



REMIT Portal

USER GUIDE

Version 1.2

1. INTRODUCTION

1.1. REMIT REGULATION AND REPORTING OF TRANSACTIONS

REMIT REGULATION

REMIT is a first set of common rules for the wholesale energy markets in Europe. It aims to prohibit abusive practices affecting the wholesale energy markets and lays out a framework for monitoring of these markets. In order to achieve these goals, REMIT requires all wholesale market participants to provide the Agency for the Cooperation between Energy Regulators (ACER) with a record of wholesale energy market transactions, including orders to trade.

REMIT act (Reg EU 1227/2011) entered into force in 2011. The Implementing Acts (Reg EU 1348/2014) were finalised in 2014 and came into force on the 7th January 2015. The latter also set the timescales for implementing transaction reporting: Reporting of wholesale energy products executed at organised market places starts on the 7th October 2015 and wholesale energy products executed outside organised market places starts on the 7th April 2016.

The REMIT regulation requires all wholesale energy market participants to:

- Register themselves as market participants with their respective National Regulatory Authority (NRA) (REMIT Act, article 9, paragraphs 1, 4):

"Market participants entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) shall register with the national regulatory authority in the Member State in which they are established or resident or, if they are not established or resident in the Union, in a Member State in which they are active."

"Market participants [...] shall submit the registration form to the national regulatory authority prior to entering into a transaction which is required to be reported to the Agency in accordance with Article 8(1)."

- Report their wholesale energy market transactions to ACER (REMIT Act, article 8, paragraph 1):

"Market participants [...] shall provide the Agency with a record of wholesale energy market transactions, including orders to trade. The information reported shall include the precise identification of the wholesale energy products bought and sold, the price and quantity agreed, the dates and times of execution, the parties to the transaction and the beneficiaries of the transaction and any other relevant information [...]."

On the other hand, Organised Market Places (OMPs), have an obligation to provide their members with the means to report (at least) those transactions that take place at the respective OMP (REMIT Implementing Act, article 6, paragraph 1):

"Market participants shall report details of wholesale energy products executed at organised market places including matched and unmatched orders to the Agency through the organised market place concerned, or through trade matching or trade reporting systems. The organised market place where the wholesale energy product was executed or the order was placed shall at the request of the market participant offer a data reporting agreement."

REPORTING OF TRANSACTIONS

REMIT Implementing Acts lay out the principles and uniform rules for reporting transactions in practice, including reportable contracts, timing, channels and the form in which reporting must take place. The main principles of transactions reporting are summarised below.

Reportable supply contracts include:

- intraday or within-day contracts, day-ahead contracts, two-days ahead contracts, week-end contracts and after-day contracts for the supply of electricity or natural gas where delivery is in the Union irrespective of where and how they are traded, in particular regardless of whether they are auctioned or continuously traded;
- other contracts for the supply of electricity or natural gas with a delivery period longer than two days where delivery is in the Union irrespective of where and how they are traded, in particular regardless of whether they are auctioned or continuously traded;
- contracts for the supply of electricity or natural gas to a single consumption unit with a technical capability to consume 600 GWh/year or more; and
- options, futures, swaps and any other derivatives of contracts relating to electricity or natural gas produced, traded or delivered in the Union.

Further, there are some contracts that are inly reportable to ACER upon request. These contracts include:

- Intragroup contracts;
- contracts for the physical delivery of electricity produced by a single production unit with a capacity equal to or less than 10 MW or by production units with a combined capacity equal to or less than 10 MW;
- contracts for the physical delivery of natural gas produced by a single natural gas production facility with a production capacity equal to or less than 20 MW; and
- contracts for balancing services in electricity and natural gas.

REMIT also makes a distinction between standard and non-standard contracts. Different types of contracts have different reporting timescales as explained below.

- A standard contract concerns a wholesale energy product admitted to trading at an Organized Market Place (OMP), irrespective of whether or not the transaction actually takes place on that market place.
- Non-standard contracts are contracts concerning wholesale energy product that are not standard contracts.

Details of standard contracts and orders to trade, including for auctions, shall be reported as soon as possible but no later than on the working day following the conclusion of the contract or placement of the order. Any modification or the termination of the concluded contract or order to trade shall be reported as soon as possible but no later than the working day following the modification or termination. On the other hand, details of non-standard contracts including any modification or the termination of the contract and transactions shall be reported no later than one month following the conclusion, modification or termination of the contract.

In the case of auction markets where orders are not made publicly visible, only concluded contracts and final orders shall be reported. They shall be reported no later than on the working day following the auction.

1.2. CROPEX REMIT TRANSACTIONS REPORTING SERVICE

1.2.1. 1 - REPORTING OF CONTRACTS TRADED AT CROPEX

Service 1 allows the Member to report their orders and trades at markets operated by CROPEX to ACER.

Data collection

Relevant order and trade data will be extracted automatically from respective CROPEX trading platform. Reportable information that is more static by nature, such as the ID of the market participant, are collected when the Member subscribes to the service and will be included automatically each time a report file is generated.

Data processing

The trading information will be restructured into a format ACER has specified to be used for reporting i.e. the ACER XML file format. Data processing is completely automatized and does not require any input from the Member. It includes the following high-level steps:

1. Generating XML files containing the relevant reportable transactions data:
 - REMIT engine will generate one file per trading portfolio (account) per day. Generation of the files takes place daily starting after midnight.
 - 'Variable information' i.e. the transaction data (orders and trades) is extracted directly from the CROPEX trading platform.
 - 'Static information' such as the market participant ID (field 1) and the reporting entity ID (field 6) are taken from other CROPEX systems where it is stored.
 - The ACER XML file format will be used.
 - At this point, the file will become visible in the REMIT Portal with a *Created* status.
2. Taking a back-up copy from each XML file and storing it at least for up to twelve (12) months:
 - The original transactions data may be stored for a longer period of time in respective trading platforms as today.
3. Encrypting and signing the XML data files according to ACER standards and guidelines

Data submission

Data submission to ACER takes place as soon as the relevant data is available, the respective XML files have been generated and processed as described above. Under normal circumstances, the data submission will take place in the early morning of each day. The data submission process includes the following high-level steps:

1. Sending encrypted and signed XML files to ACER's ARIS system:
 - Upon sending the XML file to ACER, the status for the file in question will update to *Delivered* status in the REMIT Portal.

- The ARIS system will do the "Tear 1 validation" immediately during the delivery of a file. In case of missing mandatory information or obvious data errors, the delivery would be rejected. CROPEX would automatically generate and resubmit a new XML file to replace the rejected file.
2. Receiving data receipt from ACER for each data submission:
 - Eventually, after the "Tear 2 validation", the ARIS system will return a receipt for each submitted XML file. After ACER confirms the submitted data is valid, the status for the file in question will update to *Confirmed* in the REMIT Portal.
 3. Managing receipts and possible exceptions:
 - The submitted file can be partially or fully rejected by ACER
 - If submitted data is tagged as invalid or it gets rejected a respective notification is displayed in the REMIT Portal and fixing the error and resubmitting of data to ARIS automatically starts. Under normal circumstances, no input from the Member is required
 - Resubmission process will continue until the submission is fully approved by ACER.

1.2.2. 2 - REPORTING OF CONTRACTS TRADED AT CROPEX THROUGH 3RD PARTY

Service 2 provides the Member with CROPEX contracts data for reporting at ACER through other RRM.

Data collection

Relevant order and trade data will be extracted automatically from respective CROPEX trading platforms. Reportable information that is more static by nature, such as the ID of the market participant, are collected when the Member subscribes to the service and will be included automatically each time a report file is generated.

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 - The ACER XML file format will be used.
2. Taking a back-up copy from each XML file and storing it at least for up to twelve (12) months
 - The original transactions data may be stored for a longer period of time in respective trading platforms as today.

Data submission

Data submission to ACER ultimately takes place through a third party RRM.

Please note that CROPEX will not receive the ACER receipts. The Member may use any means provided by their third party RRM for following up of the reporting process.

2. GETTING STARTED

2.1. SYSTEM REQUIREMENTS

SYSTEM AND BROWSER REQUIREMENTS

System requirements

The REMIT Portal operates through a web browser and does not have specific system setup or performance requirements.

The REMIT Portal is accessible also with tablet and mobile devices but for optimal user experience a desktop or laptop device is recommended.

Supported browsers

The REMIT Portal supports all modern web browsers, but for optimal performance we recommend the use of either Google Chrome or FireFox. Internet Explorer browsers are supported starting from version 9.

Please note that using older versions of Internet Explorer (version 7 or older) might result in data not being properly displayed. In this case we recommend trying to login to the portal using another browser.

2.2. ACTIVATING THE USER ACCOUNT

Login to the REMIT portal is done using a new personal CROPEX user account. Information about the user account and how to activate it will be delivered by CROPEX to the contact persons named in the signed REMIT agreements.

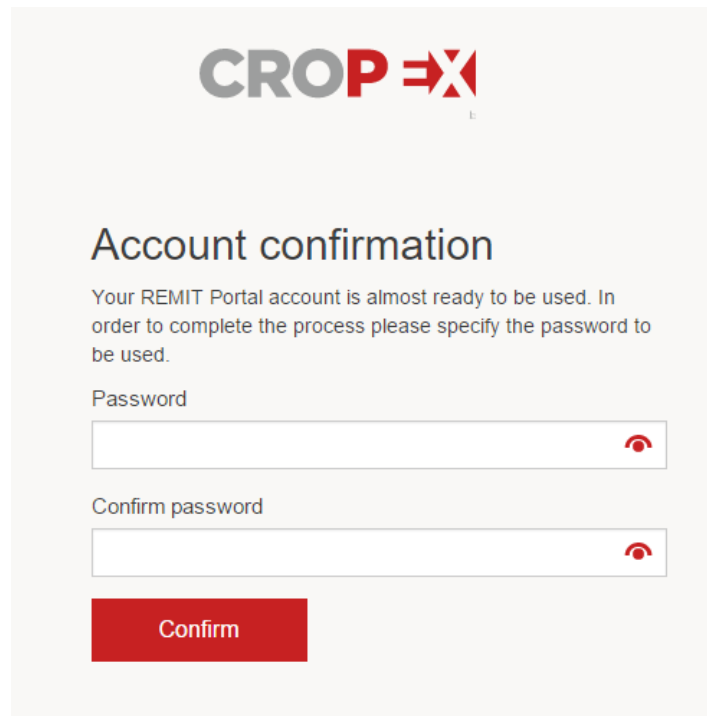
Activating the user account and setting the personal password

CROPEX will send an email with the following content (or similar):

Your CROPEX account with username: `firstname.lastname@company.com` is almost ready to be used. Activate your user account and set up your personal password using this link.

Please note! The link in the email contains a security token, and the token is valid only for 7 days, starting from the moment the email was sent. If the user account is not activated within those 7 days, CROPEX must be contacted in order to re-initiate the account activation process.

Clicking the link from the email opens the account activation page to a browser.



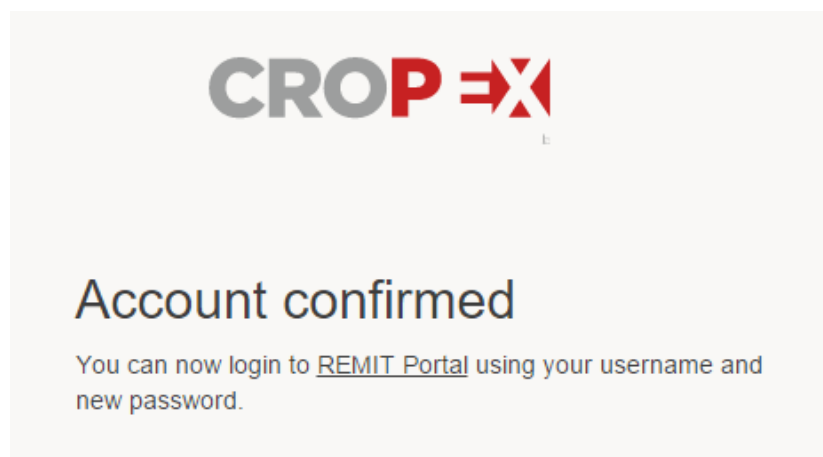
The screenshot shows the CROP logo at the top, followed by the heading "Account confirmation". Below the heading is a message: "Your REMIT Portal account is almost ready to be used. In order to complete the process please specify the password to be used." There are two input fields: "Password" and "Confirm password", each with a red eye icon for toggling visibility. A red "Confirm" button is located at the bottom of the form.

A strong password is needed, matching the following rules:

- at least eight characters
- at least one lowercase letter
- at least one uppercase letter
- at least one "special character" (not a letter, not a digit)

Important! Remember to memorise or securely store this personal password at this stage. It will not be displayed or sent to the user after it has been set.

After confirming the password, the account is ready to be used.



The screenshot shows the CROP logo at the top, followed by the heading "Account confirmed". Below the heading is a message: "You can now login to [REMIT Portal](#) using your username and new password."

2.3. MULTIPLE USERS

Multiple REMIT Portal users

Market participants can have more than one REMIT Portal user. Requesting multiple users happens by sending an email to CROPEX.

Please note the following principles regarding multiple REMIT Portal users:

- Each person with an access to the REMIT Portal in addition to the 'REMIT Responsible person' will be given a role of 'Contact person', also referred to as the 'REMIT Contact person'
- For the time being, one market participant can have up to two 'REMIT Contact persons' in addition to the 'REMIT Responsible person', meaning a market participant can have all together up to three different REMIT Portal users
- REMIT Portal users are solely responsible for notifying CROPEX when they no longer require access to the REMIT Portal and their access rights can/have to be removed. Such request should be done by sending an email to CROPEX. A REMIT Portal user will be able to access the Portal until such request is received and processed by CROPEX. CROPEX will send a confirmation to the REMIT Responsible person after the request has been processed.

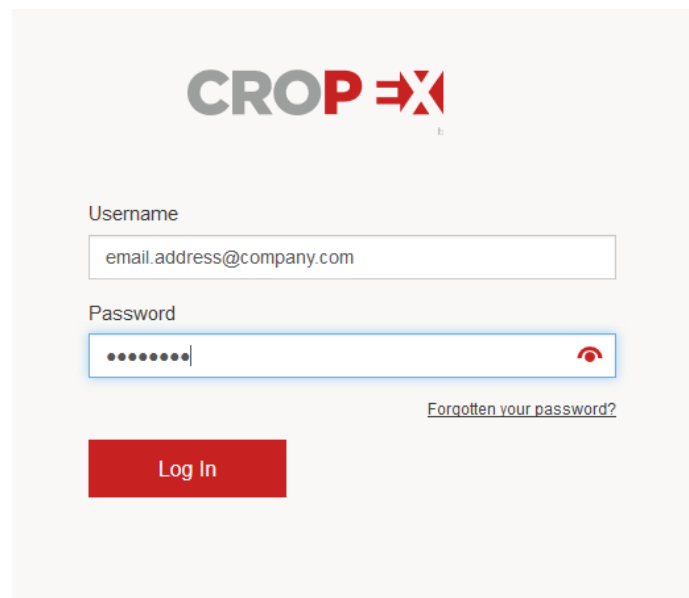
2.4. LOGIN

LOGGING IN TO THE REMIT PORTAL

How to log in?

To login to the REMIT Portal, please go to URL address remit.cropex.hr (please note that login will be possible starting 11th February 2016).

On the login screen, type the username delivered you by CROPEX and the password defined by you personally while activating the account.



CROPEX

Username
email.address@company.com

Password
.....

[Forgotten your password?](#)

Log In

Forgot your password?

In case of a forgotten password, please contact support@cropex.hr or +385 1 55 66 700 in order to request a password reset.

3. CROPEX REMIT PORTAL

3.1. OVERVIEW

The portal is a single-page app, consisting of one web (html) page only and providing a desktop client-like user experience. The view contains the following elements.

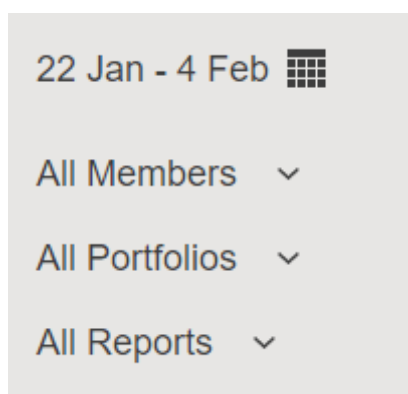
Top bar



The right side of the top bar has the following functional or informative elements:

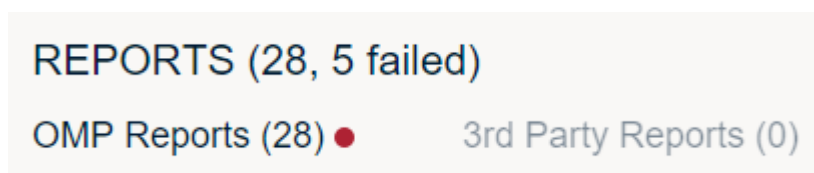
- System time. Always displayed according to Central European Time (CET/CEST).
- REMIT Report rejection count. Displays the count of rejected REMIT Reports according to the currently selected date or date range.
- Help documentation. Opens online user manual (the documentation you are currently reading) to a new browser window.
- Logout. Logs the currently logged in user out from the REMIT portal

Filters and date selection



For the functionality of filters and date selection go to "FILTERS".

Totals and REMIT Reporting service schedule specific tabs



On top of the main area of the page, the element REPORTS displays the total amount of all REMIT Reports and the total amount of rejected REMIT Reports (from any CROPEX REMIT Reporting service schedule) according to the currently selected date or date range.

The first tab (OMP Reports) displays information about CROPEX REMIT Reporting service schedule "1 - Reporting of contracts traded at CROPEX through CROPEX".

The total count of generated reports is displayed in parenthesis. In case of rejected reports found within the CROPEX Reports, a red circle indicator is displayed.

Tab (Reports to 3rd party) displays information about CROPEX REMIT Reporting service schedule "2 - Reporting of contracts traded at CROPEX through 3rd party".

The total count of generated reports is displayed in parenthesis. Because CROPEX is not the RRM delivering these reports to ACER, there is no status available and thus no possibility of a report being displayed as rejected in CROPEX REMIT Portal.

REMIT Report data

Data about all the member companies and portfolios is displayed in the data grid. From the same grid can be found aggregated information (grouped by trading day or by member company) and individual REMIT Report specific information. By default, information on the grid is aggregated on the reporting day level.

REPORTS (28, 5 failed)
 OMP Reports (28) ● 3rd Party Reports (0)

Date ▼	Member ▲	Portfolio ▲	Orders	Trades	Traded Net Vol.	Updated	Reports	Completed
▶ Tue, 2 Feb			181	136	4,386.0 MWh	3 Feb		3
▶ Mon, 1 Feb			225	82	1,323.2 MWh	2 Feb		3
▶ Sun, 31 Jan			113	88	1,262.6 MWh	1 Feb		3
▶ Sat, 30 Jan			62	63	456.4 MWh	31 Jan		3
▶ Fri, 29 Jan			154	85	666.0 MWh	30 Jan		3
● ▶ Thu, 28 Jan			127	67	-3,683.1 MWh	3 Feb		1 out of 3
● ▶ Wed, 27 Jan			248	92	-3,166.1 MWh	3 Feb		1 out of 3
▶ Tue, 26 Jan			227	100	-3,567.1 MWh	27 Jan		3
● ▶ Mon, 25 Jan			158	109	1,530.0 MWh	29 Jan		3 out of 4

For more detailed breakdown of the data grid go to "REMIT DATA GRID".

3.2. REMIT DATA GRID

REMIT Reports


REPORTS (28, 5 failed)
 OMP Reports (28) ● 3rd Party Reports (0)

Date ▼	Member ▲	Portfolio ▲	Orders	Trades	Traded Net Vol.	Updated	Reports	Completed
▶ Tue, 2 Feb			181	136	4,386.0 MWh	3 Feb		3
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● ▶ Mon, 25 Jan			158	109	1,530.0 MWh	29 Jan		3 out of 4

The grid consists of the following columns

"Failed reports" indicator



A red circle  highlights reporting days that contain failed REMIT reports. More information about the failures can be seen by clicking the circle icon. The information is displayed exactly as provided by ARIS, without adding or modifying anything.

Report Submission Failures

Example Company Code: INVALIDDATA Description: Reference to a schema
Z00001-1 that does not exist or is not allowed

Date (expandable /collapsible column)

Displays the trading day for which the reports contain data. Click the date to reveal more detailed information.

Please notice! If a single day is selected from the date selector, this column is not visible.

Member (expandable/collapsible column)

Displays the name of the company for which the reports contain data. Click the member company name to reveal more detailed information.

Please note! If a single company is selected from the company filter, or the user is authorised to view data for only one company, this column is not visible.

Portfolio

Displays the name of the trading portfolio for which the report file contains data.

Date ▼	Member ▲	Portfolio ▲	Orders	Trades	Traded Net Vol.	Last Updated	Reports	Completed
▼ Tue, 2 Feb			181	136	4,386.0 MWh	3 Feb		3
	▼ European Demo Company		1	24	1,587.4 MWh	3 Feb		1
		EDC - Day-Ahead	1	24	1,587.4 MWh	3 Feb		

Aggregated information: Orders, Trades and Traded Net Vol.

These three columns display aggregated information calculated directly from the REMIT report(s) in question:

Orders - Count of new orders reported in the REMIT report(s). Order lifecycle events are not included in this.

Trades - Count of trades reported in the REMIT report(s).

Traded Net Vol. - Sum of quantities (MWh) of trades reported in the REMIT report(s).

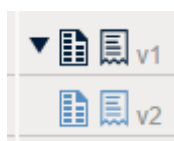
Aggregated information is calculated based on transaction's 'activity timestamp' i.e. the date and time of the contract execution or order submission, instead of the delivery date and time.

Last Updated

Date or time when information about the report(s) was last updated. If the latest update is within the current day, a time is displayed. Otherwise a date is displayed. By hovering over the value, a full timestamp can be viewed.

Reports

Icons with links to the delivered report (left hand side) and, if already available, to the receipt received from ACER (right hand side). In scenarios where CROPEX has sent subsequent versions of a particular REMIT report file in order to fix or complete the originally delivered data, multiple versions of the files will be available (as displayed below). All files can be downloaded to a local machine by clicking the respective icons.



In order to save space, the downloadable report files are provided in compressed packages (gzip). After downloading a report file to your local machine you can extract (open) it using dedicated software such as WinZip, WinRAR or 7-Zip. After extracting the compressed file, the user will be able to see and access the actual REMIT report XML file (name format 'Remit_report_XXXXXX_DATE_XXXX_FILE VERSION.xml'). XML files can be opened with most modern Internet browsers and with dedicated software ranging from high-end alternatives (such as Altova) to freeware (such as NotePad++). One listing and comparison of various XML editors can be found at this Wikipedia page.

Completed

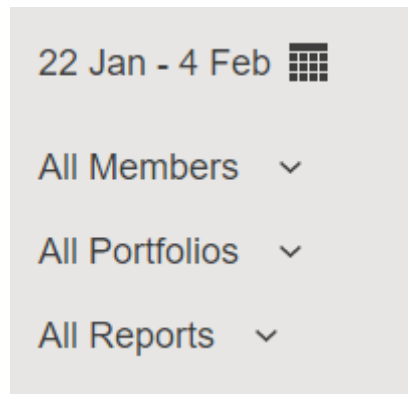
With rows that display aggregated information (trading day level or member company level), displays the number of confirmed REMIT reports. In scenarios where all generated reports are not confirmed, the information is displayed as "X out of Y". With rows that display data about a single portfolio, meaning also a single REMIT report, a status indicator is displayed. An explanation for the visual status indicator is provided when hovering over the indicator.



3.3. FILTERS

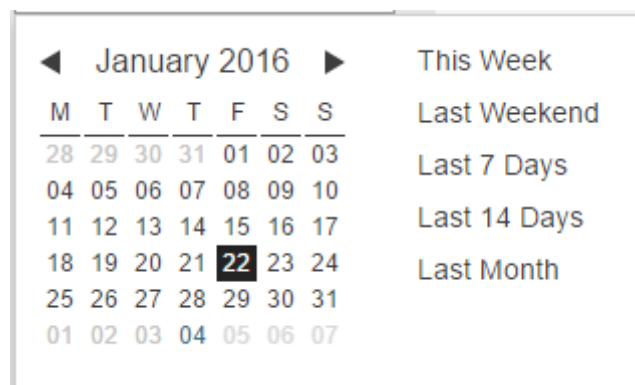
Filters and date selection

The left column of the view contains controls for selecting the displayed date or date range and filtering the available data by member company, portfolio and report status



Date or date range selection

The default selection for a date range, when the Portal is opened, is "Last 14 days". The selection can be changed by clicking the calendar icon or the currently selected date value.



There are five predefined date range selections, and a single day can be selected from the calendar element.

Please note, that CROPEX through 3rd Party RRM does all the REMIT Transaction reporting with a T+1 approach, and thus there is never data available for the current day.

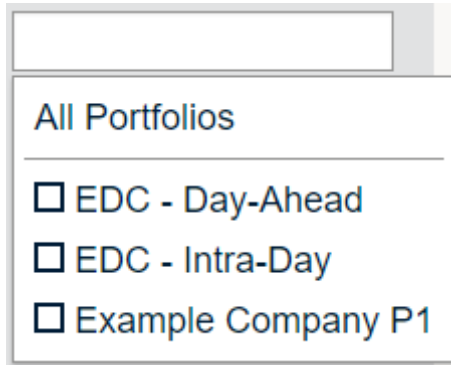
Member company selection

In scenarios where the user is authorised to view data for one member company only, this filter is not needed and thus it is not available. The element then displays the name of the only available company.

Portfolio selection

In scenarios where the user is authorised to view data for one trading portfolio only, this filter is not needed and thus it is not available. The element then displays the name of the only available portfolio.

In scenarios where there are multiple trading portfolios available for the users, the default value for the filter is "All portfolios". A new value for the filter can be selected by clicking the current value.



The image shows a screenshot of a web application interface. At the top, there is a search or filter input field. Below it, a dropdown menu is open, displaying the text "All Portfolios" at the top. Underneath, there is a horizontal line, followed by three list items, each with an unchecked checkbox: "EDC - Day-Ahead", "EDC - Intra-Day", and "Example Company P1".

Report state selection

By default no filtering. Possible values for filtering are:

- Created reports (report created but not yet delivered to ARIS Web Service)
- Delivered reports (report delivered to ARIS Web Service but receipt not yet available)
- Confirmed reports (report delivered to ARIS Web Service and a positive receipt received)
- Failed reports (reports that either could not be delivered to ARIS Web Service or that had a negative receipt returned by ARIS)

4. CONTACT INFORMATION

4.1. REMIT USER SUPPORT

CONTACT INFORMATION

If you have any questions, please do not hesitate to contact our REMIT support at support@cropex.hr or +385 1 55 66 700.