

## 5 CONTRACTS SERVICE

### 5.1 Nominations/Renominations

Organisation user, that owns ZUP code has two possibilities to submit daily nominations/renominations:

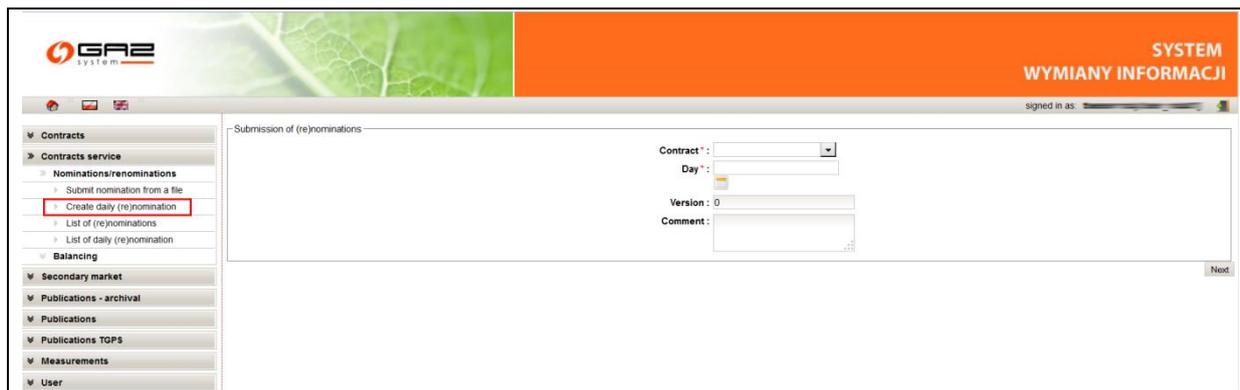
- Direct transmission of daily nominations/renominations to the appropriate GAZ-SYSTEM S.A. IT system dedicated to nominations service according to present procedures.
- Submitting nominations/renominations by system IES (Information Exchange System) described in chapters below:
  - Creating nominations/renominations. Made in 3 steps.
  - Submitting nominations/renominations from file. It's running by indicating the file containing the nomination value.

#### 5.1.1 Creating nominations/renominations with IES forms

##### 5.1.1.1 Creating nominations within selected agreement

Authorised IES user can manually introduce daily nomination/renomination from the IES forms level.

In order to introduce your nomination it's necessary pass to the submitting nominations/renominations form (*Contracts service -> Nominations/renominations -> Create daily (re)nomination*) and describe type (nomination, renomination), contract, day. Additionally you can fill in the box "comments". In the box "version" the (re)nomination number for selected contract for given day is introduced by the system. Nevertheless the user has the possibility to introduce another version number. But you should know that GAZ-SYSTEM S.A. system dedicated to nominations service won't load the nomination with the same number in the box Identification for the second time (box ID in IES). The version number is taken into account in the nomination ID box. Nomination ID number is created in IES in the way it contains constant sequence of signs: NOMINT, data of creating nomination (year, month, day), letter A and unique 5 digit number e.g. NOMINT20130411A00000. Unique 5 digit number is created by IES on the basis of the version number introduced.



**Rys. 1 Creating nomination / renomination**

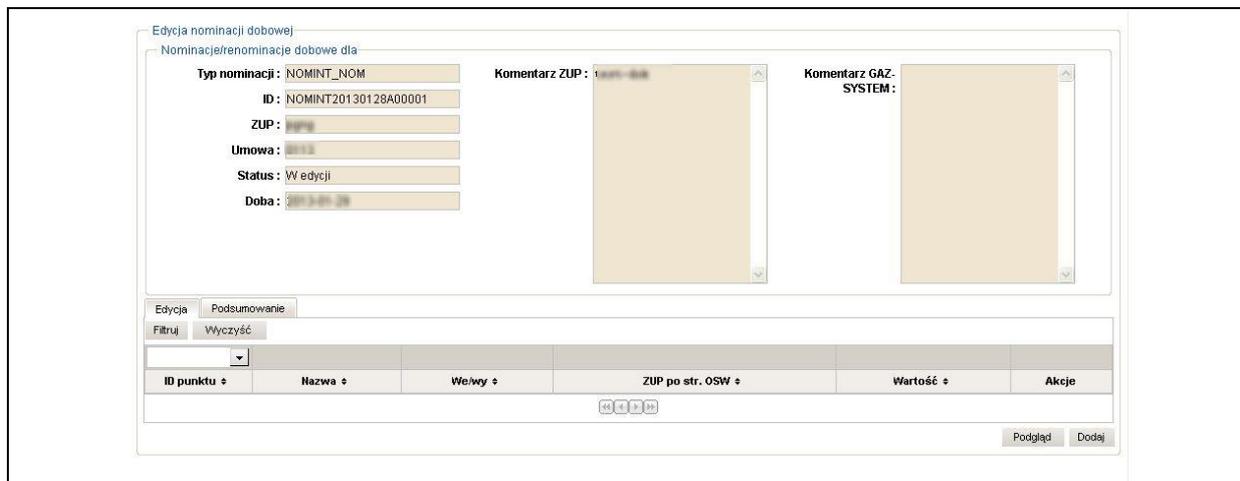
After indicating these data please press the button **Next**. The system will display the form to introduce nominations for respective points. Within one edited nomination it's possible to give any number of points. Daily/ hourly values (amounts) of nominations for each point in the nomination are editable separately by selecting the point within nomination. IES administrators define on GAZ-SYSTEM S.A. website agreements for which it's possible to submit nominations with IES forms.

### 5.1.1.2 Adding / editing points within nomination

In next window you will add the point to the nomination, it will cause passing to the nomination edition form on the point within nominated day. In this form you should indicate the point and the supplier. Other boxes will be filled automatically on the basis of previously selected options.

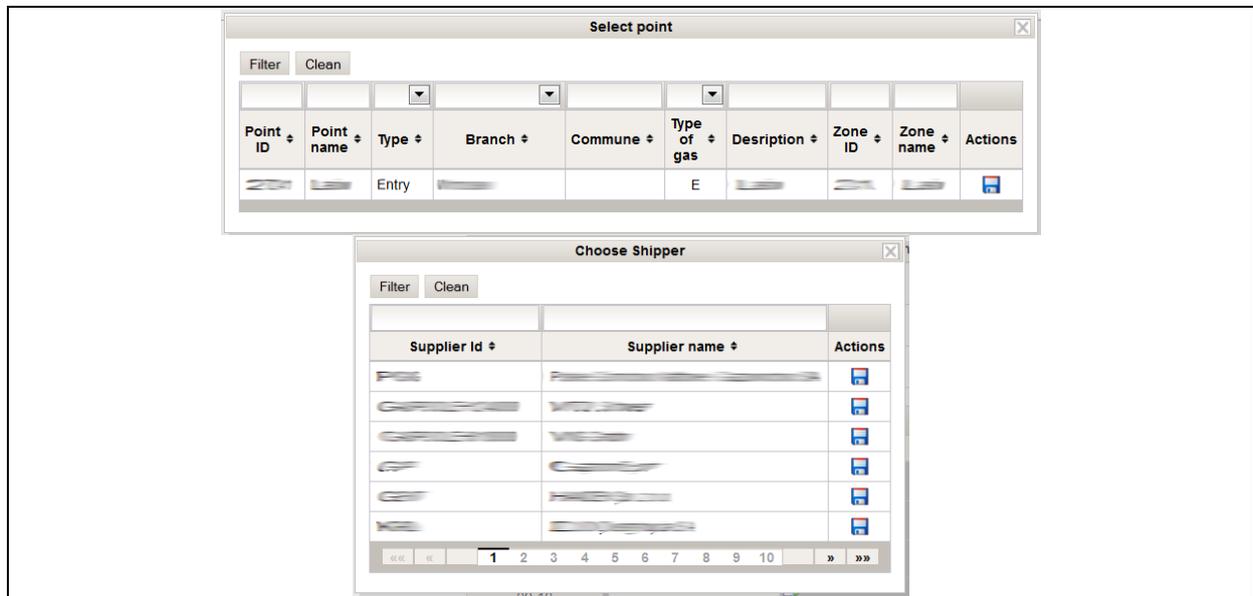


**Rys. 2 Editing nomination – Adding point and supplier**



**Rys. 3 Editing nomination window**

In the upper part of the form the information about the whole nomination is presented. The lower part presents values nominated for particular points. Information about points in nomination are available in two modes separated by bookmarks. Preview shows all the points with nomination values. The bookmark Edition has additionally action column with edition icon allowing for introducing again hourly values for selected point.



**Rys. 4 Additional windows – select Point and Supplier**

After completing this data, the form with daily value boxes will be opened, it allows for introducing values for the whole day and calculating it for hours or introducing for every hour separate values. In case of introducing data to the box „daily value” you should press the button **Recalculate day to hours**.

Hourly (re)nominations for

Type of nomination:  Shipper:  Contract:

ID:  Day:

Point ID\*:  Point name:  Supplier name\*:

	Long-term	Biannual	quarterly	monthly	A one-day
Contracted capacity	<input type="text"/>	0	0	0	0
Interruptible capacity	0	0	0	0	0
The level of security of supply	0	0	0	0	0

Hour value	Value
06-07	<input type="text"/>
07-08	<input type="text"/>
08-09	<input type="text"/>
09-10	<input type="text"/>
10-11	<input type="text"/>
11-12	<input type="text"/>
12-13	<input type="text"/>
13-14	<input type="text"/>
14-15	<input type="text"/>
15-16	<input type="text"/>
16-17	<input type="text"/>
17-18	<input type="text"/>
18-19	<input type="text"/>
19-20	<input type="text"/>
20-21	<input type="text"/>
21-22	<input type="text"/>
22-23	<input type="text"/>
23-00	<input type="text"/>
00-01	<input type="text"/>
01-02	<input type="text"/>
02-03	<input type="text"/>
03-04	<input type="text"/>
04-05	<input type="text"/>
05-06	<input type="text"/>

Clean Recalculate day to hours Save Next

**Rys. 5 Nomination edition – setting nomination hourly value**

Pressing the icon  at selected hourly value will cause coping it to other hourly values boxes below. Then you should press the button , and the point with values is added to the nomination. To get back to the list of points in the nomination press the button .

### 5.1.1.3 Nomination preview

Nomination preview is available from the list of nominations by pressing edition icon in action column for selected nomination. It's also available from the nomination edition form (chapter 5.1.1.2) by pressing button  in 'Action' of the edition form of the whole nomination.

Day (re)nomination for: \_\_\_\_\_

Day (re)nomination for: \_\_\_\_\_

Type of nomination :  Shipper's Comment :

ID :

Shipper :

Contract :

Status :

Day :

GAZ-SYSTEM's Comment :

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Entry point

Point ID	Point name	Hour value	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-00	00-01	01-02	02-03	03-04	04-05	05-06	Actions
<input type="text"/>																											
Sum																											

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Exit points

Point ID	Point name	Hour value	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-00	00-01	01-02	02-03	03-04	04-05	05-06	Actions
<input type="text"/>																											
Sum																											

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Summary

Opis	Wart.dob.	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-00	00-01	01-02	02-03	03-04	04-05	05-06	
Sum of nomination - entry points																										
Sum of nomination - exit points																										
Odds																										

Back CSV XLS XML Add Remove Copy Submit

**Rys. 6 Nomination preview**

It's possible to export selected nomination to the chosen file (xls, csv, edig@s). The last of these formats serves only to archiving nominations on the hard disk of local computer. Any trails of sending the exported file in edig@s format to GAZ-SYSTEM S.A. can cause the error with receiving nomination due to the fact that the announcement with the same box Identification can't be load for the second time to GAZ-SYSTEM S.A. system dedicated to nominations service.

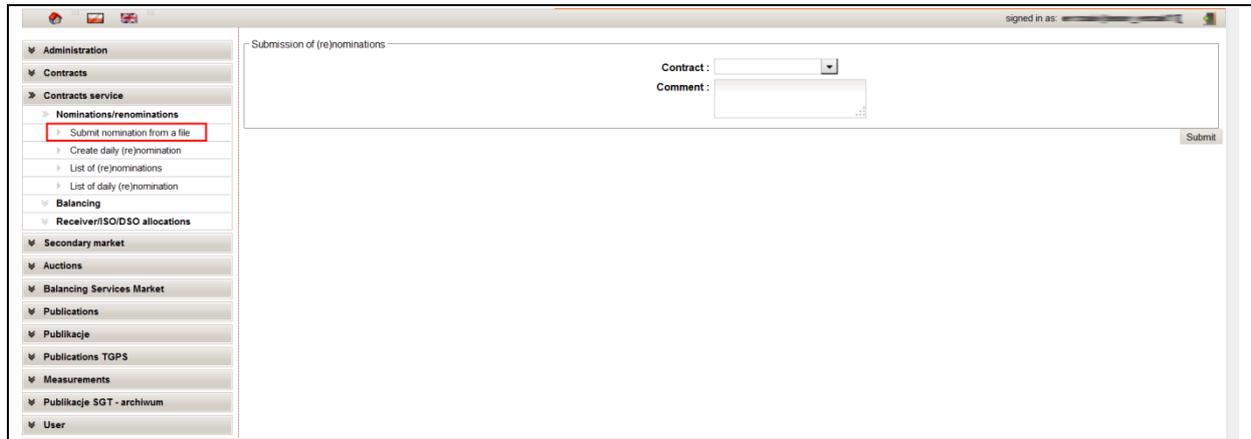
#### 5.1.1.4 Sending nominations

Sending nominations runs from the preview nominations level (chapter 5.1.1.3). In order to send nominations to GAZ-SYSTEM S.A. press the button . After sending nomination correctly to OGP, the nomination list form will appear in which in column „Status” the window „Just sent” will appear (chapter 5.1.3). In case when the given information will be introduced wrongly, the appropriate statement will be displayed over the nomination preview form (chapter 5.1.1.2).

#### 5.1.2 Submitting nominations / renominations from file

Submitting nominations/ renominations is also possible from external file. In this case it's necessary to possess appropriate and fulfilled file and to enclose it on the form for introducing nominations/ renominations from file. IES administrator defines what kind of file should the user have. He connects the right kind of file to the concrete contract, that's why using this option it's necessary to have knowledge about type of file and the right file. The file should be properly named.

In order to introduce nomination from file it's necessary to pass to the submitting nominations/ renominations form (*Contracts service -> Nomination/renominations -> Submit (Re)nomination from file*).



**Rys. 7 Submitting nomination from file – contract choosing**

After selecting the contract, the filed serving to choose the file will appear.



**Rys. 8 Submitting nomination from file - forms view**

### 5.1.3 Daily (re)nominations list

On the nominations list there are all nominations which were created or submitted from file. In the column *status* there's the actual status of nomination/renomination.

Below there are status of nominations/renominations, that can appear:

- Currently being sent – the nomination has been sent to the appropriate GAZ-SYSTEM S.A. IT system serving to nomination service and IES is waiting for confirmation if the nomination has been received.
- Read – the nomination has been sent and successfully loaded to the appropriate GAZ-SYSTEM S.A. IT system serving to nomination service.
- Processing rejected – the nomination has been correctly delivered, loaded but the GAZ-SYSTEM S.A. IT system serving to nomination service has rejected it during processing.
- Accepted - Nomination/renomination has been approved by OSP. The details are in the column Information.
- Rejected - Nomination/renomination has been rejected by OSP. The reason of rejection is given in the column Information.

- Error in processing – the nomination has been delayed from the appropriate GAZ-SYSTEM S.A. IT system serving to nomination service or hasn't been processed yet.
- Communicating error - Nomination/renomination wasn't sent to the appropriate GAZ-SYSTEM S.A. IT system serving to nomination service because of the communication error between IES and GAZ-SYSTEM S.A. IT system serving to nomination service. In order to send this nomination, it's necessary to submit it again. It's possible by creating the new nomination/renomination or by copying the actual nomination/renomination (chapter 5.1.5).
- Edited – Nomination/renomination is being edited (it's a nomination created by user). It's possible to edit or submit it.

On the list in actions column, the icons making the preview possible are displayed:  - preview of daily (re)nomination  - preview of NOMRES

#### 5.1.4 Submitting the copy of daily nomination/renomination

The user can copy the daily nomination/renomination submitted previously and submit it again for another day of the gas year. After passing to the „Daily nomination/renomination list" form, the user chooses the nomination/renomination copied and clickd the preview button ().

IES will display *Daily nomination/renomination preview* form. After clicking the buton Copy  bu the user, IES will dispaly the form with the request of indicating the agreement and day for which the copied nomination/renomiانتion will be submitted. It's necessary to complete the appropriate fields, and then to press button Next . IES generates the copy of daily nomination/renomination with status "*In edition*".

IES will display *Nomination/renomination preview* form with the Daily nomination/renomination copied. The user has the possibility to make changes. By pressing the button Submit , the user submits the daily nomination/renomination.

If the user chooses the button  IES will delay the copy of daily nomination/renomination. It's also possible to use the option of copying in case when the nomination has been rejected and we want to correct it.

#### 5.1.5 Nomination/renomination export to file

The user can upload the file containing the nomination/renomination, previously submitted to IES.

After passing to the nomination/renomination preview screen „*Daily nomination/renomination list*“ it's necessary to choose any nomination/renomination passed by IES.

Then it's necessary to click the preview button located in the table line representing the nomination/renomination selected (). On the nomination/renomination preview form, two buttons serving to uploading nominations file in the right format (XML or XLS or CSV), are available. The browser lets the user select the location where the uploaded file will be saved.

There's also possibility to export the nomination to the format edig@s. It serves only to archiving the nomination on the hard disk of the local computer. All trials to send the exported file in edig@s format to GAZ-SYSTEM S.A. can cause the error with admission of the nomination due to the fact that the communication with the same field "Identification" can't be loaded twice to the appropriate GAZ-SYSTEM S.A. IT system serving to nomination service.