

Instructions for the Customer Portal

for Balancing Group Managers

Trading Hub Europe GmbH

Last revised: 01. Sept. 2021

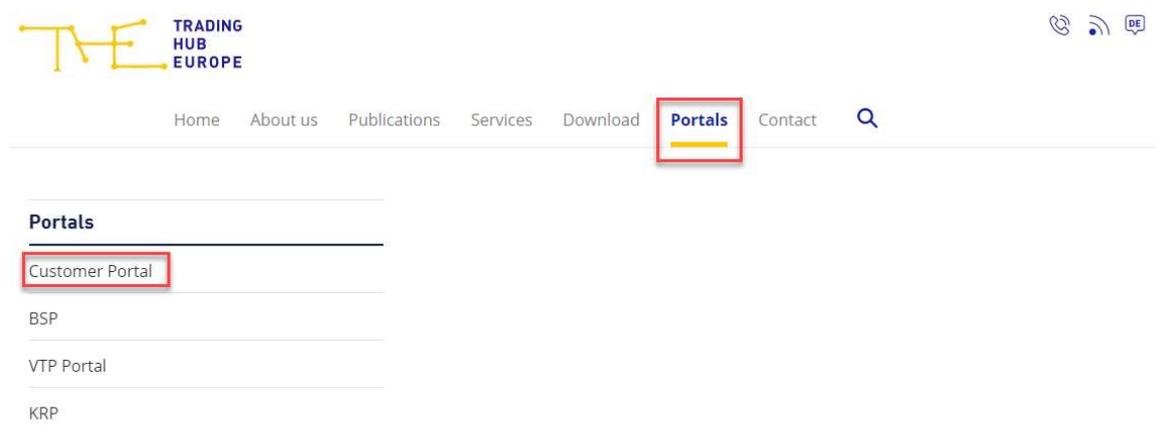
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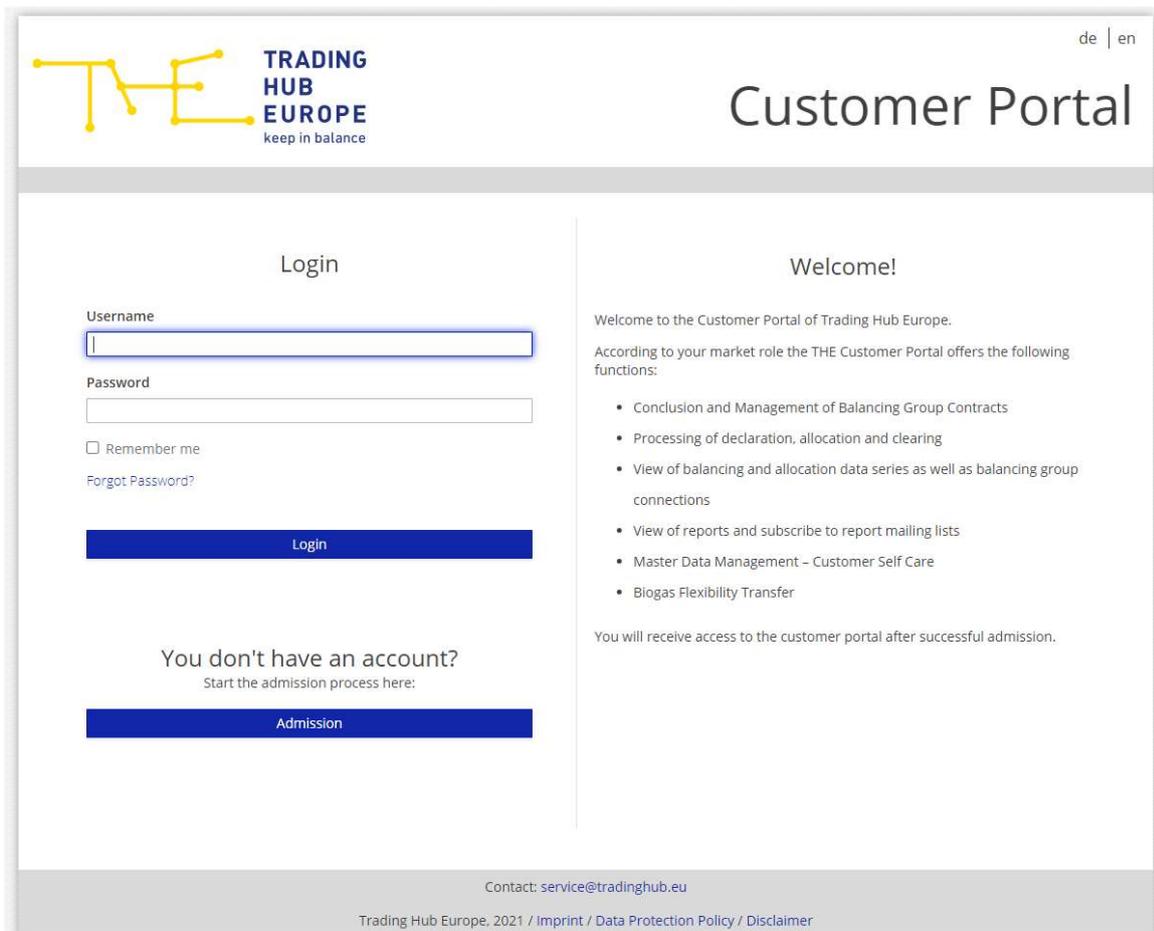
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1 Login page of the Customer Portal

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/>):

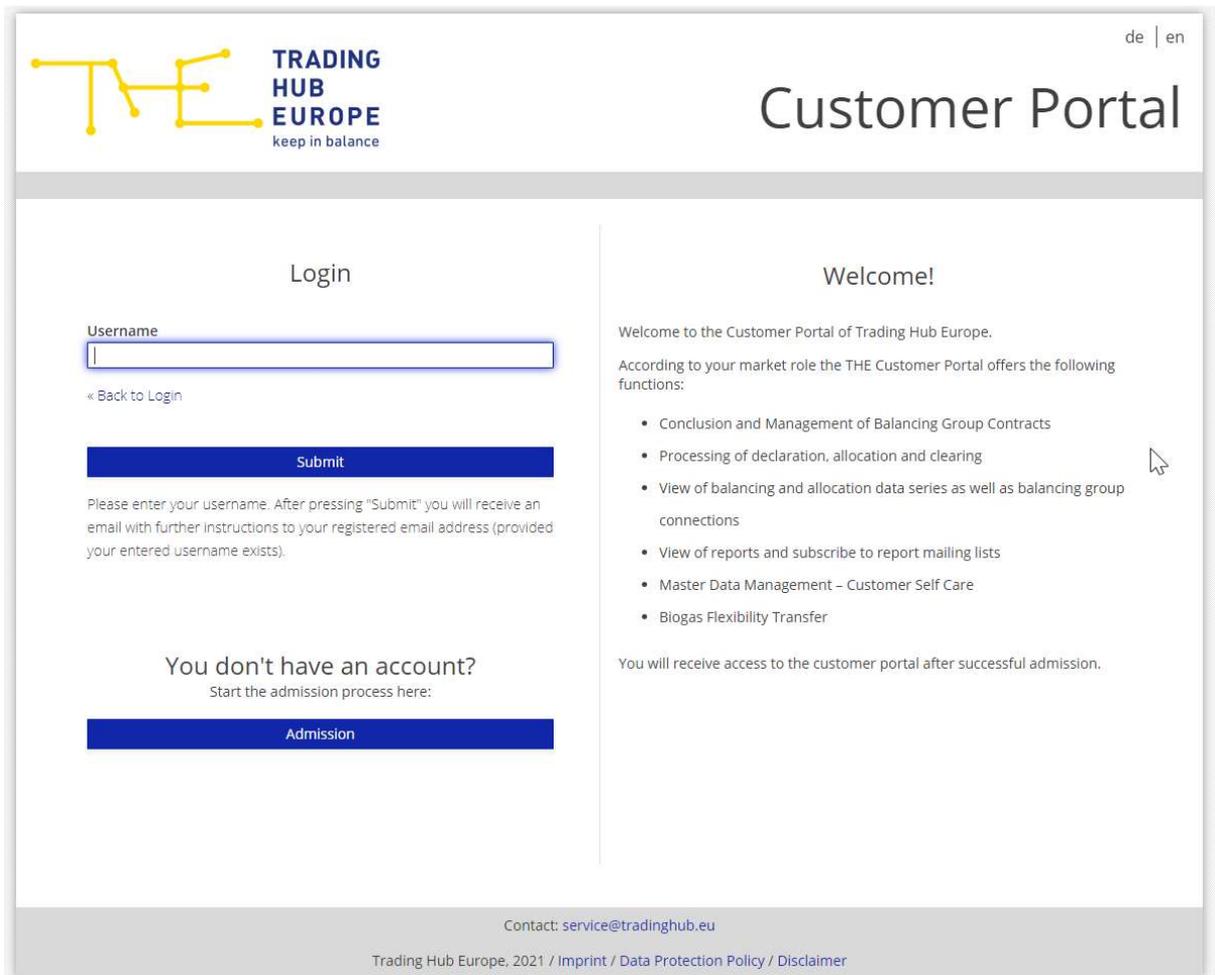


The login page of the Customer Portal will open:



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.



The screenshot shows the Trading Hub Europe Customer Portal interface. At the top left is the logo with the text "TRADING HUB EUROPE keep in balance". At the top right are language options "de | en" and the title "Customer Portal". The page is divided into two main sections: "Login" on the left and "Welcome!" on the right. The "Login" section contains a "Username" input field, a "Submit" button, and a link "« Back to Login". Below the "Submit" button is a note: "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)." Below this is a section for "You don't have an account?" with a link "Start the admission process here:" and an "Admission" button. The "Welcome!" section contains a welcome message, a list of functions, and a note about access after admission. The footer includes contact information and legal links.

de | en

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

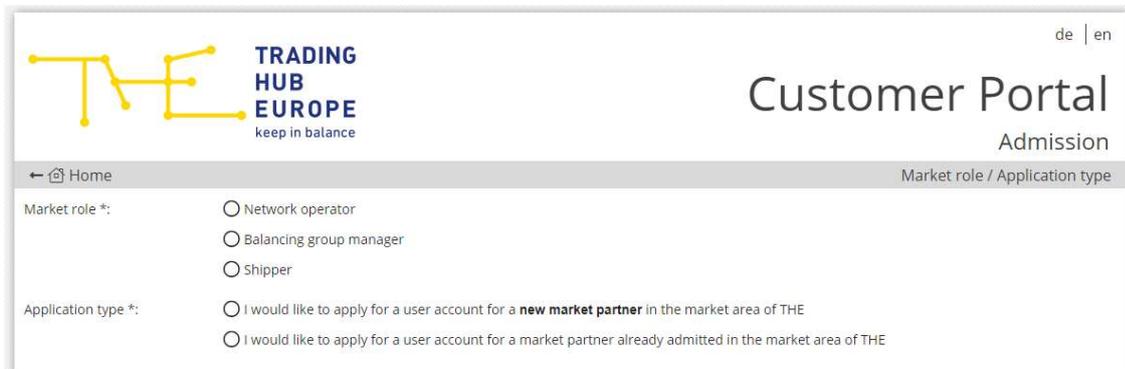
To start the admission process, click on "Admission".

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' page for 'Admission'. The header includes the THE logo and 'TRADING HUB EUROPE keep in balance'. The page title is 'Customer Portal' with 'Admission' below it. 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 radio buttons for '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/>).

de | en

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](#) [54](#) [Next](#)

Contact: service@tradinghub.eu

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Next, you have to enter some personal details:



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Customer Portal

Admission

← Home
Personal data

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

← Home
Personal data

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.

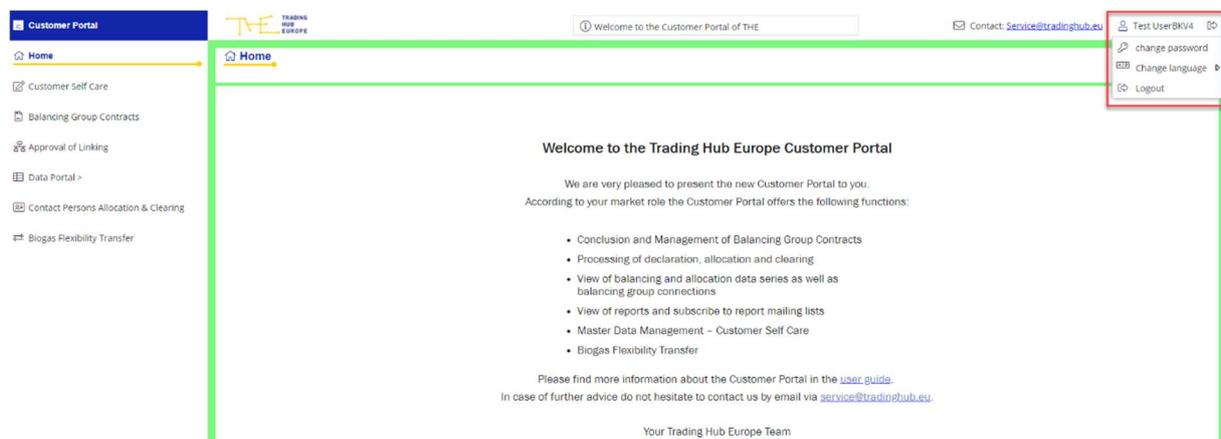
As soon as you have submitted the requested documents in full and THE has successfully completed its review, you will be informed about the activation of your account and the corresponding access data will be sent to you by e-mail. Please change the initial password when you log in to the Customer Portal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

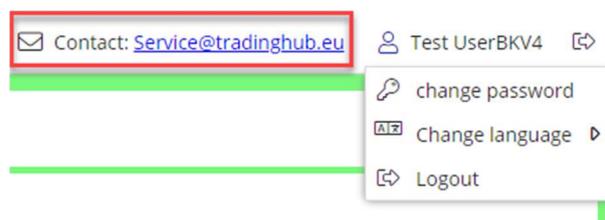
3 General information about the Customer Portal

By clicking on your login name you can

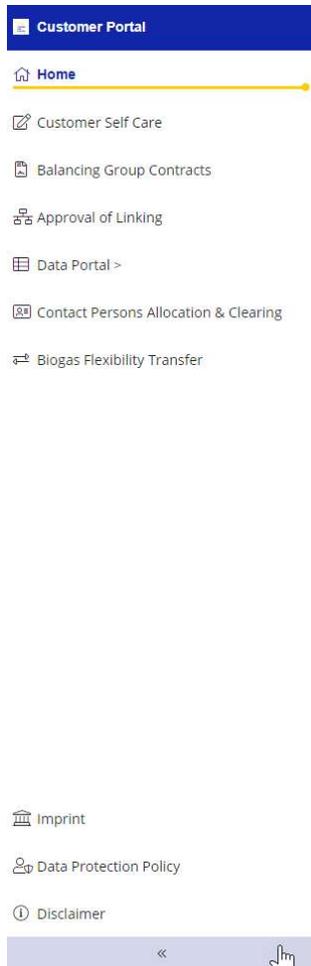
- change your password
- change the language (German/English)
- log out of the Customer Portal



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.

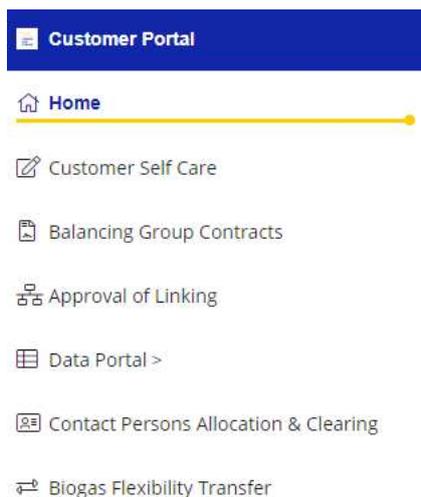
Please note that the first user of a newly admitted Balancing Group Manager basically applies for and receives all authorisations, e.g. to be able to conclude balancing group contracts. For further users, the authorisations can be applied for individually as part of the process of admission to the Customer 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.

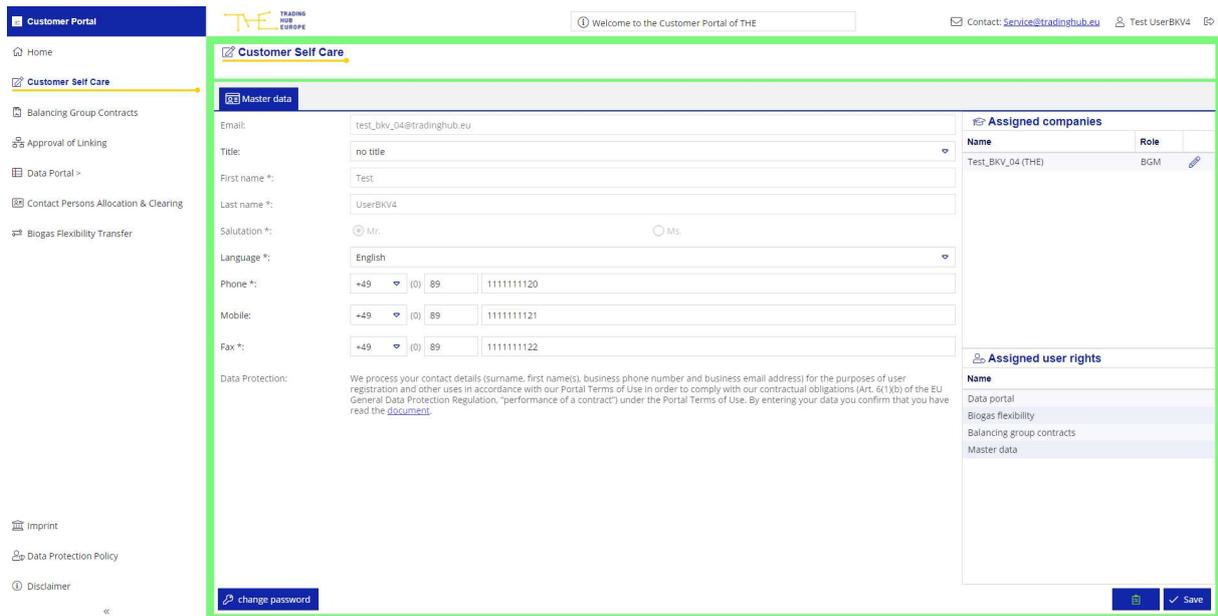
A user with all authorisations will see the following menu:



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.



The screenshot shows the 'Customer Self Care' interface. On the left is a navigation menu with options like 'Home', 'Balancing Group Contracts', and 'Contact Persons Allocation & Clearing'. The main area is titled 'Master data' and contains a form with the following fields:

- 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

Below the form is a 'Data Protection' notice and a 'change password' button. On the right, there are two sections:

- Assigned companies:** A table with columns 'Name' and 'Role'. It lists 'Test_BKV_04 (THE)' with the role 'BGM' and a pencil icon for editing.
- Assigned user rights:** A list of rights including 'Data portal', 'Biogas flexibility', 'Balancing group contracts', and 'Master data'.

At the bottom right of the form area is a 'Save' button.

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 .

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  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.

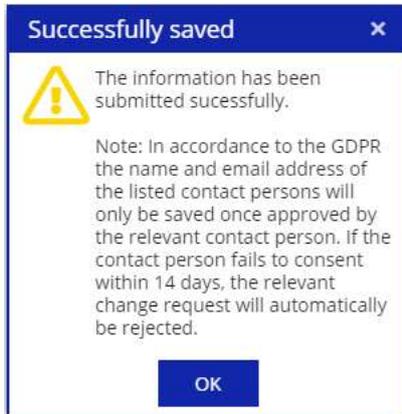
To change the master data that can be edited, simply click in the desired field, enter the change and click on  .

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

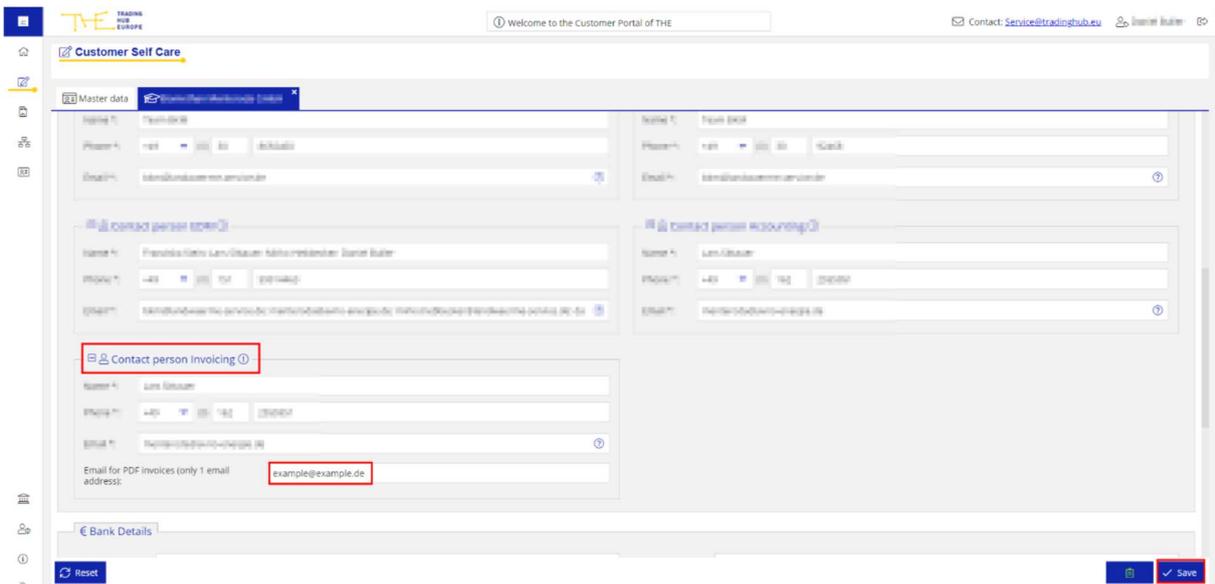
When changing contact persons, please note that the changes will only be permanent after the contact person has agreed to them. The old contact person data will remain valid until approval has been given. If the changed contact person does not agree within 14 days, the change request is automatically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



You can return to the user data by closing the company data tab or by clicking on the master data tab.

4.2.2 Changing Email for PDF invoices

The email address for sending invoices via PDF can be changed in the company master data at the “Contact person Invoicing”. You can only enter one email address. After the email address has been entered, the change must finally be saved.



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".



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 D2K

Undiscounted capacity tariff: Yes

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

Click on 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

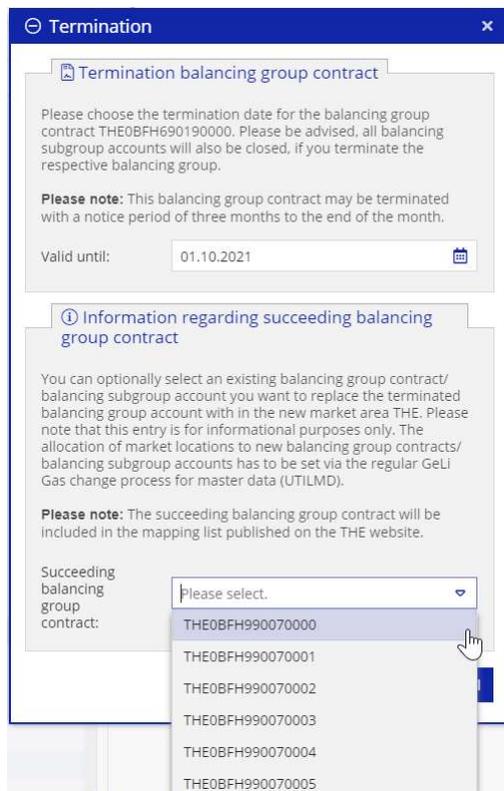
Please choose the termination date for the balancing group contract THE0BBH690230000. Please be advised, all balancing subgroup accounts will also be closed, if you terminate the respective balancing group.

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

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.

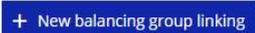


A selected succeeding BG can only afterwards be changed via THE.

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.

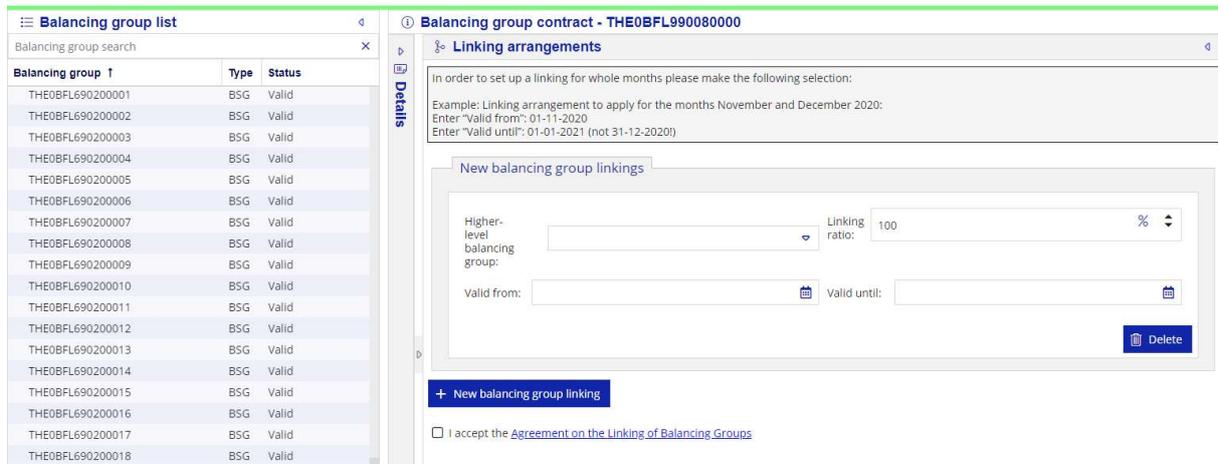
Consequently, the higher-level balancing group as well as the start date and end date of the link must be entered on the relevant screen. The percentage of the link is preset to 100%, but can be adjusted if a balancing group is to become a lower-level balancing

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



The screenshot shows the 'Balancing group list' on the left and the 'Balancing group contract - THE0BFL990080000' details on the right. The details view includes a 'Linking arrangements' section with instructions and an example. Below that is a 'New balancing group linkings' form with fields for 'Higher-level balancing group', 'Linking ratio' (set to 100%), 'Valid from', and 'Valid until'. A 'Delete' button is visible at the bottom right of the form. A '+ New balancing group linking' button is located below the form, and a checkbox for 'I accept the Agreement on the Linking of Balancing Groups' is at the bottom.

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: | <input type="text" value="THE088H009690000"/> | Linking ratio: | <input type="text" value="100"/> | % |
| Valid from: | <input type="text" value="01.11.2021"/> | Valid until: | <input type="text" value="01.12.2021"/> | 📅 |

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.

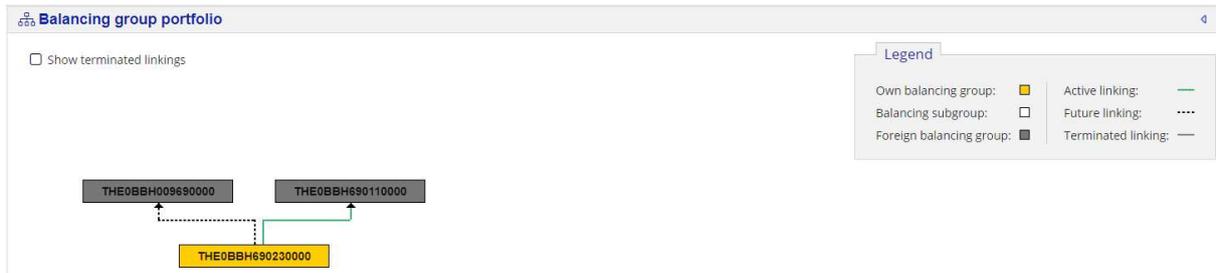
In addition, a link starting in the future (which has the "Accepted" status) can be selected for deletion via the button. In order to confirm the deletion, press the button.

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.

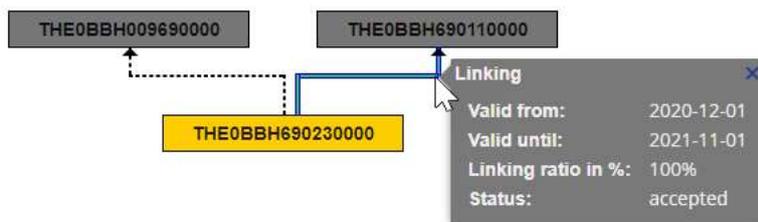


A dashed connecting line between balancing groups means that a link has already been created but is not yet active due to the start date in the future and may not yet have been approved. A green connecting line means that the link is active.

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.

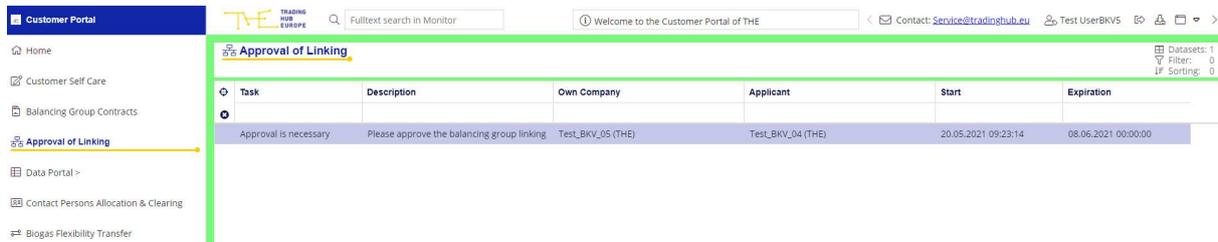


6 Approving BG links

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: | <input type="text" value="Test_BKV_04 (THE)"/> |
| DVGW code: | <input type="text" value="9809000400099"/> |
| User: | <input type="text" value="Test UserBKV4"/> |
| Date: | <input type="text" value="2021-05-20 09:23:14"/> |

New linking

| | |
|-------------------------------|--|
| Higher-level balancing group: | <input type="text" value="THE0BFH690250000"/> |
| Subordinate balancing group: | <input type="text" value="THE0BFL990080000"/> |
| Start of linking: | <input type="text" value="2021-10-01 06:00:00"/> |
| End of linking: | <input type="text" value="2021-11-01 06:00:00"/> |
| Linking ratio in %: | <input type="text" value="100"/> |

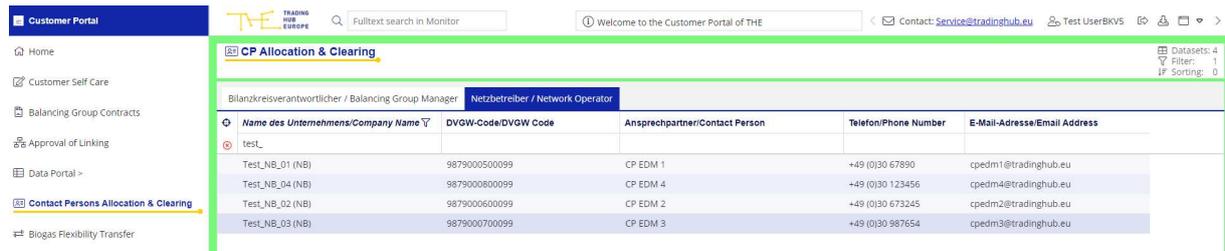
Reason for refusal

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 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.

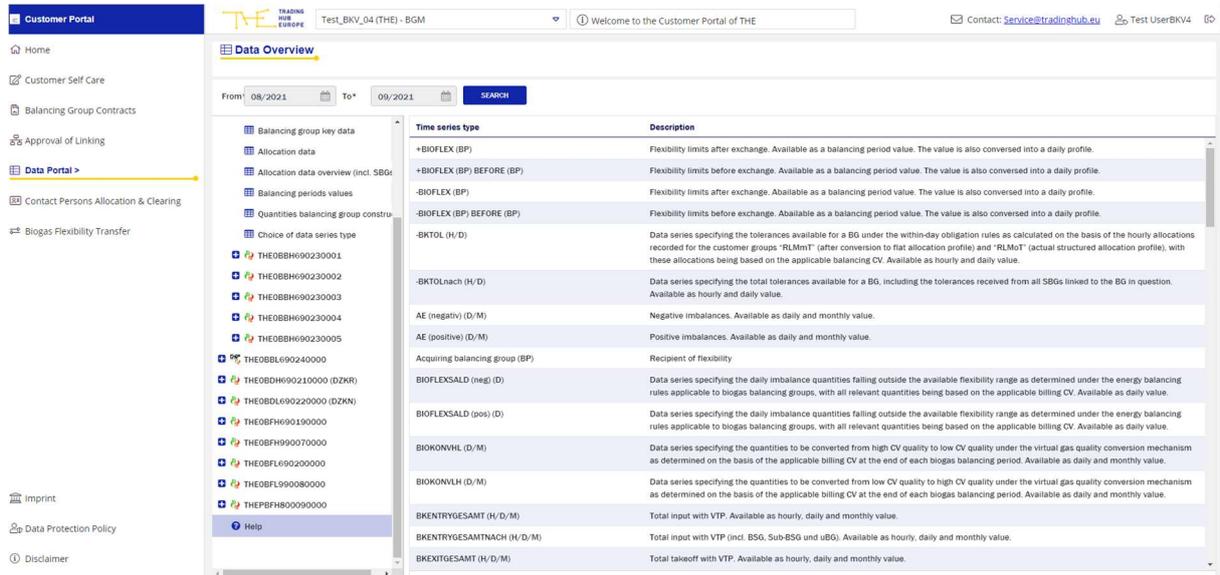


The screenshot shows the 'Customer Portal' interface. The main content area displays a table titled 'CP Allocation & Clearing'. The table has two tabs: 'Bilanzkreisverantwortlicher / Balancing Group Manager' and 'Netzbetreiber / Network Operator'. The table columns are: 'Name des Unternehmens/Company Name', 'DVGW-Code/DVGW Code', 'Ansprechpartner/Contact Person', 'Telefon/Phone Number', and 'E-Mail-Adresse/Email Address'. The table contains four rows of data, with the first row being a search filter 'test_'. The other three rows represent test entries for different balancing groups.

| Name des Unternehmens/Company Name | DVGW-Code/DVGW Code | Ansprechpartner/Contact Person | Telefon/Phone Number | E-Mail-Adresse/Email Address |
|------------------------------------|---------------------|--------------------------------|----------------------|------------------------------|
| test_ | | | | |
| Test_NB_01 (NB) | 9879000500099 | CP EDM 1 | +49 (0)30 67890 | cpedm1@tradinghub.eu |
| Test_NB_04 (NB) | 9879000600099 | 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 |

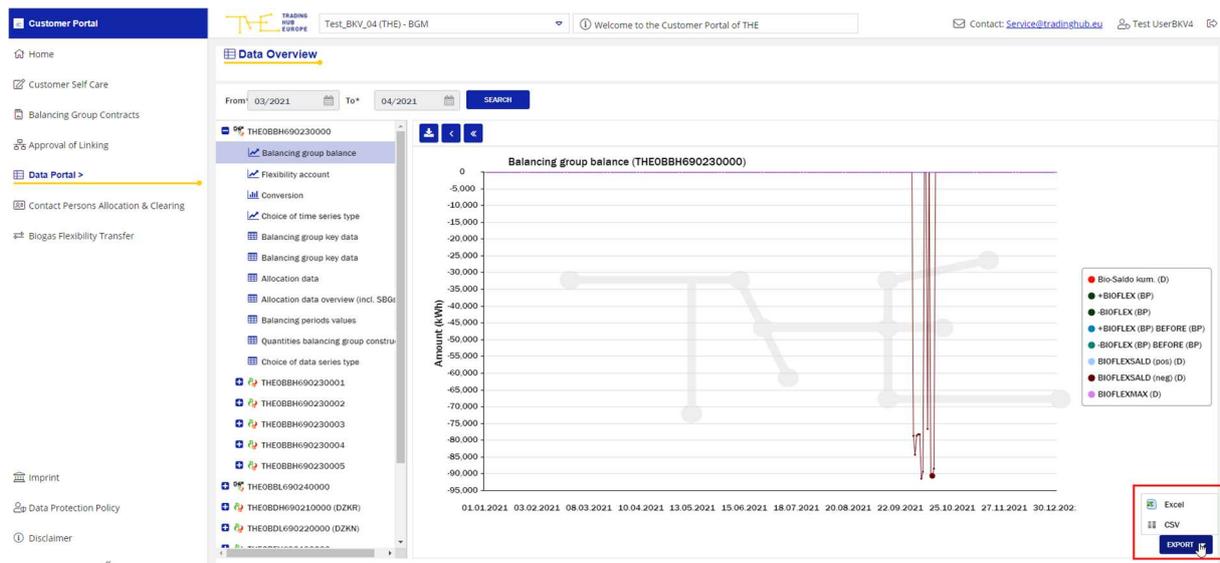
8 Data Portal

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.



| 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 'RLMnt' (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 values. |
| AE (negativ) (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. |
| BIOKONVLH (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. |
| BKENTRYGESAMT (H/D/M) | Total input with VTP. Available as hourly, daily and monthly value. |
| BKENTRYGESAMTNACH (H/D/M) | Total input with VTP (incl. B5G, Sub-B5G and uB6). Available as hourly, daily and monthly value. |
| BKEXITGESAMT (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.



Balancing group balance (THE0BBH690230000)

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

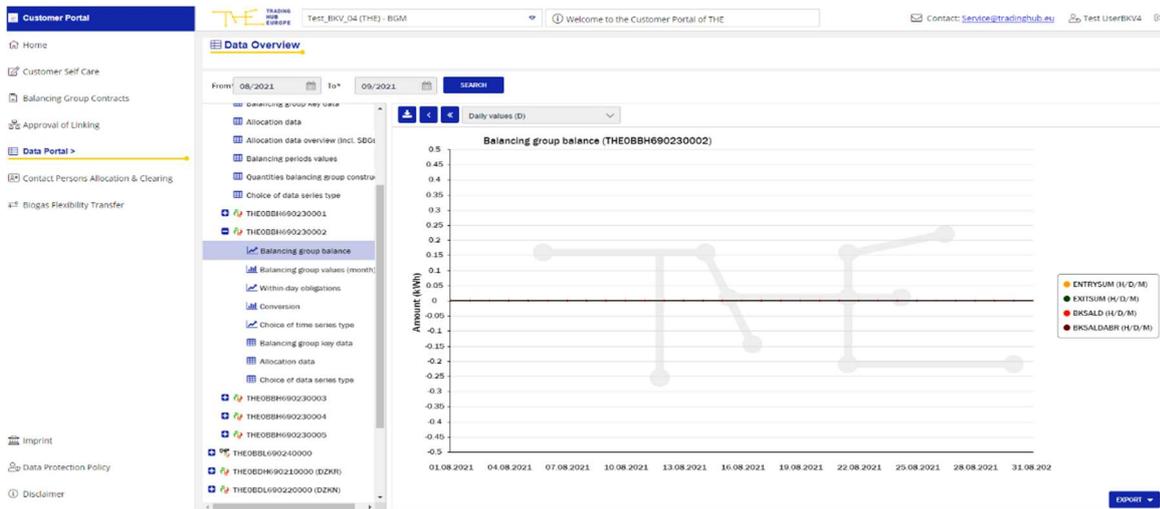
- Bio-Saldo kern. (D)
- +BIOFLEX (BP)
- BIOFLEX (BP)
- +BIOFLEX (BP) BEFORE (BP)
- BIOFLEX (BP) BEFORE (BP)
- BIOFLEXSALD (pos) (D)
- BIOFLEXSALD (neg) (D)
- BIOFLEXMAX (D)

EXPORT

8.1 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.

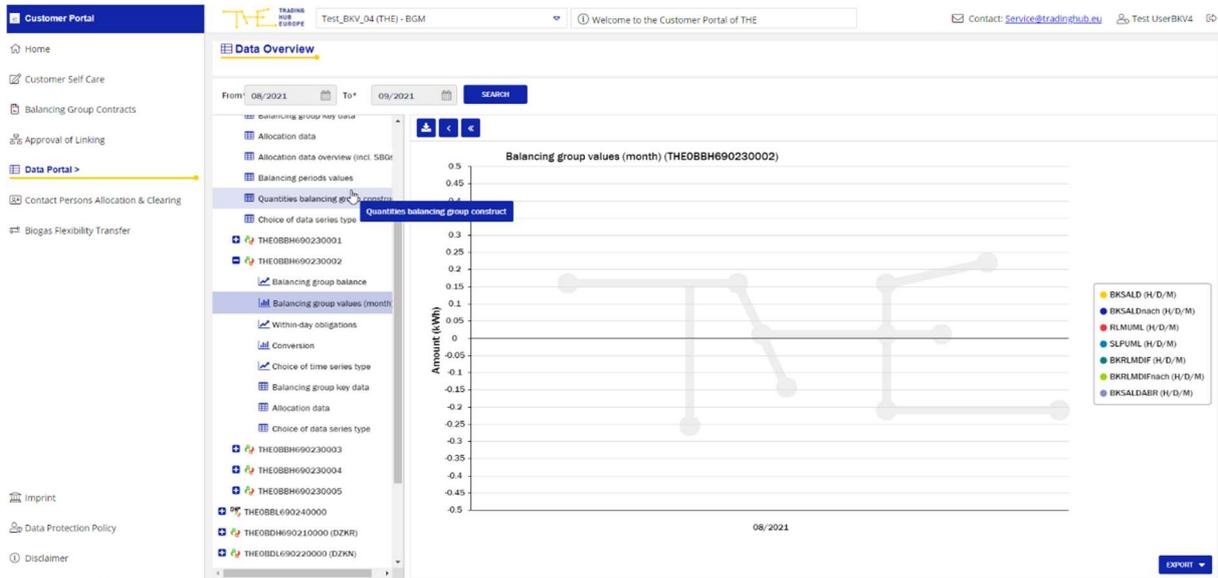
8.1.1 Balancing group balance



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.

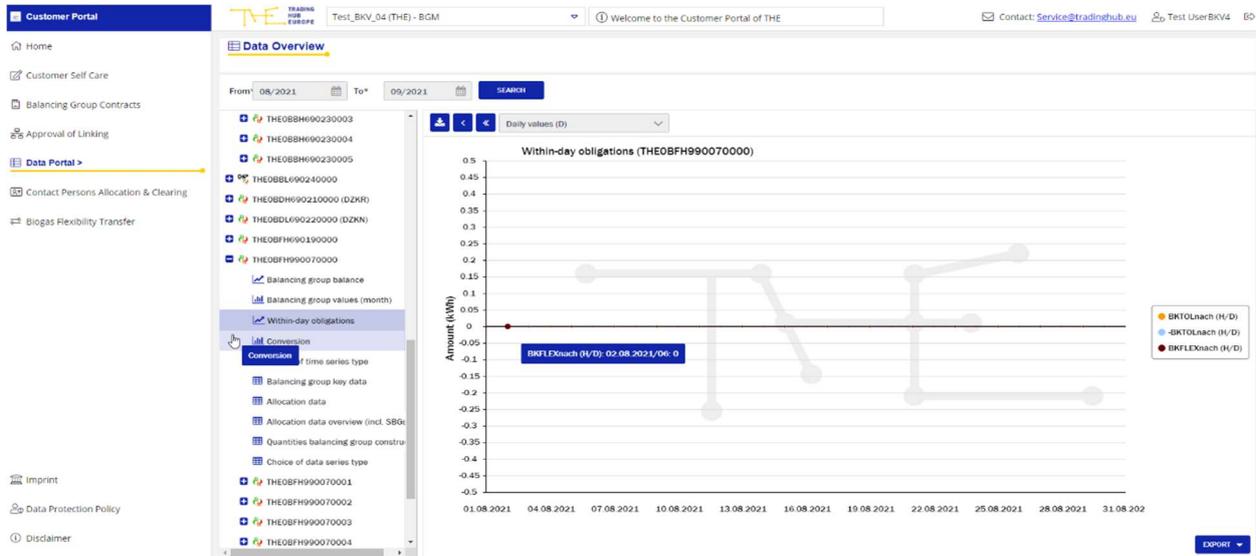
Important: The data export for a maximum period of one month always contains only the hourly values, not the daily values. It is not possible to export daily values for one single month.

8.1.2 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.

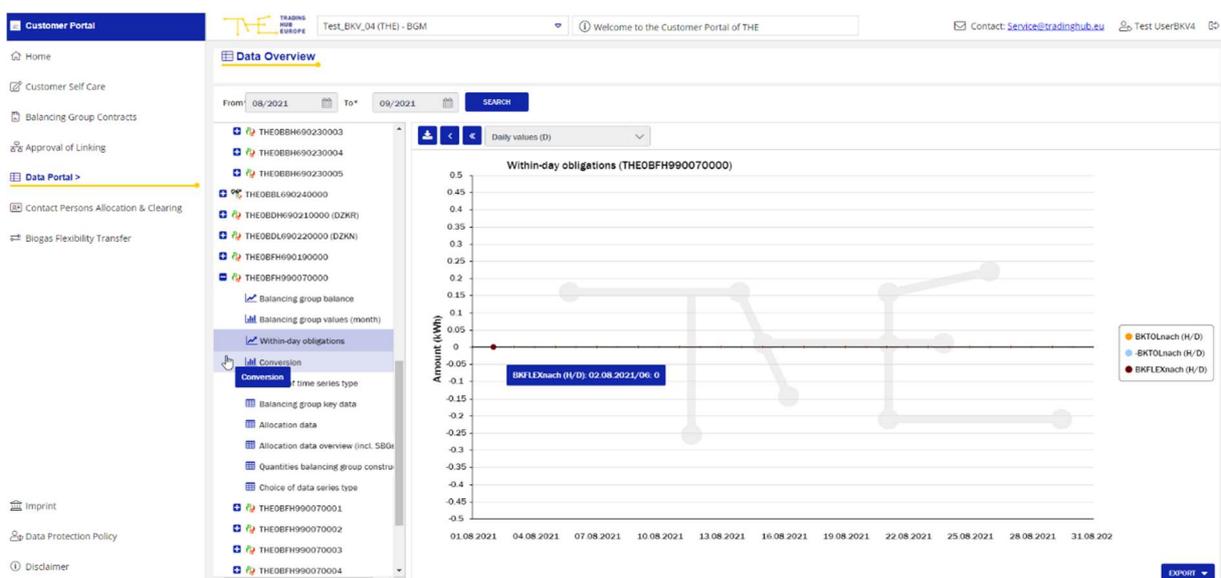
8.1.3 Within-day obligations



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.

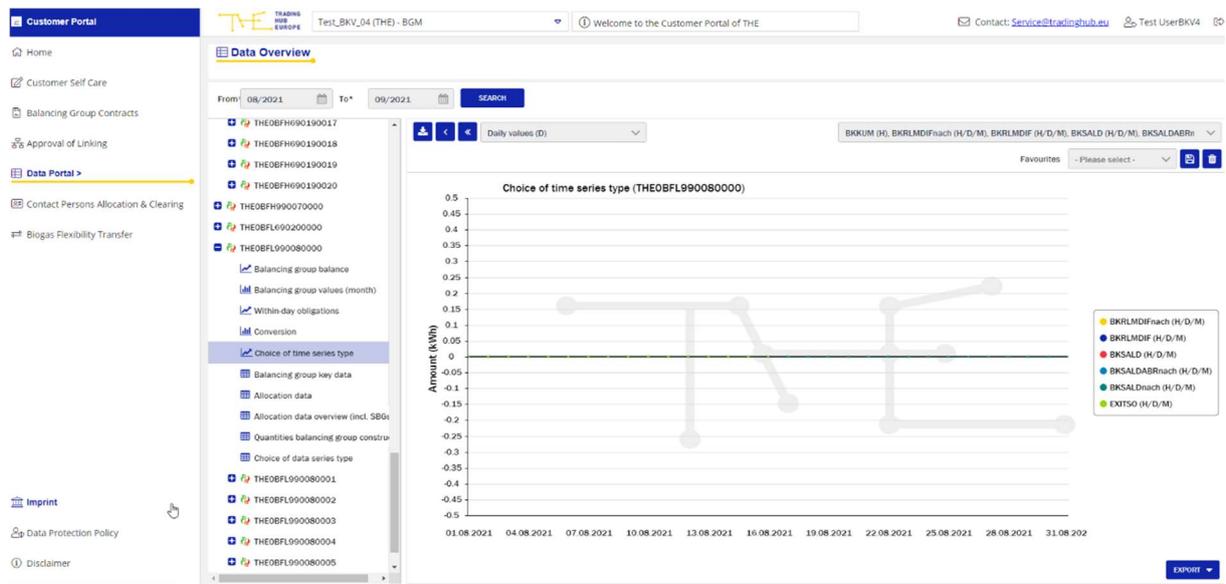
Important: The data export for a maximum period of one month always contains only the hourly values, not the daily data values. It is not possible to export daily values for one single month.

8.1.4 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.

8.1.5 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:

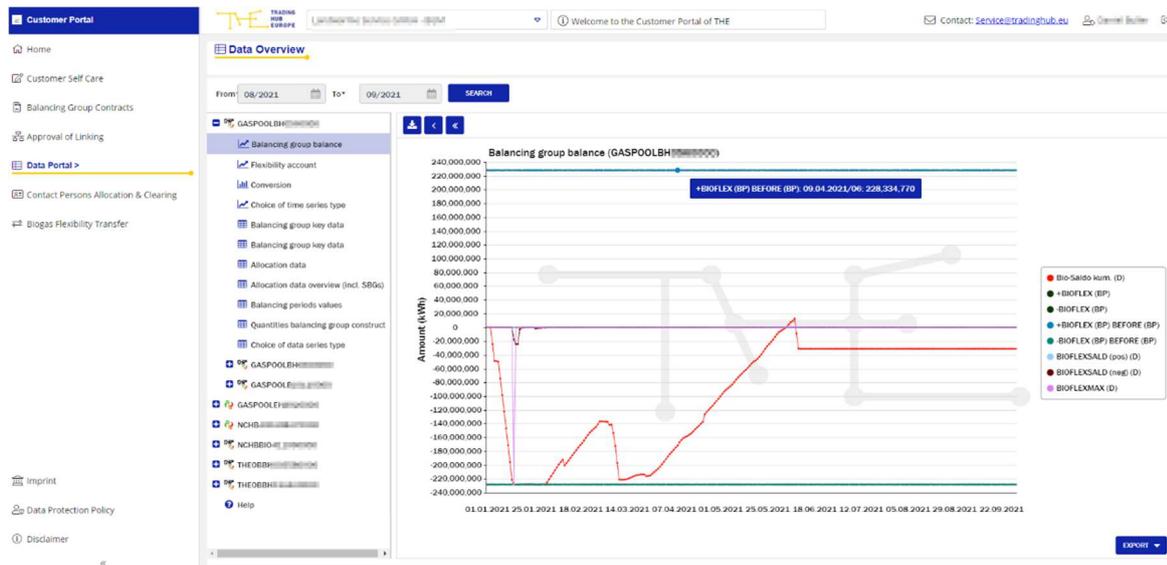
- Hourly values:**
 BKFLEX, BKFLEXNACH, BKKUM, BKKUMNACH, BKRLMDIF, BKRLMDIFNACH, BKSALD (ABR.), BKSALD (Bil.), BKSALDNACH (ABR.), BKSALDNACH (Bil.), ENTRYH2, ENTRYSO, EXITSO, HSALD, LSALD, RLMMTB (ABR.), RLMMTB RLMoT (ABR.), RLMoT, SLPANA, SLPSYN, VHPENTRY, VHPENTRYNACH, VHPEXIT, VHPEXITNACH
- Daily 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.), 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

8.2 Biogas charts

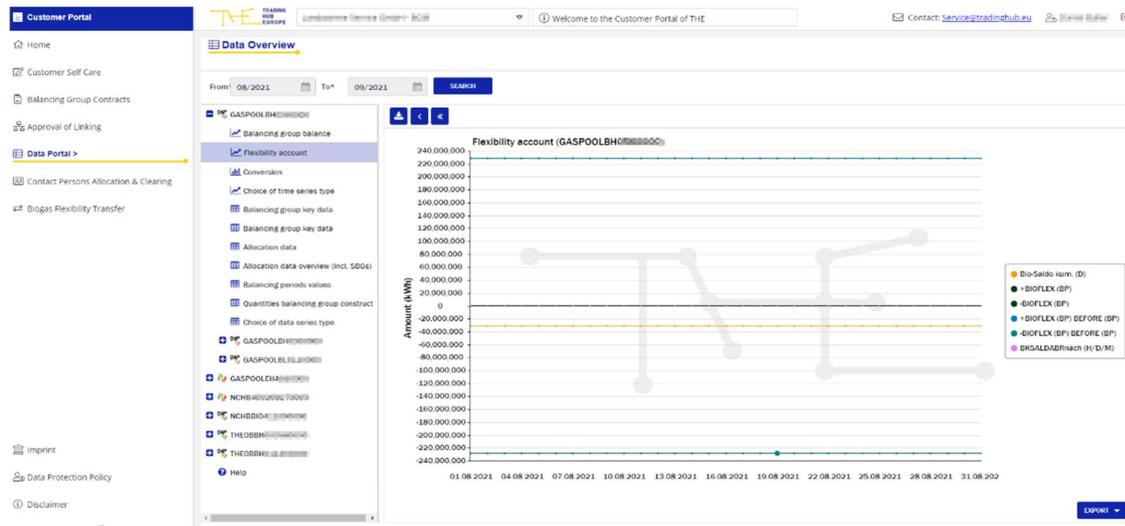
A total of four different charts are available for biogas balancing groups.

8.2.1 Balancing group balance



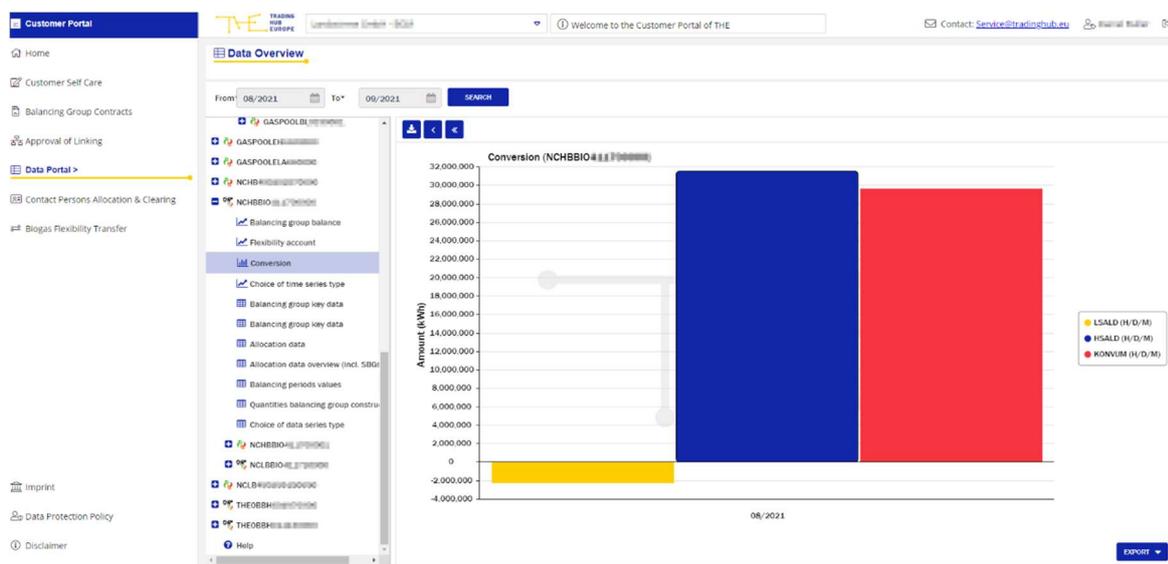
This chart shows – for biogas balancing groups – the cumulated balancing group balance within the bioflex framework (bio-balance cum.), the flexibility framework relevant to this biogas balancing group incl. quantities from flex swaps executed (+BIOFLEX and -BIOFLEX), the flexibility framework before 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.

8.2.2 Flexibility account



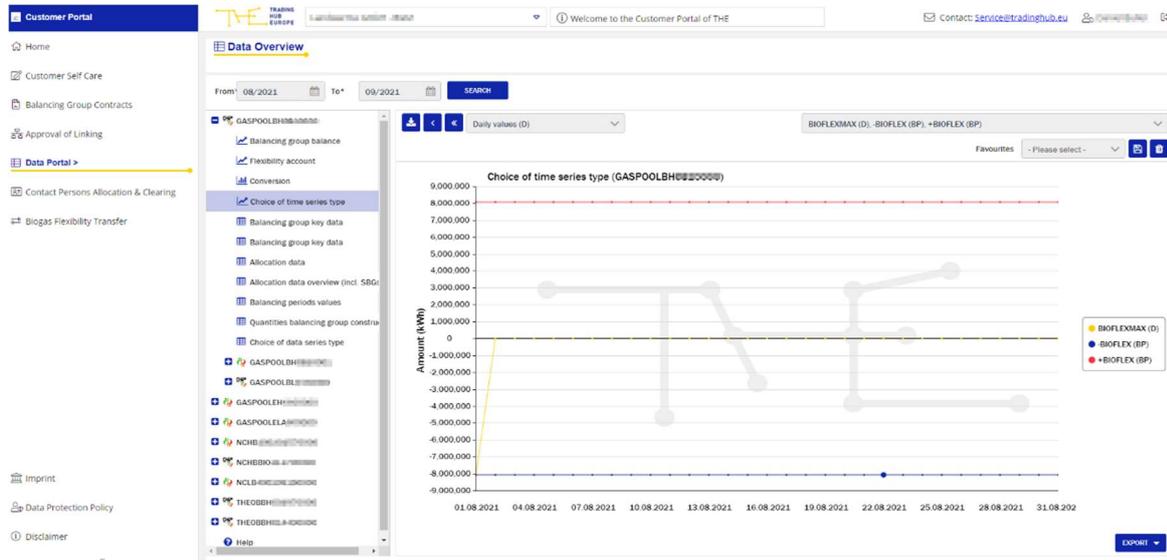
This chart shows the cumulative balancing group balance within the bio-flex framework (bio balance cumulative), the flexibility framework relevant to this biogas balancing group including quantities from flex swaps (+BIOFLEX and -BIOFLEX), the flexibility framework before the biogas flexibility swap (+BIOFLEX (BP) VOR), (-BIOFLEX (BP)VOR), as well as the bio balancing group balance including SBG (BIOSALDNACH (Abr.)). 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.

8.2.3 Conversion



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

8.2.4 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.

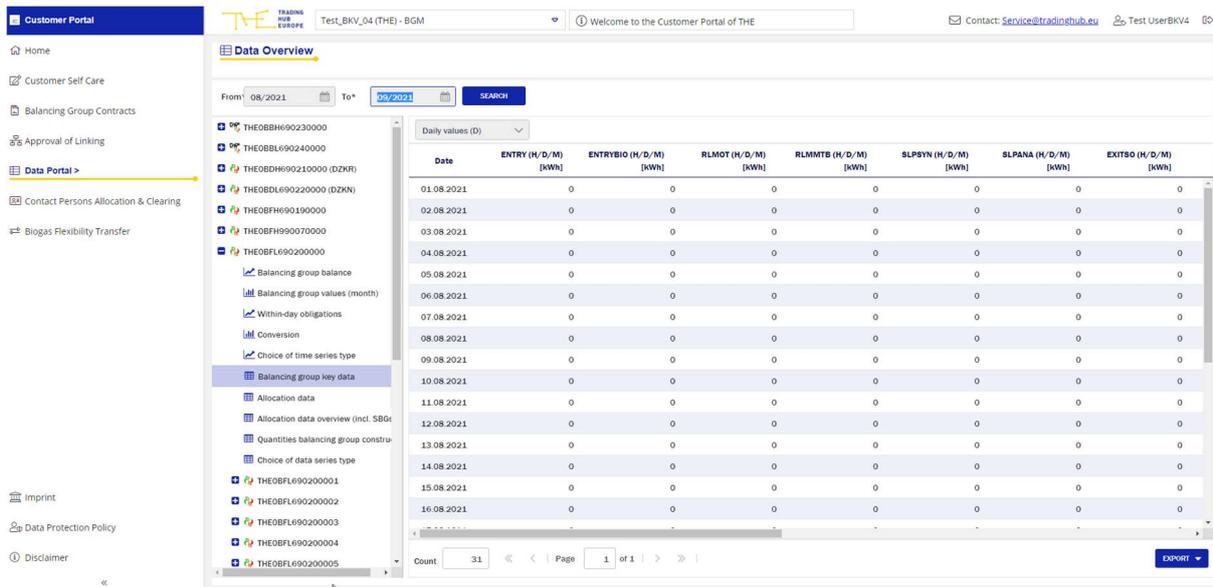
The following data series are available:

- 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

8.3 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.

8.3.1 Balancing group figures



Customer Portal | THE TRADING HUB EUROPE | 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

Daily values (D)

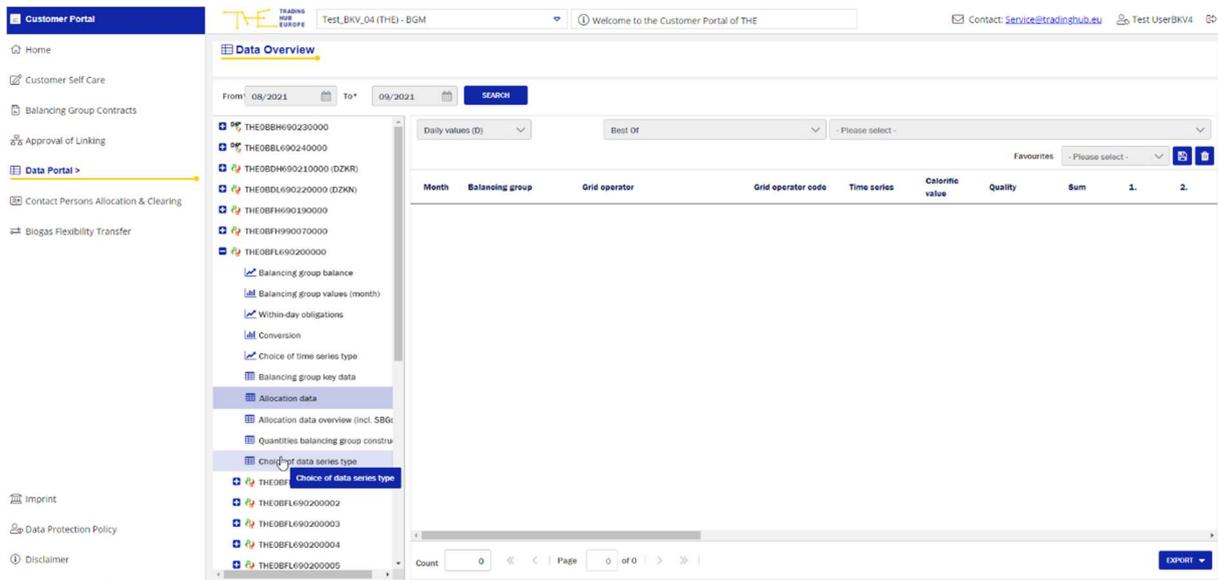
| Date | ENTRY (H/D/M) [kWh] | ENTRYBIO (H/D/M) [kWh] | RLMOT (H/D/M) [kWh] | RLMMTB (H/D/M) [kWh] | SLPBYN (H/D/M) [kWh] | SLPANA (H/D/M) [kWh] | EXITSO (H/D/M) [kWh] |
|------------|---------------------|------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| 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 |

Count: 31 | Page: 1 of 1 | EXPORT

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.

8.3.2 Allocation data



The screenshot shows the 'Customer Portal' interface. The left sidebar contains navigation options like 'Home', 'Customer Self Care', 'Balancing Group Contracts', 'Approval of Linking', 'Data Portal >', 'Contact Persons Allocation & Clearing', and 'Biogas Flexibility Transfer'. The main area is titled 'Data Overview' and shows a search bar with 'Test_BKV_04 (THE) - BGM'. 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', and 'Sum' is visible. The 'Allocation data' section is highlighted in the left sidebar.

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.

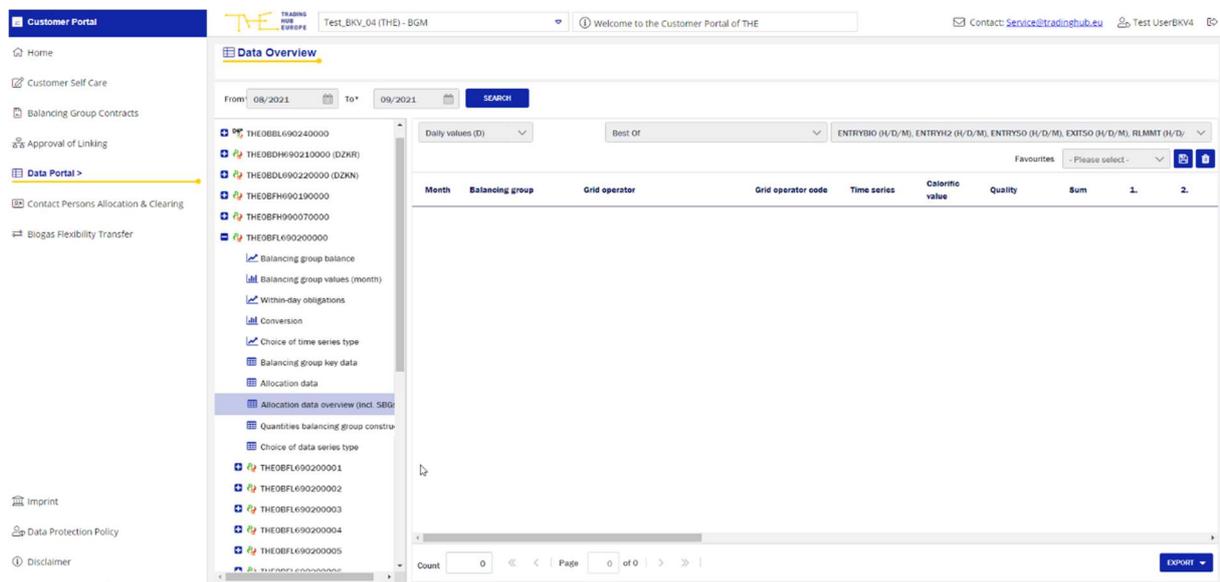
You have the option of saving your own favourites. When you have selected the granularity, quality and data series types, you can select a name for your favourite and confirm your choice by clicking Save. If you no longer need your favourites, they can be removed by clicking Delete.

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).

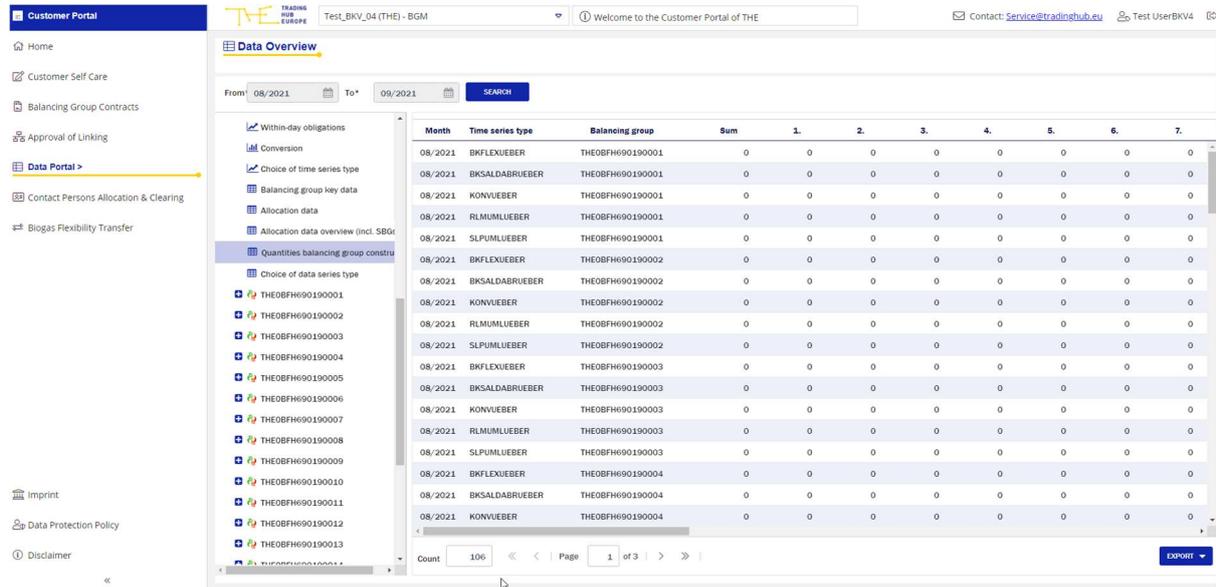
8.3.3 Allocation overview (incl. BSGs)



The screenshot shows the 'Data Overview' section of the Customer Portal. The left sidebar contains navigation options like 'Home', 'Customer Self Care', 'Balancing Group Contracts', 'Approval of Linking', 'Data Portal >', 'Contact Persons Allocation & Clearing', and 'Biogas Flexibility Transfer'. The main content area displays a search interface with filters for 'Daily values (D)' and 'Best Of'. Below the search filters is a table with the following columns: Month, Balancing group, Grid operator, Grid operator code, Time series, Calorific value, Quality, Sum, and two empty columns labeled 1. and 2. The table is currently empty, and the page shows a count of 0 results.

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.

8.3.4 Balancing group portfolio quantities

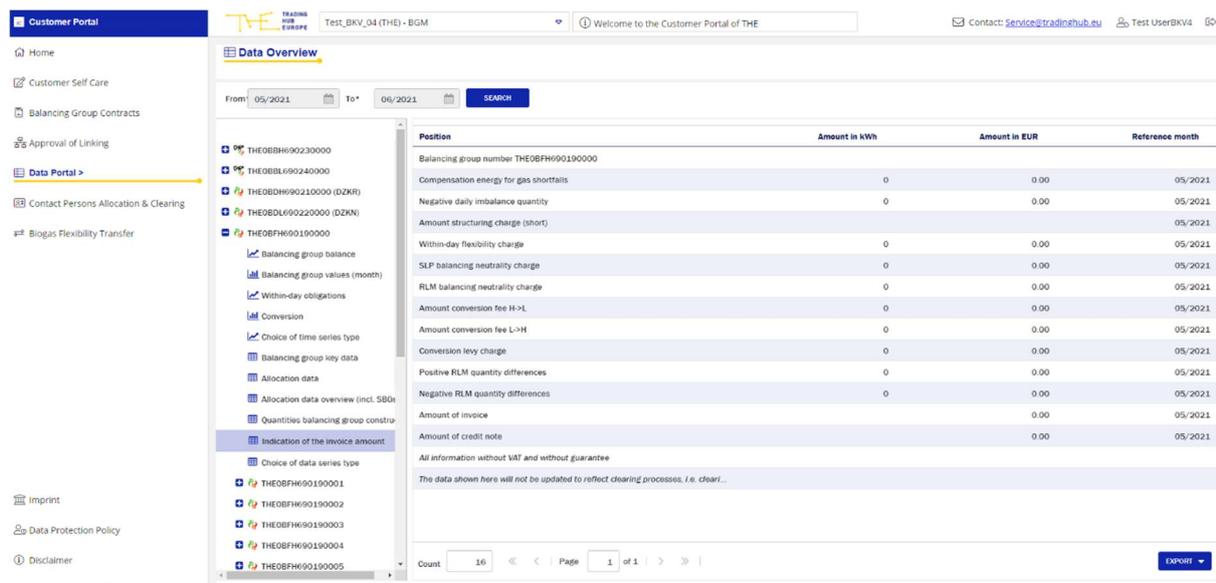


| Month | Time series type | Balancing group | Sum | 1. | 2. | 3. | 4. | 5. | 6. | 7. |
|---------|------------------|-----------------|-----|----|----|----|----|----|----|----|
| 08/2021 | BKFLEXUEBER | THEOBFH90190001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | BKSALDABRUEBER | THEOBFH90190001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | KONVUEBER | THEOBFH90190001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | RLMUMLUEBER | THEOBFH90190001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | SLPUMLEBER | THEOBFH90190001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | BKFLEXUEBER | THEOBFH90190002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | BKSALDABRUEBER | THEOBFH90190002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | KONVUEBER | THEOBFH90190002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | RLMUMLUEBER | THEOBFH90190002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | SLPUMLEBER | THEOBFH90190002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | BKFLEXUEBER | THEOBFH90190003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | BKSALDABRUEBER | THEOBFH90190003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | KONVUEBER | THEOBFH90190003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | RLMUMLUEBER | THEOBFH90190003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | SLPUMLEBER | THEOBFH90190003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | BKFLEXUEBER | THEOBFH90190004 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | BKSALDABRUEBER | THEOBFH90190004 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08/2021 | KONVUEBER | THEOBFH90190004 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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, SLPUMLEBER) 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.

8.3.5 Indicative invoice amount



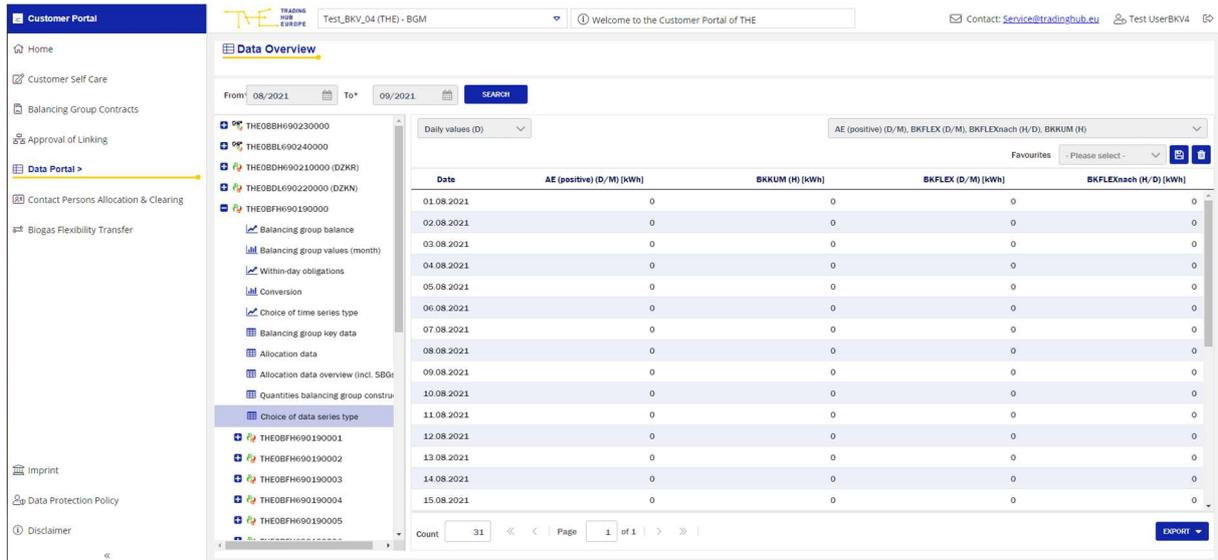
| Position | Amount in kWh | Amount in EUR | Reference month |
|--|---------------|---------------|-----------------|
| Balancing group number THEOBFH90190000 | | | |
| Compensation energy for gas shortfalls | 0 | 0.00 | 05/2021 |
| Negative daily imbalance quantity | 0 | 0.00 | 05/2021 |
| Amount structuring charge (short) | | | 05/2021 |
| Within-day flexibility charge | 0 | 0.00 | 05/2021 |
| SLP balancing neutrality charge | 0 | 0.00 | 05/2021 |
| RLM balancing neutrality charge | 0 | 0.00 | 05/2021 |
| Amount conversion fee H>L | 0 | 0.00 | 05/2021 |
| Amount conversion fee L>H | 0 | 0.00 | 05/2021 |
| Conversion levy charge | 0 | 0.00 | 05/2021 |
| Positive RLM quantity differences | 0 | 0.00 | 05/2021 |
| Negative RLM quantity differences | 0 | 0.00 | 05/2021 |
| Amount of invoice | | 0.00 | 05/2021 |
| Amount of credit note | | 0.00 | 05/2021 |
| All information without VAT and without guarantee | | | |
| The data shown here will not be updated to reflect clearing processes, i.e. clear... | | | |

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.

8.3.6 Free data series selection



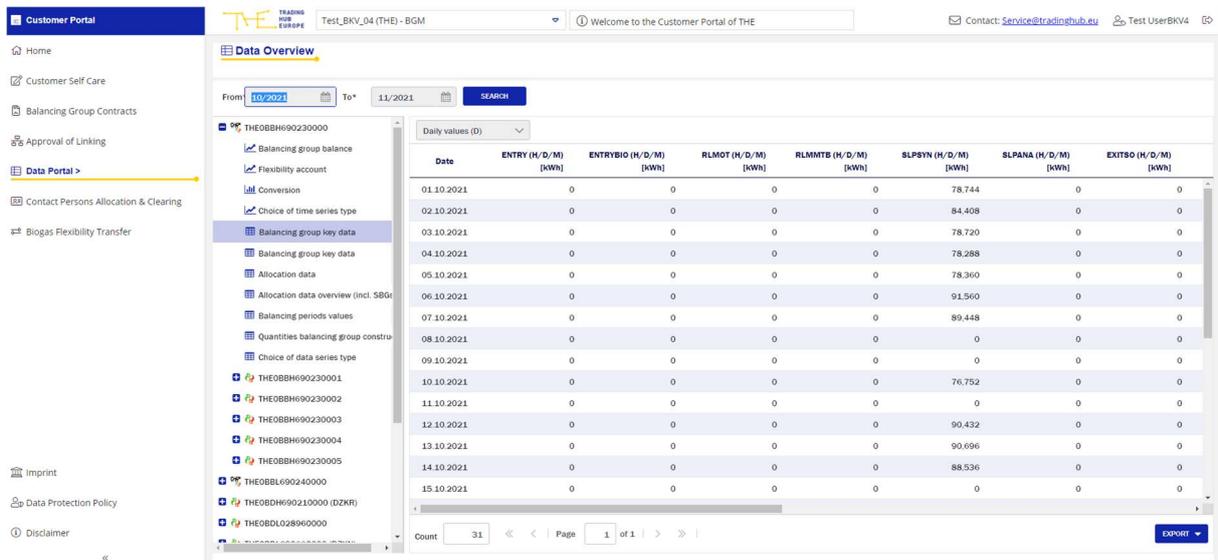
The screenshot shows the 'Data Overview' page in the Customer Portal. The left sidebar contains a navigation menu with 'Data Portal >' highlighted. The main content area shows a search for '08/2021' to '09/2021'. A list of data series is displayed on the left, with 'Choice of data series type' selected. The main table shows daily values for various data series from 01.08.2021 to 15.08.2021. The columns are: Date, AE (positive) (D/M) [kWh], BKKUM (H) [kWh], BKFLX (D/M) [kWh], and BKFLXnach (H/D) [kWh]. All values in the table are 0.

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

8.4 Biogas tables

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

8.4.1 Balancing group figures



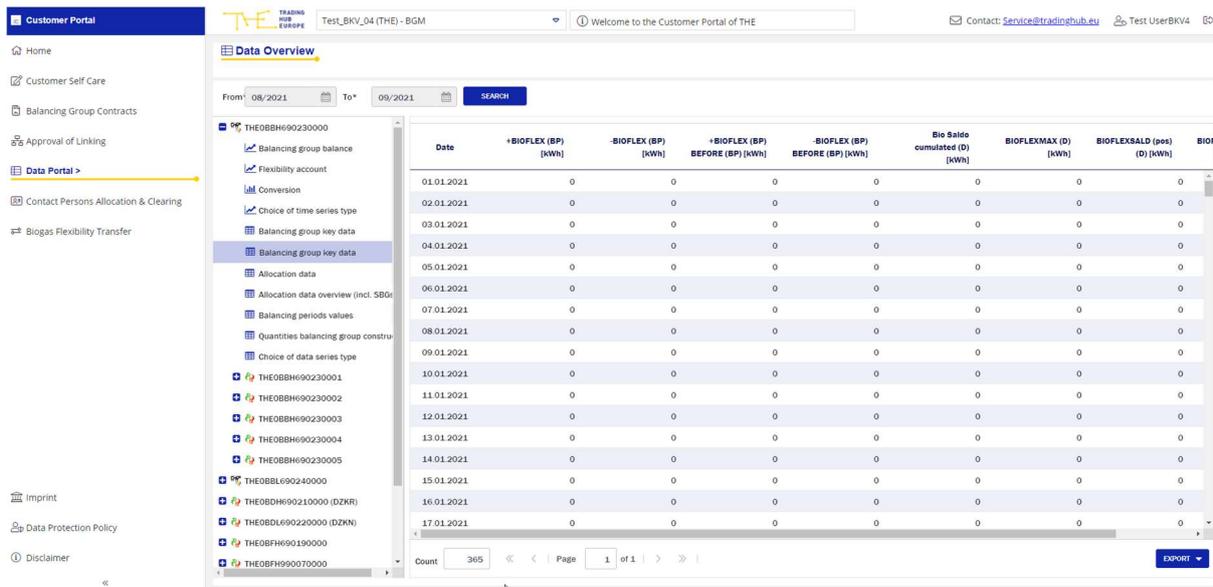
The screenshot shows the 'Data Overview' page in the Customer Portal. The left sidebar contains a navigation menu with 'Data Portal >' highlighted. The main content area shows a search for '10/2021' to '11/2021'. A list of data series is displayed on the left, with 'Balancing group key data' selected. The main table shows daily values for various biogas balancing group figures from 01.10.2021 to 15.10.2021. The columns are: Date, ENTRY (H/D/M) [kWh], ENTRYBIO (H/D/M) [kWh], RLMOT (H/D/M) [kWh], RLMMTB (H/D/M) [kWh], SLPBYN (H/D/M) [kWh], SLPANA (H/D/M) [kWh], and EXITSO (H/D/M) [kWh].

| Date | ENTRY (H/D/M) [kWh] | ENTRYBIO (H/D/M) [kWh] | RLMOT (H/D/M) [kWh] | RLMMTB (H/D/M) [kWh] | SLPBYN (H/D/M) [kWh] | SLPANA (H/D/M) [kWh] | EXITSO (H/D/M) [kWh] |
|------------|---------------------|------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| 01.10.2021 | 0 | 0 | 0 | 0 | 78.744 | 0 | 0 |
| 02.10.2021 | 0 | 0 | 0 | 0 | 84.408 | 0 | 0 |
| 03.10.2021 | 0 | 0 | 0 | 0 | 78.720 | 0 | 0 |
| 04.10.2021 | 0 | 0 | 0 | 0 | 78.288 | 0 | 0 |
| 05.10.2021 | 0 | 0 | 0 | 0 | 78.360 | 0 | 0 |
| 06.10.2021 | 0 | 0 | 0 | 0 | 91.560 | 0 | 0 |
| 07.10.2021 | 0 | 0 | 0 | 0 | 89.448 | 0 | 0 |
| 08.10.2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 09.10.2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10.10.2021 | 0 | 0 | 0 | 0 | 76.752 | 0 | 0 |
| 11.10.2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12.10.2021 | 0 | 0 | 0 | 0 | 90.432 | 0 | 0 |
| 13.10.2021 | 0 | 0 | 0 | 0 | 90.696 | 0 | 0 |
| 14.10.2021 | 0 | 0 | 0 | 0 | 88.536 | 0 | 0 |
| 15.10.2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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.

8.4.2 Balancing group figures (Total)



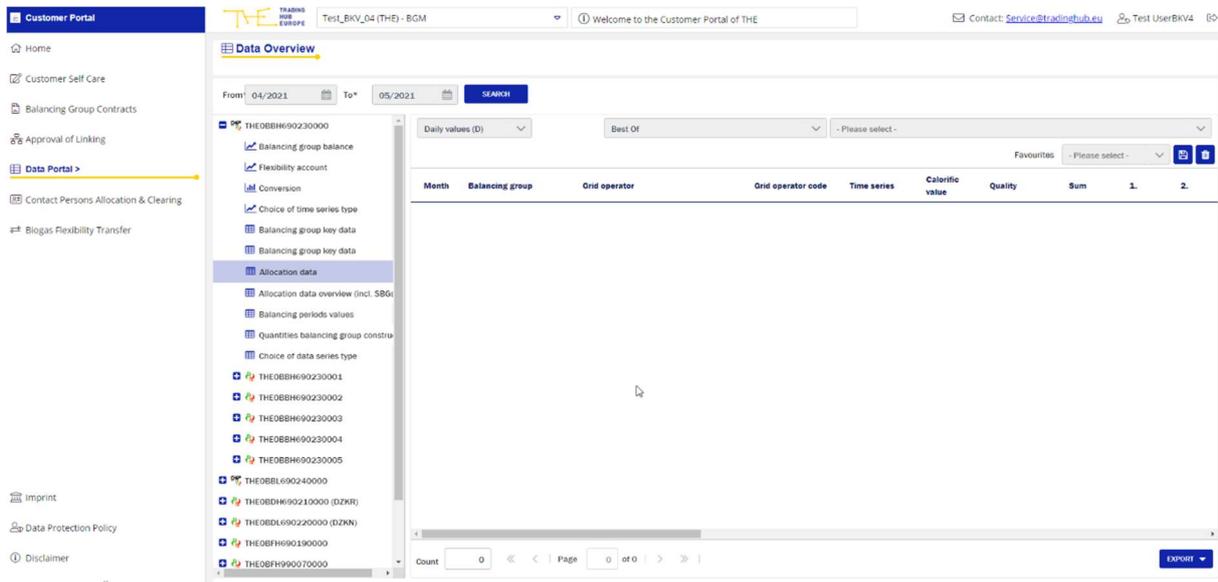
The screenshot shows the 'Data Overview' page in the Customer Portal. The left sidebar contains navigation options like 'Home', 'Customer Self Care', 'Balancing Group Contracts', 'Approval of Linking', 'Data Portal >', 'Contact Persons Allocation & Clearing', 'Biogas Flexibility Transfer', 'Imprint', 'Data Protection Policy', and 'Disclaimer'. The main content area displays a table with the following columns: Date, +BIOFLEX (BP) [kWh], -BIOFLEX (BP) [kWh], +BIOFLEX (BP) BEFORE (BP) [kWh], -BIOFLEX (BP) BEFORE (BP) [kWh], Bio-Sale cumulated (D) [kWh], BIOFLEXMAX (D) [kWh], BIOFLEXSALD (pos) (D) [kWh], and BIOF. The table shows data for dates from 01.01.2021 to 17.01.2021, with all values being 0. The page includes a search bar, date range filters (From: 08/2021, To: 09/2021), a search button, and a table footer with 'Count: 365', 'Page 1 of 1', and an 'EXPORT' button.

| Date | +BIOFLEX (BP) [kWh] | -BIOFLEX (BP) [kWh] | +BIOFLEX (BP) BEFORE (BP) [kWh] | -BIOFLEX (BP) BEFORE (BP) [kWh] | Bio-Sale cumulated (D) [kWh] | BIOFLEXMAX (D) [kWh] | BIOFLEXSALD (pos) (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.

8.4.3 Allocation overview



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.

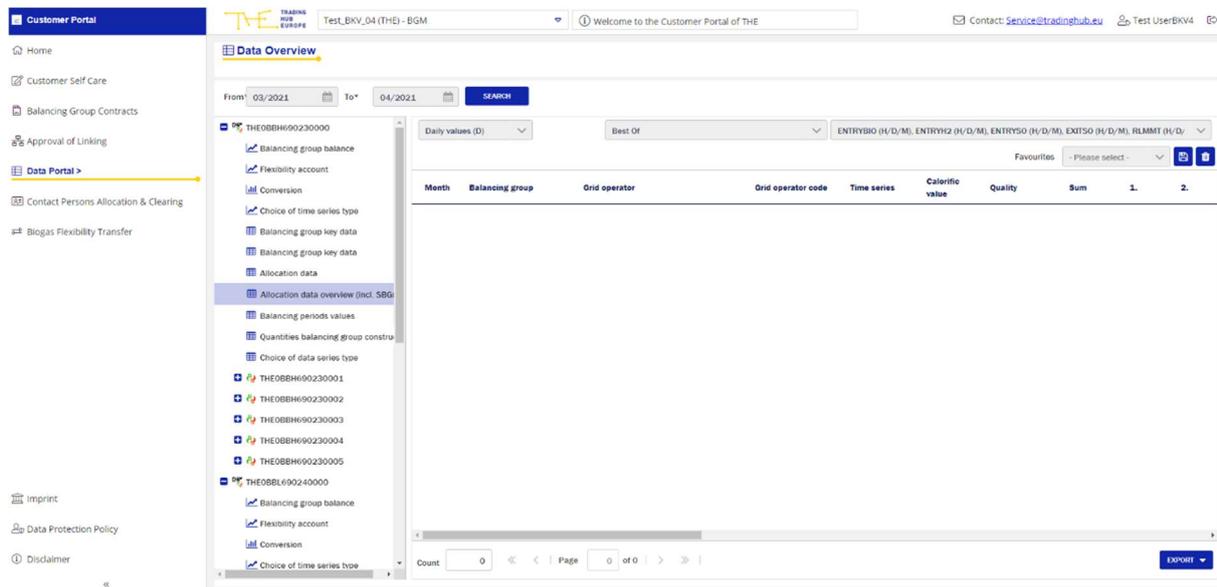
You have the option of saving your own favourites. When you have selected the granularity, quality and data series types, you can select a name for your favourite and confirm your choice by clicking Save. If you no longer need your favourites, they can be removed by clicking Delete.

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).

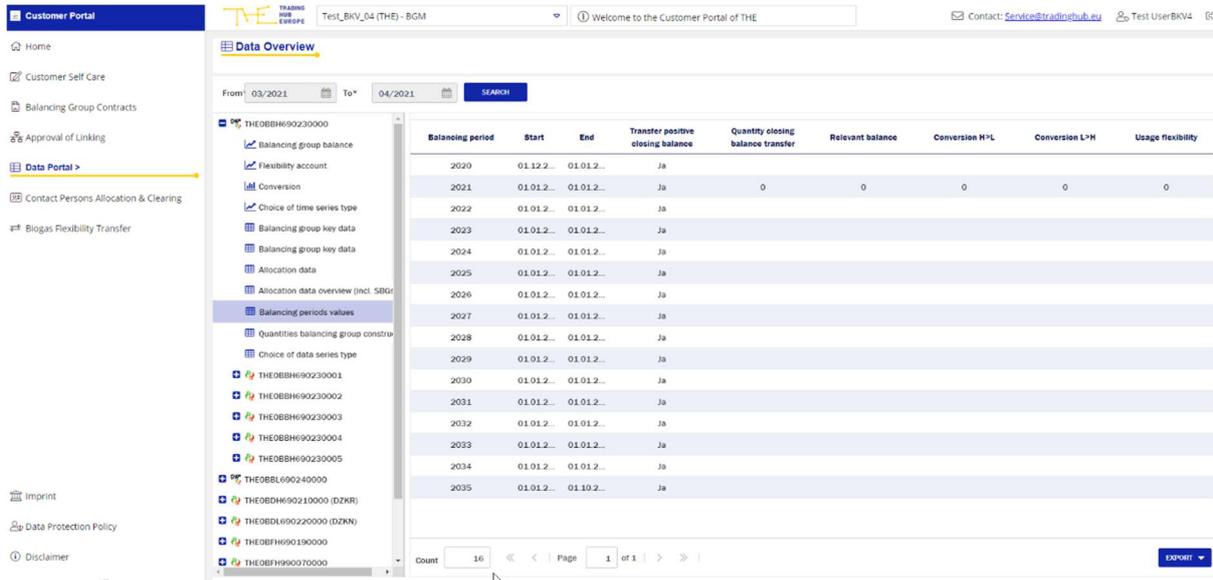
8.4.4 Allocation data overview (incl. BSGs)



The screenshot shows the 'Data Overview' section of the Customer Portal. The left sidebar contains navigation options like 'Home', 'Customer Self Care', 'Balancing Group Contracts', 'Approval of Linking', 'Data Portal >', 'Contact Persons Allocation & Clearing', and 'Biogas Flexibility Transfer'. The main content area displays a search filter for 'THE08BKV_04 (THE) - BGM' and a date range from 03/2021 to 04/2021. A dropdown menu is set to 'Daily values (D)' and 'Best Of'. The table below has columns for 'Month', 'Balancing group', 'Grid operator', 'Grid operator code', 'Time series', 'Calorific value', 'Quality', and 'Sum'. The table is currently empty, showing a count of 0. An 'EXPORT' button is visible 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.

8.4.5 Balancing period values

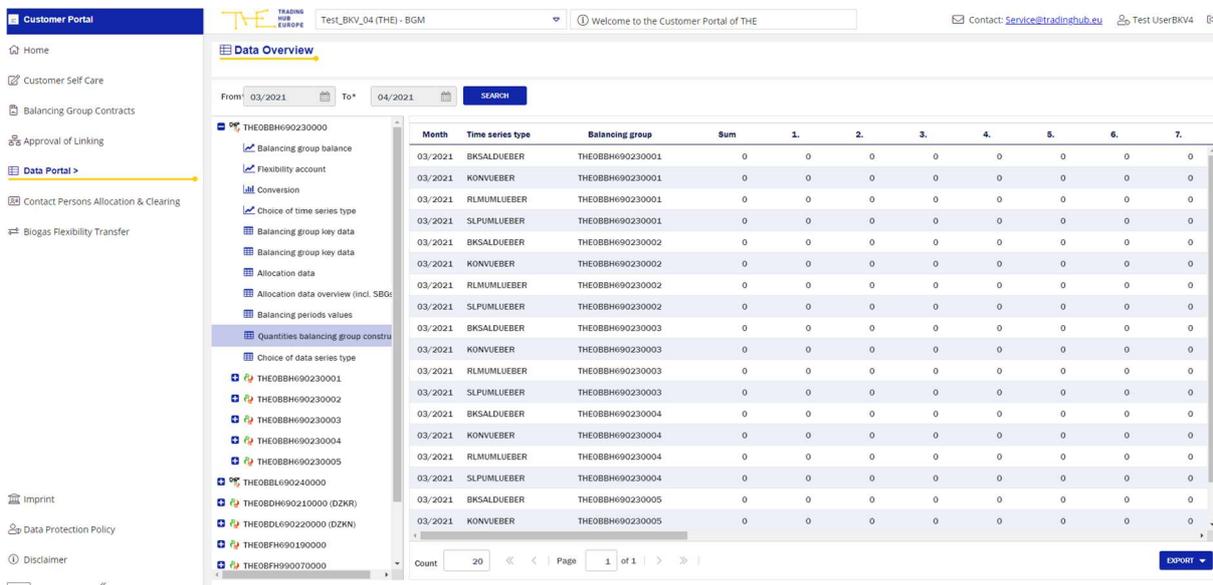


The screenshot shows the 'Data Overview' page for 'Balancing periods values'. The table displays data for balancing groups from 2020 to 2035. The columns include: Balancing period, Start, End, Transfer positive closing balance, Quantity closing balance transfer, Relevant balance, Conversion M:L, Conversion L:M, and Usage flexibility.

| Balancing period | Start | End | Transfer positive closing balance | Quantity closing balance transfer | Relevant balance | Conversion M:L | Conversion L:M | 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 | | | | | |

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.

8.4.6 Balancing group portfolio quantities



The screenshot shows the 'Data Overview' page for 'Balancing group portfolio quantities'. The table displays data for balancing groups from 03/2021 to 03/2021. The columns include: Month, Time series type, Balancing group, Sum, and seven numbered columns (1-7).

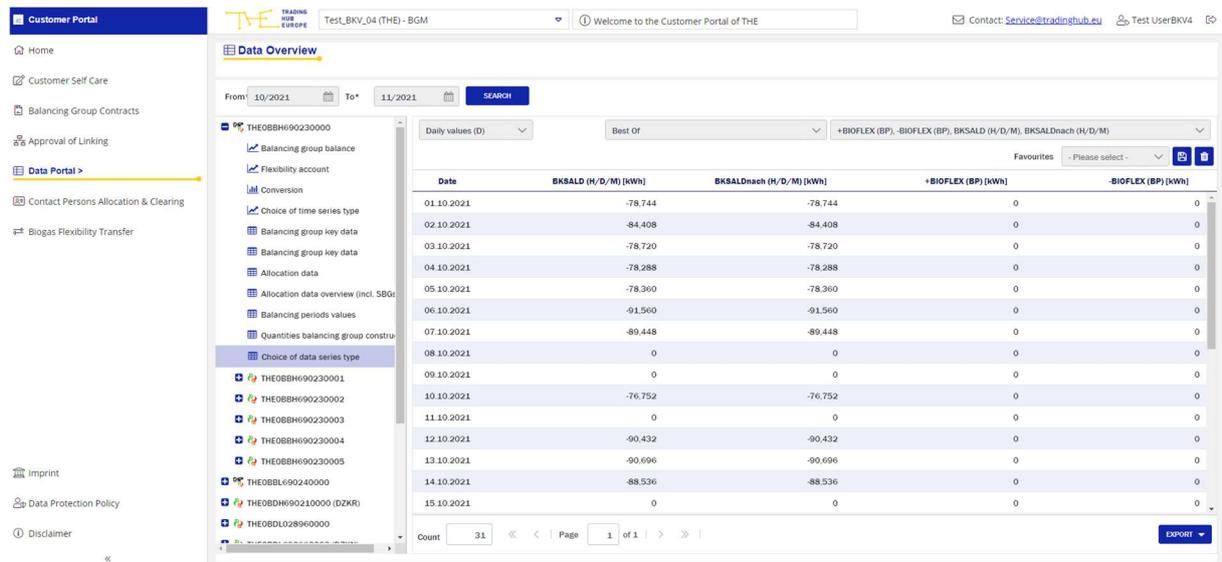
| Month | Time series type | Balancing group | Sum | 1. | 2. | 3. | 4. | 5. | 6. | 7. |
|---------|------------------|-----------------|-----|----|----|----|----|----|----|----|
| 03/2021 | BKSALDUEBER | THEOBHH90230001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | KONVUEBER | THEOBHH90230001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | RLMUMUEBER | THEOBHH90230001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | SLPUMUEBER | THEOBHH90230001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | BKSALDUEBER | THEOBHH90230002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | KONVUEBER | THEOBHH90230002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | RLMUMUEBER | THEOBHH90230002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | SLPUMUEBER | THEOBHH90230002 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | BKSALDUEBER | THEOBHH90230003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | KONVUEBER | THEOBHH90230003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | RLMUMUEBER | THEOBHH90230003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | SLPUMUEBER | THEOBHH90230003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | BKSALDUEBER | THEOBHH90230004 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | KONVUEBER | THEOBHH90230004 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | RLMUMUEBER | THEOBHH90230004 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | SLPUMUEBER | THEOBHH90230004 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | BKSALDUEBER | THEOBHH90230005 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 03/2021 | KONVUEBER | THEOBHH90230005 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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.

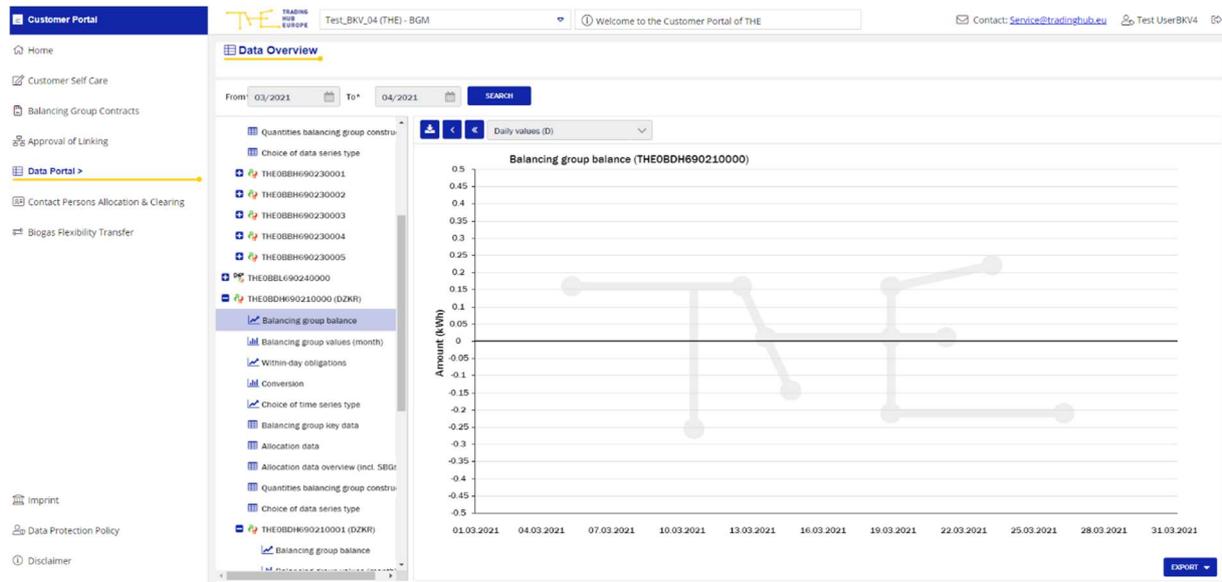
The values are displayed as daily and monthly values and can be exported.

8.4.7 Free data series selection



The functions are the same as in the chart (section 8.1.5)

8.4.8 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

8.6 Allocation clearing

8.6.1 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 | testuserblv4 |
| 31.08.2021 10:39:25 | 000000025 | THE0BBH690230000 | 987 | ENTRYBIO | 01.07.2021/06 | 01.08.2021/06 | Available | testuserblv4 |
| 31.08.2021 13:30:15 | 000000025 | THE0BFL690200011 | 987 | ENTRYSO | 01.07.2021/06 | 01.08.2021/06 | Available | testuserblv4 |

Page 1 of 1 EXPORT DELETE FILTERS

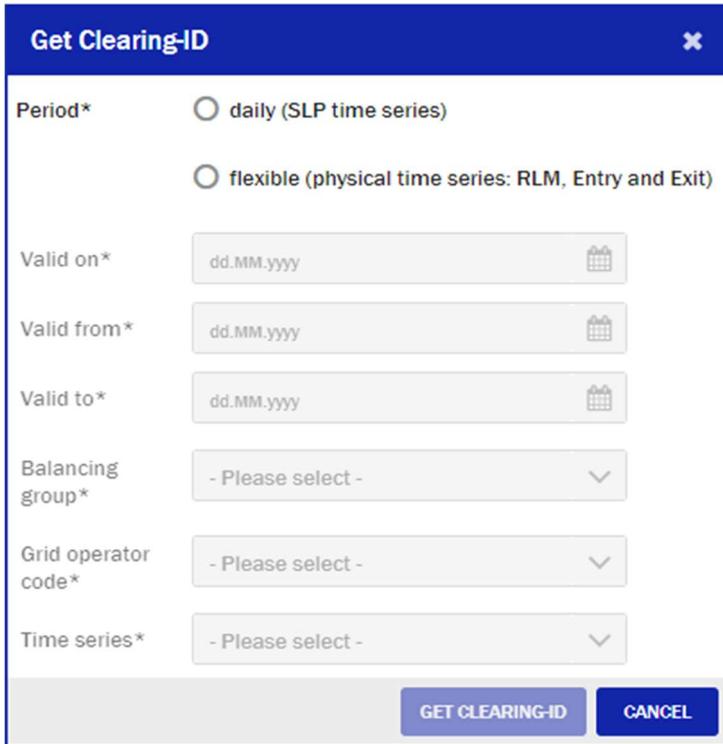
The allocation clearing offers the possibility to correct allocations together with the network operators within the clearing period.

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.



The dialog box titled "Get Clearing-ID" contains the following fields:

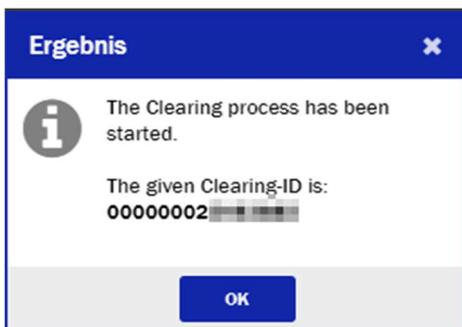
- Period***: Radio buttons for "daily (SLP time series)" and "flexible (physical time series: RLM, Entry and Exit)".
- Valid on***: Date input field with placeholder "dd.MM.yyyy" and a calendar icon.
- Valid from***: Date input field with placeholder "dd.MM.yyyy" and a calendar icon.
- Valid to***: Date input field with placeholder "dd.MM.yyyy" and a calendar icon.
- Balancing group***: Dropdown menu with "- Please select -".
- Grid operator code***: Dropdown menu with "- Please select -".
- Time series***: Dropdown menu with "- Please select -".

At the bottom right, there are two buttons: "GET CLEARING-ID" and "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:



The dialog box titled "Ergebnis" displays the following information:

- An information icon (i) next to the text: "The Clearing process has been started."
- The text: "The given Clearing-ID is:" followed by the ID "00000002" and a masked portion of the ID.

An "OK" button is located at the bottom center.

Please note:

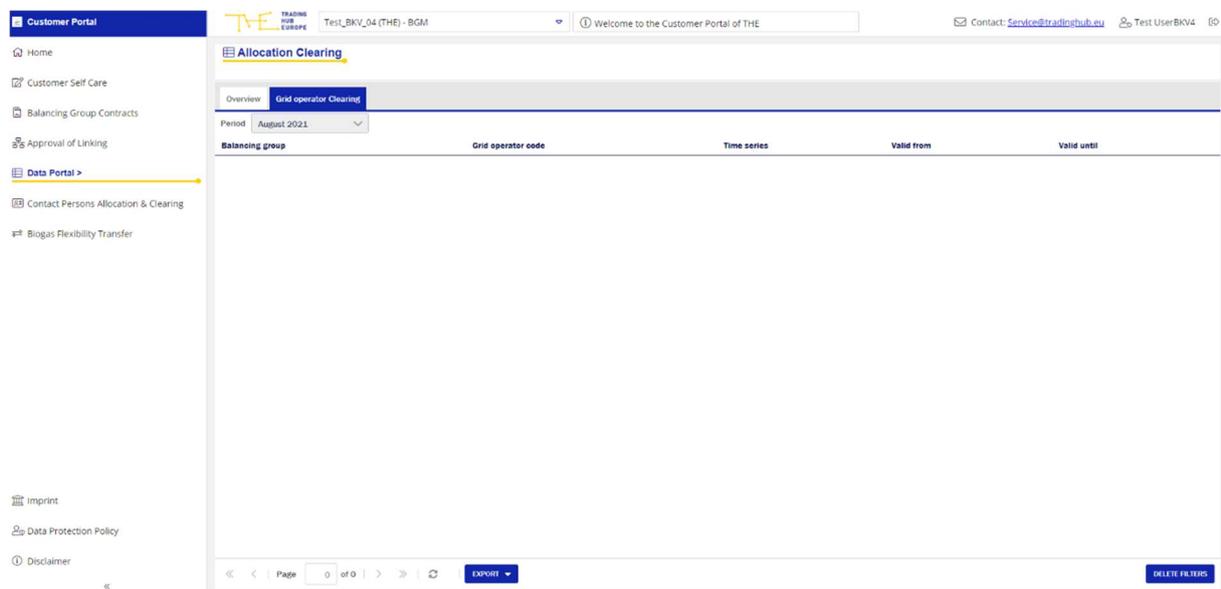
For the SLP data series type, you have to apply for a clearing number for each individual day.

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.

8.6.2 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:

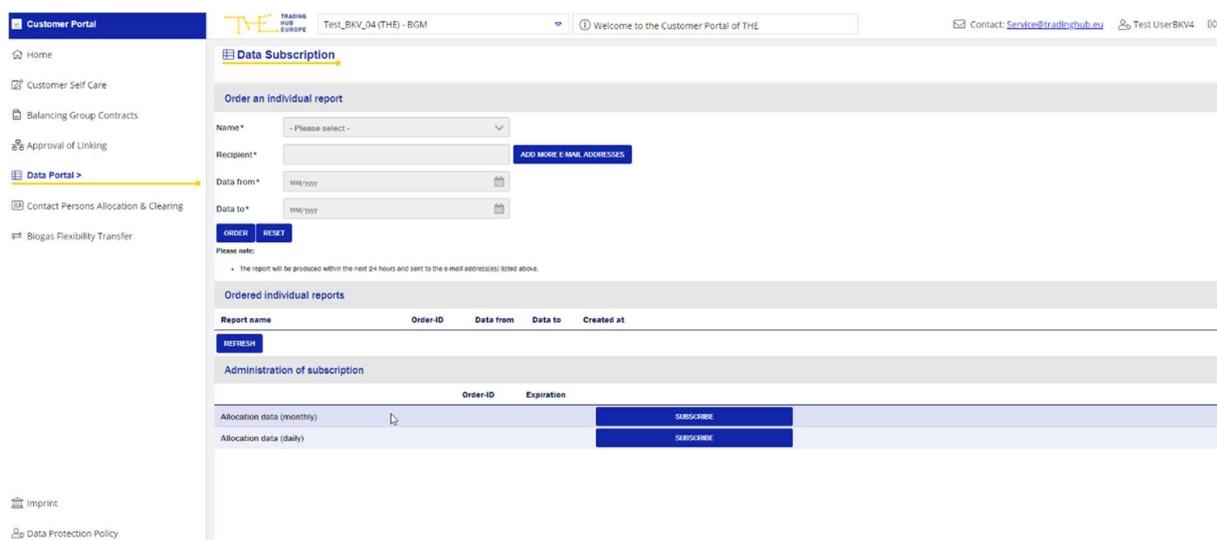
- Balancing group for which the clearing number was requested
- Network (the DVGW number of the network operator concerned)
- Data series for which the clearing number was requested

- "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.

8.7 Data requests



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

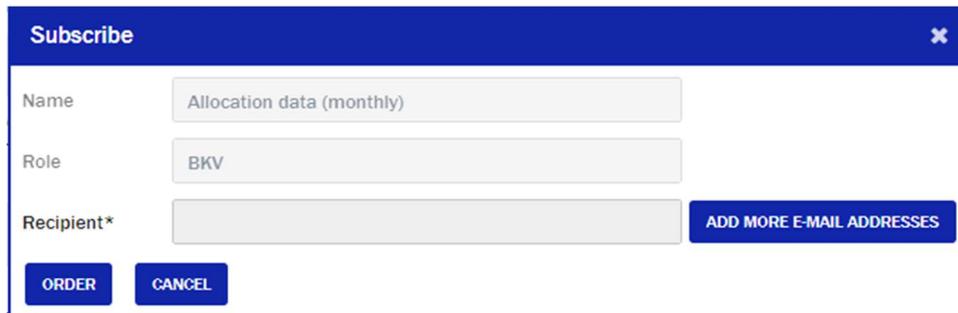
In addition, you can select subscriptions for data provided on a monthly (dispatch after completion of the delivery month) and/or daily basis.

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:

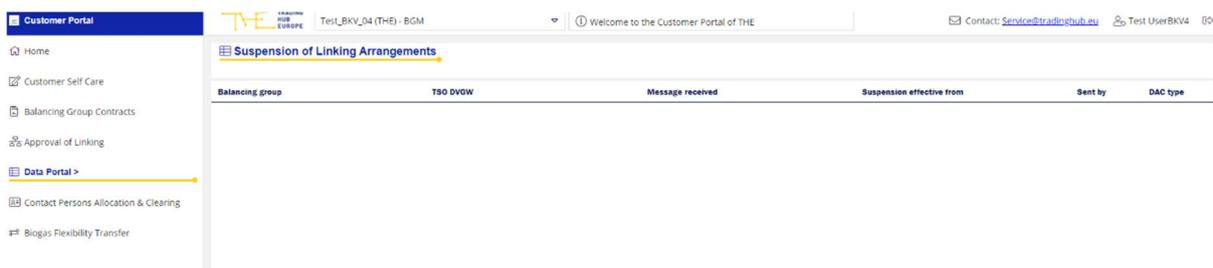


This is where the recipient (or recipients) must be entered. The process then has to be confirmed by clicking "Order", which takes you back to the overview.

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 | EDIT |
| Allocation data (daily) | | | SUBSCRIBE | | |

8.8 Restriction of use



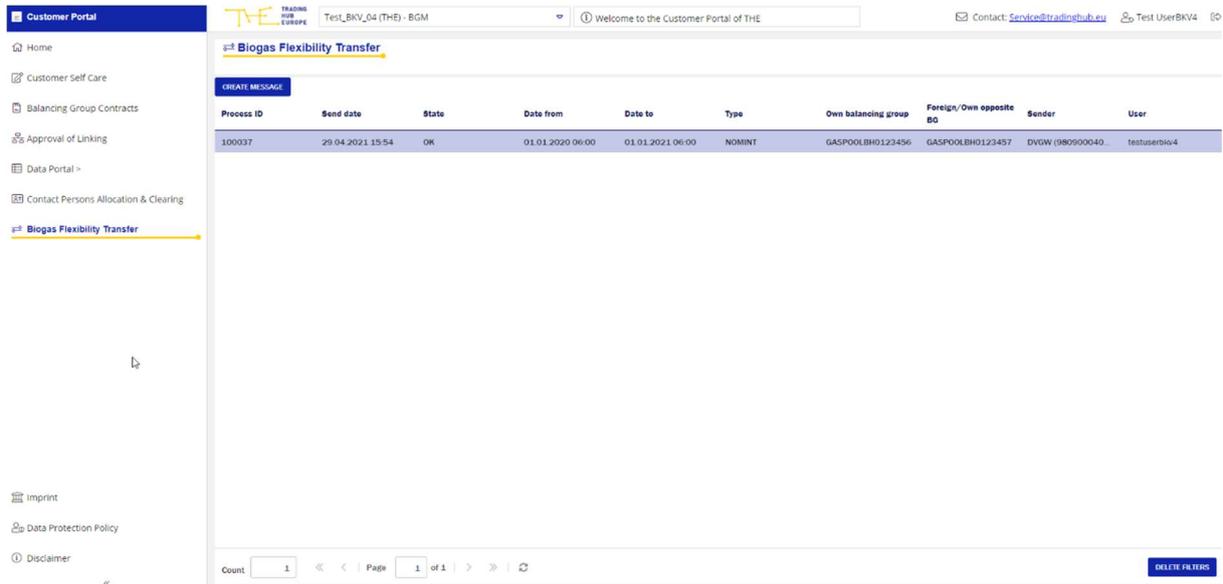
| Balancing group | TSO DVGW | Message received | Suspension effective from | Sent by | DAC type |
|-----------------|----------|------------------|---------------------------|---------|----------|
| | | | | | |

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).

8.9 Biogas flexibility swap



The screenshot shows the 'Biogas Flexibility Transfer' section of the Customer Portal. A table displays the following data:

| 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 | GASPOOLBHO123456 | GASPOOLBHO123457 | DVGW (980900040) | testuserbiv4 |

At the bottom of the table, there is a pagination control showing 'Count 1', 'Page 1 of 1', and a 'DELETE FILTERS' button.

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 | <input type="text" value="dd.MM.yyyy"/> |  |
| Period to | <input type="text" value="dd.MM.yyyy"/> |  |
| Own balancing group | <input type="text"/> | |
| Balancing group role* | <input checked="" type="radio"/> Delivering balancing group | |
| | <input type="radio"/> Receiving balancing group | |
| External or own opposite balancing group | <input type="text"/> | |
| Balancing group role | <input type="text" value="Receiving balancing group"/> | |
| Amount (kWh) | <input type="text"/> | |
| <input type="button" value="CREATE MESSAGE"/> | | <input type="button" value="CANCEL"/> |

9 Your contacts

If you have any further questions regarding the use of the Customer Portal, please contact the Customer and Contract Management Department:

E-mail: service@tradinghub.eu

Tel: +49 30 364289 400