

Trading on behalf

Members Procedure

MEMO

Modification Logs:

Version	Date	Author	Comment
1.0	10.05.2023	MEMO	Creation
1.1	16.10.2024	MEMO	Update + ETS 2 Decimals Submission
1.2	19.02.2025	MEMO	Update + Currency switch from MKD to EUR
1.3	01.07.2025	EPEX SPOT	Update in relation to MATS Go Live

Remarks

All timings in the procedure are expressed as CET timings.

Summary

Procedure Objectives:

Trading On Behalf Process Description.

Concerned parties:

MEMO Market Participants.

Document Version *

Modification History**			
Evolution	Date	Version	Comments
Creation	10.05.2023	1.0	Creation
Update	16.10.2024	1.1	Update + ETS 2 Decimals Submission
Update	26.02.2025	1.2	Currency Switch from MKD to EUR
Update	01.07.2025	1.3	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

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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 MATS 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 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.

MEMO's members must send us by email the form 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 MEMO 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 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

MEMO 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"/>	

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	MK	Trading day 3 juin 2025	Delivery day 4 juin 2025
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2.3 Correctness of the file

Ensure that the below information are correct:

- AREA: MK
- 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 EUR (with 2 decimals) / VOLUMES in MW (with 1 decimal)													
Comment	PERIOD	0.10	1000.00												
	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 0MW quantities for all hours at min and max prices (0.10 and 1 000.00 EUR).

2.5 Send your file via email and call Market Operations

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

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

Please send the forms via email to: marketops@ops.memo.mk
and then call: **+389 2 322 1383**

MEMO 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.