

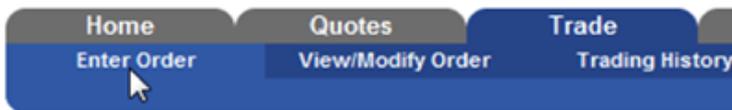
How to buy and sell online

You can execute a buy or sell order during trading time between 9:30 AM to 3:30PM Monday to Friday. There is a lunch break between 12:00 Noon to 1:30 PM to which no order taking is accepted, and ongoing orders will be carried through after lunch. You can call out an order entry facility from a number of ways:

1. Click on the Order link from the Quick Link drop down bar



2. Click on the Enter Order link from the Trade tab



3. Click on the BUY | SELL links in the Watchlist, Quotes and 6-Pack pages

WATCH LIST Click on the Update button to update the stock prices

Stock Code:	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>	<input type="button" value="Delete All"/>		
Action	Stock	Last	Change	%Change	High	Low
BUY SELL	ABS	40.0000	1.0500	2.70%	40.0000	38.7000
BUY SELL	AC	410.0000	-2.0000	-0.49%	412.0000	405.6000
BUY SELL	AGI	12.2200	-0.1000	-0.81%	12.4000	12.2000

Once you call on the Order entry feature, an Order box will appear to take in the details of your order.

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	<input type="text" value="ali"/> Quote
# of Shares	<input type="text" value="1,000"/> - +
Price	<input type="text" value="20"/> - +
Net	20,059
<input type="button" value="Preview Order"/> <input type="button" value="Clear"/>	

1. Choose **Buy** or **Sell**
2. Enter **Stock Code**, **# Shares**, and **Price**
3. Confirm by clicking **Preview Order**
4. A trade summary page will appear to ask for your **Password** to verify

BUY ORDER	
Cash Balance	
Actual	Available
980.62	980.62

Order Details [chart]	
Transaction	<input type="radio"/> BUY <input checked="" 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	<input type="text" value="ali"/> Quote
# of Shares	<input type="text" value="1,000"/> - +
Price	<input type="text" value="22"/> - +
Net	21,825.1
<input type="button" value="Preview Order"/> <input type="button" value="Clear"/>	

Note: For reference in buying or selling, your **Cash Balance / Stock Position** is shown below the order entry box

SELL ORDER	
Stock Position - ALI	
Actual Shares	Uncommitted Shares
300	300

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There are various settings that can be used to change the aspect of any order. The 'Board' Type chooses which exchange board to send an order to, either the Main or Odd Lot board. The 'Term' dictates when an order is sent and carried for how long.

Board	<input checked="" type="radio"/> MAIN	<input type="radio"/> ODDLOT	
Term	<input checked="" type="radio"/> DAY	<input type="radio"/> GTC	<input type="radio"/> ATC

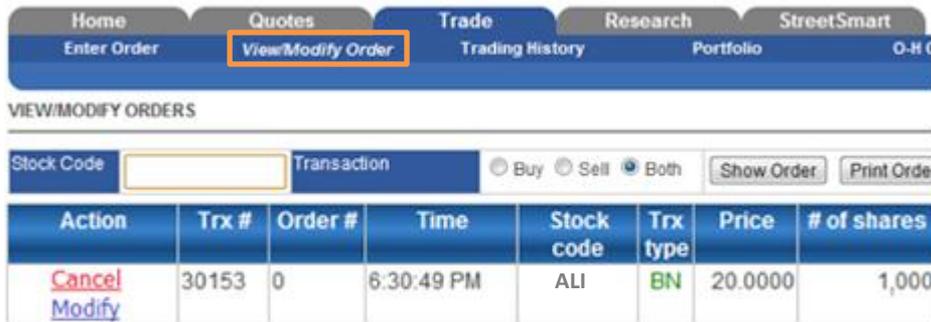
The **OddLot** Board trades share sizes that are below the minimum board lot. (see table on right)

Day Order
(good for the day)

Good Till Cancelled
(lasts 2 months or until fill)

At The Close
(send order at 3:20 PM)

To modify a posted or partially filled order click on the TRADE >> View/Modify Order link. Click on 'Cancel' to remove your order or 'Modify' to adjust the number of shares to a lower amount. You will be asked for your password to verify your action. To change the price of an order, please cancel an existing order and enter a new one.



Use these links to **Cancel** or **Modify** an order.

The Board Lot determines the minimum number of shares you can trade in the Main Board. Minimum board lots are determined by the market price of a stock. A stock with a board lot of 100, must be traded in lot sizes of 100 (volume sizes must be directly divisible by 100 i.e. 100, 200, 1,000 etc.)

Price Range	Board Lot	Price Fluctuation
0.0001 - 0.0099	1,000,000	0.0001
0.01 - 0.049	100,000	0.001
0.05 - 0.249	10,000	0.001
0.25 - 0.495	10,000	0.005
0.50 - 4.99	1,000	0.01
5.00 - 9.99	100	0.01
10.00 - 19.98	100	0.02
20.00 - 49.95	100	0.05
50.00 - 99.95	10	0.05
100 - 199.9	10	0.10
200 - 499.8	10	0.20
500 - 999.5	10	0.50
1,000 - 1,999	5	1.00
2,000 - 4,998	5	2.00
5,000 - above	5	5.00

A stock's **Price Fluctuation** controls the price postings for orders. At P51.00/share a stock's price fluctuation can post orders higher or lower by P0.05.... Thus at P51.05, then P51.10 or lower at P50.95, then P50.90 etc.