



User's Guide

Sale of storage capacity by auction

Energinet.dk Gas Storage

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Energinet.dk Gas Storage's sale of firm storage capacity by auction

1. Good advice prior to the auction

This guide is for storage customers participating in Energinet.dk Gas Storage's sale of firm storage capacity by auction. All auctions start **at 10:00 CET**.

1.1 Access to the systems

You make your bids at the auction via the web interface giving you access to Energinet.dk Gas Storage's IT-system – Energinet.dk Gas Storage Online. You will see from the guide later in this document that you have a simple and easy access to bid at the auction by filling in some information, which you send to Energinet.dk Gas Storage using your web access. You access Energinet.dk Gas Storage Online by using the link mentioned below:

http://www.gaslager.dk/GSMS_WEB/

The Bulletin Board (BB) of Energinet.dk Gas Storage will be used for general information during the auction. You access the bulletin board by using the link mentioned below:

http://www.gaslager.dk/GSMSPUB_WEB/uk_start.html

Well in advance of the auction you are kindly requested to test your own login and make sure that you have the required access to both Energinet.dk Gas Storage Online and the BB. Please also familiarise yourself with the site to make sure that you know how to use and navigate on the site on the dates of the auction. This way you will not risk being denied further access during the auction due to insufficient knowledge of the use of Energinet.dk Gas Storage Online or the BB.

2. User's guide to the auction

2.1 Access to Energinet.dk Gas Storage Online and the BB



On the 'Auction platform' you will find all relevant information needed during the auction, i.e. contact information, current auction round and its status - open or closed. Energinet.dk Gas Storage updates the information once for every auction round. (Both for Energinet.dk Gas Storage Online and the auction platform)

NOTE!

Remember to refresh the page in your browser. It is **not** done automatically and you must update it on a current basis or as a minimum at XX:00, XX:20 and XX:40 while the auction is still in process.



You will have received the information relevant to your access to Energinet.dk Gas Storage's web interface after the conclusion of the framework agreement.

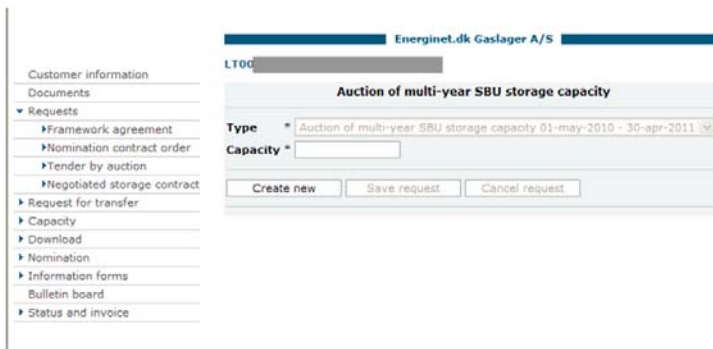
Enter your user name and password in the login image. Enter the user with administration rights.



After login, the following screen image is displayed with the main menu and name and address info on the right.

Choose 'Requests' to enter the auction.

2.2 How to bid at the auction

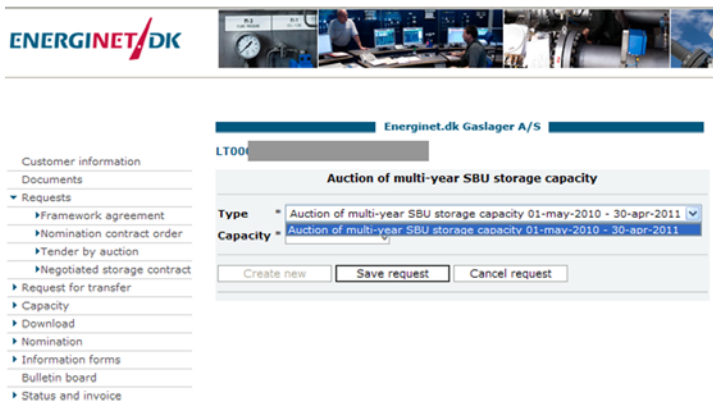


In the menu under 'Requests', choose the menu point "Tender by Auction".

You will use these screen images to make your bids for the auctions.

In the following you will be guided through a flow. As an example, we have used "**Auction of multi-year SBU storage capacity 01-may-2010 - 30-apr-2011**".

The flows of the other tenders of firm storage capacity are identical to this example of a flow of the tender of firm multi-year SBU storage capacity. The only difference is the choice of auction type, which you choose depending on which tender you wish to participate in.



Click the button 'Create new'.

In the field "Type" the possible auctions are listed.

Choose the requested type of tender in the scroll down menu in the field "Type".

Indicate the capacity you wish to be your bid in the ongoing round in the field "Capacity".

In the SBU auctions you indicate the firm volume capacity. Injection and withdrawal capacity will be calculated automatically.

The storage period is set as a default period corresponding to the offered product and cannot be changed.

Click the button 'Save request'.

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Customer information
Documents

▼ Requests

- Framework agreement
- Nomination contract order
- Tender by auction
- Negotiated storage contract
- Request for transfer
- Capacity
- Download
- Nomination
- Information forms
- Bulletin board
- Status and invoice

Auction of multi-year SBU storage capacity

Request ID	ANN-0055
Starting date (gas day)	01-May-2010
Closing date (gas day)	30-Apr-2011
Starting date (time)	01-May-2010 kl. 06:00
Closing date (time)	01-May-2011 kl. 06:00
Tender Round	1
Tender Price	0.0345 DKK
Firm Volume Capacity	100,000,000 kWh
Firm Injection Capacity	33,333 kWh/h
Firm Withdrawal Capacity	75,000 kWh/h
Filling requirements	Standard filling requirements

Edit request Send request Delete request Print

Details relating to your bid are now displayed: Storage period, auction round number, price, capacity entered and filling requirements.

You have the following options: Send request, edit request or delete request.

'Edit request' takes you back to the previous screen image, where the value entered can be changed.

'Send request' effectuates the request in the form of an order, i.e. a bid for Energinet.dk Gas Storage, and can no longer be changed. More than one request can be sent for the same round; **the request most recently received by Energinet.dk Gas Storage prior to the deadline of the particular round will be taken to be your bid for the auction round.**

A request can be printed before as well as after it is sent.

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The creation has been carried out

- The request (ANN-0055) is sent to Energinet.dk Gas Storage
- The request is received at Energinet.dk Gas Storage at 01-Feb-2010 13:39

Edit request Send request Delete request Print

Following the submission of a request, the status message 'Formation has been carried out' is shown together with the time of its receipt by Energinet.dk Gas Storage.

This point in time defines whether the request has been received in due time for the given round.

Customer information

Documents

- Requests
- Request for transfer
- Capacity
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- Information forms
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- Status and invoice

LT000

Document	Type of document	Status	Time
AA 052	Auction of multi-year SBU storage capacity	Rejected by ENDKL	29-jan-2010 14:04
AA 053	Auction of multi-year SBU storage capacity	Received at ENDKL	29-jan-2010 14:04
AA 051	Auction of multi-year SBU storage capacity	Rejected by ENDKL	29-jan-2010 14:04
AA 050	Auction of multi-year SBU storage capacity	Rejected by ENDKL	29-jan-2010 14:03
AA 049	Auction of multi-year SBU storage capacity	Received at ENDKL	29-jan-2010 13:59
AA 048	Auction of multi-year SBU storage capacity	Received at ENDKL	27-jan-2010 14:59
AA 045	Test Auction - Volume Capacity (kWh)	Rejected by ENDKL	27-jan-2010 13:21
AA 046	Test Auction - Volume Capacity (kWh)	Received at ENDKL	27-jan-2010 13:21
AA 043	Test Auction - Volume Capacity (kWh)	Rejected by ENDKL	27-jan-2010 13:20
AA 041	Test Auction - Volume Capacity (kWh)	Rejected by ENDKL	27-jan-2010 12:27

Type of document:
Starting date (gas day):

Show document Next set Next Previous Previous set

The document overview lists all your documents including the requests sent for the concluded tender rounds. All requests submitted for a given tender round will be given the status 'Received by ENDKL'.

Once Energinet.dk Gas Storage's processing of requests for an arbitrary round has been concluded, all requests will be given the status 'Rejected by ENDKL' except the one received most recently and prior to the deadline, which will keep the status 'Received by ENDKL'.

This request will maintain the status 'Received by ENDKL' until the auction is closed. When the auction is over, all bids will be rejected and given the status 'Rejected by ENDKL', except the bids for one or both of the two final rounds.

The last bid or bids made for the final round(s) will be transferred to a binding agreement between Energinet.dk Gas Storage and you in your capacity of storage customer.

3. Auction terms

The rules of the auction are described in Rules for Energinet.dk Gas Storage applicable at any time ("REGL"). REGL takes precedence over this guide, which is to be considered a legally non-binding supplement.

3.1 Bidding at the auction

Please note the following:

- Your bid for capacity (in each tender round) must be equal to or lower than your bid in the previous tender round. If you refrain from bidding in a tender round or you give an incorrect bid, Energinet.dk Gas Storage will consider this bid as if your bid is 0 in the round in question, and you cannot then make more bids during the auction. As an example, an incorrect bid may be a bid which is higher than your bid given in the previous tender round.
- If you have made a bid of 0 in a tender round it means that you will no longer participate in the auction. You cannot then make any more bids at the action in question.
- You must make your bid within the time interval defining each of the tender rounds (see below).

3.2 Time schedule for bids

The auctions start at 10:00 CET. The first round is open for 30 minutes. All the following rounds are open for 10 minutes. During the 10-minute rounds (30 minutes in the first round) you can enter your bids. After 10 minutes in each round (30 minutes in the first round) it is **NO** longer possible for you to enter bids and access to the system will be denied. **If you enter your bid too late you will be rejected and cannot participate in the auction any longer.** Please note that Energinet.dk Gas Storage's time management is the valid time during the auction.

When the tender round closes, Energinet.dk Gas Storage has 10 minutes for administration before the opening of the next tender round. Please be aware of the time at **XX:00, XX:20 and at XX:40** as this is the time each hour where new tender rounds will be opened and you can make your bids.

3.3 Critical conditions

If technical problems occur either at Energinet.dk Gas Storage or at your own end, you can see below how Energinet.dk Gas Storage will handle each situation and how you are to act if you experience technical problems:

3.3.1 *In case of technical crash of Energinet.dk Gas Storage's systems*

If Energinet.dk Gas Storage experiences technical problems i.e. crash of the website, the servers, Energinet.dk Gas Storage Online or the BB, Energinet.dk Gas Storage will make a quick evaluation of the character of the crash.

- **Minor crash:** Energinet.dk Gas Storage stops the auction rounds temporarily and continues the same day. The person responsible for contracts will be informed by e-mail. Energinet.dk Gas Storage will also contact each storage customer by phone (the person responsible for contracts according to the framework agreement). At the same time an announcement will appear at the BB. When Energinet.dk Gas Storage resumes the auction you will also be informed well in advance (30 minutes) by e-mail before the auction starts again.
- **Major crash:** Energinet.dk Gas Storage stops the auction rounds temporarily and continues the following day. The auction will continue by starting over again with the round where proceedings were stopped the day before. The auction continues next banking day at 10:00.

All storage customers will be informed by e-mail. The information will be given to the person responsible for contracts. Energinet.dk Gas Storage will also contact each storage customer by phone (the person responsible for contracts according to the frame work agreement).

3.3.2 *IT crash - storage customer*

In case of it-problems at your end as storage customer, Energinet.dk Gas Storage can put in your bid in Energinet.dk Gas Storage Online on your behalf, if you have no other option for giving your bid.

In case of crash:

- Without undue delay, you must inform Energinet.dk Gas Storage of the crash by phone and by e-mail, sms or fax.
- You may send your bid to Energinet.dk Gas Storage by e-mail, sms or fax.

Energinet.dk Gas Storage does not assume liability for bids put into the system on behalf of storage customers.

3.4 Contact information

During the auctions you may contact Energinet.dk Gas Storage using the phone numbers mentioned below. You can also use these contact numbers in case of crash of you it-systems.

- + 45 2333 8908: Christian Rutherford
- + 45 2333 8707: Hans-Åge Nielsen
- + 45 2333 8795: Bjørn Denninger
- + 45 2333 8719: Pia Hammerum Nielsen
- + 45 2333 8508: Maja Klejs Pedersen

E-mail: lageranmodning@energinet.dk

Fax: +45 4487 3210

Please do not hesitate to contact Energinet.dk Gas Storage, if you have any questions prior to the auction.

3.5 Duration of the auction

Energinet.dk Gas Storage does not know in advance how long the auctions will take and recommend you to take the necessary precautions, i.e. ordering lunch and extra supplies.

Energinet.dk Gas Storage wishes all storage customers a successful auction.