PB-GAS G-1 PARTICIPANTS' MANUAL

CONTENTS

Introduction 2

TYPES OF USERS 2

FEATURES OFFERED BY THE PORTAL 2

REGISTRATION WITH THE PORTAL 2

AUTHENTICATION 3

HOME PAGE 4

USER DETAILS AND LOGOUT 4

AUTHORISED PARTICIPANTS 4

MENU 5

MAIN CONTENT 5

FILTERS AND REPORTS 5

PARTICIPANTS' PAGE 6

USERS' PAGE 6

SIGNATURE CERTIFICATE MANAGEMENT 7

SIGNATURE SUPPORT SET-UP 7

ADDITION OF A NEW SIGNATURE CERTIFICATE 10

ZONES 12

OFFER POINTS 13

ENTRY OF BIDS/OFFERS 13

ENTRY OF ONE OR MULTIPLE BIDS/OFFERS 14

CHANGE AND REVOCATION OF BIDS/OFFERS 16

ENTRY OF OTHER BIDS/OFFERS 17

ENTRY OF PREDEFINED BIDS/OFFERS 18

LIST OF BIDS/OFFERS 19

MARKET SESSIONS PAGE 19

XML FILE UPLOAD 20

LIST OF MESSAGES 21

INTRODUCTION

This manual describes the features of the **PB-GAS G-1** portal, i.e. the **G-1 Gas Balancing Platform**. The manual provides Participants with the description of all the pages of the portal to which they have access and of all the options that they may select.

TYPES OF USERS

Similarly to the P-GAS, MT-GAS and PB-GAS, the PB-GAS G-1 platform makes a distinction between **users** and **Participants**. The user has the credentials for accessing the PB-GAS G-1 platform and for using the options that it offers. Each user may be associated with one or more Gas Market Participants. Therefore, each transaction towards the system is carried out by a user on behalf of a Participant.

The portal manages two types of users:

- **User**: standard user who is authorised to use all the options available to Participants, e.g. entry of transactions;
- **Viewer**: user who is authorised to access the data in read-only mode and not authorised to enter transactions into the system.

Unless otherwise specified, this manual will only refer to **users**.

The PB-GAS G-1 portal is integrated with the P-GAS, MT-GAS and PB-GAS. Therefore, a PB-GAS G-1 user may be authorised for the P-GAS, PB-GAS, MT-GAS, for all the portals or for no other portal. In case of multiple authorisations, the user will use his/her access and signature credentials for the various platforms, as shown in the following paragraphs.

Likewise, a Gas Market Participant may be authorised for one, more or all the platforms (PB-GAS, P-GAS, PB-GAS G-1, MT-GAS). The user accessing the PB-GAS G-1 will represent only the Participants that are authorised for that platform.

FEATURES OFFERED BY THE PORTAL

This section describes the features offered by the portal. First, the user must obtain access to the portal. After completing all the procedures specified in the applicable legislation, the user must register with the portal as indicated below.

REGISTRATION WITH THE PORTAL

To register with the portal, go to https://gas.ipex.it/gaswebsite/Register.aspx and enter your credentials. When trying to enter the page, you will get a pop-up window (Figure 1), where you may select the certificate to be used for future authentications with the portal. Select one certificate and click on **Ok**.

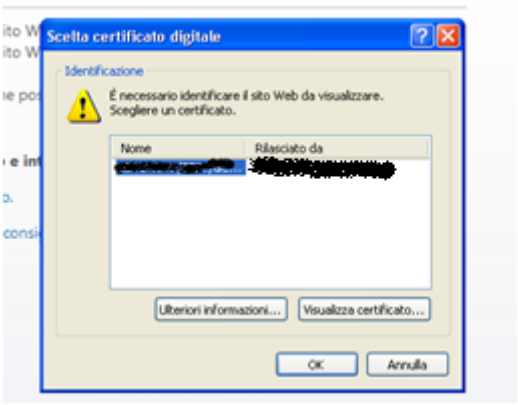

Figure 1: choice of authentication certificate

Figure captions
Select digital certificate
Identification
Identify the website that you wish to view
Select one certificate
Name – issued by
Further information – view certificate
OK - cancel

The following is the page where you may enter the key data for registration, i.e. your name and surname and the registered name/company name of the Participant with whom/which you are associated. You may also add a textual note to your identification data.

Figure 2: entry of key personal identification data

After filling in the required fields, click on "**invia**" (submit) to enter your request into the system. You will get a message about successful or unsuccessful completion of your request.

AUTHENTICATION

Authentication with the portal is based on a **client authentication certificate**.

After authentication, you will retain the credentials to operate on the portal until the session expires or until you explicitly close it.

HOME PAGE

Figure 3 displays the home page of the portal, with four main sections (numbered), which are always available, whatever the page you are on.

USER DETAILS AND LOGOUT

Section **(1)** shows the name of the authenticated user and his/her role (**user, viewer**). Immediately beside, you will find a drop-down menu where you may select the language in which you wish to view the contents of the portal. The content of the pages will be available in the selected language. By changing the language, you will not only change the textual parts, but also the date format, i.e. Italian (it-IT) or English (en-US), and the decimal separator for figures: comma (“,”) for Italian and point (“.”) for English.

By clicking on the icon on the right side of the screen, you may quit the portal and close the session. To access the portal again, you must authenticate again.

Figure 3: home page of the portal

Figure captions
Home – select one Participant
Welcome to the PBZ-gas portal. The system is under testing. The next market session will close at 18:00
Data – users - Participants – zones – offer points - signature certificate management
PBZ-gas – PBZ-gas session – bids/offers – list of bids/offers
Messages - upload – list of messages

AUTHORISED PARTICIPANTS

Section **(2)** shows a drop-down menu with all the Participants that are authorised to operate on the PB-GAS G-1 and associated with the current user. The transactions that the user carries out on the portal – e.g. entry of bids/offers – are associated with the Participant selected on that menu.

MENU

Section **(3)** exhibits the menu with the links to all the pages that you may reach. The "**informazioni"** (data) section comes with all the pages that contain useful data for users. The **PB-GAS G-1** section collects the pages for entry and monitoring of bids/offers and the results of the market sessions.

Finally, the "**messaggi**" (messages) section displays the pages for uploading xml files and the list of input/output messages pertaining to the Participants associated with the current user.

MAIN CONTENT

In the last section **(4),** you will see the content of the page. The home page, i.e. the one shown in Figure 3, contains communications to Participants.

FILTERS AND REPORTS

Before examining the pages of the portal, it is worth describing a functionality that is common to all the pages with a report.

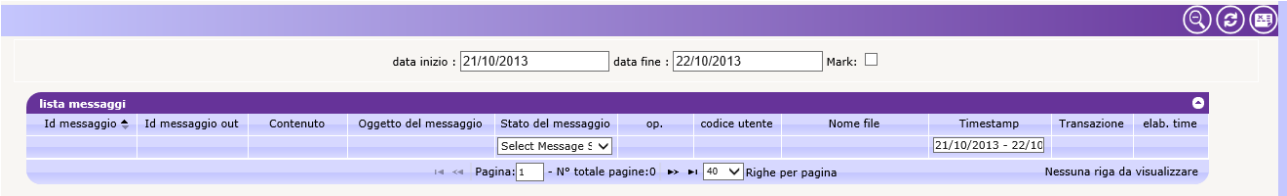

Figure 4: filters and reports in Excel

Figure captions
Start date – end date - mark
List of messages
Message id – out message id – content – object of message – status of message – Participant – user code – file name – timestamp – transaction – processing time
Page – total no. of pages – rows per page – no row to be viewed

Each page with a report has a filter section, which is usually not shown upon the opening of the page. To display it, click on the icon among those in the top right part of the screen. Conversely, to hide it, click on the icon. You will get a filter section, where you may usually enter values that restrict the number of results in the underlying report. To reload the report taking into account the appropriate filters, click on . Finally, you may export the report in Excel format by clicking on . After doing so, the system will prompt you to save the report in Excel format with all the results, without obviously paging them - contrary to what happens on the web page.

For convenience, some filters are shown on the columns. The next-to-the last column ("abilitato" - enabled/authorised) contains a filter with all the possible values. After changing the filter, refresh is automatic.

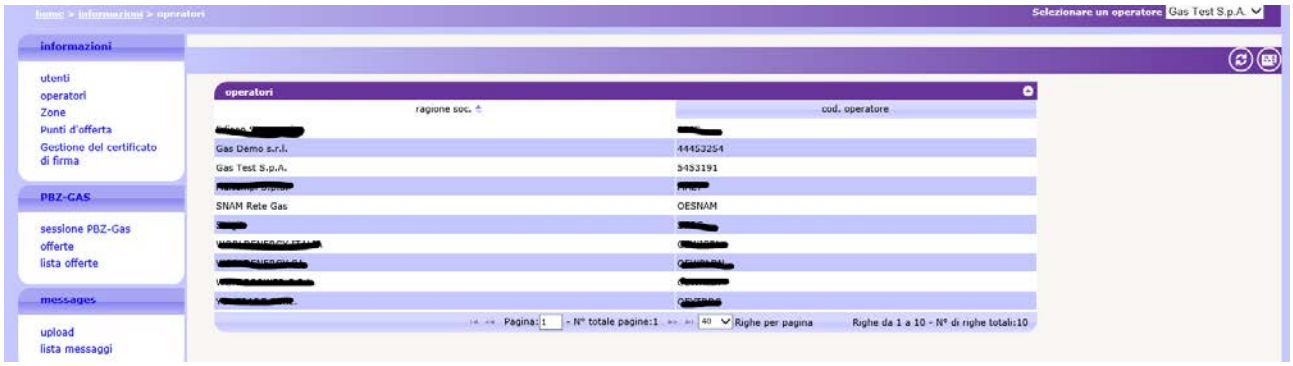

Figure 5: list of Participants authorised to operate on the platform

Figure captions
Home – data – Participants – select one Participant
Data – users - Participants – zones – offer points - signature certificate management
PBZ-gas – PBZ-gas session – bids/offers – list of bids/offers
Messages - upload – list of messages
Participants (company name/registered name) – Participant's code
Page – total no. of pages – rows per page – rows from ... to ... – total no. of rows

PARTICIPANTS' PAGE

The Participants' page displays the list of Participants authorised to operate on the PB-GAS G-1. This is a read-only page showing only the Participant's registered name/company name and code.

USERS' PAGE

The Users' page is another read-only page, which lists all the users that are authorised to operate on behalf of the Participant selected in the top-right drop-down menu.

Figure 6: users' page

Figure captions
Home – data – users – select one Participant
Data – users - Participants – zones – offer points - signature certificate management
Users – user code – name - surname – description – tel. no. – e-mail address – certificate – signature certificate – Participants – enabled/authorised – refresh
Page – total no. of pages – rows per page – rows from ... to ... – total no. of rows

The data in the table include the username, the name and surname of the user, his/her role, data on the authentication and signature certificate, the Participant on behalf of whom/which the user is authorised to operate (i.e. the current Participant) and the specification of whether the user is authorised or not.

SIGNATURE CERTIFICATE MANAGEMENT

To use a signature certificate, you must set up your computer in order to support software certification, as explained in the following paragraphs.

SIGNATURE SUPPORT SET-UP

To authenticate with the portal and sign the content of messages, you must install a plug-in that supports certificate activities. First, download the installation file from GMECabs/GMECabs.exe.

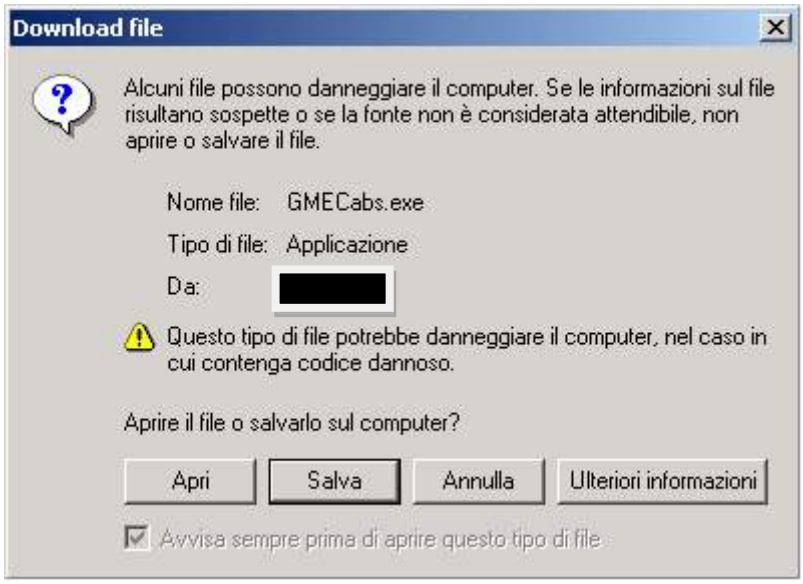

Figure 6: Plug-in download

Figure captions
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: …
File type: Application
From: …
This type of file could harm your computer.
Would you like to open the file or save it to your computer?
Open - Save - Cancel - More Info
Always ask before opening this type of file

After completing the download, save the file without running it (Figure). Save the file to any directory, e.g. **c:\plugin**.

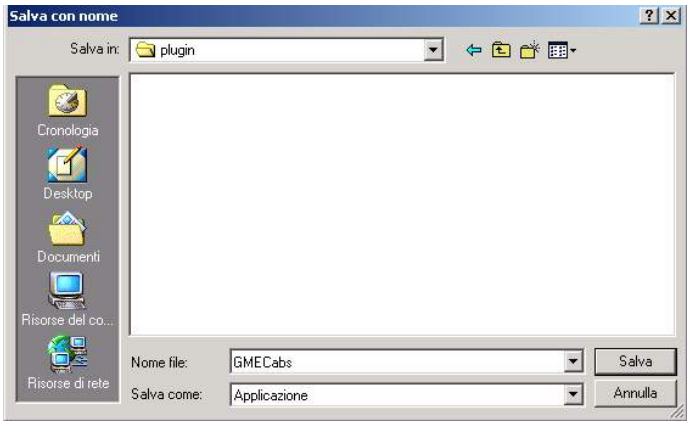

Figure 7: saving the installation file

Figure captions
Save in: plugin
My recent documents
Desktop
My documents
My computer
My network
File name: GME Cabs
Save as type: Application
Save - Cancel

After saving the file, open an MS-DOS prompt window. On Windows **Start** menu, click on **Run** and enter **cmd**.

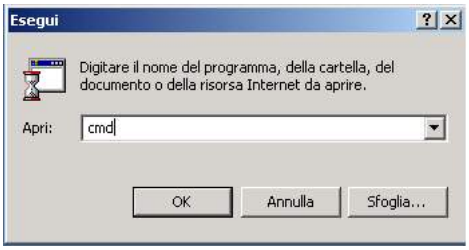

Figure 8: launching the MS-DOS window

Figure captions
Run
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you
Open
OK – Cancel - Browse

Now, go to the directory where you have saved the installation file (e.g. **c:\plugin**) and enter **cd c:\plugin**.

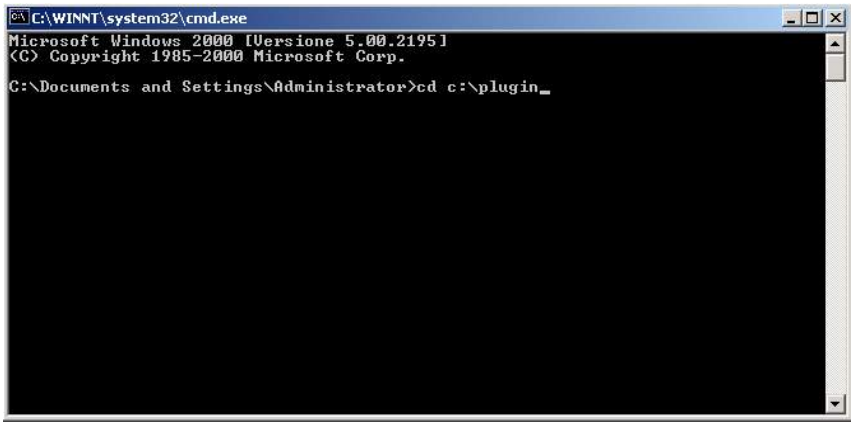

Figure 7: access to the directory with the installation file

After entering into the **c:\plugin** directory, run the **GMECabs.exe** file by entering **GMECabs.exe,** as shown in Figure 8.

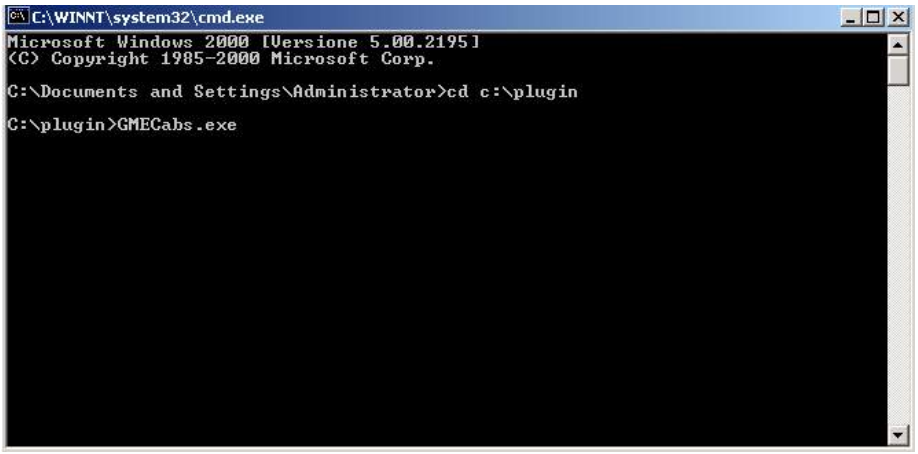

Figure 8: running GMECabs.exe

Now, confirm the directory where the files will be extracted (e.g. **c:\plugin**).

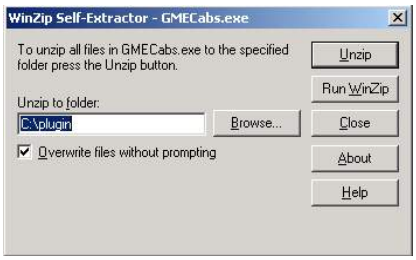

Figure 8: directory where the files will be extracted

Finally, go to the **GMECabs** subdirectory by entering the **cd GMECabs** command and run the **.bat** file as shown in Figure 11.

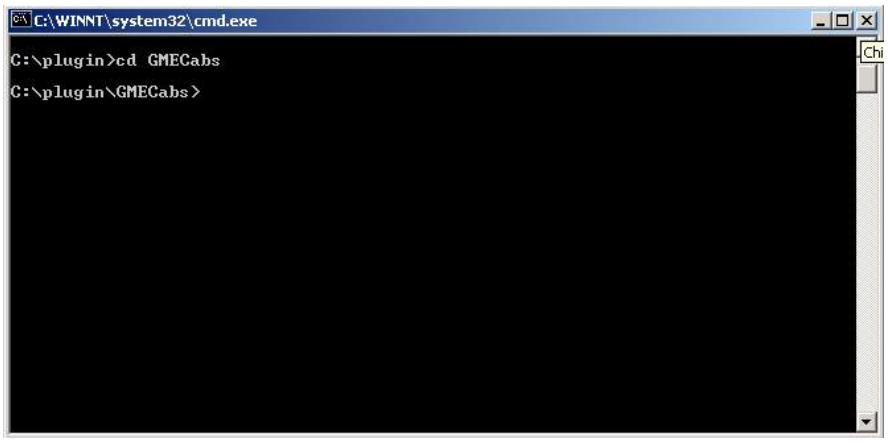

Figure 10: access to the GMECabs directory

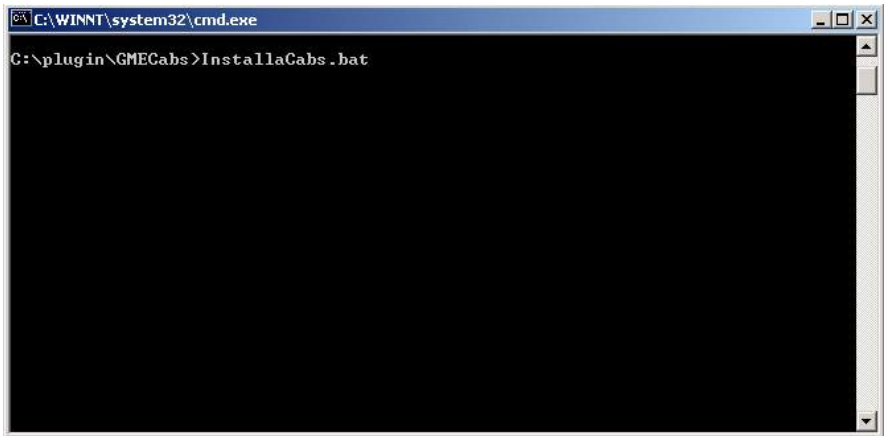

Figure 11: running the .bat file.

Now, you may register your certificate with the system.

ADDITION OF A NEW SIGNATURE CERTIFICATE

By clicking on the “gestione firma” (signature management) link, you will open a page on which you may manage your signature certificate. If you have no signature certificate, the page will be as shown in Figure 12: through the “**Aggiungi”** (add) link, you may add a certificate.

Figure 12: the user has no signature certificate but may add one on this page

Figure captions
Home – data – signature certificate management - select one Participant
Data – users - Participants – zones – offer points - signature certificate management
PBZ-gas – PBZ-gas session – bids/offers – list of bids/offers
No certificate of signature has been configured
Issuer – serial no. – valid until - subject
Add – remove – save

By clicking on the "**aggiungi**" (add) link, you may choose the certificate (among those installed on your computer) to be used for signing the transactions entered into the system, as shown in Figure 13.

Figure 13: entry of new certificate

Figure captions
No certificate of signature has been configured
Issuer – serial no. – valid until - subject
Add – remove

After selecting the certificate, its details will be shown on the page. At this stage, you have to confirm the entry of the certificate, by clicking on "**salva**" (save).

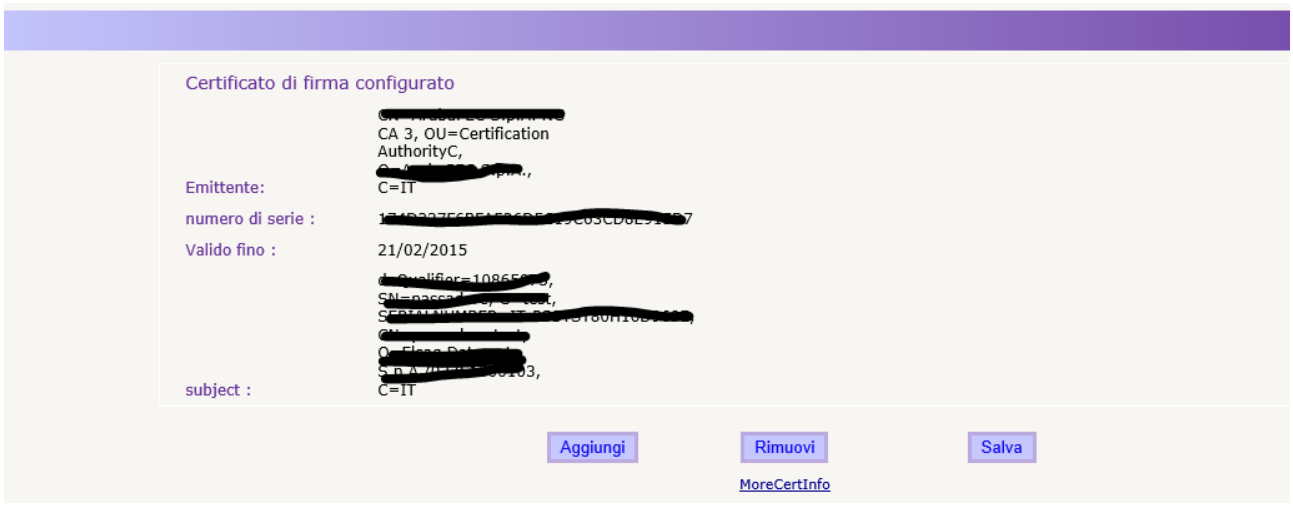

Figure 13: details of certificate being entered

Figure captions
The signature certificate has been configured
Issuer – serial no. – valid until - subject.
Add – remove - save

After entry, the certificate must be authorised by the portal administrator in order to be used in the transactions.

ZONES

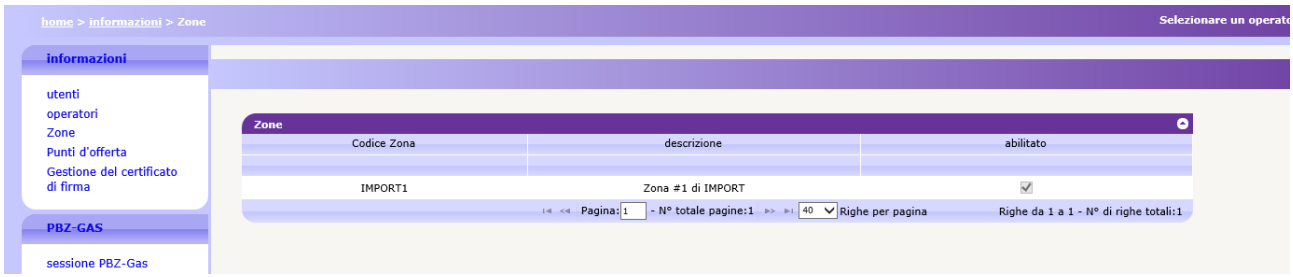

Figure 15: page with the list of zones

Figure captions
Home – data – zones - select one Participant
Data – users - Participants – zones – offer points - signature certificate management
PBZ-gas – PBZ-gas session
Zones
Zone code – description – enabled/authorised
Zone no. 1 of import
Page – total no. of pages – rows per page – rows from … to … - total no. of rows

This page shows the zones currently supported by the platform. The list specifies the code of the zone, its description and data about the authorisation.

OFFER POINTS

The following page is the Offer Points report. This report shows the offer points enabled on the platform. The system shows by default only the products being traded on the current date. However, you may change the filter values by accessing the hidden filter management window.

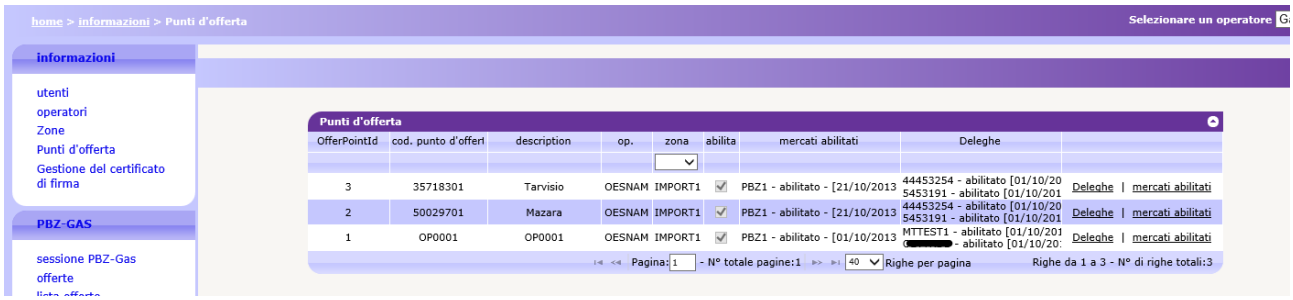

Figure 16: page of offer points

Figure captions
Home – data – offer points - select one Participant
Data – users - Participants – zones – offer points - signature certificate management
PBZ-gas – PBZ-gas session – bids/offers – list of bids/offers
Offer points
Offer point id – offer point code – description – Participant – zone – enabled/authorised – enabled markets (enabled) – delegations (enabled) – delegations – enabled markets
Page – total no. of pages – rows per page – rows from … to … - total no. of rows

The displayed columns are: offer point code, description, reference Participant, applicable zone, authorisation, enabled markets, possible delegations.

ENTRY OF BIDS/OFFERS

On the bids/offers page, you may manage your bids/offers, i.e. entry, change and revocation. The page is as shown in Figure 17, with two tab panels: one for specific bids/offers for a market session and the other for predefined bids/offers.

In the upper part of the page, you will note a drop-down menu with the list of open sessions for entry of bids/offers. In the right part of the page, another drop-down menu shows all the offer points for which the Participant is authorised to operate. After selecting the offer point, you may enter (and generally manage) specific bids/offers for that offer point.

Below, you will see summary data, e.g. the volume offered for sale, the number of bids/offers already entered in that session, the sale limit for that Participant (if already reported by Snam Rete Gas) and, finally, the details about the bid/offer submitted by Snam Rete Gas (if already entered into the system).

Further below, you will see the vector of bids/offers that you may fill in.

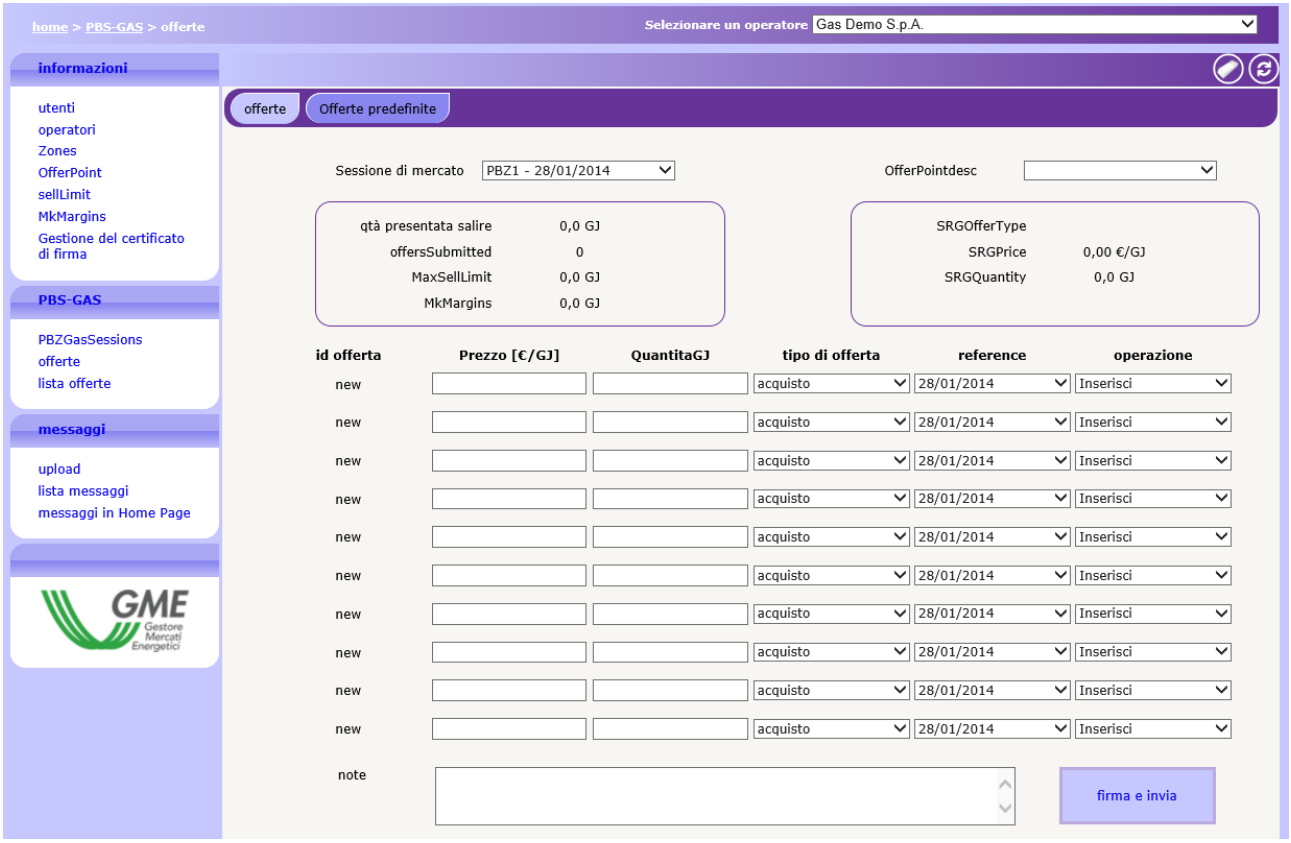

Figure 17: bid/offer entry page

Figure captions
Home – PBZ-GAS – bids/offers – select one Participant
Data – users - Participants – zones – … signature certificate management
PBZ-GAS – PBZ-gas session – bids/offers – list of bids/offers
Messages – upload – list of messages – home page messages
Bids/offers – predefined bids/offers
Market session – ...
Step-up volume already entered – ...
SRG....
Bid/offer id – price – volume – type of bid/offer (purchase/demand bid) – reference – transaction (enter)
Remarks
Sign and submit

ENTRY OF ONE OR MULTIPLE BIDS/OFFERS

Figure 18 gives an example of entry of two bids/offers: one supply offer and one demand bid. To enter the bids/offers, you must have previously selected an offer point and completed the fields with the price and volume.

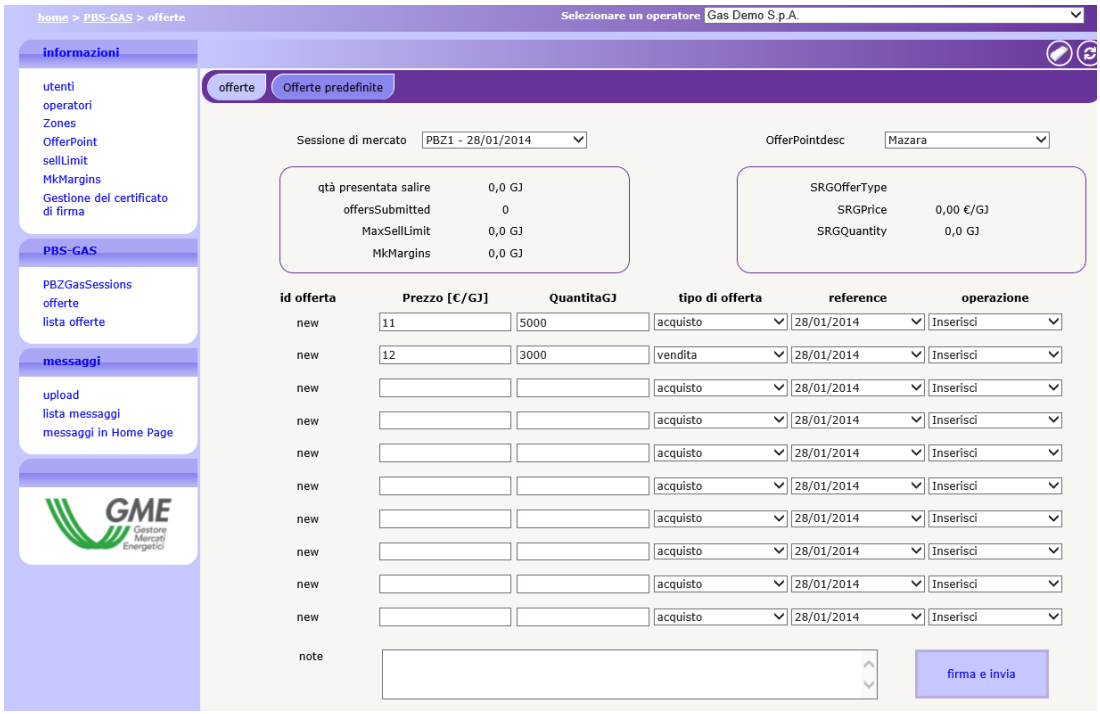

Figure 18: entry of one or multiple bids/offers

Figure captions
Home – PBZ-GAS – bids/offers – select one Participant
Data – users - Participants – zones – … signature certificate management
PBZ-GAS – PBZ-gas session – bids/offers – list of bids/offers
Messages – upload – list of messages – home page messages
Bids/offers – predefined bids/offers
Market session – ...
Step-up volume already entered – ...
SRG....
Bid/offer id – price – volume – type of bid/offer (purchase/demand bid, sale/supply offer) – reference – transaction (enter)
Remarks
Sign and submit

By clicking on “firma e invia” (sign and submit), you will pass to the transaction signature stage (Figure 19). You will see all the details of the bid/offer and the transaction that you have executed (in this case, “inserisci” - enter). Other possible transactions are reported in the following pages.

Figure 19: signature and entry of two bids/offers

Figure captions
A bid/offer with the following data is about to be submitted
Bid/offer id (new) – price - volume – type of bid/offer (purchase/sale) – reference – ... – market session – transaction (enter) – predefined bid/offers
Sign and submit

After entering your transactions, you may monitor their outcome by clicking on “carica FA” (download FA), as shown in Figure 20. When the Functional Acknowledgement is available, you will see a link through which you may download the xml file to your local computer. However, you may view again the outcome of the transaction at any time by accessing the list of messages page.

Figure 20: FA download

Figure captions
... select one Participant
Upload outcome: the bid/offer has been successfully entered into the system
Download FA

At this stage, by reloading the page and selecting the previously selected offer point for the entry of bids/offers, the bids/offers vector will display the bids/offers already submitted (Figure 21). For these bids/offers, also the first field (“id offerta” – bid/offer id) has already been filled in; this field shows the unique identifier of each bid/offer in the system. The overlying summary boxes are completed as bids/offers are entered into the system.

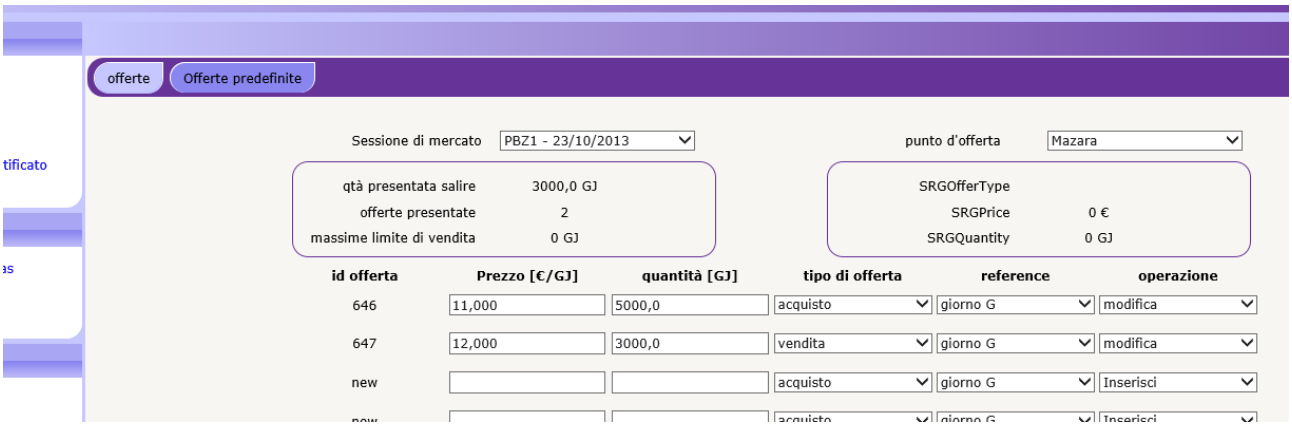

Figure 21: already submitted bids/offers

Figure captions
Bids/offers – predefined bids/offers
Market session – offer point
Step-up volume already entered – bids/offers entered – maximum sale limit
Bid/offer id – price – volume – type of bid/offer (purchase/demand bid – sale/supply offer) – reference – transaction (change, enter)

CHANGE AND REVOCATION OF BIDS/OFFERS

It is worth pointing out that, in Figure 21, you may carry out a couple of transactions for each item of the vector containing an already submitted bid/offer. To do this, you may use the last drop-down menu: “modifica e revoca” (change and revoke).

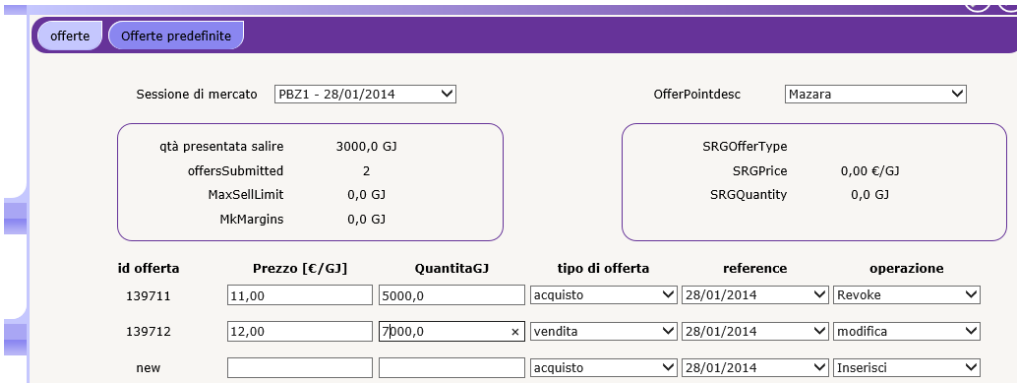

Figure 22: change and revocation of bids/offers

Figure captions
Bids/offers – predefined bids/offers
Market session....
Step-up volume already entered....
SRG....
Bid/offer id – price – volume – type of bid/offer (purchase/demand bid – sale/supply offer) – reference) – transaction (revoke, change, enter)

Figure 22 gives an example of revocation of the first bid/offer and change of the volume of the second bid/offer. Then, you will submit your transaction. The summary box (where you have to put your digital signature) separately shows the two transactions. The bid/offer id field is already completed.

Figure 23: confirmation of the change and revocation

Figure captions
A bid/offer with the following data is about to be submitted
Bid/offer id – price - volume – type of bid/offer (purchase/sale) – reference ... – market session – transaction (revoke, change) – predefined bid/offers
Sign and submit

ENTRY OF OTHER BIDS/OFFERS

If the bids/offers vector already contains possible bids/offers, you may enter additional bids/offers without changing existing ones. This ensures that the existing offers do not lose their time priority.

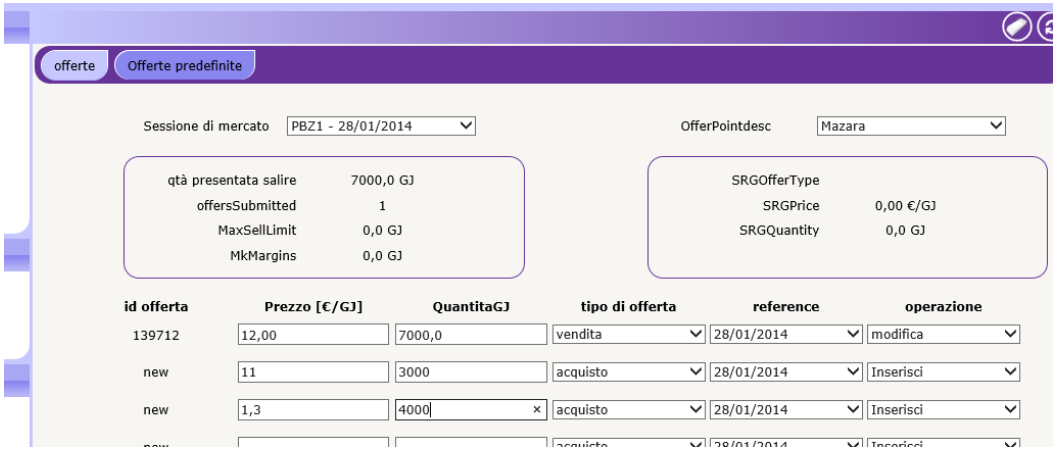

Figure 24: entry of other bids/offers

Figure captions
Bids/offers – predefined bids/offers
Market session...
Step-up volume entered...
SRG...
Bid/offer id – price – volume – type of bid/offer (sale - purchase) – reference – transaction (change – enter)

ENTRY OF PREDEFINED BIDS/OFFERS

By changing the tab panel and selecting “offerte predefinite” (predefined bids/offers, Figure 25), you may manage the bids/offers that the system will generate whenever the Participant does not enter standard bids/offers for a given market session. In this case, the bids/offers vector consists of two rows only, a supply offer and a demand bid. The first is generated by the system if the Participant has not entered supply offers. The same applies to the predefined demand bid.

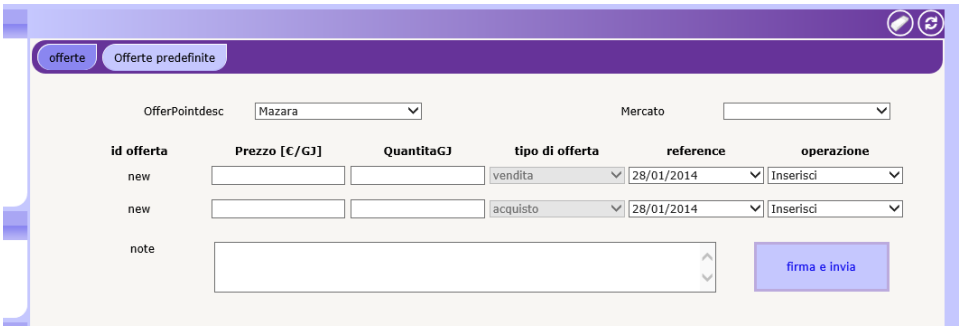

Figure 25: management of predefined bids/offers

Figure captions
Bids/offers – predefined bids/offers
...
Bid/offer id – price – volume – type of bid/offer (sale - purchase) – reference – transaction (enter)
Remarks – sign and submit

Apart from the number of items in the bids/offers vector, the only difference in this screen lies in the fact that you do not have to specify the market session, but only the type of session. So, proceed as in the case of the first tab panel.

LIST OF BIDS/OFFERS

The list of bids/offers page (Figure 26) shows the bids/offers pertaining to the selected Participant.

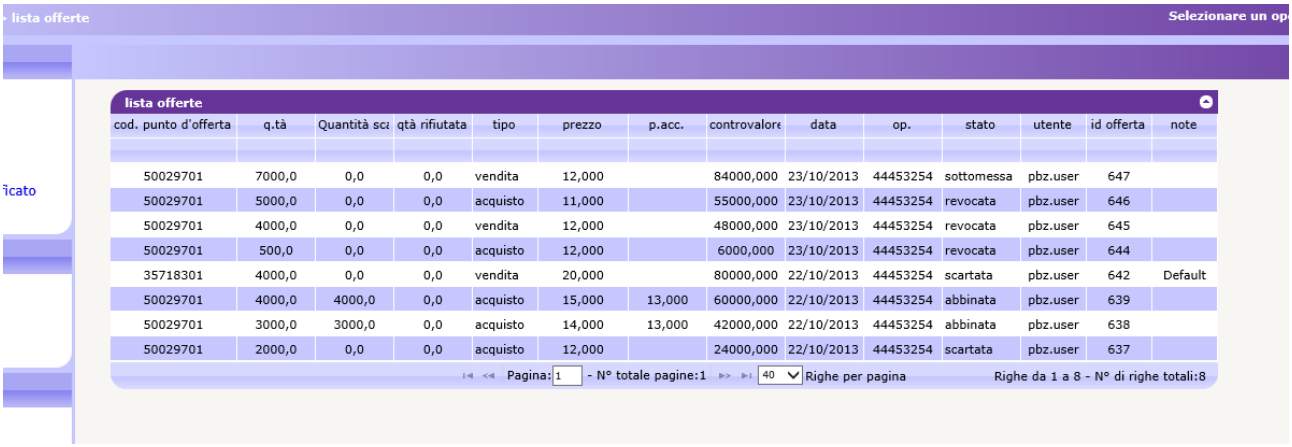

Figure 26: list of bids/offers

Figure captions
List of bids/offers
Select one Participant
List of bids/offers
Offer point code – volume – traded volume – rejected volume – type (sale – purchase) – price – accepted price – value – date – Participant – status (entered, revoked, discarded, matched) – user – bid/offer id – remarks
Page – total no. of pages - ... rows per page – rows from ... to ... – total no. of rows

The page shows, among others, the following details: offer point, volume, traded volume (indicated only after market execution), volume rejected owing to exceedance of sale limits (indicated only after market execution), type of bid/offer (sale or purchase), submitted price, accepted price (indicated only after market execution), value of bid/offer, date of flow of the session, status of bid/offer, user who has submitted it, bid/offer id and remarks, if any.

MARKET SESSIONS PAGE

By clicking on “sessioni PB-GAS G-1” (PB-GAS G-1 sessions), you will open a page with all the market sessions, both the current one and past ones (Figure 27). The displayed data are: the date of flow of the session, the session opening and closing dates, the status of the session, the aggregated results and, finally, the ⓘ button through which you may view the net positions for each Participant and offer point, as shown in Figure 28.

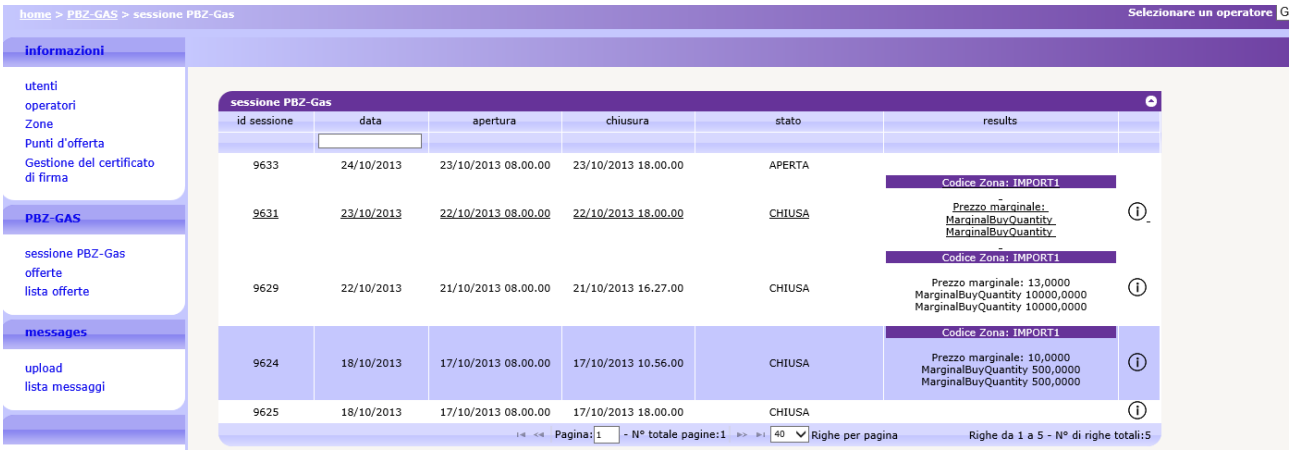

Figure 27: list of sessions

Figure captions
Home – PBZ-GAS – PBZ-GAS session – select one Participant
Data – users – Participants – zones – offer points – signature certificate management
PBZ-GAS – PBZ-Gas session – bids/offers – list of bids/offers
Messages – upload – list of messages
PBZ-Gas session
Session id – date – opening – closing – status (open – closed) – results (Zone code – marginal price…)
Page – total no. of pages – rows per page – rows from … to … - total no. of rows

As regards the net positions, the system only displays the Participants that the user currently authenticated with the system represents.

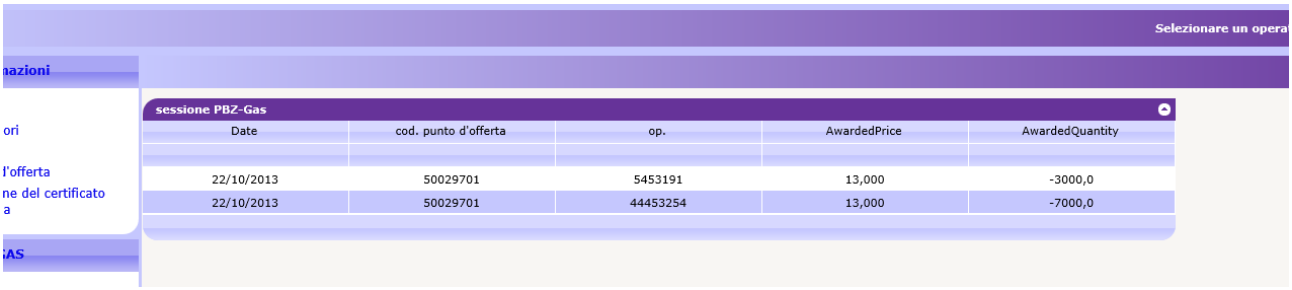

Figure 28: net positions

Figure captions
Select one Participant
PBZ-Gas session
Date – offer point code – Participant ....

XML FILE UPLOAD

Through the upload page, you may directly upload xml files for entering/changing bids/offers or changing their status (Figure 29).

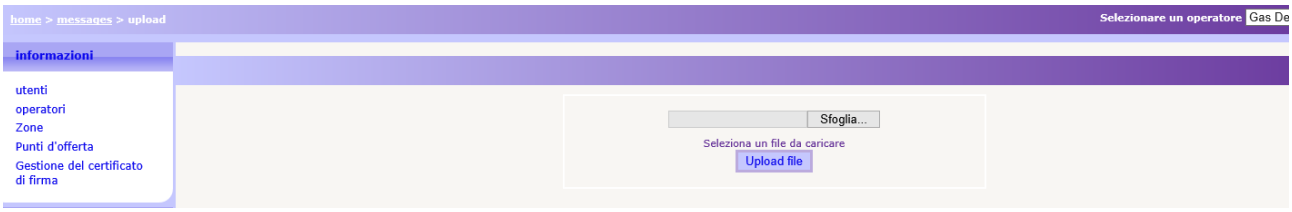

Figure 29: xml file upload

Figure captions
Home – messages – upload – select one Participant
Data – users – Participants – zones – offer points – signature certificate management
Browse
Select one file to be uploaded

You must write the xml file with an appropriate editor and then upload it by selecting the file, signing its content and then entering the transaction.

LIST OF MESSAGES

Each action that the user enters into the PB-GAS G-1 system through the previously described web pages translates into an xml file, which is stored into the database and subsequently processed by the platform. Each action stored into the system generates a result (called **Functional Acknowledgement, FA**), which is also an xml file, whatever the outcome of the action made.

The list of the entered xml transactions and of the related outcomes is shown in the list of messages.

Figure 30: list of messages

Figure captions
Home – messages – list of messages – select one Participant
Data – Participants – users – zones – offer points – signature certificate management
PBZ-GAS – PBZ-Gas session – bids/offers – list of bids/offers
Messages
Start date – end date
List of messages
Message id – out message id – content (display) – object of message – status of message – Participant – user code – file name – ... – transaction – processing time
Page – total no. of pages – rows per page – rows from ... to ... – total no. of rows

The page is organised as follows: the first column shows the unique id assigned to the input xml message, resulting from your interaction with the pages of the portal. By clicking on the number representing the id, you may download the xml file giving evidence of all the input parameters that gave rise to the transaction.

Likewise, the second column shows the id of the transaction outcome file. By clicking on the number, you may download the FA in xml format. The third column shows the link to the digitally signed content, i.e. the portion of HTML code representing the preview of each action, which is presented immediately before the action (such as the one shown in Figure 29).

Then, you will find the object of the message and above all its status, which may be as follows:

IN: message submitted and stored but not yet processed
ERR: formally incorrect message or message with wrong content
RUN: message being processed
OUT: message processed (with negative or positive outcome).

The remaining columns exhibit, among others, the following data: the Participant and the user who/which have entered the transaction, the name of the xml file, the date and time of entry, the number of transactions successfully processed and the processing time in minutes and seconds.

The filters of the page include a checkbox called **mark** (Figure 31). If you check this box, the system will mark the outcome file as downloaded. This action has an impact on the download of the file via the web service, because the system will ignore the already downloaded files, returning only those that have not yet been examined by the user. If you download an xml file from the interface, with the mark checkbox selected, you will not be able to download the same file via the web service.

Figure 31: filters of the list of messages

Figure captions
Start date – end date – mark
List of messages
Message id – out message id – content – object of message - status of message – Participant – user code – file name – timestamp – transaction –

Hence, any action (input xml transaction) corresponds to an outcome xml file (FA). In the list of messages, you may also view outcome files different from FAs, which do not correspond to any input file. The third row of Figure 30 shows a **Bid Notification (BN)** file, displaying the outcome of the matching of one of the Participant's bids/offers.

Another type of outcome file is the **Zonal Market Result**, which lists the aggregated results for each zone supported by the market.