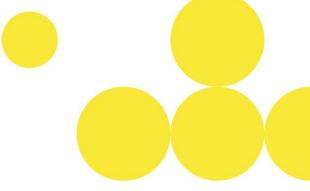
## • • O N T R A S

# Guideline for the change of the capacity allocation via the ONTRAS customer portal







#### Notification of a new balancing group

To allocate capacities to a new balancing group account, the new balancing group must first be set up. For this, the following steps are needed:

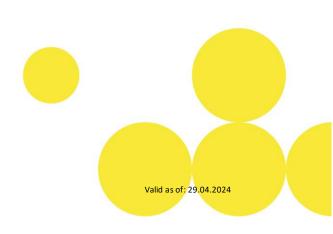
(**Note**: Please be aware that balancing group accounts, which were set up via the ONTRAS customer portal, can be used for the inclusion of capacities on the next gas day at the earliest.)

**Step 1:** After logging in to the ONTRAS customer portal, switch to the "*Balancing group management – Set up balancing group*" area.

Home	Welcome to the ONT	RAS customer portal		
24/7 Emergency contacts				
Nomination				
Nomination				
Reports	Contacts			
Nomination messages				
Balancing Group Management	Department	Responsible for	E-Mail address	Phone
Set up balancing group	Capacity Marketing and Cooperation	Capacity Marketing and Balancing Group Management	capacity@ontras.com	+49 341 27111-4545
Balancing group assignments	Disposition / Dispatching	Nomination / announcement of quantities	disposition@ontras.com	+49 341 27111-2525*
Contract explorer				*Phone number with electronic voice recording
Accounting Data	Invoice / Energy data management	Invoicing data and orientation values	abrechnung@ontras.com	
Timeseries	Network connection customers	Internal order	netzkunden@ontras.com	
Subscriptions				
Invoice documents				

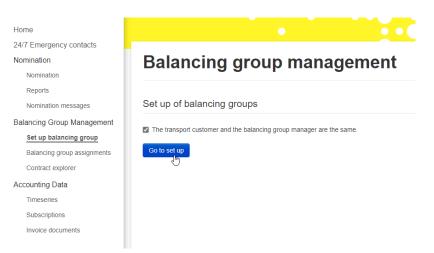
**Step 2:** All balancing group accounts that already submitted to ONTRAS can be seen in the table. Click on the "Set up balancing group" button to open the assistant for setting up a new balancing group.

ome				
I/7 Emergency contacts				
omination	Setting up	of balancing gro	ups	
Nomination	• •		•	
Reports				
Nomination messages	Your balancing g	roups at ONTRAS		New balancing group
ancing Group Management	The following balancing groups h	ave already been announced to ONTRAS.		The searched balancing group is not listed. Please add another balancing gro
Set up balancing group	Balancing group number	Search		Set up balancing group
Balancing group assignments				
Contract explorer	Balancing group	Balancing group manager	Authorised for assignment	
ounting Data	14039-040304	1797-185-51 F	*	
Timeseries	100.010.000.000	07075005.1	*	
Subscriptions	1403040207000	0770500	J	
Invoice documents	140844100.000	0809401	+	
	140004-0100304	100100-00	*	



### • • ONTRAS

**Step 3:** In the next step, it can be confirmed that the shipper and the balancing group manager are the same, if this is the case. If this is not the case, the DVGW number of the balancing group manager must be entered.



**Step 4:** The balancing group code now needs to be entered. It is also possible to enter additional balancing group codes using the "*Plus*" symbol. The data must be confirmed using the "*Apply*" button.

Home		• • • •	
24/7 Emergency contacts Nomination Nomination	Balancing g	roup managemen	t
Reports Nomination messages	Data transport custome	ər	Input balancing group codes
Balancing Group Management	Company name	CHEMILE.	In ONTRAS network only the balancing groups for the H-gas (high-calorific gas) are relevant.
Balancing group assignments	Street/no.	New Workshop 1.	Balancing group code
Contract explorer	Post code/town	1000000000	Apply
Accounting Data	DVGW code	9000270001	
Timeseries			
Subscriptions			
Invoice documents			

**Step 5:** The new balancing group(s) can be transmitted to ONTAS via the "*Send*" button. For this, the ONTRAS network access conditions must be confirmed.

mergency contacts			
nation	Balancing gr	oup managemen	+
omination	Dalancing gi	oup managemen	l de la constante de
eports			
omination messages	Data transport customer		Creation of balancing group numbers
cing Group Management			
t up balancing group	Company name	CV78e0-1	Please note: Balancing groups that have been announced until 12:00 at the previous gas day are available on PRISMA from the next day on. Balancing groups that are announced later, are available from the day after next on PRISMA.
lancing group assignments	Street/no.	These designs	
ontract explorer	Post code/town	10760-Darks	Balancing group numbers
inting Data	DVGW code	100010100000	1408/4007-009
neseries ubscriptions voice documents			<ul> <li>The transport customer assures to be authorised by the respective balancing group manager for including - in the balancing group managers name - entry or exit points within the network of ONTRAS into the balancing/sub balancing groups stated above. The transport customer has to show provide evidence on demand.</li> <li>I have read and accept the terms and conditions for access to the network (conditions for the entry and exit contract and the supplementary terms and conditions) of ONTRAS Gastransport GmbH without restriction.</li> <li>Back Send</li> </ul>
ideline for the cha	nge of the capacity		Valid as of: 29.04.2024



#### Change in balancing group assignment

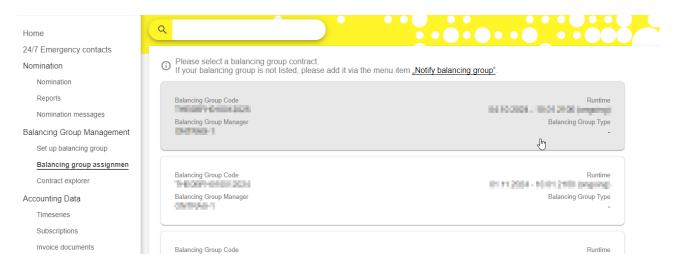
The capacities from an existing balancing group account can be allocated to another balancing group account in the customer portal. The allocation can be made until 12 a.m. on the day before the planed delivery day, at the latest.

(Note: Please be aware that balancing group accounts, which were set up via the ONTRAS customer portal, can be used for the inclusion of capacities on the next gas day at the earliest.)

**Step 1:** After logging into the ONTRAS customer portal, switch to the "*Balancing Group Management - Balancing group assignments*" area to see an overview of all balancing group accounts.

Home	Welcome to the ONT	RAS customer portal		
24/7 Emergency contacts				
Nomination				
Nomination				
Reports	Contacts			
Nomination messages				
Balancing Group Management	Department	Responsible for	E-Mail address	Phone
Set up balancing group	Capacity Marketing and Cooperation	Capacity Marketing and Balancing Group Management	capacity@ontras.com	+49 341 27111-4545
Balancing group assignments Contract explorer	Disposition / Dispatching	Nomination / announcement of quantities	disposition@ontras.com	+49 341 27111-2525* *Phone number with electronic voice recording
Accounting Data	Involce / Energy data management	Invoicing data and orientation values	abrechnung@ontras.com	
Timeseries	Network connection customers	Internal order	netzkunden@ontras.com	
Subscriptions				
Invoice documents				

Step 2: In "Balancing group assignments", select the relevant Balancing Group Account from which the capacity should be taken off.



Step 3: The pencil icon behind the capacity contract can be used to change the balancing group assignment.

Valid as of: 29.04.2024



Home	Balancing Gro	oup Contra	ct			H
24/7 Emergency contacts						
Nomination	← Back					
Nomination						
Reports	Balancing Group Code				R 202014 - 1010120101 (mg	untime
Nomination messages	Balancing Group Manager				Balancing Grou	
Balancing Group Management	ON TRADA					-
Set up balancing group						
Balancing group assignmen	Contributions					
Contract explorer	In this view, all current					~ (
Accounting Data	into this balancing grou which you would like to			ntract for Suci	ne	×
Timeseries	-	-				
Subscriptions	Capacity Contract	Interruptibility	Net Point	Capacity kWh/h	Runtime	
Invoice documents	107,512	1000	Date	20	0.0.004-0.0.004	~
	101001	5m	108 Pedanan	-94	N.M.2014 - N.M.2005	1

After pressing the button, an assistant opens. The capacity and the period for changing the balancing group assignment can be defined here. The input is confirmed by using the "*Continue*" button.

Step 1/3	city of the new		
Contribution.			
Old Balancing Group Contract			
Capacity (kWh/h)			
Valid from			
Valid to			
Cancel Back	Continue		

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**Step 4:** In the next step, you can select the balancing group into which the capacity should be allocated.

Balancing Group Contract	
← Back Change contribution for balancing group ■	HE087H010012025
Step 2/3 Please select the balancing group contract in which the capacity is to be included.	
Old Balancing Group Contract New Balancing Group Contract	
Filter X Q	
76(200-010020)4	
1408/401000	
1.000	L3
Selected:	
Cancel Back Continue	

**Step 5:** Click on "*Confirm changes*" to finalise the balancing group assignment.

Step 3/3	and complete the process.	
Old Balancing (		
Considered Cap	acity Contract	
Capacity		
Valid	30H	
August 1		
ر	. Le la	
New Balancing		
Cancel E	ack Confirm changes	

Valid as of: 29.04.2024

