



HEPA

Уједињени истом енергијом

USER MANUAL

Version 2.0

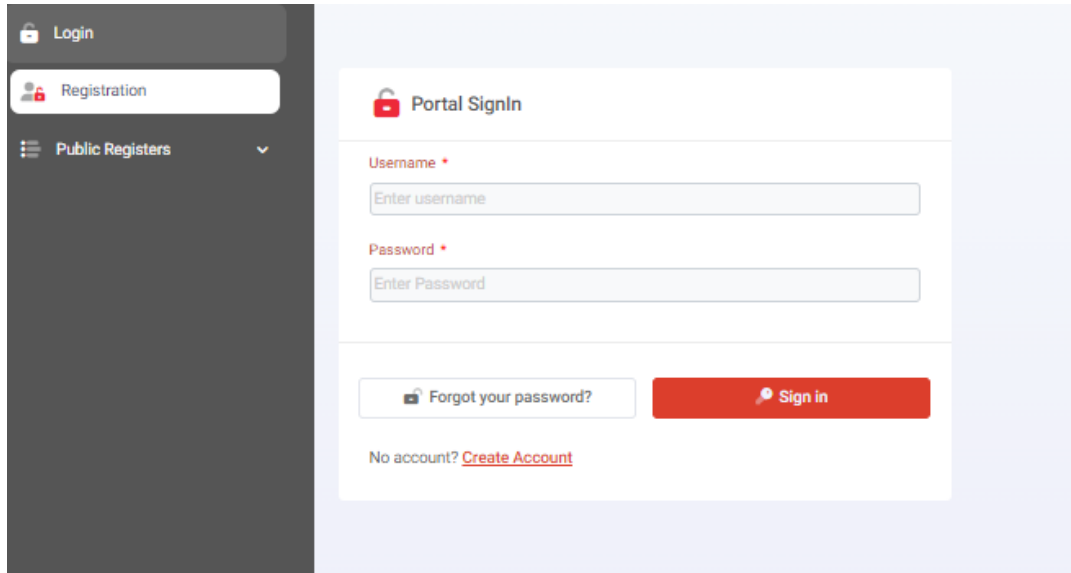
Contents

REGISTRATION OF PARTICIPANTS ON THE NERA PORTAL.....	1
NERA PORTAL – BASIC OVERVIEW.....	4
REGISTRATION OF PARTICIPANTS FOR CAPACITY AUCTION.....	5
REGISTRATION FOR BALANCE RESPONSIBLE PARTY ...	11

REGISTRATION OF PARTICIPANTS ON THE NERA PORTAL

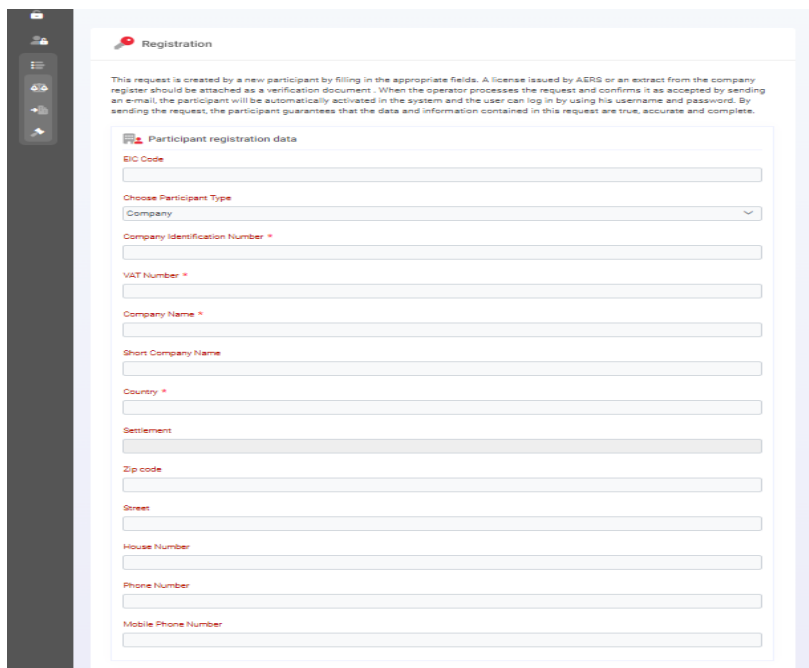
1. This is the initial login screen for a new participant. Access to the portal is by the following link: (<https://nera.ems.rs/sr/>)

We recommend you to use only **Google Chrome** or **Firefox** as internet browsers.



The screenshot shows the 'Portal SignIn' interface. On the left, a dark sidebar contains a 'Login' button, a 'Registration' button, and a 'Public Registers' dropdown menu. The main content area is white and features a red lock icon and the title 'Portal SignIn'. Below the title are two input fields: 'Username' with the placeholder 'Enter username' and 'Password' with the placeholder 'Enter Password'. At the bottom of the form, there is a 'Forgot your password?' link, a prominent red 'Sign in' button, and a 'No account? [Create Account](#)' link.

2. Before you register your company, first you need to create the Login account. Please select and press the "Registration" button at the menu on the left side or just press the [Create Account](#) link. Request is opened and the participant should enter the necessary registration data (EIC code, company ID, VAT, Full name, headquarter, etc.)



The screenshot displays the 'Registration' page. A dark sidebar on the left has a 'Registration' button. The main content area is titled 'Registration' and contains a paragraph of text explaining the registration process. Below the text is a form titled 'Participant registration data' with the following fields: 'EIC Code', 'Choose Participant Type' (a dropdown menu set to 'Company'), 'Company Identification Number', 'VAT Number', 'Company Name', 'Short Company Name', 'Country', 'Settlement', 'Zip code', 'Street', 'House Number', 'Phone Number', and 'Mobile Phone Number'.

2. After you enter the registration information for your company, you need to create a user account.

User registration data

Username *

Password *

E-mail *

First Name

Last Name

3. For the participants situated in the Republic of Serbia – Energy License issued by Serbian NRA should be a mandatory field (**Please do not attach the Decision of issuance of the energy license**)

For the participants situated abroad – Energy license issued by Serbian NRA and/or an extract from the business register. Foreign companies who are not market participants in Serbia (do not possess the energy license) attach only an extract from the business register.

ЛИЦЕНЦА
ЗА ОБАВЉАЊЕ ЕНЕРГЕТСКЕ ДЕЛАТНОСТИ
СНАБДЕВАЊЕ НА ВЕЛИКО
ЕЛЕКТРИЧНОМ ЕНЕРГИЈОМ

Решение број: _____ од _____ г. године

Регистарски број Лиценце: _____
Датум издавања Лиценце: _____
Пун назив енергетског субјекта: Привредно друштво
Седиште и адреса енергетског субјекта: _____
Матични број енергетског субјекта: _____

DANISH BUSINESS AUTHORITY

CV number
Address
Postal code and city
Start date
Business type Public limited company
Advertising protection No
Status Normal

Expanded business information

Telephone
Email
Municipality
Activity code
Secondary activities Business and other management consultancy activities

The type of the document should be chosen first and after that PDF document attached by pressing the **" + Choose document "** button. Use the **" + Add document "** button, only if you want to attach another document besides the first one.

Before submitting the request for registration, it is necessary to check the box "I agree with the terms and conditions".

4. By pressing the "Register me" button, your request has been forwarded to the Operator, who should approve it.

At the same time you received the following email:

You have successfully submitted registration request on the EMS NERA portal.

To be able to log in to the EMS NERA portal operator should accept your registration request and provide you an e-mail with positive confirmation.

In the meantime you need to activate your user account by clicking [here](#).

The activation link will be active in the next hour.

After pressing on [here](#) (corresponding field marked in blue) your should activate your account by typing the numbers received in the message into your e-mail.

5. The Operator will do the best to process your request as soon as possible, verify the data and accept the registration. If the participant's registration is accepted, a message with the following content will be sent to the e-mail address presented in the user account:

Dear Sirs,

The transmission system operator has accepted your request (Participant Registration) with number **RU-000000/22** on **11.11.2022** at **11:11**.

The confirmed execution date is **11.11.2022** at **11:11**.

Congratulations!

EMC HEPA / EMS NERA

Акционарско друштво „Електромрежа Србије“ / Joint stock company "Elektromreža Srbije"

Вовојде Степе 412 | 11000 Београд | Србија

Vojvode Stepe 412 | 11000 Belgrade | Serbia

www.ems.rs

NERA PORTAL – BASIC OVERVIEW

1. After the account is activated and the request for registration accepted, you can log in to the portal by entering your username and password and pressing on the "Sign in" field

Create Account'."/>

Portal SignIn

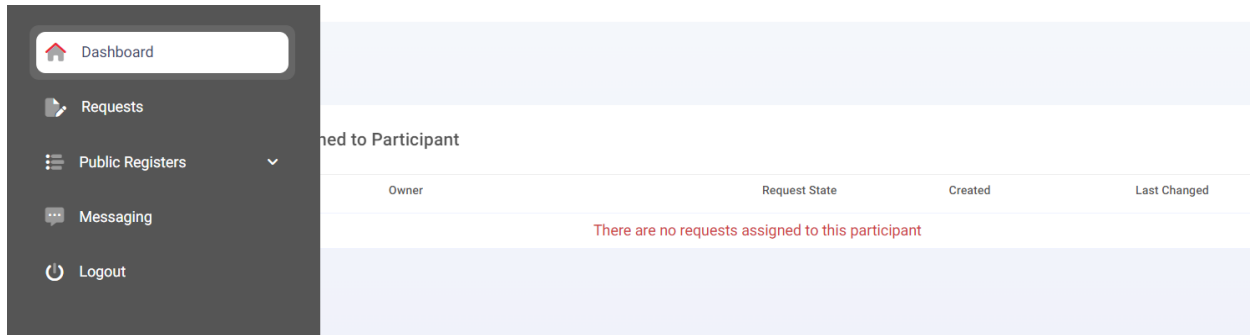
Username *
Enter username

Password *
Enter Password

[Forgot your password?](#) **Sign in**

No account? [Create Account](#)

1. Upon entering the portal, the participant can find several buttons in the menu on the left side.



Dashboard – Monitors all participant actions on the portal

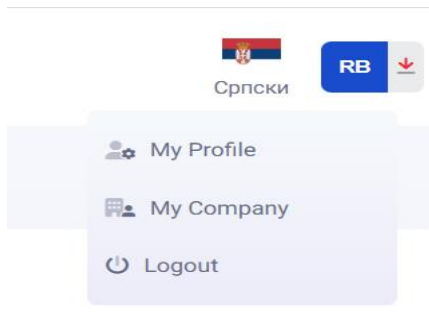
Requests - Submission of requests for supplier registration, for balance responsible party registration, or CBC auctions registration

Public Registers – Access to all public registers published by the Operator

Messaging – Sending messages to the Operator

Logout – Logging out of the portal

2. Upon entering the portal, a drop-down menu is displayed on the right side by pressing on the arrow:



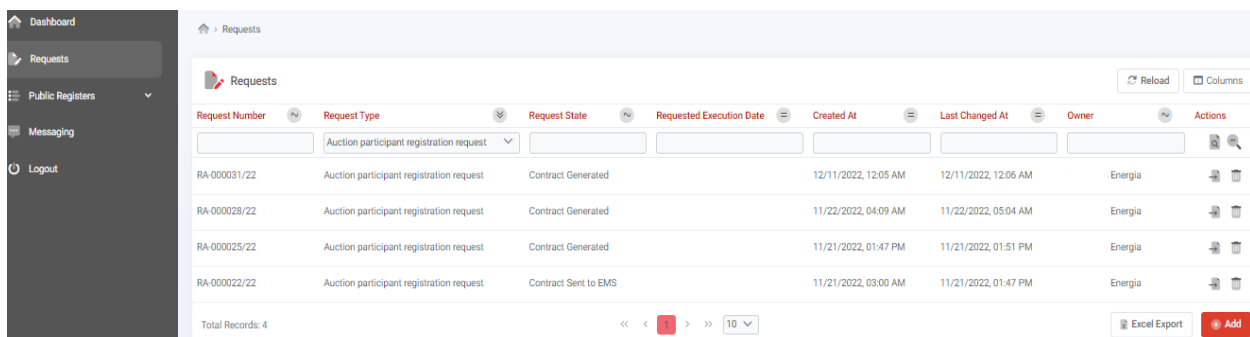
My profile - Basic information about the user

My Company - Basic company information with contact types

Logout – Logging out of the portal

REGISTRATION OF PARTICIPANTS FOR CAPACITY AUCTIONS




1. In order to be able to register for cross-border capacity auctions, it is necessary to select and click on **Requests** button in the menu on the left side, after which an overview with all active (and future) requests is opened, which can be filtered by various parameters (number of request, type of request, request status, date of submission, etc.). With Columns field in the upper right corner, you can add the column that suits you the best.



After pressing on the **+ Add** field, a list of possible request types is open

Request Type

Choose Request Type:

-  Supplier registration request
-  BRP registration request
-  Auction participant registration request

By selecting Auction participant registration request, the completely new page opens. The selected request type, current request state, perspective auction participant and auction year are pre-defined. The most important steps of the procedure that must be fulfilled in order for the request to be accepted and the Agreement to be generated and sent to Operator are marked in yellow, while the entire registration process are explained in details.

1. In the first step, the participant may or may not choose the required execution date or add contract signers, but the participant is required to select the appropriate border (auctions) in the drop-down menu and confirming it by pressing the **Save** button in the lower left corner. With this procedure, the participant is sending the information to the Operator that the request is being prepared, which the request status **In preparation** confirms itself.

Request Details

Request Type	Auction participant registration request	Request State *	In Preparation
Perspective Auction Participant (owner) *	Edelweiss Energia Spa	Requested Execution Date	dd.mm.yyyy.
Confirmed Execution Date	dd.mm.yyyy.	Auction Year *	2023
Auction Border *	Choose Auction Border		
Request Description			

Contracts

Contract Link Type	Contract Number	Contract Date	Valid From	Valid To	Contract Type	Contract State	Contracting Party 1	Contracting Party 2
No Results								

Total Records: 0

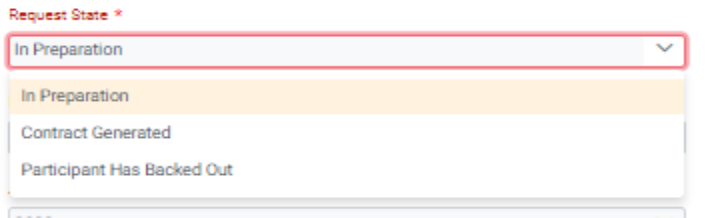
Contract Signers

Name and function in Serbian language	Name and function in English language	Actions
No Results		

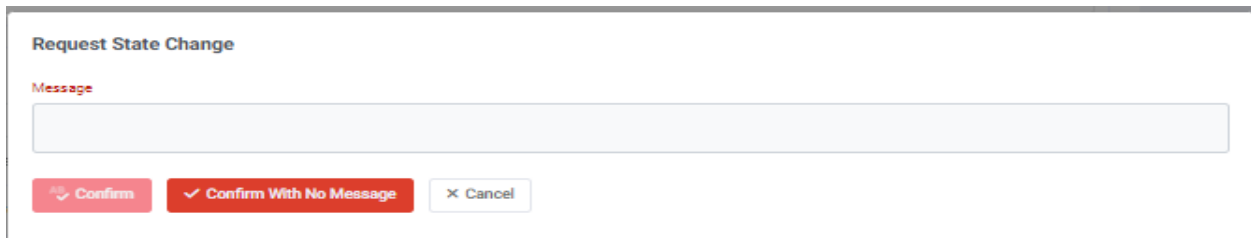
Total Records: 0

Save **Cancel**

If the request was submitted at the wrong border or for some other reason the participant decided to cancel the registration, request status must be changed into **Participant has backed out** and confirmation approved by pressing the **Save** button in the lower left corner.

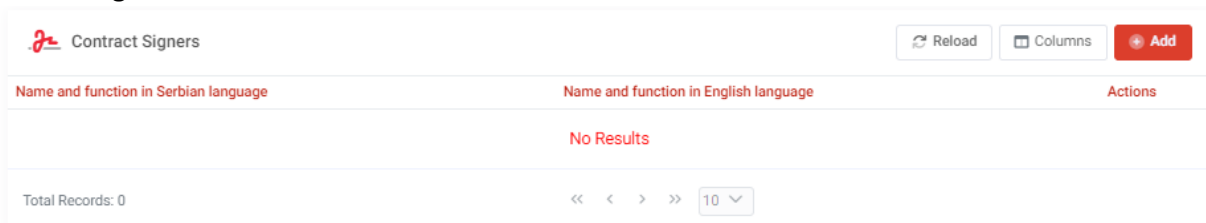


The Participant inform the Operator about the reasons for requests withdrawal by writing a message in the corresponding field and pressing the **Confirm** button or by clicking on the **Confirmation with no message** instead if he does not want to write anything.



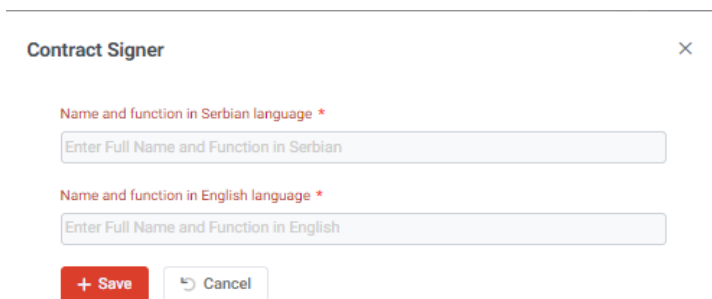
2. If participant wants to generate an Agreement based on the submitted request it is necessary to change the request status into **Contract generated** , enter Full name and function of Contract Signers (In Serbian and English) ,submit necessary **Documents** and add respective **Contacts** according to the Rules.

Contract Signers



By pressing on the **+ Add** button, Full name and the Function of the contract signer should be entered in Serbian (i.e. Full name Direktor) and English (i.e. Full name Director). Confirmation will be done by **Save**.

If there is another signer, you should click on the **+ Add** button, and enter his/her full name and function in Serbian and English. Confirmation will be done by **Save**



Contacts

Contact Type	Full Name	Job Function	Mobile Phone	E-Mail	Country	Actions
No Results						
Total Records: 0						
<< < > >> 10						

By pressing on the **+ Add** button, the contact types marked with * are required for operational work with the Operator (Legal Representative, Auction bids, Financial issues and Electronic certificates). The participant may or may not fill out another contacts types .

Contact Type



Legal representative *	1 contacts
Issues with calculation of Balance Group Imbalance	0 contacts
Auction bids *	1 contacts
Schedule nomination (available 24/7/365)	0 contacts
Balance Group Connection Points	0 contacts
Financial issues (sending and receiving invoices) *	1 contacts
Payment security instruments (BG / deposit agreement)	0 contacts
Announcement on electricity transactions	0 contacts
Electronic certificates (take over and renewal) *	1 contacts

Each type of contact contains the following fields: First and last name, Function, Mobile phone, Landline phone and E-mail address. Fields marked with * are mandatory. Confirmation of entry is done by pressing **+ Confirm contract**.

Contact



Contact Type *

Legal representative

Full Name *

Job Function *

Mobile Phone

Fixed Phone

E-mail *

Postal address different than site

+ Confirm Contact

Cancel Contact

If these contact types have been already filled out in one of earlier submitting of the requests for registration, the participant is not obliged to repeat this action again, also he/she can always change the data in the My Company (Contacts).

If the postal address for sending the contract is different than headquarters, you must specify new postal address in the contact type **Legal representative** by checking the box in the right bottom corner, after which additional fields must be filled out.

E-mail *	Has Custom Address
<input type="text"/>	<input checked="" type="checkbox"/>
Country	Settlement
<input type="text"/>	<input type="text"/>
Zip code	Street
<input type="text"/>	<input type="text"/>
House Number	
<input type="text"/>	
<input type="button" value="+ Confirm Contact"/>	<input type="button" value="Cancel Contact"/>

If the postal address for sending the invoices is different from headquarters, you must specify the new postal address in the contact type **Financial issues** by checking the box in the right bottom corner, after which additional fields must be filled out.

Documents

Unlike participants based in the Republic of Serbia who are not required to submit additional documents, Participants based abroad are required to submit an extract from the business register as a mandatory part of registration prescribed by the Rules. PDF document should be added by pressing **" + Choose document"**

Documents + Add Document

Document Type	Document Date	Expiration Date
Extract from Business Register	Enter Document Date	Enter Expiration Date
<input type="button" value="+ Choose Document"/>	Uploaded file is required	

If for example instead of the legal representative, whose name appears in the extract from the commercial register, the contract is signed by other persons who are delegated to do so by the company's internal acts, it is necessary to add power of attorney by clicking on **" + Add document"**, selecting the document type **Other** and providing the PDF document by pressing on **" + Choose document"**

Document Type *	Document Date	Expiration Date
Other	Enter Document Date	Enter Expiration Date
<input type="button" value="+ Choose Document"/>		

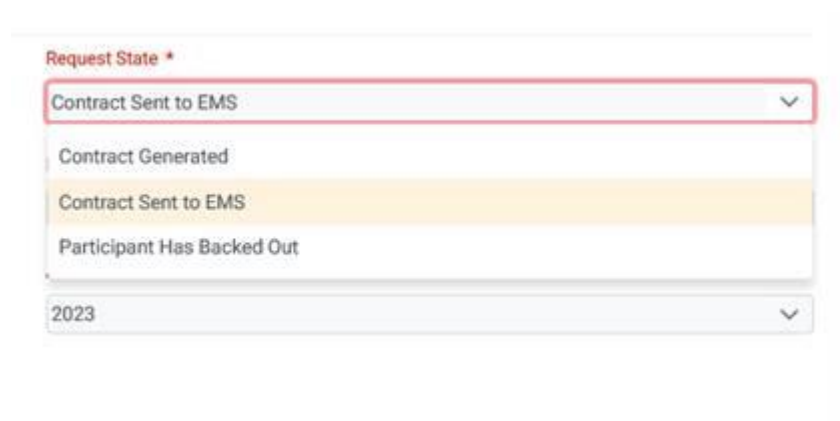
When all necessary fields have been filled out, confirmation should be done with the **+ Save** button .

Immediately afterwards, the Print contract symbol appears in the bottom left corner.



By clicking on it the Agreement with an annex will be automatically generated, printed and delivered in 3 identical copies by post or personally to the Operator's postal address: Elektromreža JSC Belgrade, Vojvode Stepe St. 412, 11000 Belgrade, Republic of Serbia

3. The information that the contract has been printed, prepared and sent to the Operator should be delivered through the NERA portal by changing the request status into **Contract sent to EMS** and pressing the **+ Save** button.



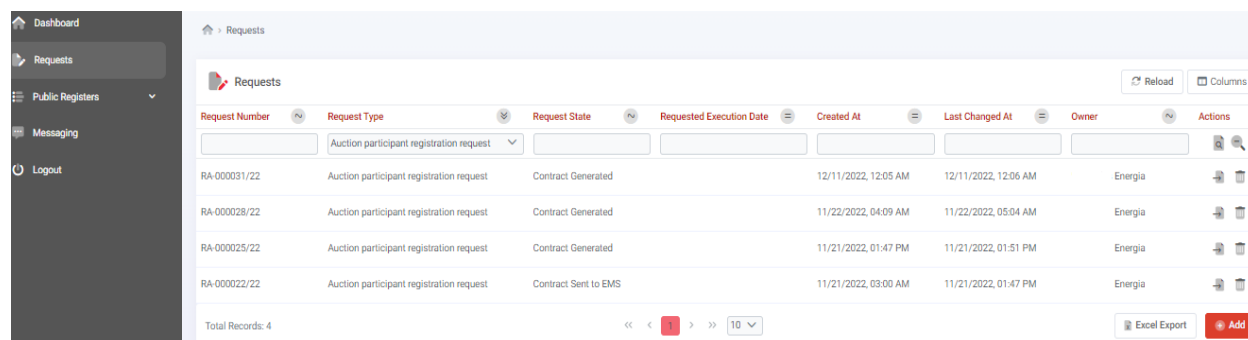
Instead of that there is a possibility for participant to cancel the request by changing the status into **Participant has backed out** and pressing the **+ Save** button in the lower left corner.

All other actions on the request depends on EMS.

Please do not send us scanned version of documents on verification by e-mail. Thank you !

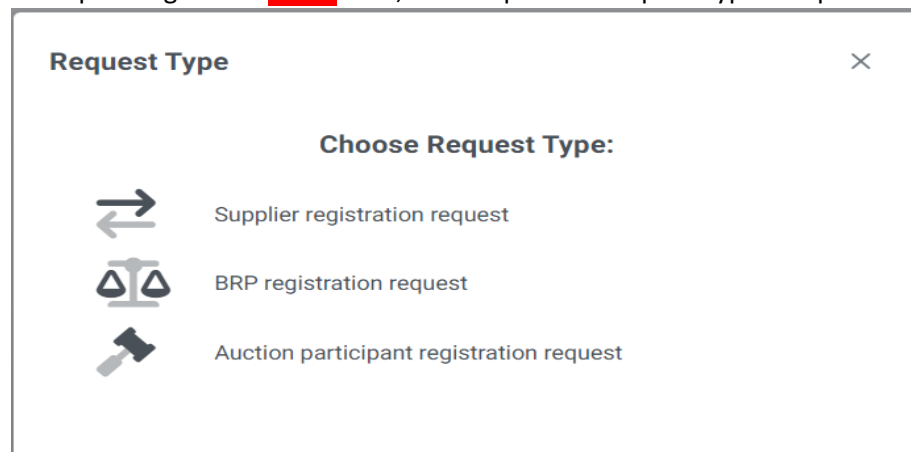
REGISTRATION FOR BALANCE RESPONSIBLE PARTY (BRP)

1. In order to be able to register for balance responsible party, it is necessary to select and click on **Requests** button in the menu on the left side, after which an overview with all active (and future) requests is opened, which can be filtered by various parameters (number of request, type of request, request status etc.). With Columns field in the upper right corner, you can add or remove the columns.



Request Number	Request Type	Request State	Requested Execution Date	Created At	Last Changed At	Owner	Actions
RA-000031/22	Auction participant registration request	Contract Generated		12/11/2022, 12:05 AM	12/11/2022, 12:06 AM	Energia	[Icons]
RA-000028/22	Auction participant registration request	Contract Generated		11/22/2022, 04:09 AM	11/22/2022, 05:04 AM	Energia	[Icons]
RA-000025/22	Auction participant registration request	Contract Generated		11/21/2022, 01:47 PM	11/21/2022, 01:51 PM	Energia	[Icons]
RA-000022/22	Auction participant registration request	Contract Sent to EMS		11/21/2022, 03:00 AM	11/21/2022, 01:47 PM	Energia	[Icons]

After pressing on the **+ Add** field, a list of possible request types is open



By selecting BRP registration request, the completely new page opens. The selected request type, current request state and prospective BRP name are pre-defined. The most important steps of the registration procedure that must properly fulfilled in order to accept the BRP request are marked in yellow, while the entire registration procedure are explained in details.

1. In the first step, the participant may or may not choose the requested execution date, but is required to confirm the start of submitting the BRP request by pressing the **Save** button in the lower left corner. With this procedure, the participant is sending the information to the Operator that the request is being prepared, which the request status **In preparation** confirms itself.
2. In the second step, new fields are opened in the request (**Contract signers, Documents and Contacts**), and the participant should change the status of the request to **Submitted**, and then fill in the names of the persons who signing the contract, attach the necessary documents and fill in the appropriate types of contacts in accordance with the Market Rules.

Contract Signers

The screenshot shows a table titled "Contract Signers" with three columns: "Name and function in Serbian language", "Name and function in English language", and "Actions". The table is currently empty, displaying "No Results". At the bottom, it shows "Total Records: 0" and a pagination control set to "10".

By pressing on the **+ Add** button, Full name and the Function of the contract signer should be entered in Serbian (i.e. *Full name* Direktor) and English (i.e. *Full name* Director). Confirmation will be done by **Save**.

If there is another signer, you should click on the **+ Add** button, and enter his/her full name and function in Serbian and English too. Confirmation will be done by **Save**.

The screenshot shows a modal form titled "Contract Signer" with a close button (X). It contains two input fields: "Name and function in Serbian language *" and "Name and function in English language *". Below the fields are two buttons: "+ Save" and "Cancel".

Documents

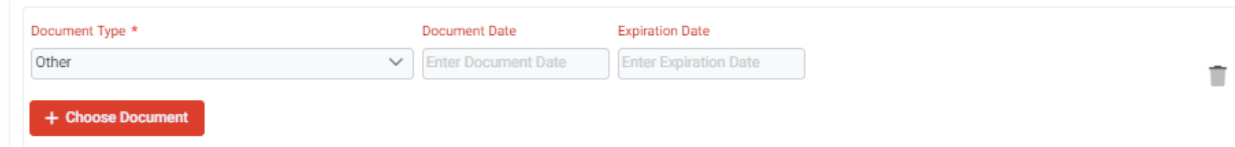
Unlike participants based in the Republic of Serbia, who are not required to submit any additional documentation, because the Operator is obliged to check all necessary data in publicly available registers, Participants based abroad are required to submit **an extract from the commercial register, a Certificate confirming no active bankruptcy or liquidation and the Balance sheet and Profit and loss account with the auditor's report for the previous 3 years*/**.**

The screenshot shows a form titled "Documents" with a "+ Add Document" button. The form is divided into three sections, each with a "Document Type" dropdown, "Document Date" input, and "Expiration Date" input. The first section has "Extract from Business Register" selected. The second section has "Certificate confirming no active bankruptcy or liqui..." selected. The third section has "Balance sheets and income statements for previo..." selected. Each section has a "+ Choose Document" button.

**If the company has been operating for less than 3 years, participant should attach as many financial statements (BS and PL) as were issued till the date of submission of the request.*

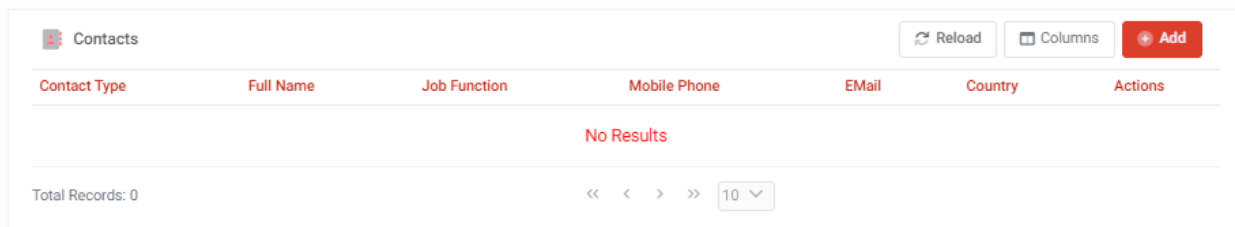
****If the company is not subject to an audit, the auditor's report does not need to be submitted.**

If for example instead of the legal representative, whose name appears in the extract from the commercial register, the contract is signed by other persons who are delegated to do so by the company's internal acts, it is necessary to add power of attorney by clicking on "+ Add document" and selecting the type of document **Other**, and attached PDF document by clicking on "+ Choose document"



If the company with headquarters abroad has chosen a tax representative in the Republic of Serbia, it is necessary to attach a decision on the registration of the tax representative by clicking on "+ Add document" and selecting the type of document **Other**, and attached PDF document by clicking on "+ Choose document"

Contacts



By pressing on the "+ Add" button, the contact types marked with * are required for operational work with the Operator (Legal Representative, Issues with calculation of Balance group Imbalance, Schedule nominations, BG Connection points, Financial issues, Payment security instruments and Announcement on electricity transactions (Customs confirmation for import, export or transit). The participant may or may not fill out another contacts types .

Contact Type	
Legal representative *	1 contacts
Issues with calculation of Balance Group Imbalance *	0 contacts
Auction bids	1 contacts
Schedule nomination (available 24/7/365) *	0 contacts
Balance Group Connection Points *	0 contacts
Financial issues (sending and receiving invoices) *	1 contacts
Payment security instruments (BG / deposit agreement) *	0 contacts
Announcement on electricity transactions *	0 contacts
Electronic certificates (take over and renewal)	1 contacts

Each type of contact contains the following fields: Full name, Function, Mobile phone, Landline phone and E-mail address. Fields marked with * are mandatory. Confirmation of entry is done by pressing "+ Confirm contract."

If these contact types have been already filled out in one of earlier submitting phase, the participant is not obliged to repeat this action again, also he/she can always change the data in My Company (Contacts).

When all the necessary fields are filled out, participant confirm the entry by clicking **Save** in the lower left corner.

Request state change pop-up and the participant can write a message to the Operator in the gray rectangle and send it by click on **Confirm** button, or instead click immediately on the **Confirm with no message** button if he wants to confirm the action without sending any additional message.

The procedure marked in gray is carried out by the Operator:

The BRP registration request is forwarded to the Operator who changing the request status **In Processing**, and starts with the verification. The Operator has the possibility to choose one of three options:

If the request is correct, the contact types are filled out and the required documents attached, the Operator calculates the risk value amount, confirms the execution date, change the request status to **Accepted** and send a request to the participant to select the payment security instrument.

3. In the third step, after receiving the message from the Operator, the participant can see the currently calculated risk value, after which he/she should change the request status in **Contract Instrument type selected**

Request State *

Accepted

Accepted

Contract Instrument Type Selected

Participant Has Backed Out

and selects one of the offered payment security instruments from the drop-down menu

Security Instrument Type

Bank Guarantee

Dedicated Deposit

When all the necessary fields are filled out, participant confirm it by clicking **Save** in the lower left corner.

The procedure marked in gray is carried out by the Operator:

The BRP registration request is forwarded to the Operator who creates, print, sign and send two original copies of the Balance Responsibility Agreement to the future BRP postal address. The operator is obliged to change the request status constantly in order to inform future BRP about current status of BRP Agreement.

Request State *

Contract Signing Underway

Contract Instrument Type Selected

Contract Signing Underway

Contract Signed by EMS and Sent

Participant Has Backed Out

4. Last, but not the least, BRP is obliged to return one copy of the BRP Agreement by mail or in person to the Operator`s postal address. (Elektromreza Srbije AD Belgrade, Market Directorate, Vojvode Stepe 412, 11000 Belgrade, Serbia), and after that provide the appropriate payment security instrument so that the BRP Agreement becomes valid.