
Dissemination Board

7/2/2012

User manual for Members to place bid/offer requests and details through BEFS

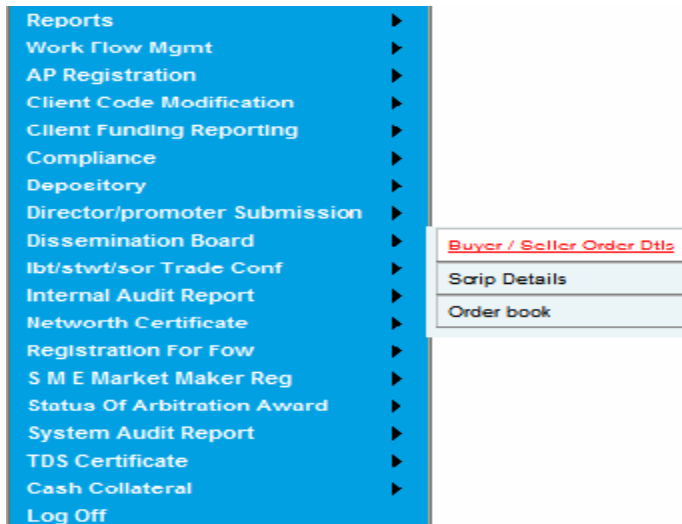
- Member enters into the BEFS (System) by entering Login details.
- To login to BEFS system
- Go to URL: <http://befs.bseindia.com/>



LOGIN CAN BE DONE BY USING APPROPRIATE CREDENTIALS

- USERNAME
- PASSWORD
- VERIFY TEXT

- From Menu shown at Left side of the screen
- Select Buyer/seller order details

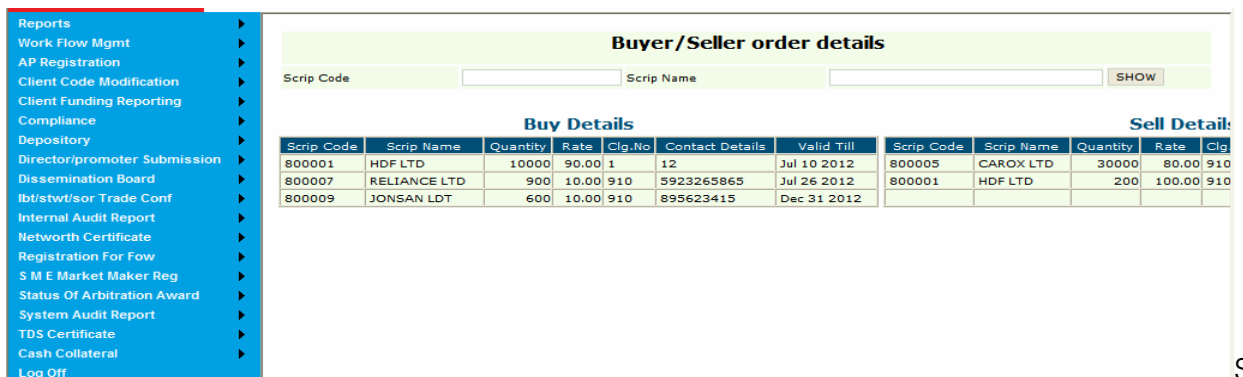


Screen no. 1

MENU->

Dissemination Board->Buyer/Seller order details

- The following screen displays the buyer/seller details.



Screen no. 1.1

MENU->

Dissemination Board->Scrip details

- Select Scrip details as shown below

A vertical menu with a blue background and white text. The menu items are: Reports, Work Flow Mgmt, AP Registration, Client Code Modification, Client Funding Reporting, Compliance, Depository, Director/promoter Submission, Dissemination Board, Ibt/stwt/sor Trade Conf, Internal Audit Report, Networth Certificate, Registration For Fow, S M E Market Maker Reg, Status Of Arbitration Award, System Audit Report, TDS Certificate, Cash Collateral, and Log Off. To the right of the menu, a small white box with a grey border contains the text: Buyer / Seller Order Dtls, Scrip Details (highlighted in red), and Order book.

Screen number 2

- Following screen appears on clicking upon scrip details

The screenshot shows the 'Scrip Details' screen. On the left is the same menu as in the previous screenshot. The main content area has a light green header with the title 'Scrip Details'. Below the header are two input fields: 'Scrip Code' and 'Scrip Name', followed by a 'SHOW' button. Below this is a table with the following columns: Scrip Code, Scrip Name, ISIN No., Face Value, Lot Size, Action, and View. The table contains 19 rows of data for various scrips.

Scrip Code	Scrip Name	ISIN No.	Face Value	Lot Size	Action	View
800001	HDF LTD	IS1ABC00003	1.00	100.000	Place Order	Reports
800002	IDBI LTD	ISIDEF00004	10.00	600.000	Place Order	Reports
800003	ICICI LTD		5.00	50.000	Place Order	Reports
800004	XYZ LTD	ISIDEF00005	20.00	700.000	Place Order	Reports
800005	CAROX LTD	ISIDEF00006	30.00	1500.000	Place Order	Reports
800006	NASSA LDT	ISIDEF00007	40.00	800.000	Place Order	Reports
800007	RELIANCE LTD	ISIDEF00009	50.00	900.000	Place Order	Reports
800008	TATA LTD	ISIDEF00010	60.00	500.000	Place Order	Reports
800009	JONSAN LDT	ISIDEF00011	70.00	200.000	Place Order	Reports
800010	BIRLA LTD		80.00	300.000	Place Order	Reports
800011	SUN LTD	ISIDEF00013	15.00	400.000	Place Order	Reports
800012	ALOHA LTD	ISIDEF00014	25.00	900.000	Place Order	Reports
800013	MILESTONE LDT	ISIDEF00016	35.00	700.000	Place Order	Reports
800015	MICROSOFT LTD	ISIDEF00017	45.00	9000.000	Place Order	Reports
800016	ADARSH LTD	ISIDEF00015	30.00	400.000	Place Order	Reports
800017	AVIVA LTD		40.00	300.000	Place Order	Reports
800018	AKASH LTD	ISIDEF00019	55.00	200.000	Place Order	Reports
800019	PARANJE LTD	ISIDEF00020	65.00	500.000	Place Order	Reports

Screen number 2.1

- Clicking on place order following screen appears



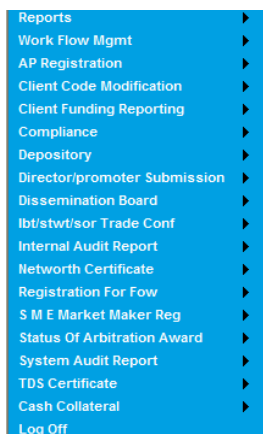
Order Entry Form					
Member Name	DUMMY		Member No.	123456	
Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000
Order Details					
* UCC	1				
* Buy/Sell	Sell				
* Rate	1				
* Qty	1000				
* Contact Details	121212				
* Valid Till	13/08/2013				
* <input checked="" type="checkbox"/> UnderTaking : - I agree....					
			BACK	SAVE	

Screen number 2.2

Note:

Here UCC, Rate, Qty, Buy/Sell, contact details, order valid till are mandatory fields Undertaking box needs to be checked to enable the save button.

- Now Click on save , The following screen appears as shown below



Order Entry Form					
Member Name	DUMMY		Member No.	123456	
Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000
ORDER IS SUCCESSFULLY INSERTED					
			BACK		

Screen number 2.3

Click on back

- List of all scrip details are shown once again
- Clicking on **reports** for the same scrip code "800001".The following screen is displayed



Order Book

Scrip Code: Scrip Name: UCC Code:

Form: To Date: Buy/Sell:

Scrip Code	Scrip Name	Buy / Sell	Clg. No.	UCC Code	Rate	Qty	Validity Date	Modify	Delete	Close
800001	HDF LTD	SELL	123456	1	1.00	1000	13/08/2013	Modify	Delete	Close

Screen

number 2.4

- Click on modify, The screen displayed is as shown below



Order Entry Form

Member Name: Member No.:

Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISTABC00003	1.00	100.000

Order Details

* UCC:

* Buy/Sell:

* Rate:

* Qty:

* Contact Details:

* Valid Till:

* UnderTaking : - I agree....

Screen number 2.5

- Before clicking on update , modifications will be done.
- Clicking on update, the screen appears as shown below

Reports	▶	Order Entry Form					
Work Flow Mgmt	▶	Member Name	DUMMY	Member No.	123456		
AP Registration	▶	Scrip Details					
Client Code Modification	▶	Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
Client Funding Reporting	▶	800001	HDF LTD	ASE,MSE,CSE,RSE	IS1ABC00003	1.00	100.000
Compliance	▶	ORDER IS SUCCESSFULLY UPDATED					
Depository	▶	BACK					
Director/promoter Submission	▶						
Dissemination Board	▶						
Ibt/stwt/sor Trade Conf	▶						
Internal Audit Report	▶						
Networth Certificate	▶						
Registration For Fow	▶						
S M E Market Maker Reg	▶						
Status Of Arbitration Award	▶						
System Audit Report	▶						
TDS Certificate	▶						
Cash Collateral	▶						
Log Off	▶						

screen number 2.6

- Click on back,
- Same screen as screen number 2.4 will be shown. We can close a scripcode.
- Click on close, the screen displays as shown below

Reports	▶
Work Flow Mgmt	▶
AP Registration	▶
Client Code Modification	▶
Client Funding Reporting	▶
Compliance	▶
Depository	▶
Director/promoter Submission	▶
Dissemination Board	▶
Ibt/stwt/sor Trade Conf	▶
Internal Audit Report	▶
Networth Certificate	▶
Registration For Fow	▶
S M E Market Maker Reg	▶
Status Of Arbitration Award	▶
System Audit Report	▶
TDS Certificate	▶
Cash Collateral	▶
Log Off	▶

Screen number 2.7

Order Entry Form

Member Name	DUMMY	Member No.	123456		
Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000

Order Details	
* UCC	<input type="text" value="2"/>
* Buy/Sell	<input type="text" value="Sell"/>
* Rate	<input type="text" value="5.00"/>
* Qty	<input type="text" value="2000"/>
* Contact Details	<input type="text" value="7777777"/>
* Valid Till	<input type="text" value="04/02/2013"/>
* Order Status	<input checked="" type="checkbox"/> Traded <input type="checkbox"/> Not Traded
* <input checked="" type="checkbox"/> UnderTaking : - I agree....	
<input type="button" value="BACK"/> <input type="button" value="CLOSE"/>	

- Click On close again, following screen appears

Reports	▶
Work Flow Mgmt	▶
AP Registration	▶
Client Code Modification	▶
Client Funding Reporting	▶
Compliance	▶
Depository	▶
Director/promoter Submission	▶
Dissemination Board	▶
Ibt/stwt/sor Trade Conf	▶
Internal Audit Report	▶
Networth Certificate	▶
Registration For Fow	▶
S M E Market Maker Reg	▶
Status Of Arbitration Award	▶
System Audit Report	▶
TDS Certificate	▶
Cash Collateral	▶
Log Off	▶

Screen number 2.8

Order Entry Form

Member Name	DUMMY	Member No.	123456		
Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000

ORDER IS SUCCESSFULLY CLOSED	
<input type="button" value="BACK"/>	

- Click on back
- Under reports we can delete a scripcode. The following screen is displayed as shown below

- Reports >
- Work Flow Mgmt >
- AP Registration >
- Client Code Modification >
- Client Funding Reporting >
- Compliance >
- Depository >
- Director/promoter Submission >
- Dissemination Board >
- Ibt/stwt/sor Trade Conf >
- Internal Audit Report >
- Networth Certificate >
- Registration For Fow >
- S M E Market Maker Reg >
- Status Of Arbitration Award >
- System Audit Report >
- TDS Certificate >
- Cash Collateral >
- Log Off >

Order Entry Form

Member Name	DUMMY	Member No.	123456
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Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000

Order Details	
* UCC	34
* Buy/Sell	Buy
* Rate	12.00
* Qty	30000
* Contact Details	121212
* Valid Till	22/07/2012
* <input checked="" type="checkbox"/> UnderTaking : - I agree....	

S

creen number 2.9

- Click on delete, The following screen is displayed

- Reports >
- Work Flow Mgmt >
- AP Registration >
- Client Code Modification >
- Client Funding Reporting >
- Compliance >
- Depository >
- Director/promoter Submission >
- Dissemination Board >
- Ibt/stwt/sor Trade Conf >
- Internal Audit Report >
- Networth Certificate >
- Registration For Fow >
- S M E Market Maker Reg >
- Status Of Arbitration Award >
- System Audit Report >
- TDS Certificate >
- Cash Collateral >
- Log Off >

Order Entry Form

Member Name	DUMMY	Member No.	123456
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Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000

ORDER IS SUCCESSFULLY DELETED

S

creen number 2.10

MENU->

Dissemination Board->order Book

MEMBER DETAILS	
TRADE NAME	DUMMY
TRADE CLEARING No.	123456
SEBI.REG.No.	INB1234566
Address 1	
Address 2	
Address 3	
City	
State	
Country	
Pin Code	

TRACK PROCESS	
NOS OF AP (WITHOUT DOCUMENT SAVE)	6
NOS OF AP ENTERED BY	6

screen number 3

- Click on order book, following screen is displayed

Order Book

Scrip Code: Scrip Name: UCC Code:

Form Date: To Date: Buy/Sell:

Screen number 3.1

- Click on show, following screen is displayed

- Reports >
- Work Flow Mgmt >
- AP Registration >
- Client Code Modification >
- Client Funding Reporting >
- Compliance >
- Depository >
- Director/promoter Submission >
- Dissemination Board >
- Ibt/stwt/sor Trade Conf >
- Internal Audit Report >
- Networth Certificate >
- Registration For Fow >
- S M E Market Maker Reg >
- Status Of Arbitration Award >
- System Audit Report >
- TDS Certificate >
- Cash Collateral >
- Log Off >

Order Book

Scrip Code: Scrip Name: UCC Code:

Form Date: To Date: Buy/Sell: All

Scrip Code	Scrip Name	Buy / Sell	Clg. No.	UCC Code	Rate	Qty	Validity Date	Modify	Delete	Close
800001	HDF LTD	BUY	123456	89	12.00	5000	23/07/2013	Modify	Delete	Close
800001	HDF LTD	SELL	123456	67	34.00	8000	16/07/2013	Modify	Delete	Close

S

screen number 3.2

- On clicking upon modify ,following screen is displayed

- Reports >
- Work Flow Mgmt >
- AP Registration >
- Client Code Modification >
- Client Funding Reporting >
- Compliance >
- Depository >
- Director/promoter Submission >
- Dissemination Board >
- Ibt/stwt/sor Trade Conf >
- Internal Audit Report >
- Networth Certificate >
- Registration For Fow >
- S M E Market Maker Reg >
- Status Of Arbitration Award >
- System Audit Report >
- TDS Certificate >
- Cash Collateral >
- Log Off >

Order Entry Form

Member Name: DUMMY Member No.: 123456

Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000

Order Details

* UCC: 89

* Buy/Sell: Buy

* Rate: 12.00

* Qty: 5000

* Contact Details: 6767667

* Valid Till: 23/07/2013

* UnderTaking : - I agree....

Screen number 3.3

- After doing some modification click on update, and the following screen appears

Reports	▶
Work Flow Mgmt	▶
AP Registration	▶
Client Code Modification	▶
Client Funding Reporting	▶
Compliance	▶
Depository	▶
Director/promoter Submission	▶
Dissemination Board	▶
lbt/stwt/sor Trade Conf	▶
Internal Audit Report	▶
Networth Certificate	▶
Registration For Fow	▶
S M E Market Maker Reg	▶
Status Of Arbitration Award	▶
System Audit Report	▶
TDS Certificate	▶
Cash Collateral	▶
Log Off	▶

Order Entry Form					
Member Name	DUMMY	Member No.	123456		
Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000
ORDER IS SUCCESSFULLY UPDATED					
BACK					

Screen number 3.4

- Click on back, same screen as screen no 2.4 appears.
- Click on close and the following screen appears

Reports	▶
Work Flow Mgmt	▶
AP Registration	▶
Client Code Modification	▶
Client Funding Reporting	▶
Compliance	▶
Depository	▶
Director/promoter Submission	▶
Dissemination Board	▶
lbt/stwt/sor Trade Conf	▶
Internal Audit Report	▶
Networth Certificate	▶
Registration For Fow	▶
S M E Market Maker Reg	▶
Status Of Arbitration Award	▶
System Audit Report	▶
TDS Certificate	▶
Cash Collateral	▶
Log Off	▶

Order Entry Form					
Member Name	DUMMY	Member No.	123456		
Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000
Order Details					
* UCC	76				
* Buy/Sell	Sell				
* Rate	45.00				
* Qty	5000				
* Contact Details	2222				
* Valid Till	18/07/2013				
* Order Status	<input checked="" type="checkbox"/> Traded <input type="checkbox"/> Not Traded				
* <input checked="" type="checkbox"/> UnderTaking : - 1 agree....					
BACK CLOSE					

Screen number 3.5

- Click on close again, the following screen appears

Reports	▶
Work Flow Mgmt	▶
AP Registration	▶
Client Code Modification	▶
Client Funding Reporting	▶
Compliance	▶
Depository	▶
Director/promoter Submission	▶
Dissemination Board	▶
lbt/stwt/sor Trade Conf	▶
Internal Audit Report	▶
Networth Certificate	▶
Registration For Fow	▶
S M E Market Maker Reg	▶
Status Of Arbitration Award	▶
System Audit Report	▶
TDS Certificate	▶
Cash Collateral	▶
Log Off	▶

Order Entry Form					
Member Name	DUMMY	Member No.	123456		
Scrip Details					
Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000
ORDER IS SUCCESSFULLY CLOSED					
BACK					

Screen number 3.6

- Click on back and same screen as screen no 2.4 will appear ,now click on delete, the following screen appears

Reports	▶	Order Entry Form					
Work Flow Mgmt	▶	Member Name		DUMMY	Member No.		123456
AP Registration	▶	Scrip Details					
Client Code Modification	▶	Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
Client Funding Reporting	▶	800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000
Compliance	▶	Order Details					
Depository	▶	* UCC	67				
Director/promoter Submission	▶	* Buy/Sell	Sell				
Dissemination Board	▶	* Rate	34.00				
Ibt/stwt/sor Trade Conf	▶	* Qty	8000				
Internal Audit Report	▶	* Contact Details	232323				
Networth Certificate	▶	* Valid Till	16/07/2013				
Registration For Fow	▶	* <input checked="" type="checkbox"/> UnderTaking : - I agree....					
S M E Market Maker Reg	▶	<input type="button" value="BACK"/>		<input type="button" value="DELETE"/>			
Status Of Arbitration Award	▶						
System Audit Report	▶						
TDS Certificate	▶						
Cash Collateral	▶						
Log Off	▶						

Screen number 3.7

- Click on delete again , the screen is shown below

Reports	▶	Order Entry Form					
Work Flow Mgmt	▶	Member Name		DUMMY	Member No.		123456
AP Registration	▶	Scrip Details					
Client Code Modification	▶	Scrip Code	Scrip Name	Exchange Name	ISIN No.	Face Value	Lot Size
Client Funding Reporting	▶	800001	HDF LTD	ASE,MSE,CSE,RSE	ISIABC00003	1.00	100.000
Compliance	▶	ORDER IS SUCCESSFULLY DELETED					
Depository	▶	<input type="button" value="BACK"/>					
Director/promoter Submission	▶						
Dissemination Board	▶						
Ibt/stwt/sor Trade Conf	▶						
Internal Audit Report	▶						
Networth Certificate	▶						
Registration For Fow	▶						
S M E Market Maker Reg	▶						
Status Of Arbitration Award	▶						
System Audit Report	▶						
TDS Certificate	▶						
Cash Collateral	▶						
Log Off	▶						

Screen number 3.8