

"Short Term Auction for Reserves ("STAR") Procedures and User Manual "

Summary	This manual explains the the procedures and how to use the local application STAR for the execution of the aFRR/R2 and mFRR/R3 capacity auctions.
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Disclaimer: This document has no legal value and is established with the purpose to explain the STAR platform and procedure to BSPs. This document should always be aligned with the General Framework Agreement aFRRand/or BSP Contract mFRR and Balancing Rules. In case of mismatches, the contractual documents and Balancing Rules prevail and are to be considered as valid reference.

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1 Introduction

1.1.1 Document scope

The scope of this document is to describe the auction process and related topics of the Belgian auction via the local platform STAR. This document is organized as follows :

- Section 2 describes the auction process for the automatic Frequency Restoration Reserves (aFRR/R2).
- Section 3 describes the auction process for the manual Frequency Restoration Reserves (mFRR/R3).

Note that the Frequency Containment Reserve (FCR/R1) is auctioned on the regional procurement platform as of 1 July 2020 on a daily basis. For more information about the regional procurement platform, please refer to Regelleistung.net.

1.1.2 About Short-Term Auctioning

The methodology for determining the volumes of balancing capacity to be procured is specified in the document named 'Elia's methodology to determine the required Balancing Capacity' or 'LFC Means' approved by CREG on 6 December 2019.

The platform STAR is the local platform that enables the execution of the aFRR/R2 and mFRR/R3 capacity auctions . The objective of this user manual is to describe the procedures applicable for this platform.

It's critical that all resources that are technically able to provide reserves, offer their available capacity on the short term market via STAR.

Volume needs of different capacity product can be consulted on the website Elia.be¹.

For more information about product development and evolutions, please consult our website on: <https://www.elia.be/en/users-group/wg-balancing>.

In the remainder of this document the following related topics to STAR can be found: bidding obligations, auction process & rules and a specific user manual. Based on the experience gained from the different auctions, the content of this document might be subject to change after discussion between the different stakeholders.

1.1.3 Requirements for participation to the short term auction

A potential BSP willing to participate for the short-term procurement of the FCR/R1, aFRR/R2 and/or mFRR/R3 -reserve products, should:

- become a qualified BSP;
- have signed the necessary BSP contract or general framework agreement for the respective service and;
- must have adequate knowledge of the bidding obligations and tools (STAR) through a training given by Elia.

Elia will respect a reasonable time for implementation and signature of these documents in order to allow effective participation in a realistic and feasible time frame. The latter documents requiring signature prior to allowed participation can be obtained through a request via e – mail to contracting_AS@elia.be.

¹ <https://www.elia.be/en/grid-data/balancing/capacity-volumes-needs>

2 Procedure and User Manual for aFRR/R2

2.1 STAR Procedure aFRR/R2

2.1.1 Standard Auction Process & Rules

Auction process via local procurement platform (STAR)

The short term capacity reserve tendering for aFRR/R2 is a daily procurement process as of 28 september 2020. Elia has to procure the LFC means for each aFRR capacity products (Up and Down) for Day D by running two capacity auctions :

- "All-CCTU" capacity auction
- "Per-CCTU" capacity auction.

The All-CCTU capacity auction is based on a total cost optimization for a delivery period of 24 h. The Per-CCTU capacity auction is based on a merit order for 6 delivery periods of 4h. The total volume that Elia has to procure is distributed between the two capacity auctions based on the liquidity in the per-CCTU capacity auction.

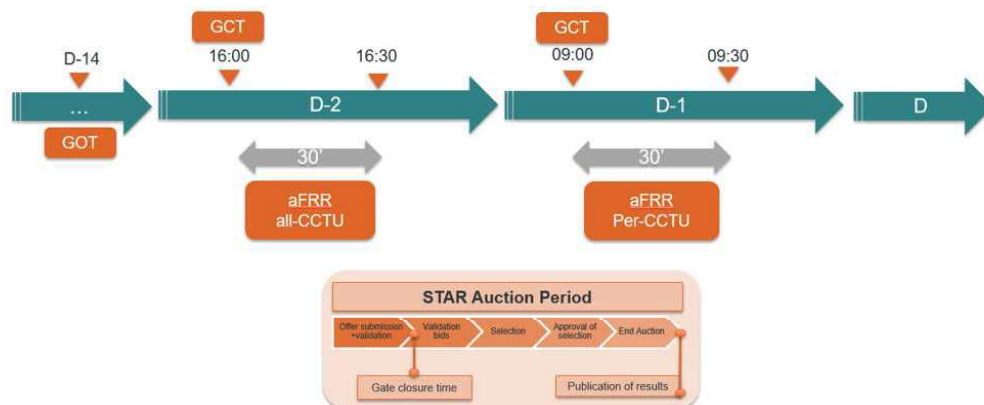
The All-CCTU capacity auction is performed in Day D-2 for delivery on day D taking into account the following timeline :

- aFRR All-CCTU GOT for the capacity auction of Day D-2 is scheduled on Day D-14 at 00:00 CET;
- aFRR All-CCTU GCT for the capacity auction of Day D-2 is scheduled on Day D-2 at 16:00 CET;
- Publication of the award for the capacity auction of Day D-2 is performed at the latest Day D-2 at 16:30 CET.

The Per-CCTU capacity auction is performed in Day D-1 for delivery on day D taking into account the following timeline :

- aFRR Per-CCTU GOT for the 6 capacity auctions of Day D-1 is scheduled on Day D-14 at 00:00 CET;
- aFRR Per-CCTU GCT for the 6 capacity auctions of Day D-1 is scheduled on Day D-1 at 09:00 CET;
- Publication of the award for the 6 capacity auctions of Day D-1 is performed at the latest Day D-1 at 09:30 CET.

The picture below shows a default timeline for the aFRR/R2 tendering via the local procurement platform (STAR Auction platform) for Standard Auction. Possible changes of dates can occur, please see the official calendar published on Elia Website (<https://www.elia.be/en/grid-data/balancing/capacity-auction-calendar>).



The standard STAR auction process consists out of the following steps:

- Bidding phase:

- Bidders introduce and validate his capacity bids;
- Awarding phase:
 - Elia validates the capacity bids;
 - Elia performs and approves offer selection;
 - Elia ends the auction.

aFRR/R2 Capacity bid Submission

For aFRR/R2, for the all-CCTU and the per-CCTU capacity auctions for delivery on Day D, the Bidder can start to submit Capacity Bids for the delivery date D in D-14. The Capacity Bids for each Delivery Period have to be introduced before each respective GCT (Gate Closure Time).

When the auction is open, new capacity bids can be introduced and already created capacity bids can be modified or cancelled, regardless of their status. When a new offer is created and saved, it automatically has the status 'Received'.

Once Capacity bids are fine, BSP can submit the bids by clicking on Validate bids.

- If the offer set respects the bidding obligations, the status changes to 'Checked';
- If the offer set does not respect the bidding obligations, the status changes to 'Rejected' for all concerned Capacity bids(see below for more information).

Each time the offer set is submitted, an email is sent with a report of the latest offer set. In addition to this process, a report is sent each time the STAR user checks the respect of the bidding obligations.

In addition, Elia checks feasibility and consistency of the Received offers; following this process, the status of an offer is changed to 'Accepted' or 'Rejected'. Rejection of an offer or a set of offers is limited to cases when:

- Such offer or group of offers shows manifest errors or inconsistencies;;
- The bidding obligations (see below for more information) are not respected.

Short-term auction BSPs remain fully responsible for their offers. Bids are firm at GCT.

Offer validation & selection

After GCT, no new offers can be introduced, nor existing offers can be modified or cancelled. Elia will automatically validate the offers introduced in STAR once the Bidders clicks on Validate Bids.

Award of aFRR Capacity bids

When Elia ends the auction, the status of the selected aFRR Capacity bids changes to "Awarded". The status of the other aFRR Capacity Bids remains unchanged (Accepted or Rejected).

The rules to award capacity bids can be found in section 2.1.4: "Awarding Procedure & Award Criteria".

All bidders receive an email to inform that the auction ended and can consult if and which of his aFRR Capacity bids have been awarded in the Auction overview. From that point in time, the individual awarded bids will be visible for each bidder separately.

At each moment, bidders are able to see the results from previous auctions in a similar way by selecting the appropriate delivery period for which bids were made in the past. A functionality is included as well as to generate such specific reports.

More information can be found in the User Manual further below.

At that point in time, each bidder is able to log-in via STAR to see their individual awarded capacity bids (if any). Based on the awarded selection, average prices and the total awarded volume will be calculated and published for transparency reasons via <https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Publications on Elia's Website

On a daily basis the following information regarding the aFRR capacity auction is published on Elia's website before and after the aFRR capacity auctions (all-CCTU and per-CCTU):

Volume need:

For aFRR, Elia will publish the need of aFRR UP and the need for aFRR DOWN for each CCTU (the 6 CCTU of the per-CCTU auction + the CCTU of the all-CCTU auction) on Elia's website via: <https://www.elia.be/en/grid-data/balancing/capacity-auction-calendar>

The volume need will be calculated also on a daily basis for each CCTU and will be published on Elia's website in D-3 at the latest at 16h00.

Total awarded volumes

For each procured product, the final total contracted volume for each CCTU will be published as well on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Average prices

For each procured product, the average price for each CCTU will be published in an anonymous way on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Marginal prices

For each procured product, the marginal price for each CCTU will be published in an anonymous way on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Offered volume

For each procured product, the offered volume for each CCTU will be published in an anonymous way on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Individual Capacity bids

For each procured product, the individual anonymized capacity bids for each CCTU of all bidders after each auction will be published as well on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

The defined standard auction timings can be consulted on the website [Elia.be](https://www.elia.be)².

It is possible that some dates differ from the general rule of having the auction because of either planning constraints or national holidays in order to guarantee a smooth auction process.

2.1.2 Fallback procedures aFRR/R2 for local procurement platform

In case of shortfall of volumes, a fallback procedure is applicable: The auction will be ended and all selected volumes will be awarded.

Subsequently, after auction ending, a new gate will be opened for the remaining volume. The same auction process is applicable for this additional auction round.

If there is a shortfall of volumes for the all-CCTU capacity auction, a second gate for the per-CCTU is opened. This second gate has the following timeline :

² <https://www.elia.be/en/grid-data/balancing/capacity-auction-calendar>

- aFRR All-CCTU GOT is scheduled on Day D-1 at 16:30 CET (just after the first gate);
- aFRR All-CCTU GCT for the 6 Capacity Auctions of Day D-1 is scheduled on Day D-1 at 08:00 CET;
- Publication of the award is performed at the latest Day D-1 at 08:30 CET.

If there is a shortfall of volumes for the per-CCTU capacity auction, a second gate for the per-CCTU is opened. This second gate has the following timeline :

- aFRR Per-CCTU GOT is scheduled on Day D-1 at 09:30 CET;
- aFRR Per-CCTU GCT for the 6 capacity auctions of Day D-1 is scheduled on Day D-1 at 09:00 CET;
- Publication of the award for the 6 capacity auctions of Day D-2 is performed at the latest Day D-1 at 16:30 CET.

The GCT of this additional auction round, if opened for a certain delivery period, is published on the website <https://www.elia.be/en/grid-data/balancing/capacity-auction-calendar>. The procedure during the Fallback procedure will be the same as during the Standard Procedure.

2.1.3 Back-up procedures for local procurement platform (STAR)

The back-up procedure is applicable if the auction platform would be unable to hold the short-term auction under standard conditions.

Elia will request by e-mail to each bidder to communicate its aFRR Capacity bids by mail to Elia. The volume need will be indicated in the e-mail.

aFRR Capacity bid Submission

The bidder can start to make aFRR Capacity bids as of the BSP received the notification by ELIA that the back-up procedure will be used.

Each BSP should provide Elia its aFRR Capacity bids in one of the following ways :

- Sending its final XML towards: " contracting_AS@elia.be ".
- Sending the Excel template provided by Elia towards: " contracting_AS@elia.be ".

The following structure for the title must be used :

"YYYYMMDD_BSPNAME_STARTCCTU_ENDCCTU_VERSIONNUMBER". For example, the title of the document containing the aFRR Capacity bids for the delivery date 21/06/2020 and for the delivery period "0 -4" must be "20200621_BSPNAME_0_4_v1".

The BSP has also the possibility to send all his offers in the same document if the BSP sends the Capacity bids via the Excel template provided by Elia. In this case, the title must be : "20200621_ELIA_0_24_v1".

aFRR Capacity bid Update

A BSP can update its aFRR Capacity bids between the GOT and the GCT. To update its bids, the BSP has to send a new version of the document. Only the last version, received before GCT, is taken into account by ELIA at the GCT. For example, A BSP already sent the following aFRR Capacity bids :

- 20200621_BSPNAME_0_4_v1
- 20200621_BSPNAME_4_8_v1
- 20200621_BSPNAME_8_12_v1
- 20200621_BSPNAME_12_16_v1
- 20200621_BSPNAME_16_20_v1

- 20200621_BSPNAME_20_24_v1

If the BSP wants to update the bids for the delivery period 20 – 24 ("20200621_BSPNAME_20_24_v1"), he has to send a new version with a higher version number ("20200621_BSPNAME_20_24_v3"). The versioning doesn't have to be growing sequel as long as the latest version has the highest version number.

Offer validation & selection

Elia will take into account the aFRR Capacity bids which are received for the per-CCTU Capacity Auction between:

- The notification by Elia via mail to inform that the Back-up procedure will be used (=GOT). The BSP is informed that a back-up procedure will be used no later than 12:00 CET.
- The aFRR Capacity Gate Closure time for the 6 Capacity Auctions of Day D-1 scheduled at 15:00 CET (= GCT)

Elia will take into account the aFRR Capacity bids which are received for the all-CCTU Capacity Auction between:

- The notification by Elia via mail to inform that the Back-up procedure will be used (=GOT). The BSP is informed that a back-up procedure will be used no later than 18:00 CET on D-2;
- The aFRR Capacity Gate Closure time is scheduled at 08:00 CET (= GCT)

Award of aFRR Capacity bids

Elia will communicate by mail towards the bidder not later than 30 minutes after the GCT the aFRR awarded.

Submission of mFRR Energy Bid

If the BSP will not be able to introduce its obligation correctly in BMAP, BSP should do the following:

- For the DP_SU: the BSP Should have on its Delivery points in Free margin at least the volume of its obligation.
- For DP_PG: The BSP should create non-Contracted aFRR Energy bids in BMAP .

Elia will use this information for the different activations to cover its needs.

2.1.4 Method of optimal bid selection & Award Criteria

For the all-CCTU capacity auction :

The selection method & award criteria has as goal to achieve a minimal total reservation procurement cost, while at least the minimum requested volumes are satisfied for aFRR/R2, and respecting the constraints specific to each offer and each set of offers received.

Constraints aFRR/R2 – All-CCTU Capacity Auction

Each Supplier will introduce capacity bids in the application STAR. Each bid contains a volume up, price up and a volume down ,price down. The optimization has to minimize the total cost by choosing 1 bid maximally from each supplier while procuring at least the volume demand for Elia for Capacity Product Up and Capacity Product Down.

In the unlikely case an alternative optimum exists, the following criteria will successively be applied to determine the solution: 1) maximize overall retained volume 2) maximizing the number of retained Bidders 3) maximizing the equal distribution of the overall volume demand amongst all retained Bidders or 4) Maximizing the volume of the bidders who has the earliest Last Updated time.

For the per-CCTU Capacity Auction :

The awarding procedure is based on the principle of merit order for both products (aFRR-Up and aFRR-Down). ELIA applies the merit order by sorting aFRR Capacity Bids following increasing price. The set of cheapest aFRR Capacity Bids fulfilling the required volumes of each aFRR Capacity Product is awarded in accordance with the awarding procedure described in BSP Contract aFRR.

2.2 Bidding sheet assistance & obligations

Elia is procuring the necessary aFRR volumes by performing two Capacity Auctions : the All-CCTU Capacity Auction and the Per-CCTU Capacity Auction. In the next subsections, the bidding obligations for aFRR/R2 for both Capacity Auctions are described.

2.2.1 Bidding obligations for aFRR/R2 – All-CCTU Capacity Auction

The following obligations are the minimum obligations to be respected. Elia invites every BSP to submit more Capacity Bids in order to increase the possibility to be retained in the optimal selection.

For the All-CCTU Capacity Auction, a total cost optimization is performed. For this optimization, all the bids have to be indivisible and not combinable. For each aFRR Capacity Bids, the BSP has to precise the following characteristics :

- The offered volume per Capacity Product (Up/Down), in MW, taking into account that the volumes are defined as an integer superior or equal to 0.
- Price applicable per Capacity Product in €/MWh defined with two decimals.

All the aFRR Capacity Bids have to respect the following bidding obligations. Be aware, that the rejection of one aFRR Capacity Bid may lead to the rejection of other aFRR Capacity Bid(s) because compliance to Bidding Obligations is not ensure anymore.

1. Smallest offered volume

The smallest offered volume per aFRR Capacity Product should not exceed 5 MW.

2. Volume increment

The difference between two offered volumes of the same aFRR Capacity Product can be at maximum 5MW. In case of Capacity Bids combining a volume aFRR Up and a volume aFRR Down, the maximum increment for aFRR Up (resp. aFRR Down) for all Capacity Bids with the same amount of aFRR Down (resp. aFRR Up).

3. Total Cost

The total cost of a aFRR Capacity Bids (price in €/MWh x offered volume in MW) should never exceed the total cost of a aFRR Capacity bBid with a larger offered volume.

The check is performed while keeping the volume of one aFRR capacity Product constant and varying the volume of the other aFRR Capacity Product.

4. Maximum offered volume

The maximum offered volume of aFRR Up (resp. aFRR Down) must be lower or equal to $aFRR_{max,up}$ (resp. $-aFRR_{max,down}$). In case BSP tries to offer more volume than its $aFRR_{max,up}$ (resp. $-aFRR_{max,down}$), Elia will reject the most expensive aFRR Capacity bids to fulfill this obligation.

2.2.2 Bidding obligations for aFRR/R2 – Per-CCTU Capacity Auction

For the Per-CCTU capacity auction, a merit order is performed. For this optimization, all the bids have to be indivisible and not combinable. For each aFRR Capacity Bids, the BSP has to precise the following characteristics :

- The offered volume for one of the two Capacity Product (Up or Down) in MW, taking into account that the volumes are defined as an integer superior or equal to 0.
- Price applicable for the Capacity Product in €/MWh defined with two decimals.

All the aFRR Capacity Bids have to respect the following bidding obligations.

1. Maximum offered volume

The maximum offered volume of aFRR Up (resp. aFRR Down) must be lower or equal to $aFRR_{max,up}$ (resp. $-aFRR_{max,down}$). In case BSP tries to offer more volume than its $aFRR_{max,up}$ (resp. $-aFRR_{max,down}$), Elia will reject the most expensive aFRR Capacity bids to fulfill this obligation.

2. Minimum offered volume

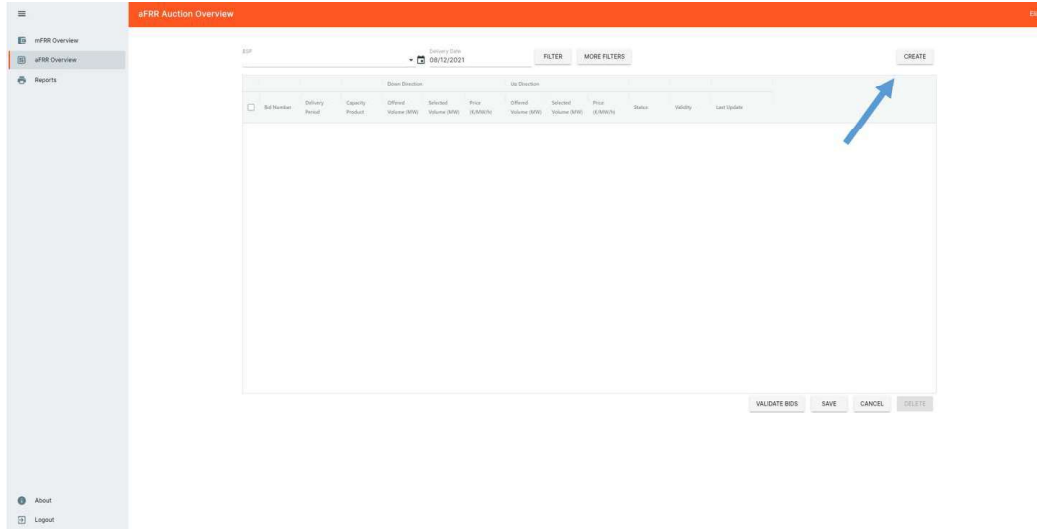
For each Capacity Product, the offered volume must be at least equal to the not-awarded volume of the corresponding "all-CCTU" capacity auction. In other words, the total offered volume of aFRR Up (resp. aFRR Down) in each per-CCTU Capacity Auction must be larger or equal to the non-awarded volume of the all-CCTU Capacity Auction.

2.3 STAR User Manual aFRR/R2

2.3.1 Create, modify or delete an offer

Create a new aFRR/R2 offer

To create a new aFRR offer, navigate to Overview. This screen gives an overview of all aFRR offers that have been submitted for the delivery date selected in the calendar picker. By default the day after tomorrow (= next delivery date) will be displayed.



To introduce a new offer, select the correct delivery date, click **Create**, a pop-up will appear where you will have to fill in the specifications of the offer:

Create Bids

BSP

Delivery Date

09/12/2021

CCTU

0 - 4, 4 - 8, 8 - 12, 12 - 16, 16 - 20, 20 - 24

Contract Reference

Capacity Product

Upward

Offered Volume Up (MW)

0

Price Up (€/MW/h)

0

Offered Volume Down (MW)

0

Price Down (€/MW/h)

0

CANCEL

SAVE

- Check if you are submitting offers for the correct **delivery date**.
- Specify the **delivery periods** (CCTU) for which you would like to submit your offer. You can submit yours for the per-CCTU auction (delivery periods 0-4, 4-8, ..) or for the all-CCTU auction (delivery period 0-24). Only the delivery periods (CCTU's) for which the gate has been opened can be selected. Once the gate for a delivery period has been closed, it is not possible to submit any more offers. You can select multiple delivery periods (CCTU's) at the same time by (de)selecting the checkboxes in the dropdown. You can select

Create Bids

BSP

Delivery Date
09/12/2021

CCTU

<input type="checkbox"/>	0 - 24
<input checked="" type="checkbox"/>	0 - 4
<input type="checkbox"/>	4 - 8
<input checked="" type="checkbox"/>	8 - 12
<input checked="" type="checkbox"/>	12 - 16
<input checked="" type="checkbox"/>	16 - 20

0 0

CANCEL SAVE

- The **contract reference** for which you are submitting bids is specified as well
- The **Capacity Product** has to be completed if you offer to the per-CCTU auction. You must indicate the direction of your offer (upward or downward)
- Specify the **offered volume and price** per offer, for the product type and the direction you have selected.
 - The volume must have a granularity of 1 MW. Figures with decimals will not be accepted.
 - The price (€/MW/h) can have two decimals maximum.

Click on **Save** for your offer(s) to be saved.

mFRR Overview

aFRR Overview

Reports

About

Logout

aFRR Auction Overview

Edit

BID

DELIVERY DATE

09/12/2021

FILTER

MORE FILTERS

CREATE

				Down Direction		Up Direction			
<input type="checkbox"/>	Bid Number	Delivery Period	Capacity Product	Offered Volume (MW)	Selected Volume (MW)	Price (€/MWh)	Offered Volume (MW)	Selected Volume (MW)	Price (€/MWh)
<input type="checkbox"/>	1	0 - 4	Down	5		5.67			Received
<input type="checkbox"/>	1	12 - 16	Down	5		5.67			Received
<input type="checkbox"/>	1	16 - 20	Down	5		5.67			Received
<input type="checkbox"/>	1	20 - 24	Down	5		5.67			Received
<input type="checkbox"/>	1	4 - 8	Down	5		5.67			Received
<input type="checkbox"/>	1	8 - 12	Down	5		5.67			Received

VALIDATE BIDS

SAVE

CANCEL

DELETE

Your created offer(s) will appear in the overview table and the following characteristics are filled in automatically:

- When a new offer is created, the **offer number** is assigned automatically. This offer number cannot be edited.

Note

When an offer is cancelled or deleted, the offer number is not re-cycled. e.g. Bidder_x:

- creates an offer with offer number 1
- creates offer with offer number 2 does not save the offer (=cancelled)
- the next offer that will be created will have offer number 3

- When a new offer is created the **status** is 'Received' by default.
- When a new offer is saved, automatically a **reception time** is registered.

The offer has to be **saved** before the gate closing time in order to be retained.

Note

If the offer has been retained when the auction has ended, the columns '**Selected Volume**' will be completed with the selected volume – depending on the capacity product that was awarded.

Modify an introduced offer

Perform the modifications directly in the auction overview by clicking on and editing the cells you would like to modify. Click on **Save** when you are done.

If the state of the gates allows a modification, the following fields can be edited: Offered Volume and Prices.

In case the bidding rules were already validated (status *Checked* or *Rejected*), a modification might alter the outcome of this validation. The status of all offers will return to status *Received* and the validation flag will become grey.

Delete an introduced offer

If you would like to **Delete** an introduced offer, you need to select the offer(s) by checking the checkbox in the left column of the auction overview table. After you

have selected the necessary offers, click on the delete button in the the lower right corner of the screen. Then click **OK** in response to the question 'Are you sure that (those) bid(s)?'. After this click on **Save**.

The screenshot shows the 'aFRR Auction Overview' interface. It includes a sidebar with 'aFRR Overview' and 'Reports' sections. The main area displays a table of bids with columns for Bid Number, Delivery Period, Capacity Product, Offered/Selected Volume (MWh), Price (€/MWh), Status, Validity, and Last Update. The table contains 6 rows of data, all with a status of 'Checked'. At the bottom right, there are buttons for 'VALIDATE BIDS', 'SAVE', 'CANCEL', and 'DELETE'. A blue arrow points to the 'DELETE' button.

Bid Number	Delivery Period	Capacity Product	Offered Volume (MWh)	Selected Volume (MWh)	Price (€/MWh)	Status	Validity	Last Update
1	8-4	Down	5	5	5.67	Checked	●	07/12/2021 09:02
1	12-16	Down	5	5	5.67	Checked	●	07/12/2021 09:02
1	16-20	Down	5	5	5.67	Checked	●	07/12/2021 09:02
1	20-24	Down	5	5	5.67	Checked	●	07/12/2021 09:02
1	4-8	Down	5	5	5.67	Checked	●	07/12/2021 09:02
1	8-12	Down	5	5	5.67	Checked	●	07/12/2021 09:02

2.3.2 Validate Bidding Obligation

When you submit an aFRR offer, you must make sure that the total volume you offered for one delivery period (CCTU) and one product type does not exceed your contracted prequalified volume for that product type (this may be a different value per capacity product). If you do exceed the prequalified volume with the total volume that you offer, the most expensive bid will be rejected until you do not longer exceed the prequalified volume. The other rules (smallest volume, total cost and volume increment) are explained in the section 2.2.1.

To check if your offers comply with these validation rules, click **Validate Bids** in the auction overview screen. The result of this validation process is reflected in the status of the offers (*Checked* or *Rejected*) and a validation flag.

The offers which successfully passed the validation will receive the **status Checked**.

The offers which don't comply with the Bidding Obligation will receive the **status Rejected**.

2.3.3 Offer Status

Every offer follows a validation cycle. There are 5 possible validation statuses:

- **Received:** The offer is successfully received. As long as the gate is open, you can modify/cancel any offer with status *Received*.
- **Checked:** The bidding obligations were successfully validated. As long as the Gate is open, you can modify/delete any offer with status *Checked*.
- **Accepted:** Elia has accepted the offer. This also means that the gate has been closed and you no longer can modify/delete any offers.
- **Rejected:** Elia has rejected the offer. As long as the gate is open, you can modify/delete any offer with status *Rejected*.
- **Awarded:** The auctioning process is finished and Elia retained the offer (the offer is part of the optimal offer selection). The offer may not be modified.



Note

When an offer with status *Checked* or *Rejected* is modified, the status automatically changes to *Received*.

3 Procedure and User Manual mFRR/R3

3.1 STAR Procedure mFRR/R3

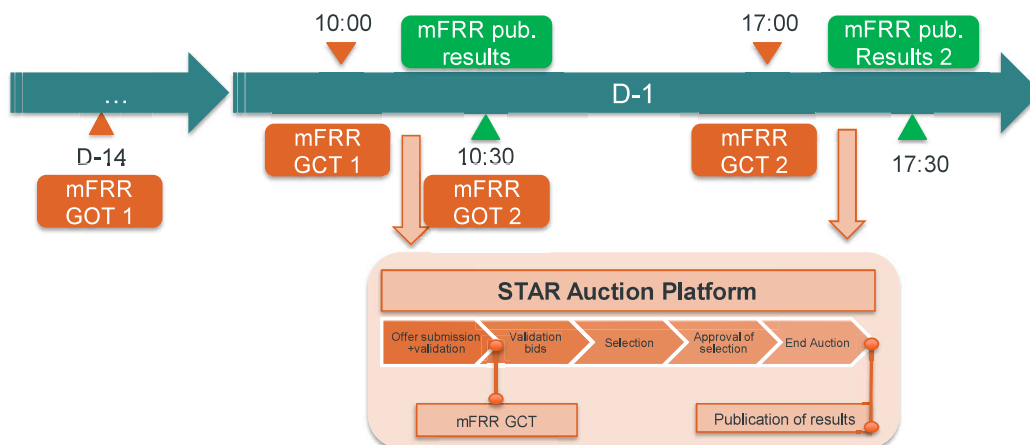
3.1.1 Standard Auction Process & Rules

Auction process via local procurement platform (STAR)

The short term market reserve tendering for mFRR is a daily process as of 3 February 2020. ELIA procures all mFRR Capacity Products for Day D by running one capacity auction for each CCTU, i.e. in total 6 capacity auctions for Day D. The 6 capacity auctions are performed at the same time in Day D-1 for delivery on Day D taking into account the following timeline:

- mFRR Capacity GOT for the 6 capacity auctions of Day D-1 is scheduled on Day D-14 at 00:00 CET;
- mFRR Capacity GCT for the 6 capacity auctions of Day D-1 is scheduled on Day D-1 at 10:00 CET;
- Publication of the award for the 6 capacity auctions of Day D-1 is performed at the latest Day D-1 at 10:30 CET.

The figure below shows a default timeline for Standard and Fallback auction.



The standard STAR auction process consists out of the following steps:

- mFRR Capacity bid submission:
 - Bidders introduce and validate his mFRR Capacity bids;
- Allocations phase:
 - Elia performs and approves offer selection;
 - Elia ends the auction.
 - Elia publishes auction results towards BSP

mFRR Capacity bid Submission

For mFRR/R3, the Bidder can start to make Capacity Bids as of Gate Opening Time (D-14), The mFRR Capacity Bids for each Delivery Period have to be introduced before each respective GCT (Gate Closure Time).

When the auction is open, new capacity bids can be introduced and already created capacity bids can be modified or cancelled, regardless of their status. When a new offer is created and saved, it automatically has the status 'Received'.

Once Capacity bids are fine, BSP can submit the bids by clicking on Validate bids.

- If the offer set respects the bidding obligations, the status changes to 'Checked';

- If the offer set does not respect the bidding obligations, the status changes to 'Rejected' for all concerned Capacity bids.

Rejection of an offer or a set of offers is limited to cases when:

- Such offer or group of offers shows manifest errors or inconsistencies;;
- The bidding obligations are not respected.

During short-term auction, BSPs remain fully responsible for their mFRR capacity bids.

Offer validation & selection

After GCT, no new offers can be introduced, nor existing offers can be modified or cancelled. Elia will automatically validate the offers introduced in STAR once the Bidders click on Validate Bids.

Award of mFRR Capacity bids

When Elia ends the auction, the status of the selected mFRR Capacity bids changes to "Awarded". The status of the other mFRR Capacity Bids remains unchanged (Accepted or Rejected).

The rules to award capacity bids can be found in section 3.4: "Awarding Procedure & Award Criteria".

All bidders receive an email to inform that the auction ended and can consult if and which of his mFRR Capacity bids have been awarded in the Auction overview. From that point in time, the individual awarded bids will be visible for each bidder separately.

At each moment, bidders are able to see the results from previous auctions in a similar way by selecting the appropriate delivery period for which bids were made in the past. A functionality is included as well as to generate such specific reports.

More information can be found in the User Manual further below.

At that point in time, each bidder is able to log-in via STAR to see their individual awarded capacity bids (if any). Based on the merit order selection, average prices and the total awarded volume will be calculated and published for transparency reasons via <https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Publications on Elia's Website

On a daily basis the following information regarding the mFRR capacity auction is published on Elia's website before and after the mFRR capacity auction:

Volume need:

For mFRR, Elia will publish the need of mFRR Standard and its total need of mFRR for each CCTU on Elia's website via: <https://www.elia.be/en/grid-data/balancing/capacity-volumes-needs>

The volume need will be calculated also on a daily basis for each CCTU and will be published on Elia's website the day of the auction latest 7h00.

Total awarded volumes

For each procured product, the final total contracted volume for each CCTU will be published as well on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Average prices

For each procured product, the average price for each CCTU will be published in an anonymous way on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Marginal prices

For each procured product, the marginal price for each CCTU will be published in an anonymous way on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Offered volume

For each procured product, the offered volume for each CCTU will be published in an anonymous way on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

Individual Capacity bids

For each procured product, the individual anonymized capacity bids for each CCTU of all bidders after each auction will be published as well on Elia's website via:

<https://www.elia.be/en/grid-data/balancing/capacity-auction-results>

The defined standard auction timings can be consulted on the website [Elia.be](https://www.elia.be)³.

It is possible that some dates differ from the general rule of having the auction because of either planning constraints or national holidays in order to guarantee a smooth auction process.

3.1.2 Fallback procedures mFRR/R3 for local procurement platform

A fallback procedure is launched if, for one CCTU of Day D, ELIA receive insufficient offered volume for at least one of the following:

- the required volume for mFRR Standard;
- the total required volume (being either mFRR Standard or mFRR Flex).

ELIA opens a second capacity auction for the concerned CCTU, with the following characteristics:

- mFRR Capacity GOT is opened on Day D-1, no later than 30 minutes after publication of the award of the first capacity auction;
- mFRR Capacity GCT is scheduled on Day D-1 at 17:00 CET;
- Publication of the award is performed at the latest Day D-1 at 17:30 CET.

A new gate will be created in STAR platform where the Bidders can create bids by selecting the correct CCTU ending by G2 : Example " 0 - 4 - G2 "

The procedure during the Fallback procedure will be the same as during the Standard Procedure.

3.1.3 Back-up procedures mFRR/R3 for local procurement platform

The back-up procedure is applicable if the auction platform would be unable to hold the short-term auction under standard conditions.

Elia will request by e-mail to each bidder to communicate its mFRR Capacity bids to Elia.

The volume need will be indicated in the e-mail.

mFRR Capacity bid Submission

The bidder can start to make mFRR Capacity bids as of the BSP received the notification by ELIA that the back-up procedure will be used.

Each BSP should provide Elia its mFRR Capacity bids in one of the following ways :

- Sending its final XML towards: " contracting_AS@elia.be ".
- Sending the Excel template provided by Elia towards: " contracting_AS@elia.be ".

³ <https://www.elia.be/en/grid-data/balancing/capacity-auction-calendar>

The following structure for the title must be used :

"YYYYMMDD_BSPNAME_STARTCCTU_ENDCCTU_VERSIONNUMBER". For example, the title of the document containing the mFRR Capacity bids for the delivery date 21/06/2020 and for the delivery period "0 -4" must be "20200621_BSPNAME_0_4_v1".

The BSP has also the possibility to send all his offers in the same document. In this case, the title must be : "20200621_ELIA_0_24_v1".

mFRR Capacity bid Update

A BSP can update its mFRR Capacity bids between the GOT and the GCT. To update its bids, the BSP has to send a new version of the document. Only the last version, received before GCT, is taken into account by ELIA at the GCT. For example, A BSP already sent the following mFRR Capacity bids :

- 20200621_BSPNAME_0_4_v1
- 20200621_BSPNAME_4_8_v1
- 20200621_BSPNAME_8_12_v1
- 20200621_BSPNAME_12_16_v1
- 20200621_BSPNAME_16_20_v1
- 20200621_BSPNAME_20_24_v1

If the BSP wants to update the bids for the delivery period 20 – 24 ("20200621_BSPNAME_20_24_v1"), he has to send a new version with a higher version number ("20200621_BSPNAME_20_24_v3"). The versioning doesn't have to be growing sequel as long as the latest version has the highest version number.

Offer validation & selection

Elia will take into account the mFRR Capacity bids which are received between:

- The notification by Elia via mail to inform that the Back-up procedure will be used (=GOT). The BSP is informed that a back-up procedure will be used no later than 14:30 CET.
- The mFRR Capacity Gate Closure time for the 6 Capacity Auctions of Day D-1 scheduled at 17:00 CET (= GCT)

Award of mFRR Capacity bids

At 17:00, Elia will gather all the validated offers from the bidders and create the merit order to award the correct mFRR Energy bids (for awarding criteria, see section 3.4)

Elia will communicate by mail towards the bidder not later than 30 minutes after the GCT the mFRR awarded.

Submission of mFRR Energy Bid

If the BSP will not be able to introduce its obligation correctly in BMAP, BSP should do the following:

- For the DP_SU: the BSP Should have on its Delivery points in Free margin at least the volume of its obligation.
- For DP_PG: The BSP should create non-Contracted mFRR Energy bids in BMAP .

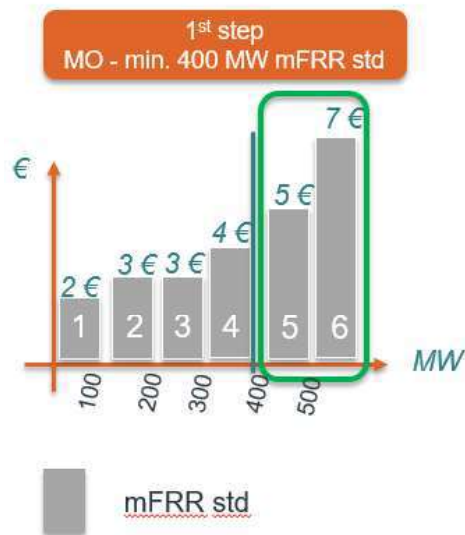
Elia will use this information for the different activations to cover its needs.

3.1.4 Awarding Procedure & Award Criteria

The awarding procedure is based on the principle of merit order. ELIA applies the merit order by sorting mFRR Capacity Bids following increasing price. The set of cheapest mFRR Capacity Bids fulfilling the required volumes of each mFRR Capacity Product is awarded in accordance with the awarding procedure described in BSP Contract mFRR.

Below an example is given to explain how the awarding procedure will be done. The example represents an awarding procedure of 1 CCTU where Elia has the need of 850MW (minimal 400MW Standard)

In 1st step, Elia will use a merit order selection on the mFRR Capacity bids containing a Pstd (Price Standard) to obtain the minimal volume of mFRR Standard:



In this case, BID 1,2,3,4 will be awarded.

Non selected mFRR standard volume is transferred to second merit order optimization.

If Bid has a Pflex (Price Flex), Elia will consider the bid being mFRR Flex product in the second merit order

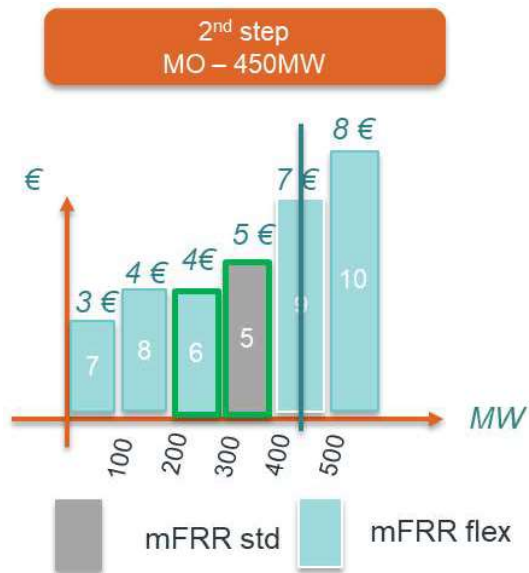
Consider:

- Bid 5: Volume = 100MW: Pstd = 5,00€/MW/h Pflex = NA
- Bid 6: Volume = 100MW: Pstd = 7,00€/MW/h Pflex = 4,00€/MW/h

Elia will consider in the second merit order

- BID 5 as a mFRR Standard product @5,00€/MW/h
- BID 6 as a mFRR Flex product @4,00€/MW/h

The 2nd merit order optimization will be done to award remaining required volume (450MW in example see figure below).



In the 2nd merit order, Bid 5 will be awarded as mFRR Standard and BID 6,7,8 (partially) will be awarded as mFRR Flex .

The total awarded volume will be 500MW mFRR Standard for the CCTU and 350MW mFRR Flex.

Important remarks

- Specific conditions about awarding procedure described in BSP Contract mFRR.
- Elia may award 1 mFRR capacity bid in the 1st merit order for a part as being mFRR Standard and on the second merit order mFRR Flex.
- If there are several bids with the same price, they are ordered in the Merit Order based on the reception time.

3.2 Bidding obligations

Elia is procuring the necessary mFRR volumes by applying two consecutive merit order as explained in section 3.1..

Concrete bidding obligations for mFRR/R3

The following obligations are the minimum obligations to be respected for each Service Type. ELIA invites every BSP to submit more Capacity Bids in order to increase the possibility to be retained in the optimal selection.

The obligations are applicable for BASE offers only. For the avoidance of doubt, it is clearly stated that these bidding obligations do not concern procurement through the Regional Procurement Platform.

1. Bidding Obligation 1: Divisibility

All mFRR Capacity Bids are divisible up to 1 MW (i.e. ELIA can select part or totality of the offered volume at the same unit price) and all mFRR Capacity Bids are combinable.

Example: BSP offers 20MW @Pstd = 5,00€/MW/h

Elia can decide to award only 14MW @Pstd = 5,00€/MW/h

2. Bidding Obligation 2: Offered Volume

The offered volume for the mFRR Capacity Bid, expressed in MW, is an integer. In other words, no decimal is permitted. BSP cannot offer 3,5MW

3. Bidding Obligation 3: Price constraint

The price of the mFRR Capacity Bid, expressed €/MW/h, is always defined with two decimals.

4. Bidding Obligation 4: Maximal volume offered

The total offered volume for mFRR Standard (respectively mFRR Flex) must be inferior or equal to the mFRRmax,std (respectively mFRRmax,flex).

In case BSP tries to offer more volume than its mFRRmax,std (respectively mFRRmax,flex), Elia will reject the most expensive mFRR Capacity bids to fulfill Obligation 4.

For mFRRmax,std

Elia will order all the mFRR Capacity bids following the increasing price Pstd. Once the sum of the volumes depass mFRRmax,std, Elia will reject the next mFRR Capacity bids.

For mFRRmax,flex

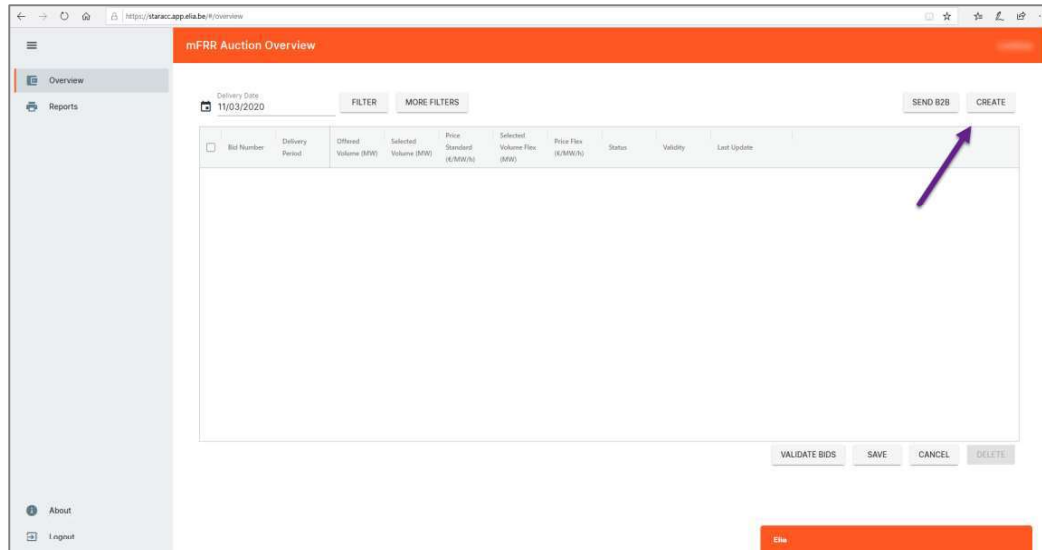
Once the obligation for mFRRmax,std is fulfilled, Elia will verify Bidding Obligation 4 for mFRRmax,flex. Same rule will be applied here to reject the next mFRR Capacity bids which are superior to its mFRRmax,flex

3.3 STAR User Manual mFRR/R3

3.3.1 Create, modify or delete an offer

Create a new mFRR/R3 offer

To create a new mFRR offer, navigate to Overview. This screen gives an overview of all mFRR offers that have been submitted for the delivery date selected in the calendar picker. By default the day after tomorrow (= next delivery date) will be displayed.



To introduce a new offer, select the correct delivery date, click **Create**, a pop-up will appear where you will have to fill in the specifications of the offer:

Create Bids

BSP

Product Type

Standard

Delivery Date

11/03/2020

Delivery Period

0 - 4, 4 - 8, 8 - 12, 12 - 16, 16 - 20, 20 - 24

Contract Reference

Offered Volume (MW)

0

Price Standard (€/MW/h)

0

Price Flex (€/MW/h)

☐ Add Price

CANCEL

SAVE

- Specify the **product type** (Standard/Flex). Only one product type can be selected per offer. However, if you select product type 'Standard', you will be able to add a "Price Flex" (€/MW/h) if you would like your offer to be considered as a flex product if it does not get selected for the required mFRR

standard volume. If you do not enter a "Price Flex" for your standard offers, they will remain to be considered as a standard product after the required mFRR standard volume has been procured for the concerned delivery period. Only the product types for which the framework agreement and short-term contract was signed, will be available for reception.

- Check if you are submitting offers for the correct **delivery date**.
- Specify the **delivery periods** (CCTU) for which you would like to submit your offer. Only the delivery periods (CCTU's) for which the gate has been opened can be selected. Once the gate for a delivery period has been closed, it is not possible to submit any more offers. You can select multiple delivery periods (CCTU's) at the same time by (de)selecting the checkboxes in the dropdown.

The screenshot shows a web form titled "Create Bids". It contains several fields: "BSP" (a text input field), "Product Type" (a dropdown menu currently showing "Standard"), and "Delivery Date" (a date picker showing "11/03/2020"). Below these is a "Delivery Period" dropdown menu that is open, displaying a list of time intervals with checkboxes. The intervals are: "0 - 4" (checked), "4 - 8" (unchecked), "8 - 12" (checked), "12 - 16" (checked), and "16 - 20" (checked). At the top of the dropdown is a "Select All" option. At the bottom of the dropdown are "CANCEL" and "SAVE" buttons.

- The **contract reference** for which you are submitting bids is specified as well
- Specify the **offered volume and price** per offer, for the product type you have selected.
 - The volume must have a granularity of 1 MW. Figures with decimals will not be accepted.
 - The price (€/MW/h) can have two decimals maximum.
- As mentioned above, if you select product type 'Standard', you will be able to add a "Price Flex" (€/MW/h) if you would like your offer to be considered as a flex product if it does not get selected for the required mFRR standard volume. You can do this by checking the box "Add price" and entering a price for flex.

Click on **Save** for your offer(s) to be saved.

Bid Number	Delivery Period	Offered Volume (MW)	Selected Volume (MW)	Price Standard (€/MWh)	Selected Volume Flex (MW)	Price Flex (€/MWh)	Status	Validity	Last Update
1	0 - 4	1	230	2.60	2.60	2.60	Received	●	06/02/2020 16:39
1	12 - 16	1	230	2.60	2.60	2.60	Received	●	06/02/2020 16:39
1	16 - 20	1	230	2.60	2.60	2.60	Received	●	06/02/2020 16:39
1	20 - 24	1	230	2.60	2.60	2.60	Received	●	06/02/2020 16:39
1	8 - 12	1	230	2.60	2.60	2.60	Received	●	06/02/2020 16:39

Your created offer(s) will appear in the overview table and the following characteristics are filled in automatically:

- When a new offer is created, the **offer number** is assigned automatically. This offer number cannot be edited.

Note

When an offer is cancelled or deleted, the offer number is not re-cycled. e.g. Bidder_x:

- creates an offer with offer number 1
- creates offer with offer number 2 does not save the offer (=cancelled)
- the next offer that will be created will have offer number 3

- When a new offer is created the **status** is 'Received' by default.
- When a new offer is saved, automatically a **reception time** is registered.

The offer has to be **saved** before the gate closing time in order to be retained.

Note

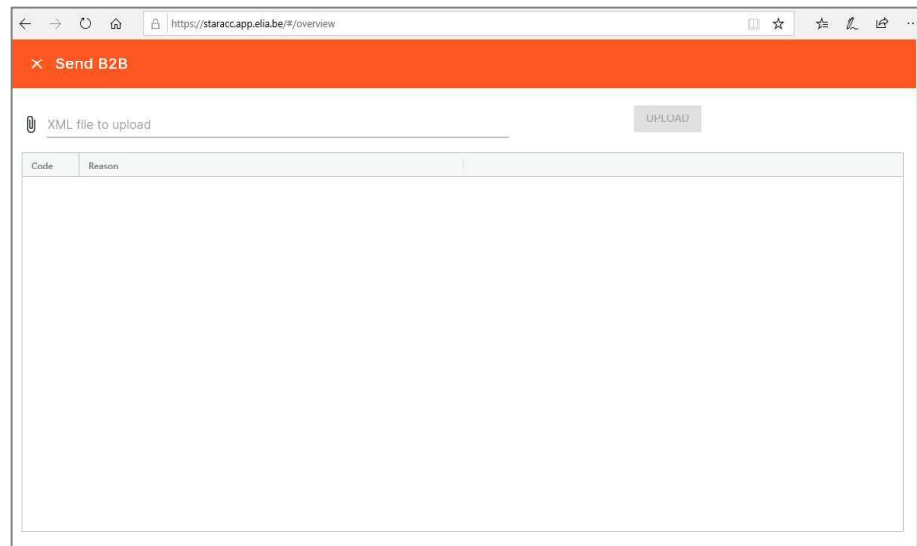
If the offer has been retained when the auction has ended, the columns '**Selected Volume Standard**' and/or '**Selected Volume Flex**' will be completed with the selected volume – depending on the product type that was awarded.

B2B Offer import

STAR application provides the possibility to import the offers using a webservice-base B2B interface. By implementing this webservice, an external authorized IT system can directly inject the offers into STAR application using XML-based messages.

In case of technical problem, STAR GUI enables the user to import manually a B2B XML message. To **manually import a B2B XML message**, execute the following instructions:

- Click on the **"Send B2B" button** of the Overview screen. The B2B import screen will be displayed (see the following screenshot)



- Click on **'XML file to upload' field** in order for the pop-up to appear that will allow you to select the XML file you want to transmit.
- Click on **Upload button** to transmit the XML file.
- The output panel displays the **result of the import operation**. In case of errors the details of the errors are listed.



- In case of successful import, the **Bidding Obligation validation** is automatically executed (see Bidding Obligation Validation). Go back to the auction overview to visualize the offer you have imported and the result of the Bidding Obligation validation (see **Error! Reference source not found.**)
- For mFRR, a separate file has to be uploaded for each Delivery Period (CCTU). It is not possible to submit multiple Delivery Periods in one file.

For more info contact ENMAN contracting via contracting_AS@elia.be

Modify an introduced offer

Perform the modifications directly in the auction overview by clicking on and editing the cells you would like to modify. Click on **Save** when you are done.

If the state of the gates allows a modification, the following fields can be edited: Offered Volume and Prices. Only prices that were initially submitted can be modified. Example: If you entered a standard offer with a price for standard, but no additional price for flex; you cannot add the flex price after your initial save.

In case the bidding rules were already validated (status *Checked* or *Rejected*), a modification might alter the outcome of this validation. The status of all offers will return to status *Received* and the validation flag will become grey.

Delete an introduced offer

If you would like to **Delete** an introduced offer, you need to select the offer(s) by checking the checkbox in the left column of the auction overview table. After you have selected the necessary offers, click on the delete button in the lower right corner of the screen. Then click **OK** in response to the question 'Are you sure that (those) bid(s)?'. After this click on **Save**.

mFRR Auction Overview

Delivery Date: 14/03/2020

FILTER MORE FILTERS

SEND B2B CREATE

	Bid Number	Delivery Period	Offered Volume (MW)	Selected Volume (MW)	Price Standard (€/MWh)	Selected Volume Flex (MW)	Price Flex (€/MWh)	Status	Validity	Last Update
<input checked="" type="checkbox"/>	1	0 - 4	10		3.00			Checked	●	07/02/2020 15:33
<input type="checkbox"/>	2	0 - 4	10		5.00			Checked	●	07/02/2020 15:33
<input type="checkbox"/>	3	0 - 4	10		7.00			Checked	●	07/02/2020 15:33
<input type="checkbox"/>	4	0 - 4	10		9.00			Checked	●	07/02/2020 15:33
<input checked="" type="checkbox"/>	5	0 - 4	10		11.00			Checked	●	07/02/2020 15:33
<input type="checkbox"/>	6	0 - 4	10		13.00			Checked	●	07/02/2020 15:33
<input type="checkbox"/>	7	0 - 4	10		15.00			Checked	●	07/02/2020 15:33
<input checked="" type="checkbox"/>	8	0 - 4	10		17.00			Checked	●	07/02/2020 15:33
<input type="checkbox"/>	9	0 - 4	10		19.00			Checked	●	07/02/2020 15:33
<input checked="" type="checkbox"/>	10	0 - 4	10		21.00			Checked	●	07/02/2020 15:33
<input type="checkbox"/>	11	0 - 4	10		23.00			Checked	●	07/02/2020 15:33

VALIDATE BIDS SAVE CANCEL DELETE



Tip

Throughout the auctioning process, you can communicate with Elia by using the chat box on the auction overview screen (lower right corner).

To send a message, **star typing your message** in the text box and click on **Enter (on your keyboard)** to send your message.

Note that chat messages are related to a specific delivery period, make sure you are in the correct delivery period to receive all messages.

3.3.2 Validate Bidding Obligation

When you submit an mFRR offer, you must make sure that the total volume you offered for one delivery period (CCTU) and one product type does not exceed your contracted prequalified volume for that product type (this may be a different value for standard and flex). If you do exceed the prequalified volume with the total volume that you offer, the most expensive bids will be rejected until you do not longer exceed the prequalified volume. First the check is done for the standard offered volume and after that for the flex offered volume. Offers that were submitted with two prices (standard & flex), will first be considered as standard volume and in a second check as flex volume. If the concerned offer was rejected in the first check, it will no longer be considered in the second check.

To check if your offers comply with these validation rules, click **Validate Bids** in the auction overview screen. The result of this validation process is reflected in the status of the offers (*Checked* or *Rejected*) and a validation flag.

The offers which successfully passed the validation will receive the **status Checked**.

The offers which don't comply with the Bidding Obligation will receive the **status Rejected**.

3.3.3 Offer Status

Every offer follows a validation cycle. There are 5 possible validation statuses:

- **Received:** The offer is successfully received. As long as the gate is open, you can modify/cancel any offer with status *Received*.
- **Checked:** The bidding obligations were successfully validated. As long as the Gate is open, you can modify/delete any offer with status *Checked*.
- **Accepted:** Elia has accepted the offer. This also means that the gate has been closed and you no longer can modify/delete any offers.
- **Rejected:** Elia has rejected the offer. As long as the gate is open, you can modify/delete any offer with status *Rejected*.
- **Awarded:** The auctioning process is finished and Elia retained the offer (the offer is part of the optimal offer selection). The offer may not be modified.

**Note**

When an offer with status *Checked* or *Rejected* is modified, the status automatically changes to *Received*.

3.3.4 Create an Offer Report

In the menu navigate to **Reports** .

Select a **start** and **end date** and the format in which you would like to view all offers for the selected delivery periods (CCTU's). The report is identical to the Auction Overview screen.

The screenshot shows the 'Reports' page in the STAR application. The browser address bar displays 'https://staraccapp.elia.be/#/reports'. The left sidebar menu includes 'Overview' and 'Reports', with 'Reports' being the active selection, indicated by a purple arrow. The main content area features an orange header labeled 'Reports'. Below this header, there are several interactive elements: a 'Report' dropdown menu currently showing 'MFRR', a 'Format' dropdown menu set to 'PDF', and two date selection fields for 'Start Date' (07/02/2020) and 'End Date' (08/02/2020). At the bottom of this section is a 'DOWNLOAD REPORT' button.