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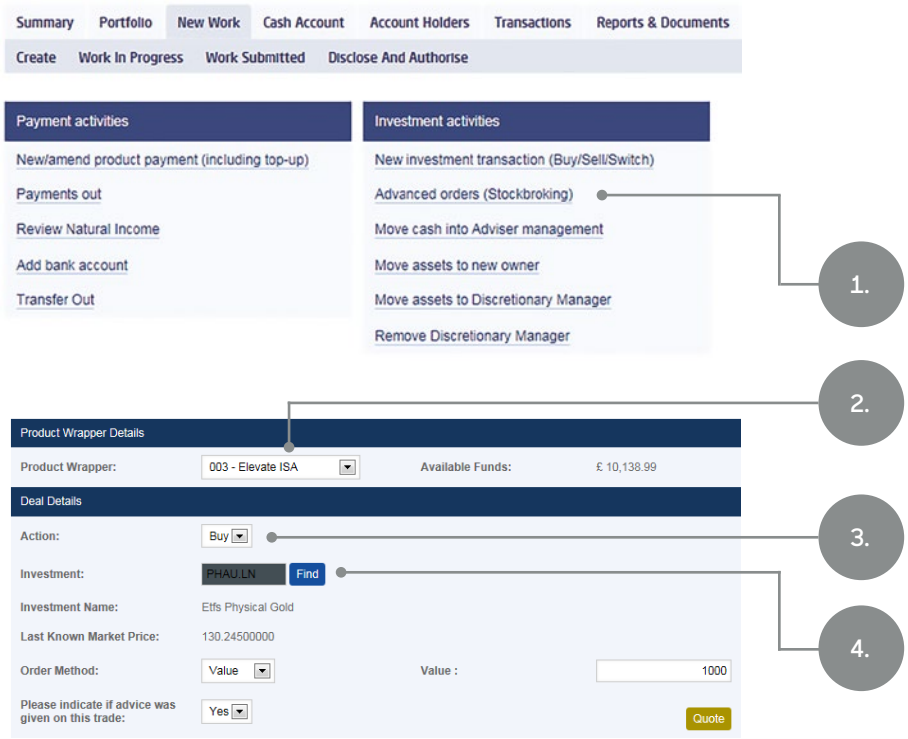
Elevate help guide
Buying and selling securities (Quote and deal)

aberdeenadviser.com

What you will see

Check that payments in or out have completed and ensure money is invested, or disinvested, at the right time.



What you will need to do

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

1. Go the client's account and select **New Work > Advanced Orders (Stockbroking)**.

2. Select the **Product Wrapper**.

3. Select **Buy or Sell**.

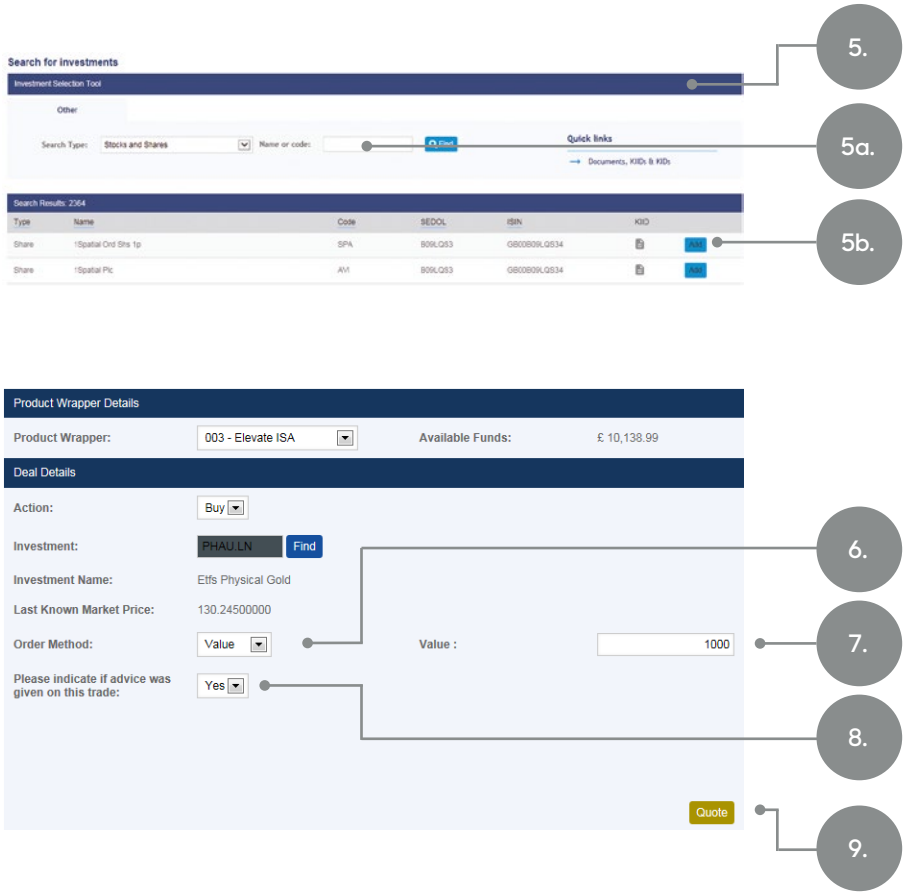
4. Under **Investment**, click **Find**.

Notes

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

4. If you are selling, a list of your client's securities are displayed. Select from the list which one you want to sell.

What you will see



What you will need to do

5. If you are buying securities, our **Investment Selection Tool** is displayed in the pop-up window.

   5a. Enter the name of the security and click **Find**.

   5b. Click **Add** next to the security you want to select.

6. Select the **Order Method**:
   – **Value** – a set £ amount.
   – **Quantity** – a set number of shares.

7. Enter the **Value**.

8. Confirm if advice has been given.

9. Click **Quote**.

Notes

7. This is the purchase or sell amount.

9. The last known market price will be displayed.

What you will see

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

What you will need to do

10. **Accept** or **Reject** the quote.

Notes

10. You will have 10 seconds to **Accept** or **Reject** the quote.

    If you do not accept or reject the quote in time, you will need to obtain a new quote.

Helpful hints

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

For more details please refer to other buying and selling investments help guides and 'Your guide to charges'.

Get to know us better

We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm.
If there is anything more you want to know, please contact us.

Call us on 0345 600 2399
Our lines are open 9am to 5pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

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