

TRAINING DOCUMENT

Shipper User Manual for Entry Capacity Trading



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Gemini Entry Capacity Release	Version: 2
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1. GENERAL INFORMATION

This training manual will include the following

Guide to Symbols and phrases used

List of relevant buttons

A Step-by-Step user manual

1.1 Aims and Objectives

The purpose of Entry Capacity Trading is to successfully demonstrate the

- ✓ Create, Amend and Withdraw an advert from the Bulletin Board
- ✓ View capacity trade details on the Bulletin Board
- ✓ Register, Modify and Withdraw a Trade on the Capacity Trade Registration facility
- ✓ View trade details on the Capacity Trade Registration facility

1.2 Symbols Used within this User Guide



Press key and Type Text

1.3 System Access

This document assumes that users are familiar with the processes and procedures relevant to the application.

Screen prints in this manual are based on a user having full access to the system. Each user's role will be different, and as such some screen elements may not be in view when a user accesses the system, depending on their authorised role.

The screen prints used in this document are examples only. They contain fictitious data and were generated from a prototype.

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2. INTRODUCTION

Shippers will now register Entry Capacity trades using the iGMS system.

The system provides the facility of:

- ✓ Bulletin Board for advertising either an offer to sell or a bid to buy
- ✓ Trade Registration for the selling shipper to register trades for capacity available on the gas day and for the buying shipper to confirm acceptance/rejection of a trade

2.1 Trading Of Options

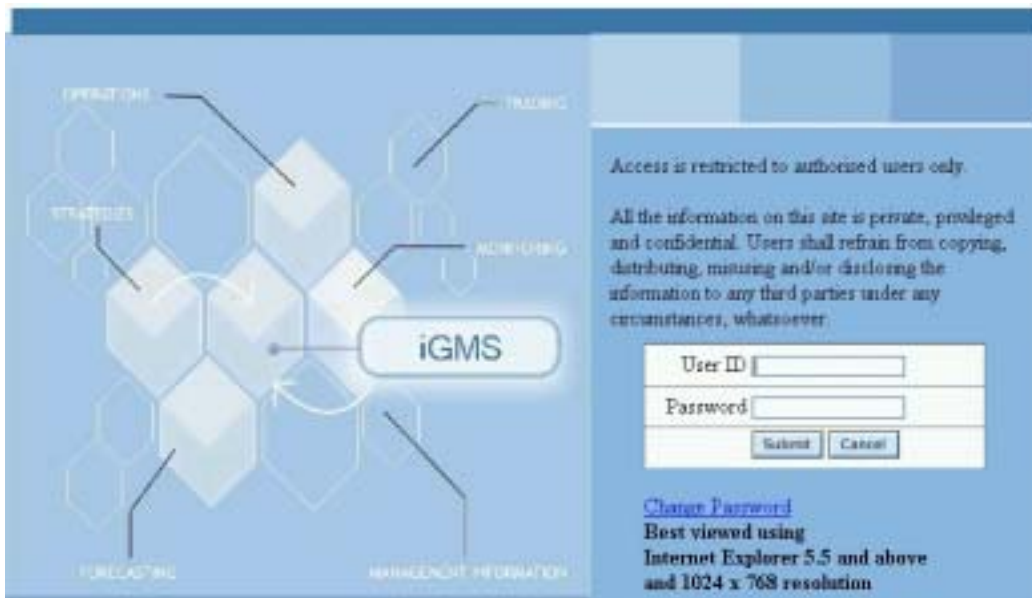
Shippers are allowed to trade the Allocated Options Contract bids but there needs to be a minimum of one day remaining for the Exercise and should not have exceeded the latest exercisable date and time.


Forward contracts cannot be traded between shippers.


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3. LOGGING IN

Gemini is supported by the Internet Explorer browser (version 5.5 and above). Open Internet Explorer 5.5. Enter the URL for Gemini in the Address bar of the browser: <https://gemini-ix-prod.transco.co.uk:4444/home/common/html/index.html> You will be able to see a Login screen, similar to the one below




 Enter your User Id in the User ID field.

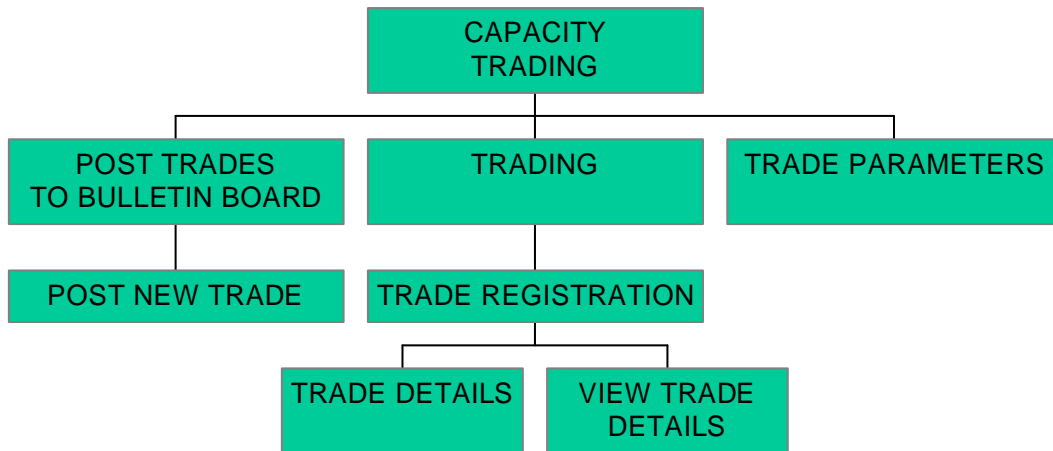
 Enter your password in the Password field.

Note that the password field is case sensitive.

If you wish to cancel and re-enter your User Id and/ or Password, click on the Cancel button.

 Click on the Submit button to login

4. SCREEN HIERARCHY



5. ENTRY CAPACITY TRADING

The screens for accessing the entry capacity auction process are from Trade drop down menu



The menu for trading includes the following options

- Post Trade** – For viewing and creating advertisements
- Trading** - For Registering and confirming Trades

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6. BULLETIN BOARD

The bulletin board for capacity trades will provide the facility to advertise capacity offers to sell and bids to buy.

6.1 Create Advertisement




Select **Post Trades To Bulletin Board** from the **Trade** drop down menu

The following screen will be displayed




Click on the **Add** button

The following screen will be displayed

 Enter the data for the advertisement

Validation will occur to check that all the users have completed the required data

 Click on the Save button

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Field	Description
Product Type*	Type of Product will be populated in the list. E.g. Entry Capacity.
Product Category	List will be populated based on the value selected in Product type. E.g. Contract, Capacity
Service Type	Definition required
Location*	Location (ASEP) where the capacity is to be sold or bought. This is list box.
Trade Type*	Buy/Sell i.e. whether the trade is for buy or sell. This is list box.
Period From*	Date from which capacity is available for sale or required to buy. This is a text field.
Period To*	Date till which the capacity is available for sale or required to buy. This is a text field.
Minimum Quantity*	Minimum quantity, which is available for sale or required to buy. This is an editable text field.
Maximum Quantity*	Maximum quantity available for sale or required to buy. This is an editable text field.
Trade Price	Price per unit of capacity. This is a non-mandatory editable text field.
Expiry Date	Date till which trade is valid. This is an editable text field.
Expiry Time	Time on the expiry date when Trade expires. This is an editable text field.
Contact Person	Contact person. This is an editable text field..
Telephone	Telephone number of contact person. This is an editable text field..

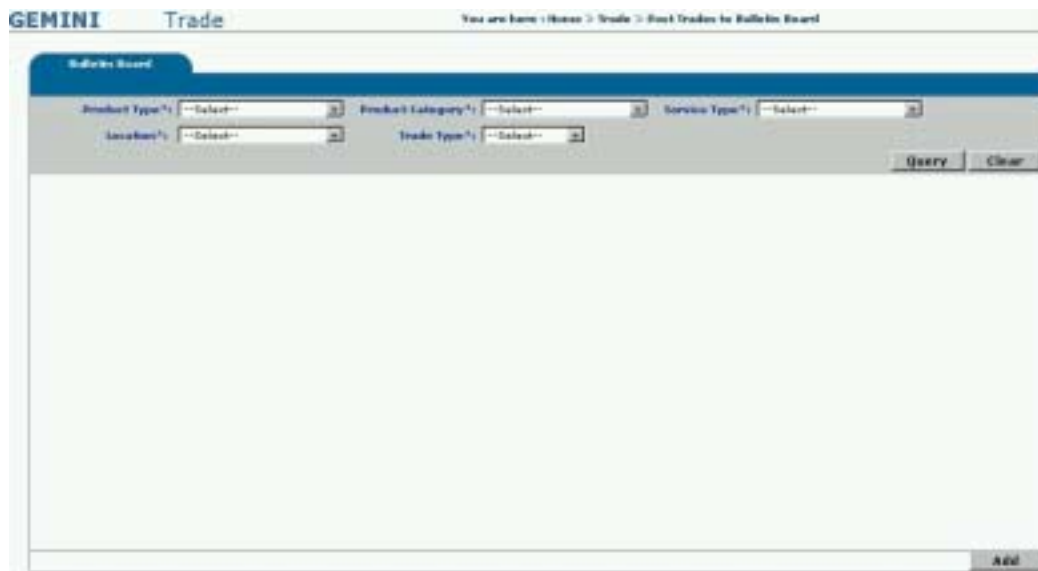
6.2 Modify Advertisement


The data items can be amended, except that of the shipper name.




Select **Post Trades To Bulletin Board** from the **Trade** menu.

The following screen will be displayed



 Enter the relevant search criteria. The fields that have an asterisks are mandatory

 Click on Query

The relevant data will be displayed

Select	Location	Business Associate	Trade Type	Market From	Market To	Min Quantity (MWh)	Max Quantity (MWh)	Trade From (p/whk)	Expiry Date	Expiry Time
<input type="checkbox"/>	EA		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5900	01-Oct-2001	17:00
<input type="checkbox"/>	TS		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	8800	01-Oct-2001	17:00
<input type="checkbox"/>	SA		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5900	01-Oct-2001	17:00
<input type="checkbox"/>	SA		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5900	01-Oct-2001	17:00
<input type="checkbox"/>	SP		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5900	01-Oct-2001	17:00
<input type="checkbox"/>	TS		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	8800	01-Oct-2001	17:00
<input type="checkbox"/>	TE		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5900	01-Oct-2001	17:00
<input type="checkbox"/>	TS		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5900	01-Oct-2001	17:00

The page numbers at the bottom of the screen enable you to view different pages of data for the search criteria

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Select the line of data for modification by ticking the selection box.



Click on the Modify button

The following screen will be displayed

GEMINI Capacity Trading You are here: Trade > Modify Posted Trade

Modify Posted Trade

<p>Business Associate:</p> <p>Category: Capacity</p> <p>Trade Type*: <input type="text" value="Buy"/></p> <p>Period From*: <input type="text" value="20-Apr-2003"/></p> <p>Min Quantity(kWh)*: <input type="text" value="42424"/></p> <p>Expiry Date*: <input type="text" value="20-Apr-2003"/></p> <p>Trade Price (\$/kWh): <input type="text" value=""/></p> <p>Contact Name:</p>	<p>Product Type: Entry Capacity</p> <p>Service Type: Firm</p> <p>Location*: <input type="text" value="84"/></p> <p>Period To*: <input type="text" value="20-May-2003"/></p> <p>Max Quantity(kWh)*: <input type="text" value="1512464"/></p> <p>Expiry Date*: <input type="text" value="20-Apr-2003"/></p> <p>Contact Number:</p>
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Modify the details



Click on Save

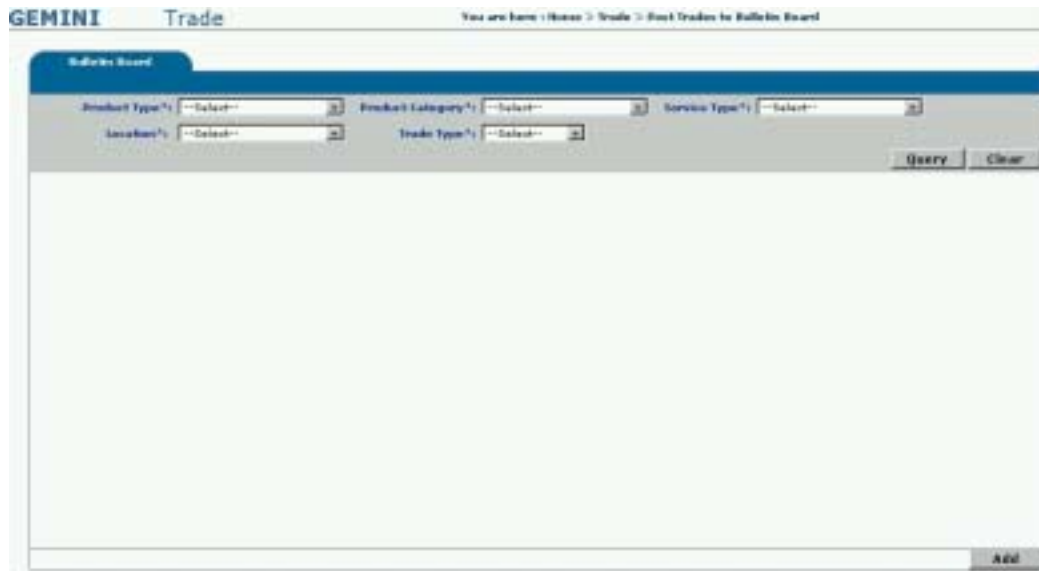
A message will be displayed at the bottom of the screen confirming the modification.





6.3 Withdraw Advertisement From Bulletin Board

Only the shipper who placed the item on the bulletin board has the ability to withdraw the advert at anytime during the gas day.

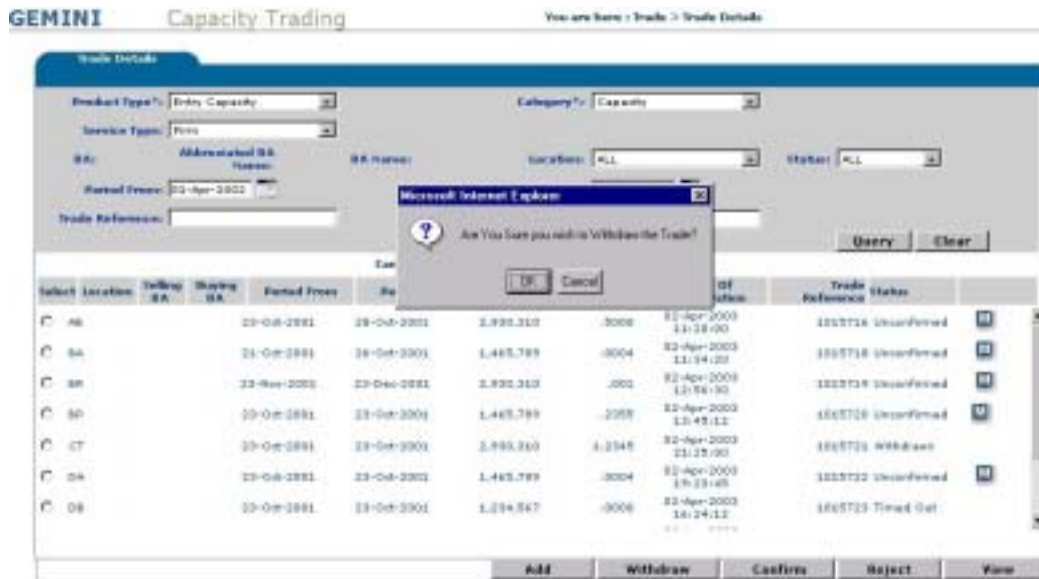



Select Post Trade to Bulletin Board from the Trade menu.



-  Input the relevant search criteria (see Table 1T)
-  Click on the Query button
-  Select the advert for withdrawal
-  Click on Withdraw

The following screen will be displayed




 Click on **OK** to confirm withdrawal

6.4 Capacity Trade Bulletin Board View Details

This screen allows users to view the details of adverts on the system

 Select Post trade to Bulletin Board from the Trade menu

 Enter the relevant search criteria

 Click on Query

The relevant details will be displayed

GEMINI Capacity Trading You are here: Trade > Bulletin Board


Bulletin Board

Product Type: Entry Capacity | Exchange: Capacity | Service Type:

Capacity: All | Trade Type: Sell

Select	Location	Business Associate	Trade Type	Entered From	Entered To	Min Quantity (\$/M)	Max Quantity (\$/M)	Trade Price (\$/MWh)	Expiry Date	Expiry Time	
<input type="checkbox"/>	SA		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5800	21-Oct-2001	17:00	<input type="button" value="View"/>
<input type="checkbox"/>	TS		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5800	21-Oct-2001	17:00	<input type="button" value="View"/>
<input type="checkbox"/>	SA		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5800	21-Oct-2001	17:00	<input type="button" value="View"/>
<input type="checkbox"/>	SA		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5800	21-Oct-2001	17:00	<input type="button" value="View"/>
<input type="checkbox"/>	SA		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5800	21-Oct-2001	17:00	<input type="button" value="View"/>
<input type="checkbox"/>	TS		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5800	21-Oct-2001	17:00	<input type="button" value="View"/>
<input type="checkbox"/>	TS		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5800	21-Oct-2001	17:00	<input type="button" value="View"/>
<input type="checkbox"/>	TS		Sell	20-Oct-2001	20-Oct-2001	2,990,310	2,990,310	5800	21-Oct-2001	17:00	<input type="button" value="View"/>

Rows: 1 2 3 4 5 6 Next

 To select an advert and view further details click on the select box and click on **View**

The following screen will be displayed

GEMINI Capacity Trading You are here > Capacity Trading > Bulletin Board > View Details

View Bulletin Board Details

<p>Business Associate:</p> <p>Category: Primary</p> <p>Trade Type: Buy</p> <p>Period From: 20-Feb-2006</p> <p>Maximum Quantity (MWh): 10000</p> <p>Expiry Date: 20-Jan-2007</p> <p>Trade Prices:</p> <p>Contact Name:</p>	<p>Product Type: Entry Capacity</p> <p>Service Type: Firm</p> <p>Location: SA</p> <p>Period To: 20-Feb-2006</p> <p>Maximum Quantity (MWh): 10000</p> <p>Supply Term: LT-00</p> <p>Contact Number:</p>
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7. REGISTERING A TRADE

The selling shipper is required to register details of a trade (only the seller can modify and withdraw a trade) and for the buying shipper to confirm acceptance or rejection of the trade. The following screen will provide the facility for registering the trade.

The window will remain open from 06.00 until 03.45 on D, 365 days, 7 days a week.

Trades must be confirmed by the Buying shipper on that same gas day as the trade is registered or they will be 'Timed Out'

Trades cannot be placed historically but can be place as far in advance as the user wishes.



Select Trading from the Trade option on the Home page.




The following screen will be displayed

The selling shipper's details will default to their own details


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The screenshot shows the 'Trade Details' form in the GEMINI Trade application. The form is organized into two columns. The left column contains: Product Type (dropdown), Service Type (dropdown), Location (dropdown), Period From (text with calendar icon), and Trade Reference (text). The right column contains: Product Category (dropdown), Associated BA Name (dropdown), Station (dropdown), Period To (text with calendar icon), and Bid ID (text). At the bottom right, there are 'Query' and 'Clear' buttons. At the bottom of the page, there are 'Add', 'Print', 'Cancel', 'Print', and 'View' buttons.

 Click on the Add button

The following screen will be displayed

The screenshot shows the 'Trade Registration' form in the GEMINI Trade application. The form is organized into two columns. The left column contains: Selling BA (dropdown), Product Type (dropdown), Service Type (dropdown), Period From (text with calendar icon), Trade Quantity (MW) (text), and Contract Name (text). The right column contains: Buying BA (dropdown), Product Category (dropdown), Location (dropdown), Period To (text with calendar icon), Trade Price (\$/MWh) (text), and Contract Number (text). At the bottom right, there are 'Save', 'Cancel', and 'Clear' buttons.


 Select and Enter the details for the trade, noting the mandatory fields *

 Click on **Save**

The user will be provided with a unique reference number in the form of 7 numeric characters and the trade status indicator will be set to unconfirmed

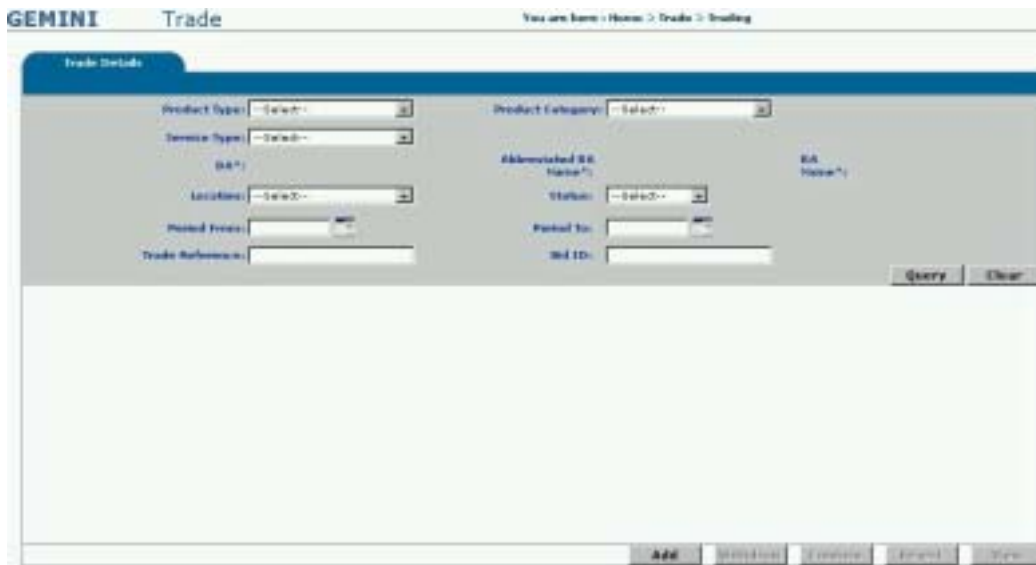
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7.1 Capacity Trade Registration – Modify Trades


 Select Trading from the Trade menu



The following screen will be displayed



 Type in the trade reference number or input relevant search criteria

 Click on Query to retrieve the data

GEMINI Capacity Trading You are here: Trade > Trade Details

Trade Details

Product Type: Category:

Service Type: Location:

Business Account: Status:


Period From: Period To:


Trade Reference: Bid ID:

Cancellation Time: 129 Minutes

select	Location	Selling BA	Buying BA	Period From	Period To	Trade Qty (B/MW)	Entry (p./B/MW)	Time Of Registration	Trade Reference	Status
<input checked="" type="checkbox"/>	EA			23-Oct-2001	28-Oct-2002	2,339,310	.0003	11:28	1815704	Unconfirmed
<input type="checkbox"/>	EA			21-Oct-2001	26-Oct-2002	2,485,789	.0004	11:28	1815708	Unconfirmed
<input type="checkbox"/>	EA			22-Nov-2001	27-Dec-2001	2,339,310	-.001	12:56	1815709	Unconfirmed
<input type="checkbox"/>	EA			23-Oct-2001	23-Oct-2002	2,485,789	.0005	13:48	1815710	Unconfirmed
<input type="checkbox"/>	ET			23-Oct-2001	23-Oct-2002	2,339,310	1.2349	21:28	1815711	Withdrawn
<input type="checkbox"/>	EA			23-Oct-2001	23-Oct-2002	2,485,789	.0004	18:20	1815712	Unconfirmed
<input type="checkbox"/>	EA			23-Oct-2001	23-Oct-2002	2,234,567	.0003	16:24	1815713	Timed Out

Credit: Tax Name against EA

 Select the trade for amendment

 Click on the Modify button

The following screen will be displayed

GEMINI Capacity Trading You are here: Trade > Modify Trade Details

Modify Trade Details

Product Type: Entry Capacity Category: Capacity

Service Type: Firm

Selling BA: Buying BA:

Trade Reference: 1815714 Trade Time (B/MW): 02-Apr-2002 11:08:00

Location:

Trade Quantity (B/MW): 100,000,000 Trade Price (p./B/MW):

Period From: Period To:

 Make the appropriate changes

 Click on Save

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An information message will be displayed at the bottom of the screen confirming the modification

The status of the trade will remain at **unconfirmed**

7.2 Capacity Trade Registration – Withdraw Trades

From the trade Details window input the required search criteria.

Note that only a seller can withdraw a trade.



Click on the query button to display the previously entered trades.



Select the trade for withdrawal and click on the Withdraw button.

The following message will be displayed

The screenshot shows the Gemini Capacity Trading interface. At the top, there's a header with 'GEMINI Capacity Trading' and 'You are here > Trade > Trade Details'. Below this is a 'Trade Details' form with fields for Product Type (Entry Capacity), Category (Capacity), Service Type (Firm), and various filters like S/S, S/S Name, Location, and Status. A 'Query' button is visible. A 'Microsoft Internet Explorer' dialog box is overlaid on the screen, asking 'Are You Sure you wish to Withdraw the Trade?' with 'OK' and 'Cancel' buttons. Below the dialog is a table of trades with columns for Select, Location, Selling S/S, Buying S/S, Entered From, To, Price, and Trade Status. The table contains several rows of trade data.

Select	Location	Selling S/S	Buying S/S	Entered From	To	Price	Trade Status
<input type="checkbox"/>	AB			20-Oct-2001	20-Oct-2001	2,930,310	Unconfirmed
<input type="checkbox"/>	BA			21-Oct-2001	20-Oct-2001	1,445,789	Unconfirmed
<input type="checkbox"/>	BB			23-Nov-2002	23-Dec-2001	2,930,310	Unconfirmed
<input type="checkbox"/>	BP			20-Oct-2001	20-Oct-2001	1,445,789	Unconfirmed
<input type="checkbox"/>	BT			20-Oct-2001	20-Oct-2001	2,930,310	Unconfirmed
<input type="checkbox"/>	CA			20-Oct-2001	23-Oct-2001	1,445,789	Unconfirmed
<input type="checkbox"/>	CB			20-Oct-2001	23-Oct-2001	1,234,567	Timed Out



Click on OK to confirm withdrawal

7.3 Confirming Trades

The buying shipper confirms details of the trade. All trades must be confirmed during the day that the selling shipper registered them. The status will then change from 'Unconfirmed' to 'Confirmed' Once the trade has been confirmed neither the selling nor the buying shipper will be able to amend any of the details.



Select Trading from the Trade menu



The following screen will be displayed



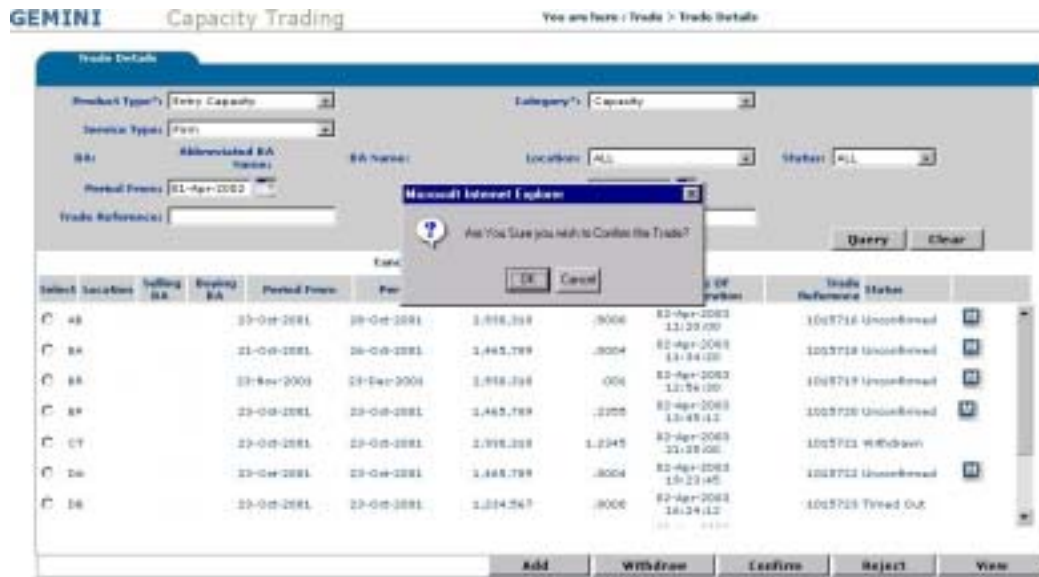
Input the relevant search criteria



Click on the **Query** button to retrieve the records for confirmation



Select the record and click on the **Confirmation** button



Click on OK. The status of the trade will now change to 'Confirmed'

In the event that a trade remains 'Unconfirmed' at the end of the gas day beyond the time limits the status of the trade will change to 'Timed Out'





7.4 Rejecting A Trade

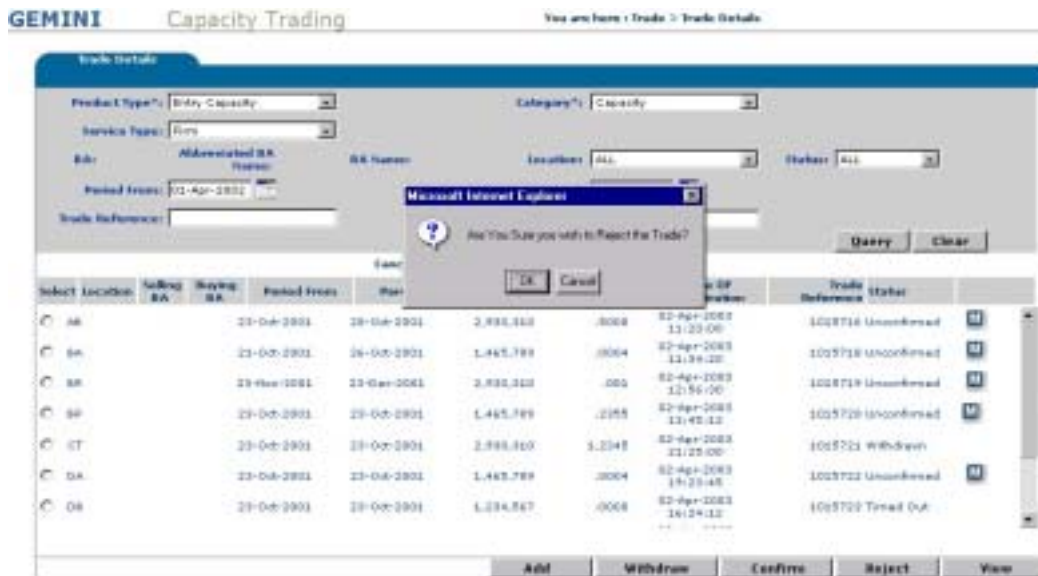
The buying shipper can reject a trade where the status of the trade is 'Unconfirmed' Once rejected the details of the trade will be retained against the trade reference and reporting purposes.



Select Trading from the Trade option



-  Input the required search criteria
-  Click on Query to display the appropriate trades
-  Select the trade for rejection via the select column.
-  Click on the **Reject** button



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Click on OK

Once rejected the trade cannot be revised and the value of the rejected trade will not be reflected in either the buying or selling shippers net capacity

7.5 Viewing Trades

A shipper can view either a single trade by entering the unique reference number or multiple trades. This view will display full details of the trades as entered and the current status of each trade.



Select Trading from the Trade menu



Type in the unique reference number or other search criteria.



Click on the **Query** button



Select a trade from the list



Click on the **View** button

The details will be displayed.

Note: If the user enters a date range any trade which falls within/overlaps that range it will be returned.

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7.6 Status Of Trades

The status of a trade can be:

Unconfirmed

Withdrawn

Rejected

Confirmed

Timed Out

Timed out means the trade has not been confirmed on the day it was registered.

Trades can be cancelled if the Selling Shipper's capacity would result in a negative value or if a credit sanction exists against the Buying Shipper.

8. TRADE PARAMETERS

This screen enables the user to view the Trade Window Start Time, End Time and the time when a buying Shipper is required to confirm the trade.



Select Set Up Parameters from the Trade menu



The following screen will be displayed

Effective Date	Trade Window Start Time (MM/DD/YYYY)	Trade Window End Time (MM/DD/YYYY)	Set Time for Cancellation (HH)	Action
02-06-0999	00:00	00:00	0	



Enter the relevant search criteria and click Query.

The details will be displayed.

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9. APPENDIX

TRAINER DATA FOR DEMONSTRATIONS – BACTON

Table 1T Post New Trade To Bulletin Board

	Add	Modify
Product Type	Entry Capacity	
Category	Capacity	
Service Type	Firm	
Location	Bacton	
Trade Type	Sell	
Period From	01//10/2003	
Period To	10/10/2003	
Minimum Quantity	10000	15000
Maximum Quantity	12000	15000
Expiry Date	Defaults	
Expiry Time	Defaults	
Trade Price		

Table 2T Bulletin Board – View Details

Product Type	Entry Capacity
Category	Capacity
Service Type	Firm
Location	Bacton
Trade Type	Buy

Table 3T Trade Registration

	Add	Modify
Selling BA	Default	
Buying BA		
Product Type	Entry Capacity	
Category	Capacity (Auctions or Contract)	
Service Type	Firm	
Contracts		
Location	Bacton	
Period From	01/10/2003	02/10/2003
Period To	10/10/2003	11/10/2003
Trade Quantity	15000	

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TRAINER DATA FOR DEMONSTRATIONS – ST FERGUS

Table 1T Post New Trade To Bulletin Board

	Add	Modify
Product Type	Entry Capacity	
Category	Capacity	
Service Type	Firm	
Location	St Fergus	
Trade Type	Sell	
Period From	01//10/2003	
Period To	10/10/2003	
Minimum Quantity	10000	15000
Maximum Quantity	12000	15000
Expiry Date	Defaults	
Expiry Time	Defaults	
Trade Price		

Table 2T Bulletin Board – View Details

Product Type	Entry Capacity
Category	Capacity
Service Type	Firm
Location	St Fergus
Trade Type	Buy

Table 3T Trade Registration

	Add	Modify
Selling BA	Default	
Buying BA		
Product Type	Entry Capacity	
Category	Capacity (Auctions or Contract)	
Service Type	Firm	
Contracts		
Location	St Fergus	
Period From	01/10/2003	02/10/2003
Period To	10/10/2003	11/10/2003
Trade Quantity	15000	

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10. DOCUMENT CONTROL

Superseded documents

None

Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Draft	16/06/03	Hazel Daniels	
0.2	Draft	26/08/03	Hazel Daniels	Business review minor changes
1	For Review	03/09/03	Hazel Daniels	
1	For Approval	09/09/03	Hazel Daniels	
1	Approved	13/09/03	Hazel Daniels	

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Gareth Hepworth	Project Manager	IS
Sandra Kerr	Project Manager	IS
V Parasuram	Gemini Data Migration	Wipro
Angela Whitlock	Training Co-ordinator	IS Training

Management Approval

Name	Role	Organisation Unit
Susan Knights	Operations Manager - Training & Development	O & T