

Trading on behalf

Members Procedure

HUPX

Modification Logs:

Version	Date	Author	Comment
1.1	13/06/2024	HUPX	Update + Implementation of PAN EU IDAs 1, 2 & 3.

Remarks

All timings in the procedure are expressed as CET timings.

Summary

Procedure Objectives:

Trading On Behalf Process Description.

Concerned parties:

HUPX members.

Document Version*

Modification History**			
Evolution	Date	Version	Comments
Update	13/06/2024	1.1	Update + Implementation of PAN IDAs Auctions

* (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](#) for the Day-Ahead Market and [here](#) for the Intraday Auction Market

This procedure is giving all the details and steps to be followed for ToB process.

(it can be found on our website [here](#) for the Day-Ahead Market and [here](#) for the Intraday Auction Market.).

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 for SDAC Auction and PAN European Intraday Auctions 1, 2 & 3.

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. After that time, orders will only be accepted on a best effort basis.

Exception :

For PAN EU IDA2, the deadline to receive a ToB request is 20:00.

After 20:00 any ToB received will be processed on a best effort basis.

HUPX's members must send us by email the form as soon as possible, in order to be processed smoothly and on due time.

2.1 Download the excel forms from HUPX website

Use only the file available on HUPX 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:

- Normal Day : 1st Tab
- DST 25 : 2nd Tab

2.2 Filling of the excel form

Once downloaded, fill-in the excel file with the below information:

- Trader Name - **Only authorized traders** are allowed to send a ToB form.
- Portfolio to be used : Portfolio Name
- Action Type: New Order, Modification, Cancellation

IDA1 :

HUPX PAN IDA1 LINEAR BID SUBMISSION FORM					
FROM COMPANY		NEW BID <input type="checkbox"/>		TO MARKET OPERATIONS	
Trader Name		MODIFY BID	<input type="checkbox"/>	COMPANY	HUPX
Portfolio to be used		CANCEL BID	<input type="checkbox"/>	PHONE	+36 1 304 1096
				E-MAIL	auction@marketops.hupx.hu
		Trading day	27 mai 2024	Delivery day	28 mai 2024

TSO	HU-MVR-IDA1
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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



IDA2 :

HUPX PAN IDA2 LINEAR BID SUBMISSION FORM					
FROM COMPANY		NEW BID <input type="checkbox"/>		TO MARKET OPERATIONS	
Trader Name		MODIFY BID	<input type="checkbox"/>	COMPANY	HUPX
Portfolio to be used		CANCEL BID	<input type="checkbox"/>	PHONE	+36 1 304 1096
				E-MAIL	auction@marketops.hupx.hu
		Trading day	27 mai 2024	Delivery day	28 mai 2024

TSO	HU-MVR-IDA2
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Call Market Operations to inform that you will request trading on behalf.

The form has to be sent before the Deadline : 20:00

Please return this file by email



IDA3 :

HUPX PAN IDA3 LINEAR BID SUBMISSION FORM					
FROM COMPANY		NEW BID <input type="checkbox"/>		TO MARKET OPERATIONS	
Trader Name		MODIFY BID	<input type="checkbox"/>	COMPANY	HUPX
Portfolio to be used		CANCEL BID	<input type="checkbox"/>	PHONE	+36 1 304 1096
				E-MAIL	auction@marketops.hupx.hu
		Trading day	27 mai 2024	Delivery day	28 mai 2024

TSO	HU-MVR-IDA3
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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



SDAC :

HUPX SDAC HOURLY LINEAR BID SUBMISSION FORM											
FROM COMPANY											
Trader Name		NEW BID	<input type="checkbox"/>								
Portfolio to be used		MODIFY BID	<input type="checkbox"/>								
		CANCEL BID	<input type="checkbox"/>								
		Trading day 26 mai 2024	Delivery day 27 mai 2024								
TSO		HU-MVR									
		<table border="1" style="border-collapse: collapse; width: 100%;"> <thead> <tr style="background-color: #00A0C0; color: white;"> <th colspan="2" style="text-align: left; padding: 2px;">TO MARKET OPERATIONS</th> </tr> </thead> <tbody> <tr> <td style="background-color: #D3D3D3; padding: 2px;">COMPANY</td> <td style="padding: 2px;">HUPX</td> </tr> <tr> <td style="background-color: #D3D3D3; padding: 2px;">PHONE</td> <td style="padding: 2px;">+36 1 304 1096</td> </tr> <tr> <td style="background-color: #D3D3D3; padding: 2px;">E-MAIL</td> <td style="padding: 2px;">marketops@dam.hupx.hu</td> </tr> </tbody> </table>		TO MARKET OPERATIONS		COMPANY	HUPX	PHONE	+36 1 304 1096	E-MAIL	marketops@dam.hupx.hu
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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 Correctness of the file

Ensure that the below information is correct:

- TSO: HU-MVR, HU-MVR-IDA1, HU-MVR-IDA2 & HU-MVR-IDA3
- Trading Date
- Delivery Date

2.4 Fill-in the order table

Please ensure the table sent will reflect your bids.

Please return this file by email

		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														
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		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 HUPX Market Operation team and make sure to follow up by calling the Hotline below. A cross check of your orders will be performed over the phone.

Please send the forms via email to: auction@marketops.hupx.hu

and then call: **+ 36 1 304 1096**

HUPX Market Operators will confirm bids have been integrated successfully into the Trading System.

A screenshot of your position will be sent by email.