

# User guide for electronic document flow for transmission service and capacity / ability allocation (PP/PZ)

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## Definitions and abbreviation

**IES** – Information Exchange System.

**GS** – GAZ-SYSTEM employee.

**ZUP** – Shippers applicant.

## Subject

All activities inside IES essential to conclude the allocation to the capacity and/or the ability transmission. The division of performed activities into employees of **GAZ-SYSTEM** and **ZUP (Shipper)** side.

## Chapter I – Application for transmission contract

**ZUP:** Creates application for transmission contract.

Main menu [ Contracts / Transmission / New application ]

### Rys. 1 New application for transmission contract

New application for transmission contract

General Representatives of Shipper Attachments

Application data

Application for :  Interoperator Transmission Contract  
 National Transmission System Contract  
 Contract for TGPS

Application No. :  Date of application \* : 2016-06-02 15:17:55

Original Status : Prepared Status \* : Prepared

Rejection reason :

Applicant information

Name :   
KRS :  REGON :  NIP :

Company address

Country :   
Postcode :   
Post Office :   
Commune :   
City :   
Street :   
Building No/Apartment No. :

Correspondence address

Country :   
Postcode :   
Post Office :   
Commune :   
City :   
Street :   
Building No/Apartment No. :

Select

Contact person

First name	Surname	Position	E-mail	Phone	Mobile	Fax	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

E-mail addresses used for notifications issued invoices

No.	Receiver	Actions
<input type="text"/>	<input type="text"/>	

Concessions

Concession for storage :  Concession for transmission :   
Concession for foreign trade :  Concession for distribution :   
Concession for LNG :  Concession for trade :

End customer :

Enter the contract Print Save Verify Cancel

**ZUP:** Choose type of transmission contract

New application for transmission contract / bookmark [ „General” / section „Application data” / option „ National Transmission System Contract” ]

- Application for :**
- Interoperator Transmission Contract
  - National Transmission System Contract
  - Contract for TGPS

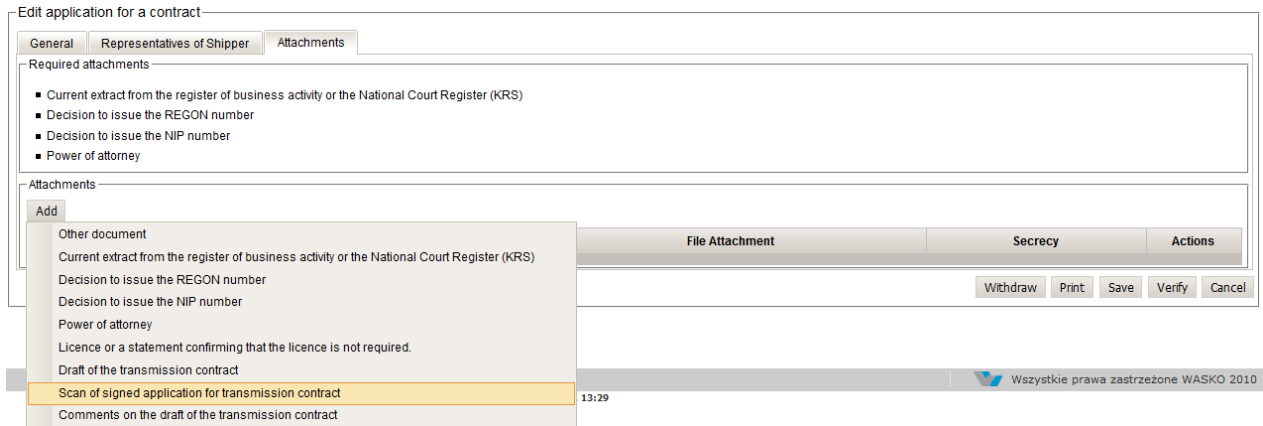
**ZUP:** Save application for transmission contract.

New application for transmission contract: [ „Save” button ]

**ZUP:** Add necessary attachments to application form.

New application for transmission contract / bookmark [ „Attachments” ] / [ „Save” button ]

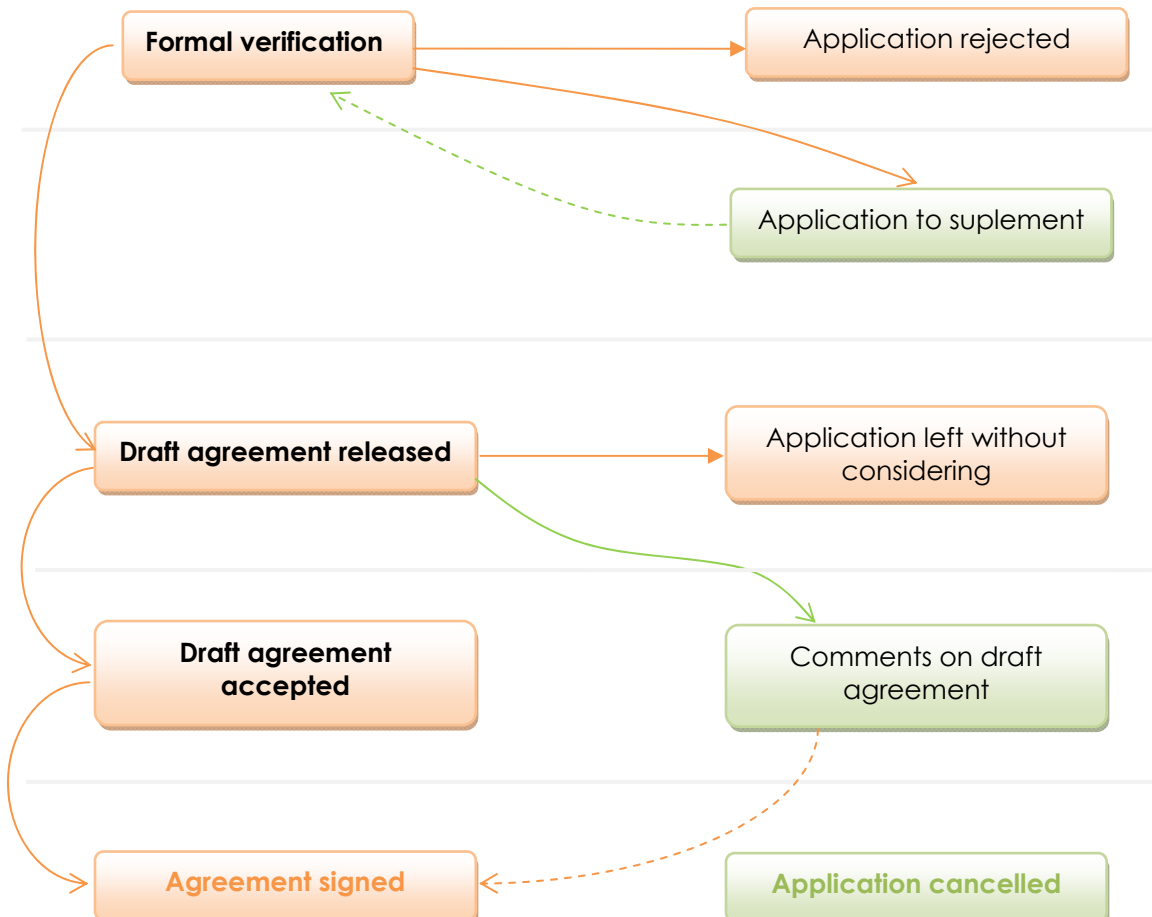
**Rys. 2 Adding attachments to application form**



**ZUP:** Application submission.

New application for transmission contract / [ „Submit” button ]

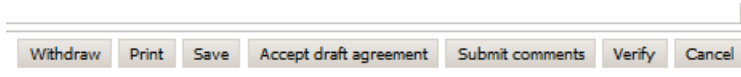
**Rys. 3 Application flow for transmission contract scheme**



**GS:** Verification of application form for transmission contract.

**GS:** Bring on the draft of transmission contract and send it to Shipper.

**ZUP:** Accepting the draft of transmission contract [ „Accept draft contract” button ] or report remarks to the draft contract [ „Report remarks” button ] and add an attachment 'Comments on the draft of the transmission contract'.



## Chapetr II – Processing of contract

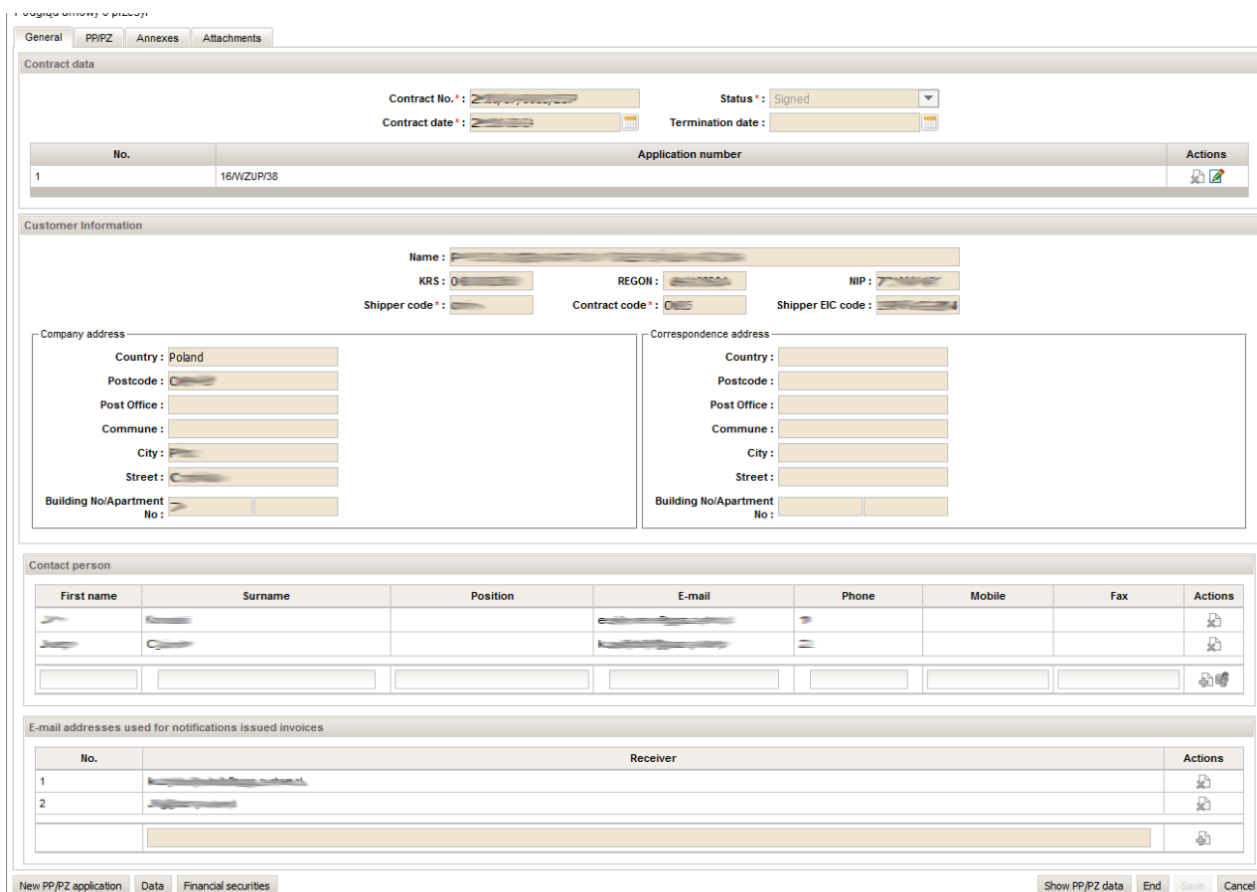
**GS:** Enforcing the transmission contract.

**GS:** Adding scan of transmission contract.

[bookmark [ „Attachments” ] / document type „Scan of signed transmission contract” ]

**GS:** Change status of transmission contract – ‘Signed’

### Rys. 4 Transmission contract preview



The screenshot shows a web application interface for managing transmission contracts. The interface is organized into several sections:

- Contract data:** Includes fields for Contract No., Status (set to 'Signed'), Contract date, and Termination date. Below this is a table with columns for No., Application number, and Actions.
- Customer Information:** Contains fields for Name, KRS, REGON, NIP, Shipper code, Contract code, and Shipper EIC code. It also has sections for Company address and Correspondence address, each with fields for Country, Postcode, Post Office, Commune, City, Street, and Building No/Apartment No.
- Contact person:** A table with columns for First name, Surname, Position, E-mail, Phone, Mobile, Fax, and Actions.
- E-mail addresses used for notifications issued invoices:** A table with columns for No. and Receiver, with an Actions column.

At the bottom of the interface, there are navigation buttons: New PP/PZ application, Data, Financial securities, Show PP/PZ data, End, Save, and Cancel.

### Chapter III – Application for transmission capacity/ability PP/PZ

**ZUP:** Introduce an application for transmission capacity/ability PP/PZ

Main menu [ Contracts / List of transmission contracts / icon „Contract preview” / button „New PP/PZ application” ]

Option 1:

Main page [Section „Notifications (last 7 days)” / icon „Go to” / button „New PP/PZ application” ]

Option 2:

Main menu [ User / Notifications / icon „Go to” / button „New PP/PZ application” ]

**ZUP:** Entering data concerning points and products of allocated capacity in defined time period

Option 1:

Edit application for PP/PZ [ button „Data” / bookmark „Agreement with applications” ]

Point ID	Point name	Type of gas	Allocation type	Product Type	Capacity Type	Capacity [kWh/h]	Ability [kWh/h]	Date from	Date to	Special contractual terms (OS)	Minimum quantity of gaseous fuel	Actions
10000	WPWY(GG) - punkt wyjścia do Giełdy Gazu	E	Procedure									

User choose a point and parameters of product and accept changes then [ button „Add’

Option 2:

Edit application for PP/PZ [ section „Attachments” / button „Add” / attachment type „Application for transmission capacity/ability allocation (PP/PZ)” ]

File Attachment	Date	Secrecy	Actions
Application for transmission capacity/ability allocation (PP/PZ)			

Data from appendix will import to IES system.

Option 3:

Edit application for PP/PZ based on existing already PP/PZ data [button "Data" / bookmark "Agreement with applications"] and next choose option from 'Action' column [ "Modify allocation" ]

Modify allocation	
Point ID:	
Point name:	P1
Product Type:	quarterly
Capacity Type:	Firm
Bundled:	No
Capacity [kWh/h]:	8 000
Ability [kWh/h]:	
Date from:	2016-06-01
Date to:	2016-09-30
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Saving the modification will cause creating the amendment to application for allocation PP/PZ.

**ZUP:** Save changes

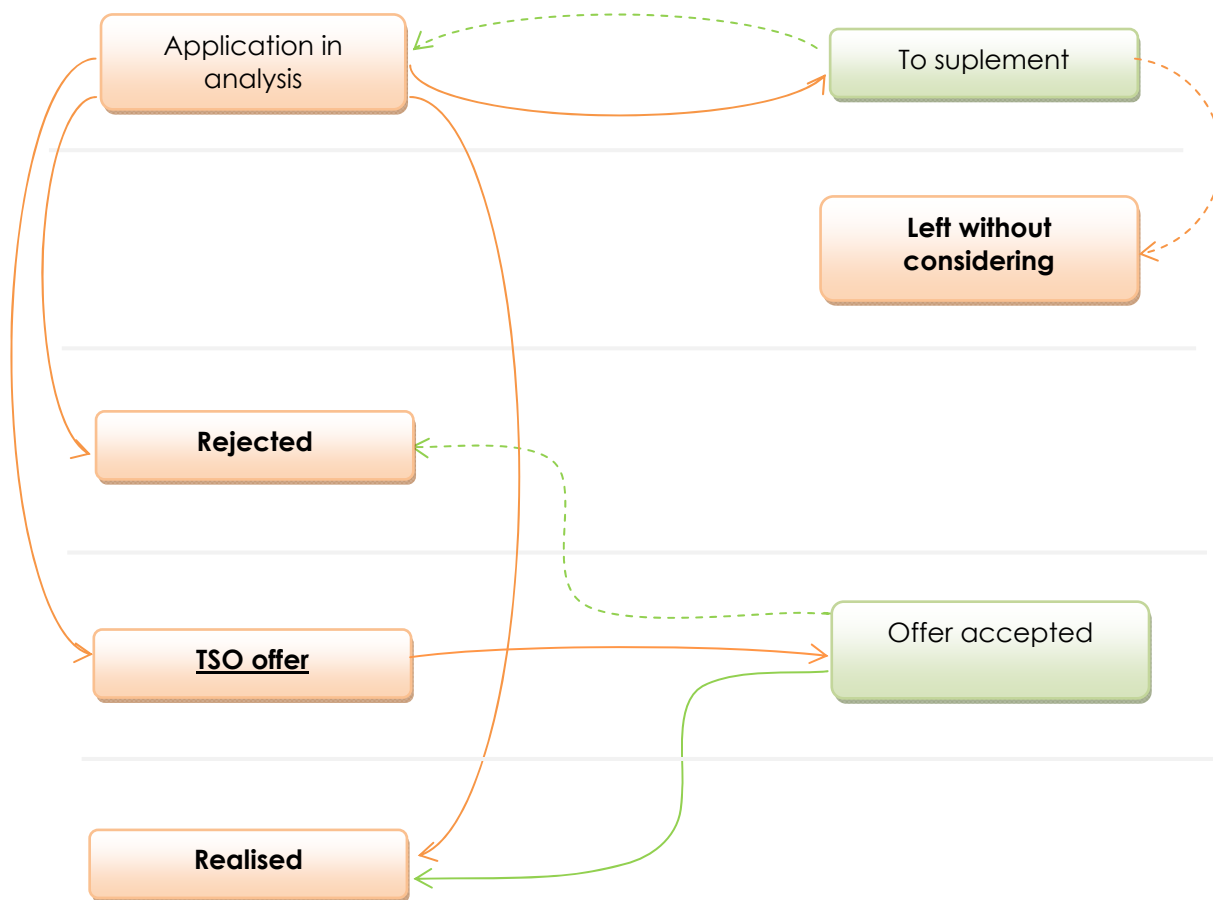
Edit application for PP/PZ [ button „Save” ]

**ZUP:** Submit application

Edit application for PP/PZ [ button „Submit” ]

**GS:** Make analysis of the application – status of application may be changed.

**Rys. 5 Application flow for transmission capacity / ability (PP/PZ) scheme**



## Rys. 6 Edit application for PP/PZ

Edit application for PP/PZ

Application data

Type\*: Application for allocation capacity and ability

Application No.: [redacted]

Date of application: 2016-06-02 12:15:06

Kind of application\*:  For current gas year  
 For subsequent gas years

Original Status: Prepared

Status\*: Prepared

Contrakt

Application PP/PZ for the contract: [redacted]

Required attachments

- Application for transmission capacity/ability allocation (PP/PZ)

Attachments

Add

No.	Attachment type	File Attachment	Date	Secrecy	Actions
1	Application for transmission capacity/ability allocation (PP/PZ)	Wniosek_o_PP_PZ_test.xlsx	2016-06-02	Private	[edit] [delete]

Type PP/PZ: [dropdown]    Go to agreement    Data    Export    Classify all    Save    Submit    Cancel

## Rys. 7 Edit data in application for PP/PZ

Edit details application PPPZ

details application PPPZ

ID: [redacted]

Contract No.: [redacted]

Name: [redacted]

Shipper code: [redacted]

Application number: [redacted]

Point ID	Point name	Type of gas	Allocation type	Product Type	Capacity Type	Capacity [kWh/h]	Ability [kWh/h]	Date from	Date to	Special contract terms (0/1)	Minimum quantity of gaseous fuel	Actions
[redacted]	[redacted]	E		yearly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		yearly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		quarterly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		monthly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		quarterly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E	Procedure	quarterly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E	Procedure	monthly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E	Procedure	yearly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		yearly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		quarterly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		quarterly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		quarterly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		monthly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		monthly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		quarterly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]
[redacted]	[redacted]	E		monthly	Firm	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[edit] [delete]

Save    Cancel

## Chapter IV – PP/PZ allocation processing

### GS: Creating PP/PZ

Edit application for PP/PZ – status has changed 'Capacity / ability assigned'



### ZUP: Podgląd zawartego przydziału PP/PZ

Main menu [ Contracts / Transmission / List of allocations ] -> column 'Action' [ button „Preview PP/PZ” ]

## Rys. 8 Preview PP/PZ

Podgląd PP/PZ

PP/PZ data

ID:

Number:

Type: Allocation capacity and ability

Status:

Sign date:

Effective date:

No.	Application number	Actions
1	WPP/PZ.0012003	

Contract

PP/PZ for the contract:

Customer information

Name:

KRS:  REGON:  NIP:

Shipper code:  Contract code:  Shipper EIC code:

Company address

Country:

Postcode:

Post Office:

Commune:

City:

Street:

Building No/Apartment No:

Correspondence address

Country:

Postcode:

Post Office:

Commune:

City:

Street:

Building No/Apartment No:

Attachments

No.	Attachment type	File Attachment	Date	Secrecy	Actions
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[Go to agreement](#) [Data](#) [Save](#) [Cancel](#)

## Rys. 9 Preview PP/PZ data

Edit details PPPZ

details PPPZ

ID:

Number:

Type: Allocation capacity and ability

PP/PZ for the contract:

Name:

Shipper code:

PPPZ

Point ID	Point name	Type of gas	Allocation type	Product Type	Capacity Type	Bundled	Capacity [kW/h]	Ability [kW/h]	Date from	Date to	Delete date	Special contractual terms (O/S)	Minimum quantity of gaseous fuel
00000	Station Capacity	E	Procedure	monthly	Fam		11100	11100	2019-01-01	2019-12-31			

[Close](#)