ECO Brokerage
eAuction Programme
Bidder 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.
Registering for ECO Brokerage

If you are an Obligated Energy Supplier and would like to purchase ECO points on the ECO Brokerage platform, please contact eAuctionsecobrokerage@ccs.gsi.gov.uk

When requested, you will need to supply details of the person authorised to trade on brokerage on behalf of your company. In addition, there is a compliance process, details of which will be provided after you have expressed interest.

Part of the compliance involves 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).

Copies of these contracts can be obtained on the ECO Brokerage webpage:

https://www.gov.uk/energy-companies-obligation-brokerage
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. This will be done by email.

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.
Rules of the Platform

By participating in an Auction, a Bidder agrees to abide by the Terms and Conditions of the platform (a copy of which is sent to Bidders during registration), infringement of these terms and conditions can lead to the suspension of a participant’s rights 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 for any reason, 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.
# The ECO Brokerage Auction Process

ECO Brokerage auctions will be run on a fortnightly basis. On each Auction Day (Day 8) the Carbon Saving Communities and Carbon Saving Obligation auction will commence at 9.00am and conclude at 12.00pm; the Affordable Warmth and Affordable Warmth Boiler Repair auction will commence at 1.00pm and conclude at 4.00pm.

<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 won’t 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 to include the lots submitted by GDPs.</td>
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<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 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 (CSC/CSO: 09:00 – 12:00; AW/AWBR: 13:00 – 16:00)</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>
</tr>
</tbody>
</table>
Recommendations for Bidders:

Bidders are recommended to:

- Become familiar with the software by participating in training offered by Crown Commercial Service

- Mobilise participation from the right people who can make bidding decisions on the spot during the Live eAuction

- Maintain high levels of internal information security, protecting log ins and passwords is the responsibility of brokerage participants.

Bidders will be given an opportunity to review submitted Lots prior to the day of the eAuction (Day 6). Using this time to prepare for the eAuction is to the Bidders’ advantage.
Technological requirements

Technology

- You will be required to access the eAuction via a stable internet connection using Internet Explorer version 6.0 or later.
- We recommend that Bidders use one of the following browsers: Internet Explorer 9, Mozilla Firefox 7, or Google Chrome 13.
- Please also allow ‘pop-ups from this site’.
- It is the Bidders responsibility to ensure that they have the technology/connectivity available to access the eSourcing Suite and participate in the Live eAuction. The auction will not be paused or re-run if a Bidder experiences technical difficulty.

If the eAuction site develops a fault during a live auction, the auction will be stopped and recommenced as soon as possible. Participants will be informed by email in case of a fault resulting an auction pause and re-start.
The eSourcing Suite

The 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:

Bidders are reminded that they must observe the ECO Brokerage Platform Provider Terms and Conditions when logging in to the Platform.
If you are 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 (for example, “!”).
1. Event Name
2. Click ‘View/Respond to RFx’ – if the event is not displayed use the drop down filter and change to “All”
Accepting the Invitation

- Click on ‘Accept’
- Click ‘OK’ to proceed
- This will allow you to start placing bids
The Auction will be available to Bidders to view two Working days prior to the day of the eAuction.
Energy Company View during Live event

Check that you are in the correct eAuction

Minimum Bid Change is shown in this column

This column shows the ‘Best Bid’ within each Lot

This shows the time remaining until the end of the eAuction event

This column shows your Bid Price within each Lot
How to Place Bids

- Click on the ‘Bid’ button – this will open the ‘Bidding Area’
Enter your prices in the ‘Bidding Area’ (1)
Submit the Bid by clicking the ‘Submit Bid(s)’ button (2)
**Reminder:** each new bid that a Bidder submits will replace the previous bids for that Bidder.
Click on the Bid button alongside the Lot Title (i.e. ECO Affordable Warmth; ECO Affordable Warmth Boiler Repair; ECO Carbon Saving Communities; ECO Carbon Saving Obligation)

- Enter your prices in the ‘Bidding Area’ (1)
- Submit the Bid by clicking the ‘Submit Bid(s)’ button (2)
- **Reminder:** each new bid that a Bidder submits will replace the previous bids for that item for that Bidder.
Please Note:

The minimum bid increment for ECO Carbon Saving Obligation and ECO Carbon Saving Communities is £0.10

The minimum bid increment for ECO Affordable Warmth and ECO Affordable Warmth Boiler Repair is £0.01

The minimum bid increment is the minimum acceptable bid increase compared to YOUR OWN previous bid on an item.

For example, if you placed a bid of £50.00 against an item in the CSC and CSO auction, the next bid must be at least £50.10 in order to meet the minimum bid increment rule.
Confirm Bid(s) and Submit

- Review your Bid and click ‘OK’ if you are happy with this
Confirmation of Successful Bid Submission

Note that your bid has been successfully submitted.
Note that your bid has not been successfully submitted.

Bid contains errors. Please review the "Status" column in the Bidding Area for error details.

Your bid may not be submitted if it is lower than your previously submitted bid, if it is less than the Minimum Bid Change, or if the bid is a tie with the current leading bidder.
Submitting subsequent bids

Repeat this process for each additional bid.

Once a Bidder has submitted their opening bid they will be able to use the two buttons above:

- Take the Lead – this function sets the Price per Unit field for an item to a value that is the minimum bid increment more than the current leading bid and therefore you will be ranked 1st against that item.
- Minimum Bid Change – this function increases your current bid against an item by the minimum bid increment, i.e. £0.01 in the AW and AWBR auction, and £0.10 in CSC and CSO auction.
**Bid Submission – Further Information**

**Take the Lead function:** If this function is selected against an item, the system will place a bid that is the minimum bid increment more than the current leading bid. For example, in the AW and AWBR auction, if the Take the Lead function was selected against an item with a current leading bid of £0.14, the system will place a bid of £0.15. In the CSC and CSO auction, if the Take the Lead function is selected against an item with a current leading bid of £45.00, the system will placed a bid of £45.10.

**Minimum Bid Change function:** If this function is selected against an item, the system will increase your bid by the minimum bid increment.
Define Proxy Bidding Rules

To set a Proxy Bid for a particular Lot you should click ‘Define Proxy Rules’ and click ‘OK’
Define Proxy Bidding Rules

Please note that before setting up any proxy bidding rules a bid must be placed for the item you want to do this for, in the "normal" way (either by submitting a single bid or importing an ‘offline’ bid).

When setting up Proxy Bid rules bidders should note that if selected at "Lot" level (either Affordable Warmth, Affordable Warmth Boiler Repair, Carbon Saving Communities or Carbon Saving Obligation), the system thinks you wish to place a proxy bid on all of the items. So if you are placing a Proxy Bid against every item do so, enable them all and select "Save Proxy Set Up".

If you only wish to select a few items from within the Lot (for example, items 005 and 006 in AW), to set up Proxy bidding on them, enter the amount you wish to bid for those items and enable them (select "Yes") individually, and then on all other items in the Lot simply place the current bid you have for the item in the Proxy field (i.e. if your current highest bid for the item is 50.00 you insert 50.00 in the Proxy field). You do not have to adjust that bid and the system will not change it in any way. DO NOT select "enable" but do select "Save Proxy Set Up".

If you want to enable Proxy Bidding on a small number of items, the best way to do so is to enable at the Item level one at a time, rather than at the Commodity level.

ECO Brokerage – Bidder Guidance
Define Proxy Bidding Rules

To set a Proxy Bid against an item:
Select ‘Yes’ and enter the amount you wish the system to automatically increase your bid up to for that item.
Then click ‘Save Proxy Setup’
Proxy Bidding – Further Information

A Proxy Bid will respond to bids placed by other bidders. When responding to a bid placed by another bidder, the proxy will increase your bid by an amount that is the minimum bid increment more than the bid placed by another bidder. For example, in the CSC and CSO auction, if you have a proxy ceiling of £50 and a current bid of £35.40, if another bidder places a bid of £35.50, the proxy will place a bid on your behalf of £35.60.

If there is an insufficient value left in the proxy to increase your bid by the minimum bid increment more than a bid placed by another bidder, the proxy will increase your bid by the remaining value left in the proxy if this is still higher than the bid placed by the other bidder.

For example, in the CSC and COS auction, if your proxy ceiling is £50.00 and your current bid is £45.00, if another bidder places a bid of £49.99 the proxy will place a bid of £50.00 on your behalf. This is the remaining value in the proxy (£0.01) more than £49.99. This is because a bid of £50.00 meets the minimum bid increment rule of being £0.10 more than your own previous bid of £45.00.
Define Proxy Bidding Rules at a Commodity level

- Input the proxy amount you require at each line level
- Select ‘Enable All’
- Click ‘Save Proxy Setup’
Click “Bid Offline”, Select “Download offline bidding template” and Click “OK”
Offline Bidding

Step 1

Give the file a name and choose whether to export into Excel 2007 or Excel 2003 format.

Step 2

Click the “Done – Click here to download results” link to save the file to your machine.
The first worksheet contains instructions on how to populate the template and re-upload.

Click on the BID_AUCTION worksheet tab to enter the bids into the template.
In the column “Provider Reserve Price (£)” you will be able to see the reserve price against every item in the auction.
In the column “Action” you are able to select either “New” or “No bid” against each line item.

“New” means you wish to place a new bid against a specific line item.

“No bid” means you do not wish to place a bid against a specific line item.

Please note that all line items are set to “New” as the default option. Any line items for which you do not wish to place a bid should be set to “No bid”.

ECO Brokerage – Bidder Guidance
Offline Bidding

- The export will contain your current bid and details of the items.

- Populate the Offline Bidding Template with the bids you wish to import.

- Bids should be inputted into the “Price Per Unit” field.
To upload the bids you have entered within the Offline Bid Sheet you should:
- Click on ‘Bid Offline’ then select ‘Import Bids’ and ‘OK’
- In the next window Click ‘Browse’ and then locate the file that you saved and select ‘Import’
NB: Check that the bid sheet has successfully uploaded.

The upload has been successful if the status shows ‘Done’ (as above).

A ‘Failed’ status would provide details of the errors contained within the upload which you would have to review and revise before repeating the upload.
Sending a message during a Live eAuction

To send a message click on ‘Message’, a new screen will open which looks like an email envelope, select ‘All Hosts’, compose your message and click ‘send’.
When the auction has closed – you can download bid reports and bid histories for your records.

eAuction Status is ‘Closed’ and Auction Remaining Time shows N/A
Reporting Technical Difficulties

Should any participant experience any technical difficulties during the eAuction, it is essential that they report the problem immediately.

In the first instance contact should be via the messaging facility, if network connectivity is lost please call **0151 672 2046**. Please note that this number will only be available during the hours of the Live eAuction.
Post Auction

When the auction has ended, you can view all of your final bids by clicking on ‘Print Bid History’

Within this Bid History an ‘Invalid Bid’ is one that doesn’t meet the bid criteria, for example, a bid that did not meet the Minimum Bid Change.

In your ‘Bid History’ or on the ‘Other Bids’ tab, a ‘Cancelled’ bid is one that has been superseded by a higher ‘Valid’ bid.
To download your Bid Report after the eAuction has concluded, click ‘Run Bid Report’.

Select parameters to be included within the report.

Click ‘OK’.
Reporting

Select “Done – Click here to download results”
The report will be downloaded in the selected file format for you to review and save for your records.
Bid Confirm Letters

Following the conclusion of the eAuction Bidders and Green Deal Providers will be informed of the successful matches and the bid value.

Bid Confirm letters will only be issued by the Crown Commercial Service for those Lots where the reserve price has been met or exceeded (an example letter is provided to the right).

Within the letter are instructions for their completion and the terms for the delivery and payment of the ECO purchased.
Questions

If you have any questions about the ECO Brokerage Platform please contact: eAuctionsecobrokerage@ccs.gsi.gov.uk

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