

How to buy EIP shares manually

After creating your EIP schedule on Manual Mode, you will receive an email reminder two days before your buying schedule.

COL FINANCIAL EIP ADVISOR

Dear Dela Cruz, Juan

Date: 10/07/2013

This is a reminder that you have a scheduled Easy Investment Program (EIP) order that you need to send on the date specified below. Details of your order/s are as follows:

Schedule Date of Entry	Stock Code	Amount
10/4/2013	ALI	5,000

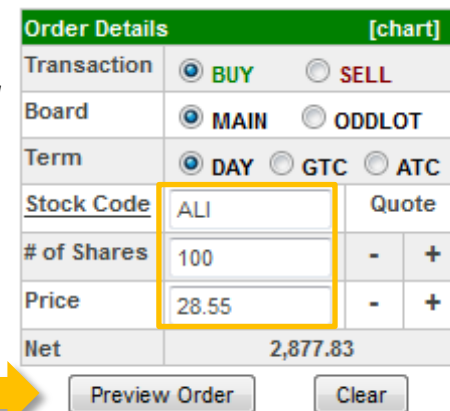
Log on to your COL Account on your buy scheduled date, and navigate to your portfolio page. An EIP advisory notice will appear and will prompt you to either 'BUY NOW' or 'SKIP'. The Buy Now link would take you to the order entry page while the Skip option will suspend your pressing order then ask you again on the next subsequent buy schedule.

EASY INVESTMENT PROGRAM ADVISOR						
PLEASE BE INFORMED THAT YOU HAVE AN UPCOMING EIP ORDER(S) THAT NEED(S) TO BE POSTED. EIP ORDERS CANNOT BE ENTERED WHEN THE MARKET IS CLOSED.						
Need Help Posting an EIP Order?						
SCHEDULED DATE OF POSTING	SECURITY CODE	CASH VALUE	MATCHED VALUE	NEW CASH VALUE	ACTION	
10/4/2013	ALI	5,000	0	5,000.00	BUY NOW	SKIP

Click on the **BUY NOW** link to activate the order entry page.

An Order Entry Form will appear. The EIP facility will automatically fill in all the details for you using the best selling price at the time. Click the **PREVIEW ORDER** button to proceed.

Note: Check the number of shares indicated. If the value is 0 that means your allocated cash value is not sufficient to buy the minimum number of shares needed. Remember to have adequate levels of cash available to make your purchases.



Order Details		[chart]	
Transaction	<input checked="" type="radio"/> BUY	<input type="radio"/> SELL	
Board	<input checked="" type="radio"/> MAIN	<input type="radio"/> ODDLOT	
Term	<input checked="" type="radio"/> DAY	<input type="radio"/> GTC	<input type="radio"/> ATC
Stock Code	ALI	Quote	
# of Shares	100	-	+
Price	28.55	-	+
Net	2,877.83		
Preview Order		Clear	

Review the buying details to make sure it is correct. When done, type in your **PASSWORD** and click the **PLACE BUY ORDER** button.

It is always a good idea to review your orders at the end of a buy schedule day. To review your orders, navigate to **TRADE >> TRADING HISTORY**. Then click the **SHOW ORDERS** button to see the status of all your entered orders.

#	Trx#	Order#	Date	Stock	# of Shares	Matched Shares	Price	Trx Type	Status	Remarks
1	20471	20121016017523	14:39:02	ALI	200	100	23.30	BN	Executed	
2	20471	20121016017523	14:39:01	ALI	200	100	23.30	BN	Partially Executed	
3	20471	20121016017523	14:39:01	ALI	200	0	23.30	BN	Posted	
4	20471	20121016017523	14:39:01	ALI	200	0	23.30	BN	Order Accepted	

Status legend:

Order Accepted – your order has been accepted by the COL system

Posted – your order is now posted at the PSE

Partially Executed – only a portion of your order was matched

Executed – your order was fully matched