User Manual
of information system

Nominations

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Date	Change describe
31.12.2009	First version
31.5.2010	Update due to phase II of upgrade CS OTE
28.6.2010	Comments by OTE
28.6.2010	Finalisation
20.12.2010	Update due to 2011 legislation changes
5.5.2011	Update due to changes in shift of nomination closing time
20.7.2011	Update due to functionality changes – communication scenarios, shipper code administration
22.9.2011	Transport nominations for divided capacity (chapter 3)
22.12.2011	Unused tolerance market
27.2.2012	Hourly nominations
29.11.2012	Nominations for more days ahead and named shipper pairs
4.1.2013	Transit only nominations
21.3.2013	UT registration – correction of interval for entering nominations Divided capacity – shipper pair indication, change of display Nominations for more days ahead – transport
25.10.2013	Demand Information
24.1.2014	Nomination annulment (SS locked in SFVOT/Service curtailment **of SS in Prodis)**
30.10.2015	Implementation of SSN

Content

1 Description of the process of filing and processing nominations 4

1.1 Basic principles of nomination as of 1.1.2010 4
1.1.1 Who can nominate 4
1.1.2 Types of nominations 4
1.1.3 Where the nomination is provided 4
1.1.4 Methods of filing nominations in the OTE system 5
1.1.5 What a nomination is 5
1.1.6 Preliminary information 5
1.1.7 Renomination 5
1.1.8 Structure of nominations 5
1.1.9 Using signs 6
1.1.10 Confirmation of nominations 6

1.2 Nomination of transport, distribution and storage 8
1.2.1 Basic information 8
1.2.2 Shipper codes 9
1.2.3 Hourly nominations of transport 9
1.2.4 Transit only nominations 9

1.3 Nomination of obligations to supply and to take 11
1.3.1 Basic information 11
1.3.2 Bilateral contracts 11
1.3.3 Nomination of self-handover 12
1.3.4 Nomination for settlement of preliminary and actual imbalance of SS 12
1.3.5 Flexible contracts 12
1.3.6 Nominations for transactions executed on DM 12
1.3.7 Nominations for transactions executed on IM 12

1.4 Processing of nominations 13
1.4.1 Nomination windows 13
1.4.2 Reduction of nominations 13

1.5 Registration of bilateral trades with unused tolerance 15
1.5.1 Registration of UT nominations 15
1.5.2 Processing of UT nominations 15

1.6 Registration of transactions on unused tolerance market 15
1.6.1 Registration of UT market nominations 15
1.6.2 Processing of UT market nominations 16

2 Description of communication scenarios 17

2.1 Automatic communication 17
2.1.1 Used standard 17
2.1.2 Used messages 17
2.1.3 Use of APERAK message 18

2.2 Communication between participants from the view of nominations 19
2.2.1 Communication chart 19
2.2.2 Nomination of transport, distribution and storage 21
2.2.3 OS/OT nominations (BK, JK subtypes) 22
2.2.4 OS/OT nominations (PO, SO subtypes) 22
2.2.5 OS/OT nominations (subtypes DTD, DTO) 23
2.2.6 OS/OT nominations (subtype VT) 23

2.3 Communication of specific types of nominations between OTE and TSO 24

2.3.1 Communication chart 24
2.3.2 OS/OT nomination (VO subtype) 25
2.3.3 OS/OT nomination (FK subtype) 25
2.3.4 Transit only nominations 26
2.4 Nomination of trades with unused tolerance 28
2.5 Updating the numerical list of shipper codes 29
2.6 Inquiries about nominations 30
3 Web interface 32
3.1 Overview of functions 32
3.2 Entering of nominations 32
3.3 Setting of SS for bilateral contracts 40
3.4 Setting of PDT for nominations of transport, distribution and storage 41
3.5 Shipper pair register 42
3.6 Naming the shipper pairs 44
3.7 Registration of bilateral trades with unused tolerance 46
3.8 Registration of trades on unused tolerance market 47
3.9 Overview of market with unused tolerance 49
3.10 Overview /Administration of nominations 51
3.10.1 Overview 51
3.10.2 Detail of a nomination 53
3.10.3 Nomination history 53
4 Used reference lists 58
4.1 Statuses of nominations 58
4.2 Other numerical lists 59

1 Description of the process of filing and processing nominations

1.1 Basic principles of nomination as of 1.1.2010

1.1.1 Who can nominate

Any market participant that is a subject of settlement (hereinafter as SS) can nominate. Specific types of nominations may be filed by a transmission system operator (TSO).

1.1.2 Types of nominations

The following types of nominations can be registered:

- nomination of an obligation to supply and an obligation to take (hereinafter as OS/OT)
- nomination of transport
- nomination of distribution
- nomination of storage
- trades of unused tolerance (bilateral trades , trades on organized market with unused tolerance)

The method of accepting nominations in the OTE system shall be unified for all type of nominations.

1.1.3 Where the nomination is provided

Nominations of obligation to supply and obligation to take may only be filed in OTE.

Nominations of transport, distribution and storage may be filed either directly with OTE or the respective operator (TSO, DSO, SSO).

Type of nomination	OTE	TSO	DSO	SSO
OS/OT	■			
transport	■	■		
distribution	■		■	
storage	■			■
trading of unused tolerance	■			

Table 1: Points for sending nominations

If the SS sends an identical nomination of transport, distribution or storage to OTE and the respective operator, the last nomination received by the OTE system (by time stamp of nomination reception by the OTE system) shall be used for processing.

1.1.4 Methods of filing nominations in the OTE system

SS has the following options of filing a nomination in the OTE system:

Format	Channel	Nomination entry	Nomination confirmation
EDIG@S	Web Services HTTPS/SOAP (synchronous)	NOMINT message	NOMRES message
	e-mail with an attachment	NOMINT message	NOMRES message
	file upload via OTE web	NOMINT message	-
Web interface	OTE web	entered by user	text e-mail Web overview of nominations

Table 2: Nomination registration methods

Nomination shall be understood as the value in KWh send for:

- a single SS
- a single PDT (input or output point)
- for a single gas day
- a single direction (input or output)
- and potentially for a single counterparty

Nominations are in KWh rounded to an integral number.

The last received value for a combination of SS, PDT, gas day, direction and counterparty shall be used for processing of a respective nomination window.

1.1.6 Preliminary information

Preliminary nominations are not differentiated in the OTE system in any way, but SS may file a preliminary nomination by sending nominations for several days (e.g. the whole week) in a single package. If the SS does not later replace the “preliminary” nomination with another one, the “preliminary” nomination shall be used for processing.

1.1.7 Renomination

Renomination is a new value of KWh (received after the deadline for close of sending information for the respective gas day) to replace the respective nomination.

Renomination may also be filed in case that nomination was not filed (it is understood to have been zero).

1.1.8 Structure of nominations

The structure of the individual types of nominations is summarised in the following table:

	OS/OT, incl. UT	transport	distribution	storage
SS	EIC of SS	EIC of SS	EIC of SS	EIC of SS
PDT	EIC of PDT	EIC of PDT	EIC of PDT	EIC of PDT
counterparty	sub-type of nomination EIC of counterparty SS	-	-	-
Period	gas day	gas day	gas day	gas day
Direction	purchase / sale	input / output	input / output	pumping / output
Value	KWh	KWh	KWh	KWh
Breakdown to BDS	-	internal and external shipper code (importer/customer) KWh	-	-
Breakdown to CGD and PGD	-	-	internal and external shipper code (importer/customer) KWh	-
Breakdown to Virtual UGS	-	internal and external shipper code (storage contract) KWh		internal and external shipper code (reserved storage capacity) KWh

Table 3: Nomination structure

1.1.9 Using signs

An PDT that is of an input as well as output type has only a single EIC code assigned; both supplies and off-take are associated with the EIC code.

EDIG@S messages of the NOMINT/NOMRES type do not include signs, but they include an indication whether the represent an input into the system or an output from the system.

Positive values are also used for nomination entry via the web interface; separated input fields Add/Remove or Input/Output are used for differentiation of the direction.

Nomination values shall be retained as positive (input in the system) or negative (output to the system) in the system.

1.1.10 Confirmation of nominations

OTE shall only send confirmation of those nominations by the SS to have sent their nominations directly to the OTE system.

The confirmed nomination value can be:

- originally nominated value,
- reduced value, including zero value (i.e. de facto rejected nomination)

Reasons for reducing or rejecting a nomination may be the following:

- failure to pair with a nomination of a counterparty (reduced by OTE)

- exceeding of the maximum possible nomination of settlement in kind of a preliminary or actual imbalance (reduced by OTE)
- insufficient financial security (reduced by OTE)
- reasons on the side of the respective operator – insufficient reserved capacity, insufficient capacity, result of matching with a neighbouring operator (reduced or rejected by TSO, DSO, SSO)

If renomination is rejected, then original confirmed nomination (renomination) is valid.

1.2 Nomination of transport, distribution and storage

1.2.1 Basic information

The below table summarises the basic information on filing nominations of transport, distribution and storage.

Type of	Sub-type	PDT	Who toregister	Detail	NOMINT message
Transport	- / RK / SG / SGRK	BDS	TSO or OTE	by individual gas importers/customers	01G
	- / RK	Consump-tion	TSO or OTE	by individual gas importers/customers	01G
	- / RK	Virtual UGS	TSO or OTE	by individual storage contracts	01G
Distribution	-	Production point (till 31.12.2010)	DSO or OTE	-	01G
	-	PGD (from 1.1.2011)	DSO or OTE	by individual gas importers/customers	01G
	-	CGD	DSO or OTE	by individual gas importers/customers	01G
Storage	-	Virtual UGS	SSO or OTE	by individual codes of reserved storage capacity	01G

Table 4: Nominations T,D,S

Note: Nominations of transport for consumption points is required only for points connected to transport system with reserved capacity equal or greater than 500,000 m3/day.

1.2.2 Shipper codes

Breakdown of nominations of transport, distribution and storage to BDS, CGD, CSN, PGD and Virtual UGS is based on the so-called shipper codes, i.e. pairs of codes representing contracts of the SS with the respective (and neighbouring) operator that are used for matching nominations between neighbouring operators.

Code lists of shipper codes shall be administered by the respective operators and synchronised among TSO/DSO/SSO and OTE systems. The code list defines the enabled codes of shipper codes for the selected PDT and SS.

The structure of code lists is the following:

- EIC of the operator
- EIC of PDT
- EIC of SS
- shipper code internal
- shipper code external
- code validity from-to

1.2.3 Hourly nominations of transport

Starting from 1.3.2012 it is possible to register nominations of transport with breakdown to hourly values. Registration of hourly values is based on the following rules:

- Hourly nomination is allowed for all cross border points and consumption PDT with nomination.
- Hourly nomination consists of sum for a gas day and 24 hourly values (for a gas day when the time changes it can be also 23 or 25 values). At first entry, it is possible to specify only the remaining hours, when the gas day has already started. The others are filled with zero automatically.
- Hourly values will be registered both for summary item and all the shipper pairs.
- If SS does not register hourly values in nomination of transport on cross border pint, the daily value will be automatically broken down to hourly values.
- Renomination can be registered only for those hours that remain to the end of gas day.
- Renomination is also situation when daily value remains the same, but hourly profile has changed.

1.2.4 Transit only nominations

Starting from 1.1.2013 it is possible to register summarized transport nominations of “transit only shippers” (i.e. shippers that transport gas over Czech Republic without entering Czech virtual trading point) in OTE system. These nominations are registered only as summaries for all transitting shippers via virtual SS. TSO is responsible for sending these nominations to OTE system.

The nominations of storage can be registered in the same way.

1.3 Nomination of obligations to supply and to take

1.3.1 Basic information

The below table summarises the basic information on filing nominations of obligations to supply and to take (hereinafter as OS/OT):

Type of	Sub-type	OPM	Who to sell	Counterparties	NOMINT message
Undertaking to deliver/take	BK – bilateral contact	VTP	OTE	SZ1-SZ2	55G
	JK – self handover	VTP	OTE	SZ1-SZ1	55G
	PO – balancing of preliminary total imbalance of SS	VTP	OTE	SZ1-OTE	55G
	SO – balancing of actual total imbalance of SS	VTP	OTE	SZ1-OTE	55G
	DTD – actual trading on morning day-ahead market	VTP	created automatically	SZ1-OTE	-
	DTO - actual trading on morning day-ahead market (till 31.12.2010)	VTP	created automatically	SZ1-OTE	-
	VT – actual trading on intra-day market	VTP	created automatically	SZ1-OTE	-
	VO – balancing of preliminary and actual total imbalance for all SS's	VTP	OTE	OTE-PPS	55G
	FK – flexible contract	VTP	OTE	SZ1-PPS	55G
Trades with unused tolerance	NT – bilateral contract for unused tolerance	VTP	OTE	SZ1-SZ2	55G
	NTT – trades on market with unused tolerance	VTP	OTE	SZ1-OTE	55G

Table 5: Nominations OS/OT

All OS/OT nominations shall have the attribute of nomination sub-type (i.e. what type of transaction is nominated) in the system.

1.3.2 Bilateral contracts

Bilateral contracts are nominated by both counterparties, while OTE provides for pairing and potential reduction to a lower value (lesser rule).

SS may register one bilateral contract for purchase of gas and one for sale of gas with the respective counterparty for one gas day.

In case of pairing failure, renominations of bilateral contracts shall be rejected, but they will remain in the OTE system and they will be processed in the next nomination window for the D gas day. Only when there is pairing failure in the last nomination window for the D gas day, the shall be rejected definitively. (This rule shall apply only to renominations; nominations shall be governed by the lesser rule).

1.3.3 Nomination of self-handover

Nominations of self-handover are nominated only once (as a single transaction). The system provides for their replication into the other record with the opposite sign at reception of the nomination b the OTE system.

1.3.4 Nomination for settlement of preliminary and actual imbalance of SS

Imbalance for a gas day shall be settled by the SS responsible for imbalance on the respective gas day.

The nominations are automatically generated by OTE with the volume of a preliminary or actual imbalance of the SS. An automatically generated nomination shall be applied, if the SS does not send a nomination of a different volume.

If the SS sends its own nomination for settlement of a preliminary or actual imbalance, the nomination shall be verified by the OTE system with regard to maximum enabled value, and potentially reduced.

Nominations for settlement of a preliminary and actual imbalance of an SS may not be re-nominated with exception of situation, when daily closure is delayed (in this situation it is possible to renominate nominations for settlement of preliminary imbalance).

1.3.5 Flexible contracts

Flexible contracts are nominated by both counterparties (SS and TSO), while OTE provides for their pairing and potential reduction to a lower value (lesser rule).

In case of pairing failure, renominations of flexible contracts shall be rejected, but they will be retained in the system and processed in the next nomination window for the D gas day. Only when pairing fails in the last nomination window for the D gas gay, the shall be rejected definitively. (This applies only to renominations; nominations shall be governed by the lesser rule).

1.3.6 Nominations for transactions executed on DM

Nominations of OS/OT for transaction executed on DM shall be created automatically as aggregations of transactions executed on DM for each SS, separately for purchase and sale and also separately for morning and afternoon markets (Note: nominations from DM from afternoon session are valid till 31.12.2010 only).

Each individual nomination represents bilateral handover of gas SS-OTE (sale from the viewpoint of SS), or OTE-SS (purchase).

Nominations of OS/OT for transactions executed on DM may not be renominated.

1.3.7 Nominations for transactions executed on IM

Nominations of OS/OT for transactions executed on IM are created automatically as aggregations of transactions executed on IM for every SS, separately for purchase and sale.

Every nomination is going to represent bilateral gas handover SS-OTE (sale from the viewpoint of SS), or OTE-SS (purchase).

As trading on IM is continuous, the respective information shall always be updated after every concluded transaction of the respective SS. After closing of IM, the last updated nomination of the respective SS shall be considered final.

Nominations of OS/OT for transactions executed on IM may not be renominated.

1.4 Processing of nominations

1.4.1 Nomination windows

Information is processed in batches after closing of every nomination window. Nomination windows and their closures are defined based on valid PTP and the differ for the individual types of nominations.

The overview of closures of nomination windows for D gas day is provided by the below picture:

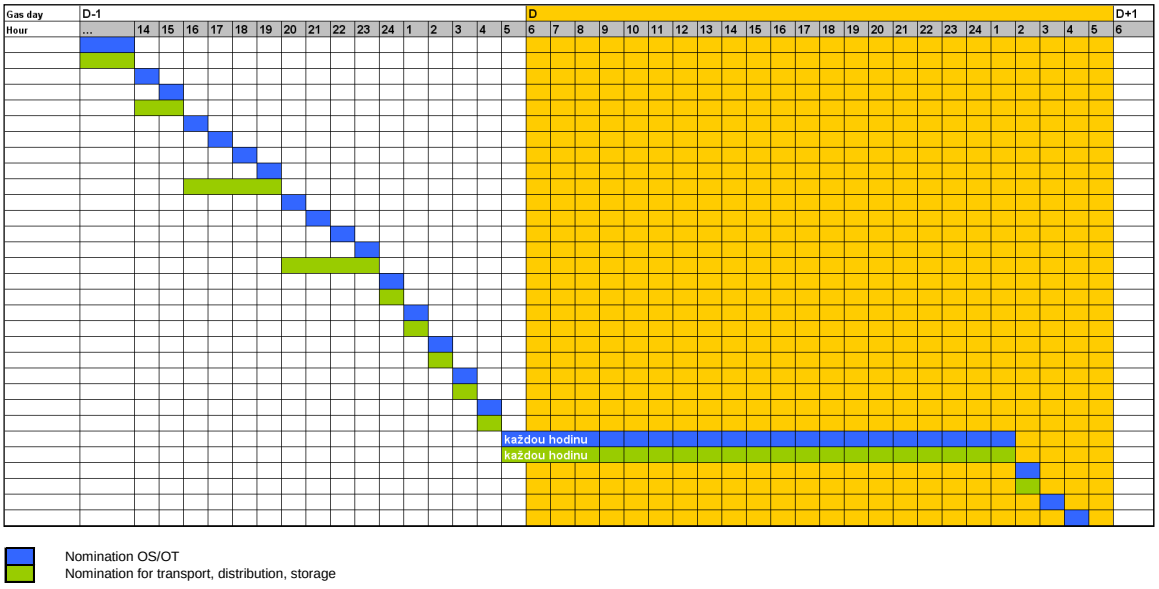


Figure 1: Nomination windows

After every closure of nomination window, Demand Information is computed and sent to N4G.

1.4.2 Reduction of nominations

OTE shall reduce nominations according to the algorithm described in PTP in case of insufficient financial security.

In case of nominations of transport and distribution decomposed to shipper codes, OTE shall reduce only the total amount. TSO or DSO shall subsequently apply reduction to the individual shipper codes.

In case of SS to have assigned the imbalance for the respective gas day to another SS, the financial security of nominations of the SS shall be done towards their superior SS.

The SS shall be informed about reduction of nominations of transport and distribution due to insufficient financial security immediately after the reduction. The information shall be sent either by OTE or the respective operator, depending on where the SS sent the nomination. In case of nominations including breakdown to shipper codes, the information about reduction shall include only the total reduced amount without breakdown to shipper codes.

Reduction of nominations of OS/OT shall not be announced by a special message, because the confirmed nomination of OS/OT shall be sent immediately after reduction.

The individual operators may subsequently reduce or reject nominations of transport, distribution and storage (depending on the results of matching and based on other validations on the side of the operator).

1.5 Registration of bilateral trades with unused tolerance

The OTE system enables registration of transactions with unused tolerance (hereinafter as UT) agreed upon and settled outside OTE by two parties.

1.5.1 Registration of UT nominations

Registration takes place in the form of a nomination of OS/OT of a special type at a VTP. 2 mirror nominations (one for each counterparty) have to be registered for each trade. The filed information shall be paired, potentially reduced (lesser rule) and confirmed to the individual Subjects of Settlement in the OTE system.

Registration of nominations of trading with UT shall take place only in the period from 18:00 of the eleventh calendar day and 10:00 of the thirteenth calendar day of a month, separately for every day of the previous month. If a nomination is received outside the above period, it shall be rejected.

1.5.2 Processing of UT nominations

Processing of UT nominations shall take place hourly in the period stipulated by PTP as the period of registration of UT transactions.

If a UT nomination is not paired in the respective window, it will be rejected, but it will remain in the system for processing in the next nomination window. Such an unpaired nomination shall be definitively rejected only in the last nomination window for UT registration of the respective month.

If a UT nomination is paired, but the SS sends a renomination in one of the following nomination windows, such renomination shall be paired again within processing of the nomination window. If the renomination is paired, it shall replace the original nomination. If it is not paired, the original, earlier paired nomination shall be valid.

Interim results (results of processing the individual nomination windows) may be checked on the OTE website.

1.6 Registration of transactions on unused tolerance market

The OTE system enables registration of transactions (offer and demand) for unused tolerance (hereinafter as UT) market. UT market is running in kWh units and CZK currency.

1.6.1 Registration of UT market nominations

Registration takes place in the form of a nomination of special type (NTT) at a VTP. Transactions can be registered for individual days of last month separately for purchase and sale. For each transaction the amount and price has to be entered. More blocks (for various prices) can be registered for the same day.

Registration of nominations for UT market shall take place only in the in the period from 18:00 of the eleventh calendar day and 16:00 of the twelfth calendar day of a month. If a nomination is received outside the above period, it shall be rejected.

All nominations for UT market will be finańcially secured. If SS has insufficient financial security for its transactions, the transactions for the whole month will be rejected. The last financially secured transactions will stay valid in this case.

1.6.2 Processing of UT market nominations

Processing of UT nominations shall take place only once in the period from 16:00 to 17:00 of the twelfth calendar day of a month.The results of demand and offer matching algorithm are:

- Matched price (CZK/MWh)
- Matched amount (kWh)

Satisfied purchases and sales will be confirmed either in total (CON status) or partially (RE1 status). Not satisfied purchases and sales will be rejected (REJ status).

The results of UT market processing may be checked on the OTE website, registration of transactions for UT market.

2 Description of communication scenarios

2.1 Automatic communication

2.1.1 Used standard

Standard EDIG@S 4.0 (XML) is used for automatic communication in the field of nominations. Deviations from the standard are defined in the specification of the OTE system external interfaces.

2.1.2 Used messages

Used messages:

Message	Use
NOMINT	The message is used to send and resend nominations of all types
NOMRES	The message is used to register, send the copy and resend confirmations of nominations of all types: - notification of reduction of a nomination (only nomination of transport, distribution) - confirmation of a nomination (all types of nominations) - response to an inquiry (all types of nominations) - notification of a nomination of the counterparty The message format is also used for sending the Demand information.
SHPCDS (Not a standard message of EDIG@S)	It serves to send a numerical list of shipper codes by individual operators towards OTE
APERAK	It serves to announce the validation result and receipt of a message by the receiver (received or an error)

Table 6: Summary of EDIGAS reports used

2.1.3 Use of APERAK message

An APERAK message is used in communication between OTE and market participants as follows:

Communication	OTE confirms by APERAK message	SS confirms by APERAK message	Operator confirms by APERAK message
SS → OTE	YES	-	-
OTE → SS	-	NO	-
operator → OTE	YES	-	-
OTE → operator	-	-	YES

Table 7: Use of APERAK message

2.2 Communication between participants from the view of nominations

2.2.1 Communication chart

The following chart shows the basic communication flows between market participants from the view of nominations.

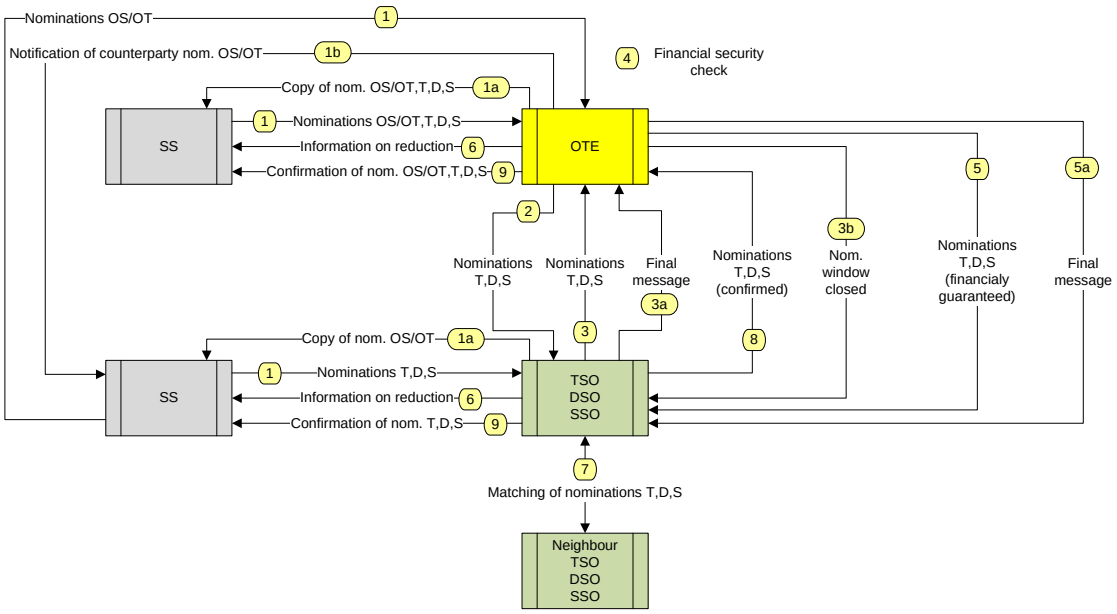


Figure 2: Communication chart

Overview of communication flows:

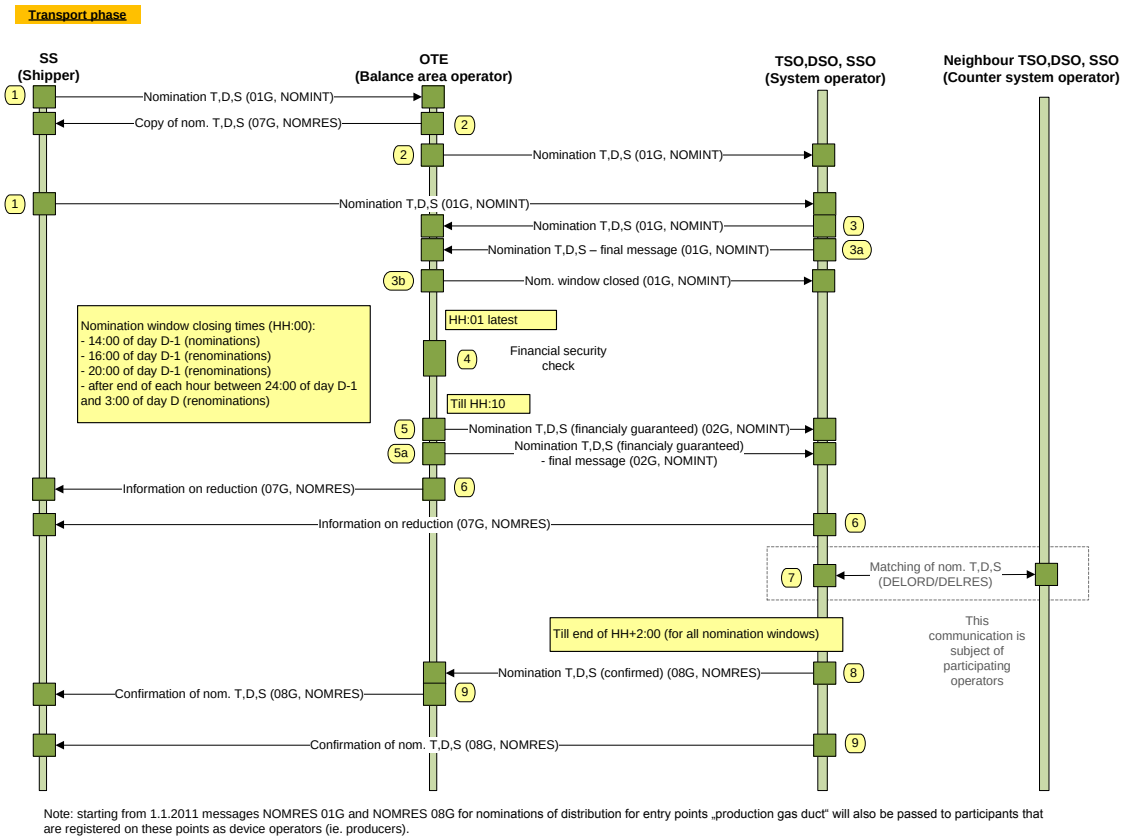
No.	Flow	Sender	Receiver
1	SS submits nominations: - OS/OT – always sends to OTE - transport, distribution, storage – sends to OTE or to the relevant operator	SS	OTE TSO, DSO, SSO
1a	OTE sends copy of nomination to the respective SS. Only for nomination: - OS/OT: BK, FK, PO, SO, NT, NTT - T,D,S (if registrated at OTE)	OTE	SS
1b	OTE submits notification of counterparty nominations to corresponding SS. This works for nominations: • BK • FK	OTE	SS

No.	Flow	Sender	Receiver
	• DTD, DTO, VT • VO (submitted only to TSO) • NT		
2	OTE immediately resends received nominations of transport, distribution, storage to the relevant operator	OTE	TSO, DSO, SSO
3	The operator immediately resends received nominations of transport, distribution, storage to OTE	TSO, DSO, SSO	OTE
3a	After sending the last received nomination of transport, distribution, storage to OTE for the given nomination window, the operator will send a terminating message to OTE *(optional)*	TSO, DSO, SSO	OTE
3b	After closing the nomination window, OTE will send notification of closing the nomination window *(optional)*	OTE	TSO, DSO, SSO
4	The process of processing information in the OTE system is in progress; it includes the following parts among other things: - pairing and possible reduction of OS/OT nominations - financial security and possible reduction of nominations	-	-
5	OTE sends financially secured nominations of transport, distribution, storage to individual operators	OTE	TSO, DSO, SSO
5a	After sending the last financially secured nomination of transport, distribution, storage to the relevant operator for the nomination window concerned, OTE will send a terminating message to the relevant operator *(optional)*	OTE	TSO, DSO, SSO
6	OTE or the relevant operator sends information on reduction of transport, distribution to SS if a reduction due to insufficient financial security has occurred	OTE TSO, DSO	SS
7	Matching of nominations between neighbouring operators is in progress	-	-
8	The operator sends confirmed nominations of transport, distribution, storage to OTE	TSO, DSO, SSO	OTE
9	OTE sends a confirmed OS/OT nomination to SS OTE or the relevant operator sends the confirmed nomination of transport, distribution, storage to SS	OTE TSO, DSO, SSO	SS

Table 8: Overview of communication flows

2.2.2 Nomination of transport, distribution and storage

The communication scenario for nominations of transport, distribution and storage with specification of terms and used types of messages is in the following chart.



Note: starting from 1.1.2011 messages NOMRES 01G and NOMRES 08G for nominations of distribution for entry points „production gas duct" will also be passed to participants that are registered on these points as device operators (ie. producers).

Figure 3: Communication scenario – nominations of T,D,S

2.2.3 OS/OT nominations (BK, JK subtypes)

The communication scenario for ZD/ZO nominations with specification of terms and used types of messages is in the following chart.

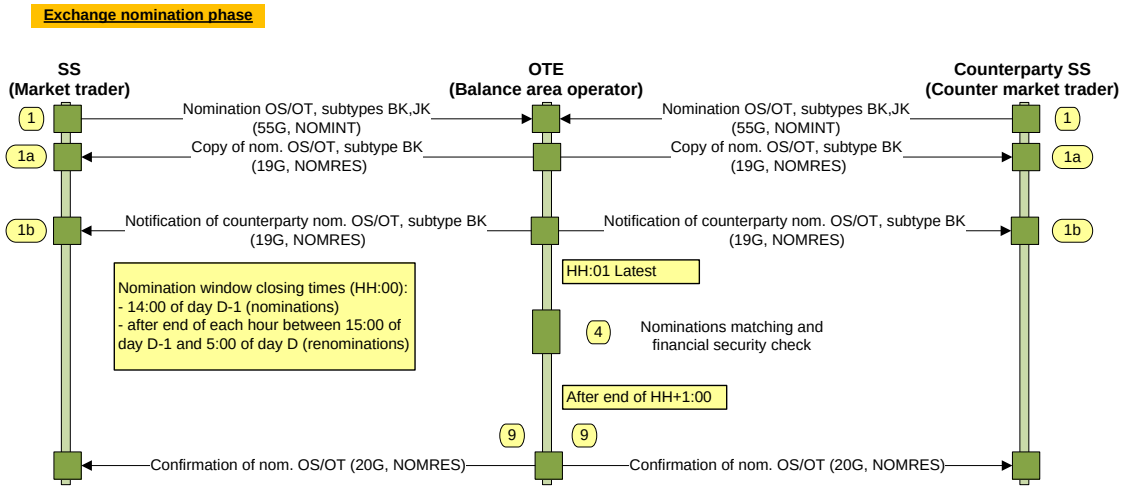


Figure 4: Communication scenario - OS/OT nominations

2.2.4 OS/OT nominations (PO, SO subtypes)

The communication scenario for PO, SO nominations with specification of terms and used types of messages is in the following chart.

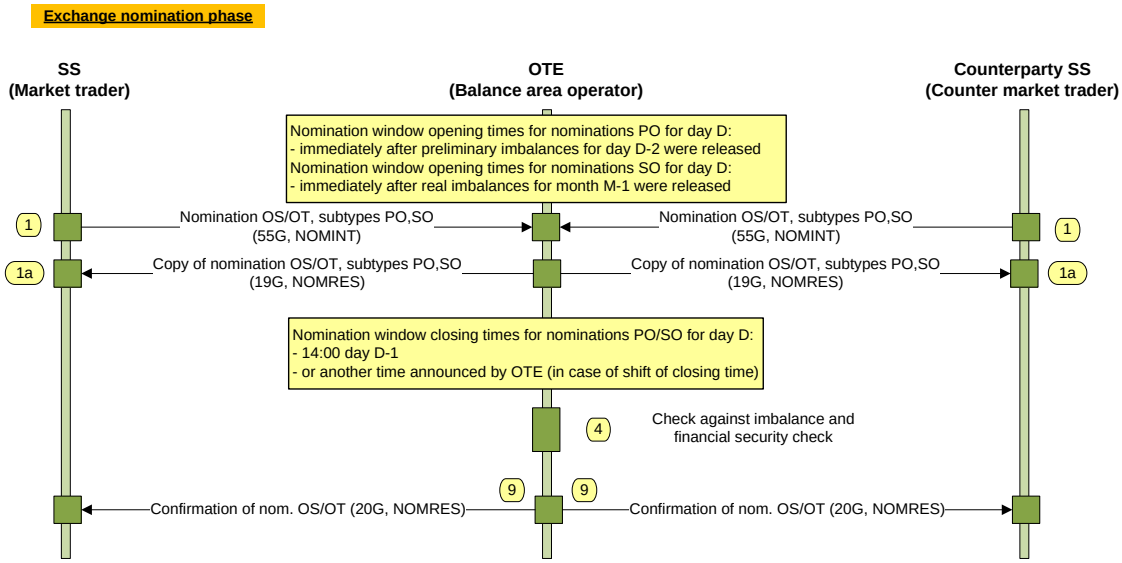
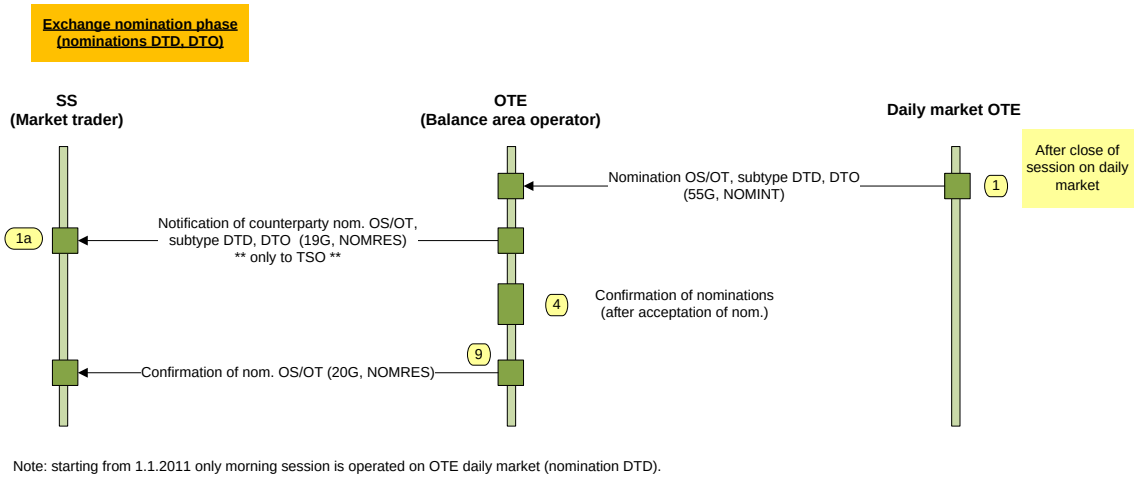


Figure 5: Communication scenario - OS/OT nominations (PO, SO)

2.2.5 OS/OT nominations (subtypes DTD, DTO)

Includes nominations from OTE daily market.



Note: starting from 1.1.2011 only morning session is operated on OTE daily market (nomination DTD).

Figure 6 – Communication scenario - OS/OT nominations (daily market)

2.2.6 OS/OT nominations (subtype VT)

Includes nominations from OTE intraday market.

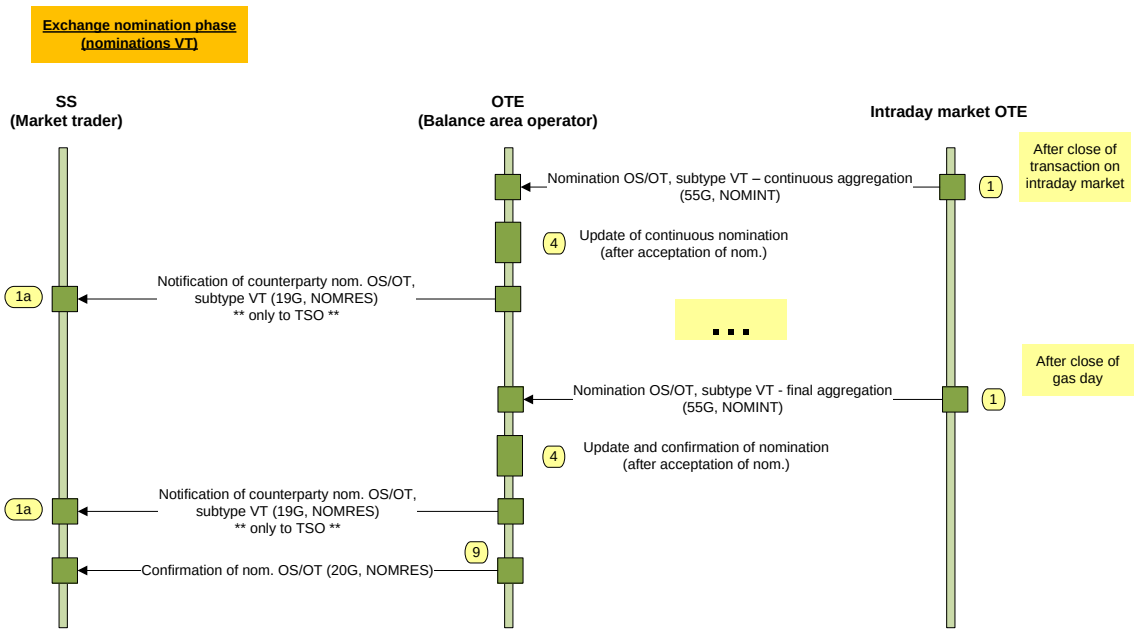


Figure 7– Communication scenario - OS/OT nominations (intraday market)

2.3 Communication of specific types of nominations between OTE and TSO

2.3.1 Communication chart

The following chart shows the basic communication flows among market participants from the viewpoint of nominations for balancing the system (VO and FK subtypes).

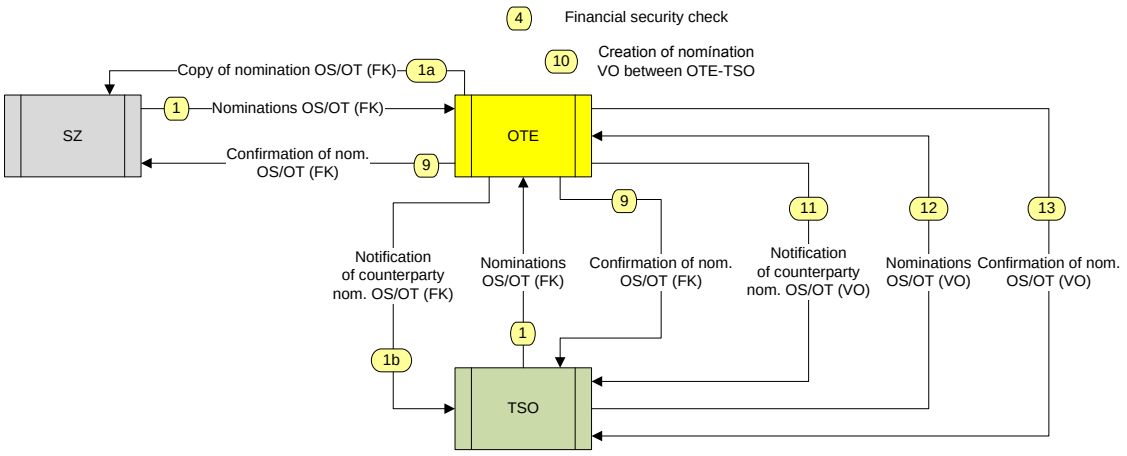


Figure 8: Communication chart

Overview of communication flows:

No.	Flow	Sender	Receiver
1	SS and TSO submit FK nominations to OTE	SS TSO	OTE
1a	OTE sends copy of nomination to the requestor.	OTE	SS / TSO
1b	OTE immediately resends notification of acceptance of FK nomination of the counterparty to TSO	OTE	TSO
4	The process of processing nominations in the OTE system is in progress; it includes among other things: - pairing and possible reduction of OS/OT nominations - financial security and possible reduction of nominations	-	-
9	OTE sends a confirmed FK nomination to SS and TSO	OTE	SS TSO
10	OTE creates VO nomination for handover of gas between OTE and TSO as a sum of all SS nominations to balance preliminary and real imbalances	-	-
11	OTE sends information about creating VO nomination to TSO	OTE	TSO

No.	Flow	Sender	Receiver
12	TSO sends its VO nomination to the OTE system	TSO	OTE
13	After the VO nominations has arrived, OTE immediately carries out its processing and sends the confirmed VO nomination to TSO	OTE	TSO

Table 9: Overview of communication flows

2.3.2 OS/OT nomination (VO subtype)

The communication scenario for VO nomination with specification of terms and used types of messages is in the following chart.

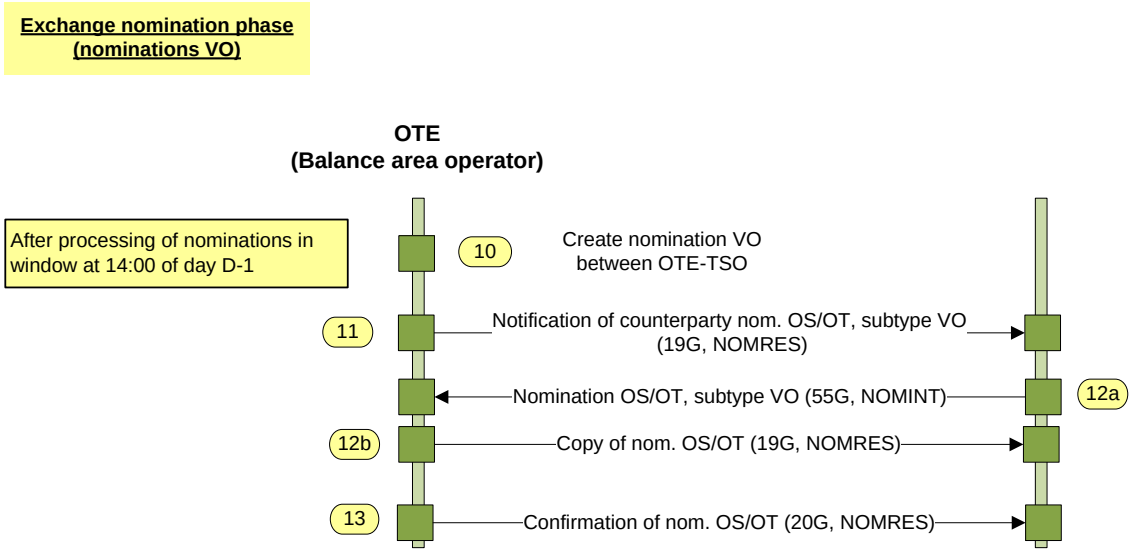


Figure 9 Communication scenario - Nomination OS/OT (VO)

2.3.3 OS/OT nomination (FK subtype)

The communication scenario for FK nomination with specification of terms and used types of messages is in the following chart.

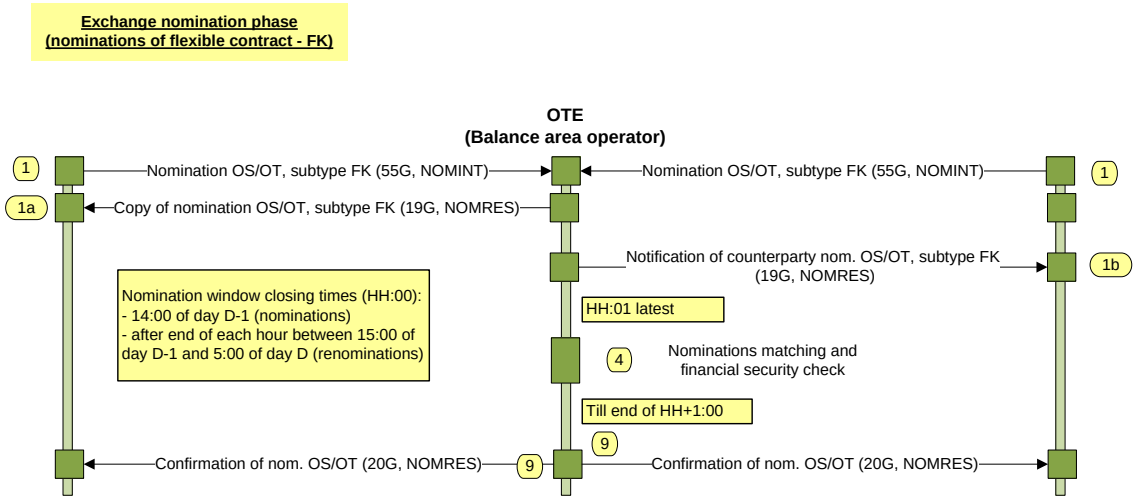


Figure 10: Communication scenario – FK nomination

2.3.4 Transit only nominations

The communication scenario for transit only nominations with specification of terms and used types of messages is in the following chart.

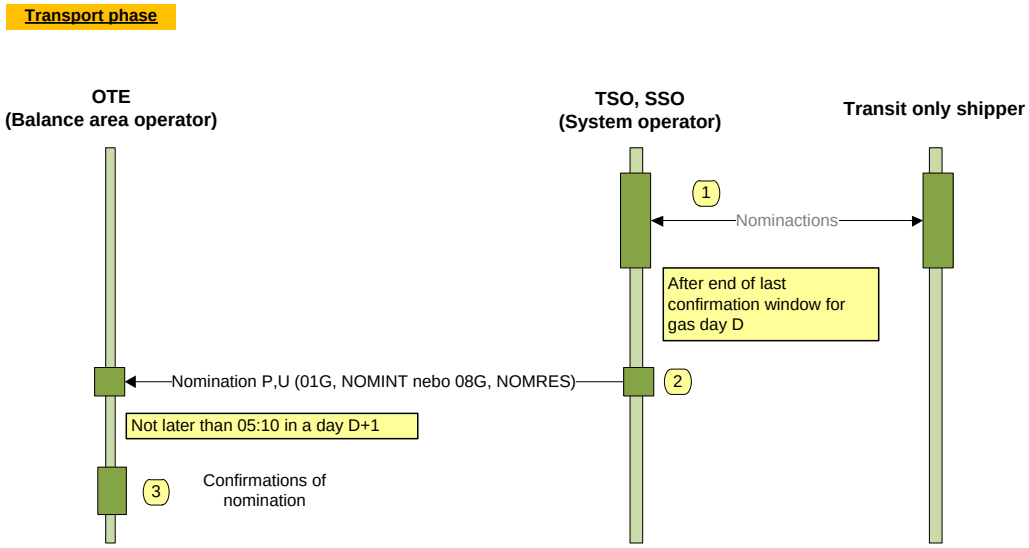


Figure 11 - Communication scenario – transit only nominations

2.4 Nomination of trades with unused tolerance

The communication scenario for UT nomination with specification of terms and used types of messages is in the following chart.

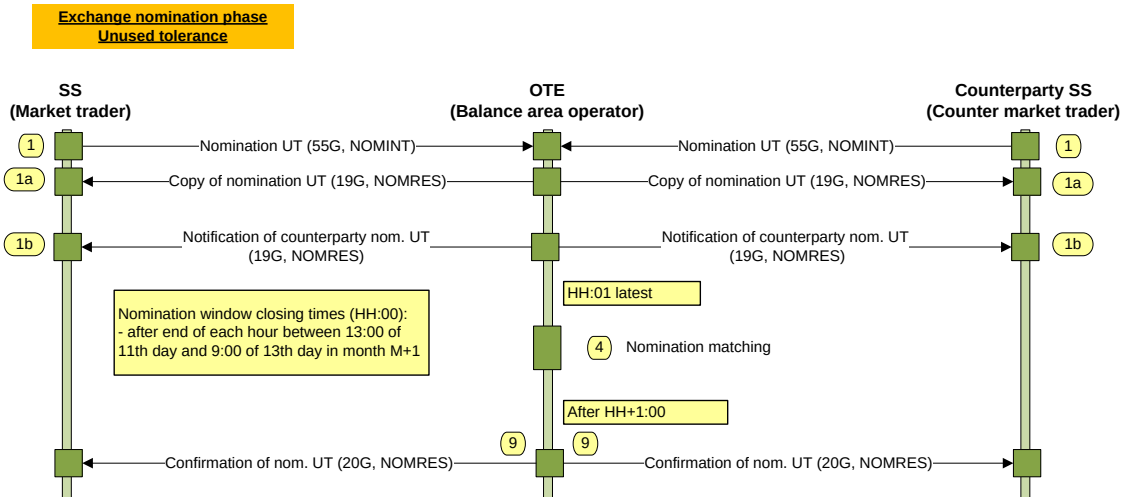


Figure 12: Communication scenario – UT nomination

2.5 Updating the numerical list of shipper codes

The communication scenario for updating the numerical list of shipper codes by the relevant operator in the OTE system with specification used types of messages is in the following chart.

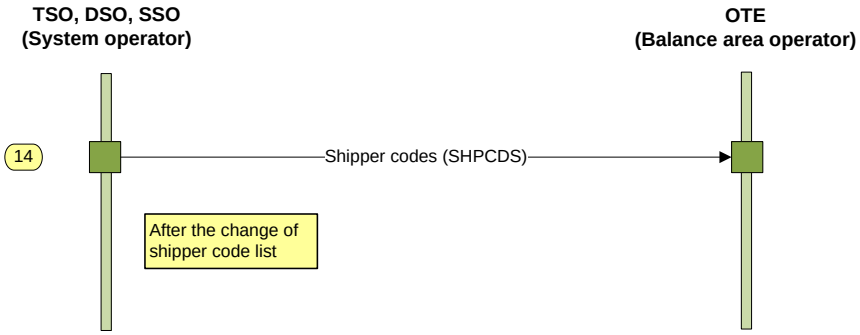


Figure 13: Communication scenario – numerical list of shipper codes

The relevant operator may send both a complete file of relevant shipper codes and only updated records (new codes, termination of validity of existing codes).

In the case of codes for transport and distribution, the external as well as external codes (supplier, customer or storage contract) are supposed to be used.

In the case of codes for storage, only the internal code (reserved storage capacity) is supposed to be used.

2.6 Inquiries about nominations

Inquiries about nominations are implemented by means of a CDSEDIGASREQ type of message.

The following values of the msg_code are used for inquiries:

GN1	Inquiry about nominations of the given SS of all types
GN3	Inquiry about all nominations of transport
GN5	Inquiry about all nominations of distribution for the given TSO
GN7	Inquiry about all nominations of storage for the given SSO
GN9	Inquiry about the numerical list of shipper codes

Input parameters:

- PDT
- period (gas day from-to)

Responses are sent in an asynchronous mode by means of a NOMRES message (nomination, TYPE=RES) or SHPCDS (shipper codes).

2.7 Subject of Settlement is locked in SFVOT

In case SS is locked in SFVOT, it can't send nominations to the system (neither both www and automatic communication). Nominations that were already sent are subsequently processed in next nomination window (nominations of transport/distribution/storage and nominations of obligations to supply and to take) including sending to SFVOT afterwards. Nominations of trades with unused tolerance are processed during reconciliation of market with unused tolerance. Function Annulment is used if they need to be cancelled. While the nominations are being received, there's control if SZ has valid service – if there are any nominations for days when the service is invalid, the whole batch is cancelled.

2.7.1 Sending nominations via automatic communication

For NTT nominations, nominations of obligations to supply and to take and nominations of transport/distribution/storage is used control if SS is locked in SFVOT or not, in case it is, nomination isn't accepted (APERAK message: Message cannot be accepted because the Subject of Settlement is locked.). This doesn't apply for NT nominations.

2.7.2 Sending nominations via www form

Form isn't open if SS is locked in SFVOT (applies for NTT nominations, nominations of obligations to supply and to take and nominations of transport/distribution/storage), there's an error message: Form cannot be opened because the Subject of Settlement is locked. If user wants to enter nominations for more than one day, the whole period is checked in CDS if SS is locked during this time or not.

2.7.3 Annulment of nominations

While SS is being locked in SFVOT, it's possible to cancel its nominations using annulment function. Function annulment searchs for SS's nominations using SS's EIC code, certain period and nomination type. Nominations are cancelled according to their type:

Nominations of obligations to supply and to take, Nominations of transport/distribution/storage
If nomination status is empty or NXT, then quantity is set to zero, item status to CAN and message is sent to sender (NOMRES 20G for nominations of obligations to supply and to take, NOMRES 07G for nominations of transport/distribution/storage, NOMINT 02G – message for TSO/DSO).
Provided that TSO/DSO sends NOMRES, associated nomination is checked for annulment, if it's true (associated nomination was cancelled), system sends APERAK with message: Message cannot be accepted because the Subject of Settlement is locked.

Nominations of trades with unused tolerance
Nominations with item status next are chosen (NTT nominations are financially assured straight away after they're received in CDS). For nonzero days are created renominations with zero quantity and afterwards send to financial assurement to SFVOT.
All the history can be found in nomination history.

2.8 Service curtailment of SS in Prodis

If service of SS in Prodis is being shortened, all its nominations in CDS are checked. If there are any nominations found in this period – already confirmed nominations of obligations to supply and to take and all its subtypes or ongoing nominations of obligations to supply and to take with VT subtype, its't not possible to shorten the service and error message is sent to Prodis. If there aren't found any nominations of types mentioned above, it's possible to shorten the service.

2.8.1 Automatic annulment of nominations

For active and nominations that weren't send to deviations yet:

Nominations of obligations to supply and to take (subtypes BK, FK, PO, SO)
Nominations with empty item status or item status NXT are reduced to zero and rejected (item status is set to CAN). Message is sent to SS (NOMRES 20G).

Nominations of transport/distribution/storage
Nominations with item status FIN/CON/RE1/RE2 or empty item status are found and afterwards created renominations with zero quantity. Newly created renominations are sent to SS (NOMRES 07G) and to TSO/DSO (NOMINT 01G). Renominations are processed in the nearest nomination window.

3 Web interface

3.1 Overview of functions

The following functions are available through the web interface:

- Overview of nominations (SS, operators)
- Entering of nominations (SS)
- Registration of trades with unused tolerance (SS)
- Setting of SS for bilateral contracts (SS)
- Setting of PDT for nominations of transport, distribution and storage (SS)
- Administration of nominations (only OTE)
- Administration of the shipper code list

Entering a nomination through the OTE web interface is equivalent to sending a nomination by means of EDIG@S message.

3.2 Entering of nominations

The function serves the subjects of settlement to file their nominations or renominations of all types for a certain gas day.

For better comfort it is possible, for each SS, to carry out setting of SS counterparties and PDTs, for which the given SS nominates regularly and which it will find out implicitly shown in the form for entering the nominations.

Nominations are entered on a daily basis, i.e. for a selected gas day, for individual PDT with input and output differentiation and according to nomination types. The SS can see the value of preliminary imbalance and real imbalance (if any), which should be settled on the given gas day. An unsettled imbalance will automatically be added to the relevant nomination; the user may change the nomination to settle the imbalance.

The filed nominations may be sent to be processed; at the same time it applies that entering a nomination through the web is equivalent to sending the nomination to the OTE through a NOMINT message.

According to the rules for entering nominations, the same method may be used to carry our renomination for the same day, i.e. a change in nominated values, and to send it to be processed. In that case the user will have its last accepted nominations displayed. The user may modify them and send them away as renomination.

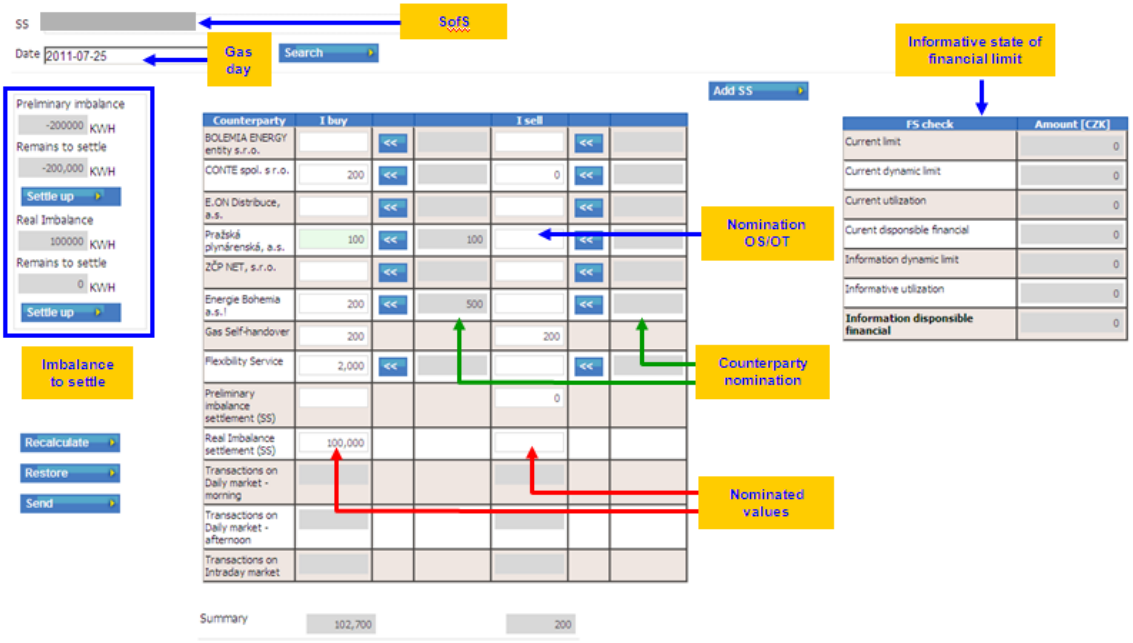


Figure 14: Nomination entry

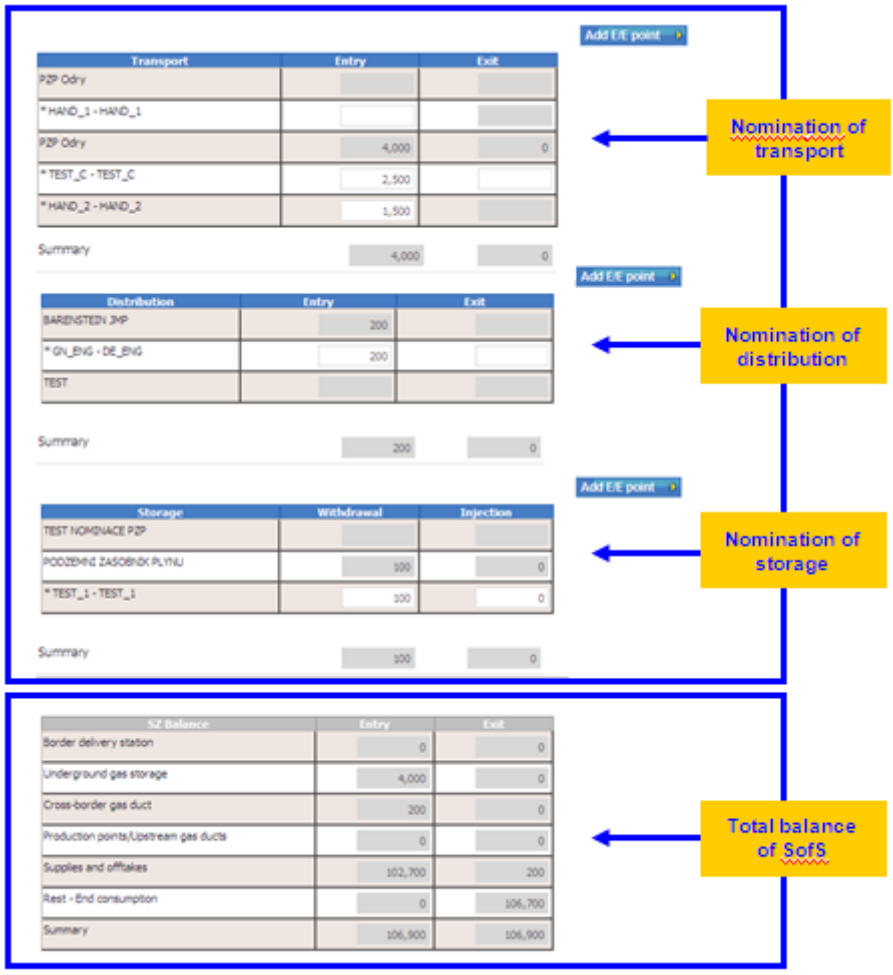


Figure 15 Nomination entry (continued)

Procedure:

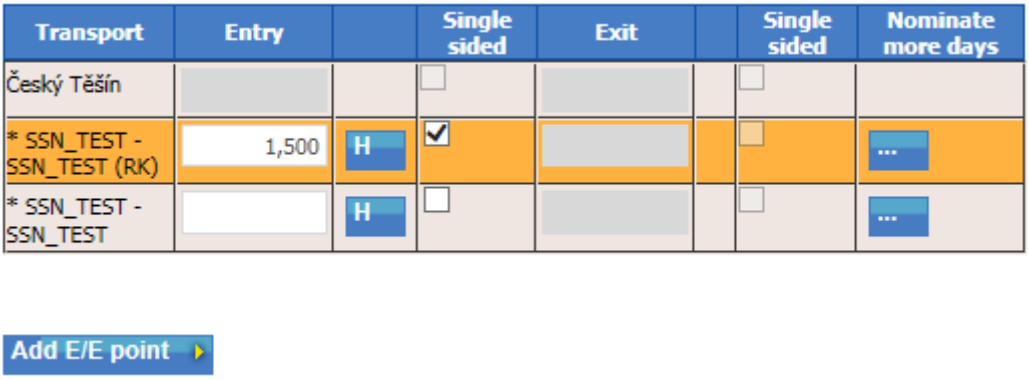
- The user will enter the gas day (D), for which it wants to nominate, and will confirm using the *Search* button.
- If nominations of the given SS already filed for the set gas day exist in the system, they will be displayed in the form.
- Furthermore, implicate lines will be created in the form for nominations for individual counterparties and PDTs according to the given SS setting (see below for a description).
- The value of the SS preliminary imbalance for day D-2 and relevant share of the SS real imbalance value for the previous month, which falls for settlement for day D, will be shown in the form.
- In input fields, the user may enter nominations for the selected gas day including breakdown to shipper codes.
- A new line of a bilateral contract nomination may be added using *Add SS* button if the given participant has not the required subject set implicitly.
- A new line of nomination of transport, distribution or storage may be added using the *Add PDT* button if the given participant has not the required PDT set implicitly.
- If a breakdown into shipper codes is defined in the numerical list of shipper codes for the given PDT and the given SS, lines for breakdown into individual shipper codes will be created in the form.
- Sums and unsettled imbalances shown in the form may be recalculated using *Recalculate* button.
- The original values of nominations may be shown in the form using *Search* button (changes performed will become lost).
- The entered data may be checked using *Check* button before being sent away to be processed.
- The entered values may be stored in the system and consequently sent away to be processed using *Send Away* button.

Note: Starting 1.10.2011 it is possible to register transport nominations for divided capacity, which resulted from splitting the transit Point-to-Point contracts to Entry-Exit contracts, into OTE central system. Items determined for nomination of divided capacity are marked with flag „(DIV)“.

Starting 1.11.2015 it is possible to enter single sided nomination on particular points. If so, the Single sided checkbox is active.

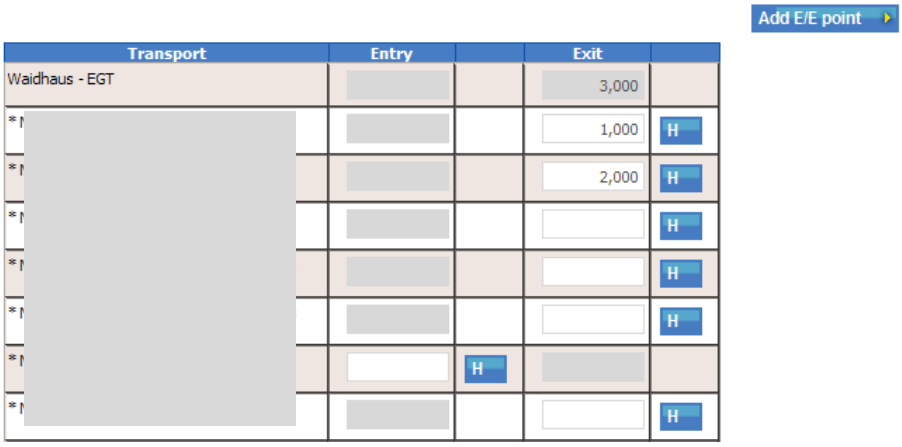
If tthere is authorization to enter single sided nomination on the active side, it is in the system of foreign TSO, the name of shipper code is in grey color. When entering nomination on such a code, a warning is displayed to the user.

Example:

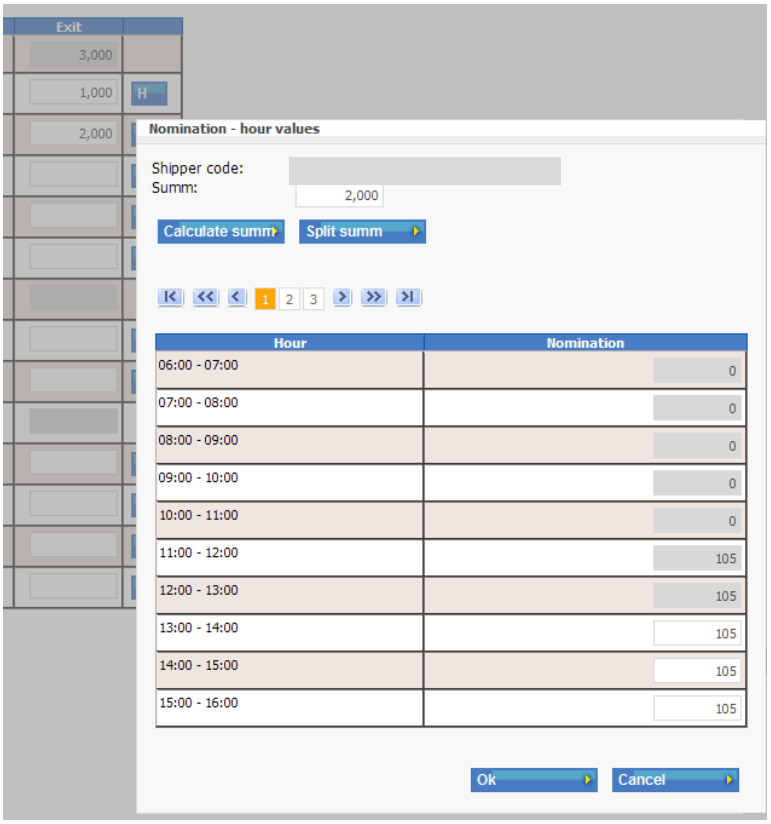


Registration of hourly nominations of transport:

Starting from 1.3.2012 it is possible to register hourly nominations of transport for cross border points. For this purpose the user can use button „H“ for each individual row of nominations of transport, that will open the window for registration of hourly profile.



Window for registration of hourly profile:



Window shows the daily value and appropriate number of hourly values. Hours that cannot be no longer registered are deactivated. User can enter the values in the following ways:

- Enter the desired daily value and breakdown the value into hourly values using button „*Split summ*“.
- Enter or adjust the hourly values and calculate daily value using button „*Calculate summ*“. Daily value is automatically calculated when user save s changes using button „*OK*“.
- Confirm the changes and return to nomination window using button *OK*.
- Cancel the changes and return to nomination window using button *Cancel*.

If SS registers the nomination of transport at cross border point without specification of hourly values, the hourly values will be automatically calculated after registration.

Nominations for more days ahead:

Besides the nominations for a selected day, it is also possible to register nominations for more days ahead. This function is available for bilateral contracts, nominations of transport, distribution and storage.

Function for bilateral contracts can be accessed from the form for registration of nominations, where it is possible to open new form for entry of bilateral contracts with selected counterparty for more days ahead using “...” button, which is placed at the table of nominations of obligation to supply/off-take.

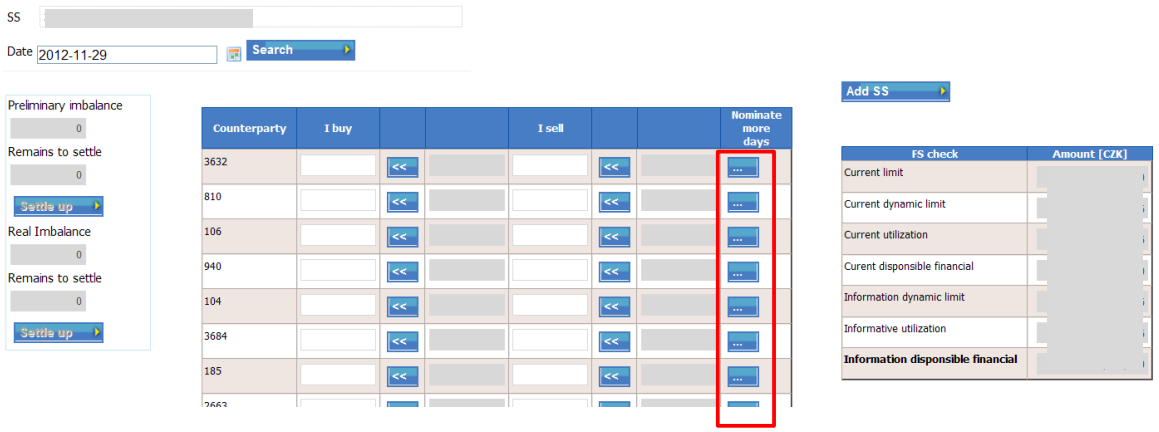


Figure 16: Buttons for nominations for more days ahead

In this new form the user can register nominations of bilateral contracts with selected counterparty. On the left the user can select period for nominations:

- Week
- 14 days
- Month
- Actual month (i.e. days remaining to the end of current calendar month)

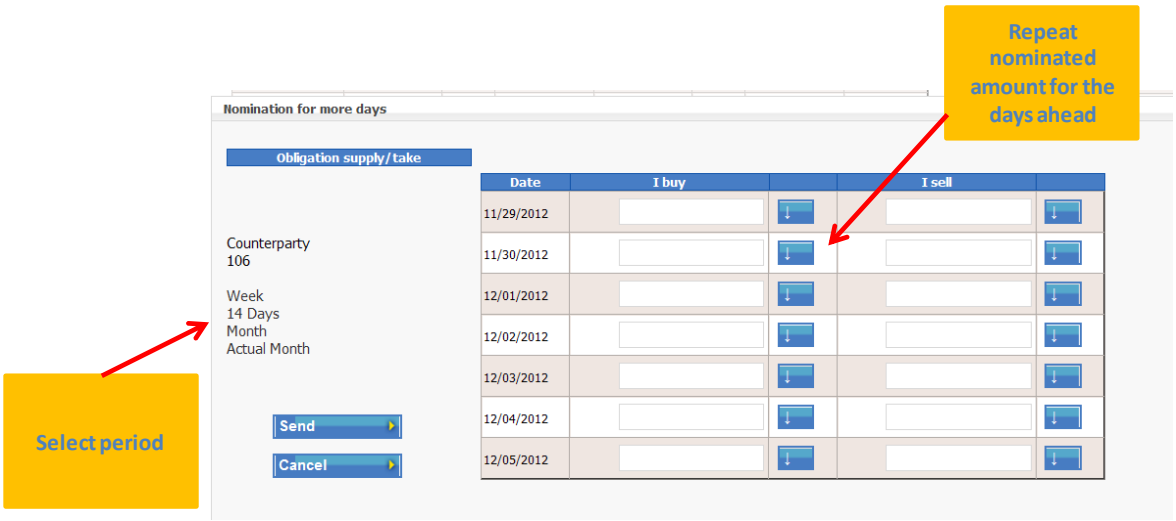


Figure 17: Form for registration of nominations for more days ahead

For individual gas days it is possible to enter individual values to buy or sell or using „↓“ button to repeat the selected value for all following gas days.

Using Send button it is possible to save the entered values to the system. Using Cancel button it is possible to restore original values from the system.

Function for other types for nominations can be accessed from the form for registration of nominations, where it is possible to open new form for entry of nominations for selected Entry/Exit point for more days ahead using "..." button, which is placed at the table of nominations of transport, distribution and storage.

In this new form the user can register nominations of transport, distribution and storage on selected Entry/Exit point. On the left the user can select shipper pair. User can also select period for nominations:

- Week
- 14 days
- Month
- Actual month (i.e. days remaining to the end of current calendar month)

For checking purposes there is a daily summary of nominated values for all shipper pairs on selected Entry/Exit point (on the right).

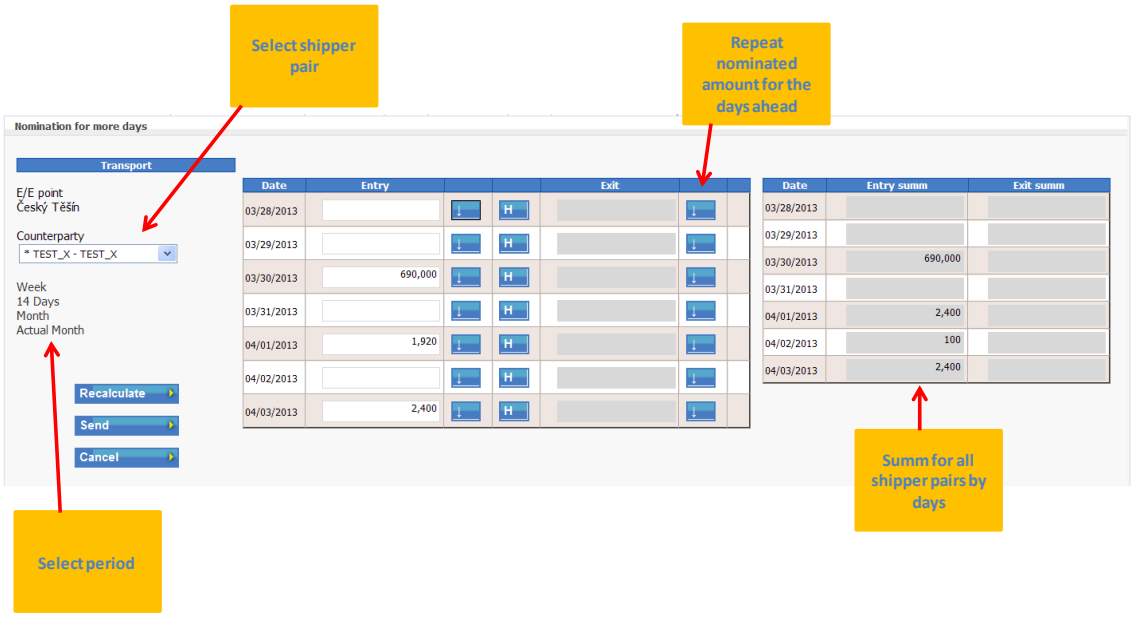


Figure 18: Form for registration of nominations for more days ahead

For individual gas days it is possible to enter individual values to buy or sell or using „↓" button to repeat the selected value for all following gas days.

Using Send button it is possible to save the entered values to the system. Using Cancel button it is possible to restore original values from the system.

Note: Sending nominations from this form will save all the nominations entered in this form to the system in one package. Original form for registration of nominations will then be refreshed with actual data from the system (i.e. changes in this form that were not saved will be lost).

3.3 Setting of SS for bilateral contracts

The function serves subjects of settlement to set counterparties to be displayed implicitly if nominations are entered in the part intended for bilateral contracts.

Figure 19: Setting of SS for bilateral contracts

Procedure:

- If the function is started, a list of subjects of settlement and attribute indicating whether the given SS is to be displayed implicitly will be shown when nominations are entered.
- The user may designate those SSs with which it has regular business contacts and which it wants to have shown implicitly in the window for entering nominations.
- The performed changes may be recorded in the database using *Store* button.
- The performed changes may be returned to the original state using *Renew* button.

3.4 Setting of PDT for nominations of transport, distribution and storage

The function serves subjects of settlement to set PDTs to be shown implicitly in the part for transport, distribution and storage while nominations are being entered.

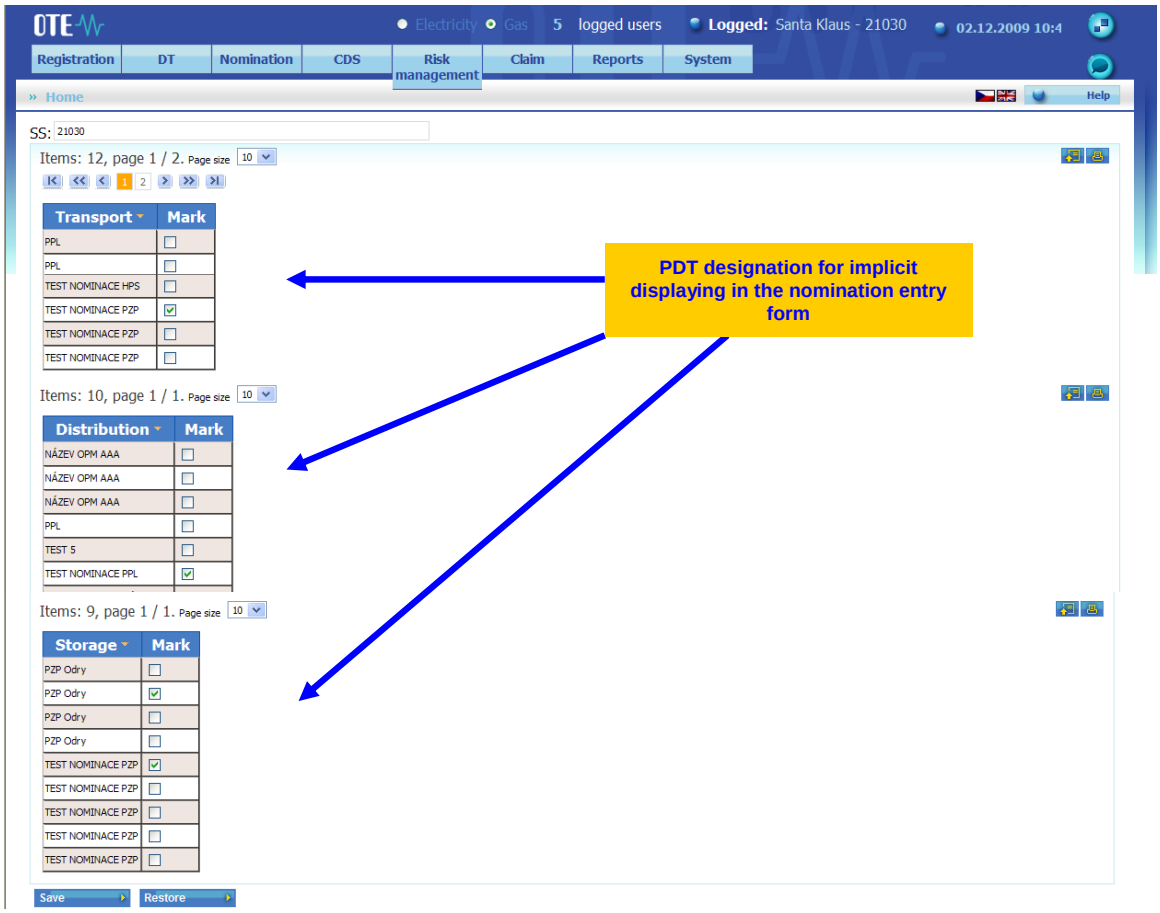


Figure 20: Setting of PDT for nominations of transport, distribution and storage

Procedure:

- If the function is started, a list of PDTs, in the case of which it is possible to nominate, divided into transport, distribution and storage, and an attribute indicating whether the given PDT is to be displayed implicitly will be shown when nominations of the given type are entered.
- The user may designate those PDTs in the case of which it nominates regularly and which it wants to have shown implicitly in the window for entering nominations.
- The performed changes may be recorded in the database using *Store* button.
- The performed changes may be returned to the original state using *Renew* button.

3.5 Shipper pair register

The function serve for display, eventually to enter and to edit shipper pairs, that are registered at the OTE for registering nominations of transport, ditribution and storage. Following criteria can be used to select:

- Operator - operator of TS/DS, UGS
- SofS - subject of settlement
- PDT - point of delivery/transfer (BTP, BGL, UGT, PEG, CSN)

The editability of fields depends on the role, the subject is registred in; scope of activities, as well:

- operator - display and edit of records for all SofS, with which is the subject stated as the code list administrator at given PDT
- SofS - display of records, that are registred for the SofS
- OTE - display and edit of all the records
- Validity from - to - entering the interval, in which the record is valid in one day at least

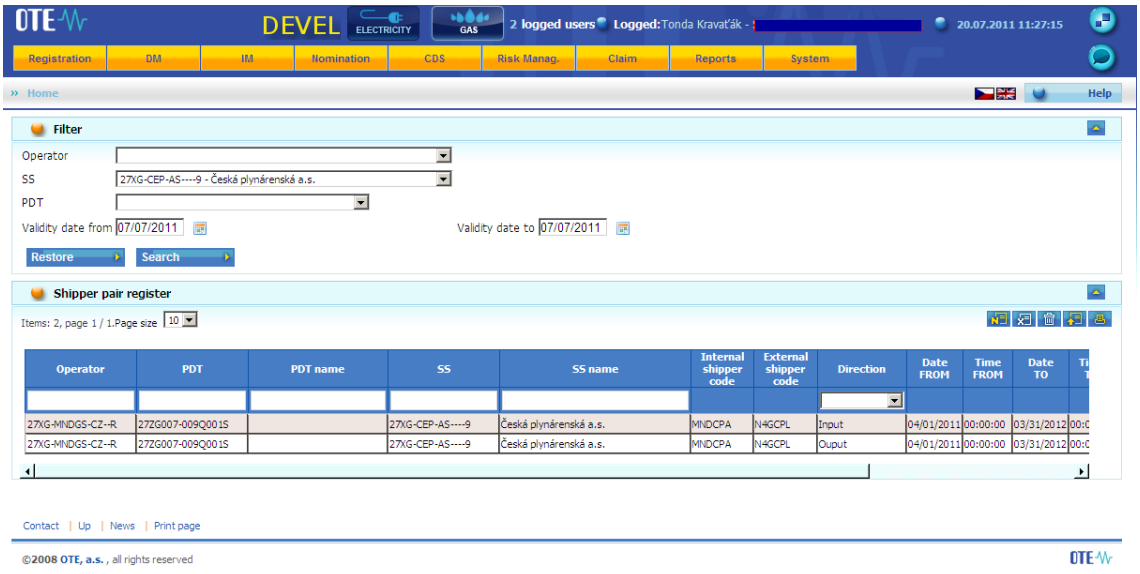


Figure 21 Display of shipper code list

The list can be exported to a local file using option Export . By thicking any record, there is detail displayed with all stored information:

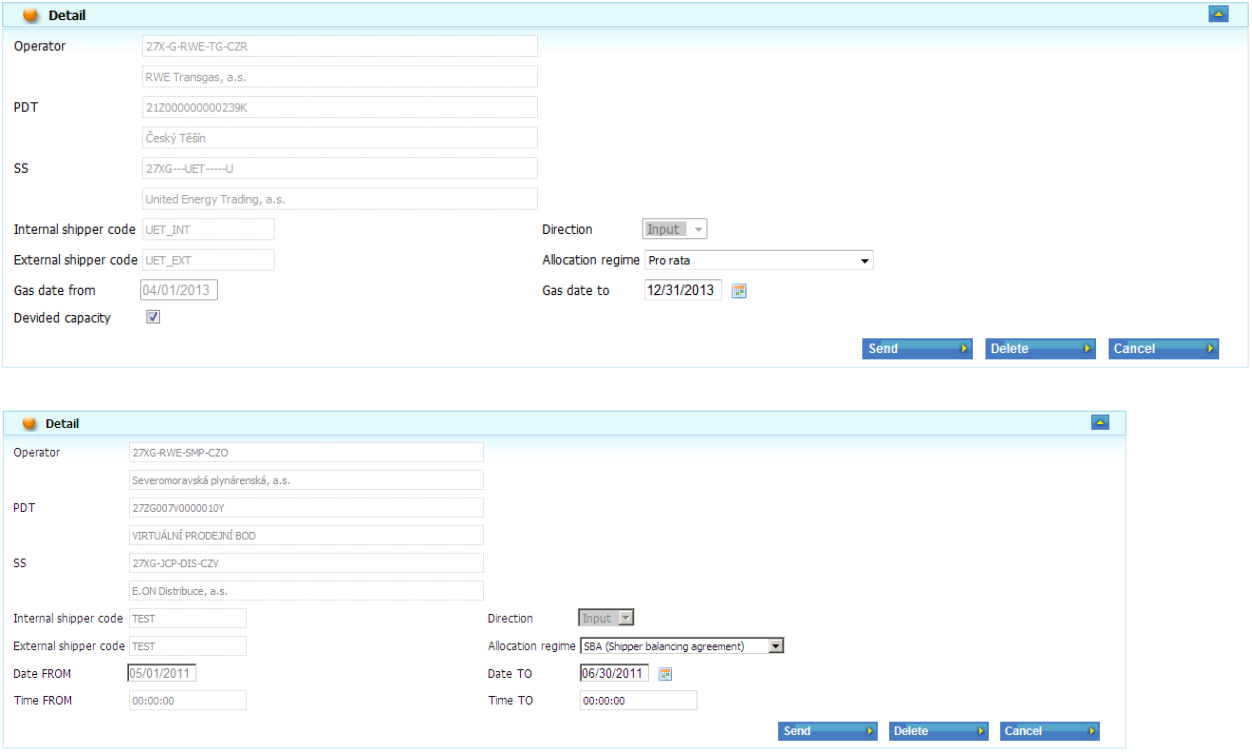


Figure 22 Display of shipper pair detail

Editing, entering and deletion of a record:

If the signed user represent a subject in an operator role, he is allowed to edit and enter the records. At already registered record, there is allowed to change the experiency period, the allocation scheme and divided capacity sign. The chages can be applied only for business days, that are not yet closed (i.e. in the future).

The user is allowed to enter new record; with internal and external shipper code, validity period, direction and allocation scheme as obligatory fields. For the validity period above stated rules have to be respected.

After fields entering, the changes are applied with option Send. If the record is to be deleted, Delete option is used. Before deletion, the user is asked to confirm the step.

3.6 Naming the shipper pairs

This function is intended for Subjects of settlement to simplify registration of their nominations via web interface. It allows the SS to name its shipper pairs with simplified name and use this name in a form for registration of nominations for faster orientation.

After opening of form the user can set the filter for selection of shipper pairs. It is possible to set the following fields:

- Operator – displays the shipper pairs registered by the selected operator (TSO, SSO, DSO)
- SS – field cannot be modified (SS is allowed to see only its own shipper pairs)
- PDT - displays the shipper pairs registered for the selected PDT

The user can press *Search* button to find the records or *Restore* button to clean the filter setting.

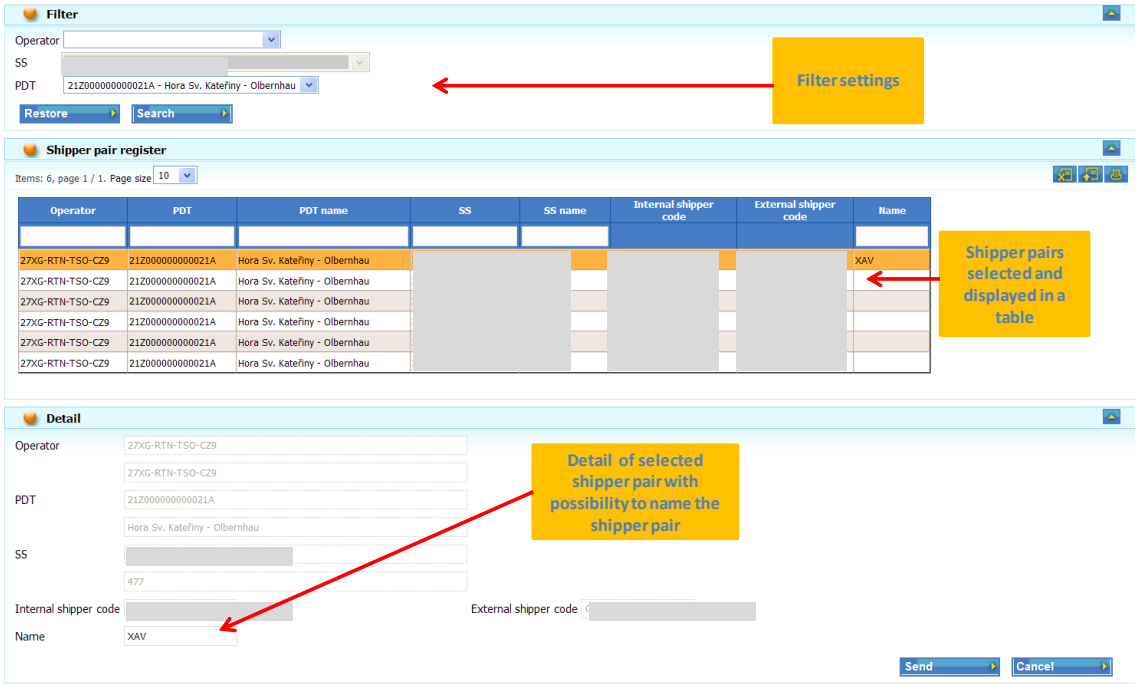


Figure 23: Naming the shipper pairs

The records found using the filter are then displaeyd in a table. If the user selects the specific record in this table, it will then be displayed in a section Detail. The user can enter or change the Name for selected shipper pair in the section Detail. The *Send* button will save the data to the system. The *Cancel* button will discard the changes in the form (if it was not sent to the system yet).

Records in a table can be exported to the file (e.g. XLS file).

Name of shipper pair is then displayed in a web form for nomination registration in brackets (just after the couple of shipper codes).

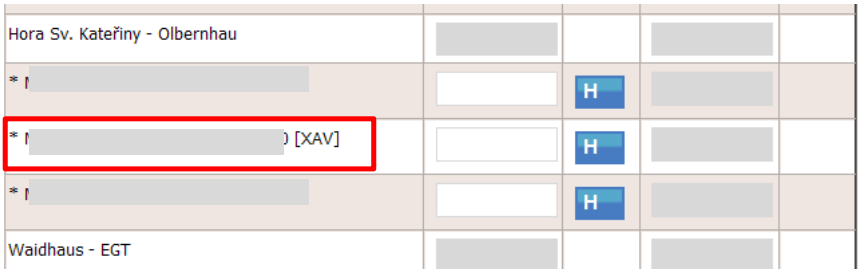


Figure 24: Named shipper pair in Nomination registration form

3.7 Registration of bilateral trades with unused tolerance

The function serves subjects of settlement to set trades with unused tolerance. The subject of settlement has available an overview of off-tolerance deviations on individual days of the relevant month together with unused tolerance. For individual days, SS may:

- register a UT purchase transaction (if it has an off-tolerance deviation on the day concerned)
- register a UT sale transaction (if it has UT available on the day concerned)

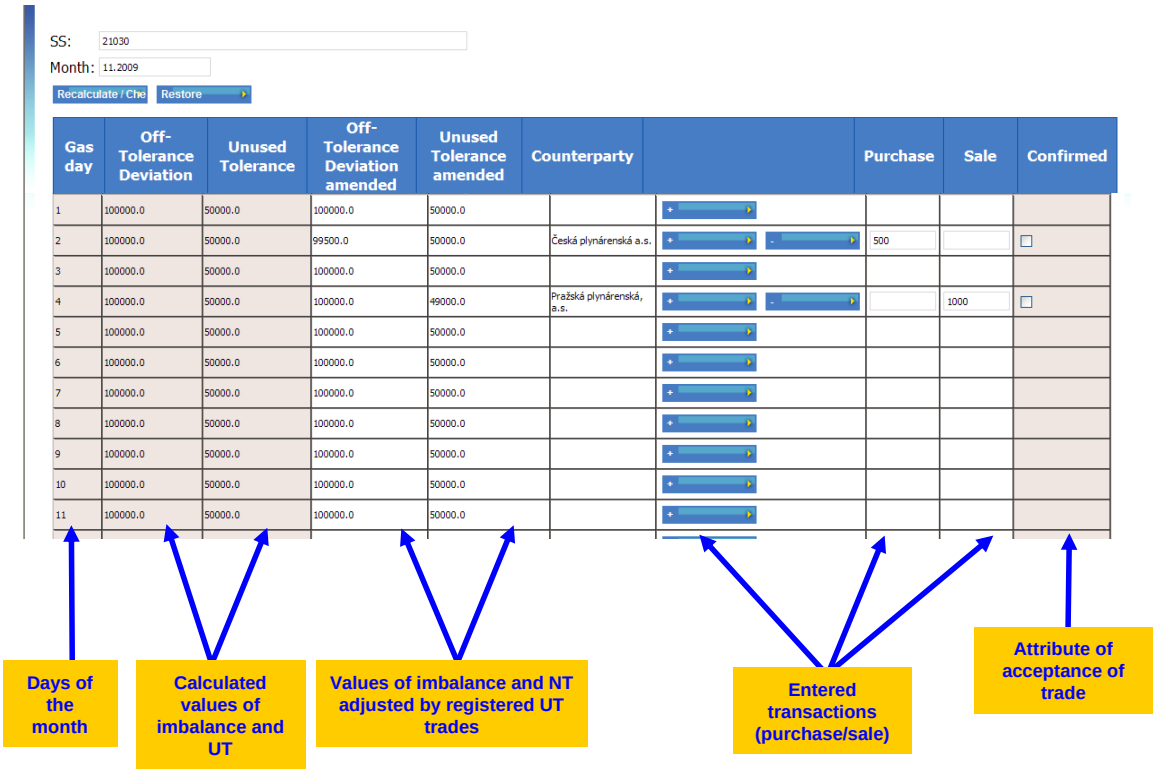


Figure 25: Registration of trades with unused tolerance

Procedure:

- When the form is started, a list of days in the last month together with off-tolerance deviation (MTO) and unused tolerance (UT) for each day will appear.
- The user may enter transactions of UT purchase and sale for individual days using + button. The user selects a counterparty (SS) from the list and enters the value of purchase and sale. Entering the transaction is terminated using *enter* key.
- The inserted line may be deleted using - button.
- Modified values MTO and UT may be recalculated and the entered data may be checked using *Recalculate/Check* button.
- The original values may be returned to the form using *Renew* button (performed changes will be lost).
- The entered values may be recorded in the system using *Send Away* button.

3.8 Registration of trades on unused tolerance market

The function serves subjects of settlement to set transactions for unused tolerance market. The subject of settlement has available an overview of off-tolerance deviations on individual days of the relevant month together with unused tolerance. For individual days, SS may:

- register a UT purchase transaction
- register a UT sale transaction (if it has UT available on the day concerned – its own or purchased)
- see the results of UT market matching procedure (which transakctions were confirmed and for what price)

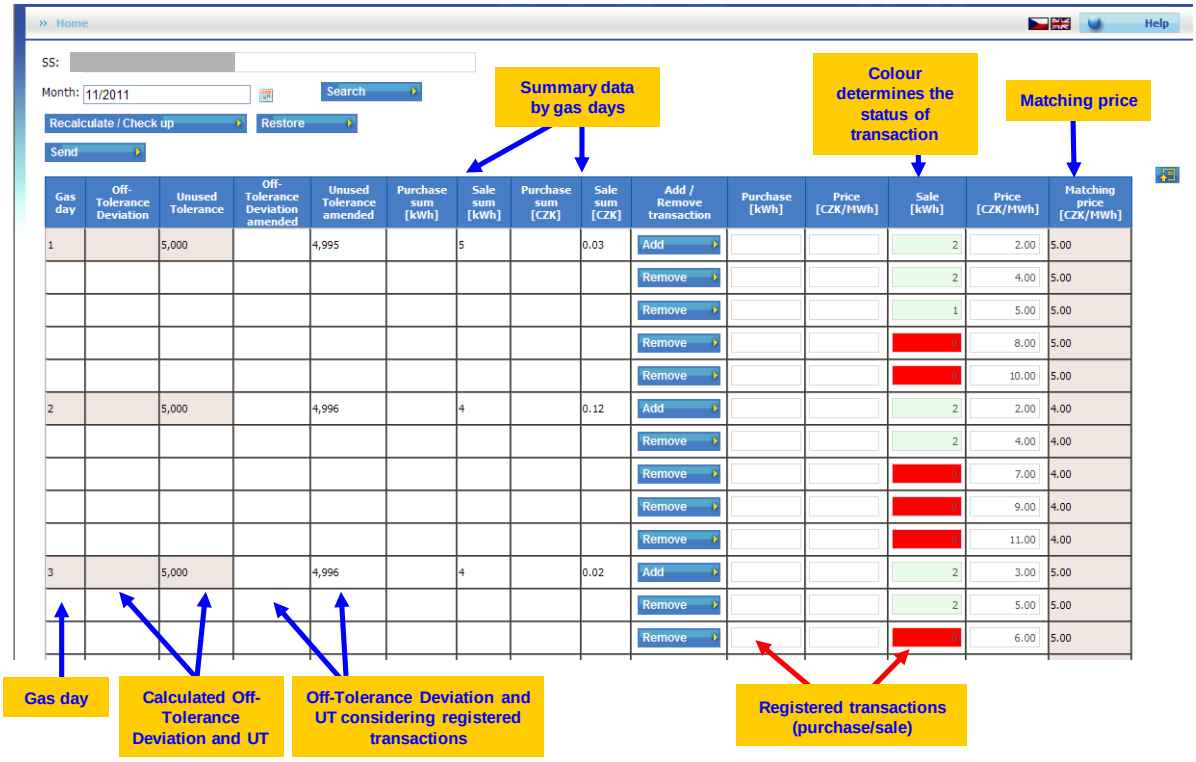


Figure 26 - Registration of trades on unused tolerance market

Procedure:

- When the form is started, a list of days in the last month together with off-tolerance deviation (MTO) and unused tolerance (UT) for each day will appear.
- SS can enter another month and confirm with *Search* button. Form will be filled with data for entered month.
- Transactions can be entered only for last month and only during period defined by Gas market rules. In any other case the form is not active and is only for reading.
- Existing transactions will be displayed in the form. Status of transactions is shown with colours:

Description	Status	Active
Wainting for processing	empty	white
Financially secured	FIN	yellow
Reduced by OTE	RE1	green
Reduced by operator	RE2	*cannot happen*
Confirmed	CON	green
Rejected because of not matched on LT market	REJ	red
Rejected because of insufficient financial security	REJ	*not shown*
Rejected, can be processed in next window	NXT	*cannot happen*
Cancelled by admin	CAN	*not shown*
Not active	NOA	*not shown*

Table 1 – Existing nominations by status

- The user may enter transactions of UT purchase and sale for individual days using *Add* button. The user can fill in amount (kWh) and price (CZK/MWh). In this way it is possible to enter more lines for the same day (blocks).
- The inserted line may be deleted using *Remove* button.
- Modified values MTO and UT and also Total purchase/sale may be recalculated and the entered data may be checked using *Recalculate/Check up* button.
- The original values may be returned to the form using *Renew* button (performed changes will be lost).
- The entered values may be recorded in the system using *Send* button.
- After matching procedure the results can be seen here. Confirmed amount (kWh) and status (confirmed, rejected) is shown for individual transactions. Total purchase/sale (kWh), matched price (CZK/MWh) and total price for purchase/sale (CZK) is hsown for each day.

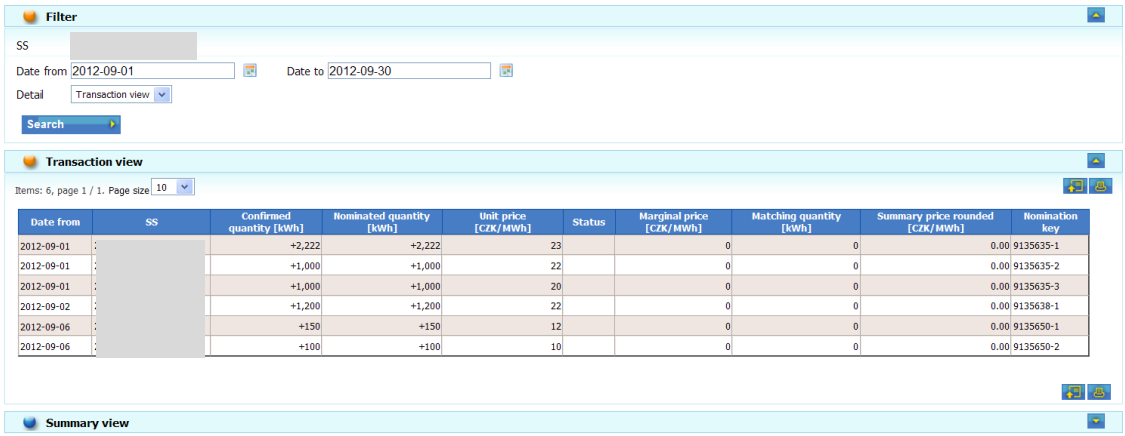
3.9 Overview of market with unused tolerance

Function is to provide summary information on unused tolerance market trades.

The user can set up the filter for selection of trades:

- SS – Subject of settlement cannot be changed (SS can see only its own trades)
- Date from-to – will show the trades registered for the gas days in enetered range
- Detail – transaction overview or summary overeview by days

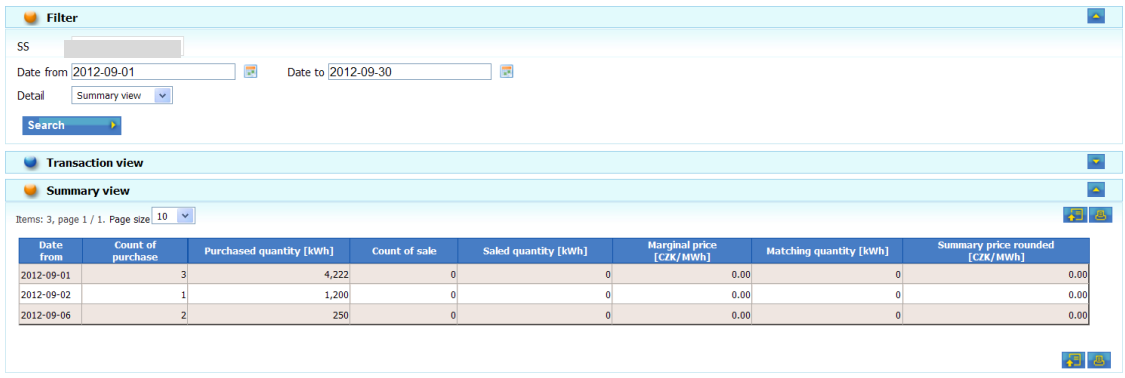
User can start selection of trades using "*Search*" button.



Date from	SS	Confirmed quantity [kWh]	Nominated quantity [kWh]	Unit price [CZK/MWh]	Status	Marginal price [CZK/MWh]	Matching quantity [kWh]	Summary price rounded [CZK/MWh]	Nomination key
2012-09-01		+2,222	+2,222	23		0	0	0.00	9135635-1
2012-09-01		+1,000	+1,000	22		0	0	0.00	9135635-2
2012-09-01		+1,000	+1,000	20		0	0	0.00	9135635-3
2012-09-02		+1,200	+1,200	22		0	0	0.00	9135638-1
2012-09-06		+150	+150	12		0	0	0.00	9135650-1
2012-09-06		+100	+100	10		0	0	0.00	9135650-2

Figure 27: Unused tolerance market - transaction view

„Transaction view" shows the list of individual trades that were registered on unused tolerance market by given SS. The nominated and confirmed amounts, unit and marginal price and also total price of confirmed trades are displayed.



Date from	Count of purchase	Purchased quantity [kWh]	Count of sale	Saled quantity [kWh]	Marginal price [CZK/MWh]	Matching quantity [kWh]	Summary price rounded [CZK/MWh]
2012-09-01	3	4,222	0	0	0.00	0	0.00
2012-09-02	1	1,200	0	0	0.00	0	0.00
2012-09-06	2	250	0	0	0.00	0	0.00

Figure 28: Unused tolerance market - summary view

„Summary view“ shows the summary information of registered trades by individual gas days within the selected range.

3.10 Overview /Administration of nominations

3.10.1 Overview

The function serves to provide an extract from an overview of nominations according to the set criterion. The function is available for:

- SS – list of nominations of the given SS
- operator – list of nominations for the given operator
- OTE – all types of lists

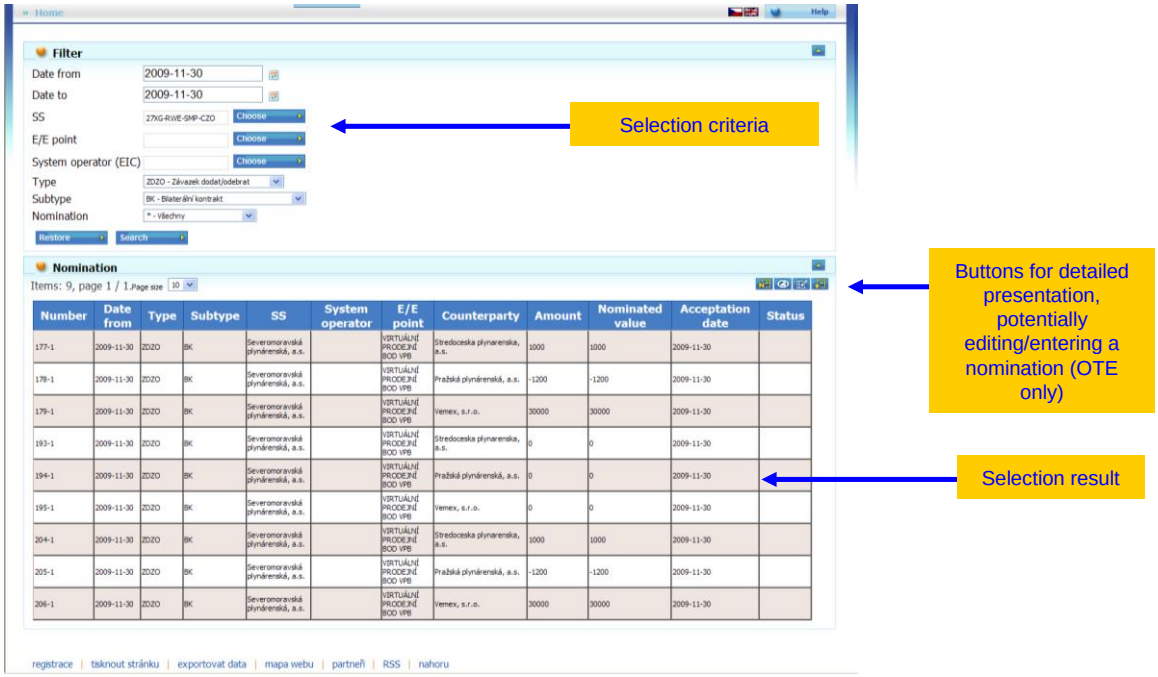


Figure 29: Nominations overview

Procedure:

- The user enters a selection criterion and starts the search using *Search* button. The selection criterion may be returned to the original condition using *Renew* button.
    - Using filter „Type“ it is possible to display:
        - All nomination types (includes options ZD/ZO, ZPRE, ZDST, ZSKL, ZNT)
        - ZD/ZO – nominations of obligation to supply and obligation to take (filter can be adjusted using nomination subtype)
        - ZPRE – nominations of transport
        - ZDST – nominations of distribution
        - ZSKL – nominations of storage
        - ZNT – nominations of unused tolerance
        - EXDO – nominations of obligation to supply and obligation to take by counterparty
        - EXNT – nominations of unused tolerance by counterparty
        - TPV - nominations of distribution on PGD, where the participant is registered as operator of device (i.e. producer in this case)
    - Using the filter it is possible to display:
        - all nominations
        - only confirmed nominations (status CON, RE1, RE2)
        - nominations registered in current window (status empty, NXT)
        - only last confirmed nominations (status CON, RE1, RE2)
        - only last registered nominations (no matter the status)
- Nominations found out are shown in a table. The table may be scrolled using standard buttons.
- The user may select a line in the table and display the selected nomination in detail using *View* button.
- The user may select a line in the table and modify certain field of the selected nomination using *Edit* button. (Only OTE)
- The user may insert a new nomination using *New* button. (Only OTE)

Note: Starting 1.10.2011 it is possible to register transport nominations for divided capacity, which resulted from splitting the transit Point-to-Point contracts to Entry-Exit contracts, into OTE central system. Items of nominations regarding divided capacity are marked with character „RK“ at the Subtype column.

3.10.2 Detail of a nomination

It serves to show the detail of a nomination. The nomination is shown as a heading with relevant items.

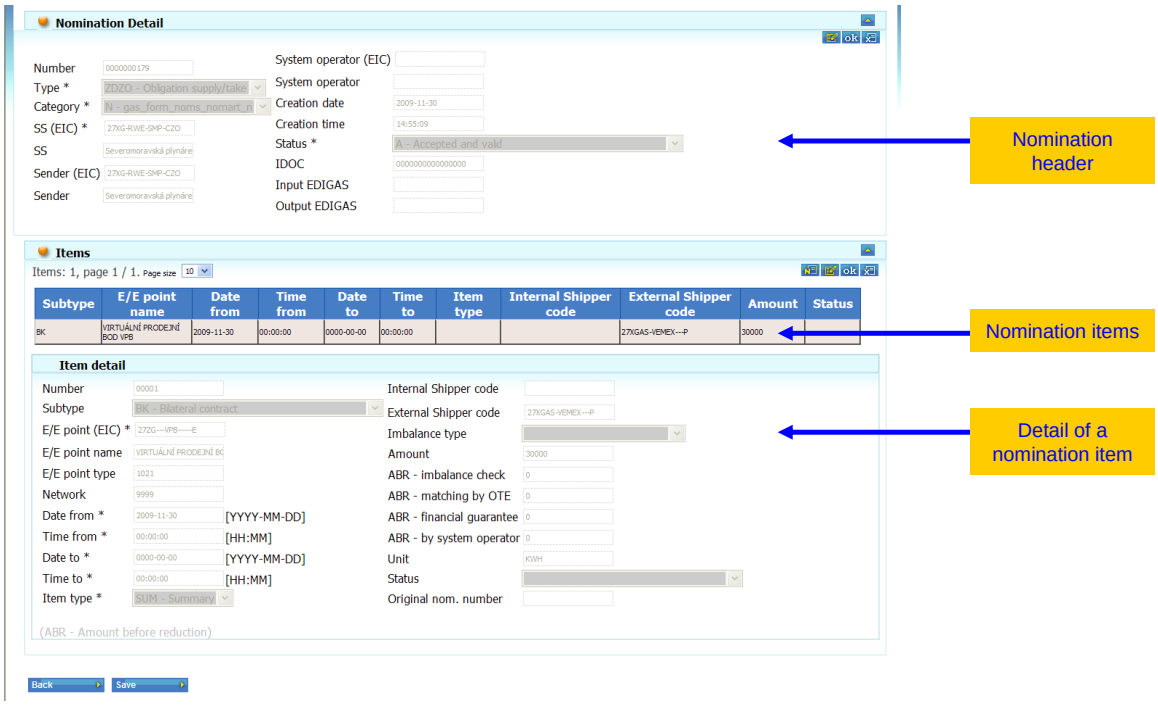


Figure 30: Nomination detail

Procedure:

- A list of items is shown with the heading of the nomination. The user may select the item that is shown in the Detail of the item
- Return to the overview of nominations is possible using *Back* button.

3.10.3 Nomination history

Purpose of this function is to display the history of selected nomination. History is shown as track record of important events on level of nomination header and individual nomination items. The following events are recorded:

On nomination header level:

- Registration of nomination
- Receival of message
- Submit of message
- Change of status of nomination header

On nomination item level:

- Registration of nomination
- Change of status of nomination item
- Change of nomination amount

For each event the following information is displayed: date, time, information on input or output message, user name.

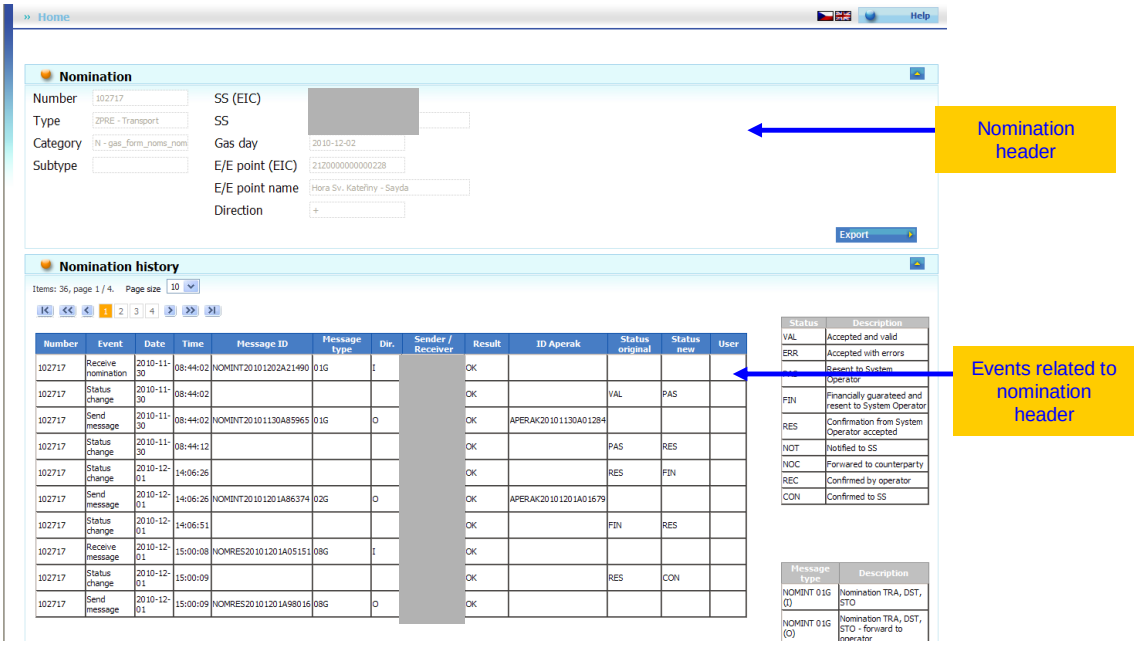


Figure 31: Nomination history - header

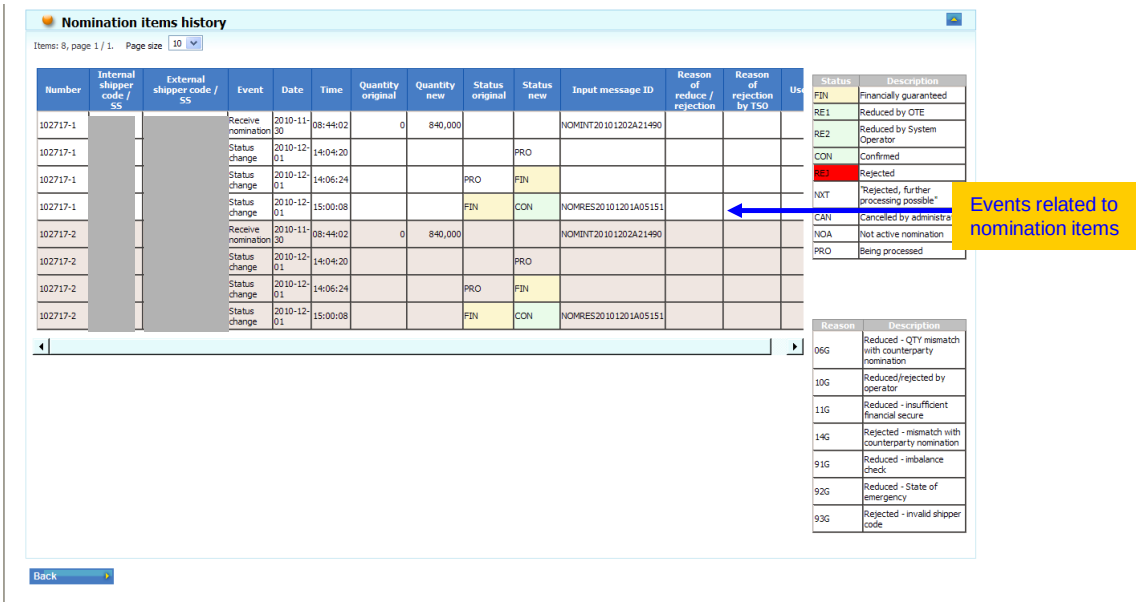


Figure 32: Nomination history - items

Procedure:

- In nominations overview web form select the nomination and using *History* button open form with the history of selected nomination.
- Events related to nomination header and items are displayed in separated tables. User can scroll the tables, if the list exceeds one page.
- User can export nomination history to Excel using *Export* button.
- Using *Back* button get back to the nominations overview form.

Legend for nomination history:

Status of nomination headers

Status	Description
VAL	Received and valid
ERR	Received with error
PAS	Resent to operator
FIN	Financially secured and sent to the operator
RES	Confirmation from operator received
NOT	Notified to the subject of settlement (info on reduction)
CON	Confirmed for the subject of settlement
NOC	Resent to counterparty (notification on counterparty nomination)
REC	Confirmed by operator

Message types

Message type	Description
NOMINT 01G (I)	Nomination TRA, DST, STO
NOMINT 01G (O)	Nomination TRA, DST, STO - forward to operator
NOMINT 02G (O)	Nomination TRA, DST, STO - financially secured - to operator
NOMINT 55G (I)	Nomination OS/OT
NOMRES 07G (O)	Information on reduction of nomination TRA, DST, STO - to subject or copy of registered nomination
NOMRES 08G (I)	Confirmation TRA, DST, STO - from operator
NOMRES 08G (O)	Confirmation TRA, DST, STO - to subject
NOMRES 19G (O)	Information on counterparty nomination OS/OT or copy of registered nomination
NOMRES 20G (O)	Confirmation OS/OT - to subject

Status of nomination items

Status	Description
FIN	Financially secured
RE1	Reduced by OTE
RE2	Reduced by operator
CON	Confirmed
REJ	Rejected
NXT	Rejected, further processing possible
CAN	Cancelled by administrator

NOA	Not active nomination
PRO	In process

Reasons of nomination reduction / rejection

Reason	Description
06G	Reduced - QTY mismatch with counterparty nomination
10G	Reduced/rejected by operator
11G	Reduced - insufficient financial secure
14G	Rejected - mismatch with counterparty nomination
91G	Reduced - imbalance check
92G	Reduced - State of emergency
93G	Rejected - invalid shipper code
94G	Rejected – BRP is locked

4 Used reference lists

4.1 Statuses of nominations

STATUS	Status of the heading of a nomination	Abbrev.
A	Received and valid	VAL
B	Received with error	ERR
C	Resent to the operator	PAS
D	Financially secured and sent to the operator	FIN
E	Confirmation from operator received	RES
F	Notified to the subject of settlement (info on reduction)	NOT
N	Confirmed for the subject of settlement	CON
O	Sent to counterparty (notification of counterparty nomination)	NOC
P	Confirmed by operator	REC

STATUS	Status of an item of a nomination	Abbrev.
G	Financially secured	FIN
H	Reduced by OTE	RE1
I	Reduced by operator	RE2
J	Confirmed	CON
K	Rejected	REJ
L	Rejected, further processing possible	NXT
M	Cancelled by administrator	CAN
Q	Not active nomination	NOA
Z	In process	PRO

Table 10: Statuses of nominations

4.2 Other numerical lists

NOMTYPE	Nomination type
ZDZO	Obligation to deliver / off-take
ZPRE	Transport
ZDST	Distribution
ZSKL	Storage
ZNT	Bilateral trade with unused tolerance
ZNTT	Trade on unused tolerance market

NOMSUBTYPE	Nomination subtype
BK	Bilateral contract
JK	Gas self-handover
PO	SS preliminary imbalance settlement
SO	SS real imbalance settlement
DTD	Trades on the morning day market
DTO	Trades on the afternoon day market
VT	Trades on the intra-day market
VO	Settlement of imbalance for all SSs
FK	Flexible contract
RK	Divided capacity

NOMART	Nomination kind
N	Nomination
R	Renomination

Table 11: Reference lists