



## BioEx Buyer Guide

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## 1. General information

BioEx platform is an electronic trading system, designed to place orders for buying and selling wood fuel (wood chips). BioEx automatically matches Buy and Sell orders to make the best deal for all parties.

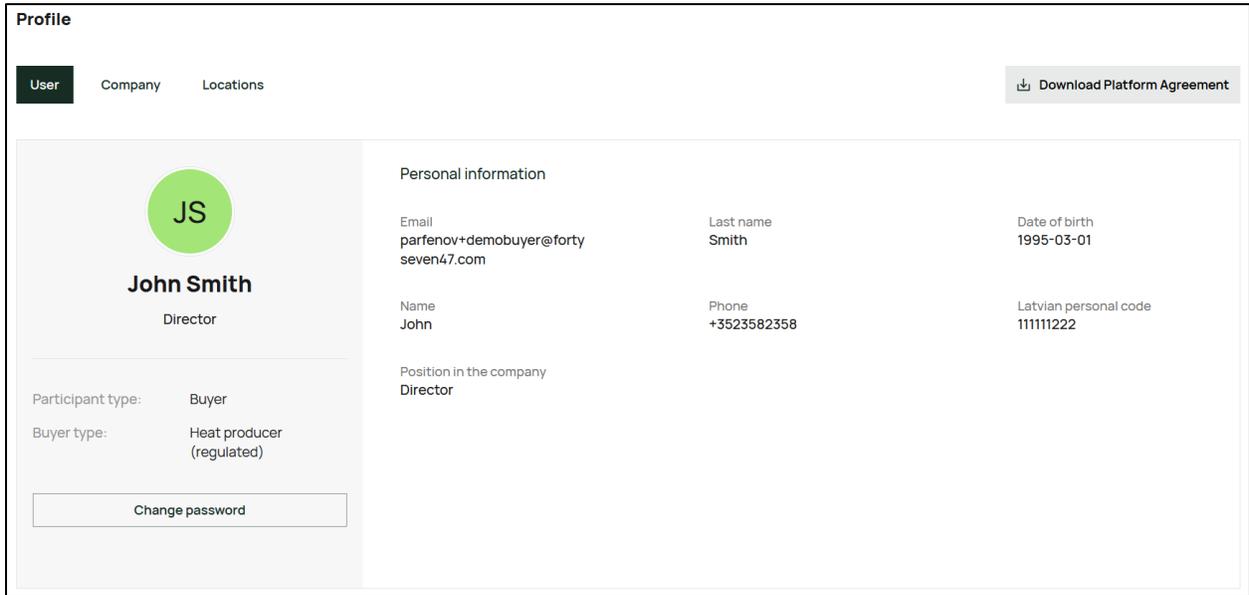
There are 2 types of BioEx users: Buyers and Sellers. Only one role for each company is available.

This user guide describes the main functionality of BioEx from the Buyer's point of view.

## 2. Company profile

Company profile page allows you to see company details and company delivery locations, create new trading locations and change the account password.

Company profile page contains 3 tabs: User, Company and Locations.



The screenshot shows the 'Profile' page with three tabs: 'User' (selected), 'Company', and 'Locations'. A 'Download Platform Agreement' button is in the top right. The profile for John Smith, Director, is displayed. Personal information includes email (parfenov+demobuyer@fortyseven47.com), last name (Smith), date of birth (1995-03-01), name (John), phone (+3523582358), and Latvian personal code (11111222). Participant type is Buyer and buyer type is Heat producer (regulated). A 'Change password' button is at the bottom left.

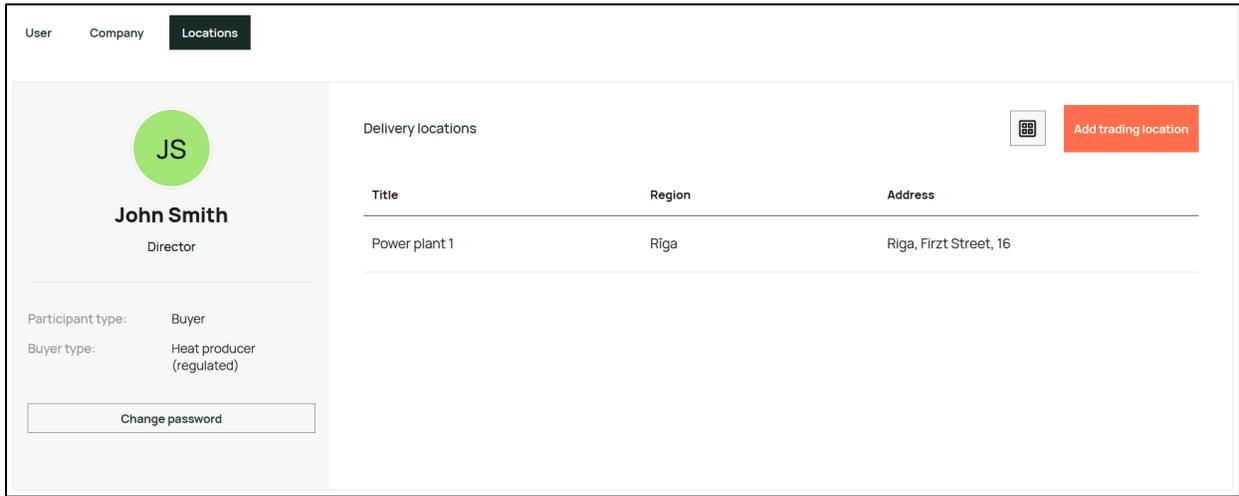
Personal information			
Email	parfenov+demobuyer@fortyseven47.com	Last name	Smith
Date of birth	1995-03-01	Name	John
Phone	+3523582358	Latvian personal code	11111222
Participant type:		Buyer	
Buyer type:		Heat producer (regulated)	
Position in the company			
Director			

### 2.1 Locations management

Locations section contains information about the locations to which ordered biomass may be delivered for you.

Delivery locations can be displayed in 2 modes: table view and grid view. To switch

between the views, click the  icon.

A screenshot of the BioEx user interface. At the top, there are navigation tabs: "User", "Company", and "Locations" (which is highlighted in a dark green box). Below the tabs, on the left, is a user profile card for "John Smith", Director, with a green circular avatar containing "JS". Below the profile, it shows "Participant type: Buyer" and "Buyer type: Heat producer (regulated)", along with a "Change password" button. On the right, the "Delivery locations" section is displayed. It has a header "Delivery locations" and a table with columns "Title", "Region", and "Address". One entry is shown: "Power plant 1" in Riga, at "Riga, Firzt Street, 16". To the right of the table is a grid icon and an orange button labeled "Add trading location".

Title	Region	Address
Power plant 1	Riga	Riga, Firzt Street, 16

In both views, the following information about the delivery location is displayed:

- Title;
- Region;
- Address.

If you are using the platform for the first time, your delivery locations list will be empty. Please note that without created delivery locations you will not be able to create orders.

You can add a new delivery location by clicking the “Add trading location” button. The “New trading location” pop-up will be opened.

### New trading location ×

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The title will be visible to users

▾

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In this pop-up, you must enter:

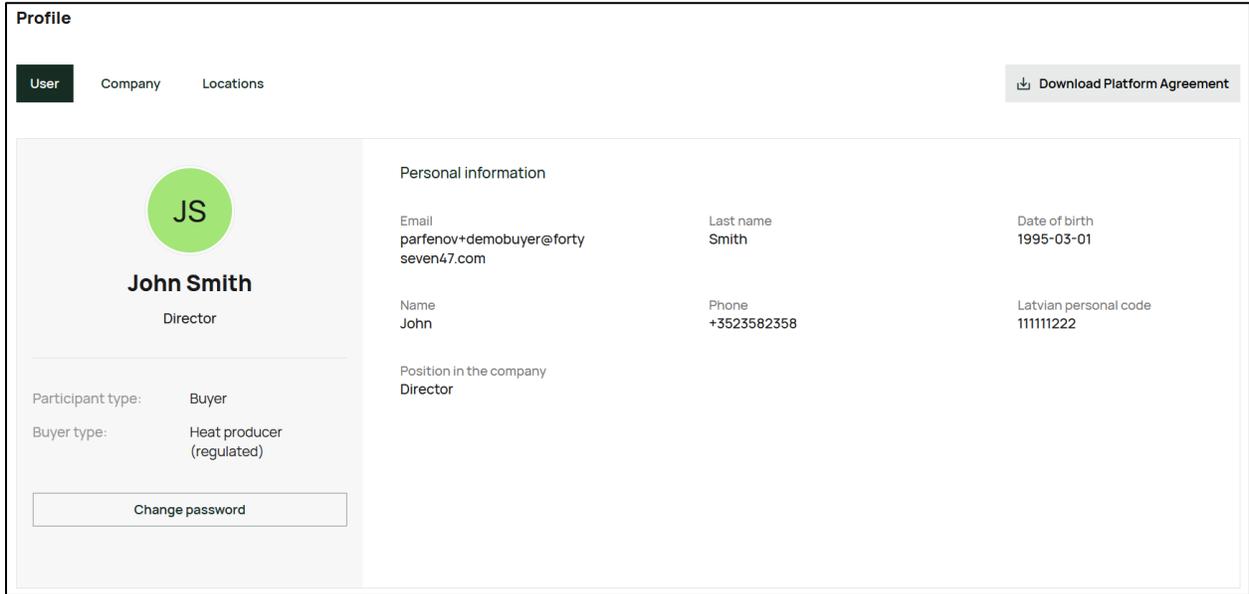
- Trading location title – the name you want to use for this delivery location;
- Region – select the region where your delivery location is situated, from the drop-down list;
- Address – full address of your delivery location.

When all fields are filled, click the “Save” button to create the delivery location and close the pop-up. If you want to discard changes, click the “Cancel” button to close the pop-up without saving.

Created delivery locations will be available for selection during order creation.

## 2.2 User details

The “User” tab of the profile page contains your data, provided during registration.

A screenshot of the BioEx user profile page. The page is titled "Profile" and has three tabs: "User" (selected), "Company", and "Locations". In the top right corner, there is a button labeled "Download Platform Agreement". The profile information is displayed in a grid layout. On the left, there is a circular profile picture with the initials "JS" and the name "John Smith" with the title "Director". Below this, there are two rows of information: "Participant type: Buyer" and "Buyer type: Heat producer (regulated)". At the bottom left of this section is a "Change password" button. The main area of the profile is titled "Personal information" and contains the following details: Email: parfenov+demobuyer@fortyseven47.com; Last name: Smith; Date of birth: 1995-03-01; Name: John; Phone: +3523582358; Latvian personal code: 11111222; Position in the company: Director.

Personal information			
Email	parfenov+demobuyer@fortyseven47.com	Last name	Smith
Date of birth	1995-03-01	Name	John
Phone	+3523582358	Latvian personal code	11111222
Position in the company	Director		

The tab displays your:

- Email;
- Phone;
- Name;
- Last name;
- Date of birth;
- Latvian personal code;
- Position in the company.

If you want to change any of the details described above, please contact the support team ([support@bioex.lv](mailto:support@bioex.lv)).

## 2.3 Company details

The “Company” tab contains information about your company.

**Profile**

User **Company** Locations [Download Platform Agreement](#)



**John Smith**  
Director

Participant type: Buyer  
Buyer type: Heat producer (regulated)

[Change password](#)

**Company information**

Company email address buyer@demo.com	Company phone +375296778888	Rating class: <b>High</b>   1
Company name Buyer Company	Company registration number 123789	Company VAT number 456
		Company email address for settlements companybuyer@demo.com

**Bank details**

Bank name NDF	BIC 123456	IBAN 789
Recipient name BUYER		

The tab displays your company general information, such as:

- Company email address;
- Company registration number;
- Company phone;
- Company name;
- Company VAT number;
- Company email address for settlements.

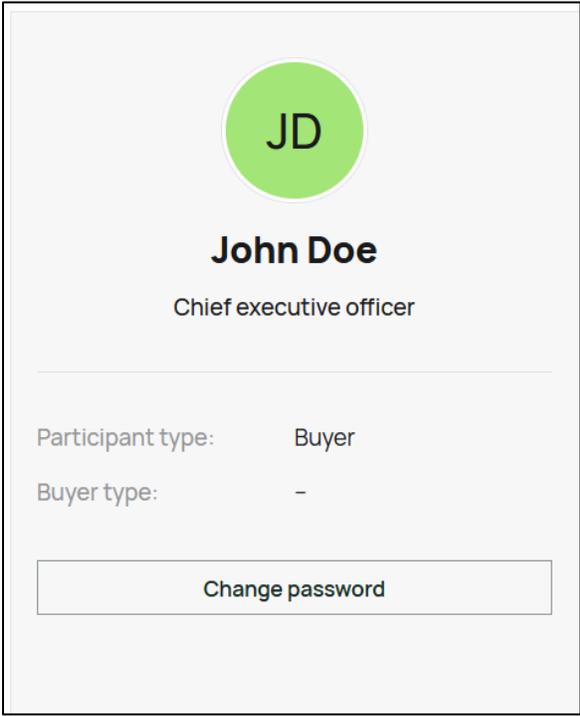
And company bank details:

- Bank name;
- Recipient name;
- BIC;
- IBAN.

If you want to change any of the details described above, please contact the support team ([support@bioex.lv](mailto:support@bioex.lv)).

## 2.4 Password change

If you want to change your account password, click the “Change password” button.



A user profile card for John Doe. At the top is a green circular profile picture containing the initials 'JD'. Below the picture, the name 'John Doe' is displayed in bold, followed by the title 'Chief executive officer'. A horizontal line separates the header from the details. Below the line, the text 'Participant type: Buyer' and 'Buyer type: -' is shown. At the bottom of the card is a rectangular button labeled 'Change password'.

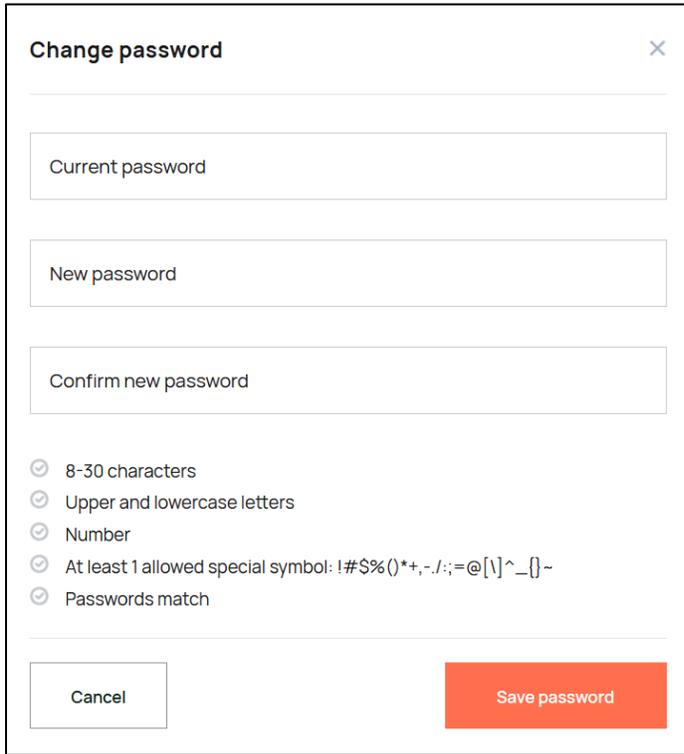
Clicking this button will bring up a pop-up with the password change form.

In this form you should enter:

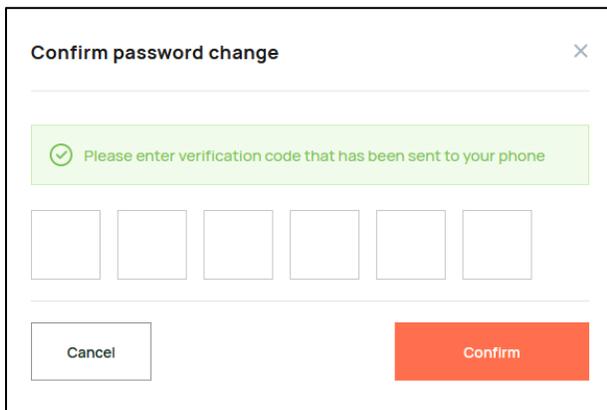
- Current password – current password of your account;
- New password – new password you want to use for your account;
- Confirm new password – repeat the new password once again to confirm it.

Password requirements are listed below these fields:

- 8-30 characters;
- Upper and lowercase letters;
- Number;
- At least 1 allowed special symbol: !#\$%()\*+,-./:;=@[\]^\_{}~ ;
- “New password” and “confirm new password” should match.

A dialog box titled "Change password" with a close button (X) in the top right corner. It contains three input fields: "Current password", "New password", and "Confirm new password". Below the fields is a list of five password requirements, each with a checked checkbox: "8-30 characters", "Upper and lowercase letters", "Number", "At least 1 allowed special symbol: !#\$%()\*+,-./:;=@[\]^\_{}~", and "Passwords match". At the bottom, there are two buttons: "Cancel" on the left and "Save password" on the right.

When all fields are filled, click the “Save password” button to confirm the password change. After that, a pop-up window will open in which you must enter the code, which will come to your phone.

A dialog box titled "Confirm password change" with a close button (X) in the top right corner. It features a green notification bar at the top with a checkmark icon and the text "Please enter verification code that has been sent to your phone". Below this are six empty input boxes for entering a six-digit verification code. At the bottom, there are two buttons: "Cancel" on the left and "Confirm" on the right.

Please note that you will be logged out and will have to sign in again, using the new password.

If you want to close the pop-up without saving the changes, click the “Cancel” button.

### 3. Security funds

To trade on the BioEx platform, you have to provide guarantees. Provided guarantees determine the total value of orders you can create.

Possible guarantees are:

- Banking deposit;
- Bank guarantee;
- Insurance.

Security funds values are indicated in the header of the page:

- Total funds – indicates your full security fund;
- Available funds – indicates your currently available security funds. Available = total - sum reserved for created orders.

	AVAILABLE FUNDS €500,000.0	TOTAL FUNDS €500,000.0	<a href="#">INCREASE</a>	<a href="#">i</a>
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Initially, you don't have any funds and can't place orders.

Part of your security funds is reserved when an order is created and remains reserved until the order is closed, unmatched or cancelled.

Amount of the security funds reserved for each order depends on your rating class; see Platform Code for more details.

#### 3.1 Security funds increase

To increase your security funds, you have to create an increase request. You can do it by clicking the "Increase" button in the header of the page, next to the limits values, or on the "Security funds" page.

Security funds page allows you to create and review security funds increase requests.

Security funds						Increase
Date created	Valid from	Valid until	Status	Security funds type	€Sum	
9 December 2022	-	-	Verification	Banking deposit	0.0	Cancel
9 December 2022	20 February 2023	21 February 2023	Expired	Insurance guarantee	1.0	
9 December 2022	-	-	Verification	Banking deposit	0.0	Cancel
28 November 2022	28 November 2022	30 November 2028	Approved	Bank guarantee	500,000.0	
31 October 2022	-	-	Cancelled	Bank guarantee	0.0	

The page contains a table with information about active and previously processed requests. The table contains the following columns:

- Date created - indicates date of request creation;
- Valid from – indicates date starting from which security fund becomes valid;
- Valid until – indicates security fund expiration date;
- Status - indicates request status. Possible statuses are:
  - Verification - request is currently processed by the operator;
  - Approved - request is approved by the operator, and its sum is added to the total funds value;
  - Rejected - request is rejected by the operator, and its sum is NOT added to the total funds value;
  - Cancelled - request was created but cancelled before verification;
  - Expired – provided guarantee is expired, and its sum is NOT added to total funds value.
- Security funds type - there are 3 possible types:
  - Banking deposit;
  - Bank guarantee;
  - Insurance guarantee.
- Sum - sum that will be added to the maximum limit value.

Requests with the “Verification” status also have the “Cancel” button in the row, allowing canceling this request before verification.

Above the table, there is the “Increase” button. Clicking it opens the security funds increase request form.

**Security funds increase request**

Security funds - Security funds increase request

Please create a security fund increase request. After the check procedure is completed, you will be notified about increase request results. The amount of your security funds depends on the risk class assigned to you, see the Trading Platform Code for more details.

Request type ▼

Create request

First, you have to select the request type from the drop-down list. Further flow depends on the selected type.

### 3.2 Banking deposit request type

Banking deposit request type means that you should transfer an amount of money, equal to the desired funds increase value, to the banking account of the BioEx platform. The amount of your security funds depends on the risk class assigned to you, see the Trading Platform codex for more details.

Your funds will be increased when the BioEx operator receives the payment confirmation and verifies your request.

If you select the “Banking deposit” type, just click the “Create request” button to proceed. You will see information about the request and platform banking details:

- Request type;
- Bank name;
- BIC/SWIFT code;
- IBAN;
- Organization;
- Payment details – Deposit for the increase of security funds;

- Payment ref. – Reference code is unique for each request, it will help the operator to identify the request. You must indicate this reference code in the payment details while making the payment through your bank. **Please don't forget to indicate the reference code.**

**Security funds increase request**

Security funds - Security funds increase request

Please perform a money transfer to the following banking account. Do not forget to fill in a reference number in your payment details.

Request type	Banking deposit
<b>Payee</b>	
Bank name	AS "Industra Bank"
BIC/SWIFT code	MULTLV2X
IBAN	LV94MULT1010B05320030
Organization	SIA "BioEx"
Payment details	Deposit for the upgrade of security funds.
Payment ref.	21F91EA0

Confirm

When you've copied the banking details and reference code, click the "Confirm" button. You will see the success message. Click "OK" to return to the Guarantee limits page.

If you want to see banking details for the payment or the reference code once more, find your request in the table on the Security funds page and click the creation date in the corresponding row.

**Security funds** Increase

Date created	Valid from	Valid until	Status	Security funds type	€Sum	
15 March 2023	-	-	Verification	Banking deposit	0.0	Cancel
9 December 2022	-	-	Verification	Banking deposit	0.0	Cancel
9 December 2022	20 February 2023	21 February 2023	Expired	Insurance guarantee	1.0	

You will see a pop-up with the request details.

**Security funds request view** ×

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Request type Banking deposit

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**Payee**

Bank name AS "Industra Bank"

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BIC/SWIFT code MULTLV2X

---

IBAN LV94MULT1010B05320030

---

Organization SIA "BioEx"

---

Payment details Deposit for the upgrade of security funds.

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Payment ref. 21F91EA0

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### 3.3 Banking/Insurance guarantee request types

Banking guarantee or insurance guarantee request types means that, to increase your security funds by a specific amount, you must provide a document from your bank or insurance company, confirming that you can perform deals for that amount.

When you select the Banking guarantee or Insurance guarantee request type, a second field "Guarantee document" is displayed. Upload the confirmation document from the PC by clicking the "Browse" button. Documents can be uploaded in PDF, PNG, EDOC and JPG formats.

### Security funds increase request

Security funds - Security funds increase request

Please create a security fund increase request. After the check procedure is completed, you will be notified about increase request results. The amount of your security funds depends on the risk class assigned to you, see the Trading Platform Code for more details.

Request type  
Bank guarantee

Browse

Create request

When the document is uploaded, click the “Create request” button. Your request will be created.

Your security funds will be increased when the BioEx operator checks the provided document and verifies your request.

## 4. Trading

Trading is the main functionality of the BioEx platform. During the trading process, Buyers can create their order to buy biomass, and Sellers can respond by creating their orders to sell biomass.

Trading is divided into trading periods that usually last for 1 week, starting and ending on Monday, 16:00 (UTC+2). A detailed description of the trading periods is provided in section 4.1 of this guide.

Trading process takes place on the Trading page of the platform.

Buy orders are located in the left part of the page and grouped by delivery period, aligned vertically. Sell orders are located in the right part of the page, aligned horizontally in the rows of the corresponding Buy orders.

↓ Buy orders	Sell orders
Delivery period: M06(05W), 29 May 2023 - 2 July 2023	
Auction date: 29 May 2023 <b>PAI Buyer Company</b> Rīga PAI Company Warehouse EKS1 (SM1)	€19.0 0.0/980.0 0%
Auction date: 29 May 2023 <b>Wood Buyreer</b> Latgale Title.pm EKS3 (SM2)	€22.4 700.0/700.0 100%
Delivery period: M07(04W), 3 July 2023 - 30 July 2023	
Auction date: 29 May 2023 <b>PAI Buyer Company</b> Rīga PAI Company Warehouse EKS5 (SM3)	€20.0 0.0/8.12k 0%
Delivery period: Y04(18W), 31 July 2023 - 3 December 2023	
Auction date: 29 May 2023 <b>Wood Buyreer</b> Latgale Title.pm EKS4 (SM3 D)	€10.0 980.0/1.68k 58.33%

Order boxes can look as follows:

MY ORDER			
<b>Parfenon</b>	Rīga	€66.0	0%
EKS1 (SM1)	X1	0.0/2.17k	

- Buy order.

The “My order” label indicates the Buy order that was created by you. Buy order box displays (from left to right, from top to bottom):

- Buyer company name (e.g. Demo Buyer Company);

- Biomass type (e.g. SM1W);
- Buyer region (e.g. Riga);
- Buyer location (e.g. Power plant 1);
- Order price (e.g. €32);
- Matched amount/Order amount, MWh (e.g. 0.0/70.0);
- Order matching percentage;
- Order edit button (for your orders only).

The “!” icon in the upper left corner of the order box means that the order has some constraints. You can move the mouse cursor to the icon to see the constraints text.

<small>MY ORDER</small> <b>Demo Buyer Company</b> SM1	Rīga (Jūrmala) Power plant 1	<b>€25.0</b> 0.0/1.75k	0%	<b>UNMATCHED</b>
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- Buy order

at the end of the trading period (from the end of the auction phase to the end of the trading period). There is an order status in the right part of the box. For more information about order statuses, see section 5.1 of this guide.

<small>Auction date: 3 April 2023</small> <b>Testa Pircējs2</b> EKS3 (SM2)	Kurzeme Kuldīgas SC	<b>€41.0</b> 0.0/5.39k	0%	 Frozen
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- Buy order

with an extended trading period. Such orders available for Sell orders applying, but will be actually traded at the date, indicated in the “Auction date” label.

- Sell order that is currently matched to the Buy order. Sell order box displays:

<b>€38.0</b> 420.0/420.0
-----------------------------

- Order price (e.g. €38);
- Matched amount/Order amount, MWh (e.g. 420.0/420.0).

<b>€40.5</b> 0.0/420.0
---------------------------

- Sell order that is currently not matched to the Buy order as its price is higher than the Buy order price or the offered price of other Sell orders.

<b>€22.4</b> 0.0/700.0
---------------------------

- Sell order that is currently not matched to the Buy order as its price is equal to the best offered price of other Sell orders, but this order was created later than others.

€38.0

420.0/420.0

- Matched Sell order after the auction ends.

€40.5

0.0/420.0

- Not matched Sell order when the auction ends.

## 4.1 Trading periods

Every order you've created will be linked to a certain trading period. A trading period usually lasts for 1 week, starting and ending on Monday, 16:00 (UTC+2).

Trading period can be divided into several phases (time is indicated for the Riga time zone, UTC +2):

- Active – the longest phase of the trading period. Usually starts at 16:00 on Monday (or the first working day of the week) and lasts until next Monday, 10:00. During this phase you can place, edit and cancel orders.
- Auction preparation – lasts for 1 hour (Monday 10:00 – Monday 11:00). During this phase you can't place, cancel or edit orders. Sellers still can place, edit and cancel orders.
- Auction – the auction stage starts at 11:00 and lasts for 2 minutes. During this stage, you may not cancel your current orders and/or place any new ones, but sellers may reduce the selling prices of their placed orders for an unlimited number of times. If a reduced price of an order to sell affects matching results, the auction stage for that specific order is extended for a new period of 2 minutes from the moment the reduced price is entered. The auction stage can be extended for an unlimited number of times, but not longer than until 12:00.
- Buy orders decision – lasts for 1 hour (Monday 12:00 – Monday 13:00). This phase is for Buyers. If your order is not fully covered by Sell orders as the Sell orders have a price higher than your Buy order price, you can increase the price of your order to get more Sell orders matched. Beginning with this



stage from 12:00 to 14:00, you may direct any complaints or questions to BioEx Support by email.

- Disputes resolution – lasts for 3 hours (Monday 13:00 – Monday 16:00). For the remaining 2 hours, until 16:00, the support team will process the complaints and resolve them. When this phase is over, you will receive an email with final results of the trading and a new trading period will start.

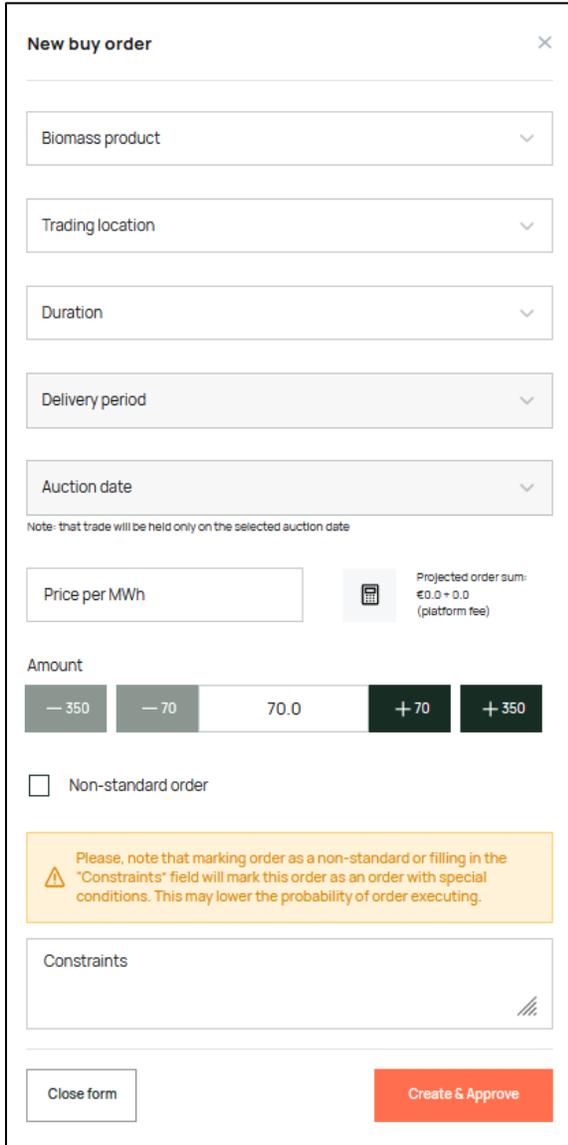
## 4.2 Orders matching

Sell orders are matched to Buy orders in accordance with certain rules. Orders are matched considering firstly the maximum profit for the Buyer and secondly the Sell order placing time. This means:

- Only Sell orders with price  $\leq$  Buy order price are matched;
- Sell order with a lower price will be matched, even if it was placed later than an order with greater price;
- If there are 2 Sell orders with identical price, the one that was placed earlier will be matched;
- Amount of a Sell order can be taken partly if more profitable Sell orders cover some part of the amount of the Buy order;
- If a long term buy order is not fully covered, a sell order is split in the same proportions as a buy order by month.

### 4.3 Order creation

To create a Buy order, click the “Place buy order” button on the Trading view page. The order creation form is a pop-up.

A screenshot of a web-based "New buy order" form. The form is titled "New buy order" with a close button (X) in the top right corner. It contains several dropdown menus: "Biomass product", "Trading location", "Duration", "Delivery period", and "Auction date". Below the "Auction date" dropdown is a note: "Note: that trade will be held only on the selected auction date". There is a "Price per MWh" input field, a calculator icon, and a "Projected order sum: €0.0 + 0.0 (platform fee)" label. Below this is an "Amount" section with five buttons: "- 350", "- 70", "70.0", "+ 70", and "+ 350". There is a checkbox for "Non-standard order". A yellow warning box contains the text: "Please, note that marking order as a non-standard or filling in the 'Constraints' field will mark this order as an order with special conditions. This may lower the probability of order executing." Below the warning box is a "Constraints" text input field with a clear button (X). At the bottom, there are two buttons: "Close form" and "Create & Approve".

Buy order creation form includes the following fields:

- Biomass product - drop-down list. Contains available biomass products:
  - EKS1 (SM1);
  - EKS2 (SM1 W);
  - EKS3 (SM2);
  - EKS4 (SM3 D);



- EKS5 (SM3).
- Trading location - drop-down list. Contains your trading locations, created in the profile.
- Duration - drop-down list. Determines the duration of your order. Can be: 1 week, 1 month, long-term.
- Delivery period - selected from the drop-down list. Here you have to select the week/month/ long-term you want to create an order for. For Long-term the period is preselected automatically based on selected values in Start and Number of months. Periods are described in the form of codes:
  - W48\_22\_2022.11.21-2022.11.27, where W - trade period is a week, 48 - week number, 22 - year, 2022.11.21 start of week, 2022.11.27 end of week;
  - M12(5W)\_22\_2022.11.28-2023.01.01, where M - trade period is a month, 12 - month number, (5W) - number of weeks in the month, 22 - year, 2022.11.28 - start of month, 2023.01.01 end of month;
  - Y04(17W)\_23\_2023.04.03-2023.07.31, where Y – trade period is a long-term, 04 – number of months in the delivery period, (17W) – number of weeks in the delivery period, 23 – year, 2023.04.03 – start of delivery period, 2023.07.31 – end of delivery period.
- Auction date - selected from the drop-down list. Here you have to select the date when you order will be actually traded. By default, the nearest auction date is selected. If you select another date, the “freezed” order will be created;
- Price per MWh - unit price in EUR;
- Amount - entered by clicking “+70”, “+350”, “-70” and “-350” buttons. Order amount can only be entered by a set increment. The increment depends on the total amount of the order:
  - Total amount up to 700 MWh: You can set order with step of 70 MWh;
  - Total amount exceeding 700 MWh: You can set an order by an increment of 350 MWh or 70 MWh.

So possible values are: 70, 140, 210, 280, 350, 420, 490, 560, 630, 700, 770, 840, and further with the increment of 350 or 70.



- Calculator - icon, opens the Biomass calculator page in a new tab;
- Constraints - text field where you can enter the description of any special conditions of this order. Please note that filling the “Constraints” field will mark this order as an order with special conditions. This may lower the probability of the order executing;
- “Non-standard” checkbox, when clicked, displays two additional fields:
  - “Minimum sales order amount”;
  - “Maximum sales order amount”.
- “Create & sign” button confirms order creation and it’s automatic placing in the current trading period;
- “Close form” button - cancels order creation.

Also, if the Long-term is selected, new fields are added: Start and Number of months, Delivery period, Total amount and Monthly.

- Start – selected from the drop-down list. The list contains codes with the dates of the beginning of the delivery period. Codes Dates are formed as:
  - M04(4W)\_23\_2023.04.03, where M – trade period is a month, 04 – month number, (4W) – number of weeks in the month, 23 – year, 2023.04.03 – start date.
- Number of months – selected from the drop-down list. The list contains the number of months for which the buyer wants to conclude the buy order. The drop-down list contains 10 values: from 3 to 12;
- Delivery period – an inactive field that counts automatically when the user selects Start and Number of months. The list contains delivery code. Code is formed as:
  - Y04(17W)\_23\_2023.04.03-2023.07.31, where Y – trade period is a long-term, 04 – number of months in the delivery period, (17W) – number of weeks in the delivery period, 23 – year, 2023.04.03 – start of delivery period, 2023.07.31 – end of delivery period.
- Amount per month – entered by clicking “+” and “-” buttons. User can switch months to fill.

**New buy order**
✕

---

Biomass product  
EKS1 (SM1) ▼

Trading location ▼

Duration  
Long-term ▼

Start  
M09(04W)\_23\_2023.09.04 ▼

Number of months  
4 ▼

Delivery period  
Y04(17W)\_23\_2023.09.04-2023.12.31

Auction date  
W22\_23\_2023.05.29 ▼

Note: that trade will be held only on the selected auction date

Price per MWh



Projected order sum:  
€0.0 + 0.0  
(platform fee)

Total amount  
280.0

Monthly amounts

M09(04W)\_23\_2023.09.04-2023.10.01: 70.0

M10(04W)\_23\_2023.10.02-2023.10.29: 70.0

M11(05W)\_23\_2023.10.30-2023.12.05: 70.0

M12(04W)\_23\_2023.12.04-2023.12.31: 70.0

**Amount**

<

M09(04W)\_23\_2023.09.04-2023.10.01

>

- 350

- 70

70.0

+ 70

+ 350

Non-standard order

⚠ Please, note that restrictions are applied to the total amount.

⚠ Please, note that marking order as a non-standard or filling in the "Constraints" field will mark this order as an order with special conditions. This may lower the probability of order executing.

Constraints



Close form

Create & Approve

## 4.4 Order edit

During the Active and Buy orders decision phases of the trading period, you can change the price of your active orders. You can also cancel your active orders during the Active and Auction preparation phases.

For this, find your order on the Trading view and click the  icon. You will see the pop-up with the order edit form.

**Order #ORD23025153** ✕

---

Region	Biomass product
Rīga	EKS2 (SM1 W)
Delivery period	Duration
M05(04W), 1 May - 28 May	Month
Amount	Projected order sum
420 MWh	€14,700.0

Price per MWh

€ 35.0

---

Cancel order Save

In this form, you can edit your order Price per MWh (note that during the Buy orders decision phase you can only increase the price). To save changes, click the “Save” button.

If you want to cancel the order, click the “Cancel order” button. You will see the confirmation pop-up. Click “Cancel order” in the confirmation pop-up to approve the cancellation, or click the “No” button to leave the order active.

## 5. Company orders page

To see full history and detailed information on your orders, visit the “Company orders” page.

My orders Filter  Create buy order

No.	Status	Biomass product	Order amount, MWh	Matched amount, MWh	Price, EUR/MWh	Projected total sum, EUR	Duration	Auction date	Trading location
ORD23028755	Not approved	EKS1 (SM1)	2170	$\frac{0}{2170}$ 0%	75.0	162,750.0	Week	29 May 2023	Riga Power plant 1

Showing 1 - 1 of 1 results 1 Rows per page

Orders are listed in a table with the following columns:

- No. - order ID. Order ID is clickable. Clicking it opens order details. In case the order has constraints, the corresponding icon “!” is displayed in the corner of the table cell.
- Status – status of the order. For more information about possible order statuses see section 5.1 of this guide;
- Biomass product - possible biomass products:
  - EKS1 (SM1);
  - EKS2 (SM1 W);
  - EKS3 (SM2);
  - EKS4 (SM3 D);
  - EKS5 (SM3).
- Order amount, MWh - indicates total order amount in MWh;
- Matched amount, MWh - indicates the amount that is matched for the current moment;
- Price, EUR/MWh - unit price of the order;
- Projected total sum, EUR - indicates the full price of the order in EUR, calculated as (Order amount x Price);
- Duration - duration of the delivery:
  - Week;
  - Month;
  - Long-term.

- Auction date - the date when your order will be actually traded;
- Trading location - indicates your region and name of the trading location, selected during order creation.

## 5.1 Order lifecycle

Every order undergoes certain stages from creation to closure. This process is described by order statuses. Possible statuses are:

- Not approved;
- Active;
- Cancelled;
- Auction;
- Waiting for decision;
- Unmatched;
- Processing;
- Execution;
- Closed.

**Not approved** – this status is for Buy orders only. If you are creating the order on the Company orders page instead of Trading view, the order will be created with “Not approved” status. An order with this status is not linked to the trading period and not displayed on Trading view, so it’s not traded. To start trading for this order in the current trading period, you have to sign it in the order details (see section 5.3 of this guide).

**Active** – this status is given to the orders, traded in the current trading period. The order will be with this status from the moment of creation (or signing) and until the start of the auction unless you cancel the order or ask the operator to delete it. Orders in this status can be edited.

**Cancelled** – if you want to stop trading on any order you can cancel it and its status will be changed to “Cancelled”. Orders with this status are not active and not displayed on Trading view. Please note that cancelled orders can’t be activated again, instead you will have to create a new order.



**Auction** – when the Auction phase of the trading period starts, active orders change their statuses to “Auction”. Buy orders in this status can’t be edited or cancelled.

**Waiting for decision** – if your order is not fully covered by Sell orders as the Sell orders have a price, higher than your Buy order price, during the “Buy orders decision” phase of the trading period its status will be changed to “Waiting for decision”. In this status, you can increase the price of your order to get more Sell orders matched.

**Unmatched** – if no Sell orders have been applied to your Buy order during the trading period or all applied Sell orders had a price higher than your Buy order price, and you don’t want to increase the price of your order, it will be moved to the “Unmatched” status.

**Processing** – your order status will be changed to “Processing” during the “Disputes resolution” phase of the trading period. You can’t do anything with the order in this status.

**Execution** – if your order is fully or partly matched during the trading period, after the “Disputes resolution” phase it will be transferred to the “Execution” status. This means that you can find the contacts of the matched Sellers in the “Delivery” tab of the order details and start the delivery. You also must submit quality reports for this order every delivery week.

**Closed** – when the delivery for this order is over and quality reports are submitted and approved by Sellers, and a platform fee is paid for this order, you have to contact the BioEx operator and ask to close your order. When the operator closes the order, its status is changed to “Closed”. When your order is closed, your guarantee limit reserved for this order is released and can be used for new orders.

### 5.1.1 Order prolongation

If your order has not been fully covered by Sell orders and its delivery period is not started yet or in the case of the long-term orders: two weeks before starting the delivery period this order will be automatically prolonged for the next trading period. The original order will be moved to the “Execution” or “Unmatched” status, and a new order will be automatically created when the next trading period starts.

Such orders have an ID like ID-N, where ID is the same as the original order ID and N is the number of order prolongations. E.g., if the order ORD220001 is prolonged for the first time, it will have ID ORD220001-1, and if it will be prolonged once more, it will have ID ORD220001-2.

## 5.2 Order creation from Orders page

You can create orders not only from Trading view, but also on the “Company orders” page. For this, click the “Create buy order” button in the upper right corner of the page. Further process is the same as described in the section 4.3 of this guide, but the order will be created in “Not signed” status. Such orders are not participating in the trading process. You can sign it in the order details (see section 5.3 of this guide).

## 5.3 Order details

To see order details, click order ID in the table on the “Company orders” page. You will see the order details screen.

Order details are divided into 3 tabs:

- General;
- Quality reports (see section 6 of this guide);
- Delivery.

Order details		
General	Quality reports	Delivery
No.	ORD23026852-2	
Status	Execution	
Biomass product	EKS1 (SM1)	
Delivery location	Rīga (X1)	
Duration	Month	
Delivery period	M06(05W), 29 May 2023 - 2 July 2023	
Auction date	W17, 24 April 2023	
Order amount, MWh	2,870.0	
Minimum Sell order amount, MWh	700.0	
Maximum Sell order amount, MWh	1,820.0	
Matched amount, MWh	1,820.0	
Price, EUR/MWh	50.0	
Matched total sum, EUR	91,000.0	
Projected total sum, EUR	143,500.0	

### 5.3.1 General tab

The “General” tab of the order details screen contains:

- No. – order ID;
- Status – order status (see section 5.1 of this guide);
- Biomass type;
- Delivery location;
- Duration;
- Delivery period;
- Auction date;
- Order amount, MWh;
- Minimum Sell order amount, MWh;
- Maximum Sell order amount, MWh;
- Matched amount, MWh - amount matched for the current moment;
- Price, EUR/MWh;
- Matched total sum, EUR - calculated as Matched amount \* Price;
- Projected total sum, EUR - indicates the full price of the order in EUR, calculated as (Order amount x Price);

- Constraints - this section is displayed in case any constraints were indicated during order creation;
- The “Approve order” button - for orders with “Not approved” status. Clicking it changes order status to “Active” and places order in current trade period;
- The “Cancel order” button - for orders with “Active” status. Changes order status to “Cancelled”, removes order from Trading view and matching.

### 5.3.2 Delivery tab

The “Delivery” tab is only for orders with “Execution” and “Closed” status. It contains the list of matched Sell orders and contracts for these orders, including contact information and banking details of the Sellers.

Every Sell order plate displays:

- Seller name;
- Order amount, MWh;
- Price, EUR/MWh;
- Total price, EUR.

To view contract details, click the “View more” button on the corresponding Sell order plate. To download a PDF contract with the specific Seller, click the “Download contract” button.

## Order details

General

Quality reports

Delivery



Seller Lot Corporation 4

Order amount: 350.0 MWh

Price: €1.8/MWh

Total price: €630.0

[View more](#)



[Download contract](#)

## 6. Quality reports

Quality reports must be submitted by the Buyer for each order for every week of delivery. The report contains information on main biomass parameters affecting the total energy value of the fuel and the final price.

Every submitted quality report has to be checked and approved or rejected by the Seller. When all reports for the order are approved, the BioEx operator can close your order.

You can review and submit quality reports for the order in the "Quality reports" tab of the order details. The tab becomes available only if the order is in the status "Execution" or "Closed".

In this tab you can see all reports for a particular Seller in your order. By default, no Seller is selected and the tab is empty. You must select the Seller from the drop-down list to see reports list. Please note that report submission is also performed for the selected Seller.

Order details

General **Quality reports** Delivery

Seller name  
Seller Lot Corporation 4 Submit report

Report ID Report date	Delivery week	Delivered amount of thermal energy, MWh	Reported total sum, Eur	Status	Approve till	
ORD23024707-37-4763-1 16 Mar, 2023	W11_23_2023.03.13-2023.03.19	102.200	154.32	Pending	30 Mar, 2023	Actions <span style="font-size: 0.8em;">▼</span>

Showing 1 - 1 of 1 results 1 Rows per page 10 ▼ < >

Reports list is presented in the table with the following columns:

- Report ID/Report date – indicates the number of the report and the date of report submission. This field is clickable, clicking it opens the report details;
- Delivery week – indicates the week for which the data in the report is provided;



- Delivered amount of thermal energy, MWh – total amount of thermal energy for the biomass amount indicated in the report, calculated according to the provided biomass parameters;
- Reported total sum, Eur – total sum for the biomass amount indicated in the report, adjusted according to the provided biomass parameters;
- Status – status of the report. There are 3 possible statuses:
  - Pending – report is submitted but not yet approved or rejected by the Seller;
  - Confirmed – report is checked and approved by the Seller;
  - Rejected – report is checked and rejected by the Seller. In this case, you should contact the Seller to solve the issues and re-submit the report with new parameters.
- Approve till – Seller must check and approve or reject the report by this date. If the report is not checked until this date, the BioEx operator will receive a notification and will be able to approve your report on behalf of the Seller.
- The “Actions” drop-down list contains three options:
  - Delete the report that wasn’t yet rejected or approved by the Seller (Pending status);
  - Download quality analysis (if any was uploaded during report submission);
  - Export report in xlsx format.

## 6.1 Quality report submission

To submit a quality report, click the “Submit report” button above the table. You will see the “New quality report” form. Please, note that the quality report will be submitted for the Seller you’ve selected on the “Quality reports” page.

## My orders

My orders - ORD23024707-37 - New report

### New quality report

Download templates 

Report type\* 

Delivery week\* 

Browse

Excel report\*

Browse

Quality analysis

Upload

#### How does it work?

Step 1: Download one of the templates. Templates are provided below and in the dropdown field **Download templates**.

Step 2: Please complete all mandatory fields marked with a \* : report type, delivery week and attach the file from the template in the upload field. This report appears only if you've uploaded your data.

Step 3: You should apply the button **Approve & send to seller** or click to **Discard** button to clear the data.



Report template by weight



Report template by m3

First, you must download the report template from the “Download templates” drop-down menu or use the “Report template by weight” or “Report template by m<sup>3</sup>” buttons in the blue frame and fill it (see section 6.1.1 of this guide).

When the template is filled:

- Select the Report type from the drop-down list:
  - By weight;
  - By volume.
- Select the Delivery week from the drop-down list. This is the week for which you are providing a report data;
- Upload the filled template by clicking the “Browse” button in the “Excel report” field;
- Upload the quality analysis results from the expertise by clicking the “Browse” button in the “Quality analysis” field (optional);
- Click the “Upload” button.

You will see the table with the report details. Delivery date in each line is clickable. Clicking it opens additional data for this entry.

Delivery date, time	Biomass weight, kg	Delivered amount of thermal energy, MWh	Reduced price, EUR/MWh	Actual total SUM, EUR	
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	System ID ORD23024707-37-4763-4/0
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	CMR No. 123213
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	Truck/trailer reg. no. G24124RF1
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	Biomass volume m3 91,000.00
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	Wood density kg/m <sup>3</sup> 0.27
	100,000.00	408.800	1.51	617.28	Moisture content % 19.0
					The lowest heating value MJ/kg 19.3
					Ash content % 2.9
					The calorific value of the fuel MWh/t 4.088
					Amount of energy per cubic meter MWh/m <sup>3</sup> 0.00
					Contract price EUR/MWh 1.80
					Price reduction moisture EUR/MWh -0.29
					Price reduction ash content EUR/MWh 0.00

Check the data and, if everything corrects, click the “Confirm & send to the seller” button. Your report will be saved and the Seller will see it.



Click the “Discard” button to clear the form without saving and upload a new template.

Click the “Cancel” button to close the form without saving.

### 6.1.1 Report template filling

Report template is a Microsoft Excel file. You have to fill it with data for the respective week.

Each line is for a separate truck delivered to you.

For the report by weight you must enter:

- Delivery date (DD/MM/YYYY);
- Time (hh:mm);
- CMR No.;
- truck/trailer reg. no;
- biomass volume, m<sup>3</sup>;
- biomass weight, kg;
- moisture content, %;
- The lowest Heating value, MJ/Kg;
- Ash content, %.

For the report by volume, you must enter:

- Delivery date (DD/MM/YYYY);
- Time (hh:mm);
- CMR No.;
- truck/trailer reg. no;
- biomass volume, m<sup>3</sup>;
- wood density, kg/m<sup>3</sup>;
- moisture content, %;
- The lowest Heating value, MJ/Kg;
- Ash content, %.

Please pay attention to the date and time formats.

Quality report by weight, week: 48									
Delivery date (DD/MM/YYYY)	Time (hhmm)	CMR No.	truck/trailer reg. no	biomass volume, m <sup>3</sup>	biomass weight, kg	moisture content, %	The lowest Heating value, MJ/Kg	Ash content, %	
02/11/2022	14:00	dsfsd112	64611HD/2654	91.000	25000	19.0	19.300	2.9	
03/11/2022	15:00	dsfsd113	64611HD/2655	92.000	26000	19.1	19.300	2.9	
04/11/2022	16:00	dsfsd114	64611HD/2656	93.000	27000	19.6	19.300	2.9	
05/11/2022	17:00	dsfsd115	64611HD/2657	94.000	28000	20.0	19.300	2.9	
06/11/2022	18:00	dsfsd116	64611HD/2658	95.000	29000	21.0	19.300	2.9	

Please, use . as decimal separator.  
Date format: DD/MM/YYYY (e.g. 25/10/2022)  
Time format HH:MM (e.g. 14:00)

## 6.2 Quality report details

Clicking the report ID in the “Quality reports” tab opens the report details.

Quality report for week: W11\_23\_2023.03.13-2023.03.19

Report ID: ORD23024707-37-4763-5 [Export report](#) [Download quality analysis](#)

Delivery date, time	Biomass weight, kg	Delivered amount of thermal energy, MWh	Reduced price, EUR/MWh	Actual total SUM, EUR
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32
	100,000.00	408.800	1.51	617.28

[Back](#)

Report details page contains a table with short report data for each delivered truck, indicated during report submission:

- Delivery date, time;
- Biomass weight (for report by weight) or Biomass volume (for report by volume);
- Delivered amount of thermal energy, MWh;
- Reduced price, EUR/MWh;
- Actual total SUM, EUR.

Clicking “Delivery date” in any row opens additional data for this entry, including:

- System ID - ID of the particular entry, generated automatically;
- CMR №;
- Truck/trailer reg. №;
- Biomass volume, m<sup>3</sup> (for report by weight);
- Biomass weight, kg (for report by volume);
- Wood density, kg/m<sup>3</sup>;
- Moisture content, %;
- The lowest heating value, MJ/kg;
- Ash content, %;
- The calorific value of the fuel, MWh/t;
- Amount of energy per cubic meter, MWh/m<sup>3</sup>;
- Contract price, EUR/MWh;
- Price reduction moisture, EUR/;
- Price reduction ash content, EUR/MWh.

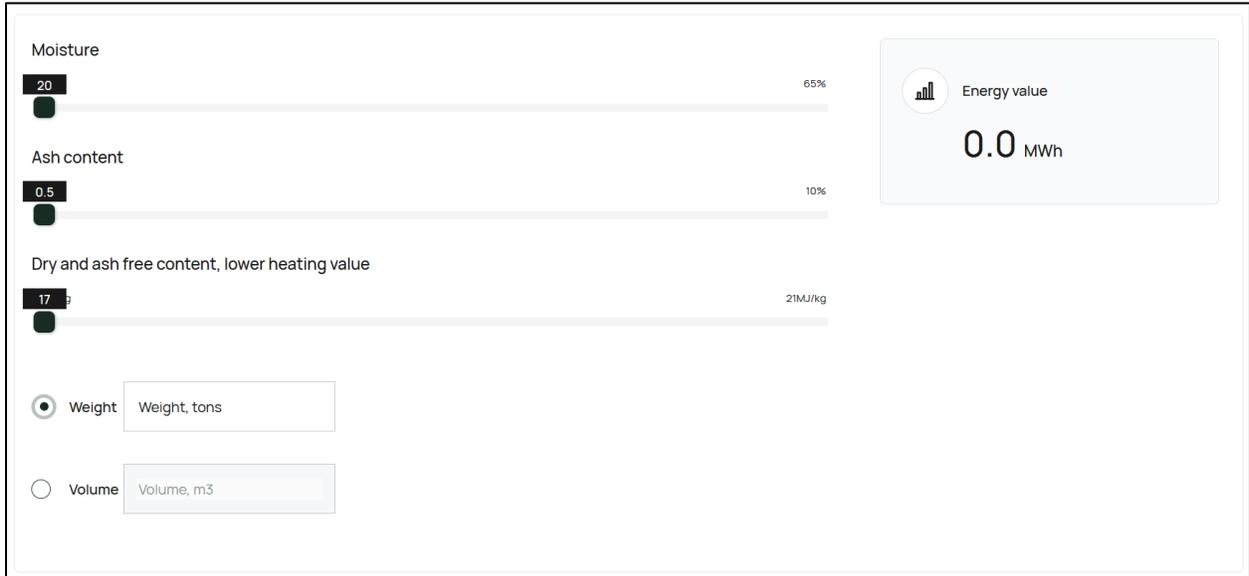
Delivery date, time	Biomass weight, kg	Delivered amount of thermal energy, MWh	Reduced price, EUR/MWh	Actual total SUM, EUR	
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	System ID ORD23024707-37-4763-5/0
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	CMR No. 123213
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	Truck/trailer reg. no. G24124RF1
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	Biomass volume m3 91,000.00
16 Mar, 2023 14:00	25,000.00	102.200	1.51	154.32	Wood density kg/m <sup>3</sup> 0.27
	100,000.00	408.800	1.51	617.28	Moisture content % 19.0
<input type="button" value="Back"/>					The lowest heating value MJ/kg 19.3
					Ash content % 2.9
					The calorific value of the fuel MWh/t 4.088
					Amount of energy per cubic meter MWh/m <sup>3</sup> 0.00
					Contract price EUR/MWh 1.80
					Price reduction moisture EUR/MWh -0.29
					Price reduction ash content EUR/MWh 0.00

Above the table there are two buttons:

- Export report – exports this report in xlsx format;
- Download quality analysis – if any was uploaded during report submission.

## 7. Biomass calculator

Biomass calculator allows calculating energy value of the biomass by the set of parameters.

A screenshot of a web-based biomass calculator interface. It features three horizontal sliders for input parameters: Moisture (set to 20, scale 0-65%), Ash content (set to 0.5, scale 0-10%), and Dry and ash free content, lower heating value (set to 17, scale 0-21 MJ/kg). Below the sliders are two radio buttons for mode selection: "Weight" (selected) with a text input field containing "Weight, tons", and "Volume" with a text input field containing "Volume, m3". On the right side, a grey box displays the "Energy value" as "0.0 MWh".

Parameter	Value	Scale
Moisture	20	0-65%
Ash content	0.5	0-10%
Dry and ash free content, lower heating value	17	0-21 MJ/kg

Calculator has 2 modes:

- Calculation by weight;
- Calculation by volume.

Mode is selected in the bottom part of the page.

For calculation by weight:

- Set up Moisture, % (using slider);
- Set up Ash content, % (using slider);
- Set up Dry and ash free content, lower heating value, MJ/kg (using slider);
- Enter weight, tons.

For calculation by volume:

- Set up Moisture, % (using slider);
- Set up Ash content, % (using slider);
- Set up Dry and ash free content, lower heating value, MJ/kg (using slider);
- Set up Wood density,  $\text{kg/m}^3$ ;
- Enter volume,  $\text{m}^3$ .



Energy value is displayed in the right part of the page and it will be automatically calculated when you enter volume or weight and recalculated when you move any slider.