

Portal OT – User Instructions

General

Purpose

The purpose of this document is to describe the use and functionality of Portal OT.

Audience

The primary audience are the users of Portal OT.

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INTRODUCTION

Portal OT is a web-based application of the market operator, intended for ensuring transparency in the electricity market and a tool that enables members of the Balance Scheme to access and manage the data and reports they need to operate on the Slovenian electricity market.

Portal OT consists of two sections: public and private. The public section of the portal shows all important data on the Slovenian electricity market, while the private section is intended for members of the Balance Scheme. Registered users have access to data and reports related to the imbalance settlement process of each individual member. The portal also enables direct management of some other processes, such as submitting comments regarding the imbalance settlement, reporting of downtime, reporting changes to contacts' information, setting various reminders, etc.

The access to the private section of the portal is only possible with a digital certificate. Before your first sign-in, you must register the user account and the digital certificate.

Each member of the balance scheme (i.e. a company) can have several users. There are two categories of users: the regular user and the privileged user. An individual company must have at least one privileged user. The latter then makes requests for new users, who can be regular users, but can also specify new privileged users. The privileged user can therefore manage the contact persons and users (add, change or remove the users) and assign user permissions on the portal.

An individual user only has access to those pages and content for which the privileged user has given them permission.

All registered users have access to at least the following two pages:

- [My account](#)
- [Notification settings](#)

The [Login](#) section describes the process of logging in to Portal OT.

1. REGISTRATION AND LOGIN

1.1 Registration (of the first user)

Prior to the registration of the first user of an individual member of the Balance Scheme, the market operator must first receive a completed and signed (by the responsible person of the company) the document *Order for the first access to Portal OT*.

In the document, the Balance Scheme member must indicate the person who will access the portal as a privileged user and must specify which digital certificate the user will use in the registration process. If the user already has a digital certificate issued by Borzen, which they use in other Borzen's applications, then the user can also use this digital certificate for signing in to Portal OT. If the user does not have an appropriate digital certificate, they can order Borzen's digital certificate via the abovementioned *Order*.

After receiving the correctly completed order, the market operator will provide the user with more detailed instructions regarding the registration of the first privileged user via e-mail. The user will receive two e-mails. The first e-mail will contain a link to the page for the registration of the digital certificate. The second e-mail will contain a PIN number that the user must enter in the registration process.

By clicking on the link from the first e-mail, a new window opens in the browser, in which two options are offered. Depending on the location of the digital certificate the user can choose among (Figure 1):

- The certificate is saved in the browser.
- Load the certificate from the disk/USB drive.

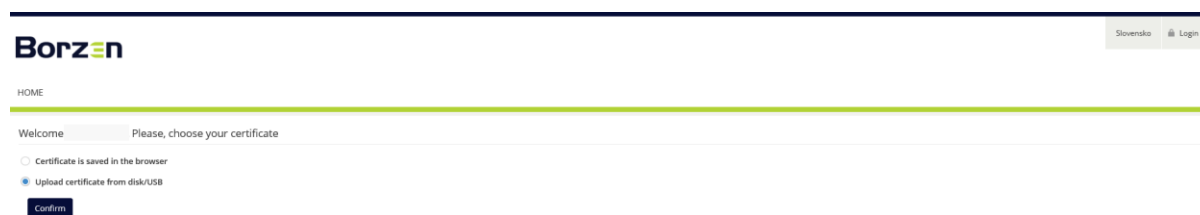


Figure 1: Certificate selection

When selecting *Upload certificate from disk/USB* (it is necessary to ensure that the USB drive is connected) by clicking on the *Confirm* button a new page is displayed (Figure 2: Certificate registration), in which the user enters the PIN from the second e-mail. Clicking the *Load* button opens a new window in which the user selects the certificate. After selecting the certificate, click the *Register certificate* button.

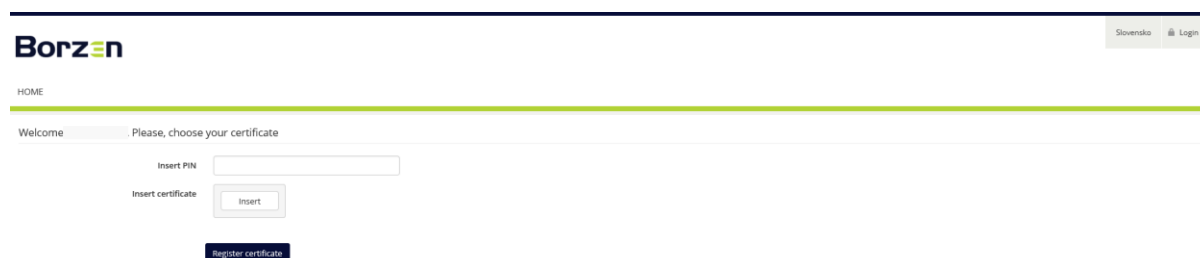


Figure 2: Certificate registration

If the user initially selected *Certificate is saved in the browser* (Figure 1), after clicking the *Confirm* button a new pop-up window opens, in which the user selects the digital certificate stored in the browser (Figure 3).

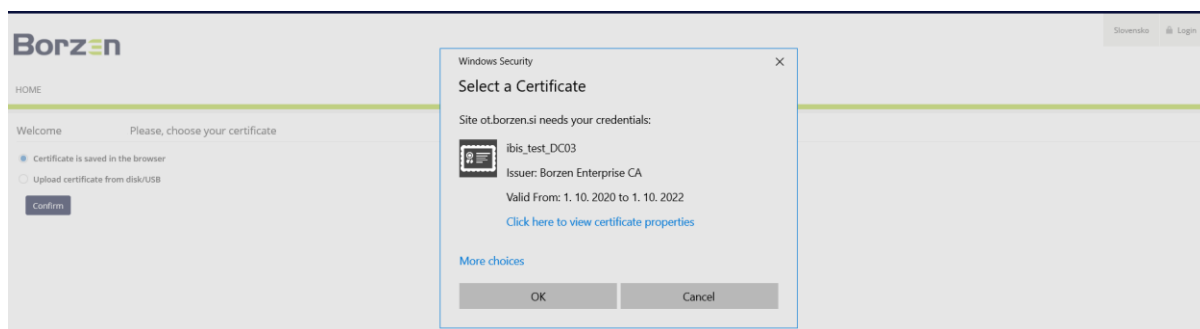


Figure 3: Selection of digital certificate

After selecting the digital certificate, a new page opens in the browser, in which the user enters the PIN they received in the second e-mail. The details of the selected digital certificate are displayed. The registration process is completed by clicking on the [Register certificate](#) button (Figure 4).

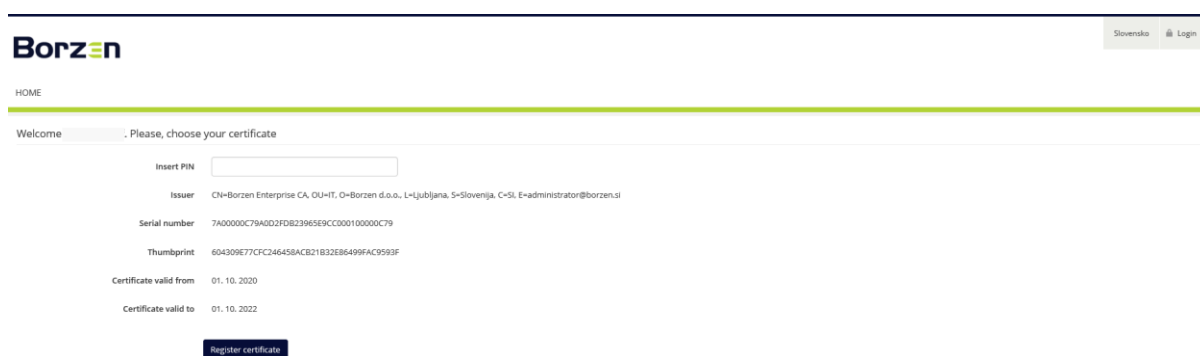


Figure 4: Registration of digital certificate

Before completing the registration process, a new window will open in which the user sets a password for accessing the portal. The selected password must be entered twice. This completes the digital certificate registration. The user can now log in to Portal OT.

1.2 Login

The portal can be accessed at the following link:

<https://www.ot.borzen.si>

Portal OT is multilingual, and it currently supports Slovenian and English. The user can change the language by clicking on the button [English](#) in the right top corner of the screen. The user logs in to the system by clicking the [Log In](#) button in the top right corner (Figure 5).



Figure 5: Login

When logging in to the portal, a window opens, in which the user selects the required digital certificate (Figure 6).

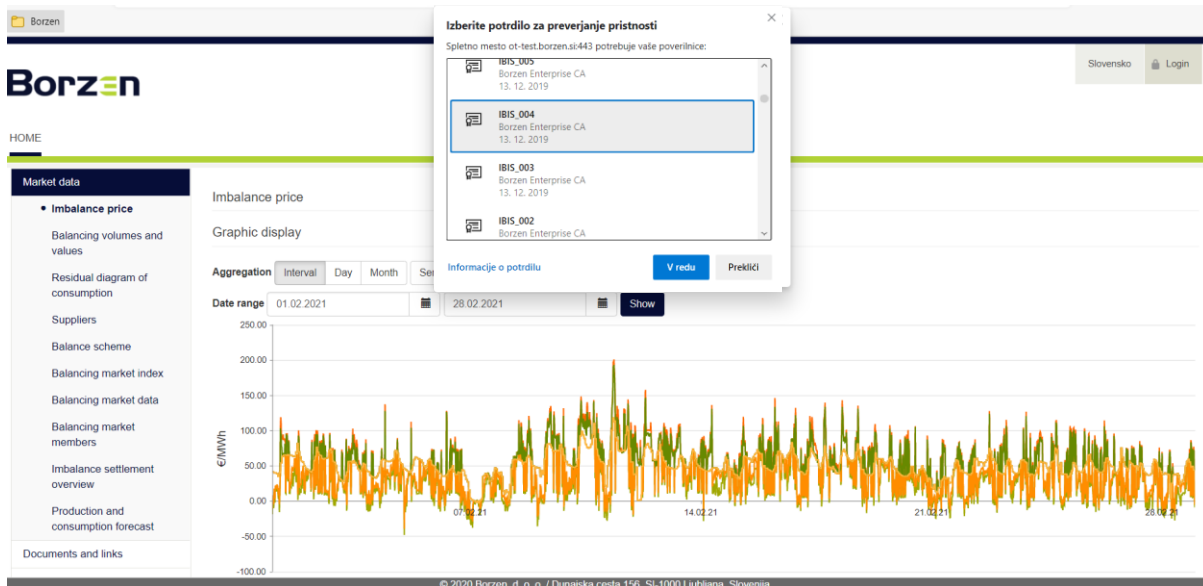


Figure 6: Selection of digital certificate

After selecting the required digital certificate, a page with a password entry field opens. The user logs in to the portal after entering the correct password and clicking the *Log In* button (Figure 7).

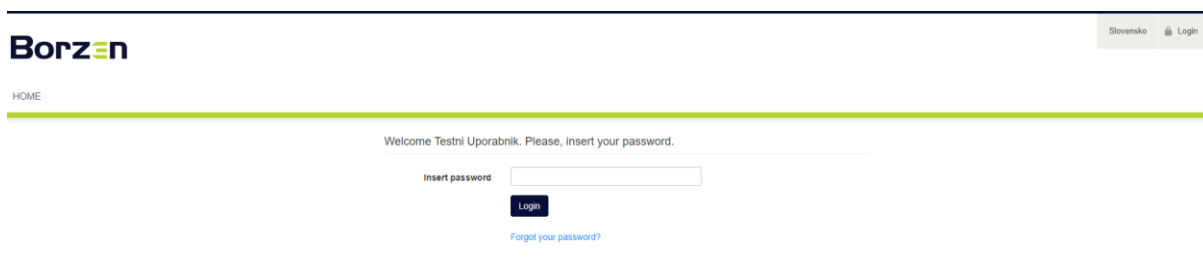


Figure 7: Login

1.3 Forgotten password

Resetting a forgotten password is enabled by clicking on [Forgot Password?](#). After clicking on the link, a new window will open (Figure 8).

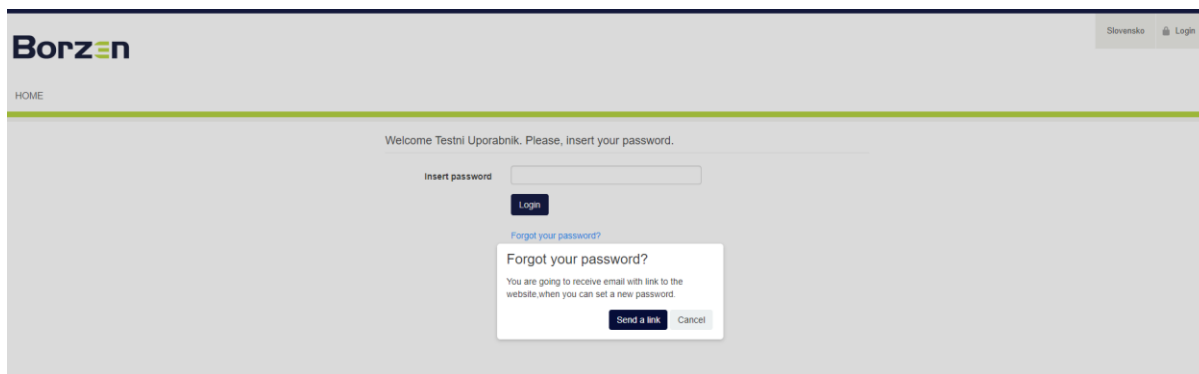


Figure 8: Forgotten password

In the new window, selecting [Send a link](#) sends the PIN and the link for resetting the password to the user's e-mail address (Figure 9).

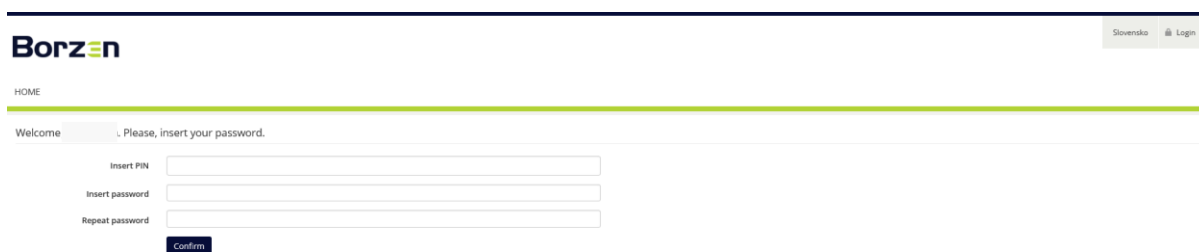


Figure 9: Resetting the password

On this page, the user enters the PIN and a new password. The new password is entered twice, in the [Enter password](#) field and in the [Repeat password](#) field. The resetting of the password is performed by clicking on the [Confirm](#) button.

1.4 Basic navigation

For navigation in the portal, the user can use the menu bar. By clicking on the individual item in the menu bar, the submenus are displayed. The content of the menu bar and submenus depends on the user's access rights within Portal OT.

The username of the logged-in user is displayed in the top right corner. The logout from the portal is performed by clicking on the [Log Out](#) button.

2. SETTINGS

All users of Portal OT can access the following pages (the access to these two pages does not depend on the rights granted by the privileged user):

- [My account](#)
- [Notification settings](#)

Each user has pre-configured rights to review their personal information, user properties and password updates. By selecting the [Notification settings](#), the users can set reminders for the events they want to be notified about.

In the menu bar, under the section [Data and calculations](#), a submenu opens, in which the user can select the following options:

- [Manage contacts and users](#) (can only be accessed by privileged users)
- [Notification settings](#)

The contents and functionalities of individual pages are presented in more detail in the later sections of this document.

2.1 Managing contacts and users

Only privileged users have access to the [Manage contacts and users](#) page. The privileged user can view, edit, add or remove contacts and users.

All changes to contact information, as well as adding or removing contacts are initiated by the privileged user via [Requests](#). The request for changing individual data are received by the Portal OT Administrator, who must first confirm the change to be later visible on Portal OT.

Clicking on the [Manage contacts and users](#) button from the [Settings](#) menu bar opens a page with two tables (Figure 10):

- Manage contacts and users
- Overview of requests for adding new contacts

The [Manage contacts and users](#) table shows the contact details of the persons that can be found in the records of the market operator. The person's contact information can be edited by clicking on the pen icon located in the last column of the table. The managing of contacts is carried out through requests, which must be validated by the Portal OT Administrator.

The submitted requests have one of the following three statuses:

- Submitted – The request is pending approval by the Administrator.
- Approved – The request was approved by the Administrator.
- Rejected – The request was rejected by the Administrator.

The screenshot displays the 'Manage contacts and users' interface. At the top, there is a navigation bar with 'Slovensko', 'Testni Uporabnik 2 - Partner-cestni', and 'Logout'. Below the navigation bar, the 'SETTINGS' menu is active. The main content area is titled 'Manage contacts and users' and contains two tables.

The first table, 'Manage contacts and users', has the following columns: Name, Surname, Mobile Teleph., Telephone, E-mail, Scheduling, Fin. Sett., Imp. Sett., Scheduling-W..., Scheduling app, Portal OT, Responsible p..., Balance Scheme, Privileged user, Active, and Edit. It lists five test users (Uporabnik 1 to 5) with their respective contact information and settings.

The second table, 'Overview of requests for adding new contacts', has columns for Name, Date sent, and Status. It shows six requests for adding new contacts, with dates ranging from 09.04.2021 to 13.11.2020. Each request is associated with a test user and has a status of 'Add new contact'.

Figure 10: Managing contacts and users

The table shows the following contact details:

- Name
- Surname
- Mobile phone number
- Phone number
- E-mail
- Scheduling (app) – contact person authorised for recording of closed contracts and operational forecasts
- Financial settlement – contact person authorised for financial settlement and financial matters
- Imb. Settl. – contact person authorised for imbalance settlement
- Scheduling-weekend – contact person authorised for recording of closed contracts and operational forecasts who is also available on weekends and holidays
- Balance Scheme – authorised person for matters related to the balance scheme process
- Scheduling app user – user of the application for recording of closed contracts and operational forecasts
- Portal OT – Portal OT user
- Active

After clicking on the pen icon, a new window opens, displaying the contact information on the selected contact person (Figure 11).

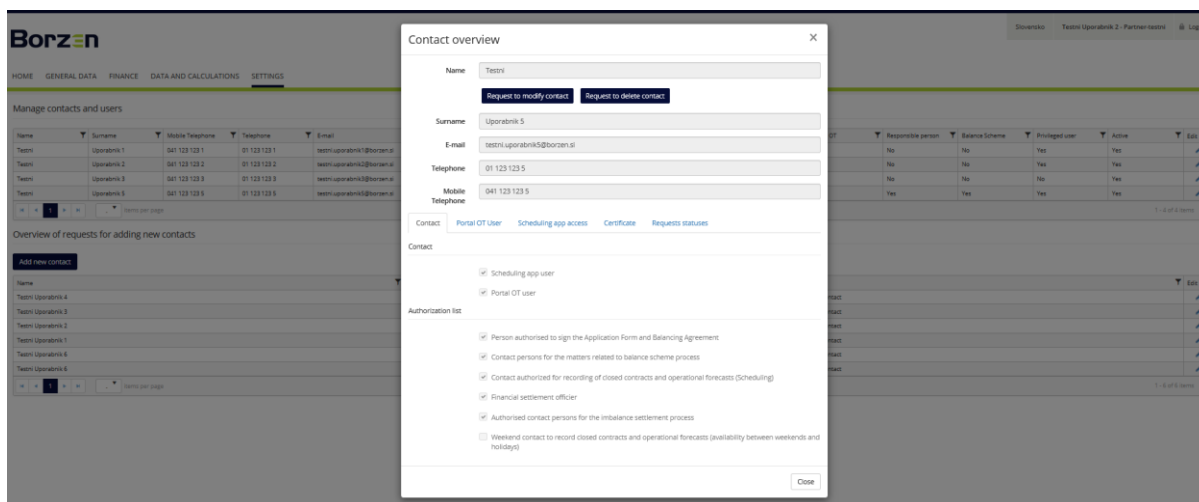


Figure 11: Managing contact information

In this window, the user can initiate the submission of various requests. There are several requests, each with its own specific purpose, which are described in the chapters below. The following requests and actions can be launched from this window:

- [Request to add new contact](#)
- [Request to modify contact](#)
- [Request to delete contact](#)
- [Edit Portal OT rights](#)
- [Request for user registration in the Scheduling application](#)
- [Request to cancel access to the Scheduling application](#)
- [Request for issuing a digital certificate](#)
- [Request for digital certificate registration](#)
- [Request for cancelling a digital certificate](#)
- [Overview of request statuses](#)

The second table *Overview of requests for adding new contacts* shows requests for adding new contact persons (Figure 12). The status of the request can be checked by clicking on the pen icon in the last column of the table.

The table *Overview of requests for adding new contacts* shows the following contact information:

- Name – Shows the name and surname of the contact person to be added.
- Date of submission – Shows the date of the submission of the request.
- Status – Shows the current status of the request.

2.1.1 Request to add new contact

Clicking the *Request to add new contact* button opens a new window (Figure 12).

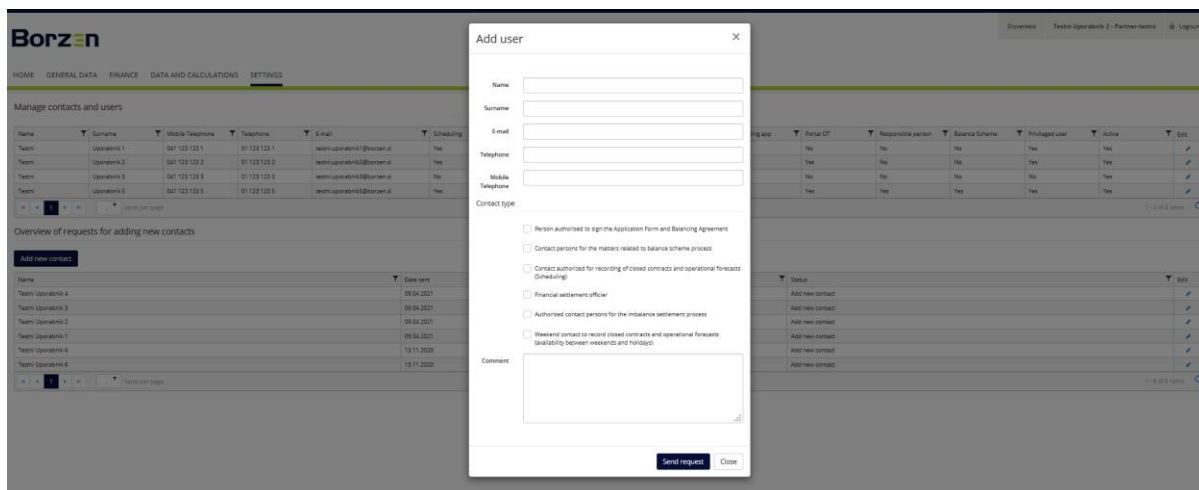


Figure 12: New contact

The new window allows the user to submit a request for adding a new contact person. The user fills in the contact details of the person they want to add:

- Name
- Surname
- E-mail address
- Phone number
- Mobile phone number
- Selecting the contact type (the user can mark several contact types)
- Comment

By clicking the *Submit request* button, the request is submitted for confirmation to the Administrator. Once the Administrator confirms the request, the data on the new contact person is added to the portal.

2.1.2 Request to modify contact

The request to modify a contact is made in the contact edit window (the pen icon in the *Edit* column in the Manage contacts and users table) by clicking the *Request to modify contact* button. A new window opens, in which the user modifies, adds or deletes existing data:

- Name
- Surname
- E-mail address
- Phone number
- Mobile phone
- Selecting the contact type (the user can mark several contact types)
- Comment

After entering the data, by clicking on the *Save* button the request to modify contact is submitted for confirmation to the Portal OT Administrator (Figure 13). Once the Administrator confirms the request, the desired change is displayed on Portal OT.

Figure 13: Request to modify contact

2.1.3 Request to delete contact

The removal of contact persons is made through the *Request to delete contact*. For the contact person you want to remove, please click on the *Request to delete contact* button in the *Contact overview* window (the pen icon in the *Edit* column in the Manage contacts and users table). A new window with the current contact information appears. A comment can be added to the request and the request can then be submitted by clicking the *Send request* button (Figure 14). Once the Administrator confirms the request, the desired change is displayed on Portal OT.

Figure 14: Request to remove contact

2.1.4 Edit Portal OT rights

Within Portal OT, every user has access to those pages and functionalities that were assigned to them by a privileged user in their company. User rights are edited in the *Contact overview* window (the pen icon in the *Edit* column in the Manage contacts and users table) in Portal OT user tab (**Error! Reference source not found.**) by clicking the *Edit Portal OT rights* button. All the rights that can be granted to the user in question are displayed in a new window. The process is completed when the *Save* button is clicked after selecting the desired rights (Figure 15).

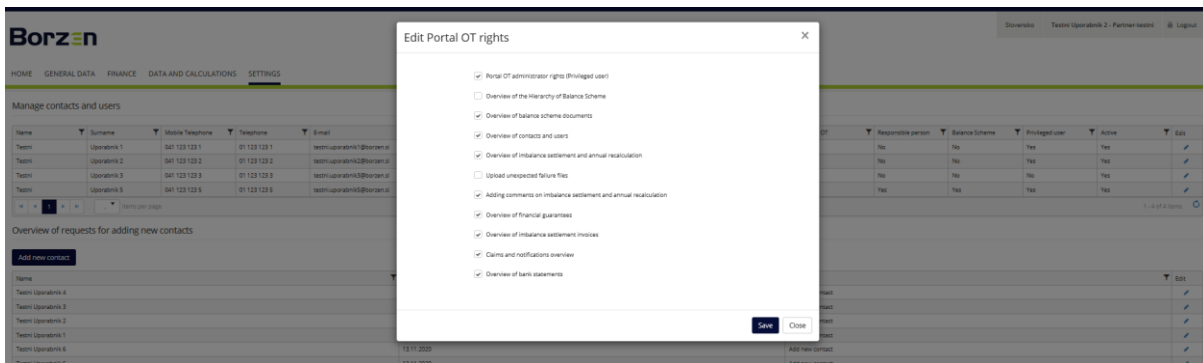


Figure 15: Edit Portal OT rights

2.1.5 Request for user registration in the Scheduling application

The privileged user can submit a request for a selected contact person in Portal OT to register the user in the application for reporting closed contracts and operational forecasts (Scheduling application). The request can be submitted in the *Contact overview* window (the pen icon in the *Edit* column in the Manage contacts and users table) in the Scheduling application user tab by clicking the *Request to add access to the Scheduling application* (Figure 16).

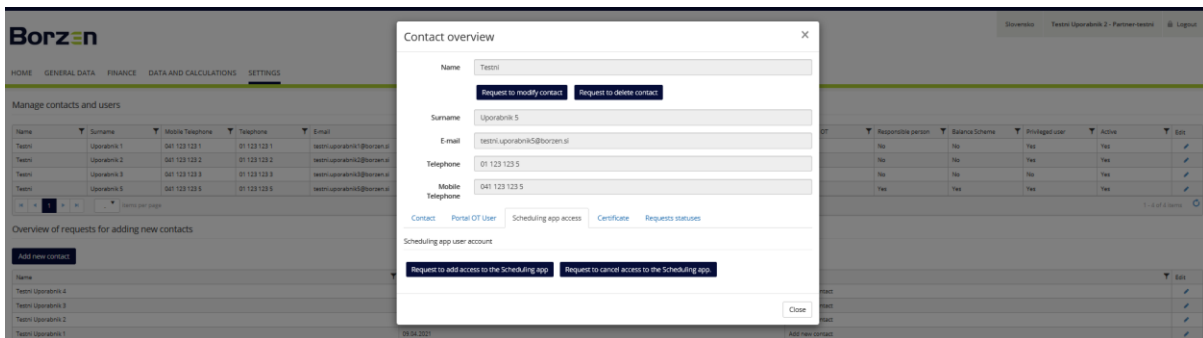


Figure 16: Scheduling application user

In the new window, the user is allowed to add any additional information to the *Comment* field and by clicking on the *Send request* button, the request is submitted (Figure 17) for confirmation to the Portal OT Administrator. The next steps are then separately notified to the person who is to become a Scheduling application user.

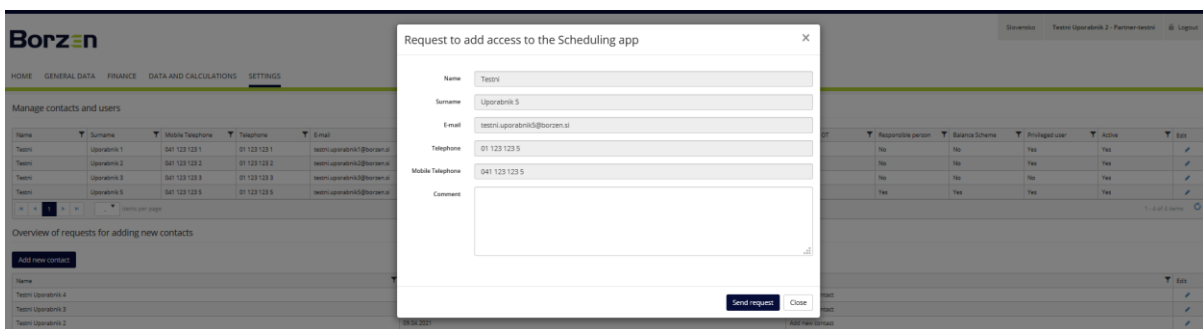


Figure 17: Request for user registration in the Scheduling application

2.1.6 Request to cancel access to the Scheduling application

On Portal OT, the privileged user can submit a request for the existing Scheduling application user to remove their rights to use the Scheduling application. The request can be submitted in the *Contact overview* window (the pen icon in the *Edit* column in the Manage contacts and users table) in the Scheduling application user tab by clicking the *Request to cancel access to the Scheduling application* (Figure 16).

In the new window, the user is allowed to add any additional information to the *Comment* field and by clicking on the *Submit request* button, the request is submitted (Figure 18) for confirmation to the Portal OT Administrator.

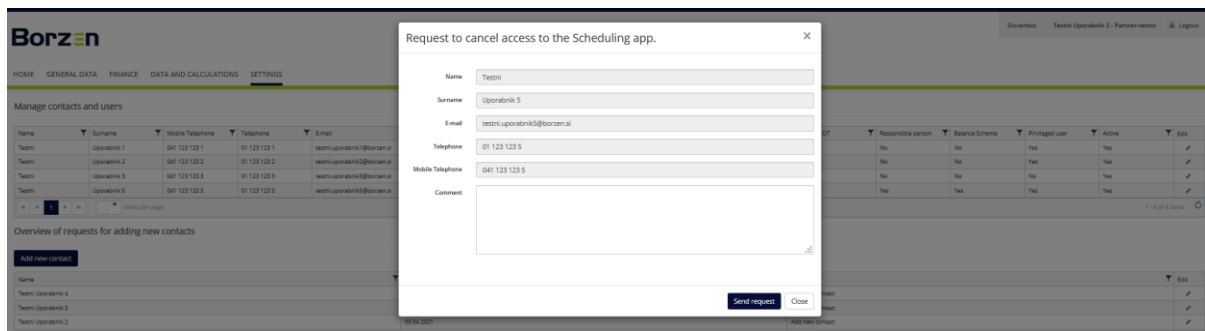


Figure 18: Request to cancel access to the Scheduling application

2.1.7 Request to order a digital certificate (CA Borzen)

On Portal OT, the user can submit the request for the issuance of the Borzen digital certificate, which can be used for different Borzen services/portals (Portal OT, Scheduling app, RRM REMIT). The process of obtaining a certificate is initiated by the user by clicking on the *Request to order issuing a certificate (CA Borzen)* button in the *Contact overview* window for the contact person for whom the user wants to order a digital certificate (the pen icon in the *Edit* column in the Manage contacts and users table) in the *Certificate* tab (Figure 19).

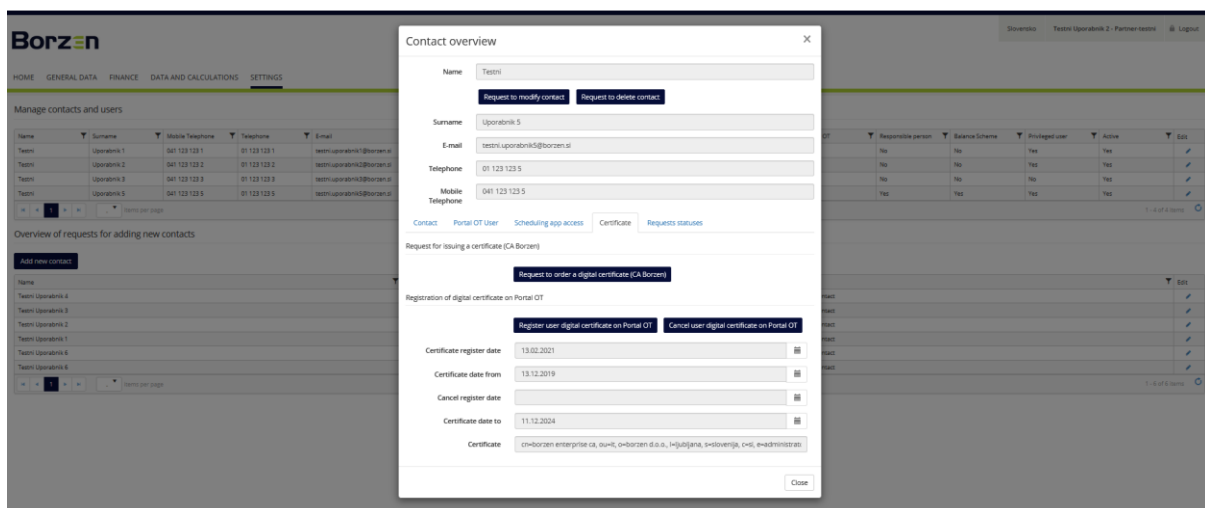


Figure 19: Certificate

In the new window, the user is allowed to add any additional information to the *Comment* field and by clicking on the *Send request* button, the request is submitted for confirmation to the Portal OT Administrator (Figure 20).

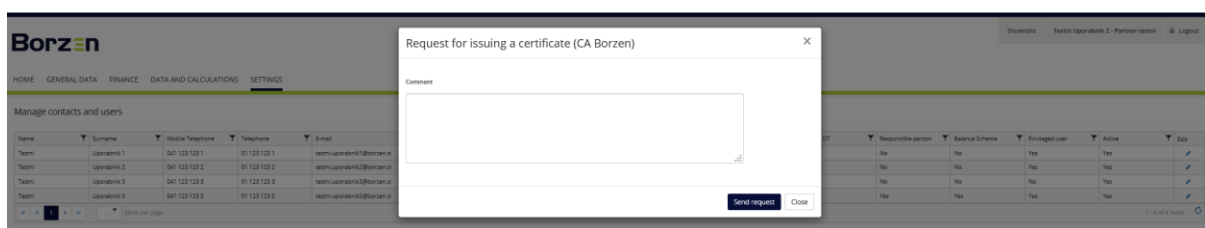


Figure 20: Request for issuing a digital certificate (CA Borzen)

2.1.8 Register user digital certificate on Portal OT

After the Administrator's approval of the *Request for issuing a digital certificate (CA Borzen)* and the person for whom the request was submitted also obtains the digital certificate, the privileged user must initiate the *Register*

user digital certificate on Portal OT. The latter is performed by the privileged user in the *Contact overview* window (the pen icon in the *Edit* column in the Manage contacts and users table) in the *Certificate* tab by clicking the *Register user digital certificate on Portal OT* button (Figure 19).

In the new window, the user is allowed to add any additional information to the *Comment* field and by clicking on the *Send request* button, the request is submitted for confirmation to the Portal OT Administrator (Figure 21). The person for whom the request was submitted will then receive two emails. The further registration procedure is explained in more detail in the chapter [Registration \(of the first user\)](#).

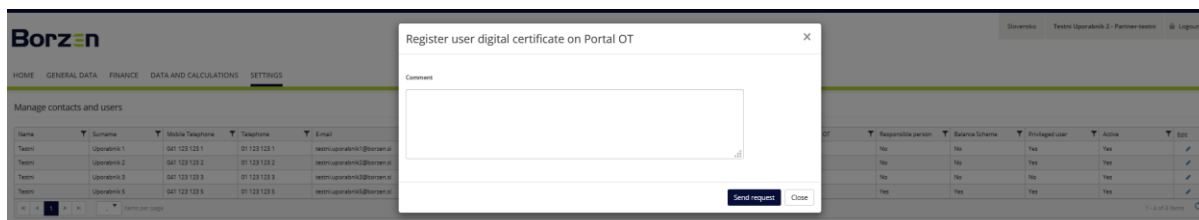


Figure 21: Request for digital certificate registration on Portal OT

Upon successful registration of the digital certificate, the certificate data is displayed in the *Certificate* tab (Figure 19):

- Certificate registration date
- Date of issue of the certificate
- Date of cancellation of certificate registration
- Certificate validity date

2.1.9 Request to cancel digital certificate on Portal OT

The privileged user may, if a certain person is no longer entitled to access Portal OT for various reasons (departure from the company, etc.) or if the abuse has been detected, submit a request for cancelling a digital certificate. The privileged user performs the latter in the *Contact overview* (the pen icon in the *Edit* column in the Manage contacts and users table) in the *Certificate* tab by clicking the *Cancel user digital certificate on Portal OT* button (Figure 19).

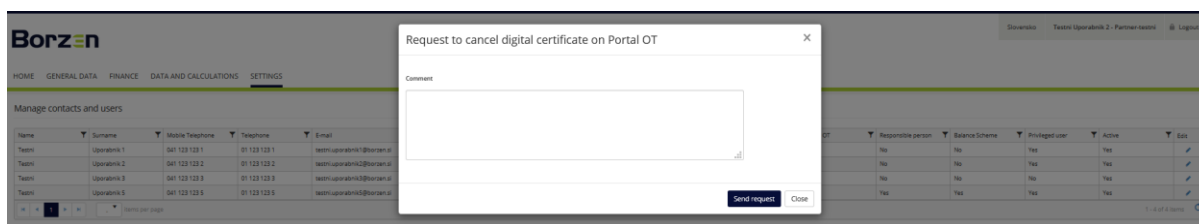


Figure 22: Request to cancel digital certificate on Portal OT

In the new window, the user can enter additional information in the *Comment* field, and then click on the *Submit request* button to submit the request. The request for cancellation shall take effect immediately after submission. The confirmation by the Administrator is not required in order to avoid the unintended consequences of possible abuse (Figure 22).

2.1.10 Overview of request statuses

The privileged user can monitor the status of their requests for each contact person in the last tab *Request statuses* in the *Contact overview* window (the pen icon in the *Edit* column in the Manage contacts and users table).

The table shows the data of individual requests (Figure 23):

- Document type
- Date created

- Status

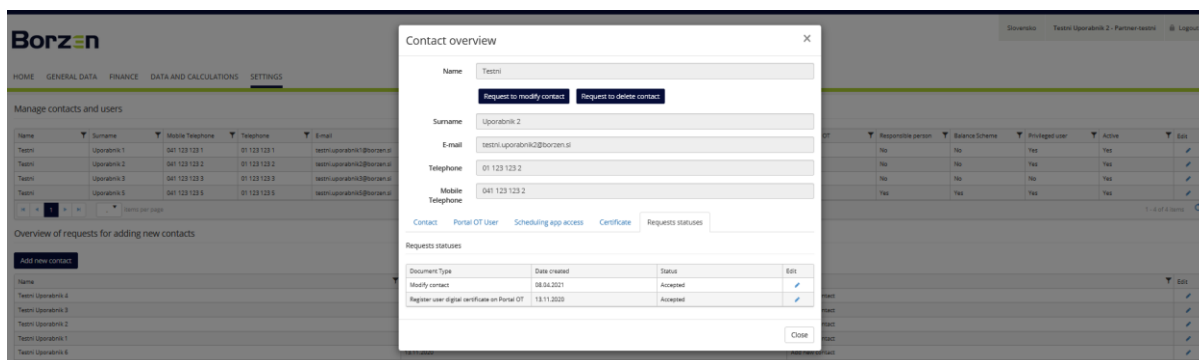


Figure 23: Overview of the request statuses

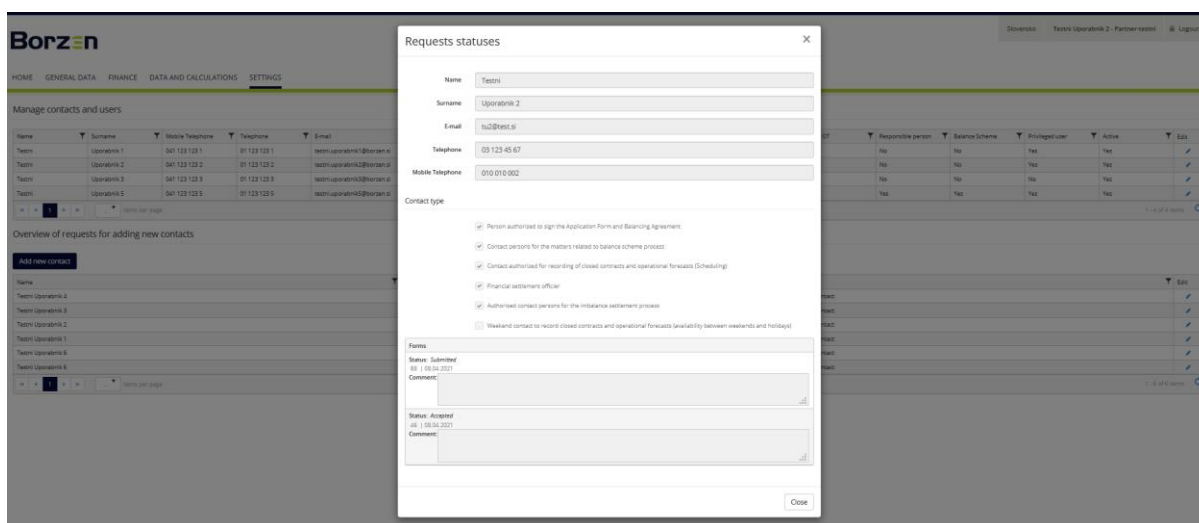


Figure 24: Request statuses

The privileged user can also open an individual request via the pen icon in the *Edit* column. A new window will open, in which, in addition to the data from the previously submitted request, the last status and comment/answer by the Portal OT Administrator can be seen (Figure 24).

2.2 Notification settings

On this page, the users have the option to set reminders for different events. The user has the option of editing and subscribing only to those reminders for which the user has been granted the corresponding access rights by the privileged user.

The reminder to which the user wants to subscribe, is checked by the user and where necessary, the user sets the additional parameters. The changes are saved by clicking on the *Save changes* button (Figure 25).

Figure 25: Notification settings

Reminders work in such a way that an e-mail is sent directly to the user's e-mail address at the time of the event according to the setting of the individual reminder, which alerts the user to the occurrence of the event. For some events, it can be set how many days before the event reminders should be sent, how often they should be sent (e.g. only once, once a week, every day, etc.) and at what time they should be sent.

With the *Expiration of membership (BG, BsG)* reminder the user can also select the members of the Balance Scheme for whom they want to be informed in due time about the expiration of the membership. This applies to the Balance Scheme members who are hierarchically subordinate to the BS represented by the user.

Below is a list of all reminders that the user can subscribe to when granted access rights:

<i>New invoice</i>
The reminder notifies the user of the new imbalance settlement invoice.
<i>New bank statement</i>
The reminder notifies the user of a new bank statement.
<i>New imbalance settlement</i>
The reminder notifies the user of the new imbalance settlement.
<i>New annual recalculation of imbalance settlement</i>
The reminder notifies the user of the new annual recalculation of imbalance settlement.
<i>Notification of reduction of financial guarantees</i>
The reminder notifies the user of the reduction of financial guarantees.
<i>Notification of latest news on Portal OT</i>
The reminder notifies the user about the new news on Portal OT.
<i>Response to comments on annual recalculation of imbalance settlement</i>
The reminder notifies the user about the response to comments on annual recalculation of imbalance settlement by the market operator.
<i>Response to comments on imbalance settlement</i>
The reminder notifies the user about the response to comments on the imbalance settlement by the market operator.
<i>Expiration of the validity of the bank guarantee</i>
The reminder notifies the user about the expiration of the validity of the bank guarantee.
<i>Expiration of the validity of the digital certificate</i>
The reminder notifies the user about the expiration of the validity of the digital certificate.
<i>Expiration of membership (BG, BsG)</i>
The reminder notifies the user about the expiration of membership (BG, BsG).
<i>Cancellation of imbalance settlement from market operator</i>
The reminder notifies the user about the cancellation of the imbalance settlement.
<i>Cancellation of annual recalculation of imbalance settlement from market operator</i>

The reminder notifies the user about the cancellation of the annual recalculation of imbalance settlement.
<i>Change of deadlines for uploading data</i>
The reminder notifies the user about the change of deadlines for uploading data.
<i>Change of deadlines for comments on imbalance settlement or annual recalculation imbalance settlement</i>
The reminder notifies the user about the change of deadlines for comments on the imbalance settlement or the annual recalculation imbalance settlement.
<i>Notification of request (for contacts VR, OT and CA Borzen) status changes</i>
The reminder notifies the user about the change in the status of the submitted requests, which refer to the contact persons.
<i>Request for additional financial guarantee</i>
The reminder notifies the user about the request for the additional financial guarantee.
<i>Invoice due date (before due date)</i>
The reminder notifies the user about the imbalance settlement invoice due date.
<i>Invoice due date (after due date)</i>
The reminder notifies the user of the unpaid imbalance settlement invoice.

3. GENERAL USER INFORMATION

In the menu bar, under the *General information* section, a submenu opens, in which user with the corresponding access rights can choose the following options:

- [My account](#)
- [Contact overview](#)
- [Balance Scheme](#)
- [Documents](#)

The contents of individual pages are presented in more detail in the following chapters.

3.1 My account

This segment shows the basic data of the user, information on the type of contact or the role of the user in the company, the details of the certificate and the rights the user has within Portal OT. (Figure 26). If the user is a privileged user of the company, he or she can edit the rights on the portal in [Settings / Manage contacts and users](#).

Figure 26: My account

In addition to reviewing the mentioned information, the user can also change the password on this page. Clicking on the *Change password* button opens a new window (Figure 27).

Figure 27: Password change

In the new window, the user enters the current password, enters the new password twice and clicks the *Save* button. This completes the password change process.

3.2 Contact overview

On this page, the user can check all information on contact persons that was submitted to the market operator during the entry to the Balance Scheme or in the context of the operation of the company as a member of the Balance Scheme. The access to this page is granted to users who have access to the *Contact information and users overview*.

The table on this page (Figure 28) shows the following information for each contact person:

- Name
- Surname
- Mobile phone
- E-mail address
- Scheduling app – information (Yes/No), in the case of a contact person authorised for recording of closed contracts and operational forecasts
- Financial settlement – information (Yes/No), in the case of a contact person authorised for financial settlement and financial matters
- Imbalance settlement – information (Yes/No), in the case of a contact person authorised for imbalance settlement
- Scheduling app weekend – information (Yes/No), in the case of a contact person authorised for recording of closed contracts and operational forecasts who is also available on weekends and holidays
- Scheduling app – information (Yes/No), in the case of a contact person authorised for recording of closed contracts and operational forecasts
- Portal OT – information (Yes/No), if it is a user of Portal OT
- Responsible person – information (Yes/No), in the case of a legal representative of the company
- Balance Scheme – information (Yes/No), in the case of a person in charge of matters in the context of entering the Balance Scheme
- Privileged user – information (Yes/No), if this person is a privileged user on Portal OT
- Active - information (Yes/No), if the contact person is still with the company

Name	Surname	Mobile Telephone	Telephone	E-mail	Scheduling	Fin. Sett.	Int. Sett.	Scheduling/Weekend	Scheduling app	Portal OT	Responsible person	Balance Scheme	Privileged user	Active
Team	Upravitnik 1	041 123 123 1	01 123 123 1	testni.upravitnik1@borzen.si	Yes	No	No	No	Yes	No	No	No	Yes	Yes
Team	Upravitnik 2	041 123 123 2	01 123 123 2	testni.upravitnik2@borzen.si	Yes	No	Yes	No	No	Yes	No	No	Yes	Yes
Team	Upravitnik 3	041 123 123 3	01 123 123 3	testni.upravitnik3@borzen.si	No	Yes	No	No	No	No	No	No	No	Yes
Team	Upravitnik 4	041 123 123 4	01 123 123 4	testni.upravitnik4@borzen.si	No	No	No	No	No	No	No	No	No	Yes
Team	Upravitnik 5	041 123 123 5	01 123 123 5	testni.upravitnik5@borzen.si	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes

Figure 28: Contact overview

3.3 Balance Scheme

On this page, the user is shown a hierarchical view of the balance group, or, in the case of a balance subgroup, the entire balance group in which the latter is classified on the selected day (Figure 29).

Name	Date to
Partner name 1	
Partner name 2	
Partner name 3	

Figure 29: Balance Scheme

The names of the Balance Scheme members that are ranked lower in the hierarchy (balance subgroups and balance subsubgroup) are shown with a space in the table cell.

3.4 Documents overview

Users who have the right to access this page will see their company documents related to the activities of the market operator on this page.

The table on this page (Figure 30) shows the following document types (provided that a particular document type is present in each partner and if it is available to the market operator):

- Balancing agreement
- Compensation agreement
- Declarations
- OBS form
- OBPS form
- Agreement on the method of invoicing
- Annex OBS
- Letter of exit from BS
- Letter of inclusion in BS

The user can open and download an individual document.

Name	Document Type	Download
Borzen interni Priloga OBS	Addition to the application form	Download
Borzen dokumenti 121218-02018121100296	Addition to the application form	Download
Borzen dokumenti 111218-02018121100007	Addition to the application form	Download
Priloga 121218-02018121100002	Addition to the application form	Download
Bilanca priložila - 71345442	Balancing agreement	Download
Neizpolneno pooblastilo - 71345442	Irrevocable authorization	Download
Dopis o vključitvi v BS - 71345442	Letter of inclusion in the Balance Scheme	Download
Dopis o izstopu iz BS - 71345442	Agreement on the Method of Invoicing	Download
Isprava priložila_21_12_18_vf18	Application for the Balance Scheme Responsible Party	Download

Figure 30: Documents

4. FINANCIAL SETTLEMENT

In the menu bar under the heading *Financial settlement*, a submenu opens, in which the user with the corresponding access rights can click on the following options:

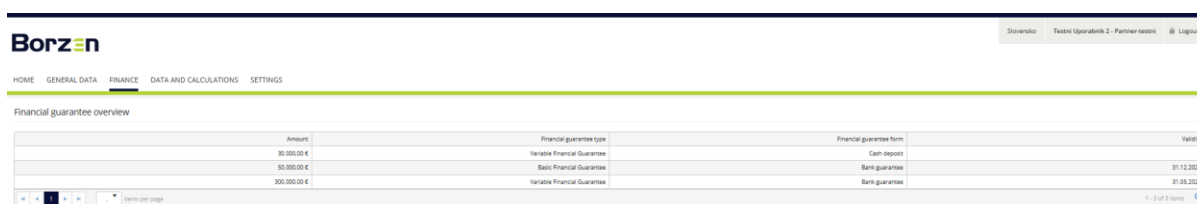
- [Financial coverage overview](#)
- [Bank statement](#)
- [Claims and notifications overview](#)
- [Invoices](#)

The contents of individual pages are presented in more detail in the following chapters.

4.1 Financial coverage overview

The users who have access to this page can find here an overview of the company's financial guarantees.

The table on this page (Figure 31) shows the following information about an individual financial guarantee: amount, type (basic, variable guarantee), financial coverage kind (bank guarantee or cash deposit) and the validity of each submitted financial coverage.



Amount	Financial guarantee type	Financial guarantee form	Validity
30.000,00 €	Variable Financial Guarantee	Cash deposit	
50.000,00 €	Basic Financial Guarantee	Bank guarantee	31.12.2022
200.000,00 €	Variable Financial Guarantee	Bank guarantee	31.05.2022

Figure 31: Financial coverage overview

4.2 Bank statements

The users who have access to this page can find here an overview of their company's bank statements.

The table on this page (Figure 32) shows the information on the date of the bank statement, the name of the file and the option to download each statement (*Download* button).



Date issued	Filename	Bank statement
05.11.2020 10:20	Bankizpisi 1	Download
20.10.2020 19:20	Bankizpisi 2	Download
04.10.2020 18:45	Bankizpisi 3	Download

Figure 32: Bank statements

4.3 Claims and notifications overview

The users who have access to this page can find here an overview of the claims for additional financial guarantees and notifications on the reductions of financial guarantees (Figure 33).

The table on the claims for additional financial guarantees shows the information on the date of issue of the claim, number of the claim, amount of the claim, deadline for submission of additional coverage, date of submission and the possibility of downloading an individual file (button in the *Claim* column).

The table on the notifications on the reductions of financial guarantees shows the information on the date of issue of the notification, number of the notification, amount of the notification, the return deadline, the date of the return and the possibility of downloading an individual file (button in the *Notification* column).

The user who has access to this page also has the option to set a reminder on Portal OT. In this case, the user receives an e-mail with each new request or notification. The reminder and notification settings are edited on the [Settings / Notification settings](#) page.

Overview of claims for additional financial guarantee

Claim date	Claim number	Amount	Submission deadline	Submission date	Claim
17.03.2020	98321/2021/SHOD-1387-154	555.000,00 €	16.04.2020	16.04.2020	Zahrevek izostanitev računa_1387-154
29.04.2020	98321/2021/SHOD-1387-154	75.000,00 €	29.05.2020	29.05.2020	Zahrevek izostanitev računa_1387-154
11.06.2020	98321/2021/SHOD-1387-487	8.000,00 €	11.07.2020	10.07.2020	Zahrevek izostanitev računa_1387-487
24.07.2020	98321/2021/SHOD-1387-636	99.000,00 €	23.08.2020	23.08.2020	Zahrevek izostanitev računa_1387-636
05.09.2020	98321/2021/SHOD-1387-642	333.000,00 €	05.10.2020	04.10.2020	Zahrevek izostanitev računa_1387-642
18.10.2020	98321/2021/SHOD-1387-775	150.000,00 €	17.11.2020	16.11.2020	Zahrevek izostanitev računa_1387-775
30.11.2020	98321/2021/SHOD-1387-874	150.000,00 €	30.12.2020	29.12.2020	Zahrevek izostanitev računa_1387-874
12.01.2021	98321/2021/SHOD-1387-899	50.000,00 €	11.02.2021	10.02.2021	Zahrevek izostanitev računa_1387-899

Notifications on reductions of financial guarantee

Notification date	Notification number	Amount	Requirement deadline	Requirement date	Notification
14.03.2020	98321/2021/SHOD-1387-235	78.000,00 €	13.04.2020	13.04.2020	Obvestilo zmanjšanja_1387-235
05.06.2020	98321/2021/SHOD-1387-543	55.000,00 €	05.07.2020	05.07.2020	Obvestilo zmanjšanja_1387-543
23.10.2020	98321/2021/SHOD-1387-654	89.000,00 €	22.11.2020	22.11.2020	Obvestilo zmanjšanja_1387-654
17.01.2021	98321/2021/SHOD-1387-796	1.000,00 €	16.02.2021	16.02.2021	Obvestilo zmanjšanja_1387-796
12.02.2021	98321/2021/SHOD-1387-897	45.000,00 €	14.03.2021		Obvestilo zmanjšanja_1387-897

Figure 33: Notification of change of coverage

4.4 Imbalance settlement invoices

The users who have access to this page can find here an overview of the imbalance settlement invoices.

The table on this page (Figure 34) shows the information on the imbalance settlement period, invoice number, amount, invoice currency and the possibility of downloading an individual invoice in .pdf or .xml format.

The user who has access to this page also has the option to set a reminder when a new invoice is issued and a reminder before the expiry of the period for payment. In this case, the user receives an e-mail when the mentioned events occur. The reminder and notification settings are edited on the [Settings / Notification settings](#) page.

Overview of imbalance settlement invoices

Delivery date from	Delivery date to	Invoice number	Invoice amount	Payment date	Invoice (PDF attachment)	Invoice (XML attachment)	Invoice attachment (PDF attachment)
01.03.2020	15.03.2020	2020RPO9	24.400,00 €	31.03.2020	Radun		Radun (page 3)
01.03.2020	15.03.2020	2020RPO8	36.600,00 €	31.03.2020	Racun-0000123-2-RND-20200008		
13.02.2020	13.02.2020	2020RPO8	15.860,00 €	26.02.2020	Racun-0000123-2-RND-20200008		
13.02.2020	13.02.2020	2020RPO7	29.890,00 €	26.02.2020	Racun-0000123-2-RND-20200007		
12.02.2020	12.02.2020	2020RPO6	7.820,00 €	18.02.2020	Racun-0000123-2-RND-20200006		
12.02.2020	12.02.2020	2020RPO5	50.020,00 €	18.02.2020	Racun-0000123-2-RND-20200005		
07.02.2020	07.02.2020	2020RPO4	97.907,70 €	17.02.2020	Racun-0000123-2-RND-20200004		
07.02.2020	07.02.2020	2020RPO3	50.468,90 €	17.02.2020	Racun-0000123-2-RND-20200003		
02.02.2020	10.02.2020	2020RPO6	30.056,10 €	14.02.2020	Racun-0000123-2-RND-20200006		
02.02.2020	10.02.2020	2020RPO4	17.991,10 €	14.02.2020	Racun-0000123-2-RND-20200004		
01.02.2020	29.02.2020	2020RPO7	16.128,00 €	20.02.2020	Racun-0000123-2-RND-20200007		
01.02.2020	29.02.2020	2020RPO6	41.846,40 €	20.02.2020	Racun-0000123-2-RND-20200006		
20.01.2020	20.01.2020	2020RPO1	84.222,40 €	03.02.2020	Racun-0000123-2-RND-20200001		
20.01.2020	20.01.2020	2020RPO1	192.473,20 €	03.02.2020	Racun-0000123-2-RND-20200001		
20.01.2020	20.01.2020	2020RPO3	100.000,00 €	31.01.2020	Racun-0000123-2-RND-20200003		
20.01.2020	20.01.2020	2020RPO2	40.801,60 €	31.01.2020	Racun-0000123-2-RND-20200002		
01.01.2020	01.01.2020	2019RPO2	121.000,00 €	28.01.2020	Racun-0000123-2-RND-20200002		
01.01.2020	16.01.2020	2019RPO16	7.820,00 €	23.01.2020	Racun-0000123-RND-19000016		
01.06.2019	01.06.2019	2019RPO10	308.439,13 €	30.07.2019	Racun-0000123-RND-19000010		
01.06.2019	01.06.2019	2019RPO2	50.468,90 €	30.07.2019	Racun-0000123-RND-19000002		
01.06.2019	31.06.2019	2019RPO13	12.200,00 €	30.08.2019	Racun-0000123-RND-19000013		
01.06.2019	31.06.2019	2019RPO5	36.600,00 €	30.08.2019	Racun-0000123-RND-19000005		

Figure 34: Invoices

5. DATA AND CALCULATIONS

In the menu bar, under the section *Data and calculations*, a submenu opens, in which users with the corresponding access rights can choose between the following options:

- [Upload of data on unexpected failures](#)
- [Imbalance settlement](#)
- [Comments on imbalance settlement](#)
- [Annual recalculation of the imbalance settlement](#)
- [Comments on the annual recalculation of the imbalance settlement](#)

The contents of individual pages are presented in more detail in the following chapters.

5.1 Outages Data Upload (Upload of data on unexpected failure files)

In accordance with the Rules on the operation of the electricity market, a member of the Balance Scheme shall notify the market operator in the event of an unexpected failure of a delivery point with the connected load exceeding 5 MW, due to an unexpected event in the unit. The market operator shall increase the tolerance band within the same level for a maximum of four hours after the interval in which the failure occurred.

On Portal OT, the users who have access to this page can easily report unexpected failures to the market operator at their delivery points. The user must have rights for *Uploading the unexpected failure files*.

The top of the page (Figure 35) shows the imbalance settlement period for which the data on the unexpected failures can be reported and the deadline for submitting data. Clicking the *Create document* button creates an Excel template for entering data on the unexpected failures. The user should save the completed file on the local computer, which the user then locates by clicking the *Select file* button and by clicking the *Upload file* button transfers the file to the portal.

In the *Corrections of data on downtime* section, the status of the previous imbalance settlement is displayed. If the latter is in the status BO2 and therefore not yet final, the member of the Balance Scheme or the balance group still has the opportunity to submit corrections to previously submitted data on the unexpected failures or provide the data if this information has not been provided by the first deadline. The procedure is the same as for the regular reporting on the unexpected failures.

A table of all submitted documents is displayed at the bottom of this page. The table contains details of individual files. The *Download* button in the last column offers the user the option to open or save an individual file.

Filename	Document type	Data from	Data to	Data inserted	Due Date	Download
Excel, Excel, Partner, jessm_2021_09 (1)	Measurements	01.09.2021	31.09.2021	12.04.2021	14.09.2021	Download

Figure 35: Upload of data on unexpected failure

5.2 Data on the imbalance settlement and annual recalculation of imbalance settlement

The user who has access to the *Overview of imbalance settlement and annual recalculation* has access to the following pages/functionalities on the portal:

- [Imbalance settlement](#)
- [Annual recalculation of the imbalance settlement](#)

On these pages, the user can access documents with reports on the imbalance settlement and annual recalculation. These two pages are described in more detail in the following chapters.

5.2.1 Imbalance settlement

On the *Imbalance Settlement* page, the user can find a table with documents related to the imbalance settlements of their balance group or balance (sub)groups. At the same time, the user can view the documents of all hierarchically subordinate members in the Balance Scheme.

There is a filter above the table, through which the user can limit the displayed documents on the imbalance settlement according to the imbalance settlement period. The table shows the details of each imbalance settlement and the documents related to individual imbalance settlement for each member of the Balance Scheme for which the company has the right to access. For individual imbalance settlement, reports in .xlsx and .xml format can be downloaded, as well as annexes to the invoices in .pdf format. The portal also allows users to select multiple lines at once and export all related documents. This is done by selecting the checkboxes in the first column and then using the *Export selected files* button located in the upper right part of the page, above the table (Figure 36).

<input type="checkbox"/>	Balance group or subgroup	Period name	Period dates	Imbalance settlement	Download	Status	Imbalance settlement publish date
<input type="checkbox"/>	Razrednostni	2021.02	01.02.2021 - 28.02.2021	IBS_POC	PDF PSD+ XML XLSX	First imbalance settlement	13.04.2021
<input type="checkbox"/>	Razrednostni 5	2021.02	01.02.2021 - 28.02.2021	Bilancni_laboracni	XML XLSX	First imbalance settlement	13.04.2021
<input type="checkbox"/>	Razrednostni 2	2021.02	01.02.2021 - 28.02.2021	Bilancni_laboracni	XML XLSX	First imbalance settlement	13.04.2021
<input type="checkbox"/>	Razrednostni 3	2021.02	01.02.2021 - 28.02.2021	Bilancni_laboracni	XML XLSX	First imbalance settlement	13.04.2021
<input type="checkbox"/>	Razrednostni 4	2021.02	01.02.2021 - 28.02.2021	Bilancni_laboracni	XML XLSX	First imbalance settlement	13.04.2021
<input type="checkbox"/>	Razrednostni	2021.01	01.01.2021 - 31.01.2021	IBS_POC	PDF PSD+ XML XLSX	First imbalance settlement	31.03.2021
<input type="checkbox"/>	Razrednostni 5	2021.01	01.01.2021 - 31.01.2021	Bilancni_laboracni	XML XLSX	First imbalance settlement	31.03.2021
<input type="checkbox"/>	Razrednostni 2	2021.01	01.01.2021 - 31.01.2021	Bilancni_laboracni	XML XLSX	First imbalance settlement	31.03.2021
<input type="checkbox"/>	Razrednostni 3	2021.01	01.01.2021 - 31.01.2021	Bilancni_laboracni	XML XLSX	First imbalance settlement	31.03.2021
<input type="checkbox"/>	Razrednostni 4	2021.01	01.01.2021 - 31.01.2021	Bilancni_laboracni	XML XLSX	First imbalance settlement	31.03.2021
<input type="checkbox"/>	Razrednostni	2020.12	01.12.2020 - 31.12.2020	IBS_POC	PDF PSD+ XML XLSX	First imbalance settlement	28.02.2021
<input type="checkbox"/>	Razrednostni 2	2020.12	01.12.2020 - 31.12.2020	Bilancni_laboracni	XML XLSX	First imbalance settlement	23.02.2021
<input type="checkbox"/>	Razrednostni 3	2020.12	01.12.2020 - 31.12.2020	Bilancni_laboracni	XML XLSX	First imbalance settlement	23.02.2021
<input type="checkbox"/>	Razrednostni 4	2020.12	01.12.2020 - 31.12.2020	Bilancni_laboracni	XML XLSX	First imbalance settlement	23.02.2021
<input type="checkbox"/>	Razrednostni	2020.11	01.11.2020 - 30.11.2020	IBS_POC	PDF PSD+ XML XLSX	First imbalance settlement	21.01.2021
<input type="checkbox"/>	Razrednostni 2	2020.11	01.11.2020 - 30.11.2020	Bilancni_laboracni	XML XLSX	First imbalance settlement	21.01.2021
<input type="checkbox"/>	Razrednostni 3	2020.11	01.11.2020 - 30.11.2020	Bilancni_laboracni	XML XLSX	First imbalance settlement	21.01.2021
<input type="checkbox"/>	Razrednostni 4	2020.11	01.11.2020 - 30.11.2020	Bilancni_laboracni	XML XLSX	First imbalance settlement	21.01.2021

Figure 36: Imbalance settlement

5.2.2 Annual recalculation of imbalance settlement

On the *Annual recalculation of the imbalance settlement* page, the user can find a table with documents related to the annual recalculations of the imbalance settlement of their balance group or balance (sub)groups. At the same time, the user can view the documents of all hierarchically subordinate members in the Balance Scheme.

There is a filter above the table, through which the user can limit the displayed documents on the annual recalculation according to the year of the recalculation. The table shows the details of each annual recalculation and the documents related to an individual annual recalculation for each member of the Balance Scheme for which the company has the right to access. For individual imbalance settlement, reports in .xlsx and .xml format can be downloaded, as well as annexes to the invoices in .pdf format. The portal also allows users to select multiple lines at once and export all related documents. This is done by selecting the checkboxes in the first column and then using the *Export selected files* button located in the upper right part of the page, above the table (Figure 37).

Review of annual recalculation of imbalance settlement reports

Latest imbalance settlement period: 2020 | Latest imbalance settlement status: Open

Year: 2020 | Refresh | Export selected files

	Skupina BS ali BPS	Naziv obdobja	Datumi obdobja	Obračun	Prenesi	Status
<input type="checkbox"/>	Podjetje3 d.o.o.	LPBO UnitTest	01.01.2018 - 31.12.2018	Poracun_Energija_plus_doo_2018	XLSX	LPBO1
<input type="checkbox"/>	Podjetje d.o.o.	LPBO UnitTest	01.01.2018 - 31.12.2018	Poracun_HSE_doo_2018	PDF- PDF+ XLSX	LPBO1
<input type="checkbox"/>	Podjetje2 d.o.o.	LPBO UnitTest	01.01.2018 - 31.12.2018	Poracun_SJI_ACRONI_doo_2018	XLSX	LPBO1
<input type="checkbox"/>	odjetje2.1 d.o.o.	LPBO UnitTest	01.01.2018 - 31.12.2018	Poracun_ZDS_JESEENICE_doo_2018	XLSX	LPBO1

1 - 4 od 4 objektov

Figure 37: Annual recalculation of imbalance settlement

5.3 Comments on imbalance settlement and annual recalculation

The user who has access to the *Comments on imbalance settlement and annual recalculation* has access to the following pages on the portal:

- [Comment on imbalance settlement](#)
- [Comment on annual recalculation of the imbalance settlement](#)

The user has the option of adding, editing and reviewing the comments made on the imbalance settlements or annual recalculations. The functionalities are described in more detailed in the following sections.

5.3.1 Comment on imbalance settlement

The users who have access to this page will see an overview of the imbalance settlement. There are two filters above the table through which the display of the imbalance settlements can be limited to a certain period of imbalance settlement. The table on this page (Figure 38) shows the following information: the name, the imbalance settlement period, the imbalance settlement date and the deadline for comments.

One of the following options appears in the last column of the table: *View*, *Edit* or *Add*. The functions are displayed depending on the deadline for submitting comments for each imbalance settlement. If the deadline has not yet expired, then the user can create and submit a comment on the corresponding imbalance settlement by clicking on the *Add* button. Until the deadline expires, the comment can be saved as a draft. In this case, the comment can be further amended if necessary. The latter is done by clicking on the *Edit* button. After submitting the comment, it is only possible to review the submitted comment. If the deadline has already expired, then no function will be displayed in the column unless a comment has been submitted. In this case, the *Review* button appears here, which can open a window with the details of the submitted comment.

Comments on imbalance settlement

Imbalance settlement from: | Imbalance settlement to: | Refresh

Status	Calculation name	Calculation period	Date of publication	Deadline for comments	Date of submission	Comment status
First imbalance settlement	2020-09-801	2020-09	29.10.2020	12.12.2020		
Second imbalance settlement	2020-09-802	2020-09	09.11.2020	12.12.2020		
First imbalance settlement	2020-10-801	2020-10	04.09.2021	11.03.2021		
First imbalance settlement	2020-11-801	2020-11	21.01.2021	21.01.2021		
First imbalance settlement	2020-12-801	2020-12	23.02.2021	02.03.2021		
First imbalance settlement	2021-01-801	2021-01	31.03.2021	07.04.2021		
First imbalance settlement	2021-02-801	2021-02	19.04.2021	20.04.2021	19.04.2021	Transakcija

1 - 7 od 7 strani

Figure 38: Comment on imbalance settlement

When submitting a comment, it is necessary to fill in as much information as possible regarding the reason(s) for the comment. The user must indicate the network of the electricity operator to which the comment refers; multiple networks can also be selected at the same time. The user must also indicate the type of data that he or she considers to be incorrect. A written explanation of the reason(s) for the comment must be provided in the *Comment* field (Figure 39).

Figure 39: Comment on imbalance settlement

The user also has the option to upload a file/document in different formats, which would further justify the reason for the comment, by clicking the *Upload file* button (Figure 40).

Figure 40: Comment reason

There are two buttons in the upper right part of the window, namely *Save as draft* and *Add comment*. With the first, the user can save a draft, to which he or she would like to enclose additional data or files. By clicking the *Add comment* button, the comment on the imbalance settlement is now official submitted to the market operator.

Please note: A comment saved as a draft is not submitted and must be submitted in order for the comment to be received and considered by the market operator.

When considering a comment, the market operator may provide a comment or explanation to the comment. In this case, the explanation by the market operator would be displayed at the bottom of the window. The market operator may also upload files enclosed to the explanation, which would also be displayed at the bottom of the window (Figure 41Error! Reference source not found.).

Figure 41: Operator explanation

5.3.2 Comment on annual recalculation of the imbalance settlement

The users who have access to this page will see an overview of the annual recalculation of the imbalance settlement. There is a filter above the table through which the display of the annual recalculations can be limited by year. The table on this page (Figure 42) shows the following information: the status, the name, the period of the recalculation, the date of the recalculation and the deadline for submitting comments.

One of the following options appears in the last column of the table: *View*, *Edit* or *Add*. The functions are displayed depending on the deadline for submitting comments for each recalculation of the imbalance settlement. If the deadline has not yet expired, then the user can create and submit a comment on the corresponding recalculation by clicking on the *Add* button. Until the deadline expires, the comment can be saved as a draft. In this case, the comment can be further amended if necessary. The latter is done by clicking on the *Edit* button. After submitting the comment, it is only possible to review the submitted comment. If the deadline has already expired, then no function will be displayed in the column unless a comment has been submitted. In this case, the *Review* button appears here, which can open a window with the details of the submitted comment

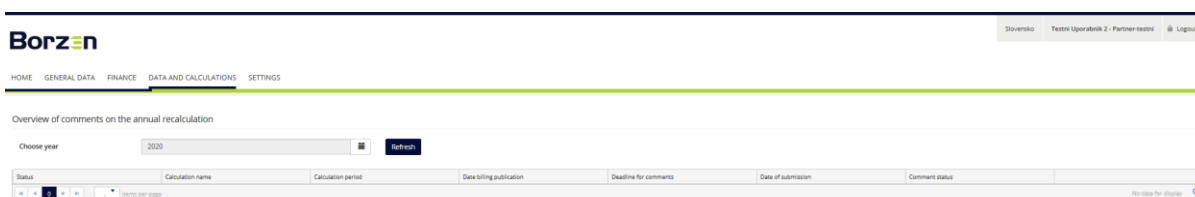


Figure 42: Comment on annual recalculation of the imbalance settlement

When submitting a comment, it is necessary to fill in as much information as possible regarding the reason(s) for the comment. The user must indicate the network of the electricity operator to which the comment refers; multiple networks can also be selected at the same time. The user must also indicate the type of data that he or she considers to be incorrect. A written explanation of the reason(s) for the comment must be provided in the *Comment* field (Figure 43).

Figure 43: Comment on annual recalculation

The user also has the option to upload a file/document in different formats, which would further justify the reason for the comment, by clicking the *Upload file* button (Figure 44).

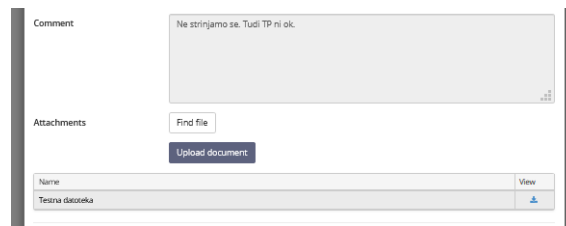


Figure 44: Comment reason

There are two buttons in the upper right part of the window, namely *Save as draft* and *Add comment*. With the first, the user can save a draft, to which he or she would like to enclose additional data or files. By clicking the *Add comment* button, the comment on the annual recalculation is now official submitted to the market operator.

Please note: A comment saved as a draft is not submitted and must be submitted in order for the comment to be received and considered by the market operator.

When considering a comment, the market operator may provide a comment or explanation to the comment. In this case, the explanation by the market operator would be displayed at the bottom of the window. The market operator may also upload files enclosed to the explanation, which would also be displayed at the bottom of the window (Figure 45).

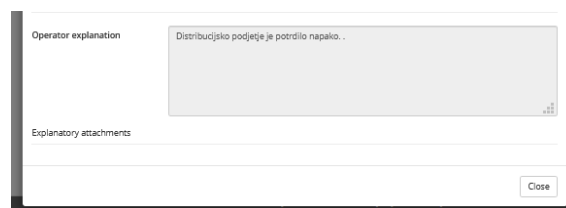


Figure 45: Operator explanation

6. MARKET DATA

In the menu bar, under the Home section, a submenu opens, in which all users, including the unregistered visitors, have access to the subpage of the Market Data section. The users can view the following pages:

- [Imbalance prices](#)
- [Balancing quantities and costs](#)
- [Residual diagram of consumption](#)
- [Suppliers](#)
- [Balance scheme](#)
- [Balance market index](#)
- [Balance market data](#)
- [Balancing market members](#)
- [Imbalance settlement overview](#)
- [Production and consumption forecast](#)

6.1.1 Imbalance prices

This page shows graphical and tabulated data on the imbalance prices (Figure 46).



Figure 46: Imbalance prices

The information is displayed according to the selected date range, the selection of aggregation levels (interval, day, month) and series (Cpoz, Cneg, C'poz, C'neg, Sipx) (Figure 47).

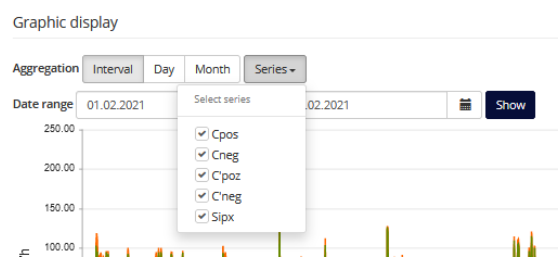


Figure 47: Data display

Clicking the *Show* button displays the desired data. The content of the display in the table is set in the same way as the display in the chart. The data can also be exported to an Excel file.

6.1.2 Balancing quantities and costs

This page shows graphical and tabulated data on the balancing energy quantities and costs (Figure 48).



Figure 48: Balancing energy quantities and costs

The information is displayed according to the selected date range, the selection of the aggregation level (interval, day, month) and the selection of series. The table below shows the series that can be selected.

Wizr+	the sum of the positive balancing energy used for the imbalance settlement
Wizr-	the sum of the negative balancing energy used for the imbalance settlement
Sizr +	the sum of costs of the system operator for the use of positive balancing energy
Sizr -	the sum of costs of the system operator for the use of negative balancing energy
FCR +	quantities of positive balancing energy from the frequency containment reserve
FCR -	quantities of negative balancing energy from the frequency containment reserve
act. aFRR +	quantities of activated positive balancing energy from the automatic frequency recovery reserve
act. aFRR -	quantities of activated negative balancing energy from the automatic frequency recovery reserve
aRPF/aFRR +	quantities and costs of positive balancing energy from the automatic frequency recovery reserve
aRPF/aFRR -	quantities and costs of negative balancing energy from the automatic frequency recovery reserve
rRPF/mFRR +	quantities and costs of positive balancing energy from the manual frequency recovery reserve
rRPF/mFRR -	quantities and costs of negative balancing energy from the manual frequency recovery reserve
RN/RR +	total quantities and costs of positive balancing energy from the replacement reserve
RN/RR -	total quantities and costs of negative balancing energy from the replacement reserve
IGCC +	quantities and costs of positive balancing energy from the participation of system operators in the coordinated imbalance settlement of the regulatory areas
IGCC -	quantities and costs of negative balancing energy from the participation of system operators in the coordinated imbalance settlement of the regulatory areas
W-	the sum of the total negative imbalances of the balance groups
W+	the sum of the total positive imbalances of the balance groups

Clicking the **Show** button displays the desired data. The content of the display in the table is set in the same way as the display in the chart. The data can also be exported to an Excel file.

6.1.3 Residual diagram of consumption

This page shows graphical and tabulated data on the residual diagram of consumption (Figure 49 **Error! Reference source not found.**).



Figure 49: Residual diagram of consumption

The data is displayed according to the selected date range, the selected aggregation level (interval, day, month) and network selection. Below is a list of distribution networks and CDS networks for which the information on the residual diagram is available.

- ELEKTRO CELJE, d.d.
- ELEKTRO GORENJSKA, d.d.
- ELEKTRO LJUBLJANA d.d.
- ELEKTRO MARIBOR d.d.
- ELEKTRO PRIMORSKA d.d.
- ZDS ACRONI
- ZDS JESENICE
- ZDS RAVNE
- ZDS ŠTORE
- ZDS TALUM

Clicking the **Show** button displays the desired data. The content of the display in the table is set in the same way as the display in the chart. The data can also be exported to an Excel file.

6.1.4 Suppliers

On the page *Suppliers*, after selecting the date range (accounting month) and clicking the *Show* button a list of Balance Scheme members is displayed, as well as the information on whether any consumer or producer was included in the balance group of an individual member in the selected period (Figure 50). The data can also be exported to an Excel file.

Company name	EIC	Country	Production	Consumption
ADRIAN d.o.o.	1114408--01-T	SLOVENIJA		X
BOZENA d.o.o.	280602019--0	SLOVENIJA	X	
E I s.o.o.	28063000--0	SLOVENIJA	X	
E.ON Ljubljana d.o.o.	2800000000000006	SLOVENIJA		X
ECE d.o.o.	28060203--0	SLOVENIJA	X	
ELEKTRO ENERGIJA d.o.o.	280ELECTROENB	SLOVENIJA		X
ELEKTRO PRODAJA E.U. d.o.o.	2800000000000028	SLOVENIJA	X	
ELES MER	28060200--0		X	
ELES d.o.o.	1006ELES--1	SLOVENIJA	X	
ENERGIJA LJUBLJANA d.o.o.	2807E-TOL--1	SLOVENIJA	X	
Energija gas ino toplota d.o.o.	2800000000000006	SLOVENIJA		X
ENERGIJA ORIENT d.o.o.	2800000000000026	SLOVENIJA		X
Energija plus d.o.o.	280ELECTROH8666	SLOVENIJA	X	
EUROPE Energy S.p.A.	2800000000000181-Q	ITALY		X
GEN energija d.o.o.	280ELES-GEN--R	SLOVENIJA	X	
GEN-I d.o.o.	1100GET--0	SLOVENIJA	X	
HEP d.d.	310HEP-CD--9	CROATIA		X
HEP Energija d.o.o.	280HEP-TRADE--7	SLOVENIJA		X
HSE d.o.o.	1100HE-SLOVENIAG	SLOVENIJA	X	
Interenergija d.o.o.	280-INTENERGIE08	SLOVENIJA	X	
INTECTRA d.o.o.	2800000000000008	SLOVENIJA		X
MERCATOR d.d.	2800000000000010	SLOVENIJA		X
NGEVI d.o.o.	2800000000000004M	SLOVENIJA	X	

Figure 50: Suppliers

6.1.5 Balance Scheme

The page *Balance Scheme* displays the current membership in the Balance Scheme. The data can be exported in .csv or .xlsx format (Figure 51).

Name	EIC
ALPO ENERGY SE	270ALPOENERGY
Avaz Bulgaria EAD	320BEG-BULGARIAC
Avaz Slovenska AG	120BEGSL--0
BEP d.o.o.	280BEPDTPH00001
Cercona Energy Trading AS	110NEAS--0
CEC s.p.	110CECCE--1
Denax Commodities AS	110DAXCOM--0
Dufresne Energy S.p.A.	2600000000000101-T
Edwards Energy S.p.A.	1700000000000100-Q
EGP Trading Limited	110EGPTL--0
Electraava S.p.A.	280ELECTRAVA--R
ELEKTRO ENERGIJA TRG d.o.o.	280EPT-000000000
Energy Recovery Team Deutschland AG	110ERT-000000000
ELEKTRO PRODAJA E.U. d.o.o.	2800000000000028
ADMARIT d.o.o.	310ADMAR--0
ENERGIJA ORIENT d.o.o.	2800000000000026
ELES d.o.o. Ljubljana	1006ELES--1
Envi Global Trading S.p.A.	110ENVG--0
ENERGIJA LJUBLJANA d.o.o.	2807E-TOL--1
Energy Denmark AS	110DGM--0
ENETRA d.o.o.	2800000000000070
ENETRO ENERGIJA d.o.o.	2800000000000028
Europa Energy S.p.A.	2600000000000181-Q
Energija gas ino toplota d.o.o.	2800000000000006
EDNAG AG	110EDNAG--0
Gazprom Marketing & Trading Limited	110GZPROMMPT--Y
GEN-I d.o.o.	1100GET--0
GEN-I ELES - Centralna prodajna točka d.o.o.	280ELES-GEN--R
ELEKTRO ENERGIJA d.o.o.	280ELECTROENB
GEN energija d.o.o.	280ELES-GEN--R
INTECTRA d.o.o.	2800000000000008
Green Network UK Plc	280-INTENERGIE08
HEP d.d.	310HEP-CD--9

Figure 51: Balance Scheme

6.1.6 Balancing Market index

This page shows data on the Balancing Market index. In the Date Range field, the user can select and display data for any desired period. The data can be displayed in tabular form and can be exported in .csv or .xlsx format (Figure 52).

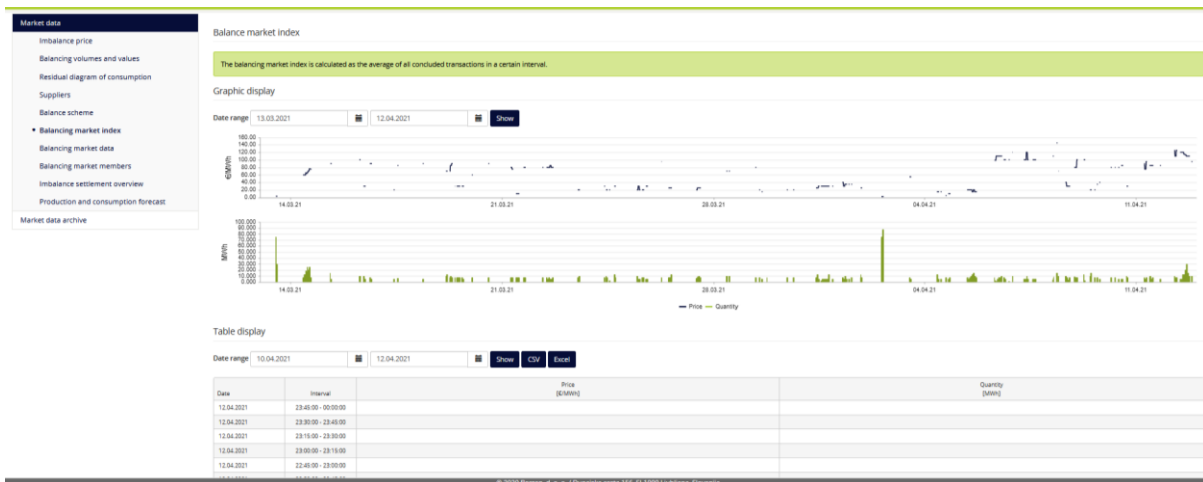


Figure 52: Balancing Market index

6.1.7 Balancing market data

This page shows graphical and tabulated data on the Balancing market data. In the Date Range field, the user can select and display data for any desired period. The tabulated data can be filtered by individual product types (hourly, 15-minute, hour block, 15-minute block). The selected data can be exported in .csv or .xlsx format (Figure 53).

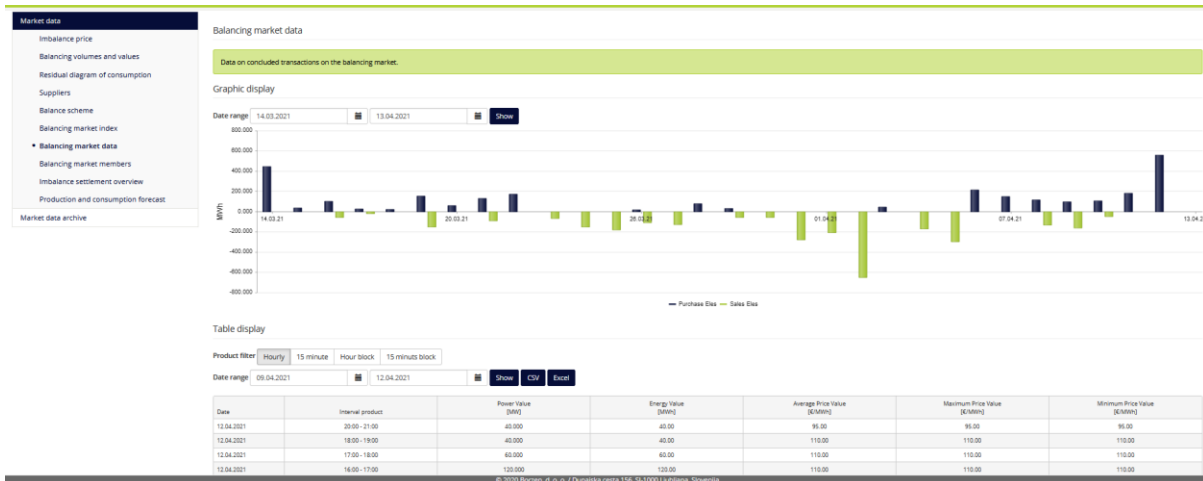


Figure 53: Balancing Market prices

6.1.8 Balancing Market members

This page shows a list of current members on the Balancing Market (Figure 54). The displayed data can be exported in .csv or .xlsx format.

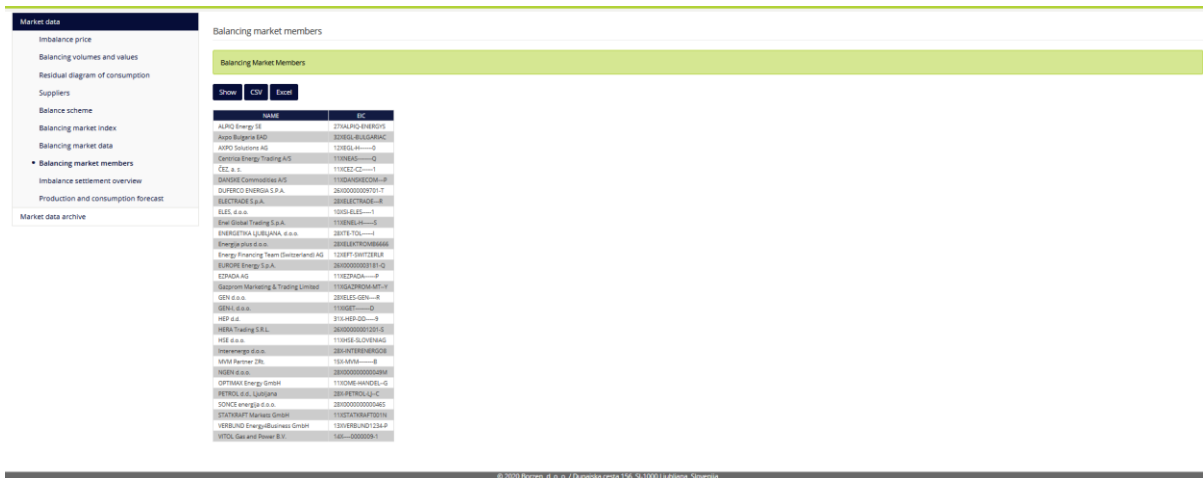


Figure 54: Balancing market members

6.1.9 Imbalance settlement overview

This page displayed graphic and tabulated data on the total values of the imbalance settlement. The data are displayed according to the selected date range and the level of aggregation (month, year). The data in the table can be exported in .csv or .xlsx format (Figure 55).



Figure 55: Imbalance settlement overview

6.1.10 Production and consumption forecast

This page shows tabulated data on the production and consumption forecast (Figure 56 **Error! Reference source not found.**).

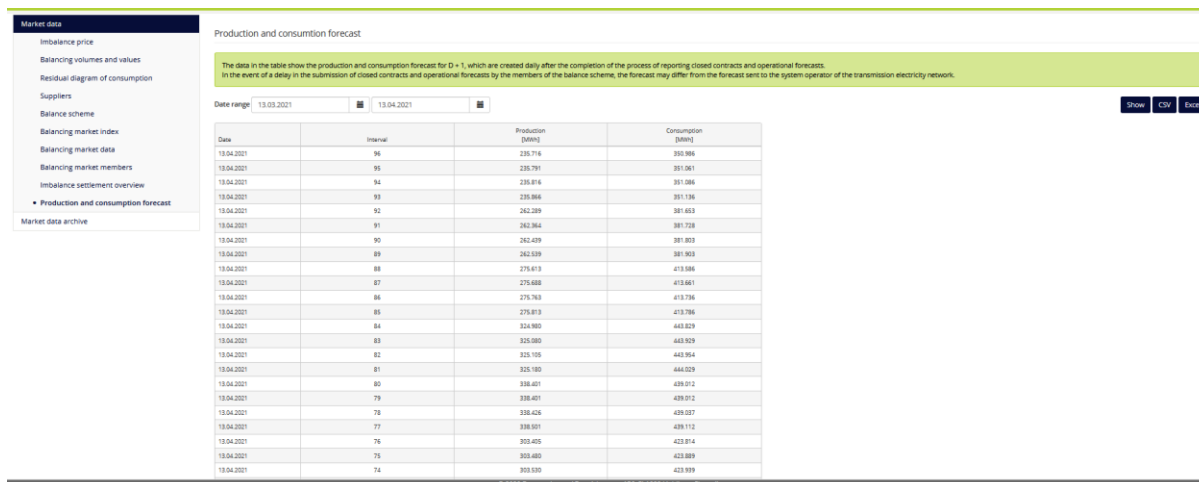


Figure 56: Production and consumption forecast

The data are displayed according to the selected date range. The data in the table can be exported in .csv or .xlsx format.