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# **Elevate help guide: Buying and selling investments (regular orders)**

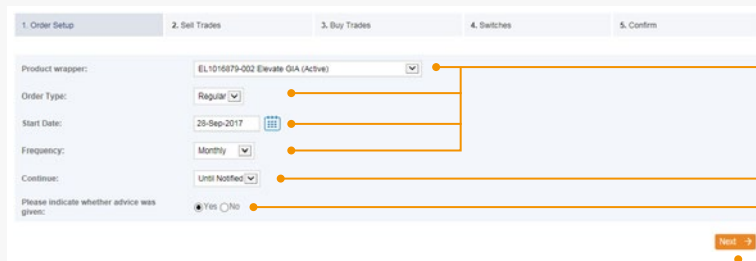
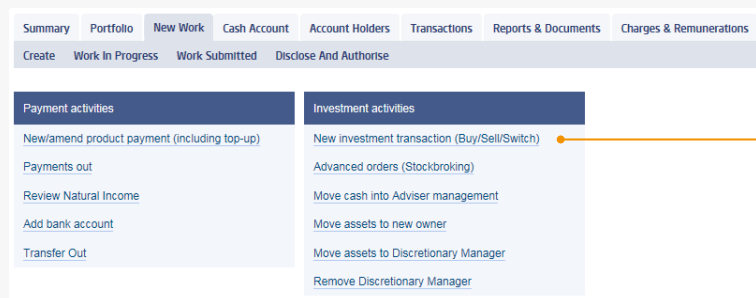
**Standard Life**

**There's a lot to look forward to**

# Step 1. Order Setup

## What you will see

You can set up regular instructions to buy and sell funds automatically.  
If you are buying investments, there must be enough money in wrapper cash before each transaction.



## What you will need to do

1. Go the client's account and select **New Work > New Investment Transaction (Buy/Sell/Switch)**.
2. Select:
  - the **Product Wrapper**.
  - **Regular** under **Order Type**.
  - a **Start Date**.
  - the **Frequency**.
3. Choose to **Continue** the regular investment **Until Notified** or set an end date.
4. Confirm if advice has been given.
5. Click **Next**.

## Notes

2. The start date you select is the date the transaction will initiate. While the trade is normally confirmed and displayed on the account within 24 hours it can, depending on the fund manager, take 5 working days for it to reach full settlement.

# Step 2. Sell Trades

## What you will see

Select the investments you wish to sell. If you are only buying investments, skip straight from **Step 1. Order Setup** to **Step 3. Buy Trades**.

Investment	Available Units	Market Value	Order Value	Order Quantity	Order Type
00PA.LN - BlackRock CMI European D...	0.4450	€11.25		Units	At Market
02FW.LN - M&G Strategic Corp Bd I A...	0.3510	£4.55		Units	At Market
11VZ.LN - AXA Framlington UK Sel Op...	6.5690	£10.54		Units	At Market
<b>Total</b>					

## What you will need to do

1. Select the investments you wish to sell.

You can set up which funds to sell on a regular basis by either:

- 1a. In **Order Value**, enter a £ amount.
- 1b. In **Order Quantity (units)**, enter the number of units to be sold.
- 1c. In **Order Quantity (%)**, enter the % of units to be sold.

2. Click **Next**.
3. Skip **Steps 3** and **4** and go to **Step 5. Confirm** as you're not buying or switching any investments.

## Notes

3. You can click directly on **Step 5. Confirm**.

# Step 3. Buy Trades

## What you will see

If you're only selling investments, ignore this step and go straight to **Step 5. Confirm.**

The screenshot shows the 'Buy Trades' step in a trading interface. It is divided into five numbered sections:

- 1. Order Setup:** Shows fields for Batch ID (11540806), Batch Type (Regular), Start Date (30-Sep-2017), Frequency (Monthly), and Continue (Units notified). There is a 'Total Order Value (£)' field with an 'Allocate Amount' button.
- 2. Investment Selection Tool:** Shows tabs for Funds, Models, and Other. A search bar contains 'Fund name or code:' with a 'Find' button. Below are 'Quick links' for Favourites, Fund solutions, and Documents, KIDs & KIDs.
- 3. Search Results:** A table showing search results for 199 items. The table has columns: Type, Code, Name, OCF/TER, KIID, Cheapest, and Favourite. Three results are visible:
 

Type	Code	Name	OCF/TER	KIID	Cheapest	Favourite
Investment Fund	DM3P	Stan Life Inv MF Mgd 111 A	0.80	📄	✓	★
Investment Fund	DM3Q	Stan Life Inv MF Mgd 111 I	0.80	📄	✓	★
Investment Fund	10F9	Stan Life Inv MF Mgd 111 R PT 1 A	1.02	📄		★
- 4a. Total Order Value (£):** The value is set to 400.
- 4b. Investment Table:** Shows the selected investments with columns: Investment, Order Value, Order Quantity, % Allocation, and Order Type. Two rows are visible:
 

Investment	Order Value	Order Quantity	% Allocation	Order Type
DM3P LN Stan Life Inv MF Mgd 111 A (EO.6513)	400			At Market
DM3Q LN Stan Life Inv MF Mgd 111 I (EO.6274)				At Market
- 4c. Total (%):** The total percentage is 0.
- 5. Confirmation:** Shows 'Previous' and 'Next' buttons.

## What you will need to do

1. Click **Find**.
2. Use the **Investment Selection Tool** to locate the investments you want, then click **Find**.
3. **Add** the fund you wish to invest in.
4. Enter the amount that you want to invest.

You can do this in any one of the following ways:

- 4a. In **Total Order Value (£)**, enter the total £ amount you want to invest. Then in **% Allocation** column, add the % to allocate next to each fund.
- 4b. In **Order Value**, enter a £ amount.
- 4c. In **Order Quantity**, enter the number of units to be purchased.

5. Click **Next**.
6. Skip **Step 4** and go to **Step 5. Confirm**.

## Notes

1. The **Investment Selection Tool** will be displayed.
2. You can search for a specific investment name or code  
  
Use the extra tabs here if you want to search for model portfolios or **Other** to search for stocks & shares.
3. Repeat 1 - 3 to select additional funds.

- 4a. The total % must come to 100%.

# Step 5. Confirm

## What you will see

1. Order Setup	2. Sell Trades	3. Buy Trades	4. Switches	5. Confirm
Batch ID:		11540806		
Batch Type:		Regular		
Start Date:		30-Sep-2017		
Frequency:		Monthly		
Continue:		Until notified		
<b>Buy Trades</b>				
Investment Description		Buy Value (GBP)	Buy Quantity	Status
00P/LN - BlackRock CRB European D Acc		1,000.00	39.5570	Created
Estimated Total Buy Trade Value		1,000.00		
Estimated Net Order Value		-1,000.00		
Charges Information Document				
Generate		Complete		
Confirm				

## What you will need to do

1. Review the information you've entered.
2. Click **Confirm**.

## Notes

1. Click **Generate** and the hyperlink to view the **Charges Information** document.
2. This records a Batch ID and places the trades, which can be viewed in the client's account under **Transactions > Deals**.

## Helpful hints

- The date you set for the regular deals is the date that the trades will initiate – not the date of completion. While the trade is normally confirmed and displayed on the account within 24 hours it can, depending on the fund manager, take 5 working days for it to reach full settlement.
- If you have included securities in a regular order, a trading charge will apply to each transaction. For more information, please refer to **Your Guide to Charges**.
- If you want to cancel or amend a regular trade instruction, please contact us.

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We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm.

If there is anything more you want to know, please contact us.

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Our lines are open 8am to 6pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

### Email us at [Elevate\\_Enquiries@standardlife.com](mailto:Elevate_Enquiries@standardlife.com)

Please be aware that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

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