Polskie Sieci Elektroenergetyczne

Portal Uczestnika Rynku Mocy
User Manual

Pre-auction process

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Update history

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1 TECHNICAL REQUIREMENTS

To use the Portal Uczestnika Rynku Mocy (PURM), you must have a computer with Internet access.

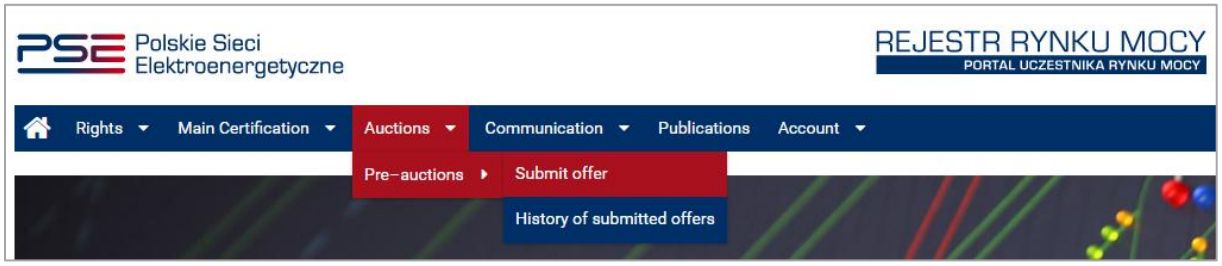
Detailed technical requirements are available at https://www.pse.pl/web/pse-eng/areas-ofactivity/capacity-market/purm-register.

User account establishment, logging in and managing user account is described in the Portal Uczestnika Rynku Mocy User Manual. Account Establishment, Login and Bidder Role Assignment, which is available at https://www.pse.pl/web/pse-eng/areas-of-activity/capacity-market/purm-register.

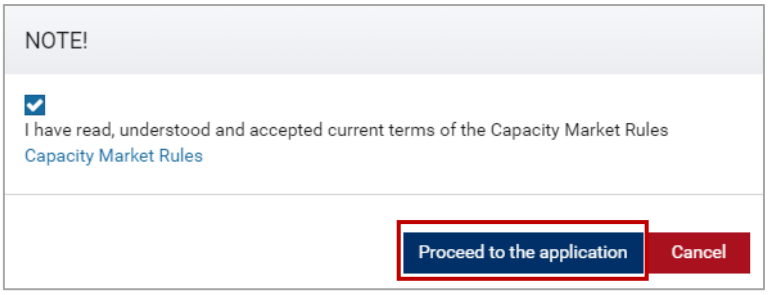
2. SUBMITTING OFFERS IN THE PRE-AUCTION

In order to submit offers in the pre-auction, user shall select "**Auction**" → "**Pre-auction**" → "**Submit offer**" from the main menu.

NOTE: To submit a bid in the pre-auction, users shall have bidder role for the entity.



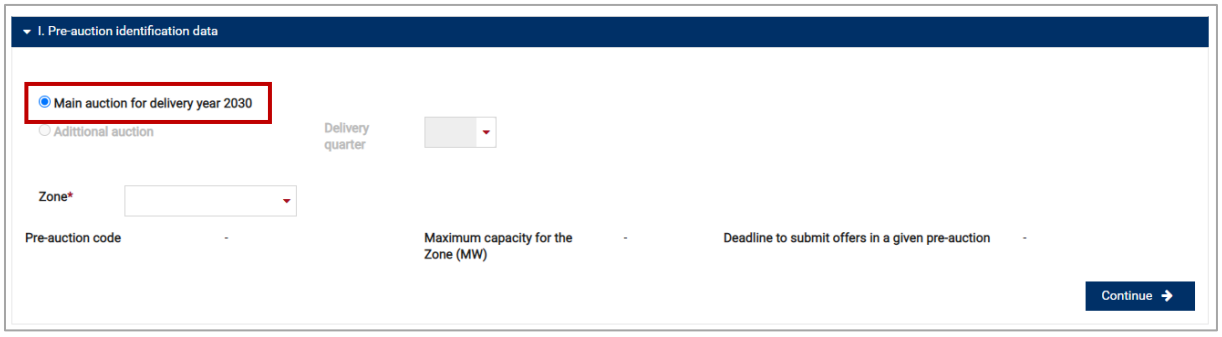
Before entering the pre-auction, user shall confirm that he has read, understood and accepted current terms of the Capacity Market Rules by selecting "**I have read, understood and accepted current terms of the Capacity Market Rules**" check box and clicking "**Proceed to the application**". Please note that Capacity Market Rules are executed in Polish language version only. The translation available here, is made for working purposes exclusively and should not be treated as binding or official.



NOTE: Filling all mandatory fields, which are marked with an asterisk " * ", is required. In case of skipping any of these fields, proceeding to the next section is unavailable.

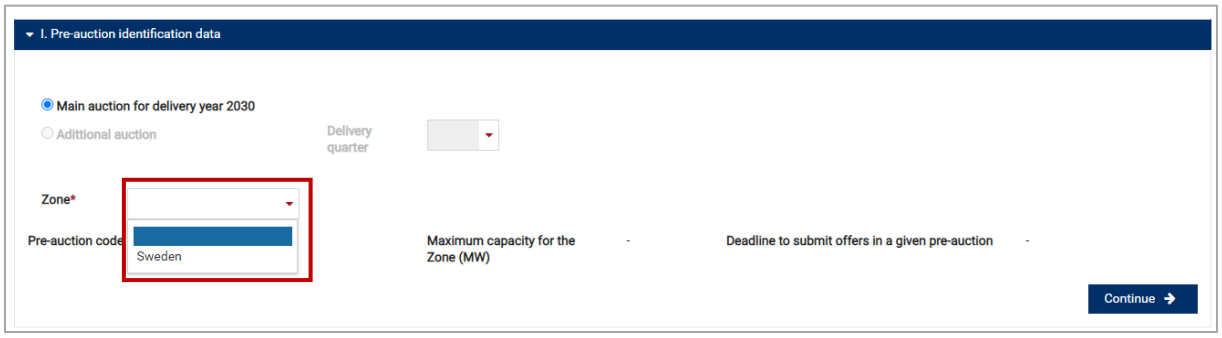
1.1 Section I – Pre-auction identification data

First section of the pre-auction offer concerns the pre-auction identification data. User shall select the pre-auction in which he intends to submit an offer, by choosing relevant radio button.



The next step is to select the interconnection zone from drop-down list marked as "**Zone**":

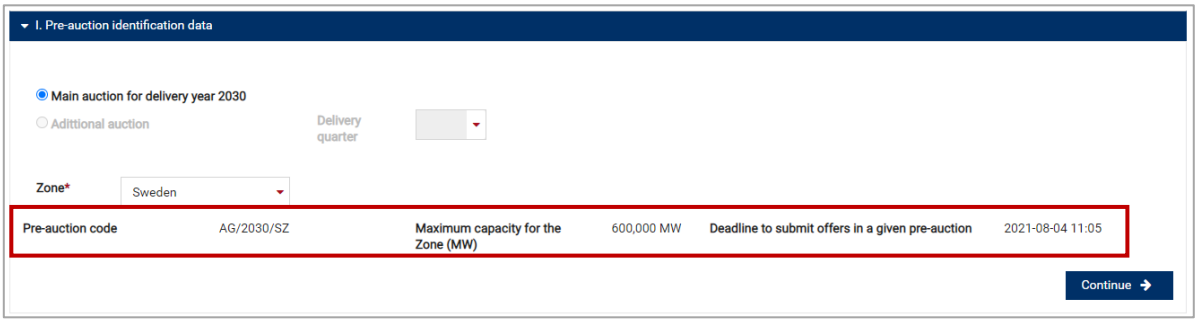
- **Lithuania**,
- **Sweden**,
- **Synchronous profile zone.**



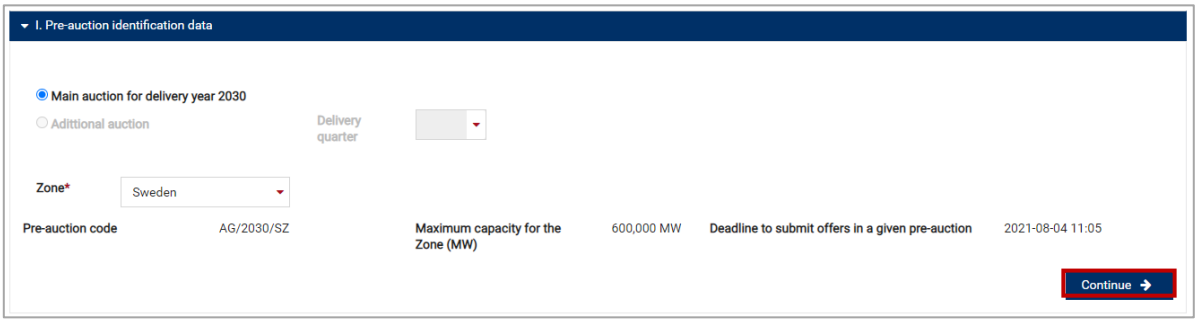
NOTE: Section I enables user to choose only from pre-auctions that are currently in progress.

After selecting a proper interconnection zone, pre-auction parameters will appear:

- **"Pre-auction code"**,
- **"Maximum capacity for the Zone (MW)"**,
- **"Deadline to submit offers in a given pre-auction"**.

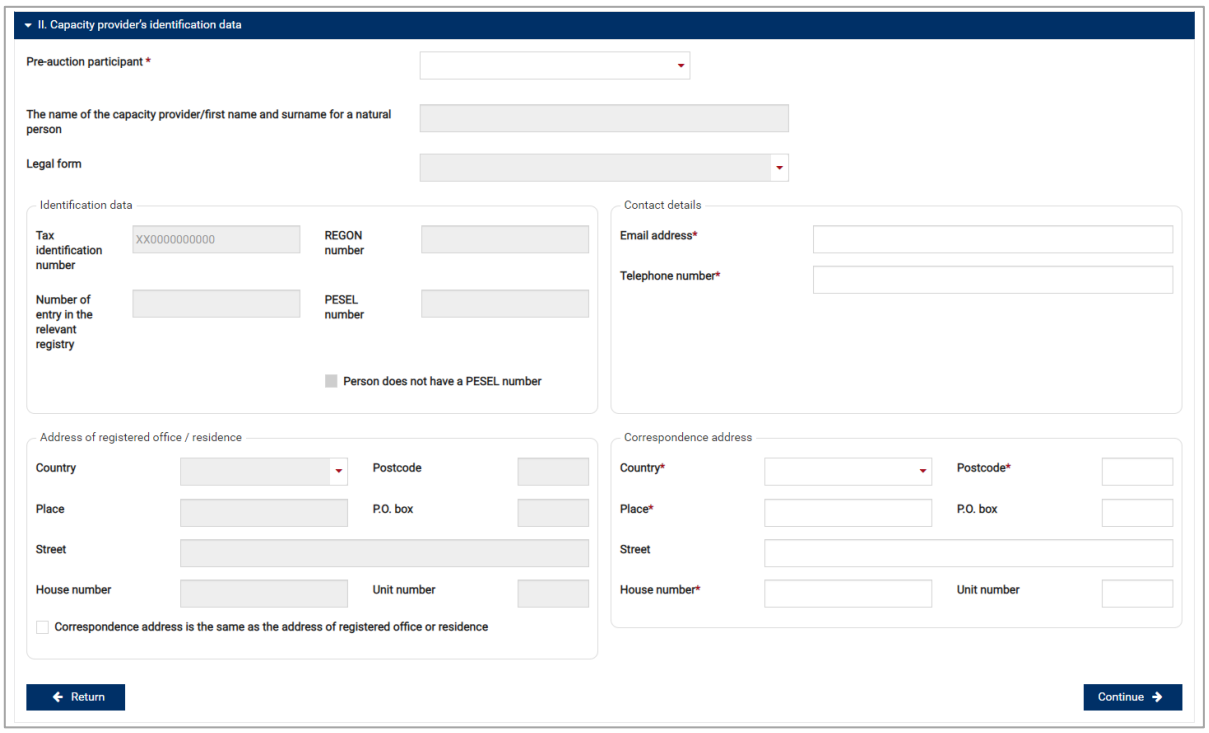


Subsequently, user shall proceed to another section by clicking **"Continue"**.

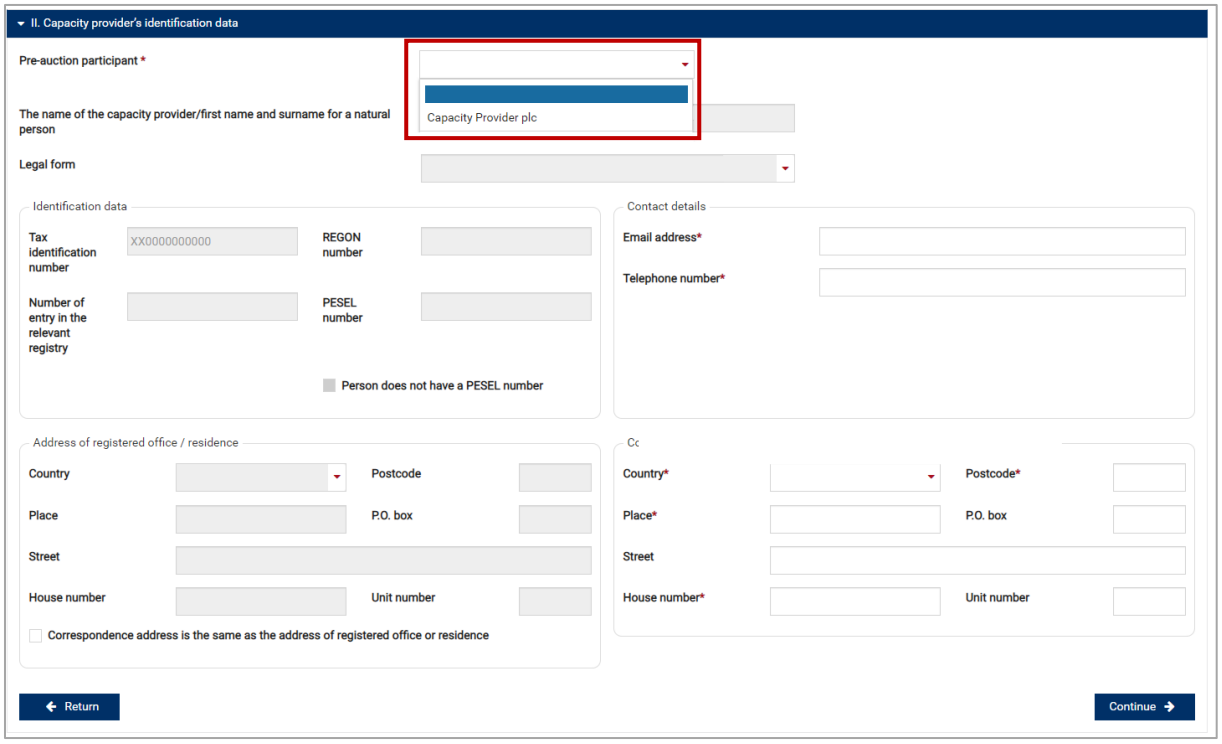


1.2 Section II – Capacity provider's identification data

In this section, user shall fill capacity provider's identification data on behalf of whom he submits the pre-auction offer.



Capacity provider shall be chosen from a drop-down list marked as "**Pre-auction participant**", containing entities in regard to which, user had been assigned with the bidder role.



NOTE: If user had not been assigned with the bidder role in regard to given capacity provider, it is not possible for him to submit the pre-auction offer on behalf of that entity.

After selecting the capacity provider, its identification data, will be automatically entered into relevant fields.

NOTE: There is no possibility to change the capacity provider's identification data at this stage.

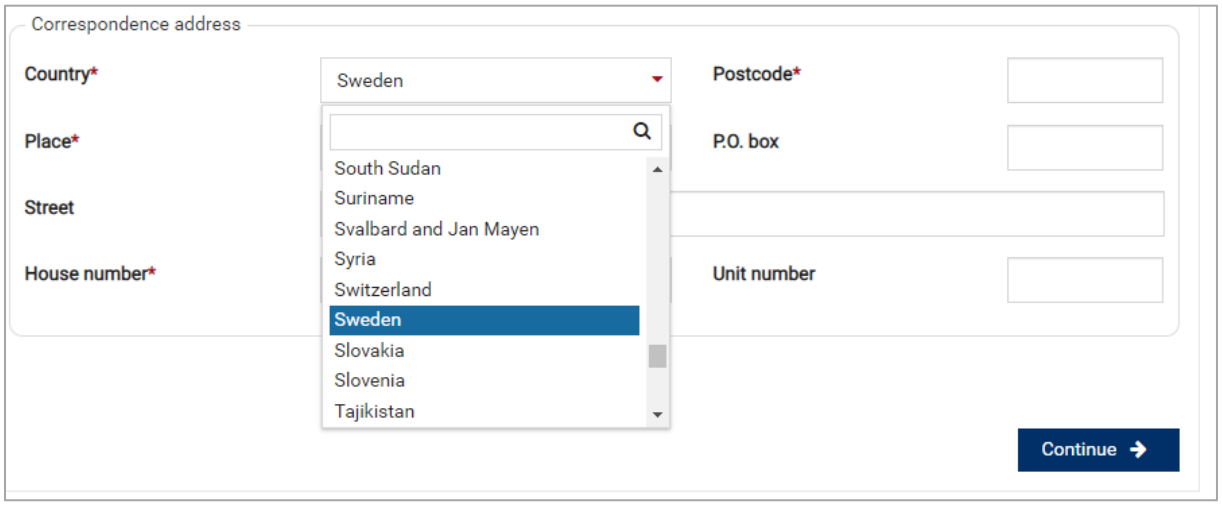
Next, capacity provider's contact details shall be filled, containing:

- "**E-mail address**" and
- "**Phone number**".

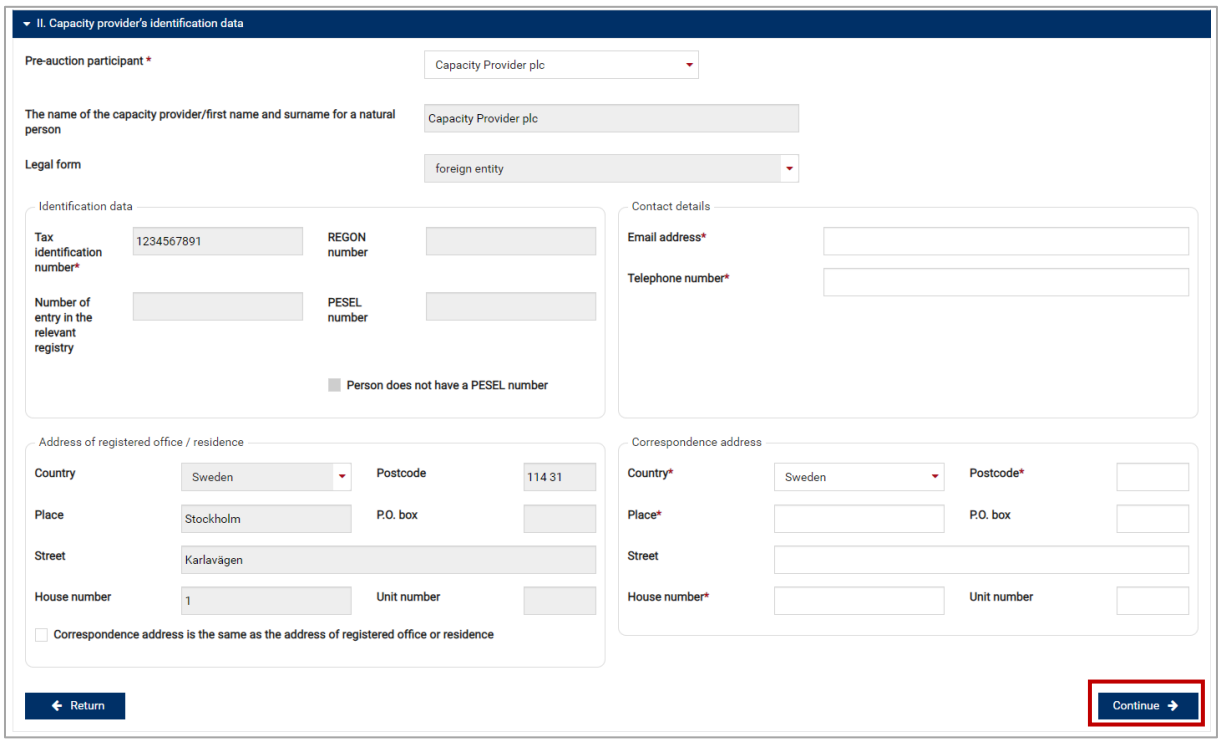
If the correspondence address is identical as the address of registered office or residence, user shall select the option "**Correspondence address is the same as the address of registered office or residence**":

Otherwise, correspondence address shall also be filled in this section. Correspondence address contains:

- "**Country**",
- "**Place**",
- "**Postcode**",
- "**Street**",
- "**House number**".

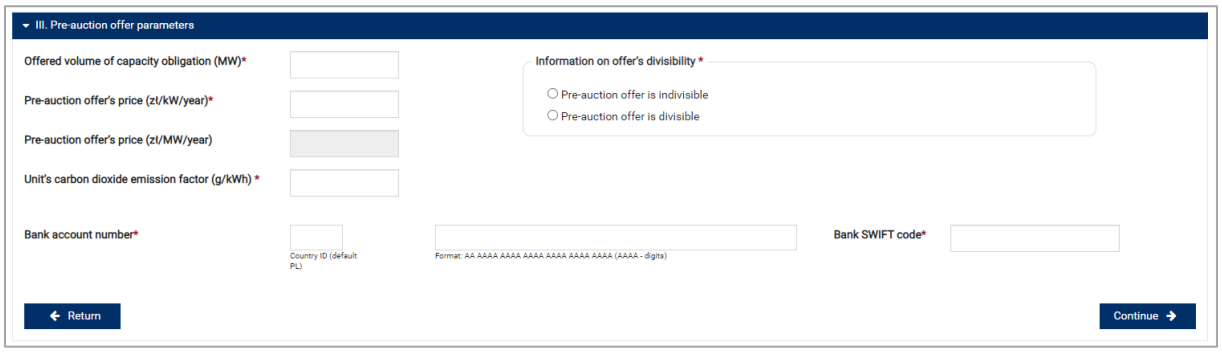


After filling all mandatory fields, user shall proceed to another section by clicking "**Continue**".



1.3 Section III – Pre-auction offer parameters

In this section, user shall provide parameters of his pre-auction offer.



Parameters of the pre-auction offer include:

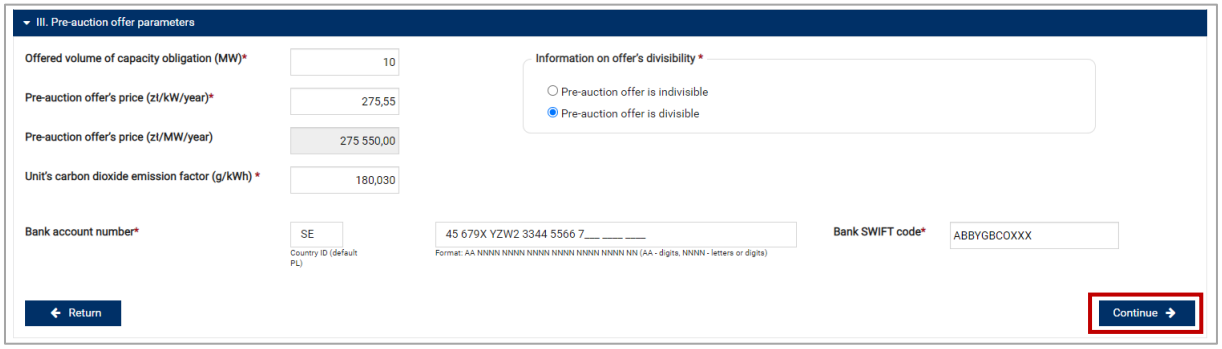
- **"Offered volume of capacity obligation (MW)"**,
- **"Pre-auction offer's price (zł/kW/year)"**,
- **"Pre-auction offer's price (zł/MW/year)"**,
- **"Unit carbon dioxide emission factor (g/kWh)"**,
- **"Bank account number"**,
- **"Bank SWIFT code"**,
- **"Information on offer's divisibility"**.

NOTE: User shall provide offer's price in PLN per kW. Price in PLN per MW will be calculated automatically by PURM.

User shall define whether his pre-auction offer shall be divisible or not, by clicking choosing relevant radiobutton in "**Information on offer's divisibility**" field:

- "**Pre-auction offer is indivisible**",
- "**Pre-auction offer is divisible**".

After filling all mandatory fields, user shall proceed to another section by clicking "**Continue**".



1.4 Pre-auction offer signature

At the final stage of the pre-auction offer form, user is able to either edit the pre-auction offer or sign it.

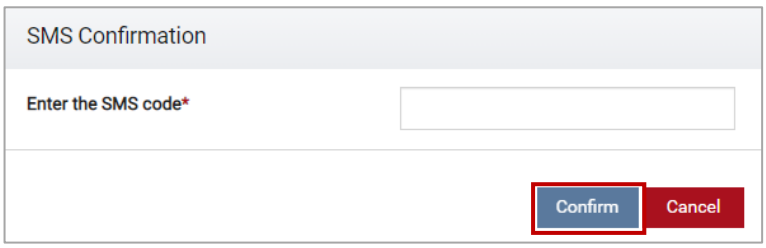
By clicking "**Edit**", user is able to return to previous section of the offer. Then, by clicking "**Return**" or "**Continue**", user may navigate through the sections of the pre-auction offer. Moreover, user is able to view subsequent sections by selecting the relevant section header (clicking on the header), however in this mode, it is not possible to edit data.

NOTE: Editing the pre-auction offer before signing it may automatically delete some of the entered data.

After filling all mandatory fields, the process of submitting the pre-auction offer shall be started by clicking "**Sign the form**". PURM shall generate a document with filled data, which has to be signed with user's qualified electronic signature. The process of signing the pre-auction offer with a qualified electronic signature takes place analogously to the process of creating a user account, described in Chapter **Błąd! Nie można odnaleźć źródła odwołania.**.

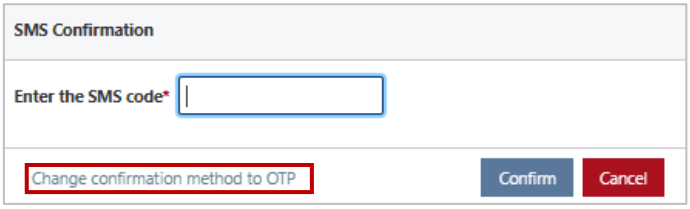
1.4.1 Confirmation with SMS code

After the pre-auction offer has been properly signed, the user shall confirm its submission by SMS code. The SMS code shall be sent to the phone number assigned to the user account. In order to confirm submission, the received SMS code shall be entered into the "**SMS code**" field and confirmed by clicking "**Confirm**".



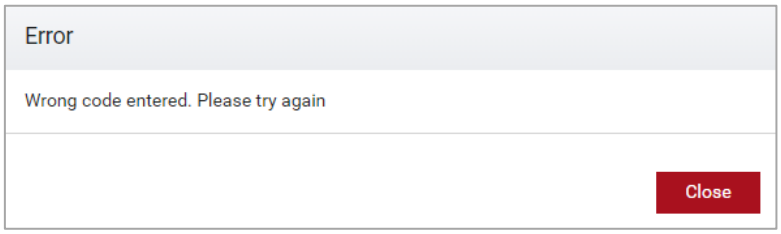
NOTE: The SMS code is active for 20 minutes. After this time SMS code expires and it is necessary to go through the offer's signing process again.

If the user has both authentication methods enabled, during login it is possible to change the confirmation method from an SMS code to OTP. In that case, the user shall click the "Change confirmation method to OTP" button and follow the steps described in section 1.4.2.



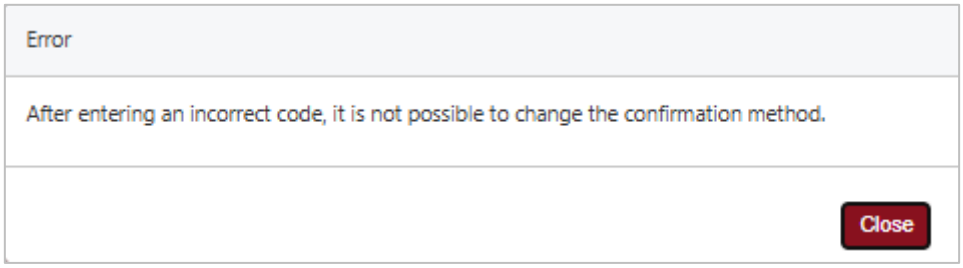
NOTE: Changing the confirmation method does not change the default authentication method.

If an SMS code is entered incorrectly, the message "**Wrong code entered. Please try again.**" is displayed.



NOTE: After 3 unsuccessful input attempts, the code expires and it is necessary to go through the offer's signing process again.

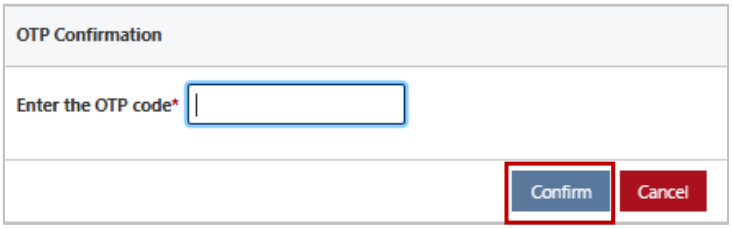
NOTE: If the SMS code is entered incorrectly, it is not possible to change the confirmation method. After clicking the "Change confirmation method to OTP" the following message is displayed.



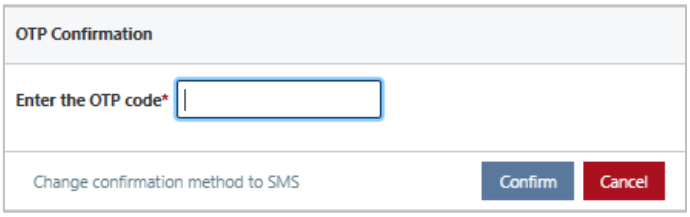
After successful verification of the SMS code, the application is submitted and a confirmation message is sent to user's e-mail address. PURM proceeds to the offers overview window.

1.4.2 Confirmation with OTP code

After the application for certification has been properly signed, user shall confirm its submission by **OTP** code**. At this point, the user shall open the Google Authenticator** . In order to confirm submission, the received SMS code shall be entered into the "**OTP code**" field and confirmed by clicking "**Confirm**" button.



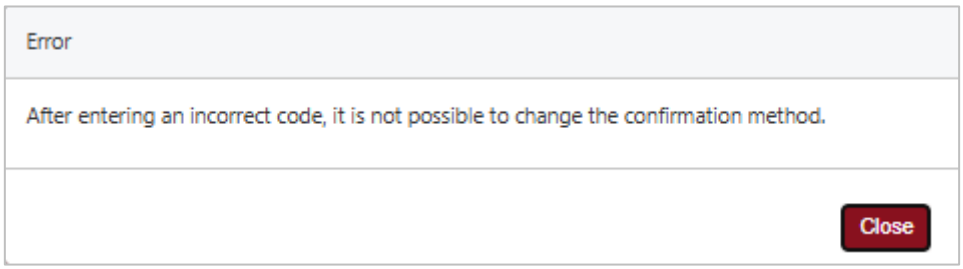
If the user has both authentication methods enabled, during login it is possible to change the confirmation method from an OTP code to SMS. In that case, the user shall click the "Change confirmation method to SMS" button and follow the steps described in section 1.4.1.



NOTE: Changing the confirmation method does not change the default authentication method.

If an OTP code is entered incorrectly, the note "Wrong code entered. Please try again" is displayed.

NOTE: If the OTP code is entered incorrectly, it is not possible to change the confirmation method. After clicking the "Change confirmation method to SMS" the following message is displayed.

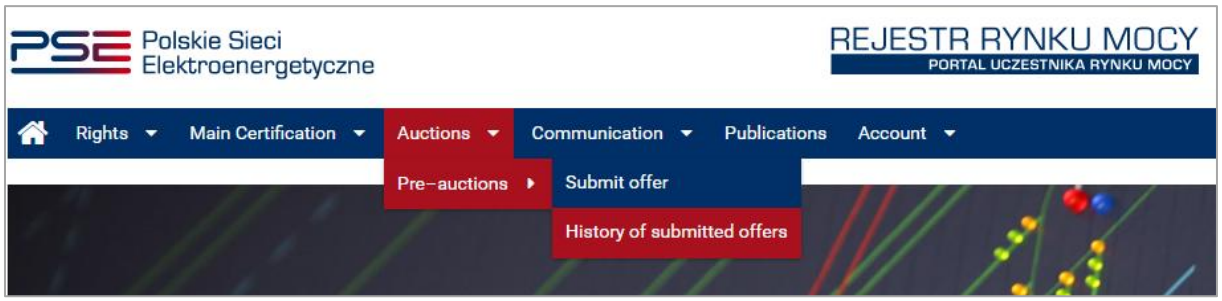


NOTE: After 3 unsuccessful input attempts, the code expires and it is necessary to go through the offer signing process again.

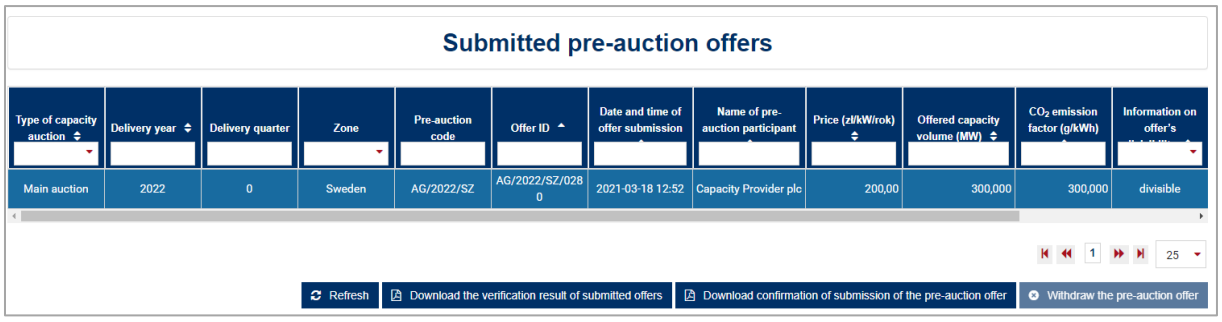
After successful verification of the OTP code, the application is submitted and a confirmation message is sent to user's e-mail address. PURM proceeds to the offers overview window.

2 BROWSING SUBMITTED PRE-AUCTION OFFERS

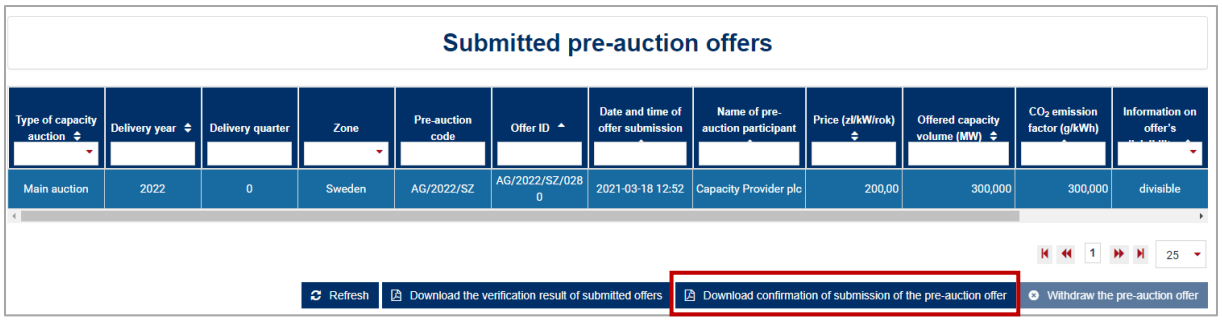
In order to view the submitted pre-auction offers, user shall select "**Auctions**" → "**Pre-auctions**" → "**History of submitted offers**" from the main menu.



PURM proceeds to the list of pre-auction offers submitted by user. The list may be refreshed by clicking "**Refresh**".



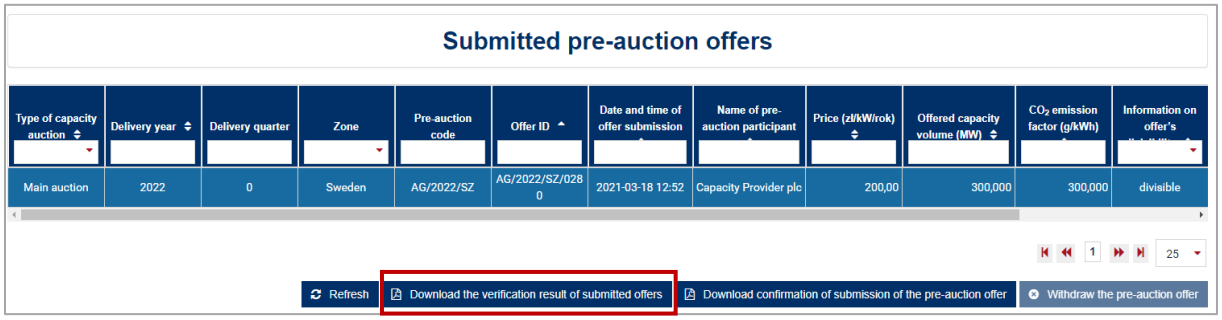
In order to download confirmation of pre-auction offer's submission, user shall select given pre-auction offer and click "**Download confirmation of submission the pre-auction offer**".



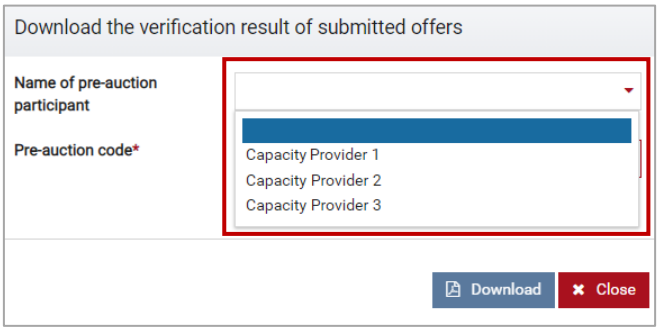
During pre-auction, user may withdraw the pre-auction offer by clicking "**Withdraw the pre-auction offer**".

NOTE: It is not possible to withdraw pre-auction offers after the pre-auction has ended.

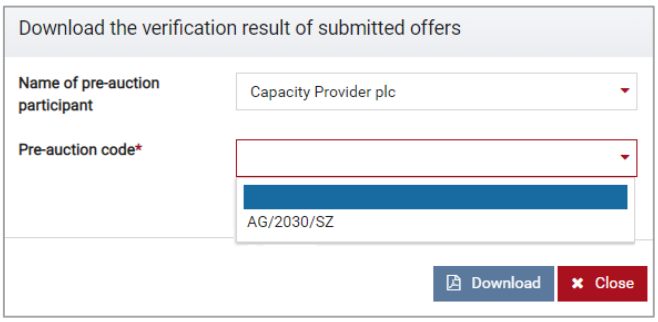
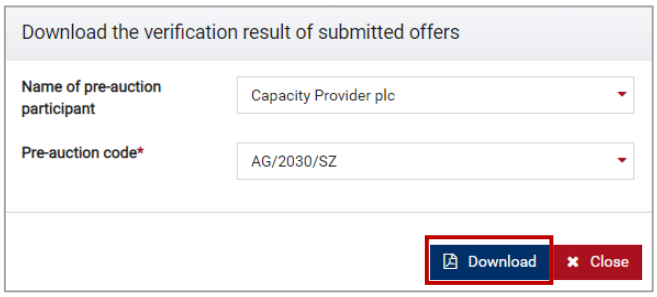
After the pre-auction has ended, user may download document containing information whether his pre-auction offers have been accepted or not, by clicking "**Download the verification result of submitted offers**".



User shall select the capacity provider on behalf of whom he submitted pre-auction offers from the drop-down list, which is marked as "**Name of pre-auction participant**".



Next, user shall select relevant pre-auction from the drop-down list, which is marked as "**Pre-auction code**".



Finally, to download the document, user shall click "**Download**".