

FILE SETUP FORMATTING GUIDELINES FOR SUCCESSFUL NAV SUBMISSION

File – Accepted file format						
<p>CSV and Microsoft Excel can be processed.</p> <p>NOTE</p> <ul style="list-style-type: none"> - Files must not be password protected - Files must not be compressed (i.e received in ZIP format). - Files sent to us must be registered with Euronext Dublin or they cannot be processed. - Please do not send additional files that are intended for other organisations. 						
File – Choose a file name						
<p>A file name is typically based on the fund name or your provider name but is not limited to this. A file name must be unique. Our NAV services team will confirm if the file name you have chosen is unique.</p> <p>For example</p> <table> <tr> <td>NAV_Fundname.csv</td> <td>E.g NAV_ABC.csv</td> </tr> <tr> <td>NAV_Provider.xls</td> <td>E.g NAV_Administrator.xls</td> </tr> <tr> <td>NAV_Provider_Team1.xlsx</td> <td>E.g NAV_Administrator_001.xlsx</td> </tr> </table>	NAV_Fundname.csv	E.g NAV_ABC.csv	NAV_Provider.xls	E.g NAV_Administrator.xls	NAV_Provider_Team1.xlsx	E.g NAV_Administrator_001.xlsx
NAV_Fundname.csv	E.g NAV_ABC.csv					
NAV_Provider.xls	E.g NAV_Administrator.xls					
NAV_Provider_Team1.xlsx	E.g NAV_Administrator_001.xlsx					
Records – To ensure successful processing						
<ul style="list-style-type: none"> - Files must have the field titles shown below with no spaces (E.g ‘Navdate’ is correct, ‘NAV date’ or ‘Net Asset Value date’ as field titles cannot be processed) - No formatting of data (E.g no commas) - No blank rows - All dates should be in format yyyyymmdd - All records must relate to Euronext Dublin listed funds only (i.e SEDOL/ISIN must be recognized by Euronext Dublin to be accepted) - If a bid and/or offer price is provided, the BidOfferDate is also required. - Sedol is our preferred identifier code but we can also facilitate ISIN identification from Irish domiciled funds (IE ISINS). 						

Sample records

Sedol	NAV	NAVdate	Fundname	Classname	Bid	Offer	Bidofferdate
xxxxxxx	xxx.xx	yyyymmdd	abc	abc1	xxx.xx	xxx.xx	yyyymmdd
B2T3452	101.23	20190930	Samplefund	Samplefund1	101.23	101.3	20190930

NOTE

Bid, Offer and Bidofferdate are optional fields

File – Setup your file

Once registered on <https://direct.euronext.com/> you can set up your file. You can also email our NAV services Team at navqueries@euronext.com