

EDA User Portal

User Manual for Renewable Energy Communities

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1 Glossary/Explanations

CIN	Conversation ID – All messages within a process (e.g. registration, deregistration, etc.) are grouped and summarised by assigning a common conversation ID. This ID is assigned in the first step of the process by the EDA Portal.
Energiewirtschaftlicher Datenaustausch, EDA	A uniform communication platform of the Austrian energy sector for the exchange of data and electronic documents in a uniform format using a standardized communication protocol.
Renewable Energy Community (REC)	An operator of a renewable energy community is responsible, among other things, for communication with grid operators and the settlement of self-consumption with participants.
RC Master Data	The personal data of the participants (name, installation addresses, metering points, verification documents) are stored in the EDA User Portal. The master data serves as basis for initiating the individual processes and their further execution.
Renewable Energy Community Installations	Generation installations that produce electric energy to cover consumption by eligible participants.
MIN	Message ID – All messages (e.g. ANFORDERUNG_DP, ANTWORT_DP, etc.) within the processes (e.g. registration, deregistration) are identified by a message ID. The EDA portal assigns a unique message ID to every message.
NB	Grid operator - The grid operator in whose grid the metering point (or several metering points) of the renewable energy communities is located.
Password	The password (12 characters including upper and lower-case letters, numbers and special characters) is a component of the access data. The password may be changed by the user in the EDA Portal at any time.
RC Number (renewable energy community)	8-digit number starting with “RC”. An RC number is assigned to each operator (renewable energy Community ID). It is necessary to register under www.eutilities.at to obtain an RC number for the role of “renewable energy community”.
Participant and eligible participant	All end customers that receive electric energy from the generation installation and have a valid contract with the operator of renewable energy communities.
Metering point	The feed-in and consumption points at which the energy volume is measured and registered. Aggregating several metering points is not permitted.
Abbreviations for procedures and processes	

Consumption data - CR_MSG – Transmit consumption data	This process is used to transmit consumption data of the grid operator to eligible market partners.
Move out notice - GC_MSG_MO - Transmit notification that a customer has a moved out	This process is used by the distribution grid operator to send a move out notice (e.g. customer moves out) from an eligible participant to the operator of a renewable energy community.
Activation or change - GC_REQ_AP - Request Activation or Change	This process is used for the activation of already registered metering points to a renewable energy community or to make changes to the statistical distribution ratio of the distribution model.
Deregistration - GC_REQ_DP - Request Deregistration Participation	This process is used for the deregistration of the metering point from participation in a renewable energy community.
Registration - GC_REQ_RP - Request Registration Participation	This process is used for the registration of the metering point for participation in a renewable energy community.
Transmit verification document - MD_VDC – Transmission of verification documents	This process is used to transmit various documents and powers of attorney.

2 Purpose of the Document

This Manual contains explanations on the functionalities of the graphical user interface of the EDA Portal and the application of the processes in accordance with the specifications of www.eutilities.at under process category “Community Generation – Renewable Energy Communities”, as amended.

The graphical user interface of the EDA User Portal makes all processes relating to RC numbers available to users and offers the possibility of carrying out the processes manually or initiating these themselves, as required:

Users may also

- view and edit the master data of the renewable energy communities of their RC numbers
- view the consumption data sent by the grid operator in the form of aggregate reports

3 Registration for the Use of the EDA User Portal

A registered user account is needed to use the EDA User Portal.

Registration information is available at: <https://www.eda.at/anwenderportal>

4 The Graphical User Interface of the EDA User Portal

The Graphical User Interface of the EDA User Portal is available at <https://portal.eda-portal.at>.

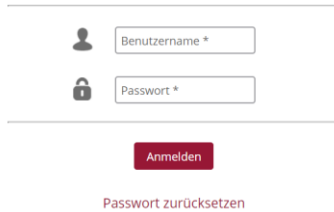
Change of language to English is explained in point 4.4.

4.1 System Requirements

The application has been optimized for the following browsers:

- Microsoft Internet Explorer as of Version 11
- Mozilla Firefox as of Version 68
- Google Chrome as of Version 76

4.2 Login



Benutzername *

Passwort *

Anmelden

[Passwort zurücksetzen](#)

Figure 1: Logging into the EDA User Portal

Please enter the following access data to log into the EDA User Portal:

- **User name:** corresponds to the e-mail address
- **Password:** 12-digit unique password that is assigned by the Portal during the registration process and that can be changed by the user afterwards.

4.3 General navigation

The graphical user interface has three different panes:

- Header
- Navigation pane
- Main pane

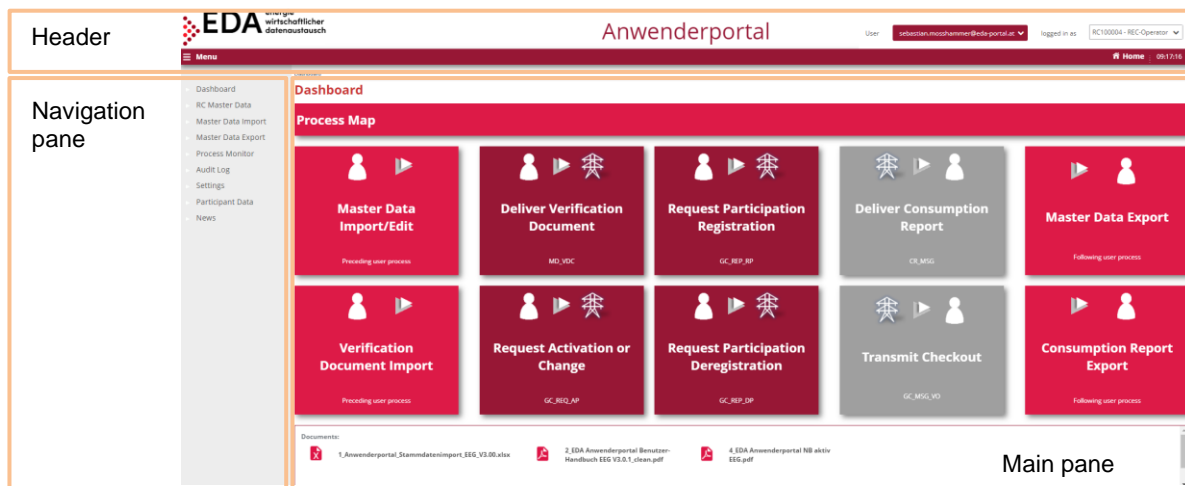


Figure 2: User interface

The header displays the currently selected RC number as well as the current user account (=user name):

- Click on the “action” button (=arrow) next to the RC number to open the pull-down action menu. The RC number may be selected from this menu (if several RC numbers are assigned to the user account).

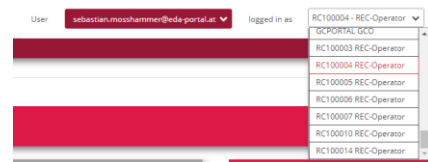


Figure 3: Selection list RC number

- Click on the “action” button (=arrow) next to the user account to open the pull-down action menu. In this menu, the user may open the settings or log out.

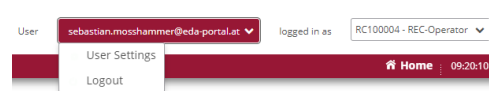


Figure 4: Action list user account

The left side of the navigation pane displays the navigation elements:

- **Dashboard:** The user is taken to the Dashboard page. The Dashboard contains an overview of all relevant functions.
- **RC master data:** The user is taken to the master data pane (administration of master data and energy data).
- **Master data import:** Uploading of RC Master Data
- **Master data export:** Downloading of RC Master Data

- **Process monitor:** The user accesses the process monitor (management and monitoring of the processes).
- **Audit log:** The audit log records user activities.
- **Settings:** Users have access to the general settings for the currently selected GC number. The parameters can be adjusted here (e.g. notifications via email).
- **Participant Data:** Company data, information on the individual mandates (GC numbers) and users may be viewed in the pane Market participant data.
- **News:** Users may view the latest news relating to the EDA User Portal (e.g. maintenance interfaces, changes to technical documentation, training courses, etc.) that relate to the respective mandates.

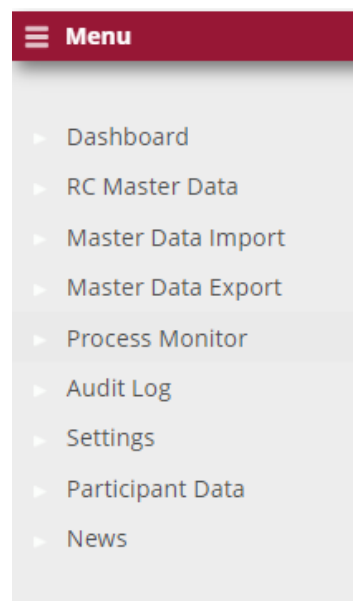


Figure 5: Navigation elements

4.4 Settings - user

The settings (for the current user) may be viewed and adjusted in the pane “User settings” (“Ben.-Einstellungen” in German).

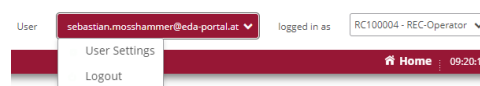


Figure 6: Settings - User

The user may change the display language and the password in the current software version.

4.4.1 Display language

Select the language desired for the user interface under “Display language” (“Anzeigesprache” in German). Users can change the language by clicking on the desired language.

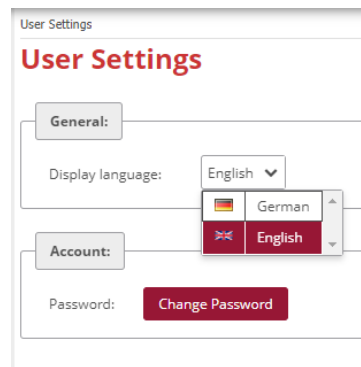


Figure 7: Display language

4.4.2 Password

Users can set up a new password when they want to change it, for example, for security reasons. The corresponding dialog box opens when the user clicks on the button “Change password”.

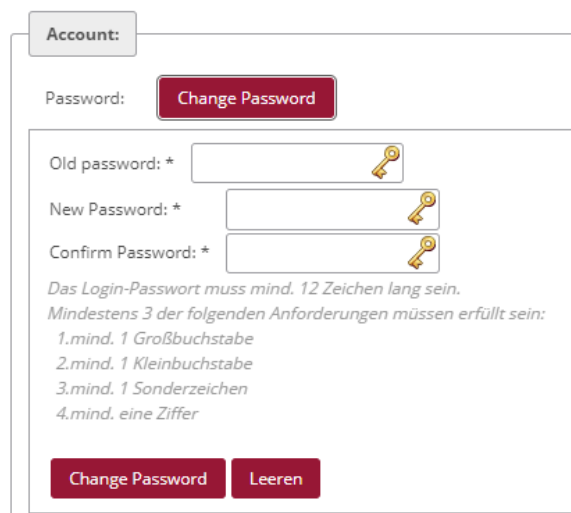


Figure 8: Password

First enter the current password under “Current password”. Then create a new password and confirm it by clicking on “Change password”. The password is saved when all entries are correct.

4.5 Dashboard

After logging in, the user is taken to the Dashboard of the graphical user interface of the EDA User Portal.

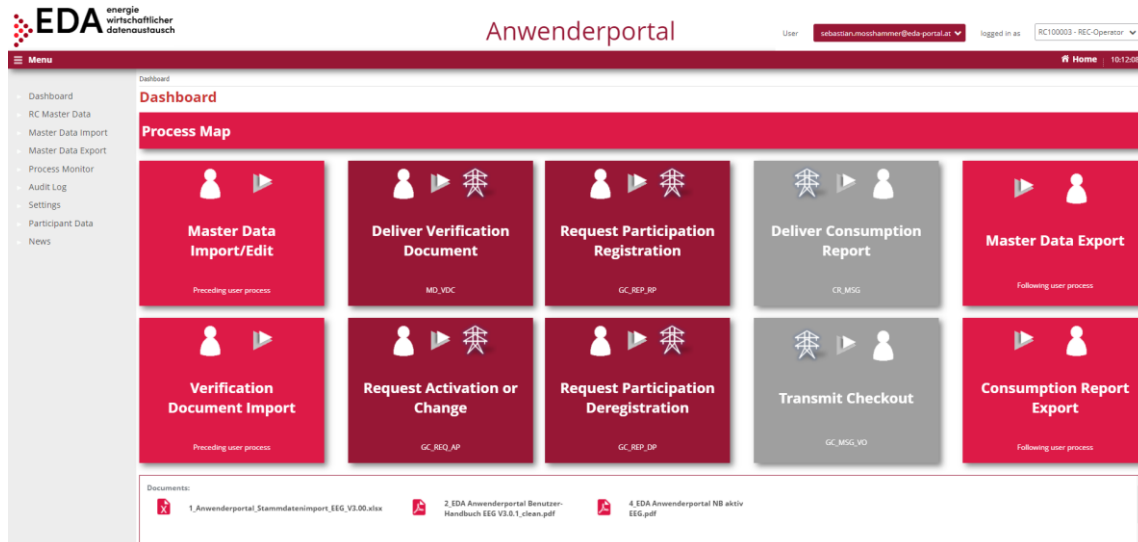


Figure 9: Dashboard

The left side displays the general navigation elements as mentioned in Fig. 5.

The main panel of the page displays the following elements:

1. Process map (graphical overview of the individual steps for activation of a new generation installation or of a new metering point)
2. Import master data (upload .xlsx files with RC Master Data)
3. Import verification documents (upload verification document in PDF format)
4. Transmission of verification document (transmission of verification documents and of powers of attorney to grid operators)
5. Request registration participation (transmission of deregistration of metering point from participation in a renewable energy community to grid operator).
6. Request activation or change (transmission of activation of already registered metering points to a grid operator or transmission of changes of statistical distribution ratio of the distribution model to the grid operator).
7. Transmission of consumption data (transmission of consumption data of the grid operator the renewable energy community operators).
8. Transmission of deregistration (e.g. customer moves out) of an eligible participant by the grid operator to a renewable energy community operator.
9. Master data export (.xlsx files with renewable energy RC Master Data)
10. Consumption report (download .xlsx files with consumption data or view visualization of consumption data)

These elements may be selected by clicking on them. A pop-up box opens with a graphical presentation of the function and process sequence.

For example, clicking on the tile “Transmit verification document”, displays the process sequence of message transmission between the renewable energy community operator and the grid operator:

- The process is started by the renewable energy community operator with the message <SENDEN_VDC>.
- If the review of the message is successful, the grid operator answers with <ANTWORT_VDC>.
- This ends the process positively.

The process starts on the process monitor. By clicking on the link below the image (“Go to process monitor view now”), the user has the option of accessing the “Process monitor” pane (Figure 10).

The arrows at the bottom permit the user to toggle between the images. The arrows lead to the following (or to the preceding) image. In the case of “Transmit verification document”, for example, the positive and the negative process sequences are displayed (Figure 10).

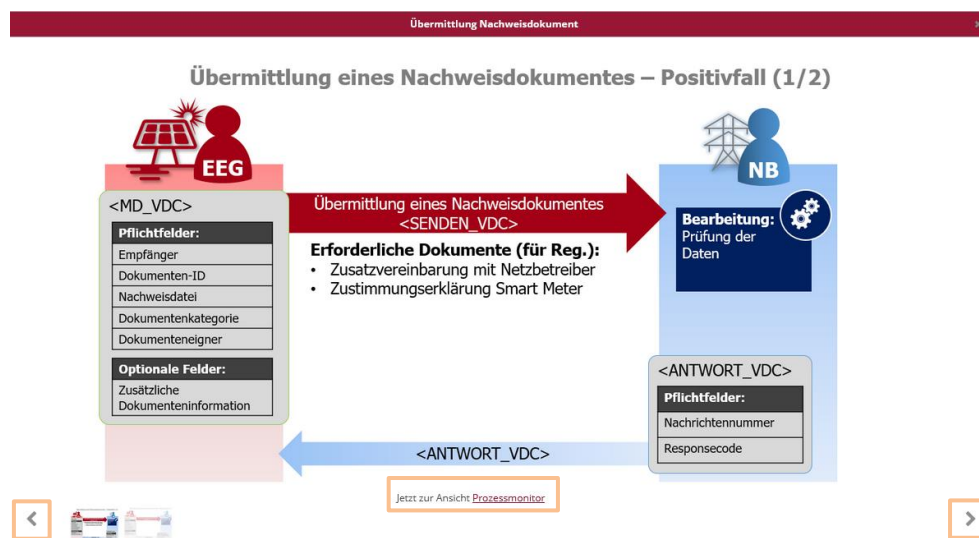


Figure 10: Graphical presentation (e.g. transmit verification document)

Several documents are available for downloading at the bottom:

- User portal template for master data import (.xlsx) under “Master data import”
- EDA User Portal Manual (.pdf) – Manual with details on all functions in the EDA User Portal as well as “step-by-step” instructions for all processes.
- EDA User Portal Grid Operator active (.pdf) – List of grid operators with their corresponding AT number (also called EC number), which are currently available for data exchange.

4.6 RC Master Data

The interface “RC master data” permits the viewing and editing of the master data of the generation and consumption metering points that was uploaded under “Master data import” (see Chapter 4.7).

The interface is divided into a filtering and a master data pane:

4.6.2 Master data pane

The master data pane is divided into the following tabs:

- Overview
- Report

4.6.2.1 Overview

The master data pane displays the installations found according to the filter criteria with the related metering points. An installation may have any number of metering points.

The lock icon displayed indicates if a metering point data record is currently blocked or not:

- Closed lock → metering point blocked
- Open lock → metering point available


RC Master Data





Renewable Community ID: ZIP: City: Street: StreetNr: Stair: Floor: DoorNr: 1 matches
Filter

AdditionalAddress:

Overview Report

Renewable Community:		Partition Model:		Street:		Stair:	Floor:	DoorNr:	AdditionalAddress:
Renewable Community ID:	AT0199990000000000000000000211210	Partition Model:	STATIC	StreetNr:	23	Stair:	3	Floor:	
ZIP:	1200	City:	Wien	Street:	Testgasse	DoorNr:			

Metering Point	Energy Direction	Contract partner	Excess Electricity Method	
AT0199990000000000000000000211210	GENERATION	Pohager Wilfried	POOLED	 View

Participant					
Metering Point	Energy Direction	Contract partner	Participation Share	Status	
AT019999000000000000000000010108T	Consumption	Meier Wilfried	25.00	NEW	 View
AT019999000000000000000000010108Z	Consumption	Huber	25.00	NEW	 View
AT019999000000000000000000010108U	Consumption	Futschik René	25.00	NEW	 View
AT019999000000000000000000010108P	Consumption	Selcuk Marianne	25.00	NEW	 View



New Generation Community New Consumption MP

Figure 12: Icon for blocked/available metering points

The arrows at the bottom permit the user to toggle between the metering points. The inner arrows lead to the subsequent (or preceding) installation. The outer arrows lead to the last (or first) metering points found. The number of metering points found and the currently selected metering points are display between the arrows.



Figure 13: Master data navigation

Further master data and all manual and process-linked changes to the individual metering points can be displayed by clicking on “Details” on the right side.

Figure 15: Generation metering point, data input

After all data have been fully and correctly entered, the installation is stored by clicking on “Save”.

4.6.4 Create new consumption metering point

After a renewable energy community has been created, it can be assigned to one or more consumption metering points. To this end, click on the button “New metering point” at the bottom right (cf. Figure 14).

Similar to the creation of a generation installation described above, the following mandatory fields must be completed:

- Metering point ID (metering point designation of consumption metering point; 33 characters)
- Participation Share (allocated volume in percentage - can only be filled in if the distribution ratio is static)
- Postal code
- City (max. 40 characters)
- Street Place (max. 40 characters)
- House no.
- Name 1 (max. 40 characters)

The fields grid operator, renewable energy Renewable Community ID, location area are automatically taken over from the generation installation.

Furthermore, the required verification documents can be stored for the processes “Request registration participation” and “Request activation or change” in the metering point master data.

To this end, click on the button “Change” (cf. Figure 16) in the pane metering point master data details.

Figure 16: Metering point master data verification document

For the successful creation of a verification document, the following fields must be completed:

- Document number (consists of the RC number plus at most 27 characters (0-9, A-Z, a-z); no special characters or spaces permitted) e.g. RC123456NWDok
- Document category (“GC” should be entered here)
- Authentication method (“51” must be entered here)
- Date of the signing
- Valid until
- Upload verification document file by clicking on “Select” (.pdf file)

The fields Document number, Document category and Authentication method must be precisely completed as described in the procedure in order to completely execute the processes.

The uploaded .pdf file must include the two verification documents “Consent declaration for the reading of the quarter-hour values” as well as “Supplementary agreement to the grid access contract” for the relevant metering point (cf. Chapter 5.2).

The consumption metering points can only be partially edited after saving. The following fields cannot be changed afterwards by the user.

- Metering point

However, consumption metering points can be deleted or newly created provided the status is set to “new” or “deregistered”. Metering points with status “registered” or “activated” cannot be deleted.

4.6.5 Master data details

The tab “Details” displays all further data relating to the metering point. The master data details also shows if a metering point is blocked (Figure 17) or available (Figure 18). A metering point can be blocked by a process-linked change or by an open process. To unblock the data records, the changed data must first be downloaded (after the relevant process is completed) or the open process is aborted. Moreover, a change/adjustment to diverse data is possible (depending on metering point status).

Note on verification document (.PDF):

- The verification data (document number, document category, etc.) are a requirement for the process Transmit verification document (Chapter 5.2)
- If a document number has been uploaded via “Master data import” (Chapter 4.7) and a file has already been uploaded in the process Transmit verification document (Chapter 5.2), it is possible to display or download the file by clicking on the file name.

The screenshot shows the 'Zählpunkt' (Metering Point) details page. At the top, there is a red header with 'Zählpunkt' and tabs for 'Details' and 'Historie'. Below the header, a blue message bar states: 'Eine Bearbeitung der Zählpunkt Stammdaten ist aktuell nur durch einen Import im Bereich Dashboard möglich.' The form contains several sections: 'Teilnehmer' with fields for ATOC (0000000055M) and 3; 'Energieerzeugung' with radio buttons for 'Verbrauch' (selected) and 'Erzeugung'; 'Adresse' with fields for PLZ (8010), Ort (Graz), Straße, Hausnummer (10), Stiege, Stock, Türnummer, and Adresszusatz; 'Vertragspartner' with Name 1 (TEST) and Name 2 (GEZA); 'Nachweisdokument' (highlighted with an orange box) with fields for 'Unterzeichnungdatum' (28.09.2020), 'gültig bis' (01.01.2030), 'Dokumenten-URL', and 'Datei' (GC10005524122018.pdf); 'Status' with a dropdown set to 'Aktiviert'; and 'Verbrauchsdaten' with a 'Zählwerks-Code' field and the message 'Keine Einträge gefunden.' At the bottom right, there are buttons for 'Löschen', 'Speichern', and 'Schließen'.

Figure 17: Metering point details - blocked

- Time of the change
- Party responsible for the change (only in the case of import, export or update)
- Reason for the change
- Changed data

The reason for the changes may be classified as follows:

Reason for the changes	Description
IMPORT	Creation of new metering points and installations as well as changes to master data via the import function
UPDATE	Manual processing of the master data
PROCESS NAME (e.g. registration)	Changes made during process execution
EXPORT	Only serves as a note indicating that the data record has been downloaded. No master data are changed when exporting.

With every change made, it is possible to display the details of the change by clicking on the respective row. The row is highlighted and the changes are displayed in the grey field beneath.

The following types of changes can be made in a field:

Type of change	Description
Old value -> new value	Value stored up to now replaced by new value
Old value ->	Old value was deleted (the field is empty afterwards)
-> New value	New value was accepted (field was empty up to now)

The screenshot shows a web interface for 'Metering Point' history. At the top, there are tabs for 'Details' and 'Historie'. Below the tabs, the 'Metering Point ID' is displayed as 'AT019999000000000000000000'. A table lists the history entries:

Timestamp	User	Process
20.04.2022 09:47:47	portal.at	UPDATE
20.04.2022 09:47:37	portal.at	UPDATE
01.03.2022 14:57:26	@eda-portal.at	EXPORT
21.12.2021 08:58:54	kundenservice@eda-portal.at	IMPORT

Below the table, the 'Änderungen:' section shows a text area with the content: 'Netzbetreiber: -> AT001000'. A 'Close' button is located in the bottom right corner of the details view.

Figure 20: Master data history details

Note

The content of the version history may be downloaded when exporting the master data (.xlsx format). This makes all process-related changes available for further processing outside of the User Portal (see Chapter 4.8.1).

Note

A specimen of an Excel report is available in the online User Portal at <https://www.eda.at/anwenderportal>

Muster-Beispiel Energiedaten Report (Excel)
 – [Muster Excel](#)

The report consists of the following headers:

Designation	Description
Metering point ID	Metering point designation; 33 characters The sums of the individual categories are presented in the report under the heading "TOTAL".
Energy direction	Energy direction; information on whether it is a metering point consumption or generation
Period start	Date entered into the entry field "From" at the time the report was generated. The report contains volumes generated/consumed after this time.
Period end	Date entered into the entry field "To" at the time the report was generated. The report contains volumes generated/consumed before this time.
Metering Reason	Reason for reading meter 00 ... SM Data transmission 01 ... Settlement interval 02 ... Interim settlement 03 ... Final invoice / final settlement
Metering interval	Metering interval QH ... 1/4 h values H ... 1 h values D... daily value V ... variable periods
Number of metering intervals	Number metering intervals
Metering code	Category of the measured values: <ul style="list-style-type: none"> • Total consumption according to metering (participation in community generation) - 1-1:1.9.0 G.01 • Percentage in community generation - 1-1:2.9.0 G.02 • Self-consumption from community generation - 1-1:2.9.0 G.03 • Total community generation - 1-1:2.9.0 G.01

Explanations and categories of metering values as well as calculation in the .xlsx report by the user:

- In order to calculate the sums of the volumes consumed per user (=consumption metering point; CONSUMPTION) for the selected period, the values in the column **Total consumption measured (participation in community generation) [KWH]** must be added.
 - Total consumption pursuant to meter (in case of participation in community generation) [KWH] is the volume consumed by a participant of a generation

installation pursuant to the metering device, i.e., the consumption of a participant in one quarter-hour.

- In the dynamic model, the participant's share in the volume generated is calculated based on this value. This enables the renewable energy community operator to verify the values of the grid operator or to calculate how much to charge the participant.
- The values in the column **Share in community generation [KWH]** show the share a participant theoretically would have been able to withdraw (=Consumption-Metering point; CONSUMPTION). This refers to the generated volume of energy allotted to a participant from the entire volume of energy generated by the installation. This is the volume a participant would have theoretically been eligible to obtain.
- The values in the column **Self-consumption from community generation [KWH]** show the share a participant has actually withdrawn from the community generation (=Consumption-Metering point; CONSUMPTION). The total in the column Self-consumption community generation [KWH] is therefore relevant for the settlement of accounts between renewable energy community operators and participants.
- In order to calculate the sum of the volumes generated by the generation installation (=Generation-metering point; CONSUMPTION) for the selected period, the values in the column **Total community generation) [KWH]** must be added.

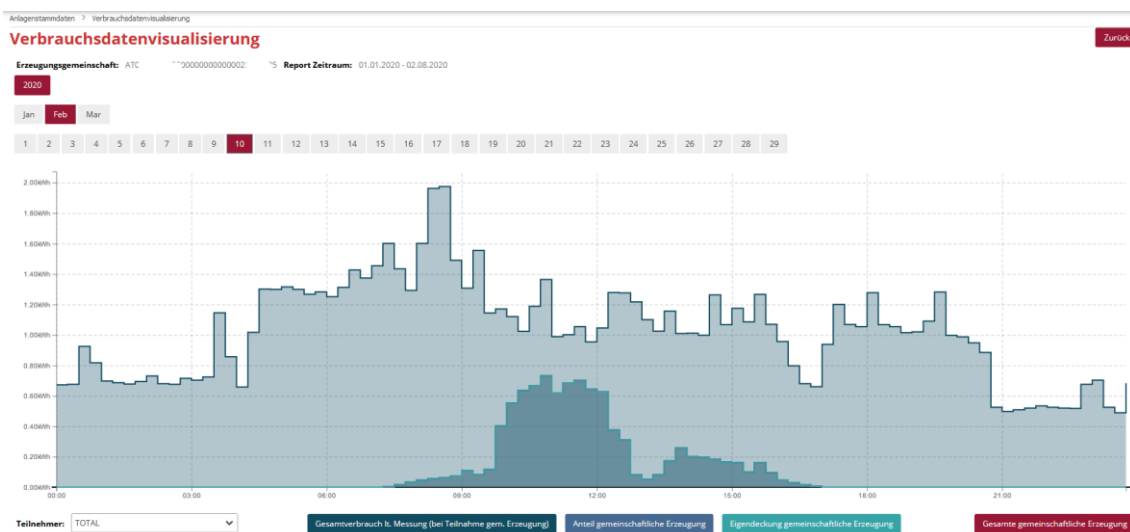


Figure 24: Consumption data visualization

In the pane, Consumption data visualization, a bar chart is displayed based on the report generated from the generation and consumption values. Filter criteria can be set for this bar chart to restrict or enlarge the display of the consumption data generated. The criteria refer to the period displayed:

- Year (e.g. 2020)
- Month (e.g. February)
- Day (e.g. 10)

Figure 25 presents consumption data for 10 February 2020, for example.

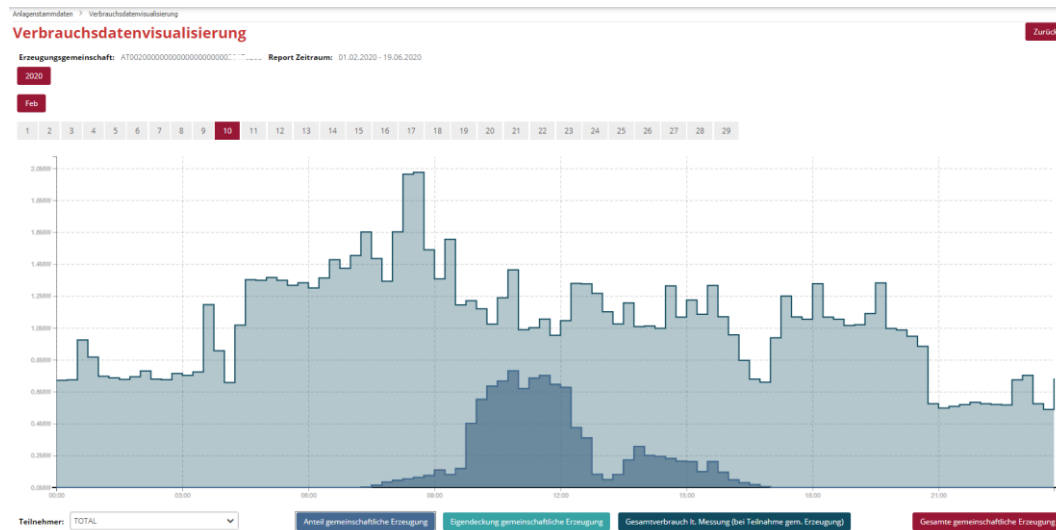


Figure 25: Consumption data visualization - select period

In the drop-down field “Metering point, the default selection is “TOTAL”. This displays the sums in the diagram of all relevant metering points of the generation community. Apart from “TOTAL”, the field also permits the selection of the individual metering points of the generation community. Figure 27 presents the values for an individual participant metering point of the generation community for 10 February 2020, for example.

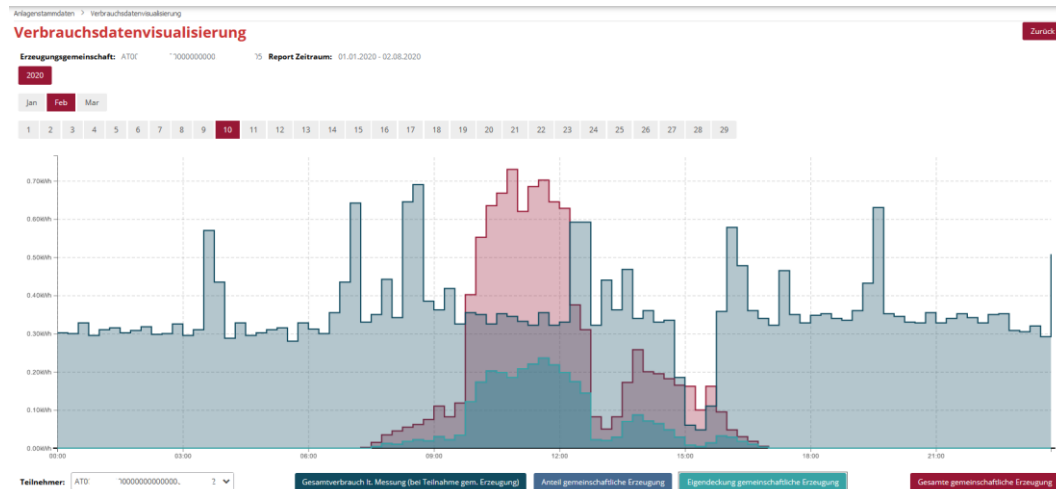


Figure 26: Consumption data visualization - select metering point

The diagram displays the aforementioned categories of the metering values in a bar chart.

The categories can be displayed or hidden individually by clicking on the buttons at the bottom of the screen. Figure 27 presents, for example, the values for the category “Self-consumption from community generation” for a metering point of the generation community for 10 February 2020 (bar colour in turquoise).

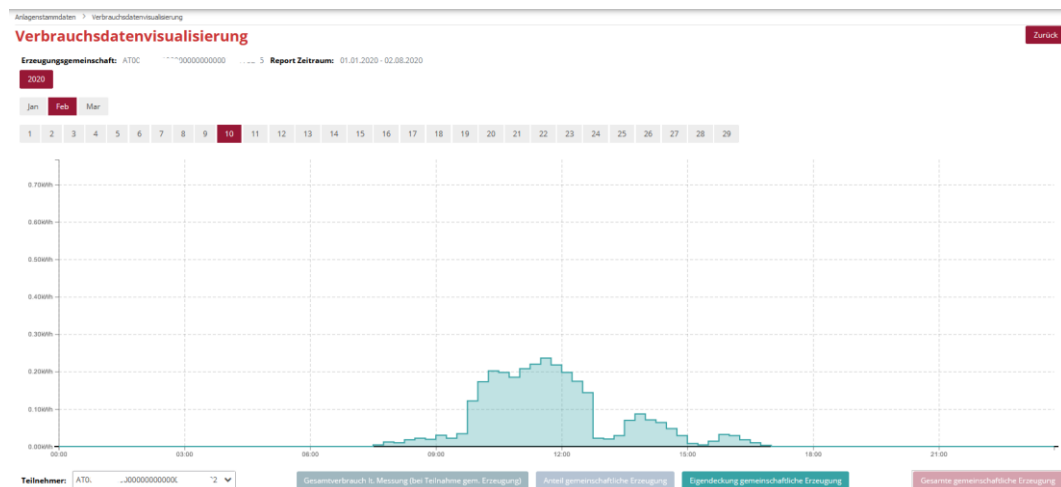


Figure 27: Consumption data visualization - select category

To return to the community generation pane, select the “Return” button (at the top right of the screen).

4.7 Master data import

In this pane, an .xlsx file (with the RC Master Data) can be uploaded for the selected RC number. This file contains the RC Master Data that must be uploaded into the EDA User Portal in order to enable the following processes:

- Transmit verification documents
- Registration request
- Activation/change request
- Transmission of consumption data
- Transmission of a move out notice
- Deregistration request

The master data template (.xlsx) used for uploading files into the EDA User Portal as well as the manual for the use of this template are available on the Dashboard of the home page at the following link:

<https://www.eda.at/anwenderportal>

Note

As an alternative, the community master data may also be created by entering the data (metering point, postal code, place, etc.) via the web interface into the User Portal. No template (.xlsx) is needed for the creation of master data via the web interface. A description for entering the data via the web interface is available in Chapter 4.6.3 and 4.6.4.

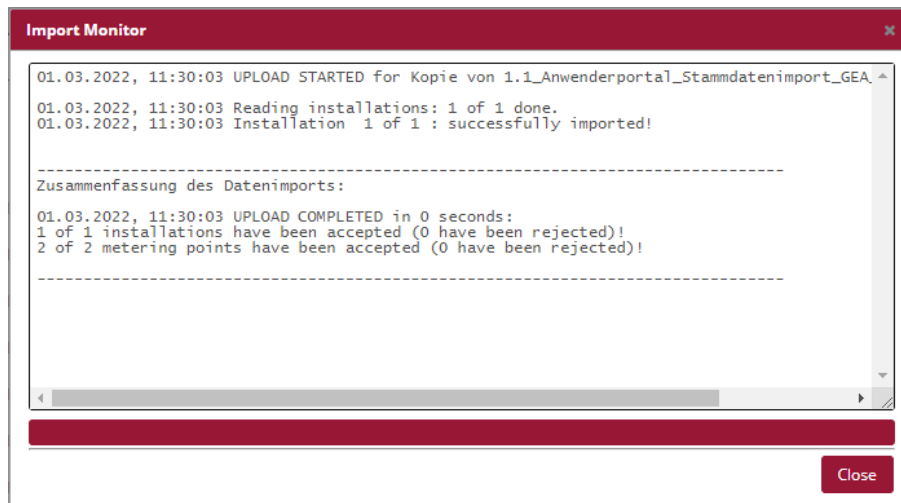


Figure 31: Import monitor – Import successful

The master data uploaded may be viewed after completing the upload in the “RC Master Data” pane (Chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**).

4.7.2.1 Archives

The last ten master data uploads are available in the archives (in .xlsx format). The presentation is as follows:

- File name
- User name of the executing user
- Time of execution of the upload

Therefore, it is clear to every user which file was uploaded last into the EDA User Portal.



Figure 32: Master data import archives

Additionally, there is a report for every upload that documents any errors in the upload process. Clicking on [Report] enables the downloading of the respective report and a view of the cause of the error.

A	B	C	D	E	F
1	Dateiname	Datum und Zeit	Aktion		
2	Kopie von Anwenderportal_Stammdatenimport_V1.2.2-20190913v3.xls	13.09.2019 12:13	Verarbeitung begonnen		
3	Kopie von Anwenderportal_Stammdatenimport_V1.2.2-20190913v3.xls	13.09.2019 12:13	Verarbeitung erfolgreich beendet.		
4					
5	ZUSAMMENFASSUNG:				
6	Upload abgeschlossen in 0 Sekunden:				
7	1 von 1 Anlagen wurden akzeptiert (0 wurde abgewiesen)!				
8	3 von 3 Zählpunkte wurden akzeptiert (0 wurde abgewiesen)!				
9					
10	DETAILS:				
11	Zählpunkt	Status	Fehlerursache		
12	AT0199990000000000000000000000456XYZ	OK			
13	AT01999900000000000000000000000000B1	OK			
14	AT01999900000000000000000000000000B2	OK			
15					

Figure 33: Master data import report

All files and reports in the archives can be downloaded as needed.

4.8 Master data export

In this pane, users can download either all changed community data available in the respective mandates or only the community data changed by processes. The data are in Excel files.

The last ten master data downloads are available under “Archives”.

4.8.1 Export

The export view contains information that informs on whether the master data has been changed since the last download. It also informs how many metering point data records are blocked by an open process or by a change to a completed process.

The information pane highlighted in yellow displays the number of currently blocked data records.

Moreover, a blue highlighted information pane is displayed when changed data records can be downloaded.

The number of changes indicates how many exportable metering points data records are available for downloading at present. This number contains all metering points that contain master data changed by a completed process.

Note

- A change to master data by a completed process blocks the metering point data records. The data records concerned cannot be changed by an upload. To unblock the data records, first the changed data or all data must be downloaded.

- In the case of blocking due to an unfinished process, the concerned metering point data records are in the process of being changed. The data records concerned cannot be changed by an upload or by manual editing during the processing period. In order to unblock the data records, the corresponding process must first be completed (and the data downloaded) or the process aborted.

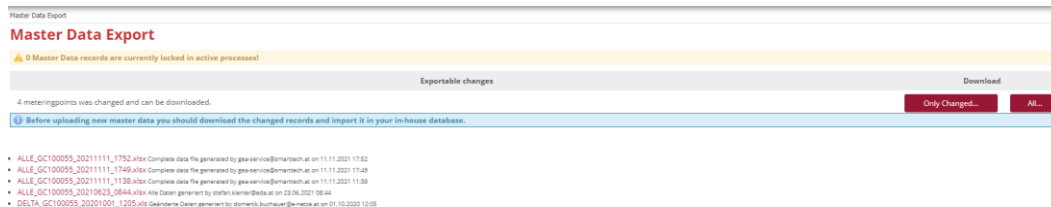


Figure 34: Master data export

Two download variants are available:

- “All...”: All metering points available and exportable for the GC number selected are downloaded (one data record per metering point). This function is always available.
- “Changed...”: Only those metering points are downloaded that were changed by a completed process (one data record per metering point).

As soon as one of the two variants is selected for downloading, the “Download Monitor” opens. The Download Monitor displays information on the current download. By clicking on the button “Prepare File”, the data records are prepared for downloading. As soon as the file is ready (downloading bar at 100%), the file can be downloaded from the User Portal by clicking on “Download Excel”. If metering points are missing in the exported file, these are blocked, for example, by an open process.

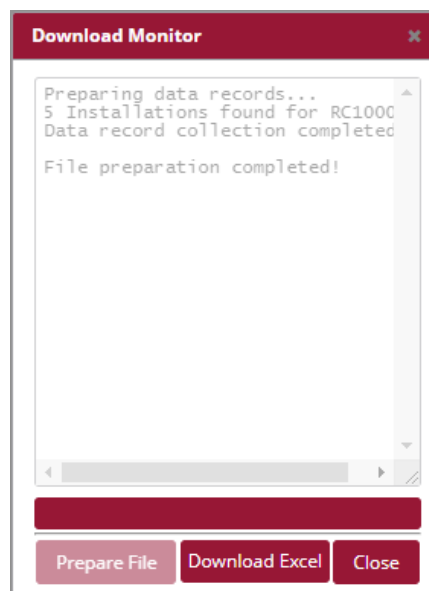


Figure 35: Download Monitor

Note

Please note the automatically generated file name. The name shows if all of the data has been downloaded (ALL) or only the changed data (DELTA). Additionally, the exact time of the download is recorded in the file name.

4.9 Process monitor

The process monitor is the interface for managing the specific processes. This interface can be used to create new processes, but also to initiate process-relevant actions.

The main panel of the interface is divided into two areas:

- Filter pane
- Process pane

The screenshot shows the 'Process Monitor' interface. The top section is the 'Filter pane' with various input fields: 'Changed From', 'Changed To', 'CIN', 'Community-Identification', 'Metering Point ID', 'Deadline From', and 'Deadline To'. There are also buttons for 'Flow' (All, Open) and 'Action' (All, Possible, Mandatory). The 'Status' section includes PROCESS_ABORTED, PROCESS_CANCELLED, and PROCESS_COMPLETED. The 'Brand' section includes CRM5G, GCM5GMO, GCREAP, GCREODP, GCREORP, and MOVOC. The bottom section is the 'Process pane' with a table header containing columns: Action, Omr Process Type, Identification, Info, In_out, Process State, Changed, Process Date, and Conversation Id Omr. Below the header, it says 'No records found.'

Figure 39: Process monitor

4.9.1 Filter pane

The process monitor permits filtering according to the following criteria.

Filter criterion	Meaning
Conversation-ID	Conversation ID – All messages within a process (e.g. registration, deregistration, etc.) are grouped and summarised by assigning a common conversation ID. This ID is assigned in the first process step by the EDA Portal.
Identification	Corresponds to the metering point designation of the generation metering point if a Renewable Community ID has not yet been assigned
Metering point ID	Metering point designation of the generation metering points
Changed from/to	Time of the last change in a process. Depending on the process, it may be set by manual interaction, by a message from the process partner or when a deadline is reached.
Process date from/to	The process date is set when users create new processes. Example: In the registration process, the process date corresponds to the date on which the renewable energy community installation operator enters into an agreement with the eligible participant on the defined mode for distributing the energy volumes generated.
Procedure: all / open	Shows only processes that are not yet in final status.
Actions: all / optional / required	Only shows those processes for which manual action by the user is optional / required.
Process	Filtering options after one or more processes (e.g. registration, deregistration, etc.)
Status	It may be filtered by status of the processes (aborted, cancelled, completed).

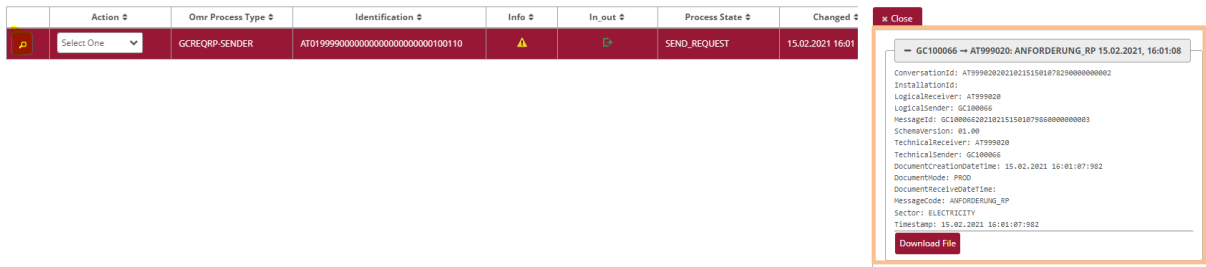







Figure 41: 2nd level: Exporting the messages

4.9.2.1 Info icons

The process monitor provides information on the current status of the process via several icons.

Note

The icons are only displayed in colour when action is possible or required of logged in users. Otherwise, the icons are grey.

Icon	Meaning
	The process has been aborted. No further actions are possible.
	Action by a user is possible (yellow hand) or required (red hand). Depending on the process, various process actions are displayed in the pull-down menu in the row of the corresponding process.
	The process was completed successfully. All of the required process steps have been executed.
	A technical error occurred during the message transmission process. If the cause of such an error cannot be identified by the user, customer service will gladly help (https://www.eda.at/anwenderportal).
	The process waits for the response data record or error message from the recipient of the process.

4.9.3 Actions

The process monitor offers two different options for taking action:

1. Creating a new process
2. Taking action within a process

4.9.3.1 Creating a new process

To create a new process, the user must click on the button “New process” at the bottom right of the process monitor.



Figure 42: Creating a new process

The dialog box “new process” opens into which the relevant data for the process are entered and the process can be started. This generates a new unique Conversation ID (CIN) that is needed for grouping related messages.

The individual processes are broken down as follows and the dialog box at the top offers the following options:

- Transmit verification document
- Request Registration Participation
- Activation/change request
- Request Deregistration Participation

The process is started by clicking on “Create”.

Figure 43: New process

The following processes can be started without previously uploading the master data (only by entering the information via the user interface):

- Transmit verification document

For all other processes, a valid master data record with the metering point of the generation installation for which the process is to be started is available in the pane RC Master Data.

4.9.3.2 Starting an action within a process

Depending on the process, various actions may be taken in accordance with the definition. For example, users may abort a registration process by using “Abort process due to an internal error” if the grid operator does not respond to the message ANFORDERUNG_RP (Figure 44).

4.10 Audit log

The audit log records user activities in the EDA User Portal. This makes it possible to track when a user carried out an action for the currently selected GC number (e.g. login). The filter in the upper area (Figure 45) can be used to search using the following criteria:

- Time period (from/to)
- User
- Action
- Details

For example, it is possible to see which users were logged on with the current operator.

The screenshot shows the 'Audit Log' interface. At the top, there is a filter bar with fields for 'From Date' (01.03.2022 07:56), 'To Date', 'User Id', 'Mandant Id' (GC100066), 'Action' (Select One), and 'Details'. Below the filter bar is a table with the following data:

Timestamp ↕	User Id ↕	Mandant Id ↕	Action Type ↕	Application ↕	Details ↕
01.03.2022 13:48	sebastian.mosshammer@eda-portal.at	GC100066	MANDANT_CHANGE	WEB	User sebastian.mosshammer@eda-portal.at selected account GC100066
01.03.2022 11:28	christoph.berzsenyi@eda-portal.at	GC100066	MANDANT_CHANGE	WEB	User christoph.berzsenyi@eda-portal.at selected account GC100066

Figure 45: Audit log

4.11 Settings – RC identification

The general settings (for the currently selected RC number) may be viewed and adjusted under “Settings”. The various parameters can be defined under “Settings”. In the current software version, users may set the parameter for sending messages by e-mail.

4.11.1 E-mail messages

When receiving certain process steps in the EDA User Portal, automatically generated messages are sent by e-mail. The fields are empty by default. To activate this notification function, it is necessary to enter the desired e-mail addresses in the EDA User Portal. The e-mail notification is sent immediately after receipt of a process step in the EDA User Portal. The setting must be executed for each GC number.

The administration of the automatic notifications by e-mail are displayed under “Settings” as follows:

1. Process
2. e-mail address(es)
3. Process steps

Settings

Email notifications News Notifications

Automatic generated notification will be sent to the following e-Mail Addresses when receiving certain processes for participant GC100066. Notification function will be activated by entering the desired e-mail address(es). If several e-mail addresses are given, they must be separated by a semicolon in the input field.

The email address (es) can be changed or removed any time in order to prevent further notifications. Every change must be confirmed by clicking „Save“ for the change to take effect.

Consumption:	eMail Address(es)	<input type="text"/>
	Process steps:	DATEN_CRMSG
Transmission of Deregistration:	eMail Address(es)	<input type="text"/>
	Process steps:	MELDUNG_GC_ABM
Activation/Change request:	eMail Address(es)	<input type="text"/>
	Process steps:	ABLEHNUNG_AP ANTWORT_AP
Deregistration request:	eMail Address(es)	<input type="text"/>
	Process steps:	ABLEHNUNG_DP ANTWORT_DP
Registration request:	eMail Address(es)	<input type="text"/>
	Process steps:	ABLEHNUNG_SP ANTWORT_SP

Save Cancel

Figure 46: Administration of e-mail messages

Valid e-mail address(es) may be entered into the row “E-mail address(es). When the process steps are received, automatically generated notifications are sent to these e-mail addresses (e.g. DATEN_CRMSG, MELDUNG_GC_ABM, etc.). Several e-mail messages may be entered separating them by semicolons.

Users may select from the various process steps under “Process steps”. The steps selected are marked in red. Only when the process steps marked in red are received, are the automatically generated messages sent.

Any change must be confirmed by clicking on “Save” at the bottom of the screen in order for the changes to take effect. By clicking on “Save”, the values are accepted (a confirmation message appears at the top right).

If no automatic notification is desired, the e-mail addresses can be removed at any time.

Registration request:

eMail Address(es)

Process steps:

ABLEHNUNG_SP ANTWORT_SP

Transmission of Verification document:

eMail Address(es)

Process steps:

ABLEHNUNG_VDC ANTWORT_VDC

Restore Defaults

Save Cancel

Figure 47: Administration of e-mail messages - save

An example for an automatic message is given in Figure 48.

Sehr geehrte Damen und Herren,

die Prozessnachricht ABLEHNUNG_AP wurde vom Marktteilnehmer mit der Kennung AT999026 am Mon Jun 02 16:55:04
AT999027 übermittelt.

Konversations-ID (CIN): AT999026201310220957004610000006440

Bitte loggen Sie sich am EDA Anwenderportal für die weitere Bearbeitung der Anfrage ein:

PROD-System: <https://portal.eda-portal.at/>

TEST-System: <https://test-portal.eda-portal.at/>

Bei etwaigen Fragen kontaktieren Sie unser Kundenservice unter

kundenservice@eda-portal.at

Freundliche Grüße



EDA Anwenderportal
Kundenservice

Vertreten durch den Servicebeauftragten:

smart technologies Management Beratungs- und Beteiligungs GesmbH

Palais Liechtenstein, Alserbachstraße 14-16, 1090 Wien

Tel.: [+43 1 9092829 433](tel:+4319092829433)

kundenservice@eda-portal.at

www.eda-portal.at

Sitz Wien, FN 173295 x, Handelsgericht Wien

UID: ATU45634407

Figure 48: E-mail message (example)

4.12 Participant Data

tbd

4.13 News

The tab News shows the latest announcements and news which may be of interest. The news is only announced in German.

5 Execution of processes

5.1 Introduction

It is possible to execute the following processes in the EDA User Portal:

Process	See Chapter
Transmit verification document - MD_VDC – Transmission of verification documents	5.2
Deregistration - GC_REQ_RP – Request Registration Participation	5.3
Activation or changes - GC_REQ_AP – Request Activation or Change	5.4
Deregistration - GC_REQ_DP - Request Deregistration Participation	5.5
Consumption data - CR_MSG – Transmit consumption data	5.6
Moved out notice - GC_MSG_MO - Transmission of notification that a customer has a moved out	5.7

Figure 49 gives an overview of the process flows that can be initiated by the renewable energy community operator in the EDA User Portal (process monitor).

Consumption data processes (CR_MSG) and move out notice (GC_MSG_MO) can only be started by the respective grid operator and sent to the eligible renewable energy community operator. The transmissions are received and processed in the EDA User Portal (process monitor).

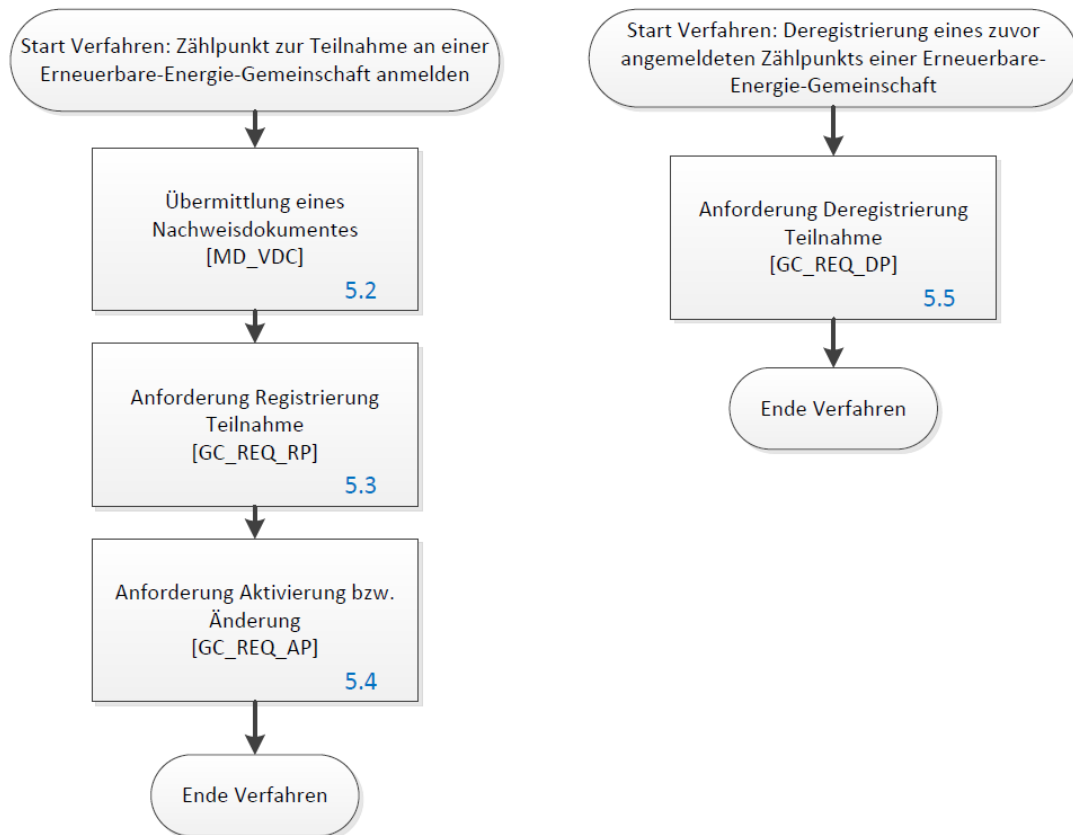


Figure 49: Overview of process flows

5.2 MD_VDC - Transmission of a verification document

The process “Transmission of a verification document”, abbreviated MD_VDC, is used to transmit various documents and powers of attorney to the grid operator. The transmission of a verification document is required for a possible check in other processes. The verification document may be one of the following types:

- Written (.pdf): agreements agreed in writing may be sent in pdf format. The corresponding document number must be given.
Note The pdf file may be uploaded and sent when creating the MD_VDC Process in the EDA User Portal.
- By telephone (MP3): Audio recordings of telephone conversations, for example, may be sent as an MP3 file (not larger than 5 MB). A corresponding document number must be given.
Note The MP3 file may be uploaded and sent when creating the MD_VDC Process in the EDA User Portal.

The process Transmit verification document can be started by the renewable energy community operator. There are two actors in the process: the renewable energy community operator and the energy service provider. The transmission of a verification document is required for the subsequent registration process (GC_REQ_RP). If possible, the process “Transmit verification document” must be sent before the process that references the document starts and must include the two documents “Consent declaration for the reading of the quarter-hour values” and “Supplementary agreement to the grid access contract” for the relevant metering point.

Example:

The renewable energy community operator triggers a registration process. The “Consent declaration for the reading of the quarter-hour values” and “Supplementary agreement to the grid access contract” in pdf format serve as proof and are sent to the grid operator BEFORE the registration process with the process “Transmit verification document”.

No reference to a metering point or participant is given in the process “Transmit verification document”. Only in the subsequent registration process is the verification document sent via the “Transmit verification document” process in accordance with the document number assigned automatically by every grid operator system to the metering point or participant.

When transmitting the consent declaration and the supplementary agreement in pdf format signed by the participant, the fields document number, document category and authentication method must be given.

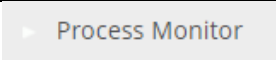

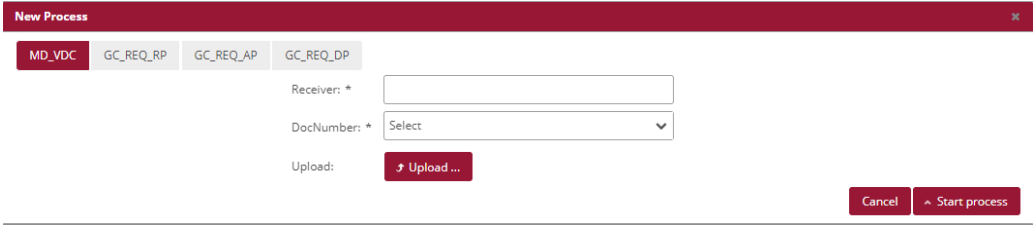
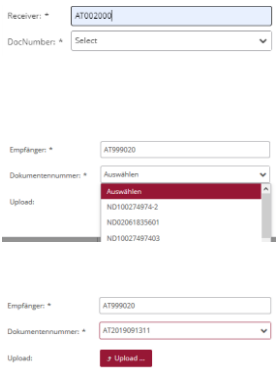
5.2.1 Send verification document

The renewable energy community operator sends the grid operator a verification document including the document number. If the verification document is valid for several metering points, it must only be sent once. The same document number must be used in the subsequent registration process such as in the process Transmit verification document. The document number creates the link between the verification document and the installation.

Requirements:

The verification document including the document number must be given in the pane RC Master Data of the corresponding renewable energy community. The document number consists of the GC number plus at most 27 characters (0-9, A-Z, a-z). No special characters or blank spaces are permitted.

Steps: The following steps must be executed by a logged on user to start the process Transmit verification document.

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. New processes can be created and also process-relevant actions initiated in this view.	
2	Click on "New process" at the bottom of the screen.	
3	The dialogue box "New process" opens. This is where "Transmit verification document" is selected at the top of the pane.	
4	Complete the entry fields. As a minimum, the mandatory fields marked with an * must be completed: - Recipient: A recipient of the transmission must be entered. The recipient is the grid operator. The EC number of the grid operator must be given (8 characters starting with AT) - Document number (number of verification document; max. 35 characters, no special character or blank spaces) As soon as the user clicks on the drop-down field, an automatic selection of document numbers from the RC Master Data is displayed. - Upload: The verification document data and the verification document data file can be uploaded by clicking on "Upload" if the files are in PDF or MP3 format.	
5	The dialogue box "Upload verification documents" opens. The user chooses the previously selected document number from the drop-down field again.	

Poa Upload
✕

docNumber: *	<input type="text" value="Select"/>
docCategory: *	<input type="text" value="ND"/>
docOwner:	<input type="text"/>
docAuthMethod:	<input type="text"/>
docAuthDescr:	<input type="text"/>
docSignatureDate:	<input type="text"/>
docValidUntil:	<input type="text"/>
docUrl:	<input type="text"/>
docDescr:	<input type="text"/>
Already transmitted:	<input type="text" value="false"/>
File:	<input type="text"/>

🔍 Choose file

Save

Close

After selecting the document number, two variants are possible:

1. A verification document data as well as a PDF and MP3 file are assigned to the document number in the RC Master Data.
2. There is verification document data, but **no** PDF or MP3 files assigned to the document number in the RC Master Data.

ad 1. If verification document data are already assigned to the selected document number in the master data, these are displayed automatically (e.g. document category, document owner, etc.). If a PDF or MP3 file has already been assigned to the document number in the master data, the file is automatically attached and the file name is displayed under "File".
By clicking on the file name, the PDF or MP3 file stored may be downloaded or displayed.

Poa Upload
✕

docNumber: *	<input type="text" value="Select"/>
docCategory: *	<input type="text" value="GC"/>
docOwner:	<input type="text" value="RC100007"/>
docAuthMethod:	<input type="text" value="51"/>
docAuthDescr:	<input type="text" value="Agreement"/>
docSignatureDate:	<input type="text" value="01.04.2022"/>
docValidUntil:	<input type="text" value="09.03.9999"/>
docUrl:	<input type="text"/>
docDescr:	<input type="text" value="Filename"/>
Already transmitted:	<input type="text" value="false"/>
File:	<input type="text"/>

ad 2. If there is **no** PDF or MP3 file in the master data for the selected document number, the PDF or MP3 file for the document number is uploaded by clicking on "Select file" or selecting it in File Explorer. This attaches the file and the file name is displayed under "File". After uploading the file and the file name displayed under "File", the PDF or MP3 file stored may also be downloaded or displayed by clicking on the file name.

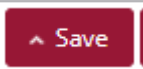
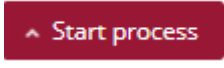
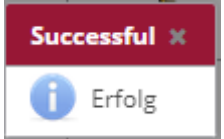
If a file is selected that is not in PDF or MP3 format, the corresponding error message "Invalid file type" is displayed to the user.

!

Invalid file type: use PDF | MP3

!EDIFACT_290_APCS_AT005140_BG_E

263 Bytes

	<div data-bbox="438 295 1230 1160"> <p>Poa Upload ✕</p> <table border="1"> <tr> <td>docNumber: *</td> <td>0612202011 ▼</td> </tr> <tr> <td>docCategory: *</td> <td>GC ▼</td> </tr> <tr> <td>docOwner:</td> <td><input type="text"/></td> </tr> <tr> <td>docAuthMethod:</td> <td>51</td> </tr> <tr> <td>docAuthDescr:</td> <td>Filename</td> </tr> <tr> <td>docSignatureDate:</td> <td>15.10.2020</td> </tr> <tr> <td>docValidUntil:</td> <td>09.03.9999</td> </tr> <tr> <td>docUrl:</td> <td><input type="text"/></td> </tr> <tr> <td>docDescr:</td> <td>Filename</td> </tr> <tr> <td>Already transmitted:</td> <td>false</td> </tr> <tr> <td>File:</td> <td>4_EDA Anwenderportal NB aktiv EEG.pdf</td> </tr> </table> <p>🔍 Choose file</p> </div> <p>Note</p> <ul style="list-style-type: none"> • The field “Authentication method” must be completed. When sending the “Consent declaration for metering 1/4 h values” and the “Supplementary agreement to the grid access contract” (PDF) signed by the customer, “51” must be entered as authentication method. • The field “Date of signing” must be completed. • The field “Valid until” must be completed. • “GC” must be entered as a document category. • The verification document data (e.g. document category, document owner, etc.) may be adjusted by importing an .xlsx file in the pane “Master data import” (see Chapter 4.7) or by editing in the pane RC Master Data (see Chapter Fehler! Verweisquelle konnte nicht gefunden werden.). 	docNumber: *	0612202011 ▼	docCategory: *	GC ▼	docOwner:	<input type="text"/>	docAuthMethod:	51	docAuthDescr:	Filename	docSignatureDate:	15.10.2020	docValidUntil:	09.03.9999	docUrl:	<input type="text"/>	docDescr:	Filename	Already transmitted:	false	File:	4_EDA Anwenderportal NB aktiv EEG.pdf	
docNumber: *	0612202011 ▼																							
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docAuthDescr:	Filename																							
docSignatureDate:	15.10.2020																							
docValidUntil:	09.03.9999																							
docUrl:	<input type="text"/>																							
docDescr:	Filename																							
Already transmitted:	false																							
File:	4_EDA Anwenderportal NB aktiv EEG.pdf																							
6	Click on “Save” to confirm and save the verification document data as well as the PDF or MP3 file assigned to the document number. The dialog box “Upload verification documents” closes.																							
7	Click on “Start Process” to start the Transmit verification document process at the renewable energy community operator and send it to the grid operator.																							
8	When the necessary requirements have been met and all of the data has been correctly entered into the fields, a confirmation message appears at the top.																							

Display on the process monitor: The Transmit verification document process started is displayed on the process monitor as follows:

- **Status: Wait for response**
As long as the processing deadline has not expired, the recipient of the process may report an error regarding the technical requirements.
- **Date of change:** This date indicates when the last action in the process took place (e.g. start of the process, confirmation, etc.). This date may also be used as a filter criterion.

Action	Omr Process Type	Identification	Info	In_out	Process State	Changed	Process Date	Conversation Id Omr
Select One	MOVDC-SENDER				WAITING_FOR_ERRORMSG	26.08.2021 13:49		AT00200020210826114928553000000000

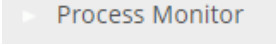


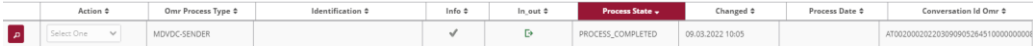
5.2.2 Verification document - view response

If a technical check of the verification document returns an invalid result, the grid operator creates an error message and sends it to the renewable energy community operator. This completes the process Transmit verification document, in this case negatively.

If the review of the verification document at the grid operator is successful, the grid operator sends a positive confirmation to the renewable energy community operator. With the confirmation sent to the renewable energy community operator, the process Transmit verification document is completed successfully.

Based on the positive confirmation received, the renewable energy community operator may certify that the document number, verification document data as well as any PDF or MP3 file have been successfully transmitted.

Steps: In order to view a verification document transmitted, a logged on user must follow the steps below.

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. New processes can be created and also process-relevant actions initiated in this view.	
2	Enter filter criteria in the top pane of the interface and click on "Filter" – see Chapter 4.9.1.	
3	Display the process steps (click on the magnifying glass).	
4	A box opens on the right side that contains the individual process steps. If the status is " Completed ", a positive confirmation is sent by the grid operator in the process step ANTWORT_VDC. Display the details of the process step by clicking on ANTWORT_VDC. Should the process status be " Aborted ", the error message of the grid operator can be found in the process step details by clicking on ABLEHNUNG_VDC (e.g. file cannot be opened).	

5.3 GC_REQ_RP - Request Registration Participation

Request Registration Participation, abbreviated GC_REQ_RP, is used to register the metering point for participation in a renewable energy community.

There are two actors in the process. The renewable energy community operator and the energy service provider.

The grid operator can carry out the preparatory steps for managing the distribution after completing registration. The distribution is activated via the process “Activation/change request” (See Chapter 5.4).

5.3.1 Transmit Request Registration Participation

The registration process is started by the renewable energy community operator. To this end, the renewable energy community operator must send as a minimum the following data to the grid operator:

- Metering point of the consumption installation
- Date as of which the eligible participant signed the agreement on the defined mode for distributing the energy volumes generated.
- Name 1 of participant (surname or company name)
- Distribution ratio (static or dynamic) Only one distribution ratio is permitted per renewable energy community.
- Definition of surplus electricity feed (POOLED, INDIVIDUAL)
- Metering point of the consumption installation
- Document number

Optionally, Name 2 may be sent to the grid operator (first name or further parts of company name).


The creation of the document number and the transmission of the verification document must be done separately and must be executed via the independent preceding process, Transmit verification document (see Chapter 5.2). The document number, which was used in the Transmit verification document process, must be identical to the one used in the Registration process. Only then is it possible to link the verification document to an installation or a metering point.


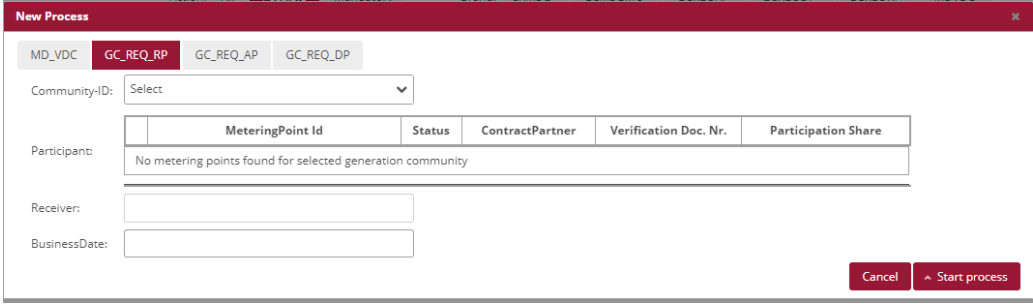
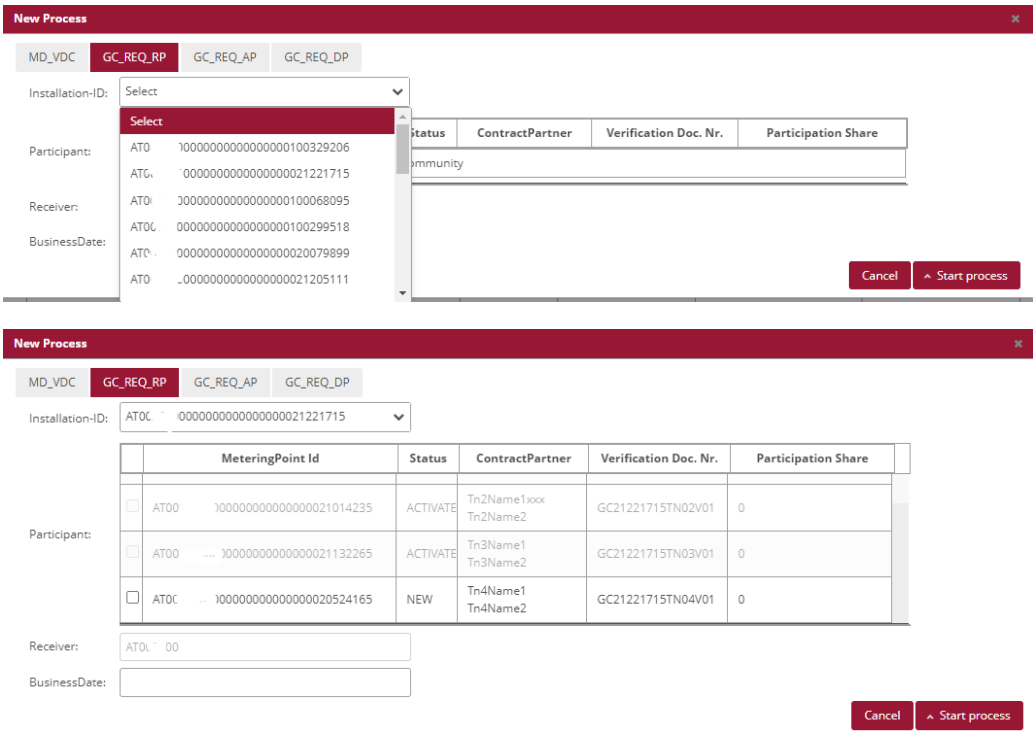
Requirements:

Metering point of the generation installation has been previously created in the renewable energy RC Master Data (via master data import – see Chapter 4.7).

The document number is available and was sent via the Transmit verification document process to the respective grid operator (see Chapter 5.2).

Steps: In order to start the registration, a logged on user must follow the steps below.

Step	Action	Interface
1	Click on “Process monitor” in the footer. New processes can be created and also process-relevant actions initiated in this view.	

2	Click on "New process" at the bottom of the screen.	
3	The dialogue box "New process" opens. Here the user selects the tab "Request Registration Participation" at the top of the screen.	
4	<p>Complete the entry fields. As a minimum, the mandatory fields marked with an * must be completed:</p> <ul style="list-style-type: none"> - Metering point: When a user clicks on the drop-down field, an automatic list of the metering points of the generation installation from the renewable energy RC Master Data is displayed. Here, the user may select the desired metering point. 	 <ul style="list-style-type: none"> - Generation Renewable Community ID: Users may check the boxes of the participating metering points to be transmitted to the grid operator. Only metering points may be selected that have not yet been registered with the grid operator (status New, Moved out/ Aborted or Deregistered). - Recipient: A recipient of the transmission must be entered. The recipient is the grid operator. The EC number of the grid operator must be given (8 characters starting with AT)

5.4 GC_REQ_AP - Activation/change request

This process is used for the activation or change, abbreviated GC_REQ_AP, of metering points already registered (=eligible participant) to a renewable energy community or to make changes to the statistical distribution ratio of the distribution model.

This process is then triggered after the registration process is completed (see Chapter 5.3).

The process contains all metering points already activated and to be activated. The process may also be used to change the distribution ratio. The deregistration of a metering point (=eligible participant) is done in a separate process (see Chapter 5.5).

5.4.1 Send activation/change request

The process activation/change is started by the renewable energy community operator. To this end, the renewable energy community operator must send as a minimum the following data to the grid operator:

- Metering point of the consumption installation
- Date as of which the eligible participant is to be activated (after completion of the activation, the grid operator sends the corresponding consumption data on a monthly basis to the renewable energy community operator via the process "Transmit consumption data" starting as of the process date).

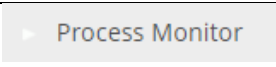

Optionally, in the case of the statistical distribution model, the percentage may be sent to the grid operator.

Requirements:

Metering point of the generation installation has been previously created in the renewable energy RC Master Data (via master data import – see Chapter 4.7).

The registration process for the concerned metering points has been sent to the grid operator and positively confirmed (see Chapter 5.3).

Steps: In order to start the activation/change process, a logged on user must follow the steps below.

Step	Action	Interface
1	Click on "Process monitor" in the footer. In this view, new processes can be created and process-relevant actions initiated.	
2	Click on "New process" at the bottom of the screen.	
3	The dialogue box "New process" opens. Here the user selects the tab "Request activation/change" at the top of the screen.	

New Process

MD_VDC
GC_REQ_RP
GC_REQ_AP
GC_REQ_DP

Installation-ID:

Participant:	MeteringPoint Id	Status	ContractPartner	Verification Doc. Nr.	Participation Share
No metering points found for selected generation community					

Receiver:

BusinessDate:

Cancel
Start process

4 Complete the entry fields.
As a minimum, the mandatory fields marked with an * must be completed:

- Metering point: As soon as the user clicks on the drop-down field, an automatic list of the metering points of the generation installation in the renewable energy RC Master Data is displayed. Here, the user may select the desired metering point.

New Process

MD_VDC
GC_REQ_RP
GC_REQ_AP
GC_REQ_DP

Installation-ID:

Participant:	MeteringPoint Id	Status	ContractPartner	Verification Doc. Nr.	Participation Share
community					

Receiver:

BusinessDate:

Cancel
Start process

New Process

MD_VDC
GC_REQ_RP
GC_REQ_AP
GC_REQ_DP

Installation-ID:

Participant:	MeteringPoint Id	Status	ContractPartner	Verification Doc. Nr.	Participation Share
<input type="checkbox"/>	AT00 000000000000000000021014235	ACTIVATE	Tn2Name1xxx Tn2Name2	GC21221715TN02V01	0
<input type="checkbox"/>	AT00 000000000000000000021132265	ACTIVATE	Tn3Name1 Tn3Name2	GC21221715TN03V01	0
<input type="checkbox"/>	AT00 000000000000000000020524165	NEW	Tn4Name1 Tn4Name2	GC21221715TN04V01	0

Receiver:

BusinessDate:

Cancel
Start process

- Generation Renewable Community ID: Users may check the boxes of the participating metering points to be transmitted to the grid operator. Only metering points may be selected that have not yet been activated at the grid operator (status **Registered**).
- Recipient: A recipient of the transmission must be entered. The recipient is the grid operator. The EC number of the grid operator must be given (8 characters starting with AT)
- Process date
The process date may be selected from the calendar displayed. The following deadlines must be observed:
 - The activation/change process must be sent by the renewable energy community operator at least 2 workdays before the process date.
 - The activation/change process may be started by the renewable energy community operator at most 10 workdays going forward.

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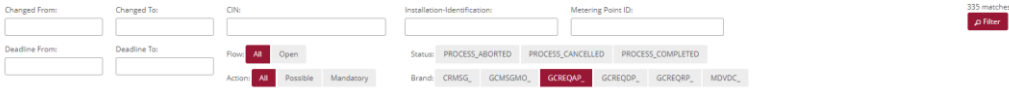

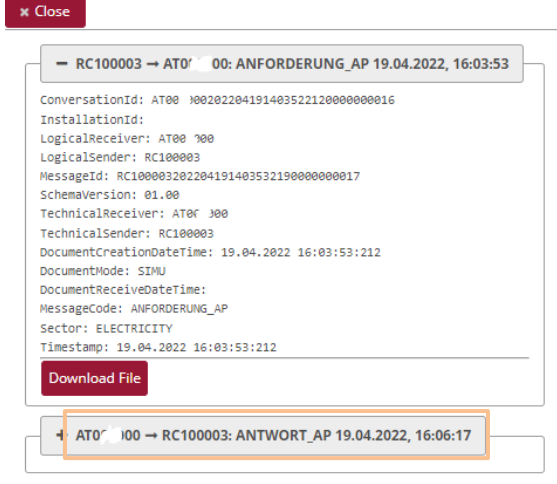
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Version 10 September 2020
created by QM / Release: IMB

Requirements:

The activation/change process was reviewed by the grid operator and a response sent.

Steps: In order to view an activation/change responded to, the following steps must be carried out by a logged on user.

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. In this view, new processes can be created and process-relevant actions initiated.	
2	Enter filter criteria in the top pane of the interface and click on "Filter" –see Chapter 4.9.1. Process Monitor	
3	Display the process steps (click on the magnifying glass).	
4	A box opens on the right side that contains the individual process steps. If the status is " Completed ", a positive confirmation is sent by the grid operator in the process step ANTWORT_AP. Display the details of the process step by clicking on ANTWORT_AP.	 <pre> Close - RC100003 → AT0' 00: ANFORDERUNG_AP 19.04.2022, 16:03:53 ConversationId: AT00 000202204191403522120000000016 InstallationId: LogicalReceiver: AT00 000 LogicalSender: RC100003 MessageId: RC100003202204191403532190000000017 SchemaVersion: 01.00 TechnicalReceiver: AT00 000 TechnicalSender: RC100003 DocumentCreationDateTime: 19.04.2022 16:03:53:212 DocumentMode: SIMU DocumentReceiveDateTime: MessageCode: ANFORDERUNG_AP Sector: ELECTRICITY Timestamp: 19.04.2022 16:03:53:212 Download File + AT0' 000 → RC100003: ANTWORT_AP 19.04.2022, 16:06:17 </pre>

Should the process status be "**Aborted**", the error message of the grid operator can be found in the process step details by clicking on ABLEHNUNG_AP (e.g. wrong process date).

- AT000000 -> RC100003: ABLEHNUNG_RP 19.04.2022, 15:57:16

```

ConversationId: AT0000000202204191356509270000000012
InstallationId:
LogicalReceiver: RC100003
LogicalSender: AT 00
MessageId: AT0000000202204191557040030003349422@energieburgenland.at
SchemaVersion: 01.10
TechnicalReceiver: RC100003
TechnicalSender: AT000000
DocumentCreationDateTime: 19.04.2022 15:57:06:000
DocumentMode: PROD
DocumentReceiveDateTime: 19.04.2022 15:57:07:445
MessageCode: ABLEHNUNG_RP
Sector: ELECTRICITY
Timestamp: 19.04.2022 15:57:07:445
    
```

Response Code

158 ZP ist nicht teilnahmeberechtigt

Download File

5.5 GC_REQ_RP - Request Deregistration Participation

The Request Deregistration Participation, abbreviated GC_REQ_DP, is used to deregister the metering point for participation in a renewable energy community.

There are two actors in the process. The renewable energy community operator and the grid operator.

The renewable energy community operator is the initiator of the deregistration and sends the information to the grid operator stating that as of the process date an agreement with the eligible participant (metering point) for the distribution of the energy volume generated no longer exists.

5.5.1 Transmit Request Deregistration Participation

The registration process is started by the renewable energy community operator. To this end, the renewable energy community operator must send as a minimum the following data to the grid operator:

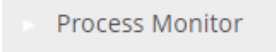

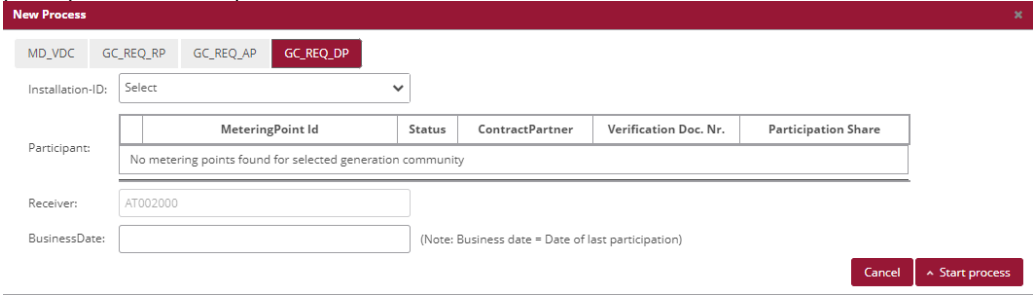
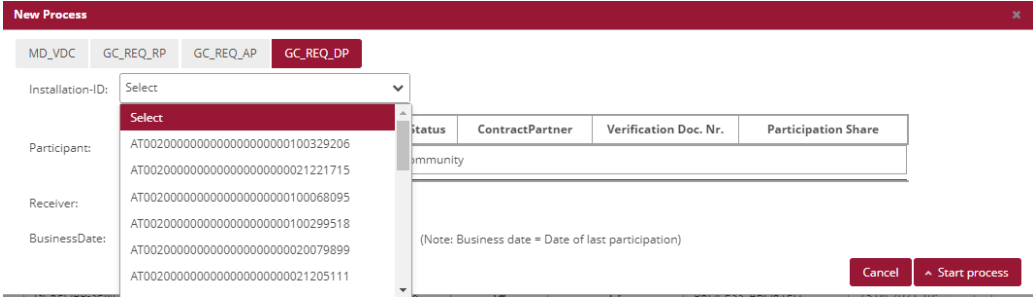
- Metering point of the consumption installation
- Date as of which an agreement with the eligible participant (metering point) ceases to exist for the distribution of the energy volume generated.
- Name 1 of participant (surname or company name)
- Distribution ratio (static or dynamic) Only one distribution ratio is permitted per renewable energy community.
- Definition of surplus electricity feed (POOLED, INDIVIDUAL)
- Metering point of the consumption installation

Optionally, Name 2 may be sent to the grid operator (first name or further parts of company name).

Requirements:

Metering point of the generation installation has been previously created in the renewable energy RC Master Data (via master data import – see Chapter 4.7).
The metering point was sent to the corresponding grid operator through the process activation/change and has been positively confirmed by the grid operator (see Chapter 5.3).

Steps: In order to start deregistration, the following steps must be carried out by a logged on user.

Step	Action	Interface
1	Click on "Process monitor" in the footer. In this pane, new processes can be created and process-relevant actions initiated.	
2	Click on "New process" at the bottom of the screen.	
3	The dialogue box "New process" opens. Here the user selects the tab "Request deregistration participation" at the top.	
4	Complete the entry fields. As a minimum, the mandatory fields marked with an * must be completed: - Metering point: When a user clicks on the drop-down field, an automatic list of the metering points of the generation installation from the renewable energy RC Master Data is displayed. Here, the user may select the desired metering point.	

If the status is “**Aborted**”, the error message of the grid operator can be found in the process step details by clicking on ABLEHNUNG_DP (e.g. wrong process date).

Action	Omnr Process Type	Identification	Info	In_out	Process State	Changed	Process Date	Conversation Id Omnr
Select One	GCREQOP-SENDER	AT002000000000000000000000106299560			PROCESS_ABORTED	20.09.2021 15:50	Sep 21, 2021	AT002000202109201350013010000000044

5.6 CR_MSG - Transmit energy data

The process Transmission of energy data, abbreviated CR_MSG, is used to send energy data per metering point from the grid operator to the renewable energy community operator.

The process permits grid operators, after completion of registration and activation of a metering point to inform the renewable energy community operator of the energy data. The process therefore takes place after registration and activation.

There are two actors in the process: the grid operator and the renewable energy community operator.

5.6.1 Transmission of consumption data - view data sent

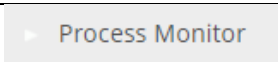


The renewable energy community operator automatically receives the energy data transmission (generation and consumption data).

The renewable energy community operator must review the data record after receipt of the energy data record, and in the event of a negative review, an error report with the corresponding text is automatically sent to the grid operator (e.g. metering point not found). When review of the data received is positive, the process is successfully completed. No confirmation message is sent back to the grid operator.

Requirements:

A requirement is the successful activation of the participating metering point (see Chapter 5.4).

Steps: To view a data record received, a logged on user must carry out the following steps.

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. In this pane, new processes can be created and process-relevant actions initiated.	
2	Enter the filter criteria at the top of the screen and click on "Filter" –see Chapter 4.9.1. Process Monitor	
3	Display the process steps (click on the magnifying glass).	
4	A dialog box opens to the right that contains the individual process steps. If the status is " Completed ", the energy data record received has been reviewed positively and the process is completed (but no confirmation triggered). Display the details of the process step by clicking on DATEN_CRMSG. This option offers the possibility of downloading or displaying the consumption data sent by clicking on "Download file".	

1-1:2.9.0 G.01	QH	Total community generation
----------------	----	----------------------------

Table 1: Meter codes for transmission of consumption data

5.7 GC_MSG_MO - Transmit move out notice

In the process Transmit move out notice, abbreviated GC_MSG_MO, the grid operator reports the discontinuation of service to an eligible participant due to a move to the renewable energy community operator (customer informs the supplier and the grid operator that it no longer wants to be supplied at its installation, e.g. move out or installation deactivated). The process permits grid operators to inform the renewable energy community operator of the move out notice.

There are two actors in the process: the grid operator and the renewable energy community operator.

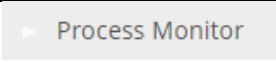


5.7.1 View transmission of a move out notice

The move out notification is initiated by the grid operator. The grid operator must send the following data to the renewable energy community operator:

- Metering point of the consumption installation
- Name 1 of participant (surname or company name)
- Date as of when the eligible participant no longer wants to be supplied
- Distribution ratio (static or dynamic) Only one distribution ratio is permitted per renewable energy community.
- Definition of surplus electricity feed (POOLED, INDIVIDUAL)
- Metering point of the generation installation

The grid operator does not receive a return confirmation message or an error message from the renewable energy community operator. Therefore, no processing deadline is defined.

Steps: To view a move out notice received, a logged in user must carry out the following steps.

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. In this pane, new processes can be created and process-relevant actions initiated.	
2	Enter the filter criteria at the top of the screen and click on "Filter" –see Chapter 4.9.1.	
3	Display the process steps (click on the magnifying glass).	
4	A dialog box opens to the right that contains the individual process steps. If the status is " Completed ", the move out notice received has been reviewed positively and the process is completed (but no confirmation triggered). Display the details of the process step by clicking on MELDUNG_GC_ABM.	

5.8 Error in transmission of messages

5.8.1 Error category

Errors in the transmission of messages may be grouped into the following categories:

1. An error occurs when sending from the EDA User Portal to the EDA Messenger (validation on EDA Messenger platform fails).
2. An error occurs when delivering from the EDA Messenger to the EDA User Portal.
 - a. Data record is rejected by the EDA User Portal because content check fails
 - b. Data record is rejected by the EDA User Portal because receipt validation fails

ad 1. If the review of the transaction data (header) of the message on the EDA Messenger platform is negative, no attempt is made to deliver the message to the recipient. The status of the process in the EDA User Portal process monitor changes to “Error”. The user has the option of manually interrupting the process and, if applicable, to start a new process.

ad 2.a. If after receipt of the data record in the EDA User Portal, the review of the message is negative (e.g. wrong sequence of process steps), the message is nonetheless sent to the recipient and is displayed in the EDA User Portal process monitor. The status of the process in the EDA User Portal process monitor does not change. The process is still executable and the sender can continue to send messages to the process.

ad 2.b. If the EDA User Portal cannot decode the data record or if the data format cannot be complied with, the message is not sent to the recipient. The error during transmission is displayed on the EDA Messenger. The status of the process in the EDA User Portal process monitor does not change. The process is still executable (as if no message had been received). The sender can still send messages to the process.

5.8.2 Identification of faulty processes and options for manual actions and receipt of messages

The incoming and outgoing process steps are presented on the process monitor. Errors may occur in sending and receiving process steps (e.g. process steps sequence not complied with, recipient does not exist, etc.). All faulty process steps are identified by warning notices in the “process monitor”. By clicking on the magnifying glass icon, (see Figure 50), the details of a process and possible faulty process steps may be viewed. Manual actions within the process can continue to be carried out. The available actions are displayed in the row of the corresponding process in the pull-down list. It is also possible to carry out further process steps without any restrictions. The process is not blocked by possible faulty process steps.

The screenshot displays a web interface for process management. At the top, there are filters for 'Deadline From', 'Deadline To', 'Flow' (All, Open), 'Status' (PROCESS_ABORTED, PROCESS_CANCELLED, PROCESS_COMPLETED), 'Action' (All, Possible, Mandatory), and 'Brand' (CRMSG, GCMGMO, GCREQAP, GCREQDP, GCREQRP, MOVDC). Below this is a table with columns: Action, Omr Process Type, Identification, Info, In_out, Process State, and Changed. A single row is highlighted in red, representing a faulty process. The 'Action' column for this row has a dropdown menu open with options: 'Select One', 'cancelErrorProcess', and another 'Select One'. To the right of the table, a modal window titled '066 -> A ... 20: ANFORDERUNG_RP 15.02.2021, 16:01:08' displays technical metadata such as ConversationId, InstallationId, LogicalSender, LogicalReceiver, MessageId, SchemaVersion, TechnicalReceiver, TechnicalSender, DocumentCreationDateTime, DocumentId, DocumentReceiverDateTime, MessageCode, Sector, and Timestamp.

Figure 50: Highlighting of faulty processes

A faulty process can be aborted internally. The process is aborted by clicking on the drop-down field in the column “Action” and selecting “Abort process due to an internal error”. This aborted process takes place only “internally” in the EDA User Portal. There is no further transmission to participants involved in the process. Afterwards, no further actions are possible in the concerned process.

6 Contact

Our customer service is a point of contact for any inquiries regarding registration, processes and functionalities of the EDA User Portal.

Contact information:

- e-mail: kundenservice@eda-portal.at
- Hotline: +43 1 9092829 433
- Website: www.eda.at