

Instructions for submitting applications for a transmission contract and applications for capacity / ability allocation (PP / PZ) through the Information Exchange System

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Definitions and abbreviations

IES – Information Exchange System.

GAZ-SYSTEM – GAZ-SYSTEM employee.

ZUP – Shippers applicant.

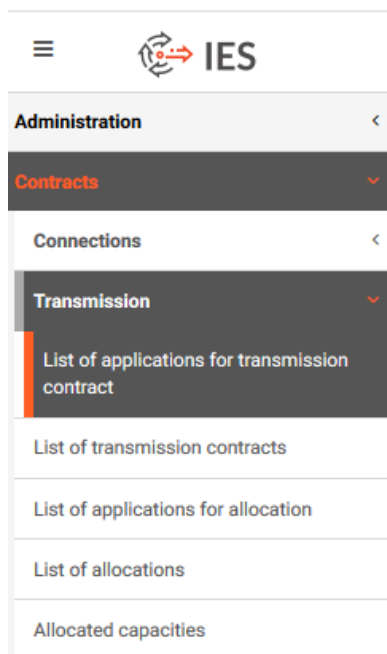
Subject

All activities inside IES essential to conclude the transmission capacity / ability allocation, including activities of application for transmission contract under which the provisions of capacity and of the transmission services is taking place. Instruction includes division of performed activities into employees of **GAZ-SYSTEM** and **ZUP (Shipper)** side.

Chapter I – Application for transmission contract

ZUP: Create an application for transmission contract.

Path: Main menu: Contracts / Transmission / List of applications for transmission contract



ZUP: Press **Add** and choose one of the following options: “Application for National Transmission System Contract” or “Application for Interoperator Transmission Contract”

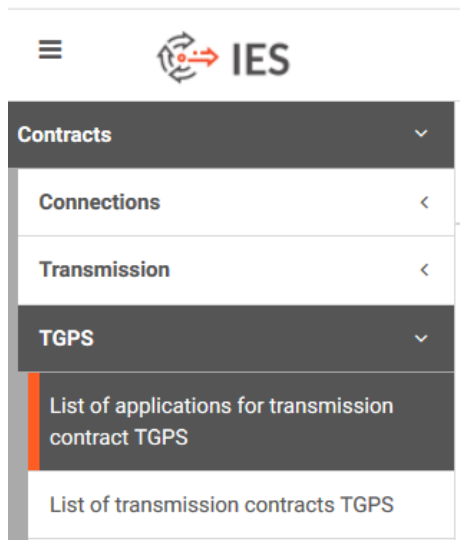
The screenshot shows the 'List of applications for transmission contract' page. At the top right, there is an 'Add' button. Below the header, there are 'Filters' and 'Export' buttons. A search bar is located on the right side. The main content is a table with the following data:

Application No.	Applicant	Status	Date of application	Applicant	Actions
19/WZUP/4		To supplement/ To complete	2019-03-22 14:35:23	swadkatest@gaz-system.pl 2220	
18/WZUP/2		Rejected	2018-10-30 11:58:42	swadkatest@gaz-system.pl 2220	

Below the table, it says 'Showing 2 items'. At the bottom, there is an 'Add' button with a dropdown menu open, showing two options: 'Application for National Transmission System Contract' and 'Application for Interoperator Transmission Contract'.

! Applying for Transit Gas Pipeline System Contract is possible only via TGPS bookmark.

Path: Main menu: Contracts / TGPS / List of applications for transmission contract TGPS / "Add" button

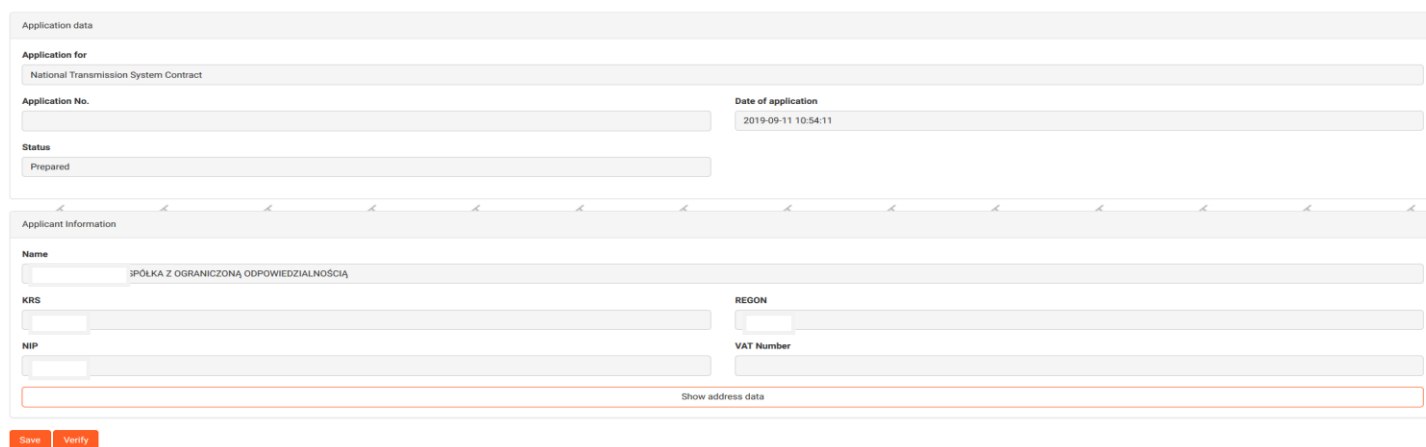


National Transmission Contract: A gas transmission contract executed between the TSO and a System User, which provides access to the Polish transmission system and to the provision of transmission services for System Users.

Interoperator Transmission Contract: A gas transmission contract executed by the TSO with a DSO or by the TSO with a SSO, which sets out additional detailed terms and methods of cooperation between the parties.

Contract for TGPS: A gas transmission contract executed between the OSGT and a System User, which provides access to the Transit Gas Pipeline System and to the provision of transmission services for System Users.

New application for transmission contract



Sections: „Applicant Information” and „Company address” will complete automatically with the Organization’s main database.

ZUP: Save application for transmission contract.

Save

After saving the application, below message will display, and new bookmarks will appear:

Edit application for transmission contract

Application has been saved, but not submitted

General Concessions Attachments

ZUP: Thru "Concessions" bookmark add suitable attachment to application form.

General Concessions Attachments

Add

- Statement, performance does not need a concession
- Promissory concession
- License for trading
- License for foreign trade
- License for packaging
- License for storage
- License on LNG
- Concession to send
- Koncesja na poszukiwanie i rozpoznanie
- Koncesja na wydobycie

New concession

Type
License for trading

Number * Date of decision *

Start date * End date *

Issued by

Notes

Select file

File name *

Add Cancel

ZUP: After fulfilling required information and adding chosen document, press **Add** button and continue to **Attachments** bookmark.

1: In "Attachments" bookmark add necessary document to application form.

Path: New application for transmission contract / bookmark „Attachments“.



Required attachments (all necessary documents according to the point 6.2.2. of the **TNC)**

- Current extract from the register of business activity or the National Court Register (KRS)
- Decision to issue the REGON number
- Decision to issue the NIP number
- Power of attorney to company representation
- Excerpt of the licence, licence promise or declaration that the activities carried out by the Applicant do not require a licence

General

Concessions

Attachments

Mandatory attachments

- Current extract from the register of business activity or the National Court Register (KRS)
- Decision to issue the REGON number
- Decision to issue the NIP number
- Power of attorney to company representation
- Excerpt of the licence, licence promise or declaration that the activities carried out by the Applicant do not require a licence

Add ▾

Attachment type

File Attachment

Showing 0 items

Save

Verify

Submit

2: Save changes.

New application for transmission contract / [„Save” button]

3: Submit the application after saving it with the requested attachments.

New application for transmission contract / [„Submit” button]

GAZ-SYSTEM: Application analysis.

Chapter II – Processing of the transmission contract

GAZ-SYSTEM: Adds the draft of the transmission contract in IES and sends 2 copies to the **Shipper**.

ZUP: Analyzes the agreement draft, which is available in submitted application: Main menu Contracts / Transmission / **List of applications for transmission contract**

The application for transmission contract should have status: "**Contract draft sent**". By clicking "Edit application" there will be a possibility of editing and previewing of application and its attachments including contract draft.

List of applications for transmission contract

Application No.	Applicant	Status	Date of application	Applicant	Actions
19/WZUP/11	SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ	Projekt umowy przesłany	2019-09-11 11:51:47	TESTER test@test.pl 111111111	1

The contract draft is located in the bookmark "Attachments", file can be downloaded by clicking on the adequate icon in Action section.

General Concessions **Attachments** 2

Mandatory attachments

- For comments on the draft contract, please add an attachment "Comments on the draft transmission contract"
- Current extract from the register of business activity or the National Court Register (KRS)
- Decision to issue the REGON number
- Decision to issue the NIP number
- Power of attorney to company representation
- Excerpt of the licence, licence promise or declaration that the activities carried out by the Applicant do not require a licence

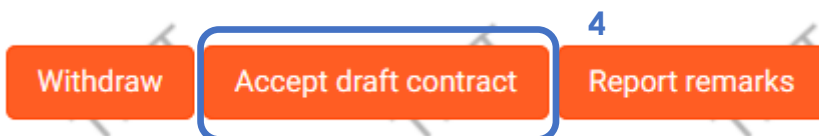
Attachment type	File Attachment	Date	User	Confidentiality	Actions
Draft of the transmission contract	NTS_Transmission Contract_KSP_18_12_2018 (1).pdf	2019-09-11 11:53	gaz-system/stanislaw.ciostek	Public	3

Showing 1 item

Withdraw Accept draft contract Report remarks

ZUP: Accepts the draft of transmission contract by clicking on „**Accept draft contract**” button.

If you would like to report remarks to the transmission contract draft, add in Attachment bookmark document called "Comments on the draft of the transmission contract" and press „Report remarks” button.



GAZ-SYSTEM: Introduces the transmission contract to IES (when the contract draft has been accepted by the ZUP). After receiving signed copies of transmission contract draft, application status will change to "**Contract concluded**". The signed paper version of transmission contract is sent to the ZUP.

ZUP: Transmission contract is now available in "List of transmission contracts".

☰ IES

Contracts

- Connections
- Transmission
- Capacity forecasts
- List of applications for transmission contract
- List of transmission contracts

List of transmission contracts

Contract number	Application number	Status	Sign Date	PP/PZ	Date of PP/PZ	Customer	Shipper code	EIC code	Actions
2019/LP/0241/ZUP	19/WZUP/11	Przygotowana				SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ	KRID	ES3XP.000000KRID5	4

Chapter III – Application for transmission capacity/ability PP/PZ

ZUP: Submits an application for transmission capacity/ability PP/PZ.

! Submitting an application for transmission capacity/ability PP/PZ should be proceeded by selecting the transmission contract under which will take place the transmission capacity/ability.



Path: Main menu: Contracts / List of transmission contracts / icon „Contract preview” / button „New PP/PZ application”

1.

Information Exchange System EST TEST TEST TEST TEST TEST TEST TEST

List of transmission contracts

Filters Export

Contract number	Application number	Status	Sign Date	PP/PZ	Date of PP/PZ	Customer	Shipper code	EIC code	Actions
2015/UP/0206/MUP	15/WMUP/14	Zawarta	2015-09-01	14	2019-07-26	SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ			 

2.

Information Exchange System EST TEST TEST TEST TEST TEST TEST TEST

Preview of transmission contract

New PP/PZ application Data More Return


General PP/PZ Annexes Concessions Attachments

Contract data

Contract number: 2015/UP/0206/MUP Application number: 15/WMUP/14

Sign Date: 2015-09-01 Last day of validity:

Status: Signed

 **Capacity** - The maximum hourly quantity of gaseous fuel (**PP**), expressed in energy units (kWh/h), which may be delivered for transmission at a physical entry point or off-taken from the transmission system at a physical exit point.

Capacity allocation - A part of the transmission contract that specifies the capacity (contracted capacity) the Network User is eligible to at the specified physical entry point or physical exit point

Transmission ability - The maximum hourly quantity of gaseous fuel specified in the transmission ability allocation (**PZ**), expressed in energy units (kWh/h), which may be delivered for transmission at an entry point or off-taken from the transmission system at an exit point.

Physical points to and from DSO and SSO – PP

Virtual points – PZ

Interconnections points and reverse flow – PP=PZ

ZUP: Choose "Type" and "Kind of application", then press Save

New application for PP/PZ Return

Application data

Type * **Kind of application ***

Application for allocation capacity For current gas year

Application number Subject

Date of application Date of completion

Contract number PP/PZ number

Status

Save

ZUP: After Selecting the relevant option in the fields "type" and "kind of application" **save** the application. Saving the new PP/PZ application activates the **button "Data"** and possibility of adding attachments.

Edit application for PP/PZ Data Return

Application has been saved, but not submitted x

General Attachments

ZUP: Introduces data concerning points and products of allocated capacity in defined time slot(**3 options**):

Option 1: Add the attachment - application for capacity/ability allocation (available at: <http://en.gaz-system.pl/strefa-klienta/do-pobrania/wnioski/> [Download data import form of application for transmission capacity/ability allocation (PP/PZ)].

Contract Contract with applications Current application

Add Import 1

Filters Export

Choose file to import

Importing will delete all changes made on the current application

Select file 2

File name

Download sample import file

Import Cancel 3

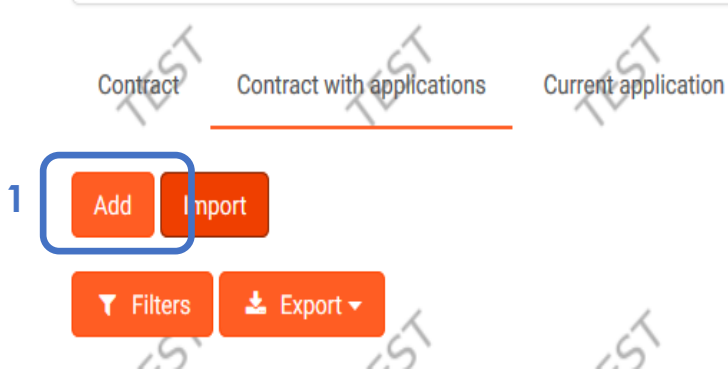
Data from appendix will import to IES system.

ZUP: Saves changes at the bottom of the page.

Save

Option 2: Select the point from the list.

Edit application for PP/PZ [button „Data” / bookmark „Contract with applications” / “Add” button]



2 Add allocation

Point ID *	Point name
<input type="text"/>	<input type="text"/>
Type of gas	Product Type
<input type="text"/>	<input type="text"/>
Capacity Type	Bundled
<input type="text"/>	<input type="text" value="No"/>
Capacity [kWh/h]	Ability [kWh/h]
<input type="text"/>	<input type="text"/>
Date From *	Date To
<input type="text"/>	<input type="text"/>



ZUP: Choose a point and parameters of product and accept changes then save [button „Save”]

ZUP: Save changes at the bottom of the page [button „Save”]

Requested PP/ PZ will appear on the list of PP/ PZ. Before submitting it, Shipper has the possibility of editing it through the column “Actions” and button “Edit”.

Option 3:

Edit application for PP/PZ based on already existing PP/PZ data [button "Data" / bookmark "Agreement with applications"], then choose ["**Modify allocation**"]option from 'Actions column'.

Contract Contract with applications Current application

Add Import

Filters Export

2018

Point ID	Point name	Type of gas	Allocation type	Product Type	Capacity Type	Bundled	Capacity [kWh/h]	Ability [kWh/h]	Date From	Date To	Special contractual terms (OS)	Minimum quantity of gaseous fuel	Actions
380010	Bąków K&K	E		yearly	Firm		18 600		2018-10-01	2019-09-30			
540354	Kutno	E		yearly	Firm		11 240		2018-10-01	2019-09-30			
580001	Carbon Sp. z o.o. (Lubice)	E		yearly	Firm		8 500		2018-10-01	2019-09-30			

Modify allocation

Point ID	Point name
<input type="text" value="380010"/>	<input type="text" value="Bąków K&K"/>
Type of gas	Product Type
<input type="text" value="E"/>	<input type="text" value="yearly"/>
Capacity Type	Bundled
<input type="text" value="Firm"/>	<input type="text" value="No"/>
Capacity [kWh/h] *	Ability [kWh/h]
<input type="text" value="18 600"/>	<input type="text"/>
Date From *	Date To
<input type="text"/>	<input type="text" value="2019-09-30"/>

Save Cancel

Modification window will appear. After making changes press **save** button.

Saving the modification will cause creating the amendment to application for allocation PP/PZ.

ZUP: Save changes

[button „Save”]

ZUP: After completing the steps described in one of the above options, ZUP submits application by pressing **Submit button**

Edit application for PP/PZ

Data

Return

Allocations have been saved

General Attachments

Application data

Type

Application for allocation capacity

Kind of application *

For current gas year

Application number

WPP/0206/020

Subject

Date of application

Date of completion

Contract number

2015/UP/0206/MUP

PP/PZ number

Status

Prepared

Save

Submit



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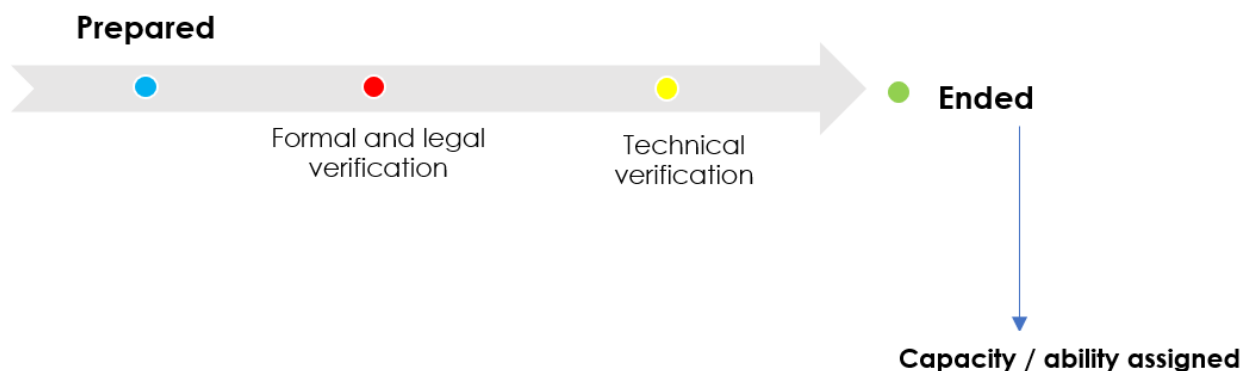
GAZ-SYSTEM: Analysis of the application – status of application may change.

ZUP: ZUP is informed about application status changes by email. In some cases ZUP will be obligated to take action in IES (If the status is: To supplement/ To complete).

Chapter IV – PP/PZ allocation processing

GAZ-SYSTEM: Introduces PP/PZ to IES.

Application status will change to "Ended" and capacity / ability will be assigned.



ZUP: Preview the application for PP/PZ

Main menu [Contracts / Transmission / List of allocations] -> column 'Action' [button „Preview PP/PZ"]

The screenshot shows the IES (Information Exchange System) interface. The top navigation bar includes the IES logo and several 'TEST' buttons. The main content area is titled 'List of allocations'. On the left, there is a sidebar menu with options: Contracts, Connections, Transmission, Capacity forecasts, List of applications for transmission contract, List of transmission contracts, List of applications for allocation, and List of allocations (highlighted). The main table has columns: Number, Contract number, Type, Status, Sign Date, Effective Date, Customer, Shipper code, EIC code, and Actions. A single row is visible with the following data: P/I /2018/00008/PR, /UP /MUP, Allocation capacity, Zakończony, 2018-12-19, 2018-12-21, OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ, and a document icon. Below the table, it says 'Showing 1 item'.

Number	Contract number	Type	Status	Sign Date	Effective Date	Customer	Shipper code	EIC code	Actions
P/I /2018/00008/PR	/UP /MUP	Allocation capacity	Zakończony	2018-12-19	2018-12-21	OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ			