CESAR

Swedish Energy Certificate System

Account Holder Manual

Date: 2015-01-05

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1 CESAR – AN OVERVIEW

1.1 Cesar

Cesar is the system for green certificates (Elcertificates) and Guarantees of Origin in Sweden.

On the Guarantees of Origin side, Cesar helps tracking the ownership of these certificates and facilitates issuing, trading, cancellation and expiration of guarantees of origin.

On the Elcertificates side, Cesar assists the Swedish authorities to keep account of the certificates and register quota obliged actors. Elcertificates are cancelled to fulfil quota requirements in Sweden. Besides that, Cesar allows actors to transfer Elcertificates to Norwegian registry, NECS. Through Cesar, Account Holders can access elcertificates statistics as well.

Cesar also gives the possibility to issue European Energy Certificate System (EECS). Certificates are used to track electricity production attributes from production to consumption.

This manual describes the functionalities of the system from the Account Holders' point of view.

1.2 Supported Browsers and Versions

The recommended software to use Cesar is Internet Explorer Version 8 (or higher) 32 bit, Mozilla Firefox Version 4 (or higher) or Google Chrome.

Note: When using Internet Explorer Version 10, the compatibility mode should be on to avoid issues. To enable the IE10 Compatibility mode:

1) Open the Internet Explorer Version 10 browser and access Cesar at https://cesar.energimyndigheten.se
2) Press F12 on the keyboard to see the developer window.
3) On the developer window click on **Browser Mode.**
4) Change the Browser mode from Internet Explorer 10 to ***Internet Explorer 10 Compatibility View.***
5) Cesar page will be refreshed. Close the developer window and navigate normally.

Note: When using Internet Explorer Version 9 users might have problems in signing as BankID is not updated to IE9 yet.

1.3 Terms Used

Table 1-1 – Terminology Used

Term used	Description
Account	The means by which an Account Holder can interact with this application. This is the source or destination for all transfer transactions.
Account Holder	A Production Device holder or trader or mixture of both. An Account Holder has an Account in the system to manage certificates.
AH	Short for Account Holder
Association	See License.
Bundle	A set of identical certificates with consecutive serial numbers.
Cancel	A type of transaction which leads to the cancellation of certificates by the Account Holder due to consumption or due to quota fulfilment.
Certificate	An official, tradable electronic document that is issued in lieu of energy produced by a Production Device.
CMO	Central Monitoring Offices
CMO.grexel	Hosted central registry for EECS Guarantees of Origin
Declaration	A specification submitted by Account Holders to the IB along with Meter Readings for a production device. The types of declarations include Fuel declarations and net/gross declarations.
Domain	A geographic area with a designated Issuing Body. For example, Sweden, Norway.
Earmark	This defines the nature of support associated with a Production Device. Examples include Production Support and Investment Support.
EECS	European Energy Certificate System. A trading and regulative international arrangement for guarantee of origin managed by the Association of Issuing Bodies (AIB).
Ediel ID	Code of agent engaged by the reporter
Energimyndigheten	Swedish Energy Agency
Energy Source	See Fuel.
Expiration	The Withdrawal of an EECS Certificate as a consequence of the passage of a given period of time since its issue.

Term used	Description
Export	A type of transaction in which an Account Holder transfers certificates to an External Account.
External Account	The Account of an Account Holder belonging to a different domain.
Fuel	This defines the source of energy associated with the Production Device.
GS1	The unique identifier number assigned to the organization by the global GS1 organization (usually only for the issuing bodies)
GSRN	The Global Service Relation Number linked to a Production Device.
Import	A type of transaction in which an Account Holder receives certificates from an External Account.
Issuing Body (IB)	An organization which issues certificates and also registers and approves production devices and Accounts.
License	Pre-defined list of schemes with which a domain (hence an organization) is associated for a specific period of time. They are categorized as : Non-Trading Scheme — Certificates linked to such Licenses cannot be transferred. Trading Scheme — Certificates linked to such Licenses can be transferred.
Member Code	The Account Holder specific identifier code formatted according to AIB (Association of Issuing Body) standards. Member Code is used if a certificate is transferred from an Account belonging to an external Registry.
Organization	A body which is associated with this system as an AH or IB. Member code, Business Id and Address are some of the identifying parameters linked to this body. The organization is also linked to some Licenses which are determined by the domain they belong to.
Plant	See Production Device.
Production Device	A separately metered device or group of devices that generates electricity. Parameters like Licenses, Fuels, Owners, etc., are defined for each device. Certificates are issued for energy produced by such devices.
PD	Short for Production Device.
Registrant	The party that requests a Production Device to be registered for certificate issuing. Often an Account Holder that owns a Production Device.
Registrar	The auditing authority to verify registered Plant information.
Registry	A database operated by a Member or by a CMO for the purposes of EECS. Certificates are held in the Registry, where Account Holders can perform Transactions with them.

Term used	Description
Swedish Energy Agency	Main body to hold information and registration on Actors, Production Devices, Quota obligation and Certificate redemption in Sweden
Technology	The type of the Production Device, i.e. the processes and technology through which the Production Device generates electricity.
User	User of the system.
User – Locked or Unlocked	The status of the user's account on Cesar
Withdrawal	Corrective action that the IB can take to remove an erroneously issued or transferred certificate.

1.4 About This Guide

Note: This user guide is addressed to Account Holder users.

This guide describes how to use the Cesar application effectively to manage its functions. This user guide explores the application from the **perspective of Account Holder users** and it is divided into the following chapters:

Table 1-2 – Organization of chapters

Chapters	Description
Chapter 1 – Cesar– An Overview	This chapter introduces the Cesar application, describes the workflow briefly and lists its requirements.
Chapter 2 – Getting Started	This chapter describes the steps to access and log in to the Cesar application.
Chapter 3 – Managing Users	This chapter enumerates the different roles and rights of the users and the options under the **Users** module to create and manage different users for the application.
Chapter 4 – Managing the Organization	This chapter describes the option provided under the **My Page** module to maintain the details of your Organization.
Chapter 5 – Running & Maintaining Plants	This chapter describes the process of managing Production Devices **(Plants** module**)**.

Chapters	Description
Chapter 6 – Managing Certificates	This chapter describes the actions to manage the Accounts of the Account Holder and to handle certificates. (**SE-GO** and **Elcertificates** modules).
Chapter 7 – Generating Private Reports	This chapter describes the system of private reporting of the Transactions provided under the **Reports** module.
Chapter 8 – Public Reports	This chapter describes the system of public reporting and statistics.

Table 1-3 – Typographical conventions used

Convention	Purpose	Example
Bold	Statements describing the execution of a function. Navigation paths in the Cesar application.	Click **Cancel** to ignore the data entered and return to the main menu page. Navigate to **Certificates>Account Statement**.
Capitalized	Indicating that the word is defined in the Terminologies Used section.	*[…]* an Account Holder can make a Declaration *[…]*
Blue & Bold	A note to draw the attention of the reader.	**Note:** Important points that have to be taken care of while using the options.
Hyperlink	Link to specific locations inside the document.	Click the PD Registration Form to view the PD registration form details.

2 GETTING STARTED

This chapter describes the steps to access and log in to the Cesar application. Cesar's system takes different types of users into consideration while defining access provisions to functionalities (Chapter 3 describes users' types and roles).

2.1 Accessing Cesar

Cesar is accessible via an Internet browser and requires login. The system can be accessed at https://cesar.energimyndigheten.se. Users are given access to the functions of the system according to the roles assigned to them, and therefore if some activity described in this document is not accessible for you, you might not have permission to it.

Note: The AH Root user can create other AH users and assign roles (For more information, see Chapter 2.1.5).

Internet Explorer Version 8.0 (or higher), Mozilla Firefox Version 4.0 (or higher) and Google Chrome are the recommended browsers.

2.1.1 Login to Cesar

To be able to access Cesar, you need to obtain a client certificate. A client certificate is like a digital identification card, which proves who you are. You can get a client certificate for free from your bank. For information on how to proceed, please navigate to **Info/FAQ** under the public pages of the Cesar application.

1. To access the Cesar web application, start your Internet browser and navigate to www.cesar.energimyndigheten.se (or straight at https://cesar.energimyndigheten.se).
2. The Cesar public site is displayed (Figure 2.1). Navigate to the private site and use the certificate to log in.
3. Select the appropriate login option for you: **BankId** or **Nexus Personel Token.**
4. After login, the start-up screen of the Cesar application is launched. The welcome screen should show news and information about the user.

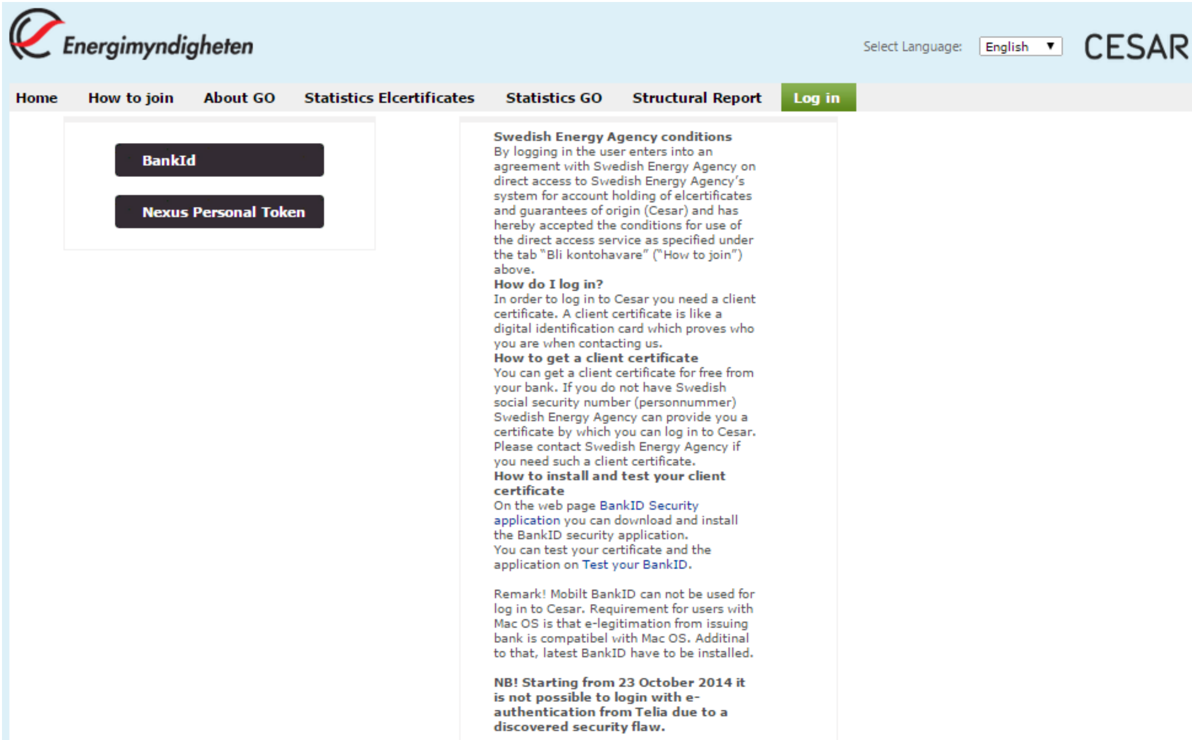


Figure 2.1 – Cesar login screen

2.1.2 Cesar Main Menu

The main menu displays the list of modules that are accessible to the user. Table 2-1 gives a brief description of each module listed in the main menu. Figure 2.2 display the start-up screen.

Notes: This manual covers **all the functionalities** provided for the AH Root users. However, the options available to the users are based on the roles assigned to them. Refer to Chapter 3 for information about the access permissions defined for different roles.

Table 2-1 – Modules in the Main Menu

Main Menu / Modules	Functions
Home	The start-up page of the application that is displayed when you log in to the application.
SE-GO/Elcertificates	The sections to manage the Accounts of the Account Holder and to Transfer and Cancel certificates to other Accounts of the same Domain or to other Domains. Provides also options to create different Transaction reports and to see details of Certificate Bundles on the Accounts.

Main Menu / Modules	Functions
Plants	Covers the process of registering Production Devices to the system and aggregating Meter Readings.
Users	Covers the options to create and manage the Users of the Account.
Reports	Covers the options of generating private reports of the Activity Log of Transactions and modifications, Revision Report and Structural Report
My Page	Covers the options to maintain the organization details and settings.
Public Site	Brings you back to the public site

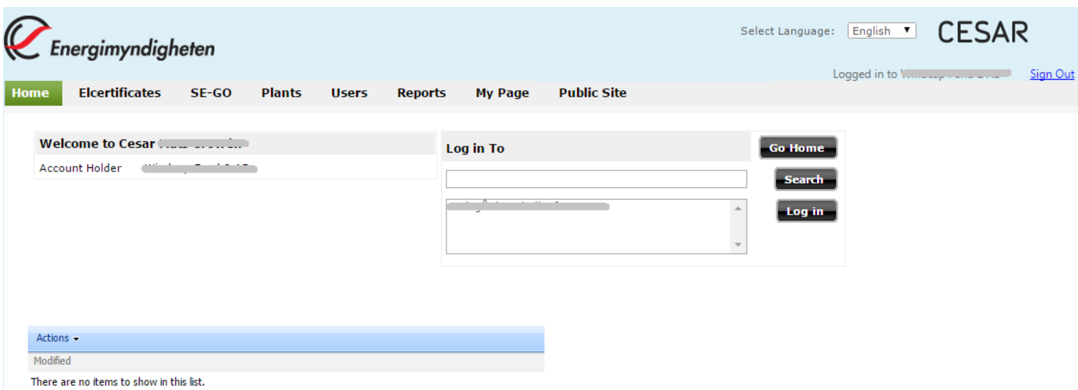


Figure 2.2 – Cesar start-up screen

2.1.3 Report viewer functions

Figure 2.3 shows the report viewer toolbar that provides navigation, search and export functions to help you work with reports in Cesar. The different icons and their functions are presented in Table 2-2.

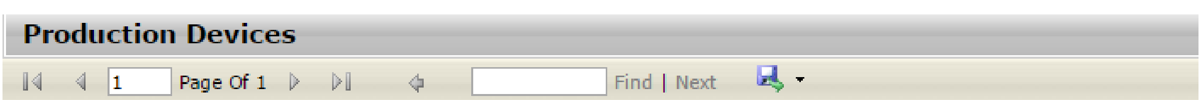
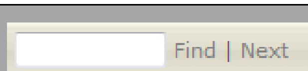


Figure 2.3 – Report viewer

Table 2-2 – Report viewer functions

Icon	Description
	**First Page**: Navigate to the first page of the report.
	**Previous Page**: Navigate to the previous page.
	**Next Page**: Navigate to the next page.
	**Last Page**: Navigate to the last page of the report.
	**Go back to the parent report**: Navigate to the parent report.
	**Find Text**: Search text from the entire report. (Note: not available on Firefox.)
	**Export**: Select from the dropdown list to export the report in Excel or PDF format.

2.1.4 Useful keyboard shortcuts

Table 2-3 lists some useful key combinations that may facilitate the use of the Cesar application.

Table 2-3 - Keyboard shortcuts

Key combination	Description
Enter	Activate focused button, menu item, e.g. search request.
Ctrl - Click	Select multiple choices in list boxes.
Alt Gr - Click	Unselect choices in list boxes.
Tab	Navigate to the following field.
Shift - Tab	Navigate to the previous field.

2.1.5 Expandable bands

When navigating through Cesar, your navigation sections are organized in bands (header for sections) which can be expandable or hidden depending on the user's preferences. Figure 2.4 displays a band example. To expand a band, click on **Open** and to hide a band select **Close.**

Figure 2.4 – Band example

2.1.6 Log in to Box

If a user has credentials to more than one organization, this user is able to login to the second organization using the Log in to box in home screen (Figure 2.2). To login to the different organization, select the organization in the login box and click **Login.** To go back to the previous organization, click **Go Home.**

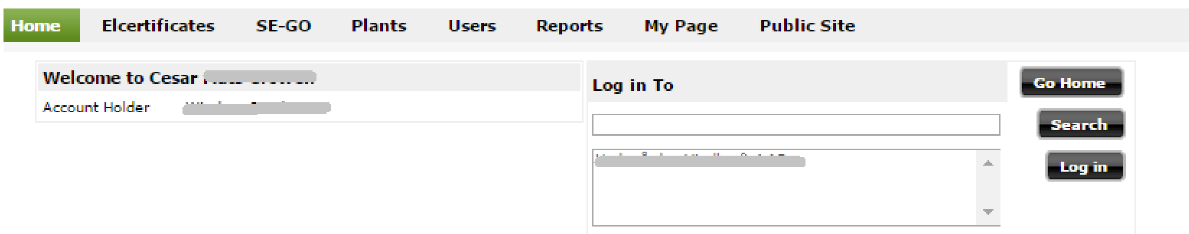


Figure 2.5 – Log in to box

3 MANAGING USERS

This chapter describes the roles and the responsibilities assigned to the users of the Account. In addition, this chapter introduces the options provided under the **Users** module for creating and managing users for the Account.

3.1 Roles and Responsibilities

Cesar has various user authorization levels for Account Holders. Specific responsibilities related to the use of Cesar are identified and assigned to the predefined role(s). The appropriate roles are assigned to the users. Figure 3.1 lists the different roles and the access rights assigned to them. The Root User has the highest access, but only Producers type actors have access to Plants module and can perform actions related to production devices.

Note: Some of the functions are Domain/actor dependent and might not be available for you even if they are listed in Figure 3.1. These functions are denoted by an asterisk (*).

The person who is assigned as Business Contact of a new organization receives from the start AH Root rights.

	AH Account Administrator	AH Account Viewer	AH Elcert Account Administrator	AH Elcert Account Viewer	AH PD Administrator	AH PD Viewer	AH Root	AH User Administrator
SE-GO*	**x**	**x**					**x**	
Accounts List	x	x					x	
Manage Account	x						x	
Account Statement	x	x					x	
Account Balance	x	x					x	
Search SE-GO	x	x					x	
Search Transactions	x	x					x	
Initiate Transactions*	x						x	
Commit Transactions	x						x	
Own Deals	x	x					x	
Certificate bundles report	x	x					x	
ELCERTIFICATES*			**x**	**x**			**x**	
Accounts List			x	x			x	
Manage Account			x				x	
Account Statement			x	x			x	
Account Balance			x	x			x	
Search Elcertificates			x	x			x	
Search Transactions			x	x			x	
Initiate Transactions			x				x	
Commit Transactions			x				x	
Predifined Prices			x				x	
Own Deals				x			x	
REPORTS	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**
Activity Log	x	x	x	x	x	x	x	x
Revision Reports					x	x	x	
Structural Report	x	x	x	x	x	x	x	x
Production Report	x	x	x	x	x	x	x	x
USERS							**x**	**x**
Search User							x	x
Create User							x	x
PLANTS*					**x**	**x**	**x**	
View PD details					x	x	x	
Change Issuing Account					x		x	
MR Declarations					x		x	
Monitor Meter Readings					x	x	x	
MY PAGE							**x**	
Manage My Organization							x	
PUBLIC SITE	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**

Figure 3.1 - Roles and Access provisions for the modules

3.2 Viewing the Users List

Note: This feature is available only for the role **AH Root** and **AH User Administrator**

To view the list of users in your Organization,

1. Navigate to the **Users** module on the Main Menu. By default, the user list in your organization is shown. (Figure 3.2). The descriptions of the fields are listed in Table 3-1.
2. To Export the details of all the pages to an Excel sheet or a PDF file, select the respective option and click the **Export** button.
3. You can use the **Edit** to perform the respective actions.
4. You can execute a specific search by expanding the search criteria band (see chapter 3.3)

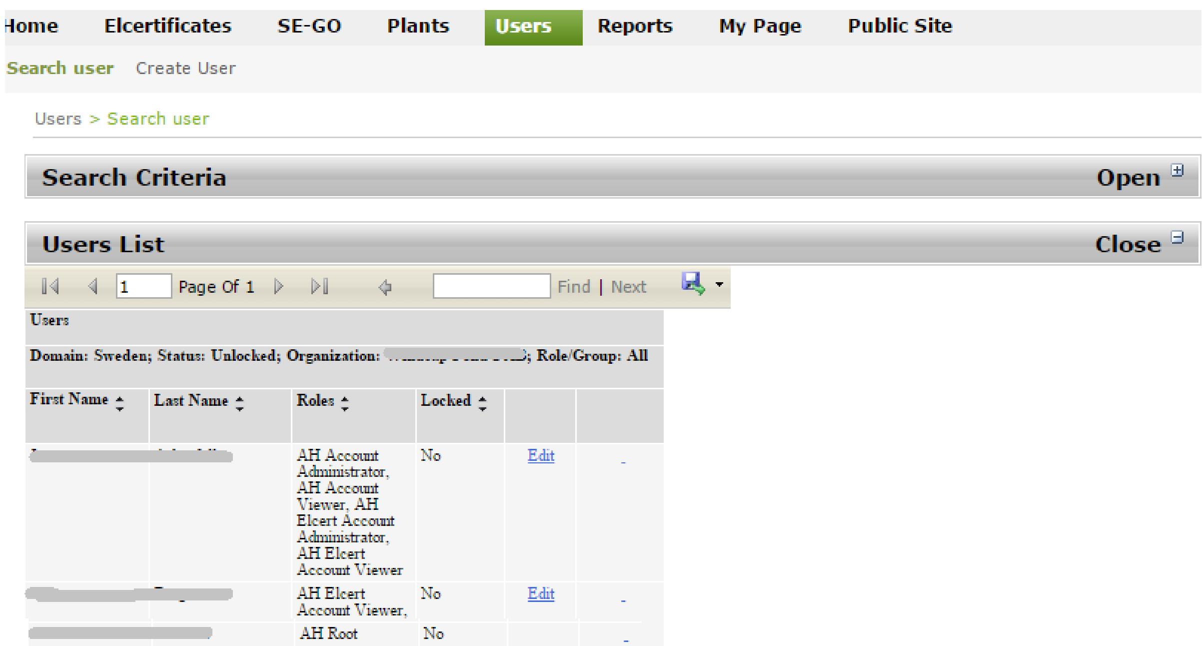


Figure 3.2 – Viewing the Users list

Table 3-1 – Details displayed in the Users List

Name	Description
First Name	First name of the User
Last Name	Last name of the user
Roles	Role(s) assigned to the user
Locked	Information about the Locked status of the user
Action links	
Edit (link)	Click this link to Edit the user details

3.3 Searching Users

Note: This feature is available only for the role **AH Root** and **AH User Administrator**

The Search option is provided to filter the user list by using one or more conditions:

1. Navigate to **Users>Search User.**
2. Expand the Search criteria band (Figure 3.3). Select Open to expand a band.
3. Define a single condition or multiple conditions by filling in the necessary field(s) (Table 3-2). By default, status Unlocked is selected.
4. Click the **Search** button to display the filtered users list below the Search Criteria band.

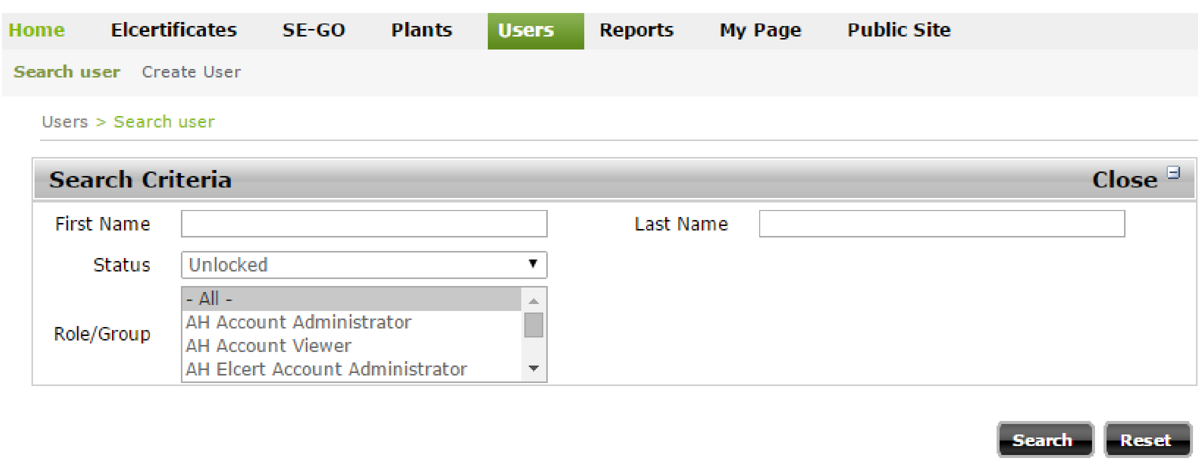


Figure 3.3 – Search Users: search criteria

Table 3-2 – Search Users: search criteria

Name	Description
First Name	Enter the First Name or a string (wild string) to filter the users list and locate the users whose First name contains the string
Last Name	Enter the Last Name or a string (wild string) to filter the users list and locate the users whose Last name contains the string
User Status	Search and filter the list based on the status of the user, Locked users or Unlocked users, by selecting one of the options.
Roles	Select one or more Role(s) from the drop down list to view the list of users who have the selected Role(s) (see Figure 3.1 for the different access rights).
Action links	
Search	Click to invoke the search and display the filtered user list.
Reset	Click to reset the screen to enter new search conditions.

3.4 Creating New Users

Note: This feature is available only for the role **AH Root**

Account Holder users assigned with role AH Root can create new users to the Account with different roles. Refer to Figure 3.1 for possible user roles.

1. Navigate to **Users>Create User** (Figure 3.4).
2. Enter the details of the user to be created (Table 3-3).
3. Click **Create** to save the details.

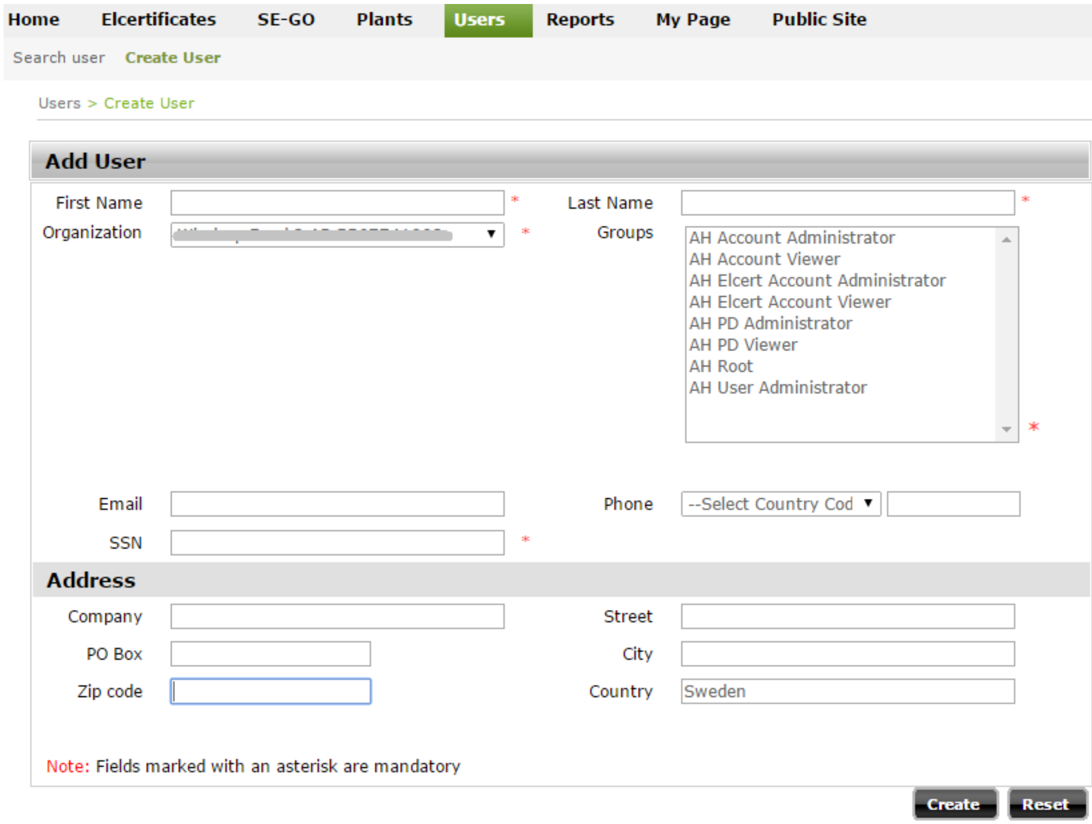


Figure 3.4 – Creating a New User

Table 3-3 – New user details (mandatory fields marked with *)

Field Name	Description
First Name*	Enter the First Name of the user.
Last Name*	Enter the Last Name of the user.
Organization*	Select your Organization from the drop-down list. The Organization cannot be changed.
Groups *	Select one or more Role(s) from the drop down list to be assigned to the user (use the Ctrl-key to select several roles).
Email *	Enter the email address. The client certificate will be delivered to this address.
Mobile Phone Number*	Enter the phone number. The SMS containing the PIN code will be delivered to this number.
SSN	Organization Personal Number
Company, Street, PO Box, City, Zip code, Country	Enter the relevant address details (Organization address is given as default).
Action links	
Create	Click this to save the details and create a new user. If the entries are valid, the new user is created and a suitable message is displayed. If the mandatory fields are not entered, the system displays an error message and the new user is not created.
Reset	Click this to reset the screen to enter new user details.

3.5 Editing User Details

Note: This feature is available only for the role **AH Root** and **AH User Administrator**

If the user has Edit rights to the **Users** module, the users list is displayed with the **Edit** link (Figure 3.2).

1. Click the **Users** module link on the Main menu. Define one or multiple search conditions and click **Search** to display the filtered user list.
2. Click the **Edit** link of the user whose details need to be edited. The Edit user details screen is displayed (Figure 3.5).
3. Carry out the changes. To lock the user, enable the **Locked** checkbox.

- The locked user will not be able to access the application.
- Upper level users will not be able to use the ‘Log in as’ functionality for locked users.
- To unlock the user, uncheck the **Locked** checkbox.

4. Click **Update** to save the changes or click **Cancel** go back to the users list.

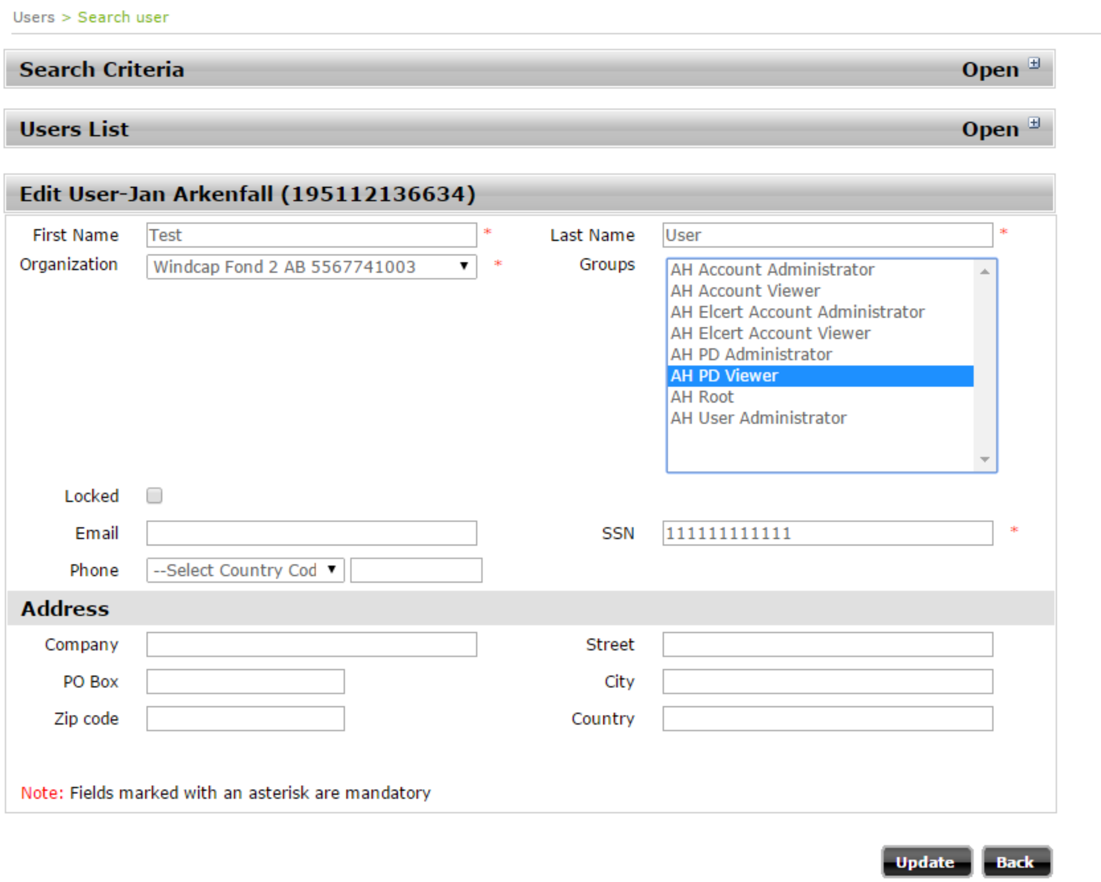


Figure 3.5 – Editing user details

4 MANAGING THE ORGANIZATION

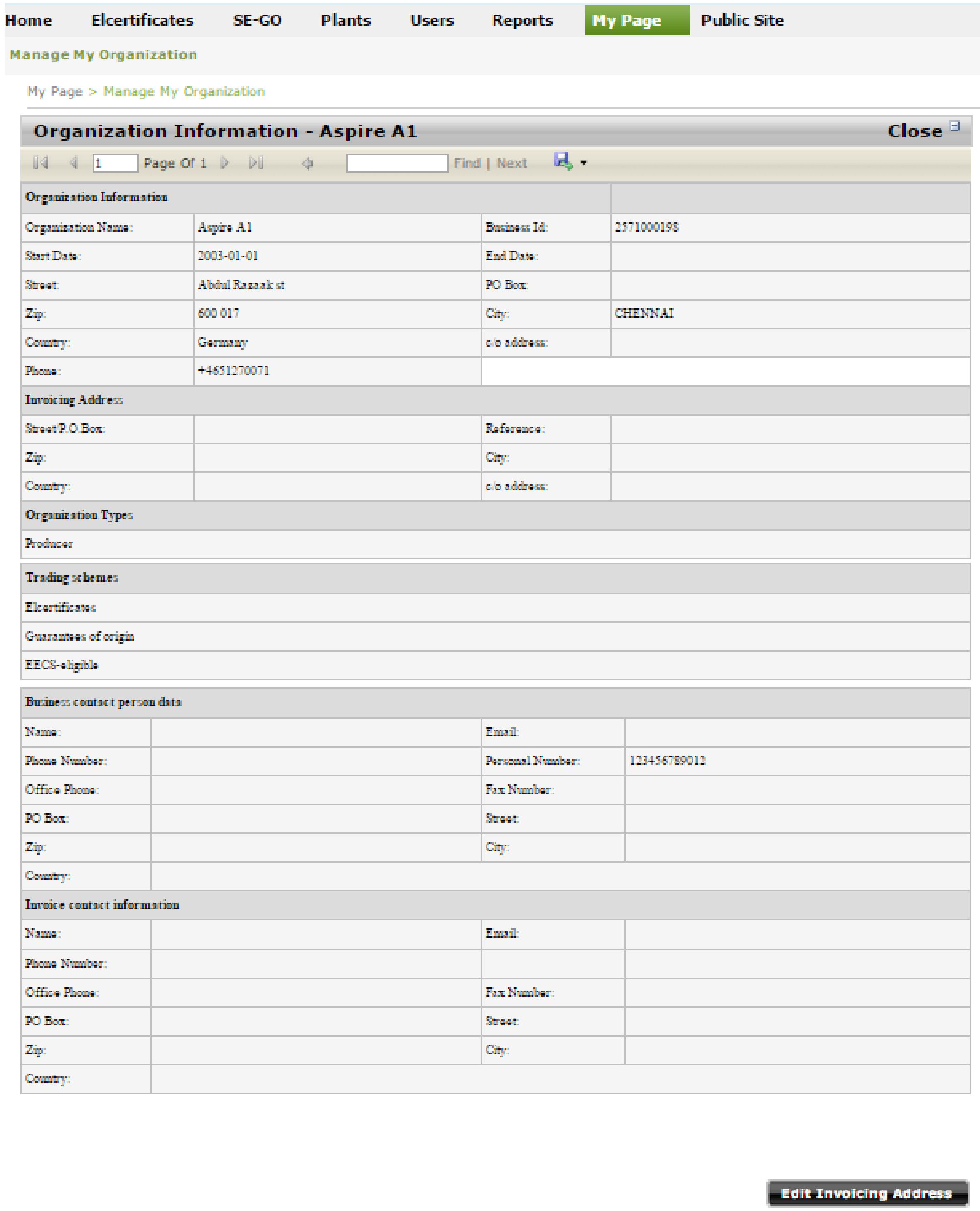
Note: This module is available only for the **AH Root** role. Refer to Figure 3.1 for the access rights of different Account Holder users.

This chapter will explain the option to manage your Organization information. This function is provided under the **My Page** module.

4.1 Manage Your Organization

To manage your Organization details:

1. Click the **My Page** module link on the Main menu. By default, **Manage My Organization** is selected and details of your Organization are displayed (Figure 4.1 and Table 4-1).
2. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.



Home | Elcertificates | SE-GO | Plants | Users | Reports | My Page | Public Site

Manage My Organization

My Page > Manage My Organization

Organization Information - Aspire A1 Close

1 Page Of 1 Find | Next

Organization Information			
Organization Name:	Aspire A1	Business Id:	2571000198
Start Date:	2003-01-01	End Date:	
Street:	Abdul Razaak st	PO Box:	
Zip:	600 017	City:	CHENNAI
Country:	Germany	c/o address:	
Phone:	+4651270071		
Invoicing Address			
Street/P.O.Box:		Reference:	
Zip:		City:	
Country:		c/o address:	
Organization Types			
Producer			

Trading schemes
Elcertificates
Guarantees of origin
EECS-eligible

Business contact person data			
Name:		Email:	
Phone Number:		Personal Number:	123456789012
Office Phone:		Fax Number:	
PO Box:		Street:	
Zip:		City:	
Country:			
Invoice contact information			
Name:		Email:	
Phone Number:			
Office Phone:		Fax Number:	
PO Box:		Street:	
Zip:		City:	
Country:			

Edit Invoicing Address

Figure 4.1 – Organization and its License details

Table 4-1 – Viewing Organization details

Field Name	Description
General details of the Organization	Figure 4.1 displays the general details of the Organization including its License details.
Business Contact and Invoice Contact details	The Business Contact and Invoice Contact details of your Organization
Action links	
Edit Invoicing Address	Click this to edit the details of the invoicing Address (Chapter 4.2).

4.2 Editing Invoicing Address

Note: Only an **AH Root** user can modify the Organization details.

1. Click the **My Page** module link on the Main menu.
2. By default, the **Manage My Organization** option is selected and details of your Organization are displayed (Figure 4.1).
3. Click the **Edit Invoicing Address** to edit the details of the selected Organization.
4. The **Invoicing Address** screen (Figure 4.2) is displayed. Carry out you changes.
5. Click **Update** on the bottom of the screen to save the details.

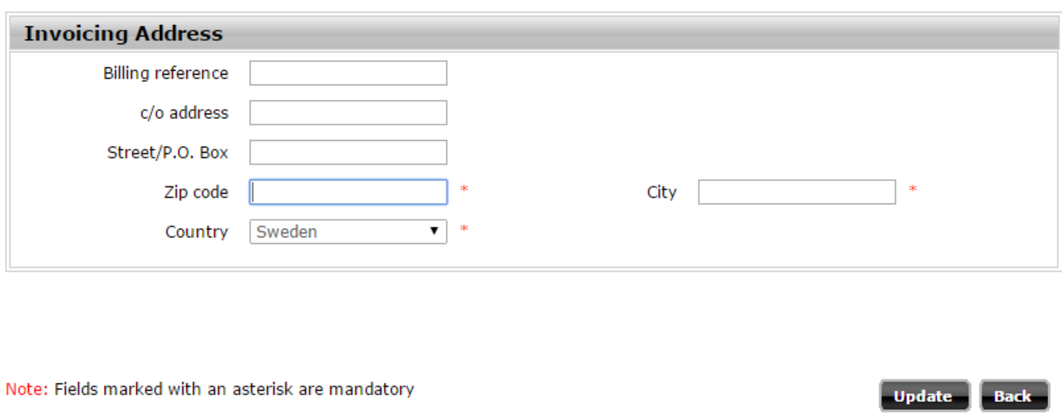


Figure 4.2 – Editing Billing Address

5 RUNNING & MAINTAINING PLANTS

This section describes the process of registering, managing and reporting Production Devices. First, the general workflow of registering and managing PDs is described, after which detailed explanations are given on how these actions are performed in the Cesar application.

Notes: This section is only available for **Producers** actors

Only an **AH Root, AH PD Administrator and AH PD Viewer** users can view PD's details

Refer to Figure 3.1 for the permissions assigned to the roles for executing the functionalities available under the **Plants** module.

An Account Holder with sufficient rights can view and search Production Devices to the Cesar system in order to receive certificates for the produced electricity of the device. Certificates of the Production Device are issued to the owner(s) of the device.

5.1 Manage Production Devices

When you navigate to the **Plants** module, the search criteria band expands and existing Production Devices of the Account Holder are listed. (Figure 5.1 and Table 5-1).

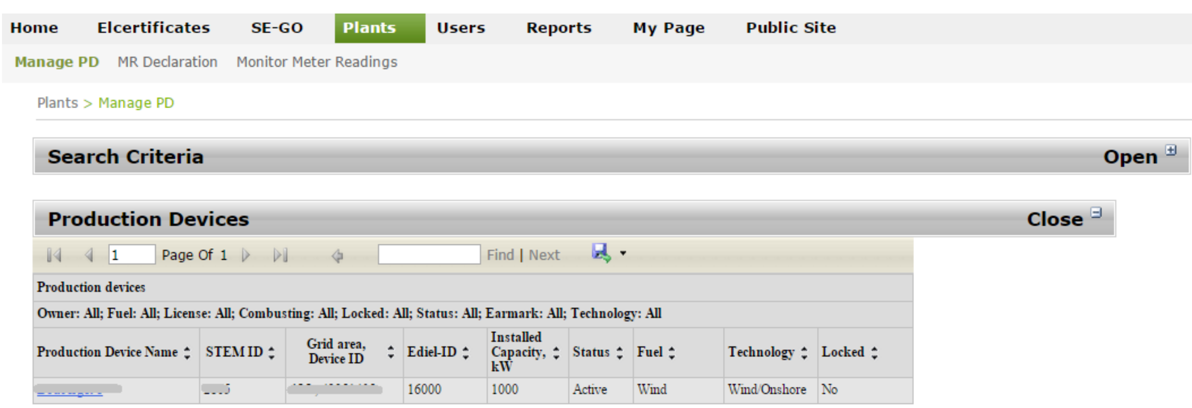


Figure 5.1 – Manage PD: Production Devices list

Table 5-1 – Production Devices: Field Description

Name	Description
Production Device Name	Name of the PD. Click the link to see the details of the PD.
STEM ID	ID given by Energimyndigheten (Swedish Energy Agency) assigned to this device
Grid area, Device ID	Serial ID of the PD.
Ediel-ID	The PD’s Ediel-ID
Installed Capacity (kW)	Maximum capacity of the PD
Status	Indicates the status of the Production Device (e.g. Active or Deregistered).
Fuel	Specifies the Fuel(s) used by the PD.
Technology	Specifies the Technology of the PD
Locked	Indicates whether or not the PD is locked (yes/no).

5.2 Search for a Production Device

Navigate to **Plants>Manage PD**.

Expand the Search criteria band and fill the required criteria (Figure 5.2). Table 5-2 gives the search criteria descriptions in detail.

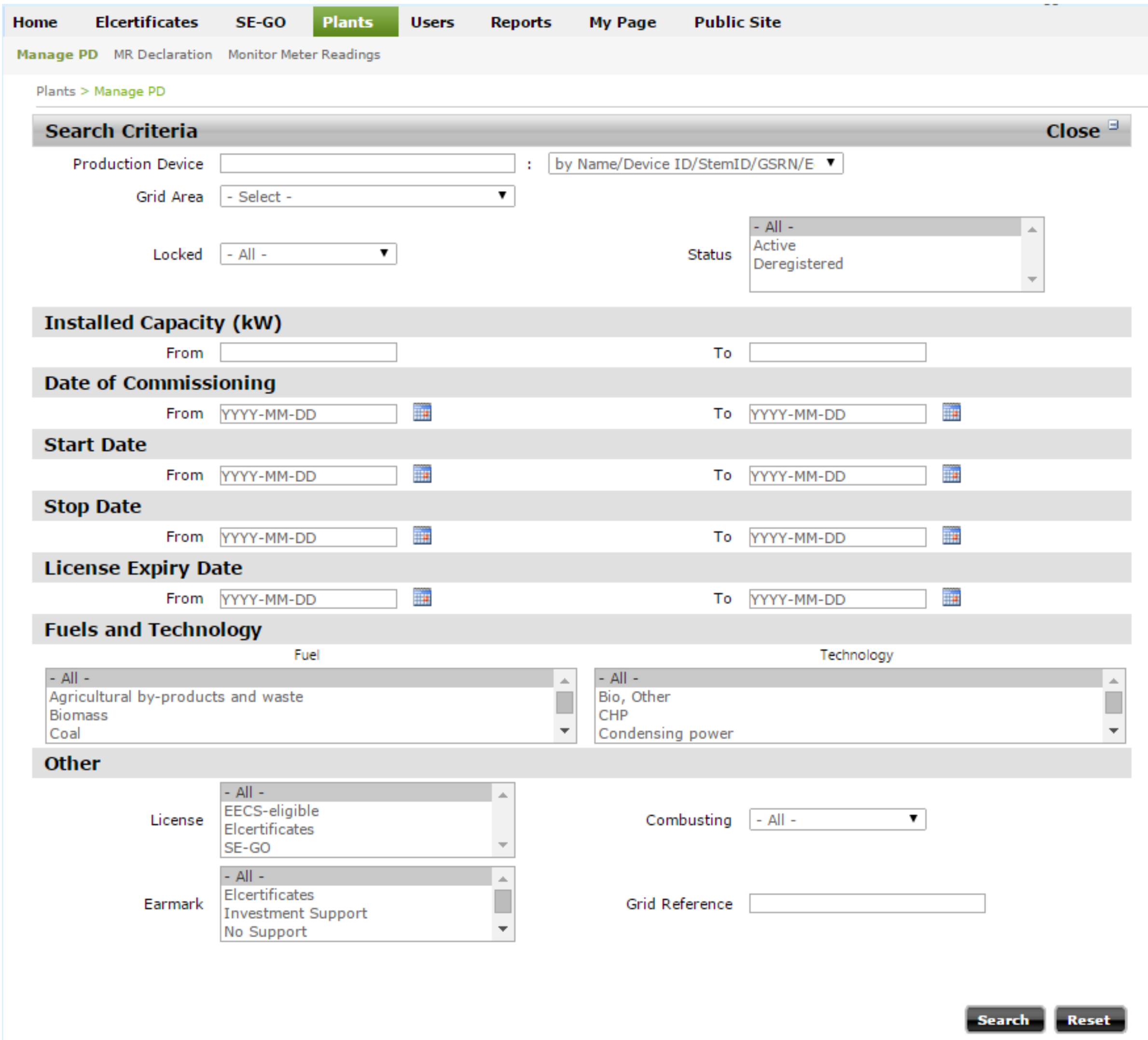


Figure 5.2 – PD Search Criteria

Table 5-2 – PD Search Criteria: Field Description

Name	Description
Production Device	Enter the PD name, Device ID, Stem ID, GSRN or Ediel-ID
Grid Area	Select a Grid Area to list PDs in this Area.
Locked	Select All from the dropdown list to list the PDs irrespective of the Lock status. Select Locked/Unlocked to view the PDs with the specific status.
PD Status	Select the Status from the list box to list the PDs with the specified status.
Installed Capacity	Enter the range of installed capacity using From and To fields to list PDs with this range of capacity.
Date Of Commissioning	Enter the range of dates using From and To fields to list the PDs, which were commissioned during this period.
Start Date	Enter the range of dates using From and To fields to list the PDs with a Start Date during this period.
Stop Date	Enter the range of dates using From and To fields to list the PDs with a Stop Date during this period.
License Expiry Date	Enter the expiry dates of the PD's License
Fuel and Technology	Select the Fuel(s) and technology from the list box to list the PDs that use the specified source(s) of energy.
License	Select License(s) from the list box to list the PDs which have been associated with the specific scheme(s).
Combusting	Select Yes or No from the list to list combusting or non-combusting PDs.
Earmark	Select Earmark(s) from the list box to list the PDs which have been associated with the Earmark(s).
Grid Reference	Search by Grid Reference.
Action links	
Search	Click this to invoke the search and display the filtered device list.
Reset	Click this to reset the screen to enter new search conditions.

5.2.1 View Production Device Details

Navigate to **Plants>Manage PD**.

1. To view the details of a Production Device (PD), click the PD Name link on the PD list (Figure 5.1). The details of the current version of the PD are shown (Figure 5.3).
2. If the Production Device has several versions, the links to previous versions are shown on the top of the details view. Table 5-3 explains the hyperlinks and the action keys available in this view.

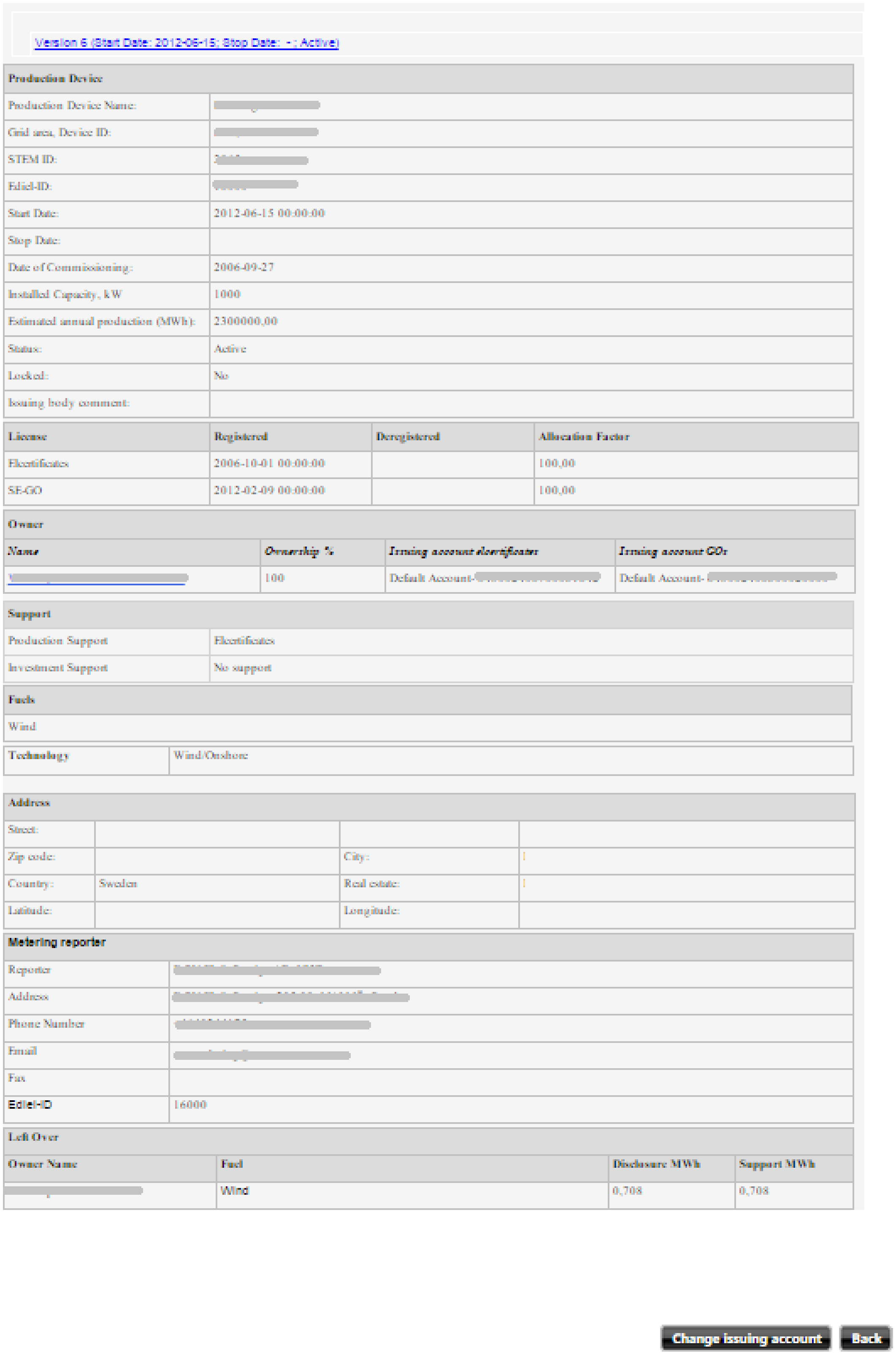


Figure 5.3 – Production Device Details

Table 5-3 – Production Device Details Hyperlinks

Name	Description
Version	Click to view information on the previous versions of the same PD (all versions have different production times).
Owner Name	Click to view the details of the owner Organization(s).
Action Keys	
Change issuing account	Click to make changes in the issuing account details.
Back	Click to go back to the previous section.

5.2.2 Change the issuing Account

Note: Users with the role **AH Root** and **AH PD Administrator** user who are owners of a PD and whose ownership is not aggregated.

Navigate to **Plants>Manage PD>Click PD name>Change issuing Account**.

1. To change the issuing Account for a specific Production Device, click the **Change issuing Account** button on the PD Details page.
2. Choose the issuing Account from the dropdown list. The current issuing Account is selected by default (Figure 5.4)
3. Click **Save** to confirm the change or click **Back** to go back to the PD Details page without effecting any changes.

Note: Changing the issuing Account depends on the Account Holder's relation to the Production Device. If your ownership share is aggregated to another Account Holder (in case of SE-GO), you cannot change the issuing Account. If you are an Owner of a multi-owned Production Device but have not aggregated your ownership share, the issuing Account can be changed. However, the change only applies to the certificates determined by your ownership share. The change can be seen in the Production Devices list under 'Issuing Account'. In the case of aggregation, the field shows the text "Aggregated to [Account Holder the share is aggregated to]

Aggregation is only available for SE-GO

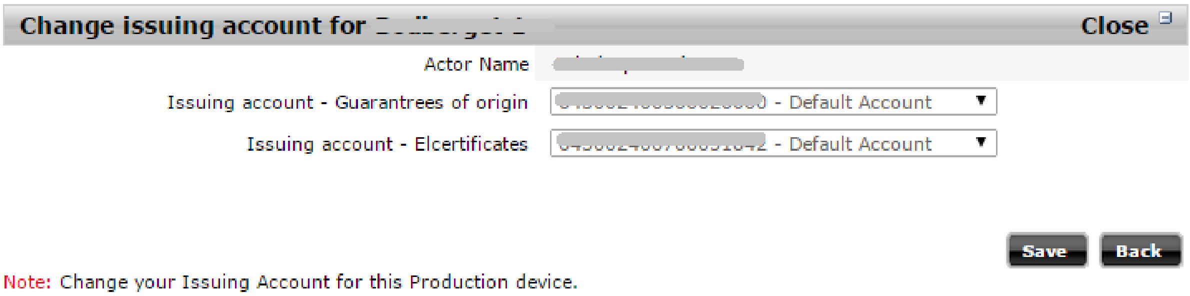


Figure 5.4 – Change the issuing account

5.3 MR Declaration

Note: This functionality is only available for **AH Root** and **AH PD Administrator**

Declarations are pieces of information that are needed along with the meter reading for the issue of certificates when e.g. more than one fuel is associated with a Production Device. Some examples of declarations are:

- Fuel declaration where the producer declares what fuels and how much was used during a time period.
- Gross/net declaration where meter reading reports gross production but the producer needs to declare self-consumption during the period. This leads to calculation of net production. This is required only if “Net Meter” is selected.

The declarations are made by **AH Root** or **AH PD Administrators** and can hold valid for one or more meter reading periods, but not for a fraction of a period.

1. Navigate to **Plants>MR Declaration** to manage data related to Declarations. Fill the search Criteria (Figure 5.5 and Table 5-4)
2. A list of the PDs is shown (Figure 5.6 and Table 5-5)
3. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

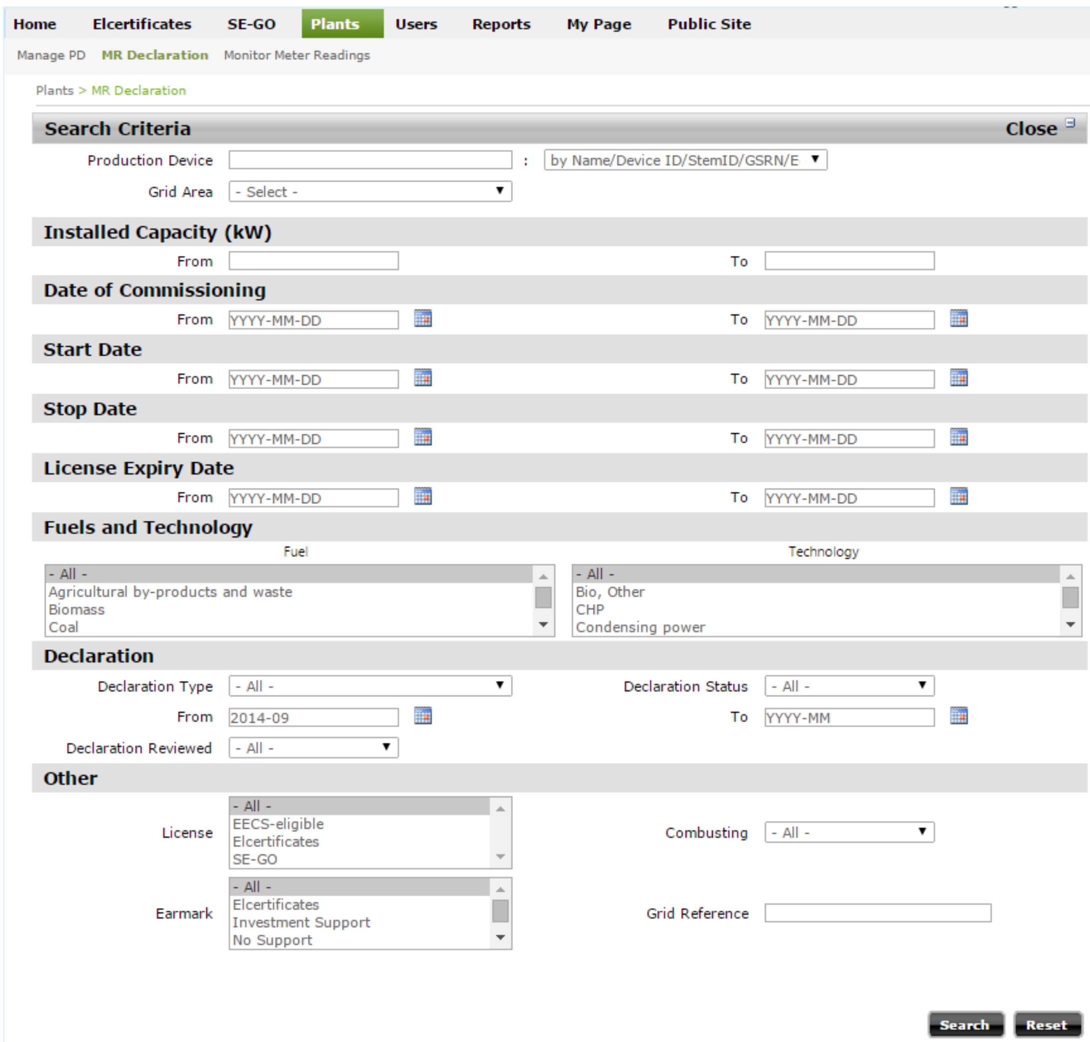


Figure 5.5 – MR Declaration: Search Criteria

Table 5-4 – MR Declaration Search Criteria: Field Description

Name	Description
Production Device	Enter the PD name or Serial ID or Stem ID or GSRN
Grid Area	Select a Grid Area to list PDs in this Area.
Installed Capacity	Enter the range of installed capacity using From and To fields to list PDs with this range of capacity.
Date Of Commissioning	Enter the range of dates using From and To fields to list the PDs which were commissioned during this period.
Start Date	Enter the range of dates using From and To fields to list the PDs with a Start Date during this period.

Stop Date	Enter the range of dates using From and To fields to list the PDs with a Stop Date during this period.
License Expiry Date	Enter the expiry dates of the PD’s License
Fuel and Technology	Select the Fuel(s) and Technology from the list box to list the PDs that use the specified source(s) of energy.
Declaration Type	Select a Declaration type from the list box.
Declaration Status	Select the status of the declaration
Declarations Period	Enter the range of dates using From and To fields to list the PDs with declarations during this period.
Declaration Reviewed	Select Yes or No
License	Select License(s) from the list box to list the PDs which have been associated with the specific scheme(s).
Combusting	Select Yes or No from the list to list combusting or non-combusting PDs.
Earmark	Select Earmark(s) from the list box to list the PDs which have been associated with the Earmark(s).
Grid Reference	Search by Grid Reference.
Action Links	
Search	Click this to invoke the search and display the filtered device list.
Reset	Click this to reset the screen to enter new search conditions.

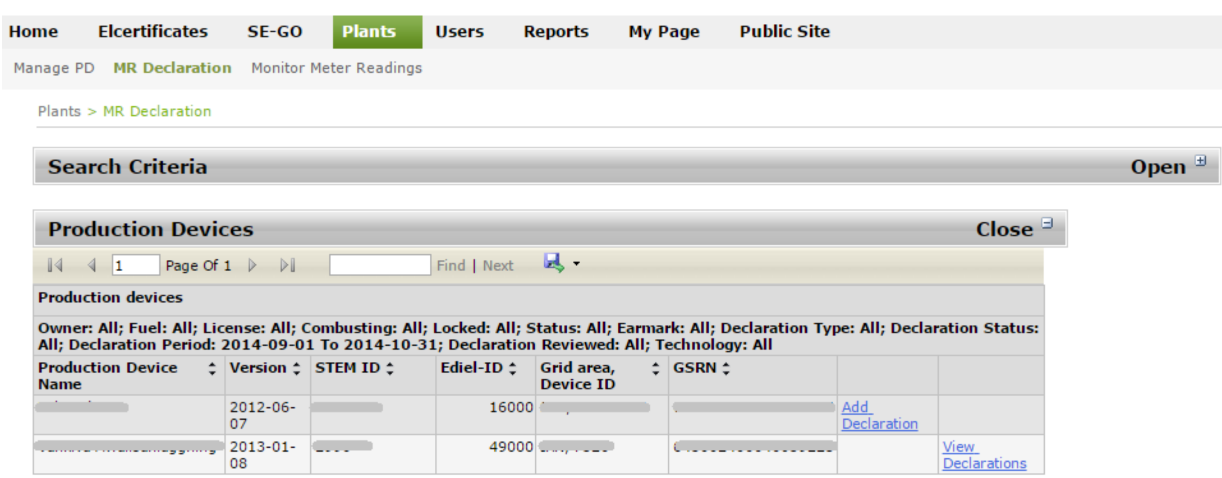


Figure 5.6 –MR Declaration

Table 5-5 – MR Declaration Management

Name	Description
Production Device Name	PD Name
Version	Start date of the PD version
STEM ID	ID given by Energimyndigheten assigned to this device
Ediel-ID	Ediel-ID of the device
Grid Area, Device ID	Serial ID of the PD.
GSRN	GSRN of the PD
Action Links	
Add MR Declaration	Click this link to Add MR Declaration
View Declarations	Click this link to View MR Declaration

5.3.1 Add MR Declaration

Note: This function is only available for **AH Root** and **AH PD Administrator.**

This page enables you to provide Declarations for a specific metering period. This option is available only if the PD requires a declaration. However, note that during the issuing day (usually 15th of each month or next working day, the exact date is shown on the public site) this functionality is locked and it is not possible to add or edit any kind of declaration.

Notes: Some PD owners are required to provide both Unit declaration and Fuel declarations. In these case the unit declarations must be done first, and the fuel declaration second. If one of the declarations is still missing, the link “Add Declaration” will be visible for the given period.

Unit type declaration must be signed using your client certificate

During the issuing day (usually 15th of each month or next working day, the exact date is shown on the public site) there this functionality is looked and it is not possible to add or edit any kind of declaration.

Some PD owners are required to provide both unit declaration and Fuel declarations. In these case the unit declarations must be done first, and the fuel declaration second. If one of the declarations is still missing, the link “Add Declaration” will be visible for the given period.

Navigate to **Plants>MR Declaration>Add MR Declaration.** The view depends on the type of the declaration (Figure 5.7). Table 5-6 explain the declaration fields.

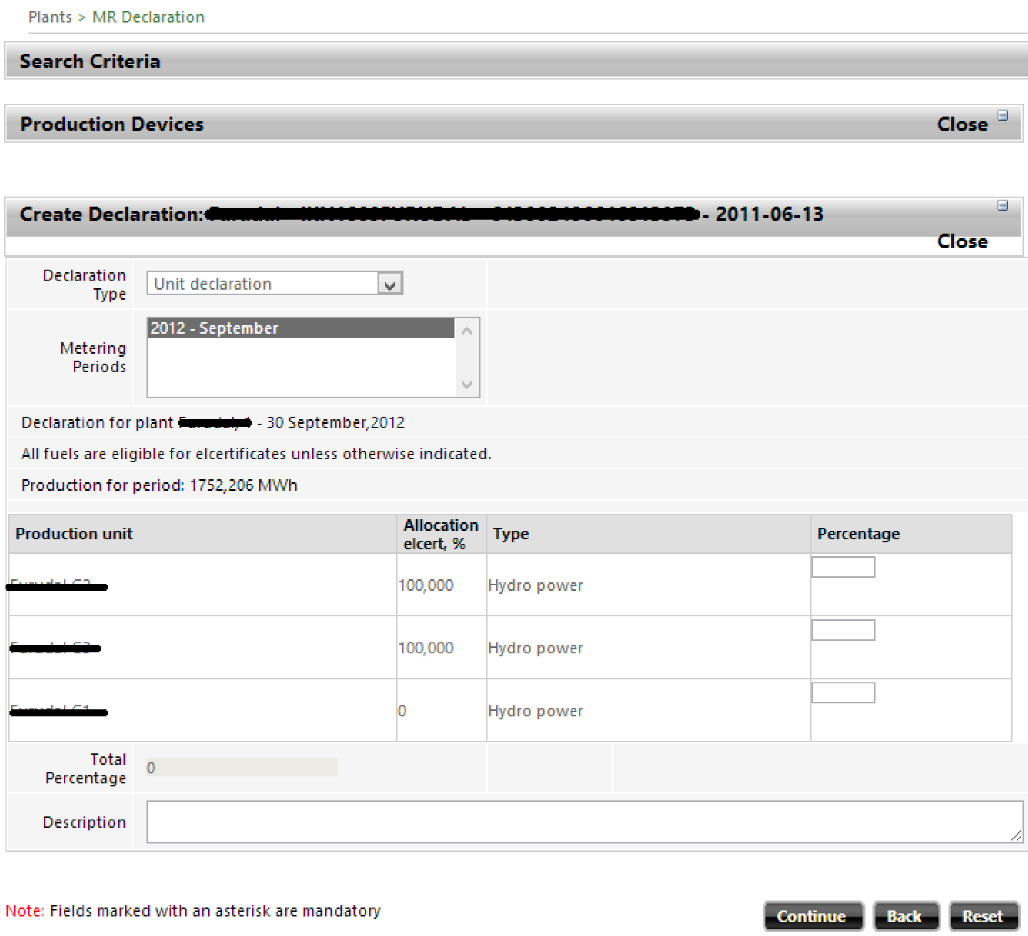


Figure 5.7 – Create Declaration (unit declaration view)

Table 5-6 – MR Declaration Creation

Name	Description
Declaration Type	Select a Declaration type from the list box (Fuel/Unit). The rest of the page is populated based on this selection.
Metering Periods	Select a Metering period from the list.
Declaration Name	Enter the name of the Declaration (of the type selected above).
Declaration Percentage	Enter the required percentage.
Fuel	This field displays the associated Fuels to be declared.

Description	Enter a description of the associated Fuel.
Total Percentage	Shows the sum of Declaration Percentages.
Action Links	
Continue	Click to create this record. To confirm the data entered, click Confirm in the page that is displayed.
Back	Click to return to Manage MR page
Reset	Click to clear the values entered.

5.3.2 View and edit MR Declaration

Note: This function is only available for **AH Root** and **AH PD Administrator**

Under MR declaration AH with sufficient rights can view and edit their MR Declarations. Declaration can be fuel or unit type.

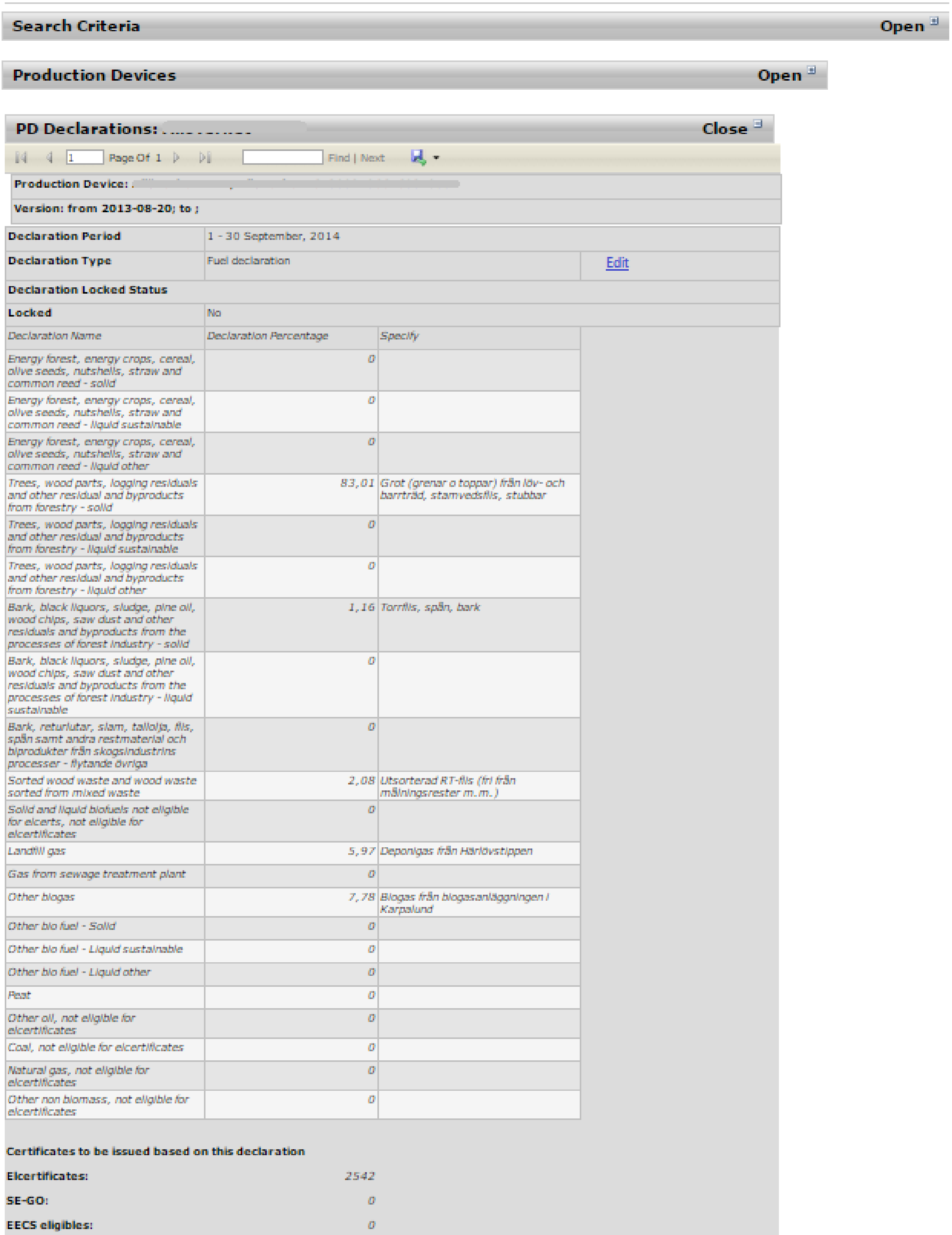
A declaration status can be Locked, Reviewed or Issued. If a declaration is locked by Swedish Energy Agency for investigation, the message “Declaration is locked” is shown. Locked declarations are restricted for issuing.

5.3.2.1 Fuel Declaration

AHs can view and edit their Fuel Declarations. Fuel declaration refers to energy sources of the Production devices.

The steps to view, edit and add fuel declaration are as follows:

1. Navigate to **Plants > MR Declarations**
2. Fill the search criteria and click **Search**
3. A list of declarations is displayed. Select **View Declaration** hyperlink
4. This page displays the details of the Declarations associated with this Production Device (Figure 5.8). The user with sufficient rights can view PDs declarations and edit them.
5. Click on **Edit** to update the declaration information. The edit window is displayed. Once done, select **Save.**



Search Criteria Open

Production Devices Open

PD Declarations: [illegible] Close

1 Page Of 1 Find | Next

Production Device: [illegible]

Version: from 2013-08-20; to ;

Declaration Period	1 - 30 September, 2014	
Declaration Type	Fuel declaration	Edit
Declaration Locked Status		
Locked	No	

Declaration Name	*Declaration Percentage*	*Specify*
Energy forest, energy crops, cereal, olive seeds, nutshells, straw and common reed - solid	*0*	
Energy forest, energy crops, cereal, olive seeds, nutshells, straw and common reed - liquid sustainable	*0*	
Energy forest, energy crops, cereal, olive seeds, nutshells, straw and common reed - liquid other	*0*	
Trees, wood parts, logging residuals and other residual and byproducts from forestry - solid	*83,01*	*Grot (grenar o toppar) från löv- och barrträd, stamvedsflis, stubbar*
Trees, wood parts, logging residuals and other residual and byproducts from forestry - liquid sustainable	*0*	
Trees, wood parts, logging residuals and other residual and byproducts from forestry - liquid other	*0*	
Bark, black liquors, sludge, pine oil, wood chips, saw dust and other residuals and byproducts from the processes of forest industry - solid	*1,16*	*Torrflis, spån, bark*
Bark, black liquors, sludge, pine oil, wood chips, saw dust and other residuals and byproducts from the processes of forest industry - liquid sustainable	*0*	
Bark, returlutar, slam, tallolja, flis, spån samt andra restmaterial och biprodukter från skogsindustrins processer - flytande övriga	*0*	
Sorted wood waste and wood waste sorted from mixed waste	*2,08*	*Utsorterad RT-flis (fri från målningsrester m.m.)*
Solid and liquid biofuels not eligible for elcerts, not eligible for elcertificates	*0*	
Landfill gas	*5,97*	*Deponigas från Härlövstippen*
Gas from sewage treatment plant	*0*	
Other biogas	*7,78*	*Biogas från biogasanläggningen i Karpalund*
Other bio fuel - Solid	*0*	
Other bio fuel - Liquid sustainable	*0*	
Other bio fuel - Liquid other	*0*	
Peat	*0*	
Other oil, not eligible for elcertificates	*0*	
Coal, not eligible for elcertificates	*0*	
Natural gas, not eligible for elcertificates	*0*	
Other non biomass, not eligible for elcertificates	*0*	

Certificates to be issued based on this declaration

Elcertificates:	*2542*
SE-GO:	*0*
EECS eligibles:	*0*

Figure 5.8 – View Fuel Declaration

5.3.2.2 Unit Declaration

AHs can view and edit their Unit Declarations. Unit Declaration refers to the percentage of the production that each device has produced or how much each power source have produced if a plant has more power sources, such as production of both wind and solar as reported through the same meter.

The steps to view, edit and add unit declaration are similar to the ones described in Fuel Declaration area:

1. Navigate to **Plants > MR Declarations**
2. Fill the search criteria and click **Search**
3. A list of declarations is displayed. Select **View Declaration** hyperlink
4. This page displays the details of the Declarations associated with this Production Device (Figure 5.9). The user with sufficient rights can view PDs declarations and edit them.
5. Click on **Edit** to update the declaration information. The edit window is displayed. Once done, select **Save.**

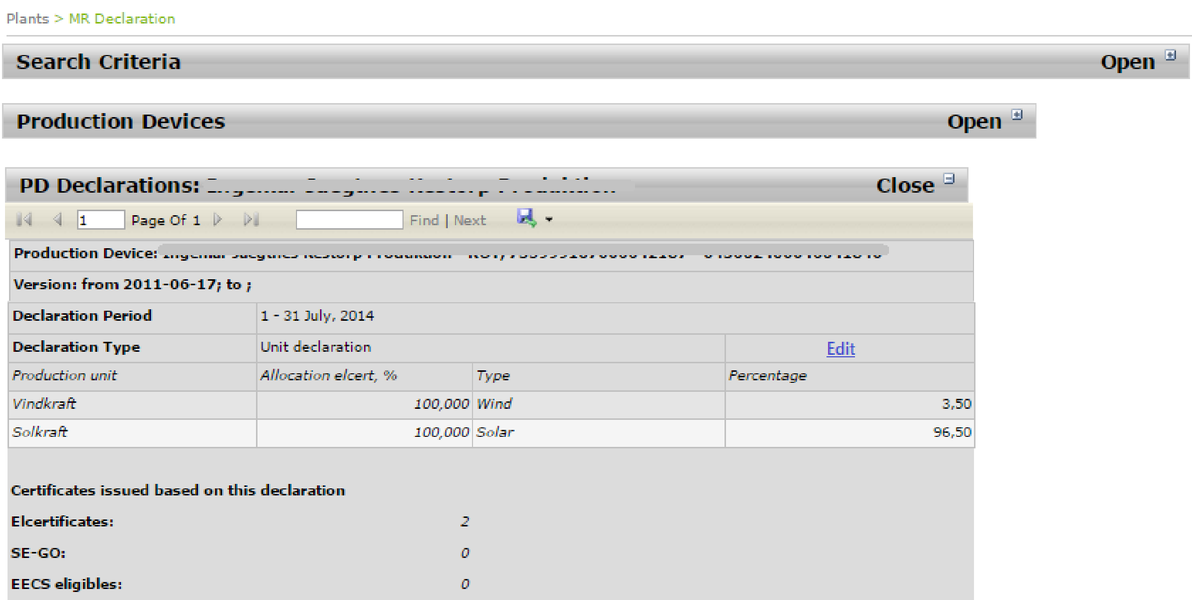


Figure 5.9 – View Unit Declaration

5.4 Monitor Meter Readings

Note: This functionality is only available for Producers actors with the roles **AH Root**, **AH PD Administrator** and **AH PD Viewer**

This page displays the details of the Meter Readings associated with this Production Device. Similar to a report, the user with sufficient rights can see unissued MR periods, missing meter readings for each PD. The PD information as installed capacity, version, annual production, energy sources is also displayed.

1. Navigate to **Plants > Monitor Meter Readings**
2. By default, the search criteria window is shown (Figure 5.10 and Table 5-7). Fill the search criteria and click **Search**
3. The meter reading list is displayed. (Figure 5.11)
4. Click on the hyperlink on the PD's name to see the device details. See View Production Device Details for more information.
5. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

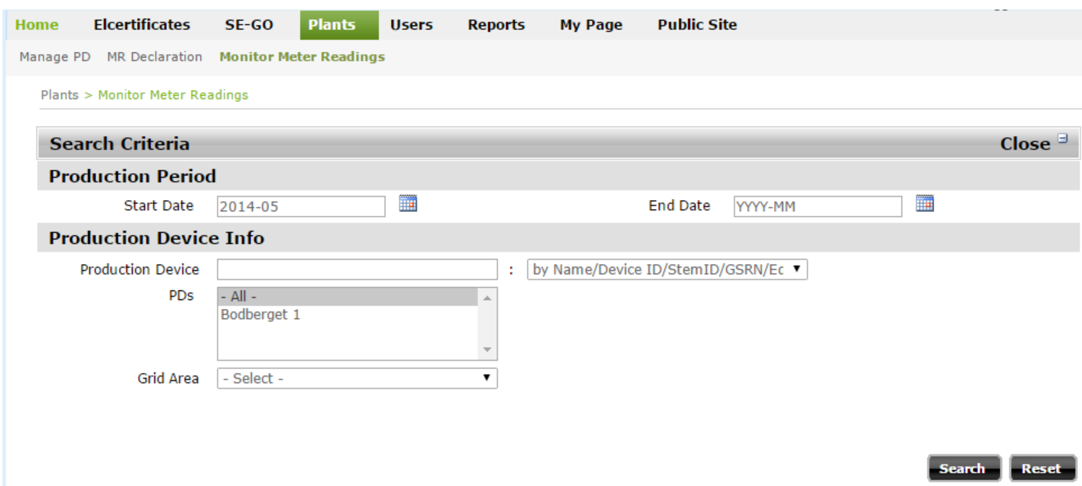


Figure 5.10 – Monitor Meter Readings: Search Criteria

Table 5-7 –Search Criteria Monitor Meter Readings: Field Description

Name	Description
Production Period	Search by Production Period
Production Device	Search by PD name, Device ID, Stem ID, GSRN or Ediel-ID
PDs	Select the PDs from the list
Grid Area	Search by Grid Area
Action Links	

Search	Click this to invoke the search and display the filtered meter reading report.
Reset	Click this to reset the screen to enter new search conditions.

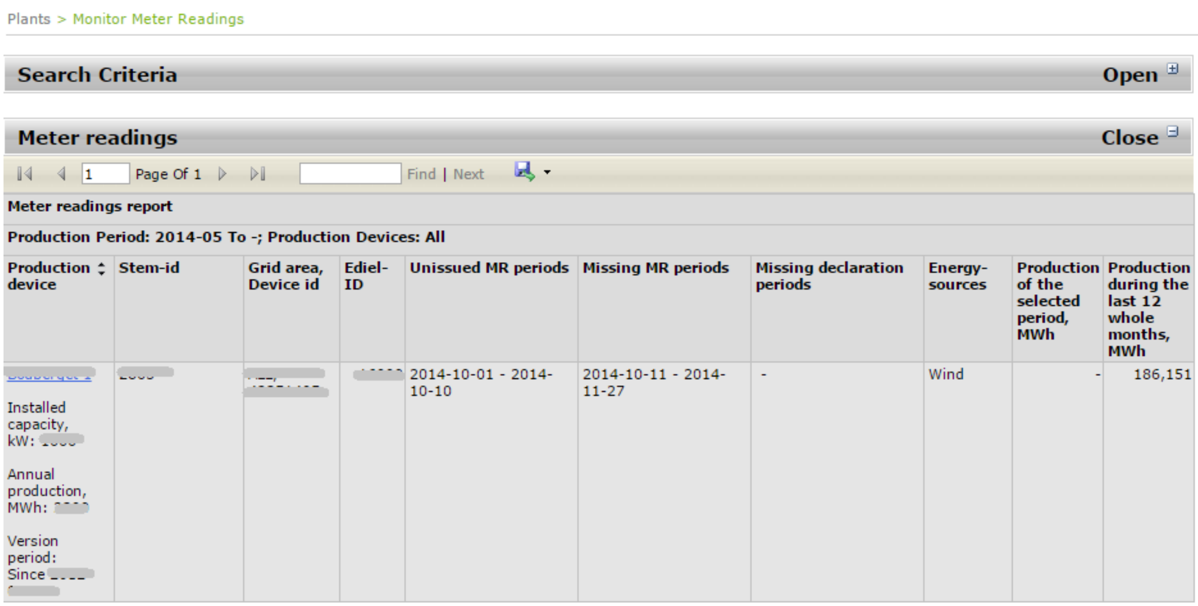


Figure 5.11 – View Meter Readings

6 MANAGING CERTIFICATES

Cesar enables the handling of two kinds of electricity certificates: Guarantees of Origin (GO) and Elcertificates. Information about guarantees of origin can be found on the www.cesar.energimyndigheten.se site, at **About GO>Information**. Information about Elcertificates can be found at **About Elcertificates>Information**. This chapter describes how both types of certificates are handled in the system. For the most part, the certificates are managed similarly, but there are some essential differences. The screenshots are mainly from the **SE-GO** menu: however, the same functions and menu structures can be found under the **Elcertificates** menu.

The chapter is formed in the following way:

- **(SE-GO)** suffix depicts a function related solely to the handling of Guarantees of Origin.
- **(Elcertificates)** suffix depicts a function related solely to the handling of Elcertificates.
- No suffixes indicate that the section refers to the handling of both certificates.
- In Certificates Transaction section, besides the suffixes, the section is also divided in SE-GO transactions and Elcertificates transaction to facilitate understanding of transactions available for each certificate.

6.1 Workflow Description

The Issuing Body issues certificates for electricity units produced by a Production Device. These certificates are credited to the issuing Account of an Account Holder. The user with sufficient rights can make the following Certificate Transactions:

- Transfer — Transfer the certificates to another Account held by this AH itself or held by another AH in the same Domain.
- Cancel* — Cancel the certificates to compensate electricity consumed.
- Import — Transfer certificates from another AH outside the Domain.
- Export — Transfer certificates to another AH outside the Domain.

These Transactions can be scheduled to occur under specific conditions or on the request of the Account Holder.

***Note:** The normal cancellation procedure is disabled for Elcertificates.

6.2 Accounting and Transactions in Certificates

All Account Holders hold a Default Account. Users with permission rights can create Accounts and Sub Accounts. By default, the newly created Account will be active. Certificates that have been issued for the electricity produced by a Production Device are credited to the default Account of the Account Holder, if the issuing account hasn't been changed. These certificates can be Transferred or Cancelled.

All Accounts* can be:

- **Active/Inactive**: Accounts can be set as inactive, if it is not needed anymore and if it does not hold certificates or Sub Accounts. By default, the inactive Accounts are not listed in the Account list view. No certificates can be transferred to this Account. The default Account cannot be set as inactive.

- **Locked/Unlocked:** in certain cases, the Issuing Body can lock an Account. Locked Accounts can be seen by the Account Holder in the Account list, but no operations can be performed (shown with a grey colour). However, from an activate Account is possible to transfer certificates internally (within the same AH) and externally (from another AH) to a locked Account; but no transactions can be performed from a locked Account.

- **Public**: Accounts that are public are visible to other Account Holders. Hence inter Account Holder Transfers are possible only with Accounts that have been declared Public. The Public status of the default Account cannot be changed.

*__Note:__ Except Default and Cancellation Accounts.

Accounts can also have one or more Sub Accounts that have the same characteristics as the parent Account. The maximum number of Sub Account levels is three. Each of the Sub Accounts can hold their own certificates. A parent-child relationship is displayed in the list of Accounts. The default Account cannot be moved to the Sub Account of another Account.

As discussed earlier, certificates linked to a specific PD are credited to the Account Holder's issuing Account for the Production Device. The Account Holder can Transfer some or all the certificates to different Accounts. Some transaction types require you to sign the transaction using signature certificate. This can be done by keying in you pin code in the signature window that pops when committing the transaction.

Transactions are classified depending on the nature of the Account, as described below:

- **Transfer**: the receiving Account belongs to another Account Holder of the same Domain.

Note: Transfer requires signing of the transaction

- **Internal Transfer:** the receiving Account belongs to the same Account Holder.
- **Export**: the receiving Account belongs to another Account Holder in another Domain (e.g. Norway).
    - In the case of Export outside this Registry, the Transaction is deemed as successful only if the system receives an acknowledgement message from the receiving system. Such certificates are no longer held by the current Account Holder. However, if a negative acknowledgement message is received, i.e. the receiving Registry or counterparty has rejected the Export, a new Transaction type called “Correction” is created and the respective certificates are returned to the Account.
- **Import**: certificates are transferred into the Account from another Domain.
- **Cancel**: the certificates are taken out of circulation to prove electricity consumption with certain attributes (for example consumption of renewable electricity). These certificates are then no longer available for the current Account Holder.

Note: Cancellation requires signing of the transaction

- **Issue**: the Issuing Body issues certificates against the electricity produced by a Production Device.
- **Request EECS Issuing** – When Account Holder wishes to transfer certain certificates to external EECS account and hence have EECS certificates issued based on Swedish Guarantees of Origin.

Notes: EECS issuing request requires signing of the transaction.

EECS issuing request is visible for Account Holders that are registered for EECS.

EECS issuing can only be requested for certificates that are eligible for EECS (Trading Scheme: EECS-eligible. EECS eligible certificates are issued to production devices that are registered for EECS and which have all the time been hold by Account Holders that are EECS members. If EECS eligible certificates are transferred to an Account Holder, which is not EECS member, the EECS eligibility of the certificates is lost for good.

When requesting EECS issuing the selected certificates are permanently moved to the Default account of the sender in CMO.grexel where those are issued as EECS GO certificates and are not anymore available as SE-GO certificates in Cesar System. .

6.3 Access to Certificates Modules

Refer to Figure 3.1 for the permissions assigned to the roles for executing the functionalities available under the **SE-GO/Elcertificates** modules.

6.3.1 View Accounts

Navigate to **SE-GO/Elcertificates**.

The **Manage Accounts** option is displayed by default when entering the certificate module. It enables you to view the Accounts held by an Account Holder and execute operations and Transactions on them. The ID displayed alongside the heading is the Business ID of the Account Holder (Figure 6.1 and Table 6-1).

Some accounts exhibit in the start of the line. This indicates that the Account has one or more Sub Accounts under it. Click the icon to expand the hierarchy.

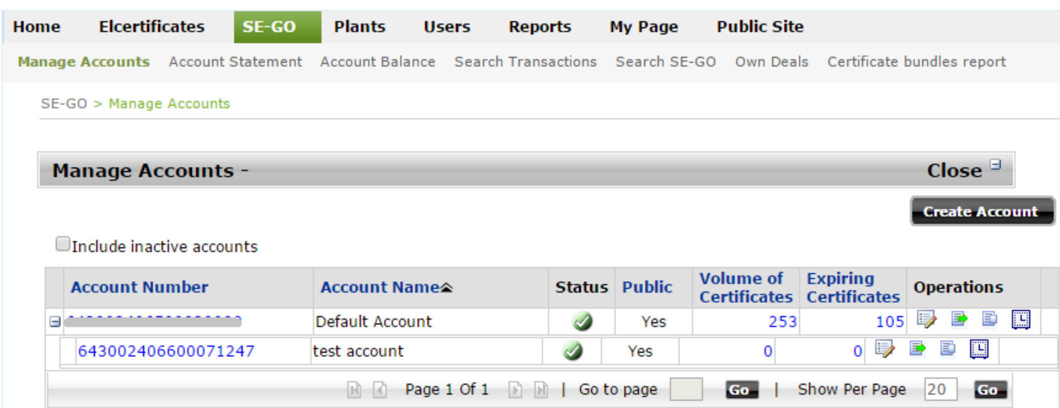


Figure 6.1 – Manage Accounts: View Account List

Table 6-1 – View Account List: Field Description

Name	Description
Include inactive Accounts	Click to display details of inactive Accounts also. By default this is not selected.
Account Number	Click this link to view the complete Transaction details of this Account for a default period of one year. Refer to Account Statement for more details.
Account Name	Name of the Account. Not visible to other Account Holders.
Status	Indicates whether the Account is active or not.

Name	Description
Public	Yes — the Account will be visible to other Account Holders No — the Account will not be visible to other Account Holders
Volume of Certificates	Number of certificates held currently in this Account. Click on this hyperlink to be transferred to Transfer/Cancel certificates section.
Expiring Certificates	Number of certificates that will expire soon. 30 days prior expiration this warning is set.
Action Links	
Operations	Click to Modify Account Click to Move Account Click to Create Sub Account Click to Schedule Transaction

6.3.2 Modify Account

This option is used to change the Active and Public status of an Account. This also permits a change in the Account Name.

1. Navigate to **SE-GO/EIcertificates>Manage Accounts**.
2. Click icon available under Operations for the required Account (Figure 6.1).

Note: The default and the cancellation accounts are not modifiable.

3. Enter new Account Name, if required (Figure 6.2).
4. Change the status of **Active**, if required. An Account can be set as inactive if it does not hold any certificates and is not required any more.
5. Change the status of **Public**, if required.

Note: Only Public Accounts are visible to other Account Holders.

6. Click **Update** to save the changes or click **Back** to return to the Manage Accounts page without saving the changes.

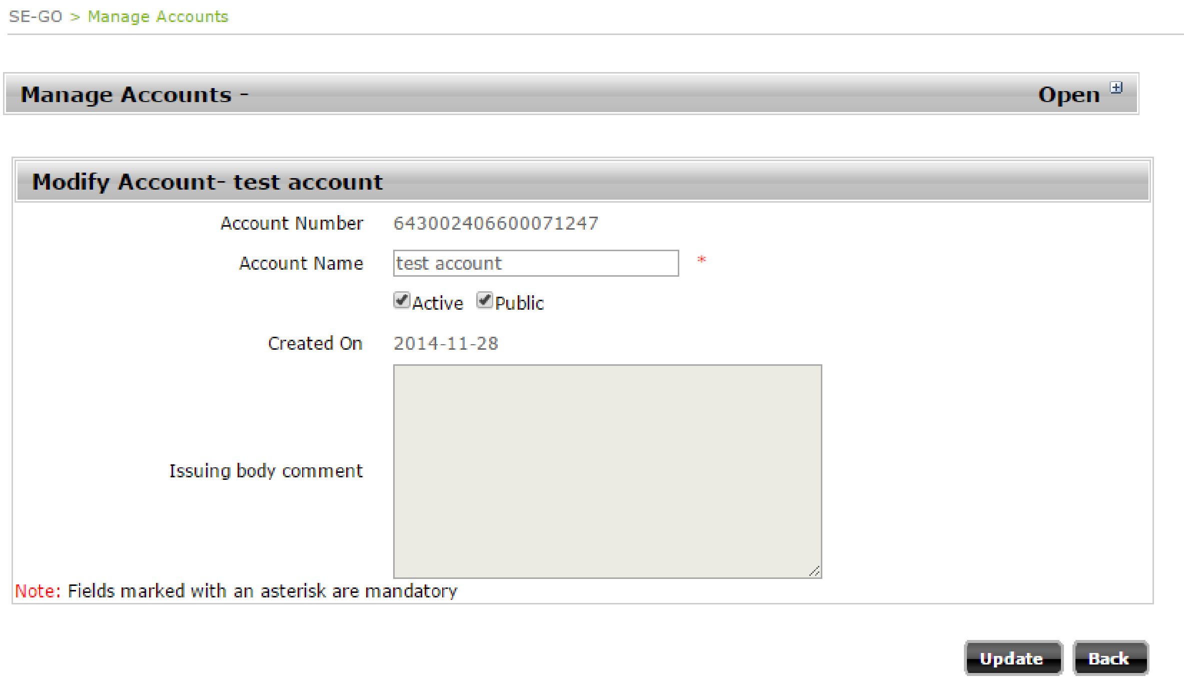


Figure 6.2 – Certificates: Modify Account

6.3.3 Move Account

This option enables you to move an entire Account to render it as a Sub Account of another one. The details of this Account will now be visible as a child Account under the Destination Account.

Note: The default Account cannot be moved.

1. Navigate to **SE-GO/EIcertificates>Manage Accounts**.
2. Click icon available under Operations for the required Account.
3. Enter or select the Account from the Destination Account box (Figure 6.3).
4. Click **Move** to execute the movement. Click **Back** to return to Manage Account page without moving the Account.

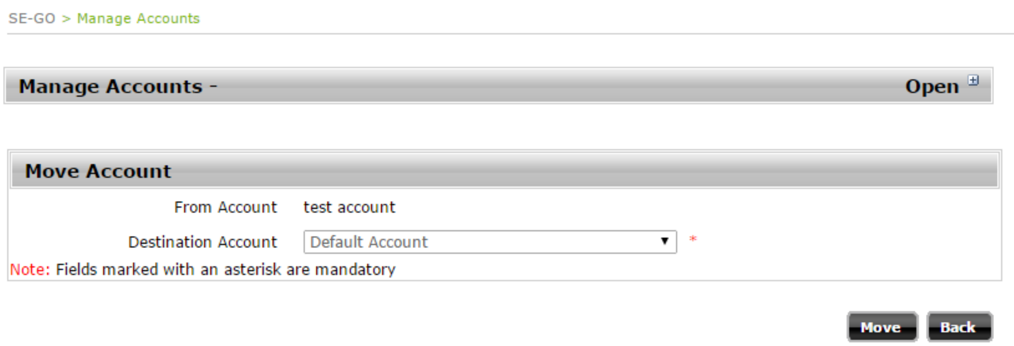


Figure 6.3 – Certificates: Move Account

6.3.4 Create Accounts

A default Account is created automatically for every Account Holder, when an Account Holder is created. In addition to this, the user can subsequently create new Accounts. The newly created Account is active by default.

1. Navigate to **Certificates>Manage Accounts**.
2. Click **Create Account** (Figure 6.4).
3. Enter the **Account Name**. The system automatically generates an Account Number.
4. Set status as public if the Account should be visible for other Account Holders for transfer.
5. Click **Create** to complete the process.
6. Click **Back** to return to Manage Accounts page, without effecting any changes**.**
7. Click **Reset** to enter a new set of specifications.

Note: The newly created Account is Active by default.

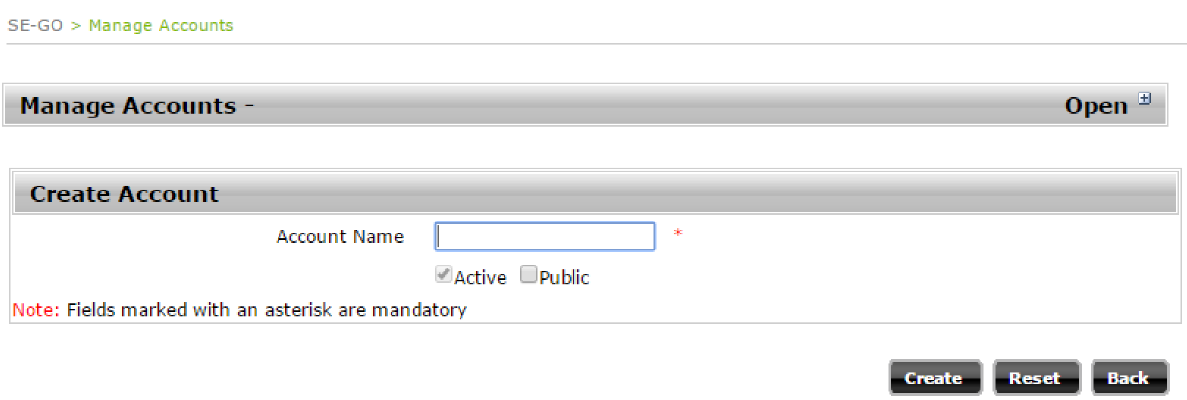


Figure 6.4 – Manage Account: Create Account

6.3.5 Create Sub Account

This option allows you to create a Sub Account under an existing Account.

1. Navigate to **SE-GO/Elcertificates>Manage Accounts**.
2. Click icon available under Operations for the required Account.
3. Enter the Account name for the new Sub Account (Figure 6.5).
4. By default, the Sub Account inherits the Active Status and the Public Status from the parent Account.
5. Click **Create** to create the Account. Click **Back** to return to the Manage Accounts page without creating a Sub Account.

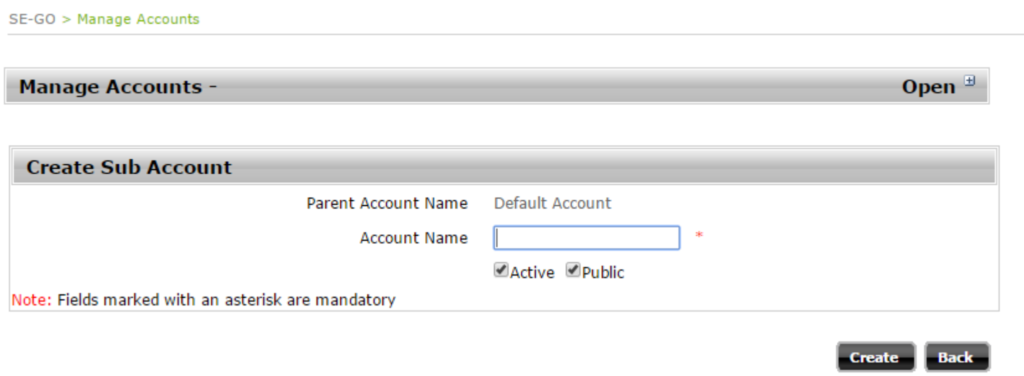


Figure 6.5 – Certificates: Create Sub Account

6.4 Certificate Transactions

Under the **SE-GO/Elcerticates** module AHs with sufficient rights can perform certificate transactions. This chapter is divided in two sections: Elcerticates and for SE-GOs. It is possible to transfer, cancel and request EECS issuing for SE-GOs. In the case of Elcerticates, AHs can transfer elcertificates within Swedish domain and import/export elcertificates form/to Norway. Besides that it is also possible to schedule SE-Go and Elcertificates transactions.

6.4.1 SE-GO transactions

6.4.1.1Transfer SE-GO

This option enables you to Transfer all or some of the certificates from one Account to another in the same domain. Transfers can be made between accounts of the same account holder (internal transfer) or between different account holders (transfer).

1. Navigate to **SE-GO/ >Manage Accounts**.
2. Click the number under the **Volume of Certificate** column for the required Account.
3. You can select all certificates or select them by bundle, Production Device or account (Figure 6.6).

Note: If nothing is chosen, the system takes the latest certificates based on production date to be transferred.

4. To select the exact bundles, click the **Select certificates by bundle** option.
   - The list of Certificate Bundles held by this Account is displayed (Figure 6.7).
   - Select the required bundles by checking the corresponding checkboxes.
5. Click 

to execute a Transfer. The Certificate Transfer page is displayed in Figure 6.8.
6. Enter the number of certificates to be Transferred (Figure 6.8).
7. You can choose to either enter a specific Account number or select one (Figure 6.8).
   - To select an Account number, select **Domain**, **Account Holder** and **Account** from the drop-down box.
   - To enter an Account number, click **Enter Account number**. Enter the **Account number** in the text box. Click **Validate Account Number** to get the Account number validated.
8. Click **Transfer** to complete the Transaction or click **Back** to return to the list of Certificates (Figure 6.8).

Note: All receiving Accounts must have an existing account in the system. In case the Account cannot be found, please contact technical support to have the Account added to the system.

SE-GO > Manage Accounts

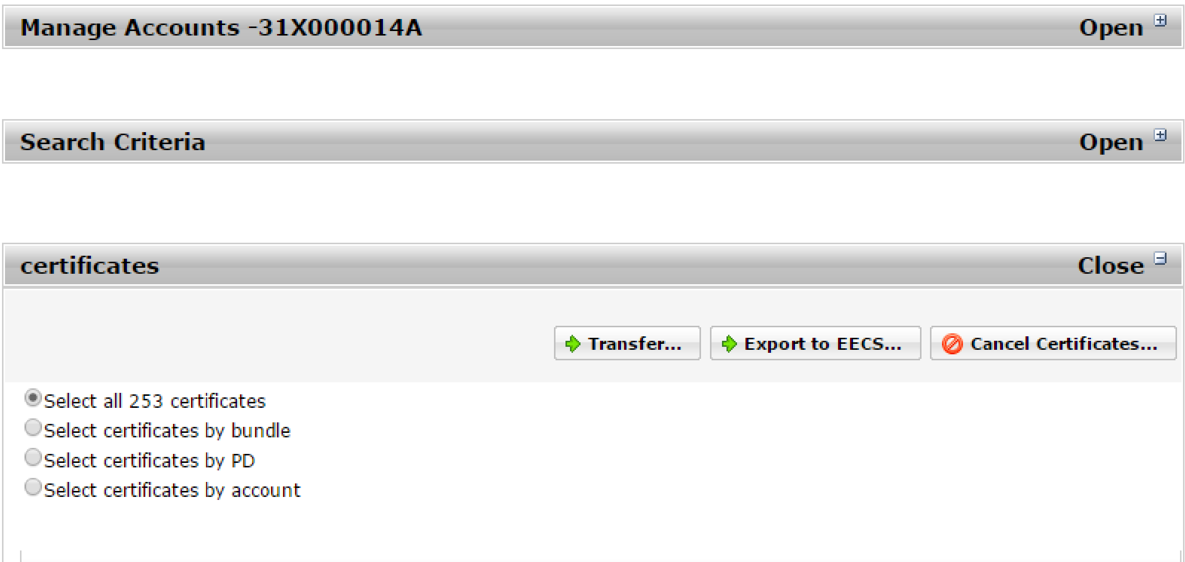


Figure 6.6 – Transfer Certificates: Select all

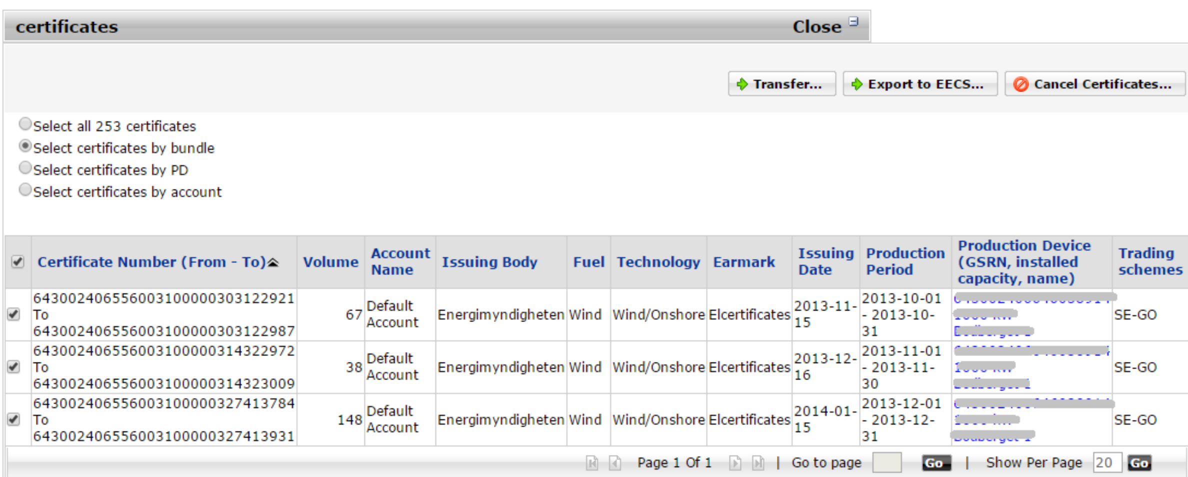


Figure 6.7 – Transfer Certificates: Select by bundle

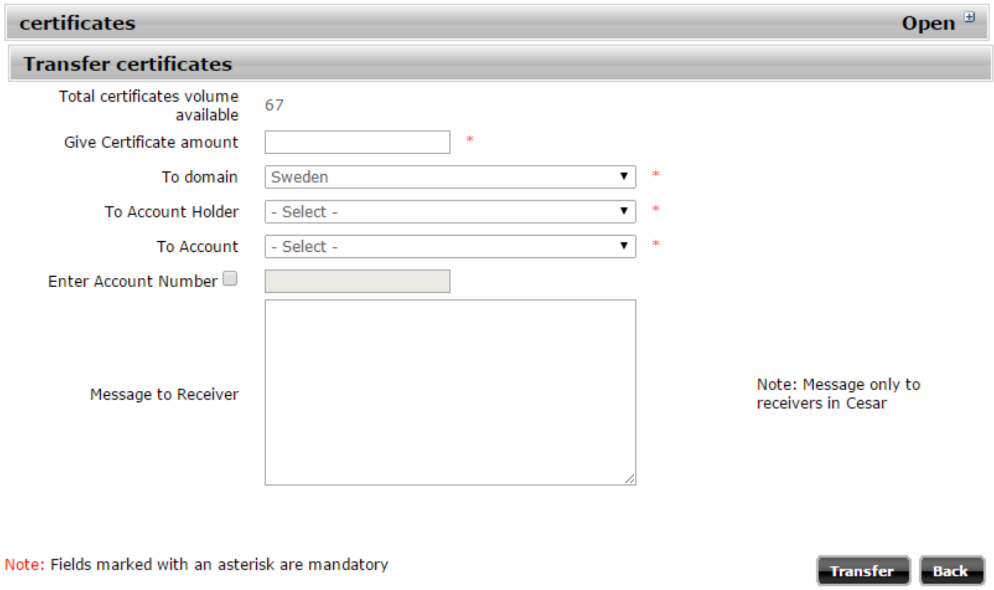


Figure 6.8 – Certificate Transfer

6.4.1.2 Request EECS issuing (SE- GO)

Notes: EECS issuing request is visible of for Account Holders that are registered for EECS.

EECS issuing request requires signing of the transaction.

EECS issuing can only be requested for certificates that are eligible for EECS (Trading Scheme: EECS-eligible. EECS eligible certificates are issued to production devices that are registered for EECS).

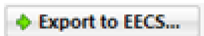
When requesting EECS issuing the selected certificates are permanently moved to the Default account of the sender in CMO.grexel where those are issued as EECS GO certificates and are not available anymore as SE-GO certificates in Cesar System

AHs need a separate EECS issuing sub account.

SE-GO certificates can be Exported to CMO.grexel registry from Cesar system as follows.

1. Navigate to **SE-GO>Manage Accounts**.
2. Select the certificates to be exported. The selection is similar to what was described in Transfer Certificates. You can select certificates by bundle, by PD or by account. See Transfer Certificates for more information.

Note: If nothing is chosen, the system takes the latest certificates based on production date to be transferred.

3. Click  to Export the certificates. The Certificate Transfer page is displayed (Figure 6.9). Description of input data is presented in Table 6-2.
4. Enter the data in the screen and select **Export to EECS**.
5. After clicking **Export to EECS** –button, you are asked to confirm the transaction.
6. Upon confirmation a Nexus Personal window pops up and asks you to sign the transaction using your signature certificate and personal pin code.

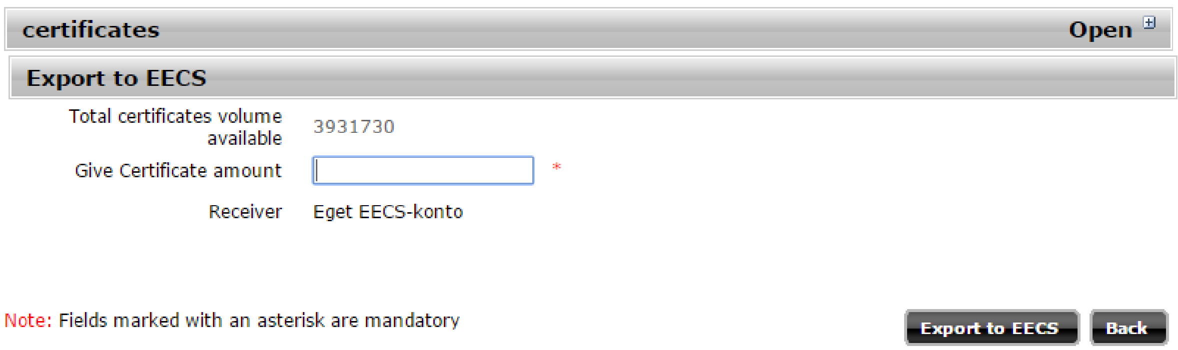


Figure 6.9 – Export to EECS

Table 6-2 Certificate Export to EECS (mandatory fields marked with an asterisk)

Name	Description
Total certificate volume available	Number of certificates in the current selection. Can be modified only by making a new selection
Give certificate amount *	Number of certificates to be cancelled from the current selection.
Receiver	Receiver of the transaction, the Account Holder in CMO.grexel. You should select the member code, which corresponds to the member code of the sender **Note:** the sender and the receiver have the same code in Cesar and in CMO, because they are the same organization. The code can be found under My Page menu.
Message to Receiver	Optional message **Note:** This information is only visible for the sender.

6.4.1.3 Cancel Certificates (SE-GO)

SE-GO certificates can be Cancelled from the system as follows.

1. Navigate to **SE-GO>Manage Accounts**.
2. Click the number under the **Volume of Certificate** column for the required Account.
    - The actions involved in Cancelling are similar to those in Transferring. Thus, same figures will be used for reference.
3. You can cancel all the certificates or cancel them by bundle, PD or account (Figure 6.6).
4. To cancel a part of the certificates, click **Select certificates by bundle**, **Select certificates by PD** or **Select certificates by account**.
    - If e.g. **Select certificates by bundle** is selected, the list of Certificate Bundles held by this Account is displayed (Figure 6.7). (For more information on this view, refer to the description given in Search Certificates.)
    - Select the required certificates.

Note: If nothing is chosen, the system take the latest certificates based on production date to be cancelled.

5. Click 

to cancel the certificates. The Certificate Cancellation page is displayed (Figure 6.10). Description of input data presented in Table 6-3.
6. Enter the Cancellation data in the Cancellation screen.

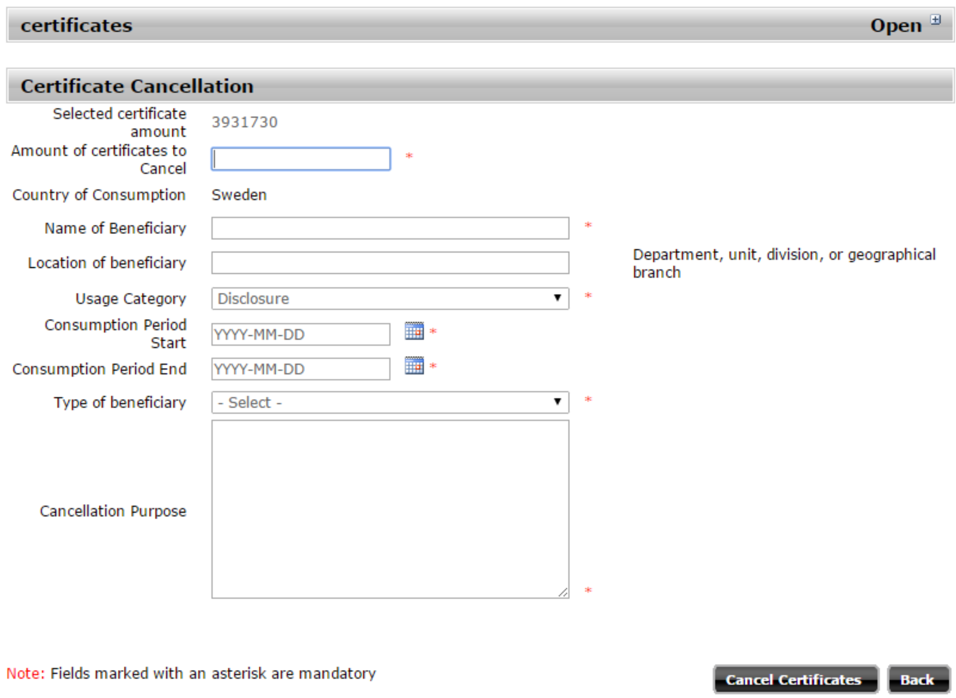


Figure 6.10 – Certificate Cancellation (SE-GO)

Table 6-3 Certificate Cancelling (mandatory fields marked with an asterisk)

Name	Description
Selected Certificates amount	Number of certificates in the current selection. Can be modified only by making a new selection
Amount of certificates to Cancel *	Number of certificates to be Cancelled of the current selection.
Country of Consumption *	The country where this electricity has been consumed. Certificates may only be Cancelled for domestic consumption.
Name of Beneficiary *	The company to which this electricity was sold to or by whom it was sold.
Location of Beneficiary	More detailed information of the Beneficiary like department unit, division, or geographical branch.

Name	Description
Usage Category*	Select the usage category of electricity origin Certificate Cancellation purpose from dropdown list: Support: Cancelled to receive financial support Disclosure: Cancelled under a green labelling scheme or as proof of supply to consumers or for own use. Has not been used to receive financial support. By default only Disclosure I available in Cesar
Consumption Period *	Select the Start and End day of the time period of electricity consumption for which the certificates are Cancelled for.
Type of Beneficiary *	Select from dropdown list.
Cancellation Purpose *	Enter text to indicate the reason for Cancellation.
Action Links	
Cancel Certificates	Click to complete the cancellation
Back	Click to return to the previous screen

6.4.2 Elcertificates transactions

6.4.2.1Transfer elcertificates

This option enables you to Transfer all or some of the certificates from one Account to another in the same domain. The procedure for Elcertificates transfers is similar to SE-GO transfer. See chapter 6.4.1.1 for more information.

6.4.2.2Import/Export to Norway (Elcertificates)

Note: This section refers only to elcertificates and transactions to Norway.

Account Holder with sufficient rights can transfer Elcertificates to Norway through Cesar since the application was designed to handle both support certificates.

The transfer is similar to the certificate transfer described above, but refers only to elcertificates.

Note: To be able to export the certificates to Norway, on the Certificate transfer page you should select Domain = Norway

1. Navigate to **Elcertificates>Manage Accounts**.
2. Click the number under the **Certificate Count** column for the required Account.

3. You can select all certificates or select them by bundle, Production Device or account (Figure 6.6).

Note: If nothing is chosen, the system takes the latest certificates based on production date to be transferred.

4. To select the exact bundles, click the **Select certificates by bundle** option.
   - The list of Certificate Bundles held by this Account is displayed (Figure 6.7)
   - Select the required bundles by checking the corresponding checkboxes.
5. Click Transfer to execute a Transfer. The Certificate Transfer page is displayed in Figure 6.8.
6. Enter the number of certificates to be Transferred (Figure 6.8).
7. Select **Norway** domain.
8. You can either choose to enter a specific Account number or select one (Figure 6.8).
   - To select an Account number, select **Account Holder** and **Account** from the drop-down box.
   - To enter an Account number, click **Enter Account number**. Enter the **Account number** in the text box. Click **Validate Account Number** to get the Account number validated.
9. Click **Transfer** to complete the Transaction or click **Back** to return to the list of Certificates (Figure 6.8).

6.4.3 Schedule Transaction

The system enables an Account Holder to program Transactions based on some pre-specified events. This schedule can be repeated periodically.

1. Navigate to **SE-GO/Elcertificates>Manage Accounts**.
2. Click icon available under Operations, for the required Account. The existing schedule, for this Account is displayed (Figure 6.11). Field description presented in Table 6-4. If no transactions are scheduled, a corresponding message is shown.

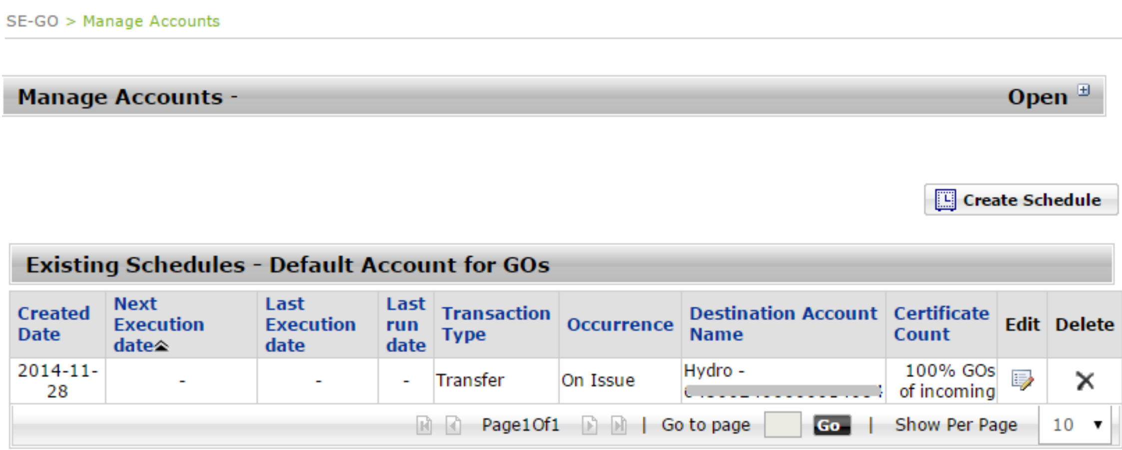


Figure 6.11 – Manage Accounts: Schedule Transactions

Table 6-4 – Existing Schedules: Field Description

Name	Description
Created Date	Date on which the schedule was created
Next Execution Date	The next execution date of the transaction
Last Execution Date	The last execution date of the transaction
Last Run Date	The most recent execution date of the transaction
Transaction Type	The type of the transaction (only Transfer type is available in Cesar)
Occurrence	The occurrence of the transaction (on issue / specific day / incoming transaction / per month)
Destination Account Name	Destination Account Name
Certificate Count	Number of certificates to be transacted
Action Links	
Create Schedule	Click to Create Schedule
Edit	Click to Edit Schedule
Delete	Click to Delete Schedule

6.4.3.1Create Schedule

1. Navigate to **SE-GO/Elcertificates>Manage Accounts>** for the required Account.
2. Click Create Schedule to schedule a new activity (Figure 6.11).
3. Create Schedule frame is displayed. The fields displayed vary with the selection made for the fields.
4. Figure 6.12 shows the frame displayed if the Transaction type **Transfer** is selected to occur monthly. Refer to Table 6-5 for the description of fields.
5. Click **Create Schedule** to complete the process.
6. Click **Back** to return to the Manage Accounts page without effecting any changes.
7. Click **Reset** to enter a new set of specifications.

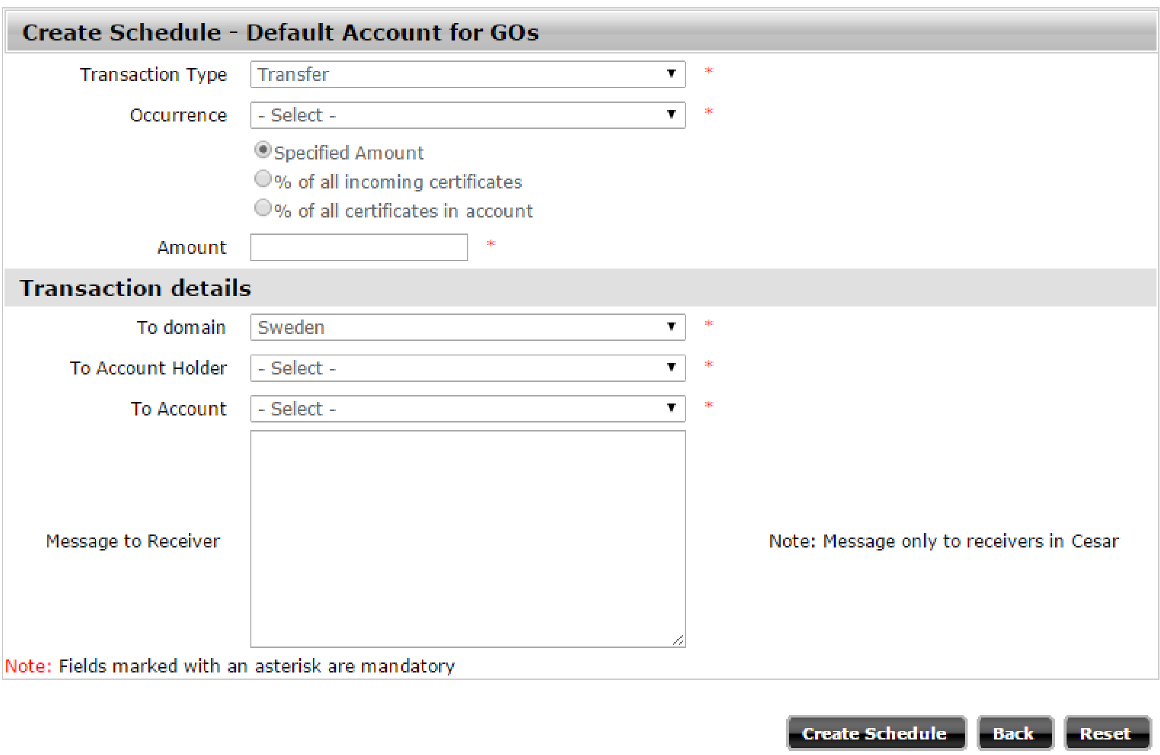


Figure 6.12 – Certificates: Create Schedule

Table 6-5 – Create Schedule: Field Description (mandatory fields marked with an asterisk)

Name	Description
Transaction Type *	Transfer
Occurrence *	Select : Specific day — Selected event occurs only on a specific date. Specific day of each month—Selected event occurs on the specified day of the month till the stop date. On Issue — Selected event occurs on issue of certificates to this Account. On Incoming Transaction — Selected event occurs when certificates are transacted to this Account.
Specified amount / % of all certificates in Account / % of incoming Certificates	The amount of certificates to be transacted. The option “Incoming Certificates” is available only if Occurrence is selected as On Transfer or On Issue.
Percentage (0%-100%)*	The required percentage of certificates to be transacted. Available if the choice is either “% of all certificates in Account” or “% of all incoming certificates”.
Amount *	The required number of certificates to be transacted. Available if the choice is Specified Amount.
Execution Date *	The execution date of the Transaction. Available if the Occurrence is set as Specific day.
Stop Date *	The date up to which the scheduled Transaction will be executed. Available if the Occurrence is set as other than Specific day.
Day of Month *	The day on which the Transaction will be executed every month. Available if the Occurrence is set as Specific day of each month.
To Domain*	The Domain to which the certificates will be Transferred.
Account Holder*	The Account Holder to which the certificates will be Transferred.
Account*	The Account of the AH to which the certificates will be Transferred
Message to Receiver	A free-form message to the receiver about the Certificate Transfer.
Price Group (only Elcertificates)	Select price group
Price(only Elcertificates)	If a price group is selected above the price is displayed automatically. If no price group is selected, add a price.

Name	Description
Currency (only Elcertificates)	Currency of the transaction scheduled. SEK,NOK or EUR
Contract Date (only Elcertificates)	Contract date of the transaction

6.4.3.2 Edit Schedule

1. Navigate to **SE-GO/Elcertificates>Manage Accounts>** for the required Account.
2. Click icon to make changes in an existing schedule (Figure 6.11).
3. The edit schedule window is displayed (Figure 6.13). Refer to Schedule Transaction for field description details.
4. Click **Update** to complete the process.
5. Click **Cancel** to return to Manage Accounts page, without effecting any changes**.**
6. Click **Reset** to enter a new set of specifications.

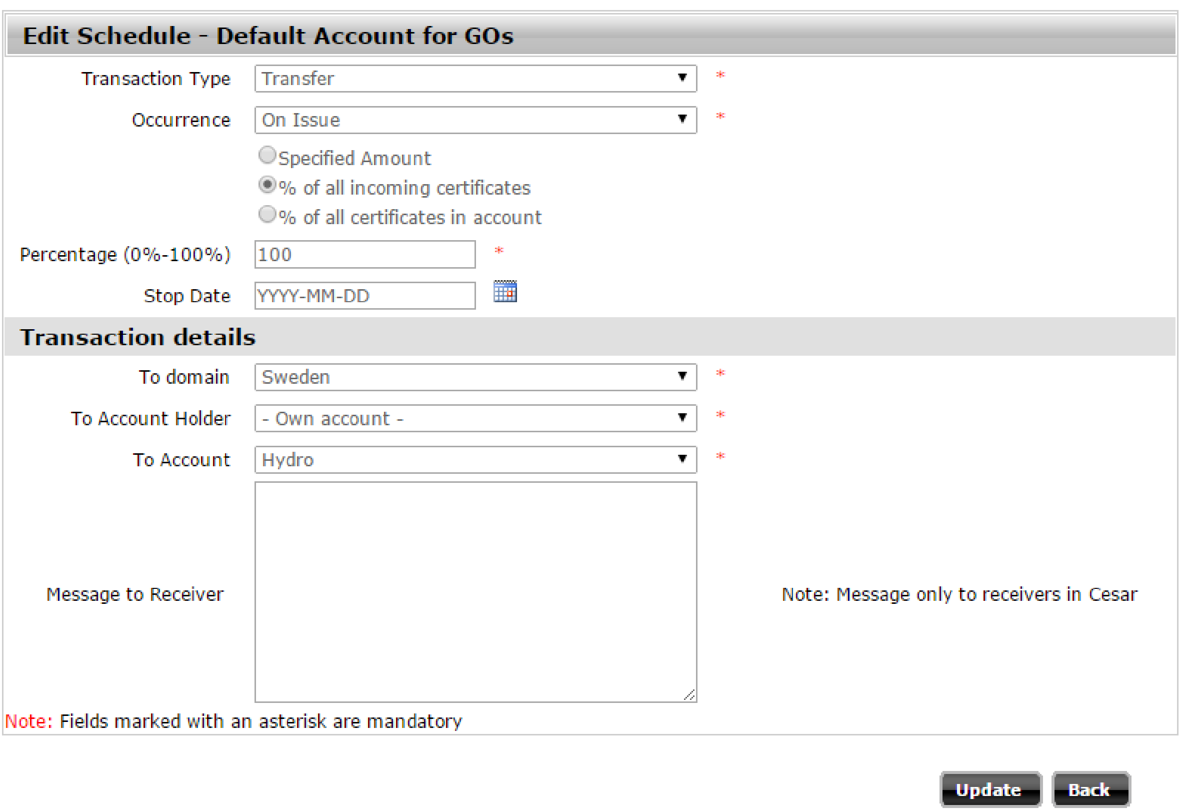


Figure 6.13 – Certificates: Edit Schedule

6.4.3.3 Delete Schedule

1. Navigate to **SE-GO/Elcertificates>Manage Accounts>** for the required Account.
2. To delete an existing schedule, click the **Delete** icon of the schedule to be deleted.

6.5 Account Statement

This option gives complete details of the Transactions in an Account. The Account, whose name is positioned first (alphabetically), is displayed by default.

To view the details of an Account, within the purview of your rights:

1. Navigate to **SE-GO/Elcertificates>Account Statement** (Figure 6.14).
2. By default the details for one month, dating back from today are selected in the search criteria. Fill the search criteria according to your preferences and click **Search**.
3. The details of the Account include the basic information of the Account and the Transaction details (Figure 6.15 and Table 6-6). You can choose to view all transactions or only completed transactions.
4. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

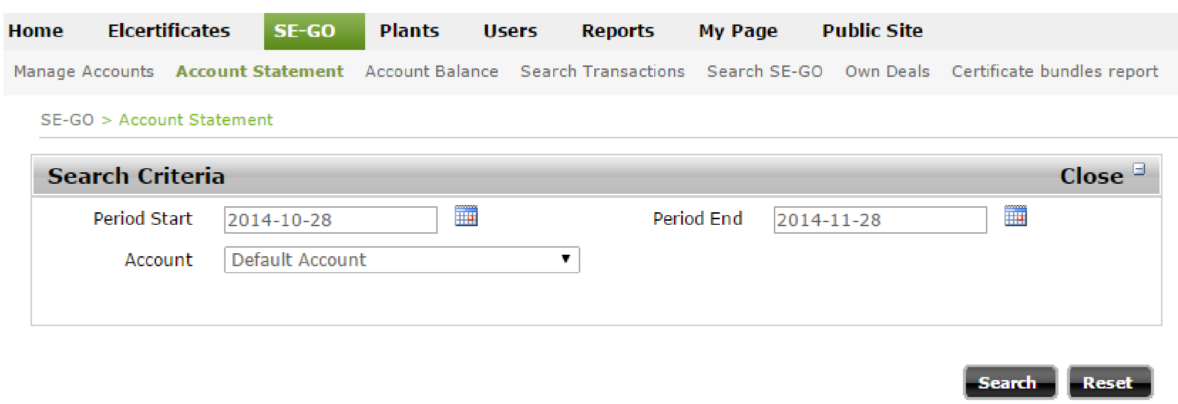


Figure 6.14 – Account Statement – search criteria

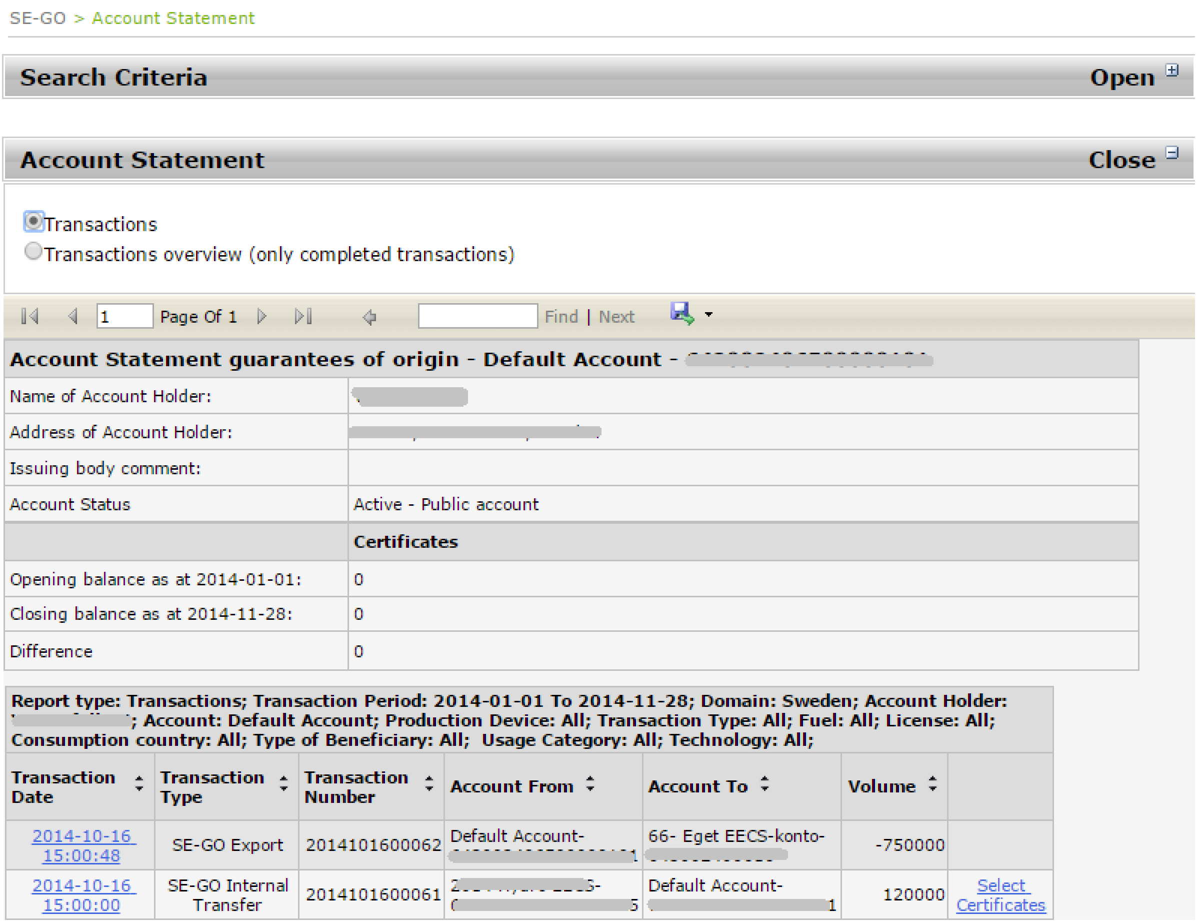


Figure 6.15 – Account Statement

Table 6-6 – Account Statement: Field Description

Name	Description
Name of Account Holder	Account Holder Name
Address of Account Holder	Account Holder Address
Issuing Body Comment	Comment on the transaction
Account Status	If the Account is Active or Not
Opening Balance	No. of certificates on hand, on the start of the period.
Closing Balance	No. of certificates on hand, at the end of the period.
Difference	Certificate inflow / outflow during the period.
Transaction Date	Date and time of Transaction. Click to View Transaction details.

Name	Description
Transaction Type	The nature of the Transaction
Transaction number	The number of a specific transaction
Account From	Account number from which the Transfer has been executed. If the source Account is your Account, then Account name and number will be displayed. If the Account is that of an AH in the same Domain, then the name and Account number of the AH will be displayed. If the Account belongs to an AH of other Domain, the Domain name, AH name & Account number will be displayed.
Account To	Account number to which the Transfer has been executed. The details displayed follow the rule explained above.
Volume	Number of certificates included in the Transaction. The volume can be negative or positive.
Select Certificates	Click to Select Certificates. This option is available only for Transactions that have resulted in Transfer of certificates to this Account. Using this option, you can select the certificates which were involved in this Transaction (even if they are currently located in another own Account). However, if these have since then been Transferred to an Account belonging to another Account Holder, i.e. they no longer belong to this Account Holder, then this link will still be shown but the certificates can no longer be found.

6.6 Account Balance

This option enables users to view the account balance of all accounts that they hold for a specific date.

1. Navigate to **SE-GO/Elcertificates>Account Balance** (Figure 6.16)
2. Determine the date and select the accounts at the search criteria
3. Executing the search will list the account balance in a specific date for all the accounts selected in the search criteria. The balance is shown given the technology reported in each certificate (water, wind, biomass, other) (Figure 6.17).
4. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

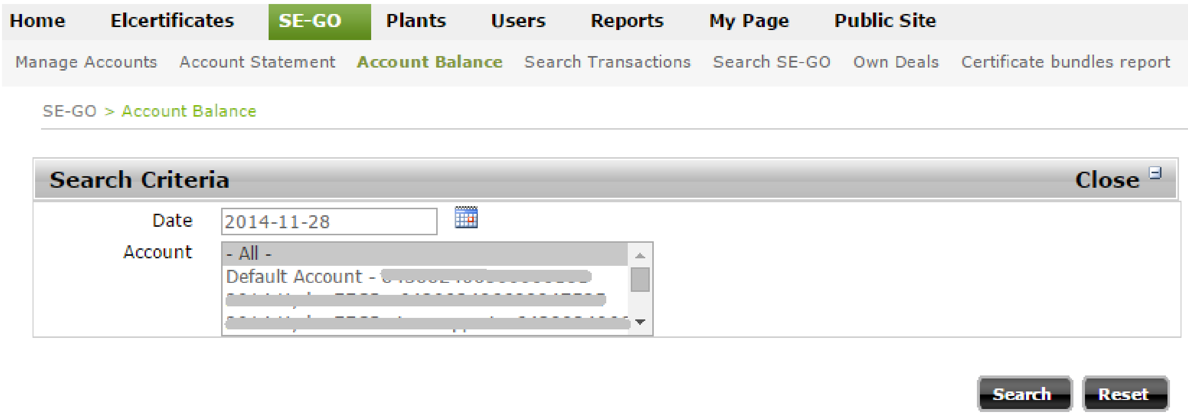
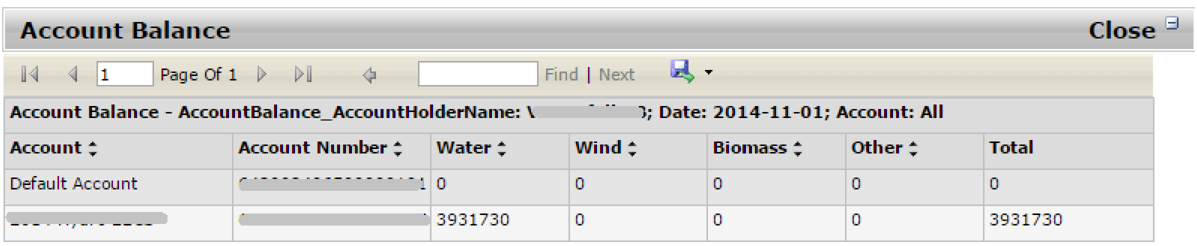


Figure 6.16 – Account Balance Search Criteria



Account	Account Number	Water	Wind	Biomass	Other	Total
Default Account	[redacted]	0	0	0	0	0
[redacted]	[redacted]	3931730	0	0	0	3931730

Figure 6.17 – Account Balance

6.7 Search Transactions

This option enables you to locate and view the details of a specific Transaction. For an Account in your purview, you can drill down to the details of the certificates involved in the Transaction.

1. Navigate to **SE-GO/Elcertificates>Search Transactions** (Figure 6.19)
2. Determine the search criteria and click **Search.**

Note: If you have filtered the search by Production Device, the result set includes those whole transactions, which incorporate certificates from selected Production Device(s). The total volumes of the transactions are shown even though the transaction might include certificates from other Production Device(s) than selected.

3. The resulting view will be similar to Account Statement and are displayed on Figure 6.19.
4. The results can be filtered according to Table 6.7. Figures 6.19 to 6.21 present the different display options for each type of filter.
5. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

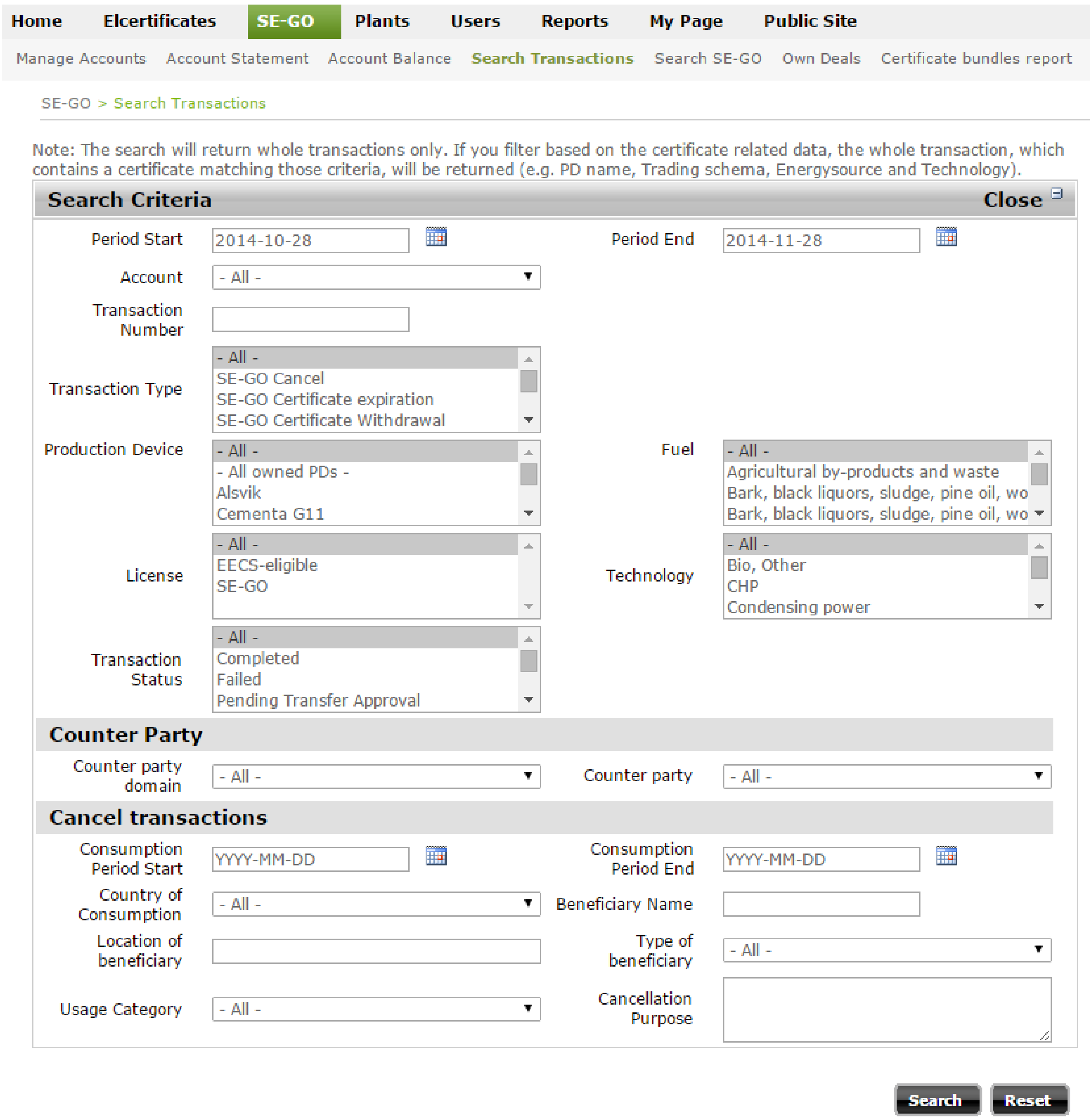


Figure 6.18 – Search Transactions

Table 6-7 – Search Transactions: Field description

Name	Description
Period	The period (Start and End Date) of the transactions.
Account	The Account associated with the transactions.
Transaction Number	The number of a specific transaction.

Name	Description
Currency (only Elcertificates)	Currency of Transaction - Original, NOK, SEK or EUR.
Transaction Number	The number of the transaction
Transaction Type	The character of the transactions
Production Device	The Production Device(s) associated with the transactions.
License	The Licenses linked with the transactions.
Transaction Status	The Transaction Status of the transactions.
Fuel	The Fuel(s) associated with the transactions.
Technology	The Technology associated with the transactions.
Counter Party	
Counter Party Domain	Domain of the receiver
Counter Party	External Receiver/Sender of the transaction
Cancel Transactions search criteria	
Consumption Period	The Start and End Dates of the period of electricity consumption for which the certificates have been Cancelled.
Country of Consumption	The country where the electricity has been consumed. Certificates may only be Cancelled for domestic consumption or for consumption in countries where the EECS is not implemented.
Beneficiary Name	The actor to which this electricity was sold to or by whom it was sold.
Location of Beneficiary	More detailed information of the Beneficiary such as department unit, division, or geographical branch.
Type of Beneficiary	The type of the cancellation beneficiary

Name	Description
Usage Category	Select the usage category of electricity origin Certificate Cancellation purpose from the dropdown list: **Support**: Cancelled to receive financial support **Disclosure**: Cancelled under a green labelling scheme or as proof of supply to consumers or for own use. Has not been used to receive financial support. **Other**: other usage Category
Cancellation Purpose	Enter text to indicate the reason for Cancellation.

Table 6-8 – Search Transaction Results Options: Field Description

Name	Description
Transaction	All the transactions of account and based on search criteria
Transactions overview (only completed transactions)	All the completed transactions of account and based on search criteria. It groups the transaction by Account holder, transaction type and displays the result.
Transactions overview by account (includes internal transactions)	It contains the same data as in “Transactions” view. However, it groups the transactions by account holder, account and transaction type.

SE-GO > Search Transactions

Note: The search will return whole transactions only. If you filter based on the certificate related data, the whole transaction, which contains a certificate matching those criteria, will be returned (e.g. PD name, Trading schema, Energysource and Technology).

Search Criteria Open

Account Statement Close

- (selected) Transactions
- Transactions overview (only completed transactions)
- Transactions overview by account (includes internal transactions)

1 Page Of 6 Find | Next

Report type: Transactions; Transaction Period: 2014-06-01 To 2014-11-28; Domain: Sweden; Account Holder: [redacted]; Account: All; Production Device: All; Transaction Type: All; Fuel: All; License: All; Consumption country: All; Type of Beneficiary: All; Usage Category: All; Counter party domain: All; Counter party: All; Technology: All;

Transaction Date	Transaction Type	Transaction Number	Account From	Account To	Volume	Status
2014-10-16 15:00:48	SE-GO Export	2014101600062	Default Account-[redacted]	66- Eget EECS-konto-643002406616	750000	Completed
2014-10-16 15:00:00	SE-GO Internal Transfer	2014101600061	[redacted]	Default Account-[redacted]	120000	Completed

Figure 6.19 – Search Transactions Results (option 1 – Transactions)

SE-GO > Search Transactions

Note: The search will return whole transactions only. If you filter based on the certificate related data, the whole transaction, which contains a certificate matching those criteria, will be returned (e.g. PD name, Trading schema, Energysource and Technology).

Search Criteria Open

Account Statement Close

- Transactions
- (selected) Transactions overview (only completed transactions)
- Transactions overview by account (includes internal transactions)

1 Page Of 1 Find | Next

Report type: Transactions overview; Transaction Period: 2014-06-01 To 2014-11-28; Domain: Sweden; Account Holder: [redacted], Account: All; Production Device: All; Transaction Type: All; Fuel: All; License: All; Consumption country: All; Type of Beneficiary: All; Usage Category: All; Counter party domain: All; Counter party: All; Technology: All;

Account Holder Name	Issued to	Transferred To	Imported To	Transferred From	Exported From	Cancelled by	Total
[redacted]	218560	27595868	0	0	2848334	15096340	45759102

Figure 6.20 – Transaction Search results (option 2 – Transactions overview)

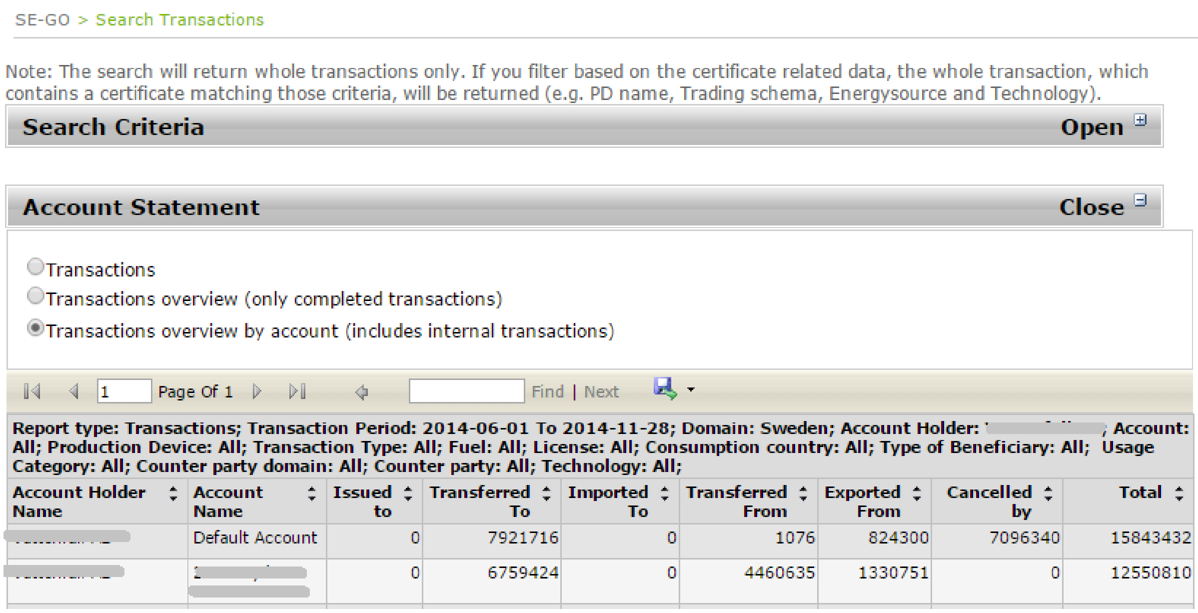


Figure 6.21 – Transaction Search results (option 3 – Transactions overview by account)

6.8 View Transaction Details

To view the details of a specific Transaction you can,

- Navigate from **Search Transactions** and click on **Transaction Date**

or

- Navigate from **Account Statement** and click on **Transaction Date** (Figure 6.14).

Figure 6.22 displays the details of the Transaction displayed. Field description is presented in Table 6-9).

Note: The details displayed in the Account Statement vary with the Transaction type.

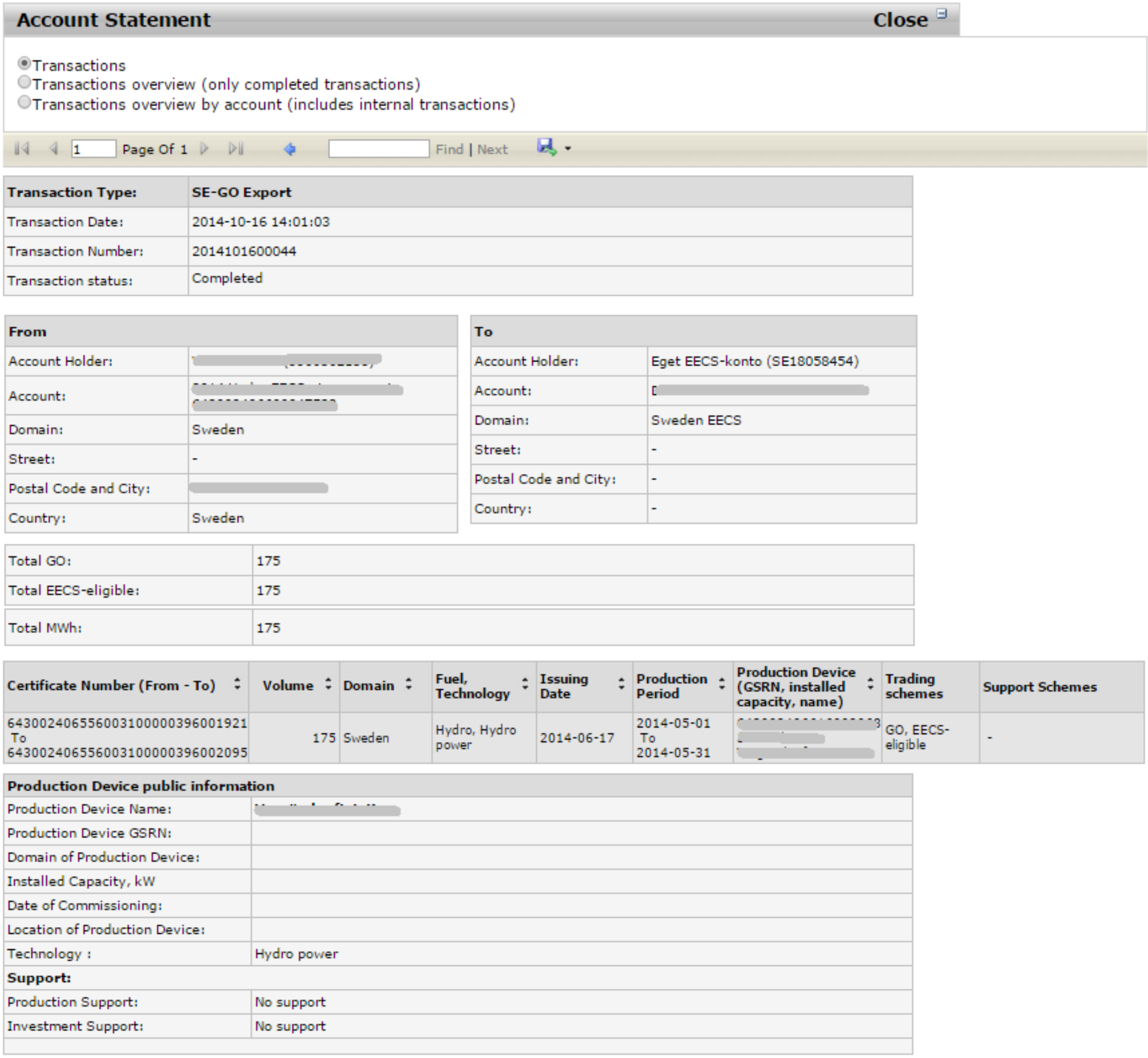


Figure 6.22 – Transaction Details

Table 6-9 – Transaction Details: Field Description

Frame	Description
Transaction Type	Gives information on type, date, id and status of the Transaction.
Transaction Source (From and To)	Gives information on the Account Holder(s) involved in the Transaction.
Certificate volumes	Gives the number of certificates and corresponding units of electricity involved in the Transaction. Also states the volumes by License.

Frame	Description
Certificate Details	Gives details on Certificate Numbers, Volume, Domain, Fuel, Issuing Date, Production Period, Support Schemes and PD details like, PD GSRN, Capacity, Name and License.

6.9 Search Certificates

This option enables you to locate a set of certificates and execute Transfer/Cancel operations on them, or simply view their details.

1. Navigate to **SE-GO/Elcertificates>Search SE-GO/Elcertificates**
2. Determine the criteria (the fields are described in Table 6-10 and Figure 6.23).
3. The search results can also be shown as a report by checking the **Show As Report** checkbox. After that, you can choose the appropriate **Report Type**.
4. Executing the search has different results if Show as Report has been selected or not.
   - If Show as report is NOT selected, executing the Search will display a similar view as in Chapter 6.4.1 when Transferring or Cancelling Certificates.
   - See Chapter 6.9.1 for details on Show As report Type.

Table 6-10 – Search Certificates: field description

Field	Description
Certificate Info	
Production Period	The production period (Start and End Date) of the electricity associated with the certificates.
Earmark Type	The support type(s) of the certificates.
Fuel	The Fuel(s) for which the certificates have been issued.
License	License(s) linked with the certificates.
Only Selected Scheme(s)	Exclusive search according to License, i.e., search certificates that are GO-only or ICS:RECS-only.
Issuing Body	The Issuing Body/Bodies that issued the certificates.

Field	Description
Issuing Date	The period during which the certificates have been issued.
Certificate Number	The Start and End numbers of the certificates.
Account Holder Info	
Account Name	Name of the Account possessing the certificates.
Account Number	Number of the Account possessing the certificates.
Account	The Account(s) possessing the certificates.
Search only locked accounts	Exclusive search in locked accounts
Production Device Info	
PD Name	Name of the Production Device associated with the certificates.
GSRN	GSRN of the Production Device.
PDs	Production Device(s) associated with the certificates.
Technology	The type of Production Device, i.e. the processes and technology through which the Production Device generates electricity.
Commission Date	Commission Date of the Production Device(s).
Installed Capacity	Installed Capacity of the Production Device(s)
Show As Report	If you check this box you will get the following options of Report Types, Transferrable/Active and Issued. See Show as report for more information

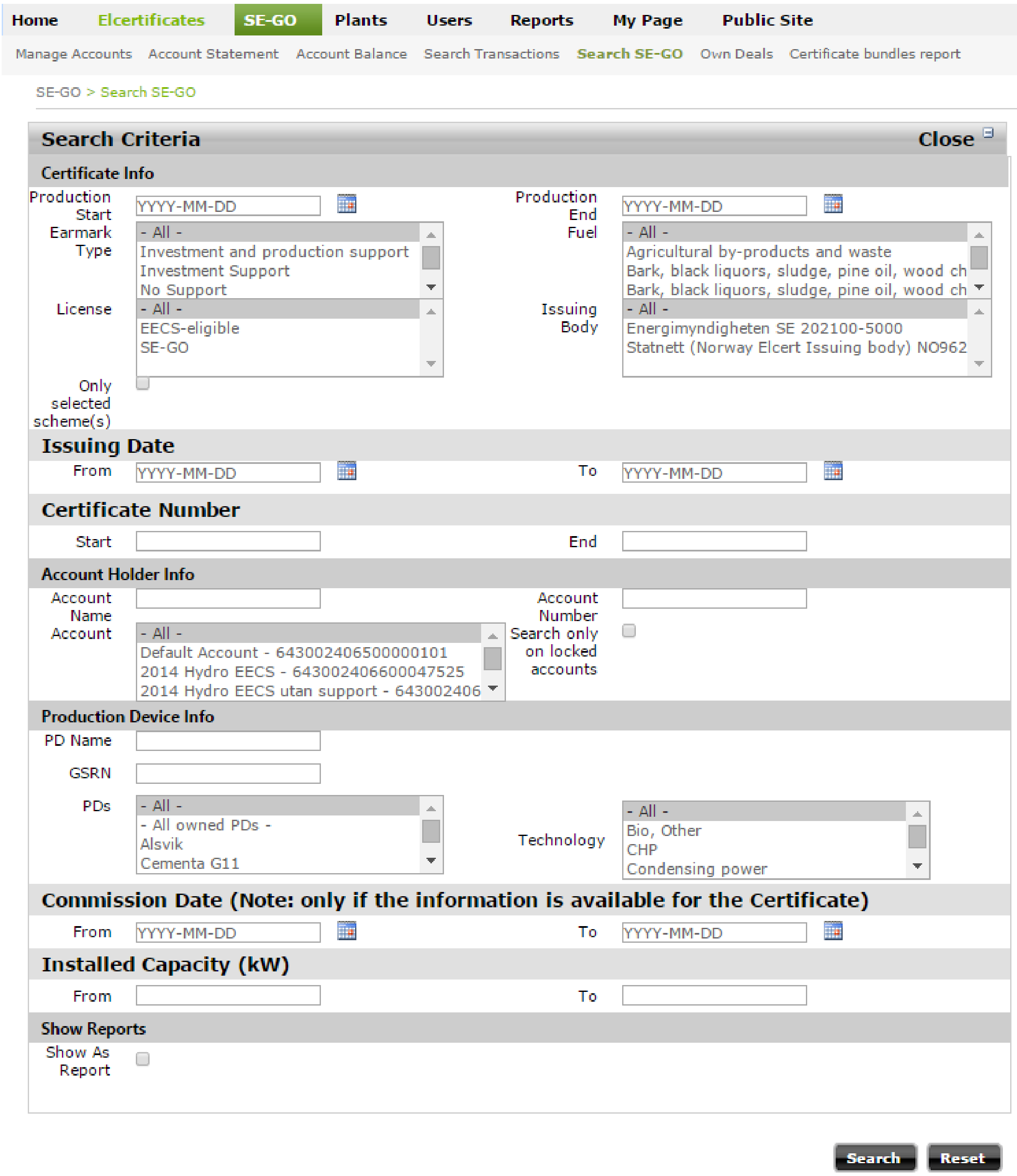


Figure 6.23 – Certificate Search Criteria

6.9.1 Show as Report search

The search results of Search Certificates can also be shown as a report by checking the **Show As Report** checkbox. After that, you can choose the appropriate **Report Type**:

- Transferable/active certificates refer to the certificates active on the AH's account (not cancelled or transferred certificates)
- Issued certificates refer to certificates issued for that specific AH. This includes certificates that were already cancelled and transferred.

The report view can be seen by bundle, by PD or by account. Depending on the option selected, the search results have a different view:

- View by bundle - shows all the information about the different certificates bundles: Certificate Number, Volume, Account Name, Account number, Issuing Body, Fuel, Technology, Earmarks, Issuing Date, Production Period, PD's name, PD's GSRN, PD's installed capacity and PD's license. See Figure 6.24
- View by PD – shows the details on the PD related to the certificates: PD's name, Volume, Production period, PD's GSRN, PD's Installed capacity, Commissioning date and Technology. See Figure 6.25
- View by account – shows the certificate present in each account or issued to each account. The details are: Account name, Account Number, Certificate Volume and Production period. See Figure 6.26

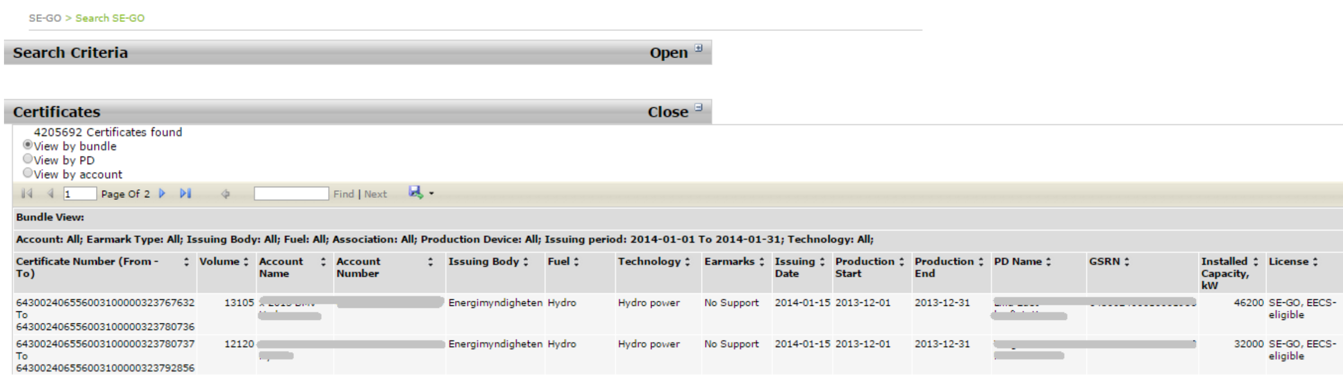


Figure 6.24 – Certificate Search Results (Show as report selected) – View by bundle

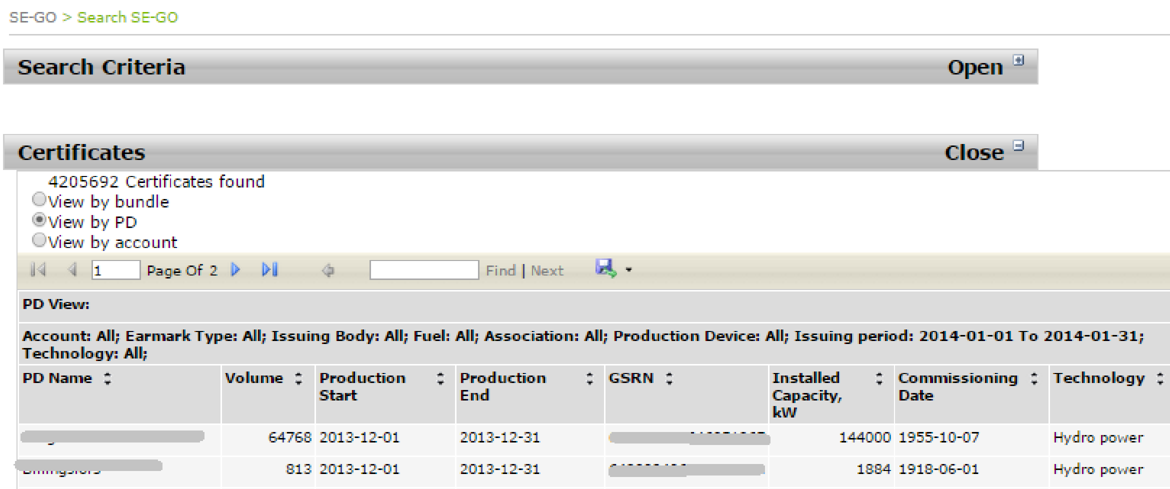


Figure 6.25 – Certificate Search Results (Show as report selected) – View by PD

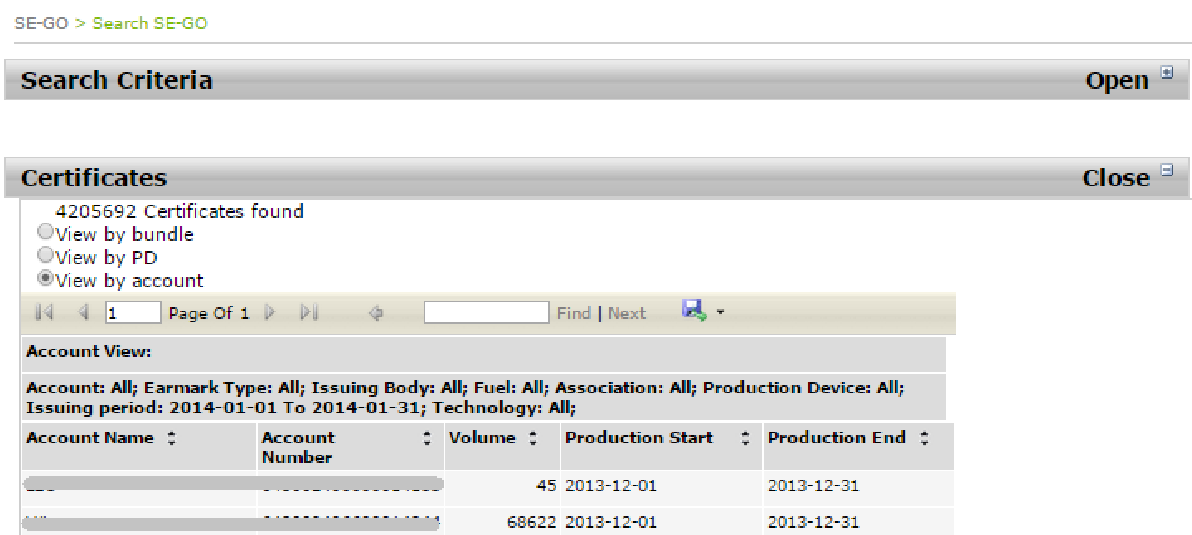


Figure 6.26 – Certificate Search Results (Show as report selected) – View by Account

6.10 Own Deals

Note: Own Deals report refer only to Elcertificates. Roles **AH Elcert Account Administrator, AH Elcert Account Viewer** and **AH Root**

Own deals report shows organization's completed elcertificates transfers for specified time period, providing the balance on the accounts after each transfer.

To retrieve the report as it was on old Cesar and use it in 3rd party systems, the users can download it to HTML format.

1. Navigate to **SE-GO/Elcertificates>Own Deals**
2. Fill the Search Criteria (Currency field is available if the search refers to Elcertificates). Figure 6.27**Error! Reference source not found.**. Select **Search**
3. The results will be shown according to Figure 6.28 and **Error! Reference source not found.**
4. You can Export the details to HTML by selecting **Download to HTML report** or you can export the results to Excel/PDF.

Notes: It is only possible to extract the report for 12 months or less.

If specific currency is selected the newest exchange rate will be used for conver-sions

Retrieve the report might take some minutes due to the large amount of data

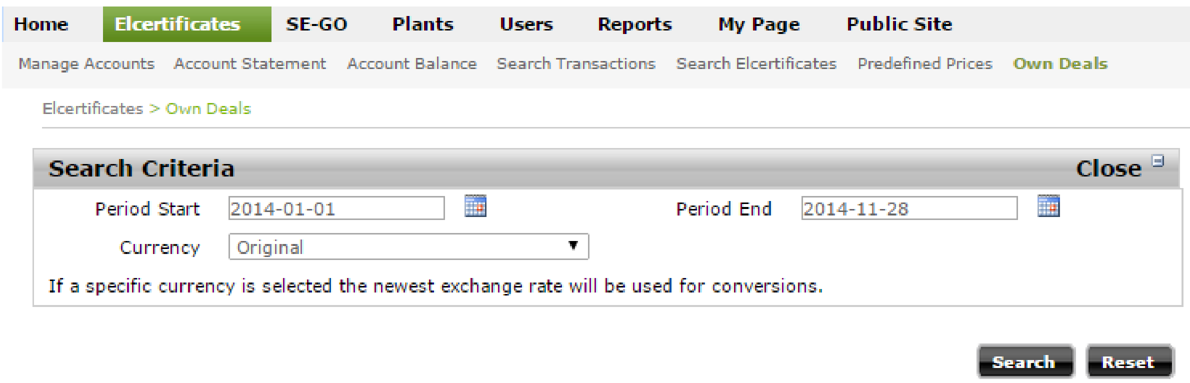


Figure 6.27 – Own Deals Search criteria

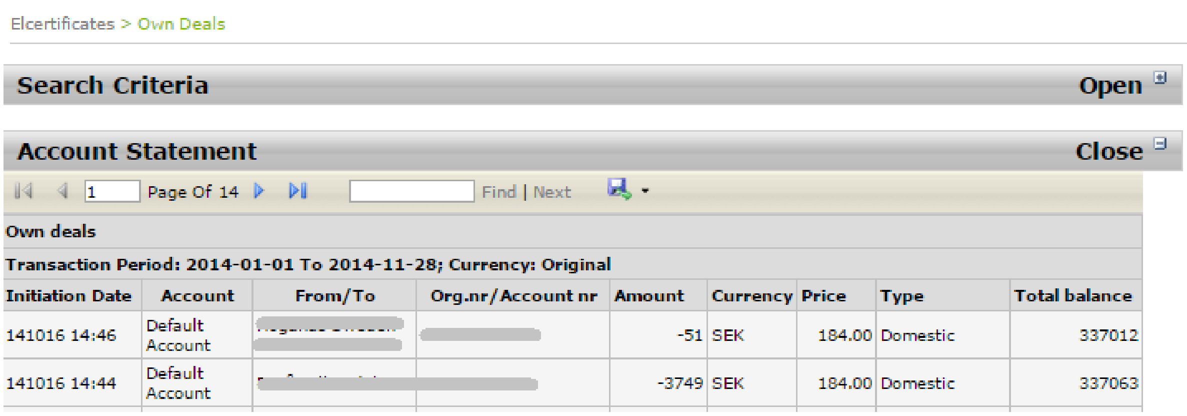


Figure 6.28 – Own Deals

Table 6-11 – Own Deals – Field Description

Name	Description
Initiation Date	Time of the transfer. the format is given by YYMMDD and hh:mm
Account To and From	The account to which the transaction refers to
Org.nr/Account nr	Organization number or Account number of the receiving AH/Account
Amount	Volume of certificates in the transaction (+/- indicates the amount that entered/left the account)
Currency (only Elcertificates)	Currency of the Transaction (Original, NOK, SEK or EUR)
Price (only Elcertificates)	Price of the transaction
Type	Type of the transaction: Domestic or International
Total Balance	Total balance left in the account after the given transaction. **Note**: Internal transfers (to the AH itself) don't cause any change to the total balance.

6.11 Predefined Prices (Elcertificates)

Note: Predefined prices refer only to Elcertificates. Roles **AH Elcert Account Administrator** and **AH Root**

Navigate to **Elcertificates>Predefined Prices**. This section allows users to manage price groups.

Price groups are used by other users who transfer certificates to this user. When transferring the certificates, other users can, instead of selecting a certificate price, select price group. To manage price groups, navigate to **Elcertificates>Predefined Prices.**

- If no price group has been created, a default message “Price Group is missing (Figure 6.29) is shown. Insert the price group details and Select **Create** to add a new price group. See Table 6-12 for the field description.
- If the user already has created price groups, a list of all price groups is displayed (Figure 6.30). Select **Edit** to alter an existing price group or **Delete** to erase it.

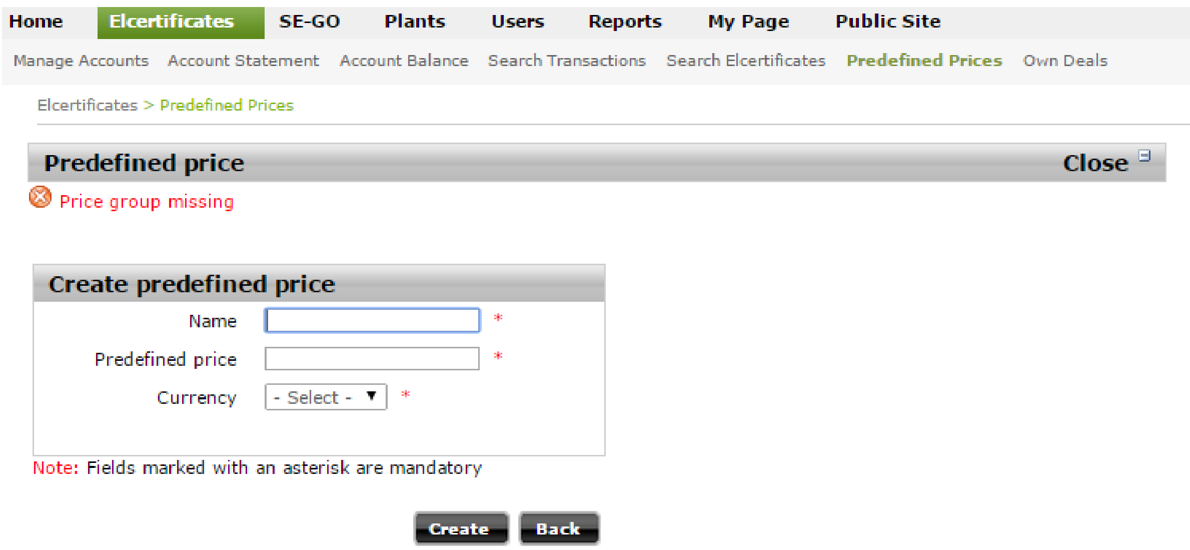


Figure 6.29 – Predefined prices

Table 6-12 – Predefined Prices – Field Description

Name	Description
Name	Name of the price group
Price	Price of the group (It shouldn’t be lower than the minimum level for price per certificate)
Currency	Currency of the price group. SEK, NOK or EUR.

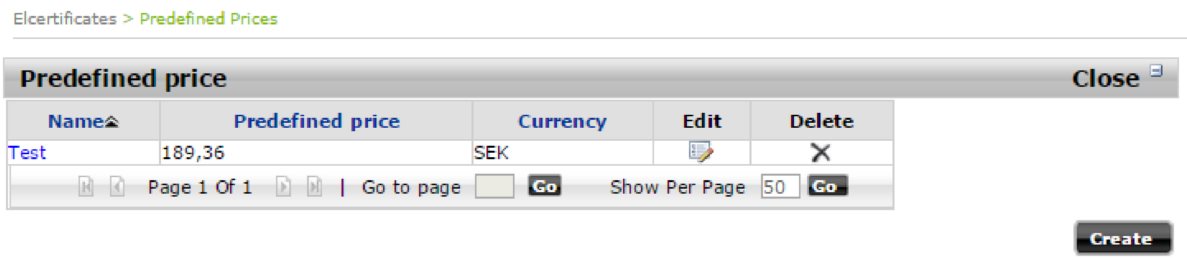


Figure 6.30 – Predefined prices

6.12 Certificate Bundles Report (SE-GO)

Certificates bundles report provide shows completed elcertificates transfers for a specified period. The report provides the account balance after each transfer.

1. Navigate to **SE-GO> Certificates bundles report**
2. By default, the period of the search criteria shows is the last month. Please change if needed and click **Download** to get the report in excel format.

7 PRIVATE REPORTS

7.1 Activity Log

The Activity Log keeps track of User Activities, e.g. Transactions and modifications made. Details of Activities performed include Date, User, Category and Description.

1. Navigate to **Reports > Activity Log**
2. Define the search criteria and click **Search** (Figure 7.1).
3. The activities will be listed. (Figure 7.2)
4. To view details of a specific activity click on **Details** link
5. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the Export button.

The Activity Log also lists information of changed fields: these changes can be viewed under the **View History** column or **Link** column. All relevant changes of data are logged to the Activity Log with their previous and new values.

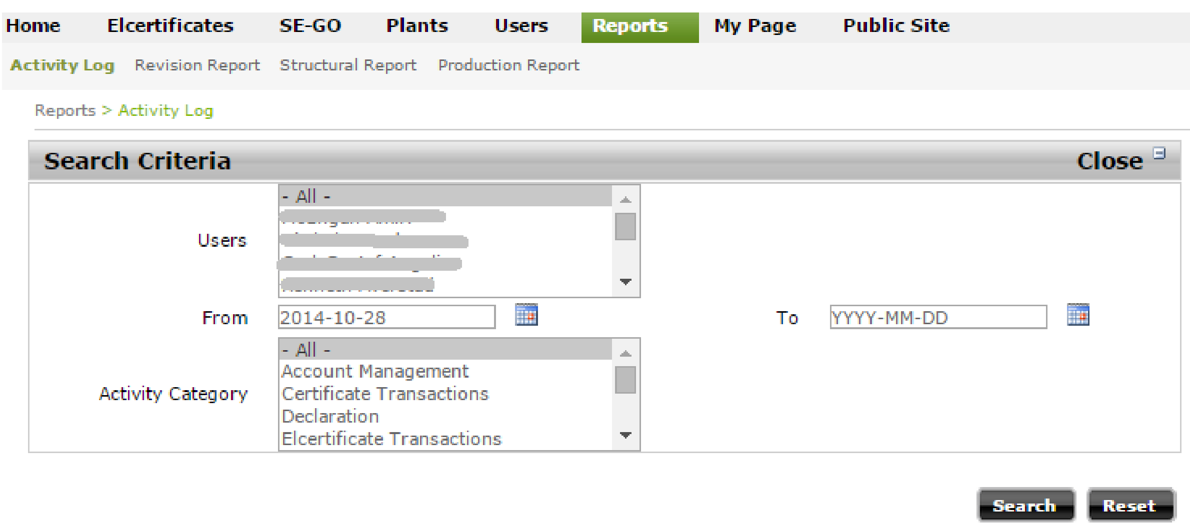


Figure 7.1 – Activity Search

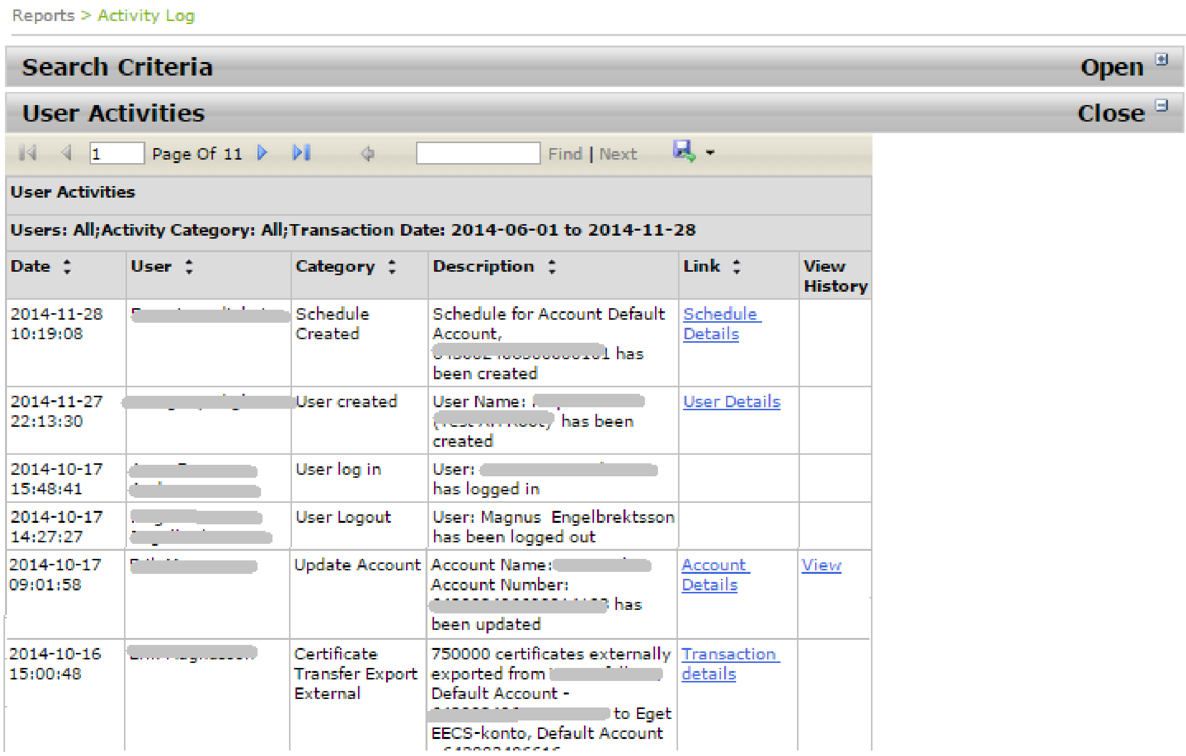


Figure 7.2 – Activity Log

7.2 Revision Report

Note: This is only available to **AH Root**, **AH PD Administrator** and **AH PD Viewer.**

This option shows the produced energy and issued certificates of the Production Device.

1. Navigate to **Reports>Revision Reports**
2. Fill the search criteria selecting the period, the PD or one of the options on “production device approved for” box and click **Search.** (Figure 7.3)
3. The list of the PDs according to the search criteria is displayed (Figure 7.4). For each PD, hyperlinks are provided to view the Revision Report (Figure 7.5).
4. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

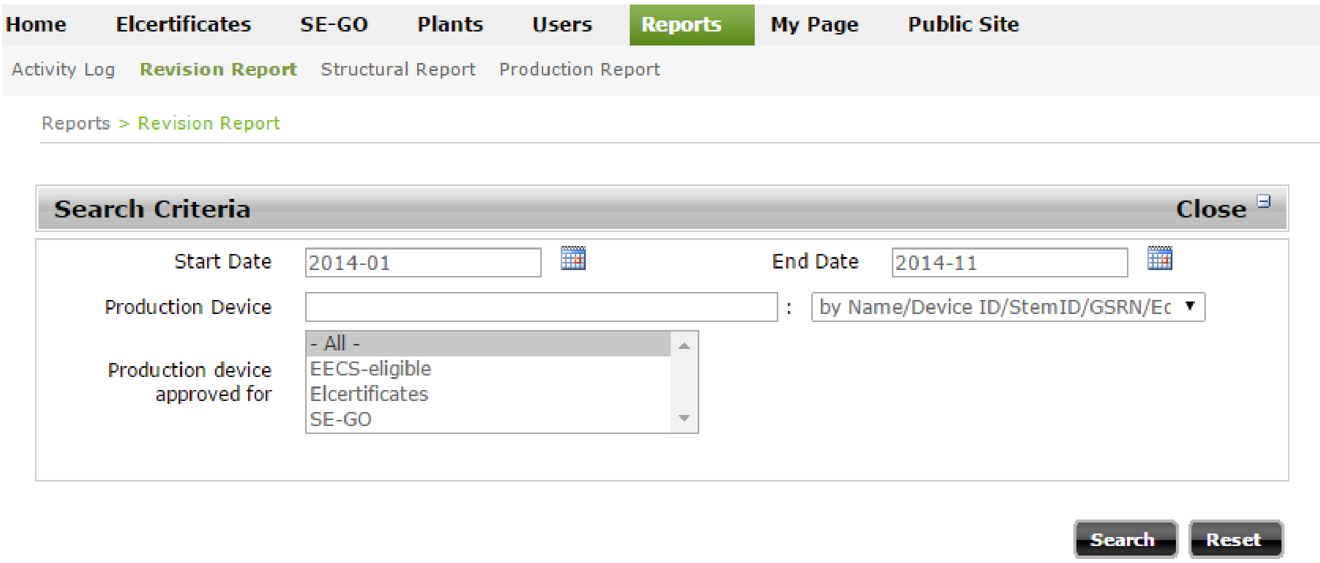


Figure 7.3 – Revision Report – Search Criteria

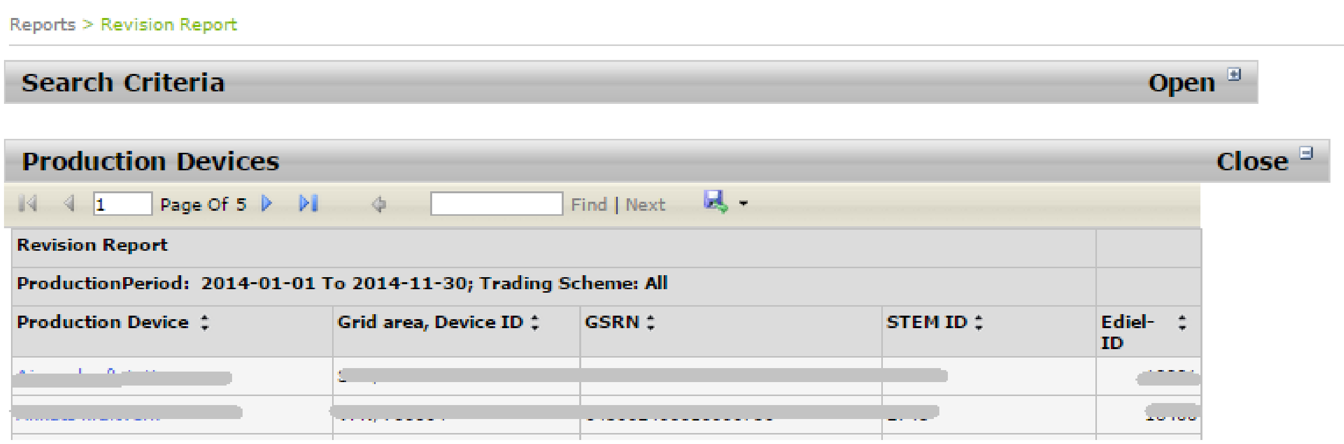


Figure 7.4 – Revision Report- Search Results

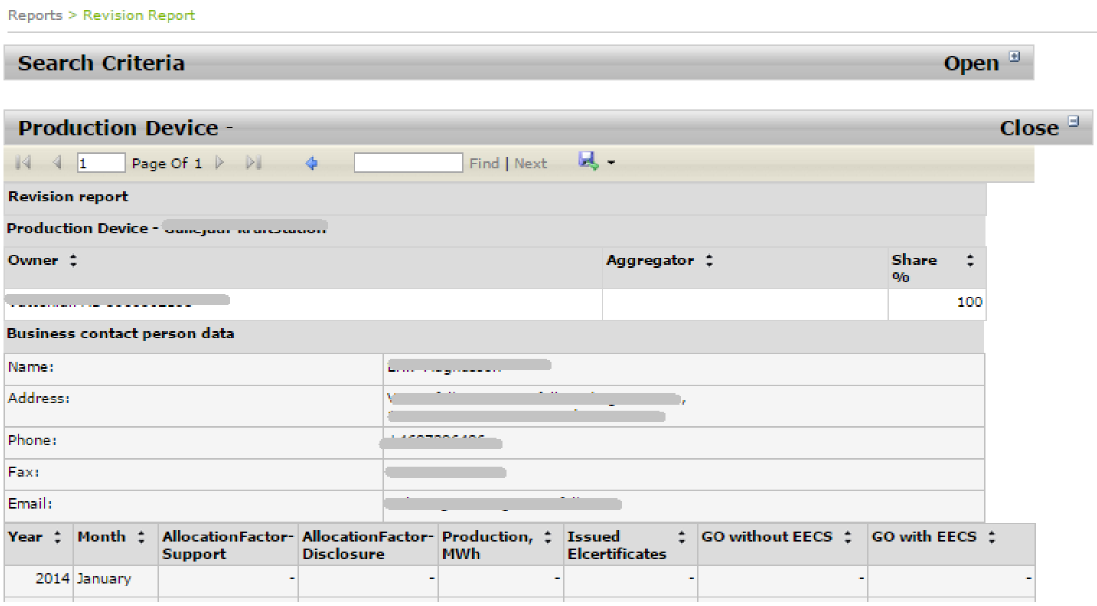


Figure 7.5 – Revision Report

7.3 Structural Report

This module allows Producer type actors to have an overview of all the quota reporters (EdielID) on and how they connect to production devices.

If the production device is owned by several organizations then there is an asterisk (*) beside the plant name.

If there are errors in meter readings then this will be flagged

Note: Structural Report is also available in the Public Site and without logging in into the private site

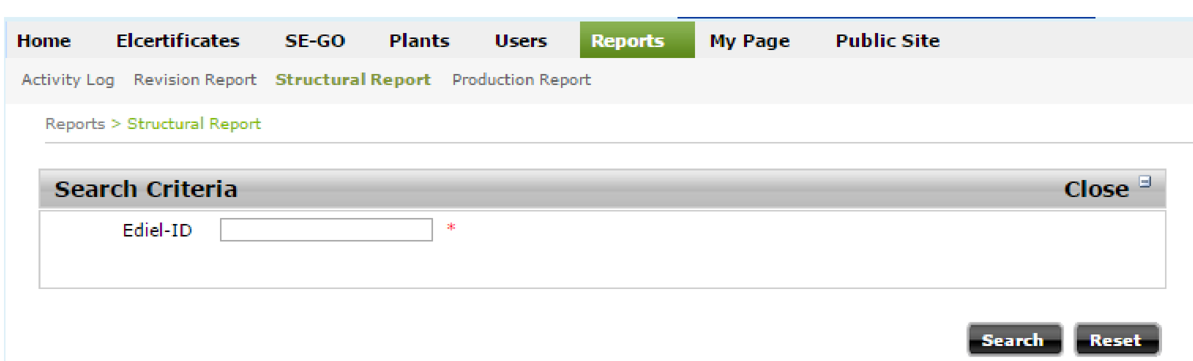


Figure 7.6 – Structural Report – Search Criteria

7.4 Production Report

Note: This is available for all user rights except for AH Elcert Account Viewer.

Under **Reports>Production Report**, users can have an overview of their production devices' production and certificates issued.

For a given production period, users can see the number of certificates issued for each PD they own. The amount issued of Elcertificates, GO with EECS (GO EECS eligible) and GO without EECS (SE-GO) are calculated based on the AH's percentage ownership over the PD and on the license allocation factors of the PD.

1. Navigate to **Reports>Production Report**
2. Fill the search criteria selecting the period of your search and click **Search.** (Figure 7.7)
3. The list of the PDs according to the search criteria is displayed (Figure 7.8). For each PD, the type, production MWh, Issued Elcertificates, Go without EECS and GO with EECS is displayed.
4. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

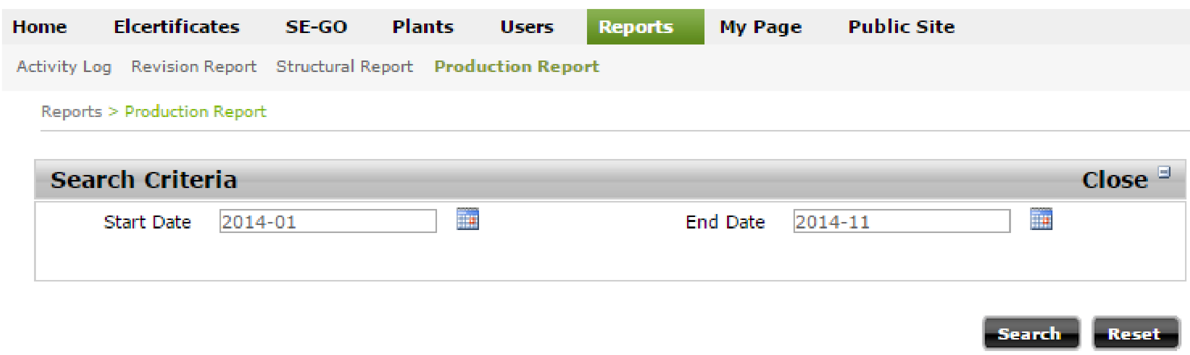
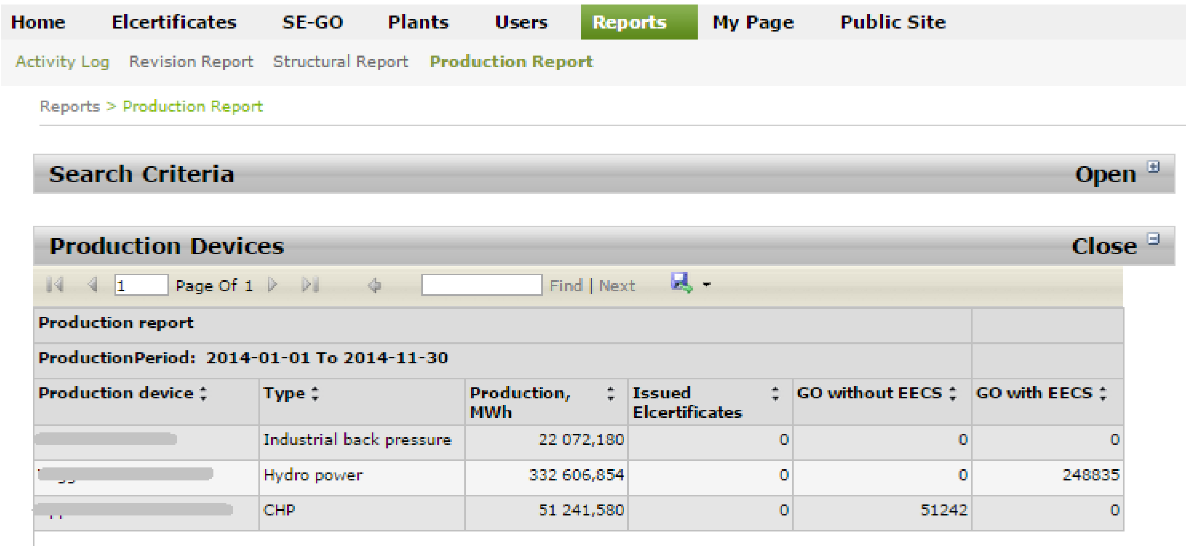


Figure 7.7 – Production Report: Search Criteria



Production report					
ProductionPeriod: 2014-01-01 To 2014-11-30					
Production device	Type	Production, MWh	Issued Elcertificates	GO without EECS	GO with EECS
	Industrial back pressure	22 072,180	0	0	0
	Hydro power	332 606,854	0	0	248835
	CHP	51 241,580	0	51242	0

Figure 7.8 – Production Report

8 PUBLIC REPORTS

The public reports are available at the public site of the Cesar application. Both Elcertificates and SE-GOs have available reports. In order to access it, you need to navigate to the public site and select **Statistics Elcertificates** or **Statistics GO** from the main menu.

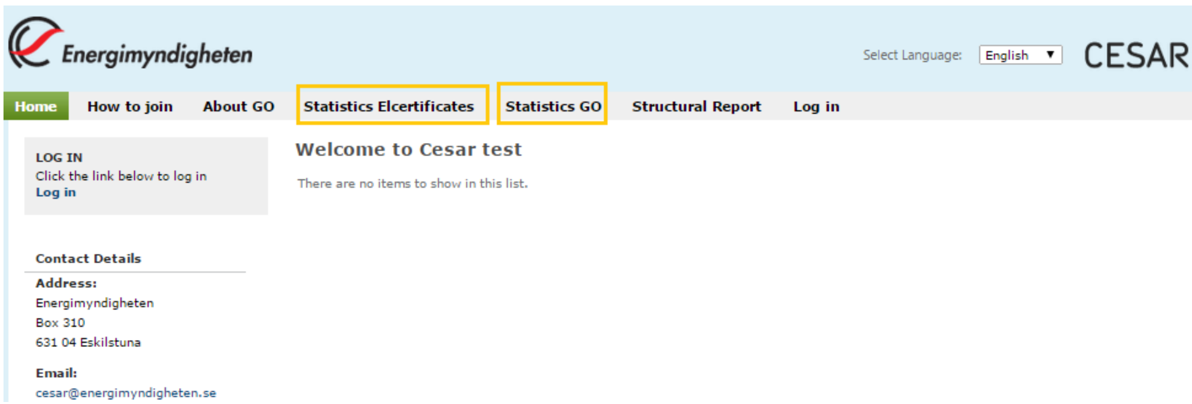


Figure 8.1 – Public Site

8.1 Statistics Elcertificates

Under Statistics Elcertificates module you find:

- **Summary:** This first page report gives a daily overview of the common elcertificates market between Sweden and Norway. It contains information on the volume and price of Elcertificates in the current day for transaction within Sweden and Norway.
- **Average Price:** This report contains the average prices of Elcertificates transactions by month
- **Transfer List:** This report contains a list of the transactions that occurred inside Norway and Sweden and between the two domains for the chosen period.
- **Issuing:** This report contains information on the number of elcertificates Issued in Sweden and Norway per month, by fuel or by country.
- **Transfers:** This report contains the volume of transferred elcertificates inside Norway and Sweden and between the two domains by months of a chose period.
- **Cancellations:** This report contains information on the number of elcertificates cancelled in Sweden and Norway per year in order to cover quota obligation the preceding year.

8.1.1 Average Price

This report gives brief details about price of elcertificates transactions. It is a break-up of Price Transactions for each month of the selected period.

Note: Average Price is calculated with current exchange rate and from transfers initiated during a month.

1. On the Public Site navigate to **Statistics Elcertificates> Average Price**.
2. Fill in the search criteria (Figure 8.2). By default, the system shows the last month period in relation to the present date. Besides that, it is possible to select the most appropriate currency for the report (NOK, SEK or EUR). Currencies are calculated based on the exchange rates of the European Central Bank for the day that the report was calculated
3. Click **Search**.
4. A bar graph and a table of the price of all Transactions matching your criteria are displayed. On the right side of the table, you can find details about the currency used in the report (Figure 8.3).
5. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

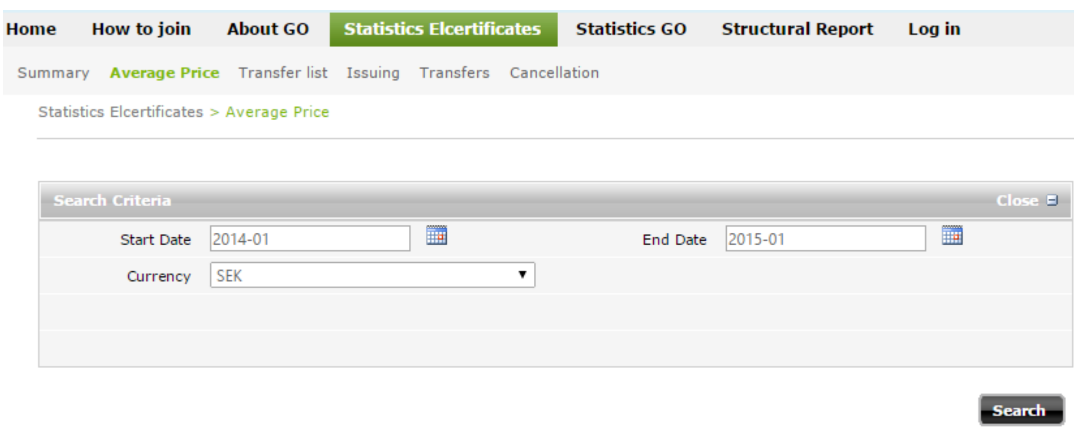
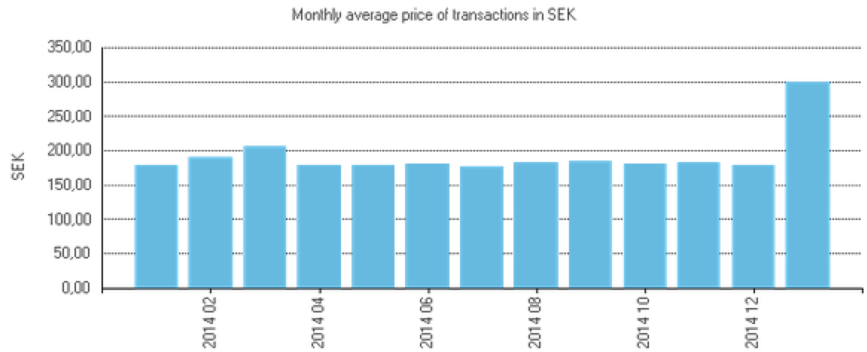


Figure 8.2 – Price report Search Criteria

Average price per month

05.01.2015 11:25:14



Average price for the chosen period*		
2014-01 To 2015-01	196,14	SEK

Month	Average price per month	
2015 01	300,00	SEK
2014 12	178,17	SEK
2014 11	181,65	SEK
2014 10	180,97	SEK
2014 09	184,74	SEK
2014 08	181,82	SEK
2014 07	176,67	SEK
2014 06	180,48	SEK
2014 05	178,53	SEK
2014 04	178,37	SEK
2014 03	206,42	SEK
2014 02	191,07	SEK
2014 01	177,81	SEK

Currency details	
Currency	SEK
Exchange rate of	2015-01-02
1 EUR	9,0420 NOK
1 EUR	9,4702 SEK

*The average price is based on all the transactions within the search criteria.

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Figure 8.3 – Average Price report

8.1.2 Transfers List

This report contains a list of the transactions that occurred for the chosen period. It gives an overview of the transactions of elcertificates presenting its: Date, Volume transferred, Price, Currency, Contract Date and Type (International or Domestic).

1. On the Public Site navigate to **Statistics Elcertificates>Transfer List.**
2. Fill in the search criteria (Figure 8.4). By default, the system selects as period the last week in relation to the present date.

3. Click **Search**
4. A table with details of the Transactions matching or search criteria is displayed.
5. You can Export the details to an Excel sheet or a PDF file, by selecting the respective option and clicking the **Export** button.

Note: It is possible to select the most appropriate currency for the report (NOK, SEK or EUR). When original is selected, the original currency with which the transaction was done will be listed.

On selecting any of the currency from the drop down, the report will convert the original currency to whatever selected in the drop down. Once the currency is changed, the price column and the currency column will alone be changed.

Currencies are calculated based on the exchange rates of the European Central Bank for the day that the report was calculated.

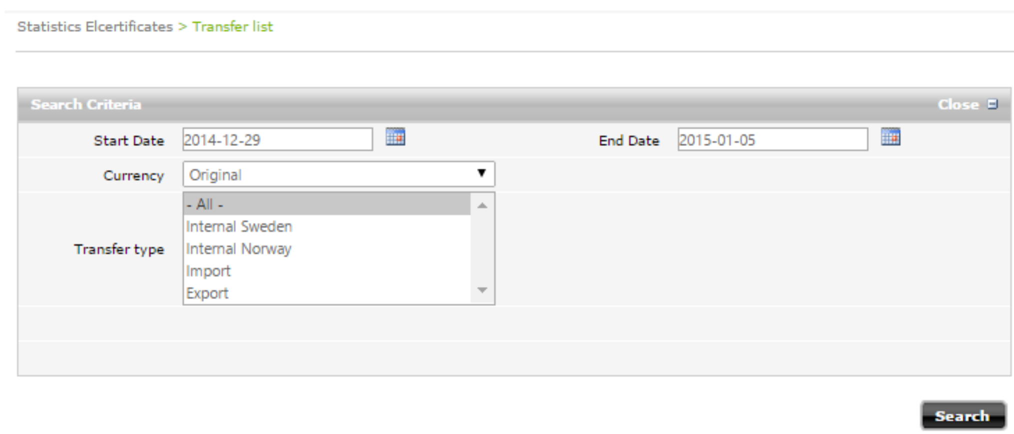


Figure 8.4 –Transaction List report – Search Criteria

Transfer list

05.01.2015 11:31:38

Currency details	
Currency	Original
Exchange rate of	2015-01-02
1 EUR	9,0420 NOK
1 EUR	9,4702 SEK

Time period
From 2014-12-01 To 2015-01-05

Transaction date	Volume	Price	Currency	Contract date	Transfer type
2015-01-05	5	300,00	SEK	-	Internal Sweden
2014-12-23	2 000	164,50	NOK	2014-12-18	Internal Norway
2014-12-22	8 044	169,50	NOK	2014-12-16	Internal Norway
2014-12-22	7 237	172,00	SEK	2014-12-16	Internal Norway
2014-12-22	5 000	171,00	SEK	2014-12-15	Internal Norway
2014-12-22	8 800	171,78	SEK	2014-12-15	Internal Norway
2014-12-19	1 500	163,50	NOK	2014-12-18	Internal Norway
2014-12-19	3 000	166,00	NOK	2014-12-17	Internal Norway
2014-12-19	7 000	168,71	NOK	2014-12-17	Internal Norway
2014-12-18	3 120	166,00	NOK	2014-12-15	Internal Norway
2014-12-18	1 000	166,00	NOK	2014-12-17	Internal Norway
2014-12-18	5 000	166,00	SEK	-	Export
2014-12-17	190	166,80	NOK	2014-12-16	Import
2014-12-17	4 469	166,60	NOK	2014-12-16	Import
2014-12-17	5 000	166,25	NOK	2014-12-12	Import

Figure 8.5 –Transaction List report

8.1.3 Issuing

On **Issuing** report, you can find data about the issuing volume of Sweden and /or Norway, for the latest 12 months for different fuels. The data is presented on tabular form and on a line graph. It is possible to group the results by country or by energy source.

1. On the Public Site navigate to **Statistics Elcertificates>Issuing.**
2. Fill in the search criteria (Figure 8.6). By default, the system shows the last month period in relation to the present date.
3. Click **Search**
4. A table and a graph with details of the Issuing matching or search criteria are displayed. Figure 8.7
5. You can Export the details to an Excel sheet or a PDF file, by selecting the respective option and clicking the **Export** button.

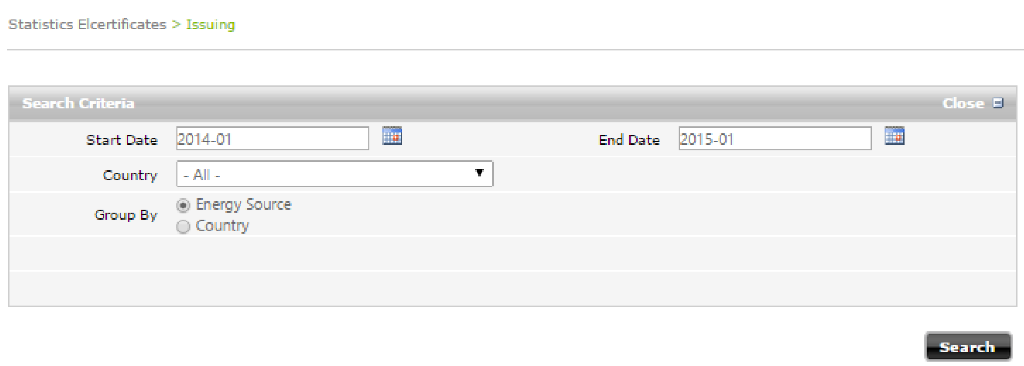
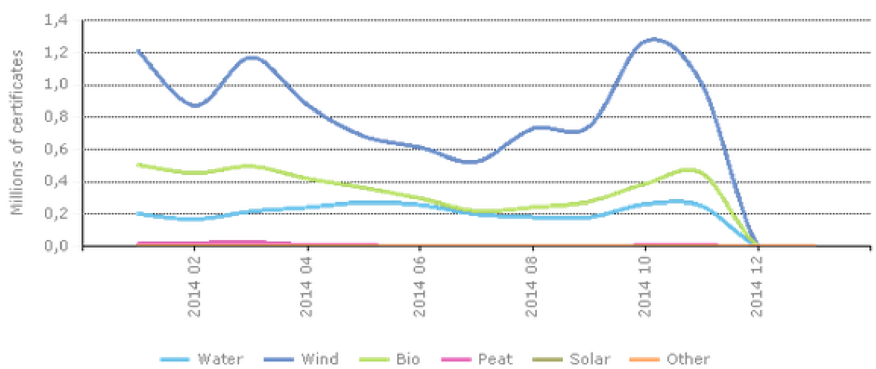


Figure 8.6–Issuing Report – Search Criteria

Issuing

05.01.2015 11:40:31

Search criteria	
Time period	From 2014-01 To 2015-01
Country	- All -



Production date	Water	Wind	Bio	Peat	Solar	Other	Total
2015 01	-	-	-	-	-	-	-
2014 12	1 265	-	-	-	-	-	1 265
2014 11	250 601	1 005 275	453 694	6 653	106	-	1 716 329
2014 10	262 146	1 270 313	388 042	5 214	462	-	1 926 177
2014 09	181 061	742 945	276 458	2 174	1302	-	1 203 940
2014 08	181 617	730 108	242 925	1 100	1506	-	1 157 256
2014 07	200 023	524 888	221 019	869	2058	-	948 857
2014 06	257 113	612 287	296 617	1 481	1680	-	1 169 178
2014 05	272 586	681 724	363 133	5 530	1469	-	1 324 442
2014 04	241 870	873 419	419 113	8 416	1251	-	1 544 069
2014 03	218 440	1 169 606	496 733	24 991	589	-	1 910 359
2014 02	168 606	870 709	454 376	19 345	102	-	1 513 138
2014 01	202 863	1 207 498	505 973	13 655	22	-	1 930 011
Total	2 438 191	9 688 772	4 118 083	89 428	10547	-	16 345 021

Figure 8.7–Issuing Report

8.1.4 Transfers

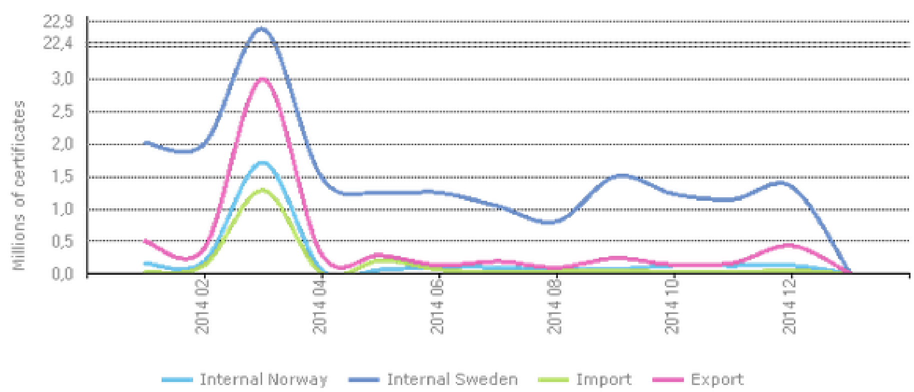
This report contains the volume of transferred elcertificates inside Norway and Sweden and between the two domains by months of a chosen period.

1. On the Public Site navigate to **Statistics Elcertificates>Transfers.**
2. Fill the search criteria (similar to Figure 8.4) and select **Search.**
3. A graph and a table are displayed (Figure 8.8)
4. You can Export the details to an Excel sheet or a PDF file, by selecting the respective option and clicking the **Export** button.

Transfer

05.01.2015 11:48:14

Search criteria	
Time period	From 2014-01 To 2015-01



Transaction month	Internal Norway	Internal Sweden	Import	Export	Total
2015 01	-	5	-	-	5
2014 12	133 381	1 345 460	52 129	438 852	1 969 822
2014 11	127 271	1 151 754	22 824	172 186	1 474 035
2014 10	129 099	1 231 598	26 703	140 038	1 527 438
2014 09	72 970	1 505 108	56 213	245 483	1 879 774
2014 08	65 835	808 583	40 044	100 482	1 014 944
2014 07	99 119	1 041 893	21 532	195 960	1 358 504
2014 06	116 078	1 256 162	66 429	134 670	1 573 339
2014 05	63 421	1 254 546	209 950	288 816	1 816 733
2014 04	62 474	1 486 284	8 839	297 720	1 855 317
2014 03	1 721 923	22 726 488	1 291 459	3 003 650	28 743 520
2014 02	196 341	2 007 924	137 998	398 765	2 741 028
2014 01	165 184	2 020 094	31 065	503 629	2 719 972
Total	2 953 096	37 835 899	1 965 185	5 920 251	48 674 431

Figure 8.8 – Transfers

8.1.5 Cancellations

This report contains information on the number of elcertificates cancelled in Sweden and in Norway per year.

1. On the Public Site navigate to **Statistics Elcertificates>Cancellation.**
2. Fill the search criteria and select **Search** (Figure 8.9).
3. A graph and a table are displayed. By default, the system shows the last 10 years data. Figure 8.10.
4. You can Export the details to an Excel sheet or a PDF file, by selecting the respective option and clicking the **Export** button.

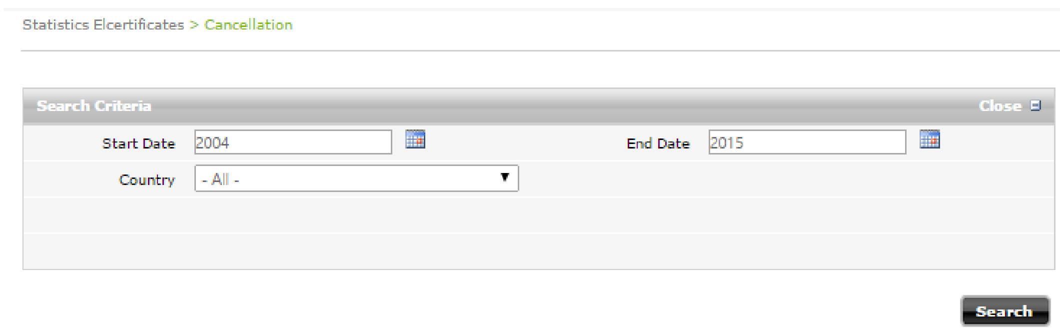
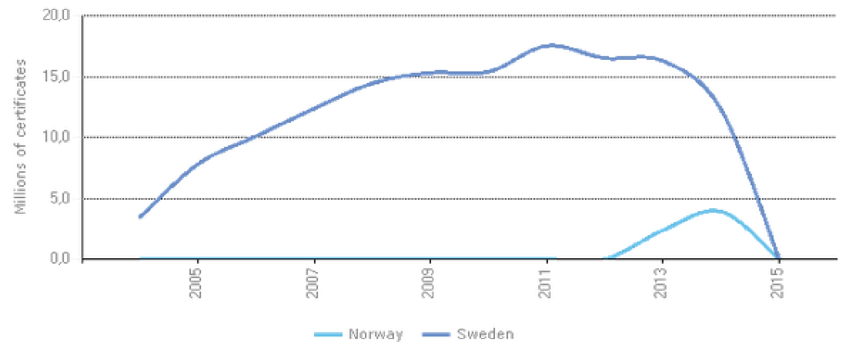


Figure 8.9–Cancellation Report – Search Criteria

Cancellation*

05.01.2015 11:49:24

Search criteria	
Time period	2004 To 2015



Cancellation year	Norway	Sweden	Total
2015	-	-	-
2014	3 921 465	12 316 310	16 237 775
2013	2 381 312	16 288 691	18 670 003
2012	-	16 526 901	16 526 901
2011	-	17 535 632	17 535 632
2010	-	15 404 630	15 404 630
2009	-	15 321 917	15 321 917
2008	-	14 463 848	14 463 848
2007	-	12 391 446	12 391 446
2006	-	10 119 869	10 119 869
2005	-	7 832 352	7 832 352
2004	-	3 489 979	3 489 979
Total	6 302 777	141 691 575	147 994 352

*Cancellations are done in order to cover quota obligation the preceding year.

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Figure 8.10–Cancellation Report

8.2 Statistics GO

Three different reports exist under Statistics Elcertificates module:

- **Members:** This report gives the details of Account Holders that exist in the Cesar application. Details include Name, Domain, Default Account Number and Website.
- **Plants:** This report gives the details of Production Devices (PD) that exist in the Cesar application. You can search Production Devices and view public information related to them: public

details include the Plant's name, Domain, GSRN number, Installed Capacity, Date of Commissioning, Address, Operator, Energy Source, Public Support schemes and PD Earmarks.

- **Transactions:** This report contains the volumes of Certificate Transactions from different Energy Sources. The report provides a breakdown of Transactions based on the types of electricity Certificate Transactions that include Export External, Issue, Cancel, Import External, Export and Transfer.

8.2.1 Members

This report gives the brief details associated with Account Holders who exist in Cesar application. The Account Holder (Organization) name, Domain to which the AH belongs, the default Account Number and website information (if available) are the details provided in the report.

1. On the Public Site navigate to **Statistics GO>Members**.
2. Fill in the search criteria (Figure 8.11). You can search based on Account Holder Name or Account Number (Table 8-1). You can define single or multiple criteria.
3. Details of all Organizations matching the criteria are displayed (Figure 8.12). Details are described in Table 8-2.
4. You can Export the details to an Excel sheet or a PDF file, by selecting the respective option and clicking the **Export** button.

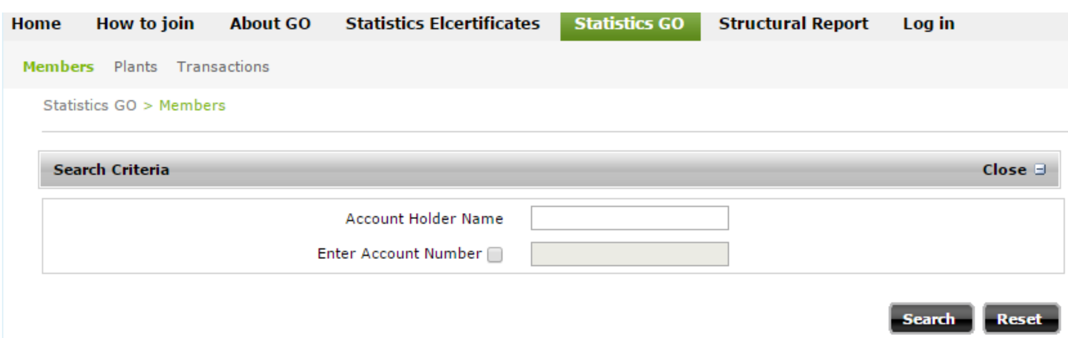


Figure 8.11– Search Criteria for Account Holder Search

Table 8-1– Account Holder Search conditions

Name	Description
Account Holder Name	Enter the Account Holder name or a string (wild string) to filter and display the Account Holders list whose name contains the string you have entered.

You can choose to search either on the basis of the Account Holder name or Account Holder number. When you select either one of the options, the other option is disabled.	
Enter Account Number (Enable / Disable)	Instead of entering the Account Holder name, you can enter the Account Number of the Account Holder, to search the list. Click this box to enter the Account Number.
Enter Account Number	Enter the Account Number of the Account Holder.
Validate Account Number (link)	Click this link to validate the Account Number entered.
Action Links	
Search	Click this to invoke the search and display the filtered Account Holders list.
Reset	Click this to reset the screen to enter new search conditions.

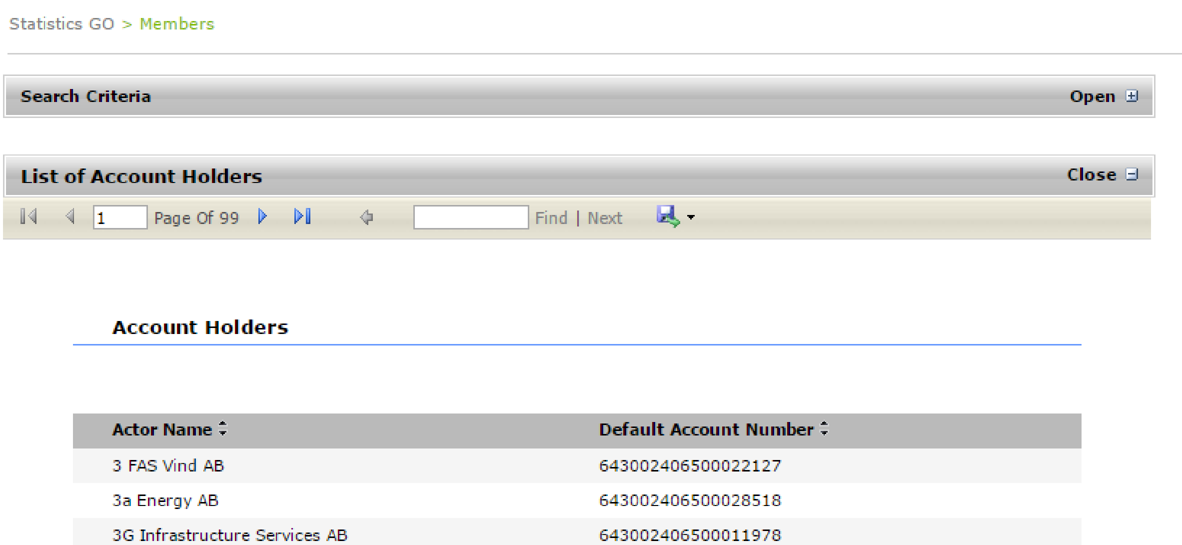


Figure 8.12 – Account Holders report

Table 8-2 – Details of the Account Holders

Details of the Account Holders	
Account Holder Name	Name of the Account Holder Organization
Domain	The Domain to which the Organization belongs

Details of the Account Holders	
Default Account Number	The default Account number generated for this Organization
Website	Website address of the Organization (if provided)

8.2.2 Plants

This report gives details of the Production Devices that exist in Cesar application. Details include the Plant name, Domain, its GSRN number, Fuel and Technology.

1. On the Public Site navigate to **Statistics GO>Plants**. Fill in the search criteria (Figure 8.13). You can search based on PD Name, GSRN, Fuel and Technology and commission date (Table 8-3). You can define one or multiple criteria.
2. List of all Production Devices matching the Search Criteria is displayed. You can select and click the PD name link to display the complete public information associated with that Plant (Figure 8.14). The public information includes the Production Device Name, PD GSRN Number, Domain, Installed Capacity (MW), Date of Commissioning, Location, Name of the Operator, Address, Technology, Fuels, Public Support Schemes (Table 8-4).
3. If you click on the Production Device Name link you are able to see the production device details.
4. You can Export the details to an Excel sheet or a PDF file, by selecting the respective option and clicking the **Export** button

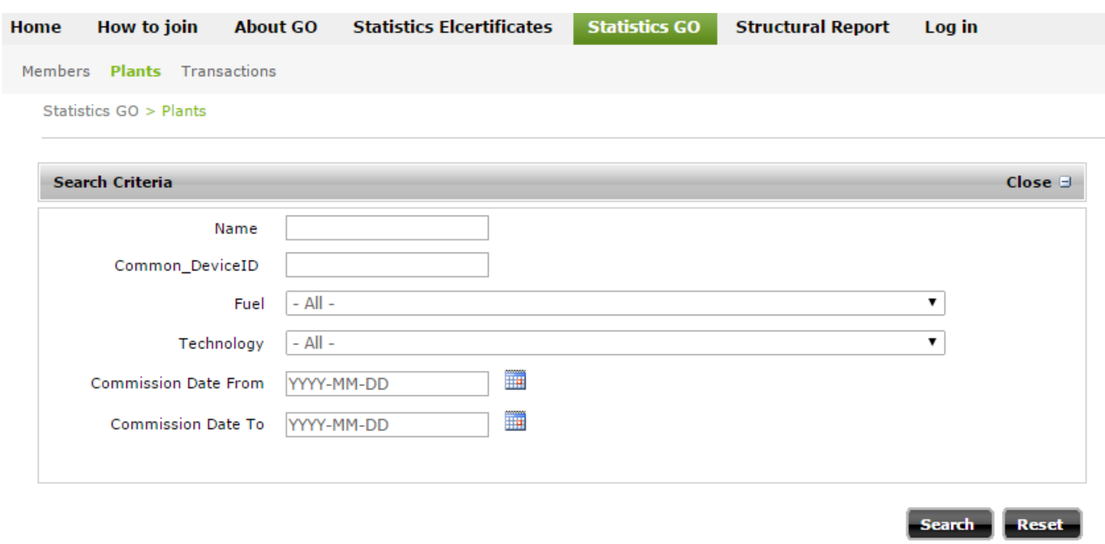
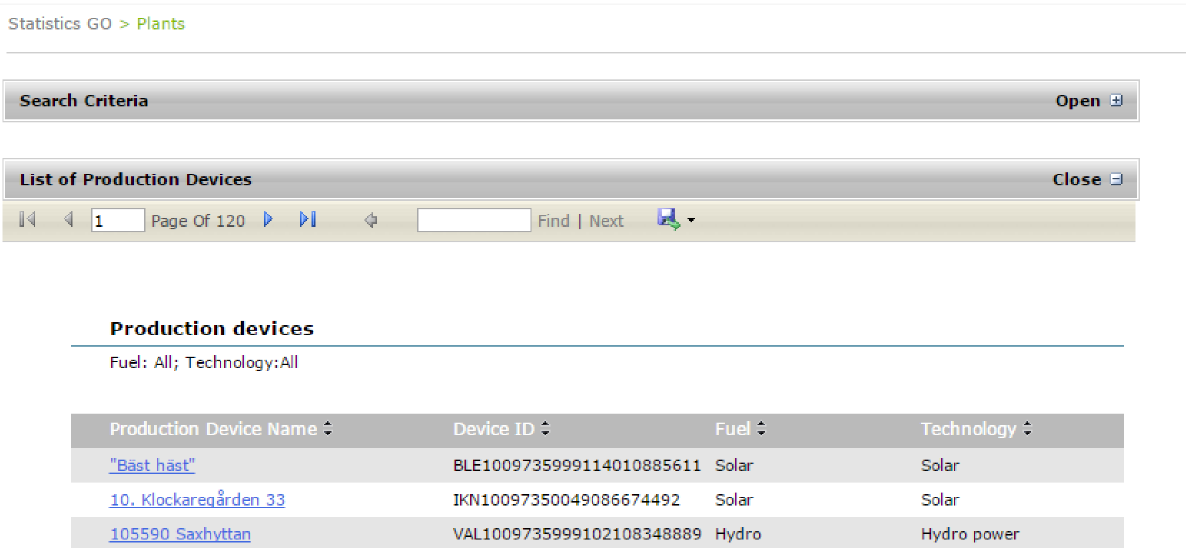


Figure 8.13– Search Criteria for Plants Search

Table 8-3 – Production Devices Search Criteria

Name	Description
Production Device Name	Enter the Production Device name or a string (wild string) to filter and display the Production Devices list whose name contains the string you have entered.
Enter PD GSRN Number	Enter the (complete) GSRN of the PD to search for a specific Production Device by its Global Service Relation Number.
Fuels	Select the Fuels from the drop down list, to filter and display the Production Devices belonging to the selected Fuel. By default, all the Fuels are selected and searching with default criteria will display the details of all the Production Devices under Cesar.
Technology	Select the Technology from the drop down list, to filter and display the Production Devices belonging to the selected Technology. By default, all the Technologies are selected and searching with default criteria will display the details of all the Production Devices under Cesar.
Date of Commissioning (From)	Earliest date the Production Device has become operational.
Date of Commissioning (To)	Latest date the Production Device has become operational.
Action Links	
Search	Click this to invoke the search and display the filtered Production Devices list.
Reset	Click this to reset the screen to enter new search conditions.



Production Device Name	Device ID	Fuel	Technology
"Bäst häst"	BLE1009735999114010885611	Solar	Solar
10. Klockaregården 33	IKN10097350049086674492	Solar	Solar
105590 Saxhyttan	VAL1009735999102108348889	Hydro	Hydro power

Figure 8.14 – Production Device Public Information

Table 8-4 – Details of all the Production Devices

Details of the Production Devices	
Production Device Name (link)	Name of the Production Device. Click this link to view the details of the Production Device.
PD GSRN Number	The GSRN (Global Service Relation Number) assigned to the Organization.
Domain of Production Device	The Domain to which the Organization belongs.
Installed Capacity, MW	The installed capacity of the PD.
Date of Commissioning	Date of Commissioning of the PD
Location, Name, Address	Location, name and Address information of the PD
Fuels	All the Fuels the Production Device is able to convert to electricity.
Technology	The Technology of the Production Device
Support Schemes	The name of Support Scheme that the PD belongs to.

8.2.3 Transactions

This report gives the details of the GO Transfers from different fuels for specified periods of transaction or production. Transfers that include Issue, Transfer, Cancel, Export, Import, Certificate expiration. This is useful for analysing the electricity production from the different Fuels and to define a trend of electricity Transfers.

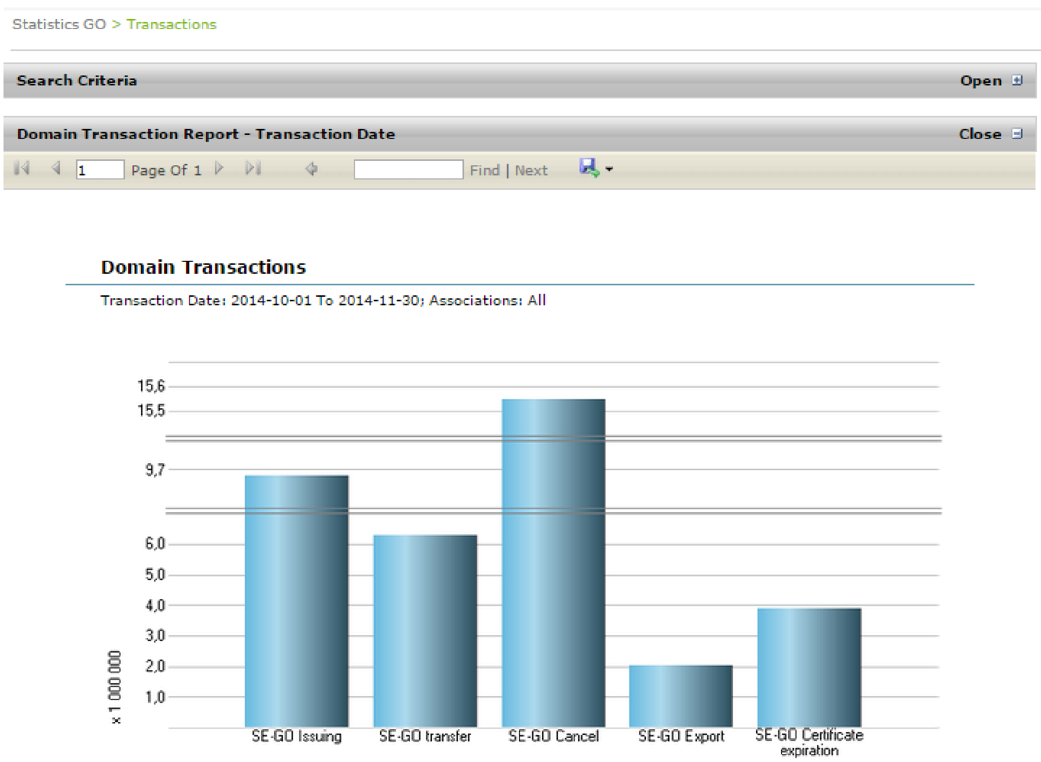
1. On the Public Site navigate to **Statistics GO>Transactions**.
2. Fill in the search criteria (Figure 8.15). You can search based on Transaction Date, Production Date (Table 8-5).
3. A bar graph and a table of the quantity of all Transactions matching your criteria is displayed (Figure 8.16).
   a) Bar Graph: The different Fuels are listed in the y axis and the electricity in MWh is represented in X axis. The different types of fuel Certificate Transfers that have taken place (Issue, Transfer, Cancel, Export, Import and Certificate expiration) from each of the listed Fuel are represented in different colour bar graphs.
   b) Table: The same details are represented in numbers in a tabular form, below the bar graphs.
4. You can Export the details to an Excel sheet or a PDF file, by selecting the respective option and clicking the **Export** button.

Figure 8.15– Transaction Report search criteria

Table 8-5 – Transaction Report search criteria

Name	Description
Transaction Date	Select this if you want the report to be generated on the basis of the Transaction date (period)

Production Date	Select this if you want the report to be generated on the basis of the production date (period). Production in this case refers to the end date of the production period.
Action Links	
Search	Click this to invoke the search and display the details of the filtered Transactions.
Reset	Click this to reset the screen to enter new search conditions.



Fuels	SE-GO Issuing	SE-GO transfer	SE-GO Cancel	SE-GO Export	SE-GO Certificate expiration
Biomass	448 981	2 743	1 067	-	155 210
Coal	4 434	-	-	-	15 583
Nuclear	4 392 308	3 183 495	8 000 000	-	3 325 487
Natural gas	808	-	-	-	2 079
Other oil	10 939	-	-	-	7 333
Solar	991	373	1	-	129
Peat	3 868	72	-	-	3 191
Water	4 004 516	2 487 423	7 119 436	1 950 087	243 818
Wind	743 105	634 896	374 814	89 214	82 465
Other	58 261	1 419	-	-	53 905
Total	**9 668 211**	**6 310 421**	**15 495 318**	**2 039 301**	**3 889 200**

Figure 8.16– Transaction Report: Bar graph representation