CROPEX Intraday User Guide

13.12.2023

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1. GETTING STARTED

CROPEX Intraday uses a web-based trading client which is accessible via the link below. Please use the latest version of the internet browsers Chrome, Firefox, or Internet Explorer (JavaScript and Local Storage needs to be enabled).

https://intraday.cropex.hr

1.1. How to Log In

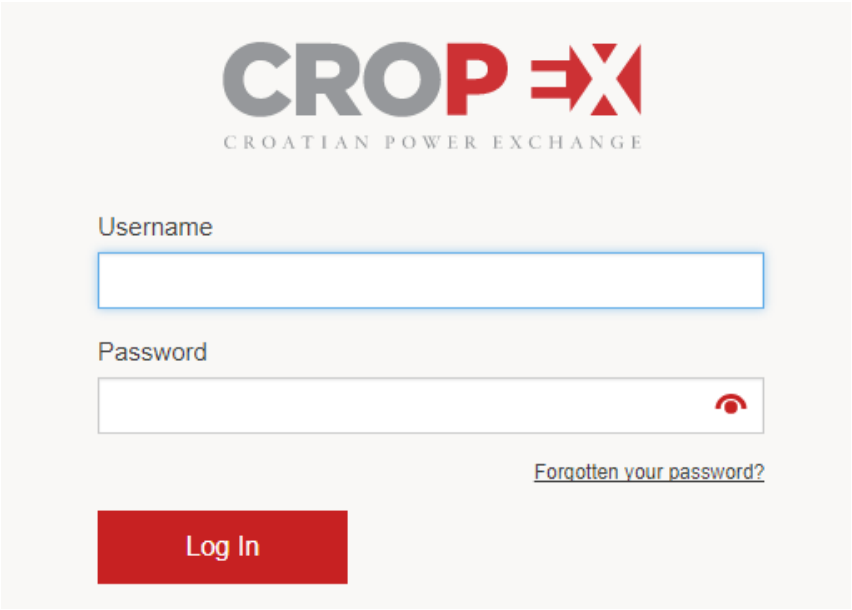
The platform utilizes CROPEX's Single Sign On (SSO) with 2-Factor Authentication (2FA):

- **SSO** makes it possible to access all CROPEX products with one single user account.
- **2FA** is an extra security step to ensure the right person is accessing the account. To learn more about 2FA, please see the **chapter 1.2.**

Access the platform via https://intraday.cropex.hr

The following screen appears:

1. Type in your personal username and password (**For the first use:** please see the **chapter 1.1.1**)



2. Click "Log in".
3. Provide your 2-Factor Authentication (**For the first use:** please see the **chapter 1.2.**)

1.1.1. Password policy

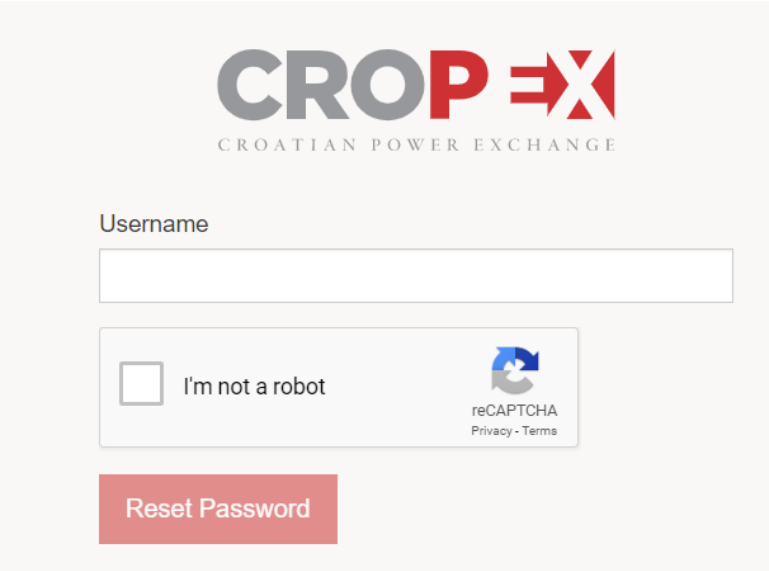
The first time you sign into your SSO account you are asked to make a personal password.

The requirements for the password is:

- **At least eight characters**
- **At least one lowercase letter**
- **At least one uppercase letter**
- **At least one number**
- **At least one special character from the following ! @ # & ( ) – [{ }] : ; ' , ? / ***

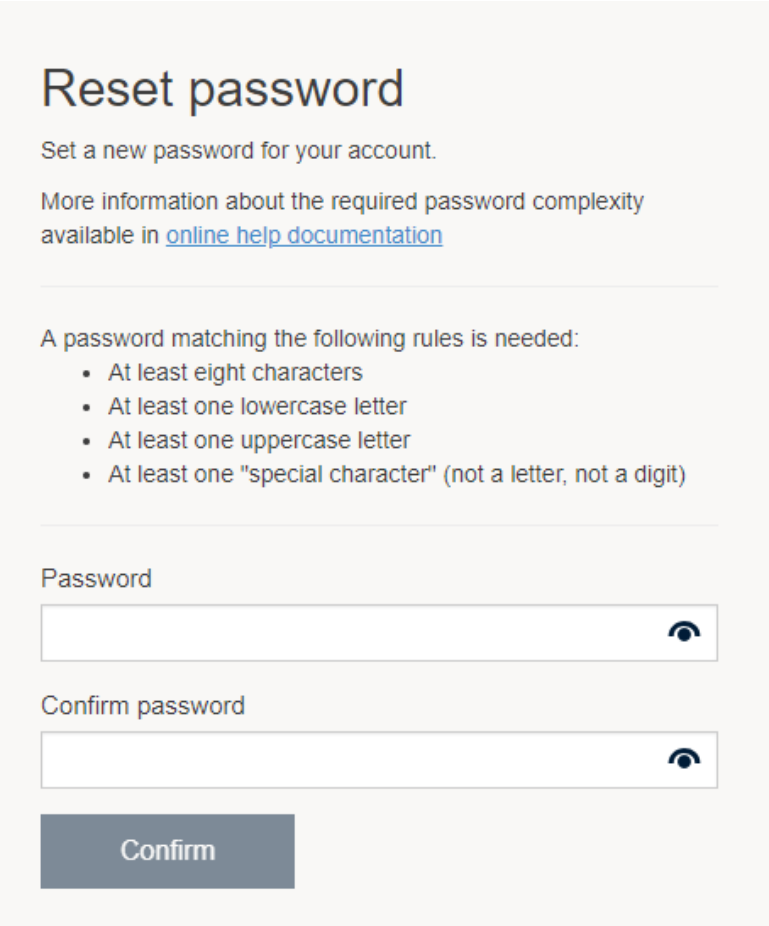
To reset your password, click on "Forgotten your password?" from the log in screen and follow the instructions on the screen.

- Enter your username
- Click "I'm not a robot" (follow verification steps if applicable)
- Click "Reset Password"



You will receive an e-mail to your registered e-mail address.

1. Click on the link to reset password in e-mail
2. Type your new password in the password fields
3. Click "Confirm"
4. Log in with your new password



Problems logging in?

If you have problems logging in or you have forgotten your password, please contact CROPEX trading desk on **+385 1 55 66 700** or via e-mail on support@cropex.hr.

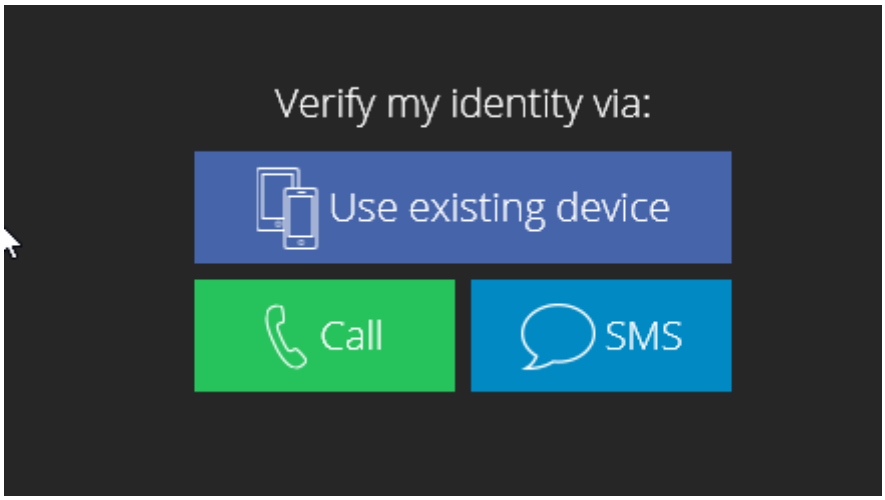
1.2. 2-Factor Authentication

Access to the platform (Single Sign on Solution - SSO) is based on Nord Pool security protocol - 2-Factor Authentication security system.

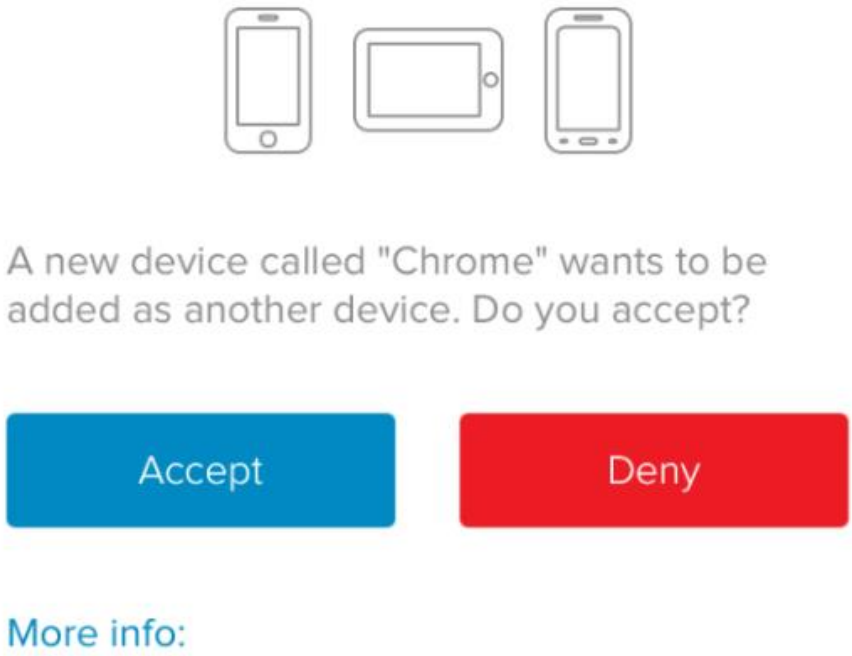
1.2.1. 2FA install second Authy app

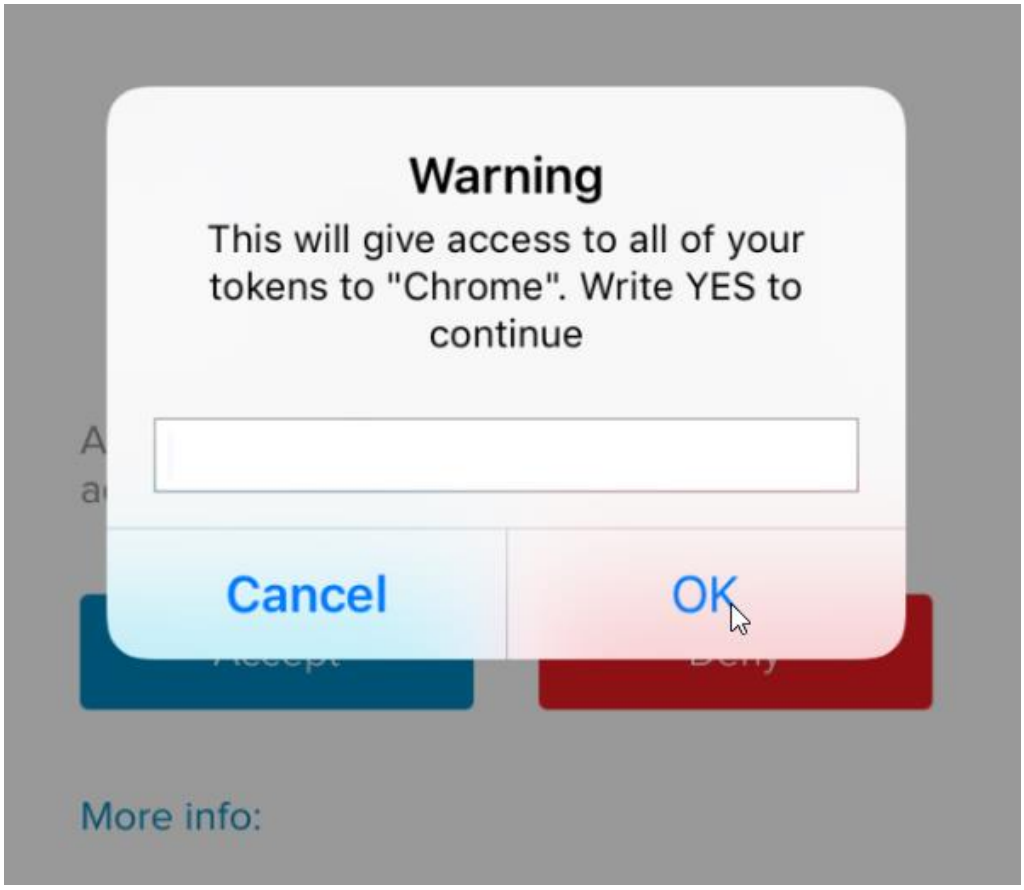
You can use several Auhty apps in parallel.

After the installation of the second Authy app, you can approve the app with one touch in the **mobile app** or **Chrome web app**.



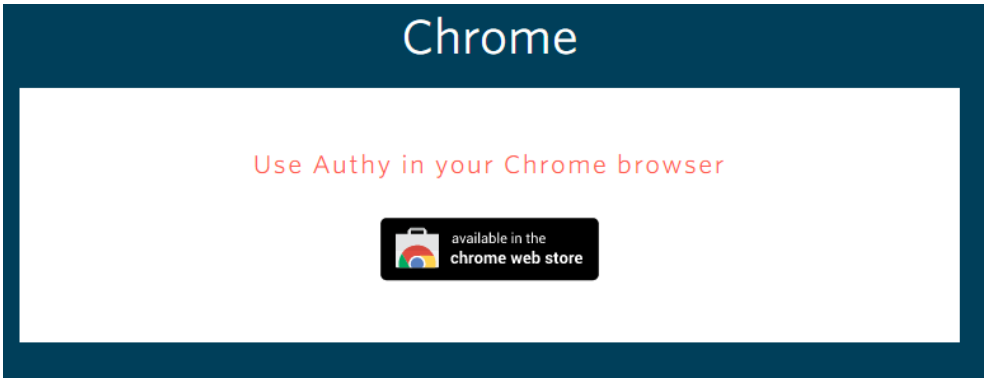
You will get a request in the app to approve the access will look something like this:





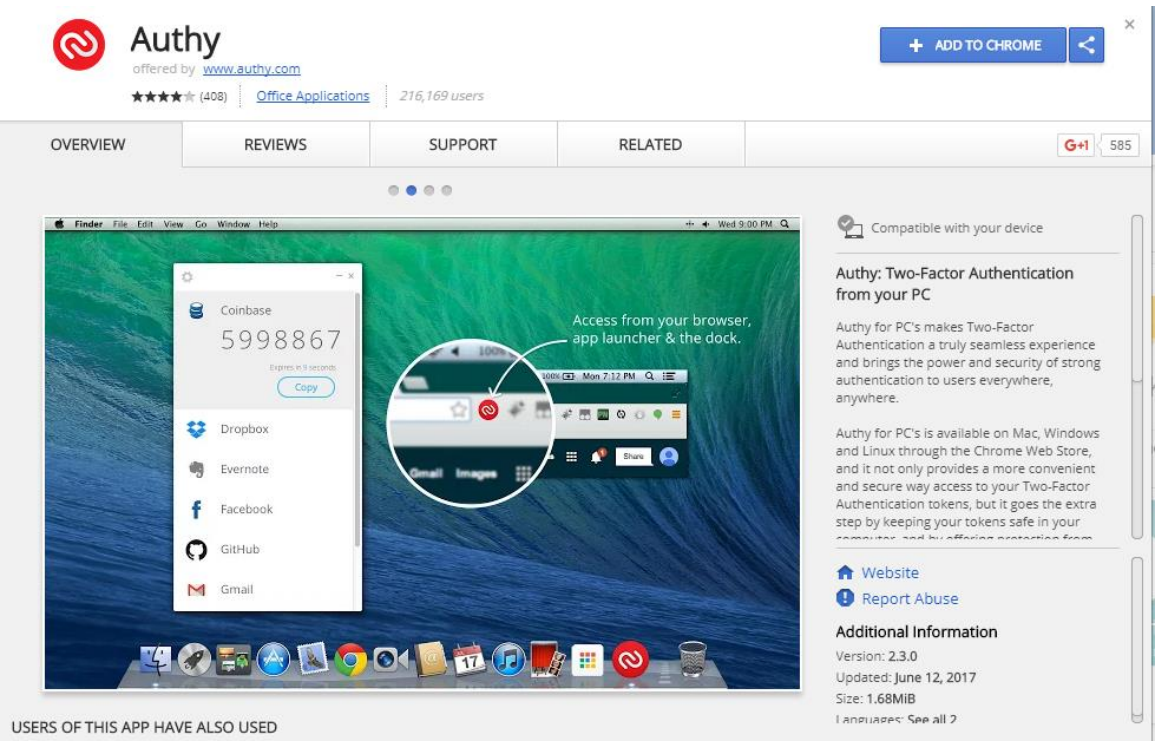
1.2.2. 2FA Chrome extension

You can use the 2-Factor Authentication with an extension in the **Chrome browser**. To get started with the extension go to Authy download page: https://authy.com/download/

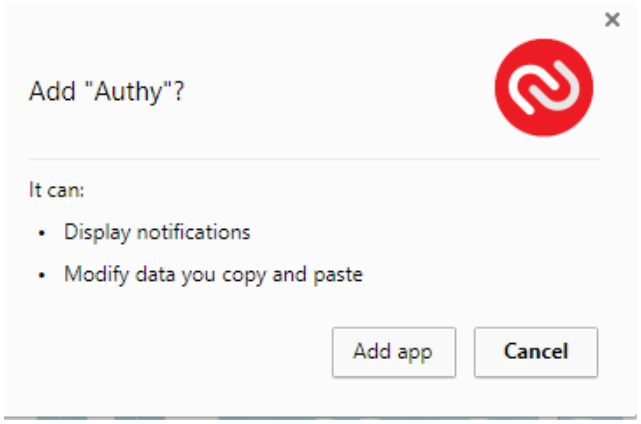


Open the Chrome web Store by clicking on the Icon.

You will be redirected to Chrome web Store:



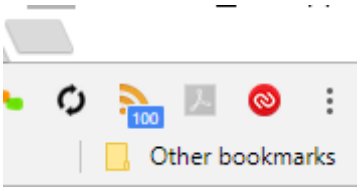
Click on the button Add to Chrome.



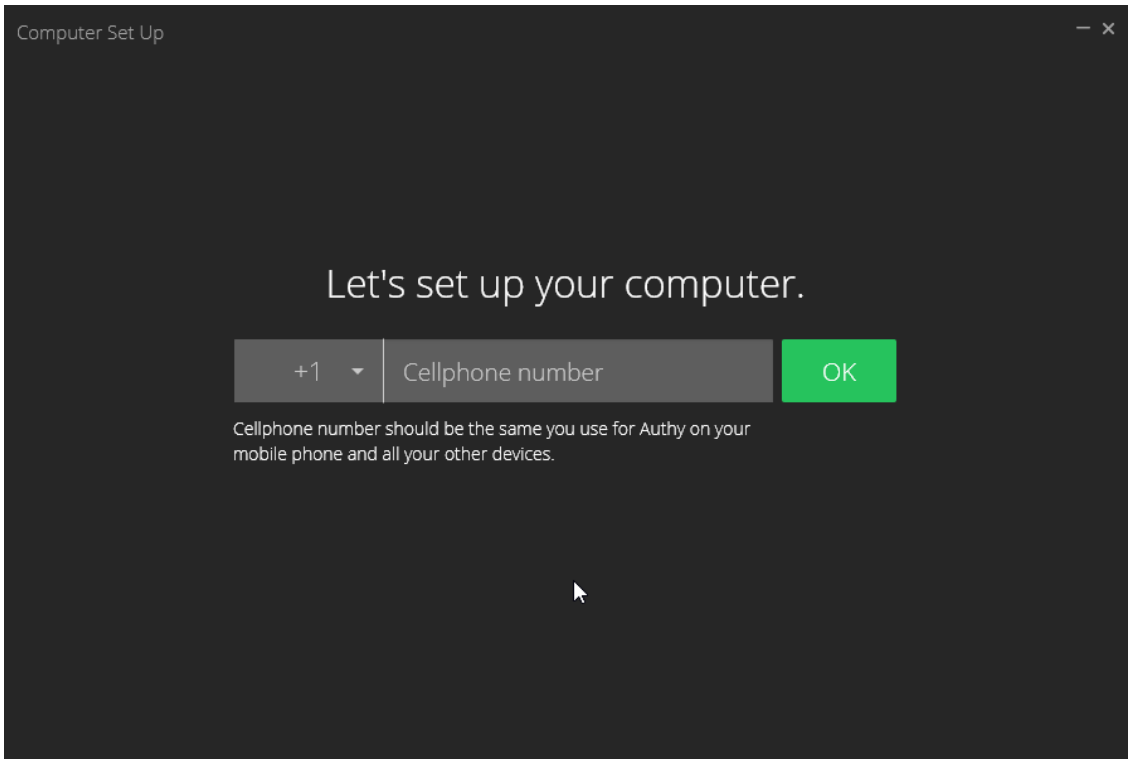
Click on Add app.

The Authy app will be available in your Chrome browser.

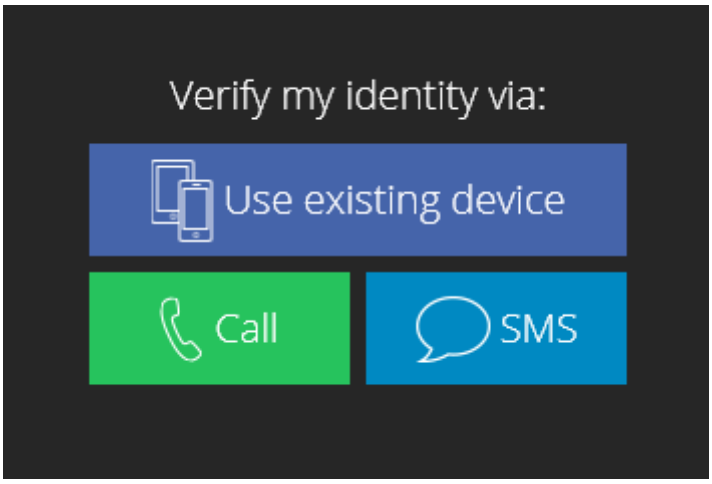
You can find the app by using the following URL in your browser: http://chrome//apps/
or you can click on the Authy Icon in the top right corner:



To set up the Authy account, click on the extension app:



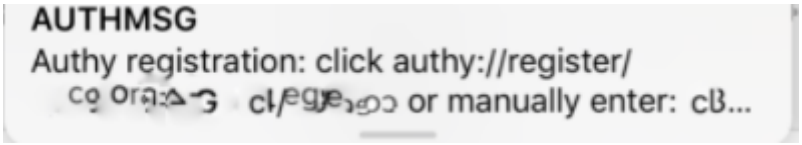
Choose your Region prefix and enter your phone number and click on OK:

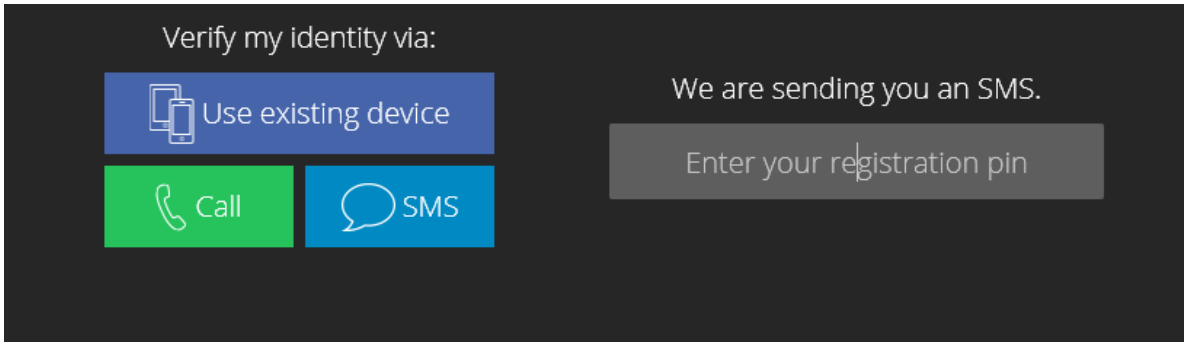


You can choose between 3 options on how to verify your user account.

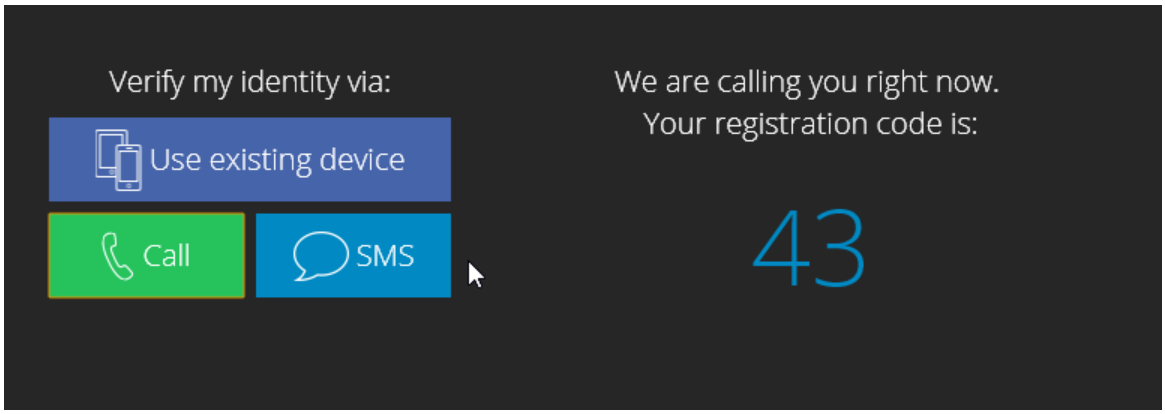
Choose your preferred method to validate your device:

- If you choose **SMS** you will receive the SMS (**only to mobile phone**, not to users with landline registered numbers) with a link you can press or manually type in the Registration Code:

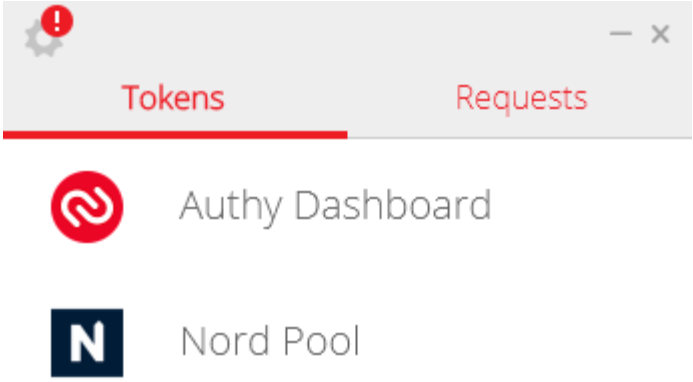




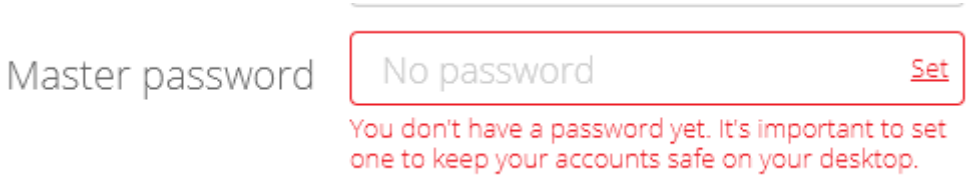
- If you choose to validate via **Phone call**, the app will display a 2-digit code that you will need to give back via the phone. You will receive the call after 30 seconds.



The App is now ready for use and will look like this:



To keep your desktop account safe, please go to settings and set a master password for your account:

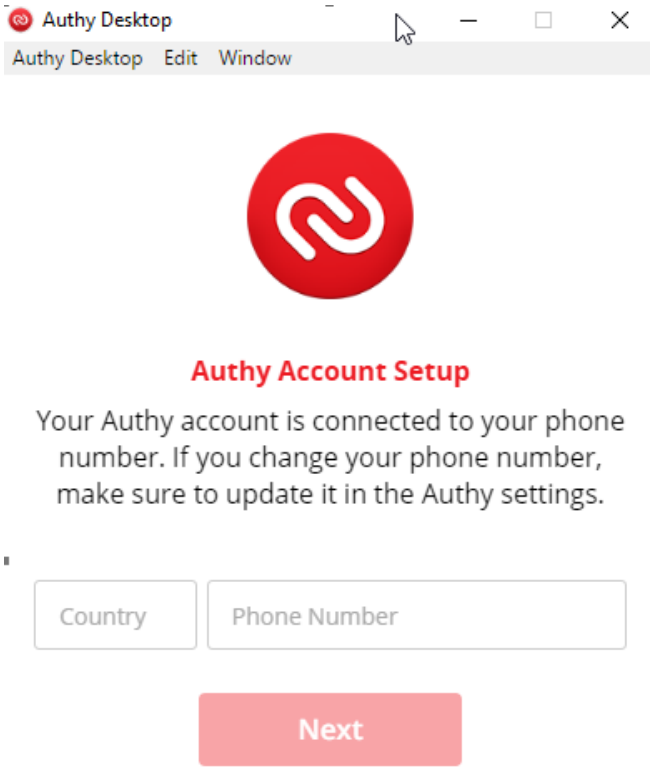


1.2.3. 2FA Desktop app

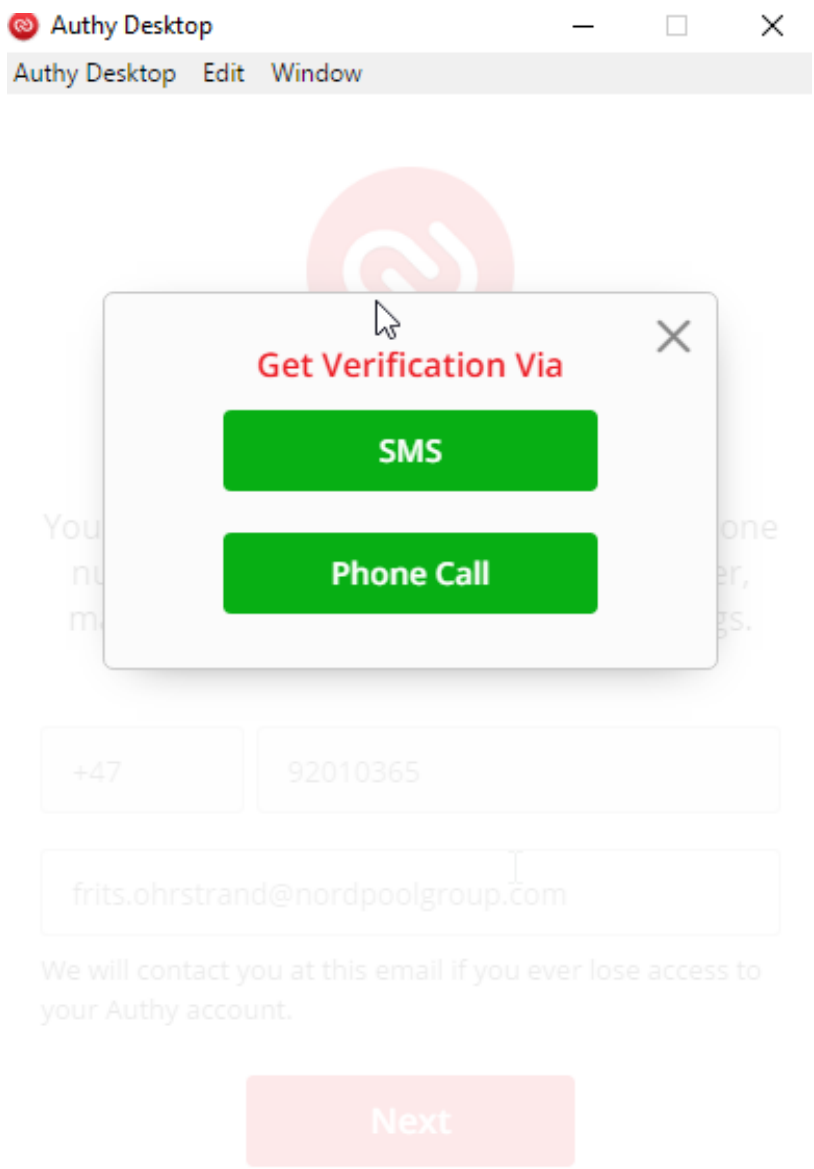
You can use the 2-Factor Authentication via the **Authy Desktop application**. To get started with the Desktop application go to: https://authy.com/download/

Choose the version required by your operation system, and click download.

When the program is download, start the install process and follow the instructions on the installer.

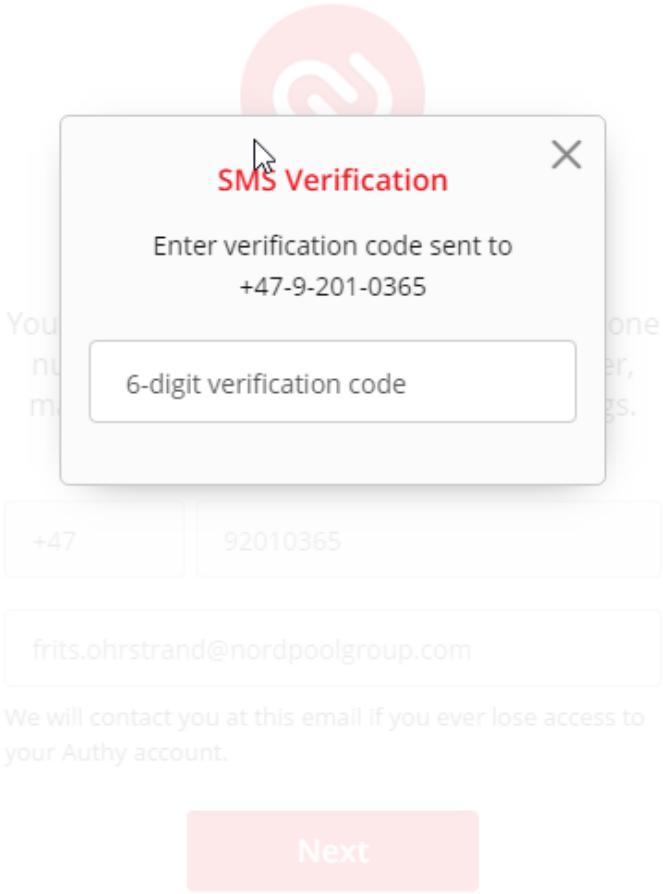


You are also required to add your email address on the next step:



Validate your account either by SMS (only to mobile phone, not to users with landline registered numbers) or Phone Call.

- **By SMS**

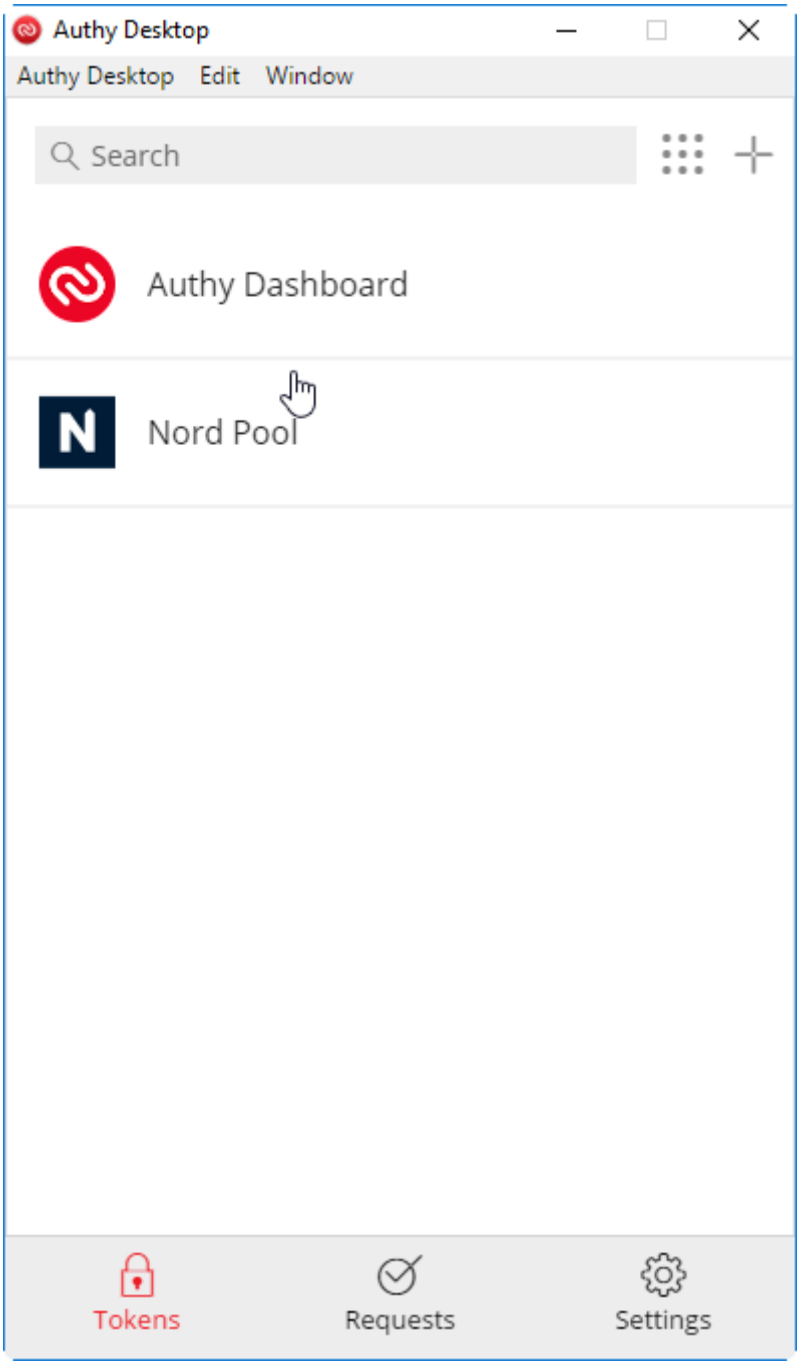


Enter the 6-digit code manually or click the link on the SMS to validate account.

- **By Phone Call**

A two-digit code will be displayed and you will be called within 30 seconds, enter the two-digit code to validate your account.

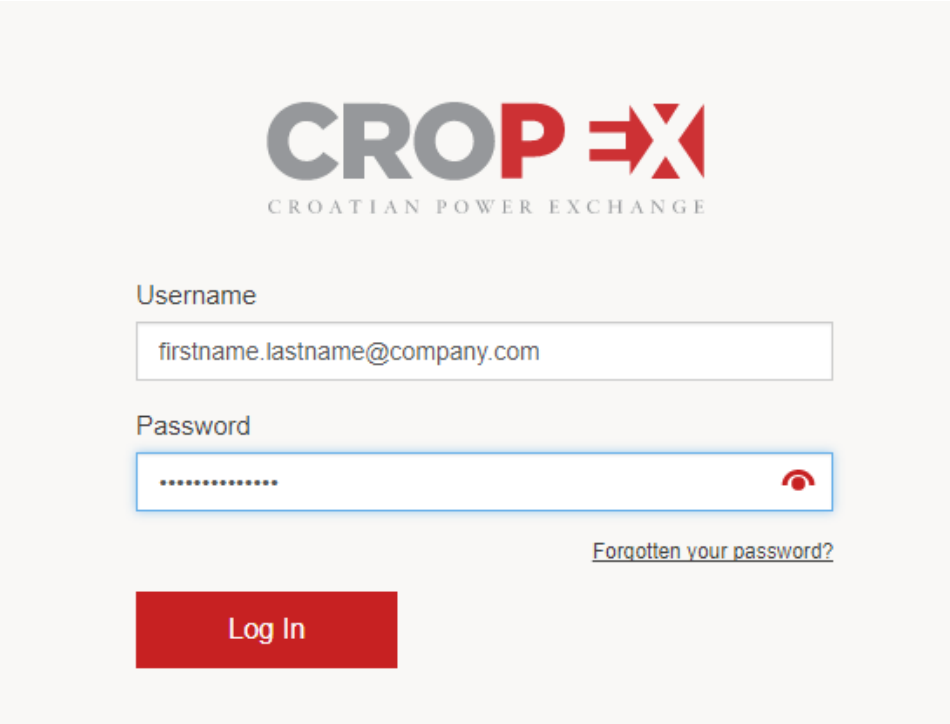
When your account is validated the application looks like this:


Authy Desktop
Authy Desktop
Edit
Window
Search
Authy Dashboard
Nord Pool
Tokens
Requests
Settings

1.2.4. Using 2-Factor Authentication for login

Step 1: Username and password

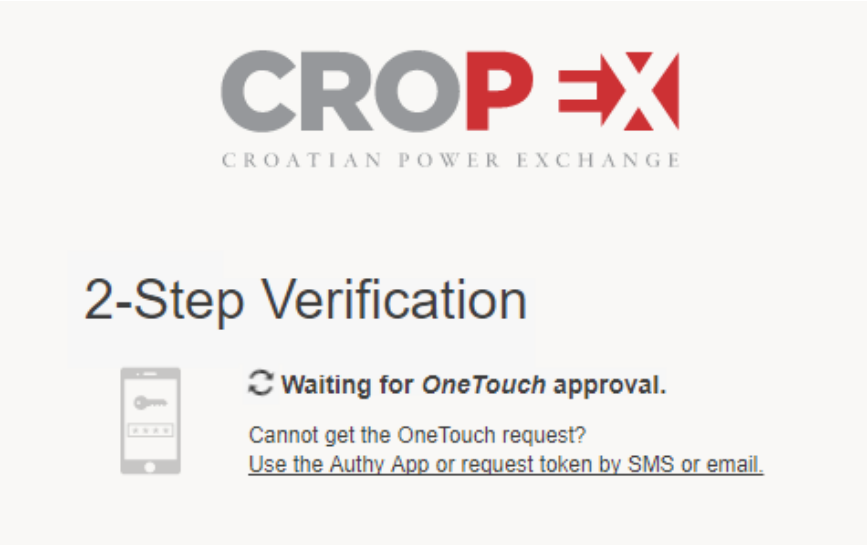
Enter your username and password for login as normal:



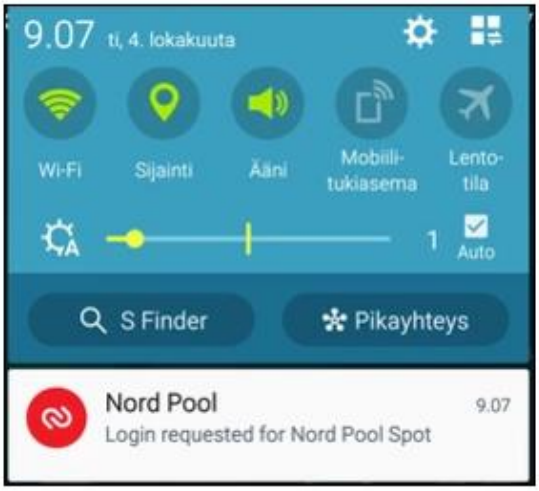
After you click on Log In, you will be re-directed to the next step in the process for 2-Factor Authentication

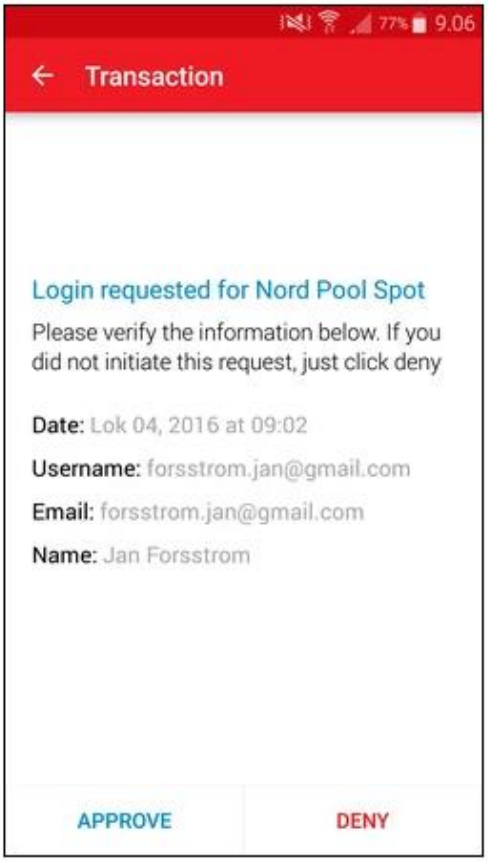
Step 2: 2-Factor Authentication

OneTouch approval can be used as the primary authentication method:



In the mobile phone (Android), the following views appear:

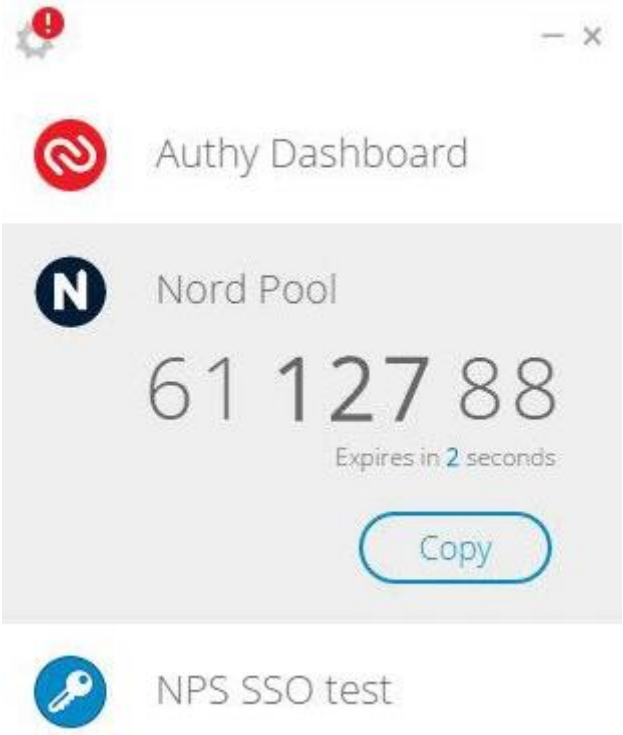




Alternative methods:

APP:

Authy App (either Mobile App, a Chrome App installed or Windows app installed on computer)

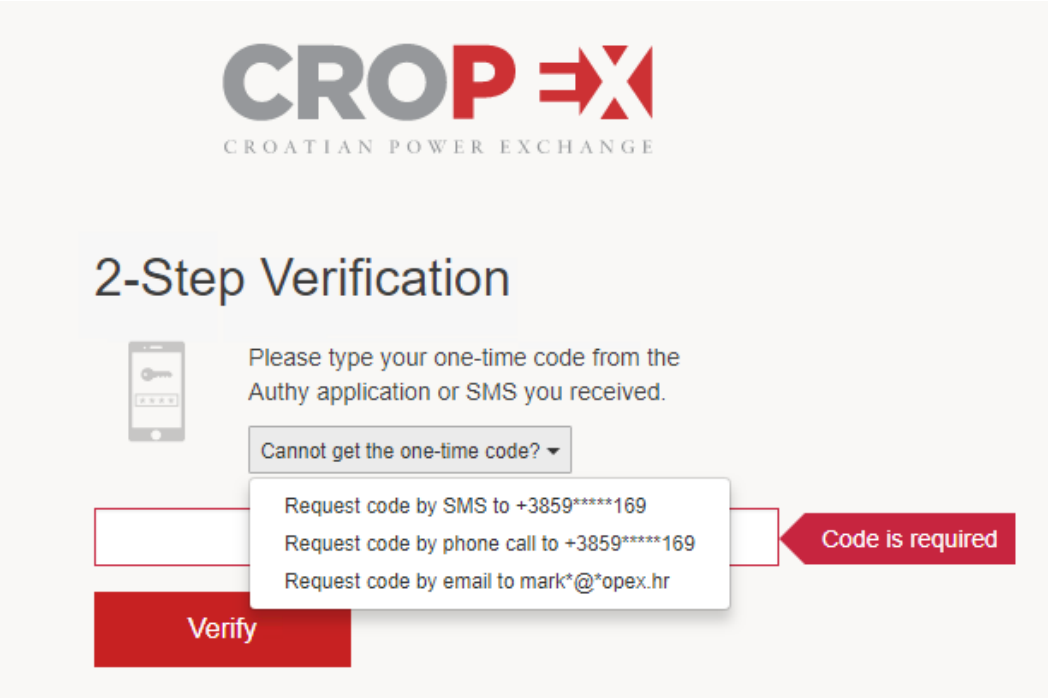


The user can type or copy-paste the token from the app (mobile or chrome) and click Verify on the web page. If the token was correct, the user is taken to the application she was trying to access.

One-Time Token delivered with SMS, Phone Call or email

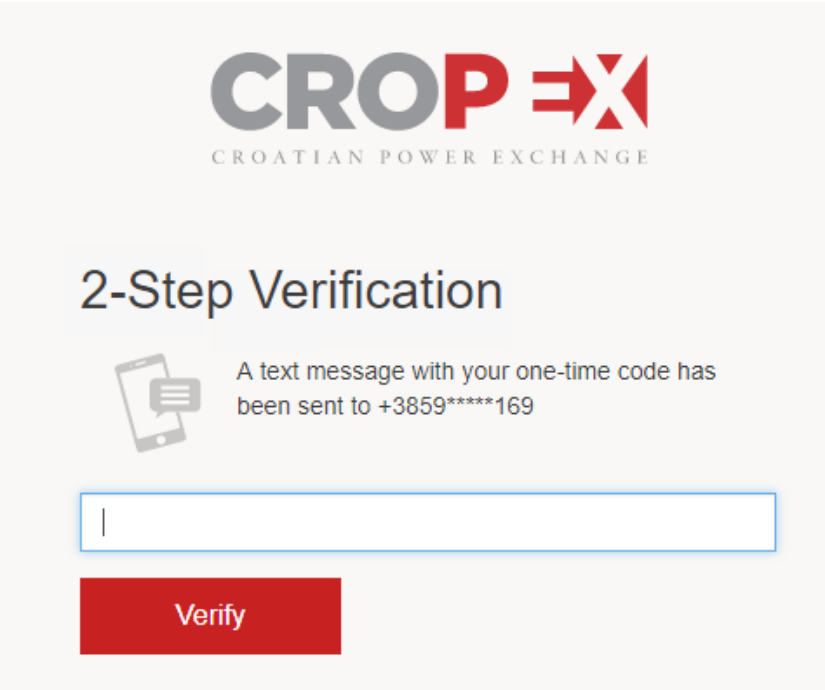
If the user has no Authy App installed in any device or computer, cannot access them at the given time, or does not want to use them, she can always order a One-Time Token via the following delivery methods:

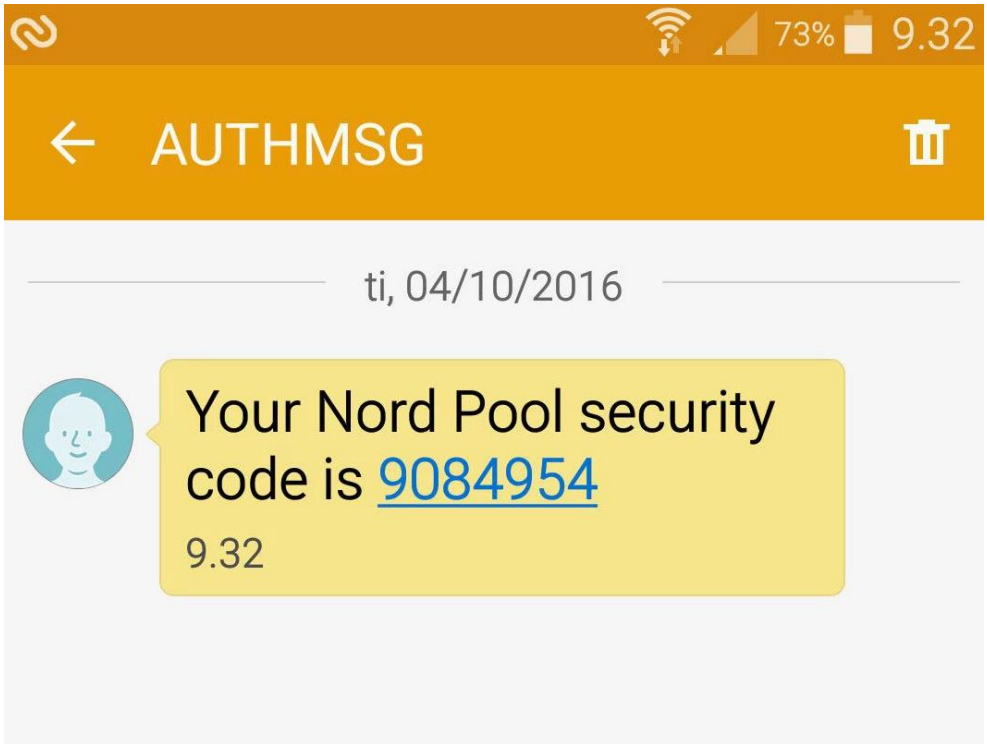
- SMS message (to the mobile number stored in CROPEX user database)
- Phone call (to the mobile number stored in CROPEX user database)
- Email (to the email stored in CROPEX user database)



SMS:

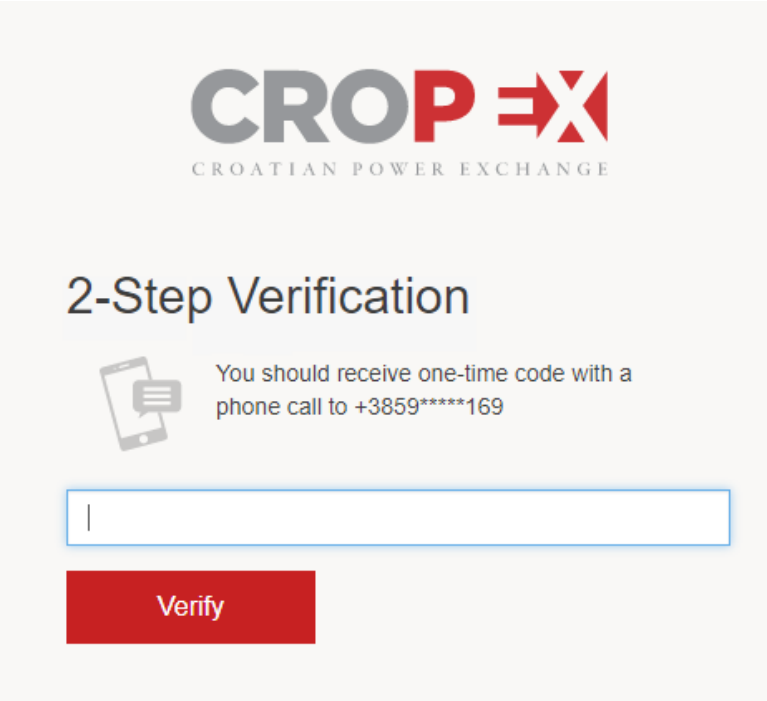
The user may request the Time-Based token to be delivered with an SMS by selecting this option from the dropdown list. The following screen is displayed, and the SMS contains the token to be used:





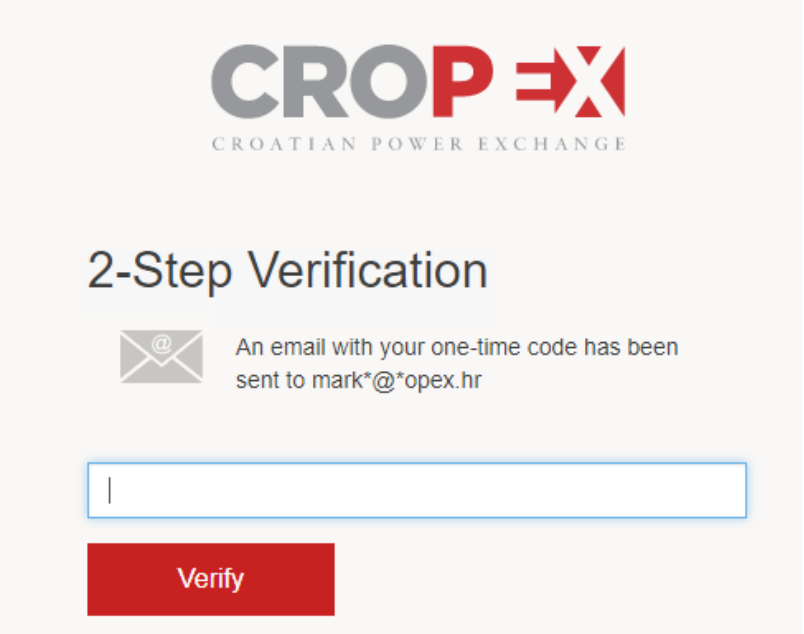
Phone Call:

An automated call is made to the mobile phone number of the user. The user is asked to press 1, if she was expecting this call from CROPEX. After that, the One-Time Token is read one number at a time, and the code is repeated after it is read the first time. The following screen is displayed, and the user can type the token while it is being read on the phone:



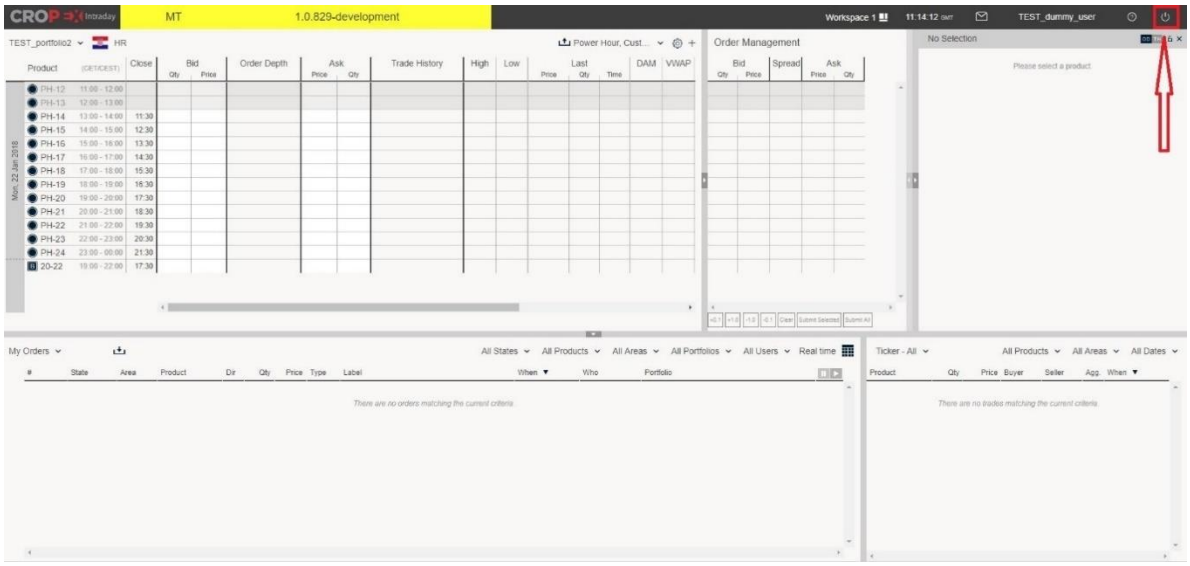
Email:

An email is sent to the user, and the following screen is displayed:



1.3. How to Log out

To log out click the following icon on the top right of the screen:

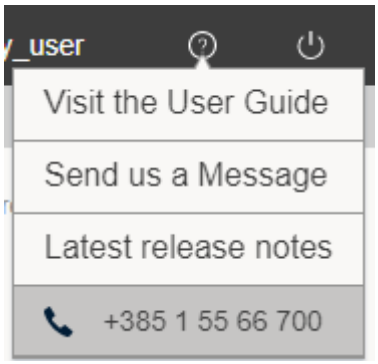


2. USER SUPPORT

For urgent enquiries please contact the 24/7 CROPEX Intraday desk:

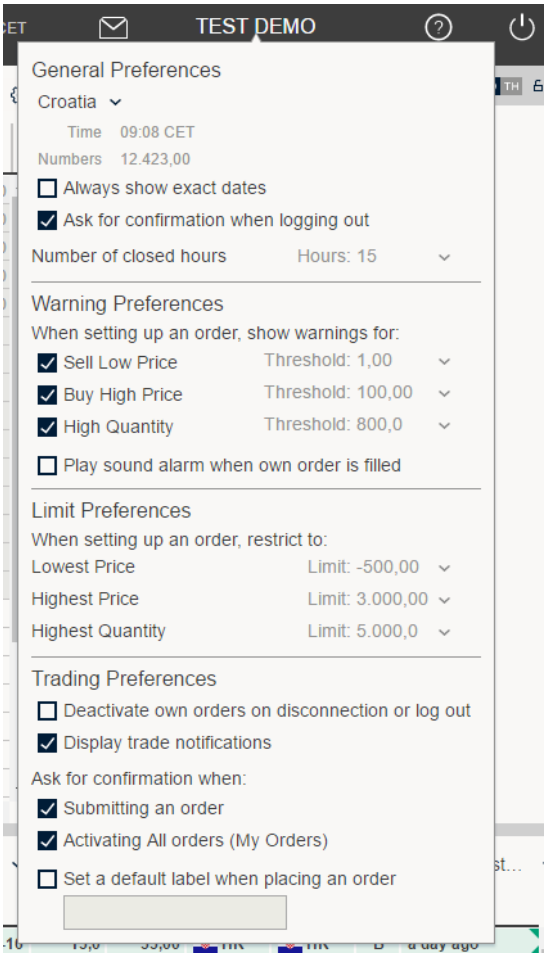
Telephone: **+385 1 55 66 700**

E-mail: **support@cropex.hr**



3. SETTINGS

The general preferences are available in the settings by clicking on your name at the top right hand side of the screen. A dropdown will appear with Four main categories consisting of Country Settings, Warning Preferences, Limit Preferences and on screen visual Trading Preferences.



3.1. General Preferences

Select the country in which you are based to automatically choose the local time and number denominators.

Always show exact dates: This ensures that a dated time stamp is visible in the Order book, Trade history and Trade ticker at all times, rather than the default rounded approximation e.g. a trade was transacted “1 day ago”.

Ask for confirmation when logging out: Selecting this icon will ensure that a pop-up confirmation will appear when logging out rather than the session ending immediately.

Number of Closed Hours: Select number of closed hours to be displayed in the Market Info View.

3.2. Warning Preferences

The warning preferences enable traders to set threshold limits to orders placed to the market. If orders exceed thresholds a warning sign and text is shown in the order management window. This is only a warning and will not prevent user from submitting order. The thresholds can be applied to high / low

prices as well as high quantity for any orders placed to the market. Set your own thresholds by clicking on the downward facing arrow and typing your preferred threshold limit.

3.3. Limit Preferences

Limit Preferences allows user to set a fixed min/max price and Max volume. This will prevent user from submitting orders outside of their limits. Set your own limits by clicking on the downward facing arrow and typing your preferred limit.

3.4. Trading Preferences

Deactivate own orders on disconnection or log out: Ensures that all active orders placed on the market are removed from the market information screen and placed as 'inactive' in the Order Book when connection is lost or the system has been logged out.

*Submitting an order***:** Selecting this icon causes a confirmation pop-up window to appear each time an order is placed to the market.

Activating all orders: Selecting this icon causes a confirmation pop-up window to appear each time all orders (my orders) are activated in the Order Book.

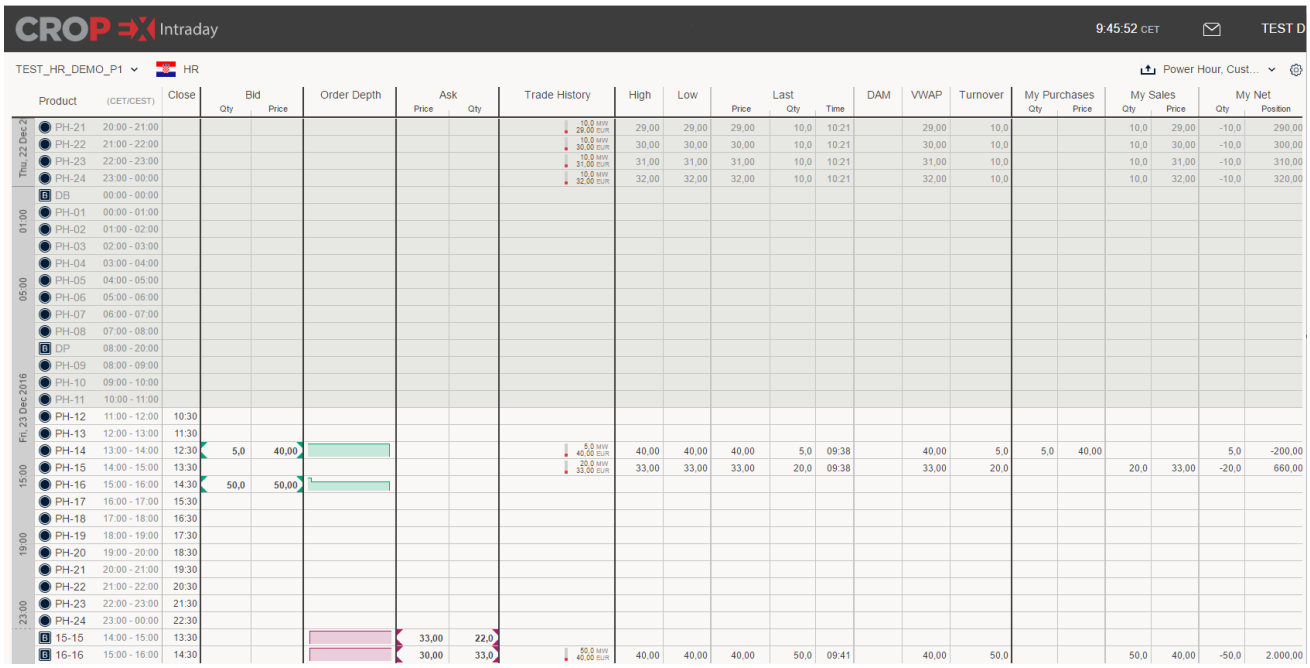
Set a default label when placing an order: Create an automatic order label for each order sent to the market by typing the label into the area provided.

4. MARKET INFORMATION SCREEN

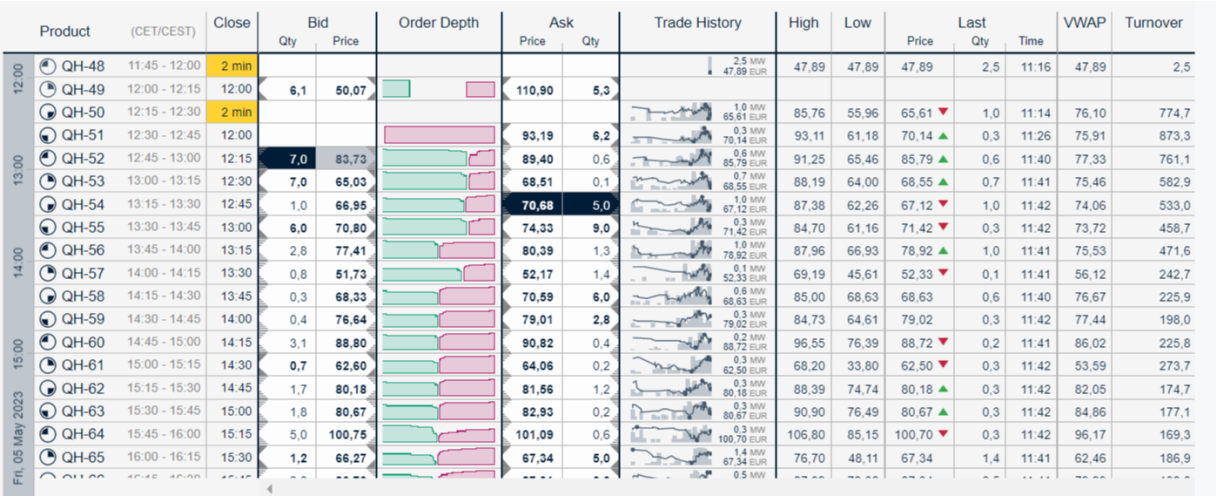
The market information screen provides most of the live data for the market and is where trading takes place. You can choose between different product types and hide/show columns you would like to display. There are filters in place which enable you to choose between which instrument types and columns you would like displayed. Whenever changes are made to the filters the system will automatically save and remember your user preferences for the next time you log on.

In the following screenshots below, you can see Quarter-Hour products (QH), and Power-Hour products (PH) respectively.

<u>Power-Hour products:</u>



<u>Quarter-Hour products:</u>



4.1. Column descriptions

Product

Product types for the respective market areas are displayed. Several product types are shown depending on whether these are selected, or not, in the filter. If Product Delivery Times have been selected in the Colum Group filter, time of the delivery for each product is displayed. The time is displayed in the time zone of the applicable area where the product has delivery.

Close

Gate closure time of each instrument. When 5 minutes left to closure, the applicable cell will turn yellow and count down with minutes. With one minute left, cell will turn red, and the countdown will start counting seconds.

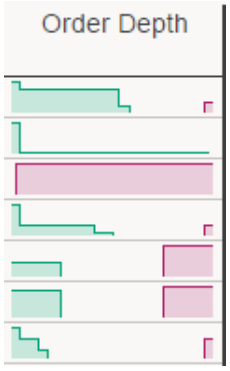
Close Time - Time zone is based on country preferences.

Bid/Ask

Bid and Ask columns will at all times show the best bid (buy) and ask (sell) price for the applicable instrument.

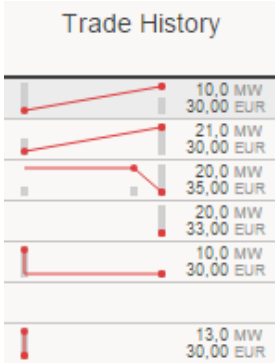
Order Depth

The Order Depth within the Market Information screen gives a graphical overview of orders placed on either Bid/Ask. The Y axis gives an approximation as to the quantity of an order relative to the other orders in the order depth. The X axis shows how far apart the Bid/Ask prices are from one another, relative to the other orders in the order depth. Green represents bid and red represent ask. By hovering over the Order Depth graphic on any given product, a dropdown will appear displaying the Order Depth with up to ten orders.



Trade History

The trade history line graph provides a quick glance overview as to how a product has traded during the course of the day. Each point represents a trade that has taken place, whereas the light gray bar in the background represents the volume behind the trade. Additionally, the last MW and Price trade information is listed next to the graph.



High / Low

The highest and lowest traded price on a product during the trading session.

Last

Quantity and Price information together with the timestamp is given for the last trade. This information can also be found in “Trade History”. You can choose if you would like to view this graphically, numerically, or both. Price change since previous trade is indicated with red and green arrows. Red if price has fallen and green if price has gone up.

Last		
Price	Qty	Time
30,00 ▲	10,0	10:01
30,00 ▲	21,0	09:58
35,00 ▼	20,0	09:51
33,00	20,0	09:38
30,00	10,0	09:53
30,00	13,0	09:56

DAM

Price of the corresponding hour in the Day Ahead Market.

VWAP

Volume Weighted Average Price for completed trades per instrument.

Turnover

Total turnover for an instrument in the applicable area.

In case of block orders column “Turnover” displays traded quantity of a block product.

For example: Baseload Product traded for 1 MW, shows Turnover of 1 MW, but total traded energy is 24 MWh

My Purchases

Qty: Total purchased quantity on the applicable instrument

Price: Volume Weighted Average Price of own Purchases on the applicable instrument

My Purchases is calculated on portfolio level

My Sales

Qty: Total sold quantity on the applicable instrument

Price: Volume Weighted Average Price of own sales on the applicable instrument

My Sales is calculated on portfolio level

My Net

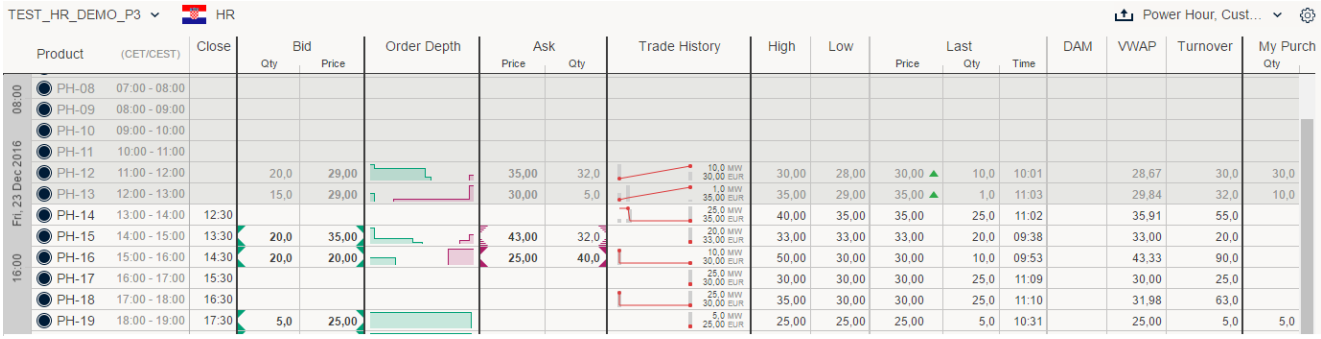
Qty: Net quantity displayed as positive number if net purchase and as negative number if net sales.

Position: Net financial position on the applicable instrument, based on purchase and sales.

My Net is calculated on portfolio level

4.2. Expired Products

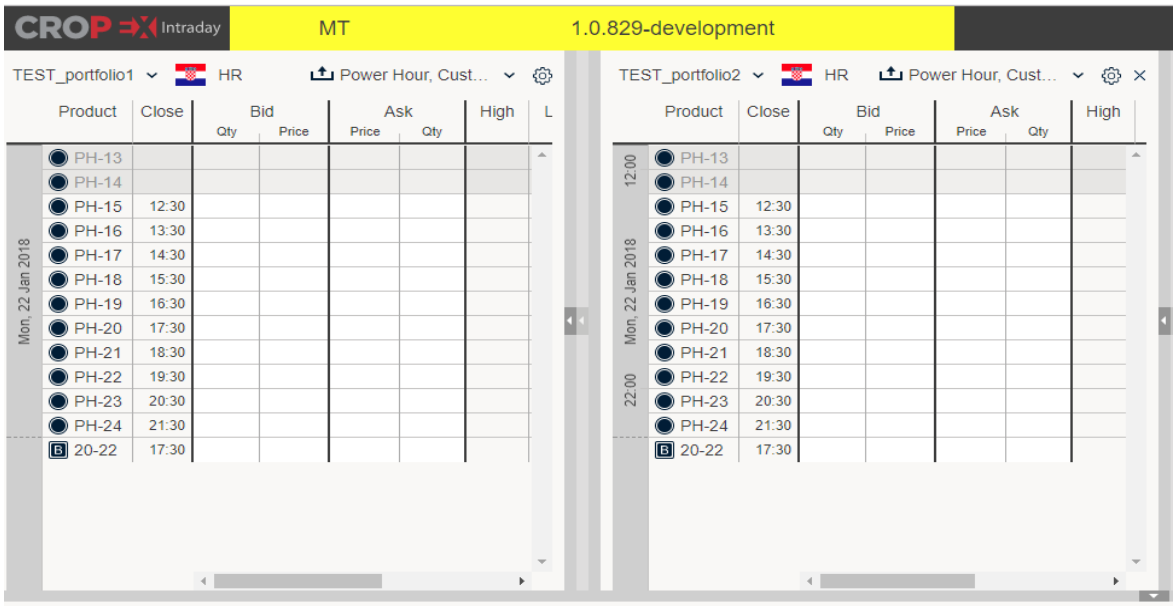
Scroll up on the Market Information Screen to view expired products. This will display all expired products from the sessions trading together, with all data that was on screen when the product was active.



4.3. Multi Market/Portfolios View

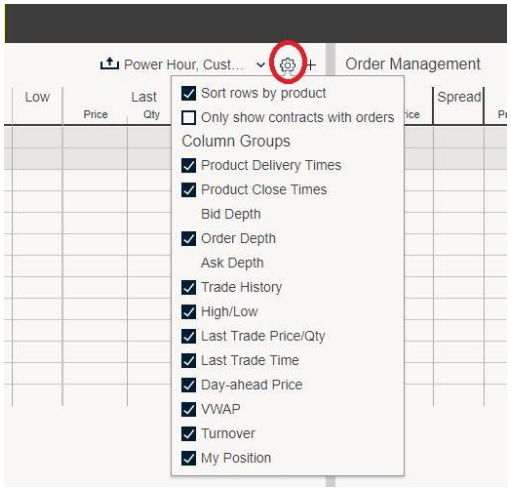
The market information view can be split to show up to three different areas/portfolios in one window. Click '+' to add another area/portfolio.

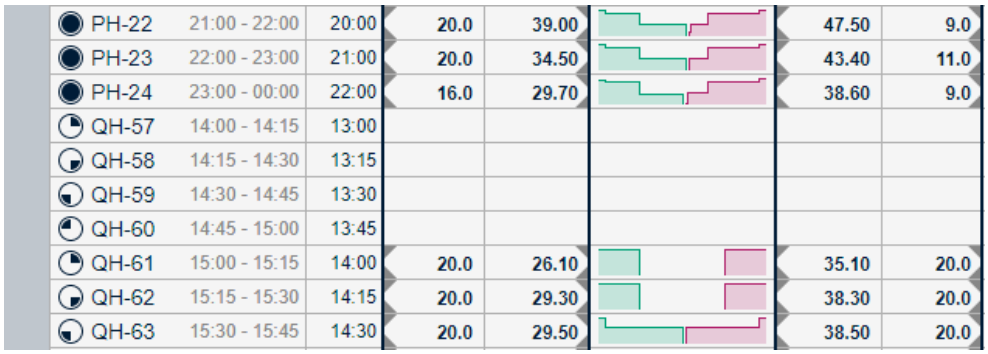
Alternatively, the same portfolio can be duplicated and different products displayed next to each other.



4.4. Sorting products

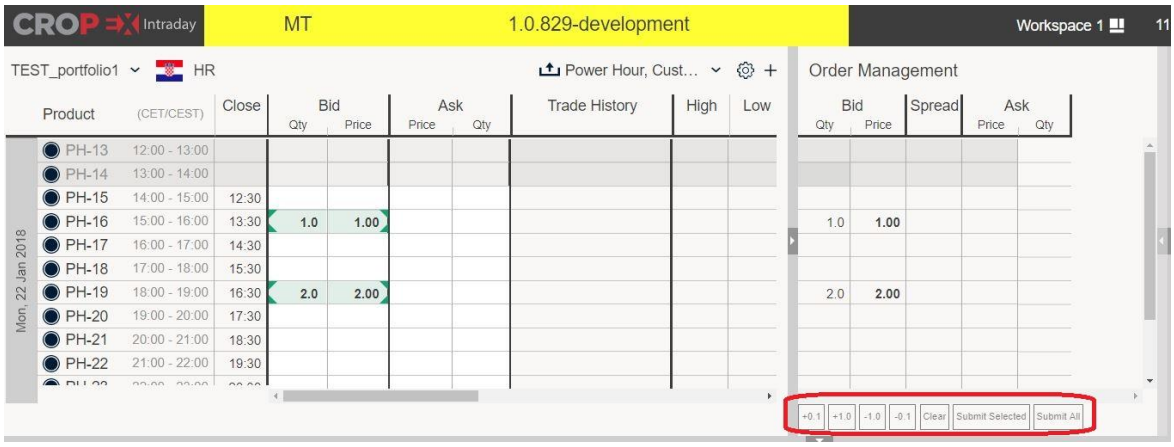
In addition to splitting the market Information view, products can be sorted by clicking the icon (red circle in the picture below) and selecting *'Sort rows by product'*. This stacks the products, showing first limit order products with descending granularity, thereafter block products.





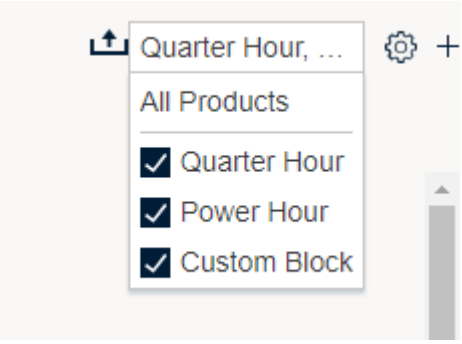
4.5. Multi Order tool

This tool will not help you to enter orders. But once orders are entered, they will show in this window, and it is possible to modify them all at once and submit them all at once. Note that when modifying an order, this order will lose its priority in the order depth. Please note that "own order" appear with green frame.



4.6. Product selection hourly (PH) & 15-minute (QH)

Displays and selected product types for the selected market area.

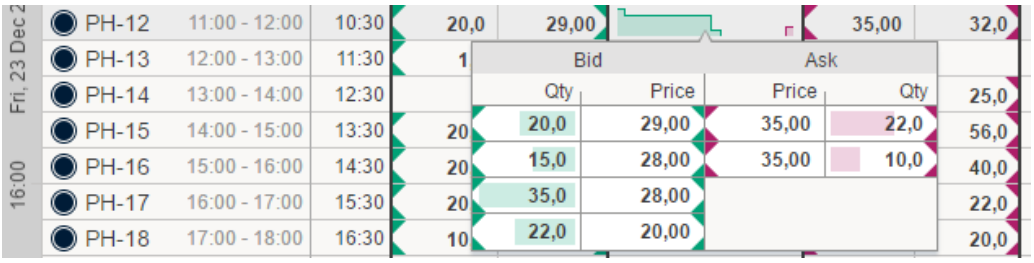


5. ORDER DEPTH

The Order Depth gives us oversight into the liquidity of a product by stacking the Bid / Ask market orders, so that the best priced Bid / Ask is at the top of the market and the worst priced is at the bottom. There are several ways in which the CROPEX Intraday Web platform allows members to view the Order Depth.

5.1. Order Depth within the Market Information window

- This appears by default between the Bid and Ask columns as a graphical tooltip. The green on the left hand side represents the Bid orders, whereas the red on the right hand side represents the Ask orders. Furthermore, the Y axis is an indicator of the volume quantity per order, while the X axis shows how far apart the Bid and Ask prices are from one another.
- Select a product and hover over the Order Depth chart to display the full Order Depth within the Market Information panel.
- Own orders within the Order Depth chart are highlighted with arrows at the corners of the cells.

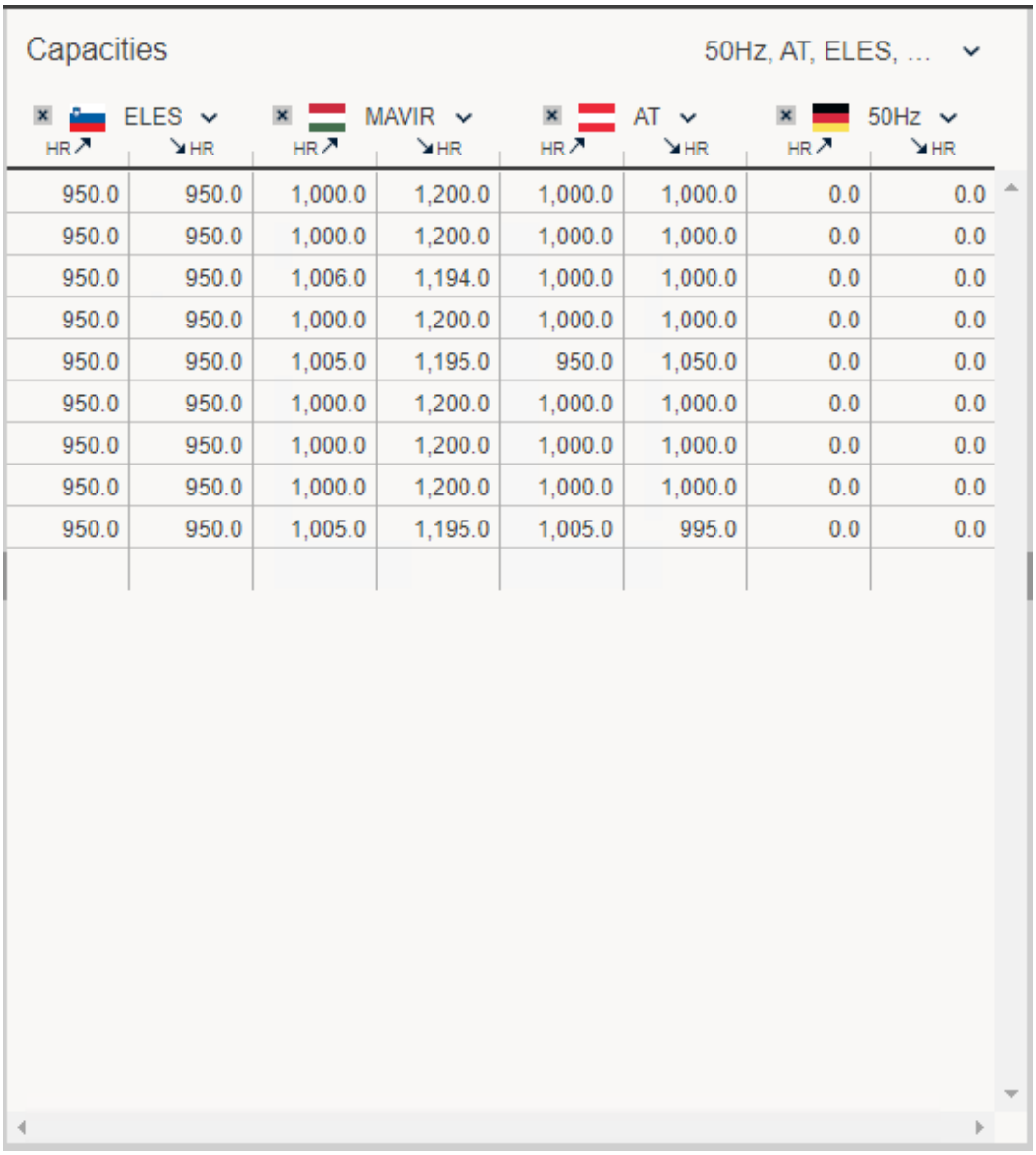


6. TRANSMISSION CAPACITIES

The Capacity window displays real time hub-to-hub transmission capacity between the areas selected in Market Info view and the areas selected in the Capacity drop down menu.

Choose which areas you want to view by selecting the filter at the top right hand corner of the Transmission Capacities window. Once selected you can modify the selection directly from the area already chosen.

Under each area you see hub-to-hub capacity for both directions. The left column display direction from main area to selected area, while the column to the right displays the opposite direction. This is illustrated with arrow.

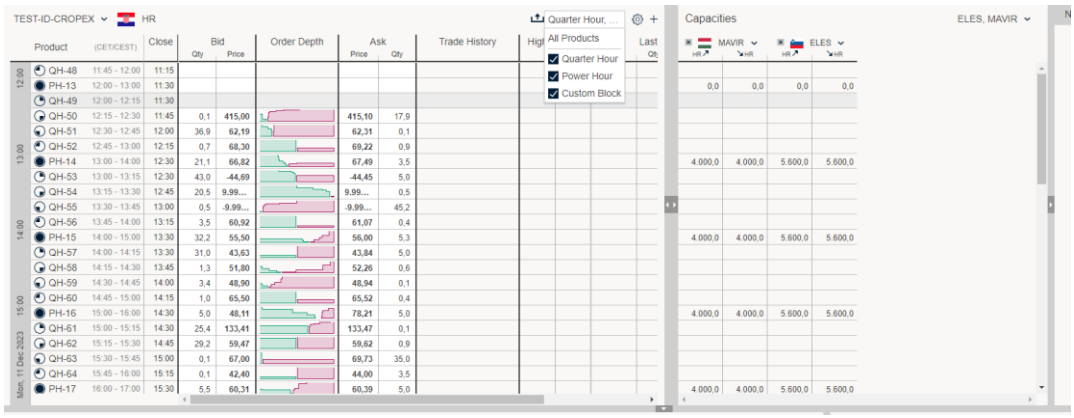


Capacities 50Hz, AT, ELES, ...

ELES		MAVIR		AT		50Hz	
HR ↗	↘ HR	HR ↗	↘ HR	HR ↗	↘ HR	HR ↗	↘ HR
950.0	950.0	1,000.0	1,200.0	1,000.0	1,000.0	0.0	0.0
950.0	950.0	1,000.0	1,200.0	1,000.0	1,000.0	0.0	0.0
950.0	950.0	1,006.0	1,194.0	1,000.0	1,000.0	0.0	0.0
950.0	950.0	1,000.0	1,200.0	1,000.0	1,000.0	0.0	0.0
950.0	950.0	1,005.0	1,195.0	950.0	1,050.0	0.0	0.0
950.0	950.0	1,000.0	1,200.0	1,000.0	1,000.0	0.0	0.0
950.0	950.0	1,000.0	1,200.0	1,000.0	1,000.0	0.0	0.0
950.0	950.0	1,000.0	1,200.0	1,000.0	1,000.0	0.0	0.0
950.0	950.0	1,005.0	1,195.0	1,005.0	995.0	0.0	0.0

You may hide the Capacity window by clicking on the arrow on the left side bar. You may also drag the bar left or right to make the window larger or smaller.

Hub2hub capacity matrix is only given with hourly resolution with the note that capacity for the hour will be the lowest value from four 15-minute intervals of a certain hour.



7. NEWS UPDATES

The letter icon at the top right of the workspace gives an overview of your matched orders, as well as important market messages. A red dot with a number indicates how many new trade events has happened since you last made any actions in the trade client. Open messages by clicking on the letter icon. Select “Mark all as read” to remove the new message indicator (red dot).

CROP EX
CROATIAN POWER EXCHANGE

11:24:16 CET 3 TEST DEMO

11:03	Filled	#1337268 - PH-20161223-13	1,0MWh	35,00EUR
11:02	Filled	#1337232 - PH-20161223-14	25,0MWh	35,00EUR
10:31	Filled	#1337282 - PH-20161223-19	5,0MWh	25,00EUR
10:31	Filled	#1337285 - PH-20161223-19	5,0MWh	20,00EUR
10:01	Filled	#1337277 - PH-20161223-12	10,0MWh	30,00EUR
10:01	Filled	#1337276 - PH-20161223-12	10,0MWh	30,00EUR
10:00	Filled	#1337231 - PH-20161223-12	20,0MWh	28,00EUR
10:00	Filled	#1337272 - PH-20161223-12	20,0MWh	20,00EUR
09:58	Filled	#1337268 - PH-20161223-13	21,0MWh	35,00EUR
09:58	Filled	#1337235 - PH-20161223-13	21,0MWh	30,00EUR
09:56	Filled	#1337261 - PH-20161223-18	13,0MWh	29,00EUR
09:56	Filled	#1337261 - PH-20161223-18	25,0MWh	29,00EUR
09:56	Filled	#1337259 - PH-20161223-18	13,0MWh	30,00EUR

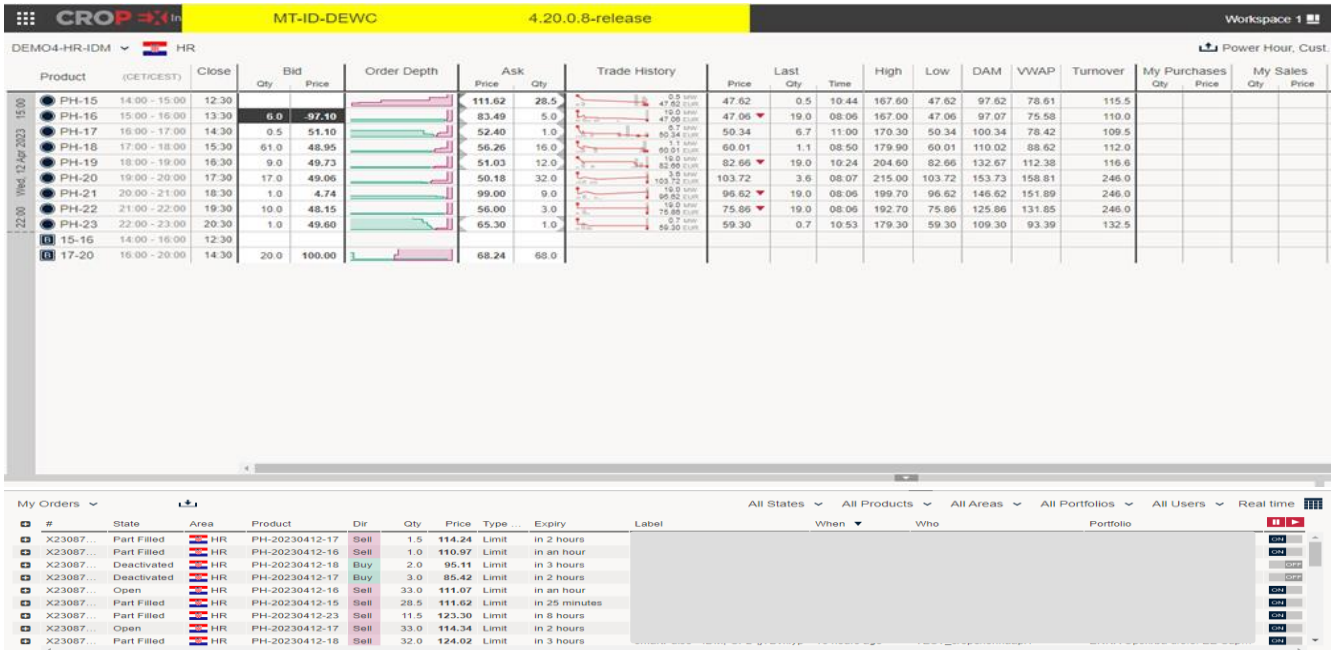
Mark all as read

8. MY ORDERS / MY TRADES

My Orders provides an overview of all orders within 120 days that logged in user has access to. By default all orders, both active, deactived and expired are visible. This can be adjusted by using the filters at the top of the 'My Orders' section.Please note: By default, all users that have access to the same portifolios can see and modify each others' orders.

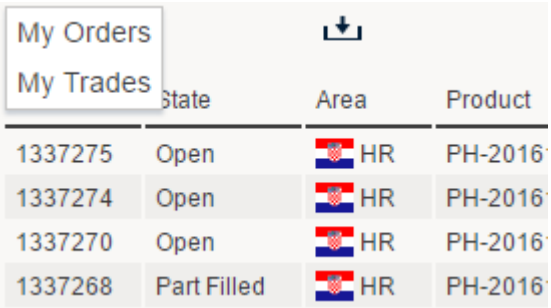
My trades provides an overview of all trades within the last 120 days that the logged in user has access to. By default all available information is visible. This can be adjusted by using the filters at the top of the 'My Trades' section.

Please note: By default, all users that have access to the same portfolios can see each other's trades.



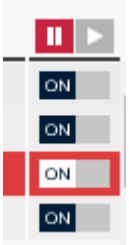
8.1. Navigate between "My Orders" and "My Trades"

Select the data you like to view by choosing from the drop down menu in the left top corner in the window.



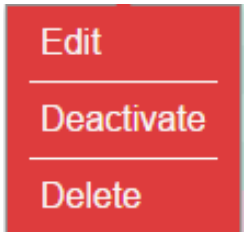
8.2. My Orders window

“My Orders” window enables members to manage their current trading activity by de-activating or re-activating an order with the use of an On / Off button on the right hand side.



To modify an order altogether you click on the order and select “Edit” in the dropdown. This will display an order modification window where you can modify Quantity, Price, Expiry time and Label.

The drop down menu also allows you to Deactivate or delete an order. Deleting an order will completely remove the order from your Order Book.

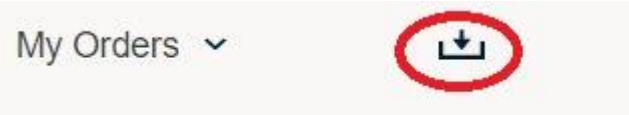


Overview of columns

- #: Unique order ID number
- **State**: Open (active), Part Filled, Deactivated or Expired
- **Area**: Country flag and Area code of the contract
- **Product:** Product name provides details of the type of product, its delivery date and period e.g. PH-20160116-15 or QH-20231117-72
- **Dir:** Direction of an order – whether it is a Buy or Sell
- **Qty:** Quantity of order in the market
- **R. Qty:** Remaining quantity of an Iceberg Order
- **Price:** Order price in Euro, per MW
- **Type:** Limit, Fill or Kill, Immediate or Cancel, Iceberg or Block order
- **Expiry:** Expiry time as set by the user
- **Label:** You can choose to add a label to the order when placing an order
- **When**: Time of last state update
- **Who:** Last user submitting or modifying order
- **Portfolio:** Name of the trading portfolio

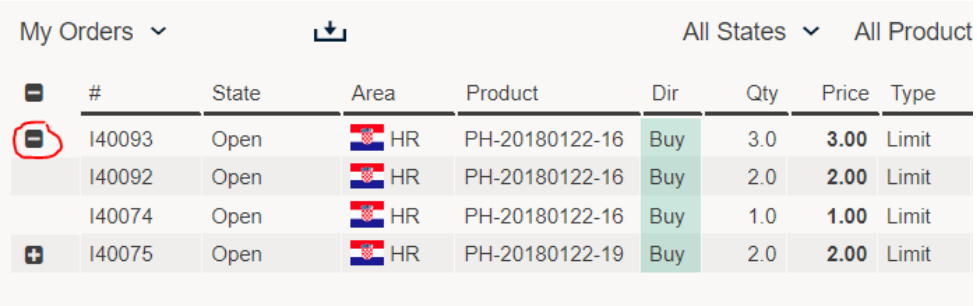
Order export

Export orders to a csv file can be done by pressing the icon.



Order history

This is possible to see the order history log. Click on the "+" icon on the left side of the panel and details appears below. Similarly, click on the "-" icon to hide the history log.



#	State	Area	Product	Dir	Qty	Price	Type
I40093	Open	HR	PH-20180122-16	Buy	3.0	**3.00**	Limit
I40092	Open	HR	PH-20180122-16	Buy	2.0	**2.00**	Limit
I40074	Open	HR	PH-20180122-16	Buy	1.0	**1.00**	Limit
I40075	Open	HR	PH-20180122-19	Buy	2.0	**2.00**	Limit

8.3. My Trades window

My Trades display all trades made on portfolios accessible to user.

Trades can be filtered on multiple levels.

Trade #	Order #	Area	Product	Dir	Qty	Price	Order Type	Trade State	Label	When	Who	Portfolio
I60140	I682628	HR	PH-20180307-17	Buy	7,0	**54,40**	Limit	Completed		18 hours ago	TEST_HR_D...	TEST_HR_DEMO_P1
I60139	I682624	HR	PH-20180307-16	Buy	5,0	**53,00**	Limit	Completed		18 hours ago	TEST_HR_D...	TEST_HR_DEMO_P1
I60138	I682618	HR	PH-20180307-15	Buy	2,0	**53,40**	Limit	Completed		18 hours ago	TEST_HR_D...	TEST_HR_DEMO_P1
I60137	I682612	HR	PH-20180307-14	Buy	7,0	**55,70**	Limit	Completed		18 hours ago	TEST_HR_D...	TEST_HR_DEMO_P1

Export trades to CSV format by clicking on the icon. This will export all filtered trades.

Overview of columns

- **Trade** #: Unique trade ID number
- **Order** #: Unique order ID number

- **Area**: Country flag and Area code of the contract
- **Product:** Product name provides details of the type of product, its delivery date and period e.g. PH-20160116-15
- **Dir:** Direction of an order – whether it is a Buy or Sell
- **Qty:** Quantity of order in the market
- **Price:** Order price in Euro, per MW
- **Type:** Limit, Fill or Kill, Immediate or Cancel, Iceberg or Block order
- **Trade State:** Completed or Disputed or Not_Cancelled or Cancelled
- **Label:** As set by the user
- **When**: Time of last change
- **Who:** Last user submitting or modifying order
- **Portfolio:** Name of the trading portfolio

8.4. Order State Table

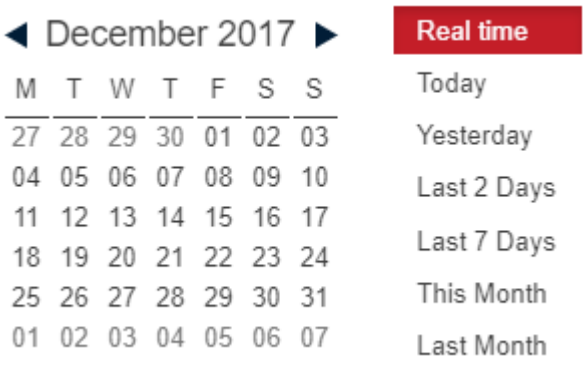
State	Explanation
Open	An order which has not been matched or filled
Open remaining	An order where some of the original volume remains
Filled	An order where not all of the original volume has been matched
Matched	An order where the whole volume has been matched
Inactivated	An order which has been inactivated by the user
Cancelled	An order which has been cancelled by the user
Expired	An order which has expired due to gate closure
Validity Expired	An order where the user set validity time has expired
Trade Cancelled	An order which has been cancelled due to trade cancellation

My Trades/My trades historical functionality

In the window, My orders/My Trades, on the top right corner, you will see the below Icon:

This allow you to check your historical orders or trades. You can choose:

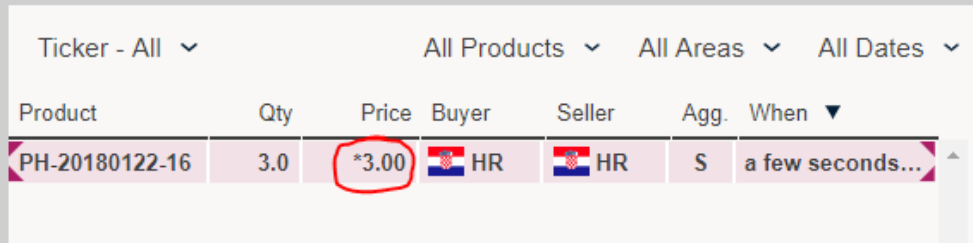
- any day in History
- Today
- Yesterday
- Last 2 Days
- Last 7 Days
- This Month
- Last Month



9. TRADE TICKER

The trade ticker provides an overview of all trades transacted in the market, with the latest trade appearing by default at the top of the window. It is possible to filter by Product type, Market Area, when the trade took place, as well as whether to view only your own or the entire markets trading activity.

It is possible for our customer to see self-trading across portfolio. When such a trade is done, it is flagged in your ticker with a star (*)



- Hover over the “When” column to see the exact timestamp per trade
- The “Buyer” and “Seller” columns indicate in which direction the flow is going and from what market areas
- Agg. column show aggregator of the trade, where B indicates the buy was the aggressor, while S indicates that Seller was the aggressor.

- Filtering to “My orders” will show only your transacted trades
- These will be highlighted as green for Buy and red for Sell and will also have arrows on the corner of the cells

Ticker - All | All Products | HR only | Today, Yest...

Product	Qty	Price	Buyer	Seller	Agg.	When
PH-20161223-12	10,0	30,00	HR	HR	B	20 minutes ago
PH-20161223-12	20,0	28,00	HR	HR	S	22 minutes ago
PH-20161223-13	21,0	30,00	HR	HR	B	23 minutes ago
PH-20161223-18	13,0	30,00	HR	HR	S	26 minutes ago
PH-20161223-18	25,0	35,00	HR	HR	S	26 minutes ago
PH-20161223-16	10,0	30,00	HR	HR	S	28 minutes ago
PH-20161223-16	10,0	30,00	HR	HR	S	29 minutes ago
PH-20161223-16	20,0	40,00	HR	HR	S	29 minutes ago
PH-20161223-16	50,0	50,00	HR	HR	S	29 minutes ago

Self trade indicator (NEW)

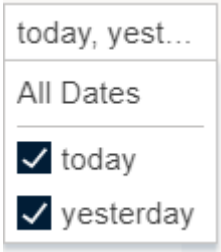
Self Trade Indicator would not work if a member is triggering his own order placed on another NEMO. If orders come from the CROPEX, in accordance with guidance note from ACER, it is now possible to identify trades that was done within the same company, i.e. with no changes in beneficiary interest.
These trades are now flagged with a star next to the price in the trade ticker (*****). See example market below:

Ticker - All | All Products | All Areas | All Dates

Product	Qty	Price	Buyer	Seller	Agg.	When
PH-20230412-23	5.0	*70.00	HR	HR		a few seconds...

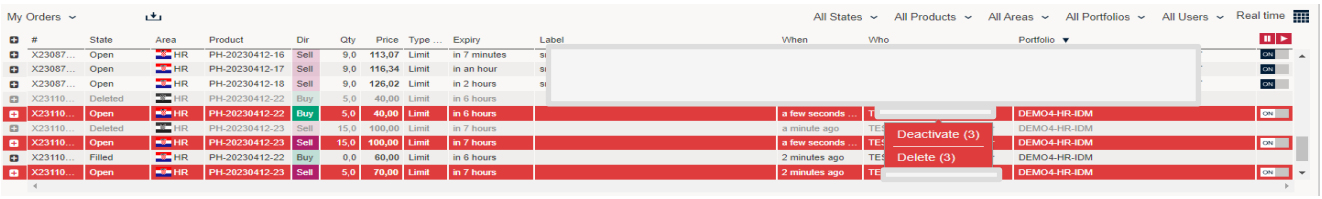
Ticker historical functionality

In the window, Ticker, on the top right corner, you can select the following option:



How to delete/inactivate/activate several orders simultaneously

You can multi-select orders in My Orders by using Ctrl+Shift and clicking on the rows you would like to select. This will give you an activation menu where you can delete them all in one action. If you want to delete your deactivated orders only, simply filter on the state "Deactivated" and select all of them.

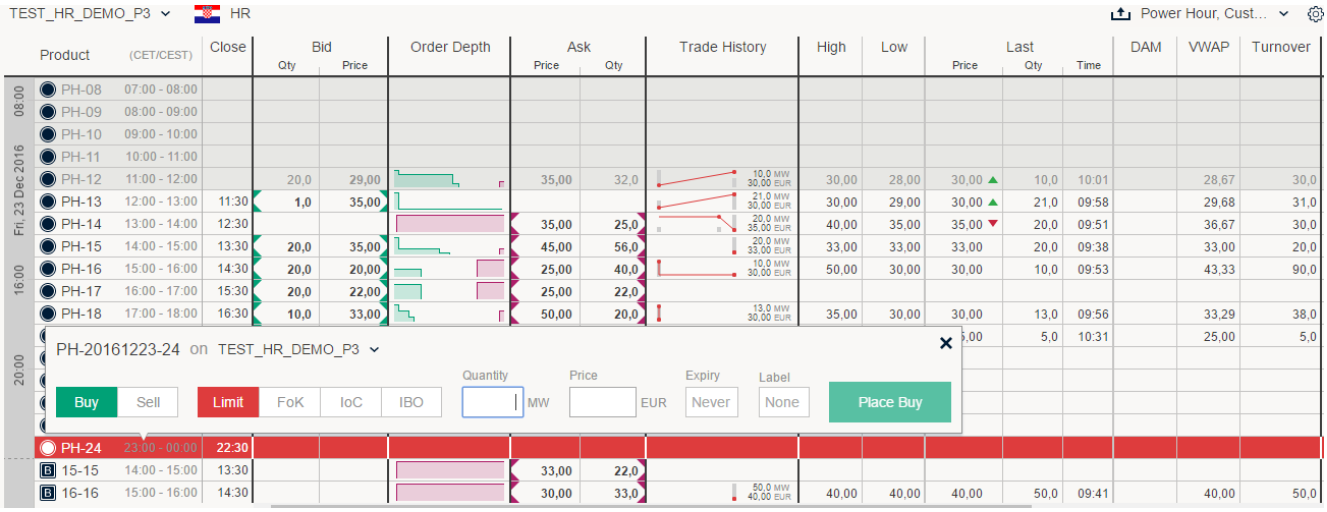


10. PLACING AN ORDER

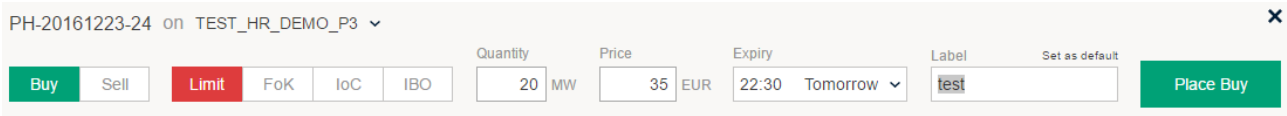
Placing an order onto the market is easy. There are a couple of ways to do this.

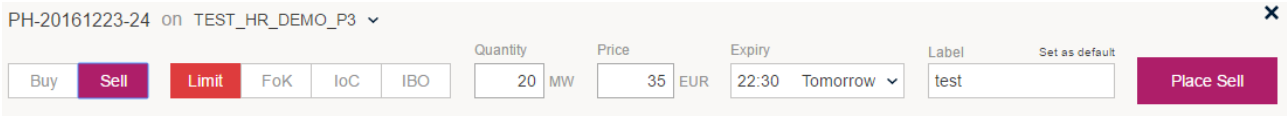
10.1. Enter a single order

To enter a single order simply double click on the product field which will immediately open the Order entry tool tip. Another way of doing this is by clicking once on the product field which will open a box asking whether you would like to “Place an Order”, “Match Bid” or “Match Ask”.



10.2. Order entry tool tip





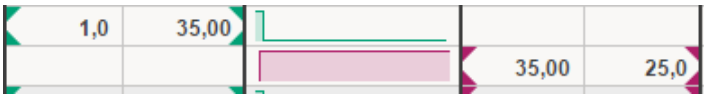
- Select whether you would like to place a Buy or Sell order using the switch on the left. Note that if you open the tool tip by clicking on the Bid side of the Market Information window, “Buy” will

automatically be pre-selected. Conversely if the tool tip is opened on the Ask side of the Market Information window, “Ask” will automatically be pre-selected.

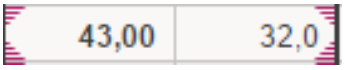
- Select the order type
- Enter the order Quantity and Price
- Add an expiry time to the order. This will change the order state to “Expired” once past the expiry time. Once expired it is not possible to modify or re-activate the order.
- Label: This is not mandatory but a name can be given to the order which will be visible in “My Orders”
- Place either Buy or Sell order depending on the selection.

10.3. Identifying own orders

An order placed by you in the market will appear in bold and with coloured edges around the order cell if you have the best price in the market. Green is for Buy orders and red is for Sell orders.



If your order is not best price, the coloured edges will fade and the order at the top of the market will not appear in bold apart from the price.



11. ORDER TYPES

- **Limit Order**
  An order that can be matched either in part or its entirety. If a limit order is not fully matched it will remain active in the market until the product the order is placed on goes into expiry.

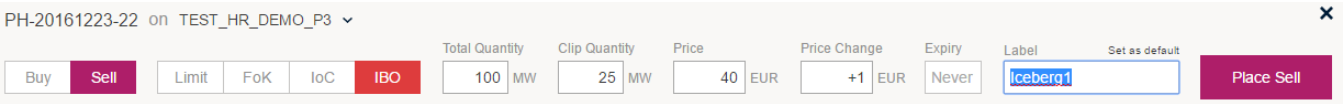
- **Fill or Kill (FoK)**
  An execution constraint for a limit order. A FoK constraint means that the entire volume of the order will either be matched immediately upon submission to the market or cancelled instantly.

- **Immediate or Cancel (IoC)**
  An execution constraint for a limit order. An IoC constraint means that as much as possible of the order will be matched immediately upon submission to the market and the remaining volume will be cancelled instantly.

- **Iceberg Order**
  The total order volume is split up into smaller orders known as “Clips” with only a single clip at a time is visible on the Market Information window. Your total Iceberg volume will be visible in the “My Orders” window, however the rest of the market will only be able to see a single clip on screen, without knowing it is an Iceberg order. Once the first clip is matched, the next clip receives a new order number and timestamp. When initially entering the Iceberg order it is possible to add increments to the price of i.e. +/- 1 EUR for each new clip that appears on the Market Information window. The minimum Clip Size is set to 25 MW.

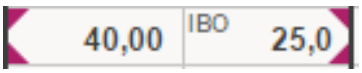
- Select product on Market Information screen
  - Click on “Place Order” which will open the Order entry tool tip
    - In Order type select “IBO”
      - Enter the total Iceberg quantity e.g. 100 MW
        - Enter the clip quantity (minimum 25 MW)
          - Choose whether to add a price change per clip that is hit e.g. +1 EUR
            - Click “Place Sell” / “Place Buy”

Order management window:

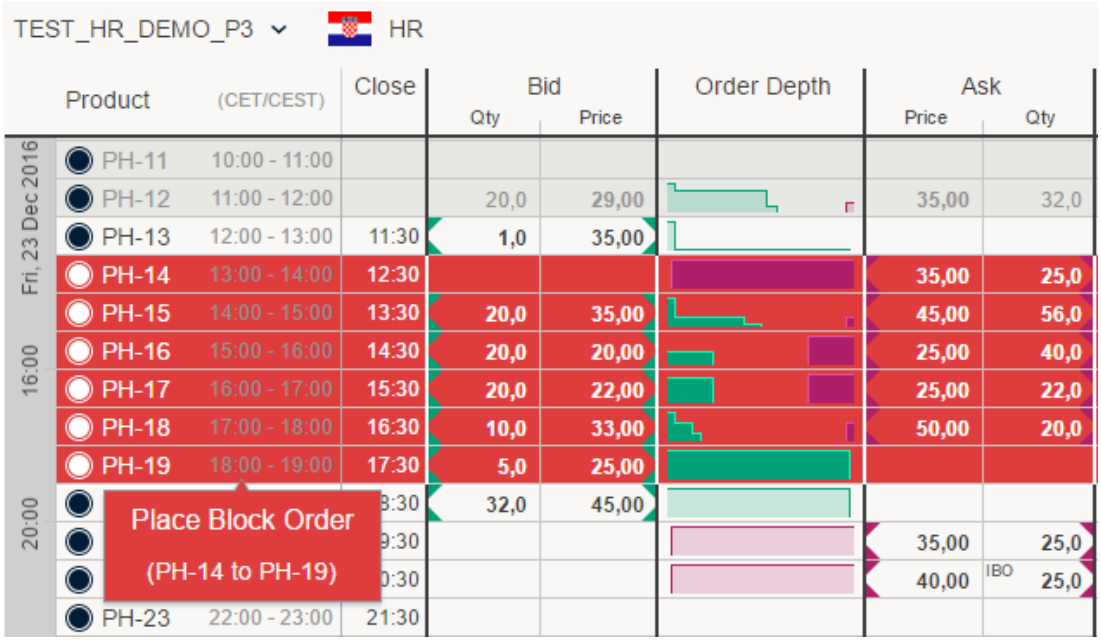


This will appear in the My Orders window:

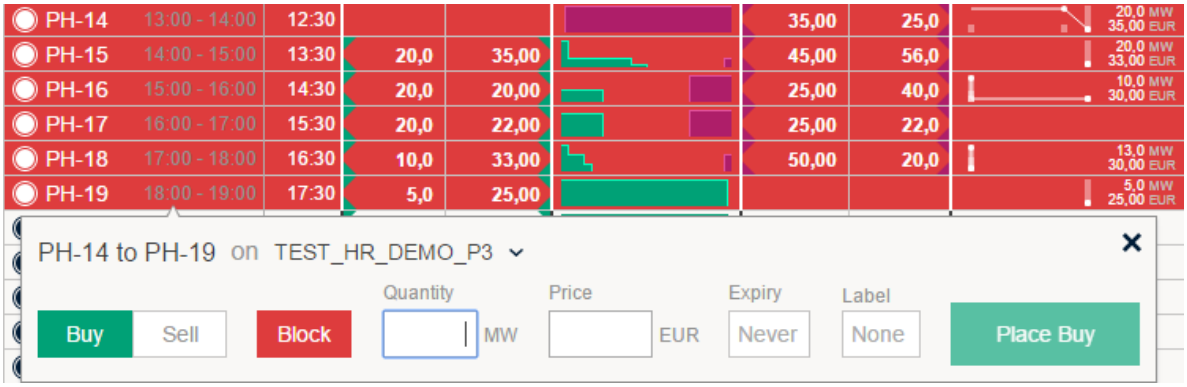
The active Iceberg order will be visible to the owner as “IBO”:



- **Block Order (User defined)**
  Create a block order by holding Shift Key and selecting the hours you like to include in your block order. A drop down will show the block you have selected. Click “Place Block Order” to open the Order Management window.



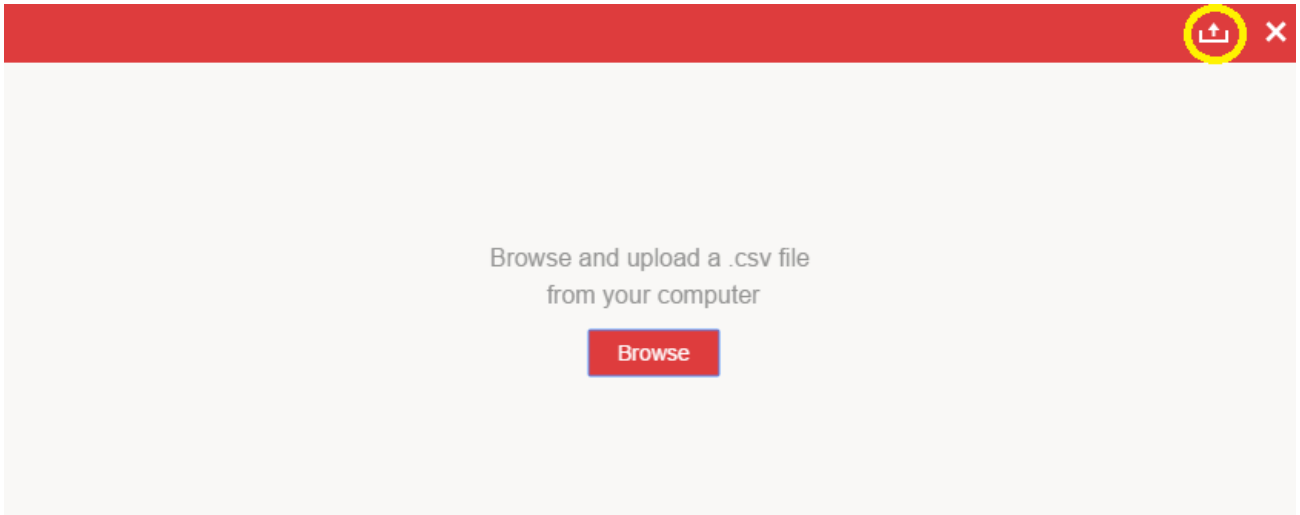
Select either Buy or Sell and insert quantity and price before you Place the Block Order.



12. EXCEL MULTI ORDER ENTRY

Multiple orders can be imported all at once to the Market Information window using an order entry template which is exported directly from the Trading Client.

- Select the following icon on the top right of the Market Information window which will open a multi order entry pop-up



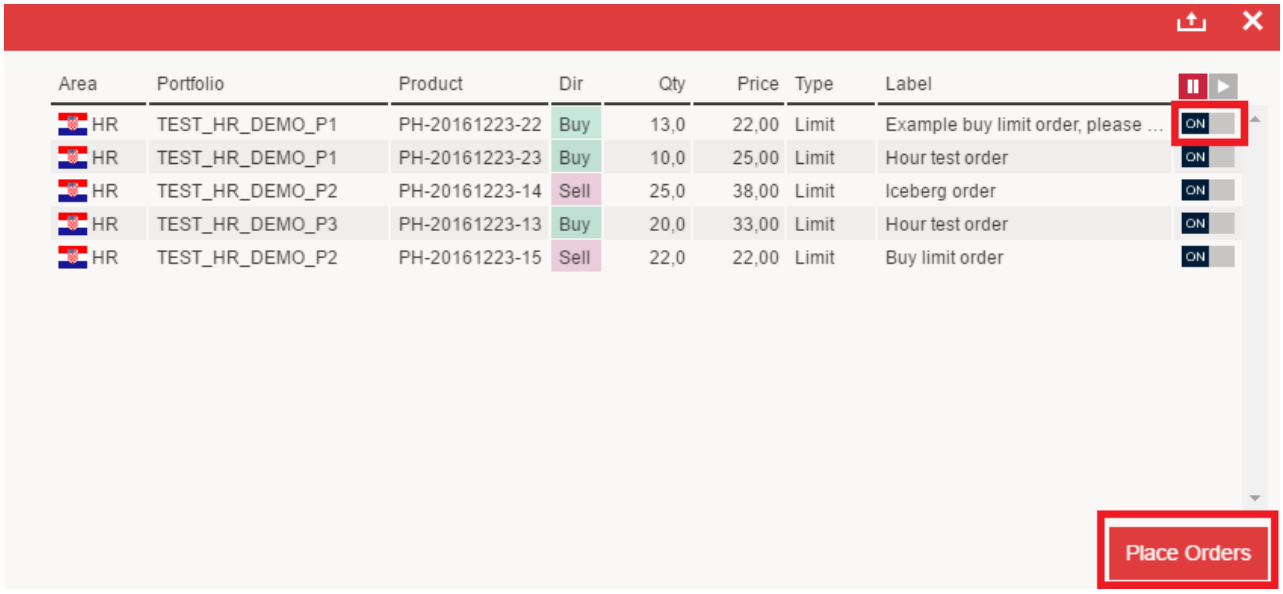
- In the pop-up window select “Download Excel Template”
- Follow the instructions provided on the Order entry template and fill out the order information in the columns shown below
- Save as a CSV file in your documents

Area	Portfolio	Product	Direction	Quantity	Price	Type	Label
TEST1	Test_Portfolio	PH-20150804-99	Buy	13	22	Limit	Example buy limit order, please remove
HR	Test_Portfolio	PH-20150804-15	Buy	10	25	Limit	Hour test order
HR	Test_Portfolio	PH-20150804-22	Sell	25	38	Limit	Iceberg order
HR	Test_Portfolio	PH-20150804-02	Buy	20	33	Limit	Hour test order
HR	Test_Portfolio	PH-20150804-03	Sell	22	22	Limit	Buy limit order

- Import the orders by opening the multi order pop-up once more in the Market Information window by selecting the following icon
- Select “Browse orders” and choose the file recently saved
- Import orders to excel

12.1. Import inactive orders

To import orders in an ‘inactive’ state, follow the steps above and click on the “off” switch before selecting “place orders”.



Area	Portfolio	Product	Dir	Qty	Price	Type	Label	
HR	TEST_HR_DEMO_P1	PH-20161223-22	Buy	13,0	22,00	Limit	Example buy limit order, please ...	ON
HR	TEST_HR_DEMO_P1	PH-20161223-23	Buy	10,0	25,00	Limit	Hour test order	ON
HR	TEST_HR_DEMO_P2	PH-20161223-14	Sell	25,0	38,00	Limit	Iceberg order	ON
HR	TEST_HR_DEMO_P3	PH-20161223-13	Buy	20,0	33,00	Limit	Hour test order	ON
HR	TEST_HR_DEMO_P2	PH-20161223-15	Sell	22,0	22,00	Limit	Buy limit order	ON

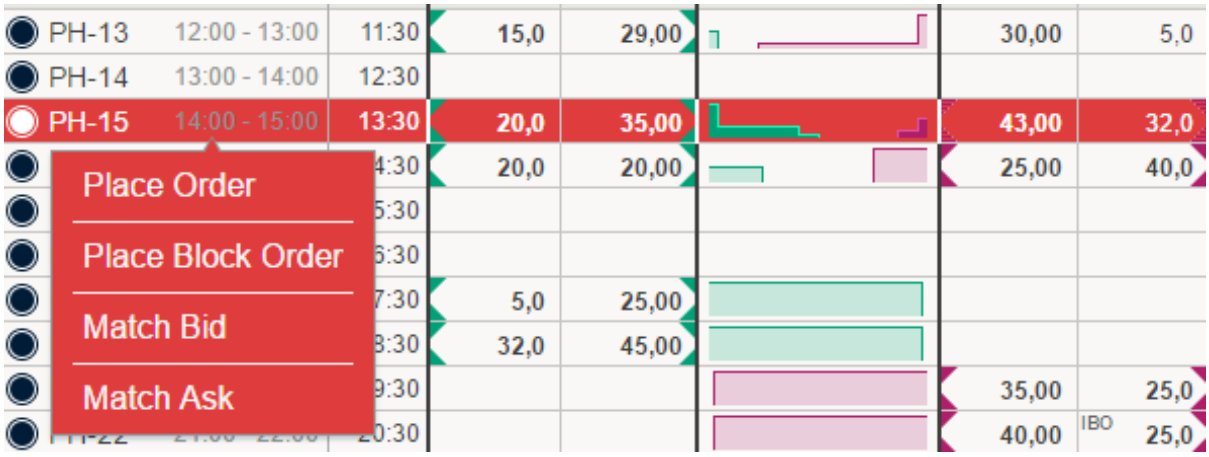
Place Orders

13. MATCHING ORDERS

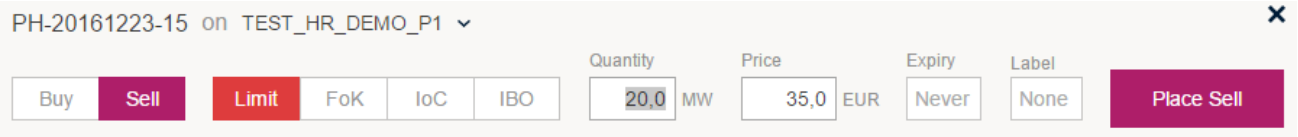
To hit an order that is already active in the market, either double click on the order in the Market Information window or Order Depth, or click once on the order to open a message which will ask you to "Match Bid" or "Match Ask".

- An Order entry window will appear on screen with the pre-filled order requirements
- To match the entire volume, select "Place Sell / Buy"
- To match part of the volume, amend the quantity and select "Place Sell / Buy"

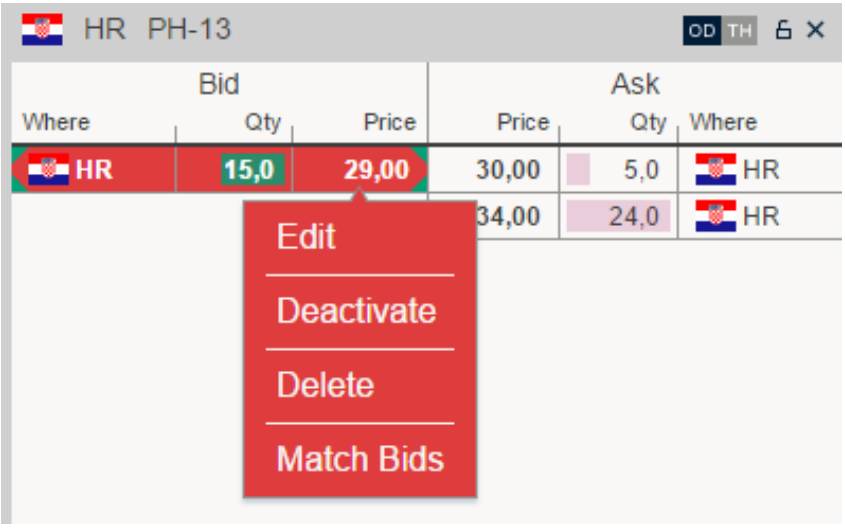
Select the instrument on screen to match either Bid or Ask:



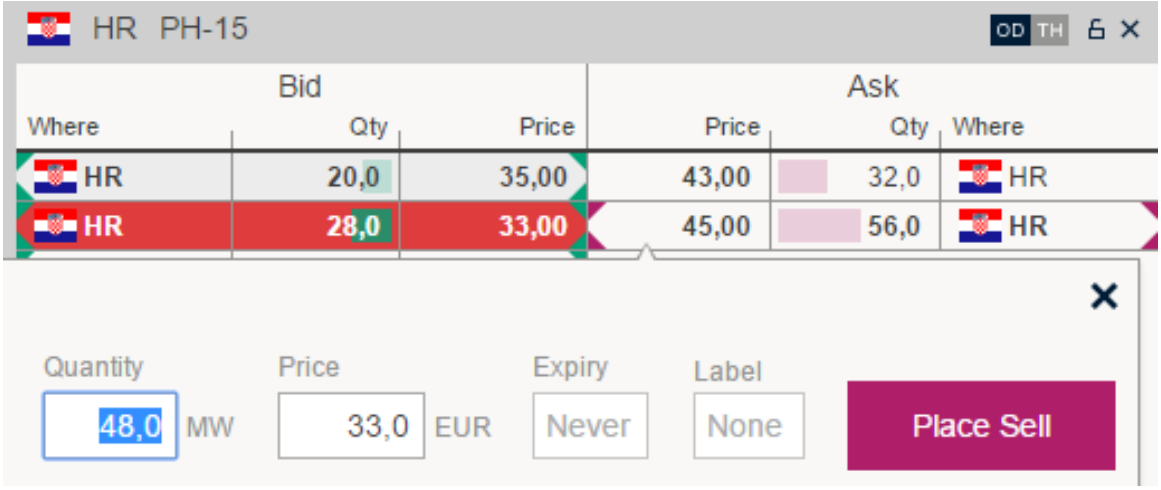
Confirm order details in Order entry window and place order:



Match multiple order from the Order Depth by clicking the order at the level you want to fill.

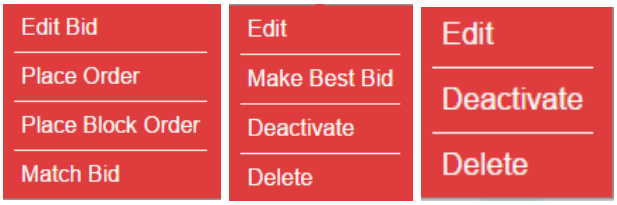


This will pre-populate the order management window with the price and amount that is needed to fill all the orders.

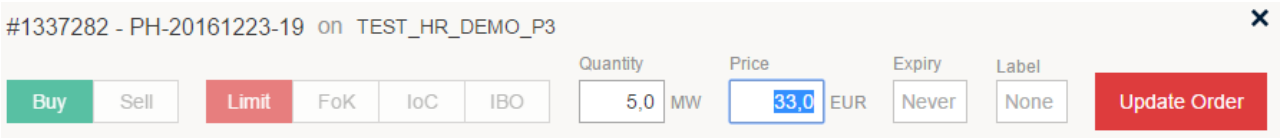


14. MODIFY AN ORDER

Edit own order option can be activated from any place in the trading client where your order is displayed. That is the My order window, Market Info Window and Order Depth window. Clicking on your order will activate a dropdown menu where you can select “Edit order”. Different options are displayed depending on where you click, but all allows you to Edit order.



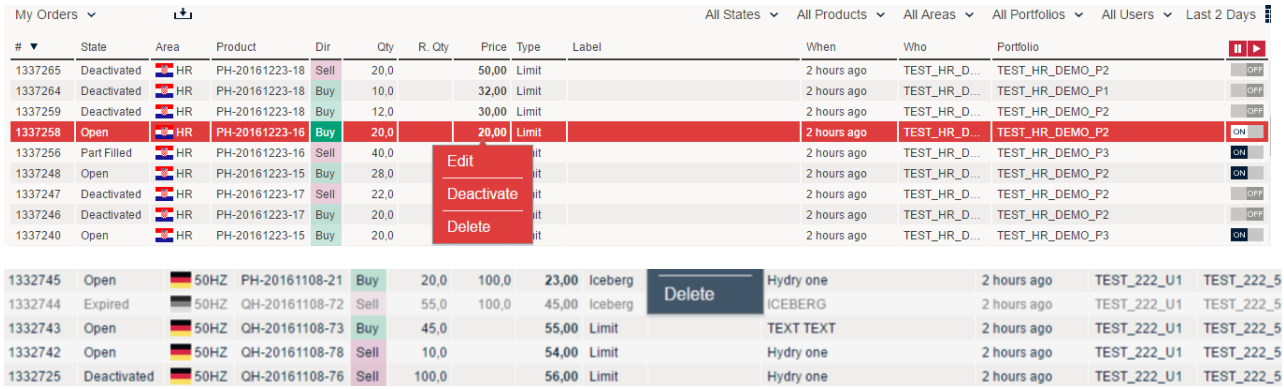
- Click on Edit
- Amend order details in Order entry window
- Click on “Update Order”



14.1. Deactivate / Activate an order

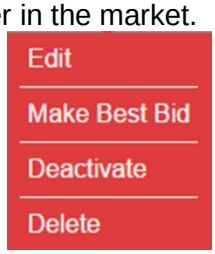
There are On / Off switches within the My Orders window which allow the trader to de-activate the orders from the market or activate an inactive order to the market. De-activating an order will not permanently delete the order; it will remain in My Orders as an inactive.

To delete an order permanently select the order in My Orders and click “Delete”.



14.2. Make best Bid/Ask action

Clicking on your order in either Order Depth or in the Market Info Window will give you the option to make your order (Bid or Ask) the best order in the market.



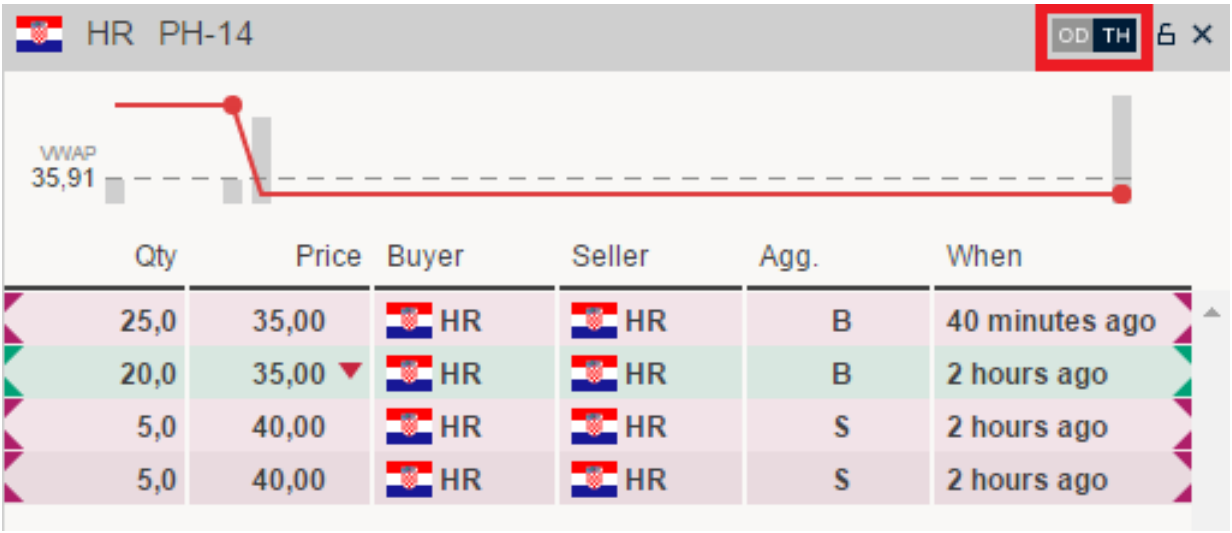
Click in the Bid or Ask column for the order you want to amend. An action will pop up in the Action Menu, giving you the option to “Make best Bid” or “Make best Ask” depending on what column you

clicked and whether you have an order in the order depth that is not best already. If you have multiple orders in an order depth your best order is automatically selected. Once you click on the action, your order is *automatically* updated, giving it the best price +0.1 or -0.1 depending on order direction.

15. TRADE HISTORY WINDOW

In the same window as Order Depth you can view Trade History for the selected instrument. Simply click on the “OD/TH” switch to switch between Order Depth and Trade History. Trade History gives you all trades executed on the selected instrument. The Graph shows price movement (line) and volume (bars) traded where the latest trade is displayed to the right.

It is possible to view trade history for both active and closed instruments.



16. KEYBOARD SHORTCUTS

Navigate and enter new orders using your keyboard:

Navigate between contract rows in market view	▲ ▼
Open/close Order Management window	Open: Enter Close: Esc
Switch between **cells** in Order Management window	Tab |← →| (Hold shift to move left)
Create Ask(Sell) order to match best Bid in market	A or S or CTRL + ◀
Create Ask(Sell) order at €0,1 below best market Ask price	SHIFT + A or SHIFT + ◀
Create Bid order to match best Ask in market	B or CTRL + ▶
Create Bid order at €0,1 above best market Bid price	SHIFT + B or SHIFT + ▶
Adjust order price when editing or submitting new order:	
EUR 0,01	▲ ▼
EUR 0,10	SHIFT + ▲ ▼
EUR 1,00	CTRL + ▲ ▼
Adjust order volume when editing or submitting new order:	
MW 0,1	▲ ▼
MW 1,0	SHIFT + ▲ ▼
MW 10,0	CTRL + ▲ ▼

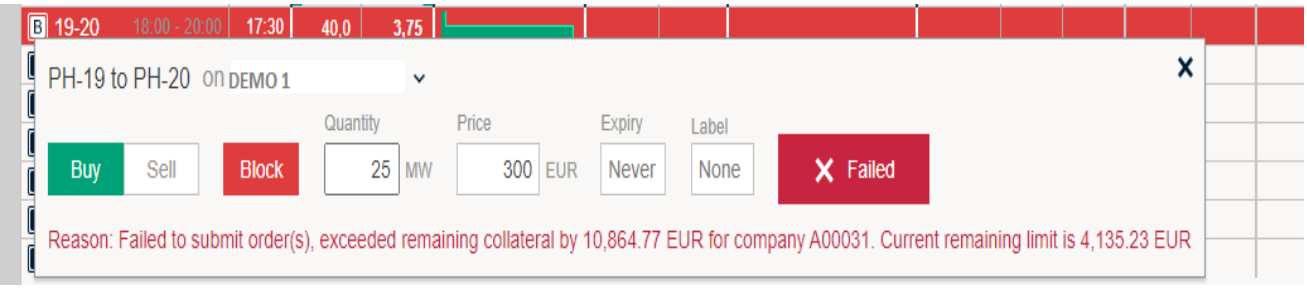
Change order type when placing order:	
Limit	CTRL + L
FoK	CTRL + K
IoC	CTRL + C
IBO	CTRL + I

17. LIMIT CHECK

The Limit Check integrates an order verification system with an available deposit to ensure that orders placed are not larger than the available funds.

It performs a simultaneous comparison of the deposit balance with orders placed on both CROPEX markets (Day Ahead & Intraday Market), which is particularly important for members who trade on both markets.

Picture below shows example when an order exceeds the available deposit. In that case the trading platform will notify the member that the desired order cannot be entered due to insufficient funds and the member will be required to adjust the order to align with the available deposit (reduce the quantity, price, or both).



18. SIDC (XBID) Backup Solution

In the event that the SIDC(XBID) market is halted, CROPEX will activate a backup solution to allow trading on local contracts. The local contracts will take the place of the regular SIDC contracts, but there will be no capacity between delivery areas.

Opening and closing of the SIDC backup solution will be announced by CROPEX operators in an operational message.

<u>Before the backup solution is activated</u>

The image below shows the private order book in the case where SIDC market is operating as normal, and one single order has been placed.

After SIDC market is halted and backup solution activated

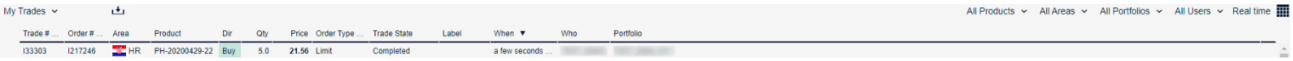
When the backup solution is activated, any order placed on an SIDC contract will be automatically deactivated as shown in the image below. It will not be possible to activate this order.

Placing an order on a backup contract

Placing an order on a backup contract will work in the same way as when placing an order on a SIDC contract. Note that like regular local orders, the orders placed on backup contracts will have the prefix 'I' instead of 'X'. The image below displays the local order book after one order has been made on a backup contract. Note the difference in prefix between backup and SIDC orders.

Trading on backup contracts

Matching of orders on backup contracts will follow the same rules as matching in the SIDC market. The main difference is that there will be no transmission capacity available, and therefore orders may only be matched with other orders in the same delivery area. The image below displays a trade that has been matched on a backup contract. Notice the preface of the trade ID is 'I' and not 'X'.



After the backup solution is closed

When the backup solution is closed, any remaining orders placed on backup contracts will be automatically deactivated. It will not be possible to activate these orders. Additionally, any SIDC market orders that were deactivated when the backup solution was activated will remain deactivated. These orders can again be activated. The image below shows the private order book just after the SIDC markets have returned to normal operation. Note that all orders are deactivated.