

**Trading on behalf
Members Procedure
BSP**

Modification Logs:

Version	Date	Author	Comment
1.0	16/04/2024	BSP	Creation

Remarks

All timings in the procedure are expressed as CET timings.

Summary

Objective of the procedure:

Describe actions to be taken by BSP member to submit orders in case of Trading on Behalf is needed.

Concerned persons:

BSP members on auction markets.

Historical of the document*

Historical of modifications**			
Evolution	Date	Version	Comments
Creation	16/04/2024	1.0	Initial version

* (Update must be performed after any modification of the process)

** *Current version must be designated with grey background*

SUMMARY

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1. Introduction

Dear member,

The Trade on Behalf (ToB) process aims to be a supporting tool when isolated issues occur disrupting your connection with the ETS system. In this case, you can download the excel forms from our website for the respective auction from this link: [here](#).

This procedure is giving all the details and steps to be followed for ToB process. (it can be found on our website [here](#)).

The ToB process is meant to be operated on a best effort basis.

Firstly, please send us via email your forms filled in, then call the Market Operations Department immediately. The goal is to be sure that your request will be treated with high priority.

This procedure is available only for SDAC Auction.

2. Business process

Below you will find the instructions on how to fill in the form and how to send it to Market Operations Team for validation.

The form has to be sent 15 min before the gate closure time at the latest.

The form needs to be sent by e-mail.

2.1 Download the excel forms from our website

Use only the file available on our website to request the ToB process.

Please be ensured to select the correct ETS Bidding Form file according to your auction and the type of order (Linear / Block).

Please be careful to select the correct format, 25Hours for Long Day DST or the ones for normal day.

- The ones for the normal day should be used for Short Day DST without filing in the impacted periods.

2.2 Filling of the excel form

Fill in the trader name (**only authorized traders** are allowed to send a ToB form and request its submission) and the respective portfolio as well as the type of the order (new, modification of existing one or cancellation of an existing one).

BSP HOURLY BID SUBMISSION FORM

FROM COMPANY	
Trader Name	
Portfolio to be used	

NEW BID	<input type="checkbox"/>
MODIFY BID	<input type="checkbox"/>
CANCEL BID	<input type="checkbox"/>

TO BSP SOUTHPOOL OPERATIONS	
COMPANY	BSP SOUTHPOOL
PHONE	+ 386 1 620 76 90
E-MAIL	marketops@ops.bsp-southpool.com

TSO	SI-ELES
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Trading day	14 March 2024
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Delivery day	15 March 2024
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Call Market Operations to inform that you will request Trading on Behalf.

The form has to be sent 15 min before the gate closure time at the latest.

Please return this file by email.

2.3 Check the file

Ensure that the auction (and area), the trading and delivery days are correct.

TSO	SI-ELES
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Trading day	14 March 2024
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Delivery day	15 March 2024
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2.4 Put your orders

Please add the prices and volumes carefully.

		PRICES in EUROS (with 1 decimal) / VOLUMES in MWh (with 1 decimal)													
TRC	Beneficiary														
P															
Comment	PERIOD	-500,0	4000,0												
	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
	10														
	11														
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	16														
	17														
	18														
	19														
	20														
	21														
	22														
	23														
	24														
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

If it is a cancellation the form has to be filled with 0MWh quantities for all hours at extreme prices (-500 and 4000 EUR).

2.5 Send your file via email and call Market Operations

Send the file(s) via email to market operations team and also call the team to ensure the process is still available and it has been correctly submitted.

Please send the forms via email to: marketops@ops.bsp-southpool.com

and then call: **+ 386 1 620 76 90**

Market Operators will inform the trader the bid has been entered successfully into the Trading System.

Market Operators will send to the trader an export or a screenshot of his order.