User Manual KP – KP Network User – v2.5

0 Version control

Date	Version	Change
2020.02.18.	1.1	Master copy created
2020.03.30.	2.0	Architecture change
2020.12.09.	2.1	REMIT
2021.08.11.	2.2	Filter bars
2021.10.07.	2.3	Change of screenshots, language correction, Login information, possibility of negative price.
2022.01.24.	2.4	KP negative price
2022.02.14.	2.5	WDO, My Tickets

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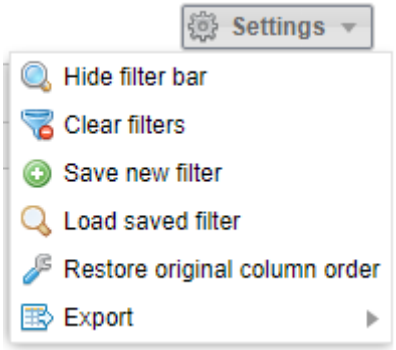
1. General framework functions

General framework functions include actions within the system that can be accessed on multiple interfaces or multiple list screens (e.g. filter bars), or are to be treated in the same way when opening an interface or template (e.g. checking fields).

1.1 Settings

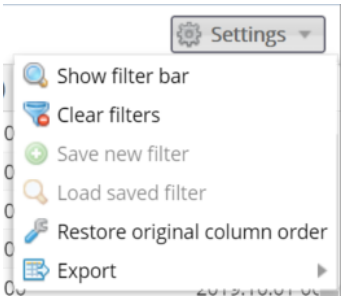
Click Settings in the top right corner of a list view to access the following functions:

- Hide filter bar
- Clear filters
- Save new filter
- Load saved filter
- Restore original column order
- Export

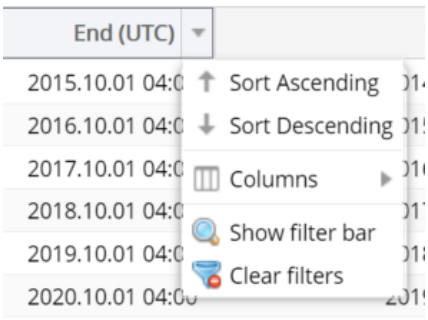


1.2 Filter bars

Each view has relevant filters. To view filters they need to be activated on the screen. If filters are not activated, select the Show filter bar button from the top right corner menu.

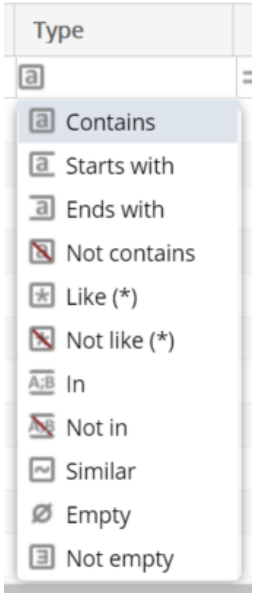


Or alternatively click the arrow on the top of the column headers and select “Show filter bar”.



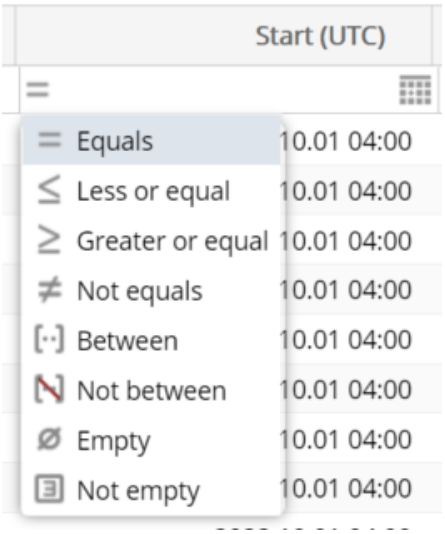
Filter bars will appear on the top of the column headers under the title; and their type depends on whether they contain numerical or alphabetic values. For textual values the following filter criteria can be selected:

- **Contains** – the text contains the filter expression, in any location
- **Starts with** – the filter expression is at the beginning of the text
- **Ends with** – the filter expression is at the end of the text
- **Like** – filter values matching the given search pattern (the * wildcard character matches any number of any characters)
- **Not like** – filter values not matching the given search pattern (the * wildcard character matches any number of any characters)
- **In** – values matching any of the specified elements (separated by semicolons)
- **Not in** – values not matching the specified elements (separated by semicolons)
- **Similar to** – text is similar to the filter expression entered
- **Empty** – search for empty values
- **Not empty** – search for non-empty fields with any value

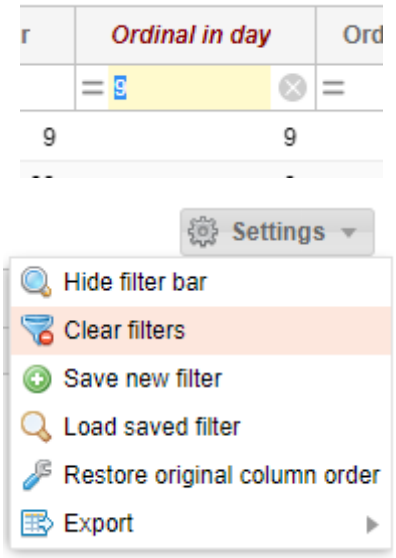


For numerical values and date columns the following filter criteria can be entered:

- **Is equal to** – the value equals the given number/date
- **Greater than or equal** – the value equals or is greater than the given number/date
- **Less than or equal** – the value equals or is less than the given number/date
- **Is not equal to** – the value does not equal to the given number/date
- **Between** – the number/date is within the given range (the two values must be separated by a semicolon)
- **Not between** – the number/date is outside of the given range (the two values must be separated by a semicolon)
- **Empty** – search for empty fields
- **Not empty** – search for non-empty fields with any value

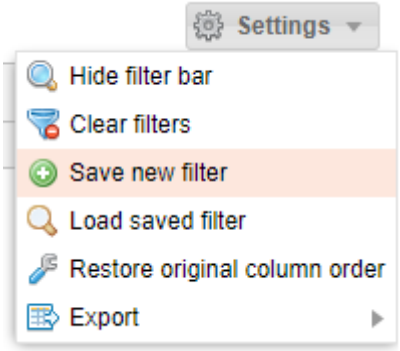


When typing in the filter bar filtering automatically starts shortly after and the searched rows will come up. When a row is filtered the header row turns red and italics. Filter criteria in the field can be deleted by clicking “X”. All filters can be deleted in Settings/Clear filters function.



The column order of the views can be changed as desired by dragging the columns. Use the Restore original column order button under the Settings menu to restore the original column order of the view.

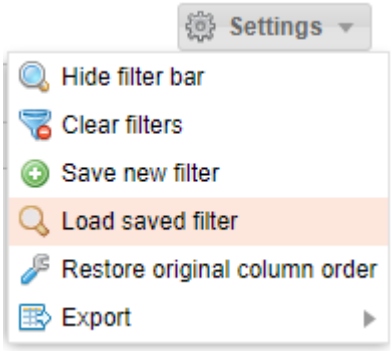
You may set up custom filters to make your work easier, so that you do not have to set up the same complex filters each time.



This is sufficient to perform it once, then click “Save new filter” in from the “Settings” menu on the right above the list.

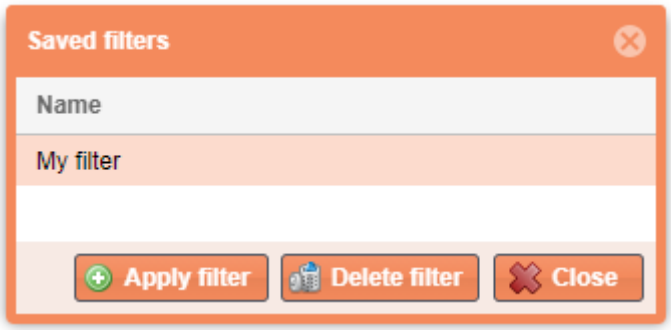
Give a name (one that is easy to indentify) to the filter parameters composed previously in the po up window “Saved filters2. Click “OK” to save them.

Select “Load saved filter” in from “Settings” menu to see the “Saved filters” pop up window.



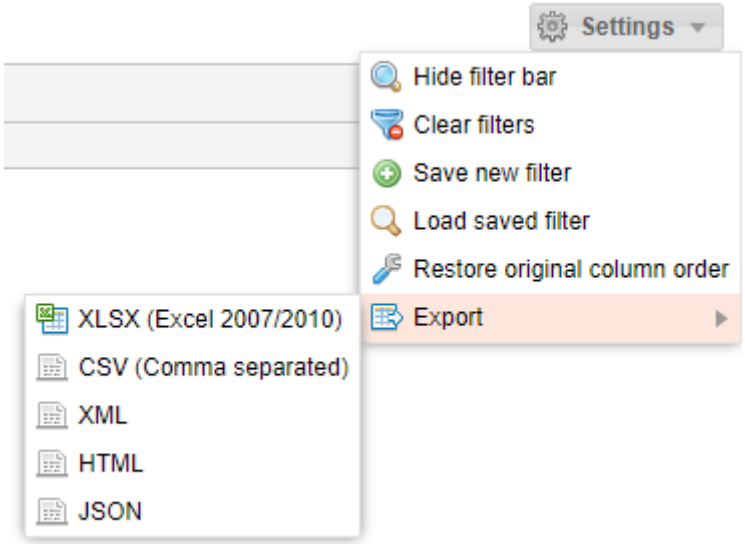
Select the filter you wish to run from the saved filters, then click “Apply filter”.

It is possible to delete the selected filter parameter by selecting “Delete filter”.



1.3 Export

Under different menus in this system listed data can be exported in XLSX (Excel 2007/2010), CSV (Comma Separated), XML, HTML, and JSON format. Please use Settings/Export function in the top right corner.

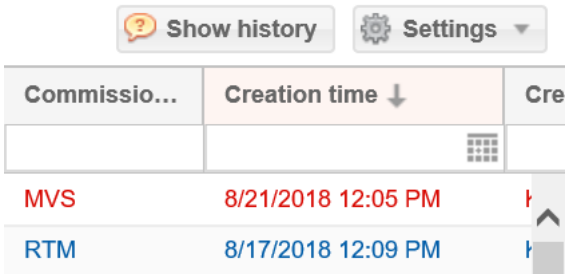


Export is valid for the total (filtered or not filtered list (regardless of the number of pages). The maximum number of rows to be exported can be activated at system parameters with an admin role.

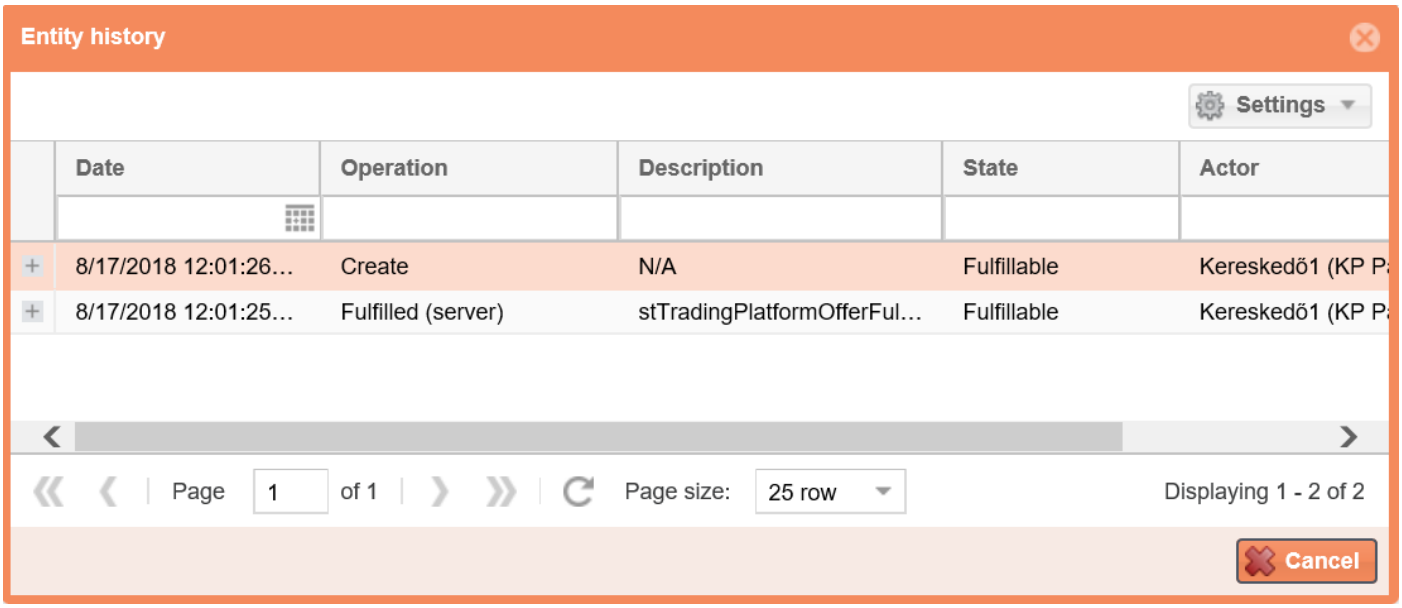
Files can be saved or opened with an .xlsx extension file by MS Excel application and .csv files can also be opened by MS Excel. After opening you may use the options for a linked applications (e.g. formatting, editing, printing, etc).

1.4 History

You can view the history of core functions. Functions are visible in the top right corner of a chart overview when a record is selected.



In the pop up window you may see which tasks were performed by certain users on the same record and when.



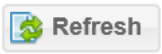
1.5 Shortcut keys

Use “Tab” to navigate, “Enter” to save and “Esc” to exit the edit window. This system does not support any other soft keys.

1.6 Refresh

Click “Refresh” to make the system load the given page again with the current data contents.

or



1.7 Forward

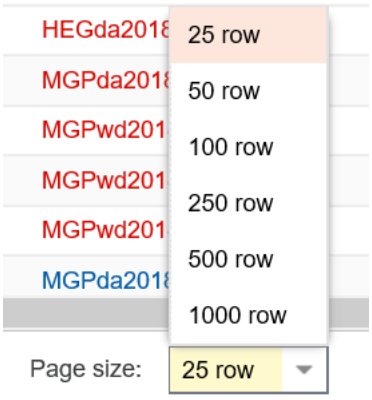
If you have several pages of information in the given list view you can see the forward button at the bottom of the page.

Use the left arrows to go back. The single arrow jumps pages and the double arrow navigates you to the first page of the list view.

Use right arrows to move forward. The single arrow jumps pages and the double arrow navigates you to the last page of the list view.

If you know the page number you may directly jump to the information page you are looking for.

You can use the scroll down bar to select the number of hits on a page.



Click this button to refresh the content of a page.

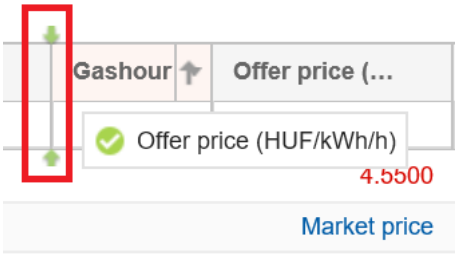
1.8 Field check

The system checks immediately if a field is filled in as soon as you leave the field. Any incorrect fields with no data will be highlighted with red borders and if you leave the mouse over the text box the reason of the fault will appear in a tooltip.

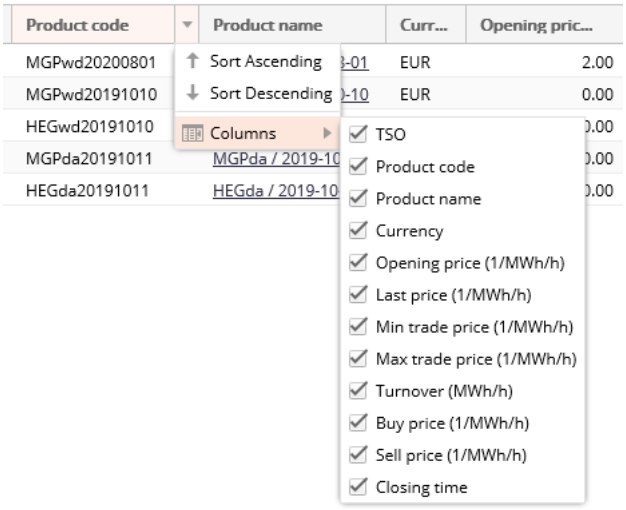
Generally, a red asterisk can be seen in front of each mandatory field.

1.9 Layout

In any view you may arrange columns according to different criteria. Click the highlighted column, and hold down the left mouse button to move columns. Move the mouse to the required location and a green arrow appears indicating where the column will move. Use the left mouse button to adjust column width and size to make their content more visible.



Click the arrow on the right of the header to open the drop down menu. The contents of the columns can be activated as per sorting order either “ascending” or “descending”. Use the checkers before the headers in the Columns menu so that they will be displayed on the lists. You may change settings any time. All fields will be displayed on lists in a default case.

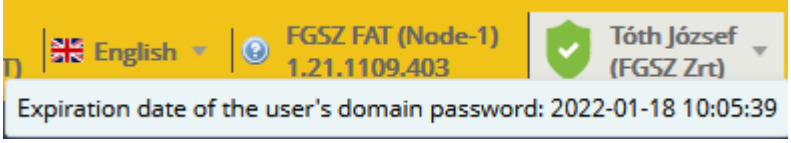


You may change the order of the columns by moving their header rows and the width by clicking their sides.

2. Login information

2.1 Certificate expiration

The logged in user can look at the right corner and see the green shield icon before her/his name, which indicates the current certificate of the user is valid. Move the cursor over the icon. A tooltip informs the user about the expiration date of its password.

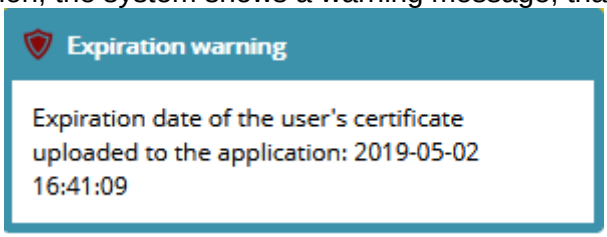


If the expiration date of the certificate or password is soon, a yellow shield icon with an exclamation point appears before the name of the logged in user:

If the expiration date of the certificate or password is going to be very soon, a red shield icon with an exclamation point appears, warning the user, that the password needs to be changed very soon:

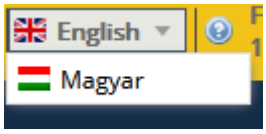
In case of invalid certificate or password a red shield icon with an „X" appears before the name of the logged in user:

When logging into the application, the system shows a warning message, that the password is invalid:



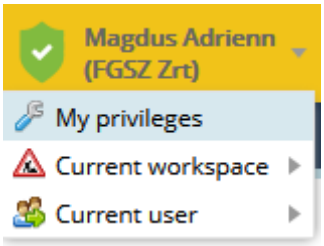
2.2 Setting the language of the system

Clik on the flag icon in the right corner of the window and set your language from the drop down list. The system will reload to the choosen language.

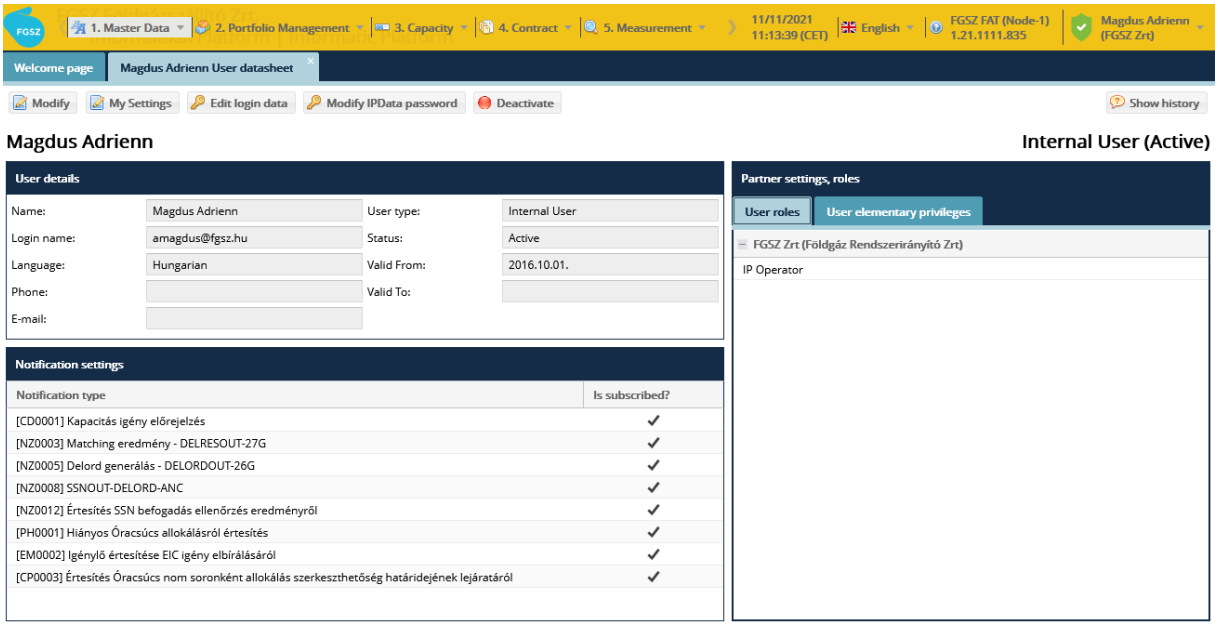


2.3 View Own privileges

Click on the logged in user's name in the right corner of the window. Choose My privileges from the drop down list.

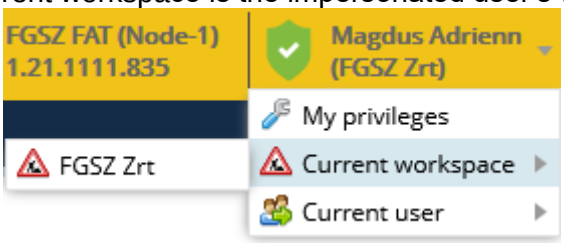


The data sheet of the current user opens, where basic data, notification settings, roles and privileges can be seen.

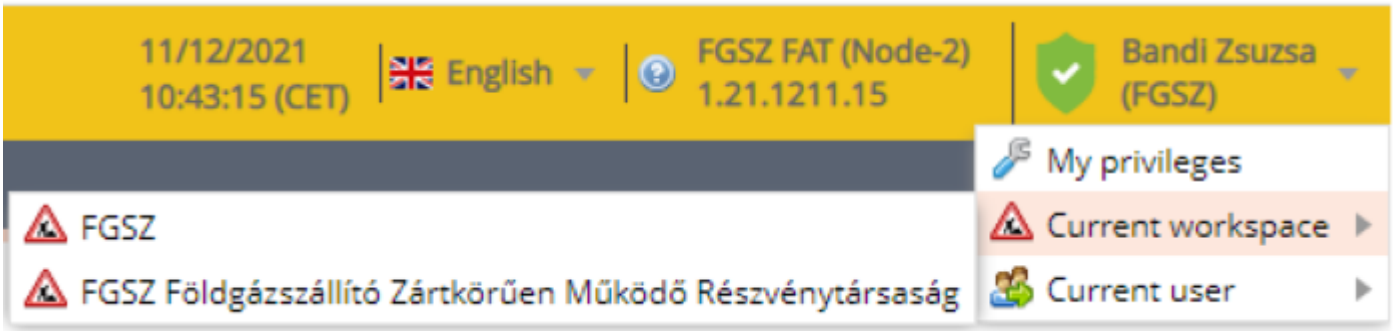


2.4 View current workspace

Click on the logged in user's name in the right corner of the window. Choose Current workspace from the drop down list. There appears a list of the partners of which the current user is assigned. A user usually has one workspace to work.
In case of impersonating the current workspace is the impersonated user's workspace.



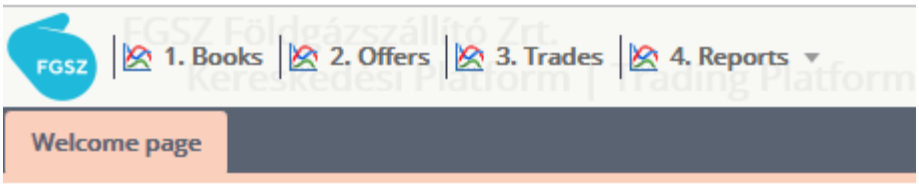
If there are more than one partners assigned to the current user, then those partners will be listed here. A user can be assigned only to different types of partners, for example one network user and one
The user can change workspaces using this function



Changing workspace also means that changing roles and privileges the user has.

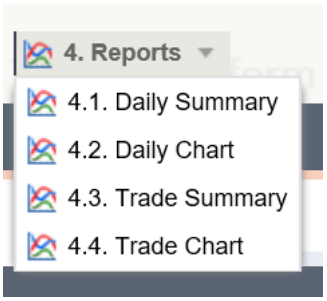
3. Menu structure

View the application menus.



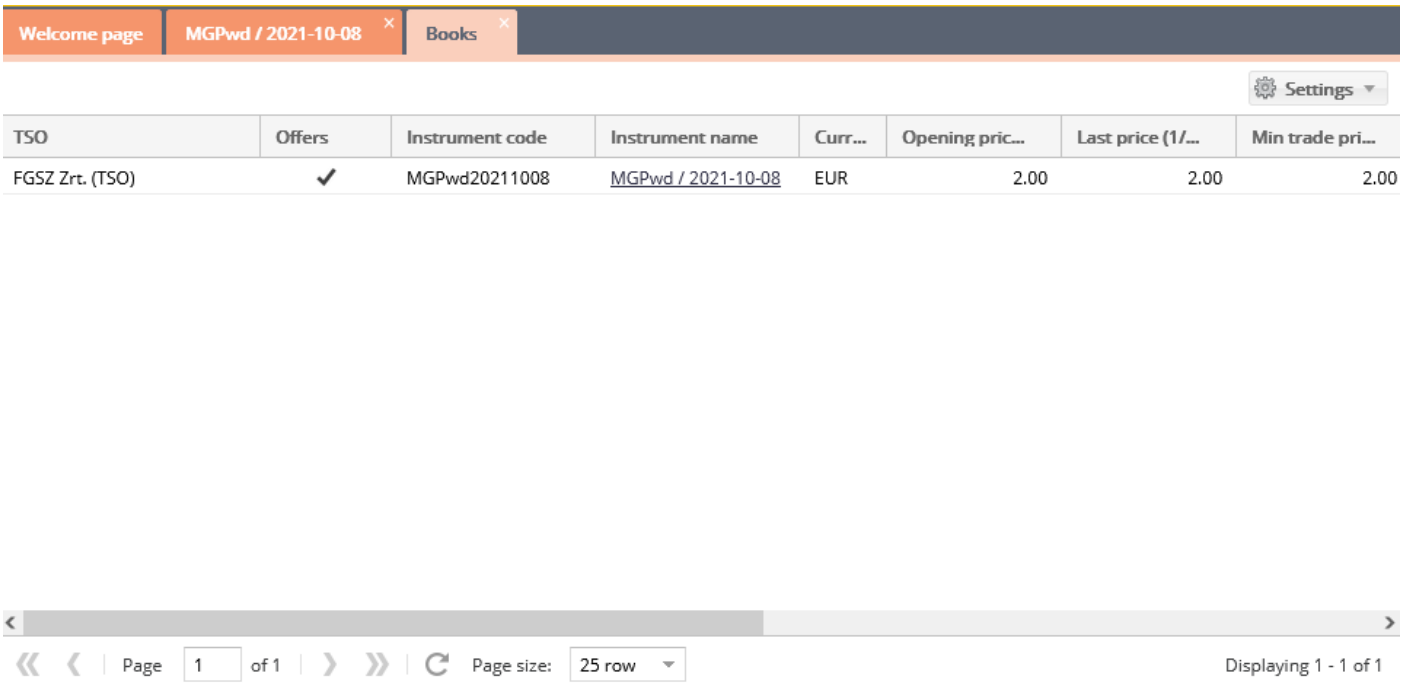
The following menu sections are available from here:

1. Books → if you select this menu item, the instruments for which bids can be submitted are displayed. For more information about the menu and therelated functionality, see Chapter **Hiba! A hivatkozási forrás nem található.**.
2. Offers → if you select this menu item, the list of submitted bids will appear. That is, the offers submitted by the given company - on whose behalf the user (trader) acts - are shown. For more information on the menu and the related functionality, see Chapter **Hiba! A hivatkozási forrás nem található.**.
3. Trades → if this menu item is selected, the list of concluded deals is displayed. That is, the deals made by a particular company - on whose behalf the user (trader) acts – and bids/offers will be shown. For more information about the menu and related functionality, see Chapter **Hiba! A hivatkozási forrás nem található.**.
4. Reports → scrolling down the menu item the reports available in the system are displayed: Daily Summary, Daily Chart, Trade Summary, Trade Chart. For more information about the reports, see Chapter 7.



4. View bidding books

Open the Books menu item.

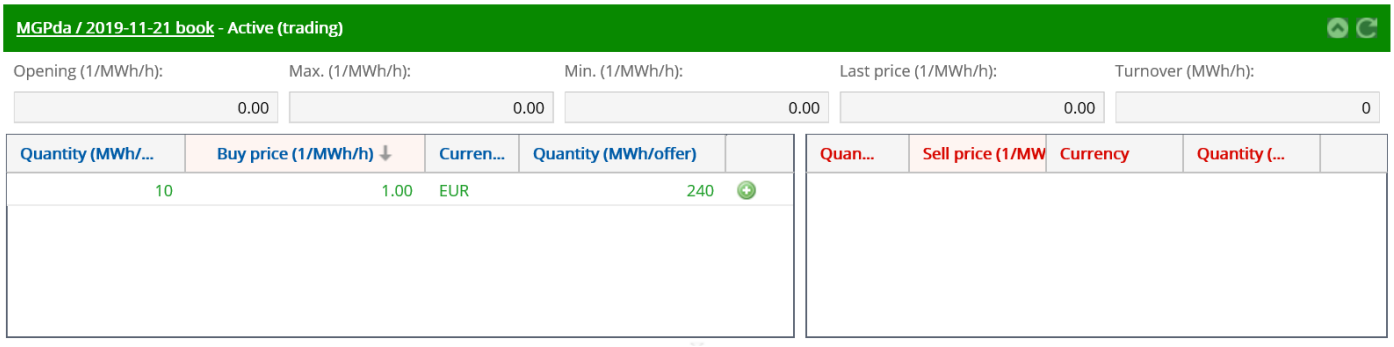


On this list you can view the books for all the active instruments.

The bidding book does not show TVT (Fulfill or Delete) or TET (Fulfill and Delete) type offers by definition.

By the use of the icons in the top right corner, the interfaces can be:

- closed/opened (arrow upwards);
- re-loaded (circular arrow);



In the bidding books, sale and buy offers face each other: for each instrument, a buy (blue) and a sale (red) book is displayed. Sequence: Increasing chronologically, i.e. the earliest bid is on the top.

The first line of each bidding book shows the following information:

- "Opening (1/MWh/h)": this is the opening price (1/MWh/h), the price of the first deal after opening;
- “Max. (1/MWh/h) ": maximum price (1/MWh/h), the highest gasday price of the deals;

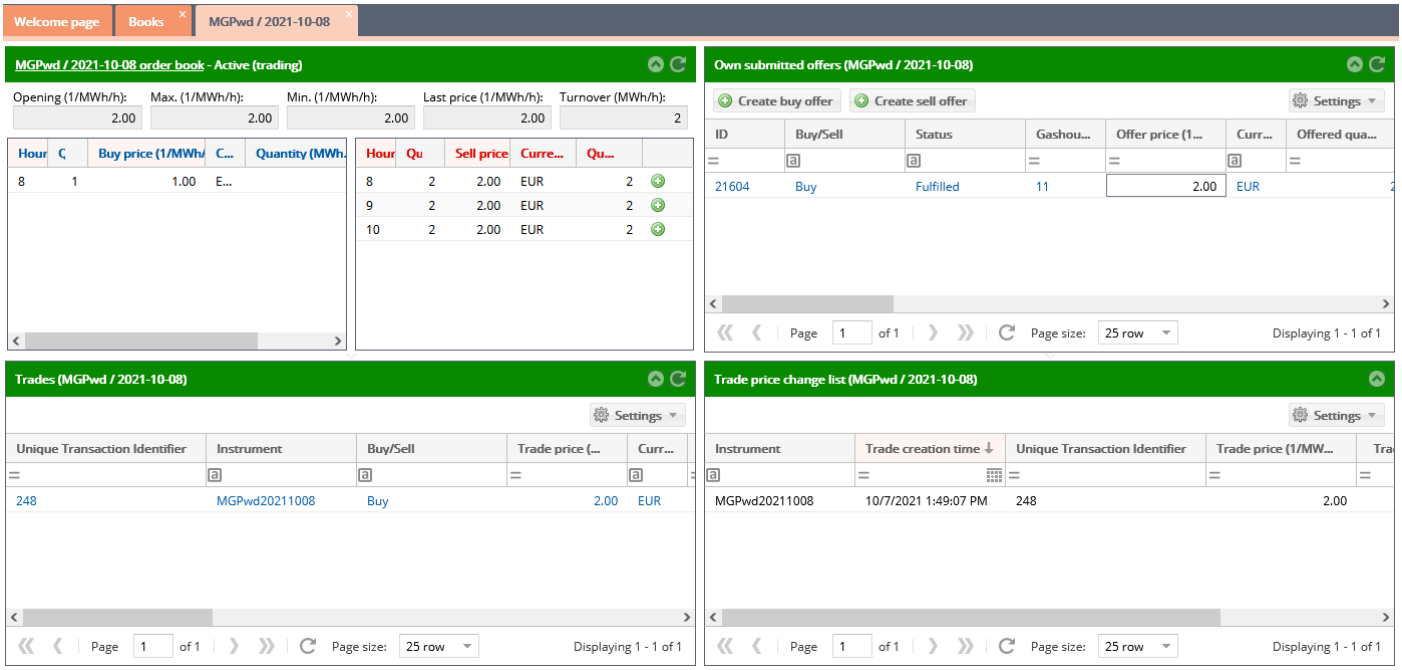
- "Min. (1/MWh/h) ": the minimum price (1/MWh/h), the lowest gasday price of deals;
- “Last price (1/MWh/h)": the price of the last deal before closing;
- „Turnover" means the daily volume;
- “Offers”: the bidding book has a created or fulfillable status offer
- “TSO”;
- “Currency”;
- “Buy price (1/MWh/h)”;
- “Sell price (1/MWh/h)”;
- “Closing time”

Offers submitted in the non-active trading stage will only appear on the KP's public interface that is trackable for every member at the commencement of the first active trading phase of the specific gasday of the given instument and can be considered as validly submitted binding bids from that moment.

4.1 Opening the bidding book

Click on the instument reference link in the bidding book list, “Instument name” column.

The bidding books will show valid orders for the given instuments at the active trading stage according to the type of order (buy or sale) as long as they have not been matched with other counter-orders, or have been modified, withdrawn or the expiration condition linked to them has not yet occurred. Valid orders are displayed anonymously.



The dashboard with the opened bidding book will be placed onto the top left of the screen and below that the "Concluded trades Window" will be displayed for the instument the bidding book of which was opened.

At the top right of the screen, the "Own Submitted Offers" window will appear, and at the bottom right of the screen the "Trade price changes List" will be shown, also for the instument the bidding book of which was opened.

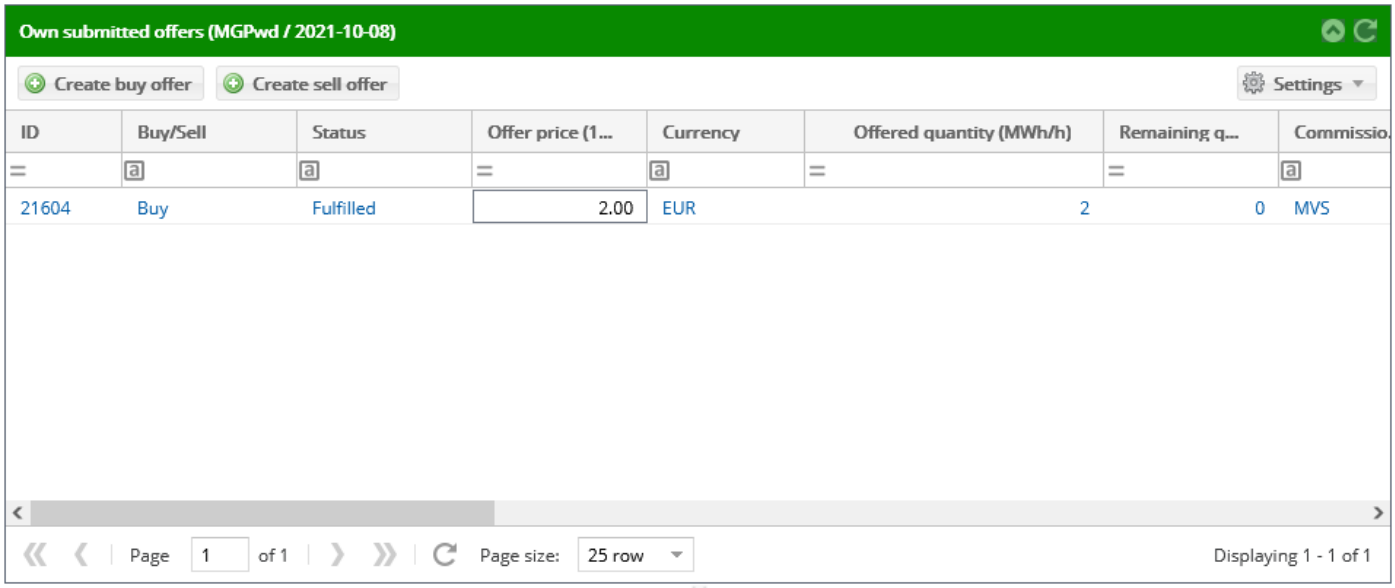
The first line of each bidding book shows the following information:

- "Opening (1/MWh/h)": this is the opening price (1/MWh/h), the price of the first deal after opening;
- “Max. (1/MWh/h) ": maximum price (1/MWh/h), the highest gasday price of the deals;

- "Min. (1/MWh/h) ": the minimum price (1/MWh/h), the lowest gasday price of deals;
- “Last price (1/MWh/h)": the price of the last deal before closing;
- „Turnover" means the daily volume

4.2 Listing Own submitted offers (for a given instument)

After opening the bidding book, viewing the "Own Submitted Bids" list for a specific instument will be displayed.



The offers submitted by a logged-in user (trader) and by the other representatives of the KP member will appear for the given instument in tabular form.

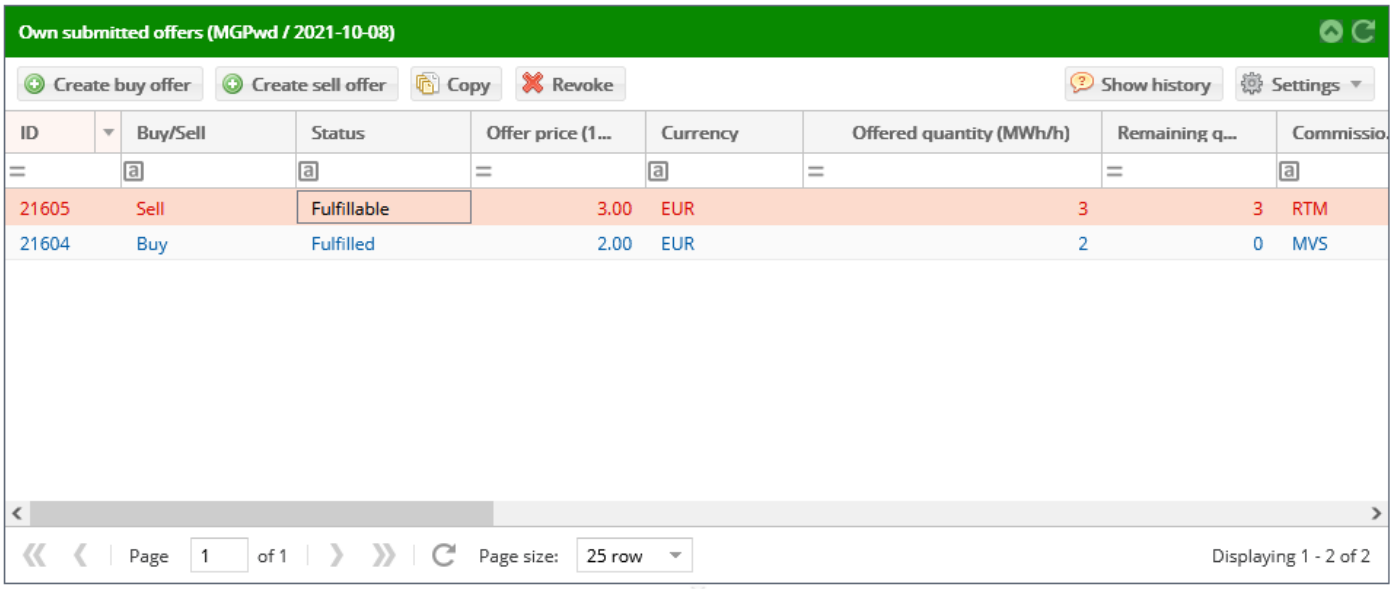
Note: The logged in user (trader) belongs to a given KP member, and the KP member may have additional representatives.

The submitted bids can be viewed in a separate menu item where all bids for all instuments are listed. For more information, see Chapter **Hiba! A hivatkozási forrás nem található.**5.

In the list toolbar, by default, the following softkeys are displayed:

- Create buy offer → clicking on the button the "Create Buy Offer" window is displayed. For more information about how to submit a buy offer, see Chapter 4.5.
- Create Sell Offer → clicking on the button the "Create Sell Offer" window is displayed. For more information on submitting a sell offer, see Chapter 4.6

Select an item in the “Own Submitted Offers” list. Now new softkeys will appear in the bid list toolbar, depending on the status of the selected bid.



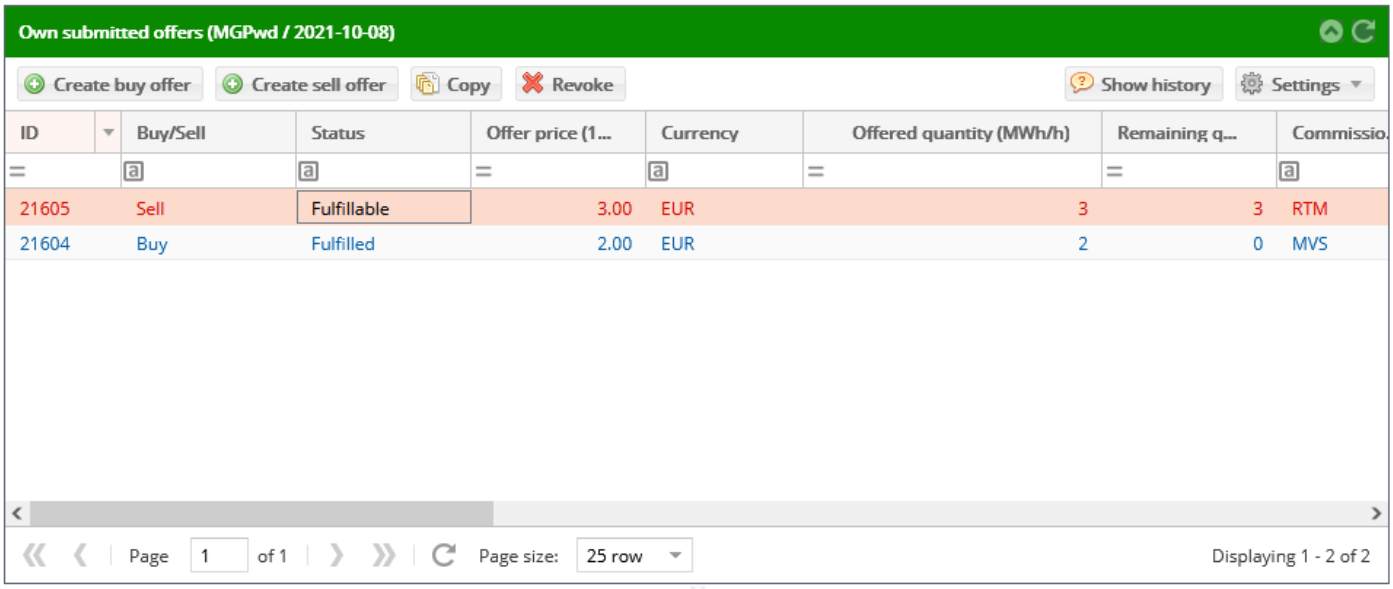
If the offer is in "Fulfillable" status, and you can choose from the following features:

- Copy
- Revoke

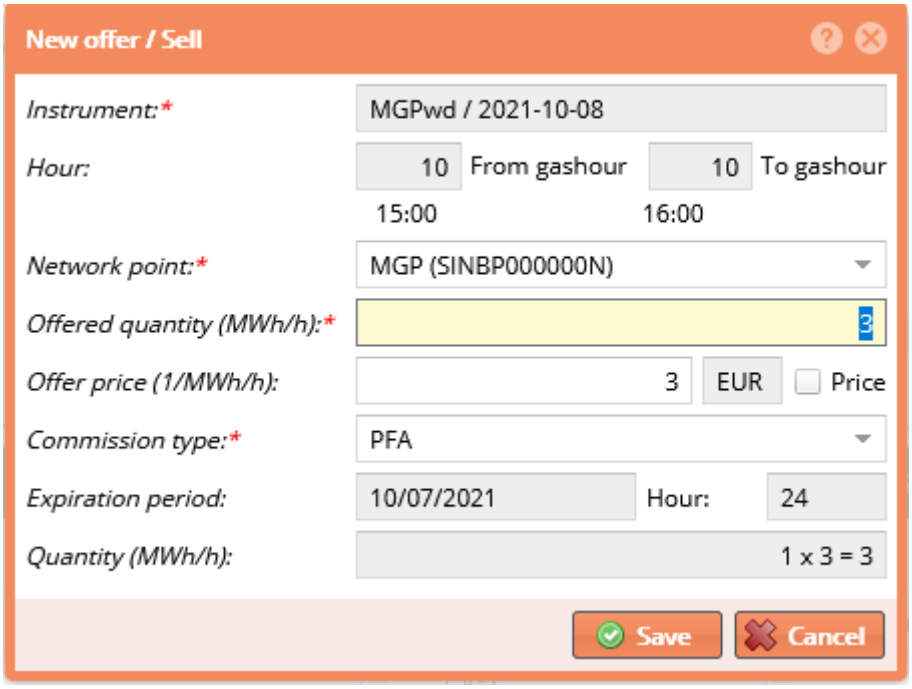
If the bid is in "Completed" or "Revoked" status, only the Copy function is valid.

4.2.1 Copying an offer (data)

In the “Own submitted offers” list, select the bid the data of which you want to copy.



Click on the "Copy" button → as a result, the "New Offer/Buy Offer" or "New Offer/Sell Offer" window will appear, depending on the direction of the bid selected in the list.

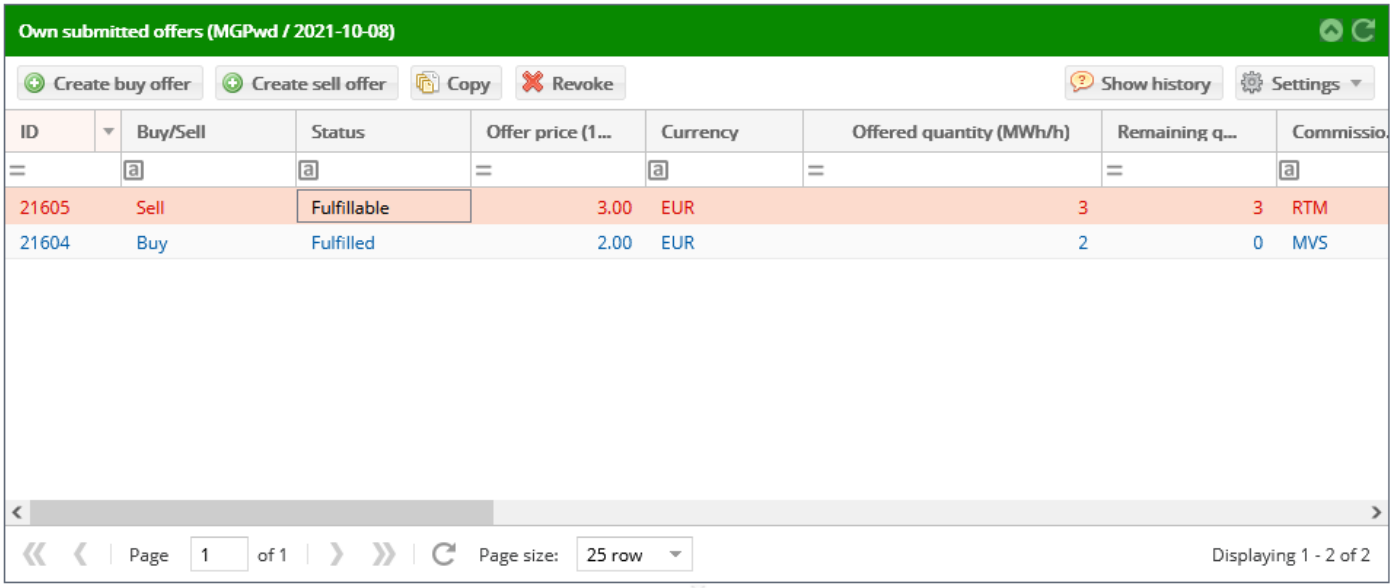


Data in the window will be filled in according to the original bid. Data can be changed except for the "Instument" field. After the modification (or even without modification), click the "Save" button.

The save functionality in this case is equivalent to the submission of an offer; you can find more information in Chapter 4.5. (buy offer) and in Chapter 4.6. (sell offer).

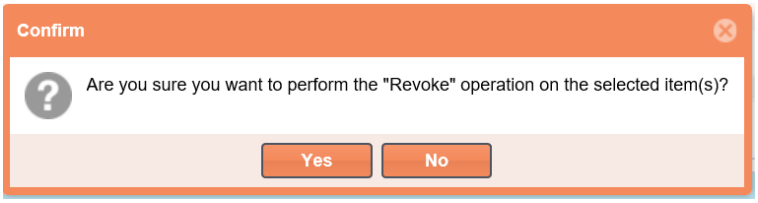
4.2.2 Revoke a bid

In the “Own submitted Offers” list, select the bid that you would like to revoke.



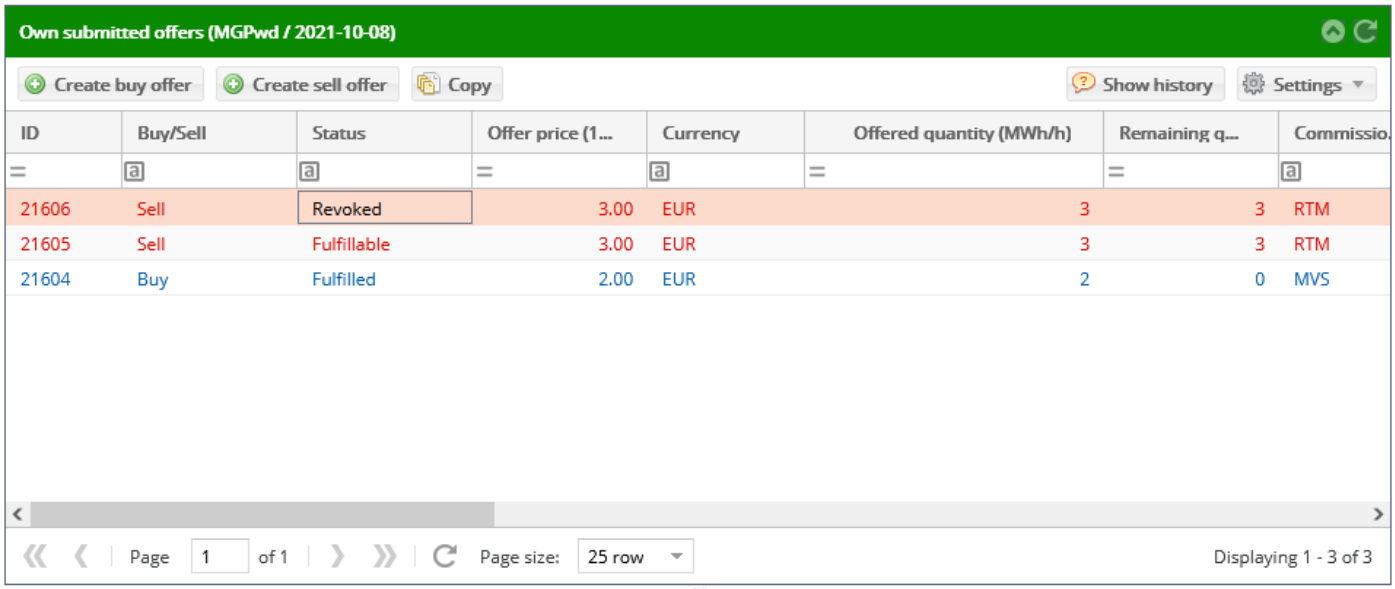
The "Revoke" button will be displayed only when items in status "Executable" are highlighted. Bids in “Closed” status can not be revoked.

Click on the "Revoke" button → the system required confirmation. Click the "Yes" button to withdraw the bid.



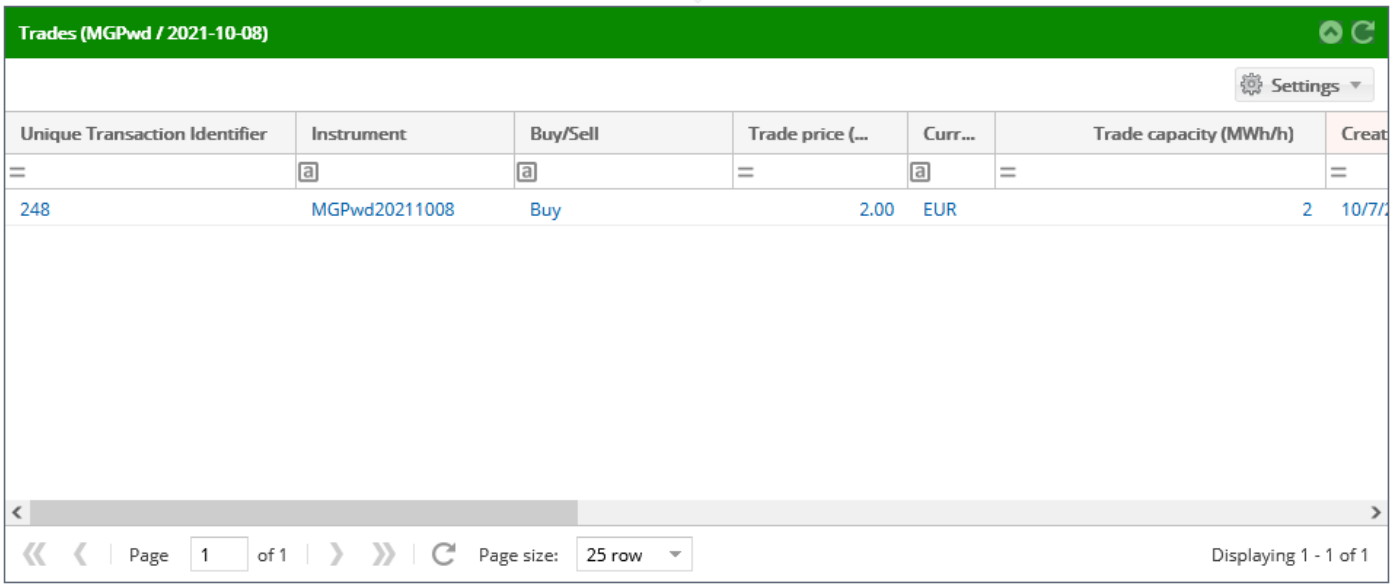
In the "Own submitted bids" list, the status of the selected item will change to the "Revoked".

After saving, in the "Own submitted bids" list, the new values of the modified fields are displayed and the bid is modified in the bidding book, too.



4.3 Listing trades (for a given instument)

After opening the book, view the " Trades" list for the specific instument appears.



The deals created from bids entered by the logged-in user (trader) and submitted by other representatives of the KP member are displayed in tabular form for the given instument.

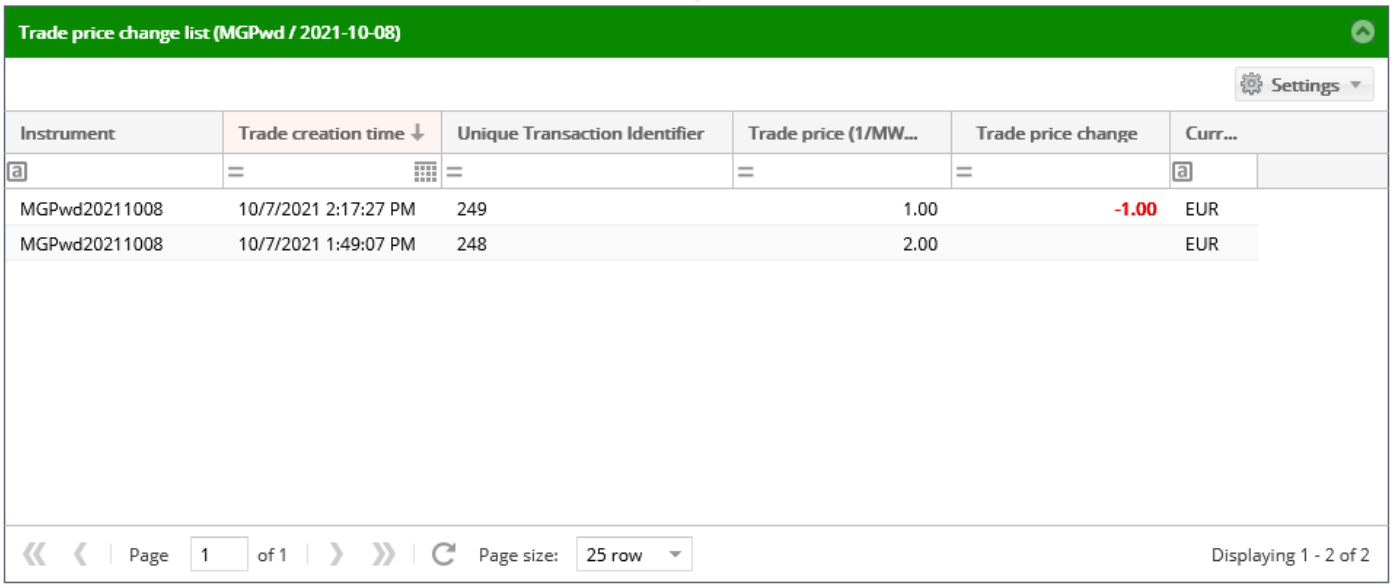
Note: The logged in user (trader) belongs to a particular KP member, and the KP member may have additional representatives.

The user cannot see any personal information in relation with submitting the bids (eg. the name of KP member and trader who entered the offers) as it is necessary to guarantee the anonymity of trading.

Deals concluded can also be viewed in a separate menu item, where all deals for all instuments are included. For more information, see Chapter 6.

4.4 Listing trade price changes (for a given instument)

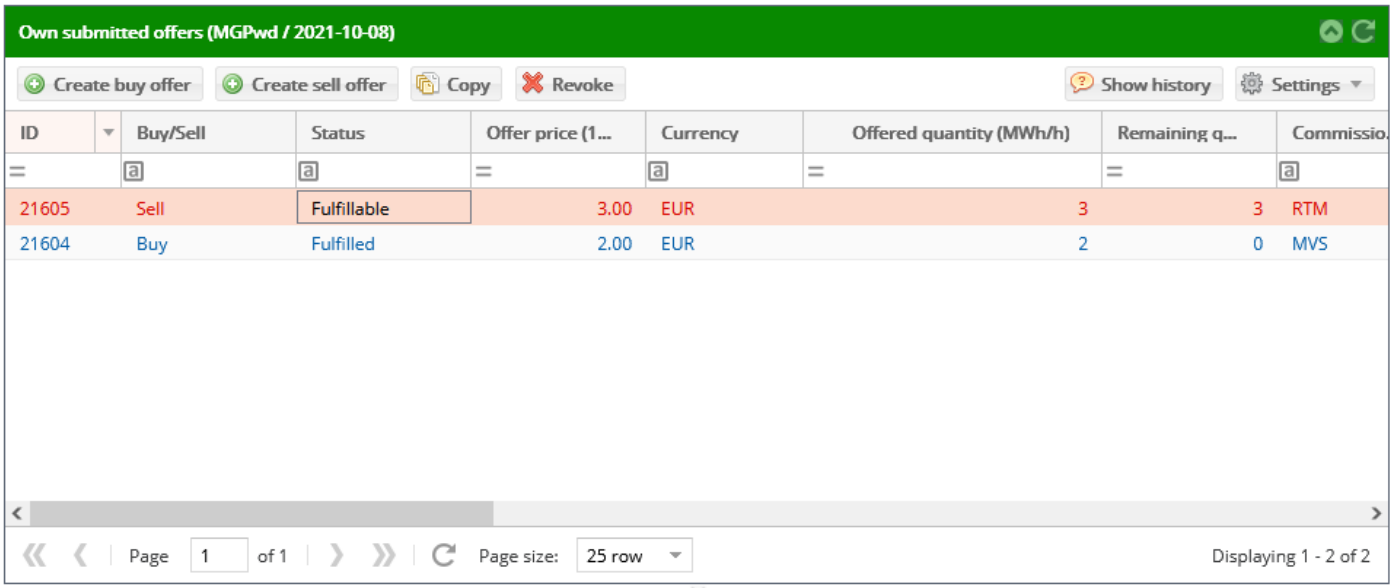
On the interface, you can see the changes of the exchange rate for a given instument and for the given gasday.



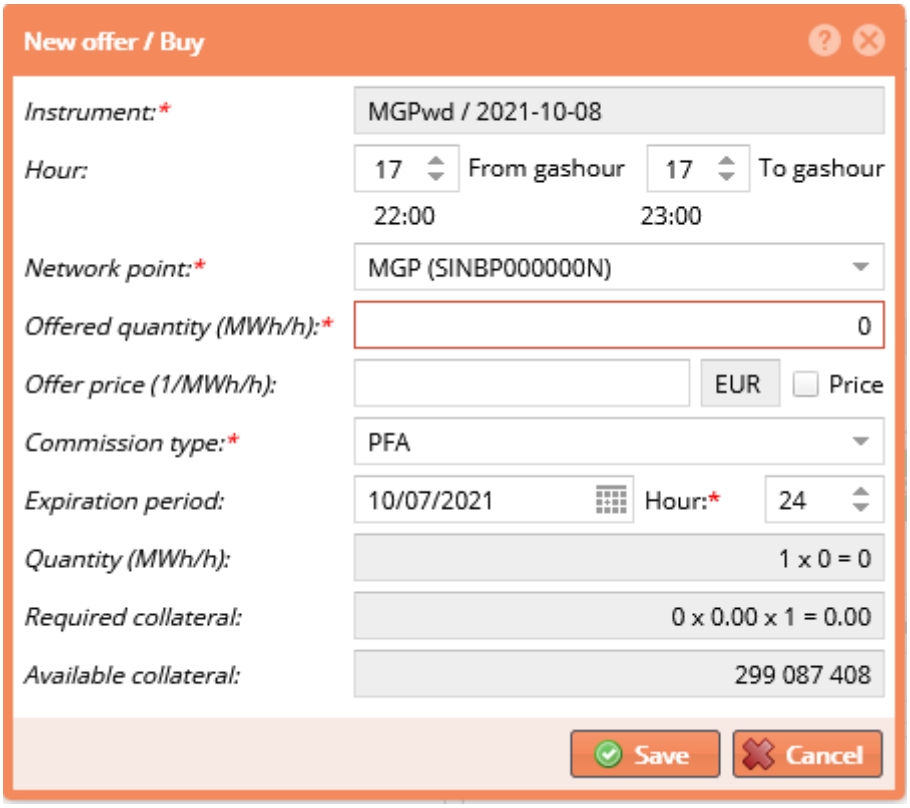
4.5 Create a new buy offer

Open the bidding book of the instument (click the instument link in the ”InstumentInstrument name” column) for which you want to submit a bid.

View the “Own submitted offers” window on the right.



In the list tool bar, click the "Create buy offer" button.



The "New offer / Buy Offer" window will be displayed with the following fields:

- "Intsrument": the marketed natural gas instument to which the submission of offers relates. If the bid is submitted from the opened bidding book, the instument will be automatically filled in.

- Hour: in case of within-day instuments, it is also necessary to enter the gas hour. Automatically filled in, shifted by the value specified for the given instument type (taking into account the delivery time).
- "Network point": data can be selected from the list of points registered for that instument group (default: field is blank).
- "Offered quantity (MWh/h)": expressed in lot specific for the instument.
- in case of limit price order. The bid can be fulfilled at or below the specified price limit In case of buy order; at or above the specified price limit in case of sell order.
- "Price": the marker must be checked in case of market order. In this case, the order can be fulfilled at the price level of the counter bid at the given moment as long as the instument quantity indicated in the order has not been contracted. Under special gasmarket circumstances price can be negative.
- Or the "Offer price (1/MWh/h)" field must be filled in or the "Price" marker must be checked. In case of a buy offer for market price, the value of the bid shall be determined taking into account the price of the best (lowest price) counter bid. A market price offer can be submitted only for a instument (instrument) for which there is a valid counter-bid on the KP. Important: the available limit is reduced by the determined value.
- "Comission type": by default, "Partial fulfillment" is selected; every bid submitted to the KP is a daily order for which partial performance is also allowed.
- It is possible to trade in a negative price range.

"Fulfill and Delete" (FAK) order

Select the "Fulfill and Delete" order type from the list.

Such an order will be fulfilled or deleted - in full or in part - immediately after its reception on the KP. The bid submitted with this order will be either fully or partially fulfilled, promptly, but no later than the opening of the next active trading phase. At the same time, the bid part for the unfulfilled portion of the total offer will be automatically deleted.

"Fulfill or Delete" (FOK) Order

Select the "Fulfill or Delete" order type from the list.

This type of order is partially or fully fulfilled or deleted without delay after it has been submitted to the KP. The offer submitted with this order is fulfilled or deleted immediately or at the latest when the next active trading phase is opened. At the same time, that part of the full quantity defined in the offer that is not fulfilled, is automatically deleted.

"All or none" (AON) order

Select the "All or None" order type from the list.

This order type that does not allow the offer to be partially fulfilled. However, the bid submitted using this order type can be paired/matched with a bid type that allows for partial fulfillment, in which the required contracted quantity is not less than the quantity of the AON offer.

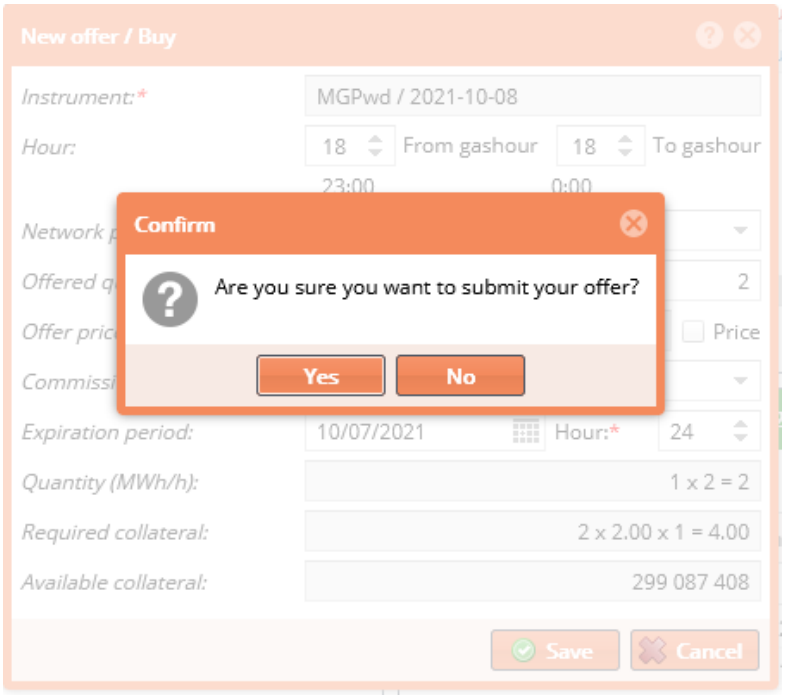
- "Expiration period": filled in with the current gasday by default.
- "Gashour": default value is the 24th gashour.

Enter the correct respective data in the fields – note: especially fill in the fields that are mandatory (marked by a small red asterisk in the upper right index).

By entering the bid details, the system automatically calculates and displays the following data:

- "Quantity (MWh/day)": "Required Collateral": automatically filled in, with a calculated value; it shows the financial security required to buy the bid quantity, taking into account the bid price.
- "Available Collateral": field automatically filled in with a calculated value; it shows the available limit of the user (trader), taking into account the offered quantity and bid price.

Click “Save”.



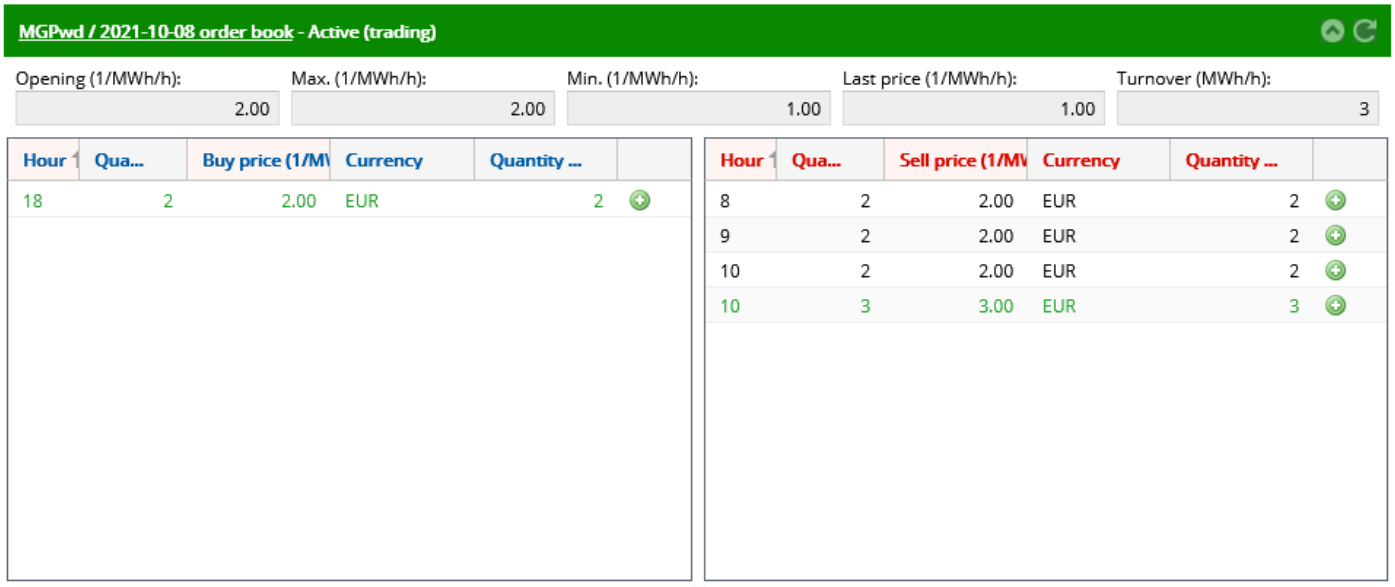
For submitting the offer, the system requires confirmation. Click on "Yes" to submit your bid.

During the trading period, the system places the bid in the bidding book, in "Fulfillable" status. In the inactive period the bid is listed in "Entered" status, in the "Own submitted bids" list of the system, but it does not appear in the bidding book.

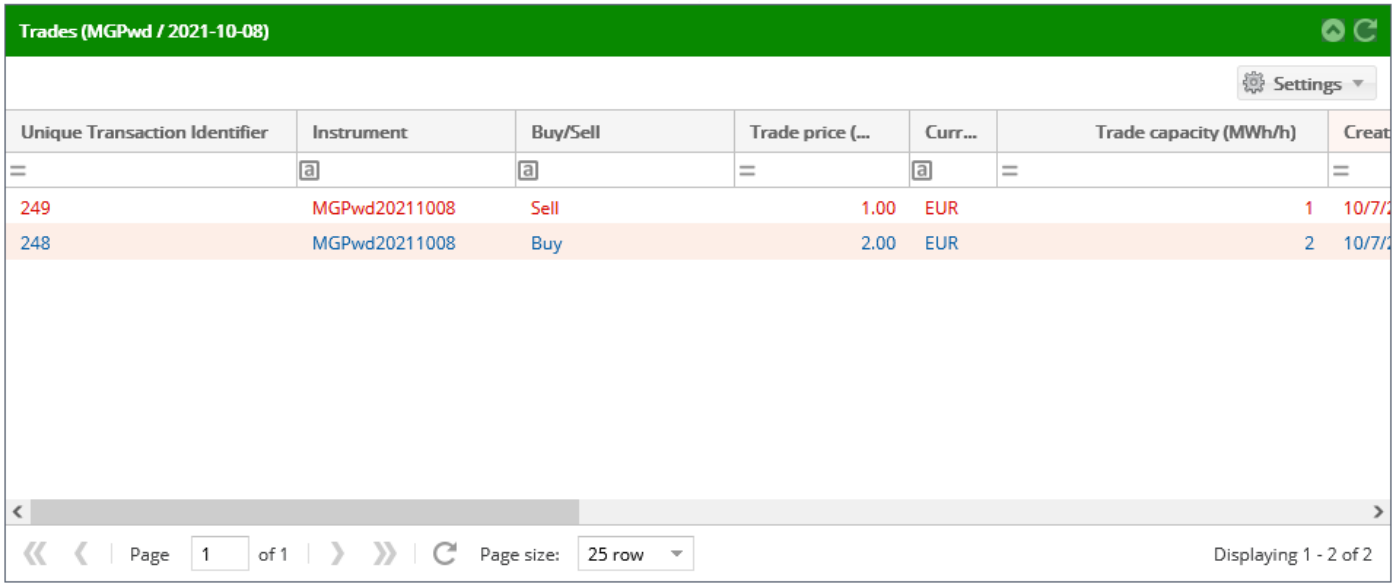
If a deal is created from the bid submitted, the deal data will be displayed (anonymously) in the "Concluded trades" list.

In the bidding book, the system displays the bids submitted by the logged-on user (trader) and in green the bids submitted by the other representatives of the KP member in green.

If the submitted bid is the first in the order book, the system will send an email notification to the active "Shipper" type partners.



If a deal is created from the submitted bid, the deal data will be displayed (anonymously) in the " Trades" list.

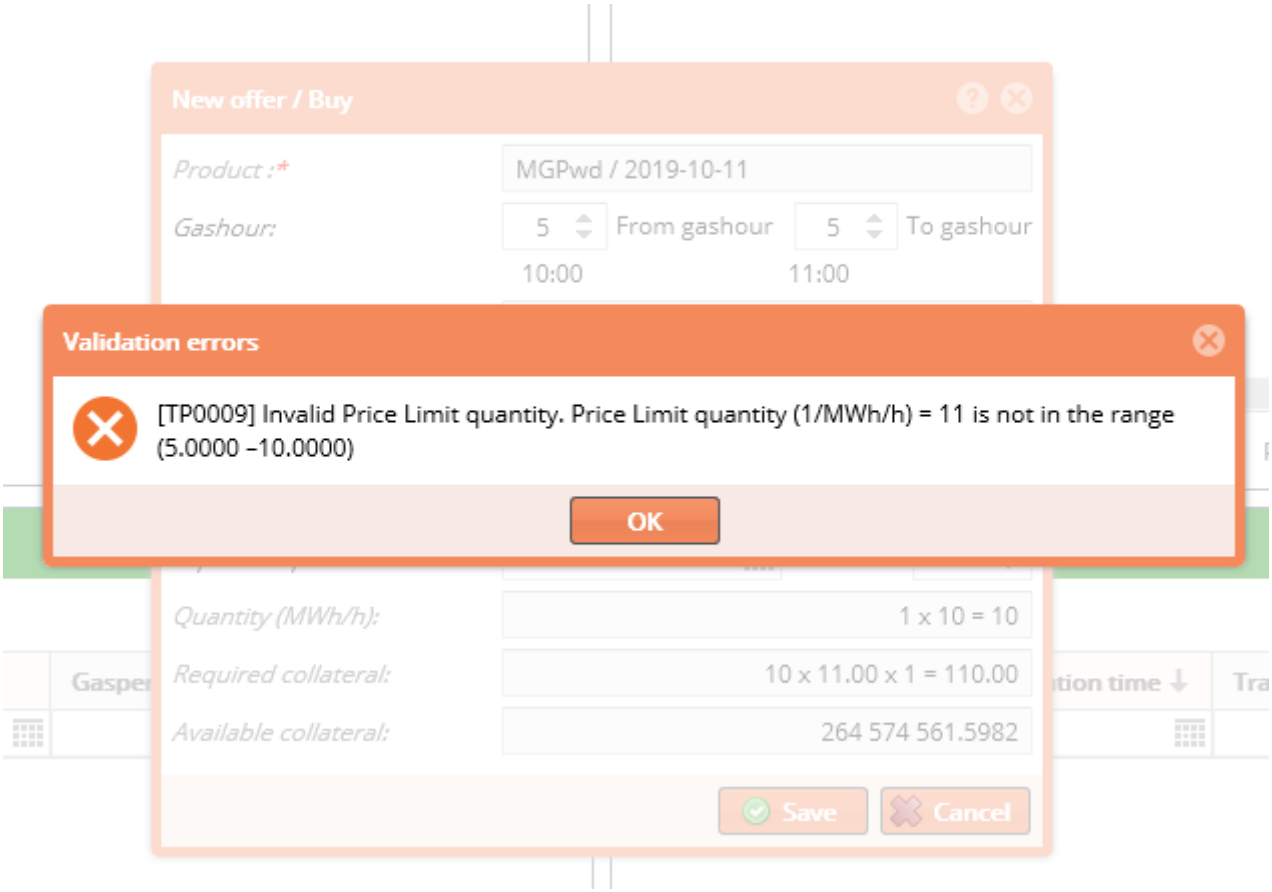


The amount used for the bid is deducted from the current limit of the KP member.

4.5.1 Verifications, messages and exceptions during the bid submission

Bid price:

The bid price defined by the user (trader) is checked by the system in the "Offer Price (1/MWh/h)" field. If the specified price is not correct, the error message "[TP0009] Bidding Price (1/MWh/h) = <specified price> is invalid because it is outside the allowed range (<lower range value> - <upper range value>) will pop-up.



Bid verification:

If the bid unit price exceeds the average price of the last concluded transactions by more than a percentage fixed as a system parameter, the system requests confirmation [TP0065].

Check the bid submission period:

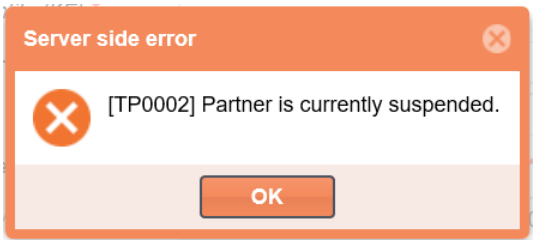
The system checks the submission period for the product specified in the bid. If there is no offer submission period for the given product, the system will warn the user before filling in the offer fields.

Expiration period:

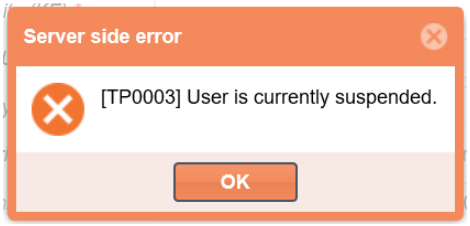
The system checks the expiration period for the instument specified in the bid. If the trading period for the given instument is not opened yet, the system warns the user before completing the fields.

Suspensions:

The system checks the trading right of the KP member. If the KP member’s trading right is suspended, the error message "[TP0002] Partner is currently suspended" is displayed and the offer can not be submitted.

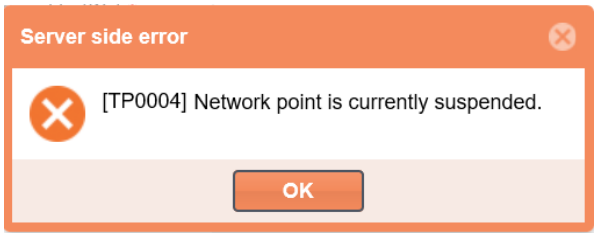


The system checks the logged-in user's (trader) right to use the network. If the user's right to trade is suspended, the system will show the error message "[TP0003] User is currently suspended" and the offer can not be submitted.



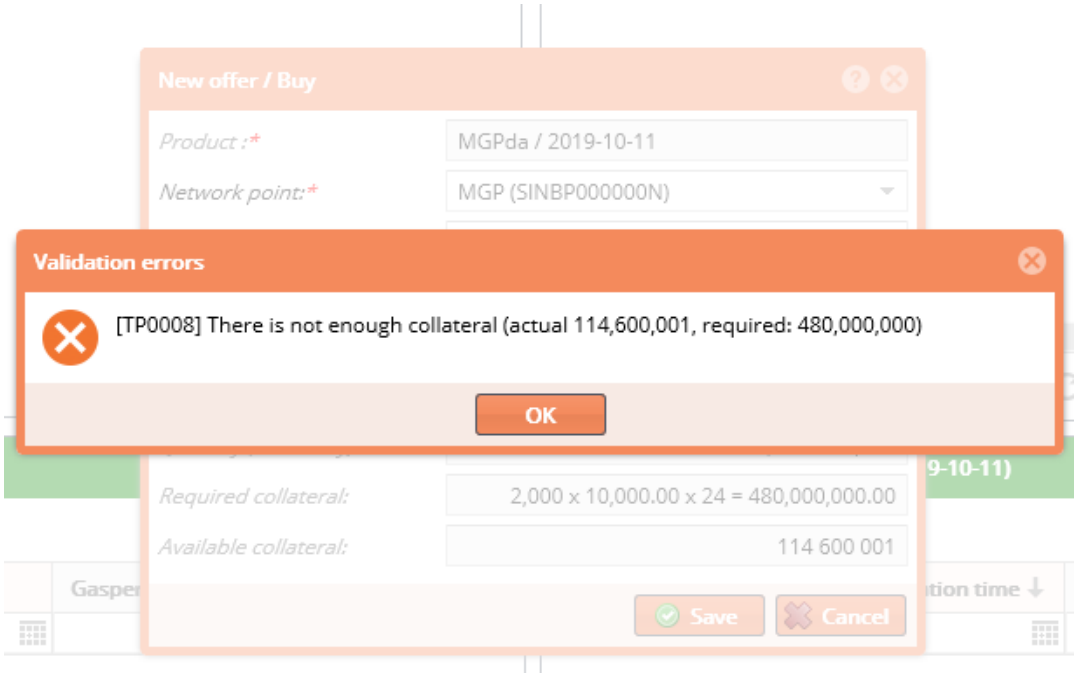
The system checks the logged-in user's (trader) right to use the network. If the network use right to trade is suspended because of WDO limit violation the system will show the error message "[TP0066] Within day buying transactions and contract rights were restricted, due to lack of resources above balancing limit." and the offer can not be submitted.

The system checks the validity of the specified network point. If the network point is suspended, the system will display the error message "[TP0004] Network Point currently suspended" and the offer can not be entered.



Checking Financial Coverage:

The system checks the existence/availability of the financial coverage amount required for the bid submission.



If the total of the quantity specified in the submitted bid multiplied by the bid price and the value of the bids submitted before exceeds the amount of the financial coverage of the given KP member, the error message "[TP0008] Insufficient coverage amount (current: <available coverage >, required: <coverage required for offer submission>)! " appears and the bid is not accepted.

During the coverage check, all offers of the KP member for all instuments are cumulated.

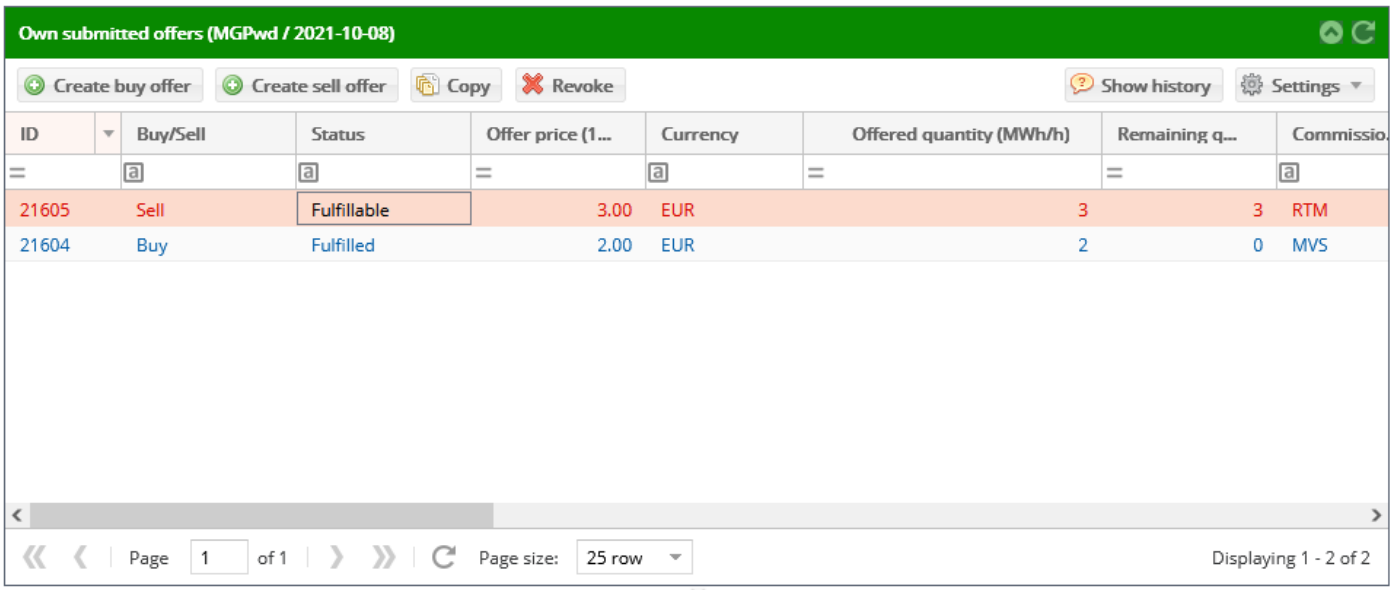
4.5.2 Matching offers, creating a deal

The submitted, valid bid is considered binding on the KP member. Bids are processed in a trading period specific for the given instument.

During the processing of the bid, after matching the buy and sell offers, - if both bids meet the matching criteria - the deal is concluded.

Note: Bidding books and instument sites are automatically updated every few seconds, but users can also manually update each window section individually by clicking the update icon (in the top right corner or at the bottom of the list).

Select a bid in "fulfillable" status which is the prerequisite for matching the bids and creating a deal.



The incoming bids are matched on a ‘first come, first served’ basis.

Matching rules:

Two orders can be matched if:

- both bids are displayed and valid at the time of matching;
- one of them is a buy, the other a sell offer;
- the offers are submitted by two different KP members;
- both offers relate to the same instrument, i.e. both bids refer to the same instument, the same gasday, or in case of block-type (within-day) instument the same period of the given gasday;
- the price indicated in the buy offer is equal to or higher than the price indicated in the sell offer;
- the price indicated in the sell offer is equal to or lower than the price in the buy offer;
- the additions of the offers regarding any possible partial fulfillment do not compete;

Additions, examples:

- E.g.: an MGP20160427 offer can be matched only with a valid bid for the similar day
- The quantity of the buyer's and seller's bids valid for a given day shall not be equal if at least one of them uses PFA option (Partial fulfillment allowed) and the other does not apply FOK (Fulfill or Delete) option.

- An MVS offer can be matched only with a NVS/FOK counter offer with the same quantity that is also appropriate concerning the price or with an PFA/FAK counter offer with the same of higher quantity.
- FAK (Fulfill and Delete) offer is deleted immediately in the active phase after the full or partial fulfillment; FOK (Fulfill or Delete) offer is fully fulfilled or deleted at the time of opening the trading phase or receiving the offer on the platform.
- If more sellers/buyers indicate the same price, then which two offers will be a deal/partial-deal is depending on which bid is validated earlier. (This is true only when the bids are submitted during the inactive phase and the matching algorithm runs at the start of the trading phase.)
- If more similar bids are received in the same second, the server time will further sharpen the ranking up to a level of hundredths of a second or thousandths of a second.

The system automatically creates deals from matched bids. For more information on the list of deals, see Chapter 4.3. and 6.

When a deal is created and if the bid is fully fulfilled, the staus of the offer becomes “Fulfilled”; if the bid is partially fulfilled, its status remains "Fulfillable", and the remaining quantity to be offered appears in the "Residual Quantity" field.

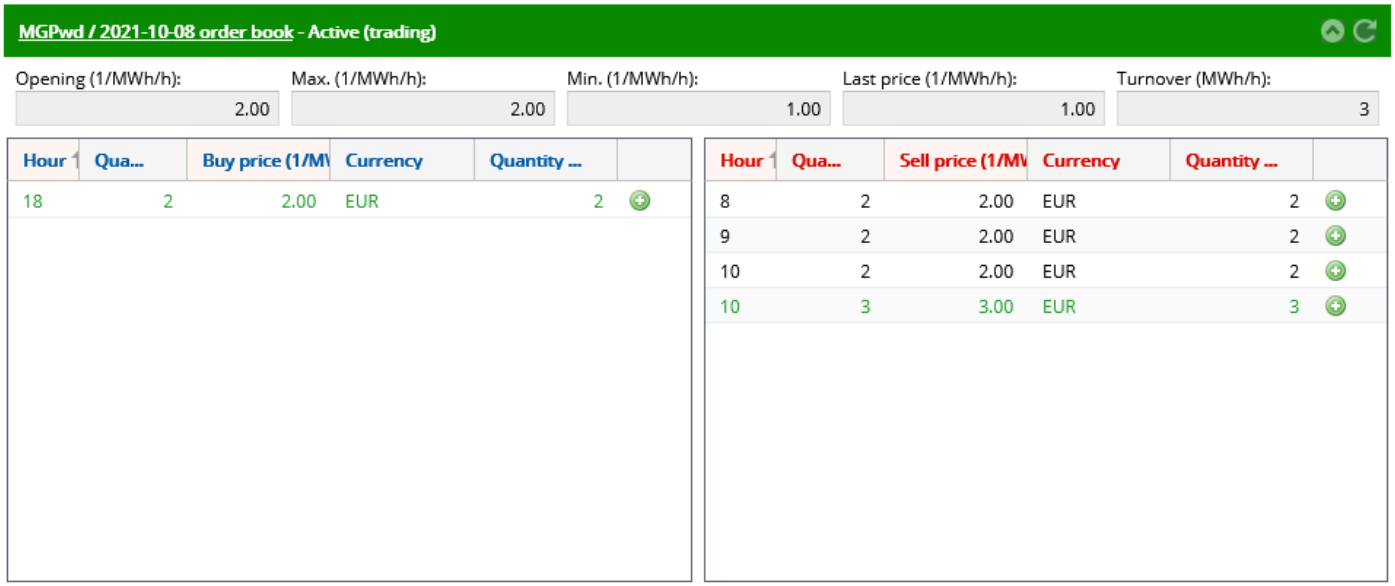
After the deal has been concluded on the KP, a one-sided transaction notification is sent automatically (event-driven) to the Informatic Platform that includes the data of network users participating in the deal, the date of the deal and the network (physical or virtual) point concerned in the deal.

Note: The concerned network users are responsible for the physical performance of the concluded deal, which falls outside the competence of the KP.

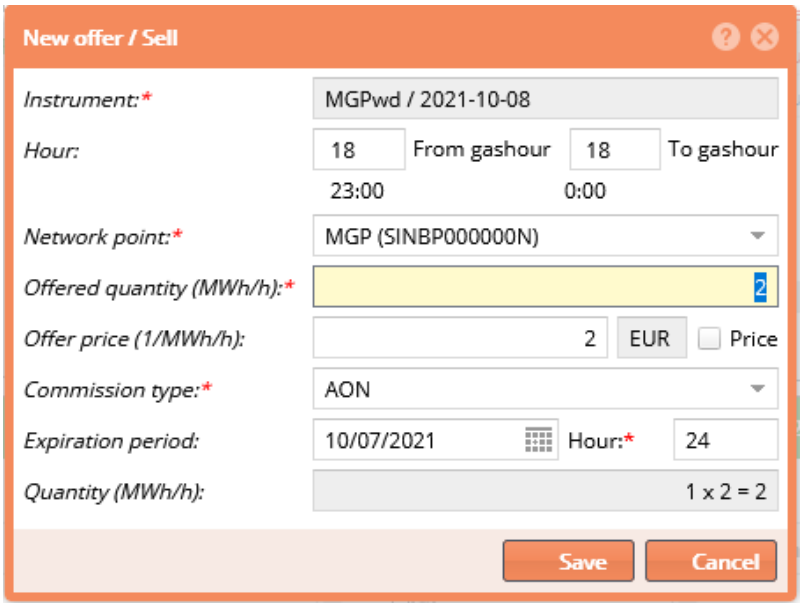
4.5.3 Creating a new offer by confirming an existing offer

By confirming the offer already listed in the bidding book, you can create an order in the opposite direction. This is just a convenience feature that displays a new bidding form filled with details of the original bid (but the fields can be changed). By submitting a bid, it is not guaranteed that the new offer will be matched with the original offer and will constitute a transaction.

View the bidding book of the instument for which you would like to submit a counter offer.



On the right side of the bid line in the bidding book, there is a "New counter bid button" (small green circle with a white plus). Click this button of the concerning line → the "New Offer/Buy Offer" or "New Offer/Sell Offer" window appears, depending on the direction of the bid selected in the list.



Data in the window will be filled in according to the original bid. All details in the counter offer are the same as in the original offer except for the direction of the bid, which is opposite to the original. Data can be changed except for the "Instrument" field. After the modification (or even without modification), click the "Save" button.

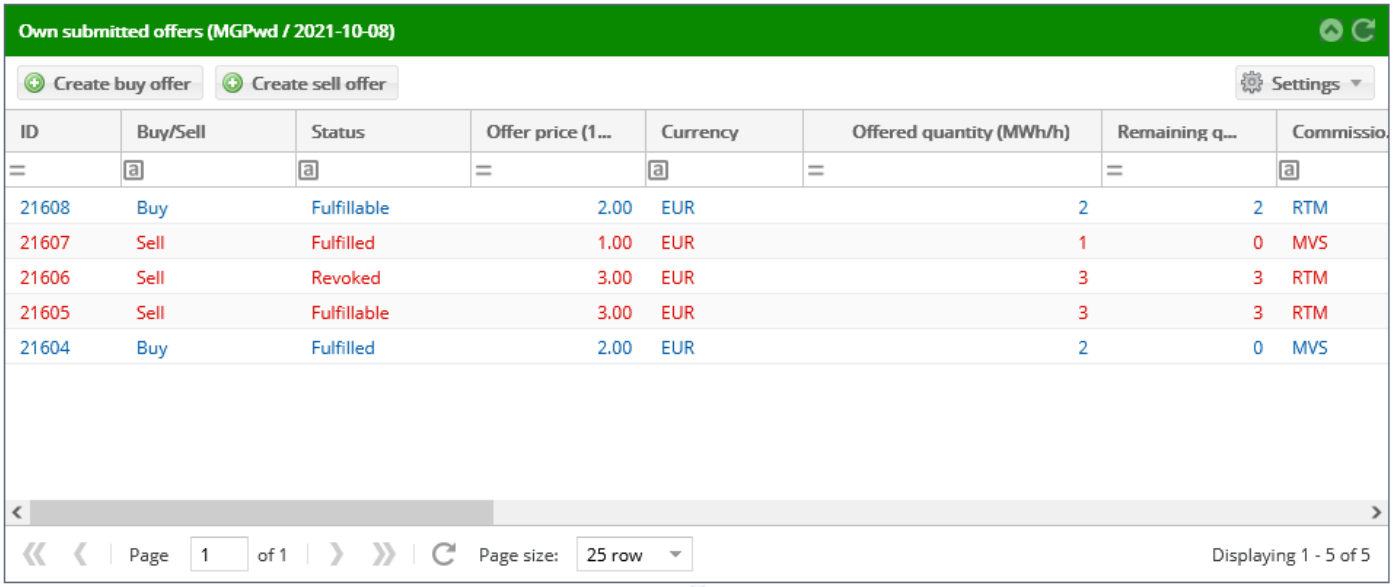
The save functionality is equivalent to bid submission.about which you may find more information in Chapter 4.5. (buy offer) and Chapter 4.6. (sell offer).

If you submit the bid without modification, the counter bid as well as the deal is created immediately. For more information, see Chapter 4.5.2. For more information about the list of deals, see Chapter 4.3. and 6.

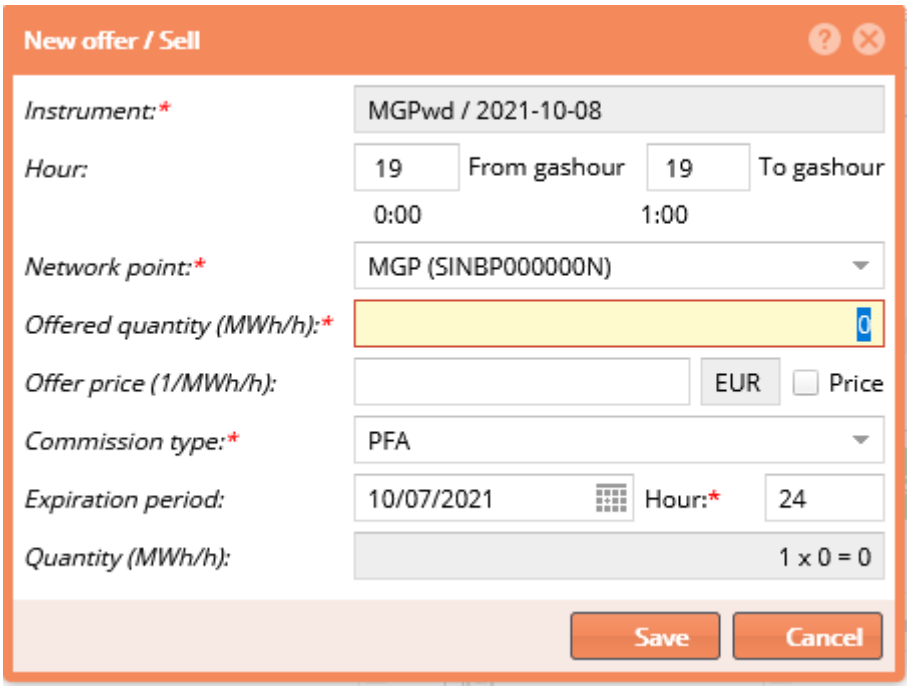
4.6 Creating a new Sell Offer

Open the bidding book of the instument (click the instument link in the header) for which you want to submit a bid.

Have a look at the Own submitted offers window on the right.



In the list toolbar, click the "Create sell offer" button.



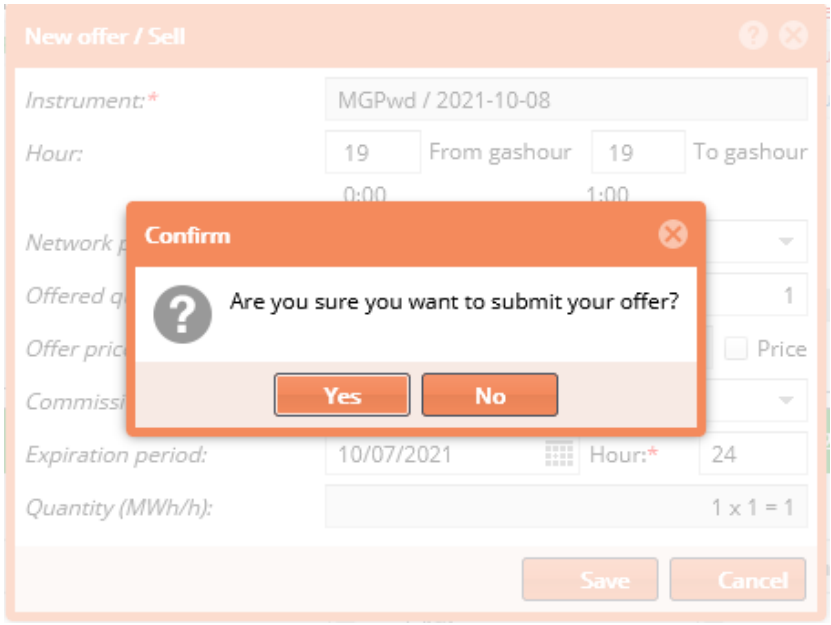
The "New offer/ Sell Offer" window appears. The fields are described in Chapter 4.5.

Fill in the fields with the correct data – please especially fill out the fields that are mandatory (marked by small red stars in the upper right index).

By entering the bid details, the system automatically calculates and displays the following data:

- Quantity (1/MWH/day)": the quantity multiplied by the gashours"Required Coverage ": the field is automatically filled in with a calculated value; it shows the financial security required to buy the bid quantity, taking into account the bid price.
- "Available Coverage amount": field automatically filled in with a calculated value; it shows the available limit of the user (trader), taking into account the offered quantity and bid price.

Click the "Save" button.

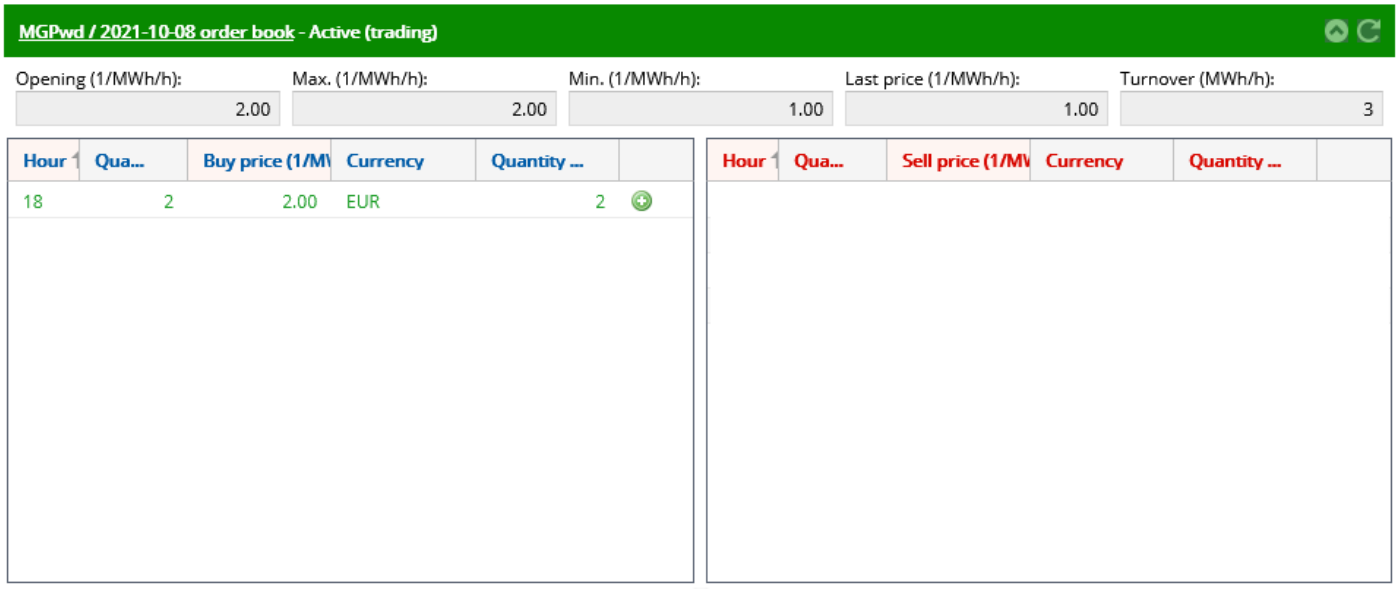


For submitting your offer, the system requires confirmation. Click on "Yes" to submit your bid.

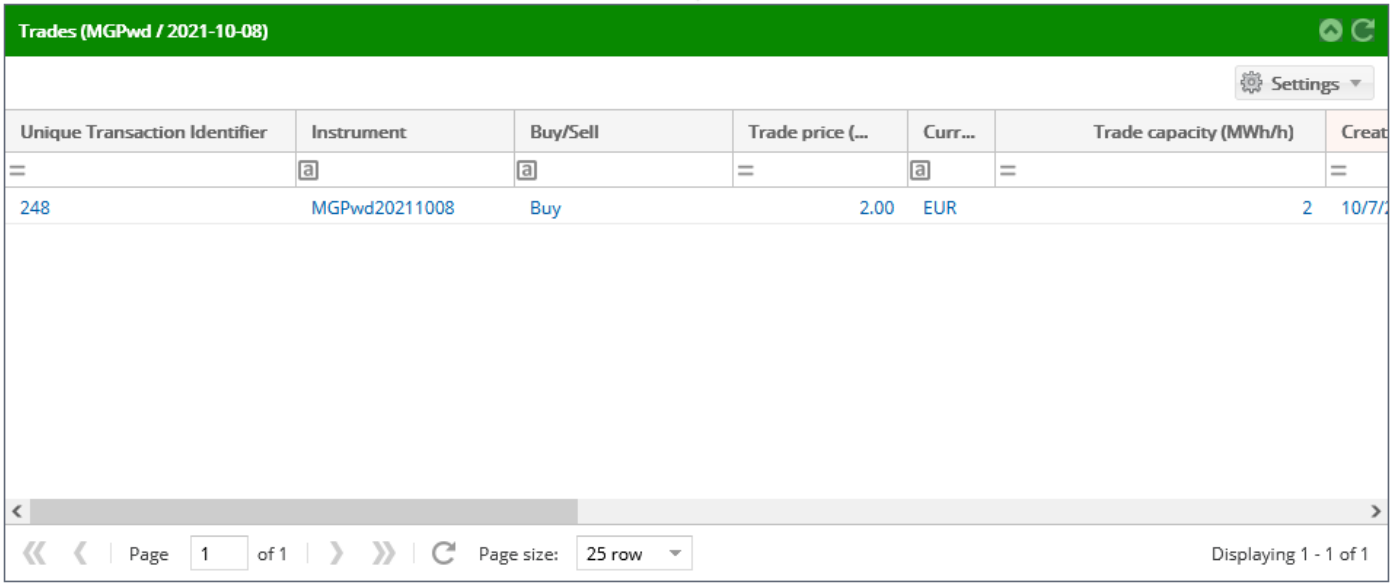
During the trading period, the system places the bid in the bidding book in "Fulfillable" status. In an inactive period the bid is shown in an “Entered” status in the "Own submitted offers" list of the system, but it does not appear in the bidding book.

In the bidding book, the system displays the bids submitted by the logged-on user (trader) and in green the bids submitted by the other representattives of the KP member in green.

If the submitted bid is the first in the order book, the system will send an email notification to the active "Shipper" type partners.



If a deal is created from the submitted bid, the data of the deal is displayed (anonymously) in the " Trades" list.

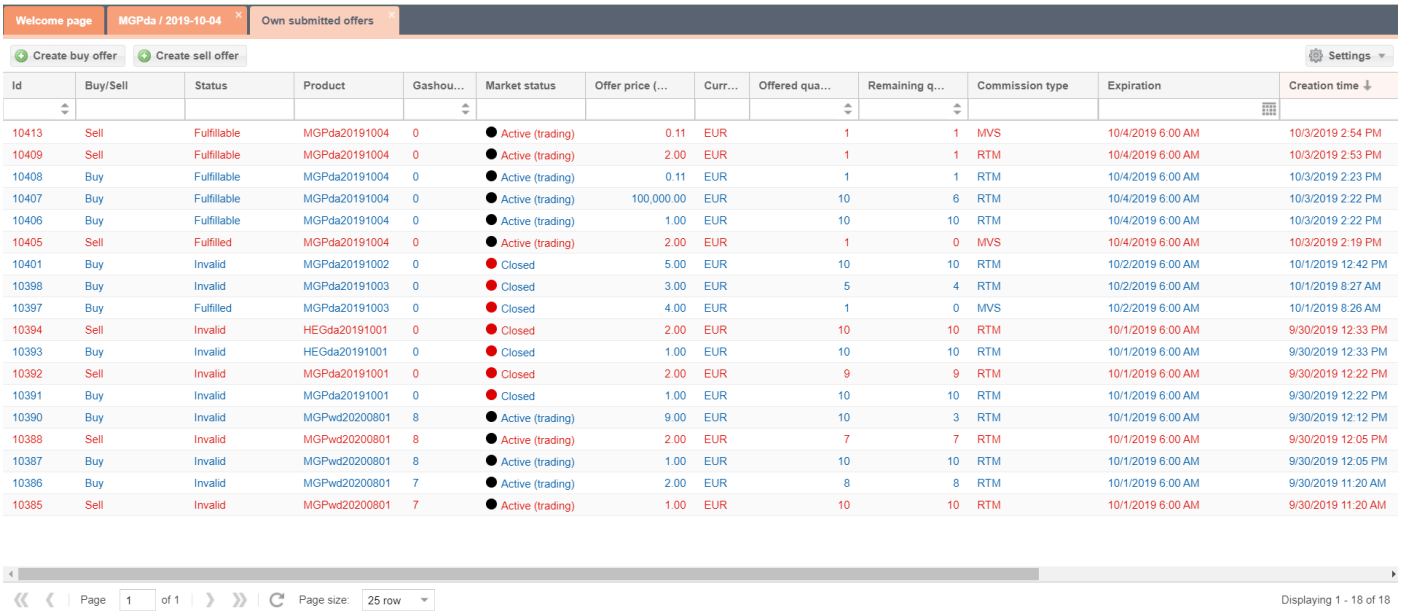


The amount used for the bid is deducted from the current limit of the KP member.

You may find more information about verifications, messages and exceptions during the bid submission, see Chapter 4.5.1.

5. Own submitted offers

Open the menu item “Offers”. The list of “Own submitted offers” can be seen.



Id	Buy/Sell	Status	Product	Gashou...	Market status	Offer price (...	Curr...	Offered qua...	Remaining q...	Commission type	Expiration	Creation time
10413	Sell	Fulfillable	MGPda20191004	0	Active (trading)	0.11	EUR	1	1	MVS	10/4/2019 6:00 AM	10/3/2019 2:54 PM
10409	Sell	Fulfillable	MGPda20191004	0	Active (trading)	2.00	EUR	1	1	RTM	10/4/2019 6:00 AM	10/3/2019 2:53 PM
10408	Buy	Fulfillable	MGPda20191004	0	Active (trading)	0.11	EUR	1	1	RTM	10/4/2019 6:00 AM	10/3/2019 2:23 PM
10407	Buy	Fulfillable	MGPda20191004	0	Active (trading)	100,000.00	EUR	10	6	RTM	10/4/2019 6:00 AM	10/3/2019 2:22 PM
10406	Buy	Fulfillable	MGPda20191004	0	Active (trading)	1.00	EUR	10	10	RTM	10/4/2019 6:00 AM	10/3/2019 2:22 PM
10405	Sell	Fulfilled	MGPda20191004	0	Active (trading)	2.00	EUR	1	0	MVS	10/4/2019 6:00 AM	10/3/2019 2:19 PM
10401	Buy	Invalid	MGPda20191002	0	Closed	5.00	EUR	10	10	RTM	10/2/2019 6:00 AM	10/1/2019 12:42 PM
10398	Buy	Invalid	MGPda20191003	0	Closed	3.00	EUR	5	4	RTM	10/2/2019 6:00 AM	10/1/2019 8:27 AM
10397	Buy	Fulfilled	MGPda20191003	0	Closed	4.00	EUR	1	0	MVS	10/2/2019 6:00 AM	10/1/2019 8:26 AM
10394	Sell	Invalid	HEGda20191001	0	Closed	2.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 12:33 PM
10393	Buy	Invalid	HEGda20191001	0	Closed	1.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 12:33 PM
10392	Sell	Invalid	MGPda20191001	0	Closed	2.00	EUR	9	9	RTM	10/1/2019 6:00 AM	9/30/2019 12:22 PM
10391	Buy	Invalid	MGPda20191001	0	Closed	1.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 12:22 PM
10390	Buy	Invalid	MGPwd20200801	8	Active (trading)	9.00	EUR	10	3	RTM	10/1/2019 6:00 AM	9/30/2019 12:12 PM
10388	Sell	Invalid	MGPwd20200801	8	Active (trading)	2.00	EUR	7	7	RTM	10/1/2019 6:00 AM	9/30/2019 12:05 PM
10387	Buy	Invalid	MGPwd20200801	8	Active (trading)	1.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 12:05 PM
10386	Buy	Invalid	MGPwd20200801	7	Active (trading)	2.00	EUR	8	8	RTM	10/1/2019 6:00 AM	9/30/2019 11:20 AM
10385	Sell	Invalid	MGPwd20200801	7	Active (trading)	1.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 11:20 AM

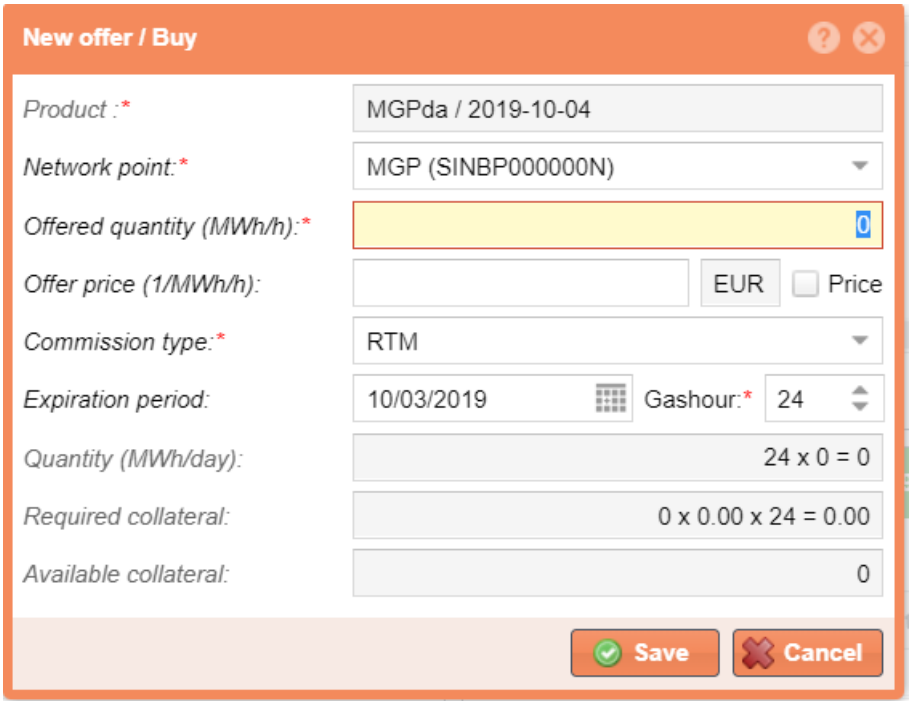
The bids submitted by the logged-in user (trader) or the other representatives of the KP member will appear in tabular form.

Note: The logged-in user (trader) belongs to a particular KP member, and the KP member may have additional representatives.

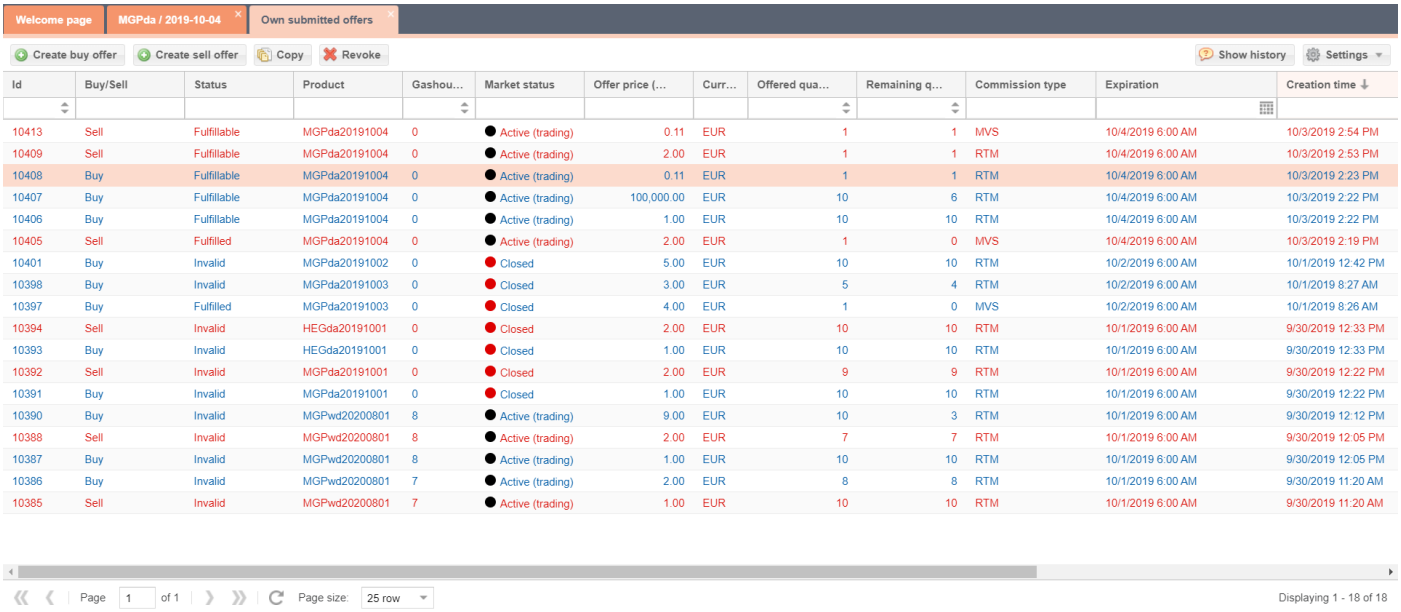
In the toolbar, by default, the following soft keys are displayed:

- Create buy offer → Click the button to display the "Create Buy offer" window. For more information about how to submit a buy offer, see Chapter 4.5.
- Create sell offer → Click the button to display the "Create Sell Offer" window. For more information about how to submit a sell offer, see Chapter 4.6.

In case of both functions, there is a small difference based on how to bid from the bidding book of the given instument, which is the following: the "Instrument" field is blank and the user shall select the appropriate instument from the drop-down list.



Select an item in the “Own submitted offers” list and new soft keys will appear in the bid list toolbar, depending on the status of the selected bid.



Id	Buy/Sell	Status	Product	Gashou...	Market status	Offer price (...	Curr...	Offered qua...	Remaining q...	Commission type	Expiration	Creation time
10413	Sell	Fulfillable	MGPda20191004	0	Active (trading)	0.11	EUR	1	1	MVS	10/4/2019 6:00 AM	10/3/2019 2:54 PM
10409	Sell	Fulfillable	MGPda20191004	0	Active (trading)	2.00	EUR	1	1	RTM	10/4/2019 6:00 AM	10/3/2019 2:53 PM
10408	Buy	Fulfillable	MGPda20191004	0	Active (trading)	0.11	EUR	1	1	RTM	10/4/2019 6:00 AM	10/3/2019 2:23 PM
10407	Buy	Fulfillable	MGPda20191004	0	Active (trading)	100,000.00	EUR	10	6	RTM	10/4/2019 6:00 AM	10/3/2019 2:22 PM
10406	Buy	Fulfillable	MGPda20191004	0	Active (trading)	1.00	EUR	10	10	RTM	10/4/2019 6:00 AM	10/3/2019 2:22 PM
10405	Sell	Fulfilled	MGPda20191004	0	Active (trading)	2.00	EUR	1	0	MVS	10/4/2019 6:00 AM	10/3/2019 2:19 PM
10401	Buy	Invalid	MGPda20191002	0	Closed	5.00	EUR	10	10	RTM	10/2/2019 6:00 AM	10/1/2019 12:42 PM
10398	Buy	Invalid	MGPda20191003	0	Closed	3.00	EUR	5	4	RTM	10/2/2019 6:00 AM	10/1/2019 8:27 AM
10397	Buy	Fulfilled	MGPda20191003	0	Closed	4.00	EUR	1	0	MVS	10/2/2019 6:00 AM	10/1/2019 8:26 AM
10394	Sell	Invalid	HEGda20191001	0	Closed	2.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 12:33 PM
10393	Buy	Invalid	HEGda20191001	0	Closed	1.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 12:33 PM
10392	Sell	Invalid	MGPda20191001	0	Closed	2.00	EUR	9	9	RTM	10/1/2019 6:00 AM	9/30/2019 12:22 PM
10391	Buy	Invalid	MGPda20191001	0	Closed	1.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 12:22 PM
10390	Buy	Invalid	MGPwd20200801	8	Active (trading)	9.00	EUR	10	3	RTM	10/1/2019 6:00 AM	9/30/2019 12:12 PM
10388	Sell	Invalid	MGPwd20200801	8	Active (trading)	2.00	EUR	7	7	RTM	10/1/2019 6:00 AM	9/30/2019 12:05 PM
10387	Buy	Invalid	MGPwd20200801	8	Active (trading)	1.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 12:05 PM
10386	Buy	Invalid	MGPwd20200801	7	Active (trading)	2.00	EUR	8	8	RTM	10/1/2019 6:00 AM	9/30/2019 11:20 AM
10385	Sell	Invalid	MGPwd20200801	7	Active (trading)	1.00	EUR	10	10	RTM	10/1/2019 6:00 AM	9/30/2019 11:20 AM

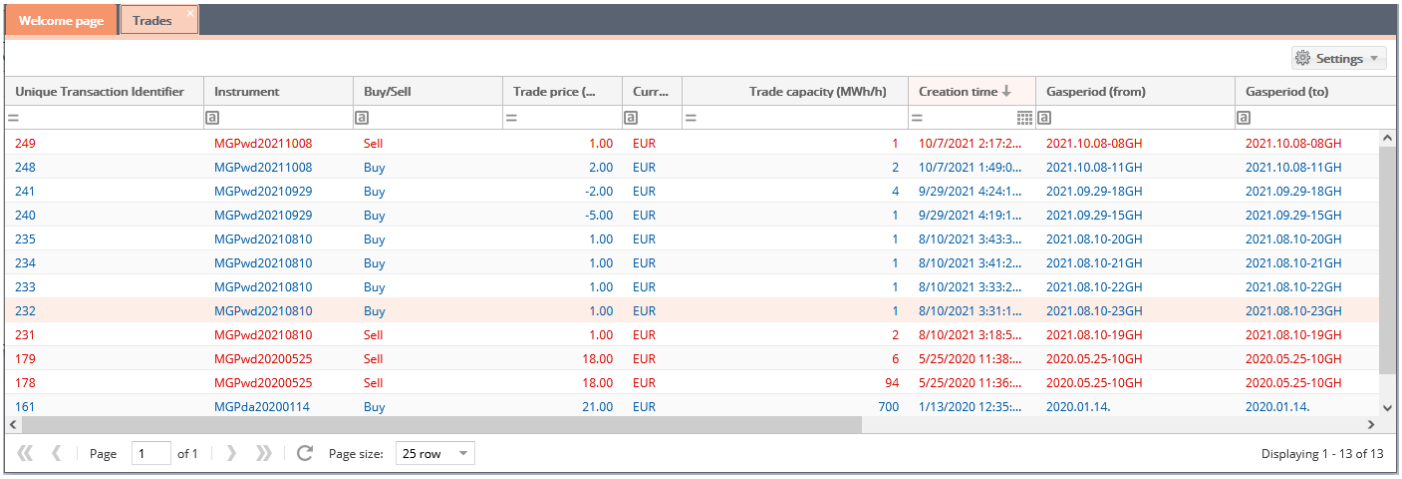
If the offer is in "Fulfillable" status, you can choose from the following features:

- Copy → Click the button to display the "New Offer/Buy Offer" or "New Offer/Sell Offer" window, depending on the direction of the bid selected in the list. Data in the window will be filled in according to the original bid. For more information on the “Copy” functionality, see Chapter 4.2.1.
- Revoke → By clicking the button the system requires the user’s confirmation before the cancellation of the selected offer in the list. For more information about the “Revoke” functionality, see Chapter 4.2.2.

If the bid is in "Completed" or "Revoked" status, only the “Copy” functionality can be used.

6. Trades

Open menu item “Trades”.



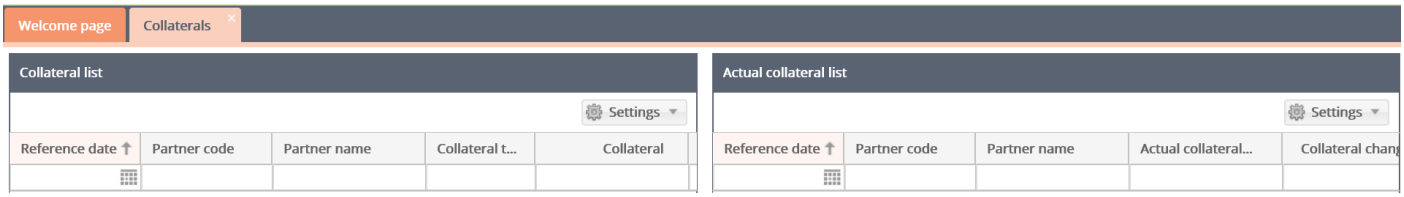
Trades created from bids submitted by the logged-in user (trader) and also by other representatives of the KP member will also appear in tabular form.

The user cannot see any personal information concerning the bid submission (e.g. the name of the KP member and the trader who entered the offer) as it is necessary to guarantee anonymity of trading.

Note: The logged-in user (trader) belongs to a particular KP member, and the KP member may have additional representatives.

7. Credit limits

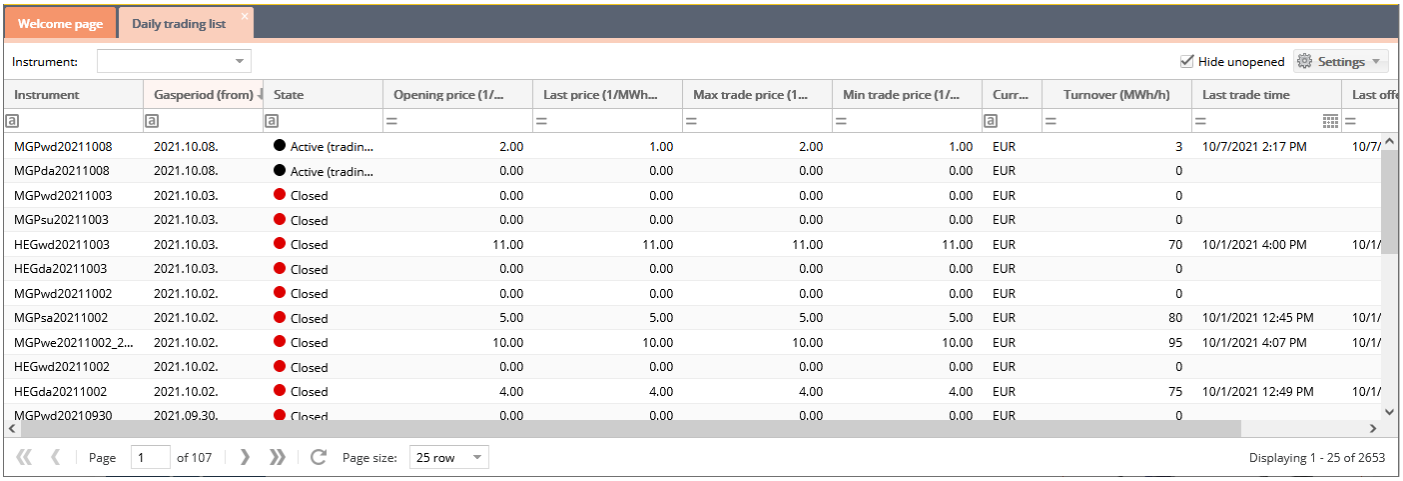
Open the “Credit limits” view under the “Administration” menu. You can view your collateral list and actual collateral list.



8. Reports

8.1 Daily trading list

Open the “Daily Summary” view under the “Reports” menu. You can view the Daily trading list.



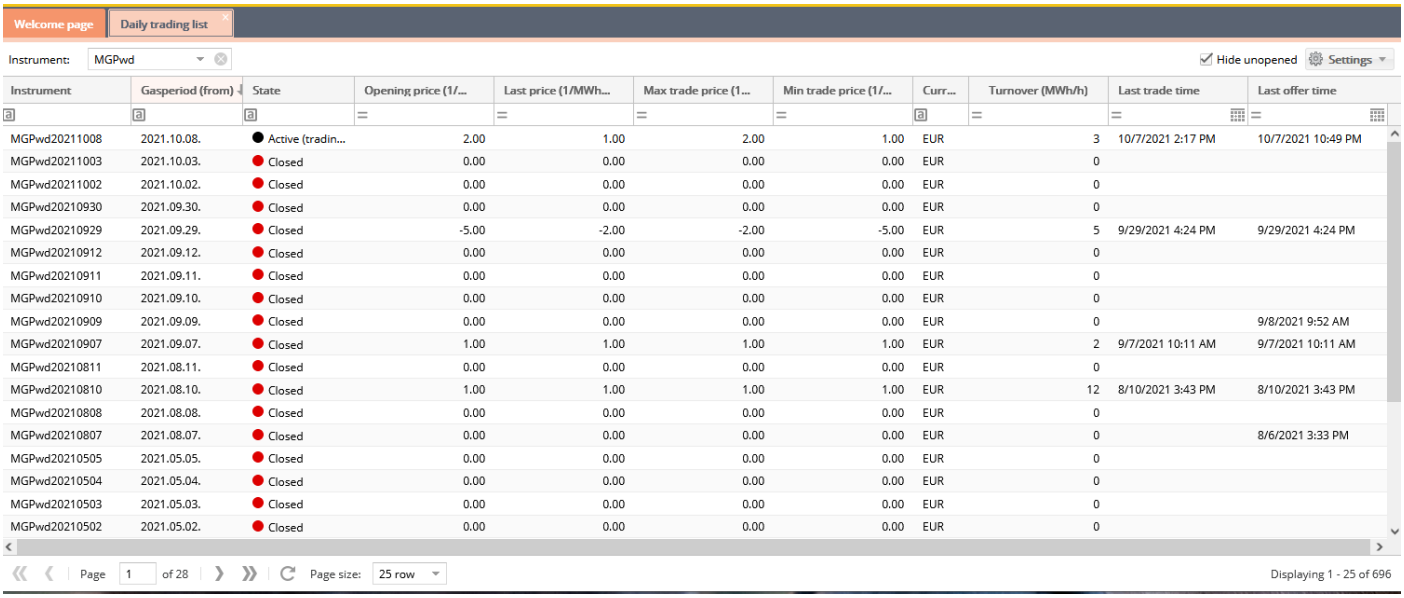
If "Hide unopened" above the list is not checked, the items in "Entered” status are not displayed.

- Opening price (1/MWh/h): the price of the first deal after opening;
- Last price (1/MWh/h): the price of the last deal preceding the closing;
- Max trade price (1/MWh/h): the highest of the gasday prices;
- Min trade price (1/MWh/h): the lowest of the gasday prices;
- Turnover (MWh/h): daily turnover
- Marginal sell price (1/MWh/h): the field is filled in after the daily closing;
- Marginal buy price (1/MWh/h): the field is filled in after the daily closing;

Note: In case of a balancing position with source surplus, the network user sells the concerning quantity of natural gas to the Clearing House at marginal sell price for the gasday; in case of a balancing position with source deficit, the network user buys the quantity from the Clearing House at marginal buy price.

Marginal sell and buy price: the lowest and the highest price applied during the sales concerning title instuments (MGP) with the participation of the transmission system operator.

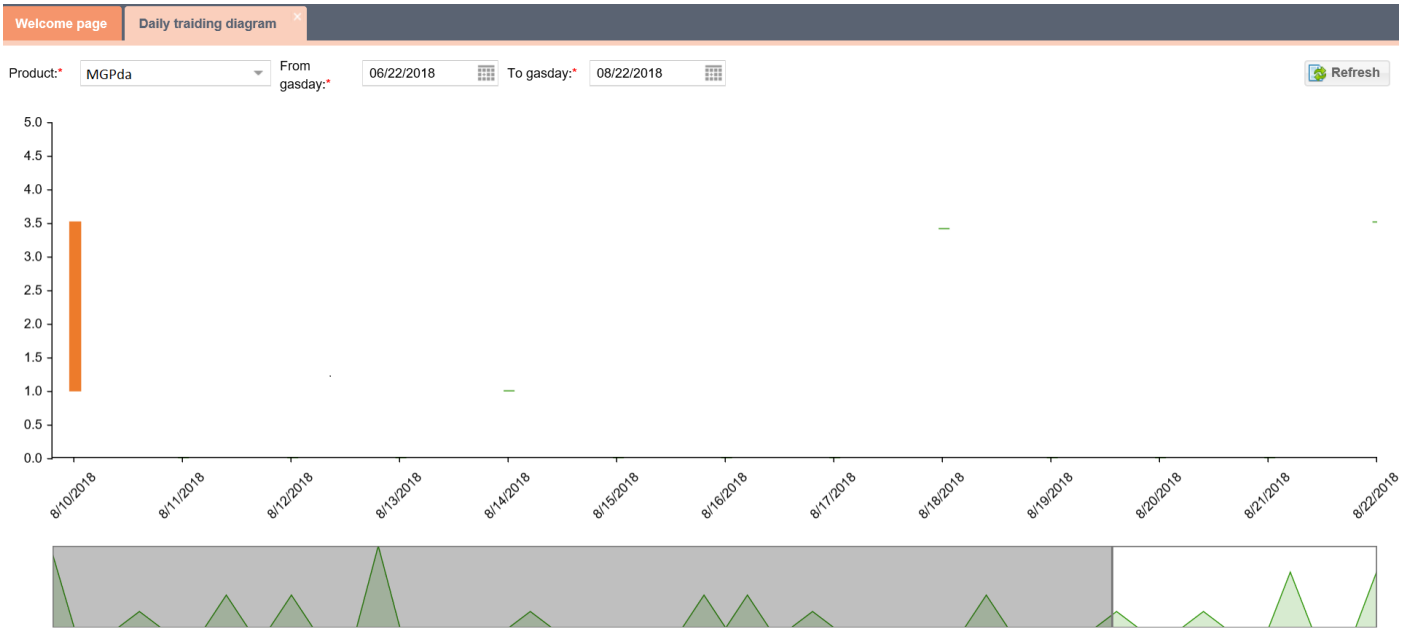
By filtering for the "Instument" field on the interface, you can list daily trades for a given instument. Select a instument from the list and view the list of daily tradings.



Instrument	Gasperiod (from)	State	Opening price (1/...	Last price (1/MWh...	Max trade price (1...	Min trade price (1/...	Curr...	Turnover (MWh/h)	Last trade time	Last offer time
MGPwd20211008	2021.10.08.	Active (tradin...	2.00	1.00	2.00	1.00	EUR	3	10/7/2021 2:17 PM	10/7/2021 10:49 PM
MGPwd20211003	2021.10.03.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20211002	2021.10.02.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210930	2021.09.30.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210929	2021.09.29.	Closed	-5.00	-2.00	-2.00	-5.00	EUR	5	9/29/2021 4:24 PM	9/29/2021 4:24 PM
MGPwd20210912	2021.09.12.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210911	2021.09.11.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210910	2021.09.10.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210909	2021.09.09.	Closed	0.00	0.00	0.00	0.00	EUR	0		9/8/2021 9:52 AM
MGPwd20210907	2021.09.07.	Closed	1.00	1.00	1.00	1.00	EUR	2	9/7/2021 10:11 AM	9/7/2021 10:11 AM
MGPwd20210811	2021.08.11.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210810	2021.08.10.	Closed	1.00	1.00	1.00	1.00	EUR	12	8/10/2021 3:43 PM	8/10/2021 3:43 PM
MGPwd20210808	2021.08.08.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210807	2021.08.07.	Closed	0.00	0.00	0.00	0.00	EUR	0		8/6/2021 3:33 PM
MGPwd20210505	2021.05.05.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210504	2021.05.04.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210503	2021.05.03.	Closed	0.00	0.00	0.00	0.00	EUR	0		
MGPwd20210502	2021.05.02.	Closed	0.00	0.00	0.00	0.00	EUR	0		

8.2 Daily traiding diagram

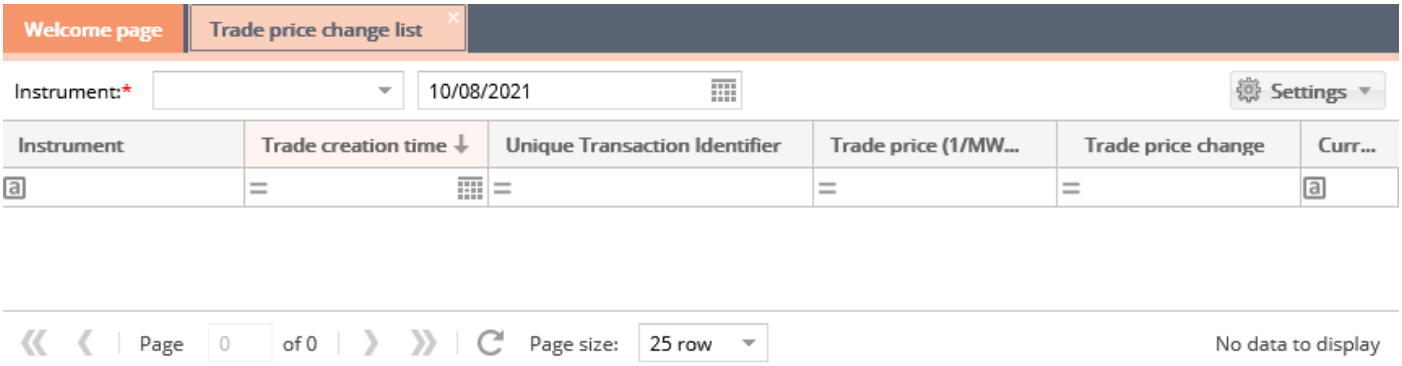
Open the “Daily Chart” view under the “Reports” menu.



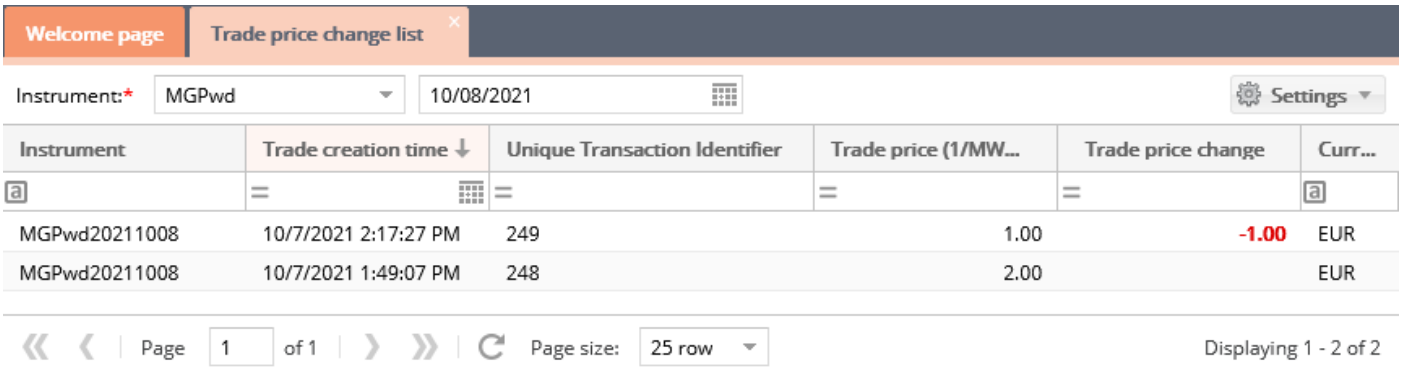
On the interface, by filtering for the "Product" field, you can list daily movements for a given instrument and for given gasdays. Select a instument from the list and view the Daily traiding diagram.

8.3 Trade price change list

Open the “Trade Summary” list view under the “Reports” menu.



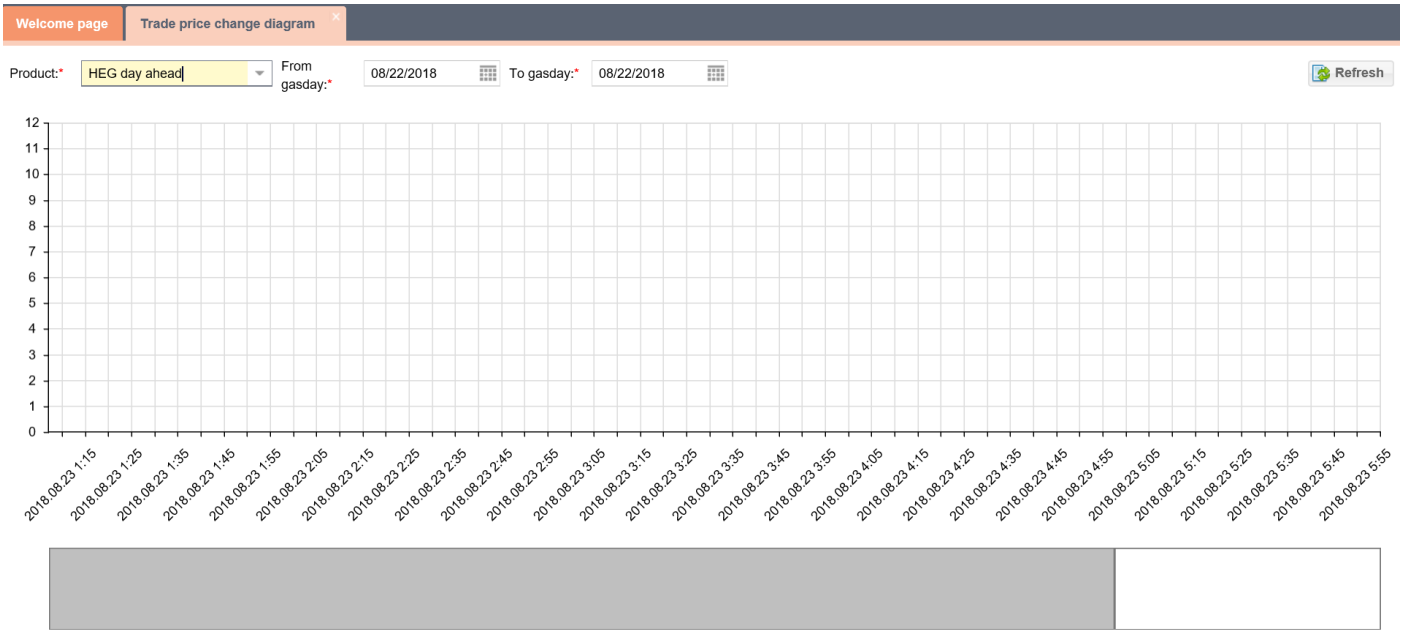
On the interface, by filtering for the "Instument" field, you can list the changes of the exchange rate for a given instument and for a given gasday. Select a instument from the list and view the Trade price change list.



Select a different gasday from the list and view the Trade price change list.

8.4 Trade price change diagram

Open the “Trade Chart” view under “Reports” menu.

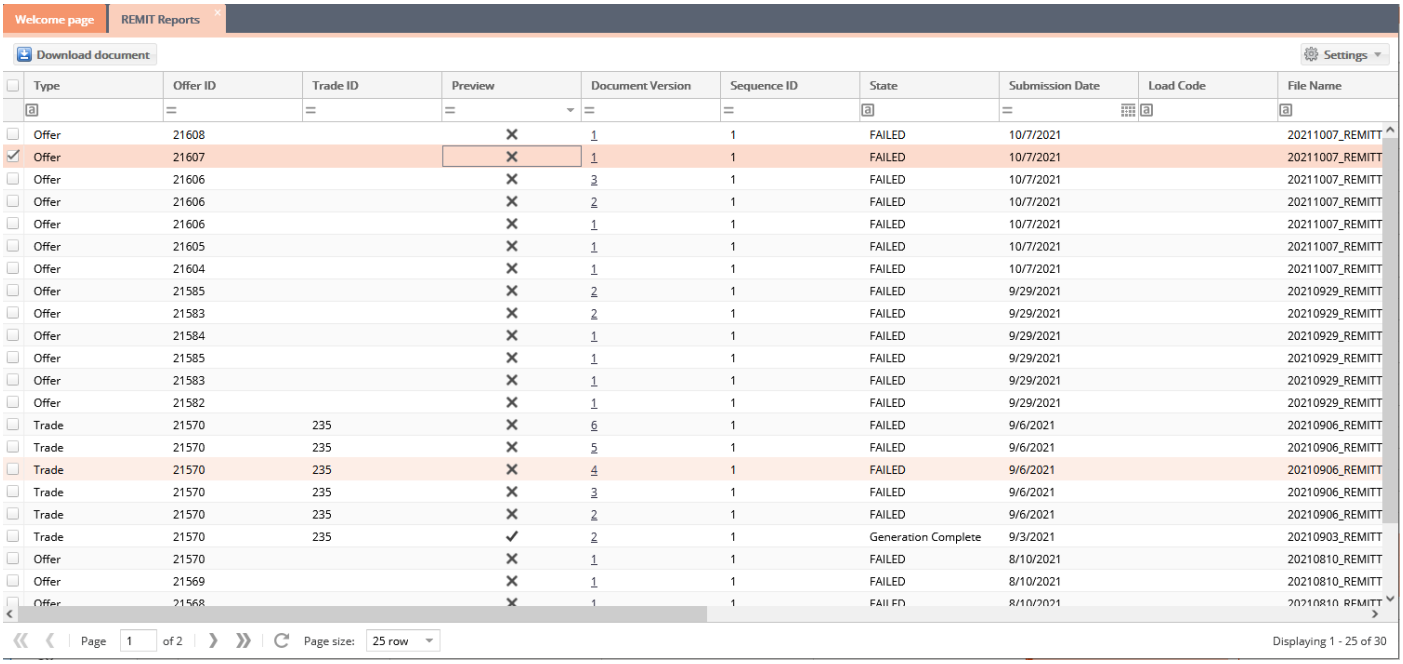


On the interface, by filtering for the "Instument" field, you can list the changes of the exchange rate for a given instument and for a given gasday. Select a instument from the list and view the Trade price change diagram.

9. Administration

9.1 Listing ACER reports

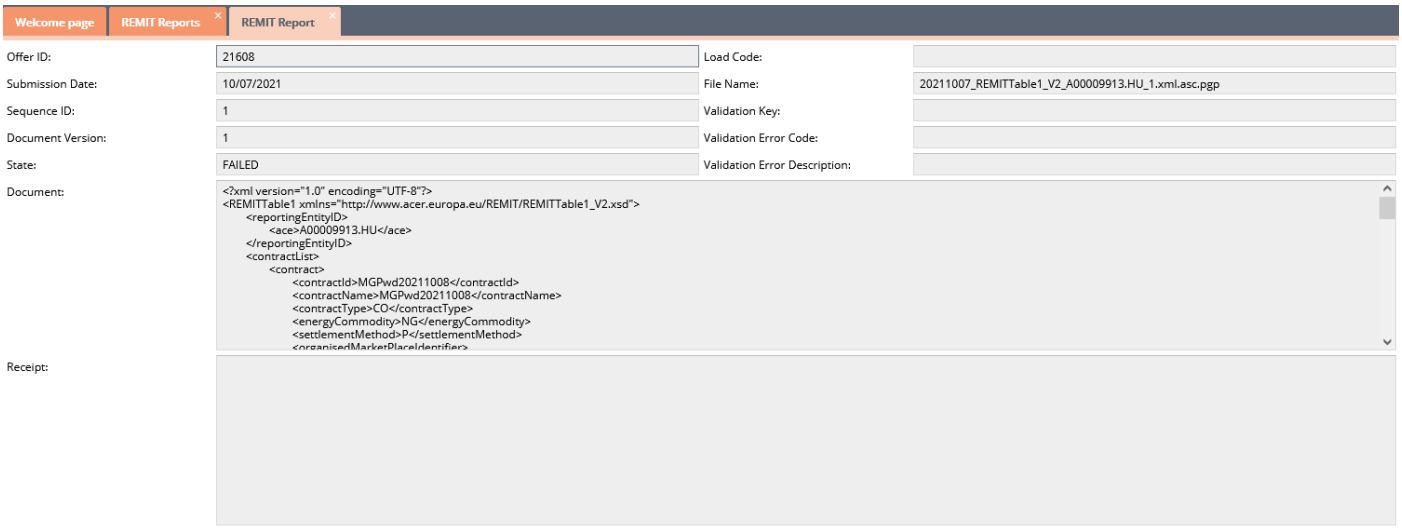
Open the “ACER Reports” view under the “Administration” menu.



You can view your report list.

9.2 View ACER Reports

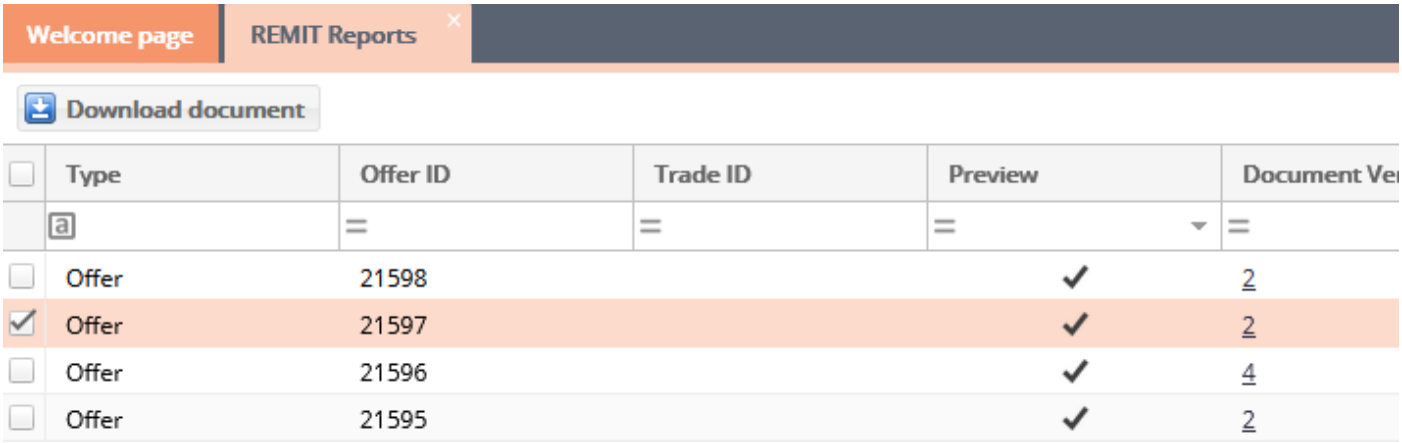
Open the “ACER Reports” view under the “Administration” menu. Click on the link in the list, “Document version” column.



The report view is displayed.

9.3 Downloading ACER reports

Open the “ACER Reports” view under the “Administration” menu. Select the report that you would like to download. Click on the “Download document” button. The report will be downloaded.



10. My Tickets

Use the My Tickets button in the menu to open our ticketing tool to report an issue or file a request.