

Appendix A Clause 2.16 notice: OTC bids and offers data

This over-the-counter (OTC) bids and offers data notice is published under clause 2.16 of the Electricity Industry Participation Code 2010 (Code). The first data submission is due no later than 14 October 2025, covering 1 July 2025 to 30 September 2025 (the third quarter of 2025).

Overview

Clause 2.16(1) of the Code enables the Electricity Authority Te Mana Hiko (Authority) to publish a notice specifying information a participant must, on a regular basis or because of an identified event, provide to the Authority.

The provision of the required information to the Authority as specified in this notice will enable the Authority to carry out its functions referred to in section 45(a) of the Electricity Industry Act 2010 (Act), including undertaking industry and market monitoring (s16(1)(g) and undertaking and monitoring market facilitation measures (s16(1)(f)).

To whom the notice applies

This notice applies to retailers, industrials and generators who request to buy or sell OTC contracts of 0.1MW or larger (applicable participants). Only industrials who purchase electricity from the clearing manager are captured. The notice also applies to requests made by applicable participants through energy brokers, with the requirement to provide the information on these requests falling on the applicable participant.

Scope of requests

This notice applies to buy and sell requests for a quantity of electricity that equals or exceeds 0.1MW. This notice also applies to buy and sell requests made through energy brokers by applicable participants, but the requirement falls on applicable participants to provide the information on these requests.

This notice encompasses initial bids and final offers (when the requestor either declines to transact or makes a trade).

All requests where the initial request is made in writing are included – but excluding text messages (or other messenger applications). This includes requests for proposal (RFPs), expressions of interest (EOIs), and emails. For the avoidance of doubt, participants may make a request via a phone conversation or text message and later record the request in writing for internal purposes only. Those requests (and internal records of those requests) would not be captured by this notice.

Standardised super-peak hedge contracts made through auctions currently run by Aotearoa Energy Limited are explicitly excluded from this notice.

When the information needs to be provided

Regular provision

A response to this notice should be provided quarterly. If no requests are made within any one quarter, applicable participants are required to submit a nil return. If one or more written requests were sent out during the relevant quarter (that meet the requirements as set out in this notice), the information as set out below must be submitted for that quarter. If a

participant has never made a request in the past and has not made a request in the current quarter, they are not an applicable participant, and no action is needed (ie. no information needs to be submitted to the Authority).

Requests made in one quarter where final offers or refusals to offer were received in the following quarter should be disclosed for the quarter in which the final offers or refusals to offer were received.

Where no responses to a request are received by the end of the quarter in which the deadline to respond falls, the request should be disclosed for the quarter for which the deadline applies.

Data must be provided to the Authority no later than 10 working days after the end of each quarter.

The Authority may extend the deadline outlined above for a participant but only in exceptional circumstances. If you wish to seek an extension of time under this notice, please apply for one in writing no later than 5pm ten working days before the deadline outlined above and include your reasons for seeking the extension.

The way applicable participants must provide the information

Applicable participants must upload the required information using the Authority's secure file transfer facility. An SFTP account will be provisioned for each qualifying applicable participant unless such an account already exists. The information required for the Authority to provision an SFTP account and instructions on how to configure and use the SFTP facility will be supplied upon request by emailing data.products@ea.govt.nz.

We encourage applicable participants who need to set up a new SFTP account with the Authority to make their request well in advance of the deadline to provide data, as the process to set up new accounts might take several days.

Information that must be provided

We are dividing the data collection into requests and responses. For each there will be three csv files (ie, three files covering requests and three files covering responses, totalling six csv files). Tables 1-3 detail the request files while tables 4-6 detail the response files. Fields marked with a (*) are the same or very similar to the ones captured by the Hedge Disclosure Obligations (HDO).⁴

When providing information to the Authority under this notice, applicable participants can identify information they consider confidential and the reasons why. Provisions relating to confidential information are set out in clause 2.21 of the Code.

The Authority will handle any confidential information in accordance with clause 2.22 of the Code. The Authority notes that decisions about the publication of certain information have already been made.

The Authority's approach to publishing information

Published information will be non-identifiable by removing the names of the parties. Location will also be non-identifiable by publishing information on grid zone area rather than node.

Some data points will not be published at an individual level to protect commercially sensitive information. Details that could identify parties in PPAs, like contract price, location,

⁴ See: [NZX and Electricity Authority. Hedge Disclosure System User Guide for Bulk Upload File Formats \(2025\)](#).

and effective and end dates, will also remain unpublished. However, the Authority will publish such information in aggregated form from time to time to increase market transparency while protecting the confidentiality of commercially sensitive information.

Note: Please see consultation paper and decision paper for further information about confidentiality.

Information to be published

Indicator/chart	Information to be published
Pricing of offered OTC contracts	Prices offered for OTC contracts, by offered date and effective date (date frequency less granular if needed to preserve confidentiality), relative to ASX prices. We may also publish these prices broken down by (for example): • Location (grid zone) • Participant type • Contract duration • Contract type (eg, baseload, peak, super-peak, other bespoke) All categories listed above will be less granular if needed to preserve confidentiality.
Availability of OTC contracts	Average offer rate to requests, proportion of non-confirming offers, proportion of requests resulting in trades, offered volumes, number of participants requesting contracts. We may also publish these statistics broken down by (for example): • Location (grid zone) • Participant type • Contract duration • Contract type (eg, baseload, peak, super-peak, other bespoke) All categories listed above will be less granular if needed to preserve confidentiality.

Table 1 – Requests: contract master file

Column name	Description	Data type	Example
RequestID	Party's own unique identifier for the requested contract. Used by the	Char(30)	ABC00123

Column name	Description	Data type	Example
	system to link the request and response tables. Can be a request for a single product or multiple products. See ContractID field in Table 2 to Table 6. Case sensitive.		
RequestType	The way in which the request was sent. Inputs: • RFP – request for proposal • EOI – expression of interest • DREQ – direct request • BROKR – made via broker • OTHER – other types of requests	Char(5)	RFP
RequestSentTo	A list or description of participants who were sent the request Use a pipe character () to separate items in a list.	String	Contact Energy Ltd Genesis Energy Ltd
RequestDate	The date the request was sent out	YYYY-MM-DD	2025-08-15
RequestCloseDate	Date (deadline) given to respond to the request (as specified in the request)	YYYY-MM-DD	2025-08-15

Table 2 – Requests: contract details file

Column name	Description	Data type	Example
RequestID	Party's own unique identifier for the requested contract. Used by the system to link the request and response tables. Can be a request for a single product or multiple products. See ContractID field in Table 2 to Table 6. Case sensitive.	Char(30)	ABC00123
ContractID	Party's own unique identifier for each product requested under the same RequestID One product per row with respective ContractIDs.	Char(30)	3

Column name	Description	Data type	Example
PartyRole*	Whether the requestor is the buyer or seller of the contract. Inputs: • Buyer • Seller Not case sensitive	Char(6)	Buyer
ContractType*	The type of the requested contract. Inputs: • CFD – contract for differences • FPFV – fixed-price fixed volume • FPVV – fixed-price variable volume • OPT – option • NOVEL – other contract types Note that NOVEL should be used for other contract types Not case sensitive	Char(5)	CFD
OptionVariation*	Whether the Option is American or Asian style. Inputs: • AM – American • AS – Asian • N/A – Not Applicable Note: Mandatory for Options contracts, otherwise leave blank. Not case sensitive	Char(3)	AM
OptionType*	Whether the option is a Call or Put. Inputs: • C – Call option • P – Put option • N/A – Not Applicable Note: Mandatory for Options contracts, otherwise leave blank. Not case sensitive	Char(3)	C
OptionSubtype*	Whether the option is a Cap or Floor. Inputs: • C – Cap • F – Floor • N/A – Not Applicable	Char(3)	F

Column name	Description	Data type	Example
	Note: Mandatory for Options contracts, otherwise leave blank. Not case sensitive		
Premium*	Premium price (\$) Mandatory for Options and contracts with a demand response component (if applicable – eg, when there is an annual fee associated with the DR agreement). Blank otherwise.	Decimal(15,2)	123.45
DemandResponse	Y or N whether the request includes demand response	Char(1)	N
DRPayType	The requested demand response arrangement between the parties in respect of the contract price. Options are: • ENER – if the contract price reflects the price of the energy hedge • BBACK – if there is a separate DR buy back price • OTHER – if the contract price reflects other types of agreements between the parties. Please describe in DRDetails field. Mandatory for demand response (DR) contracts (when applicable). Blank otherwise.	Char(5)	ENER
DRDetails	Please describe more complex requested DR arrangements here. Free-form field.	String	Example text
DRRampDownNotice	The ramp-down notice period requested (in hours – rounded to the nearest integer) given prior to exercising a DR agreement. Applicable for demand response (DR) contracts. Blank otherwise.	Integer	24
DRRepeatLimit	Y or N if there are requested limits on repeated use. Applicable for demand response (DR) contracts. Blank otherwise.	Char(1)	Y

Column name	Description	Data type	Example
EffectiveDate*	The start date of the price schedule record	YYYY-MM-DD	2025-08-15
EndDate*	The end date of the price schedule record	YYYY-MM-DD	2025-08-15
MinVolume	Where the requested contract has variable volume this represents the minimum requested quantity (MW) . Where the contract requested has fixed volume this represents the fixed amount (MW)	Decimal(15,3)	123.456
MaxVolume	Where the contract requested has variable volume this represents the maximum requested quantity (MW) . Where the contract requested has fixed volume this represents the fixed amount (MW)	Decimal(15,3)	123.456
DRMinDuration	The minimum requested duration (in minutes) of a demand response provision, when applicable. Applicable for demand response (DR) contracts. Blank otherwise.	Integer(6)	3600
DRMaxDuration	The maximum requested duration (in minutes) of a demand response provision, when applicable. Applicable for demand response (DR) contracts. Blank otherwise.	Integer(6)	3600
Quantity*	The total volume requested (MWh) .	Decimal(15,3)	1234.567
EnergyType*	C – if the contract is tied to electricity consumption, and the volume of the contract is determined by the energy load or usage. For example, for a demand response agreement for a retail customer's load G – if the contract is associated with a specific plant or station, and the volume of the contract is determined by the electricity output of that plant. For example, for a PPA tied to a wind farm's output	Char(3)	G

Column name	Description	Data type	Example
	N/A – for financial contracts that are not tied to specific generation or consumption volumes. For example, for a standard hedge or swap contract not tied to specific assets or load Optional for Novel Not case sensitive		
ContractProfile	The shape of the requested contract: • BASE – for baseload • GENW – for generation following (wind) • GENS – for generation following (solar) • GENG – for generation following (geothermal) • LOADF – for load following • SHAPED – for other shaped products Not case sensitive	Char(6)	SHAPED
IndexPrice*	Y or N to indicate whether the requested contract is an index-based price contract Optional for Novel Not case sensitive	Char(1)	Y
PriceEscalationFrequency	The frequency at which the requested contract price is readjusted. Inputs: • NONE • 1YEAR – readjusted annually • 2YEAR – readjusted every 2 years • 3YEAR – readjusted every 3 years • 4YEAR – readjusted every 4 years • 5YEAR – readjusted every 5 years or more Not case sensitive	Char(5)	1YEAR
SuspensionTriggers	Suspension triggers for the requested contract, if any.	String	Example text

Column name	Description	Data type	Example
	Free-form field		
OtherInformation*	Any other information the participant wishes to disclose. Free-form field	String	Example text

Table 3 – Requests: contract price schedule file

Column name	Description	Data type	Example
RequestID	Party's own unique identifier for the requested contract. Used by the system to link the request and response tables. Can be a request for a single product or multiple products. See ContractID field in Table 2 to Table 6 . Case sensitive.	Char(30)	ABC00123
ContractID	Party's own unique identifier for each product requested under the same RequestID One product per row with respective ContractIDs (see example below).	Char(30)	3
StartDate*	The start date of the price schedule record	YYYY-MM-DD	2025-08-15
EndDate*	The end date of the price schedule record	YYYY-MM-DD	2025-08-15
StartPeriod*	The start period (TP) for each date within the date range. Note: if multiple groups of trading periods per day (eg, super peak) each group should be on separate rows under different ContractIDs. Inputs: 1-50 (unless the record is for a specific date in which case 46 will be the max allowed on daylight savings start dates, 50 on daylight savings end dates, and 48 for all other dates)	Integer	48
EndPeriod*	The end period (TP) for each date within the date range. Note: if multiple groups of trading periods per day (eg, super peak) each	Integer	48

Column name	Description	Data type	Example
	group should be on separate rows under different ContractIDs. Inputs: 1-50 (unless the record is for a specific date in which case 46 will be the max allowed on daylight savings start dates, 50 on daylight savings end dates, and 48 for all other dates)		
DayType*	Days on which the requested contract is effective. Inputs: • ALL – the price schedule record applies to all days within the date range • BD – the price schedule record applies to business days only within the date range • NBD – the price schedule record applies to non-business days only within the date range • PH – the price schedule record applies to public holidays only within the date range • NPH – the price schedule record applies to all days within the date range that are not public holidays • WD – the price schedule record applies to all weekdays within the date range (including public holidays on a weekday) • WE – the price schedule record applies to all weekend days within the date range (including public holidays on a weekend day) Not case sensitive	Char(3)	ALL
Node*	Specify the node(s) at which prices are requested. If volume is required at more than one node, these should be on separate rows under different ContractIDs. Not case sensitive	Char(8)	HAY2201
Volume*	Quantity requested per trading period (in MWh). One value per group of trading periods, each on separate rows under different ContractIDs.	Decimal(15,3)	123.456
Price*	Price requested for each contiguous group of trading periods (\$/MWh). Each group of trading periods on	Decimal(15,2)	101.10

Column name	Description	Data type	Example
	separate rows under different ContractIDs. For option contracts, this field should contain the option strike price.		
DRPrice	Requested buyback price for each contiguous group of trading periods (if applicable) (\$/MWh) Applicable for some demand response (DR) contracts. Blank otherwise	Decimal(15,2)	123.45

Table 4 – Responses: no offers received file (only applicable if the other party provided a response but not an offer)

Column name	Description	Data type	Example
RequestID	Party's own unique identifier for the requested contract. Used by the system to link the request and response tables. Can be a request for a single product or multiple products. See ContractID field in Table 2 to Table 6 . Case sensitive.	Char(30)	ABC00123
ContractID	Party's own unique identifier for each product requested under the same RequestID One product per row with respective ContractIDs (see example below).	Char(30)	3
OtherPartyLegalName*	The other party legal name. Not case sensitive	String	Contact Energy Ltd
DeclineReason	The reason given by the other party for not providing an offer for the requested contract. Inputs: FMCA – requestor does not meet Financial Markets Conduct Act 2013 requirements (not an eligible wholesale investor) CRED – insufficient credit ISDA – no signed ISDA master agreement LCOMP – Responses withheld due to legal or compliance constraints	Char(8)	FMCA

Column name	Description	Data type	Example
	TIME – not enough time between request date and request close date SCARCITY – When respondent's physical or risk limits are reached NO REASON – if no reason was provided OTHER - if other reason was provided		
ResponseDate	The date when the response was sent by the other party	YYYY-MM-DD	2025-08-15

Table 5 – Responses: contract details file

Column name	Description	Data type	Example
RequestID	Party's own unique identifier for the requested contract. Used by the system to link the request and response tables. Can be a request for a single product or multiple products. See ContractID field in Table 2 to Table 6. Case sensitive.	Char(30)	ABC00123
ContractID	Party's own unique identifier for each product requested under the same RequestID One product per row with respective ContractIDs (see example below).	Char(30)	3
OtherpartyLegalName*	The other party legal name. Not case sensitive	String	Contact Energy Ltd
ResponseDate	The date when the response was sent by the other party	YYYY-MM-DD	2025-08-15
CreditRequested	The amount (in \$) requested by the respondent	Decimal(15, 2)	1000.50
ProposalValidFor	The number of days the proposal is valid for	Integer	20
ConformingFlag	Y or N to indicate whether the response was conforming	Char(1)	Y
ContractTypeOffered*	The type of the offered contract. Inputs:	Char(5)	CFD

Column name	Description	Data type	Example
	• CFD – contract for differences • FPFV – fixed-price fixed volume • FPVV – fixed-price variable volume • OPT – option • NOVEL – other contract types Note that NOVEL should be used for other contract types Not case sensitive		
DemandResponseOffered	Y or N to whether the offer includes demand response	Char(1)	N
DRPayTypeOffered	The offered demand response arrangement between the parties in respect of the contract price. Options are: • ENER – if the contract price reflects the price of the energy hedge • BBACK – if there is a separate DR buy back price • OTHER – if the contract price reflects other types of agreements between the parties. Please describe in DRDetailsOffered field Mandatory for demand response (DR) contracts (when applicable). Blank otherwise.	Char(5)	ENER
DRDetailsOffered	Please describe more complex offered DR arrangements here. Free-form field.	String	Example text
DRRampDownNoticeOffered	The ramp-down notice period offered (in hours – rounded to the nearest integer) given prior to exercising a DR agreement. Applicable for demand response (DR) contracts. Blank otherwise.	Integer	24
DRRepeatLimitOffered	Y or N if there are offered limits on the repeated use. Applicable for demand response (DR) contracts. Blank otherwise.	Char(1)	Y
PremiumOffered*	Premium price for the offer (\$) Mandatory for Options and contracts with a demand response component (if	Decimal(15, 2)	123.45

Column name	Description	Data type	Example
	applicable – eg, when there is an annual fee associated with the DR agreement). Blank otherwise.		
OptionVariationOffered*	Whether the Option is American or Asian style. Inputs: • AM – American • AS – Asian • N/A – Not Applicable Note: Mandatory for Options contracts, otherwise leave blank. Not case sensitive	Char(3)	AM
OptionTypeOffered*	Whether the option is a Call or Put. Inputs: • C – Call option • P – Put option • N/A – Not Applicable Note: Mandatory for Options contracts, otherwise leave blank. Not case sensitive	Char(3)	C
OptionBuyless*	Y or N Mandatory for a call options contract, otherwise blank. Used when disclosing a swaption⁵	Char(1)	Y
OptionSubtypeOffered*	Whether the option is a Cap or Floor. Inputs: • C – Cap • F – Floor • N/A – Not Applicable Note: Mandatory for Options contracts, otherwise leave blank. Not case sensitive	Char(3)	F
EffectiveDateOffered*	The date when the offer was sent by the other party	YYYY-MM-DD	2025-08-15
EndDateOffered*	The date when the offer was sent by the other party	YYYY-MM-DD	2025-08-15
MinVolumeOffered	Where the offered contract has variable volume this represents the minimum	Decimal(15, 3)	123.456

⁵ This fulfils the Code under clause 13.219 (1) (h) (ii), which specifies that for call options, one must indicate if the buyer has the right to buy less than the quantity.

Column name	Description	Data type	Example
	offered quantity (MW). Where the offered contract has fixed volume this represents the fixed amount (MW)		
MaxVolumeOffered	Where the offered contract has variable volume this represents the maximum offered quantity (MW). Where the offered contract has fixed volume this represents the fixed amount (MW)	Decimal(15, 3)	123.456
DRMinDurationOffered	The minimum offered duration (in minutes) of a demand response provision, when applicable. Applicable for demand response (DR) contracts. Blank otherwise.	Integer(6)	3600
DRMaxDurationOffered	The maximum offered duration (in minutes) of a demand response provision, when applicable. Applicable for demand response (DR) contracts. Blank otherwise.	Integer(6)	3600
QuantityOffered*	The total volume offered (MWh).	Decimal(15, 3)	123.456
ExchangeForPhysicalOffered	Y or N Whether the offer is an exchange for physical supply	Char(1)	N
EnergyTypeOffered*	C – if the contract is tied to electricity consumption, and the volume of the contract is determined by the energy load or usage. For example, for a demand response agreement for a retail customer's load G – if the contract is associated with a specific plant or station, and the volume of the contract is determined by the electricity output of that plant. For example, for a PPA tied to a wind farm's output N/A – for financial contracts that are not tied to specific generation or consumption volumes. For example, for a standard hedge or swap contract not tied to specific assets or load Optional for Novel Not case sensitive	Char(3)	G

Column name	Description	Data type	Example
ContractProfileOffered	The shape of the offer. Inputs: • BASE – for baseload • GENW – for generation following (wind) • GENS – for generation following (solar) • GENG – for generation following (geothermal) • LOADF – for load following • SHAPED – for other shaped products Not case sensitive	Char(6)	SHAPED
ReferencePriceOffered	What the offered contract price is indexed to, if applicable. Inputs: • SPOT – for spot price • ASX – for ASX price, • MODEL – for modelled price • CPI – for prices referenced to Consumer Price Index (CPI) • PPI – for prices referenced to Producer Price Index (PPI) • OTHER • N/A	Char(5)	SPOT
IndexPriceOffered*	Y or N to indicate whether the offered contract is an index- based price contract Optional for novel Not case sensitive	Char(1)	Y
PriceEscalationFrequencyOffered	The frequency at which the contract offered price is readjusted. Inputs: • NONE • 1YEAR – readjusted annually • 2YEAR – readjusted every 2 years • 3YEAR – readjusted every 3 years • 4YEAR – readjusted every 4 years • 5YEAR – readjusted every 5 years or more Not case sensitive	Char(5)	1YEAR

Column name	Description	Data type	Example
IndexPriceFormulaOffered*	Formula of index price, if applicable. Optional free-text field	String	Example text
ASXReferenceNodeOffered	Specifies which ASX node the offer price is referenced to, if applicable. Blank otherwise. Not case sensitive	Char(8)	BEN2201
ASXLastDateOffered	Specifies the last ASX date specified for the referencing, if applicable. Blank otherwise	YYYY-MM-DD	2025-08-15
ASXLastPriceOffered	Specifies the last ASX price (\$/MWh) specified for the referencing, if applicable. Blank otherwise	Decimal(15, 2)	123.45
SuspensionTriggersOffered	Suspension triggers for the offered contract, if any. Free-form field	String	Example text
OtherInformationOffered*	Any other information the participant wishes to disclose on the offer or negotiation steps. Free-form field	String	Example text

Table 6 - Responses: contract price schedule file

Column name	Description	Data type	Example
RequestID	Party's own unique identifier for the requested contract. Used by the system to link the request and response tables. Can be a request for a single product or multiple products. See ContractID field in Table 2 to Table 6 . Case sensitive.	Char(30)	ABC00123
ContractID	Party's own unique identifier for each product requested under the same RequestID One product per row with respective ContractIDs (see example below).	Char(30)	3
StartDateOffered*	The start date of the price schedule record	YYYY-MM-DD	2025-08-15

Column name	Description	Data type	Example
EndDateOffered*	The end date of the price schedule record	YYYY-MM-DD	2025-08-15
StartPeriodOffered*	The start period (TP) for each date within the date range. Note: if multiple groups of trading periods per day (eg, super peak) each group should be on separate rows under different ContractIDs. Inputs: 1-50 (unless the record is for a specific date in which case 46 will be the max allowed on daylight savings start dates, 50 on daylight savings end dates, and 48 for all other dates)	Integer	48
EndPeriodOffered*	The end period (TP) for each date within the date range. Note: if multiple groups of trading periods per day (eg, super peak) each group should be on separate rows under different ContractIDs. Inputs: 1-50 (unless the record is for a specific date in which case 46 will be the max allowed on daylight savings start dates, 50 on daylight savings end dates, and 48 for all other dates)	Integer	48
DayTypeOffered*	Days on which the offered contract is effective. Inputs: • ALL – the price schedule record applies to all days within the date range • BD – the price schedule record applies to business days only within the date range • NBD – the price schedule record applies to non-business days only within the date range • PH – the price schedule record applies to public holidays only within the date range • NPH – the price schedule record applies to all days within the date range that are not public holidays • WD – the price schedule record applies to all weekdays within the	Char(3)	ALL

Column name	Description	Data type	Example
	date range (including public holidays on a weekday) WE – the price schedule record applies to all weekend days within the date range (including public holidays on a weekend day) Not case sensitive		
NodeOffered*	Specify the node(s) at which prices are offered. If volume is offered at more than one node, these should be on separate rows under different ContractIDs. Not case sensitive	Char(8)	HAY2201
VolumeOffered*	Quantity offered per trading period (in MWh). One value per group of trading periods, each on separate rows under different ContractIDs.	Decimal(15,3)	123.456
PriceOffered*	Price offered for each contiguous group of trading periods (\$/MWh). Each group of trading periods on separate rows under different ContractIDs. For option contracts, this field should contain the option strike price.	Decimal(15,2)	101.10
DRPriceOffered	Offered buyback price for each contiguous group of trading period (if applicable) (\$/MWh) Applicable for some demand response (DR) contracts. Blank otherwise	Decimal(15,2)	123.45

Example Tables

Figure 1 and **Figure 2** show an example of how the Requests: price schedule file should be populated when there is only one product being requested under a certain request (**Figure 1**) and when multiple products are requested under the same request (**Figure 2**).

Figure 1 - Price schedule table (Requests) populated with mock data showing a single product requested for RequestID number 20

RequestID	ContractID	StartDate	EndDate	StartPeriod	EndPeriod	DayType	Node	Volume	Price
20	1	2025-08-10	2025-08-15	1	48	ALL	HAY2201	123.456	101.10

Figure 2 - Price schedule table (Requests) populated with mock data showing multiple products requested for RequestID number 21

RequestID	ContractID	StartDate	EndDate	StartPeriod	EndPeriod	DayType	Node	Volume	Price
21	1	2025-08-10	2025-08-15	1	48	ALL	HAY2201	123.456	101.10
	2	2025-08-10	2025-08-15	13	20	BD	BEN2201	234.567	202.20
	3	2025-08-10	2025-08-15	35	46	NPH	OTA2201	345.678	303.30

Submitting information

When submitting csv files to the Authority, identify each file using the following table as guidance:

Table 7 – Guidelines for naming csv files for submission

Table	Year of Submission	Submission Quarter	File Name
Requests: master file	2025	Q3	request_master_2025Q3.csv
Requests: details file	2025	Q3	request_details_2025Q3.csv
Requests: price schedule file	2025	Q3	request_schedule_2025Q3.csv
Responses: no offers file	2025	Q3	response_null_2025Q3.csv
Responses: details file	2025	Q3	response_details_2025Q3.csv
Responses: price schedule file	2025	Q3	response_schedule_2025Q3.csv

Note that we expect to receive files named using a *type_subtype_YYYYQQ.csv* format. There is no need to specify company name in the file as such information is automatically captured by the unique SFTP account assigned to each participant.

Note also that files should be saved as csv files using UTF-8 encoding (not MS Excel – ie, avoid submitting .xlsx files).