Bidding in the WCI, Inc. Auction Platform

California Cap-and-Trade Program
Released August 2021
TABLE OF CONTENTS

I. INTRODUCTION .................................................................................................. 1
II. BIDDING IN THE AUCTION PLATFORM ........................................................... 2
   A. Manually Adding a Single Bid ........................................................................ 3
   B. Adding Multiple Bids Using a Bid Upload Template ..................................... 3
   C. Editing or Deleting Bids ................................................................................ 5
III. AUCTION PLATFORM REPORTS ...................................................................... 7
   A. Reports Search ................................................................................................ 7
   B. Client Bids Audit Report ............................................................................... 8
   C. Client Bids Report .......................................................................................... 8
   D. Financial Statement ........................................................................................ 9
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

<table>
<thead>
<tr>
<th>Term / Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Auction</td>
<td>The auction of future vintage allowances.</td>
</tr>
<tr>
<td>CITSS</td>
<td>Compliance Instrument Tracking System Service. CITSS is the market registry.</td>
</tr>
<tr>
<td>Current Auction</td>
<td>The auction of allowances with a vintage of current and earlier budget years.</td>
</tr>
<tr>
<td>Jurisdiction</td>
<td>A jurisdiction refers to a governmental body that operates a cap-and-trade program, and that utilizes the WCI, Inc. Auction Platform.</td>
</tr>
<tr>
<td>Qualified Bidder</td>
<td>An entity that applied to participate in an event (e.g., upcoming auction or reserve sale), whose bid guarantee was accepted by the Financial Services Administrator (FSA), and is approved by a jurisdiction.</td>
</tr>
<tr>
<td>Representative</td>
<td>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.</td>
</tr>
<tr>
<td>Reserve Sale</td>
<td>A sale of allowances as described in section 95913 of the Regulation.</td>
</tr>
<tr>
<td>WCI, Inc.</td>
<td>Western Climate Initiative, Inc. WCI, Inc. provides services to governmental bodies that operate cap-and-trade programs.</td>
</tr>
</tbody>
</table>
I. 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.

The California Air Resources Board (CARB) and partner jurisdictions use two key internet services, the Compliance Instrument Tracking System Service (CITSS) and the Auction Platform, to administer the Cap-and-Trade Program. These services exchange data to maintain user and entity information. CITSS is the registry of record for the Cap-and-Trade Program. User guides and detailed information on the use of CITSS are provided on the CARB webpage at https://www.arb.ca.gov/citss.

The Auction Platform allows account representatives to create and manage user accounts in the Auction Platform, submit bids during an auction or reserve sale, and review results of past auctions and reserve sales 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 reserve sale).

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

**A. 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](image)

![Figure 3: Confirming a Single Bid](image)

**B. 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.
To use the Bid Upload Template, complete the following steps:

- **Download Bid Upload Template from the Auction Page.** The Bid Upload Template is available on the bottom of the Auction page.

- **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.

- **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.

- **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.

- **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**

1. **Step 2: Continue**

2. **Step 3: Confirm Submission**

C. **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
III. 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

A. 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.
B. 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

C. 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
## D. 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.

<table>
<thead>
<tr>
<th>Results Available Date</th>
<th>05-25-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction Name</td>
<td>Joint Auction #1 May 2021</td>
</tr>
</tbody>
</table>

**Auction Participant Information**

<table>
<thead>
<tr>
<th>Entry Legal Name</th>
<th>Company+J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Operating Name</td>
<td>Company+J</td>
</tr>
<tr>
<td>Reference Number</td>
<td>CA2918-05-24-2021</td>
</tr>
<tr>
<td>Currency of Bid Guarantee Submitted</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Auction Information**

<table>
<thead>
<tr>
<th>Settlement Price (Current Auction)</th>
<th>USD 20.88</th>
</tr>
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<tbody>
<tr>
<td># of Successful Bids (Current Auction)</td>
<td>8</td>
</tr>
<tr>
<td>Successful Bid Allowances (Current Auction)</td>
<td>126.000</td>
</tr>
<tr>
<td>Total Bid Cost (Current Auction)</td>
<td>USD 2,630,880.00</td>
</tr>
<tr>
<td>Settlement Price (Advance Auction)</td>
<td>USD 22.41</td>
</tr>
<tr>
<td># of Successful Bids (Advance Auction)</td>
<td>4</td>
</tr>
<tr>
<td>Successful Bid Allowances (Advance Auction)</td>
<td>44.000</td>
</tr>
<tr>
<td>Total Bid Cost (Advance Auction)</td>
<td>USD 986,040.00</td>
</tr>
<tr>
<td>Total Bid Cost</td>
<td>USD 3,616,920.00</td>
</tr>
</tbody>
</table>

**Account Information**

<table>
<thead>
<tr>
<th>Financial Services Account Name</th>
<th>Company+J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registry General Account Number</td>
<td>CA2918-3404</td>
</tr>
<tr>
<td>Financial Services Account Number</td>
<td>S2918-34.0</td>
</tr>
<tr>
<td>Bid Guarantee Cash</td>
<td>USD 4,250,000.00</td>
</tr>
</tbody>
</table>
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 531,250.00
Bid Guarantee LOC    USD 1,062,500.00
Bid Guarantee LOG    USD 0.00
Amount Due To FSA*   USD 0.00
Amount Due To Entity by FSA USD 633,080.00
Amount Due By Date   06-01-2021

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

**Instructions for Wiring - USD**

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<th>Details</th>
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<td>Deutsche Bank Trust Company Americas</td>
</tr>
<tr>
<td>Routing Number</td>
<td>021001033 - New York NY</td>
</tr>
<tr>
<td>SWIFT/Bank Identifier Code (for financial institutions outside the US)</td>
<td>BKTRUS33</td>
</tr>
<tr>
<td>City</td>
<td>New York</td>
</tr>
<tr>
<td>State/Province</td>
<td>NY</td>
</tr>
<tr>
<td>DDA Number</td>
<td>01419647</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Trust And Agency Services</td>
</tr>
<tr>
<td>Payment Details</td>
<td>WCJ Auction</td>
</tr>
<tr>
<td>Port</td>
<td>52918-340</td>
</tr>
</tbody>
</table>
```

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.