

# FACTSET {Global Filings}

FactSet Global Filings offers full text, clause, and field searching on debt equity, and warrant prospectuses, programs, pricing supplements, and M&A transactions. Select the drop-down menu to search for Prospectuses or Filings.

Click **Open** to view your last 10 searches, your saved searches, and example searches. You may also select the drop-down menu to search for Prospectuses or Filings.

To refresh your search criteria, click on the **Clear All** button. You may also click on the "X" icon to delete specific criteria.

Expand or collapse all of the search fields.

Click on the field name to launch the glossary of terms.

Enter a word or phrase in the full document text search to find the text in any Microsoft Word document (e.g., savings directive).

The screenshot shows the FactSet Global Filings search interface. At the top left, there is a navigation menu with buttons for SEARCH, RESULTS, CONTACT US, ACCOUNT, and LOGOUT. Below the menu, there is a search criteria section with a dropdown menu for 'OPEN' (showing 'My last 10 searches', 'My saved searches', and 'Example searches'), a 'CLEAR ALL X' button, and a 'Thesaurus: Yes' checkbox. A 'RUN SEARCH' button is located at the top right. Below the search criteria, there is a list of search fields: Search Fields, Quick Search Fields, Advanced Text Search Fields, Issuer Fields, Identifier Fields, Type of Document Fields, Type of Deal Fields, Key Deal Fields, Asset-Backed Fields, Banks and Lawyers Fields, Agents, Trustee, Auditor and Printer Fields, and Legal, Listing and Law Fields. A callout box titled 'Quick Search Fields' is open, showing options for 'Use the Thesaurus' (yes/no), 'Show results by' (security/document), and 'Issuer Name' (Unilever Capital). Below this, there are fields for 'Found matching Names for: Unilever Capital Corporation', 'Guarantor', 'ISIN', and 'Issue Date: on'. A 'Full document text and field search' input field is also visible.

Contact the helpdesk with any questions regarding FactSet Global Filings.

Click the **Run Search** button to see the results of your search criteria.

If the thesaurus is on, documents and synonyms in multiple languages may appear in your results when you are looking for certain words. To limit your text searching to exact words or phrases, select "No."

As you enter all or part of an issuer name, you are prompted with a list of possible names.

## Advanced Search Tips and Notes

Use operators to clarify your search priorities:

- To indicate OR, place ; between the terms (e.g., mergers; acquisitions)
- To indicate AND, place ;+ between the terms (e.g., mergers ;+ acquisitions)
- To indicate NOT, place ;- between the terms (e.g., mergers ; - acquisitions)
- To see a word within, n words of another, use NEAR (e.g., mergers NEAR10 acquisitions)

Select two tickboxes to compare the clauses and term sheets, or select multiple tickboxes to view several clauses.

Click an issuer name to view detailed information.

Select tickboxes and click **Add to List** to add documents to the list below. You can add documents from other searches to this list as well.

Click **Document List** to view an aggregated list of documents that you have selected in all of your searches.

Click **Save Search** to save your search criteria. You will be prompted to name your search. If you choose not to name your search, simply close the dialog box.

Click the Excel button to export up to nine fields to a spreadsheet. You can also choose to have the spreadsheet e-mailed to you.

To compare term sheets of the tickboxes you have selected, click **Compare Term Sheets**.

Left-click in this bar, hold and drag your mouse up and down to manipulate the results.

Allows you to compare term sheets of the selected documents in the Results pane.

The screenshot shows the search results for 'Unilever Capital Corporation'. The interface includes a search bar, navigation buttons (SEARCH, RESULTS, CONTACT US, ACCOUNT, LOGOUT), and a table of results. Annotations with red arrows point to various features: 'SAVE SEARCH', 'EXPORT TO EXCEL', 'Compare Term Sheets', 'ADD TO LIST', and 'DOCUMENT LIST'. A table of results is displayed below.

Rank	Issuer Name	ISIN	Currency	Principal Amount	Coupon	Issue Date	Maturity Date	Deal Info
1	Unilever Capital Corporation	MT0000014257 (000)	USD	15,000,000,000	5.900%	27 Jun 2003		EMTN programme, programme unsubordinated unsecured
2	Unilever Capital Corporation	US904764AH00 (000)	USD	1,000,000,000		12 Nov 2002	15 Nov 2032	bond; EMTN pricing supplement; unsubordinated
3	Unilever Capital Corporation	MT0000011117 (001)	USD	15,000,000,000		24 Sep 2002		EMTN programme, supplement

Below the table, there are buttons for 'ADD TO LIST', 'DOCUMENT LIST', and 'COMPARE TERM SHEETS'. A legend indicates 'Tranche' (red square) and 'Supplement' (yellow square). A 'Documents' section at the bottom shows a list of documents with columns for 'ISIN', 'Issuer Name', and 'Heading'. Buttons for 'ADD TO LIST', 'DOCUMENT LIST', and 'COMPARE TERM SHEETS' are also present in this section.