



# Shippers' Guide to Ener- ginet.dk Online

Version 4.0  
1 March 2016

## Contents

1.	Introduction.....	3
2.	Access.....	4
2.1	Log-in (new user) .....	4
2.2	Log-in .....	6
2.3	Mobile version .....	7
2.4	Forgot password.....	8
2.5	Change of password.....	8
3.	Menus .....	10
4.	Example of functionalities .....	12
4.1	Nomination .....	12
4.2	FCFS capacity booking .....	14
4.2.1	Example of day-ahead capacity booking at Nybro .....	14
4.3	Data .....	17
4.4	System Commercial Balance .....	19
4.5	Invoices and Energy balances .....	22
5.	Notifications.....	24
5.1	How to delete text messages notification .....	24

## **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"

Registered users can access Energinet.dk Online.

Energinet.dk Online  
GAS

Energinet.dk Online  
Register of Players

To request a new password, please write your mobile number and your email address.

Forgot password

3. Click at "Forgot password"



Login

ForgotPassword

System Beskrivelse / System Description

GasOnline

Glemt kodeord / Forgot Password

Glemt kodeord / 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"

[Glemt kodeord / Forgot Password](#)

Brugernavn / AccountName:

Mobilnr.\* (fx. +4512345678) / Mobile (e.g. +4512345678)

Email / Email

---

Kan du ikke modtage SMS, indtast dit brugernavn her og klik på knappen herunder.  
Are you unable to receive SMS, enter your accountname here and click the button below.

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"

Kan du ikke modtage SMS, indtast dit brugernavn her og klik på knappen herunder.  
Are you unable to receive SMS, enter your accountname here and click the button below.

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

Login

ChangePassword

[Information om krav til password](#)  
[Information about password requirements](#)

[Eksisterende kodeord / Old Password] DU SKAL BENYTTÉ KODEORD FRA MODTAGET SMS  
[Eksisterende kodeord / Old Password] YOU HAVE TO USE THE PASSWORD FROM RECIEVED SMS

[Ændre kodeord / Change Password](#)

Aktuel bruger / Current User:

Eksisterende kodeord / Old Password:

Nyt kodeord / New Password:

Gentag nyt kodeord / Repeat New Password:

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

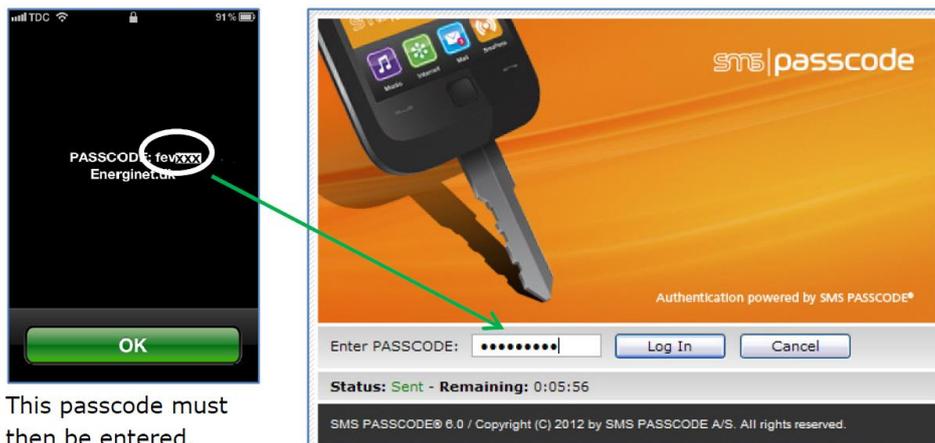
## 2.2 Log-in

After changing 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.

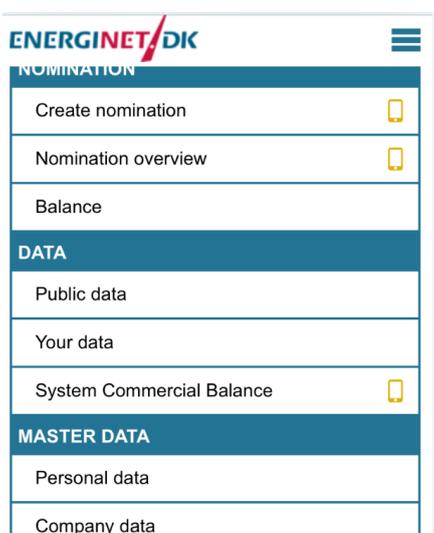
You have now successfully got access to Energinet.dk Online.

### 2.3 Mobile version

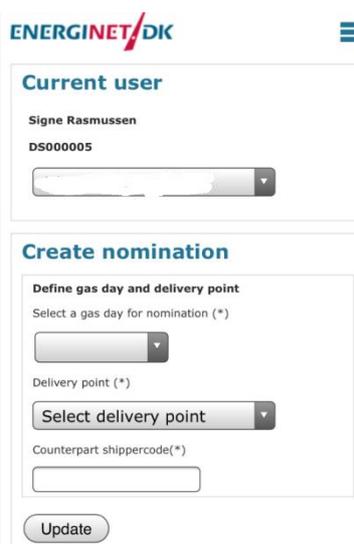
You can also access Energinet.dk Online from your tablet or mobile phone. The login procedure is the same as described in section 2.2.

The following pages at Energinet.dk Online are configured to mobile phone and tablets:

#### The frontpage/menu

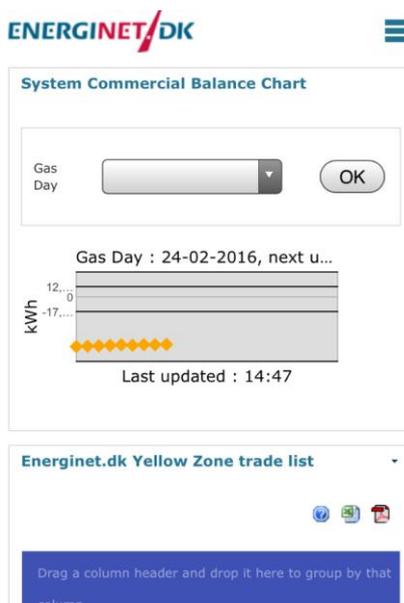
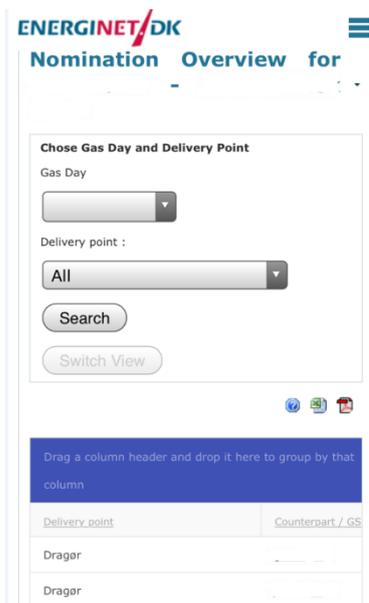


#### Create nomination



**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)

The screenshot shows a web form for changing a password. On the left side, there are four labels: 'Current User:', 'Old password', 'New password:', and 'Repeat new password'. On the right side, there are three input fields. The first field contains the text 'Current User: energinet\slr'. Below the input fields is a blue button with the text 'Change password'. Red rectangular boxes highlight the 'Change password' button and the three input fields.

## 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:




**Welcome to Energinet.dk Online**



You can access different parts of the online system corresponding to the rights assigned to you.  
**To navigate use the coloured buttons. By mouse over you will see the following menu options:**

<p><b>Capacity :</b></p> <ul style="list-style-type: none"> <li>• Capacity auctions</li> <li>• Capacity order</li> <li>• Capacity transfer facility orders</li> <li>• Capacity agreement overview</li> </ul>	<p><b>Data :</b></p> <ul style="list-style-type: none"> <li>• Public data</li> <li>• Your data</li> <li>• Estimated system commercial balance</li> </ul>
<p><b>Balance :</b></p> <ul style="list-style-type: none"> <li>• Balance agreement overview</li> </ul>	<p><b>Documents :</b></p> <ul style="list-style-type: none"> <li>• Invoices</li> <li>• Energy balance documents</li> <li>• Credit usage</li> </ul>
<p><b>Nomination :</b></p> <ul style="list-style-type: none"> <li>• Create nomination</li> <li>• Nomination overview</li> <li>• Balance</li> </ul>	<p><b>Master data :</b></p> <ul style="list-style-type: none"> <li>• Personal data</li> <li>• Company data</li> <li>• Relations</li> <li>• Register of players</li> </ul>

**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:**

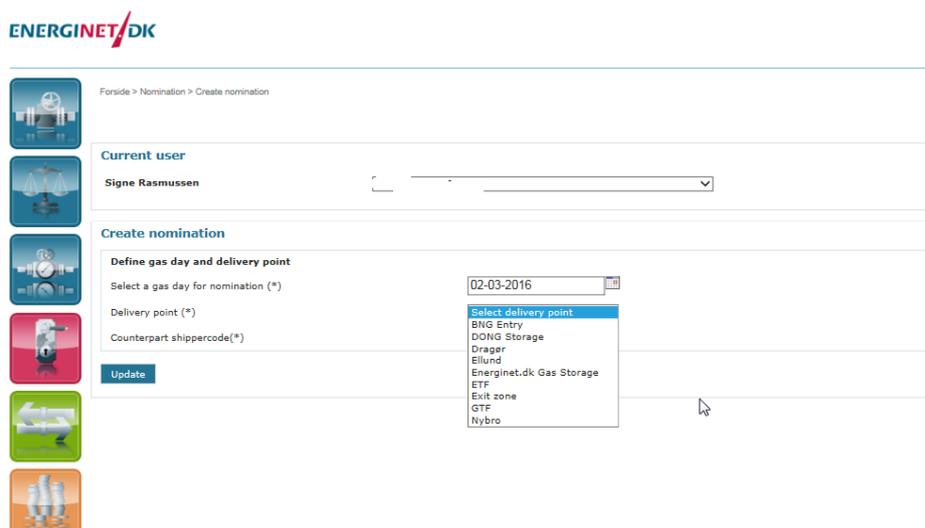
- Company data
- Personal data
- Relations

## 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 DE [dropdown]

**Create nomination**

**Agreement information**  
 Delivery point : Ellund  
 Counterpart :  
 Gas day : 03-03-2016

**Input nomination values**  
 Copy your hourly values in a separated 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 : [dropdown] Hourly priority is set when priority is read.

[text input box]

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

Please note that positive nomination values 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 : [AutoFill] [Clear]

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

Sum : 100000

To nominate for a period of time  
 [Enter end date]  
 End Date : 04-03-2016 [calendar icon]

[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"

03-03-2016 - 04-03-2016 : (2) Gasdays

Hours	Value
06-07	100000
07-08	100000
08-09	100000
09-10	100000
10-11	100000
11-12	100000
12-13	100000
13-14	100000
14-15	100000
15-16	100000
16-17	100000
17-18	100000
18-19	100000
19-20	100000
20-21	100000
21-22	100000
22-23	100000
23-00	100000
00-01	100000
01-02	100000
02-03	100000
03-04	100000
04-05	100000
05-06	100000

To send a nomination you need to sign the nomination with your password.

Password(\*)

Accept Cancel

Enter your password – and click “Accept”.

Accept Conditions

Your nomination has been sent to Energinet.dk.

Create New Go To Overview

## 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".

 A screenshot of the ENERGINET/DK web interface showing the 'Create capacity agreement' form. The breadcrumb trail is 'Forside > Capacity > Capacity Order'. The current user is 'Signe Rasmussen' with the role 'DS'. The form fields are:
 

- Player ID: (empty)
- Delivery point: Nybro (dropdown)
- Direction: Entry (dropdown)
- First gas day (\*): 03-03-2016 (calendar icon)
- Last gas day (\*): 03-03-2016 (calendar icon)
- Max hourly capacity (\*): 100000 kWh/h
- Internal reference: SLR (clear icon)

 The 'Create prognosis' button at the bottom of the form is highlighted with a red box.

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 confirm order unless you are sure about the details is correct.

**Create capacity agreement**

Capacity agreement prognosis was created.

Order information   Capacity check   Products   Price information   Credit check   Show all

⚠ The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.

**Order information**

Status	Prognosis
<b>Capacity periods</b>	
First gas day	03-03-2016
Last gas day	03-03-2016
<b>Capacity duration</b>	
First hour	03-03-2016 06:00
Last hour	04-03-2016 06:00
<b>Delivery point and Capacity</b>	
Delivery point	Nybro - ENTRY
Capacity	100,000 kWh/h
<b>Other information</b>	
Company name	[Redacted]
Capacity agreement created by	Signe Rasmussen
Contact name	Signe Rasmussen
Email	slr@energinet.dk
Internal reference	SLR

Confirm Order   Cancel

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

**Create capacity agreement**

Capacity agreement prognosis was created.

Order information   Capacity check   Products   Price information   Credit check   Show all

⚠ The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.

**Products**

Products	First gas day	Last gas day
Day	03-03-2016	03-03-2016

Confirm Order   Cancel

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

**Create capacity agreement**

Capacity agreement prognosis was created.

Order information | Capacity check | Products | Price information | Credit check | Show all

The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gas transmission, cf. Rules for Gas Transport.

**Price information**

Starting Date	Closing Date	Invoicing (DKK)
01-03-2016	31-03-2016	5,792.00
Total price (DKK)		<b>5,792.00</b>

Confirm Order | Cancel

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.



Select data to show

Period start: 01-01-2012 | Period end: 30-06-2012

Resolution:  Day  Hour

Location: Ellund

Type: Allocation kWh/h

Direction: Exit

Add

Under 'Select data to show' you can insert the following input<sup>1</sup>:

- '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.

The screenshot shows the 'Select chart display' window. On the left, there are three icons representing different data types: a power plant, a gas flare, and a gas turbine. The main area contains a table with the following columns: Title, Start date, End date, Resolution, Chart type, and Chart #. The table lists several data series, with 'Ellund Border Exit - Allocation Exit kWh/h' selected (checked box). Below the table, there are dropdown menus for 'Chart type' (set to 'Line') and 'Target chart #' (set to '1'). A 'Draw' button is located at the bottom left.

Title	Start date	End date	Resolution	Chart type	Chart #
<input type="checkbox"/> Ellund - Capacity and Flow	01-10-2011	01-10-2012	D	Line	0
<input type="checkbox"/> Ellund - flow and Interruptions	01-10-2011	01-10-2012	D	Line	0
<input type="checkbox"/> Drager exit capacity	01-10-2011	01-10-2012	D	Stacked Column	0
<input type="checkbox"/> 5 year flow	01-10-2007	01-10-2012	D	Line	0
<input checked="" type="checkbox"/> Ellund Border Exit - Allocation Exit kWh/h	01-01-2012	30-06-2012	D	Line	0
<input type="checkbox"/> Drager Exit, Firm, Year - Res. Firm Capacity, year kWh/h; Drager exit - Max Usage in Gasday %	01-01-2012	30-06-2012	D	Line	1

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.

The screenshot shows a dashboard with four chart windows labeled 'Chart 1' through 'Chart 4'. Each window has a 'Graph' and 'Data' tab. Chart 1 is active and displays a line graph titled 'Ellund Border Exit - Allocation Exit kWh/h'. The y-axis ranges from 0 to 3,500,000 kWh/h, and the x-axis shows dates from 01-01-2012 to 01-06-2012. The graph shows a fluctuating line that generally increases over time. Chart 2, 3, and 4 are currently empty.

You now have the following options:

- See chosen graph in blown up by pressing the magnifying glass

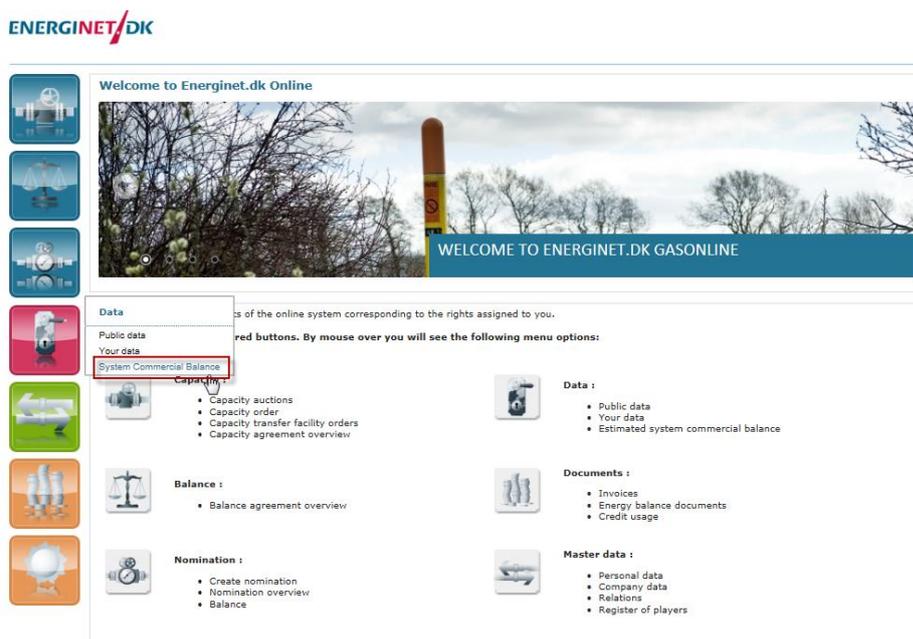
<sup>1</sup> Please note that the entry fields vary depending on the relevant data selection. For instance direction of flow data cannot be entered, as the direction is obvious for such a type of data.

- Choose 'Data' instead of 'Graph' to display the figures behind the graph
- Choose to download the data, either as an Excel file or 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.

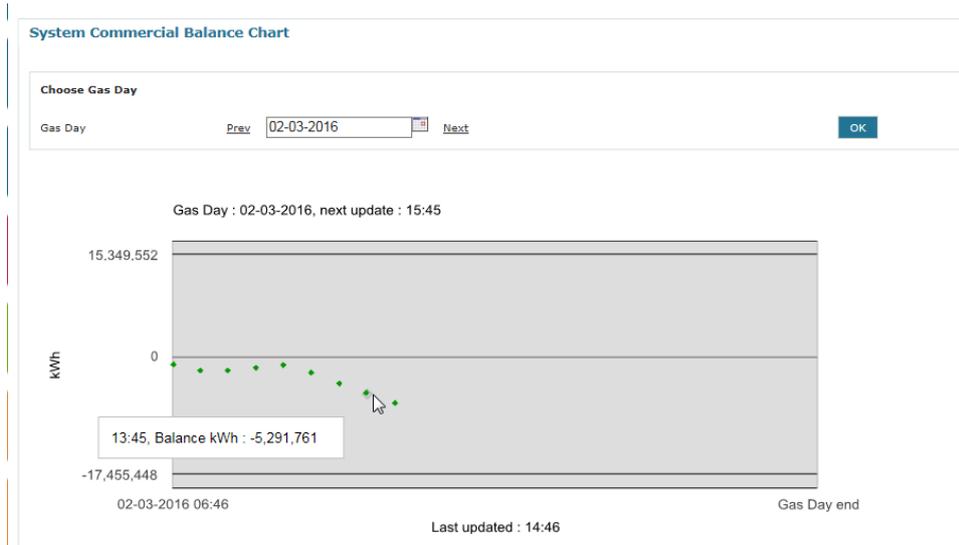
#### 4.4 System Commercial Balance

The overview of 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.

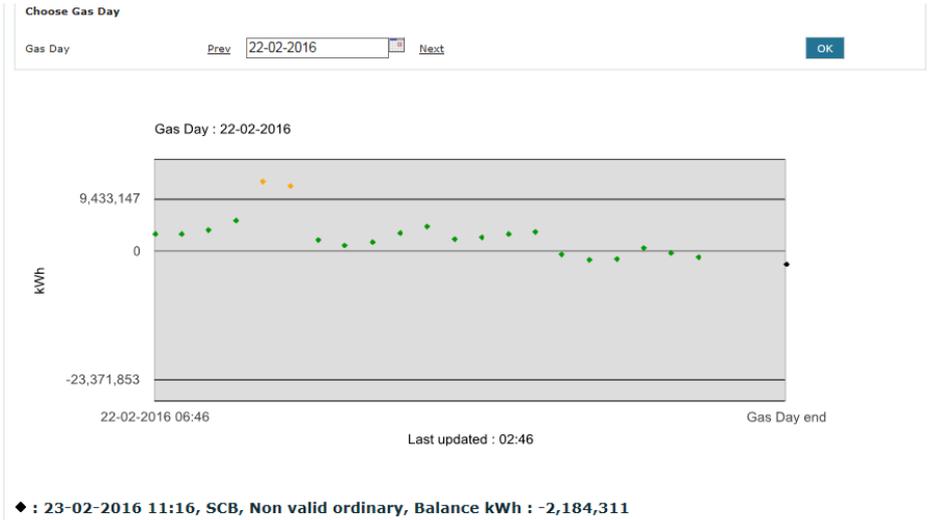


The list of E(SCB) values are also shown in a list further down on the same page:

**System Balance List**

Created	Gas Day	Balance kWh	Type	Product Code	Purchase price DKK	Sell price D
02-03-2016 14:46	02-03-2016	-6,820,937	ESCB	Non valid ordinary		
02-03-2016 13:45	02-03-2016	-5,291,761	ESCB	Non valid ordinary		
02-03-2016 12:45	02-03-2016	-3,744,546	ESCB	Non valid ordinary		
02-03-2016 11:45	02-03-2016	-2,317,711	ESCB	Non valid ordinary		
02-03-2016 10:46	02-03-2016	-994,717	ESCB	Non valid ordinary		
02-03-2016 09:46	02-03-2016	-1,457,289	ESCB	Non valid ordinary		
02-03-2016 08:46	02-03-2016	-1,776,825	ESCB	Non valid ordinary		
02-03-2016 07:46	02-03-2016	-1,762,728	ESCB	Non valid ordinary		
02-03-2016 06:46	02-03-2016	-941,400	ESCB	Non valid ordinary		

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.



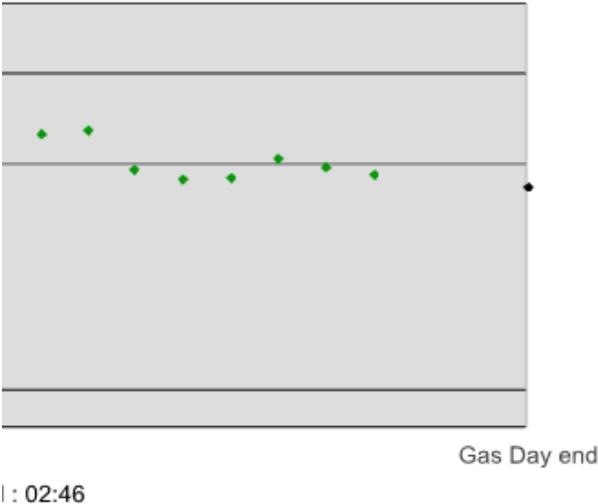
Energinet.dk Yellow Zone trade list

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:

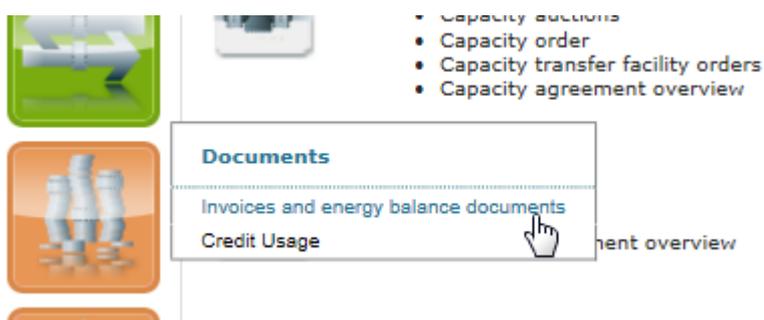


#### 4.5 Invoices and Energy balances

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

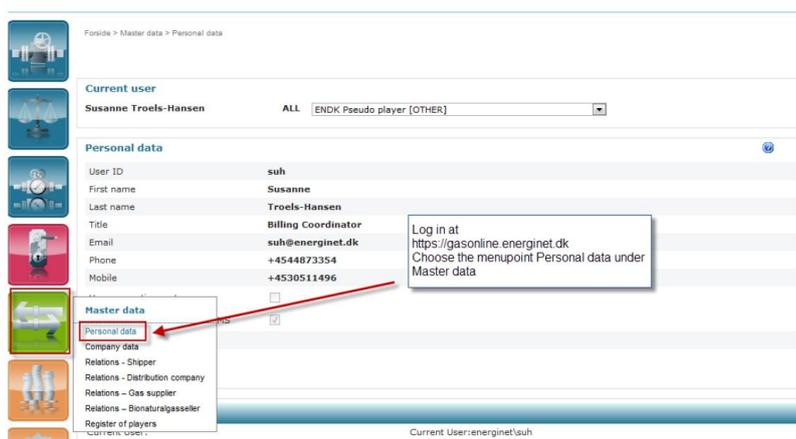
## 5. Notifications

### 5.1 How to delete text messages notification

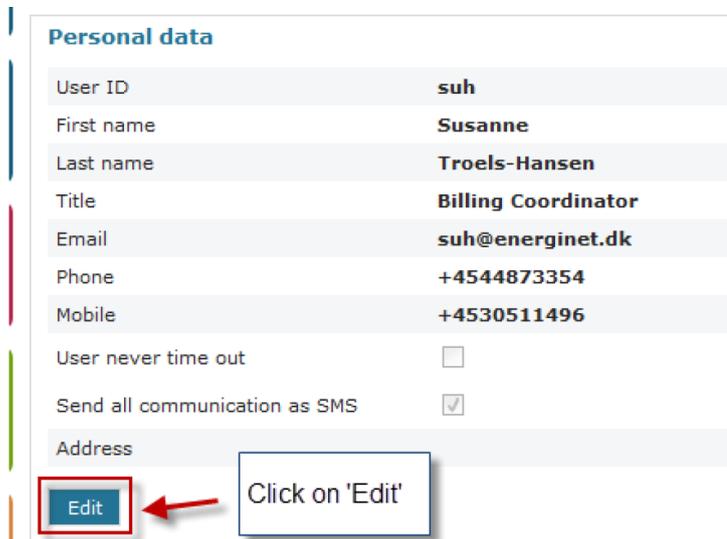
Please note, if you chose to delete text messages notification you will not receive any notifications via text message at all.

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	<input type="text" value="suh"/>
First name(*)	<input type="text" value="Susanne"/>
Last name(*)	<input type="text" value="Troels-Hansen"/>
Title	<input type="text" value="Billing Coordinator"/>
Email(*)	<input type="text" value="suh@energinet.dk"/>
Phone	<input type="text" value="+4544873354"/>
Mobile(*)	<input type="text" value="+4530511496"/> (This is used for Login)
User never time out	<input type="checkbox"/>
Send all communication as SMS	<input checked="" type="checkbox"/> Tick off the checkmark and save
Address	<input type="text"/>