Trade Reporting System

User Manual

„REMIT reporting”

υ. 1.0

Contents

General introduction

Current document presents the User Manual of the Trade Reporting System. A new, complete User Manual shall be attached to each release of Trade Reporting system, always corresponding to the modified version.

1. User interfaces, incoming and outgoing data

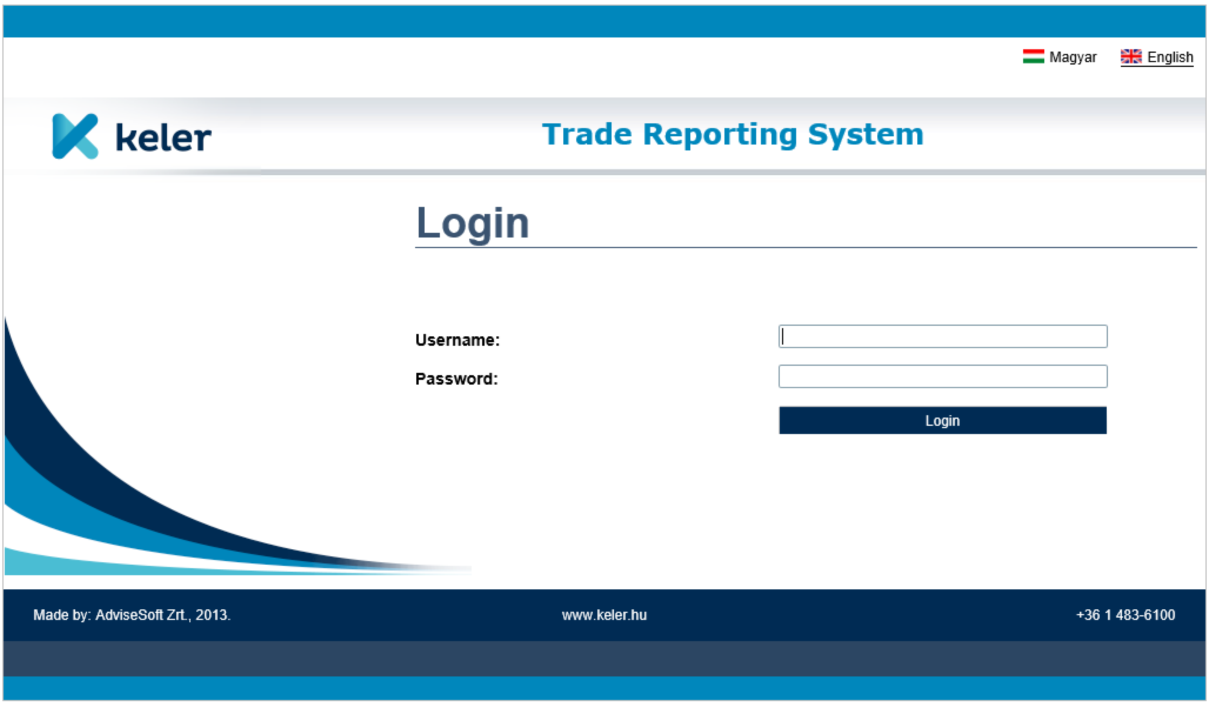
The following summary introduces the functionalities implemented in the system with screenshots, including the data displayed, the potential validations and the buttons used for accessing the different functions.

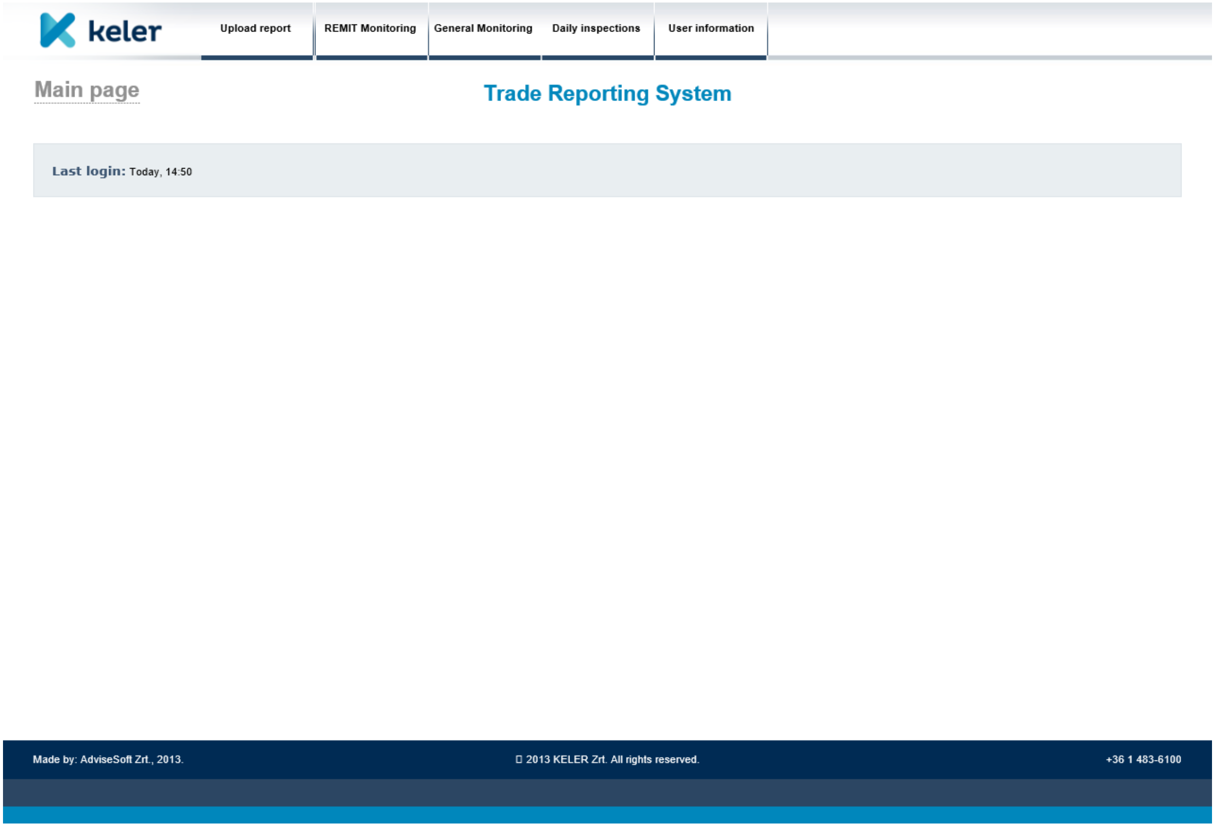
1.1 Login screen

Prior to login, the user can select the preferred language from the available options. Once language is set, the login screen shall automatically reload with the elements of the selected language. All further loaded screen tags and messages will be displayed in this language.

During normal operating hours, fields to enter the User ID and the Password shall appear on the login screen. Outside the operating hours, KELER's message shall inform the user that the system is not currently accessible. Once the User ID and the Password has been entered, the system authenticates the user. It is mandatory to change the password right after the first login or in case KELER as the „operator" provides a new password. Activities cannot be initiated by the user prior to the password change.

The initial screen where the user can login by entering the requested data.

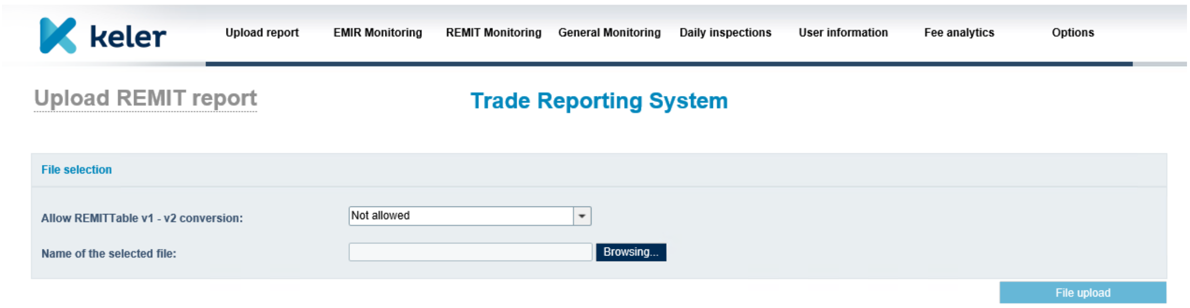




2. Report upload

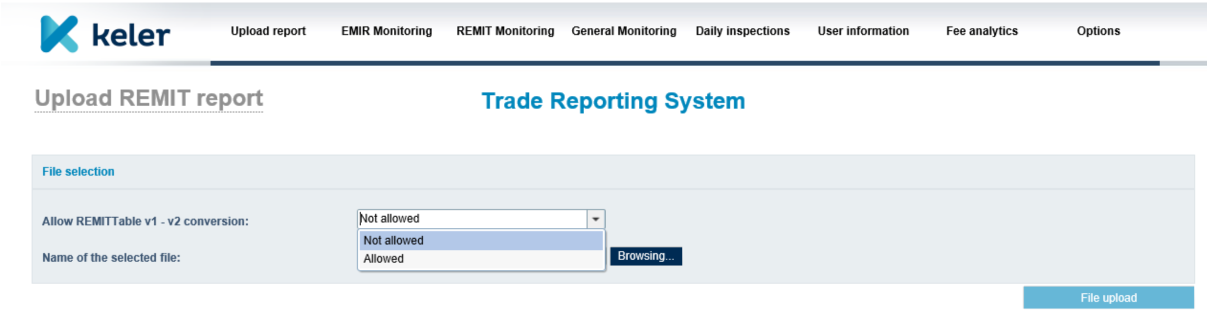
2.1 REMIT report upload

Reports can be uploaded either from the workstation of the user or from a driver of his local network. The user should select a file with 'XML' extension after opening the browser window.



The uploaded file shall be saved under a different file name other than its original one.

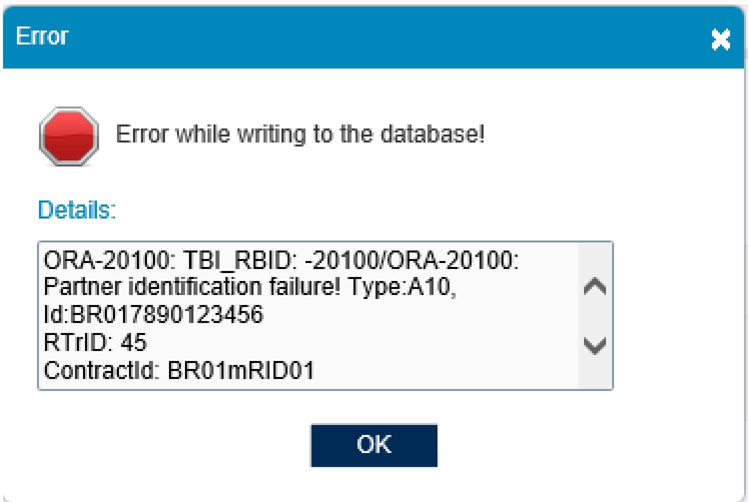
Reports with V1 schema can be uploaded with V1-V2 schema conversion. The function can be used by selecting the "Allowed" value option from the list. If the user allows the schema conversion, the reports will be converted to V2 schema during the uploading. By default, the system does not allow conversion.



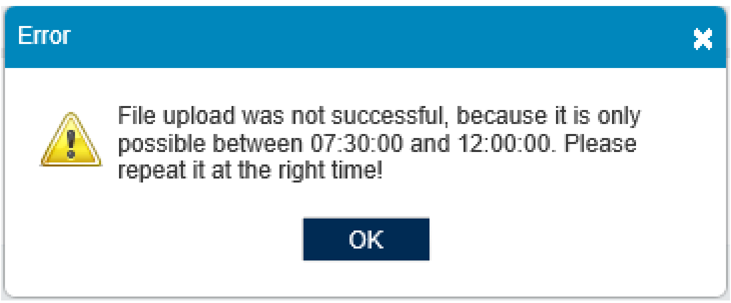
2.1.1 Uploading one file

Once the file is successfully uploaded, the following confirmation shall appear.

In case a logical error is found in the report file, the following message shall pop up:



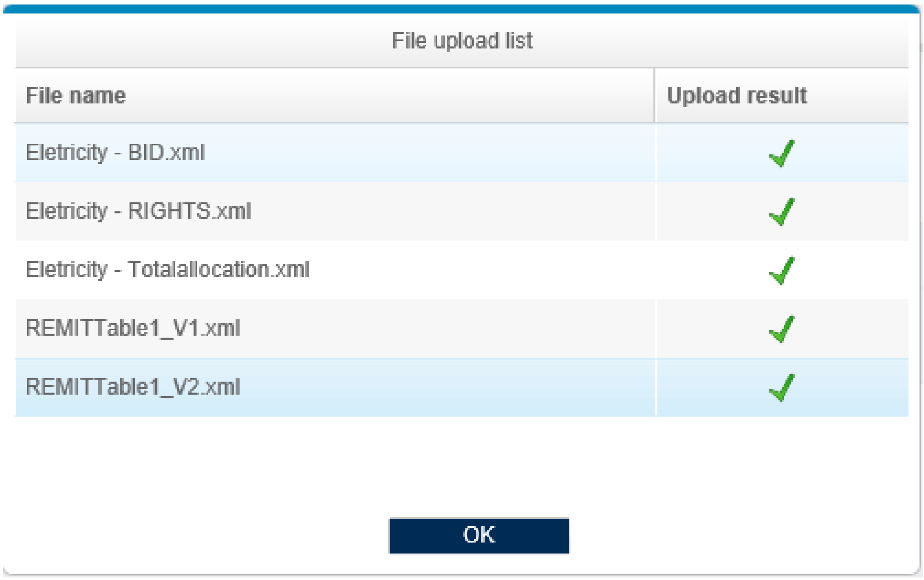
Uploading shall only be possible within the operating hours determined by KELER, that is from 8.30 a.m. to 6.00 p.m.. Outside the normal operating hours upload shall be rejected by the system and the following error message shall be displayed.



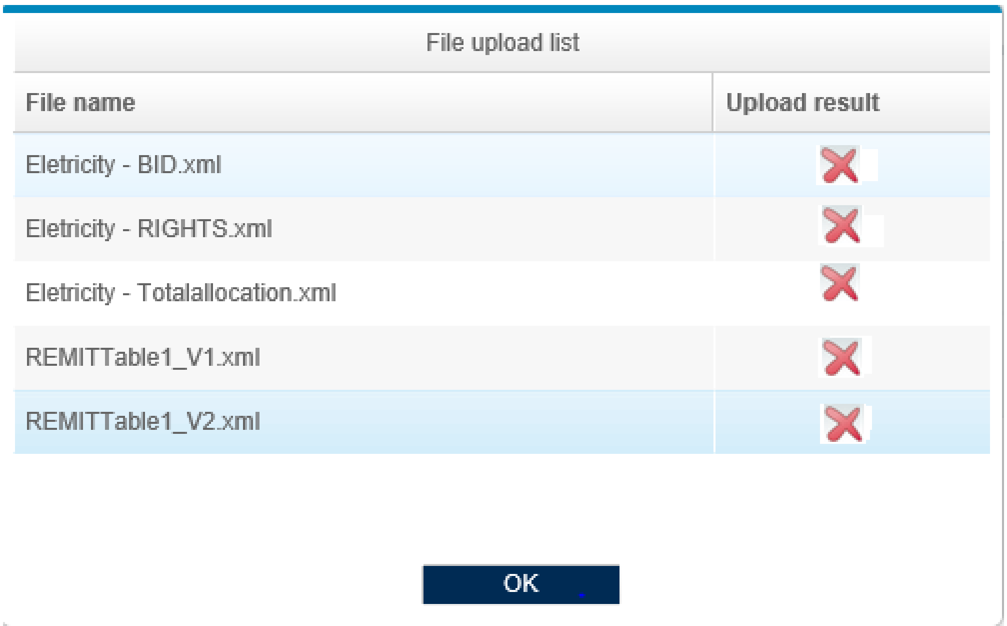
2.1.2 Uploading multiple files

It is possible to select and upload multiple files at the same time. By pressing **ctrl + left mouse button click** or **shift + left mouse button click** files in our folder can be selected one by one or in bulk. Once upload is completed, a summary table shall show up listing the results report by report.

If the upload is successful, the following signal will appear after each line (below).



If a red 'error' signal appears beside a report, the error description can be checked by clicking the icon.

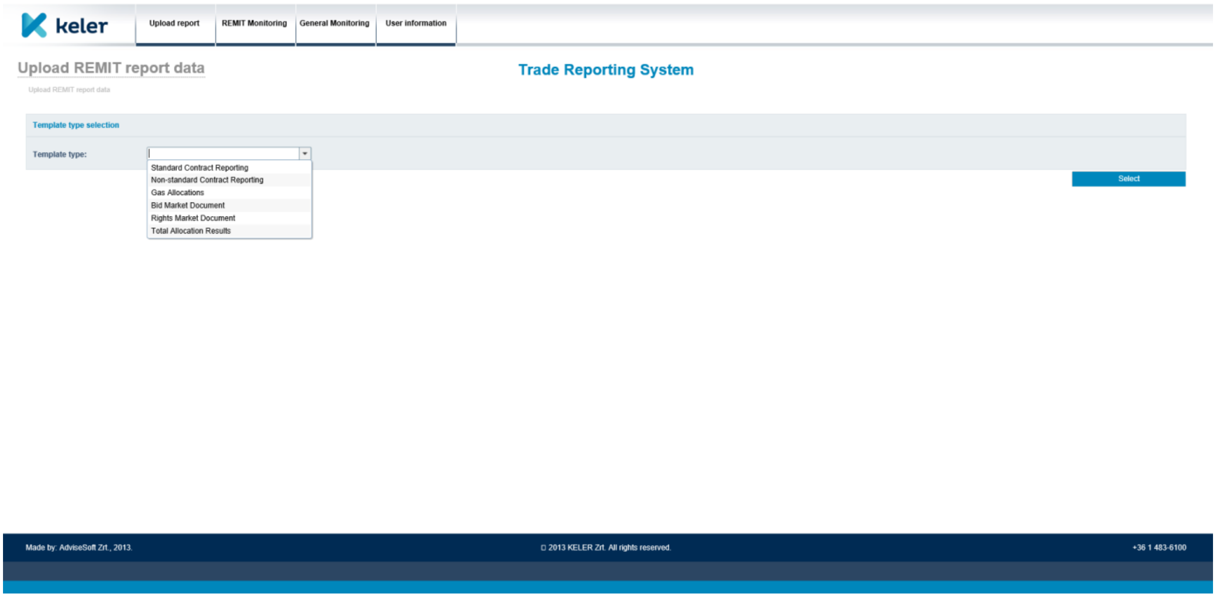


An additional, highlighted warning draws the users attention how to check the error reason in case the upload fails.

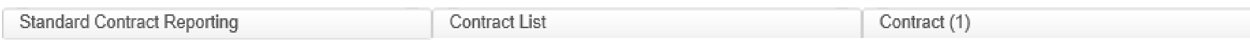
2.2 REMIT report data entry

The user is being offered the option to input or upload data manually on the upload screen. First, the preferred report type shall be selected. The following report types are available in the system:

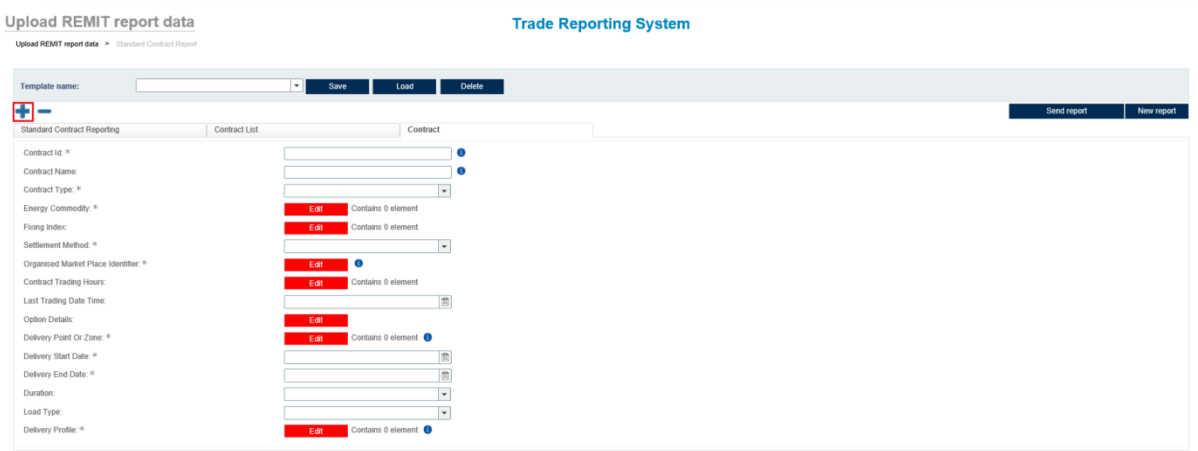
- Standard contract reporting
- Non-standard contract reporting
- Gas allocations
- Electricity Bid Market document
- Electricity Rights market document
- Electricity Total allocation results



The REMIT data entry screen has been created in line with the centrally determined report structure, content can be entered in the report data fields accordingly. The field value shall be entered in the ‘data entry/editor field’ of each line of the report. If more than one relevant report data can be entered in a certain report line - e.g. for the contract report line the details of the contract shall be inserted - then a next editing field can be opened by clicking the given report line where the next available report data or report line can be selected. In case even further details should be provided for the newly opened report line again, another editing screen shall become accessible – and the sequence continues as long as all details of each element of a given report line have been inserted.

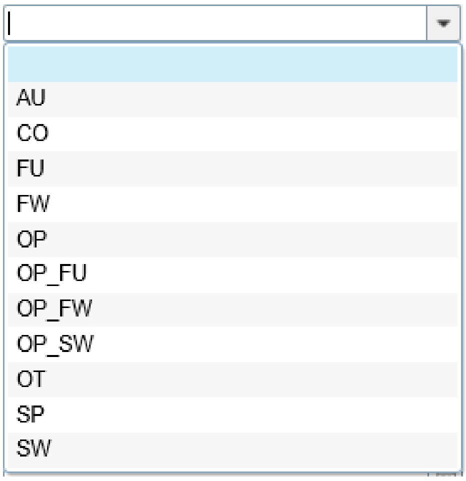


If a data element appears more than once within a report, then by moving the mouse on the field itself a ‘+’ sign shall pop up above the data entry screen. Thus another element of the given field can be added. By choosing the ‘+’ sign above the data entry/editor field opened by clicking on the recurring field, the data field block shall be inserted again as a to-be-completed report data set.

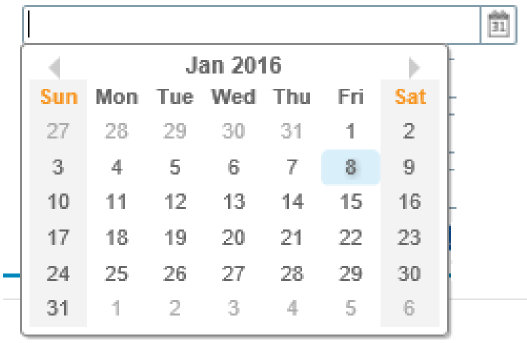


Once the user leaves the field following its completion, the system performs an automatic format verification on the inserted content. If the field value is not in line with the format requirements, the frame of the field turns red and an error message pops up on the right quoting the applicable format rule.

If a field value can be defined by a certain set of criteria (e.g. unit of quantity, etc.), a preset dropdown list of the potential values shall assist the completion of the given field.



Date can be set by clicking the calendar icon and selecting the appropriate year, month and day.

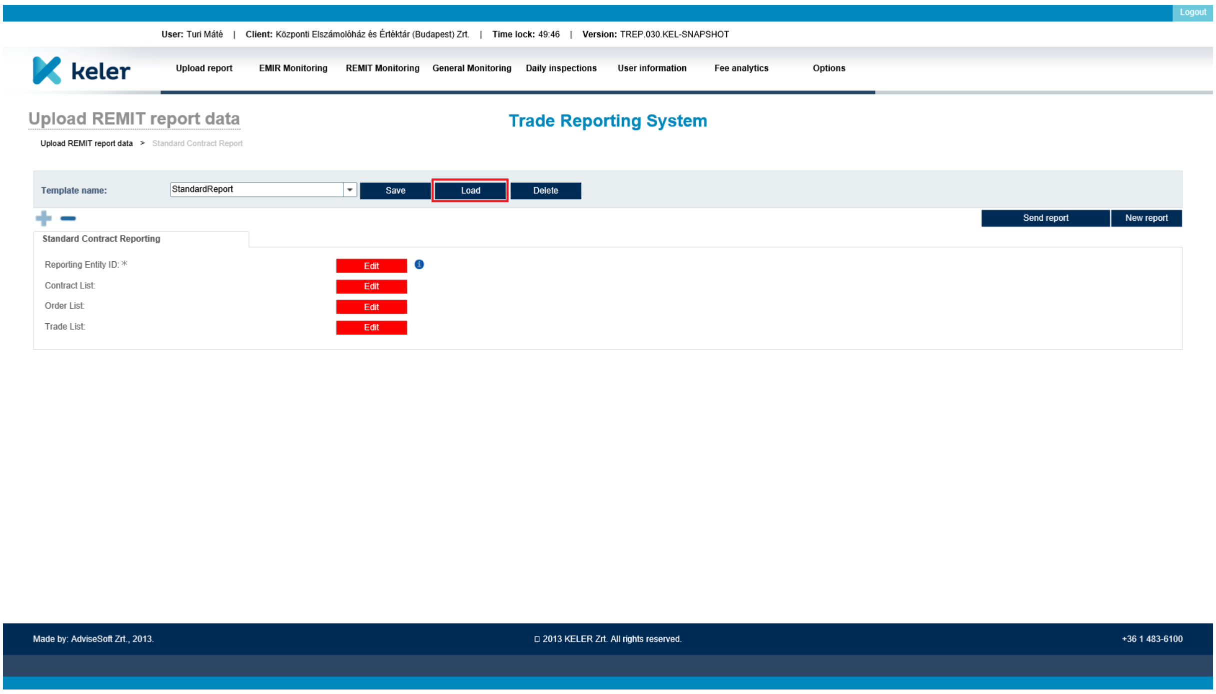


2.2.1 Saving templates

Once the report is completed partially or even fully, however the user intends to amend it or continue uploading data later, it is possible to save the actual status. The report shall be saved under the name provided in “Template name” field prior to clicking on the “Save” button.

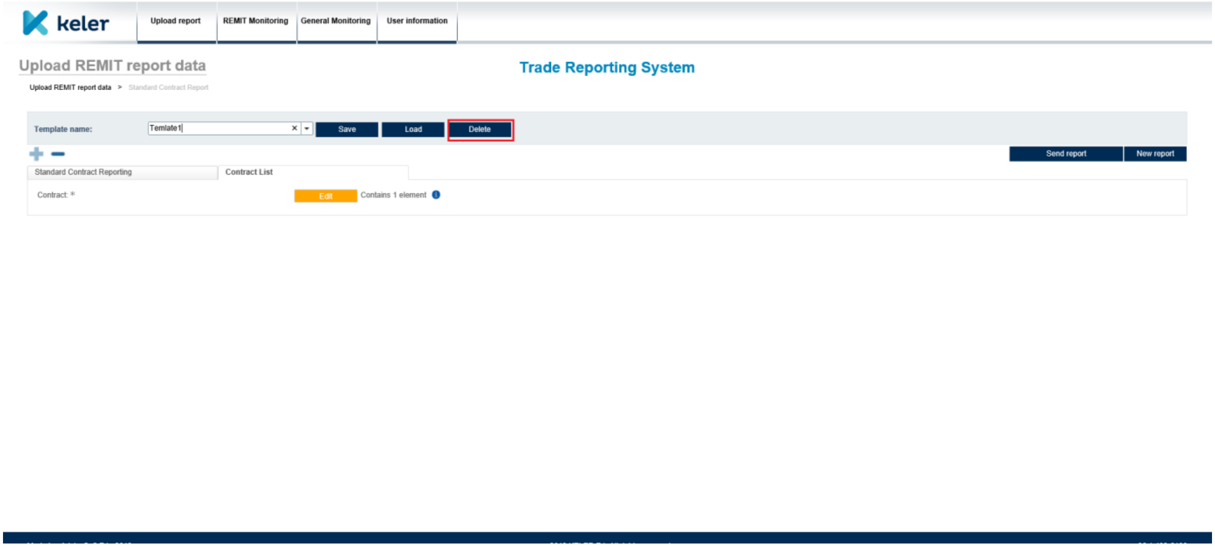
2.2.2 Loading templates

A report saved earlier can be reopened for further amendment anytime. The templates linked to a certain report type can be selected in the template picker, then the earlier saved work can be opened by clicking on the Load button.



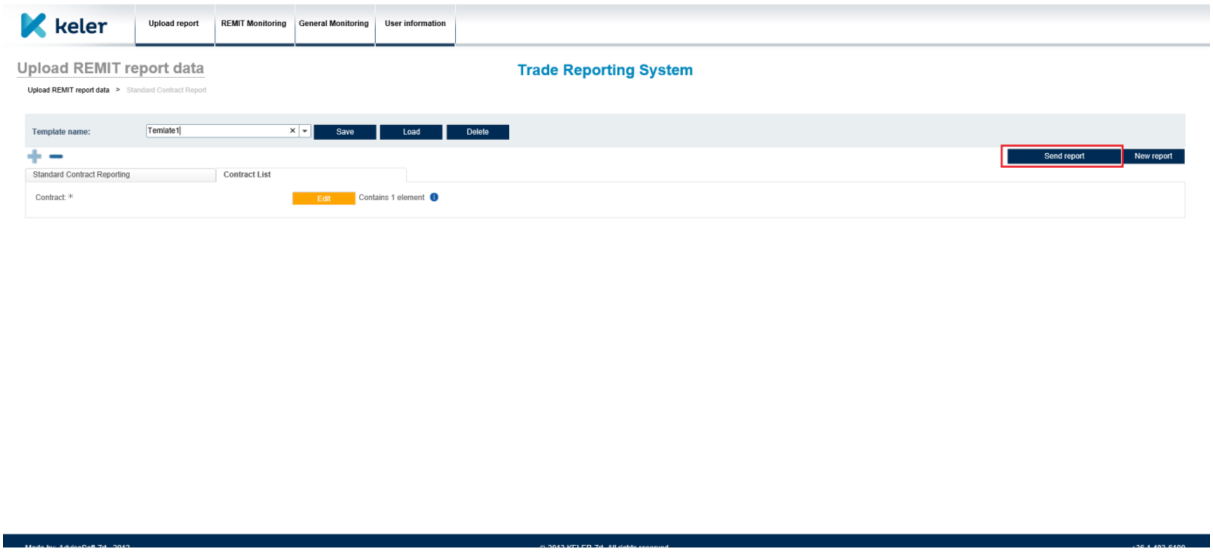
2.2.3 Deleting templates

Templates the user does not intend to use any more can be deleted from the list of earlier saved reports.



2.2.4 Report submission

Completed report templates can be submitted via the ‘sending report’ function.

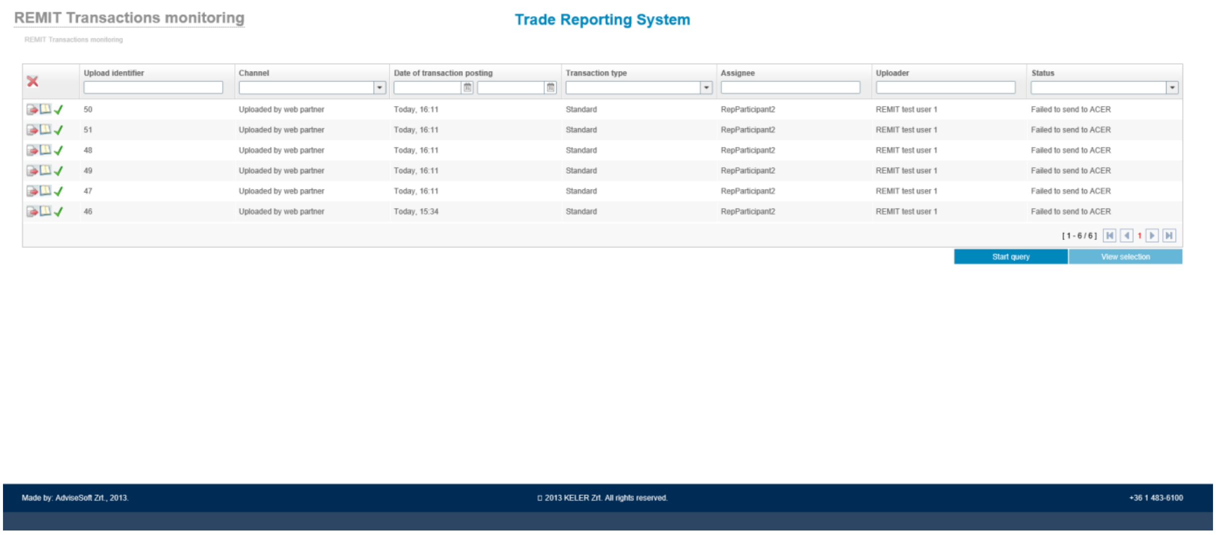


3. REMIT monitoring options

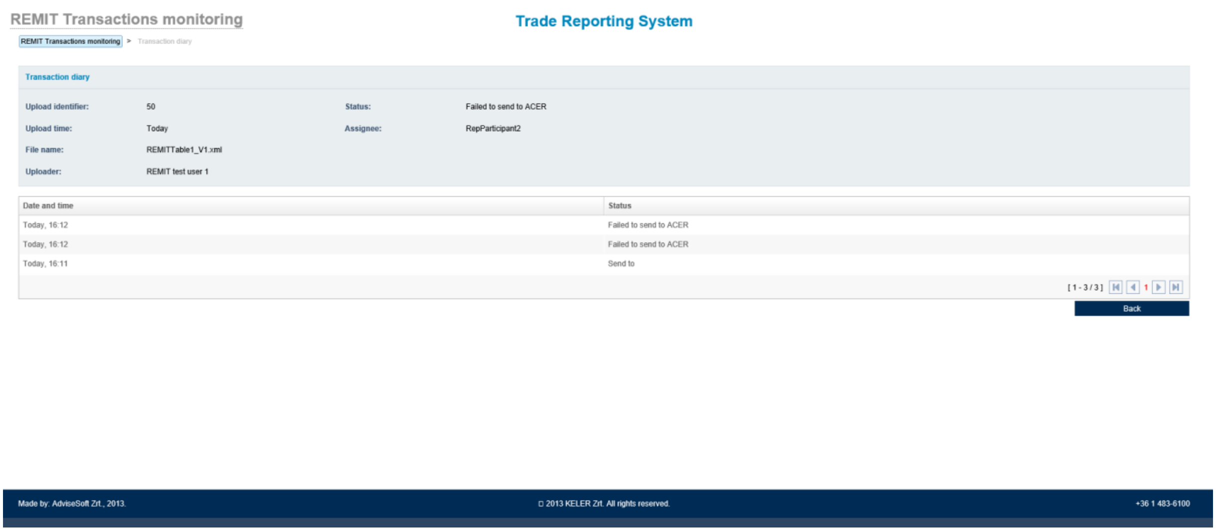
3.1 REMIT transaction monitoring

The list of uploaded files shall appear on the REMIT transaction monitoring screen. Reports can be selected by filtering the results.

The report data of a partner (client) shall only be visible for the partner's authorized users and KELER's internal users.



By clicking on the „Transaction file log" icon attached to a certain report file, the information logged by the system shall appear.

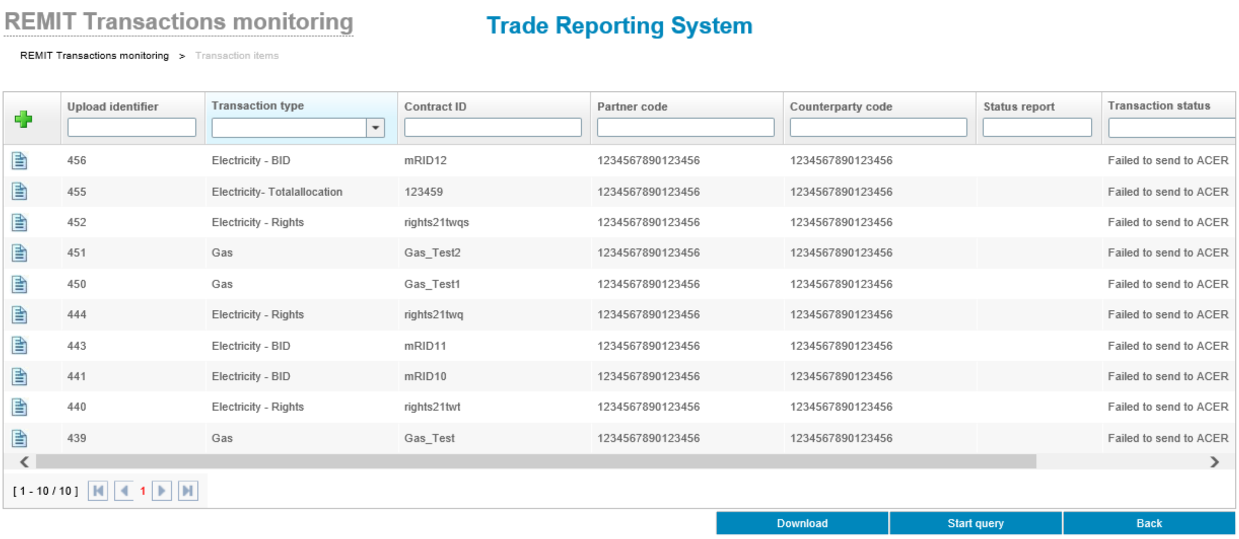


The 'TR data query' icon navigates the user to the transaction data query window where he/she can access the content of each file. Both sent and received files can be downloaded here. Sent files can be reviewed by clicking on the Download icon.

The 

directs the user to the list of 'xml' files stored by TR.

The following screenshot introduces how the items of a transaction appear. The report can be downloaded in excel format.

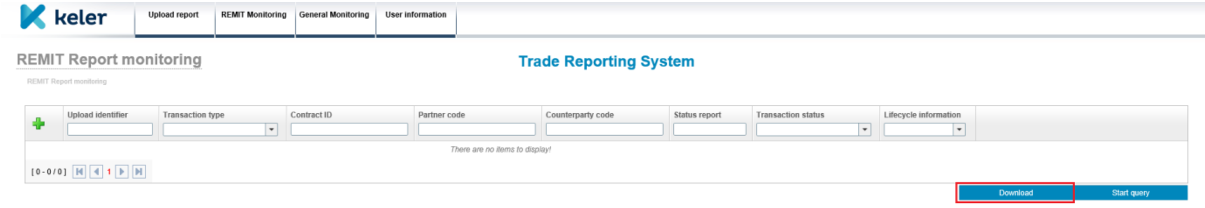


Upload identifier	Transaction type	Contract ID	Partner code	Counterparty code	Status report	Transaction status
456	Electricity - BID	mRID12	1234567890123456	1234567890123456		Failed to send to ACER
455	Electricity- Totalallocation	123459	1234567890123456	1234567890123456		Failed to send to ACER
452	Electricity - Rights	rights21twqs	1234567890123456	1234567890123456		Failed to send to ACER
451	Gas	Gas_Test2	1234567890123456	1234567890123456		Failed to send to ACER
450	Gas	Gas_Test1	1234567890123456	1234567890123456		Failed to send to ACER
444	Electricity - Rights	rights21twq	1234567890123456	1234567890123456		Failed to send to ACER
443	Electricity - BID	mRID11	1234567890123456	1234567890123456		Failed to send to ACER
441	Electricity - BID	mRID10	1234567890123456	1234567890123456		Failed to send to ACER
440	Electricity - Rights	rights21twt	1234567890123456	1234567890123456		Failed to send to ACER
439	Gas	Gas_Test	1234567890123456	1234567890123456		Failed to send to ACER

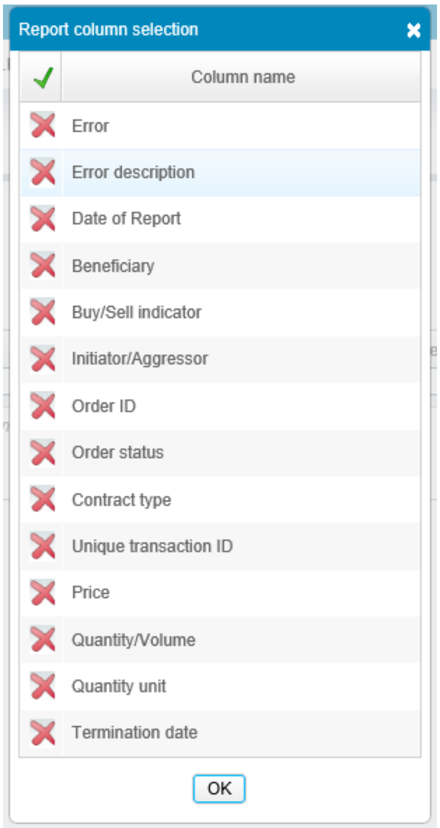
Prior to downloading the content, a pop-up question will assist to decide whether the complete report or solely the data displayed should be exported to an excel sheet. (Please see 3.3 for more details on this function.)

3.2 REMIT report monitoring

The report monitoring screen offers the option to review the submitted reports. The data of the listed items are going to be displayed in columns and they can be searched, filtered and sorted. If necessary, additional columns can be added to the ones listed by default, alternatively columns can be hidden as well. The following screen introduces the columns added to the original list:

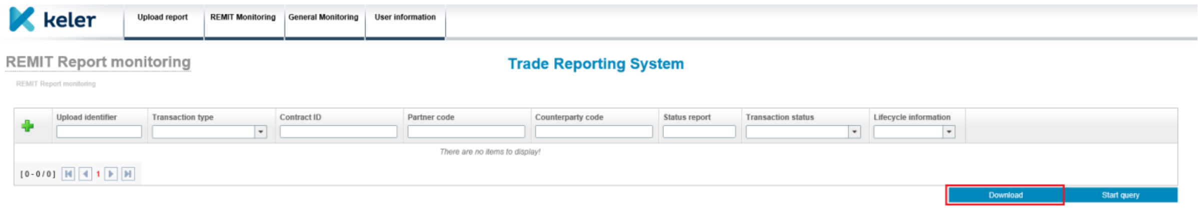


By default, only certain columns shall appear. The list can be extended by clicking on the top left button. The 'Checkmark'  in the top row is a short cut to extend the original list with all the available extra columns by one click. Apparently it is also possible to add only certain columns, one by one to the previous ones.



The same interface allows the user to export the data displayed by choosing the

button.

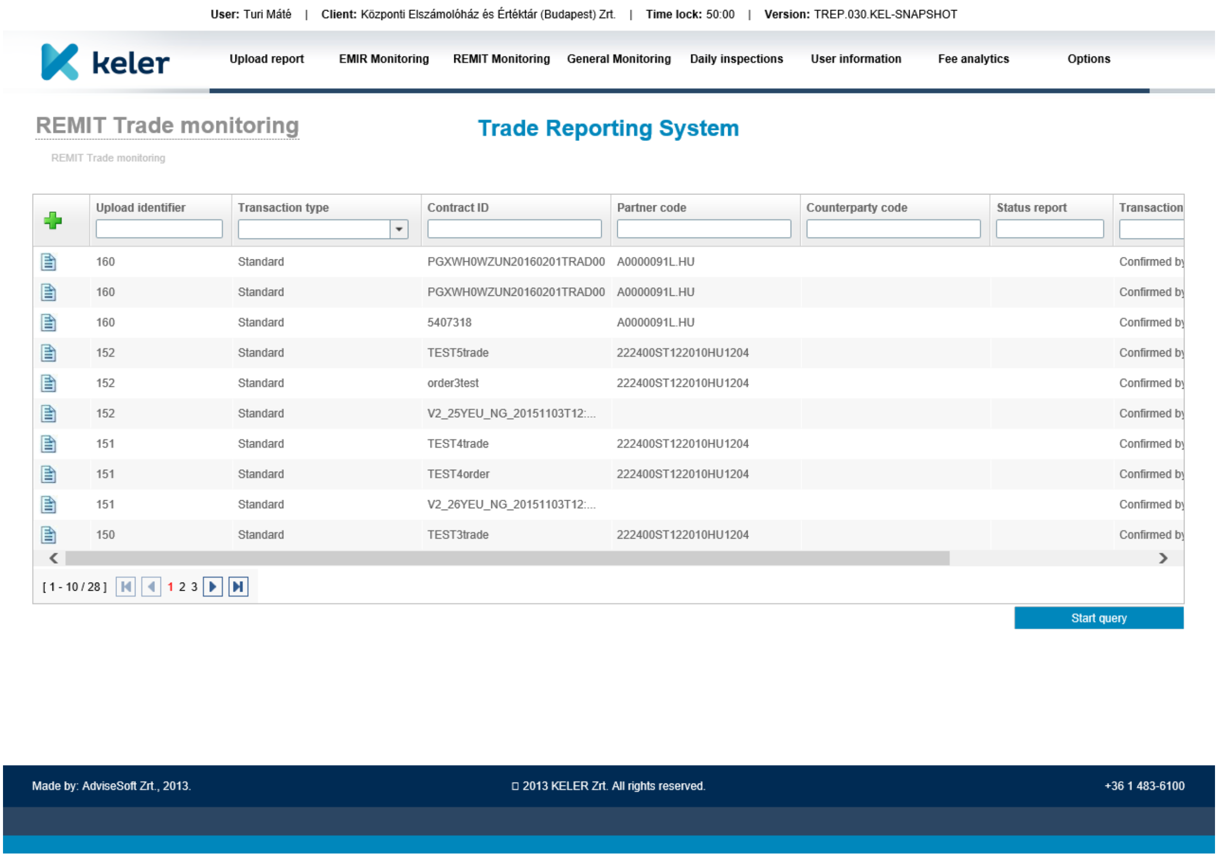


3.3 REMIT trade monitoring

The objective of the trade register is to show the current business phase and status of trades submitted with standard or non-standard message communication / file upload and give a historic overview on REMIT reports.

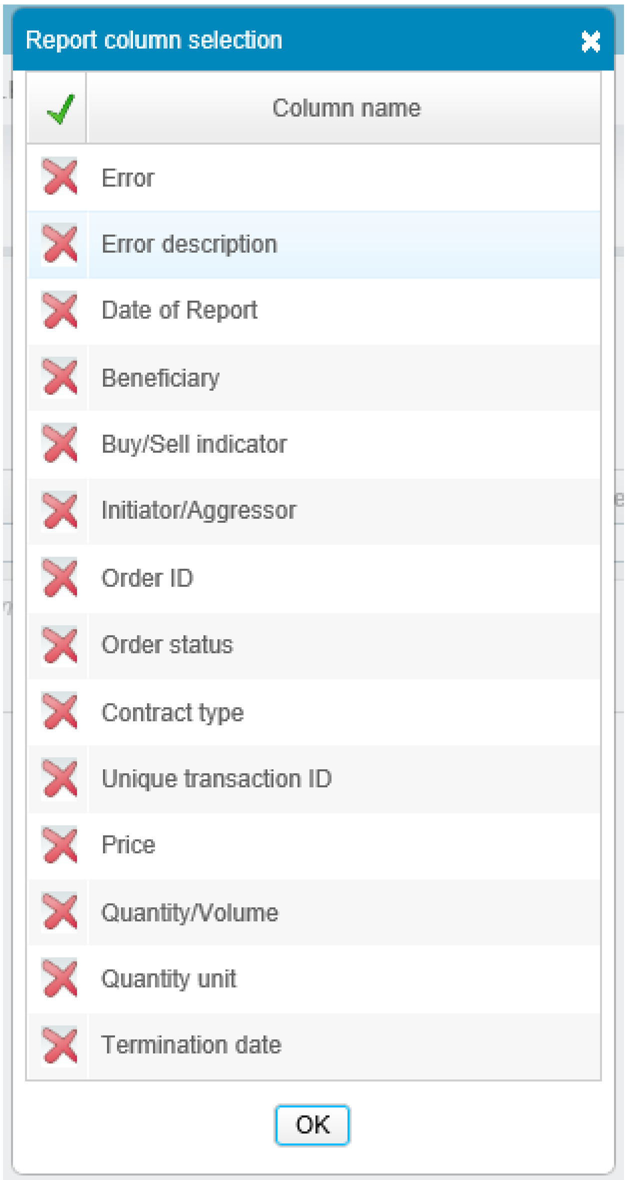
The register contains all the reports on uploaded new trades in a table. The actual status of the trades and their main, reported details shall appear in the table. Data can be searched, filtered and sorted by column. In addition to the columns listed by default, the table includes the ones additionally added as well.

The initial screen of the register summarizes only the message communication of successfully submitted standard or non-standard reports.

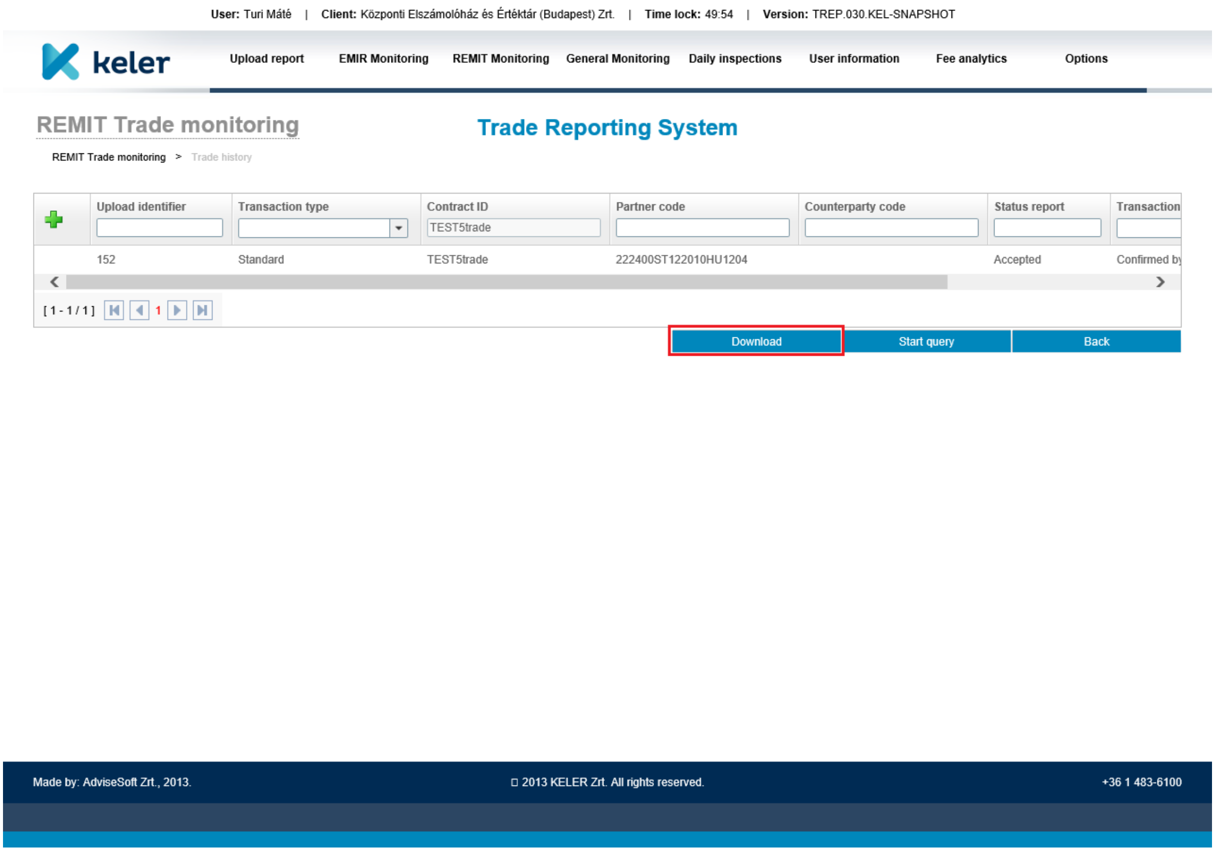


Upload identifier	Transaction type	Contract ID	Partner code	Counterparty code	Status report	Transaction
160	Standard	PGXWH0WZUN20160201TRAD00	A0000091L.HU			Confirmed by
160	Standard	PGXWH0WZUN20160201TRAD00	A0000091L.HU			Confirmed by
160	Standard	5407318	A0000091L.HU			Confirmed by
152	Standard	TEST5trade	222400ST122010HU1204			Confirmed by
152	Standard	order3test	222400ST122010HU1204			Confirmed by
152	Standard	V2_25YEU_NG_20151103T12:...				Confirmed by
151	Standard	TEST4trade	222400ST122010HU1204			Confirmed by
151	Standard	TEST4order	222400ST122010HU1204			Confirmed by
151	Standard	V2_26YEU_NG_20151103T12:...				Confirmed by
150	Standard	TEST3trade	222400ST122010HU1204			Confirmed by

The extension of columns is a function also available in terms of trade monitoring, though a different list of columns shall pop-up in case we click on the top left button – as introduced in section 3.2. Similarly, the ‘Checkmark’ in the top row can be applied as a short cut to extend the original list with all the available extra columns by one click.



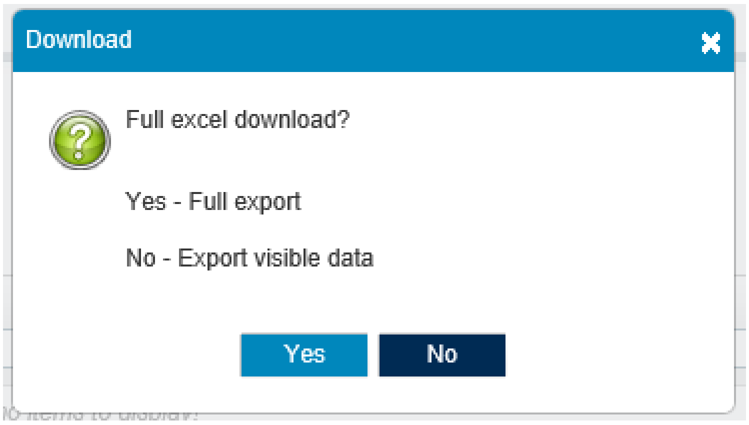
By clicking the „Trade history” icon, the transactions of a given trade shall be listed in chronological order.



As referred to in section 3.1., the user can download the content to an excel sheet by choosing the Download button. The pop-up question offers two types of exports:

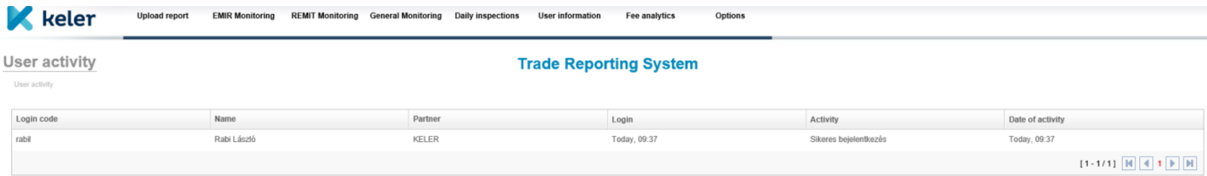
- Full export: all fields of the listed reports are exported.
- Export of displayed data only: solely the fields of columns in the report monitoring screen shall be exported to the 'xlsx file'.

The data of different types of reports within a file shall appear in separate worksheets.



4. General (activity) monitoring

The partner's (client's) user with 'Administrator' role can track the activity of 'Data manager' and other 'Administrator' users. In addition to the chosen filter criteria (e.g. user, data interval, activity) the list of search results shall include all necessary information on the activity registered by the user activity log.



Major filter views:

- **User:** the name of the person – it is possible to search only a part of a name (%like%).
- **Date of activity:** the start and the end date of the user's activity.
- **Activity:** selecting the type of activity.
- **Partner:** selecting a client company.

5. User Information

It is mandatory to change the user's password right after the first login. Any user can perform maintenance but solely on its own data. Users are added and other data is maintained by KELER as the 'operator'.

By choosing this function, the user gets straight to its own maintenance site without applying filter criteria. The user can perform partial modification on its own data (e.g. password, phone number, e-mail address can be amended), but cannot modify any data set by the system administrator.

Explanation of important fields:

- **User ID:** the login code of the user;
- **User name:** full name with title;
- **Language:** the language of the user;
- **Password:** the login password;
- **Password confirmation:** the password entered must be identical to the one entered in the previous field;
- **Phone number:** phone number of the user;

- **E-mail:** e-mail address of the user;
- **Date of recording:** data entry date;
- **Date of modification:** latest amendment to the data;
- **Date of approval:** date of the 2nd level approval applied in line with the 4 eyes principle;
- **Partner:** the company (client) the user requested him/herself to be linked to, normally its employer on whose behalf he/she shall upload and view reports. KELER may appear as a partner too, then the user shall refer to an internal user;
- **Role:** the role assigned to the user which defines the basic rights.
- **Date of previous login:** the last time the user logged in to the system.