

Short-Term OMOs (including Fine Tuning OMOs) Information Reference Sheet

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Logon and launch Btender

1. Using either SWIFT Alliance Web Platform or SWIFT Alliance Lite2, browse to Btender. Your IT support team should provide any credentials you need. The Btender Live URL is <https://boe-omo.swiftnet.sipn.swift.com>. The Btender Trial URL is <https://boe-omo-trial.swiftnet.sipn.swift.com>.
2. You will be taken to the Btender timetable screen.

Timetable screen

The timetable screen is used to navigate to individual operations. This screen shows all scheduled operations the user is eligible to take part in along with basic details including the operation type, date, start/end time and amount (when available).

1. Click on the link for the relevant operation (e.g. [ST OMO](#)) to access the bidding screen once the operation has started (the link becomes active on the day of the operation). When results are available the link will take you to the Results screen.
2. Click on the [Details](#) link to the right side of the timetable screen for the pre-operation details as published on the wire services (available on the day of the operation).

Setting plausibility ranges (optional, but if set must be done on the day of the operation)

1. Select the operation from the timetable screen by clicking on the link (e.g. [ST OMO](#))
2. Select [Plausibility Ranges](#) link on left hand menu
3. For each bid type, enter the rate below and rate above which it should be rejected.
4. Press 'Save Changes' button
5. The plausibility rates can be amended by overtyping and pressing 'Save Changes'.

Bidding screen - clock and PC synchronisation

The Btender bidding screen has a countdown timer in the top right corner. This provides a guide to the amount of time remaining to submit bids in the current operation. The Btender application server clock operates on London time and is synchronised with SWIFTNet. The countdown timer displayed on the bidding screen is calculated from the internal clock of the PC it is running on at the firm's premises (standard convention will be used to convert to London time if the user is in a different time zone, so the clock starts at the correct time). **It is the user's responsibility to ensure that each relevant PC clock is showing the correct local time and is therefore in line with the Btender application clock (allowing for different time zones) to ensure that the countdown timer is accurate. If the clock is incorrect then the operation could close in Btender before the counterparty countdown timer reaches zero, or still be open after this point.**

The time it takes for submitted bids to reach SWIFTNet from a counterparty's PC will vary according to specific factors e.g. bandwidth capacity and utilisation. The user must consider this delay when submitting bids. Bids will be time stamped upon receipt by SWIFT and **any bids with a timestamp after the end time of the operation will be rejected.** Users should therefore exercise caution when submitting bids in the final few seconds of an operation.

Bidding screen - layout

To access the bidding screen click on the link for the relevant operation (e.g. [ST OMO](#)) in the operation timetable (prior to the operation start the link will take you to a blank bidding screen). The bidding screen is divided into two sections, the bottom half where bids may be entered and the top half where bids may be amended/cancelled.

Entering a bid (bottom of screen)

1. For variable rate operations, enter the amount (in £mn) and rate (%) for each bid in the boxes provided. For fixed rate operations, enter the amount (in £mn), the official Bank Rate is displayed as a read-only field on the screen.
2. To submit the bid to the Bank, either click on the Submit icon () to the right of the bid or the 'Submit All' button at the bottom of the screen.

Amending a bid (top of screen)

1. Type over the bid amount.
2. Click on the Submit icon () to the right of the amended bid. This MUST be done to resubmit the bid – otherwise the bid submitted will not be amended.

Cancelling a bid

Click on the rubbish bin icon () corresponding to the bid on the right of the screen. The bid will move to the cancelled bids tab. Once the bid is cancelled it is not possible to amend or resubmit it.

Bid history

To view a bid's history (i.e. details of its submission and any subsequent changes) click on the underlined text in the maturity column (e.g. [Weekly](#))

Results

When the operation ends the bidding screen will become read-only. Once the Bank has reviewed and allocated the bids, the Allocation and Results screen will appear automatically. Alternatively, the user can select [Allocation and Results](#) link on the left hand menu bar.

1. The top section of the screen shows aggregate results which have been published on the wire services.
2. The bottom section of the screen shows individual counterparty results, including the allocation for the bid.
3. The bid history can be accessed by clicking on the link in the maturity date column (e.g. [24/05/2007](#))

Indexed Long-Term Repo OMOs Information Reference Sheet

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Timetable screen

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1. Click on the link for the relevant operation (e.g. [Indexed LTR](#)) to set plausibility limits or access the bidding screen (details below). The link becomes active on the day of the operation. When results are available the link will take you to the results screen.
2. Click on the [Details](#) link to the right side of the timetable screen for the pre-operation details as published on the wire services (available approx one week before the operation).

Setting plausibility ranges (optional, but if set must be done on the day of the operation)

1. Select the operation from the timetable screen by clicking on the link (e.g. [Indexed LTR](#))
2. Select [Plausibility Ranges](#) link on left hand menu
3. For each bid type, enter the spread below and spread above which it should be rejected.
4. Press 'Save Changes' button
5. The plausibility ranges can be amended by overtyping and pressing 'Save Changes'.

Bidding screen - clock and PC synchronisation

The Btender bidding screen has a countdown timer in the top right corner. This provides a guide to the amount of time remaining to submit bids in the current operation. The Btender application server clock operates on London time and is synchronised with SWIFTNet. The countdown timer displayed on the bidding screen is calculated from the internal clock of the PC it is running on at the firm's premises (standard convention will be used to convert to London time if the user is in a different time zone, so the clock starts at the correct time). **It is the user's responsibility to ensure that each relevant PC clock is showing the correct local time and is therefore in line with the Btender application clock (allowing for different time zones) to ensure that the countdown timer is accurate. If the clock is incorrect then the operation could close in Btender before the counterparty countdown timer reaches zero, or still be open after this point.**

The time it takes for submitted bids to reach SWIFTNet from a counterparty's PC will vary according to specific factors e.g. bandwidth capacity and utilisation. The user must consider this delay when submitting bids. Bids will be time stamped upon receipt by SWIFT and **any bids with a timestamp after the end time of the operation will be rejected.** Users should therefore exercise caution when submitting bids in the final few seconds of an operation.

Bidding screen - layout

To access the bidding screen click on the operation type link (e.g. [Indexed LTR](#)) in the operation timetable (prior to the operation start the link will take you to a blank bidding screen). The bidding screen is divided into two sections, the bottom half where bids may be entered and the top half where bids may be amended/cancelled. The screen is divided by a splitter bar which can be dragged up or down to resize the upper and lower sections.

Entering bids (bottom of screen)

1. Select the collateral type (i.e. Level A / Level B / Level C) you wish to submit from the drop down box at the bottom of the screen. It is possible to bid for multiple types at the same time if desired.
2. Enter the amount (in £mn) and spread (bps) for each bid in the boxes provided
3. To submit for one bid click on the submit icon () to the right of the spread.
4. To submit all bids click on 'Submit all' button at the bottom of the screen.

Amending bids (top of screen)

1. Bids can be amended in two ways:
 - a) Directly overwrite the bid amount and/or rate in the boxes
 - b) The spread can be changed using the 'spinner' arrows which adjust the spread in increments of 1. Click on the arrows () to the right of the rate field to use the spinner. Several bids can be 'spun' simultaneously by selecting the bids using the tick boxes on the left hand side and then clicking on the arrows corresponding to one of the selected bids.
2. Changed bids can be submitted individually (by clicking on the Submit icon () to the right of the amended bid) or in aggregate (by clicking on the 'Resubmit all' button). If bids are not resubmitted the bid submitted previously will not be amended.

Cancelling a bid

Click on the rubbish bin icon () corresponding to the bid on the right of the screen. The bid will move to the cancelled bids tab. Once the bid is cancelled it is not possible to amend or resubmit it.

Bid history

To view a bids history (i.e. details of its submission and any subsequent changes) click on the underlined text in the collateral type column (e.g. [Level A](#))

Results

When the operations ends the bidding screen will become read-only. Once the Bank has reviewed and allocated the bids, the Allocation and Results screen will appear automatically. Alternatively, the user can select [Allocation and Results](#) link on the left hand menu bar.

1. The top section of the screen shows aggregate results which have been published on the wire services.
2. The bottom section of the screen shows individual counterparty results, including the allocation for the bid.
3. The bid history can be accessed by clicking on the link in the collateral type column (e.g. [Level A](#))

Contingent Term Repo Facility Information Reference Sheet

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2. You will be taken to the Btender timetable screen.

Timetable screen

The timetable screen is used to navigate to individual operations. This screen shows all scheduled operations the user is eligible to take part in along with basic details including the operation type, date, start/end time and amount (when available).

1. Click on the link for the relevant operation (e.g. [CTRF](#)) to set plausibility limits or access the bidding screen (details below). The link becomes active on the day of the operation. When results are available the link will take you to the results screen.
2. Click on the [Details](#) link to the right side of the timetable screen for the pre-operation details as published on the wire services.

Setting plausibility ranges (optional, but if set must be done on the day of the operation)

1. Select the operation from the timetable screen by clicking on the link (e.g. [CTRF](#))
2. Select [Plausibility Ranges](#) link on left hand menu
3. For each bid type, enter the spread below and spread above which it should be rejected.
4. Press 'Save Changes' button
5. The plausibility ranges can be amended by overtyping and pressing 'Save Changes'.

Bidding screen - clock and PC synchronisation

The Btender bidding screen has a countdown timer in the top right corner. This provides a guide to the amount of time remaining to submit bids in the current operation. The Btender application server clock operates on London time and is synchronised with SWIFTNet. The countdown timer displayed on the bidding screen is calculated from the internal clock of the PC it is running on at the firm's premises (standard convention will be used to convert to London time if the user is in a different time zone, so the clock starts at the correct time). **It is the user's responsibility to ensure that each relevant PC clock is showing the correct local time and is therefore in line with the Btender application clock (allowing for different time zones) to ensure that the countdown timer is accurate. If the clock is incorrect then the operation could close in Btender before the counterparty countdown timer reaches zero, or still be open after this point.**

The time it takes for submitted bids to reach SWIFTNet from a counterparty's PC will vary according to specific factors e.g. bandwidth capacity and utilisation. The user must consider this delay when submitting bids. Bids will be time stamped upon receipt by SWIFT and **any bids with a timestamp after the end time of the operation will be rejected.** Users should therefore exercise caution when submitting bids in the final few seconds of an operation.

Bidding screen - layout

To access the bidding screen click on the operation type link (e.g. [CTRF](#)) in the operation timetable (prior to the operation start the link will take you to a blank bidding screen). The bidding screen is divided into two sections, the bottom half where bids may be entered and the top half where bids may be amended/cancelled. The screen is divided by a splitter bar which can be dragged up or down to resize the upper and lower sections.

Entering bids (bottom of screen)

1. Enter the amount (in £mn) and spread (bps) for each bid in the boxes provided
2. To submit for one bid click on the submit icon () to the right of the spread.
3. To submit all bids click on 'Submit all' button at the bottom of the screen.

Amending bids (top of screen)

1. Bids can be amended in two ways:
 - a) Directly overtype the bid amount and/or rate in the boxes
 - b) The spread can be changed using the 'spinner' arrows which adjust the spread in increments of 1. Click on the arrows () to the right of the rate field to use the spinner. Several bids can be 'spun' simultaneously by selecting the bids using the tick boxes on the left hand side and then clicking on the arrows corresponding to one of the selected bids.
2. Changed bids can be submitted individually (by clicking on the Submit icon () to the right of the amended bid) or in aggregate (by clicking on the 'Resubmit all' button). If bids are not resubmitted the bid submitted previously will not be amended.

Cancelling a bid

Click on the rubbish bin icon () corresponding to the bid on the right of the screen. The bid will move to the cancelled bids tab. Once the bid is cancelled it is not possible to amend or reinstate it.

Bid history

To view a bid's history (i.e. details of its submission and any subsequent changes) click on the underlined text in the maturity column (e.g. [CTRF](#))

Results

When the operation ends the bidding screen will become read-only. Once the Bank has reviewed and allocated the bids, the Allocation and Results screen will appear automatically. Alternatively, the user can select [Allocation and Results](#) link on the left hand menu bar.

1. The top section of the screen shows aggregate results which have been published on the wire services.
2. The bottom section of the screen shows individual counterparty results, including the allocation for the bids.
3. The bid history can be accessed by clicking on the link in the maturity column (e.g. [CTRF](#))

Gilt-purchase OMO and APF Information Reference Sheet

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Logon and launch Btender

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2. You will be taken to the Btender timetable screen.

Timetable screen

The timetable screen is used to navigate to individual operations. This screen shows all scheduled operations the user is eligible to take part in along with basic details including the operation type, date, start/end time and amount (when available).

1. Click on the link for the relevant operation (e.g. [Gilt](#)) to set plausibility limits or access the offering screen (details below). The link becomes active on the day of the operation. When results are available the link will take you to the results screen.
2. Click on the [Details](#) link to the right side of the timetable screen for the pre-operation details as published on the wire services (available approx one week before the operation).

Plausibility ranges (optional, but if set must be done on the day of the operation)

1. Select the operation from the timetable screen by clicking on the link (e.g. [Gilt](#))
2. Select [Plausibility Ranges](#) link on left hand menu
3. For each gilt, enter the price below and/or price above which the offer should be rejected.
4. Press 'Save Changes' button
5. The plausibility rates can be amended by overtyping and pressing 'Save Changes'.

Clock and PC synchronisation

The Btender bidding screen has a countdown timer in the top right corner. This provides a guide to the amount of time remaining to submit bids in the current operation. The Btender application server clock operates on London time and is synchronised with SWIFTNet. The countdown timer displayed on the bidding screen is calculated from the internal clock of the PC it is running on at the firm's premises (standard convention will be used to convert to London time if the user is in a different time zone, so the clock starts at the correct time). **It is the user's responsibility to ensure that each relevant PC clock is showing the correct local time and is therefore in line with the Btender application clock (allowing for different time zones) to ensure that the countdown timer is accurate. If the clock is incorrect then the operation could close in Btender before the counterparty countdown timer reaches zero, or still be open after this point.**

The time it takes for submitted bids to reach SWIFTNet from a counterparty's PC will vary according to specific factors e.g. bandwidth capacity and utilisation. The user must consider this delay when submitting bids. Bids will be time stamped upon receipt by SWIFT and **any bids with a timestamp after the end time of the operation will be rejected**. Users should therefore exercise caution when submitting bids in the final few seconds of an operation.

Offering

To access the offering screen click on the link for the relevant operation (e.g. [Gilt](#)) in the operation timetable. (Prior to the operation start the link will take you to a blank offering screen.) The offering screen is divided into two sections, the bottom half where bids may be entered and the top half where offers may be amended/cancelled. The screen is divided by a splitter bar which can be dragged up or down to resize the upper and lower sections.

Entering offers (bottom of screen)

1. Select the gilt you wish to submit for from the drop down box at the bottom of the screen. It is possible to bid for multiple gilts at the same time if desired.
2. Enter the nominal amount (in £mn) and clean price (£ to 3 dp)
3. To submit offers for one gilt click on the submit icon () to the right of the gilt
4. To submit all offers click on 'Submit all' button at the bottom of the screen.

The Bank will automatically calculate the total proceeds for the offer based on the nominal amount and the clean price submitted. The yield associated with the price entered is also calculated and displayed on screen. These fields are read-only.

Amending offers (top of screen)

1. Offers can be amended in two ways:
 - a) Directly overtype the offer amount and/or price
 - b) The price can be changed using the 'spinner' arrows which adjust the price in increments of 0.001. Click on the arrows () to the right of the price field to use the spinner. Several offers can be 'spun' simultaneously by selecting the offers using the tick boxes on the left hand side and then clicking on the arrows corresponding to one of the selected bids.
2. Changed offers can be submitted individually (by clicking on the Submit icon () to the right of the amended offer) or in aggregate (by clicking on the 'Resubmit all' button). If offers are not resubmitted the original offers will not be changed.

Cancelling an offer

Click on the rubbish can icon () corresponding to the offer on the right of the screen. The bid will move to the cancelled offers tab. Once the offer is cancelled it is not possible to amend or resubmit it.

Offer history

To view a offers history (i.e. details of its submission and any subsequent changes) click on the underlined text in the description column (e.g. [UKT 4 070916](#))

Results

When the operations ends the offering screen will become read-only. Once the Bank has reviewed and allocated the offers, the allocation and results screen will appear automatically. Alternatively, the user can select [Allocation and Results](#) link on the left hand menu bar.

1. The top section of the screen shows aggregate results which have been published on the wire services.
2. The bottom section of the screen shows individual counterparty results, including the allocation for the offers.
3. The offer history can be accessed by clicking on the link in the maturity date column (e.g. [UKT 4 070916](#))

Corporate Bond APF Purchases Information Reference Sheet

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2. You will be taken to the Btender timetable screen.

Timetable screen

The timetable screen is used to navigate to individual operations. This screen shows all scheduled operations the user is eligible to take part in along with basic details including the operation type, date, start/end time and amount (when available).

1. Click on the link for the relevant operation (e.g. [Corporate Bond Tender](#)) to access the offering screen (details below). The link becomes active on the day of the operation. When results are available the link will take you to the results screen.
2. Click on the [Details](#) link to the right side of the timetable screen for the pre-operation details as published on the wire services (available on the day before the operation at 2pm).

Clock and PC synchronisation

The Btender offering screen has a countdown timer in the top right corner. This provides a guide to the amount of time remaining to submit offers in the current operation. The Btender application server clock operates on London time and is synchronised with SWIFTNet. The countdown timer displayed on the offering screen is calculated from the internal clock of the PC it is running on at the firm's premises (standard convention will be used to convert to London time if the user is in a different time zone, so the clock starts at the correct time). **It is the user's responsibility to ensure that each relevant PC clock is showing the correct local time and is therefore in line with the Btender application clock (allowing for different time zones) to ensure that the countdown timer is accurate. If the clock is incorrect then the operation could close in Btender before the counterparty countdown timer reaches zero, or still be open after this point.**

The time it takes for submitted offers to reach SWIFTNet from a counterparty's PC will vary according to specific factors e.g. bandwidth capacity and utilisation. The user must consider this delay when submitting offers. Offers will be time stamped upon receipt by SWIFT and **any offers with a timestamp after the end time of the operation will be rejected.** Users should therefore exercise caution when submitting offers in the final few seconds of an operation.

Offering

To access the offering screen click on the link for the relevant operation (e.g. [Corporate Bond Tender](#)) in the operation timetable. (Prior to the operation start the link will take you to a blank offering screen.) The offering screen is divided into two sections, the bottom half where offers may be entered and the top half where offers may be amended/cancelled. The screen is divided by a splitter bar which can be dragged up or down to resize the upper and lower sections.

Entering offers (bottom of screen)

1. Select the corporate bond you wish to submit an offer for from the drop down box at the bottom of the screen. It is possible to offer for multiple bonds at the same time if desired.
2. Enter the offer amount (in £mn) and spread (bps to 0 dp)
3. To submit offers for one bond click on the submit icon () to the right of the bond
4. To submit all offers click on 'Submit all' button at the bottom of the screen.

Amending offers (top of screen)

1. Offers can be amended in two ways:
 - a) Directly overtype the offer amount and/or spread
 - b) The spread can be changed using the 'spinner' arrows which adjust the spread in increments of 1bp. Click on the arrows () to the right of the spread field to use the spinner. Several offers can be 'spun' simultaneously by selecting the offers using the tick boxes on the left hand side and then clicking on the arrows corresponding to one of the selected offers.
2. Changed offers can be submitted individually (by clicking on the Submit icon () to the right of the amended offer) or in aggregate (by clicking on the 'Resubmit all' button). If offers are not resubmitted the original offers will not be changed.

Cancelling an offer

Click on the rubbish bin icon () corresponding to the offer on the right of the screen. The offer will move to the cancelled offers tab. Once the offer is cancelled it is not possible to amend or resubmit it.

Offer history

To view an offer's history (i.e. details of its submission and any subsequent changes) click on the underlined text in the description column (e.g. [GE 3 ¼ 09/29/20](#))

Results

When the operation ends the offering screen will become read-only. Once the Bank has reviewed and allocated the offers, the allocation and results screen will appear automatically. Alternatively, the user can select [Allocation and Results](#) link on the left hand menu bar.

1. The top section of the screen shows aggregate results which have been published on the wire services.
2. The bottom section of the screen shows individual counterparty results, including the allocation for the offers.
3. The offer history can be accessed by clicking on the link in the description column (e.g. [GE 3 ¼ 09/29/20](#)).

Corporate Bond APF Sales Information Reference Sheet

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2. Click on the [Details](#) link to the right side of the timetable screen for the pre-operation details as published on the wire services (available on the day before the operation at 2pm).

Clock and PC synchronisation

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The time it takes for submitted bids to reach SWIFTNet from a counterparty's PC will vary according to specific factors e.g. bandwidth capacity and utilisation. The user must consider this delay when submitting bids. Bids will be time stamped upon receipt by SWIFT and **any bids with a timestamp after the end time of the operation will be rejected.** Users should therefore exercise caution when submitting bids in the final few seconds of an operation.

Bidding

To access the bidding screen, click on the link for the relevant operation (e.g. [Corporate Bond Tender](#)) in the operation timetable. (Prior to the operation start the link will take you to a blank bidding screen.) The bidding screen is divided into two sections, the bottom half where bids may be entered and the top half where bids may be amended/cancelled. The screen is divided by a splitter bar which can be dragged up or down to resize the upper and lower sections.

Entering bids (bottom of screen)

1. Select the corporate bond you wish to submit a bid for from the drop down box at the bottom of the screen. It is possible to bid for multiple bonds at the same time if desired.
2. Enter the bid amount (in £mn) and spread (bps to 0 dp)
3. To submit bids for one bond click on the submit icon () to the right of the bond
4. To submit all bids click on 'Submit all' button at the bottom of the screen.

Amending bids (top of screen)

1. Bids can be amended in two ways:
 - a) Directly overtype the bid amount and/or spread
 - b) The spread can be changed using the 'spinner' arrows which adjust the spread in increments of 1bp. Click on the arrows () to the right of the spread field to use the spinner. Several bids can be 'spun' simultaneously by selecting the bids using the tick boxes on the left hand side and then clicking on the arrows corresponding to one of the selected bids.
2. Changed bids can be submitted individually (by clicking on the Submit icon () to the right of the amended bid) or in aggregate (by clicking on the 'Resubmit all' button). If bids are not resubmitted the original bids will not be changed.

Cancelling a bid

Click on the rubbish bin icon () corresponding to the bid on the right of the screen. The bid will move to the cancelled bids tab. Once the bid is cancelled it is not possible to amend or resubmit it.

Bid history

To view a bid's history (i.e. details of its submission and any subsequent changes) click on the underlined text in the description column (e.g. [GE 3 ¼ 09/29/20](#))

Results

When the operation ends the bidding screen will become read-only. Once the Bank has reviewed and allocated the bids, the allocation and results screen will appear automatically. Alternatively, the user can select [Allocation and Results](#) link on the left hand menu bar.

1. The top section of the screen shows aggregate results which have been published on the wire services.
2. The bottom section of the screen shows individual counterparty results, including the allocation for the bids.
3. The bid history can be accessed by clicking on the link in the description column (e.g. [GE 3 ¼ 09/29/20](#)).

Non-GBP Operation Information Reference Sheet

DISCLAIMER: The Bank does not accept any liability for loss or damage, whether direct, indirect or consequential, resulting from the use of or inability to use Btender. For full disclaimer applicable to Btender, please see clause A4 Terms and Conditions available at <http://www.bankofengland.co.uk/markets/money/documentation.htm>

Logon and launch Btender

1. Using either SWIFT Alliance Web Platform or SWIFT Alliance Lite2, browse to Btender. Your IT support team should provide any credentials you need. The Btender Live URL is <https://boe-omo.swiftnet.sipn.swift.com>. The Btender Trial URL is <https://boe-omo-trial.swiftnet.sipn.swift.com>.
2. You will be taken to the Btender timetable screen.

Timetable screen

The timetable screen is used to navigate to individual operations. This screen shows all scheduled operations the user is eligible to take part in along with basic details including the operation type, date, start/end time and amount (when available).

1. Click on the link for the relevant operation (e.g. [Non-GBP Operation](#)) to access the bidding screen once the operation has started (the link becomes active on the day of the operation). When results are available the link will take you to the Results screen.
2. Click on the [Details](#) link to the right side of the timetable screen for the pre-operation details as published on the wire services.

Bidding screen - clock and PC synchronisation

The Btender bidding screen has a countdown timer in the top right corner. This provides a guide to the amount of time remaining to submit bids in the current operation. The Btender application server clock operates on London time and is synchronised with SWIFTNet. The countdown timer displayed on the bidding screen is calculated from the internal clock of the PC it is running on at the firm's premises (standard convention will be used to convert to London time if the user is in a different time zone, so the clock starts at the correct time). **It is the user's responsibility to ensure that each relevant PC clock is showing the correct local time and is therefore in line with the Btender application clock (allowing for different time zones) to ensure that the countdown timer is accurate. If the clock is incorrect then the operation could close in Btender before the counterparty countdown timer reaches zero, or still be open after this point.**

The time it takes for submitted bids to reach SWIFTNet from a counterparty's PC will vary according to specific factors e.g. bandwidth capacity and utilisation. The user must consider this delay when submitting bids. Bids will be time stamped upon receipt by SWIFT and **any bids with a timestamp after the end time of the operation will be rejected.** Users should therefore exercise caution when submitting bids in the final few seconds of an operation.

Bidding screen - layout

To access the bidding screen click on the link for the relevant operation (e.g. [Non-GBP Operation](#)) in the operation timetable (prior to the operation start the link will take you to a blank bidding screen). The bidding screen is divided into two sections, the bottom half where bids may be entered and the top half where bids may be amended/cancelled.

Entering a bid (bottom of screen)

1. For variable rate operations, enter the amount (in mn) and rate (%) for each bid in the boxes provided. For fixed rate operations, enter the amount (in mn) (the fixed rate is displayed as a read-only field on the screen).
2. To submit the bid to the Bank, either click on the Submit icon () to the right of the bid or the 'Submit All' button at the bottom of the screen.

Amending a bid (top of screen)

1. Type over the bid amount.
2. Click on the Submit icon () to the right of the amended bid. This MUST be done to resubmit the bid – otherwise the bid submitted will not be amended.

Cancelling a bid

Click on the rubbish bin icon () corresponding to the bid on the right of the screen. The bid will move to the cancelled bids tab. Once the bid is cancelled it is not possible to amend or reinstate it.

Bid history

To view a bid's history (i.e. details of its submission and any subsequent changes) click on the underlined text in the maturity column (e.g. [Non-GBP](#))

Results

When the operation ends the bidding screen will become read-only. Once the Bank has reviewed and allocated the bids, the Allocation and Results screen will appear automatically. Alternatively, the user can select [Allocation and Results](#) link on the left hand menu bar.

1. The top section of the screen shows aggregate results which have been published on the wire services.
2. The bottom section of the screen shows individual counterparty results, including the allocation for the bids.
3. The bid history can be accessed by clicking on the link in the maturity date column (e.g. [24/05/2007](#))