

# Metals Deliveries System User Guide for Firms

May 2010

### Introduction

CME Group's Deliveries Plus System metal component is a web based application used to manage metal inventory and enter delivery intentions for the delivery of metal products. This application is accessible via CME Connect at <http://connect.cme.com>. In addition to the ability to manage inventory and enter delivery intentions, the Deliveries System will process all delivery assignments, create invoices and reports based on the data processed.

The Delivery System provides a number of features, most notably:

- Web-based and accessible through the CME Group portal
- Descriptive menu options for easy navigation
- Dashboard to view pending action items and summary product information
- Ability to view preliminary assignment information prior to final assignment
- Ability to Download data from the system in a CSV or XML format
- Detailed search options

The Metal Delivery component contains the following:

- Dashboard
- Metal product and facility Administration
- Inventory Management
- Delivery Intent management
- Invoice management
- Assignment details (preliminary and final)
- Reports

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## Metal Registration Process Information

Metals Registration Process	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>○ Facilities submit certificates to a firm with a status of “<i>Registration Requested</i>”.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>○ Clearing Member Firms log into Deliveries Plus to approve certificate registration requests. Approved certificates will have a status of “<i>Registered</i>”.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>○ Clearing Member Firms then have the option to assign an account number and change the origin for the newly registered certificates.</li> </ul>

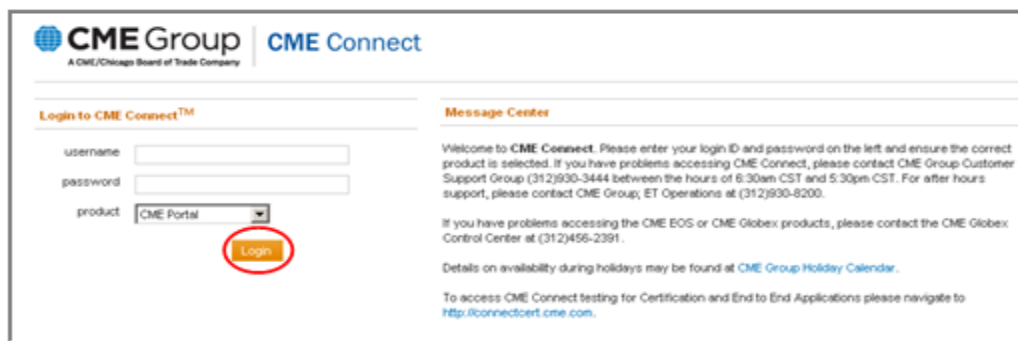
## Getting Started

### 1.1 Security Requirements

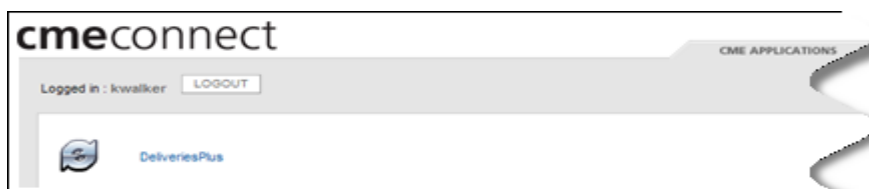
To request access to Deliveries Plus, fax an On-Line Systems Access Request Form to CME's Customer Support Group at (312) 338-2626. (Blank forms are available at <http://www.cmegroup.com/clearing/files/onlineaccess.pdf>). Please allow 24-48 hours for processing.

### 1.2 Accessing Deliveries Plus

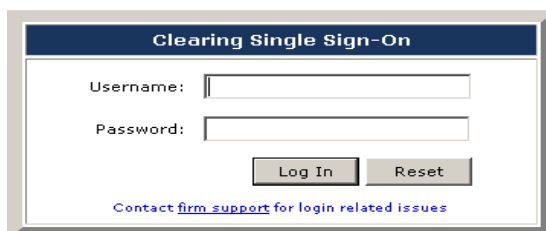
1. Launch Internet Explorer.
2. Go to <http://connect.cme.com>
3. Login with your **Username** and **Password**. Ensure the product selection drop-down list is set to 'CME Portal'.
4. Click on the **Login** button.



5. On the CME Applications tab, click Deliveries Plus. The Clearing Single Sign-on prompt will display.

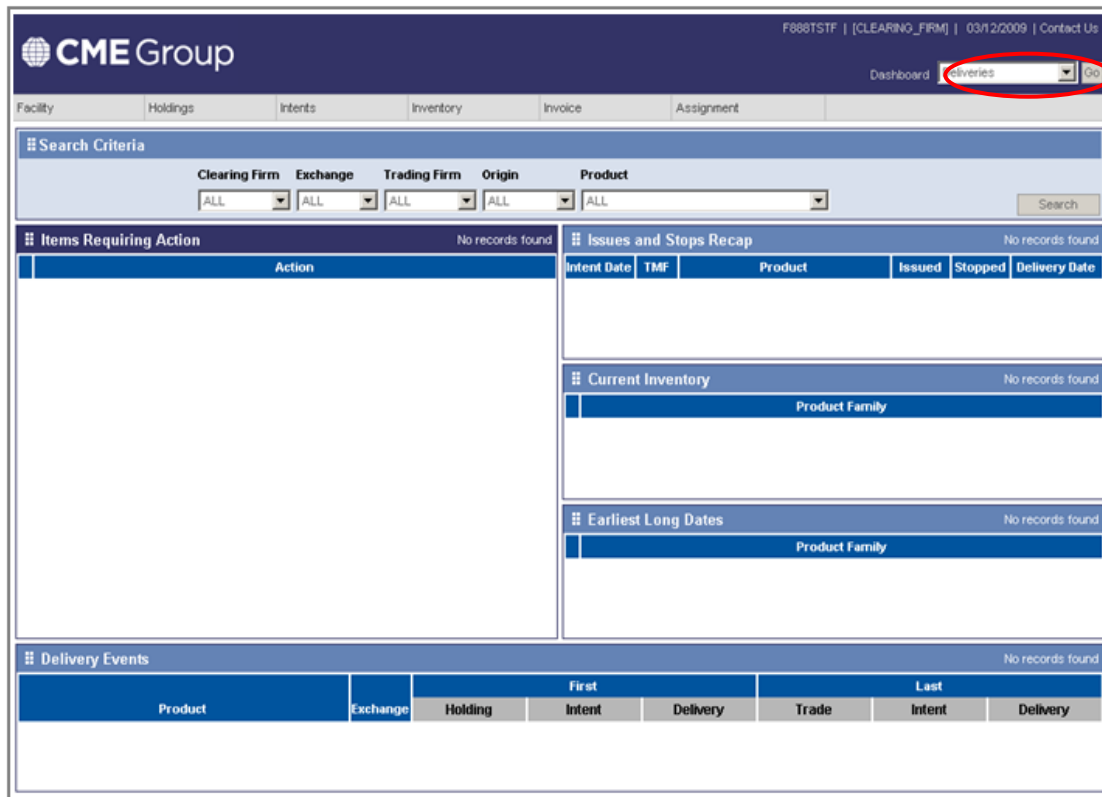


6. Enter your **Username** and **Password** and click Log In.




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7. The Deliveries Main Menu will display, select 'Metals' from the dropdown list.



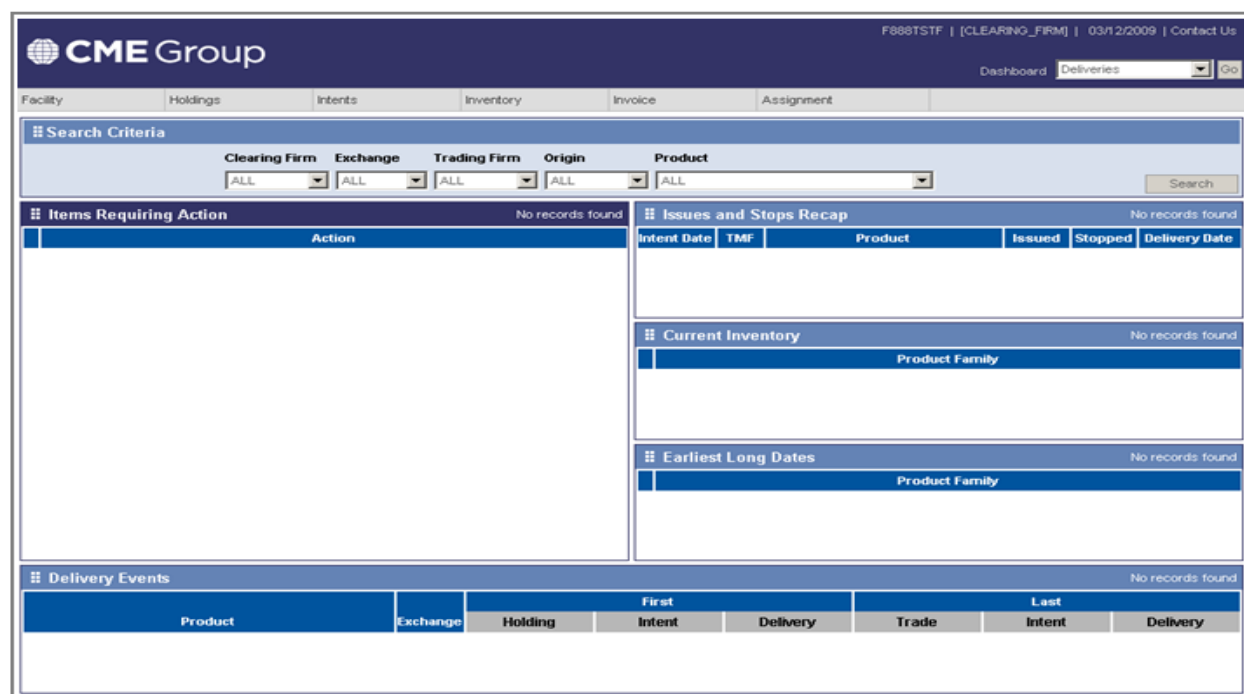
The screenshot shows the CME Group Deliveries Plus System interface. At the top right, the user is logged in as 'F888TSTF | [CLEARING\_FIRM] | 03/12/2009 | Contact Us'. The 'Dashboard' dropdown menu is highlighted with a red circle and contains the text 'Metals'. Below the navigation bar, there are sections for 'Search Criteria', 'Items Requiring Action', 'Issues and Stops Recap', 'Current Inventory', 'Earliest Long Dates', and 'Delivery Events'. All these sections currently show 'No records found'.

### 1.3 Logging Off

To log out of the Deliveries System, click the close icon (  ) located at the upper right corner.

## Deliveries Home Page

The home page contains a Menu bar and Dashboard. The menu is associated with specific actions to perform when managing inventory.



### 2.1 Navigating the Application

To navigate from one screen to another hover your mouse over the menu titles to display the sub menus; from the sub menu click on one of the options to display:

- **Facility** (Facility List) read only.
- **Holdings** (Not applicable for metals).
- **Intents** (Add Intents, Retender Intent (s), Intent List and Position List).
- **Inventory** (Upload Inventory (N/A) and Inventory List).
- **Invoice** (Invoice List, Invoice Summary, Theoretical Invoice and Add/Update Bank Instruction). The Theoretical Invoice and Add/Update Bank Instructions are not applicable to metals.
- **Assignment** (Preliminary Assignment and Final Assignment).
- The **Dashboard** hyperlink or the **Menu** options can be selected from any screen.

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## Dashboard

The Dashboard lets you execute a search by entering the **Search Criteria** and clicking the **Search** button. The results of the search will display within the following sections:

- Items Requiring Action
- Issues and Stops Recap
- Current Inventory
- Earliest Long Dates (N/A for metals)
- Delivery Events

Click the plus sign (  ) to expand a selection.

Search Criteria

Clearing Firm	Exchange	Trading Firm	Origin	Product	Search
287	ALL	ALL	ALL	ALL	

Items Requiring Action Record 1 of 1

Action					
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">+</span> PENDING REGISTRATIONS					
Product	Facility	TMF	Quantity	Date	Buy/Sell
<a href="#">COMEX 100 GOLD FUTURES</a>	330C		2	05/27/2009	
<a href="#">COMEX COPPER FUTURES</a>	330H		1	05/27/2009	

Issues and Stops Recap No records found

Intent Date	TMF	Product	Issued	Stopped	Delivery Date

Current Inventory Record 1 of 1

Product Family
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">+</span> METAL

Earliest Long Dates No records found

Product Family

Delivery Events Records 1 - 20 of 20

Product	Exchange	First			Last		
		Holding	Intent	Delivery	Trade	Intent	Delivery
10Y TREASURY NOTE FUTURES	CBT	02/24/2009	02/26/2009	03/02/2009	03/20/2009	03/27/2009	03/31/2009
2 YEAR TREASURY NOTE FUTURES	CBT	02/24/2009	02/26/2009	03/02/2009	03/31/2009	04/01/2009	04/03/2009
30 YR U.S. TREASURY BOND FUTURES	CBT	02/24/2009	02/26/2009	03/02/2009	03/20/2009	03/27/2009	03/31/2009

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Dashboard sections:

### **Items Requiring Action**

There are two possible action items that can be populated in this area. Within each section the product hyperlink takes the user to the pertinent screen.

- Pending Registrations - Certificates for a particular product at a facility that is waiting for firm approval.
- Pending Transfers - Certificates that have been transferred are pending acceptance.

### **Issues and Stops Recap**

- Provides a list of deliveries that have occurred within a product group.

### **Current Inventory**

- Displays inventory based on search criteria entered.

### **Delivery Events**

- Displays the delivery events occurring within the current contract month.

## Facility

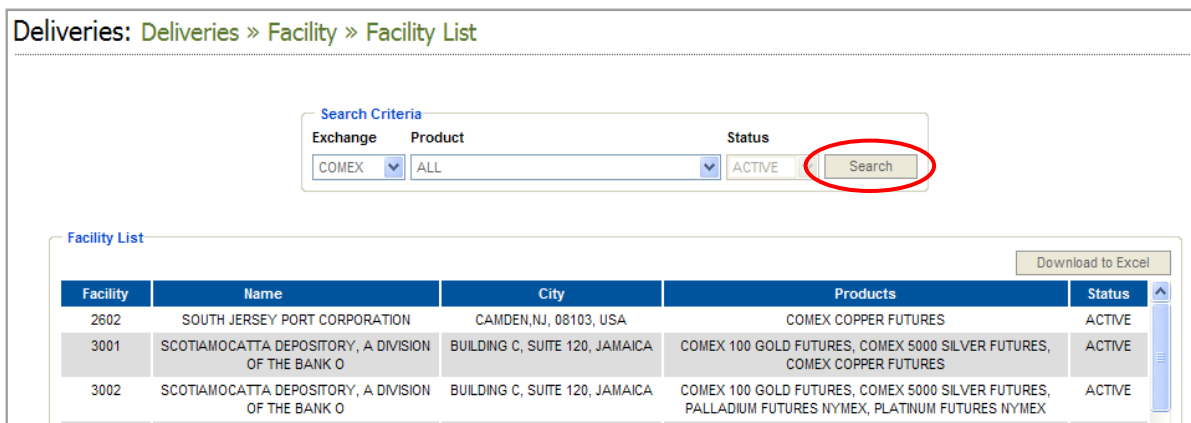
The Facility menu lets you search for facilities associated with your user access. The listings are read-only.

### 3.1 Facility – Facility List

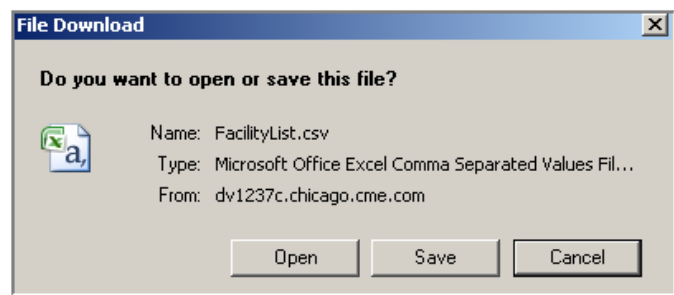
1. To display the Facility List, hover your mouse over **Facility** and click **Facility List**.



2. The Facility List will display. To filter the Facility list, execute a search. Select an **Exchange** and/or **Product**, and then click **Search**.



3. To download the Facility list, click the **Download to Excel** button located on the primary search screen.
4. A pop-up box will ask whether you want to open or save the file. Click **Open** to view the contents of the file, or **Save** to save the file elsewhere.



Facility List spreadsheet:

	A	B	C	D	E
1	Facility Code	Name	City	Product	Status
2	2602	SOUTH JERSEY PORT CORPORATION	CAMDEN,NJ, 08103, USA	COMEX COPPER FUTURES	Active
3	3001	SCOTIAMOCATTA DEPOSITORY, A DIVISION OF THE BANK O	BUILDING C, SUITE 120, JAMAICA	COMEX 100 GOLD FUTURES, COMEX 5000	Active

## Inventory

The Inventory list is used for inventory maintenance, you will be able to select from the following actions, Update, Transfer, Cancel For Load Out, Withdraw and Request Cancel. Depositories will place the certificates in a Registration Requested status allowing the firm to Approve or Reject the certificates.

*Upload Inventory is not applicable for Metals.*



### 4.1 Registration Requested – Approve or Reject

1. Hover your mouse over Inventory and click **Inventory List**.
2. Set Status to **Registration Requested**.  
*Note: To search for a 'Registered' certificate(s); set status to Registered.*
3. Click **Search**.
4. Select a **Certificate(s)**.
5. Click **Approve Registration** or **Reject Registration**.

Selecting *Approve Registration* will set status to **Registered** after which, you will be redirected to a screen that allows you to update the Origin and/or Account Number for the certificates you just registered. Click Cancel to return to the Inventory list screen.

If Rejected Registration is selected the certificate will return to the Depository.

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To download all the inventory items use the '**Download All Products**' check button.

- To download an **XML** or **Excel** format click the associated download button.
- To export ownership changes click the **Export Ownership Changes** button, select a business date and click the **Download to Excel** button. If you want to export ownership changes for all products click the Download All Products button.

Note: Clicking the Details button allows the user to obtain a list of certificates with all the certificate product attributes.

### 4.2 Lien

To place a Lien on a certificate, complete the following steps:

1. Complete an Inventory List search for a **Registered** certificate.
2. Click the **Certificate Number** hyperlink.  
The Update Metal Inventory screen will display.
3. Scroll to the bottom of the page.
4. Click the **Lien checkbox** and enter the **Lien Holder name**.
5. Click **Save**. The status will change to **Lien**.

<b>Weigh Master</b>	<b>Armored Carrier</b> <i>Inbound</i>	<b>Assayer</b> <i>(Optional)</i>	<b>Storage Paid Through Date</b>
<input type="text"/>	VIA MAT INTERNATIONAL (USA)	<input type="text"/>	5/28/2009
<b>Weigh Masters Doc ID</b>	<input type="text"/>	<b>Assay Doc ID</b>	<input type="text"/>
D0000510	GOLDMASTER		<input checked="" type="checkbox"/> Lien
<b>Weigh Date</b>	<input type="text"/>	<b>Assay Date</b>	<input type="text"/>
			<input type="text"/> Lien Holder
<b>Clearing Firm</b>	<b>Trading Firm</b>	<b>Origin</b>	<b>Account Number</b>
287 - MF GLOBAL	330-MAN	CUST	KWA123
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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## 4.3 Inventory List – Registered Status Options

### 4.3.1 Update Button

1. Select a **Certificate**.
2. Click **Update**.

Deliveries: [Deliveries](#) » [Inventory](#) » [Inventory Detail](#)

Firm Criteria				
Clearing Firm	Exchange	Trading Firm	Origin	Product
287	COMEX	330	CUST	COMEX 100 GOLD FUTURES

Origin:  CUST

Account Number:

Inventory Detail							
Facility	Cert Number	Origin	Account Number	Grade	Attributes	Storage Paid Thru	Status
3002	D0000510	CUST		GOLD		05/28/2009	REGISTERED

3. Select **Origin and/or Account Number** to update.

Firm Criteria				
Clearing Firm	Exchange	Trading Firm	Origin	Product
287	COMEX	330	CUST	COMEX 100 GOLD FUTURES

Origin:  CUST

Account Number:

4. Click **Save**.

Search Criteria					
Clearing Firm	Exchange	Trading Firm	Origin	Product	
<input type="text" value="287"/>	<input type="text" value="COMEX"/>	<input type="text" value="ALL"/>	<input type="text" value="CUST"/>	<input type="text" value="COMEX 100 GOLD FUTURES"/>	<input type="button" value="Search"/>
Facility	Status	Transfer Type	From Cert #	To Cert #	Results
<input type="text" value="ALL"/>	<input type="text" value="REGISTERED"/>	<input type="text" value="INBOUND"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="50"/>

MESSAGES

Update of 1 certificate(s) successful

Inventory List										
	CMF	TMF	Origin	Account Number	Facility	Cert Number	Grade	Net Weight	Storage Paid Thru	Status
<input type="checkbox"/>	287	330	CUST	KWA123	3002	D0000510	GOLD	101.430	05/28/2009	REGISTERED

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### 4.3.2 Transfer Button

1. Select a **Certificate**.
2. Click **Transfer**.

Deliveries: [Deliveries](#) » [Inventory](#) » [Transfer Inventory](#)

Firm Criteria			
Clearing Firm	Exchange	Trading Firm	Product
287	COMEX	ALL	COMEX 100 GOLD FUTURES

Transfer To		
Clearing Firm	Exchange	Trading Firm
<input checked="" type="radio"/>	COMEX	<input type="text"/>
<input type="radio"/>	OWNERSHIP TRANSFER TO ASSOCIATED FACILITY	

Inventory Detail					
Facility	Cert Number	Grade	Attributes	Net Weight	Storage Paid Thru
3002	D0000510	GOLD		101.430	05/28/2009

3. Select **Transfer To** option, enter a Trading Firm or select Facility. Click **Save**.

Firm Criteria			
Clearing Firm	Exchange	Trading Firm	Product
287	COMEX	ALL	COMEX 100 GOLD FUTURES

Transfer To		
Clearing Firm	Exchange	Trading Firm
<input checked="" type="radio"/>	COMEX	330 <input type="text"/> MAN
<input type="radio"/>	OWNERSHIP TRANSFER TO ASSOCIATED FACILITY	

4. After clicking save, a pop-up box will display. Click **OK**.

Microsoft Internet Explorer

Are you sure you want to request transfer of 1 certificate(s)?

Search Criteria						
Clearing Firm	Exchange	Trading Firm	Origin	Product		
287	COMEX	ALL	CUST	COMEX 100 GOLD FUTURES		
Facility		Status	Transfer Type	From Cert #	To Cert #	Results
ALL		REGISTERED	INBOUND		-	50

MESSAGES

Request Transfer of 1 certificate(s) successful

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## To Approve Transfer

1. Within the search criteria, change the status to Transfer Requested, and Transfer Type to Inbound. Click **Search**.
2. Select a **certificate** and click either **Accept** or **Reject**.

**Search Criteria**

Clearing Firm: 995 Exchange: COMEX Trading Firm: 172 Origin: HOUS Account Number: ALL Product: COMEX 100 GOLD FUTURES Search

Facility: ALL Status: TRANSFER REQUESTED Transfer Type: INBOUND From Cert #: - To Cert #: Results: 50

**Inventory List**

Select All Clear All Download All Products Download to XML Export Ownership Changes Detail Download to Excel

	CMF	TMF	Origin	Account Number	Facility	Cert Number	Grade	Net Weight	Storage Paid Thru	From Firm
<input checked="" type="checkbox"/>	995	172	HOUS		4001	075212	GOLD	99.985	02/28/2010	104
<input type="checkbox"/>	995	172	HOUS		4001	075226	GOLD	100.005	02/28/2010	104
<input type="checkbox"/>	995	172	HOUS		4001	075227	GOLD	100.000	02/28/2010	104

Total Net Weight: 299.990

Records 1 - 3 of 3

Accept Reject

## To Cancel Transfer

1. Within the search criteria, change the status to **Transfer Requested**, and Transfer Type to **Outbound**. Click **Search**.

Deliveries: Deliveries » Inventory » Inventory List

**Search Criteria**

Clearing Firm: 287 Exchange: COMEX Trading Firm: 330 Origin: CUST Product: COMEX 100 GOLD FUTURES Search

Facility: ALL Status: TRANSFER REQUESTED Transfer Type: OUTBOUND From Cert #: D0000510 To Cert #: D0000513 Results: 50

**Inventory List**

Select All Clear All Download All Products Download to XML Export Ownership Changes Download to Excel

	CMF	TMF	Origin	Account Number	Facility	Cert Number	Grade	Net Weight	Storage Paid Thru	To Firm
<input checked="" type="checkbox"/>	287	330	CUST	KWA123	3002	D0000510	GOLD	101.430	05/28/2009	330

Total Net Weight: 101.430

Record 1 of 1

Cancel Transfer

2. Select the certificate. Click **Cancel Transfer**.

**MESSAGES**

Cancel Transfer of 1 certificate(s) successful

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### 4.3.3 Cancel For Load Out Button

Cancel for Load Out is a request to remove product from the facility. Once a request is made an email is sent to the facility to approve or deny the request. If approved the certificate status will change to *Cancelled*.

1. Select a **Certificate**.
2. Click **Cancel For Load Out**.

The screenshot shows the 'Inventory List' table with columns: CMF, TMF, Origin, Account Number, Facility, Weight, Storage Paid Thru, and Status. The first row is selected. A dialog box titled 'Microsoft Internet Explorer' asks: 'Are you sure you want to cancel for load out: 1 certificate(s)?' with 'OK' and 'Cancel' buttons.

CMF	TMF	Origin	Account Number	Facility	Weight	Storage Paid Thru	Status
<input checked="" type="checkbox"/>	287	330	CUST	3002	97.100	05/28/2009	REGISTERED
<input type="checkbox"/>	287	330	CUST	3002	99.630	05/28/2009	REGISTERED
<input type="checkbox"/>	287	330	CUST	3002	104.080	05/28/2009	REGISTERED

3. Click **OK**.

The 'MESSAGES' section displays a blue message: 'Cancel For Load Out of 1 certificate(s) successful'.

Status has changed to: **Load Out Requested**.

### 4.3.4 Withdraw Button

Withdraw will remove the product from eligibility for delivery.

1. Select a **Certificate**.
2. Click **Withdraw**.

The screenshot shows the 'Inventory List' table with columns: CMF, TMF, Origin, Account Number, Facility, Weight, Storage Paid Thru, and Status. The first row is selected. A dialog box titled 'Microsoft Internet Explorer' asks: 'Are you sure you want to withdraw 1 certificate(s)?' with 'OK' and 'Cancel' buttons.

CMF	TMF	Origin	Account Number	Facility	Weight	Storage Paid Thru	Status
<input checked="" type="checkbox"/>	287	330	CUST	3002	97.100	05/28/2009	REGISTERED
<input type="checkbox"/>	287	330	CUST	3002	99.630	05/28/2009	REGISTERED
<input type="checkbox"/>	287	330	CUST	3002	104.080	05/28/2009	REGISTERED

3. Click **OK**.

The screenshot shows the 'Search Criteria' section with filters for Clearing Firm (287), Exchange (COMEX), Trading Firm (330), Origin (CUST), and Product (COMEX 100 GOLD FUTURES). Below it, the 'Facility' is set to ALL, Status to REGISTERED, Transfer Type to INBOUND, From Cert # to D0000510, and To Cert # to D0000513. The 'Results' count is 50. The 'MESSAGES' section displays a blue message: 'Withdraw of 1 certificate(s) successful'.

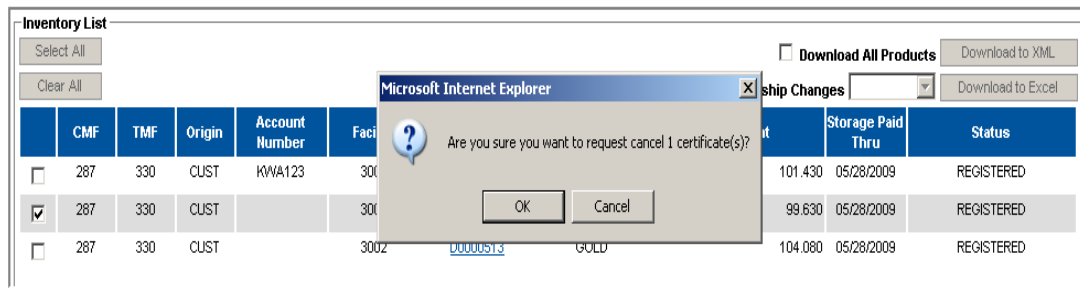
Status has changed to **Withdrawn**. Only the Depository will be able to add the certificate back.

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### 4.3.5 Request Cancel Button

Request cancel will remove the product from the delivery system. Once the request is made an email is sent to the facility to approve or reject the request. If approved the status changes to *Cancelled*.

1. Select a **Certificate**.
2. Click **Request Cancel**.



The screenshot shows the 'Inventory List' interface with a confirmation dialog box overlaid. The dialog box asks: 'Are you sure you want to request cancel 1 certificate(s)?' with 'OK' and 'Cancel' buttons. The background table shows the following data:

	CMF	TMF	Origin	Account Number	Facility	Quantity	Storage Paid Thru	Status
<input type="checkbox"/>	287	330	CUST	KWA123	300	101.430	05/28/2009	REGISTERED
<input checked="" type="checkbox"/>	287	330	CUST		300	99.630	05/28/2009	REGISTERED
<input type="checkbox"/>	287	330	CUST		300Z	104.080	05/28/2009	REGISTERED

3. Click **OK**. The following message will display:  
***Request Cancel of 1 certificate(s) successful***

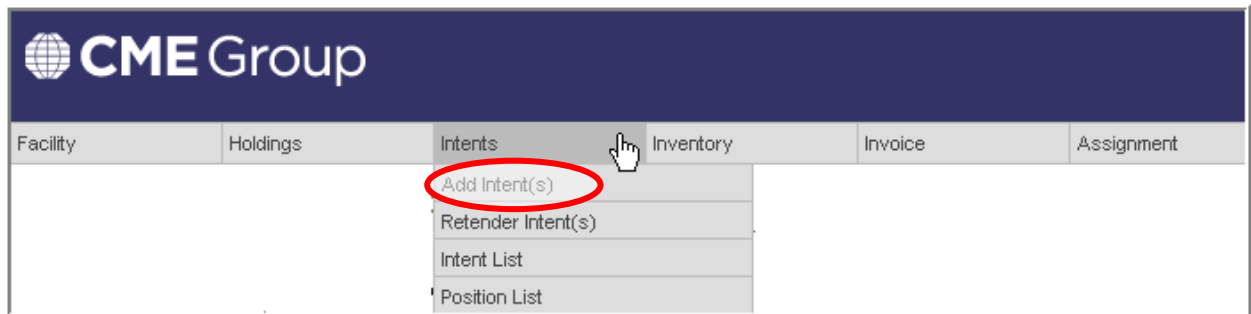
## Intents

The Intents tab will display the following sub menus:

- Add Intent(s)
- Retender Intent(s)
- Intent List
- Position List

### 5.1 Intents – Add Intent(s)

1. To add an **Intent** hover your mouse over Intents and click **Add Intent(s)**.



2. To enter an intent for a particular metal product select the Firm Criteria including a Contract and click **Select**.



After clicking 'Select' the Firm Criteria will display along with the Intent Details section.

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Intent(s) can be entered one of two ways:

### Option 1

1. Click the **checkbox** of the certificate to add and click **Save**.
2. A pop-up box will ask if you want to save the intent. Click **OK** to save the intent.

### Option 2

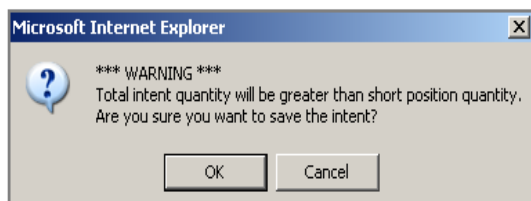
Enter the following information in the Intent Details section and click **Search**.

- **Intent Type**
  - First Records – The first listed certificates
  - Last Records – The last listed certificates
  - Issue Heavy – The Certificates by heaviest Net Weight
  - Issue Light – The Certificates by lightest Net Weight
- **Selection Quantity** – After selecting the Intent Type enter the desired amount to include.  
To select the first five numbered certificates the Intent Type will be *First Records* and Selection Quantity is 5.
- **Account Number** – search by the account number
- **Facility** – search by a facility
- **Certificate Number** – search by certificate number

The certificate(s) will display showing the Net and Fine Weight.

To add more certificates check the **Add More checkbox** and then click **Save**. After clicking save a new add intent screen will display, continue to add certificates.

1. Click **Save** if all of the certificates(s) have been added.
2. If the following warning message is displayed click **OK**. The system will still allow you to add the intent(s).



**Note:** Firms should ensure they have adequate short positions to satisfy a delivery prior to entering intents in Deliveries Plus. Clearing House will monitor your positions and intents and will notify you if there are any discrepancies.

Firm Criteria				
Clearing Firm	Exchange	Trading Firm	Origin	Contract
995	COMEX	172	HOUS	GC 201004 - NY GOLD

Intent Details				
Intent Date:	04/16/2010			
Delivery Date:	04/20/2010			
Short Position:	0			
Total Intent Quantity:	0			

Intent Type:	NONE	Selection Quantity:		
Account Number:				

Select All	Facility	From Cert #	To Cert #	Results
<input type="checkbox"/>	ALL		50	Search

	Facility	Cert. Number	Net Weight	Fine Weight	Account Number	Origin
<input checked="" type="checkbox"/>	4001	075210	99.985	99.975		HOUS
<input type="checkbox"/>	4001	075211	100.010	100.000		HOUS

Totals: 199.995 199.975  
Records 1 - 2 of 2

Total Inventory Selected:	1
Total Net Weight:	99.985
Total Fine Weight:	99.975
Account Number:	<input type="text"/> (Optional)

Add More?  Save Cancel

**Note:** Account Number – If you execute a search using an account number and want to change the existing account number use the Account Number field in the total area to enter the new account number and click Save.

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Once the intent has been entered, the user will be redirected back to the Add Intent screen; which will display a message.

**Select Firm Criteria**

Clearing Firm	Exchange	Trading Firm	Origin	Contract	
287	COMEX	330	CUST	SELECT	Select

• Intent: 11481956 - Contract: GC 200903 - Quantity: 2 added successfully

### 5.2 Intents – Retender Intents

The Retender Intents function allows a firm to enter an intent for those certificates they were assigned the prior business day. To enter a retender, complete the following steps:

1. Hover your mouse over **Intents** and click **Retender Intent(s)**.
2. Select the firm criteria and click **Select**.

Deliveries: [Deliveries](#) » [Intents](#) » [Retender Intent\(s\)](#)

---

**Select Firm Criteria**

Clearing Firm	Exchange	Trading Firm	Origin	Contract	
287	COMEX	330	CUST	GC 200903 - NY GOLD	Select

*Note: A firm can enter a retender one of two ways. They can go through the Retender Intent screen or through the Invoices List screen. Please see the Invoicing section on how to retender from an invoice.*

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- The Retender Intent details screen will display a listing of certificates assigned from the prior business day. Select certificate(s) to retender and click **Save**.

Clearing Firm	Exchange	Trading Firm	Origin	Contract
995	COMEX	172	HOUS	GC 201004 - NY GOLD

**Intent Details**

Intent Date: 04/29/2010  
 Delivery Date: 04/30/2010  
 Short Position: 0  
 Total Intent Quantity: 0

---

Intent Type:  Selection Quantity:   
 Account Number:

Facility:  From Cert #:  -  To Cert #:  Results:

	Facility	Cert. Number	Net Weight	Fine Weight	Account Number	Origin
<input checked="" type="checkbox"/>	4001	075210	99.985	99.975		HOUS
<input checked="" type="checkbox"/>	4001	075211	100.010	100.000		HOUS

---

Totals: 199.995 199.975  
 Records 1 - 2 of 2

---

Total Inventory Selected: 2  
 Total Net Weight: 199.995  
 Total Fine Weight: 199.975  
 Account Number:  (Optional)

## Deliveries Plus System: Metals – Clearing Firm User Guide

### 5.3 Intents – Intents List

1. Hover your mouse over **Intents** and click **Intent List**.
2. To filter the intent list select the **search criteria**.

**Search Criteria**

Clearing Firm	Exchange	Trading Firm	Origin	Contract	Intent Date	Buy/Sell	
ALL	COMEX	ALL	ALL	ALL	03/18/2009	ALL	Search

3. Click **Search**.

**Intent List**

Select All      Clear All      Download to Excel

CMF	TMF	Origin	Contract	Buy/Sell	Intent ID	Quantity	Account Number	Status	Last Modified Date/Time	Last Modified User
<input type="checkbox"/>	995	172	HOUS	GC 200903	<a href="#">17810350</a>	1		TENDERED	07/22/2009 17:05:40	F000TSTA

Record 1 of 1

Add      Delete

The following options are available on the Intent List:

- **Add** – Clicking the add button will redirect you to the Add Intent screen.
- **Delete** – Clicking the delete button will delete the *checked* Intent.
- **Intent ID** – Clicking the Intent ID hyperlink lets the user update the intent and origin.
- **Download to Excel** – This function will allow a user to download their intent details.

### 5.4 Intents – Position List

The Position List lets you display your position and the number of intents entered. Only the active deliverable contracts for the current month will display.

1. Hover your mouse over **Intent** and click **Position List**.

Deliveries: [Deliveries](#) » [Intents](#) » [Position List](#)

**Search Criteria**

Clearing Firm	Exchange	Position Account	Origin	
287	COMEX	ALL	CUST	Search

**Position List**

Refresh      Download to Excel

Contract	Gross Position Short	Total Intent Quantity	Difference	
<a href="#">GC 200903</a>	0	1	-1	<a href="#">Intents</a>
<a href="#">HG 200903</a>	0	0	0	<a href="#">Intents</a>
<a href="#">SI 200903</a>	0	0	0	<a href="#">Intents</a>
<b>Totals:</b>		0	1	-1

Records 1 - 3 of 3

The **Contract hyperlink** will redirect you to the Position Detail screen, allowing you to view details of your positions.

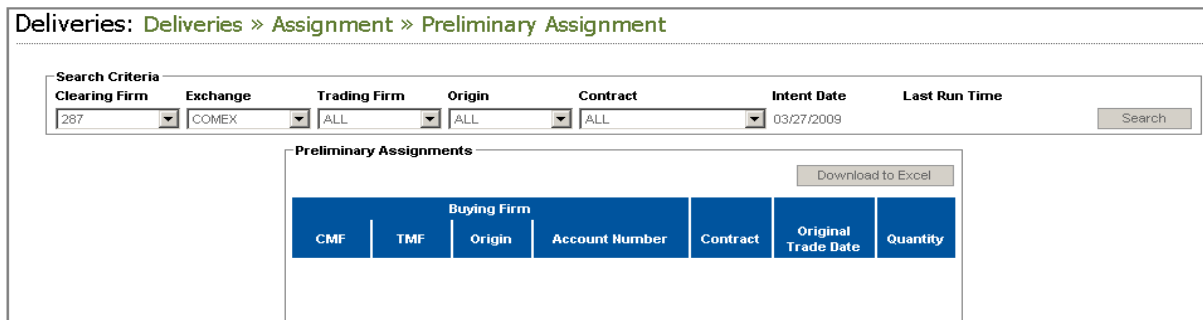
The **Intents hyperlink** will redirect you to the Intent List; reference Intent List section.

## Assignment



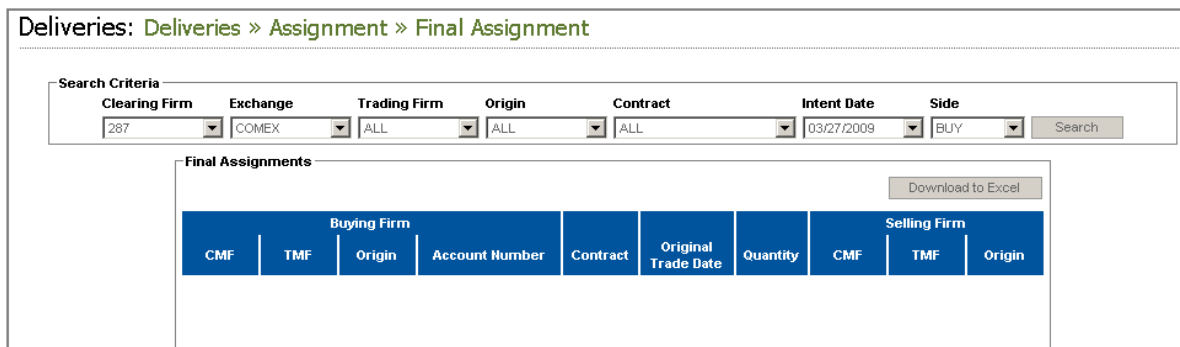
### 6.1 Preliminary Assignment

**Preliminary Assignment** – Forecast potential deliveries. Automatically runs every 10 minutes daily after 5:00 p.m. EST (4:00 p.m. CST).



### 6.2 Final Assignment

**Final Assignment** – Automatically runs approximately after 10:00 p.m. EST (9:00 p.m. CST).



Delivery Schedule – Not applicable to Metals.

# Deliveries Plus System: Metals – Clearing Firm User Guide

## Invoice

The Invoice section lets you view invoices from an assignment; therefore the Invoice listing will not be listed until the assignments are ran. Invoice details are made available the business day following assignment.

*The Theoretical Invoice and Add/Update Bank Instruction is not applicable to metals.*



### 7.1 Invoice List

Hover your mouse over **Invoice** and click **Invoice List**.

1. Enter the search criteria; the Intent Date is the **prior** business date.  
Select a Side: **Buy** or **Sell**.  
Select Invoice Status: **Confirmed**.
2. Click **Search**.


3. To download invoices to Excel click the **Dwn** checkbox and then click **Download to Excel**.

Cfm	Dwn	CFM	TMF	Origin	Account	Contract	Intent ID	Quantity	Amount	Status	Last Modified Date/Time	Last Modified User
<input checked="" type="checkbox"/>	<input type="checkbox"/>	287	330	CUST	312	SI 200903	12254351	20	1,410,607.71 USD	CONFIRMED	06/12/2009 09:47:05	UC4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	287	330	CUST	11	HG 200903	12254352	2	71,500.05 USD	CONFIRMED	06/12/2009 09:47:03	UC4

Records 1 - 2 of 2

## Deliveries Plus System: Metals – Clearing Firm User Guide


### 7.1.1 Invoice Details

To display the Invoice ID numbers click the plus sign (  ).

Invoice List

Select All  Confirm  Download

Clear All

Cfrm	Down	CMF	TMF	Origin	Account	Contract	Intent ID	Quantity	Amount	Status	Last Modified Date/Time	Last Modified User
	<input type="checkbox"/>	287	330	CUST	312	SI 200903	12254351	20	1,410,607.71 USD	CONFIRMED	06/12/2009 09:47:05	UC4

CMF	TMF	Origin	Account	Invoice ID	Facility	Quantity	Allocated	Amount	Bank Instructions
312	312	CUST		<a href="#">12256664</a>	3002	4	4	277,773.47 USD	
690	690	CUST		<a href="#">12256664</a>	3002	5	5	341,415.30 USD	
370	880	CUST		<a href="#">12256661</a>	3002	7	7	505,267.96 USD	
560	624	CUST		<a href="#">12256658</a>	3002	1	1	69,759.99 USD	
350	072	CUST		<a href="#">12256650</a>	3002	2	2	142,688.18 USD	
323	323	CUST		<a href="#">12256660</a>	3002	1	1	73,702.81 USD	

Records 1 - 6 of 6

To display the Invoice details click the **Invoice ID number hyperlink**. The following screen will display.

Intent Date: 03/02/2009	Delivery Date: 03/04/2009	Product Currency: USD
Settlement Price: 14.01	Contract Size: 5,000 TRY0Z	

Opposite Trading Firm: 312 BANC AMER SEC

Status: CONFIRMED 06/12/2009 09:47:05

Quantity: 4

Facility: 3002- SCOTIAMOCATTA DEPOSITORY, A DIVISION OF THE BANK O City, State: BUILDING C, SUITE 120, JAMAICA

Address: 230-59 INTL. AIRPORT CENTER BLVD. Storage Rate: 0.0

[Download to Excel](#)

Invoice Details

Certificate Number	Grade	Net/Fine Weight	Storage Paid Thru	Days of Storage	Futures Cost	Storage	Total
64,863	SI 200903 - NY SILV	4993.300	03/31/2009	27	69,956.13	0.00	69,956.13
64,864	SI 200903 - NY SILV	5067.300	03/31/2009	27	70,992.87	0.00	70,992.87
74,868	SI 200903 - NY SILV	4659.500	03/31/2009	27	68,081.60	0.00	68,081.60
76,388	SI 200903 - NY SILV	4906.700	03/31/2009	27	68,742.87	0.00	68,742.87
<b>Totals:</b>		19826.800			277,773.47	0.00	277,773.47

Records 1 - 4 of 4

[Back](#)

### 7.1.2 Retendering from Invoice

To retender from an invoice, enter search criteria including select a side of Buy. (Only the buy (long) side is able to retender). Clicking the Retender button takes the user to the Retender Detail screen.

Select certificates to retender and Click **Save**.

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### 7.2 Invoice Summary

Hover your mouse over **Invoice** and click **Invoice Summary**.

1. Enter the search criteria; the Intent Date is the **prior** business date.

Invoice Status: **Confirmed**.

2. Click **Search**.

**Search Criteria**

<b>Clearing Firm</b>	<b>Exchange</b>	<b>Trading Firm</b>	<b>Origin</b>	<b>Contract</b>
ALL	COMEX	ALL	ALL	ALL

<b>Invoice Status</b>	<b>Intent Date</b>	
CONFIRMED	03/27/2009	Search

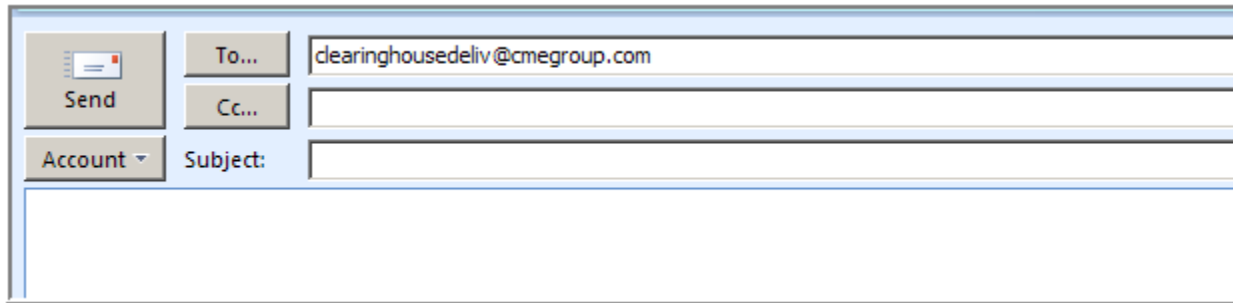
**Invoice Details**

[Download to Excel](#)

CMF	TMF	Origin	Contract	Quantity	B / S	Pay Amount	Collect Amount	Status
092	092	HOUS	GC 200903	13	S	0 USD	1,259,398.69 USD	CONFIRMED
092	092	HOUS	GC 200903	1	B	96,675.13 USD	0 USD	CONFIRMED
<b>Totals:</b>				14		96,675.13	1,259,398.69	
<b>Net Pay/Collect:</b>						1,162,723.56		
<b>Records 1 - 2 of 2</b>								

## Contact Us

The Contact Us is a hyperlink to send an email directly to the CME Clearing House Deliveries team by clicking on the Contact Us link an email will be create addressed to, **clearinghousedeliv@cmegroup.com**.



The screenshot shows a standard email client interface. On the left, there is a 'Send' button with a paper plane icon. To its right are the 'To...' and 'Cc...' fields. The 'To...' field contains the email address 'clearinghousedeliv@cmegroup.com'. Below these are an 'Account' dropdown menu and a 'Subject:' field. The main body of the email is a large empty text area.

You may also contact the Deliveries team via phone:  
New York 212- 299-2356 or 2607  
Chicago 312-930-3172

## Appendix I: Status Chart

Deliveries Plus Status	Action	Definition
All	View Only	View Only.
Assigned	View Only	Assignment has run.
Cancellation Requested	View Only	A firm has requested to cancel certificates in the system and the certificate now needs to be approved by a facility.
Cancelled	View Only	A certificate has been removed from Deliveries Plus and is no longer eligible for delivery.
Cancelled Load Out	View Only Removing certificate from facility	A request has been entered to physically remove product from a facility.
Converted	View Only	A certificate request has been made convert maxi to mini or vice versa. (Currently not applicable for metals)
Lien	View Only	A firm has indicated a certificate has a Lien on it and it is removed from the deliverable supply.
Load Out Requested	View Only - Product is ready to be removed	Firm requests load out of product. The facility approves or denies request.
Notified	Certificates that are in delivery to transfer ownership to the new buyer	Assignment has occurred and the certificate is still in seller's inventory and will be transferred to buyer on delivery day. The buyer can retender the certificate in 'Notify' status.
Registered	Transfer	Ability to transfer certificates.
	Update	Ability to update the origin and account number.
	Withdraw	Ability to remove a certificate from the deliverable supply.
	Request Cancel	Ability to cancel a certificate from Deliveries Plus
	Cancel for Load Out	Ability to make a request to have the product removed from the facility.
Registration Requested	View Only	A facility has entered certificates for a firm to accept or reject.
Retendered		The business day following an initial assignment of a certificate a buyer can establish a short position and retender the certificate which is currently in notify status.
Tendered	View Only - Entered for delivery	A firm has entered intent to deliver.

### Appendix II: Delivery Reports

All delivery reports are available through Document Direct. The list of delivery reports includes the following reports:

Report	Report Name
DLV305	Assignment Notices
DLV405	Invoice Details
DLV406	Invoice Summary
DLV615	Daily Issues and Stops
DLV635	Month To Date Issues and Stops Reports
DLV665	Year To Date Issues and Stops Reports
DLV705	Inventory List
DLV715P	Preliminary Storage Report
DLV715F	Final Storage Report
DLV716	Final Storage Summary Report

### Appendix III: Metals Glossary

Fields	Description
Account Number	Specifies the account number of a customer at the clearing member firm.
Assayer	A person who tests a metal or oil for purity or quality.
Assayer Doc ID	The unique ID associated with the metal certificate that was tested by the assayer.
Brand	Insignia identifying the producer of the specified commodity.
Clearing Firm	A firm approved to clear trades through the CME Clearing House.
CMF	Clearing Member Firm
Facility	A place where products are stored.
Fineness	The purity of metal measured in parts per troy ounces.
Grade	Product type.
Market Value	The current market value of the specified contract.
Registration Requested	Certificates that have been assigned to a firm and are awaiting registration approval.
Registration Requested Total	The total number of certificates submitted for registration at the facility.
Registered Total	The total number of certificates that are registered at a facility.
Serial Number	Individual identification number of a specific commodity.
Settlement Price	Settlement price for the contract listed.
Status	The state of a certificate in the deliveries system. <b>See Appendix I for Status Chart.</b>
TMF	Trading Member Firm
Trading Firm	A firm authorized to execute trades on the exchange and have a position account with a clearing firm.
Warehouseman	The controlling entity that resides over the underlying facilities.

## Deliveries Plus System: Metals – Clearing Firm User Guide

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