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Elevate help guide Buying and selling investments (single orders)

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Step 1. Order Setup

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

What you will see

The screenshot shows the 'New Work' section of a financial system. The top navigation bar includes 'Summary', 'Portfolio', 'New Work', 'Cash Account', 'Account Holders', 'Transactions', 'Reports & Documents', and 'Charges & Remunerations'. Below this is a sub-navigation bar with 'Create', 'Work In Progress', 'Work Submitted', and 'Disclose And Authorise'. The main content area is divided into two columns: 'Payment activities' and 'Investment activities'. The 'Investment activities' column contains a list of links: 'New investment transaction (Buy/Sell/Switch)', 'Advanced orders (Stockbroking)', 'Move cash into Adviser management', 'Move assets to new owner', 'Move assets to Discretionary Manager', and 'Remove Discretionary Manager'. A callout '1.' points to the 'New investment transaction (Buy/Sell/Switch)' link. Below this is a form titled '1. Order Setup' with tabs for '2. Sell Trades', '3. Buy Trades', '4. Switches', and '5. Confirm'. The form contains the following fields: 'Product wrapper:' with a dropdown menu showing 'EL1119232-003 Elevate ISA (Active)', 'Order Type:' with a dropdown menu showing 'One-off', 'Action Date:' with a date picker showing '05-Sep-2017', and 'Please indicate whether advice was given:' with radio buttons for 'Yes' and 'No'. A callout '2.' points to the 'Product wrapper' dropdown, '3.' points to the 'Order Type' dropdown, and '4.' points to the 'Next' button at the bottom right of the form.

What you will need to do

1. Go to the client's account and select **New Work > New Investment Transaction (Buy/Sell/Switch)**.
2. Select:
 - the Product Wrapper.
 - One-off under **Order Type**.
 - a **Action Date**.
3. Confirm if advice has been given.
4. Click Next.

Notes

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

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

Step 2. Sell Trades

Select the investments you wish to sell. If you are only buying investments, skip straight from **Step 1. Order Setup** to **Step 3. Buy Trades**.

What you will see

1a.

1b.

1c.

1d.

1e.

2.

What you will need to do

1. You can sell investments in the following ways, either:

1a. Tick **Sell All** to select the whole investment.

1b. In **Order Value**, enter a £ amount.

1c. In **Order Quantity (units)**, enter the number of units to be sold.

1d. In **Order Quantity (%)**, enter the % of units to be sold.

1e. In **Total Order Value (£)**, enter the total amount you wish to raise and click **Allocate Amount**.

2. Click **Next**.

3. Skip **Steps 3 and 4** and go to **Step 5. Confirm**.

Notes

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

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

Step 3. Buy Trades

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

1. Order Setup

2. Sell Trades

3. Buy Trades

4. Switches

5. Confirm

Batch ID: 11540792

Available Funds: £ 437.40

Batch Type: One-Off

Total Order Value: (£)

Allocate Amount

Investment	Order Value	Order Quantity	% Allocation	Order Type
<div><div>Find</div><div>DM3P-LN</div><div>Stan Life Inv MF Mgd III A</div></div>				All Market
<div><div>Find</div><div></div><div></div></div>				All Market
<div>Total (%)</div>				

Previous

Next

Investment Selection Tool

Funds

Models

Other

Fund name or code:

Find

Show cheapest OCF/TER ☒

More search criteria

Quick links

Favourites

Fund solutions

Documents, KIDs & KIDs

Search Results: 199

Type	Code	Name	OCF/TER	KIID	Cheapest	Favourite	
Investment Fund	DM3P	Stan Life Inv MF Mgd III A	0.80				<div>OCF</div>
Investment Fund	DM3Q	Stan Life Inv MF Mgd III I	0.80				<div>OCF</div>
Investment Fund	10F9	Stan Life Inv MF Mgd III R Pt 1 A	1.02				<div>OCF</div>

What you will need to do

1. Click **Find**.
2. Use the **Investment Selection Tool** to locate the investments you want, then click Find.
3. **Add** the fund you wish to invest in.

Notes

1. The Investment Selection Tool will be displayed.
2. You can search for a specific investment name or code. Use the extra tabs here if you want to search for model portfolios or Other to search for stocks & shares.
3. Repeat 1 – 3 to select additional funds.

Step 3. Buy Trades – cont.

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

The screenshot shows the 'Buy Trades' form. At the top, there is a 'Total Order Value (£)' field with the value '400' and an 'Allocate Amount' button. Below this is a table with columns: 'Investment', 'Order Value', 'Order Quantity', '% Allocation', and 'Order Type'. Two rows of investments are listed, both with 'Find' buttons. The first row is 'Stan Life Inv MF Mgd I I I A (GD 8513)' and the second is 'Stan Life Inv MF Mgd I I I I (GD 6274)'. Both are set to 'At Market'. At the bottom, there is a 'Total (%)' field with the value '0'. Callouts are as follows: 4a points to the 'Total Order Value (£)' field; 4b points to the 'Order Value' column header; 4c points to the 'Order Quantity' column header; and 5 points to the 'Next' button (not visible in the screenshot but implied by the text).

What you will need to do

4. Enter the amount that you want to invest.

You can do this in any one of the following ways:

4a. In **Total Order Value (£)**, enter the total £ amount you want to invest. Then in **% Allocation column**, add the % to allocate next to each investment.

4b. In **Order Value**, enter a £ amount.

4c. In **Order Quantity**, enter the number of units to be purchased.

5. Click **Next**.

6. Skip **Step 4** and go to **Step 5. Confirm**.

Notes

4a. The total % must come to 100%.

Quick links

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

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

Step 4. Confirm

What you will see

1. Order Setup	2. Sell Trades	3. Buy Trades	4. Switches	5. Confirm
Batch ID: 11540795		Available Funds: € 437.40		
Batch Type: One-Off				
Buy Trades				
Investment Description	Buy Value (GBP)	Buy Quantity	Status	
BKZ1.LN - Old Mutual Cnilum Bal PR R AE	400.00	199.0350	Created	
Estimated Total Buy Trade Value		400.00		
Estimated Net Order Value		56,943.28		

Charges Information Document

Generate

Confirm

1.

2.

What you will need to do

1. Review the information you've entered.
2. Click **Confirm**.

Notes

1. Click **Generate** and the hyperlink to view the **Charges Information** document.
2. This records a **Batch ID** and places the trades, which can be viewed in the client's account under **Transactions > Deals**.

Helpful hints

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

Get to know us better

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