



Daily Position Reporting System (DPRS) User Guide

Please respond to:

Market Surveillance

+44 (0) 207 113 8203

THE LONDON METAL EXCHANGE

10 Finsbury Square, London EC2A 1AJ | Tel +44 (0)20 7113 8888

Registered in England no 2128666. Registered office as above.

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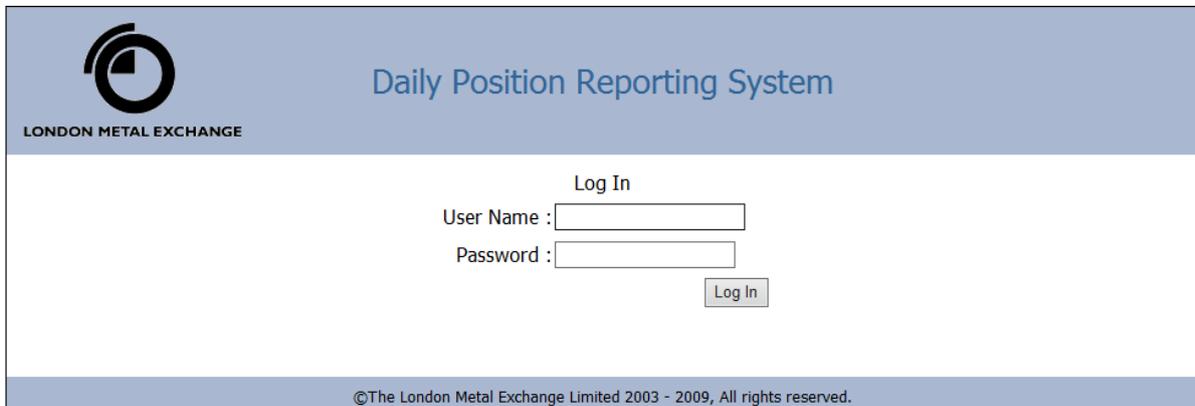
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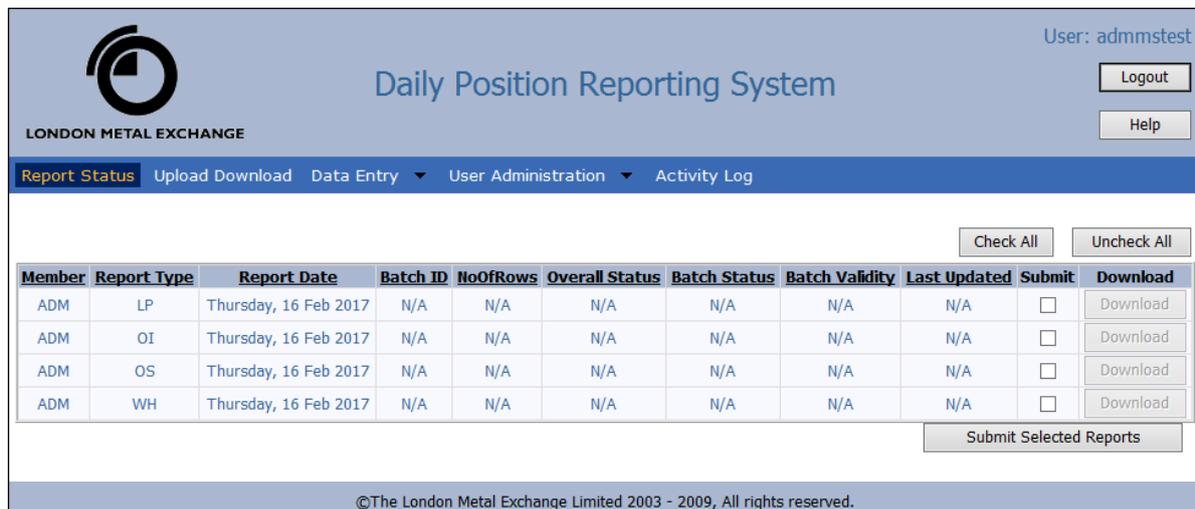
1 Logging into DPRS

Using the link and user credentials provided by LME Market Surveillance, the following page will display where you will be required to enter user name and password.



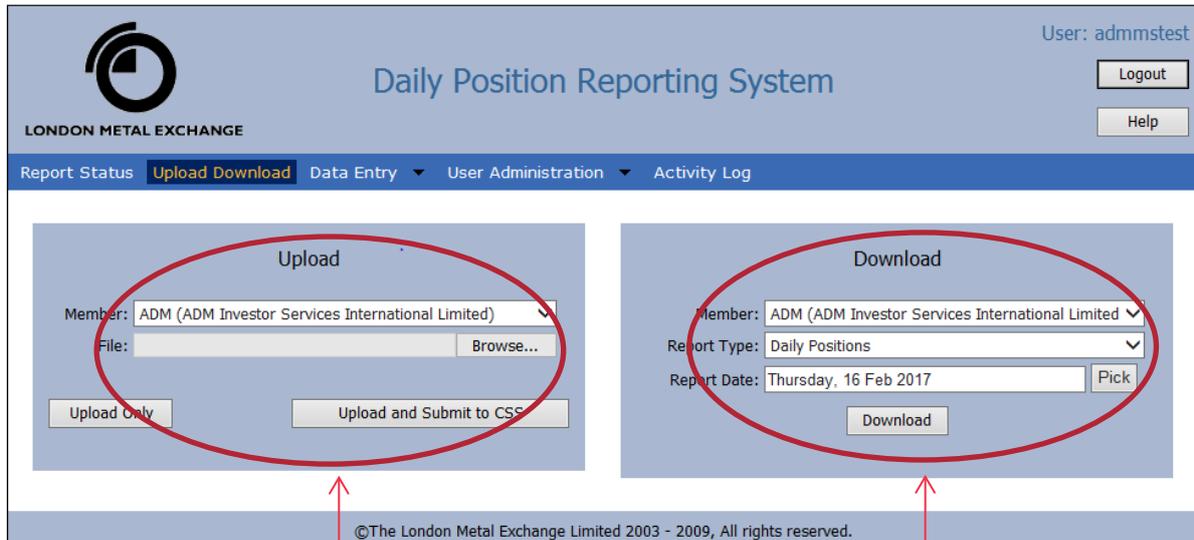
The Report Status page displayed below will then appear where you will see the status of the four reports required by Market Surveillance each day before 8:30am London time. This screen allows you to submit or download Member files that have been uploaded. If the member does not have any positions for a particular file e.g. warrant holding (WH) this should be submitted as a blank file.

Note: All four files must be submitted regardless of whether the Member has positions in them.



Member	Report Type	Report Date	Batch ID	NoOfRows	Overall Status	Batch Status	Batch Validity	Last Updated	Submit	Download
ADM	LP	Thursday, 16 Feb 2017	N/A	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>	Download
ADM	OI	Thursday, 16 Feb 2017	N/A	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>	Download
ADM	OS	Thursday, 16 Feb 2017	N/A	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>	Download
ADM	WH	Thursday, 16 Feb 2017	N/A	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>	Download

2 Upload Download



The Member can choose the 'browse' button and select the appropriate file from their computer. The Member can then choose to 'Upload Only' and submit via the 'Report Status' screen or 'Upload and Submit to CSS' by clicking the relevant button once the appropriate file has been selected.

The Member can select and download previously submitted DPRS reports from the 'Download' section of this screen.

3 Data Entry

Clicking on the Data Entry tab opens a dropdown menu for the four different reports required to be submitted each day on DPRS. Using this dropdown menu allows the Member to manually add, edit or delete lines in the four reports.

3.1 Daily Positions

Positions can be added to the Daily Positions report as shown below. Daily Positions should include all warrant and futures positions held through the Member (including client positions held with the Member).

The screenshot shows the 'Daily Positions' form in the DPRS interface. At the top right, the user is identified as 'admstest' with 'Logout' and 'Help' buttons. The navigation bar includes 'Report Status', 'Upload Download', 'Data Entry' (selected), 'User Administration', and 'Activity Log'. The page title is 'Daily Positions Reporting System' with the LME logo. Below the title, the member code is 'ADM' and the report date is 'Tuesday, 14 Feb 2017'. A 'Show Full List' checkbox is present. The main form contains the following fields:

Record Type	Member Code	Client Code	Commodity Code	Contract Type	Prompt Date	Position
L	ADM	XYZ	AH	F	20170215	100

Buttons for 'Insert' and 'Cancel' are located below the form fields. The footer contains the copyright notice: '©The London Metal Exchange Limited 2003 - 2009, All rights reserved.'

Once the information is complete click on the 'Insert' button which will then display the screen below where it is possible to edit/delete an existing line or add additional lines. Click 'Submit' once complete.

The screenshot shows the 'Daily Positions' form after the 'Insert' action. The user and navigation elements remain the same. The table now displays the entered data with 'Edit' and 'Delete' options for the existing line. The 'Status' column is now visible and shows 'Valid'.

	Record Type	Member Code	Client Code	Commodity Code	Contract Type	Prompt Date	Position	Status
Edit Delete	L	ADM	XYZ	AH	F	20170215	100	Valid

Buttons for 'Add Row' and 'Submit' are located below the table. The footer contains the copyright notice: '©The London Metal Exchange Limited 2003 - 2009, All rights reserved.'



3.2 Warrant Holdings

Positions can be added to the Warrant Holdings report as below. Warrant Holdings should include only the warrants held through the Member (including client positions held with the Member).

Note: warrants should never have a negative position.

Warrant Holdings Member Code: ADM Report Date : Tuesday, 14 Feb 2017

Show Full List

Record Type	Member Code	Client Code	Commodity Code	Position
W	ADM	XYZ	CA	500

Insert Cancel

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Once the information is complete click on the 'Insert' button which will then display the screen below where it is possible to edit/delete an existing line or add additional lines. Click 'Submit' once complete.

Warrant Holdings Member Code: ADM Report Date : Tuesday, 14 Feb 2017

Show Full List

	Record Type	Member Code	ClientCode	Commodity Code	Position	Status	
Edit	Delete	W	ADM	XYZ	CA	500	Valid

Add Row Submit

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3.3 Options

Positions can be added to the Options report as below. Options should include the options held through the Member (including client positions held with the Member).

Note: The 'Option Date' will be the 3rd Wednesday of the month.

Options Member Code: ADM Report Date : Tuesday, 14 Feb 2017

Show Full List

Record	Member	Client Code	Commodity	Opt Type	Option Date	Currency	Strike Price	Position	Contract Type
O	ADM	XYZ	NI	P	20170315	USD	11000	500	T

Insert Cancel

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Once the information is complete click on the 'Insert' button which will then display the screen below where it is possible to edit/delete an existing line or add additional lines. Click 'Submit' once complete.

Options Member Code: ADM Report Date : Tuesday, 14 Feb 2017

Show Full List

Record	Member	ClientCode	Commodity	Opt Type	Option Date	Currency	Strike Price	Position	Contract Type	Status
Edit Delete O	ADM	XYZ	NI	P	20170315	USD	11000	500	T	Valid

Add Row Submit

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3.4 Open Interest

Positions can be added to the Open Interest report as below. Open Interest should include all open options and futures positions held through the Member (including client positions held with the Member). Positions should be held on a net basis with long and short positions on the same line. When a long or short position is flat, '0' should be entered.

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Once the information is complete click on the 'Insert' button which will then display the screen below where it is possible to edit/delete an existing line or add additional lines. Click 'Submit' once complete.

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4 Submitting a Report

Successful submission of a report will display the below message “Report submitted”:

The screenshot shows the 'Open Interest' page in the DPRS. A red box highlights a message that says 'Report submitted'. The table below shows the open interest data.

	Record	Member	SubAcc	Comm	Prompt	Contract Type	Opt Type	Strike Price	Long Pos	Short Pos	Status
Edit Delete	I	ADM	CS	NI	20170315	T	P	11000	500	300	Valid
Edit Delete	I	ADM	PS	CA	20170216	F			600	150	Valid
Edit Delete	I	ADM	AS	AH	20170419	F			100	0	Valid

Should there be any issues with the report submission an error message displayed below will appear and the report will not be submitted.

The screenshot shows the 'Daily Positions' page in the DPRS. A red box highlights an error message: 'The prompt date '20170213' is invalid. Please enter a valid prompt date in the format YYYYMMDD'. The form fields below show the data that caused the error.

Record Type	Member Code	Client Code	Commodity Code	Contract Type	Prompt Date	Position
L	ADM	XYS	ZS	F	20170213	-100

5 User Management

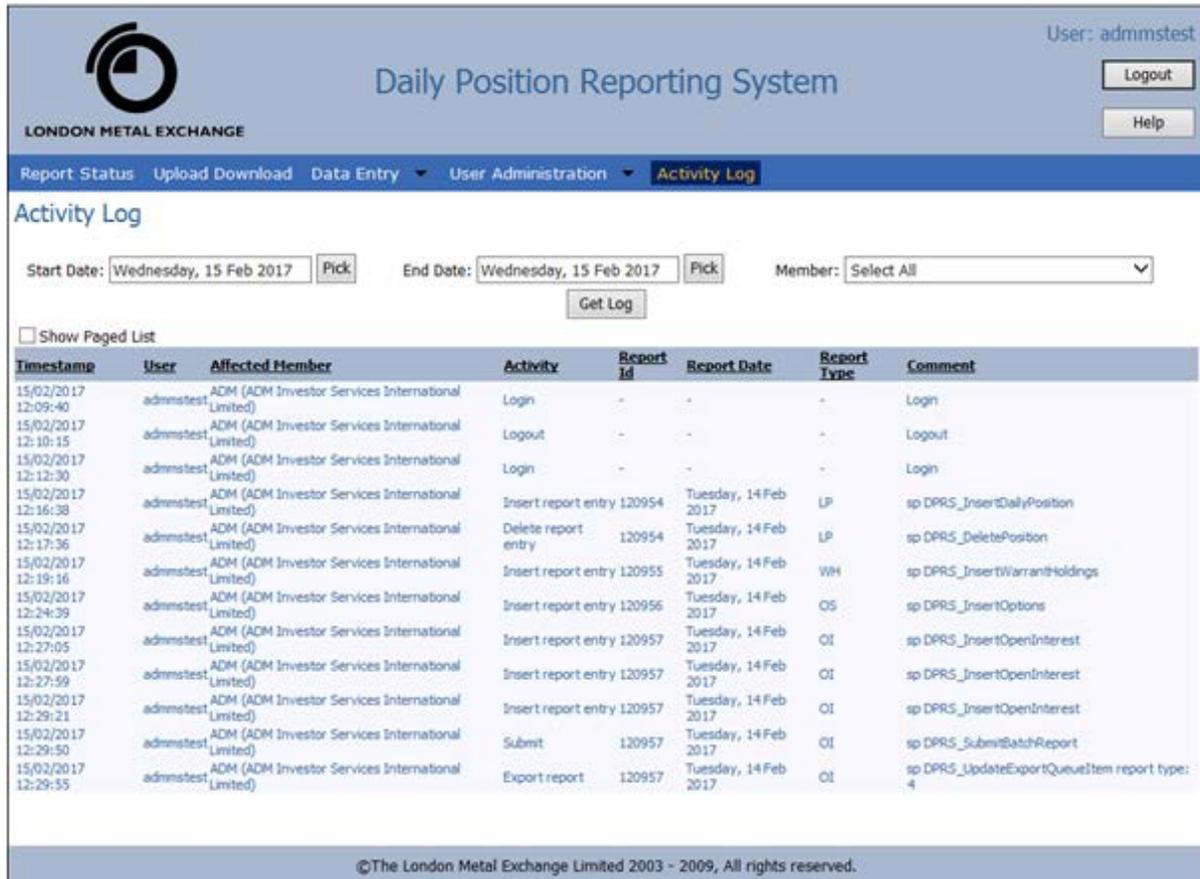
The User Management tab allows the Member to action password resets.



The screenshot displays the 'Daily Position Reporting System' interface. At the top left is the London Metal Exchange logo. The top right shows the user 'admstest' with 'Logout' and 'Help' buttons. A navigation bar includes 'Report Status', 'Upload Download', 'Data Entry', 'User Administration' (highlighted), and 'Activity Log'. The main content area is titled 'User Management' and contains a 'CHANGE PASSWORD' form. The form fields are: Username (pre-filled with 'admstest'), Old Password, New Password, and Confirm New Password. 'Update' and 'Cancel' buttons are at the bottom of the form. A footer at the bottom of the page reads '©The London Metal Exchange Limited 2003 - 2009, All rights reserved.'

6 Activity Log

The Activity Log tab allows the Member to view a log of the activity undertaken each day in DPRS e.g. submission or amendments of reports.



User: admstest

Logout

Help

Report Status Upload Download Data Entry User Administration **Activity Log**

Activity Log

Start Date: End Date: Member:

Show Paged List

Timestamp	User	Affected Member	Activity	Report Id	Report Date	Report Type	Comment
15/02/2017 12:09:40	admstest	ADM (ADM Investor Services International Limited)	Login	-	-	-	Login
15/02/2017 12:10:15	admstest	ADM (ADM Investor Services International Limited)	Logout	-	-	-	Logout
15/02/2017 12:12:30	admstest	ADM (ADM Investor Services International Limited)	Login	-	-	-	Login
15/02/2017 12:16:38	admstest	ADM (ADM Investor Services International Limited)	Insert report entry	120954	Tuesday, 14 Feb 2017	LP	sp DPRS_InsertDailyPosition
15/02/2017 12:17:36	admstest	ADM (ADM Investor Services International Limited)	Delete report entry	120954	Tuesday, 14 Feb 2017	LP	sp DPRS_DeletePosition
15/02/2017 12:19:16	admstest	ADM (ADM Investor Services International Limited)	Insert report entry	120955	Tuesday, 14 Feb 2017	WH	sp DPRS_InsertWarrantHoldings
15/02/2017 12:24:39	admstest	ADM (ADM Investor Services International Limited)	Insert report entry	120956	Tuesday, 14 Feb 2017	OS	sp DPRS_InsertOptions
15/02/2017 12:27:05	admstest	ADM (ADM Investor Services International Limited)	Insert report entry	120957	Tuesday, 14 Feb 2017	OI	sp DPRS_InsertOpenInterest
15/02/2017 12:27:59	admstest	ADM (ADM Investor Services International Limited)	Insert report entry	120957	Tuesday, 14 Feb 2017	OI	sp DPRS_InsertOpenInterest
15/02/2017 12:29:21	admstest	ADM (ADM Investor Services International Limited)	Insert report entry	120957	Tuesday, 14 Feb 2017	OI	sp DPRS_InsertOpenInterest
15/02/2017 12:29:50	admstest	ADM (ADM Investor Services International Limited)	Submit	120957	Tuesday, 14 Feb 2017	OI	sp DPRS_SubmitBatchReport
15/02/2017 12:29:55	admstest	ADM (ADM Investor Services International Limited)	Export report	120957	Tuesday, 14 Feb 2017	OI	sp DPRS_UpdateExportQueueItem report type: 4

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