

Trading on behalf Members Procedure BSP

Modification Logs:

Version	Date	Author	Comment
1.0	16/04/2024	BSP	Creation
1.1	16/10/2024	BSP	ETS 2 Decimals Submission
1.2	01/07/2025	BSP	Update in relation to MATS Go Live

Remarks

All timings in the procedure are expressed as CET timings.

Summary

Objective of the procedure:

Describe actions to be taken by BSP member to submit orders in case of Trading on Behalf is needed.

Concerned persons:

BSP members on auction markets.

Historical of the document*

Historical of modifications**			
Evolution	Date	Version	Comments
Creation	16/04/2024	1.0	Initial version
Update	16/10/2024	1.1	ETS 2 Decimals Submission
Update	01/07/2025	1.2	Update in relation to MATS Go Live

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

** *Current version must be designated with grey background*

SUMMARY

1. Introduction.....	3
2. Business process	3
2.1 Download the excel forms from our website	3
2.2 Filling of the excel form.....	4
2.3 Correctness of the file.....	4
2.4 Fill-in the order table	4
2.5 Send your file via email and call Market Operations	5

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 MATS system. In this case, you can download the excel forms from our website for the respective auction from this link: [here](#). This procedure is giving all the details and steps to be followed for ToB process.

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 only for SDAC Auction.

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.

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

2.1 Download the excel forms from our website

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

Please be ensured to select the correct MATS Bidding Form file based on the type of order:

- Linear Order
- Block Order.

Please be careful to select the correct format:

- Normal Day => Select 1st Tab
- DST 23 => Select 2nd Tab
- DST 25 => Select 3rd 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 and request its submission
- Portfolio to be used: MATS Portfolio Name
- Action Type: New Order, Modification, Cancellation

BSP SDAC HOURLY BID SUBMISSION FORM			
FROM COMPANY		NEW BID	<input type="checkbox"/>
Trader Name		MODIFY BID	<input type="checkbox"/>
MATS Portfolio to be used		CANCEL BID	<input type="checkbox"/>

TO BSP SOUTHPOOL OPERATIONS	
COMPANY	BSP SOUTHPOOL
PHONE	+ 386 1 620 76 90
E-MAIL	marketops@ops.bsp-southpool.com

TSO	SI-ELES	<div style="background-color: #e0f0ff; text-align: center; padding: 2px;">Trading day</div> <div style="text-align: center; padding: 2px;">3 juin 2025</div>	<div style="background-color: #e0f0ff; text-align: center; padding: 2px;">Delivery day</div> <div style="text-align: center; padding: 2px;">4 juin 2025</div>
-----	---------	--	---



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 are correct:

- TSO: SI-ELES
- 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.

For Linear Bidding Form :

		PRICES in EUROS (with 2 decimals) / VOLUMES in MW (with 1 decimal)													
Comment	PERIOD	-500.00	4000.00												
	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

If it is a cancellation, the form has to be filled with 0 MW quantities for all hours at extreme prices (-500 and 4000 EUR).

For Block Bidding Form :

Please fill in the mandatory columns Block Code, Block ID (for New order, Modification & Cancellation), BlockCodePRM (except for "C01") & MAR.

						New Blocks											
Block Code	Block ID	BlockCodePRM	Comment	MAR	Price	1	2	3	4	5	6	7	8	9	10	11	12

2.5 Send your file via email and call Market Operations

Send the file(s) via email to BSP 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.bsp-southpool.com

and then call: **+ 386 1 620 76 90**

BSP 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.