



***AUCTIONS FOR LONG-
TERM TRADING
– user guide –***

March 2023

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1 INTRODUCTION

MEPX Auction system application for electricity trading is a web-based IT platform for the purpose of procurement of electricity in Montenegrin power system. From here, Participants can easily enter and administer their orders, as well as receive auction results.

1.1 Supported Browsers

Auction system supports the following web browsers, but for best performance use of either Google Chrome or Firefox is recommended:

- Google Chrome,
- Firefox,
- Safari,
- Microsoft Edge.

1.2 Issue Reporting

In case users experience strange behaviour or issues in the Auction system that prevents them from performing their actions, those should be reported to MEPX via office@belen-spot.me with a screenshot of the issue in the Auction system.

2 ACCESS TO THE AUCTION SYSTEM

2.1 URL

Participants can access the Auction system by using their Username and Password.

The Auction system can be accessed via <https://auctions.belenspot.me/>

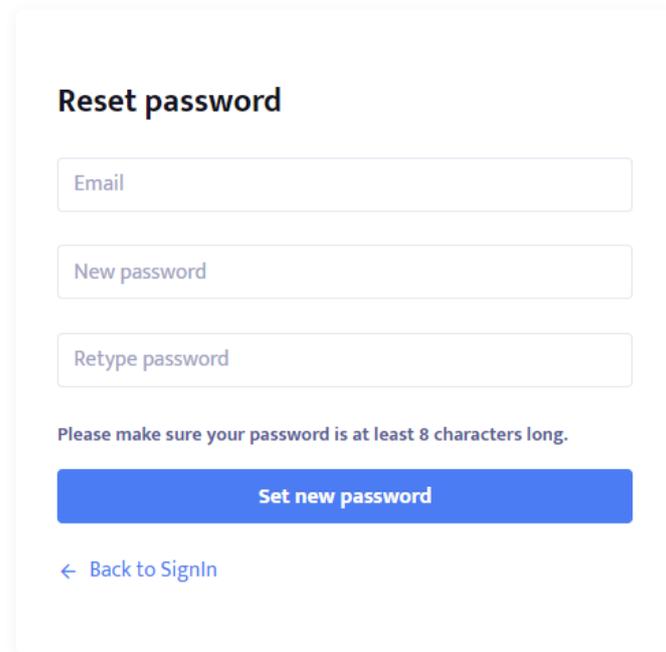
2.2 First time login

MEPX admin creates User for every Participant in the Auction system. When Users are entered into the Auction system, they will automatically receive Auction creation notification on authorized e-mail address from the e-mail address auctions@belenspot.me.

Please do not reply to e-mail address auctions@belenspot.me it is only used for one-way automatized messages from the Auction system to Participant's User.

To login for the first time in the Auction system, please follow below described steps:

1. Access the Auction system via <https://auctions.belenspot.me/>
2. Enter authorized e-mail address and set your new password



Reset password

Email

New password

Retype password

Please make sure your password is at least 8 characters long.

Set new password

[← Back to SignIn](#)

3. Please make sure your password is at least 8 characters long.

3 GETTING STARTED

3.1 How to login

1. Access the Auction system via <https://auctions.belenspot.me/>
2. Type in your Username and Password

Welcome to MEPX Auction System

Sign in to your account

[Forgot Password?](#)

3.2 Forgotten Password

If you forgot or want to reset the Password, click on "Forgot password?" from the login screen and follow the instructions on the screen.

Reset password

[← Back to SignIn](#)

4 THE OVERVIEW

4.1 The Overview Screen

After successful login, User is redirected to Home Screen of the Auction system. The Home Screen provides quick access to more detailed overviews of the Announced or Live Auctions. The default Home Screen displays ongoing auctions.

ID	Type	Auction name	Start date	End date	Status	Action
8	TSO LOSSES	TEST AUCTION 4	23/07/2021 09:58	23/07/2021 10:13	LIVE	Open
9	DSO LOSSES	TEST AUCTION 5	23/07/2021 10:04	23/07/2021 10:19	ANNOUNCED	Open

4.2 Changing settings

By clicking on the arrow in upper-right corner of the screen, it is possible to edit User's profile or log out from the Auction system.

Available collateral: 0,00 €

Hello, Test User
Role: participant

Edit Profile

Logout

By clicking "Edit Profile", it is possible to change Username (email), First name, Last name or reset and change Password.

Home · My profile

My profile

* Username (email): filip.zindovic@belen-spot.me

* First name: Test

* Last name: User

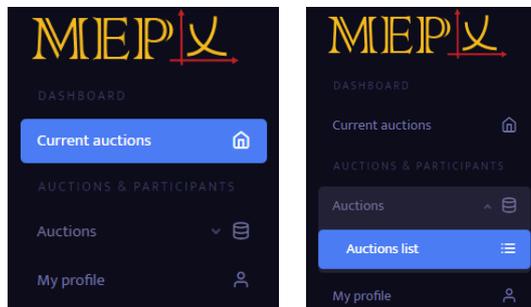
Display name: Test User

Reset password Save

4.3 Left-side menu

The Dashboard section provides User with the following information and actions:

- **Current auctions;** includes the status of Announced Auctions and Live Auctions.
- **Auction – Auctions list;** includes a list of all Closed, Completed and Canceled Auctions.



4.4 Filters

The Filter section is placed on the top-side of the Auctions list screen and is always available. It is possible to filter on:

- Type of the Auction
- Auction name
- Start and End Date of the Auction,
- Status of the Auction (Announced, Live, Closed, Completed, Canceled).



4.5 Available collateral

In the right top corner, User can see the dynamic field “Available collateral”. The current state of collateral is visible to User at any time, and if on one or more auctions a certain amount of collateral per MWh/h is defined, available collateral is decreasing according to User’s placed Orders during the auction(s). The field is always visible, regardless of which interface User is currently viewing.

Available collateral: 100.000,00 €



5 ACTIONS IN AUCTION SYSTEM

5.1 Auctions status

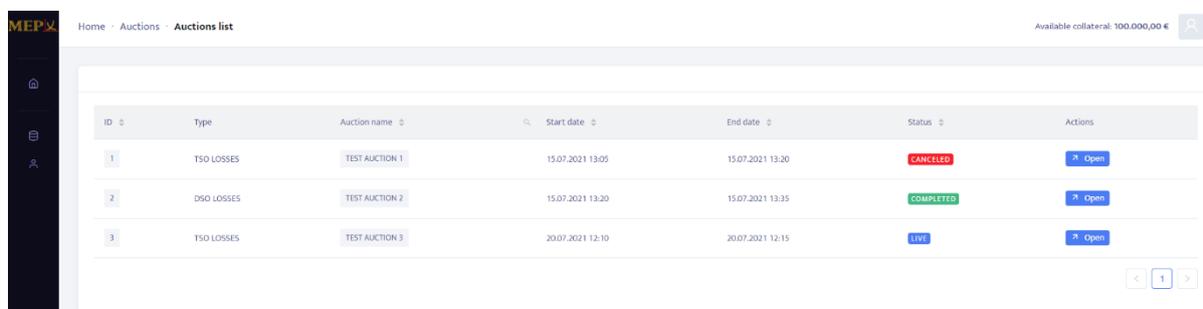
On the Home Screen under tab “Current Auctions” there is a list of Auctions with the following status:

- ‘Announced’, when the Auction is announced,
- ‘Live’, when the Auction is live and User can send orders.

On the Home Screen under tab “Auctions list” there is a list of Auctions with the following status:

- ‘Announced’, when the Auction is announced,
- ‘Live’, when the Auction is live and User can send orders
- ‘Completed’, for Auctions that are completed.
- ‘Canceled’, for Auctions that are canceled.

Both tables Current Auctions and Auctions list contain columns ID, Type, Auction name, Start date, End date and Status.



MEPX Home · Auctions Auctions list Available collateral: 100.000,00 €

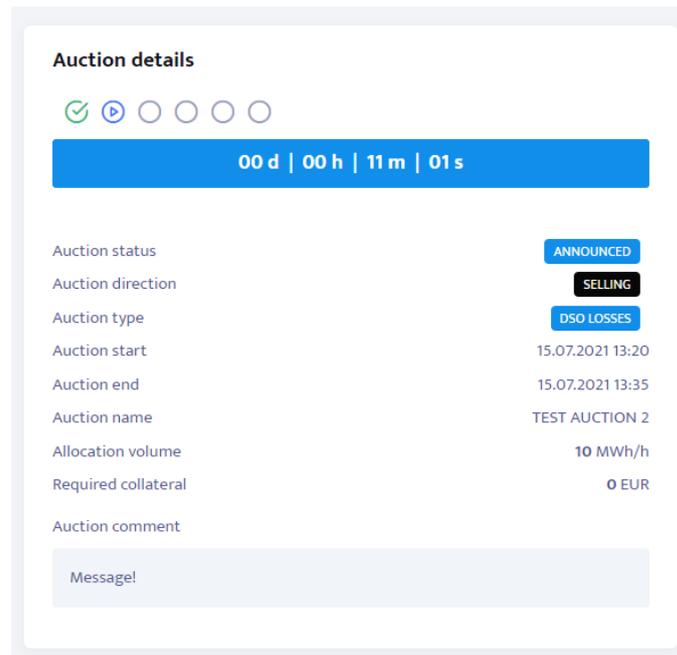
ID	Type	Auction name	Start date	End date	Status	Actions
1	TSO LOSSES	TEST AUCTION 1	15.07.2021 13:05	15.07.2021 13:20	CANCELED	Open
2	DSO LOSSES	TEST AUCTION 2	15.07.2021 13:20	15.07.2021 13:35	COMPLETED	Open
3	TSO LOSSES	TEST AUCTION 3	20.07.2021 12:10	20.07.2021 12:15	LIVE	Open

5.2 Announced auctions

Clicking on the Auction with Announced Auction status, shows overview of the Auction Details, with the following details:

- Time that counts down until the start of the Auction
- Auction status
- Auction direction (selling or purchasing)
- Auction type
- Auction start date and time
- Auction end date and time
- Auction name
- Amount of MWh/h that is available for the allocation
- Amount of collateral for each MWh/h
- Auction comment (if available)

While the Auction is in ‘Announced’ status, there are no actions possible from User’s side.



5.3 Live Auctions

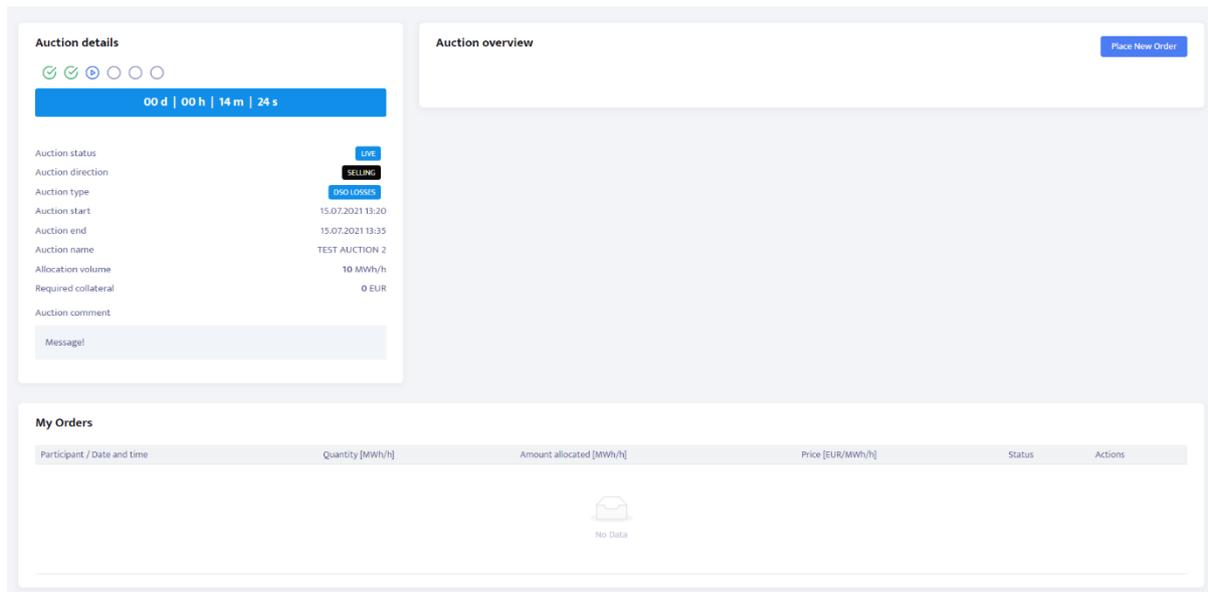
Once the Auction goes live, status on the screen is changed to 'Live'.

On the Auction Details screen, status is also changed to 'Live' and User gets the possibility to enter orders in the Auction system.

On the left side of the screen, following information is available:

- Time that counts down until the end of the Auction
- Auction status
- Auction direction (selling or purchasing)
- Auction type
- Auction start date and time
- Auction end date and time
- Auction name
- Amount of MWh/h that is available for allocation
- Amount of collateral for each MWh/h
- Auction comment (if available)

On the right side of the window, there is a list of entered orders in the Auction system for particular Auction if any.



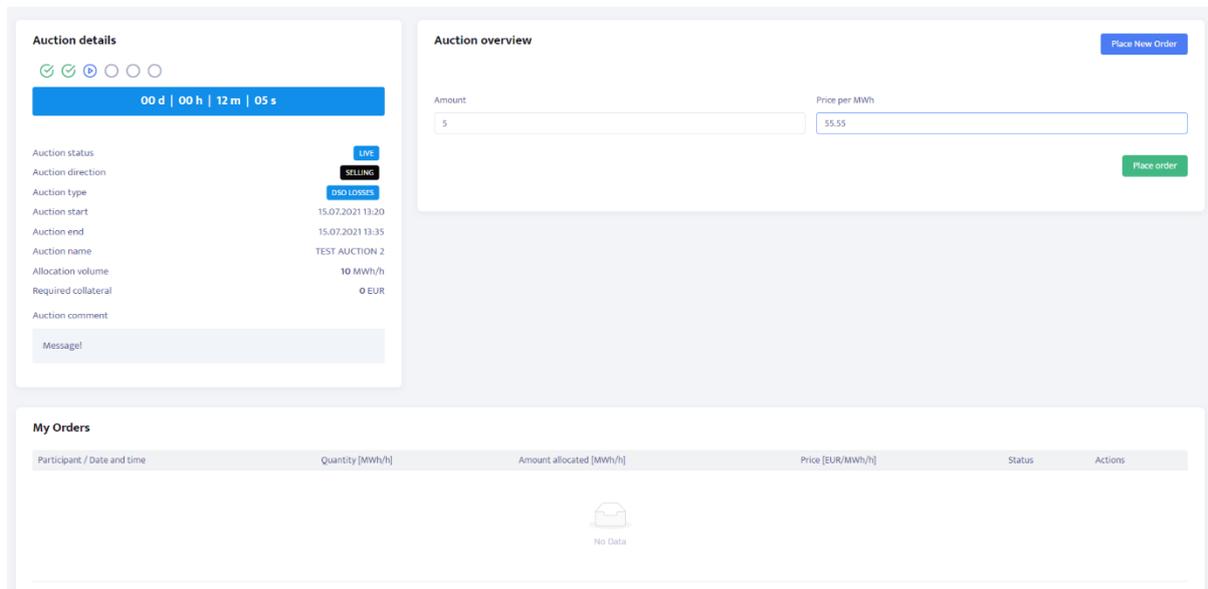
5.3.1 Placing New order

On the right side of the window by clicking on the tab “Place New order” it is possible to enter an order in the Auction system.

Price is the amount in EUR per MWh/h with a price tick size of two digits (0.01 EUR).

Amount of MWh/h must be entered as an integer (no decimal places).

Once Price and Amount are entered, by clicking the button ‘Place order’ an order is entered in the Auction system and receives its Time stamp.



Once the order is entered in the Auction system, it can be visible in the list My Orders and has ‘Pending’ status. Automatically, Collateral amount is lowered and the new amount is visible in the right top corner.

IMPORTANT: It is not possible to edit the existing order. During the Auction, it is possible to enter orders in the Auction system and delete orders from the Auction system. In case User wants to change Price or Amount in the existing order, order needs to be deleted from the Auction system and new order entered in the Auction system. New order receives new Time stamp in the Auction system.

My Orders

Participant / Date and time	Quantity [MWh/h]	Amount allocated [MWh/h]	Price [EUR/MWh/h]	Status	Actions
ZABELO	5	0			
2021-07-15 13:23:54.0000000	5	0	55.55	PENDING	

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It is possible to enter more than one order in the system for the same Auction.

My Orders

Participant / Date and time	Quantity [MWh/h]	Amount allocated [MWh/h]	Price [EUR/MWh/h]	Status	Actions
ZABELO	9	0			
2021-07-15 13:23:54.0000000	5	0	55.55	PENDING	
2021-07-15 13:27:13.0000000	4	0	44.44	PENDING	

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5.3.2 Deleting an order

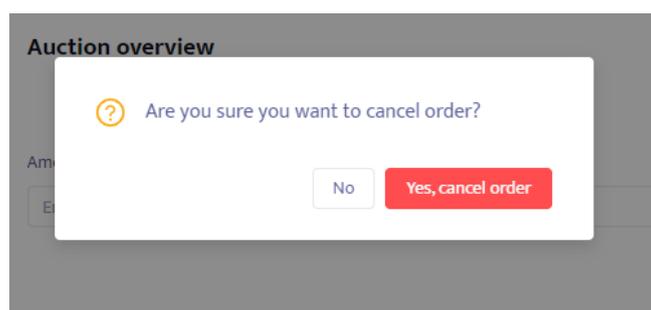
If User wants to delete the order from the Auction system, Trash button has to be clicked.

My Orders

Participant / Date and time	Quantity [MWh/h]	Amount allocated [MWh/h]	Price [EUR/MWh/h]	Status	Actions
ZABELO	9	0			
2021-07-15 13:23:54.0000000	5	0	55.55	PENDING	
2021-07-15 13:27:13.0000000	4	0	44.44	PENDING	Delete order

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Then User is asked if he is sure he wants to cancel the order.



After the order is successfully canceled, order is no more present in the list of the orders.

5.4 Auction Closed / Completed

When the Auction time has passed, the Auction is automatically closed for further entering orders and the status of the Auction is changed to 'Closed' status.

From that point on, it is not possible to enter new orders, nor delete existing orders from the Auction system.

The screenshot displays the 'Auction details' and 'My Orders' sections. The 'Auction details' section shows the status as 'CLOSED' and 'NO ORDERS'. The 'My Orders' table shows three orders with a 'PENDING' status.

Participant / Date and time	Quantity [MWh/h]	Amount allocated [MWh/h]	Price [EUR/MWh/h]	Status	Actions
ZABJELO	9	0			
2021-07-15 13:23:54.000000	5	0	55.55	PENDING	
2021-07-15 13:27:13.000000	4	0	44.44	PENDING	

After confirming that everything is performed OK in the Auction system, MEPX changes the status of the Auction from 'Closed' to 'Completed'. From that point on, the status of the orders entered in the system can be seen in the Auction screen. Status can be:

- 'Accepted' – all the quantity from the order placed in the Auction system is allocated to Participant,
- 'Partially accepted' – only part of the quantity from the order placed in the Auction system is allocated to Participant,
- 'Rejected' – nothing of the quantity from the order placed in the Auction system is allocated to Participant.

The screenshot displays the 'Auction details' and 'My Orders' sections. The 'Auction details' section shows the status as 'COMPLETED' and 'NO ORDERS'. The 'My Orders' table shows three orders with an 'ACCEPTED' status.

Participant / Date and time	Quantity [MWh/h]	Amount allocated [MWh/h]	Price [EUR/MWh/h]	Status	Actions
ZABJELO	9	9			
2021-07-15 13:23:54.000000	5	5	55.55	ACCEPTED	
2021-07-15 13:27:13.000000	4	4	44.44	ACCEPTED	

6 REPORTS

After the Auction is completed, each Participant will receive a List of orders on the registered e-mail address of Participant. List of orders contains all the Accepted, Partially accepted and Rejected orders that were entered in the Auction system during the Auction by all Participants.

7 CONTACT INFORMATION

For all the questions, please contact us.

Phone: +382 20 268 742; E-mail: office@belen-spot.me