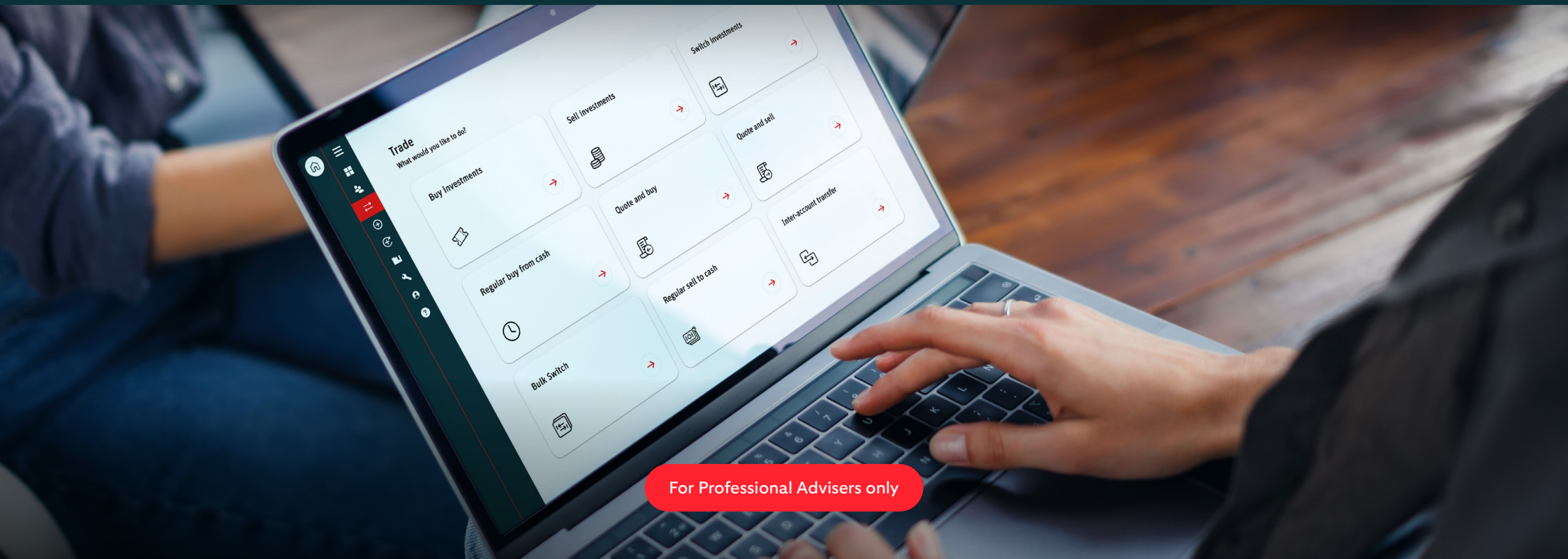
SCOTTISH WIDOWS

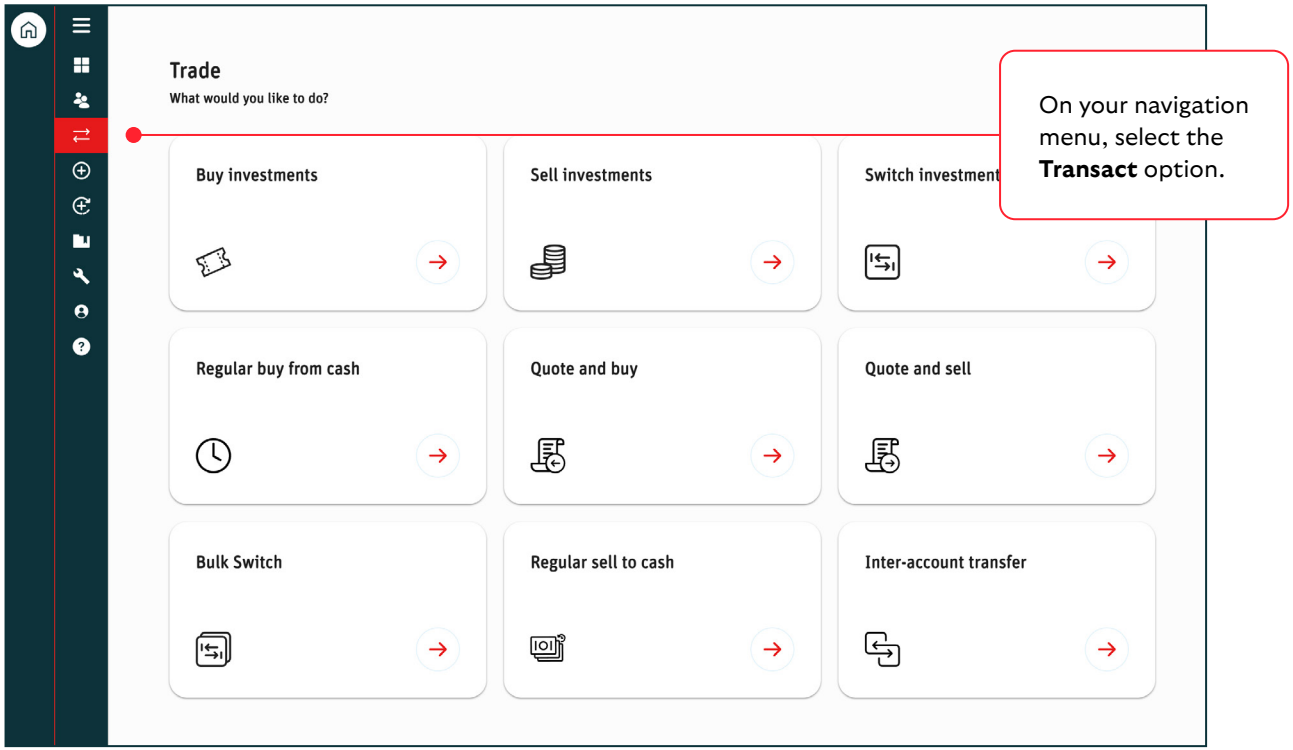
Scottish Widows Platform

Trading user guide



For Professional Advisers only

Traded options



Please Note

- When switching or selling 100% of an asset, any regular withdrawals targeting that asset will need to be deleted and rekeyed to enable the withdrawal to continue.
- After processing a switch you may wish to delete and re-add any regular contributions in order to redirect future contributions to the client's revised assets.
- All Exchange Traded Investment trades (with the exception of bulk trading) require the full name, date of birth and nationality of the decision maker if this is not the client.

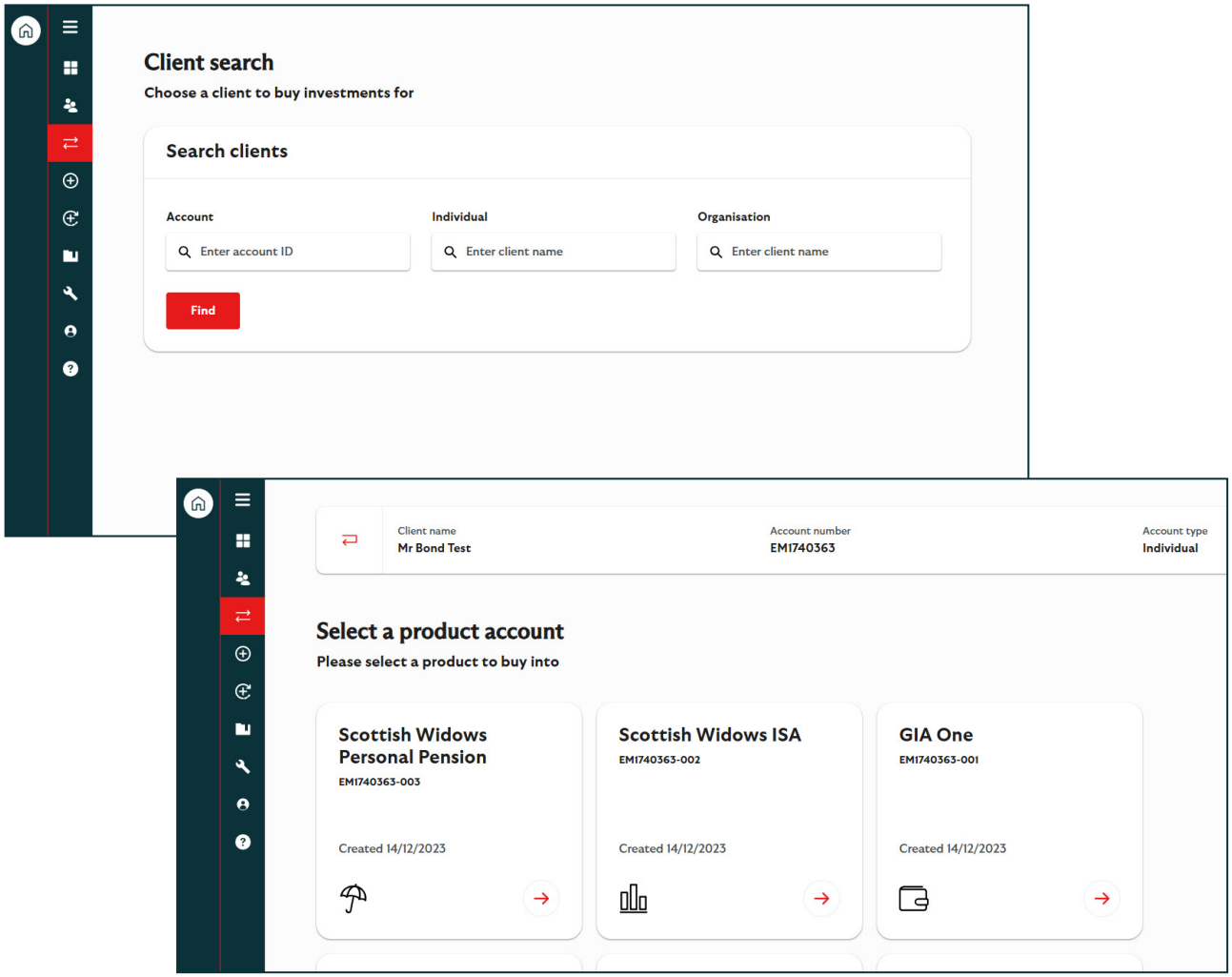
On your navigation menu, selecting the Transact option will give you the option to:

- Buy investments
- Sell investments
- Switch investments
- Regular buy from cash
- Quote and buy
- Quote and sell
- Bulk switch
- Regular sell to cash
- Inter-account transfer

Quote & Buy and **Quote & Sell** are real time trading options for Exchange Traded Instruments (ETIs) for individual products.

Buy Investments, **Sell Investments** and **Switch Investments** apply to mutual funds and ETI's for individual products. These options trade at the next available trading point for the asset, in line with our Order Execution policy.

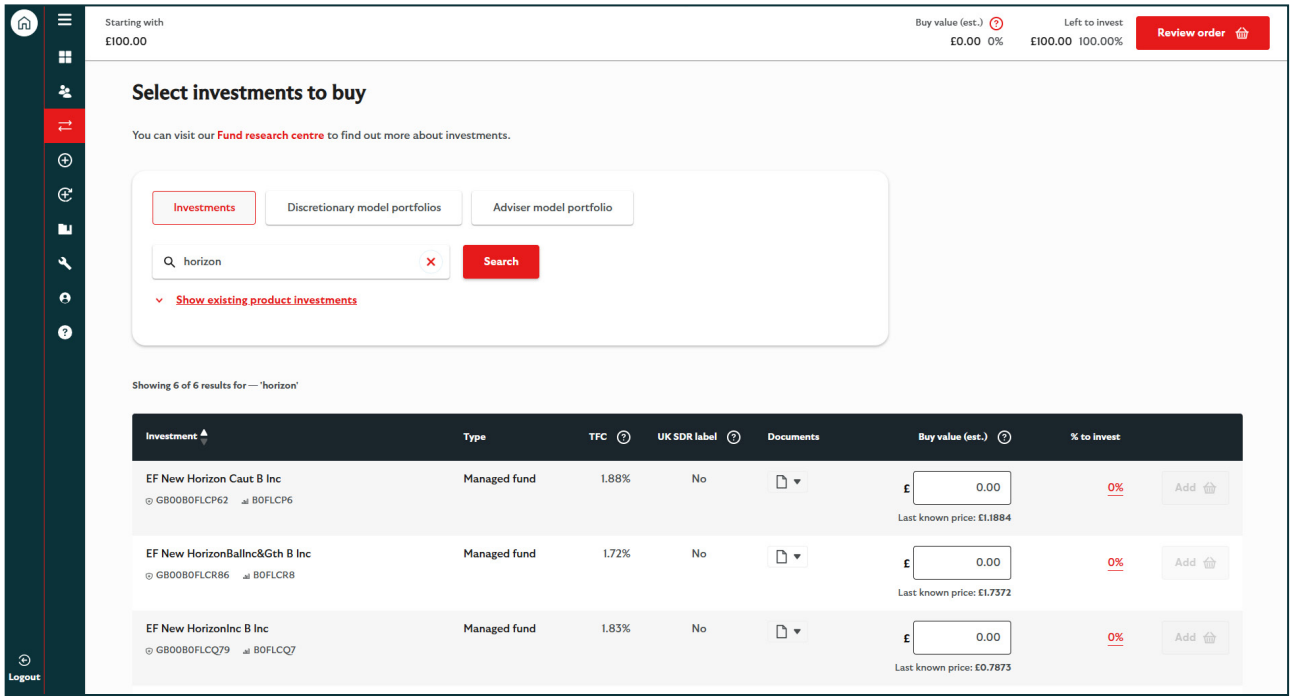
Buy investments



Once you have selected which trade you want to do, you will then need to search for the client you wish to trade on behalf of and which product you would like to trade within. In this case we are looking at **Buy investments**.

Guidance will then appear to prompt you as to where you can find additional support, if you are happy to proceed select **Buy investments**.

Buy investments



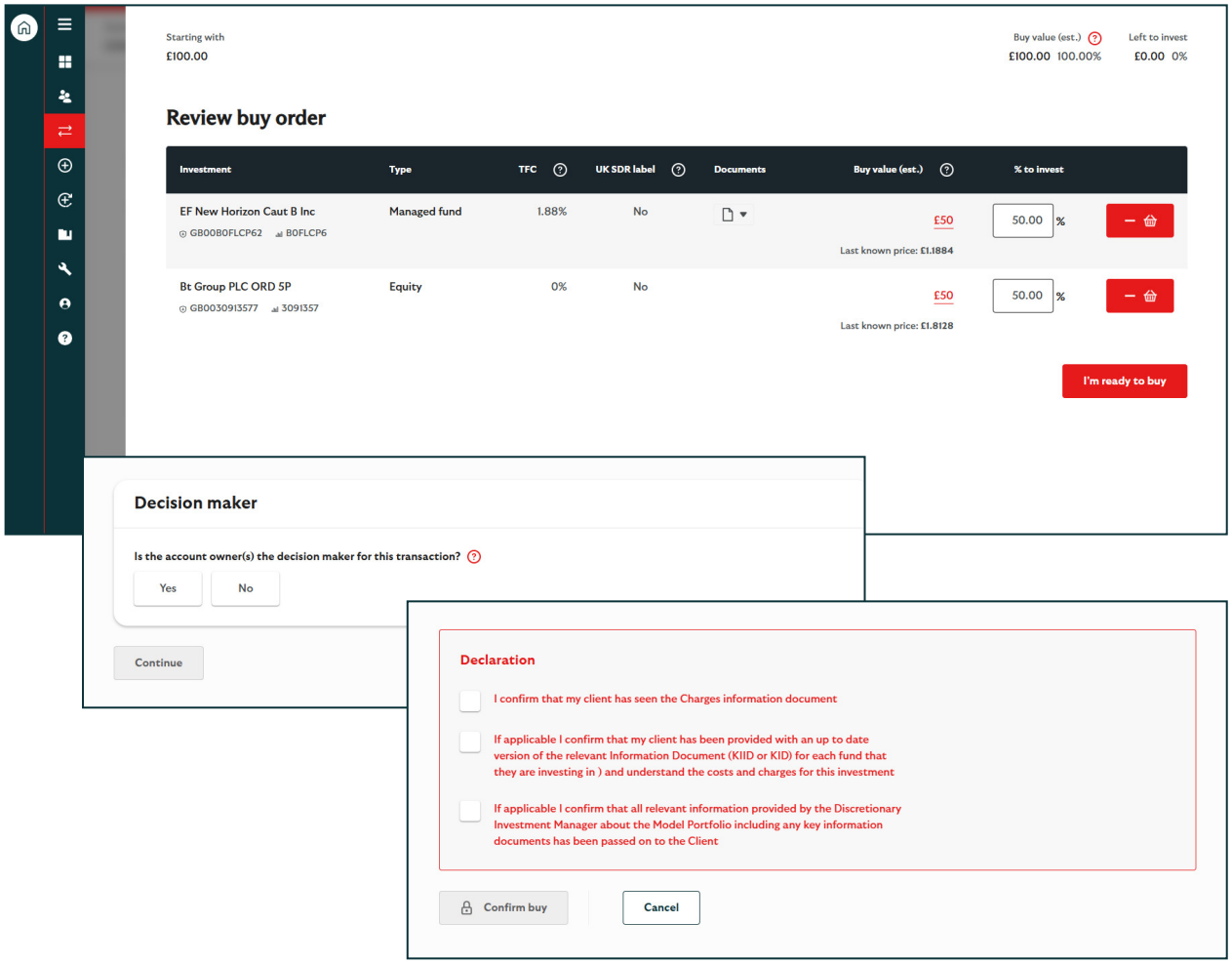
First you will be prompted to indicate the amount of available cash you'd like to use before choosing the investments you want to purchase on behalf of your client.

The search box allows you to look for mutual funds, ETIs, discretionary or adviser model portfolios.

Next, you will need to allocate the buy value and click **Add**.

Once you have added all the necessary investments, click **Review order**.

Buy investments



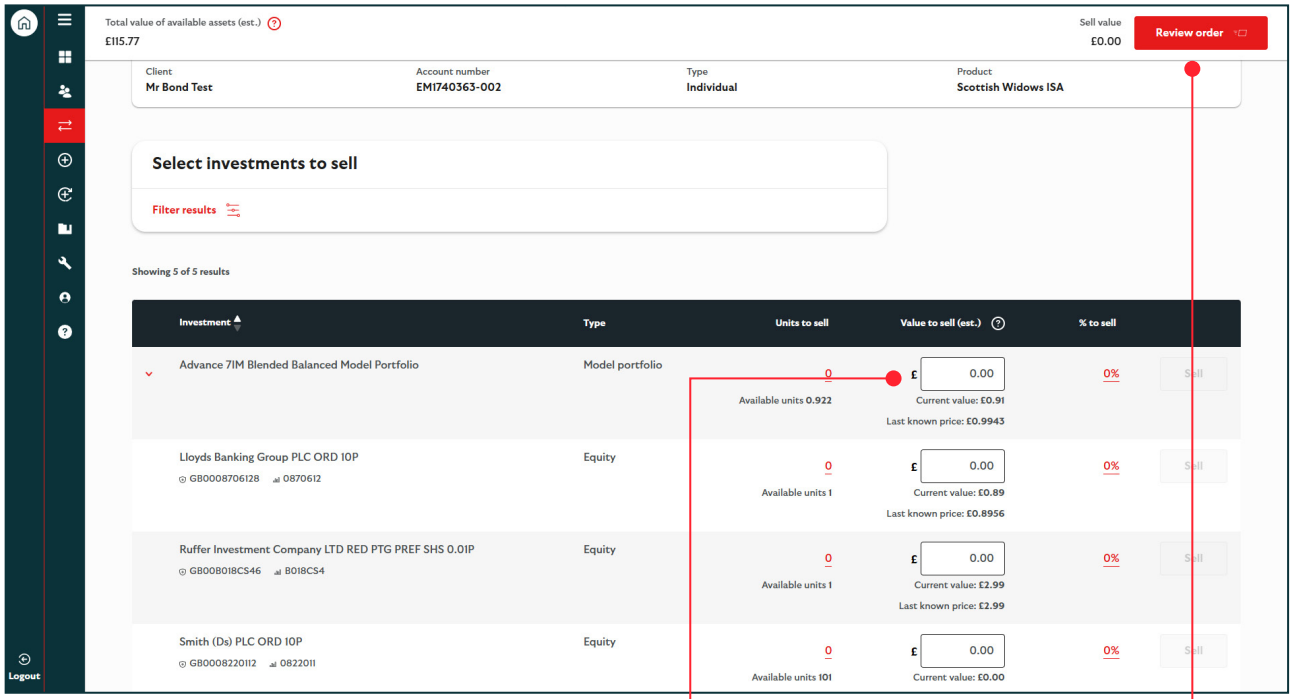
If the clients nationality wasn't confirmed when the account was set-up, you will be asked to confirm this as part of this process.

Confirm who the decision maker is (only relevant for ETIs) and click **Continue to summary**.

The decision maker is the individual who is making the decision to trade. In the majority of cases this is the client however advisers with discretionary permissions may make the decision themselves. For cases where a Power of attorney (POA) is involved then it is their details that should be captured here.

A summary of the buy will be displayed along with associated cost and charges, to submit the trade scroll to the bottom of the page, confirm the **declarations** and click **Confirm buy**.

Sell investments



Step 1 – Enter the monetary value or units to sell and click **Sell** to add the assets to your basket.

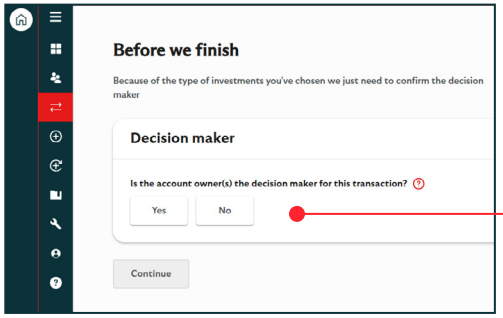
Step 2 – click **Review order** to view your basket.

When selling investments you will need to search for the client you wish to trade on behalf of and which product you would like to trade within. In this case we are looking at **Sell investments**.

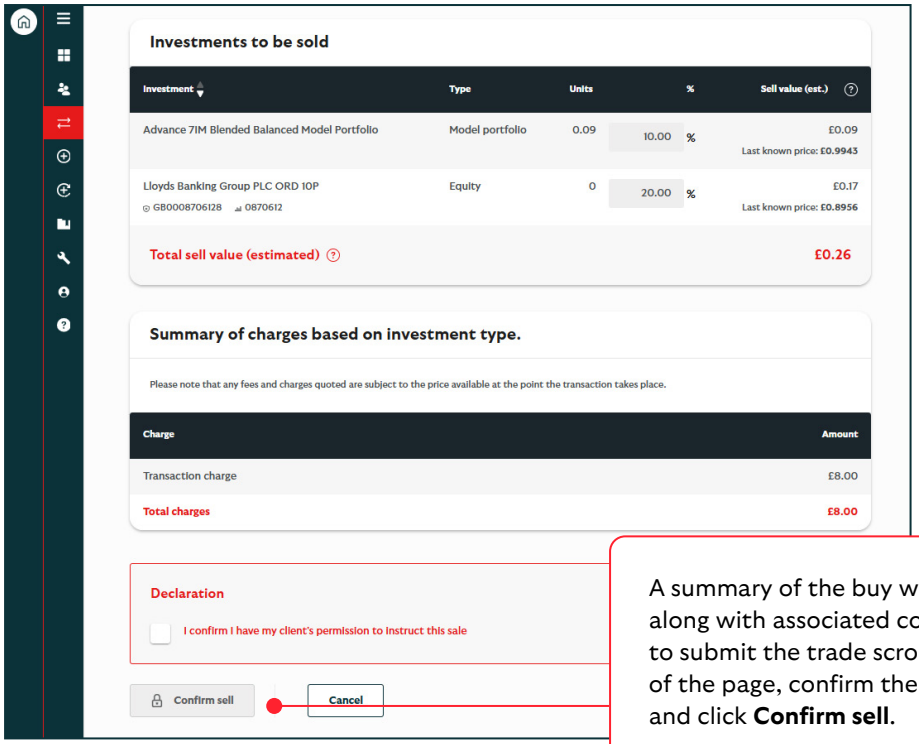
Guidance will then appear to prompt you as to where you can find additional support, if you are happy to proceed select **Sell investments**.

Next, you will be asked to select which investment(s) you want to sell and the amount you wish to sell. Click **Sell** next to each investment you would like to sell and then click **Review order**.

Sell investments



Confirm who is the decision maker and click **Continue** to summary. This is only relevant where an ETI has been selected.

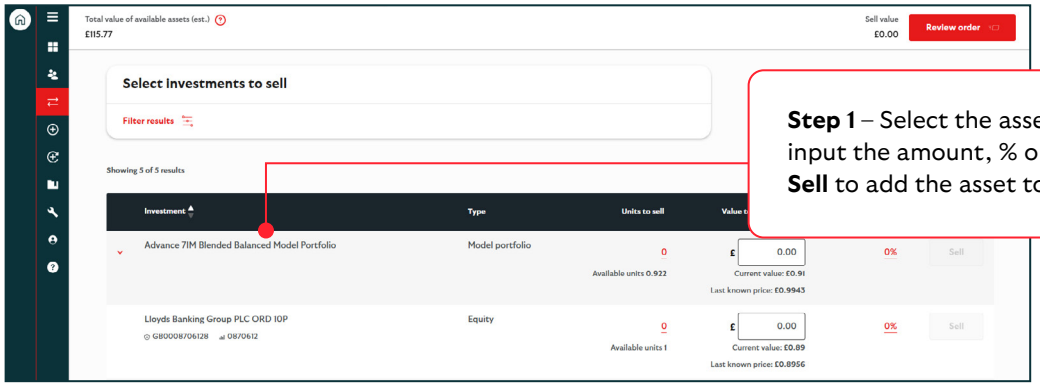


A summary of the buy will be displayed along with associated cost and charges, to submit the trade scroll to the bottom of the page, confirm the declarations and click **Confirm sell**.

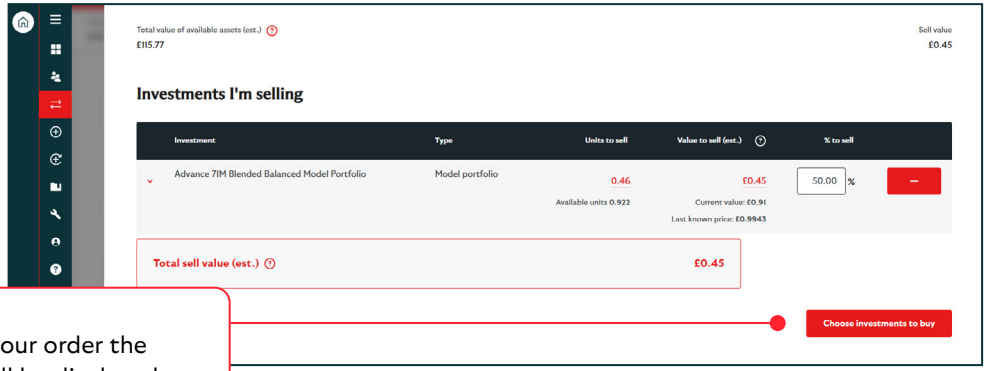
For certain investments, you will need to confirm who is the decision maker. Please see page 5 for more details on this.

After you have reviewed your order, click **I'm ready to sell**.

Switch investments



Step 1 – Select the asset you want to sell, input the amount, % or units and click **Sell** to add the asset to your basket.



Step 2 – On reviewing your order the assets you are selling will be displayed, click **Choose investments to buy** to proceed to the next stage of the switch.

The Switching process is suitable if you would like to sell some or all of your clients current investment and use 100% of the proceeds to buy **Mutual funds**, **discretionary** or **adviser model portfolios only**.

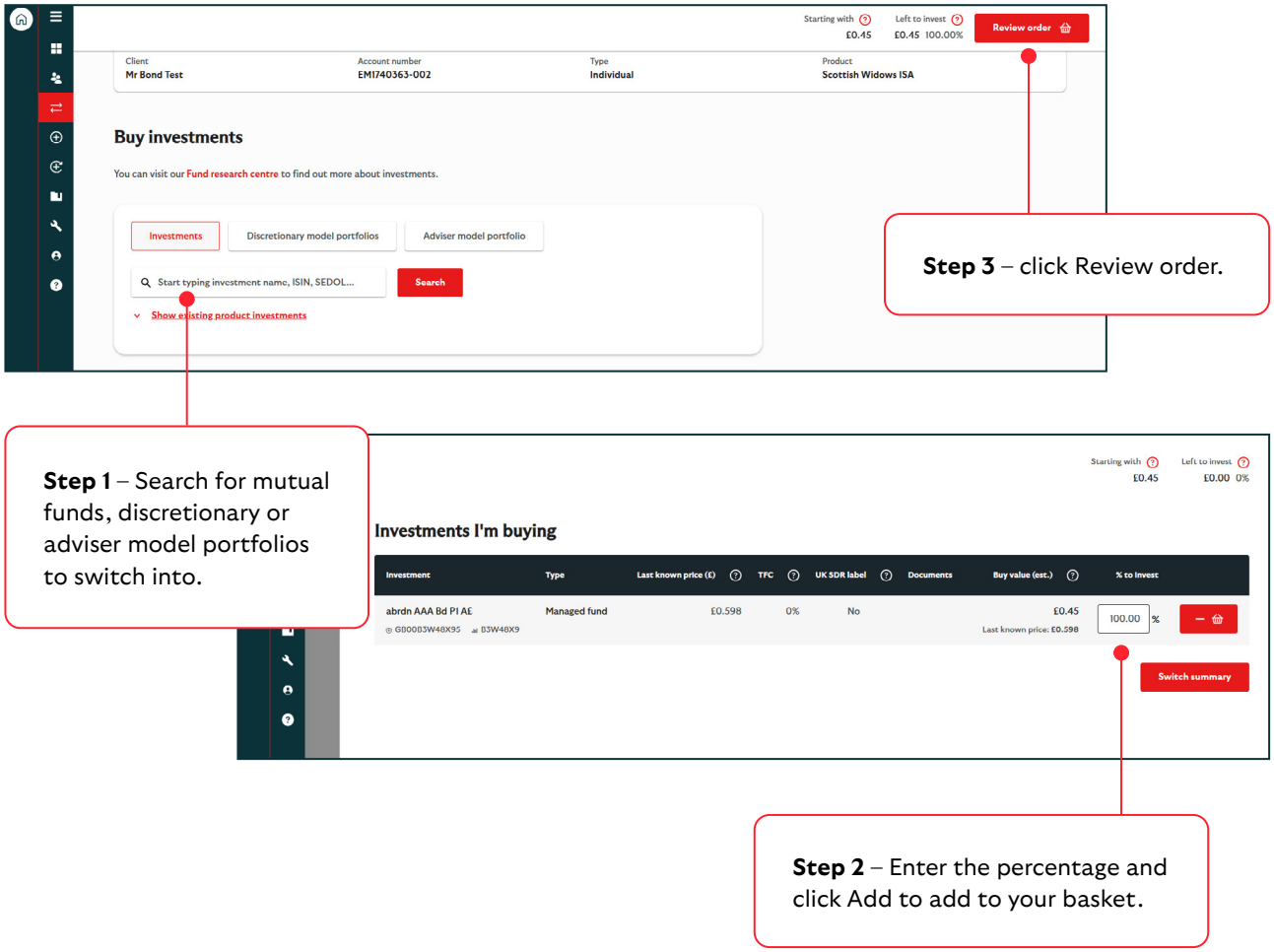
For Switching investments you will first need to search for the client you wish to trade on behalf of and which product you would like to trade within. In this case we are looking at **Switch investments**.

Guidance will then appear to prompt you as to where you can find additional support, if you are happy to proceed select continue to **Switch investments**.

Next, you will be asked to select which investment(s) you want to sell and the amount you wish to sell. Click **Sell** next to each investment you would like to sell and then click **Review order**.

After you have reviewed click **Choose investments to buy**. Note, you can only select mutual funds, discretionary or adviser model portfolios to buy into.

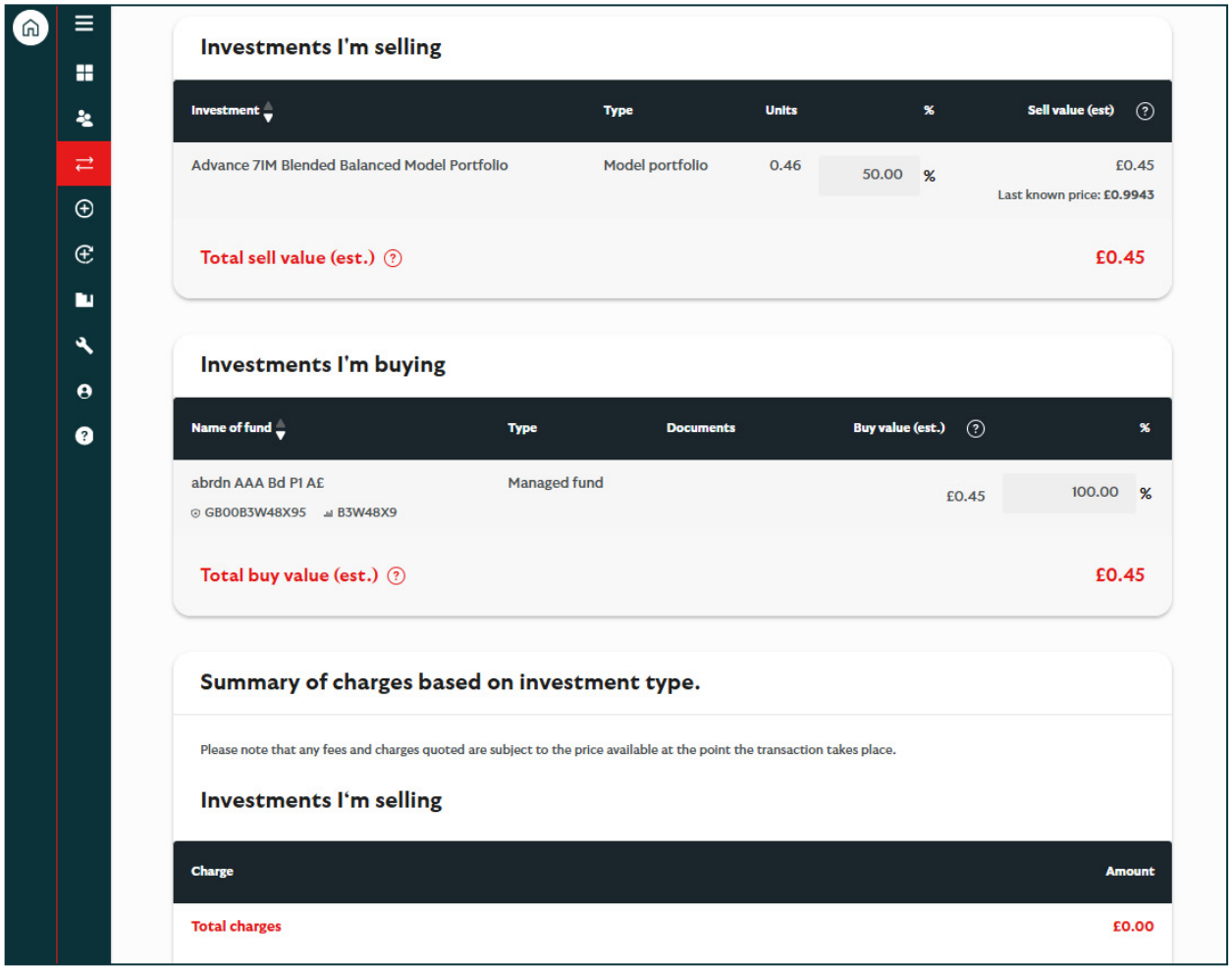
Switch investments



A summary of the assets you're buying will be displayed. To proceed click **Switch summary**.

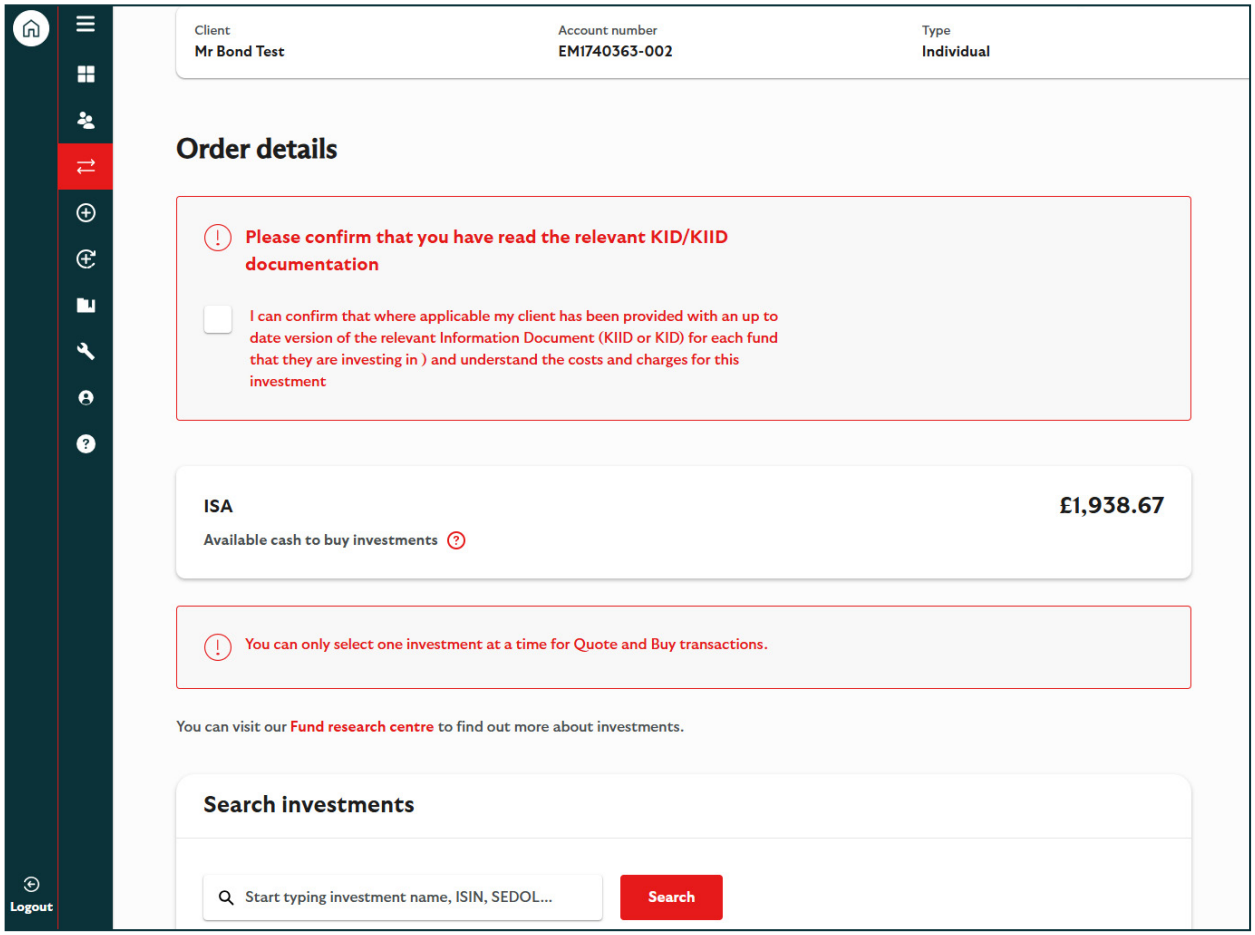
Confirm the decision maker if prompted. Please see page 5 for more details on this. Click **Continue to summary**.

Switch investments



A summary of the switch will be displayed along with any associated costs and charges, along with documents. To complete the transaction confirm the declarations at the bottom of the page and **Confirm switch**.

Quote and buy/sell



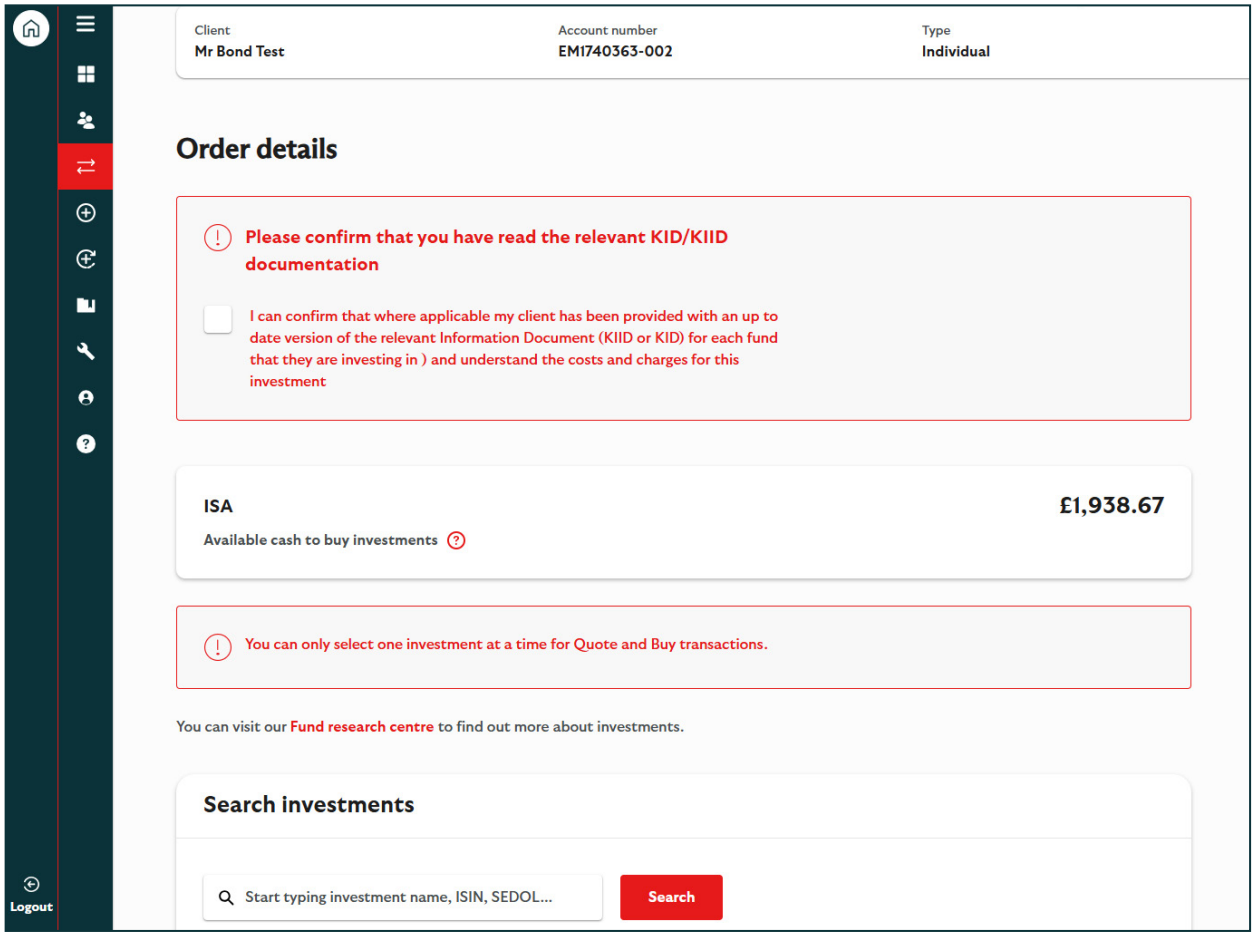
In this guide, we've illustrated the quote and buy journey. For **Quote & sell** this will look exactly the same with the only difference being you are looking to sell units instead of buy.

If you select **Quote & Buy** from the Transact Options. Like the other processes, you will be shown a page with key information, once you are happy with how this process works, select get started.

Next, confirm who the decision maker is and that they have read the relevant KIID document(s) if applicable.

Now you can search for the investment you wish to buy or sell on behalf of your client.

Quote and buy/sell

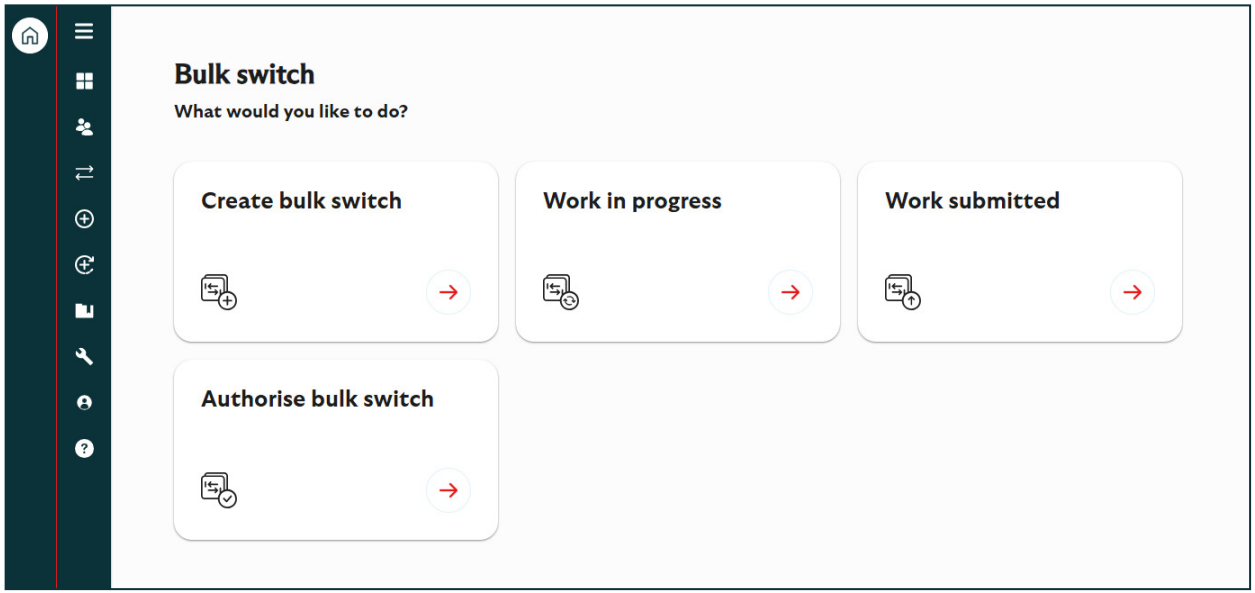


Next, tell us how much you would like to invest in each investment (quote and buy) or sell from each investment (quote and sell) and press **Quote**.

The platform will request a price from our broker, once this is received, you will have 20 seconds to accept the quote. If you don't accept within 20 seconds or you need to change the quote you can modify or repeat the quote. To proceed with the trade click **Accept quote**.

A summary page will then appear with confirmation of the deal as well as any associated fees or charges.

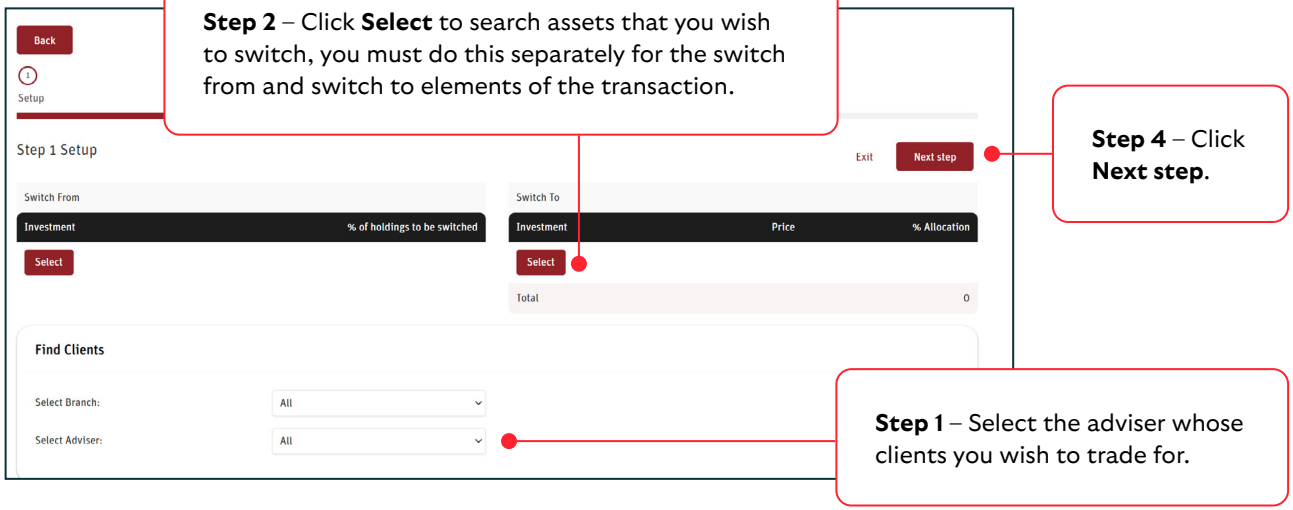
Bulk switch



When you first select bulk switch, you will be given various options:

- **Create bulk switch** – allows you to start a bulk switch.
- **Work in progress** – lists all bulk switches in progress.
- **Work Submitted** – shows all bulk switches that have been submitted.
- **Authorise bulk switch** – will show all bulk switches awaiting authorisation. Click view on each bulk switch to view details and authorise.

Bulk switch – create



Step 2 – Click **Select** to search assets that you wish to switch, you must do this separately for the switch from and switch to elements of the transaction.

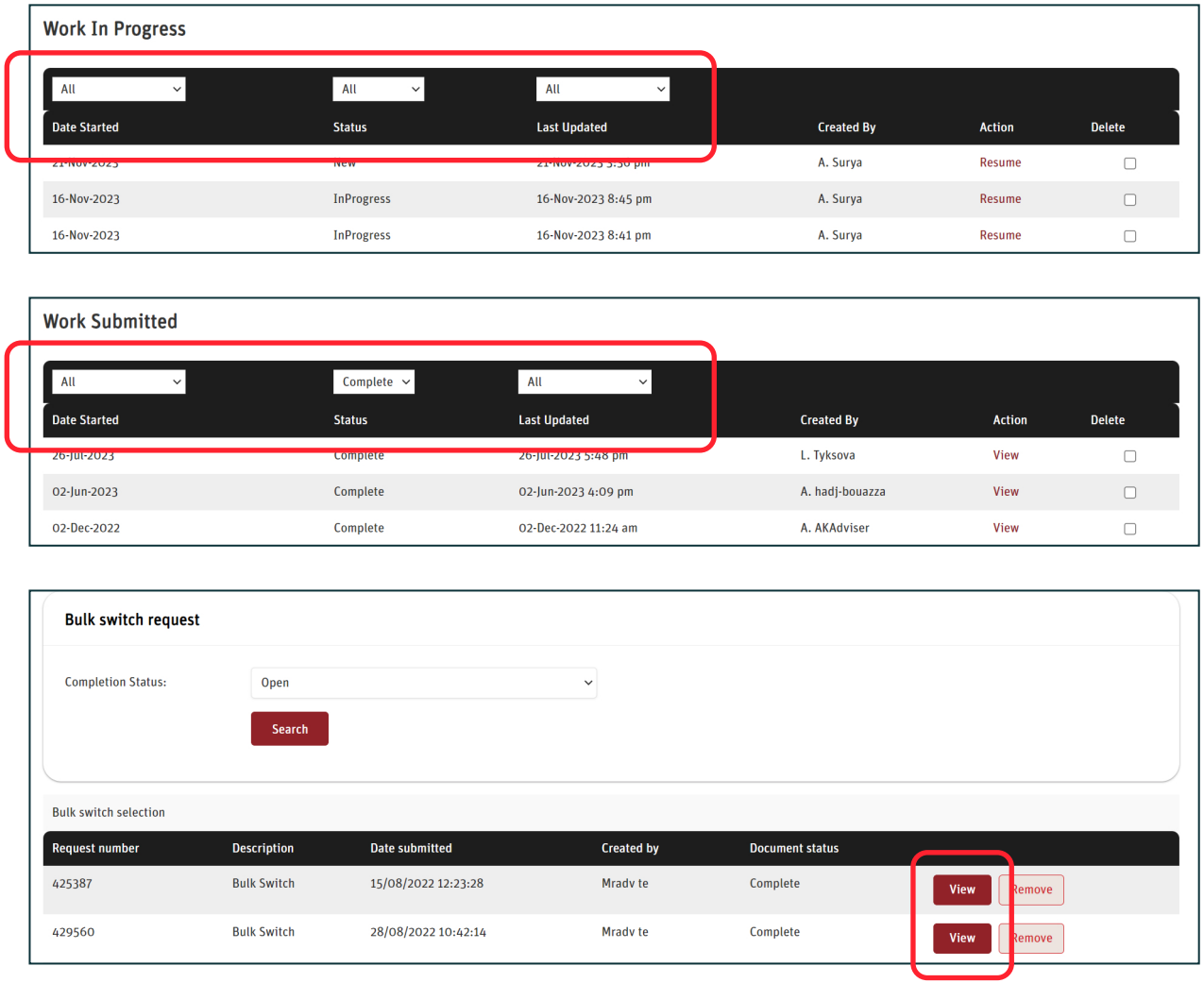
Step 4 – Click **Next step**.

Step 1 – Select the adviser whose clients you wish to trade for.

Step 3 – Search for the asset and click Select. You can only switch out of one asset at a time but can switch into multiple assets (Managed funds only).

When you select **Create bulk switch**, step 1 asks you to input the investments you would like to switch from and to.

Bulk switch – create



Selecting the **Work in progress** tile, will allow you to see any bulk switches in progress.

- You can filter by **Date started**, **Status** and **Last Updated**.

If you select the **Work submitted** tile, you will get a view of all bulk switches that are complete.

- Here, you have the option to filter by **Date Started** and **Last Updated**.

Authorise bulk switch takes you to the bulk switches awaiting authorisation. Click **View** next to the bulk switch you wish to review to bring up the declaration page.

0330 024 2345

service@scottishwidowsplatform.co.uk

scottishwidows.co.uk/platform

SCOTTISH WIDOWS

Scottish Widows Platform is a trading name of Embark Investment Services Limited, a company incorporated in England and Wales (company number 09955930) with its registered office at 33 Old Broad Street, London, EC2N 1HZ. Embark Investment Services Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number 737356).

SWP GD 0014 (1125 IH)