



# RWE GSN CZ

## Contractual Dispatching SSO

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## Web Portal

### User Manual

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## 1 Introduction

The GSN system - Gas Storage Nomination is SSO Contractual Dispatching system. The system assists the dispatcher in operating the underground gas storage with respect the contractual and technical conditions. The system receives nominations from shipper's systems, processes them in cooperation with the dispatchers, matches results with TSO system, performs follow-up allocation, etc.

The system also allows access of data via web interface. This document is a user manual describing this web interface.

## 2 Logging into the System

### 2.1 Contact

For any changes, creation of new account, etc. please contact, CD SSO<sup>1</sup> at [gs.dispatching@rwe.com](mailto:gs.dispatching@rwe.com) or call **+420 267 974 570**.

### 2.2 Log In

Logging into the application is performed by entering the URL address <https://gsn.rwe.cz> in your web browser, filling in correct user name and password and clicking on the "login" button (or pressing "enter").



The web portal is secured using SSL encryption and a digital certificate issued by the Certificate Authority of RWE Transgas (for details see appendix *The Digital Certificate*). For access to the portal you need either to import the certificate into your system or confirm the certificate authority as trustworthy. The import of the certificate is described in appendix *Import digital certificate*.

If the certificate has not been imported into your system, you will be given a message at the initial open of the web portal informing you that the pages are signed with a given digital certificate issued by an unknown certification authority. Should that be the case, check whether the certificate was issued by I.CA and confirm the certificate as trustworthy.

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<sup>1</sup> Storage System Operator

The web portal utilizes cookies for its proper function. To have the web portal functioning properly, it is necessary to enable cookies in the web browser (for details see appendix *How to enable Cookies*).

## 2.3 Change password

Change your default password after the first log in for safety reasons. To change the password please use menu “Change password”, fill in the original password and a new password and confirm by clicking on a button Change Password.



**CHANGE YOUR PASSWORD**

Password:

New Password:

Confirm New Password:

[Change Password](#) [Cancel](#)

## 2.4 Logout

For log out of the system, press “Logout” button and close the web browser.



## 2.5 Units

Users are able to define their setting of used units.

1. Please click on the item „Settings“ in the main menu on the top of the page.
2. Choose a set of units.

**Settings**

[Back](#)
[Save changes](#)
[Default](#)

Homepage:

Apply unit filter:  [Select all](#) [Deselect all](#)

Unit	Use filter
%	<input checked="" type="checkbox"/>
CZK/kWh/d	<input checked="" type="checkbox"/>
CZK/Nm3	<input checked="" type="checkbox"/>
kWh	<input checked="" type="checkbox"/>
kWh/d	<input checked="" type="checkbox"/>
kWh/h	<input checked="" type="checkbox"/>
kWh/Nm3	<input checked="" type="checkbox"/>
mil. Nm3	<input checked="" type="checkbox"/>
mil. Nm3/d	<input checked="" type="checkbox"/>
MW	<input checked="" type="checkbox"/>
MWh	<input checked="" type="checkbox"/>
Nm3	<input checked="" type="checkbox"/>
Nm3/d	<input checked="" type="checkbox"/>
Nm3/h	<input checked="" type="checkbox"/>
TWh	<input checked="" type="checkbox"/>

## 2.6 Home Page

To save the current page as a homepage click to the bottom left menu.



## 2.7 Favourites

You can add page to your favourites by clicking the button.



Favourite bookmarks are to be edited. By clicking the arrow symbol  system opens “configuration” menu icon. Clicking by it you open the bookmark detail form.

### Bookmark detail



Back  Save changes  Delete 

ID: 8d20f827-cba6-4f7e-ab0e-34fd69ac655a

Caption:

Path: \\

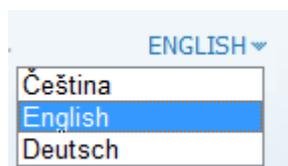
Folder: NominationCZ

Url: /Pages/NominationCZ.aspx?type=NominationCZ&segid=4144&segtype=folder

You can set up the name of the bookmark by entering it into “Caption” box. Or you can delete the item from the bookmarks using “Delete” button.

## 2.8 Language setting

User is able to choose the system language, numbers and currency localization (English, Czech, or German) by clicking on the language box.





### 3.1 Time Series

The web portal allows displaying of individual time series in form of a graph (Quick view) or a Quick table where data can be modified (expecting user privileges to edit).



The data for a graph or a table may be displayed within the range of 1 and 2 days, 1 and 2 weeks, 1 and 2 months and 1 year following the chosen date. Period displayed is selected by clicking on the drop list and clicking on the desired option in a field "Interval".

#### 02 Souhrnný stav zásobníků / Shipper Balance Account [kWh]

Date: 1/1/2012  Interval: 1 week  resample to: original  aggregation function:

sum  Units: kWh

- 1 day
- 2 days
- 1 week
- 2 weeks
- 1 month
- 2 months
- 1 year

Date and time  
 02 Souhrnný stav zásobníků / Shipper Balance Account [kWh]

1.1.2012	1,800,617,858
2.1.2012	1,800,617,858
3.1.2012	1,800,617,858
4.1.2012	1,800,617,858
5.1.2012	1,800,617,858
6.1.2012	1,800,617,858
7.1.2012	1,800,617,858

Starting date which we desire to have displayed is selected simply by clicking on the plus icon **Date:**   that opens a calendar and next by clicking on the desired date (switching between months is performed in a standard manner, by clicking on left or right arrow in the calendar upper panel) and clicking on the "Show" button.

The current date is always displayed by default after logging in.

< March 2011 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

It is also possible to switch between the individual periods simply by clicking on the left or right arrow   next to the period selection drop list, which shifts the selected period ahead or behind.

In case that you have been assigned sufficient user privileges, you may edit the data. The data will be displayed in range as selected in the previous table. To edit the required value, select the cell by mouse and start writing a number. To save the edited values in the table, click on the "Save " button. Notice that special group of symbol '--' represents NON VALUE. It means that no value has been entered.

### 02 Souhrnný stav zásobníků / Shipper Balance Account [kWh]

[Quick table](#)
[Quick view](#)

Date: 1/1/2012  Interval: 1 week  resample to original  aggregation function  
 sum  Units: kWh    [Show](#) [Export to XLS](#)  
[Save](#) [Copy](#) [Paste](#)

SUM: 7 202 471 432.00 MAX: 1 800 617 858 MIN: 1 800 617 858 AVG: 1 800 617 858.00

Date and time	02 Souhrnný stav zásobníků / Shipper Balance Account [kWh]
1.1.2012	1,800,617,858
2.1.2012	1,800,617,858
3.1.2012	1,800,617,858
4.1.2012	1,800,617,858
5.1.2012	1,800,617,858
6.1.2012	1,800,617,858
7.1.2012	1,800,617,858

Further you can enter values by copying them via clipboard. For example, select required cells in the Microsoft Excel and copy them (by pressing <Ctrl+C>). Then select a cell in *Quick Table* and paste them (by pressing <Ctrl+V>).

## 4 Examples

**Example:** Example of a Quick table – hourly values.

**01 Shipper Balance Account [Nm3]**

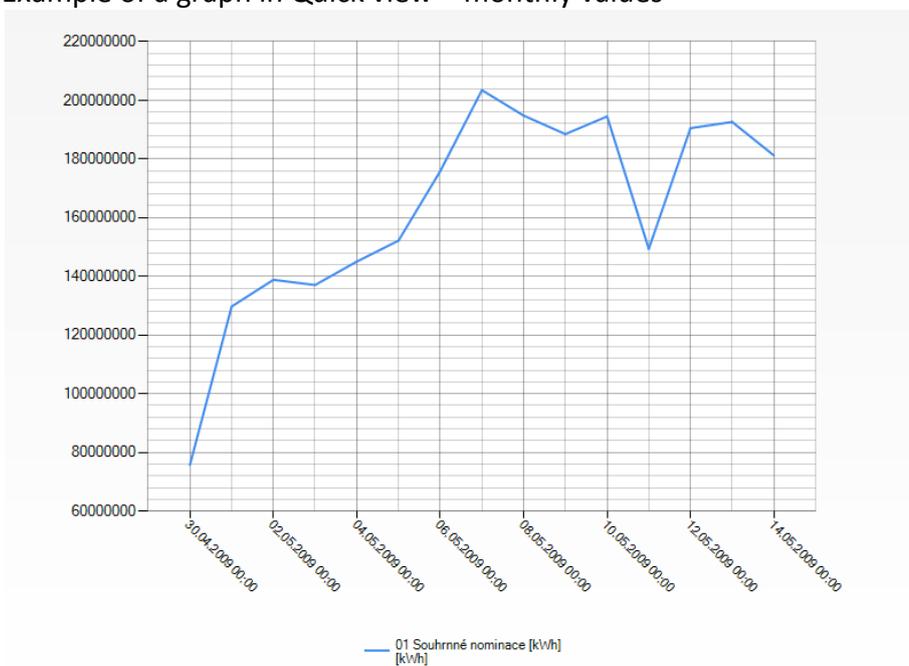
[Quick table](#)
[2D table](#)
[Quick view](#)

Date: 3/4/2011 Interval: 1 day

[Show](#)
[Export to XLS](#)
[Save](#)
[Copy](#)
[Paste](#)

Date and time	01 Shipper Balance Account [Nm3]
4.3.2011 06 - 07	1,319,610,532
4.3.2011 07 - 08	1,319,610,532
4.3.2011 08 - 09	1,319,610,532
4.3.2011 09 - 10	1,319,610,532
4.3.2011 10 - 11	1,319,610,532
4.3.2011 11 - 12	1,319,610,532
4.3.2011 12 - 13	1,319,610,532
4.3.2011 13 - 14	1,319,610,532
4.3.2011 14 - 15	1,319,610,532
4.3.2011 15 - 16	1,319,610,532
4.3.2011 16 - 17	1,319,610,532
4.3.2011 17 - 18	1,319,610,532
4.3.2011 18 - 19	1,319,610,532
4.3.2011 19 - 20	1,319,610,532

**Example:** Example of a graph in Quick view – monthly values



**Example:** Example of a 2D Table– two weeks values

**01 Shipper Balance Account [Nm3]**

[Quick table](#)
[2D table](#)
[Quick view](#)

Date: 3/4/2011 Interval: 2 weeks

[Show](#)
[Export to XLS](#)
[Save](#)
[Copy](#)

Paste

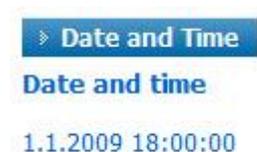
[Nm3]	06 - 07	08 - 09	09 - 10	10 - 11	11 - 12	12 - 13
4.3.2011	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532
5.3.2011	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532
6.3.2011	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532
7.3.2011	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532	1,319,610,532
8.3.2011	1,319,221,763	1,318,444,225	1,317,692,605	1,317,390,229	1,316,958,264	1,316,742,281
9.3.2011	1,319,027,313	1,319,027,313	1,319,027,313	1,319,027,313	1,319,027,313	1,319,027,313
10.3.2011	1,319,027,313	1,319,027,313	1,319,027,313	1,319,027,313	1,319,027,313	1,319,027,313

## 5 Special objects

The system contains a set of special objects: Date and Curve.

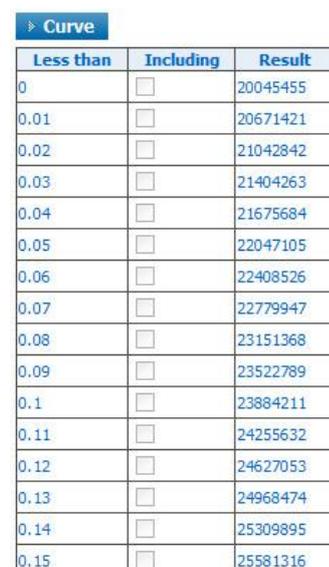
### 5.1 Date

Date object represents a calendar date and time. All information related to this kind of object is displayed under the tab „Datum a čas/Date and Time“,



### 5.2 Curve

Curve object represents an injection/withdrawal curve. All information related to curves is stored under the tab “Curve”.



Less than	Including	Result
0	<input type="checkbox"/>	20045455
0.01	<input type="checkbox"/>	20671421
0.02	<input type="checkbox"/>	21042842
0.03	<input type="checkbox"/>	21404263
0.04	<input type="checkbox"/>	21675684
0.05	<input type="checkbox"/>	22047105
0.06	<input type="checkbox"/>	22408526
0.07	<input type="checkbox"/>	22779947
0.08	<input type="checkbox"/>	23151368
0.09	<input type="checkbox"/>	23522789
0.1	<input type="checkbox"/>	23884211
0.11	<input type="checkbox"/>	24255632
0.12	<input type="checkbox"/>	24627053
0.13	<input type="checkbox"/>	24968474
0.14	<input type="checkbox"/>	25309895
0.15	<input type="checkbox"/>	25581316

Each curve is defined by a set of breaks. In example above – if the input value is lower than 0,05 the result is 21675684. System always tries to find out the highest possible value of injection/withdrawal for every state (amount of gas stored in underground gas storage).

## 6 Data classification

Shipper's data are stored in tree hierarchy. Root folder contains summary information about shipper. Sub-folders contains information related to contracts.

Folder / Time line name	Folder / Time line description
Subjekt zúčtování / Shipper	Root folder.

### 6.1 Shipper

Folder / Time line name	Folder / Time line description
Smlouva / Contract	Data related to contract A
01 Souhrnné nominace / Total Nominated Values	Summary information related to nominations.
02 Souhrnný stav zásobníků / Shipper Balance Account	Summary information related to Underground Storage Facility for Contract A.

### 6.2 Shipper\Contract

Folder / Time line name	Folder / Time line name
01 Smluvní podmínky / Contractual Data	Contractual Data.
02 Pomocné diagramy / Auxiliary Diagrams	Auxiliary diagrams are used during computation process.
04 Přerušitelná kapacita / Interruptible Capacity	Interruptible capacity
01 Přijaté (re)nominace / Received Nomination	Received nomination history for every day.
09 Výsledné (re)nominace / Resulting Nomination	Final matched values.
11 Stav zásobníku / Contract Balance Account	Amount of gas stored in underground storage facility.

### 6.3 Shipper\ Contract \ 01 Contractual Data

Folder / Time line name	Folder / Time line description
01 Platnost OD / Valid From	Valid From
02 Platnost DO / Valid To	Valid To
03 Těžební křivka / Withdrawal Curve	Withdrawal Curve
04 Vtláčecí křivka / Injection Curve	Injection Curve
05 Maximální těžební kapacita /	Maximal Withdrawal Capacity

Maximal Withdrawal Capacity [Nm <sup>3</sup> /den]	
06 Maximální vtláčecí kapacita / Maximal Injection Capacity [Nm <sup>3</sup> /den]	Maximal Injection Capacity
07 Platnost / Validity	Diagram which represents validity of the contract (1 means valid)
08 Provozní kapacita / Maximal Level of Working Gas [Nm <sup>3</sup> ]	Maximal amount of gas, which can be stored in the underground storage facility.

#### 6.4 Shipper \ Contract \ 02 Auxiliary Diagrams

Folder / Time line name	Folder / Time line description
01 Kontroly / Checks	
03 Stav zásobníku – korekce / Contract balance account Correction	Contract balance account Correction. This value identifies the amount of gas stored in underground storage facility before the contract starts.

#### 6.5 Shipper \ Contract \ 02 Auxiliary Diagrams \ 01 Checks

Folder / Time line name	Folder / Time line description
01 Zaplněnost zásobníku / Level of working gas [%]	Level of working gas stored in underground storage facility. This value is used in formula to identify injection / withdrawal limits from Injection / withdrawal curve.
02 Odečet z těžební křivky / Available Withdrawal Capacity	Maximal Available Withdrawal Capacity
03 Odečet z vtláčecí křivky / Available Injection Capacity	Maximal Available Injection Capacity

#### 6.6 Shipper \ Contract \ 04 Interruptible Capacity

Folder / Time line name	Folder / Time line description
01 Požadovaná kapacita / Required Capacity [kWh/den]	Required Capacity
02 Nabízená cena / Offered Price [Kč/kWh/den]	Offered Price
03 Schválená požadovaná vtláčecí kapacita / Accepted Required Injection Capacity [kWh/den]	Accepted Required Injection Capacity
04 Schválená požadovaná těžební kapacita / Accepted Required Withdrawal Capacity [kWh/den]	Accepted Required Withdrawal Capacity
05 Přerušovaná přerušitelná vtláčecí kapacita / Interrupted	Interrupted Interruptible Injection Capacity

Interruptible Injection Capacity [kWh/den]	
06 Přerušená přerušitelná těžební kapacita / Interrupted Interruptible Withdrawal Capacity [kWh/den]	Interrupted Interruptible Withdrawal Capacity



## 7 Nominations

Users (shippers) are able to nominate injection or withdrawal of gas from/to underground gas storage using online video portal. Each shipper has a folder of his business name (folder is located in the tree on the left side of the page). The folder has a special tab called “Nominations”. After clicking on the nomination tab, user is able to browse, edit and send nominations (related to valid contract(s)).

Quick guide how to nominate:

1. Choose a gas day.
2. Enter proper values by editing given text fields. Value is an integer higher or equal zero.
3. Select direction (injection/withdrawal)
4. Submit nomination by clicking on the button “Send nomination”.

Navigation: [Nomination](#) | [Interrup. capacities - Request](#) | [Nomination History](#) | [Quick table](#) | [Quick view](#)

Gas Day: 3/23/2011 [Submit nomination\(s\)](#)

---

### Contract A

Nomination [kWh]	<input type="text" value="0"/>
Direction	<input checked="" type="radio"/> Injection <input type="radio"/> Withdrawal
Limits [kWh]	Min. 0 Injection Max. 0 Injection
Validation	

---

### Contract A - Interruptible Capacity

Nomination [kWh]	<input type="text" value="0"/>
Direction	<input checked="" type="radio"/> Injection <input type="radio"/> Withdrawal
Limits [kWh]	Min. 0 Withdrawal Max. 0 Injection
Validation	

---

Total [kWh] 0

Nominated values have to pass numerous checks before they are processed by the system. If all values are in correct form and there is no logical error – the system will process nominated values. Note: processed values cannot necessarily be accepted. That decision depends on Commercial Dispatching.

› **Nomination** › Interrup. capacities - Request › Nomination History › Quick table › Quick view

Do you accept these nominations for date 23.03.2011?

Contract A: nomination 0 kWh  
Contract A - Interruptible Capacity: nomination 0 kWh

›  ›

After the nomination process is completed user may check nominated values in a diagram „01 Přijaté (re)nominace/Received Nomination“.

User is informed about nomination acceptance as soon as a Commercial Dispatching accepts the nomination.

Column described by “**Nominace MAX [kWh]/Nomination MAX [kWh]**” contains maximal available values for injection/withdrawal nomination. Those maximal values are only theoretical - they are computed (suggested) by the system (shipper may use them as a clue). Final decision is always carried on by Commercial Dispatching.

## 7.1 Nominating via OTE

Shipper can send a nomination via OTE system (not only via web portal). Both nomination scenarios (OTE, web portal) are equal. As soon as any nomination is processed by one of the previously mentioned systems, the other is informed about such nomination instantly. User who nominates via the web portal is obliged (according to announcement 365/2009 sb.) to nominate in the same time frame using web portal RWE Gas Storage and also Net4Gas web portal.

Please check if the nomination was processed by the system after you finish any nomination attempt. In case that the process already accepted different nomination than the one you have sent, please contact commercial dispatching immediately.

## 8 Interruptible capacity

Shipper may send allocation request every gas day GD before 4pm. Allocation is requested for GD+1 (the next gas day after the request). Each requested allocation is composed of two parts.

1. requested capacity
2. offered price in CZK/kWh/Day

As soon as request is processed - the result (acceptance, denial) is disclosed by SSO.

### 8.1 Official request for allocation of Interruptible capacity

The special form "Official request for allocation of interruptible capacity" is located on a shipper's folder, under the tab "Interruptible capacity".

Quick guide:

1. Select gas day on which you want to allocate interruptible capacity.
2. Select direction (injection/withdrawal).
3. Enter the price which you will be able to offer.

Submit the form by clicking on the button "submit".



Processed values are stored in diagrams „01 Požadovaná kapacita/Required Capacity“and „02 Nabízená cena/Offered Price“. Resulting interruptible capacity allocated for the shipper are stored in diagrams „03 Schválená požadovaná vtláčecí kapacita/Accepted Required Injection Capacity“ and „04 Schválená požadovaná těžební kapacita/Accepted Required Withdrawal Capacity“.

The interruptible capacity (as mentioned in the caption "Interruptible") is not granted. The value describing real allocated capacity is sent to each shipper by an email at the end of a gas day. The request for allocation of interruptible capacity must be followed by the nomination on the interruptible capacity.

## 9 Intraday Interruptible capacity

Shipper may send allocation request for intraday interruptible capacity every gas day GD after 4pm. Allocation is requested for GD+1 (the next gas day). Each requested allocation is composed of two parts.

1. requested capacity
2. offered price in CZK/kWh/Day

As soon as request is processed - the result (acceptance, denial) is disclosed by SSO.

### 9.1 Official request for allocation of Intraday Interruptible capacity

The special form “Official request for allocation of intraday interruptible capacity” is located on a shipper’s folder, under the tab “Interruptible capacity”.

Quick guide:

1. Select gas day on which you want to allocate interruptible capacity.
2. Select direction (injection/withdrawal).
3. Enter the price which you will be able to offer.

Submit the form by clicking on the button “submit”.



[Nomination](#) | [Interrupt. capacities - Request](#) | [Intraday Inter. capacities - Request](#) | [Daily firm capacity - request](#)  
[Nomination History](#) | [Quick table](#) | [Quick view](#)

Gas day: 2/19/2014

**Smlouva / Contract A - IPK**

Required value [kWh]	0
Offered price [CZK/kWh/day]	0.000
Direction	<input checked="" type="radio"/> Injection <input type="radio"/> Withdrawal
Minimum price [Kč]	0.013
Maximum [kWh/day]	308,396,881
Validation	

Processed values are stored in diagrams „01 Požadovaná kapacita/Required Capacity“and „02 Nabízená cena/Offered Price“. Resulting intraday interruptible capacities allocated for the shipper are stored in diagrams „03 Schválená požadovaná vtláčecí kapacita/Accepted Required Injection Capacity“ and „04 Schválená požadovaná těžební kapacita/Accepted Required Withdrawal Capacity“.

The intraday interruptible capacity (as mentioned in the caption “Interruptible”) is not granted. The value describing real allocated capacity is sent to each shipper by an email at the end of a gas day. The request for allocation of interruptible capacity must be followed by nomination on the interruptible capacity.

## 10 Nomination history

Interruptible capacity is located under the tab „Nomination history“ in shipper’s folder. User can show history of nominations (see below).

Quick guide:

1. Select time period.
2. Set how many nominations can be displayed on one page.
3. Click on the button refresh.

<span>› Nomination</span> <span>› Interrup. capacities - Request</span> <span>› <b>Nomination History</b></span> <span>› Quick table</span> <span>› Quick view</span>						
From: 2/5/2011		To: 3/27/2011		Number of rows per page: 20		Refresh
<< << 1 >> >>						
	Message ID	Gas Day	Received At	Status	Matching ID	Origin
1	46041	10.9.2010	8.9.2010	accepted		
2	33233	27.6.2010	25.6.2010	accepted		
	Contract			Received Value	Accepted Value	Matched Value
1	Contract A			0	0	
2	Contract A - Interruptible Capacity			500 000 000	0	
3	Contract B			0	0	
4	Contract B - Interruptible Capacity ná kapacita			400 000 000	0	
3	33232	26.6.2010	25.6.2010	accepted		
4	33231	27.6.2010	25.6.2010	overchanged		
5	33230	26.6.2010	25.6.2010	overchanged		
6	33229	28.6.2010	25.6.2010	accepted		
7	31883	21.6.2010	18.6.2010	accepted		
8	31863	18.6.2010	18.6.2010	accepted		

Following information will be displayed

- **Message ID** – unique ID of the message
- **Received At** – time when the nomination was received
- **Gas Day** – gas day
- **Status** – information regarding nomination state
- **Origin** – origin of the nomination. Nomination ID (in case it was sent via OTE), name of the user responsible for the nomination (in case it was sent via web portal).
- Each contract contains following values
  - **Received Value** – received nominated value
  - **Accepted Value** – accepted value
  - **Matched Value** – matched value

## 11 Firm Daily Capacities

Shippers are able to request daily firm injection/withdrawal capacities. Each request is connected with “firm capacity contract” and cannot exceed “currently available capacity”. Injection/withdrawal capacity of the contract connected to the request will be increased as soon as the request is accepted.

Shipper can submit his request using web portal by selecting tab “Daily firm capacity – request”.

Shipper can access daily firm capacities for next 30 days. Requested capacity should not exceed “currently available capacity”. Price in CZK per kWh/d is set for each day separately. Shipper can change requested firm injection/withdrawal capacity, but it is only allowed to increase capacity.

[Nomination](#)
[Interrup. capacities - Request](#)
[Daily firm powers - request](#)
[Nomination History](#)
  
[Quick table](#)
[Quick view](#)

Smlouva / Contract A - 9.9mil., 31.3.14
  Injection
  Withdrawal

### Withdrawal

Gas day	Requested firm daily powers	Currently available powers	Price per kWh/d
1/12/2014	2000	32000	1
1/13/2014		40000	1
1/14/2014		40000	1
1/15/2014		40000	1
1/16/2014		40000	1
1/17/2014		40000	1
1/18/2014		40000	1
1/19/2014		40000	1
1/20/2014		40000	1
1/21/2014		40000	1
1/22/2014		40000	1
1/23/2014		40000	1
1/24/2014		40000	1
1/25/2014		40000	1
1/26/2014		40000	1

As soon as request is accepted (request should be accepted in 10 minutes) shipper will receive an email containing currently allocated firm injection/withdrawal capacities.

## A. How to enable Cookies

To enable Cookies, do the following steps:

- Select "Internet Options" from the Tools menu in the Internet Explorer.
- Click on the "Privacy" tab.
- Click the "Default" button (or manually slide the bar down to "Medium") under "Settings".
- Click "OK".

Or you can visit the web pages on address <http://www.google.cz/#q=cookies+firefox+explorer> where you find the detail description.

## B. The Digital Certificate

The web portal is secured by SSL and described by root digital certificate with the following parameters:

Issued by: Prvni certifikacni autorita a.s.  
Issued for: gsn.rwe.cz, RWE Interni Sluzby, s.r.o.  
Version: V3  
Serial number: 17 1a eb  
Algorithm: sha1RSA

## C. Import of digital certificate

To import digital certificate from file **cert\_gsn\_CA.cer**, do the following steps:

1. In Internet Explorer, select **Internet Option...** under the **Tools** menu
2. Select the **Content** tab and click the **Certificates...** button
3. Click the **Import...** button
4. Follow the **Certificate Manager Import Wizard**
  - i. Enter path to file with certificate
  - ii. Choice certificate store
  - iii. Click the **Finish** button