

Copy/Paste Bids from Excel

In the event that you are unable to place bids due to technical constraints on your side, you may provide JAO with a correctly completed bid template (annexed to this package) containing all required data, either before or during the bidding window of the relevant auction. Upon your explicit request, JAO may copy, paste, and submit the bids on your behalf to the eCAT platform for the targeted auction.

Requests must be submitted via [JAO Support Hub](#) or via e-mail; a follow up call is advisable although not necessary.

We recommend submitting your fallback bids at least 5 minutes before the original bid submission gate closure.

A confirmation of the status of the Fallback bid will be provided in reply, along with the relative ACK file.

JAO's role in this process is strictly limited to the mechanical copy-paste and submission of the data provided by the Market Participant. JAO does not verify, validate, or modify the content of the bids. The Market Participant remains solely and fully responsible for the accuracy, completeness, validity, and timely submission of the bids, as well as for ensuring that the information provided in the template fully reflects its intended bidding instructions. JAO shall not be held liable for any errors, omissions, delays, or consequences arising from the use of this facilitation process or from the data provided by the Market Participant.

- **Preparing the bid template**

The system allows bids to be copied from an Excel sheet and pasted into the “New/Edit Bids” screen. Follow these steps:

1. Open the Excel bid template.
2. Select the tab corresponding to the relevant auction, based on the positions (e.g., 6,8, 23, 24, 25, etc).
3. Fill in the header for the required corridor name with correct direction at the top of the table.
4. Enter the quantity values in the left column and the price values in the right column.
5. Repeat this for all applicable positions. (See example below.)

| | A | B | C | D | E | F |
|----|-----------|-------|-----------|------|-------|------|
| 1 | NLL-BE-GB | | EL1-GB-FR | | CH-IT | |
| 2 | 20 | 1.99 | 15 | 1.98 | 20 | 1.97 |
| 3 | 21 | 2 | 15 | 1.9 | 20 | 1.97 |
| 4 | 22 | 2.01 | 15 | 1.96 | 20 | 1.97 |
| 5 | 23 | 2.02 | 15 | 1.9 | 20 | 1.97 |
| 6 | 24 | 2.03 | 15 | 1.94 | 20 | 1.97 |
| 7 | 25 | 2.04 | 15 | 1.93 | 20 | 1.97 |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | QTY | PRICE | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |

Image 1.0

(Here for example we are bidding for Nemolink Intraday auction with 6 positions for ID 0006 border direction is NLL-BE-GB)

1. Fill the header with the respective border name and direction.
2. Enter the quantity values in the left column and the price values in the right column.
3. Save the Excel file and the file is ready to be copy-paste the bids into the system by operator.

*Please note that the System performs basic validation checks when bids are copy-pasted. Therefore, ensure that the bid template format is strictly respected at all times. Please reads below;

•For *LT auctions*:

1. Rows number should be equal or less than the maximal number of Bids.
2. Columns number should be a multiple of 2.
3. The header of the bid must be the corridor for which the bids are created and will
4. occupy 2 columns, corresponding to the quantity and the price.

5. Quantity and Price must be numbers.
6. If the Price contains decimals the separator must be “.”

- For *Daily/ Intraday auctions*:

1. Rows number should be equal to the number of hours within the delivery day of the auction (6, 8, 23, 24 or 25).
2. Columns number should be a multiple of 2.
3. Columns number should be equal or less than the $2*N$ where N is the maximal number of Bids.
4. The header of the bid must be the corridor for which the bids are created and will
5. occupy 2 columns, corresponding to the quantity and the price.
6. Quantity and Price must be numbers.
7. If the Price contains decimals the separator must be “.”

Once your bids are saved by operator, you can view them in the “View Bids” section.

*Please note:

1. Bids can only be pasted for the borders for which you have valid entitlements.
2. At any given time, it is recommended to place bids for only one border direction.
However, bulk pasting of bids is also possible.