	Trading on behalf (members procedure)	Creation data : 30/09/2018
		Status: validated
		Version : 1.4
		Author(s): EPEX Spot

## Trading on behalf (members procedure)

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## Summary

<b><u>Objective of the procedure</u></b>	<i>Describe actions to be taken by EPEX SPOT member to submit orders in case the submission on behalf procedure is triggered.</i>
<b><u>Concerned persons</u></b>	<i>EPEX SPOT members on day-ahead markets</i>


## Historical of the document (Update must be performed after any modification of the process)

<b>Historical of modifications</b>			
<b>Evolution</b>	<b>Date</b>	<b>Version</b>	<b>Comments</b>
Creation	22/10/2012	1.0	
Update	10/01/2013	1.1	
Update	02/12/2013	1.2	
Update	10/01/2014	1.3	
Update	07/01/2017	1.4	SAB not supported
Update	30/09/2018	1.5	DE/AT split changes

*Current version must be designated with grey background*

# SUMMARY

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## 1. Introduction

In case a connection issue occurs between ETS Servers and members, EPEX SPOT Market Operations have the possibility to trigger the Submission on Behalf procedure. In this case, orders will not be placed via the normal ETS client but inserted into ETS via xls bidding forms.

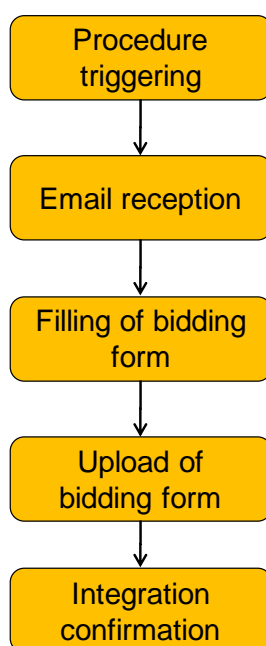
**Please note this procedure does not concern Physical Fulfilment.**

The process consists in two phases:

- Submission: the orders are transmitted to EPEX SPOT market operations
- Integration: the received orders are integrated into ETS in an automatic mode

## 2. Business process


The submission of orders by members shall correspond to the following business process:



### 2.1 Procedure triggering/Email reception

As soon as the trading on behalf procedure is triggered, each **authorized trader registered in Customer Center** will receive a customized email containing:

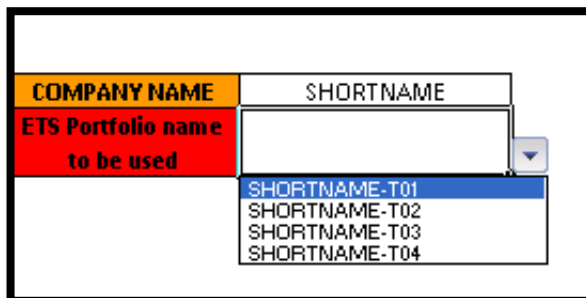
- One hourly and one block bidding form (xls file) for each of the market areas he/she is allowed to place orders on (SOBT will not be adapted to handle smart block orders)
- A unique URL for the company, which leads to the uploading platform. The URL is the same for all traders of a company so all the bids submitted are visible on the same webpage.

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- Instructions for the order submission

## 2.2 Filling of bidding form

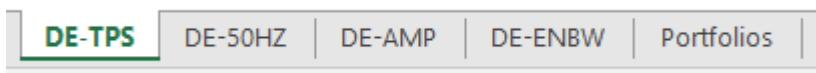
The bidding forms (xls files) attached to the email are customized for each member. Once they have been filled-in, they can be up-loaded thanks to the member interface. The bidding forms are valid for one session of Submission on Behalf only and cannot be used by other members than the one who initially received the email.



**Company Name:** ETS Shortname is filled in automatically

**Portfolios:** Scrolling down menu with the portfolios of the company. Pick up one portfolio per file.

**Note:** For Germany the portfolio name has to be defined in the “DE-TPS” sheet even if no order is submitted for this market area. Other TSO sheets will adapt automatically.




**TSO:** For German/Luxembourg market area all TSOs are included in one file. (Portfolio can only be selected with the scrolling down menu in the first sheet.

**ID code** Automatically generated for each form. Not to be changed by the trader.

Be careful that all lines of your order are copied and pasted into the bidding form you received, including the price steps line. Make sure you carefully save your xls file before uploading it.

Please note that you need to fill-in and submit:

- **one file per portfolio and market**  
(SHORTNAME-T01 in e.g. DE-AMP and AU-APG).
- **two files if submitting bids on two portfolios in one market area**  
(SHORTNAME-T01, SHORTNAME-T02 in e.g. DE-AMP)  
or one portfolio in two different market areas (SHORTNAME-T01 in e.g. DE-AMP and FR-RTE)

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- **four files if submitting bids on two portfolios in two different market areas** (SHORTNAME-T01, SHORTNAME-T02 in e.g. DE-AMP and FR-RTE ) etc.

Please be aware that:

- Several versions of an **hourly order** can be integrated, but each version erases completely the previous version.
- Only one version of a **block order** can be integrated. Market operations must be contacted for modification of a block order.
- The Submission On Behalf Tool does **NOT handle Smart Block and Big Block orders** even if submitted via Smart and Big Block Portfolios (SAB). Please be aware that the **whole block order Excel template will be rejected** in case it contains Smart Block Orders and/or Big Block orders

### Note on DST days

For both DST days, the template shall be the same as normal days (i.e. 24 hours templates):

- For DST winter, hour 3a will be automatically replicated on hour 3B when integrating in ETS (contrarily to ETS where hour 3A and 3B bidding is independent)
- For DST summer, hour 3 will be ignored by the system, whether it contains a value or not.

### 2.3 Upload of bidding form

The URL included in the email will lead each member to a dedicated interface for bidding forms upload. The interface is compatible with Internet Explorer but is optimized for Firefox.



## Welcome 50HERTZ

### Submission of orders for CWE area

Please upload your filled .xls templates in the Upload Section. By clicking on the '+' in the Upload Section several files can be uploaded at the same time.

The integration of your files in ETS will be confirmed directly on the interface and by email.

Only one version of block order is accepted. For modification please contact market operations. One template must be uploaded per portfolio.

Each version of hourly bid submitted erases the previous version. Be especially careful regarding your bids on the German-Austrian area as 1 uploaded file modifies all German-Austrian TSO's of one portfolio you are admitted to. For instance an already uploaded bid for a certain TSO/portfolio will be deleted during the next upload if the used file does not contain any bid for this TSO/portfolio anymore.

Any bid uploaded via the SOBT procedure is binding and will be integrated. Integration is effective once email confirmation is received.

#### Upload Section

+ Add an upload field

<input type="text"/>	Parcourir...
<input type="text"/>	Parcourir...
<input type="text"/>	Parcourir...
<input type="text"/>	Parcourir...
<input type="text"/>	Parcourir...

Upload

#### Upload Messages

50HERTZ\_ETS\_DE-AU\_HOURLY.xls File has been uploaded successfully.

50HERTZ\_ETS\_DE-AU\_HOURLY.xls File has been uploaded successfully.

#### Orders Status

Upload Time	Portfolio	Market	Submission Status	Integration Status	File Name
2012-07-16 17:46:24	50HERTZ-T02	ETS DE-AU	Succeeded	Succeeded	50HERTZ_ETS_DE-AU_HOURLY.xls
2012-07-16 17:46:24	50HERTZ-T02	ETS DE-AU	Succeeded	Succeeded	50HERTZ_ETS_DE-AU_HOURLY.xls
2012-07-16 17:45:01	50HERTZ-T02	ETS DE-AU	Succeeded	Succeeded	50HERTZ_ETS_DE-AU_HOURLY.xls
2012-07-16 17:45:00	50HERTZ-T02	ETS DE-AU	Succeeded	Succeeded	50HERTZ_ETS_DE-AU_HOURLY.xls
2012-07-16 17:45:00	50HERTZ-T02	ETS DE-AU	Succeeded	Succeeded	50HERTZ_ETS_DE-AU_HOURLY.xls
2012-07-16 17:44:09	50HERTZ-T02	ETS DE-AU	Succeeded	Succeeded	50HERTZ_ETS_DE-AU_HOURLY.xls
2012-07-16 17:44:09	50HERTZ-T02	ETS DE-AU	Succeeded	Succeeded	50HERTZ_ETS_DE-AU_HOURLY.xls

### Upload Section

Section to upload bidding forms. By clicking on the "+" several upload sections can be added in order to upload several files at the same time. Once files have been selected, click on upload to submit the orders.

The submitted file is checked by the interface, which confirms the submission of the order (not the integration).

### Upload messages

Whether the upload of files is successful or not, the corresponding messages resulting from the latest upload are displayed.

### Order status

For each of the uploaded files, the order status displays the status of the submission and the status of the integration. One line is displayed per file submitted. If one phase has failed, the line will still be displayed.

## 2.4 Integration confirmation

The integration in ETS is triggered by EPEX SPOT Market Operation on regular time intervals. It is not a continuous process, so the member interface displays the status "pending" for integration until integration is triggered. Once successful, integration is confirmed by email and on the interface. In case the integration process fails, Market Operation will contact the sender. The integration process is successful only if the order is taken into account for the auction.

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### 3. Particular Cases


In case an order is submitted via ETS Client and via the Submission on Behalf tool, the latest order sent erases the previous version. Traders must carefully plan their orders submission, in case they have submitted an order via normal ETS client, a previous trading on behalf order might overwrite it if it is integrated afterwards.

In case you simply want to remove a previous order, please submit an order containing zero value (for the volume).

In case the procedure is triggered for several markets areas, one interface is available for each company and for each market area.

When the order book is closed, the members interface will display the status accordingly and no more orders can be uploaded.

The previous process for submission on behalf is still available (including templates on EPEX SPOT website) in case an issue prevents from submitting via the automated interface.



**EPEXSPOT**  
EUROPEAN POWER EXCHANGE

## Trading on Behalf

### Welcome VET

#### Submission of orders for CH area

Please upload your filled .xls templates in the Upload Section. By clicking on the '+' in the Upload Section several files can be uploaded at the same time.

The integration of your files in ETS will be confirmed directly on the interface and by email.

Only one version of block order is accepted. For modification please contact market operations. One template must be uploaded per portfolio.

Each version of hourly bid submitted erases the previous version.  
Any bid uploaded via the trading on behalf procedure is binding and will be integrated. Integration is effective once email confirmation is received.

Order Book closed by Market Operations.

Orders Status					
Upload Time	Portfolio	Market	Submission Status	Integration Status	File Name

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#### **4. Technical requirement for production**

Theses three IP addresses have to be authorized to send emails in order to avoid blocking email reception in case the trading on behalf procedure is activated:

- **195.254.158.52**
- **195.254.158.146**
- **176.31.116.216**