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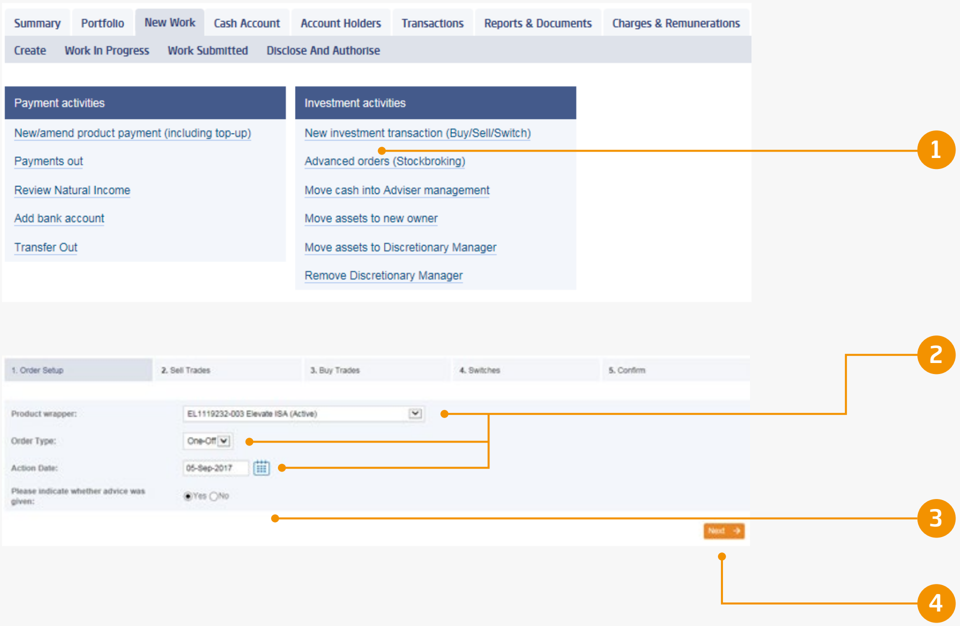
Elevate help guide: Buying and selling investments (single orders)

Standard Life
There's a lot to look forward to

Step 1. Order Setup

What you will see

You can set up one-off instructions to buy and sell investments within each product wrapper.



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.**
   - **One-off** under **Order Type.**
   - a **Action Date.**
3. Confirm if advice has been given.
4. Click **Next.**

Notes

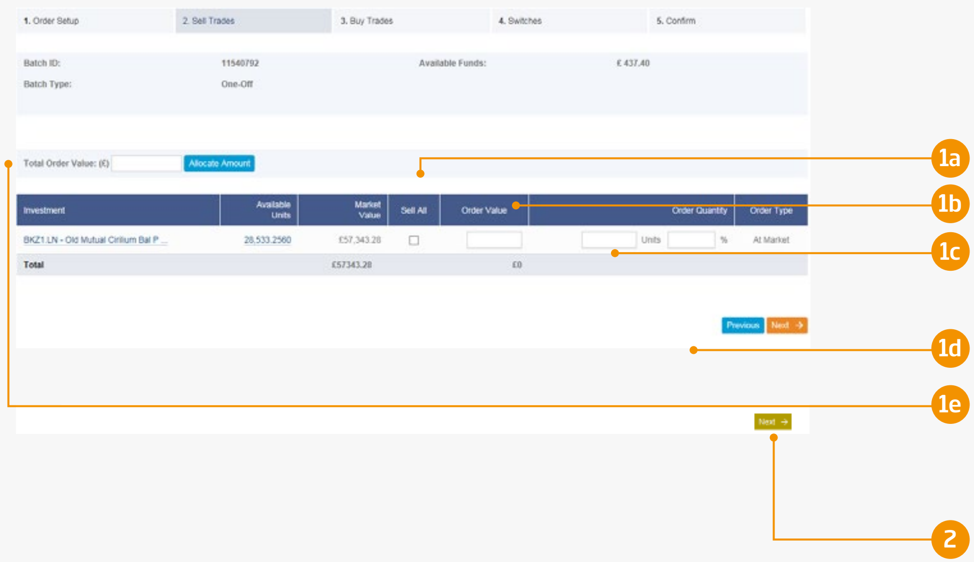
If you are buying investments, there must be enough product wrapper cash. Details of available wrapper cash balance are displayed later in this wizard or you can find it beforehand by looking at **Cash Account › Statement.**

2. You can select a date in the future if you don't want the trade to happen at the next valuation point. The trade will trigger automatically on the date you select.

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.**



What you will need to do

1. You can sell investments in the following ways, either:
   - 1a. Tick **Sell All** to select the whole investment.
   - 1b. In **Order Value**, enter a £ amount.
   - 1c. In **Order Quantity (units)**, enter the number of units to be sold.
   - 1d. In **Order Quantity (%)**, enter the % of units to be sold.
   - 1e. In **Total Order Value (£)**, enter the total amount you wish to raise and click **Allocate Amount.**
2. Click **Next.**
3. Skip **Steps 3 and 4** and go to **Step 5. Confirm**

Notes

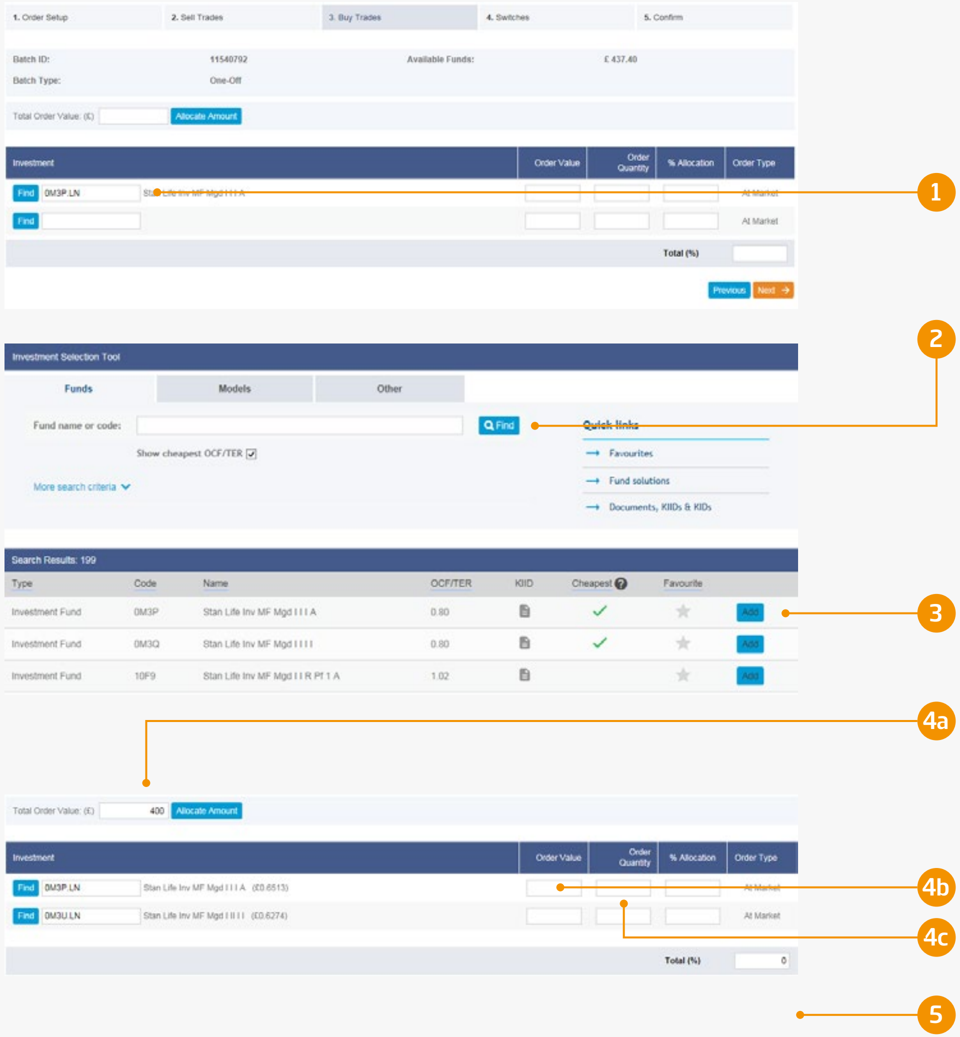
1e. This will sell proportionately across all investments held.

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

Step 3. Buy Trades

What you will see

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



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 investment.

   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%.

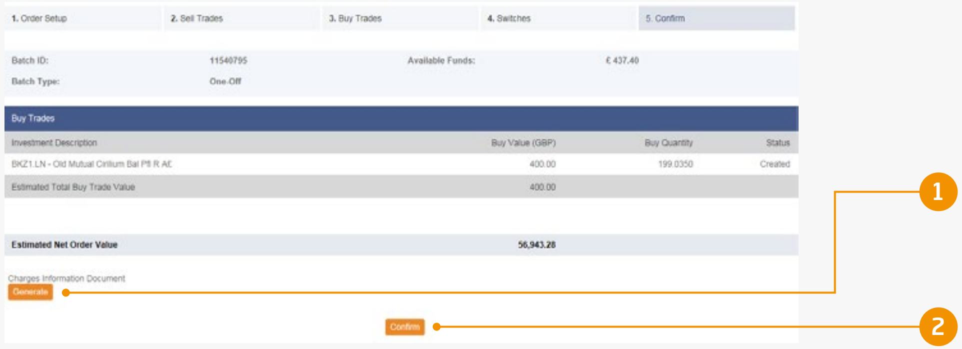
Quick links

Quick links provides you with easy access to fund solutions, funds with discounted share prices and extra fund information.

You can also select from your **Favourites** list for quick access to your preferred investment solutions. Add funds, securities and model portfolios to your **Favourites** by ticking the 'star' next to the investment. Next time you view your **Favourites** this investment will be on there!

Step 5. Confirm

What you will see



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

- There is a cut-off time which is usually one hour before each fund's valuation point. if a trade is not set up before this cut-off time, the order will be placed on the next working day.
- We will normally receive confirmation of a buy or sell order from the fund manager within 1 working day and update your client's account with the completed transaction. (or 2 working days if the order was placed after the cut-off time).
- We'll issue a contract note 1 day after we have received confirmation from the fund manager.
- It can take up to 5 working days for the trade to reach full settlement and, if a fund is being sold, the proceeds to be available for other transactions.
- Securities traded using this method are done **At Best**. This is where orders across Elevate can be grouped and traded together to potentially reduce trading charges, although the trading price cannot be guaranteed. To trade securities on a **Quote and Deal** basis, refer to the **Stockbroking – buying and selling securities (Quote and Deal)** help guide.

Get to know us better

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.

Call us on 0345 600 2399

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.

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