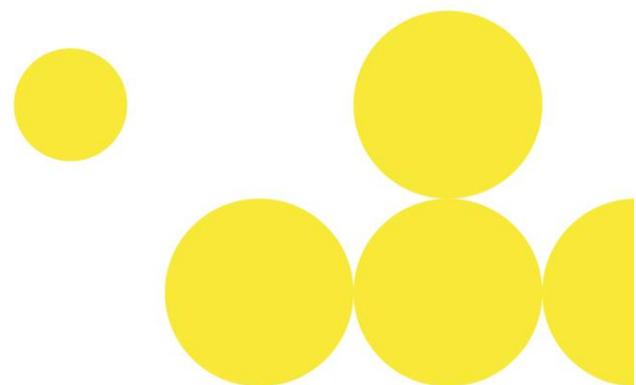


Guideline for the change of the capacity allocation via the ONTRAS customer portal



Notification of a new balancing group

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

(**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 "Bookings – Balancing group management" area.

The screenshot shows the ONTRAS customer portal interface. On the left, a sidebar menu lists various options, with 'Balancing group management' highlighted. The main content area displays a table titled 'Last bookings' with the following data:

Contract ID	Network Point	From	To	Capacity Level
93060280	NAP Reudnitz-Sternburg	Exit 08.05.2025	01.01.2027	200 kwh/h
93060279	NAP Reudnitz-Sternburg	Exit 08.05.2025	01.01.2026	100 kwh/h
RBP_13960	Oude	Exit 29.04.2025	30.04.2025	8.000.000 kwh/h
99513458	VGS Storage Hub	Exit 22.04.2025	23.04.2025	9.251.670 kwh/h
RBP_13954	Oude	Exit 01.01.2026	01.04.2026	20 kwh/h

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

The screenshot shows the 'Balancing group management' page in the ONTRAS customer portal. It features a search bar, filters for 'Valid From', 'Valid To', and 'Balancing Group Manager', and a '+ Notify Balancing Group' button. The main table lists existing balancing group accounts:

Balancing Group Code	Runtime	Balancing Group Manager	Authorized Companies	Biogas	Inclusions	Actions
THEOBFH010012025	ongoing 10.04.2024 - 01.05.2100	Company 1			✓	[X] [Pencil]
THEOBFH901032024	ongoing 18.06.2024 - 01.10.2100	Company 1	Company 2		✓	[X] [Pencil]
THEOBFH901032035	ongoing 26.03.2025 - 01.10.2100	Company 1				[X] [Pencil]
THEOBFH010012027	ongoing 22.08.2024 - 01.10.2100	Company 1			✓	[X] [Pencil]
THEOBFH023012021	ongoing 15.05.2024 - 01.10.2100	Company 2	Company 1		✓	[X] [Pencil]

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 1 of 3

✕

Balancing Group Manager

The transport customer and the balancing group manager are identical.

Company Name	Company 1
Street / No.	Selsenbergstr.
Postcode / City	10769 Berlin
DVGW Number	9800127100001

⏪
Next

Step 4: The balancing group code now needs to be entered. It is also possible to enter additional balancing group codes using the "Add Balancing Group Code" button. The data must be confirmed using the "Next" button.

Step 2 of 3

✕

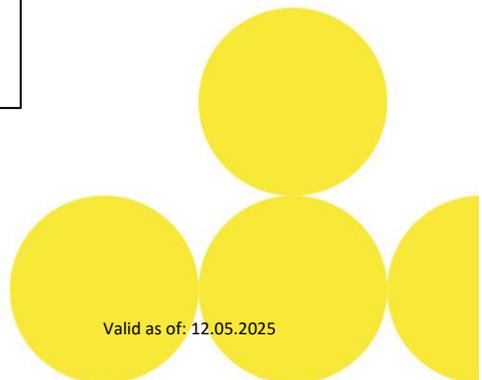
Balancing Group Manager

In ONTRAS network only the balancing groups for the H-gas (high-calorific gas) are relevant.

Balancing Group Code*

+ Add Balancing Group Code

Back
Next



Step 5: The new balancing group(s) can be transmitted to ONTRAS via the "Submit" button. For this, the ONTRAS network access conditions must be confirmed. If the transport customer has authorized a balancing group manager to make bookings on their behalf, a confirmation must also be provided.

Step 3 of 3

Balancing Group Manager

Please review your data and confirm the conditions listed below

Balancing Group Manager

Company Name: Company 1
 Street / No.: Selsenbergstr.
 Postcode / City: 10769 Berlin
 DVGW Number: 9800127100001

Balancing Group Numbers

THE0BFH901032089

The transport customer assures that the respective balancing group manager has authorization to include entry and exit points in the ONTRAS network into the above-mentioned balancing groups/sub-balancing accounts. Upon request, the transport customer must provide this proof.

I have read and fully accept the Network Access Conditions (General Terms and Conditions for the Entry and Exit Contract as well as the Supplementary General Terms and Conditions) of ONTRAS Gastransport GmbH, published at www.ontras.com.

Back Submit

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 planned 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 "Bookings - Balancing group management" area to see an overview of all balancing group accounts.

The screenshot shows the ONTRAS customer portal interface. On the left is a navigation menu with options like Home, 24/7 Emergency contacts, Biogas cost allocation, Nomination, Reports, Internal Order, Long-term forecast, Bookings, Balancing group management, Capacity contracts, Accounting Data, and Timeseries. The main content area displays a table titled 'Last bookings' with the following data:

Contract ID	Network Point	From	To	Capacity Level
93060280	NAP Reudnitz-Sternburg	Exit 08.05.2025	01.01.2027	200 kwh/h
93060279	NAP Reudnitz-Sternburg	Exit 08.05.2025	01.01.2026	100 kwh/h
RBP_13960	Oude	Exit 29.04.2025	30.04.2025	8,000,000 kwh/h
99513458	VGS Storage Hub	Exit 22.04.2025	23.04.2025	9,251,670 kwh/h
RBP_13954	Oude	Exit 01.01.2026	01.04.2026	20 kwh/h

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

The screenshot shows the 'Balancing group management' page in the ONTRAS portal. The page has a yellow header with the ONTRAS logo and navigation options. A search bar is present. Below the header, there are filters for 'Valid From', 'Valid To', and 'Balancing Group Manager'. A table lists several balancing group accounts with columns for 'Balancing Group Code', 'Runtime', 'Balancing Group Manager', 'Authorized Companies', 'Biogas', 'Inclusions', and 'Actions'. The 'Actions' column contains icons for a calendar and a pencil.

Balancing Group Code	Runtime	Balancing Group Manager	Authorized Companies	Biogas	Inclusions	Actions
THE0BFH010012025	ongoing 10.04.2024 - 01.05.2100	Company 1			✓	📅 ✎
THE0BFH901032024	ongoing 18.06.2024 - 01.10.2100	Company 1	Company 2		✓	📅 ✎
THE0BFH901032035	ongoing 26.03.2025 - 01.10.2100	Company 1				📅 ✎
THE0BFH010012027	ongoing 22.08.2024 - 01.10.2100	Company 1			✓	📅 ✎
THE0BFH023012021	ongoing 15.05.2024 - 01.10.2100	Company 2	Company 1		✓	📅 ✎

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

The screenshot shows the details page for balancing group 'THE0BFH010012025'. The page has a yellow header with the group name and navigation options. Below the header, there are buttons for 'Back' and 'Delimit Balancing Group'. The main content area displays details for the balancing group manager, runtime, biogas, and authorized companies. Under the 'Inclusions' section, there is a text block explaining that this view displays all capacity bookings included in the balancing group. Below this, a table lists capacity contracts with columns for 'Capacity Contract', 'Interruptibility', 'Network Point', 'Capacity', 'Runtime', and 'Actions'. The 'Actions' column contains a pencil icon highlighted with a red box.

THE0BFH010012025

← Back Delimit Balancing Group

Balancing Group Manager: Company 1
 Runtime: 10.04.2024 - 01.05.2100 (ongoing)
 Biogas
 Authorized Companies

Inclusions

This view displays all capacity bookings that have been included in this balancing group and are currently or will be running in the future. Please select the capacity contract for which you wish to make a change in inclusion.

Capacity Contract	Interruptibility	Network Point	Capacity	Runtime	Actions
PBU70055	✓	UGS Peckensen	1000	01.02.2025 - 01.10.2025	✎

Step 4: 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 "Next" button.

Step 1 of 3
Change Inclusions for THE0BFH010012025

Please select the capacity and the period of the new inclusion.

Capacity (kW/h)*
1000

Valid From*
5/8/2025

Valid To*
10/1/2025

Next

Step 5: In the next step, you can select the balancing group into which the capacity should be allocated. Click on "Next" to proceed to the final step.

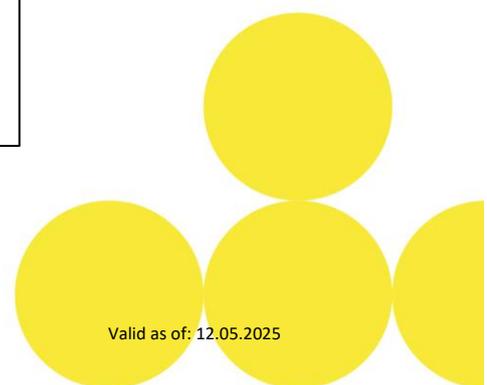
Step 2 of 3
Change Inclusions for THE0BFH010012025

Please select the balancing group contract into which the capacity should be included.

Suche

- THE0BFH901032024
- THE0BFH010012027
- THE0BFH010012023
- THE0BFH010012032
- THE0BFH010012024
- THE0BFH010012026

Back Next



Step 6: Click on "Submit" to finalise the balancing group assignment.

Step 3 of 3 X

Change Inclusions for THE0BFH010012025

Old Balancing Group Contract	THE0BFH010012025
Viewed Capacity Contract	PBU70055
Capacity (kW/h)	1000
Valid From	09.05.2025
Valid To	01.10.2025
New Balancing Group Contract	THE0BFH023012021

Back
Submit

Delimitation of a balancing group

You have the option of delimiting the balancing groups assigned to you for a future date and sending this balancing group change to ONTRAS in order to delimit the corresponding balancing group from the RBP and PRISMA capacity booking platforms.

(Note: Please note that changes to balancing groups in the form of delimitations made via the ONTRAS customer portal will only be adopted from the following gas day)

Step 1: After logging into the ONTRAS customer portal, switch to the “*Bookings - Balancing group management*” area to see an overview of all balancing group contracts. With the help of the button (cross symbol) behind the capacity contract, the balancing group can be delimited.

Balancing Group Code	Runtime	Balancing Group Manager	Authorized Companies	Biogas	Inclusions	Actions
THE0BFH010012025	10.04.2024 - 01.05.2100	Company 1			✓	X
THE0BFH010032024	18.06.2024 - 01.10.2100	Company 1	Company 2		✓	
THE0BFH010032035	26.03.2025 - 01.10.2100	Company 1				
THE0BFH010012027	22.06.2024 - 01.10.2100	Company 1			✓	
THE0BFH023012021	15.05.2024 - 01.10.2100	Company 2	Company 1		✓	

After confirming the button, a wizard opens. Here you can select the date from which the delimitation should take effect.

Delimit Balancing Group THE0BFH010012025

Date*
1/1/2027

Cancel Submit

Step 2: Click on the “*Submit*” button to complete the balancing group change.