

TSO BSS Client portals

Shipper

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1 Introduction

This document is directed towards shippers registered as clients of NaTran Deutschland.

In the following you will be provided with basic information on the portals of NaTran Deutschland as well as specific knowledge such as how to create a new user or how to nominate.

NaTran offers two browser-based portals designed specifically for shippers to enter and review contract related data in the VMS portal as well as nomination related data via the nomination portal.





2 Registration

If you want user accounts for your company, please contact us at: <u>smile@natran-deutschland.de</u>

Once your account is created, you will receive such an email:

Dear Sir or Madam,

Your user account for the TSO NaTran Deutschland GmbH has been activated and is now available. Your Login is: mtestuser WebLink: <u>https://-----/</u>

We are at your disposal for any further information.

Freundliche Grüße Key Account Management NaTran Deutschland GmbH Rosenthaler Straße - 10178 Berlin www.natran-deutschland.de



3 Connection

3.1 First connection

Follow the link given to you in your registration e-mail. Please complete this form:

Activation of your client account
Hallo <mark>TestUser Martha</mark>
Please give here your login and choose a password Your login:*
Your password must contain at least 8 characters with at least a number, an upper- and a lowercase, and a special character
Password:* Password (repetition):*
OPPLICATE PROVIDE TO A CONTRACT OF THE PROVIDE TO A CONTRACT. THE PROVIDE TO A CONTRACT OF THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT OF TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT OF TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT OF TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO A CONTRACT OF TO A CONTRACT. THE PROVIDE TO
Activate your user account

Ritte gehen Sie Thren Benutzer	namen ein und wählen Sie ein Pa	accwort
bitte geben bie tillen benutzer	namen ein und wanien Sie ein ra	asswort.
Ihr Benutzername:*		
Mindestens 8 Zeichen mit zumi	ndest einer Zahl. Groß- und Klein	nbuchstaben sowie Sonderzeichen
De anua dut		
Passwort:*		
Passwort:* Passwort (Wiederholung):*		

When you validate your user account on the last form, and if everything goes well, you will see this message:

Your user account was successfully activated. You can now access your user portal.

Ihr Benutzerkonto wurde erfolgreich aktiviert. Sie können sich ab sofort mit Ihrem Benutzernamen und Passwort anmelden.



3.2 Forgotten password

If you unsuccessfully tried to login 3 times, your account will be locked. To unlock it, please contact us: <u>smile@natran-deutschland.de</u>

When you receive a confirmation email saying that your account is unlocked, you may then follow those steps:

When you are on the login page of VMS, click on "Passwort jetzt erneuern" to change your password.

Benutzername	
	Passwort vergessen oder ändern?
	Passwort jetzt erneuern
Passwort	
	Sie erhalten hierdurch eine Email an
	die hinterlegte Emailadresse mit
	weiteren Informationen.

Please complete this form:

Resetting your account	
You will receive an email with additional information.	
Your loginname:*	
Used mail address:*	
	Send

If everything went well, you will see this message:

Thank your. Shortly you will receive an email for additional informations.



Check in your mailbox for this email, and click on the link:

Activation of your client account
Hallo TestUser Martha
Please give here your login and choose a password Your login:*
Your password must contain at least 8 characters with at least a number, an upper- and a lowercase, and a special character
Password:* Password (repetition):*
Please follow the password guidelines
Activate your user account

Please complete this form

Reactivating your ac	count	
Hello TestUser Martha		
Here you can choose a new	v password for your account.	
Your Loginname:*		
New Password:*		
Password (Repeat):*		
	Ocomply with oassword policies	
		Activate

You will then see this message:

Your account has been reactivated successfully. Use your new password for login.

With your new password, you may now access both portals.



4 Client Portal

4.1 Language

Two languages are available: English or German.

To change language, you can click here on your start page:

enutzerprofil				
Mein Profil				
Anrede:	Frau			Aktionen
Vorname: Nachname:	Michaud			 → Daten ändern → Passwort ändern
Benutzername:	mmic			→ Englisch
E-mail:	manon.michaud@gmail.com			
Verfügbare Date	ien	🛓 Anwe	nderhandbuch	
Bezeichnung	Datum	Größe	Mimetype	
Keine Dateien zum Herunterla	den verfügbar			



4.2 VMS

In VMS, you have access to your company data: Company > Company Data

&	Company	<
8	Company Data	
솶	User	

Details of your contracts: Contracts > Contracts

x	Contracts	<
쓭	Contracts	

Your balancing groups: Balancing Groups > Balancing Groups

쓭	Balancing Groups	<
А	Balancing Groups	
	Route Associations	



4.3 Create a new user

You can give four different roles to the user you are creating:

	Read and modify existing data	Create users
Transport customer	Yes	Only with the role "transport customer" or "transport customer (read only)"
Transport customer (read only)	Yes	No
Balancing group admin	Only users data	Only with the role "balancing group user"
Balancing group user	No	No

Nota that you can give several roles to the same user.

To create a user, go to: Contracts > User



Click on the button "Create user"

Filter		
Create user]	
Name	Email	Telephone



And fill this form:

Create user		
Customer	TestClient	
Salutation*	○ Mr. ○ Mrs.	
Name*		
First Name		
User name*		
E-Mail*		
Telephone numbers	•	
Mobile	T T	
 Responsibilities Any selected responsibility with the selected response of the selected	l result in additional access rights.	
transport customer		
Transport customer		
(readonly)		
Balancing group user		
Cancel		Create

The new user will then receive the registration email and may follow the steps described on 3.1 First connection, page 4 of this document.



5 Nomination Portal

The **Nomination Portal (NMP)** is a browser-based method to submit and review nominations.

In case of failure or revision of your backend system, or if your company does not own a nomination backend system, you can submit nominations via NMP.

Please login using your portal login data.

You will be forwarded to the following page:



5.1 Nomination

Clicking the button "Balancing Groups" will reveal a list of your active balancing accounts:

Momination Portal	Ξ.						
ର୍ଘୁଧ Balancing Groups	Balancing Grou	adr					
🔊 State	Gas day: Oct 25, 2018	#					
	Number 🖨	Gas Type 🖨	Gas Quality 🖨	Capacity Type 🖨	Valid From 🖨	Valid To 🖨	
		No Filter	No Filter	No Filter	Oct 25, 2018	Dec 30, 2099	Actions
	NCHB400110290000	ERD	H_GAS	FZK	Sep 5, 2018	Oct 1, 2050	•
	NCHBBI	ERD	H_GAS	FZK	Sep 5, 2018	Oct 1, 2050	
	Free definable balanc	ing group					

You can filter and rearrange according to

- balancing group (Bilanzkreisnummer)
- gas type (Gasart)
- gas quality (Gasqualität) capacity type (Kapazitätsart)
- validity (Gültigkeit).

Please choose the desired gas day (Gastag) at the upper left end of the list.



Clicking the "+" under actions ("**Aktionen**") will open the nomination wizard (**Nominierungswizard**):

Nomination W	/izard					
Market Location	External Codes	Nomination	Summary			
Gas day: Balancing Group:	O	ct 25, 2018 CHB400110290000				
Market Location:					•	
Sack				\searrow		r Next

You can submit nominations for the gas day you chose in the previous step. Please complete the following three forms:

- 1. Market location (Marktlokation)
- 2. External codes (Externe Codes)
- 3. Nomination with the choice between DSN and SSN (bundled)

Clicking on "next" will lead you to the respective next form.

The summary will show a preview of the entered data.

Please click on "send nomination" to submit the nomination towards our nomination management system (NMS).

5.2 Review of nominations

Submitted nominations both through the nomination portal or other options (such as AS4) can be reviewed in "state":

Momination Portal	=						4
④ Balancing Groups	State - Nomination/Matching						
🖈 State	Gas day: < Nov 20, 2018						0 2:59
	Market Location 🖨	Diraction 🖨	Name 🗢	Intern Shipper 🖨	Extern Shipper 🗘	State 🖨	Actions
	Gernsheim	EXIT		SWAP-OGE001	WTSWAP	No Hiter	٩
Click on the	e symbol	to sh	ow deta	iled inforr	nation.		