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1. **Introduction**

The Japan Power Portal (Portal) is a web-based application offering a wide range of personalized services for Brokers.

Japan Power Portal Access can be secured through a mandatory 2FA, through an Authenticator App or via email.

A static IP can also be setup to ensure access only from authorized locations or networks.

This document sets out the User Guide for the Japan Power Portal comprising of various features intended for our broker participants.

It will also establish contact points for Japan Power, and the steps for registering a brokered trade and for handling trade cancellations. A summary on Trading Sessions for Japan Power is also available for reference.
2. Contact Points

2.1 Day to Day Support

For support on:

1) **Day-to-day** brokering, including support on the Japan Power Portal

2) **Assistance on parties or information of clients not currently available** on the Japan Power Portal (eg Company, Clients, Traders)

Please contact EEX Asia Market Operations at marketops@eexasia.com or +65 6206 9828.

2.2 Trading on Behalf Support

For support on Trading On Behalf, please email marketops@eexasia.com and trading@eex.com with the below template:

Instructions can only be actioned if this request is sent by brokers registered with EEX or is in cc and replies “Approved”.

Dear EEX,

Could you please register the following trade:

Product:  eg Japan Power Tokyo Base Month (FOBM)
Period:  eg JUN21
Quantity:  eg 1MW (lots of 1MW)
Price:  eg 6.60 JPY/KWh
Buyer:  Client Name
Buyer Account:  eg BNPEX (12345)
Seller:  Client Name
Seller Account:  eg SGSEX (78901)

Note: (12345) and (78901) are the subaccounts assigned to the client by the Clearing Member. These subaccount designations allow the trade to be booked to the client’s books correctly.

Please note that Trading on Behalf Support is only for exceptional cases. Please use the Japan Power Portal to submit your trades.
2.3 Onboarding / Membership Support

For support on Broker Membership with EEX including:

1) Onboarding of individual brokers
2) Broker Registrations (eg A03,E03 forms)
3) Related broker admission/amendment forms:


please contact ECC Member Readiness at memberreadiness@ecc.de
3. **Japan Power Portal Home Page**

The Home page comprises of shortcuts to relevant pages of interest and a brief introduction to the Japan Power Portal.

Access relevant pages by either clicking on the tabs above or the pictures in the Home page.
4. Registering a Brokered Trade

Brokers can submit trades for assigned clients (within authorizations set) through the Japan Power Portal.

The Block Trader function is used for broking members of EEX to quickly register their block trades onto the Japan Power Portal.

This is accessible through the Trades Page, accessed through the top navigation bar under “Trades”.

In order to block trade:

1) Click on the “Add Trade” button at the top right-hand corner of the page. A pop-up window would appear for trade details to be keyed in accordingly.

2) Kindly take note of the following when entering a block trade:

   (a) **Instrument:** For **Seasons** trades, the instrument will appear as eg Q4 21 + Q1 22 for a Winter contract (Oct – Mar) and eg Q2 22+ Q3 22 for a Summer contract (Apr-Sep)

   (b) **Quantity:** Volume unit is (MW) and the lot size is increments of 1MW.

   (c) **Price:** Currency of Japanese Yen (¥), up to 2 decimal places. The price unit is (JPY/kWh).

   (d) **Account:** Please ensure the correct subaccount is selected.
4.1 Trades Page

Should users wish to view historical trades submitted, they could select a date range in the dropdown at the top left-hand corner of the page.

Should users wish to search trades with more specific search terms, they could hit the “Advanced Search” link on the top right-hand corner of the page to display more detailed search terms.

Users could also select the relevant columns to be displayed in the list and export the trade list as csv.
Users could refer to the live status of trades and time of execution (UTC) on the panel. The following table would highlight the statuses of trades:

<table>
<thead>
<tr>
<th>Statuses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing</td>
<td>Trade has been accepted and is now awaiting clearing</td>
</tr>
<tr>
<td>Complete</td>
<td>Trade has been processed in the clearing house and cleared</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Trade has been requested to be cancelled and has been done so fully</td>
</tr>
<tr>
<td>Rejected</td>
<td>Trade has been rejected, EEX Asia Market Operations will assist.</td>
</tr>
<tr>
<td></td>
<td>Contact: <a href="mailto:marketops@eexasia.com">marketops@eexasia.com</a> or +65 6206 9828</td>
</tr>
<tr>
<td>Part Rejected</td>
<td>Part of the trade has been rejected, EEX Asia Market Operations will assist.</td>
</tr>
<tr>
<td></td>
<td>Contact: <a href="mailto:marketops@eexasia.com">marketops@eexasia.com</a> or +65 6206 9828</td>
</tr>
<tr>
<td>Processing (Post-ECC Open)/</td>
<td>Trade is pending acceptance by the counterparties of the trade. EEX Asia</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>Market Operations will assist.</td>
</tr>
<tr>
<td></td>
<td>Contact: <a href="mailto:marketops@eexasia.com">marketops@eexasia.com</a> or +65 6206 9828</td>
</tr>
<tr>
<td>Fail Risk Assessment</td>
<td>Trade has failed risk assessment. EEX Asia Market Operations will assist.</td>
</tr>
<tr>
<td></td>
<td>Contact: <a href="mailto:marketops@eexasia.com">marketops@eexasia.com</a> or +65 6206 9828</td>
</tr>
</tbody>
</table>
4.2 Trade Details

By searching or clicking the Trade ID at the Trades page, users would be directed to the Trade Details page.

For two-sided brokered trades, full trade details can be viewed.

By clicking “Action” on the top right of the page, several options will appear, depending on the status of the trade, further explained below.
4.2.1 Copying Trades

Trades can be copied. Please note that this will generate a brand new trade, with another trade ID.

A trade that has failed risk assessment can be copied once sufficient limits have been amended by the Clearing Members. Please liaise with marketops@eexasia.com for any failed risk assessment trades.

4.2.2 Rejected: Resubmit As A New Trade

Trades that were rejected will have the option to resubmit as a new trade.

This will generate a new trade ID that is linked to the initial rejected submission. Please contact marketops@eexasia.com prior to resubmission, as the cause of the rejection will need to be identified and resolved.

Linkage to initial submission:
4.2.3 Deleting a T-Day Trade

T-day trades that are erroneous can be deleted at EEX. Please send an email request to trading@eex.com and marketops@eexasia.com.

In order for the deletion to be accepted, the request needs to be sent by a broker registered at EEX. For further information on the registration process, please contact your Key Account Manager (KAM).

Please note that trades can only be deleted once ECC opens.

4.2.4 Contra Trade

For non T-day trades, or trades where the deletion cannot be confirmed by a registered broker or a registered trader of the counterparty, a contra must be submitted. Only trades in “Complete” Status will have the contra function available.

Upon submitting the contra and replacement, please send an email to trading@eex.com and marketops@eexasia.com with the title “EEX Contra Fee Waiver Request: Error Trade ID”.

Please include the trade ID and the trade details of the error, contra and replacement trades in the email. EEX exchange and ECC clearing fees will be waived upon processing and receipt of the above.
Submitting a contra via the Portal:

Note: “Give Up?” in this screenshot will only show for brokers with a Trading Broker Membership.

A trade entry page will come up to confirm the reversal:
The counterparties have been reversed automatically, please confirm all reversal trade details of the contra prior to submitting.

Once submitted, a new trade ID will be generated for the contra. A message will appear to show the link between the error trade and the contra.

Once the contra is in a “Complete” state, a replacement trade can be entered.
4.2.5 Recaps

Recaps for clients can also be added by clicking “Action” and select Buy/Sell Recap PDF.

Sample recap PDF below:

---

**Trade Confirmation**

To Declan Rice

**Contract Date** 12 May 2020 21:29:23 Z  
**Trade Reference** JT142361  
**Trade Status** Rejected  
**Buyer** Clarets Trading Firm Ltd  
**Buyer Contact** Declan Rice  
**Buyer Clearing Account** BOB'S Bank (BOBs Bank (4256))  
**Buyer Broker** IDB Brokerage  
**Seller** EEX  
**Clearing Type** Future  
**Product** Kansai Area Base Future  
**Contract Months** MAY20  
**Trade Quantity** 15 MW (15 lots)  
**Contract Rate** ¥10.55 /KWh  
**Contract Value** 15 MW x ¥ 10.55 /KWh

The transaction is subject to clearing.

The above details represent EEX's record of the transaction. Please advise within 24 hours if you disagree with any of the detailed terms.

Kind regards,

EEX
4.3 Failed Risk Assessment Trades

All registered trades will be assessed against two limits accordingly: Pre-Opening Limits and Margin Limits.

Further information is available in section 5.

An example of the error message received by a broker when attempting to submit a trade that has breached the limits is as below:

```
Failed Risk Assessment: Rejected. The buy side failed risk assessment due to 'The lots allowed has been exceeded': The buy side failed risk assessment due to 'Restriction applied to Account'.
```

This rejected trade will generate a trade ID but will not be processed.

For assistance on failed risk assessments and rejected trades, please contact the EEX Asia Market Operations team at marketops@eexasia.com or +65 6206 9828.

4.4 Parties or Information Not Available

Should brokers wish to enter trades for parties or accounts not available in the Japan Power Portal, please contact the EEX Asia Market Operations team at marketops@eexasia.com or +65 6206 9828 for further assistance.
5. Trading Sessions

The trading window for Japan Power Portal is **9am – 7pm JST**.

Trades can only be submitted within this trading window.

5.1 Pre-opening Trading

- Pre-ECC open, trades will be available for Pre-Opening Trading.
- Pre-Opening trading is from 9am – 3pm JST in summer months (CEST) and 9am – 4pm JST in winter months (CET).
- During Pre-Opening Trading, both Pre-Opening Limit checks and Margin Limit checks are done.
- **Pre-Opening Limits** are not visible to brokers, as they are calculated on a Clearing Member level.
- Calculations:
  - Pre-Opening:
    - IM Requirement of submitted trade < (Pre-Opening Limit – IM requirement of submitted trades)
  - Margin Limits:
    - IM Requirement of submitted trade < (Margin Limit – IM requirement of submitted trades)
- A rejection message will be shown if the limit is not sufficient, and the EEX Asia Market Operations team will assist (Section 5.3)
- A trade that passes limit checks is accepted and will show a status of “Processing”.
- “Processing” trades are queued for clearing at ECC.
5.2 ECC Open

- Trade statuses will update accordingly.

- Trading window will close at 7pm JST and will re-open the next trading day at 9am JST.

- During ECC Open Trading, only Margin Limit check is done. Pre-Opening Limit check is deactivated.

- Calculations:
  
  o Margin Limits:
    
    ▪ IM Requirement of submitted trade < (Margin Limit – IM requirement of submitted trades)

- A rejection message will be shown if the limit is not sufficient, and the EEX Asia Market Operations team will assist. Contact marketops@eexasia.com or +65 6206 9828
5.3 Summary

1. Brokers to submit trades within the Japan Power Portal between 9am – 7pm JST

2. Japan Power Portal to perform two limit checks, to validate if the submitted trade is a) covered by the set pre-opening limits (if submitted pre-ECC open) and b) within the margin limits

3. Trades will be evaluated with their initial margin requirements (gross approach) and held against the respective remaining limits

4. Limit check is successful if the initial margin requirements of the submitted trade is smaller than the overall limit minus the initial margin requirements of already accepted trades

5. Trades will be forwarded to clearing in case of a positive limit check, otherwise trade is rejected and the broker will be informed accordingly
## Appendix I: Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of Changes</th>
<th>Author</th>
<th>Approver</th>
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<tbody>
<tr>
<td>1</td>
<td>14/05/2020</td>
<td>First Version</td>
<td>EEX Asia Market Operations</td>
<td>Ray Ang Zhi Rui, EEX Strategy</td>
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<tr>
<td>2</td>
<td>20/04/2021</td>
<td>• Addition of deletion of T-day trades</td>
<td>EEX Asia Market Operations</td>
<td>Ray Ang Zhi Rui</td>
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<tr>
<td></td>
<td></td>
<td>• Further clarity to topics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Rearrangement of topic flow</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>