



# **SL-ATR authorisation and access procedure**

Markets Department  
GTS Procurement Management

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## 1. EXECUTIVE SUMMARY

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### Framework Agreements

Royal Decree 984/2015 simplifies and streamlines capacity procurement procedures through the application of framework agreements and the introduction of a single online platform managed by the Technical Manager of the System (GTS), that ensures the application of transparent, objective and non-discriminatory conditions and allows the elimination of technical restrictions through capacity allocation mechanisms.

The CNMC Circular 8/2019 approves the methodology and access and capacity allocation conditions in the natural gas system.

The framework agreements set out the requirements for access to the gas system facilities, as well as the communication of notifications of gas transactions and operation in the balancing areas of the Virtual Balance Point (PVB), Tank Balance Point (TVB) or Underground Storage Balance Point (AVB):

- **Framework Agreement for access to Spanish gas system facilities** ("AISGE Framework Agreement")
- **Balance portfolio Framework Agreement**

Moreover, the Technical Manager of the System (GTS), in accordance with the provisions of the Detailed Protocol PD-04 "Communication Mechanisms", provides the affected parties with a tool to support management of the complete gas cycle, called the TPA Logistics System (**SL-ATR**). This system provides access to capacity applications and auctions, procurement, scheduling, nominations, measurements, distribution, balances and consultation of settlement surcharges through PVB imbalances.

To access this system, users must sign adhesion documents, along with their corresponding appendixes to the following framework agreements:

- **Identification and authentication of users for access to Enagás information systems**
- **Access and use of the SL-ATR system.**

The **application for accession** to the four framework agreements mentioned is carried out by emailing the [Form for Authorisation and Access to the SL-ATR](#) that GTS places at the disposal of all Agents.

## Procurement Platform

Following the mandate of Royal Decree 984/2015, of 30 October, the Technical Manager of the System enables a **Capacity Request and Contracting Platform** of the services established in said regulation.



The Users who wish to operate in any of the balance areas in TVB, PVB and AVB, and therefore have a balance portfolio in any of these areas, must be enabled as users of the balance areas, regardless of whether already have an access contract. In addition, subjects who wish to operate in TVB and / or AVB must have previously signed the Framework Agreement for access to Spanish gas system facilities.

## Market platforms

All market platforms that wish to operate on the PVB must comply with the following requirements:

- Be **Authorised users of the PVB**

## Document structure

This document sets out the description and steps to be followed to sign the adhesion to the different Framework Agreements mentioned:

Chapter 2: Requirements for adhesion to the AISGE Framework Agreement and the Balance portfolio Framework Agreement

Chapter 3: Regulatory framework of the ATR and PVB Procurement Guarantees Regime

Chapter 4: Requirements for adhesion to the Framework Agreements for access to Enagás Information Systems and to the SL-ATR

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## 2. AUTHORISATION PROCEDURE

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### 2.1 Preliminary requirements

<u>Requirement</u> <u>1</u>	<b>Requirements for shipping natural gas</b> <i>(Requirement not necessary for the remaining Agents)</i>
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<b>Description</b>	<p>Those companies that wish to operate as shippers of natural gas must notify this in writing, before commencing the activity, to the competent Administration, and in all circumstances to the Directorate General for Energy Policy and Mines of the Ministry for Ecological Transition, specifying the territorial scope where the activity is to be performed, the commencement date, company name, postal address, telephone number, fax number, tax ID code, as well as an affidavit setting out that the company complies with all the requirements established to exercise the activity.</p> <p>The <b>templates for the affidavit and notification of commencement of activity</b> are set out in the Decision of 3 May 2010, of the Directorate General for Energy Policy and Mines. This Decision approves the templates for the affidavit and the communication of commencement of the different marketing activities of the hydrocarbon sector in compliance with the provisions set out in Royal Decree 197/2010, of 26 February, which adapts certain provisions concerning the hydrocarbon sector to the provisions set out in Law 25/2009, of 22 December, amending a range of laws for adaptation to the Law on free access to the services activities and the exercise thereof. <a href="#">BOE-A-2010-7657</a></p> <p>The Directorate General for Energy Policy and Mines will forward the aforementioned communication to the CNMC and to the Strategic Reserves of Petroleum Products Corporation.</p>
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<b>Links of interest</b>	<p><a href="#">Requirements to exercise the shipping of natural gas activity</a></p> <p><a href="#">BOE-A-2010-7657</a></p>
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**Requirement**      **Allocation of the SIFCO Code by the CNMC**

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**Description**

On its website, the CNMC keeps an updated list of companies that ship natural gas.

After receiving notification from the Directorate General for Energy Policy and Mines, the CNMC provides an identification code to the Shipper that is commencing activity in Spain for management of its information in the Billing and Consumption of the Gas Sector Information System (**SIFCO**).

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**Links of interest**

[List of Natural gas shippers of the CNMC](#)

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**Requirement**

**3**

**Allocation of the EIC Code**

*(mandatory for Primary Transmission Companies and Shippers)*

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**Description**

The Primary transmission companies and Shippers must request a unique identification code for reporting their **information in the different gas and electricity energy markets in the national and international spheres**. This code is called the Energy Identification Code.

The Central Issuing Office - ENTSO-E's Secretariat, whose Local Issuing Office for Spain is Red Eléctrica, is responsible for managing and maintaining these codes.

**REE** provides a web application to agents participating in the energy markets as support for this function.

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**Links of interest**

[Local issuing office of EIC codes of Spain](#)

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**Requirement**      **User Registration in the Guarantees Account in**  
**4**                      **MIBGAS**

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**Description**

The Guarantees Account User is that legal entity which, having signed the Acceptance and Accession to the Guarantee Management Standards of the Gas System (NGGSG) Document, approved by Resolution of August 2, 2016, of the Secretary of State for Energy, is associated to a Guarantees Account.

The formalities for registration as a **Guarantees Account User** is performed at MIBGAS, and the contact email address is [usuarios@mibgas.es](mailto:usuarios@mibgas.es)

Each Guarantees Account User has an **Allocation Account for each of the activities** for which it is registered, which continually records the amount formalised, the requirements of this activity and the balance of guarantees available.

The activities in which GTS participates in the guarantees thereof are Procurement and Imbalances:

- Guarantees for procuring capacity of infrastructures with regulated Third-Party Access
- Guarantees for the settlement of PVB imbalances

The guarantees for participation in the Organised Gas Market are handled in full by MIBGAS.

Pursuant to the regulations, the guarantees will cover the obligations assumed by each holder of the Guarantees Account, including prevailing taxes, late payment interest, penalties and fees enforceable at the time of payment.

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**Links of interest**

[Website of the Guarantees Manager](#)

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## 2.2 Authorisation for ATR Procurement

### Regulations      GTS function resulting from CNMC Circular 8/2019

#### Description

In order to contract services of access to the facilities and booking capacity, it is necessary to sign with [Enagás GTS, S.A.U.](#) the [Document of Adhesion to the Framework Agreement for access to facilities of the Spanish gas system](#).



#### Step 1

Check compliance with the **Preliminary requirements** described in section 2.1

#### Step 2

Send the **Request for adhesion to the AISGE Framework Agreement** to the email address [GTS.ATENCIONALCLIENTE@enagas.es](mailto:GTS.ATENCIONALCLIENTE@enagas.es), attaching:

- **[Form for SL-ATR Authorisation and Access](#)**, available on the GTS website, with the required information of the affected party (business name, tax ID, registered office, signatories, etc.) and checking the option "AISGE Framework Agreement".
- **Notary-witnessed power of attorney** for company representatives, drafted in Spanish. In the event of companies with registered offices outside Spain, a Hague Apostille certificate shall be included.

#### Step 3

Arrangement of the minimum **guarantees for Contracting** with the Guarantees Manager (MIBGAS).

The Article 42 of Circular 8/2019 of the CNMC establishes a minimum amount of Contracting guarantees to be constituted by any User that is approved by Resolution of the CNMC (currently € 50,000).

The Guarantees Manager confirms to the GTS that guarantees are established at the time when this happens.

This is a **permanent requirement while the user is authorised**.

The User may employ annual guarantee instruments, and is obliged to renew them five days prior to expiry.

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#### **Step 4**

Following validation of the foregoing information, the GTS prepares the Document of Adhesion to the AISGE Framework Agreement and provides the applicant with [electronic signature platform access data](#)

**The company representative electronically signs the document of adhesion to the AISGE Framework Agreement**, and may use any qualified certificate from [an agency recognised in the EU](#), the list of which can be consulted by clicking on the previous link.

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#### **Step 5**

Close the acceptance process with the **signing by the GTS** of the Document of Accession to the AISGE Framework Agreement.

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#### **Step 6**

Updating by the GTS of the **List of Users with Adhesion to the AISGE Framework Agreement**:

- Publication of the list of users with AISGE Framework Agreement in SL-ATR
- Inform the Regulatory Bodies

In case the user wants to **request the voluntary withdrawal of his contract**, he must send the [form Request voluntary resolution of the contract](#). The resolution will be effective once the regulatory and contractual requirements have been met, and the corresponding documents have been signed for their formalization.

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**Links of  
interest**

[CNMC Circular 8/2019](#)

[Resolution AISGE Framework Agreement](#)

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## 2.3 Authorisation for balancing portfolio in PVB

### Regulations **GTS function resulting from the Balancing Circular 2/2020 from the CNMC**

#### Description

Users interested in obtaining authorisation to have a **balancing portfolio in the PVB**, TVB or AVB which allows them to **operate and perform notifications of gas transactions** therein, shall fill out the authorisation request and send it to the Technical Manager of the System by email, duly completed and signed. The form is posted on the website of the Technical Manager of the System.

#### Step 1

Check compliance with the **Preliminary requirements** described in section 2.1

#### Step 2

Send the **Request for accession to the Balance portfolio Framework Agreement** to the email address [GTS.ATENCIONALCLIENTE@enagas.es](mailto:GTS.ATENCIONALCLIENTE@enagas.es), attaching:

- **SL-ATR Authorisation and Access Form**, available on the GTS website, with the required information of the affected party (business name, tax ID, registered office, signatories, etc.) and checking the option "PVB Balancing Portfolio".
- **Notary-witnessed power of attorney** for company representatives, drafted in Spanish. In the event of companies with registered offices outside Spain, a Hague Apostille certificate shall be included.
- **User Pooling Statement (Optional)**

#### Step 3

Arrangement of **Imbalances guarantees** with the Guarantees Manager (MIBGAS).

The CNMC Circular 2/2020 establishes a minimum amount for imbalances guarantees (currently, € 100,000).

The Guarantees Manager confirms to the GTS that guarantees are established at the time when this happens.

This is a **permanent requirement while the user is authorised**.

The User may employ annual guarantee instruments, and is obliged to renew them five days prior to expiry.

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#### **Step 4**

Following validation of the foregoing information and confirmation of setting up the Imbalances guarantees, the GTS prepares the Document of Adhesion to the Balance portfolio Framework Agreement and provides the applicant with [data for access to the electronic signature platform](#).

**The company representative electronically signs the document of adhesion to** the AISGE Framework Agreement, and may use any qualified certificate from [an agency recognised in the EU](#), the list of which can be consulted by clicking on the previous link.

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#### **Step 5**

Close the acceptance process with the **signing by the GTS** of the Document of Adhesion to the Balance portfolio Framework Agreement.

Subsequently, the GTS provides the applicant with [Data to access the electronic platform to receive electronic billing](#).

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#### **Step 6**

On its website, the GTS publishes the [updated list of authorised users with balance portfolio](#) to inform:

- Regulatory Bodies
- Distributors
- Transmission companies
- Trading Platform Operators

In case the user wants to **request the voluntary withdrawal of his contract**, he must send the [form Request voluntary resolution of the contract](#). The resolution will be effective once the regulatory and contractual requirements have been met, and the corresponding documents have been signed for their formalization.

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#### **Links of interest**

[Balancing Circular 2/2020](#)

[Procedure for the authorisation, suspension and cancellation of users with PVB balancing portfolio](#)

[Guarantees Management Standards of the Gas System \(NGGSG\)](#)

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## 3. GUARANTEES REGIME IN PROCUREMENT AND PVB

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### 3.1 Regulatory framework of guarantees

**Description** In accordance with **Royal Decree 984/2015**, all affected parties that wish to contract ATR capacity must provide sufficient guarantees to cover the payment obligations arising from their agreements.

According to **Balancing Circular 2/2015**, of 4 August, affected parties that wish to operate in the balancing area must be authorised as users by the GTS, which requires:

- Adhesion to the Framework Agreement between the GTS and users
- Arrangement of guarantees for operation in the PVB

The Resolution of 2 August 2016 from the State Secretariat for Energy approves the guarantees management standards of the gas system (**NGGSG**), establishing the activities that are subject to guarantees and the formulas for calculating these.

The guarantees will cover all of the user's obligations, including prevailing taxes, late payment interest, penalties and fees that are enforceable at the time of payment.

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#### Links of interest

[Guarantees Management Standards of the Gas System \(NGGSG\)](#)

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## 4. SL-ATR SYSTEM ACCESS PROCEDURE

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### 4.1 Requesting Access to the SL-ATR System

#### Description

The TPA Logistics System (**SL-ATR**) is a support tool for management of the complete gas cycle. This system deals with requests for capacity, procurement, scheduling, nominations, measurements, distribution, balances and consultation of settlement surcharges through PVB imbalances.

To access this system, users must sign two accession documents, along with their corresponding appendixes, to the following framework agreements and their corresponding appendixes:

- **Framework Agreement for identification and authentication of users for access to Enagás information systems**
- **Framework Agreement for access and use of the SL-ATR system**



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#### Step 1

Send the **request for access to the SL-ATR** to the email address [GTS.ATENCIONALCLIENTE@enagas.es](mailto:GTS.ATENCIONALCLIENTE@enagas.es), attaching:

- **SL-ATR Authorisation and Access Form**, available on the GTS website, with the required information of the affected party (business name, tax ID, registered office, signatories, etc.) and checking the option "Access to the SL-ATR".
- **Notary-witnessed power of attorney** for company representatives, drafted in Spanish. In the event of companies with registered offices outside Spain, a Hague Apostille certificate shall be included.

Any change concerning information of data and access permissions of SL-ATR users will be reported through the **Users with access to the SL-ATR modification form**

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## Step 2

Having reviewed the documentation received, the GTS prepares the following **documents for the user**:

- Document of Adhesion to the [Framework Agreement for identification and authentication of users for access to the Enagás information systems](#)
- [Appendix I](#) to the Document of Adhesion to the Framework Agreement for identification and authentication of users for access to Enagás information systems
- [Framework Agreement for access and use of the SL-ATR system](#)
- [Appendix I](#) to the Document of Adhesion to the Framework Agreement for access and use of the SL-ATR system

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## Step 3

The GTS provides the applicant with [data to access the electronic platform](#).

**The company representative electronically signs the document of adhesion to the Framework Agreements and corresponding Appendixes**, and may use any qualified certificate from [an agency recognised in Europe](#), the list of which can be consulted by clicking on the previous link.

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## Step 4

Close the acceptance process with the signing by the counterparties:

- **signing by the GTS** of the Document of Accession to the Framework Agreement for access and use of the SL-ATR system
- **signing by Enagás** of the Document of Accession to the Framework Agreement for identification and authentication of users for access to the information systems of Enagás

In case the user wants to **request the voluntary withdrawal of his contract**, he must send the [form Request voluntary resolution of the contract](#). The resolution will be effective once the regulatory and contractual requirements have been met, and the corresponding documents have been signed for their formalization.



### 4.3 Technical accreditation

- ✓ It certifies the technical ability to perform exchanges of XML files through the website services or through an app.
- ✓ It is **an essential condition for sending files through the SL-ATR.**
- ✓ The agent must request it by sending an application for the technical accreditation certificate through the SL-ATR, in the status and accreditation request option.



- Select one of the test windows available for accreditation
- You can modify the test window sending an email to [acreditaciontecnica@enagas.es](mailto:acreditaciontecnica@enagas.es) to request another window from those available.