

1. Nominations/Renominations

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

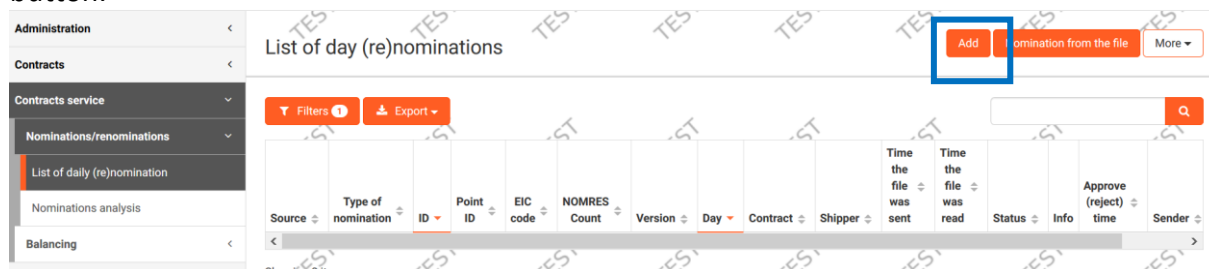
- Direct transmission of daily nominations/renominations to the appropriate GAZ-SYSTEM S.A. IT system dedicated to nominations service according to present procedures.
- Submitting nominations/renominations by system IES (Information Exchange System) described in chapters below:
 - Creating nominations/renominations.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

1.1 Creating nominations/renominations with IES forms

1.1.1 Creating nominations within selected agreement

Authorized 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 -> List of daily (re)nomination*) and describe contract number, day and version, there press **Add** button.



The screenshot shows the IES web interface. On the left is a navigation menu with categories: Administration, Contracts, Contracts service, Nominations/renominations, and Balancing. The 'Nominations/renominations' section is expanded, showing 'List of daily (re)nomination' as the active page. The main content area is titled 'List of day (re)nominations'. At the top right of this area, there is an 'Add' button (highlighted with a blue box), a 'Nomination from the file' button, and a 'More' dropdown menu. Below this are 'Filters' and 'Export' buttons, and a search bar. A table is displayed with the following columns: Source, Type of nomination, ID, Point ID, EIC code, NOMRES Count, Version, Day, Contract, Shipper, Time the file was sent, Time the file was read, Status, Info, Approve (reject) time, and Sender. The table is currently empty.

Fill in required boxes – Transmission contract, Gas day, and Version. 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. dispatching system won't load the nomination with the same number in the box Identification for the second time (box ID in IES).


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.

Choose from the list EIC code of the point and Supplier name (also Kind of nomination – if one-sided is available).

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.




Introduce Daily value if hourly values are equal.

Daily value for: 300001 Cieszyn rewers




Hour	300001 Cieszyn rewers			Hour value
	Contracted capacity	Interruptible capacity	Can exceed	
06-07	0	400000		Empty
07-08	0	400000		Empty
08-09	0	400000		Empty
09-10	0	400000		Empty
10-11	0	400000		Empty
11-12	0	400000		Empty
12-13	0	400000		Empty
13-14	0	400000		Empty
14-15	0	400000		Empty
15-16	0	400000		Empty
16-17	0	400000		Empty
17-18	0	400000		Empty
18-19	0	400000		Empty
19-20	0	400000		Empty
20-21	0	400000		Empty
21-22	0	400000		Empty
22-23	0	400000		Empty
23-00	0	400000		Empty
00-01	0	400000		Empty
01-02	0	400000		Empty
02-03	0	400000		Empty
03-04	0	400000		Empty
04-05	0	400000		Empty
05-06	0	400000		Empty

Legend:

-  The value is greater than the continuous power, but does not exceed the sum of continuous power and intermittent
-  The value is greater than the sum of continuous power and intermittent, allowed to exceed the power
-  The value is greater than the sum of continuous power and intermittent, not allowed to exceed the power

You can edit value for each hour by pressing in adequate box in Hour value column.

Introduced value for adequate hour may be set from that hour to the rest of the gas day by pressing .

Daily value for: 300001 Cieszyn rewers

300001 Cieszyn rewers				
Hour	Contracted capacity	Interruptible capacity	Can exceed	Hour value
06-07	0	400000		<input type="text"/> ✓ ↓ ×
07-08	0	400000		Empty
08-09	0	400000		Empty
09-10	0	400000		Empty
10-11	0	400000		Empty
11-12	0	400000		Empty
12-13	0	400000		Empty

Introduced data must be saved

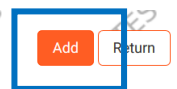
After introducing date for the first point you can submit nomination, or perform one of the following actions.



1.1.1.1 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.

Day (re)nomination preview



Record hourly nomination was successful.


Day (re)nomination for

Type of nomination	ID
NOMINT_NOM	NOMINT20200225A00001
Version	Shipper
1	SIME
Contract	Status
0172	Edited
Day	
2020-02-25	

In this form it is required to provide data just like at the first time – EIC code of the point, Editing hourly nominations Return

Hourly (re)nominations for	
Type of nomination NOMINT_NOM	Shipper SIME
Contract 0172	ID NOMINT20200226A00003
Day 2020-03-29	EIC code * <input type="text"/>
Supplier name <input type="text"/>	Kind of nomination double-sided


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.

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. 

Pressing this icon at selected hourly value will cause copying it to other hourly values boxes below. Then you should save data, and the point with values is added to the nomination.

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.

1.1.1.2 Sending nominations

Sending nominations runs from the preview nominations level. 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. In case when the given information will be introduced wrongly, the appropriate statement will be displayed over the nomination preview form.

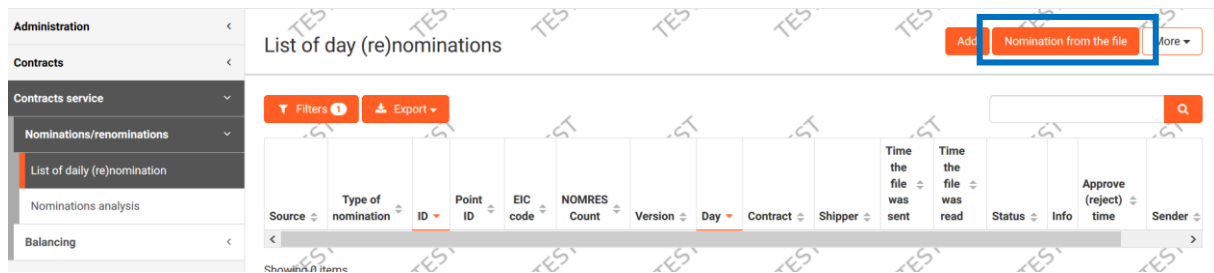
1.2 Submitting nominations / renominations from file

1.2.1 File in Edig@s standard

Submitting nominations/ renominations is also possible from the file in edig@s-XML standard. In this case it's necessary to possess appropriate and fulfilled with data file and to enclose it on the form for introducing nominations/renominations from file.

IES administrator defines what kind of file is supported in the process of file import to IES. System 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 -> List of daily (re)nomination -> Nomination from file*).



After selecting the contract, the filed serving to choose the file will appear. In this case the file have to be compatible with edig@s-XML.

Beside of the single nomination file – IES supports zip archive.

Submission of (re)nominations

Contract *

Select file

Edig@s file * *i*

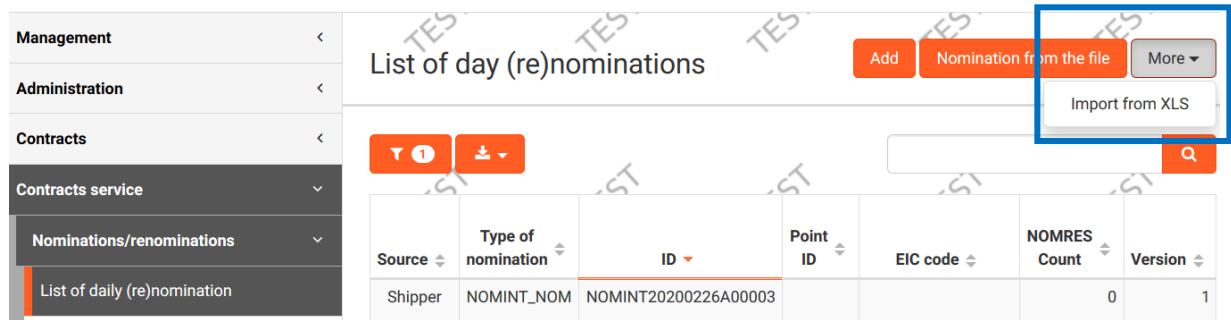
Submit **Cancel**

1.2.2 Nomination from the Excel file

The third option for submitting nominations is adding the XLS nomination import form.

Example form is available in User Manuals in IES.

To import XLS file go to List of daily (re)nominations, press More than Import from XLS.



Import nominations from Excel

Select file

File *

Import Import and submit

In the next window select the file from hard drive of your computer – button *Select file*, after that it is necessary to import it – button *Import*.

Loaded nomination will be available to preview an List of daily (re)nominations. After verification submit this nomination in accordance to point 1.1.3

It is also possible to immediately import and submit nomination – button *Import and submit*

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.


- Accepted with reductions
- Rejected - Nomination/renomination has been rejected by OSP. The reason of rejection is given in the column Information.
- Processed
- 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.
- Sent



On the list in actions column, the icons making the preview possible are displayed:


 preview of daily (re)nomination

 preview of NOMRES


1.3.1 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 „List of daily (re)nominations" form, the user chooses the nomination/renomination copied and click the preview button 

IES will display *Day (re)nomination preview* form. After clicking the button Copy  by the user, IES will display the form with the request of indicating the agreement and day for which the copied nomination/renomination 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 "Edited".


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.


It's also possible to use the option of copying in case when the nomination has been rejected and we want to correct it.

If the user chooses the button  IES will delete the copy of daily nomination/renomination.

1.3.2 Nomination/renomination export to file

The user can download the file containing the nomination/renomination, which has previously submitted to IES.

After passing to the nomination/renomination preview screen „*List of daily (re)nominations* , click the preview button located in the table line representing the nomination/renomination selected. 

On the nomination/renomination preview form, button  enables download of nominations files in the right format (XML or XLS or CSV). The browser lets the user select the location where the uploaded file will be saved.

Possibility to export the nomination to the format edig@s-XML, serves only to archiving the nomination on the hard disk of the local computer. All attempts 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.