



SMT - User Guide

Version: 2.2
Date: 12 July 2019

Table of Contents

1.	Logging into the SMT Portal	4
2.	SMT Menus	5
3.	eRR Menu	5
3.1.	SMT Dashboard	5
3.1.1.	Regimes	6
3.1.2.	State	6
3.1.3.	Age Matrix	6
3.2.	Transaction Tables / Transaction Lists	7
3.2.1.	How to navigate around the SMT Dashboard and view Transaction Tables	8
3.3.	SMT Deal Finder	9
3.3.1.	Search Modes	9
3.4.	ROBO Permissions	11
4.	Master Data	12
4.1.	Delivery Points	12
4.2.	ETD Products	14
4.3.	Party Codes	14
4.4.	Price Indices	15
5.	Administration	16
5.1.	Organisations	16
5.2.	User Accounts	17
5.2.1.	Unlocking User Accounts	18
5.2.2.	Add User Account	18
5.3.	Assign User Roles	20
6.	Preferences Menu	20
6.1.	Account	20
6.2.	Change Password	21
6.3.	Mail Alerts	22
7.	Help Menu	22
7.1.	Welcome	22
7.2.	Contacts	22
7.3.	Support	23
7.4.	Release Notes	23
8.	Glossary of Terms	24

Figure 1 SMT Login Screen	4
Figure 2 SMT Welcome Screen	4
Figure 3 SMT Menus	5
Figure 4 Click for help	5
Figure 5 SMT Dashboard.....	6
Figure 6 View Trade Icon in xml format.....	7
Figure 7 View Trade Icon in HTML format	7
Figure 8 Using the Export button.....	7
Figure 9 All (►) symbols next to States selected	8
Figure 10 Selected Rejected State for the EMIR Regime	8
Figure 11 Selected the chosen Reporter for Trades in the REMIT Regime with an Accepted State	9
Figure 12 Selected Accepted State for the REMIT Regime reported by a specific Reporter 31-60 days ago.....	9
Figure 13 UTI Search - UTI entered into the Search field then clicked search.....	10
Figure 14 Trade Date Search - A range of transaction dates entered into the Search field then clicked search.....	10
Figure 15 Trade Date Search - View of Calendar when clicking the calendar icon for the range start date.	11
Figure 16 ROBO Permissions - Delegatee Group selected to view order as Z-A	12
Figure 17 Updating Permissions - Selecting Delegatee Group and changing the Permissions setting	12
Figure 18 Delivery Points	13
Figure 19 ETD Products.....	14
Figure 20 Party Codes	15
Figure 21 Price Indices	15
Figure 22 Organisations	16
Figure 23 Edit Organisations	17
Figure 24 User Accounts	17
Figure 25 Changing User State.....	18
Figure 26 Change User password.....	18
Figure 27 Add User Account Button	19
Figure 28 Add User Account	19
Figure 29 Assign User Roles	20
Figure 30 Preferences - Account.....	21
Figure 31 Preferences - Change Password.....	21
Figure 32 Mail Alerts	22
Figure 33 Contacts	23
Figure 34 Release Notes.....	24

1. Logging into the SMT Portal

Navigate to the SMT Client Portal - URL: <https://www.smt.equias.org/login>

You will see the login screen below then you will need to enter your username and password provided (Usernames and Passwords are case sensitive).

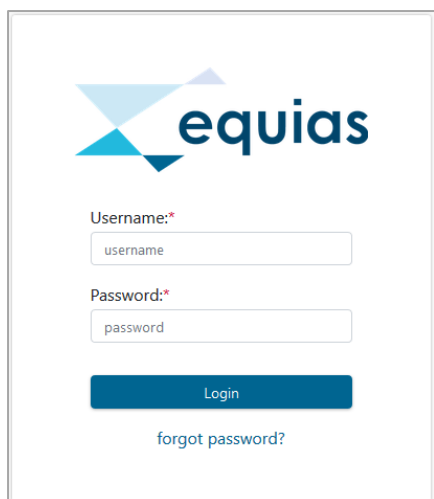
The login screen features the Equias logo at the top, which consists of a stylized blue and white geometric shape next to the word 'equias'. Below the logo, there are two input fields: 'Username:*' with a placeholder 'username' and 'Password:*' with a placeholder 'password'. A blue 'Login' button is positioned below the password field. At the bottom, there is a link that says 'forgot password?'.

Figure 1 SMT Login Screen

Please note:

Users can use the forgot password link on the login screen if a user has forgotten their password. By selecting the 'forgot password' option a user will be sent an email with a reset link. This is only for 'active users' who have forgotten their password. Locked accounts will receive an email advising that they should contact their User Administrator (UA) or the Service Team. For further details please see [Section 5.2.1. Unlocking User Accounts](#).

Once you first log in you will see the CMS Welcome Screen. This screen details important information such as deployments, general information and links to the **CMS User Guide**, our Ticketing System – the **Client Portal** (in order to report any issues/queries to the Service Team and search for articles published in our Knowledgebase) and our **YouTube** channel.

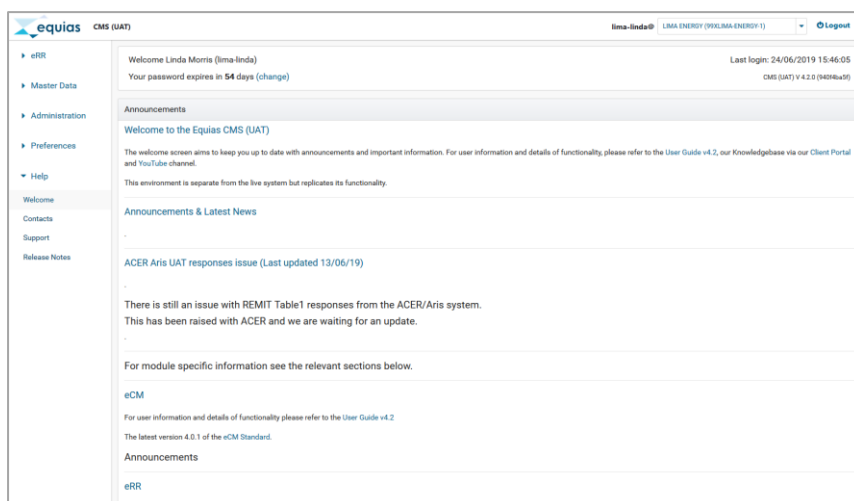
The welcome screen has a header with the Equias logo, 'CMS (UAT)', and user information 'lima-linda@' and 'LIMA ENERGY (WELSHMAN ENERGY 1)' with a 'Logout' link. A left sidebar contains navigation links: eRR, Master Data, Administration, Preferences, Help, Welcome (selected), Contacts, Support, and Release Notes. The main content area shows a welcome message to Linda Morris, a password expiry notice, and an 'Announcements' section. The announcements include a 'Welcome to the Equias CMS (UAT)' message and a notice about an 'ACER Aris UAT responses issue' last updated on 13/06/19. Below this, there is a section for 'Announcements & Latest News' and a section for 'eCM' with a link to the User Guide v4.2.

Figure 2 SMT Welcome Screen

Please note:

This screen is the view of the CMS Live Welcome Screen and directly relates to CMS usage and functionality therefore some of this information will not be applicable for SMT clients. The Service Team however publishes information regarding outages and maintenance downtime on the Welcome Screen – this means you are unable to access the platform to use the SMT functionality during the published periods.

2. SMT Menus

The SMT menus are available on the left side of your screen. Here you can navigate from screen to screen within the SMT Portal. For further details of the [eRR Menu](#), [Master Data](#), [Administration Menu](#), [Preferences Menu](#) and [Help Menu](#) please refer to the relevant sections in the SMT User Guide.

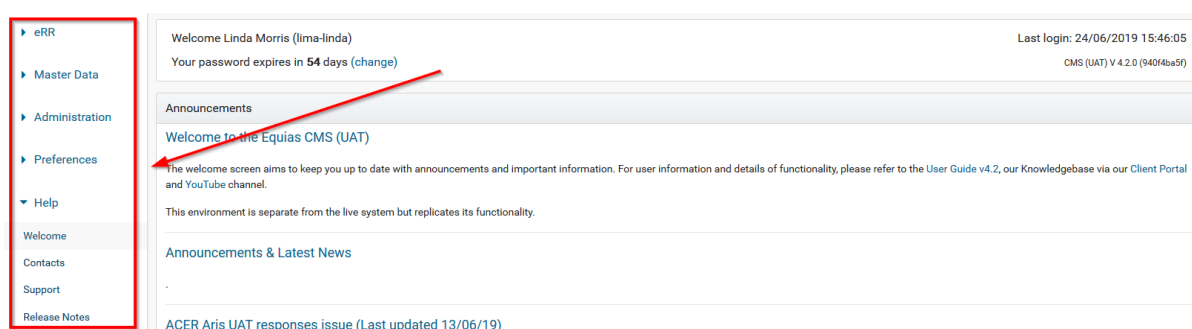


Figure 3 SMT Menus

Handy Hint

► Click for help...

Figure 4 Click for help

Use the **Click for help...** Button at the top of the eRR Menu screens (SMT Dashboard, SMT Deal Finder and ROBO Permissions) and Master Data screens (Delivery Points, ETD Products, Party Codes and Price Indices) for information on the functionality of the screen.

3. eRR Menu

3.1. SMT Dashboard

This screen informs you about transactions reported to regulators on your behalf within the last 60 days. Click on a number, reporter or reporting state within the matrix below to display the corresponding trade records. Click on the (►) symbols to reveal the reporting party detail level. For further details see section [3.2. Transaction Tables / Transaction Lists](#).

▼ eRR	SMT Dashboard					
SMT Dashboard	▶ Click for help...					
SMT Deal Finder						
ROBO Permissions						
▶ Master Data	Regime	State	Reporter	Today	1-7 days ago	8-30 days ago
▶ Administration	REMIT	▶ Accepted		0	0	42
▶ Preferences	ELCOM	▶ Accepted		0	0	19
▶ Help	EMIR	▶ Accepted		0	0	23
		▶ Rejected		0	0	9

Figure 5 SMT Dashboard

3.1.1. Regimes

REMIT: This section of the Dashboard only covers REMIT standard trades if your Reporter submits them in CpML (Commodity Product Markup Language) or ACER xml (eXtensible Markup Language) format (CNF or ETD documents). After successful validation and enrichment they are transformed to the ACER report format "REMITTable1" and "REMITTable2", from then on they are available in the Dashboard.

ELCOM: ("Swiss REMIT"): REMIT alike transactions of Swiss companies co-reported to ElCom as per the "StromVV" regulation.

EMIR: eRR EMIR reporting is a completely automated process in which your Reporter submits electronic documents in CpML format. The documents are subjected to a validation and enrichment stage after which they are forwarded to an EMIR trade repository. The EMIR section of the Dashboard supports all EMIR document types: OTC commodity (CNF), OTC currency (FXT), OTC interest rates (IRT) and exchange traded products (ETD) of various asset classes.

3.1.2. State

Transactions are initially shown as PENDING and move to ACCEPTED or REJECTED when a response is received:

- **Pending** - Sent to trade repository and/or regulatory reporting recipient (ACER, ElCom etc) awaiting response.
- **Accepted** - Successfully reported and acknowledged by the repository and/or regulatory reporting recipient.
- **Rejected** - Validation failure within eRR and trade will not be sent to the repository OR Trade repository rejected the submission - Correction required.

3.1.3. Age Matrix

The age columns organise the trade and order events by their original transaction date, not the reporting date:

- **Today** - transaction updated today
- **1-7 days ago** - transaction last updated 1 to 7 calendar days ago
- **8-30 days ago** - transaction last updated 8 to 30 calendar days ago
- **31-60 days ago** - transaction last updated 31 to 60 calendar days ago

Please Note:

Transactions older than 60 days are still visible via the deal finder page. For further details on how to locate older transactions please refer to Section [3.3. SMT Deal Finder – Search Modes](#).

3.2. Transaction Tables / Transaction Lists

Key information about the transactions is available from the tables. Use the document icons in each row to display all reported fields or download the electronic document as it was reported. Use the Export button (*please see below*) to download the displayed results as an Excel sheet.

Document Icons:

The Document Icons are visible in the Transaction Tables; please see below for Icon Key.



View Trade – Click the icon to view the trade data in the XML view

Figure 6 View Trade Icon in xml format



View Trade – Click the icon to view the trade data in the HTML view

Figure 7 View Trade Icon in HTML format

Export button:

Click the Export button highlighted red in Figure 8 below. You will then be prompted with the export box as seen in Figure 8. Here you are able to open or save an Excel file of the Transaction Table view you have selected.

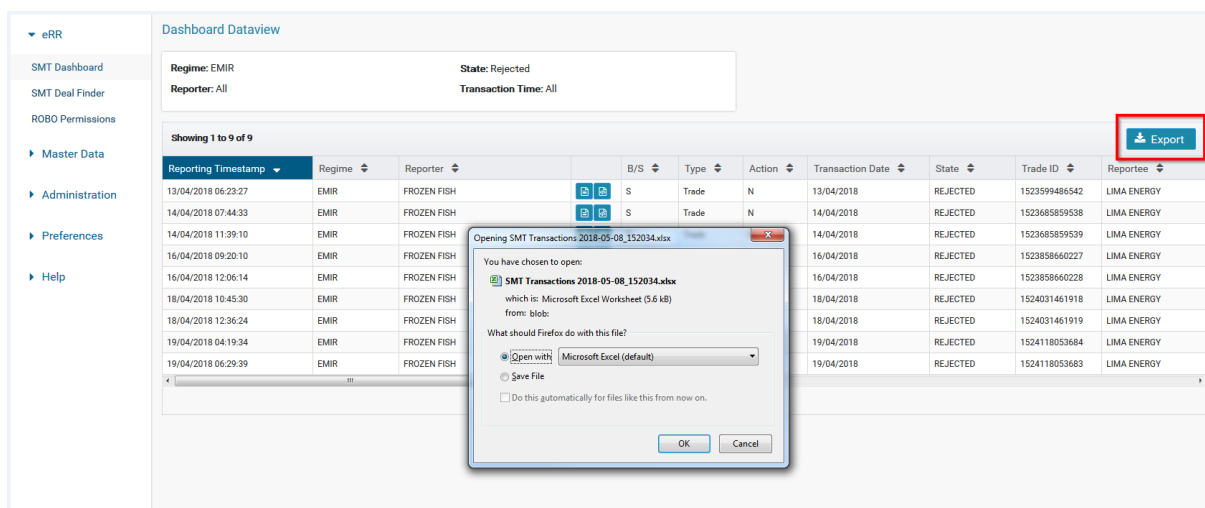


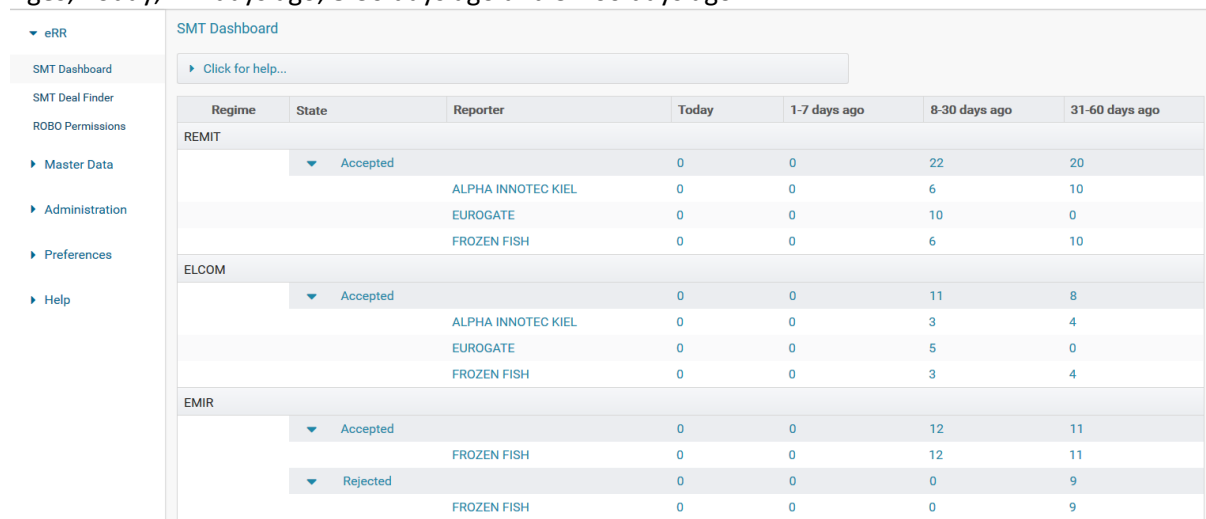
Figure 8 Using the Export button

For further details on Transactions Table views please review the next section [3.2.1. How to navigate around the SMT Dashboard and view Transaction Tables](#).

3.2.1. How to navigate around the SMT Dashboard and view Transaction Tables

How to view all Reporters and number of Trades:

Click the (►) symbol next to a State to reveal a breakdown of all your Reporters and trades within the Ages; Today, 1-7 days ago, 8-30 days ago and 31-60 days ago.



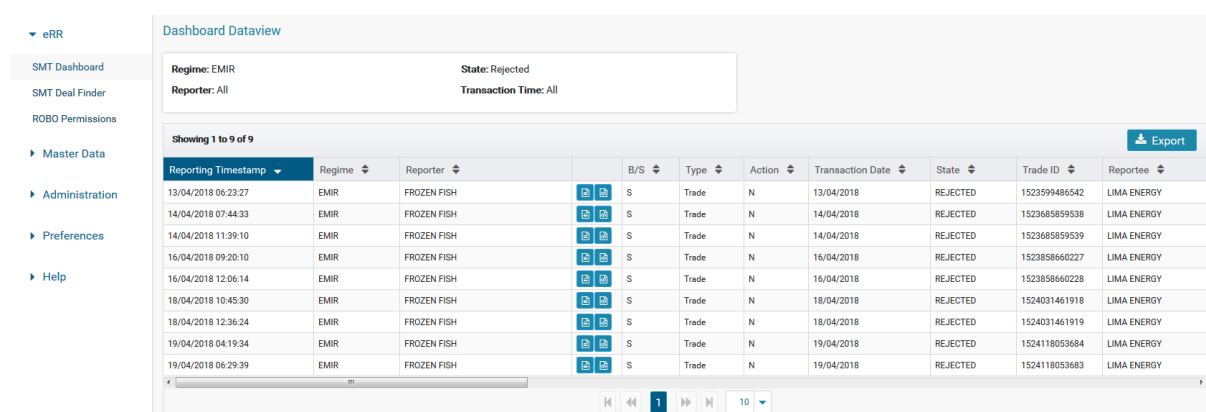
The screenshot shows the SMT Dashboard with a sidebar on the left containing navigation links: eRR, SMT Dashboard, SMT Deal Finder, ROBO Permissions, Master Data, Administration, Preferences, and Help. The main content area is titled 'SMT Dashboard' and contains a table with columns: Regime, State, Reporter, Today, 1-7 days ago, 8-30 days ago, and 31-60 days ago. The table is divided into three sections: REMIT, ELCOM, and EMIR. Each section has a dropdown arrow next to the State column, which is currently set to 'Accepted'. The table lists three reporters: ALPHA INNOTEK KIEL, EUROGATE, and FROZEN FISH. The data shows the number of trades for each reporter across the different time periods.

Regime	State	Reporter	Today	1-7 days ago	8-30 days ago	31-60 days ago
REMIT	▼ Accepted		0	0	22	20
		ALPHA INNOTEK KIEL	0	0	6	10
		EUROGATE	0	0	10	0
		FROZEN FISH	0	0	6	10
ELCOM	▼ Accepted		0	0	11	8
		ALPHA INNOTEK KIEL	0	0	3	4
		EUROGATE	0	0	5	0
		FROZEN FISH	0	0	3	4
EMIR	▼ Accepted		0	0	12	11
		FROZEN FISH	0	0	12	11
	▼ Rejected		0	0	0	9
		FROZEN FISH	0	0	0	9

Figure 9 All (►) symbols next to States selected

How to view all trades in a specific Regime and State:

Click a State (Pending/Accepted/Rejected) in the required Regime to reveal the Transaction Table. Here you will see all Trades (Today - 60 days) from all Reporters in the specific State and Regime selected.



The screenshot shows the Dashboard Dataview with a sidebar on the left containing navigation links: eRR, SMT Dashboard, SMT Deal Finder, ROBO Permissions, Master Data, Administration, Preferences, and Help. The main content area is titled 'Dashboard Dataview' and contains a table with columns: Reporting Timestamp, Regime, Reporter, B/S, Type, Action, Transaction Date, State, Trade ID, and Reportee. The table is filtered by Regime: EMIR and State: Rejected. The table shows a list of transactions with their respective timestamps, reporter names, and trade details. The table is paginated, showing 1 to 9 of 9 results.

Reporting Timestamp	Regime	Reporter	B/S	Type	Action	Transaction Date	State	Trade ID	Reportee
13/04/2018 06:23:27	EMIR	FROZEN FISH	S	Trade	N	13/04/2018	REJECTED	1523599486542	LIMA ENERGY
14/04/2018 07:44:33	EMIR	FROZEN FISH	S	Trade	N	14/04/2018	REJECTED	1523685859538	LIMA ENERGY
14/04/2018 11:39:10	EMIR	FROZEN FISH	S	Trade	N	14/04/2018	REJECTED	1523685859539	LIMA ENERGY
16/04/2018 09:20:10	EMIR	FROZEN FISH	S	Trade	N	16/04/2018	REJECTED	1523858660227	LIMA ENERGY
16/04/2018 12:06:14	EMIR	FROZEN FISH	S	Trade	N	16/04/2018	REJECTED	1523858660228	LIMA ENERGY
18/04/2018 10:45:30	EMIR	FROZEN FISH	S	Trade	N	18/04/2018	REJECTED	1524031461918	LIMA ENERGY
18/04/2018 12:36:24	EMIR	FROZEN FISH	S	Trade	N	18/04/2018	REJECTED	1524031461919	LIMA ENERGY
19/04/2018 04:19:34	EMIR	FROZEN FISH	S	Trade	N	19/04/2018	REJECTED	1524118053684	LIMA ENERGY
19/04/2018 06:29:39	EMIR	FROZEN FISH	S	Trade	N	19/04/2018	REJECTED	1524118053683	LIMA ENERGY

Figure 10 Selected Rejected State for the EMIR Regime

How to view all trades from one Reporter in a specific Regime and State:

Click a Reporters Name in the required Regime and State to reveal the Transaction Table. Here you will see all Trades reported (today - 60 days) to the specific Regime and State from the selected Reporter.

▼ eRR

SMT Dashboard

SMT Deal Finder

ROBO Permissions

▶ Master Data

▶ Administration

▶ Preferences

▶ Help

Dashboard Dataview

Regime: REMIT





















Reporter: FROZEN FISH

State: Accepted

Transaction Time: All

Showing 1 to 10 of 16

Export

Reporting Timestamp ▼	Regime ⇅	Reporter ⇅		B/S ⇅	Type ⇅	Action ⇅	Transaction Date ⇅	State ⇅	Trade ID ⇅	Reportee ⇅
13/04/2018 07:28:06	REMIT	FROZEN FISH	 	B	Trade	N	13/04/2018	ACCEPTED		LIMA ENERGY
13/04/2018 07:58:55	REMIT	FROZEN FISH	 	B	Trade	N	13/04/2018	ACCEPTED		LIMA ENERGY
14/04/2018 19:04:51	REMIT	FROZEN FISH	 	B	Trade	N	14/04/2018	ACCEPTED		LIMA ENERGY
15/04/2018 07:05:23	REMIT	FROZEN FISH	 	B	Trade	N	15/04/2018	ACCEPTED		LIMA ENERGY
16/04/2018 19:04:53	REMIT	FROZEN FISH	 	B	Trade	N	16/04/2018	ACCEPTED		LIMA ENERGY
17/04/2018 07:05:25	REMIT	FROZEN FISH	 	B	Trade	N	17/04/2018	ACCEPTED		LIMA ENERGY
18/04/2018 17:18:31	REMIT	FROZEN FISH	 	B	Trade	N	18/04/2018	ACCEPTED		LIMA ENERGY
18/04/2018 17:53:57	REMIT	FROZEN FISH	 	B	Trade	N	18/04/2018	ACCEPTED		LIMA ENERGY
19/04/2018 07:26:15	REMIT	FROZEN FISH	 	B	Trade	N	19/04/2018	ACCEPTED		LIMA ENERGY
19/04/2018 08:04:04	REMIT	FROZEN FISH	 	B	Trade	N	19/04/2018	ACCEPTED		LIMA ENERGY

1

2

10

5

10

20

50

100

Figure 11 Selected the chosen Reporter for Trades in the REMIT Regime with an Accepted State

Handy Hints

- You can use the scrollbar located at the bottom of the transaction table to view further details of Trades.
- You can choose how many Trades you view by clicking the dropdown as seen in Figure 11 above and selecting 5, 10, 20, 50 or 100.

How to view specific Regime, State, Reporter and Transaction Time:

Click the Number in the required Regime, State, Reporter and Transaction Time. Here you will see Trades in the specific Regime, State, Reporter and Transaction Time selected.

▼ eRR

SMT Dashboard

SMT Deal Finder

ROBO Permissions

▶ Master Data

▶ Administration

▶ Preferences

▶ Help

Dashboard Dataview

Regime: REMIT





















Reporter: FROZEN FISH

State: Accepted

Transaction Time: 31-60 days ago

Showing 1 to 10 of 16

Export

Reporting Timestamp	Regime	Reporter		B/S	Type	Action	Transaction Date	State	Trade ID	Reportee
25/04/2018 12:20:31	REMIT	FROZEN FISH	 	B	Trade	N	25/04/2018	ACCEPTED		LIMA ENERGY
25/04/2018 07:45:02	REMIT	FROZEN FISH	 	B	Trade	N	25/04/2018	ACCEPTED		LIMA ENERGY
24/04/2018 08:50:31	REMIT	FROZEN FISH	 	B	Trade	N	24/04/2018	ACCEPTED		LIMA ENERGY
24/04/2018 07:32:12	REMIT	FROZEN FISH	 	B	Trade	N	24/04/2018	ACCEPTED		LIMA ENERGY
23/04/2018 19:30:33	REMIT	FROZEN FISH	 	B	Trade	N	23/04/2018	ACCEPTED		LIMA ENERGY
23/04/2018 18:36:14	REMIT	FROZEN FISH	 	B	Trade	N	23/04/2018	ACCEPTED		LIMA ENERGY
19/04/2018 08:04:04	REMIT	FROZEN FISH	 	B	Trade	N	19/04/2018	ACCEPTED		LIMA ENERGY
19/04/2018 07:26:15	REMIT	FROZEN FISH	 	B	Trade	N	19/04/2018	ACCEPTED		LIMA ENERGY
18/04/2018 17:53:57	REMIT	FROZEN FISH	 	B	Trade	N	18/04/2018	ACCEPTED		LIMA ENERGY
18/04/2018 17:18:31	REMIT	FROZEN FISH	 	B	Trade	N	18/04/2018	ACCEPTED		LIMA ENERGY

1

2

10

Figure 12 Selected Accepted State for the REMIT Regime reported by a specific Reporter 31-60 days ago

3.3. SMT Deal Finder

The SMT Deal Finder allows you to search for specific trade records reported to regulators on your behalf.

3.3.1. Search Modes

UTI Search

Here you are able to search trade reports by their UTI (Unique Trade Identifier). A UTI is how the trade is identified in the trade repository and/or regulatory reporting recipient.

In order to use this search functionality, you should insert the UTI of a required transaction in the UTI search field then click the search button.

SMT Deal Finder

Click for help...

UTI: DJBK51LT5QJY6GOU9EMXOJPPYN6Y PKGSPCZG7KT01

Trade Date: 29/05/2018

Search Reset

Field accept lists of up to 50 IDs

Reset

Showing 1 to 1 of 1

Export

Reporting Timestamp	Regime	Reporter	B/S	Type	Action	Transaction Date	State	Trade ID
19/04/2018 04:19:34	EMIR	FROZEN FISH	S	Trade	N	19/04/2018	REJECTED	1524118053684

Figure 13 UTI Search - UTI entered into the Search field then clicked search.

Handy Hints

- You can search up to 50 IDs in the UTI search field in one search. Please note you will need to include a space between each UTI.
- You are also able to use the scrollbar to view further details of Trades.
- You can choose how many trades you view by clicking the dropdown (as seen in Figure 11) and selecting 5, 10, 20, 50 or 100.
- Clicking the Reset button in the UTI Search field the SMT Deal Finder screen will remove the search.

Trade Date Search

Here you are able to search trade reports by their Trading Date.

In order to use this search functionality you should enter a range of transaction dates you wish to view and click the search button.

SMT Deal Finder

Click for help...

UTI

Trade Date: 01/02/2018 to 29/05/2018

Search Reset

Field accept lists of up to 50 IDs

Reset

Showing 1 to 10 of 93

Export

Reporting Timestamp	Regime	Reporter	B/S	Type	Action	Transaction Date	State	Trade ID	Reportee	Counterparty ID	Comm
13/04/2018 06:20:03	EMIR	FROZEN FISH	S	Trade	N	13/04/2018	ACCEPTED	152399486541	LIMA ENERGY	213800656ANHEVRYV871	EN/EL
13/04/2018 06:23:27	EMIR	FROZEN FISH	S	Trade	N	13/04/2018	REJECTED	152399486542	LIMA ENERGY	213800656ANHEVRYV871	EN/EL
13/04/2018 06:30:09	EMIR	FROZEN FISH	S	Trade	N	13/04/2018	ACCEPTED	152399486543	LIMA ENERGY	213800656ANHEVRYV871	EN/NG
13/04/2018 07:04:47	EMIR	FROZEN FISH	B	Trade	N	13/04/2018	ACCEPTED	152399486540	LIMA ENERGY	213800656ANHEVRYV871	EN/CO
13/04/2018 07:28:06	REMIT	FROZEN FISH	B	Trade	N	13/04/2018	ACCEPTED		LIMA ENERGY	213800656ANHEVRYV871	NG
13/04/2018 07:58:55	REMIT	FROZEN FISH	B	Trade	N	13/04/2018	ACCEPTED		LIMA ENERGY	213800656ANHEVRYV871	EL
13/04/2018 08:41:39	REMIT	ALPHA INNOTECH KIEL	S	Trade	N	13/04/2018	ACCEPTED		LIMA ENERGY	54930040DSR6207PE29	NG
13/04/2018 09:05:31	REMIT	ALPHA INNOTECH KIEL	S	Trade	N	13/04/2018	ACCEPTED		LIMA ENERGY	54930040DSR6207PE29	EL
14/04/2018 07:04:20	EMIR	FROZEN FISH	B	Trade	N	14/04/2018	ACCEPTED	152368589537	LIMA ENERGY	213800656ANHEVRYV871	EN/CO
14/04/2018 07:44:33	EMIR	FROZEN FISH	S	Trade	N	14/04/2018	REJECTED	152368589538	LIMA ENERGY	213800656ANHEVRYV871	EN/EL

Figure 14 Trade Date Search - A range of transaction dates entered into the Search field then clicked search.

Handy Hints

- If you click the calendar icons in this search mode you are able to select date ranges through the use of a calendar, alternatively you are about to manually enter dates in the format DD/MM/YYYY.

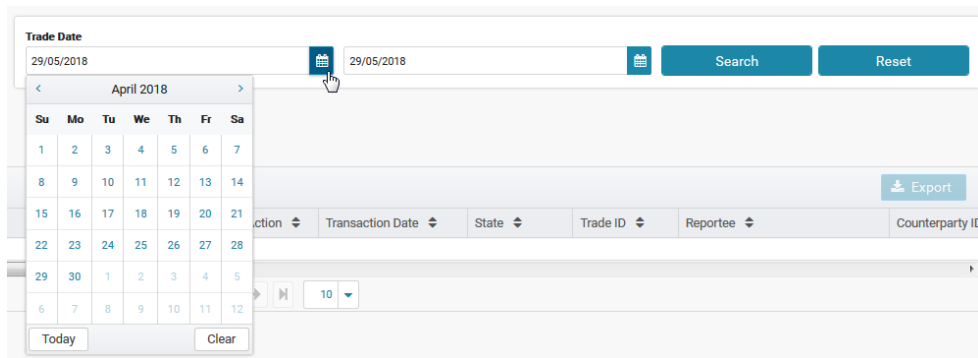


Figure 15 Trade Date Search - View of Calendar when clicking the calendar icon for the range start date.

- You are also able to use the scrollbar to view further details of Trades.
- You can choose how many trades you view by clicking the dropdown as seen in Figure 15 and selecting 5, 10, 20, 50 or 100.
- Clicking the reset button in the Trade Date Search field the SMT Deal Finder screen will remove the search.

For details of how to view Trade data in the SMT Deal Finder please refer to Section [3.2. Transaction Tables / Transaction Lists](#), here you will find an explanation of how to use Document Icons and the Export button.

3.4. ROBO Permissions

As market participant you can control which other trading organisation groups may report on your behalf through the CMS eRR service. This can be done by navigating to the ROBO permissions screen and amending the permissions.

Understanding the Delegates list:

The list shows all organisation groups on the CMS which have set up your company for ROBO (reporting on behalf of). The arrows next to the title of the columns change the order of view - please see below for the description of the titles:

- **Permission** - whether eRR will accept trades from the group on sent on your behalf (Allow) or not (Block)
- **Delegate Group** - legal name of delegatee group (as registered on the CMS)
- **Last Update** - last time you changed the permission
- **Display Name (at Delegatee)** - which display name your delegatee configured for your company (only applies to their view)
- **Time Zone Setting** - which locality the delegatee configured for you (influences how execution timestamps reported in local time are interpreted)

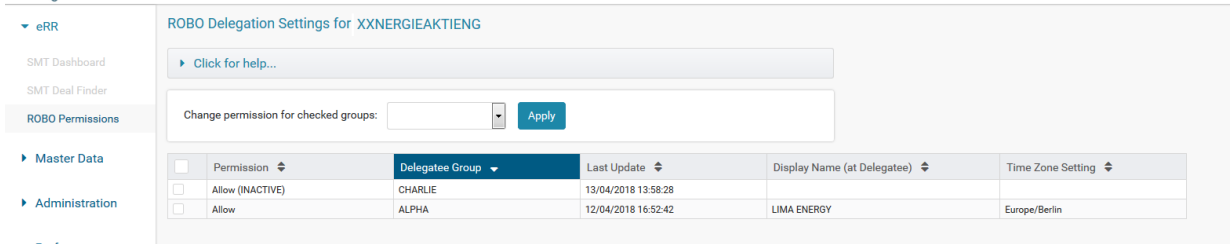


Figure 16 ROBO Permissions - Delegatee Group selected to view order as Z-A

Handy Hint

If you click the arrows in the titles you can change the order of view. Figure 16 demonstrates the Delegatee Group view order set as descending alphabetically (Z-A).

Permission settings:

- **Allow/Block** - if it was explicitly configured by you
- **Block (DEFAULT)** - if you have not set an explicit permission yet
- **Allow/Block (INACTIVE)** - if the delegatee has removed you from their list of delegators (in which case they cannot report for you)

Updating Your Permissions:

You should check which organisations have enabled reporting on your behalf and decided whether this reporting should be allowed. In order to update a Permission please follow the step below (please see Figure 17):

- Tick the checkboxes of the delegates whose permission you wish to change
- From the dropdown box choose the intended permission
- Click "Apply"

Please note the option "Forget (if inactive)" you can remove obsolete (INACTIVE) permission settings.

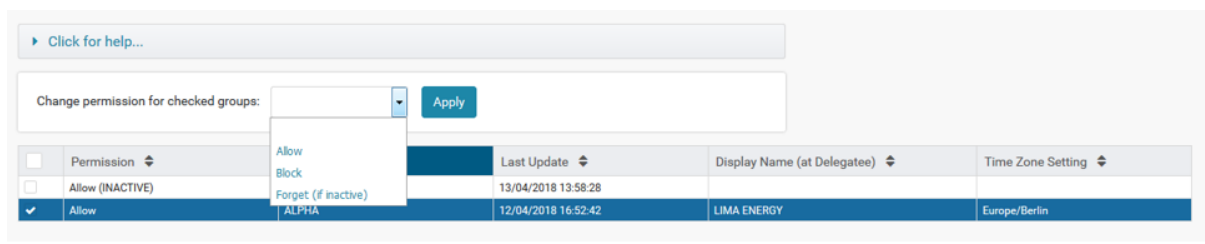


Figure 17 Updating Permissions - Selecting Delegatee Group and changing the Permissions setting

4. Master Data

4.1. Delivery Points

This list contains Power and Gas delivery points identified by their EIC code.

Delivery Points

Click for help...

All commodities All markets EIC or Alias Filter Reset

Commodity	Market	Code	Alias	Time Zone	ACER-Valid	eCM-valid
Gas	AT	21W000000000057V	UGS 7 Fields-EON GS	Europe/Vienna	✓	✗
Gas	AT	21W000000000079L	RAG-VIRT-STOR	Europe/Vienna	✓	✗
Gas	AT	21W000000000081Y	Gas Storage Pool	Europe/Vienna	✓	✗
Gas	AT	21Y--A001AG23-Y	BAUM-SK-AT	Europe/Vienna	✓	✗
Gas	AT	21Y000000000008G	ITAB(ITA Baumgarten)	Europe/Vienna	✗	✗
Gas	AT	21Y000000000009E	CEGH VTP	Europe/Vienna	✓	✓
Gas	AT	21Z000000000001G	OBERKAPPEL	Europe/Vienna	✓	✗
Gas	AT	21Z0000000000058	MURF-AT-SI	Europe/Vienna	✓	✗
Gas	AT	21Z0000000000163R	BAUM-WAG-SK-AT	Europe/Vienna	✓	✗
Gas	AT	21Z0000000000164P	BAUM-TAG-SK	Europe/Vienna	✓	✗
Gas	AT	21Z0000000000265J	BAUM-MAB-SK-AT	Europe/Vienna	✓	✗
Gas	AT	21Z0000000000445H	RAG Storage NCG	Europe/Vienna	✗	✗
Gas	AT	25W-PRODPOOL-RAG-1	PRODPOOL-RAG	Europe/Vienna	✗	✗
Gas	AT	25Z-PRODPOOL-OMV	PRODPOOL-OMV	Europe/Vienna	✗	✗
Gas	AT	25Z-SPPPOOL-OMV-1	SPPPOOL-OMV	Europe/Vienna	✓	✓
Gas	BE	10YCB-BE---T	ControlBlockBelgium	Europe/Brussels	✗	✗
Gas	BE	21Y0000000000023K	BLZONE	Europe/Brussels	✓	✓
Gas	BE	21Y0000000000024I	BHZONE	Europe/Brussels	✓	✓
Gas	BE	21YBE---ZBT-F	ZBT	Europe/Brussels	✗	✗
Gas	BE	21Z00000000000074	ZEEB-IZT-UK-BE	Europe/Brussels	✓	✗
Gas	BE	21Z00000000000082	ZEEB-LNG-BE-BE	Europe/Brussels	✓	✓
Gas	BE	21Z00000000000090	ZEEBRUGGE	Europe/Brussels	✓	✓
Gas	BE	21Z00000000000171	ZELZ-ZEB-BE-NL	Europe/Brussels	✓	✓

Figure 18 Delivery Points

How is this data used?

- REMIT (data quality) - Power and Gas trade reports from traders are validated against this list - the Service Team will inspect unlisted Delivery Points and decide whether the received code was incorrect or needs to be added to the list.
- REMIT (eligibility processing) - should traders delegate the determination of REMIT eligibility to the CMS the market codes of Delivery Points are used to decide whether an ETD trade implies delivery within the EU.
- REMIT / EMIR trade enrichment - the CMS will enrich financial trades with Delivery Point information - required for REMIT and EMIR (under the stricter ESMA level 2 rules).

Please note:

Unknown delivery points in submissions will be scrutinized by the Service Team and added on demand via the manual intervention mechanism.

Finding Delivery Points

Use the filter panel to narrow down the list by commodity and market (country) or a text search in field "EIC or Alias".

Note on ACER Validation of Delivery Points

- ACER publishes a list of accepted Gas and Electricity Delivery Points for EU member states for REMIT reporting (see TRUM Annex VI on ACER's REMIT portal).
- From October 2017 onwards ACER will only accept white-listed Delivery Points which are present within the list of accepted Gas and Electricity Delivery Points. In the case "X" is present in column "ACER-valid" and an EIC is present in their accepted list please contact the Service Team.
- The CMS will only use ACER-valid codes for the enrichment of delivery points in financial Gas and Power trades.

4.2. ETD Products

This list contains product definitions for Exchange-Traded Derivates (ETDs). It is maintained by the CMS service team and used in the context of regulatory reporting (EMIR and REMIT).

Parties reporting under the EMIR and REMIT regimes can opt to have their ETD trade data enriched instead of producing all reporting fields.

The screenshot shows the 'ETD Products' interface. At the top, there's a 'Click for help...' link. Below it, a filter section contains dropdowns for 'Agent ID (Exchange)' (All (19)), 'Asset Class' (All (3)), 'Product Code', and 'ISIN'. There are also input fields for 'Delivery Start (Key)', 'Delivery End (Key)', 'Option Type (Key)' (All), and 'Strike Price (Key)', each with a search icon. 'Filter' and 'Reset' buttons are at the bottom right of the filter section. An 'Export' button is at the top right of the table. The table has columns: Asset Class, Agent ID, Product Code, Delivery Start (Key), Delivery End (Key), Option Type, Strike Price, Product Identification ..., Product Identification Type, and Un... (truncated). The table contains three rows of commodity data.

Asset Class	Agent ID	Product Code	Delivery Start (Key)	Delivery End (Key)	Option Type	Strike Price	Product Identification ...	Product Identification Type	Un...
Commodity	HUDX0000000000000000	F6B2	2018-01-01	2018-01-07			HU0006688241	I	
Commodity	HUDX0000000000000000	F6B3	2018-01-08	2018-01-14			HU0006688191	I	
Commodity	HUDX0000000000000000	F6B4	2018-01-15	2018-01-21			HU0006688233	I	

Figure 19 ETD Products

Finding Products

Use the filters to narrow the list by Exchange ("Agent ID"), Asset Class, Product Code, ISIN, Delivery Period, Option Type and/or Strike price.

The product code field accepts the * (asterisk) character for wildcard searches. Examples:

- ZLA finds products named "ZLA" exactly
- F6* finds products starting with F6 such as "F6B1", "F6B2"
- Y finds products containing a "Y" anywhere

Press "Filter" to apply your search criteria and "Reset" to show all products again.

Exporting Product Data

Press the "Export" button to download the results to an Excel sheet. Mind the export limit of 10,000 records.

4.3. Party Codes

This screen shows the mapping relationship between registered LEIs, ACER Codes, EICs, MICs, BICs and GLN codes.

Party Codes

Click for help...

Filter Filter Reset ☐ manual entries only

Registered Name	Country	LEI	EIC	ACER Code	MIC	BIC	GLN	CMS Party
Wir: Kommunikation und Unternehmensberatung GmbH	DE	391200XDEE3AGQY5389	10X1001A1001A353	A0000783D	AT			no
* 3 J * MEZŐGAZDASÁGI TERMELŐ, KERESKEDELMI ÉS SZOLGÁLTATÓ KORLÁTOLT FELELŐSÉGŰ ...	HU	213800U68LHWMX4UM587	23X-EFETNET-1U	A03SDUMMYZZ				yes
* ADARA "AD	BG	89450072MA2CHXRL80	YYMELROSETURBIN1					no
* AGAPE - ASSOCIAZIONE DI SOLIDARIETÀ SOCIALE	IT	8156005F4AAC71560262	YYELEKTROENERGI1					no
* AGRICOLA MONTECAPRINO S.R.L.	IT	815600D4F6EC2D5C8783	YYTHISSISTESTCO1					no
* AGRO CATENA S.R.L.	IT	815600999565F2AF4E45	AGRICOLAMONTECA1					no
* ANGELO DE CESARIS - S.R.L.	IT	8156009C8D9C6D062228	YYANGELODECESAR1					no
* APOLLO IM. DI CAVOLI MARCO & C. S.A.S.	IT	8156009C80B169669A82	YYAPOLLOIMDICA1					no

Figure 20 Party Codes

Users can search by code or by name using the filter on the screen and selecting 'filter'. Users can then select 'reset' to restore the full list of data.

In the case a registered code is not mapped please contact the Service Team.

4.4. Price Indices

This list contains gas and power Price Index codes. It is maintained by the Service Team and used in the context of regulatory reporting (EMIR and REMIT).

Price Indices

Click for help...

All commodities All markets Index Name Filter Reset

Commodity	Market	Index Name
Gas	IT	BRENT 1ST LINE VS DUBAI 1ST LINE FUTURE
Gas	GB	British OCM Gas Spot SMP Buy
Gas	GB	British OCM Gas Spot SMP SAP
Gas	GB	British OCM Gas Spot SMP Sell
Gas	AT	CEGH Futures Front Month Index
Gas	GB	CONSUMER PRICE INDEX - ALL ITEMS - UK OFFICE OF NATIONAL STATISTICS - MONTHLY
Gas	IT	CRUDE DIFF - DATED BRENT VS BRENT 1ST LINE BALMO FUTURE
Gas	US	FREIGHT-BALTIC EXCHANGE-HANDYMAX INDEX ROUTE HS1
Gas	US	FREIGHT-BALTIC EXCHANGE-HANDYMAX INDEX ROUTE HS2

Figure 21 Price Indices

Purpose of the Data

- **REMIT and EMIR:** Data Quality - Report submissions from traders are validated against this list if they contain gas and power index references - the Service Team will inspect unlisted index names and decide whether the received code was incorrect or needs to be added to the list.
- **REMIT:** Should traders delegate the determination of REMIT eligibility to the CMS the market codes assigned to the indexes are used to decide whether a financial trade implies notional EU delivery.
- **REMIT and EMIR:** Since EMIR level 2 validation rules require delivery information for financial trades, the CMS will use the market codes assigned to gas/power indexes to find and enrich delivery points if the submitted trade report does not contain any.

Unknown delivery points and gas/power indices in CpML submissions will be scrutinized by the Service Team and added on demand via the manual intervention mechanism.

Finding Indices

Use the filters to narrow down the list by commodity, market (country) or index name.

Searching by name finds all indices containing your search term in their name, e.g. "nbp" finds all registered indices for the NBP hub.

5. Administration

5.1. Organisations

This screen lists all Internal Organisations associated within your Organisation Group.

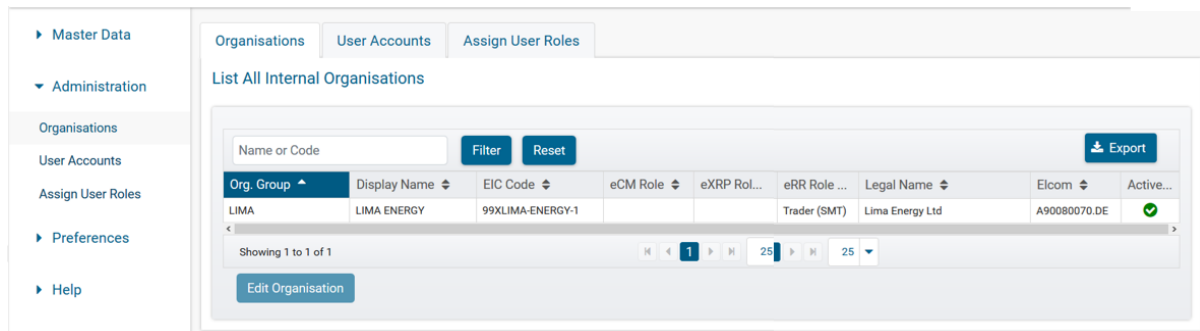


Figure 22 Organisations

The section 'Organisations' under the Administration tab displays a list of all Organisations within an Organisation Group, allowing a user to view:

- **Organisation Group** – This is the name of the organisation. It can encompass more than one subordinate organisation.
- **Display Name** – This is the name of the Organisation displayed in CMS and SMT platform. It usually bears resemblance to the legal name for identification purposes.
- **EIC Code** – The Energy Identification Code or Dummy Code assigned to an Organisation.
- **Module Roles (eCM Role, eXRP Role and eRR Role)** – These state the modules set-up for the Organisation.
- **Legal Name** – This is the legal name of the Organisation, as registered with ENTSOe, to which the EIC code has been assigned.
- **Active** – This shows the status of the Organisation. An Organisation cannot be deleted from CMS, however it can be deactivated by an FHA user.

Amend an Existing Organisation

A UA can edit the Business and Technical Contacts for an organisation by clicking the “**Edit Organisation**” button. The Business and Technical Contacts are visible to all other CMS and SMT users in CMS and SMT > Help > Contacts.

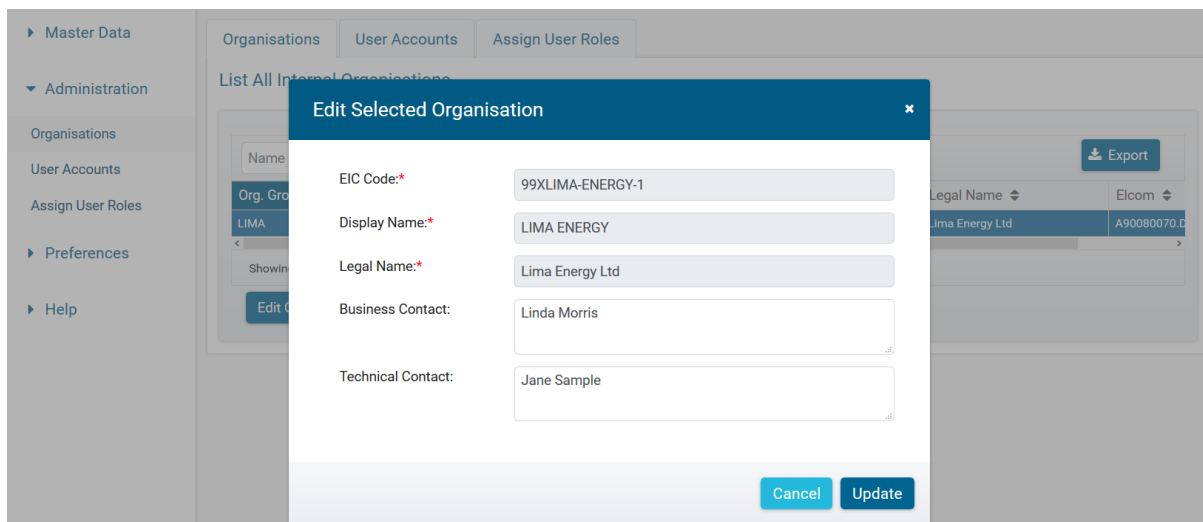


Figure 23 Edit Organisations

5.2. User Accounts

This section displays all user accounts within an Organisation.

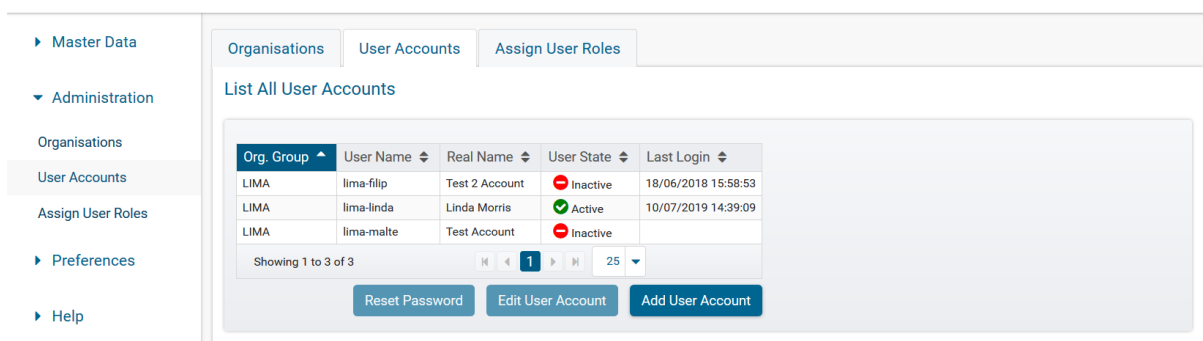


Figure 24 User Accounts

The following are displayed:

- **Organisation Group** – This is the name of the organisation. It can encompass more than one subordinate organisation.
- **User Name** – The name assigned to the user for accessing the SMT platform
- **Real Name** – This is the full name of the user
- **User State** – This is the state of the user's account. There are 3 options:
 - **Active**: This user account is active and receives alerts
 - **Locked** – This user has a locked account and cannot access the SMT platform until it is unlocked by a UA or FHA user account
 - **Inactive** – The user's account has been deactivated by the UA or FHA user account (e.g. if the user has left the company)
- **Last Login** – This is the date and time when the SMT account was last accessed by the user

Please note 3 wrong consecutive password entries or a login 40+ days after the previous login are two different events that lead to the locking of an account. At login the following happens:

- Password has not been changed for 90+ days the user is redirected to a forced password change.
- Password has been reset by FHA/UA and is only temporary, the user is redirected to a forced password change.

5.2.1. Unlocking User Accounts

The User Account screen allows a UA to unlock and reset passwords for other accounts situated within their Organisation Group.

In order to unlock a user account click the “Locked” state of the applicable account and within the dropdown menu click “Active” as seen in the below screenshot.

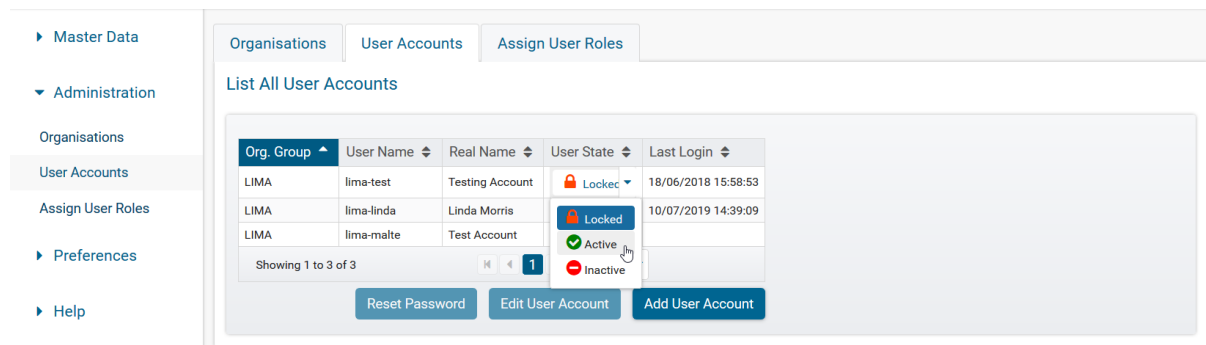


Figure 25 Changing User State

The UA will then be prompted by the screen below. A reason must be given for changing a password or unlocking an account, and this function is monitored by FHAs for security reasons. A new password must be entered in the “New password” textbox and repeated in the “New password (repeat)” textbox then the UA should click the “Confirm” button.

User Name: lima-test

User State: Locked

Enter comment for audit log and confirm: *

Account locked due to inactivity of 40+ days

Password Policy Requirements

New password must have between 8 to 16 characters.
It must contain at least
one lower-case letter: a-z
one upper-case letter: A-Z
one number or special character: 0-9 \$! + - _ . , ;
Only the above characters are allowed.
New password must be different from your last 3 passwords.

New password: *

New password (repeat) *

Cancel Confirm

Figure 26 Change User password

The user will only use the new password on their first login in to CMS. Once entered, the user is prompted to enter a new password of their choice, which must adhere to the 'Password Policy Requirements', as stated on the password unlock screen. The user must ensure they login the day of the password reset before midnight to ensure the user account does not relock.

5.2.2. Add User Account

A UA can create a new user account for their Organisation Group by clicking the “Add User Account” button as seen in Figure 27 below.

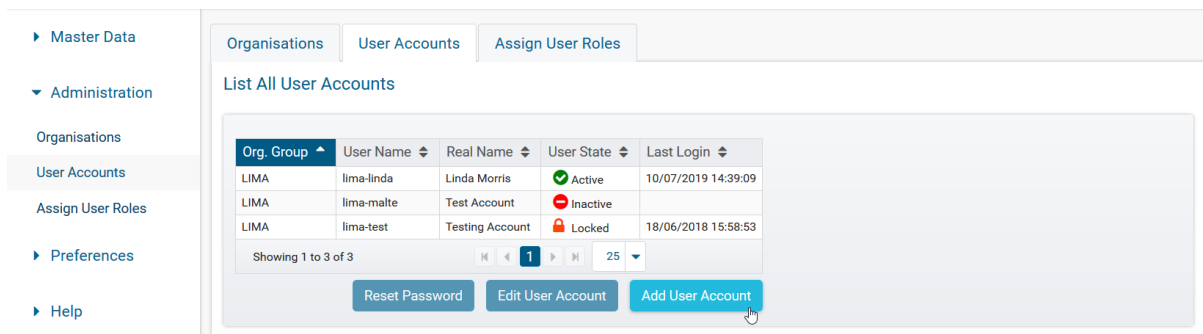


Figure 27 Add User Account Button

The UA will then be prompted with the screen below (see Figure 28).

Figure 28 Add User Account

The fields marked with an asterisk (*) are mandatory fields (e.g. username).

Once the account has been created the UA will need to [assign user roles](#) to the account.

Please note:

A UA has authority to edit details in another user accounts which cannot be changed by the user themselves. User Accounts can be edited by selecting the applicable account then clicking “Edit User Account”.

5.3. Assign User Roles

Users are categorised according to permission levels within the system. As a result, certain screens will be accessible depending on the role(s) to which the user has been assigned:

- **OP** (Operator) - allowed to view screens however cannot change any settings (e.g. ROBO Permissions)
- **MO** (Master Operator) - have all Operator rights and access to privileged functions (e.g. changing ROBO Permissions)
- **UA** (User Administrator) - maintain access rights for users within their Organisation Group, for example, they can add/disable users, reset passwords, amend user details and configure an individual's user roles
- A user without any roles can only access general functions (e.g. the Master Data, Preferences and Help Menus) but no organisational information (e.g. eRR Menu)

To assign user roles to an account the UA must click the applicable account and select "eRR" then clicking the user roles which should be assigned to the account. Once the user roles have been selected or deselected the UA should then click the "Save Changes" button.

User Name	LIMA	LIMA ENERGY
lima-linda	UA	MO OP
lima-test	UA	MO X OP ✓

Figure 29 Assign User Roles

In Figure 29 above the MO user role has been deselected and the OP user role has been selected to be assigned for the user account "lima-test". The UA must now click "Save Changes" in order for the User Roles to be updated.

Please note User Administrators can export an excel report on their Organisation Group's user accounts and user roles. This report will show User Administrators the state of user accounts and specifics of their assigned roles. This report is available by clicking the "Export" button in the Assign User Roles screen.

6. Preferences Menu

6.1. Account

Here you are able to view your personal details and to default your display organisation (if you have more than one).

Figure 30 Preferences - Account

Should you require any information to be updated please contact your User Administrator or the Service Team by emailing support@equias.org.

6.2. Change Password

Here you are able to update your password.

In order to update your password you will need to:

- Enter your current password in the “Current Password” field
- Enter your new password in the “New Password” field
- Re-enter your new password in the “New Password (repeat)” field
- Click the “update” button

When choosing your new password you will need to choose a different password to the last 3 you have used.

Please note:

- Your password will expire every 90 days and you will need to update your password before the last day left before expiry. You can view how many days are remaining by the blue ribbon shown in the Figure 31 of the Change Password screen or alternatively the top of your Welcome Screen.
- Your account will also lock after 40 days of inactivity, meaning if you do not access your account in 40 days your account will automatically lock due to inactivity.
- Your account will also lock if you enter the wrong password in 3 consecutive attempts.

Figure 31 Preferences - Change Password

Should your account lock you will need to contact your User Administrator or the Service Team by emailing support@equias.org.

Please note:

All passwords provided by User Administrators or the Service Team are temporary and you will need to change your password once you log into your account. To ensure your account does not relock you need to access your account before midnight (UK Time) of the day your password is reset or your account will relock for security purposes.

6.3. Mail Alerts

User Administrators can opt in to receive mail alerts when the state of a user account changes.

In the Mail Alert Settings screen the UA can view:

- **User Name** – Name of the user as it appears on CMS (also their log in name)
- **Real Name** – Real name of the user
- **User State** – Displaying one of three states; Active, Inactive and Locked
- **User State Changes** – This shows whether the UA has selected to receive email alerts relating to state changes for other users within their Organisation e.g. when a user account has been locked

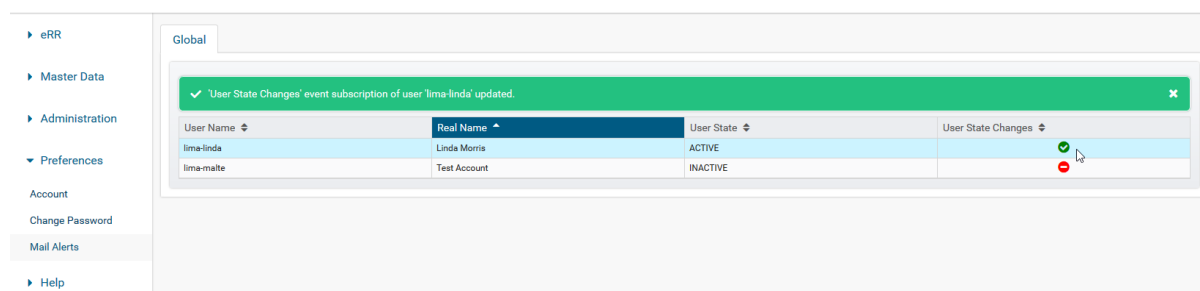


Figure 32 Mail Alerts

In order to opt in or opt out of receiving Mail Alerts for user accounts the UA can click the “User State Changes” column for the applicable account. The green tick means the UA has opted in to receive mail alerts and the red deactivated symbol means the UA has opted out.

7. Help Menu

7.1. Welcome

If you click “Welcome” in the Help Menu you will be taken back to the Welcome Screen (See [Figure 2](#)), alternately you can access the Welcome Screen by clicking the Equias logo on top left of your screen.

7.2. Contacts

The "Contacts" screen displays contact details for all Business and Technical Contacts within all organisations on the CMS. The columns show:

- **Organisation group**
- **Display Name**
- **Legal Name**

- **EIC Code**
- **eCM Role** – The Organisation's role in the eCM process (none, trader, broker)
- **eXRP Role** – The Organisation's role in the eXRP process (none, trader, broker, CRA = clearing registration agent)
- **eRR Role** – The Organisation's role in the eRR process (none, SMT, trader, OMP)
- **Business Contact** – a key contact for CMS Organisations
- **Technical Contact** – a key contact for CMS Organisations

Organisation Contact Directory

Org. Group	Display Name	Legal Name	EIC Code	eCM Role	eXRP Role	eRR Role	Business Contact	Technical Contact
2B ENERGIA	2B ENERGIA	2B Energia S.p.A.	25X2BENERGIA5PU			Trader	Mrs. Silvia Branda silvia.branda@2benergia.it +39 (0)2 84 800 727; +39 345 62 51 100	Mrs. Silvia Branda silvia.branda@2benergia.it +39 (0)2 84 800 727; +39 345 62 51 100
2VE	2VE	2V Energy S.r.l.	26X00000112591-U			Trader	Renato Roncari sourcing@2ve.it +39 0458677282	Giulio Furlani sourcing@2ve.it +39 0458677926
3 ENERGIA S.R.L.	3 ENERGIA S.R.L.	3 Energia S.r.l.	59X007894180723V			Trader	Nicola Sarcina 3energiasrl@gmail.com 0883621998	Nicola Sarcina 3energiasrl@gmail.com 0883621998
42FS	42FS	42 Financial Services a.s.	BRFS	Broker		OMP	Lenka Ficnarová ificnarova@42fs.com +420 233 084 201	Marcin Chumieja (marcin.chumieja@deltadealing.com)
7COM	7COM	Seven Commodities AG	12X0000002006-W			Trader	Petr Vala p.vala@7commodities.com (+420) 724 390 455	Jen Skácel j.skacel@7commodities.com (+420) 603 572 272
7EC	7EC	Seven EC, a.s.	27X.ECH.E501-S			Trader	Jiri Lianli j.lianli@seven-en.cz (+420) 725 781 875	Jen Skácel j.skacel@seven-en.cz (+420) 603 572 272
A.A.S.S.	A.A.S.S.	Azienda Autonoma di Stato per i Servizi Pubblici	26X00000006471-Y			Trader	Marco Baccocchi remit@aass.am +39 0549 883751	Loretta Zaffarani remit@aass.am +39 0549 883721
A.EN.CZ	A.EN.CZ	A. En. CZ, s.r.o.	11XAEN-CZ-B			Trader	jozef.plica@a-en.com	jaroslav.drotar@a-en.com
A.EN.SK	A.EN.SK	A. En. Slovensko, s.r.o.	11XAENSK-B			Trader	Jozef Plica jozef.plica@a-en.com +421918360396	Jaroslav Drotar jaroslav.drotar@a-en.com +421917111614
AZA	AZA_TEST	AZA SpA	17X100A100R0186I	Trader		Trader	Carmelo Geniale carmelo.geniale@a2a.eu +39 02 7720-3105	Nieves Hicka nieves.hicka@a2a.eu +39 02 7720-4344

Showing 1 to 10 of 1707

Figure 33 Contacts

7.3. Support

This section of the SMT Portal gives you the following methods for contacting the Service Team.

1. Email: support@equias.org
2. Telephone: +44 (0)1372 365760 (08:00 - 18:00 UK time Standard Support Hours)
3. [Online Client Portal to raise a ticket and search our knowledgebase](#)

In order to gain access to the Equias Client Portal, please send a request to the Service Team at support@equias.org. The Service Team will create your account and provide your login credentials for the Portal.

Please note the “Software Downloads” section of the Support screen is not applicable for SMT clients.

7.4. Release Notes

The CMS Release Notes are present in this screen. CMS Release Notes inform CMS clients the new functionalities within the CMS after a new release is deployed. Here you will find details of the new functions, the objective of the functions and the process of the functions.

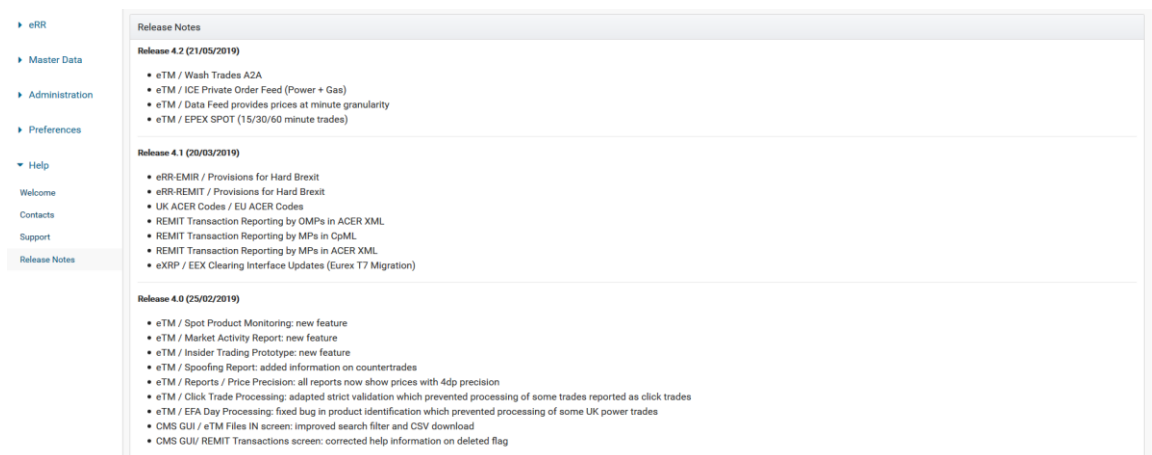


Figure 34 Release Notes

Handy Hint

You can use the scrollbar on the right side of the screen, as shown in Figure 34 above, to view additional historic Releases.

8. Glossary of Terms

Term	Description
ACER	Agency for the Cooperation of Energy Regulators (eRR)
ARIS	ACER REMIT Information System (eRR)
CMS	Central Matching Service
CNF	Trade Confirmation (eCM/eRR, a CpML document format)
COL	Collateral (eRR, a CpML document format)
CpML	Commodity product Markup Language (eCM, eRR)
eCM	electronic Confirmation Matching
EIC	Energy Identification Code
ElCom	Electricity Commission, Swiss electricity regulator (eRR)
EMIR	European Market Infrastructure Regulation (eRR)
eRR	electronic Regulatory Reporting
ETD	Exchange Traded Derivative (eRR, a CpML document format)
eXRP	electronic eXchange Related Processes
FHA	Functional Hub Admin (user role for service team)
FXT	Foreign eXchange Trade details (eRR, a CpML document format)
IRT	Interest Rate Trade details (eRR, a CpML document format)
LEI	Legal Entity Identifier (eRR)
MO	Master Operator (user role)
MP	Market Participant (eRR party role)
OMP	Organised Market Place (eRR party role)
OP	Operator (user role)
OTC	Over the Counter
REMIT	Regulation on Wholesale Energy Market Integrity and Transparency (eRR)
SMT	Small Medium Traders

UA	User Administrator (user role)
USI	Unique Swap Identifier (eCM, eRR)
UTI	Unique Transaction Identifier (eCM, eRR)
VAL	Valuation (eRR, a CpML document format)
XML	eXtensible Markup Language