

Annexure -
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Process Manual for Bulk upload facility for Category disclosure for Commodity Segment

- Trading Member will be using UCI online system to update the details only on the following path: -
Member Portal-UCI Online-Others- Commoditywise Category
- After clicking on menu File Upload, User shall select the File to be uploaded by clicking the “Browse” button.
- After selecting the file User shall click on Upload for bulk upload.

File structure to upload category wise client code disclosure

File Name : COM_CATEGORY_DDMMYY.csv
File Format : Comma separated
DDMMYY : UPLOAD DATE
Max No of Records can be
Uploaded per file 10000

Detail Record Format:

Sr No	Field	Maximum Length	Minimum Length	Mandatory/ Optional	Description
1	TM code	Char (5)	Char(5)	Mandatory	Trading Member Code.
2	Client Code	Char (10)	Char(1)	Mandatory	Client Code must be unique as entered by member in UCC system for Commodity segment. Only upper case allowed No Special Characters allowed Client Code should exist in UCC
3	PAN NO.	Char (10)	Char (10)	Mandatory	Pan number of respective client code has to be mentioned. Only upper case is allowed. Pan shall be 10 characters and shall have first 5 alphabets, next 4 numeric and the last alphabet. PAN_EXEMPT shall be entered in cases where obtaining PAN has been exempt.
5	Commodity SYMBOL	Char (10)	Char(1)	Mandatory	SYMBOL available in Commodity Derivatives segment for trading

4	Category	Char (1)	Char(1)	Mandatory	Following Categories are only allowed. Farmers/FPOs - 1 Value Chain Participants - 2 Proprietary Traders - 3 Domestic Financial Institutional Investors - 4 Foreign Participants - 5 Others - 6
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- If the file format is correct with a valid file name, the file will be loaded and the link to the log file will be given to the user. The user can click and view the log file or download the same which is generated for bulk upload.
- The file will fail if there is error in any single record of the file uploaded.
- Error reason for the specific record will be displayed in the log file.

