Department of Commercial Activity

MANUAL

Capacity booking
for the customers of storage services
within the I-Platform UA SSO

Version 1.7
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After authorization, the working user interface of the I-Platform UA SSO appears.

The Storage System Operator (SSO) of Ukraine, on the basis of a natural gas storage (injection, withdrawal) agreement with a customer, is granted access to the **gas storage capacity** by implementing the following service **kinds** of storage (injection/ withdrawal):

1) working volume;
2) injection capacity;
3) withdrawal capacity;
4) bundled capacity.

Bundled capacity includes the combination of working volume of gas storage, injection capacity during the basic injection season and withdrawal capacity during the basic withdrawal season. At the same time, within a framework of the bundled capacity allocation, a customer is given the right to order different amounts of storage capacity (annual capacity), injection capacity during the basic injection season, and withdrawal capacity during the basic withdrawal season.

The working storage volume cannot be lower 1000 m3 per day. The minimum amount of injection/withdrawal capacity allocated by the SSO for the basic injection/withdrawal season is 1 m3 per day.

Access to gas storage capacity is provided for the following **periods**:

1) annual (annual and bundled capacity);
2) season (basic injection season, basic withdrawal season);
3) month;
4) day (day-ahead capacity).

For each access period to the gas storage capacity, a customer is provided with allocated capacity with the right to store/inject/withdraw equal amount of natural gas during each gas day. At the same time, the injection/withdrawal of natural gas volumes during the gas day is carried out evenly with a constant hourly flow.

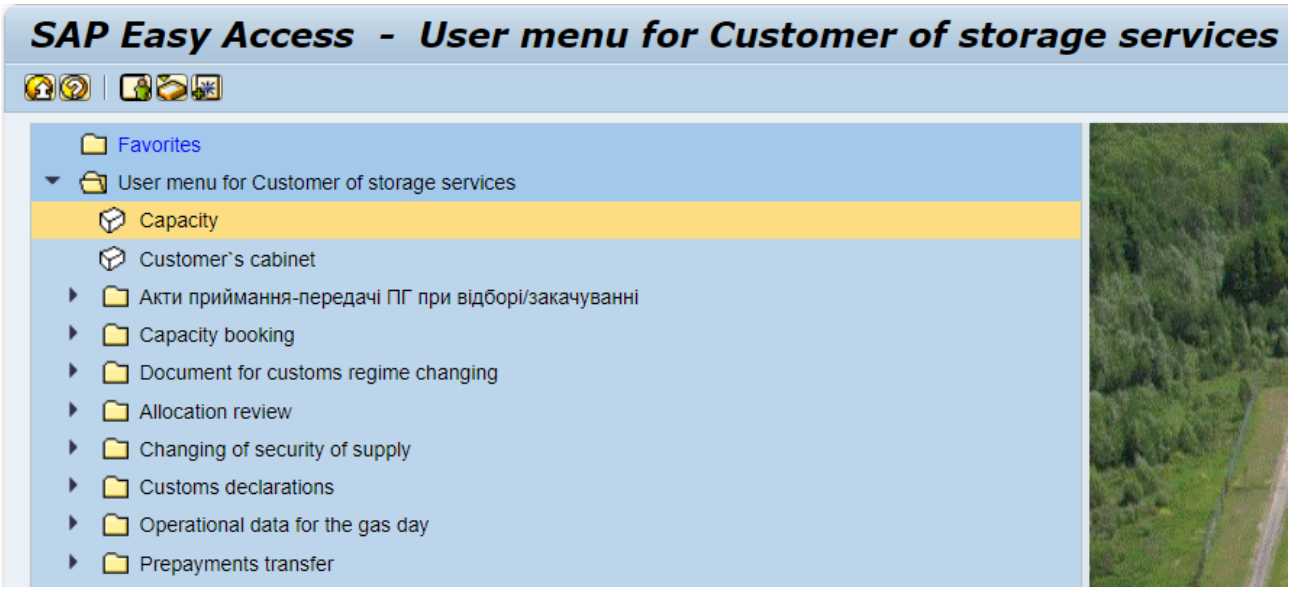
The SSO distributes firm, conditionally firm and interruptible capacity under the conditions defined by the Gas Storage Code:

firm capacity grants the customer a guaranteed right to use it during the period of provision of natural gas storage (injection/withdrawal) services;

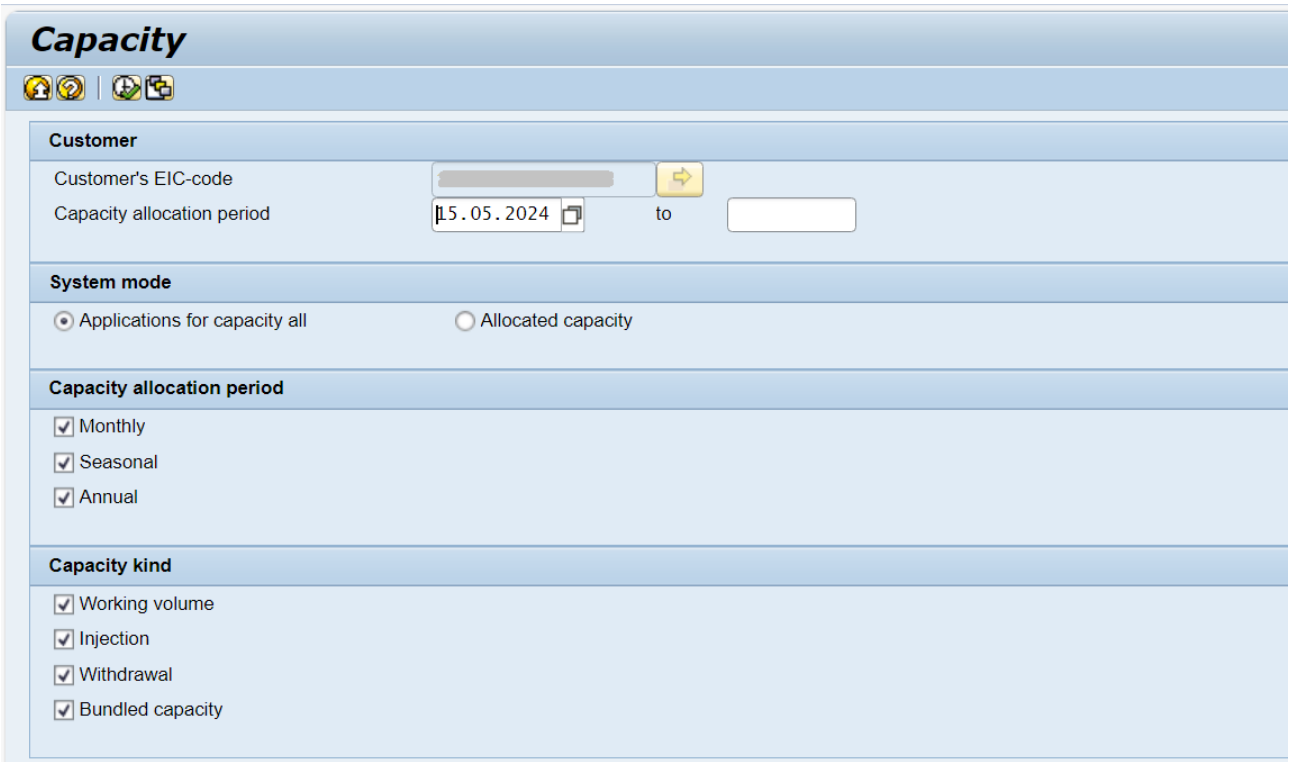
conditionally firm capacity is provided to a customer with a guaranteed right to use it during the period of provision of natural gas storage (injection/withdrawal) services, provided that a customer complies with certain conditions specified by the Gas Storage Code;

interruptible capacity is provided to the customer without a guaranteed right to use it during the gas day, but with the possibility of its limitation (interruption) under the conditions determined by the natural gas storage (injection, withdrawal) agreement and the Gas Storage Code.

To book capacity within I-Platform UA SSO, double click the "Capacity" menu option within the available user menu list to switch:



A selection window opens for capacity booking according to the criteria as per the resolution of the National Energy and Utilities Regulatory Commission of Ukraine (NEURC) (described above):



The "**Customer**" block includes:

- Customer's EIC-code (filled in automatically);
- Capacity allocation period – the period for which capacity is booked.

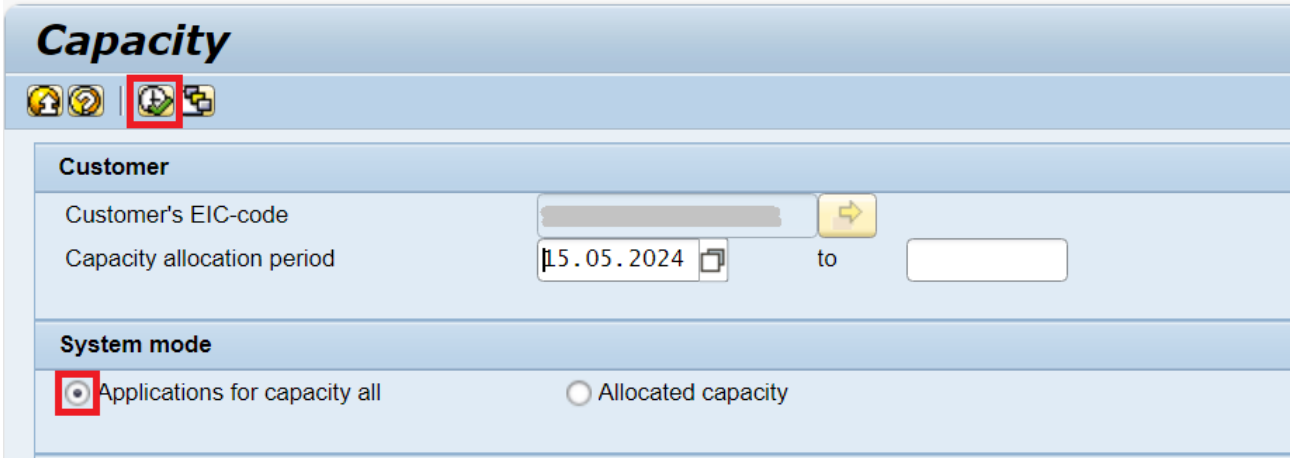
The "**Application Mode**" block is used depending on the need for:

- Applications for capacity allocation – created Applications for capacity allocation;
- Allocated capacity – receiving data on already allocated capacity (Applications processed by the SSO).

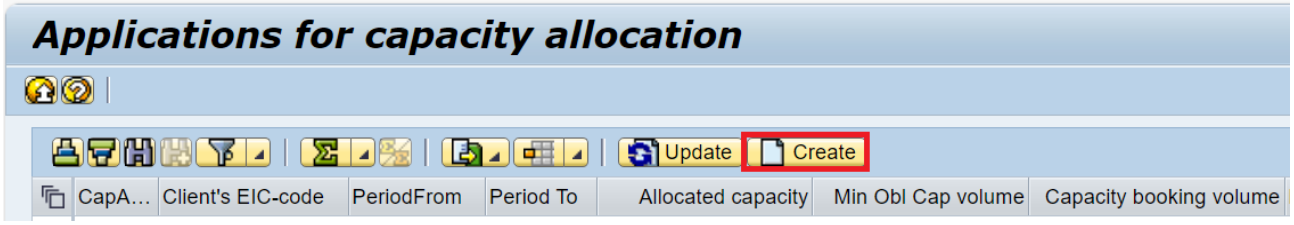
The "**Period of capacity allocation**" block allows you to display Applications for allocated capacity by time period: Monthly, Seasonal, Annual.

The "**Capacity Kind**" block is used to display the created Applications for capacity allocation according to the following kinds: Working volume, Injection, Withdrawal, Bundled.

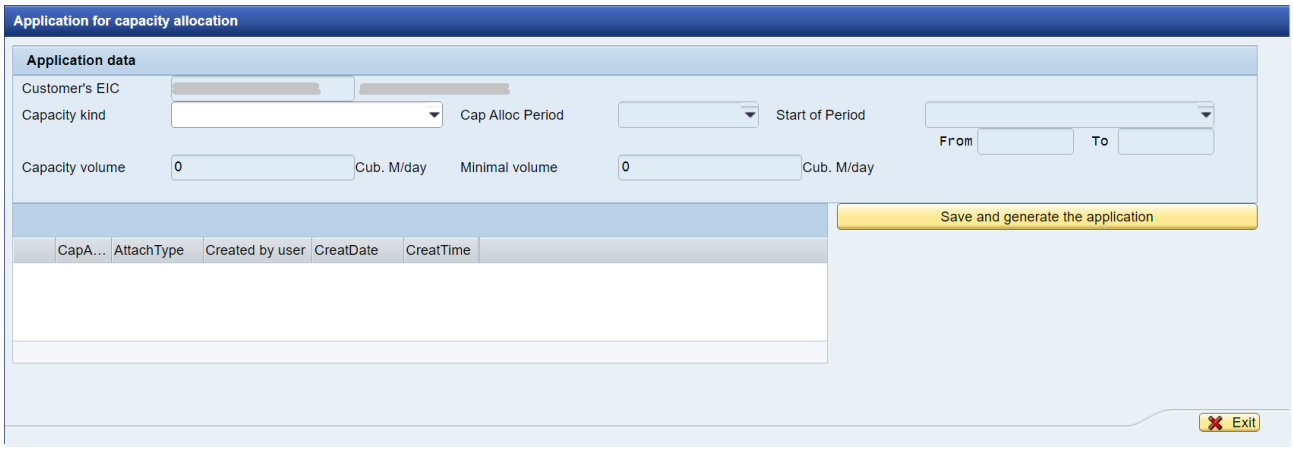
To create an Application for capacity allocation Application, we check the presence of an indicator on the "Application for capacity allocation" option in the program mode, which is responsible for creating the Application (we leave the ticks in the two lower blocks), and click the Execute button:



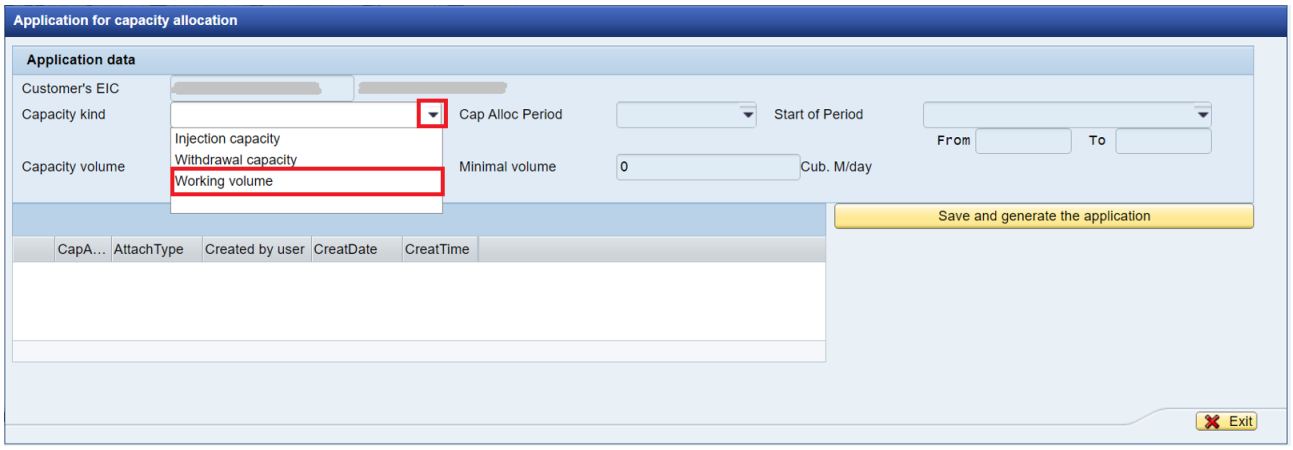
To create an Application for capacity allocation, click the "Create" button on the screen that appears:



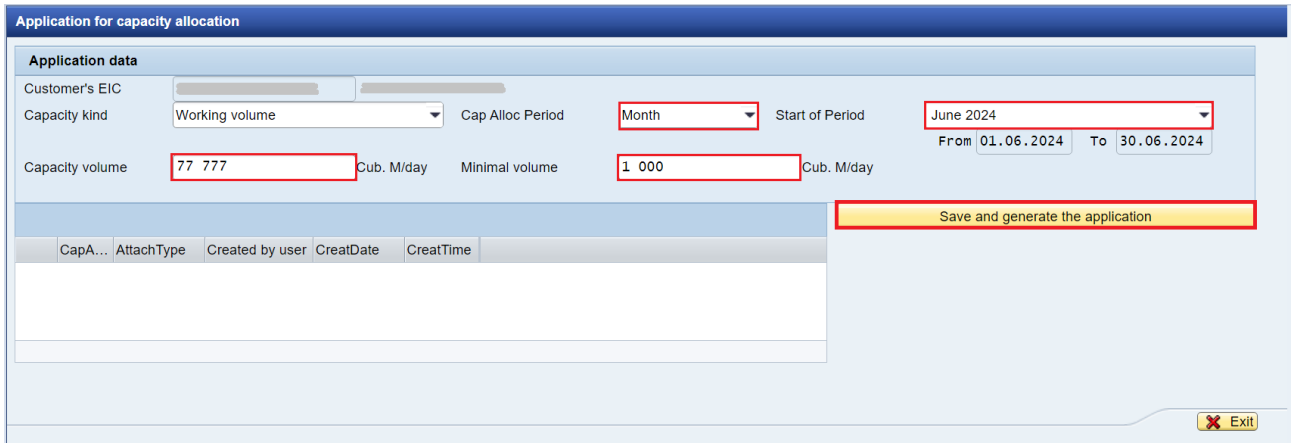
After clicking, the next window is called "Application for capacity allocation", intended for entering the parameters of the future Application, its saving and generation:



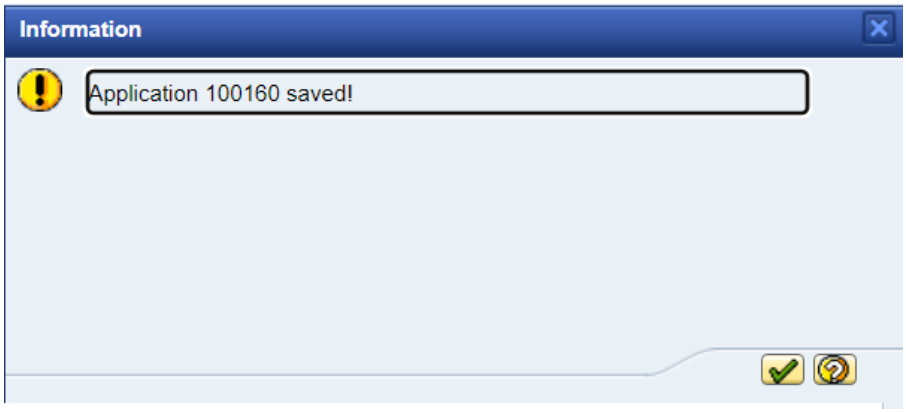
At this stage, we determine the capacity kind from the selection option, e.g. the working volume:



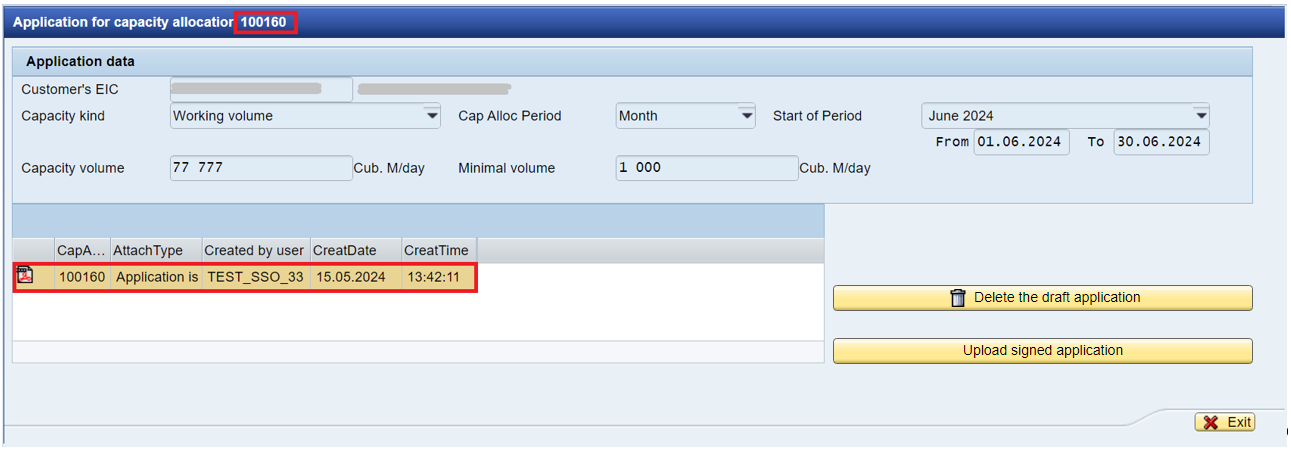
After determining the capacity kind, all other selection options are activated, which we need to fill in – the allocation period, the beginning of the period (we determine the month), enter the requested volume, the minimum storage volume (1000 cubic meters per day for the working volume, and 1 cubic meter for injection or withdrawal capacity):



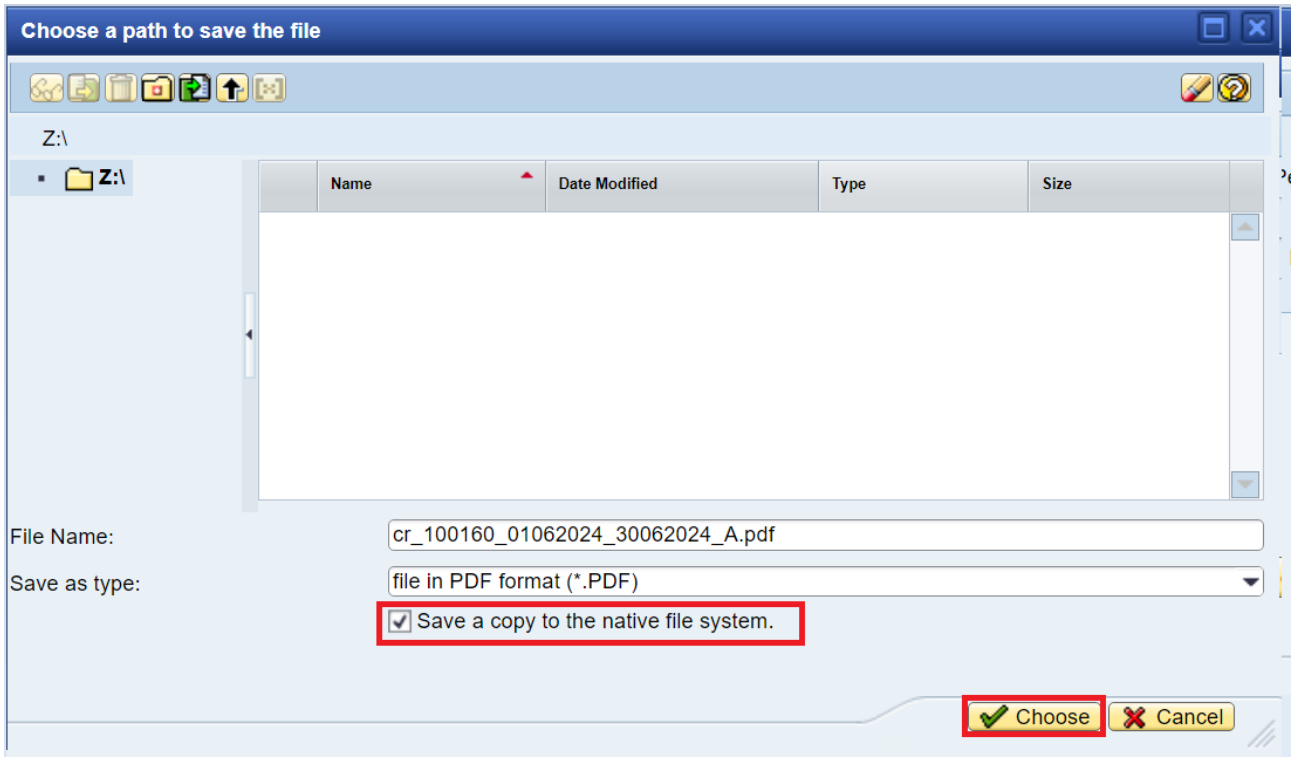
We receive an information message from the system about saving the Application:



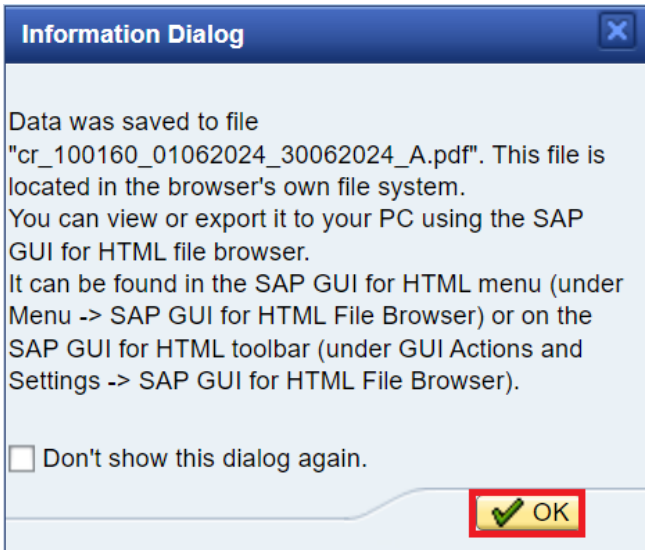
Now the number of the created Application is displayed in the window, and a file in .PDF format has appeared for download – we download it to our own file system by double-clicking on it:



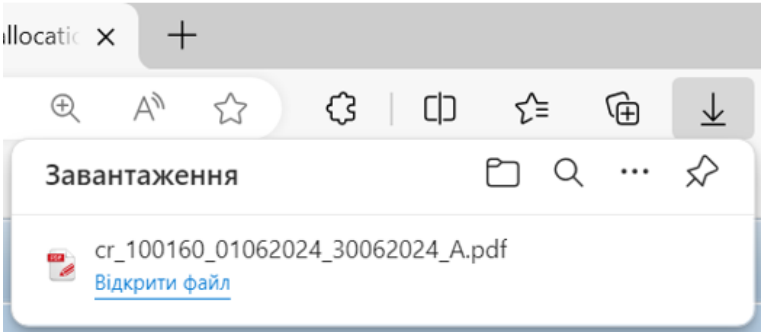
In the dialog box, put a tick next to "Save a copy to the native file system":



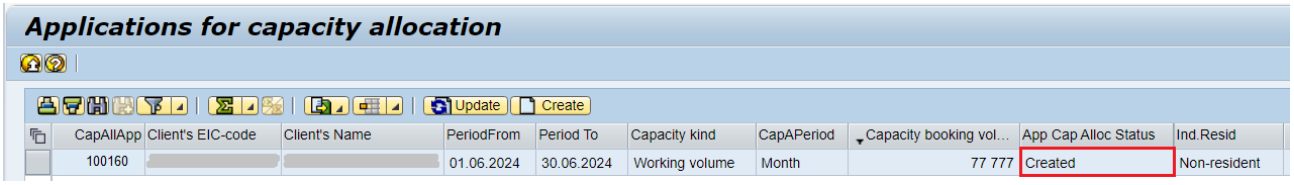
The system will inform with the following message:



The file with a printed form will be saved in the file directory:

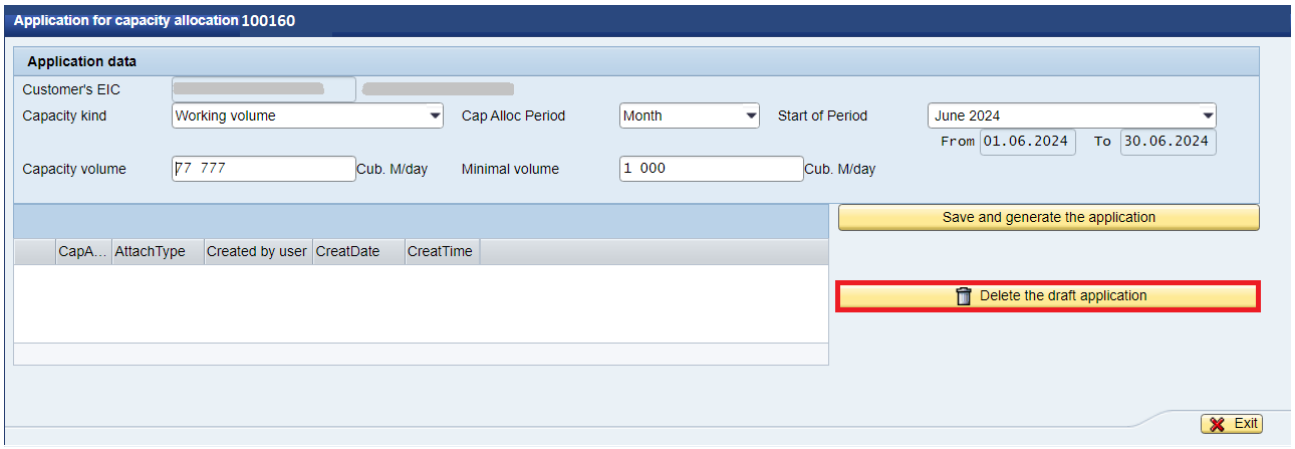


The Application for capacity allocation is in the list of Applications and has the status Created:

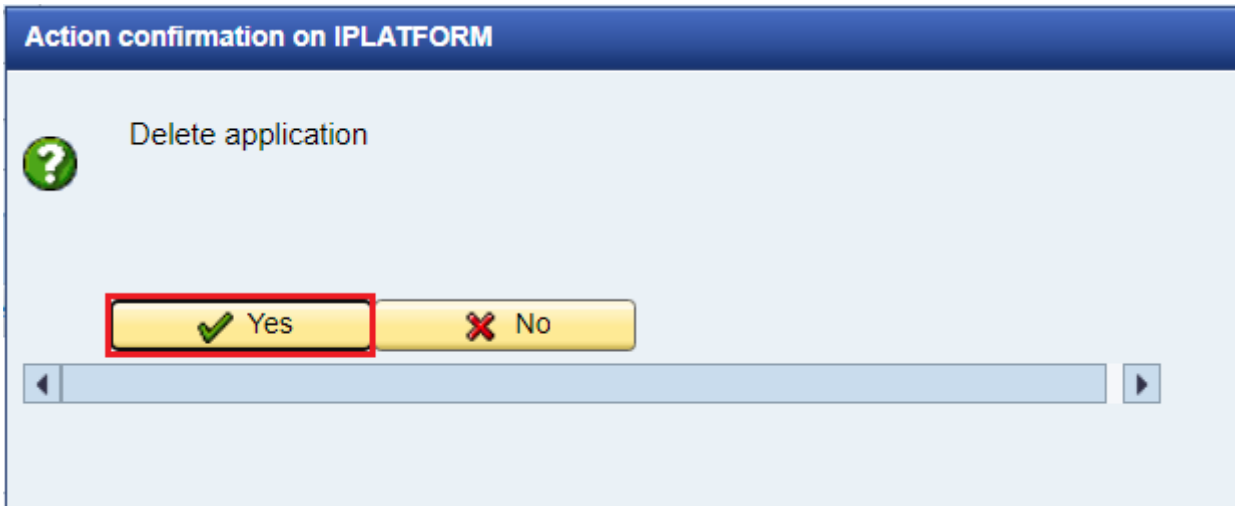


CapAllApp	Client's EIC-code	Client's Name	PeriodFrom	Period To	Capacity kind	CapAPeriod	Capacity booking vol...	App Cap Alloc Status	Ind.Resid
100160			01.06.2024	30.06.2024	Working volume	Month	77 777	Created	Non-resident

If you want to delete an Application in this status, hover your mouse cursor over the Application and double-click it. In the next window that appears, click the "Delete draft application" button.



When you click the Yes button, the application will be deleted:



Next, we open the downloaded Application for capacity allocation, check the gas volume, period, details of the company and the signatory's name stated in it:

Додаток /Annex
до Типового договору зберігання (закачування, відбору) природного газу/
to natural gas storage (injection, withdrawal) standard agreement
№/# 1808000[redacted] від/dated 02.08.2018
EIC-код Замовника /EIC of the Customer [redacted]
Назва Замовника /Customer

ЗАЯВКА НА РОЗПОДІЛ ПОТУЖНОСТІ/APPLICATION FOR CAPACITY ALLOCATION
(крім об'єднаної потужності/ apart from bundled capacity)

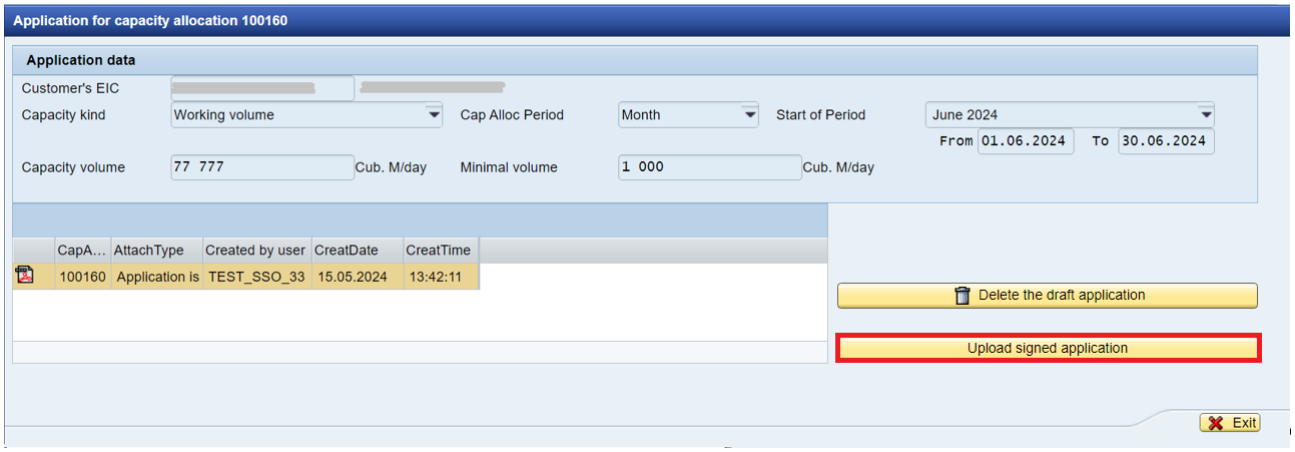
Вид послуги	Заявлена потужність (тис. куб. м/доба)	Мінімальний обов'язковий обсяг потужності (тис. куб. м/доба)	Період/Period	
			з (рік, місяць, день)	до (рік, місяць, день)
Type of service	**Requested capacity (tcm/day)**	**Minimal mandatory capacity (tcm/day)**	**from (year, month, day)**	**to (year, month, day)**
1	2	3	4	5
Робочий обсяг/ Working volume	77,777	1,000	2024-06-01	2024-06-30

Замовник: / Customer:

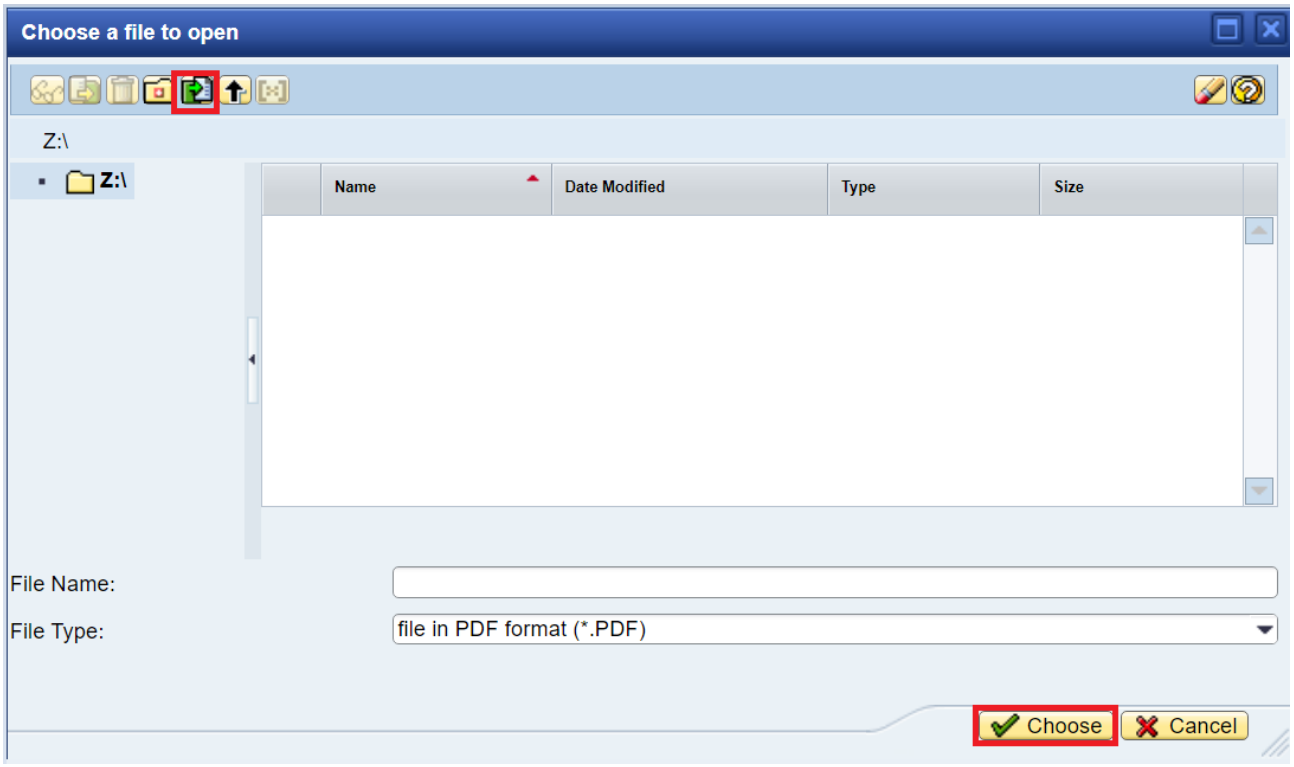
М.П.(за наявності)_____
Seal (if any) (підпис, П.І.Б.) / (signature, full name)

100160 TEST_SSO_33 15.05.2024 13:42:11

We sign the Application on behalf of the customer and upload the signed Application to the system. To do this, double-click an Application for capacity allocation from the list of applications to open it. In the next window, generate and save the Application again (by clicking the "Save and generate the application" button), then in the information window, choose the green checkmark, and after that click the "Upload signed application" button:

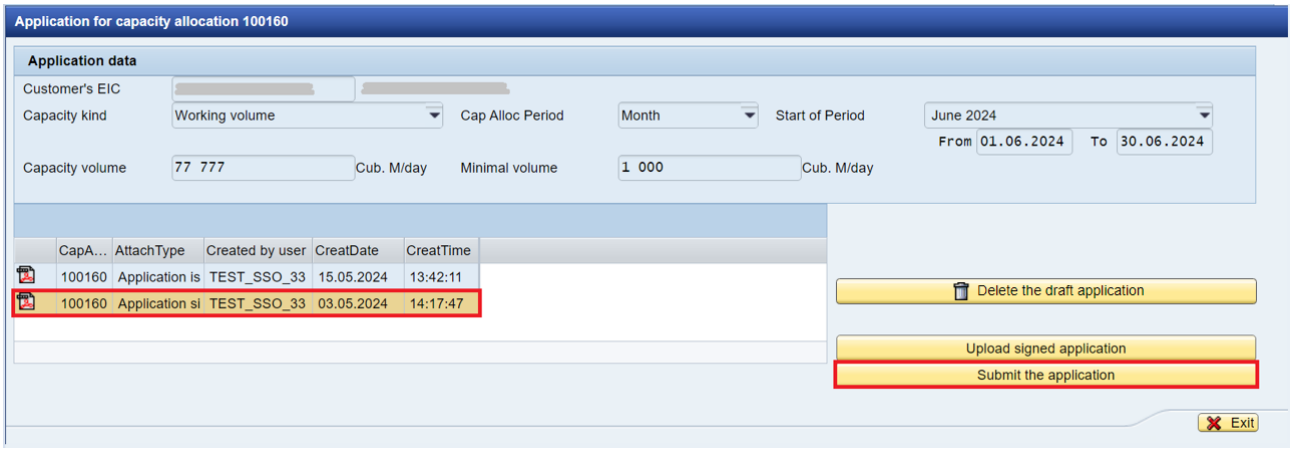


Select a signed file from your native file system:

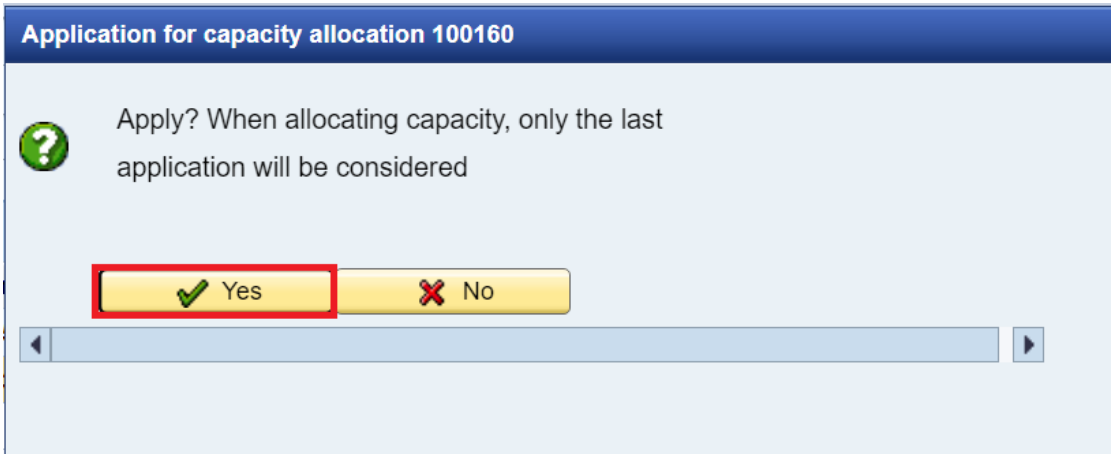


The Application for capacity allocation file signed by the customer is uploaded to the system. At this stage, it can be submitted.

To do this, click the Submit button (that appeared):

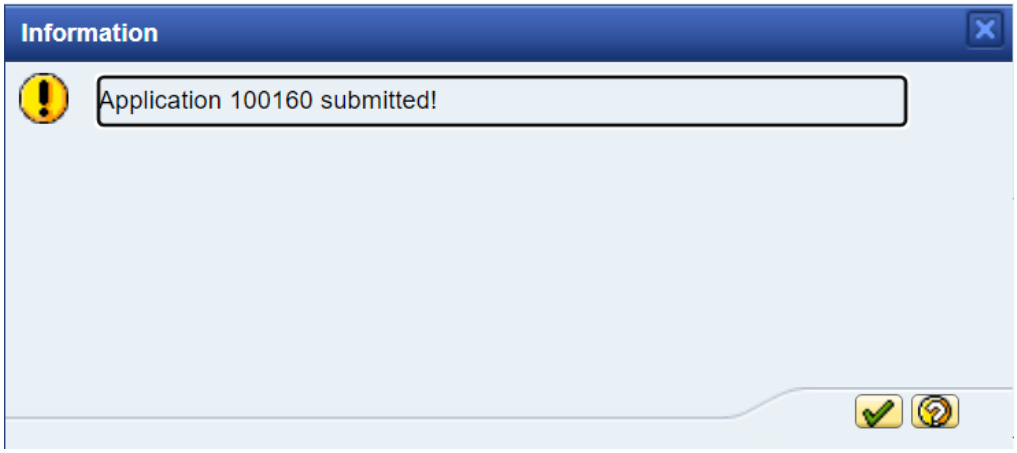


If several Applications were submitted, the following message from the system will appear:

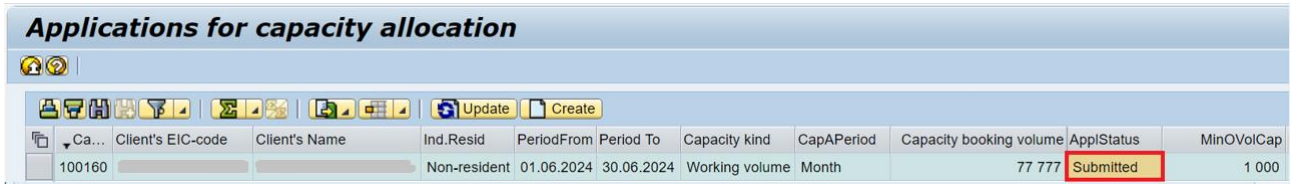


That is, if an Application was submitted, but for some reason it is necessary to increase the storage volume, then a new Application should be created for the entire required volume (not for the difference), since the last submitted Application will be used for allocation by the SSO.

The system notifies you about the Application submission in the following information window:



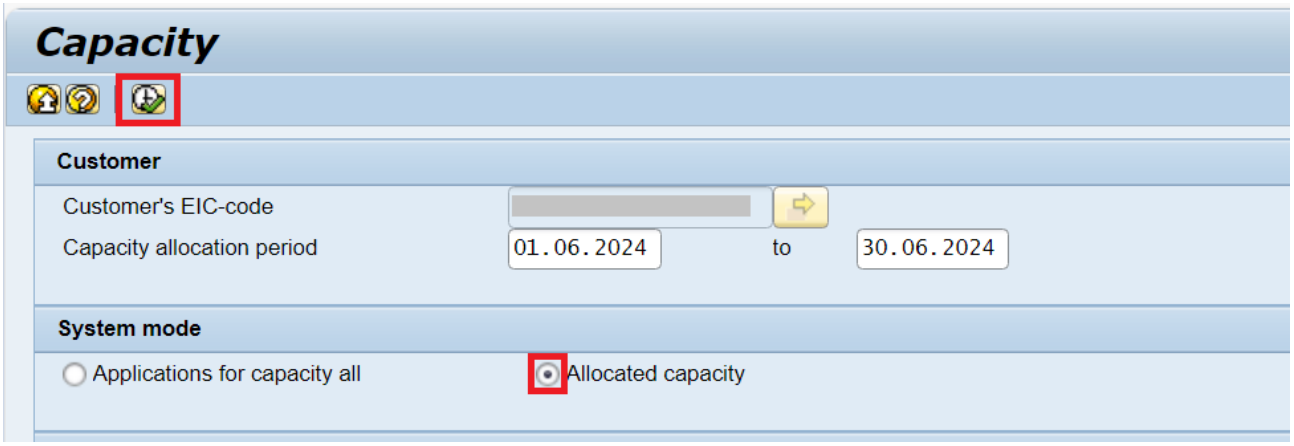
The Application is displayed in the list of Applications in the status "Submitted":



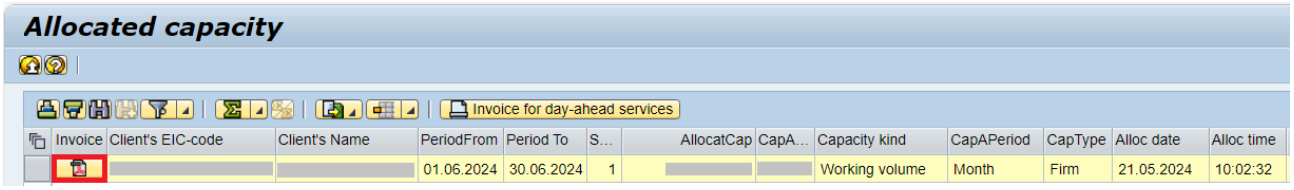
Next, the Application is sent to the SSO for allocation of the declared volumes.

After the allocation of gas volumes according to the Applications received by the Storage System Operator, the customer can generate invoices for payment.

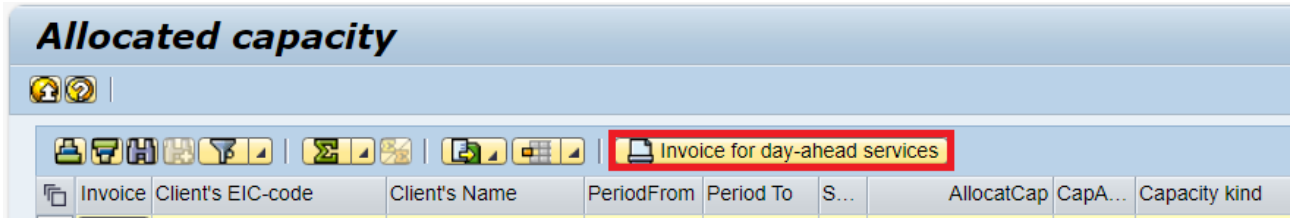
Select the Allocated capacity option in the Capacity window, then Execute:



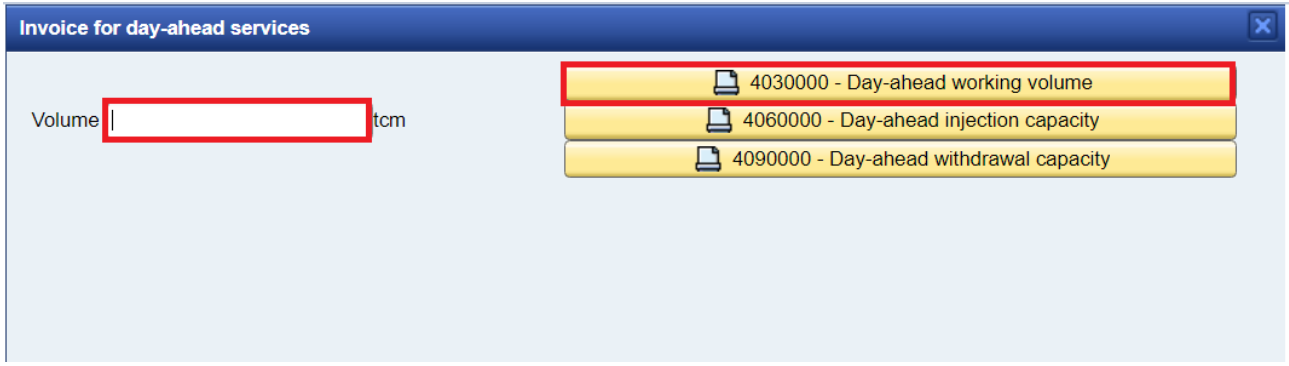
The Allocated capacity window opens. The invoice for payment of working volume is generated by the system automatically. The file in PDF-format can be found in the Invoice column and is available for downloading to your native file system by clicking on it:



To generate invoices for daily services the button Invoice for day-ahead services is provided:



Specify the gas volume according to the Application and click on the appropriate type of service:



Next, choose the path to save the invoice file to your native file system. After that, our specialist issues an invoice for payment.