Capacity Remuneration Mechanism
Auction module

Prequalified CRM Candidate's User Manual

Summary	This user manual describes how the Prequalified CRM Candidate's user can use the Auction Platform. Available at: https://ademarauction.elia.be/
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Contents

Disclaimer

This document has no legal value and is established with the purpose to explain the functioning of the auction module of the CRM IT Interface. This document is aligned with the CRM Functioning Rules published in May 2021. In case of mismatches between the IT environment and the procedures described in the Functioning Rules, the Functioning Rules prevail and are to be considered as valid reference.

1. Introduction

1.1 Document scope

The scope of this document is to describe the bid submission phase of the auction process organised in the context of the Belgian CRM. This user manual explains the different steps the Prequalified CRM Candidate has to follow to participate to the bidding phase of the CRM auction.

In case of any question related to the comprehension of those elements, the reader can contact operations.crm@elia.be.

This document is organized in 4 main sections:

1. Section 2 describes the requirements the Prequalified CRM Candidate must meet in order to have access to the CRM Auction Platform
2. Section 3 describes the CRM Auction Platform related functionalities
3. Section 4 describes shortly how to edit your opt-out volume in the CRM Prequalification Platform
4. Section 5 describes the different automatically generated mails the Prequalified CRM Candidate will receive from the CRM Auction Platform and their purpose
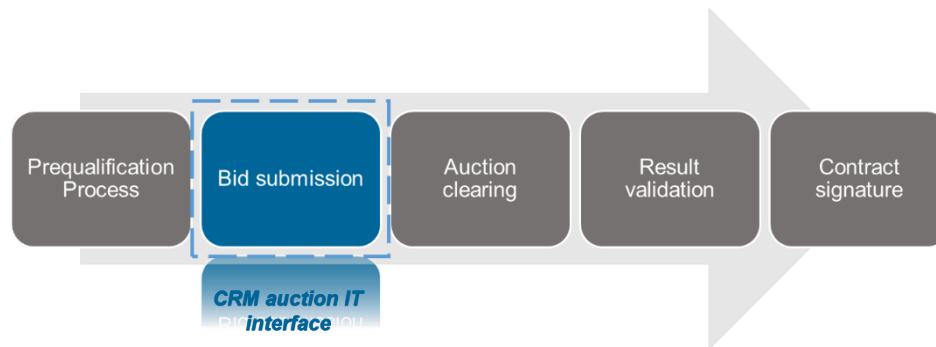
Figure 1: Scope of the CRM auction IT interface

2. Requirements for access to the CRM Auction platform

In order to be able to access the CRM Auction Platform, the Prequalified CRM Candidate needs to first follow the steps described in sections 2.1, 2.2 and 2.3.

The CRM Auction Platform is a web application available through an internet browser, so no software installation is required to participate to the auction.

2.1 Access to the CRM Platform

To access the CRM Platform, the user (contact person) must have a CRM account. An account can be created during the application form submission or by requesting the admin of your company to add you as a contact person to the company details. A description of this process can be found on the CRM website of Elia (User Manual Application Form Submission): https://www.elia.be/en/electricity-market-and-system/adequacy/capacity-remuneration-mechanism.

📢 **Note**: Please consider that in order to participate to the Y-4 auction held in 2022 (for Delivery Period 2026-2027) the CRM Actor must submit a prequalification file before 15/06/2022 and be a Prequalified CRM Candidate of at least one Prequalified CMU.

2.2 Access to the CRM Auction Platform

To access the CRM Auction Platform, the user must have the appropriate role to access the auction module. In the Contact Details section in the application form the role 'Auction Process' needs to be checked for all contacts of the company that need to have access to the auction module. We advise the reader to contact its internal CRM admin in order to make sure he has the correct role to access the auction module. A description of this process can be found on the CRM website of Elia (User Manual Application Form Submission): https://www.elia.be/en/electricity-market-and-system/adequacy/capacity-remuneration-mechanism.

📢 **Note**: An 'Admin' role automatically has the same rights in the CRM Auction platform as an 'Auction Process' role.

Figure 2: Auction Process role in the contact persons' details of a user

2.3 Log in to the CRM Auction Platform

The next step to be able to access an auction is to log in to the auction module by clicking on the button 'Auction' (see Figure 3) or by going directly to https://ademarauction.elia.be/.

Figure 3: Homepage of the CRM IT Interface

This will open a login screen (see Figure 4) where the username and password – provided via e-mail by ELIA to each user – are to be filled in.

📢 **Note**: If you also have access to the prequalification or financial security module, then the same credentials are to be used
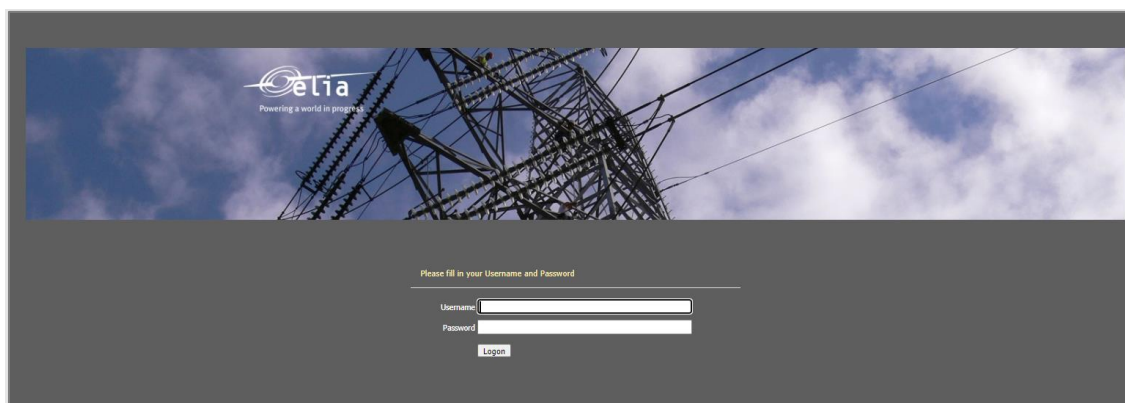
Figure 4: Login screen

3. CRM Auction Platform

This part of the user manual covers the different timings and functionalities of the CRM Auction Platform:

- Saving bids,
- Submitting bids,
- Performing a compliance check on bids,
- Modifying bids and
- Downloading a bid report.

All screenshots shown below are based on dummy data – they do not represent the CMU of an existing Prequalified CRM Candidate.

3.1 Auction Platform user interface

The CRM Auction Platform or Auction IT interface, is the web application the Prequalified CRM Candidates will use to submit the bids for a specific CRM auction for the prequalified Capacity Market Units (CMUs).

The CRM prequalified candidate can access the CRM Auction Interface through the following link: https://ademarauction.elia.be/

Figure 5: General overview of the CRM Auction interface

The following sections explain the functionalities of the Auction IT interface and will describe how the Prequalified CRM Candidate can use the application.

3.2 Language

The Auction IT interface is available in three languages: English, Dutch and French. It will be shown in the language that is assigned to the contact person in the application form. For the purpose of this document, all screen previews will be shown only in English.

3.3 Bid submission in the CRM Auction Platform

Before going further into the details of the different functionalities in the CRM Auction Platform, please find below an overview of the bid submission process in the CRM Auction Platform.

Figure 6: Bid submission process in the CRM Auction Platform

- o   As soon as an auction has been created in the CRM Auction Platform, it will be visible in the auction platform; you can now consult the price caps and the timings of the auction. See Section 3.4 for more information
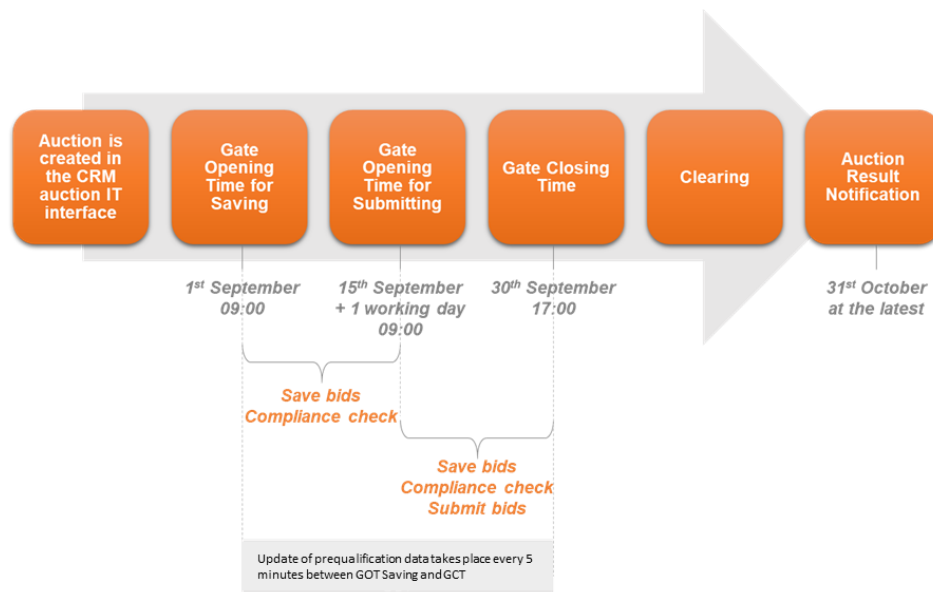- o   When the Gate Opening Time for Saving (1st September 09:00) has been reached, it is possible to:
    - o   **Start creating bids** in the auction (Section 3.5, 3.6, 3.7 and 3.10)
    - o   Perform a **compliance check** on your created bids (Section 3.7)
- o   When the Gate Opening Time for Submitting (15th September + 1 working day 09:00) has been reached, it is possible to:
    - o   **Create bids** in the auction (Section 3.5, 3.6, 3.7 and 3.10)
    - o   Perform a **compliance check** on your created bids (Section 3.7)
    - o   Start **submitting** bids to the auction (Section 3.8)
- o   When the Gate Closing Time has been reached, it is <u>no longer</u> possible to:
    - o   **Create bids** in the auction (Section 3.5, 3.6, 3.7 and 3.10)
    - o   Perform a **compliance check** on your created bids (Section 3.7)
    - o   **Submit** bids to the auction (Section 3.8)

    📢 **Note**: In order for a bid to be considered in the clearing of an auction, it must be **submitted**. Please do not forget to submit your bids before the end of the auction Gate Closing Time.
- o   Between Gate Opening Time for Saving and Gate Closing Time, the auction platform will regularly import the **updated version of your prequalification file** to consider; deletion of CMU's and modifications of opt-out volumes that impact the (Remaining) Eligible Volume of your CMU. This is scheduled every 5 minutes . During this update, a compliance check is performed on all bids in status 'Submitted' to ensure that they are still valid. For more information on the compliance check see Section 3.7.

> **Note**: **On the day of the Gate Closing Time (30th September)**, please consider that:
>   - The last modifications in opt-out volume will be taken into account at 06:01 (deadline for the modifications is 06:00). Please modify your bids if necessary before 17:00.
>   - The last modifications regarding the archiving of CMU's will be taken into account at 16:59
>   - After 16:59, no more updates of prequalification data will be taken into account in the CRM Auction Platform

- After Gate Closing Time, Elia will start the clearing process of the auction
- At the latest on 31st October Elia will notify the Prequalified CRM Candidates who participated in the auction about the (non-)selection of the submitted bids and Elia will publish the Auction Report on its website (auction report in accordance with Chapter 16.4 of the Functioning Rules)

3.4 Auction selection

3.4.1 Auction Type

To create a new bid for a specific auction, first select the auction in the **Auction Type** drop-down list. Select '2026 Y-4' for the **Y-4 Auction for Delivery Period 2026-2027**.

In case you have not yet created or submitted bids for the auction, the screen will be empty. However, if you already created some bids, you will get an overview of all your Saved and Submitted bids for that specific auction.
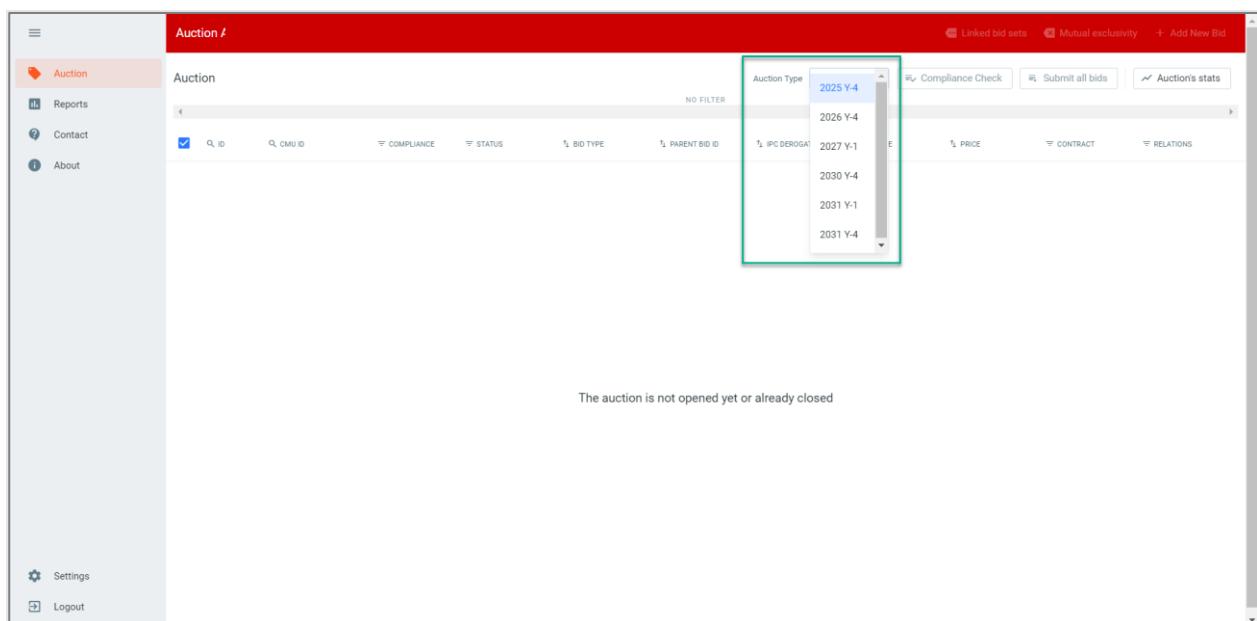

Figure 7: Selection of the auction

3.4.2 Auction Stats (Auction Parameters)

Before starting to submit bids, please check the **Auction Stats** section, where the following generic parameters are defined for each auction:

- **Global Price Cap (€/MW/year):** The Bid Price of a Bid is less than or equal to the Global Auction Price Cap.

- **Intermediate Price Cap (€/MW/year):**

The Bid Price of a Bid related to a CMU that is not assigned by the CREG to a multi-year Capacity Category and for which no Intermediate Price Cap Derogation application in accordance with the Royal Decree on Methodology is submitted, or for which the Intermediate Price Cap Derogation application is declared inadmissible by Elia, is less than or equal to the Intermediate Price Cap.

- **Gate Opening for Saving:**

    As of Gate Opening for Saving, bids can be created and saved in the CRM Auction Platform for a specific auction.

- **Gate Opening for Submitting:**

    As of Gate Opening for Submitting, bids can be submitted in the CRM Auction Platform for a specific auction.

- **Gate Closing:**

    After Gate Closing of an auction, the bids can no longer be modified and the submitted bids are considered firm.
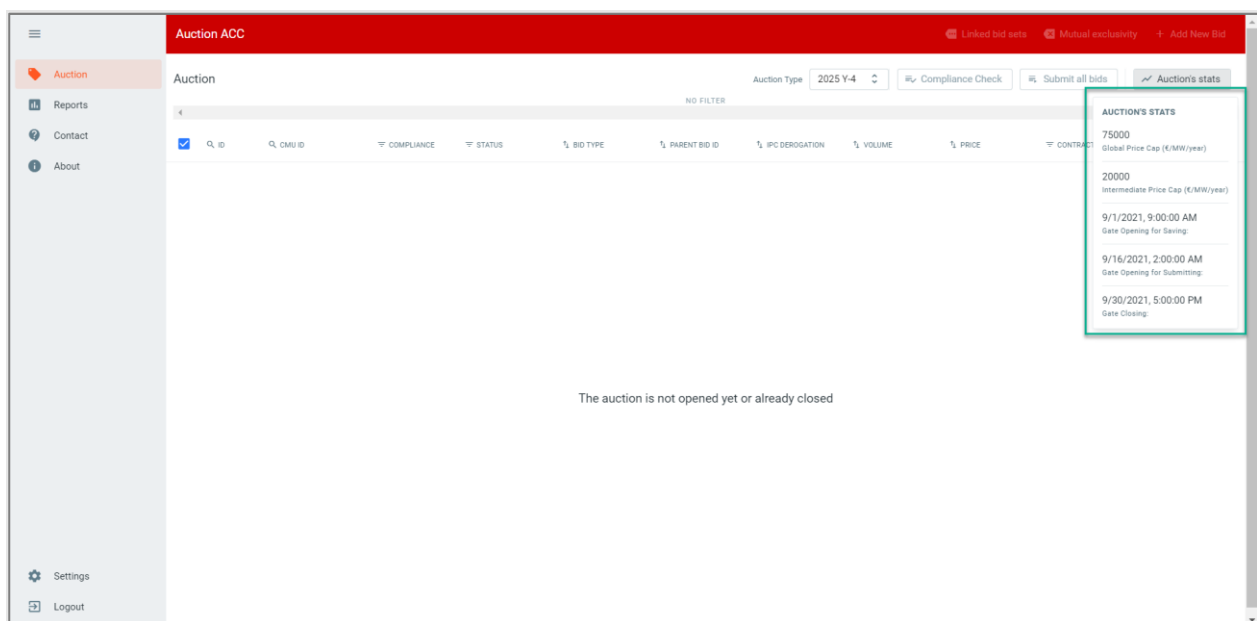
Figure 8: Auction's Stats overview

Remark: It should be noted that the general Auction Stats parameters should be respected for all bids of a specific auction. The prices of the bids must comply with the Global Price Cap and Intermediate Price Cap rules, as specified in the Functioning Rules Chapter 6 §245 and §246.

3.5 Create, delete or modify a bid

3.5.1 Create a new bid

To create a new bid for an auction, go to the **Auction** tab of the auction platform.

Click on **+ Add New Bid** in the top right corner of the screen. When no bids are created yet for a specific auction, you can also click on the **+ Add New Bid** button in the centre of the screen. Make sure that you add the bids for the correct auction.
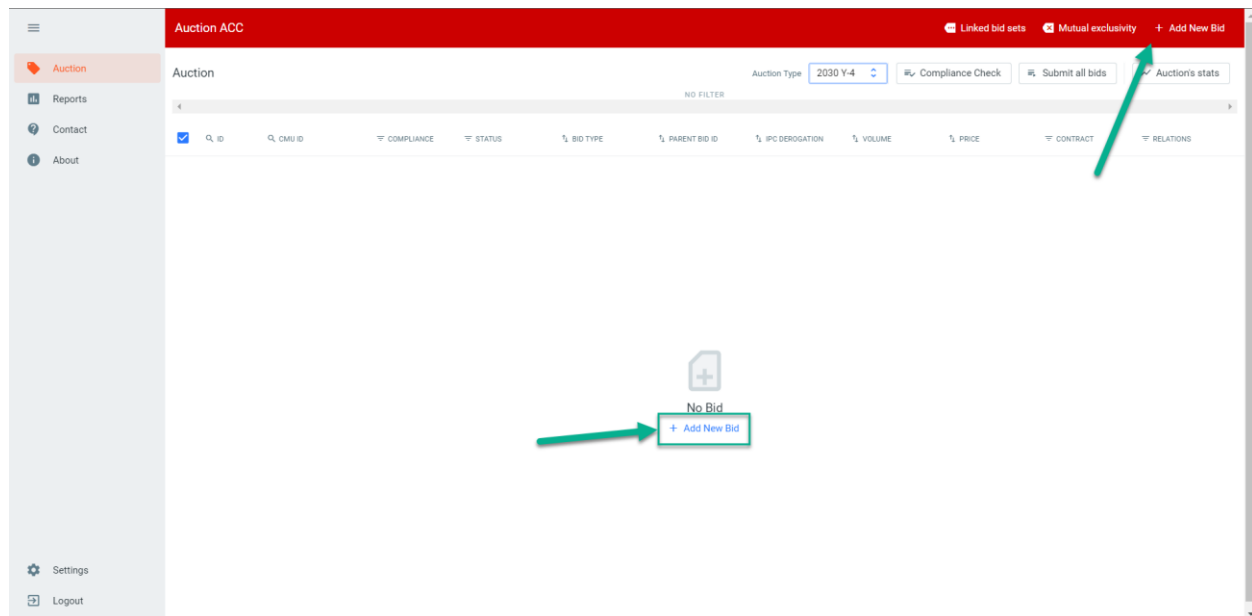
Figure 9: Creation of a new bid

A new window will appear where you can specify following parameters of the bid:

▪ **Bid Type**

This toggle switch allows you to indicate whether you would like to create a joint offer. By default, the toggle switch is set to 'Normal bid' (parent bid). In case you are <u>not</u> submitting a bid for an aggregated CMU including Associated Delivery Points, this switch should always indicate 'Normal bid'.

If you would like to create a joint offer, please switch the toggle to 'Joint bid (child bid)'. Joint offers are only possible for an aggregated CMU including Associated Delivery Points. More information on the creation of a joint offer and the terminology parent-child is available in Section 3.9.

Figure 10: Toggle switch if you want to submit a normal bid (left) or a joint bid (right)

▪ **CMU (only enabled when switched to 'Normal bid'):**

Select the CMU for which you want to create a bid from the drop-down list. The list will show the IDs of all prequalified CMUs associated to your company. For all specific conditions and rules related to the CMU selection, please consult the Functioning Rules. You can only select a bid for a 'normal bid' (parent bid). More information on the creation of a joint offer and the terminology parent-child is available in Section 3.9.

Once you select a CMU, the Auction IT Interface will show the (Remaining) Eligible Volume of that CMU.

📢 **Note**: To adapt the (Remaining) Eligible Volume of the CMU, please follow the guidelines on changing the opt-out volume of the CMU in the prequalification module: https://ademarprequalification.elia.be/

▪ **Volume (MW):**

A positive volume, expressed in MW with a granularity of 0,01 MW, subject the conditions specified in the Functioning Rules. This field is mandatory.

📢 **Note**: The minimum value for the Volume field is 1,00 MW (minimum participation threshold).

- **Price (€/MW/year):**
  The Bid Price, expressed in EUR/MW/year with a granularity of 0,01 EUR/MW/year, subject to the conditions specified in the Functioning Rules. This field is mandatory.

- **Contract duration (years):**
  Capacity Contract Duration, expressed in number of Delivery Periods with a granularity of one Delivery Period, subject to the conditions specified in the Functioning Rules. This field is mandatory.

- **Bid associated to (only enabled when switched to 'Joint bid (child bid)')**
  Select the bid for which you want to create a joint bid (child bid) from the dropdown list. You will only be able to create a joint bid for the Remaining Eligible Volume of an aggregated CMU that disposes of associated delivery points attached to the bid of such CMU. So, you must first create a bid for the CMU (normal bid) before you can create a joint bid.
  Once you selected the bid to which you want to attach the joint offer, the Auction IT Interface will show the Remaining Eligible Volume of the related CMU. More information on the creation of a joint offer and the terminology parent-child is available in Section 3.9.

When the bid properties have been filled in, click on the **Create Bid** button to add the bid to the auction. An important remark is that no automatic compliance check is performed at bid creation stage.

Figure 11: Bid creation pop-up for a normal bod (left) or a joint bid (right)

Your created bid will appear in the overview table and the following characteristics are filled in automatically (see Figure 11):

- **ID:**
  When a new bid is created, the **bid ID** is assigned automatically. This bid ID is unique and cannot be edited

- **Compliance:**
  When a new bid is created the **compliance status** is 'Not checked' by default

- **Status:**

   When a new bid is created the **status** is 'Saved' by default

- **Bid Type:**
   o For bid type normal:
      - '**Empty'** if no joint bid has been associated to this bid,
      - '**Parent'** if a joint bid has been associated to this bid
   o For bid type joint bid :
      - '**Child'** by default

- **Parent Bid ID:**

   Only for bid type 'Child'. This field will indicate the bid ID of the parent bid to which this joint bid is associated to. More information on the creation of a joint offer and the terminology parent-child is available in Section 3.19. This parent bid ID cannot be edited.

- **IPC Derogation**

   This checkbox cannot be edited by the Prequalified CRM Candidate.
   The checkbox is:
   o **Unchecked**: Bid is related to a CMU for which the Intermediate Price Cap Derogation application is declared inadmissible by Elia or for which no Intermediate Price Cap Derogation application in accordance with the Royal Decree on Methodology is submitted
   o **Checked**: Bid is related to a CMU for which the Intermediate Price Cap Derogation application is declared admissible by Elia described in Chapter 7 of the Royal Decree of 28th April 2021: LOI - WET (fgov.be) (Dutch) or LOI - WET (fgov.be) (French)

- **Relations:**

   This field will indicate whether a bid is belonging to a set of linked bids or is part of a set of mutually exclusive bids (see Section 3.6). When a new bid is created this is empty by default.

☐ Q ID	Q CMU ID	COMPLIANCE	STATUS	BID TYPE	PARENT BID ID	IPC DEROGATION	VOLUME	PRICE	CONTRACT	RELATIONS
☐ #1		● Not checked	⊛ Saved			☐	45 MW	15000 (€/MW/year)	1 Year(s)	◼ - ◼ 0

Figure 12: A new bid has been created

Bid Status

In the CRM Auction Interface, a Bid can have the status '**saved**', '**submitted**', '**cancelled**' or '**selected**'.

☐ Q ID	Q CMU ID	COMPLIANCE	STATUS	BID TYPE	PARENT BID ID	IPC DEROGATION	VOLUME	PRICE	CONTRACT	RELATIONS
☐ #1		● Success	⊛ Saved			☐	45 MW	15000 (€/MW/year)	1 Year(s)	◼ - ◼ 0

Figure 13: Bid status

- **Saved:**

   As soon as the bid has been created, it will get the status **saved.**

- **Cancelled:**

    Bids with the status 'submitted' for which it was discovered – during a prequalification data update – that they relate to a CMU that has in the meanwhile been deleted from the Prequalification Process, get the status 'cancelled'. In that case, the Prequalified CRM Candidate is informed via email. An update of the prequalification data is scheduled every hour. It can take up to one hour until the status is updated in the CRM Auction Interface. See Section 3.3 for more information.

    📢 **Note**: Bids with status 'Cancelled' are not visible in Auction screen, they are only visible in the bid report. For more information see Section 3.10.

- **Submitted:**

    A Prequalified CRM Candidate can submit its Bid(s) with the status 'saved' in the CRM Auction Platform until the Bid submission deadline (Gate Closing Time) of the respective auction. Upon submission of the Bids in the auction platform, an automatic compliance check is performed by ELIA. Submitted Bids that successfully pass the compliance check get the status 'submitted'. Submitted Bids that don't pass the compliance check keep the status 'saved'. In that case, the Prequalified CRM Candidate is informed about the reason for non-compliance via the auction platform. For more information on the compliance check see Section 3.7.

    📢 **Note**: As mentioned in Section 3.3, a compliance check will be performed on all bids in status 'submitted' during the update of the prequalification to ensure that all bids that have been previously submitted are still compliant taken into account possible updates in the prequalification file. If during this check your bids are determined to be no longer compliant, the status of the bids will go back to 'saved' and the compliance status will change to 'not checked'. For more information on the compliance check see Section 3.7.

- **Selected:**

    Following the Auction clearing process, Bids get the status '**Selected**' when the algorithm selected the respective bid.

For a more detailed overview of the meaning of each status, please consult the Auction chapter of the Functioning Rules.

3.5.2 Modify or delete a bid

By selecting the bid in the bid overview, a dedicated screen will appear that gives an overview of the entered bid. By clicking in the right upper corner on following icon, ⋮ , a new menu will appear with an **Edit** and **Delete** option.
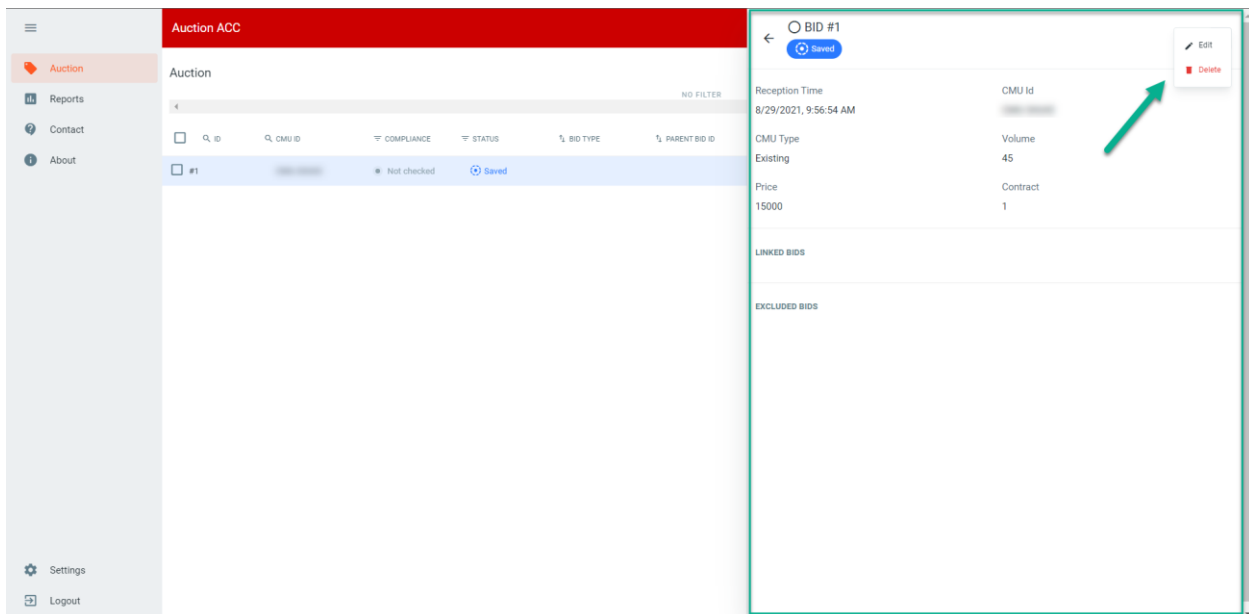
Figure 14: Option to edit or delete a bid via the bid editing screen

As long as the gates of the auction are still open (before Gate Closing Time) the following fields can be edited: volume, price and contract duration.

In case the compliance check was already performed (status *Success* or *Error*), a modification might alter the outcome of this validation. The compliance status of all offers will return to status *Not checked* and the bid status will return to *Saved*.

You can also delete bids by selecting the bid(s) via the checkboxes in the left column of the auction overview table. After you have selected the bids, click on the delete button in the pop-up that appears in the centre bottom of the screen. Then click **OK** in response to the question 'You are about to delete these bids, are you sure you want to proceed? If you selected a parent bid, the child bid (joint bid) will automatically be deleted as well.'
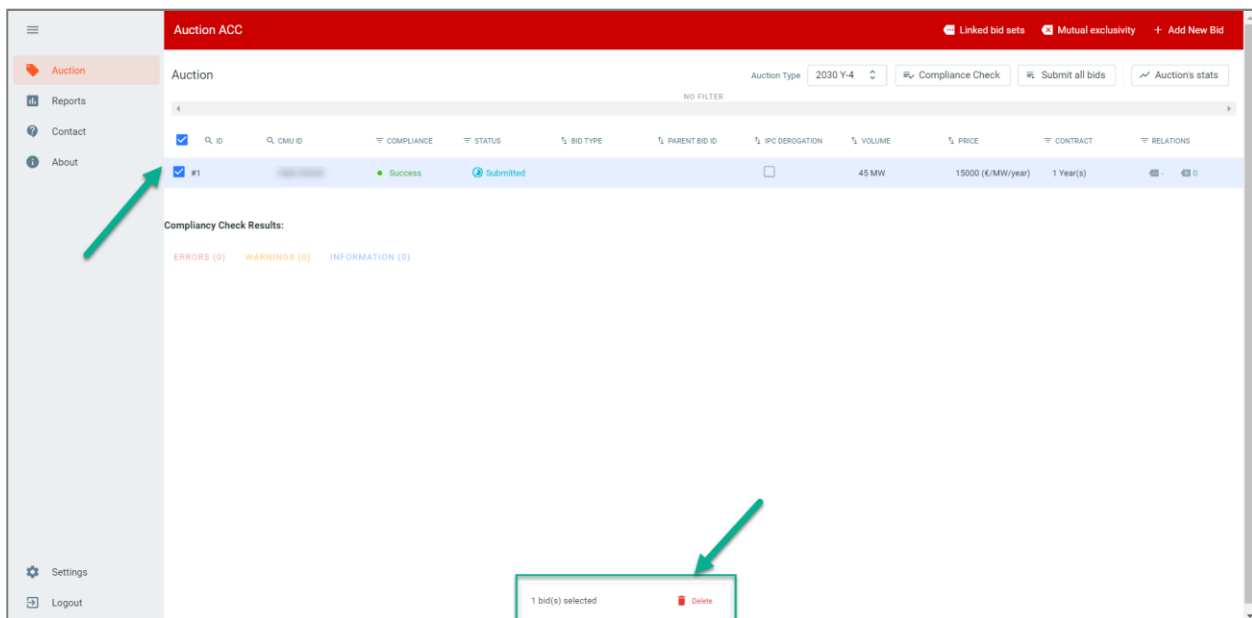
Figure 15: Deleting a bid via the checkboxes

3.6 Relations between bids

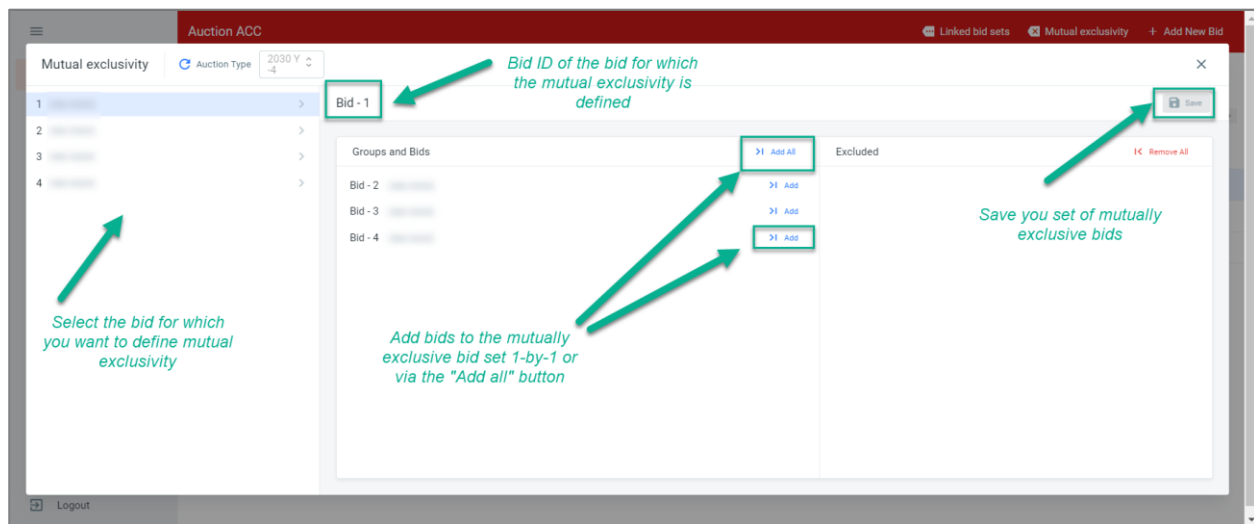### 3.6.1 Mutual Exclusive Bids

A Prequalified CRM Candidate can label a bid as being part of a set of mutually exclusive bids together with one or more other bids. Obviously, following this action, the latter bid(s) is (are) automatically labelled together with the former bid as part of the same set of mutually exclusive Bids. Only one bid of a set of mutually exclusive bids can be selected during the clearing.

Once the bids are created, click on the **mutual exclusivity button**.
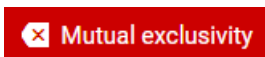
In the **mutual exclusivity** menu, the Prequalified CRM Candidate can select for each bid, to which other bid(s) or linked bid set(s) it will be mutually exclusive. It is also possible to make a bid mutually exclusive to all other bids and linked sets, by using the **ADD ALL** button. Do not forget to **save** your modifications before you leave the **mutual exclusivity** menu.

Figure 16: Defining mutually exclusive bids

After you **saved** your modifications in the **mutual exclusivity** menu, the column '**relations**' will be adapted accordingly in the general bid overview. The column shows **the amount of bids** to which the respective bid is mutually exclusive to. In the example below; bid ID 1 is mutually exclusive with 3 other bids in this auction.

Figure 17: For each bid, the number of bids to which it is exclusive to, is visible in the bid overview.

By clicking on a bid, the bid detail menu opens and shows you the bid IDs of the mutually exclusive bids to the bid you selected. In the example below, bid ID 1 is mutually exclusive with 3 other bids in this auction; bid IDs 2, 3 and 4:
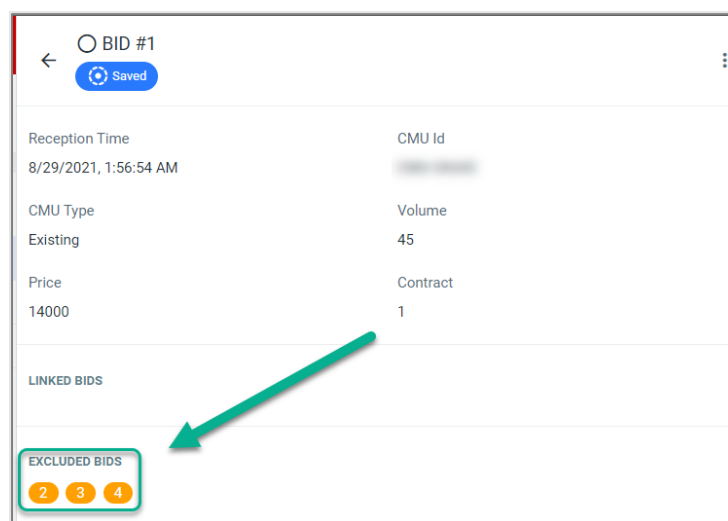
Figure 18: the bid detail menu shows the bid IDs of the bids that are mutually exclusive with the selected bid

3.6.2 Linked Bids

A Prequalified CRM Candidate can label a bid as being part of a set of linked bids together with one or more other bids. Following this action, the latter bid(s) are automatically also labelled together with the former bid as part of the same Linked Bid Set. A bid within Linked Bid Set can only be selected when all other bids within this Linked Bid Set are selected as well.

To create a group of linked bids, the first step is to create a **linked bid set.** This can be done by clicking on the **LINKED BID SETS** menu and clicking on the **+ ADD NEW SET OF LINKED BIDS** button.
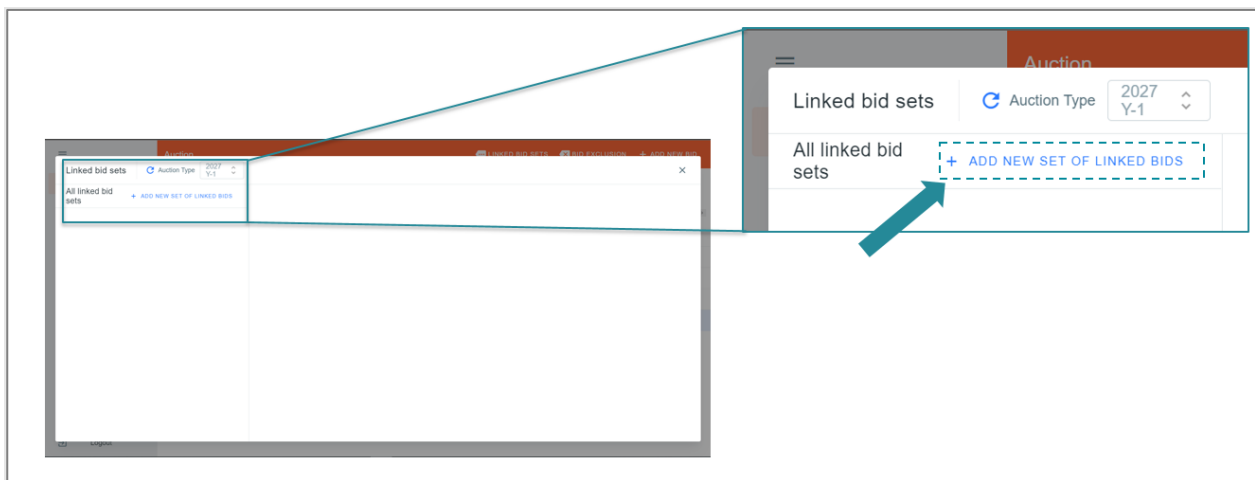

Figure 19: Creation of a new Linked Bid Set

Once a Linked Bid Set is created, bids can be added to this set. The creation of linked bids is based in accordance with your Prequalification File. This means that only bids belonging to CMUs that are linked via 'Linked Capacities' can belong to the same linked bid set. Once you selected at least one bid to add to the linked bid set, the platform will only show the bids that can be added to the linked bid set based on your prequalification file. Please consider that a bid can only belong to one set of linked bids. Do not forget to **save** your modifications by clicking on the **UPDATE LINKED BID SET** button before you leave the **linked bid set** menu.
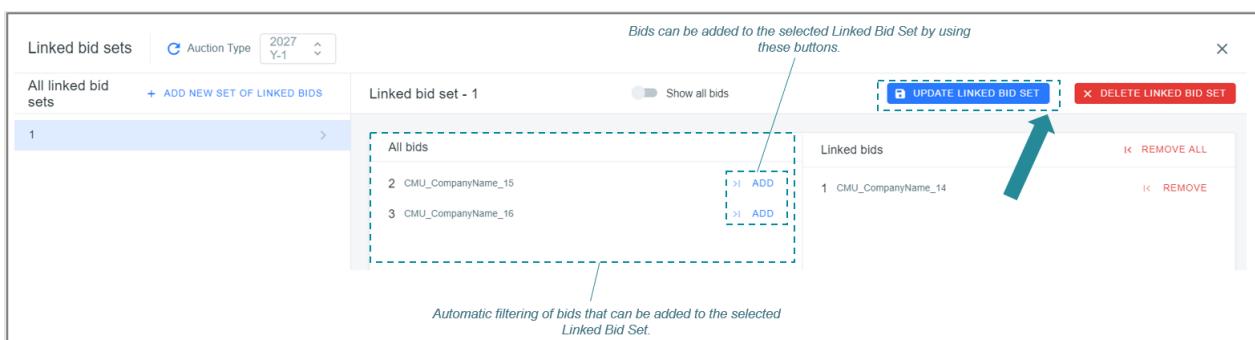

Figure 20: Adding bids to a Linked Bid Set

After you **saved** your modifications in the **linked bid set** menu, the column '**relations**' will be adapted accordingly in the general bid overview. The column shows the **bid set number** to which the respective bid belongs. In the example below bid ID 1, 2 and 3 belong to the same linked bid set; linked bid set 1.

Figure 21: Bid overview shows the linked bid set to which each bid longs to

3.7 Compliance Check

The CRM Auction Platform has a functionality to check the compliance (in accordance with § 246 of the Functioning Rules) of the bids created.

Once the bids are created, click on the **compliance check** button. The execution of a compliance check will validate a minimum set of requirements to which the bids must comply.
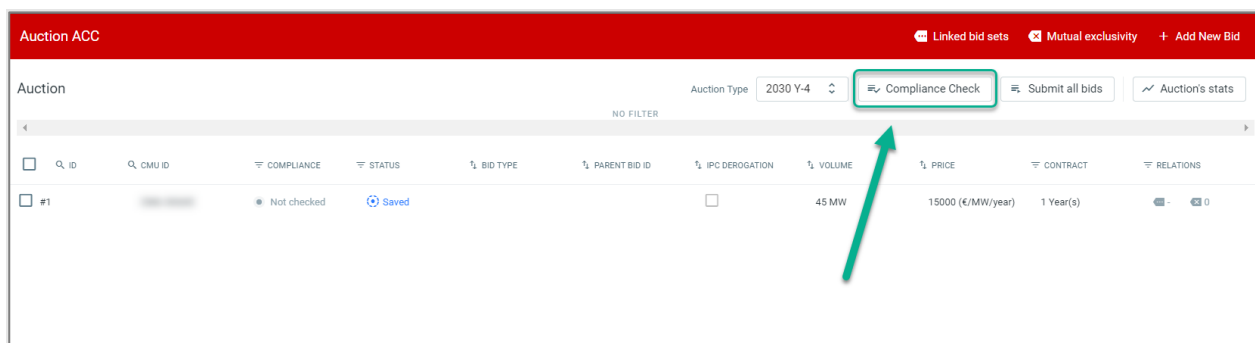

Figure 22: Compliance check button

The compliance status of each bid is indicated in the bid overview. The bid compliance status can be:

o   **Not checked:** If no compliance check has yet been performed or if the bid has been modified and needs to undergo a new compliance check. If one bid of a set of linked bids is modified, all other bids in the set need to undergo a new compliance check as well.

o   **Success:** If the compliance check has been performed and all the checks as described in Section 3.7.1 have been met successfully

   Note: As mentioned in Section 3.3, a compliance check will be performed on all bids in status 'submitted' during the update of the prequalification to ensure that all bids that have been previously submitted are still compliant taken into account possible updates in the prequalification file. If during this check your bids are determined to be no longer compliant, the status of the bids will go back to 'saved' and the compliance status will change to 'not checked'.

o   **Error:** If the compliance check has been performed and at least one of the checks as described in Section 3.7 has not been met successfully

	ID	CMU ID	COMPLIANCE	STATUS	BID TYPE	PARENT BID ID	IPC DEROGATION	VOLUME	PRICE	CONTRACT	RELATIONS
☐	#1		● Success	⊙ Saved			☐	45 MW	14000 (€/MW/year)	1 Year(s)	📋 - ❌ 3
☐	#2		● Success	⊙ Saved			☐	45 MW	18000 (€/MW/year)	1 Year(s)	📋 - ❌ 3
☐	#3		● Success	⊙ Saved			☐	43 MW	16000 (€/MW/year)	1 Year(s)	📋 - ❌ 3
☐	#4		● Error	⊙ Saved			☐	42 MW	90000 (€/MW/year)	1 Year(s)	📋 - ❌ 3
☐	#5		● Not checked	⊙ Saved			☐	45 MW	16000 (€/MW/year)	1 Year(s)	📋 - ❌ 0

Figure 23: The bid overview screen shows the compliance status of each bid

When at least one of the bids is not compliant when the compliance check is executed, following error message will appear:

An error occurred when checking your bids. Please consult the error log   close

A description of the errors that occurred for each individual bid will be shown in the **compliance check result** section:

Compliancy Check Results:

ERRORS (2)   WARNINGS (0)   INFORMATION (0)

Bid 4: The price exceeds the Global Auction Price Cap
Bid 4: The price exceeds the Intermediate Auction Price Cap

Figure 24: Example of a compliance check results overview

The candidate should correct the indicated errors for all bids and re-execute the compliance check. When the compliance check is successful, the CRM Auction Platform will indicate that the check was successfully executed by showing following message:

Your bids have been successfully checked.   close

3.7.1 Types of checks performed in the tool

The following compliance checks are done by the CRM Auction Platform for each bid:

- Global Auction Price Cap check
- Intermediate Price Cap check
- Missing money check in case of Intermediate Price Cap derogation
- Volume offered for a CMU is lower than the (Remaining) Eligible Volume
- Maximum 5 bids for the same CMU ID
- Maximum 5 joint bids for the same CMU ID
- Linked bids have same price
- Capacity Contract Duration of a Virtual CMU
- Capacity Contract Duration does not exceed the Capacity Category of the CMU
- Linked bids can only belong to a CMU with one DP
- Linked bids can only be created in accordance with the prequalification file (Linked Capacities)

- A bid can only be part of one set of linked bids
- Price of a joint bid cannot exceed the Intermediate Price Cap
- Capacity Contract Duration of a joint bid cannot exceed 1 Delivery Period
- The combination of bids for the CMU must offer at least once the maximum capacity of the CMU and the maximum volume that can be selected cannot surpass the maximum capacity of the CMU. If the maximum volume that can be selected with the combination of bids for the CMU is below the maximum capacity of the CMU, all bids related to that CMU will be considered as non-compliant.

3.8 Submission of bids

Once the Gate Opening Time for Bidding is reached (see Auction Stats described in Section 3.4.2), bids can be submitted by the Prequalified CRM Candidate by clicking on the **submit all bids** button. When clicking on this button, a pop-up will appear asking the Prequalified CRM to Candidate confirm that by submitting the bids he accepts and, in case of selection of the bid, commits to sign the capacity contract (art. 7 undecies §11 of the Electricity Law) as approved by CREG and published on Elia's website on 15 September 2021. The Prequalified CRM Candidate must check the checkbox before he can submit the bids.

When submitting a new (set of) bid(s), the compliance checks as described in Section 3.7 are performed once more on all bids in the bid overview screen.
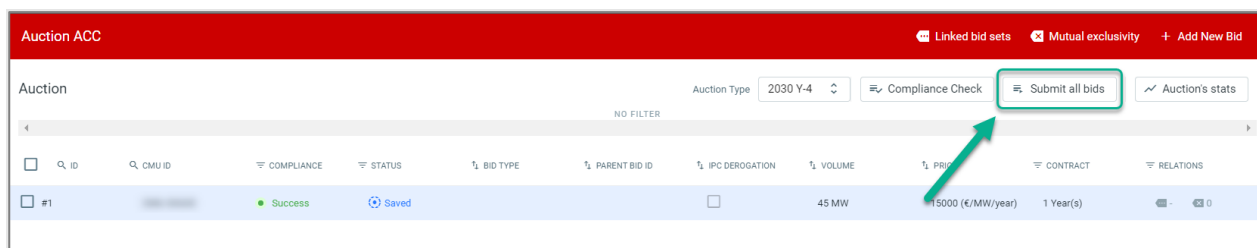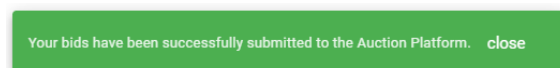

Figure 25: Submit all bids button

Figure 26: Bid overview screen showing bids that have been submitted successfully

The CRM Auction Platform will indicate that the submission was successful by showing following message:

Bids can only be submitted if the **compliance check** on those bids is **successful** (compliance check status 'Success'). Please check the error log in case you experience issues submitting your bids.

📢 **Note**: If a bid that was previously submitted is being modified, it needs to undergo a new compliance check and be re-submitted again. If one bid of a set of linked bids is modified, all other bids in the set need to undergo a new compliance check and be re-submitted as well.

📢 **Note**: For a bid to be considered in the clearing of an auction, it must have status '**Submitted**'. Please do not forget to submit your bids before the end of the auction (Gate Closing Time).

Every time the user submits a new (set of) bid(s), a confirmation mail is also sent to all user accounts of the company that have a role 'Auction Process'. This mail contains a bid report for the auction for which the bids were submitted. The content of the **bid report** is described in Section 3.10.
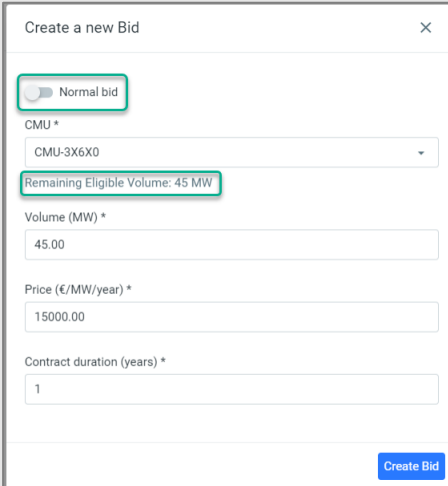
3.9 Creation of a Joint Offer

A Prequalified Prequalified CRM Candidate can, for an aggregated CMU including associated delivery points, submit one or more bids for the prequalified CMU and the same number of joint bids linked to the residual eligible volume. To simplify the concept of joint bids, Elia will make a distinction between the following 'types' of bids:

- o A bid for a prequalified CMU (not linked to any joint bids)
- o A bid for a prequalified aggregated CMU including associated delivery points linked to a joint bid; hereinafter referred to as a **parent** bid
- o A joint bid linked to a bid for a prequalified aggregated CMU including associated delivery points; hereinafter referred to as a **child** bid

To create a joint bid, follow this step-y-step approach:

1. If you want to create a joint bid, please create a (normal) bid for the CMU you wish to offer a joint bid for. See Section 3.5 on how to create a bid. Please check in your prequalification file that this CMU is an aggregated CMU including Associated Delivery Points; it is not possible to create a joint bid for another type of CMU. When selecting an aggregated CMU including Associated Delivery Points in the list, the Eligible Volume is shown on the screen. The Remaining Eligible volume of the Associated Delivery Points must be offered on the joint bid.

2. Once you created your (normal) bid, you can create a joint bid. Start by creating a new bid but switch the toggle to 'Joint bid (child bid)'. You will be able to select another (normal) bid to which you want to link this joint bid in the field 'Bid associated to*'. Only bids that have been created for an aggregated CMU including Associated Delivery Points <u>and</u> that do not have a joint bid yet will appear in this list. Select the bid for which you want to create the joint bid and fill in the rest of the properties (volume, price and contract duration).

3. The (Remaining) Eligible Volume for a joint bid depicted on the screen is the (Remaining) Eligible Volume for the Associated Delivery Points only. In the example of this user manual, the (Remaining) Eligible Volume of CMU-3X6X0 (fictional CMU) is 55 MW in total, 45 MW of which do not relate to the Associated Delivery Points and 10 MW that relate to the Associated Delivery Points. The 45 MW is to be offered on the 1st bid (normal bid) and 10 MW is to be offered on the joint bid. Please be aware that the checks regarding (Remaining) Eligible Volume as described in Section 3.7 also apply for joint bids.

4. Click on 'Create Bid'. The joint bid will appear in the general overview. The joint bid will be labelled as 'child bid' in the column 'bid type'. The normal bid to which it has been associated to, will now get the label 'parent bid'. Their relationship can be understood via the column 'parent bid ID' (only relevant for a 'child bid'); it indicates to which bid a 'child bid' is associated to.

	Q ID	Q CMU ID	⇌ COMPLIANCE	⇌ STATUS	↑↓ BID TYPE	↑↓ PARENT BID ID	↑↓ IPC DEROGATION	↑↓ VOLUME	↑↓ PRICE	⇌ CONTRACT	⇌ RELATIONS
☐	#1	CMU-3X6X0	● Not checked	⊙ Saved	Parent		☐	45 MW	15000 (€/MW/year)	1 Year(s)	◧ - ⊠ 0
☐	#2	CMU-3X6X0	● Not checked	⊙ Saved	Child	1	☐	10 MW	14000 (€/MW/year)	1 Year(s)	◧ - ⊠ 0

5. Please be aware of the following characteristics that a joint bid (child bid) must comply with:
    a. The joint bid (child bid) is created for the same CMU as the parent bid
    b. A joint bid (child bid) is associated to maximum 1 parent bid and vice versa

c. As you can have a maximum of 5 bids per CMU, you can sub sequentially have a maximum of 5 joint bids per CMU

d. The contract duration of a joint bid (child bid) is maximum one Delivery Period

e. The price of a joint bid (child bid) must be less than or equal to the Intermediate Price Cap

3.10 Bid report

The Prequalified CRM Candidate can also generate a bid report of an auction at every moment. To generate the report, navigate to the **Reports** section of the Auction application. Select in the **Auction Type** drop-down list in the right corner of the screen, the auction to create the **bidding session auction report** for.

Auction Bidding Report:

- **Content:** The bidding report gathers all bids and related information created by the Prequalified CRM Candidate (all bid statuses are reported) for a specific auction.

- **Access:** Every user account with the role 'Auction Process' linked the company may generate a bidding report for internal use.

- **Export:** The report can be printed, exported, or sent by mail. Different formats are available to meet the preferences of the user.

Figure 27: Interface to generate the Bidding session Auction Report

3.11 Contact screen

If you have any questions related to the Auction Tool or bidding process, navigate to the Contact section of the Auction application and consult the mail address provided:
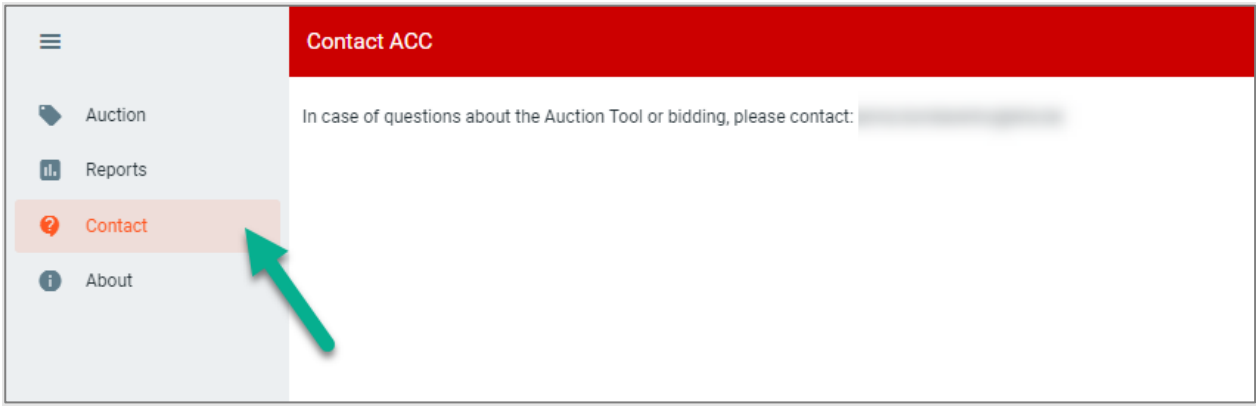
Figure 28: Contact Screen

4.   Automatic mails received from the CRM Auction Platform

This section describes the several types of **automatic mails** the users of the CRM Auction Platform will receive during and after the bid submission phase. The mails will be sent to all contact persons with the role 'Auction Process' of the respective company. The mail will be received in three languages: Dutch, French, and English.

4.1 Bid submission confirmation mail

A mail is sent to the contact persons with the role 'Auction Process' when one of the contacts submits a (new set of) bid(s) in the CRM Auction Interface. The mail includes a bid report in PDF format of all the bids saved & submitted for the concerned auction.

4.2 Bid modification mail

A mail is sent to the contact persons with the role 'Auction Process' in case at least one of the bids in an open auction gets a bid status 'Cancelled' as described in Section 3.5. The mail contains the bid IDs of the concerned bids.

4.3 Gate opening time notification

A mail is sent to all contact persons with the role 'Auction Process' as soon as the gate of the auction opens for saving or submitting. For more information on the Gate Opening Time for Saving and Gate Opening Time for Submitting see Section 3.4.

4.4 Gate closing time reminder

A mail is sent to all contact persons with the role 'Auction Process' when the Gate Closing Time (GCT) of an auction is approaching. You will receive a 1st reminder 7 days before the GCT is reached and a 2nd reminder 1 day before GCT. For more information on the Gate Closing Time see Section 3.4.

4.5 Gate closing time notification

A mail is sent to all contact persons with the role 'Auction Process' as soon as the Gate Closing Time of an auction is reached. For more information on the Gate Closing Time see Section 3.4.

4.6 Auction result notification

A mail is sent to all contact persons with the role 'Auction Process' (for which the company has submitted at least 1 bid in the auction) to notify them that the results of the auction are known and can be made public.