

Fixed + Energy Trading Guide

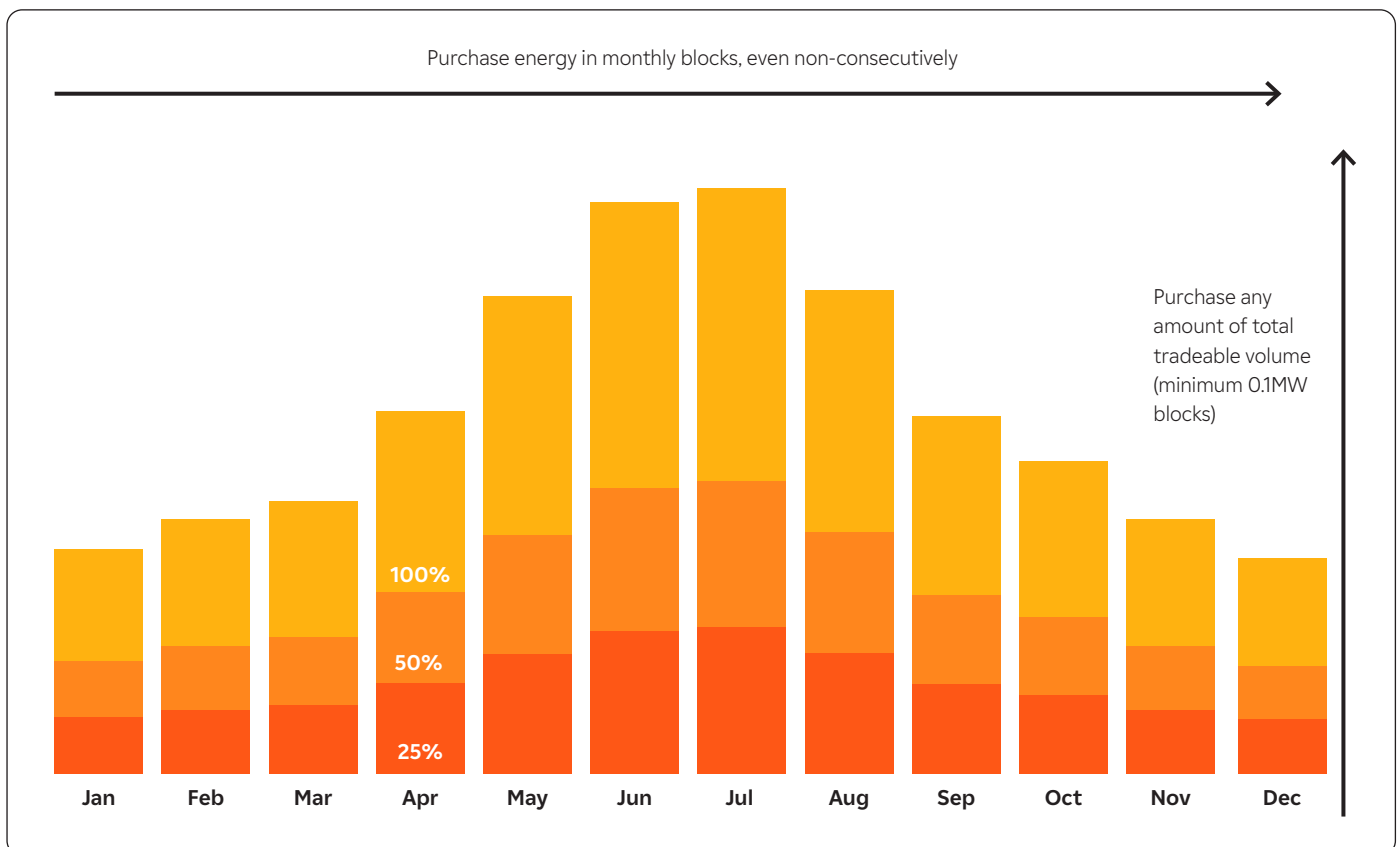
Introduction

Eligibility

- **Estimated annual consumption (EAC):** 2 - 20 GWh
- **Meter type:** both Half Hourly and Non-Half Hourly meters are eligible. Unmetered supply (UMS) and P272 supplies are excluded
- No EHV's (Extra High Voltage) Sites

Disclaimer

Market prices may go up as well as down. By signing the Fixed + Energy Trading contract, you acknowledge the risk associated with this.



Locking contract blocks

How it works

On any Working Day before the Last Lock-in Date as set out in the Contract Information Pack you can telephone our customer desk on 0845 301 2239 between 9:00 and 16:30 with a request to Lock a Contract Block. Subject to market liquidity, we will quote you a price (a “**Lock Quotation**”), which you must accept or reject immediately.

If you accept a Lock Quotation, then it becomes a Lock price for the Contract Block and it can no longer be changed.

Verbal acceptance of our Lock Quotation constitutes full and irrevocable acceptance of the Lock price for the Contract Block.

The Fixed + Energy Trading product is designed to help you manage your energy costs. You cannot use it to speculate on power prices. You can only ask for and agree Lock Quotations from your Block List and for energy you genuinely expect to consume, and we are not required to provide a Lock Quotation where we reasonably consider that you will not consume the energy covered by it. Where the volume of energy due for delivery by the Contract Blocks on your Block List is more than what we reasonably consider that you'll consume, we may remove the excess Contract Blocks from the Block List ourselves and we will notify you of this and you shall not be charged Contract Block Fixed Price.

For a Contract Block of at least 5MW, you can also get a quotation from a third party (a “Third Party Quotation”) after notifying us that you plan to do so. Once you have obtained it, you can telephone us between 9:00 and 16:30 and request a Lock Quotation in relation to the same Contract Block, and we will confirm whether we can provide it immediately or we will need to telephone you back.

If you reject our Lock Quotation, you can provide the following details (the “**Third Party Request**”):

- Name of a third party from which you obtained the Third Party Quotation
- Description of Contract Block
- Contract Block Size in MW
- Lock price in £/MWh

and we will let you know the applicable fee for the Transaction. If you accept the applicable fee for the Transaction, this constitutes an “**Instruction**.”

If after receiving your Instruction, we or EDF Trading Limited have the appropriate documentation to enter into bilateral GTMA trades with the third party, **you should ensure** the third party uses reasonable endeavours to conclude the GTMA trade with EDF Trading Limited (by telephoning the EDF Trading Power Desk on 020 7061 4359) at the same price as in your Third Party Quotation. **We will notify you** if we can't conclude the trade on satisfactory terms. The Instruction is irrevocable and conclusion of the GTMA trade constitutes your irrevocable acceptance of the price under the GTMA trade plus the applicable fee for the Transaction being the Lock price for the Contract Block.

If the GTMA trade is successfully concluded in accordance with the Instruction, **we will send you** an electronic confirmation by the end of that Working Day.

Buying Contract Blocks at the Day Ahead Index Price*

Step 1

On any Working Day before the Last Lock-in Date, **you can telephone** us between 9:00 and 16:30 to elect a Day Ahead Index trade to apply to a Contract Block, stating the Contract Block and volume.

Step 2

We will let you know which Day Ahead Index we can provide and the Day Ahead Index Fee, which you accept or reject immediately. Verbal acceptance constitutes full and irrevocable acceptance of the use of the Day Ahead Auction for the Contract Block, and the resulting Day Ahead Index Price plus the Day Ahead Index Fee will be the Lock price.

General Terms in relation to the Fixed + Energy Trading Guide

Unless we tell you otherwise, you are only able to operate Fixed + Energy Trading one week after your Agreement has been accepted.

The Fixed + Energy Trading Guide can only be used once you have provided us with a list of Authorised Persons. These persons will be detailed in the Contract Information Pack, and only they will be able to utilise the Fixed + Energy Trading Guide on your behalf. We will not be liable if you do not notify us of any changes to the list or in the event that a person purports to act as an Authorised Person and you suffer any costs, losses or harm as a result.

Where you allow a third party to represent you then you need to provide us with an executed Consultant Authorisation Letter on a form that we will provide you.

Each telephone conversation conducted in relation to the Fixed + Energy Trading Guide shall be conducted on a recorded line on the following telephone number: 0845 301 2239 (which we may change on one Working Day's notice). Evidence contained in any recordings of telephone conversations will prevail over any other oral or written evidence.

You will ensure that any person (whether employee, sub-contractor or consultant) you engage to carry out the purchasing of electricity (the "**Customer Representative**") pursuant to this Agreement will do so only to manage the price of electricity for your commercial needs and not for any speculative or investment purpose (the "**Purpose**"). You will expressly notify the Customer Representative of the Purpose. In the event that you become aware that the Customer Representative is not acting in accordance with the Purpose you shall immediately remove the Customer Representative from any further involvement whatsoever with this Agreement.

*Not available when you are on a live billing product and your Charging Period is not in line with a calendar month or where any NHH Supply Points are billed quarterly.

If you have not accepted a Lock Quotation for a Contract Block, or not otherwise set a Lock price by the Last Lock-in Date, you will be deemed to have accepted the price we reasonably obtain for the Contract Block (the “**Default Price**”) and you will be deemed to have accepted that price as the Lock price.

If the number of requests we receive from all our customers to Lock a price for a Contract Block exceeds the number of requests we are able to respond to, or any request to fix a price for a Contract Block breaches any of our internal governance policy or trading limits, then we will let you know which requests we are unable to respond to, and neither of us will have any liability as a result of any inability to comply with those requests.

You will only be entitled to set a Lock price for the Contract Blocks set out in the Block List. In addition, where the Contract Block is less than 5MW then you will exclusively use us to provide Lock Quotations. Lock prices can only be set for the following periods:

- 3 Rolling Front Months
- 2 Rolling Front Quarters
- 5 Rolling Front Seasons,

unless specified otherwise in the Contract Information Pack.

Confirmation Procedure

Following your acceptance of a Lock Quotation we will aim to send you an electronic confirmation.

FAQs

When can my Fixed + Energy Trading contract start? The start date must be at least 1 week in the future at the point of acceptance.

What clip sizes can my baseload and peakload blocks be purchased in? This contract is for baseload energy purchasing only and can be bought in clip sizes of 5MW, 1MW, 0.5MW and 0.1MW. Peakload is non-tradeable and is built into the contract rates.

What purchasing options do I have? You can purchase in months (e.g. 1st-31st October), or by season (e.g. Winter 2024) for Fixed + Energy Trading. For each monthly block, you can purchase any amount of the total volume (minimum 0.1MW baseload blocks).

Can I pre-order a trade once certain conditions are met? You will need to monitor the market yourself and only call once you are ready to trade. You'll have telephone access to our Customer Desk from 9:00 - 16:30 on working days.

Following a trade, will I get any confirmation? Yes, following a trade an email is issued with the details to the authorised trader and designated mailing list as provided by the customer throughout the contract life.

What visibility will I have of my trading impact? We will send regular position reporting which will be sent to the recipients agreed at the point of contract acceptance with your Account Manager.

I have the Reconciliation Billing product.

How are reconciliations made? Reconciliations will be applied to each account monthly and will be included on your bills. These are apportioned out based on the Estimated Annual Consumption (EAC) of each supply and can be either credit or debit based on your trading performance

If I'm purchasing energy, what do the unit rates on my Contract Information Pack relate to? Unit rates are a fixed charge which include your weighted average reference block price (detailed on your block list) as well as your non-tradeable energy prices. Your bills will be produced using these unit rates and will be reconciled through the reconciliation charge.

How are my reconciliation charges calculated? At the point of quote, you will be provided a reference unit price based on forecasting. Your bills will be generated using the average of your reference unit rates. If you trade and get a better price for your energy for a particular month, then on that month's bill, you will have a reconciliation credit applied for the difference. If you trade for a higher price than the reference rates, you will instead have a reconciliation charge applied to your bill for the difference.

I have the Live Billing product.

If I'm purchasing energy, why is my bill referencing one unit rate? For each Billing Cycle Period we will calculate the weighted average price for all the Lock price as well as your non-tradeable energy prices. Your bills will be produced using this weighted average price.

Will there still be a reconciliation? As your actual consumption is billed against the unit rate and modified to include the achieved trade price for the month, this removes the need for a more complex energy reconciliation.

Does this impact non-energy related costs? All other non-energy related parts of the electricity price will not be altered by moving to live billing.

What happens if I purchase too much or too little energy? You will be provided with a 'shopping list' in the addendum of your Contract Information Pack as well as position reporting, showing what you have locked in and have left to purchase. The amount of energy on these reports are based on your total forecast units that you have agreed. It's important you keep track of your energy consumption at each site to ensure they are consuming as expected. Your Contract Information Pack (CIP) will show the total forecast units that you have agreed with us, that you expect to use. It is extremely important that your forecast remains accurate during the contract period. If you believe that the forecast detailed in the CIP is no longer accurate to the amount you will consume from us, you must provide us with your new forecast with at least 3 months' prior written notice.

- **Underpurchased:** If you use more energy than predicted and have not accounted for this in your purchasing by your last lock-in day, our trading team will make the trade for you and the energy is bought at market price.

- **Overpurchased:** If you use less energy than predicted and have therefore overpurchased, the excess energy can't be sold back. You will only be charged for the electricity you use on your bill.

If you have any other questions, please don't hesitate to get in touch with your Account Manager, who will be more than happy to help.