

User Manual
for online transfer of
Stored Natural Gas, Capacity or
Stored Natural Gas and Capacity
GAS STORAGE DENMARK

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1. Version Management

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3. Introduction to the online transfer

This User Manual describes the online functionality for performing of a transfer of

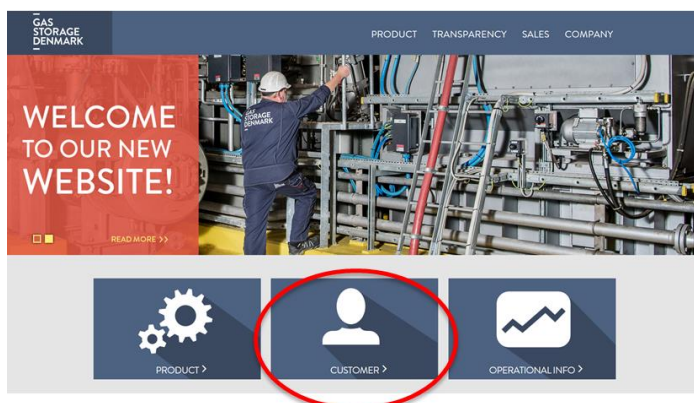
- a) Stored Natural Gas;
- b) Capacity; or
- c) Stored Natural Gas and Capacity.

Transfers are governed by the version of [Rules for Gas Storage \(RGS\)](#) applicable at any time (cf. RGS clause 8). The definitions used in RGS also apply to this User Manual.

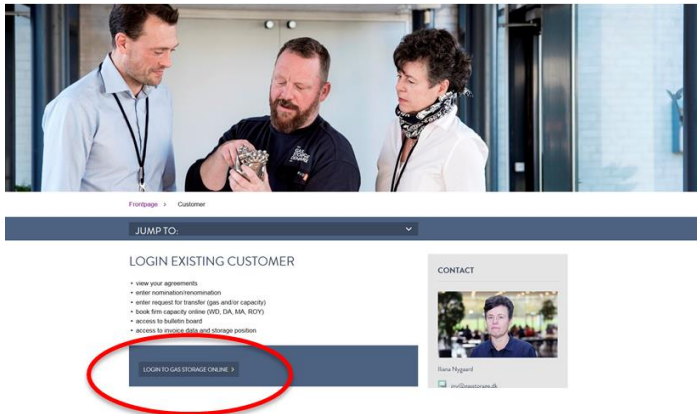
4. Access Online

To access **Online**, go to [GSD's website](https://gasstorage.dk/), link <https://gasstorage.dk/>

- a) Select *Customer* on the FRONT PAGE

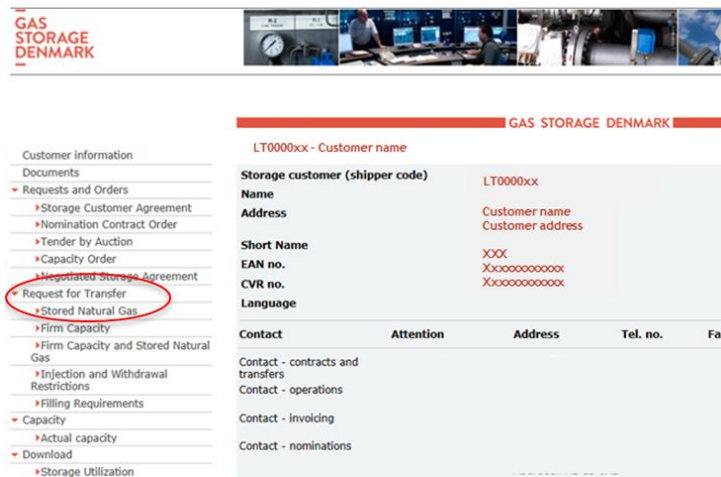


- b) Select *LOGIN TO GAS STORAGE ONLINE*



Access **Online** by using your User Name & PW, which GSD submits as a part of a new Storage Customer's registration process.

c) Choose Request for Transfer as shown in the screen dump below.



5. Deadline for transfers

Transfers can be initiated by the Receiving and the Transferring Storage Customers, each sending a request for transfer to GSD. The deadline for receiving the requests for transfers with effect start time at 06:00 on the Gas Day is 11:00 on the preceding Gas Day.

6. Performing online transfer of Stored Natural Gas

When you select *Request for transfer* in the menu as shown in *Screen 1* below, select the first type of transfer named *Stored Natural Gas*.

Screen 1



It is a general requirement for two Storage Customers requesting transfer of natural gas between their storage accounts to enter their corresponding transfer request using the **Online** customer interface.

GSD must receive the two requests within a time window of 1 hour. The request for transfer will be rejected if the one hour's window is not observed.

Upon the receipt of the two requests for transfer GSD will respond by email sent to the Receiving and the Transferring Storage Customers. These emails will be sent to the emails notified for operational purposes in the storage system of GSD.

When GSD has received both requests, they will be verified in respect of transfer start time/period, quantity and Storage Customers involved in the transfer. In case of conformity, the transfer will be successfully matched, and an email will be sent to each Storage Customer informing about the matching result.

On the list of *Documents* in the **Online** customer interface (see *Screen dump 1*, second line), each Storage Customer can view own transfer request and its status.

Upon the request of transfer, it will be automatically checked if all prerequisites for successful transfer are met, for example that the Receiving Customer has sufficient available volume capacity (firm or interruptible) and the Transferring Customer has sufficient available stored gas, etc. If all prerequisites are met, the transfer will be executed. Otherwise the transfer will be rejected by GSD.

6.1 Request for transfer of Stored Natural Gas

Upon the selection of *Stored Natural Gas* (the first line under *Request for transfer* on *Screen 1*) you will see *Screen 2* as shown below. Select *Create new*.

Screen 2

Standard Order for the Transfer of Stored Natural Gas		
Request ID		
Customer Name	function in the transfer	* Transferring Storage Customer
Counterparty	*	LT999999
Transfer date	*	dd-Mon-yyyy
Stored Natural Gas	*	kWh
<input type="button" value="Create new"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Selecting *Create new* will open the fields for entering of your data and make the buttons *Save* and *Cancel* active. The *Cancel* button has the function to restore the page without saving any data entries.

Enter your data into the fields and save the request.
Fields marked * must be filled in. Note that you must comply with the required data format as shown to the right of each data field-

Screen 3

LT000012- Customer 2

Request for transfer of stored natural gas	
Request ID	ANM-LK02-0028
Type of transfer	Transfers of stored natural gas
Transferring storage customer	Customer 2
Receiving storage customer	Lagerkunde 1
Transfer date	10-May-2007
Time of transfer	10-maj-2007 kl. 06:00
Stored gas	12,000 kWh
<input type="button" value="Edit request"/> <input type="button" value="Send request"/> <input type="button" value="Delete request"/> <input type="button" value="Print"/>	

You will now see the page containing the saved data entries.
You can perform one of the following actions:

- edit the request, and the previously entered data will be shown again.
- send the request to GSD in its present form with a confirmation page.
- delete the request with a confirmation page.
- print the request.

Screen 4

LT000012- Customer 2

Request for transfer of stored natural gas	
Request ID	ANM-LK02-0028
Type of transfer	Transfers of stored natural gas
Transferring storage customer	Customer 2
Receiving storage customer	Lagerkunde 1
Transfer date	10-May-2007
Time of transfer	10-maj-2007 kl. 06:00
Stored gas	12,000 kWh
<p>The formation has been carried out</p> <ul style="list-style-type: none"> ■ The request (ANM-LK02-0028) is send to Energinet.dk Gas Storage ■ The request is received at Energinet.dk Gas Storage at 14:59 29. apr 2007 	
<input type="button" value="Edit request"/> <input type="button" value="Send request"/> <input type="button" value="Delete request"/> <input type="button" value="Print"/>	

If you select *Sent request* the request will be sent to GSD and you will see a confirmation on the screen. An email will be send to your counterparty (the email address notified for the operational purposes in GSD's operational system). The

email will notify your counterparty about the deadline for entering the corresponding request for transfer:

Att. **Contact Name Counterparty**

For your information we can inform you that Gas Storage Denmark from **Your Company Name** has received a request concerning transfers of Stored Natural Gas. The request (ANM-XXXX-0109), which is received DD-MM-20XX XX:XX, concerning a transfer from **Your Company Name** to **Counterparty Name** (or vice versa).

If you want to execute this transfer, you must send a matching transfer request no later than DD-MM-20XX XX:XX

Kind regards
Gas Storage Denmark

Screen 7

LT000012- Customer 2

Request for transfer of stored natural gas	
Request ID	ANM-LK02-0028
Type of transfer	Transfers of stored natural gas
Transferring storage customer	Customer 2
Receiving storage customer	Lagerkunde 1
Transfer date	10-May-2007
Time of transfer	10-maj-2007 kl. 06:00
Stored gas	12,000 kWh
Current status	Received at ENDKL
<input type="button" value="Return to list"/> <input type="button" value="Print"/>	

After your transfer request has been sent, you will be able to see it on the list of your documents (see *Screen 1*, the second line "Documents") with status: Received at Gas Storage Denmark.

After the Requests have been created within the time limit and approved by GSD, the status in the list of *Documents* will change to *Matched*.

An email will be sent to the Receiving and the Transferring Storage Customers if a request is rejected.

7. Transfer of Firm Capacity or Firm Capacity and Stored Natural Gas

When transferring Firm Capacity or Firm Capacity and Stored Natural Gas, the guidelines for performing online transfer of Stored Natural Gas must be applied analogically. On *Screen 1* choose either *Firm Capacity* or *Firm Capacity and Stored Natural Gas* and follow the same procedure as described in section 6 of this Manual.