

Buyer's Brief Instructions

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1. Money transfer

Beneficiary: SPIMEX

INN 7840389730/ KPP 784001001

Account #	Bank	Correspondent account #	BIC
30414810900000000004	NFI CCP RDC (JSC), city of MOSCOW	30103810145250000053	044525053
30414810600000000003	RRDB (JSC), city of MOSCOW	30101810900000000880	044525880
30414810138000000002	Sberbank PJSC, city of MOSCOW	30101810400000000225	044525225
30414810864300000554	EXIMBANK OF RUSSIA (JSC) city of MOSCOW	30101810545250000192	044525192

1.1. Pre-trade – Initial margin deposit:

Payment details: Initial margin deposit. Contract No. **KD-NNNNN** dated DD.MM.YYYY. Register number **ANNNNNNNNNNNNNNNNN**.

1.2. Post-trade – Settlement of obligations (commodities, shipping costs)

Payment details: Transfer of funds to secure the performance of obligations under exchange contracts. Contract No. **KD-NNNNN** dated DD.MM.YYYY. Register number **KNNNNNNNNNNNNNNNNN**.

Note:

KD-NNNNN dated DD.MM.YYYY and Register number **AIK_NNNNNNNNNNNNNNNN** as specified in the Clearing Member Notice

2. Personal account login

<https://spimex.com/>

The screenshot shows the SPIMEX website interface. The top navigation bar includes links for "Become a member", "Tariffs", "Documents", "Media Center", "About SPIMEX", and "Contacts". The "Personal Account" link is highlighted with a red box and a red arrow labeled "1".

A modal window titled "Personal Account" is open, showing the "Login" button highlighted with a red box and a red arrow labeled "2". The modal also includes a "Certificate Management Center" button and a "Reference files" section with links to "Personal Account user setup instructions" and "Public key certificate export".

The right sidebar contains a list of links, including "Home page", "User management", and various "Back-Office" links. The "Clearing System Back-Office" link is highlighted with a red box and a red arrow labeled "3".

3. Information about registers



- [Home page](#)
- [User management](#)
- [Back-Office of the SPIMEX Refined Products Section](#)
- [Back-Office of the SPIMEX Crude Oil Section](#)
- [Back-Office of the SPIMEX Agricultural Products and Bioresources Section](#)
- [Back-Office of the SPIMEX Coal Section](#)
- [Back-Office of the SPIMEX Timber and Construction Materials Section](#)
- [Back-Office of the SPIMEX Natural Gas Section](#)
- [Back-Office of the SPIMEX Mineral Raw Materials and Chemical Products Section](#)
- [Back-Office of the SPIMEX Metals Section](#)
- [Back-Office of the SPIMEX Derivatives Section](#)
- [Clearing System Back-Office](#)
- [Back-Office of the Clearing System of NFI CCP RDC \(JSC\)](#)
- [OTC contracts](#)
- [EDM Messaging](#)
- [Log out](#)

Left-click on the Register Code to open the current register status window.

Registers

Register type:

Register status:

Search:

Code	Type	Status	Owner code	Customer code
XXXXXXXXXXXXXXX	Main Clearing Register	Active		
XXXXXXXXXXXXXXX	Main cash position register	Active		

Information about register

Register code: ANNNNNNNNNNNNNNN

Register type: (A) Main Cash Position Register

Register status: Active

Customer code:

Register details:

Asset	Currency	Available	Blocked
Money	RUB		
Rights	BGR		

Contract queue for security coverage procedure:

Priority	Number	Queue position	Control date	Tool	Commodity quantity	Contract value	Current obligations	Obligation type	Counterparty
No records found									

Available funds

Funds blocked for contracts

Contract Payment Register

Initial Margin Deposit Register (for order entry)

Outstanding contracts list

4. Contract list



Home page
User management
Back-Office of the SPIMEX Refined Products Section
Back-Office of the SPIMEX Crude Oil Section
Back-Office of the SPIMEX Agricultural Products and Bioresources Section
Back-Office of the SPIMEX Coal Section
Back-Office of the SPIMEX Timber and Construction Materials Section
Back-Office of the SPIMEX Natural Gas Section
Back-Office of the SPIMEX Derivatives Section
Clearing System Back-Office
OTC contracts
EDM Messaging

Organization: CM "Test"
User: CM representative

Outgoing documents Incoming documents Reports Registers **Contracts** Customers

Contracts

Contract date: From: Till:
Collateral date: From: Till:
Notification date: From: Till:
Delivery date: From: Till:
Report date: From: Till:
Status:
Tool:
Counterparty:
Search:

Reset Apply

Number	Date	Tool	Commodity quantity	Contract value	Counterparty
10000000002	08.08.20				
10000000008	08.08.20				
10000000007	08.08.20				
10000000001	08.08.20				

Left-click the contract number to open a window with the contract details.

Buyer's commodity payment date

Seller's commodity delivery date

Ability to prepare documents required for obligation fulfilment.

Contract details

Number: 10000000007
Contract date: 08.08.2017
Tool: TESTXXX000 Test tool
Commodity quantity: 65
Contract value: 2 535 000,00
Tolerance amount:
Cash Register: A001XXP000020000
Commodity Register: T001XXP000020000
Seller: XXP000010000 PJSC "Test"
Buyer: XXP000020000 CM "Test"
Collateral date: 15.08.2017
Notification date: 16.08.2017
Delivery completion date: 06.09.2017
Delivery confirmation date: 12.09.2017
Status:

Contract obligations

Obligation type	Contract volume	Current volume
Payment obligation for cleared contract	2 535 000,00	2 535 000,00
Commodity delivery obligation	65,000	65,000

Documents associated with the contract

Document number	Document type	Date	Consignor
235400	Notice of transportation costs payment and submission of shipping instructions		

Contract document preparation

Select a value Prepare a document

Contract statuses:

ZR – Obligations accepted for clearing
RR – Monetary Obligations (MO) collateral control in effect
ST(!) – Negative MO collateral control
OT – Positive MO collateral control
RT(AR) – Contract confirmed for delivery (Advance payment remitted)
IS – Contract executed

5. Preparing instructions



Home page

User management

Back-Office of the SPIMEX Refined Products Section

Back-Office of the SPIMEX Crude Oil Section

Back-Office of the SPIMEX Agricultural Products and Bioresources Section

Back-Office of the SPIMEX Coal Section

Back-Office of the SPIMEX Timber and Construction Materials Section

Back-Office of the SPIMEX Natural Gas Section

Back-Office of the SPIMEX Mineral Raw Materials and Chemical Products Section

Back-Office of the SPIMEX Metals Section

Back-Office of the SPIMEX Derivatives Section

Clearing System Back-Office

Back-Office of the Clearing System of NFI CCP RDC (JSC)

OTC contracts

EDM Messaging

Log out



Outgoing documents

Reg. number: From: 17

Ref. number: Till: 17

Processing status:

Document type:

Reset Apply

Reg. number	Document type	Ref. number	Creation date	Electronic signature	Status	Additional information
☐						
☐						
☐						

Print selected documents



Prepare a new outgoing document

5.1. Transfer of funds between registers (UKp-6 Funds transfer instruction between cash registers)

Clearing System Back-Office, CM Code

Outgoing documents

New outgoing document

Document type: UKp-6 (Funds transfer instruction between cash registers)

UKp-6 (Funds transfer instruction between cash registers)

E-document details

Outgoing e-document number: Assigned by CM independently

Outgoing e-document date: **.*.*.*.*

Name of Clearing Members: *****

Additional code of Clearing Members: *****

Cash Asset

Cash Asset type ID: ☒ RUR Select Money or ☐ BGR Bank Guarantee

Amount: Enter amount

Position Registers

Withdrawal register number: Select from list

Deposit register number: Select from list

Verify and proceed to document signing

5.2. Funds withdrawal to a bank account (UKp-7 Funds withdrawal instruction)

Funds withdrawal is performed within the available balance on the withdrawal register.

If the Available Funds limit on the withdrawal register is insufficient, the Instruction will be rejected.

Funds are transferred according to the details specified in the Clearing Member Account Notice.

Outgoing documents	Incoming documents	Customer documents	Reports	Registers	Contracts	Customers
--------------------	--------------------	--------------------	---------	-----------	-----------	-----------

New outgoing document

Document type: UKp-7 (Funds withdrawal instruction)

UKp-7 (Funds withdrawal instruction)

E-document details

Outgoing e-document number: Assigned by CM independently

Outgoing e-document date: **.**.****

Name of Clearing Members: *****

Additional code of Clearing Members: *****

Instruction details

Amount: Enter amount

Cash withdrawal register number: Select from list

Verify and proceed to document signing

5.3. Postponement of payment and delivery completion dates (UKz-2 Request to change contract clearing procedure dates)

Outgoing documents	Incoming documents	Customer documents	Reports	Registers	Contracts	Customers
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New outgoing document

Document type: UKz-2 (Request to change contract clearing procedure dates)

UKz-2 (Request to change contract clearing procedure dates)

E-document details

Outgoing e-document number: Assigned by CM independently

Outgoing e-document date: **.**.****

Name of Clearing Members: *****

Additional code of Clearing Members: *****

Request details

Contract number: *****

New collateral date*: DD.MM.YYYY 17 Enter either date, or both

New delivery completion date: DD.MM.YYYY 17

Counterparty information in the document

Counterparty: *****

Counterparty additional code: *****

*At least one of the fields must be filled in.

Verify and proceed to document signing

Form **UKz-2** is used to postpone dates by mutual consent of the Parties. The Parties may postpone only the collateral date, only the delivery completion date, or both dates by filling in the corresponding fields of the form.

The Clearing Organization executes requests to change clearing procedure dates only if such requests are provided by both Counterparties to the Contract and the data in these requests match.

Requests will not be accepted for execution if the new collateral date is a non-business day or if the new Collateral date is later than the Delivery completion date for that Contract.

5.4. Mutual termination of obligations (UKu-3 Notice of mutual termination of contract obligations)

Outgoing documents	Incoming documents	Customer documents	Reports	Registers	Contracts	Customers
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New outgoing document

Document type: UKu-3 (Notice of mutual termination of contract obligations)

UKu-3 (Notice of mutual termination of contract obligations)

E-document details

Outgoing e-document number: *Assigned by CM independently*

Outgoing e-document date: **.**.****

Name of Clearing Members: ****

Additional code of Clearing Members: ****

Contract details

Contract number: ****

Contract date: **.**.****

Counterparty information in the Contract

Counterparty: ****

Counterparty additional code: ****

Verify and proceed to document signing

The Clearing Organization executes Notices of mutual termination of obligations only if such notices are provided by both Parties to the Contract.

5.5. Penalty waiver (UKu-4 Notice of penalty waiver)

Outgoing documents	Incoming documents	Customer documents	Reports	Registers	Contracts	Customers
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New outgoing document

Document type: UKu-4 (Notice of penalty waiver)

UKu-4 (Notice of penalty waiver)

E-document details

Outgoing e-document number: *Assigned by CM independently*

Outgoing e-document date: **.**.****

Name of Clearing Members: ****

Additional code of Clearing Members: ****

Contract details

Contract number: ****

Contract date: **.**.****

Verify and proceed to document signing