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Elevate help guide: Buying and selling securities (Quote and deal)

Standard Life
There's a lot to look forward to

What you will see

Trading individual securities on a Quote and Deal basis allows you to see the trading price before you decide whether or not to continue with the transaction.

The screenshot displays the trading interface with several key sections and numbered callouts:

- 1:** Points to the 'Advanced orders (Stockbroking)' link in the 'Investment activities' menu.
- 2:** Points to the 'Product Wrapper' dropdown menu, which is set to '003 - Elevate ISA'.
- 3:** Points to the 'Action' dropdown menu, which is set to 'Buy'.
- 4:** Points to the 'Find' button next to the 'Investment' field.
- 5:** Points to the 'Search for Investments' pop-up window.
- 5a:** Points to the 'Add' button next to the search input field.
- 5b:** Points to the 'Add' button next to a security entry in the search results table.

Product Wrapper Details
Product Wrapper: 003 - Elevate ISA Available Funds: £ 10,138.99

Deal Details
Action: Buy
Investment: PHAU.LN Find
Investment Name: Efts Physical Gold
Last Known Market Price: 130.2450000
Order Method: Value Value: 1000
Please indicate if advice was given on this trade: Yes Quote

Search for Investments
Investment Selection Tool
Other
Search Type: Stocks and Shares Name or code: Add Quick links: Documents, KIDs & KIDs

Search Results: 2/64

Type	Name	Code	SEDOL	ISIN	KIID
Share	1 Spatial Ord Strs 1p	SPA	809LQ83	G800809LQ834	Add
Share	1 Spatial Plc	AV1	809LQ83	G800809LQ834	Add

What you will need to do

If you are buying securities, make sure there is enough available wrapper cash before proceeding. You can check this by navigating to **Cash Account**. Alternatively **Available Funds** will be displayed when you start this process.

1. Go to the client's account and select **New Work > Advanced Orders (Stockbroking)**.
2. Select the **Product Wrapper**.
3. Select **Buy** or **Sell**.
4. Under **Investment**, click **Find**.
5. If you are buying securities, our **Investment Selection Tool** is displayed in the pop-up window.
 - 5a. Enter the name of the security and click **Find**.
 - 5b. Click **Add** next to the security you want to select.

Notes

You can only trade **Quote and Deal** when the London Stock Exchange is open (08:00 – 16:30). If you attempt to access this feature outside of hours, an error message is displayed.

What you will see

Product Wrapper Details

Product Wrapper: 003 - Elevate ISA Available Funds: £ 10,138.99

Deal Details

Action: Buy

Investment: PHAU LN Find

Investment Name: Etf's Physical Gold

Last Known Market Price: 130.24500000

Order Method: Value Value : 1000

Please indicate if advice was given on this trade: Yes

Quote Details

Order ID:	9233631
Number of Units:	-1
Unit Price:	378.9 p
Charges:	£ 12.50
Total Amount:	£ 8.71

Quote Valid (sec): 3

Quote

Reject Accept

Sch 1/Sch 2 - Where applicable, refers to pension investments held in either Elevate Pension Scheme (No. 1) or Elevate Pension Scheme (No. 2)

What you will need to do

6. Select the **Order Method**:
 - **Value** – a set £ amount.
 - **Quantity** – a set number of shares.
7. Enter the **Value**.
8. Confirm if advice has been given.
9. Click **Quote**.
10. **Accept** or **Reject** the quote.

Notes

7. This is the purchase or sell amount.
9. The last known market price will be displayed.
10. You will have 10 seconds to **Accept** or **Reject** the quote. If you do not accept or reject the quote in time, you will need to obtain a new quote.

Helpful hints

- Once you click **Accept**, deals are placed immediately.
- There is a £12.50 dealing charge for each security that is traded on a **Quote and Deal** basis. For more information, please refer to **Your guide to charges**.
- A Contract Note will be produced confirming details of the transaction.
- You can view confirmation of any securities bought and sold in **Transactions > Deals**.
- You can also trade securities **At Best** (via New work > New investment transaction (Buy/Sell/Switch)). This is where we group all orders across Elevate so they can be traded together. This could potentially reduce charges, but the trading price cannot be guaranteed. For more details please refer to other buying and selling investments help guides and 'Your guide to charges'.

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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