

THE-BSP TENDER/Bidder USER MANUAL

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USER MANUAL INTRODUCTION



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USER MANUAL INTRODUCTION



01 INTRODUCTION

01.1 Scope of this Manual

This manual describes the usage of the Tender/Bidder area of the THE-BSP¹, the bilateral balancing gas platform of the Trading Hub Europe.

01.2 Interrelation with other Documents

Currently none.

01.3 Target Group

Bidders of balancing gas.

The target group of this document consists of registered tender participants having basic knowledge of computer operations (incl. web browser configuration and operation).

01.4 Layout of this Manual

See table of contents.

01.5 Writing Conventions

Buttons which must be clicked by the user are underlined in the text.

Names and terms are enclosed by quotation marks.

A star * appended to a field label indicates a mandatory field.

Two stars ** appended to a field label also indicate a mandatory field. In addition, the system can automatically generate the corresponding value. For automatic value generation leave the field empty.

A star within parenthesis (*) indicates a field that is only mandatory under certain circumstances (e.g., the field "First name" if a natural person is chosen as company).

Drop-down: by clicking a drop down a list with possible options will be opened. Select one of the options by clicking it.

The screenshots help to visualize the verbal description. The displayed data do not coincide with real data.

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 $^{^{\}mbox{\scriptsize 1}}$ THE-BSP: Trading Hub Europe - Balancing Services Platform



02 APPLICATION DESCRIPTION / TENDER

The following chapters describe the detailed workflow for participating in a tender.

02.1 List of Tenders

Open menu item "Tenders".

If your company is accredited, you will see all accessible tenders.

02.1.1 Filter Options

The following filter options are available:

- Tender type: "Long-Term Option", "Short-Term Procurement", "Short-Call Balancing Services", "Flexibility Services"
- Status: "Accomplished", "Auctioning", "Created", "Gate opened", "Gate closed", "Cancelled"
- Alias If you only know a part of the tender alias, proceed as follows:
 - o If you know the beginning of the alias, insert "*" at the end.
 - o If you know the end of the alias, insert "*" at the beginning.
 - o If you know the middle part of the alias, insert "*" at the beginning and at the end.

Example: Alias TEST_TENDER Filter options:

- 1. TEST*
- 2. *TENDER
- 3. *TEND*

Note: This pattern applies to all filter options with free text.

- Bid Number: allows to search for tenders containing a specific bid number
- Additionally, tenders older than x days can be hidden. Tick the check box next to "Hide tenders older than" and insert the desired number of days (x).

By default, this filter option hides tenders older than one day.

Note: This filter refers to the effective close time displayed in tender details.



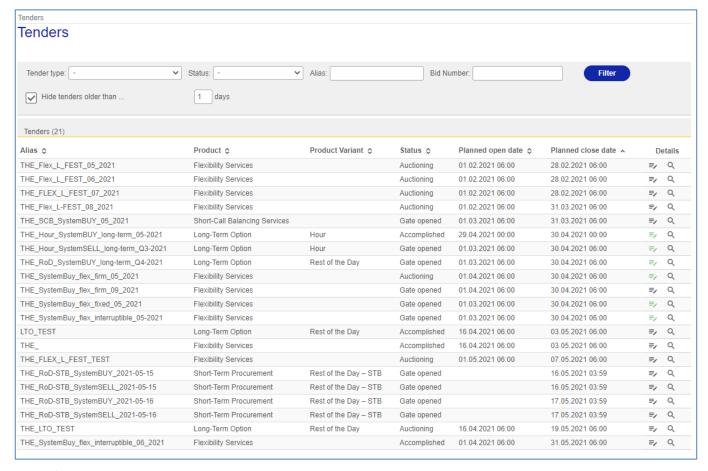


Figure 1: Tenders

Symbols:



Click this symbol to navigate to the tender details.



Click this symbol to navigate to the bidding view of the tender.

02.1.2 Tender Details

The page "Tender Details" is divided into three tabs which display specific parameters of the tender:

- Tender details
- Products
- Preferences

Note: This page is for information purpose only - no changes can be made or saved.



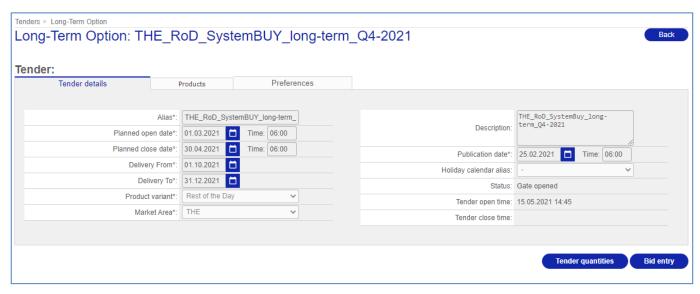


Figure 2: Tender details - Long-Term Options

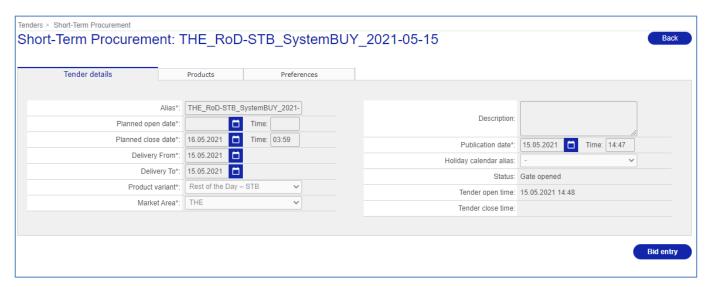


Figure 3: Tender details – Short-Term Procurements





Figure 4: Tender details - Short-Call Balancing Services

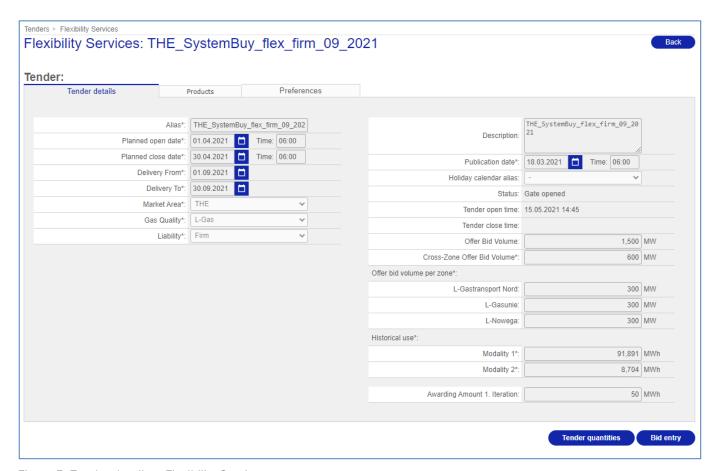


Figure 5: Tender details - Flexibility Services



Terms:

Alias:	The short designation of the tender. This designation is typically defined in such a way that the identifying parameters of the tender can be deduced. Parameters like:
	Tender type or product variant (subtype)
	Market balance area
	Product (delivery direction)
	Contract period of the tender
	Example for tender type "Long-Term Option" (LTO):
	THE_RoD_SystemBUY_long-term_Q3-2021 THE_Hour_SystemBUY_long-term_Q3-2021
	Example for tender type "Short-Term Procurement":
	THE_STB_SystemBUY_2021-07-25
	Example for tender type "Short-Call Balancing Services" (SCB):
	THE_SCB_SystemBUY_07-2021
	Example for tender type "Flexibility Services" (FLEX):
	THE_FLEX_SystemBUY_07-2021
Planned open/close date:	The planned open/close date of the tender
	Always empty for tender type "Short-Term Balancing Services" (STB), as these tenders are exclusively opened manually in case of a demand.
Delivery from/to:	The delivery period from/till (contract period)
Product variant:	Defines characteristics of tender types.
	Product variants of LTO:
	Rest of the Day (RoD)
	• Hour
	Product variants of Short-Term Procurements:
	Rest of the Day - STB (STB)
	For all other tender types (SCB, FLEX) no product variants are defined.
Market balance area:	• THE
Physical point tender:	Defines whether the tender including its allocation is carried out on network point level or on zone level (only LTO-Hour).
	Possible values: yes (network point level), no (zone level)



Description:	Contains additional information about this tender (optional).						
Publication date:	The date from which a tender is visible to accredited bidders.						
	From this date the tender is visible for bidders in menu item "Tenders". Bids can be placed as soon as the status of the tender is "Gate open".						
Holiday calendar alias:	The applied holiday calendar is shown here.						
	Possible values: "-" or "DEFAULT STATE CALENDAR". Both values mean that the standard holiday calendar is applied.						
Status:	The actual state of the tender is displayed as follows:						
	Created						
	Gate open: Bids can be submitted						
	 Auctioned: State after the gate has been closed. This state does not apply to Short-Term Procurements (i.e., STB) as they will directly proceed to state "Accomplished". 						
	 Accomplished: Final state of all tenders, the awarding has been completed. 						
Tender open/close time:	Effective open/close time of the tender						

02.1.2.1 Products

Click tab "Products" to list all products assigned to the tender:

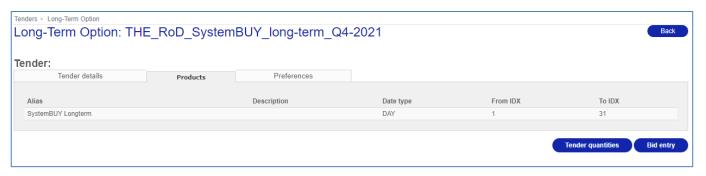


Figure 6: Products – Long-Term Options



Terms:

Alias:	The short designation of the product:						
	SystemBUY resp. SystemSELL Longterm (LTO-RoD)						
	SystemBUY resp. SystemSELL Longterm Hour (LTO-Hour)						
	SystemBUY resp. SystemSELL Shortterm (STB)						
	SystemBUY resp. SystemSELL SCB (SCB)						
	SystemBUY resp. SystemSELL FLEX (FLEX)						
Description:	Contains additional information about this product (optional).						
Date type:	The date type:						
	HOUR (hourly product)						
	DAY (daily product)						
From IDX/To IDX:	The validity period of the product:						
	HOUR: 0-24 means a validity of all hours of a day						
	DAY: 1-31 means a validity of all days of a month						

02.1.2.2 Preferences

Click tab "preferences" to display all settings defined for submission of bids:

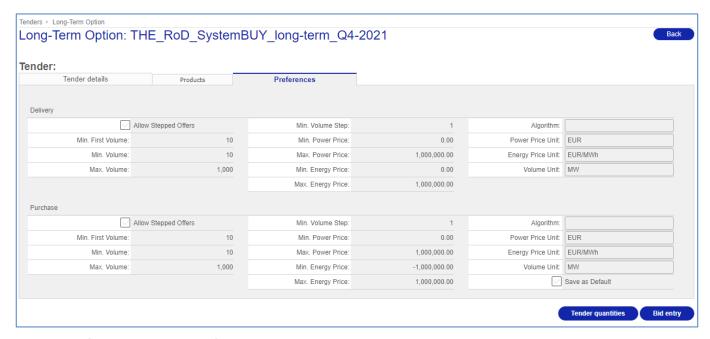


Figure 7: Preferences - Long-Term Options



02.2 Participation in Short-Term Balancing Services

To participate in STB tenders, log in to the system. The following view will be displayed:

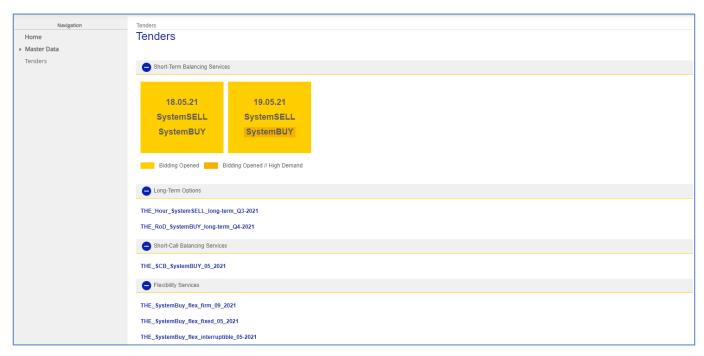


Figure 8: View after successful login

In the area "Short-Term Balancing Services" you can see all STB tenders for the next two gas days whose gate is open for bid submission. In total, a maximum of four tenders is possible, one per gas day and direction (SystemBUY resp. SystemSELL). Meaning of the colors:

- Gas day with light yellow background: tenders for contained directions are open for bid submission.
- A direction is marked with dark yellow if there is a "High Demand".

Note: STB tenders will always only be opened manually in case of a demand. If there is currently no demand this area is hidden, and no STB tenders will be displayed.

You will see a minus symbol next to the title of each area. Click this symbol to collapse an area for a better overview. To expand an area again, click on the plus symbol.

Tenders of the type "Long-Term Option", "Short-Call Balancing Services" and "Flexibility Services" with the status "Gate open" are displayed below the "Short-Term Balancing Services" area. Participation in these tender types is described in own chapters.

To submit bids for a STB tender, click the desired direction of the gas day:



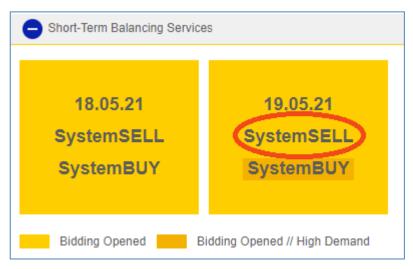


Figure 9: Selection of a STB tender

02.2.1 Submission of STB Bids

Subsequently, the pop-up for submission of STB bids will be opened:

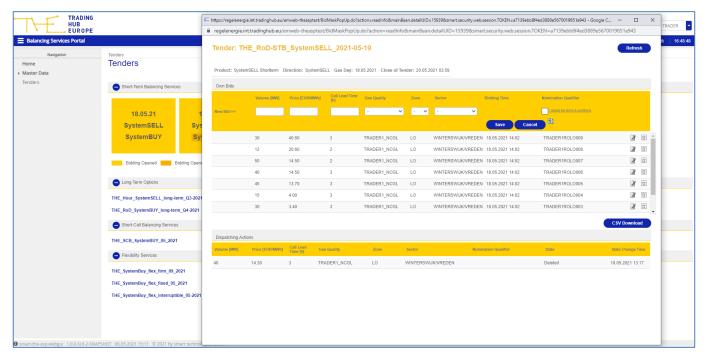


Figure 10: Pop-up for submission of STB bids

Here you can enter a new bid. Please enter the specific values for

- Volume [MW]
- Price [EUR/MWh]
- Call Lead Time [h]
- Gas Quality
- Zone
- Sector



Before you can save a bid, you must accept the terms and conditions. To see them, please click the link <u>I accept the terms & conditions</u>. If you agree to the terms and conditions tick the check box and click <u>Save.</u>



Note: The terms and conditions must be accepted every time before a bid can be permanently stored in the system.

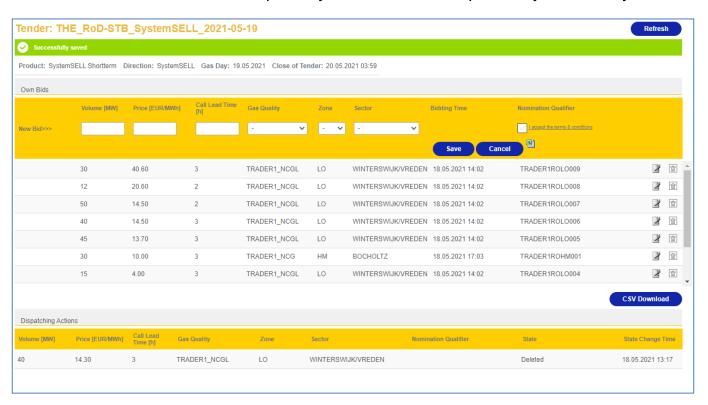


Figure 11: Successful submission of a STB bid

The new bid will be added to the list. The list of bids is sorted according to the following criteria:

• The best bids (depending on the direction with the highest or lowest price) will be listed first.

Immediately after saving, the system will generate the nomination qualifier for the bid and display it with a slight delay.

02.2.1.1 Deleting or Editing a Bid

If you want to delete or edit a bid, click the following symbols in the row of the specific bid:

- to delete
- I to edit



Prior to deletion of a bid, a pop-up window will ask you to confirm this action:

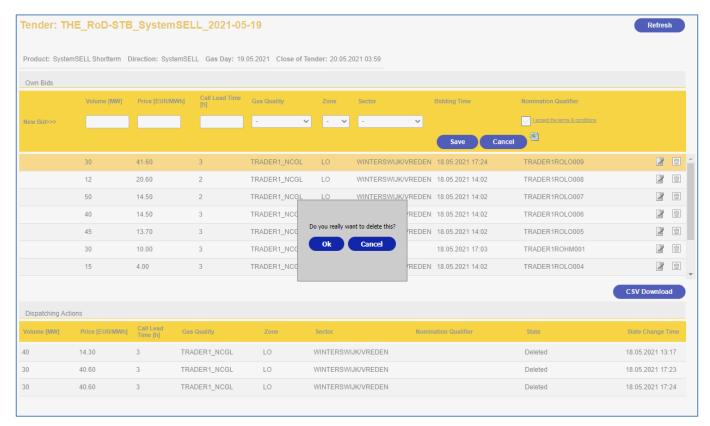


Figure 12: Deleting a STB bid

If you want to edit a bid, click the above-mentioned symbol. Subsequently, the bid values will be copied into the input fields where you can edit them (see Figure 13).

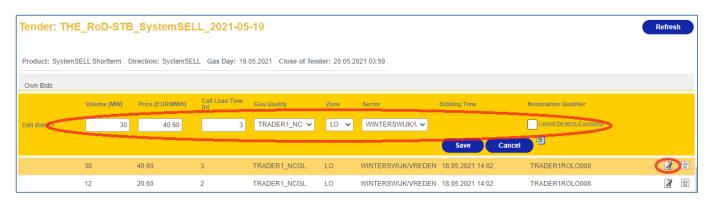


Figure 13: Editing a STB bid

Afterwards, confirm the terms and conditions again and click Save.



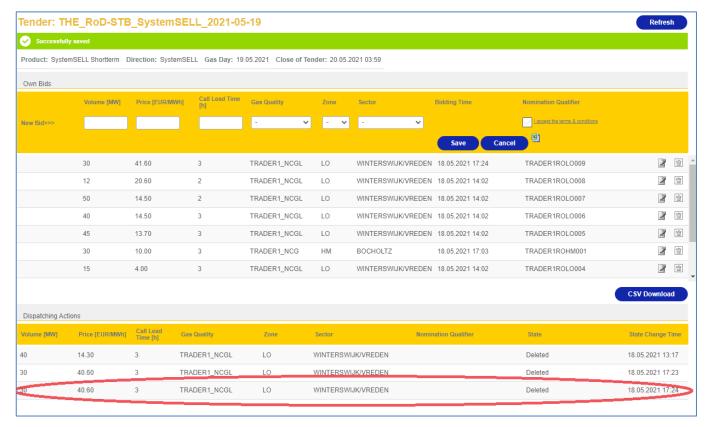


Figure 14: View after deleting resp. editing a STB bid

The original bid will now be displayed below in "Dispatching Actions" (see Figure 14). Deleted bids will also be documented in this list.

02.2.2 Submission of STB Bids with EXCEL

To facilitate the submission of many bids, you can also import bids from EXCEL.

Bid submission with EXCEL:

• Click CSV Download (marked red in Figure 15) – the bid list will be downloaded according to your browser:



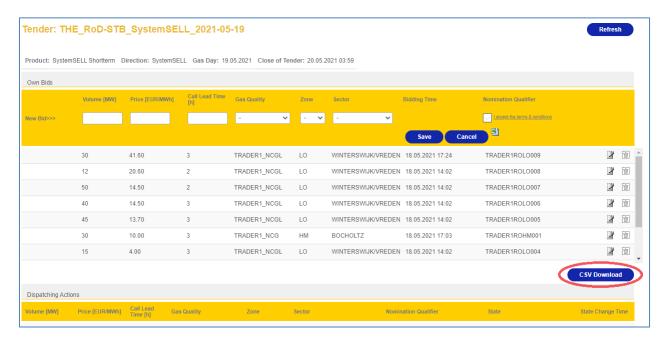


Figure 15: Submission of STB bids with EXCEL 1

• Open the downloaded file with EXCEL:

\square	А	В	С	D	Е	F	G	Н	I I
1	Volume [MW]	Price [EUR/MWh]	Call Lead Time [h]	Gas Quality	Zone	Sector	Bidding Tim	Nomination Qualifier	User
2	30	41.60	3	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	***************************************	TRADER1ROLO009	BUCHGRABERR
3	12	20.60	2	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	***************************************	TRADER1ROLO008	BUCHGRABERR
4	50	14.50	2	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	***************************************	TRADER1ROLO007	BUCHGRABERR
5	40	14.50	3	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	#######################################	TRADER1ROLO006	BUCHGRABERR
6	45	13.70	3	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	#######################################	TRADER1ROLO005	BUCHGRABERR
7	30	10.00	3	TRADER1_NCG	нм	BOCHOLTZ	***************************************	TRADER1ROHM001	BUCHGRABERR
8	15	4.00	3	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	***************************************	TRADER1ROLO004	BUCHGRABERR
9	30	3.40	3	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	***************************************	TRADER1ROLO003	BUCHGRABERR
10	14	3.00	3	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	#######################################	TRADER1ROLO001	BUCHGRABERR
11	28	3.00	3	TRADER1_NCGL	LO	WINTERSWIJK/VREDEN	#######################################	TRADER1ROLO002	BUCHGRABERR

Figure 16: Submission of STB bids with EXCEL 2

Existing bids have been exported and can now be edited as desired in the EXCEL sheet.

After completing your entries, mark them as follows:

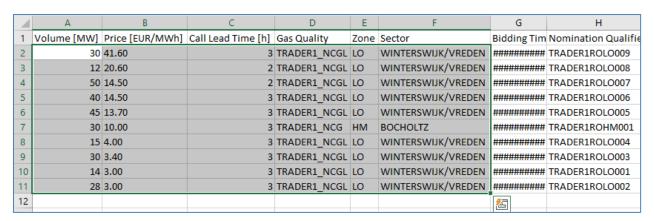


Figure 17: Submission of STB bids with EXCEL 3

Note: Only mark the bids, not the headlines, as shown in Figure 17.

Press Control + C



Navigate back to the pop-up for bid submission and accept the terms and conditions:



• Click the EXCEL symbol – an input field will be shown:



• Press Control + M. You will be asked if you want to delete any old bids. Confirm by pressing "Yes" or "No" as desired:



• Your bids will be imported and saved:

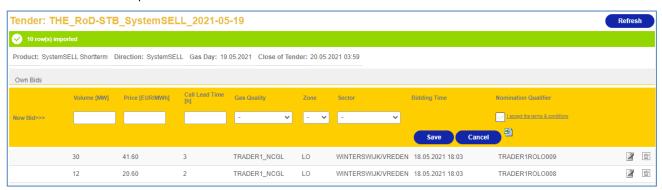


Figure 18: Submission of STB bids with EXCEL 4

In the case of invalid entries, a corresponding error message will be displayed stating the erroneous row. Check the correctness of your entries in the EXCEL sheet and repeat the process.



02.3 Participation in Long-Term Options

This chapter describes the workflow for submitting bids into LTO tenders. The pattern applies to all LTO product variants – i.e., LTO-RoD and LTO-Hour.

To submit bids for a LTO tender, click menu item "Tenders". A list of all tenders you are accredited for will be displayed (see Figure 1). To filter the list, use the available filter options (see chapter 02.1.1).

Also, to submit bids for a tender, the tender needs to be in state "Gate open" (see also chapter 02.1.2).

There are three ways to get to the bid submission view of a specific LTO tender:

- 1. In the list of tenders, click symbol , or
- 2. In the list of tenders, click symbol for getting to the tender details view, once there click <u>Bid entry</u> (see Figure 2), or
- 3. In the home page area "Long-Term Options", click the alias of the tender

The bid submission view of the LTO tender will be opened:

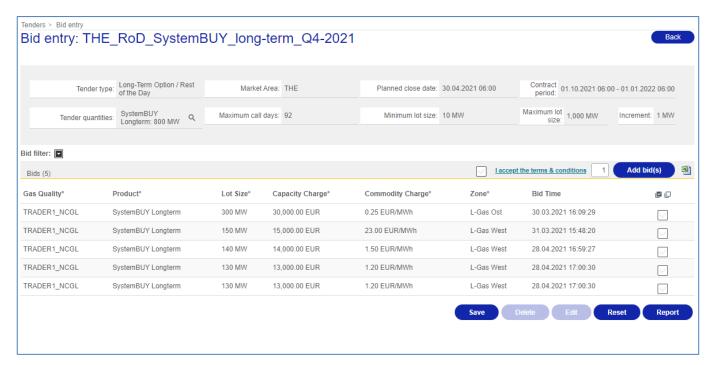


Figure 19: Submission of LTO Bids 1

In this view you can enter your bids. Above the bid list you can see detailed information about the tender, such as:

- Tender type (incl. product variant)
- Market Area
- Planned close date
- Contract period
- Tender quantities (incl. product): To see the quantity of each product in a clear form click symbol



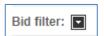
- Maximum call days (only RoD)
- Minimum lot size (only RoD)
- Maximum lot size (only RoD)
- Increment (between minimum and maximum lot size, only RoD)

Terms:

Gas Quality:	The balance group which submits a bid. The assignment to the gas quality is implicitly controlled by the balance group.			
Product: Product of the tender, applied to all bids.				
Lot Size:	Lot size of a bid (RoD: editable, Hour: predefined for all bids).			
Capacity Charge:	Capacity charge of a bid.			
Commodity Charge:	Commodity charge of a bid.			
Zone:	Zone of a bid.			
Physical Point:	Network point within zone of a bid (only Hour, and only if configured as "physical point tender").			
Bid Time:	Submission time of a bid.			
Edit/Delete:	If the check box in the row of a bid is ticked, you can edit/delete it by clicking <u>Edit</u> resp. <u>Delete</u> .			

To filter the bid list, proceed as follows:

Click the arrow right of label "Bid filter":



Drop-down fields for "Lot Size" and "Capacity Charge" will be displayed.

Select the desired filter options. The bid list will be filtered correspondingly.

02.3.1 Submission of LTO Bids

To add new bids (see Figure 20):

• Enter the desired number of bids into the input field left of button Add bid(s):



- Click Add bid(s). For each desired bid one row will be appended to the list.
- Enter bid data:
 - Gas quality (i.e., your correspondingly mapped balance group)
 - Lot size (only RoD)
 - Capacity charge
 - o Commodity charge



- o Zone
- o Physical point (only Hour, and only if configured as "physical point tender")

To add more bids, enter the additionally desired number of bids and click again Add bid(s):

- Repeat the steps as described above (see item "Enter bid data")
- To complete the bid submission, tick the check box left of "I accept the terms & conditions" to accept the terms and conditions, then click Save.

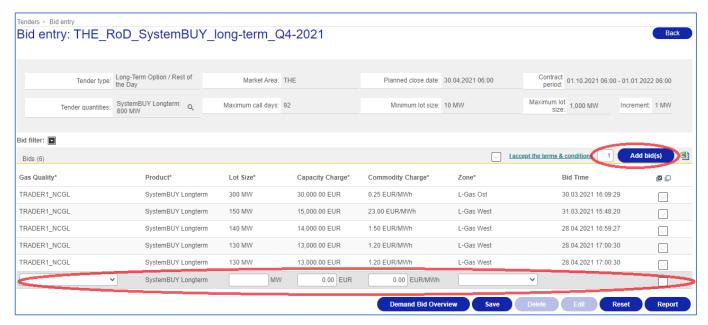


Figure 20: Submission of LTO bids 2

After the bids have been successfully stored, the message "Successfully saved" will be displayed.

02.3.1.1 Edit Bids

For editing bids, proceed as follows:

- Tick the checkboxes of the corresponding bid rows and click <u>Edit</u>. Now you can change the bid data. To store the changes, click <u>Save</u>.
- To discard changes of bid data which have not been stored yet, click <u>Reset</u> the bid data will be reset to the stored values.

02.3.1.2 Delete Bids

For deleting bids, proceed as follows (see Figure 21):

- Tick the checkboxes of the corresponding bid rows and click <u>Delete</u>.
- Confirm the pop-up to delete the bids.



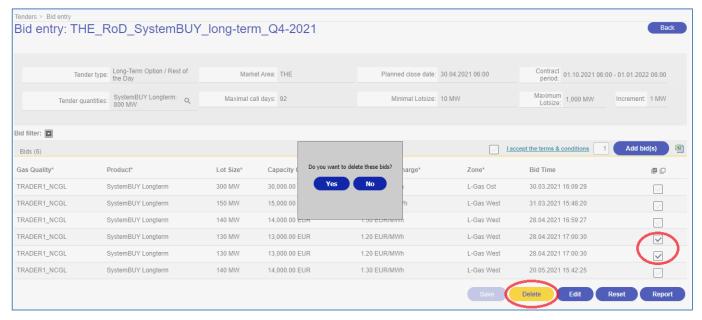


Figure 21: Deleting LTO bids

02.3.2 Submission of LTO Bids with EXCEL

To facilitate the submission of many bids, you can also import bids from EXCEL.

Bid submission with EXCEL:

• Click CSV Download (marked red in Figure 22) – the bid list will be downloaded according to your browser:

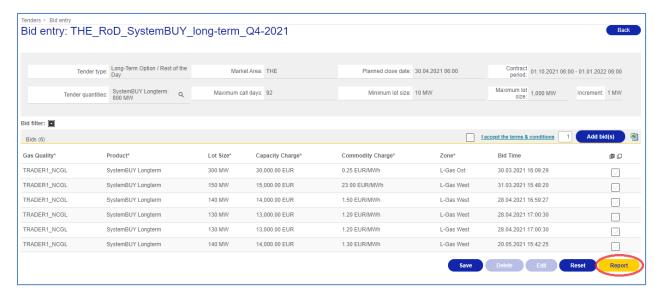


Figure 22: Submission of LTO Bids with EXCEL 1



• Open the downloaded file with EXCEL:

4	А	В	С	D	E	F	G
1	Gas Quality	Product	Lot Size	Capacity Charge	Commodity Charge	Zone	Bid Time
2	TRADER1_NCGL	SystemBUY Longterm	300	30,000.00	0.25	L-Gas Ost	30.03.2021 16:09
3	TRADER1_NCGL	SystemBUY Longterm	150	15,000.00	23.00	L-Gas West	31.03.2021 15:48
4	TRADER1_NCGL	SystemBUY Longterm	140	14,000.00	Jan 50	L-Gas West	28.04.2021 16:59
5	TRADER1_NCGL	SystemBUY Longterm	130	13,000.00	Jan 20	L-Gas West	28.04.2021 17:00
6	TRADER1_NCGL	SystemBUY Longterm	130	13,000.00	Jan 20	L-Gas West	28.04.2021 17:00
7	TRADER1_NCGL	SystemBUY Longterm	140	14,000.00	Jan 30	L-Gas West	20.05.2021 15:42
8							
9							

Figure 23: Submission of LTO Bids with EXCEL 2

Existing bids have been exported and can now be edited as desired in the EXCEL sheet.

• After completing your entries, mark them as follows:

	Α	A B		D	E	F	G
1	Gas Quality	Product	Lot Size	Capacity Charge	Commodity Charge	Zone	Bid Time
2	TRADER1_NCGL	SystemBUY Longterm	480	12,000.00	0.25	L-Gas Ost	30.03.2021 16:09
3	TRADER1_NCGL	SystemBUY Longterm	320	12,000.00	0.25	L-Gas West	31.03.2021 15:48
4	TRADER1_NCGL	SystemBUY Longterm	90	10,000.00	0.35	L-Gas West	28.04.2021 16:59
5	TRADER1_NCGL	SystemBUY Longterm	80	5,000.00	0.45	L-Gas West	28.04.2021 17:00
6	TRADER1_NCGL	SystemBUY Longterm	90	12,000.00	0.27	L-Gas West	28.04.2021 17:00
7	TRADER1_NCGL	SystemBUY Longterm	40	5,000.00	0.30	L-Gas West	20.05.2021 15:42
8							
9							
10							

Figure 24: Submission of LTO Bids with EXCEL 3

Note: Only mark the bids, not the headlines, as shown in Figure 24.

- Press Control + C
- Navigate back to the view for bid submission and click the EXCEL symbol an input field will be shown:



• Click into the input field and press $\boxed{\text{Control}} + \boxed{M}$ – the bids will be imported into the system.



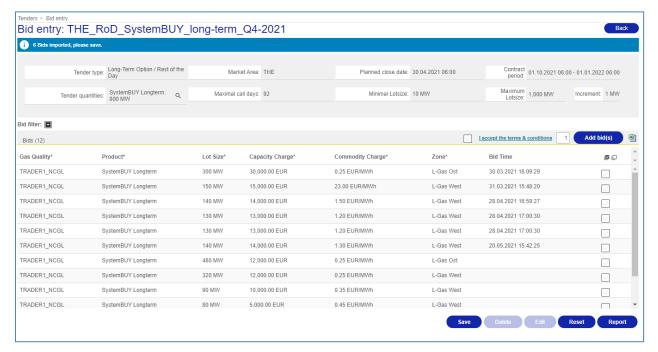


Figure 25: Submission of LTO Bids with EXCEL 4

Accept the terms and conditions and click <u>Save</u>.

In the case of invalid entries, a corresponding error message will be displayed stating the erroneous row. Check the correctness of your entries in the EXCEL sheet and repeat the process.

Note: After your bids have been stored, each bid is given a corresponding bid number.



02.4 Participation in Short-Call Balancing Services

The process for participation in SCB tenders is basically the same as for LTO tenders (see chapter 02.3).

Differences:

- The home page area for SCB tenders is called "Short-Call Balancing Services"
- Bid submission:
 - Detailed information above the bid list:
 - Tender type (incl. product variant)
 - Market Area
 - Planned close date
 - Contract period
 - Tender quantities (incl. product)
 - o Bid list columns:
 - Gas Quality
 - Product
 - Lot Size (predefined for all bids)
 - Capacity Charge
 - Commodity Charge
 - Zone
 - Physical Point
 - Bid Time
 - Edit/Delete (Checkbox)
- After bid award, there is no dispatching process for these bids on the BSP (e.g., no nomination qualifier is generated)

02.5 Participation in Flexibility Services

The process for participation in FLEX tenders is basically the same as for LTO tenders (see chapter 02.3).

Differences:

- The home page area for FLEX tenders is called "Flexibility Services"
- Bid submission:
 - Detailed information above the bid list:
 - Tender type (incl. product variant)
 - Market Area



- Planned close date
- Contract period
- Tender quantities (incl. product)
- Gas Quality ("H-Gas" or "L-Gas")
- Liability ("Firm" or "Interruptible")
- Bid list columns:
 - Gas Quality
 - Product
 - Calculation Type ("Modality 1" or "Modality 2"
 - Borrowing/Parking ("1:1", "2:1" or "3:1")
 - Lot Size
 - Capacity Charge (only for liability "Firm")
 - Commodity Charge
 - Zone
 - Physical Point
 - Bid Time
 - Edit/Delete (Checkbox)
- After bid award, there is no dispatching process for these bids on the BSP (e.g., no nomination qualifier is generated)



02.6 Bid Award

02.6.1 Awarded Bids

After the award of LTO, SCB or FLEX tenders, you can view your awarded bids as follows:

- Navigate to the details view of a corresponding tender in state "Accomplished" (see chapter 02.1.2)
- Click button Awarded bids:



Figure 26: Awarded bids

02.6.1.1 Nomination Qualifier for LTO Bids

During the award of a LTO tender, a nomination qualifier will be assigned to the awarded LTO bids. This qualifier will be used in the dispatching process.

Note: No nomination qualifier will be assigned to SCB or FLEX bids, as there is no dispatching process for these bids on the BSP.

02.6.2 Merit Order List

All STB bids will be immediately added to a callable daily MOL for the STB tender's gas day.

02.6.2.1 Nomination Qualifier for STB Bids

Immediately after storage, a nomination qualifier will be assigned to STB bids. This qualifier will be used in the dispatching process.

02.6.2.2 Awarded LTO bids on the MOL

Awarded LTO-RoD bids will be added to a daily MOL for each gas day within the tender's contract period. STB bids will be added to the same daily MOL, if the following applies:

- The LTO-RoD tender's contract period contains the STB tender's gas day
- Both tenders have the same delivery direction

Awarded LTO-Hour bids will be added to an hourly MOL for each hour within the tender's contract period.