ENERGINET

Shippers' Guide to Ener-ginet.dk Online

Version 4.0

1 March 2016

Contents

1. Introduction

It should be noted that the contents of Energinet.dk's guide to Energinet.dk Online is directory and as such not legally binding. The actual commercial terms are set according to the framework agreement with Energinet.dk based on Rules for Gas Transport.

To gain access to Energinet.dk Online, the shipper has signed an Online Access Agreement (OAA) and indicated in it the users who are to have access to the register and type of access each user is allowed.

The shipper will receive an e-mail notification of the registration.

2. Access

When you have gained access to Energinet.dk Online you will get a username - starting with SI\EOGXXX- send via E-mail. You have been registered with your email address and your mobile phone number.

Your access to Energinet.dk Online is personal and Energinet.dk strongly recommends that you do not share your login details with anyone else and that you are the only user of your account.

If you want to close down your access, e.g. due to internal or external job rotation, we kindly ask you to inform us about it.

2.1   Log-in (new user)

1. The first time you login at Energinet.dk Online, you must request a password via this link.

2. Click at "Forgot password"

3. Click at "Forgot password"

4. Enter your username. Type your mobile phone number and email address. Remember to choose your country code in front of your phone number.

   Press then "Request password"

5. You will then receive a One Time Password via SMS and an email with a link to how to change your password of your choice.

   In case you do not receive a SMS and an E-mail, enter your username and press "Call me"

6. Press the link referred to in the email and type your username, your one time password and a new password of your choice.

   Please be aware of the password requirements below:

Password requirements

The password must as a minimum consist of nine characters.

Remember that a password must:

- include both letters and numbers
- be different from your last 10 passwords
- not be deducible from easily accessible information such as eg name and initials
- not include national special characters, such as eg æ, ø, å
- not be identical with passwords you use in other connections
- be changed every three months (you will be notified when it expires)

7. Your password has now been changed. You will receive a confirmation of your new password via SMS

2.2 Log-in

After chancing your password, you are ready to log in at Energinet.dk Online via this link:

1. You will be directed to the following Microsoft Forefront page.
   Enter your username and your new password

2. A passcode of six characters will be sent as an SMS code to the mobile phone number that Energinet.dk has registered for each user:

   You enter your SMS passcode in the authentication box shown below:
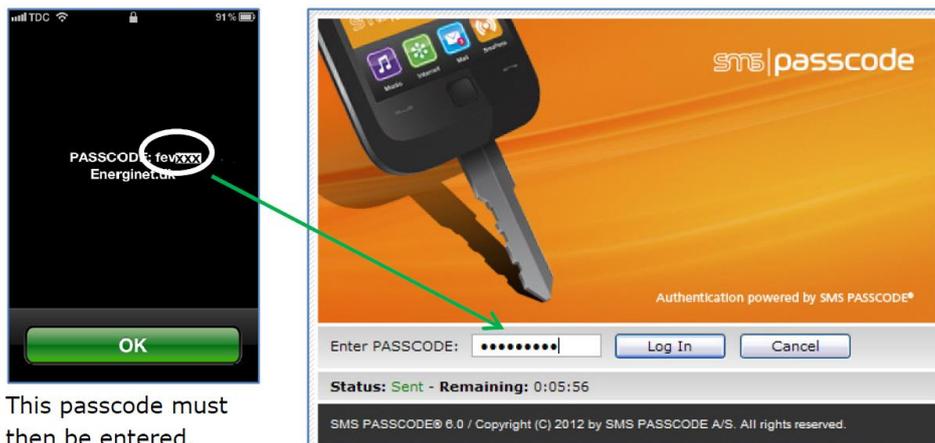
This passcode must then be entered.

You have now successfully got access to Energinet.dk Online.
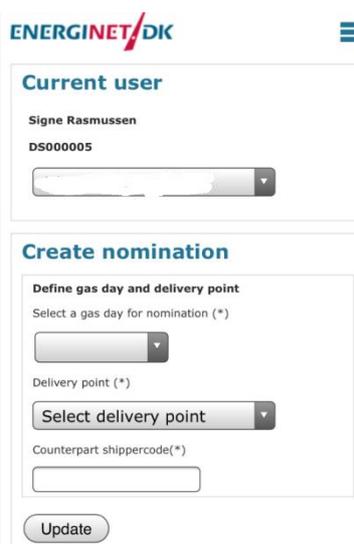
2.3 Mobile version

You can also access Energinet.dk Online from your tablet or mobile phone. The login procedure is the same as described in section 2.2.

The following pages at Energinet.dk Online are configured to mobile phone and tablets:
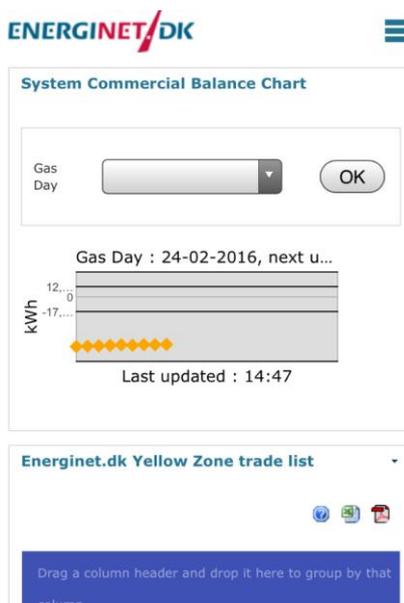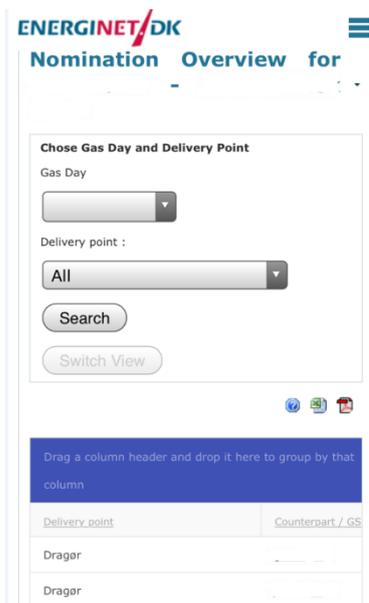
The frontpage/menu   **Create nomination**
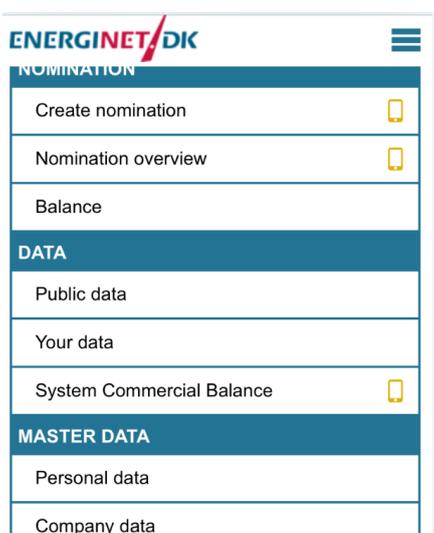
Nomination overview   **SCB**

2.4   Forgot password

In case you forgot your password you can request a new password by following the procedure described in section 2.1.

2.5   Change of password

It is also possible to change your password, when you are logged in at Energinet.dk Online.

You can change your password via Master data – Personal data:

Be aware of the following password requirements:

The password must as a minimum consist of nine characters.

Remember that a password must:

• include both letters and numbers

• be different from your last 10 passwords

• not be deducible from easily accessible information such as eg name and initials

• not include national special characters, such as eg æ, ø, å

• not be identical with passwords you use in other connections

• be changed every three months (you will be notified when it expires)

Current User:	Current User:energinet\slr
Old password	
New password:	
Repeat new password	

Change password

3. Menus

The menu at Energinet.dk Online offers the functionalities mentioned below. By use of mouse mover, the coloured buttons to the left reveal the following menu options:

Capacity:
- Capacity auctions
- Capacity order
- Capacity transfer facility orders
- Capacity agreement overview

Balance:
- Balance agreement overview

Nomination:
- Create nomination
- Nomination overview
- Balance

Data:
- Public data
- Your data
- System Commercial Balance

Documents:
- Invoices
- Energy balance documents
- Credit usage

Master Data:
- Company data
- Personal data
- Relations

4. Example of functionalities

4.1 Nomination

Enter or select the relevant gas day and delivery point:
Click 'Update'.
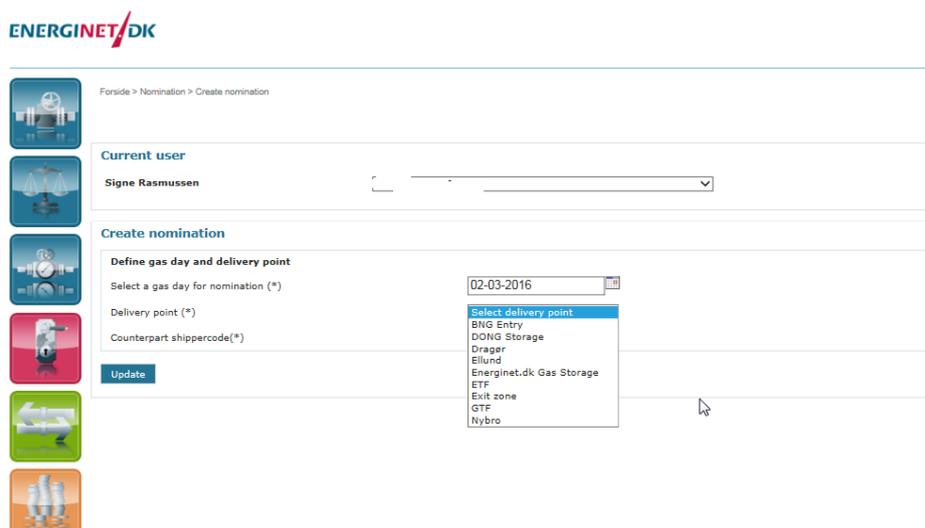
Insert your hourly values. You can insert up to 24 values, but you can choose to insert fewer values. The system will insert 0 for the hours that are not filled in.

Select a priority for all hours, enter the priority by clicking "Read priorities" or "Read hourly values and priorities" and adjust priorities for the individual hour.

See below:

Current user

Signe Rasmussen   DS

Create nomination

Agreement information

Delivery point :   Ellund

Counterpart :

Gas day :   03-03-2016

Input nominationvalues

Copy your hourly values in a seperated format and insert them in the text box beneath. Click on the button "Read hourly values" and then values will be inserted into the textboxes with hourly values. The first hourly value defines the first hour of the gas day.

Priority : [▼] Hourly priority is set when priority is read.

[Read hourly values]   [Read hourly values and priorities]   [Read priorities]

Please note that positive nominationvalues signify entry into the transmission system and negative values signify exit out of the transmission system. Also please note that nominations for the exit zone must always be negative, and nominations for BNG transfer points must always be positive.

Priority : [1] [2] [Clear]

kWh : [Autofil] [Clear]

Hour	kwh/h	Priority	Hour	kwh/h	Priority
06-07	100000	▼	18-19	100000	▼
07-08	100000	▼	19-20	100000	▼
08-09	100000	▼	20-21	100000	▼
09-10	100000	▼	21-22	100000	▼
10-11	100000	▼	22-23	100000	▼
11-12	100000	▼	23-00	100000	▼
12-13	100000	▼	00-01	100000	▼
13-14	100000	▼	01-02	100000	▼
14-15	100000	▼	02-03	100000	▼
15-16	100000	▼	03-04	100000	▼
16-17	100000	▼	04-05	100000	▼
17-18	100000	▼	05-06	100000	▼

Sum : 100000

To nominate for a period of time

[Enter end date]

End Date : [04-03-2016] 🗓

[Create]

Enter the end date for your nominations. You can nominate for several of days by entering a period of time.

If you wish to nominate for more than one gas day, you can choose to insert values for a longer period of time. Please note, however, that you must nominate for whole gas days and indicate the same value for all the gas days of the chosen period. You can always change the values by renominating.

Click "Create"

Enter your password – and click "Accept".

4.2   FCFS capacity booking

Capacity products sold via FCFS includes: Yealy, Quaterly, Monthly, Daily and Within-day and are available at Nybro, BNG Entry and the Exit zone.

Deadlines for capacity booking and capacity periods can be found in Rules for Gas Transport section 5,3.

4.2.1   Example of day-ahead capacity booking at Nybro

Click on "Capacity Order"

Chose the delivery point, gas day and fill in the hourly values and click "Create prognosis".

When you have clicked on the "Create prognosis" you will get a prognosis, where the details about the capacity agreement will appear.

Please, pay extra attention to the details of the capacity agreement. Do not con-firm order unless you are sure about the details is correct.

Under the product flag you will see that the capacity agreement will be shown as a daily product.

Under the Price information flag you can see the total price of the capacity product.

If everything is correct you confirm the order. After this the capacity agreement is available under Capacity ➔ Capacity agreement overview.

4.3   Data

Under 'Public data' you can draw graphs on, for instance flow data, capacities, interruptions etc. at the points in the transmission system.

Under 'Select data to show' you can insert the following input[1]:
- 'Period start' and Period end' to select the relevant period
- Either 'Daily' or 'Hourly' resolution for the data
- Location, where the relevant point is chosen (E.g. Ellund)
- 'Type', where the relevant data type is chosen (E.g. Allocation)
- 'Direction', where you can choose 'Entry' or 'Exit'

Then you press 'Add', and the data selection will be added to the list below.

Under 'Select chart display' you can now choose how the data should be displayed by ticking off the box on the left and then first choosing 'Chart type' (e.g line chart) and then 'Target chart', to select in which of the 4 charts below the graph should be displayed (in this case Target chart 1 is chosen).

Then press 'Draw', and the chart will be added in the chosen target chart below.

You now have the following options:
- See chosen graph in blown up by pressing the magnifying glass

[1] Please note that the entry fields vary depending on the relevant data selection. For instance direction of flow data cannot be entered, as the direction is obvious for such a type of data.

- Choose 'Data' instead of 'Graph' to display the figures behind the graph
- Choose to download the data, either as an Excel file og PDF file
- Compare data from several points in one graph

Under 'Your data' you can also find your own specific data (e.g. your own capacity at specific points), by using the same method as for the public data.

4.4 System Commercial Balance

The overview if the Estimated System Commercial balance, E(SCB), and the System Commercial Balance, SCB, are available under the pink 'Data' icon, and can be accessed without log-on:
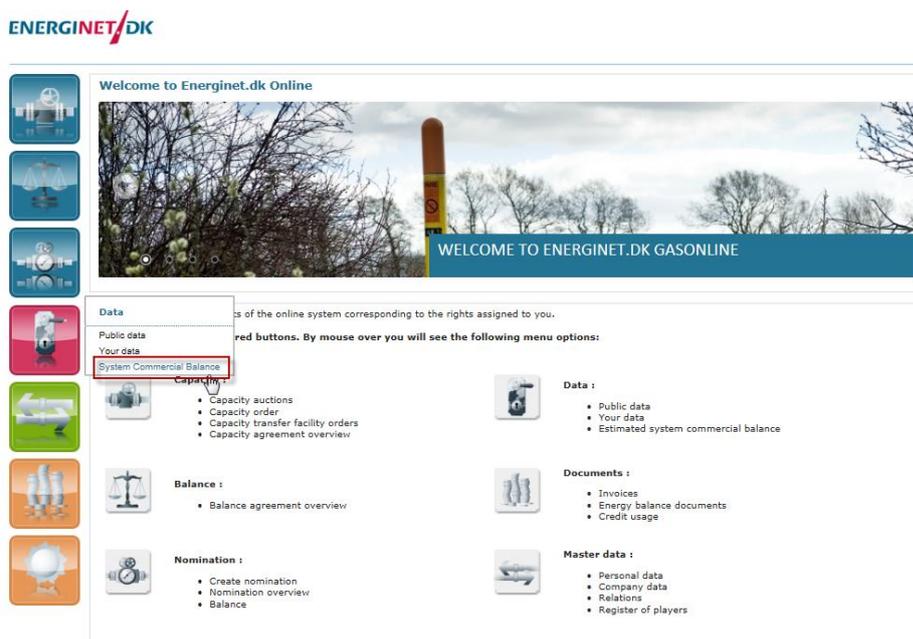
On the screen, the graph of the current gas day will appear. At the top is possible to choose which gas day you want to see back in time. On the x-axis is the timeline for estimating the balance at the end of the gas day, within the gas day. On the y-axis the green zone limits are shown in kWh.

The colour of the spots indicate if the E(SBC) is within the green zones limits or if it is in the yellow zone. A more precisely status of the spot are viewed by mouse-over.
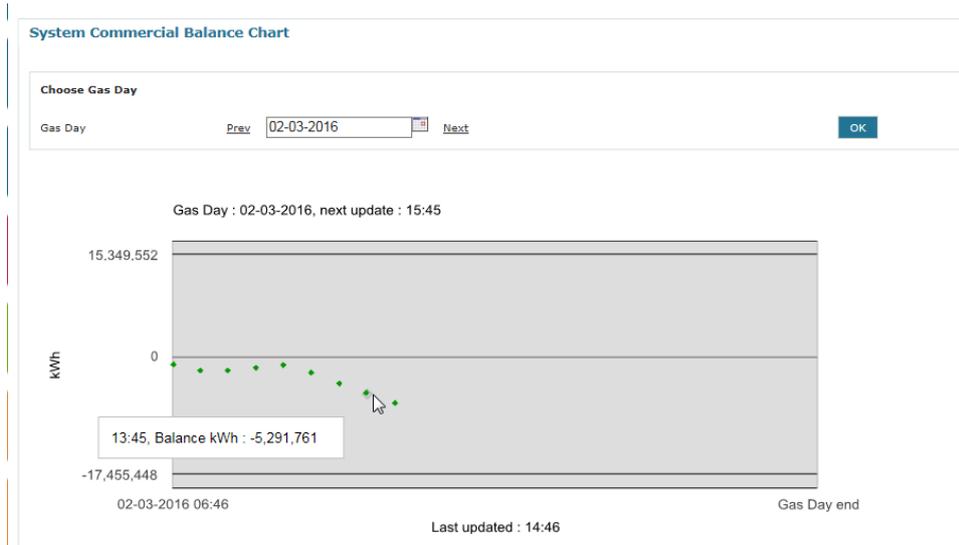
The list of E(SCB) values are also shown in a list further down on the same page:

When the E(SCB) is in the yellow zone, a yellow zone trade list will appear below the graph. If the E(SCB) is in the yellow zone outside Energinet.dk's 5 trading windows, the Order Status will show the status NOTICE, and the volume will be the hourly value in kWh, if Energinet.dk were to trade in that specific hour.

Choose Gas Day

Gas Day   Prev 22-02-2016   Next   [OK]

Gas Day : 22-02-2016

◆ : 23-02-2016 11:16, SCB, Non valid ordinary, Balance kWh : -2,184,311
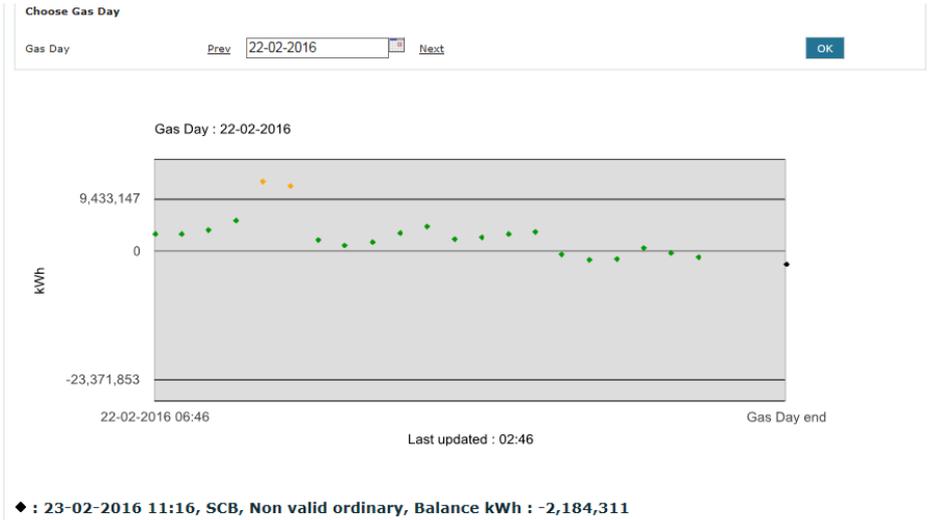
Energinet.dk Yellow Zone trade list

Created	DealId	Gas Day	HourFrom	Volume kWh/h	Eur/MWh	DKK/kWh	OrderStatus
22-02-2016 11:46		22-02-2016	22-02-2016 16:00	-180,000			notice
22-02-2016 11:08	44544	22-02-2016	22-02-2016 15:00	-230,000	12.200		trade
22-02-2016 10:46		22-02-2016	22-02-2016 15:00	-230,000			order

The total trade volume is the difference between the value of the yellow spot and the green zone limit.

If the E(SCB) is in the yellow zone during one of the 5 trading windows (at 10:45, 13:45, 16:45, 19:45 and/or 22:45), the OrderStatus in the list will be ORDER, which means that the listed amount will be traded at Gaspoint Nordic. The actual trades made in the trading window will have status TRADE, and will be added to the list shortly after the actual trading window has closed.

After the gas day, the first SCB will be calculated, typically around 11:15, but now later than 14:00. The SCB is shown as a black spot:
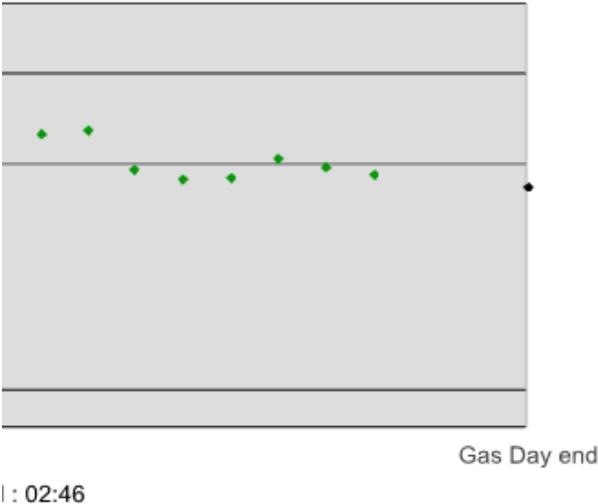
4.5 Invoices and Energy balances

Invoices are either send via ordinary mail or electronic via an EAN number (only an option if located in Denmark). However the invoices are published every month at Energinet.dk Online as well.

The daily energy balances from the gas day before is send out via XML file format or flat file format at 11:15 AM and latest 14:00 PM. At the same time they will be published at Energinet.dk Online.

Both invoices and energy balances can be found under 'Documents':
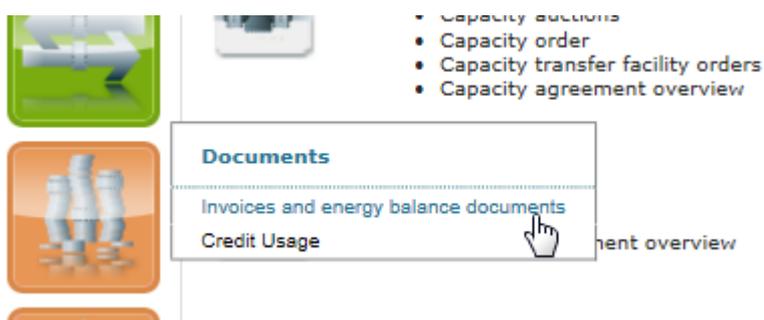
Chose which month and year you wish to see your energy balances and invoices from and click at the associated pdf icon.

Year : 2016 ⌄ Month : February ⌄ Search

| Document Type	Start date	End date	Format	Approved
Energy balance current	29-02-2016	29-02-2016	📄	01-03-2016 11:16
Energy balance current	28-02-2016	28-02-2016	📄	29-02-2016 11:15
Energy balance current	27-02-2016	27-02-2016	📄	28-02-2016 11:16
Energy balance current	26-02-2016	26-02-2016	📄	27-02-2016 11:16
Energy balance current	25-02-2016	25-02-2016	📄	26-02-2016 11:16
Energy balance current	24-02-2016	24-02-2016	📄	25-02-2016 11:16
Energy balance current	23-02-2016	23-02-2016	📄	24-02-2016 11:16
Energy balance current	22-02-2016	22-02-2016	📄	23-02-2016 11:16
Energy balance current	21-02-2016	21-02-2016	📄	22-02-2016 11:16
Energy balance current	20-02-2016	20-02-2016	📄	21-02-2016 11:16
Energy balance current	19-02-2016	19-02-2016	📄	20-02-2016 11:16
Energy balance current	18-02-2016	18-02-2016	📄	19-02-2016 11:16
Energy balance current	17-02-2016	17-02-2016	📄	18-02-2016 11:16
Energy balance current	16-02-2016	16-02-2016	📄	17-02-2016 11:16
Energy balance current	15-02-2016	15-02-2016	📄	16-02-2016 11:15
Energy balance current	14-02-2016	14-02-2016	📄	15-02-2016 11:16
Energy balance current	13-02-2016	13-02-2016	📄	14-02-2016 11:16
Energy balance current	12-02-2016	12-02-2016	📄	13-02-2016 11:15
Energy balance current	11-02-2016	11-02-2016	📄	12-02-2016 11:16
Energy balance current	10-02-2016	10-02-2016	📄	11-02-2016 12:43
Energy balance current	09-02-2016	09-02-2016	📄	10-02-2016 11:16
Energy balance current	08-02-2016	08-02-2016	📄	09-02-2016 11:16
Energy balance current	07-02-2016	07-02-2016	📄	08-02-2016 11:15
Energy balance current	06-02-2016	06-02-2016	📄	07-02-2016 11:16
Energy balance current	06-02-2016	06-02-2016	📄	07-02-2016 11:34
Energy balance current	05-02-2016	05-02-2016	📄	06-02-2016 11:16
Energy balance current	04-02-2016	04-02-2016	📄	05-02-2016 11:16
Energy balance current	04-02-2016	04-02-2016	📄	05-02-2016 12:01
Energy balance current	03-02-2016	03-02-2016	📄	04-02-2016 11:16
Energy balance current	02-02-2016	02-02-2016	📄	03-02-2016 11:15
Energy balance current	01-02-2016	01-02-2016	📄	02-02-2016 12:55
Ordinary capacity primo period payment	01-02-2016	29-02-2016	📄	12-02-2016 13:56

5. Notifications

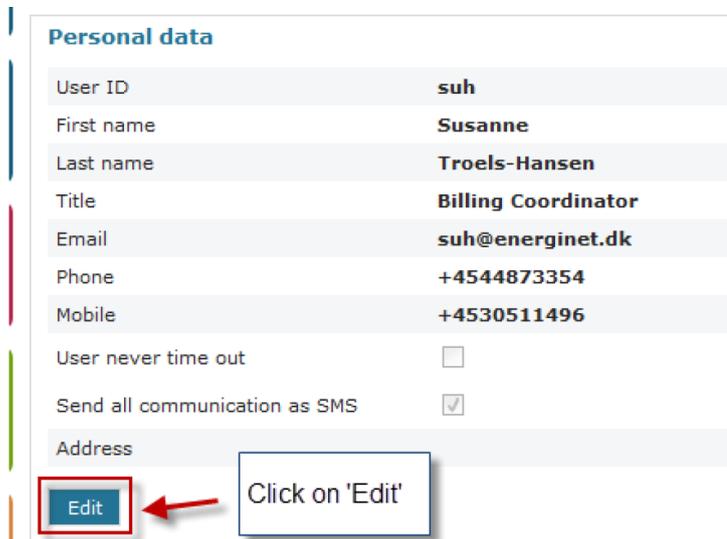## 5.1 How to delete text messages notification

Please note, if you chose to delete text messages notification you will not receive any notifications via text message at all.

It is not possible to delete notifications send to your email.

1. Log in at Energinet.dk Online

2. Chose 'Personal Data' under the menupoint 'Master data'
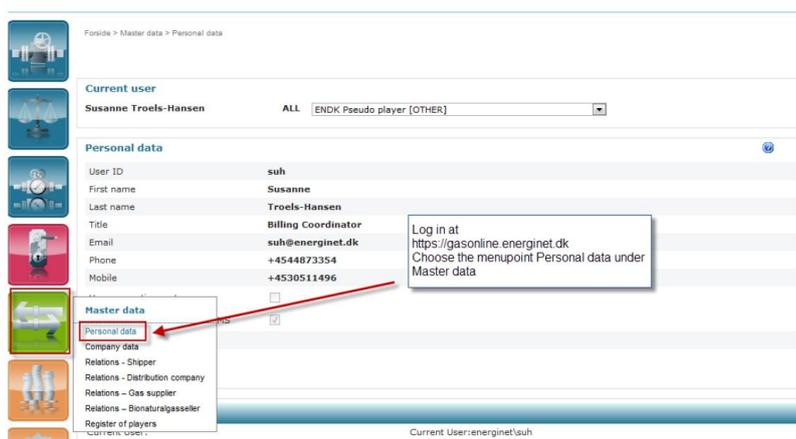
3. Chose Edit

4. Tick of the checkmark "Send all communication as SMS" and save

Current user

Susanne Troels-Hansen ALL ENDK Pseudo player [OTHER]

Personal data

User ID	suh
First name(*)	Susanne
Last name(*)	Troels-Hansen
Title	Billing Coordinator
Email(*)	suh@energinet.dk
Phone	+4544873354
Mobile(*)	+4530511496 (This is used for Login)
User never time out	
Send all communication as SMS	☑ Tick off the checkmark and save
Address	

Save   Cancel