Registry for capacity guarantees

USER GUIDE

Version 6 – In force from 20 April 2021

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Introduction

Created as part of the capacity mechanism, the capacity certificates register is a register kept by RTE, not made public, which records in a secure manner all transactions involving the issuance, transfer or destruction of capacity certificates. It includes an account for each society holding certificates.

In order to issue, manage, transfer and control the delivery of capacity certificates, RTE has developed a secured web platform which allows the following actions:

- Manage user and habilitations

- Deliver or restitute capacity certificates

- Transfer capacity certificates

- Monitor accounts activity (operations and balances)

This userguide aims at supporting users in the usage of the registry at all step of the possible actions from log in to log out.

1   User guide purpose

This guide is addressed to the authorised users of the registry.

About the product

1.1   Main functions

The role of the Registry for Capacity Guarantees is to deal with the entire delivery and exchange process of capacity guarantees, via the functionalities described below:

- Manage the administrative data: handle the registered users, handle the accounts, handle the beneficiaries ;

- Consult the account ;

- Manage and view the operations of the guarantees of capacity ;

- Possibility to report and download accounting files.

1.2   General description

The platform can be reached only by users who have been registered and have been granted a login. The access will be defined according to the functionalities the user has been granted for by means of right profiles.

The authentication process is highly secured. Further to the login and password, the user has to insert a one shot code, received by text message.

Notifications will be sent in order to duly inform the account holders about their actions on the registry and the applicable deadlines and also about the upcoming events on the registry.

1.3   Product's architecture

The application is a web based platform accessible via any standard browser (like Internet Explorer 7+or later, Firefox). It is possible to switch from one functionality (referred to as menu all along this guide) to another by clicking on the top menu. Each tab gives access to another selection on the left side of the screen, to access the available submenues.

Breadcrumbs are indicators of the location of the page currently in use and enable users to browse within the platform.

1.4   Security

The security of the application is granted by an access through an https address and a SSL Protocol between the client and the server.

Furthermore, non being active for more that 30 minutes will automatically disconnect the session on the platform and a new connection will be necessary.

2   Start

This paragraph indicates the different steps to connect to the capacity guarantees platform.

The registry can be reached at the following address: https://www.rega-rte.fr

2.1   Homepage

The welcome page of the Capacity Guarantees registry is the following:

The elements available on the welcome page are described hereunder:

1. A scrolling message on the top of the webpage publicly displays the latest news on the capacity guarantees registry.

2. The « Home » menu leads towards the main page of the public website of the registry, i.e. this webpage.

3. The « Register » menu leads the user to the information and to the register form for the registry used by the future owners willing to have an access.

4. The « Sign In » menu leads the user to the authentification page with the private functionalities of the Registry.

5. The user can display the Registry in French or English.

6. A box shows the general information about the registry for capacity guarantees and general information about the mechanism of the capacity.

7. A notice offers the user to download useful information for its knowledge about the mechanism of capacity as well as the necessary forms for its registration.

8. On the bottom of the website, the user can find useful links to better his knowledge of the mechanism of capacity and of the Registry, as well as the links towards the FAQ, the contacts and the legal notices of the application.

2.2 « Register» Menu

2.2.1 Useful Information

In the « Register » menu, the user can find all the necessary information in order to register to the Registry.

In order to be registered on the Registry, the company must already be registered as a client of RTE and have signed a Registry Agreement with RTE. The company will be recognized as an RTE client when connecting thanks to the company's VAT number.

Once having acknowledged this information, the user can click on the button "REGISTRATION" (1) in order to register.

Any request of registration by a user will be controlled by the registry.

2.2.2 Inscription

In order to make a request of registration, the following information has to be filled in:

Information	Type	Mandatory	Description
Title	Drop-down list	Y	
Surname	Text	Y	
First name	Text	Y	
Birthdate	Date	Y	
Email	E-mail	Y	The email will be the user's login
Email (notifications)	E-mail	Y	

Phone number (mobile)	Phone number	Y	The phone number that will be used to receive text messages for confirmation emails
Legal Entity	Text	Y	
SIREN number	Text	Y	
VAT number	Text	Y	

Once the request is validated, there can be different situations:

1. **The VAT number doesn't correspond to any client of RTE:** the user will be advised to contact RTE in order to sign a contract with the Registry.

2. **The VAT number corresponds to a client of RTE AND you are the first user of your company:** the request will be directly transferred to be validated.

3. **The VAT number corresponds to a client of RTE BUT you are not the first user of your company:** the main user already registered will be contacted in order to validate the request

Once the request has been validated, please send the following documents, by email at admission@rega-rte.com, and by postal mail - for the documents requested in original – at the address of the Registry for capacity guarantees (Registre des capacités – EEX Admission – 5, boulevard Montmartre – 75002 PARIS – FRANCE)

- A recent commercial register extract *(original or copy)*
- A copy of the user's ID card or passport
- A Sworn statement from a company's authorized representative, declaring that the main user is employed by the company and authorized to act in its name on the Registry *(original)*
- Power of Attorney authorising the person signing the Sworn statement

The user can access the following pages:

1. **Submenu « Useful Information »** - back to the « Useful Information » page

2. Click on **« VALIDATE »** - will validate the registration request which will be sent to the operator of the Registry

3. Click on **« VALIDATE »** - will erase the content of the registration form, the request will not be validated.

Each registration request has to be validated by operator of the Registry. As soon as the operator will have validated the request, the user will receive his login and password at the email address indicated on the registration form.

2.3 « Sign in » menu

By clicking on « SIGN IN », the user will access the connection page:

On this page, the user can enter his login or ask for a password reset if necessary.

1. The user writes his login, which corresponds to the email address communicated when the access has been created.

2. The user enters his password – at first connection, the user will be asked to modify his password in order to be able to access the Registry functionalities.

3. The Registry is protected by a reinforce authentification procedure. In addition to his login and password, the user has to click on "SEND TEXT" to receive by text on his phone a unique code to enter in the "Text confirmation code" line. If the user clicks several times on "SEND TEXT", only the last code received will be valid.

4. After indicating his login/password and the Text Confirmation code, the user clicks on « LOGIN » to access the Registry functionalities. If the three information are correct, the user will access the Registry.

5. If the user forgot his password, he can click on « FORGOTTEN PASSWORD » to reset his password.

Forgotten Password

By clicking on « Forgotten Password », the user can reset his password.

If necessary, the user can ask for a password reset.

1. The user writes his login – corresponding to the email address communicated when the account has been created.

2. The user has to click on « SEND TEXT » to receive a unique code to type in the « Text confirmation code » field. If the user clicks several times on "SEND TEXT", only the last code received will be valid.

3. The user then clicks on « VALIDATE » to reset his password. If both information (login and Text confirmation code) are correct, the user will access the Registry. The user will be asked to modify his password at his next connection.

4. If the user clicks on « BACK », he will cancel his request and will be redirected on the previous page.

If the user doesn't receive any text code, or if his phone number changed, he will have to contact the Registry Admission department.

2.4 Registry Homepage

When he is connected, the user can access the Registry:

The Homepage is the main entry point to access the different functionalities of the Registry. The user has also a global vision of the Registry activity:

1. **Operations:** the user can see the last operations completed – meaning the last operations which have been accounted for or cancelled – in the upper part of the chart, as well as the last pending operations in the bottom part of the chart. This chart displays only the last 10 operations. The user can click on each operation to visualize the detail.

2. **Notifications and alerts:** when an action has occurred on the Registry, the user sees alerts on the Homepage. If he is interested by this alert, he can click on it to be directly redirected on the corresponding page. If the user wants to erase the notifications or alerts, he can click on "clear".

3. **Balances:** the user can visualize the balance of his accounts, filtered by delivery year.

4. **« Registry » menu:** access to this Homepage.

5. **« Administration » menu:** access to the administrative functionalities of the account holder – the management of its users, accounts and recipients.

6. **« Accounts » menu:** access to the consultation of the Registry accounts, balances and CSV exports.

7. **« Operations » menu:** access to the operations management on the Registry – validation of the restitutions, ceding requests and validations, list of the completed operations.

8. **« Reporting » menu:** access to the reporting functions of the Registry – balances and operations.

9. The user can logout any moment, he will then be redirected to the Registry connection page.

3   Use the Registry

3.1   « Administration » Menu

3.1.1   Submenu « Users management »

The users are defined as the ones having access to the Registry for Capacity Guarantees. Only registered account holders can register users. This means that an agreement of Obligated Party, of Capacity portfolio manager (in French, RPC:Responsable de Périmètre de Certification), Operator of capacity or Intermediary must have been signed before any registration.

Each user registration request has to be done via the platform and is validated by the registry's administrator after checking the information registered in the platform and the provided documents.

The users are granted profiles defined by the access authorizations to the functionalities of the tools. It is possible to give them a read or a write access. The profiles can be cumulated which gives them both rights.

Therefore two different profiles are possible for the users of an account holder:
- « Standard User » Profile,
- « Main User » Profile.

a) "Standard User" profile

The « Standard User » profile gives authorization to enter operations via the company's account and to consult the balance of its accounts. No other administrative functionalities are available. The user cannot create any account, nor register new beneficiaries, ask for additional user or modify them.

Administration
- See the users,
- See the accounts,
- See the list of beneficiaries,

Accounts
- Consult the balance of each account,
- Export an excel file on the balance of the accounts,

Operations
- See the pending, validated and cancelled operations, depending on the rights,
- Register and validate transfers, depending on the rights,

Reporting
- Reporting on the balance of the accounts,
- Reporting on the operations.

A user must be duly authorized on an account in order to access it. For each account, the user can have any of the four authorisations below:

- Write : the user can enter operations on this account,

- Validate: the user can validate operations on this account,

- Write/Validation : the user can register and validate operations on this account,

- Read only: the user can see the pending and validated operations on this account.

Please note that the authorisations « Data entry », « Validation » and « Data entry/Validation » do also give the possibility to see the pending and validated operations on the concerned account.

These authorisations are given to the users by a user having a "Main User" profile.

b) « Main User » Profile

The « Main User » profile has access to all the functionalities available for the "Standard User" but also to the administrator functions (add other users, other accounts, etc.).

Administration
- Manage the users : read, add and modify,
- Consult the accounts : read, add and modify,
- Consult the beneficiaries lists : read, add and modify,

Accounts
- Consult the balance of each account,
- Export on an excel file the balance of the accounts,

Operations
- See the pending, validated and cancelled operations,
- Register and validate transfers,

Reporting
- Reporting on the balance of the accounts,
- Reporting on the operations.

The « main user » has automatically the right to « Read / Write » all the holder's accounts.

3.1.1.1 The users of the registry

The user can see the activities linked to all the users of the account holder. This includes:

- The list and detail of all the users of the holder,
- The pending requests for registering a user, made by the holder and processed by the Registry,
- Information on its own profile.

By default, the user is directed to the list of the users. The user also has the following browsing options:

1. **« Pending requests » and « Profile »**: go from one page of the Users management to another using the links « Pending requests » and « Profile ».

2. **Click on a user:** consult the detail of a user.

3. **Button « ADD »**: make a request to add a new user. This option is only clickable if the selected user has an « Administrator user » authorisation.

The following screen shows what happens when clicking on a user:

The « main user » can access the following areas:

1. **« Pending requests » and « Profiles »**: go from one page of the Users management to another using the links « Pending requests   » and « Profile ».

2. **Button « RESET PASSWORD »**: to make a request of resetting the password of the user's account.

3. **Button « UPDATE »**: to make a request of modification of a user.

4. **Button « DEACTIVE »**: to make a request of deactivation of a user. If the user has already been deactivated, this button is replaced by « ACTIVE ».

5. **Button « BACK »**: to go back to the users' list.

Add a user:

Only a user with the « main user » authorisation can add other users. Users who do not have this authorisation cannot click on « Add ».

In order to make a request to add a user, the following information has to be filled in:

Information	Type	Mandatory	Description
Title	Drop-down list	Y	
Surname	Text	Y	
First name	Text	Y	
Birthdate	Date	Y	
Email	E-mail	Y	The email will be the user's login
Email (notifications)	E-mail	Y	The email that will receive the notifications
Phone number (mobile)	Phone number	Y	The phone number that will be used to receive text messages for confirmation emails
Phone number (mobile)	Phone number	N	
Address	Text	Y	
Postcode	Text	Y	
City	Text	Y	
Country	Drop-down list	Y	
Profile	Drop-down list	Y	User or « Administrator user»

If the selected profile is « standard user », the authorisations have to be set up account by account. A user has to be always authorized in at least one account.

An administrator user is authorized to « Write / Validate » for all the holder's account.

First, the request is made and then validated by the main user by clicking on the button « VALIDATE ». Once the request is validated by the main user, it appears in the « Pending requests » submenu, and on hold to be validated by the registry.

Depending on the requested authorisation, the administrator user will have to send the following documents:

- For a standard user, only the ID card's or Passport's copy has to be sent to the following email address: admission@rega-rte.fr

- For a « main user », the following documents are necessary and have to be sent per email to admission@rega-rte.fr or (in the case of originals) to the following postal address of the Registry for Capacity Guarantees (Registre des capacités – EEX Admission - 5 boulevard Montmartre – 75002 PARIS)

  o An extract of the commercial register (original or copy),

  o The ID Card's or Passport's copy,

  o A Declaration of good faith signed by an authorized signatory of the holder company in which it stated that the « Main User » is an employee of the company and is authorised to represent the company on the registry (original),

  o Powers of attorney, signed by a legally binding signatory, that the person signing the declaration of good faith, is allowed to sign on behalf of the company,

Once the checks have been done, the registry validates the request and the user receives the login and the password.

3.1.1.1.1.1 Modify a user

The information to be filled in and the options are the same as for the setup of a user.

A request of modification will also be validated or refused by the operator of the Registry.

3.1.1.2 Pending requests

The main user can consult the requests of inscription, setup or modification of a user. All these requests are checked by the operator of the Registry.

The list of the pending requests are shown in a table, each line is the summary of the request.

The user has also the following browsing options:

1. **« Registry's users» and « Profile »**: go from one page of the users management to another using the links « Registry's users » and « Profile ».

2. **Click on a request:** consult the detail of a request.

The detail of a request is shown on the following screen:

3.1.1.3 Profile

Each user can consult its own profile, without being able to modify the information.

The user has the following browsing options:

1. **« Registry's user » and « Pending requests»**: go from one page of the users' management to another using the links « Registry's user» and « Pending requests».

2. **Button « Update password»**: access to the change password form.

Change the password

A confirmation by text message is necessary after filling in and confirming the new password in order to authorize the modification.

The user has the following browsing options:

1. **Button « VALIDATE »**: confirm the sending of the new password, which will be modified if the confirmation text message code is correct.

2. **Click on a request**: go back to see the profile, without modifying the password.

3.1.2 « Account Management » sub-menu

Each Account Holder can have one or several accounts depending on its role. The types of accounts available are the following:

Code	Type
EXP-XXXXXX	Operator Account (Compte Exploitant), which would be credited after each issuance. An account holder can only have one Operator Account.
RPC-XXXXXX	Capacity portfolio manager account (Compte RPC Responsable de Périmètre de Certification), that would be debited in the case of restitutions. An account holder can only have one RPC account.
ACO-XXXXXX	Obligated Party account (Compte Acteur Obligé): the volume of capacity guarantees in this account is used as a basis for the gap calculations performed by RTE in order to check the compliance of the Account holder towards its obligations. An account holder can only have one Obligated Party Account.
ECH-XXXXXX	Trading Account. These accounts can be opened when required and their number is not limited.

The Account Holder sub-menu allows the account holder to have access to the whole list of its accounts that are parameterized into the registry.

1. The accounts for which the user received authorizations are displayed in the table.

2. The Button « ADD » allows the user to add a Trading Account. Only Trading Accounts can be created. Their number is not limited.

The creation of an account only requires that the user gives a specific name for this account. The account holder can choose a unique label and can then identify it easily.

3.1.3 « Beneficiaries management» sub menu

In the administration menu, a sub menu allows the account holder to visualize the list of its Beneficiaries. If the user wants to perform a transfer, he will need to register the holder at first. A beneficiary is an account belonging to another holder which needs to be added in order to perform the transfer. It is similar to the bank account details used for online money transfers.

1. Clicking on one line, the ID and account are displayed as per below :

3.2   « Accounts » menu

The « Accounts » menu allows the account holder to visualize all its accounts balances.

There are two sub menus:

1. « Consultation » menu: visualize each account balance filtered by delivery year. Also there is the possibility to export a file in csv format with all accounts for one or several delivery year.
2. « Balances » menu: export an historical account balance per account for all delivery years.

The table displays two account balance types:
- The real balance is the current account balance which does not include the potential current operations
- The available balance which includes the current operations.

3.2.1 Accounts consultation

1. The vertical menu allows displaying the entire accounts list (or only one) which the user has access to. To visualize one account details, select one account in the left menu.
2. According to the selection done in **1**, the table displays all balances filtered by active delivery year and by account. A tick box allows choosing all/ one or several delivery years to perform a transfer. The balance by delivery year is displayed as well as the current operations volume per delivery year.
3. A button allows exporting the data in csv for all/one or several delivery years.

3.2.2 Balance visualization

The sub menu « Balances » allows the account holder to visualize all its registered accounts and visualize one account balance for a delivery period:

1. The accounts are displayed in a table. The account holder can select one of them.
2. The user can choose a delivery period selecting a start date and end date.
3. A button allows exporting the data in csv for one account on the selected delivery period.

3.3 « Operations » menu

There are four types of operations in the registry: the issuance, the ceding, the restitution and the forward ceding.

Forward cedings are out of scope of this paragraph; they will be explained in a separate paragraph.

An issuance is an operation initiated by RTE acting as the registry manager. RTE will credit one holder's account with a certain amount of capacity guarantees for a specified year. This operation takes place after the signature of an agreement between RTE and the holder.

A ceding is an operation initiated by an account holder to transfer or sell capacity guarantees (which are being hold in one of its account) to another holder account or to another of its own account. The holder ceding guarantees has to input the operation and validate it. Once done, the operation can be cancelled during a period of time set up in the registry. The operation appears on the buyer side only once this period of time is over. Then, the buyer has to validate the transfer.

A restitution is an operation initiated by RTE asking an holder to send a certain amount of capacity back from its RPC account. This operation is the result of an agreement signed by RTE and the holder. Then, this operation is approved by the holder to be completed.

The operations are classified into three menus:

- The menu « New operation» allows inputting a new ceding operation.

- The menu « Pending operations» allows visualizing, validating or denying a pending ceding or restitution operation.

- The menu « Completed operations» allows visualizing all the completed operations.

An operation can have the following status:

--------> Automatic transmission

———> Manual transmission – user action
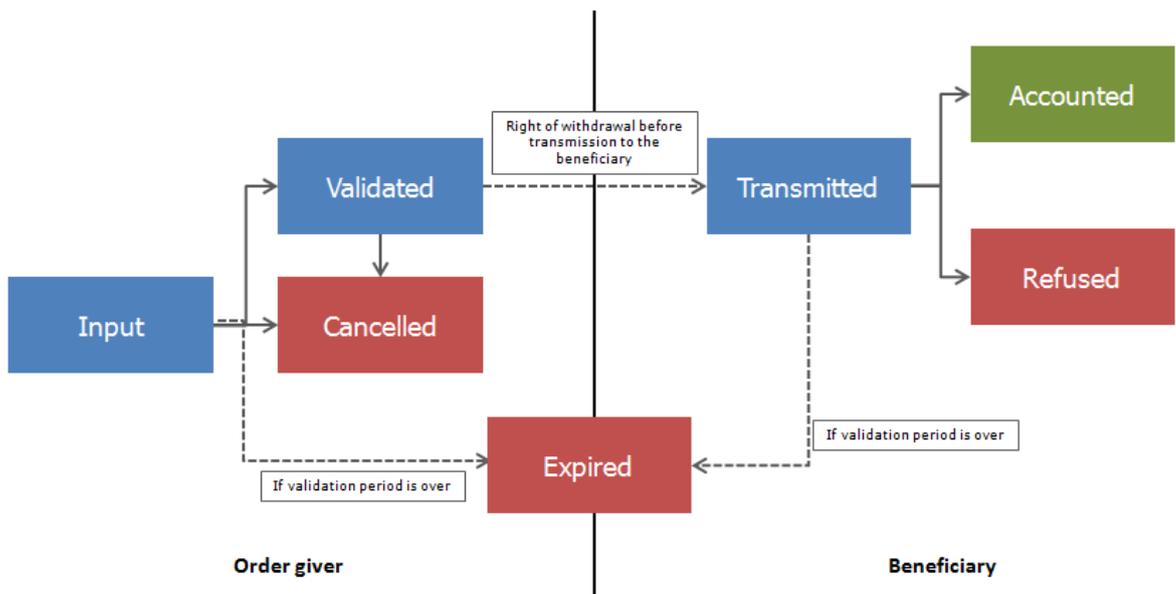
3.3.1 « New operation » sub menu

3.3.1.1 Cedings

Each user with the corresponding habilitations can enter a ceding operation.

The ceding screen is now ordred in two disctinct categories : Public data and private data.

In order to enter a ceding operation, the user must fill in the following information:

Data	Type	Mandatory	Description
Debit account	List	M	Among the accounts on which the user has the corresponding rights
Credit account	Fixed	M	Among the beneficiary accounts
Delivery year	List	M	
Quantity (CG)	Integer	M	Number of CG
Price entry	Button	M	Yes or No
Price in €/GC	Real, positive	O	If "Price entry" =YES, at least one of the fields Price in €/CG and Indexation formula is mandatory
Indexation Formula	Text	O	If "Price entry" =YES, at least one of the fields Price in €/CG and Indexation formula is mandatory
Title of operation	Text	O	Optional
Operation label	Text	O	Optional
Contract date	Date	N	Mandatory if « Price input » = Yes

A ceding can be:

- **A transfer**: no price or contracting date has been input for this operation.
- **A transaction**: a price and a contracting date have been input for this operation.

Attention should be paid to the following facts:

- The account to be credited must have been registered in the "Beneficiary List".
- It is only possible to transfer capacity guarantees of the same delivery year in one transfer.
- The total amount of capacity guarantees to be transferred must be inferior or equal to the total quantity of capacity guarantees available in the account to be debited for the given delivery period.
- If a ceding has a price, it is mandatory to enter the contract date.
- If "Price entry" =YES, at least one of the fields Price in €/CG and Indexation formula is mandatory.
- The credit entity displays the holder of the cession's credit account

The user can do the following actions

1. **Button « VALIDATE »**: validate the entry of the ceding. The ceding will be taken into account only if no error is detected. Once the ceding is entered, it will be displayed in the "Pending operations" menu. The ceding needs an additional validation to be sent to the beneficiary (cf. paragraph "Pending operation").

2. **Button « BACK »** : cancel the entry, no data is saved.

3.3.1.2   Multiple cedings

The menu « multiple cedings » enables the user to enter several ceding operations all at once by uploading a CSV file.
A template of the CSV file is avalaible so as to help users entering their cedings.

3.3.2 « Pending operations » sub menu

The sub menu « Pending operations » allows the user to visualize all the registry pending operations.

The homepage displays all the pending operations sorted by chronological order. The user can sort the data using the arrows available on the top of each column.

The user has the following possibilities:

1. **Type of Operation**: visualize only one type of pending operation: ceding or restitutions.
2. **Click on one operation**: access to the validation screen with the operation details.

3.3.2.1 Cedings

The user can visualize the pending cedings. He can either validate or refuse the ceding.

A ceding can be:

- **A transfer**: no price or contracting date has been input for this operation.
- **A transaction**: a price and a contracting date have been input for this operation.

A pending ceding can have several different statuses:

- **Input**: The operation has been input by the seller. The operation can be validated or cancelled by the seller.
- **Validated**: the operation has been validated by the seller. The operation can be cancelled by the seller in a period of time setup by the registry operator. This period expired; the ceding operation will be automatically transmitted.
- **Transmitted**: After this period, the validated operation has been transmitted to the beneficiary (the buyer) for approval. The operation can be validated or cancelled by the buyer.

Particular case: For a ceding between two accounts belonging to the same holder, the beneficiary approval is not required. There is no transmission deadline. An internal ceding has only the status « input ».

An input or transmitted operation which will not have any status change during a long period will become expired automatically. The registry operator can set up this period. The operation will be considered as cancelled and has to be input again.

The user has the following possibilities:
1. **Type of Operation**: visualize only one type of pending operation: cedings or estitutions.
2. **Holders filter**: the user can visualize the pending operations with a holder by selecting a holder in the top right drop down list.
3. **Click on one operation**: visualize the operation details.

The ceding details visualization screen is displayed hereunder :

The user has the following possibilities:

1. **Button « VALIDATE » or « REFUSE »**: validate or refuse a ceding.

2. **Button « BACK »:** go back to the list of « Pending cedings », without validating or refusing the operation.

3.3.2.2   Restitutions

The restitution is initiated by RTE and requires the holder's approval. In reality, the process starts with the signature of an agreement with RTE in case of required restitution.

The user can visualize the pending restitutions (status « input » by RTE) with possibility to validate or refuse according to his rights.

RTE can visualize the pending restitution without any possibility to validate or refuse. The validation or refusal of restitution is under the holder(s) responsibility.

A pending restitution has the status « input ». This status means that the operation requires the holder validation.

The user has the following possibilities:

1. **Type of Operation**: visualize only one type of pending operation: ceding or restitutions.
2. **Click on one operation**: visualize the operation details.

The restitution details visualization is displayed hereunder :

NB: If the holder has not enough capacity guarantees to restore the due amount of capacities, the user cannot validate the operation. He must first find some capacities to be able to restore it.

The user can refuse a restitution. Once the refusal validated, it cannot be cancelled. The user will need to talk to RTE in such a case.

3.3.3 Sub menu « Completed operation»

The sub-menu « completed operations » allows visualizing the entire list of operations done for the accounts which the user has access to.

The homepage displays all the completed operations sorted by chronological orders. The user can sort the data using the arrows available on the top of each column.

Clicking on one line in the table displays the operation details.

3.3.3.1   Issuances

A submenu is available to access to the completed issuances.

Clicking on one line in the table displays the operation details.

The operation status can only be « Accounted » when the account has been credited with the issuance.

3.3.3.2 Cedings

A submenu is available to access to the completed cedings.

Clicking on one line in the table displays the operation details.

1. The operation status scan be:
    a. «Refused»: if the ceding has been refused
    b. «Expired»: if it has not been confirmed before the end of the period of time
    c. « Accounted »: if the account has been credited with the ceding.
2. The capacity transfer serial number details, the delivery year and the volume.

3.3.3.3   Restitutions

The user can visualize the completed restitutions. This means the accounted restitutions following the approval or refusal from the account holder.

The refused restitution screen is displayed hereunder :

The accounted restitution screen is displayed hereunder

For one accounted operation, the user can visualize the pdf restitution statement.

3.3.4 Amendment of accounted cedings

In some cases, accounted cedings can be amended by RTE support team.

A written request from the two parts of the ceding is mandatory prior to any amendment.

Data that can not be changed are:
- « Debit account »
- « Credit account »
- « Balance »
- « Credit entity »
- « Delivery year »
- « Quantity (CG) »
- « Price input »
- If the data « Price input» = no prior to the ceding accountability, then
    - « Price in €/CG»
    - « Indexation formula»
    - « Conclusion of contract date »

    Will remain blank

Data that can be changed are :
- « Operation label »
- « Note to payee »

- If the data « Price input» = yes prior to the ceding accountability, then
  - o « Price in €/CG»
  - o « Indexation formula»
  - o « Conclusion of contract date »

Can be modified.

Following the written request of both parties, a modification request will be initiated by RTE support team and a validation will be required from the two holders.
In case of refusal by one or both holders, the modification request is canceled.

3.3.5 Submenu "forward ceding"

As of December 2017 date of availability of this feature, all forward transfers must be entered and validated on https://rega-rte.fr

A Forward ceding is an operation initiated by an account holder to anticipate a real ceding.

Forward cedings do not have any impact on the account balances; they do nor decrease the debit account neither increase the credit account.

The initiator has to input the operation and validate it. Once done, the operation can be cancelled during a period of time set up in the registry. The operation appears on the buyer side only once this period of time is over. Then, the buyer has to validate the ceding.

Once validated by the buyer, the forward ceding status is "Validated not done" until the effective date is reached; the forward ceding status automatically changes to "Done not delivered".
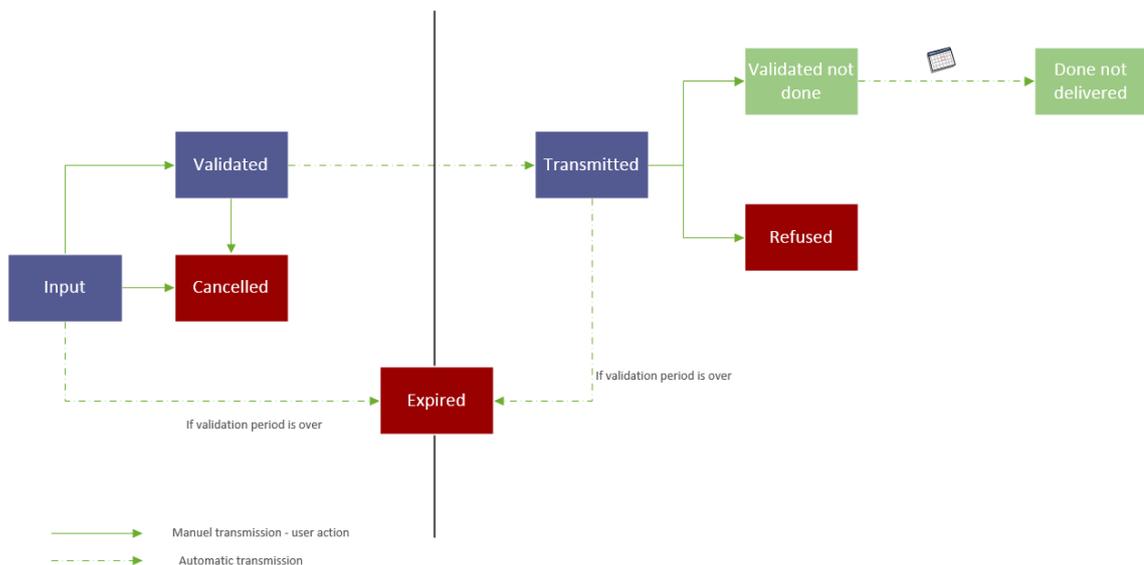
When the forward ceding status is "validated not done" or "Done not delivered", both the seller and the buyer can cancel it. First, the cancelation must be initiated then validated. Once it is validated, it is immediately transmitted to the other part to be validated.
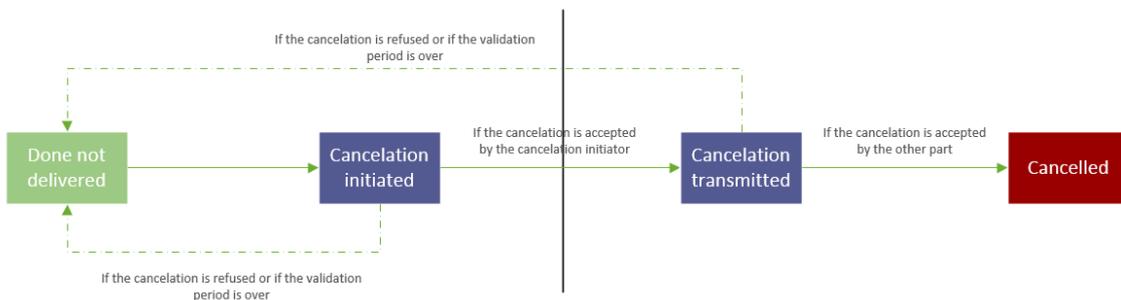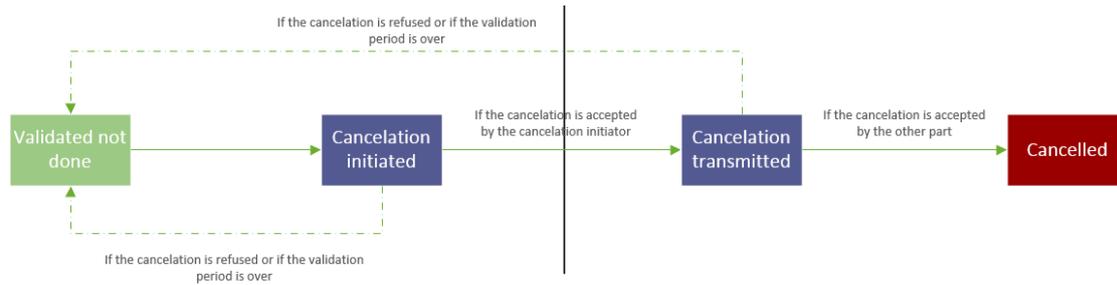
Once the forward ceding status is "Done not delivered" , the seller and the byer can both link the forward ceding to the real accounted ceding. The delivery year and the quantity of both cedings must be coherent.

First, the reconciliation must be initiated then validated. Once it is validated, it is immediately transmitted to the other part to be validated.
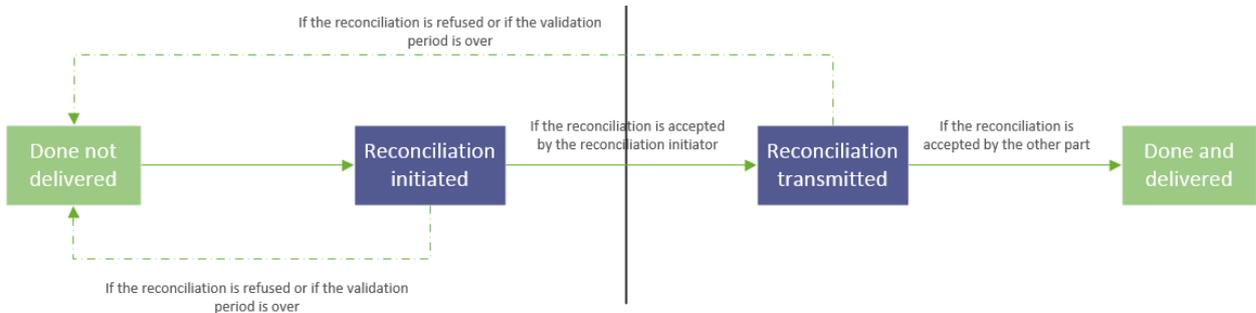
Example :

On 30 November 2017, the seller plans to deliver 100 CG of 2019 at the price of X euros to the buyer on 1 December 2018.

1. The 30 Novembre 2017, The seller enters a forward ceding with the quantity and the price agreed on. The effective date of the forward ceding is the 1 December 2018.

2. The seller validates the forward ceding. Once done, the operation can be cancelled during a period of time set up in the registry. The operation appears on the buyer side only once this period of time is over. Then, the buyer has to validate the ceding.
3. Once validated by the buyer, the forward ceding status is «Validated not done».
4. The 1 December 2018, the forward ceding status automatically changes to «Done not delivered».
5. The seller enters a normal ceding with the same parameters agreed on on the 30 Novembre 2017. Once the normal ceding gets validated by the two parts, its status is « accounted » and it is ready to be linked to a forward ceding.
6. The seller and the buyer can both link the forward ceding to the real accounted ceding by choosing the normal ceding within the suggested list of the data «Linked cession». The delivery year and the quantity of both cedings must be coherent. The forward ceding is then in its final status «Done and delivered».

3.3.5.1 New forward ceding

Each user with the corresponding habilitations can enter a ceding operation.

The ceding screen is now ordred in two disctinct categories : Public data and private data.

In order to enter a ceding operation, the user must fill in the following information:

Data	Type	Mandatory	Description
Debit account	List	M	Among the accounts on which the user has the corresponding rights
Credit account	Fixed	M	Among the beneficiary accounts
Delivery year	List	M	
Quantity (CG)	Integer	M	Number of CG
Price entry	Button	M	Yes or No

Price in €/GC	Real, positive	O	If "Price entry" =YES, at least one of the fields Price in €/CG and Indexation formula is mandatory
Indexation Formula	Text	O	If "Price entry" =YES, at least one of the fields Price in €/CG and Indexation formula is mandatory
Title of operation	Text	O	Optional
Operation label	Text	O	Optional
Contract date	Date	N	Mandatory if « Price input » = Yes
Effective date	Date	N	Can be backdated
Liked cession	List	N	Among the acconted cessions between the two parts of the ceding Cannot be filled prior to the status "Done not delivered"

A ceding can be:

- **A transfer**: no price or contracting date has been input for this operation.
- **A transaction**: a price and a contracting date have been input for this operation.

Attention should be paid to the following facts:

- The account to be credited must have been registered in the "Beneficiary List".
- It is only possible to transfer capacity guarantees of the same delivery year in one transfer.
- Forward ceding do not have any impact on the balances.
- If a ceding has a price, it is mandatory to enter the contract date.
- If "Price entry" =YES, at least one of the fields Price in €/CG and Indexation formula is mandatory.
- The credit entity displays the holder of the cession's credit account

The user can do the following actions

Button « VALIDATE »: validate the entry of the ceding. The ceding will be taken into account only if no error is detected. Once the ceding is entered, it will be displayed in the "Pending forward ceding" menu.

Button « BACK » : cancel the entry, no data is saved.

3.3.5.2 Pending forward ceding

The user can visualize all the pending forward cedings in this submenu.

A forward ceding can be:

- **A transfer**: no price or contracting date has been input for this operation.

- **A transaction**: a price and a contracting date have been input for this operation.

A forward pending ceding can have several different statuses:

- **Input**: The operation has been input by the seller. The operation can be validated or cancelled by the seller.

- **Validated**: the operation has been validated by the seller. The operation can be cancelled by the seller in a period of time setup by the registry operator. This period expired; the ceding operation will be automatically transmitted.

- **Transmitted**: After this period, the validated operation has been transmitted to the beneficiary (the buyer) for approval. The operation can be validated or cancelled by the buyer.

- **Validated not done:** The operation can be canceled by the two parts. Once the effective date is reached, the operation status changes automatically to "Done not delivered"

- **Done not delivered:** The operation is ready to be linked to an accounted real ceding. The reconciliation can be initiated by the two parts. The operation can also be canceled by the two parts.

The forward ceding details visualization screen is displayed hereunder :

3.3.5.3 Completed forward ceding

A submenu is available to access to the completed forward cedings.

Clicking on one line in the table displays the operation details.

The operation status scan be:

      a. «Refused»: if the ceding has been refused

      b. «Expired»: if it has not been confirmed before the end of the period of time

      c. « Done and delivered »: if forward ceding has been liked to an accounted real ceding.

3.4 « Reporting » Menu

There are 2 sub menus in the menu reporting.

3.4.1 Sub menu « Balances »

3.4.1.1 Monthly balances

The sub menu « monthly balances » allows the user to visualize all the monthly balances of the account holder.

1. A first filter allows selecting the account.

2. A second filter allows selecting a specific year.

3. The selected monthly balances are displayed in the table.

Clicking on the « pdf » button which is displayed on each line, the user can access the account monthly balance document.

Rte
Réseau de transport d'électricité

Paris, le 16/02/2015

Membre1
75 Allée Jean-Marie TJIBAOU
CS 40900
34965 - MONTPELLIER
FR

Votre numéro de client / *Your client reference* : **tvaMembre1**

REGISTRE DE GARANTIES DES CAPACITES
REGISTRY FOR CAPACITY GUARANTEES

SOLDE MENSUEL / *MONTHLY BALANCE*
Echange / *Trading* - ECH-000011H - Test

En date du 13/02/2015, votre compte ECH-000011H - Test - présentait le solde suivant (hors opération en cours à cette date):
As of 13/02/2015, your account ECH-000011H - Test - produced the following balance (excluding pending operations on that date):

Année de Livraison/ *Delivery period*	Unité / *Unit*	Quantité / *Quantity*
2017	GC	0
2018	GC	0
2019	GC	0

Pour toute question relative à cet avis merci de prendre contact avec le support registre des garanties de capacité   01 73 03 76 76.
For any question relating to this statement please contact the registry support at +33 1 73 03 76 76.

The .pdf document displays the selected account balance per delivery year. This document is generated by the registry at the beginning of each month (first working day following the month end).

3.4.1.2   Yearly balances

The sub menu « yearly balance » works the same way than the sub menu monthly balance. The .pdf document is generated once a year on the first working day of the year.

The balance per delivery year for the selected account is displayed in the table.

3.4.1.3   On demand balances

The sub menu « On demande balance » allows the user to generate a balance upon his own request, at any time for any account, provided the user as sufficient permissions.

The user must select an account before clicking of "REQUEST BALANCE". A message confirming that his request is being processed will be displayed on screen.

The balance is the balance at the moment of the request and the document is generated a few minutes after the request. The user can also display and download all the balances already generated in the past.

Balance date	Account	Account name	
30/08/2016	RPC-000016F	RPC-000016F	Pdf
24/07/2016	RPC-000016F	RPC-000016F	Pdf
21/07/2016	RPC-000016F	RPC-000016F	Pdf
04/09/2016	RPC-000016F	RPC-000016F	Pdf
04/09/2016	RPC-000016F	RPC-000016F	Pdf
01/09/2016	RPC-000016F	RPC-000016F	Pdf
01/09/2016	RPC-000016F	RPC-000016F	Pdf

3.4.2 Sub menu « Operations»

The sub menu « operations » allows the user to visualize all its operations.

1. Some filters allow selecting the accounts and delivery year.

2. Once selected, clicking on filter allows displaying the data in the table.

3. The user can select an operation (multiple selection is not possible)

4. Clicking on the button « download », a csv file is generated. The user can work on this file out of the registry.

3.4.3 Sub menu «Reporting»

3.4.3.1 Queries

A sub menu « quieries » is available to enable the user to extract all recorded, canceled and outstanding cedings and forward cedings for which the holder is a counterparty.

4 User help and assistance

For all technical questions, please contact the « support » department of the registry via email at: support@rega-rte.fr or via phone at +33 (0)1 70 36 17 20 (then press 2).

For questions relative to user registrations, please contact the « admission » department of the registry via email at admission@rega-rte.fr or via phone at +33 (0)1 70 36 17 20.

5 Appendices

5.1 Appendix 1 : Registry parameters

Parameter name	Value
Transactions	
Period after which a pending unvalidated operation becomes « expired »	180 hours*
Period during which a validated operation can be cancelled before transmission to the beneficiary for approval	12 hours*
Period after which a transmitted unapproved operation becomes « expired »	180 hours*
Quantity beyond which text code validation is necessary	100 000 CG
Transfers	
Period after which a pending unvalidated operation becomes « expired »	180 hours*
Period during which a validated operation can be cancelled before transmission to the beneficiary for approval	1 hours*
Period after which a transmitted unapproved operation becomes « expired »	180 hours*
Quanity beyond which text code validation is necessary	100 000 CG

*Note : deadlines are in working hours (from Monday to Friday, from 07.00am to 19.00pm CET, excluding French public holidays).