Auction and Sale by Mutual Agreement Platform

User Guide
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SECTION I – INTRODUCTION

INTRODUCTION TO THE AUCTION PLATFORM

The Greenhouse Gas (GHG) Allowance Auction and Reserve Sale Platform (“Auction Platform”) is a secured platform that has been developed to be integrated with the other Cap-and-Trade platforms. The Auction Platform provides a centralized state-of-the-art platform for the GHG allowance auctions and sales of reserve allowances (Sale by Mutual Agreement). It allows participants to post bids to and review results for the GHG allowance auctions and Sale by Mutual Agreement.

To participate in an auction or Sale by Mutual Agreement, an entity or individual must have an account in the Compliance Instrument Tracking System Service (CITSS). The Primary Account Representative (PAR) or an Alternate Account Representative (AAR) must complete an application in CITSS to participate in an auction or Sale by Mutual Agreement. By submitting an application in CITSS to participate in the auction or Sale by Mutual Agreement, the entity is agreeing to have auction and Sale by Mutual Agreement application information including entity name, entity contact information, account numbers, representative names, representative phone numbers, and representative email addresses transferred to the Auction and Sale by Mutual Agreement Administrator (Auction Administrator) and Financial Services Administrator for the purpose of participating in upcoming auctions or Sale by Mutual Agreement.

Once the application period for an auction or Sale by Mutual Agreement is opened in CITSS, the PAR or an AAR must either complete an application or confirm the entity’s intent to bid in the auction or Sale by Mutual Agreement. This is required prior to every auction or Sale by Mutual Agreement an entity wants to participate in.

Please refer to the Auction Participant Training Presentation posted on the Resources page on the Auction Platform for additional details on how this is completed.

Additionally, the CITSS User Guide available on the MDDELCC’s carbon market documentation webpage at http://www.mddelcc.gouv.qc.ca/changements/carbone/documentation-en.htm provides details on auction application functionality in CITSS.

AUCTION PLATFORM AND CITSS ACCOUNT RECONCILIATION

Account representatives of entities that have been qualified bidders to past auctions or Sale by Mutual Agreement, or that are applicants to upcoming auctions or Sale by Mutual Agreement, are eligible to establish Auction Platform accounts. Auction Platform and CITSS accounts are reconciled daily. Once a CITSS user becomes the PAR or an AAR of an entity
that has been a qualified bidder to a past auction or Sale by Mutual Agreement, or an entity that is an applicant to an upcoming auction or Sale by Mutual Agreement, the user’s information will be transferred to the Auction Administrator. When information for a new Auction Platform user (user) is transferred to the Auction Administrator, the new user will receive an account activation email from the Auction Administrator at the email address listed in their CITSS User Profile. This is further described in the NEW AUCTION PLATFORM USER FIRST-TIME LOGIN section of this guide.

If a user has an Auction Platform account and they are a representative of an entity that has been approved to participate in an auction or Sale by Mutual Agreement, the user’s Auction Platform account will be associated to the entity and they will have access to the entity records in the Auction Platform, including records of past auction and Sale by Mutual Agreement participation. If a user has an Auction Platform account and they are retired as a PAR or AAR from an entity account in CITSS, the user’s Auction Platform account will be dis-associated from the entity and they will no longer have access to the entity records in the Auction Platform. Once established, accounts are maintained for all current PARs and AARs of entities that have been approved to participate in an auction or Sale by Mutual Agreement.
SECTION II – LOGGING IN TO THE AUCTION PLATFORM

AUCTION PLATFORM SECURITY

The Auction Platform provides multiple security features to protect user accounts. In addition to the password and security questions user authentication features, the Auction Platform uses:

1. **Password Expiration:** Passwords expire and must be reset every 90 days.
2. **CAPTCHA:** A CAPTCHA is a feature that protects websites against automated access attempts by generating and grading tests that humans can pass but current computer programs cannot.
3. **Session Code:** The Session Code is used to provide greater security to identify a device(s) used by the account holder.

NEW AUCTION PLATFORM USER FIRST-TIME LOGIN

When information for a new user is transferred to the Auction Administrator, the new user will receive an account activation email (Figure 1) from the Auction Administrator at the active email address as listed in their CITSS User Profile. This account activation email will be active for 24 hours. All Auction Platform system emails will be sent to the user’s email address listed in their CITSS User Profile.
Figure 1 - New user account activation email
Upon clicking the link provided in the account activation email, the Auction Platform will open to the Password Management screen with a prompt to enter a new password and re-enter the password for confirmation to establish the new password (Figure 2).

![Password Management](image)

**Figure 2 - New user account password setup**

Once a user’s password is established a message is presented indicating that the password has been successfully created (Figure 3). Upon clicking the “Close” button, a user will be redirected to the Auction Platform home page where they can log in to the Auction Platform using their username (email address in CITSS) and password. If a user changes their email address in CITSS, then a new Auction Platform account is established based on the new email in CITSS.

![Password Management](image)

**Figure 3 - New user account password successfully established**
USER SECURITY QUESTIONS

Users will be prompted to create three (3) unique security questions and answers as part of account setup upon logging in to the Auction Platform for the first time (Figure 4).

### Figure 4 - Set up security questions

After setting up all three (3) security questions, a message is presented confirming that the security questions have been successfully established (Figure 5).

### Figure 5 - Set up security question confirmation

A user is required to answer one (1) of the three (3) security questions at any time a password needs to be reset (e.g. if a password is forgotten or has expired). If a user enters an incorrect answer in response to the first security question prompt, they will be asked to answer one (1) of the two (2) remaining security questions and, if necessary, the third question. If a user fails to answer any of the three security questions correctly, their Auction Platform account will be locked for 10 minutes.
CAPTCHA

Each time after entering a username and password and clicking the “Login” button, a user will be asked to complete a CAPTCHA before the system can validate the user’s login credentials. To complete the CAPTCHA, a user is required to type in the characters as shown on the screen and click the “Submit” button (Figure 6). Entry of CAPTCHA characters is case sensitive.

![Figure 6 - Verify CAPTCHA](image)

A new set of CAPTCHA characters can be generated by clicking the “Refresh” button.

Upon successful completion of the CAPTCHA, the system proceeds to validate the user’s provided login credentials (i.e. username and password). If the login credentials provided by the user are valid, the user will either be:

1. Logged in to the Auction Platform; or
2. Prompted to generate a session code before they can be logged in to the Auction Platform (see SESSION CODE section of this guide).
After completing the CAPTCHA step, a user is required to generate a session code if the device being used is not recognized by the Auction Platform. The device would not be recognized if the user has not previously logged in to the Auction Platform and generated a session code for the device or browser being used, or if a previous session code has expired. If a user does not have cookies enabled, or uses browser settings that delete cookies upon exiting the browser, a session code will need to be generated at each Auction Platform login.

The steps for generating a new session code are as follows:

1. Click the “Generate Session Code” button (Figure 7). A session code will be sent to the user’s email address.

2. Enter the session code received via email in the “Enter Session Code” field and click the “Verify” button. In the event that a session code was not received, a new session code may be generated by clicking the “Generate Session Code” button (Figure 8). Please note that the session code sent via email will expire three (3) minutes after it was generated.

3. If the session code is valid (i.e. is entered correctly and has not expired) the user will be
logged in to the Auction Platform.

4. If the session code is entered incorrectly, an *Invalid Session Code* pop-up message is presented (Figure 9). Please verify that the session code entered is entered correctly before clicking the “Verify” button again.

![Invalid Session Code](image)

Figure 9 - Invalid Session Code

5. If a session code has expired, a *Your Session Code has expired* pop-up message is presented (Figure 10). In order to continue, a new session code will need to be generated by clicking the “Generate Session Code” button.

![Your Session Code has expired](image)

Figure 10 - Your Session Code has expired
FORGOT AND CHANGE PASSWORD FUNCTIONALITY

Forgot Password
In the event a user has forgotten their password, they may reset their password as follows:

1. Access the Forgot Your Password? link on the Auction Platform home page located within the Platform User Login box (Figure 11).

   ![Figure 11 - Forgot your password? link](image)

2. Type in the characters as shown on the screen and click the “Submit” button to complete the CAPTCHA verification (Figure 12).

   ![Figure 12. CAPTCHA](image)
3. Complete the “Enter Your Username” field in the Forgot Password screen (Figure 13) and click the “Submit” button.

![Figure 13 - Forgot Password prompt](image-url)
4. An email with an activation link will be sent to the user to reset their password (Figure 14). The activation link will only be active for 24 hours.

5. Upon clicking on the activation link in the activation email, the user will be redirected to the Auction Platform Reset Password screen (Figure 15 - Reset Password screen).
6. Follow the directions provided on the *Reset Password* screen:
   a. Answer the security question and click the “Submit” button.
   b. Enter a new password, re-enter the new password and click the “Save Password” button (Figure 16).

![Password Management](image)

Figure 16 - Password Management

7. Once a user’s password is established, a message is presented indicating that the password has been successfully reset. The user should now be able to log in to the Auction Platform using their new password.
**Change Password**

A user may also change their password once logged in to the Auction Platform. To change a password, a user needs to take the following steps:

1. Login to the Auction Platform using their current password.
2. Select the *Change Password* link on the top right-hand side of the screen (Figure 17).

![Auction & Reserve Sale Platform](image)

*Figure 17 - Change Password link*

3. The user will receive an email with an activation link to change their password (Figure 14). The activation link will only be active for 24 hours.
4. Follow the directions provided on the screen to create a new password.
   a. Answer the security question (Figure 15 - Reset Password screen).
   b. Enter a new password, re-enter the new password and click the “Save Password” button (Figure 16).
5. Once a user’s password is established, a message is presented indicating that the password has been successfully reset. The user will now be able to log in to the Auction Platform using their new password.
EXISTING AUCTION PLATFORM USER LOGIN

If a user previously established an Auction Platform account, they can log in by entering their username and password on the Auction Platform home page (Figure 18). A user may need to update their password after logging in to the Auction Platform (see “User Security Questions and Password Functionality” section of this guide) if it has expired.

Figure 18 - Logging in to the Auction Platform
**Users Representing Multiple Entities**

Entity account representatives of multiple entities in CITSS that have been approved to participate in past auctions or have applied to an upcoming auction will also represent those same entities in the Auction Platform using a single Auction Platform user account. Entity account representatives of more than one entity will be prompted to select the entity they wish to represent each time they log in to the Auction Platform (Figure 19). The *Select Participant Account* screen will present a checkbox followed by the Entity Legal Name and General Holding Account Number for each entity the user is associated to as a current PAR or AAR. To represent a different entity, the user must first log out, and then log back in to the Auction Platform and select a different entity to represent.

<table>
<thead>
<tr>
<th>Select An Account</th>
<th>Select Participant Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select an account.</td>
<td></td>
</tr>
<tr>
<td>You are a Primary or Alternate Account Representative for multiple entities.</td>
<td></td>
</tr>
<tr>
<td>Select the participant account you are representing during this session in the Auction and Reserve Sale Platform by clicking on the checkbox and clicking OK.</td>
<td></td>
</tr>
<tr>
<td>To change the Participant Account that you are representing, you must log out of the Auction and Reserve Sale Platform and log in again to select a different Participant Account.</td>
<td></td>
</tr>
<tr>
<td>If you need further assistance in selecting the correct Participant Account, please contact Markit Support at <a href="mailto:auctionsupport@markit.com">auctionsupport@markit.com</a>.</td>
<td></td>
</tr>
</tbody>
</table>

![Select Participant Account](image)

*Figure 19 - Representatives of Multiple Entities*

Once logged in to the Auction Platform, the Entity Legal Name of the entity the user is logged in to represent in a given Auction Platform session will be displayed in the top right hand corner of the Auction Platform web pages (Figure 20).
Welcome to the GHG Allowance Auction & Reserve Sale Platform

Figure 20 - Entity Legal Name as displayed in Auction Platform
SECTION III – BIDDING IN AN AUCTION OR SALE BY MUTUAL AGREEMENT

Bidding in an auction or Sale by Mutual Agreement is conducted on the Auction or Sale by Mutual Agreement page in the Auction Platform. On the day of an auction the Auction page will only be accessible during the 3-hour bidding window. Similarly, on the day of a Sale by Mutual Agreement the Sale by Mutual Agreement page will only be accessible during the 3-hour bidding window.

The Auction and Sale by Mutual Agreement pages provide information specific to the event with an open bidding window. The Auction and Sale by Mutual Agreement pages also provide bid guarantee, bidding limitations, and bidding information applicable to the event for the entity that a user is logged in to represent in a given Auction Platform session.

The Auction and Sale by Mutual Agreement pages are used to submit, edit, and delete bids during an open bidding window. For ease in selecting bids, the Auction and Sale by Mutual Agreement pages may have pagination set to display submitted bids with 10, 100, 250, 500, or 1,000 bids on a page. The number of bids to be displayed per page is selected using the drop down list to the right of the “Number of Records / Page” label.

Bids can be submitted, edited, or deleted only during the open bidding window.

The Auction and Sale by Mutual Agreement pages will display all bids submitted by the PAR and all AARs for the entity that a user is logged in to represent in a given Auction Platform session.

BIDDING IN AN AUCTION

Bidding in an auction takes place on the Auction page of the Auction Platform (Figure 21). Once an auction bidding window is opened, the Auction page will present information specific to the Current Auction and Advance Auction including the Auction Reserve Price and the Total Allowances Available. Additionally, the auction page will provide the Bid Guarantee amount and currency, as well as the holding limit and purchase limit applicable to the auction for the entity that a user is logged in to represent in a given Auction Platform session. Once bids are submitted, the Auction page will provide a summary of all bids submitted for the Current Auction and Advance Auction including the number of bids submitted, Total Bids, and the Total Allowances Bid.
There are two methods for submitting bids during an auction. A user can either submit bids by adding them one-by-one or by uploading multiple bids using a Bid Upload Template. In both cases, all bids must be submitted and confirmed. For all bids, the Currency, Bid Price, Bid Lots, and Vintage must be submitted.

The Currency must be the same as the Currency in which an entity submitted its bid guarantee. For bids submitted one-by-one, the Currency on the Auction page is defaulted to the Currency of the bid guarantee submitted.
Submitting Bids One-By-One

The steps for submitting a single bid in the auction are as follows:

1. Click the “Add Bid” button (Figure 21).

![Figure 22 - Auction Page, Add Bid](image22)

2. Enter the Bid Price, Bid Lots, and Vintage and click the “Submit” button (Figure 23).

![Figure 23 - Auction Page, Entering Bid Information](image23)

3. Click the “Confirm” button to submit the bid (Figure 24).

![Figure 24 - Auction Page, Confirm Bid](image24)

4. Once the bid is submitted, it will be recorded on the Auction page (Figure 25).

![Figure 25 - Auction Page, Bid Submitted](image25)
Submitting Bids Using a Bid Upload Template

The second method for entering bids is to complete and upload a Bid Upload Template. The steps for submitting a Bid Upload Template are as follows:

**Note:** The Bid Upload Template is specifically formatted for each event to allow only the currency options available and the vintages offered for a specific event. Please ensure that a Bid Upload Template specific to the event is downloaded from the Auction Platform and used to upload bids to an event.

1. Download the Bid Upload Template by navigating to the *Template* tab of the *Reports Module* on the home page in the Auction Platform and selecting the event for which bids will be submitted (Figure 26). The Bid Upload Template is available before the bidding window is opened.

2. Complete the Bid Upload Template with the entity’s bids (i.e. bid schedule) by filling out the Currency, Bid Price, Bid Lots, and Instrument Vintage columns (Figure 27). The Bid Allowances column is calculated as the Bid Lots multiplied by 1,000. Save the completed template on the device being used. A user may submit up to 1,000 bids at a time using this template.

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**Figure 26 - Auction Platform Reports Module, Download Bid Upload Template**
3. Navigate to the Auction page and submit the completed template by clicking the “Upload Bids” button (Figure 28).

4. Select the completed template as prompted by the Upload Bids pop-up instruction box (Figure 29). A blank copy of the Bid Upload Template may also be downloaded by clicking the “Download Excel Template” option presented in this pop-up instruction box.
5. If an uploaded file is in the correct file type and format, a **File Confirmation** message will be presented (Figure 30). To upload the bids for submittal, click the “Confirm” button.

6. After clicking the “Confirm” button, a **Bids successfully uploaded for submittal** message will be presented (Figure 31). This allows a user to confirm that the number of bids uploaded is accurate prior to completing submittal of bids. Click the “Submit” button to submit the bid schedule.
7. The Auction page will display the submitted bids from the Bid Upload Template (Figure 32).

Bid schedules submitted via the template are cumulative and will not over-write previously entered bids or uploaded bid schedules. If a new bid schedule is uploaded in the Auction Platform, the bids from the new bid schedule will be added to the existing bids previously submitted. All bids from bid schedules submitted during the 3-hour bidding window will be viewable on the Auction page.
The Upload Bids process runs specific data validation checks of a Bid Upload Template before the bid schedule can be successfully submitted and uploaded to the Auction page. In the event the template does not meet all data validations, a Bid Upload Failed message will be presented with the specific reason why the bid upload failed (Figure 33). Common errors include:

- A bid price is submitted that is not in dollars and whole cents.
- A bid lot submitted is not a whole number.
- An instrument vintage submitted does not match vintages available.
- More than 1,000 bids are submitted in the spreadsheet.
- Blank rows appear in the spreadsheet between completed rows.
- The spreadsheet does not begin on the first available row.

It is recommended that the user does not copy and paste the bid schedule from a separate spreadsheet to avoid common bid upload errors. The template includes validation for some of the common errors, but pasting data from a separate spreadsheet may overwrite these validations. Data copied from a separate spreadsheet may be displayed on the Bid Upload Template to two decimal points, while the data in the spreadsheet is not in dollars and whole cents (two decimal points).

Figure 33 - Upload Bids Pop-up Instructions, Bid Upload Failed
Editing or Deleting Bids
Bids can either be edited or deleted during the 3-hour bidding window.

Editing Bids
The steps for editing a bid are as follows:

1. Click the “Edit” button beside a bid to edit the bid (Figure 34).

2. Edit the Bid Price, Bid Lots, or Vintage entries of the bid and click the “Submit” button (Figure 35).

3. Click the “Confirm” button to finalize the edits to the bid (Figure 36). To discard the edits, click the “Cancel” button.

4. The Auction page will display the edited bid (Figure 37).
Deleting Bids One-by-One

The steps for deleting a bid are as follows:
1. Click the “x” button beside a bid to delete the bid (Figure 38).

![Figure 38 - Auction Page, Delete Bid Button](image)

2. A Bid Deletion pop-up message will appear requesting confirmation for the bid deletion (Figure 39). Confirm the action by clicking the “Yes” button in the Bid Deletion pop-up message to delete the bid. Click the “No” button to cancel the bid deletion.

![Figure 39 - Bid Deletion Pop-up Message](image)

Deleting Multiple Bids

A user may also delete multiple bids at one time by completing the following steps:
1. Select the bids to be deleted by clicking on the checkbox to the left of each bid (Figure 40). To delete all the submitted bids displayed on the page select all the bids by clicking the “Select All” button at the top left corner. Click the “Delete” button to delete the selected bids.
2. Confirm the action by selecting the “Yes” button in the Bid Deletion pop-up message (Figure 41) to delete the bid. Click the “No” button to cancel the bid deletion.

3. Using the Transaction ID search function, a user may also delete all bids submitted in a single transaction (i.e. through a Bid Upload Template).
   a. To delete all bids submitted in a single transaction, the user must first enter the Transaction ID in the search box and click the “Search” button (Figure 40). Only the bids submitted in the transaction identified by the Transaction ID will be displayed on the Auction page. The number of bids displayed is limited to the pagination selection at the bottom of the page (Figure 41). Up to 1,000 bids can be displayed on the page at a time.
4. After searching for the Transaction ID, click the “Select All” button to select all the bids displayed on the page. The number of bids selected may be limited to the pagination selection. For example, to delete 1,000 bids submitted in a Bid Upload Template, first on the bottom on the Auction page, select 1,000 in the drop down list labeled “Number or Records/Page” to have the Auction page display 1,000 bids. Then complete the Transaction ID search and click the “Select All” button to select all 1,000 bids.
BIDDING IN A SALE BY MUTUAL AGREEMENT

Bidding in a Sale by Mutual Agreement is conducted on the Sale by Mutual Agreement page in the Auction Platform. The process for bidding in a Sale by Mutual Agreement is the same as the process for bidding in an auction. The display of information is generally the same.

Once a Sale by Mutual Agreement bidding window is opened, the Sale by Mutual Agreement page will present information specific to each Category including the Category Price and the Total Allowances Available. Additionally, the Sale by Mutual Agreement page will provide the Bid Guarantee amount and the holding limit applicable to the Sale by Mutual Agreement for the entity that a user is logged in to represent in a given Auction Platform session. Once bids are submitted, the Sale by Mutual Agreement page will provide a summary of all bids submitted for each Category.

Similar to an auction, a user may submit bids by adding them one-by-one or by uploading multiple bids using a Bid Upload Template during a Sale by Mutual Agreement. Please see the previous section for guidance on submitting bids one-by-one or by uploading a Bid Upload Template. Note that Bid Lot and Category must be entered to submit bids in a Sale by Mutual Agreement (Figure 43 & Figure 44). Bids can also be edited or deleted during the 3-hour bidding window. Please see the previous section for guidance on editing or deleting bids.

Figure 43 - Bidding for Sale by Mutual Agreement
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Auction and Reserve Sale Platform</strong></td>
<td><strong>Auction Bid Upload Template</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Currency:</td>
<td>Select the currency in which you would like to bid from the drop down.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Category:</td>
<td>Select the category you want to bid in.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bid Lots:</td>
<td>Enter the number of lots. Each lot is 1,000 allowances.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Bid Allowances:</td>
<td>Total Bid Allowances is calculated as Bid Lots multiplied by 1,000.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Currency Options</strong></td>
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<td></td>
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<tr>
<td>12</td>
<td>Instrument Vintages Offered</td>
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<td>Category A</td>
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<td>14</td>
<td>Category B</td>
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</tr>
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<td>Category C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Currency</td>
<td>Category</td>
<td>Bid Lots</td>
</tr>
<tr>
<td>18</td>
<td></td>
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<tr>
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<td>0</td>
</tr>
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<td>22</td>
<td></td>
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<tr>
<td>24</td>
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</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 44 - Bid Upload Template for Sale by Mutual Agreement
SECTION IV – AUCTION PLATFORM REPORTS

There are three (3) reports available for download in the Auction Platform:

1. Client Bids Audit Report
2. Client Bids Report
3. Financial Statement Report

These reports can be downloaded using the Reports Module on the Auction Platform home page once a user is logged in to the system (Figure 45). Reports associated with each auction or Sale by Mutual Agreement event are listed accordingly under the event name. A description of each report is provided in the following section.

Figure 45 - Download Reports from Reports Module

Note: The Client Bids and Client Bid Audit reports can be downloaded in Microsoft Excel format. The Financial Statement can be downloaded in PDF format.
This report contains an audit record of all bids that have been submitted, edited, and deleted by entity account representatives (Figure 46). Users may use this report to confirm all submitted bids and verify that bid schedules have been uploaded as intended.

![Client Bid Audit Report](image)

Figure 46 - Client Bid Audit Report

Each bid submitted is assigned a Client Bid ID and a Transaction ID. The Client Bid ID is unique to the specific bid and remains unchanged, regardless of whether the bid is edited or deleted. The Transaction ID is a reference number that is associated to specific transactions (i.e. creating, editing, or deleting a bid(s)). A single bid may be associated to multiple Transaction IDs and multiple bids may be associated to a single Transaction ID. A bid that is created, edited once, and then deleted will be represented in the Client Bid Audit report with three separate records each with a unique Transaction ID. Multiple bids uploaded using one Bid Upload Template will be represented in the Client Bid Audit report with a separate record for each bid, each with a unique Client Bid ID, but all with the same Transaction ID.
CLIENT BIDS REPORT

This report contains a record of all the bids submitted on behalf of an entity in final form after any edits completed. The Client Bids Report is available once an auction or Sale by Mutual Agreement is certified and includes information on whether each bid was successful and the number of allowances awarded to the specific bid (Figure 47).

![Figure 47 - Client Bids Report](image-url)
FINANCIAL STATEMENT REPORT

This report is the entity’s financial settlement invoice from the auction. Information in this report includes the total allowances won by the entity, the total amounts owed, and payment instructions (Figure 48).

This report is only available after the auction has been certified.
Figure 48 - Financial Statement Report

<table>
<thead>
<tr>
<th>Account Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Services Account Name:</td>
<td>Enterprise QC11082</td>
</tr>
<tr>
<td>CITSS General Account Number:</td>
<td>QC11082-91446</td>
</tr>
<tr>
<td>Financial Services Account Number:</td>
<td>S85492-359.1</td>
</tr>
<tr>
<td>Bid Guarantee Cash:</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Bid Guarantee Letter of Guarantee:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bid Guarantee LOC:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount Due To FSA*:</td>
<td>$0.0</td>
</tr>
</tbody>
</table>

*Payment in the amount due to the FSA is due within seven days of confirmation of the above referenced auction.

Payment must be made in the currency of bid guarantee submitted.

<table>
<thead>
<tr>
<th>Instructions for Wiring: CAD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediary Bank Name:</td>
<td>Royal Bank of Canada</td>
</tr>
<tr>
<td>Intermediary Bank SWIFT/Bank Identifier Code (BIC):</td>
<td>ROYCCALC1</td>
</tr>
<tr>
<td>Beneficiary Bank Name:</td>
<td>Deutsche Bank AG Frankfurt</td>
</tr>
<tr>
<td>Beneficiary Bank BIC:</td>
<td>DE856007001000959165708</td>
</tr>
<tr>
<td>Beneficiary Bank SWIFT/Bank Identifier Code:</td>
<td>DEUTDEFF</td>
</tr>
<tr>
<td>Beneficiary Bank Account Number:</td>
<td>939161708CAD</td>
</tr>
<tr>
<td>Beneficiary Bank Account Name:</td>
<td>DBTCA for DBTC as FSA for WCI, Inc.</td>
</tr>
<tr>
<td>Payment Details:</td>
<td>WCI Auction FBO Quebec</td>
</tr>
<tr>
<td>Port:</td>
<td>X123456789</td>
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</table>

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Bank Name:</td>
<td>Deutsche Bank Trust Company Americas</td>
</tr>
<tr>
<td>Routing Number:</td>
<td>020001053 - New York NY</td>
</tr>
<tr>
<td>SWIFT/Bank Identifier Code (for financial institutions outside US):</td>
<td>BKTRUS33</td>
</tr>
<tr>
<td>City:</td>
<td>New York</td>
</tr>
<tr>
<td>State/Province:</td>
<td>NY</td>
</tr>
</tbody>
</table>
SECTION V – CERTIFICATION AND CLOSING

AUCTION & SALE BY MUTUAL AGREEMENT CERTIFICATION AND CLOSING

Once the auction or Sale by Mutual Agreement is certified, an email will be sent to users notifying them that results of the auction or Sale by Mutual Agreement are available (Figure 49).
The financial settlement process begins once the auction or Sale by Mutual Agreement results are certified and is conducted outside of the Auction Platform. The auction or Sale by Mutual Agreement will be closed once the financial settlement is completed and all funds and allowances have been appropriately transferred.
SECTION VI – RESOURCES AND SUPPORT

RESOURCES

Resource materials including the Auction Guide, Frequently Asked Questions (FAQs), and the auction training webinar presentation can be found on the Resources page of the Auction Platform (Figure 50).

Figure 50 - Auction Platform Resources Page
The Auction Platform is available in both English and French. Users may select their language preference using the language toggle located at the top-right corner of the screen (Figure 51). To switch the language to French, click the “FRANÇAIS” button. To switch the language to English, click the “ENGLISH” button.
APPENDIX I – CONTACT INFORMATION

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Please contact the Markit Help Desk for any questions regarding the Auction Platform.