# e-Nominations

# Guide

Summary	This guide explains the general concepts regarding the use of the e- Nominations website
Version	3.1
Date	07/02/2013

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# 1 e-Nominations

**e-Nominations** is the Elia website where ARPs can submit nominations, consult the states and history of the nominations and check if their ARP obligations are fulfilled.

# This document describes the version of the E-Nomination website that is to be put in exploitation begin 2013

A nomination is the access schedule of a planned power injection or offtake by an ARP on the Elia grid. As power cannot be stored, any power injection done by a given ARP requires a matching power offtake done by the same ARP at the same point in time.

There are 4 types of nominations:

- International nominations, with 2 subtypes:
  - Day-ahead international nominations,
  - Intra day international nominations.
- Internal nominations, with 2 subtypes:
  - Day-ahead internal nominations,
  - Intra day internal nominations.
- Offtake nominations,
- Production nominations, with 2 subtypes:
  - Injection nominations that are not under a CIPU contract (in distribution grids or direct Access Points);
  - Generation nominations, treated by another application in accordance with the CIPU Contract.

These nominations have to be approved by Elia before the actual transfer can take place.

### 2 Web Browser

Elia recommends Microsoft Internet Explorer 8 with the "Compatibility view" using this button:



# 3 Parts of e-Nominations

**e-Nominations** is composed of different parts, each with their specific purpose.



### It consists of:

- A heading zone
- A menu bar
- Message zones
- A content zone

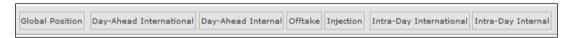
## 3.1. Heading zone



The heading zone contains today's date and time , the last time that the web page was refreshed and links to:

- **Extranet**: the (public) Nominations page of the Elia extranet.
- Contact us: the contact data for the Elia departments responsible for nominations.
- **Help**: link to the last version of this document.

### 3.2. Menu bar



The menu bar consists of two levels.

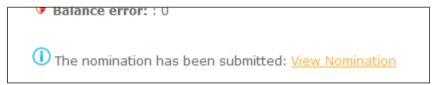
- The first level: links to the **main functionalities** of e-Nominations.
- The second level: links to the main tasks for each functionality. The tasks appear in a drop down menu when you slide your mouse over the first level.

Each task must be launched only from the Menu bar

## 3.3. Message zones

In the message zone you receive extra information or feedback about the actions you perform.

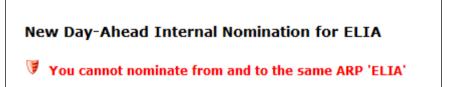
An information message zone appears within the list:



The Error message zone then appears under the page title.



For example : An error message appears in the message zone if you try to submit a nomination with mistakes, like a nomination purchased from and sold to the same ARP.



### 3.4. Content zone



The functionality or task you select in the menu bar, in the action zone or through another link is displayed in the content zone.

# 4 Basic Principles

When using the e-Nominations site, there are a few specific terms you should know.

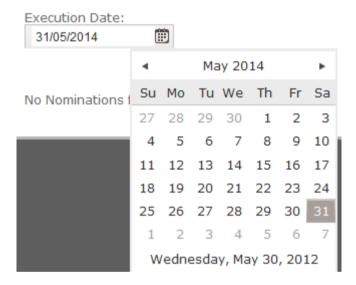
- Execution date
- States
- Issues
- Versions

### 4.1. Execution date



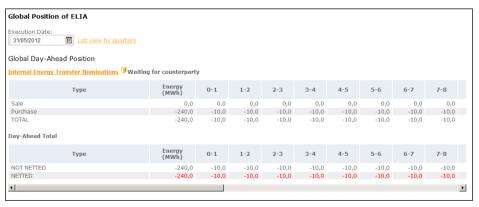
The execution date is used as the default date in e-Nominations. You can modify the execution date on each page.

Enter the execution date in the field and **Enter** key, or select the execution date from a pop-up calendar.



## 4.2. MWh Values

All nomination data on the e-Nominations site are entered/displayed in absolute (= positive) values, **except** on the **Global Position** page. There the data from the different **injection** nominations are displayed as **negative** values, while data from different **offtake** nominations are displayed as **positive** values.



### 4.3. States

As soon as you submit the nomination, it is automatically checked by Elia and it receives a state.

For **international nominations** is checked whether the submitted nomination respects the capacity you obtained. If these checks encounter problems, this is reported as an **issue**. On the e-Nominations site, these values are displayed in the column **Capacity**.

Possible states from a consistency point of view are:

- Unknown: The capacity is not yet known by e-Nominations.
- **Exceeded**: The capacity is exceeded.
- OK: The nomination is equal or smaller than the capacity (and respects thus the capacity rule).

You can follow the progression of the **handling** of your nominations by Elia in the process state. On the e-Nominations site, these values are displayed in the column **State**.

Possible states from a process point of view are:

- Accepted: Received by e-Nominations. A new version of this nomination can still be introduced.
- **To Be Confirmed (TBC):** Submitting a new version of this nomination is not allowed anymore but Elia has not yet confirmed the nomination to the ARP. The state of the nominations changes to this value at the closure of the related gate.
- ImposedToBeConfirmed (ImposeTBC): Submitting a new version of this nomination is no longer allowed but Elia has not yet confirmed the nomination to the ARP. Elia has however adapted the nomination because there are different values on each side of the border.
- **Confirmed:** Elia has confirmed the nomination.
- ImposedConfirmed: Elia has adapted the nomination because of different values on each side of the border and has confirmed the adapted nomination. (Only for intraday international nominations).
- Rejected: Elia has rejected the nomination. The nomination shall not be executed.
- Curtailed: The nomination has been reduced by Elia to face congestion on the border.

For **internal nominations** is checked whether nominations of both ARPs match. If these checks encounter problems, this is reported as an **issue**. On the e-Nominations site, these values are displayed in the column **State**.

Possible states from a consistency point of view (the "matching states") are:

- Waiting For Counterparty (WFC): The counterparty has not yet submitted the matching nomination.
- Zero Waiting For Counterparty (Zero WFC): The ARP nomination consists only of zero values and the counterparty did not (yet) enter a nomination.
- BalanceError: The counterparty submitted a nomination which does not match with your nomination (at least for one quarter of an hour). You can view your counterparties nomination in a comment.
- **BalanceOK**: Both ARPs have entered matching nominations.

The "matching State" is available only on Internal nominations

You can follow the progression of the handling of your nominations by Elia in the process state. On the e-Nominations site, these values are displayed in the column State. Possible states from a process point of view are:

- **Accepted:** Received by e-Nominations. A new version concerning this nomination can still be introduced until the closure of the related gate. which means the consistency state can change.
- **To Be Confirmed (TBC):** Submitting a new version of this nomination is not allowed anymore but Elia has not yet confirmed the nomination to the ARP. Nominations' state changes to this value at the closure of the related gate.
- **Confirmed:** Elia has confirmed the nomination.
- Rejected: Elia has rejected the nomination. The nomination shall not be executed.

For **offtake** and **injection** nominations only one state is possible:

**Accepted:** Received by e-Nominations. A new version concerning this nomination can still be introduced until the closure of the related gate.

### 4.4. Issues

**Issues** are indicated in the issues box, summary or next to the section they apply to. They report problems with your nominations. There are two types of issues:

- Warnings: if information for a nomination is incomplete. At least one nomination has the state Unknown Capacity or Waiting for Counterparty.
- **Errors:** if information for a nomination is inaccurate. These problems are usually derived from the state of the nomination. At least one nomination has the state **Exceeded Capacity** or **BalanceError.**

### Example:



### 4.5. Versions

Each time you modify a nomination, you create a new **version**. The newest version is saved under the previous version number+1. You still have the possibility to consult older versions. This allows you to keep track of the changes you made.

For example, if you create a nomination, it has **version number** 1. If you modify it afterwards, the new version of the nomination is saved under version number 2.

# 5 The e-Nominations homepage

URL: https://nominations.elia.be/B2C/

# 5.1. Summary



The summary indicates the issues per type of nomination.

Issues are always displayed for **yesterday, today and tomorrow**, as these are the days for which the deadlines approach: respectively for intraday internal, intraday international and day-ahead nominations. The days shown in the summary are not related to the execution date you choose on the different e-Nominations pages.

There are two types of issues:

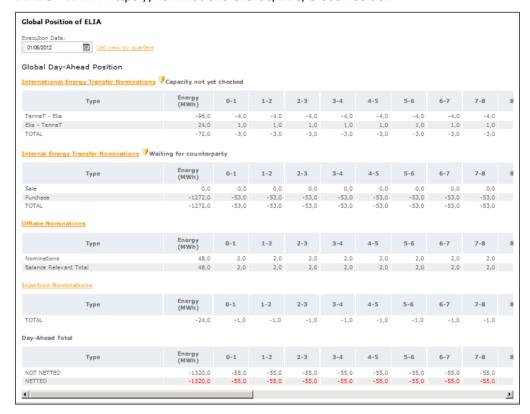
- Warnings: if information for a nomination is incomplete.
- Error messages: if information for a nomination is inaccurate.

Click on the icon to go directly to the list of the selected nomination type to check the issue(s) in detail.

The summary is empty when there are no issues.

# 6 Global Position

DIRECT LINK: https://nominations.elia.be/B2C/GlobalPosition

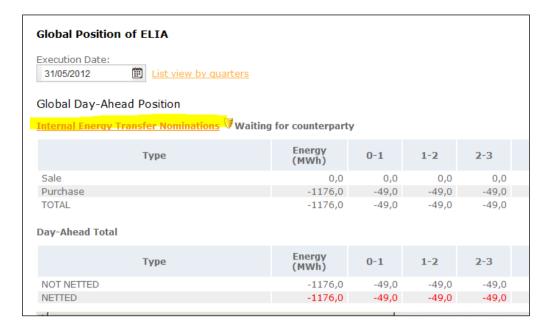


The page **Global Position** shows you a general overview of your day-ahead and intraday nominations for a given execution date.

- The **Day-Ahead position** shows the day-ahead international and internal nominations, the offtake and injection nominations. The information concerning the Generation nominations is also shown here, but only for ARPs with a CIPU-contract.
- The Intraday position shows the intraday international and internal nominations.

Nomination types are only shown on the Global Position page if you submitted nominations of that type on the selected execution day. On this page, no modifications can be made.

By clicking on the type of the nominations, you can go directly to the list of the selected nomination type.



### 6.1. Issues

**Issues** are indicated next to the section they apply to. They report problems with your nominations. There are two types of issues:

- Warnings: if information for a nomination is incomplete. At least one nomination has the state Unknown Capacity or Waiting for Counterparty.
- **Error messages**: if information for a nomination is inaccurate. These problems are usually derived from the state of the nomination. At least one nomination has the state **Exceeded Capacity** or **BalanceError**.

## 6.2. MWh Values

All nomination data on the e-Nominations site are entered/displayed in absolute (= positive) values, **except** on the **Global Position** page. There the data from the different **injection** nominations are displayed as **negative** values, while data from different **offtake** nominations are displayed as **positive** values.

Global Day-Ahead Position					
International Energy Transfer Nominations	Capacity not yet	checked			
Туре	Energy (MWh)	0-1	1-2	2-3	3-4
TenneT - Elia	-96,0	-4,0	-4,0	-4,0	-4,0
Elia - TenneT	24,0	1,0	1,0	1,0	1,0
TOTAL	-72,0	-3,0	-3,0	-3,0	-3,0
Internal Energy Transfer Nominations	ing for counterpa	arty			
Туре	Energy (MWh)	0-1	1-2	2-3	3-4
Sale	24,0	1,0	1,0	1,0	1,0
Purchase	312,0	13,0	13,0	13,0	13,0
TOTAL	336,0	14,0	14,0	14,0	14,0
Offtake Nominations					
Туре	Energy (MWh)	0-1	1-2	2-3	3-4
Nominations	48,0	2,0	2,0	2,0	2,0
Balance Relevant Total	48,0	2,0	2,0	2,0	2,0
Injection Nominations					
Туре	Energy (MWh)	0-1	1-2	2-3	3-4
TOTAL	-24,0	-1,0	-1,0	-1,0	-1,0
Day-Ahead Total					
Туре	Energy (MWh)	0-1	1-2	2-3	3-4
NOT NETTED	288,0	12,0	12,0	12,0	12,0
NETTED	288,0	12,0	12,0	12,0	12,0
•					

### 6.3. General Total

The **General Total** offers you a summary of all your nominations. Two values are shown:

- Netted: the sum of all injection and offtake nominations, taken into account that injection nominations are displayed as negative values and offtake nominations as positive values. If this value is not equal to zero, it is indicated in red (only for day-ahead global position).
- **Not netted**: the sum of the absolute values of all injection and offtake nominations. This gives an indication of the size of your energy portfolio.

### 6.4. Actions

The actions you can perform on the Global Position page are:

- By clicking on the nomination type: to go directly to the list of the nomination type selected.
- View list by quarter hour or by hour: by default the positions are displayed by hour, but you can switch via the link in the Action zone.

# 7 Day-Ahead International

### 7.1. General information

The **day-ahead international nomination** is used to signal any exchange of power imported from or exported to the Netherlands (Northern border) or France (Southern border).

In order to do so, the ARP first has to obtain a capacity on the appropriated border. The ARP can then submit a nomination equal to or smaller than the capacity he has been allocated. An international nomination is a right the ARP can use: an ARP can choose whether or not he submits an international nomination.

### **Constraints**

The creation of day-ahead international nominations has to meet the following requirements:

- For nominations corresponding to yearly and monthly capacity, the ARP has to submit a nomination before 08.00 hrs CET on day-1.
- The amount of power the ARP nominates may not exceed the amount of related capacity the ARP has obtained.
- The nomination submitted by the ARP must match the nomination submitted to the neighbouring grid operator.
- Nominations on the Northern Border must be submitted with an accuracy of 0.1 MW; nominations on the Southern Border have to be submitted with an accuracy of 1 MW (e.g. 14 MW or 14,0 MW).
- Unlike other nomination types, international nominations are submitted on an hourly basis.

### **States**

As soon as you submit the nomination, it is automatically checked by Elia and it receives a state.

For International Nominations is checked whether the submitted nomination respects the **capacity** you obtained. If these checks encounter problems, this is reported as an **issue**. On the e-Nominations site, these values are displayed in the column **Capacity**.

Possible states from a consistency point of view are:

- **Unknown:** The capacity is not yet known by e-Nominations.
- **Exceeded**: The capacity is exceeded.
- **OK:** The nomination is equal or smaller than the capacity (and respects thus the capacity rule).

You can follow the progression of the **handling** of your nominations by Elia in the process state. On the e-Nominations site, these values are displayed in the column **Status**.

Possible states from a process point of view are:

- Accepted: Received by e-Nominations. A new version of this nomination can still be introduced.
- **To Be Confirmed (TBC)**: Submitting a new version of this nomination is not allowed anymore but Elia has not yet confirmed the nomination to the ARP. The state of the nomination changes to this value at the closure of the related gate.
- **Imposed Values TBC:** Submitting a new version of this nomination is not allowed anymore but Elia has not yet confirmed the nomination to the ARP. However, Elia imposed new values in order to be compliant with the values introduced in the nomination submitted to the neighbouring grid operator. The state of the nomination changes to this value at the closure of the related gate.

- Confirmed: Elia has confirmed the nomination.
- **ImposedConfirmed:** Elia has imposed new values in order to be compliant with the values introduced in the nomination submitted to the neighbouring grid operator
- Rejected: Elia has rejected the nomination. The nomination shall not be executed.
- Curtailed: The nomination has been reduced by Elia to face congestion on the border.

#### **Issues**

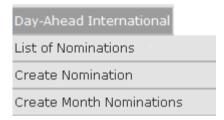
The **Issues** box indicates problems with your nominations. There are two types of issues:

- Warnings: if information for a nomination is incomplete. At least one nomination has the state Unknown Capacity.
- **Errors**: if information for a nomination is inaccurate. These problems are usually derived from the state of the nomination. At least one nomination has the state **Exceeded Capacity**.

### **Instructions**

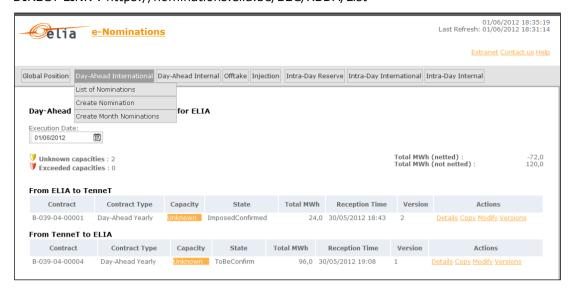
Via the **Menu** you can use the following actions:

- **List of Nominations**: list the nominations for a specific date
- **Create nomination**: create one nomination for a specific date.
- Create month nomination: create in one time a nomination for each day of a given month. You can later modify the nominations individually.



### 7.2. List of Nominations

DIRECT LINK: https://nominations.elia.be/B2C/XBDA/List



On the Day-Ahead International Nominations page, you can see a list of nominations for a given execution date, grouped per border and direction:

- From Elia to TenneT or From TenneT to Elia: the energy transferred between Elia and the Dutch grid operator TenneT,
- From Elia to RTE or From RTE to Elia: the energy transferred between Elia and the French grid operator RTE.

In the upper right corner of the list of nominations, you can see the total amount of MWh (netted and not netted).

### **Data**

In the list of day-ahead international nominations, you can see for each nomination:

- **Contract**: The contract number and reference applying to the nomination.
- **Contract Type**: The friendly name of the contract reference.
- Capacity: The capacity state from a consistency point of view.
- **State**: The state from a process point of view.
- **Total MWh**: The total MWh of the nomination.
- Reception Time: The date and time the nomination was submitted in e-Nominations.
- Version: The version number of the nomination.
- **Actions**: The different actions you can perform on the nomination.

### **Actions**

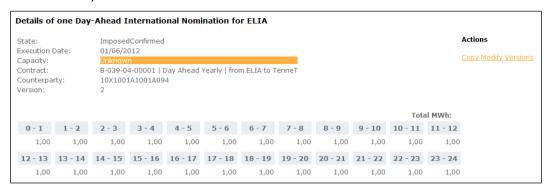
For a day-ahead international nomination, you can perform the following actions in the **list of nominations**:

- Details: View the details of the selected nomination, especially the schedule per hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- Versions: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 7.3. Details of a Day-Ahead International Nomination

DIRECT LINK: https://nominations.elia.be/B2C/XBDA/Create

The details page shows you the **details of a day-ahead international nomination** you selected in the list of nominations.



### Data

On this page, you can consult:

- **State**: The state from a process point of view.
- **Execution date**: The date on which the energy is transferred.
- Capacity: The capacity state from a consistency point of view.
- **Contract**: The contract reference and type applying to the nomination.
- Counterparty: The ARP you are exchanging energy with. This is a non-mandatory field (The EIC code of the Counterparty is indicated)
- **Version**: The version number of the nomination.
- Schedule: A schedule with the values entered in MW per hour. The total in MWh is displayed in the upper right corner of the schedule.

### **Actions**

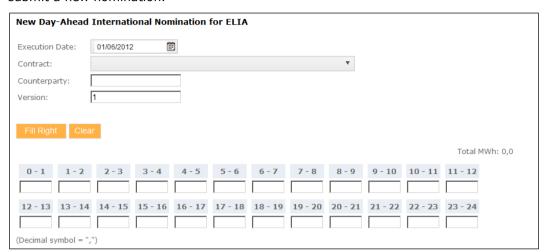
On the details page, you can perform the following actions via the **Action** zone:



- Copy: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- Versions: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 7.4. Create a Day-Ahead International Nomination

On the **Day-Ahead International Nominations** page, you can create and submit a new nomination.



### Data

You enter the following data:

- **Execution date**: The date on which the energy is transferred.
- **Contract**: The contract reference and type applying to the nomination.
- Counterparty: The ARP you are exchanging energy with. This is a nonmandatory field.
- Version: The version number of the nomination. The standard version number for a new nomination is 1, but you can modify it if necessary.
- Schedule: A schedule with the values entered in MW per hour. The total in MWh is displayed in the upper right corner of the schedule.

### Schedule

Values are entered in MW on an hourly basis. The total in MWh is displayed in the upper right corner of the schedule. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

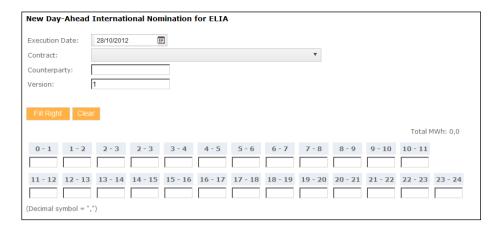
- **Fill Right**: Copy the value you entered to all cells on the right.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.



# Tip

e-Nominations takes into account **daylight saving time**. In the schedule, the third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h.



### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- **Submit & create new**: Save your changes and go to an empty form to create a new nomination.
- **Cancel**: Discard your changes.

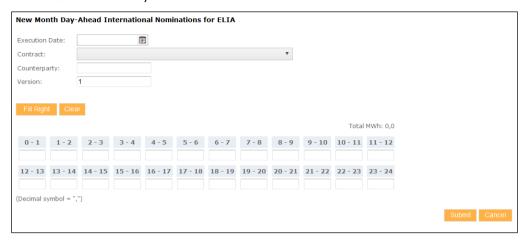


Another way to create a new nomination is by **copy**ing an existing nomination. This way, all values in the new nomination form are already filled in, but can be modified.

# 7.5. Create a Day-Ahead International Month Nomination

DIRECT LINK: https://nominations.elia.be/B2C/XBDA/CreateMonth

On the **Day-Ahead International Nominations** page, you can create and submit a new nomination for a whole month. An identical nomination will be created for each day of the month. If necessary, you can modify each nomination individually.



### **Data**

You enter the following data:

Month: Select the month in which the energy will be transferred. Only a future month may be chosen:



- **Contract**: The contract reference and type applying to the nomination.
- Counterparty: The ARP you are exchanging energy with. This is a nonmandatory field.
- **Version**: The version number of the nomination. The standard version number for a new nomination is 1, but you can modify it if necessary.
- **Schedule**: A schedule with the values entered in MW per hour. The total in MWh is displayed in the upper right corner of the schedule.

### Schedule

Values are entered in MW on an hourly basis. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right**: Copy the value you entered to all cells on the right.
- Clear: Delete all values.

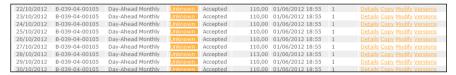
To delete values one by one, use the **Delete** button on your keyboard.



#### Tip

e-Nominations takes into account **daylight saving time**. In the schedule, the third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. This second hour takes the value of the 2-3h

It is possible to correct this hour after submitting:



### **Submit**

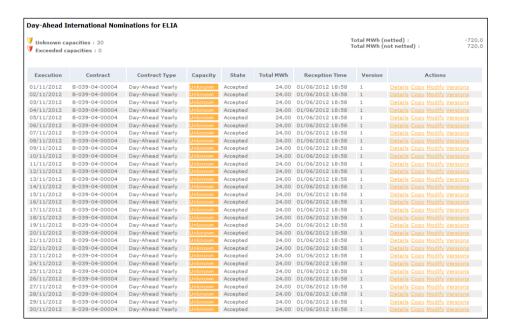
After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Cancel: Discard your changes.



### Tip

After creating a **new month nomination**, a confirmation is displayed in the message zone.



# 7.6. Modify a Day-Ahead International Nomination

If you modify an existing nomination, you create a new version. The version number is automatically changed. The version itself cannot be modified.



### Warning

A nomination cannot be modified if it has the state

## To Be Confirmed(TBC)

From ELIA to Ter	nneT						
Contract	Contract Type	Capacity	State	Total MWh	Reception Time	Version	Actions
B-039-04-00001	Day-Ahead Yearly	Ok	TBC	0,0	14/08/2012 11:08	1	Details Copy Modify Versions
From TenneT to I	ELIA						
Contract	Contract Type	Capacity	State	Total MWh	Reception Time	Version	Actions
B-039-04-00004	Day-Ahead Yearly	Ok	TBC	0.0	14/08/2012 11:08	1	Details Conv Modify Versions

### **Schedule**

If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right**: Copy the value you entered to all cells on the right.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.

### **Submit**

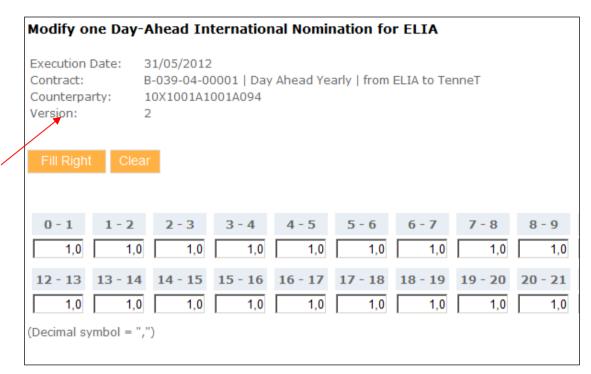
After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Cancel: Discard your changes.

# 7.7. View Versions of a Day-Ahead International Nomination

Each time you modify a nomination, you create a new version. The newest version is saved under the previous version number+1. You still have the possibility to consult older versions. This allows you to keep track of the changes you made.

For example, if you create a nomination, it has version number 1. If you modify it afterwards, the new version of the nomination is saved under version number 2.



### Actions

You can perform the following actions via the **list of versions**:

- **Details**: View the details of the selected nomination, especially the schedule per hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.

# 8 Day-Ahead Internal

### 8.1. General information

An internal nomination indicates an exchange of power between two ARPs on the Elia grid. Both ARPs signal this exchange of power to Elia through a nomination and Elia checks whether both nominations match.

During an exchange of power there are always two parties:

- **Buy from:** The ARP that sells the energy (the seller).
- **Sell to:** The ARP that buys the energy (the buyer).

Each of the ARPs must submit the same nomination, however each ARP must indicate his role in the exchange :

The Arp introducing the nomination can be:

- **Seller**: The ARP that sells the energy.
- **Buyer**: The ARP that buys the energy.

Every ARP has the right to submit an internal nomination.

### **Constraints**

The creation of a day-ahead internal nomination has to meet the following requirements:

- A day-ahead internal nomination has to be submitted by at least one of both ARPs before 14.00 hrs CET on day-1.
- Consistent internal nominations (with state BalanceOK or Zero WFC)
   are blocked at 14.00 hrs CET and cannot be changed afterwards.
- If a nomination is inconsistent (with state **WFC** or **BalanceError**) at 14.00 hrs CET, ARPs can correct it until 14.30 hrs CET.
- Day ahead internal nominations must be submitted with an accuracy of 0.1 MW.
- Internal nominations have to be submitted by quarter hour.

### **States**

As soon as you submit the nomination, it is automatically checked by Elia and it receives a state.

For Internal nominations is checked whether nominations of both ARPs match. If these checks encounter problems, this is reported as an **issue**. On the e-Nominations site, these values are displayed in the column **State**.

Possible states from a **consistency** point of view, the **Matching State**, are:

- Waiting For Counterparty (WFC): The counterparty has not yet submitted the matching nomination.
- Zero Waiting For Counterparty (Zero WFC): The ARP nomination consists only of zero values and the counterparty did not (yet) enter a nomination.
- **BalanceError**: The counterparty submitted a nomination which does not match with your nomination (at least for one quarter of an hour). You can view your counterparty's nomination in a comment.
- **BalanceOK**: Both ARPs have entered matching nominations.

The first four states are completed with an extra state by which you can follow the progression of the **handling** of your nominations by Elia.

Possible states from a **process** point of view are:

**Accepted:** A new version concerning this nomination can be introduced before the deadline, which means the consistency state can change.

- **To Be Confirmed** (TBC): Submitting a new version of this nomination is not allowed anymore but Elia has not yet confirmed the nomination to the ARP. The state of the nomination changes to this value at the closure of the related gate.
- **Confirmed:** Elia has confirmed the nomination.
- Rejected: Elia has rejected the nomination. The nomination shall not be executed.

#### **Issues**

The **Issues** box indicates problems with your nominations. For day-ahead internal nominations, there are two types of issues:

- Warnings: If information for a nomination is incomplete. At least one nomination has the state Waiting for Counterparty (WFC).
- **Errors**: If information for a nomination is inaccurate. These problems are usually derived from the state of the nomination. At least one nomination has the state **BalanceError**.

### 8.2. List of Nominations

DIRECT LINK: https://nominations.elia.be/B2C/HubDA/List



On the Day-Ahead Internal Nominations page, you can see a list of nominations for a given execution date, divided in two sections

- **Buy from**: The ARP that <u>sells</u> the energy to you.
- **Sell to**: The ARP that <u>buys</u> the energy from you.

In the upper right corner of the list of nominations, you can see the total amount of MWh (netted and not netted).



#### Data

In the list of day-ahead internal nominations, you can see for each nomination:

- Counterparty: The ARP you are exchanging energy with.
- State: The state from a process point of view.
- Matching State: The state from a consistency point of view.
- **Total MWh**: The total MWh of the nomination.
- Reception Time: The date and time the nomination was submitted to e-Nominations.
- **Version**: The version number of the nomination.
- **Actions**: The different actions you can perform on the nomination.

### **Actions**

For a day-ahead internal nomination, you can perform the following actions via the **list of nominations**:

- Details: View the details of the selected nomination, especially the schedule by quarter hour.
- Copy: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- **Versions**: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

### **Balance error - Comments**

If your nomination is in "Balance Error" matching state then, when clicking on the matching state, a new web page appears with the values of the Counterparty that do not match your nomination

The following values in the nomination of your partner do not correspond to yours:

Period	Power in MW
00:00-00:15	5,0
01:15-01:30	5,0

# 8.3. Details of a Day-Ahead Internal Nomination

The details page shows you the **details of a day-ahead internal nomination** you selected in the list of nominations.

	on date: 0											Actions
State: Matchin Buy fror	ig State: W	ccepted FC arclays Ban	k									Copy Mo
Version		arcidyo barr										
										Tota	il MWh:	72,0
	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 6	6 - 7	7 - 8	8 - 9	9 - 10	10 - 11	11 - 12
00-15	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0
15-30	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0
30-45	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0
45-60	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0
	12 - 13	13 - 14	14 - 15	15 - 16	16 - 17	17 - 18	18 - 19	19 - 20	20 - 21	21 - 22	22 - 23	23 - 24
00-15	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0
15-30	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0
30-45	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0
45-60	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0	3,0

### **Data**

On this page, you can consult:

- **Execution date**: The date on which the energy is transferred.
- **State**: The state from a process point of view.
- Matching State: The state from a consistency point of view.
- **Buy from/Sell to**: The ARP you buy energy from or sell energy to.
- **Version**: The version number of the nomination.
- **Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

### **Actions**

- Copy: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- **Versions**: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 8.4. Create a Day-Ahead Internal Nomination

DIRECT LINK: https://nominations.elia.be/B2C/HubDA/Create

On the **Day-Ahead Internal Nominations** page, you can create and submit a new nomination.

New Day-Ahead	Internal Nomination for ELIA
Execution Date:	01/06/2012
My Role:	C Seller C Buyer
Counterparty:	▼
Version:	1

### **Data**

You enter the following data:

- **Execution date**: The date on which the energy will be transferred.
- My role : Seller or Buyer
- Counterparty: The ARP that exchange the energy with you



The Counterparty may not be you!

- Version: The version number of the nomination. The standard version number for a new nomination is 1, but you can modify it if necessary.
- **Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

### **Schedule**

Values are entered in MW by quarter hour. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

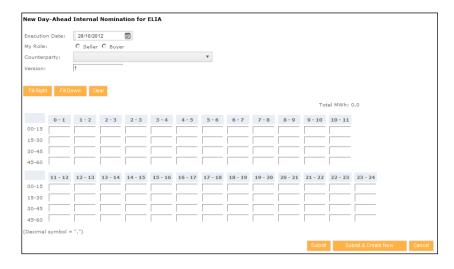
- **Fill Right**: Copy the value you entered to all cells on the right.
- **Fill Down**: Copy the value you entered to all cells below.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.



### Tip

e-Nominations takes into account **daylight saving time**. In the schedule, the third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h.



### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Submit & create new: Save your changes and go to an empty form to create a new nomination.
- Cancel: Discard your changes.

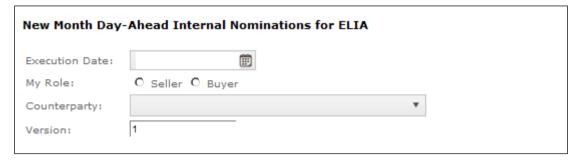


Another way to create a new nomination is by **copy**ing an existing nomination. This way, all values in the new nomination form are already filled in, but can be modified.

# 8.5. Create a Day-Ahead Internal Month Nomination

DIRECT LINK: https://nominations.elia.be/B2C/HubDA/CreateMonth

On the **Day-Ahead Internal Nominations** page, you can create and submit a new nomination for a whole month. An identical nomination will be created for each day of the month. If necessary, you can modify each nomination individually.



### Data

You enter the following data:

Month: The month in which the energy will be transferred. Only a month can be chosen, the day cannot be chosen:



Only a future month may be chosen

- My Role: The ARP you buy energy from or sell energy to.
- Counterparty: The other ARP in the exchange of energy



The Counterparty may not be you!

- **Version**: The version number of the nomination. The standard version number for a new nomination is 1, but you can modify it if necessary.
- **Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

### **Schedule**

Values are entered in MW by quarter hour. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

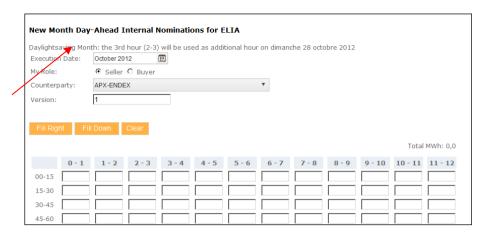
- Fill Right: Copy the value you entered to all cells on the right.
- **Fill Down**: Copy the value you entered to all cells below.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.



### Tip

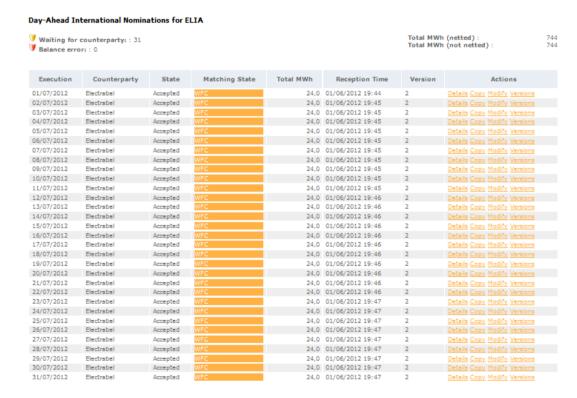
e-Nominations takes into account **daylight saving time**. In the schedule, the third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h.



### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Submit & create new: Save your changes and go to an empty form to create a new month nomination.
- **Cancel**: Discard your changes.



# 8.6. Modify a Day-Ahead Internal Nomination

If you modify an existing nomination, you create a new version. The version number is automatically changed. The version itself cannot be modified.



### Warning

A nomination cannot be modified if it has the state **To Be Confirmed (TBC)** 



xecution Date: tate: uy from ersion:	31/05/20: Wfc - Tbc Belpex-DA	12 M (for Belp	ex DAM ad	tivities)								
Fill Right F	ill Down	Clear								Total N	1Wh: 24,0	
0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 6	6 - 7	7 - 8	8 - 9	9 - 10	10 - 11	11 - 12	
00-15 1,	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	
15-30 1,	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	
30-45 1,	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	
45-60 <b>1</b> ,	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	
12 - 13	13 - 14	14 - 15	<b>15 - 16</b>	16 - 17	17 - 18	18 - 19	19 - 20	20 - 21	21 - 22	22 - 23	23 - 24	
00-15 1,	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	
15-30 1,	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	
30-45 1,	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	
45-60 <b>1</b> ,	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	
ecimal symbol =	",")											

### **Schedule**

If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right**: Copy the value you entered to all cells on the right.
- **Fill Down**: Copy the value you entered to all cells below.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.

### Submit

After finishing your entries for the nomination, click:

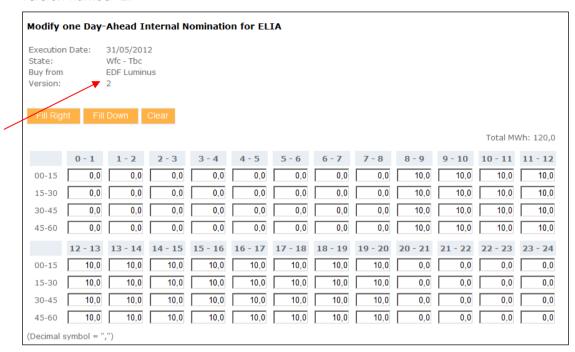
- **Submit**: Save your changes and go back to the list of nominations.
- Cancel: Discard your changes.

## 8.7. View Versions of a Day-Ahead Internal Nomination

Each time you modify a nomination, you create a new version. The newest version is saved under the previous version number+1. You still have the

possibility to consult older versions. This allows you to keep track of the changes you made.

For example, if you create a nomination, it has version number 1. If you modify it afterwards, the new version of the nomination is saved under version number 2.



### **Actions**

You can perform the following actions via the **list of versions**:

- **Details**: View the details of the selected nomination, especially the schedule by quarter hour.
- Copy: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.

# 9 Offtake

### 9.1. General information

An **offtake nomination** refers to any physical power offtake an ARP is responsible for. In particular, an offtake nomination applies to:

- Customers that are connected directly to the Elia grid
- Customers on distribution grids (DGO)

To submit an offtake nomination, the ARP first has to be designated as responsible for the offtake in the related access contract, signed either with Elia or with the related distribution grid operator (DGO).

After designation, an ARP is (partially or totally) responsible for the offtake. Unlike internal or international nominations, the submission of an offtake nomination then becomes a mandatory task.

### **Constraints**

The creation of offtake nominations has to meet the following requirements.

- Offtake nominations have to be submitted before 14.30 hrs CET on day-1.
- Nominations concerning offtakes must be submitted with an accuracy of 0.1 MW.
- Offtake nominations have to be submitted by quarter hour.

Nomination constraints for the two types of offtakes are partially different.

### For **customers directly connected** to the ELIA grid:

- The ARP has to nominate the power offtake for each access point the ARP is responsible for.
- The ARP is responsible to submit a nomination for every access point.

### For customers in distribution grids:

- The ARP has to submit nominations for the overall power offtake he is responsible for per global access point located on the distribution grid.
- The ARP is responsible to submit a nomination for each distribution grid where he has customers.

### State

As soon as you submit the nomination, the state becomes **Accepted**.

### 9.2. List of Nominations

DIRECT LINK: https://nominations.elia.be/B2C/Offtake/List

On the **Offtake Nominations** page, you can see a list of nominations for a given execution date, listed alphabetically per offtake point. The total in MWh is displayed in the upper right corner of the list.



### Data

In the list of offtake nominations, you can see for each nomination:

- Offtake point: The access point or global access point of the DGO.
- **EAN-code**: The European Article Number of the offtake point.
- State: The state from a process point of view (currently, always Accepted)
- **Total MWh**: The total MWh of the nomination.
- Reception Time: The date and time the nomination was submitted in e-Nominations.
- **Version**: The version number of the nomination.
- **Actions**: The different actions you can perform on the nomination.

### **Actions**

For an offtake nomination, you can perform the following actions via the **list** of nominations:

- Details: View the details of the selected nomination, especially the schedule by quarter hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- Versions: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

### 9.3. Details of an Offtake Nomination

The details page shows you the details of a nomination you selected in the list of nominations.

Details	Details of one Offtake Nomination for ELIA													
Buyer:	Offtake Point: AGEM - 541453103226870290 Copy Modify Version State Accepted													
Total MWh:														
	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 6	6 - 7	7 - 8	8 - 9	9 - 10	10 - 11	11 - 12		
00-15	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0		
15-30	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0		
30-45	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0		
45-60	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0		
	12 - 13	13 - 14	14 - 15	15 - 16	16 - 17	17 - 18	18 - 19	19 - 20	20 - 21	21 - 22	22 - 23	23 - 24		
00-15	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0		
15-30	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0		
30-45	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0		
45-60	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0		

#### Data

On this page, you can consult:

- State: The state from a process point of view (currently, only Accepted is possible)
- **Execution date**: The date on which the energy is transferred.
- **Buyer**: This is a non-mandatory field.
- Offtake point: The EAN code and name of the access point or global access point of the DGO.
- Version: The version number of the nomination.
- **Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

### **Actions**

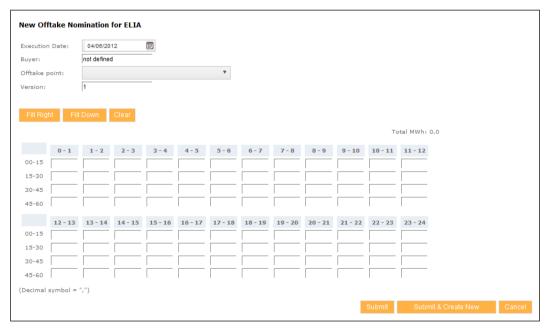
On the details page, you can perform the following actions via the **Action** zone:

- Copy: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- **Versions**: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

### 9.4. Create an Offtake Nomination

DIRECT LINK: https://nominations.elia.be/B2C/Offtake/Create

On the **Offtake Nominations** page, you can create and submit a new nomination.



### Data

You enter the following data:

- **Execution date**: The date on which the energy is transferred.
- **Buyer**: This is a non-mandatory field.
- Offtake point: The EAN code and name of the access point or global access point of the DGO.
- **Version**: The version number of the nomination. The standard version number for a new nomination is 1, but you can modify it if necessary.

**Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

### **Schedule**

Values are entered in MW by quarter hour. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

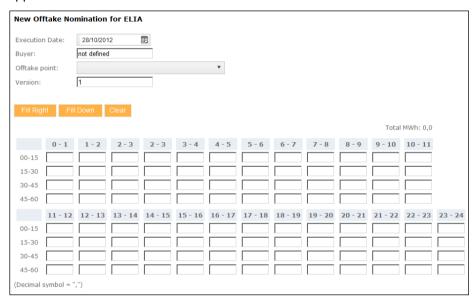
- Fill Right: Copy the value you entered to all cells on the right.
- **Fill Down**: Copy the value you entered to all cells below.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.



### Tip

e-Nominations takes into account **daylight saving time**. In the schedule, the third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h.



### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- **Submit & create new**: Save your changes and go to an empty form to create a new nomination.
- Cancel: Discard your changes.



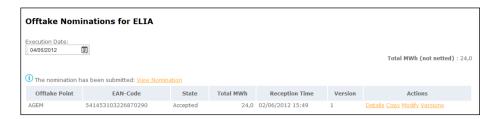
### Tip

Another way to create a new nomination is by **copy**ing an existing nomination. This way, all values in the new nomination form are already filled in, but can be modified.



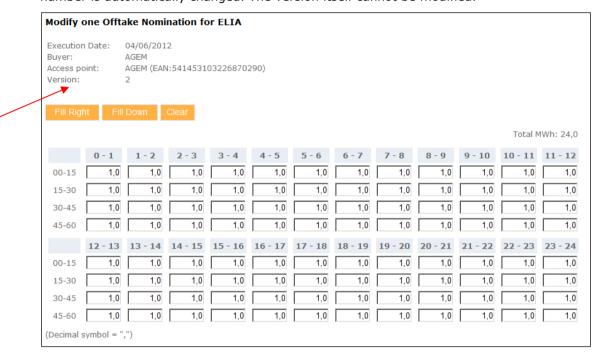
### Tip

After creating a **new nomination**, a confirmation is displayed in the nomination list. The message includes a hyperlink that allows you to go directly to the details of the new nomination.



# 9.5. Modify an Offtake Nomination

If you modify an existing nomination, you create a new version. The version number is automatically changed. The version itself cannot be modified.



### **Schedule**

If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right**: Copy the value you entered to all cells on the right.
- **Fill Down**: Copy the value you entered to all cells below.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.

# **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Cancel: Discard your changes.



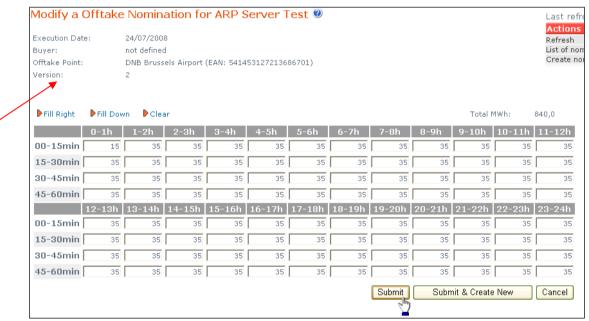
After creating a **new nomination**, a confirmation is displayed in the nomination list.



# 9.6. View Versions of an Offtake Nomination

Each time you modify a nomination, you create a new version. The newest version is saved under the previous version number+1. You still have the possibility to consult older versions. This allows you to keep track of the changes you made.

For example, if you create a nomination, it has version number 1. If you modify it afterwards, the new version of the nomination is saved under version number 2.



#### **Actions**

You can perform the following actions via the **list of versions**:

- Details: View the details of the selected nomination, especially the schedule by quarter hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.

# 10 Injection

# 10.1. General information

An **Injection nomination** refers to any physical power injection an ARP is responsible for. In particular, an injection nomination applies to:

- Customers that are connected directly to the Elia grid who can inject energy on the Elia grid but without a CIPU contract
- Customers on distribution grids (DGO)

#### **Constraints**

The creation of injection nominations has to meet the following requirements.

- Injection nominations have to be submitted before 14.30 hrs CET on day-1.
- Nominations concerning injections must be submitted with an accuracy of 0.1 MW.
- Injection nominations have to be submitted by quarter hour.

Nomination constraints for the two types of injections differ partially.

# For customers directly connected to the ELIA grid:

- The ARP has to nominate the power injection for each access point the ARP is responsible for.
- The ARP is responsible to submit a nomination for every access point.

### For customers in distribution grids:

- The ARP has to submit nominations for the overall power injection he is responsible for per global access point located on the distribution grid.
- The ARP is responsible to submit a nomination for each distribution grid where he has customers.

#### **State**

As soon as you submit the nomination, the state becomes **Accepted**.

# 10.2. List of Nominations

DIRECT LINK: https://nominations.elia.be/B2C/Injection/List

On the **Injection Nominations** page, you can see a list of nominations for a given execution date, listed alphabetically per injection point. The total in MWh is displayed in the upper right corner of the list.



#### Data

In the list of injection nominations, you can see for each nomination:

- **Injection point**: The global access point of the DGO.
- **EAN-code**: The European Article Number of the injection point.
- **State**: The state from a process point of view. Currently
- **Total MWh**: The total MWh of the nomination.
- Reception Time: The date and time the nomination was submitted in e-Nominations.
- **Version**: The version number of the nomination.

**Actions**: The different actions you can perform on the nomination.

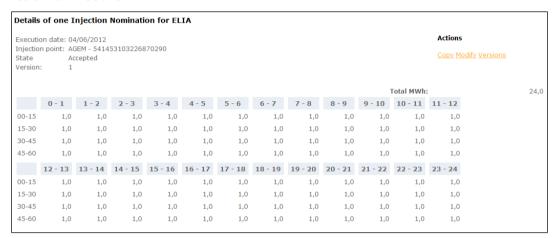
#### **Actions**

For an injection nomination, you can perform the following actions via the **list of nominations**:

- Details: View the details of the selected nomination, especially the schedule by quarter hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- Versions: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 10.3. Details of an Injection Nomination

The details page shows you the details of a nomination you selected in the list of nominations.



#### Data

On this page, you can consult:

- State: The state from a process point of view
- Injection point: The EAN code and name of the global access point of the DGO.
- **Version**: The version number of the nomination.
- **Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

e-Nominations \_\_\_\_\_ Guide

# **Actions**

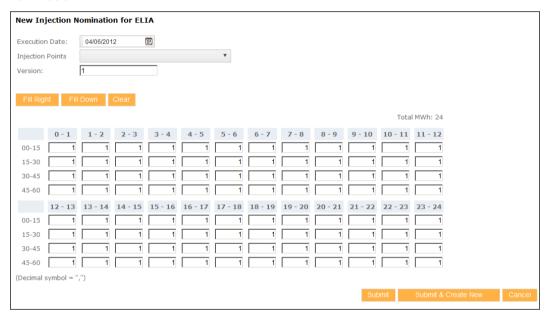
On the details page, you can perform the following actions via the  ${\bf Action}$   ${\bf zone}\colon$ 

- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- **Versions**: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 10.4. Create an Injection Nomination

DIRECT LINK: https://nominations.elia.be/B2C/Injection/Create

On the  ${\bf Injection\ Nominations}$  page, you can create and submit a new nomination.



# Data

You enter the following data:

- **Execution date**: The date on which the energy is transferred.
- Injection point: The EAN code and the name of the global access point of the DGO.
- Version: The version number of the nomination. The standard version number for a new nomination is 1, but you can modify it if necessary.
- **Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

# Schedule

Values are entered in MW by quarter hour. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

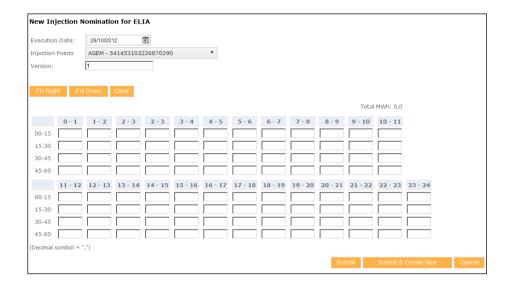
- Fill Right: Copy the value you entered to all cells on the right.
- **Fill Down**: Copy the value you entered to all cells below.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.



### Tip

e-Nominations takes into account **daylight saving time**. In the schedule, the third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h.



### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Submit & create new: Save your changes and go to an empty form to create a new nomination.
- **Cancel**: Discard your changes.



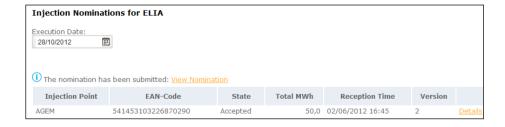
## Tip

Another way to create a new nomination is by **copy**ing an existing nomination. This way, all values in the new nomination form are already filled in, but can be modified.



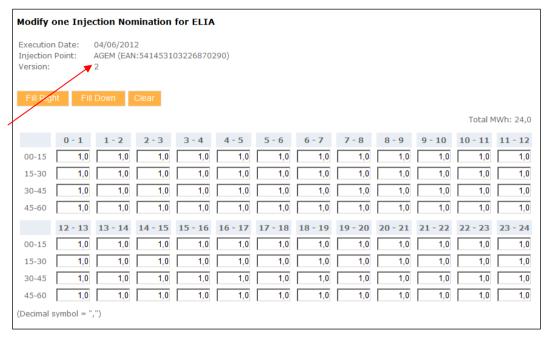
#### Tip

After creating a **new nomination**, a confirmation is displayed in the nomination list. The message includes a hyperlink that allows you to go directly to the details of the new nomination.



# 10.5. Modify an Injection Nomination

If you modify an existing nomination, you create a new version. The version number is automatically changed. The version itself cannot be modified.



#### **Schedule**

If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right**: Copy the value you entered to all cells on the right.
- **Fill Down**: Copy the value you entered to all cells below.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.

#### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Cancel: Discard your changes.



# **Tip**

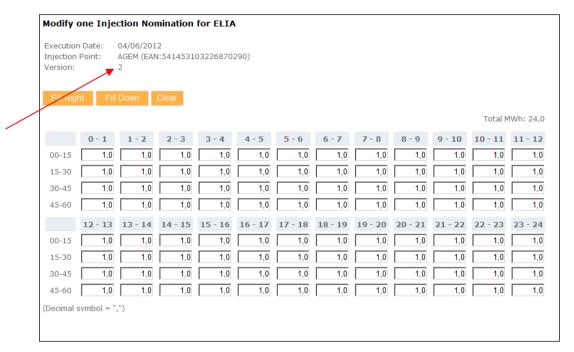
After creating a **new nomination**, a confirmation is displayed in the nomination list. The message includes a hyperlink that allows you to go directly to the details of the new nomination.



# 10.6. View Versions of an Injection Nomination

Each time you modify a nomination, you create a new version. The newest version is saved under the previous version number+1. You still have the possibility to consult older versions. This allows you to keep track of the changes you made.

For example, if you create a nomination, it has version number 1. If you modify it afterwards, the new version of the nomination is saved under version number 2



#### **Actions**

You can perform the following actions via the **list of versions**:

- **Details**: View the details of the selected nomination, especially the schedule by quarter hour.
- Copy: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.

# 11 Intraday International

# 11.1. General information

When an unforeseen situation occurs (failure of a power plant, strike...), an ARP can use the **intraday international nomination** to correct this situation. This intraday international nomination allows the ARP to import or export power from or to a neighbouring grid.

Each day, capacity can be requested at twelve gates (G):

Gate (G)	Time limit for the receiving of nominations by TSOs (G + 1Hr)	Time limit for the sending of nominations confirmations by TSOs (G + 1Hr 45)	Delivery Period (start of the execution time - end of execution time)
D-1 21:00	D-1 22:00	D-1 22:45	00:00 - 24:00
D-1 23:00	00:00	00:45	01:00 - 24:00
01:00	02:00	02:45	03:00 - 24:00
03:00	04:00	04:45	05:00 - 24:00
05:00	06:00	06:45	07:00 - 24:00
07:00	08:00	08:45	09:00 - 24:00
09:00	10:00	10:45	11:00 - 24:00
11:00	12:00	12:45	13:00 - 24:00
13:00	14:00	14:45	15:00 - 24:00
15:00	16:00	16:45	17:00 - 24:00
17:00	18:00	18:45	19:00 - 24:00
19:00	20:00	20:45	21:00 - 24:00

#### **Constraints**

The creation of intraday international nominations has to meet the following requirements:

- Nominations for each gate G have to be submitted before G+1hr.
- An intraday international nomination can be submitted from 3 hours before the start of the execution time to 2 hours before the start of the execution time.
- The amount that the ARP nominates may not exceed the amount of related capacity the ARP has obtained.
- The nomination submitted by the ARP must match the nomination submitted by the counterparty at the neighbouring grid operator.
- Nomination on the Northern Border must be submitted with an accuracy of 0.1 MW; nominations on the Southern Border have to be submitted with an accuracy of 1 MW (e.g. 14 MW or 14,0 MW).
- Unlike other nomination types, international nominations are submitted on an hourly basis.

As soon as you submit the nomination, it is automatically checked by Elia and it receives a state.

You can follow the progression of the **handling** of your nominations by Elia in the process state. On the e-Nominations site, these values are displayed in the column **State**.

Possible states are:

- Accepted: Received by e-Nominations. A new version concerning this nomination can be introduced.
- **To be Confirmed(TBC)**: Submitting a new version of this nomination is no longer allowed but Elia has not yet confirmed the nomination to the ARP.
- ImposedValuesTBC: Submitting a new version of this nomination is not allowed anymore but Elia has not yet confirmed the nomination to the ARP. However, Elia imposed new values in order to be compliant with the values introduced in the nomination submitted to the neighbouring grid operator.
- Confirmed: Elia has confirmed the nomination.
- ImposedConfirmed: Elia has imposed new values in order to match has confirmed the nomination. However, Elia imposed new values in order to be compliant with the values introduced in the nomination submitted to the neighbouring grid operator
- Rejected: Elia has rejected the nomination. The nomination shall not be executed.
- Imposed Confirmed: Elia has adapted the nomination because of different values on each side of the border and has confirmed the adapted nomination.
- Curtailed: The nomination has been reduced by Elia to face congestion on the border;

# 11.2. List of Nominations

DIRECT LINK: https://nominations.elia.be/B2C/XBID/List

On the **Intraday International Nominations** page, you can see a list of nominations for a given execution date, divided into two sections:

- From Elia to a neighbouring grid: the energy transported from Elia to a foreign grid.
- From a neighbouring grid to Elia: the energy transported from a foreign grid to Elia.

In the upper right corner of the list of nominations, you can see the total amount of MWh (netted and not netted).



#### Data

In the list of intraday international nominations, you can see for each nomination:

- Contract: The contract reference.
- **Contract Type**: The name of the contract type.
- Capacity : Capacity state
- **State**: The state of the handling of the nomination.

- Total MWh: The total MWh of the nomination.
- Gate Code: The gate when the nomination has been submitted in e-Nominations.
- Reception Time: The date and time the nomination was submitted in e-Nominations.
- **Version**: The version number of the nomination.
- **Actions**: The different actions you can perform on the nomination.

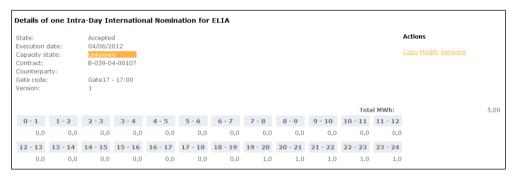
#### **Actions**

For an intraday international nomination, you can perform the following actions via the **list of nominations**:

- Details: View the details of the selected nomination, especially the schedule per hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- **Versions**: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 11.3. Details of an Intraday International Nomination

The details page shows you the details of a nomination you selected in the list of nominations.



#### Data

On this page, you can consult:

- **Execution date**: The date on which the energy is transferred.
- Contract: the contract reference applying to the nomination.
- Counterparty: The ARP you are exchanging energy with. This is a non-mandatory field.
- **Version**: The version number of the nomination.
- **Gate code**: The gate number related to the nomination.
- **Schedule**: A schedule with the values entered in MW per hour. The total in MWh is displayed in the upper right corner of the schedule.

#### **Actions**

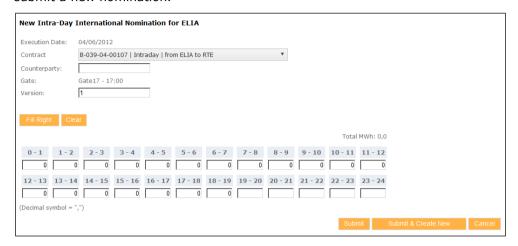
On the details page, you can perform the following actions:

- Copy: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- **Versions**: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 11.4. Create an Intraday International Nomination

DIRECT LINK: https://nominations.elia.be/B2C/XBID/Create

On the **Intraday International Nominations** page, you can create and submit a new nomination.



#### Data

You enter the following data:

- **Execution date**: The date on which the energy is transferred.
- **Contract**: the contract reference and type applying to the nomination.
- Counterparty: The ARP you are exchanging energy with. This is a non-mandatory field.
- **Gate code**: only displayed, cannot be changed.
- Version: The version number of the nomination. The standard version number for a new nomination is 1, but you can modify it if necessary.
- **Schedule**: A schedule with the values entered in MW per hour. The total in MWh is displayed in the upper right corner of the schedule.

# Schedule

Values are entered in MW on an hourly basis. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

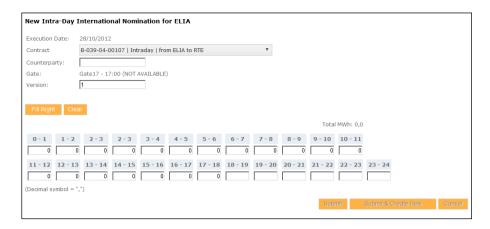
- Fill Right: Copy the value you entered to all cells on the right.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.



### Tip

e-Nominations takes into account **daylight saving time**. In the schedule, the third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h.



### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Submit & create new: Save your changes and go to an empty form to create a new nomination.
- Cancel: Discard your changes.



Another way to create a new nomination is by **copy**ing an existing nomination. This way, all values in the new nomination form are already filled in, but can be modified.

## Remark

All the values of the schedules that are in the past are defined with 0 and cannot be changed  $\,$ 



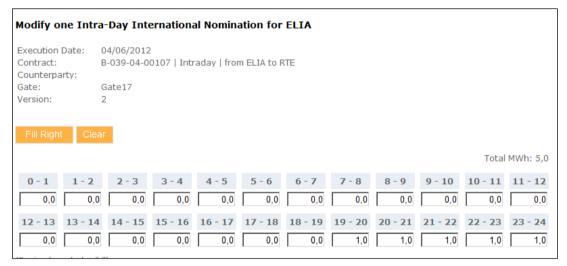
#### Tip

After creating a **new nomination**, a confirmation is displayed in the nomination list. The message includes a hyperlink that allows you to go directly to the details of the new nomination.



# 11.5. Modify an Intraday International Nomination

If you modify an existing nomination, you create a new version. The version number is automatically changed. The version itself cannot be modified.



#### 690

#### Warning

A nomination cannot be modified if it has the state **To Be Confirmed (TBC)**.



### **Schedule**

If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- Fill Right: Copy the value you entered to all cells on the right.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.

## **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Cancel: Discard your changes.

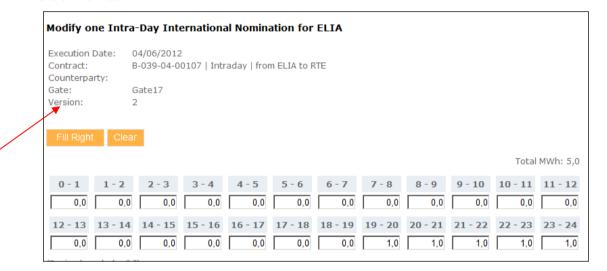


After creating a **new nomination**, a confirmation is displayed in the nomination list. The message includes a hyperlink that allows you to go directly to the details of the new nomination.

# 11.6. View Versions of an Intraday International Nomination

Each time you modify a nomination, you create a new version. The newest version is saved under the previous version number+1. You still have the possibility to consult older versions. This allows you to keep track of the changes you made.

For example, if you create a nomination, it has version number 1. If you modify it afterwards, the new version of the nomination is saved under version number 2.



## **Actions**

You can perform the following actions via the **list of versions**:

- **Details**: View the details of the selected nomination, especially the schedule per hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.

# 12 Intraday Internal

### 12.1. General information

When an unforeseen situation occurs (failure of a power plant, strike...), an ARP can use an **intraday internal nomination** to correct this situation. This intraday internal nomination allows the ARP to submit nominations until 14.00 hrs CET the day after the execution (day+1).

#### **Constraints**

The creation of intraday internal nominations has to meet the following requirements:

- An intraday internal nomination has to be submitted by at least one of both ARPs, before 14.00 hrs CET on day+2.
- Consistent internal nominations (with state BalanceOK or Zero WFC) are blocked at 14.00 hrs CET and cannot be changed afterwards.
- If a nomination is inconsistent (with state WFC or BalanceError), ARPs can correct it until 14.30 hrs CET.
  - If a nomination still shows inconsistencies by 14.30 hrs, Elia rejects it.
  - Nominations concerning day-ahead internal transfers must be submitted with an accuracy of 0.1 MW.
- Internal nominations have to be submitted by quarter hour.

# Important Remark

If an ARP quite obviously uses the day-ahead nominations system without respecting the standard nomination rules and submits 3 consecutive day-ahead nominations summing up to an **imbalance** or 5 day-ahead nominations within a month summing up to an imbalance, the ARP's right to submit intra day internal nominations would be withdrawn for 30 days.

### **States**

As soon as you submit the nomination, it is automatically checked by Elia and it receives a state.

For Internal nominations is checked whether nominations of both ARPs match. If these checks encounter problems, this is reported as an **issue**. On the e-Nominations site, these values are displayed in the column **State**.

Possible states from a consistency point of view are:

- **Waiting For Counterparty** (WFC): The counterparty has not yet submitted the matching nomination.
- Zero Waiting For Counterparty (Zero WFC): The ARP nomination consists only of zero values and the counterparty did not (yet) enter a nomination.
- **BalanceError**: The counterparty submitted a nomination which does not match with your nomination (at least for one quarter of an hour). You can view your counterparty's nomination in a comment.
- **BalanceOK**: Both ARPs have entered matching nominations.

The first four states are completed with an extra state by which you can follow the progression of the **handling** of your nominations by Elia.

Possible states from a process point of view are:

Accepted: A new version concerning this nomination can be introduced, which means the state can change.

- **To Be Confirmed** (TBC): Submitting a new version of this nomination is not allowed anymore but Elia has not yet confirmed the nomination to the ARP. Nominations' state changes to this value at the closure of the related gate.
- **Confirmed:** Elia has confirmed the nomination.
- Rejected: Elia has rejected the nomination. The nomination shall not be executed.

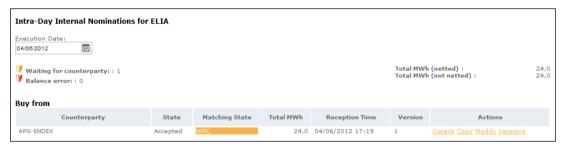
#### **Issues**

The **Issues** box indicates problems with your nominations. There are two types of issues:

- Warnings: if information for a nomination is incomplete. At least one nomination has the state Waiting for Counterparty (WFC).
- **Errors**: if information for a nomination is inaccurate. These problems are usually derived from the state of the nomination. At least one nomination has the state **BalanceError**.

# 12.2. List of Nominations

DIRECT LINK: https://nominations.elia.be/B2C/HubID/List



On the **Intraday Internal Nominations** page, you can see a list of nominations for a given execution date, divided into two sections:

- **Buy from**: the ARP that sells the energy.
- Sell to: the ARP that buys the energy.

In the upper right corner of the list of nominations, you can see the total amount of MWh (netted and not netted).

#### Data

In the list of intraday internal nominations, you can see for each nomination:

- Counterparty: The ARP you are exchanging energy with.
- **State**: The state from a process point of view.
- **Matching State**: The state from a consistency point of view.
- Total MWh: The total MWh of the nomination.
- Reception Time: The date and time the nomination was submitted to e-Nominations.
- Version: The version number of the nomination.
- **Actions**: The different actions you can perform on the nomination.

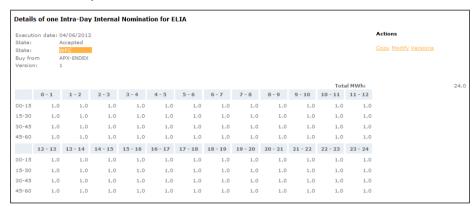
# **Actions**

For an intraday internal nomination, you can perform the following actions via the **list of nominations**:

- **Details**: View the details of the selected nomination, especially the schedule by quarter hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- **Versions**: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 12.3. Details of an Intraday Internal Nomination

The details page shows you the **details of an intraday internal nomination** you selected in the list of nominations.



## **Data**

On this page, you can consult:

- **State**: The state from a process point of view.
- **Matching State**: The state from a consistency point of view.
- **Execution date**: The date on which the energy is transferred.
- Buy from/Sell to: The ARP you buy energy from or sell energy to.
- **Version**: The version number of the nomination.
- **Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

#### **Actions**

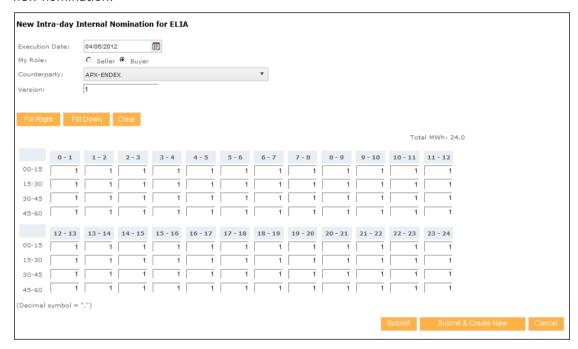
On the details page, you can perform the following actions via the **Action zone**:

- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.
- **Versions**: View all versions of the nomination. You can then view the details of each version or modify/copy one of the versions.

# 12.4. Create an Intraday Internal Nomination

DIRECT LINK: https://nominations.elia.be/B2C/HubID/Create

On the **Intraday Internal Nominations** page, you can create and submit a new nomination.



### **Data**

You enter the following data:

- Execution Date: The date on which the nomination is valid,
- My Role : Seller or Buyer
- **Counterparty**: The ARP that exchange the energy with you



The Counterparty may not be you!

- Version: The version number of the nomination. The standard version number for a new nomination is 1, but you can modify it if necessary.
- **Schedule**: A schedule with the values entered in MW by quarter hour. The total in MWh is displayed in the upper right corner of the schedule.

### **Schedule**

Values are entered in MW by quarter hour. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right**: Copy the value you entered to all cells on the right.
- Fill Down: Copy the value you entered to all cells below.

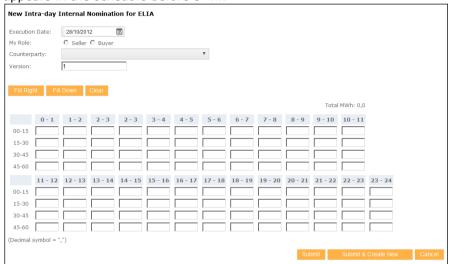
Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.



### Tip

e-Nominations takes into account **daylight saving time**. In the schedule, the third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h.



#### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- **Submit & create new**: Save your changes and go to an empty form to create a new nomination.
- Cancel: Discard your changes.



# Tip

Another way to create a new nomination is by **copy**ing an existing nomination. This way, all values in the new nomination form are already filled in, but can be modified.



#### Tip

After creating a **new nomination**, a confirmation is displayed in the nomination list. The message includes a hyperlink that allows you to go directly to the details of the new nomination.



# 12.5. Modify an Intraday Internal Nomination

If you modify an existing nomination, you create a new version. The version number is automatically changed. The version itself cannot be modified.



#### Warning

A nomination cannot be modified if it has the state **To Be Confirmed** (**TBC**).



### **Schedule**

If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right**: Copy the value you entered to all cells on the right.
- **Fill Down**: Copy the value you entered to all cells below.
- Clear: Delete all values.

To delete values one by one, use the **Delete** button on your keyboard.

### **Submit**

After finishing your entries for the nomination, click:

- **Submit**: Save your changes and go back to the list of nominations.
- Submit & create new: Save your changes and go to an empty form to create a new nomination.
- **Cancel**: Discard your changes.



#### Tip

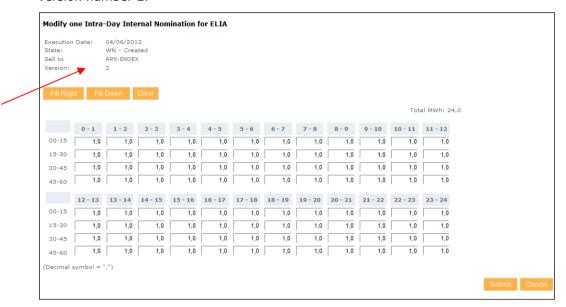
After creating a **new nomination**, a confirmation is displayed in the nomination list. The message includes a hyperlink that allows you to go directly to the details of the new nomination.



# 12.6. View Versions of an Intraday Internal Nomination

Each time you modify a nomination, you create a new version. The newest version is saved under the previous version number+1. You still have the possibility to consult older versions. This allows you to keep track of the changes you made.

For example, if you create a nomination, it has version number 1. If you modify it afterwards, the new version of the nomination is saved under version number 2.



### **Actions**

You can perform the following actions via the **list of versions**:

- **Details**: View the details of the selected nomination, especially the schedule by quarter hour.
- **Copy**: Create a new nomination based on the values and schedule of the selected nomination.
- Modify: Create a new version of the nomination in which you can modify all data.

# 13 Contact Us

Questions can be addressed to:

For all nominations, except intraday international

National Control Center - Energy Scheduling Office

Tel: +32 (0) 2 382 21 33 Fax: +32 (0) 2 382 21 07 E-mail: dngridaccess@elia.be

# For intraday international nominations

National Control Center – Intraday Energy Desk

Tel: +32 (0) 2 382 23 97 Fax: +32 (0) 2 382 21 39 E-mail: dispatching@elia.be