



# CESAR

Swedish Energy Certificate System

Account Holder Manual

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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 <u>www.certif-ikat.svk.se.</u>
- 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.
АН	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.
СМО	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.

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.
Register Prices	The average prices presented in the electricity certificate registers Cesar and NECS are volume-weighted average prices of transactions in each register during the period in question. The price therefore reflects all transfers between two legal entities during the period.
(Average Price, Register Price and Market Price)	The register price provides a value of the electricity certificates over a historic period, weighted in relation to the volume turned over during the same period. The market price, on the other hand, provides an indication of the value of an electricity certificate at a given point in time. The register price can therefore not be considered to be the market price of electricity certificates

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.
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:

Chapters	Description
<u>Chapter 1 – Cesar– An</u> <u>Overview</u>	This chapter introduces the Cesar application, describes the workflow briefly and lists its requirements.
<u>Chapter 2 – Getting</u> <u>Started</u>	This chapter describes the steps to access and log in to the Cesar application.
<u>Chapter 3 – Managing</u> <u>Users</u>	This chapter enumerates the different roles and rights of the users and the options under the <b>Users</b> module to create and manage different users for the application.
<u>Chapter 4 – Managing</u> the Organization	This chapter describes the option provided under the <b>My Page</b> module to maintain the details of your Organization.
<u>Chapter 5 – Running &amp;</u> <u>Maintaining Plants</u>	This chapter describes the process of managing Production Devices ( <b>Plants</b> module).
<u>Chapter 6 – Managing</u> <u>Certificates</u>	This chapter describes the actions to manage the Accounts of the Account Holder and to handle certificates. ( <b>SE-GO</b> and <b>Elcertificates</b> modules).
<u>Chapter 7 – Generating</u> Private Reports	This chapter describes the system of private reporting of the Transactions provided under the <b>Reports</b> module.
<u>Chapter 8 – Public</u> <u>Reports</u>	This chapter describes the system of public reporting and statistics.

 Table 1-2 – Organization of chapters

Convention	Purpose	Example
Bold	Statements describing the execution of a function. Navigation paths in the Cesar application.	Click <b>Cancel</b> to ignore the data entered and return to the main menu page. Navigate to <b>Certificates&gt;Account Statement</b> .
Capitalized Indicating that the word is defin in the Terminologies Used sect		[] 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.
<u>Hyperlink</u>	Link to specific locations inside the document.	Click the <u>PD Registration Form</u> 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 <u>www.certifikat.svk.se</u>. Users are given access to the functions of the system according to the <u>roles</u> 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 security certificate and install Nexus Personal –plugin in your computer. For information on how to apply certificate and get the plugin please navigate to **Info/FAQ** under the public pages of the Cesar application.

**Note:** Security certificate is not compatible with Mac OS operating system

- To access the Cesar web application, start your Internet browser and navigate to <u>www.certif-ikat.svk.se</u> (or straight at <u>https://certifikat.svk.se</u>).
- 2. The Cesar public site is displayed (Figure 2.1). Navigate to the private site and use the certificate to log in.

Select the appropriate login option for you: Bankld, Nordea or Foreign User.

3. After login, the start-up screen of the Cesar application is launched. The welcome screen should show news and information about the user.

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CESAR			Select Langua	ge: English V	KRAFTN/
lome About Elcertificates	About GO Statistic	s Elcertificates Statistics GO	Structural report Log in	_	
LOG IN Click the link below to log in Log in Contact Details Address: Svenska karfant Box 1200 172 24 Sundhyberg Email: elcertfikat@avk.se Phone Number: Annika LOdow @ 000-195 715	BankId Nordea SEB, Teli Nexus Pe	a vrsonal Token	Svenska kraft-BE conditions By hoging in the user effects to the an agreement with Svenska kraft-BA on direct access to Svenska kraft-BA is aystem for account holding of electificates and guarantees of origin (Casar) and has hereby accessed the conditions the standard of the second scenario of the under the tab "Bi kontohavare" ("How to join") above. How do I log in? In order to log in to Casar you need a client identification card which proves who you are when contacting us. How to get a client certificate You can get a client certificate Veraftatic an provide you a certificate the which you can log in to Casar. Please contact Svenska kraftatic an provide you acent certificate.		
inga-Uil Ákentröm 🕲 08-475 82 79			How to install and test your client certificate On the web page BankID Security application you can download and install the BankID security application. You can test your certificate and the application of the statest client software. Net ID can be installed from the Install Net (No, vere you also can test your SEB / Tells e-legitimation.		

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

**Note:** 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 and on the Domain configurations. Refer to <u>Chapter 3</u> for information about the access permissions defined for different roles.

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.
Reports	Covers the options of generating private reports of the Activity Log of Transactions and modifications, Revision Report and Structural Report
Users	Covers the options to create and manage the Users of the Account.

Table 2-1 – Modules in the Main Menu

Main Menu / Modules	Functions
Plants	Covers the process of registering Production Devices to the system and aggregating Meter Readings.
My Page	Covers the options to maintain the organization details and settings.
Public Site	Brings you back to the public site

Home	Elcertificates	SE-GO	Plants	Users	Reports	My Page	Publi	c Site
Welcome to C	esart tit e t	-		Login To	_	_		Go Home
Account Holder	TEST01_AH01							_
Email				TEST01				Search
Mobile Number	+0			<b>UTRO VIN</b>	AU		^	Login
				and the second	olim 18			
				90-1		<del></del>	~	

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.

Production Devices			
II I Page Of 1 ▷ ▷I	\$ 100% 🔻	Find   Next	ی - 🕲

Figure 2.3 – Report viewer

Tahle	2-2 -	Renort	viewer	functions
Iable	<u>z-z –</u>	Report	viewei	iuncuons

lcon	Description				
14	First Page: Navigate to the first page of the report.				
٩	<b>Previous Page</b> : Navigate to the previous page.				
Þ	Next Page: Navigate to the next page.				
ÞI	Last Page: Navigate to the last page of the report.				

lcon	Description
4	Go back to the parent report: Navigate to the parent report.
100% -	<b>Zoom</b> : Enlarge/reduce the report to a desired size. (Note: not available on Firefox.)
Find   Next	<b>Find Text</b> : Search text from the entire report. (Note: not available on Firefox.)
<b>.</b>	<b>Export</b> : Select from the dropdown list to export the report in Excel or PDF format.
٩	Refresh: Refresh the current page.

### 2.1.4 Useful keyboard shortcuts

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

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.					

#### Table 2-3 - Keyboard shortcuts

### 2.1.5 Expandable bands

When navigating through Cesar, your navigation sections are organized in bands (header for sections) which views 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**.

Search Criteria	Open 🗄
Users List	Close <sup>⊟</sup>



# 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.

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	P	A ACCO	Int Adri	inistre inities interest	LACOUNT ALLON	ACOUNT ACOUNT		st at at a sure of the sure of	1 User helministration
EECS-GO*	X	X				ļ	~		
Accounts List	Х	х					х		
Manage Account	Х						х		
Account Statement	Х	х					х		
Account Balance	Х	х					х		
Search SE-GO	Х	Х					х		
Search Transactions	X	х					х		
Initiate Transactions Commit Transactions	X						X		
	Х			~			X		
ELCERTIFICATES*			X	X			X		
Accounts List Manage Account			X	х			X		
Account Statement			X	x			X		
Account Balance			x x	x			x x		
Search Elcertificates			x	x			x		
Search Transactions			x	x			x		
Initiate Transactions			x	Â			x		
Commit Transactions			x				x		
Predifined Prices			x				x		
Own Deals			х	х			x		
REPORTS	х	x	х	x	х	x	х	х	
Activity Log	х	x	х	х	х	x	х	х	
Revision Reports					х	x	х		
Structural Report	х	x	х	х	х	x	х	х	
Production Report	х	x	х	х	х	x	х	х	
USERS							х	х	
Search User							х	х	
Create User							х	х	
PLANTS*					х	х	х		
View PD details					х	х	х		
Change Issuing Account					х		х		
MR Declarations					х		х		
Monitor Meter Readings					х	х	х		
MY PAGE							х		
Manage My Organization							х		
PUBLIC SITE	х	х	х	х	х	х	х	х	

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 search criteria band is expanded. By clicking **Search**, a list of all the users of your Account is opened (Figure 3.2). The descriptions of the fields are listed in Table 3-1.
- 2. The toolbar above the list concerns the whole result set. It has page navigation, Zoom in and out, Find, Export and Refresh functionalities. 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.

Home	Elcertificate	s SE	GO	Plants	Users	Reports	My Page	Public Site
Search user	Create User							
Users > Se	arch user							
Search (	Criteria							Open
Users Li	st							Close
14 4 [	1 Page Of 1	> >1 - <	Þ	Find	Next 🛃 •	۲		
Users								
Domain: Sw	eden: Status: All; Or	ganization: 2-54	Wind AB; Role	e/Group: All				
First Name	Clast Name C	Roles ‡	Locked ‡					
<u> </u>	<u></u>	AH Root	No					

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).
- 4. Click the **Search** button to display the filtered users list below the Search Criteria band.

Home	Elcertificates	SE-GO	Plants	Users	Reports	My Page	Public
irch user Cre	ate User						
Users > Search	user						
Search Crite	eria						Close 🗉
First Name				Last Name			
Status	- All -		¥				
Role/Group	- All - AH Account Administra AH Account Viewer AH Elcert Account Admi		^ ~				

Figure 3.3 – Search Users: search criteria

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#### 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.

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------------	----	-----	------	----

Add User						
First Name			*	Last Name		*
Drganization	TEST01LD_AH01	2012000011	¥ *	Groups	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	*
Email			*	Phone	Select Country Code 🗸	
SSN			*			
Address						
Company	TEST01LD_AH01			Street	Test Ave.	
PO Box				City	Debug Town	
Zip code	123 456			Country	Sverige	

Figure 3.4 – Creating a New User

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.

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

## 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 client certificate of the locked user will be revoked and added to the Certificate Revocation List (CRL).
- 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.

Home	Elcertificates	SE-GO	Plants	Use	rs Reports	My Page Pub
rch user Cr						
Jsers > Creat	e User					
Search Crite	eria					Open <sup>B</sup>
Users List						Open 🖲
Edit User -	In fn (5675671598	52)				
First Name			•	Last Name	In	•
Organization	Test_User_23112012 S	E78945658		Groups	AH Account Administrator AH Account Viewer AH Elcert Account Administrato AH Elcert Account Viewer AH PD Administrator AH PD Viewer AH Root	r v
Locked						
Email			•	SSN		•
Phone	Select Country Cod	e- 🗸				
Address						
	Test_User_23112012 S	78945658		Street		
Company				City	ctyy	
Company PO Box						

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	Public
nnage My Org	anization					
My Page > Ma	anage My Organization					
Organizati	on Information - T	EST01LD_AH0				Close 🗉
14 4 1	Page Of 1 🕨 🕴	4	Fin	l Next 🕻	4 · @	
Organization In	nformation					
Organization Na	me: TEST01LD_A	H01	Bus	iness ld:	2012000011	
Start Date:	2011-01-01		End	Date:		
Address						
Street:	Test Ave.		PO	Box:		
Zip:	123 456		City	:	Debug Town	
Country:	Sweden		c/o	address:		
Phone:	+46000001					
Billing Address						
Street/P.O.Box:			Ref	erence:		
Zip:			City			
Country:			c/o	address:		
Organization Typ	bes					
Producer						
Producer/import	er					
Trading schemes	5					
Elcertificates						
Guarantees of or	rigin					
Contacts						
Business contact	person data					
Name:			Em	ailt		
			Per	sonal Number:		
Office Phone:			Fax	Number:		
Address						
PO Box:			Stre	et		
Zip:			City	:		
Country:						
Invoice contact in	nformation					
Name:			Em	ailt		
Office Phone:			Fax	Number:		
Address:						
PO Box:			Stre	et		
Zip:			City			
Country:						

#### 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	Click this to edit the details of the Billing Address (Chapter 4.2).

## 4.2 Editing Billing 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 Billing Address to edit the details of the selected Organization.
- 4. The **Billing Address** screen (Figure 4.2) is displayed.
- 5. Click **Create** on the bottom of the screen to save the details.

Billing Address		
Billing reference		
c/o address		
PO Box		
Zip code	*	City *
Country	- Select -	

Note: Fields marked with an asterisk are mandatory

Create Back

#### 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.

## 5.1 Access to Plants Module

Note: This section is only available for Producers actors

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. Manage Production Devices

# Note: Only an AH Root, AH PD Administrator and AH PD Viewer users can view PD's details

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

Home	Elcertificates	s SE-GO	Plants	Use	rs Re	ports	My Page	Public Site	
anage PD 🛛 🛛	IR Declaration	Monitor Meter Readings							
Plants > Man	ige PD								
Search Cr	iteria								Open
Productio	n Devices							Close	
14 4 1	Page Of 1	Þ ÞI 4	Fin	d   Next	📕 • 🛞				
Production de	vices								
Owner: All; Fu	el: All; License: All;	Combusting: All; Locked: All;	Status: All; Ear	mark: All;	Technology: All				
Production Device Name	≎ STEM ID ≎	PD Serial ID 🗘	Installed Capacity, ‡ kW	Status ‡	Fuel \$	Technology ‡	Locked ‡		
TEST01_PD01L	0001LD03	GBG1009TEST00000001LD03	2500	Active	SE-Hydro, SE-Hydro, SE-Hydro, SE-Hydro	SE-Hydro power	No		
TEST01_PD02L	0002LD03	GBG1009TEST00000002LD03	2500	Active	SE-Combustible fuel	SE-Bio, Other	No		

Figure 5.1 – Manage PD: Production Devices list

Table 5-1 – Production Devices: Field Description					

Name	Description
PD Name	Production Device name. Click the link to see the details of the PD.
STEM ID	ID given by Energimyndigheten (Swedish Energy Agency) assigned to this device
PD Serial ID	Serial ID of the PD.
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).

## 5.1.1 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.

Plants > Manage PD			
Search Criteria			Close 🗉
Production Device	(1	By Name/SerialID/StemI	D/GSRN)
Grid Area	- Select -		
Locked	- All -	Status	- All - Ative Deregistered INACTIVE
Installed Capacity	, (kW)		
From		То	
Date of Commissi	oning		
From	YYYY-MM-DD	То	YYYY-MM-DD
Start Date			
From	YYYY-MM-DD	То	YYYY-MM-DD
Stop Date			
From	YYYY-MM-DD	То	YYYY-MM-DD
License Expiry Da	te		
From	YYYY-MM-DD	То	YYYY-MM-DD
Fuels and Technol	logy		
	Fuel		Technology
- All - Biomass Coking coal Combustible fuel	~	- All - Bio, CHP Bio, industrial back Bio, Other	pressure v
AIB EECS Rules Fact Shee Other	21 5		
License	- All - EECS-eligible Elcertificates SE-GO V	Combusting	- All -
Earmark	- All	Grid Reference	
			Search Reset

Figure 5.2 – PD Search Criteria

#### Table 5-2 – PD 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.
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.

### **5.1.2 View Production Device Details**

#### Navigate to Plants>Manage PD.

- 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.

Production Device								
Production Device N	ame:	A						
Serial ID:								
STEM ID:		<del></del>						
Grid Area:		VAL	AL					
Start Date:		2011-06-13 00:00:00						
Stop Date:		2012-02-20 23:59:00						
Date of Commissioni	ng:	1918-01-01						
Installed Capacity, kV	V	1100						
Estimated annual pro	duction (MWh):	3400000						
Status: Active								
Locked:		No						
Issuing body comme	nt:							
License		Registered	D	)eregis	tered	All	ocation Factor	
Elcertificates		2003-05-01 00:00:00				100	0	
SE-GO		2011-06-13 00:00:00				100	0	
Owner								
Name		Ownership %	Issuina a	ccoun	t elcertificates	leeni	ing account GOs	-
			rssuing a	ccoun	recentificates	-	ult Account-	
		100	· · · · ·					
Earmarks					Earmark Type			
Elcertificates				Production Suppo	ort			
Fuels								
Hydro power								
Technology	Hydrop	power						
Address								
Street:								
Zip code: 6704	10				City:		AMOTFORS	
Country: Swee					City: Real esta	***	AMOTFORS	
Latitude:					Longitur			
					congitor			
Metering reporter								
Reporter	• 27	k						
Address and	•							
Phone Number								
Email a		•						
Fax +								
Ediel-ID								
Left Over								
		Fuel					Disclosure MWh	Support MWh
Owner Name								

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.				

### 5.1.3 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.

- 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

	Actor Name			
Issuing account - Gu	uarantees for Origin	Default Account	¥	
Issuing acc	ount - Elcertificates		Y	

Note: Change your Issuing Account for this Production device.



## 5.2 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. These are required 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.

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Manage PD MR Declara Plants > MR Declaration	tion Monitor Meter Readi	ngs	Users Reports		Public Site
Search Criteria					Close
Production Device			(By Name/SerialID/StemID/G	SRN)	
Grid Area	- Select -	¥			
Installed Capacity (k	W)				
From			То		
Date of Commission	ing				
From	YYYY-MM-DD		To	YYYY-MM-DD	
Start Date					
From	YYYY-MM-DD		To	YYYY-MM-DD	
Stop Date					
From	YYYY-MM-DD		To	YYYY-MM-DD	
License Expiry Date					
From	YYYY-MM-DD		To	YYYY-MM-DD	
Fuels and Technolog	IV				
	Fuel			Technology	
- All - Biomass Coking coal Combustible fuel			<ul> <li>All - Bio, CHP</li> <li>Bio, industrial back pressu</li> <li>Bio, Other</li> </ul>	ire	
B EECS Rules Fact Sheet 5					
Declaration					
Declaration Type	- All -	~	Declaration Status	- All -	¥
From	2012-09		То	YYYY-MM	
Declaration Reviewed	- All -				
Other					
License	- All - EECS-eligible Elcertificates SE-GO	<b>^</b>	Combusting	- All -	×
Earmark	- All - Investment and productio Investment Support No Support	n support	Grid Reference		

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.			

Production Devices					(	Close
14 4 1 Page Of 1	P - PI	Find	Next 🔍 • 🌚			
Production devices						
Owner: All; Fuel: All; License: A 01 To 2012-12-31; Declaration			itus: All; Earmark: All; Declarat	tion Type: All; Declaratio	on Status: All; Declar	ation Period: 2012-0
Production Device Name :	Period :	STEM ID :	Serial ID :	GSRN :		
			State of the second second		And a second second second	
	2011-06-13				Add Declaration	View Declarations
	2011-06-13 2010-12-22				Add Declaration	View Declarations View Declarations

Figure 5.6 – View MR Declaration

Table 5-5 – MR Declaration Management

Name	Description			
Production Device Name	PD Name			
Period	Period of the Declaration			
STEM ID	ID given by Energimyndigheten assigned to this device			
PD Serial 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			

### 5.2.1 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 15<sup>th</sup> 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.

**Note:** 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)
arch Criteria				
oduction Devices			Close	3
eate Declaration:			- 2011-06-13 Close	3
Declaration Type	<b>v</b>			
2012 - September Metering Periods	^			
Periods	~			
laration for plant <del>Forestoly \$</del> - 30 !	September, 2012	4.		
	September,2012 unless otherwise indicated	i. Type	Percentage	
claration for plant <del>Earteduys</del> - 30 : fuels are eligible for elcertificates duction for period: 1752,206 MWI	September, 2012 unless otherwise indicated h Allocation elcert, %		Percentage	
claration for plant <del>Caradolys</del> - 30 : fuels are eligible for elcertificates duction for period: 1752,206 MWI <b>duction unit</b>	September,2012 unless otherwise indicated h Allocation elcert, % 100,000	Туре	Percentage	
claration for plant <del>Caradolys</del> - 30 : fuels are eligible for elcertificates duction for period: 1752,206 MWI <b>duction unit</b>	September,2012 unless otherwise indicated h Allocation elcert, % 100,000	<b>Type</b> Hydro power	Percentage	
claration for plant <del>Canadatys</del> - 30 : fuels are eligible for elcertificates duction for period: 1752,206 MWI duction unit	September,2012 unless otherwise indicated h Allocation elcert, % 100,000	<b>Type</b> Hydro power Hydro power	Percentage	

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.

### 5.2.2 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.

Note: Unit type declaration must be signed using your client certificate

During the issuing day (usually 15<sup>th</sup> 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.

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.

### 5.2.2.1 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.
- Click on Edit to update the declaration information. The edit window is displayed (Figure 5.9).
   Once done, select Save.

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earch Criteria				
oduction Devices				Open 🗄
D Declarations:	_		2010-12-17	Open 🗉
4 1 Page Of 1 D D		Find   Next 😽 🔹 🚱		
Production Device: Bronker Fox. 0.		020101000-0004004004020		
Version: from 2010-12-17; to NULL	:			
laration Period	1 - 30 Septer	nber,2012		
laration Type	Fuel declarat	tion	Edit	
laration Locked Status				
ked	No			
laration Name	Declaration Percentage	Clarification		
rgy crops - solidi	0			
gy crops - liquid sustainable	0			
gy crops - Ilquid not sustainable	0			
duals and by-products from forestry - solid	0			
iduals and by-products from forestry - liquid ainable	0			
iduals and by-products from forestry - liquid sustainable	0			
iduals and by-products from the processes rest industry - solid	47,17	Bark samt D-fiber (fiberhaltigt bränsle från returpapper)		
iduals and by-products from the processes rest industry - liquid sustainable	0			
iduals and by-products from the processes rest industry - liquid not sustainable	0			
ted wood waste and wood waste sorted from ed waste	44,40	Returträ samt Internt källsorterat trämaterial		
d and liquid biofuels not eligible for elcerts	0			
fill gas	0			
ge gas	0			
blogas	0			
blo fuel – Solid	0			
bio fuel – Liquid sustainable	0			
blo fuel – Liquid other	0			
and peat brickettes	0			
r oll	8,37			
ing coal	0			
ural gas	0			

Figure 5.8 – View Fuel Declaration

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2014-0	)5-13
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Update Declaration		<u> </u>	010-12-17 <sup>H</sup> Close
Declaration Type Fu	el declaration		
Activition for plant			
	etficates unless otherwise indicated.		
haduction for period: 100			
Fuel	Declaration Percentage		
~			
Landfill gas		1	_
Sevinge gas			
Other blog as	D		
Peat and great brickettes	p		
Natural gas	•		
Coking coal	0		
Other bio fuel – Liguid susteineble	0		
Other bio fuel – Liguid other	0		_
other Other non biomess	<b>D</b>		_
Sorted wood waste and wood waste sorted from	66,65		_
moved waste			
products from forestry - Iguid not susteinable Residuels and by-			
products from the processes of forest industry - solid	47,17		
Reciduals and by- products from the processes of forest industry - liguid sustainable	0		
Residuals and by- products from the processes of forest industry - liguid not susteinable	0		
	0		
Other bio fuel - Solid	•		
Other oil	2.27		
Energy crops - solid	0		
Energy crops - liguid susteineble	0		
Energy crops - liguid not susteineble	8		
Residuels and by- products from forestry -	0		_
solid Residuels and by- products from forestry -			_
Iguid sustainable Total Percentage 10		1	
Description			
tificates to be issued bas	ed on this declaration		
	ficates: 1065		
	(g/s/ws: 0		
	56-GC: 1086		

#### Figure 5.9 – Edit Fuel Declaration

### 5.2.2.2 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 5.10). The user with sufficient rights can view PDs declarations and edit them.
- Click on Edit to update the declaration information. The edit window is displayed (Figure 5.11).
   Once done, select Save.

PD Declarations: Ten			Close
I ↓ ↓ 1 Page Of	1 ▷ ▷	Find   Next 🛛 🔍 🔹 💿	
Production Device: Terreby	VAL 400073500040	0400350744 - C 42002 40CC 4C0 4 42C0	
Version: from 2011-06-15; to	NULL ;		
Declaration Period	1 - 31 Dec	ember,2012	
Declaration Type	Unit decla	aration	Edit
Production unit	Percent	Туре	Allocation elcert, %
<del>Toroby 82 -</del>	33,87	SE-Hydro	100,000
<del>foroby C /</del>	66,13	SE-Hydro	0
Declaration Period	1 - 30 Nov	rember,2012	
Declaration Type	Unit decla	aration	
Production unit	Percent	Туре	Allocation elcert, %
Foroby Off	66,24	SE-Hydro	0
F07009 02	33,76	SE-Hydro	100,000

Figure 5.10 – View Unit Declaration

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Update Declarat	ion: <del>Torsb</del>	, VAL100	97359994024	00350714 - 04300240	
					Close
Declaration Type	Unit declara	tion			
Declaration for plant	<del>- 1, 1</del> - 31	December,2012	2		
All fuels are eligible fo	or elcertificate	s unless otherw	vise indicated.		
Production for period	: 1503,550 M\	Wh			
Production unit			Allocation elcert, %	Туре	Percentage
forsky OP			100,000	SE-Hydro	33,87
<del>iu.sby 61</del>			0	SE-Hydro	66,13
Total Percentage	100				
More information					
ertificates to be issued	based on thi	s declaration			
Ele	certificates:	509			
	SE-GO:	1503			
EEC	S eligibles:	0			
lote: Fields marked wit	h an asterisk a	are mandatory			Save



# 5.3 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 5.12 and Table 5-7). Fill the search criteria and click **Search**
- 3. The meter reading list is displayed. (Figure 5.13)
- 4. Click on the hyperlink on the PD's name to see the device details. See <u>View Production Device</u> <u>Details</u> 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.

Home I	Elcertificates	SE-GO	Plants	Users	Reports	My Page	Public Site	
Manage PD MR De	claration Monito	r Meter Readings						
Plants > Monitor N	leter Readings							
Search Criteria								Close 🗉
Production Peri	iod							
Start Dat	e 2011-08				End Date	2013-01		
Production Dev	ice Info							
Production Devic	e			(By Name/Seri	allD/StemID/	GSRN)		
PD	S - AII - TEST01_PD01N TEST01_PD01N TEST01_PD02N	1L4	<b>^</b>					
Grid Ar	ea - Select -		*					
Ediel	ID							
							Search	Reset

Figure 5.12 – Monitor Meter Readings: Search Criteria

Name	Description
Production Period	Search by Production Period
Production Device	Search by PD name or Serial ID or Stem ID or GSRN
PDs	Select the PDs from the list
Grid Area	Search by Grid Area
Ediel ID	Code of agent engaged by the reporter
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.

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

Plants > Monitor Meter Readings

Search Crite	eria							Open 🖲	
Meter readi	-						Close 🗉		
	Page C	of 2 🕨 🕅 🗌		Find   Next 🛛 🛃 🔸	٩				
Meter readings rep	port								
Production Period: 2012-07 To 2012-12; Production Devices: All									
Production ‡ device	Stem- id	Grid area, Device id	Ediel id	Unissued MR periods	Missing MR periods	Missing declaration periods	Energy-sources	Production of the selected period, MWh	Production during the last 12 whole months, MWh
Installed capacity, kW: 40000 Annual production, MWh: 94300	2390	- <u></u>		2012-09-01 to 2012-09-30	2012-10-07 -	•	Hydro power	7,916	7,916
Version period: Since 2012-08-01				2012-09-01 to 2012-09-30	2012-10-09 -	-	Hydro power	29495.917	29495.917
Installed capacity, kW: 24000		199999102110914090		2012-03-01 to 2012-03-30	2012-10-05 -		nyare poner	20403,017	25455,517
Annual production, MWh: 135000									
Version period: Since 2012-08-01									
Installed capacity, kW: 14900 Annual					2012-10-09 -	-	Hydro power	17716,999	17716,999
production, MWh: 85000 Version period: Since 2012-08-01									

Figure 5.13 – 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 <u>http://certifikat.svk.se</u> 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 requisite 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 Nexus Personal 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.

#### **Note:** 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 <u>permanently</u> 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.

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).

### 6.3.1 View Accounts

#### Navigate to SE-GO/Elcertificates>Manage Accounts.

In managing Accounts the details of only those Accounts for which the user has read rights are displayed (Figure 6.1 and Table 6-1). Some records 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.

Manage Accounts -						Close 🗆
						Create Account
Include inactive accounts						
Account Number	Account Name	Status	Public	Volume of UG	Expiring Certificates	Operations
■ 643002406600026353	Default Account	3	Yes	0	C	😼 🖻 🗒
643002406600026599	test	<b>a</b>	Yes		0 0	🛛 🕹 🖻 🛄

Figure 6.1 – Manage Accounts: View Account List

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 <u>Account Statement</u> for more details.
Account Name	Name of the Account. Not visible to other Account Holders.

#### Table 6-1 – View Account List: Field Description

Name	Description		
Status	Indicates whether the Account is active or not.		
Public	Yes — the Account will be visible to other Account Holders No — the Account will not be visible to other Account Holders		
Certificate Count	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			
	Click 🗾 to Modify Account		
Operations	Click 📑 to Move Account		
	Click 🗈 to <u>Create Sub Account</u>		
	Click U 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/Elcertificates>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.

### CESAR ACCOUNT HOLDER USER MANUAL

Open

Update

Back

lify Account- TestAccount	
Account Number	643002406600022867
Account Name	TestAccount *
	✓Active □Public
Created On	2012-12-18
Issuing body comment	
Fields marked with an asterisk are ma	

Figure 6.2 – Certificates: Modify Account

### 6.3.3 Move Account

Manage Accounts

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/Elcertificates>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.

Manage Accounts		Open 🖲
Move Account		
From Account	TestAccount	
Destination Account	Default Account	
Note: Fields marked with an asterisk ar	mandatory	

#### 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.

Manage Accounts	Open 🖲
Create Account	
Account Name	*
	Active Public
Note: Fields marked with an asterisk are mandat	tory
	Create Reset Back

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.

Manage Accounts	Open 🙂
Create Sub Account	
Parent Account Name	Default Account
Account Name	*
Note: Fields marked with an asterisk are mandatory	
	Create Back

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, import/export elcertificates form/to Norway and prove the quota obligation.

Besides that it is also possible to schedule 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 holder (transfer).

- 1. Navigate to **SE-GO/ >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. You can either choose to 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.

### CESAR ACCOUNT HOLDER USER MANUAL

Manage Accounts - 31X000013C	Open <sup>B</sup>
Search Criteria	Open <sup>II</sup>
Certificates	Close <sup>G</sup>
	Transfer Export to EECS O Cancel Certificates
<ul> <li>Select all 245198 certificates</li> <li>Select certificates by bundle</li> <li>Select certificates by PD</li> <li>Select certificates by account</li> </ul>	



Se	earch Criteria				-					Open <sup>a</sup>	3
ce	ertificates									Close <sup>E</sup>	9
						•	Transfer	🔶 Ехр	ort to EECS	⊘ Cancel Certi	ficates
•	<sup>9</sup> Select all 138296 certificates <sup>9</sup> Select certificates by bundle <sup>9</sup> Select certificates by PD <sup>9</sup> Select certificates by account										
	Certificate Number (From - To)∕≩	Volume	Account Name	Issuing Body	Fuel	Technology	Earmark	Issuing Date	Production Period	Production Device (GSRN, installed capacity, name)	Trading schemes
_	643002406556003100000322072448 To 643002406556003100000322092370	19923	Default Account	Svenska kraftnät	Hydro	Hydro power	No Support	2014-01- 15	2013-12-01 - 2013-12-31	643002406616002884 60000 kW Kvarnsveden	SE-GO
	643002406556003100000322520377 To 643002406556003100000322536647	16271	Default Account	Svenska kraftnät	Hydro	Hydro power	No Support	2014-01- 15	2013-12-01 - 2013-12-31	643002406616002907 49000 kW Bullerforsen	SE-GO

Figure 6.7 – Transfer Certificates: Select by bundle

SE-GO > Manage Accounts				
Manage Accounts				Open 🗄
Search Criteria				Open <sup>⊕</sup>
certificates				Open 🗄
Transfer certificates				
Total certificates volume available	2917966			
Give Certificate amount		*		
Domain	Sweden		v *	
Account Holder	- Select -		¥ *	
Account	- Select -		*	
Enter Account Number 🗌				
Message to Receiver			<i>L</i>	Note: Message only to receivers in Cesar
Note: Fields marked with an asterisk a	re mandatory			Transfer Back



### 6.4.1.2 Request EECS issuing (SE-GO)

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

- 1. Navigate to **SE-GO>Manage Accounts**.
- 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 <u>Transfer Certifi-</u> <u>cates</u> for more information.

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

- 3. Click **Export to EECS.** 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.

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

**Note:** 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.



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 of the current selection.

Name	Description		
	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		
Receiver	<b>Note:</b> 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 **Certificate Count** 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).
- 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 Cancel Certificates 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.

### CESAR ACCOUNT HOLDER USER MANUAL

Search Criteria					Open 🗉
					· · ·
Certificates					Open 🖲
Certificate Cancellat	ion				
Selected certificate amount Amount of certificates to Cancel	2211	*			
Country of Consumption	Sweden				
Name of Beneficiary				*	
Location of Beneficiary					Department, unit, division, or geographical branch
Usage Category	Disclosure		~	*	
Consumption Period Start	YYYY-MM-DD	*			
Consumption Period End	YYYY-MM-DD	*			
Type of Beneficiary	- Select -		V	*	
Cancellation Purpose				*	

Note: Fields marked with an asterisk are mandatory

Cancel Certificates Back

#### 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.

Name	Description
Location of Beneficiary	More detailed information of the Beneficiary like department unit, division, or geographical branch.
Type of Beneficiary *	Select from dropdown list.
Consumption Period *	Select the Start and End day of the time period of electricity consumption for which the certificates are Cancelled for.
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. Other: other usage Category
Cancellation Purpose *	Enter text to indicate the reason for Cancellation.

### 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 <u>6.4.1.1</u> 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 Elcert certificates 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 Elcert.

- 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.
- Click Transfer to execute a Transfer. The Certificate Transfer page is displayed in Figure 6.8.

10. Enter the number of certificates to be Transferred (Figure 6.8).

- 11. You can either choose to enter a specific Account number or select one (Figure 6.8).
  - To select an Account number, select Domain (= Norway Elcert) 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.
- 12. Click **Transfer** to complete the Transaction or click **Back** to return to the list of Certificates (Figure 6.8).

#### 6.4.2.3Cancel Certificates (Elcertificates) Quota Obligation

Note: This section refers to Quota Obliged actors.

This functionality will be available only by the end of 2013.

Quota Obliged Parties must prove the fulfilment of Quota requirements in Sweden. This can be done through Cesar system and will be available to users by the end of 2013.

### 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.

Manage Accounts - tt123

Open 🙂

#### Create Schedule

Existin	Existing Schedules - Default Account								
Created Date	Next Execution date	Last Execution date	Last run date	Transaction Type	Occurrence	Destination Account Name	Certificate Count	Edit	Delete
2011-08- 30	1753-01-01	1753-01-01	2012-09-17 13:07:44	Transfer	On Issue	0	50% of all incoming certificates	1	×
2012-12- 12	2012-12-13	-	-	Transfer	Specific day	20 h (	1 Certificates	Ð	×

#### Figure 6.11 – Manage Accounts: Schedule Transactions

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 (Transfer/Cancel)
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

#### Table 6-4 – Existing Schedules: Field Description

# 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).

Open 🗄

- 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.

#### Manage Accounts - tt123

Create Schedule - Def	ault Account		
Transaction Type	Transfer	¥ *	
Occurrence	- Select -	¥ *	
	<ul> <li>Specified Amount</li> <li>% of all incoming certificates</li> <li>% of all certificates in account</li> </ul>		
Amount	*		
Transaction details			
To domain	- Select -	× *	
Account Holder	- Select -	¥ *	
Account	- Select -	¥ *	
Message to Receiver			Note: Message is shown to receiver inside the Cesar.Net systems.
Note: Fields marked with an ast	erisk are mandatory		
			Create Schedule Back Reset

Figure 6.12 – Certificates: Create Schedule

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.

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

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 P icon to make changes in an existing schedule (Figure 6.11).
- 3. The edit schedule window is displayed (Figure 6.13). Refer to <u>Schedule Transaction</u> 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.

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Transaction Type	Transfer	v *	
Occurrence	Specific day	v *	
	Specified Amount		
	$\bigcirc\%$ of all certificates in account		
Amount	1 .		
Execution Date	2012-12-13		
nsaction details			
To domain	Sweden	v *	
Account Holder		• •	
Account	643002406700026314 - Default Account	v *	
Message to Receiver			Note: Message is shown to receiver inside t Cesar.Net systems.
Price	Test Price 👻		
Price Price	Test Price V		
Price	1000		

Figure 6.13 – Certificates: Edit Schedule

### 6.4.3.3Delete 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). By default the details for one month, dating back from today of the default Account, are displayed.

- 2. To view the details of any other period or Account, Expand the Search band.
- 3. Click Search.
- 4. The details of the Account include the basic information of the Account and the Transaction details (Figure 6.15 and Table 6-6).
- 5. For each Transaction, hyperlinks are provided to view the details of the certificates and the Transaction.
- 6. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

Elcertificates > Account Statement			
Search Criteria		Open 🗄	
Account Statement		Close 🗉	
Transactions Otransactions overview (only completed)	ed transactions)		
I         1         Page Of 1         ▷         ▷I	💠 🛛 Find   Next 😽 -		
Account Statement elcertificates -	Default Account -		
Name of Account Holder:	Name of Account Holder: Estuar Occuration AD-		
Address of Account Holder:	Address of Account Holder:		
Issuing body comment:			
Account Status	Active - Public account		
	Elcertificate		
Opening balance as at 2013-09-18:	157461		
Closing balance as at 2013-10-18:	157461		
Difference	0		



Period Start	2013-09-18		Period End	2013-10-18	
Account	Default Account	¥			
Currency	Original	¥			



Elcertificates > 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.
Transaction Type	The nature of the Transaction
Transaction number	The number of a specific transaction
	Account number from which the Transfer has been executed. If the source Account is your Account, then Account name and number will be displayed.
Account From	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 <u>Select Certificates</u> . 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.

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# 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.

Home	Elcertificates		Plants Us	ers Reports	My Page	Public Site
Manage Accounts	Account Statement	Account Balance	Search Transaction	ns Search Certificate	5	
Search Criteria	a					Close
Date	2013-02-22					
Account	- All - Default Account -	64300240650002212	7			
					Search	Reset

Figure 6.16 – Account Balance Search Criteria

Account Balance						Clos
14 4 1 Page Of	1 🕨 🕅 💠	Fi	ind   Next 🛛 🐱	l • 🐵 👘		
Account Balance - Date: 20	13-01-23; Account: All;					
Account Holder Name ‡	Account Number ‡	Water ‡	Wind ‡	Biomass ‡	Other ‡	Total
Default Account		0	0	0	20605	20605
Total		0	0	0	20605	20605

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.

**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. Click Search.
- 4. The resulting view will be similar to Account Statement and are displayed on Figure 6.19.
- 5. The results can be filtered according to Table 6.7. And Figures 6.20 to 6.23 present the different display options for each type of filter.
- 6. You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

Manage Accounts Acc	A CALL AND A A			Users	Reports	My Page	Public Site
	ount Statement	Account Balance	Search Tro	ansactions Search El	certificates	Predefined Prices	Own Deals
Elcertificates > Search Manage Accounts	Transactions						
Search Criteria							Close
Period Start	2013-09-18			Period End	2013-10-18		
Account	- All -		~				
Currency	Original		~				
Transaction Number							
Transaction Type	- All - Elcertificate ca Elcertificate ca Elcertificate es	ertificate withdrawal	<b>^</b>				
Production Device	- All - - All owned PC Alfta Avesta Lillfors	)5 -	<b>^</b>	Fuel	Bark, black	by-products and wa liquors, sludge, pine liquors, sludge, pine	oil, wood cl
License	- All - Elcertificates		<b>^</b>	Technology	- All - Bio, Other CHP Condensing	) power	~
Transaction Status	- All - Completed Failed Pending Trans	fer Approval	<b>^</b>				
Counter Party							
Counter party domain	- All -		~	Counter party	- All -		~
Cancel transacti	ons						
Consumption Period Start	YYYY-MM-DD			Consumption Period End	YYYY-MM-[		
Country of Consumption	- All -		~	Beneficiary Name			
Location of beneficiary				Type of beneficiary	- All -		<b>Y</b>
Usage Category	- All -		~	Cancellation Purpose			

Figure 6.18 – Search Transactions

#### Table 6-7 – Search Transactions: Field description

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

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

	Elcert	ficates		Plants Us	ers	Reports	My Page	Public S
Aanage Acco	unts Accou	int Statement	Account Balance	Search Transactio	ns Search	n Certificates		
SE-GO > Ac	count Balan	e						
Search Cri	iteria							Open
Account S	tatement							Close
Transactio	ns							
OTransactio OTransactio II 4 4 1 Report type: Tr 3 FAS Vind AB; country: All; Ty	ns overview ns overview Page Of : ansactions; Tr Account: All; pe of Benefic	ansaction Period: Production Devi	udes internal trans		nse: All; Cor	sumption		
OTransactio OTransactio Transactio Report type: Tr S FAS Vind AB; country: All; Ty rechnology: All Transaction	ns overview ns overview Page Of : ansactions; Tr Account: All; pe of Benefic	by account (incl	udes internal trans 2013-01-22 To 2011 e: All; Transaction T ategory: All; Counter	Find   Next	eden; Accour	sumption All;		
OTransactio OTransactio II 4 4 1 Report type: Tr 3 FAS Vind AB;	Page Of : ansactions: Tr Account: All; pe of Benefic ; Transaction	by account (incl by Di ansaction Period: Production Devi ary: All; Usage C Transaction	udes internal trans 2013-01-22 To 201 ce: All; Transaction T ategory: All; Counter Account From \$	Find   Next	eden; Accour inse: All; Cor unter party: Volume \$	sumption All;		

Figure 6.19 – Search Transactions Results

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

Name	Description
Transaction	All the transactions of account and based on search criteria

Name	Description
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. Though it groups the transactions by account holder, account and transaction type.

	Elco	rtificate	es			Plants	User	s	Report	5	My Page	Pub
Manage Acco	unts Ac	ount St	tatement	Account Ba	alance	Search Trans	actions	Search	Certificat	es		
SE-GO > Ad	count Bal	nce										
Search Cr	iteria											Open
Account S	itateme	t										Close 🗉
Transactic	ons											
Transactic OTransactic OTransactic	ons overvie	w by ac	count (incl	udes intern	al transa	rctions) Find   Next	R	٢				
OTransactic OTransactic	Page C Page C ransactions; Account: J ype of Bene	w by ac f 1 D Transact II; Produ iciary: A	tion Period:	udes intern 2013-01-22 e: All; Trans ategory: All;	To 2013 action Ty Counter p	Find   Next -02-22; Domair pe: All; Fuel: Al party domain: A	n: Swede I; Licens II; Coun	en; Accour e: All; Con ter party:	sumption All;			
OTransactic OTransactic II 4 1 Report type: Tr 3 FAS Vind AB; country: All; Ty Technology: Al Transaction	Page C Page C ransactions; Account: A rpe of Bene	w by ac f1 Transact II; Produ iciary: A	tion Period: uction Devia	udes intern 2013-01-22 :e: All; Trans stegory: All;	To 2013 action Ty Counter p	Find   Next -02-22; Domair pe: All; Fuel: Al	n: Swede I; Licens II; Coun	en; Accour e: All; Con	sumption All;			
Orransactic Orransactic II I I Report type: Tr 3 FAS Vind AB; country: All; Ty Technology: Al	Page C Page C ransactions; Account: A pe of Bene I; Transactic	w by ac f 1 Transact II; Produ iciary: A n te	tion Period: Juction Devia All: Usage C	2013-01-22 ee: All; Trans stegory: All; Account I	To 2013 action Ty Counter p From \$ count-	Find   Next -02-22; Domain pe: All; Fuel: Al party domain: A	n: Swede I; Licens II; Coun V 1t-	en; Accour e: All; Con ter party: olume ‡	sumption All;			

Figure 6.20 – Transaction Search results (option 1 – Transactions)
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	Blo	ertificates	SE-	GO	Plants	Users	Reports	My Page	Public Sit
Manage Accounts	Ac	count Stat	ement Acco	unt Balance	Search Transa	ctions Se	arch Certificates		
SE-GO > Search	Trans	actions							
Search Criter	ia								Open ±
Account Stat	eme	ent							Close 3
OTransactions Transactions of OTransactions of		10 M M			ections)				
Transactions o	overvi	ew by acco			Find   Nex	d 🛃 •	٩		
Transactions o     OTransactions o	Page	ew by acco e Of 1 is overview ction Device	FI OF	eriod: 2012-01	Find   Nex	6; Domain: S All: Consum	weden: Account Ho ption country: All: 1		
Transactions o OTransactions o II 4 1 Report type: Trans AB: Account: All; P	Page action roduc	ew by acco e Of 1 is overview ction Device Category: A	FI OF	internal transa Period: 2012-01 ion Type: All: F ty Domain: All	Find   Nex	6: Domain: S All: Consum All: Technolo	weden: Account Ho ption country: All: 1 gy: All:		

Figure 6.21 – Transaction Search results (option 2 – Transactions overview)

	Elcertificates		Plant	s Use	rs	Reports	My Page		Public Site
Manage Accounts	Account Statemen	t Account Bala	ance Searc	ch Transaction	s Search C	ertificates			
SE-GO > Search T	ransactions								
Search Criteria									Open 🖲
Account State	ment								Close 3
-	erview (only comple erview by account (ir			)					
14 4 1 F	age Of 1 👂 🕅	<b></b>		Find   Next	R • ③				
Device: All; Transacti	tions: Transaction Pe on Type: All: Fuel: All r party: All: Technolo	: License: All: Co							
Account Holder Name	Account :	Issued ‡ Tran	nsferred ‡ To	Imported ‡	Transferred From	C Exported	Cancelled by	\$	Total 🗘
	Default Account	522	20002	0		2	0	5	20531

Figure 6.22 – 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 6.23 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.

Account Statemer	nt									Clo	se 🗉
<ul> <li>Transactions</li> <li>Transactions overview</li> <li>Transactions overview</li> </ul>					isactions)						
M 4 1 Page C	)f1 ♪		۶ [		Find   N	ext 🛃 •					
Transaction Type:	Elce	rtificate inte	ernal tran	sfer							
Transaction Date:	2013	3-08-16 15:2	7:28								
Transaction Number:	2013	3081600042									-
Transaction status:	Com	pleted									
	Message	e to Receive	r	<u></u>				• '			
	From							То			
-		t Holder:		<u></u>					t Holder:	Residence Theorem	
	Account					 		Accour			
	Domain	:		Sweden				Domai	n:	Sweden	
-	Street:							Street:			
	Postal C	Code and Cit	ty:	115 77 S	TOCKHOLN	1				115 77 STOCKHOLM	
	Country	:	-	Sweden					Sweden		
[	Total El	loertificates:			141					1	
_	Total M				141						
Certificate Number (From - To)	•	Volume 🗘	Domain	‡ Fu Teo	el, shnology	Issuing Date	Produ Period	d totion	Production Device (GSRN, installed capacity, name)	Trading schemes	
643002406700005000003933 To 6430024067000050000003933		141	Sweden	par res oth and from	es, wood ts, logging iduals and er residual d byproducts m forestry - id, CHP	2012-02-15	2012-0 To 2012-0		8	Eloertificates	
Production Device public	informa	ation									
Production Device Name:		Internation	-	•							
Production Device GSRN:		0.000	-								
Domain of Production Dev Installed Capacity, kW	108:	Swede 3850	n								
Date of Commissioning:		2006-0	1-12								
Location of Production De	vice:			ÄTTAN,							
Technology :		CHP									
Support:											
Production Support:		Elcertit	ficates								
Investment Support:		No sup	port								

Figure 6.23 – 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.
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.

- 7. Navigate to SE-GO/Elcertificates>Search Certificates
- 8. Determine the criteria (the fields are described in Table 6-10 and Figure 6.24).
- 9. 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**.
- 10. 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 <u>Chapter 6.4.1</u> when Transferring or Cancelling Certificates.
  - See <u>Chapter 6.9.1</u> 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.

Field	Description
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.
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 <u>Show as report for more information</u>

Home		SE-GO	Plants Us	ers Reports	My Page	Public Sit
lanage Accou	unts Account Statement	Account Balance	Search Transactions	Search Elcertificates	Predefined Prices	Own Deals
Elcertificates	Search Elcertificates					
Search C	riteria					Close
Certificate	e Info					
Production	YYYY-MM-DD		Production			
Start Earmark	- All -		End Fuel			
Туре	Investment and product	tion support		Agricultural by-prod		
	Investment Support No Support	~		Bark, black liquors, s Bark, black liquors, s		
License	- All -		Issuing Body		idage, pine oil, woo	a crips,
	Elcertificates			Statnett (Norway Elc		9629866
		~		Svenska Kraftnät SE-	2021004284	~
Only				L		
selected scheme(s)						
Issuing D	ate					
From	YYYY-MM-DD		То	YYYY-MM-DD		
Elcertific	ate number					
Start			End			
Account H	lolder Info					
Account			Account			
Name Account	- All -	_	Number Search only			
Account	Black - 64300240670006	9878	on locked			
	Default Account - 64300 Krokströmmen - 643002		→ accounts			
Production	n Device Info	400700015570				
PD Name						
GSRN		_				
PDs						
PD3	- All - - All owned PDs -	^		- All - Bio, Other		^
	Alfta		Technolog	CHP		
	Avesta Lillfors	~		Condensing power		<b>~</b>
Commiss	sion Date (Note: only	y if the informat	tion is available f	or the Certificate)		
From	YYYY-MM-DD		То	YYYY-MM-DD		
Installed	Capacity (kW)					
From			То			
					_	
					Search	Reset

Figure 6.24 – 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 6.25
- 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 6.26
- 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 6.27

Search Criteria								Open							
Certificates								Close							
ArStr44 Octificates found     ArStr44 Octificates found     Oview by bb     Oview by bb     Oview by count															
Bundle View:	▶ Þ <b>I</b>	\$		Find   Ne>	t 🖳 • 🤇										
Account: All; Earmark Type: All;	Issuing Body	: All; Fuel: A	ll; As	sociation: All; Proc	luction Device: /	All; Technology	: All;								
Certificate Number (From - 🛟 To)	Volume 🗘	Account Name	\$	Account Number	Issuing ‡ Body	Fuel 🛟	Technology 💲	Earmarks 💲	Issuing ‡ Date	Production \$ Start	Production \$ End	PD Name 💲	GSRN ‡	Installed Capacity, kW	License 💲
643002406556003100000183719638 To 643002406556003100000183734160	14523	ReduPlant		6430024066000035	6 TEST01_AH01	SE-Hydro - F01050200C0	SE-Hydro power - T030000CA	No Support	2013-01-16	2012-12-01	2012-12-31	<u>9. 1</u>		25000	SE-GO, EECS- eligible
643002406556003100000183719638 To 643002406556003100000183734160	14523	ReduPlant		6430024066000035	6 TEST01_AH02	SE-Hydro - F01050200C0	SE-Hydro power - T030000CA	No Support	2013-01-16	2012-12-01	2012-12-31	<u>e. 1</u>		25000	SE-GO, EECS- eligible
643002406556003100000183719638 To	14523	ReduPlant		6430024066000035	76 TEST01_AH03	SE-Hydro - F01050200C0	SE-Hydro power - T030000CA	No Support	2013-01-16	2012-12-01	2012-12-31	<u>e. 1</u>		25000	SE-GO, EECS- eligible

Figure 6.25 - Certificate Search Results (Show as report selected) - View by bundle

#### Open \* Search Criteria Certificates Close 3535 Certificates found Oview by bundle View by PD Oview by account Find | Next 🛛 🛃 🔹 🚱 14 4 1 Page Of 1 🕨 🕅 PD View: Account: All; Earmark Type: All; Issuing Body: All; Fuel: All; Association: All; Production Device: All; Technology: All; Installed Capacity, kW Commissioning Technology Commissioning Volume Production Production End GSRN GSRN PD Name 1 Start 3535 2012-02-01 2012-12-31 500 1996-09-04 00:00:00 SE-Wind/Onshore -

Figure 6.26 - Certificate Search Results (Show as report selected) - View by PD

Search Criteria					Open <sup>®</sup>
Certificates					Close <sup>3</sup>
3535 Certificates found Oview by bundle Oview by PD Oview by account					
N 4 1 Page Of 1			Find   Next 🛛 🛃 🔹	٩	
Account View:					
Account: All; Earmark Type: A	All; Issuing Body: All; Fue	l: All; Associati	ion: All; Production Devic	e: All; Technology: All;	
Account Name 💲	Account Number 💲	Volume 🛟	Production Start ‡	Production End 💲	
Default Account	643002406500022127	3535	2012-02-01	2012-12-31	

Figure 6.27 – Certificate Search Results (Show as report selected) – View by Account

# 6.10 Predefined Prices (Elcertificates)

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

Elcertificates>Predefined Prices option enables 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 6.28) is shown. Insert the price group details and Select Create to add a new price group. See Table 6-11 for the field description.
- If the user already has created price groups, a list of all price groups is displayed (Figure 6.29).
   Select Edit to alter an existing price group or Delete to erase it.

Home	Elcertificates	SE-GO	Plants U	sers Reports	My Page	Public Site
Manage Accounts	Account Statement	Account Balance	Search Transactions	Search Elcertificates	Predefined Prices	Own Deals
Elcertificates > Pr	redefined Prices					
Predefined	price					Close 🗉
🞯 Price group m	issing					
Create pred	lefined price					
	Name	*				
Predefine	ed price	*				
с	urrency - Select -	× *				
Note: Fields mark	ed with an asterisk ar	e mandatory				
		Create	Back			

Figure 6.28 – Predefined prices

	These Then 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)				

Pred	efined price					Close G
	Name≗	Price	Currency	Edit	Delete	
test	90	0	NOK		×	

Currency of the price group. SEK or NOK.



Currency

# 6.11 Own Deals (Elcertificates)

## 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 3<sup>rd</sup> party systems, the users can download it to HTML format.

- 1. Navigate to Elcertificates>Own Deals
- 2. Determine the search period and the currency (Original, NOK, SEK or EUR). Figure 6.30
- 3. Select Search
- 4. The results will be shown according to Figure 6.31 and Table 6-12
- 5. You can Export the details to HTML by selecting **Download to HTML report**

Note: 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 conversions

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

Home		SE-GO	Plants U	sers	Reports	My Page	Public Site
Manage Accounts	Account Statement	Account Balance	Search Transactions	Search El	certificates	Predefined Prices	Own Deals
Elcertificates > Ov	wn Deals						
Search Criter	ria						Close
Period Sta	art 2013-01-01		Pe	riod End	2013-10-18	3	
Curren	cy Original		¥				
If a specific curre	ency is selected the ne	west exchange rate	e will be used for conv	ersions.			
						Searc	h Reset

Figure 6.30 – Own Deals Search criteria

Elcertificates > Own deals

Search Crite	eria							Оре
Account St	atement							Clos
<b>I</b> ⊲ ⊲ 1	Page Of 1		Find   Next	- 🔍 -				
Own transfers								
Transaction Peri	od: 2013-01-01	To 2013-04-30; Cur	rency: Original					
Initiation Date	Account	From/To	Org.nr/Account nr	Amount	Currency	Price	Туре	Total balance
130115 13:14	Default Account	Default Account		-58	-	-	Domestic	844
130115 13:14	Default Account	<del>81.1</del>	<u>======</u>	-29	SEK	209.53	Domestic	815

### Figure 6.31 – Own Deals

#### Table 6-12 – 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	Currency of the Transaction (Original, NOK, SEK or EUR)
Price	Price of the transaction
Туре	Type of the transaction: Domestic or International

Name	Description
	Total balance left in the account after the given
Tatal Dalamaa	transaction. Note that Internal transfers (to
Total Balance	the AH itself) don't cause any change to the
	total balance.

# 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 can be found here, including Date, User, Category and Description (Figure 7.2). Activities can be searched by expanding the Search Criteria band. Search Criteria include User, Activity Time Period and Activity Category (Figure 7.1). The Activity Log can be found at **Reports>** Activity Log.

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

To view details of a specific activity click on **Details** link.

You can Export the details to an Excel sheet or a PDF file by selecting the respective option and clicking the **Export** button.

Home	Elcertificate	s SE-GO	Plants	Users	Repor	ts My Page	Public Site
Activity Log	Revision Report	Structural Report	Production Report				
Reports > Ad	tivity Log						
Search Crit	teria						Close
		- All - In fn		< >			
	From	2012-12-17			То	YYYY-MM-DD	
Activi	ty Category	- All - Account Managem Certificate Transact Daily Check Declaration		~			

Figure 7.1 – Activity Search

Reports > Activity Log

Search C	riteria				
User Act	vities				
14 4 1	Page Of 1	1 🕨 🕅 🖣	Find   Net	xt 🔍 • 🤇	<b>)</b>
User Activities	i				
Users: All; Act	ivity Category:	All; Transaction D	ate: 2012-12-23 to 2013-01-23		
Date ‡	User ‡	Category ‡	Description \$	Link ‡	View History
2013-01-03 17:22:15	470921430204 470921430204		PD: Concentration account changed to: Account Name: Default Account, with Account Number:	<u>Details</u>	
2013-01-03 17:22:15	470921430204 470921430204		PD: Concernence and a count changed to: Account Name:	Details	

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, issued certificates of the Production Device of the Producer actor.

- 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.

## CESAR ACCOUNT HOLDER USER MANUAL

Home	Elcertificate	s SE-GO	Plants	Users	Reports	My Page	Public Site
Activity Log	<b>Revision Report</b>	Structural Report	Production Report				
Reports >	Revision Report						
Search	Criteria						Close
	Start Date	2013-01		End Dat	e 2013-10		
Pro	oduction Device			(By Nan	ne/SerialID/Sten	nID/GSRN)	
Pr	oduction device approved for	- All - EECS-eligible Elcertificates SE-GO					
						Search	Reset

Figure 7.3 – Revision Report – Search Criteria

Reports > Revision Report			
Search Criteria			Open
Production Devices			Close
🕅 🖣 1 🛛 Page Of 1 🕅	Find 🖉	Next 🛃 • 📀	
Revision Report			
ProductionPeriod: 2013-01-01 To	2013-01-31; Trading Scheme: All		
Production Device 💲	Serial ID ‡	GSRN \$	STEM ID ‡
TEST01_PD01	GBG1009TEST00000001	643002406646046506	0001
TEST01_PD02	TEST0000002	643002406646046513	xx0002

Figure 7.4 – Revision Report- Search Results

Reports > Revision Report

Search	Criteria									Орен	n 🖱
Produc	tion Dev	ice - TEST01_PD	01							Close	e <sup>6</sup>
14 4 1	Page	Of 1 🕨 🕅 📢	Fine	d   Next 🛛 🛃	-	۲					
Revision re	eport										
Production	Device - TES	T01_PD01									
Production	Period: 201	3-01-01 To 2013-01-31	; Trading Scheme: All								
Owner 💲				A	ggr	egator 💲			Share	•% \$	
TEST01_AH0	1 2012000001									20	
TEST01_AH0	2 201200002									30	
TEST01_AH0	3 201200003									37,25	
TEST01_AH04	4 2012000004									12,75	
Business cor	ntact person	data									
Name:			TEST01 Person								
Address:			123456 Debug Town, Indi	a							
Phone:			20120000001								
Fax:											
Email:			t1@test.com								
Year ‡	Month ‡	AllocationFactor- Support	AllocationFactor- Disclosure	Production, MWh	-	lssued Elcertificates	¢	GO without EECS	÷	GO with EECS	
2013	January	223,00	100,00		-		-		-		

Figure 7.5 – Revision Report

# 7.3 Structural Report

This module allows Producer type actors to have an overview of all the quota reporters (EdieIID) on and how they connect to production devices. Figure 7.6.

If the production device is owned by several organizations then there is an asterix (\*) 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

		CESAR AC	COUNT HC	LDER USER	MANUAL	2014-05-13
Home	Elcertificates	EECS-GO	Users	Reports	My Page	Public Site
Activity Log R	Revision Report Struct	ural Report				
Reports > Str	ructural Report					
Search Crit	teria					Close 3
Ediel	I-ID	*				



# 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.

ch Criteria				Clos
Start Date	2013-01	End Date	2013-02	

Figure 7.7 – Production Report: Search Criteria

Search Criteria					Оре
Production Device	es				Clos
II I Page	Of1 ▷ ▷I Φ	Find N	ext 🔍 • 📀		
Production report					
ProductionPeriod: 2012-	05-01 To 2013-02-28				
Production device 💲	Type 🛟	Production, ‡ MWh	Issued ‡ Elcertificates	GO without EECS 💲	GO with EECS ‡
	SE-Wind/Onshore	297,801	261	261	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. Average Price is calculated with current exchange rate and from transfers initiated during a 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 dating back to 10 years.
- **Notes**: The **average prices** presented in the electricity certificate registers Cesar and NECS are volume-weighted average prices of transactions in each register during the period in question. The price therefore reflects all transfers between two legal entities during the period.

The register price provides a value of the electricity certificates over a historic period, weighted in relation to the volume turned over during the same period. The **market price**, on the other hand, provides an indication of the value of an electricity certificate at a given point in time. The register price can therefore not be considered to be the market price of electricity certificates.

## 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.

ind Date 2014-02





Average price for the ch	osen period*	
From 2013-02 To 2014-02	200,97	SEK
Month	Average price per m	onth
2014 02	172,81	SEK
2014 01	177,70	SEK
2013 12	187,55	SEK
2013 11	191,65	SEK
2013 10	200,45	SEK
2013 09	198,96	SEK
2013 08	186,59	SEK
2013 07	187,75	SEK
2013 06	178,10	SEK
2013 05	191,61	SEK
2013 04	219,01	SEK
2013 03	205,67	SEK
2013 02	223,05	SEK

Currency details	
Currency	SEK
Exchange rate of	2014-02-10
1 EUR	8,3580 NOK
1 EUR	8,8457 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 shows the last month period 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.

Statistics Elcertificates	> Transfer list					
Search Criteria						Close 🛢
Start Date	2014-02-04		End Date	2014-02-11		
Currency	Original	T				
Transfer type	- All - Internal Sweden Internal Norway Import Export					
					i	Search

Figure 8.4 – Transaction List report – Search Criteria

#### Transfer list

11.02.2014 11:47:38

Currency details	
Currency	Original
Exchange rate of	2014-02-10
1 EUR	8,3580 NOK
1 EUR	8,8457 SEK

Time period	
From 2014-02-04 To 2014-02-11	

Transaction date ⊖	Volume 🕀	Price 😫	Currency 🖯	Contract date 🖯	Transfer type 🕀
2014-02-11	4 504	171,76	NOK	2013-11-18	Internal Norway
2014-02-11	3 000	179,00	SEK	-	Internal Sweden
2014-02-11	10 000	174,00	SEK	-	Internal Sweden
2014-02-11	117	183,00	SEK	-	Internal Sweden
2014-02-11	35 000	170,50	SEK	-	Internal Sweden
2014-02-10	8 500	179,00	SEK	2014-02-07	Internal Norway
2014-02-10	22 178	170,00	SEK	-	Internal Sweden
2014-02-10	2 412	173,08	SEK	-	Internal Sweden
2014-02-10	1 224	101,00	SEK	-	Internal Sweden
2014-02-10	15 000	177,50	SEK	-	Export
2014-02-10	10	194,00	SEK	-	Internal Sweden
2014-02-10	2 013	180,00	SEK	-	Internal Sweden



## 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
- 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.

					Close 1
b013.03		Fed Data	D014.02		Close I
		End Date	2014-02		
	•				
<ul> <li>Energy Source</li> <li>Country</li> </ul>					
	2013-02 - All - @ Energy Source @ Country	- All -	- All - T	- All -	- All -





 	Bio	- Peat	Solar	- Other

Production date	Water	Wind	Bio	Peat	Solar	Other	Total
2014 02	-	-	-	-	-	-	-
2014 01	397	-	-	-	-	-	397
2013 12	203 958	1 586 699	445 549	13 461	45	-	2 249 712
2013 11	168 453	1 101 651	484 591	9 897	116	-	1 764 708
2013 10	156 180	1 061 497	395 324	5 569	246	-	1 618 816
2013 09	118 746	615 195	305 669	1 076	451	-	1 041 137
2013 08	142 393	533 589	213 975	1 284	560	-	891 801
2013 07	152 299	606 122	241 393	1 098	636	-	1 001 548
2013 06	186 407	530 836	264 282	2 383	603	-	984 511
2013 05	210 472	686 390	329 785	4 946	509	-	1 232 102
2013 04	96 804	877 394	442 348	9 613	303	-	1 426 462
2013 03	83 626	854 670	544 537	15 320	193	-	1 498 346
2013 02	88 506	531 686	510 480	15 202	33	-	1 145 907
Total	1 608 241	8 985 729	4 177 933	79 849	3695	-	14 855 447

### 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.



Transaction month	Internal Norway	Internal Sweden	Import	Export	Total
2014 02	25 016	180 833	-	50 214	256 063
2014 01	165 184	2 020 094	31 065	503 629	2 719 972
2013 12	48 423	1 346 477	9 975	392 494	1 797 369
2013 11	55 230	1 295 861	16 646	137 569	1 505 306
2013 10	38 423	1 714 842	10 266	128 500	1 892 031
2013 09	111 990	991 782	49 144	230 503	1 383 419
2013 08	31 368	816 253	38 497	202 949	1 089 067
2013 07	21 033	667 514	33 985	106 390	828 922
2013 06	100 742	1 178 063	246 802	409 900	1 935 507
2013 05	144 285	1 322 728	82 259	187 585	1 736 857
2013 04	33 979	1 136 361	38 194	123 800	1 332 334
2013 03	1 714 467	23 775 737	685 406	1 911 763	28 087 373
2013 02	85 444	1 329 459	57 179	456 341	1 928 423
Total	2 575 584	37 776 004	1 299 418	4 841 637	46 492 643

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.

statistics Elcertificates	> Cancellation				
Search Criteria					Close 🗉
Start Date	2004		End Date	2014	
Country	- All -	T			
					 Count

Figure 8.9–Cancellation Report – Search Criteria



Cancellation year	Norway	Sweden	Total
2014	-	-	-
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	2 381 312	129 375 265	131 756 577

*Cancellations are done in order to cover quota obligation the preceding	Page 1 / 1
Vear.	



# 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.

Statistics GO > Members			
Search Criteria			Open 🗄
	Account Holder Name		
	Enter Account Number		

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.	

#### Statistics GO > Members

Search Criteria	Open 🗉
List of Account Holders	Close 🗉
🕼 🖇 1 Page Of 77 🕨 🌬 🔶 🖗 👘 Find   Next 🛃 •	

Account Holders		
Actor Name 🗄	Default Account Number 🗟	
3 FAS Vind AB	643002406500022127	
3G Infrastructure Services AB	643002406500011978	
7H KRAFT AB	643002406500002914	
AarhusKarlshamn Sweden AB	643002406500001498	



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

## 8.2.2 Plants

Statistics GO > 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.

- 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.
- 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

	Close 🗉
- All -	~
- All -	~
YYYY-MM-DD	
YYYY-MM-DD	
	- All - YYYY-MM-DD

Figure 8.13– Search Criteria for Plants Search

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.		
	Select the Fuels from the drop down list, to filter and display the Production Devices belonging to the selected Fuel.		
Fuels	By default, all the Fuels are selected and searching with default criteria will display the details of all the Production Devices under Cesar.		
	Select the Technology from the drop down list, to filter and display the Production Devices belonging to the selected Technology.		
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.		

#### Statistics GO > Plants

Search Criteria	Open 🗄
List of Production Devices	Close 🗉
14 4 1 Page Of 85 🕨 🖗 🛛 🖓 Find   Next 🛃 + 🚱	

#### Production devices

Fuel: All; Technology:All					
Production Device Name 🕀	GSRN ≑	Fuel 🕀	Technology 🕀		
108120 Vaplan	643002406646020551	SE-Hydro	SE-Hydro power		
1365 TJELVAR	643002406646036590	SE-Wind	SE-Wind/Onshore		
15500445	643002406646036033	SE-Wind	SE-Wind/Onshore		
2558020	643002406646040092	SE-Wind	SE-Wind/Onshore		
31888	643002406646039966	SE-Wind	SE-Wind/Onshore		
37801123	643002406646038303	SE-Wind	SE-Wind/Onshore		

Figure 8.14 – Production Device Public Information

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.		

Table 8-4 – Details	of all the Production	on Devices
---------------------	-----------------------	------------

## 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).
- 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.

arch Criteria					Close
Dates mean	Transaction Date	Production Date			
Start Date	2014-01		End Date	2014-02	
	- All -				
	EECS-eligible				
Association	SE-GO				

Figure 8.15– 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.		

#### Table 8-5 – Transaction Report search criteria

```
Statistics GO > Transactions
```

Search Criteria	Open 🗉	
Domain Transaction Report - Transaction Date		
🕅 🖣 👖 Page Of 1 🕨 🕅 🕼 🕼 👘 Find   Next 🛃 •		

#### **Domain Transactions**

Transaction Date: 2014-01-01 To 2014-02-28; Associations: All



Fuels	SE-GO Issuing S	E-GO transfer	SE-GO Cancel	SE-GO Export	SE-GO Certificate expiration
Biomass	788 942	834 761	1 921 798	2 729	270 174
Coal	125 577	-	-	-	264 508
Nuclear	6 034 957	6 026 939	1 558 693	-	4 387 724
Other oil	9 920	13 950	5 393	-	43 788
Solar	30	53	305	-	3
Peat	45 137	7 125	12 137	-	94 318
Water	4 937 665	8 815 990	4 901 597	2 852 815	979 316
Wind	1 540 486	1 731 301	1 119 458	50 468	246 582
Other	106 037	12 577	13 836	-	123 913
Natural gas	-	-	-	-	1 425
Total	13 588 751	17 442 696	9 533 217	2 906 012	6 411 751

Figure 8.16– Transaction Report: Bar graph representation