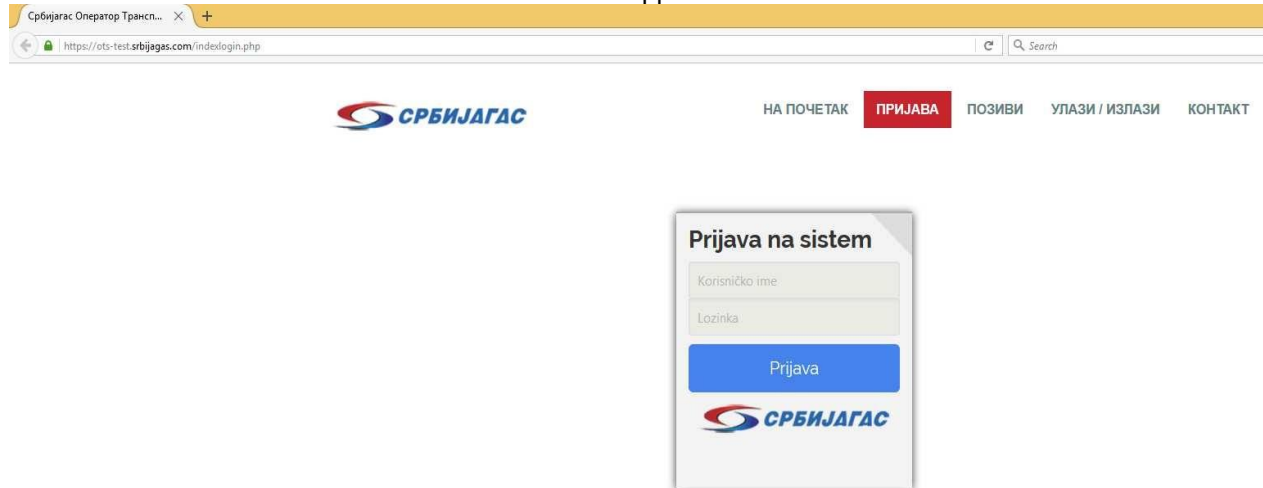


## Instructions for the use of OPERATIONAL PLATFORM

The access to the web portal is gained by submitting the address <https://ots-test.srbijagas.com> into the internet browser (supporting browsers are Mozilla Firefox and Google Chrome) Upon submitting the address, the application window appears:



The user fulfills the fields for the user name and password, and access the portal by pressing the button APPLY. In case of irregular input, the user will not be able to access the portal, and will be notified accordingly. It is important to say that two users with the same user name cannot access the portal at the same time.

Upon application, the user gains the access to the portal:

The name of the user

Navigation menu:

The menu of the operational platform contains:

- offer for contracting
- transfer of rights to use the capacity ( directing and accepting the proposal for the transfer of rights)
- trade before the gas day
- announcements (daily and weekly)

Which are described in the following instructions.

## INSTRUCTIONS FOR THE ACCESS TO THE SYSTEM-OFFER FOR CONTRACTING

From the menu, the user chooses an option-offer for contracting

The screenshot displays the SRBIJAGAS web application interface. At the top, there is a search bar labeled 'pretraga' and the text 'OTS Србијагас'. The left sidebar contains a navigation menu with options: 'Почетна', 'Позив за уговарање', 'Пренос Права коришћења капацитета', 'Трговина пре гасног дана', 'Најаве', 'Преглед дневних најав', and 'Преглед недељних најав'. The main content area is titled 'Захтеви за уговарање' and contains a table with the following columns: 'Позив', 'Година', 'Рок позива', 'Активан', and 'Статус'. The table lists ten tender offers, all of which are currently inactive (indicated by a red dot) and have not been accepted (indicated by a red dot and the text '(није прихваћен)').

Позив	Година	Рок позива	Активан	Статус
Годишњи непрекид. Јан-Сеп 2016	2016	20.09.2016 у 08:00:00	●	● (није прихваћен)
Месечни непрекидни Феб. 2016	2016	19.02.2016 у 00:00:00	●	● (није прихваћен)
Месечни непрекидни Март 2016	2016	04.02.2016 у 00:00:00	●	● (није прихваћен)
Месечни непрекидни Јул 2016	2016	18.06.2016 у 16:00:00	●	● (није прихваћен)
Месечни непрекидни Август 2016	2016	06.07.2016 у 00:00:00	●	● (није прихваћен)
Месечни непрекидни Сеп 2016	2016	08.08.2016 у 00:00:00	●	● (није прихваћен)
Годишњи непрекидни окт16-окт17	2017	26.10.2016 у 00:00:00	●	● (није прихваћен)
Месечни непрекидни Окт.2016	2017	28.10.2016 у 00:00:00	●	● (није прихваћен)
Месечни непрекидни Нов.2016	2017	28.10.2016 у 00:00:00	●	● (није прихваћен)

Then, the user chooses the offer for renting the capacity:

e.g. annual continuous Oct 16-Oct 17

The window- request for the access to the system is opened –annual continuous Oct 16-Oct 17

The screenshot displays the SRBIJAGAS website interface. The header includes the logo, a search bar, and the text "OTS Србијагас". The left sidebar contains navigation options such as "Почетна", "Позив за уговарање", and "Текућа Година (2017)". The main content area is titled "ЗАХТЕВ ЗА ПРИСТУП СИСТЕМУ - Годишњи непрекидни окт16-окт17 - 2017". It contains a form with the following fields and values:

Naziv:	JAVNO PREDUZEĆE SRBIJAGAS SNABDEVANJE
Adresa:	Народног фронта 12, 21102 Нови Сад
PIB:	104056656
Mat. Br:	
Zastupnik:	Душан Бајатовић

Below the form, there is a summary table:

Статус Позива	Прихваћен(Да/Не)	Рок Истиче:
● (неактиван)	● (није прихваћен)	26.10.2016 у 00:00:00

The form also includes fields for "Број захтева:" (2017-01-1-00005), "Озбиљност понуде:" (Не), and a section for "приложени документ о озбиљности понуде" with a "Приложи датотеку" button. At the bottom, there is a radio button for "Одустао:" (Не/Да) and a summary of capacity: "Укупно 4 улаза: 10,554,002 Sm3/dan", "Укупно 229 излаза: 9,975,643 Sm3/dan", and "Разлика: 578,359 Sm3/dan".

Entrances and exits on which the capacity is rented are chosen on the icon down to the left-add entrance/exit

Имења: периодичност: 12, 21102 Пљив Сад  
PIB: 104056656  
Mat. Br.:  
Zastupnik: Душан Бајатовић

Статус Позива	Прихваћен(Да/Не)	Рок Истиче:
● (неактиван)	● (није прихваћен)	21.12.2016 у 00:00:00

Број захтева: 2017-02-1-00005

Озбиљност понуде: Не

приложени документ о озбиљности понуде

Приложи датотеку

Одустао:  Не  Да

Укупно 0 улаза: 0 Sm<sup>3</sup>/дан

Укупно 0 излаза: 0 Sm<sup>3</sup>/дан

Разлика: 0 Sm<sup>3</sup>/дан

Претрага:

Тип	Улаз - излаз	Бриши	Захтевано Sm <sup>3</sup> /дан	маx Sm <sup>3</sup> /h	минимум Sm <sup>3</sup> /дан	повратни капацитет
Није пронађен ни један резултат						

Приказ 0 до 0 од укупно 0 елемената

Додај улаз / излаз

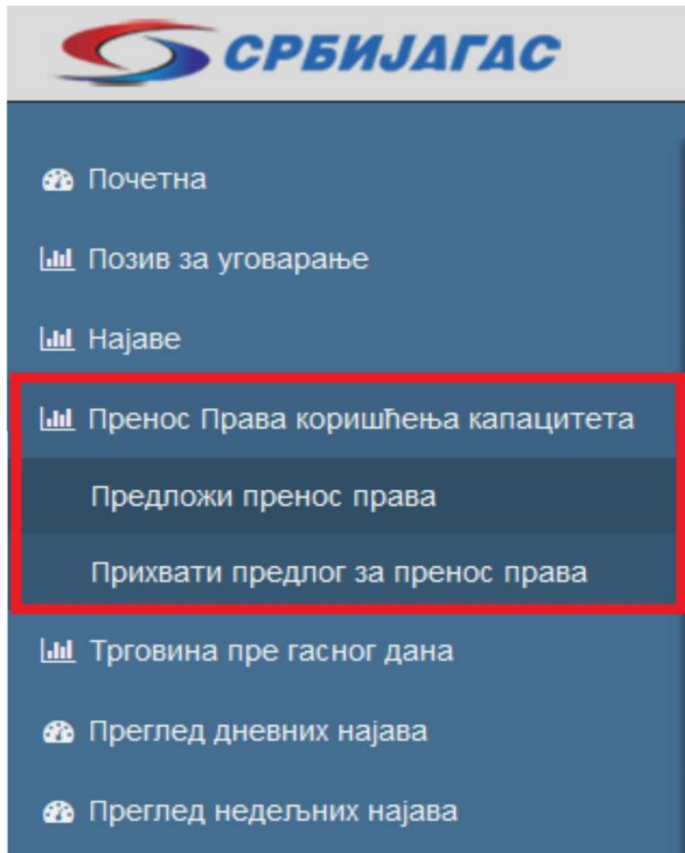
Сачувај

After inputting all the data, it is necessary to press the button SAVE, and such a request is sent to the program of OTS

Transfer of rights to use the capacity  
Instruction for the user

Transfer of rights to use the capacity is done in a way that the party which owns the capacity directs the offer for the transfer of rights and the party which receives it, accepts it or not.

On OTS platform, the options for directing and accepting the offer for the transfer of rights to use the capacity are in the vertical menu on the left side of the screen



1. By clicking the option Transfer of rights to use the capacity, a submenu is opened with the options:
  - a. Offer the transfer of rights
  - b. Accept the offer for the transfer of rights

2. By choosing one of the two options, appropriate screens will be opened to direct or accept the offer for the transfer of rights.

### **Directing the offer for the transfer of rights**

By clicking the button “ Direct the offer for the transfer” an offer for the transfer is directed. After clicking the above mentioned button, the dialogue for the directing of the offer will be opened. The elements of the dialogue are:

1. Legal entity to which the rights are transferred
2. Contract on the lease of capacity which is being transferred
3. Whether the whole capacity is transferred or just a part of it
  - a. If the whole capacity is transferred , the capacity will be offered and certain fields would not be subject to a change

**b. If a part of the capacity is transferred, regardless of the transfer being on one or more stations, the fields with the capacity would be a subject to a change and the values in the column of the capacity would be 0.**

**Only by inputting the values of the capacity \* partial or comprehensive\* being transferred, the station will be taken into account**

After completing all the elements of the offer , by clicking the button SEND, the offer would be sent

After successful sending of the offer , the same would appear on the list. Thus it would be possible to check the stations included in the offer, and to take over the confirmation on the submitted offer.

## Accepting the offer for the transfer of rights

If the offer was directed to you , on the page for the acceptance of the offer, the directed offers will be listed

On the list of offers it is possible to see all the elements of the same:

1. Who sent the offer
2. The date of the beginning of the capacity transfer
3. The number of offer
4. By clicking the button : 'see the pages' you get the insight into the page and the quantities comprised by the offer
5. My status shows whether you have accepted the offer or not. If you have , the symbol shown is 'checked' and if not, there will be an option ;accept the offer'

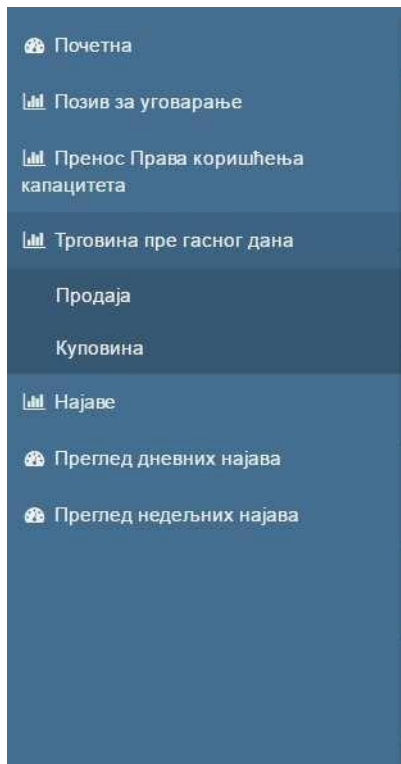
By clicking that button , the dialogue with the basic information on the offer which is being accepted is opened

6. Whether the OTS accepted the agreement on transfer



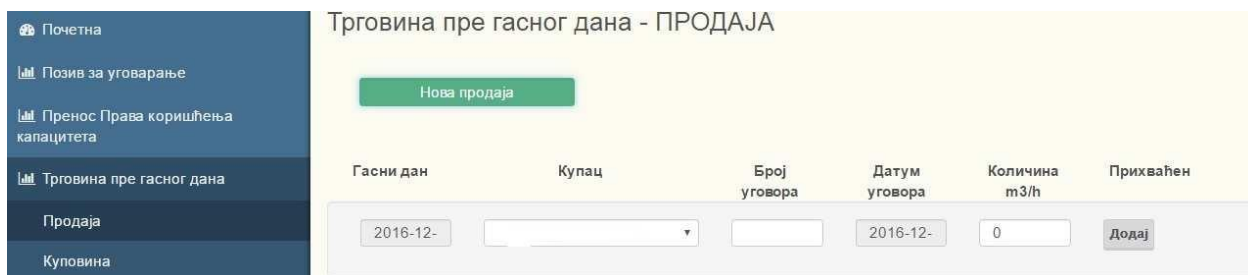
## Trade before the gas day-instruction

The trade before the gas day is initiated by the user that will sell the gas ( user-seller). In the falling menu choose 'trade before the gas day' and then the option 'sale'



After that the window is opened, in which the fields are fulfilled with information referring to the subject of trade before the gas day. In accordance with the regulations on transport system work, the user seller provides following information:

1. Gas day of the trade;
2. Data on the User that is buying the natural gas;
3. Date and the number of the contract
4. The quantity of natural gas which is being bought

A screenshot of the application interface. On the left is the same blue sidebar menu as in the previous image, with 'Трговина пре гасног дана' and 'Продаја' highlighted. The main content area has a yellow header 'Трговина пре гасног дана - ПРОДАЈА'. Below the header is a green button labeled 'Нова продаја'. Underneath is a form with six columns: 'Гасни дан', 'Купац', 'Број уговора', 'Датум уговора', 'Количина м3/ч', and 'Прихваћен'. The 'Гасни дан' field contains '2016-12-', 'Купац' is a dropdown menu, 'Број уговора' is an empty text box, 'Датум уговора' contains '2016-12-', 'Количина м3/ч' contains '0', and 'Прихваћен' is a 'Додај' button.

After inputting the necessary information, the trade before the gas day will be initiated by pressing the button 'add'

Upon the initiation of the trade before the gas day, the user that is noted for the purchase of gas will receive the subject offer for the participation in the trade before the gas day.

Then the user-buyer confirms the offer by choosing 'yes' in the falling menu and pressing the button 'change'

капацитета					Датум			
Трговина пре гасног дана			Број уговора		уговора	Потврда		
Продаја	Гасни дан	Продавац	Количина т3/н	Прихваћен	купца	купца	купца	
Куповина	2016-12-19	<input type="text"/>	100,000	Ne	<input type="text"/>	<input type="text"/>	Да <input type="text"/>	Измени

When the user buyer accepts the offer for the trade before the gas day, information is sent To the OTS which accepts ( approves) the initiated trade before the gas day. After the accepting of the OTS, in the field ACCEPTED, there will be a YES

Прихваћен

Да

Note:

In daily announcement for the gas day for which the trade was performed beforehand, the participants will get automatically fulfilled field SBP ( Serbian Balance Point) entrance/exit by the certain quantity of gas the user had sold/bought in the trade before the gas day.

## Daily announcements

Daily announcement of the quantities is done by clicking the left button of the mouse to the link ANNOUNCEMENTS from the Navigation menu, then click the link Daily announcements. The date field serves for the choice of the day announced. New announcement is initiated for the chosen date or the corrections of the announcement are made for that day

Дневне најаве

Датум: 2016-02-17 Нова најавна Изаберите XML документ за увоз података  
Browse... No file selected.

Upon initiating new announcements (corrections) for the chosen day, the user is presented with the form in which the quantities for the particular entrance/exit are inputted. In the form, there are mechanism of check, such as whether the quantity of the entrance and the exit is equal.

Дневне најаве

Датум: 2016-02-17 Нова најавна Изаберите XML документ за увоз података  
Choose File No file chosen

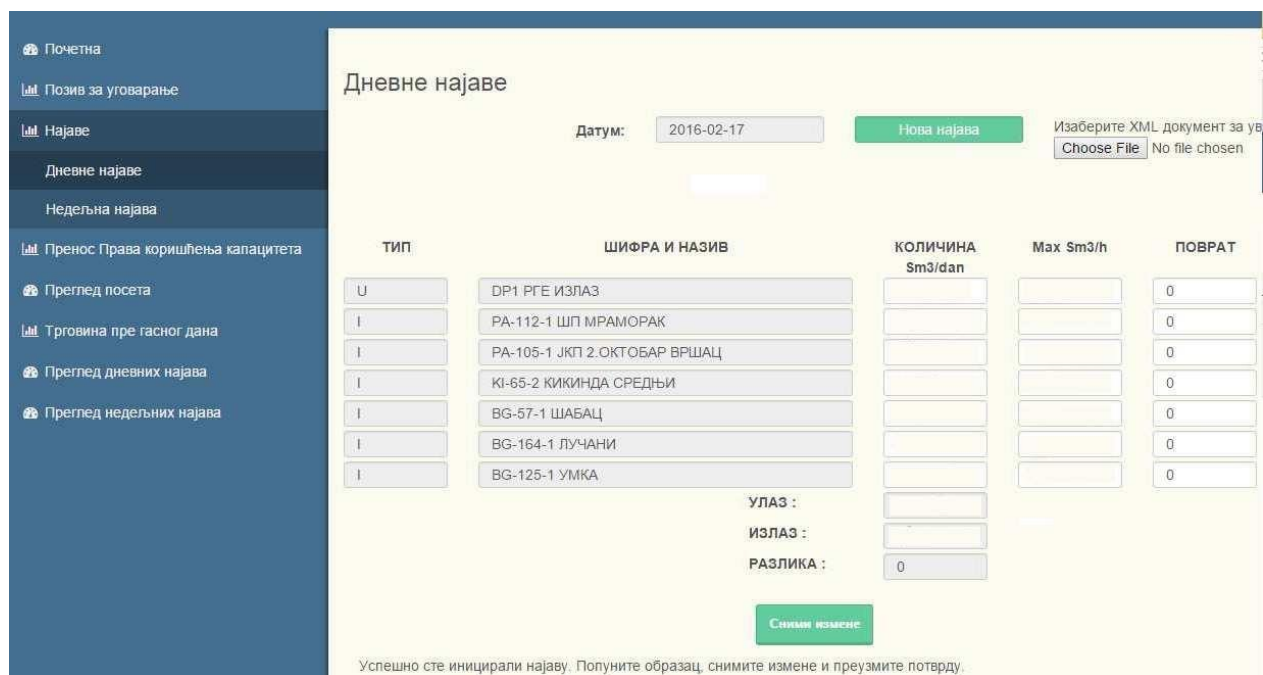
ТИП	ШИФРА И НАЗИВ	КОЛИЧИНА Sm3/dan	Max Sm3/h	ПОВРАТ
U	DP1 PGE ИЗЛАЗ			0
I	PA-112-1 ШП МРАМОРАК			0
I	PA-105-1 ЈКП 2. ОКТОБАР ВРШАЦ			0
I	KI-65-2 КИКИНДА СРЕДЊИ			0
I	BG-57-1 ШАБАЦ			0
I	BG-164-1 ЛУЧАНИ			0
I	BG-125-1 УМКА			0

УЛАЗ :  
ИЗЛАЗ :  
РАЗЛИКА : 0

Сними измене

Успешно сте иницирали најаву. Попуните образац, снимите измене и преузмите потврду.

In case you have completed the form correctly, after pressing the button SAVE THE CHANGES, the data will be saved and the following page will appear:



Дневне најавање

Датум: 2016-02-17 Нова најава Изаберите XML документ за увр  
Choose File No file chosen

ТИП	ШИФРА И НАЗИВ	КОЛИЧИНА Sm3/dan	Max Sm3/h	ПОВРАТ
U	DP1 PGE ИЗЛАЗ			0
I	PA-112-1 ШП МРАМОРАК			0
I	PA-105-1 ЈКП 2. ОКТОБАР ВРШАЦ			0
I	KI-65-2 КИКИНДА СРЕДЊИ			0
I	BG-57-1 ШАБАЦ			0
I	BG-164-1 ЛУЧАНИ			0
I	BG-125-1 УМКА			0

УЛАЗ :

ИЗЛАЗ :

РАЗЛИКА :

Сними измене

Успешно сте иницирали најаву. Попуните образац, снимите измене и преузмите потврду.

Shown data are not subject to a change. In case you want the change, it is necessary to repeat the previous step. At the bottom of the screen there is a link where you can take over the confirmation on daily announcement in PDF form.

## Weekly announcements

Weekly announcement of the quantities is done by pressing the left button of the mouse to the link Announcement from the Navigation menu, and then to the link Weekly announcements. The date to which the announcement refers is defined by the OTS and it is in the upper left part of the page as an information. By pressing the green button New announcement , weekly announcement for the desired period is initiated.

СРЕБЈАГАС

преглед

ОТС Србијагас

Добродошли.

### Недељна најава

Недеља 26.12.2016 - 01.01.2017

[Нова најава](#)   No file chosen

ТИП	ШИФРА И НАЗИВ	2016-12-26		2016-12-27		2016-12-28		2016-12-29		2016-12-30		2016-12-31		2017-01-01	
		КОЛИЧИНА Sm3/dan	ПОВ.	КОЛИЧИНА Sm3/dan	ПОВ.	КОЛИЧИНА Sm3/dan	ПОВ.	КОЛИЧИНА Sm3/dan	ПОВ.	КОЛИЧИНА Sm3/dan	ПОВ.	КОЛИЧИНА Sm3/dan	ПОВ.	КОЛИЧИНА Sm3/dan	ПОВ.
U	DE1 PGE ИЗЛАЗ		0		0		0		0		0		0		0
I	PA-112-1 ШП МРАМОРАК		0		0		0		0		0		0		0
I	PA-105-1 ЈКП 2 ОКТОБАР ВРШАЦ		0		0		0		0		0		0		0
I	NS-53-2 ШП СРМИТРОВИЦА		0		0		0		0		0		0		0
I	NS-8-2 Д ГМРС НОВИ КНЕЖЕВАЦ		0		0		0		0		0		0		0
I	KI-65-2 КИКИНЈА СРЕДЊИ		0		0		0		0		0		0		0
I	BG-57-1 ШАБАЦ		0		0		0		0		0		0		0
I	BG-164-1 ЛУЧАНИ		0		0		0		0		0		0		0
I	BG-125-1 УМКА		0		0		0		0		0		0		0

УЛАЗ :

ИЗЛАЗ :

РАЗЛИКА :  0

Upon inputting the information on the quantity for the desired period , the User chooses the option SAVE THE CHANGES, and thus sends its weekly announcement to the OTS