NERA

United with the same energy

USER MANUAL

Version 3.0

Contents

PARTICIPANT REGISTRATION ON THE NERA PORTAL

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.

Before you register your company you need to create the Login account. Please select and press the
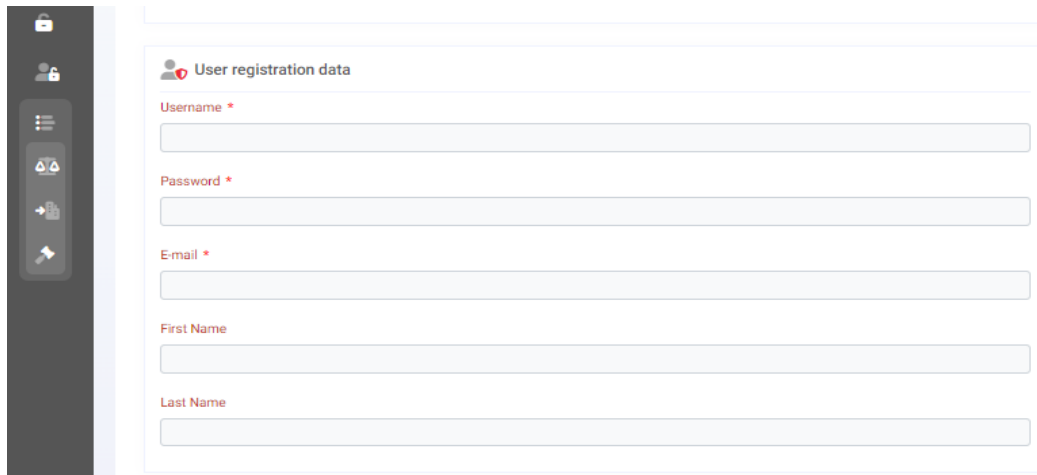**Registration** button in the menu on the left side or just press the Create Account link.

Participant registration data

Request is opened and the participant should enter the neccesary registration data (EIC code, company
ID, VAT, Full name and address, etc.)

User registration data

After you enter all registration data for your company, you need to create a user account.

Documents

For the participants situated in the Republic of Serbia – Official Energy License issued by Serbian NRA or Decision of issuance of the energy license issued by Serbian NRA is mandatory document. EMS will return the participant to the beginning of registration process if the request do not include one of these documents.
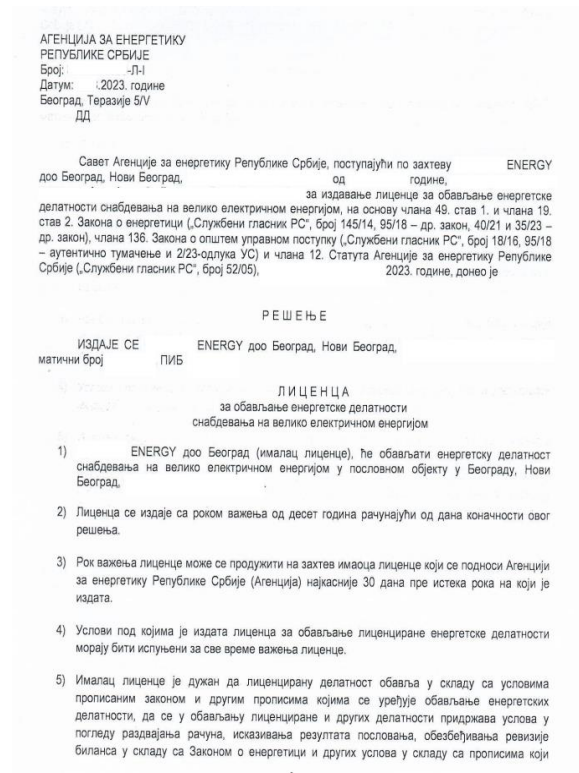
For the participants situated abroad – Extract from the business register is mandatory document. EMS will return the participant to the beginning of registration process if the request do not include this document. If you have already obtained the energy license you are obliged to attached Official Energy License or Decision of issuance of the energy license issued by Serbian NRA.

The type of the document should be chosen and PDF document attached by pressing the "+ Choose document" button. Use the "+ Add document" button when you want to attach new document.

Before submitting the request for registration by clicking on the "Register me" button, it is necessary to check the box "I agree with the terms and conditions".

Now, 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) you should activate your account by typing the numbers received in the message into your e-mail.

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 directly 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 **11.11.2023** at **11:11**.
The confirmed execution date is **11.11.2023** 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

After the account is activated and the request for registration acepted, you can log into the portal by entering your username and password by pressing on the "Sign in" button.

NERA PORTAL – BASIC FUNCTIONALITIES AND UPDATING CONTACT DETAILS

Upon entering the portal, the participant can find several buttons in the menu on the left side.
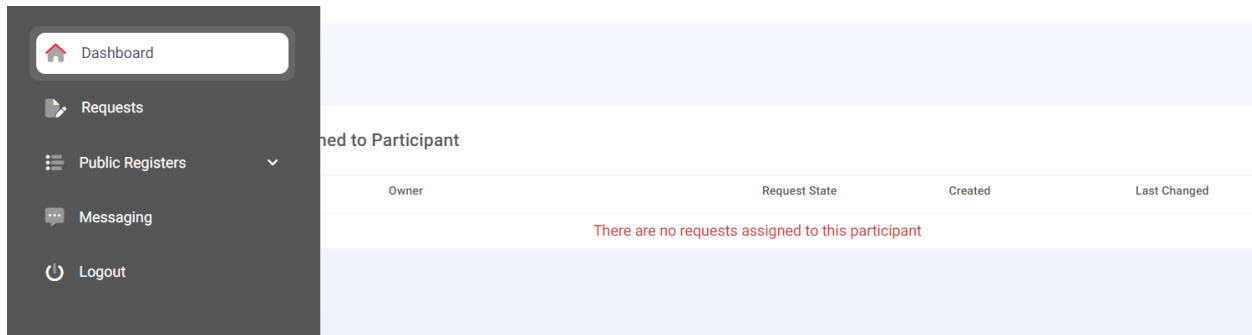
**Dashboard** – Monitors all participant actions on the portal
Requests – Submission of requests for supplier registration, for balance responsible party registration, changing the supplier,transfer of balance responsibility or CBC auctions
Public Registers – Access to all public registers published by the Operator
Messaging – Sending message to the Operator
Logout – Logging out of the portal

Upon entering the portal, a drop-down menu is displayed on the right side by pressing on the arrow next to RB sign:
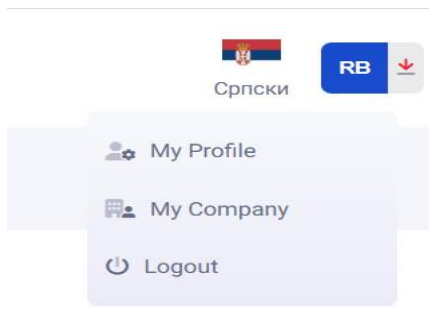
My profile - Basic information about the users

My Company - Basic company information with contact types and pre-defined contract signers

Logout – Logging out of the portal

My company
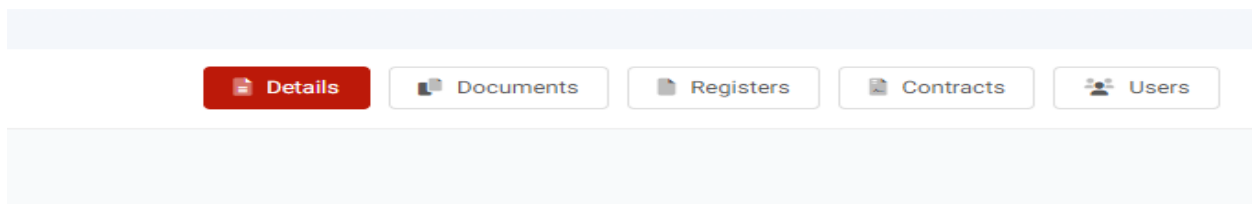

If you want to add / remove any of contacts from the Contact details list you should go to **Details** - Contacts and click Recycle bin sign or Add contact and click Save button for confirmation.

If you want to add / remove any of Contract signers or pre-defined signers you should go to **Details** - Contract signers and click Recycle bin sign or Add contact and click Save button for confirmation.

| 📄 Details | 📑 Documents | 📄 Registers | 📄 Contracts | 👥 Users |
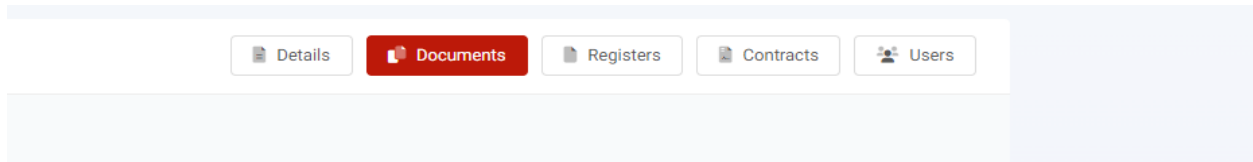
If you want to add any document (i.e new Power of attorney) you should go to **Documents** then click Add document and click Save button for confirmation.

| 📄 Details | 📑 Documents | 📄 Registers | 📄 Contracts | 👥 Users |
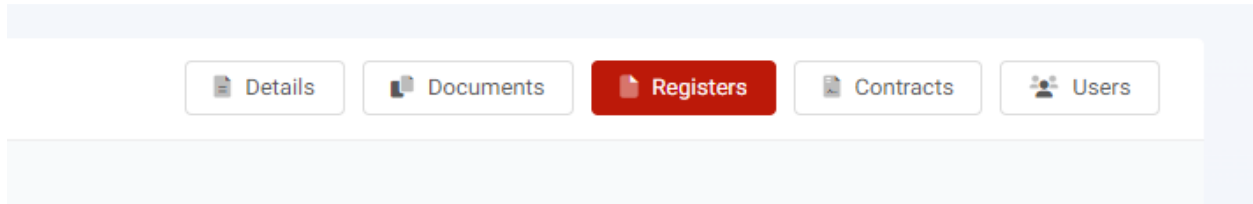
If you want to check in which registers on the market you are eligible for and for which period you can go to **Registers.**

| 📄 Details | 📑 Documents | 📄 Registers | 📄 Contracts | 👥 Users |
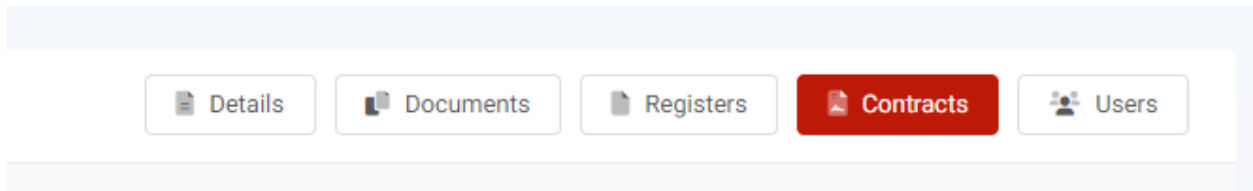
If you want to check which Contracts are concluded and for which period you can go to **Contracts.**

LICENSED SUPPLIER REGISTRATION

Every market participant with active electricity supply license or whosale electricity supply license should submit the **Supplier registration request** in order to be visible on the supplier register and to open new requests for supplier switching and balance responsibility transfer, which are not visible before this registration.

In order to be able to register your compay as Licensed supplier, it is necessary to select Requests field in the menu on the left side and click + Add button in right bottom corner and choose **Supplier registration request** from the list of active request types

First you need to start with preparation of the request by clicking Save button. Then you should change Request state into *Submitted* , add requested document (Official Energy License issued

Request Details 564 [Supplier registration request]

Details | History | State Changes

Request Number: RS-000002/23 | Request State: Submitted | AssignedTo: Akcionarsko društvo Elektromreža Srbije Beograd | Active request: Yes

ℹ Information

This request is created by participant which wishes to become added to the Suppliers register.

📄 Request Details

Request Type
Supplier registration request

Request State
Submitted

Prospective Supplier (owner)
NOMAD ENERGY COMPANY EOOD

Requested Execution Date
11/25/2021 00:00

Confirmed Execution Date
dd.mm.yyyy.

Request Description
Zahtev za registraciju snabdevača na veliko. Licenca za snabdevanje na veliko je dostavljena prilikom registracije

📒 Documents

Document Type	Document Date	Expiration Date	Lookup Value
Energy License	11/25/2021	11/25/2031	Wholesale electricity supply

📎 Акционарско друштво _Електромрежа Србије_ Београд.pdf

by Serbian NRA or Decision of issuance of the energy license issued by Serbian NRA) with entering date of issuance and expiration date and finally confirming everything on the Save button.

The Operator should receive your request and depends on the accuracy of the data, accept the request, returns it for processing or reject it. You will be informed about the status of your request through the NERA application. After the confirmation, you will receive an email that your request has been accepted.

PARTICIPANT REGISTRATION FOR CAPACITY AUCTIONS

If you want to register for cross-border capacity auctions, it is necessary to select Requests field in the menu on the left side and click + Add button in right bottom corner and choose **Auction participant registration request** from the list of active request types.

With Columns field in the upper right corner, you can add or remove the columns on the board which suits you the most(number of request, type of request, request status, date of submission, etc.).

When you choose **Auction participant registration request**, the completely new page opens. The most important parts for regstration process are marked with yellow.

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 **auction year** and **appropriate border** from the drop-down menu and confirming it by pressing the Save button in the lower left corner. With this confirmation, the participant is sending the information to the Operator that the request is **In preparation,** which the request status confirms itself.

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

The Participant may inform the Operator about the reasons for requests withdrawal by writing a message in the corresponding field and pressing the Confirm button. However by clicking on the Confirmation with no message the Operator receives the state change witout any explanation from the participant.

When participant wants to generate specific Agreement it is necessary to change the request state into **Contract generated** , enter Full name and function of Contract Signers (In Serbian and English) , submit necessary **Documents** and add respective **Contacts** if they are missing.

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 again, and enter his/her full name and function in Serbian and English. Confirmation will be done by + Save . If Full name and Function consist of more tahn 100 caracters submitting of this request will not be possible,so please modify your text in that situation.

Contacts

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 instuments (BG / deposit agrement)	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.

If these contact types have been already filled out in one of earlier submitting of the requests, the participant is not obliged to repeat this action again, also he/she can always change the data in the **My Company** section which was explained in chapter 2.

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.

Documents

. PDF document should be added by pressing "+ Choose document.

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 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"


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 should be automatically generated, then printed, signed with wet signature and delivered in 2 identical copies by post or personally to the Operator's postal address: Elektromreža JSC Belgrade, Vojvode Stepe St. 412, 11000 Belgrade, Republic of Serbia
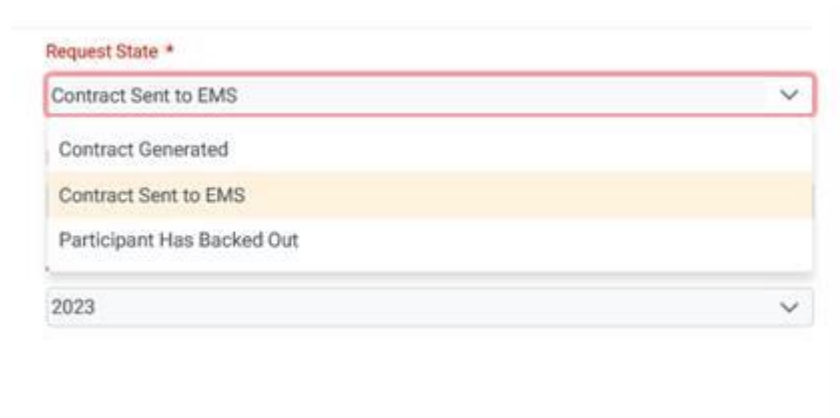
If the participant for some reason decide to cancel the registration, request state could be changed into **Participant has backed out** and pressing the Save button in the lower left corner.
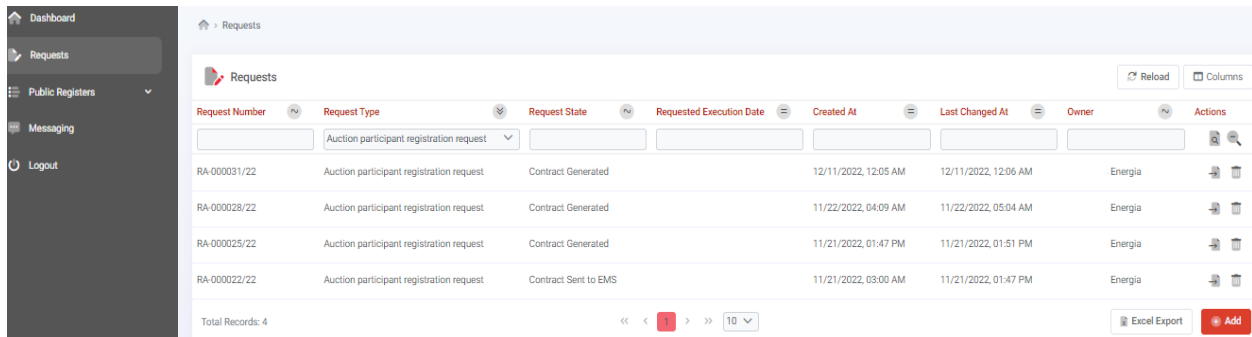
All future actions on the request depends on EMS.

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

REGISTRATION FOR BALANCE RESPONSIBILE PARTY (BRP)

If you want to register for balance responsible party, it is necessary to select Requests field in the menu on the left side and click + Add button in right bottom corner and choose **BRP registration request** from the list of active request types.

With Columns field in the upper right corner, you can add or remove the columns on the board which suits you the most (number of request, type of request, request status, date of submission, etc.).

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

Request Type ×

Choose Request Type:

⇄ Supplier registration request

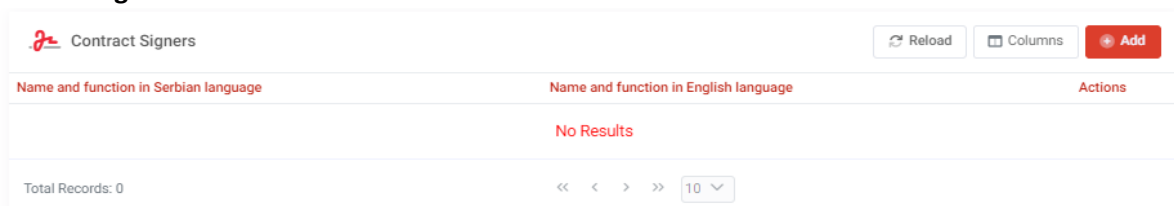⚖ BRP registration request

🔨 Auction participant registration request
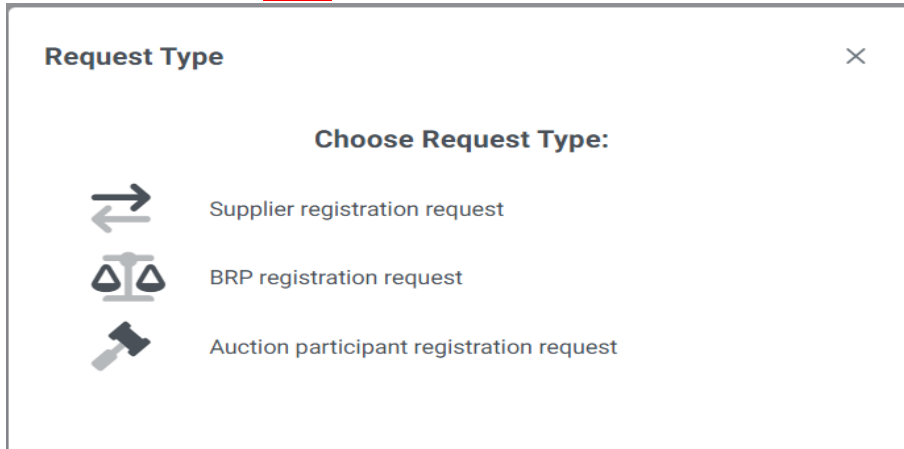
When you choose **BRP registration request**, the completely new page opens. The most important parts for regstration process are marked with yellow.

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 confirmation, the participant is sending the information to the Operator that the request is **In preparation,** which the request status confirms itself.

In the second step, new fields are opened in the request and the participant should change the state of the request into **Submitted**, and then fill in the names of the persons who signing the contract (**Contract signers**), submit the necessary documents **(Documents)** and fill in the appropriate types of contacts if they are missing (**Contacts)**.

Contract Signers

✍ Contract Signers		🔄 Reload	🗔 Columns	⊕ Add
Name and function in Serbian language	**Name and function in English language**			**Actions**
	No Results			
Total Records: 0	« ‹ › » 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.

Contract Signer ×

Name and function in Serbian language *

Enter Full Name and Function in Serbian

Name and function in English language *

Enter Full Name and Function in English

+ Save ↺ Cancel

Documents

Unlike participants based in the Republic of Serbia, who are not required to submit any additional documents, 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*/**.**

***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 of external audit, you should submit the notification that you are not subject of external audit.*

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 Imblance, Schedule nominations, BG Connection points, Financial issues, Payment security instruments and Announcement on electricity transations (Customs confirmation for import,export or transit) and Electronic certificates). The participant may or may not fill out another contacts types .

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).

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.

Request State Change

Message

[   ]

[⟳ Confirm]   [✓ Confirm With No Message]   [✕ Cancel]

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:

Request State *

[In Processing   ⌄]

In Processing

Returned for Corrections

Rejected

Accepted

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.

In the third step, after receiving the message from the Operator, the participant can see the currently calculated risk value and defined security instrument value. In order to move on the participant should change the request state into **Contract Instrument type selected**

Request State *

[Accepted   ⌄]

Accepted

Contract Instrument Type Selected

Participant Has Backed Out

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

Security Instrument Type

Bank Guarantee

Dedicated Deposit

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