

ECO Brokerage eAuction Programme Green Deal Provider (GDP) Guidance



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.

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

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.

Standard Lot Sizes on Brokerage

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	Band 1		Band 2		Band 3		Band 4		Band 5		Band 6		Band 7	
	Min	Max												
Lot Size (tCO ₂)	1k	3k	3k	6k	6k	10k	10k	14k	14k	19k	19k	26k	26k	35k

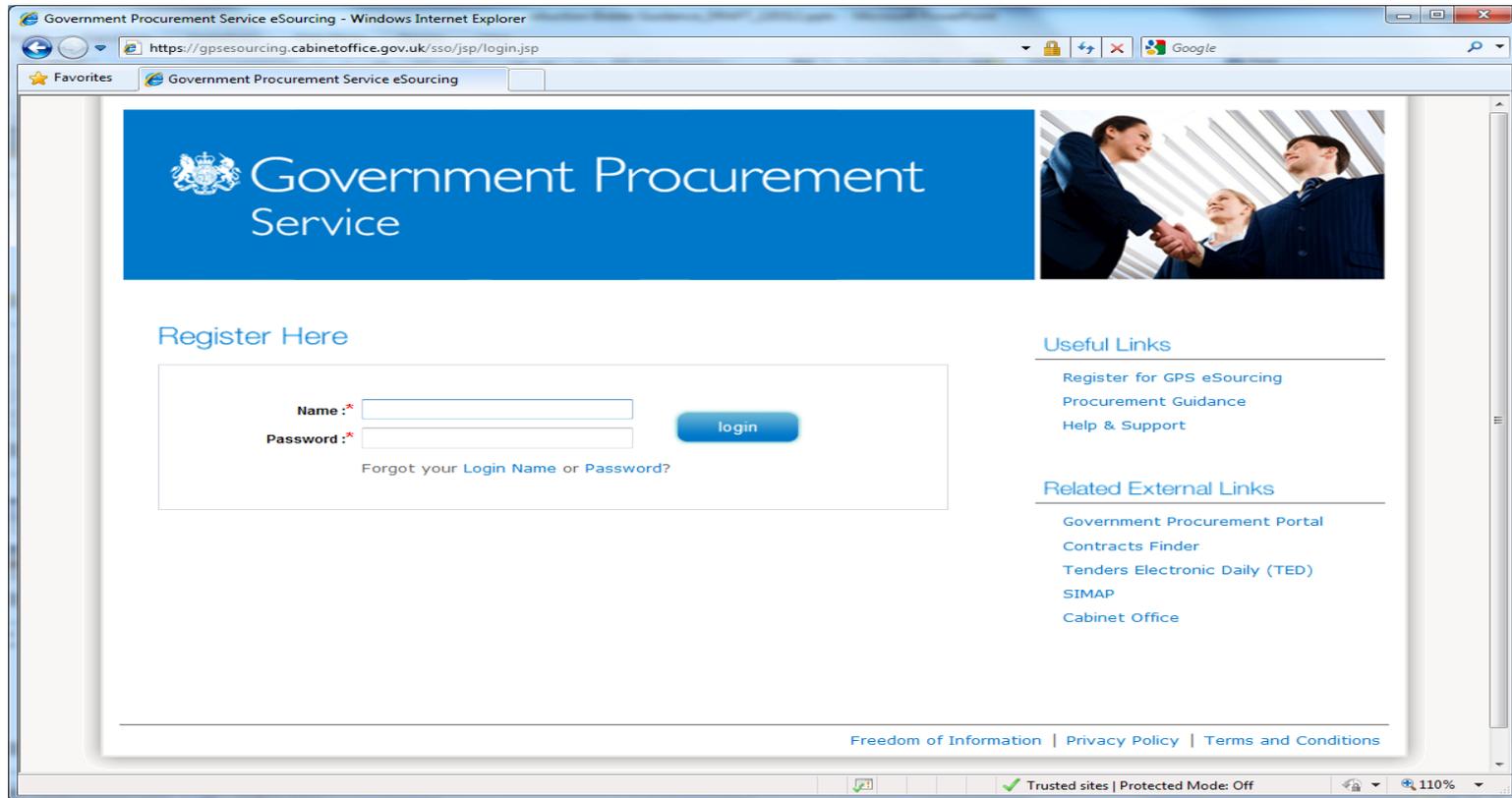
Affordable Warmth Lot Size (£billsaving)	Band 1		Band 2		Band 3		Band 4		Band 5		Band 6		Band 7	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
	£100k	£300k	£300k	£600k	£600k	£1m	£1m	£3m	£3m	£5m	£5m	£7.5m	£7.5m	£10m

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

Accepting Terms and Conditions:

User Agreement

General Terms

1. Introduction

- 1.1. This User Agreement between the Government Procurement Service (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
- 1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
- 1.3. The System is provided by Emptoris Inc. and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
- 1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

- 2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
- 2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:
 - 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and
 - 2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.
- 2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

3. Registration

- 3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the required registration data and specifying a user ID and password.
- 3.2. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not divulge or disclose their user ID or password to third parties. In the event that the Supplier or a Supplier User becomes aware that a user ID and / or password may have been divulged, disclosed or discovered by any third party, they shall immediately notify the Helpdesk.
- 3.3. The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users.
- 3.4. The Supplier must immediately inform the Helpdesk in the event that a Supplier User leaves its employment or no longer requires access to the System. The Buyer retains the right to deactivate a Supplier User user ID and password if there has been no access for a period of sixty (60) days.

Invitation to Participate

- 4.1. The Buyer shall send, through the System, an invitation to participate in a specific procurement exercise to appropriate Suppliers that have registered and been activated on the System as described in the User Agreement. Data and information relating to a specific procurement exercise shall be made available to invited Suppliers.
- 4.2. The Buyer shall configure the System as appropriate for each procurement exercise. The selected configuration settings for a procurement exercise shall be displayed on the System for invited Suppliers to view. The Supplier acknowledges that by one of its Supplier Users participating in a procurement exercise on the System, the Supplier agrees to be bound by these configuration settings.
- 4.3. All material issued through the System in connection with this procurement shall remain the property of the Buyer and shall be used only for the purpose of this procurement.

ESOURCING USE AGREEMENT

In addition, Sellers are reminded that they must observe the ECO Platform Provider Terms and Conditions

Password change:

GPS eSourcing



Change Password Profile

Change Password of user . GPS Training Supplier 11 in Organization GPS_Test_Supplier_11	
Enter Password	
Current Password *	<input type="password" value="••••••••"/>
New Password *	<input type="password" value="••••••••"/>
Retype Password *	<input type="password" value="••••••••"/>
Password Reset Question:	
Be sure the questions/answers you have selected are ones you will remember. You will need to correctly answer your selected Password Reset Question with an exact match to reset your password online. The answer to your question is not case-sensitive.	
Select Question *	<input type="text" value="In which city were you born?"/>
Enter Answer *	<input type="text" value="Liverpool"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Type your current and new passwords in the appropriate fields and Click on the Save button to change it.

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

Government Procurement Service eSourcing - Windows Internet Explorer
https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y

GPS eSourcing | My Profile | Bids | Messages | Utilities

View RFX(s) | Government Procurement Service

All Open/Pending/Paused RFX(s) | Open/Pending/Paused

RFX Name	RFX Unique Id	Summary RFX Accepted	View/Respond to RFX	RFX Style	Status	Time Remaining	Open Time GMT	Close Time GMT
ECO Brokerage - Auction v4	ECO Brokerage - Auction v4		View/Respond to RFX	FA	English	New	22 hrs 50 min	29/11/2012 18:38 30/11/2012 17:30
TEST Sale of Recovered Newspaper August 2012	TEST_EA031		View/Respond to RFX	FA	English	Open		28/08/2012 15:36
TEST Vehicle Purchase - July 2012 - Morning eAuction	TEST Vehicle Purchase - July 2012 - Mor...		View/Respond to RFX	RA	English	Open		27/06/2012 15:22
Test Weighting #1	1a		View/Respond to RFX	RA	English	Paused		21/11/2012 15:42

Done | Internet | Protected Mode: On | 100% | 18:41 29/11/2012

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

The screenshot shows a web browser window displaying the GPS eSourcing interface. A dialog box titled 'Accept Invitation' is open, with the text: 'Acceptance of this invitation will be automatically propagated to other users within your organization. Please press OK to confirm or Cancel to cancel acceptance.' The 'OK' button is circled in red. In the background, a bid table is visible with columns for 'Range', 'Currency', 'My Unit Cost', and 'Bid'. The 'Bid' column contains 'Bid' buttons for each row. A red circle highlights the 'Accept' button in the top right corner of the bid table area. A red arrow points from the 'Accept' button to the 'OK' button in the dialog box.

- 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

The screenshot shows a web browser window displaying the Government Procurement Service eSourcing interface. The page title is "RFx(s) > GDP Offering Collection T...". The main content area shows a table of items with the following columns: Lot, Category, Name, Type, Quantity, Bid, and Bid Revision. The first row in the table is for "ECO Brokerage" under the category "Energy Management Services", with the lot name "ECO Lot Submission" and a quantity of 1. A red button labeled "Place New Bid" is visible in the Bid column of this row. A red arrow points from a text box on the right to this button. The top navigation bar includes "My Profile", "Bids", "Messages", and "Utilities". A sidebar on the right shows "Remaining Time: 12hr 45m 19s" and "Status: Open". The Windows taskbar at the bottom shows the Start button and several open applications.

Lot	Category	Name	Type	Quantity	Bid	Bid Revision
ECO Brokerage	Energy Management Services	ECO Lot Submission	Simple Item	1	Place New Bid	

■ To open the Lot Submission Form, click “Place New Bid”

The Lot Submission Form

The screenshot shows the 'Create Bids' interface for an 'ECO Lot Submission'. The form includes the following fields and sections:

- Item Information:** Name (ECO Lot Submission), Description (DECC ECO Brokerage lot submission), Minimum Desired Quantity (1).
- Place Bid:** Currency Type (British Sterling Four...).
- Provider Address:** Address 1, Address 2, City, County, Post Code.
- email for Provider Contact:** Contact email field.
- ECO Lot:** Please Select (dropdown).
- Deployment Duration:** Please Select (dropdown).
- Band:** ERROR - Value out of range.
- Offering Value:** (text input).
- Price Per Unit:** (text input) GBP.
- Lot total (£):** 0.00.

Buttons at the bottom include 'Save' and 'Close'. A red arrow points to the 'Bid Revision' button on the right side of the form.

- 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.

The Lot Submission Form

The screenshot shows the 'Create Bids' form in the GPs eSourcing system. The form is titled 'Simple Bid' and is for an 'ECO Lot Submission'. The 'Item Information' section shows the Name as 'ECO Lot Submission', Description as 'DECC ECO Brokerage lot submission', and Minimum Desired Quantity as 1. The 'Place Bid' section includes a 'Currency Type' dropdown set to 'British Sterling Four...'. Below this is a red asterisk and the text 'THIS IS THE LOT SUBMISSION FORM'. The 'Contact Name for Provider' field is highlighted with a red arrow pointing to a text box on the right. Other fields include 'Provider Address' (Address 1, Address 2, City, County, Post Code), 'email for Provider Contact', 'ECO Lot' (Please Select), 'Deployment Duration' (Please Select), 'Band' (ERROR - Value out of ran), 'Offering Value', 'Price Per Unit' (GBP), and 'Lot total (£)' (0.00). There are 'Save' and 'Close' buttons at the bottom of the form.

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

The screenshot shows the 'Create Bids' form in the GPS eSourcing system. The form is titled 'Simple Bid' and shows 'Item Information: ECO Lot Submission'. The form fields include:

- Name: ECO Lot Submission
- Description: DECC ECO Brokerage lot submission
- Minimum Desired Quantity: 1
- Currency Type: British Sterling Four...
- Contact Name for Provider: [Empty]
- Provider Address: [Empty]
- email for Provider Contact: [Empty] (highlighted with a red arrow)
- ECO Lot: Please Select
- Deployment Duration: Please Select
- Band: ERROR - Value out of ran
- Offering Value: [Empty]
- Price Per Unit: [Empty] GBP
- Lot total (£): 0.00

Buttons: Save, Close

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.

The Lot Submission Form

The screenshot displays the 'Create Bids' interface for an 'ECO Lot Submission'. The form includes the following fields and sections:

- Item Information:** Name: ECO Lot Submission; Description: DECC ECO Brokerage lot submission; Minimum Desired Quantity: 1.
- Place Bid:** Currency Type: British Sterling Four...; THIS IS THE LOT SUBMISSION FORM.*
- Contact Information:** Contact Name for Provider, email for Provider Contact.
- Provider Address:** Address 1, Address 2, City, County, Post Code.
- Submission Details:** ECO Lot (Please Select), Deployment Duration (Please Select), Band (ERROR - Value out of ran), Offering Value, Price Per Unit (GBP), Lot total (£) (0.00).
- Buttons:** Save, Close.

A red arrow points to the 'ECO Lot' dropdown menu, which is highlighted in the accompanying text box.

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)

The Lot Submission Form

The screenshot shows the 'Create Bids' form in the GPS eSourcing system. The form is titled 'Simple Bid' and is for an 'ECO Lot Submission'. The 'Item Information' section includes: Name: ECO Lot Submission, Description: DECC ECO Brokerage lot submission, and Minimum Desired Quantity: 1. The 'Place Bid' section includes: Currency Type: British Sterling Four..., and a note: 'THIS IS THE LOT SUBMISSION FORM'. The 'Provider Address' section includes: Address 1, Address 2, City, County, and Post Code. The 'email for Provider Contact' section includes: email for Provider Contact. The 'ECO Lot' section includes: Please Select. The 'Deployment Duration' section includes: Please Select. The 'Band' section includes: ERROR - Value out of range. The 'Offering Value' section includes: Offering Value. The 'Price Per Unit' section includes: Price Per Unit GBP. The 'Lot total (£)' section includes: Lot total (£) 0.00. The form has 'Save' and 'Close' buttons at the bottom.

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

The screenshot shows the 'Create Bids' form in the GPS eSourcing system. The form is titled 'Simple Bid' and contains the following fields:

- Item Information:** Name: ECO Lot Submission, Description: DECC ECO Brokerage lot submission, Minimum Desired Quantity: 1
- Place Bid:** Currency Type: British Sterling Pound, THIS IS THE LOT SUBMISSION FORM*
- Provider Address:** Address 1, Address 2, City, County, Post Code
- email for Provider Contact:** *
- ECO Lot:** Please Select
- Deployment Duration:** Please Select
- Band:** ERROR - Value out of range
- Offering Value:** *
- Price Per Unit:** GBP
- Lot total (£):** 0.00

The 'Offering Value' field is highlighted with a red arrow.

‘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.

The Lot Submission Form

The screenshot shows a web browser window displaying the 'Create Bids' form in the GPS eSourcing system. The form is titled 'Simple Bid' and contains the following fields:

- Item Information:** Name: ECO Lot Submission, Description: DECC ECO Brokerage lot submission, Minimum Desired Quantity: 1.
- Place Bid:** Currency Type: British Sterling Pound.
- Provider Address:** Address 1, Address 2, City, County, Post Code.
- email for Provider Contact:** [Empty field]
- ECO Lot:** Please Select
- Deployment Duration:** Please Select
- Band:** ERROR - Value out of range
- Offering Value:** [Empty field]
- Price Per Unit:** GBP
- Lot total (£):** 0.00

A red arrow points from the 'Offering Value' field to a text box on the right.

Please note that the 'Offering Value' is the £billsavings or tCO2 savings delivered in the **LIFETIME** of the measure. It is **NOT** the annual saving.

The Lot Submission Form

The screenshot shows the 'Create Bids' form in the GPS eSourcing system. The form is titled 'Simple Bid' and contains the following fields:

- Item Information:** Name: ECO Lot Submission, Description: DECC ECO Brokerage lot submission, Minimum Desired Quantity: 1
- Place Bid:** Currency Type: British Sterling Pound, THIS IS THE LOT SUBMISSION FORM
- Provider Address:** Address 1, Address 2, City, County, Post Code
- email for Provider Contact:** [Empty field]
- ECO Lot:** Please Select
- Deployment Duration:** Please Select
- Band:** ERROR - Value out of range
- Offering Value:** [Empty field]
- Price Per Unit:** GBP (indicated by a red arrow)
- Lot total (£):** 0.00

The form also includes a 'Remaining Time' indicator showing 12hr 48m 32s, and a 'Status: Open' indicator. The 'Save' and 'Close' buttons are visible at the bottom of the form.

“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 £1billsaving for AW and AWBR

The Lot Submission Form

The screenshot shows the 'Create Bids' form in the GPS eSourcing system. The form is titled 'Simple Bid' and contains the following fields:

- Item Information:** Name (ECO Lot Submission), Description (DECC ECO Brokerage lot submission), Minimum Desired Quantity (1).
- Place Bid:** Currency Type (British Sterling Pound), THIS IS THE LOT SUBMISSION FORM, Contact Name for Provider, Provider Address (Address 1, Address 2, City, County, Post Code), email for Provider Contact, ECO Lot (Please Select), Deployment Duration (Please Select), Band (ERROR - Value out of range), Offering Value, Price Per Unit, Lot total (£) (0.00).

Buttons for 'Save' and 'Close' are located at the bottom of the form.

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

The screenshot shows a web browser window displaying the 'Create Bids' form in the GPS eSourcing system. The form is titled 'Simple Bid' and contains the following fields:

- Item Information:** Name (ECO Lot Submission), Description (DECC ECO Brokerage lot submission), Minimum Desired Quantity (1).
- Place Bid:** Currency Type (British Sterling Pound), THIS IS THE LOT SUBMISSION FORM (checkbox), Contact Name for Provider, Provider Address (Address 1, Address 2, City, County, Post Code), email for Provider Contact, ECO Lot (Please Select), Deployment Duration (Please Select), Band (ERROR - Value out of range), Offering Value, Price Per Unit (GBP), Lot total (£) (0.00).
- Buttons:** Save (highlighted with a red circle), Cancel, Bid Offline, Bid Revision.

The Windows taskbar at the bottom shows the Start button, several open applications (Government Procurement Service eSourcing, Microsoft PowerPoint), and the system clock (11:10).

Click 'Save' once you have populated the form

Submitting Lots

The screenshot displays the 'Create Bids' interface for a 'Simple Bid'. A red oval highlights the message 'Changes were successfully saved' at the top of the form. The form includes the following fields and values:

Field	Value
Name	ECO Lot Submission
Description	DECC ECO Brokerage lot submission
Minimum Desired Quantity	1
Currency Type	British Sterling Poun...
Contact Name for Provider	Nominated Person Name
Provider Address	Business Address
email for Provider Contact	NominatedPerson@gdp.Ctsandstall
ECO Lot	ECO Carbon Saving Obligation
Deployment Duration	3 months
Band	Carbon Saving Band 1 [1K
Offering Value	1,000
Price Per Unit	50.00 GBP
Lot total (£)	50,000.00

Buttons for 'Save' and 'Close' are located at the bottom of the form. A sidebar on the right shows 'Remaining Time: 12hr 30m 50s', 'Open Time: 10/02/2014 11:07 GMT', 'Close Time: 10/02/2014 23:59 GMT', and 'Status: Open'.

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

The screenshot shows the Government Procurement Service eSourcing interface in a Windows Internet Explorer browser. The page title is 'GPS eSourcing' and the current view is 'RFx(s) > GDP Offering Collection T...'. The description is 'GDP Offering Collection Test - Screenshots' and the type is 'RFQ'. The contact information is 'Peter Youngman'. The status is 'Open' with a remaining time of 12hr 45m 19s. The open time is 10/02/2014 11:07 GMT and the close time is 10/02/2014 23:59 GMT. There is a 'Submit all Draft Bids >>' button. The main content area shows a table with one item: 'ECO Brokerage' in the 'Energy Management Services' category, with a quantity of 1. The 'Place New Bid' button is circled in red, and a red arrow points from the text on the right to it.

Lot	Category	Name	Type	Quantity				Bid Revision
ECO Brokerage	Energy Management Services	ECO Lot Submission	Simple Item	1	(0)	(0)		

- 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

The screenshot displays the GPS eSourcing web application. The main window shows the 'View Bids' page for 'ECO Lot Submission'. A table lists bids with columns for Supplier Name, Bid Revision, Bid Type, Name, Supplier Item Code, and Price Per Unit. A 'Revise Bid' button is highlighted in red in the table. A secondary window titled 'Revise Bid' is open, showing a form with the following fields:

- Item Information: ECO Lot Submission
- Name: ECO Lot Submission
- Description: DECC ECO Brokerage lot submission
- Minimum Desired Quantity: 1
- Revise Bid section:
- Currency Type: British Sterling Poun...
- THIS IS THE LOT SUBMISSION FORM:
- Contact Name for Provider: [text box]
- email for provider contact: sg@sg.co.uk [Send eMail]
- Lot: ECO Carbon Saving Obligation
- Deployment Duration: 3 months
- Band: Band 1 [1K-3K]
- tCO2 of offering: 2,900
- Price Per Unit: 25.32 GBP

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

Submitting All Draft Lots

The screenshot shows the Government Procurement Service eSourcing interface. The browser address bar displays https://ukgps-sandbox.emptoris.com/el/index.jsp?_eps_=Y. The page title is "RFx(s) > ECO Brokerage - GDP Offer...". The description is "ECO Brokerage - GDP Offering Collection v4" and the type is "RFO". The status is "Open". A red circle highlights the "Submit all Draft Bids >>" button. A confirmation dialog box is open, asking "Are you sure that you want to submit this Bid Package?" with "OK" and "Cancel" buttons. The "OK" button is circled in red. The dialog box title is "https://ukgps-sandbox.emptoris.com/?_eps_=Y - Submit...".

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

The screenshot displays the Government Procurement Service eSourcing interface in a Windows Internet Explorer browser. The page title is "ECO Brokerage - GDP Offer...". The main content area shows a table with one item: "ECO Lot Submission" (Simple Item, Quantity 1). A red circle highlights a modal dialog box that says "Drafts were submitted successfully." with a "Close" button. The browser's address bar shows "https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps=Y". The Windows taskbar at the bottom shows the date and time as 18:06 on 30/11/2012.

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

The screenshot shows the Government Procurement Service eSourcing interface in a Windows Internet Explorer browser. The browser address bar shows the URL: https://ukgps-sandbox.emptoris.com/e1/index.jsp?eps_=Y. The page title is "Government Procurement Service eSourcing". The main navigation bar includes "My Profile", "Bids", "Messages", and "Utilities". The current page is titled "RFx(s) > GDP Offering Collection T...". The description is "GDP Offering Collection Test - Screenshots" and the contact information is "Peter Youngman". The page shows a "Type: RFQ" and a "Run Bid Report" button circled in red. A red arrow points from the "Run Bid Report" button to the "Place New Bid" button in the table below. The table has columns for Lot, Category, Name, Type, Quantity, Bid, and Bid Revision. The first row is "ECO Brokerage" under "Energy Management Services" with a "Name" of "ECO Lot Submission", "Type" of "Simple Item", and "Quantity" of "1". A "Place New Bid" button is visible next to the "Quantity" column.

Lot	Category	Name	Type	Quantity	Bid	Bid Revision
ECO Brokerage	Energy Management Services	ECO Lot Submission	Simple Item	1		

- 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

Government Procurement Service eSourcing - Windows Internet Explorer
https://ukgps-sandbox.emptoris.com/e1/frames_job_list.jsp?js_request_from_report_link=true&TYPE_FILTER=3

GPS eSourcing

Utilities
Data Manager

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed	
Supplier02 Auction	109160	Reporting Job	Supplier/BidsSummary	Done - Click here to download results	10/02/2014 11:49:41		10/02/2014 11:49:42	

Close

Your import or export may take several minutes, or longer to process, depending on the level of activity in the system. You can always check the status of your Import later by accessing this screen through the Utilities > Import/Export > Data Manager menu option.
A status of "Done" indicates that your export or import was successful. If you are exporting, right click the link and select "Save Target As..." to save the file. If your Import status shows "Failed", click on the status link to see the error log. You will need to edit your file and resubmit the Import.
Priority of the job can be set up to a value from 1 (low priority) to 100 (high priority). The job with higher priority has higher probability of running before a job having lower priority value. Another factor of determination of the sequence of the execution of jobs is the period of waiting in the queue for every job.

start | Government Procure... | Government Procure... | Government Procure... | Microsoft PowerPoint... | Document1 - Microsof... | Inbox - Microsoft Out... | 11:50

- 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

The screenshot shows an Excel spreadsheet titled 'supplierbidSummaryReport[1] [Compatibility Mode] - Microsoft Excel'. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The spreadsheet content is as follows:

1								
2	Supplier Bid Summary							
3								
4	Run By	Auction Supplier02						
5	Report Date	10/02/2014 11:49:42						
6	RFx Name	GDP Offering Collection Test - Screenshots						
7	RFx Unique ID	GDP Offering Collection Test - Screenshots						
8	RFx Type	RFQ						
9	RFx Status	Open						
10	Primary Currency	GBP						
11	RFx Open Date	10/02/2014 11:07:35						
12	RFx Close Date	10/02/2014 23:59:00						
13	TimeZone	GMT						
14								
15	Bids By Item							
16	Category	Lot Name	Item Name	Unique Id	Minimum Desired Quantity	Contact Name for Provider	Provider Address	email
17	Energy Management Services	ECO Brokerage	ECO Lot Submission	ECO Lot Submission	1	Nominated Person Name	Busine Address	Nominated
18								
19	Currency Information							
20	Bid Currency	Primary Currency	Exchange Rate					
21	1 GBP	GBP	1.0					
22								
23								
24								
25								
26								
27								
28								

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.

ECO Brokerage
BID CONFIRM LETTER

Date:

Seller:
To:
Attention:
Facsimile Number:

Buyer:
To:
Attention:
Facsimile Number:
From: ECO Brokerage Platform
Re: Conclusion of Auction

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 named below, which transaction was completed on the Auction Platform pursuant to the Terms and Conditions of the Auction Platform (the "Binding Auction"). This Bid Confirm Letter is subject to, supplements and forms an integral part of the Standard Bilateral Off-take Contract annexed to this Bid Confirm Letter entered into by signing this Bid Confirm Letter (together the "Agreement").

The terms set out in this Bid Confirm Letter supersede or other written communication with respect to the Binding Auction described below and evidence a complete binding agreement between the Seller and Buyer as to the terms of the Binding 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")
Buyer's Notice address and contact person:	
Seller's legal name	("Seller")
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