

# **Storage Capacity Request Manual**

Commercial Management Application

***ESCOMAS***

*Edison Stoccaggio SPA*

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## 1. INTRODUCTION

### 1.1. USER REGISTRATION TO ESCOMAS

Before proceeding with the booking process, it is necessary to first request access to the **Escomas** IT platform following link on Edison Stoccaggio's website:

<https://www.escomas.edisonstoccaggio.it/portal/web/guest/nuovo-accesso>

The instructions are provided in the document “**Escomas Access Request Manual**”, published on <http://www.edisonstoccaggio.it/en/escomas>

Edison Stoccaggio will issue the access credentials after checking the documents the Client has supplied and uploaded to Escomas.

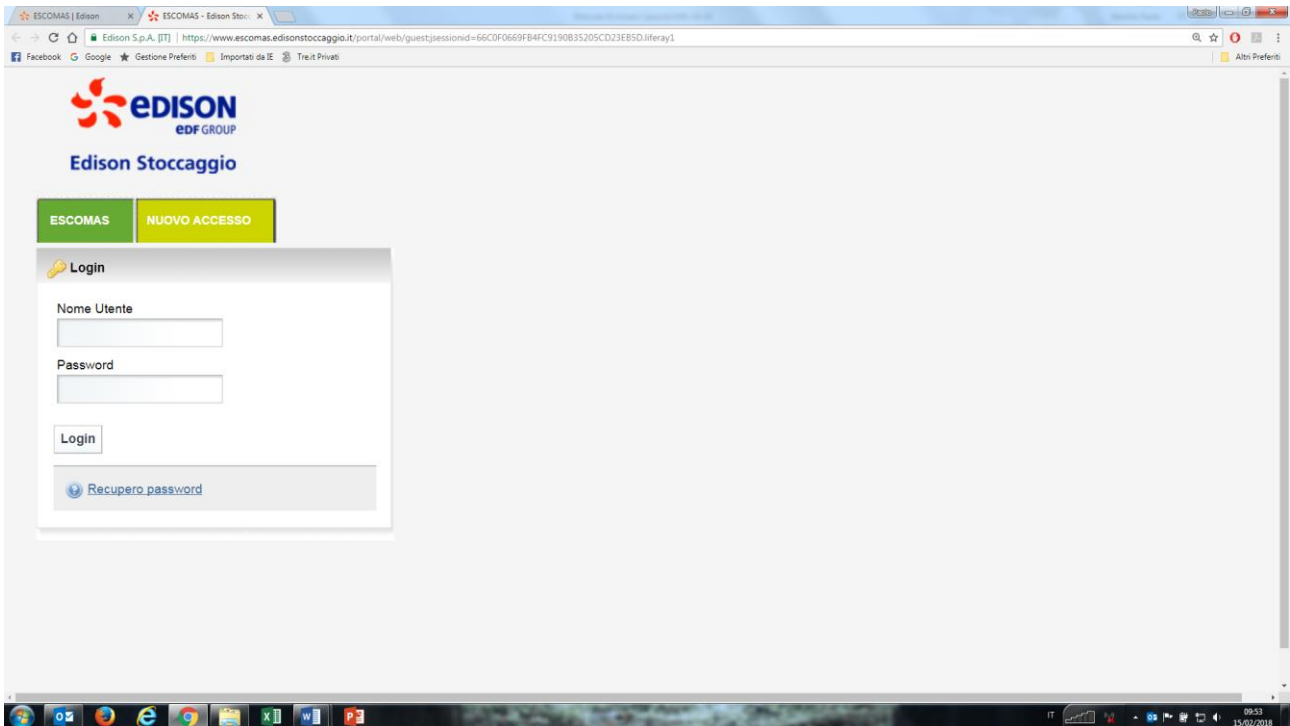


Figure 1 – Template to request credentials for new access

### 1.2. CREATION OF ROLE ADMIN ASTE

After having received credentials to access to Escomas for one or more Admin Shipper (max 4), to access to booking process it is necessary to create a new role defined **Admin Aste**, the only role valid to the booking process; the role Admin Aste permits to manage the filling in of Storage Modulation Contract and filling in the booking request.

Important: the role Admin Aste has to be jointed to the person who will sign the Contract.

Request for Admin Aste credentials has to be emailed to [stoccaggio@edison.it](mailto:stoccaggio@edison.it) specifying name, surname and email of the person associated to the role (it is possible specify more than one person in case of joint signature). Edison Stoccaggio will issue by email the credentials for Admin Aste (user id and a temporary password which has to be changed within 24 h).

In case of a password for the role Admin Aste is expired, Client has to send an email to [stoccaggio@edison.it](mailto:stoccaggio@edison.it) writing the user name of the role of Admin Aste.

### 1.3. PRIVILEGE OF ROLES

The roles obtained in respect of procedures as point 1.1 and 1.2, allow to manage different tasks.

The role of **Admin Aste** allows to manage:

- Conferimento (Booking process), Titolarità Poteri (powers of representation), Gestione Garanzie (managing guarantees), Gestione Contratti (managing contracts).

The role of **Admin Shipper** permits to manage:

- All functionalities, except Conferimento (Booking process) and Gestione Contratti (managing contracts), reserved to Admin Aste.

### 1.4. ENTERING DECLARATION OF POWER FOR ROLE ADMIN ASTE

Before to start the booking process and entering to functionality “Gestione Contratti” it is mandatory associate to role Admin Aste the Declaration of powers of representation for auction and related annexes.

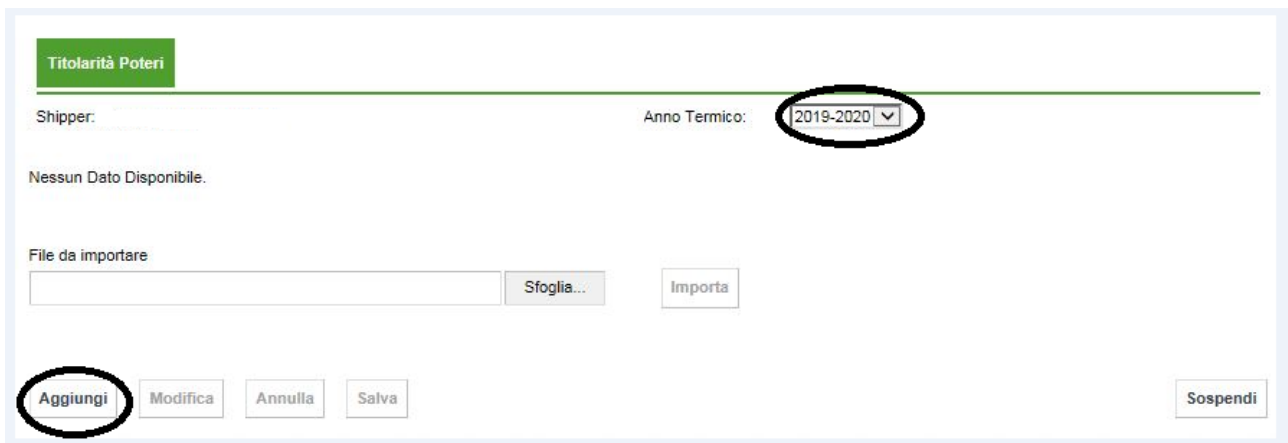
Client has to:

- Download the form “Declaration of powers of representation for auction” from the following link on Edison Stoccaggio’s website: [www.edisonstoccaggio.it/en/forms](http://www.edisonstoccaggio.it/en/forms) ;
- Fill in it, print it (preferring on your letterhead) and sign it (in case of joint signature, fill in a unique form).

Client uploads in “Titolarità Poteri”, section Back Office, a unique pdf file of Declaration of powers of representation for auction and all annexes.

In order to do this upload, Client will:

- Enter to the section “Backoffice” using the role Admin Aste or Admin Shipper;
- Select “Titolarità Poteri”.



**Figure 2 – Template for entering new Declaration of powers of representation for auction**

- Select new Thermal Year (Anno Termico);
- Press button “Aggiungi”.

It will be displayed this template:

Titolarità Poteri

---

Shipper: \_\_\_\_\_ Anno Termico: 2019-2020

Nessun Dato Disponibile.

**Titolarità Poteri**

Data Inizio:   Data Fine:   Tipo: Conferimenti di Stoccaggio ▾

**Elenco Operatori (\*)**

Username	Nome	Cognome	Seleziona
esco			<input type="checkbox"/>
esco			<input type="checkbox"/>

(\*) Selezionare uno o più Operatori in base al Tipo di Firma richiesto per la Titolarità Poteri (se Singola, una sola selezione. Se Congiunta, più selezioni)

File da importare

Importa

**Figure 2.1 – Template for entering new Declaration of powers of representation for auction**

- Select “Tipo” and choose “Conferimento ad inizio anno termico”;
- Inside template “Elenco Operatori”, select the name of person (or more than one person in case of joint signature) who will be assigned as Admin Aste;
- Press “Conferma Selezione”;
- Upload a unique pdf file “Declaration of powers of representation for auction” and annexes;
- Press “Salva” to confirm;
- Press “Sospendi” to exit from the process.

To enter in Booking process, also Clients who have just registered as Admin Aste have to select the name of person (or the name of representatives, in case of joint signature) who will have the role Admin Aste and upload the document Declaration of powers of representation for auction and all annexes required.

Edison Stoccaggio checks the above document, and, in positive case, Client can access to functionality “Gestione Garanzie” and “Gestione Contratti”, reserved to Admin Aste.

The original of Declaration of powers of representation for auction and annexes, uploaded to Escomas using the role Admin Aste, has to be sent in the envelope as described in the Procedure (see [www.edisonstoccaggio.it/en/access-procedures](http://www.edisonstoccaggio.it/en/access-procedures) ).

## 2. MANAGING GUARANTEES

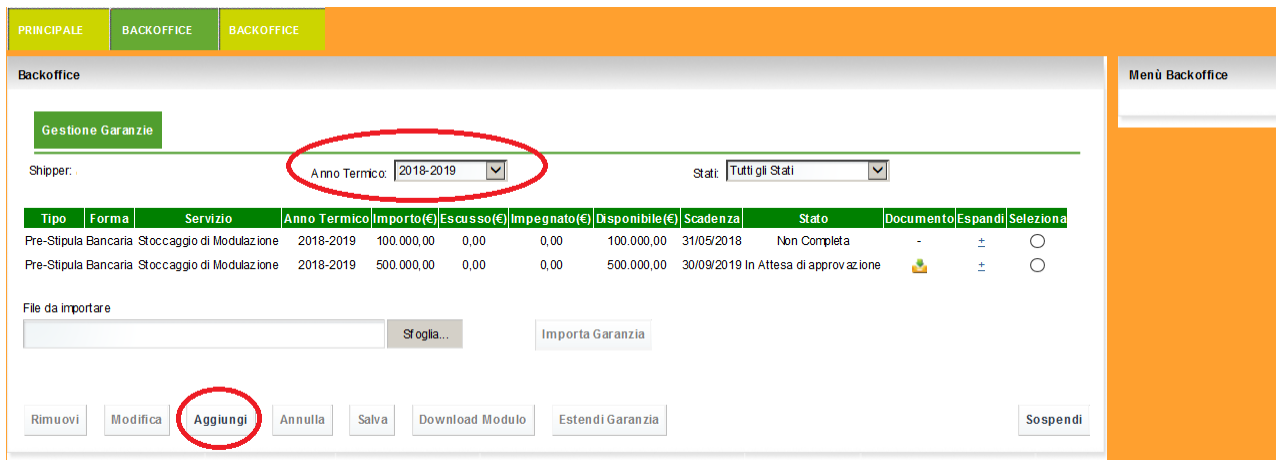
In order to be able to proceed with filling in and saving the purchase request, it is necessary to associate appropriate guarantees covering the obligations: “Attestazione rating” (“Rating certificate”), “Parent Company Guarantee”, “Garanzie bancarie” (“Bank guarantees”), “Polizza assicurativa” (“Insurance Policy”) or documents showing proof of the Security deposit, as described in the Procedure.

Therefore, in Escomas Admin Aste Client uploads documents showing proof of the financial coverage of the amounts related to the booking request, as specified in the Procedure.

If suitable and valid guarantees for the period of reference are not present, you must enter one or more guarantees by accessing Escomas with the role “Admin Shipper” or the role Admin Aste and enter the section “Backoffice - Gestione Garanzie” (“Backoffice - Guarantee management”).

### 2.1. ENTERING GUARANTEES

It will be displayed this template:



The screenshot shows the 'Gestione Garanzie' interface with the following details:

- Shipper: Anno Termico: 2018-2019 (circled in red), Stati: Tutti gli Stati
- Table of existing guarantees:

Tipo	Forma	Servizio	Anno Termico	Importo(€)	Escusso(€)	Impegnato(€)	Disponibile(€)	Scadenza	Stato	Documento	Espandi	Seleziona
Pre-Stipula Bancaria	Stoccaggio di Modulazione		2018-2019	100.000,00	0,00	0,00	100.000,00	31/05/2018	Non Completa	-	±	○
Pre-Stipula Bancaria	Stoccaggio di Modulazione		2018-2019	500.000,00	0,00	0,00	500.000,00	30/09/2019	In Attesa di approvazione		±	○

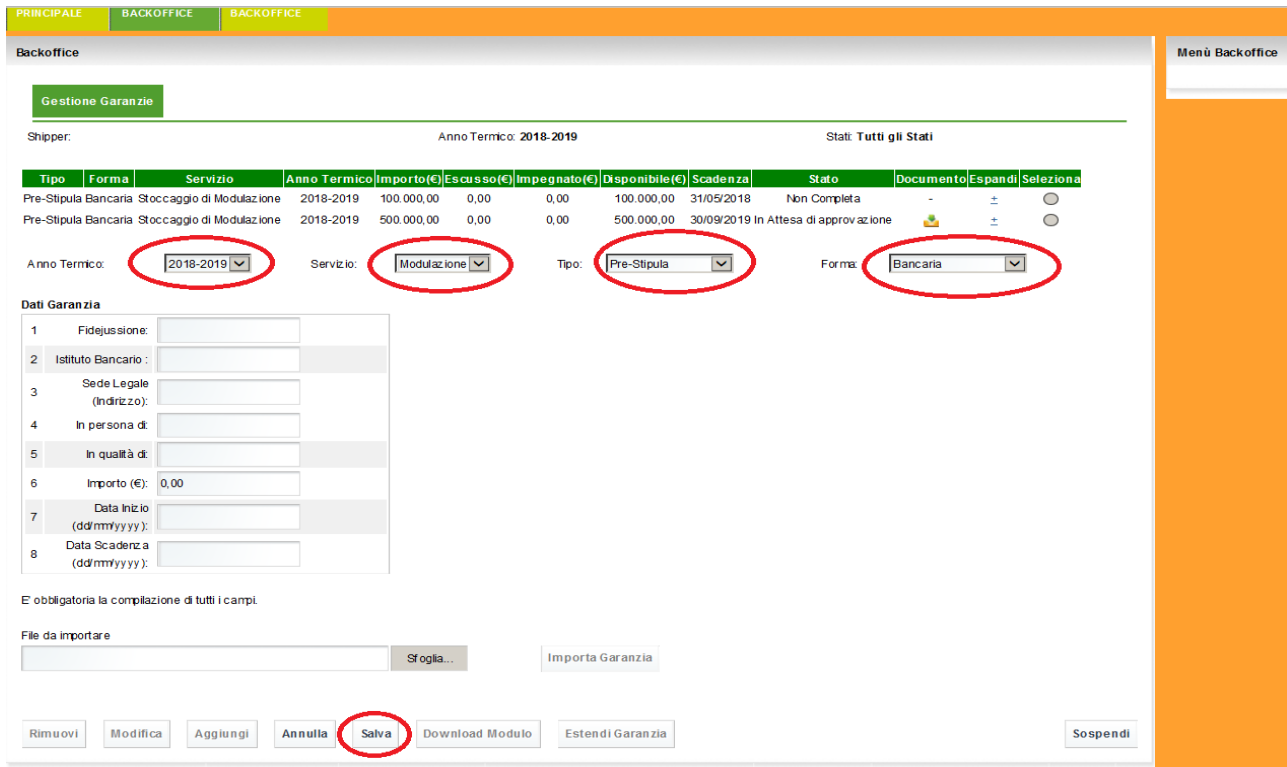
File da importare:  Sfoglia... Importa Garanzia

Buttons: Rimuovi, Modifica, **Aggiungi** (circled in red), Annulla, Salva, Download Modulo, Estendi Garanzia, Sospendi

Figure 3 - Template managing guarantees

- Select new thermal year (“Anno Termico”)
- Press button “Aggiungi”

It will be displayed this template:



**Backoffice**

Gestione Garanzie

Shipper: Anno Termico: 2018-2019 Stati: Tutti gli Stati

Tipo	Forma	Servizio	Anno Termico	Importo(€)	Escusso(€)	Impegnato(€)	Disponibile(€)	Scadenza	Stato	Documento	Espandi	Seleziona
Pre-Stipula Bancaria	Stoccaggio di Modulazione		2018-2019	100.000,00	0,00	0,00	100.000,00	31/05/2018	Non Completa	-	±	○
Pre-Stipula Bancaria	Stoccaggio di Modulazione		2018-2019	500.000,00	0,00	0,00	500.000,00	30/09/2019	In Attesa di approvazione		±	○

Anno Termico:  Servizio:  Tipo:  Forma:

**Dati Garanzia**

- Fidejussione:
- Istituto Bancario:
- Sede Legale (Indirizzo):
- In persona di:
- In qualità di:
- Importo (€):
- Data Inizio (dd/mm/yyyy):
- Data Scadenza (dd/mm/yyyy):

E' obbligatoria la compilazione di tutti i campi.

File da importare

**Figure 3.1 – Template for entering new guarantee**

- Select Anno Termico (new Thermal Year)
- Select Servizio (“Modulazione”)
- Select Tipo (“Pre Stipula”)
- Select Forma (the type of guarantee)
- Fill in “Dati Garanzia” (all fields are required)

After filled in data:

- Click on “Salva”
- Click on “Download Modulo”
- Download the file created by the system

Bank Guarantee or Insurance Policy will be filled in on the letterhead of the Guarantor, signed, saved in pdf format and uploaded into the system using the button “Sfoglia” (“browse”), and “Importa Garanzia” (“Import guarantee”).

Clients who intends to use the Letter of Guarantee, uploads in Escomas Admin Aste as a unique pdf file (max. 20 MB):

- Declaration of powers of representation (and all annexes) of the entity signing the letter of guarantee printed on the letterhead of Guarantor;
- the Letter of Guarantee printed on the letterhead of Guarantor, signed by who sign the above document;
- the documentation showing the “minimum rating” of the Guarantor.

Press button Salva to save the file uploaded.

The system shows the guarantees presented for the previous thermal year for Clients already registered and having space awarded in the previous thermal year. Therefore, you have to “add” appropriate guarantee as previously described since you have to request storage capacity for the new thermal year.

**The guarantees uploaded to Escomas Admin Aste has to be approved Edison Stoccaggio.**

The original of Guarantee, uploaded to Escomas using the role Admin Aste, has to be sent in the envelope as described in the Procedure (see [www.edisonstoccaggio.it/en/access-procedures](http://www.edisonstoccaggio.it/en/access-procedures) ).

### 3. SIGNING OF STORAGE MODULATION CONTRACT FOR THERMAL YEAR 19-20

To access to booking process, in Escomas Admin Aste, Client downloads the Storage Modulation Contract, sign it and upload it.

Contract has to be signed by the representative who has signed the declaration of powers of representative for auction (in case of joint signature, all representatives have to sign the Contract).

The Contract contains a suspension clause: the Contract will be in force only in case of assignation of capacities.

#### 3.1 MANAGING CONTRACTS

Client having role Admin Aste enters in “Gestione Contratti” under section Back office:

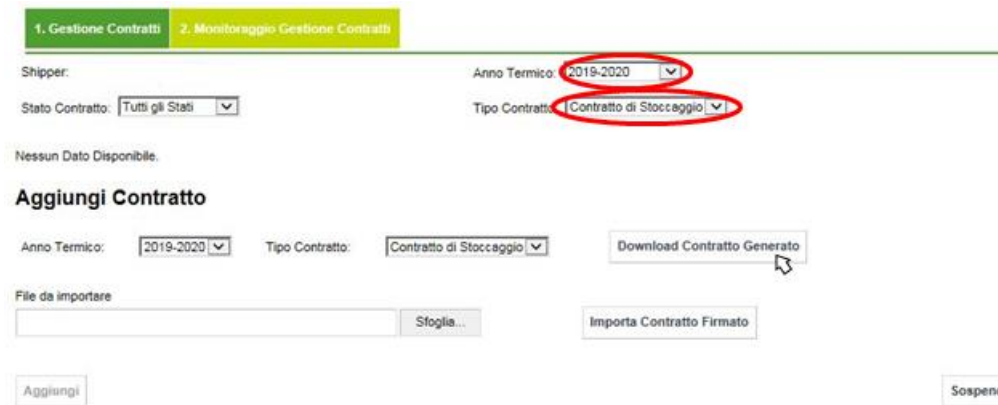


**Figure 4 – Template Managing Contracts**

- Select Anno Termico
- Select Tipo Contratto (“Contratto Conferimento ...”)

Press button “Aggiungi” to see following template:





1. Gestione Contratti 2. Monitoraggio Gestione Contratti

Shipper: \_\_\_\_\_ Anno Termico: 2019-2020

Stato Contratto: Tutti gli Stati Tipo Contratto: Contratto di Stoccaggio

Nessun Dato Disponibile.

### Aggiungi Contratto

Anno Termico: 2019-2020 Tipo Contratto: Contratto di Stoccaggio

Download Contratto Generato

File da importare

Sfoglia... Importa Contratto Firmato

Aggiungi Sospendi

**Figure 4.1 – Template Managing Contracts**

- Select Anno Termico (Thermal Year)
- Select Tipo Contratto (“Contratto conferimento inizio A.T. )
- Press button “Download Contratto Generato” to download the Contract

Sign two original copies of Contract downloaded.

Upload a pdf file of one copy of signed contract in Escomas “Gestione Contratti”, “File da importare” – press button “Importa Contratto Firmato”.

Press button “Sospendi” to exit from the process.

**Edison Stoccaggio approves the Contract upload and Client can enter in booking request “Richiesta di Acquisto”.**

The two original signed copies of Contract must be sent in the envelope as described in the Procedure.

## 4. REQUEST TO PURCHASE STORAGE CAPACITY

Client (role Admin Aste) accesses this function to fill in the request form template for the storage service to be booked, associate this request with the appropriate guarantees required, save, download the document, print it and sign it. Finally, Client uploads the signed booking request to terminate the operation as described in the Procedure.

### 4.1 BOOKING PROCESS

We remind that booking request has to be signed by the person who has signed the declaration of powers of representative and the Contract (in case of joint signature, all representatives have to sign the request).

Client with role Admin Aste enters in below template:

1. Caricamento Richiesta
2. Esito

Servizio: Modulazione di Punta Data inizio:  Data fine:

Ragione sociale:   
 Sede legale:   
 Capitale sociale:   
 Codice fiscale / Partita IVA:   
 Registro Imprese di:   
 Registro Imprese nr.:

**Richieste di acquisto**

	Prefazione	Unità di Misura	Quantità	Corrispettivo offerto (c€/kWh)
Lotto n. 1	Spazio	kWh	<input type="text" value="5.000"/>	<input type="text" value="0,53000000"/>
Lotto n. 2	Spazio	kWh	<input type="text" value="15.000"/>	<input type="text" value="0,55000000"/>

**Garanzie**

Selezione	Forma	Importo iniziale (€)	Importo disponibile (€)	Data scadenza
<input checked="" type="checkbox"/>	Bancaria	200.000,00	86.938,37	30/09/2018

Importo disponibile: € 86.938,37    Importo richiesto: € 27,25

**Documenti Importati**

Tipo documento	Data inserimento	Documento
Modulo richiesta Allegati		

Modulo richiesta da importare:

Ulteriori allegati alla richiesta:

Figure 5 - Template for booking request

The template is structured as follows:

- **Company ID Grid**

Company name, Registered office, Share capital, Tax code/VAT nr., Register of Companies of: fields automatically populated by the system after registration (see 1.1).

Register of Companies nr.: mandatory editable field (if not available, enter “nd” in the cell in any case).

- **Purchase Requests Grid**

The grid contains editable fields to be filled in by the Client. For each lot, the Client must specify:

- Quantity (kWh): indicate the quantity requested for each lot;
- Unit bid (c€/kWh): indicate the unit price offered for the specific quantity of Space (eight decimal figures at the most).

- **Guarantees Grid (populated if uploaded previously under point 2)**

The grid makes the list of guarantees valid at the time the request is filled in available. The Client may associate one or more guarantees with the request using the check-box selection control. The system also makes following information (see Figure 5):

- Amount available (€): non-editable value calculated as the sum of the available amounts of the selected guarantees; (the system enters the value when the button “Salva” (“Save”) is pressed)
- Amount requested (€): non-editable value calculated according to the algorithm in the Procedure (the system shows the value when the button “Salva” (“Save”) is pressed).

In the section “Ulteriori allegati alla richiesta” (“Additional annexes to the request”) will be possible upload other documents specified in the Procedure.

**Once all of the mandatory information (at least one request lot and at least one selected guarantee) have been entered in the template, the Client has to press button “Salva” to save the request.**

If the value of the necessary guarantees, calculated on the basis of the requests (“Importo richiesto (€)” - (“Requested amount (€)”) is higher than the “Importo disponibile” (“Available amount”) (regarding the associated guarantees), the cell turns red. This control is blocking when saving, so this operation will fail.

Press button “Salva” (“Save”) to enable the command button “Download Richiesta” (“Download Request”).

1. Caricamento Richieste
2. Esito

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Servizio: **Modulazione di Punta** Data inizio: \_\_\_\_\_ Data fine: \_\_\_\_\_

● Stato richiesta: **Salvata ma non confermata**

Ragione sociale: \_\_\_\_\_  
 Sede legale: \_\_\_\_\_  
 Capitale sociale: \_\_\_\_\_  
 Codice fiscale / Partita IVA: \_\_\_\_\_  
 Registro imprese di: \_\_\_\_\_  
 Registro imprese nr.:

**Richieste di acquisto**

	Prestazione	Unità di Misura	Quantità	Corrispettivo offerto (c€/kWh)
<b>Lotto n. 1</b>	Spazio	kWh	100	13,00000000

**Garanzie**

Seleziona	Forma	Importo iniziale (€)	Importo disponibile (€)	Data scadenza
<input checked="" type="checkbox"/>	Bancaria	200.000,00	1.931,12	30/09/2018

Importo disponibile: € 1.931,12      Importo richiesto: € 3,25

**Documenti importati**

Tipo documento	Data inserimento	Documento
Modulo richiesta		Allegati

Modulo richiesta da importare

Ulteriori allegati alla richiesta

**Figure 6 – Template Booking Request Saved**

Afterwards perform the following procedures:

- **download the Richiesta - Purchase Request (file.pdf);**
- **the Richiesta has to be signed by the person who has signed Declaration of powers of representative for auction and the Contract (in case of joint signature, all representatives have to sign the Purchase Request);**
- **select the button “Importa richiesta” (“Import request”) to import the signed request;**
- **import any other additional annexes by clicking the button “Importa allegati” (“Import annexes”).**

In order to **complete the procedure** to request the storage capacities and save the data in the system, the Client must **press the button “Conferma” (“Confirm”).**

1. Caricamento Richieste
2. Esito

Servizio: **Modulazione di Punta** Data inizio:  Data fine:

Stato richiesta: **Confermata**

Ragione sociale:  
 Sede legale:  
 Capitale sociale:  
 Codice fiscale / Partita IVA:  
 Registro imprese di:  
 Registro imprese nr.:

**Richieste di acquisto**


	Prestazione	Unità di Misura	Quantità	Corrispettivo offerto (c€/kWh)
Lotto n. 1	Spazio	kWh	100	3,00000000

**Garanzie**

Selezione	Forma	Importo iniziale (€)	Importo disponibile (€)	Data scadenza
<input checked="" type="checkbox"/>	Bancaria	200.000,00	1.931,12	30/09/2018

Importo disponibile: € 1.931,12      Importo richiesto: € 0,75

**Documenti importati**

Tipo documento	Data inserimento	Documento
Modulo richiesta Allegati	23/02/2018 12:51:23	

Modulo richiesta da importare

Ulteriori allegati alla richiesta

**Figure 7 – Template Booking Request Confirmed**

#### 4.2. BOOKING RESULT

Client can view the results of the booking session concerning his company.

If the Client has been awarded storage capacities after booking, the operator with Admin Aste has access to the following template:

##### Conferimento Capacità di Stoccaggio

1. Caricamento Richieste

2. Esito

Servizio di Punta

Data inizio: 01/04/2019

Data fine: 31/03/2020

Quantità principali conferite

Lotto	Prestazione	Quantità conferita	Unità di Misura	Corrispettivo unitario (c€/kWh)
Lotto n. 1	Spazio	1.000.000.000	kWh	0,03000000
Lotto n. 2	Spazio	0	kWh	0,00000000

Quantità derivate conferite

Lotto	Prestazione	Quantità conferita	Unità di Misura	Corrispettivo unitario (c€/kWh)
Lotto n. 1	CI	7.854.441	kWh/g	-
Lotto n. 1	CE	10.000.000	kWh/g	-
Lotto n. 2	CI	0	kWh/g	-
Lotto n. 2	CE	0	kWh/g	-

Download allegato

Sospendi

**Figure 8 – Template Booking Result**

In case of capacities assigned, the template displays the quantities resulting from the booking and enables “Download”.

(If no quantities have been assigned, the template displays all grids populated with quantities set at 0).

The Client **downloads the Annexes** as file.pdf by clicking the button “Download”.

Press button “Sospendi” to exit from the process.

To view historical data, enter in the section “Backoffice – Dati storici” (“Backoffice - Historical Data”).