Electronic Sales Platform

User's Manual

Version 1.3

2020

St. Petersburg

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PREFACE

About This Manual

The main purpose of this manual is to provide for Trader a description of the user interface of the Gazprom Export LLC Electronic Sales Platform (ESP).

Screen Pictures

In this documentation, unless otherwise stated, screen pictures are based on those used in a Microsoft Windows environment and are for illustrative purposes only.

Definitions and Interpretation

The capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the General Terms and Conditions and Gas Sales Agreement / Gas Sales Framework Agreement of the Gazprom export LLC Natural Gas Sales.

1 INTRODUCTION

The main purpose of this manual is to provide for Trader a description of the user interface of the Gazprom Export LLC Electronic Sales Platform (ESP). Trader interface allows to view information about Sales Sessions (Sessions), perform bidding and order modifications and view Sessions results.

1.1 Workstation Requirements and Settings

Workstation Requirements

Before starting to work with the ESP interface, make sure that you use following applications and settings:

- Google Chrome, Opera, Firefox, Microsoft Internet Explorer 10.0 or higher;
- Java script enabled in browser settings;
- At least 512 MB RAM and at least 1 GB free space on a hard drive;
- At least 1280 x 1024 screen resolution;
- MS Office suite applications, version 2007 or later (for doc, docx, xls, xlsx files);
- Adobe Acrobat Reader, version 10 or later (for pdf files).

Using only TLS 1.1 and TLS 1.2.

In case you have to only use the TLS 1.1 and TLS 1.2, make the following setting:

- Left-click the gear icon;
- Select «Internet options» from the dropdown menu;
- Click the «Advanced» tab, scroll down and deselect «SSL 2.0» «SSL 3.0» and «TLS 1.0»;
- Select «TLS 1.1» and «TLS 1.2»;
- Click the OK button to accept your changes (it should take effect immediately, but you may need to refresh your browser).

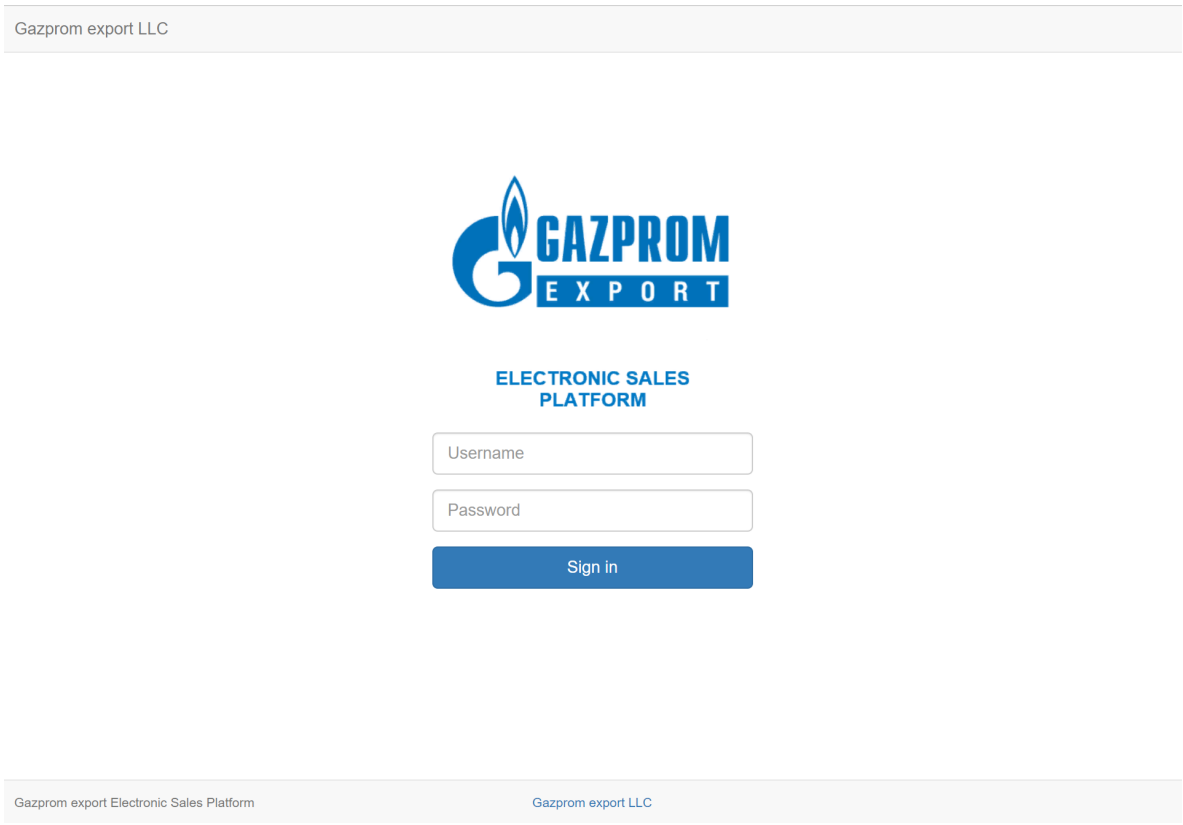
Disable Compatibility View

In the case you are using the Microsoft Internet Explorer 11 version:

- Press the ‘Alt’ key on your keyboard, this will make a menu bar appear;
- Click on the Tools menu tab;
- Select the Compatibility View settings option;
- Uncheck the «Display intranet sites in Compatibility View» box.

1.2 Starting application

Trader workstation doesn't require any special installation. The workplace is accessible via a standard link in a web-browser address bar: **https://etp.gazpromexport.com/**



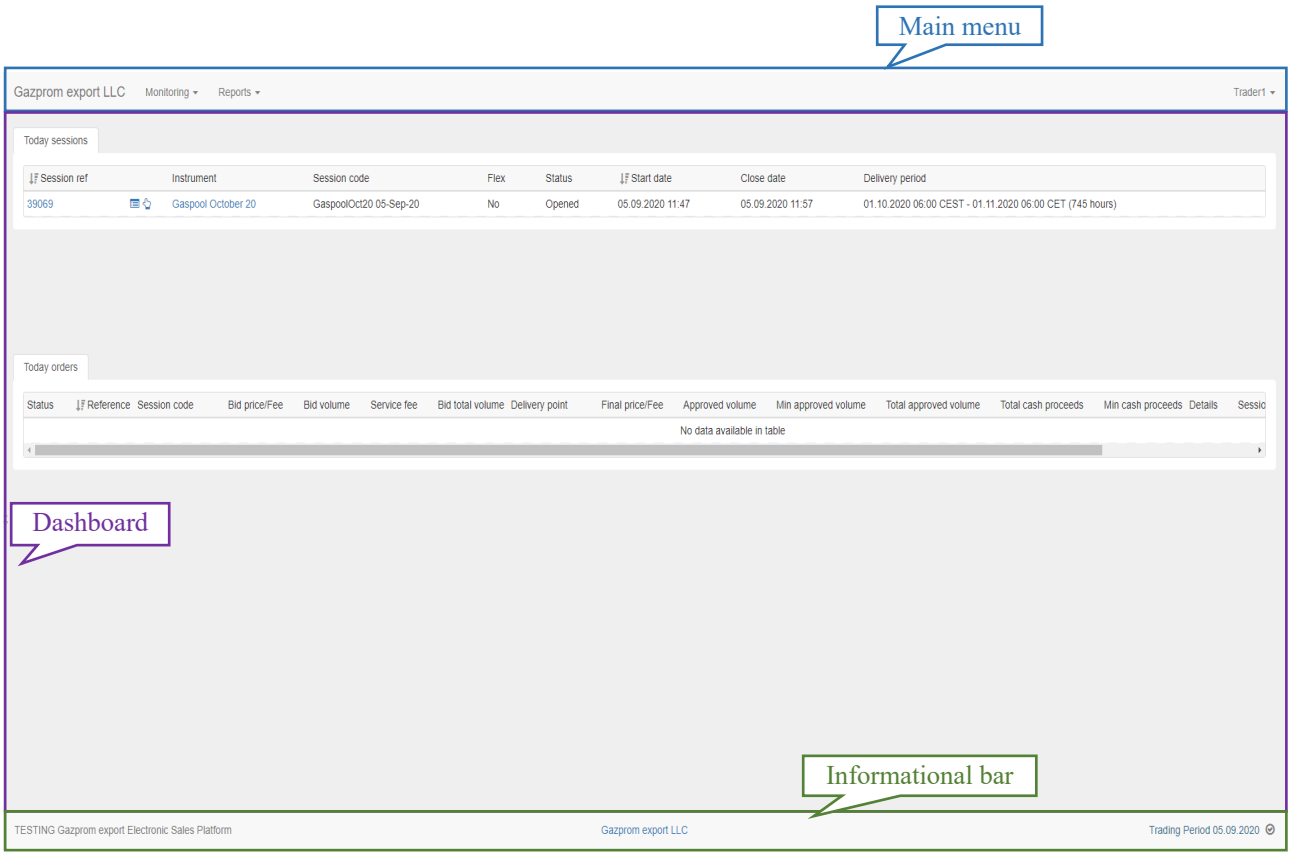
For each Trader a username and temporary password will be provided. The temporary password has to be changed by Trader in the course of his first session on the platform.

After the successful password change Trader gets access to the ESP Workplace.

2 SUMMARY OF WORKPLACE INTERFACE

2.1 Working Page

The typical application screen of Workplace consists of the following main elements:



2.2 Main Menu

The main menu contains the following submenus:

- **Logo** – closes currently opened page and returns to the Dashboard;
- **Monitoring** – displays Sessions and Orders;
- **Reports** – displays reports available for Trader;
- **User tools** – shown as the user name's icon with a drop-down menu. Allows user to login on/off, change the password and set the dashboard layout.

2.3 Informational Bar

The following information is indicated at the bottom of the page:

- ESP name;
- Company name (**hyperlink to GPE's website**);
- Current business date;
- The signs of active/inactive connection

2.4 Dashboard

By default there are two tables with summary of only current business day operations:

- Today sessions;
- Today orders.

The **Today sessions** table contains the following columns:

- **Session ref** – unique reference of the Session;
- **Instrument** – name of the Session Instrument;
- **Session code** – code of the Session;
- **Flex** – indication whether volume flexibility is offered in the Session;
- **Status** – current status of the Session;
- **Start date** – date and time, when the Session starts;
- **Close date** – date and time, when the Session closes and order submission ends;
- **Delivery period** – period of delivery of the Instrument displayed as dates and in hours

For more detail information regarding sessions, please, see Article **3.1**

The **Today orders** table contains the following columns:

- **Status** – current status of the order;
- **Reference** – unique reference of the Session's order;
- **Session code** – code of the Session, the order belongs to;
- **Bid price/Fee** – Price/Fee Trader is willing to pay for Bid volume;
- **Bid volume** – value of the quantities, requested in the order;
- **Service fee** – transportation fee for a relevant delivery point;
- **Bid total volume** – quantities for the whole period of delivery;
- **Delivery point** – delivery point name;
- **Final price/Fee** – sum of Bid Price/Fee and Service fee
- **Approved volume** - quantities that have been approved of the Session Instruments, calculated after the Session is closed in MWh/h;
- **Min approved volume** – the minimum quantities that have been approved of the Session Instruments, calculated after the Session is closed in MWh;
- **Total approved volume** – value of the total approved quantities of the Session Instruments, calculated after the Session is closed in MWh;
- **Total cash proceeds** – value of the total cash proceeds, calculated after the Session is closed;
- **Min cash proceeds** – value of minimum cash proceeds, calculated after the Session is closed, excluding formula based pricing sessions;
- **Details** – additional detail info, referred to the Session order;

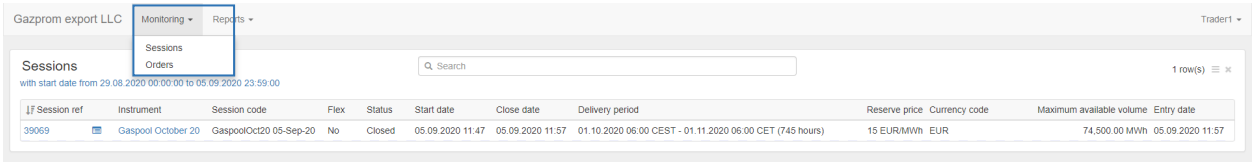
- **Session ref** – unique reference of the Session, the order belongs to;
- **Sender name** – Trader, who sent the order;
- **Entry time** – date and time, when the order entered the ESP.

For more detail information regarding orders, please, see Article **3.2**

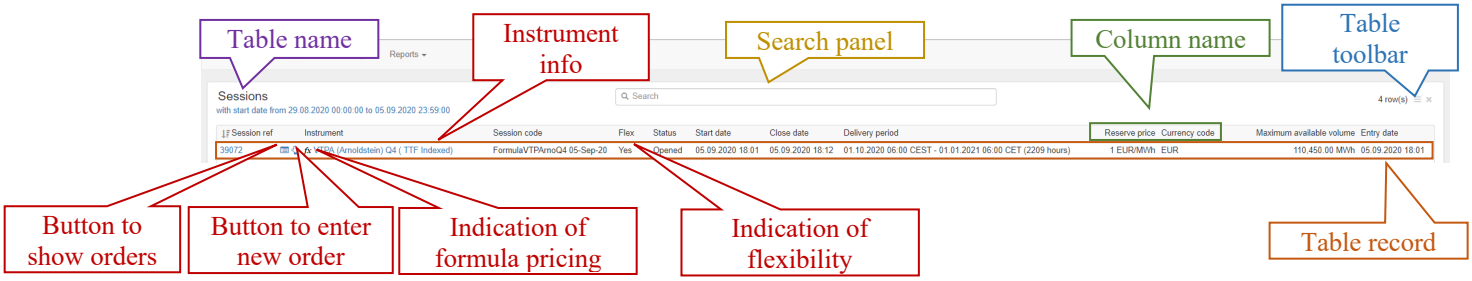
3 SESSION MONITORING AND BIDDING OPERATIONS

3.1 Sessions Table

Call the **Monitoring – Sessions** item of the main menu to open **Sessions**:



The **Sessions** table will be opened:

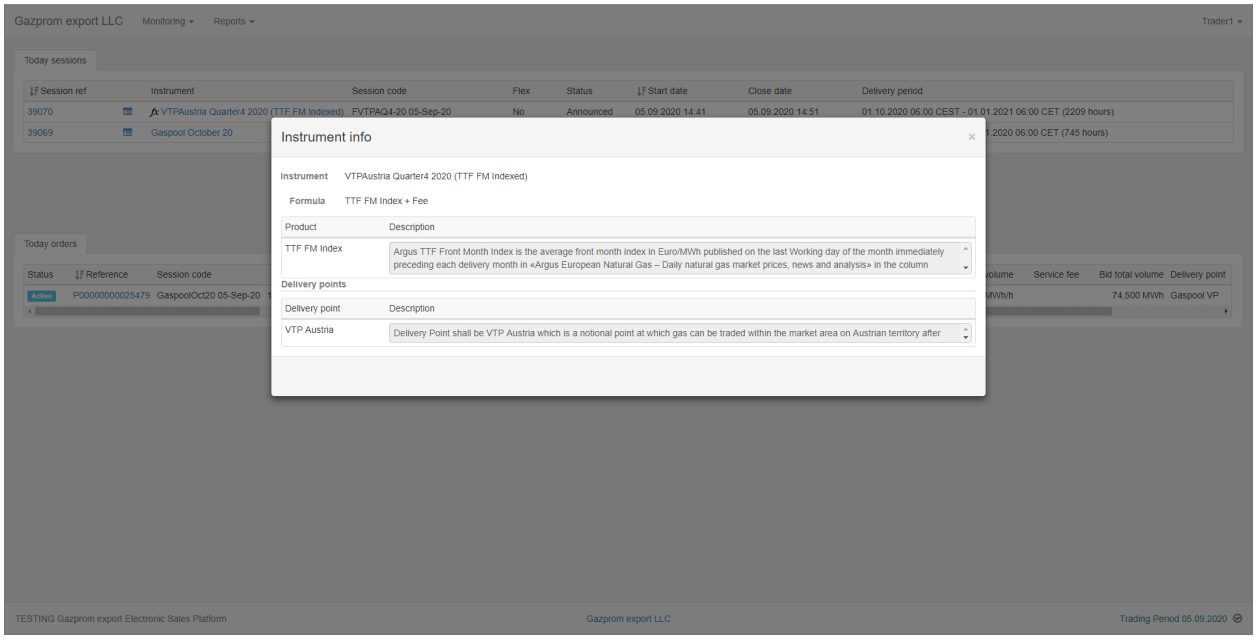


The **Sessions** table contains the following columns:

– **Session ref** – unique reference of the Session;

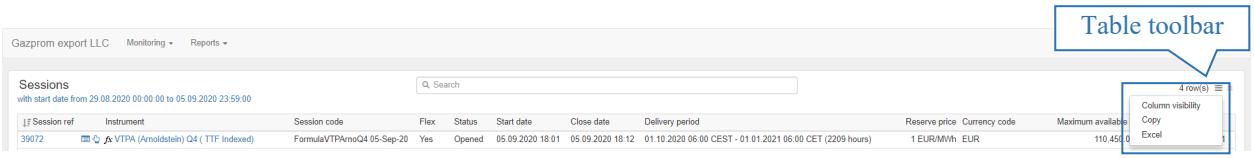
– **Instrument** – name of the Session Instrument:

  ▪ Instrument info – information about the instrument and/or formula, product and delivery point can be accessed by clicking on the element (*provided as a hyperlink*);

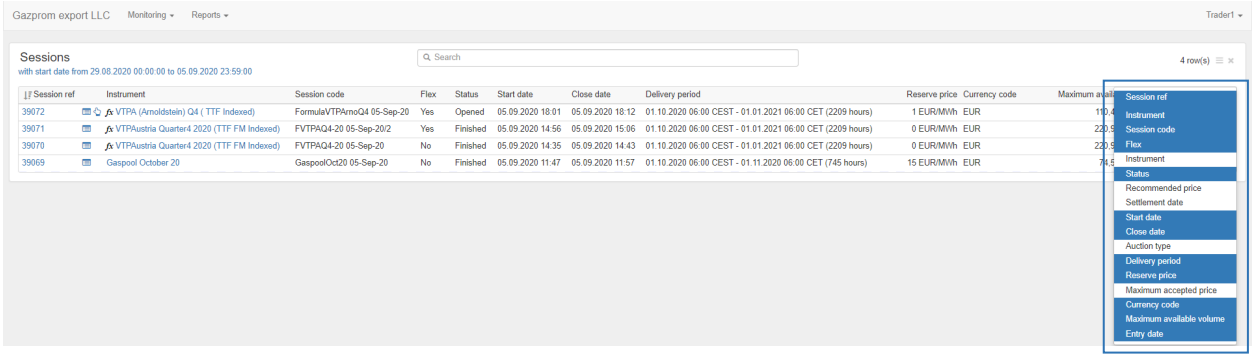


– **Session code** – code of the Session;

- **Flex** – indication whether volume flexibility is offered in the session or not;
- **Status** – current status of the Session:
  - Announced – status of the Session to acquire general information before opening;
  - Opened – status of the Session when bidding is available;
  - Closed – status of the ended Session, bidding is no longer available;
  - Finished – status of the Session upon completion of quantity allocation;
  - Rejected – status of the cancelled Session;
  - Suspended – status of the paused Session, bidding is temporary unavailable;
- **Start date** – date and time, when the Session starts;
- **Close date** – date and time, when the Session closes and order submission ends;
- **Delivery period** – period of delivery of the Instrument displayed as dates and in hours;
- **Reserve price** – floor price for the Session Instrument;
- **Currency code** – the currency used in the Session;
- **Maximum available volume** – value of maximum available quantities for the Session Instruments (if applicable);
- **Entry date** – date and time, when the Session status is changed.



With table toolbar you can display or hide any table column, depending on what information is required to show. Call the table context menu and press the **Column visibility** button. A list of the table column's names will drop down. Click the column names in the list, which you don't want to display (their background color will change from blue to white) and vice versa:



Recommended price, Settlement day, **Maximum accepted price and Auction type** are currently not used.

Also via table toolbar you can copy content of any table into a clipboard with the following insert it into any textual editor or other application. Call the table context menu and press the **Copy** button from there.

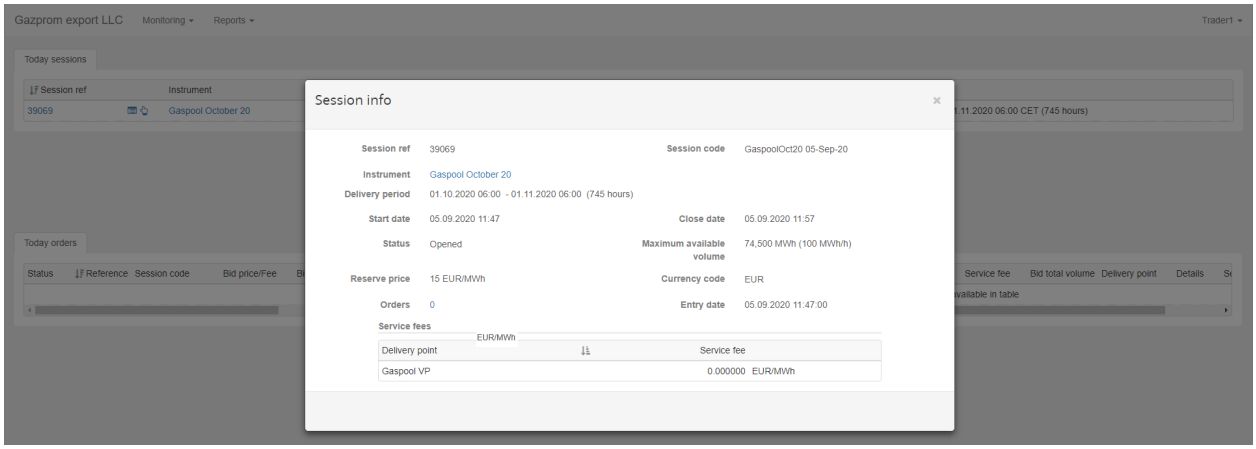
To convert the content of any table to the MS Excel file, call the table context menu and press the **Excel** button.

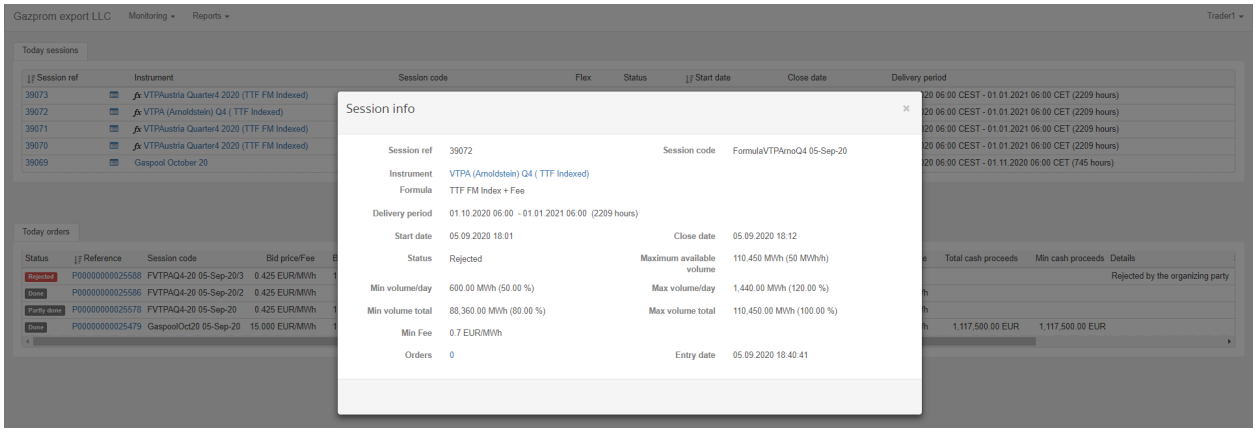
The data in all tables is updated automatically. Header line of all tables contains a set of descriptive names of the table's columns. You can sort the table's data in both ascending and descending order. Use the down-arrow icon, which becomes visible when the mouse pointer is over a column name: 

. You can also sort the table by the column's data by simply clicking on a column header. When the table is sorted by the column's data, it is indicated by an up-arrow ( ) or down-arrow ( ) in the column header. In order to sort the table by two or more columns press shift and click corresponding column headers.

Viewing the Session details

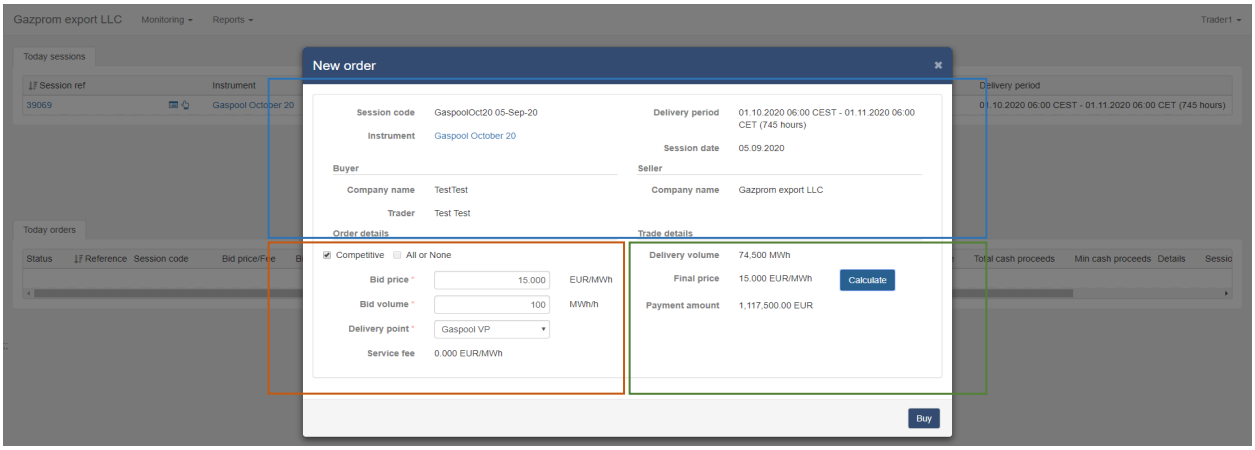
Click the **Session ref** hyperlink in the list to view details of the selected session in a separate **Session info** window (examples are shown below):

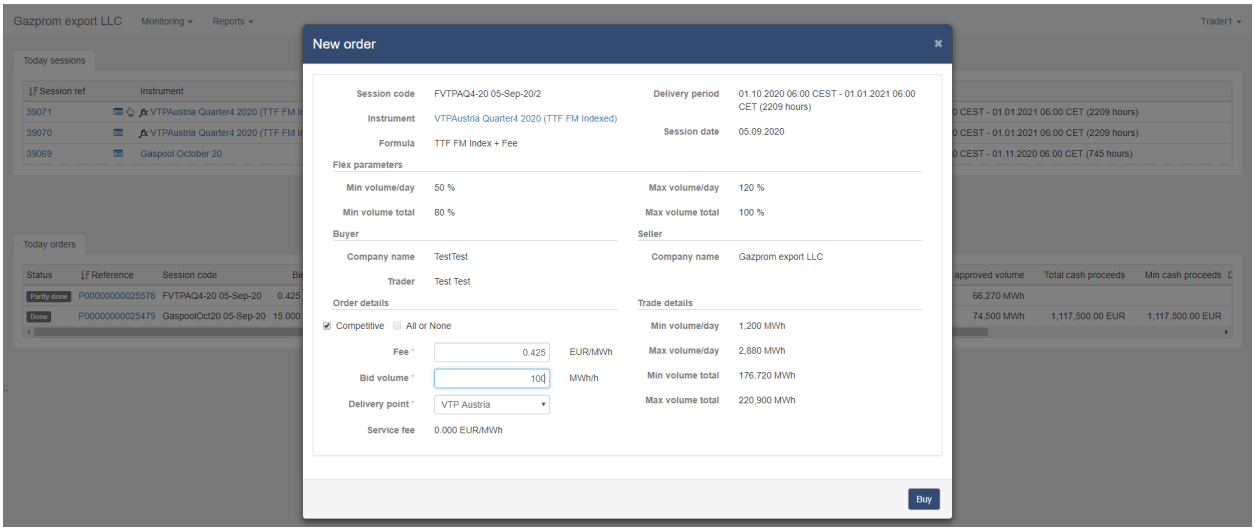




3.2 New Session Order Submission

Call the **Monitoring – Sessions** item of the main menu to open the **Sessions** table (or move to the **Today sessions** table of the Dashboard), choose the necessary opened Session and click the icon (Button to enter new order) in its row. The following **New order** entry form will be opened (examples are shown below):





The **New order** form contains the fields, where part of them are informational and taken from the Session profile or calculated and the other ones are filled-in by Trader.

The informational fields are:

- **Session code** – code of the Session;
- **Instrument** – code of the Session Instrument;
- **Delivery period** – period of delivery of the Instrument as dates and in hours;
- **Session date** – date of the Session starting;
- **Formula** – price formula used in the Session;

Flex parameters (flex parameters of the session in percentages):

- **Min/max volume/day**
- **Min/max volume total**

Buyer area:

- **Company name** – name of the buyer;
- **Trader** – name of the user who is the trader of the buyer;

Seller area:

- **Company name** – name of the seller (Gazprom export LLC);

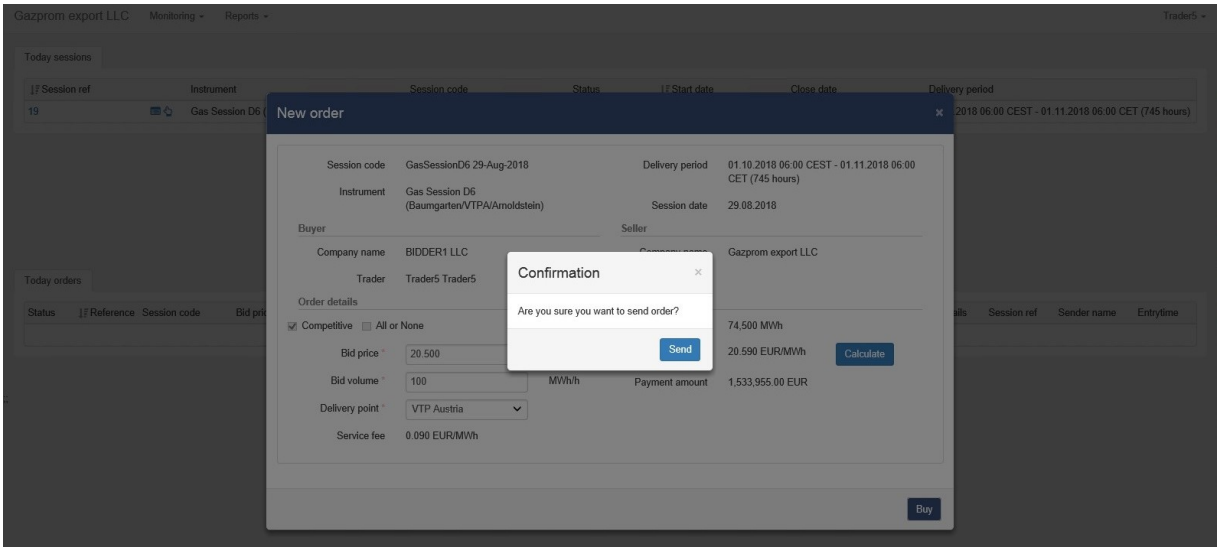
The editable fields are located in the *Order details area*:

- **Competitive** – a checkbox, that defines, whether the order is competitive (not editable);
- **All or None** – a checkbox, that defines, whether the scheme 'All or None' will be applied to the order (if applicable);
- **Bid price** – price Trader is willing to pay for Bid volume (automatically Reserve Price is shown in this field and isn't subject to any modification in case of fixed price Sales Session);
- **Fee** – in case a formula pricing method is used – a fee has to be entered by a Trader that he is willing to place for Bid volume, the Fee is a part of the formula specified in the Session;
- **Bid volume** – value of the quantities, requested in the order;
- **Delivery point** – delivery point name;
- **Service fee** – transportation fee for a relevant delivery point (not editable);

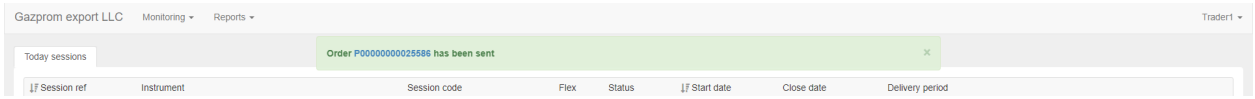
The calculable fields are located in the *Trade details area* (the values in these fields will appear as Trader filled-in fields in the *Order details area*):

- **Delivery volume** – total quantities to be delivered during whole delivery period;
- **Final price** – calculated bid price (including Service fee);
- **Payment amount** – value of the payment amount, calculated based on the Final price and Delivery volume;
- **Min/max volume/day** – daily quantities displayed in accordance with the Flex parameters;
- **Min/max volume total –** total quantities displayed in accordance with the Flex parameters.

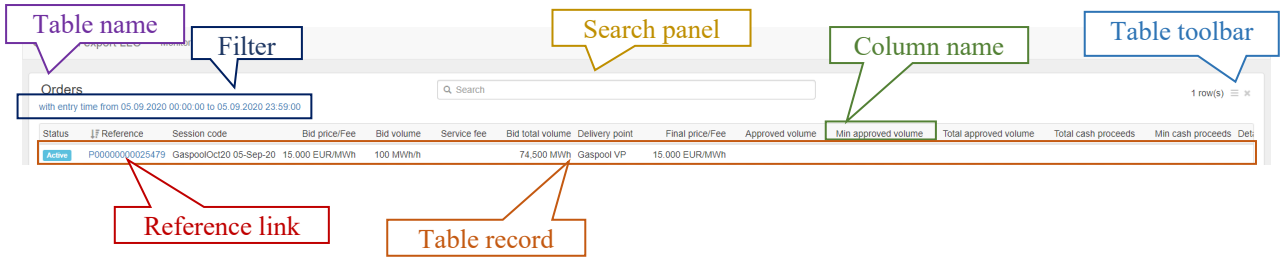
Fill in all the mandatory fields in the *Order details area* and press the **Buy** button at the bottom of the form (marked with an *). Confirm the order sending by pressing the **Send** button in the next pop up dialog box:



The message with the Session order will be generated and sent to the central node of the system for processing:



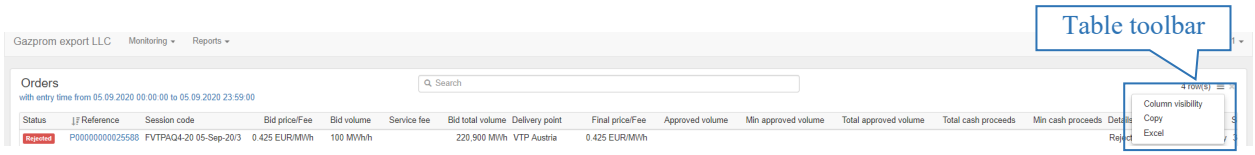
You can monitor the status of the order in the **Today orders** table of the **Dashboard** or you can see all your orders by calling the **Monitoring – Orders** item of the main menu to open the **Orders** table:



The **Orders** table contains the following columns:

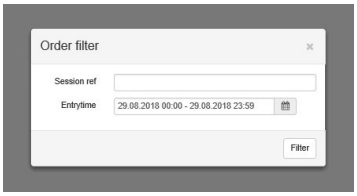
– **Status** – current status of the order:
  - Active – status of accepted order by central node of the system for processing Active;
  - Done – status of successful order, fully approved Done;
  - Partly done - status of successful order, partially approved Partly done;
  - Rejected – status of declined order Rejected;
– **Reference** – unique reference of the Session's order;
– **Session code** – code of the Session, the order belongs to;

- **Bid price/Fee** – price/fee Trader is willing to pay for Bid volume;
- **Bid volume** – value of the quantities, requested in the order;
- **Service fee** – transportation fee for a relevant delivery point;
- **Bid total volume** – quantities for the whole period of delivery;
- **Delivery point** – delivery point name;
- **Final price/Fee** – sum of Bid price/Fee and Service Fee
- **Approved volume** - quantities that have been approved of the Session Instruments, calculated after the Session is closed in MWh/h;
- **Min approved volume** – the minimum quantities that have been approved of the Session Instruments, calculated after the Session is closed in MWh;
- **Total approved volume** – value of the total approved quantities of the Session Instruments, calculated after the Session is closed in MWh;
- **Total cash proceeds** – value of the total cash proceeds, calculated after the Session is closed;
- **Min cash proceeds** – value of the minimum cash proceeds, calculated after the Session is closed, excluding formula based pricing sessions;
- **Details** – additional detail info, referred to the Session order;
- **Session ref** – unique reference of the Session, the order belongs to;
- **Sender name** – Trader, who sent the order;
- **Entry time** – date and time, when the order entered the ESP.



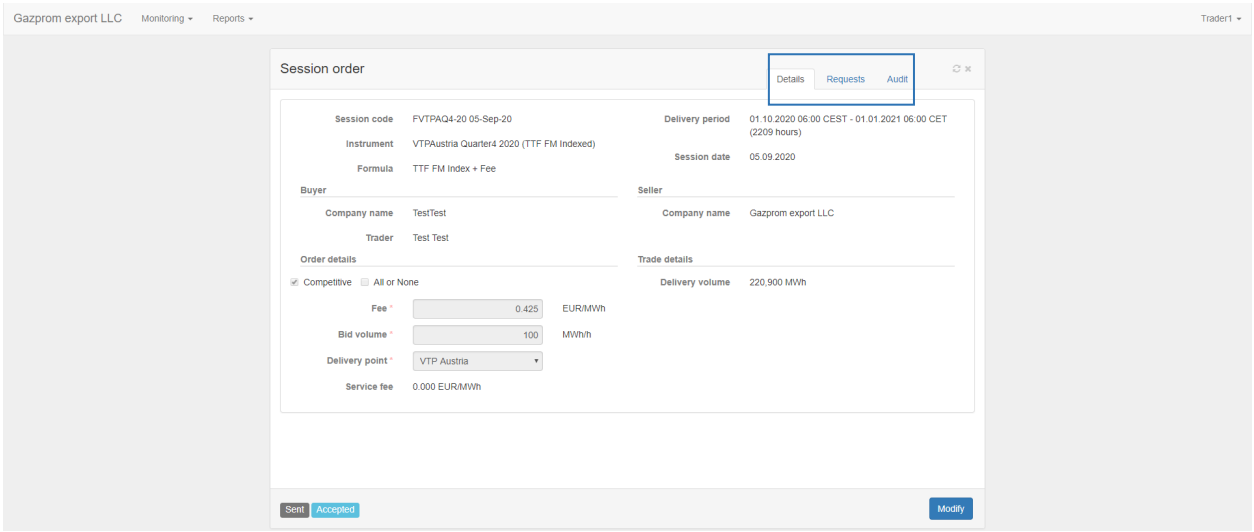
As in the **Sessions** table by table toolbar you can display or hide any table column, copy a content of any table into a clipboard and convert the content of any table to the MS Excel file *(Lots column is currently not used*).

Also you can apply filtering to the data. To set the filter, click the bar. The table will be blocked and dialog box will pop-up. Fill **Session ref** field optionally or simply choose **Entry time**, then press the **Filter** button:



3.2.1 Order details

Select the orders in the table and click the **Reference** hyperlink to get access to the order details and related actions. The order details form will be opened in a separate window with 3 tabs:

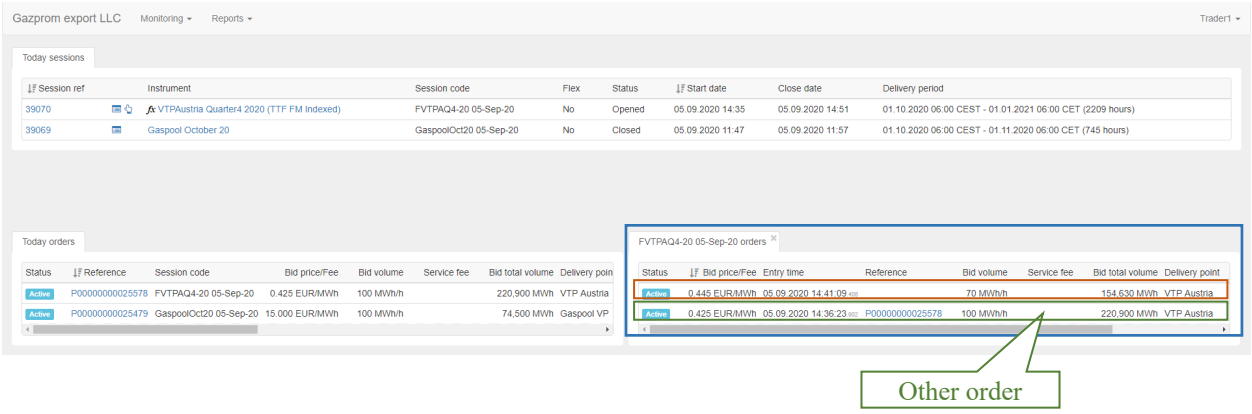


- The **Details** tab displays set of fields with the order attributes, which are the same, as these ones on the correspondent order entry forms.
- The **Requests** tab displays list and attributes of query messages, which are related to the order (if there were no one, the list will be empty).
- The **Audit** tab displays list and attributes of processing steps that the order has passed in ESP.

3.2.2 Competitive orders transparency

Based on the Session type it might be allowed to monitor other competitive orders not disclosing Sender names.

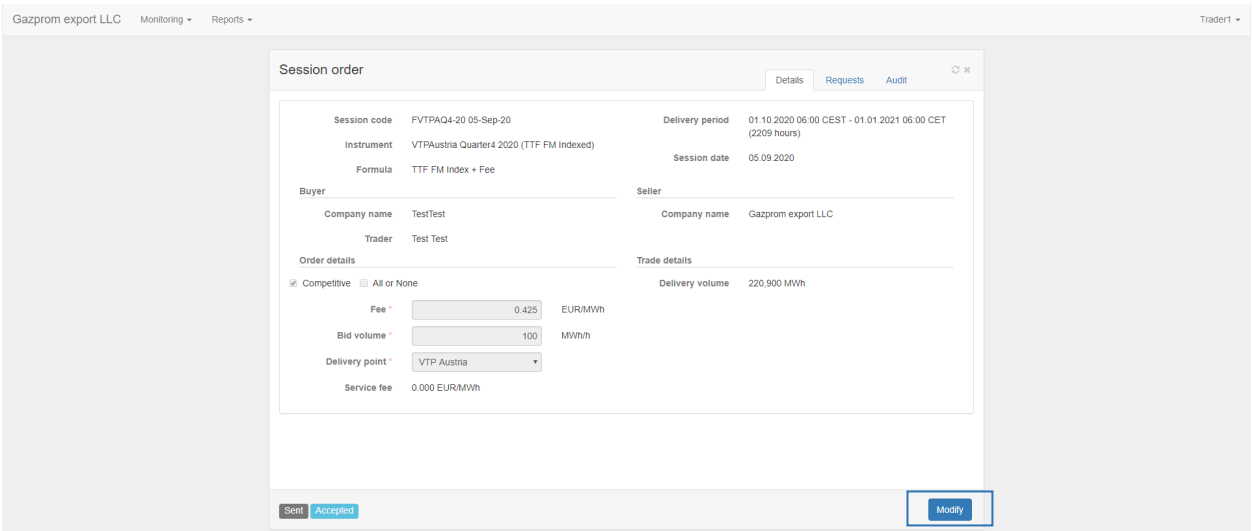
Move to the **Today sessions** table of the Dashboard, choose the necessary opened Session and click the icon (Button to open table with all orders related to chosen Session) in its row. The following **Orders table** will be opened:



3.2.3 Amending Order

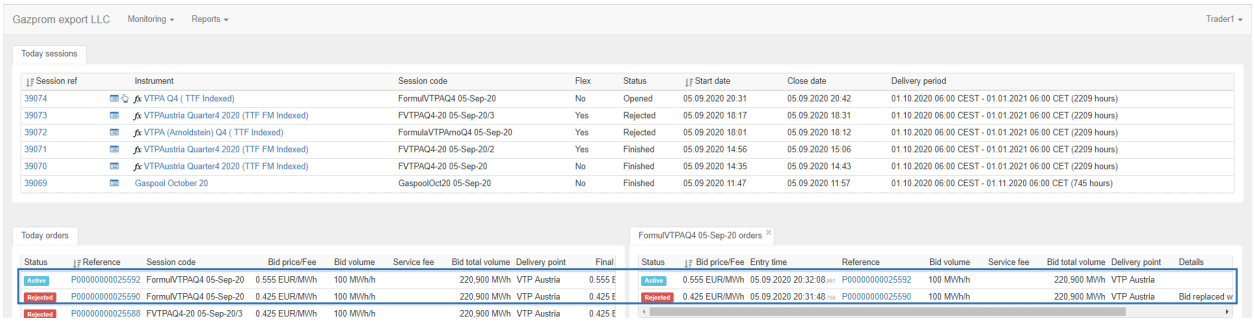
The Order already submitted to the ESP **shall not be subject to cancelation** and could only be **adjusted by an increase** of previously submitted Bid price and/or Bid volume and/or by modification of Delivery point (if applicable).

Call the **Monitoring – Orders** item of the main menu to open the **Orders** table (or move to the **Today orders** table of the Dashboard), choose the necessary active Order and click the **Reference hyperlink** to get access to the order details and related actions. The order details form will be opened in a separate window. Press the **Modify** button from a toolbar at the bottom of the form. The form of **New order** will pop up:



The form is the same as the common order entry form, where the order detail fields are only editable. Correct the value(s) in the target field(s) and press the **Buy** button inside the form. Confirm the order sending by pressing the **Send** button in the next pop up dialog box.

The message with the modified Session order will be generated and sent to the central node of the system for processing (the initial order will be rejected and the amended one will be added as a new one with updated Entry time). Traders of the same company can monitor and modify each other's orders.

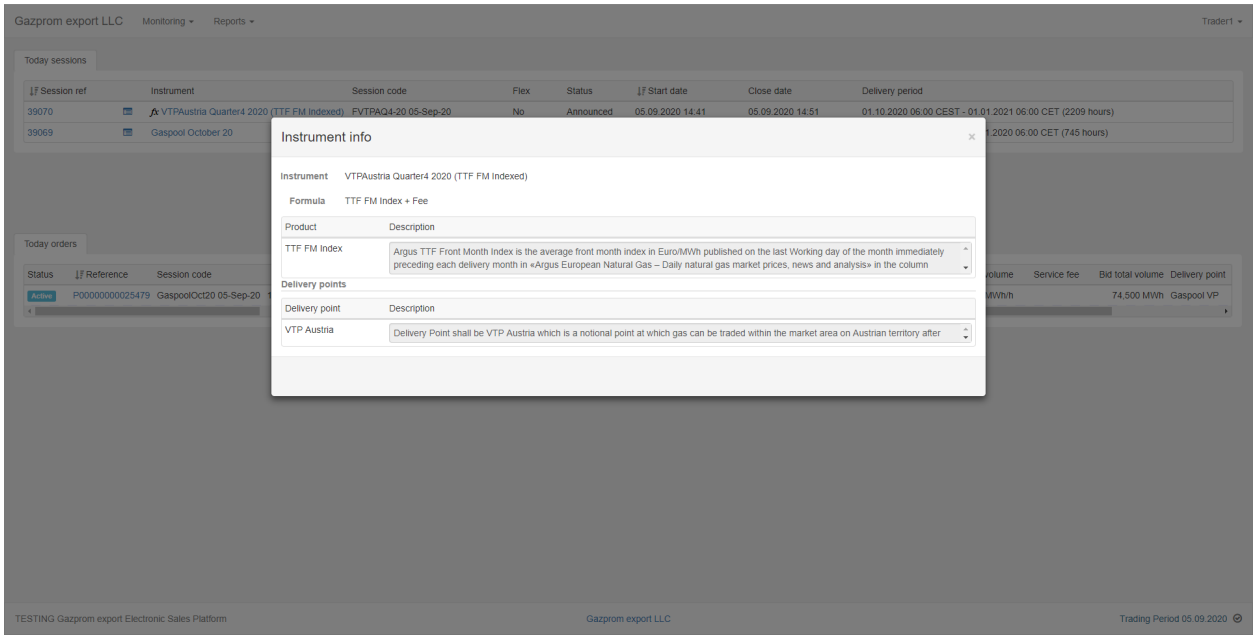


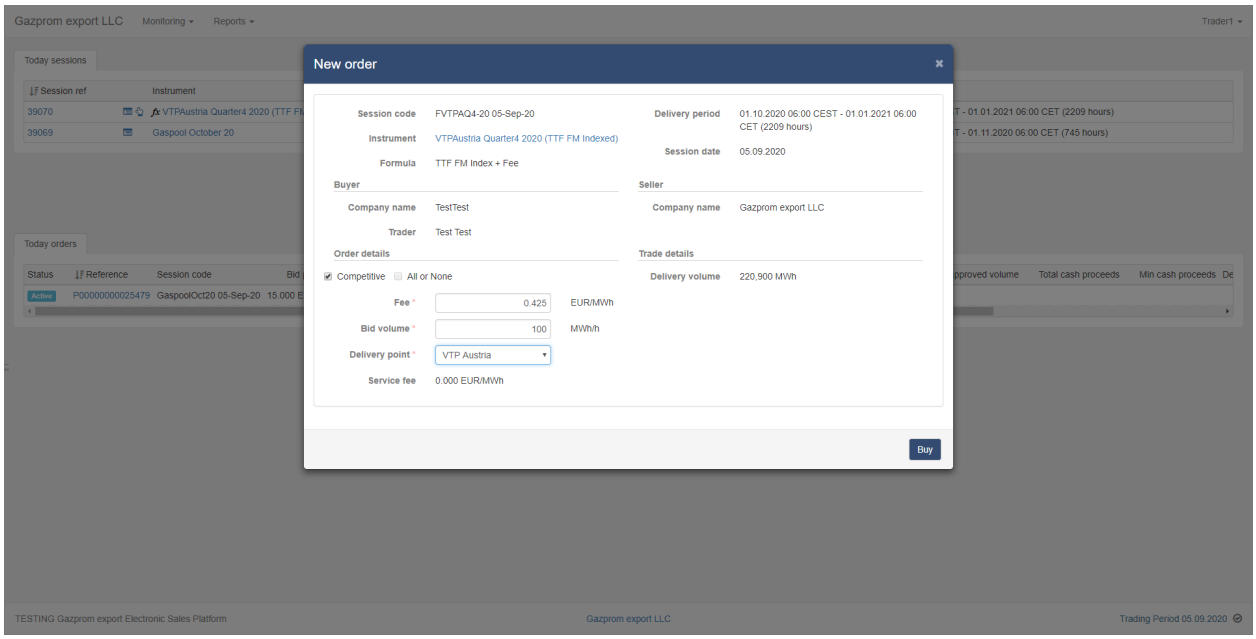
3.2.4 **Fix Price Session**

Session with the fix Reserve price is indicated with FixPrice in the beginning of the Session code (e.g. FixPriceGaspoolDA). It is forbidden to change Reserve price within this type of the Session. It is guaranteed that all participants who submitted Order will be granted with Bid volume based on the **first come, first served principle** within maximum available quantities without necessity to wait till the end of Sales Session. The Orders status will be changed from Active to Done not later than 5 minutes after the Session is closed or upon receipt bids for maximum available quantities.

3.2.5 **Formula based pricing Session**

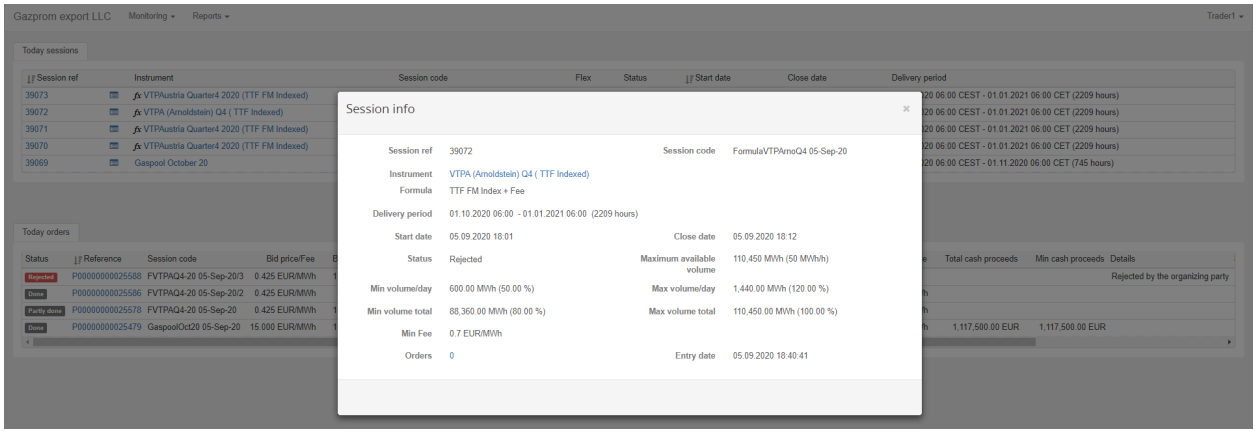
Session with Formula based pricing is indicated with a fx sign, detailed information can be found by clicking on the instrument name in the Instrument column that will call the Instrument Info window. In the New Order window the Trader has to enter the Fee that is a part of the formula specified in the Session. The delivery volume will be automatically calculated when the bid volume is placed.

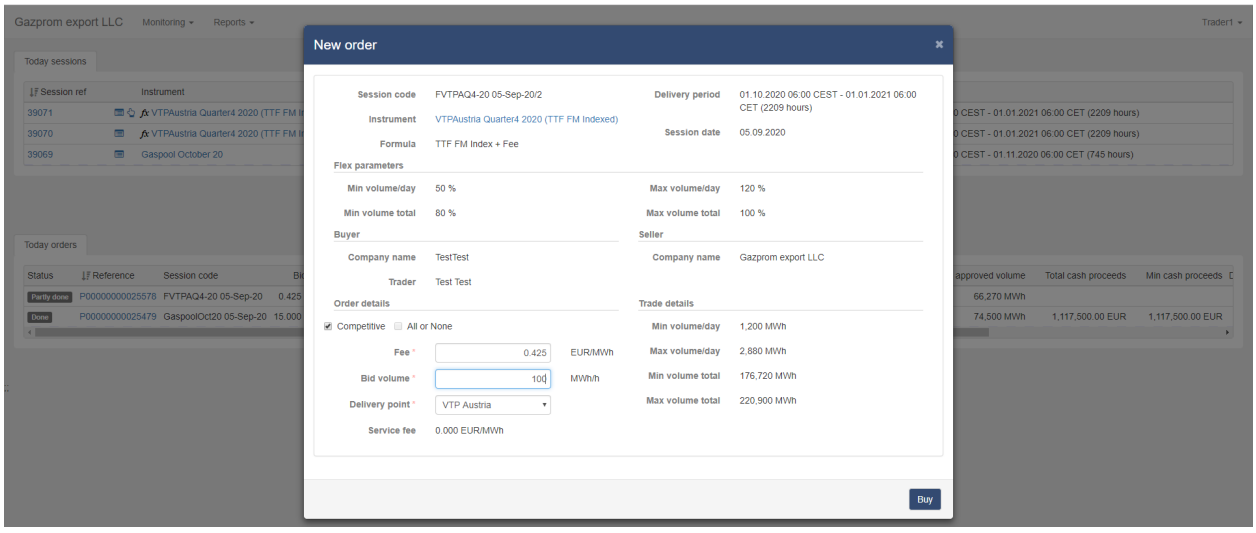




3.2.6 **Session with volume flexibility**

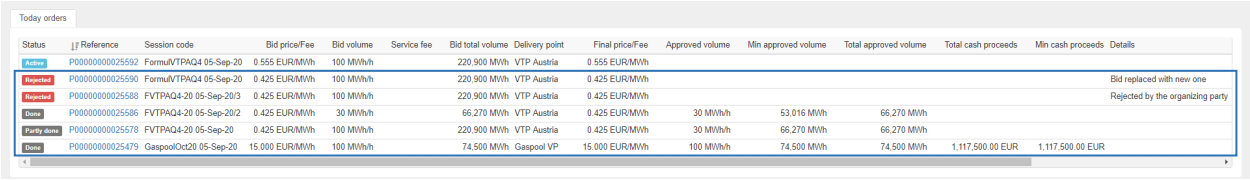
Session with volume flexibility has an indication of the Flex parameters in the Session Info window that can be opened by clicking the instrument name in the Instrument column, these are min/max volume per day and min/max volume total for the whole delivery period. In the New order window when the bid is entered by the Trader volumes are automatically calculated in MWh according with flexibility parameters of the Session.





4 SESSION RESULTS

Traders who submitted Orders will be notified of Session results not later than 10 minutes after the Session is closed. The Session status will be finished and the order status will be changed from Active to Done, Partially done or Rejected based on allocation principle.



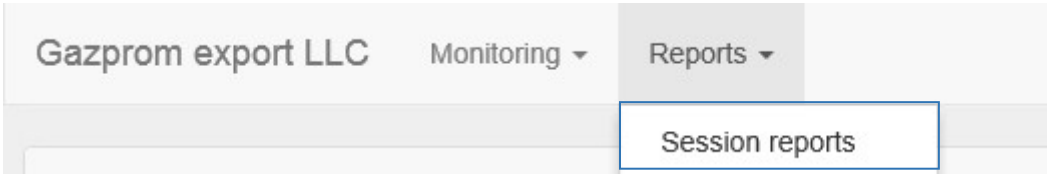
Today orders

Status	Reference	Session code	Bid price/Fee	Bid volume	Service fee	Bid total volume	Delivery point	Final price/Fee	Approved volume	Min approved volume	Total approved volume	Total cash proceeds	Min cash proceeds	Details
Active	P00000000025592	FormulVTPAQ4 05-Sep-20	0.555 EUR/MWh	100 MWh/h		220.900 MWh	VTP Austria	0.555 EUR/MWh						
Rejected	P00000000025590	FormulVTPAQ4 05-Sep-20	0.425 EUR/MWh	100 MWh/h		220.900 MWh	VTP Austria	0.425 EUR/MWh						Bid replaced with new one
Rejected	P00000000025588	FVTPAQ4-20 05-Sep-20/3	0.425 EUR/MWh	100 MWh/h		220.900 MWh	VTP Austria	0.425 EUR/MWh						Rejected by the organizing party
Done	P00000000025586	FVTPAQ4-20 05-Sep-20/2	0.425 EUR/MWh	30 MWh/h		66.270 MWh	VTP Austria	0.425 EUR/MWh	30 MWh/h	53.016 MWh	66.270 MWh			
Partly done	P00000000025578	FVTPAQ4-20 05-Sep-20	0.425 EUR/MWh	100 MWh/h		220.900 MWh	VTP Austria	0.425 EUR/MWh	30 MWh/h	66.270 MWh	66.270 MWh			
Done	P00000000025479	GaspoolOct20 05-Sep-20	15.000 EUR/MWh	100 MWh/h		74.500 MWh	Gaspool VP	15.000 EUR/MWh	100 MWh/h	74.500 MWh	74.500 MWh	1,117,500.00 EUR	1,117,500.00 EUR	

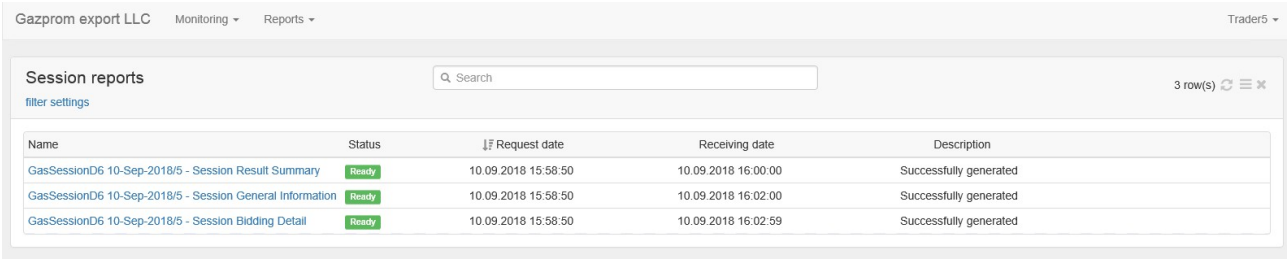
To verify whether the order is fully or partially approved refer to the status column or/and compare **Approved volume** and **Bid total volume** columns.

5 SESSION REPORTING

Call the **Reports – Session reports** item of the main menu to open the **Session reports** form with a list and attributes of the reports, have been generated in the Session module, based on the session registry and results:



The **Session reports** table will be opened in a separate window of the Workplace, click the icon in order to refresh list of recently generated reports:



The table contains the following columns:

- **Name** – reference name of the report (hyperlink);
- **Status** – current status of the report;
- **Request date** – date and time, when the report creation started;
- **Receiving date** – date and time, when the report creation was delivered;
- **Description** – brief textual information, referred to the result of the report processing.

There are following reports available in the system:

- Session Result Summary – contains general results of Session;
- Session General Information – contains general information about Session;
- Session Bidding Detail – contains detailed information about own orders.

Report Details Viewing

Select the report in the table and click the **Name** hyperlink. The report output form will be displayed in a separate page of the browser:

Examples of Session General Information report:

Session General Information

Session Code: GaspoolOct20 05-Sep-20

Creation Date: 05/09/2020 14:45:04 CEST

Session Code	GaspoolOct20 05-Sep-20
Instrument	Gaspool October 20
Reserve Price	15.000 EUR/MWh
Announcement Date/Time	05/09/2020 11:46 CEST
Start Date/Time	05/09/2020 11:47 CEST
Submission Finish Date/Time	05/09/2020 11:57 CEST
Approve Session Date/Time	05/09/2020 12:07 CEST
Delivery period	01/10/2020 06:00 CEST - 01/11/2020 06:00 CET (745 hours)
Maximum Available Volume	74,500 MWh (100 MWh/h)
Minimum volume/day	100%
Maximum volume/day	100%
Minimum total volume	100%
Maximum total volume	100%

Session General Information

Session Code: FVTPAQ4-20 05-Sep-20/2

Creation Date: 05/09/2020 15:08:00 CEST

Session Code	FVTPAQ4-20 05-Sep-20/2
Instrument	VTPAustria Quarter4 2020 (TTF FM Indexed) TTF FM Index + Fee Argus TTF Front Month Index is the average front month index in Euro/MWh published on the last Working day of the month immediately preceding each delivery month in «Argus European Natural Gas – Daily natural gas market prices, news and analysis» in the column «Indexes» for TTF front month
Minimum Fee	0.425 EUR/MWh
Announcement Date/Time	05/09/2020 14:51 CEST
Start Date/Time	05/09/2020 14:56 CEST
Submission Finish Date/Time	05/09/2020 15:06 CEST
Approve Session Date/Time	05/09/2020 15:20 CEST
Delivery period	01/10/2020 06:00 CEST - 01/01/2021 06:00 CET (2209 hours)
Maximum Available Volume	220,900 MWh (100 MWh/h)
Minimum volume/day	50%
Maximum volume/day	120%
Minimum total volume	80%
Maximum total volume	100%

Examples of Session Result Summary report:

Session Result Summary

Session Code: GaspoolOct20 05-Sep-20

Creation Date: 05/09/2020 14:45:04 CEST

Session Code	GaspoolOct20 05-Sep-20
Session Date	05/09/2020
Instrument	Gaspool October 20
Delivery Period	01/10/2020 06:00 CEST - 01/11/2020 06:00 CET (745 hours)
Maximum Available Volume	74,500 MWh (100 MWh/h)
Total Requested Volume	74,500 MWh (100 MWh/h)
Total Approved Volume	74,500 MWh (100 MWh/h)
Bidding Price Range	15.000 - 15.000 EUR/MWh
Bidding Frequency	1

Session Result Summary

Session Code: FVTPAQ4-20 05-Sep-20/2

Creation Date: 05/09/2020 15:08:00 CEST

Session Code	FVTPAQ4-20 05-Sep-20/2
Session Date	05/09/2020
Instrument	VTPAustria Quarter4 2020 (TTF FM Indexed) TTF FM Index + Fee Argus TTF Front Month Index is the average front month index in Euro/MWh published on the last Working day of the month immediately preceding each delivery month in «Argus European Natural Gas – Daily natural gas market prices, news and analysis» in the column «Indexes» for TTF front month
Delivery Period	01/10/2020 06:00 CEST - 01/01/2021 06:00 CET (2209 hours)
Maximum Available Volume	220,900 MWh (100 MWh/h)
Total Requested Volume	220,900 MWh (100 MWh/h)
Total Approved Volume	220,900 MWh (100 MWh/h)
Fee Range	0.425 - 0.525 EUR/MWh
Bidding Frequency	3

Examples of Session Bidding Detail report:

Session Bidding Detail

Session Code: GaspoolOct20 05-Sep-20
Session Date: 05/09/2020
TestTest

Delivery period: 01/10/2020 06:00 CEST - 01/11/2020 06:00 CET (745 hours)
Instrument: Gaspool October 20

No	Unique Code	Bidding Time	Bidder	Status	Delivery Point	Bid price	Bid Volume (MWh/h)	Service fee	Final price	Approved delivery volume (MWh/h)	Minimum approved delivery volume (MWh)	Total approved delivery volume (MWh)	Total cash proceeds	Details
1	C83401	11:56:28 CEST	TestTest	Done	Gaspool VP	15.000 EUR/MWh	100	0.000 EUR/MWh	15.000 EUR/MWh	100	74,500	74,500	1,117,500.00 EUR	

Session Bidding Detail

Session Code: FVTPAQ4-20 05-Sep-20/2
Session Date: 05/09/2020
TestTest

Delivery period: 01/10/2020 06:00 CEST - 01/01/2021 06:00 CET (2209 hours)
Instrument: VTPAustria Quarter4 2020 (TTF FM Indexed)
Formula: TTF FM Index + Fee
Argus TTF Front Month Index is the average front month index in Euro/MWh published on the last Working day of the month immediately preceding each delivery month in «Argus European Natural Gas – Daily natural gas market prices, news and analysis» in the column «Indexes» for TTF front month

No	Unique Code	Bidding Time	Bidder	Status	Delivery Point	Fee	Bid Volume (MWh/h)	Service fee	Final fee	Approved delivery volume (MWh/h)	Minimum approved delivery volume (MWh)	Total approved delivery volume (MWh)	Total cash proceeds	Details
1	C83431	15:06:12 CEST	TestTest	Done	VTP Austria	0.425 EUR/MWh	30	0.000 EUR/MWh	0.425 EUR/MWh	30	53,016	66,270		