

Storage Capacity Request Manual

Commercial Management Application

ESCOMAS

Edison Stoccaggio SPA

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1. INTRODUCTION

1.1. USER REGISTRATION TO ESCOMAS

Before proceeding with the booking process, it is necessary to first request access to the **Escomas** IT platform following link on Edison Stoccaggio's website:

<https://www.escomas.edisonstoccaggio.it/portal/web/guest/nuovo-accesso>

The instructions are provided in the document "**Escomas Access Request Manual**", published on

<https://www.edisonstoccaggio.it/en/business-and-services/escomas/>

Edison Stoccaggio will issue the access credentials after checking the documents the Applicant has uploaded on Escomas.

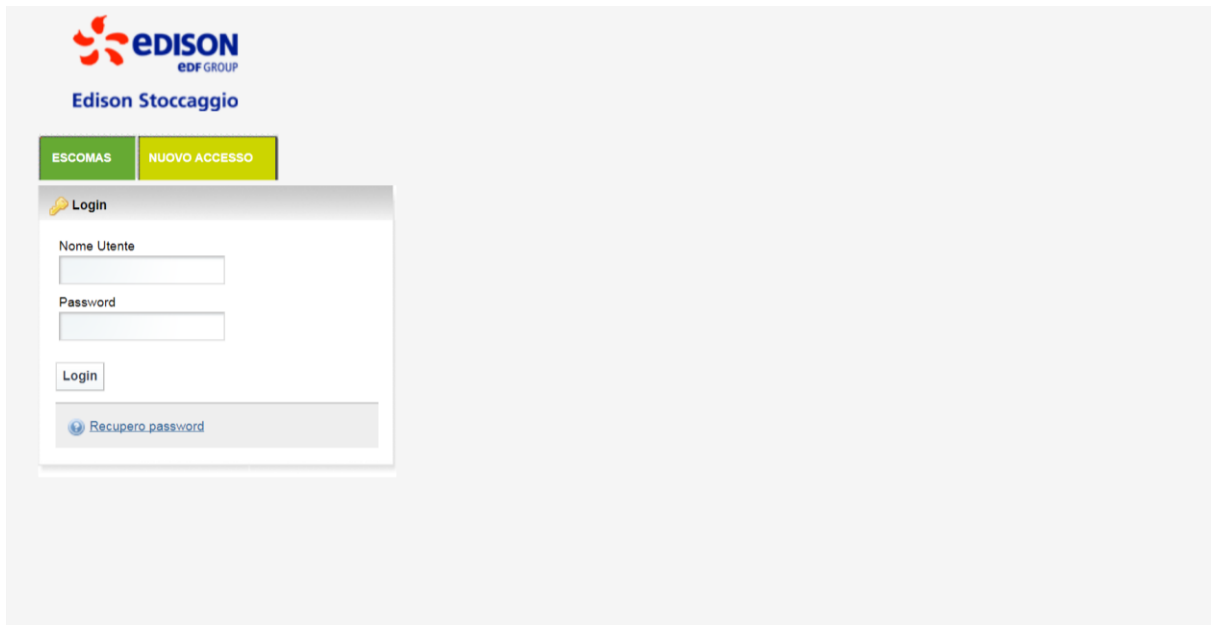


Figure 1 – Template to request credentials for new access

1.2. CREATION OF ADMIN ASTE'S ROLE

After having received credentials to access to Escomas for one or more Admin Shipper, to access to booking process it is necessary to create a new role defined **Admin Aste**, the only role valid to the booking process; the role Admin Aste permits to manage the Storage Modulation Contract and filling in the booking request. Important: the role Admin Aste has to be joined to the person who will sign the Contract 2021-2022.

To create the role Admin Aste is necessary to fill in, to sign and to upload the "Dichiarazione di accesso informatico" (in case of joint signature will be create two Admin Aste).

Edison Stoccaggio will issue the credentials for Admin Aste (user id and the temporary password must be changed within 24 h) and sent to the email address written in the "Dichiarazione di accesso informatico".

In case of a password for the role Admin Aste is expired, for every kind of IT support to Escomas (e.g. password locked, problems to access/operate) please contact our IT service support:

E-mail: servicedesk.EdisonStoccaggio@eng.it

Phone: +39 0125 853 815, please specify the Electronic System (ESCOMAS), Your name and Your contacts.

PRIVILEGE OF ROLES

The roles obtained in respect of procedures as point 1.1 and 1.2, allow to manage different tasks.

The role of **Admin Aste** allows to manage:

- Conferimento (Booking process), Dichiarazione di Accesso Informatico, Titolarità Poteri (powers of representation), Gestione Garanzie (managing guarantees), Gestione Contratti (managing contracts).

The role of **Admin Shipper** permits to manage:

- All functionalities, except for Conferimento (Booking process) and Gestione Contratti (managing contracts), reserved to Admin Aste.

1.3. ENTERING DICHIARAZIONE ACCESSO INFORMATICO

For all Shippers to participate in all Auctions is necessary to upload the document Dichiarazione di Accesso Informatico:

- the existent Shippers, that want to confirm the Admin Aste of previously T.Y. must to upload the document with the role Admin Shipper or Admin Aste,
- for all Shipper (existent and new) that want to create a new Admin Aste, it is possible with the role Admin Shipper:

- Section “Backoffice” with role Admin Shipper.
- Section “Anagrafica Shipper” select “Dichiarazione di accesso informatico”.
- Select **Anno Termico 2021-2022**;
- Click on “Nuova Dichiarazione”.



Backoffice

Dichiarazione Accesso Informatico

Utenti: Anno Termico: 2021-2022 Stato Dichiarazione: Tutti gli stati

Dichiarazioni

Anno Termico	Nome	Cognome	e-mail	Stato	Abilitato	Dichiarazione	Importa	Modifica Operatore

Nuova Dichiarazione Sospendi

After click on “Nuova Dichiarazione” it needs to indicate Nome, Cognome and e-mail of the new Admin Aste.

In the mask will be enabled the button “Salva”.

Click on “Sospendi” to return at the menu.

Compilare il form per inserire i dati della nuova dichiarazione

Anno Termico: 2021-2022

Nome:

Cognome:

e-mail:

Salva Annulla

NuovaDichiarazione

Sospendi

1.4. ENTERING DECLARATION OF POWER FOR ROLE ADMIN ASTE

Client uploads in “Titolarità Poteri”, section Back Office, a unique pdf file of Declaration of powers of representation for auction and all annexes.

In order to do this upload, Client will:

- Enter to the section “Backoffice” using the role Admin Aste or Admin Shipper;
- Select “Titolarità Poteri”.
- Select **new** Thermal Year (Anno Termico);
- Press button “Aggiungi”.

Titolarità Poteri

Shipper: Anno Termico:

Nessun Dato Disponibile.

File da importare

Sfoglia... Importa

Aggiungi Modifica Annulla Salva Sospendi

Figure 2 – Template for entering new Declaration of powers of representation for auction

Titolarità Poteri

Shipper: _____ Anno Termico: _____

Nessun Dato Disponibile.

Titolarità Poteri

Data Inizio: 01/04/ _____ Data Fine: 31/03/ _____ Tipo: Conferimenti di Stoccaggio ▼

Elenco Operatori (*)

Username	Nome	Cognome	Seleziona
esco			<input type="checkbox"/>
esco			<input type="checkbox"/>

(*) Selezionare uno o più Operatori in base al Tipo di Firma richiesto per la Titolarità Poteri (se Singola, una sola selezione. Se Congiunta, più selezioni)

Conferma Selezione

File da importare

_____ Sfoglia... Importa

Aggiungi Modifica Annulla Salva Sospendi

Figure 2.1 – Template for entering new Declaration of powers of representation for auction

It will be displayed this template:

- Select “Tipo” and choose “Conferimento di Stoccaggio”;
- Inside template “Elenco Operatori”, select the name of person (or more than one person in case of joint signature) who will be assigned as Admin Aste;
- Press “Conferma Selezione”;
- Upload a unique pdf file “Declaration of powers of representation for auction” and annexes;
- Press “Salva” to confirm;
- Press “Sospendi” to exit from the process.

Edison Stoccaggio checks the documents Dichiarazione di accesso informatico and Dichiarazione titolarità poteri, and, in positive case, Client may access to functionality “Gestione Contratti”, reserved to Admin Aste.

2. GUARANTEES MANAGEMENT

In order to be able to proceed with filling in and saving the purchase request, it is necessary to associate appropriate guarantees covering the obligations: “Attestazione rating” (“Rating certificate”), “Parent

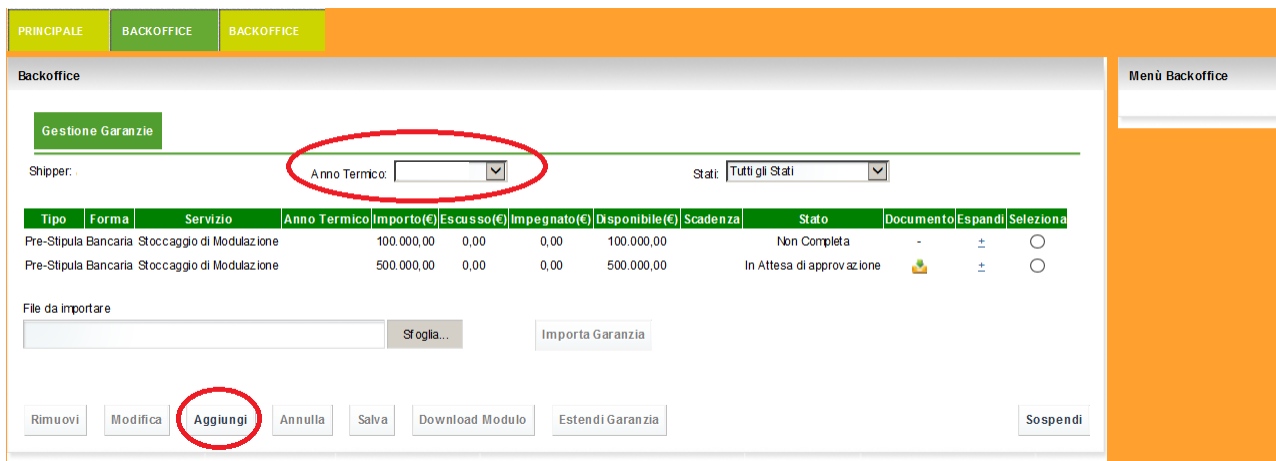
Company Guarantee“, “Garanzie bancarie” (“Bank guarantees”), “Polizza assicurativa” (“Insurance Policy”) or documents showing proof of the Security deposit, as described in the Procedure.

Therefore, in Escomas, Admin Aste Client uploads documents showing proof of the financial coverage of the amounts related to the booking request, as specified in the Procedure.

If suitable and valid guarantees for the period of reference are not present, you must enter one or more guarantees by accessing Escomas with the role “Admin Shipper” or the role Admin Aste and enter the section “Backoffice - Gestione Garanzie” (“Backoffice - Guarantee management”).

2.1. ENTERING GUARANTEES

It will be displayed this template:



Backoffice

Gestione Garanzie

Shipper: Anno Termico: Stati:

Tipo	Forma	Servizio	Anno Termico	Importo(€)	Escusso(€)	Impegnato(€)	Disponibile(€)	Scadenza	Stato	Documento	Espandi	Seleziona
Pre-Stipula Bancaria	Stoccaggio di Modulazione			100.000,00	0,00	0,00	100.000,00		Non Completa	-	±	○
Pre-Stipula Bancaria	Stoccaggio di Modulazione			500.000,00	0,00	0,00	500.000,00		In Attesa di approvazione		±	○

File da importare

Figure 3 - Template managing guarantees

- Select new thermal year (“Anno Termico”)
- Press button “Aggiungi”

It will be displayed this template:

backoffice

Gestione Garanzia

Shipper: Anno Termico: Stati: Tutti gli Stati

Tipo	Forma	Servizio	Anno Termico	Importo(K)	Esborso(K)	Impegnato(K)	Disponibile(K)	Scadenza	Stato	Documento	Espandi	Seleziona
Pre-Stipula Bancaria	Stoccaggio di Modulazione			100.000,00	0,00	0,00	100.000,00	31/05/2018	Non Completa			
Pre-Stipula Bancaria	Stoccaggio di Modulazione			500.000,00	0,00	0,00	500.000,00	30/09/2019	In Attesa di approvazione			

Anno Termico: Servizio: Tipo: Forma:

Dati Garanzia

1	Fidejussione:	
2	Istituto Bancario:	
3	Sede Legale (indirizzo):	
4	In persona di:	
5	In qualità di:	
6	Importo (K):	0,00
7	Data Inizio (dd/mm/yyyy):	
8	Data Scadenza (dd/mm/yyyy):	

E' obbligatoria la compilazione di tutti i campi

File da importare

Figure 3.1 – Template for entering new guarantee

- Select **new** Thermal Year (“Anno Termico”)
- Select Servizio (“Modulazione”)
- Select Tipo (“Pre Stipula”)
- Select Forma (the type of guarantee)
- Fill in “Dati Garanzia” (all fields are required)

After filled in data:

- Click on “Salva”
- Click on “Download Modulo”
- Download the file created by the system

Bank Guarantee or Insurance Policy will be filled in on the letterhead of the Guarantor, signed, saved in pdf format and uploaded into the system using the button “Sfoglia” (“browse”), and “Importa Garanzia” (“Import guarantee”).

Clients who intends to use the Letter of Guarantee, uploads in Escomas Admin Aste as a unique pdf file (max. 20 MB):

- Declaration of powers of representation (and all annexes) of the entity signing the letter of guarantee printed on the letterhead of Guarantor;
- the Letter of Guarantee printed on the letterhead of Guarantor, signed by who sign the above document;
- the documentation showing the “minimum rating” of the Guarantor.

Press button **Salva** to save the file uploaded.

The system shows the guarantees presented for the previous thermal year for Clients already registered and having space awarded in the previous thermal year. Therefore, you have to “add” appropriate guarantee as previously described since you have to request storage capacity for the new thermal year.

The guarantees uploaded to Escomas Admin Aste has to be approved Edison Stoccaggio.

3. SIGNING OF STORAGE MODULATION CONTRACT FOR THERMAL YEAR 21-22

To access to booking process in Escomas, only Admin Aste Client can download the Storage Modulation Contract, sign it and upload it.

Contract has to be signed by the representative who has signed the declaration of powers of representative for auction (in case of joint signature, all representatives have to sign the Contract).

The Contract contains a suspension clause: The Contract will be in force only in case of assignation of capacities.

3.1 CONTRACTS MANAGEMENT

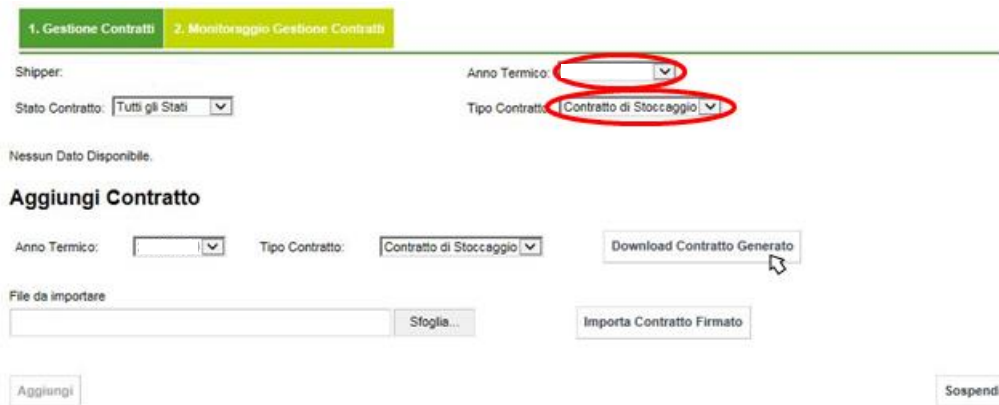
The Applicant having role Admin Aste enters in “Gestione Contratti” under section Back office:



Figure 4 – Template Managing Contracts

- Select the **new** Thermal Year (“Anno Termico”)
- Select Tipo Contratto (“**Contratto di Stoccaggio**”)

Press button “**Aggiungi**” to see following template:



1. Gestione Contratti 2. Monitoraggio Gestione Contratti

Shipper: Anno Termico:

Stato Contratto: Tipo Contratto:

Nessun Dato Disponibile.

Aggiungi Contratto

Anno Termico: Tipo Contratto:

File da importare:

Figure 4.1 – Template Managing Contracts

- Select the **new** Thermal Year (“Anno Termico”);
- Select Tipo Contratto (“**Contratto di Stoccaggio**”);
- Press button “Download Contratto Generato” to download the Contract.

Upload the file of signed contract using “File da importare”, press button “Importa Contratto Firmato”.

Press button “Sospendi” to exit from the process.

Edison Stoccaggio approves the Contract upload and Client can enter in booking request “Richiesta di Acquisto”.

4. PURCHASE REQUEST OF STORAGE CAPACITY

The Applicant (using role Admin Aste) accesses this function to fill in mask the request, associate this request with the appropriate guarantees required, save and confirm. In case of joint signature, both AdminAste must to confirm the purchase request.

4.1 BOOKING PROCESS

Applicant with Admin Aste's role enters in below template:

1. Caricamento Richiesta

2. Esito

Servizio: Modulazione di Punta
Data inizio:
Data fine:

Ragione sociale:
 Sede legale:
 Capitale sociale:
 Codice fiscale / Partita IVA:
 Registro Imprese di:
 Registro Imprese nr.:

Richieste di acquisto

	Prestazione	Unità di Misura	Quantità	Corrispettivo offerto (c€/kWh)
Lotto n. 1	Spazio	kWh	<input style="width: 80px;" type="text" value="5.000"/>	<input style="width: 100px;" type="text" value="0,53000000"/>
Lotto n. 2	Spazio	kWh	<input style="width: 80px;" type="text" value="15.000"/>	<input style="width: 100px;" type="text" value="0,55000000"/>

Garanzie

Seleziona	Forma	Importo iniziale (€)	Importo disponibile (€)	Data scadenza
<input checked="" type="checkbox"/>	Bancaria	200.000,00	86.938,37	30/09/2018

Importo disponibile: € 86.938,37
Importo richiesto: € 27,25

Documenti Importati

Tipo documento	Data inserimento	Documento
Modulo richiesta		
Allegati		

Modulo richiesta da Importare

Ulteriori allegati alla richiesta

Figure 5 - Template for booking request

The template is structured as follows:

- **Company ID Grid**

Company name, Registered office, Share capital, Tax code/VAT nr., Register of Companies of: fields automatically populated by the system after registration (see 1.1).

Register of Companies nr: mandatory editable field (if not available, enter "nd" in the cell in any case).

- **Purchase Requests Grid**

The grid contains editable fields to be filled in by the Client. For each lot, the Client must specify:

- Quantity (kWh): indicate the quantity requested for each lot;
- Unit bid (c€/kWh): indicate the unit price offered for the specific quantity of Space (eight decimal figures at the most).

- **Guarantees Grid (populated if uploaded previously under point 2)**

The grid makes the list of guarantees valid at the time the request is filled in available. The Applicant may associate one or more guarantees with the request using the check-box selection control. The system also makes following information (see figure 5):

- Amount available (€): non-editable value calculated as the sum of the available amounts of the selected guarantees; (the system enters the value when the button “Salva” (“Save”) is pressed)
- Amount requested (€): non-editable value calculated according to the algorithm in the Procedure (the system shows the value when the button “Salva” (“Save”) is pressed).

In the section “Ulteriori allegati alla richiesta” (“Additional annexes to the request”) will be possible upload other documents specified in the Procedure.

Once all of the mandatory information (at least one request lot and at least one selected guarantee) have been entered in the template, the Client has to press button “Salva” to save the request.

If the value of the necessary guarantees, calculated on the basis of the requests (“Importo richiesto (€)” - (“Requested amount (€)”) is higher than the “Importo disponibile” (“Available amount”) (regarding the associated guarantees), the cell turns red. This control blocks the saving and the operation will fail.

1. Caricamento Richieste
2. Esito

Servizio: **Modellazione di Punta** Data inizio: Data fine:

● Stato richiesta: **Salvata ma non confermata**

Ragione sociale:
 Sede legale:
 Capitale sociale:
 Codice fiscale / Partita IVA:
 Registro imprese di:
 Registro imprese nr.:

Richieste di acquisto

	Prestazione	Unità di Misura	Quantità	Corrispettivo offerto (c€/kWh)
Lotto n. 1	Spazio	kWh	100	13,00000000

Garanzie

Seleziona	Forma	Importo iniziale (€)	Importo disponibile (€)	Data scadenza
<input checked="" type="checkbox"/>	Bancaria	200,000,00	1.931,12	30/09/2016

Importo disponibile: € 1.931,12 Importo richiesto: € 3,25

Figure 6 – Template Booking Request Saved

In order to **complete the procedure** to request the storage capacities, the Applicant must **press the button “Conferma” (“Confirm”)**. The Applicant will receive an e-mail with the summary of the Purchase Request confirmed on Escomas.

The Purchase Request saved and not confirmed on Escomas will not be considered and will also delete the last confirmed request!

Only in case of joint signature:

After that both AdminAste confirm the request into Escomas, they will receive an e-mail containing the summary of the confirmed purchase request.

N.B.: If AdminAste2 enters in the mask and click on save and confirm, it will modify the request created by AdminAste1 that will be cancelled, and so the AdminAste1 will must confirm the new request saved and confirmed by AdminAste2. On the contrary, if the AdminAste2 entering in the mask click only on confirm, the request will be on CONFIRMED state.

1. Caricamento Richieste
2. Esito

Servizio: **Modulazione di Punta**
Data inizio:
Data fine:

Stato richiesta: **Confermata**

Regione sociale:
Sede legale:
Capitale sociale:
Codice fiscale / Partita IVA:
Registro imprese di:
Registro imprese nr.:

Richieste di acquisto

	Prestazione	Unità di Misura	Quantità	Corrispettivo offerto (c€/kWh)
Lotto n. 1	Spazio	kWh	100	3.00000000

Garanzie

Seleziona	Forma	Importo iniziale (€)	Importo disponibile (€)	Data scadenza
<input checked="" type="checkbox"/>	Sancaria	200.000,00	1.931,12	30/09/2018

Importo disponibile: € 1.931,12
Importo richiesto: € 0,75

Salva
Download Richiesta
Conferma
Sospendi

Figure 7 – Template Booking Request Confirmed

4.2. BOOKING RESULT

Conferimento Capacità di Stoccaggio

1.Caricamento Richieste

2.Esito

Servizio di Punta

Data inizio: 01/04/2019

Data fine: 31/03/2020

Quantità principali conferite

Lotto	Prestazione	Quantità conferita	Unità di Misura	Corrispettivo unitario (c€/kWh)
Lotto n. 1	Spazio	1.000.000.000	kWh	0,03000000
Lotto n. 2	Spazio	0	kWh	0,00000000

Quantità derivate conferite

Lotto	Prestazione	Quantità conferita	Unità di Misura	Corrispettivo unitario (c€/kWh)
Lotto n. 1	CI	7.854.441	kWh/g	-
Lotto n. 1	CE	10.000.000	kWh/g	-
Lotto n. 2	CI	0	kWh/g	-
Lotto n. 2	CE	0	kWh/g	-

Download allegato

Sospendi

Figure 8 – Template Booking Result

In case of capacities assigned, the template displays the quantities resulting from the booking.

If no quantities have been assigned, the template displays all grids populated with quantities set at 0.

The Applicant **downloads the Annexes** as file.pdf by clicking the button “Download”.

Press button “Sospendi” to exit from the process.

To view historical data, enter in the section “Backoffice – Dati storici” (“Backoffice - Historical Data”).