
User Manual
Storage Services Platform (SSP)
System User's Website

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1. Introduction

1.1 Description of the application

This user manual of the Storage Services Platform designed to execute procedures for allocating Storage Capacity offered by Gas Storage Poland Sp. z o.o. and to conclude Storage Services Agreements through the Auction procedure and Application Procedures, presents individual sections of the System User's Website.

The description includes the graphic design of the windows, their content and available functionalities. The following views are available in the System User's application:

- System User's Website
 - Login page,
 - Document library view,
 - Auction list view:
 - All Auctions,
 - Running Auctions,
 - My Auctions
 - Auction Preview:
 - Published Auction,
 - Running Auction,
 - Closed Auction,
 - Settled Auction,
 - Cancelled Auction,
 - Generate the 'History of Auction Bids' report,
 - Application Procedures view,
 - All Application Procedures,
 - Running Application Procedures,
 - My Applications,
 - Application Procedure preview,
 - Published Procedure,
 - Running Procedure,
 - Closed Procedure,
 - Settled Procedure,
 - Cancelled Procedure,
 - Application Preview,
 - Help.

The sales platform is fully functional in Google Chrome version 76.0.3809.132 or higher and supported by Mozilla Firefox version 68.0.2 or higher and Opera version 62.0.3331.116 or higher.

1.2 System functionalities

List of functionalities:

- Support for the System User's Website in two languages: Polish and English.
- Manage Auction Bids, including: Submission of Bids, Deletion of Bids, Modification of Bids.
- Preview the details of each Auction in each of the following phases: published, running, closed, cancelled and settled.

- Generate a report on the history of bids for each Auction.
- Manage Applications for Application Procedures: Save Application, Submit Application, Edit Application, Withdraw Application.
- Preview the details of each Application Procedure in each of the following phases: published, running, closed, cancelled and settled.
- Monitor messages informing about the change of the phase of the Auction or Application Procedure and system messages published by the Administrator.

Section 4 of this manual describes the use cases supported by the system.

1.3 Glossary of terms

#	Term	Definition
1.	Administrator	The role of the System User, representing an employee of Gas Storage Poland sp. z o.o., who manages the Auctions, the Entity Database and the System Users Database in the System
2.	Allocation	The allotment of the quantities of Gaseous Fuel delivered for injection to or withdrawn from a Storage Facility or a Group of Storage Facilities, expressed in kWh, to individual Storage Customers
3.	Auction	The procedure for allocating Storage Capacity through the Auction procedure regulated by the Terms and Conditions of the Storage Services Platform
4.	Document	A document sent to the platform (attachment, form, notification, application, notice, agreement, power of attorney, security instrument)
5.	GSF Kawerna	A Group of Storage Facilities comprising the Storage Facilities of: CUGS Mogilno and CUGS Kosakowo
6.	GSF Sanok	A Group of Storage Facilities comprising the Storage Facilities of: UGS Husów, UGS Strachocina, UGS Swarzędów and UGS Brzeźnica
7.	Group of Storage Facilities	Storage Facilities grouped together so as to enable their combined operation as a group as regards: <ul style="list-style-type: none"> • determination and offering of Storage Capacity by the SSO, • definition of common technical parameters of Gaseous Fuel withdrawal and injection, • existence of dedicated PWY_{SSO} and PWE_{SSO} exit and entry points established in accordance with the TNC;
8.	GSP	Gas Storage Poland sp. z o.o.
9.	History of Auction Bids	A window in the System, provides access to the complete history of submission, modification and removal of Bids in the Auction
10.	Cluster	A cluster defines time windows within a given Application Procedure. Within each cluster, the parameters of applications that may be submitted at that time are defined and how they are to be grouped for allocation purposes.
11.	Message	A message informing the System User about the change of the status of an Auction or Bid, or System Message
12.	System Message	The System Message is published by the Administrator and is addressed to all System Users. It may be flagged as 'important'

13.	Bid	A bid made by a System User under the Auction procedure on behalf of the Storage Customer in order to obtain allocation of the Storage Capacity offered under that procedure, and to conclude a SSA, conforming to the conditions set forth in these SSP Terms and Conditions
14.	Application Procedure	A procedure set up by GSP, under which a Storage Customer may apply for the allocation of Storage Capacity. The procedure defines the permitted parameters for applications and the profile of the offered Storage Capacity
15.	Bundled Unit	A portion of the Working Volume together with the corresponding Withdrawal Capacity and Injection Capacity, offered jointly to Storage Customers by the SSO, with the specific volumes of and respective proportions being set forth in the Technical Specifications for the Storage Facility or a Group of Storage Facilities
16.	Entity	A system object representing a natural or legal person, as well as an entity not having legal personality, but having legal capacity
17.	Profile	The Application Procedure Profile or Application Profile mean the specification of the values of the offered or ordered Storage Capacity, stated for specific time intervals in accordance with the granularity of the ordered product (annual services, monthly services, etc.).
18.	SSP Terms and Conditions	The Terms and Conditions of the Storage Services Platform of Gas Storage Poland sp. z o. o.
19.	Rules	The applicable 'Storage Service Rules' including all appendices, as published on the SSO's website
20.	Storage Service	The service provided by the SSO to Storage Customers whereby the SSO offers a specific Storage Capacity for the following purposes: (i) injection of Gaseous Fuel into a Storage Facility or Group of Storage Facilities, or (ii) use of the Working Volume of a Storage Facility of a Group of Storage Facilities by Storage Customers for the purpose of storing the injected Gaseous Fuel, or (iii) withdrawal of Gaseous Fuel from the Storage Facility or Group of Storage Facilities
21.	System User	A system object of the application user representing an Entity, i.e. a natural person registered in the System and authorised to perform actions on the Storage Services Platform on behalf of an Entity registered in the System, in accordance with the powers granted to the Entity by GSP, including the right to take actions in the course of the Auction procedure, or the Application procedure, on behalf and for the benefit of a Storage Customer
22.	Application	A Storage Customer' application for Storage Capacity allocation, submitted under the Application Procedure, specifying the product ordered and all its parameters
23.	Storage Customer	An individual or a legal entity as well as an organizational entity without a legal personality but having legal capacity which uses Storage Services under a SSA; the TSO is also a Storage Customer to the extent that it uses Storage Facilities or a Group of Storage Facilities for other purposes than the performance of the TSO's duties.

2. System data objects

2.1 Entity

An Entity is the basic object of the System allowing for identification and management of Auction participants and System Users who submit applications under the Application Procedure. To ensure the security of the SSP and adequate control over the database, the Entity may be entered into the System only by the Administrator.

Apart from the information identifying the Entity, the flag indicating whether the Entity is active is a highly relevant element from the System User's perspective:

- Active Entity – System Users of an active Entity will be able to log in to the System,
- Inactive Entity – System Users of an inactive Entity are denied the possibility of logging in to the System.

2.2 System User

A System User is a person representing an Entity (Storage Customer) in Auctions and Application Procedures, bidding for Storage Services or applying for Storage Services on its behalf. In order to preserve the security of the System and control over the database, the System User may be entered into the System only by the Administrator.

Apart from the information identifying the System User, the flag indicating whether the System User is active is relevant, which, together with the Entity's activity flag, allows System Users to log in to the System:

- Active System User:
 - Active Entity – the System User may log in to the System,
 - Inactive Entity – the System User may not log in to the System,
- Inactive System User:
 - Active Entity – the System User may not log in to the System,
 - Inactive Entity – the System User may not log in to the System,

And the status of its rights (which effects the locking of the System User):

- Status 'Admitted' – the System User may participate in the Auctions by submitting Bids on behalf of the entity they represent or submit Applications under the Application Procedure,
- Status 'Locked' – the System User sees the Auctions, Bids and Applications of his/her Entity, as well as Application Procedures, but may not submit, edit or delete the Bids or Applications of the Entity he/she represents.

2.3 Auction

Auctions can be created in the System only by the Administrator. Any System User who can log in to the System and represents a Storage Customer with a valid Framework SSA is allowed to participate in the Auction.

The subject of the Auction consists in the Storage Services defined by a number of parameters, detailed in the Storage Services. The key information refers to the offered volume, method of Auction

settlement and duration of the Auction. The Auction is defined in the System by the following parameters:

- **Name** – text field specifying the name of the Auction;
- **Product** – text field specifying the subject of the Auction;
- **Agreement Type** – text field specifying the type of SSA;
- **Service type** – text field specifying the type of Storage Service offered;
- **Capacity limit (number of Bundled Units)** - numeric field specifying the volume of Storage Services offered in the Auction;
- **Auction starting time** – date-type field indicating the starting time of the Auction;
- **Auction closing time** – date-type field indicating the closing time of the Auction;
- **Service start date** – date-type field specifying the beginning of the term of the service offered in the Auction;
- **Service end date** – date-type field specifying the expiry of the term of the service offered in the Auction;
- **Minimum price [PLN/bundled unit/month]** – numerical field indicating the minimum price in the auction;
- **Service duration** – numeric field (integer) specifying the term of the service in the unit identical with the value entered in the field 'Agreement type';
- **Storage facility name** – text field specifying the name of the storage facility (UGS Wierzchowice) or a group of storage facilities (GSF Kawerna, GSF Sanok) where services are offered in the Auction;
- **Storage facility EIC code** – text field containing the EIC code of the designated Storage Facility or Group of Storage Facilities (GSF Kawerna, GSF Sanok);
- **Working volume [MWh]** – numeric field (integer) specifying the working volume offered in the Auction;
- **Injection capacity [MWh/h]** – numeric field (number with two decimal places) specifying the injection capacity offered in the Auction;
- **Withdrawal capacity [MWh/h]** – numeric field (number with two decimal places) specifying the withdrawal capacity offered in the Auction;
- **Minimum Price (Tariff Rate) [PLN/bundled unit/month]** – numeric field (integer) specifying the tariff rate of the offered Auction; determined in accordance with the applicable Tariff;
- **Seller** – descriptive field specifying the seller of the Storage Services in a given Auction (Gas Storage Poland sp. z o.o. with its registered office in Dębogórze);
- **Description** – formatted text field containing additional description of the Auction.

System Users see Auctions in the system in the phases described below:

- 'Published' Auction:
 - From the moment of publication, each Auction will be visible in the System for all System Users;
 - Each published Auction will be automatically started in accordance with a predefined opening time, unless GSP decides to start it earlier;
 - Until the start of the Auction, GSP can edit all the parameters of the Auction, including the opening time of the Auction;

- Based on a decision of GSP, the Auction may, in special cases, be cancelled before the start of the Auction;
- 'Running' Auction:
 - Each running Auction will be automatically ended in accordance with a predefined closing time, unless GSP decides to end it earlier;
 - Based on a decision of GSP, in special cases, the Auction closing time may be modified;
 - Only in this phase System Users are allowed to submit, modify or delete Bids for the Storage Services being subject to the Auction;
 - Users are kept informed of the expected allocation status of their Bids (Fully Allocated, Partially Allocated, Rejected);
- 'Closed' Auction:
 - Each closed Auction may be settled only based on a GSP's decision, there is no automatic settlement schedule in force;
 - From the moment of closing the Auction, System Users are informed on an running basis about the expected allocation status of their Bids and the expected allocation volume;
 - Until the Auction is settled, the System User may request GSP to remove selected Bids, however, this applies only to Bids for which volume has been partially allocated;
 - Each Auction in the 'Closed' phase, in which no Bids have been submitted, automatically enters the 'Cancelled' phase;
 - Based on a GSP's decision, in special cases, an Auction in the 'Closed' phase in which Bids have been submitted may be cancelled manually;
- 'Settled' Auction:
 - After the Auction is settled, the Bids are finally sorted and the volume allocation takes place;
 - The allocation results become final and unmodifiable;
- 'Cancelled' Auction:
 - All bids participating in the auction are withdrawn

2.3.1 Auction scheduling algorithms

After each update of the set of Bids participating in the Auction, the Bids are scheduled according to the selected Auction algorithm, then the System allocates the Storage Capacity to the received Bids according to the order determined by the algorithm (top down).

The following specific cases are provided for:

1. When the remaining (unallocated) capacity is less than the capacity for a Bid has been placed, the remaining portion of the capacity will be allocated.
2. When multiple Bids are ranked at the same level and the total available allocation capacity is less than the volume remaining to be allocated.

Table 1 Auction execution and settlement

GSP Auction			Storage Customer	Participants' orders			Auction closing	
Asking price	Volume			Bid price	Volume		Settlement price	Volume
4317	100	>	A	4700	50	>	4700	50
			B	4500	100		4500	50

			C	4400	15		
			D	4350	75		

2.3.1.1 Price/Proportional reduction algorithm

The allocation takes place according to the order established by a scheduling algorithm which is based on the following parameter:

- **Bid price [PLN/bundled unit]** – decreasing, from the highest to the lowest;

In case (2), allocations for identical Bids are made according to the proportional reduction algorithm:

$$\left\lfloor \frac{W_i}{\sum_{i=1}^n W_i} \cdot P \right\rfloor = Lw_i$$

where:

- P – number of Bundled Units to be allocated,
- W_i – number of Bundled Units specified by the i^{th} Auction Participant in the Bid,
- n – number of Bids subject to reduction,
- Lw_i – number of Bundled Units allocated to the i^{th} Auction Participant in *pro rata* allocation.

Next, after the proportional reduction algorithm has been implemented, the remaining Bundled Units that have not been allocated among the competing Bids are allocated to the Bid submitted at the earliest according to the first-come-first-served (FCFS) principle.

2.4 Bid

Bids may be submitted by Users representing a Storage Customer within the framework of the selected Running Auction. For bidding, the basic functionality of the System covers the submission of Bids by the System User on behalf of the Entity the System User is associated with, which has the status of a Storage Customer.

The Bid is defined in the System by the following parameters:

- **On behalf of** – non-editable field displaying the code of the Entity on behalf of which the Bid is placed;
- **Volume** – mandatory field (integer) specifying the volume of the Bid;
- **Price [PLN/Bundled Unit/month]** – mandatory field (integer) specifying the price per unit of the product offered in the Auction;
- **Description** – optional field where the description of the Bid may be added;

The execution of the bidding process in the System:

- Each Bid placed in the System is kept on record together with the full history of changes;
- The Bid price is expressed in [PLN/Bundled Unit/month];
- The Bid Price cannot be lower than the Minimum Price (Asking price);
- Each Entity may enter up to 3 Bids in a single Auction;
- The total volume of all the Entity's Bids under the Auction may not exceed the volume offered;
- The volume of the submitted Bid may not exceed the volume offered in the Auction;

- The price of the Bid, applied by the algorithm for selecting Bids which will allocate volumes, is the price indicated in the Bid as submitted at the closing the Auction;
- With respect to Bid selection algorithms, the Bid date is the date of the last modification;

Limitations of the bidding process:

- The account of a System User who submits a Bid must be active and unlocked in order to be admitted to bidding;
- When the auction is in the 'Running' phase:
 - the System User may submit Bids on behalf of their Entity;
 - the System User may edit the Bids of their Entity;
 - the System User may remove the Bids of their Entity;
- When the Auction is in the 'Closed' phase,
 - the Administrator may remove selected Bids (within three hours of the end of the Auction) subject to the principles set out in the Terms and Conditions of the Storage Services Platform.

2.5 Application Procedure

The Application Procedure may be created in the System only by the Administrator. Any System User who can log in to the System and represents a Storage Customer with a valid Framework SSA is allowed to participate in the Application Procedure.

The subject of the Application Procedure consists in the Storage Services as defined by a number of parameters, detailed in the Storage Service Rules. The key parameters of the procedure refer to the duration of the Application Procedure, the basic parameters of the service and the Storage Capacity offered under the procedure.

The Application Procedure is defined in the System with the following parameters:

- **ID** – a unique ID of the Application Procedure;
- **Name** – text field specifying the name of the Application Procedure;
- **Conditional Procedure** – a flag indicating whether agreements concluded under this Application Procedure are subject to additional conditions regarding the possibility to provide services, as specified in the description of the procedure;
- **Opening date** – date-type field indicating the time of the beginning of the Application Procedure;
- **Closing date** – date-type field indicating the closing time of the Application Procedure;
- **Service start date** – date-type field specifying the beginning of the term of the service offered in the Application Procedure;
- **Service end date** – date-type field specifying the expiry of the term of the service offered in the Application Procedure;
- **Storage facility/GSF** – text field specifying the name of the storage facility (UGS Wierzchowice) or a group of storage facilities (GSF Kawerna, GSF Sanok) where services are offered in the Application Procedure;
- **Service terms** – text field specifying the type of services offered;
- **Description** – formatted text field containing additional description of the Application Procedure.

- **Application processing Clusters** – related objects, described in section Cluster 2.5.1; Clusters define periods when it is possible to submit applications and restrictions on the types of applications allowed in a given period;
- **Procedure profile** – related objects described in section 2.5.2;

System Users see Application Procedures in the system in the phases described below:

- 'Published' Procedure:
 - From the moment of publication, each procedure will be visible in the System to all System Users;
 - Each published procedure will be automatically started in accordance with a predefined opening time, unless GSP decides to start it earlier;
 - Until the start of the procedure, the Administrator can edit all the parameters of the procedure, including the opening time;
 - Based on a decision of GSP, the procedure may, in special cases, be cancelled before it starts;
- 'Running' Application Procedure
 - Each running procedure will be automatically ended in accordance with a predefined closing time, unless GSP decides to end it earlier;
 - Based on a decision of GSP, in special cases, the closing time of the procedure may be modified;
 - This is the only phase when System Users are allowed to submit Applications for a given procedure;
 - In this phase the System Users are allowed to withdraw a saved Application and to edit the Application referred by the Administrator for correction;
- 'Closed' Application Procedure:
 - In this phase, the System Users are allowed to edit the Application referred by the Administrator for correction;
 - Each closed procedure becomes settled when all its clusters are settled;
 - Until the procedure is settled, the System User may request GSP to withdraw selected Applications, however, this applies only to cases provided for in the Rules;
 - Each procedure in the 'Closed' phase, in which no Applications have been submitted, automatically enters the 'Cancelled' phase;
 - Based on a GSP's decision, in special cases, a procedure in the 'Closed' phase in which Applications have been submitted may be cancelled manually;
- 'Settled' Application Procedure:
 - Each settled procedure can return to a closed state when the allocation of one of its clusters is removed;
- 'Cancelled' Application Procedure:
 - Applications under a cancelled procedure are automatically rejected.
 - The procedure will not be cancelled once at least application has been settled.

2.5.1 Cluster

Clusters are an integral part of the procedure and are created together with the Application Procedure. They set a sequence of time windows when certain pre-defined application parameters are acceptable or other conditions for grouping applications may apply.

A Cluster is the basis for the allocation of Storage Capacity to applications – the allocation action is triggered from the cluster level where all accepted applications within a given cluster are transferred to an algorithm selected in the cluster parameters.

The Cluster is defined in the System with the following parameters:

- **ID** – a unique cluster ID;
- **Date from** – date-type field with the start time of the cluster term;
- **Date to** – date-type field with the end time of the cluster term;
- **Clustering method** – text field with the description of the method of application clustering:
 - None – applications submitted within a cluster will form a single group of applications;
 - Application submission date – applications submitted within the cluster will be grouped by the application submission date, where each created group is settled independently of the others, according to the hierarchical order of the cluster;
- **Agreement Type** – the type of agreement acceptable for the cluster, as defined by the GSP Administrator:
 - Long-Term SSA,
 - Short-Term SSA,
 - Any;
- **Allocation Algorithm** – the algorithm used in the allocation of Storage Capacity:
 - Proportional reduction – Applications submitted under the application procedure are settled in accordance with the hierarchy set out in the Rules.

2.5.1.1 Settlement of a Cluster under the Application Procedure

The procedure becomes ‘Settled’ when all its clusters are settled; The settlement of a cluster is an administrative action, performed on demand.

The settlement of a cluster under a given procedure is only possible when all the clusters that chronologically precede the cluster are settled.

The allocation takes place in accordance with the provisions of the Rules, and its illustrative description is provided below.

2.5.1.1.1 Proportional reduction algorithm

Applications of the selected cluster are grouped into the following 4 groups:

1. Mandatory Stocks, Long-Term SSAs,
2. Mandatory Stocks, Short-Term SSAs,
3. Trading, Long-Term SSAs,
4. Trading, Short-Term SSAs,

Within each group, a sequential order of Applications will be defined where Applications with identical configuration will form a single stack. The order within the stack will be consistent with the order defined in the Rules.

On the basis of the capacity available within a given cluster, Storage Capacity is allocated to subsequent groups. In case the ordered Storage Capacity exceeds the quantity available for the given group, a proportional reduction of the quantities requested in the applications takes place.

For bundled products, the reduction is applicable to the ordered volume of bundled units but not to the relative values of the Injection Capacity or Withdrawal Capacity (per bundled unit). The relative

values remain constant, and finally the available capacity is verified for potential overrun. For unbundled Storage Services, the reduction applies to each parameter separately.

In case when after the proportional reduction, some bundled units remain unallocated, they will be allocated to subsequent Applications, one bundled unit to each, starting from the Application with the smallest order volume. In the particular case where for a given level of order volume there are more Applications than the residual bundled units, they are allocated randomly to the Applications.

2.5.2 Profile of the application procedure

The profile of the procedure is defined in the System with the following parameters:

- **Date from** – date-type field with the start time of the offered Storage Capacity;
- **Date to** – date-type field with the end time of the offered Storage Capacity;
- **Working volume [MWh]** – numeric field with the working volume offered in the term indicated in the procedure;
- **Injection capacity [MWh/h]** – numerical field with the volume of injection capacity offered in the term indicated in the procedure;
- **Withdrawal capacity [MWh/h]** – numerical field with the volume of the withdrawal capacity offered in the term indicated in the procedure.

2.6 Application

The Application is defined in the System with the following parameters:

- **ID** – a unique application ID;
- **Purpose** – check box in which the user indicates the purpose for which the ordered storage services will be used:
 - Mandatory stock;
 - Trading;
- **Agreement subtype** – check box where the user indicates the type of requested agreement:
 - Annual Storage Service,,
 - Monthly Storage Service,
 - Weekly Storage Service,
- **Service start date** – check box or date-type field in which the user indicates the start date of the ordered storage services;
- **Service duration** – check box in which the user indicates the length of the ordered storage services;
- **Product** – check box in which the user indicates the product that is the object of the order:
 - Bundled Unit;
 - Flexible Bundled Unit;
 - Unbundled Storage Service,
 - 90/40 Storage Service, Bundled Unit,
 - Reverse Storage Service, Bundled Unit,
 - Reverse Storage Service, Flexible Bundled Unit,
- **Consent to reduction** – flag-type field indicating the user's consent to a potential reduction in the volume of ordered storage services;
- **Form of financial security** – check box in which the user indicates the form of financial security instrument to be presented in respect of the ordered storage services:
 - Rating,

- Financial security,
- Cash deposit,
- Bank guarantee,
- Insurance guarantee,
- Surety ,
- **Status** - a text field that stores the current status of the application:
 - Saved,
 - Submitted,
 - To be corrected,
 - Approved,
 - Initially settled,
 - Initially rejected,
 - Settled,
 - Rejected,
- **Application profile** – related objects, as described in 2.6.1;
- **Decision parameters** – as described in 2.6.2;
- **Documents** – related objects, as described in 2.7;

The general assumptions for applications submitted by Storage Customers are different for each status:

- Creating an Application:
 - The user enters parameters of the Application, which must be consistent with the restrictions applicable to the cluster,
 - The user can save the Application, which changes the status to 'Saved',
- 'Saved' Application:
 - The user may formally submit the Application,
 - The user may withdraw the Application,
 - The user can edit the Application,
 - Editing a 'Saved' Application:
 - The user can edit any parameters of the Application,
 - The parameters of the Application are subject to the same restrictions as when creating the Application,
 - The Administrator may reject the Application,
- 'Submitted' Application:
 - The user cannot edit the parameters of a submitted Application,
 - The Administrator evaluates the Application from a formal point of view, and may then change the status of the Application to one of the following: 'Approved', 'Rejected' or 'To be corrected',
 - The Application may be edited only when its status is changed by the Administrator to 'To be corrected',
- Application 'To be corrected':
 - The user may formally submit the Application,
 - The user can edit the application,
 - Edition of an Application with the status 'To be corrected':
 - The volumetric data of the Application, the form of financial security, the consent to reduction and/or the level of reduction allowed can be edited by the user only for the duration of the application procedure.

- After completing the procedure, the User can only add documents to the Application, but the Application itself can no longer be edited.
- 'Approved' Application:
 - The application has been formally admitted by the Administrator to participate in the process of capacity allocation,
 - The Administrator may perform an initial allocation for 'Approved' applications,
 - 'Rejected' applications are ignored,
 - Applications with other statuses block the possibility of generating the initial allocation,
- Application with 'Initial allocation':
 - The Application marked as 'Initial allocation' has been allocated storage capacity as a result of the initial allocation algorithm,
 - After the initial allocation of storage capacity, the allocation may be temporarily made available to the User by the Administrator,
 - The user can take a decision as to the initially allocated storage capacity by sending its 'Response to allocation',
 - In defining the 'Response to allocation' the user can choose one of three available options:
 - 'Accept the allocation',
 - 'Reject the allocation',
 - 'Accept the allocation wait',
 - 'Accept the allocation' option:
 - The user fully accepts the allocated storage capacity,
 - 'Reject the allocation' option:
 - The user rejects the allocated storage capacity,
 - In the descriptive field which is made available, the User can present the decision informing the administrator whether the rejection concerns all or a part of the allocated capacity (in the latter case, the User should indicate the accepted quantity – number of bundled units/working volume),
 - The Administrator can edit the allocation according to the User's decision,
 - 'Accept the allocation wait' option:
 - The user accepts the allocated storage capacity but wants to take part in the reallocation of the storage capacity in order to obtain a larger allocation (unless all the storage capacity has already been allocated),
 - The Administrator may approve the initial allocation, which then becomes the settlement allocation and the application is given the 'Settled' status,
- 'Initially rejected' Application:
 - An Application that is 'Initially rejected' has not received storage capacity as a result of the operation of the initial allocation algorithm,
 - The Administrator may approve the initial rejection of the application which then is given the 'Rejected' status,
- 'Settled' Application:
 - The Application has been formally settled and is treated as effective,
- 'Rejected' Application:
 - The application may be given the 'Rejected' status as a result of:
 - Withdrawal of the application by the User,
 - Rejection of the application by the Administrator,

- Approval, by the Administrator, of the rejection of the application by the allocation algorithm,

2.6.1 Application profile

The application is defined in the System with the following parameters:

- **Date from** – date-type field with the start time of the parameters validity;
- **Date to** – date-type field with the end time of the parameters validity;
- **Number of bundled units** – numeric field with the number of Bundled Units or Flexible Bundled Units for a given application period;
- **Injection capacity per bundled unit [MWh/h]** – numerical field with injection capacity per one ordered bundled unit for a given application period;
- **Withdrawal capacity per bundled unit [MWh/h]** – numerical field with withdrawal capacity per ordered bundled unit for a given application period;
- **Working volume [MWh]** – numeric field with the working volume for the given application period;
- **Injection capacity [MWh/h]** – numerical field with the injection capacity offered for a given application period;
- **Withdrawal capacity [MWh/h]** – numerical field with the withdrawal capacity offered for a given application period;

The user completes the application profile depending on the selected product:

- Bundled Unit
 - Number of bundled units
- Flexible Bundled Unit
 - Number of bundled units
 - Injection capacity per bundled unit [MWh/h]
 - Withdrawal capacity per bundled unit [MWh/h]
- Unbundled Storage Service
 - Working volume [MWh]
 - Injection capacity [MWh/h]
 - Withdrawal capacity [MWh/h]
- 90/40 Storage Service, Bundled Unit
 - Number of bundled units
- Reverse Storage Service, Bundled Unit
 - Number of bundled units
- Reverse Storage Service, Flexible Bundled Unit
 - Number of bundled units
 - Injection capacity per bundled unit [MWh/h]
 - Withdrawal capacity per bundled unit [MWh/h]

2.6.2 Decision parameters

The decision is defined in the System with the following parameters:

- **Status** – text field storing the current status of the decision:
 - Saved,
 - Sent,
- **Decision** – text field storing the user's response to the initial allocation:

- Accept the allocation,
- Reject the allocation,
- Accept the allocation wait,
- **Description** – field with a description concerning the decision of the user that selected the ‘Reject the allocation’ option.

2.6.3 Documents

Once an application is created in the system, documents required in accordance with the agreement execution process may be attached to the application: ‘The conclusion of a SSA’.

In the ‘Application Preview’ window, the User has access to similar functionalities as those available for the basic document library screen:

- View attached documents;
- Add new document;
- Download document;
- Delete non-approved document.

2.7 Document

The document is defined in the System with the following parameters:

- **ID** – a unique document ID;
- **Entity** – field with the code of the Entity the Application is assigned to;
- **Application ID** – field with the ID of the Application the document is assigned to;
- **Category** – field with the category of the process the document is related to,
- **Process** – field with the process the document is related to,
- **Document name** – field with the name of the document,
- **Document type** – field with the type of the document,
- **File** – field with a link to download the file,
- **Document submission date** – field with the date on which the document was submitted,
- **Status** – field with document status.

The document to be sent is described according to its content, based on the following hierarchy Category > Process > Document name, the following combinations are allowed:

- Access to the SSP:
 - Registration:
 - The entity's application for registration on the SSP,
 - GDPR privacy notice for SSP users,
 - Declaration of acceptance of the SSP Terms & Conditions,
 - Power of attorney for the registration of the entity on the SSP,
 - Power of attorney for incurring liabilities on the SSP,
 - Letter of the entity,
 - Letter of the SSO,
 - Occasionally:
 - Update of the user's data,
 - User request to deactivate the account,
 - Letter of the entity,
 - Letter of the SSO,

- Framework Agreement:
 - Conclusion of the Framework Agreement:
 - Framework agreement – application,
 - Draft framework agreement,
 - Framework agreement signed unilaterally,
 - Framework agreement,
 - Document confirming legal capacity,
 - Document certifying the assignment of a tax identification number (NIP),
 - Document certifying that the entity holds a licence,
 - Documents for the assessment of creditworthiness,
 - Power of attorney of the individuals representing the applicant,
 - Letter of the entity,
 - Letter of the SSO,
 - Occasionally:
 - Termination of the framework agreement by the SSO,
 - Termination of the framework agreement by the Storage Customer,
 - Letter of the entity,
 - Letter of the SSO,
- SSA:
 - Access to auctions:
 - Declaration – sale of gaseous fuel,
 - Transmission ability allocation,
 - Documents for the assessment of creditworthiness,
 - Information from the SSO concerning the financial security instrument,
 - Confirmation of the presentation of the security instrument before the auction,
 - Withdrawal from the SSA after the auction,
 - Letter of the entity,
 - Letter of the SSO,
 - The conclusion of the SSA:
 - Declaration – legal title to gaseous fuel,
 - Declaration – sale of gaseous fuel,
 - Transmission ability allocation,
 - Confirmation of the presentation of the security instrument for the SSA,
 - Declaration of the intention to create a mandatory stock,
 - Documents for the assessment of creditworthiness,
 - Application for a SSA,
 - Draft SSA,
 - SSA signed unilaterally,
 - SSA,
 - Conclusion of Long-Term SSA – standard periods,
 - Conclusion of Long-Term SSA – non-standard periods,
 - Conclusion of Short-Term SSA, Monthly Service,
 - Conclusion of Short-Term SSA, Weekly Service,
 - Conclusion of Short-Term SSA, Reverse Service,
 - Letter of the entity,
 - Letter of the SSO,
- OIEP:

- OIEP rights:
 - List of rights in the OIEP,
 - Power of attorney for the registration and making changes in the OIEP.
 - Power of attorney for incurring liabilities in the OIEP,
 - Letter of the entity,
 - Letter of the SSO,

Additionally, a type must be assigned to the documents. Specific documents have certain specific types, listed below:

- Information
- Application
- Attachment
- Agreement
- Power of Attorney
- Notification
- Performance security instruments
- Form

3. System views

All System views are embedded in the System window content section. All window sections and System views are described below.

3.1 System window

3.1.1 Navigation Bar section

The System Navigation Bar consists of the following elements:

- GSP logo,
- **Navigation** – the path of the currently displayed screen, available only after logging in,
- **Clock** – a clock displaying the current server time, displayed according to the time zone set in the operating system of the application user,
- **Help** – link that opens the help window, available only after logging in,
- **Language selection** – buttons for selecting the language of the System, available languages are Polish (PL) and English (EN),
- Logged System User – a drop-down menu with the name and surname of the logged User, available only after logging in:
 - Change password,
 - Logout.

3.1.2 Menu section

The section is displayed only after logging into the System and consists of the following items:

- Document library
 - **My Documents** – a screen with the list of documents assigned to or shared with the Entity;
- Auctions:

- **All Auctions** – a screen with a list of all Auctions;
- **Running Auctions** – a screen with a list of all running Auctions;
- **My Auctions** – a screen with a list of all Auctions in which the Entity participated;
- Application Procedure:
 - **All Application Procedures** – a screen with the list of running procedures;
 - **Running Application Procedures** – a screen with a list of all running procedures;
 - **My Applications** – a screen with a list of all procedures in which the Entity participated;
- **Logout** – a link that logs out of the System.

3.1.3 Notification section

The section is displayed only after logging into the System. The scrolling section displays messages describing all phase changes of each Auction and Application Procedure as well as system messages. Each message contains a time stamp, message content and, if possible, a link to the Auction or Application Procedure view.



Figure 3.1 Sample message – The auction has been settled

The System User sees the following messages:

- The auction has been published,
- The auction has started,
- The auction has been closed,
- The auction has been settled,
- The auction has been cancelled,
- The procedure has been published,
- The procedure has started,
- The procedure has been closed,
- The procedure has been settled,
- The procedure has been cancelled,
- System message,
- Important system message.

3.1.4 Content section

This section displays the individual views of the System content described in the following chapters.

3.2 Views displayed using the System Window

3.2.1 Login screen

The login screen for the User's Website consists of the following sections:

- Section with the Gas Storage Poland logo and the name of the System,
- Login section with two fields and a button:
 - **Login** – field for entering the System User's login;

- **Password** – field for entering the System User’s password;
- **Login** – a button logging the User into the System.
- If the login fails, additional fields will be displayed:
 - Captcha picture
 - Captcha code – field for entering the captcha code displayed above the field;
- Section with links:
 - Forgot your password?
 - Download documents required for registration.

Figure 3.2 Screen for User login to the System

In the section titled Download documents required for registration, the Entity has access to forms it is required to complete, have signed by its authorized bodies and send to a dedicated e-mail address in order to register and create the accounts of the Entity and Users. The documents required to execute a Framework SSA, which is necessary to enable the Entity to participate in the Auction, are also available.

GSP will supplement the list of available documents when necessary.

3.2.2 Password reset screen

The screen for resetting the password to the User’s Website consists of the following sections:

- Section with the Gas Storage Poland logo and the name of the System,
- Login section with two fields and a button:
 - **Login** – field for entering the System User’s login;
 - **E-mail** – field for entering the System User's e-mail address;
 - Captcha picture
 - **Captcha code** – field for entering the captcha code displayed above the field;
 - **Reset password** – a button sending a request for the System User’s password to be reset;
 - **Back** – a button to move to the login screen

GAS STORAGE POLAND

GAS STORAGE POLAND

Storage Services Platform

Reset your password

Enter login and e-mail address you used to register

Your username

Your e-mail

6e8wf

Enter here text from picture

RESET PASSWORD

BACK

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Figure 3.3 Screen for resetting the access password to the System

3.2.3 Documentary Library screen

On the Document Library screen (My Documents) the User can perform the following actions:

- **Add new document** – a button that opens the window to add a Document;

The table with the list of Documents contains the following columns:

- **ID** – a unique document ID;
- **Entity** – column with the code of the entity the document is assigned to;
- **Category** – column with the category of the process the document is related to,
- **Process** – column with the process the document is linked to,
- **Document name** – column with the name of the document,
- **Document type** – column with the type of the document,
- **File** – column with a link to download the file,
- **Document submission date** – column with the date on which the document was submitted,
- **Status** – column with document status.
- Action column with trash icon – pressing the button will delete the file from the server and change the status of the document to deleted.

ID [F]	Entry	Submission ID [I]	Category [I]	Process [I]	Document type [I]	Document name [I]	File	Creation date [I]	Status [I]
146	EODID		SSP access	Registration	Application	Application for the SSP Entry registration		13.10.2020 10:49	Submitted
139			Public information	None	Information	Tariff		09.10.2020 12:54	Submitted
111	EODID		Framework Agreement	Framework agreement conclusion	Application	Framework agreement - application		21.09.2020 13:23	Submitted
110			Public information	None	Information	Storage Services Platform User Manual		17.09.2020 09:08	Submitted
72			Public information	None	Information	Terms and conditions of the Storage Services Platform		28.05.2020 10:39	Submitted
70	EODID		Framework Agreement	Framework agreement conclusion	Application	Framework agreement - application		28.05.2020 09:23	Submitted
58			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:37	Deleted
57			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:36	Deleted
56			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:34	Deleted
55			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:32	Deleted
54			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:29	Deleted
53			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:26	Deleted
52			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:25	Deleted
51			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:23	Deleted
49			Public information	None	Information	Terms and conditions of the Storage Services Platform		27.05.2020 17:12	Deleted
25	EODID		Framework Agreement	Framework agreement conclusion	Draft	Framework agreement - project		23.03.2020 14:21	Submitted
22	EODID		Framework Agreement	Framework agreement conclusion	Application	Framework agreement - application		23.03.2020 11:44	Submitted
21	EODID		Storage Service Agreement	Auction access	Attachment	Statement on fuel gas use		23.03.2020 11:42	Submitted
13	EODID		Framework Agreement	Framework agreement conclusion	Authorization	Authorization for SSP Entry legal representation		19.03.2020 13:06	Submitted
12	EODID		Framework Agreement	Framework agreement conclusion	Draft	Framework agreement - project		19.03.2020 12:56	Submitted

Figure 3.4 Document Library screen

3.2.4 Auction list screen

A table with the list of Auctions consists of the following columns:

- **ID** – a unique ID of the Auction, when clicked it takes the User to the preview of the details of the selected Auction;
- **Name** – column specifying the name of the Auction;
- **Product** – column indicating the product which is the subject of the Auction;
- **Agreement Type** – column indicating the type of SSA;
- **Service conditions** – column indicating the type of Storage Service (firm or interruptible service);
- **Service duration** - column indicating the duration of the Storage Service in a unit compatible with the SSA type;
- **Service start date** – column indicating the start time of the Storage Service. Format for displaying the Storage Service start time is dd.mm.yyyy hh:mm;
- **Service end date** – column indicating the end time of the Storage Service. Format for displaying the end time of the Storage Service is dd.mm.yyyy hh:mm;
- **Phase** – column indicating the current phase of the Auction, each auction [phase] is marked with a different colour, where:
 - **Yellow** – indicates an Auction in the ‘Published’ phase;
 - **Green** – indicates an Auction in the ‘Running’ phase;
 - **Orange** – indicates an Auction in the ‘Closed’ phase;
 - **Blue** – indicates an Auction in the ‘Settled’ phase;
 - **Red** – indicates an Auction in the ‘Cancelled’ phase;
- **Capacity limit (Volume)** – column indicating the volume which is subject to the Auction;
- **Opening date** – column indicating the opening time of the Auction. Format of displaying the Auction start time is dd.mm.yyyy hh:mm;
- **Closing date** – column indicating the closing time of the Auction. Format of displaying the auction closing time is dd.mm.yyyy hh:mm;
- **Column with a magnifying glass button** – column with the action button, clicking the button takes the user to the Auction preview.

ID	Name	Product	Agreement type	Service type	Service duration	Service start date	Service end date	Phase	Volume	Auction start date	Auction end date
11	Aukcja_instrukcja	UM Package	UM Monthly	Continuous	1	01.11.2019 06:00	01.12.2019 06:00	Running	200	08.10.2019 13:26	08.10.2019 14:25
10	Aukcja_instrukcja	UM Package	UM Monthly	Continuous	1	01.11.2019 06:00	01.12.2019 06:00	Invalidated	200	08.10.2019 13:20	08.10.2019 14:20
9	Aukcja_instrukcja	UM Package	UM Monthly	Continuous	1	01.11.2019 06:00	01.12.2019 06:00	Settled	200	08.10.2019 13:00	08.10.2019 13:09

Figure 3.5 Auction list view

3.2.4.1 All Auctions

The list of Auctions displayed in the 'All Auctions' view contains the Auctions defined in the System, which are in the following phases:

- Published Auction,
- Running Auction,
- Closed Auction,
- Settled Auction,
- Cancelled Auction.

3.2.4.2 Running Auctions

The list of Auctions displayed in the 'Running Auctions' view contains all the Auctions defined in the System, which are in one of the following phases:

- Running Auction,
- Closed Auction,
- Settled Auction,
 - Only when the Auction closing date is today,
- Cancelled Auction:
 - Only if the Auction closing date is today.

3.2.4.3 My Auctions

The list of Auctions displayed in the 'My Auctions' view contains all the Auctions in which the Entity of the logged-in System User participated.

3.2.5 Auction preview screen

The Running Auction preview window consists of the following sections:

- Auction parameter:

- **ID** –field containing a unique Auction ID;
- **Name** – field containing the Auction name;
- **Product** – field indicating the Auction product;
- **Agreement Type** – field indicating the type of SSA;
- **Service duration** – field indicating the duration of the Storage Service;
- **Service type** – field indicating type of Storage Service offered;
- **Capacity limit (Volume)** – field indicating the volume offered in the Auction;
- Minimum price (Asking price per one Bundled Unit) [PLN/Bundled Unit/month] - field with the asking price of the Auction;
- **Phase** – field indicating the current phase of the Auction;
- **Opening date** – field indicating the opening time of the Auction. In format *dd.mm.yyyy hh:mm*;
- **Closing date** – field indicating the closing time of the Auction. In format *dd.mm.yyyy hh:mm*;
- **Description** – field containing the description of the Auction.
- Auction details:
 - Storage Facility (or GIM) Name – field containing the name of the Storage Facility/Group of Storage Facilities;
 - Storage Facility EIC code – field specifying the EIC code of the Storage Facility/Group of Storage Facilities;
 - **Working volume [MWh]** – field specifying the working volume of the offered Storage Service;
 - **Injection capacity [MWh/h]** – field specifying the injection capacity of the offered Storage Service;
 - **Withdrawal capacity [MWh/h]** – field specifying the withdrawal capacity of the offered Storage Service;
 - Minimum Price (Tariff Rate) [PLN/month] – field specifying the applicable tariff rate;
 - Start date (gas day from) – field indicating the start date of the Storage Service;
 - End date (gas day until) – field indicating the end date of the Storage Service;
 - **Seller** – field indicating the name/identifier of the seller;
 - **Auction algorithm** – field indicating the applicable Auction settlement algorithm;

And sections which may be displayed depending on the phase of the Auction:

- Summary of Bids,
- Bids (in the Settled Auction phase – Settlements).

The content of the last two sections will be described by Auction phase.

3.2.5.1 Published Auction

In the Auction preview in the Published phase, the System User can view the parameters of the Auction but can not perform any additional action.

Navigation: All auctions → Aukcja 9

Announcements: 08.10.2019 12:55 Auction has been published ID 9 Aukcja_instrukcja

Auction parameters	
ID	9
Name	Aukcja_instrukcja
Product	UM Package
Agreement type	UM Short-term (Monthly)
Service duration	1
Service type	Continuous service
Number of UM Packages	200
Starting price [PLN/package/month]	3066
Phase	Published
Auction start date	08.10.2019 13:00
Auction end date	08.10.2019 14:00
Description	

Auction details	
Warehouse name	IM PMG Wierzchowice
Warehouse EIC code	212000000000381H
Injection capacity [MWh/h]	0.417
Active storage volume [MWh]	1000
Offtake capacity [MWh/h]	1.136
Tariff rate [PLN/month]	3066
Service start date	01.11.2019 06:00
Service end date	01.12.2019 06:00
Seller	GSP
Auction algorithm	Price/Proportional reduction

Figure 3.6 Auction preview in the Published phase

The sections the content of which depends on the Auction phase are not displayed.

3.2.5.2 Running Auction

In the preview of Auctions in the Running phase, the System User can preview the parameters of the Auction and, if the conditions for participation in the Auction are met, can perform the following actions:

- **Submit a Bid** – button opening the Bid submission window;
- **History of Auction Bids** – button opening the window generating the history of all the Bids placed by the Entity in a given Auction;

And in the Bid section:

- **Edit Bid** – button  that opens the window for editing the Bid,
- **Locked Bid** – an icon  informing about locking the Bid.

Navigation: All auctions → Aukcja 9

Announcements: 08.10.2019 13:00 Auction has been started ID 9 Aukcja_instrukcja; 08.10.2019 13:55 Auction has been published ID 9 Aukcja_instrukcja

Auction parameters	
ID	9
Name	Aukcja_instrukcja
Product	UM Package
Agreement type	UM Short-term (Monthly)
Service duration	1
Service type	Continuous service
Number of UM Packages	200
Starting price [PLN/package/month]	3066
Phase	Running
Auction start date	08.10.2019 13:00
Auction end date	08.10.2019 14:00
Description	

Auction results	
Total amount of bids	3
Total allowances	200
Total bid value	613 200,00

Auction details	
Warehouse name	IM PMG Wierzchowice
Warehouse EIC code	212000000000381H
Injection capacity [MWh/h]	0.417
Active storage volume [MWh]	1000
Offtake capacity [MWh/h]	1.136
Tariff rate [PLN/month]	3066
Service start date	01.11.2019 06:00
Service end date	01.12.2019 06:00
Seller	GSP
Auction algorithm	Price/Proportional reduction

Bids							
ID	Member reference	Username	Price	Number of UM Packages	Last updated time	Description	Status
11	P_TEST	UserPrezentacja	3 400,00	80	08.10.2019 13:02:32		Full granted
12	P_TEST	UserPrezentacja	3 400,00	80	08.10.2019 13:03:13		Full granted
14	P_TEST	UserPrezentacja	3 070,00	40	08.10.2019 13:04:36		Part granted

Figure 3.7 Preview of Auctions in Running phase

The content of the following sections depends on the Auction phase:

- Summary of Bids
 - **Number of Bids** – field indicating the number of the Entity's Bids;
 - **Total volume of Bids** – field specifying the total volume of all the Entity's Bids;
 - **Total value of Bids** – field specifying the total value of all the Entity's Bids;
- Bids:
 - **ID** – column containing a unique Bid ID;
 - **On behalf of the Entity** – field specifying the code of the Entity submitting the Bid;
 - **System User** – field specifying the name of the System User submitting the Bid;
 - **Price** – field specifying the price per one right under the Bid;
 - **Number of Storage Service Bundled Units** – field specifying the volume for which the Bid was submitted;
 - **Last modification time** – field specifying the time of the last modification. In format dd.mm.yyyy hh:mm:ss;
 - **Description** – field containing the description of the Bid.
 - **Status** – field indicating current status of volume allocation;
 - **Edit icon** – when clicked, the icon opens the Bid edit window;
 - **Locked icon** – when the icon is hovered over, the information 'Bid locked for editing by another user' is displayed;

3.2.5.3 Closed Auction

In the preview of Auctions in the Closed phase, the System User can view the parameters of the Auction and perform the following actions:

- **History of Auction Bids** – button opening the window generating the history of all the Bids placed by the Entity in a given Auction;

The screenshot displays the 'Auction parameters' section with the following data:

Auction parameters	
ID	9
Name	Aukcja_instrukcja
Product	UM Package
Agreement type	UM Short-term (Monthly)
Service duration	1
Service type	Continuous service
Number of UM Packages	200
Starting price [PLN/packages/month]	3066
Phase	Finished
Auction start date	08.10.2019 13:00
Auction end date	08.10.2019 13:09
Description	

The 'Auction results' section shows:

Auction results	
Total amount of bids	3
Total allowances	200
Total bid value	682,800.00

The 'Auction details' section includes:

Auction details	
Warehouse name	IM DMG Wierzychowice
Warehouse EIC code	212000000000381H
Injection capacity [MW/h]	0.417
Active storage volume [MWh]	1000
Offline capacity [MWh/h]	11.138
Tariff rate [PLN/month]	3066
Service start date	01.11.2019 06:00
Service end date	01.12.2019 06:00
Seller	GSP
Auction algorithm	Price/Proportional reduction

The 'Bids' table is as follows:

ID	Member reference	Username	Price	Number of UM Packages	Last updated time	Description	Status	Preliminary allocation
11	P_TEST	User/Prezentacja	3,600.00	80	08.10.2019 13:02:32		Full granted	80
12	P_TEST	User/Prezentacja	3,400.00	80	08.10.2019 13:03:13		Full granted	80
14	P_TEST	User/Prezentacja	3,070.00	40	08.10.2019 13:04:36		Part granted	1

Figure 3.8 Preview of Auctions in Closed phase

The content of the following sections depends on the Auction phase:

- Summary of Bids

- **Number of Bids** – field indicating the number of the Entity's Bids;
- **Total volume of Bids** – field specifying the total volume of all the Entity's Bids;
- **Total value of Bids** – field specifying the total value of all the Entity's Bids;
- **Bids:**
 - **ID** – column containing a unique Bid ID;
 - **On behalf of the Entity** – field specifying the code of the Entity submitting the Bid;
 - **User** – field containing the name of the System User submitting the Bid;
 - **Price** – field specifying the price per one right under the Bid;
 - **Number of Storage Service Bundled Units** – field specifying the volume for which the Bid was submitted;
 - **Last modification time** – field specifying the time of the last modification. In format dd.mm.yyyy hh:mm:ss;
 - **Description** – field containing the description of the Bid.
 - **Status** – field indicating current status of volume allocation;
 - **Allocated volume** – field indicating the current allocation (expected or final);

3.2.5.4 Settled Auction

In the preview of Auctions in the Closed phase, the System User can view the parameters of the Auction and perform the following actions:

- **History of Auction Bids** – button opening the window generating the history of all the Bids placed by the Entity in a given Auction;

The screenshot displays the 'Auction parameters' section with the following data:

Auction parameters	
ID	9
Name	Aukcja_instrukcja
Product	UM Package
Agreement type	UM Short-term (Monthly)
Service duration	1
Service type	Continuous service
Number of UM Packages	200
Starting price [PLN/package/month]	3096
Phase	Settled
Auction start date	08.10.2019 13:00
Auction end date	08.10.2019 13:09
Description	

The 'Auction results' section shows:

Auction results	
Total amount of bids	3
Total allowances	200
User accepted allowances	161
Total bid value	682 800,00
Total settlement amount	563 070,00

The 'Auction details' section shows:

Auction details	
Warehouse name	IM PRAC Wierzchowice
Warehouse EIC code	21200000000039 IH
Injection capacity [MWh/h]	0.417
Active storage volume [MWh]	1000
Offtake capacity [MWh/h]	1.136
Tariff rate [PLN/month]	3096
Service start date	01.11.2019 06:00
Service end date	01.12.2019 06:00
Seller	GSP
Auction algorithm	Price/Proportional reduction

The 'Settlements' table is as follows:

ID	Member reference	Username	Price	Number of UM Packages	Last updated time	Description	Status	Granted allowances	Bid settlement amount
11	P_TEST	UserPrezentacja	3 600,00	80	08.10.2019 13:02:32		Full granted	80	288 000,00
12	P_TEST	UserPrezentacja	3 400,00	80	08.10.2019 13:03:13		Full granted	80	272 000,00
14	P_TEST	UserPrezentacja	3 070,00	40	08.10.2019 13:04:36		Part granted	1	3 070,00

The right sidebar contains 'Announcements' with the following entries:

- 08.10.2019 13:12: Auction has been settled (ID 9 Aukcja_instrukcja)
- 08.10.2019 13:09: Auction has been finished (ID 9 Aukcja_instrukcja)
- 08.10.2019 13:00: Auction has been started (ID 9 Aukcja_instrukcja)
- 08.10.2019 12:55: Auction has been published (ID 9 Aukcja_instrukcja)

Figure 3.9 Auction view in the Settled phase

The content of the following sections depends on the Auction phase:

- **Summary of Bids**
 - **Number of Bids** – field indicating the number of the Entity's Bids;

- **Total volume of Bids** – field specifying the total volume of all the Entity's Bids;
- **Volume allocated to the user** – field specifying the total volume allocated to the Entity's Bids;
- **Total value of Bids** – field specifying the total value of all the Entity's Bids;
- **Total settlement amount of the Entity** – field with total settlement amount of all the Entity's Bids;
- Bids (in the Settled Auction phase – Settlements):
 - **ID** – column containing a unique Bid ID;
 - **On behalf of the Entity** – field specifying the code of the Entity submitting the Bid;
 - **User** – field containing the name of the System User submitting the Bid;
 - **Allocation Price (Price)** – field specifying the price per one right under the Bid;
 - **Number of Storage Service Bundled Units** – field specifying the volume for which the Bid was submitted;
 - **Last modification time** – field specifying the time of the last modification. In format dd.mm.yyyy hh:mm:ss;
 - **Description** – field containing the description of the Bid.
 - **Status** – field indicating current status of volume allocation;
 - **Allocated volume** - field with final allocation;

3.2.5.5 Cancelled Auction

In the preview of Auctions in the Closed phase, the System User can view the parameters of the Auction and perform the following actions:

- **History of Auction Bids** – button opening the window generating the history of all the Bids placed by the Entity in a given Auction;

The screenshot displays the 'Auction view in the Cancelled phase' interface. It features a top navigation bar with 'All auctions' and 'Aukcja 10'. The main content area is divided into three sections:

- Auction parameters:** A table listing details such as ID (10), Name (Aukcja_instrukcja), Product (UM Package), Agreement type (UM Short-term (Monthly)), Service duration (1), Service type (Continuous service), Number of UM Packages (200), Starting price (PLN/package/month) (3066), Phase (Invalidated), Auction start date (08.10.2019 13:20), Auction end date (08.10.2019 14:20), and Description.
- Auction results:** A table showing Total amount of bids (0), Total allowances (0), and Total bid value (0.00). A prominent red banner below this section reads 'AUCTION INVALIDATED'.
- Auction details:** A table providing technical specifications including Warehouse name (RM PRG Wierzbrowice), Warehouse EIC code (212000000000391H), Injection capacity (MWh/h) (0.417), Active storage volume (MWh) (1000), Offtake capacity (MWh/h) (1.136), Tariff rate (PLN/month) (3066), Service start date (01.11.2019 06:00), Service end date (01.12.2019 06:00), Seller (GSP), and Auction algorithm (Price/Proportional reduction).

On the right side, an 'Announcements' sidebar lists several events with timestamps and status messages, such as 'Auction has been invalidated' and 'Auction has been published'.

Figure 3.10 Auction view in the Cancelled phase

The content of the following sections depends on the Auction phase:

- Summary of Bids
 - **Number of Bids** – field indicating the number of the Entity's Bids;

- **Total volume of Bids** – field specifying the total volume of all the Entity's Bids;
- **Total value of Bids** – field specifying the total value of all the Entity's Bids;
- **CANCELLED AUCTION** – information on the cancellation of the Auction;

3.2.6 List of Application Procedures screen,

The table with the list of Auctions consists of the following columns:

- **ID** – unique ID of the procedure, when clicked it moves the Administrator to the preview of the details of the selected Application Procedure;
- **Name** – column specifying the name of the procedure;
- **Opening date** – column indicating the opening time of the procedure;
- **Closing date** – column indicating the closing time of the procedure;
- **Phase** – column indicating the current phase of the procedure, each procedure phase is marked with a different colour, where:
 - **Yellow** – indicates a procedure in the 'published' phase;
 - **Green** – indicates a procedure in the 'running' phase;
 - **Orange** – indicates a procedure in the 'closed' phase;
 - **Blue** – indicates a procedure in the 'settled' phase;
 - **Red** – indicates a procedure in the 'cancelled' phase;
- **Service conditions** – column indicating the type of Storage Service (firm or interruptible);
- **Storage Facility/GSF** - column with the name of the facility where the service is offered;
- **Service start date** – column indicating the start time of the Storage Service;
- **Service end date** – column indicating the end time of the Storage Service;
- **Column with a magnifying glass button** – column with the action button, clicking the button takes the user to the procedure preview.

ID	Name	Opening date	Closing date	Phase	Service conditions	SF/GSF	Service start date	Service end date
159	TEST_Procedura2	09.11.2020 17:50	09.11.2020 18:30	Finished	Firm	IM PMG Wierzchowice	15.04.2021 06:00	15.04.2025 05:59
155	Test_Procedura1	09.11.2020 12:01	09.11.2020 12:23	Settled	Firm	IM PMG Wierzchowice	15.04.2021 06:00	15.04.2025 05:59

Figure 3.11 List of Application Procedures view

3.2.6.1 All Application Procedures

The list of procedures displayed in the 'All Application Procedures' view contains the procedures defined in the System, which are in the following phases:

- Published Procedure,
- Running Procedure,
- Closed Procedure,
- Settled Procedure,
- Cancelled Procedure.

3.2.6.2 Running Application Procedures

The list of procedures displayed in the 'Running Application Procedures' view contains the procedures defined in the System, which are in the following phases:

- Running Procedure,

- Closed Procedure,
- Settled Procedure:
 - Only when the procedure closing date is today's date,
- Cancelled Procedure:
 - Only when the procedure closing date is today's date.

3.2.6.3 My Applications

The list of procedures displayed in the 'My Applications' view contains all the Application Procedures in which the Entity of the logged-in System User participated.

3.2.7 Application Procedure preview screen

In the Application Procedure preview in the Running phase, the System User can view the parameters of the procedure and perform the following actions:

- **Back** – button that takes the User back to the previous screen,
- **Submit Application** – button opening the Application submission window,
 - Only when the procedure is in the 'Running' phase:

The Running Procedure preview window consists of the following sections:

- Procedure parameters:
 - **ID** – column containing a unique ID of the procedure;
 - **Name** – column specifying the name of the procedure,
 - **Phase** – column indicating the current phase of the procedure,
 - **Opening date** – column indicating the opening time of the procedure,
 - **Closing date** – column indicating the closing time of the procedure,
 - **Description** – column with a description of the procedure,
- Parameters of the service offered:
 - **Service start date** – column indicating the start date of the Storage Service,
 - **Service end date** – column indicating the end date of the Storage Service,
 - **Service conditions** – column indicating the type of Storage Service (firm or interruptible),
 - **Storage Facility/GSF name** – column with the name of the facility where the service is offered;
 - **Storage Facility/GSF EIC** – column with the EIC of the facility where the service is offered,
- Procedure profile:
 - **Date from** – column indicating the start date of the procedure profile segment,
 - **Date to** – column indicating the end date of the procedure profile segment,
 - **Working volume [MWh]** – column specifying the working volume of the procedure profile segment,
 - **Injection capacity [MWh/h]** – field specifying the injection capacity of the procedure profile segment,
 - **Withdrawal capacity [MWh/h]** – field specifying the withdrawal capacity of the procedure profile segment,
- Cluster parameters
 - **ID** – column containing a unique ID of the procedure cluster;
 - **Date from** – column indicating the start date of the procedure cluster,
 - **Date to** – column indicating the end date of the procedure cluster,

- **Clustering method** – column indicating the method of clustering applications, i.e. how they are grouped in the allocation algorithm,
- **Agreement type** – column indicating the permitted type of agreement for applications submitted within a given cluster,
- **Allocation algorithm** – column indicating the applicable allocation algorithm for a given cluster,
- **Application parameters**
 - **ID** – column containing a unique application ID;
 - **Entity** – column with the name of the applicant,
 - **Purpose** – column indicating the declared purpose for which services ordered under the application will be used,
 - **Agreement type** – column indicating the type of agreement the application relates to,
 - **Agreement subtype** – column indicating the subtype of agreement the application relates to,
 - **Product** – column with the product ordered in the application,
 - **Status** – column with current application status,
 - **Decision** – column with the user's response to the initial allocation,
 - **Application submission date** – column with the date on which the application was submitted,
 - **Application modification date** – column with date of application modification,
 - **Column with a magnifying glass button** – column with the action button, clicking the button takes the user to the Application preview window.

Application Procedures -- Oferta 160 10:46:50 HELP EN PL

← Back Edit Finish

Procedure parameters

ID	160
Name	TEST_Procedura3
Phase	Running
Opening date	10.11.2020 10:40
Closing date	10.11.2020 11:00
Description	

Procedure profile

Date from	Date to	Working Volume [MWh]	Injection Capacity [MWh/h]	Withdrawal Capacity [MWh/h]
15.04.2021 06:00	15.04.2025 05:59	25400	10.541	33.528

Service parameters

Service start date	15.04.2021 06:00
Service end date	15.04.2025 05:59
Service conditions	Firm
SF/GSF Name	IM PMG Wierzchowice
SF/GSF EIC code	21200000000381H

Cluster parameters

ID	Date from	Date to	Application clustering method	SSA type	Allocation algorithm	Applications' purpose
252	10.11.2020 10:40	10.11.2020 11:00	Brak	Any	Proportional reduction	Any

Application parameters

ID	Date from	Date to	Application clustering method	SSA type	Allocation algorithm	Applications' purpose
252	10.11.2020 10:40	10.11.2020 11:00	Brak	Any	Proportional reduction	Any

Application details table:

ID	Entity	Purpose	SSA type	Storage service type	Product	Status	Decision	Application date	Modification date
354	EOD	Obligatory reserve	Any	Annual SS	Bundled Unit	Accepted	-	10.11.2020 10:41	10.11.2020 10:46
355	123456	Obligatory reserve	Any	Annual SS	Bundled Unit	Accepted	-	10.11.2020 10:42	10.11.2020 10:46

Figure 3.12 Preview of an Application Procedure in the Running phase

3.3 Pop-up windows

3.3.1 The window 'Download documents required for registration'

On the logging screen there is a link opening a window informing about the forms required for registration in the System, containing general introductory information.

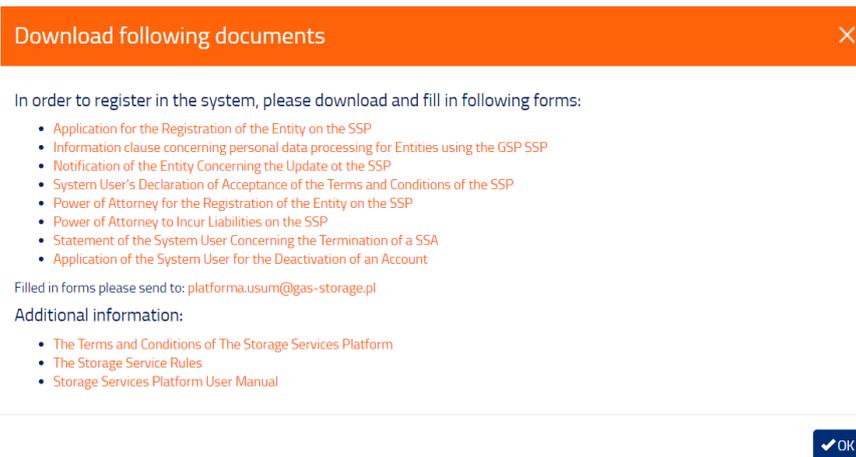


Figure 3.13 Window presenting the list of regulations and documents required for registration

The available buttons are:

- **X icon** – button closing the window,
- **Ok** – button closing the window.

3.3.2 Help window

There is a 'Help' link in the navigation bar, which displays the following window over the application:



Figure 3.14 Help window with the contact details of Gas Storage Poland

The available buttons are:

- **X icon** – button closing the window,
- **Ok** – button closing the window.

3.3.3 Password change window

The change of the password is possible after clicking on the login of the logged-in System User in the upper right part of the screen and clicking the *Password* field. When the System button is clicked, the System will take the System User to the password change screen.

The screenshot shows a window titled "Password for [UserPrezentacja]". It features an orange header bar with a close button (X). Below the header, there are four input fields: "Old password", "New password", "New password confirmation", and a "Password strength" indicator. A "Save" button is positioned at the bottom right of the form area.

Figure 3.15 Window for changing the System User's password

The following fields are displayed in the window:

- **Old password** – text field where the User's password should be entered,
- **New password** – text field where the new User's password should be entered,
 - The password must be at least 8 characters long.
 - The password must contain at least 3 of the 4 groups of characters:
 - one lower-case letter,
 - one capital letter,
 - one digit,
 - one special character.
- **Confirm new password** – text field where the same password as the value entered in the New password field should be re-entered.

The available buttons are:

- **X icon** – button closing the window,
- **Save** – button sending a request to change the password to the System.

3.3.4 Add Document window

Documents may be added by clicking on the 'Add new document' button from the 'Document library' level or from the 'Related documents' section of the 'Application preview' window using the 'plus' button.

The maximum size of the file to be uploaded is 20MB.

The following fields are displayed in the window:

- **Category** – check box, the category of the process the document is related to,
- **Process** – check box; the process the document is related to,
- **Document name** – check box; the name of the document,
- **Document type** – check box; the type of the document to be sent,
- Search file – button opening file selection window:
 - Alternatively, the user can drag the file over the 'add document' window,

The available buttons are:

- **X icon** – button closing the window,
- **Cancel** – button closing the window.
- **Save** – button sending the Document to the System.

Figure 3.16 'Add new document' window

Successful execution of the action is confirmed by a notification:

- Document with ID {{id}} has been successfully added

3.3.5 Submit Bid window

Placing a Bid during the Auction is possible only for Auctions in the 'Running' phase. After the 'Submit Bid' button is clicked, the System will open a new window for the submission of Bids where the System User can define his or her own Bid.

The following fields are displayed in the window:

- **On behalf of** – non-editable field displaying the code of the Entity on behalf of which the Bid is placed,
- **Number of Bundled Units** – numeric field, mandatory, specifying the volume of the Bid,
 - Not less than 1,
 - Not more than the volume offered in the Auction,
 - The entity may enter up to 3 Bids, their total volume must not exceed the Auction volume,
- **Price [PLN/Bundled Unit/month]** – numeric field, mandatory, specifying the price of the Bid,
 - Not less than the minimum price specified in the Auction parameters,
 - The difference with respect to the minimum price of the auction must be a natural number and be within the range of 0 to 5 zloty,
- **Description** – text field, optional, where a description to the submitted Bid may be added,
- **Amount** – uneditable field displaying the recalculated amount of a hypothetical transaction concluded on the basis of the submitted Bid.

The available buttons are:

- **X icon** – button closing the window,
- **Cancel** – button closing the window.
- **Save** – button sending the Bid to the System.

Figure 3.17 Submit Bid window

Successful execution of the action is confirmed by a notification:

- Bid identified as {{id}} has been successfully added

3.3.6 Edit Bid window

During edition, the Bid becomes inactive. If during the edition of the Bid, the Auction phase changes to 'closed', the Bid being edited will not be taken into account during the settlement of the Auction, and the Bid is processed as if it was a removed Bid. During editing of a Bid, all field restrictions which are described in the sections on submission of Bids apply. The values of the parameters of the edited Bid are entered in all fields, the visible fields are identical to those in the window for submission of the Bid:

- **On behalf of** – non-editable field displaying the code of the Entity on behalf of which the Bid is placed,
- **Number of Bundled Units** – numeric field, mandatory, specifying the volume of the Bid,
 - Not less than 1,
 - Not more than the volume offered in the Auction,
 - The entity may enter up to 3 Bids, their total volume must not exceed the Auction volume,
- **Price [PLN/Bundled Unit/month]** – numeric field, mandatory, specifying the price of the Bid,
 - Not less than the current price of the edited Bid,
 - The difference between the new price and the bid price before editing must be a natural number and be within the range of 0 to 5 zloty,
- **Description** – text field, optional, where a description to the submitted Bid may be added,
- **Amount** – uneditable field displaying the recalculated amount of a hypothetical transaction concluded on the basis of the submitted Bid.

The available buttons are:

- **X icon** – button closing the window,
- **Cancel** – button closing the window.
- **Save** – button sending the Bid to the System.

Figure 3.18 Edit Bid window

Successful execution of the action is confirmed by a notification:

- Bid identified as {{id}} has been successfully modified

3.3.7 Generate the 'History of Auction Bids' report window

A System User representing a Storage Customer admitted to participate in the Auction has the possibility to generate a report from a settled or cancelled Auction after clicking the 'History of Auction Bids' button. After the button is clicked, the System opens the *Reportswindow*, in which the System User must select the type and format of the file downloaded to the computer.

The following fields are displayed in the window:

- **Type** – list-type field where a report type can be selected,
- **Format** - list-type field there the report format can be selected.

Figure 3.19 Report generation window

The available buttons are:

- **X icon** – button closing the window,
- **Cancel** – button closing the window.
- **Download** – button sending a request for a report to be generated, after the report is generated it is downloaded.

An example of a generated report looks like this:

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Report generation time:	08-10-2019 13:35:40																
2	Sequential number	Auction ID	Seller	Order ID	Transaction number	Time of submission	Time of modification	Order status	Allowances	Price	Bid value	Granted allowances	Transaction value	Member name	Member ID	User ID	Description	
3	21	9 GSP		11	11_9_11_1	08-10-2019 13:02:32	08-10-2019 13:02:32	Order submitted	80	3600	288000			P_TEST	P_TEST	UserPrezentacija		
4	31	9 GSP		12	12_9_12_1	08-10-2019 13:02:32	08-10-2019 13:12:52	Order executed	80	3600	288000	80	288000	P_TEST	P_TEST	UserPrezentacija		
5	22	9 GSP		12	12_9_12_1	08-10-2019 13:03:13	08-10-2019 13:03:13	Order submitted	80	3400	272000			P_TEST	P_TEST	UserPrezentacija		
6	32	9 GSP		14	14_9_14_1	08-10-2019 13:03:13	08-10-2019 13:12:52	Order executed	80	3400	272000	80	272000	P_TEST	P_TEST	UserPrezentacija		
7	25	9 GSP		14	14_9_14_1	08-10-2019 13:04:36	08-10-2019 13:04:36	Order submitted	40	3070	122800			P_TEST	P_TEST	UserPrezentacija		
8	34	9 GSP		14	14_9_14_1	08-10-2019 13:04:36	08-10-2019 13:12:52	Order partially executed	40	3070	122800	1	3070	P_TEST	P_TEST	UserPrezentacija		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		

Figure 3.20 View of the History of Auction Bids report

3.3.8 Submit Application window

The System User representing a Storage Customer that has been admitted to participate in the Application Procedure can submit applications under a given Application Procedure. After filling in the form, the user saves the Application, which is placed in the system with the status 'Saved'. Such an Application will not participate in the allocation of Storage Capacity until the formal submission of the Application, which is concluded when the Application is saved with the status 'Submitted'. To submit an application, click the 'Submit' button.

Add new application
✕

SSA type * Long-term SSA Purpose * Trade

Storage service type * Annual SS

Product * Bundled Unit

Service start date * 2021-04-15 Service duration 3

Application profile

Date from	Date to	Bundled units	Injection Capacity per BU [MWh/h]	Withdrawal Capacity per BU [MWh/h]	Working Volume [MWh]	Injection Capacity [MWh/h]	Withdrawal Capacity [MWh/h]
		-	-	-	-	-	-
2021-04-15 06:00	2022-04-15 05:59	50	0,083	0,264	10000	4.15	13.200000
2022-04-15 06:00	2023-04-15 05:59	50	0,083	0,264	10000	4.15	13.200000
2023-04-15 06:00	2024-04-15 05:59	50	0,083	0,264	10000	4.15	13.200000

Security form * Rating Reduction permit

Save
Cancel

Figure 3.21 Submit Application window

The following fields are displayed in the form:

- Application parameters:
 - Agreement type – field indicating the types of agreement currently permitted under the procedure
 - The permitted types of agreement are defined at the cluster level,
 - Each procedure may include one or multiple clusters, and thus types of agreement available under a single procedure the depend on the cluster in force at the time of application,

- **Purpose** – check box indicating the declared purpose the ordered services will be used for,
- **Agreement subtype** – check box indicating the agreement subtype,
- **Product** – check box indicating the type of product to be ordered in the application,
- **Service start date** – check box indicating the beginning of the period when the ordered services will be provided,
- **Service duration** – check box indicating the duration of the ordered services,
- Application profile:
 - **Date from** – field with the start date of the profile segment,
 - **Date to** – column indicating the end date of the profile segment,
 - **Number of Bundled Units** – conditional field indicating number of bundled units of the product ordered in the form of a bundled unit or flexible bundled unit,
 - **Injection capacity per bundled unit [MWh/h]** – conditional field indicating the injection capacity of the product offered the form of a flexible bundled unit,
 - **Withdrawal capacity per bundled unit [MWh/h]** – conditional field indicating withdrawal capacity of the product offered the form of a flexible bundled unit,
 - **Working Volume [MWh]** – conditional field indicating the working volume of the Unbundled Storage Service product,
 - **Injection capacity [MWh/h]** – conditional field indicating the injection capacity of the Unbundled Storage Service product,
 - **Withdrawal capacity [MWh/h]** – conditional field indicating the withdrawal capacity of the Unbundled Storage Service product,
- Application parameters:
 - **Form of financial security instrument** – check box indicating the declared form of financial security instrument for the order,
 - **Consent to reduction** – flag-type field indicating the user's consent to a potential reduction in the volume of ordered storage services.

The available buttons are:

- **X icon** – button closing the window,
- **Cancel** – button closing the window.
- **Save** – button sending a request to save the application.

3.3.9 Application preview window

The System User representing a Storage Customer can view detailed parameters of the application submitted under a given Application Procedure.

From the Application preview window, the User has access to a number of application management actions.

View application ID 351
✕

Procedure parameters	
ID	155
Name	Test_Procedura1
Service start date	15.04.2021 06:00
Service end date	15.04.2021 06:00
Service conditions	Firm
SF/GSF Name	IM PMG Wierchowice

Application parameters	
Entity	BK_firma
SSA type	Long-term SSA
Purpose	Trade
Storage service type	Annual SS
Product	Bundled Unit
Status	Initial allocation
Reduction permit	Yes
Tariff group	

Application profile							
Date from	Date to	Bundled units	Injection Capacity per BU [MWh/h]	Withdrawal Capacity per BU [MWh/h]	Working Volume [MWh]	Injection Capacity [MWh/h]	Withdrawal Capacity [MWh/h]
2021-04-15 06:00	2022-04-15 05:59	50	0,083	0,264	10 000	4,15	13,2
Initial allocation		50	0,083	0,264	10 000	4,15	13,2
2022-04-15 06:00	2023-04-15 05:59	50	0,083	0,264	10 000	4,15	13,2
Initial allocation		50	0,083	0,264	10 000	4,15	13,2
2023-04-15 06:00	2024-04-15 05:59	50	0,083	0,264	10 000	4,15	13,2
Initial allocation		50	0,083	0,264	10 000	4,15	13,2

Decision parameters	
Status	Sent
Decision	I reject the allocation
Description	reduction to 30 bundled units

Related documents					
ID	Document name	Creation date	Status	File	
Add document					+

Generate SSA form
Cancel

Figure 3.22 Application preview window

The following fields are displayed in the window:

- Procedure parameters:
 - ID - field with the ID of the procedure in respect of which the application has been submitted,
 - Name – field with the name of the procedure in respect of which the application has been submitted,
 - Service start date – field indicating the start date from which the offered service is to be provided,
 - Service end date – field indicating the end date until which the offered service is to be provided,
 - Service conditions– field indicating conditions of the service offered;
 - Storage Facility/GSF name – field with the name of the storage facility where the services are offered,
- Application parameters:
 - Entity – field specifying the code of the entity submitting the application,
 - Agreement type – field indicating the type of agreement,
 - Purpose – check box indicating the declared purpose the ordered services will be used for,
 - Agreement subtype – check box indicating the agreement subtype,
 - Product – field defining the product applied for,
 - Status – field with current status of the application,

- Consent to reduction – field with the consent to the reduction of the volume requested in the application,
- Tariff Group,
- Application profile:
 - Date from – field with the start date of the profile segment,
 - Date to – column indicating the end date of the profile segment,
 - Number of bundled units – number of bundled units of the product ordered in the form of a bundled unit or flexible bundled unit,
 - Injection capacity per bundled unit [MWh/h] – injection capacity of the product offered the form of a flexible bundled unit,
 - Withdrawal capacity per bundled unit [MWh/h] – withdrawal capacity of the product offered the form of a flexible bundled unit,
 - Working Volume [MWh] – working volume of the Unbundled Storage Service product,
 - Injection capacity [MWh/h] – injection capacity of the Unbundled Storage Service product,
 - Withdrawal capacity [MWh/h] – withdrawal capacity of the Unbundled Storage Service product,
- Decision parameters (only for applications for which the User added an allocation response):
 - Status – field with current status of the decision,
 - Decision – field with the User's response to the initial allocation,
 - Description – field with a description related to the User's response (in case when the 'Reject the allocation' option has been selected),
- Related documents:
 - ID – field containing the document ID,
 - Document name – field with the name of the document,
 - Document submission date – field with the date on which the document was submitted,
 - Status – field with current status of the document,
 - File – field with an action button to download the file,
 - Action column – button to open the 'Add Document' window.

The available buttons depend on the status of the application:

- For each application
 - **X icon** – button closing the window,
 - **Cancel** – button closing the window.
- Application with the status: 'Saved'
 - **Submit** – button to formally submit a saved application,
 - **Edit** – button redirecting to the 'edit application' window,
 - **Reject** – button to withdraw a saved application,
- Application with the status: 'Withdrawn'
- Application with the status: 'Submitted'
 - **Generate application form** – button generating an Excel form to be submitted together with the application,
- Application with the status: 'To be corrected'
 - **Submit** – button to formally submit a corrected application,
 - **Edit** – button redirecting to the 'edit application' window,
- Application with the status: 'Rejected'

- **Generate application form** – button generating an Excel form to be submitted together with the application,
- Application with the status: 'Accepted'
 - **Generate application form** – button generating an Excel form to be submitted together with the application,
- Application with the status: 'Initial allocation'
 - **Generate application form** – button generating an Excel form to be submitted together with the application,
 - **Response to allocation** – button redirecting to the 'Response to allocation' window,
 - **Edit decision** – button redirecting to the window for editing the Response to allocation,
 - **Send decision** – button to formally send the Response to allocation,
- Application with the status: 'Initially rejected'
 - **Generate application form** – button generating an Excel form to be submitted together with the application,
- Application with the status: 'Settled'
 - **Generate application form** – button generating an Excel form to be submitted together with the application,
- Application with the status: Rejected upon settlement
 - **Generate application form** – button generating an Excel form to be submitted together with the application,

Note: Once generated, the application form does not have to be re-created.

3.3.10 Edit Application window

The System User representing a Storage Customer that has been admitted to participate in the Application Procedure can submit applications under a given Application Procedure. The submitted Application is then considered by the Administrator who can give the Application the 'To be corrected' status, thus enabling the edition of the previously introduced Application Profile, Form of financial security instrument.

Edit application ID 351
✕

ID	<input type="text" value="351"/>	Status	<input type="text" value="Improvement required"/>
SSA type *	<input type="text" value="Long-term SSA"/>	Purpose *	<input type="text" value="Trade"/>
Storage service type *	<input type="text" value="Annual SS"/>		
Product *	<input type="text" value="Bundled Unit"/>		
Service start date *	<input type="text"/>	Service duration	<input type="text" value="3"/>

Application profile

Date from	Date to	Bundled units	Injection Capacity per BU [MWh/h]	Withdrawal Capacity per BU [MWh/h]	Working Volume [MWh]	Injection Capacity [MWh/h]	Withdrawal Capacity [MWh/h]
2021-04-15 06:00	2022-04-15 05:59	50	0,083	0,264	10000	4,15	13.20000
2022-04-15 06:00	2023-04-15 05:59	50	0,083	0,264	10000	4,15	13.20000
2023-04-15 06:00	2024-04-15 05:59	<input style="border: 2px solid orange;" type="text" value="50"/>	0,083	0,264	10000	4,15	13.20000

Security form *	<input type="text" value="Rating"/>	Reduction permit	<input checked="" type="checkbox"/>
Application date	<input type="text" value="2020-11-09 12:09"/>	Modification date	<input type="text" value="2020-11-09 12:11"/>

Figure 3.23 Edit Application window

The following fields are displayed in the form:

- Application parameters:
 - **Agreement type** – field indicating the types of agreement permitted for a given cluster
 - **Purpose** – field indicating the declared purpose the ordered services will be used for,
 - **Agreement subtype** – field indicating the agreement subtype,
 - **Product** – field indicating the application product;
 - **Service start date** – field indicating the start date from which the ordered service is to be provided,
 - **Service duration** – field indicating the duration of the ordered service,
- Application profile:
 - **Date from** – field with the start date of the profile segment,
 - **Date to** – column indicating the end date of the profile segment,
 - **Number of Bundled Units** – conditional field indicating number of bundled units of the product ordered in the form of a bundled unit or flexible bundled unit,
 - **Injection capacity per bundled unit [MWh/h]** – conditional field indicating the injection capacity of the product offered the form of a flexible bundled unit,
 - **Withdrawal capacity per bundled unit [MWh/h]** – conditional field indicating withdrawal capacity of the product offered the form of a flexible bundled unit,
 - **Working Volume [MWh]** – conditional field indicating the working volume of the Unbundled Storage Service product,
 - **Injection capacity [MWh/h]** – conditional field indicating the injection capacity of the Unbundled Storage Service product,
 - **Withdrawal capacity [MWh/h]** – conditional field indicating the withdrawal capacity of the Unbundled Storage Service product,
- Application parameters:

- **Form of financial security instrument** – check box indicating the form of declared financial security instrument for the order,
- **Consent to reduction** – flag-type field indicating the user's consent to a potential reduction in the volume of ordered storage services;

The available buttons are:

- **X icon** – button closing the window,
- **Cancel** – button closing the window.

Save – button sending a request to save the application.

3.3.11 Response to allocation window

The System User representing a Storage Customer whose application took part in the storage capacity allocation process and obtained initial allocation (application with the status 'Initial Allocation') should present its decision as to the allocated capacity to the Administrator by sending a Response to allocation.



Figure 3.24 Response to allocation window

The following fields are displayed in the window:

- **Decision** – field containing the User's decision concerning the initial allocation
- **Description** – descriptive field for entering a description of the User's decision in case when the 'Reject the allocation' option has been selected

4. Use cases

4.1 General

4.1.1 Login to the System

On the login screen described in the section 3.2.1, the User can log in to the system.

Step	Description	Expected result
1	The User opens the login page	The login screen described in 3.2.1 is opened
2	The User enters his/her login and password	The entered values are shown in the relevant fields
3	The User clicks on the 'Log in' button	The User is logged in and automatically moves to the screen listing All Auctions, described in 3.2.4.1

When the data entered in Step 2 are incorrect, a captcha image and a 'Captcha code' field will be displayed on the login screen. The user must complete all the displayed fields and then make the logging attempt again by clicking the 'Login' button.

4.1.2 Change password

The User can use a functionality for changing the access password to the System.

Step	Description	Expected result
0	The User is logged into the system.	The User goes to any application screen.
1	The System User clicks on the 'Password' link in the appropriate section of the navigation bar described in 3.1.1,	The password change window described in 3.3.3 is opened
2	In the opened window, the User fills the displayed fields	The entered values are shown in the relevant fields
3	The User clicks on the 'Save' button	The window closes, a message is displayed to confirm a successful password change

4.1.3 Logging out of the System

The System User can log out of the System in two ways:

Step	Description	Expected result
0	The User is logged into the system.	The User goes to any application screen.
1	The users clicks the 'Logout' link in the appropriate section of the navigation bar described in 3.1.1,	The User is logged out of the System and taken to the login screen

Or:

Step	Description	Expected result
0	The User is logged into the system.	The User goes to any application screen.
1	The User clicks the 'Logout' link in the menu section described in 3.1.2.	The User is logged out of the System and taken to the login screen

4.1.4 Help

The User may open the System Help window, in which contact details of Gas Storage Poland are presented.

Step	Description	Expected result
0	The User is logged into the system.	The User goes to any application screen.
1	The User clicks the 'Help' link in the appropriate section of the navigation bar described in 3.1.1	The window described in 3.3.2 is opened

4.2 Document library

4.2.1 Display the Document Library

The User can display all the documents stored on the platform, which GSP addressed simultaneously to all entities or to the User's entity.

Step	Description	Expected result
0	The User is logged into the system.	The User goes to any application screen.
1	The User expands the Document Library side menu and clicks on 'My Documents' link	The Document Library screen described in 3.2.3 is opened. The window displays the document library screen with the list of documents

4.2.2 Adding a new document to the document library

The User can add a new document from two screens:

- Adding a new document from the document library level

Step	Description	Expected result
0	The User is logged into the system.	The User goes to any application screen.
1	The User expands the Document Library side menu and clicks on 'My Documents' link	The Document Library screen described in 3.2.3 is opened. The window displays the document library screen with the list of documents
2	The User clicks on the 'Add new document' button	The 'Add new document' window is opened
3	The User fills in the fields in the opened window: <ul style="list-style-type: none"> • Category • Process • Document title • Document type 	The entered values are shown in the relevant fields <i>Note: Only documents defined in drop-down lists can be entered.</i>
4	The user adds a file by dragging and dropping the file from Windows Explorer, or by going to the file selection window by pressing the Search File button	In the middle section of the window, the button with the description is replaced by a file name and a button to remove the selection
5	The User clicks the Save button	The file is sent to the application and is available in the list of documents on the Document Library screen

- Adding a new document from the application preview for a specific Application – recommended for documents concerning the application

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure	The User goes to any application screen.
1	The User goes to the screen with the list of Application Procedures	The screen with the list Application Procedures described in 3.2.6 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User opens the application preview window	The application preview window described in 3.3.9 is opened

4	In the application preview window, in the related documents table, the user presses the plus icon in the 'Add new document' line	The 'Add new document' window is opened
5	The User fills in the fields in the opened window: <ul style="list-style-type: none"> • Document title • Document type 	The entered values are shown in the relevant fields
6	The user adds a file by dragging and dropping the file from Windows Explorer, or by going to the file selection window by pressing the Search File button	In the middle section of the window, the button with the description is replaced by a file name and a button to remove the selection
7	The User clicks the Save button	The file is sent to the application and is available in the list of documents on the Document Library screen

4.2.3 Download a document from the document library

Download any document from the level of the Document Library screen:

Step	Description	Expected result
0	The User is logged into the system The User has uploaded the document to the platform	The User goes to any application screen.
1	The User expands the Document Library side menu and clicks on 'My Documents' link	The Document Library screen described in 3.2.3 is opened. The documents are shown in the window
2	In the line of the selected document, the User clicks the icon in the File column	The document is downloaded

Alternatively, a document related to the Application can be downloaded from the level of the Application preview window:

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The User has uploaded the document to the platform	The User goes to any application screen.
1	The User goes to the screen with the list of Application Procedures	The screen with the list of Application Procedures described in 3.2.6 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User opens the application preview window	The application preview window described in 3.3.9 is opened
4	In the application preview window, in the related documents table, the user presses the plus icon in the 'Add new document' line	The 'Add new document' window is opened

4.2.4 Delete a file from the document library

Delete any document from the level of the Document Library screen:

Step	Description	Expected result
0	The User is logged into the system The User has uploaded the document to the platform The document has the 'Submitted' status	The User goes to any application screen.
1	The User expands the Document Library side menu and clicks on 'My Documents' link	The Document Library screen described in 3.2.3 is opened. The documents are shown in the window
2	The User presses the trash icon in the line of the selected document	A window is opened to confirm the Delete file action
3	The User clicks Yes	The file is deleted from the system and its status changes to 'Deleted'

Alternatively, a document related to the Application can be deleted from the level of the Application preview window:

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The User has uploaded the document to the platform The document has the 'Submitted' status	The User goes to any application screen.
1	The User goes to the screen with the list of Application Procedures	The screen with the list Application Procedures described in 3.2.6 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User opens the application preview window	The application preview window described in 3.3.9 is opened
4	The User presses the trash icon in the line of the selected document	A window is opened to confirm the Delete file action
5	The User clicks Yes	The file is deleted from the system and its status changes to 'Deleted'

4.3 Auction procedure

4.3.1 Display all Auctions

The System User can display all Auctions available in the system by clicking the 'All Auctions' button in the menu section described in 3.1.2.

Step	Description	Expected result
0	The User is logged into the system	The User goes to any application screen
1	The User expands the Auctions side menu and clicks on the All Auctions link	The screen with the list of all auctions described in 3.2.4.1 is opened

4.3.2 Display running Auctions

The System User can display all current Auctions available in the system by clicking the 'Running Auctions' button in the menu section described in 3.1.2.

Step	Description	Expected result
0	The User is logged into the system	The User goes to any application screen
1	The User expands the Auctions side menu and clicks on the Running Auctions link.	The screen with the list of running auctions described in 3.2.4.2 is opened

4.3.3 Show the list of Auctions in which the Entity represented by the System User participated

The System User can display all Auctions available in the system in which the Storage Customer he or she represents participated by clicking the 'My Auctions' button in the menu section described in 3.1.2

Step	Description	Expected result
0	The User is logged into the system	The User goes to any application screen
1	The User expands the Auctions side menu and clicks on the My Auctions link	The screen with the List of my auctions described in 3.2.4.3 is opened

4.3.4 Display Auction preview

The System User can display Auctions by phase: Published, Running, Closed, Settled and Cancelled.

Step	Description	Expected result
0	The User is logged into the system The auction exists in the system	The User goes to any application screen
1	The User goes to the screen with the auction list	The screen with the auction list described in 3.2.43.2.6 is opened
2	The User goes to the auction preview screen – the User clicks the ID, Name or magnifying glass icon in the line of the selected Auction	The Auction preview screen described in 3.2.5 is opened

4.3.5 Submit Bid

The System User representing a Storage Customer admitted to participate in a given Auction may submit a Bid only in an Auction in the 'Running' phase, as described in 3.2.5.2, by clicking the 'Submit Bid' button. In the 'Submit Bid' window, described in 3.3.4 the System User enters the volume and price of their Bid and then clicks the 'Save' button.

In the 'Description' field, the System User may add an additional description of the submitted Bid.

Step	Description	Expected result
0	The User is logged into the system There is an Auction with the 'Running' status in the system	The User goes to any application screen
1	The User goes to the screen with the auction list	The application list screen described in 3.2.43.2.6 is opened
2	The User goes to the auction preview screen – the User clicks the ID, Name or magnifying glass icon in the line of the selected Auction	The Auction preview screen described in 3.2.5 is opened
3	The User clicks the Submit Bid button	The bid submission window described in 3.3.5 is opened
4	The User fills in the fields in the opened window: <ul style="list-style-type: none"> Number of bundled units 	The entered values are shown in the relevant fields

	<ul style="list-style-type: none"> • Price [PLN/bundled unit/month] • Description – optional 	
5	The User clicks the Save button	The window closes, the saved bid appears in the list of bids for a given auction

4.3.6 Edit Bid

The System User may edit the Bid only when the Auction is in the Running phase, as described in 3.2.5.2, by clicking the button for editing the Bid. In the window 'Edit Bid with ID {{{id}}}', as described in 3.3.6, the System User enters the volume and price of their Bid and then clicks the 'Save' button.

In the 'Description' field, the System User may add an additional description of the submitted Bid.

Step	Description	Expected result
0	The User is logged into the system There is an Auction with the 'Running' status in the system	The User goes to any application screen
1	The User goes to the screen with the auction list	The application list screen described in 3.2.43.2.6 is opened
2	The User goes to the auction preview screen – the User clicks the ID, Name or magnifying glass icon in the line of the selected Auction	The Auction preview screen described in 3.2.5 is opened
3	The User clicks the button with a paper and pencil icon in the line of the selected bid	The bid editing window described in 3.3.6 is opened
4	The User fills in the fields in the opened window: <ul style="list-style-type: none"> • Number of bundled units • Price [PLN/bundled unit/month] • Description – optional 	The entered values are shown in the relevant fields
5	The User clicks the Save button	The window closes, the parameters of the edited bid are updated on the list of bids for a given auction

4.3.7 Generate the 'History of Auction Bids' report

The System User can generate a report on the history of bids made by System Users representing a given Storage Customer by clicking the 'History of Auction Bids' button in the Auction preview screen described in 3.2.5, provided that the Auction is in one of the following phases:

- Running Auction (3.2.5.2),
- Closed Auction (3.2.5.3),
- Settled Auction(3.2.5.4),
- Cancelled Auction (3.2.5.5).

In the 'Report' window described in 3.3.7, the System User selects the type and format of the report, and then confirms the intention to download the report by clicking the 'Download' button.

Step	Description	Expected result
0	The User is logged into the system There is an Auction with the 'Running' status in the system	The User goes to any application screen

1	The User goes to the screen with the auction list	The application list screen described in 3.2.43.2.6 is opened
2	The User goes to the auction preview screen – the User clicks the ID, Name or magnifying glass icon in the line of the selected Auction	The Auction preview screen described in 3.2.5 is opened
3	The User clicks on the 'History of Auction Bids' button at the top of the screen	The window confirming that the report has been generated, described in 3.3.7, is opened
4	In the opened window the User selects the type and format of the report	The selected values are displayed in the appropriate fields
5	The User clicks the Download button	The window closes and the generated document is downloaded to the User's computer

4.4 Application Procedure

4.4.1 Display all Application Procedures

The System User can display all procedures available in the system by clicking the 'All Application Procedures' button in the menu section described in 3.1.2.

Step	Description	Expected result
0	The User is logged into the system	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.13.2.6 is opened

4.4.2 Display running Application Procedures

The System User can display all current Application Procedures available in the system by clicking the 'Running Application Procedures' button in the menu section described in 3.1.2.

Step	Description	Expected result
0	The User is logged into the system	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks on the Running Application Procedures link	The screen with the list of running procedures described in 3.2.6.2 is opened

4.4.1 Show the list of Application Procedures in which the Entity represented by the System User participated

The System User can display all procedures available in the system in which the Storage Customer he or she represents participated by clicking the 'My Applications' button in the menu section described in 3.1.2

Step	Description	Expected result
0	The User is logged into the system	The User goes to any application screen
1	The User expands the Application Procedures side menu and clicks on the 'My Application' link	The screen with the List of my applications described 3.2.6.3 is opened

4.4.2 Show the Application Procedure preview

The System User may display Application Procedures by phase: Published, Running, Closed, Settled and Cancelled.

Step	Description	Expected result
0	The User is logged into the system	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened

4.4.3 Submit Application under the Application Procedure

The System User who has appropriate rights may open the application submission form from the level of the procedure preview window.

Step	Description	Expected result
0	The User is logged into the system There is an Application Procedure with the 'Running' status in the system	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the User intends to submit an application – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the 'Submit' button at the top of the screen	The application window described in 3.3.8 is opened
4	The User fills in the fields in the opened window: <ul style="list-style-type: none"> • Purpose • Agreement subtype • Product • Service start date • Service duration 	The selected values are displayed in the appropriate fields After all the relevant parameters are selected, rows in which the User can define the order profile appear in the Application profile table. <i>Note: It is only possible to select from the values given in the drop-down list</i>
5	The User fills in the order profile in the subsequent rows of the Application profile table	The selected values are displayed in the appropriate fields <i>Note: The declared values to be ordered by the User should be entered and they should not exceed the values applicable under the Application Procedure</i>
6	The User declares the form of financial security instrument	The selected values are displayed in the appropriate fields
7	The User clicks the Save button	The window closes, the saved application appears in the list of

		applications for a given Application Procedure
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4.4.4 Display Application preview

The System User who has appropriate rights may open the Application preview window from the level of the Application Procedure preview window.

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened

4.4.5 Edit Application

The System User who has appropriate rights can open the Edit Application window from the level of the Application preview window.

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The Administrator gave the 'To be corrected' status to the application	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened
4	The User clicks the Edit button	The 'Edit Application' window described in 3.3.103.3.11 is opened
5	The User may modify the order profile in the Application profile section, or change the selected form of financial security instrument	The entered values are shown in the relevant fields
6	The User clicks the Save button	The window closes, the application parameters are updated in the application preview and in the list of applications for a given Application Procedure

4.4.6 Submit saved Application

The System User who has appropriate rights can submit a saved Application from the level of the Application preview window.

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The Administrator gave the 'To be corrected' status to the application	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened
4	The User clicks the Submit button	A window with the confirmation of application submission is opened
5	The User clicks Yes	The window closes, the application parameters are updated in the application preview and in the list of applications for a given Application Procedure

4.4.7 Withdraw Application

The System User who has appropriate rights can withdraw a saved Application from the level of the Application preview window through a formal withdrawal/rejection.

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The Application has the 'Saved' status	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened
4	The user clicks the Reject button	A window with the confirmation of application withdrawal is opened
5	The User clicks Yes	The window closes, the application parameters are updated in the application preview and in the list of applications for a given Application Procedure

		The application has been withdrawn and does not count towards the pool of active applications.
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4.4.8 Display Application allocation

The System User can display the allocation for a given Application from the level of the Application preview window.

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The Application has the 'Initial allocation' status	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened The initial allocation is displayed for each segment of the procedure profile in the grey line

4.4.9 Response to initial allocation

The System User who has appropriate rights can respond to the obtained initial allocation from the level of the Application preview window.

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The Application has the 'Initial allocation' status	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened
4	The User clicks the 'Response to allocation' button	The 'Response to allocation' window is opened
5	The User can choose one of the following three Decision options When the Decision option 'Reject the allocation' is selected, the 'Description' field is displayed and should	The entered values are shown in the relevant fields

	be filled in by the User (indication whether the allocation is rejected in full or in part)	
6	The User clicks the Save button	The window closes, the decision parameters are saved in the application preview The User's decision is not yet visible to the Administrator

4.4.10 Edit the response to the initial allocation

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The Application has the 'Initial allocation' status	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which s/he submitted the application and saved the Response to allocation – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened
4	The User clicks the Edit button	The 'Edit Response to allocation' window is opened
5	The User can modify all the fields of the 'Response to allocation'	The entered values are shown in the relevant fields
6	The User clicks the Save button	The window closes, the decision parameters are updated in the application preview The User's decision is not yet visible to the Administrator

4.4.11 Send the response to the initial allocation

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The Application has the 'Initial allocation' status	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which s/he submitted the application and saved the Response to allocation – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened

3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened
4	The User clicks the Send button	A window is opened for the User to confirm sending the decision
5	The User clicks Yes	The decision is sent.

4.4.12 Generate the form of the Application for a SSA

The System User who has appropriate rights can generate the form of the Application for a SSA from the Application preview window.

Step	Description	Expected result
0	The User is logged into the system The User submitted an application under the selected Application Procedure The Application has the 'Saved' status	The User goes to any application screen
1	The User expands the Application Procedure side menu and clicks the All Application Procedures link	The screen with the list of all procedures described in 3.2.6.1 is opened
2	The User goes to the preview screen for the relevant procedure in which the application has been submitted – the User clicks the ID, Name or magnifying glass icon in the line of the selected Application Procedure	The Application Procedure preview screen described in 3.2.7 is opened
3	The User clicks the magnifying glass icon in the line of the selected application	The application preview window described in 3.3.9 is opened
4	The User clicks the 'Generate application form' button	The generated document is downloaded to the User's computer