



SL-ATR authorisation and access procedure

Development Department GTS
Systems and Authorisation
Management

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Version 1

1. EXECUTIVE SUMMARY

Framework Agreements

Royal Decree 984/2015, 30 October 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 nondiscriminatory conditions and allows the elimination of technical restrictions through capacity allocation mechanisms.

Circular 8/2019 of 12 December of the National Commission on Markets and Competition, establishes the methodology and conditions for access and capacity allocation in the natural gas system.

Likewise, Resolution of 9 June 2020, of the National Commission on Markets and Competition, approves the procedure for authorisation and cancellation of the balancing portfolio of users of the gas system in the virtual balancing tank, the virtual balancing point and the virtual balancing storage. Lastly, the Balancing Portfolio Framework Agreement establishes the requirements and the authorisation process so that the subjects can operate and make notifications of LNG and/or gas transactions in the balancing areas in the virtual balancing tank (TVB), in the virtual balancing point (PVB) and/or virtual balancing storage (AVB) and, therefore, have a balancing portfolio in these areas. It also defines the process to be followed to proceed to the limitation in the operation of the aforementioned balancing portfolios and to the decrease of them.

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 balancing point (PVB), virtual balancing tank (TVB) and virtual balancing storage (AVB):

- **Framework Agreement for access to Spanish gas system facilities** ("AISGE Framework Agreement")
- **Balancing Portfolio Framework Agreement**

Moreover, the Technical Manager of the System (GTS), in accordance with 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, TVB and AVB imbalances.

To access this system, users must sign accession 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.



Subjects wishing to operate in any of the balancing areas in TVB, PVB and AVB and, therefore, have a balancing portfolio in any of these areas must be authorised as users of the balancing areas, regardless of whether they already have an access contract. In addition, parties wishing to operate in TVB and/or AVB must have previously signed the framework contract for access in force to the 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 accession to the different Framework Agreements mentioned:

Chapter 2: Requirements for accession to the AISGE Framework Agreement and Balancing Portfolio Framework Agreement

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

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

2. AUTHORISATION PROCEDURE

2.1 Preliminary requirements

<u>Requirement</u>	Requirements for shipping natural gas <i>(Requirement not necessary for the remaining Agents)</i>
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Description	
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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 the 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.

The **templates for the affidavit and notification of commencement of activity** 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 shipping 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. [BOE-A-20107657](#)

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.

Links of interest	
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[Requirements to exercise the shipping of natural gas activity](#)

[BOE-A-2010-7657](#)

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 managing its **information** in the Billing and Consumption of the Gas Sector Information System (**SIFCO**).

Links of interest

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

Requirement Allocation of the EIC Code

3

(mandatory for Primary Transmission Companies and Shippers)

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.

Red Eléctrica de España (**REE**) provides a web application to the parties involved in the energy markets as support for this function.

Links of interest

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

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

Description

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

The formalities for registration as a **Guarantees Account User** are performed at MIBGAS, [from their website](#), the contact email address for which is agentes@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 whose guarantees GTS participates are Procurement and Imbalances:

- Guarantees for procuring capacity of infrastructures with regulated third-party access
- Guarantees for the settlement of PVB, TVB and AVB 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.

Links of interest

[Website of the Guarantees Manager](#)

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

2.2 Access to Spanish Gas System Facilities(ATR Contracting)

Regulations **GTS function resulting from Circular 8/2019 from the CNMC**

Description To contract access services in the facilities and contracting capacity, you must sign with Enagás GTS, S.A.U. the Document of Accession to the Framework Agreement for access to the Spanish gas system facilities.



Step 1 Check compliance with the **Preliminary requirements** described in section 2.1 of this procedure.

Step 2 Send the **Request for accession to the AISGE Framework Agreement** to the email address GTS.HABILITACIONYACCESO@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 "AISGE Framework Agreement".
- ✦ **Sufficient power of attorney** for company representatives, in Spanish. In the event of companies with registered offices outside Spain, a Hague Apostille certificate shall be included.

Step 3 Arrangement of **minimum guarantees for Contracting** before the Guarantees Manager (MIBGAS).

Article 42 of CNMC Circular 8/2019 establishes a minimum amount of Contract guarantees to be provided by any User, which is approved by CNMC Resolution (currently €50,000).

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

This **requirement is permanent as long as the user is authorised.**

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

Step 4

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

The company representative electronically signs the document of accession 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.

Step 5

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

Step 6

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

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

To **request a voluntary termination of the contract**, the user must send the form [Request for voluntary termination of contract](#). The termination will take effect once the regulatory and contractual requisites have been met and the corresponding documents have been signed for their formalisation.

Links of interest

[Circular 8/2019, of the CNMC](#)

[Resolution AISGE Framework Agreement](#)

2.3 Entitlement to hold a balancing portfolio

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 conduct 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. (GTS)

Step 1

Check compliance with the **Preliminary requirements** described in section 2.1 of this procedure.

Step 2

Send the **request for accession to the Balancing Portfolio Framework Agreement** to the email address GTS.HABILITACIONYACCESO@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".
- ✦ **Sufficient power of attorney** for company representatives, 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 **guarantees for imbalances** with the Guarantees Manager (MIBGAS).

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

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

This **requirement is permanent as long as the user is authorised**.

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

Step 4

Following validation of the foregoing information and confirmation of setting up the imbalance guarantees, the GTS prepares the Document of Accession to the Balancing Portfolio Framework Agreement and provides the applicant with the access data for the [Electronic Signature Platform](#).

The company representative electronically signs the document of accession to the Balancing Portfolio 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.

Step 5

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

Subsequently, the GTS provides the applicant with the access data to the electronic platform to receive electronic billing.

Step 6

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

- ✦ Regulatory Bodies
- ✦ Distributors
- ✦ Transmission companies
- ✦ Trading Platform Operators
- ✦ Shippers or Direct Market Consumers

To **request a voluntary termination of the contract**, the user must send the form [Request for voluntary termination of contract](#). The termination will take effect once the regulatory and contractual requisites have been met and the corresponding documents have been signed for their formalisation.

Links of interest

[Balancing Circular 2/2020](#)

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

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

3. GUARANTEES REGIME IN PROCUREMENT AND FOR IMBALANCES

3.1 Regulatory framework of guarantees

Description In accordance with **Circular 8/2019**, of 12 December, all affected parties that wish to contract ATR capacity must provide sufficient guarantees to cover the payment obligations arising from their agreements.

According to **Circular 2/2020**, of 9 January, affected parties that wish to operate in the balancing area must be authorised as users by the GTS, which requires:

- ✦ Accession to the Balancing Portfolio Framework Agreement between the GTS and users
- ✦ Setting up of guarantees for imbalances

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.

Links of interest

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

4. SL-ATR SYSTEM ACCESS PROCEDURE

4.1 Requesting Access to the SL-ATR System

Description The TPA Logistics System (**SL-ATR**) is a support tool for the management of the complete gas cycle, as established by the Technical Management of the Gas System Regulations (NGTS). This system deals with requests for capacity, procurement, scheduling, nominations, measurements, distribution, balances and consultation of settlement surcharges through PVB, TVB and AVB 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 the Enagas information systems**
- ✦ **Framework Agreement for access and use of the SL-ATR system**



Step 1

Send the **SL-ATR access request** to the email address GTS.HABILITACIONYACCESO@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".
- ✦ **Sufficient power of attorney** for company representatives, 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 notified via the **Users with access to the SL-ATR modification form**

Step 2

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

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

Step 3

The GTS provides the applicant with the data to access [the Electronic Signature Platform](#).

The company representative electronically signs the document of accession 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.

Step 4

Close the acceptance process with the signing by the

counterparties:

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

To **request a voluntary termination of the contract**, the user must send the form [Request for voluntary termination of contract](#). The termination will take effect once the regulatory and



contractual requisites have been met and the corresponding documents have been signed for their formalisation.

4.2 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.**

It must be requested by the party sending a request for an accreditation certificate through the SL-ATR, in the Status and Request Accreditation option.



Select one of the available test windows for accreditation.

The test window can be modified by sending an email to acreditaciontecnic@enagas.es to request a different window from those available.