

MANUAL FOR BATCH UPLOAD

**SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING, TRAINING
AND COMMISSIONING OF AN ONLINE COLLATERAL REGISTRY SYSTEM**

PRESENTED TO:

BRUNEI DARUSSALAM CENTRAL BANK

PRESENTED BY:



*In association
with*



FEBRUARY 2018

VERSION HISTORY

Version #	Developed by	Date	Description
1.0	IOS Partners, Inc.	<20/01/2016>	Draft Version
1.1	IOS Partners, Inc.	<20/02/2018>	Updated version with new system functions

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APPROVAL

We, the undersigned, acknowledge that we have reviewed the *Manual for Batch Upload* for *Consulting Services for the Supply, Delivery, Installation, Configuration, Testing, Training and Commissioning of an Online Collateral Registry System for Brunei Darussalam Central Bank* and hereby provide our approval.

Signature:

Date:

Print Name:

Title:

Role:

REMARKS AND OBSERVATIONS *(if any)*:

DISCLAIMER

The findings, interpretations, and conclusions expressed in this document are entirely those of the authors and should not be attributed in any manner to the Brunei Darussalam Central Bank. The Brunei Darussalam Central Bank does not guarantee the accuracy of the data included in this document nor do it accepts responsibility for any consequence of its use.

GLOSSARY OF ABBREVIATIONS

BDCB	Brunei Darussalam Central Bank
CR	Collateral Registry
EGNC	E-Government National Centre
IT	Information Technology
MOF	Ministry of Finance and Economy
STR	Secured Transaction Registry

EXECUTIVE SUMMARY

The purpose of this document is to present an updated manual for batch upload of registrations. This document provides a detailed description of the process for batch upload of registrations in the Collateral Registry System.

The report describes the basic steps for batch upload of registrations to be followed by the users and BDCB to enable them to efficiently use the system, thus ensuring BDCB 's capacity to use, support and administer the system.

The report outlines the following procedures:

- Navigating to the batch upload module
- Accepting or rejecting a registration
- File format schema
- Optional fields
- Repeatable fields □ List of codes □ XSD schema.

The content of this document will assist to introduce users to the functions of the STR ensuring successful implementation of the Secured Transactions/Collateral Registry System.

This document will be presented to the representatives of the **Brunei Darussalam Central Bank (BDCB)** in order to obtain feedback on the manual for batch upload for the Secured Transactions/Collateral Registry and ensure smooth project implementation and effective communication between the counterparts and the IOS Team.

1. BATCH UPLOAD OF REGISTRATIONS

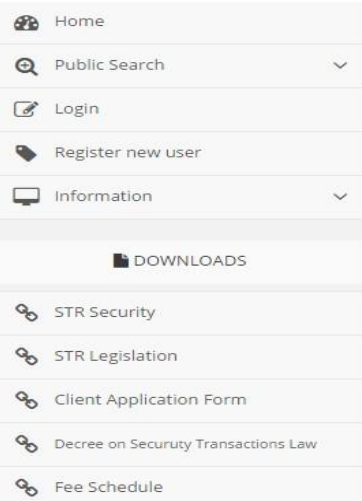

1.1. Batch upload procedure

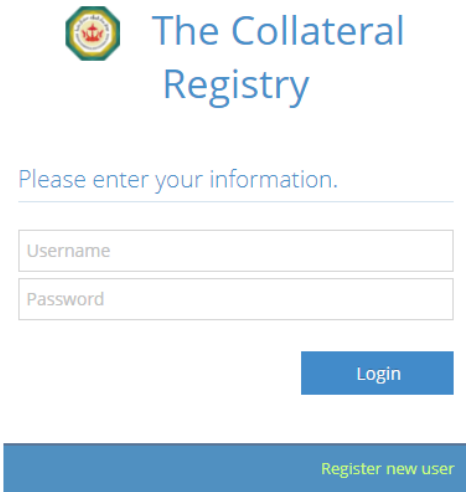
Introduction

This function allows the registered user to do the batch upload of registrations.

Procedure

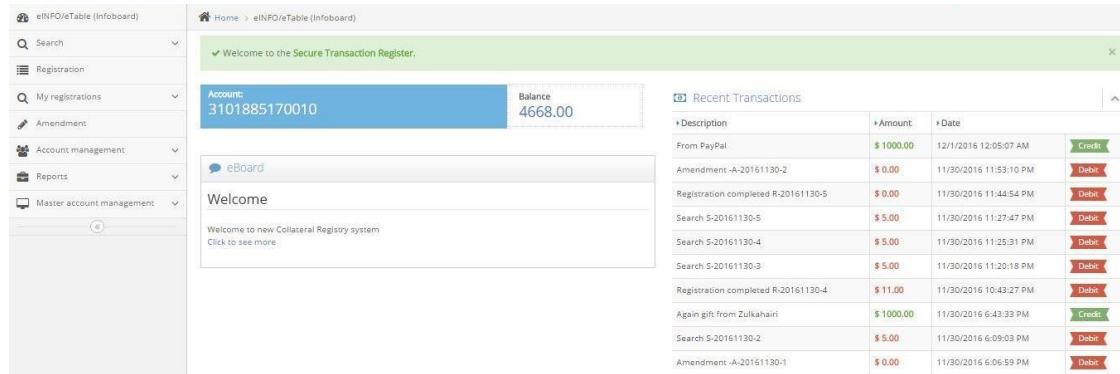
Follow the steps below to do the batch upload,

STEP	ACTION
1.	<p>1. Process starts with the user deciding to do the batch upload of old registrations in the Collateral Registry</p> <p>2. User needs to enter the application portal.</p>  <p>The user will log in into the STR home page and will select Login registered user option.</p> <p>When Login registered user option is selected, the pop up window opens where user enters the user ID and password. User will select “Log in” to enter the registry.</p> 

STEP	ACTION
	 <p>If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>

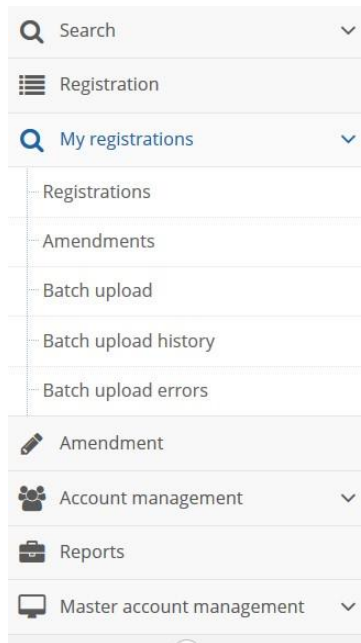
2.

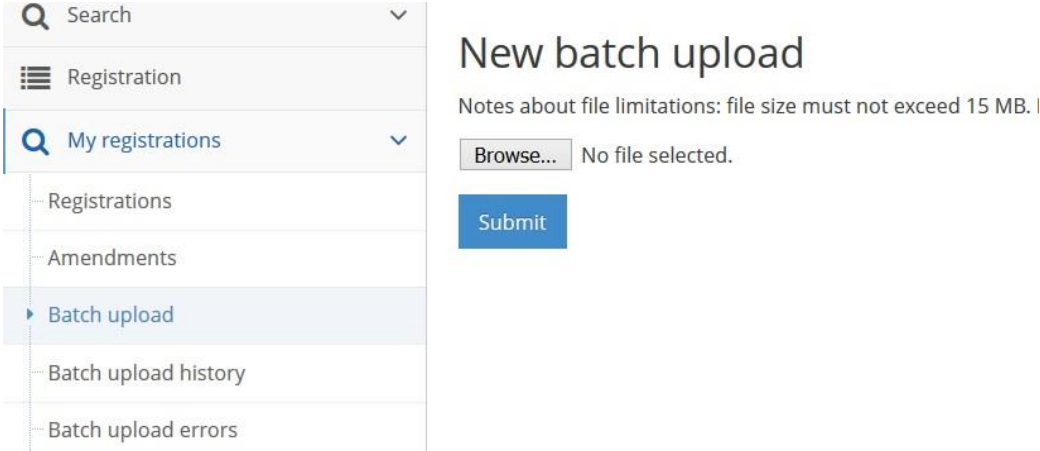
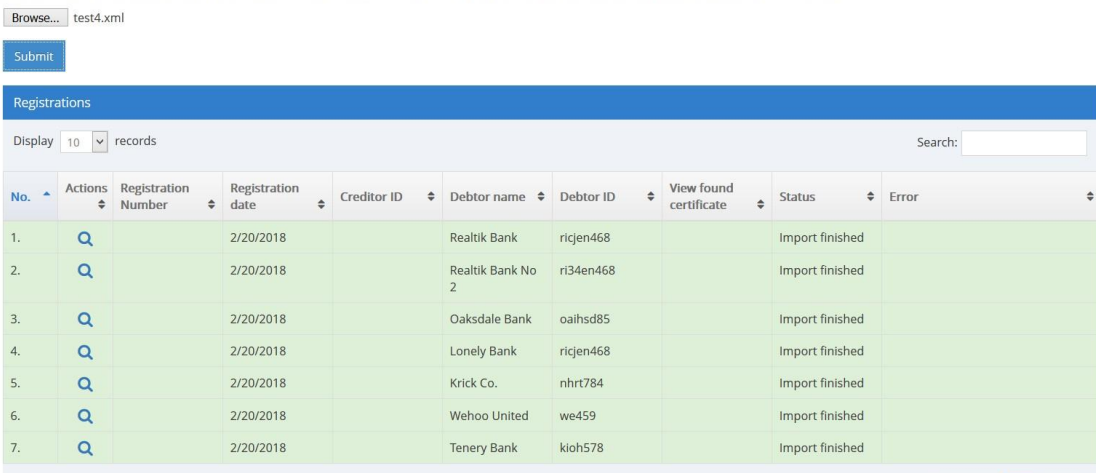
On the user home page, there is an info board, which shows summary functions and information dashboard.



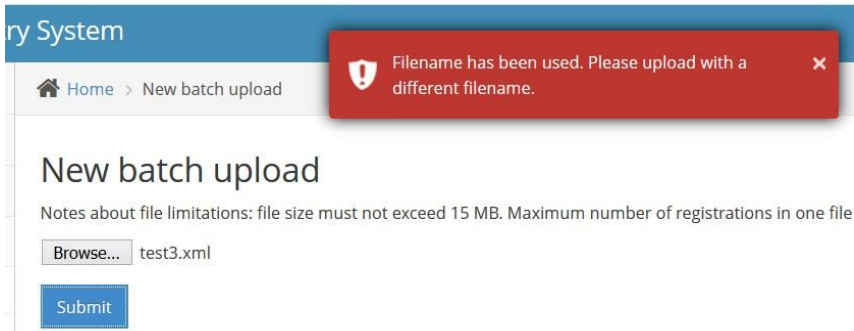
3


By clicking on the option **My Registrations**, authorized user opens the sub-menu and then selects **Batch upload** option.



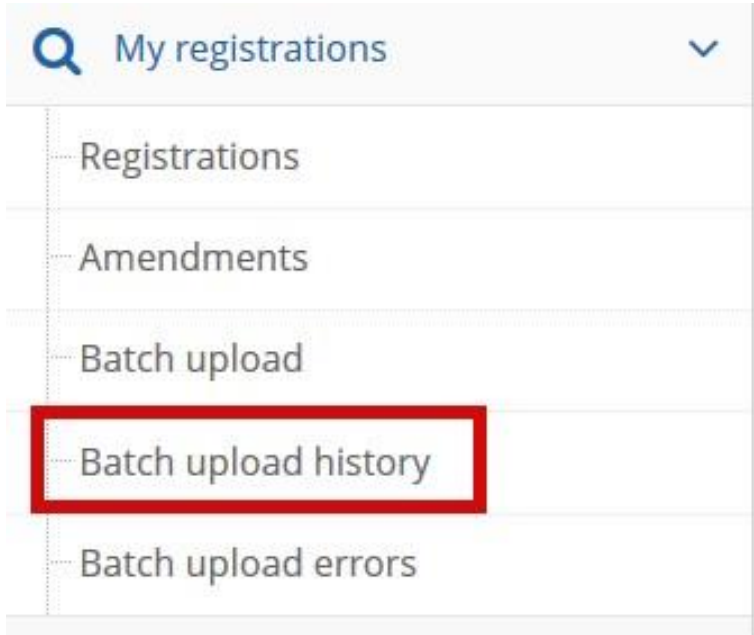
STEP	ACTION
<p>3.</p>	<p>By clicking on the option Batch upload, user opens the batch upload screen.</p>  <p style="text-align: center;"><i>Batch upload home screen</i></p>
<p>4.</p>	<p>To upload a file, click on the “Browse” button, and then choose a valid XML file. The file must follow a specific schema, which is given in a separate XSD file, as presented in an appendix of this document. After a file is chosen, click on the “Submit” button. A table showing basic info of all registrations in the file will appear.</p> <p>New batch upload</p> <p>Notes about file limitations: file size must not exceed 15 MB. Maximum number of registrations in one file is 1000. The file must conform to XSD schema.</p>  <p style="text-align: center;"><i>A table of registrations parsed from a file.</i></p>

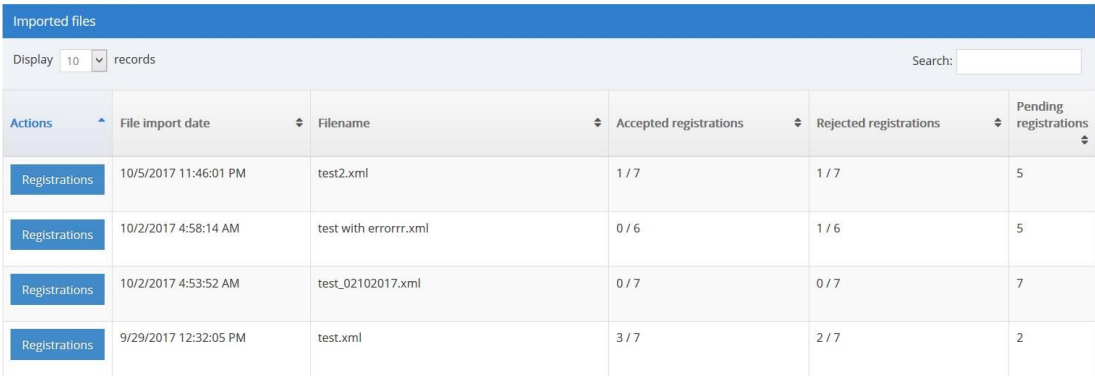

5. Every file name of batch file needs to be unique and system will reject duplicate file names,



STEP	ACTION
6.	<p>Registrations don't initially have the registration number. This number is generated only when the registration is approved. The approval must be done manually and cannot be done by the same person who uploaded the batch file. User who uploaded registration can only review registrations. To approve (or reject) a registration, another user with appropriate authorizations will need to log in in order to approve/reject registrations. By clicking on the magnifier icon the user can review the registration.</p>  <p style="text-align: center;"><i>Registration certificate preview</i></p>

7. To review and approve/reject all registrations in the batch upload/batch upload history user needs to click on the option **My registrations** and select **Batch upload history** option from the sub-menu.



STEP	ACTION
<p>8.</p>	<p>After selection of Batch upload history a screen with the list of all imported registrations will appear.</p> <p>Imported files</p> 
<p>9.</p>	<p>User has an option to review all uploaded files, to see when the batch file was uploaded, how many registrations are accepted and rejected, and number of pending registrations to be processed (accepted or rejected).</p> <p>By clicking on  button user will be able to review and approve/reject all registrations that are pending for approval.</p>

10.

Registrations don't initially have the registration number. This number is generated only when the registration is approved. The approval must be done manually. To approve (or reject) a registration, click on the magnifier icon. A preview of a registration certificate to be generated will show up.

Batch upload history

Filename: test4.xml

Registrations						
Display <input type="text" value="10"/> records						
No.	Actions	Registration Number	Creditor ID	Debtor name	Debtor ID	Approval/rejection user
1.		R-20180220-1	3101995170010	Realtik Bank	ricjen468	piva
2.			3101995170010	Realtik Bank No 2	ri34en468	
3.			3101995170010	Oaksdale Bank	oaih85	piva
4.			3101995170010	Lonely Bank	ricjen468	

STEP	ACTION
	<p style="text-align: center;"><i>Registration certificate preview</i></p>

11. To approve or reject a registration, scroll down to the end of registration certificate preview and click on **Accept** or **Reject** button.

Valid user PIN needs to be entered or system will reject user's action.

5 AUTHORIZED PERSON:

NAME AND SURNAME: test REFERENCE NUMBER: test

***** END OF REGISTRATION *****

END OF DOCUMENT

Page 1/1

12. A notification appears and the registration will turn green in the table in case of registration approval, and red in case of registration rejection. A registration number and a PDF file of the registration certificate (which can be opened by clicking on **Open PDF** in the **View found certificate** column of the table) are generated.

STEP **ACTION**

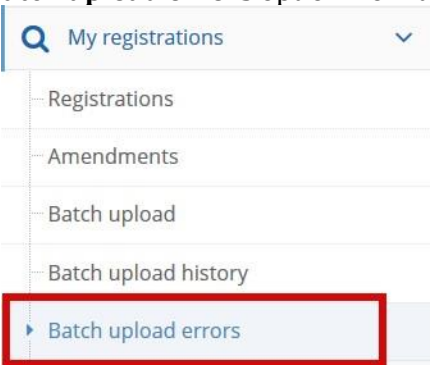
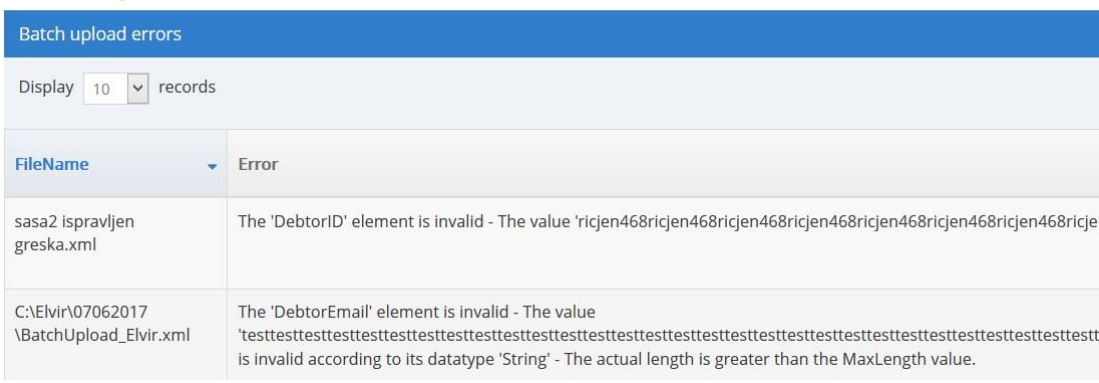
The table with approved and rejected registration.

Batch upload history [← Back to list](#)

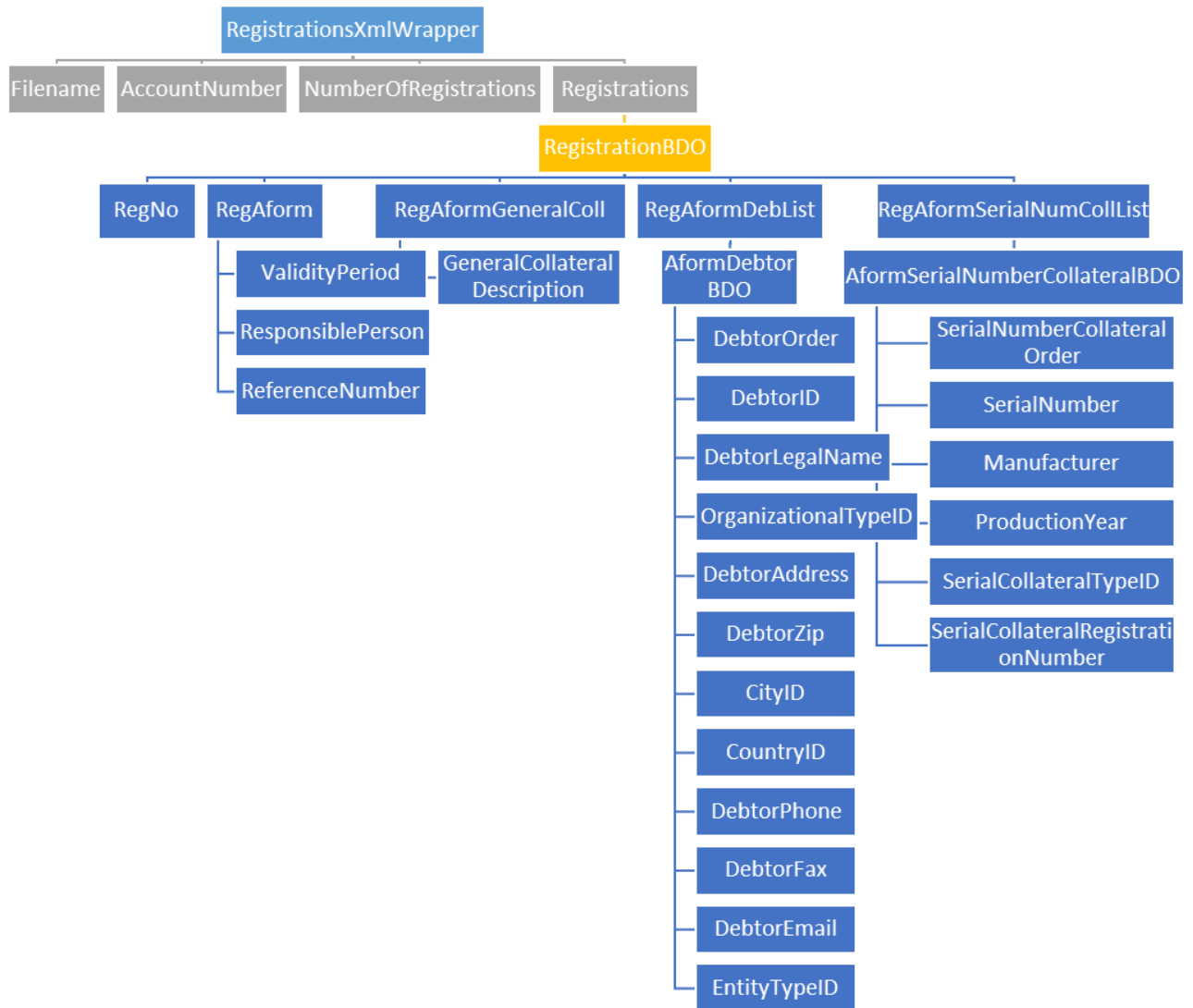
Filename: test4.xml

Registrations										
Display 10 records Search: <input type="text"/>										
No.	Actions	Registration Number	Creditor ID	Debtor name	Debtor ID	Approval/rejection user	File import date	Approval/rejection date	View found certificate	Status
1.	Q	R-20180220-1	3101995170010	Realtik Bank	ricjen468	piva	2/20/2018	2/20/2018	Open PDF	Accepted
2.	Q		3101995170010	Realtik Bank No 2	ri34en468			2/20/2018		Pending
3.	Q		3101995170010	Oaksdale Bank	oahsd85	piva	2/20/2018	2/20/2018		Rejected
4.	Q		3101995170010	Lonely Bank	ricjen468			2/20/2018		Pending
5.	Q		3101995170010	Krick Co.	nhrt784			2/20/2018		Pending

Note: For rejected registrations the system does not generate the PDF file and they are considered as non-existent in the system. Users still have an option to review the rejected registration but it is not possible to approve the rejected registration.

<p>13.</p>	<p>Batch upload errors</p> <p>Upon every batch upload the system will perform the basic check of batch file. All registrations that are not properly formatted system will reject automatically and record an error.</p> <p>To view all errors in uploaded batch files, the user needs to click on the option My Registrations and select Batch upload errors option from the sub-menu.</p> 
<p>14.</p>	<p>Batch upload errors</p>  <p>The system will show the list of all batch upload errors with basic description.</p>

2. APPENDIX 1: FILE FORMAT SCHEMA



. APPENDIX**3 2: OPTIONAL FIELDS**

- RegAformGeneralColl **OR** RegAformSerialNumCollList (one of these is mandatory)
- DebtorZip
- CityID
- CountryID
- DebtorPhone
- DebtorFax
- DebtorEmail
- ProductionYear
- SerialCollateralRegistrationNumber

NOTE: No data about creditor is needed. The data of currently logged in user is taken automatically.

. APPENDIX :

. APPENDIX :

4 3 REPEATABLE FIELDS

- RegistrationBDO – repeated for each registration
- AformDebtorBDO – repeated for each debtor
- AformSerialNumberCollateralBDO – repeated for each serial collateral

. APPENDIX :**5 4 LIST OF CODES**

The following XML nodes need to be filled from a standard list of codes:

- CityID
- CountryID
- OrganizationalTypeID
- EntityTypeID

NOTE: CityID, in spite of its name, stands for a district.

These codes are provided in an appendix CodeTables.xls.

6 APPENDIX 5 XSD SCHEMA

```

<?xml version="1.0" encoding="utf-8"?>
<xs:schema id="BatchUploadRegistrations" xmlns=""
xmlns:xs="http://www.w3.org/2001/XMLSchema"          xmlns:msdata="urn:schemas-microsoft-
com:xmlmsdata">
  <xs:element name="RegistrationsXmlWrapper">
    <xs:complexType>
      <xs:all>
        <xs:element name="Filename" type="xs:string" minOccurs="1"/>
        <xs:element name="AccountNumber" minOccurs="1">
          <xs:simpleType>
            <xs:restriction base="xs:string">
              <xs:maxLength value="20"/>
            </xs:restriction>
          </xs:simpleType>
        </xs:element>
        <xs:element name="NumberOfRegistrations" minOccurs="1">
          <xs:simpleType>
            <xs:restriction base="xs:int">
              <xs:minInclusive value="1"/>
            </xs:restriction>
          </xs:simpleType>
        </xs:element>
        <xs:element name="Registrations" minOccurs="1" maxOccurs="1">
          <xs:complexType>
            <xs:sequence>
              <xs:element name="RegistrationBDO" minOccurs="0" maxOccurs="unbounded">
<xs:complexType>
  <xs:all>
    <xs:element minOccurs="0" name="RegNo">
      <xs:simpleType>
        <xs:restriction base="xs:int">
          <xs:minInclusive value="1"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="RegAform" minOccurs="1" maxOccurs="1" form="unqualified">
      <xs:complexType>
        <xs:all>
          <xs:element name="ValidityPeriod">
            <xs:simpleType>
              <xs:restriction base="xs:int">
                <xs:minInclusive value="0"/>
              </xs:restriction>
            </xs:simpleType>
          </xs:element>
          <xs:element name="ResponsiblePerson">
            <xs:simpleType>

```

```

    <xs:restriction base="xs:string">
      <xs:maxLength value="200"/>
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="ReferenceNumber">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:maxLength value="100"/>
    </xs:restriction>
  </xs:simpleType>
</xs:element>
</xs:all>
</xs:complexType>
</xs:element>
<xs:element name="RegAformGeneralColl" minOccurs="0" maxOccurs="1">
  <xs:complexType>
    <xs:all>
      <xs:element name="GeneralCollateralDescription">
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:maxLength value="1000"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:element>
    </xs:all>
  </xs:complexType>
</xs:element>
<xs:element name="RegAformDebList">
  <xs:complexType>
    <xs:sequence>
      <xs:element name="AformDebtorBDO" maxOccurs="unbounded">
        <xs:complexType>
          <xs:all>
            <xs:element name="DebtorOrder" nillable="false">
              <xs:simpleType>
                <xs:restriction base="xs:int">
                  <xs:minInclusive value="1"/>
                </xs:restriction>
              </xs:simpleType>
              <xs:unique name="DebtorOrder">
                <xs:selector xpath="DebtorOrder"/>
                <xs:field xpath="."/>
              </xs:unique>
            </xs:element>
            <xs:element name="DebtorID">
              <xs:simpleType>
                <xs:restriction base="xs:string">
                  <xs:maxLength value="20"/>
                </xs:restriction>
              </xs:simpleType>
            </xs:element>
          </xs:all>
        </xs:complexType>
      </xs:element>
    </xs:sequence>
  </xs:complexType>
</xs:element>

```

```

    </xs:simpleType>
  </xs:element>
  <xs:element name="DebtorLegalName">
    <xs:simpleType>
      <xs:restriction base="xs:string">
        <xs:maxLength value="200"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="OrganizationalTypeID" minOccurs="0"
nillable="true">
    <xs:simpleType>
      <xs:restriction base="xs:int">
        <xs:minInclusive value="0"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="DebtorAddress" nillable="false">
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        <xs:maxLength value="200"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="DebtorZip" minOccurs="0" nillable="true">
    <xs:simpleType>
      <xs:restriction base="xs:string">
        <xs:maxLength value="20"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="CityID" minOccurs="0">
    <xs:simpleType>
      <xs:restriction base="xs:int">
        <xs:minInclusive value="0"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="CountryID" minOccurs="0">
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      <xs:restriction base="xs:int">
        <xs:minInclusive value="1"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="DebtorPhone" minOccurs="0">
    <xs:simpleType>
      <xs:restriction base="xs:string">
        <xs:maxLength value="20"/>
      </xs:restriction>

```

```

    </xs:simpleType>
  </xs:element>
  <xs:element name="DebtorFax" minOccurs="0" nillable="true">
    <xs:simpleType>
      <xs:restriction base="xs:string">
        <xs:maxLength value="20"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="DebtorEmail" minOccurs="0" nillable="true">
    <xs:simpleType>
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        <xs:maxLength value="100"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="EntityTypeID">
    <xs:simpleType>
      <xs:restriction base="xs:int">
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</xs:all>
</xs:complexType>
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</xs:sequence>
</xs:complexType>
</xs:element>
<xs:element name="RegAformSerialNumCollList" minOccurs="0">
  <xs:complexType>
    <xs:sequence>
      <xs:element name="AformSerialNumberCollateralBDO" minOccurs="0"
maxOccurs="unbounded">
        <xs:complexType>
          <xs:all>
            <xs:element name="SerialNumberCollateralOrder">
              <xs:simpleType>
                <xs:restriction base="xs:int">
                  <xs:minInclusive value="1"/>
                </xs:restriction>
              </xs:simpleType>
              <xs:unique name="SerialNumberCollateralOrder">
                <xs:selector xpath="SerialNumberCollateralOrder"/>
                <xs:field xpath="."/>
              </xs:unique>
            </xs:element>
            <xs:element name="SerialNumber">
              <xs:simpleType>
                <xs:restriction base="xs:string">

```



```
        <xs:maxLength value="200"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="Manufacturer">
    <xs:simpleType>
      <xs:restriction base="xs:string">
        <xs:maxLength value="200"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="ProductionYear" minOccurs="0" nillable="true">
    <xs:simpleType>
      <xs:restriction base="xs:int">
        <xs:whiteSpace value="collapse"/>
        <xs:minInclusive value="0"/>
        <xs:maxInclusive value="9999"/>
        <xs:totalDigits value="4"/>
        <xs:fractionDigits value="0"/>
      </xs:restriction>
    </xs:simpleType>
  </xs:element>
  <xs:element name="SerialCollateralTypeID">
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  </xs:element>
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</xs:sequence>
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```

```
</xs:complexType>  
</xs:element>  
</xs:schema>
```