

DATE April 28, 2016
REFERENCE
FROM NCC-NPS

SUBJECT Emergency procedure 'Offering EDINE messages'

This emergency procedure is effective from December 03th 2015.

General

The emergency procedure 'Offering EDINE messages' is meant for market parties, which under normal circumstances supply EDINE messages via CPS to the back-end system of TenneT. This emergency procedure is only applicable if the CPS connection of the market party has failed and their backup system is also not working.

TenneT reserves the right *not* to perform the use of the emergency procedure 'Offering EDINE messages' if it jeopardize the legal and contractual activities of TenneT.

For the emergency procedure 'Offering EDINE messages' only messages with the format EDINE will be accepted by TenneT and no other message formats such as Excel.

If a market participant wants to use the emergency procedure the market party has to notify TenneT by telephone within the specified time window defined by TenneT and mentioned in this emergency procedure. The market party will be informed by TenneT during the telephonically notification if she may use the emergency procedure. Depending on the type of the EDINE message a time window is mentioned in which the market party has to notify TenneT by telephone and in which the internet e-mail of the market party with attached the EDINE message must be received at TenneT. Timely receipt of the internet e-mail with the EDINE message at TenneT is the risk of the market party. Notifications of market parties and/or receiving of internet e-mails with the EDINE message outside this time window are not taken into consideration.

The accompanying internet e-mail with attached the EDINE the message must contain the following text:

Dear colleague,

Hereby <name market party> with <EAN-code market party> requests TenneT to send in the attached EDINE message(s) via the CPS to the back-end system of TenneT in accordance with the emergency procedure 'Offering EDINE messages'.

<name market party> states to have read the emergency procedure 'Offering EDINE messages' (version December 03th 2015) and agrees to the content.

EDINE message(s) attached.

<name employee market party>

<contact information market party: telephone number>

The text of the accompanying email is also written down in the attached Microsoft Office Outlook 2010 template.



Request use of emergency procedure 'Offering EDINE messages'.msg

Only EDINE messages that relate to the period for which the gate closure applies will be processed by TenneT. The time window closes at least 15 minutes before the gate closure for that EDINE message. The other EDINE messages, which do not relate to the period for which the gate closure applies and therefore can be sent after the gate closure will not be considered. For these EDINE messages, the market party will have the time to let its IT-service restore the connection to the CPS or repair the backup system until the next gate closure.

If TenneT has sent in the EDINE message of the market party via her mail system and CPS to the back-end system of TenneT the market party receives hereof a confirmation via the CPS. The market participant receives a EDINE message back as if the market party herself has submitted the EDINE message. Because the CPS connection of the market party does not work TenneT will reply the internet email of the market party with the status of the sent in EDINE message.

TenneT is not responsible or liable for the (in)correctness of the content of the EDINE messages nor for the resulting consequences after sending in the EDINE messages by TenneT via the CPS to the back-end system of TenneT. TenneT only has an obligation regarding the timeliness of submitting the EDINE messages before the gate closure of the relevant EDINE messages providing that the EDINE messages received at TenneT within the specified time window.

TenneT monitors the use of the emergency procedure. In case of frequent use of the emergency procedure by a market party TenneT will contact this market party. Denial of use of the emergency procedure 'Offering EDINE messages' is one of the possible measures.

Specifically per EDINE message under normal conditions and gate closures

E-programs regarding year and month nominations cross border (import / export)

- Date of execution E-program is day D;
- Gate closure sending in E-program regarding year and month nominations: day D-1 08h30;
- Time window to notify TenneT by telephone for the use of the emergency procedure and to receive the internet e-mail with the EDINE message for the emergency procedure: Day D-1 08h00 – 08h15;
- To notify emergency procedure at TenneT Operational Planning: +31 26 373 1730;
- Internet e-mail address of TenneT for receiving internet e-mail with EDINE message: tennet-operational-planning@tennet.eu

E-programs regarding day nominations cross border (import / export)

- Date of execution E-program is day D;
- Gate closure sending in E-program regarding day nominations: day D-1 14h00;
- Time window to notify TenneT by telephone for the use of the emergency procedure and to receive the internet e-mail with the EDINE message for the emergency procedure: Day D-1 12h30 – 13h45;
- To notify emergency procedure at TenneT Operational Planning: +31 26 373 1730;
- Internet e-mail address of TenneT for receiving internet e-mail with EDINE message: tennet-operational-planning@tennet.eu

E-programs regarding domestic trade

- Date of execution E-program is day D;
- Gate closure sending in E-program regarding domestic trade: day D-1 14h00;
- Time window to notify TenneT by telephone for the use of the emergency procedure and to receive the internet e-mail with the EDINE message for the emergency procedure: Day D-1 12h30 – time of authorisation of E-programs (fiat);
- To notify emergency procedure at TenneT Operational Planning: +31 26 373 1730;
- Internet e-mail address of TenneT for receiving internet e-mail with EDINE message: tennet-operational-planning@tennet.eu
- An EDINE message for sending in after gate closure sending in E program needs a request number to be taken into consideration by the back-end system of TenneT. The request number must be obtained at TenneT;
- After having identified internal and external consistency of the EDINE message TenneT accepts no modification of the submitted EDINE message from start external consistency check (14:05) until the time that the communication problems of the market party are resolved.

E-programs ex-post regarding domestic trade and Single Sided Transactions (SST) ex-post

- Date of execution E-program and Single Sided Transactions (SST) is day D;
- Gate closure sending in E-program ex-post regarding domestic trade and Single Sided Transactions (SST) ex-post: day D+1 10h00;
- Time window to notify TenneT by telephone for the use of the emergency procedure and to receive the internet e-mail with the EDINE message for the emergency procedure: Day D+1 08h00 – 09h45;
- To notify emergency procedure at TenneT Operational Planning: +31 26 373 1730;
- Internet e-mail address of TenneT for receiving internet e-mail with EDINE message: tennet-operational-planning@tennet.eu

Transmission forecast (T-prognoses)

- Date of execution T-prognoses is day D;
- Gate closure sending in T-prognoses: day D-1 14h45;
- Time window to notify TenneT by telephone for the use of the emergency procedure and to receive the internet e-mail with the EDINE message for the emergency procedure: Day D-1 13h30 – 14h30;
- To notify emergency procedure at TenneT Operational Planning: +31 26 373 1730;
- Internet e-mail address of TenneT for receiving internet e-mail with EDINE message: tennet-operational-planning@tennet.eu
- After having identified internal consistency of the EDINE message TenneT accepts no modification of the submitted EDINE message until the time that the communication problems of the market party

are resolved.

Bids regulating and reserve power and bids reserve power other purposes

- Date of execution bids is day D;
- Gate closure sending in bids: day D-1 16h00;
- Time window to notify TenneT by telephone for the use of the emergency procedure and to receive the internet e-mail with the EDINE message for the emergency procedure: Day D-1 14h30 – 15h45;
- To notify emergency procedure at TenneT Operational Planning: +31 26 373 1730;
- Internet e-mail address of TenneT for receiving internet e-mail with EDINE message: tennet-operational-planning@tennet.eu
- After having identified internal consistency of the EDINE message TenneT accepts no modification of the submitted EDINE message until the time that the communication problems of the market party are resolved.

Measured values (allocation)

- Date of execution measured values is day D;
- Gate closure sending in measured values: day D+10 working days 24h00;
- Time window to notify TenneT by telephone for the use of the emergency procedure and to receive the internet e-mail with the EDINE message for the emergency procedure: Day D+10 working days 09h30 – 16h00;
- To notify emergency procedure at TenneT Customer Care Center: +31 26 373 1717;
- Internet e-mail address of TenneT for receiving internet e-mail with EDINE message: operationalsettlement@tennet.eu
- After having identified internal consistency of the EDINE message TenneT accepts no modification of the submitted EDINE message until the time that the communication problems of the market party are resolved;
- The following measures will be implemented to avoid that TenneT receives other measured values than the grid administrator or measurement officer intended to submit:
 - After the data has been processed via the CPS into the back-end system, TenneT will prepare, only for a grid administrator, a summary of totals (per Programme Responsible Party) of the relevant grid administrator or measurement officer;
 - This summary is sent to the grid administrator or measurement officer in question by internet e-mail with the request to sign for approval and to return a signed copy back to TenneT by fax or internet e-mail (scanned);
 - The signed copy represents the grid administrator or measurement officer's confirmation to TenneT that the correct measured values have been entered into the back-end system.

Measured values (reconciliation)

- Date of execution measured values is month M;
- Gate closure sending in measured values: month (M+1)+5 working days 24h00 providing that this has been requested at TenneT before the end of the month M;
- Time window to notify TenneT by telephone for the use of the emergency procedure and to receive the internet e-mail with the EDINE message for the emergency procedure: month (M+1)+5 working days 09h00 – 16h00;
- To notify emergency procedure at TenneT Customer Care Center: +31 26 373 1717;
- Internet e-mail address of TenneT for receiving internet e-mail with EDINE message: operationalsettlement@tennet.eu
- After having identified internal consistency of the EDINE message TenneT accepts no modification of the submitted EDINE message until the time that the communication problems of the market party are resolved;

Procedure steps

1. The market participant notifies TenneT by phone informing that there are problems to send the EDINE messages via the CPS to TenneT and requests whether use can be made of the emergency procedure 'Offering EDINE messages'.
2. TenneT will look depending on the type EDINE message and its legal and contractual activities if it's feasible to perform the emergency procedure 'Offering EDINE messages' within the specified time window.
3.
 - If not, TenneT will not take the request in consideration and will inform the market party.
 - If so, TenneT will inform the market party and will ask the market party at which phone number she can be reached.
4. TenneT will ask to send the EDINE messages with the accompanying internet e-mail to the internet e-mail address of TenneT mentioned in this emergency procedure within the specified time window.
5. TenneT will check whether the accompanying internet e-mail also contains the default text as described in the emergency procedure 'Offering EDINE messages' and if complemented correctly by the market party and if the internet e-mail with the EDINE message has received within the specified time window.
6.
 - If not, TenneT will not take the request in consideration and will inform the market party.
 - If so, TenneT will sent in only the EDINE messages that relate to the period for which the gate closure applies via CPS to the back-end system of TenneT and will notify the market party.
7. TenneT will notify the market party the status of the EDINE message by replying the internet e-mail.

All times mentioned in this procedure are Central European Time (CET).