

Long-term Trading Platform

User Manual 1.0

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Introduction

This document describes the MEMO's Long Term Trading Platform (LT Platform) functionalities and fields.

Auctions with the pre-agreed parameters can be performed on the BSP's Long Term Trading Platform. Users can insert, modify bids, preview, and download the results.

Access

The testing version of the Long-Term Trading Platform can be accessed at the following link:
test.aukcii.memo.mk

Accessing service

The **LT Platform** service operated by MEMO is browser-based and only requires an internet connection with a supported internet browser. The user must perform the registration where the username and password are configured.

New user registration

- The user shall open a supported browser and enter the URL of the LT Platform into the browser address row.
- For the registration, “Register as a new user” should be selected as it is shown below:

Figure 1: Log-in window

- The address window of the LT platform appears with the register button.

Figure 2: Registration window

- A registration form opens, where the User must enter the following data:
 - o Company,
 - o E-mail address,

- First and Last Name,
- Password -> The password must meet the described requirements,
- The User selects the “Register” button.



Figure 3: Message window for awaiting confirmation.

- User status is set on WaitForConfirmation, and the user cannot reach the LT Platform until the Administrator approves the request.

Login

To access the LT Platform, the User open a supported browser and enter the LT Platform URL address into the browser's address row. The username and password configured during the registration process should be used for login.

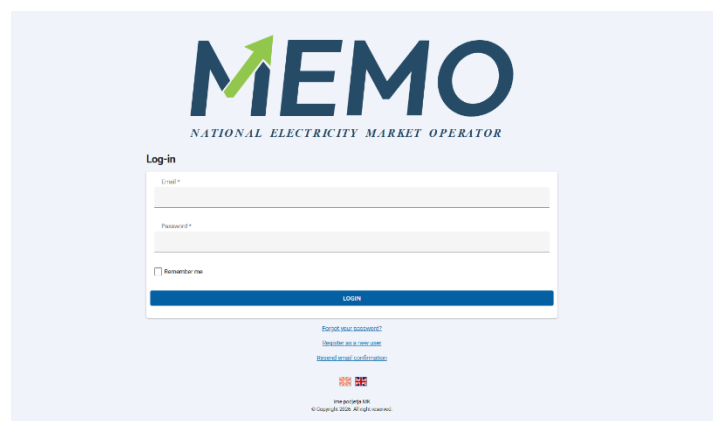


Figure 4: Log-in window

Home screen and Navigation menu

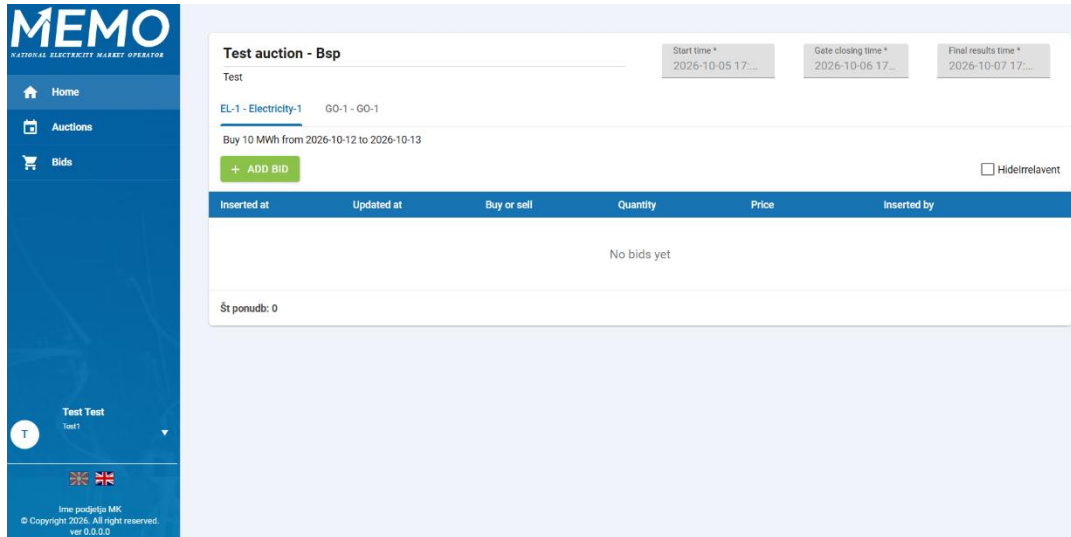


Figure 5: Home screen

Navigation menus consist of 3 submenu pages and user information at the bottom of the navigation menu:

- Home
- Auctions
- Bids
- Users Information
- Language preferences
- Copyright and version



Figure 6: Navigation menu

Common functionalities

- Information on the LT Platform is available in the Display Table. Each table allows the User to sort the data as follows:
- Text in ascending or descending order,
- Numbers from lowest to highest,
- Dates from oldest to newest.
- Dates can be selected from a graphic calendar or entered manually.
- Some columns in the table have dropdown menus. The user can select the display option in the dropdown menu below the table's header.
- Some columns in the table have string search possibilities. The user can enter a string, displaying information based on that string input.
- The user can set the number of rows displayed in the table's footer and, in case of multiple rows, browse through the table's pages.
- Some tables offer an export function in Excel format.

Home

The list of upcoming or active auctions is shown on the Home screen. If the auction is open, inserting the bid and previewing the inserted bids are also enabled on the home screen. The section “Inserting the bids” describes the insertion process in detail.

Upcoming auctions				
Short	Owner	Start time	Gate closing time	Final results time
Test auction	Bsp	2024-08-28 10:50:00	2024-08-28 11:00:00	2024-08-28 11:37:00

Test auction - Bsp		Start time *	Gate closing time *	Final results time *
Test auction		2024-08-28 10:50:00	2024-08-28 12:00:00	2024-08-28 12:37:00
TEST 01 - TEST 01 PRODUCT TEST 02 - TEST 02 PRODUCT				
Buy 30 MW from 2024-12-31 to 2025-12-30				
+ ADD BID				
Inserted at	Updated at	Buy or sell	Quantity	Cena
28.08.2024 10:51:28.553	28.08.2024 10:51:28.553	Sell	30.0 MW	88.00 €
28.08.2024 10:51:41.080	28.08.2024 11:09:33.430	Sell	25.0 MW	86.00 €
28.08.2024 11:09:33.430	28.08.2024 11:09:33.430	Sell	10.0 MW	86.00 €

Figure 7: List of auctions on the home screen

Auctions

The submenu “Auctions” shows all the upcoming and past auctions. The table presents the main parameters of the auctions.

Auctions							
Short	Description	Status	Owner	Start time ↓	Gate closing time	Final results time	Price calculation type
🔍	🔍	(All) ▾	(All) ▾	🔍 ▾	🔍 ▾	🔍 ▾	(All) ▾
Test auction 01	Test auction 01	Prepared		2024-08-29 11:16:00	2024-08-29 11:17:00	2024-08-29 11:18:00	Pay as bid ✎
Test auction 02	Test auction 02	Closed		2024-08-28 11:17:00	2024-08-28 11:18:00	2024-08-28 11:19:00	Pay as bid ✎
Test auction	Test auction	Open		2024-08-28 10:50:00	2024-08-28 12:00:00	2024-08-28 12:37:00	Pay as bid ✎

Figure 8: List of all auctions

Description of the content of each column:

- Short -> the short name of the auction
- Description-> long description of the auction
- Status:
 - Prepared -> The auction is prepared, but inserting the bids is not possible since the start time has not been reached yet
 - Open -> The auction is open, and inserting the bids is possible
 - Closed -> The gate closure time has been reached, and no bids can be inserted anymore
 - Confirmed -> The results are calculated and confirmed
 - Cancelled -> Due to technical issues or other reasons beyond the control of MEMO DOOEL Skopje, the auction has been cancelled and all the bids/results invalidated
- Owner -> The owner of the auction
- Start Time -> the time when inserting the bids is possible
- Gate closing time -> the last time to insert the bids
- Final results time -> indicative of the last time for publication of the results
- Price calculation type -> There are two possibilities of results calculation: Pay as Bid or Marginal price

Selecting a particular auction shows detailed information and all inserted bids.

The screenshot displays the 'Test auction' interface. At the top, there's a 'Short' field with 'Test auction' and a 'Description' field with 'Test'. Below these are 'Owner' (Bsp) and 'Price calculation type' (Marginal price). There are checkboxes for 'Enable trade limit' and 'Enable open book'. Dates for 'Start time' (2026-10-05 17:30:00), 'Gate closing time' (2026-10-06 17:00:00), and 'Final results time' (2026-10-07 17:00:00) are shown. A 'Gate Closing Time 2 (GCT2)' and 'Time interval for automatic extension' are also present. A green button 'EXCEL FILE WITH BIDS' is in the top right. Below the form is a 'PRODUCTS' section with a table of inserted bids.

Code	Name	Buy or sell	Min quantity	Max quantity	Unit of measure	Date from	Date to	Min price	Max price	Product type
Product type: Energy										
EL-1	Electricity-1	Buy	1	10	MWh	2026-10-12	2026-10-13	0	3000	Energy
Product type: Guarantee of origin										
GO-1	GO-1	Sell	1	10	GO	2026-09-01	2026-09-30	0	3000	Guarantee of origin

Figure 9: detailed information of the auction

- Short -> short name of the auction
- Description -> long description of the auction
- Owner -> The owner of the auction
- Start Time -> the time when inserting the bids became possible
- Gate closing time -> the last time to insert the bids
- Final results time -> indicative of the last time for publication of the results
- Price calculation type -> There are two possibilities of results calculation: Pay as Bid or Marginal price

In the section "Products", detailed product information is displayed.

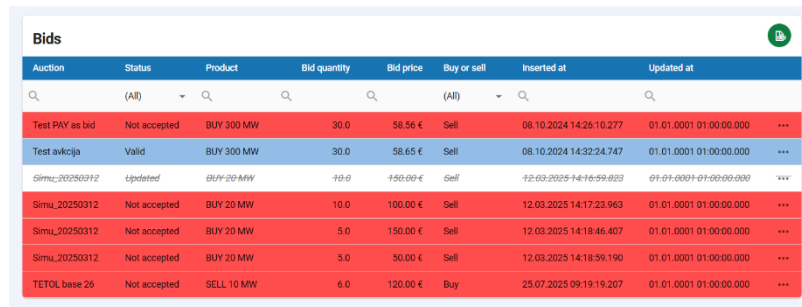
- Code -> the code of the product
- Name -> the name of the product
- Buy or sell -> The auction owner buying or selling the energy
- Max quantity -> the maximal quantity which can be inserted
- Min quantity -> the minimal quantity price which can be inserted
- Unit measure -> the unit of the quantity
- Date from -> start of the delivery of the product
- Date to -> end of the delivers of the product
- Min price -> the minimal quantity price which can be inserted
- Max price -> the maximal price which can be inserted

Products are divided into 3 categories:

- Electricity,
- GO products,
- Other products (CO2 coupons etc.)

Bids

The submenu “Bids” shows all the bids and their status for all auctions.



Auction	Status	Product	Bid quantity	Bid price	Buy or sell	Inserted at	Updated at
Test PAY as bid	Not accepted	BUY 300 MW	30.0	58.56 €	Sell	08.10.2024 14:28:10.277	01.01.0001 01:00:00.000 ...
Test avkcija	Valid	BUY 300 MW	30.0	58.65 €	Sell	08.10.2024 14:32:24.747	01.01.0001 01:00:00.000 ...
Simu_20250312	Updated	BUY 20 MW	10.0	100.00 €	Sell	12.03.2025 14:16:59.823	01.01.0001 01:00:00.000 ...
Simu_20250312	Not accepted	BUY 20 MW	10.0	100.00 €	Sell	12.03.2025 14:17:23.963	01.01.0001 01:00:00.000 ...
Simu_20250312	Not accepted	BUY 20 MW	5.0	150.00 €	Sell	12.03.2025 14:18:46.407	01.01.0001 01:00:00.000 ...
Simu_20250312	Not accepted	BUY 20 MW	5.0	50.00 €	Sell	12.03.2025 14:18:59.190	01.01.0001 01:00:00.000 ...
TETOL base 26	Not accepted	SELL 10 MW	6.0	120.00 €	Buy	25.07.2025 09:19:19.207	01.01.0001 01:00:00.000 ...

Figure 10: List of all bids and their status

Description of the content of each column:

- Auction -> the name of the auction
- Status:
 - o Partially accepted -> The bid has been partially accepted (in orange)
 - o Accepted -> The bid has been fully accepted (in green)
 - o Not accepted -> The bid has not been accepted (in red)
 - o Updated -> The bid has been modified
 - o Deleted -> The bid has been deleted
- Product -> The name of the product
- Buy or Sell -> the purpose of the bids -> Sell or Buy
- Inserted at -> the exact time when the order has been inserted
- Updated at -> the exact time when the order has been updated
- Bid price -> the inserted price
- Bid quantity -> the inserted quantity
- Accepted price -> If the bid has been accepted or partially accepted, the accepted price is shown
- Accepted quantity -> If the bid has been accepted or partially accepted, the accepted quantity is shown
- Inserted by -> the user which inserted the bid

Inserting bids

Users can insert bids on the home page when the auction is active. If the auction has more than one product, the multiple products are displayed horizontally next to each other. By clicking on the selected product, the user can insert the bids as disrobed below:

The screenshot shows the 'Test auction - Bsp' interface. At the top, there are three time-related buttons: 'Start time *' (2026-10-05 17:00), 'Gate closing time *' (2026-10-06 17:00), and 'Final results time *' (2026-10-07 17:00). Below these, the product 'EL-1 - Electricity-1' is selected, and the quantity 'Buy 10 MWh from 2026-10-12 to 2026-10-13' is specified. A green '+ ADD BID' button is visible. Below the button is a table with columns: 'Inserted at', 'Updated at', 'Buy or sell', 'Quantity', 'Price', and 'Inserted by'. The table currently shows 'No bids yet'.

Figure 11: Preview of different products

Selecting “ADD BID” will open a pop-up window where the price and quantity can be entered. The minimum and maximum price and quantity are defined in the auction specifications. The max quantity is automatically fulfilled (it can be changed to a lower quantity). An error message will appear if the inserted bid contains a price or quantity outside the predefined range. The purpose of Sell or Buy is predefined and cannot be changed. By clicking on the “Save” button, the bid is submitted and visible in the bids segment of the auction.

The Trade Limit is determined based on the selected trading direction. To recalculate the applicable Trade Limit, select either Buy or Sell.

Clicking Buy or Sell recalculates the Trade Limit accordingly and displays the limit applicable to the selected trading direction.

Users should note that Trade Limit is not a mandatory functionality and its activation is a sole discretion of the auction Owner.

The screenshot shows the 'Add bid' pop-up window. It has a title bar 'Add bid' and a 'Trade Limit: €0.00 / €100000.00' indicator. The window is divided into two sections: 'Sell' and 'Buy'. The 'Buy' section is active, showing input fields for 'Quantity *' (10.0 MWh) and 'Price *' (€3000.00). Below these fields, the maximum values are displayed: 'Max: 10.0 MWh' and 'Max: €3000.00'. At the bottom right, there are 'SAVE' and 'CANCEL' buttons.

Figure 12: Bid entry

User data section

Users can change their personal data and password, log out or select a language (Slovenian or English) by clicking an appropriate icon.

A Two-Factor Authentication (2FA) application is required to log in to the platform. During your first login, you will receive the instructions to set up the 2FA in your Authenticator application.

To access the platform, first enter your password. Then, open your Authenticator application and enter the verification code displayed in the application into the designated field on the platform.

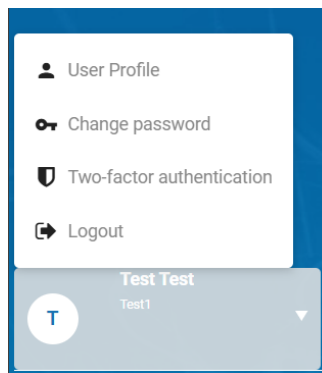


Figure 13: User data section

Forgotten password

If the user forgets the password, it can be reset on the log-in page. The user must select the “Forgot your password” link and submit the username (Email). If the user has already registered, the link for password reset will be sent to the provided email address.

Figure 14: Log-in window

Figure 15: Email entry form

Figure 16: Forgot password confirmation