Trading on behalf (members procedure)

	Trading on behalf (members procedure)	Creation data : 16/07/2012
		Status: validated
		Version : 3.0
		Author(s): HuPX

Summary

Objective of the procedure	*Describe actions to be taken by HUPX member to submit orders in case the submission on behalf procedure is triggered.*
Concerned persons	*HUPX members on day-ahead markets*

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

Historical of modifications			
Evolution	**Date**	**Version**	**Comments**
Creation	16/07/2012	1.0	
Update	03/06/2020	2.0	Bidding forms available in the SOBT Interface as of 03/06 (1st trading day)
Update	16/11/2020	3.0	Update of the IP addresses with change as of 16/11/2020

Current version must be designated with grey background

SUMMARY

1. Introduction

In case a connection issue occurs between ETS Servers and members, HuPX 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.
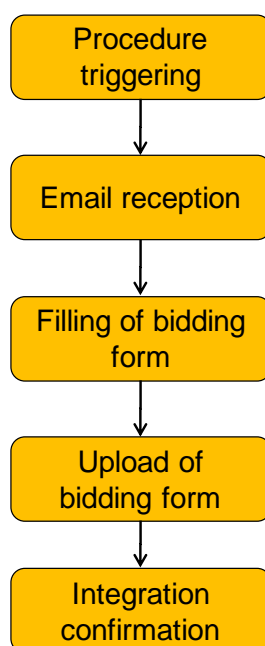
Make sure the contacts of your company is updated correctly on the day before the procedure.

The process consists in two phases:

- Submission: the orders are transmitted to HUPX 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:

2.1 Procedure triggering/Email reception

As soon as the trading on behalf procedure is triggered, each authorized traderwill receive a customized email containing:

- a unique URL for the company, which leads to the uploading platform. The URL 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 one block bidding form for each market areas the member is allowed to place orders on.

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.

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.

Several versions of the **linear order** can be integrated, but each version erases completely the previous version.

Only one version of the **block order** can be integrated. Market operations must be contacted for modification of a block order.

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.

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 file 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 HUPX 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 at least one zero value.

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 will be able to be uploaded.

4.Technical requirement for production

These 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
- 54.37.200.111
- 154.42.64.59