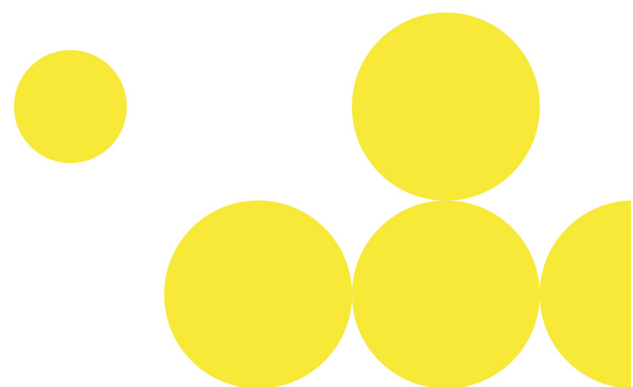


# Guideline for the change of the capacity allocation via the ONTRAS customer portal

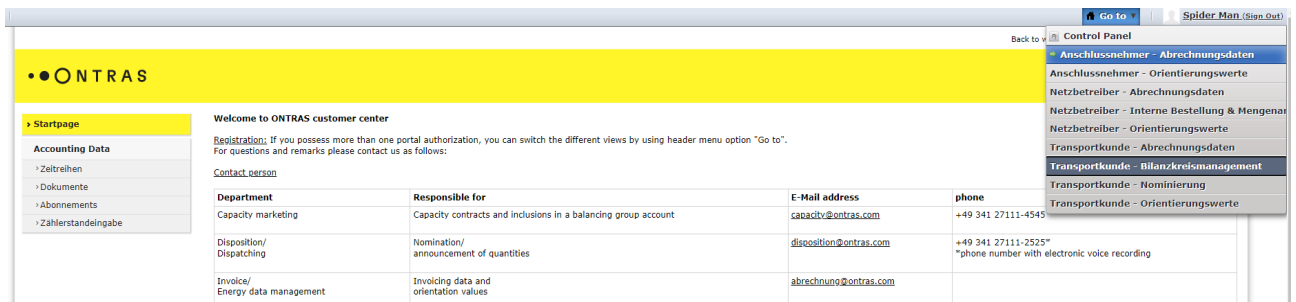
---



## Withdrawal of capacities from the balancing group account

To allocate capacity to a new balancing group account, the capacity must first be withdrawn from the current balancing group account. For this, the following steps are needed:

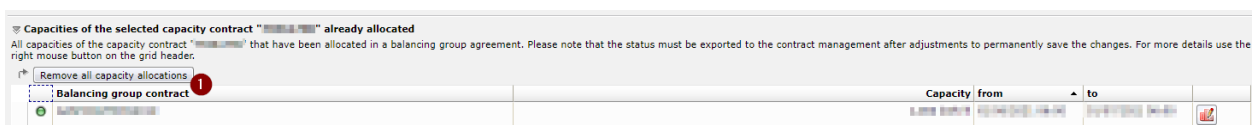
Step 1: After logging in to the ONTRAS customer portal, please go to the area “*Transportkunde – Bilanzkreismanagement*”.



Step 2: In the section “*capacity contract view*” you can select the capacity contract from which the capacity should be withdrawn. For this purpose, please use the filters “*market area*”, “*netpoint*” and “*capacity contract*”.



Step 3: By using the button “*Remove all capacity allocations*”, the withdrawal of the capacities from the current balancing group account can be made.



Step 4: After using the button an assistant appears. Within this assistant, you can enter the date for the withdrawal of the capacities. To approve your selection, please use the button "Save".

**Remove all capacity allocations** ✕

**The current allocation restriction allows an allocation as of [date] only.**

**Remove the capacity allocations of the capacity contract "[contract ID]".**  
 Please select the date as of which all capacity allocations of the capacity contract "[contract ID]" are to be removed.

Cancel allocation as of:

1

**Capacities of the capacity contract "[contract ID]" currently allocated**  
 These capacities of the capacity contract "[contract ID]" have currently been allocated.

	Balancing group contract	Capacity	from	to
+	[contract ID]	[value]	[date]	[date]

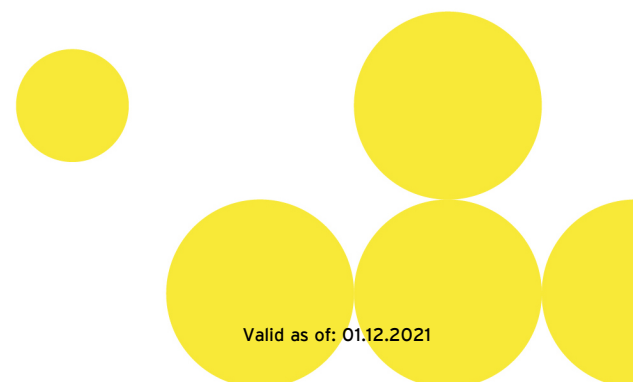
**Forecast of the allocation following the adjustment for the capacity contract "[contract ID]"**  
 This allocation situation of the capacity contract "[contract ID]" would result if you made the adjustments as of the date selected above.

	Balancing group contract	Capacity	from	to
+	[contract ID]	[value]	[date]	[date]

Step 5: To confirm the withdrawal, please use the button "Save adjustments".

**Capacity allocation of the capacity contract "[contract ID]"**

netpoint:  Capacity contract:

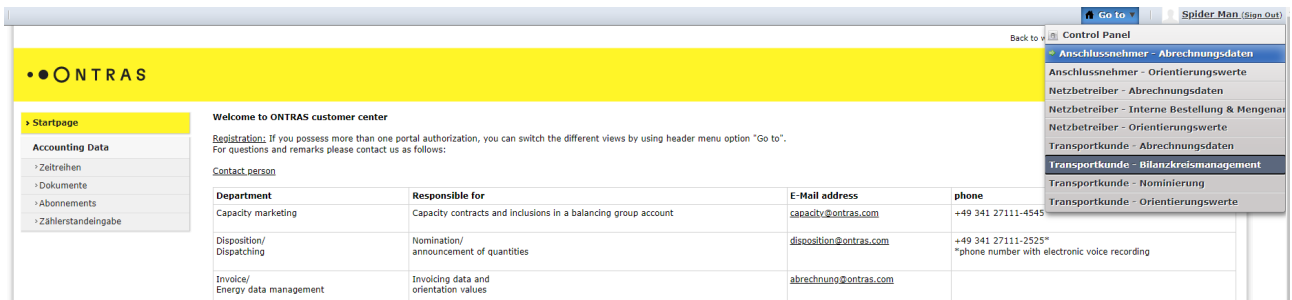


## Inclusion of capacities into the new balancing group account

After the withdrawal of the capacities from the current balancing group account, the capacities can be allocated to the new balancing group account. The allocation can be made until 6 p.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.)

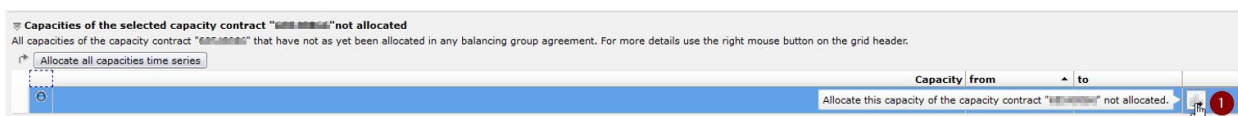
Step 1: After logging in to the ONTRAS customer portal please go to the area “*Transportkunde – Bilanzkreismanagement*”. (If you have just done the withdrawal, this step is not necessary).



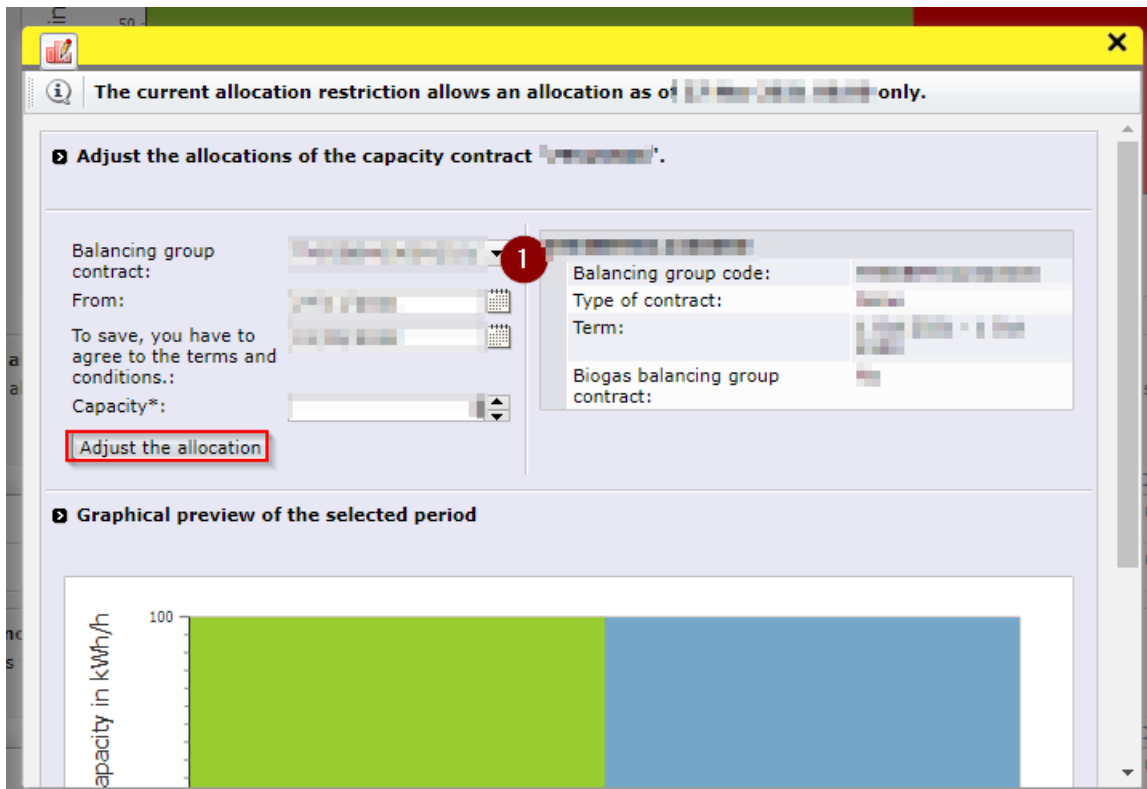
Step 2: In the section “*capacity contract view*” you can select the capacity contract for which the capacities should be allocated. Please use the filters “*market area*”, “*netpoint*” and “*capacity contract*”.



Step 3: By using the button “*Allocate this capacity for the capacity contract “XYZ” not allocated*”, the inclusion of the capacity into the new balancing group account can be made.



Step 4: After using the button an assistant appears. Within this assistant, you can include the capacity into the new balancing group account. For this purpose, please select the relevant balancing group contract, the validity of the capacity inclusion and the capacity amount. To approve your selection, please use the button "Allocate".



Step 5: To confirm the inclusion of the capacities, please use the button "Save adjustments".

