



# SetService - User Manual

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**UPDATES**

| VERSION | DATE       | Changes  |
|---------|------------|--|
| 1.0     | 28/04/2016 | First release  |
| 1.1     | 15/11/2016 | First update   |
| 1.2     | 01/01/2019 | Second update – Electronic Invoicing between VAT taxable persons |
| 1.3     | 01/01/2020 | Third update   |

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|     |            |                      |
|-----|------------|----------------------|
| 1.4 | 21/09/2021 | Fourth update - XBID |
|-----|------------|----------------------|

# 1. INTRODUCTION

## 1.1 Object

This document describes the features of the new invoicing platform SetService provided by GME to all Market Participants.

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### 2. ACCESS TO THE SET SERVICE

To access to the SET Service platform users must go to the following links:

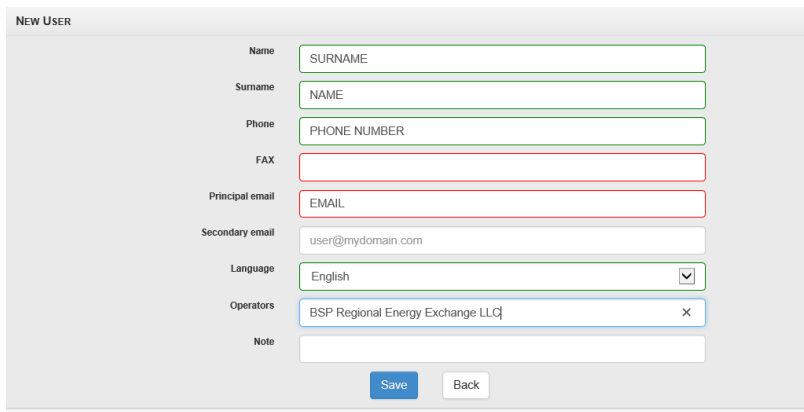
- Production: <https://setservice.ipex.it>;
- Testing: <https://provesettlement.ipex.it>

and enter username and password.



If not already held, credentials (username and password) to access the platform can be required at the same links by using the button "Register" located in the login page.

In order to complete their registration, users must fill the following form:



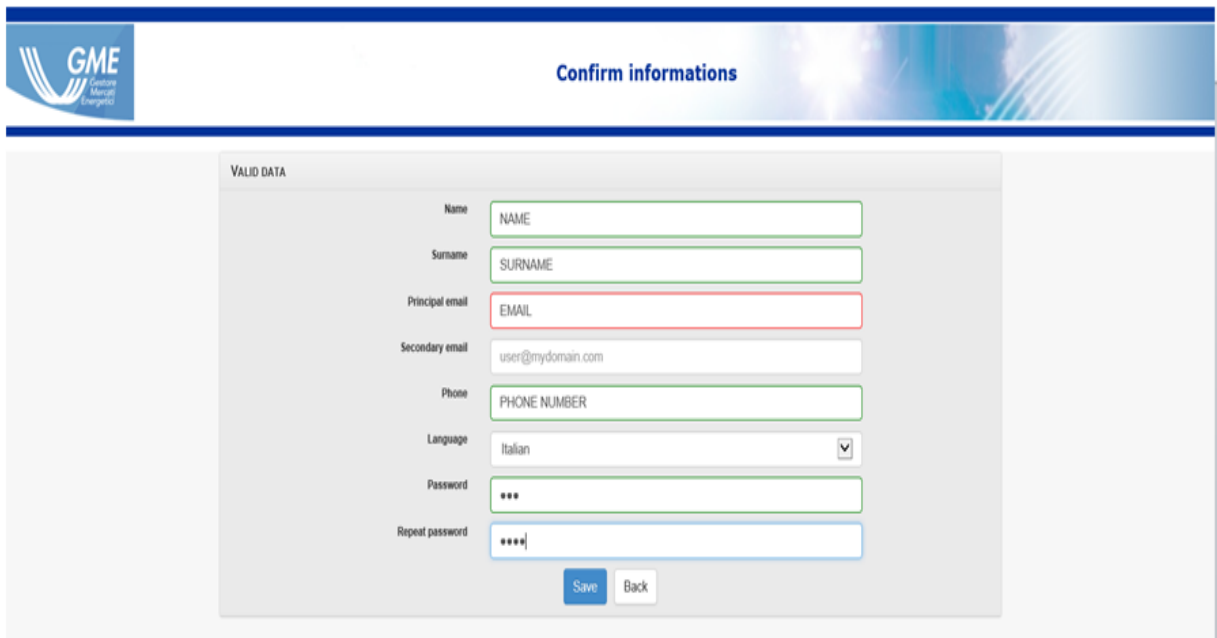
"fax" and "secondary email" are optional fields. The "Operators" field identifies the entities admitted to the markets/platforms managed by GME for which the registration is requested.

After the registration has been completed, the system will send an email to the email address specified by the user in the registration form, confirming that the request will be processed.

Once the request has been processed, if successful, the user will receive an email containing the credentials for the access to the system, otherwise, the user will receive an email containing the reasons of the rejection.

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At moment of their first access to the platform, users will have to change or confirm the password<sup>1</sup> automatically provided by the system and the additional data suggested by the form:



The screenshot shows a web form titled "Confirm informations" with the GME logo in the top left. The form is titled "VALID DATA" and contains the following fields:

- Name: NAME
- Surname: SURNAME
- Principal email: EMAIL
- Secondary email: user@mydomain.com
- Phone: PHONE NUMBER
- Language: Italian (dropdown menu)
- Password: \*\*\*
- Repeat password: \*\*\*\*

At the bottom of the form are two buttons: "Save" and "Back".

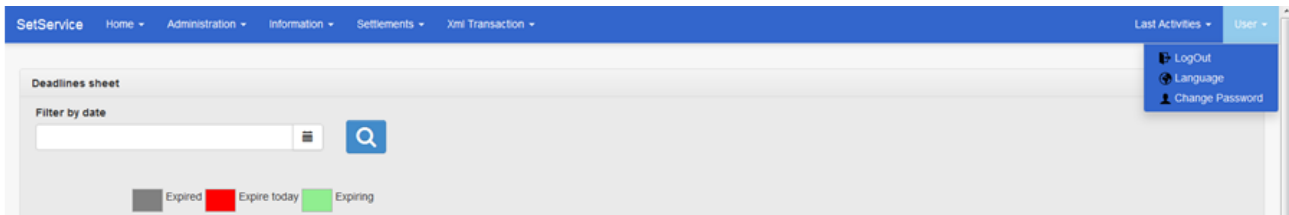
<sup>1</sup> Please note that the password must contain: at least 8 characters, at least one of these categories: lowercase letters (a-z), uppercase letters (A-Z), a numerical digit (0-9), special characters (#\$^+=!\*())@%&); it must not refer to information relating to the person, such as name and surname, and also it must not contain 2 consecutive characters of this personal information.

Example: Name Ingrid - Surname Ross - Password not available: In123456#Ro

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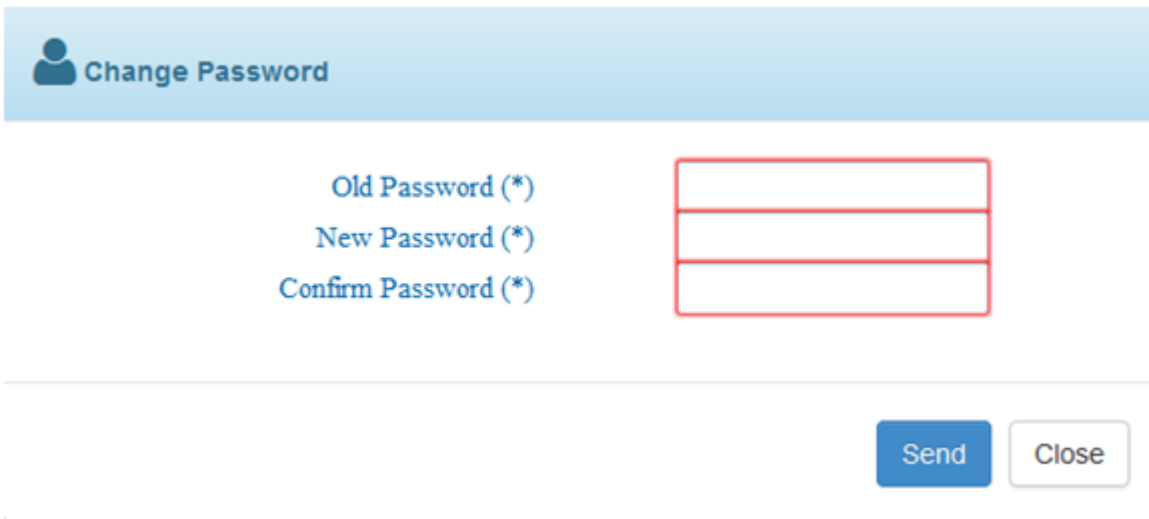
### 3. HOW TO CHANGE THE PASSWORD

Users can change their password at any time by using the item menu located on the right at the top of the screen:



In order to change the password, please:

- select the button "**User\ Change Password**" in the item menu,
- then enter the old password, the new password and confirm it in the displayed menu:



The screenshot shows a 'Change Password' dialog box. It has a light blue header with a user icon and the text 'Change Password'. Below the header, there are three input fields stacked vertically, each with a red border. The labels for these fields are 'Old Password (\*)', 'New Password (\*)', and 'Confirm Password (\*)'. At the bottom right of the dialog box, there are two buttons: a blue 'Send' button and a white 'Close' button with a grey border.

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### 4. TIMETABLE

After log in, users will access to platform's home page which shows all the payment due dates established for the current month:

Deadlines sheet

Filter by date

Expired
  Expire today
  Expiring

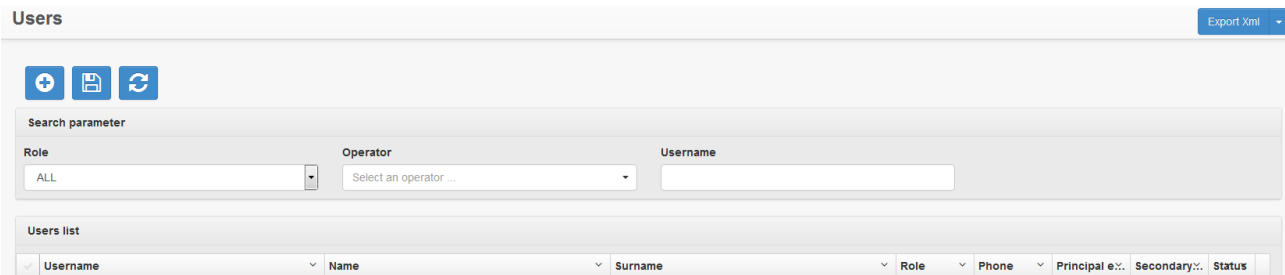
| Day        | Description         |
|------------|---------------------|
| 03/01/2016 | Corrispettivi CV    |
| 03/01/2016 | Corrispettivi GO    |
| 03/26/2016 | Corrispettivi MB    |
| 03/26/2016 | Corrispettivi MTE   |
| 03/26/2016 | Corrispettivi PBGAS |
| 03/26/2016 | Corrispettivi POF   |



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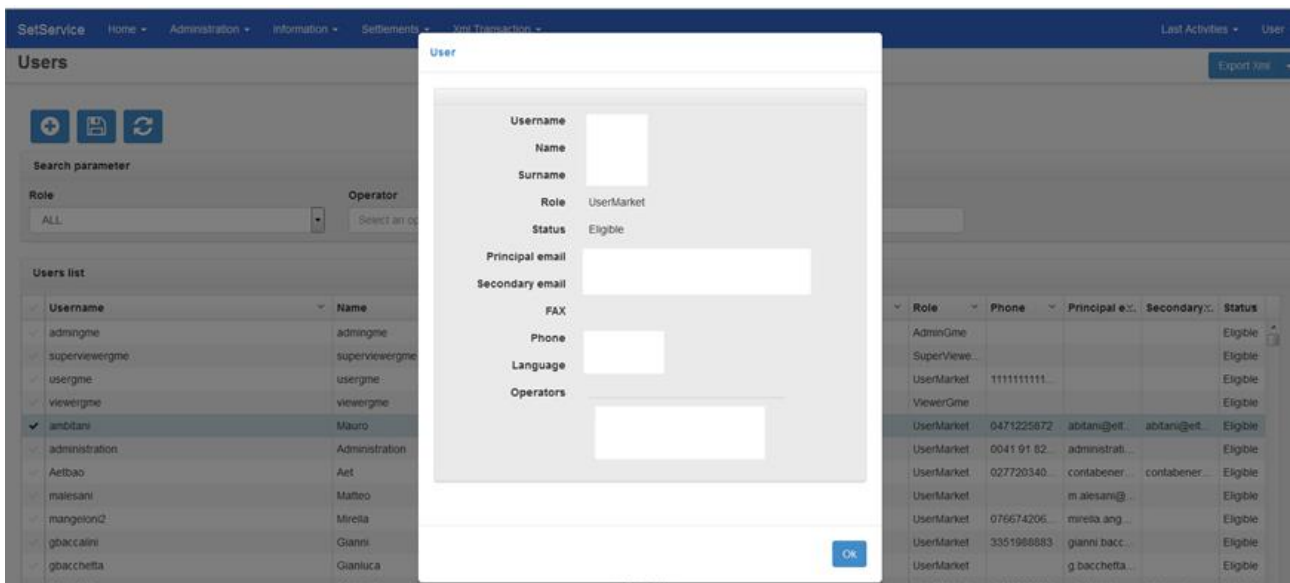
### 5. USERS MENU

Through the menu "Administration →Users" users will be able to display all the information related to the other users associated to the same Market Participant:



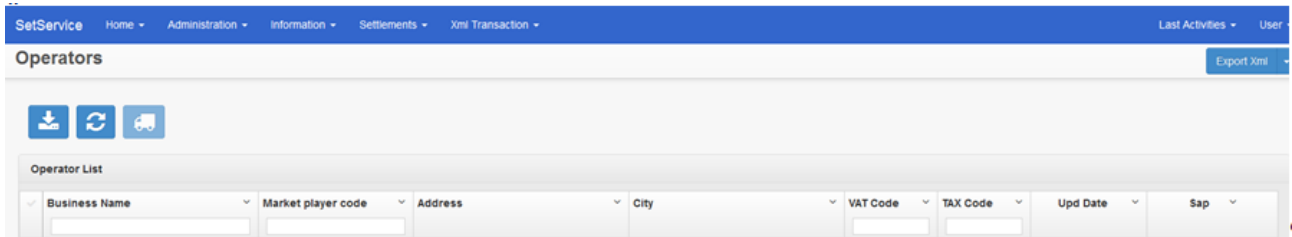
In order to display all the information related to the other users associated, please:

- select the user name
- click the right button of the mouse,
- the selected user's details menu will be displayed as follows.



### 6. OPERATORS LIST

Through menu "Administration → Operators" users will be able to display all the Market Participants associated to their user's profile.



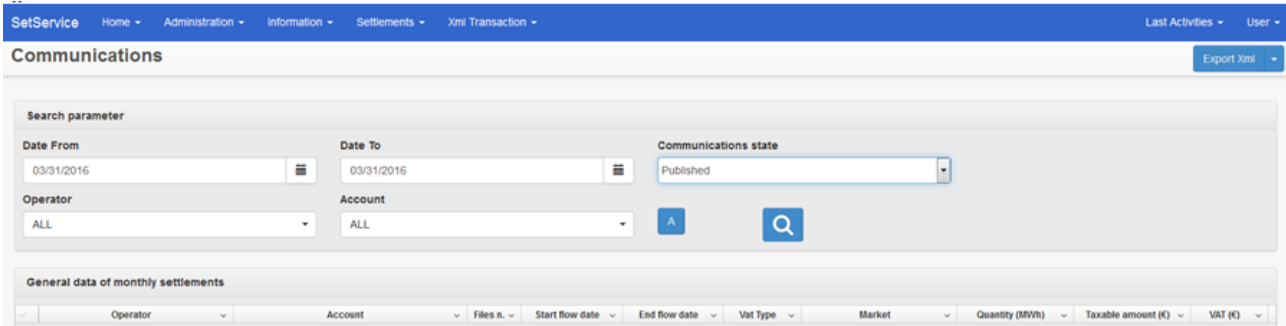
to display all the Market Participants associated:

- select the Market Participant,
- use the right button of the mouse,
- the selected Market Participant's details will be displayed divided in three sections: Details, Codes, and Market Participant VAT.

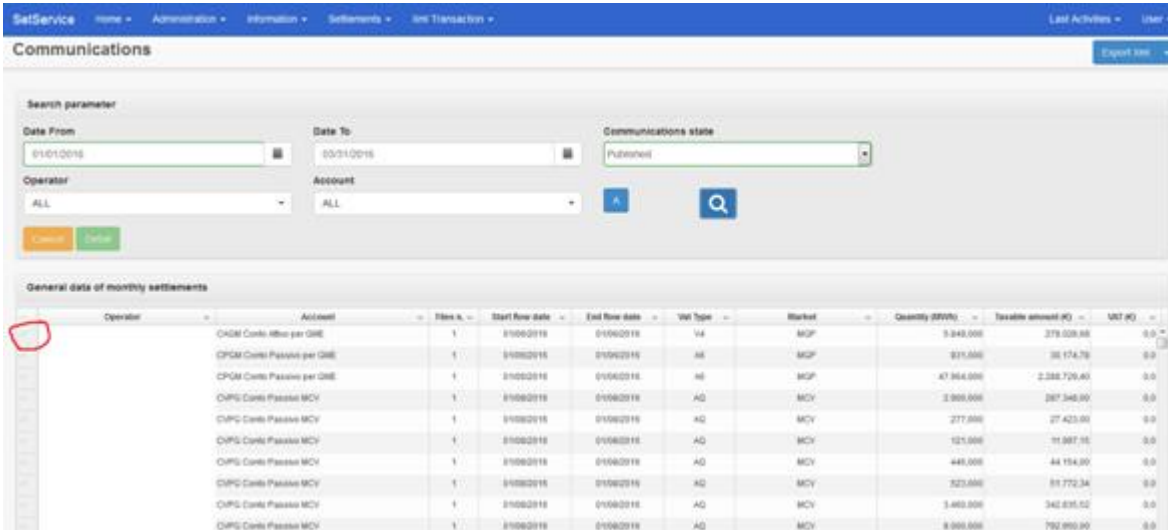
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### 7. COMMUNICATIONS OF PRO-FORMA INVOICE

In order to download communications, users must select the correct reference period in the menu “Settlement→Communications”. Then the users can download the pro-forma invoices as shown below:



Select the proper “account” and press the button  , the list of the xml files to download will be displayed as follows:



| Operator                   | Account | File n. | Start flow date | End flow date | Vat Type | Market | Quantity (MWh) | Taxable amount (€) | VAT (%) |
|----------------------------|---------|---------|-----------------|---------------|----------|--------|----------------|--------------------|---------|
| CPGM Conti Albo per GME    |         | 1       | 01/01/2016      | 01/01/2016    | 14       | MGF    | 0.940.000      | 279.020,88         | 0,0     |
| CPGM Conti Passivo per GME |         | 1       | 01/01/2016      | 01/01/2016    | 14       | MGF    | 0,0            | 30.174,79          | 0,0     |
| CPGM Conti Passivo per GME |         | 1       | 01/01/2016      | 01/01/2016    | 14       | MGF    | 47.964.000     | 2.389.720,40       | 0,0     |
| CPGS Conti Passivo MCV     |         | 1       | 01/01/2016      | 01/01/2016    | AG       | MCV    | 2.900.000      | 207.340,00         | 0,0     |
| CPGS Conti Passivo MCV     |         | 1       | 01/01/2016      | 01/01/2016    | AG       | MCV    | 277.000        | 27.423,00          | 0,0     |
| CPGS Conti Passivo MCV     |         | 1       | 01/01/2016      | 01/01/2016    | AG       | MCV    | 125.000        | 11.987,15          | 0,0     |
| CPGS Conti Passivo MCV     |         | 1       | 01/01/2016      | 01/01/2016    | AG       | MCV    | 445.000        | 44.154,00          | 0,0     |
| CPGS Conti Passivo MCV     |         | 1       | 01/01/2016      | 01/01/2016    | AG       | MCV    | 323.000        | 31.772,34          | 0,0     |
| CPGS Conti Passivo MCV     |         | 1       | 01/01/2016      | 01/01/2016    | AG       | MCV    | 3.469.000      | 342.835,52         | 0,0     |
| CPGS Conti Passivo MCV     |         | 1       | 01/01/2016      | 01/01/2016    | AG       | MCV    | 8.900.000      | 792.890,00         | 0,0     |

From this list, users can display and download the xml files representing the communications:

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### Communication detail

| Selected settlement       |                        |                         |                       |
|---------------------------|------------------------|-------------------------|-----------------------|
| <b>Operator</b>           | <b>Account</b>         | <b>Start flow date</b>  | <b>End flow date</b>  |
|                           | CVPG Conto Passivo MCV | 01/08/2016              | 01/08/2016            |
| <b>Files n.</b>           | <b>Vat Type</b>        | <b>Market</b>           | <b>Quantity (MWh)</b> |
| 1                         | AQ                     | MCV                     | 753,000               |
| <b>Taxable amount (€)</b> | <b>VAT (€)</b>         | <b>Total amount (€)</b> |                       |
| 74.622,30                 | 0,00                   | 74.622,30               |                       |

| Settlement XML files |               |                               |           |      |               |
|----------------------|---------------|-------------------------------|-----------|------|---------------|
| Creation date        | Document type | File type                     | File name | Note | Download date |
| 22/03/2016           | Comunicazioni | Liquidazione Mensile (form... |           |      |               |

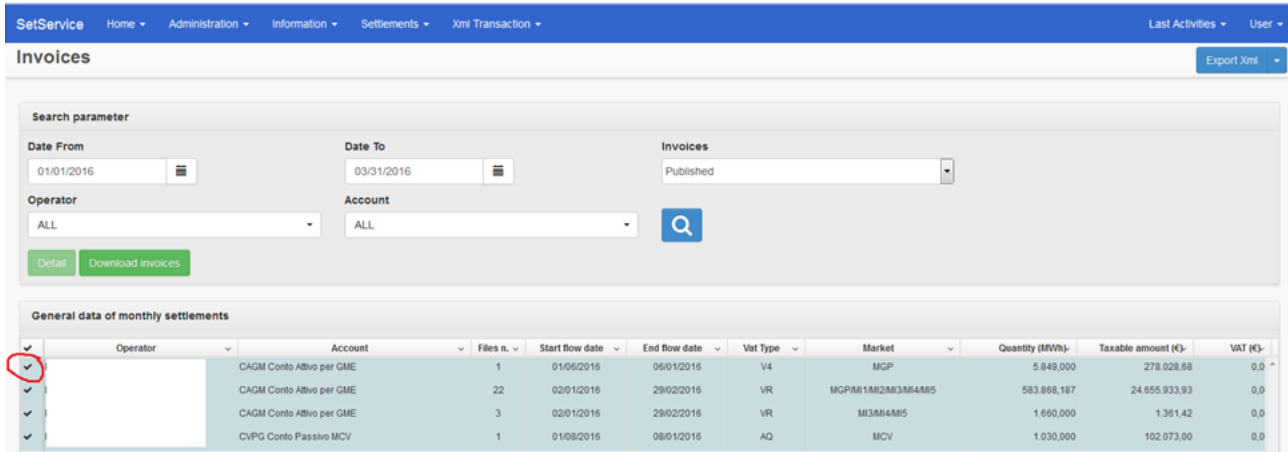
[View XML](#) [Download XML](#)

[Close](#)

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### 8. GME'S INVOICE DOWNLOADING

From the menu “Settlement→Invoices”, by selecting the reference period, the users can download the invoices – exclusively when the conditions provided for by the legislation currently in force for the electronic invoicing and the related implementing provisions do not occur<sup>2</sup> - as shown below:

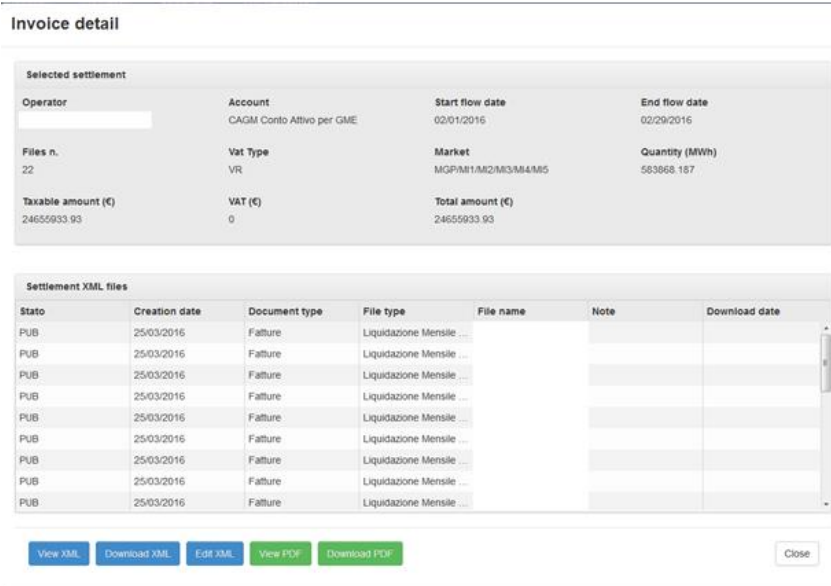


The screenshot shows the 'Invoices' section of the SetService application. At the top, there is a navigation bar with 'SetService' and various menu items. Below this, the 'Invoices' title is displayed along with an 'Export Xml' button. A search parameter section allows filtering by 'Date From' (01/01/2016), 'Date To' (03/31/2016), and 'Invoices' (Published). There are also dropdowns for 'Operator' (ALL) and 'Account' (ALL), and a search icon. Below the search section are 'Detail' and 'Download invoices' buttons. The main area contains a table titled 'General data of monthly settlements' with columns: Operator, Account, Files n., Start flow date, End flow date, Vat Type, Market, Quantity (MWh), Taxable amount (€), and VAT (%). A red circle highlights the first row's 'Operator' column.

| Operator | Account                   | Files n. | Start flow date | End flow date | Vat Type | Market             | Quantity (MWh) | Taxable amount (€) | VAT (%) |
|----------|---------------------------|----------|-----------------|---------------|----------|--------------------|----------------|--------------------|---------|
|          | CAGM Conto Attivo per GME | 1        | 01/06/2016      | 06/01/2016    | V4       | MGP                | 5.849,000      | 278.028,88         | 0,0     |
|          | CAGM Conto Attivo per GME | 22       | 02/01/2016      | 29/02/2016    | VR       | MGP/M1/M2/M3/M4/M5 | 583.868,187    | 24.655.933,93      | 0,0     |
|          | CAGM Conto Attivo per GME | 3        | 02/01/2016      | 29/02/2016    | VR       | M3/M4/M5           | 1.660,000      | 1.361,42           | 0,0     |
|          | CVPG Conto Passivo MCV    | 1        | 01/08/2016      | 08/01/2016    | AG       | MCV                | 1.030,000      | 102.073,00         | 0,0     |



- Select the proper “account” and press the button
- the list of xml/PDF files to view and/or download will be displayed as below:



The screenshot shows the 'Invoice detail' section. It displays 'Selected settlement' information in a table format:

| Operator | Account                   | Start flow date | End flow date |
|----------|---------------------------|-----------------|---------------|
|          | CAGM Conto Attivo per GME | 02/01/2016      | 02/29/2016    |

| Files n. | Vat Type | Market             | Quantity (MWh) |
|----------|----------|--------------------|----------------|
| 22       | VR       | MGP/M1/M2/M3/M4/M5 | 583868,187     |

| Taxable amount (€) | VAT (€) | Total amount (€) |
|--------------------|---------|------------------|
| 24655933,93        | 0       | 24655933,93      |





  

Below this is a table titled 'Settlement XML files' with columns: Stato, Creation date, Document type, File type, File name, Note, and Download date. The table lists multiple rows of 'Fatture' (invoices) with a 'Download date' of 25/03/2016. At the bottom, there are buttons for 'View XML', 'Download XML', 'Edit XML', 'View PDF', and 'Download PDF', along with a 'Close' button.


<sup>2</sup> In case the regulatory conditions for electronic invoicing applies, GME's active invoices will be transmitted through the Sistema di Interscambio (SDI).

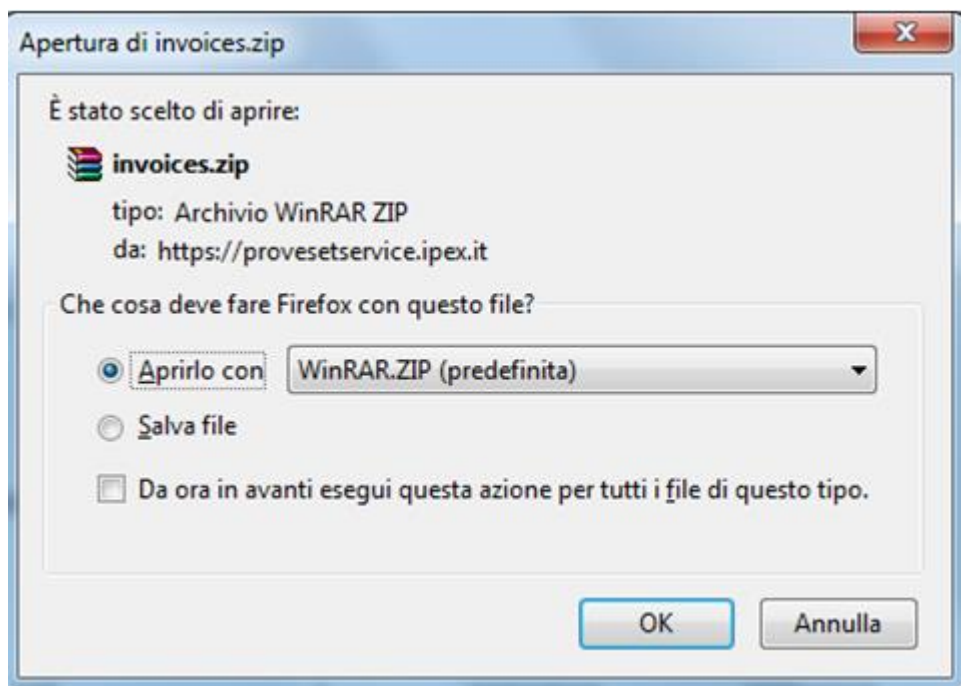
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The users can also use the following buttons – exclusively when the conditions provided for by the legislation currently in force for the electronic invoicing and the related implementing provisions do not occur:

-  allows the user to display the invoice in XML format;
-  allows the user to download the invoice in XML format;
-  allows the user to display the invoice in PDF format;
-  allows the user to download the invoice in PDF format

### Download invoices

Finally, by pressing the button , the user can download all the PDF invoices available in ZIP format exclusively when the conditions provided for by the legislation currently in force for the electronic invoicing and the related implementing provisions do not occur:



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GME's invoices are transmitted to the Market Participants, exclusively upon recurrence of the conditions provided by the legislation in force from time to time in force for the electronic invoicing and the related implementing provisions, through the Sistema di Interscambio (SDI).

### 8.1 Example of the XML file representing GME's invoice

The file in XML format is consistent with the table provided by the Italian Revenue Agency and in which the descriptions of the fields in the invoice are also reported.

|   |
|---|
| <?xml version="1.0" encoding="utf-8"?>  |
| <FatturaElettronica xmlns:ds="http://www.w3.org/2000/09/xmldsig#" versione="FPA12" xmlns="http://ivaservizi.agenziaentrate.gov.it/docs/xsd/fatture/v1.2"> |
| <ElectronicInvoiceHeader xmlns="">  |
| <TransmissionData>  |
| <IdTrasmitter>  |
| <IdCountry>IT</IdCountry>   |
| <IdCode>12345678911</IdCode>  |
| </IdTrasmitter>   |
| <ProgressiveSending>0000000000</ProgressiveSending>   |
| <TransmissionFormat>FPR12</TransmissionFormat> <sup>3</sup>   |
| <RecipientCode>0000000</RecipientCode>  |
| </TransmissionData>   |
| <TransferorProvider>  |
| <PersonalData>  |
| <VATId>   |
| <CountryId>IT</CountryId>   |
| <CodeId>06208031002</CodeId>  |
| </VATId>  |
| <TaxCode>06208031002</TaxCode>  |
| <Anagrafica>  |
| <CompanyName>Gestore dei Mercati Energetici S.p.A.</CompanyName>  |
| </Anagrafica>   |
| <TaxScheme>RF01</TaxScheme>   |
| </PersonalData>   |
| <LegalAddress>  |
| <Address>Viale Maresciallo Pilsudski 122/124</Address>  |
| <PostalCode>00197</PostalCode>  |
| <Municipality>ROMA</Municipality>   |

<sup>3</sup> With reference to the Public Administration, this field appears :<TransmissionFormat>FPA12</TransmissionFormat>

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|  |
|--|
| <Province>RM</Province>                    |
| <Country />                                |
| </LegalAddress>                            |
| <RERegistration>                           |
| <Office>RM</Office>                        |
| <REAnumber>953866</REAnumber>              |
| <ShareCapital>7500000.00</ShareCapital>    |
| <SoleMember>SU</SoleMember>                |
| <LiquidationStatus>LN</LiquidationStatus>  |
| </RERegistration>                          |
| <Contacts>                                 |
| <Telephone>0680121</Telephone>             |
| <Fax>0680124589</Fax>                      |
| <Email>contab@mercatoelettrico.org</Email> |
| </Contacts>                                |
| </TrabsferorProvider>                      |
| <TransfereeCustomer>                       |
| <PersonalData>                             |
| <VATId>                                    |
| <CountryId>IT</CountryId>                  |
| <CodeId>12345678911</CodeId>               |
| </VatId>                                   |
| <Anagrafica>                               |
| <CompanyName>OP S.p.A.</CompanyName>       |
| </Anagrafica>                              |
| </PersonalData>                            |
| <LegalAddress>                             |
| <Address>VIA XXX 31</Address>              |
| <PostalCode>20121</PostalCode>             |
| <Municipality>Milano</Municipality>        |
| <Province>MI</Province>                    |
| <Country>IT</Country>                      |
| </LegalAddress>                            |
| </TransfereeCustomer>                      |
| </HeaderElectronicInvoice>                 |
| <BodyElectronicInvoice xmlns="">           |
| <GeneralData>                              |
| <DocumentGeneralData>                      |



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|  |
|--|
| <DocumentType>TD01</DocumentType>  |
| <Currency>EUR</Currency>   |
| <Date>2018-04-03</Date>  |
| <Number>2000000140</Number>  |
| <StampData>  |
| <VirtualStamp>YES</VirtualStamp>   |
| <VirtualStamp>0.00</VirtualStamp>  |
| </StampData>   |
| <DocumentTotalAmount>306.82</DocumentTotalAmount>  |
| <Reason>Period: 2018-01-29 - 2018-02-04</Reason>   |
| <Reason>document_type: EW</Reason>   |
| <Reason> Operations carried out on the electricity market during the period indicated </Reason>  |
| <Reason> the expiry and adjustment of this invoice are defined by Technical Rule no. 8 ME as subsequently amended and integrated pursuant to Article 4 of the integrated text of the market rules</Reason> |
| <Reason>Electricity.</Reason>  |
| <Reason> Where due, stamp duty paid virtually pursuant to Ministerial Decree of 17 June 2014</Reason>  |
| </DocumentGeneralData>   |
| <ConventionData>   |
| <DocumentId>180401000182300</DocumentId>   |
| </ConventionData>  |
| </GeneralData>   |
| <GoodsServicesData>  |
| <LinesDetail>  |
| <LinesNumber>1</LinesNumber>   |
| <ItemCode>   |
| <TypeCode>MGP</TypeCode>   |
| <ValueCode>995892707756704</ValueCode>   |
| </ItemCode>  |
| <Description>Unit:UP_1 ,Date:30/01/2018 ,Time:4am</Description>  |
| <Amount>6.689</Amount>   |
| <UnitOfMeasurement>MWH</UnitOfMeasurement>   |
| <UnitPrice>45.870000</UnitPrice>   |
| <TotalPrice>306.82</TotalPrice>  |
| <VATRate>0.00</VATRate>  |
| <Nature>N6</Nature>  |
| </LinesDetail>   |

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|   |
|---|
| <LinesDetail>                               |
| <RecapData>                                 |
| <VATRate>0.00</VATRate>                     |
| <Nature>N6</Nature>                         |
| <TAX_CODE>0,00</TAX_CODE>                   |
| <Tax>0.00</Tax>                             |
| <VATchargeability</VATchargeability>        |
| </RecapData>                                |
| </GoodsServicesData>                        |
| <PaymentData>                               |
| <PaymentConditions>TP01</PaymentConditions> |
| <PaymentDetails>                            |
| <PaymentMethod>MP05</PaymentMethod>         |
| <PaymentAmount>306.82</PaymentAmount>       |
| </PaymentDetails>                           |
| </PaymentsData>                             |
| </BodyElectronicInvoice>                    |
| </ElectronicInvoice>                        |
|   |

With reference to the specifications of the <ItemCode> and <Description> fields related to the Lines Details of the invoices, refer to what is explained in the following paragraph 10 for each of the sub-accounts on the SetService platform.

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### 9. INVOICE UPLOADING

Upon the recurrence of the conditions established by the legislation in force from time to time for the electronic invoicing and the related implementing provisions, Market Participants shall download their notice of proforma invoice from the "SetService" IT platform and transmit the invoice, integrated exclusively with the necessary details, to GME through the SDI.

If the conditions for the application of the above regulation are not met, by selecting the reference period from the menu "Settlement→ Upload Invoices Passive", users can upload the invoices in two alternative ways shown below:

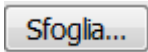


1. Upload XML invoice

After downloading the communications in xml format as shown in the previous paragraph the user must change the following tags in each document downloaded:

- <Number>\*\*\*C\*\*\*</Number>: entering the invoice number;
- <Date>9999-12-31</Date>: entering the issuing date in format yyyy-mm-dd

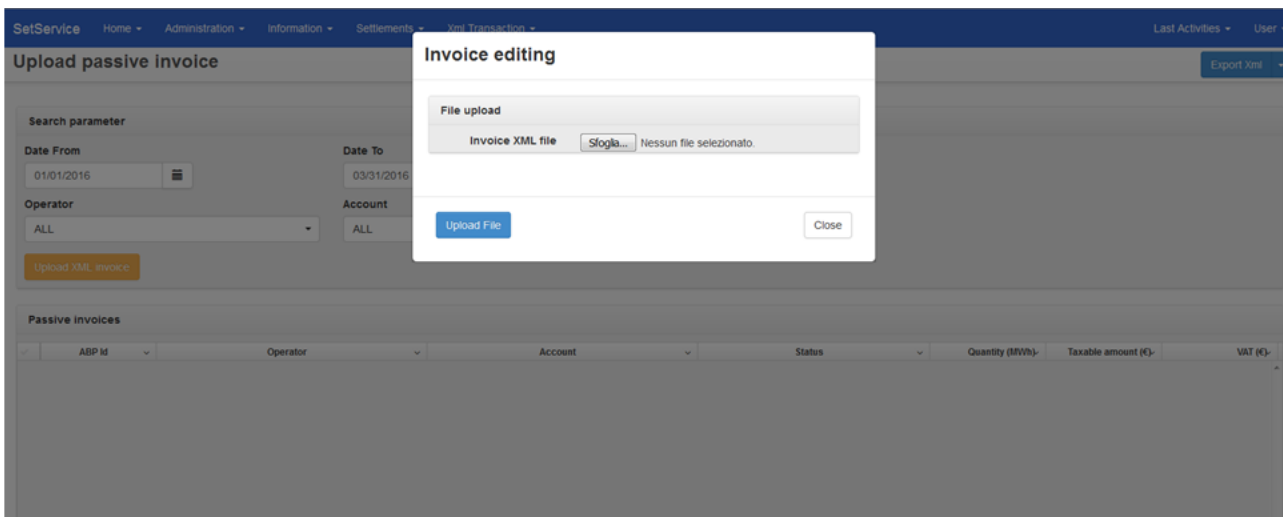
Then users can finally upload the XML document as previously modified by pressing on the button



, selecting the invoice to be uploaded and then clicking on



:

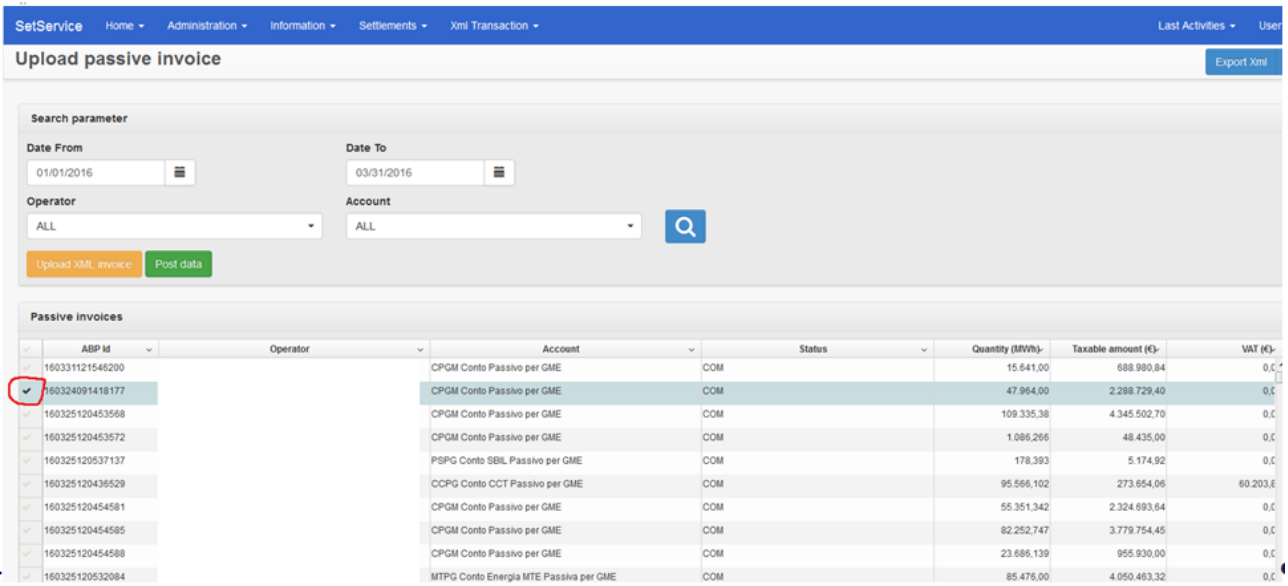


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Post data

### 2. Post data :

The user must select with the mouse the invoice that must be uploaded:



**Upload passive invoice** Export Xml

**Search parameter**

Date From: 01/01/2016      Date To: 03/31/2016

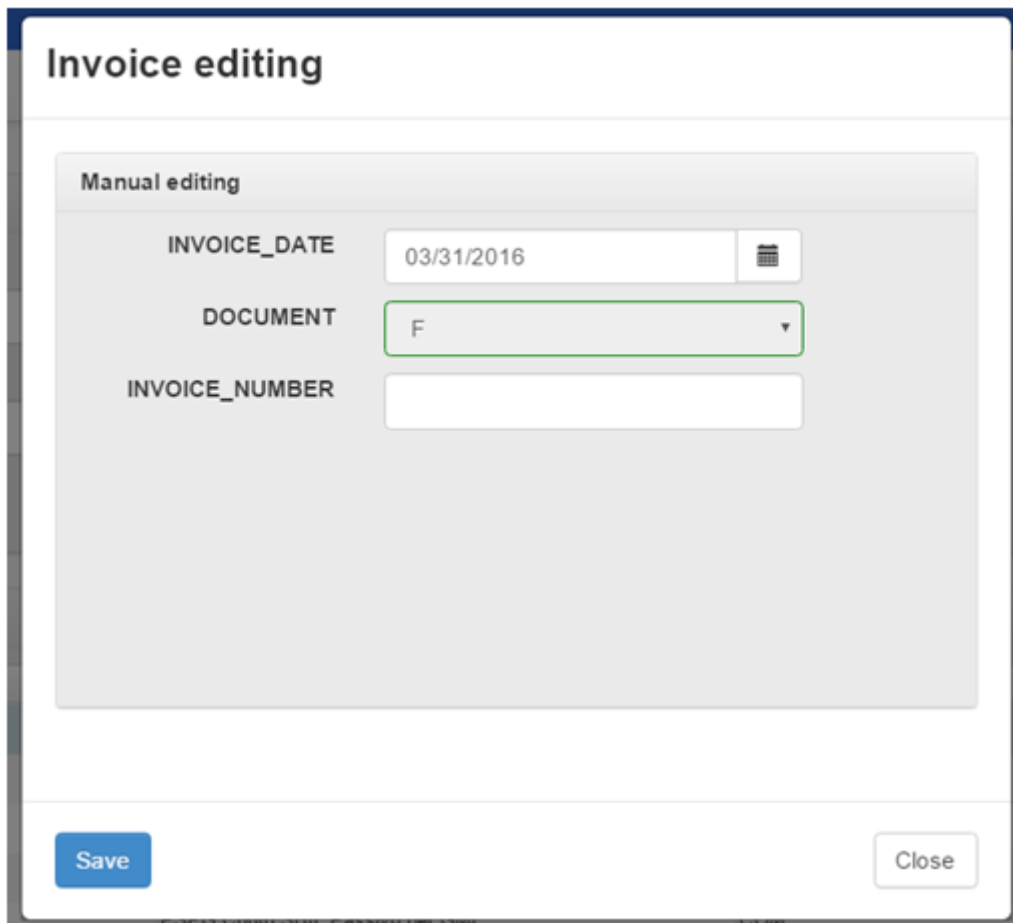
Operator: ALL      Account: ALL 🔍

Upload XML invoice Post data

| ABP Id  | Operator | Account                                | Status | Quantity (MWh) | Taxable amount (€) | VAT (€)  |
|---|----------|--|--------|----------------|--------------------|----------|
| 160331121546200                                     |          | CPGM Conto Passivo per GME             | COM    | 15.641,00      | 688.980,84         | 0,0      |
| <input checked="" type="checkbox"/> 160324091418177 |          | CPGM Conto Passivo per GME             | COM    | 47.964,00      | 2.288.729,40       | 0,0      |
| 160325120453568                                     |          | CPGM Conto Passivo per GME             | COM    | 109.335,38     | 4.345.502,70       | 0,0      |
| 160325120453572                                     |          | CPGM Conto Passivo per GME             | COM    | 1.086,266      | 48.435,00          | 0,0      |
| 160325120537137                                     |          | PSPG Conto SBIL Passivo per GME        | COM    | 178,393        | 5.174,92           | 0,0      |
| 160325120436529                                     |          | CCPG Conto CCT Passivo per GME         | COM    | 95.566,102     | 273.654,06         | 60.203,6 |
| 160325120454581                                     |          | CPGM Conto Passivo per GME             | COM    | 55.351,342     | 2.324.693,64       | 0,0      |
| 160325120454585                                     |          | CPGM Conto Passivo per GME             | COM    | 82.252,747     | 3.779.754,45       | 0,0      |
| 160325120454588                                     |          | CPGM Conto Passivo per GME             | COM    | 23.686,139     | 955.930,00         | 0,0      |
| 160325120532084                                     |          | MTPG Conto Energia MTE Passivo per GME | COM    | 85.476,00      | 4.050.463,32       | 0,0      |

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Only if the conditions provided by the legislation in force from time to time in force concerning electronic invoicing and the related implementing provisions do not occur, the users will display the following menu where the invoice 's details can uploaded:



- < INVOICE\_NUMBER >: entering the invoice number;
- <INVOICE\_DATE>: entering the issuing date in format yyyy-mm-dd.

Then, pressing the button  the invoice will be automatically uploaded in the system.

### 9.1 Layout of the XML file representing GME's notification for invoicing

## SetService - User Manual

The file in XML format is consistent with the table provided by the Italian Revenue Agency and in which the descriptions of the fields in the invoice are also reported.

|  |
|--|
| <?xml version="1.0" encoding="utf-8"?>   |
| <ElectronicInvoice xmlns:ds="http://www.w3.org/2000/09/xmldsig#" versione="FPA12" xmlns="http://ivaservizi.agenziaentrate.gov.it/docs/xsd/fatture/v1.2"> |
| <ElectronicInvoiceHeader xmlns="">   |
| <TransmissionData>   |
| <TransferorId>   |
| <CountryId>IT</CountryId>  |
| <IdCodee>XXXXXXXXXX</IdCodee>  |
| </TransferorId>  |
| <ProgressiveSending>000000000</ProgressiveSending>   |
| <TrasmissionFormat>FPR12</TrasmissionFormat>   |
| <RecipientCode>0000000</RecipientCode>   |
| </TrasmissionData>   |
| <TransferorProvider>   |
| <PersonalData>   |
| <VATId>  |
| <CountryId>IT</CountryId>  |
| <CodeId>12345678911</CodeId>   |
| </VATId>   |
| <TaxCode>12345678911</TaxCode>   |
| <Anagrafica>   |
| <CompanyName>OP S.p.A.</CompanyName>   |
| </Anagrafica>  |
| <TaxScheme>RF01</TaxScheme>  |
| </PersonalData>  |
| <LegalAddress>   |
| <Address>VIA XXX 31</Address>  |
| <PostalCode>20121</PostalCode>   |
| <Municipality>Milan</Municipality>   |
| <Province>MI</Province>  |
| <Country >IT</Country>   |
| </LegalAddress>  |
| <RERegistration>   |
| <Office>RM</Office>  |
| <RENumber>953866</RENumber>  |
| <ShareCapital>7500000.00</ShareCapital>  |
| <SoleMember>SU</SoleMember>  |
| <LiquidationStatus>LN</LiquidationStatus>  |
| </RERegistration>  |

## SetService - User Manual

|  |
|--|
| <Contacts>   |
| <Telephone>0680121</Telephone>                                   |
| <Fax>0680124589</Fax>  |
| <Email>contab@mercatoelettrico.org</Email>                       |
| </Contacts>  |
| </TransferorProvider>  |
| <TransfereeCustomer>   |
| <PersonalData>   |
| <VATId>  |
| <CountryId>IT</CountryId>  |
| <CodeId>06208031002</CodeId>                                     |
| </VATId>   |
| <Anagrafica>   |
| <CompanyName>Gestore dei Mercati Energetici S.p.A.</CompanyName> |
| </Anagrafica>  |
| </PersonalData>  |
| <LegalAddress>   |
| <Address>Viale Maresciallo Pilsudski 122/124</Address>           |
| <PostalCode>00197</PostalCode>                                   |
| <Municipality>ROMA</Municipality>                                |
| <Province>RM</Province>  |
| <Country>IT</Country>  |
| </LegalAddress>  |
| </TransfereeCustomer>  |
| </ElectronicInvoiceHeader>                                       |
| <ElectronicInvoiceBody xmlns="">                                 |
| <GeneralData>  |
| <DocumentGeneralData>  |
| <DocumentType>TD01</DocumentType>                                |
| <Currency>EUR</Currency>   |
| <Date>9999-12-31</Date>  |
| <Number>***C***</Number>   |
| <StampData>  |
| <VirtualStamp>SI</VirtualStamp>                                  |
| <StampAmount>0.00</StampAmount>                                  |
| </StampData>   |
| <DocumentTotalAmount>306.82</DocumentTotalAmount>                |
| <Reason>Period: 2018-01-29 - 2018-02-04</Reason>                 |

## SetService - User Manual

|   |
|---|
| <Reason>document_type: EW</Reason>  |
| <Reason> Operations carried out on the electricity market in the period indicated </Reason>   |
| <Reason> the expiry and adjustment of this invoice are defined by Technical Rule no. 8 ME as subsequently amended and integrated pursuant to Article 4 of the integrated text of the market rules </Reason> |
| <Reason>o electricity.</Reason>   |
| <Reason> Where due, stamp duty virtually paid pursuant to Ministerial Decree of 17 June 2014</Reason>   |
| </DocumentGeneralData>  |
| <ConventionData>  |
| <DocumentId>180401000182300</DocumentId>  |
| <ConventionData>  |
| </GeneralData>  |
| <GoodsServicesData>   |
| <LinesDetail>   |
| <LineNumber>1</LineNumber>  |
| <ItemCode>  |
| <TypeCode>MGP</TypeCode>  |
| <ValueCode>995892707756704</ValueCode>  |
| </ItemCode>   |
| <Descrizione>Unit: UP_1 ,Date:30/01/2018 ,Time:4 am</Description>   |
| <Amount>6.689</Amount>  |
| <Unitsofmeasurement>MWH</Unitsofmeasurement >   |
| <UnitPrice>45.870000</UnitPrice>  |
| <TotalPrice>306.82</TotalPrice>   |
| <VATrate>0.00</VATrate>   |
| <Nature>N6</Nature>   |
| </LinesDetail>  |
| <LinesDetail>   |
| <DataRecap>   |
| <VATrate>0.00</VATrate>   |
| <Nature>N6</Nature>   |
| <TAX_CODE>0,00</TAX_CODE>   |
| <Tax>0.00</Tax>   |
| <VATchargeability>I</VATchargeability>  |
| </RecapData>  |
| </GoodsServicesData>  |
| <PaymentData>   |
| <PaymentCondition>TP01</PaymentConditions>  |
| <PaymentDetails>  |



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|  |
|--|
| <code>&lt;PaymentMethod&gt;MP05&lt;/PaymentMethod&gt;</code>   |
| <code>&lt;PaymentAmount&gt;306.82&lt;/PaymentAmount&gt;</code> |
| <code>&lt;/PaymentDetails&gt;</code>                           |
| <code>&lt;/PaymentData&gt;</code>                              |
| <code>&lt;/ElectronicInvoiceBody&gt;</code>                    |
| <code>&lt;/ElectronicInvoice&gt;</code>                        |

The `<DocumentId> 180401000182300 </DocumentId>` field contains a code generated by GME, corresponding to the previous XML file with the name ABPIId, unique for each notice of proforma invoice. This field should not be modified or deleted as used by GME for the reconciliation of invoices.

With regard to the `<CodeId> XXXXXXXXXXXX </CodeId>` field within the `<TrasmitterId>` tag, exclusively in cases where transmission of the invoice to the SDI is provided, this field must be completed by the transmitter with his/her/its own unique ID.

As for the `<ItemCode>` and `<Description>` fields related to the Lines Detail of invoices, please refer to the explanation in the following paragraph 10 for each of the sub-accounts on the SetService platform.

## SetService - User Manual

### 10 XML FILE LINES DETAILS – DOCUMENT TYPE

Below are the details of the lines for each type of invoice relating to the following sub-accounts and the relevant document type:

| Sub-account   | Line Number | <TypeCode>  | ValueCode        | Description              | <Reason> Document Type |
|---|-------------|---|------------------|--------------------------|------------------------|
| <b>Account receivable ME for W+1</b>                        | #           | <MARKET>MGP</MARKET><br>or<br><MARKET>MI1</MARKET><br>or<br><MARKET>MI2</MARKET><br>or<br><MARKET>MI3</MARKET><br>or<br><MARKET>XBID</MARKET> | (Transaction ID) | Unit, Date and Flow Date | EW                     |
| <b>Account payable ME for W+1</b>                           | #           | <MARKET>MGP</MARKET><br>or<br><MARKET>MI1</MARKET><br>or<br><MARKET>MI2</MARKET><br>or<br><MARKET>MI3</MARKET><br>or<br><MARKET>XBID</MARKET> | (Transaction ID) | Unit, Date and Flow Date | EW                     |
| <b>Account receivable ME for W+1 – supplies of services</b> |             | <MARKET>MGP</MARKET><br>or<br><MARKET>MI1</MARKET><br>or<br><MARKET>MI2</MARKET><br>or<br><MARKET>MI3</MARKET><br>or<br><MARKET>XBID</MARKET> | (Transaction ID) | Unit, Date and Flow Date | EP                     |
| <b>Account payable ME for W+1 – supplies of services</b>    |             | <MARKET>MGP</MARKET><br>or<br><MARKET>MI1</MARKET><br>or<br><MARKET>MI2</MARKET><br>or<br><MARKET>MI3</MARKET><br>or<br><MARKET>XBID</MARKET> | (Transaction ID) | Unit, Date and Flow Date | EP                     |

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|   |   |   |   |   |    |
|---|---|---|---|---|----|
| <b>Unbal Account receivable ME for W+1</b>                        | # | <MARKET>MGP</MARKET><br><br><MARKET>XSB</MARKET>  | (Sub-account PCE)<br>(XBID imbalance)     | PCE UNBALANCING,<br>Date and Flow Date<br>XSB imbalance, Date and hour  | SW |
| <b>Unbal Account Payable ME for W+1</b>                           | # | <MARKET>MGP</MARKET><br><br><MARKET>XSB</MARKET>  | (Sub-account PCE)<br>(XBID imbalance)     | PCE UNBALANCING,<br>Date and Flow Date<br>XSB imbalance, Date and hour  | SW |
| <b>Unbal Account receivable ME for W+1 – supplies of services</b> |   | <MARKET>MGP</MARKET><br><br><MARKET>XSB</MARKET>  | (Sub-account PCE)<br><br>(XBID imbalance) | PCE UNBALANCING,<br>Date and Flow Date<br><br>XSB imbalance, Date and hour  | SP |
| <b>Unbal Account Payable ME for W+1 – supplies of services</b>    |   | <MARKET>MGP</MARKET><br><br><MARKET>XSB</MARKET>  | (Sub-account PCE)<br><br>(XBID imbalance) | PCE UNBALANCING,<br>Date and Flow Date<br><br>XSB imbalance, Date and hour  | SP |
| <b>Account receivable CCT for W+1</b>                             | # | <MARKET>CCT</MARKET>  | (Bid/Offer Code)                          | Unit, Date and Flow Date  | CW |
| <b>Account payable CCT W+1</b>                                    | # | <MARKET>CCT</MARKET>  | (Bid/Offer Code)                          | Unit, Date and Flow Date  | CW |
| <b>Account receivable for GAS W+1</b>                             | # | <MARKET>MGPG</MARKET><br>> or<br><MARKET>MIG</MARKET><br>or<br><MARKET>MGS</MARKET><br>or<br><MARKET>MTG</MARKET> | (Transaction ID)                          | Date, Product: <i>in the case of "MARKET MGS" The "Flow Day of the volumes identified in paragraph 2.5 of the TIB"</i> corresponds to the flow date | GW |
| <b>Account Payable for GAS W+1</b>                                | # | <MARKET>MGPG</MARKET><br>> or<br><MARKET>MIG</MARKET><br>or<br><MARKET>MGS</MARKET><br>or<br><MARKET>MTG</MARKET> | (Transaction ID)                          | Date, Product: <i>in the case of "MARKET MGS" The "Flow Day of the volumes identified in paragraph 2.5 of the TIB"</i> corresponds to               | GW |

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|   |   |   |                       |   |    |
|---|---|---|-----------------------|---|----|
|   |   |   |                       | the flow date                               |    |
| <b>Unbal. Account receivable MGAS for GME</b> | # | <MARKET>SBI</MARKET>  | (Bid/Offer Code)      | Flow Date                                   | SG |
| <b>Unbal. Account payable MGAS for GME</b>    | # | <MARKET>SBI</MARKET>  | (Bid/Offer Code)      | Flow Date                                   | SG |
| <b>Account receivable GO for GME</b>          | # | <MARKET>COF</MARKET>  | (Transaction ID)      | Profile, Product and Date of matching       | CO |
| <b>Account payable GO for GME</b>             | # | <MARKET>COF</MARKET>  | (Transaction ID)      | Profile, Product and Date of matching       | CO |
| <b>Account receivable MTEE</b>                | # | <MARKET>TEE</MARKET>  | (Transaction ID)      | Date of matching and Bid/Offer Id           | TT |
| <b>Account payable MTEE</b>                   | # | <MARKET>TEE</MARKET>  | (Transaction ID)      | Date of matching and Bid/Offer Id           | TT |
| <b>Account Fees GAS for GME</b>               | # | <MARKET>MGPG</MARKET><br>> or<br><MARKET>MIG</MARKET><br>or<br><MARKET>MGS</MARKET> | (Transaction ID)      | Flow Date                                   | GE |
| <b>Account Fees GO</b>                        | # | <MARKET>COF</MARKET>  | (Transaction ID)      | Product, Profile and Date                   | FO |
| <b>Account Fees MSD/MB</b>                    | # | <MARKET>MSD/MB</MARKET>   | <Segment>Q1</Segment> | "MSD/MB FEES"                               | FE |
| <b>Account Fees MTE</b>                       | # | <MARKET>MTE</MARKET>  | (Transaction ID)      | Contract, Date of matching and Bid/Offer Id | FT |
| <b>Account Fees PCE</b>                       | # | <MARKET>PCE</MARKET>  | (contract)            | Date of matching                            | CE |

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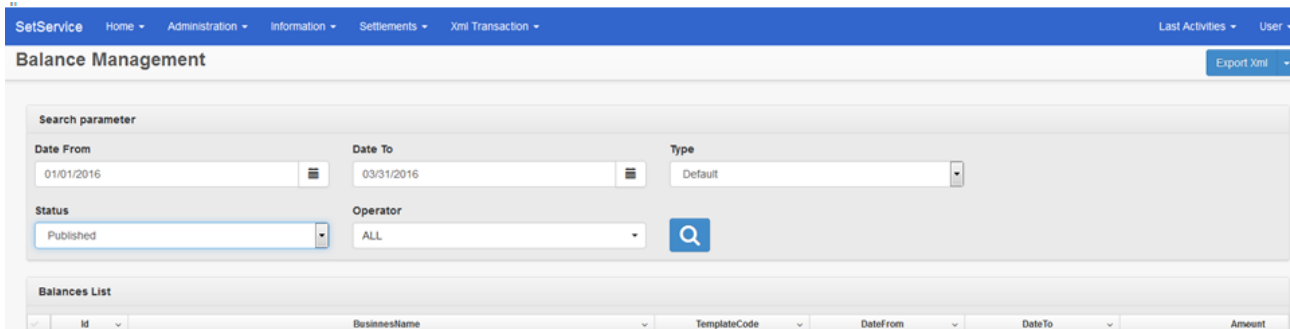
|  |   |                                       |                       |   |    |
|--|---|---------------------------------------|-----------------------|---|----|
| <b>Account Fees PDR</b>                      | # | MARKET<br>(Market/Reference Platform) | PDR FEE               | Start date and end date validity            | PD |
| <b>Account Fees for GME</b>                  | # | MARKET<br>(Market/Reference Platform) | <Segment>Q1</Segment> | ME FEES                                     | FE |
| <b>Account Fees PGAS</b>                     | # | <MARKET>MPS</MARKET>                  | (Transaction ID)      | Date of matching                            | GP |
| <b>Account Fees TEE (MTEE + RegTEE)</b>      | # | <MARKET>TEE</MARKET>                  | (MTEE or RegTEE)      | Date of matching                            | TE |
| <b>Account Fixed Fee ME</b>                  | # | <MARKET>FME</MARKET>                  | FIXED ANNUAL FEE      | Start date and end date validity            | XM |
| <b>Account Fee FIXED Market Maker</b>        | # | <MARKET>MMF</MARKET>                  | NONE                  | Date of the session                         | MM |
| <b>Account Fee VARIABLE Market Maker</b>     | # | <MARKET>MMV</MARKET>                  | (Transaction ID)      | Date of the session                         | MM |
| <b>Energy Account MTE receivable for GME</b> | # | <MARKET>MTE</MARKET>                  | (Transaction ID)      | Contract, Date of matching and Bid/Offer ID | MT |
| <b>Energy Account MTE Payable for GME</b>    | # | <MARKET>MTE</MARKET>                  | (Transaction ID)      | Contract, Date of matching ad Bid/Offer ID  | MT |
| <b>Account payable interests MGO</b>         | # | <MARKET>IGO</MARKET>                  | N.A.                  | MGO INTERESTS                               | IG |

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|   |   |                                       |                       |           |    |
|---|---|---------------------------------------|-----------------------|-----------|----|
| <b>Account Receivable MPEG</b>                                | # | <MARKET>MPEG</MARKET><br>>            | (Matching ID)         | Flow Date | MP |
| <b>Account Receivable MPEG for W+1 – supplies of services</b> |   | <MARKET>MPEG</MARKET><br>>            | (Matching ID)         | Flow Date | PP |
| <b>Account Fees MPEG</b>                                      | # | MARKET<br>(Market/Reference Platform) | <Segment>Q1</Segment> | MPEG FEES | FE |
| <b>Account Payable MPEG</b>                                   | # | <MARKET>MPEG</MARKET><br>>            | (Matching ID)         | Flow Date | MP |
| <b>Account Payable MPEG for W+1 – supplies of services</b>    |   | <MARKET>MPEG</MARKET><br>>            | (Matching ID)         | Flow Date | PP |

## 11. OFFSET REPORT

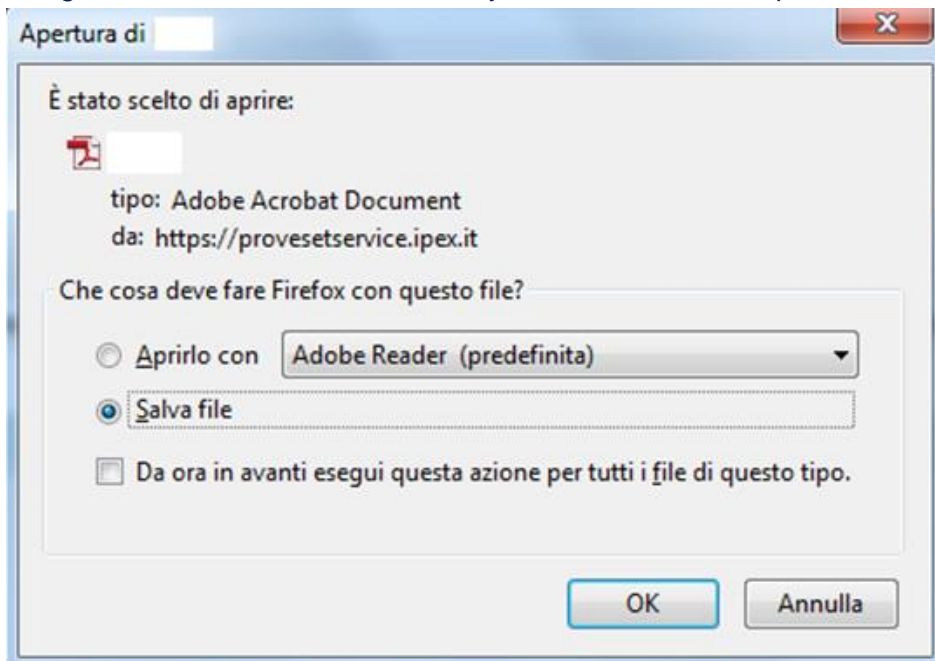
In the menu “Settlement→ Balances Management”, users can display a report called “Offset report” and download the file:



Please, select the proper account and period from the above menu and press “search”. Then,



using the button , they can download the report found



The offset report shows for each Market Participant the net debt/credit position due to/from GME and the list of the invoices issued and received which determined the final balance.

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### 12. FILES UPLOADED

In the menu “Execution Off-line status→ Files uploaded”, users can display the uploading state of the invoices issued.

SetService Home Administration Information Settlements Xml Transaction Last Activities User

#### Files Uploaded

**Search parameter**

Operator: ALL Status: ALL

Start Date: 03/31/2016 End Date: 03/31/2016

Begin Time: 14 0 End Time: 14 59

**Search Results**

Messages System Messages Message Chart Upload file

| Id     | Creation Date       | File Name                  | FA Id  | FA Creation Date    | FA File Name               | Status | Act(Suc/Acc/Tot) |
|--------|---------------------|----------------------------|--------|---------------------|----------------------------|--------|------------------|
| 122299 | 03/31/2016 14:32:22 | ChangePersonalSettings.Xml | 122301 | 03/31/2016 14:32:24 | FA_ChangePersonalSettin... | Reject | (0/0/1)          |
| 122295 | 03/31/2016 14:13:47 | ChangePersonalSettings.Xml | 122297 | 03/31/2016 14:13:49 | FA_ChangePersonalSettin... | Reject | (0/0/1)          |
| 122291 | 03/31/2016 14:13:42 | ChangePersonalSettings.Xml | 122293 | 03/31/2016 14:13:43 | FA_ChangePersonalSettin... | Reject | (0/0/1)          |

#### Files Uploaded

**Search parameter**

Operator: ALL Status: ALL

Start Date: 03/31/2016 End Date: 03/31/2016

Begin Time: 14 0 End Time: 14 59

**Search Results**

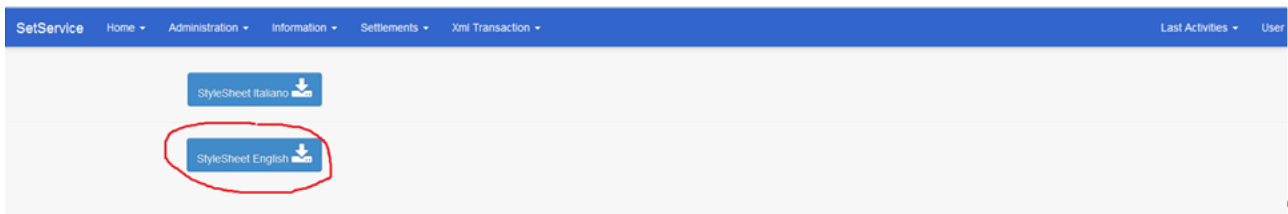
Messages System Messages Message Chart Upload file

| Id | Creation Date | File Name | FA Id | FA Creation Date | FA File Name | Status | Act(Suc/Acc/Tot) |
|----|---------------|-----------|-------|------------------|--------------|--------|------------------|
|----|---------------|-----------|-------|------------------|--------------|--------|------------------|



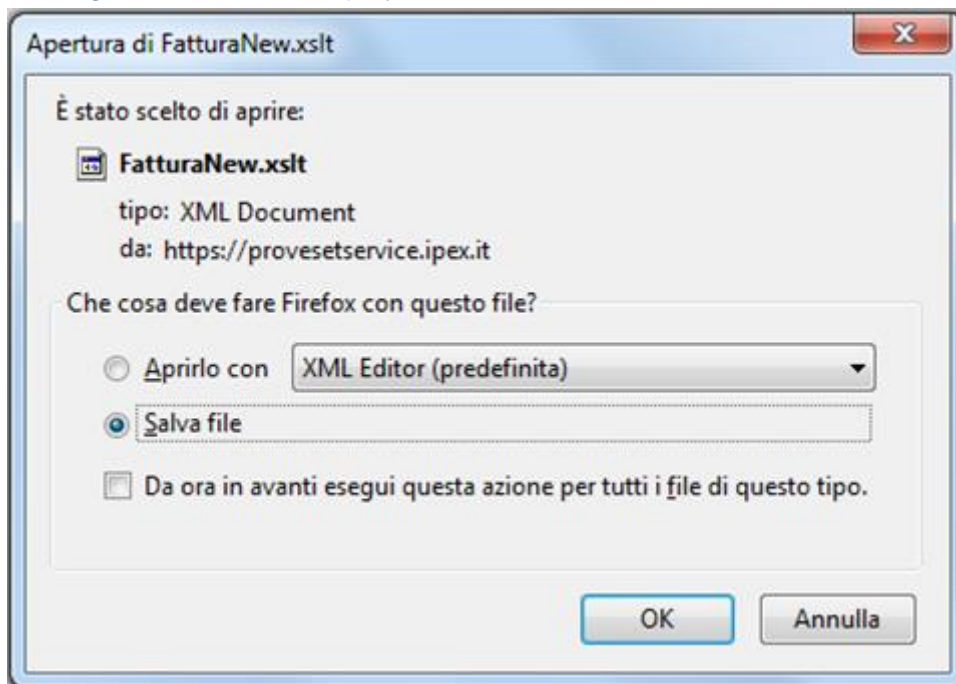
### 13 STYLE-SHEETS DOWNLOADING

Only if the conditions provided by the legislation in force from time to time in force concerning electronic invoicing and the related implementing provisions do not occur, users can download the style-sheets needed to display the XML files in the menu “Information→Style sheets”,



To download the style-sheets file:

- click on the desired version (Italian or English),
- the following window will be displayed:

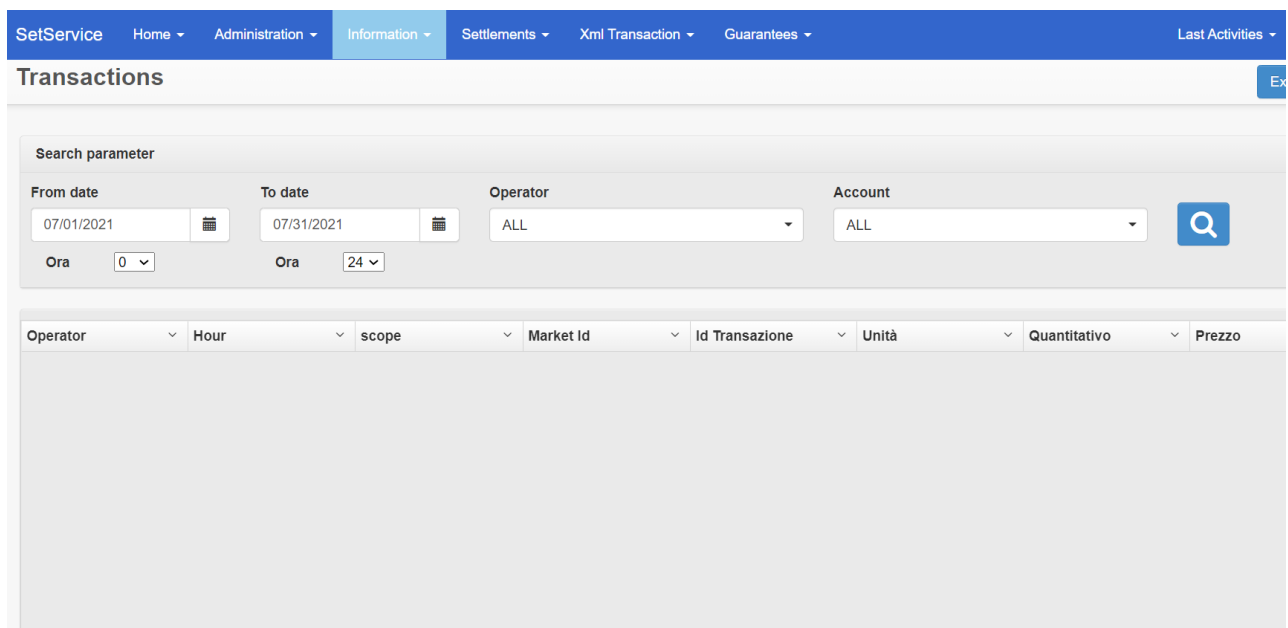


Then save the style-sheet file in the same folder where the XML files downloaded have been previously saved.

## SetService - User Manual

### 14 TRANSACTIONS ON ME WITH A UNIT PRICE BELOW ZERO

All the transactions with a unit price below zero concluded on the Electricity Market, in particular on the MGP (explicit bid/asks and/or pertaining to program imbalance), on the MI-A (explicit bid/asks and/or related to non-arbitrage fee), on the MI-XBID (explicit bids/asks and/or pertaining to non-arbitrage fees and/or pertaining to MI-XBID program imbalance) and on the MPEG, as well as those assigned by the GME according with ME Rules are made available to the Market Participant through a report on the page "Information → Transactions".



The screenshot shows the 'Transactions' report interface in the SetService application. The top navigation bar includes 'SetService', 'Home', 'Administration', 'Information', 'Settlements', 'Xml Transaction', 'Guarantees', and 'Last Activities'. The main header is 'Transactions' with an 'Export' button. Below the header is a search parameter section with the following fields:

- From date:** 07/01/2021 (with a calendar icon)
- To date:** 07/31/2021 (with a calendar icon)
- Operator:** ALL (dropdown menu)
- Account:** ALL (dropdown menu)
- Ora (From date):** 0 (dropdown menu)
- Ora (To date):** 24 (dropdown menu)

A search button (magnifying glass icon) is located to the right of the search fields. Below the search section is a table with the following columns:

| Operator           | Hour | scope | Market Id | Id Transazione | Unità | Quantitativo | Prezzo |
|--------------------|------|-------|-----------|----------------|-------|--------------|--------|
| [Empty table body] |      |       |           |                |       |              |        |

The user can filter the report by:

- Range of dates as and the relevant hours;
- Market Participant denomination;
- Sub-account;

obtaining the following result:

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SetService Home Administration Information Settlements Xml Transaction Guarantees Last Activities

### Transactions

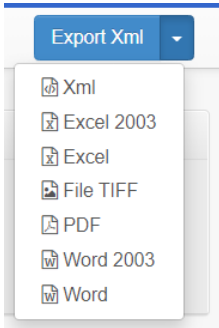
Search parameter

From date: 07/01/2021 To date: 07/31/2021 Operator: ALL Account: ALL

Ora: 0 Ora: 24

| Operator | Hour | scope | Market Id | Id Transazione  | Unità | Quantitativo | Prezzo |
|----------|------|-------|-----------|-----------------|-------|--------------|--------|
|          | 4    | O     | MGP       | 995894341786358 |       | 0.102        | -109.1 |
|          | 4    | O     | MGP       | 995894341786482 |       | 0.058        | -109.1 |
|          | 4    | O     | MGP       | 995894341786513 |       | 1.242        | -109.1 |
|          | 4    | O     | MGP       | 995894341786559 |       | 3.387        | -109.1 |
|          | 4    | O     | MGP       | 995894341786604 |       | 0.613        | -109.1 |
|          | 4    | O     | MGP       | 995894341786639 |       | 0.72         | -109.1 |
|          | 4    | O     | MGP       | 995894341786684 |       | 9.343        | -109.1 |
|          | 4    | O     | MGP       | 995894341786767 |       | 9.532        | -109.1 |
|          | 4    | O     | MGP       | 995894341786851 |       | 3.063        | -109.1 |
|          | 4    | O     | MGP       | 995894341786899 |       | 1.683        | -109.1 |
|          | 4    | O     | MGP       | 995894341786947 |       | 1.423        | -109.1 |
|          | 4    | O     | MGP       | 995894341786994 |       | 3.935        | -109.1 |

It is possible to download this report in the different formats available in the platform, by clicking on the drop-down menu on the right of the top of the page.



By downloading the detail in .xml format, convertible into .xls format, the following information will be available:

```

-<TransactionNegative>
<Quantity>15.000000</Quantity>
<Price>-7.600000</Price>
<FlowDate>2021-07-03T00:00:00</FlowDate>
<FlowDateExt xmlns:p3="http://www.w3.org/2001/XMLSchema-instance" p3:nil="true"/>
<FlowDateSet>2021-07-06T00:00:00</FlowDateSet>
<MarketId>18</MarketId>
<UnitCode>UC_XXXXXX_NORD</UnitCode>
<UnitType>CONS</UnitType>

```

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```
<SupplyCode>995894341999366</SupplyCode>  
<ContractName>##CNA</ContractName>  
<SenderId>3</SenderId>  
<OfferType>O</OfferType>  
<marketcode>MI1</marketcode>  
<BusinessName>OPERATORE SPA</BusinessName>  
<FlowHour>3</FlowHour>  
</TransactionNegative>
```

Purchase and sale transactions, with a unit price below zero, will value the economic items related to the corresponding supplies of services with a counter value equal to the exchanged energy and with inverse sign to the latter.

The XML files relating to the supplies of services will be attached to the documentation regarding the Offset report, and will follow the ordinary process of generation of the communications and of issuing the relative invoices to/from the Market Participant.