



NERA

United with the same energy

USER MANUAL

Version 4.0

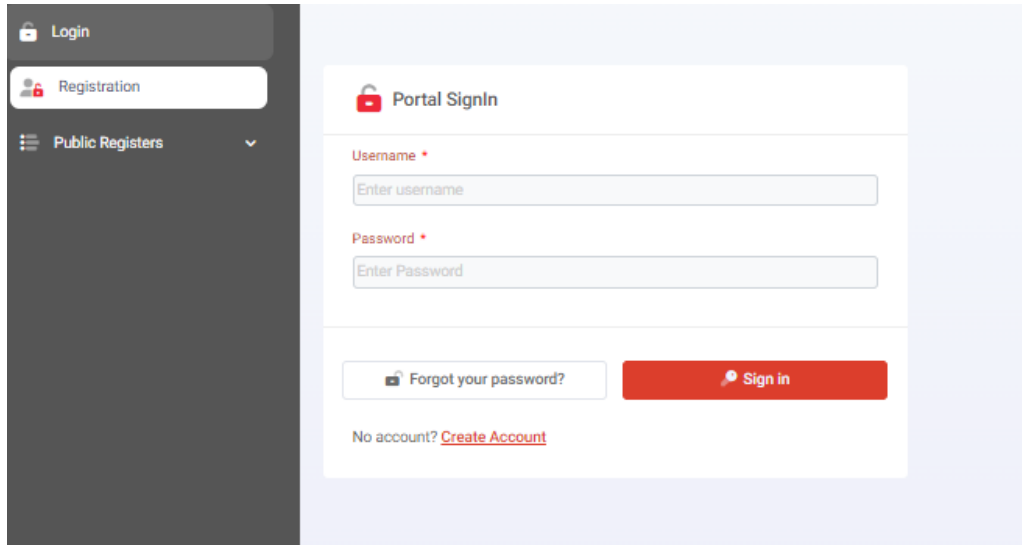
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PARTICIPANT REGISTRATION ON THE NERA PORTAL

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.

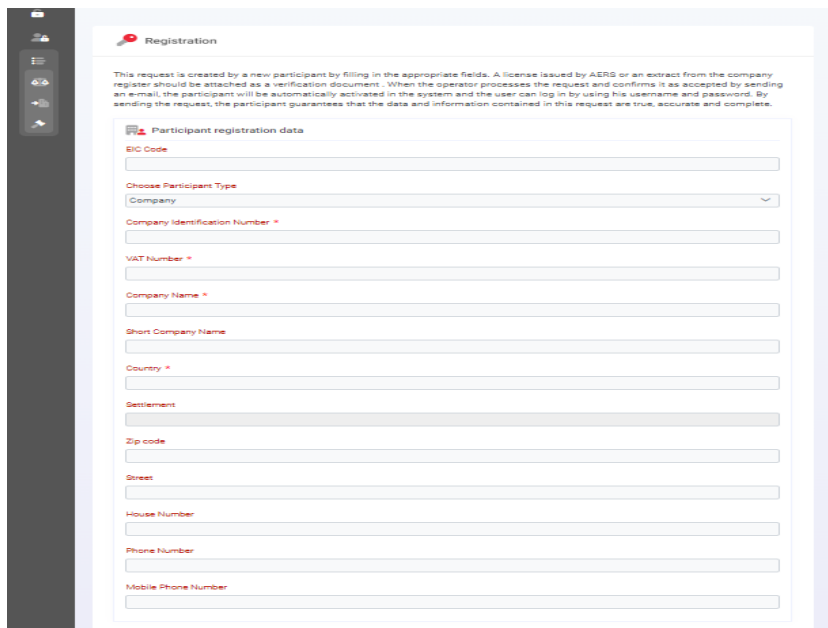


The screenshot shows the 'Portal Signin' interface. On the left, a dark sidebar contains a 'Login' button, a 'Registration' button (highlighted with a red lock icon), and a 'Public Registers' dropdown menu. The main content area is white and titled 'Portal Signin'. It features two input fields: 'Username'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

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

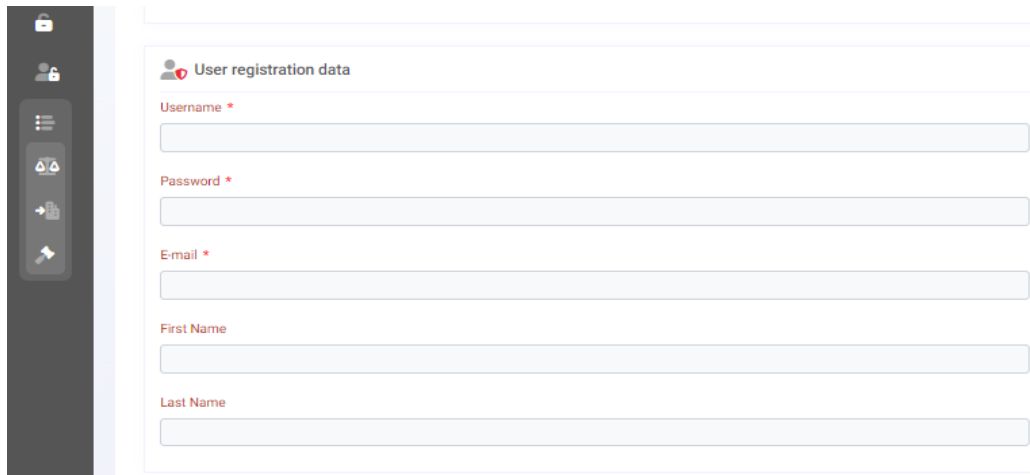
Request is opened and the participant should enter the necessary registration data (EIC code, company ID, VAT, Full name and address, etc.)



The screenshot shows the 'Registration' page. At the top, there is a 'Registration' header and a small explanatory text: 'This request is created by a new participant by filling in the appropriate fields. A license issued by AERS or an extract from the company register should be attached as a verification document. When the operator processes the request and confirms it as accepted by sending an e-mail, the participant will be automatically activated in the system and the user can log in by using his username and password. By sending the request, the participant guarantees that the data and information contained in this request are true, accurate and complete.' Below this is the 'Participant registration data' form, which includes the following fields: 'EIC Code', 'Choose Participant Type' (a dropdown menu currently showing 'Company'), 'Company Identification Number *', 'VAT Number *', 'Company Name *', 'Short Company Name', 'Country *', 'Settlement', 'Zip code', 'Street', 'House Number', 'Phone Number', and 'Mobile Phone Number'.

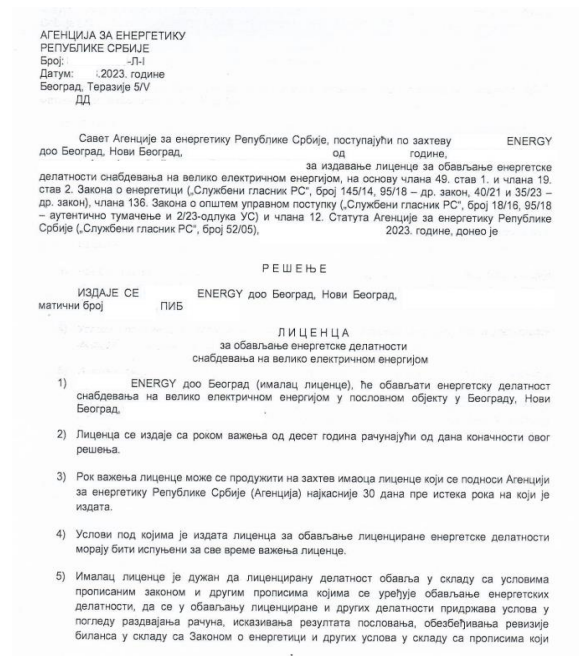
User registration data

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.

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 and PDF document attached by pressing the **" + Choose document "** button. Use the **" + Add document "** button when you want to attach new document.

Documents + Add Document


Document Type *	Document Date	Expiration Date
Choose Document Type	Enter Document Date	Enter Expiration Date

+ Choose Document

Terms and Conditions

I agree with terms and conditions. *

ГРЕШКА за власника сајта:
Неважећи тип кључа



reCAPTCHA
Приватност - Услови

✔ Register me

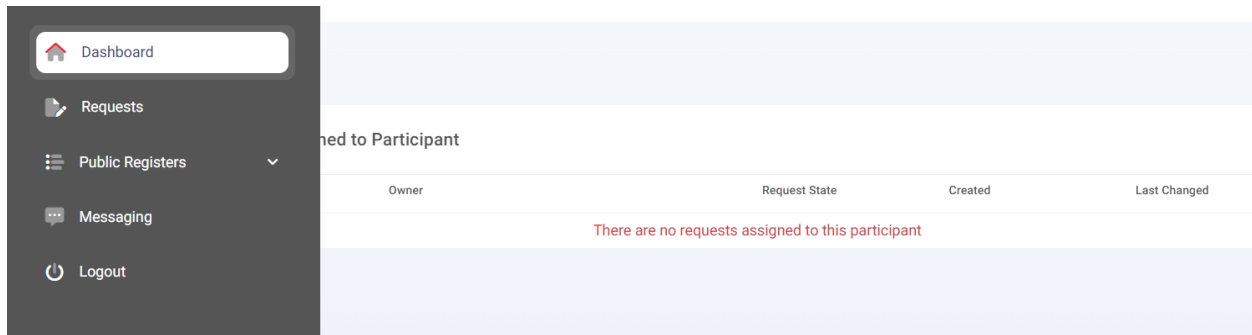
Before submitting the request for registration by clicking on the **"Register me"** button, it is necessary to check the box **"I agree with the terms and conditions"**.

Now, your request has been forwarded to the Operator, who should approve it.

At the same time you received the following email:

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

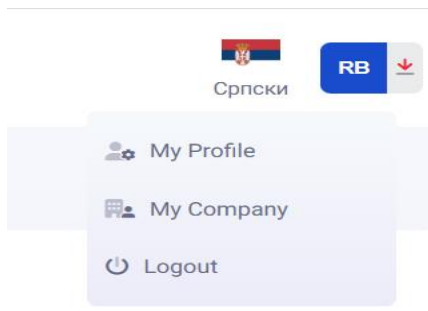
Requests – Submission of requests for supplier registration, for balance responsible party registration, changing the supplier, transfer of balance responsibility or CBC auctions

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:

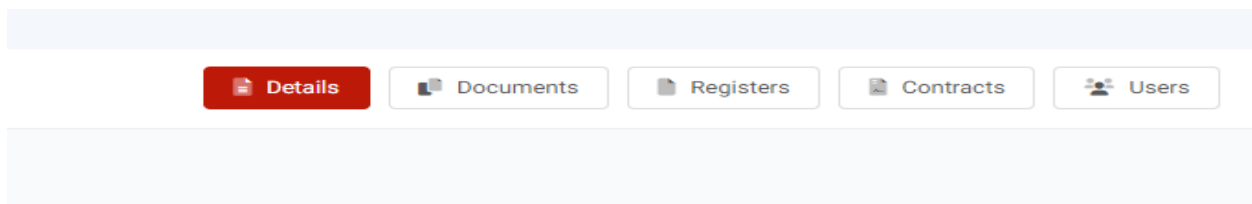


My profile - Basic information about the users

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

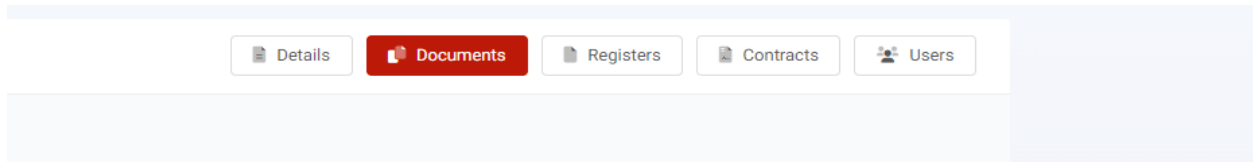
Logout – Logging out of the portal

My company

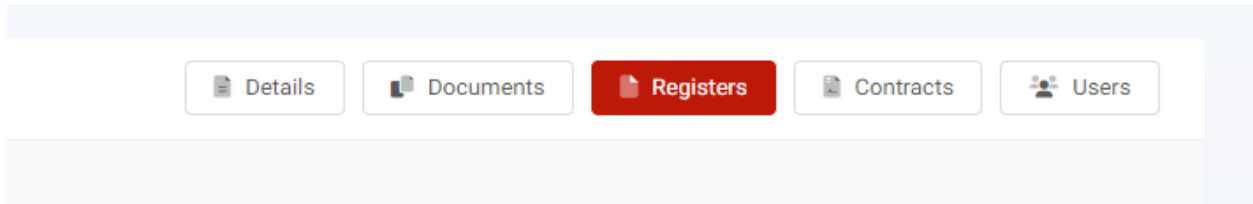


If you want to add / remove any of contacts from the Contact details list you should go to **Details** - **Contacts** and click Recycle bin sign or Add contact and click **Save** button for confirmation.

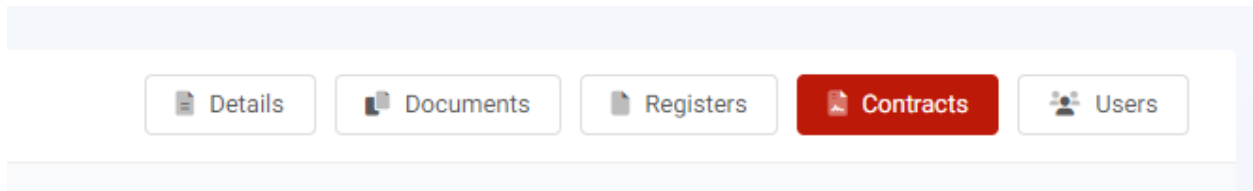
If you want to add / remove any of Contract signers or pre-defined signers you should go to **Details - Contract signers** and click Recycle bin sign or Add contact and click **Save** button for confirmation.



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.



If you want to check in which registers on the market you are eligible for and for which period you can go to **Registers**.



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 wholesale 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 company as Licensed supplier, it is necessary to select **Requests** field in the menu on the left side and click **+ Add** button on the right side and choose **Supplier registration request** from the list of active request types.

Request Number	Request Type	Request State	Requested Execution Date	Created At	Last Changed At	Owner	Actions
RA-00031/22	Auction participant registration request	Contract Generated		12/11/2022, 12:05 AM	12/11/2022, 12:06 AM	Energia	
RA-00028/22	Auction participant registration request	Contract Generated		11/22/2022, 04:09 AM	11/22/2022, 05:04 AM	Energia	
RA-00025/22	Auction participant registration request	Contract Generated		11/21/2022, 01:47 PM	11/21/2022, 01:51 PM	Energia	
RA-00022/22	Auction participant registration request	Contract Sent to EMS		11/21/2022, 03:00 AM	11/21/2022, 01:47 PM	Energia	

Total Records: 4

Request Type

Choose Request Type:

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

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	Request State
Supplier registration request	Submitted
Prospective Supplier (owner)	Requested Execution Date
NOMAD ENERGY COMPANY EOOD	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](#)

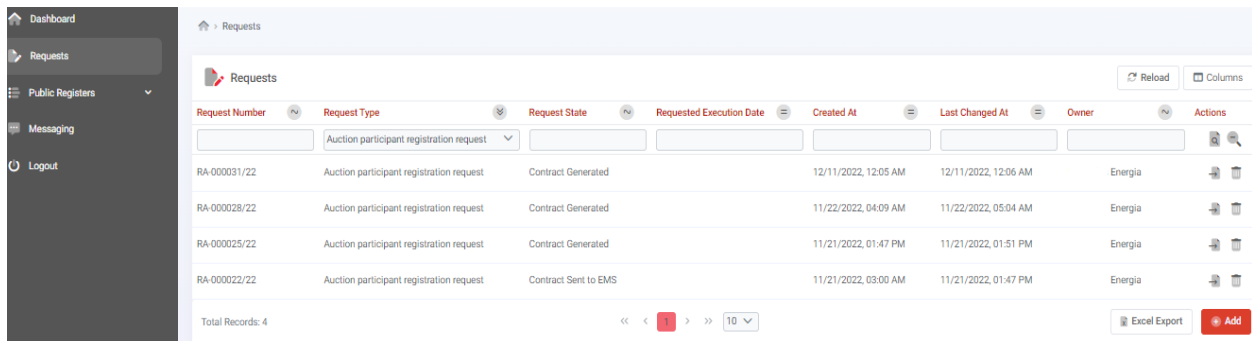
by Serbian NRA or **Decision of issuance of the energy license** issued by Serbian NRA) with entering date of issuance and expiration date and finally confirming everything on the **Save** button.

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

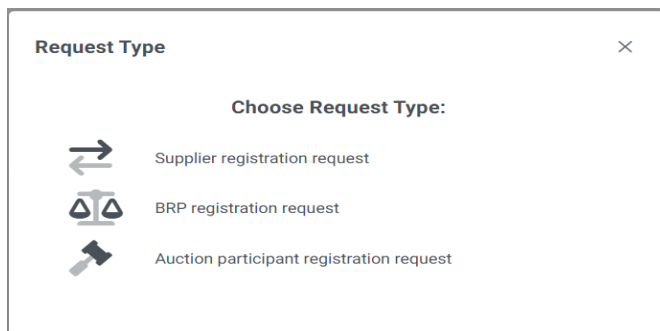
If you want to register for cross-border capacity auctions, it is necessary to select **Requests** field in the menu on the left side and click **+ Add** button in right bottom corner and choose **Auction participant registration request** from the list of active request types.

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.).



The screenshot shows a web application interface with a sidebar on the left containing 'Dashboard', 'Requests', 'Public Registers', 'Messaging', and 'Logout'. The main content area is titled 'Requests' and features a table with the following columns: Request Number, Request Type, Request State, Requested Execution Date, Created At, Last Changed At, Owner, and Actions. The table contains four rows of data for 'Auction participant registration request' requests, all with the state 'Contract Generated' or 'Contract Sent to EMS'. The bottom of the table shows 'Total Records: 4' and a pagination control set to 10. There are 'Excel Export' and '+ Add' buttons at the bottom right.

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]



The dialog box titled 'Request Type' has a close button (X) in the top right corner. It contains the heading 'Choose Request Type:' and three options, each with an icon and text:

- Supplier registration request (icon: double-headed arrow)
- BRP registration request (icon: scales of justice)
- Auction participant registration request (icon: hand pointing to a document)

In the Columns field in the upper right corner, you can add or remove columns on the board that suits you best (request number, request type, request status, submission date, etc.).

When you choose **Auction participant registration request**, the completely new page opens. The most important parts for registration 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.

The image shows a web interface for managing request details. The 'Request Details' section includes fields for 'Request Type' (Auction participant registration request), 'Request State' (In Preparation), 'Perspective Auction Participant (owner)*' (Edelweiss Energia Spa), 'Requested Execution Date', 'Confirmed Execution Date', and 'Auction Year' (2023). Below this is a 'Request Description' text area. Underneath are two tables: 'Contracts' and 'Contract Signers'. Both tables show 'No Results' and have pagination controls. At the bottom left, there is a 'Save' button.

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.

A close-up of the 'Request State' dropdown menu. The current selection is 'In Preparation'. The dropdown list shows three options: 'In Preparation', 'Contract Generated', and 'Participant Has Backed Out'.

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 without any explanation from the participant.

A dialog box titled 'Request State Change'. It contains a 'Message' text input field. At the bottom, there are three buttons: 'Confirm', 'Confirm With No Message', and 'Cancel'.

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** in according with Market Code and add respective **Contracts** if they are missing.

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 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 than 100 characters submitting of this request will not be possible, so please modify your text in that situation.

Contract Signer ×

Name and function in Serbian language *

Name and function in English language *

+ Save

Contacts

Contacts							Reload	Columns	Add
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 contact 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, 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 earlier.

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



Country

Settlement

Zip code

Street

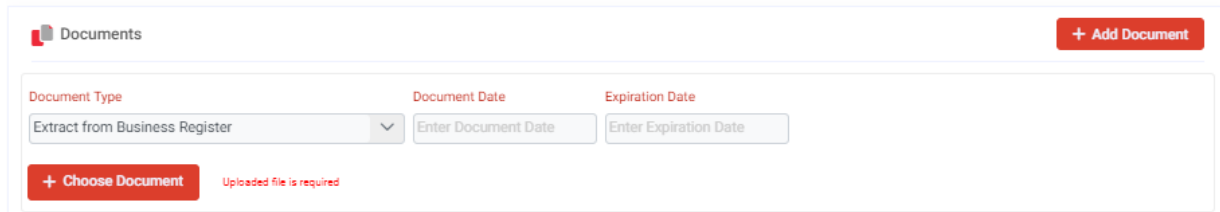
House Number

+ Confirm Contact

Cancel Contact

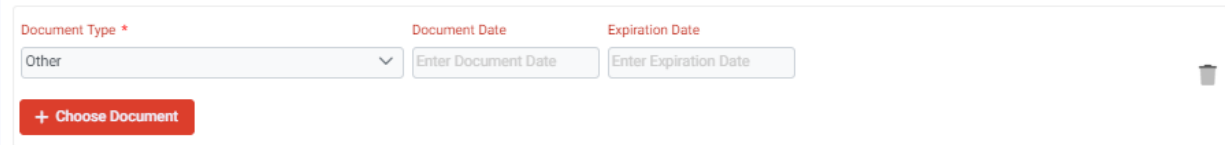
Documents

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 not older than 6 months as a mandatory document . PDF document should be added by pressing "+ Choose document".



The screenshot shows a form titled "Documents" with a "+ Add Document" button in the top right. The form contains three input fields: "Document Type" (a dropdown menu with "Extract from Business Register" selected), "Document Date" (a text box with "Enter Document Date" placeholder), and "Expiration Date" (a text box with "Enter Expiration Date" placeholder). Below these fields is a red "+ Choose Document" button and a red error message "Uploaded file is required".

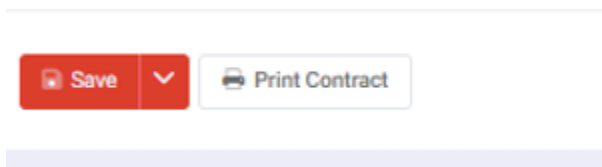
If for example instead of the legal representative, whose name appears in the extract from the commercial register, the contract is signed by other persons who are delegated by the company's internal acts, it is necessary to add power of attorney by clicking on "+ Add document", selecting the document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



The screenshot shows the same "Documents" form, but with "Other" selected in the "Document Type" dropdown menu. The "Document Date" and "Expiration Date" fields remain empty. The red "+ Choose Document" button is still present.

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

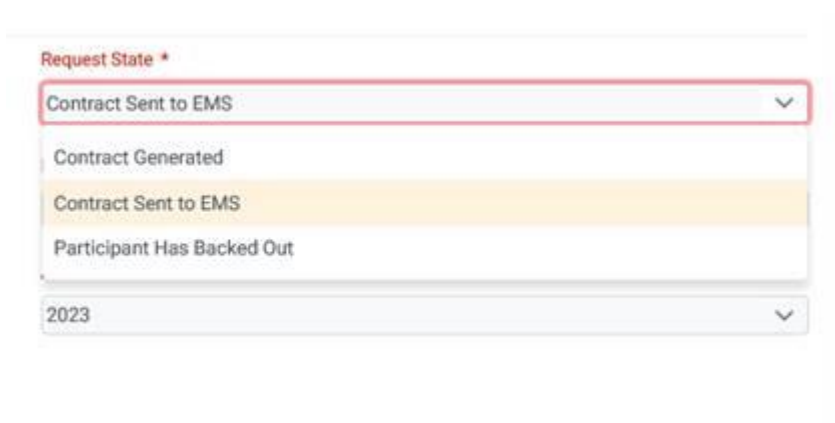
Immediately afterwards, the Print contract symbol appears in the bottom left corner.



The screenshot shows a horizontal bar with a red "Save" button on the left and a "Print Contract" button on the right, which includes a printer icon.

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

At the end the participant is obliged to change the request state into **Contract sent to EMS** and pressing the "+ Save" button. Without this action the Operator will not be able to verify the original document even if receives it properly.



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.

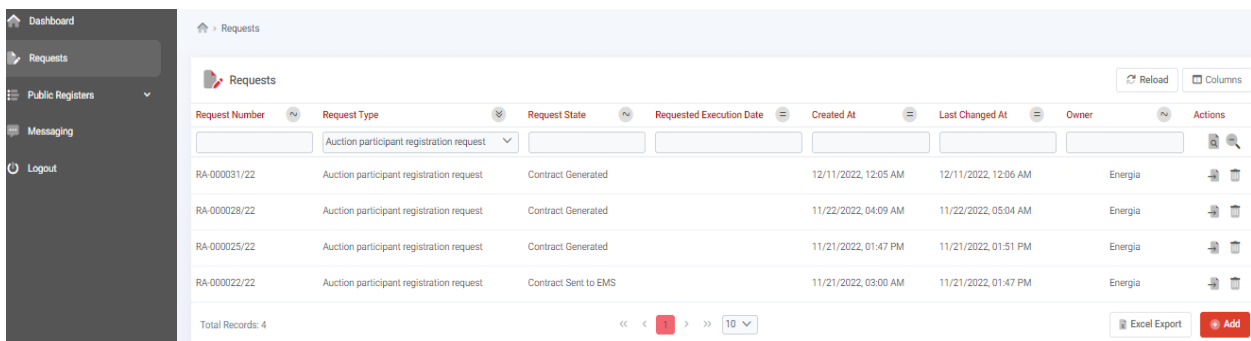
All future actions on the request depends on EMS.

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

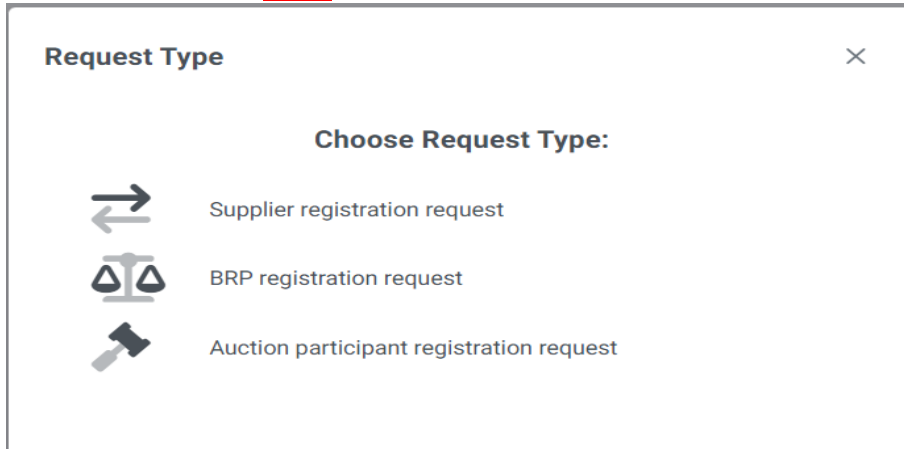
REGISTRATION FOR BALANCE RESPONSIBLE PARTY (BRP)

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

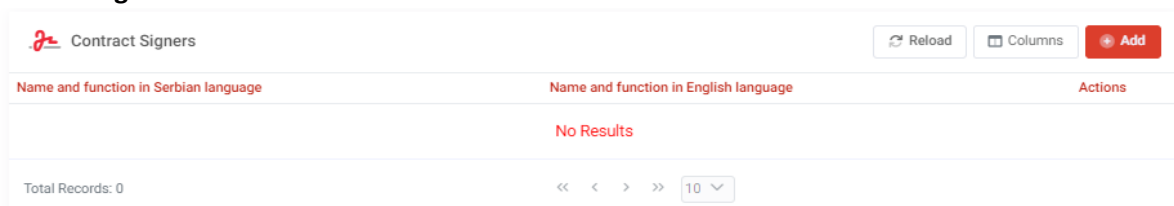


When you choose **BRP registration request**, the completely new page opens. The most important parts for registration process are marked with yellow.

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**, enter Full name and function of Contract Signers (In Serbian and English) , submit necessary **Documents** in according with Market Code 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, and enter his/her full name and function in Serbian and English too. Confirmation will be done by **Save**.

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*/**.**

The screenshot shows a 'Documents' section with a '+ Add Document' button in the top right. Below are three document entry forms, each with a 'Document Type' dropdown, 'Document Date' and 'Expiration Date' input fields, and a '+ Choose Document' button.

- Form 1: Document Type: Extract from Business Register; Document Date: Enter Document Date; Expiration Date: Enter Expiration Date.
- Form 2: Document Type: Certificate confirming no active bankruptcy or liqui...; Document Date: Enter Document Date; Expiration Date: Enter Expiration Date.
- Form 3: Document Type: Balance sheets and income statements for previo...; Document Date: Enter Document Date; Expiration Date: Enter Expiration Date.

**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"

The screenshot shows a single document entry form with the following fields:

- Document Type *: Other
- Document Date: Enter Document Date
- Expiration Date: Enter Expiration Date
- + Choose Document button
- Trash icon on the right

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

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

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) 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: Full name, Function, Mobile phone, Landline phone and E-mail address. Fields marked with * are mandatory. Confirmation is done by pressing **+ Confirm contact**.

Contact	
Contact Type *	
Legal representative	
Full Name *	Job Function *
<input type="text"/>	<input type="text"/>
Mobile Phone	Fixed Phone
<input type="text"/>	<input type="text"/>
E-mail *	Postal address different than site
<input type="text"/>	<input type="checkbox"/>
+ Confirm Contact	Cancel Contact

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.

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

Participant confirms the choice by clicking **Save** button 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 Instrument Type Selected
- Contract Signing Underway
- Contract Signed by EMS and Sent
- Participant Has Backed Out

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 Division, Vojvode Stepe 412, 11000 Belgrade, Serbia), and after that provide the appropriate payment security instrument so that the BRP Agreement becomes valid.

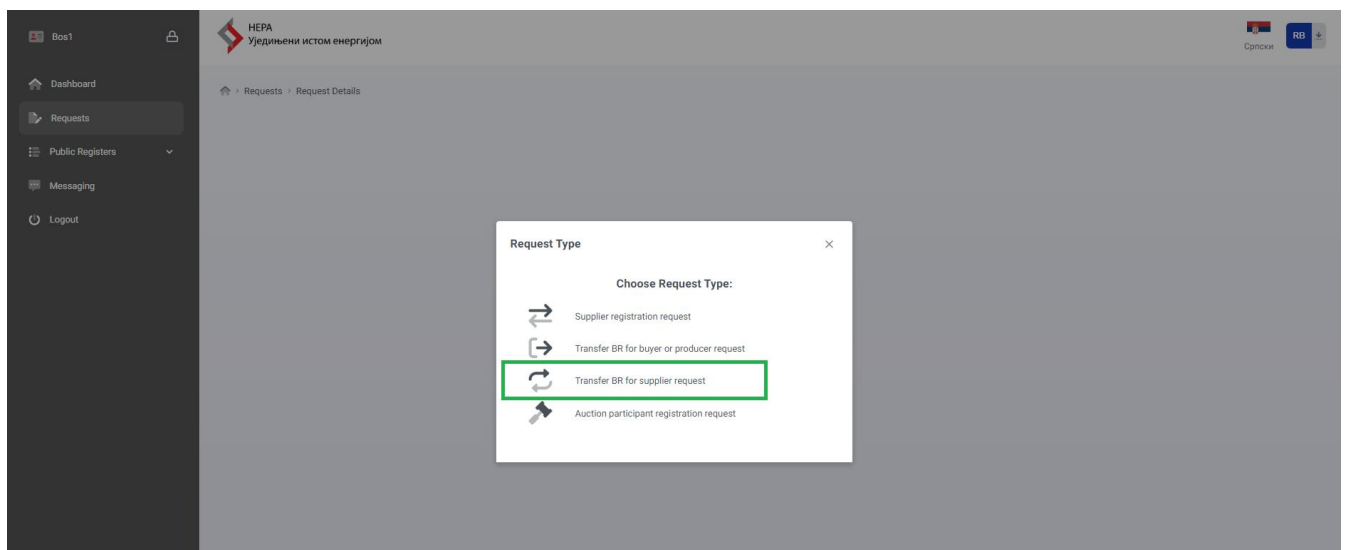
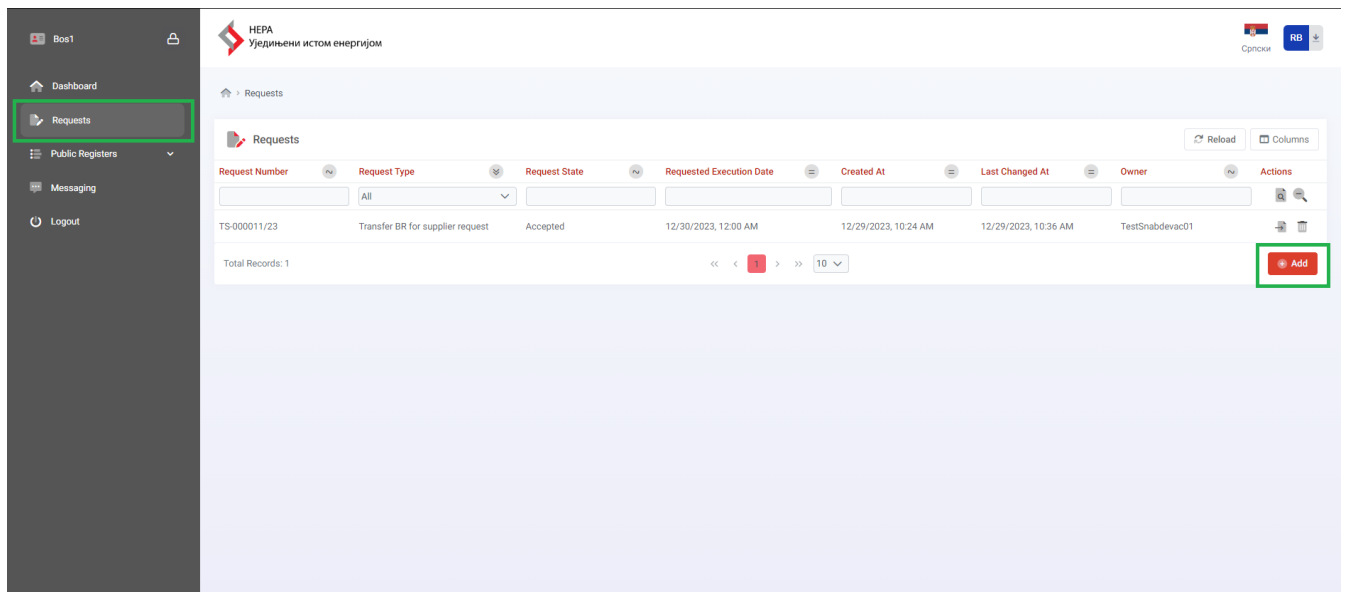
TRANSFER OF BALANCE RESPONSIBILITY

Within the procedure of transferring the balance responsibility of the supplier, the BRP, to which the balance responsibility is transferred, and the operator of the EMS participate.

Creation of request for transfer of balance responsibility

The request for the transfer of balance responsibility is submitted by a BRP that has already created a profile and is registered as a BRP on the NERA portal. BRP is located on the home page.

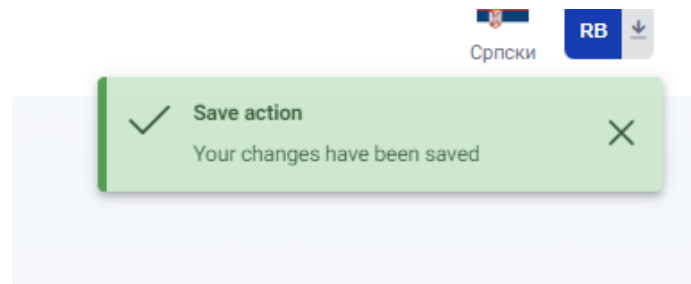
- In the menu on the left, select the "Requests" option.
- After that, click on the "Add" option, and select "Transfer BR for supplier request".



Selecting a request will open a page for entering the required information when creating a request. The information that needs to be filled in is as follows:

- In the "Request state" field, select the status "In Preparation"
- In the "Supplier (owner)" field, select the supplier for whom the BO is being transferred
- Enter the correct date in the "Requested execution date" field

Drag to the bottom of the page and click on "Save", after which, as long as everything is entered correctly, you will receive the following message:



- Stay on the same page
- in the part of the page intended for data from documents, click on "Add document" and attach the Declaration on the transfer of balance responsibility
- in the "Document type" field, select the option "Declaration on transfer of BR"
- enter the date in the "Document Date" field
- in the "Expiration date" field, enter the date, and if it is unlimited, do not enter anything

Request Number: TS-000001/24 | Request State: In Preparation | Assigned To: BOS1 | Active request: No

Information

This is a request which is submitted by supplier which wishes to transfer balance responsibility or BRP does that in the suppliers name.

Request Details

Request Type Transfer BR for supplier request	Request State * In Preparation
Supplier (owner) TestSnabdevac02	BRP (submitter) BOS1
Requested Execution Date 01/05/2024 00:00	Confirmed Execution Date dd.mm.yyyy
Transfer from BRP	Transfer to BRP BOS1

Request Description

Documents

+ Add Document

Document Type * Choose Document Type	Document Date Enter Document Date	Expiration Date Enter Expiration Date
--	---	---

+ Choose Document

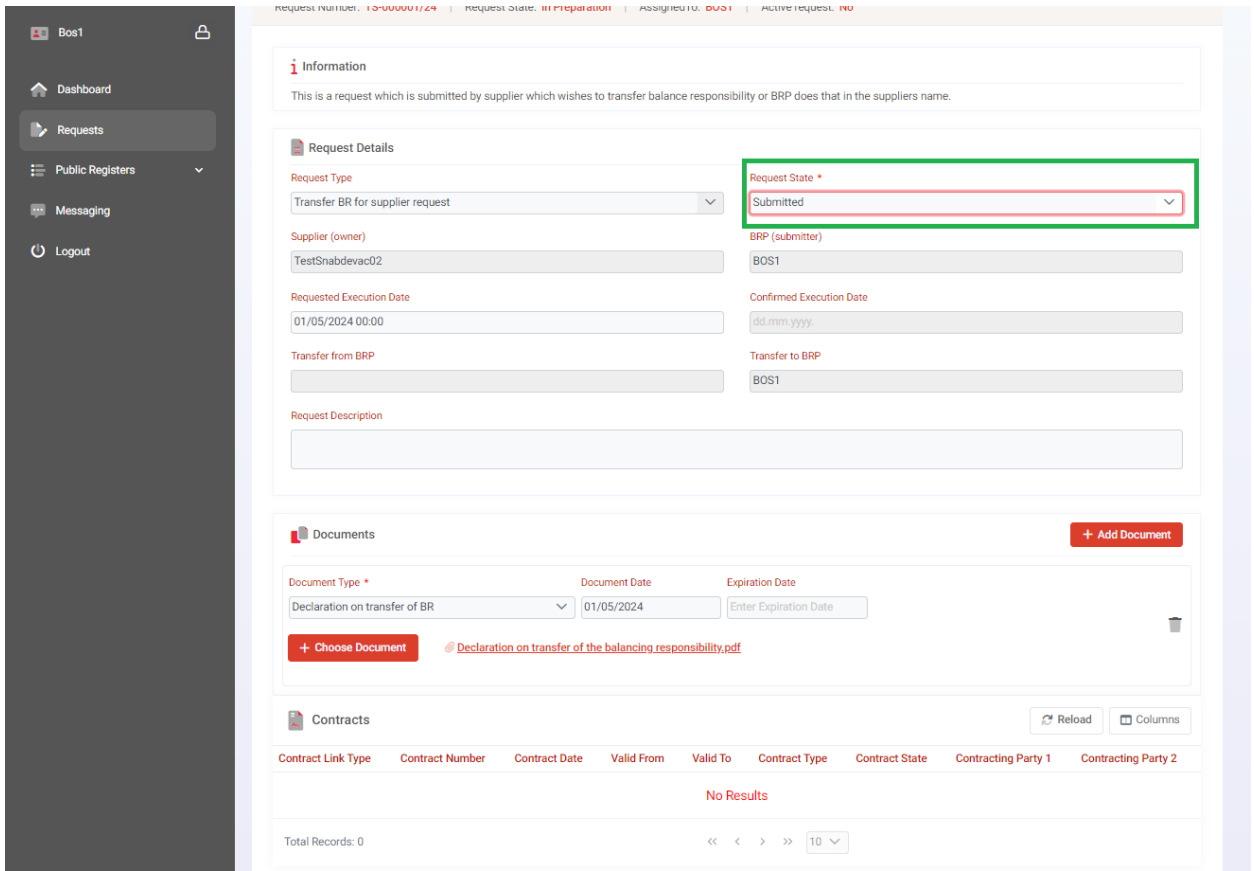
Contracts

Reload Columns

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

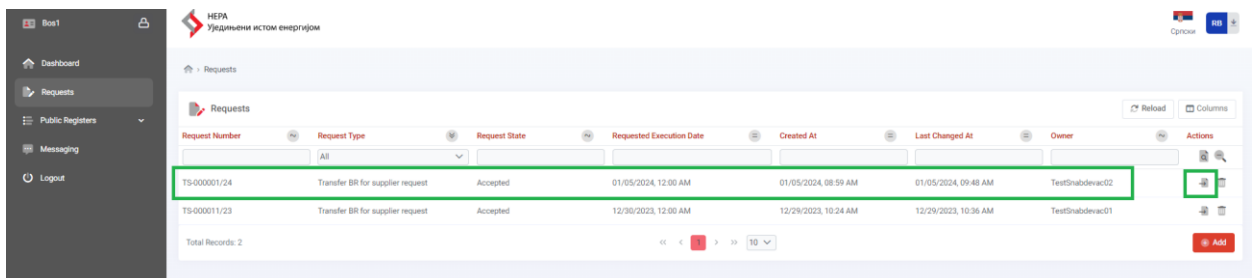
Total Records: 0

- Change "Request Status" field to "Submitted" status
- Drag to the bottom of the page and click "Save"



The EMS operator receives information that the request has been submitted and changes the state of the request.

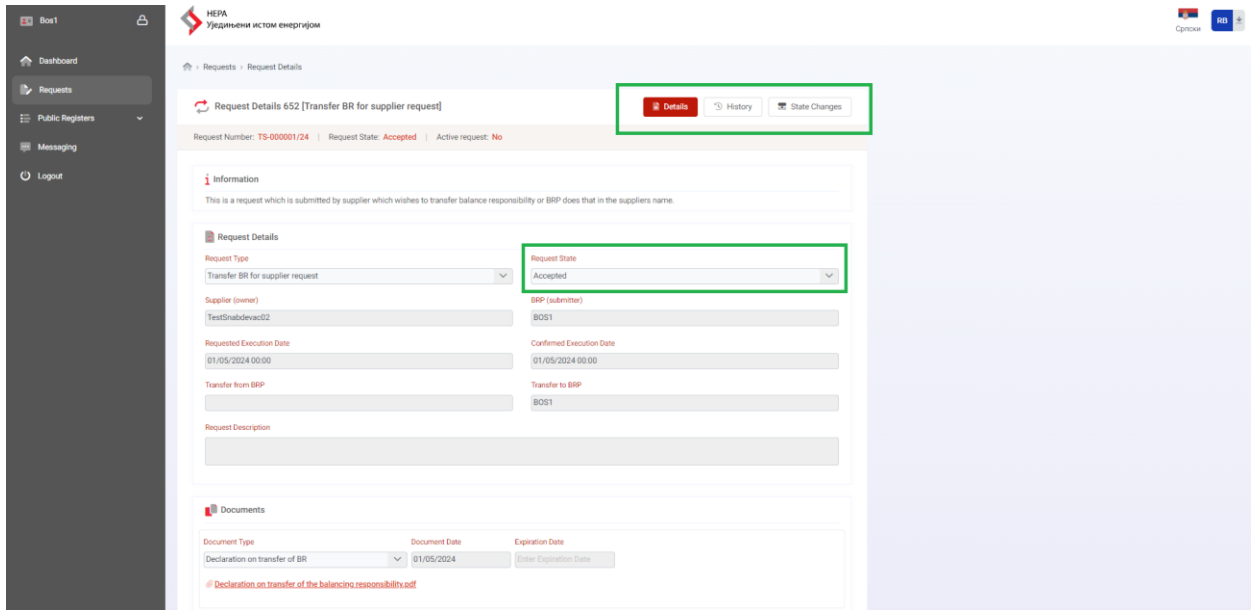
BRP can see the status of the request by opening the request section in the menu, after which it searches for the desired request and opens its details by clicking on the thumbnail on the right.



Request status can be: "Processing", "Returned for corrections", "Accepted", "Rejected".

In case the request is "Returned for corrections", the EMS operator will direct you to further steps through a message.

If the status of the request is "Accepted", the Balance responsibility transfer has been successfully performed.



In the upper right corner, on the "History" tab, you can view the history of request status changes, and on the "Status Changes" tab, you can see received messages.

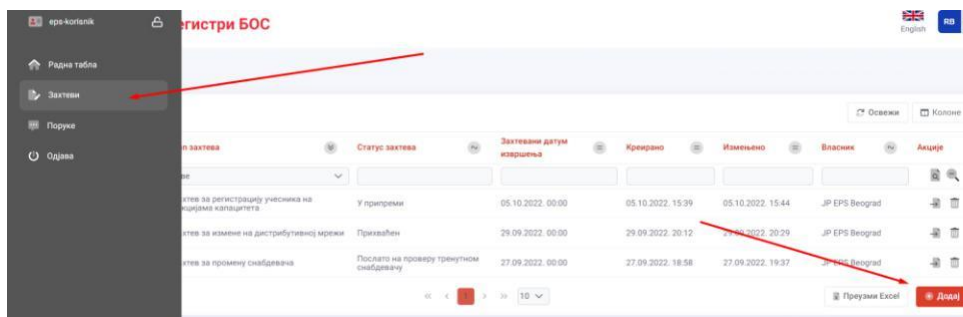
SUPPLIER CHANGE

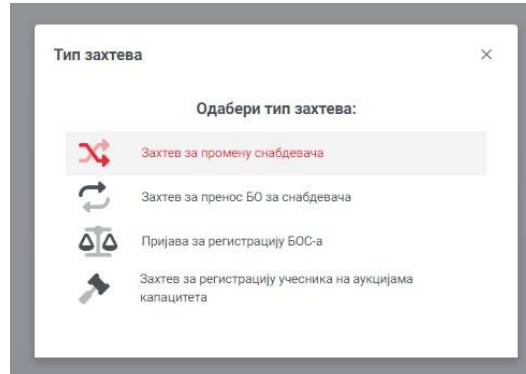
Several users participate in the procedure of supplier change. Current supplier, new supplier and EMS operator. It is necessary for the new supplier to submit evidence of the license for the supply of electricity, as well as to have a settled balance responsibility.

1. Creating a request for a supplier change

The request to supplier change is submitted by a new supplier who already has a profile created in the system and is located on the home page of the application.

- In the menu on the left, select the "Requests" option.
- After that, click on the "Add" option, and select "Request for change of supplier".





Selecting a request will open a page for entering the required information when creating a request. The information that needs to be filled in is as follows:

- Select a participant in the "Buyer or producer (owner)" field
- Enter the correct date in the "Requested execution date" field
- Select a participant in the "Current supplier" field
- Enter the number in the "Number of contract with the new supplier" field
- Select a date in the "Start of contract with a new supplier" field
- In the "Expiration of contract with new supplier" field, enter the date or leave the field blank
- Click on the field "Select current supply contract"
- Choose the correct document
- Click on the "Add" option
- Enter the number in the "Contract number with the current supplier" field
- Select a date in the "Start of contract with current supplier" field
- The MPP list on the transmission system is created

Детаљи захтева

Тип захтева
 Захтев за промену снабдевача

Статус захтева *
 У припреми

Купац или произвођач (власник) *

Снабдевач (подносилац) ?
 JP EPS Beograd

Захтевани датум извршења
 dd.mm.yyyy.

Потврђени датум извршења
 dd.mm.yyyy.

Тренутни снабдевач

Нови снабдевач *
 JP EPS Beograd

Опис захтева

Број уговора са новим снабдевачем *

Почетак уговора са новим снабдевачем *
 dd.mm.yyyy.

Истек уговора са новим снабдевачем
 +00

+ Одаберите тренутни уговор о снабдевању

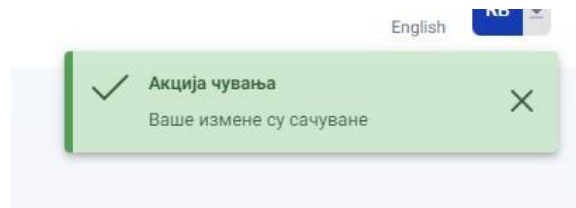
Број уговора са тренутним снабдевачем *

Почетак уговора са тренутним снабдевачем *
 dd.mm.yyyy.

Истек уговора са тренутним снабдевачем
 +00

Тренутни снабдевач обавештен

Click on the "Save" button, which sends a notification to the EMS operator, after which. If everything is entered correctly, you will receive the following message:



2. Verification of the request by the EMS operator

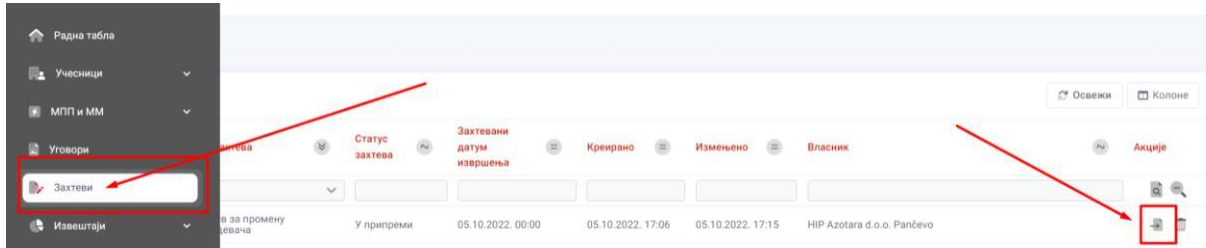
After checking the sent request, the EMS operator enters the data in the "Confirmed execution date" field.

3. Changing the status of the request to the status "Submitted"

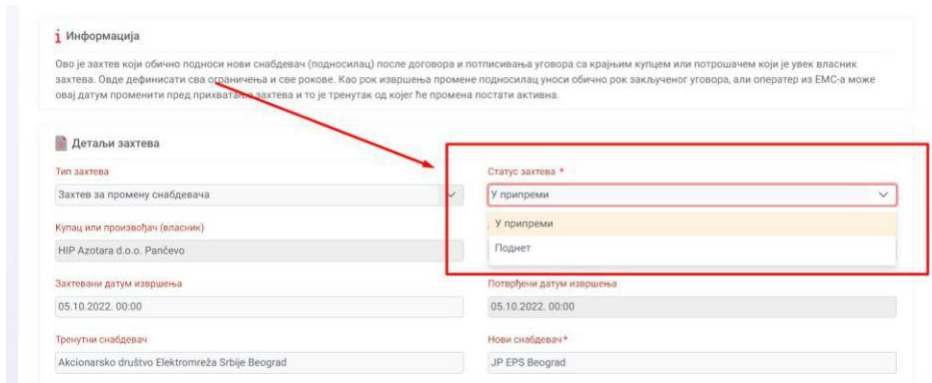
The new supplier continues the registration process by changing the request status.

- The new supplier logs in to his profile.
- In the menu on the left, select the option "Requests" and find the required request.

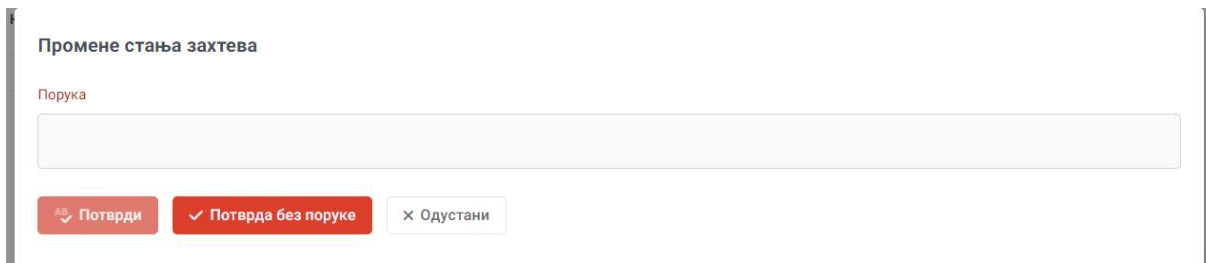
- Clicking on the request details option will open the request details page.



- Click on the "Request Status" field and select the "Submitted" option.
- The status of the request will be changed.
- Drag to the bottom of the page and select the "Save" option.



- A pop-up window will be displayed.
- Write a message to the EMS operator related to the request status change.
- Click on the "Confirm" option.



4. Changing the status of the request to the status "Processing"

The EMS operator received a notification about the request status change, therefore the EMS operator changes the "Request Status" option, if all the data is in order, to the "In Processing" status. If necessary, the EMS operator will send a message to the participant related to the change in the status of the request.

5. Changing the status of the request to the status "Sent for verification to the current supplier"

After the new supplier has verified the request status change, there is a request status change where the EMS operator sends the details of the request to the current supplier. The EMS operator changes the "Request Status" field to "Sent for verification to current supplier". If there are changes, then the status of the request is changed to the status "Returned for processing to a new supplier" and the reasons for returning the request for processing are written in the message.

6. Changing the request status to "Accepted" status

After the current supplier has checked the details of the request, the status of the request is changed, in which the EMS operator accepts or rejects the created request. The EMS operator changes the "Request Status" field to "Accepted". If there are discrepancies or incorrect information, the EMS operator changes the status of the request to "Rejected" and sends the reasons for the request rejection in the message.

The operator and participants can check the status of the request through history and all its changes by clicking on the tabs "History" and "Change of status", which are located in the upper right corner of the request details.

Деталји захтева 41 [Захтев за промену снабдевача]

Број захтева: 0000000039 | Активан: Да

Креирано	05.10.2022 17:06	Креирао	EPS Korisnik
Измењено	05.10.2022 17:39	Последњи изменио	Administrator EMS
Последња измена стања у	05.10.2022 17:22	Последњи изменио стање	EPS Korisnik
Захтев поднет у	05.10.2022 17:22	Захтев поднео	EPS Korisnik
Потврђен датум извршења промене у	05.10.2022 17:15	Потврђен датум извршења променио	Administrator EMS

Креирао EPS Korisnik у 05.10.2022 17:06

Последњи изменио Administrator EMS у 05.10.2022 17:39

Сачувај

Одустани

