



User manual for Energinet.dk online

Guide for shippers
in online booking of capacity, balancing service etc.

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4. Book move capacity	
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User manual for Energinet.dk Online Private (requires log in)

Log in



Log in at the self-service portal via www.energinet.dk at the top of the page. Click the word 'Online' to and you will be guided to how to access the system.



Once into the portal you will see this image on the left. Then click the log-in button in the top right corner to access the page shown overleaf.

ENERGINET/DK Danish Go to frontpage Log in

Public data

Login

Enter your username and password in order to log on to Energinet.dks Self Service Portal

RSA SecurID

Username

Passcode

Your passcode is your pin code followed by the numbers on your SecurID token.
 If you don't have a pin code yet, use only the numbers on your token.

Login

[Forgot your password?](#)
[Log in with user name and password](#)
[Top](#)

The first time you log in you must choose your own personel pass code.

You do this by writing the assigned user name under "User name". Then enter a pass code consisting of the 6-digit number shown on the RSA-token under "Pass code".

Now click the log in button.

This will display the image below.

ENERGINET/DK Danish Go to frontpage Log in

Public data

Login

Enter your username and password in order to log on to Energinet.dks Self Service Portal

RSA SecurID

You need to change your pin code.
 The pin code doesn't meet the requirements.

Let the system generate a new pin code ☐
 Let me choose my own pin code. ☒

New pin code

Repeat new pin code

Save the new pin

[Forgot your password?](#)
[Log in with user name and password](#)
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Now you must enter your personal pass code, together with the 6-digit code on you RSA-token to log in.

Make sure to mark that you choose your own pin code.

Write your personal pin code under "New pin code". It must be given as integer (1, 2, 3, 4, 5, 6, 7, 8, 9, 0) and be 4-6 digits long. Repeat your chosen pin code.

Click "Save new pin code".

ENERGINET/DK Danish Go to frontpage Log in

Public data

Login

Enter your username and password in order to log on to Energinet.dks Self Service Portal

RSA SecurID

Username

Passcode

Your passcode is your pin code followed by the numbers on your SecurID token. If you don't have a pin code yet, use only the numbers on your token.

Login

[Forgot your password?](#)

[Log in with user name and password](#)

⊖ The username or password is incorrect. Please try again or contact the system administrator.

[Top](#)

The portal now sends you back to the original log-in picture and a system message informs you that the user name is not correct.

You must now write your assigned user name under "User name".

Under pass code, first you must write your own personal pin code followed by the 6 digits shown on your RSA-token.

It is important that you write your personal code and the token code without spaces.

Click "Log in".

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Welcome to Energinet.dk Online

You have access to the following areas

Agreements

- Agreement Overview
- Agreements for approval

Book Order

- Book Capacity Order
- Book Balancing Service Order

Book Transfer Order

- Book Capacity Transfer Facility Order
- Book Balance Transfer Facility Order

Book Move Capacity

- Book Move Capacity Order

Capacity Overview

- Your Capacity

Nominations

- Nomination Overview
- Create Nomination

Your Data

- Shipper Data

Public data

- Historical and Future Capacity

After log-in at the portal, the following start image is shown.

There are eight menu items to choose from:

1. Agreement overview
2. Book order
3. Book transfer order
4. Book move capacity
5. Nomination
6. Capacity overview
7. Your data
8. Public data

You can select the menu items either from the menus on the site or from the blue menu bar at the top of the page.

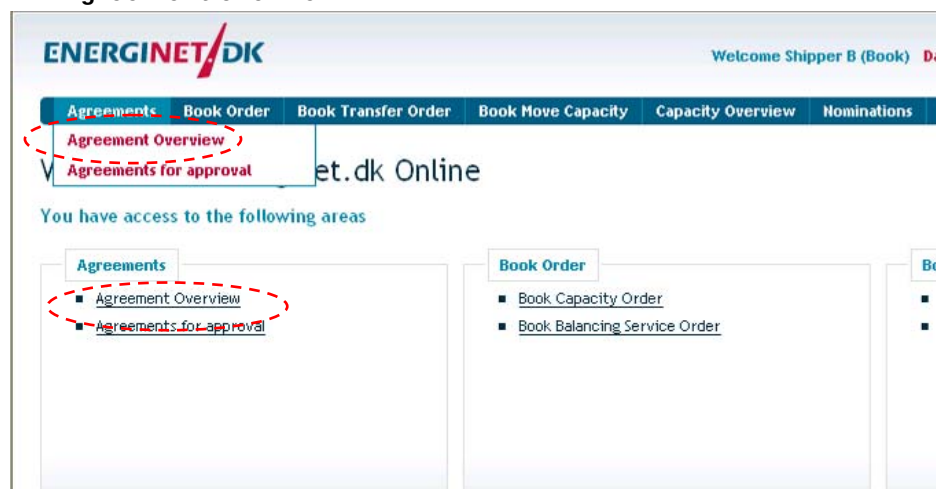
For each menu item, there are between one and three menu subitems. The numbering of the items below serves to make it easier for you to find the description relating to the item in this manual:

1. Agreement overview
 - 1.1 Agreement overview
 - 1.2 Agreement for approval
2. Book order
 - 2.1 Capacity order
 - 2.2 Balancing service order
3. Book transfer
 - 3.1 Capacity transfer order
 - 3.2 Balancing service transfer order
4. Book move capacity
 - 4.1 Book move capacity order
5. Nomination
 - 5.1 Nomination overview
 - 5.2 Create nomination
6. Capacity overview
 - 6.1 Your capacity
7. Your data
 - 7.1 Shipper data
8. Public data
 - 8.1 Historical and future gas network capacity
 - 8.2 Public documents
 - 8.3 Residual consumption (electricity)

1. Agreement overview

Under the menu item 'Agreements overview' you can choose between viewing your existing agreements (**Agreement overview**) or your pending agreements (**Agreements for approval**). Agreements for approval require processing by yourself or one of your counterparts.

1.1 Agreement overview



You will find the menu item 'Agreement overview' under the menu item 'Agreement overview' shown in the menu bar as well as in the menu on the page.

Click the menu item once.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Agreement Overview

Year : 2008 Month : May Agreement type : All Delivery point : All Internal ref. : Update

Show details Show overview

Agreement type	Delivery point	First gas day of the period	Last gas day of the period	Capacity (kWh _g /h)	Agreement name	Internal reference	Creation date
Capacity agreement	ZONEN	01-05-2008	31-07-2008	90.000	EXIT-ZONE-TEST-B-1	N/A	29-02-2008 16:22:33

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You can switch between two display options using 'Show details' (bottom screen image on the left) and 'Show overview' (top screen image on the left).

Choosing the overview display option and clicking the plus sign to the left of a line you can view the details relating to the selected agreement.

You leave the display of agreement details relating to the selected agreement by clicking the minus sign to the left of the selected line.

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Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Agreement Overview

Year : 2008 Month : May Agreement type : All Delivery point : All Internal ref. : Update

Show details Show overview

Agreement type	Delivery point	First gas day of the period	Last gas day of the period	Capacity (kWh _g /h)	Agreement name	Internal reference	Creation date
Capacity agreement	ZONEN	01-05-2008	31-07-2008	90.000	EXIT-ZONE-TEST-B-1	N/A	29-02-2008 16:22:33
Month	ZONEN	01-05-2008	31-05-2008				
Month	ZONEN	01-06-2008	30-06-2008				
Month	ZONEN	01-07-2008	31-07-2008				

Top

To choose the information to be displayed in the 'Agreement overview', select one or more search criteria in the menu just below the heading 'Agreement overview':

- Year (displays all agreements concluded the selected year)
- Month (displays all agreements concluded the selected month)
- Agreement type (displays all agreements of the selected type)
- Point of delivery (displays all agreements relating to the selected point)
- Internal reference (displays all concluded agreements bearing the selected internal reference)

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Agreement Overview

Year : 2008 Month : May Agreement type : All Delivery point : All Internal ref. : Update

Show details Show overview

Agreement type	Delivery point	First gas day of the period	Last gas day of the period	Capacity (kWh _g /h)	Agreement name	Internal reference	Creation date
Capacity agreement	ZONEN	01-05-2008	31-07-2008	90.000	EXIT-ZONE-TEST-B-1	N/A	29-02-2008 16:22:33

Top

Choose values from the dropdown menus shown next to each of the search criteria except in the case of the search criteria 'Internal reference' for which the preferred search value must be entered. Click "Refresh" to display only the types of agreement selected by use of the search criteria. See example below. You can save the selected search criteria for reuse.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Agreement Overview

Year: 2008 Month: May Agreement type: Capacity agreement Delivery point: ZONEN Internal ref.: Update

Show details Show overview

Agreement type	Delivery point	First gas day of the period	Last gas day of the period	Capacity (kWh _g /h)	Agreement name	Internal reference	Creation date
Capacity agreement	ZONEN	01-05-2008	31-07-2008	90.000	EXIT-ZONE-TEST-B-1	N/A	29-02-2008 16:22:33

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To see the entire overview, deselect the search criteria by choosing the search criteria 'All' for all parameters except the internal reference, for which the field must be left empty.

The agreements overview display can be sorted by each of the columns (one at a time). Click the column heading 'Agreement type' once to sort from A to Å and click again to sort from Å to A. The columns 'Agreement type', 'Delivery point', 'Agreement name' and 'Internal reference' are sorted alphabetically whereas the columns 'First gas day of the period', 'Last gas day of the period' and 'Created on' are sorted chronologically. The column 'Capacity' is sorted by size.

A link takes you from 'Agreement overview' to the actual agreement display. The link is the underscored 'Agreement type' in the line showing the agreement. Click the link once to see the agreement details. This corresponds to the display of the agreement on its creation, see section 2.

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Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Capacity agreement details

Agreement name: EXIT-ZONE-TEST-B-1

Agreement information Capacity distribution Product mix Price and invoicing Show in a list

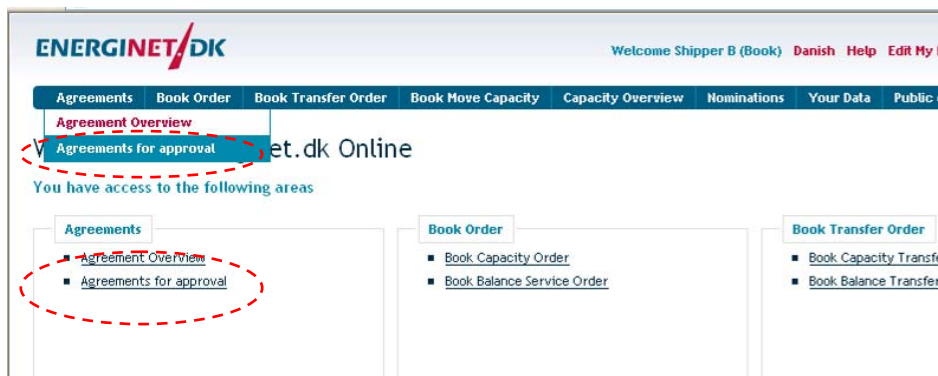
Status	
Status:	Successfully created
Capacity agreement booked by:	Shipper B (Book), 29-02-2008 16:21:22
Capacity agreement approved by:	Shipper B (Approve), 29-02-2008 16:22:31
Capacity period	
First gas day in the capacity period:	01-05-2008
Last gas day in the capacity period:	31-07-2008
Delivery point and capacity	
Delivery point:	ZONEN TRANS
Max hourly capacity:	90.000 kWh _g /h
Additional information	
Contact person:	John Doe
Phone number:	50505050
Fax number:	51515151
Email:	jd@shipperb.dk
Internal reference:	N/A

[Go to agreement overview](#) [Get as PDF](#)

[Top](#)

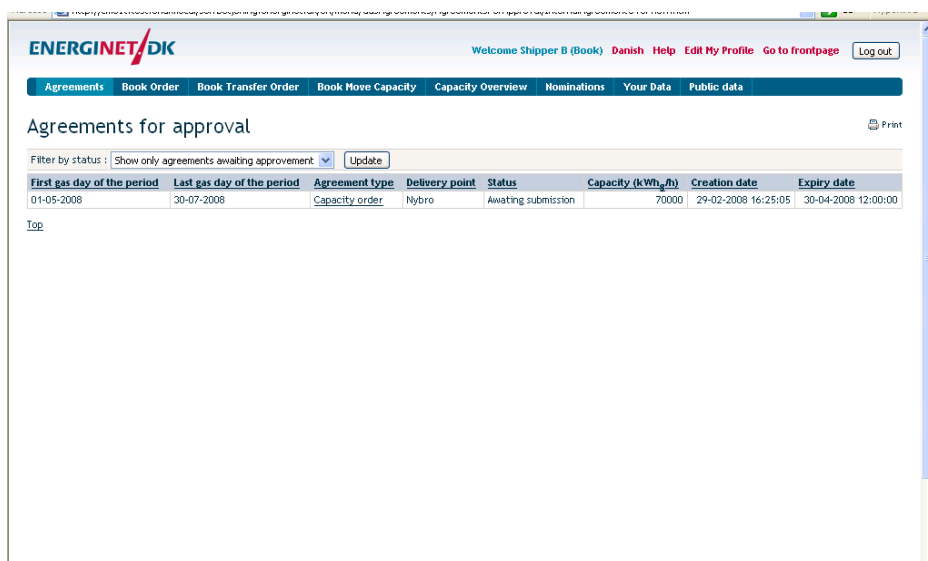
You can always return to 'Agreement overview' by using the button 'To agreement overview' at the bottom of the screen.

1.2 Agreements for approval



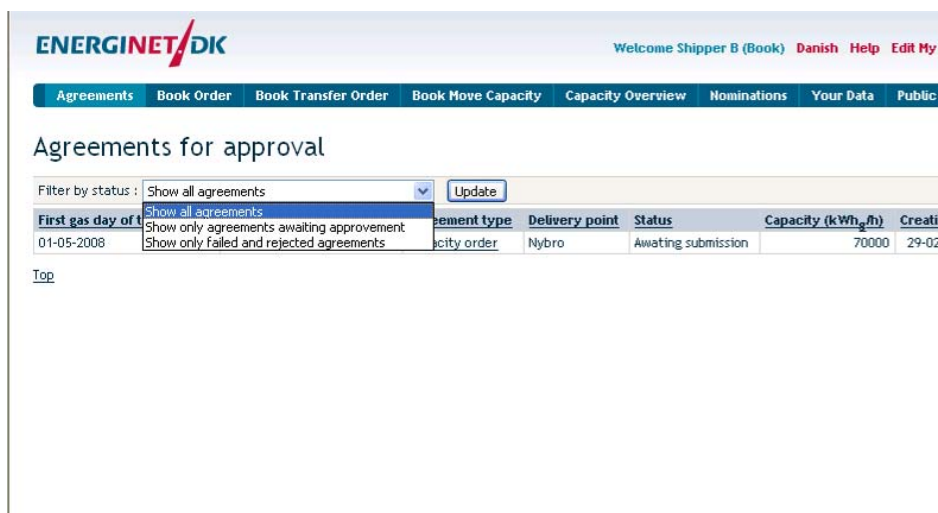
You will find the menu item 'Agreements for approval' under the menu item 'Agreement overview' shown in the menu bar as well as in the menu on the page.

Click the menu item once.



'Agreements for approval' show agreements not fully processed, eg agreements awaiting your approval or that of your counterpart or agreements not processed correctly and consequently pending further processing.

This feature is very similar to the 'Agreement overview' described in section 1.1.



Similarly, you can sort by column headings.

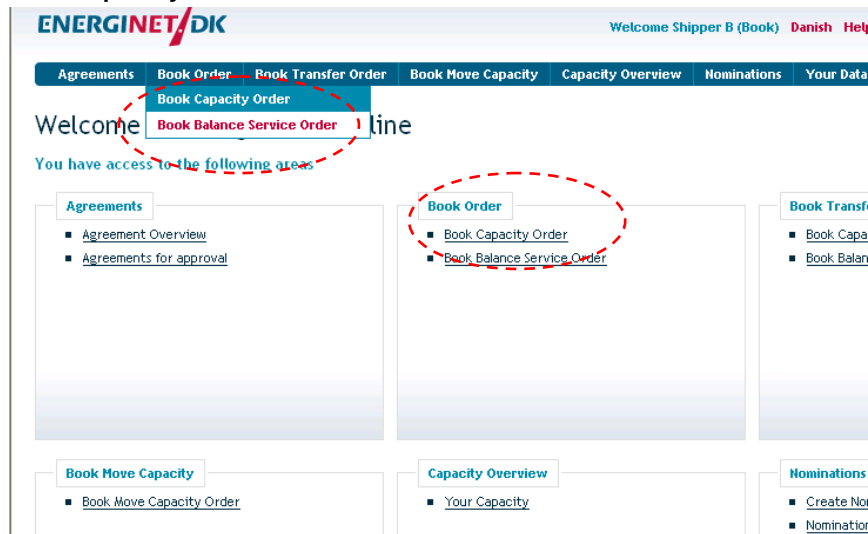
The options are:

- Show only agreements (displays all pending agreements).
- Show all agreements awaiting approval.
- Show only failed and rejected agreements.

To resume the processing of an agreement, click the underscored text in the agreement type column. Now you can view the agreement details and resume the processing.

2. Book ordre

2.1 Capacity order



You will find the menu item 'Capacity order' under the menu item 'Book order' shown in the menu bar as well as in the menu on the page.

Click the menu item once.

The screenshot shows the 'Capacity order- needed capacity' form. The form is divided into three sections: 1. Enter delivery point and period, 2. Enter capacity, and 3. Additional information. Section 1 includes fields for 'Delivery point', 'First gas day of the period', and 'Last gas day of the period'. Section 2 includes a field for 'Max hourly capacity'. Section 3 includes a dropdown menu for 'Contact person' and a text field for 'Internal reference'. The form has 'Back' and 'Next' buttons at the bottom of each section. A note at the bottom states '★ must be indicated'.

The following screen image will be displayed. Data is to be entered into the three sections. Data entered by you in section 1 must be checked by the system before data can be entered into section 2 etc.

Select the appropriate delivery point in the dropdown menu. Enter the appropriate agreement period's first and last gas days in the next two sections. Then click 'Next'.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Capacity order- needed capacity

1. Enter delivery point and period

Delivery point:★ Nybro ENTRY
First gas day of the period:★ 01-05-2008
Last gas day of the period:★ 30-04-2009
Next

2. Enter capacity

Max hourly capacity:★ kWh/h
Back Next

3. Additional information

Contact person:★ Select contact person
Internal reference:
Back Next

★ must be indicated

Too

The system checks the entered values (in the example, without detecting errors) and entry of further data into section 1 is no longer possible. To change data in section 1 later on, click 'Back', which will bring you back one step.

Section 2 is ready for entry of the appropriate maximum hourly quantity. Enter the capacity value applying to the agreement (maximum hourly quantity) and click 'Next'.

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Capacity order- needed capacity

1. Enter delivery point and period

Delivery point:★ Nybro ENTRY
First gas day of the period:★ 01-05-2008
Last gas day of the period:★ 30-04-2009
Next

2. Enter capacity

Max hourly capacity:★ 120000 kWh/h
Back Next

3. Additional information

Contact person:★ Select contact person
Internal reference:
Back Next

★ must be indicated

Top

The system checks the entered values (in the example, without detecting errors) and entry of further data into section 2 is no longer possible. To change data in section 2 later on, click 'Back', which will bring you back one step.

Entry of data into section '3. Further information' is now possible. Choose either an existing agreement person from the dropdown menu or create a new contact person by selecting 'Create contact person' from the dropdown menu.

Delivery point: ★ Nybro ENTRY

First gas day of the period: ★ 01-05-2008 12 1

Last gas day of the period: ★ 30-04-2009 12 1

[Next](#)

2. Enter capacity

Max hourly capacity: ★ kWh_g/h

[Back](#) [Next](#)

3. Additional information

Contact person: ★ Create a new contact person

Name: ★

Phone number:

Fax number:

Email: ★

Note:

Internal reference:

[Back](#) [Next](#)

★ must be indicated

[Top](#)

Energinet.dk, Lautrupvej 7, 2750 Ballerup, tlf. +45 4487 3200 onlin

To create a new contact person, indicate the following: 'Name' and 'email address'.

Further information may be entered, eg 'phone no.', 'fax no.', 'note' and 'internal reference'.

Click 'Next'. The system now checks the agreement inquiry.

The system automatically checks the capacity agreement in two respects, ie

1. whether the relevant capacity is available at the given point of delivery at the given point in time.
2. whether your credit limit is sufficient to cover the agreement sum.

The three scenarios following the validation of a agreement are described below:

- A. Requested capacity not available.
- B. Credit limit insufficient.
- C. Forecast approved.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

[Agreements](#) [Book Order](#) [Book Transfer Order](#) [Book More Capacity](#) [Capacity Overview](#) [Nominations](#) [Your Data](#) [Public data](#)

Capacity order- Prognosis Print

⚠ **The requested capacity is not available**

[Order information](#) [Capacity check](#) [Product mix](#) [Price and invoicing](#) [Credit check](#) [Show in a list](#)

Capacity check			
Result	⚠ The requested capacity is not available		
Period	Firm Capacity (kWh _g /Hour)	Interrup. Cap. Lev. 1 (kWh _g /Hour)	Interrup. Cap. Lev. 2 (kWh _g /Hour)
01-05-2008 - 31-05-2008	0	0	0

[Back](#)

[Top](#)

Re A.

The system indicates that 'Requested capacity is not available'.

The capacity inquiry had this result because the requested quantity is not available at the given point. The tab 'Capacity check' is now red. Click the tab for further information.

Click 'Edit' to change the inquiry.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Capacity order- Prognosis

Print

The requested capacity is not available

Order information Capacity check Product mix Price and invoicing Credit check Show in a list

Period	Firm Capacity (kWh ₂ /hour)	Interrup. Cap. Lev. 1 (kWh ₂ /hour)	Interrup. Cap. Lev. 2 (kWh ₂ /hour)
01-05-2008 - 31-05-2008	0	0	0

Back Top

The same message is shown on the tab 'Capacity check'.

Click 'Edit' to change the inquiry.

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Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Capacity order- Prognosis

Print

1. Enter delivery point and period

Delivery point: ★ Drager EXIT

First gas day of the period: ★ 01-05-2008 ⓘ

Last gas day of the period: ★ 31-05-2008 ⓘ

Next

2. Enter capacity

Max hourly capacity: ★ 30000000 kWh₂/h

Back Next

3. Additional information

Contact person: ★ John Doe (jd@shipperb.dk)

Internal reference:

Back Next

★ must be indicated

Ton

'Back' brings you back to the following screen image.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Capacity order- Prognosis

Print

Your credit limit has been exceeded

Order information Capacity check Product mix Price and invoicing Credit check Show in a list

The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gas transmission, cf Rules for Gas Transport.

Status	Prognosis performed successfully
Status:	
Capacity order booked by:	
Capacity order approved by:	
Capacity period	
First gas day in the capacity period:	01-05-2008
Last gas day in the capacity period:	31-05-2008
Delivery point and capacity	
Delivery point :	ZONEN TRANS
Max hourly capacity :	320.000 kWh ₂ /h
Additional information	
Contact person:	John Doe
Phone number:	50505050
Fax number:	51515151
Email:	jd@shipperb.dk
Internal reference:	N/A

Back Top

Re B

The system indicates that 'Your credit limit has been exceeded'.

The capacity inquiry has this result if your credit limit for the requested quantity plus existing agreements, if any, is not sufficient. The tab 'Credit check' is now red. Click the tab for further information.

Click 'Back' to change the inquiry.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Capacity order- Prognosis

Print

⚠ Your credit limit has been exceeded

Order information Capacity check Product mix Price and invoicing **Credit check** Show in a list

Credit check					
Result	⚠ Your credit limit has been exceeded				
Credit period	The agreement's fixed contribution (DKK)	Additional contribution (DKK)	Total (DKK)	Credit consumption (%)	
maj 2008 - maj 2008	153.753,60	2.187.674,40	2.341.428,00	1.170,714%	

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The same message is shown on the tab 'Credit check'.

Click 'Edit' to change the inquiry.

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Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Capacity order- Prognosis

Print

1. Enter delivery point and period

Delivery point: ★ ZONEN TRANS

First gas day of the period: ★ 01-05-2008

Last gas day of the period: ★ 31-05-2008

Next

2. Enter capacity

Max hourly capacity: ★ 320000 kWh/h

Back Next

3. Additional information

Contact person: ★ John Doe (jd@shipperb.dk)

Internal reference:

Back Next

★ must be indicated

Top

'Back' brings you back to the following screen image.

You can edit all previously entered values by using the 'Back' buttons.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Capacity order- Prognosis

Print

1 The prognosis was performed successfully

Order information Capacity check Product mix Price and invoicing Credit check Show in a list

The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gas transmission, cf Rules for Gas Transport.

Status	
Status:	Prognosis performed successfully
Capacity order booked by:	
Capacity order approved by:	

Capacity period	
First gas day in the capacity period:	01-05-2008
Last gas day in the capacity period:	31-05-2008

Delivery point and capacity	
Delivery point:	Hybro ENTRY
Max hourly capacity:	150.000 kWh/h

Additional information	
Contact person:	John Doe
Phone number:	98505050
Fax number:	51515151
Email:	jd@shipperb.dk
Internal reference:	N/A

Enter your signature code

You can now confirm the booking of the capacity order

Your signature code books the capacity order, and it is registered and ready for approval in the online system. The capacity is not reserved, before the capacity order is booked and approved.

Enter your signature code: ★

Back Cancel Book capacity order

Re C

The prognosis returns with the reply that the prognosis was performed successfully.

This means that the requested capacity is available and that you have sufficient credit limit to make the agreement.

You can edit the order by using the 'Back' button.

Additional information	
Contact person:	John Doe
Phone number:	50505050
Fax number:	51515151
Email:	jd@shipperb.dk
Internal reference:	N/A

Enter your signature code

You can now confirm the booking of the capacity order
Your signature code books the capacity order, and it is registered and ready for approval in the online system. The capacity is not reserved, before the capacity order is booked and approved.

Enter your signature code: * []

[Back](#) [Cancel](#) [Book capacity order](#)

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You can now continue the booking by signing with your signature code and pressing the key "Book capacity order".

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[Agreements](#) [Book Order](#) [Book Transfer Order](#) [Book Move Capacity](#) [Capacity Overview](#) [Nominations](#) [Your Data](#) [Public data](#)

Capacity order- Awaiting order submission

[Print](#)

The agreement is awaiting approval

[Order information](#) [Capacity check](#) [Product mix](#) [Price and invoicing](#) [Credit check](#) [Show in a list](#)

The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gas transmission, cf Rules for Gas Transport.

Status	
Status:	Awaiting submission
Capacity order booked by:	Shipper B (Book), 03-03-2008 11:06:16
Capacity order approved by:	

Capacity period	
First gas day in the capacity period:	01-05-2008
Last gas day in the capacity period:	31-05-2008

Delivery point and capacity	
Delivery point:	Hybro ENTRY
Max hourly capacity:	150.000 kWh _h

Additional information	
Contact person:	John Doe
Phone number:	50505050
Fax number:	51515151
Email:	jd@shipperb.dk
Internal reference:	N/A

[Go to the overview of awaiting agreements](#)

[Top](#)

The capacity order is now awaiting approval from a user with approving rights (here Shipper A (Approve)).

This user must now log in to the portal. The awaiting order is to be found in the agreement overview 'Agreements for approval'.

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Welcome to Energinet.dk Online

[Print](#)

You have access to the following areas

Agreements

- [Agreement Overview](#)
- [Agreements for approval](#)

Capacity Overview

- [Your Capacity](#)

Nominations

- [Nomination Overview](#)

Your Data

- [Shipper Data](#)

Public data

- [Historical and Future Capacity](#)

A user with only approval rights will see the screen as shown to the left.

Choose the menu point 'Agreements for approval' under 'Agreements'.

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[Agreements](#) [Capacity Overview](#) [Nominations](#) [Your Data](#) [Public data](#)

Agreements for approval

[Print](#)

Filter by status: [Show only agreements awaiting approval](#) [Update](#)

First gas day of the period	Last gas day of the period	Agreement type	Delivery point	Status	Capacity (kWh _h)	Creation date	Expiry date
01-05-2008	30-07-2008	Capacity order	Nybro	Awaiting submission	70000	29-02-2008 16:25:05	30-04-2008 12:00:00
01-05-2008	30-05-2008	Capacity order	Nybro	Awaiting submission	150000	03-03-2008 11:06:16	30-04-2008 12:00:00

[Top](#)

Choose the order in question by pressing 'Capacity order'.

Capacity order - Awaiting order submission

[Order information](#) [Capacity check](#) [Product mix](#) [Price and invoicing](#) [Credit check](#) [Show in a list](#)

The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gas Transmission, cf Rules for Gas Transport.

Status	
Status:	Awaiting submission
Capacity order booked by:	Shipper B (Book), 03-03-2008 11:06:16
Capacity order approved by:	
Capacity period	
First gas day in the capacity period:	01-05-2008
Last gas day in the capacity period:	31-05-2008
Delivery point and capacity	
Delivery point:	Hybro ENTRY
Max hourly capacity:	150.000 kWh _g /h
Additional information	
Contact person:	John Doe
Phone number:	50505050
Fax number:	51515151
Email:	jd@shipperb.dk
Internal reference:	N/A

[Accept conditions](#)

This capacity order is placed in accordance with Rules for Gas Transport

[Click here to read Rules for Gas Transport](#)

☐ I have read and understood Rules for Gas Transport★

[Reject order](#) [Next](#) [Cancel](#)

Mark the field 'I have read and understood Rules for Gas Transport'.

The agreement may now be rejected or approved by pressing 'Next'

☒ I have read and understood Rules for Gas Transport★

[Reject order](#) [Next](#) [Cancel](#)

[Enter your signature code](#)

You can now register the capacity agreement

Your signature code places your capacity order in the online system. The capacity will be reserved, if available.

Enter your signature code:★

[Back](#) [Register the capacity order](#)

[Top](#)

Write your signature code and press 'Register the capacity order'.

Now the order is finally placed.

ENERGINET/DK Welcome Shipper B (Approve) [Danish](#) [Help](#) [Edit My Profile](#) [Go to homepage](#) [Log out](#)

[Agreements](#) [Capacity Overview](#) [Nominations](#) [Your Data](#) [Public data](#)

Capacity order submitted

[Print](#)

Agreement name: ENTRY-NBR-TEST-B-1

✓ The agreement was successfully created

[Agreement information](#) [Capacity distribution](#) [Product mix](#) [Price and invoicing](#) [Show in a list](#)

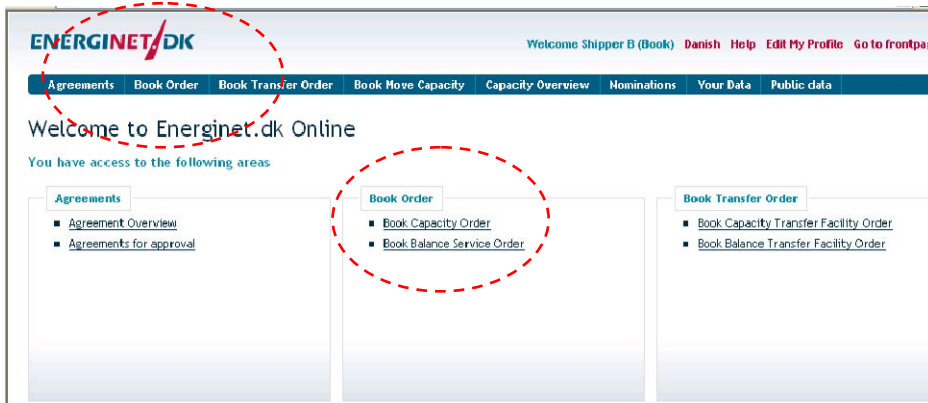
Status	
Status:	Successfully created
Capacity agreement booked by:	Shipper B (Book), 03-03-2008 11:06:16
Capacity agreement approved by:	Shipper B (Approve), 03-03-2008 11:31:52
Capacity period	
First gas day in the capacity period:	01-05-2008
Last gas day in the capacity period:	31-05-2008
Delivery point and capacity	
Delivery point:	Hybro ENTRY
Max hourly capacity:	150.000 kWh _g /h
Additional information	
Contact person:	John Doe
Phone number:	50505050
Fax number:	51515151
Email:	jd@shipperb.dk
Internal reference:	N/A

[Go to agreement overview](#) [Get as PDF](#)

[Top](#)

The agreement is now approved successfully and you will see it in the agreement overview.

2.2 Balanceserviceordre



You will find the menu item 'Book balancing service order' under the menu item 'Book order' shown in the menu bar as well as in the menu on the page.

Click the menu item once.

The screenshot shows the 'Balancing service order- requested capacity' form. It has two sections: '1. Define wanted period and balance service' and '2. Additional informations'. Section 1 includes fields for 'First gas day of the period', 'Last gas day of the period', and 'Balancing service' (in kWh). Section 2 includes fields for 'Contact person' and 'Internal reference'. There are 'Next' and 'Back' buttons at the bottom of each section. A legend indicates that a star symbol (*) means 'must be indicated'.

The following screen image is displayed. Data is to be entered into the two sections. Data entered into section 1 must be validated before data can be entered into section 2.

Enter the requested agreement period's first and last gas days in the two sections. Only full calendar months are accepted.

Now enter the appropriate value for the balancing service order in kWh.

Click 'Next'.

The screenshot shows the 'Balancing service order- requested capacity' form with data entered. In section 1, 'First gas day of the period' is '01-04-2008', 'Last gas day of the period' is '30-04-2008', and 'Balancing service' is '120000 kWh'. In section 2, 'Contact person' is 'Select contact person' and 'Internal reference' is empty. The 'Next' button is highlighted.

The system checks the entered values (in the example, without detecting errors) and entry of further data into section 1 is no longer possible. To change data in section 1 later on, click 'Back', which will bring you back one step.

The section '2. Additional information' is

ready for entry of data. Choose either an existing contact person from the dropdown menu or create a new contact person by selecting 'Create new contact person' from the dropdown menu.

To create a new contact person, indicate the following: 'Name' and 'email address'.

You may also enter 'phone no.', 'fax no.', 'note' and 'internal reference'.

Click 'Next'. The system now checks the agreement inquiry.

First gas day of the period: 01-04-2008
 Last gas day of the period: 30-04-2008
 Balancing service: 120000 kWh
 Next

2. Additional informations

Contact person: Create a new contact person
 Name:
 Phone number:
 Fax number:
 Email:
 Note:
 Internal reference:
 Back Next

★ must be indicated

The system automatically checks two sets of information in relation to the balancing service order inquiry in two respects, ie

1. whether the requested quantity added to the existing balancing service is equal to or lower than the maximum balance margin allowed.
2. whether your credit limit is sufficient to cover the agreement.

The three scenarios following the system validation of a agreement are described below:

- A. Balance margin not available.
- B. Credit limit insufficient.
- C. Forecast approved.

ENERGINET.DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order - Prognosis Print

Balancing margin not available

Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list

The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk Gas transmission, cf Rules for Gas Transport.

Status	
Status:	Prognosis performed successfully
Balancing service order booked by:	
Balancing service order approved by:	
Balancing service period	
First gas day in the period:	01-04-2008
Last gas day in the period:	30-04-2008
Balancing service	
Balancing service:	0 kWh
Additional information	
Contact person:	J. Doe
Email:	jdoe@shipperb.com
Internal reference:	N/A

Back Top

Re A.

The result of the inquiry is that the requested balancing service quantity cannot be booked because - if added to other balancing service quantities - it exceeds the maximum balance margin allowed, see Rules for Gas Transport.

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Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

Print

⚠ Balancing margin not available

Agreement information Price and invoicing Product mix **Balancing service check** Credit check Show in a list

Price	
Total price:	0 DKK
Invoicing	Starting date Closing date

Back Top

To view further details regarding the result of the inquiry, click the individual tabs. The price and invoicing (obviously) represent DKK 0 as the order cannot be effected.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

Print

⚠ Balancing margin not available

Agreement information Price and invoicing Product mix **Balancing service check** Credit check Show in a list

Product mix	
Products	First gas day of the period Last gas day of the period

Back Top

The tab 'Balancing service check' is now red to indicate that this check caused the inquiry to be rejected..

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

Print

⚠ Balancing margin not available

Agreement information Price and invoicing Product mix **Balancing service check** Credit check Show in a list

Balancing margin check	
Result	⚠ Balancing margin not available

Back Top

The tab 'Credit check' shows that the credit limit would have been sufficient to cover the agreement if the balance margin had been available.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

Print

⚠ Balancing margin not available

Agreement information Price and invoicing Product mix **Balancing service check** Credit check Show in a list

Credit check	
Result	✅ Credit is available
Credit period	The agreement's fixed contribution (DKK) Additional contribution (DKK) Total (DKK) Credit consumption (%)

Back Top

Energinet.dk online portal for cooperation partners - build 21 - Energinet.dk - Microsoft Internet Explorer

Filer Rediger Vis Foretrukne Funktioner Hjælp

Tilbage Vis Foretrukne

Adresse http://cm01t.test.endi.local/selvbetjening.energinet.dk/en/menu/GasBookOrder/CreateBalanceServiceAgreement/CreateBalanceServiceAgreement.htm

ENERGINET/DK

Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

Print

⚠ Your credit limit has been exceeded

Agreement information Price and Invoicing Product mix Balance service check **Credit check** Show in a list

The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk. Gastransmission, of Rules for Gas Transport.

Status	
Status:	Prognosis performed successfully
Balancing service order booked by:	
Balancing service order approved by:	
Balancing service period	
First gas day in the period:	01-04-2008
Last gas day in the period:	30-04-2008
Balancing service	
Balancing service:	20.000.000 kWh 1
Additional information	
Contact person:	J. Doe
Email:	jdoe@shipperb.com
Internal reference:	N/A

Back
Top

start Indbakke - Mic... S Internet E... Online - Selv... Microsoft ... Gas Transport... Lommeregner 12:35

Ad B

The system informs that 'Your credit limit has been exceeded' .

The capacity request gives this result if you sufficient credit limit to cover the requested capacity and other existing agreements in total. The tab 'Credit check' is now read. Click the tab for further information.

You can change the inquiry by pressing 'Back'.

Energinet.dk online portal for cooperation partners - build 21 - Energinet.dk - Microsoft Internet Explorer

Filer Rediger Vis Foretrukne Funktioner Hjælp

Tilbage Vis Foretrukne

Adresse http://cm01t.test.endi.local/selvbetjening.energinet.dk/en/menu/GasBookOrder/CreateBalanceServiceAgreement/CreateBalanceServiceAgreement.htm#

ENERGINET/DK

Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

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Balancing service order- Prognosis

Print

⚠ Your credit limit has been exceeded

Agreement information Price and Invoicing Product mix Balance service check **Credit check** Show in a list

Credit check					
Result	⚠ Your credit limit has been exceeded				
Credit period	The agreement's fixed contribution (DKK)	Additional contribution (DKK)	Total (DKK)	Credit consumption (%)	
april 2008 - april 2008	408.333,33	7.155.000,00	7.563.333,33	3.781,667%	

Back
Top

start Indbakke - Mic... S Internet E... Online - Selv... Microsoft ... Gas Transport... Lommeregner 12:35

The system shows same message on the tab 'Credit check'.

You can edit the order by using the 'Back' button

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

1. Define wanted period and balance service

First gas day of the period: 01-04-2008
 Last gas day of the period: 30-04-2008
 Balancing service: 20000000 kWh

Next

2. Additional informations

Contact person: J. Doe (jdoe@shipperb.com)
 Internal reference:

Back Next

★ must be indicated

Top

The "Back" button brings you back to this screen image.

You can edit all previously entered values by using the 'Back' buttons.

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Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

The prognosis was performed successfully

Agreement information Price and Invoicing Product mix Balance service check Credit check Show in a list

The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk. Gas transmission, of Rules for Gas Transport.

Status	
Status:	Prognosis performed successfully
Balancing service order booked by:	
Balancing service order approved by:	
Balancing service period	
First gas day in the period:	01-05-2008
Last gas day in the period:	31-05-2008
Balancing service	
Balancing service:	250.000 kWh
Additional information	
Contact person:	Jane Doe
Phone number:	50505051
Fax number:	51515150
Email:	janedoe@shipperb.com
Internal reference:	N/A

Enter your signature code

You can now confirm the booking of the balancing service order

Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booked and approved.

Re C

The result of the inquiry is that you can book the requested balancing service quantity.

To display details regarding the inquiry, click the other tabs.

Processing of the agreement can be continued from the individual tabs.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

The prognosis was performed successfully

Agreement information Price and Invoicing Product mix Balance service check Credit check Show in a list

Price

Total price:	5.104 DKK	
Invoicing	Starting date	Closing date
5.104 DKK	01-05-2008	31-05-2008

Enter your signature code

You can now confirm the booking of the balancing service order

Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booked and approved.

Enter your signature code: *

Back Cancel Book balancing service order

Top

To see the agreement price, click 'Price and invoicing'.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

The prognosis was performed successfully

Agreement information Price and invoicing **Product mix** Balance service check Credit check Show in a list

Product mix
Products
First gas day of the period
Last gas day of the period

Enter your signature code

You can now confirm the booking of the balancing service order

Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booked and approved.

Enter your signature code:*

Back Cancel Book balancing service order

Top

To see the term of this balancing service agreement (number of months), click the tab 'Product mix'

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

The prognosis was performed successfully

Agreement information Price and invoicing Product mix **Balance service check** Credit check Show in a list

Balancing margin check
Result
☒ The requested balance margin is available

Enter your signature code

You can now confirm the booking of the balancing service order

Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booked and approved.

Enter your signature code:*

Back Cancel Book balancing service order

Top

The tab 'Balance margin check' shows that this agreement does not cause you to exceed your balance margin.

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Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Prognosis

The prognosis was performed successfully

Agreement information Price and invoicing Product mix Balance service check **Credit check** Show in a list

Credit check
Result
☒ Credit is available
Credit period
May 2008 - May 2008
The agreement's fixed contribution (DKK)
5.104,17
Additional contribution (DKK)
586.044,00
Total (DKK)
591.148,17
Credit consumption (%)
1,182%

Enter your signature code

You can now confirm the booking of the balancing service order

Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booked and approved.

Enter your signature code:*

Back Cancel Book balancing service order

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To view details regarding the payment and its effect on your credit limit, click the tab 'Credit check'.

Fax number: 51515150

Email: janedoe@shipperb.com

Internal reference: N/A

Enter your signature code

You can now confirm the booking of the balancing service order

Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booked and approved.

Enter your signature code:*

Back Cancel Book balancing service order

You can now book the order.

Enter the signature code and click 'Sign order'.

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Agreements Book Order Book Transfer Order Book More Capacity Capacity Overview Nominations Your Data Public data

Balancing service order- Awaiting order submission

The agreement is awaiting approval

Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list

The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk. Gas transmission, of Rules for Gas Transport.

Status	
Status:	Awaiting approval
Balancing service order booked by:	Shipper B (Book), 03-03-2008 12:16:08
Balancing service order approved by:	
Balancing service period	
First gas day in the period:	01-05-2008
Last gas day in the period:	31-05-2008
Balancing service	
Balancing service :	250.000 kWh
Additional information	
Contact person:	Jane Doe
Phone number:	50505051
Fax number:	51515150
Email:	janedoe@shipperb.com
Internal reference:	N/A

Go to the overview of awaiting agreements

Top

The balancing service agreement is now pending the approval by another employee - the so-called 4-eyes-principle.

Its status is now 'Pending approval' and it appears from 'Pending agreements overview'. To go to this overview, click 'Go to pending agreements overview'.

Energinet.dk online portal for cooperation partners - build 21 - Energinet.dk - Microsoft Internet Explorer

Filer Rediger Vis Foretrukne Funktioner Hjælp

Tilbage

Adresse <http://cm01t.test.endk.local/selvbetjening.energinet.dk/en/menu/GasAgreements/AgreementsForApproval/InternalAgreementOverview.htm>

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book More Capacity Capacity Overview Nominations Your Data Public data

Agreements for approval

Filter by status: Show only agreements awaiting approval Update

First gas day of the period	Last gas day of the period	Agreement type	Delivery point	Status	Capacity (kWh/h)	Creation date	Expiry date
01-05-2008	31-07-2008	Capacity order	Nybro	Awaiting submission	70000	29-02-2008 16:25:05	30-04-2008 12:00:00
01-05-2008	31-05-2008	Balancing service order		Awaiting approval	250000	03-03-2008 12:16:08	30-04-2008 12:00:00
01-05-2008	31-05-2008	Balancing service order		Awaiting approval	250000	04-03-2008 16:07:05	30-04-2008 12:00:00

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The agreement appears at the bottom of 'Agreements for approval overview'.

The person going to approve the agreement must now log in, find the agreement in the overview and approve it.

ENERGINET/DK Welcome Shipper B (Approve) Danish Help Edit My Profile Go to frontpage Log out

Agreements Capacity Overview Nominations Your Data Public data

Balancing service order- Awaiting order submission

Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list

The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk. Gas transmission, of Rules for Gas Transport.

Status	
Status:	Awaiting approval
Balancing service order booked by:	Shipper B (Book), 04-03-2008 16:07:05
Balancing service order approved by:	
Balancing service period	
First gas day in the period:	01-05-2008
Last gas day in the period:	31-05-2008
Balancing service	
Balancing service :	250.000 kWh
Additional information	
Contact person:	Jane Doe
Phone number:	50505051
Fax number:	51515150
Email:	janedoe@shipperb.com
Internal reference:	N/A

Accept conditions

This balancing service order is placed in accordance with Rules for Gas Transport
[Click here to read Rules for Gas Transport](#)

☐ I have read and understood Rules for Gas Transport*

Reject the order Next Cancel

To open the agreement after log-in of the person supposed to approve the agreement, click the text 'Balancing service order' applying to the relevant agreement once. The agreement is opened.

Tick the box next to 'I accept the Rules for Gas Transport' by clicking the box once. Then click 'Approve order'.

Balancing service period	
First gas day in the period:	01-05-2008
Last gas day in the period:	31-05-2008
Balancing service	
Balancing service :	250.000 kWh ⓘ
Additional information	
Contact person:	Jane Doe
Phone number:	50505051
Fax number:	51515150
Email:	janedoe@shipperb.com
Internal reference:	N/A

Accept conditions

This balancing service order is placed in accordance with Rules for Gas Transport

[Click here to read Rules for Gas Transport](#)

☒ I have read and understood Rules for Gas Transport★

[Reject the order](#) [Next](#) [Cancel](#)

Enter your signature code

You can now approve the balancing service order

Your signature code places your balancing service order in the online system. The capacity will be reserved, if available.

Enter your signature code:★ ●●●●●●●●

[Back](#) [Approve balancing service order](#)

Top

Enter the signature code into the empty section and click 'Sign balancing service agreement'.

ENERGINET/DKWelcome Shipper B (Approve) Danish Help Edit My Profile Go to frontpage Log out

[Agreements](#) [Capacity Overview](#) [Nominations](#) [Your Data](#) [Public data](#)

Balancing service order submitted

Agreement name: BSA-TEST-B-1

✓ The agreement was successfully created

[Agreement information](#) [Price and invoicing](#) [Product mix](#) [Show in a list](#)

Status	
Status:	Successfully created
Balancing service agreement booked by:	Shipper B (Book), 04-03-2008 16:07:05
Balancing service agreement approved by:	Shipper B (Approve), 04-03-2008 16:10:27
Balancing service period	
First gas day in the period:	01-05-2008
Last gas day in the period:	31-05-2008
Balancing service	
Balancing service :	250.000 kWh ⓘ
Additional information	
Contact person:	Jane Doe
Phone number:	50505051
Fax number:	51515150
Email:	janedoe@shipperb.com
Internal reference:	N/A

[Go to agreement overview](#) [Get as PDF](#)

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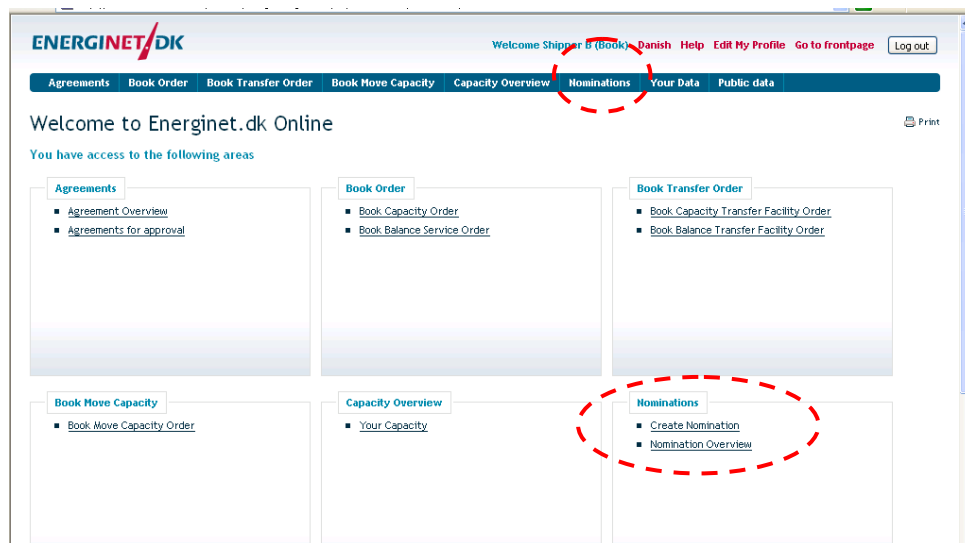
Processing of the order is now finished and the final screen image is displayed showing the status message 'Agreement created successfully'.

The agreement now appears from the 'Agreements overview'. It has disappeared from the 'Pending agreements overview'.

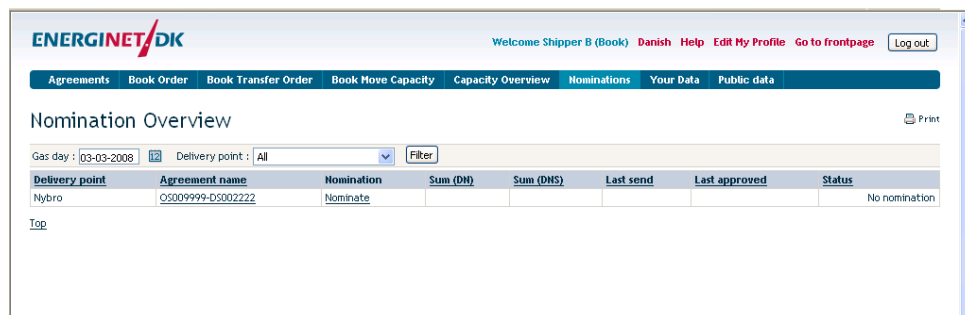
5. Nomination

5.1 Nomination overview

This overview displays the nomination agreements you have created (or used) at the various nomination points in the transmission system. At points where a shipper has used shipper code pairs, the customer does not have to book nomination agreements before use. The previously used nomination points appear from the overview. In the case of nominations relating to the consumer portfolios, which are booked for a month as a minimum, the agreements booked for the gas day are displayed.



Select the item 'Nomination overview' in the menu or via the menu bar.



You can filter the data in the overview by two parameters:

- 1) Gas day. The selected gas day shows the minimal number of nomination points that can be used for the gas day.
- 2) Delivery point. The selected delivery point shows the nomination agreements that have been booked or have been used.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview **Nominations** Your Data Public data

Nomination Overview

Gas day : 04-03-2008 Delivery point : Nybro Filter

Delivery point	Agreement name	Nomination	Sum (DNI)	Sum (DMS)	Last send	Last approved	Status
Nybro	OS009999-DS002222	Nominate					No nomination

[Top](#)

You can select 'Gas day' either by entering the date or by choosing the relevant gas day via the calendar icon.

You can select the delivery point from a drop-down menu.

Then use the button 'Filter'.

ENERGINET/DK Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out

Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview **Nominations** Your Data Public data

Create Nomination

Show in tabs

Agreement information

Delivery point: Nybro
 Agreement name: OS009999-DS002222
 Gas day: 03-03-2008

Enter nomination values

Copy your hourly values in a separated format and insert them in the text box beneath. Click on the button "Insert hourly values" and the values will be inserted into the text boxes with hourly values. The first hourly value defines the first hour in the gasday.

Copy and insert separated hour values in this box:

Read hourly values

Hour	kWh _g /h	Hour	kWh _g /h
06-07		18-19	
07-08		19-20	
08-09		20-21	
09-10		21-22	
10-11		22-23	
11-12		23-00	
12-13		00-01	
13-14		01-02	
14-15		02-03	

For each nomination agreement the button 'Nominate' can be used. It enables you to enter and submit a nomination for the selected point and the selected gas day.

Enter the hourly nomination value in each of the 24 fields.

Alternatively you may indicate 24 values, separated by semi colons [;]. You can put in the values in the field "Copy and insert separated hourly values in this box" and press the button "Read hourly values".

Example: indicate 24 values:
 10000;10000;10000....;
 ...;10000

Read hourly values

Hour	kWh _g /h	Hour	kWh _g /h
06-07	120000	18-19	120000
07-08	120000	19-20	120000
08-09	120000	20-21	120000
09-10	120000	21-22	120000
10-11	120000	22-23	120000
11-12	120000	23-00	120000
12-13	120000	00-01	120000
13-14	120000	01-02	120000
14-15	120000	02-03	120000
15-16	120000	03-04	120000
16-17	120000	04-05	120000
17-18	120000	05-06	120000
Sum:			2880000

Enter your signature code

Sign nomination

To submit the nomination you need to sign the nomination with your signature code

Enter your signature code: *

Sign nomination

[Top](#)

Sign the nomination by entering the signature code and use the button 'Sign nomination'.

ENERGINET/DK

Welcome Shipper B (Book) [Danish](#) [Help](#) [Edit My Profile](#) [Go to frontpage](#) [Log out](#)

[Agreements](#) [Book Order](#) [Book Transfer Order](#) [Book Move Capacity](#) [Capacity Overview](#) [Nominations](#) [Your Data](#) [Public data](#)

Create Nomination [Print](#)

4. Receipt

The nomination is send to Energinet.dk. The nomination will be processed on the basis of the nomination settings at Energinet.dk, and you will receive a confirmation in your normal mailbox.

[To the nomination overview](#)

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The confirmation of the submitted nomination appears from the screen image on the left.

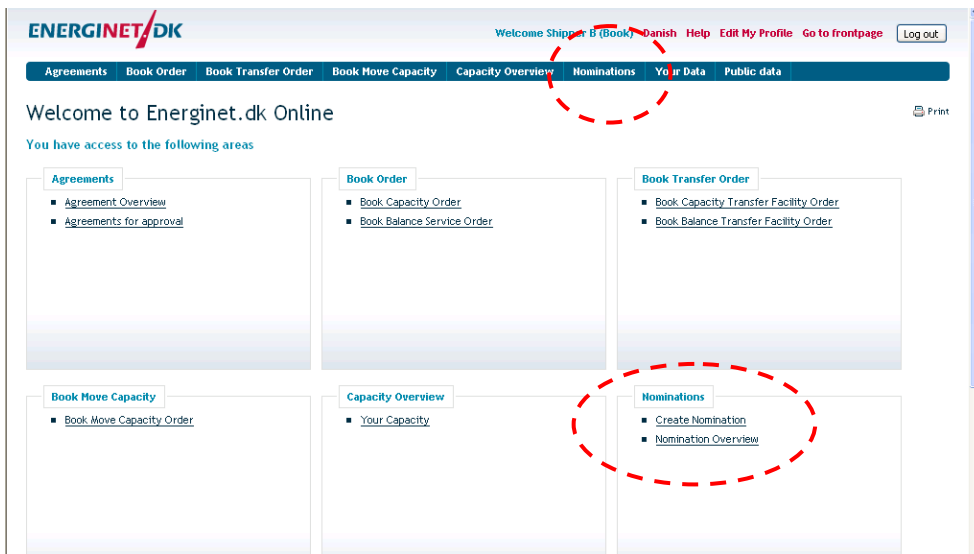
You return to the nomination overview by using the button 'To nomination overview'.

5.2 Create a nomination

As an alternative method of creating and submitting a nomination you can use the menu item 'Create nomination'.

To submit a nomination relating to a known nomination agreement, the appropriate method is to start in the 'Nomination overview' because it lists the agreements.

Using this feature is the only way to submit a nomination in relation to a new nomination-id, ie via a shipper code pair.



Choose the item 'Create nomination' in the menu or via the menu bar.

The screenshot shows the 'Create Nomination' form, step 1: 'Define gas day and delivery point'. The form includes the following fields and options: 'Select a gas day for nomination: ★' with a date picker showing '04-03-2008'; 'Delivery point: ★' with a dropdown menu showing 'Nybro'; 'Direction:' with radio buttons for 'Entry' and 'Exit'; and 'Counterpart shippercode: ★' with a text input field. A 'Next' button is located at the bottom left of the form.

Enter or select the relevant gas day and delivery point.

Click 'Next'.

The screenshot shows the 'Create Nomination' form, step 1: 'Define gas day and delivery point', with example data entered. The fields and options are: 'Select a gas day for nomination: ★' with the date '04-03-2008'; 'Delivery point: ★' with the dropdown menu set to 'Nybro'; 'Direction:' with the 'Entry' radio button selected; and 'Counterpart shippercode: ★' with the text '05009999' entered in the input field. A 'Next' button is located at the bottom left of the form.

Enter the counterpart's shipper code into the field 'Counterpart'.

Click 'Next'.

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Create Nomination

Print

Show in tabs

Agreement information

Delivery point: **Hybro**

Agreement name: **OS809999-DS02222**

Gas day: **04-03-2008**

Enter nomination values

Copy your hourly values in a separated format and insert them in the text box beneath. Click on the button "Insert hourly values" and the values will be inserted into the text boxes with hourly values. The first hourly value defines the first hour in the gasday.

Copy and insert separated hour values in this box

Read hourly values

Hour	kWh _g /h	Hour	kWh _g /h
06-07		18-19	
07-08		19-20	
08-09		20-21	
09-10		21-22	
10-11		22-23	
11-12		23-00	

Enter the hourly nomination value in each of the 24 fields.

Alternatively you may indicate 24 values, separated by semi colons [;]. You can put in the values in the field "Copy and insert separated hourly values in this box" and press the button "Read hourly values".

Example: indicate 24 values:
10000;10000;10000....
;...;10000

Read hourly values

Hour	kWh _g /h	Hour	kWh _g /h
06-07	120000	18-19	120000
07-08	120000	19-20	120000
08-09	120000	20-21	120000
09-10	120000	21-22	120000
10-11	120000	22-23	120000
11-12	120000	23-00	120000
12-13	120000	00-01	120000
13-14	120000	01-02	120000
14-15	120000	02-03	120000
15-16	120000	03-04	120000
16-17	120000	04-05	120000
17-18	120000	05-06	120000
Sum:			2880000

Enter your signature code

Sign nomination

To submit the nomination you need to sign the nomination with your signature code

Enter your signature code: ★ ●●●●●●●●

Sign nomination

Top

Sign the nomination by entering the signature code and click 'Sign nomination'

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Create Nomination

Print

4. Receipt

The nomination is send to Energinet.dk. The nomination will be processed on basis of the nomination settings at Energinet.dk, and you will receive a confirmation in your normal mailbox.

To the nomination overview

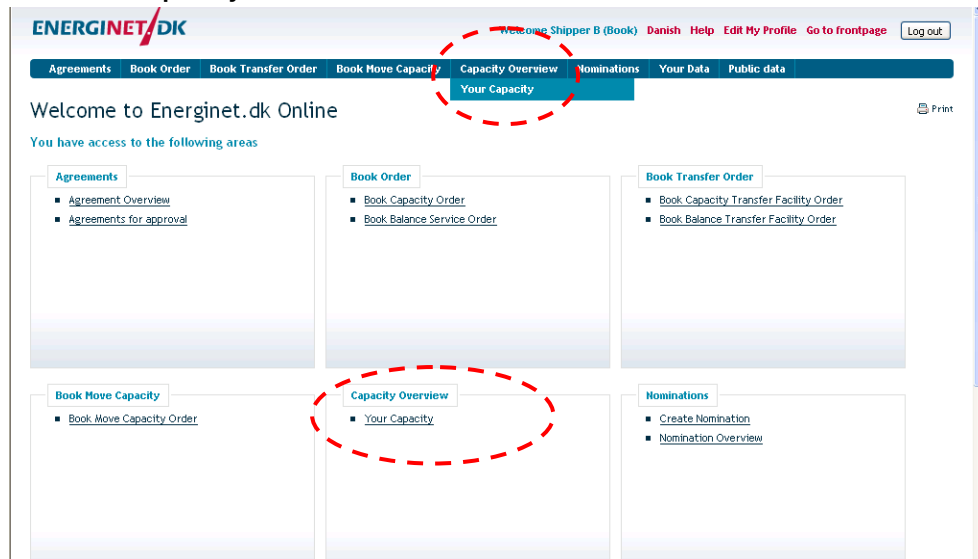
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The confirmation relating to the submitted nomination appears from the screen image on the left.

You return to the nomination overview clicking 'To nomination overview'.

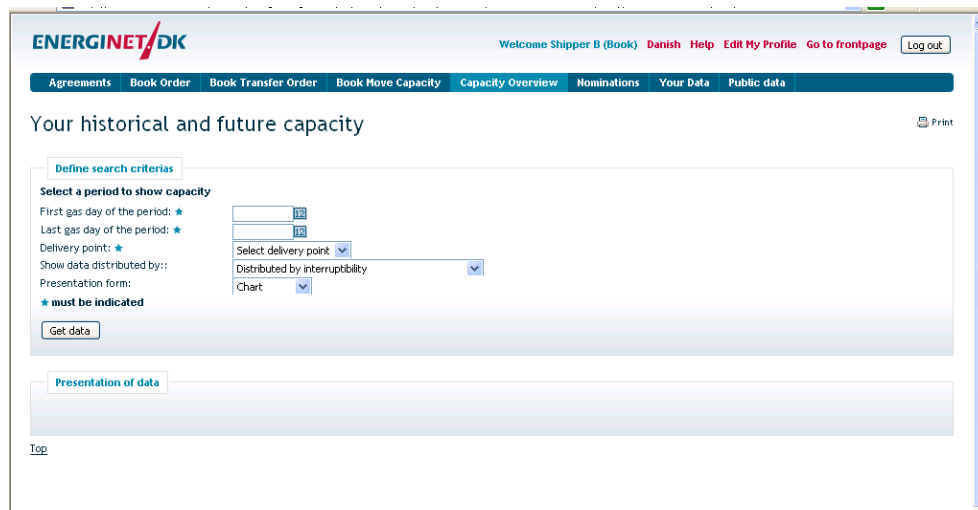
6. Capacity overview

6.1 Your capacity



Using the feature 'Your capacity' you get either a graphic display or a table of your capacities.

Choose the menu item by clicking the principal menu item 'Capacity overview'. Click 'Your capacity' once.

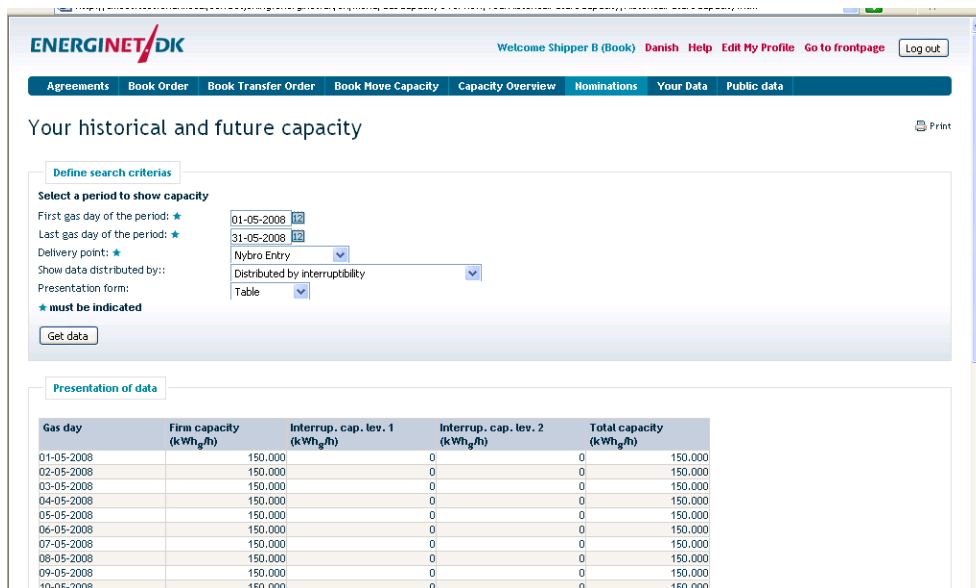


You choose the appropriate period for the display of your capacity by entering the first and last gas day of the period in question.

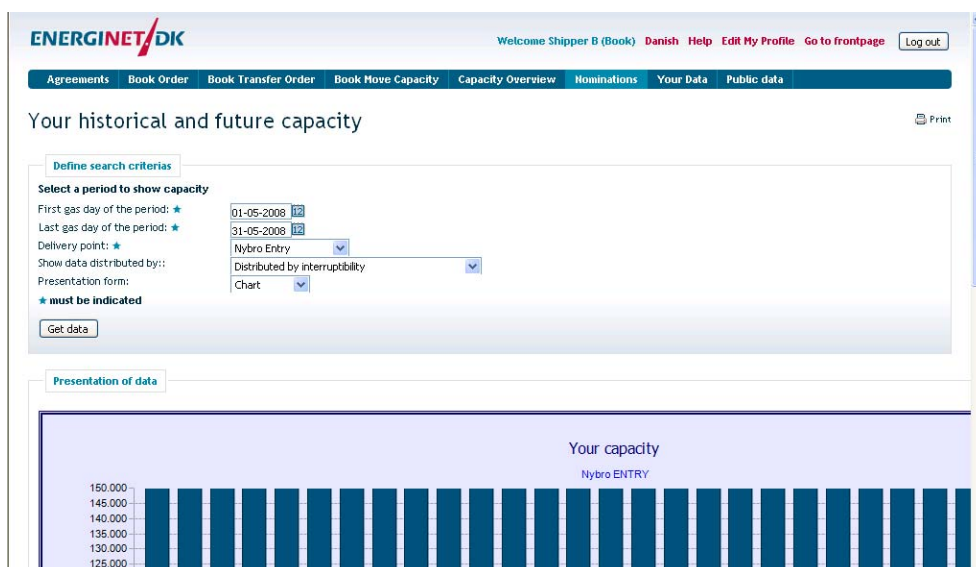
Select the delivery point via the dropdown menu.

In the field 'Show data distributed by' select either 'Distributed by interruptibility', 'Distributed by product type' or 'Distributed by interruptibility and product type'. This view displays the summed capacity as the smallest unit corresponding to your choice.

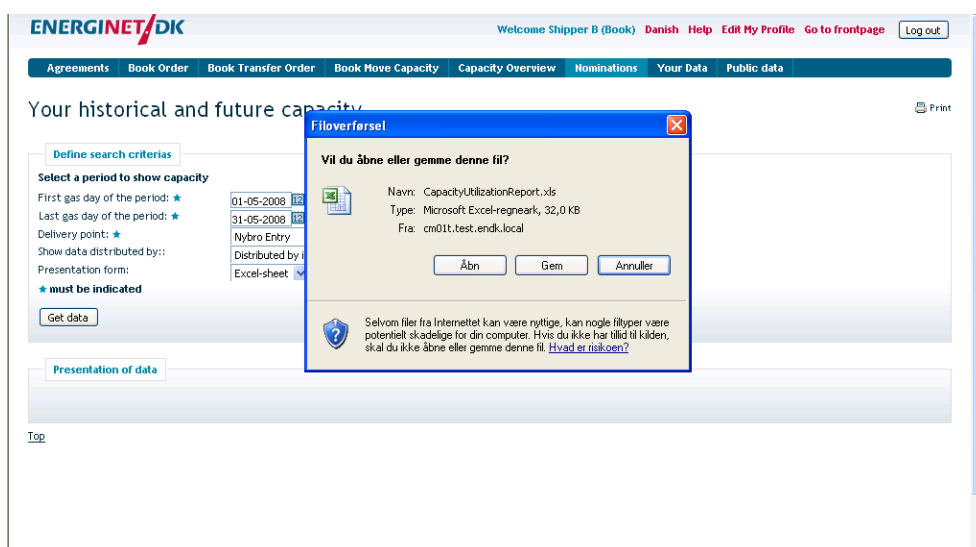
In the field 'Display' choose either graph, spreadsheet or table.



The system can show three different formats: Graph, Excel sheet or table.



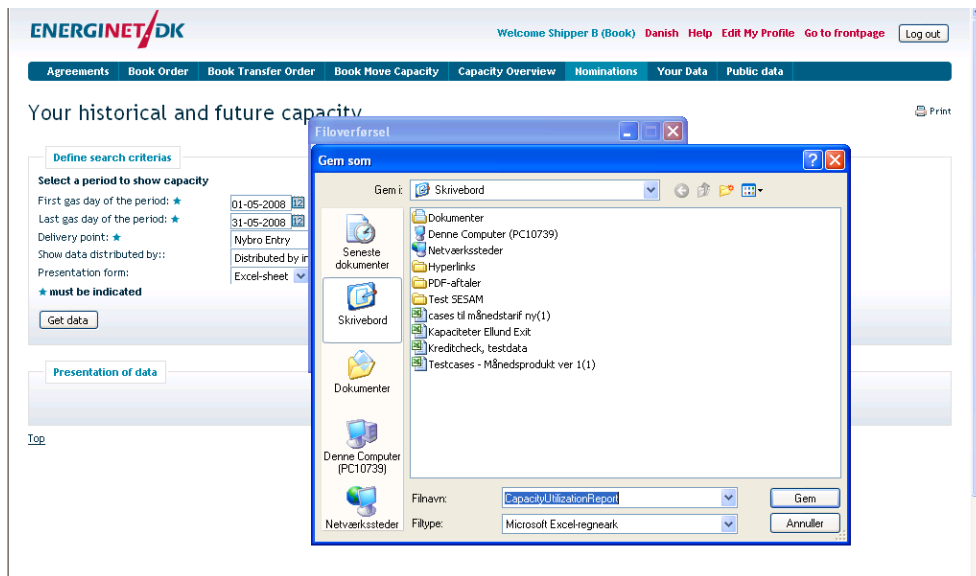
Note: Only capacity data for the next or the previous 6 months can be retrieved.



Choosing to view the capacity in a spreadsheet results in the following pop-up message.

Choose 'Open' to open and display the spreadsheet, see below.

Select Save to enter a path for the location of the file. The file is then saved as requested.



Choose the location and click 'Save'

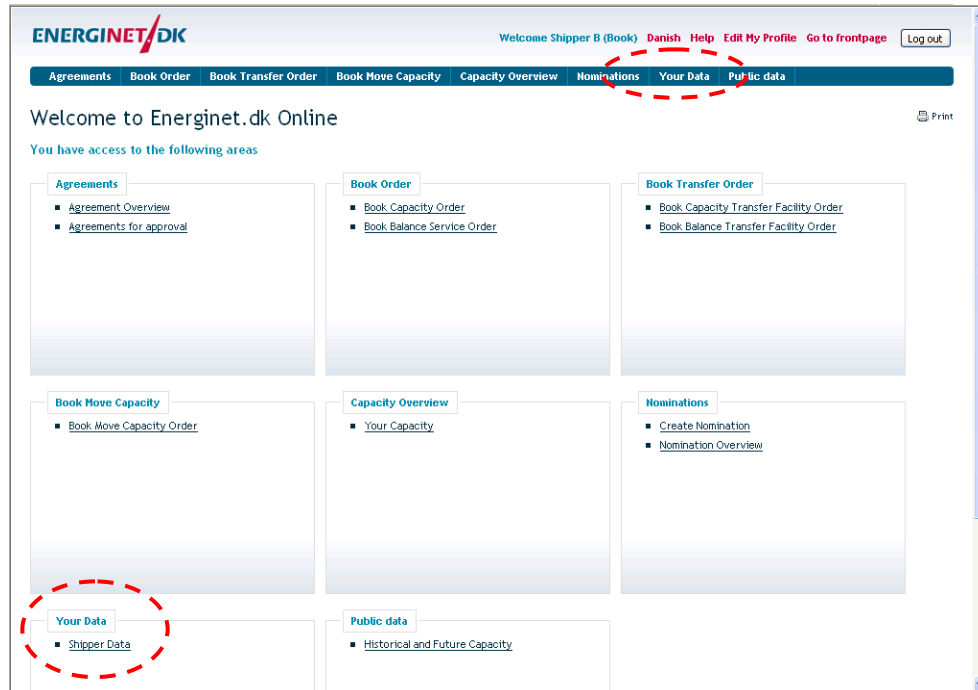
The screenshot shows a Microsoft Excel spreadsheet titled 'CapacityUtilizationReport[1]'. The spreadsheet displays capacity data for various gas days from 01-05-2008 to 23-05-2008. The columns include 'Gas day', 'Firm capacity (kWh/h)', 'Interrup. cap. lev. 1 (kWh/h)', 'Interrup. cap. lev. 2 (kWh/h)', and 'Total capacity (kWh/h)'. The data shows a constant firm capacity of 150,000 kWh/h and zero interruptible capacity across all gas days.

Gas day	Firm capacity (kWh/h)	Interrup. cap. lev. 1 (kWh/h)	Interrup. cap. lev. 2 (kWh/h)	Total capacity (kWh/h)
01-05-2008	150000	0	0	150000
02-05-2008	150000	0	0	150000
03-05-2008	150000	0	0	150000
04-05-2008	150000	0	0	150000
05-05-2008	150000	0	0	150000
06-05-2008	150000	0	0	150000
07-05-2008	150000	0	0	150000
08-05-2008	150000	0	0	150000
09-05-2008	150000	0	0	150000
10-05-2008	150000	0	0	150000
11-05-2008	150000	0	0	150000
12-05-2008	150000	0	0	150000
13-05-2008	150000	0	0	150000
14-05-2008	150000	0	0	150000
15-05-2008	150000	0	0	150000
16-05-2008	150000	0	0	150000
17-05-2008	150000	0	0	150000
18-05-2008	150000	0	0	150000
19-05-2008	150000	0	0	150000
20-05-2008	150000	0	0	150000
21-05-2008	150000	0	0	150000
22-05-2008	150000	0	0	150000
23-05-2008	150000	0	0	150000

The screen image on the left shows the contents of the spreadsheet generated via 'Your capacity'.

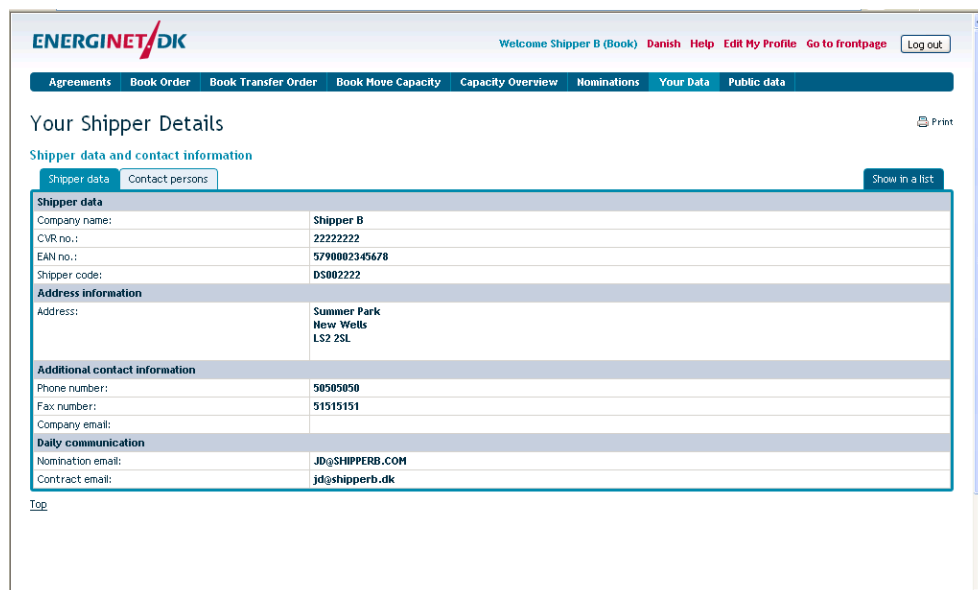
7. Your data

7.1 Shipper details



The menu item 'Your data' contains the item 'Shipper data', which displays the base data registered by Energinet.dk in relation to you in your capacity of shipper.

Click the menu item once.



This display contains two tabs.

Base data relating to you as shipper are registered here. You cannot edit these data yourself via the portal.

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Your Shipper Details

Shipper data and contact information

Shipper dataContact personsShow in a list

Contact persons

This list shows all related contactpersons

Name	Email	Phone number	Primary contact
John Doe	jd@shipperb.dk	50505050	True
John Doe	jd@shipperb.dk	50505050	True
Jane Doe	janedoe@shipperb.com	50505051	False
J. Doe	jdoe@shipperb.com		False

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The tab 'Contact persons' displays all the contact persons created in relation to a given shipper. You can edit this contact information yourself via the portal.

The principal contact is indicated by the note 'True' in the column 'Principal contact'.

You can create new contact persons when creating agreements.