



**Trading on behalf
Members Procedure
MEPX**

Modification Logs:

Version	Date	Author	Comment
1.0	01.04.2023	MEPX	Creation
1.1	16.10.2024	MEPX	Update + ETS 2 Decimals Submission

Remarks

All timings in the procedure are expressed as CET timings.



Summary

Procedure Objectives:

Trading On Behalf Process Description.

Concerned parties:

MEPX Market Participants.

Document Version*

Modification History**			
Evolution	Date	Version	Comments
Creation	01.04.2023	1.0	Creation
Update	16.10.2024	1.1	Update + ETS 2 Decimals Submission

* (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](#).

The ToB process is meant to be operated on a best effort basis, this is why we advise you to call our Market Operations department as of when you have emailed the forms and also to 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).

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

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 must 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.

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

2.1 Download the excel forms from our website

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

Please be ensured to select the correct ETS Bidding Form file according to your need.

Please be careful to select the correct format:

- Normal Day => Select 1st Tab
- DST 25 => Select 2nd Tab
- 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

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

- Trader Name: **only authorized traders** are allowed to send a ToB form and request its submission
- Portfolio to be used: Portfolio Name
- Action Type: New Order, Modification, Cancellation

MEPX HOURLY BID SUBMISSION FORM					
FROM COMPANY		NEW BID <input type="checkbox"/>		TO MARKET OPERATIONS	
Trader Name		MODIFY BID <input type="checkbox"/>		COMPANY MEPX	
Portfolio to be used		CANCEL BID <input type="checkbox"/>		PHONE 1 +33 1 70 36 33 47	
				E-MAIL marketops@ops.belen-spot.me	
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.					
AREA ME		Trading day 22 September 2024		Delivery day 23 September 2024	



2.3 Correctness of the file

Ensure that the below information is correct:

- AREA: ME
- Trading Date
- Delivery Date

2.4 Fill-in the order table

Please ensure the table sent will reflect your bids.
Please add the prices and volumes carefully.



		PRICES in EUROS (with 2 decimals) / VOLUMES in MWh (with 1 decimal)													
TRC	Beneficiary														
P	PERIOD	0.00	2000.00												
	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
	10														
	11														
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	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

If it is a cancellation the form has to be filled with 0MWh quantities for all hours at min and max prices (0.00 and 2000.00 EUR).

2.5 Send your file via email and call Market Operations

Send the file(s) via email to MEPX Market Operations team and make sure to follow up by calling the Hotline below.

A crosscheck of your orders will be performed over the phone.

Please send the forms via email to: marketops@ops.belen-spot.me
and then call: **+33 1 70 36 33 47**

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

A screenshot of your position will be sent by email.

The trader confirms the uploaded orders via email.