• • O N T R A S

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To allocate capacity to a new balancing group account, the capacity must first be withdrawn from the current balancing group account.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*".

					Go to V Spider Man (Sign Out)	
Back to					v 🖻 Control Panel	
					Anschlussnehmer - Abrechnungsdaten	
• • O N T R A S	Anschlussnehmer - Orientierungswerte					
•						
	Nelsona te ONTRES exclosure contra					
Startpage Welcome to our RAS customer center					Netzbetreiber - Orientierungswerte	
Accounting Data	Registration: If you possess more than one portal authorization, you can switch the different views by using header menu option "Go to". For questions and remarks please contact us as follows:				Transportkunde - Abrechnungsdaten	
> Zeitreihen	Contact person				Transportkunde - Bilanzkreismanagement	
> Dokumente					Transportkunde - Nominierung	
Abonnements	Department	Responsible for	E-Mail address	phone	Transportkunde - Orientierungswerte	
>Zählerstandeingabe	Capacity marketing	Capacity contracts and inclusions in a balancing group account	capacity@ontras.com	+49 341 27111-454	5	
	Disposition/ Dispatching	Nomination/ announcement of quantities	disposition@ontras.com	+49 341 27111-252 *phone number with	49 341 27111-2525" phone number with electronic voice recording	
	Invoice/ Energy data management	Involcing data and orientation values	abrechnung@ontras.com			

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2: In the section "*capacity contract view*" you can select the capacity contract from which the capacity should be withdrawn.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*".

	Back to website Contact Imprint
• • O N T R A S	
Startpage	Capacity allocation
Balancing group view	Image: Show capacity contract:
	Please filter for netpoint or select directly a capacity contract.
> Capacity contract view	
Contract explorer	
Set up balancing group	

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





• • O N T R A S

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*".



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

Capacity allocation of the capacity contract "					
Y	netpoint:	Capacity contract:	Show capacity contract		
쇖	Save adjustments	Repudiate changes 🔒 Print view (current status)	w Export to Excel (current status)		





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 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 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).

					Go to V Spider Man (Sign Out)
				Back to	v 🖻 Control Panel
					Anschlussnehmer - Abrechnungsdaten
• • O N T R A S	• • O N T R A S				
					Netzbetreiber - Abrechnungsdaten
	Walcome to ONTRAS sustaines cantes				
> Startpage	Startpage Welcome to OTTAGS customer center				Netzbetreiber - Orientierungswerte
Accounting Data	Begistratism: If you possess more than one portal authorization, you can switch the different views by using header menu option "Go to". For questions and remarks please contact us as follows: Contact cerson				Transportkunde - Abrechnungsdaten
> Zeitreihen					Transportkunde - Bilanzkreismanagement
> Dokumente					Transportkunde - Nominierung
> Abonnements	Department	Responsible for	E-Mail address	phone	Transportkunde - Orientierungswerte
> Zählerstandeingabe	Capacity marketing	Capacity contracts and inclusions in a balancing group account	capacity@ontras.com	+49 341 27111-454	5
	Disposition/ Dispatching	Nomination/ announcement of quantities	disposition@ontras.com	+49 341 27111-2525* *phone number with electronic voice recording	
	Invoice/ Energy data management	Invoicing data and orientation values	abrechnung@ontras.com		

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*".

	Back to website Contact Imprint
• • O N T R A S	
Startpage	Capacity allocation
	Y netpoint: ▼ Capacity contract: Show capacity contract
Balancing group view	Please filter for netpoint or select directly a capacity contract.
Capacity contract view	
Contract explorer	
Set up balancing group	

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.



• • ONTRAS

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"*.

i) The current allocati	on restriction allows an a	llocation as of the second second	only.
Adjust the allocations	of the capacity contract	"employeen".	
Balancing group			
contract:		Balancing group code:	
From:		Type of contract:	laster .
To save, you have to agree to the terms and		Term:	1.04.000 - 1.04
conditions.:		Biogas balancing group	-
Capacity*:		contract:	
Adjust the allocation			
Graphical preview of	the selected period		
	the selected period		
≦ [™]]			
- W			
. <u> </u>			
2			
i aci			

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

Capacity allocation of the capacity contract "TELEBUE"					
V	netpoint:	▼ Capacit	ty contract:	Show capacity contract	
0	Save adjustments	Repudiate changes	Print view (current status)	Export to Excel (current status)	

