



Trading on behalf  
(members procedure)


Creation date: 12/05/2015

Status: validated

Version: 4.1

Author(s): SEEPEX

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## Summary

<b><u>Objective of the procedure</u></b>	<i>Describe actions to be taken by SEEPEX member to submit orders in case of Trading on Behalf is needed.</i>
<b><u>Concerned persons</u></b>	<i>SEEPEX 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	01/01/2015	1.0	
Update	13/05/2015	1.1	
Update	03/06/2020	2.0	Bidding forms available in the SOBT Interface as of 03/06 (1 <sup>st</sup> trading day)
Update	16/11/2020	3.0	Update of the IP addresses as of 16/11/2020
Update	09/05/2022	4.0	Update of Trading on Behalf (ToB) + removal of SOBT
Update	15/05/2023	4.1	Improvements of Trading on Behalf (ToB) process + latest time to receive a ToB request

*Current version must be designated with grey background*

## SUMMARY

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## 1. Introduction

Dear member,

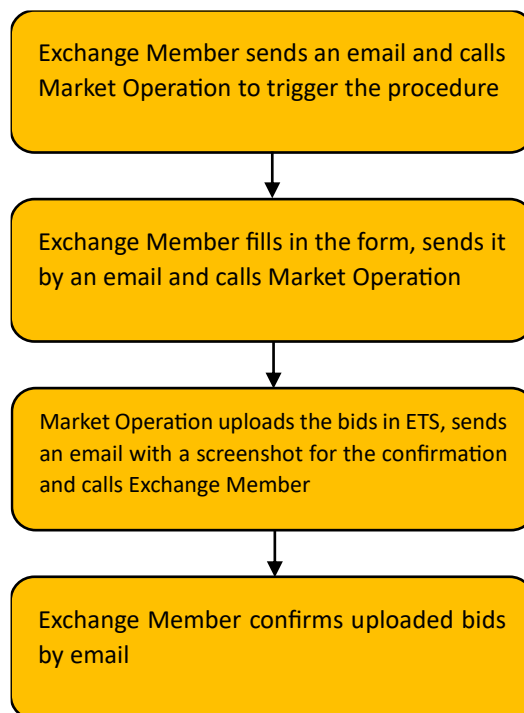
The Trade on Behalf (ToB) process aims to be a supporting tool when isolated issues occur disrupting your connection with the ETS system. In this case, you can download the excel forms from our website for the respective auction from this [link](#).


The ToB process is meant to be operated on a best effort basis, this is why you must call our Market Operations department as of when you have emailed the forms and also try to send the form(s) as soon as possible in order to ensure they will be processed correctly (avoid waiting until close to the OBK time).

## 2. Business process

Below you will find some basic instructions on how to fill in the form.

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.



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## 2.1 Download the excel forms from our website

Select the correct form based on the type of order (linear / block) and 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 filling in the impacted periods.

## 2.2 Filling of the excel form

Fill in the trader's 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).

FROM COMPANY	
Trader Name	
Portfolio to be used	

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

TO MARKET OPERATIONS	
COMPANY	SEEPEX
PHONE 1	+33 1 70 36 67 96
E-MAIL	<a href="mailto:marketops@dam.seepeex-spot.rs">marketops@dam.seepeex-spot.rs</a>

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.

## 2.3 Check the file

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

AREA	RS
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Trading day
6 mai 2022

Delivery day
7 mai 2022

## 2.4 Put your orders

Please add the prices and volumes carefully.



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PRICES in EUROS (with 1 decimals) / VOLUMES in MWh (with 1 decimal)															
PERIOD	0	4000,0													
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
TOTAL	0	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 OMWh quantities for all hours at extreme prices (0 and 4000 EUR).  
The form needs to be sent by e-mail .No fax submission is accepted

## 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@dam.seepex-spot.rs](mailto:marketops@dam.seepex-spot.rs)

and then call: +33 1 70 36 67 96

Market Operators will upload the orders in ETS, send an export or a screenshot of uploaded orders to the trader via email and inform the trader by phone that the order has been entered successfully into the Trading System.

The trader confirms the uploaded orders via email.