



# **Issue Management System Bulk Upload User Guide**

Version 1.2

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## Introduction

If you have multiple securities within the same sub-product (CORP/ELN, ABS, CMO, ABSX, AGCY, UST, or CHRC) to upload, this can be accomplished in one submission by using the file upload function in the new Issue Management System.

## Instructions

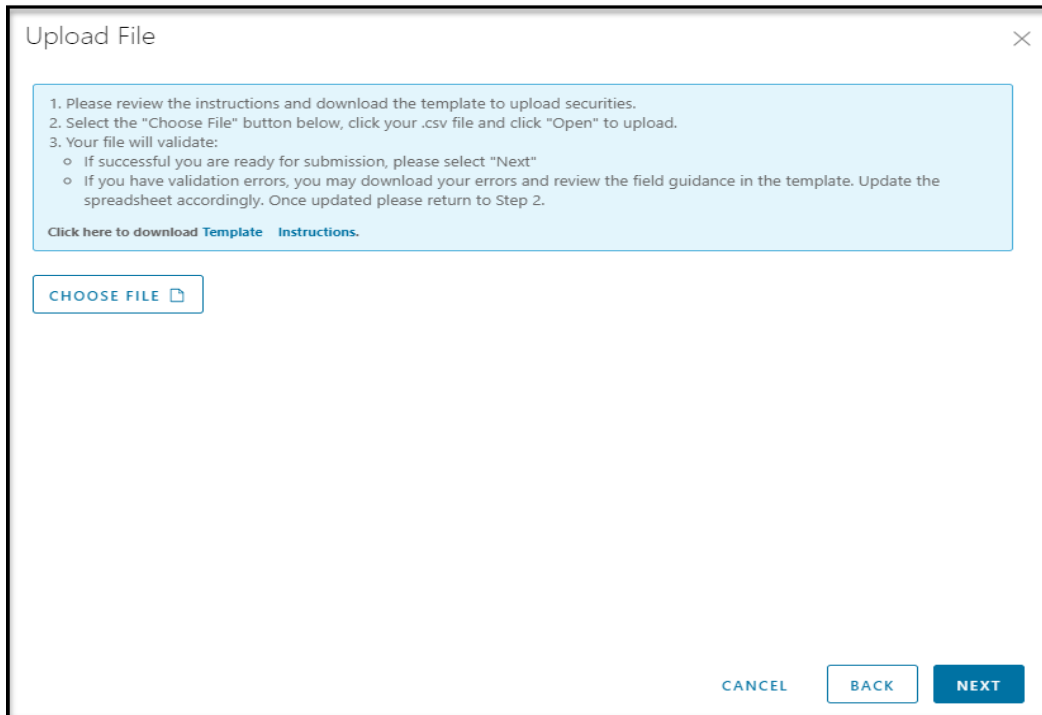
The FINRA Issue Management system supports bulk uploads of the same product.

Click the  **ADD** button located at the top right of the Filings window. The **FINRA New Issue** wizard opens. The wizard is a three-screen process.

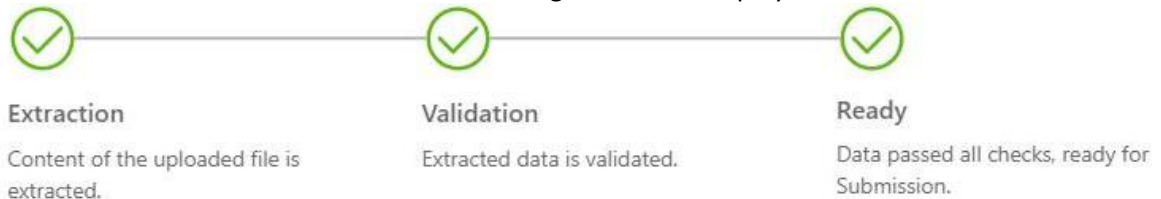
### 1. Firm Information

- Enter or verify Contact data. The Contact Name, Phone and Email will default to contact details associated with your login ID but may be manually overwritten.
- On the **Product Type** field, click the dropdown arrow to select a product from the list. Based on the product selected, other questions may display.
- Once all required fields are completed, click the **Upload File** button.

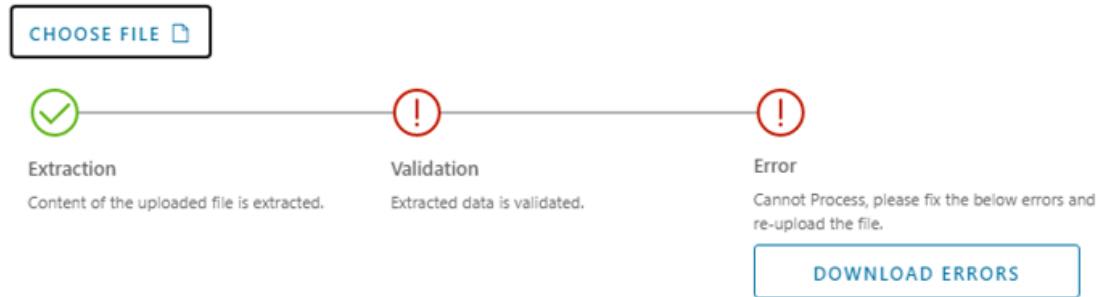
### 2. Upload File



- Click on the **Template** link.
- The file will open in Microsoft Excel or other default editor as an xls or xlsx document (it may appear be minimized on your desktop.)
- Line 5 of the template will contain sample data. This must be deleted prior to submission.
- Begin entering data in cell A5. Enter one security per row. See tables in the Formatting section below for additional product-specific guidance on formatting and acceptable values.
- Once all securities have been added (template allows up to 1000 securities per submission), the file must be saved as a CSV. Please note, a CSV file removes all formatting and tabs.
  - o select **File** and **Save as**
  - o Choose the location on your network or local drive where you wish to save the file
  - o Rename the file and choose file type .csv
  - o Click **Save**
- You **must exit** Microsoft Excel or similar editor in order to proceed, or the file will not upload properly.
- Click the **Choose File** button.
- Select and open your file from the saved location.
- Your file will be immediately validated
  - o If the file meets validations the following screen will display.



- o If the file does not meet validations the following screen will display.



- If an error is received during validation,
  - Click [DOWNLOAD ERRORS](#) to download an Excel “fileupload\_errors” file that provides the row number, validation, column name for each error on the csv.
  - Review the field guidance below and make sure all required fields are populated and all fields are formatted correctly.
  - Update your saved CSV spreadsheet.
  - Upload the file again.
- Once the upload is validated successfully and indicates Ready, click **Next**.

**Note:** The uploaded file must always be a CSV.

### 3. Comments/Attachments

- Optional- Click in the **Comments:** field to type any additional information.
- Optional- Click the **Choose File** to add an attachment.
- Click **Submit**. A confirmation dialog box presents a **“Submitted Successfully!”** message. The issues display on the main Filing Screen with a status of Submitted.

Note: If 20 issues are uploaded, 20 new individual submissions will display on the Main Filings screen. To see the status of all entries in a single filing, click on **Filing ID**, this will load a **Print Summary** and provide details of how the submissions were processed.

## Formatting

### Fields for Uploading a Corporate Security including ELN

Field	Description	Required	Instructions/Validations
cusip_id	CUSIP	Required	Must be exactly 9 characters
isin_id	ISIN	Optional	Must be exactly 12 characters
nstrt_type_cd	Security Type	Required	Values: CBND = Corporate Debt Security OTH = Other VBND = Convertible Debt Security ENT = Equity Linked Note ILS = Index Linked Security  *case sensitive

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othr_nstrt_type_tx	Other Security Type Description	Conditional	Required ONLY if Security Type = OTH (Free Text). Otherwise, leave blank.
sry_type_cd	Bond Type	Required	Values: SR = Senior Unsecured SUB = Subordinated Unsecured SEC = Secured SRSUB = Senior Subordinated Unsecured JRSUB = Junior Unsecured or Junior Subordinated Unsecured UN = Unsecured OTH = Other SRSEC = Senior Secured  *case sensitive
othr_sry_type_tx	Other Bond Type Description	Conditional	Required only if Bond Type = OTH (Free Text). Otherwise, leave blank.
issr_nm	Issuer Name	Required	Free Text
issue_dt	Issue Date	Conditional	Required if Reason For Filing = 6760 MM/DD/YYYY  Use Pricing Date when Issue Date is not known.
issue_tm_tx	Pricing Time	Optional	HH:MM
first_trd_dt	First Trade/Execution Date	Optional	MM/DD/YYYY  If different than Issue/Pricing Date
exctn_tm_tx	Time of First Execution	Optional	HH:MM
first_stlmt_dt	First Settlement Date	Optional	MM/DD/YYYY
rule_144a_fl	144A Eligible Indicator	Required	Values: Y = Yes N = No  *case sensitive
cnvrb_fl	Convertible Indicator	Required	Values: Y = Yes N = No  *case sensitive
cpn_type_cd	Coupon Type	Required	Values: FXPV = Fixed CNGT = Contingent TBPD = To Be Priced FRFF = Fixed to Floating FROT = Float VRGR = Step Up/Down

## FINRA Issue Management System Bulk Upload

			OTH = Other FXZC = Zero  *case sensitive
othr_cpn_type_tx	Other Coupon Type Description	Conditional	Required ONLY if Coupon Type = OTH (Free Text). Otherwise, leave blank.
cpn_rt	Coupon	Conditional	Required if Coupon Type = Fixed. Otherwise, optional. Numeric  Max 2 digits after decimal
first_cpn_pymnt_dt	First Coupon Payment Date	Optional	MM/DD/YYYY
cpn_freq_cd	Coupon Frequency	Optional	Values: OTH = Other 1 = Annual 2 = Semi-annually PAM = Pays-at-Maturity NONE = None 12 = Monthly 4 = Quarterly VAR = Variable  *case sensitive
othr_cpn_freq_tx	Other Coupon Frequency Description	Optional	Required ONLY if Coupon Frequency = OTH. Otherwise, leave blank.
mtrty_vs_prptl_cd	Maturity Date or Perpetual Security	Required	Values: M = Maturity P = Perpetual  *case sensitive
mtrty_dt	Maturity Date	Conditional	Required ONLY if Maturity/Perpetual = Maturity (MM/DD/YYYY). Otherwise, leave blank.
call_sched_fl	Call Indicator	Required	Values: Y = Yes N = No  *case sensitive
first_call_dt	Next Call Date	Conditional	Required ONLY if Call Indicator = Y (MM/DD/YYYY). Otherwise, leave blank.
first_call_pr	Next Call Price	Conditional	Required ONLY if Call Indicator = Y (USD). Otherwise, leave blank.  Max 6 digits after decimal

mdys_crrnt_rtng_cd	Moodys Rating	Optional	<b>Values:</b> A1 Ba3 A2 Baa1 A3 Baa2 Aa1 Baa3 Aa2 Ca Aa3 Caa1 Aaa Caa2 B1 Caa3 B2 C B3 D Ba1 NR Ba2  *case sensitive
snp_crrnt_rtng_cd	S&P Rating	Optional	<b>Values:</b> A BB+ A- BBB A+ BBB- AA BBB+ AA- C AA+ CC AAA CCC B CCC- B- CCC+ B+ D BB NR BB  *case sensitive -

**Fields for Uploading an Agency Security**

Field	Description	Required	Instructions/Validations
cusip_id	CUSIP	Required	Must be exactly 9 characters
isin_id	ISIN	Optional	Must be exactly 12 characters
sry_type_cd	Bond Type	Required	Values: OTH = Other SEC = Secured SR = Senior Unsecured SRSEC = Senior Secured SUB = Subordinated Unsecured UN = Unsecured  *case sensitive
othr_sry_type_tx	Other Bond Type Description	Conditional	Required ONLY if Bond Type = OTH (Free Text). Otherwise, leave blank.

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nstrt_type_cd	Security Type	Required	Values: BND = Bond C2 = Certificate of Participation CTF = Certificate DEB = Debenture NT = Note  *case sensitive
othr_nstrt_type_tx	Other Security Type Description	Conditional	Required ONLY if Security Type = OTH (Free Text). Otherwise, leave blank.
agency_cd	Agency Name	Required	Free Text
cpn_type_cd	Coupon Type	Required	Values: FRPV = Float FXPV = Fixed FXZC = Zero OTH = Other TBD = To Be Determined TBPD = To Be Priced VRGR = Step Up/Down  *case sensitive
othr_cpn_type_tx	Other Coupon Type	Conditional	Required ONLY if Coupon Type = OTH (Free Text). Otherwise, leave blank.
cpn_rt	Coupon	Optional	Numeric Max 2 digits after decimal
first_cpn_pymnt_dt	First Coupon Payment Date	Optional	MM/DD/YYYY
cpn_freq_cd	Coupon Frequency	Optional	Values: 4 = Quarterly 2 = Semi = Annually 12 = Monthly NONE = None OTH = Other PAM = Pays = at = Maturity VAR = Variable  *case sensitive
othr_cpn_freq_tx	Other Coupon Frequency Description	Conditional	Required ONLY if Coupon Frequency = OTH (Free Text). Otherwise, leave blank.
call_sched_fl	Call Indicator	Required	Values: Y = Yes N = No  *case sensitive
next_call_dt	Next Call Date	Conditional	Required ONLY if Call Indicator = Y (MM/DD/YYYY). Otherwise, leave blank.
next_call_pr	Next Call Price	Conditional	Required ONLY if Call Indicator = Y (USD). Otherwise, leave blank.



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issue_dt	Issue Date	Conditional	Required if Reason For Filing = 6760 MM/DD/YYYY  Use Pricing Date when Issue Date is not known.
issue_tm_tx	Pricing Time	Optional	HH:MM
first_trd_dt	First Trade/ Execution Date	Optional	MM/DD/YYYY If different than Issue Date
exctn_tm_tx	Time of First Execution	Optional	HH:MM
first_stlmt_dt	First Settlement Date	Optional	MM/DD/YYYY
mtrty_vs_prptl_cd	Maturity Date or Perpetual Security	Required	Values: M = Maturity P = Perpetual  *case sensitive
mtrty_dt	Maturity Date	Conditional	Required ONLY if Maturity/Perpetual = Maturity (MM/DD/YYYY). Otherwise, leave blank.
rule_144a_fl	144A Eligible Indicator	Required	Values: Y = Yes N = No  *case sensitive
reg_s_fl	Regulation S Indicator	Optional	Values: Y = Yes N = No  *case sensitive

Fields for Uploading a Church Bond

Field	Description	Required	Instructions/Validations
cusip_id	CUSIP	Conditional	CUSIP or Coupon Required Must be exactly 9 characters
isin_id	ISIN	Optional	Must be exactly 12 characters
sry_type_cd	Bond Type	Required	Values: 1STMTG = First Mortgage 2NDMTG = Second Mortgage OTH = Other UN = Unsecured  *case sensitive
othr_sry_type_tx	Other Bond Type Description	Conditional	Required ONLY if Bond Type = OTH (Free Text). Otherwise, leave blank.

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nstrt_type_cd	Security Type	Required	Values: BND = Bond CH = Church Bond NT = Note OTH = Other  *case sensitive
othr_nstrt_type_tx	Other Security Type Description	Conditional	Required ONLY if Security Type = OTH (Free Text). Otherwise, leave blank.
issr_nm	Issuer Name	Required	Free Text
cpn_type_cd	Coupon Type	Required	Values: FRPV = Float FXPV = Fixed FXZC = Zero OTH = Other TBD = To Be Determined TBPD = To Be Priced VRGR = Step Up/Down  *case sensitive
othr_cpn_type_tx	Other Coupon Type Description	Conditional	Required ONLY if Coupon Type = OTH (Free Text). Otherwise, leave blank.
cpn_rt	Coupon	Conditional	Coupon or CUSIP Required. Numeric Max 2 digits after decimal
first_cpn_pymnt_dt	First Coupon Payment Date	Optional	MM/DD/YYYY
cpn_freq_cd	Coupon Frequency	Optional	Values: 2 = Semi-Annually 4 = Quarterly 12 = Monthly NONE = None OTH = Other PAM = Pays-at-Maturity VAR = Variable  *case sensitive
othr_cpn_freq_tx	Other Coupon Frequency Description	Conditional	Required ONLY if Coupon Frequency = OTH (Free Text). Otherwise, leave blank.
call_sched_fl	Call Indicator	Required	Values: Y = Yes N = No  *case sensitive
next_call_dt	Next Call Date	Conditional	Required ONLY if Call Indicator = Y (MM/DD/YYYY). Otherwise, leave blank.

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next_call_pr	Next Call Price	Conditional	Required ONLY if Call Indicator = Y (Numeric). Otherwise, leave blank.
issue_dt	Issue Date	Conditional	Required if Reason For Filing = 6760 MM/DD/YYYY  Use Pricing Date when Issue Date is not known.
issue_tm_tx	Pricing Time	Optional	HH:MM
first_trd_dt	First Trade/Execution Date	Optional	MM/DD/YYYY  If different than Pricing/Issue Date
exctn_tm_tx	Time of First Execution	Optional	HH:MM
first_stlmt_dt	First Settlement Date	Optional	MM/DD/YYYY
mtrty_vs_prptl_cd	Maturity Date or Perpetual Security	Required	Values: M = Maturity P = Perpetual  *case sensitive
mtrty_dt	Maturity Date	Conditional	Required ONLY if Maturity/Perpetual = Maturity (MM/DD/YYYY). Otherwise, leave blank.

Fields for Uploading a CMO Security

Field	Description	Required	Instructions/Validations
cusip_id	CUSIP	Required	Must be exactly 9 characters
isin_id	ISIN	Optional	Must be exactly 12 characters
issue_dt	Issuance Date	Required	MM/DD/YYYY Next business day after prospectus/supplement final offering document's print date and CUSIP is publicly available.
first_stlmt_dt	First Settlement Date	Required	MM/DD/YYYY
issr_nm	Issuer Name	Required	Free Text
deal_srs_tx	Deal ID	Required	Free Text
deal_nm	Deal Description	Required	Free Text
trnch_id	Tranche Description	Optional	Free Text
cpn_rt	Coupon	Optional	Numeric Max 2 digits after decimal

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scrty_ds	Tranche Description	Required	Free Text
mtrty_dt	Maturity Date	Required	MM/DD/YYYY
rule_144a_fl	144A Eligible Indicator	Required	Values: Y = Yes N = No  *case sensitive
reg_s_fl	Regulation S Indicator	Optional	Values: Y = Yes N = No  *case sensitive

Fields for Uploading an ABS/ABSX Security

Field	Description	Required	Instructions/Validations
cusip_id	CUSIP	Required	Must be exactly 9 characters
isin_id	ISIN	Optional	Must be exactly 12 characters

ABSY_BOAT	ABS Security Type	Required	<p>Values:</p> <p>ABSY_ = Asset Backed Securities</p> <p>ABSY_AFLP = Auto Floorplan/Wholesale Loans</p> <p>ABSY_AIRL = Aircraft/Airline Lease</p> <p>ABSY_ALEA = Auto Lease Loans</p> <p>ABSY_AUTO = Auto/Installment Loans</p> <p>ABSY_BIKE = Motorcycle Lease</p> <p>ABSY_BOAT = Marine Loans</p> <p>ABSY_BUSL = ABS Business Loans</p> <p>ABSY_CARD = Credit Card Receivables</p> <p>ABSY_CNSL = Consumer Loans</p> <p>ABSY_CTSR = Catastrophe ABS</p> <p>ABSY_DPR = Diversified Payment Rights</p> <p>ABSY_EQIP = Equipment Backed Loan</p> <p>ABSY_EXIM = Export/Import Bank Loan</p> <p>ABSY_LOTT = Lottery ticket ABS</p> <p>ABSY_MANU = Manufactured Housing Loan</p> <p>ABSY_MHSG = Military Housing Securitizations</p> <p>ABSY_NIM = Net Interest Margin Securities</p> <p>ABSY_OTHR = Asset Backed Tranches</p> <p>ABSY_PNSN = Pension Securitization</p> <p>ABSY_PSNL = Personal Loan ABS</p> <p>ABSY_RECR = Recreational Vehicle Loan</p> <p>ABSY_RENT = Rent ABS</p> <p>ABSY_RINS = Reinsurance ABS</p> <p>ABSY_RVMG = Reverse Mortgage</p> <p>ABSY_STUD = Student Loan</p> <p>ABSY_TMSH = Timeshare ABS</p> <p>ABSY_TXLN = Tax Lien</p> <p>ABSY_UTIL = Utility Stranded Cost Securitizations</p> <p>CDO_CBO = Collateralized Bond Obligation</p> <p>CDO_CDO = Collateralized Debt Obligation</p> <p>CDO_CLO = Collateralized Loan Obligation</p> <p>CMBS_CMBS = Commercial Mortgage-Backed Security</p> <p>OTH_OTH = Other</p> <p>SBA_SBA = Small Business Administration</p> <p>*case sensitive</p>
othr_sub_ctgry_ky_tx	Other ABS Security Type Description	Conditional	Required ONLY if ABS Security Type = OTH (Free Text). Otherwise, leave blank.
issue_dt	ABS Pricing Date	Conditional	Required if Reason For Filing = 6760 MM/DD/YYYY
issue_tm_tx	Pricing Time	Optional	HH:MM
exctn_tm_tx	Time of First Execution	Optional	HH:MM
issr_nm	Issuer Name	Required	Free Text

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deal_srs_tx	Deal ID	Required	Free Text
deal_nm	Deal Description	Required	Free Text
trnch_id	Tranche ID	Optional	Free Text
cpn_rt	Coupon	Optional	Numeric Max 2 digits after decimal
scrty_ds	Tranche Description	Required	Free Text
mtrty_dt	Maturity Date	Required	MM/DD/YYYY
rule_144a_fl	144A Eligible Indicator	Required	Values: Y- Yes N – No  *case sensitive
reg_s_fl	Regulation S Indicator	Optional	Values: Y- Yes N - No  *case sensitive

Fields for Uploading an MBS Security

Field	Description	Required	Instructions/Validations
cusip_id	CUSIP	Required	Must be exactly 9 characters
isin_id	ISIN	Optional	Must be exactly 12 characters
agncy_cd	Agency or GSE?	Required	Values: 1-Ginnie Mae 1 2-Ginnie Mae 2 3-Fannie Mae 4-Freddie Mac 5-US SBA
umbs_fl	Is the security UMBS?	Conditional	Required ONLY if Agency = Fannie Mae or Freddie Mac. Otherwise, leave blank. Values: Y-Yes N-No  *case sensitive
pr_fl	Is this a Serial Note(Puerto Rico)?	Conditional	Required ONLY if Agency = Ginnie Mae 1. Otherwise, leave blank. Values: Y-Yes N-No

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			*case sensitive
prpty_type_cd	Mortgage Product	Conditional	Required for all AGCY or GSE values except US SBA. Leave blank if AGCY or GSE value = US SBA. Values: C-Co-op S-Single Family M-Multi-Family H-Home Improvement Loans  *case sensitive
issue_dt	Date	Conditional	Required if Reason For Filing = 6760 MM/DD/YYYY
cpn_type_cd	Coupon Type	Required	Values: A = ARM FIX = FIX  *case sensitive
amrtn_type_cd	Amortization Type	Conditional	Required ONLY if Coupon Type = FIX and Agency is not US SBA. Otherwise, leave blank. Values: G-Graduated-Payment Mortgages B-Balloon Mortgages T-Tiered-Payment Mortgages R-Fixed Reverse Mortgages L-Level-Payment Mortgages H-Growing-Equity Mortgages W-Bi Weekly Mortgages D-Discount Mortgages Y-Buy Down Mortgages  *case sensitive
orgnl_term_lm	Original Term	Required	Numeric  Expressed in Months
scrty_ds	Issue Description	Required	Free Text
cpn_rt	Coupon	Required	Numeric  Max 2 digits after decimal
mtrty_dt	Maturity Date	Required	MM/DD/YYYY
pool_nb	Pool Number	Optional	Free Text - max digits 6
wac_rt	Weighted Average Coupon (WAC)	Optional	Numeric not greater than 100
wam_lm	Weighted Average Maturity (WAM)	Optional	Numeric not greater than 600

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wala_lm	Weighted Average Loan Age (WALA)	Optional	Numeric not greater than 600
updt_d_wgghtd_avg_loan_am	Average Loan Size	Optional	Numeric not greater than 1000000
orgnl_wgghtd_avg_ltv_rt	Loan to Value (LTV)	Optional	Numeric not greater than 300

Fields for Uploading a Treasury Security

Field	Description	Required	Instructions/Validations
cusip_id	CUSIP	Required	Must be exactly 9 characters
isin_id	ISIN	Optional	Must be exactly 12 characters
debt_type_cd	Debt Type	Required	Values: FRNote - Floating Rate Note GovtBond - Bond (30 year) GovtNote - Note STRIPInt - Stripped - Interest Payment STRIPrin - Stripped - Principal Payment TIPS - TIPS TIPSInt - TIPS - Interest Strip Issue TIPSPrin - TIPS - Principal Strip Issue USTBill – Bill  *case sensitive
cpn_type_cd	Coupon Type	Required	Values: FLT - Float FIX - Fixed OTH - Other STR - Strip DSC - Discount/Zero  *case sensitive
othr_cpn_type_tx	Other Coupon Code Description	Conditional	Required ONLY if Coupon Type= OTH. Otherwise, leave blank.
cpn_rt	Coupon	Optional	Numeric
mtrty_dt	Maturity Date	Required	MM/DD/YYYY