IES
NEW RULES OF THE COOPERATION IN THE FIELD OF INFORMATION EXCHANGE SYSTEM ADMINISTRATION

WHO IS THE ADMINISTRATOR WITHIN THE ORGANISATION (AWO)?

As the Administrator Within the Organisation (AWO) you are responsible for managing all Users accounts, you modify user roles for people in your organisation.

Management of Users accounts and User data

Managing Users access to IES

Managing Users permissions

Managing the contact data

Constant view of users list and their permissions

GAZ system

POWER OF ATTORNEY

➢ **PoA for AWO***

> we hereby authorise Mr/Mrs:
>
> First name and surname: _____
> E-mail: _____
> Phone number: _____
>
> as „Administrator within the organisation".
>
> to perform on behalf and to the Organisation activities in the Information Exchange System (hereinafter: "IES") related to the management of User accounts of the given Organisation, i.e. registering new Users, managing Users' entitlements and their access to IES, in accordance with the applicable regulations for the provision of electronic services and the processing of personal data via the Information Exchange System, and to transfer data to contact the dispatching and operating services of the Organisation, within the meaning of the transmission contract concluded with the Gas Transmission Operator GAZ-SYSTEM S.A.

Required to give the privileges for the User's accounts and contact details management within the organisation

➢ **PoA to act***

Required to give the User privileges in the IES to submit applications for: transmission contract, connection to the transmission system, capacity/ability allocation

➢ **PoA to register***

Required only for the first User of a given organisation

* Originals required

LIST OF USERS

"Edit" allows to submit the request for data/ permission change

Actions

"Remove" allows to submit the request for delete the user account

"Unlock"/" Lock" allows to unlock the account with the „automaticly locked" status and to lock the account with the „active" status

"Info" displays the window with the User connections

TYPES AND STATUSES OF THE APPLICATIONS
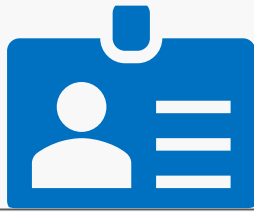
|		
Account activation	Data change	Privilleges change
Privileges with power of attorney change	Account deletion	Account lock
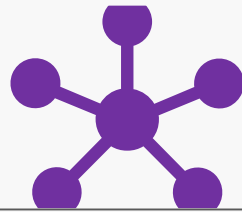
Application statuses

- **Saved** saved application should be submitted

- **Submitted** submitted aplication will be forwarded to IES Administrator (GAZ-SYSTEM)

- **Rejected** application was rejected by the IES Administrator (GAZ-SYSTEM) and cannot be proceeded

- **Complited** application has been fully executed by the IES Administrator

- **Completed partially** application has been executed only partially by the IES Administrator

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REGISTRATION OF THE NEW USER
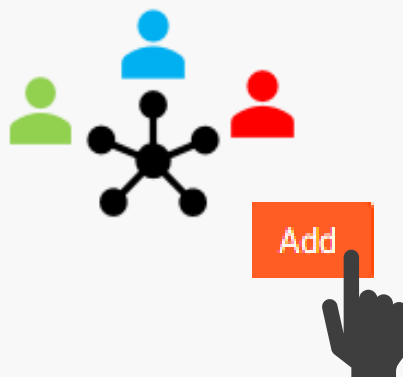
REGISTRATION OF THE NEW USER

1. List of Users → „Add"

Information Exchange System

Administration	˅
Users	˅
List of users	
List of user applications	
Groups of privileges	‹

List of users   Add

🔻 Filters   ⬇ Export ▾   🔍

Login ▲	First name	Surname	Organisation	Status	E-mail	Phone	Mobile	Not submitted application	Actions

2. General data of the new user

| General | Groups of privileges | Functional permissions | Organisation permissions | Effective permissions | Notifications |

Login   **Last login**

First name *   **Surname** *

Phone ⓘ   **Mobile phone** ⓘ

Fax   **E-mail** *

Organisation *   **Language**
                                                              ▾   English

Submit account activation application

3. Groups of privileges

Groups of privileges

Do you want to add the user to the groups of privileges?

Yes	No

**Bookmarks : „Groups of privileges",
„Effective permissions" will be available
after filling the data of user account,
and submitting the account activation
application.**

4. Groups change application

GROUPS OF PERMISSIONS

It is possible only to asign the groups of permissions to the User

Administrator Within the Organisation – Power of Attorney*	Measurements of the Receiver/ISO/DSO
Submitting of the applications- Power of Attorney*	NDM Forecasts (DSO)- submitting
The basic permissions**	Quality parameters and the billing parameters
Balancing of the DSO/ISO	Operative and settlement allocations of the Receiver/ISO/DSO- preview
Balancing of the Shipper	Operative and settlement allocation of the Receiver/ISO/DSO - submitting
Invoices	Trasmission contracts- prewiev
Nominations/ Renominations – submitting	The participant of the Balancing group - Shipper UG
Nominations/Renominations- prewiev	Shiper BG
Connection to the transmission system	* Permissions require a proper power of attorney ** Basic permissions for all Users

GAZ system

Submitting the groups change application

Assign to groups of privileges

Groups of privileges

- [AUTO] Administrator wewnątrz organizacji/ Administrator within the organisation
- [AUTO] Alokacje operatywne i rozliczeniowe OSW/ Receiver/ISO/DSO Allocations
- [AUTO] Dyspozycja gazu
- [AUTO] Grupa bilansująca/ Balancing Group
- [AUTO] Komplet bez przyłączeń
- [AUTO] Komplet uprawnień na podstawie pliku excel
- [AUTO] Parametry
- [AUTO] Podgląd danych operatywnych i rozliczeniowych/ Preview of operative and billing data
- [AUTO] Prognozy NDM - OSD/ NDM Forecasts - DSO
- [AUTO] Przyłączenia

Add   Cancel

User edit   Return

- Groups change application WUSRPERM/2019/9 for user TEST TESTEST was saved. Submit an application for acceptance
- Groups with powers of attorney change application WUSRPERA/2019/10 for user TEST TESTEST was saved. Submit an application and send powers of attorney for acceptance

General   Groups of privileges   Functional permissions   Organisation permissions   Effective permissions   Notifications

Add

Name	Description	Status	Power of attorney required	Actions
[AUTO] Nominacje i renominacje- składanie / Nominations and Renominations- submitting	Wygenerowana automatycznie dla organizacji o id: 8274	To grant		🗑
[AUTO] Składanie wniosków-pełnomocnictwa (ogólna)	Wygenerowana automatycznie dla organizacji o id: 8274	To grant	✔	🗑

Showing 2 items

Submit groups change application

List of user applications   Return

- Groups change application WUSRPERM/2019/9 for user TEST TESTEST was submitted
- Groups with powers of attorney change application WUSRPERA/2019/10 for user TEST TESTEST was submitted

Filters   Export ▾

Application number	Submission date	Application type	Application status	User affected by the application	User, which submitted the application	Organisation	Actions
WUSRPERM/2019/9	2019-03-05 08:42	Privileges change	Submitted	TEST TESTEST	Roksana Nalepa [SWI_8274RT001]	Gaz Test	📄
WUSRPERA/2019/10	2019-03-05 08:42	Privileges with powers of attorney change	Submitted	TEST TESTEST	Roksana Nalepa [SWI_8274RT001]	Gaz Test	📄
WUSRNEW/2019/2	2019-03-05 07:45	Account activation	Submitted	TEST TESTEST	Roksana Nalepa [SWI_8274RT001]	Gaz Test	📄

Not submitted application!

You can leave the application and submit it later. At that time, the list of Users will show the tag „not submitted application".

User edit

Groups change application WUSRPERM/2019/8 for user SWI_8274IT003 was saved. Submit an application for acceptance

General   Groups of privileges   Functional permissions   Organisation permissions   Effective permissions   Notifications

Add

List of users

Add

Filters   Export ▾

Login ▲	First name ⇅	Surname ⇅	Organisation ⇅	Status ⇅	E-mail ⇅	Phone ⇅	Mobile ⇅	Not submitted application ⇅	Actions
SWI_8274AT004	Anna	Test	Gaz Test	Active		111111111			✏ 🔓 ℹ 🗑
SWI_8274IT003	Iza	Zawada	Gaz Test	Active		222222222		✔	✏ 🔓 ℹ 🗑
SWI_8274PT002	Jan	Test	Gaz Test	Active		178000000			✏ 🔓 ℹ 🗑
SWI_8274RT001	Roksana	Nalepa	Gaz Test	Active		333333333			✏ ℹ

THE REQUEST FOR DATA CHANGE OF THE EXISTING USER
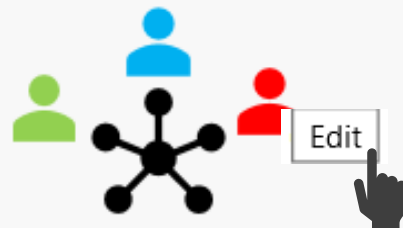
THE REQUEST FOR DATA CHANGE OF THE EXISTING USER (AVAILABLE ONLY FOR AWO)

User edit

Return

General   Groups of privileges   Functional permissions   Organisation permissions   Effective permissions   Notifications

Login

SWI_8274IT003

Last login

2018-10-04 11:43:09

First name *

Iza

Surname *

Zawada

Phone ⓘ

222222222

Mobile phone ⓘ

Fax

E-mail *

Organisation

Gaz Test

Language

Polish ▼

Account Activation

2018-10-04 12:04:13

Automatic Account blockade

Status

Active

Consent to receive information to the provided e-mail address

No

In the event of a change of the user's data having a power of attorney to act in IES, it will be necessary to sign the data change form in accordance with the representation and send the original to GAZ-SYSTEM.S.A. To do this, download the form template.
Download user data change form

Save   Submit user data change application

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STATUSES OF THE GROUPS OF PRIVILEGES

User edit

Return

Groups change application WUSRPERM/2019/12 for user SWI_8274AT004 was saved. Submit an application for acceptance   ×

General   Groups of privileges   Functional permissions   Organisation permissions   Effective permissions   Notifications

Add

Name ▲	Description ⇕	Status ⇕	Power of attorney required ⇕	Actions
[AUTO] Komplet bez przyłączeń	Wygenerowana automatycznie dla organizacji o id: 8274	Granting		🗑
[AUTO] Komplet uprawnień na podstawie pliku excel	Wygenerowana automatycznie dla organizacji o id: 8274	Revoking		
[AUTO] Nominacje i renominacje- składanie / Nominations and Renominations- submitting	Wygenerowana automatycznie dla organizacji o id: 8274	Granting		🗑
[AUTO] Parametry	Wygenerowana automatycznie dla organizacji o id: 8274	To grant		🗑
[AUTO] Składanie wniosków-pełnomocnictwa (ogólna)	Wygenerowana automatycznie dla organizacji o id: 8274	Granted	✔	🗑
[AUTO] Standard	Wygenerowana automatycznie dla organizacji o id: 8274	Granting		🗑

Showing 6 items

Submit groups change application   ⬅

EFFECTIVE PERMISSIONS

CHANGE OF THE OWN ACCOUNT DATA

In the „My profile" bookmark each User can change his own personal data or send the request for delete the account.

User data

Login

SWI_8274RT001

First name

Roksana

Phone ⓘ

333333333

Fax

Language

Polish

[Change data] [Delete user data]

User data

[Return]

Login

SWI_8274RT001

Last login

2019-03-05 07:43:13

First name *

Roksana

Surname *

Nalepa

Phone ⓘ

333333333

Mobile phone ⓘ

Fax

E-mail *

Language

Polish ▾

Consent to receive information to the provided e-mail address

Yes ▾

In the event of a change of the user's data having a power of attorney to act in IES, it will be necessary to sign the data change form in accordance with the representation and send the original to GAZ-SYSTEM.S.A. To do this, download the form template.
Download user data change form

[Submit an application]

NOTIFICATIONS ABOUT SUBMITTING THE REQUEST FOR CHANGE OF DATA

EMAIL NOTIFICATIONS MANAGEMENT

INFORMATION ABOUT AWO

CONTACT DATA

GAZ-SYSTEM CONTACT DATA

Contracts ⌄

Connections ‹

Transmission ‹

TGPS ‹

TGPS - archives ‹

Invoices ‹

Billing protocols ‹

Customer assistant

Contacts data

Contacts data (GAZ-SYSTEM)

Contact details (GAZ-SYSTEM)

KDG (ZUP)   PE   PU_PF

TABELA NR 2 Dane do kontaktu:
- w zakresie przewidywanych zmian lub występujących zakłóceń warunków realizacji Umowy,
- w zakresie przyjmowania i przekazywania Nominacji i Renominacji

🔽 Filters   ⬆ Export ▾

Organisational unit ⇕	First and Second name ⇕	Availability ⇕	Phone ⇕	Fax ⇕	E-mail ⇕	City ⇕	Postcode ⇕	Street ⇕
Pion Krajowa Dyspozycja Gazu	Dyspozytor	24 godziny na dobę	22 53-24-994, 22 53-24-995, +48 605-155-130	22 53-24-992	dyspozycja.kdg@gaz-system.pl	Warszawa	02-337	Mszczonowska 4
Kierownik ODG Gdańsk	Paweł Witkowski	24 godziny / dobę	58 323 05 50 -	58 301 78 52	pawel.witkowski@gaz-system.pl	Gdańsk	33-100	Bandrowskiego 16a

GAZ system

Contact details for dispatcher services

Import   Add

Filters   Export ▾

Contract number ▲	Organisation ⇕	Organisational unit ⇕	First and Second name ⇕	Availability ⇕	Phone ⇕	Fax ⇕	E-mail ⇕	City ⇕	Postcode ⇕	Street ⇕	Accepted ⇕	Actions

Add contact details for dispatcher services

Type *

ZUP - nominations, re-nominations, changes in contracts

ZUP - current transmission and operation

ZUP - Information Exchange System [IES]

ZUP - invoices, complaints

ZUP - contracts for transmission, PP/PZ

First name

- **Contact data of the Shipper are available in the bookmark: „Contracts" -> „Contact data"**

- **„Add" button allows to add the new contact**

CONTACT DETAILS OF THE ORGANISATION

Add contact details for dispatcher services

Type *

ZUP - nominations, re-nominations, changes in contracts

Contract number *

2012/UP/

Organisation

Organisational unit

E-mail

First name

Surname

Phone

Fax

To add the new contact it is necessery to choose the „Type"and the „Contract numer"
After choosing the e-mail address form the available list, the personal data of the user will load automatically

City

Postcode

Street

Availability

Language

Accepted

Save

THANK YOU FOR YOUR ATTENTION

KLIENT@GAZ-SYSTEM.PL