About the ECO Brokerage eAuction Programme

The Crown Commercial Service eAuction team has been commissioned by the Department for Energy and Climate Change (DECC) to manage the ECO Brokerage eAuction Programme on their behalf.

Dates for the next ECO Brokerage Auction can be found here:
https://www.gov.uk/energy-companies-obligation-brokerage
Registering for ECO Brokerage

If you are an accredited Green Deal Provider and would like to sell ECO points on the ECO Brokerage Auction Platform, please contact eAuctionsecobrokerage@ccs.gsi.gov.uk

You will be required to complete a pre-trading compliance process which includes:

• Providing details of the representatives who are authorised to trade on your behalf. **Please ensure you provide all details requested.**

• Confirmation of how you will maintain an information barrier between the energy supply and service delivery arms of your business where appropriate

• Agreeing the standard contract, which consists of the rules of the platform (Terms and Conditions) and the setting out of delivery and payment terms for ECO points bought on the platform (the Bilateral Off-take contract).
Log-in and passwords

Once you have registered and successfully completed the compliance process, the Crown Commercial Service will issue you with a username and password for the eAuction website - https://ukgps-sandbox.emptoris.com. This will be done by email and appear from ‘Government Procurement Service’.

The first time you log-in you will be asked to agree to the rules of the IT platform – these are addition to the standard contracts

The password can be used only once and must be changed to something memorable. The brokerage participant is responsible for keeping their password secure. Companies are responsible for regulating and monitoring the behaviour of any participant acting on their behalf using these log ins.

If you have forgotten your log-in details or need to have them re-set, please contact: eenablement@ccs.gsi.gov.uk
Rules of the Platform

By participating in an Auction, a Bidder agrees to abide by the Terms and Conditions of the platform. As stated in this document (a copy of which is sent to Bidders during registration) infringement of these terms and conditions can lead to suspensions of a participants’ right to trade on the platform.

If any changes to the Standard contract are made, all registered participants will be informed by email and sent new copies. Acceptance of the new contracts will be assumed if the participant continues to trade on the platform. If the participant does not wish to trade under the new contracts, they are entitled to withdraw from the platform. Changes will not be made during an auction.
Withdrawing From ECO Brokerage

If you no longer wish to trade on ECO Brokerage, please send an email to eAuctionsecobrokerage@ccs.gsi.gov.uk

Your Username and Password for the eAuction website will be revoked and a letter confirming this will be sent to a company director.

You may not withdraw from ECO Brokerage during an auction.
The ECO Brokerage Auction Process

ECO Brokerage auctions will be run on a fortnightly basis.

Each eAuction (Day 8) will commence at 09:00 hours; bidding will conclude at 17:00 hours the same day.

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
<th>Carried Out By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Open for lot submission – 9am</td>
<td>GDPs submit lots they want to sell in the forthcoming auction.</td>
</tr>
<tr>
<td>Day 2</td>
<td>Lots submitted – close 23:59 hours</td>
<td>Lots submitted after this point wont go into the auction.</td>
</tr>
<tr>
<td>Day 3</td>
<td>Auction Build Commences (pm)</td>
<td>The Crown Commercial Service builds the auction from the lots submitted by GDPs.</td>
</tr>
<tr>
<td>Day 4</td>
<td>Auction Build</td>
<td></td>
</tr>
<tr>
<td>Day 5</td>
<td>Auction Build</td>
<td></td>
</tr>
<tr>
<td>Day 6</td>
<td>Lots published to EnCos – 9am</td>
<td>Energy Companies can review the available lots for this fortnight’s auction.</td>
</tr>
<tr>
<td>Day 7</td>
<td>Lots reviewed by EnCos</td>
<td></td>
</tr>
<tr>
<td>Day 8</td>
<td>Auction Day</td>
<td>Energy Companies bid on lots for sale.</td>
</tr>
<tr>
<td>Day 9</td>
<td>Sellers informed of sold/ unsold lots</td>
<td></td>
</tr>
<tr>
<td>Day 10</td>
<td>Broker sends out Bid Confirm Letters (confirming identities of contracting parties) which are then signed and exchanged</td>
<td>Energy Companies and Green Deal Providers are informed who they have contracted with according to their lots and bids submitted.</td>
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</tbody>
</table>
Technological requirements

Technology
You will be required to access the eAuction website via a stable internet connection using Internet Explorer version 6.0 or later.

Please also ‘allow pop-ups from this site’.

It is the Sellers’ responsibility to ensure that they login via a secure connection and have the technology/connectivity available to access the eSourcing Suite.
ECO Brokerage has been designed to be a blind auction. Buyers should not be able to identify the seller from the lot description.

To address the risk that bespoke lots are created in order that they can be matched to a particular seller, lots will be submitted in bands, and within particular timescales.

The bands – within which you must submit your lots are below:

### Carbon

<table>
<thead>
<tr>
<th>Band 1</th>
<th>Band 2</th>
<th>Band 3</th>
<th>Band 4</th>
<th>Band 5</th>
<th>Band 6</th>
<th>Band 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min</td>
<td>Max</td>
<td>Min</td>
<td>Max</td>
<td>Min</td>
<td>Max</td>
<td>Min</td>
</tr>
<tr>
<td>1k</td>
<td>3k</td>
<td>3k</td>
<td>6k</td>
<td>6k</td>
<td>10k</td>
<td>10k</td>
</tr>
</tbody>
</table>

### Affordable Warmth

<table>
<thead>
<tr>
<th>Band 1</th>
<th>Band 2</th>
<th>Band 3</th>
<th>Band 4</th>
<th>Band 5</th>
<th>Band 6</th>
<th>Band 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min</td>
<td>Max</td>
<td>Min</td>
<td>Max</td>
<td>Min</td>
<td>Max</td>
<td>Min</td>
</tr>
<tr>
<td>£100k</td>
<td>£300k</td>
<td>£300k</td>
<td>£600k</td>
<td>£600k</td>
<td>£1m</td>
<td>£1m</td>
</tr>
</tbody>
</table>

Lots submitted within the incorrect band for its size will be **invalid** and will not be sold in the forthcoming auction. **Invalid** lots are marked as such when they are submitted.
The eSourcing Suite

Crown Commercial Service eSourcing Suite is located here:
https://ukgps-sandbox.emptoris.com

NB: The screen-shots provided are for illustrative purposes only
In addition, Sellers are reminded that they must observe the ECO Platform Provider Terms and Conditions.
The first time you login you will be asked to change your password. Your new password must be at least 8 characters long and contain an upper case, lowercase, number and special character (e.g. !). For example, an acceptable password would be ‘Christmas#1’.
Locate Event

1. Event Name
2. Click ‘View/Respond to RFx’ – if the event is not displayed used the drop down filter and change to “All”
Accepting the Invitation

- Click on ‘Accept’
- Click ‘OK’ to proceed
- This will allow you to start submitting lots. **Note:** only one person is required to do this per GDP.
The Lot Submission Form

- To open the Lot Submission Form, click “Place New Bid”
GDPs will need to complete a Lot Submission Form for each Lot they wish to include within the next ECO Brokerage eAuction.

Fields denoted with a red asterix are mandatory.
Please note: In the field “Contact Name For Provider” you MUST submit the name of a Nominated Person who is registered to use the Brokerage Platform.
The Lot Submission Form

Please note: In the field “email for provider contact” you **MUST** submit the email address of the **Nominated Person** named in the previous field.

This **MUST** be the same as the email given for the Nominated Person in your registration documentation.
In the “ECO Lot” field you are required to select the commodity type of the Lot you wish to submit (Affordable Warmth, Affordable Warmth Boiler Repair, Carbon Saving Communities or Carbon Saving Obligation).
In the “Deployment Duration” field you are required to select the deployment duration of the lot you wish to submit (3, 6 or 12 months).
The Lot Submission Form

‘Offering Value’ is the size of the particular lot being offered.

In the "Offering Value" field you are required to enter the total tCO2 or £billsaving of the lot that is being submitted.

The offering value must be within the limited of the standard lot sizes listed on slide 9.
Please note that the ‘Offering Value’ is the £bill savings or tCO2 savings delivered in the LIFETIME of the measure. It is NOT the annual saving.
“Price Per Unit” is your minimum selling price for the lot being submitted (i.e. your reserve price).

A lot will only be sold once the bid price reaches the Price Per Unit figure.

1 Unit is 1 tCO2 for CSO and CSC and £1 bill saving for AW and AWBR.
Please note that the “Band” field and “Lot Total (£)” field will auto-populate based on the information you enter. “Band” is dependent on the Offering Value entered, “Lot Total (£)” is the Offering Value multiplied by the Price Per Unit.
The Lot Submission Form

Click ‘Save’ once you have populated the form
Submitting Lots

You will see this message when the Lot Submission Form has been successfully saved. The Lot Submission Form can now be closed.
Submitting Subsequent Lots

- To place subsequent Lots click on ‘Place New Bid’ and follow the same steps, ensuring that you **successfully save** each Lot Submission Form.
Revising a Saved Lot

To revise saved Lots click the ‘Revise Bids/History’ tab

In the new window select ‘Revise Bid’ against the Lot Submission Form you wish to amend.

The Lot Submission Form you have selected will be opened for you to revise and then save.
1. Once you have completed all Lot Submissions you wish to include in the next ECO Brokerage eAuction click ‘Submit all Draft Bids’

2. Click ‘OK’ if you are happy to submit all Lot Submission Forms you have completed and saved.
Confirmation of Submission

You will receive confirmation of successful submission.

You may continue to complete further Lot Submission Forms, or revise Lots which you have submitted up until the Offering Collection event has closed. Ensure that you “Submit All Draft Bids” before the close of the event otherwise these will not be submitted and will not be included in the next ECO Brokerage eAuction.
Creating a Bid Report

- You are able to run a Bid Report to check the Lots you have saved as Drafts, have submitted, or have deleted. To do this click “Run Bid Report”
Creating a Bid Report

- In the pop up window, select “All” in the "Type of Bid Field", highlight everything in the "Select Attributes" field and then click “OK”
Creating a Bid Report

- The Data Manager window will open. When the report has been created, you can download it by clicking “Done – Click here to download results”
Creating a Bid Report

Once downloaded, you will be able to view the report in Excel format.
Post Auction

On the day following the auction, you will receive an email with an initial confirmation of your sold and unsold lots.

**Bid Confirm Letters**

A maximum of 2 days after the eAuction Bidders and Green Deal Providers will be informed of the successful matches and the bid value.

Bid Confirm letters will be issued (an example letter is provided to the right) by the Crown Commercial Service. Within the letter are instructions for their completion and the terms for the delivery and payment of the ECO purchased.

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**Bid Confirm Letter**

<table>
<thead>
<tr>
<th>Data:</th>
</tr>
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<tbody>
<tr>
<td>Seller:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Attention:</td>
</tr>
<tr>
<td>Facsimile Number:</td>
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<tr>
<td>Buyer:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Attention:</td>
</tr>
<tr>
<td>Facsimile Number:</td>
</tr>
<tr>
<td>From: ECO Brokerage Platform</td>
</tr>
<tr>
<td>Re: Conclusion of Auction</td>
</tr>
</tbody>
</table>

Auction Platform Provider Reference Number:

Dear Sir/Madam:

This Bid Confirm Letter evidences the terms of the binding agreement between the Seller and the Buyer as notified below, which transaction was completed on the Auction Platform pursuant to the Terms and Conditions of the Auction Platform (the "Selling Auction"). This Bid Confirm Letter is subject to, supplements and terms as an integral part of the Standard National Offer Contract supplied to the Bid Confirm Letter entered into by signing the Bid Confirm Letter (together the "Agreement").

The terms set out in this Bid Confirm Letter supersede any other written communication with respect to the Selling Auction described below and evidence a completed binding agreement between the Seller and Buyer as to the terms of the Selling Auction described below. In the event of any inconsistency between the Agreement and this Bid Confirm Letter, this Bid Confirm Letter will prevail.

| Buyer’s legal name: |
| Buyer’s Notice address and contact person: |
| Seller’s legal name: |
| Seller’s notice address and contact person: |

Date of successful auction close:
Questions

If you have any questions about the eAuction platform please contact: eAuctionsecobrokerage@ccs.gsi.gov.uk

If you have any questions about ECO Brokerage Policy please contact: ecobrokerage@decc.gsi.gov.uk