

# Bidding in the WCI, Inc. Auction Platform

Washington Ecology Cap-and-Invest Program



## TABLE OF CONTENTS

Introduction.....	1
Bidding in the Auction Platform .....	2
Manually Adding a Single Bid .....	3
Adding Multiple Bids Using a Bid Upload Template.....	3
Editing or Deleting Bids .....	5
Auction Platform Reports.....	7

## TABLE OF FIGURES

FIGURE 1: AUCTION PAGE.....	2
FIGURE 2: SUBMITTING A SINGLE BID.....	3
FIGURE 3: CONFIRMING A SINGLE BID.....	3
FIGURE 4: BID UPLOAD TEMPLATE.....	4
FIGURE 5: UPLOADING A BID UPLOAD TEMPLATE .....	5
FIGURE 6: EDITING OR DELETING BIDS.....	5
FIGURE 7: DELETING AN ENTIRE TRANSACTION.....	6
FIGURE 8: REPORTS PAGE.....	7
FIGURE 9: CLIENT BIDS AUDIT REPORT.....	8
FIGURE 10: CLIENT BIDS REPORT.....	8
FIGURE 11: FINANCIAL STATEMENT (AUCTION INFORMATION).....	9
FIGURE 12: FINANCIAL STATEMENT (PAYMENT INSTRUCTIONS) .....	10

## GLOSSARY OF TERMS

Term / Acronym	Definition
Advance Auction	The auction of future vintage allowances.
Allowance Price Containment Reserve (APCR) Auction	A sale of allowances as described in WAC 173-446-370
CITSS	Compliance Instrument Tracking System Service. CITSS is the market registry.
Current Auction	The auction of allowances with a vintage of current and earlier budget years.
Jurisdiction	A jurisdiction refers to a governmental body that operates a cap-and-invest program, and that utilizes the WCI, Inc. Auction Platform.
Qualified Bidder	An entity that applied to participate in an event (e.g., upcoming auction or APCR), whose bid guarantee was accepted by the Financial Services Administrator (FSA) and is approved by a jurisdiction.
Representative	Individuals who are designated or authorized to act on behalf of an entity registered in CITSS. Account Representatives may include a Primary Account Representative (PAR) or an Alternative Account Representative (AAR) in CITSS.
WCI, Inc.	Western Climate Initiative, Inc. WCI, Inc. provides services to governmental bodies that operate cap-and-invest programs.

## Introduction

This document introduces bidding in the Western Climate Initiative, Inc. (WCI, Inc.) Auction Platform, which was launched in July 2021. It explains auction bidding and reports functionality. An overview of the Auction Platform functionality is provided in the “Introduction to the WCI, Inc. Auction Platform” document.

The Washington Department of Ecology uses two key internet services: The Compliance Instrument Tracking System Service (CITSS) and the Auction Platform, to administer the Cap-and-Invest Program. These services exchange data to maintain user and entity information. CITSS is the registry of record for the Cap-and-Invest Program. User guides and detailed information on the use of CITSS are provided on the Ecology webpage at <http://cca.wa.gov/auctions-and-trading/trainings-and-resources>.

The Auction Platform allows account representatives to create and manage user accounts in the Auction Platform, submit bids during an auction or APCR, and review results of past auctions and APCRs in which the entity participated.

To have a user account in the Auction Platform, an individual must be an account representative of a CITSS entity that has participated in a past auction or has submitted an event application to the current event (e.g., upcoming auction or APCR).

When an entity intends to participate in an auction or APCR, the Primary Account Representative (PAR) or an Alternate Account Representative (AAR) must apply for that event in CITSS. Application to an auction or APCR includes entity consent to exchange specific CITSS user and entity information with the Auction and APCR Administrator (Auction Administrator) and Financial Services Administrator (FSA).

# Bidding in the Auction Platform

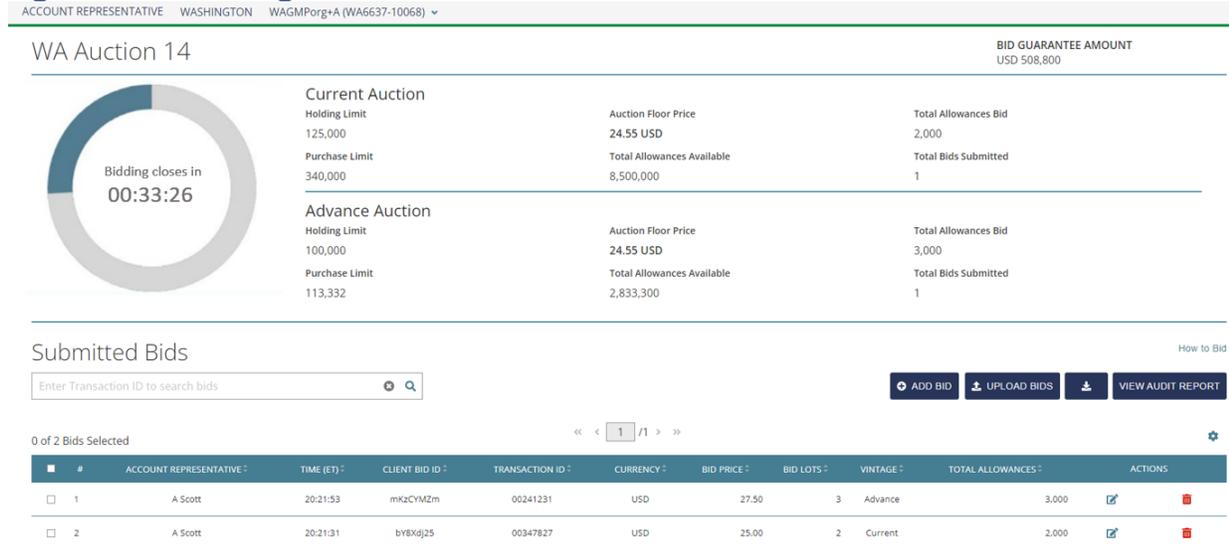
In addition to a CITSS account, an account representative (PAR or AAR) must have a user account in the Auction Platform to bid in an auction event.

Bidding in an auction is conducted on the Auction page in the Auction Platform. Bidding occurs only during the “bidding window.” The bidding window is normally open for the published duration of the event, which is typically three hours. Only active representatives for an entity that is a Qualified Bidder can access the Auction page. During the open bidding window, a representative may navigate to the Auction page to submit, edit, and delete bids.

In addition to bidding functionality, the Auction page provides the following information specific to an event with an open bidding window:

- Allowances Available
- Bid Guarantee Amount
- Holding and Purchase Limits
- Auction Floor Price
- Summary of Submitted Bids
- Bidding Window Time Remaining

Figure 1: Auction Page



A representative may manually submit individual bids or simultaneously submit multiple bids using a Bid Upload Template. With either approach, bids must be submitted and confirmed. For any bid, Currency, Bid Price, Bid Lots, and Vintage must be specified during bid submission.

## Manually Adding a Single Bid

To manually add a single bid, complete the following steps:

- **Select Add Bid**
- **Enter Bid Price, Bid Lots, and Vintage Information**
- **Select Submit**
- **Review and Select Confirm**
- **Review Submitted Bid on Auction Page**

Figure 2: Submitting a Single Bid



## Adding Multiple Bids Using a Bid Upload Template

To submit multiple bids using a Bid Upload Template, download the event-specific template from the Auction Platform. Each Bid Upload Template is specifically formatted for a specific event to allow appropriate currency and vintage options for a particular event.

Figure 4: Bid Upload Template

	A	B	C	D	E
1	WCI, Inc. Auction Platform				
2	Auction Bid Upload Template				
3					
4	<b>Currency</b>	Select the currency in which you would like to bid from the drop down.			
5	<b>Bid Price</b>	Enter the price in dollars and whole cents.			
6	Tips: To minimize any effects of floating point arithmetic storage inaccuracy, you can also use the ROUND function to round numbers to the number of decimal places that is required by your calculation.				
7	<b>Bid Lots</b>	Enter the number of lots. Each lot is 1000 allowances.			
8	<b>Bid Allowances</b>	Total Bid Allowances is calculated as Bid Lots multiplied by 1000.			
9	<b>Instrument Vintage</b>	Select the allowance vintage from the drop down.			
10					
11	<u>Currency Options</u>				
12	USD				
13					
14					
15	<u>Instrument Vintages Offered</u>				
16	Current	The allowances offered in the Current Auction may include allowances of vintages prior to the current year. When submitting bids for the Current Auction, all bids are placed as "Current" vintage.			
17	Advance				
18					
19	<b>Currency</b>	<b>Bid Price</b>	<b>Bid Lots</b>	<b>Bid Allowances</b>	<b>Instrument Vintage</b>
20				0	
21				0	
22				0	

To use the Bid Upload Template, complete the following steps:

1. **Download Bid Upload Template from the Auction Page.** The Bid Upload Template is available on the bottom of the Auction page.
2. **Complete and Save Bid Upload Template.** Complete by entering Bid Price, Bid Lots, and Instrument Vintage for each bid. Bid Allowances are calculated as Bid Lots multiplied by 1,000. A representative may submit up to 1,000 bids using a Bid Upload Template.
3. **Upload Bid Upload Template File.** The Upload Bids button is available on the bottom of the Auction page. Select the Upload Bids button and choose the completed Bid Upload Template file to upload.
4. **Confirm Upload Information and Select Continue.** If the displayed information does not appear to be correct, a representative may Cancel the upload and review the Bid Upload Template file again before upload.
5. **Receive "Success" Pop-up for Successful Upload.** If the Bid Upload Template is not upload successfully, a Failure pop-up will display and indicate the errors in processing. The errors may be addressed in the Bid Upload Template file and the upload process may be attempted again.

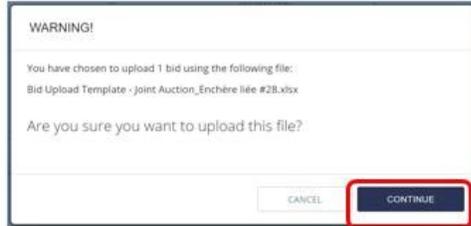
**Review Submitted Bids.** The Auction page will display any bids submitted and confirmed manually and any bids successfully uploaded by a Bid Upload Template.

Figure 5: Uploading a Bid Upload Template

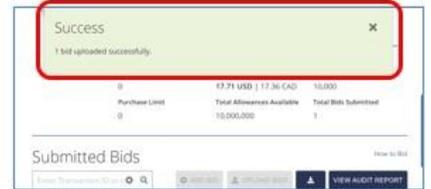
### Step 1: Upload Bids



### Step 2: Continue



### Step 3: Confirm Submission



## Editing or Deleting Bids

To edit or delete a bid during a bidding window, complete one of the following:

- **To Edit a Bid, Select the Edit Button.** Edit the Bid Price, Bid Lots, and/or Vintage and select Submit and Confirm.
- **To Delete an Individual Bid, Select the Trash Can Button.** Select Submit to delete the bid.
- **To Delete Multiple Bids, Select the Bids for Deletion.** Select Delete Selected Bids and then select Submit to delete the selected bids.
- **To Delete an Entire Transaction, Enter Transaction ID in Search Box.** Select the magnifying glass button to search. Select the checkbox in the header to Select All. Select Delete Selected Bids and then select Submit to delete the selected bids.

Figure 6: Editing or Deleting Bids

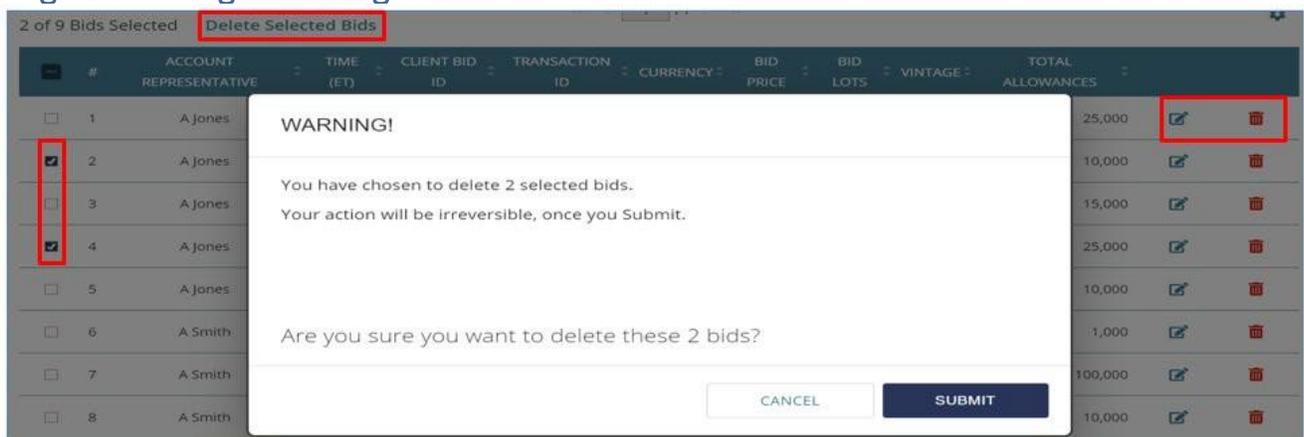


Figure 7: Deleting an Entire Transaction

Submitted Bids How to Bid

00334697

2 of 2 Bids Selected  « < 1 / 1 > »

<input checked="" type="checkbox"/>	#	ACCOUNT REPRESENTATIVE :	TIME (ET) :	CLIENT BID ID :	TRANSACTION ID :	CURRENCY :	BID PRICE :	BID LOTS :	VINTAGE :	TOTAL ALLOWANCES :		
<input checked="" type="checkbox"/>	1	A Jones	19:21:51	65nRX9rs	00334697	USD	20.00	10	Current	10,000	<input type="button" value="📄"/>	<input type="button" value="🗑️"/>
<input checked="" type="checkbox"/>	2	A Jones	19:21:51	m7i7ujvW	00334697	USD	20.00	15	Advance	15,000	<input type="button" value="📄"/>	<input type="button" value="🗑️"/>

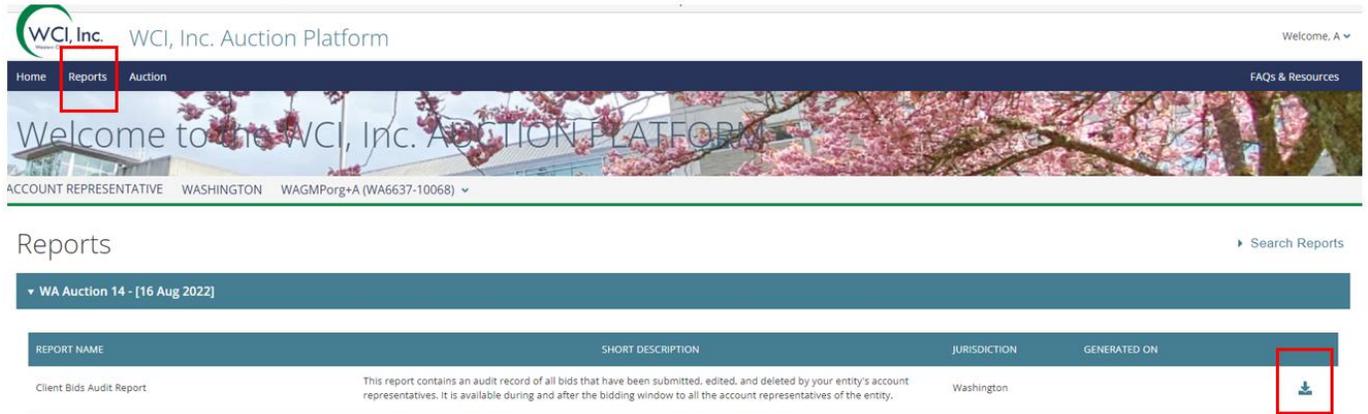
# Auction Platform Reports

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

- **Client Bids Audit Report.** This report is available once the event bidding window opens.
- **Client Bids Report.** This report is available upon event certification.
- **Financial Statement.** This report is available upon event certification.

These reports may be downloaded from the Reports page. To download a report, a representative may select the Download button located next to the desired report on the Reports page.

Figure 8: Reports Page



## Reports Search

While on the Reports page, a representative may select the Search Reports button to search for a particular report. The Search Reports functionality allows representatives to filter search results by Year, Event Name, and/or Report Name. To download a report after using the Search Reports functionality, a representative may select the Download button located next to the desired report on the Reports page.

## Client Bids Audit Report

The Client Bids Audit Report contains an audit record of all submitted, edited, and deleted bids for a particular entity. This report, which is available in Excel format, may be used during or after an event bidding window to confirm all submitted bids.

A bid that is created, edited once, and then deleted will be represented in the Client Bids Audit Report by three separate records, each with a unique Transaction ID. Multiple bids uploaded using one Bid Upload Template will be represented in the Client Bids Audit report by a separate record for each bid, each with a unique Client Bid ID, but all with the same Transaction ID.

Figure 9: Client Bids Audit Report

	A	B	C	D	E	F	G	H	I	J	K
1	Report Date & Time	08-18-2022 18:39:01									
2	Event Name	WA Auction 14									
3	Event Date	08-16-2022									
4	Entity Legal Name	WAGMPorg+A									
5	Entity Operating Name	WAGMPorg+A									
6	Total Bids Submitted	0									
7											
8	Client Bid ID	Transaction ID	Update Type	Update By	Update Time (ET)	Bids Creation Time (ET)	Currency	Bid Price	Bid Lots	Allowances Bid	Vintage
9	bY8Xdj25	00347827	Add	ascott@den	20:21:31	20:21:31	USD	25.00	2	2,000	Current
10	mKzCYMZm	00241231	Add	ascott@den	20:21:53	20:21:53	USD	27.50	3	3,000	Advance
11	mKzCYMZm	00413075	Delete	ascott@den	14:19:34	20:21:53	USD	27.50	3	3,000	Advance
12	bY8Xdj25	00185157	Delete	ascott@den	14:19:42	20:21:31	USD	25.00	2	2,000	Current
13											

## Client Bids Report

The Client Bids Report contains a record of all submitted bids, in final form, for a particular entity. This report, which is available in Excel format, is available upon event certification and includes information on individual bid success and the number of allowances awarded.

Figure 10: Client Bids Report

	A	B	C	D	E	F	G	H	I	
1	Report Date & Time	08-18-2022 18:39:01								
2	Event Name	WA Auction 14								
3	Event Date	08-16-2022								
4	Entity Legal Name	WAGMPorg+A								
5	Entity Operating Name	WAGMPorg+A								
6	Total Bids Submitted	0								
7	Settlement price USD (Current)	25.00								
8	Settlement price USD (Advance)	0.00								
9										
10	Client Bid ID	Transaction ID	Bid By	Update Time (ET)	Currency	Bid Price	Allowances Bid	Vintage	Successful Bid Allowances	
11	iyfdVphI	00445477	ascott@demo.citssdev.com	17:20:42	USD	25.00	1,000	Current	1,000	
12	n8gHgQJ3	00851285	ascott@demo.citssdev.com	17:46:11	USD	33.00	90,000	Advance	0	
13										

# Financial Statement

Figure 11: Financial Statement (Auction Information)



Cap-and-Trade Program auctions are administered by Western Climate Initiative, Inc. as a service for WCI, Inc. Participating Jurisdictions. All financial services are administered by the WCI, Inc. Financial Services Administrator.

Terms: Payment is due in full within seven days of certification of the auction referenced below. All payments must be made to the Financial Services Administrator, Deutsche Bank National Trust Company, using the wiring instructions provided below.

Results Available Date	06-30-2022
Auction Name	WA Auction 15
<b>Auction Participant Information</b>	
Entity Legal Name	WAGMPorg+A
Entity Operating Name	WAGMPorg+A
Reference Number	WA6637-06-28-2022
Currency of Bid Guarantee Submitted	USD
<b>Auction Information</b>	
Settlement Price (Current Auction)	USD 25.00
# of Successful Bids (Current Auction)	1
Successful Bid Allowances (Current Auction)	1,000
Total Bid Cost (Current Auction)	USD 25,000.00
Settlement Price (Advance Auction)	USD 0.00
# of Successful Bids (Advance Auction)	0
Successful Bid Allowances (Advance Auction)	0
Total Bid Cost (Advance Auction)	USD 0.00
Total Bid Cost	USD 25,000.00
<b>Account Information</b>	
Financial Services Account Name	WAGMPorg+A
Registry General Account Number	WA6637-10068
Financial Services Account Number	FSA-6637-10.068
Bid Guarantee Cash	USD 3,488,400.00

The Financial Statement is an event financial settlement invoice. This report, which is available in a PDF format, is available upon event certification and includes information on total allowances awarded, total amounts owed, and payment instructions.

**Figure 12: Financial Statement (Payment Instructions)**

Bid Guarantee Bond	USD 49,500.00
Bid Guarantee LOC	USD 0.00
Bid Guarantee LOG	USD 0.00
Amount Due To FSA*	USD 0.00
Amount Due To Entity by FSA	USD 3,463,400.00
Amount Due By Date	06-30-2022

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

**Instructions for Wiring - USD**

Bank Name	Deutsche Bank Trust Company Americas
Routing Number	021001033 - New York NY
SWIFT/Bank Identifier Code (for financial institutions outside the U S)	BKTRUS33
City	New York
State/Province	NY
DDA Number	01419647
Beneficiary	Trust And Agency Services
Payment Details	WCI Auction
Port	FSA-6637-10.068

For questions on the financial settlement process, please contact the Financial Services Administrator. Financial Services Administrator contact information is available in the Auction Notice released 60 days prior to each auction.