



## Instructions for the use by the Information Platform

### Order invoices

Version 1  
09.12.2021

Consultations:

|                  |  |
|------------------|--|
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*Information in the Instructions for use by the Information Platform contained in the figures/diagrams serves only as an example of visualization of data display in the personal account of the platform user.*

*Such information is fictitious, any coincidences with real network users or their work in the Information Platform are completely accidental and untrue.*

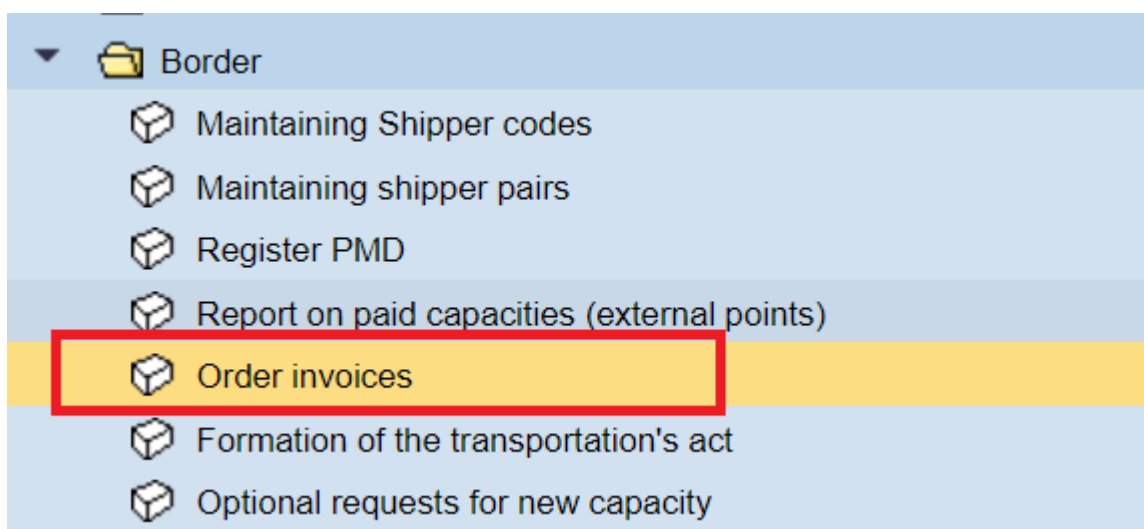
*Such data is not information of the Information Platform on network users' activities in the natural gas market, and the TSO is not liable for its use.*

## Order invoices

**Transaction name:** Order invoices

**Transaction functionality:** This transaction allows you to create an invoice for the needs of customer to pay for capacity per day and during the day, change the capacity conditions with restriction. Creating an account does not entail any rights or obligations associated with settlements.

**Entry to the transaction:** To go to the transaction, just double-click on the selected line in the menu item with the left mouse button



## Entering data to create an invoice

**On the first screen,** fill in the following data:

- EIC- code of the customer (filled in automatically according to the account);
- Date - it is possible to use the calendar or fill it in yourself.

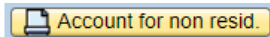
 A screenshot of a software form titled 'Invoice (non-residents)'. The form has a header bar with a small icon on the left. Below the header, there are input fields for 'Client' (containing '12') and 'Date' (containing '01.12.2021' to '31.12.2021'). A yellow arrow icon is next to the client field. A 'Calendar' pop-up window is open over the date field, showing a calendar for December 2021. The date '31.12.2021' is selected in the calendar.
 

| December 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Mo            | Tu | We | Th | Fr | Sa | Su |
| 48            | 29 | 30 | 1  | 2  | 3  | 4  |
| 49            | 6  | 7  | 8  | 9  | 10 | 11 |
| 50            | 13 | 14 | 15 | 16 | 17 | 18 |
| 51            | 20 | 21 | 22 | 23 | 24 | 25 |
| 52            | 27 | 28 | 29 | 30 | 31 | 1  |

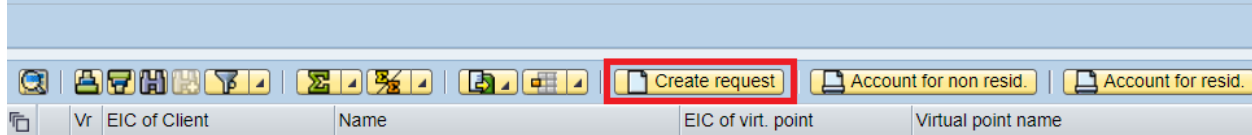
After entering the initial data, use the "Run"/ "Clock" button on the toolbar



On the second screen at the top, click the icon

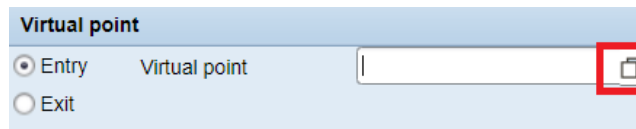


### Invoice (non-residents)



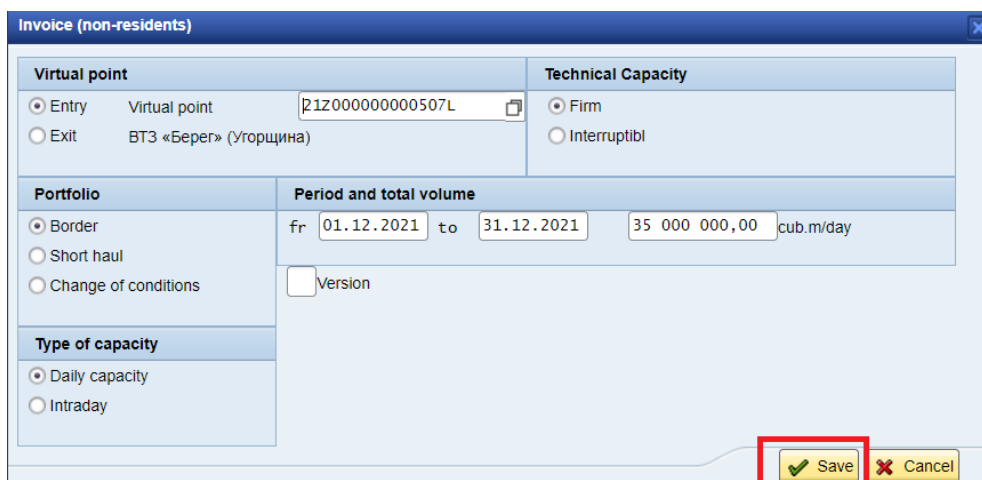
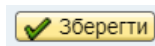
In the dialog window on the **third** screen fill in the active fields:

- ENTRY or EXIT
- Virtual point (to search for EIC-codes of virtual points, place the cursor on the field of selection of the code of the virtual point and click on the button on the left "EIC-code of the virtual point", the available virtual points will be displayed, double-click on the desired)



- Portfolio (border, Short haul, Change of conditions (restrictions))
- Type of capacity booking (daily or intraday);
- Type of capacity booking (guaranteed capacity or interruptible capacity);
- Order period;
- Total volume of capacity booking (m3 /day).

After filling in all the required data, press



**Please note** that the following fields are active for filling when creating an invoice for the Change of Conditions (Restrictions) portfolio:

- order/booking period (date "fr" is equal to date "to")

- Total volume of capacity booking (cub.m3 /day);

After saving the data, the account entry appears on the screen

| Vr                                  | EIC of Client | Name | EIC of virt. point | Virtual point name  | Direction | IntrnBetwnThePries | Type of capac. | Type of ca... | Start Date | End Date   | * Total volu...      | Tariff | * Cost, ...       |
|-------------------------------------|---------------|------|--------------------|---------------------|-----------|--------------------|----------------|---------------|------------|------------|----------------------|--------|-------------------|
| <input checked="" type="checkbox"/> | 12            |      |                    |                     | ENTRY     | Not specified      | Daily          |               | 01.12.2021 | 01.12.2021 | 10 000,00            | 6,4525 | 64,53             |
| <input checked="" type="checkbox"/> | 12            |      | 21Z000000000085L   | IP Uzhgorod - Velke | ENTRY     | Border             | Daily          | Firm          | 01.12.2021 | 01.12.2021 | 35 000 000,00        | 6,4525 | 225 837,50        |
| <input checked="" type="checkbox"/> | 12            |      | 21Z0000000000507L  | VIP Bereg (Hungary) | ENTRY     | Border             | Daily          | Firm          | 01.12.2021 | 01.12.2021 | 35 000 000,00        | 6,4525 | 225 837,50        |
|                                     |               |      |                    |                     |           |                    |                |               |            |            | <b>70 010 000,00</b> |        | <b>451 739,53</b> |

If in this period there is a need to create an additional invoice for one virtual point with identical parameters, you need to adjust the previously created account.

To do this, double-click the left mouse button to click on any cell of the created account. A dialog window will open for changing the volume and save.

The changed invoice will be displayed on the screen (in our case at the VIP Bereg point (Hungary) the changed invoice in the amount of 35 000 000.00 to 15 000 000.00 cubic m3 / day has been changed).

