



# Trading on Behalf Members' Procedure SEMOpX

## Modification Logs:

Version	Date	Author	Comment
1.0	01/07/2025	SEMOpX	Creation
1.1	18/08/2025	SEMOpX	Updated Section 2.4 with Linear Order and Scalable Complex Order form examples
1.2	26/09/2025	SEMOpX	Updated to reflect 30Min MTU in the Day-Ahead Market
1.3	28/05/2026	SEMOpX	Update of SDAC Min Price due to HMMCP process (-600€)

## 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	18/08/2025	1.1	Updated Section 2.4 with Linear Order and Scalable Complex Order form examples
Update	26/09/2025	1.2	Updated to reflect 30Min MTU in the Day-Ahead Market
Update	28/05/2026	1.3	Update of SDAC Min Price due to HMMCP process (-600€)

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

## Table of Contents

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Business process .....</b>	<b>3</b>
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.....	6

## 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 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 1<sup>st</sup> Tab
- DST 23 => Select 2<sup>nd</sup> Tab
- DST 25 => Select 3<sup>rd</sup> 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 HALF-HOURLY ORDER SUBMISSION FORM : REPUBLIC OF IRELAND DAY-AHEAD AUCTION			
			
<b>FROM COMPANY</b> Trader Name MATS Portfolio name (unit code) to be used		NEW BID <input type="checkbox"/> MODIFY BID <input type="checkbox"/> CANCEL BID <input type="checkbox"/>	<b>TO SEMOpX MARKET OPERATIONS</b> PHONE: ROI : 1800 2 83010 International : +353 (0)1 668 8183 E-MAIL: <a href="mailto:marketops@ops.semopx.com">marketops@ops.semopx.com</a>
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.

## For Linear Bidding Form :

		PRICES in EUR (with 2 decimals) / VOLUMES in MW (with 1 decimal)													
Comment	PERIOD	-600,00	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														
	25														
	26														
	27														
	28														
	29														
	30														
	31														
	32														
	33														
	34														
	35														
	36														
	37														
	38														
	39														
	40														

## For Scalable Complex Order Form :

Please fill in the mandatory columns: Fixed Term, Schedule stop periods & MAV.

SEMOpX HALF-HOUR Scalable Complex Order Submission Form : REPUBLIC OF IRELAND DAY-AHEAD AUCTION			
			
<b>FROM COMPANY</b>		<input type="checkbox"/> NEW BID <input type="checkbox"/> MODIFY BID <input type="checkbox"/> CANCEL BID	
Trader Name			
MATS Portfolio name (unit code) to be used			
<b>TO SEMOpX MARKET OPERATIONS</b>		ROI : 1800 2 83010 International : +353 (0)1 668 8183 E-MAIL : <a href="mailto:marketops@ops.semopx.com">marketops@ops.semopx.com</a>	
Area		ROI-EIRGRID-DA	
Settlement currency		EUR	
Duration		30min	
Order ID			
DELIVERY START		DELIVERY END	
		TIMEZONE	
		GMT/BST	
PLEASE RETURN THIS FILE BY EMAIL			

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

Please send the forms via email to:

and then call:

ROI : 1800 2 83010

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.