



TSO BSS
Shipper Customer Portals
User Manual

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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.

<u>Contract Management</u> <u>System Portal (VMS)</u>	<u>Nomination</u> <u>(NMP)</u>	<u>Portal</u>
✓ Company data	✓ Submitting	
	nominations	
✓ Balancing groups	✓ Reviewing	
	nominations	
✓ Contracts		

2 Registration

If you want user accounts for your company, please contact us at:
Smile@NaTran-deutschland.de

Once your account is created, you will receive an email that looks something like this:

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: <https://-----/>

We are at your disposal for any further information.

Freundliche Grüße

Key Account Management

NaTran Deutschland GmbH

Rosenthaler Straße 40/41 - 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 **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):*

i Please follow the password guidelines

Activate your user account

Aktivierung Ihres Benutzerkontos

Hallo TestUser Martha

Bitte geben Sie Ihren Benutzernamen ein und wählen Sie ein Passwort.

Ihr Benutzername:*

Mindestens 8 Zeichen mit zumindest einer Zahl, Groß- und Kleinbuchstaben sowie Sonderzeichen

Passwort:*

Passwort (Wiederholung):*

 Passwortrichtlinien beachten

Benutzerkonto aktivieren

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:

Smile@NaTran-deutschland.de

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

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

Please complete this form:

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:

Sehr geehrte(r) MS TestUser Martha,

Ihr Benutzerkonto der TSO BSS wurde zurückgesetzt.

Bitte besuchen sie die folgende Webseite, um dieses mit einem neuen Passwort zu Reaktivieren: <https://-----/>

Mit freundlichen Grüßen
Team NaTran Deutschland

Please complete this form:

Reactivating your account

Hello TestUser Martha

Here you can choose a new password for your account.

Your Loginname:*

New Password:*

Password (Repeat):*

 Comply with oassword policies

Activate

You will then see this message:

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

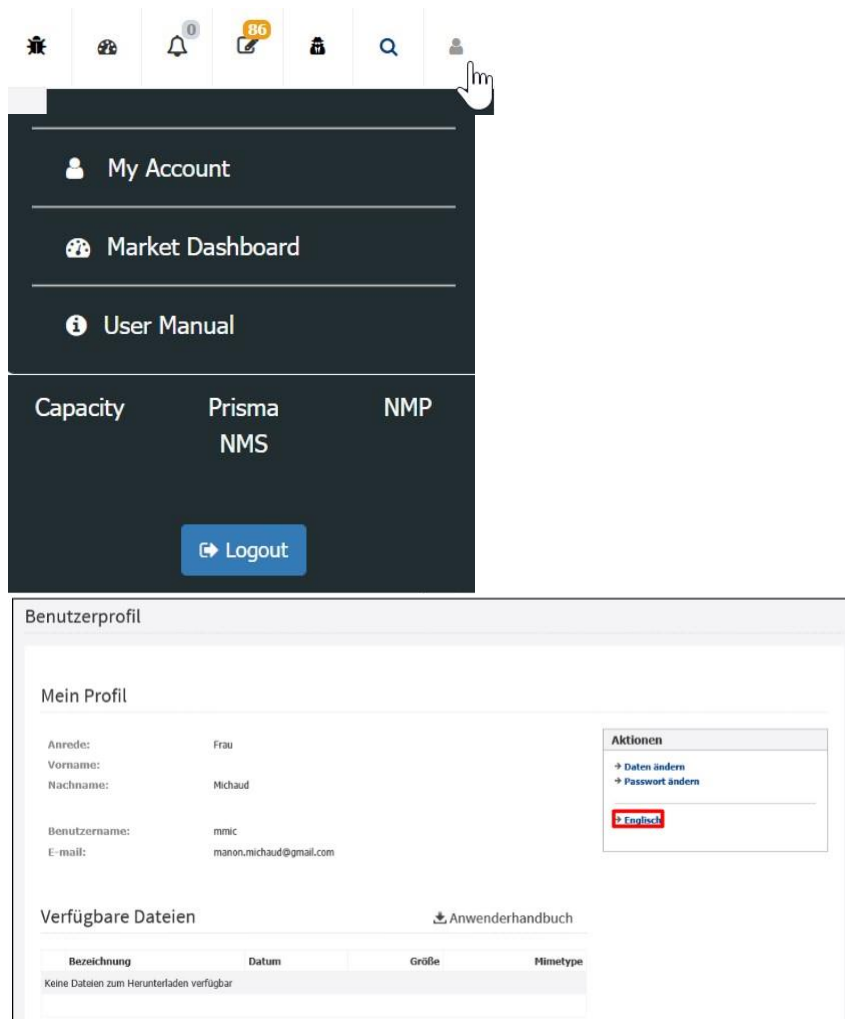
With your new password, you may now access both portals.

4 Client Portal

4.1 Language

Two languages are available: English or German.

The default language is German. To change language, you can click on the highlighted action from the home page > User > My Account:



The screenshot shows the naTran client portal interface. At the top, there is a navigation bar with icons for home, market, notifications (0), messages (86), and a user profile icon. A hand cursor is pointing at the user profile icon, which has opened a dropdown menu. The menu contains the following options: 'My Account', 'Market Dashboard', and 'User Manual'. Below these options are three buttons: 'Capacity', 'Prisma NMS', and 'NMP'. At the bottom of the menu is a blue 'Logout' button.

Below the menu, the 'Benutzerprofil' (User Profile) page is displayed. It has a title 'Mein Profil' and shows the following user information:

- Anrede: Frau
- Vorname: Michaud
- Nachname: Michaud
- Benutzername: mmic
- E-mail: manon.michaud@gmail.com

On the right side of the profile, there is an 'Aktionen' (Actions) section with the following links:

- Daten ändern
- Passwort ändern
- English (highlighted with a red box)

Below the profile information, there is a section titled 'Verfügbare Dateien' (Available Files) with a link to 'Anwenderhandbuch' (User Manual). A table with columns 'Bezeichnung', 'Datum', 'Größe', and 'Mimetype' is shown, but it is empty, with the text 'Keine Dateien zum Herunterladen verfügbar' (No files available for download) below it.

4.2 VMS

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



Details of your contracts: Contracts > Contracts



Your balancing groups: Balancing Groups > Balancing Groups



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

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

To create a user, go to: Contracts > User



Click on the button **"Create user"**

A screenshot of a software interface showing a 'Filter' section. It contains a button labeled 'Create user' with a document icon, which is highlighted with a red rectangle. Below the button are three columns: 'Name', 'Email', and 'Telephone'.

And fill this form:

Create user

Customer

TestClient

Salutation*

☐ Mr.
 ☐ Mrs.

Name*

First Name

User name*

E-Mail*

Telephone numbers

Mobile

Responsibilities

Any selected responsibility will 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.

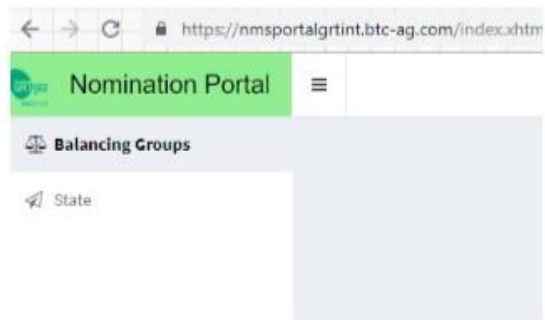
5 Nomination Portal

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:

Number	Gas Type	Gas Quality	Capacity Type	Valid From	Valid To	Actions
NCHB40011	ERD	H_GAS	FZK	Sep 5, 2018	Oct 1, 2050	[+]
NCHBBI	ERD	H_GAS	FZK	Sep 5, 2018	Oct 1, 2050	[+]
Free definable balancing group						

You can filter and rearrange according to

- balancing group (**Bilanzkreisnummer**)
- gas type (**Gasart**)
- gas quality (**Gasqualität**) • capacitytype (**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**):

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

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

Clicking on “**next**” will lead you to the subsequent 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**”:

Market Location	Direction	Name	Intern Shipper	Extern Shipper	State	Actions
Gernshelm	EXIT	SWAP	WT			

Click on the symbol  to show detailed information.