



NERA

United with the same energy

USER MANUAL

Version 5.0

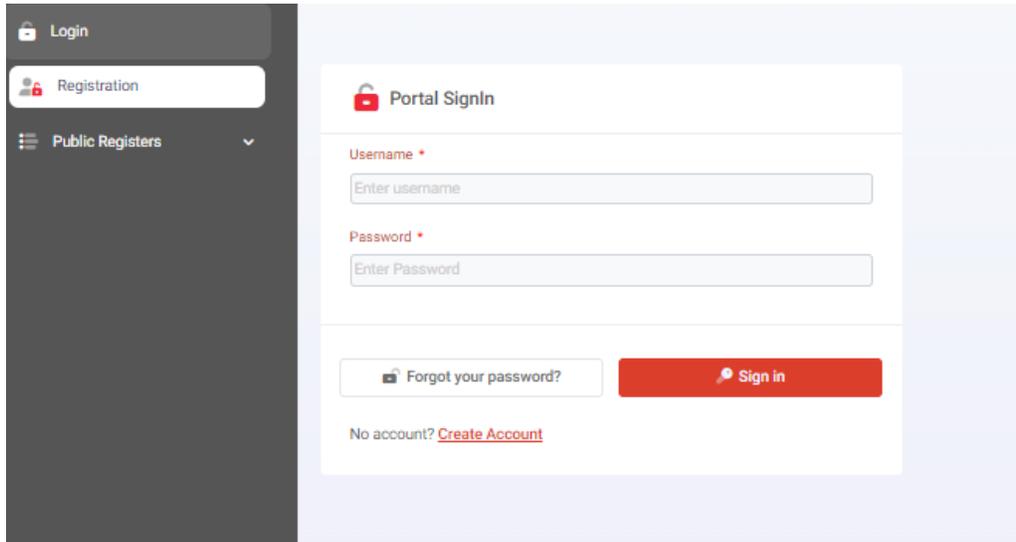
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PARTICIPANT REGISTRATION ON THE NERA PORTAL

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

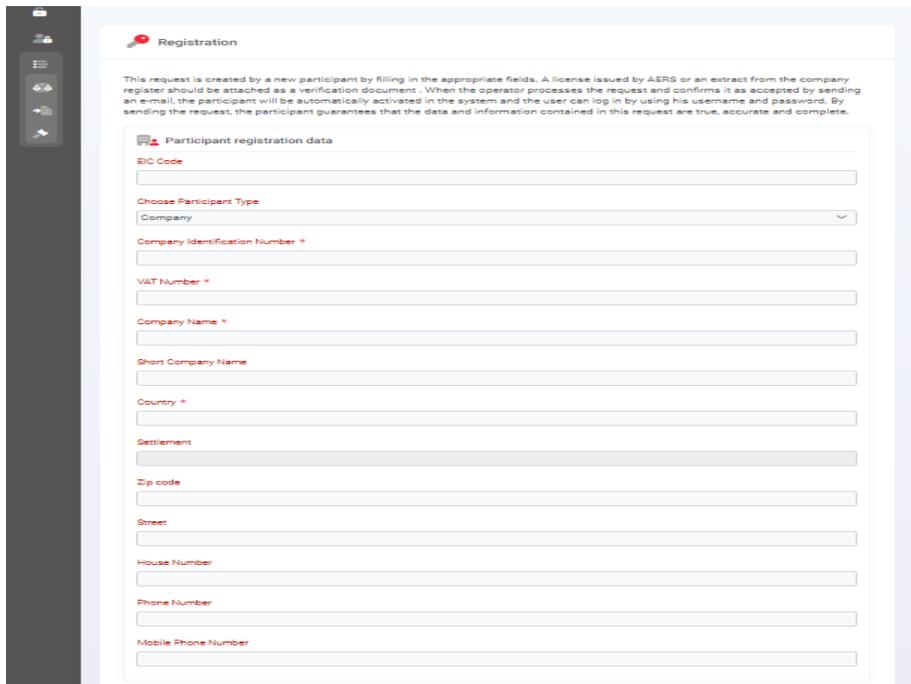
We recommend you to use only **Google Chrome** or **Firefox** as internet browsers.



Before you register with your company you need to create a Login account. Please select and click the **Registration** button on the left side or just click the [Create Account](#) link.

Participant registration data

Please enter the necessary 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.



The screenshot shows a web interface for user registration. On the left is a dark sidebar with navigation icons. The main content area is titled "User registration data" and contains several input fields: "Username *", "Password *", "E-mail *", "First Name", and "Last Name". Each field is a simple text box with a red asterisk indicating a required field.

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 a mandatory document. EMS will return the participant to the beginning of registration process if the request does not include one of these documents.



The image shows two documents side-by-side. The left document is a license issued by the Agency for Energy of the Republic of Serbia. It features the Serbian coat of arms and the text "ЛИЦЕНЦА ЗА ОБАВЉАЊЕ ЕНЕРГЕТСКЕ ДЕЛАТНОСТИ СНАБДЕВАЊЕ НА ВЕЛИКО ЕЛЕКТРИЧНОМ ЕНЕРГИЈОМ". It includes fields for "Решение број:" and "од ... I. ГОДИНЕ". The right document is a decision from the Agency for Energy of the Republic of Serbia, dated 2023, regarding the issuance of a license to ENERGY дОО Београд, Нови Београд. It lists conditions for the license, such as the validity period and the licensee's obligations.

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 does 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:

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

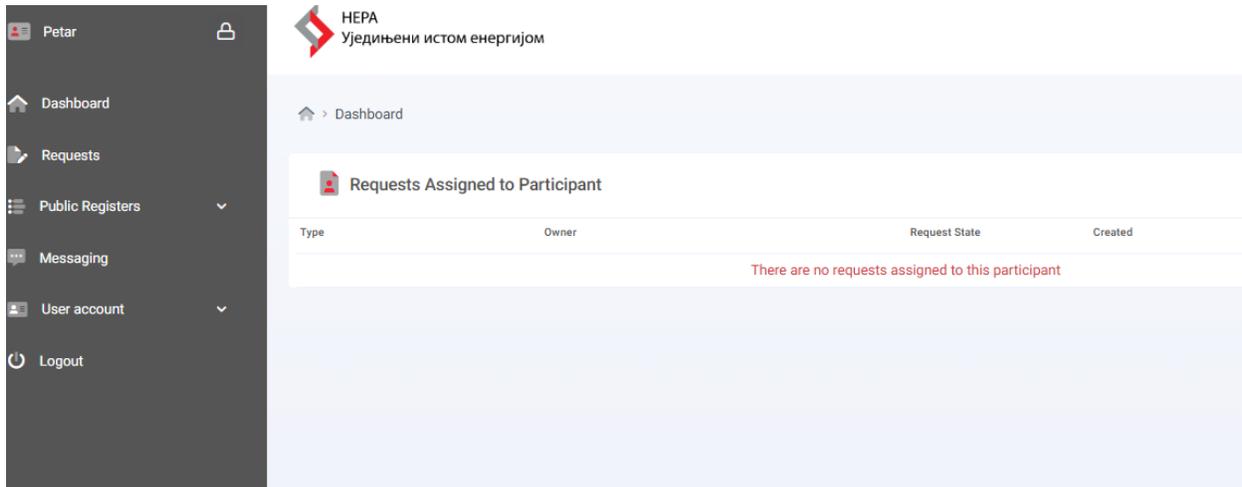
To be able to log in to the EMS NERA portal operator should accept your registration request and provide you an e-mail with positive confirmation.

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

The activation link will be active in the next hour.

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, CBC auctions, supplier changing or transfer of balance responsibility

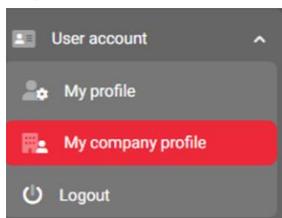
Public Registers – Access to all public registers published by the Operator

Messaging – Sending message to the Operator

User account - Basic information about the users

Logout – Logging out of the portal

If you click on User Account tab - drop down menu should appear:



My profile - Basic information about the users

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

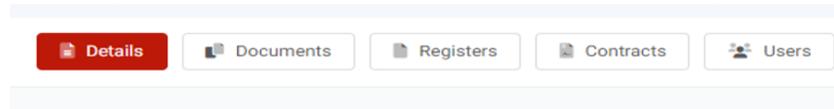
Logout– Logging out of the portal

My profile

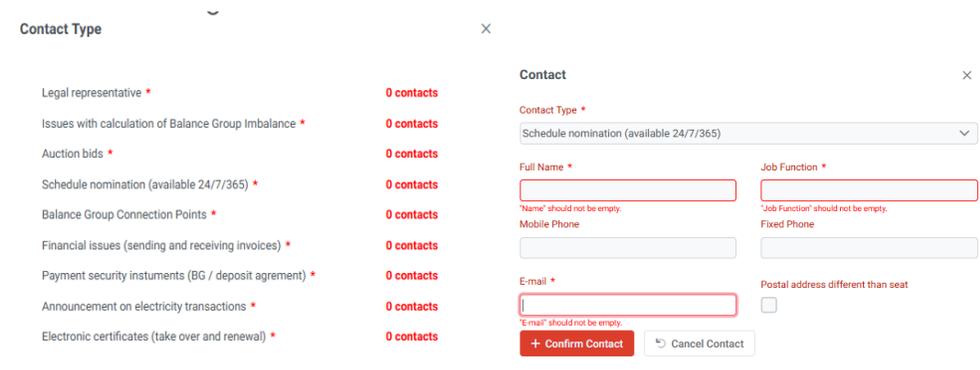
In this tab you can find user details (username, password (invisible for the Operator), First Name, Last name, email, Participant) as well as user roles. You can **+ Add** one **External user and local administrator** role and/or **External user** for other users. You can delete wrong role by clicking on Recycle bin symbol. 

If you click on the My Company Profile tab on the main screen, **Details** will appear with basic information taken from the participant registration request, a contact list and predefined contract signatories.

My company profile



1. If you want to add new contact into the Contact details list you should go to **Details - Contacts**, click **+ Add** contact, choose specific contact type, fill out with necessary data, click on **+Confirm contact** button and finally click on **Save** button in the bottom left corner for change confirmation.



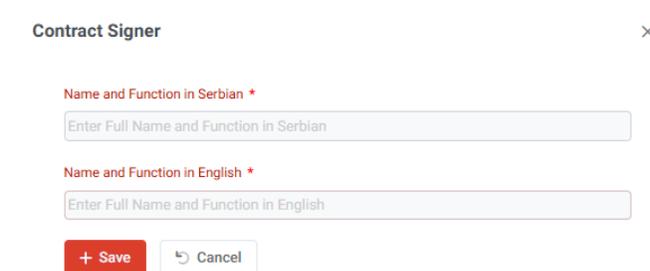
You can change the existing contact by clicking Open contact Details symbol.



You can delete wrong contact by clicking on Recycle bin symbol.



2. If you want to add new Contract signers or pre-defined your signers for all request you should go to **Details – Contract signers**, click **+ Add**, fill out with necessary data in Serbian and English and click **+Save** button and finally click on **Save** button in the bottom left corner for change confirmation.



You can change the existing signer by clicking Open contract signer Details symbol.



You can delete wrong contract signer by clicking on Recycle bin symbol.





If you want to store any document (i.e new Business register excerpt, 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 check the **Registers** tab.



If you want to check which Contracts are concluded with the Operator and for which period you can open the **Contracts** tab.



If you want to add some new user you can click **+ Add** button in **Users** tab.

You can change the existing user details by clicking Open user Details symbol.

You can delete wrong user by clicking on Recycle bin symbol.



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 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.

The screenshot shows a web application interface for managing requests. On the left is a sidebar with navigation options: Dashboard, Requests, Public Registers, Messaging, and Logout. The main area displays a table of requests 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, all for 'Auction participant registration request' requests. At the bottom right of the table area, there are buttons for 'Excel Export' and '+ Add'.

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 'Request Type' modal dialog is displayed, titled 'Choose Request Type:'. It lists three options with corresponding icons: 'Supplier registration request' (represented by a double-headed arrow), 'BRP registration request' (represented by a scale of justice), and 'Auction participant registration request' (represented by a hand pointing to a document).

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

The 'Request Details' page for request ID 564 is shown. It includes a breadcrumb trail, buttons for 'Details', 'History', and 'State Changes', and a status bar indicating the request is 'Submitted' and assigned to 'Akcionarsko društvo Elektromreža Srbije Beograd'. The page is divided into three sections: Information, Request Details, and Documents.

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

Documents:

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

Attachment: [Акционарско друштво_Електромрежа Србије_Београд.pdf](#)

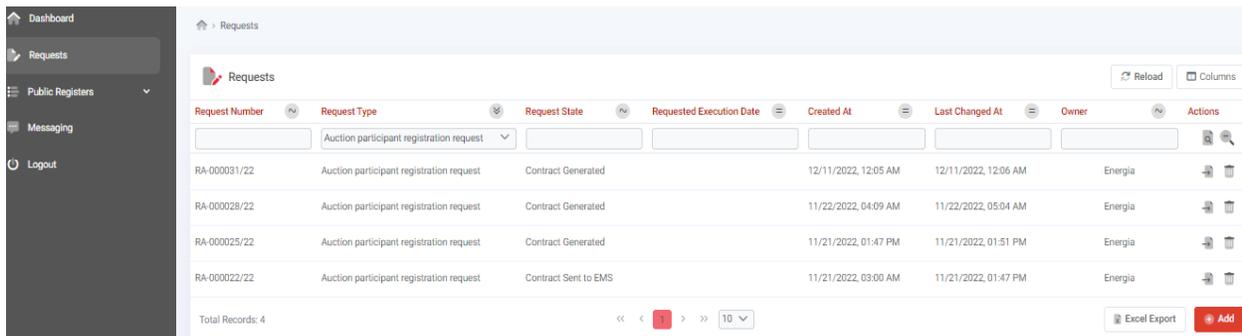
by Serbian NRA or **Decision of issuance of the energy license** issued by Serbian NRA) with entering date of issuance and expiration date and finally confirming everything on the **Save** button.

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

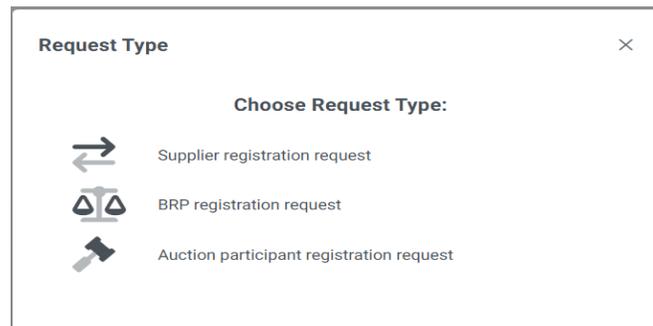
If you want to register for cross-border capacity auctions, it is necessary to select **Requests** field in the menu on the left side and click **+ Add** button in right bottom corner and choose **Auction participant registration request** from the list of active request types.

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 contains 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 lists four records for 'Auction participant registration request' with various dates and states like 'Contract Generated' and 'Contract Sent to EMS'. At the bottom right of the table, there are 'Excel Export' and '+ Add' buttons.

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]



When you choose **Auction participant registration request**, the completely new page opens.

1. In the first step, the participant may or may not choose

- Requested execution date

but the participant is required to select

- Auction year and
- Appropriate Action border

from the drop-down menu.

and confirming its choice 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 screenshot shows the 'Request Details' form with several fields and buttons. Annotations are as follows:

- 1**: A blue circle around the 'Requested Execution Date' field.
- 2**: A blue circle around the 'Auction Year' dropdown menu.
- 3**: A blue circle around the 'Auction Border' dropdown menu.
- 4**: A blue circle around the 'Save' button in the bottom left corner.

Below the form, there are two tables: 'Contract Signers' and 'Contracts', both showing 'No Results'. The 'Save' button is also circled in blue.

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 by chosing **Participant has backed out** and confirming 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 using the **Confirm** button. However by clicking on the **Confirmation with no message** the Operator receives the state change without any explanation from the participant.

The 'Request State Change' dialog box contains a 'Message' input field and three buttons: 'Confirm', 'Confirm With No Message', and 'Cancel'.

2. If the participant wishes to generate a Contract based on the submitted request, they need to change the status of the request to **Contract generated** and then fill in the fields

- **Contract Signers** (in Serbian and English),
- add the necessary **Contacts**, if missing
- and attach the appropriate **Documents** in accordance with the Rules.

Contract Signers

Contract Signer

Name and function in Serbian language *

Name and function in English language *

+ Save

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.

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 instruments (BG / deposit agreement)	0 contacts
Announcement on electricity transactions	0 contacts
Electronic certificates (take over and renewal) *	1 contacts

Contact

Contact Type *

Legal representative

Full Name *

Job Function *

Mobile Phone

Fixed Phone

E-mail *

Postal address different than site

+ Confirm Contact

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 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.

The form contains the following fields and controls:

- E-mail ***: Text input field.
- Country**: Text input field.
- Zip code**: Text input field.
- House Number**: Text input field.
- Has Custom Address**: Checkmark button (checked).
- Settlement**: Text input field.
- Street**: Text input field.
- + Confirm Contact**: Red button.
- Cancel Contact**: Button with a back arrow icon.

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 corner. The form contains the following fields:

- Document Type**: Dropdown menu with "Extract from Business Register" selected.
- Document Date**: Text input field with placeholder "Enter Document Date".
- Expiration Date**: Text input field with placeholder "Enter Expiration Date".
- + Choose Document**: Red button.
- Uploaded file is required**: Red text label.

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 a form titled "Documents" with a "+ Add Document" button in the top right corner. The form contains the following fields:

- Document Type ***: Dropdown menu with "Other" selected.
- Document Date**: Text input field with placeholder "Enter Document Date".
- Expiration Date**: Text input field with placeholder "Enter Expiration Date".
- + Choose Document**: Red button.
- Trash icon**: Small grey trash can icon in the bottom right corner.

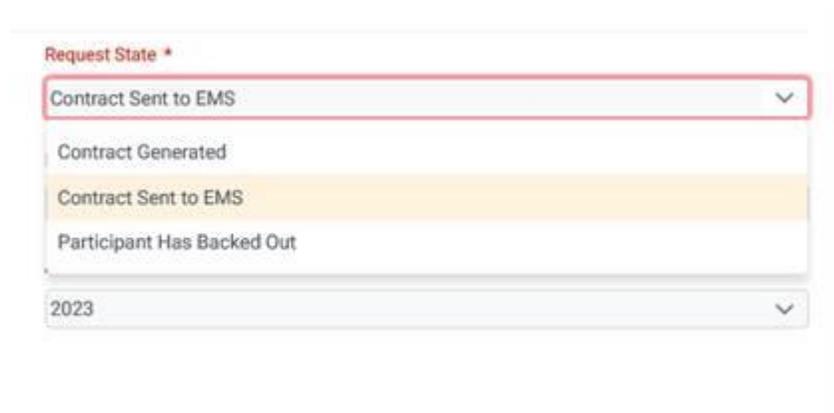
When all necessary fields have been filled out, confirmation should be done with the **+ Save** button .

3. **Immediately afterwards, the Print contract symbol** should appear in the bottom left corner.

By clicking on it the Agreement should be automatically generated, then printed, signed with wet signature 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)

4. 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.



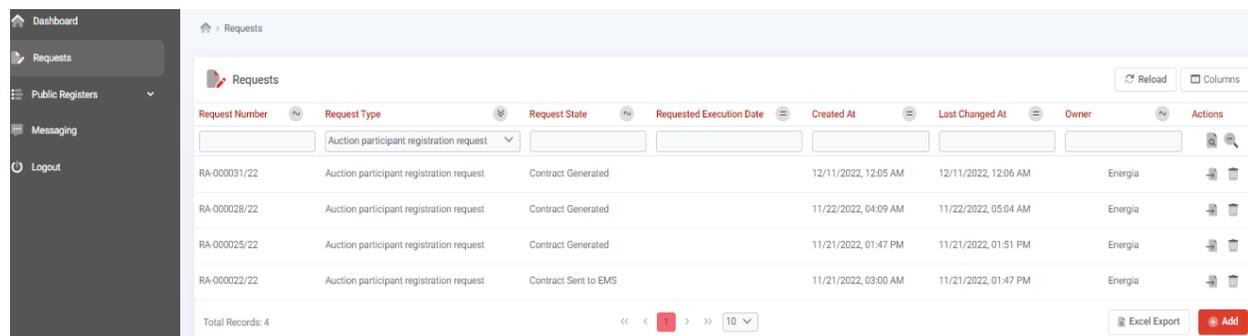
If the participant for some reason decide to cancel the registration, request state could be changed into **Participant has backed out** and pressing the **Save** button.

All future actions on the request depend on EMS.

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.).

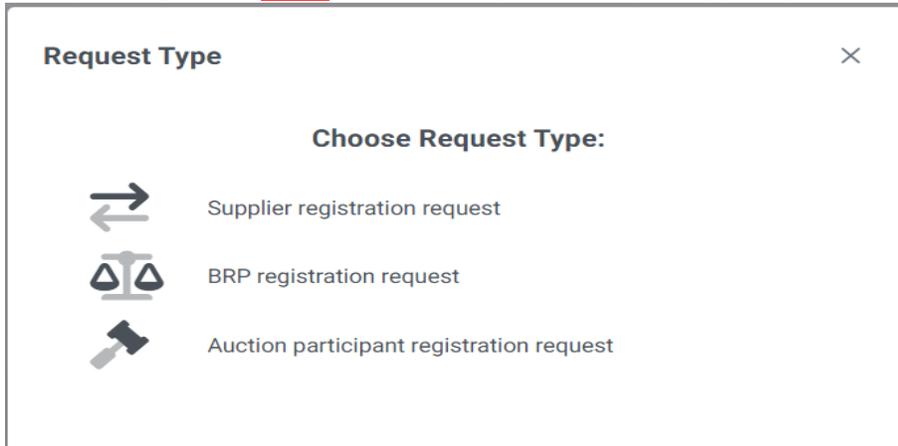


Request Number	Request Type	Request State	Requested Execution Date	Created At	Last Changed At	Owner	Actions
RA-00031/22	Auction participant registration request	Contract Generated		12/11/2022, 12:05 AM	12/11/2022, 12:06 AM	Energia	 
RA-00028/22	Auction participant registration request	Contract Generated		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

Excel Export **+ Add**

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



By selecting **BRP Registration Request**, a new page opens.

1. In the first step, the participant may or may not select the requested execution date, but is required to confirm that he has started the process of submitting the request by clicking on the **Save** button in the lower left corner.

*This procedure sends information to the Operator that the registration request is **In preparation**, which is confirmed by the status itself.*

2. In the second step, new fields are opened in the request, and the participant should fill in the following:

- **Contract Signers** (in Serbian and English);
- add the necessary **Contacts**, if they are missing;
- attach the appropriate **Documents** in accordance with the Rules;

and change the status of the request to **Submitted** in the upper right corner and confirm on the **Save** button in the lower left corner.

Contract Signers



Contract Signer

Name and function in Serbian language *

Name and function in English language *

+ Save

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** button.

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

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, Issues with calculation of Balance group Imbalance, Schedule nominations, BG Connection points, Financial issues, Payment security instruments and Announcement on electricity transactions (Customs confirmation) and Electronic certificates). The participant may or may not fill out another contacts types .

Contact Type	Contacts
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

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

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**.

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 profile.

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:

- Extract from the commercial register,
- Certificate confirming no active bankruptcy or liquidation and
- Balance sheet and Profit and loss account with the auditor's report for the last 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.**

Documents + Add Document

Document Type: Extract from Business Register | Document Date: Enter Document Date | Expiration Date: Enter Expiration Date | + Choose Document

Document Type: Certificate confirming no active bankruptcy or liqui... | Document Date: Enter Document Date | Expiration Date: Enter Expiration Date | + Choose Document

Document Type: Balance sheets and income statements for previo... | Document Date: Enter Document Date | Expiration Date: Enter Expiration Date | + 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 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"

Document Type * | Document Date | Expiration Date

Other | Enter Document Date | Enter Expiration Date

+ 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"

Reminder : When all the necessary fields are filled out, participant should change the status of the request into **Submitted in the upper right corner and confirm on the **Save** button in the lower left corner.**

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

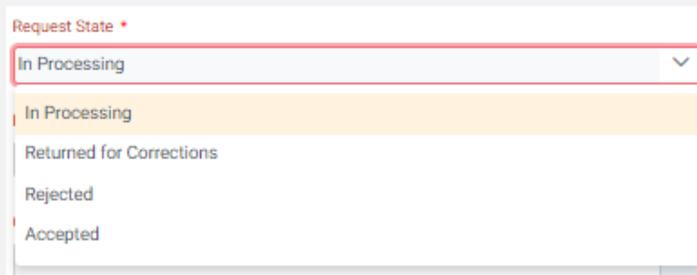
Request State Change

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 changes the request status **In Processing** and starts with the verification. The Operator has the possibility to choose one of three options:



A screenshot of a web form showing a dropdown menu for 'Request State'. The menu is open, displaying four options: 'In Processing' (highlighted in orange), 'Returned for Corrections', 'Rejected', and 'Accepted'. The 'In Processing' option is selected, and a red box highlights the dropdown area.

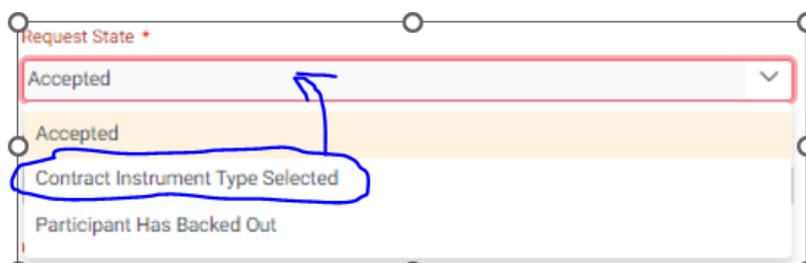
If the request is correct, the contact types are filled out and the required documents properly attached, the Operator calculates the risk value amount, confirms the execution date of the request, changes the request status into **Accepted** and sends a message to the participant to select the payment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

3. In the third step, after receiving the message from the Operator, the participant can see the currently calculated risk value and define the security instrument value.



A screenshot of a web form showing a dropdown menu for 'Security Instrument Type'. The menu is open, displaying two options: 'Bank Guarantee' and 'Dedicated Deposit'. The 'Bank Guarantee' option is selected, and a red box highlights the dropdown area.

To finalize the registration process the participant should change the request state from Accepted into **Contract Instrument type selected.**

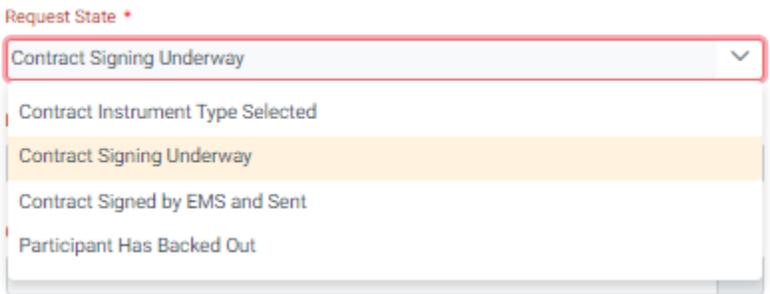


A screenshot of a web form showing a dropdown menu for 'Request State'. The menu is open, displaying three options: 'Accepted', 'Contract Instrument Type Selected' (circled in blue), and 'Participant Has Backed Out'. A blue arrow points from the 'Contract Instrument Type Selected' option to the 'Accepted' option in the dropdown menu.

Participants confirm the choice by clicking **Save** button in the lower left corner.

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

The request for BRP registration has been forwarded to the Operator who generates the Balance Responsibility Agreement. The Operator is obliged to constantly update the status of the request so the future BRP has insight into the current state of the Balance Responsibility Agreement signing procedure.



Request State *

Contract Signing Underway

Contract Instrument Type Selected

Contract Signing Underway

Contract Signed by EMS and Sent

Participant Has Backed Out

4. Finally, the Operator sends the Balance Responsibility Agreement via e-mail to the future BRP, who prints it, signs it and sends it back in two original copies by post or in person to the Operator's postal address (Electrical Grid of Serbia AD Belgrade, Market Directorate, Vojvode Stepe 412, 11000 Belgrade, Serbia).

The Balance Responsibility Agreement is processed within the EMS and, after mutual signing, is registered in the EMS, after which one copy is returned to the participant at the address in the application.

The participant is obliged to provide an appropriate payment security instrument in order for the Balance Responsibility Agreement to enter into force.

TRANSFER OF BALANCE RESPONSIBILITY of the supplier

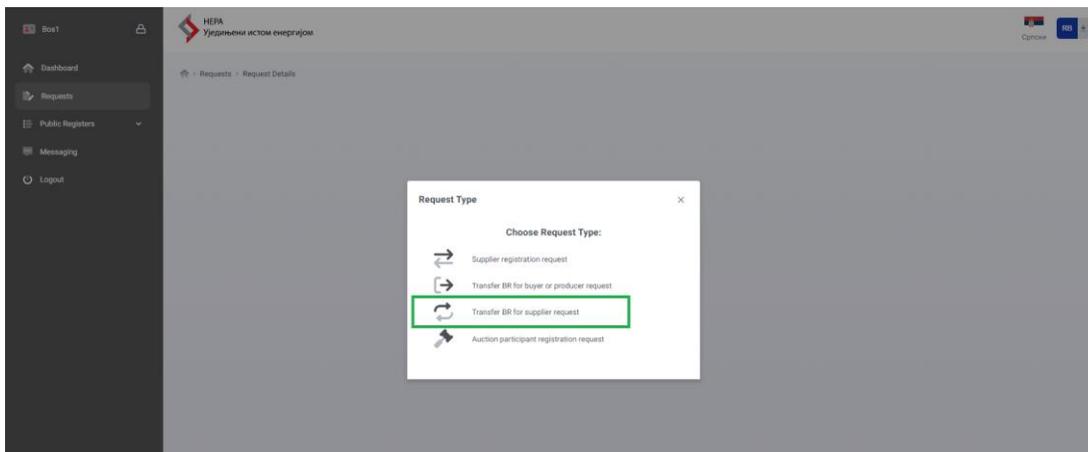
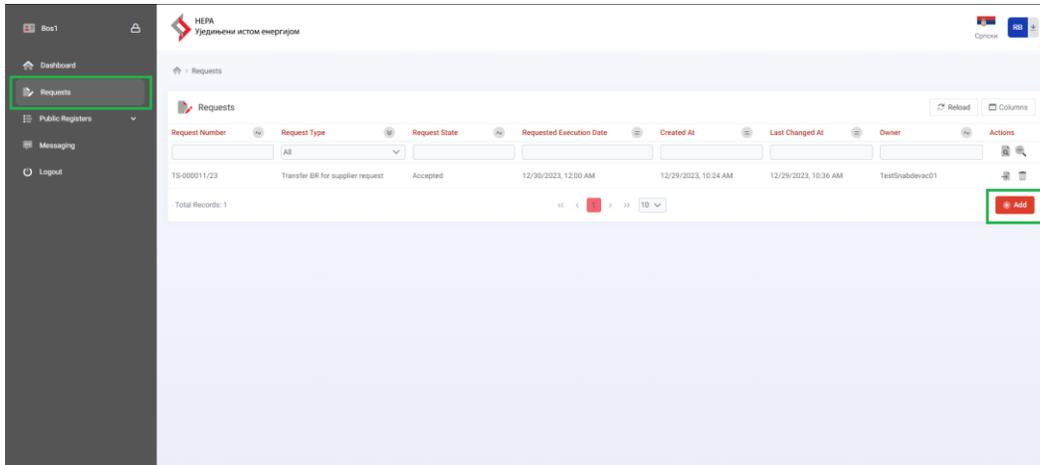
The procedure for transferring the supplier's balance responsibility involves the BRP to which the balance responsibility is transferred and EMS.

Creation of request for transfer of balance responsibility

The request for the transfer of balance responsibility should be submitted by participant that has profile in NERA and already registered as BRP.

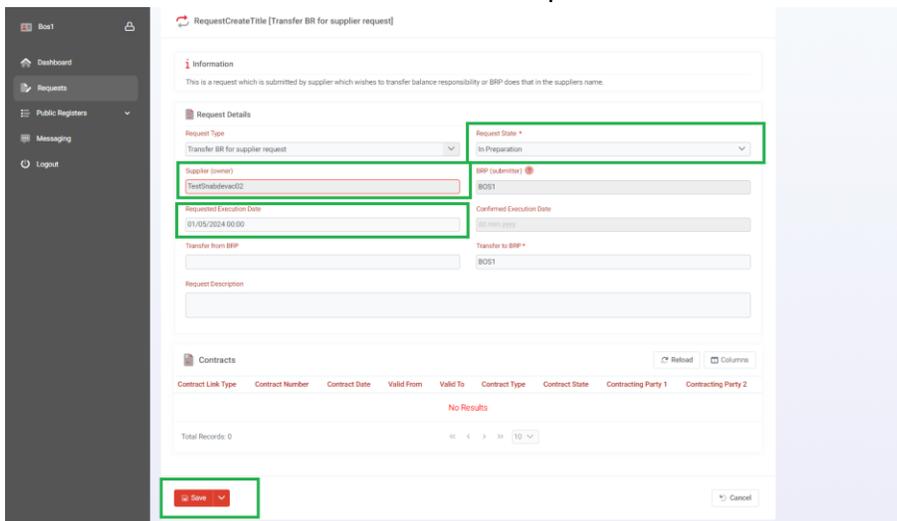
BRP is on the home page.

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

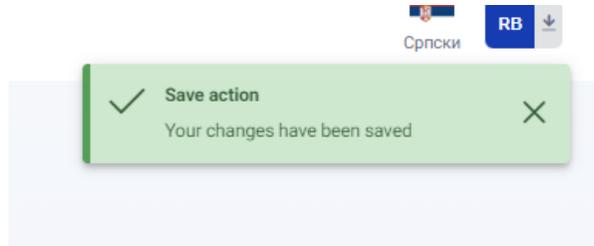


Selecting a request will open a page for entering the required information when creating a request. The information that needs to be filled in is as follows:

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

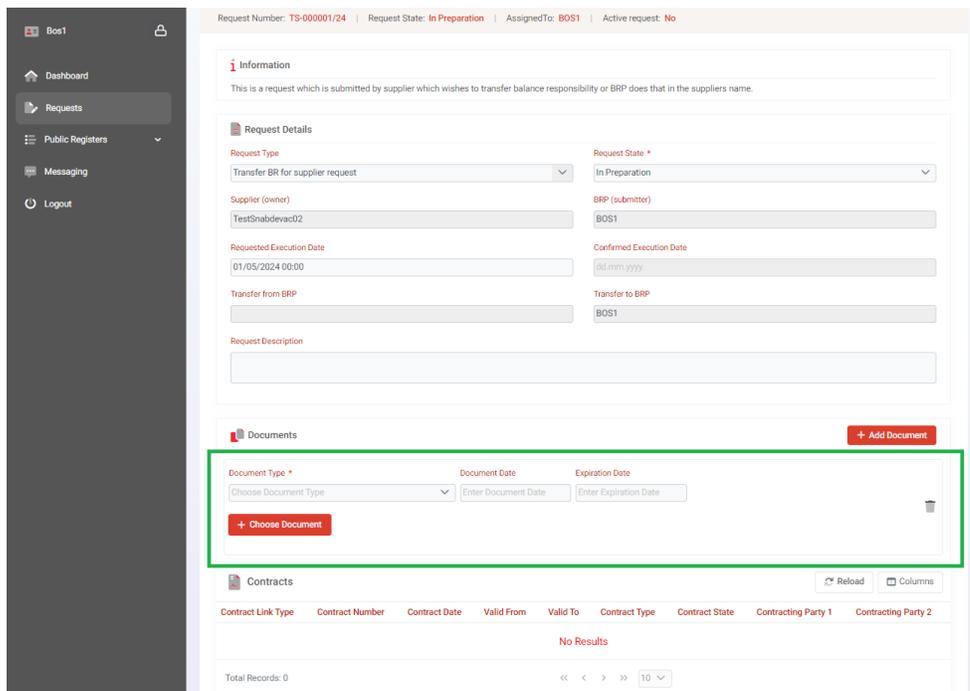


Drag to the bottom of the page and click on "Save", after which, as long as everything is entered correctly, you will receive the following message:

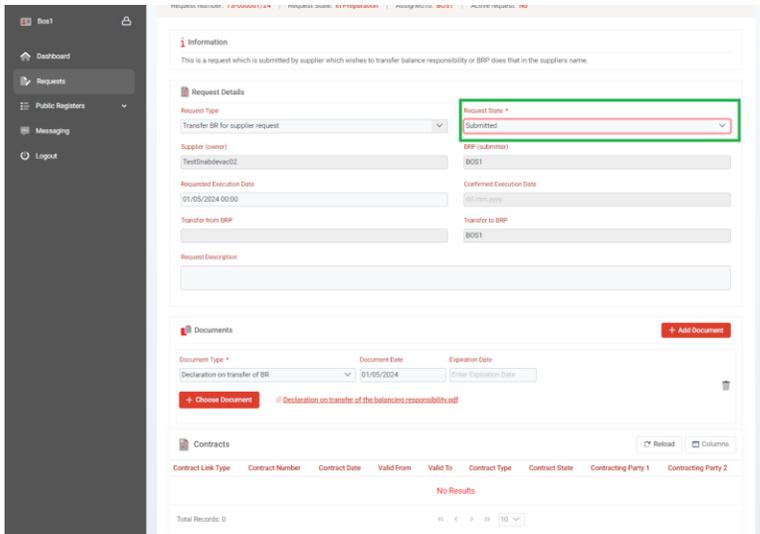


Stay on the same page in the part of the adding documents, click on "Add document" and attach the Declaration on the transfer of balance responsibility

- 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

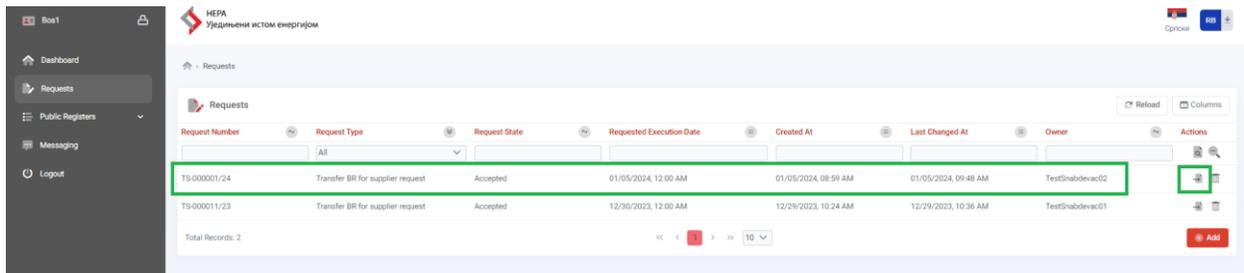


- Change "Request Status" field to "Submitted" status
- Drag to the bottom of the page and click "Save"



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

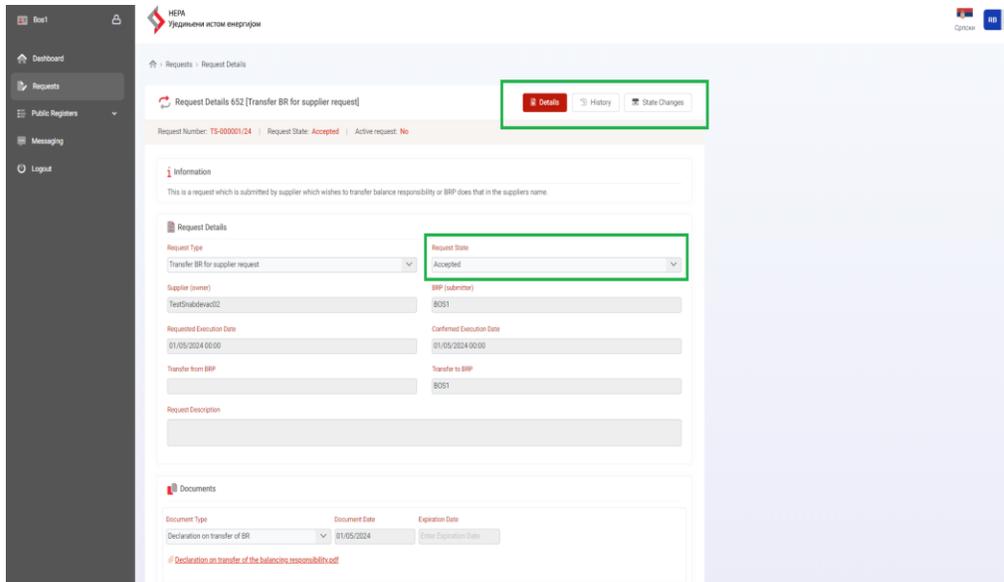
BRP can see the status of the request by opening the request section in the menu, after which it searches for the desired request and opens its details by clicking on the thumbnail on the right.



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.

In the event that the BRP Transfer Agreement is signed for a specific period of time, the BRP is obliged to submit a new request in a timely manner to extend the BRP transfer for the supplier.

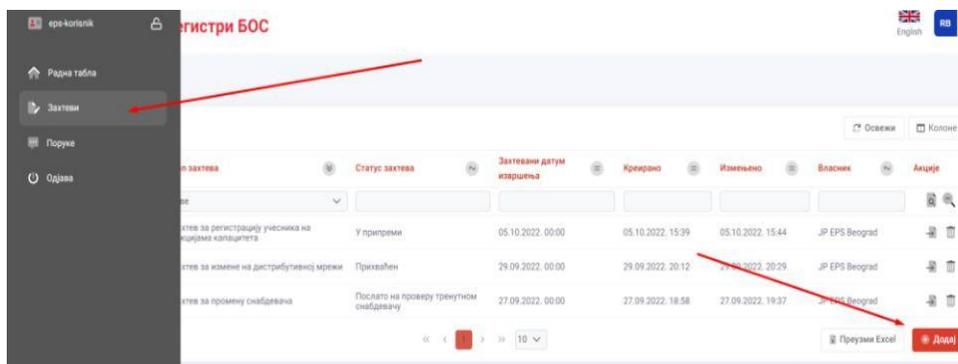
SUPPLIER CHANGE

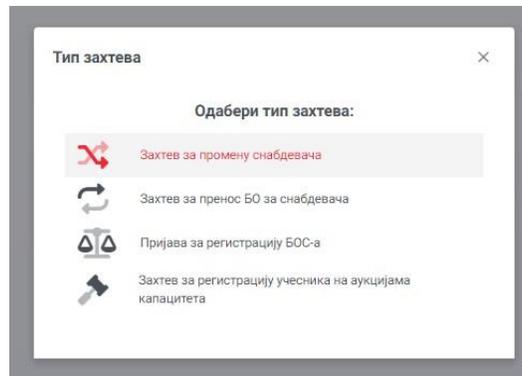
Several users participate in the procedure of supplier change. Current supplier, new supplier and EMS operator. It is necessary for the new supplier to submit evidence of the license for the supply of electricity, as well as to have a settled balance responsibility.

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:

Статус захтева *:

Купац или произвођач (власник) *:

Снабдевач (подносилац) ?

Захтевани датум извршења:

Потврђени датум извршења:

Тренутни снабдевач:

Нови снабдевач *:

Опис захтева:

Број уговора са новим снабдевачем *:

Почетак уговора са новим снабдевачем *:

Истек уговора са новим снабдевачем:

+ Одаберите тренутни уговор о снабдевању

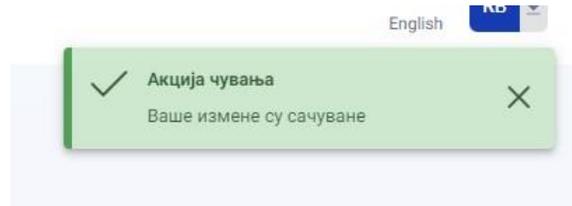
Број уговора са тренутним снабдевачем *:

Почетак уговора са тренутним снабдевачем *:

Истек уговора са тренутним снабдевачем:

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:



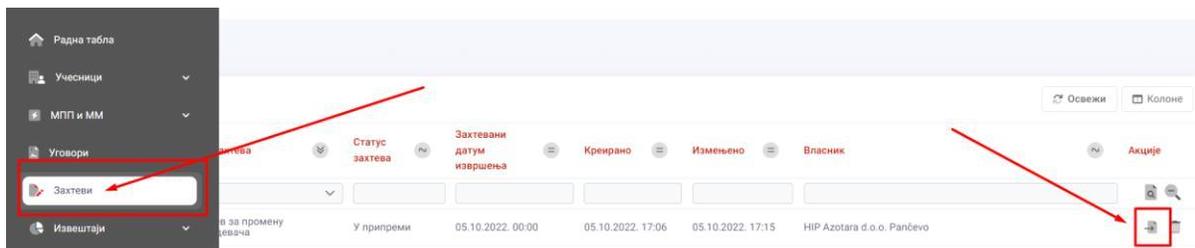
2. Verification of the request by the EMS operator

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

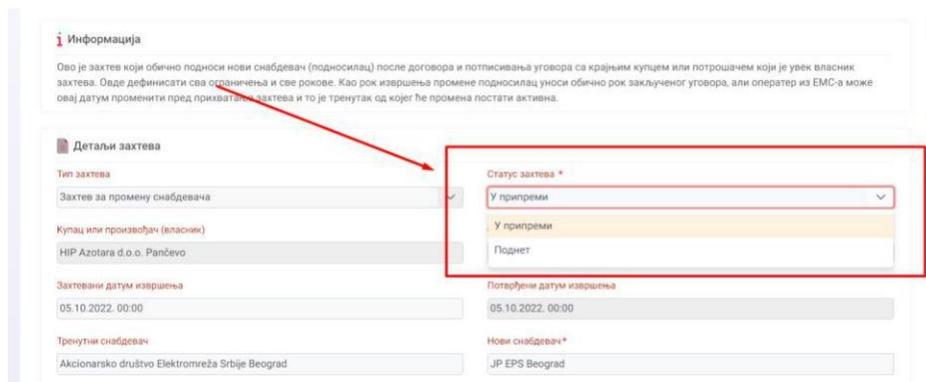
3. Changing the status of the request to the status "Submitted"

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.

Акција	Датум и време	Акција	Датум и време
Креирано	05.10.2022 17:06	Креирао	EPS Korisnik
Имењено	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