



Trading on Behalf Member Procedure SEMOpX

Modification Logs:

Version	Date	Author	Comment
1.0	01/07/2025	SEMOpX	Creation

Remarks

All timings in the procedure are expressed as CET timings.

Summary

Objective of the procedure:

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

Concerned parties:

SEMOpx members on auction markets.

Historical of the document*

Historical of modifications**			
Evolution	Date	Version	Comments
Creation	01/07/2025	1.0	Initial version

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

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1. Introduction

The Trading 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 provides all the details and steps to be followed for the ToB process.

The ToB process is meant to be operated on a best effort basis.

Firstly, please send us your forms filled in via email, then call the Market Operations Department immediately (Contact information can be found [here](#)). The goal is to ensure that your request is treated with high priority.

This procedure is available for both SDAC and SEM-GB auctions.

2. Business process

Below you will find the instructions on how to fill in the form and how to send it to the 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.

SEMOPx's members must send us the form by email (Contact information can be found [here](#)) as soon as possible, to ensure it is processed efficiently and on time.

2.1 Download the excel forms from our website

Use only the file available on the [SEMOPx 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
- Scalable Complex 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 the TOB forms are downloaded, fill-in the excel file with the information below:

- 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

SEMOpX HOURLY ORDER SUBMISSION FORM : REPUBLIC OF IRELAND DAY-AHEAD AUCTION			
			
FROM COMPANY			
Trader Name		NEW BID	<input type="checkbox"/>
MATS Portfolio name (unit code) to be used		MODIFY BID	<input type="checkbox"/>
		CANCEL BID	<input type="checkbox"/>
		TO SEMOpX MARKET OPERATIONS	
		PHONE	ROI : 1800 2 83010 International : +353 (0)1 668 8183
		E-MAIL	marketops@ops.semopx.com
TSO	ROI-EIRGRID-DA	DELIVERY START	DELIVERY END
Settlement currency	EUR		TIMEZONE
			GMT/BST

PLEASE RETURN THIS FILE BY EMAIL

2.3 Correctness of the file

Ensure that the information below is correct in the TOB form(s):

- TSO: ROI-EIRGRID-DA or NI-SONI-DA
- Trading Date
- Delivery Start/End 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 EUR (with 2 decimals) / VOLUMES in MW (with 1 decimal)															
Comment	PERIOD	-500.0	4000.0														
	1																
	2																
	3																
	4																
	5																
	6																
	7																
	8																
	9																
	10																
	11																
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	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	0

2.5 Send your file via email and call Market Operations

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

A cross-check of your orders will be performed over the phone by the Market Operations Team.

Please send the forms via email to: marketops@ops.semopx.com

and then call:

NI : 08000 0 83010
 ROI : 1800 2 83010
 International : +353 (0)1 668 8183

SEMOpx 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.