Usage Reporting for Market Data Clients

Introduction

Clients use the Data-Client Portal (Portal) to report usage. Usage reports are submitted within 15 days of the end of each service month. The system sends out reminders when it is past the 15th of the month. It is also listed as an "open task" on the homepage of the portal.

For further information on usage reporting obligations, please refer to the Nasdaq Reporting Policy.

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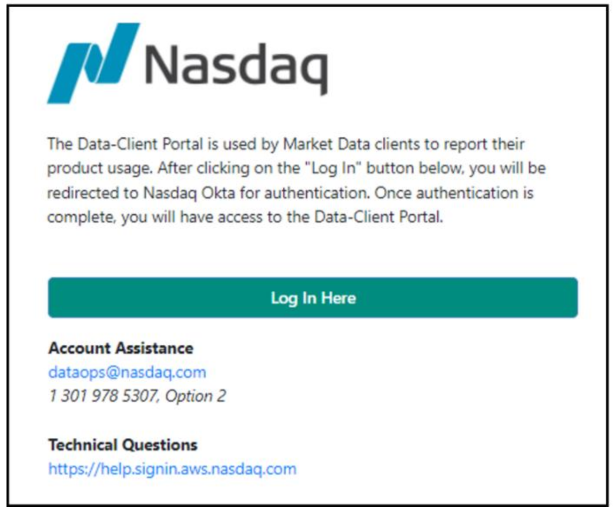
Access to the Data-Client Portal

To help ensure that your account data is secure, Nasdaq uses an authentication system called Okta.

If you are not yet set up to use Okta with Nasdaq, **please refer to the** Data-Client Portal Access Guide **for complete instructions on setting up your Okta account.**

If you already use Nasdaq Okta or once you have set up your account, use this link to access the Data-Client Portal. Click" Log-in Here." You will be redirected to Okta for authentication and then taken to the Portal home page.

Please Note: In the system, the email address used for reporting is connected to your account. It is the "Username" in Okta. This email address is also used for other reporting-related contacts.



Access Assistance

- For technical questions, please contact https://help.signin.aws.nasdaq.com/
- For Client Portal account assistance, please contact DataOps@nasdaq.com

Usage Reporting for Market Data Clients

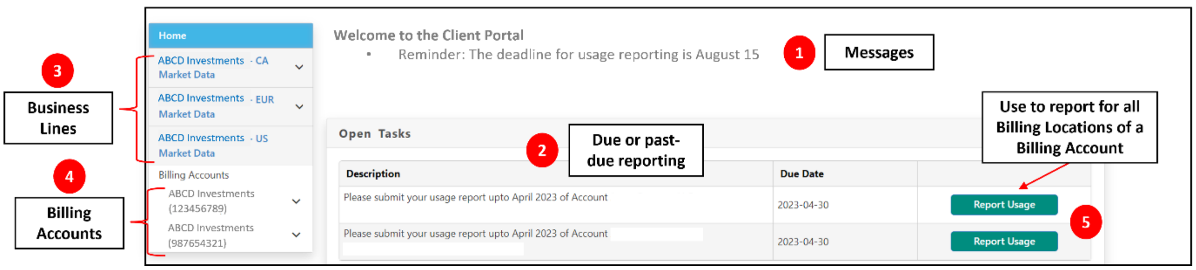
Nasdaq

Overview of the Data-Client Portal

A video demo providing an overview of the Data-Client Portal may be viewed here.

Home Page

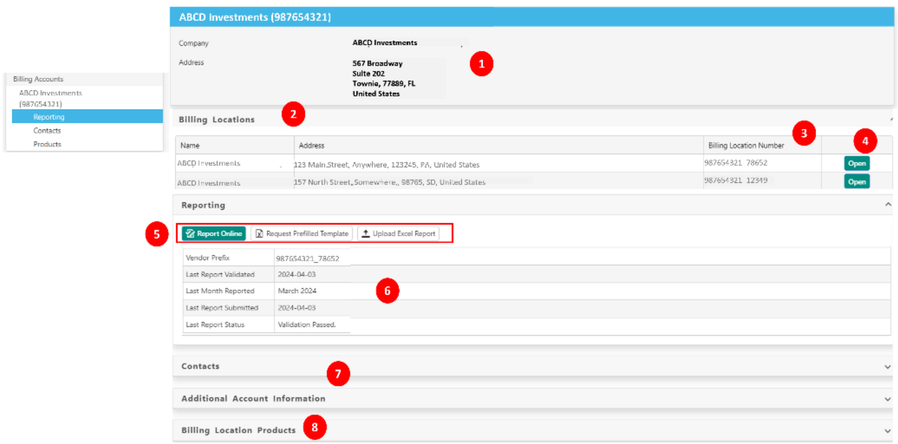
When you log in to the portal, you will be on the home page.



1. Messages: This is where a welcome message and other important customer messages will be posted.
2. Open Tasks: Reminders of reporting that is due or past due.
3. Business Lines for this account. Click on the “down arrow” to see the list of Billing Accounts. If you click on a Business Line, you will be taken to a screen with all associated Billing Accounts.
4. Billing Accounts for each Business Line. If you click on a Billing Account, you will be taken to the list of all associated Billing Locations and the options for submitting usage reporting.
5. Submit outstanding usage reporting for a specific Billing Location.

Billing Account Page

When you click on a Billing Account (#4 in previous screenshot) you will be taken to the Billing Account Page. This is where you submit your usage reporting. From this page, you can submit your reporting for all Billing Locations or for each location.



1. Billing Address associated with this Billing Account.
2. Billing Locations associated with this Billing Account. Note: There could be just one listed or multiple locations.
3. Billing Location Number: This is a system-generated combination of the Billing Account and Billing Location. (Example: 12345_67890).
4. Click on “Open” if you want to report for each Billing Location separately.
5. These are the options for reporting. Detailed Instructions on how to report begin on Page 5):
   a. “Report Online”: Summary Reporting for all Billing Locations
   b. “Request Prefilled Template”: Your most recent Detailed Report will be emailed to you.
   c. “Upload Excel Report”: this is used to submit your updated template.
6. Information on the most recent usage reporting activities.
7. Contact Information for this Billing Account. This may also be accessed from the left-hand column. There is also a section for additional account information, if applicable.
8. Billing Location Products: For each Billing Location, the products, most recent usage and invoiced amounts is provided. This may also be accessed from the left-hand column.

How to Report

There are two methods for usage reporting: Summary Reporting or Detailed Reporting using the formatted [Nasdaq Excel Detailed ReportingTemplate].

Please Note: Generally, the system only allows you to use one method for usage reporting. The method used is based on Nasdaq Reporting Policy requirements. In addition, you cannot upload the template and then enter or change quantities using the Summary tool for the same Billing Location.

For complete information on usage reporting requirements, refer to the Nasdaq Reporting Policy

Summary Reporting

A video demo on how to do Summary Reporting may be viewed here.

Summary Reporting is generally used for the following data usage:

- Internal usage
- Non-professionals
- Per Query
- Nordic/Baltic Delayed

Please note:

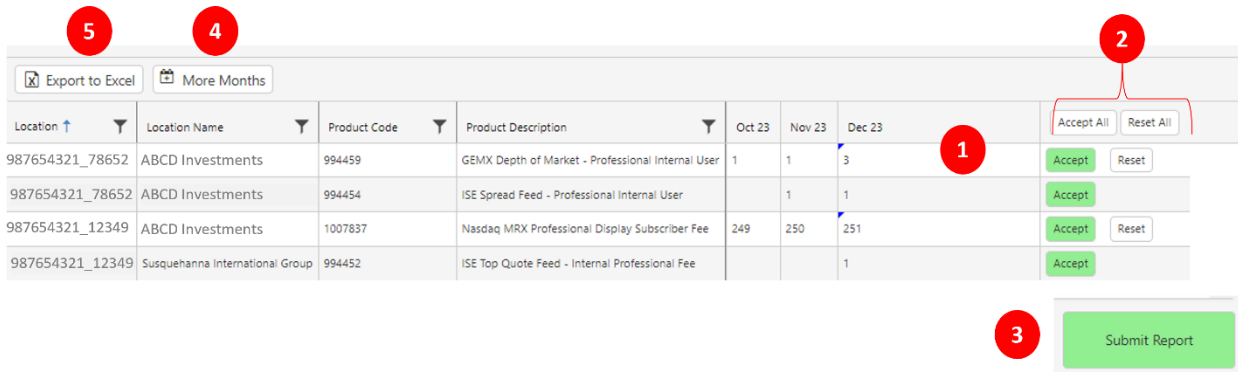
- If you submit a Detailed Report for all usage, you may also add the above usage categories to the Template. Please see Page 10 for further information.
- Do not use Summary Reporting to update reporting submitted on the Detailed Reporting Template. Instead, resubmit the template with the updated usage reporting.

Accessing Summary Reporting

You can report for each Billing Location individually (#1) or all at once (#2). The process is the same.

This will be pre-populated with all reportable products. Note: If you opt to report for each Billing Location individually (#1), and there aren't any reportable products, it will be blank.

Summary Reporting: Entering and Submitting Usage



1. Enter Usage
   Enter usage quantities in these fields. If quantities are changed, a “reset” button will appear. Note: Future reporting is not available in the system.
2. Accept/Accept All and Reset
   Once the quantities are entered, either “accept” each row individually or use the “accept all” button on the top. There is also an option to reset quantities individually or all at once.
3. Submit Report
   Once all quantities are entered and accepted, scroll to the bottom of the page and click “Submit Report.” A pop-up window will appear. Click “Yes” and OK.
4. More Months
   Click on this button to view more than the current reporting month(s). Note: The current reporting period is editable; the previous months are only editable if they are within the policy timeframe. If the usage is changed outside of policy, this is rejected by the system and a pop-up message will appear. Click on reset to revert back to the previous usage number.
5. Export to Excel
   The “Export to Excel” button may be used to download a copy of reported usage for documentation only. It cannot be uploaded the following month.

Detailed Reporting

View two video demos on Detailed Reporting:

- Detailed Reporting Template
- Submitting the Detailed Report

Detailed Reports are submitted using the formatted Nasdaq Excel Detailed Reporting Template**.** The template is generally used for External Professional usage reporting. Internal and non-professional reporting may also be added to the template. The template includes all Billing Locations.

Distributors upload Detailed Reports to the Client Portal monthly no later than 15 days after the end of the applicable service period. For further information, please refer to the Nasdaq Reporting Policy.

Any information related to your detailed reporting (For example: Report processed successfully, Errors) will be emailed to you.

Accessing the Template

If you have previously submitted a Detailed Report, click on "Request Prefilled Template" (#1). It will be emailed for you to update and upload (#2). If you have never submitted a Detailed Report, you will create one using the Nasdaq Excel Detailed Reporting Template. For assistance creating your initial Detailed Report, contact DataOps@nasdaq.com.

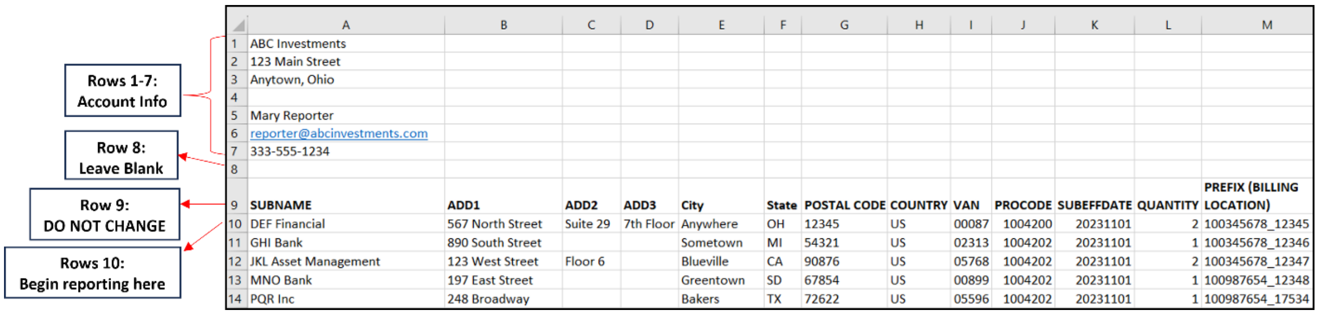
Tips for Using the Template

- If you report both external subscribers and internal usage, you may use the template for all reporting. See Page 10 for further information. You cannot report product usage for more than one Subscriber using the same VAN for the same Billing Location. You can either combine the quantities and report using one VAN, Product Code and Effective date or create a separate VAN for each Subscriber.
- If there are reportable products where the Subscriber name and address are not available, use your firm's information. Create a unique VAN (Column I)
- **Terminations:** Do not delete a subscriber to terminate. Report a zero (0) for the current month and then delete the subscriber the following month. To reactivate the subscriber, add them to a report and include a quantity.
- **Reporting not current:** If your reporting is not current, you will receive an error email after uploading the report. You may report for previous months by creating multiple lines for the same VAN and Product Code. Please note: No gaps are allowed. When a report is resubmitted, it must include all months, including the current month. See page 11 for instructions. Please contact DataOps@nasdaq.com and refer to the Reporting Policy for further information and instructions.
- **Product Codes**: The Nasdaq Exchange Product Codes can be found here. If you are creating a unique Product Code, it must be correctly mapped by Nasdaq in the system. For assistance, contact DataOps@nasdaq.com.
- **Country Code** must be in the standard ISO 2-letter format. Codes may be found here.
- **Changes for prior periods** must be in adherence to the Nasdaq Reporting Policy. See Page 11 for instructions.
- **Reporting 0 subscribers for a product.** Per the Nasdaq Reporting Policy, at least one subscriber per product must be reported. If you wish to cancel a product, please see the Cancellation Policy.

Using the Detailed Report Template

Please Note:

- DO NOT Change the Headers on Row 9
- ALWAYS BEGIN REPORTING ON ROW 10



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ABC Investments												
2	123 Main Street												
3	Anytown, Ohio												
4													
5	Mary Reporter												
6	reporter@abcinvestments.com												
7	333-555-1234												
8													
9	SUBNAME	ADD1	ADD2	ADD3	City	State	POSTAL CODE	COUNTRY	VAN	PROCODE	SUBEFFDATE	QUANTITY	PREFIX (BILLING LOCATION)
10	DEF Financial	567 North Street	Suite 29	7th Floor	Anywhere	OH	12345	US	00087	1004200	20231101	2	100345678_12345
11	GHI Bank	890 South Street			Sometown	MI	54321	US	02313	1004202	20231101	1	100345678_12346
12	JKL Asset Management	123 West Street	Floor 6		Blueville	CA	90876	US	05768	1004202	20231101	2	100345678_12347
13	MNO Bank	197 East Street			Greentown	SD	67854	US	00899	1004202	20231101	1	100987654_12348
14	PQR Inc	248 Broadway			Bakers	TX	72622	US	05596	1004202	20231101	1	100987654_17534

Rows		
Rows	Details	
Rows 1-7	Account Information for Distributor submitting the report. All data must be in Column A.	
Row 8	Leave Empty	
Row 9	Header Row. Labels for each Data Field. DO NOT CHANGE THESE FIELDS	
Row 10	Always begin reporting on Line 10	
Columns		
Columns	Header Label	Details
A	SUBNAME	Name of subscriber receiving the data
B-D	ADD1 ADD2 ADD3	Subscriber's address. ADD1 is a mandatory field. Use ADD2 and ADD3 as needed. There is a 64-character limit for each cell. If you exceed the character limit, the report will not process, and you will receive an error email message.
E	CITY	This is a mandatory field. There is a 64-character limit for cell. If you exceed the character limit, the report will not process, and you will receive an error email message.
F	STATE	Subscriber State or Province
G	POSTAL CODE	
H	COUNTRY	2-Letter Country Code as defined by the ISO .(Example: US, not USA) If you do not use the two-letter code, the report will not process, and you will receive an error email message.
I	VAN	Unique Vendor Account Number (VAN) assigned by your firm to the Subscriber.
J	PROCODE	Nasdaq Product Code is recommended. Distributor-created product codes must be mapped by Data Ops to the Nasdaq product codes in the system or you will receive an error email.
K	SUBEFFDATE	Effective Date of the Reporting Month. The reporting period always starts at the first day of the month. The date format must be: YYYYMMDD. For example: July 1, 2024: 20240701

L	QUANTITY	Total Product Inventory provided to the Subscriber for theSUBEFFDATE in Column K. Use only whole numbers. Do not use commas.
M	PREFIX (BILLING LOCATION)	This is a system-generated combination of the Billing Account and Billing Location. (Example: 12345_67890). The PREFIX is listed on the Billing Account page (See page 4) in the Client Portal or in the prefilled template. You may also contact DataOps@Nasdaq.com for assistance. Note: The invoice is organized per Billing Location.

Adding Additional Usage to the Detailed Report

You may use the detailed report to also submit Internal Usage, Non-professionals, Per Query and/or Nordic/Baltic Delayed.

To add additional users:

1. Add additional rows as needed. Please note: Provide the total number of non-professional subscribers on one line. Do not list each user separately.
2. Use your firm's information for Columns A-H
3. Create a unique VAN (Column I)
4. Provide the total quantity (Column L)
5. You can find the Prefix/Billing Location (Column M) on the Billing Account page in the Client Portal. (See Page 4)

SUBNAME	ADD1	ADD2	ADD3	City	State	POSTAL CODE	COUNTRY	VAN	PROCODE	SUBEFFDATE	QUANTITY	PREFIX (BILLING LOCATION)
DEF Financial	567 North Street	Suite 29	7th Floor	Anywhere	OH	12345	US	00087	1004200	20231101	2	100345678_12345
GHI Bank	890 South Street			Sometown	MI	54321	US	02313	1004202	20231101	1	100345678_12346
JKL Asset Management	123 West Street	Floor 6		Blueville	CA	90876	US	05768	1004202	20231101	2	100345678_12347
MNO Bank	197 East Street			Greentown	SD	67854	US	00899	1004202	20231101	1	100987654_12348
PQR Inc	248 Broadway			Bakers	TX	72622	US	05596	1004202	20231101	1	100987654_17534
ABC Investments	123 Main Street			Anytown	OH	34512	US	00123	994457	20231101	12	100817161_65123

Making Changes/Corrections: Current Month

To make a correction or change on a submitted report, make the correction and upload the entire report again. **Do not use the Summary Grid to make these changes.**

Making Changes/Corrections or Submitting for Previous Months

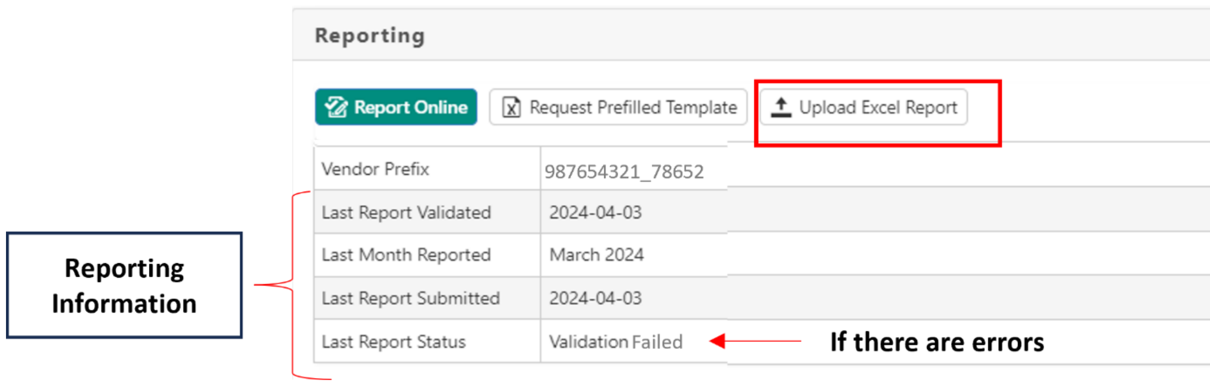
If you did not report for previous months or you want to make a correction to previous reporting, add that reporting data to the end of the current report. Note: These changes must be made with adherence to the Nasdaq Reporting Policy. For assistance, contact Dataops@nasdaq.com.

1. Copy reporting data for current month.
2. Go to a blank row in the worksheet and paste the data.
3. Change the date to the previous month you are reporting. (Column K)
4. Add or update the quantity (Column L)
5. Save and upload the report.

SUBNAME	ADD1	ADD2	ADD3	City	State	POSTAL CODE	COUNTRY	VAN	PROCODE	SUBEFFDATE	QUANTITY	PREFIX (BILLING LOCATION)
DEF Financial	567 North Street	Suite 29	7th Floor	Anywhere	OH	12345	US	00087	1004200	20231101	2	100345678_12345
GHI Bank	890 South Street			Sometown	MI	54321	US	02313	1004202	20231101	1	100345678_12346
JKL Asset Management	123 West Street	Floor 6		Blueville	CA	90876	US	05768	1004202	20231101	2	100345678_12347
MNO Bank	197 East Street			Greentown	SD	67854	US	00899	1004202	20231101	1	100987654_12348
PQR Inc	248 Broadway			Bakers	TX	72622	US	05596	1004202	20231101	1	100987654_17534
ABC Investments	123 Main Street			Anytown	OH	34512	US	00123	994457	20231101	12	100817161_65123
DEF Financial	567 North Street	Suite 29		Anywhere	OH	12345	US	00087	1004200	20231001	2	100345678_12345
GHI Bank	890 South Street			Sometown	MI	54321	US	02313	1004202	20231001	1	100345678_12346

Column K:
Change Date if reporting for previous period

Submitting the Detailed Report Template



1. "Save As" the file to the current month (YYYYMM). It should also be saved as .xlsx. A common format includes the Distributor ID. Example: ABCI_202310_Nasdaq.xlsx
2. From the Billing Account screen, click on "Upload Excel Report."
3. Select the updated template from your computer.

You will receive a confirmation email that the report was received and processed. On the Billing Account screen, you'll find Information on the most recent usage reporting activities.

If there are errors, you will receive email messages explaining the error(s). The Last Report Status in the above screenshot will change to Validation Failed. After correcting the error, you must contact Data Ops for a reset prior to resubmitting the template. You will receive an email when the account has been reset. You may then submit the corrected report.

The most common errors are explained on the next page.

Common Errors

If there is an error on the submitted report, you will receive an e-mail describing the issue. Please note: You will receive an email for each error that occurs. It is the Distributor's responsibility to correct all errors to ensure the file can be uploaded properly.

Once you fix the error(s), Data Ops must "reset" your access to resubmit in the Client Portal. Contact DataOps@Nasdaq.com for assistance.

Below are the most common reporting errors and how to fix them. The errors are numbered; some have the same number. If you need to contact DataOps@Nasdaq.com about an error, please refer to the reference number and the error number. You'll find this information at the bottom of the email. (See page 15 for an example.)

Error Number	Header (Column)	Issue	How to Fix
8	SUBNAME (A)	The Subname is missing.	Add your client's organization name
8	SUBNAME (A)	The Subname is too long. It cannot exceed 64 characters.	Use abbreviations where possible. (Example: Inv not Investments) Simplify the Name where possible
8	ADD1/ADD2/ADD3 (B, C, D)	The Address is too long. Each column cannot exceed 64 characters.	Use the three columns as needed Use abbreviations (Example: FL not Floor; #123 not Suite #123)
8	COUNTRY (H)	The Country Code is missing	Add the 2-letter country code as defined by the ISO. Codes may be found here.
9	COUNTRY (H)	The Country Code is more than 2 letters.	Use only 2 letters as defined by the ISO. Codes may be found here.
9	N/A	Template should contain 10 or 19 columns. The Detailed Reporting Template submitted was not in the format required for the Data-Client Portal.	Use the Nasdaq Excel Detailed Reporting Template and resubmit.
13	VAN (I)	VANS and reportable products from the previous report are missing.	This indicates that you had previously included the VANs and Product Codes the previous month. These must be included in the current period. The missing information will be listed in the error email.
13	VAN (I)	VANs and products for past months are missing.	VANS and Product codes are included in the current month but were not included in previous month(s). The missing VANs, Product Codes and Periods will be listed in the email. Submit a revised report with this information included. Make sure you change the SUBEFFDATE (Column K) to the missing period for the added information.

14	VAN, PROCODE (I/J)	You cannot have multiple Vendor Product Codes mapped to the same Exchange Product for the same VAN.	You cannot have more than one PROD CODE that refers to the same exchange product for the same VAN (end-user). Contact DataOps@Nasdaq.com to map your product codes to the correct exchange products.
14	VAN, PROCODE, SUBEFFDATE (I/J/K)	You cannot report a quantity for the same VAN, Product and Effective Date on multiple rows.	Combine the quantities and report it once if using the same VAN, Product and Effective Date.
23	PROCODE (J)	Product Code reported has not been set up for your account.	The customer's Product Code must be mapped to the exchange's product Code. Contact DataOps@Nasdaq.com for assistance.
33	PROCODE J	The Product Code for your Subscriber doesn't exist in the system for you to report the zero.	Either the Subscriber and product Code were never mapped or this was closed in a previous month. Delete this from the report or contact DataOps@Nasdaq.com for assistance.
16	SUBEFFDATE (K)	Invalid value for Effective Month	Date is prior to the product start date for this location.
7	SUBEFFDATE (K)	Date is missing	Make sure that the SUBEFFDATE is included for every reported product
22	SUBEFFDATE (K)	There are reporting periods missing between the last report month and the current reported month.	The email will specify the last reported month. Please resubmit the report with all missing months including the current month
26	Multiple	Per the Nasdaq reporting policy, there are restrictions for making changes for previous reporting periods.	Refer to the Nasdaq Reporting Policy for further information. Contact DataOps@Nasdaq.com for assistance.
28	Multiple	You cannot report on products prior to the date it was activated for this subscriber	Make sure that the effective date is accurate for this product for this subscriber.
34	QUANTITY (L)	Per the Nasdaq reporting policy, there are restrictions for reporting a zero (0).	Refer to the Nasdaq Reporting Policy for further information. If you want to terminate the product, contact DataOps@Nasdaq.com for assistance.

Example of an Error Message

There are VANs and reportable products included in the last reported month that are now missing in your current report.

Error(s) found: "VAN","Product"
"PROD_18","1004202"
"PROD_18","1004200"

System File name: EXCEL_100590600_266044_NDQ3_2024-04-17_10_53_32_CONTRACT_65552_EXTERNALCONTACTID_-1.XML
File Date: 17/04/2024 10:53:45 AM

If contacting DataOps@Nasdaq.com about an error, refer to the System File Name