›epex**spot**

Trading on behalf (Member procedure)

Author: Market Operations
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Historical of the document (Update must be performed after any modification of the process)

Evolution	Date	Version	Author	Comments
Creation	22/10/2012	1.0		
Update	07/01/2017	1.4		SAB not supported
Update	13/05/2020	1.5		Bidding forms available in the SOBT Interface as of 03/06 (1st trading day)
Update				

Current version must be designated with grey background

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 xlsx bidding forms.
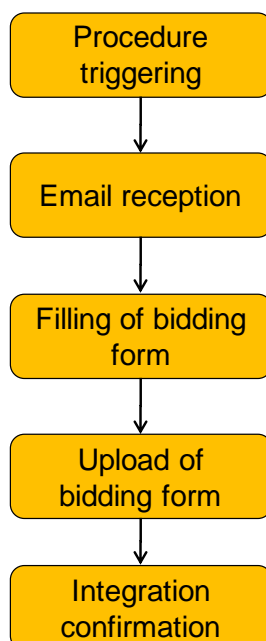
Please note this procedure does not concern Physical Fulfilment.

The process consists in two phases:

- Submission: the orders are transmitted to EPEX SPOT market operations via the SOBT interface
- 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:

```
┌─────────────────┐
│    Procedure    │
│    triggering   │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│ Email reception │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│ Filling of bidding │
│      form       │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│    Upload of    │
│  bidding form   │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│   Integration   │
│  confirmation   │
└─────────────────┘
```

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:

- 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.

- Instructions for the order submission

2.2 Filling of bidding form

The bidding forms (xlsx files) available in the SOBT interface are customized for each member. One linear and block bidding form for each market areas the member is allowed to place orders. 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.

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 xlsx 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 AT-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)
- **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 a linear **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/Google Chrome.

Welcome TEST
Submission of orders for MRC CWE auction

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

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

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

Each version of linear bid submitted erases the previous version.

The Submission On Behalf Tool **does NOT handle Smart 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.

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

In case the integration of your bid has failed due to an error in the bid form, market operations will reach you to solve the issue. The integration of orders is not continuous, it is regularly triggered by market operations. Therefore the status integration 'pending' can remain for some time.

The Trading on Behalf - member procedure can be found in the Member Area of the EPEX SPOT website, under the following link :

https://www.epexspot.com/en/user/login

After logging in, the document can be accessed in the download center page (section Rules, Fees & Processes).

Download Section
The section allows to download the order template files usable within the process.

Download Templates

Upload Section
+ Add an upload field
Choose File No file chosen
Choose File No file chosen
Upload

Orders Status

Upload Time	Portfolio	Area	Submission Status	Integration Status	File Name
2020-05-13 15:54:01	TEST-T01	DE-ENBW	Failed		TEST_DE-ENBW_LINEAR.xlsx
2020-05-13 15:53:19	TEST-T01	DE-ENBW	Succeeded	Pending...	TEST_DE-ENBW_LINEAR.xlsx
2020-05-13 15:49:37	TEST-T01	FR-RTE	Succeeded	Pending...	TEST_FR-RTE_BLOCK.xlsx
2020-05-13 09:15:32	TEST-T01	AT-APG	Succeeded	Pending...	TEST_AT-APG_LINEAR.xlsx

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.

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.

4. Technical requirement for production

These 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
- 195.254.158.222
- 185.115.188.144
- 185.115.188.145
- 154.42.64.59