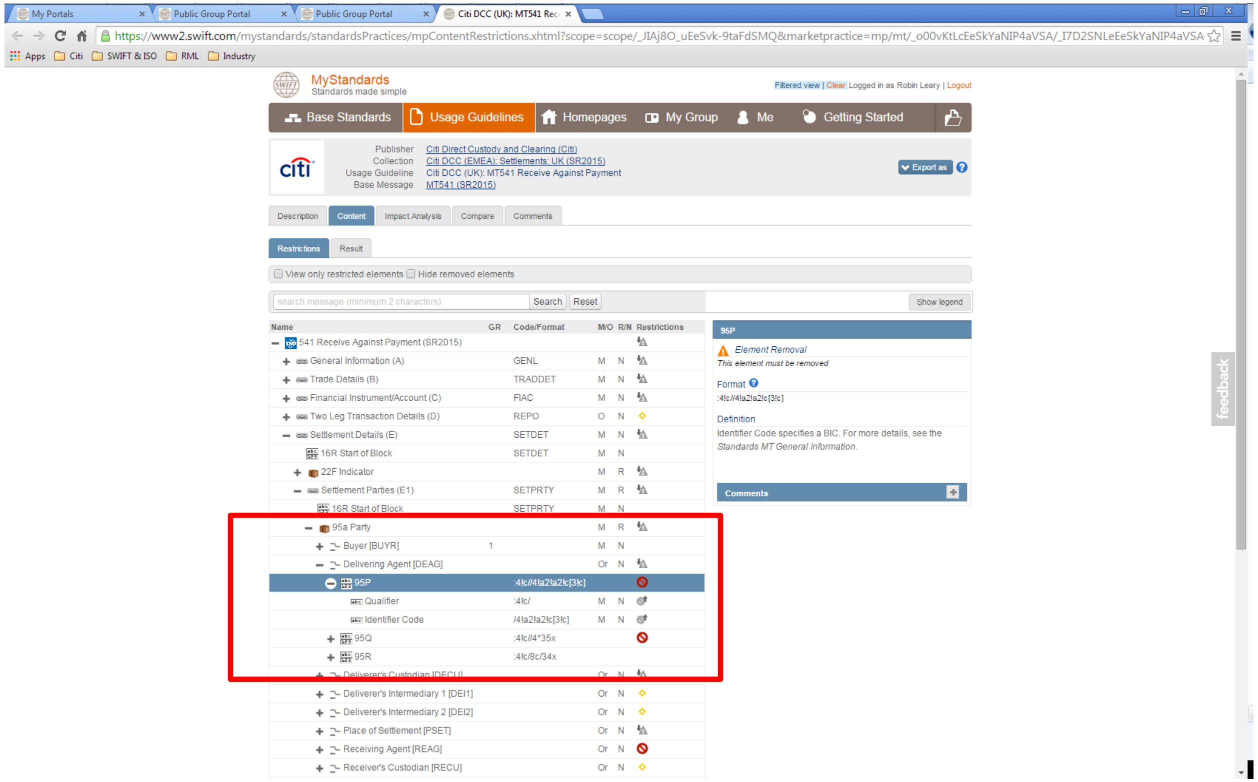


13. To understand the Citi error, highlight the **Error** and field in question (in red) and select **See Documentation** (in green).

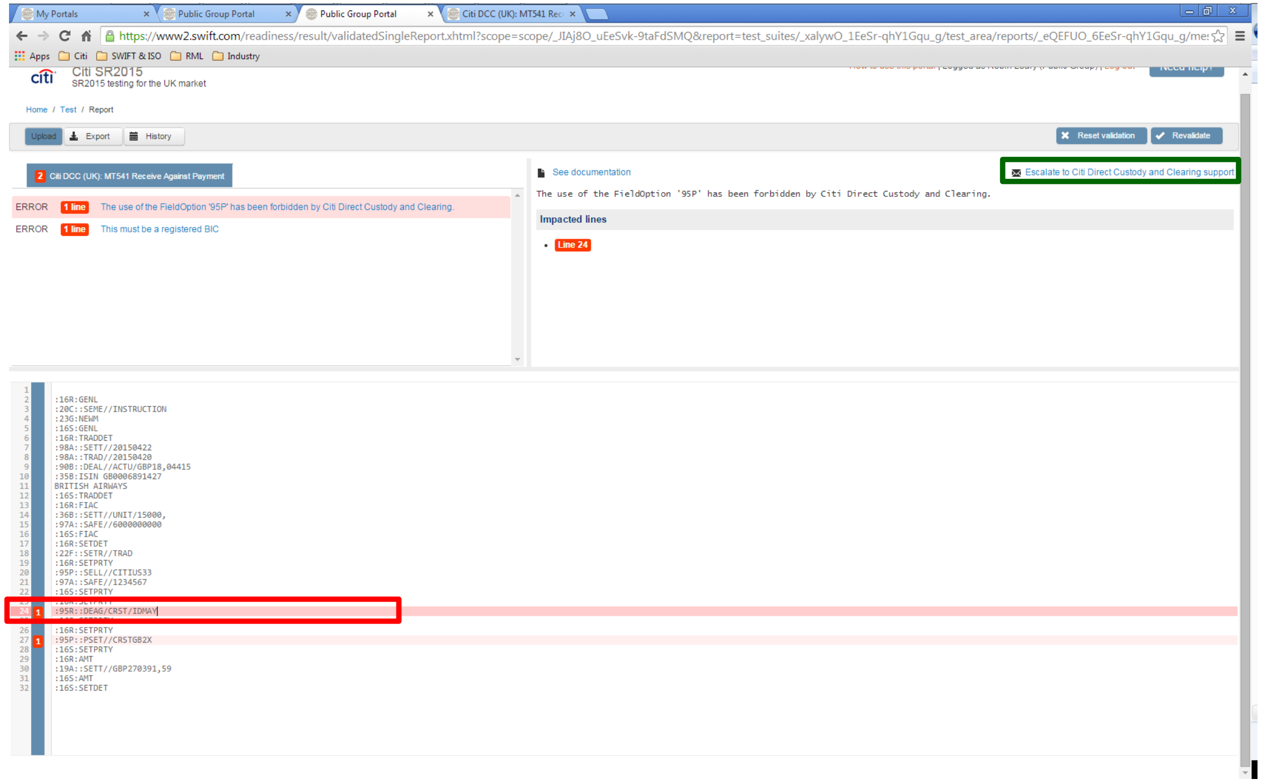


The See Documentation link brings you directly back to the point in Citi's Usage Guideline where the error occurred so you can see exactly what the issue is.

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.

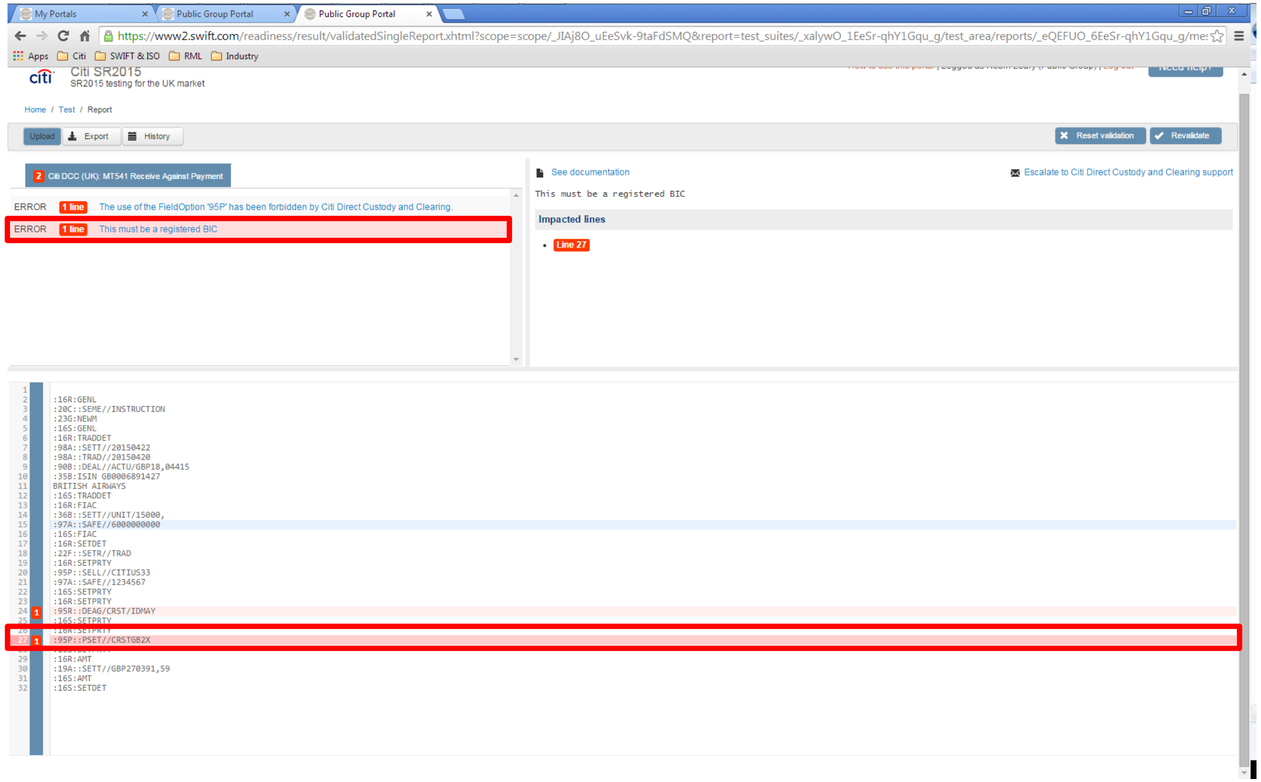


15. If, at any time, you are unsure of the problem, you can select the **Escalate to Citi …. Support** link which will allow you to send a message to the Citi owner of your Readiness Portal. This is highlighted in the green box above.

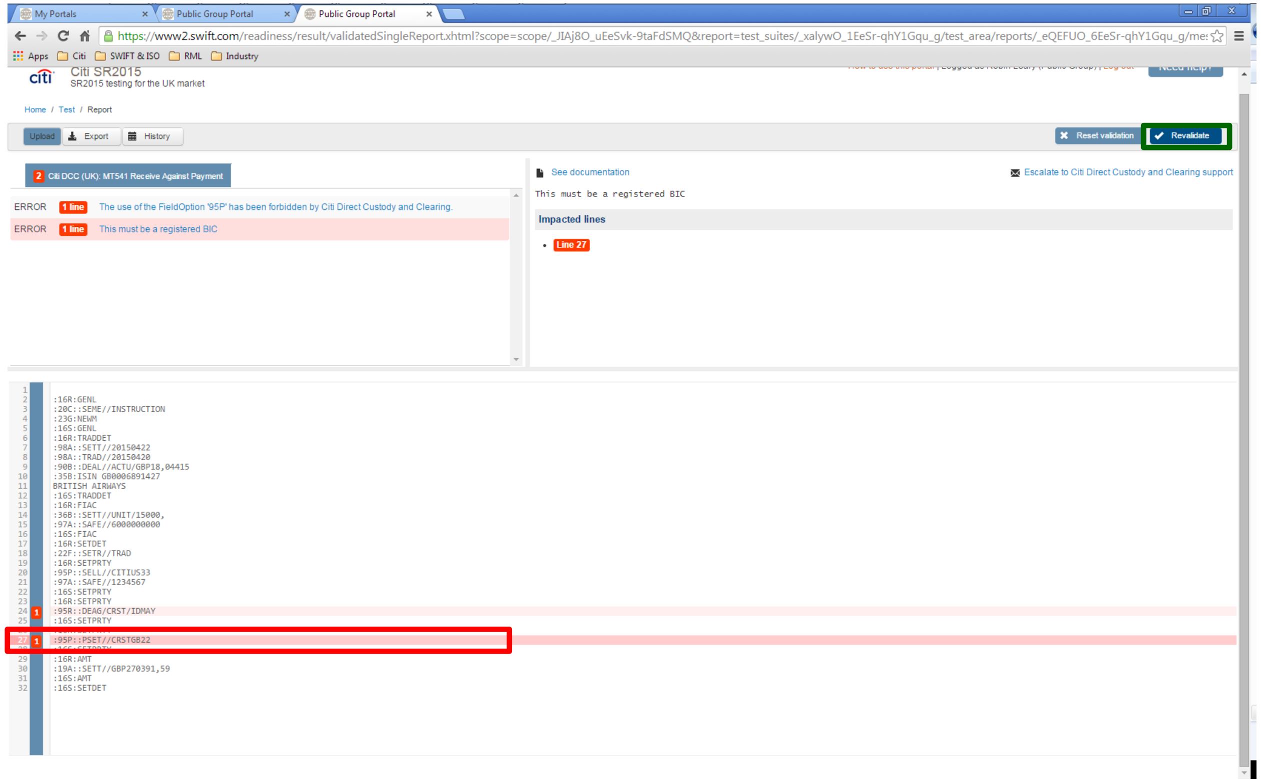
16. At this point, you can either **Revalidate** the message again, or correct the other errors first before revalidating. In this example, we will check the second error first.

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

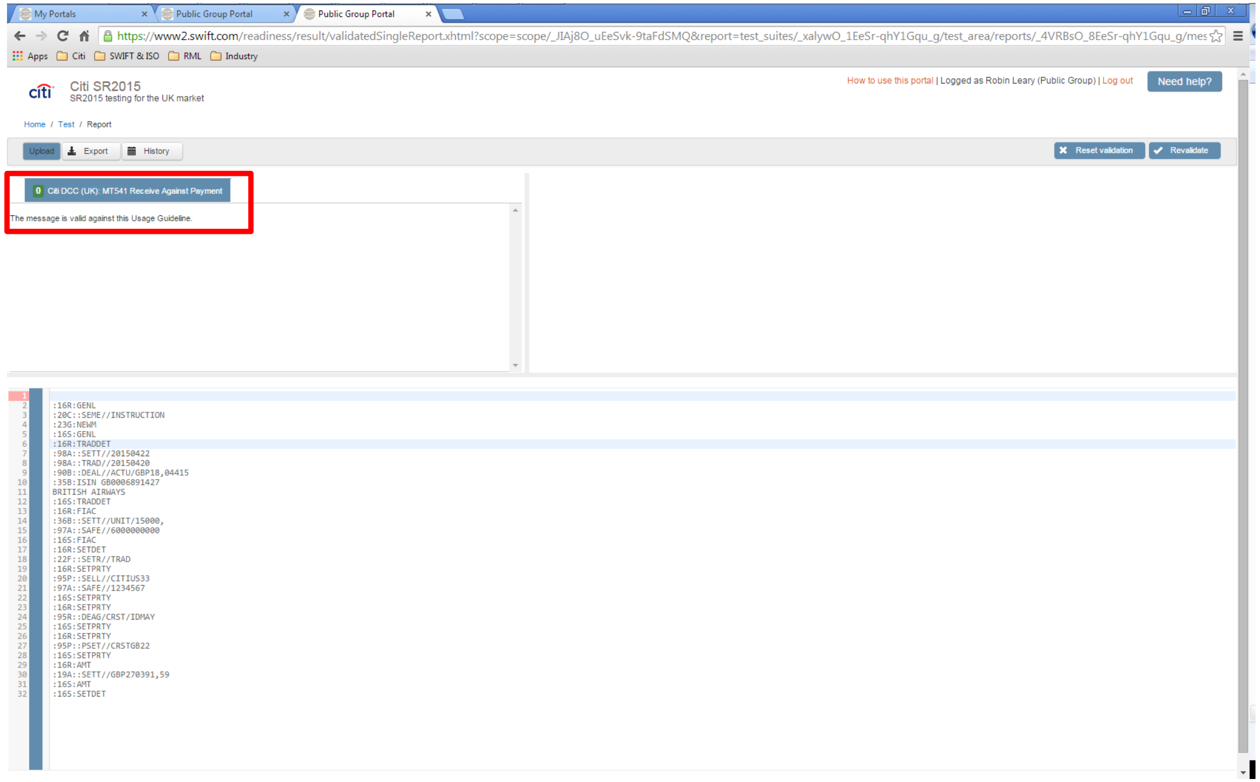
In this example, we can see that the BIC is not registered. As per SWIFT Network Validation Rules, all BIC's used in the body of a message must be registered and published in the SWIFT BIC Directory on www.swift.com



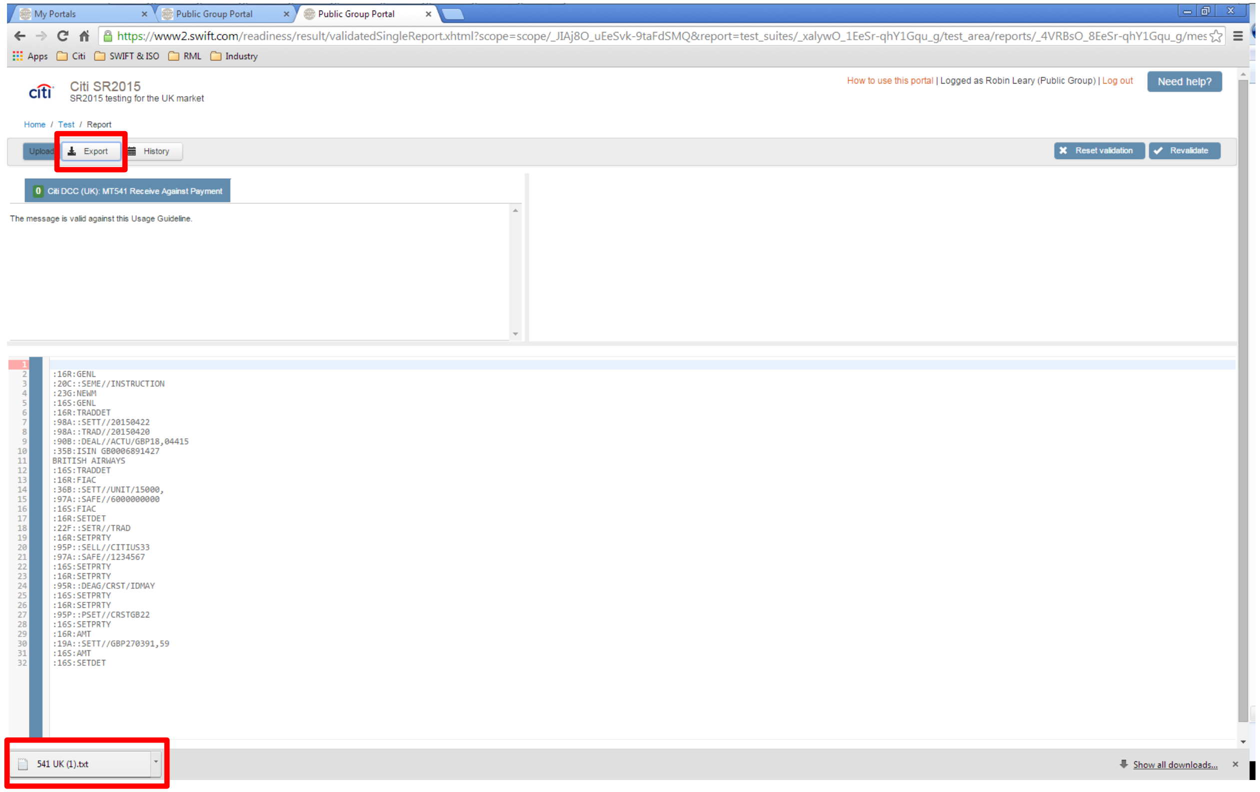
18. Correct the error to ensure the BIC is valid (in red below) and then select **Revalidate** (in green).



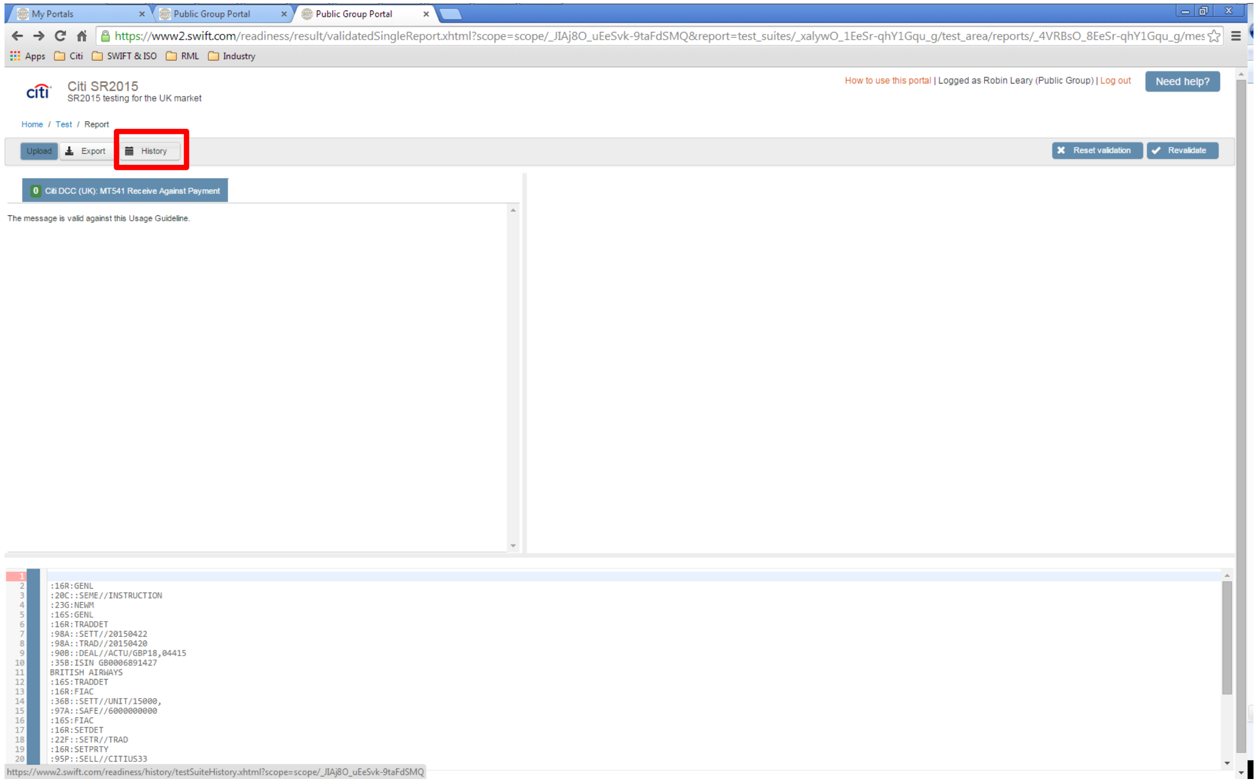
19. The message is now corrected.

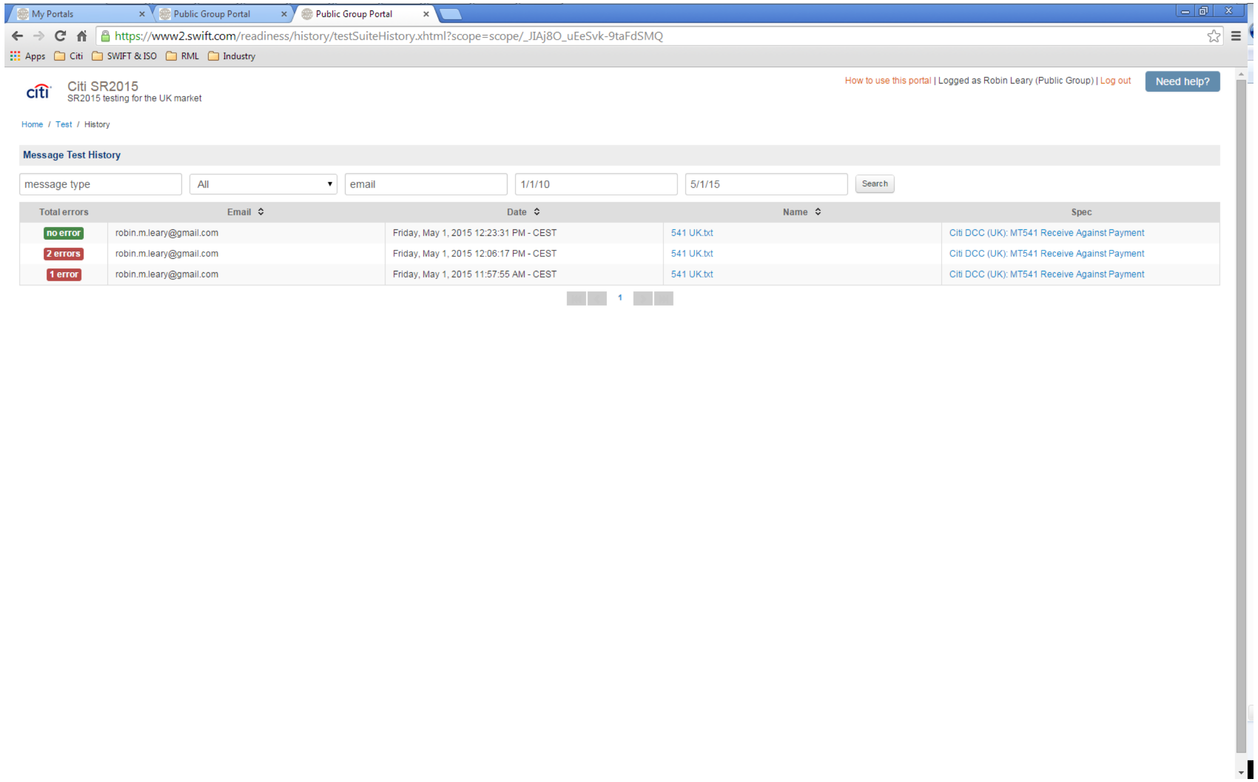


20. You can export the correct message into a text file by selecting the **<u>Export</u>** function

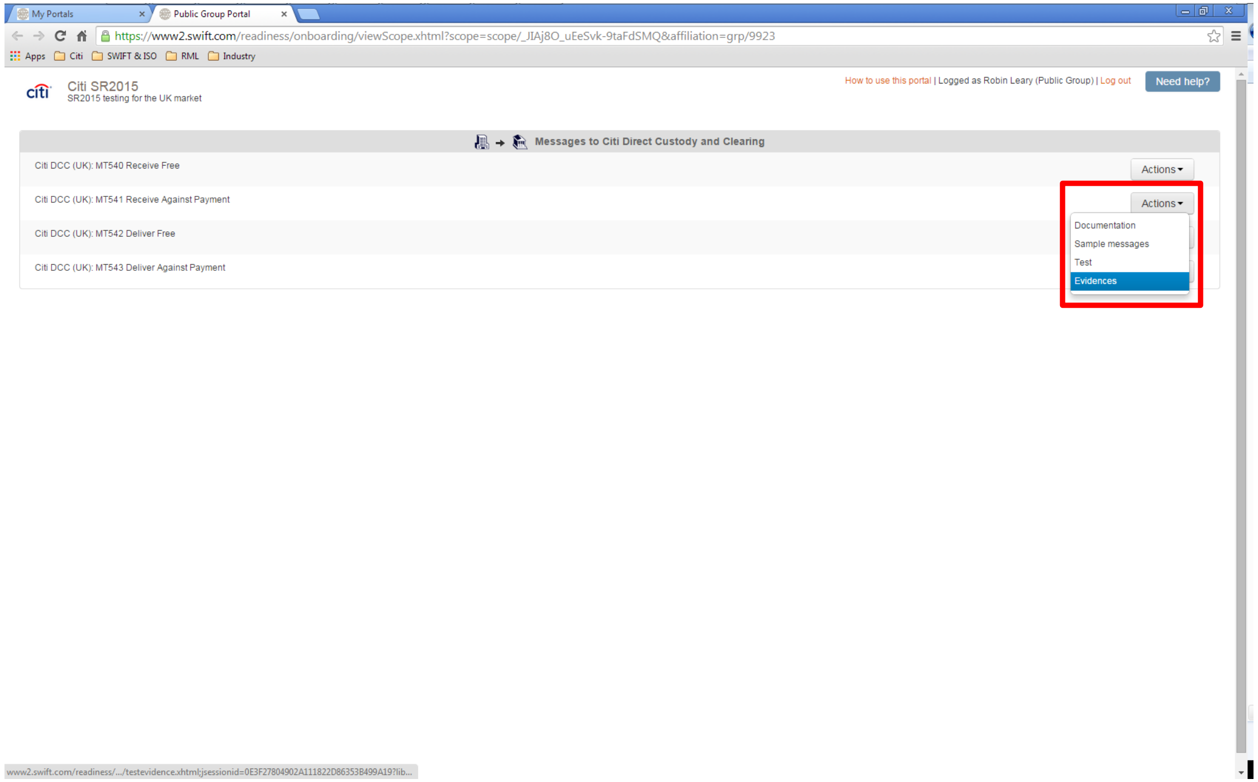


21. You can view the history of the test and validation errors / corrections by selecting the **History** icon

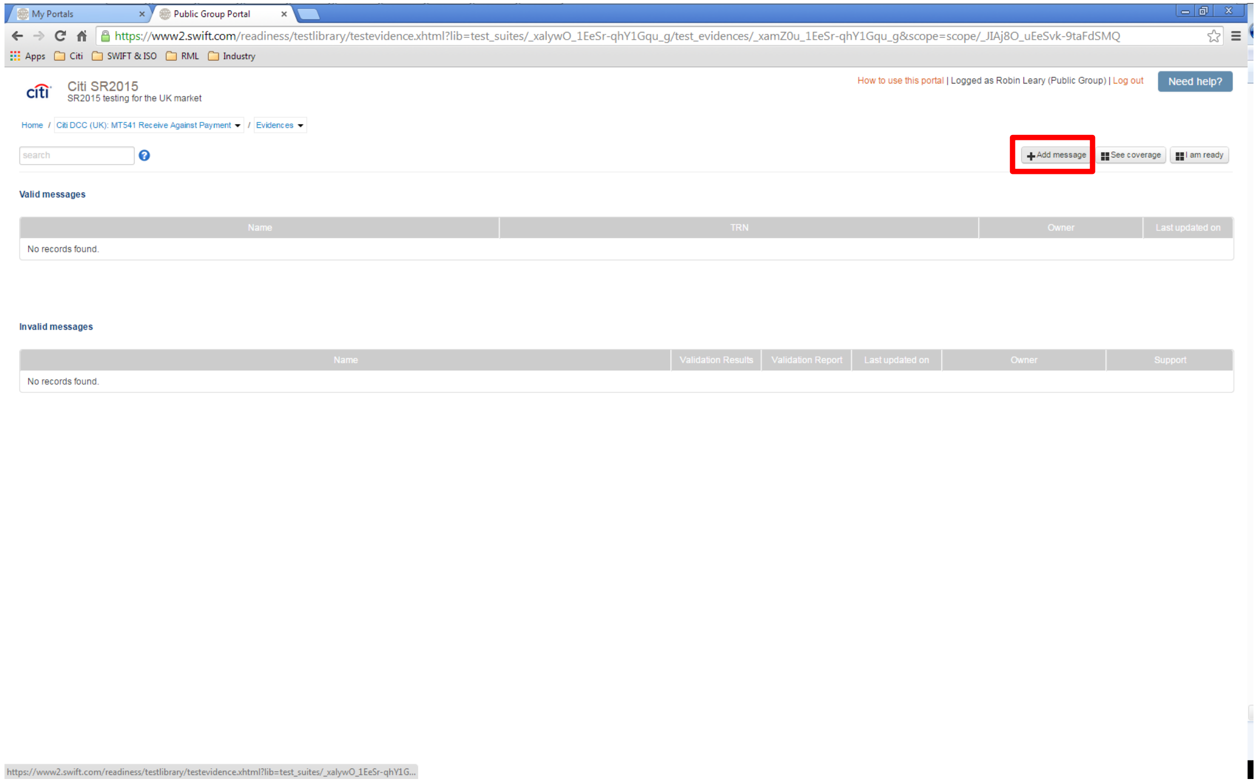

My Portals
Public Group Portal
Public Group Portal
https://www2.swift.com/readiness/result/validatedSingleReport.xhtml?scope=scope/_JIAj8O_uEeSvk-9taFdSMQ&report=test_suites/_xalywO_1EeSr-qhY1Gqu_g/test_area/reports/_4VRBsO_8EeSr-qhY1Gqu_g/mes
Apps
Citi
SWIFT & ISO
RML
Industry
Citi SR2015
SR2015 testing for the UK market
How to use this portal | Logged as Robin Leary (Public Group) | Log out
Need help?
Home / Test / Report
Upload
Export
History
Reset validation
Revalidate
0 Citi DCC (UK): MT541 Receive Against Payment
The message is valid against this Usage Guideline.
:16R:GENL
:20C::SEME//INSTRUCTION
:23G:NEWM
:16S:GENL
:16R:TRADDET
:98A::SETT//20150422
:98A::TRAD//20150420
:90B::DEAL//ACTU/GBP18,04415
:35B:ISIN GB0006891427
BRITISH AIRWAYS
:16S:TRADDET
:16R:FIAC
:36B::SETT//UNIT/15000,
:97A::SAFE//6000000000
:16S:FIAC
:16R:SETDET
:22F::SETR//TRAD
:16R:SETPRTY
:95P::SELL//CITIUS33
https://www2.swift.com/readiness/history/testSuiteHistory.xhtml?scope=scope/_JIAj8O_uEeSvk-9taFdSMQ



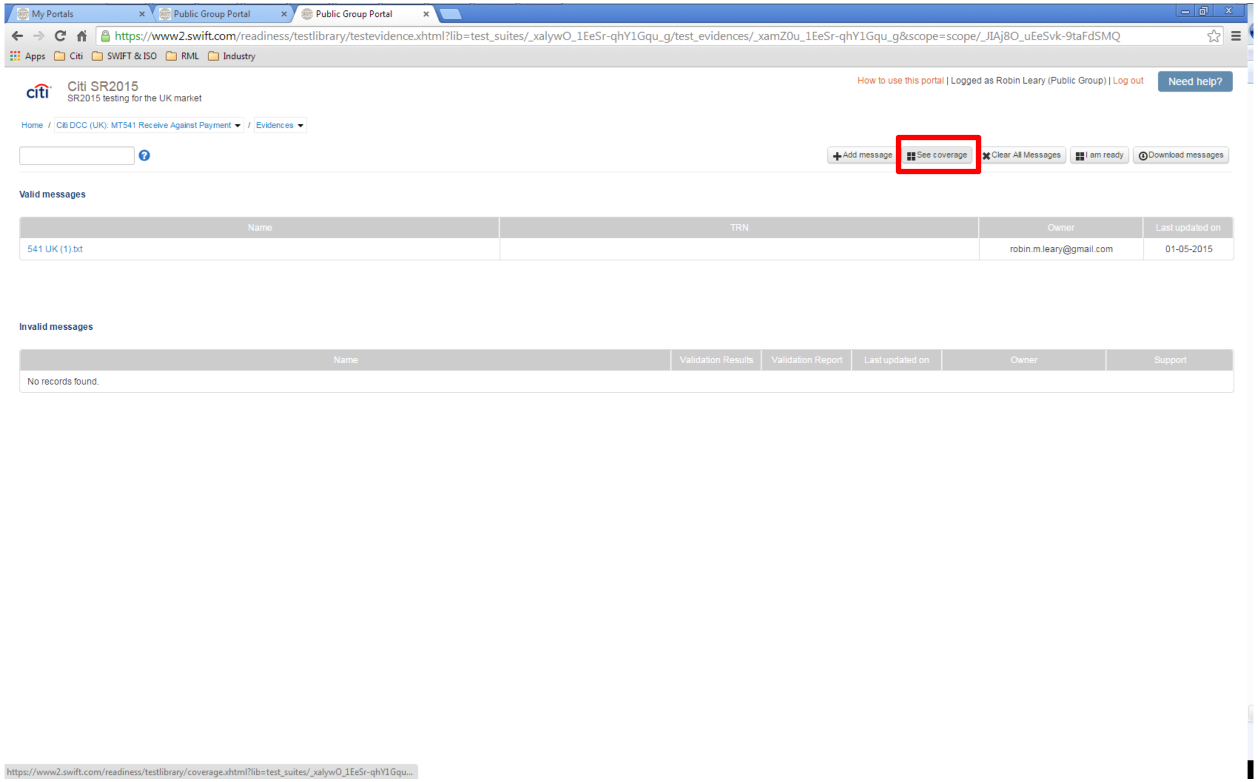
22. To view how much you've tested, go back to the Readiness Portal homepage (Step 3 above) and select **Evidences** in the **Actions** icon against the Usage Guideline you wish to view.



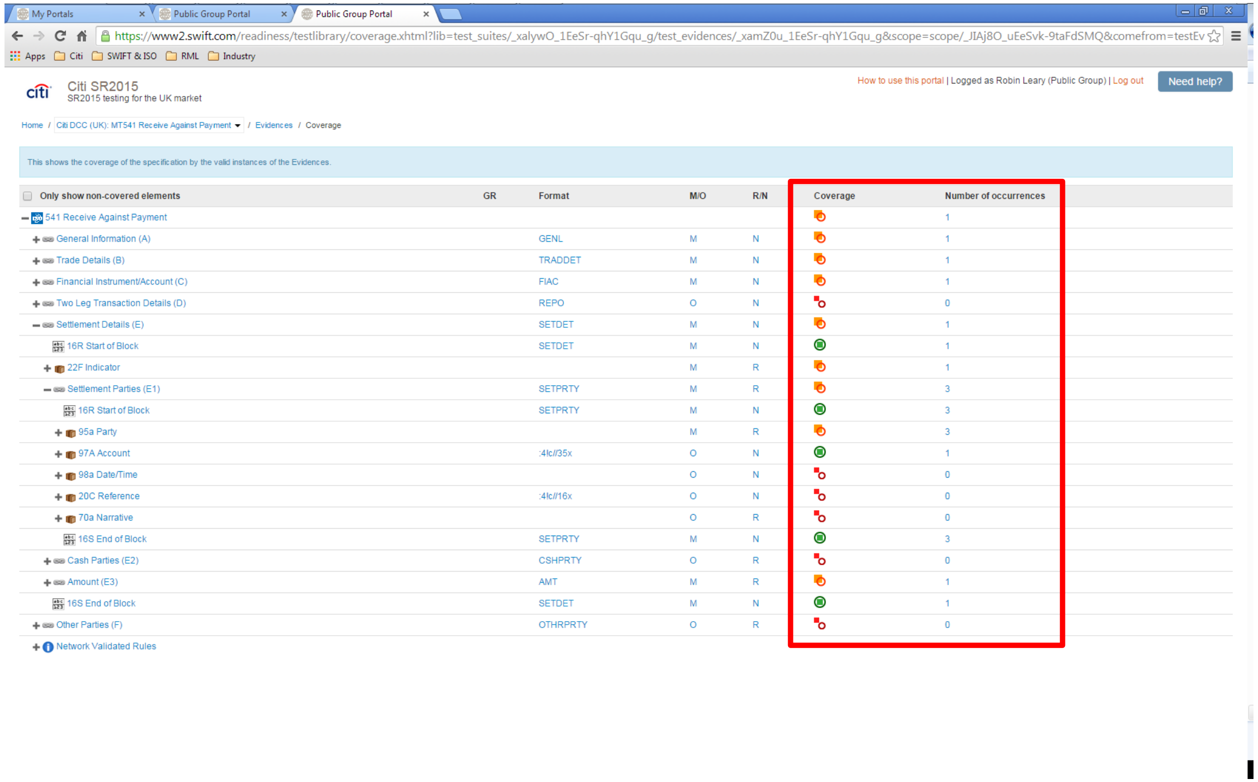
23. Upload the Validated message from your PC by selecting the **Add message** icon



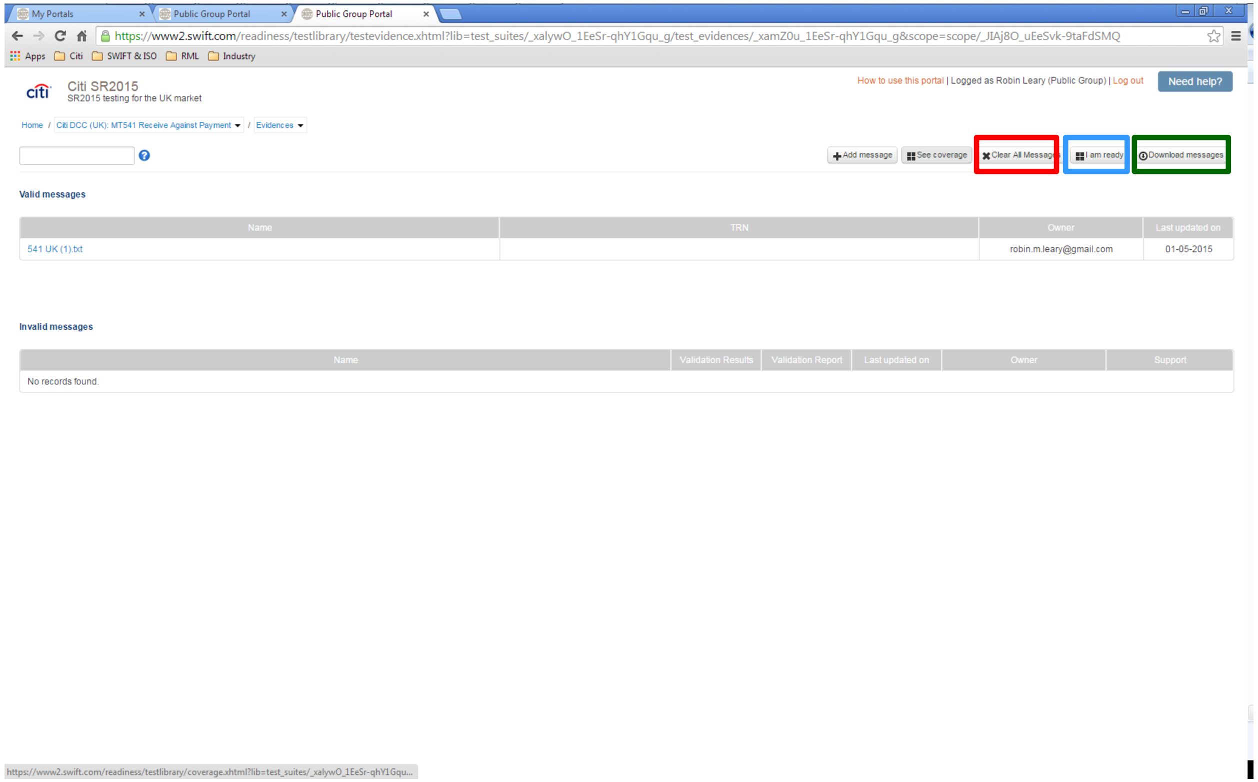
24. Select See coverage to view which fields, codes and qualifiers have been covered in your tests.



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.

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