

Instructions for the Customer Portal

for Balancing Group Managers

Trading Hub Europe GmbH

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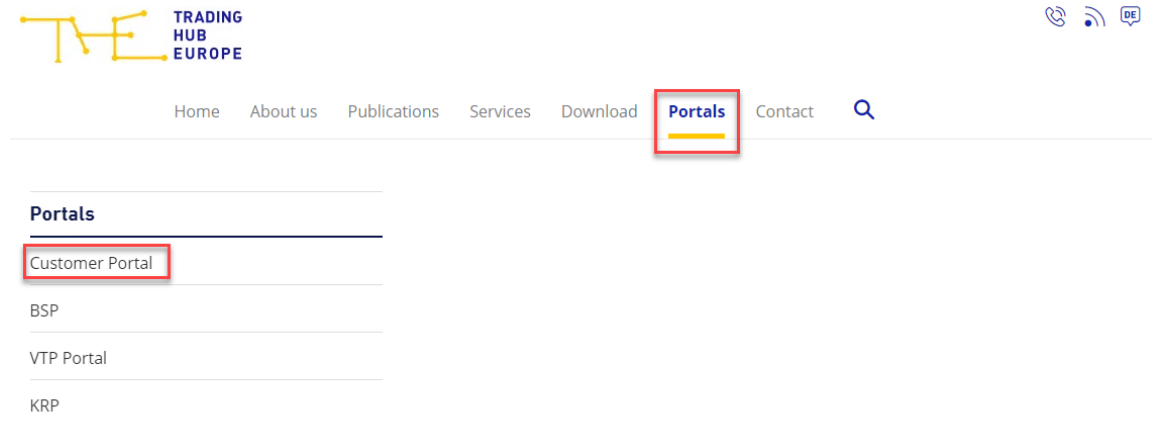
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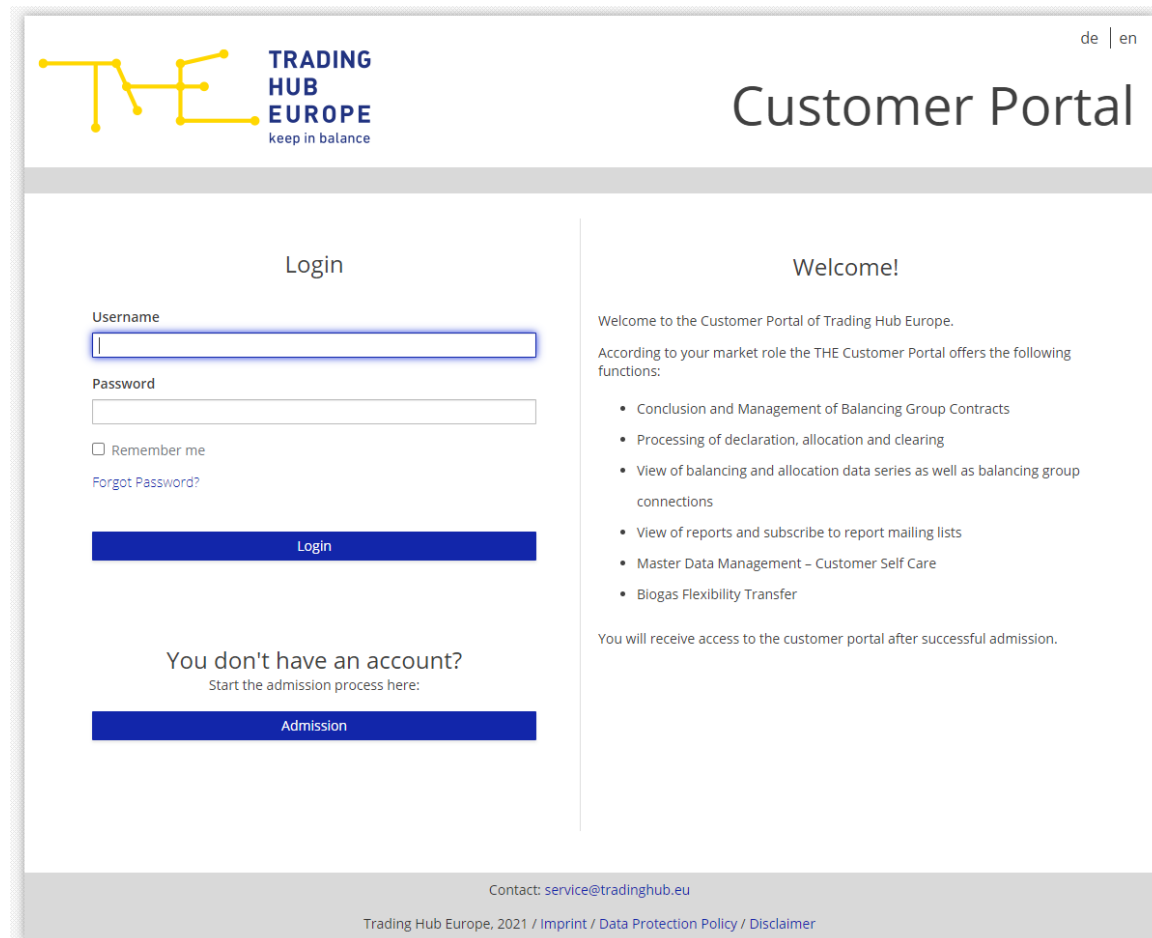
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1 Login page of the Customer Portal

To access the Customer Portal, follow the link on the Trading Hub Europe website (alternatively, you can find the Customer Portal at <https://kundenportal.tradinghub.eu/>):




The login page of the Customer Portal will open:



Here you can log in, reset your password or start the admission process to the Customer Portal.

To reset your password, please use the 'Forgot password' function. Enter your user name and click on "Submit". You will then receive an automatically generated e-mail with further instructions.



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Customer Portal

Login

Username

[« Back to Login](#)

Submit

Please enter your username. After pressing "Submit" you will receive an email with further instructions to your registered email address (provided your entered username exists).

You don't have an account?
Start the admission process here:

Admission

Welcome!

Welcome to the Customer Portal of Trading Hub Europe.

According to your market role the THE Customer Portal offers the following functions:

- Conclusion and Management of Balancing Group Contracts
- Processing of declaration, allocation and clearing
- View of balancing and allocation data series as well as balancing group connections
- View of reports and subscribe to report mailing lists
- Master Data Management – Customer Self Care
- Biogas Flexibility Transfer

You will receive access to the customer portal after successful admission.

Contact: service@tradinghub.eu

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2 Admission to the Customer Portal

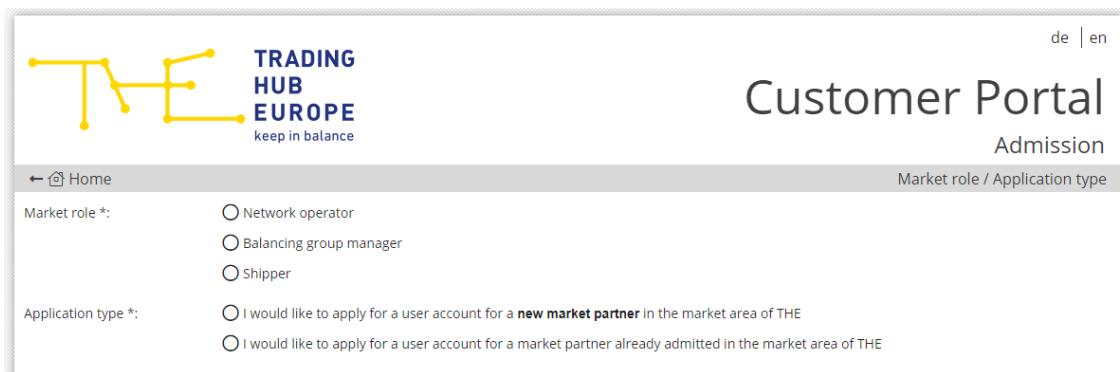
To start the admission process, click on "Admission".

You don't have an account?

Start the admission process here:

Admission

Select the market role "Balancing group manager" and indicate whether your company (or the company for which you provide services) is already admitted as a market partner in the THE market area or whether you want to admit your company (or the company for which you provide services) as a market partner for the first time.




The screenshot shows the 'Customer Portal' interface for 'Admission'. The header includes the THE logo and 'TRADING HUB EUROPE keep in balance'. The page title is 'Customer Portal' with 'Admission' as a sub-header. A navigation bar shows 'Home' and 'Market role / Application type'. The main content area has two sections: 'Market role *:' with radio buttons for 'Network operator', 'Balancing group manager', and 'Shipper'; and 'Application type *:' with two options: 'I would like to apply for a user account for a **new market partner** in the market area of THE' and 'I would like to apply for a user account for a market partner already admitted in the market area of THE'.

Depending on the type of application you have selected, you will be directed to the corresponding admission form.

Please note that the fields marked with an asterisk (*) in the online admission form are mandatory.

First you have to enter some information about your company. For the admission as Balancing Group Manager, you either need a DVGW market participant code (in the role of Balancing Group Manager) or an international GLN. If your company does not have any of the above codes, you can, for example, apply for the DVGW code on the DVGW website (<https://codevergabe.dvgw-sc.de/>).



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Customer Portal

Admission

← Home Admission of a new Balancing Group Manager

Company name *:

Service providers *: ☐ I am an employee of the above company
☐ I am a service provider acting on behalf of the above company

Company registration No. *:

VAT ID *:

ACER code *:

Market partner code ? *

DVGW code: GLN code:

Contact persons

Contact person Contract ?

Name *:

Phone *: (0)

Email *:

Contact person Market information emails ?

Name *:

Phone *: (0)

Email *:


< Back

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Contact: service@tradinghub.eu

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Next, you have to enter some personal details:


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Customer Portal

Admission

Personal data

← Home

Existing user: ☐ Yes ?

Email *:

Title:

First name *:

Last name *:

Salutation *: ☐ Mr ☐ Ms

Language *:

Phone *:

Mobile:


Fax *:

[< Back](#)
[11](#)
[✓ Apply for admission](#)

Contact: service@tradinghub.eu

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Please note: If you already have a valid user account and would like to register a new company or apply for access to an already registered company, you can select "Existing user" in the personal online admission form. You then only have to enter the already registered e-mail address under the personal data. This will enable THE to assign the new company to your existing account once all the necessary registration documents have been received.


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Customer Portal

Admission

Personal data

← Home

Existing user: ☒ Yes ?

Email *:

When the registration form has been fully and correctly completed, you will receive an e-mail confirming receipt of your application for admission.

THE will then verify the data provided in the form and you will receive a separate e-mail specifying the documents you need to submit to complete the admission process.

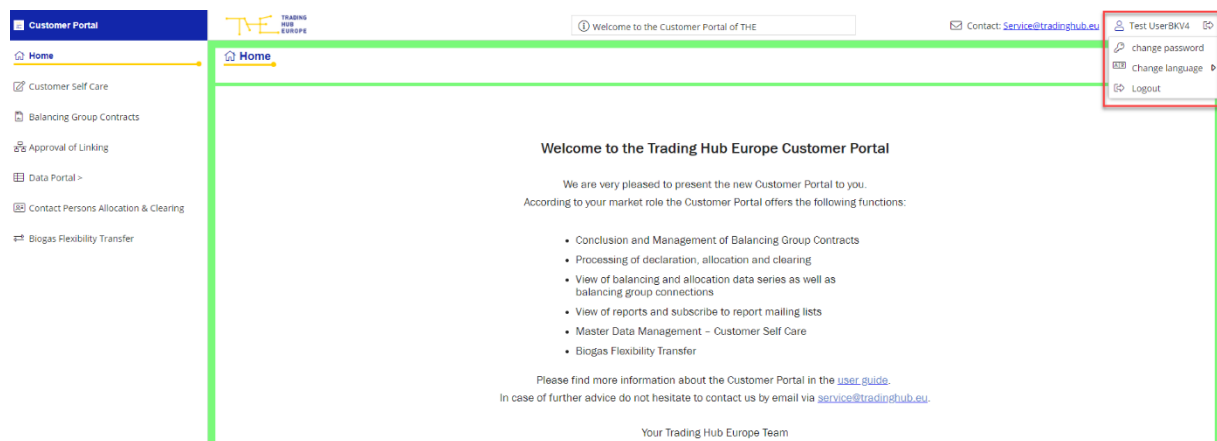
As soon as you have submitted the requested documents in full and THE has successfully completed its review, you will be informed about the activation of your account and the corresponding access data will be sent to you by e-mail. Please change the initial password when you log in to the Customer Portal for the first time. Once you have activated your account you can then use the functions of the Customer Portal.

Important: If the user and/or company data you provided during registration have changed, please make the relevant changes in the menu item "Customer Self Care" when you log in for the first time. This is the only way THE can guarantee a smooth process for invoicing, sending market information or general queries.

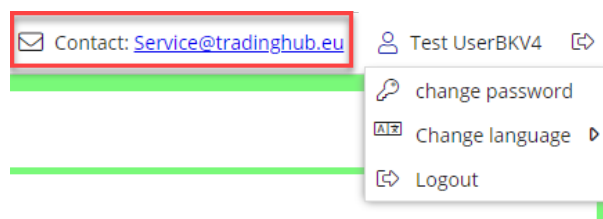
3 General information about the Customer Portal

By clicking on your login name you can

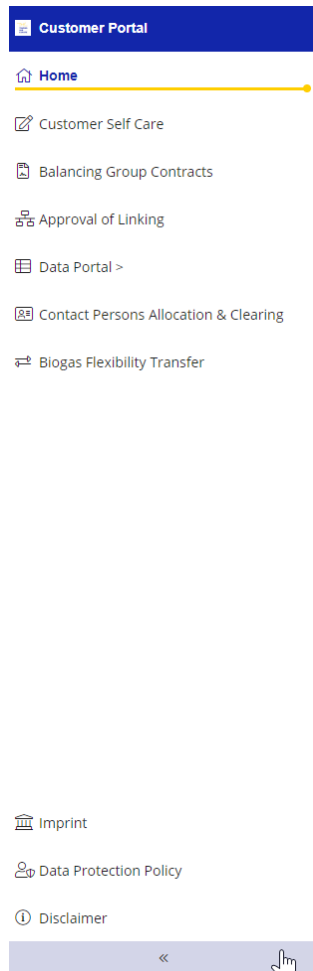
- change your password
- change the language (German/English)
- log out of the Customer Portal



If you have any questions about the Customer Portal, please contact service@tradinghub.eu. You will also find this contact address to the left of your login name.



The menu on the left-hand side of the Customer Portal can be collapsed with a click on the double arrow «. Click on the double arrow » to expand the menu.



3.1 Authorisations in the Customer Portal

The Customer Portal allows THE to assign different authorisations to a user. In principle, these authorisations apply to all assigned companies.

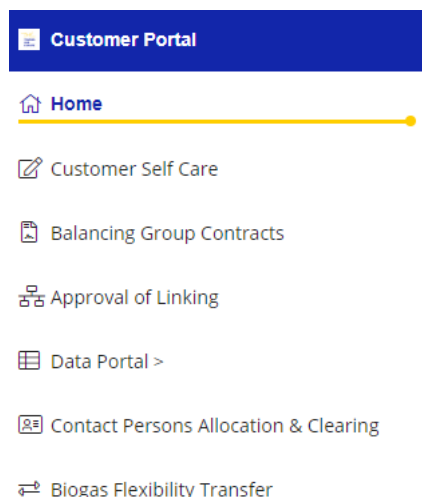
Please note that the first user of a newly admitted Balancing Group Manager basically applies for and receives all authorisations, e.g. to be able to conclude balancing group contracts. For further users, the authorisations can be applied for individually as part of the process of admission to the Customer Portal. For this purpose, the user will be provided with the corresponding form to be signed after the online admission application has been completed.

Authorisations can be granted for the following functions:

- **Maintenance of company master data:**
Maintenance of master data of the company/ies for which the user is authorised.

- **Conclusion and administration of balancing group contracts/balancing group structures:**
Conclusion and termination of balancing group contracts as well as creation and termination of balancing group links.
- **Data portal reading rights:**
Viewing balancing group data (declarations and allocation data), ordering reports, and viewing requested clearing numbers within the scope of allocation data clearing.
- **Data portal write right:**
Viewing balancing group data (declarations and allocation data), ordering reports and applying for a clearing number as part of the allocation data clearing process.
- **Biogas flexibility exchange:**
Managing the exchange of biogas flexibilities between biogas balancing groups.

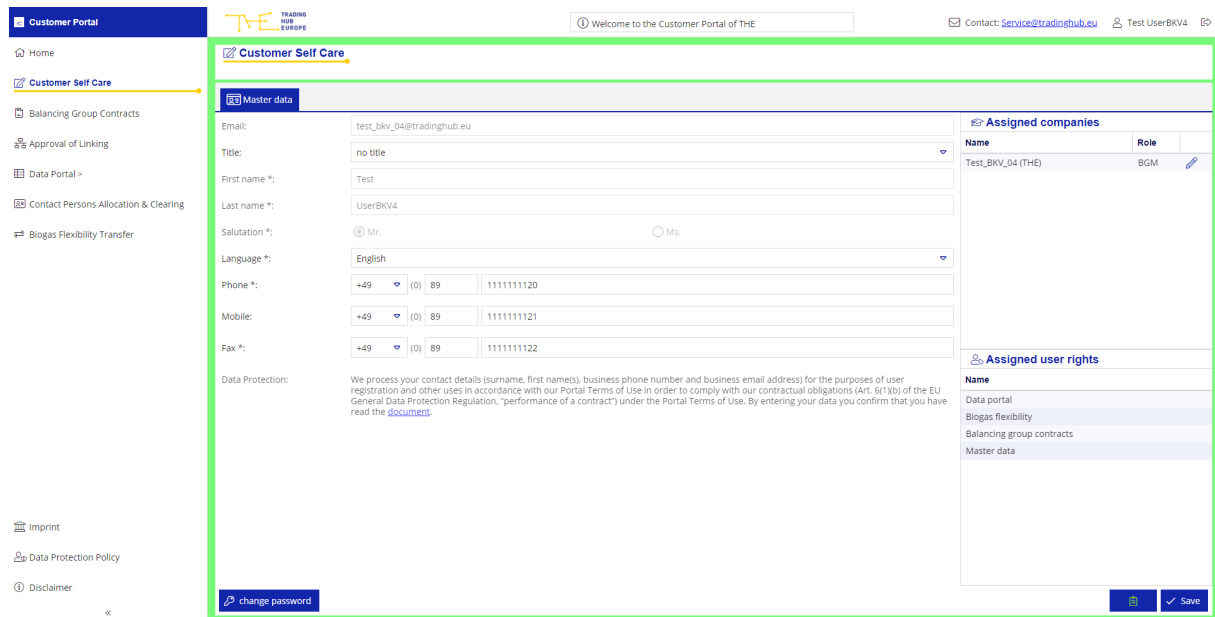
A user with all authorisations will see the following menu:



The menu item "Contact Person for allocation & clearing" is available to every user, regardless of the authorisations. Here, the contact persons for allocation & clearing processes can be viewed by Balancing Group Managers and Network Operators.

4 Master data

In the Customer Portal, each user can edit their personal user data and – if authorised – the master data of the assigned companies. The master data can be viewed and edited via the "Customer Self Care" menu item.



Customer Self Care

Master data

Email: test_bkv_04@tradinghub.eu

Title: no title

First name *: Test

Last name *: UserBKV4

Salutation *: ☒ Mr. ☐ Ms.

Language *: English

Phone *: +49 (0) 89 111111120

Mobile: +49 (0) 89 111111121

Fax *: +49 (0) 89 111111122

Data Protection: We process your contact details (surname, first names), business phone number and business email address for the purposes of user registration and other uses in accordance with our Portal Terms of Use in order to comply with our contractual obligations (Art. 6(1)(b) of the EU General Data Protection Regulation, "performance of a contract") under the Portal Terms of Use. By entering your data you confirm that you have read the [document](#).

[change password](#)

Assigned companies

Name	Role
Test_BKV_04 (THE)	BGM


Assigned user rights

Name
Data portal
Biogas flexibility
Balancing group contracts
Master data

[Save](#)

4.1 Changing personal master data

User data with a grey background cannot be edited by the user. If you wish to make changes to these data, please contact THE. To change master data that can be edited, click in the desired field, enter the change and then click [Save](#).

The form field  to the left of the Save button shows the mandatory field validation and will prompt you to enter more details if you have not completed all mandatory fields.

Below the user data, you can click on [change password](#) to change the password.

In the right-hand area next to the user data, the company to which you are assigned is shown. If you are assigned to several companies, e.g. due to several service relationships, the corresponding companies are listed below each other.

Below the company, the screen shows the authorisations the user has applied for and received as part of its authorisation process.

4.2 Changing company master data

Clicking on the pencil icon next to the company name enables you to view the company master data and, with the relevant authorisation, to edit it.

Assigned companies		
Name	Role	
Test_BKV_04 (THE)	BGM	

When you click on the pencil icon, another tab with the company data will open to the right of the master data tab:

[Customer Self Care](#)

Master data

Test_BKV_04 (THE)

Company *: Test_BKV_04 (THE) ⓘ

Please check if further data is still correct.

Company registration No. *: HRB 12345

VAT ID *: CHE-000.090.004

ACER code *: AXX90004K.UK

Name of the service provider:

Market Partner Codes *

DVGW code: 9809000400099

GLN code:

Contact Persons

Contact person Contract ⓘ

Name *: AP Vertrag

Phone *: +49 (0) 30 12345

Email *: apvertrag@tradinghub.eu ⓘ

Contact person Market information emails ⓘ

Name *: AP Marktinformation

Phone *: +49 (0) 30 54321

Email *: apmarktinfo@tradinghub.eu ⓘ


Contact person VTP ⓘ


Contact person 24/7 VTP ⓘ


Reset

Save

Fields that cannot be edited by the user have a grey background. If you wish to make changes to any of these fields, please contact THE.

To change the master data that can be edited, simply click in the desired field, enter the change and click on  .

If you have to undo changes made to the user/company data, you can cancel the editing process by clicking on  . This will restore the original status of the master data.

The form field  to the left of the Save button shows the mandatory field validation and will prompt you to enter more details if you have not completed all mandatory fields.

4.2.1 Changing contact persons

When changing contact persons, please note that the changes will only be permanent after the contact person has agreed to them. The old contact person data will remain valid until approval has been given. If the changed contact person does not agree within 14 days, the change request is automatically rejected.

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WELCOME TO THE CUSTOMER PORTAL OF THE TRADING HUB EUROPE

Welcome to the Customer Portal of THE

Contact: Service@tradinghub.eu | [Share Builder](#)

Customer Self Care

Master data ExampleBankDetailsExample

Name *

Phone *

Email *

Name *

Phone *

Email *

Contact person sales

Name *

Phone *

Email *

Contact person accounting

Name *

Phone *

Email *

Contact person invoicing

Name *

Phone *

Email *

Email for PDF invoices (only 1 email address):

€ Bank Details

[Reset](#) [Save](#)

WELCOME TO THE CUSTOMER PORTAL OF THE TRADING HUB EUROPE

Welcome to the Customer Portal of THE

Contact: Service@tradinghub.eu | [Share Builder](#)

Customer Self Care

Master data ExampleBankDetailsExample

Name *

Phone *

Email *

Name *

Phone *

Email *

Contact person sales

Name *

Phone *

Email *

Contact person accounting

Name *

Phone *

Email *

Contact person invoicing

Name *

Phone *

Email *

Email for PDF invoices (only 1 email address):

€ Bank Details

[Reset](#) [Save](#)

WELCOME TO THE CUSTOMER PORTAL OF THE TRADING HUB EUROPE

Welcome to the Customer Portal of THE

Contact: Service@tradinghub.eu | [Share Builder](#)

Customer Self Care

Master data ExampleBankDetailsExample

Name *

Phone *

Email *

Name *

Phone *

Email *

Contact person sales

Name *

Phone *

Email *

Contact person accounting

Name *

Phone *

Email *

Contact person invoicing

Name *

Phone *

Email *

Email for PDF invoices (only 1 email address):

€ Bank Details

[Reset](#) [Save](#)



5 Balancing group contracts

If you are authorised to conclude and terminate balancing group contracts and to manage balancing group structures, you can use the menu items "[Balancing group contracts](#)" and "[Approval of Linking](#)" in the Customer Portal.

The "[Balancing group contracts](#)" menu item is divided into the following areas:

- Balancing group list
- Details (of the balancing group contract called up)
- Linking arrangements
- Balancing group portfolio



The areas can be expanded or collapsed using the arrows /.

5.1 Balancing group list

In the "[Balancing group list](#)" section, the balancing group contracts you have concluded and the balancing subgroups are displayed with their status (valid, valid from future date, terminated). The balancing subgroups are indented. Above the listed BGs/BSGs there is a search field which you can use to search for balancing group codes.

Balancing Group Contracts

Balancing group list		
Balancing group search		
Balancing group ↑	Type	Status
Test_BKV_04 (THE)		
THE0BBH690230000	BG	Valid
THE0BBH690230001	BSG	Valid
THE0BBH690230002	BSG	Valid
THE0BBH690230003	BSG	Valid
THE0BBH690230004	BSG	Valid
THE0BBH690230005	BSG	Valid
THE0BBL690240000	BG	Valid
THE0BBL690240001	BSG	Valid
THE0BBL690240002	BSG	Valid
THE0BBL690240003	BSG	Valid
THE0BBL690240004	BSG	Valid
THE0BBL690240005	BSG	Valid
THE0BDH690210000	BG	Valid
THE0BDH690210001	BSG	Valid
THE0BDH690210002	BSG	Valid
THE0BDH690210003	BSG	Valid
THE0BDH690210004	BSG	Valid
THE0BDH690210005	BSG	Valid
THE0BDL690220000	BG	Valid
THE0BDL690220001	BSG	Valid
THE0BDL690220002	BSG	Valid
THE0BDL690220003	BSG	Valid
THE0BDL690220004	BSG	Valid
THE0BDL690220005	BSG	Valid
THE0BFH690190000	BG	Valid
+ Conclusion of new balancing group contract		

5.2 Conclusion of balancing group contracts

Below the balancing group list you can conclude balancing group contracts and balancing subgroups by clicking on "Conclusion of new balancing group contract".

+ Conclusion of new balancing group contract

Please use the input mask that appears in order to select the desired parameters of the contract to be concluded.

① **Balancing group contract**

Details

Company name: Test_BKV_04 (THE)

Contract type: ☐ Balancing group ☐ Balancing subgroup

Gas quality: ☐ H gas ☐ L gas

Biogas: ☐ Yes ☐ No

Capacity type: ☐ FZK ⓘ ☐ DZK ⓘ

Undiscounted capacity tariff: ☐ Yes ⓘ

VTP access: ☐ Yes ☐ No

Valid from: ⓘ

☐ I accept the [Balancing Group Contract Terms & Conditions](#)


Company name	The company name is automatically displayed here. If you are assigned to several companies in the portal (e.g. due to service relationships), the company for which you want to conclude the contract must be selected here.
Contract type	In this field you must specify whether a balancing group contract or a balancing subgroup is to be concluded.
Associated BG	If a balancing subgroup is to be concluded, one of your currently valid or future balancing group contracts must be selected here.
Gas quality	Select the gas quality (H-gas or L-gas) for which the contract is to be concluded.
Biogas	Here you must select whether the new balancing group contract is a balancing group for biogas. If "No" is selected, a natural gas balancing group contract is concluded.
Capacity type	The capacity type FZK (freely allocable capacity) or DZK (dynamically allocable capacity) must be selected here. Explanations of the capacity types appear when you move the mouse pointer over the corresponding question mark symbol. If DZK is selected, the DZK type must also be selected.
Undiscounted capacity tariff	By selecting this parameter, you conclude a separate BG/BSG contract for adding only entry and/or exit points at gas storage facilities connected to the market area of another state, which are exclusively subject to an undiscounted capacity charge.
VTP access	No individual selection can be made here, as balancing group contracts with the capacity type FZK automatically receive access

to the VTP, while balancing group contracts with the capacity type DZK do not receive access to the VTP.

Valid from This field determines the date from which the contract is to be valid.

When a balancing group contract/balancing subgroup account is concluded, there is an implementation period of 10 business days, which means that it will take at least 10 business days after the conclusion of the contract before the contract is activated. The earliest possible start date will be shown to you for selection.

When a new balancing group contract or balancing subgroup account is concluded, the contractual terms and conditions must be accepted. When a biogas balancing group contract is concluded, the "Supplementary Energy Balancing Provisions for Biogas (Appendix to the Balancing Group Contract Terms & Conditions)" must also be accepted.

If the input mask has been fully and correctly completed, the  button appears so that the balancing group contract can be finally concluded.

If the Balancing Group Manager concludes both H-gas and L-gas balancing group contracts with the capacity type FZK within the market area, these must be connected with each other in the "[Linking arrangements](#)" section. This means that in this case only one balancing group contract at most may be managed as a master balancing group.

5.3 Details

The "[Details](#)" section shows information and parameters for the relevant BG/BSG selected in the balancing group list. The parameters can no longer be adjusted after the contract has been concluded and are therefore greyed out. However, you can give your consent to publication as a THE VTP trader on the THE website or withdraw your consent [here](#).

If the balancing group was taken over from the NCG or GASPOOL market areas, the old balancing group code ("Balancing group old") is also displayed in the Details section.

① **Balancing group contract - THE0BBH690230000**

Details

Balancing group: THE0BBH690230000

Balancing group old:

Company name: Test_BKV_04 (THE)

Contract type: ☒ Balancing group ☐ Balancing subgroup

Gas quality: ☒ H gas ☐ L gas

Biogas: ☒ Yes ☐ No

Capacity type: ☒ FZK ☐ DZK

Undiscounted capacity tariff: ☐ Yes ☒ No

VTP access: ☒ Yes ☐ No

☐ I hereby agree for my data to be published as trading participant at the THE VTP on the [THE website](#).

Valid from: 01.12.2020

Valid until: 01.10.2035

Termination **Save**

Click on **Termination** to terminate the selected contract. A pop-up window will open. Here you can enter the desired termination date. The earliest possible termination date is specified in the calendar.

Note: A balancing group contract can be terminated with three months' notice to the end of the month. In addition, there must be no valid balancing group links in place at the time of termination. Please note that all associated balancing subgroup accounts are also terminated when the balancing group is terminated.

Termination

Termination balancing group contract

Please choose the termination date for the balancing group contract THE0BBH690230000. Please be advised, all balancing subgroup accounts will also be closed, if you terminate the respective balancing group.

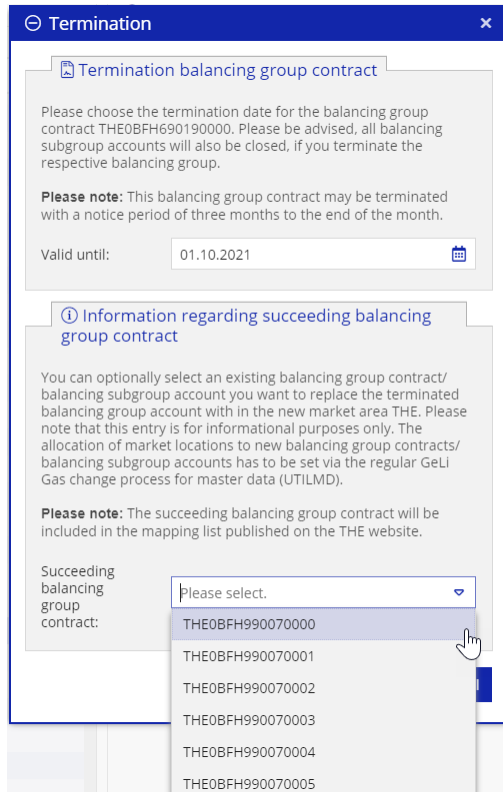
Please note: This balancing group contract may be terminated with a notice period of three months to the end of the month.

Valid until: 01.10.2035

Termination **Cancel**

If you select the termination date 01.10.2021, the pop-up window expands and you can select a succeeding balancing group from your valid balancing groups. This entry is optional and for information only. The new allocation of market locations to the BG/BSG must still be carried out via the regular GeLi Gas master data change process (UTILMD).

Note: The succeeding balancing group will also be visible in the mapping list on the THE website and in the BG details in the Customer Portal.




A selected succeeding BG can only afterwards be changed via THE.

5.4 Linking arrangements

In the "Linking arrangements" area, balancing group links (starting from the lower-level balancing group) to a higher-level balancing group can be created, edited and terminated. In addition, links already created for the lower-level balancing group are displayed with the following information: higher-level balancing group (code), start date, end date and percentage share.

5.4.1 Creating a link

A balancing group link can only be created by the Balancing Group Manager whose balancing group is to become a lower-level balancing group. Via the  button, a link from the selected balancing group (from the balancing group list on the left) to another (higher-level) balancing group can be created.

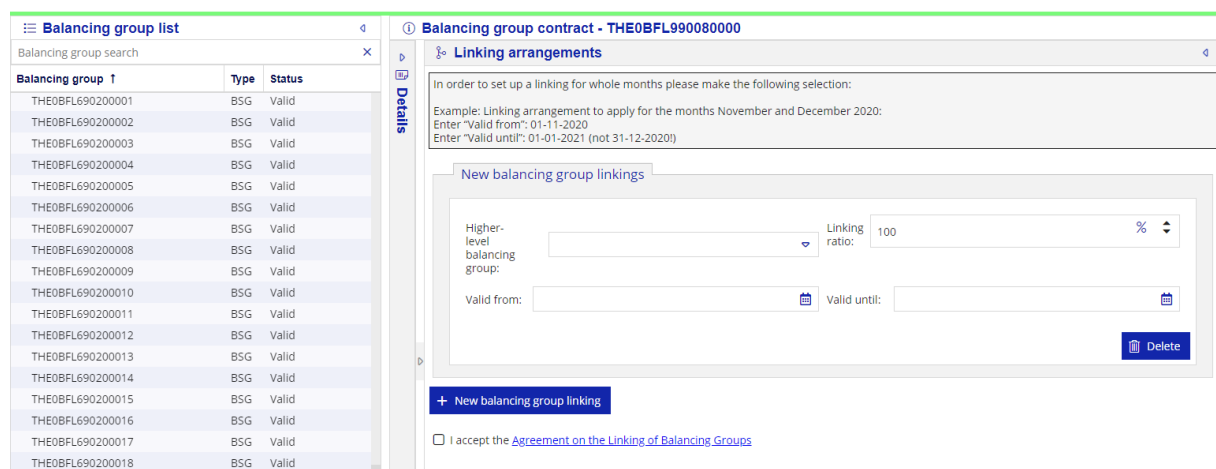
Consequently, the higher-level balancing group as well as the start date and end date of the link must be entered on the relevant screen. The percentage of the link is preset to 100%, but can be adjusted if a balancing group is to become a lower-level balancing

group up to a certain percentage only. A balancing group can be subordinated to one, but not more than four balancing groups.

If a link to several higher-level balancing groups (proportional allocation) is to be made, the corresponding linking ratio and further higher-level balancing groups must be selected by means of repeated clicks on [+ New balancing group linking](#). The linking ratio must always total 100%.

Please note that a link must be valid for a minimum period of one month.

[Balancing Group Contracts](#)



Balancing group list

Balancing group	Type	Status
THE0BFL690200001	BSG	Valid
THE0BFL690200002	BSG	Valid
THE0BFL690200003	BSG	Valid
THE0BFL690200004	BSG	Valid
THE0BFL690200005	BSG	Valid
THE0BFL690200006	BSG	Valid
THE0BFL690200007	BSG	Valid
THE0BFL690200008	BSG	Valid
THE0BFL690200009	BSG	Valid
THE0BFL690200010	BSG	Valid
THE0BFL690200011	BSG	Valid
THE0BFL690200012	BSG	Valid
THE0BFL690200013	BSG	Valid
THE0BFL690200014	BSG	Valid
THE0BFL690200015	BSG	Valid
THE0BFL690200016	BSG	Valid
THE0BFL690200017	BSG	Valid
THE0BFL690200018	BSG	Valid

Balancing group contract - THE0BFL990080000

Linking arrangements

In order to set up a linking for whole months please make the following selection:
 Example: Linking arrangement to apply for the months November and December 2020:
 Enter "Valid from": 01-11-2020
 Enter "Valid until": 01-01-2021 (not 31-12-2020!)

New balancing group linkings

Higher-level balancing group: Linking ratio: 100 %
 Valid from: Valid until:

[+ New balancing group linking](#)

☐ I accept the [Agreement on the Linking of Balancing Groups](#)

[Delete](#)

If all information has been filled in completely and correctly, the [Save](#) button for saving the link appears.

The [Delete](#) button can be used to discard information that has not yet been saved.

If a link to a higher-level balancing group of another Balancing Group Manager has been created, this Balancing Group Manager must agree to the new link. As long as the other Balancing Group Manager has not agreed to the newly created link, the new link remains in the approval process and cannot be edited. Approval is not required if you connect balancing groups of companies assigned to you.

Linking arrangements

In order to set up a linking for whole months please make the following selection:

Example: Linking arrangement to apply for the months November and December 2020:
Enter "Valid from": 01-11-2020
Enter "Valid until": 01-01-2021 (not 31-12-2020!)

It is not possible to make changes because there are linkings in the approval process.

Linking arrangements - pending


Higher-level balancing group:	THE0BBH009690000	Linking ratio:	100 %
Valid from:	01.11.2021	Valid until:	01.12.2021



Delete

The status of the link for future active links automatically changes from "Acceptance open" to "Accepted" as soon as the Balancing Group Manager of the higher-level balancing group has approved the link via the menu item "Approval of Linking".

Note: When creating/changing a balancing group link, an implementation period of 10 business days must be observed. This means that there must be at least 10 business days between the conclusion of the contract and the activation.

5.4.2 Modifying and deleting a link

A change can be made to active links as well as links that will be active in the future (if they have the "Accepted" status). If these are links to a higher-level balancing group of a BGM not assigned to you, the latter must first give its consent if the link is to be extended. In the case of a premature termination of the balancing group link, consent is not required. Every change needs to be confirmed via the  button.

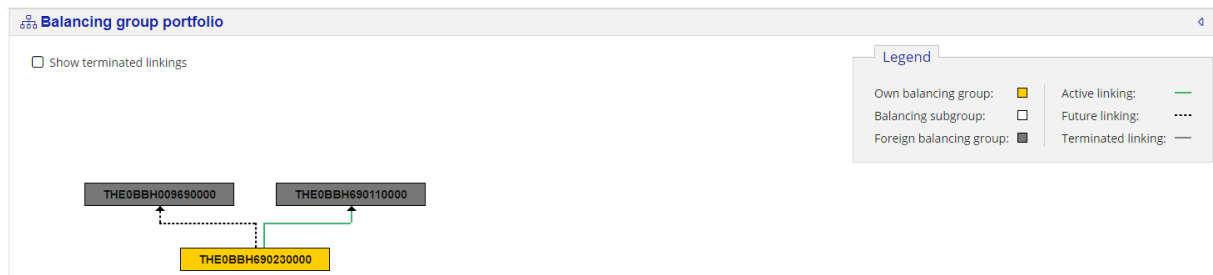
In addition, a link starting in the future (which has the "Accepted" status) can be selected for deletion via the  button. In order to confirm the deletion, press the  button.

Note: Three and six weeks before the end date of a balancing group link, an automated reminder e-mail is sent to the Balancing Group Managers involved (higher-level and lower-level Balancing Group Managers). This e-mail will make reference to the link that is about to expire. This e-mail is sent to all portal users with authorisation to manage balancing group contracts of the involved BGM.

5.5 Balancing group portfolio

In the "Balancing group portfolio" section, the balancing group links are displayed graphically. Here, balancing group links are displayed starting from the selected balancing group to higher-level and lower-level balancing groups.

Your own balancing groups are shown in yellow. Balancing groups of a third-party Balancing Group Manager are shown in grey.

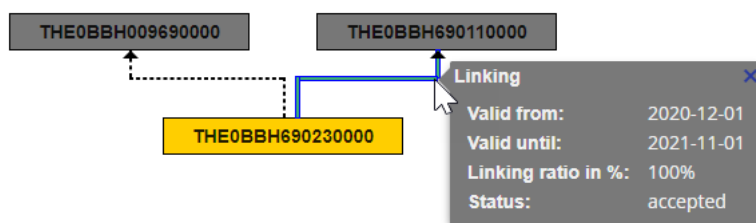


A dashed connecting line between balancing groups means that a link has already been created but is not yet active due to the start date in the future and may not yet have been approved. A green connecting line means that the link is active.

You can display links from the past that have already been terminated by ticking

☒ **Show terminated linkings** Terminated links are indicated by a grey connecting line.

Keeping the mouse pointer on a connecting line will flag up information on the relevant link (start and end date, linking ratio, status of approval) via tooltip.

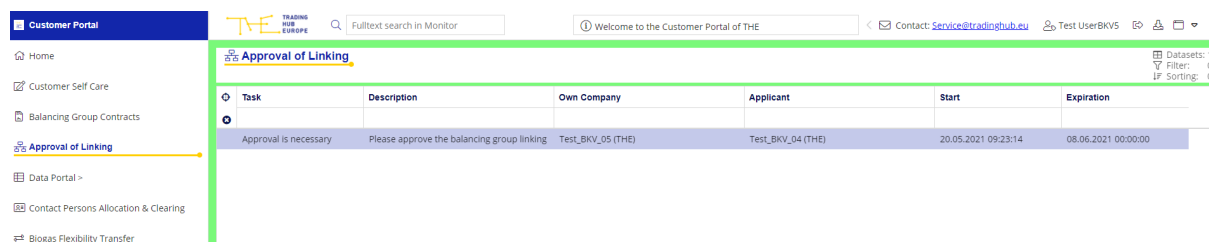


6 Approving BG links

A new or an extension of a balancing group link must be approved by the Balancing Group Manager of the next higher-level balancing group, unless the requesting user is assigned to both companies involved.

The Balancing Group Manager of the higher-level balancing group is informed by e-mail if a new link or the extension of an existing link has been requested by the Balancing Group Manager of the lower-level balancing group. This e-mail is sent to all users who are authorised to conclude and manage balancing group contracts/links. The approval or rejection of a new link or an extension of a link must be made in the menu item "Approval of Linking".

If a link is to be approved/rejected, the task is shown in the menu item "Approval of Linking".



Task	Description	Own Company	Applicant	Start	Expiration
Approval is necessary	Please approve the balancing group linking	Test_BKV_05 (THE)	Test_BKV_04 (THE)	20.05.2021 09:23:14	08.06.2021 00:00:00

The task remains in the “to be approved/rejected” status for 10 business days from the time of creation. If the task is not processed within this period, it is automatically rejected. The link is therefore not made and must be requested again if necessary.

Double-clicking on the task will open a new window in which further details on the new link/extension (balancing group codes affected, applicant, creation time, start and end date of the link, percentage linking ratio) can be viewed.

Process - Detail window

Approval of balancing group linkings

Applicant

Company: Test_BKV_04 (THE)
DVGW code: 9809000400099
User: Test UserBKV4
Date: 2021-05-20 09:23:14

New linking

Higher-level balancing group: THE0BFH690250000
Subordinate balancing group: THE0BFL990080000
Start of linking: 2021-10-01 06:00:00
End of linking: 2021-11-01 06:00:00
Linking ratio in %: 100

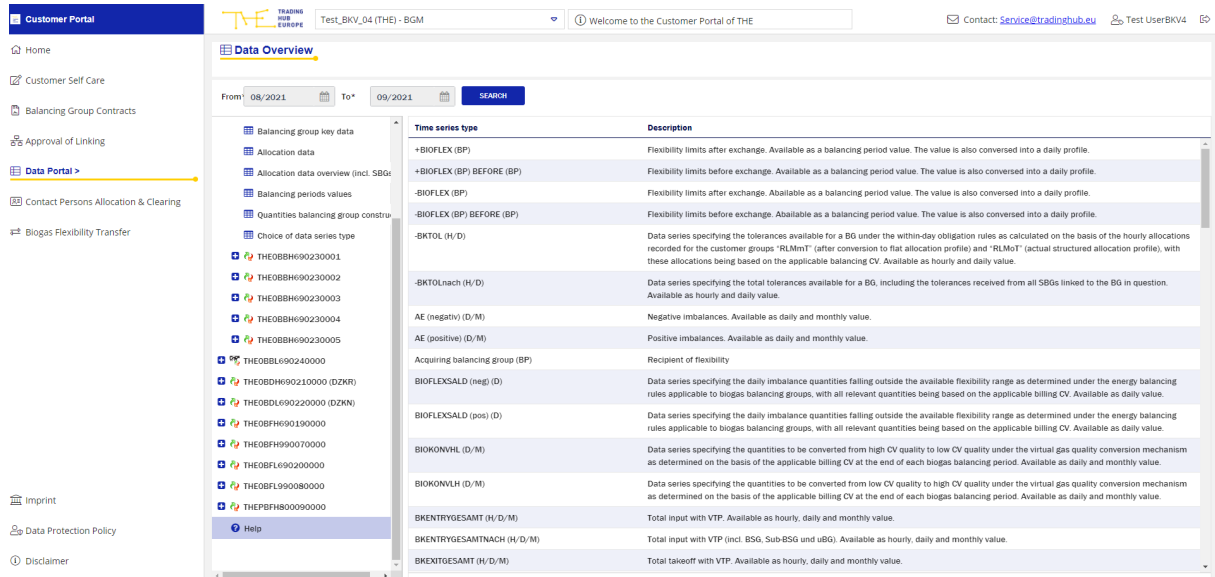
Reason for refusal

After approval or rejection of the link, the task is automatically removed. If the link is rejected by the higher-level Balancing Group Manager, the latter must also provide a reason for the rejection.

Provided you connect your own balancing groups with each other, i.e. the higher-level balancing group is your own balancing group, the intermediate approval step is not required. Approval is also not required if you have access to the balancing groups of the higher-level Balancing Group Manager in the portal, e.g. due to an existing service relationship. In this case, you will not receive a task for these links in the menu item "Approval of Linking".

7 Data Portal

In the Data Overview section of the Data Portal, you can click on "Help" (at the very bottom) for a page showing details about the data series types displayed in the Data Portal, which are explained here.



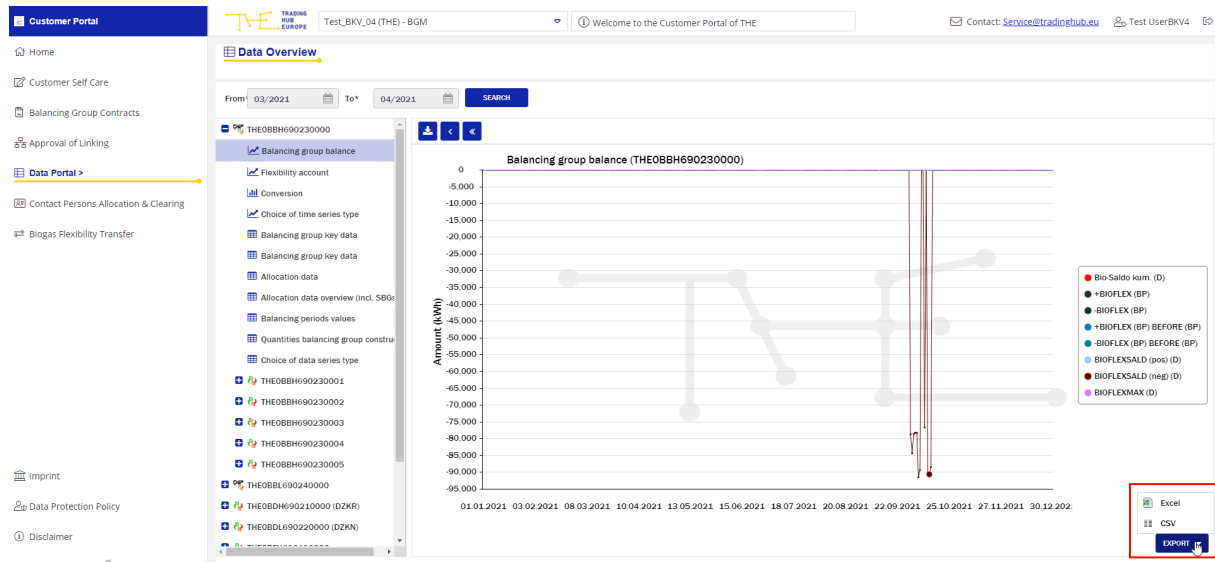
Customer Portal | Test_BKV_04 (THE) - BGM | Welcome to the Customer Portal of THE | Contact: Service@tradinghub.eu | Test UserBKV4

Data Overview

From: 08/2021 To: 09/2021 SEARCH

Time series type	Description
+BIOFLEX (BP)	Flexibility limits after exchange. Available as a balancing period value. The value is also converted into a daily profile.
+BIOFLEX (BP) BEFORE (BP)	Flexibility limits before exchange. Available as a balancing period value. The value is also converted into a daily profile.
-BIOFLEX (BP)	Flexibility limits after exchange. Available as a balancing period value. The value is also converted into a daily profile.
-BIOFLEX (BP) BEFORE (BP)	Flexibility limits before exchange. Available as a balancing period value. The value is also converted into a daily profile.
-BKTOL (H/D)	Data series specifying the tolerances available for a BG under the within-day obligation rules as calculated on the basis of the hourly allocations recorded for the customer groups "RLMnI" (after conversion to flat allocation profile) and "RLMoT" (actual structured allocation profile), with these allocations being based on the applicable balancing CV. Available as hourly and daily value.
-BKTOLnach (H/D)	Data series specifying the total tolerances available for a BG, including the tolerances received from all SBGs linked to the BG in question. Available as hourly and daily value.
AE (negative) (D/M)	Negative imbalances. Available as daily and monthly value.
AE (positive) (D/M)	Positive imbalances. Available as daily and monthly value.
Acquiring balancing group (BP)	Recipient of flexibility
BIOFLEXSALD (neg) (D)	Data series specifying the daily imbalance quantities falling outside the available flexibility range as determined under the energy balancing rules applicable to biogas balancing groups, with all relevant quantities being based on the applicable billing CV. Available as daily value.
BIOFLEXSALD (pos) (D)	Data series specifying the daily imbalance quantities falling outside the available flexibility range as determined under the energy balancing rules applicable to biogas balancing groups, with all relevant quantities being based on the applicable billing CV. Available as daily value.
BIOKONVHL (D/M)	Data series specifying the quantities to be converted from high CV quality to low CV quality under the virtual gas quality conversion mechanism as determined on the basis of the applicable billing CV at the end of each biogas balancing period. Available as daily and monthly value.
BIOKONVHL (D/M)	Data series specifying the quantities to be converted from low CV quality to high CV quality under the virtual gas quality conversion mechanism as determined on the basis of the applicable billing CV at the end of each biogas balancing period. Available as daily and monthly value.
BKENTRIESAMT (H/D/M)	Total input with VTP. Available as hourly, daily and monthly value.
BKENTRIESAMTnACH (H/D/M)	Total input with VTP (incl. BSG, Sub-BSG and uBG). Available as hourly, daily and monthly value.
BKENTGESAMT (H/D/M)	Total takeoff with VTP. Available as hourly, daily and monthly value.

Apart from the display function, the Data Overview has an export function for all charts and tables provided. Clicking on EXPORT allows you to export the charts in tabular form as an Excel and/or CSV file.



Customer Portal | Test_BKV_04 (THE) - BGM | Welcome to the Customer Portal of THE | Contact: Service@tradinghub.eu | Test UserBKV4

Data Overview

From: 03/2021 To: 04/2021 SEARCH

Balancing group balance (THE08BH690230000)

Amount (kWh)

01.01.2021 03.02.2021 08.03.2021 10.04.2021 13.05.2021 15.06.2021 18.07.2021 20.08.2021 22.09.2021 25.10.2021 27.11.2021 30.12.2021

Legend:

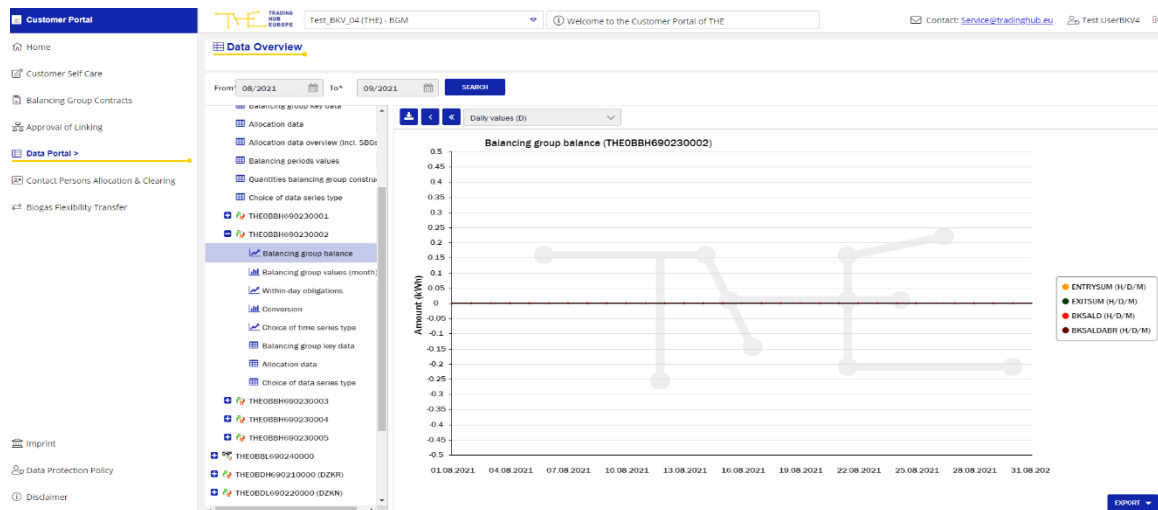
- Bio-Saldo kum. (D)
- +BIOFLEX (BP)
- BIOFLEX (BP)
- +BIOFLEX (BP) BEFORE (BP)
- BIOFLEX (BP) BEFORE (BP)
- BIOFLEXSALD (pos) (D)
- BIOFLEXSALD (neg) (D)
- BIOFLEXMAX (D)

EXPORT

7.1 Natural gas charts

The Data Overview also allows you to view the details of your balancing groups as charts. A total of five different charts are available for natural gas balancing groups.

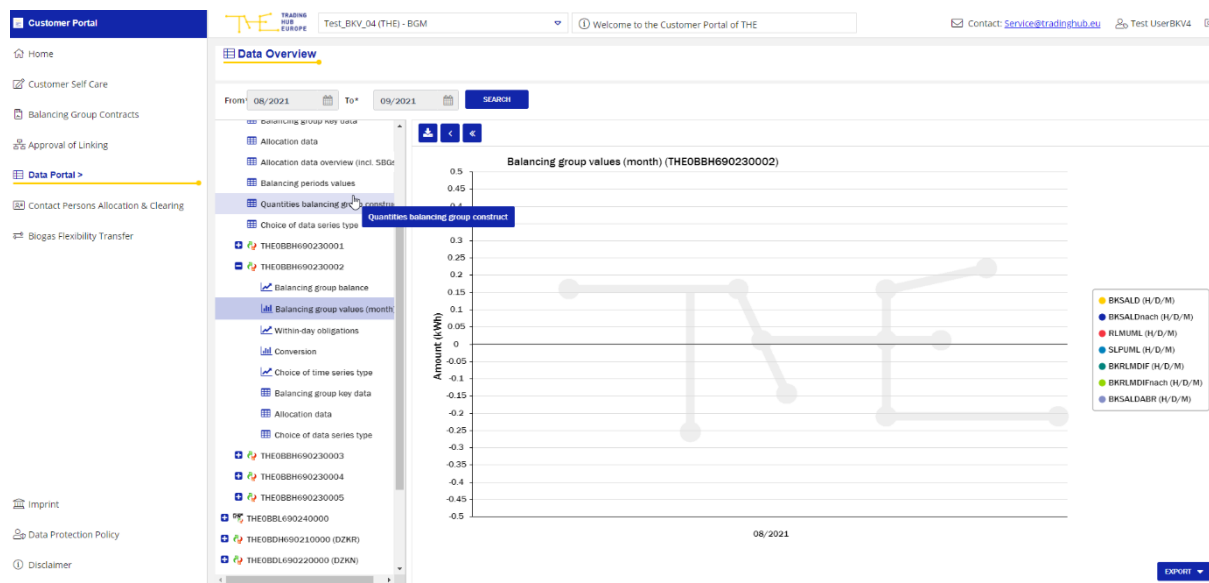
7.1.1 Balancing group balance



What is displayed here are the total inputs (ENTRYSUM), offtakes (EXITSUM), the balancing group balance (BKSALD (Bil.)) that is relevant for the calculation of daily imbalance charges, as well as the balancing group balance including the RLM quantity difference (BKSALD (Abr.)) – initially shown as daily values (D) when a month or more than one month is selected. Hourly values can be selected in the display for a maximum period of one month.

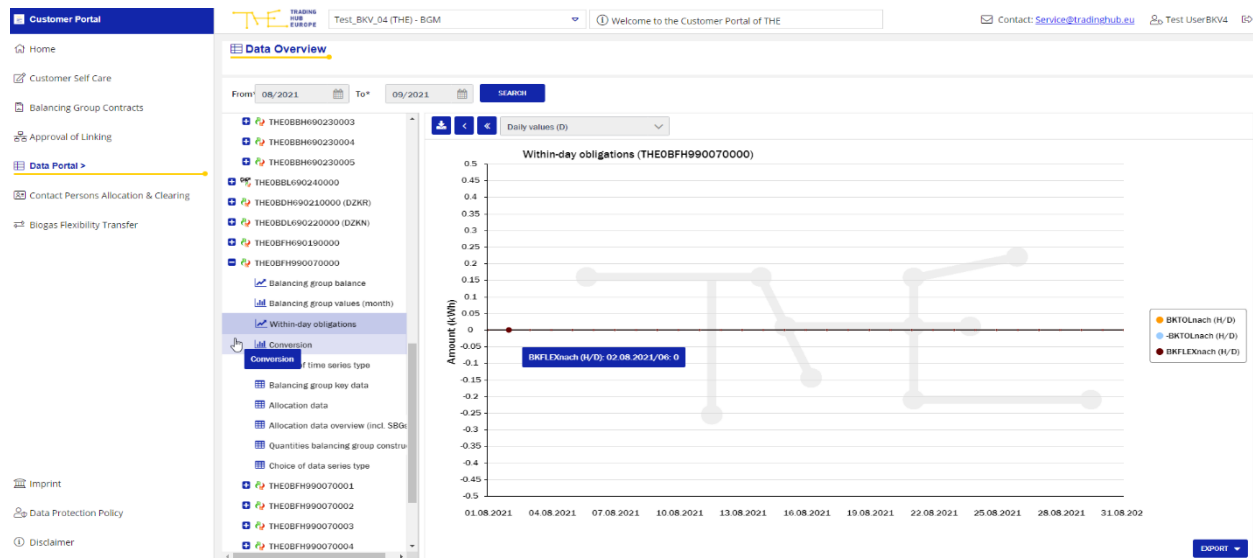
Important: The data export for a maximum period of one month always contains only the hourly values, not the daily values. It is not possible to export daily values for one single month.

7.1.2 Balancing group values (month)



What is displayed here are the balancing group balances that are subject to daily imbalance charges (BKSALD (Bil.)), the balancing group balances that are subject to daily imbalance charges including the balances from subordinate balancing groups (BKSALDNACH (Bil.)), the daily imbalance quantity from the undersupply (negative daily imbalance quantity) and the daily imbalance quantity from oversupply (positive daily imbalance quantity), the quantities subject to RLM and SLP charges including SBGs (RLMUML, SLPUML), the RLM quantity differences (BKRLMDIF), the RLM quantity differences including SBGs (BKRLMDIFnach), the balancing group balances including RLM quantity differences (BKSALD (Abr.)), the balancing group balance including RLM quantity differences and the balances from subordinate balancing groups (BKSALDNACH (Abr.)) and the cumulative sum of the absolute values of the hourly imbalance quantities falling outside the tolerance limits available under the within-day obligation rules including subordinate balancing groups (BKFLEXnach). All of these values are also shown as monthly values and can be exported.

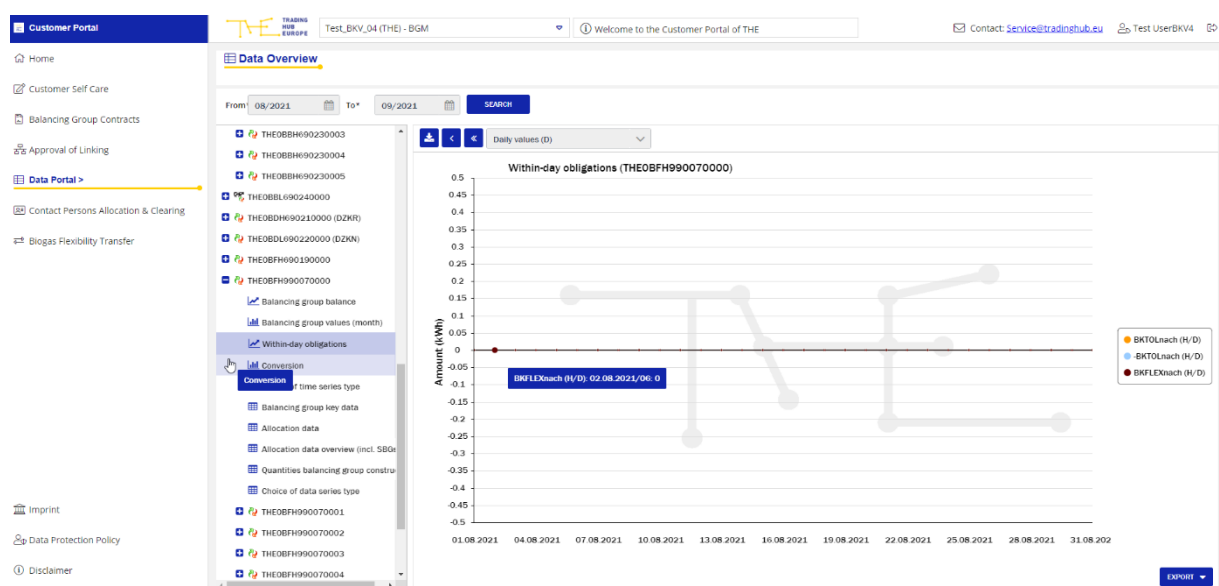
7.1.3 Within-day obligations



This chart shows the tolerance for within-day obligations (BKTOLnach, -BKTOLnach) and the financial flexibility quantity (BKFLEXnach), each including the tolerance overruns from any subordinate balancing groups. The values are initially shown as daily values (D) when a month or more than one month is selected. Hourly values can be selected in the display for a maximum period of one month.

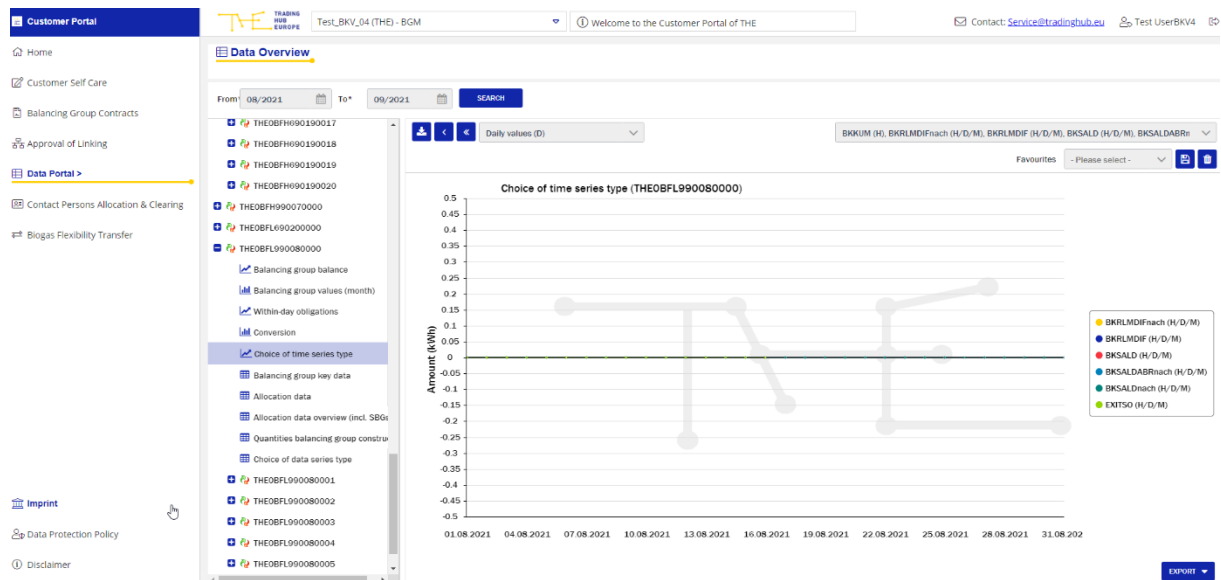
Important: The data export for a maximum period of one month always contains only the hourly values, not the daily values. It is not possible to export daily values for one single month.

7.1.4 Conversion



This is where the conversion quantity in both directions (KONVHL, KONVLH) and the balancing group balance for H-gas and L-gas (HSALD, LSALD) (each including the SBG) as well as the quantity subject to conversion charges including the SBG (KONVUM) are shown. All values are displayed as monthly values and can be exported.

7.1.5 Free selection of data series



This is where you can create your own charts for the data series selected. A maximum of 10 data series types can be selected at any one time. Each selection may be exported.

The following data series are available:

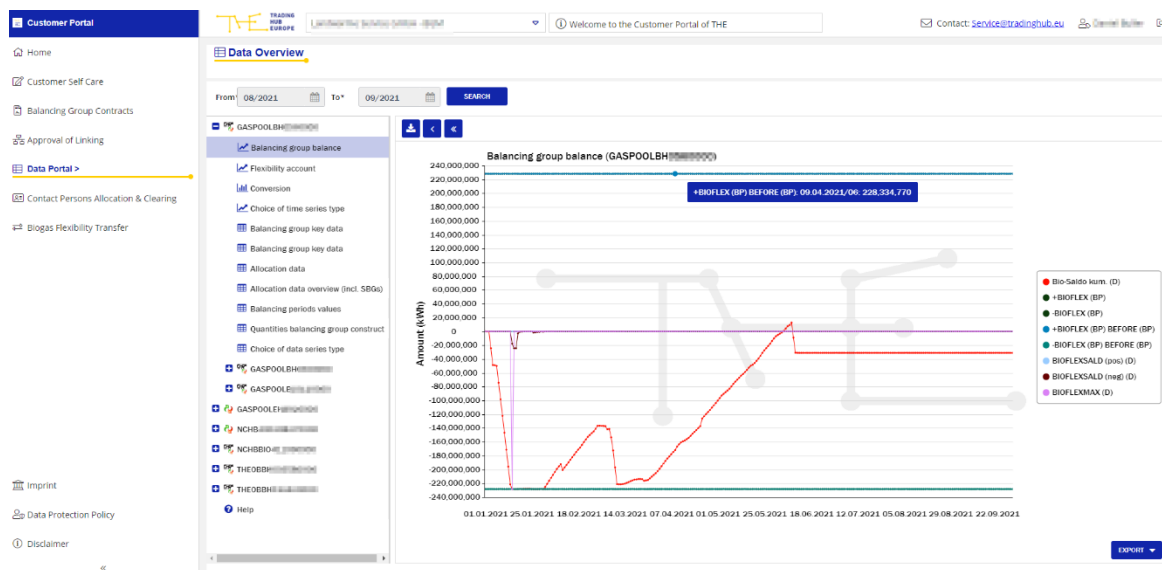
- Hourly values:**
 BKFLEX, BKFLEXNACH, BKKUM, BKKUMNACH, BKRLMDIF, BKRLMDIFNACH, BKSALD (ABR.), BKSALD (Bil.), BKSALDNACH (ABR.), BKSALDNACH (Bil.), ENTRYH2, ENTRYSO, EXITSO, HSALD, LSALD, RLMMTB (ABR.), RLMMTB RLMoT (ABR.), RLMoT, SLPANA, SLPSYN, VHPENTRY, VHPENTRYNACH, VHPEXIT, VHPEXITNACH
- Daily values:**
 Daily Imbalance Quantity (AE) negative, Daily Imbalance Quantity (AE) positive BKFLEX, BKFLEXNACH, BKRLMDIF, BKRLMDIFNACH, BKSALD (ABR.), BKSALD (Bil.), BKSALDNACH (ABR.), BKSALDNACH (Bil.), ENTRYH2, ENTRYSO, EXITSO, HSALD, LSALD, RLMMTB (ABR.), RLMMTB, RLMoT (ABR.), RLMoT, SLPANA, SLPSYN, VHPENTRY, VHPENTRYNACH, VHPEXIT, VHPEXITNACH
- Monthly values:**
 BIOFLEX, -BIOFLEX, BIOFLEX VOR, -BIOFLEX VOR, BKRLMDIF, BKSALD (Abr.), BKRLMDIFnch, BKSALD (Bil.), BKSALDNACH (Abr.), BKSALDNACH (Bil.),

ENTRYBIO, ENTRYSO, EXITSO, RLMMTB, RLMMTB_ABR, RLMOT_ABR, RLMOT, SLPANA, RLMUML, SLPSYN, SLPUML, VHPENTRY, VHPENTRYNACH, VHPEXIT, VHPEXITNACH, KONVHL, KONVLH, KONVUM

7.2 Biogas charts

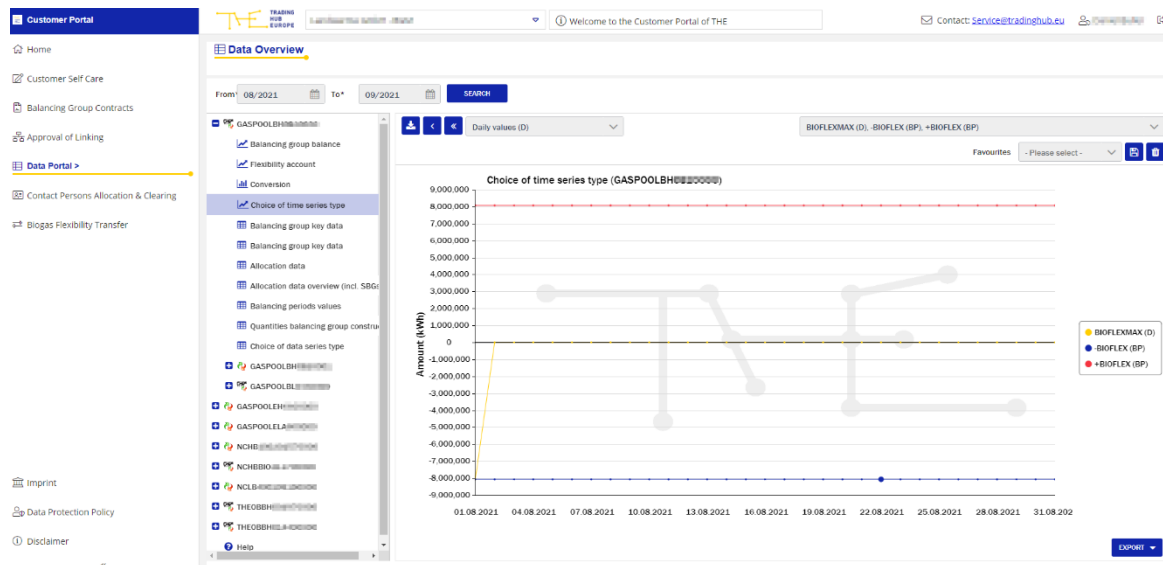
A total of four different charts are available for biogas balancing groups.

7.2.1 Balancing group balance



This chart shows – for biogas balancing groups – the cumulated balancing group balance within the bioflex framework (bio-balance cum.), the flexibility framework relevant to this biogas balancing group incl. quantities from flex swaps executed (+BIOFLEX and -BIOFLEX), the flexibility framework before the biogas flexibility swap (+BIOFLEX (BP) VOR), (-BIOFLEX (BP)VOR), the flexibility overrun from any under- and oversupply (BIOFLEXSALD (pos.)), (BIOFLEXSALD (neg.)) and the maximum utilisation of flexibility (BIOFLEXMAX). The daily values of the selected period are always shown first. However, the data export always automatically contains all values for the entire balancing period.

7.2.4 Free data series selection



This is where you can create individual charts for the data series you have selected. A maximum of 10 data series types can be selected at any one time. Each selection may be exported.

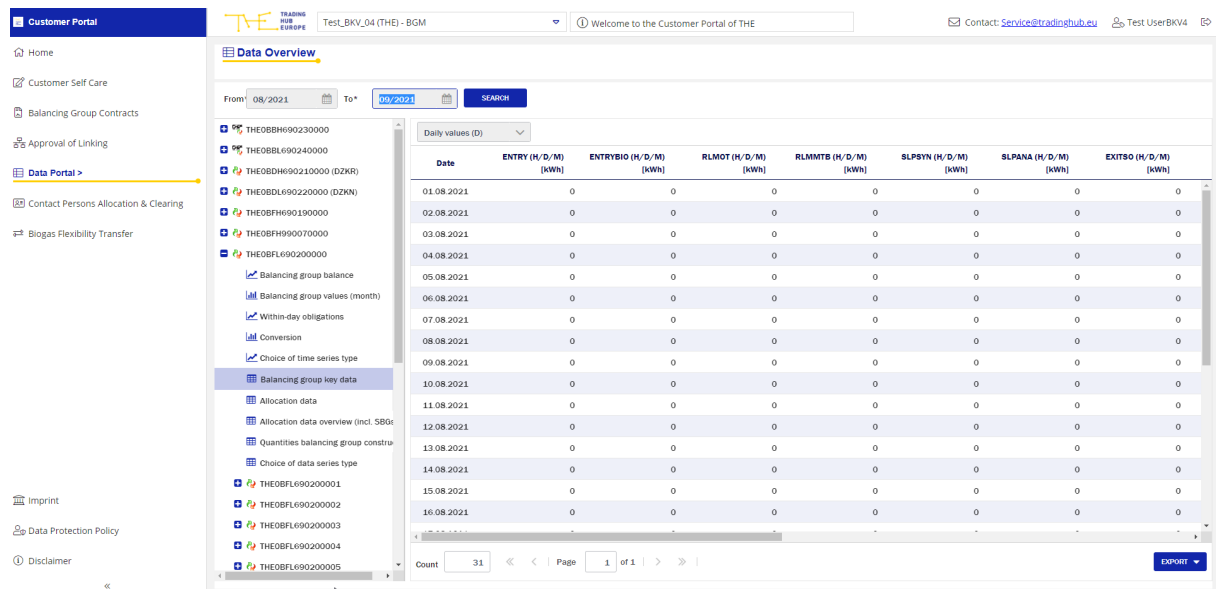
The following data series are available:

- Hourly values:**
 BKFLEX, BKFLEXNACH, BKKUM, BKKUMNACH, BKRLMDIF; BKRLMDIFNACH, BKSALD, BKSALDNACH; ENTRYBIO; ENTRYSO, EXITSO, RLMMTB, RLMMTB_ABR, RLMOT_ABR, RLMOT, SLPANA, SLPSYN, VHPENTRY, VHPENTRYNACH, VHPEXIT, VHPEXITNACH
- Daily values:**
 BIOFLEX, -BIOFLEX, BIOFLEX VOR, -BIOFLEX VOR, BIOFLEXMAX, BIOFLEXSALD (pos), BIOFLEXSALD (neg), BKFLEX, BKFLEXNACH, BKRLMDIF, BKRLMDIF, BKSALD (Abr.), BKRLMDIFnach, BKSALD (Bil.), BKSALDNACH (Abr.), BKSALDNACH (Bil.), ENTRYBIO, ENTRYSO, EXITSO, RLMMTB, RLMMTB_ABR, RLMOT_ABR, RLMOT, SLPANA, SLPSYN, VHPENTRY, VHPENTRYNACH, VHPEXIT, VHPEXITNACH
- Monthly values:**
 BIOFLEX, -BIOFLEX, BIOFLEX VOR, -BIOFLEX VOR, BKRLMDIF, BKSALD (Abr.), BKRLMDIFnach, BKSALD (Bil.), BKSALDNACH (Abr.), BKSALDNACH (Bil.), ENTRYBIO, ENTRYSO, EXITSO, RLMMTB, RLMMTB_ABR, RLMOT_ABR, RLMOT, SLPANA, RLMUML, SLPSYN, SLPUML, VHPENTRY, VHPENTRYNACH, VHPEXIT, VHPEXITNACH, KONVHL, KONVLH, KONVUM

7.3 Natural gas tables

Apart from the charts, the Data Overview provides the data in tabular form. A total of six tabular presentations are available for natural gas balancing groups.

7.3.1 Balancing group figures



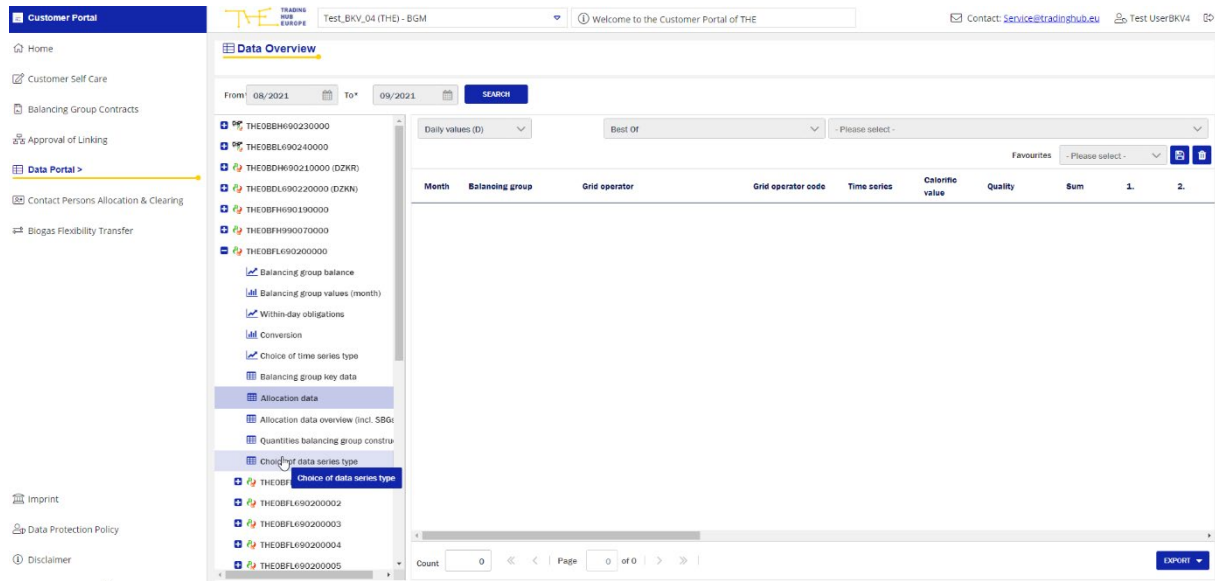
The screenshot shows the 'Data Overview' page in the Customer Portal. The left sidebar contains navigation links: Home, Customer Self Care, Balancing Group Contracts, Approval of Linking, Data Portal > (highlighted), Contact Persons Allocation & Clearing, and Biogas Flexibility Transfer. The main content area displays a table of daily values for various balancing groups. The table has columns for Date, ENTRY (H/D/M) [kWh], ENTRYBIO (H/D/M) [kWh], RLMTOT (H/D/M) [kWh], RLMMTB (H/D/M) [kWh], SLPBYSN (H/D/M) [kWh], SLPANA (H/D/M) [kWh], and EXITSO (H/D/M) [kWh]. The data rows show values for dates from 01.08.2021 to 16.08.2021, with most values being 0. The bottom of the table shows a count of 31 and a page indicator of 1 of 1. An 'EXPORT' button is visible in the bottom right corner.

Date	ENTRY (H/D/M) [kWh]	ENTRYBIO (H/D/M) [kWh]	RLMTOT (H/D/M) [kWh]	RLMMTB (H/D/M) [kWh]	SLPBYSN (H/D/M) [kWh]	SLPANA (H/D/M) [kWh]	EXITSO (H/D/M) [kWh]
01.08.2021	0	0	0	0	0	0	0
02.08.2021	0	0	0	0	0	0	0
03.08.2021	0	0	0	0	0	0	0
04.08.2021	0	0	0	0	0	0	0
05.08.2021	0	0	0	0	0	0	0
06.08.2021	0	0	0	0	0	0	0
07.08.2021	0	0	0	0	0	0	0
08.08.2021	0	0	0	0	0	0	0
09.08.2021	0	0	0	0	0	0	0
10.08.2021	0	0	0	0	0	0	0
11.08.2021	0	0	0	0	0	0	0
12.08.2021	0	0	0	0	0	0	0
13.08.2021	0	0	0	0	0	0	0
14.08.2021	0	0	0	0	0	0	0
15.08.2021	0	0	0	0	0	0	0
16.08.2021	0	0	0	0	0	0	0

This is where the aggregated hourly, daily and monthly values of different data series types balanced in this balancing group are shown. The data series types are preset by default and cannot be selected.

The hourly and daily values can be exported while the monthly values are not available for export.

7.3.2 Allocation data



The screenshot shows the 'Data Overview' page in the Customer Portal. The left sidebar contains a navigation menu with options like 'Home', 'Customer Self Care', 'Balancing Group Contracts', 'Approval of Linking', 'Data Portal >', 'Contact Persons Allocation & Clearing', and 'Bilgas Flexibility Transfer'. The 'Data Portal >' option is highlighted. The main content area shows a search bar with 'From: 08/2021' and 'To: 09/2021'. Below the search bar, there are filters for 'Daily values (D)', 'Best Of', and 'Please select'. A table with columns 'Month', 'Balancing group', 'Grid operator', 'Grid operator code', 'Time series', 'Calorific value', 'Quality', 'Sum', and two empty columns is displayed. The table is currently empty. At the bottom, there is a 'Count: 0' and a 'Page: 0 of 0' indicator.

In the "Allocation data" table you can view the values allocated by the network operators in the selected balancing group on an hourly or daily basis.

In the upper line you can select the granularity (daily values or hourly values), the qualities and the data series types you want to view (in each case, multiple selections can be made by clicking on the qualities, which can be deselected in the same way). The initial screen always shows the "Daily values", the "Best of" quality and no data series types first.

The selected views can be exported.

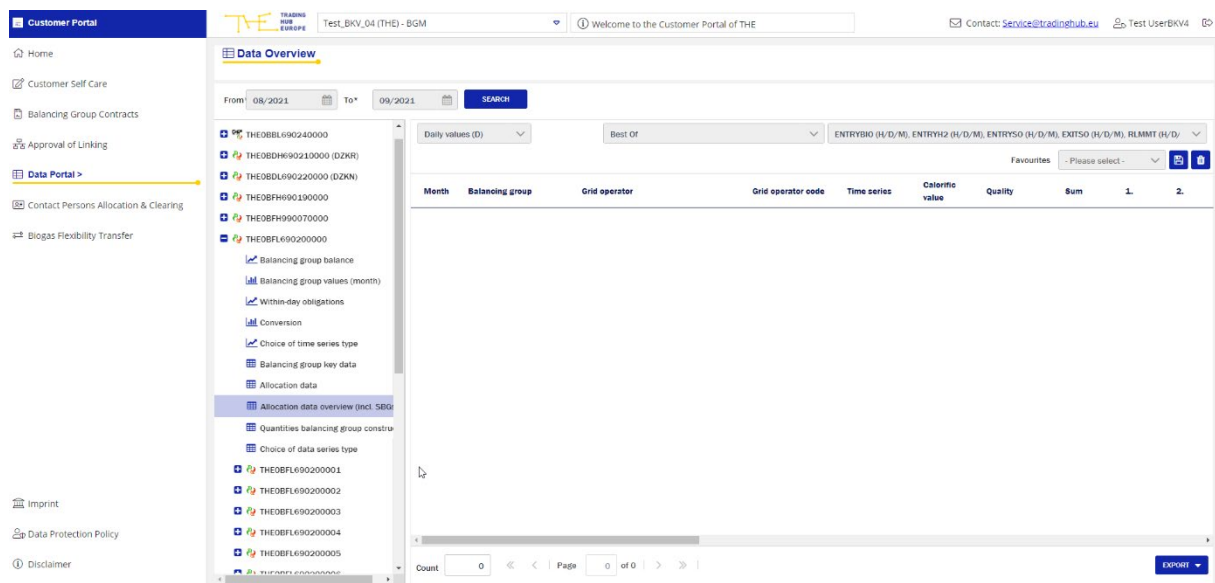
You have the option of saving your own favourites. When you have selected the granularity, quality and data series types, you can select a name for your favourite and confirm your choice by clicking Save. If you no longer need your favourites, they can be removed by clicking Delete.

Meaning of the qualities:

- The "vorläufig" quality refers to the within-day RLM allocation to D (first data delivery comprises 6 hourly values, updated by a second data delivery comprising 9 hourly values).
- The "korrigiert" quality denotes the M+12 messages (RLM, EntrySo, ExitSo, EntryBio, EntryH2, EntryFLG) and the M+21 (system IP).
- The "endgültig" quality denotes the D-1 message in the SLP area and the D+1 message in the area of physical points.

- The "Ersatzwert" quality denotes substitute values formed by THE in the SLP area.
- The "Hilfswert" quality denotes substitute values formed by THE in the RLM area for the RLM quantity corrected by using the gross calorific value used for billing (billing CV).
- The "Clearing" quality comprises any clearing allocations transmitted.
- The "Best of" quality is a track generated by the system, which basically contains the most recent value (at the time of the query).

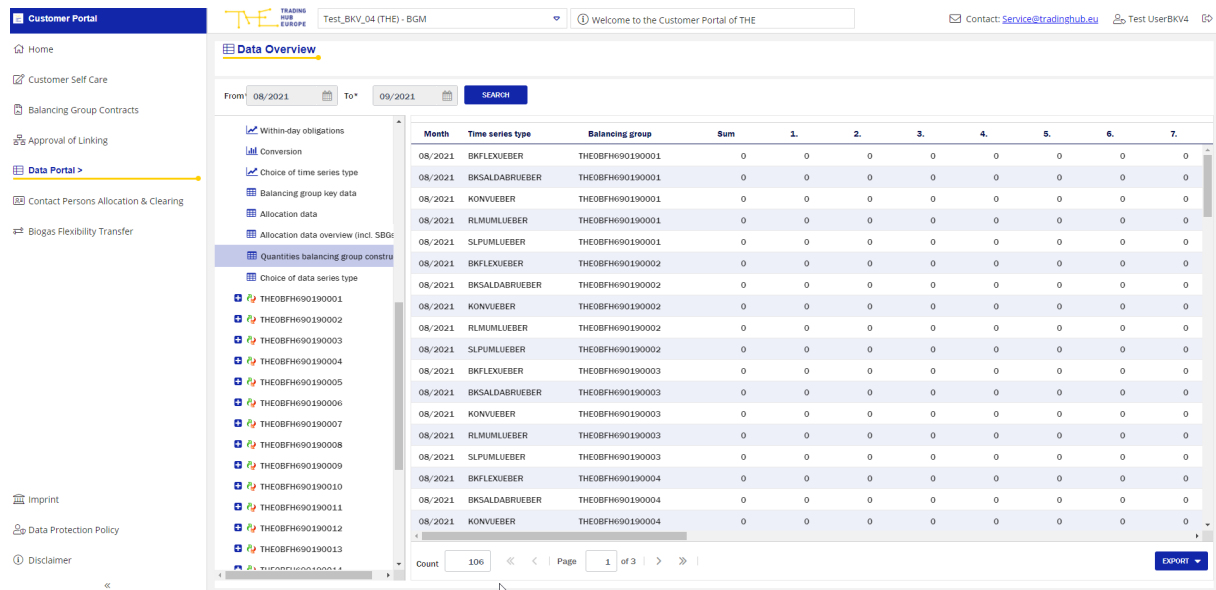
7.3.3 Allocation overview (incl. BSGs)



The screenshot displays the 'Data Overview' section of the Trading Hub Europe Customer Portal. The left sidebar contains navigation links such as 'Home', 'Customer Self Care', 'Balancing Group Contracts', 'Approval of Linking', 'Data Portal >', 'Contact Persons Allocation & Clearing', and 'Biogas Flexibility Transfer'. The main content area shows a search filter for 'Test_BKV_04 (THE) - BGM' and a date range from 08/2021 to 09/2021. A table titled 'Allocation data overview (incl. BSGs)' is visible, with columns for 'Month', 'Balancing group', 'Grid operator', 'Grid operator code', 'Time series', 'Calorific value', 'Quality', 'Sum', and two additional columns labeled '1.' and '2.'. The table is currently empty, and the 'Count' at the bottom is 0. The 'Export' button is located at the bottom right of the table area.

As in the "Allocation data" table, you can view the values allocated by the network operators in the selected balancing group and all subordinate balancing groups belonging to the balancing group on an hourly or daily basis after you have made your selection.

7.3.4 Balancing group portfolio quantities

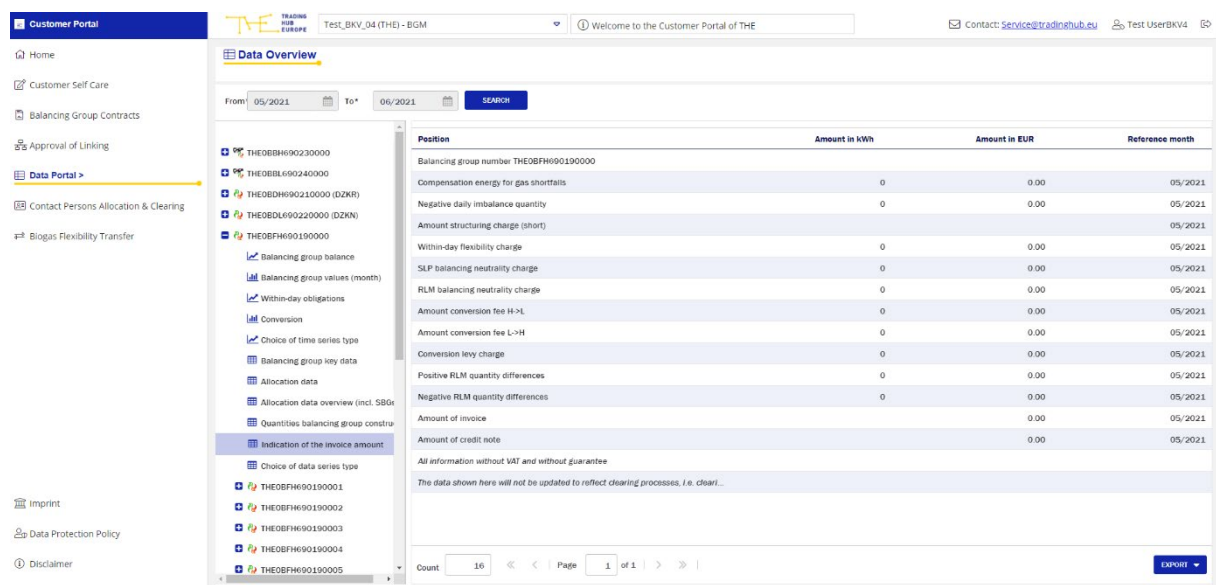


The screenshot shows the 'Data Overview' section of the Customer Portal. The left sidebar contains navigation links: Home, Customer Self Care, Balancing Group Contracts, Approval of Linking, Data Portal > (highlighted), Contact Persons Allocation & Clearing, and Biogas Flexibility Transfer. The main content area displays a table of balancing group portfolio quantities. The table has columns for Month, Time series type, Balancing group, Sum, and seven numbered columns (1-7). The data is filtered for the period from 08/2021 to 09/2021. The table shows various time series types like BKSALDUEBER, BKSALDABRUEBER, KONVUEBER, RLMUMLUEBER, and SLPUMUEBER, each associated with a specific balancing group (THEOBFH90190001 to THEOBFH90190013). The 'Sum' column shows values of 0 for all entries. The table is paginated, showing 106 records on page 1 of 1. An 'EXPORT' button is visible at the bottom right.

What is displayed here are the balancing group balances that are relevant for the calculation of daily imbalance charges (BKSALDUEBER), the balancing group balances including RLM differential quantities (BKSALDABRUEBER), the quantities subject to SLP and RLM neutrality charges (RLMUMLUEBER, SLPUMUEBER) and the quantities subject to conversion neutrality charges (KONVUEBER) transferred from the SBGs.

The values are displayed as daily and monthly values and can be exported.

7.3.5 Indicative invoice amount



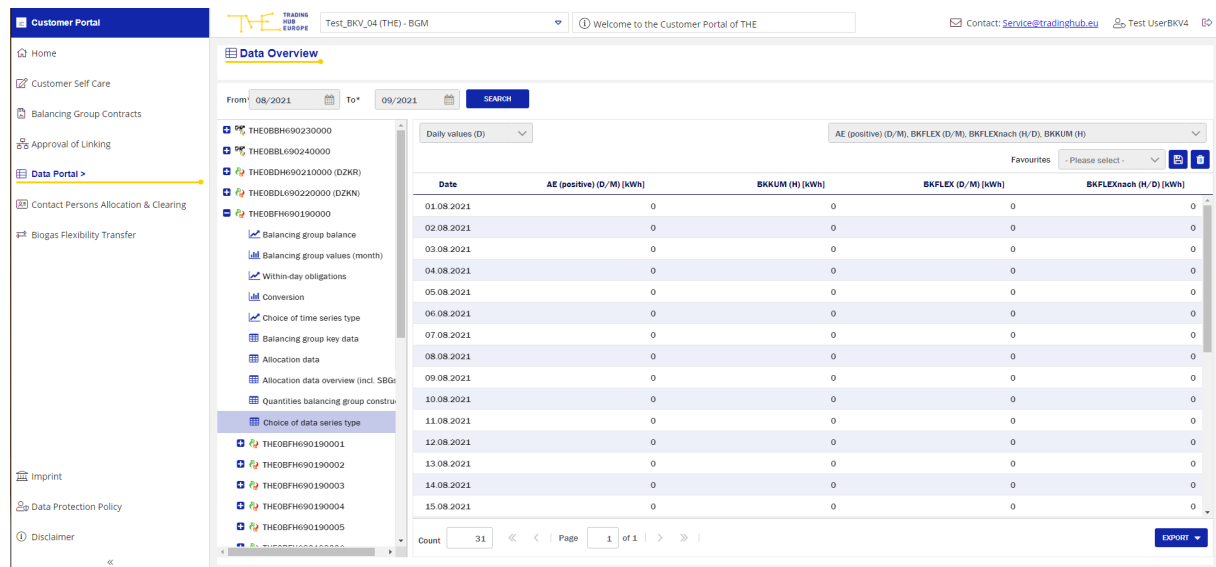
The screenshot shows the 'Data Overview' section of the Customer Portal. The left sidebar contains navigation links: Home, Customer Self Care, Balancing Group Contracts, Approval of Linking, Data Portal > (highlighted), Contact Persons Allocation & Clearing, and Biogas Flexibility Transfer. The main content area displays a table of indicative invoice amounts. The table has columns for Position, Amount in kWh, Amount in EUR, and Reference month. The data is filtered for the period from 05/2021 to 06/2021. The table shows various positions like 'Balancing group number THEOBFH90190000', 'Compensation energy for gas shortfalls', 'Negative daily imbalance quantity', 'Amount structuring charge (short)', 'Within-day flexibility charge', 'SLP balancing neutrality charge', 'RLM balancing neutrality charge', 'Amount conversion fee H>L', 'Amount conversion fee L>H', 'Conversion levy charge', 'Positive RLM quantity differences', 'Negative RLM quantity differences', 'Amount of invoice', and 'Amount of credit note'. The 'Amount in kWh' and 'Amount in EUR' columns show values of 0 for all entries. The 'Reference month' column shows values of 05/2021 for all entries. The table is paginated, showing 16 records on page 1 of 1. An 'EXPORT' button is visible at the bottom right.

This is where you find information about the amount expected for the relevant balancing group invoice for the relevant delivery month at each billing balancing group.

Please note: The information comes without any guarantee and will not be updated if there is a clearing process.

You can only view this submenu item from M+15WT until the end of the clearing period (M+2M-10WT-1KT) for delivery month M.

7.3.6 Free data series selection

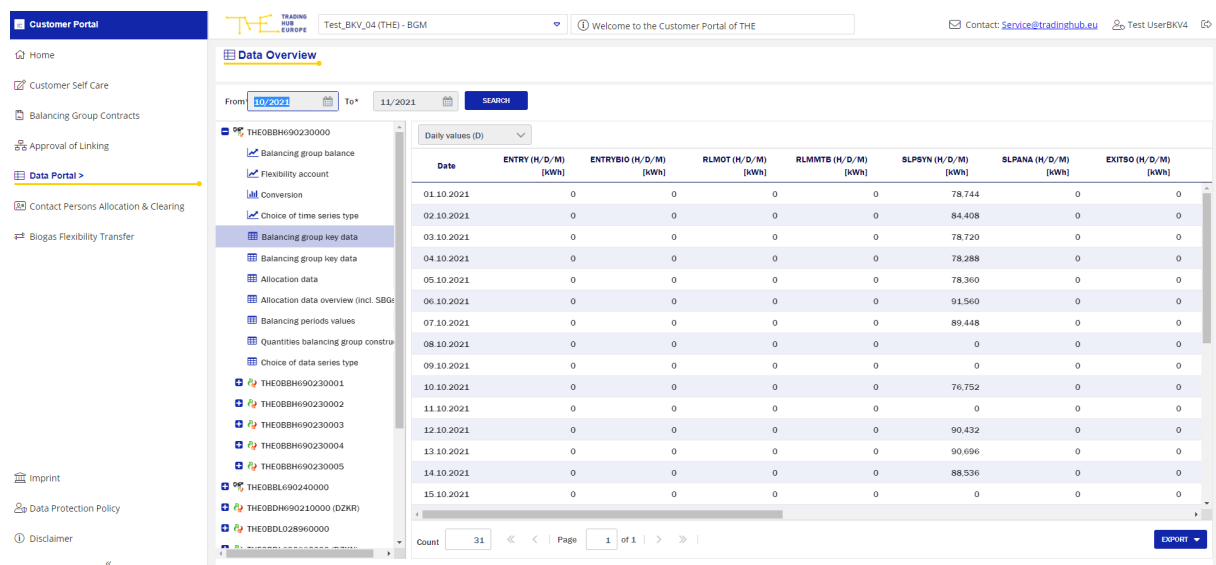


The functions are the same as in the chart (section 4.1.5).

7.4 Biogas tables

A total of seven tabular views are available for biogas balancing groups.

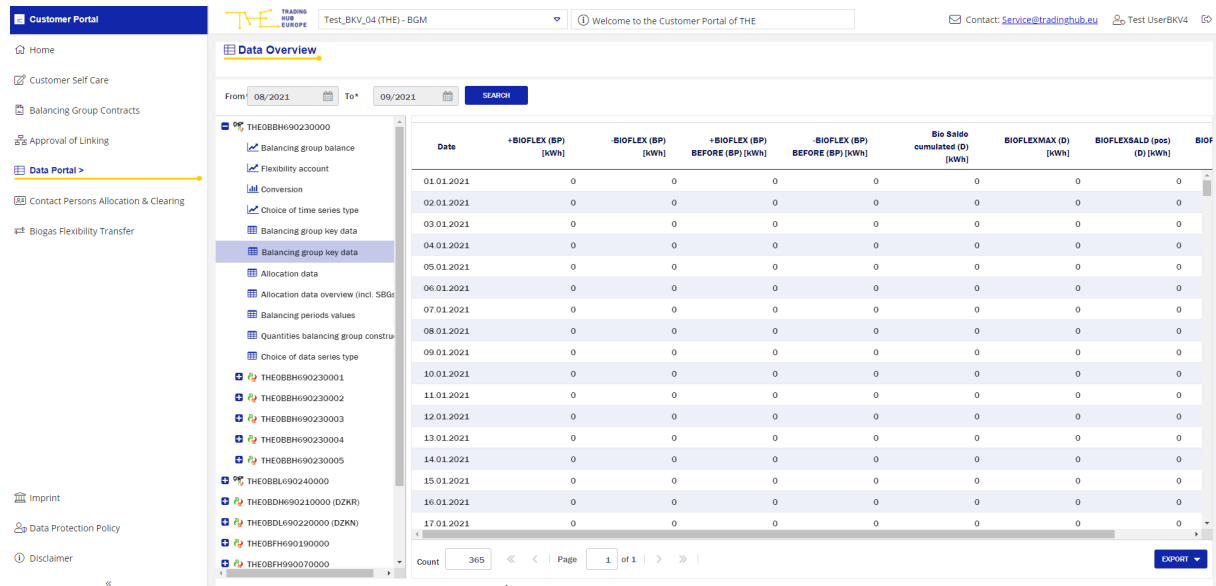
7.4.1 Balancing group figures



This is where the aggregated hourly, daily and monthly values of different data series types balanced for this balancing group are shown. The data series types are preset by default and cannot be selected.

The hourly and daily values can be exported, the monthly values are not available for export.

7.4.2 Balancing group figures (Total)



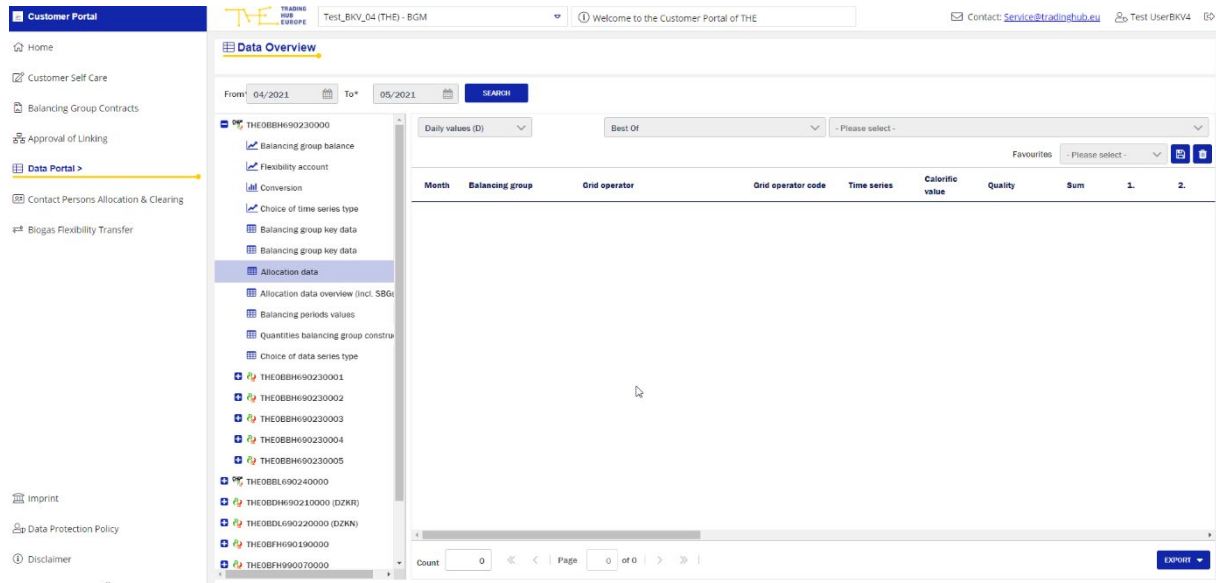
The screenshot shows the 'Data Overview' page in the Customer Portal. The left sidebar contains navigation links: Home, Customer Self Care, Balancing Group Contracts, Approval of Linking, Data Portal > (highlighted), Contact Persons Allocation & Clearing, Biogas Flexibility Transfer, Imprint, Data Protection Policy, and Disclaimer. The main content area displays a table of balancing group figures for the period from 08/2021 to 09/2021. The table has columns for Date, +BIOFLEX (BP) [kWh], -BIOFLEX (BP) [kWh], +BIOFLEX (BP) BEFORE (BP) [kWh], -BIOFLEX (BP) BEFORE (BP) [kWh], Bio Sales cumulated (D) [kWh], BIOFLEXMAX (D) [kWh], BIOFLEXSALD (D) [kWh], and BIOF. The data rows show values for various balancing groups (e.g., THEOBH690230000, THEOBH690230001, etc.) and dates from 01.01.2021 to 17.01.2021. The bottom of the table shows a count of 365 and a page indicator of 1 of 1. An 'EXPORT' button is visible in the bottom right corner.

Date	+BIOFLEX (BP) [kWh]	-BIOFLEX (BP) [kWh]	+BIOFLEX (BP) BEFORE (BP) [kWh]	-BIOFLEX (BP) BEFORE (BP) [kWh]	Bio Sales cumulated (D) [kWh]	BIOFLEXMAX (D) [kWh]	BIOFLEXSALD (D) [kWh]	BIOF
01.01.2021	0	0	0	0	0	0	0	0
02.01.2021	0	0	0	0	0	0	0	0
03.01.2021	0	0	0	0	0	0	0	0
04.01.2021	0	0	0	0	0	0	0	0
05.01.2021	0	0	0	0	0	0	0	0
06.01.2021	0	0	0	0	0	0	0	0
07.01.2021	0	0	0	0	0	0	0	0
08.01.2021	0	0	0	0	0	0	0	0
09.01.2021	0	0	0	0	0	0	0	0
10.01.2021	0	0	0	0	0	0	0	0
11.01.2021	0	0	0	0	0	0	0	0
12.01.2021	0	0	0	0	0	0	0	0
13.01.2021	0	0	0	0	0	0	0	0
14.01.2021	0	0	0	0	0	0	0	0
15.01.2021	0	0	0	0	0	0	0	0
16.01.2021	0	0	0	0	0	0	0	0
17.01.2021	0	0	0	0	0	0	0	0

This is where the aggregated daily and monthly values for biogas data series are shown. The data series types are preset by default and cannot be selected.

The exports always contain the daily values. It is not possible to export the monthly values.

7.4.3 Allocation overview



The screenshot shows the 'Data Overview' page in the Trading Hub Europe Customer Portal. The left sidebar contains navigation links such as 'Home', 'Customer Self Care', 'Balancing Group Contracts', 'Approval of Linking', 'Data Portal >', 'Contact Persons Allocation & Clearing', and 'Biogas Flexibility Transfer'. The main content area is titled 'Data Overview' and includes a search bar with 'From' and 'To' date pickers (04/2021 to 05/2021) and a 'SEARCH' button. Below the search bar, there are filters for 'Daily values (D)', 'Best Of', and 'Please select'. A table with the following columns is displayed: Month, Balancing group, Grid operator, Grid operator code, Time series, Calorific value, Quality, and Sum. The table is currently empty. At the bottom of the page, there is a 'Count' field showing '0' and a 'Page' field showing '0 of 0'. An 'Export' button is located at the bottom right.

In the "Allocation data" table you can view the values allocated by the network operators to the selected balancing group on an hourly or daily basis.

In the upper line you can select the granularity (daily values or hourly values), the qualities and the data series types that you want to view (in each case, multiple selections can be made by clicking on the qualities, which can be deselected in the same way). The initial screen always shows the "Daily values", the "Best of" quality and no data series types first.

The selected views can be exported.

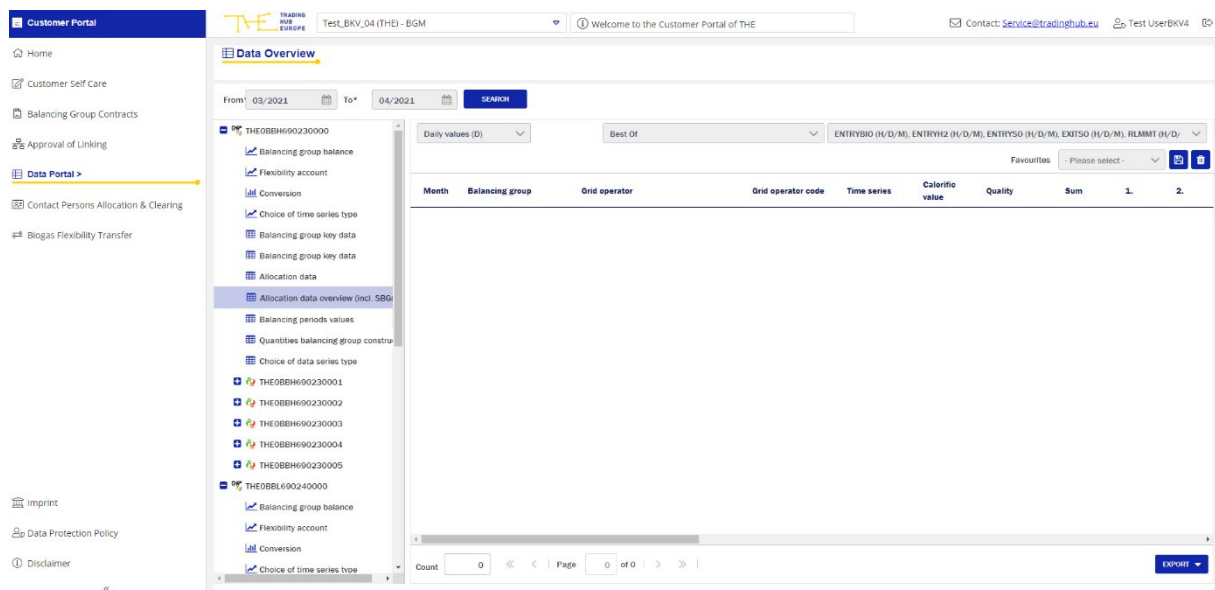
You have the option of saving your own favourites. When you have selected the granularity, quality and data series types, you can select a name for your favourite and confirm your choice by clicking Save. If you no longer need your favourites, they can be removed by clicking Delete.

Meaning of the qualities:

- The "**vorläufig**" quality refers to the within-day RLM allocation of D (first data delivery comprises 6 hourly values, updated by a second data delivery comprising 9 hourly values).
- The "**korrigiert**" quality denotes the M+12 messages (RLM, EntrySo, ExitSo, EntryBio, EntryH2, EntryFLG) and the M+21 (system IP).
- The "**endgültig**" quality denotes the D-1 message in the SLP area and the D+1 message in the area of physical points.

- The "**Ersatzwert**" quality denotes substitute values formed by THE in the SLP area.
- The "**Hilfswert**" quality denotes substitute values formed by THE in the RLM area for the RLM quantity corrected by using the gross calorific value used for billing (billing CV).
- The "**Clearing**" quality comprises any clearing allocations transmitted.
- The "**Best of**" quality is a track generated by the system, which basically contains the most recent value (at the time of the query).

7.4.4 Allocation data overview (incl. BSGs)



The screenshot shows the THE Customer Portal interface. The left sidebar contains navigation links: Home, Customer Self Care, Balancing Group Contracts, Approval of Linking, **Data Portal >**, Contact Persons Allocation & Clearing, and Biogas Flexibility Transfer. The main content area is titled 'Data Overview' and shows a search bar with 'TestLKV_04 (THE) - BGM' and a 'Welcome to the Customer Portal of THE' message. Below the search bar, there are filters for 'From' (03/2021) and 'To' (04/2021), and a 'SEARCH' button. A dropdown menu shows 'Daily values (D)' and 'Best Of'. The table below has columns: Month, Balancing group, Grid operator, Grid operator code, Time series, Calorific value, Quality, Sum, 1., and 2. The table is currently empty. The left sidebar also shows a list of balancing groups under 'Allocation data overview (incl. BSGs)', including THE08BH690230000, THE08BH690230001, THE08BH690230002, THE08BH690230003, THE08BH690230004, THE08BH690230005, and THE08BL690240000. The bottom of the page shows a 'Count' of 0 and a 'Page' of 0 of 0.

As in the "Allocation data" table, you can view the values allocated by the network operators in the selected balancing group and all subordinate balancing groups belonging to the balancing group on an hourly or daily basis after you have made your selection.

7.4.5 Balancing period values

Customer Portal | TVE TRADING HUB EUROPE | Test_BKV_04 (THE) - BGM | Welcome to the Customer Portal of THE | Contact: Service@tradinghub.eu | Test UserBKV4

Data Overview

From: 03/2021 To: 04/2021 SEARCH

THEOBH690230000

- Balancing group balance
- Flexibility account
- Conversion
- Choice of time series type
- Balancing group key data
- Balancing group key data
- Allocation data
- Allocation data overview (incl. SBG)
- Balancing periods values**
- Quantities balancing group constr
- Choice of data series type
- THEOBH690230001
- THEOBH690230002
- THEOBH690230003
- THEOBH690230004
- THEOBH690230005
- THEOBL690240000
- THEOBH690210000 (DZKR)
- THEOBL690220000 (DZKN)
- THEOBH690190000
- THEOBH690070000

Balancing period	Start	End	Transfer positive closing balance	Quantity closing balance transfer	Relevant balance	Conversion H:L	Conversion L:H	Usage flexibility
2020	01.12.2...	01.01.2...	Ja					
2021	01.01.2...	01.01.2...	Ja	0	0	0	0	0
2022	01.01.2...	01.01.2...	Ja					
2023	01.01.2...	01.01.2...	Ja					
2024	01.01.2...	01.01.2...	Ja					
2025	01.01.2...	01.01.2...	Ja					
2026	01.01.2...	01.01.2...	Ja					
2027	01.01.2...	01.01.2...	Ja					
2028	01.01.2...	01.01.2...	Ja					
2029	01.01.2...	01.01.2...	Ja					
2030	01.01.2...	01.01.2...	Ja					
2031	01.01.2...	01.01.2...	Ja					
2032	01.01.2...	01.01.2...	Ja					
2033	01.01.2...	01.01.2...	Ja					
2034	01.01.2...	01.01.2...	Ja					
2035	01.01.2...	01.10.2...	Ja					

Count: 16 | Page: 1 of 1 | EXPORT

What is displayed here are the balancing periods per biogas balancing group, the start and end dates of the balancing period, the information on the transfer of the positive final balance, the final balance transfer quantity, the balance relevant for billing, the conversion and the utilisation of flexibility.

7.4.6 Balancing group portfolio quantities

Customer Portal | TVE TRADING HUB EUROPE | Test_BKV_04 (THE) - BGM | Welcome to the Customer Portal of THE | Contact: Service@tradinghub.eu | Test UserBKV4

Data Overview

From: 03/2021 To: 04/2021 SEARCH

THEOBH690230000

- Balancing group balance
- Flexibility account
- Conversion
- Choice of time series type
- Balancing group key data
- Balancing group key data
- Allocation data
- Allocation data overview (incl. SBG)
- Balancing periods values
- Quantities balancing group constr**
- Choice of data series type
- THEOBH690230001
- THEOBH690230002
- THEOBH690230003
- THEOBH690230004
- THEOBH690230005
- THEOBL690240000
- THEOBH690210000 (DZKR)
- THEOBL690220000 (DZKN)
- THEOBH690190000
- THEOBH690070000

Month	Time series type	Balancing group	Sum	1.	2.	3.	4.	5.	6.	7.
03/2021	BKSALDUEBER	THEOBH690230001	0	0	0	0	0	0	0	0
03/2021	KONVUEBER	THEOBH690230001	0	0	0	0	0	0	0	0
03/2021	RLMUMUEBER	THEOBH690230001	0	0	0	0	0	0	0	0
03/2021	SLPUMUEBER	THEOBH690230001	0	0	0	0	0	0	0	0
03/2021	BKSALDUEBER	THEOBH690230002	0	0	0	0	0	0	0	0
03/2021	KONVUEBER	THEOBH690230002	0	0	0	0	0	0	0	0
03/2021	RLMUMUEBER	THEOBH690230002	0	0	0	0	0	0	0	0
03/2021	SLPUMUEBER	THEOBH690230002	0	0	0	0	0	0	0	0
03/2021	BKSALDUEBER	THEOBH690230003	0	0	0	0	0	0	0	0
03/2021	KONVUEBER	THEOBH690230003	0	0	0	0	0	0	0	0
03/2021	RLMUMUEBER	THEOBH690230003	0	0	0	0	0	0	0	0
03/2021	SLPUMUEBER	THEOBH690230003	0	0	0	0	0	0	0	0
03/2021	BKSALDUEBER	THEOBH690230004	0	0	0	0	0	0	0	0
03/2021	KONVUEBER	THEOBH690230004	0	0	0	0	0	0	0	0
03/2021	RLMUMUEBER	THEOBH690230004	0	0	0	0	0	0	0	0
03/2021	SLPUMUEBER	THEOBH690230004	0	0	0	0	0	0	0	0
03/2021	BKSALDUEBER	THEOBH690230005	0	0	0	0	0	0	0	0
03/2021	KONVUEBER	THEOBH690230005	0	0	0	0	0	0	0	0

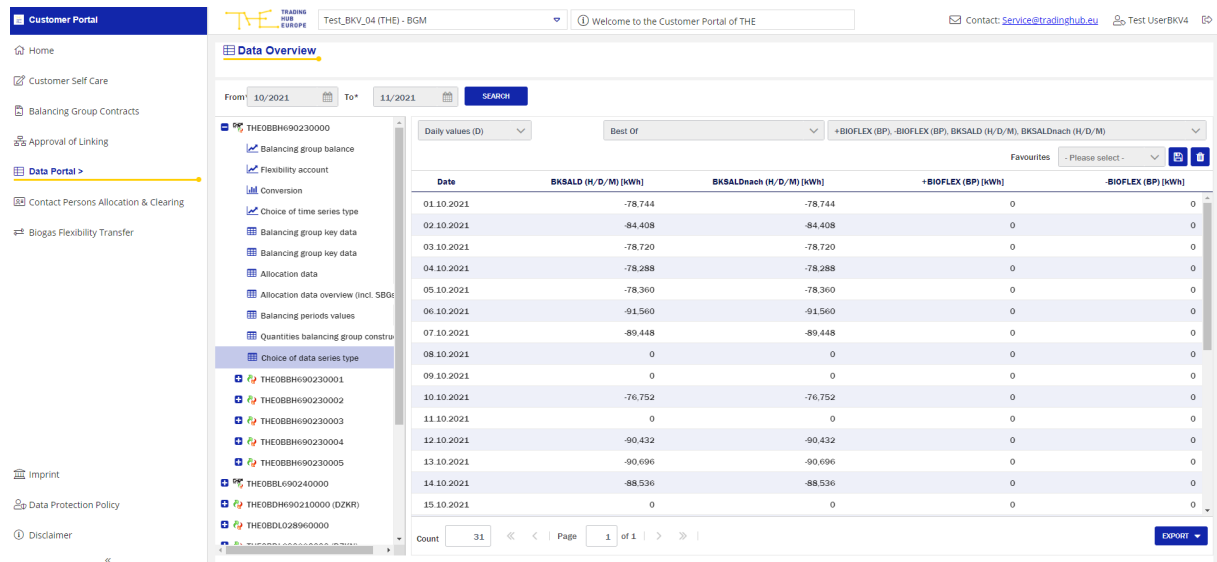
Count: 20 | Page: 1 of 1 | EXPORT

What is displayed here are the balancing group balances that are relevant for the calculation of daily imbalance charges (BKSALDUEBER), balancing group balances including RLM differential quantities (BKSALDABRUEBER), the quantities subject to SLP

and RLM neutrality charges (RLMUMLUEBER, SLPUMLUEBER) and the quantities subject to conversion neutrality charges (KONVUEBER) transferred from the SBG.

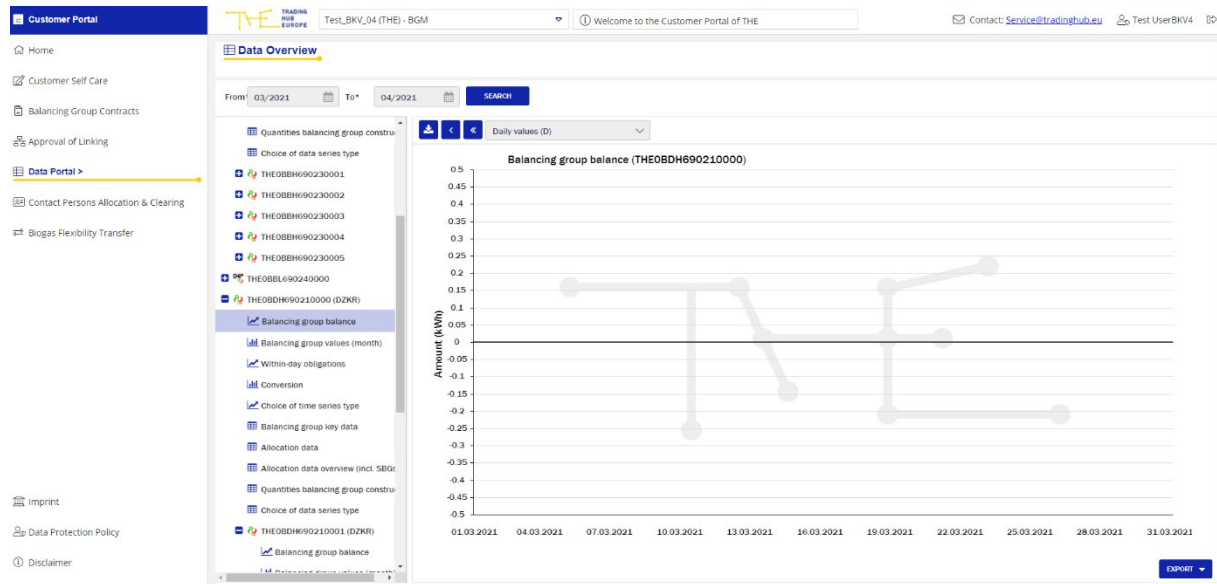
The values are displayed as daily and monthly values and can be exported.

7.4.7 Free data series selection



The functions are the same as in the chart (section 7.1.5)

7.4.8 DZK balancing groups



For the DZK balancing groups (which can be recognised by the DZKR or DZKN tag), the key figures for the uninterrupted and interrupted periods are shown.

The key figures for the uninterrupted period are identified by the acronym oNBS ("ohne

Nutzungsbeschränkung” = “without usage restriction”) and the key figures during the interruption are identified by the acronym NBS (“Nutzungsbeschränkung” = usage restriction).

7.5 Declaration

[illegible]

The declaration overview shows all available declarations for your balancing groups for the selected month. The month for which the most recent declarations are available are always shown first. The view shows the balancing group, the name of the network operator, the market partner code of the network operator (DVGW code), the period of validity of the declaration and the information about which data series type was registered.

By selecting a specific period, you can also view declarations from previous months.

The selected month can be exported in various formats (CSV, EXCEL and PDF).

7.6 Allocation clearing

7.6.1 Overview

Allocation Clearing								
Overview Grid operator Clearing								
Period	July 2021	GET CLEARING ID						
Call	Clearing-ID	Balancing group	Grid operator code	Time series	Valid from	Valid until	Status	User
31.08.2021 10:33:51	000000025	THE0BFL990080000	987	ENTRYSO	01.07.2021/06	01.08.2021/06	Available	testuserbiv4
31.08.2021 10:39:25	000000025	THE0BBH690230000	987	ENTRYBIO	01.07.2021/06	01.08.2021/06	Available	testuserbiv4
31.08.2021 13:30:15	000000025	THE0BFL690200011	987	ENTRYSO	01.07.2021/06	01.08.2021/06	Available	testuserbiv4

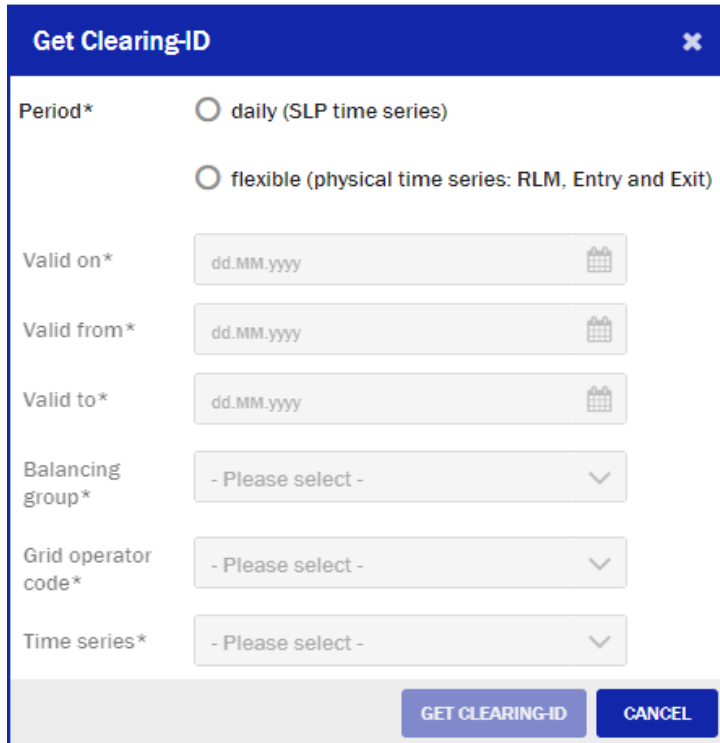
The allocation clearing offers the possibility to correct allocations together with the network operators within the clearing period.

In the "Overview" area you can request a new clearing number and also view clearing applications for the current clearing period that are already being processed. You can view the following information:

- Request (time the clearing number was requested in the Portal)
- Clearing number
- Balancing group for which the clearing number was requested
- Network (the DVGW number of the network operator concerned)
- Data series for which the clearing number was requested
- "Valid from" date
- "Valid until" date
- Status (processing status of your clearing number -> green: clearing number is open; yellow: clearing number has been successfully processed or is no longer valid)

- User (login name of user who requested the clearing number)

You can click on "Get clearing ID" to generate a new clearing number.



Get Clearing-ID [X]

Period* ☐ daily (SLP time series)
☐ flexible (physical time series: RLM, Entry and Exit)

Valid on* [Calendar icon]

Valid from* [Calendar icon]

Valid to* [Calendar icon]

Balancing group* [Dropdown arrow]

Grid operator code* [Dropdown arrow]

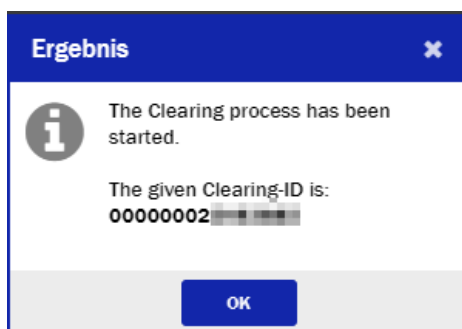
Time series* [Dropdown arrow]

[GET CLEARING-ID] [CANCEL]

Important: The following deadlines must be observed. You can only request clearing numbers within these deadlines. Outside these deadlines, no valid time slot will be made available to you.

- SLP: D-1 from 13:00 hrs until M+2M-10WT-1KT
- Physical points: M+15WT until M+2M-10WT-1KT

After you have entered all the data, click on "Get clearing ID" to see your clearing number:



Ergebnis [X]

i The Clearing process has been started.

The given Clearing-ID is:
00000002 [Masked]

[OK]

Please note:

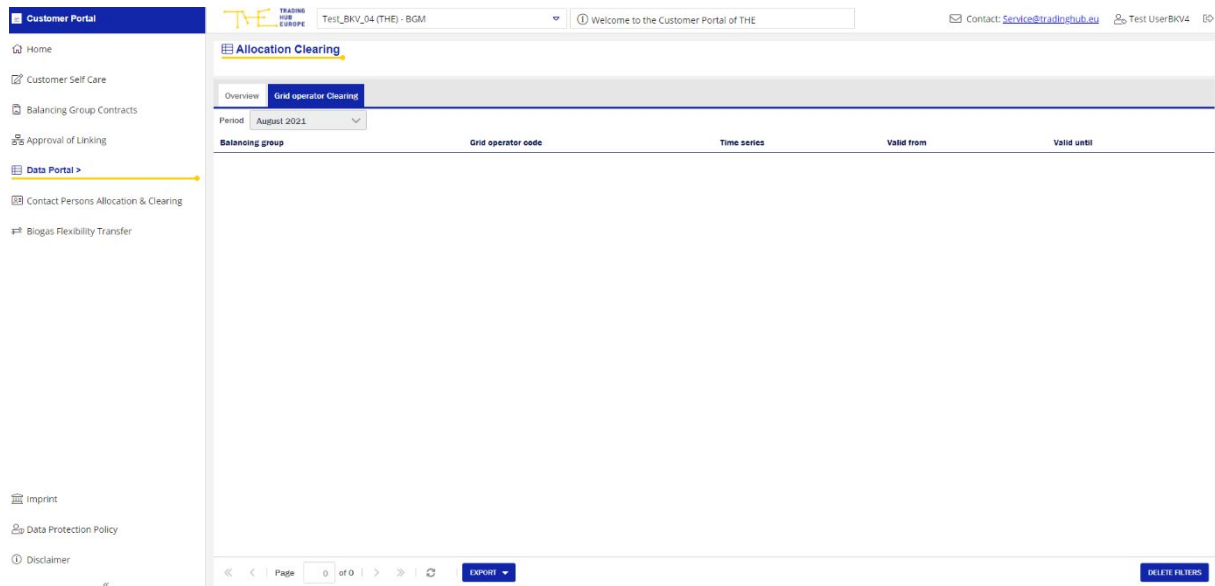
For the SLP data series type, you have to apply for a clearing number for each individual day.

For physical data series types for an entire month, you only need one clearing number, provided that the declaration has been made consistently for the entire month.

Once you have submitted a request a clearing number, the network operator concerned will receive an e-mail listing your balancing group, the network, the data series concerned in the clearing and the validity period.

Important: The clearing number is not emailed to the network operator! It has to be submitted to the network operator by the balancing group manager.

7.6.2 Network operator clearing



Network operator (NO) clearing can be carried out only by the NO (no clearing number of BGM required) and serves exclusively to correct the RLM quantity revalued with the billing CV. The balancing CV is not corrected.

In the "Grid operator clearing" area, you can view information on the NO clearing applications submitted by the network operators for your balancing groups for the current clearing period.

The following information is shown here:

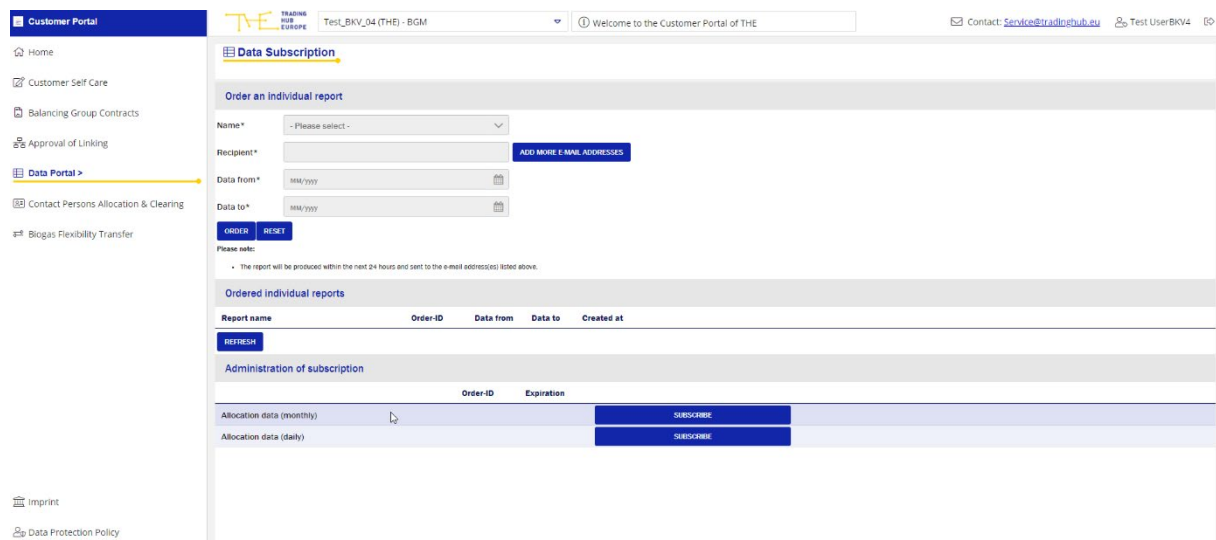
- Balancing group for which the clearing number was requested
- Network (the DVGW number of the network operator concerned)
- Data series for which the clearing number was requested

- "Valid from" date
- "Valid until" date

You will also receive this information by e-mail. The recipient is the "EDM contact person" stored in the Customer Portal.

Important: The NO clearing number is not displayed in the Portal and is not made available by e-mail! The network operator can perform the clearing process without the BGM's consent. This overview is provided to the BGM for information purposes only.

7.7 Data requests



The screenshot shows the 'Data Subscription' section of the Trading Hub Europe Customer Portal. The sidebar on the left contains navigation links: Home, Customer Self Care, Balancing Group Contracts, Approval of Linking, **Data Portal >**, Contact Persons Allocation & Clearing, and Biogas Flexibility Transfer. The main content area has a header with the Trading Hub Europe logo, a user selection dropdown (Test_BKV_04 (THE) - BGM), and a welcome message. Below the header, the 'Data Subscription' section is active. It includes a form to 'Order an individual report' with fields for Name (a dropdown), Recipient (a text input), Data from (a date picker), and Data to (a date picker). There is an 'ADD MORE E-MAIL ADDRESSES' button next to the Recipient field. Below the form are 'ORDER' and 'RESET' buttons. A note states: 'The report will be produced within the next 24 hours and sent to the e-mail address(es) listed above.' Below this is a table titled 'Ordered individual reports' with columns: Report name, Order-ID, Data from, Data to, and Created at. A 'REFRESH' button is located below the table. At the bottom, there is a section titled 'Administration of subscription' with a table showing subscription details. The table has columns for Order-ID, Expiration, and a 'SUBSCRIBE' button. Two rows are visible: 'Allocation data (monthly)' and 'Allocation data (daily)'. The 'Allocation data (monthly)' row has a mouse cursor hovering over it.

In the "Data Subscription" section, you can make an individual request for historical data.

The following individual requests can be made:

- Allocation evaluation (individual request)
- HL-LH conversion quantities

In addition, you can select subscriptions for data provided on a monthly (dispatch after completion of the delivery month) and/or daily basis.

Under a daily subscription, only the most recent data for checking the daily allocations is made available.

To request data as part of an individual request, you need to enter one or more recipient addresses and then specify the desired period in the "MM/YYYY" format. After you have clicked on "Order", the individual order will appear in the "ordered individual reports" list. The order will be processed within the next 24 hours and will generate a separate e-mail

for each month ordered. If you have access to the data of several companies, you will receive a separate file for each company.

The subscription function, on the other hand, is an automated process. When you click on "Subscribe" you will see the following window:

Subscribe

Name

Allocation data (monthly)

Role

BKV

Recipient*

ADD MORE E-MAIL ADDRESSES

ORDER

CANCEL

This is where the recipient (or recipients) must be entered. The process then has to be confirmed by clicking "Order", which takes you back to the overview.

The subscription expires automatically after one year, but can be extended by another year by clicking "Extend". The maximum duration of a subscription is 24 months. After this period has expired, the subscription must re-entered. The subscription can be terminated at any time by clicking "Unsubscribe".

Administration of subscription				
	Order-ID	Expiration		
Allocation data (monthly)	258	10/01/2021	UNSUBSCRIBE	EXTEND
Allocation data (daily)			SUBSCRIBE	

7.8 Restriction of use

Customer Portal

Home

Customer Self Care

Balancing Group Contracts

Approval of Linking

Data Portal >

Contact Persons Allocation & Clearing

Biogas Flexibility Transfer

THE TRADING HUB EUROPE

Test_LBKV_04 (THE) - BGM

Welcome to the Customer Portal of THE

Contact: Service@tradinghub.eu Test UserBKV4

Suspension of Linking Arrangements

Balancing group	TSO DVGW	Message received	Suspension effective from	Sent by	DAC type


This is where restrictions of use for DZK balancing groups can be viewed. The system will display the balancing group, the DVGW code of the gas TSO that issued the restriction, the time of the notification, the start of the interruption, the login of the user who created the interruption and the DZK type.

In addition to what is displayed in the Portal, the BGM will also receive the information about the granted usage restriction by e-mail to the recipient retained in the master data.

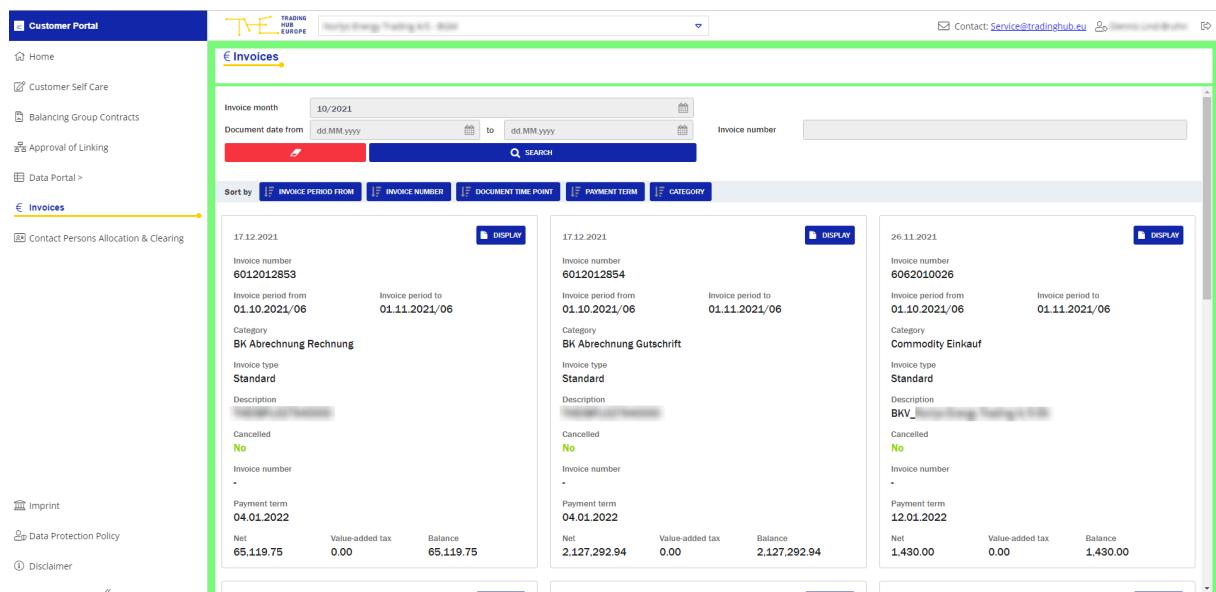
The information that an interruption has been granted is sent both to the BGM of the BG concerned and to the higher-level BGM (if the BG has been assigned to another "foreign" BG).

8 Invoices

Every user with access to the data portal has access to the menu "Invoices". Here you can view and download the invoices sent by THE. In addition, older invoices are also

available. To download the invoice, please press the button  and then download the file.

- Balancing group invoices/credit note
- Monthly biogas invoices
- Final biogas invoices
- VTP invoices
- External system balancing invoices (e.g. LTO, STB, SCB, FLEX)



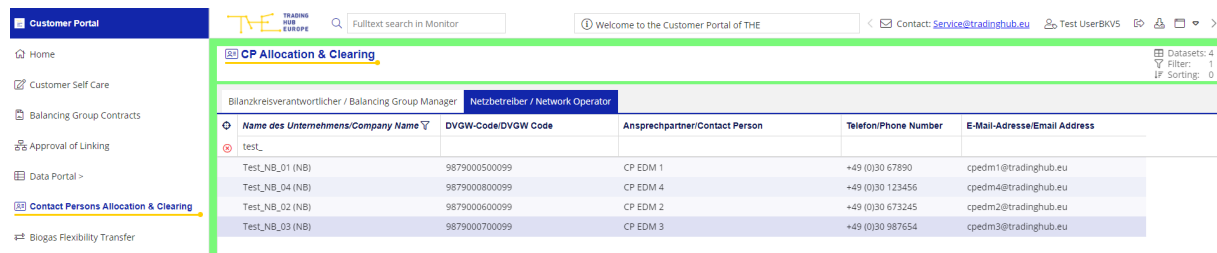
The screenshot shows the 'Invoices' section of the THE Customer Portal. The left sidebar contains navigation links: Home, Customer Self Care, Balancing Group Contracts, Approval of Linking, Data Portal >, Invoices (highlighted), and Contact Persons Allocation & Clearing. The main content area has a search bar with fields for 'Invoice month' (set to 10/2021), 'Document date from' (dd.MM.yyyy), 'to' (dd.MM.yyyy), and 'Invoice number'. Below the search bar are tabs for 'Sort by': INVOICE PERIOD FROM, INVOICE NUMBER, DOCUMENT TIME POINT, PAYMENT TERM, and CATEGORY. Three invoice cards are displayed, each with a 'DISPLAY' button. The first card is for invoice 6012012853, dated 17.12.2021, with a net value of 65,119.75. The second card is for invoice 6012012854, dated 17.12.2021, with a net value of 2,127,292.94. The third card is for invoice 6062010026, dated 26.11.2021, with a net value of 1,430.00. Each card also shows the invoice period, category, and a 'Cancelled' status of 'No'.

The available invoices can be searched by invoice month, document date or invoice number. The search fields can be cleared again by clicking on the eraser.

In addition, the invoices can be sorted by invoice period, invoice number, document time point, payment term and category.

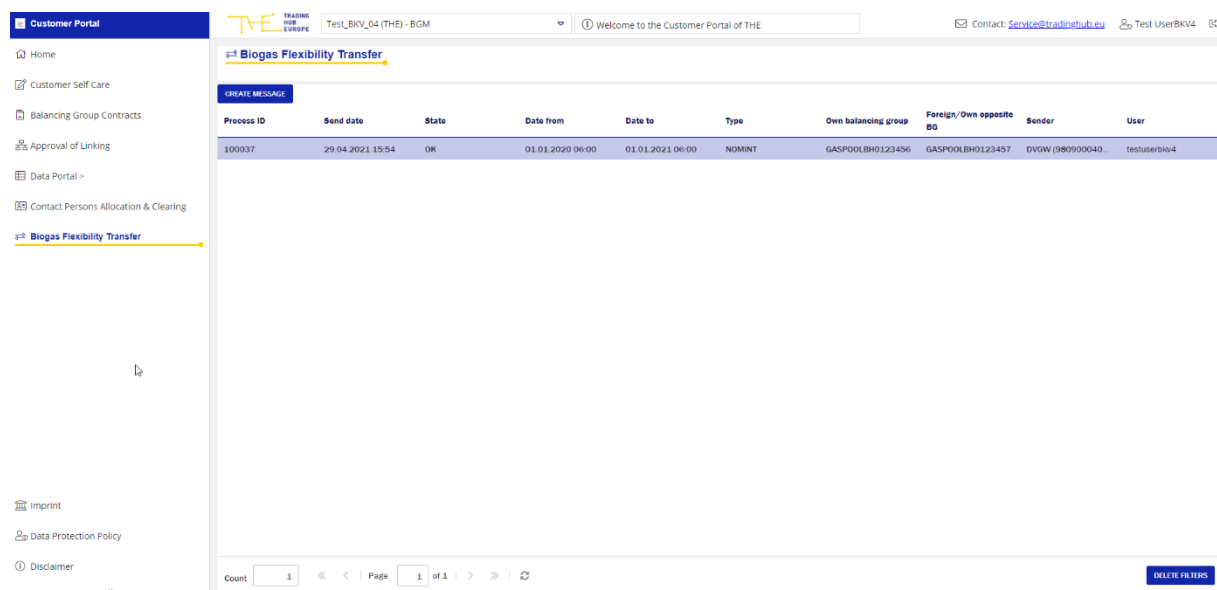
9 Contact person for allocation & clearing

The menu item "Contact person for allocation & clearing" is available to every user, regardless of the authorisations. Here, the contact persons for the allocation & clearing processes of Balancing Group Managers and Network Operators can be viewed. The list can be searched via the search bar. You can also click on the column header to sort a desired column in ascending or descending order.



Name des Unternehmens/Company Name	DVGW-Code/DVGW Code	Ansprechpartner/Contact Person	Telefon/Phone Number	E-Mail-Adresse/Email Address
test_L				
Test_NB_01 (NB)	9879000500099	CP EDM 1	+49 (0)30 67890	cpedm1@tradinghub.eu
Test_NB_04 (NB)	9879000800099	CP EDM 4	+49 (0)30 123456	cpedm4@tradinghub.eu
Test_NB_02 (NB)	9879000600099	CP EDM 2	+49 (0)30 673245	cpedm2@tradinghub.eu
Test_NB_03 (NB)	9879000700099	CP EDM 3	+49 (0)30 987654	cpedm3@tradinghub.eu

10 Biogas flexibility swap



Process ID	Send date	State	Date from	Date to	Type	Own balancing group	Foreign/Own opposite BG	Sender	User
100037	29.04.2021 15:54	OK	01.01.2020 06:00	01.01.2021 06:00	NOMINT	GASPOOLBH0123456	GASPOOLBH0123457	DVGW (980900040)	testuserbiu4

If you have biogas balancing groups and have been authorised to swap biogas flexibilities in the Portal, you can check the flexibility transfer process here. To do so, click on "Create message" to open the relevant window. Please enter the current balancing period of your balancing group, the balancing group number of your own balancing group (must be a master balancing group), the role of the balancing group manager (i.e. delivering or receiving BG), the balancing group manager to which the quantities are to be transferred or from which quantities are to be received (the role is assigned automatically) and the quantity to be swapped. By clicking on "Create message" you can create a NOMINT message. For the swap to be successful, an identical message from the counterpart must be received. Only then will the transfer be executed.

As soon as the matching has been completed, you can view the swap in the Data Overview – Flexibility Account chart.

Create Biogas flex transfer

Period from

dd.MM.yyyy

Period to

dd.MM.yyyy

Own balancing group

Balancing group role*

☒ Delivering balancing group

☐ Receiving balancing group

External or own opposite balancing group

Balancing group role

Receiving balancing group

Amount (kWh)

CREATE MESSAGE

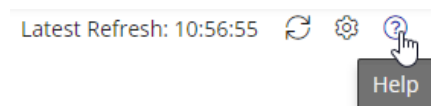
CANCEL

11 Virtual Trading Point

The VTP Portal is available as an additional menu item in the Customer Portal.

The VTP Portal can be used to view one's own balancing group as well as the third parties balancing group.

You can find further help for each overview in the corresponding online help in the upper right corner:



11.1 Dashboard


The “Dashboard” allows you to see the aggregated matching status of your balancing groups at a glance. The display is in the form of a stacked bar chart and the colors are based on the matching status. A distinction is made between:

- Yellow = “No counternomination“, Mismatch, one side has not nominated anything
- Red = “Mismatch“, both sides have nominated (lesser-of-rule)
- Green = “Match“, this also includes the case where one side has nominated 0 and the other side has nominated nothing

When moving the mouse pointer over a colored column section, the number of affected contracts is displayed in a tooltip.

By clicking on one of the colored columns, you are redirected to the Matching Status dialog. The data in the Matching Status view is automatically pre-filtered according to the selection in the Dashboard.

11.1.1 Dashboard Settings

The settings option can be found at the top right of the window under the icon . You can choose between an automatic update and a manual update of the view. After selecting “Automatic Update”, you can specify the interval at which the diagram is to be updated. The refresh rate can be set to any interval between five and sixty minutes. In addition, the view can be limited from two to six days.

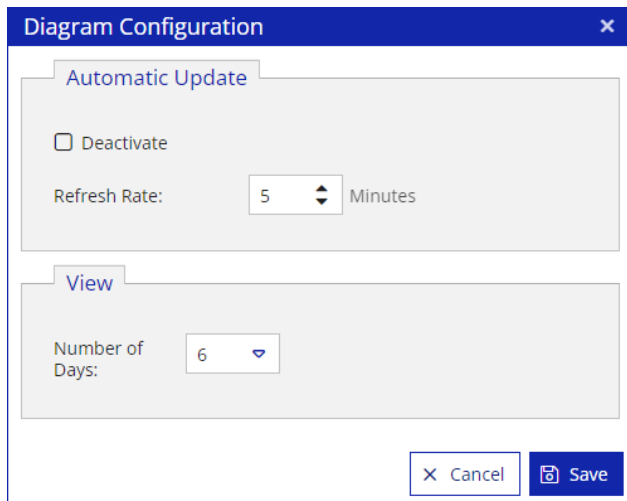


Diagram Configuration [X]

Automatic Update


☐ Deactivate

Refresh Rate: Minutes

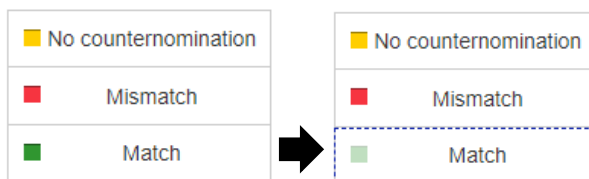
View

Number of Days:

[X] Cancel [Save]

The chart may be updated manually by clicking the  button.

If you are only interested in certain matching statuses, you can show or hide the corresponding statuses by clicking in the legend.



Legend configuration diagram showing two panels. The left panel has three items: 'No counternomination' (yellow square), 'Mismatch' (red square), and 'Match' (green square). An arrow points to the right panel, which has the same three items, but the 'Match' item is highlighted with a dashed blue border.



After logging out and logging in again, the dashboard is automatically displayed in the configuration in which it was last saved.

11.2 Matching Status

In the “Matching Status” dialog, the logged-in user can display an overview of the status of all their balancing groups.

The matching status can be accessed via the main menu or with a mouse click from the dashboard.

The gas day for which the statuses are to be displayed can be chosen as needed:

- By pressing the arrow icons  
- By entering directly in the relevant field
- By selecting from the calendar that opens after clicking the calendar icon

After entering the gas day, an overview of all statuses on this gas day is displayed, provided no filter was previously set.

If the dialog was called up from the dashboard, the gas day and status are transferred from the dashboard and the data is automatically displayed according to the transferred filters.

The matching results/mismatches of the balancing groups assigned to you are displayed in the results table. You may set a filter in each column.

Matching Status

Date:   

	MS	Valid from	Valid to	Contract Code Buyer	Contractor Buyer	 Buyer
	noCount					

Latest Refresh: 15:31:57   

Buy [kwh/h]	Contract Code Seller	Contractor Seller	 Seller	Sell [kwh/h] ↓	Matching [kwh/h]

The columns have the following meanings:

MS - Matching Status

- Yellow = “No counter nomination“, Mismatch, one side has not nominated anything
- Red = “Mismatch“, both sides have nominated (lesser-of-rule)
- Green = “Match“, this also includes the case where one side has nominated 0 and the other side has nominated nothing

Valid from - to

Validity period of the displayed matching status.

Contract Code Buyer/ Seller

Contract code of buyers/ sellers balancing group.

Contractor Buyer/ Seller

Name of the contractual partner of the buyer/ seller balancing group

Telephone Buyer/ Seller

The phone number of the buyer/ seller is linked. As soon as you click on the phone number, you will be forwarded directly, provided that a corresponding telephone software is in use.

Buy/ Sell [kWh/h]

Values of the buy/ sell nominations in kWh/h


Matching [kWh/h]

Matched values in the specified hours.

The filter setting for the Matching Status column is always set to “Mismatch” and “No Counternomination” when the dialog is called up via the main menu. The filter can be changed to any combination after the first display. To adjust the filter, click on the triangle



below Matching Status and select the desired combination from the available statuses.

By pressing the export button  the overview can be exported in Excel (xlsx) or CSV format.

11.3 Nomination

In the “Nomination” dialog under the “Submit nomination” tab, the logged-in user can enter nominations for their stored balancing groups.

Nominations are entered in four steps:

1. Select a balancing group
2. Set nomination period
3. Determine the counterparts
4. Submit nomination

11.3.1 Select a balancing group

All valid balancing groups that can currently be nominated by the logged-in user are displayed in a drop-down menu, including the balancing groups to be serviced. The contracting party name (contractor) is also displayed for each balancing group code.

You can search for the desired balancing group directly by entering numbers or letters.

Nomination

Balancing Group Code Selection

Select balancing group code

345

THE0BFH034540000 - Testpartner VHP_03 (BKV)

Time Frame Selection

Time Frame Start Date End date

D+1 08/23/24 08/23/24

Counterparts Selection

Counterparts

Reset Next

11.3.2 Set nomination period

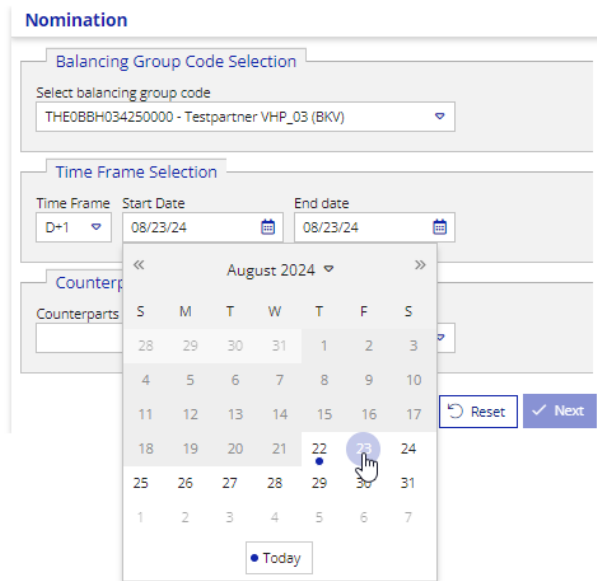
The period for which the user can submit nominations for the selected balancing group must then be selected. The user has different options for entering the nomination period:

Select time range

With the selection box “Time Frame”, the user can choose from the values

- User-defined: Selection of max. one year possible
- D: Current gas day (intraday) [Preconfigured]
- D+1: Next gas day (Day Ahead) [Preconfigured]
- W+1: Next week (Monday start of gas day to Sunday end of gas day) [Preconfigured]
- M+1: Next month (first day start of gas day to last day end of gas day) [Preconfigured]

The selected values are displayed in Start date - End date.



Nomination

Balancing Group Code Selection

Select balancing group code
THE0BBH034250000 - Testpartner VHP_03 (BKV)

Time Frame Selection

Time Frame: D+1
Start Date: 08/23/24
End date: 08/23/24

Counterparts

Counterparts

Reset Next

The start date - end date values can also be entered manually as required.

Please note: The gas day start date - end date entered in the nomination period is processed as follows: Gas day start of the from date to the gas day end of the to date.

Example: If “From 01.10.2024 to 31.10.2024” is entered, the nomination period corresponds to 01.10.2024 06:00 to 01.11.2024 06:00.

11.3.3 Set the counterparts

Here you can select any counterparts for BUY and SELL nominations from the list of available counterparts.

When nominating a natural gas balancing group, no biogas counterparts can be selected on the sell side. When nominating a biogas balancing group, no natural gas counterparts can be selected on the buy side.

After selecting the counterpart(s), you will be redirected to the nomination submission by clicking on **Next**:

Nomination

Balancing Group Code Selection

Select balancing group code
THE0BBH034250000 - Testpartner VHP_03 (BKV)

Time Frame Selection

Time Frame: Custom
Start Date: 08/24/24
End date: 08/24/24

Counterparts Selection

Counterparts
THE0BBH034110000 - Testpartner VHP_01 (BKV), THE0BBHC

- ☒ THE0BBH034110000 - Testpartner VHP_01 (BKV)
- ☒ THE0BBH034170000 - Testpartner VHP_02 (BKV)
- ☒ THE0BBH034180000 - Testpartner VHP_02 (BKV)
- ☐ THE0BBH034260000 - Testpartner VHP_03 (BKV)
- ☐ THE0BBH034330000 - Testpartner VHP_04 (BKV)
- ☐ THE0BBH034340000 - Testpartner VHP_04 (BKV)
- ☐ THE0BBH034340001 - Testpartner VHP_04 (BKV)
- ☐ THE0BBH034340002 - Testpartner VHP_04 (BKV)
- ☐ THE0BBH034070000 - Testpartner VHP_01 (BKV)

Reset

11.3.4 Submit nomination

A separate tab and input table is created for each selected counterpart. By clicking on the respective tab, you can switch between the individual counterparts as required.

If you wish to submit several counterpart nominations, you must first enter the values in each tab before you can send the nomination.

Please note the following when entering the values:

- A line is displayed for each hour of a gas day. The summer/winter time change is taken into account accordingly
- Positive numbers are entered without a “+” sign and the background turns green (BUY)
- Negative numbers are entered with a “-“ sign and the background turns red (SELL)
- Both positive (BUY) and negative values (SELL) can be combined in a message
- If a natural gas balancing group is nominated to buy from a biogas counterpart, it is not possible to switch to the opposite direction (in this case sell). Likewise, if a biogas balancing group is nominated to sell to a natural gas counterpart, it is not possible to switch to the opposite direction (in this case buy).
- When submitting intraday (re)nominations, it is possible, due to expiry of the applicable lead times, that certain hours cannot be edited.

- The unit of the nominated values is kWh/h

Various options are available for entering values:

1. manual input
2. distribution of a value via “Fill” or “Sum”
3. transfer of values from a previous period
4. csv upload

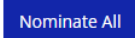
Manual Input

To enter values manually, click in the desired cell and type in a value. Values can be transferred to other cells by clicking on a cell, holding and dragging the cursor.

Distribution of a value via “Fill” or “Sum”

Values can also be entered using the “**Fill**” and “**Sum**” options. With the “**Fill**” option, the entered value is applied evenly to the entire nomination period.

With the “**Sum**” option, the entered value is divided by all hours of the entire nomination period and thus divided. If the number cannot be divided into whole numbers, the system will display a message that it must be rounded up or down.

After clicking the button,  the nomination message will be generated. If the message could be sent successfully, a confirmation message (“Nomination submission successful”) appears.

Nomination

Submit Nomination

Show Nomination Messages

Enter positive values to buy and negative values to sell.

THE0BBH034110000

THE0BBH034170000

THE0BBH034180000

Template

Preperiod:

Upload CSV File

Download CSV Template

Upload a CSV file or select a previous period to display the preview

>

Nomination

Fill

500

Distribute

Date	Hour	Quantity (kwh/h)
24.08.2024	06 - 07	500
24.08.2024	07 - 08	500
24.08.2024	08 - 09	500
24.08.2024	09 - 10	500
24.08.2024	10 - 11	500
24.08.2024	11 - 12	500
24.08.2024	12 - 13	500
24.08.2024	13 - 14	500
24.08.2024	14 - 15	500
24.08.2024	15 - 16	500
24.08.2024	16 - 17	500
24.08.2024	17 - 18	-500
24.08.2024	18 - 19	-500
24.08.2024	19 - 20	-500
24.08.2024	20 - 21	-500
24.08.2024	21 - 22	-500
24.08.2024	22 - 23	-500
24.08.2024	23 - 00	-500
25.08.2024	00 - 01	-500
25.08.2024	01 - 02	-500
25.08.2024	02 - 03	-500
25.08.2024	03 - 04	-500
25.08.2024	04 - 05	-500
25.08.2024	05 - 06	-500


Back

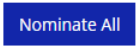
Reset

Nominate All

Transfer of values from a previous period


As an alternative to entering values manually, you have the option of transferring values from any previous period. To do this, first select the desired date (= start of the previous period). The system now searches for existing nomination values and displays them. If no values are available, a 0 is displayed (see also the following illustration). Click on the

button  to transfer the values. The values from the previous period have now been

transferred to the value table. To send the nomination, click on the button 

62

Template

Preperiod: 09/16/24 

[Upload CSV File](#) [Download CSV Template](#)

Date	Hour	Quantity [kwh/h]
16.09.2024	06 - 07	0
16.09.2024	07 - 08	0
16.09.2024	08 - 09	0
16.09.2024	09 - 10	0
16.09.2024	10 - 11	0
16.09.2024	11 - 12	0
16.09.2024	12 - 13	0
16.09.2024	13 - 14	0
16.09.2024	14 - 15	0
16.09.2024	15 - 16	0
16.09.2024	16 - 17	0
16.09.2024	17 - 18	0
16.09.2024	18 - 19	0
16.09.2024	19 - 20	0
16.09.2024	20 - 21	0
16.09.2024	21 - 22	0
16.09.2024	22 - 23	0
16.09.2024	23 - 00	0

[Back](#) [>](#)

Submit nomination via CSV upload

Before you can send a nomination via CSV upload, you must download the required template. This is done via the button [Download CSV Template](#). A CSV file is now created with the previously defined nomination period. The file must then be filled with values and saved again in CSV format.

You can now upload the file using the button [Upload CSV File](#). The values are displayed again for you to check. To nominate the values, they still need to be transferred. Click on the button [>](#) to transfer the values. The values from the previous period have now been transferred to the value table. To send the nomination, click on the button [Nominate All](#)

Please note: Currently, a CSV upload can only be carried out for each individual tab.

Nomination

Submit Nomination Show Nomination Messages

Enter positive values to buy and negative values to sell.

THE0BFH034070000

Template

Preperiod: 09/16/24

Upload CSV File Download CSV Template

Date	Hour	Quantity [kwh/h]
16.09.2024	06 - 07	0
16.09.2024	07 - 08	0
16.09.2024	08 - 09	0
16.09.2024	09 - 10	0
16.09.2024	10 - 11	0
16.09.2024	11 - 12	0
16.09.2024	12 - 13	0
16.09.2024	13 - 14	0
16.09.2024	14 - 15	0
16.09.2024	15 - 16	0
16.09.2024	16 - 17	0
16.09.2024	17 - 18	0
16.09.2024	18 - 19	0
16.09.2024	19 - 20	0
16.09.2024	20 - 21	0
16.09.2024	21 - 22	0
16.09.2024	22 - 23	0
16.09.2024	23 - 00	0

Back

Nomination

Fill Distribute

Date	Hour	Quantity [kwh/h]
18.09.2024	06 - 07	
18.09.2024	07 - 08	
18.09.2024	08 - 09	
18.09.2024	09 - 10	
18.09.2024	10 - 11	
18.09.2024	11 - 12	
18.09.2024	12 - 13	
18.09.2024	13 - 14	
18.09.2024	14 - 15	
18.09.2024	15 - 16	
18.09.2024	16 - 17	
18.09.2024	17 - 18	
18.09.2024	18 - 19	
18.09.2024	19 - 20	
18.09.2024	20 - 21	
18.09.2024	21 - 22	
18.09.2024	22 - 23	
18.09.2024	23 - 00	

Reset Nominate All

Nomination messages

Previously generated nominations can be viewed under “[Show nomination messages](#)”. Here you will also find detailed information on the sent messages. The information can be downloaded as a report in Excel (xlsx) or CSV format.

Nomination

Submit Nomination **Show Nomination Messages**


< Page 1 of 2 > Show Entries 1 - 25 of 50 Latest Refresh: 16:55:24

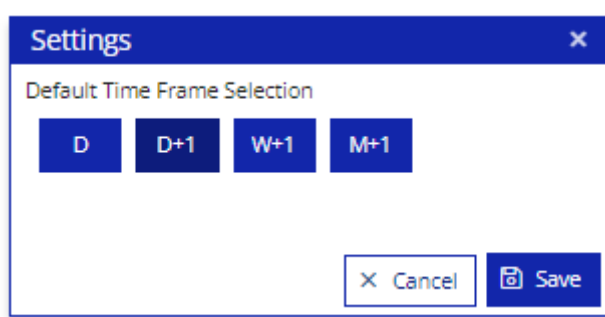
ID	Timestamp	BK ↑	Partnername	Counterpart	Counterpart Partnername	Begin	End
TST1114333869	26.08.2024 21:18:24.697	THE0BBH034250000	Testpartner VHP_03 (BKV)	THE0BBH034330000	Testpartner VHP_04 (BKV)	01.09.2024 06:00	01.10.2024 06:00

Nomination

Date	Hour	Quantity [kwh/h]
01.09.2024	06 - 07	1000
01.09.2024	07 - 08	1000
01.09.2024	08 - 09	1000
01.09.2024	09 - 10	1000
01.09.2024	10 - 11	1000
01.09.2024	11 - 12	1000
01.09.2024	12 - 13	1000
01.09.2024	13 - 14	1000
01.09.2024	14 - 15	1000
01.09.2024	15 - 16	1000
01.09.2024	16 - 17	1000

Settings

In order to change the settings, press the button . Here you may specify the time range to be set as the default selection. It is possible to choose between D, D+1, W+1 and M+1:




From now on, the saved time range will be saved as the default value when the nomination screen is opened. Nonetheless, you can still freely determine the time range and therefore override the default value.


11.4 Overview

In the “Overview” dialog, you can get an overview of the total nomination values of your balancing groups.


Please note: The display is in aggregated form, so that a balancing group is not matched as soon as a mismatch occurs with one counterpart.

The date display is preconfigured to the current gas day D, but this default can be changed under „Settings“  at the top right to Day ahead (D+1).

Filters can also be set to limit the search:



BK	BGM	MS	Σ Exit [kwh]	Σ Nom Buy...	Σ Counter... Nom Sell [...]	Σ Match B...	Σ Nom Sell...	Σ Counter... Nom Buy [...]	Σ Match Se...	Σ Entry [k...	GQ
THE0BFH034230000	Testpartner VHP_03 (BKV)		0	0	0	0	0	0	0	0	H
THE0BBL034300000	Testpartner VHP_03 (BKV)		0	0	0	0	0	0	0	0	L
THE0BFH034240000	Testpartner VHP_03 (BKV)		0	0	2,640,000	0	2,640,000	0	2,640,000	2,640,000	H

The **details** table shows the hourly quantities as well as the matching status for the selected balancing groups. By pressing the  symbol, the display can be expanded:


Overview

Date:

09/18/24

Latest Refresh: 09:06:04

BK	BGM	MS	Σ Exit [kwh]	Σ Nom Buy...	Σ Counter... Nom Sell [...]	Σ Match B...	Σ Nom Sell [kwh]	Σ Counter... Nom Buy [...]	Σ Match Se...																																								
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<div><div></div><div>THE0BFH034620000</div></div>	<div><div></div><div>Testpartner VHP_01 (BKV)</div></div>	<div><div></div><div></div></div>	<div><div></div><div>0</div></div>	<div><div></div><div>0</div></div>	<div><div></div><div>273.912</div></div>	<div><div></div><div>0</div></div>	<div><div></div><div>273.912</div></div>	<div><div></div><div>0</div></div>	<div><div></div><div>273.912</div></div>																																								
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By pressing the export button  the overview can be exported in Excel xlsx or CSV format.

The columns have the following meanings:

BK

Balancing group code

BGM

Balancing group code manager

MS - Matching Status

Yellow = “No counternomination“, Mismatch, one side has not nominated anything

Red = “Mismatch“, both sides have nominated (lesser-of-rule)“

Green = “Match“, this also includes the case where one side has nominated 0 and the other side has nominated nothing

Σ Entry [kWh]/ Σ Exit [kWh]

The daily input/ output quantity in kWh

Σ Nom Buy [kWh]/ Σ Nom Sell [kWh]

The daily quantity in kWh resulting from the balancing group owner’s own buy/ sell nominations for the balancing group.

Σ Counterpart Nom Buy [kWh]/ Σ Counterpart Nom Sell [kWh]

The daily quantity in kWh nominated by counterparties that have submitted buy/ sell nominations for delivery to this balancing group. The number shown here also includes counterparty nominations for which the balancing group owner has not yet submitted any own nominations.

Σ Match Buy [kWh]/ Σ Match Sell [kWh]

The daily buy/ sell quantity in kWh as determined via the matching process.

GQ - Gas Quality

Indicates the relevant gas quality, either high-cal gas (H) or low-cal gas (L).

11.5 Reports

In the “Reports” dialog, you may choose from different reports to be send via e-mail; the e-mail address cannot be configured or extended, the report can only be send to the user's e-mail address.

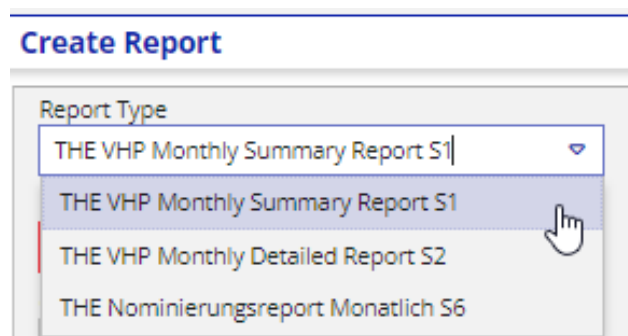
Please note: The reports are available from every 2nd working day of the calendar month for the previous month.

Report types

- THE VHP Monthly Summary Report S1 (S1-Report)
This report lists all nominated and confirmed daily quantities of a balancing group for the regarded month and specifies the related monthly totals.
- THE VHP Monthly Detailed Report S2 (S2 Report)
This report lists all nominated and confirmed daily quantities of a balancing group per counterpart for the regarded month and specifies the related monthly totals.
- THE Nomination Report Monthly S6 (S6 Report)
This report lists all nominated and confirmed hourly quantities of a balancing group for the regarded month and specifies the related daily and monthly totals.

To order a report, proceed as follows:

1. Select report type (S1, S2 or S6)



2. Select balancing group ID

Create Report

Report Type
THE VHP Monthly Summary Report S1

Balancing group code ID

- THE0BBH034250000 - Testpartner VHP_03 (BKV)
- THE0BBH034250000 - Testpartner VHP_03 (BKV)
- THE0BBH034260000 - Testpartner VHP_03 (BKV)
- THE0BBH034260000 - Testpartner VHP_03 (BKV)
- THE0BBL034130000 - Testpartner VHP_01 (BKV)

3. Select whether it should be a “single order” or whether the report should be created as a “subscription”. If you wish for a subscription, please specify the expiration date of your order. The expiration date is limited to the validity of the balancing group.
4. Select “Format”, you may choose between three formats: XLS, CSV and PDF
5. Select the **Create Report** button, the report will now be generated and send to the e-mail address provided

Create Report

Report Type
THE VHP Monthly Summary Report S1

Balancing group code ID
THE0BBH034250000 - Testpartner VHP_03 (BK

Continuation
Single Order

Month
07.2024

Format
XLS

Recipient



E-Mail Address
dispatching.backoffice20@tradinghub.eu

[Reset](#) **Create Report**

All current reports created by the user are displayed in an overview under the “Show my reports” tab

Reports

[Create Report](#)[Show my Reports](#)

ID	Creation Date	Report Type	BK	Continuation	Month	Format	
113	23.08.2024 09:31:25	ABRECHNUNG_S1	THE0BBH034250000	Single	2024-06-01	PDF	
118	23.08.2024 09:33:02	ABRECHNUNG_S1	THE0BBH034260000	Single	2024-07-01	XLS	

12 Your contacts

If you have any further questions regarding the use of the Customer Portal, please contact the Customer Support via:

E-mail: service@tradinghub.eu

Tel: +49 30 364289 400