








Electronic Data Platform User Manual – Balansys

All operational balancing data on the BeLux territory

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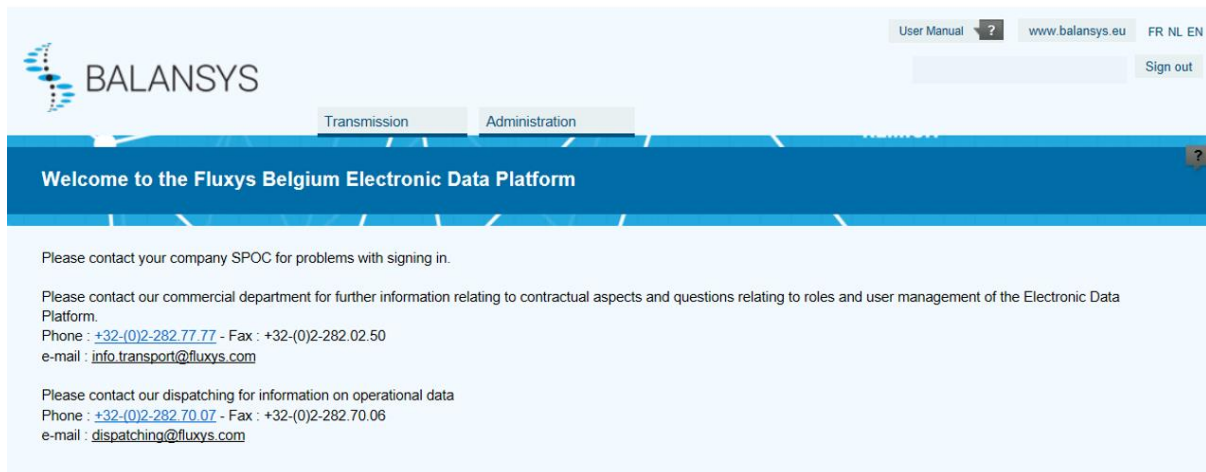
1. Introduction

In the framework of the execution of Balancing Services under the Standard Transmission Agreement, Balansys offers network user access to and use of the Electronic Data Platform. Such access will be granted to network user representatives, further referred to as users, on a non-exclusive and non-transferable basis and as from the moment those users become registered.

Balansys is for commercial, operational and regulatory purposes offering different access rights to the Electronic Data Platform. The following distinction is made depending on the type of data made available:

- Public data is data that is made available to anyone without access restriction placed on such kind of data,
- Private data is data made available to a specific network user, with restricted use depending on the access rights granted to the user of the Electronic Data Platform.

In order to access the Electronic Data Platform user must log on via <https://api.gasdata.balansys.eu/>



1.1 Glossary

Business Party (BP)	A Business Party is a company with whom Balansys does business
SPOC	A SPOC is a specific type of user who act as a Single Point Of Contact of a BP and who is responsible for the user management of this BP
Balansys	1.1.1.1 Shall mean the party performing the Balancing in the BeLux Area.

1.2 Availability and use of the EDP

The Electronic Data Platform is intended to be accessible 24 hours per day and 7 days a week. Assistance in case of technical problems or unavailability of the EDP for whatsoever reason or the helpdesk will only be ensured by Balansys or one of its affiliates during Working Hours.

Balansys and any of its affiliates reserve the right to suspend or otherwise limit the availability of part or all of the EDP at any moment to make all modifications likely to improve or expand its operation or simply to ensure its maintenance. Balansys Service User will be notified in due time of any change in the EDP or any such unavailability. Balansys and any of its affiliates will use its reasonable endeavours to keep such unavailability to a minimum.

The use of the EDP, and the data published on it, is at the user's own discretion and risk. Data on EDP may contain inaccuracies.

1.3 BPA

Generally speaking, the BPA concept allows federation for the access of a user to the data of his company in different contexts, for as long as the company is active in those contexts. The concept can also be used if the same user would be acting on behalf of a company or affiliated companies in other contexts. Note however that 2 affiliated companies in the same context cannot be associated to one single user.

This concept is obviously transparent for companies that are only active in one single context. In that case no association is relevant. Nonetheless, upon registration of the SPOC(s), Balansys will setup the requested BPA for each company or group of companies.

1.4 SPOCs

Upon registration of SPOC(s), Balansys will create a user account for the SPOC and associate this account to the relevant BPA. A SPOC is a specific type of user, who acts as a Single Point Of Contact role for Balansys contexts.

The SPOC user details, such as mobile phone number and email address are required. The SPOC user will receive an email, stating the URL of the Electronic Data Platform and his user name. The password will be sent by SMS. This system-generated password must be changed before the SPOC user is able to login to the system.

2. Access rights

For the avoidance of doubt, Balansys grants user that have been registered either as SPOC either by the SPOC, a temporary, personal, non-transferable and non-exclusive right to users for the use of the Electronic Data Platform for the consultation of data based on specific access rights, in the framework of the Balancing Agreement.

2.1 Administration rights

Network user shall appoint one or more SPOCs, who shall become users granted with administration rights in the Electronic Data Platform. For the registration of a SPOC for a specific grid user, Balansys requires at least the name, email address and mobile phone number of such person as described in section 3.5.

Once the SPOC is registered, Balansys shall send the SPOC the URL of the Electronic Data Platform and its username by email and its password by SMS. As from this moment SPOC is entitled to use the Electronic Data Platform administration tool via <https://gasdata.balansys.eu/administration/> and execute the administration setup of all users relating to such network user, by:

- Registering user(s) and their information;
- Password management for users, including creation, reset or unlock operations;
- Modifying or deleting the information relating to users;
- Granting or modify granted access rights to users.

In order to register a new user, SPOC of the network user shall register at least its name, email address and mobile phone number in the administration tool. Once the user is registered, Balansys shall send the user the URL of the Electronic Data Platform and its username by email and its password by SMS. As from this moment user is entitled to use the Electronic Data Platform and consult private data relating to the network user, according to the access rights granted to him at that time by the SPOC.

2.2 Initial user setup

2.2.1 Creating a new user

Before creating a user account, the SPOC should check if the user already exists. If this is the case, user details don't need to be filled in. The SPOC can proceed immediately to assigning rights to the already existing user (See 2.2.2).

If the user is new, the user details have to be filled in:

- First and last name (*)
- Mobile phone number (*) (**)
- Email address (*) (**)
- Regular phone number

(*) fields are mandatory

(**) fields have to be entered twice, to ensure that the value entered is correct

The user name is generated by the system, and consists of the 7 first letters¹ of the surname and the first letter of the first name. The user name is a mere suggestion by the system. If the SPOC prefers another system for generating usernames, then it is also possible to enter another user name. The system will check the uniqueness of the username before saving the user.

After pressing the Save button, the SPOC receives a validation code via SMS, which has to be entered in the provided field. This code must be validated successfully by the system before the newly created user account is actually saved in the system.

Once the account is saved, the specified user receives an email with a link to the Electronic Data Platform. To gain access to this platform, the user must enter the initial user password that was generated by the system. This password is not shown to the SPOC, but sent to the user by SMS. Before being able to log in, the user should reset this system-generated password to a personal password. For clarity's sake, next symbols don't appear in the password:

- l: lower case L
- I: upper case i
- o: lower case o
- O: upper case o

The 1 and 0 do sometimes appear in the system-generated password.

The user should reset the system-generated password before logging in. The password should contain minimum 8 characters and maximum 20 characters, should consist of at least 1 upper case letter, 1 lower case letter and 1 digit or special character (except the special characters ' " \ &). The password cannot contain the username.

Should the email address or mobile phone number be entered incorrect by the SPOC, it is up to the user to notice that no message was received within reasonable term. The user should therefore contact the SPOC to verify what went wrong.

2.2.2 Adding user rights

Once a user account has been selected, the SPOC can assign user rights.

- If a user is entitled **Reader** rights, access is granted to consult public data and private data relating to the grid user only.
- An **Automatic Download Agent** is a user profile especially for automatic downloads, usually executed by an external system that requires private data relating to the network user.

¹ If the last name does not consist of 7 letters, the last name as a whole is concatenated with the first letter of the first name.

Because of security reasons, if the user already has a role Reader, then the role Automatic Download Agent cannot be assigned. If the user already has the role Automatic Download Agent, then the role Reader cannot be assigned.

2.3 Password management

2.3.1 Unlocking a locked user

If a user subsequently enters an incorrect password 5 times in a row, then the system locks the specified user account, if it even exists. The account can only be unlocked by the SPOC. Consequently, a SPOC can also unlock a fellow SPOC. Once an account has been unlocked, an email is sent to the user to inform him/her about the unlocking of the account.

2.3.2 Resetting password

The SPOC can reset the password of a user or a fellow SPOC if asked to do so. The user under consideration should just be selected before pushing the reset button.

When resetting, the system first checks whether or not the selected user is locked and unlocks the user if necessary.

The system generates a new password and sends it to the user by SMS. The user should change the password before being able to log on to the Electronic Data Platform.

2.4 Other SPOC functionalities

2.4.1 Changing user details

The details of the user can be changed

- First / last name of the user
- Regular phone number
- Email address

The email address has to be entered twice, in order to make sure the correct value is entered.

2.4.2 Changing the mobile phone number

The mobile phone number for the user can also be changed. The new value for the mobile phone number has to be entered twice, with the copy paste functionality disabled.

To confirm the change, the SPOC has to enter the validation code that is received by SMS.

2.4.3 Deleting user rights

The SPOC can select a user account and delete its rights.

2.4.4 Deleting a user account

A user account can only be deleted if it has no rights whatsoever. As long as the account still has rights, the delete button will be disabled, showing a tooltip that hints to the existence of remaining user rights. If the SPOC has strong reasons for deleting the user anyway, it is recommended to already delete the user rights.

2.4.5 Consulting user accounts

The SPOC can consult all the users for his BP. For each user there is an indication of the applied user rights (SPOC rights and/or other rights).

3. Functionalities for the users (including SPOCs)

3.1 Authenticate

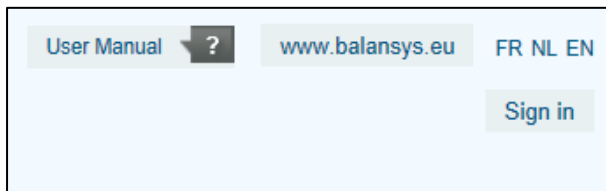
The user is authenticated with user name and password. If the password is entered incorrectly 5 subsequent times in a row, the system locks the user.

3.2 Change password

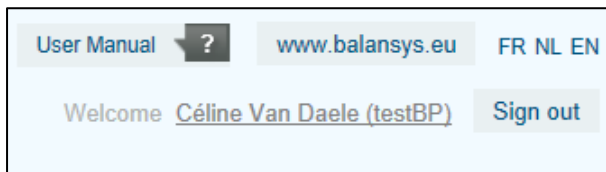
The user can change his password by typing in the old password and then typing the new password twice, in order to ensure that the entered value is the correct one.

The password should contain minimum 8 characters and maximum 20 characters. It should consist of at least 1 upper case letter, 1 lower case letter and 1 digit or special character (except the special characters ' " \ &). The password cannot contain the username.

3.3 Log in



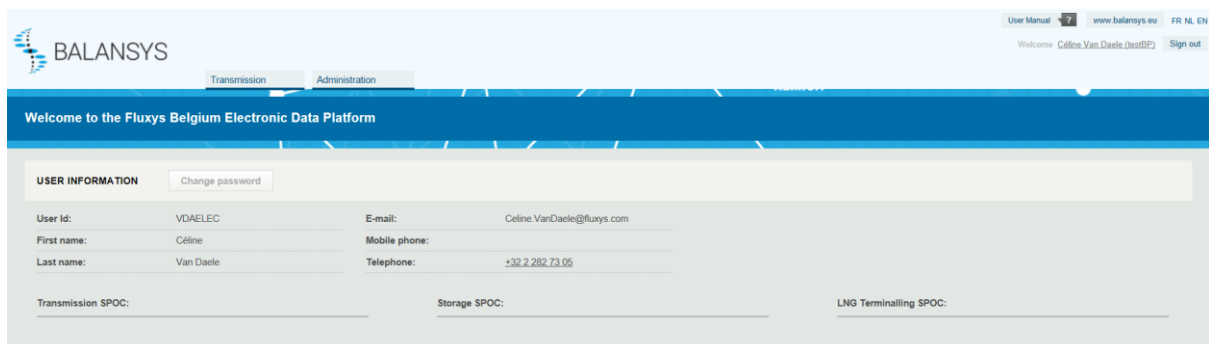
Click the “sign in” button in the right upper corner of the screen. The user is asked to fill in his user account (mentioned in the email he received) and his password (mentioned in the SMS when this is the first time, or reset by the user himself when this is not the first time).



The user name followed by the BP name between brackets shows when the user has signed in.

3.4 Consult my info

Click the user name. The following screen appears



The external user can consult his user information, being:

- First name
- Last name
- User name
- Telephone number

- Mobile phone number
- Email address

The user can also consult the information for the SPOCs of his BP

- Name
- Mobile telephone number
- Email address

3.5 SPOC Template

The following fields have to be provided to Balansys for each SPOC. Note that phone number is the only field which is not mandatory.

Electronic Data Platform Form: www.gasdata.balansys.eu

Please complete this template and send it back to Balansys (Info@balansys.eu) as soon as possible in order to enable Balansys to create the SPOC(s) for your company once the concerned STA enters into force.				
COMPANY NAME				
SPOC: This person will be responsible for the management of the users and their access rights for the Electronic Data Platform within your company				
First Name	Last Name	Mobile Phone*	Email Address	Phone Number

* Mobile Phone Number shall be used in order to send a SMS to the SPOC including the password for getting access. Please make sure that this number is a valid Mobile Phone Number otherwise no SMS can be sent and thus no access to the Electronic Data Platform can be given for private data.

The template will be provided via info@balansys.eu when the company becomes a Business Party (BP) by signing the Balancing Agreement.

4. Balancing and Allocations

4.1 Grid User Balancing Position

The Network User Balancing Position publication holds Market Threshold, together with the position and possible settlements for the Market and the Network User.

It also indicates whether the data is based on provisional or forecasted values.

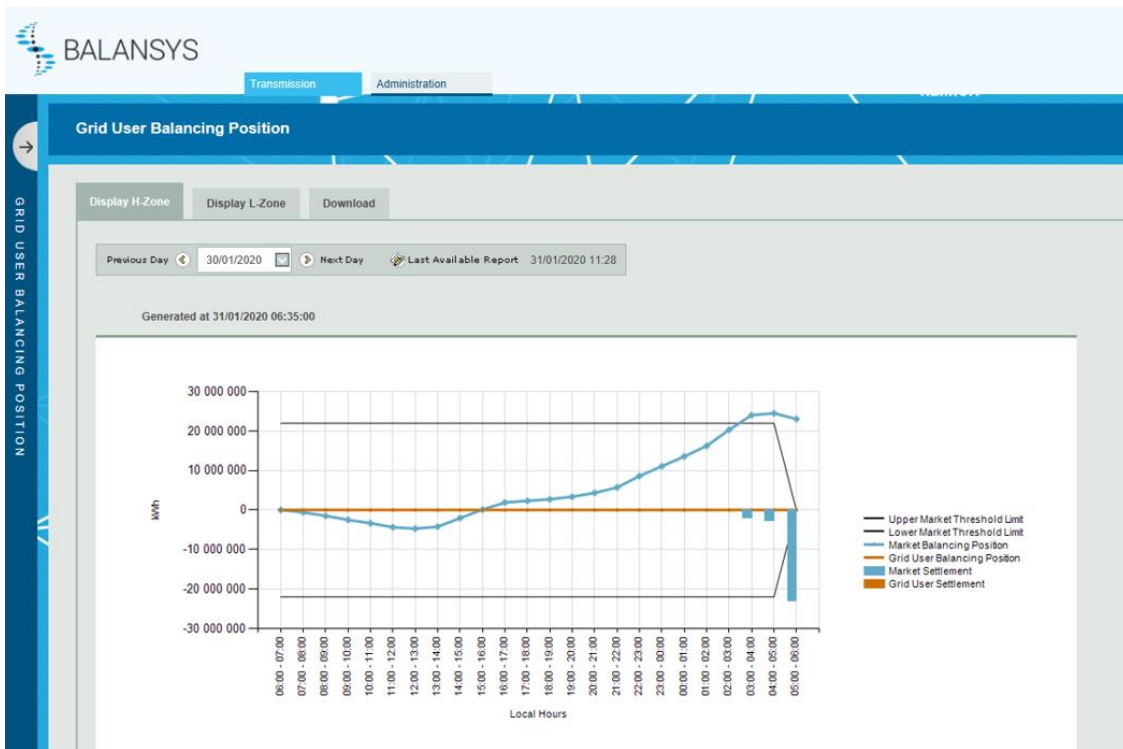
Network Users receive the Network User Balancing Position information for the HZONE and/or LZONE depending on their activities in a graph and data format and also downloads are made available.

The Market Settlement could be either a Market Shortfall or a Market Excess, a direction is conventionally defined:

A positive Market Settlement correspond to a Market Shortfall, Balansys injects gas into Network User Balancing Position of causing Network Users, Balansys buys gas to compensate the Market Shortfall, A negative Market Settlement corresponds to a Market Excess, Balansys withdraws gas from Network User Balancing Position of causing Network Users, Balansys sells gas to compensate Market Excess.

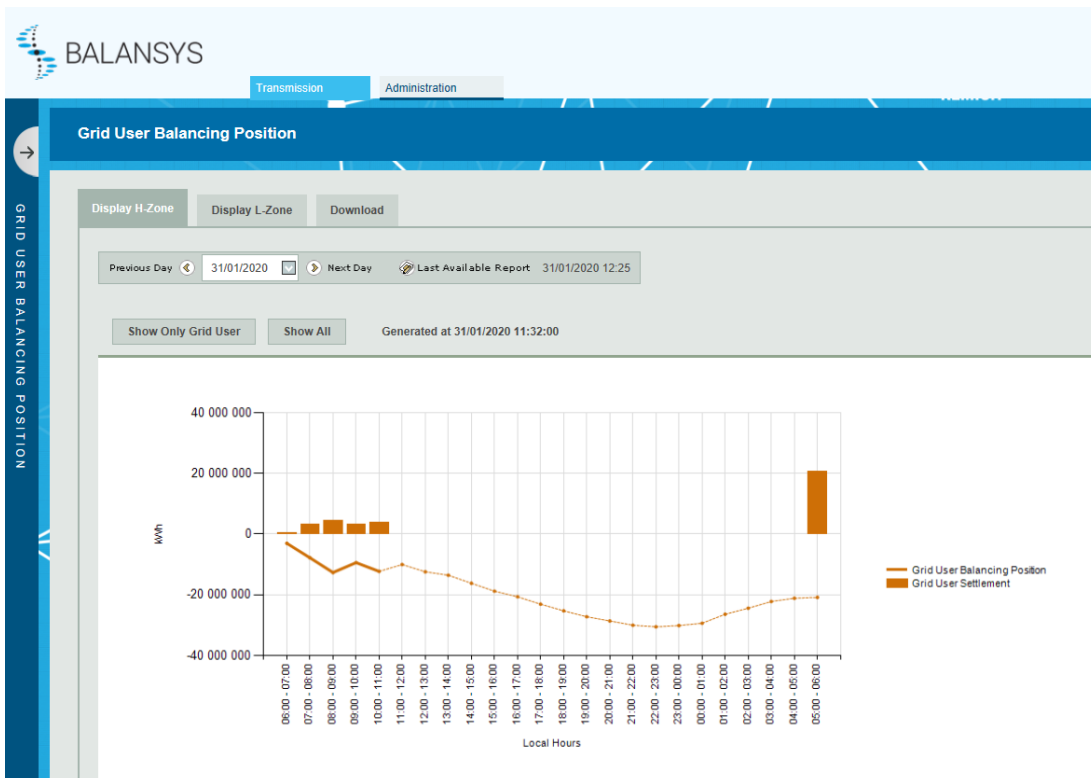
This publication is published every hour (H+35') with the latest actual and forecasted values. All values are rounded to 1kWh.

Graph format:



By selecting a specific Zone, and a gasday (gasday may not be smaller than 1/10/2015), balancing information will be shown. Using the “Show Only Network User” button, the graph will only contain information about the Network User itself and no longer the Market information. The format of the graph will be adapted, so that the graph is easier to read.

Selecting the “Show All” button will result in the publication of the initial graph with both Network User and Market information.

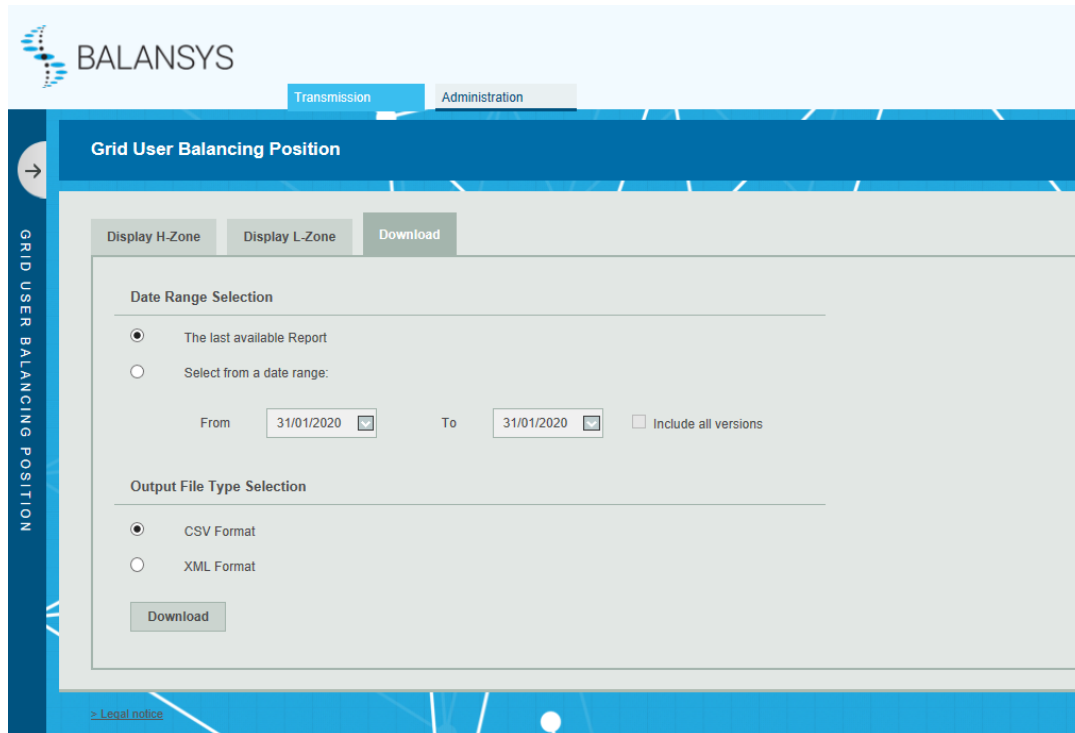


Data format:

Local Hours	Upper Market Threshold Limit (kWh)	Lower Market Threshold Limit (kWh)	Market Balancing Position (kWh)	Market Settlement (kWh)	Imbalance Pooling Transfer (kWh)	Grid User Balancing Position (kWh)	Grid User Settlement (kWh)	Status
06:00 - 07:00	22 000 000	-22 000 000	-12 889 640	0	-802 528	-3 065 318	0	Provisional
07:00 - 08:00	22 000 000	-22 000 000	-29 345 651	7 400 013	-1 670 600	-7 452 713	1 566 003	Provisional
08:00 - 09:00	22 000 000	-22 000 000	-32 749 335	10 800 010	-465 649	-8 404 513	2 165 303	Forecasted
09:00 - 10:00	22 000 000	-22 000 000	-32 430 785	10 500 011	-429 881	-8 486 090	1 984 355	Forecasted
10:00 - 11:00	22 000 000	-22 000 000	-32 347 779	10 400 011	-412 154	-8 693 702	1 879 241	Forecasted
11:00 - 12:00	22 000 000	-22 000 000	-34 237 929	12 300 012	-389 402	-9 018 984	2 117 668	Forecasted
12:00 - 13:00	22 000 000	-22 000 000	-32 281 385	10 300 013	-383 660	-9 052 681	1 733 693	Forecasted
13:00 - 14:00	22 000 000	-22 000 000	-35 072 972	13 100 014	-1 022 391	-10 320 998	2 288 861	Forecasted
14:00 - 15:00	22 000 000	-22 000 000	-32 147 252	10 200 010	-235 659	-10 072 165	1 725 874	Forecasted
15:00 - 16:00	22 000 000	-22 000 000	-31 819 589	9 900 009	-238 172	-10 067 410	1 594 620	Forecasted
16:00 - 17:00	22 000 000	-22 000 000	-31 966 167	10 000 010	-263 034	-10 293 397	1 559 652	Forecasted
17:00 - 18:00	22 000 000	-22 000 000	-34 336 163	12 400 009	-366 197	-10 962 946	1 921 582	Forecasted
18:00 - 19:00	22 000 000	-22 000 000	-32 710 430	10 800 013	-397 774	-11 464 803	1 709 256	Forecasted
19:00 - 20:00	22 000 000	-22 000 000	-35 514 066	13 600 013	-1 162 143	-13 021 837	2 278 605	Forecasted
20:00 - 21:00	22 000 000	-22 000 000	-32 366 407	10 400 010	-386 630	-12 869 709	1 718 428	Forecasted
21:00 - 22:00	22 000 000	-22 000 000	-31 737 827	9 800 011	-340 577	-12 673 404	1 541 423	Forecasted
22:00 - 23:00	22 000 000	-22 000 000	-31 306 390	9 400 012	-181 993	-12 407 483	1 397 495	Forecasted
23:00 - 00:00	22 000 000	-22 000 000	-32 684 780	10 700 012	-134 888	-12 185 601	1 494 999	Forecasted

Downloads:

Using the download functionality the Network User can download, either the latest available report, or he can make a selection of a date range which include only the latest available report, or all versions. Downloads are made available in CSV and XML formats.



4.2 Market Balancing Position

This publication is published every hour with 1 hour delay (H+1:35) with the latest actual and forecasted values.

All values are rounded to 1kWh.

The Market Balancing Position screen opens with a few parameters that can be filled in

1. Selection of balancing zones
By default all balancing zones are selected
2. Selection of period
The value for *from date* cannot be smaller than 1/10/2015.

4.2.1 BeLux Model

The Market Position publication holds Market Threshold, together with the position and possible settlements for the Market.

It also indicates whether the data is based on provisional or forecasted values.

The Market Settlement could be either a Market Shortfall or a Market Excess, a direction is conventionally defined:

- A positive Market Settlement corresponds to a Market Shortfall. Balansys injects gas into Network User Balancing Position of causing Network Users, Balansys buys gas to compensate the Market Shortfall
- A negative Market Settlement corresponds to a Market Excess. Balansys withdraws gas from Network User Balancing Position of causing Network Users, Balansys sells gas to compensate the Market Excess.

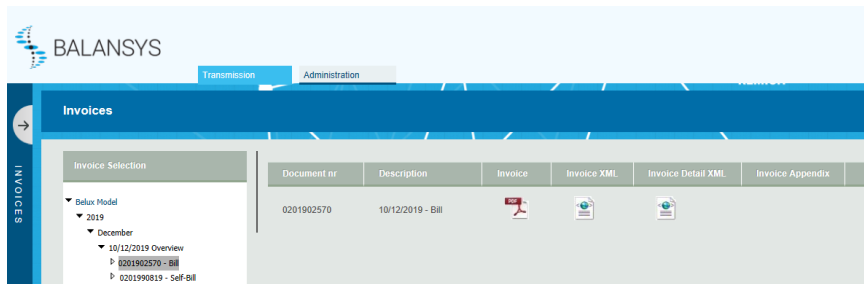
UMTL	Upper Market Threshold Limit	MT+ h,z (cfr ACT List of Definitions)
LMTL	Lower Market Threshold Limit	MT- h,z (cfr ACT List of Definitions)
MBP	Market Balancing Position	
MS	Market Settlement	
ECG	Excess Causing Network User	
SCG	Shortfall Causing Network User	
EBSP	Excess Balancing Settlement Price	

SBSP	Shortfall Balancing Settlement Price	
MTU	Market Threshold Utilisation	

5. Invoicing

5.1 Invoices

When the Invoices menu-item is clicked, the Invoices section will open.



In this section all the available invoices are listed in the folders in the left menu.

The folders are sorted by the available invoicing dates. By opening a folder the invoices for this invoicing date will be displayed in the middle of the screen.

Note that if you click on the folder, the application will automatically display the first invoice underneath it.

5.2 Other invoices – Balansys

This section of EDP gives access to private data concerning invoices and appendixes for non-regulated activities.

5.3 Preliminary Allocations details

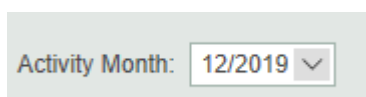
Balansys provides a preliminary version of the allocation details. A preliminary allocation detail is made available around M+5 days, but contains information that has not yet been fully validated.

5.3.1 General Overview

You find the preliminary allocation details for

- Transmission
 - Belux Model
 - For all activity months as from 10/2015

In a drop-down menu near the top of the Consult Preliminary screen the user can select a month for which he wants to see the preliminary allocation details. The drop-down menu will list all months that have preliminary allocation details available. By default the most recent month is selected.



Once the month is selected, the preliminary allocation details for that month are shown. They can be downloaded separately, or with the button “download preliminary allocation details” one can download a zip file containing all the preliminary allocation details.

	Data Publication Type	GasDay
Download	Grid User's Definitive Hourly Allocation Form	01/10/2015
Download	Grid User's Definitive Hourly Allocation Form	02/10/2015
Download	Grid User's Definitive Hourly Allocation Form	03/10/2015
Download	Grid User's Definitive Hourly Allocation Form	04/10/2015

5.3.1.1 Download

The user can choose between downloading a single allocation detail and downloading all allocation details for the selected month.

5.3.1.1.1 Single file download

When the user selects the file he wants to download he can choose between immediately opening the file and saving the file to disk. The allocation detail is offered as a CSV file that can be viewed using Excel or notepad.

5.3.1.1.2 Complete download

Again the user will get the choice between viewing and saving the file. When downloading a complete set of allocation details files, the user receives a .zip archive containing all CSV allocation details files for the selected month.

5.4 Settlement prices

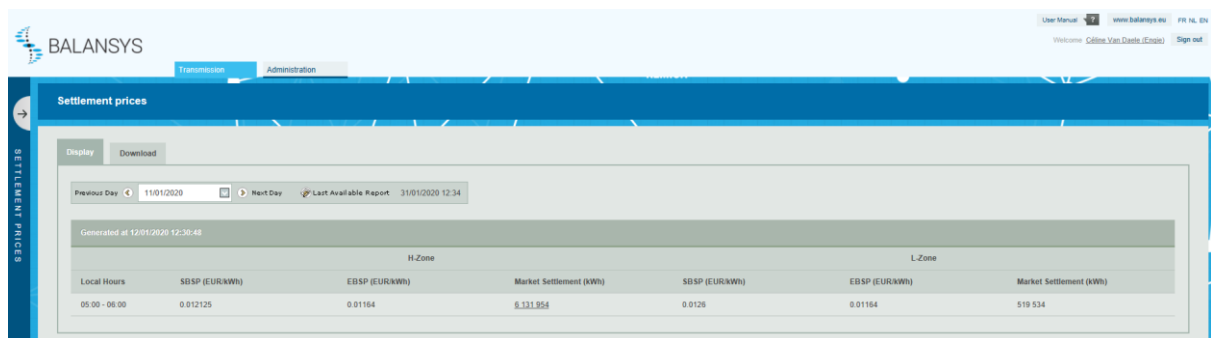
The Settlement Price publication holds prices for settlements that have occurred. Network Users receive data about the HZONE and the LZONE.

The Market Settlement could be either a Market Shortfall or a Market Excess, a direction is conventionally defined:

A positive Market Settlement correspond to a Market Shortfall, Balansys injects gas into Network User Balancing Position of causing Network Users, Balansys buys gas to compensate the Market Shortfall, A negative Market Settlement correspond to a Market Excess, Balansys withdraws gas from Network User Balancing Position of causing Network Users, Balansys sells gas to compensate the Market Excess

This publication is refreshed whenever the price for a settlement becomes available. network Users receive the Settlement Prices for the HZONE and the LZONE in a data format and also downloads are made available.

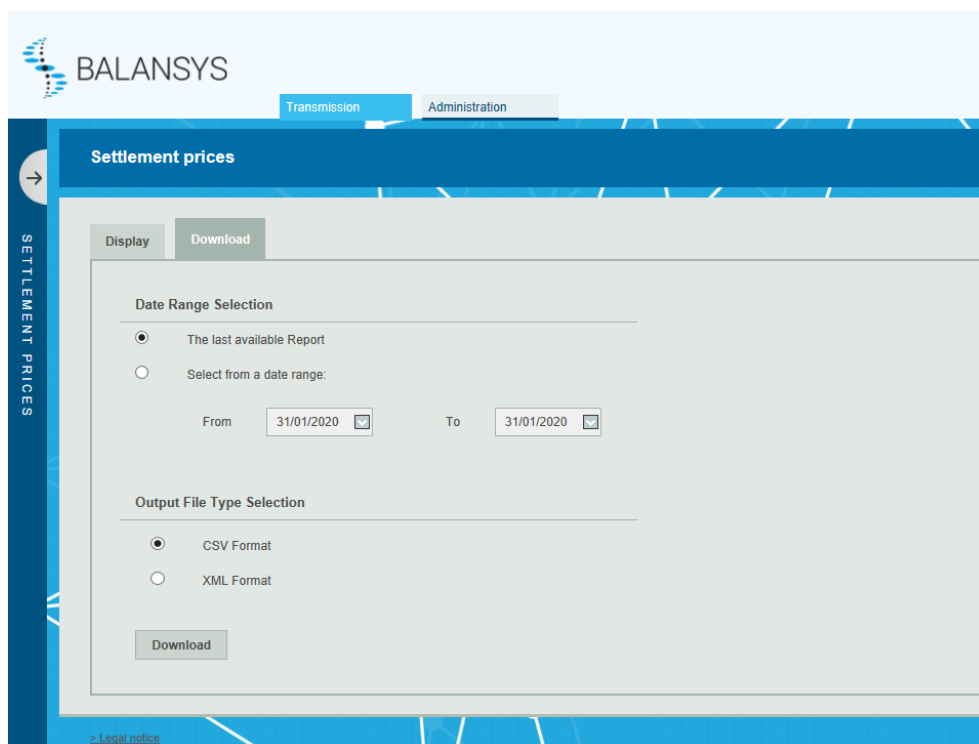
Data format



H-Zone		L-Zone	
Local Hours	SBSP (EUR/MWh)	EBSP (EUR/MWh)	Market Settlement (kWh)
05:00 - 06:00	0.012125	0.01164	5.131.954

Downloads:

Using the download functionality the Network User can download, either the latest available report, or he can make a selection of a date range which include the latest available report. Downloads are made available in CSV and XML formats.



6. Regulatory and contractual documents

These documents are available on www.balansys.eu.

6.1 Balancing Agreement (BA)

The object of this Agreement is to lay down the terms and conditions which are applicable to the Balancing within the BeLux Area.

6.2 Balancing Code (BC)

This document contains a list of definitions and describes the balancing regime and services that can be subscribed. It also describes the different settlements and the way they are calculated. Furthermore it contains the rules for invoicing and access to the Electronic Data Platform.

6.3 Balancing Program (BP)

In addition to the BeLux Integrated Market Model, this document (the Balancing Program) describes the Balancing Services offered by Balansys in within the BeLux area in accordance with the Balancing Agreement and the Balancing Code.

6.4 Tariffs and neutrality account

Overview [tariffs](#) and neutrality account.

6.5 Implementation information

Find here all [operational information](#) relating to the implementation of balancing services in the Belux Area (templates, data formats, ...)

7. Automatic downloads

For most of the reports in the Electronic Data Platform and Electronic Booking System, it is possible to let a system perform automatic downloads through an URL with parameters.

The Implementation Information provides a full overview of the reports under consideration, the URLs, the parameters, and the format of the output files. The Implementation Information and all the relevant files can be retrieved at www.balansys.eu – Operational information.