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Data Reporting Platform User Manual

Register of Revisions

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1 INTRODUCTION

Regulation no. 1227/2011 of the European Parliament and of the Council on wholesale energy market integrity and transparency (hereinafter: REMIT) establishes, at European level, common rules to prevent abusive practices in wholesale electricity and natural gas markets, imposing on participants in these markets the prohibition of market manipulation, the prohibition of abuse of inside information, and the obligation to publish their inside information promptly and effectively. This Regulation was amended by Regulation (EU) 1106/2024 of 11 April 2024 (in force since 7 May 2024) "as regards improving the Union's protection against market manipulation on the wholesale energy market".

Article 7 of REMIT states that ACER monitors the trading of wholesale energy products "*to detect and prevent trading based on inside information and market manipulation.*" In order to promote a Europe-wide centralised monitoring of transactions concluded within wholesale energy markets and in order to prevent the abusive practices mentioned above, Article 8 of REMIT requires participants to transmit to ACER the data regarding their trading orders submitted and the transactions concluded in relation to wholesale energy products, directly or through the intermediation of third parties.

The methods and timing of these activities of reporting to ACER were established by the European Commission through a special implementing act, i.e. the Commission Implementing Regulation (EU) No 1348/2014 of 17 December 2014 on data reporting implementing Article 8(2) and Article 8(6) of REMIT (hereinafter: Implementing Acts) entered into force on 7 January 2015.

In order to implement the legal provisions mentioned above, in accordance with the requirements established by ACER for parties authorised to carry out operational data reporting (the so-called RRMs), GME made available the Data Reporting Platform (hereinafter: PDR), through which parties requesting this service can fulfil their reporting obligations towards ACER.

GME, as an RRM, intends to allow access to the PDR only to parties who/which have previously acquired the status of market participants under the Rules and Regulations of the markets that fall within the scope of the obligation of reporting required by REMIT[1]. The services made available through the PDR can be activated with reference to orders and transactions submitted/concluded by participants off GME's regulated markets.

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[1] These markets are the following: ME (MPE-MTE), MGAS (MP-GAS and MT-GAS), and P-GAS.

1.1 SERVICES

The PDR platform allows market participants who/which have already signed the relevant contract with GME to benefit from the following service:

- **External data upload service**: participants may upload to the PDR the files (in the format established by ACER) containing the data pertaining to orders and transactions that they have submitted/concluded off GME's regulated markets. GME will transmit these files to ACER with a view to fulfilling the reporting obligations falling on participants. This service also includes the option, for participants who/which have received an appropriate proxy and/or delegation, to upload to the PDR also the data pertaining to their contractual counterparties.

2 DEFINITIONS AND ACRONYMS

2.1 ACRONYMS

Acronym	Description
PDR	External Data Upload Platform
RRM	Registered Reporting Mechanism

3 TECHNICAL REQUIREMENTS FOR THE USE OF THE PDR

GME's PDR has been structured to allow participants to fulfil the obligations of reporting data to ACER in two ways: 1) manually, through the use of a web portal, and 2) automatically, via a web service.

For the use of the web portal, participants are required to employ a PC/workstation with an Internet connection and an Internet Explorer or a Chrome browser (Chrome at least V38.0).

To use the web service channel, participants are required to employ a client application that uses the correct methods made available by the web service of GME, as described in the document "Implementation Guide" available on GME's website at [Software (mercatoelettrico.org)](mercatoelettrico.org).

4 PLATFORM PDR

Both PDR interfaces (web portal and web service) require the use of an authentication method in two levels and a naming convention for uploading external data.

The PDR is made available to participants in continuous mode, i.e. around the clock, 365 days a year, except during maintenance of the system, promptly notified to all users of the PDR and to contact

persons for technical and operational communications through a special notice that will be sent, if possible, at least one calendar day earlier than the maintenance work.

4.1 SERVICE REQUEST

In order to activate the external data upload service offered by the PDR, the participant must:

1. access the website at [Contract form (ipex.it)](#);
2. fill in all the fields of the webform and select "Send" at the end of the process;
3. download and sign all the parts the pdf file of the contract so generated;
4. download, fill in, and sign the relevant Annex (the self-declaration affidavit, pursuant to Presidential Decree 445/2000, certifying the powers of representation of the party signing the contract)[2];
5. and send the documentation referred to in paragraphs 3 and 4 above, duly completed and signed, to GME's certified e-mail address (PEC) gme@pec.mercatoelettrico.org or, only for foreign participants not having a certified e-mail address, to GME's e-mail address posta.gme@mercataoelettrico.org.

4.2 ACCESSING THE PLATFORM

Within 15 working days of receipt of the contract and the accompanying documentation, GME verifies the correctness and completeness of the documentation submitted and that there are no conditions for rejection of the contract or service referred to in Article 7.2 of the contract.

Should checks on the contract and the accompanying documentation and the conditions for access be successful, GME agrees to the proposed contract by sending to the applying participant, within the said period, a notice, to the e-mail address of the user specified by the participant in the PDR contract, showing the acceptance of the proposal, the successful completion of the process of activation, and the Login and Password. With a second notice to the e-mail address of the user specified by the participant, GME will communicate the PIN code, thereby completing the set of credentials for accessing the PDR platform.

If the market participant reports to GME the failure to receive all the credentials or of a part of them, GME will transmit the missing credentials to the user at the postal address of the market participant specified by the latter in the contract.

If GME, during said checks, encounters any irregularities or incompleteness - under Article 7.2, subpara. (i) of the contract - in the documentation submitted, it communicates to the participant the steps necessary to complete or regularise the documentation itself and the period within which he/she/it shall do so. The 15 working day period specified above will run again from the date of receipt by GME of the regular or complete documentation, so that GME may perform the checks described above on the documentation submitted and take the consequent actions. If, by the

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[2] The statement may be replaced by other documentation certifying the powers of representation.

deadline specified by GME, the participant has not responded to the request by GME, the proposed contract will definitively lose any effect.

If GME, during said checks, verifies that the conditions for non-acceptance of the proposed contract referred to in Article 7.2, subpara. (ii) and/or (iii) apply, it will not accept the proposed contract that will permanently lose any effect, giving special notice to the participant.

For each access to the PDR, the entry of the credentials takes place in two successive stages: first, the user is asked to enter his/her login and password; then, he/she is required to enter his/her PIN code.

Specifically, the password will necessarily be changed at the first access to the portal (except when the e-mail sent by GME confirms the credentials already assigned), while the PIN code can be regenerated and received via e-mail by the user at any time, if required.

The user enabled for the PDR service, using the credentials received, acts as "master user" and can create a maximum of 5 additional service accounts by using the relevant feature on the platform, as described in paragraph **Error! Reference source not found.**. The above credentials for these accounts will be still delivered to the e-mail address specified in the contract[3].

Access to the web service interface will be allowed, as a result of the first access to the portal, through the login method previously described. All other methods, except for the logout method, require the PIN code as a parameter.

4.3 INVOICING AND PAYMENT OF FEES

The activation of the PDR service involves the payment of a yearly fixed fee to GME, whose amount is published on its website in the "Market Monitoring and REMIT/PDR/Fees and Settlement" section. This fee will be invoiced by GME, as a single payment, within the tenth (10th) working day of the end of the calendar quarter including the effective date of the contract and for subsequent years every twelve months.

The invoices for GME's fees shall be available on the "SetService" platform and transmitted, exclusively under the conditions established by the legislation in force from time to time on electronic invoicing and the related implementing provisions, to participants through the "Sistema di Interscambio" (SDI). In case the invoice is issued by GME to a PA Participant[4], if the transmission of such invoice through the SDI to the PA Participant fails, within the timeframes identified in Law no. 244 of 24 December 2007 and related implementing provisions on electronic invoicing to the

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[3] If the market participant reports to GME the failure to receive the above-mentioned credentials or a part of them, GME will transmit the missing credentials to the user at the postal address of the market participant specified by the latter in the contract.

[4] PA Participant shall mean the administration referred to in Article 1, paragraph 209 of Law no. 244 of 24 December 2007.

PA, GME will forward to the PA Participant, through alternative channels to the SDI, the certification of successful transmission of the invoice with delivery impossibility, including the invoice.
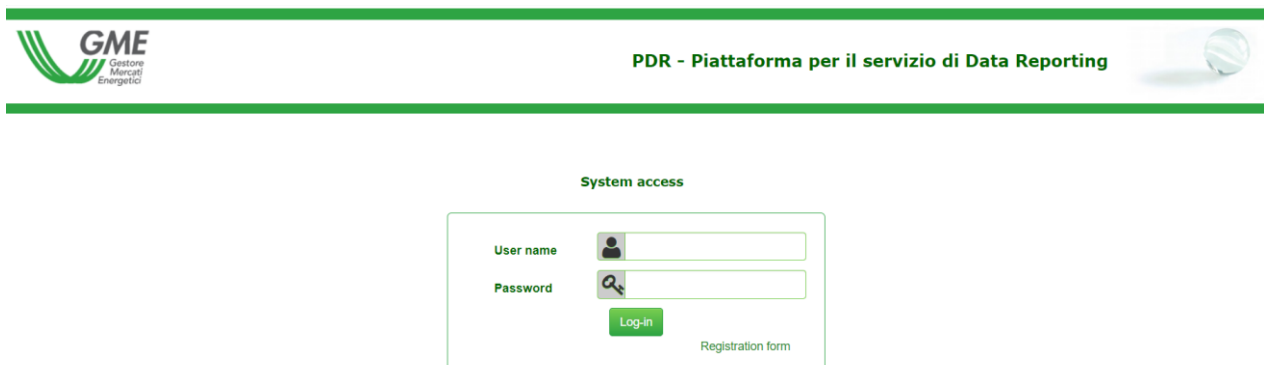
The payment will be made, with fixed value date for the beneficiary, by the last day of the month of issuing of the invoice, by crediting the amount to the bank account detailed in the invoice by GME. Such timing is also valid with regard to PA Participants, as it is consistent with the application of the provisions contained in Law no. 244 of 24 December 2007 and related implementing provisions.

5 PDR PORTAL

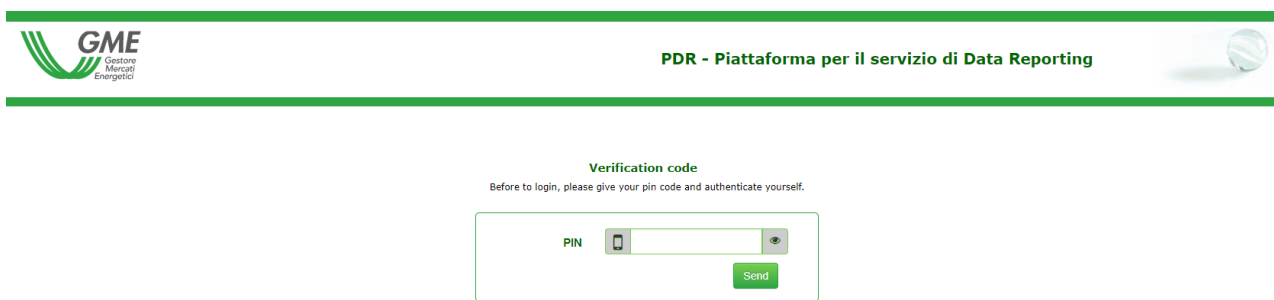The following paragraphs describe the features of the PDR.

5.1 LOGIN

Through the login page, the user authenticates with the platform by using the credentials (username and password) received by e-mail.

And then he/she enters the PIN code received by e-mail.

5.2 HOMEPAGE

The homepage of the platform provides information of a general nature and common use by all participants. Participants are invited to read these communications upon each new access.

5.3 MANAGEMENT

Through the pages of the management menu, the master user can view the identification data of participants with whom/which he/she is associated, view his/her own users, and create new users.

5.3.1 Management/Participants

This page displays the identification data specified by the participant in the PDR contract, including his/her/its ACER code.

5.3.2 Management/Users

On this page you can view all PDR-enabled users associated with a given participant, including the relevant login.
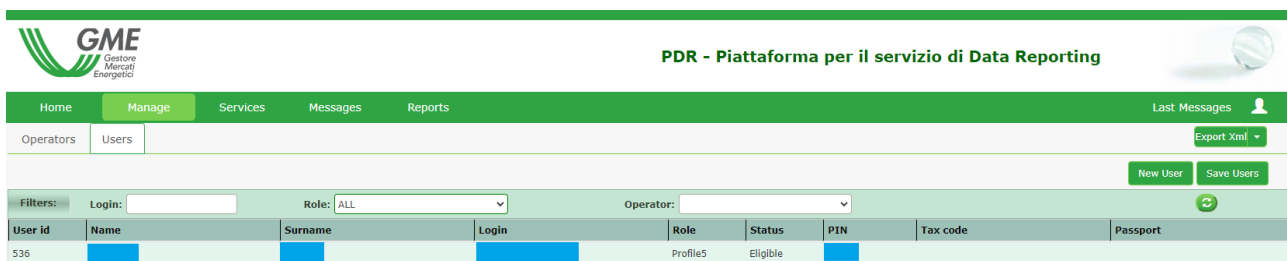
Moreover, in the "Users" section, the master user can create up to 5 new users associated with the same market participant, by using the "New User" option. Selecting this option displays the following window:
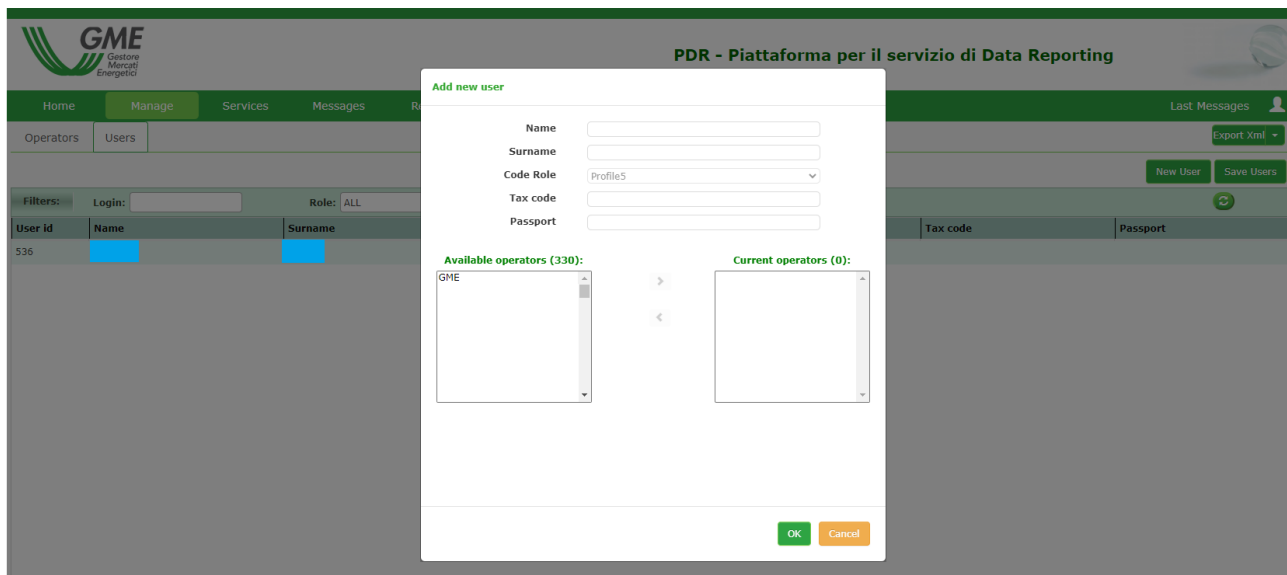
5.4 SERVICES

In "Services" menu, the user can access his/her own reports, uploaded as part of the External Data Upload Service contractualised with GME.

5.4.1 External Data Upload Service

The "Uploading Service" page allows the user to monitor at any time the status and outcome of the process of reporting of the files that the participant has uploaded to the PDR and that GME has transmitted to ACER, through the "Messages" option described in paragraph 5.5 below.

5.5 MESSAGES

The "XML Transactions" page of the messages menu allows the user to send reports in ACER format to GME. These reports will be validated and transmitted by GME to ACER

If the uploaded file does not comply with the naming convention of GME or with the XSD schema required by ACER, the participant will receive a negative notification in his/her/its own messages area.

6 UPLOADING EXTERNAL DATA

The files uploaded to the PDR by the participant using the External Data Upload Service must meet the requirements specified for the Naming convention (para. 6.1), the File format (para. 6.2), the File size (para. 6.3), and the Validity of the ACER code (para. 6.4). Moreover, they must be transmitted to GME within the specified timing (para. 6.5).

6.1 NAMING CONVENTION

Participants wishing to use the external data upload service will have to follow the naming convention specified in the Implementation Guide for xml files uploaded in ACER format.

If the participant fails to comply with the naming convention, or if the date indicated in the file name does not coincide with the date of receipt of the file by GME, or if the file is missing the required unique sequence number, the file will be rejected by the PDR and the participant will receive a negative message in his/her/its messages area.

6.2 FILE FORMAT

The data will be uploaded to the PDR in XML format, built on the basis of the xsd schemas available from ACER at https://www.acer.europa.eu/remit-documents/remit-reporting-guidance.

In the event that the content of the file is not compliant with the schema shown in the file name, it will be rejected by the PDR and the participant will receive a negative message in his/her/its messages area.

6.3 FILE SIZE

The maximum size of the files sent cannot exceed 10 MB, otherwise the file will be rejected by the platform.

6.4 VALIDITY OF THE ACER CODE

Pursuant to the requirements of ACER for parties registered as RRMs, GME will verify whether the ACER code shown in the xml report uploaded by the participant coincides with the ACER code specified by the participant in the service contract.

In case of any discrepancy between the ACER code indicated by the participant in the service contract and that specified in one of the two dedicated fields of the xml report ("ID of the market participant" or "ID of the other market participant"), where required by the xsd schema used, the file will be rejected by the PDR and the participant will be notified of a negative result in his/her/its messages area.

6.5 UPLOAD TIMING

For the purpose of enabling GME to proceed with the necessary activities of sending reports to ACER, the participant is required to upload the above reports no later than 24 hours before the deadline for sending the data covered by the reports[5] to ACER.

In the event that the aforementioned deadline is not met, it is understood that GME cannot meet the deadlines set by ACER for performing the service of data reporting.

6.6 NOTIFICATION AND MANAGEMENT OF ERRORS IN THE REPORTS IDENTIFIED BY ACER

The market participant can verify the success or failure in sending to ACER the files that he/she/it has uploaded via the Upload feature of the PDR, by accessing the "Services/upload service" section of the PDR, where the receipt sent by ACER following the submission process is available.

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[5] These time limits are set out in Art. 7 of the Implementing Acts.

Under the provisions of article 3.5 of the PDR contract, if ACER sends a negative receipt due to:

a) **issues of a technical/IT nature**: the PDR automatically re-sends the files to ACER; if the problem reported by ACER is not solved by re-sending the files, the market participant may request, through GME, the opening of a ticket at the ACER support centre in the manner described below;

b) **differences in the format/content of the files uploaded by the market participant with respect to the standards set by ACER**: the market participant should change the format/contents of the files, correcting the irregularities, and then upload them again to the PDR. If the problem reported by ACER is not solved by re-sending the files, the market participant may request, through GME, the opening of a ticket at the ACER support centre of in the manner described below.

If the market participant, in the cases referred to in subparagraphs a) and b) above, intends to apply to GME for the opening of a ticket at the ARIS Service Desk, he/she/it must submit a request by e-mail to pdr@mercatoelettrico.org. This request must be sent from the e-mail address of the user indicated in the PDR contract (as possibly amended as a result of subsequent communications), otherwise GME will not take charge of such a request.

The subject of the e-mail must show:

"Opening ticket for the file xxxxx"

where xxxxx indicates the Load Code associated with the report (6-digit code available in the Services/Upload service section) for which a negative feedback has been received.

The e-mail text should report in English the issue to be pointed out to ACER.

In the event that the opening of the ticket request is received by GME based on the above, GME will process the request for notification to ACER within 5 working days of the date of receipt, in the following way:

- in the case of problems for which ACER has already indicated a solution, by giving a feedback to the market participant indicating the corrections to be made;
- in all other cases, by opening a ticket with ACER and sending to the user an e-mail message to confirm the opening of the ticket The response to the aforementioned ticket will be communicated to the market participant after receipt of the response of ACER by GME.

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7   WEB SERVICE

The PDR has a web service interface automating the exchange of uploaded and downloaded data with the participant.

Access to the web service interface is allowed, after the first access to the portal, through the login method. Other methods, except for the logout method, require the PIN code as a parameter.

7.1   WEB SERVICE METHODS

The PDR web service has the following functions:

- **Login**: it establishes a working session with the PDR. It is the first function that the client application needs to invoke in order to take advantage of the functionality of the web service. With this operation, the participant authenticates with the PDR, which returns, in response, a session identifier that the client application must indicate in all subsequent calls to the web service functions;

- **Logout**: it ends a working session with the PDR. At the end of the working session, the user application must call this function in order to release the resources used;

- **UploadMessage**: it allows sending an XML document to the PDR. The document must be in ACER format, according to the naming convention shown in paragraph 6.1 above. For each document received, the web service returns a response that contains the identifier assigned to the document sent, the date and time of receipt. For each document received, the web service also returns, in response, an XML document containing the acceptance of the document or the reason for the failure of the operation. The call to the method always requires the specification of the "pincode" parameter;

- **DownloadMessage**: it allows downloading all documents made available to the participant by GME. This function checks for new messages to download and, if there are, it returns the first message that can be downloaded. The PDR indicates the message returned as "read"; a subsequent call to the DownloadMessage method no longer returns that message. To download a read message again, you can resort to the ForceDownloadMessage method. The call to this method requires the specification of the "pincode" parameter;

- **GetNextMessage**: it allows displaying the list of messages to be downloaded, i.e. unread. This method returns a list in XML format that contains the name and identifier of each message that can be downloaded. The maximum number of messages in the list can be specified in the call. The call to the method requires the specification of the "pincode" parameter;

- **ForceDownloadMessage**: it allows downloading a specific message, identified by its identifier, even if it has already been downloaded. The PDR still shows the message returned as "read". The call to this method requires the specification of the "pincode" parameter.

8 COMMUNICATIONS

8.1 COMMUNICATIONS BY THE PARTICIPANT

GME provides market participants with two e-mail addresses to be used depending on the subject of the message.

The market participant is invited to send an e-mail to abilitazionipdr@mercatoelettrico.org for communications related to:

• PDR sign-up and activation process;

• problems encountered while accessing the PDR (generation/management of credentials).

The participant can send an email to pdr@mercatoelettrico.org for communications related to:

- the service offered by the PDR;
- problems identified in managing the PDR;
- requests for clarification concerning reports in his/her/its own PDR section;
- opening tickets at the ACER Service Desk.

Based on such communications, GME may also ask the market participant to provide further clarifications and information.

8.2 COMMUNICATIONS BY GME ABOUT MALFUNCTIONS

In case of any unplanned malfunctions, interruptions, delays, and suspensions of the features of the PDR, GME will promptly notify the participant of such event by sending an e-mail to the address associated with the master user and to the contact person for technical and operational communications. GME will also make known the recurrence of such an event through a notice posted on its website, in the REMIT section.

8.3 COMMUNICATIONS BY GME AT THE REQUEST OF ACER

GME will timely notify participants of any request received from ACER for clarifications about the number or contents of the files uploaded to the PDR, by sending an e-mail to the address associated with the master user and to the contact person for technical and operational communications. GME will also verify, through a telephone contact, whether the request has been duly received by participants. The latter will have 5 working days to prepare a response to ACER in the English language and send it to pdr@mercatoelettrico.org. After receiving such response, GME will forward it to ACER.