EDA User Portal

User Manual

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00.06	12.09.2019	Customer Service EDA User Portal	Supplement Chapter "Process Monitor" and Chapter "Installation Master Data"
00.07	26.09.2019	Customer Service EDA User Portal	Updates due to new software versions Supplement to chapters • MD_VDC – Transmit verification document • GC_REQ_RP – Request Registration Participation • GC_REQ_AP – Activation/change request
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1   Glossary/Explanations

Master data of an installation	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.
Operator	Operator - Operator of a renewable energy community installation responsible, among other things, for communication with grid operators and settlement of self-consumption with participants.
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.
GC Number (generation community number)	8-digit number starting with "GC" A GC number (operator ID) is assigned to every installation operator. It is necessary to register under www.ebutilities.at to obtain a GC number for the role of "renewable energy community installation operator".
Renewable Energy Community Generation 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 operator 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.
Participant or eligible participant	All end customers that receive electric energy from the community generation installation and have a valid contract with the operators 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	

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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 discontinue services (e.g. customer moves out) to an eligible participant.
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 model.
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.

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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.ebutilities.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 GC 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 community installations of their GC 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-portal.at/de/Registrierung

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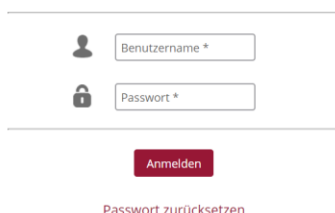
The Graphical User Interface of the EDA User Portal is available at https://portal.eda-portal.at .

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

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4.2 Login

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 may be changed by the user afterwards.

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4.3 General navigation

The graphical user interface has three different panes:
- Header
- Navigation pane
- Main pane
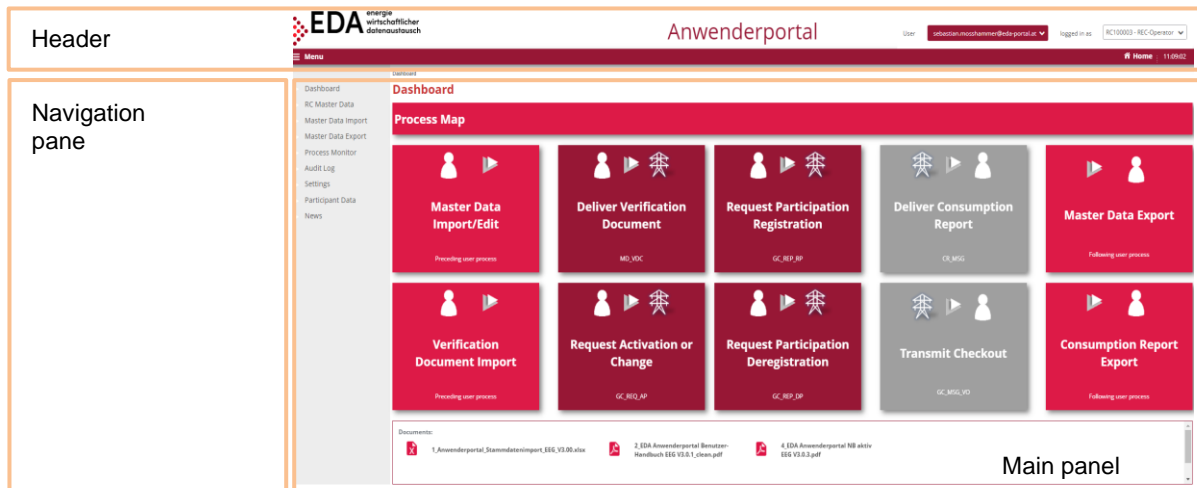
Figure 2: User interface

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

- Click on the "action" button (=arrow) next to the GC number to open the pull-down action menu. The GC number may be selected from this menu (if several GC numbers are assigned to the user account).
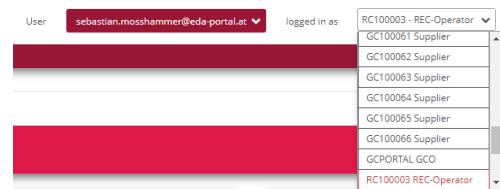
Figure 3: Select list GC number

- 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.
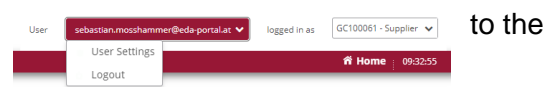
Figure 4: Action list user account

The left side of the navigation pane displays the navigation elements:
- *Dashboard:* The user is taken to the Dashboard. The Dashboard contains an overview of all relevant functions.
- *Installation master data* The user is taken to the master data pane (administration of master data and consumption data).
- **Master data import**: Uploading of installation master data
- **Master data export**: Uploading of installation master data
- *Process monitor:* The user accesses the process monitor (management and monitoring of the processes).
- *Audit log:* The audit log records user activities.

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- *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).
- **Market participants:** Company data, information on the individual mandates (RC numbers) and users may be viewed under Market participant data.
- **News:** Users may view the latest news relating to the EDA User Portal (e.g. maintenance boxes, changes to technical documentation, training courses, etc.) that relate to the respective mandates.
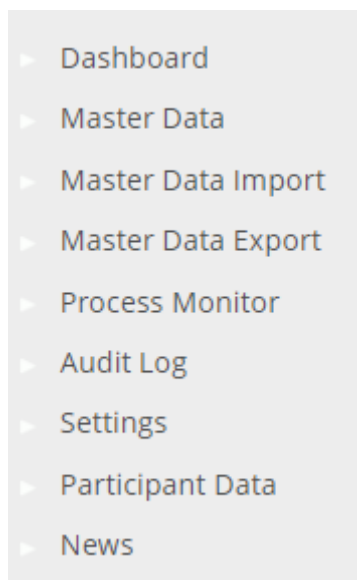
Figure 5: Navigation elements

4.4 Settings - user

The settings (for the current user) may be viewed and adjusted under "Settings".
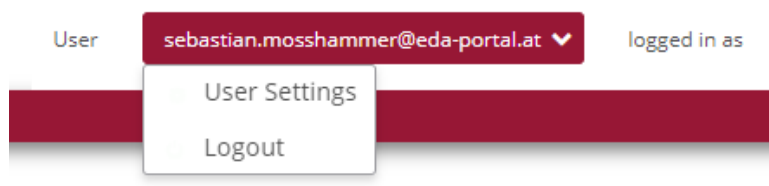
Figure 6: Settings - User

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". Users can change the language by clicking on the desired language.

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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".
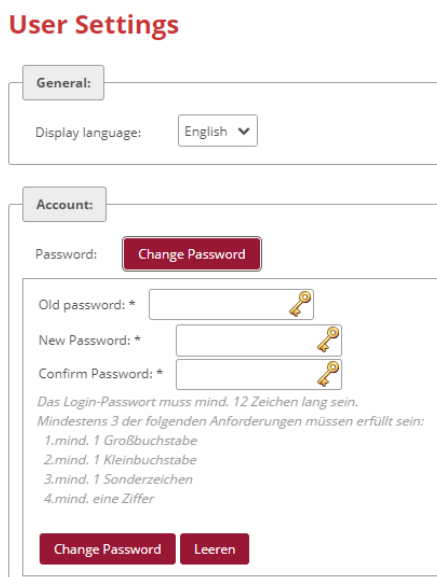
Figure 8: Password

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.

The main panel of the page displays the following elements:

1. Process map (image 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 installation master data)
3. Import verification documents (upload verification document in PDF format)
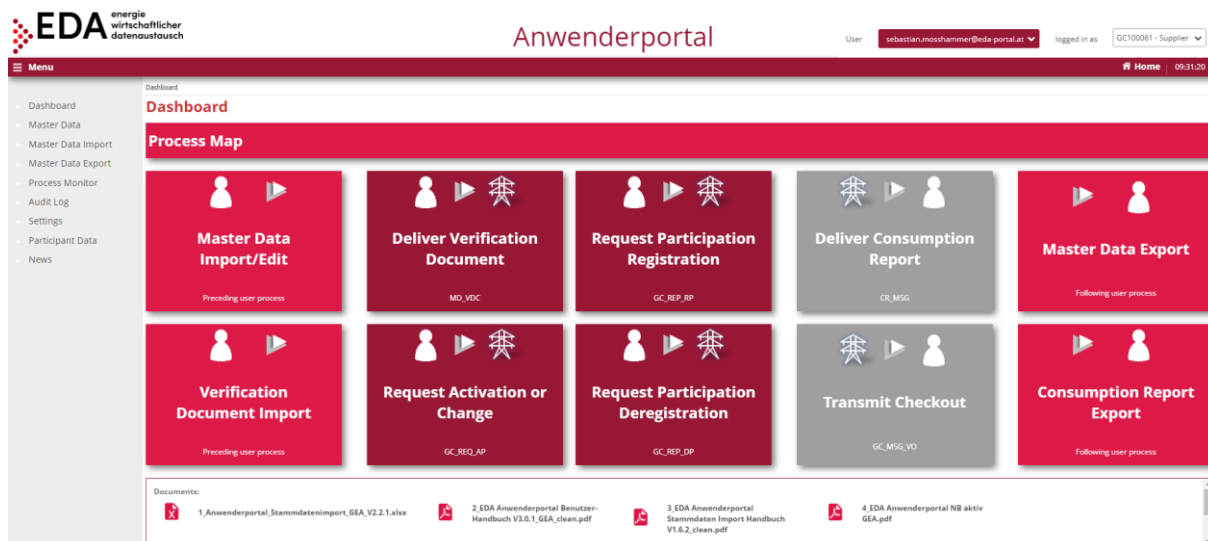4. Transmission of verification document (transmission of verification documents and of powers of attorney to grid operators)
5. Request Registration Participation (transmission of the registration of the metering point for participation in a renewable energy community to grid operator).
6. Request Activation 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. Request Registration Participation (transmission of deregistration of metering point from participation in a renewable energy community to grid operator).
8. Transmission of consumption data (transmission of consumption data of the grid operator to the installation operator).
9. Transmission of a move out notice (e.g. customer moves out) of an eligible participant by the grid operator to an installation operator.
10. Master data export (.xlsx files with installation master data)
11. 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 renewable energy community operator and grid operator:

- The process is started by the installation operator with the message <SENDEN_VDC>.

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- 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).
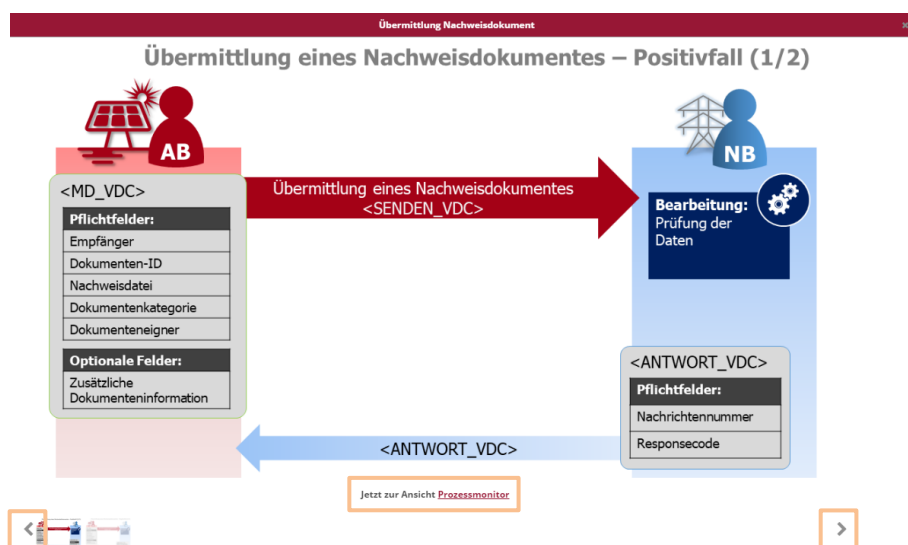

Figure 10: Graphical presentation (e.g. transmit verification document)

Several documents are available for downloading at the bottom of the screen:

- User portal master data import (.xlsx) template for importing the installation master data under "Master data import"
- EDA User Portal master data import manual (.pdf) Manual for the application of the template for installation 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 numbers (also called EC number), which are currently available for data exchange.

4.6 Master data of an installation

The interface "Installation master data" permits the viewing and editing of the master data of the generation and consumption metering points which were uploaded under "Master data import" (see Chapter 4.7).

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

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Figure 11: Master data

4.6.1 Filter pane

It is possible to filter according to the following criteria in the "Installation master data" pane:

Filter criterion	Meaning
Renewable energy community	Metering point designation of the generation metering point
Postal code	Postal code of installation address
Place	Location of installation address
Street	Street of installation address
House no.	House no. of installation address
Building no.	Building no. of installation address
Floor	Floor no. of installation address
Door no.	Door no. of installation address
Additional address information	Additional address information (e.g. pub, basement, etc.)

Note

When filtering, wildcards and placeholders may be used to search for values not precisely known. Placeholders are symbols that replace search terms in order to obtain more hits.

Placeholder	Meaning
*	Replaces none or an arbitrary number of characters
%	Replaces one character

Example:
- The filtering by "Alser*" in the filter criterion "Street" returns the hits "Alserbachstraße" and "Alser Straße".
- The filter by "10%0" in the filter criterion "Postal code" returns the hits "1090" and "1080"

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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 pursuant 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

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.

4.6.3 Create new renewable energy community

A new renewable energy community (no master data template (.xlsx) necessary) may be created on the web interface under Installation master data. To this end, click on the button "New Renewable Energy Community" at the bottom right (see Figure 14).

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Master Data

Generation Community ID:	ZIP:	City:	Street:	StreetNr:	Stair:	Floor:	DoorNr:	

AdditionalAddress:

Overview Report

Installation:

Generation Community ID:		Partition Model:					
AT00200002344000000000000000000001		DYNAMIC					

ZIP:	City:	Street:	StreetNr:	Stair:	Floor:	AdditionalAddress:
2344	Maria Enzersdorf	EVN Platz	1		1	

Metering Point	Energy Direction	Contract partner	Excess Electricity Method	
AT00200002344000000000000000000001	GENERATION	ERZ_Nachname234 ERZ_Vorname234	POOLED	View

Participant

Metering Point	Energy Direction	Contract partner	Participation Share	Status	
AT00200002344000000000000000000002	Consumption	TN1_Nachname TN1_Nachname	0.00	NEW	View

+ New Generation Community   + New Consumption MP

|◄ ◄ (1 of 1) ►► ►|

Figure 14: Create a new renewable energy community / new consumption metering point

An interface opens which contains the following fields that must be completed as a minimum:
- Metering point (metering point designation of the generation metering point; 33 characters)
- Grid operator (EC number of the grid operator; 8 characters starting with AT)
- Participation model (distribution ratio (static or dynamic) - only one distribution ratio is permitted per renewable energy community)
- Surplus electricity feed (POOLED)
- Postal code
- Place (max. 40 characters)
- Street Place (max. 40 characters)
- House no.
- Name1 (max. 40 characters)

must be completed (cf. Figure 15).

Metering Point

Details

Generation Community ID: *				Grid Operator: *	
Metering Point ID: *					
Energy Direction: *	○ Consumption ● Generation			Partition model: *	Select One
Excess Electricity Method: *	Select One				

ZIP: *	City: *	Street: *	StreetNr: *	Stair:	Floor:	DoorNr:	AdditionalAddress:

ContractPartner

Name1: *

Name2:

Generation data

Meter code:

No records found.

🗑 Delete   💾 Save   Close

Figure 15: Generation metering point, data input

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After all data have been fully and correctly entered, the installation is stored by clicking on "Save". The generation installation can be modified only in part after saving. The following fields cannot be changed afterwards by the user.

- Metering point ID

These fields can only be changed after a service request is sent to the Customer Service EDA User Portal (kundenservice@eda-portal.at).

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 as described above, the following mandatory fields must be completed in order to save the metering point:
- Metering point (consumption metering point; 33 characters)
- Allocated volume in percentage (can only be filled in if the distribution ratio is static)
- Postal code
- Place (max. 40 characters)
- Street Place (max. 40 characters)
- House no.
- Name 1 (max. 40 characters)

The field grid operator is automatically taken over from the generation installation.

Furthermore, the required verification documents can be stored for the process "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) under Metering point master data details.

Figure 16: Metering point master data verification document

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

- Document number (consists of the GC number plus as a maximum 27 characters (0-9, A-Z, a-z); no special characters or spaces permitted) e.g. GC123456NWDok
- Document category ("GC" should be entered here)
- Authentication method ("51" must be entered here)
- Date of 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 metering 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 (

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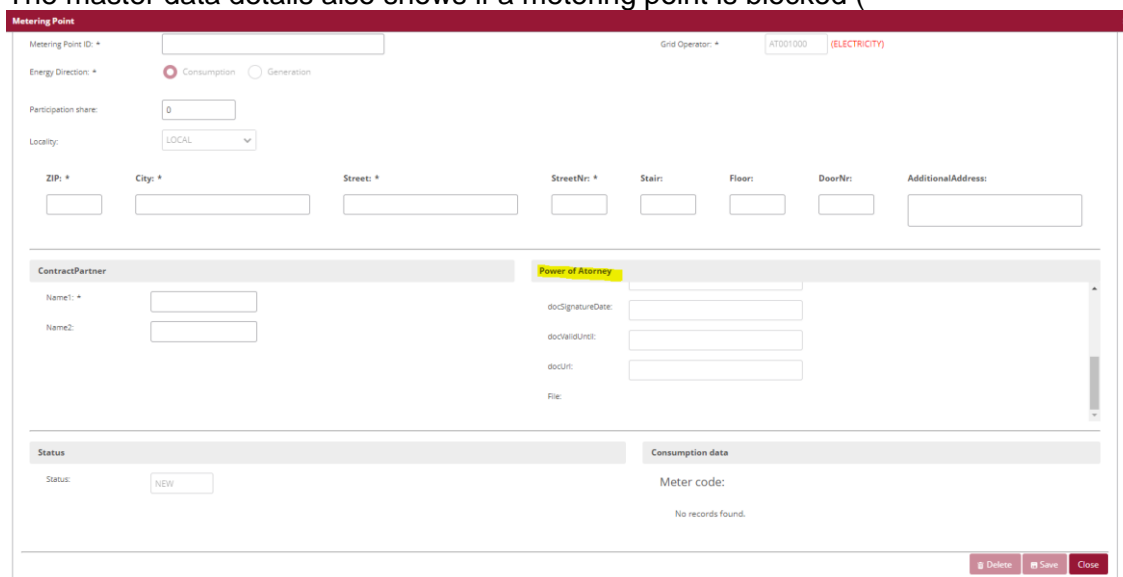E-mail: kundenservice@eda-portal.at
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Figure 17) or available (Figure 18). A metering point can be blocked by a process-linked change or by an open process. To unblock the data records, first the changed data must be downloaded (after the relevant process has been completed) or the open process aborted. Moreover, it is possible to make changes/adjustments to the diverse data (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.

Figure 17: Metering point details - blocked

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Figure 18: Metering point details - available

4.6.5.1 Master data history

The tab "History" displays the history of all changes to the master data. Every user has the possibility of viewing manual and also process-linked changes in the master data pane.

Figure 19: Master data history

If changes have already been made to the respective data records, these are listed accordingly. The following data is recorded for every change made:

- 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:

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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 changes in detail by clicking on the respective row. The row is highlighted and the changes are displayed in the grey field at the bottom.
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)

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).

4.6.5.2 Report

The tab "Report" is used to view the generation and consumption data records (= metering values) that are regularly sent by the grid operator. This is where the energy data for the renewable energy community can be viewed in aggregated form and downloaded according to the filter criteria.

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At the top of the report view it is possible to set the filter criteria in order to display the energy data of the renewable energy community searched for. This setting permits filtering according to the following criteria.

Filter criterion	Meaning
From	Date entry field "From": Report should contain volumes generated/consumed after this time.
To	Date entry field "To": Report should contain volumes generated/consumed before this time.

Note
The selected period is not permitted to be longer than one year.

Figure 21: Energy data report

Clicking on "Generate report" searches and summarizes the energy data sent through the process "Transmission of energy data" (CR_MSG) by the grid operator. The processes "Transmission of consumption data" (CR_MSG) may be viewed on the process monitor.

Should there be no consumption data for the period selected for the renewable energy community, the message "No data available" is displayed.

Figure 22: Report - no data available
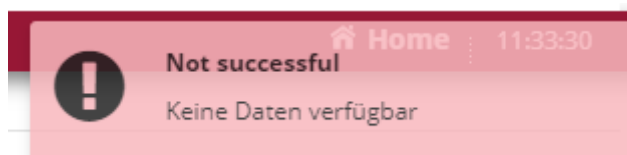
If the corresponding data for the selected period have been sent by the grid operator, a new additional row appears after a brief upload time in the Archives pane. The energy reports generated are made available here (in .xlsx format). The presentation is as follows:
- File name consisting of
  - o Metering point designation of the generation metering point
  - o Date entered below "From"

- o Date entered below "To"
- o Point in time of generation of the report

Example
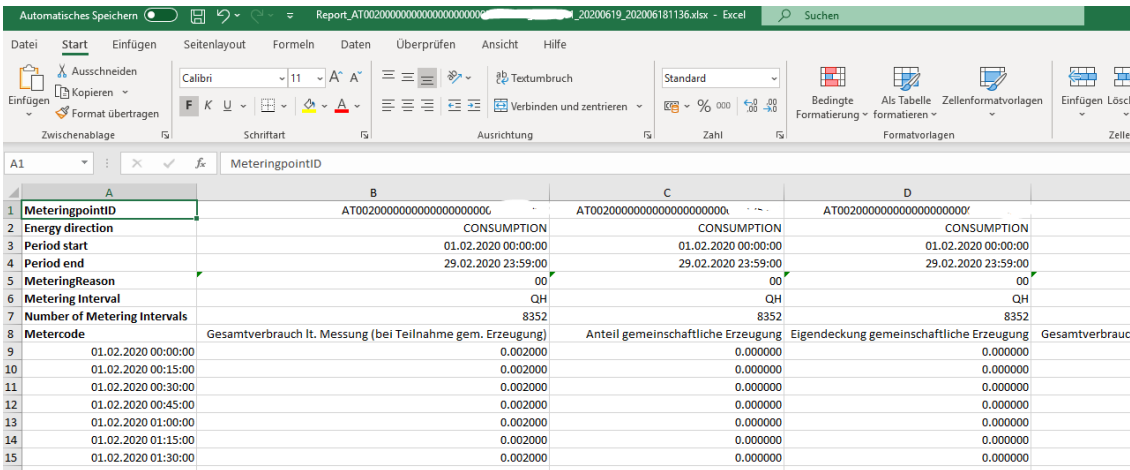*Report_AT00123401110000000SMARTGE1234501_20200901_20201001_202010011413.xlsx*

Therefore, every user can verify which file was created last in the EDA User Portal for the respective renewable energy community.

Note
If no report has been generated for the renewable energy community yet by the user, the Archives pane displays the message "No records found".

For every report generated, a file in .xlsx format as well as a graphical presentation of the values are made available as a diagram:
- The respective .xlsx report can be downloaded by clicking on "Download report" and can be viewed and edited in Microsoft Excel (Figure 23).
- The so-called "Consumption data visualization" may be displayed as a bar chart by clicking on the button "Display image" (Figure 24).

Figure 23: Consumption data report (Excel)

Note
A sample Excel report is available in the online User Portal at
https://www.eda-portal.at/de/Service/Download/Bedienung-Anwenderportal

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 consumer metering point (consumption) or generating metering point (generation)

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Period start	Date entered into the field "From" at the time the report was generated. The report contains volumes generated/consumed after this time.
Period end	Date entered into the field "To" at the time the report was generated. The report contains volumes generated/consumed before this time.
Metering Reason	Reason for reading 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 of metering intervals
Meter code	Category of the measured values: • 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 any calculations in the .xlsx report by the user:

- 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 (in case of 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 according 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 **Percentage in community generation [KWH]** show the share a participant would have theoretically been able to consume (=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 been theoretically eligible to receive.
- The values in the column **Self-consumption from community generation [KWH]** show the percentage a participant has actually consumed from the community generation (=Consumption-Metering point; CONSUMPTION). The total in the column Self-consumption from 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.
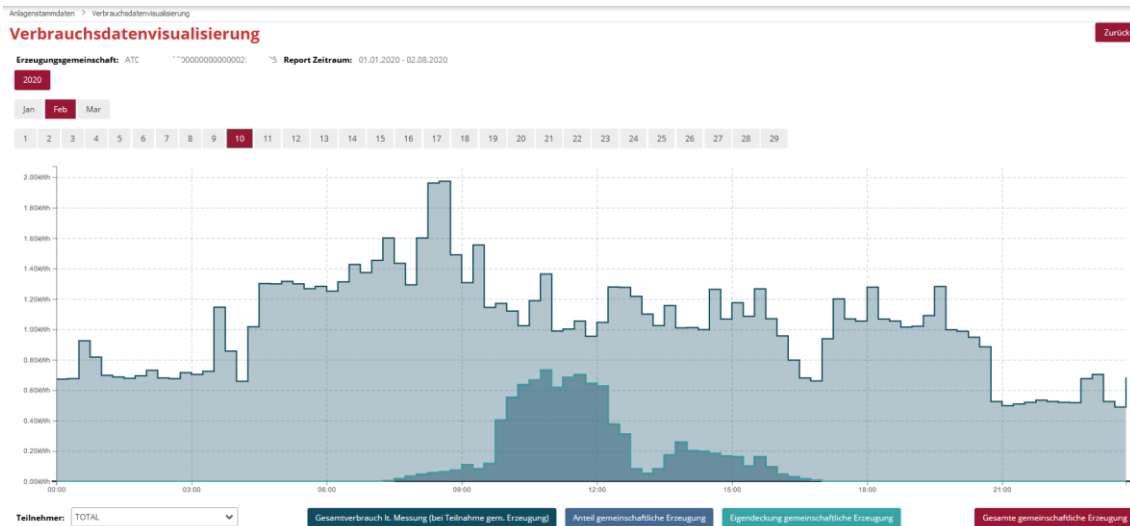

Figure 24: Consumption data visualization

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 presented:

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

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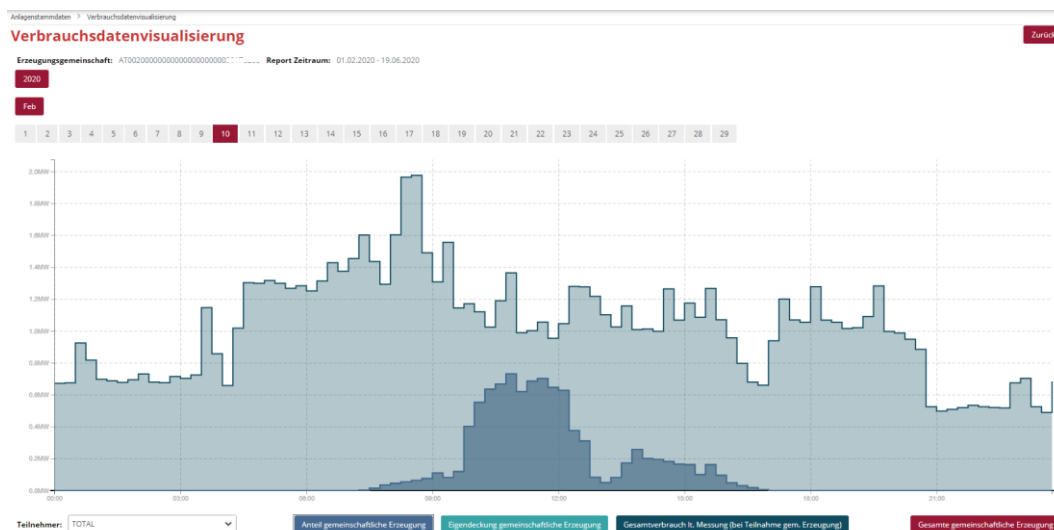

Figure 25: Consumption data visualization - select period

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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.
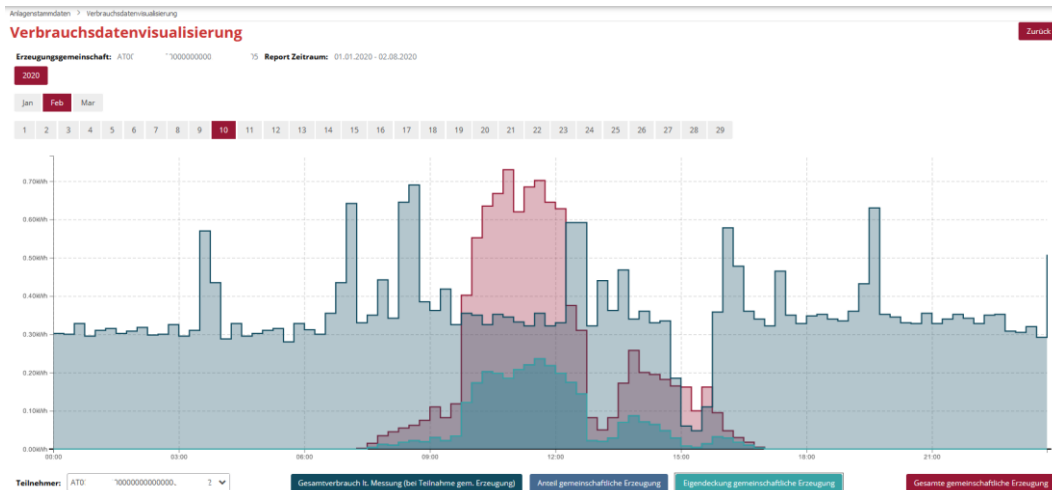
Figure 26: Consumption data visualization - select metering point

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 the values for the category "Self-consumption from community generation" for a metering point of the generation community for 10 February 2020, for example (bar in turquoise).
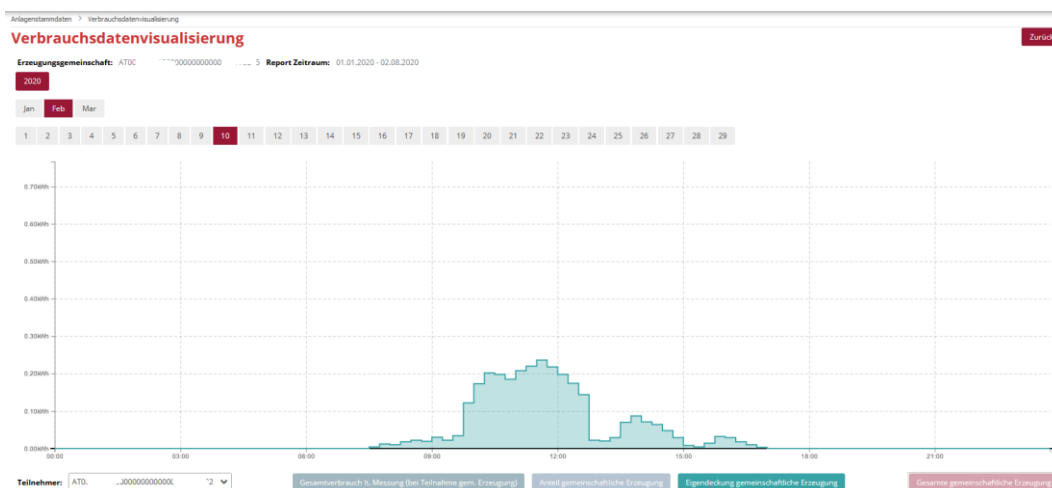
Figure 27: Consumption data visualization - select category

To return to the pane Metering point reports, select the "Return" button (at the top right of the pane).

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4.7 Master data import

In this pane, an .xlsx file (with the community master data) can be uploaded for the selected GC number. This file contains the 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 website at the following link:
https://www.eda-portal.at/de/Service/Download/Stammdatenimport

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 Chapters 4.6.3 and 4.6.4

4.7.1 Creating and processing the master data template

After completing the downloads of the Excel files "Anwenderportal_Stammdatenimport....xlsx", copy the files to a new location that you will find easily, for example, on your desktop.
Open the file you copied "Anwenderportal_Stammdatenimport....xlsx".

The Excel file contains two spreadsheets with the following names which are mandatory:

- GEA master data
- Grid operator (Info)

The grid operator spreadsheet (Info) is only used for information purposes. It contains a list of all Austrian electricity grid operators with their corresponding AT numbers (also called EC number). The AT number consists of the letters "AT" as well as six consecutive figures. The AT number enables the unique assignment of the grid operator for the processes on the EDA User Portal.

The metering point master data needed for the "community generation installations" processes are entered into the GEA master data spreadsheet and the spreadsheet is then uploaded to the EDA User Portal.
Sample records are contained in rows 10 to 15 as a template for your own master data.
Delete the sample data and enter your own master data into the corresponding fields.

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	A	B	C	D	E	F	G	H	I
1	MANDATORY	CONDITIONALLY MANDATORY	OPTIONAL	OPTIONAL CONDITIONAL MANDATORY	INFORMATION				
2	0	1	2	3	4	5	6	7	8
3,4,5	Netzbetreiber	Facility	Metering-Point Data						
7	Grid operator	Facility ID	Zip Code	City	Street	Number	Stair	Floor	Door N
8	See spreadsheet grid operators (column B)	Identic with generation metering point number							
9	AT-Number: [AT000000-AT999999]	33 characters: [0-9, A-Z, a-z]	1-10 characters	1-40 characters	1-40 characters	1-20 characters	1-10 characters	1-10 characters	1-10 characte
10	AT999020	AT0199990000000000000000000100113	1200	Wien	Testgasse	14-17			1
11	AT999020	AT0199990000000000000000000100113	1200	Wien	Testgasse	14-17			2
12	AT999020	AT0199990000000000000000000100113	1200	Wien	Testgasse	14-17			3
13	AT999020	AT0199990000000000000000000100115	1140	Wien	Testgasse	18			12
14	AT999020	AT0199990000000000000000000100115	1140	Wien	Testgasse	18			13
15	AT999020	AT0199990000000000000000000100115	1140	Wien	Testgasse	18			15
16									

Figure 28: Master data template

After entering the master data, the Excel file only needs to be saved and closed. The file is ready for uploading and can be directly uploaded to the EDA User Portal.

Important
➔ Rows 1 to 9/the columns are **not** permitted to be deleted or moved!
➔ It is **not** permitted to change spreadsheet names!

4.7.2 Import

Uploading previously created Excel files is done using either the "Select" button via Explorer or via "Drag and Drop" into the pane directly beneath the "Select" button.
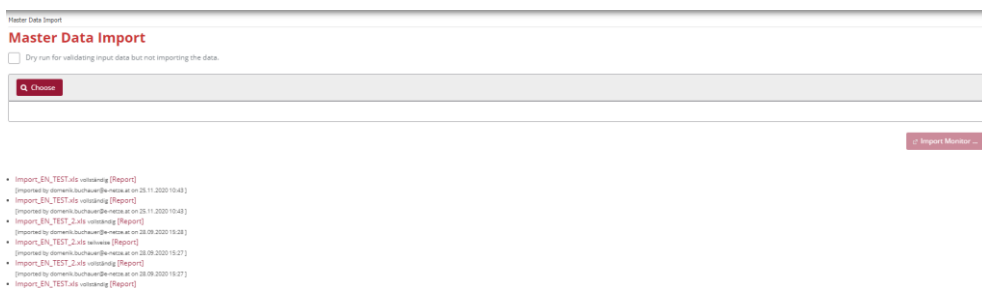

Figure 29: Master data import

As soon as an .xlsx file has been selected or dropped into the pane, the file name is displayed beneath the "Select" button. It is possible to select several files at the same time and upload them. A file selected by mistake can be removed again by clicking on "X" or "Clear".
The upload is started by clicking on the "Upload" button.

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Master Data Import

☐ Dry run for validating input data but not importing the data.

| 🔍 Choose | ⬆ Upload... | ✖ Clear |

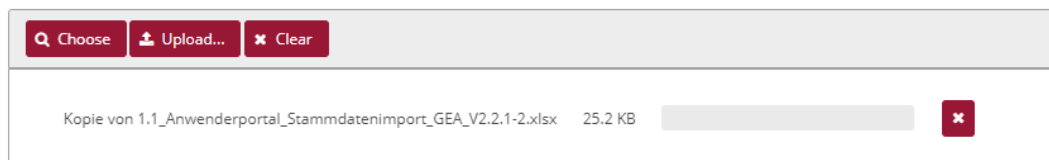Kopie von 1.1_Anwenderportal_Stammdatenimport_GEA_V2.2.1-2.xlsx 25.2 KB ✖

Figure 30: Master data import - select file

As soon as the upload is completed, the import monitor is displayed that provides information on the last upload available.
When the metering points are not uploaded, this information is provided at the end of report. The metering points may contain, for example, incomplete master data or may be blocked by an open process.
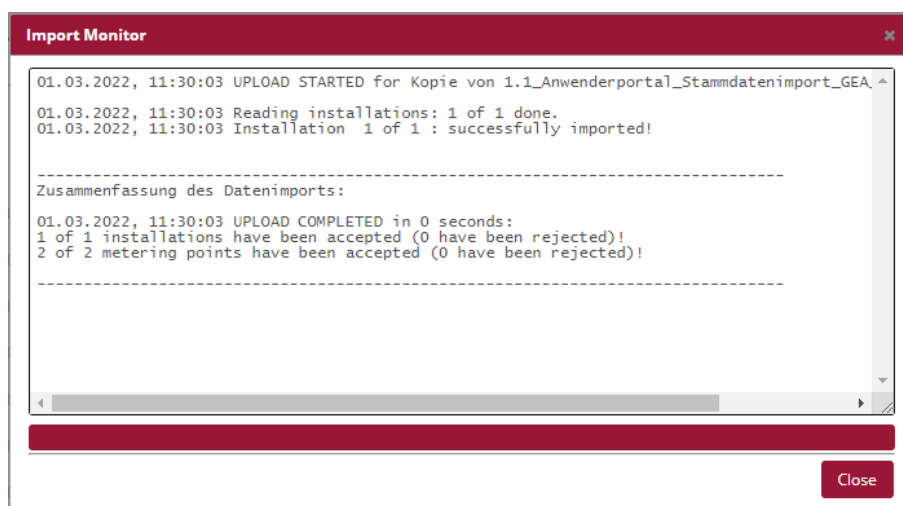
Import Monitor ✖

```
01.03.2022, 11:30:03 UPLOAD STARTED for Kopie von 1.1_Anwenderportal_Stammdatenimport_GEA

01.03.2022, 11:30:03 Reading installations: 1 of 1 done.
01.03.2022, 11:30:03 Installation  1 of 1 : successfully imported!

-------------------------------------------------------------
Zusammenfassung des Datenimports:

01.03.2022, 11:30:03 UPLOAD COMPLETED in 0 seconds:
1 of 1 installations have been accepted (0 have been rejected)!
2 of 2 metering points have been accepted (0 have been rejected)!

-------------------------------------------------------------
```

Close

Figure 31: Import monitor – Import successful

The master data uploaded may be viewed after completing the upload in the "Installation master data" pane (Chapter 4.6).

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.

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- Kopie von 1.1_Anwenderportal_Stammdatenimport_GEA_V2.2.1-2.xlsx teilweise [Report]
  [imported by stefan.reheis@eda-portal.at on 09.12.2021 11:29]
- Kopie von 1.1_Anwenderportal_Stammdatenimport_GEA_V2.2.1-2.xlsx vollständig [Report]
  [imported by stefan.reheis@eda-portal.at on 09.12.2021 11:25]
- Kopie von 1.1_Anwenderportal_Stammdatenimport_GEA_V2.2.1-2.xlsx vollständig [Report]
  [imported by stefan.reheis@eda-portal.at on 09.12.2021 11:21]
- Kopie von 1.1_Anwenderportal_Stammdatenimport_GEA_V2.2.1-2.xlsx vollständig [Report]
  [imported by stefan.reheis@eda-portal.at on 09.12.2021 11:20]
- Kopie von 1.1_Anwenderportal_Stammdatenimport_GEA_V2.2.1-2.xlsx vollständig [Report]
  [imported by stefan.reheis@eda-portal.at on 09.12.2021 10:21]
- Kopie von 1.1_Anwenderportal_Stammdatenimport_GEA_V2.2.1-2.xlsx vollständig [Report]

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.

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 metering points data available in the respective mandate or only the metering point data changed by processes. The data are 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 record 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.

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In order to unblock the data records, the corresponding process must first be completed (and the data downloaded) or the process aborted.
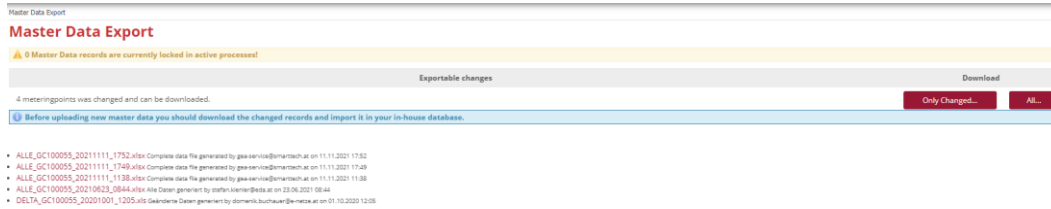

Figure 34: Master data export

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
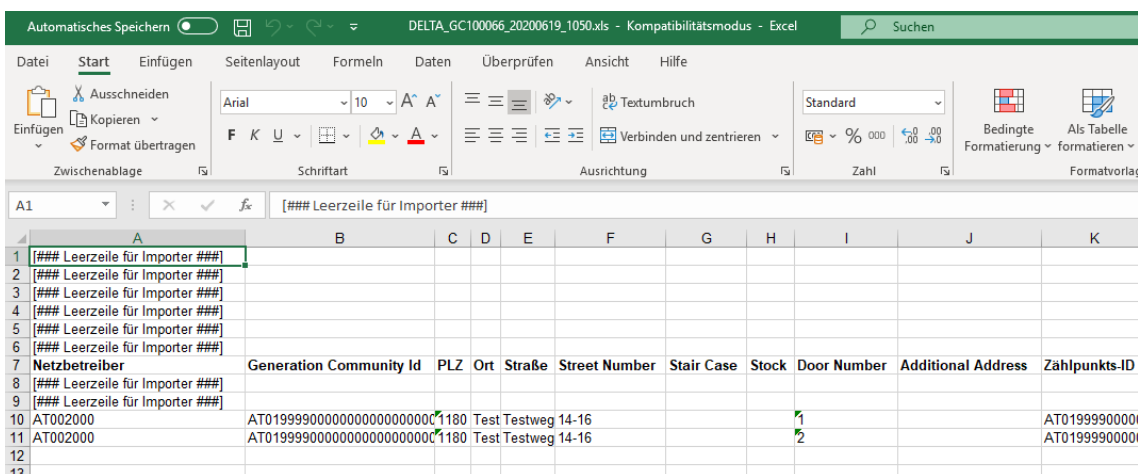
After downloading, the blocking triggered by the metering point is reversed by a completed process. A renewed start of the process for the changed metering point data can only be executed after successful downloading. The downloaded file can be opened with Excel. All metering points that are blocked by an ongoing process, remain blocked. The blocking is

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reversed only after the process has been completed and after downloading the changed data records (if applicable, the ongoing process can be interrupted).

The downloaded Excel file contains two spreadsheets. In the first spreadsheet, the metering points are displayed including the related master data (see Chapter 4.8.1.1). The second spreadsheet in the table lists the changes for each metering point that have been made manually or trigged by a process (see Chapter 4.8.1.2).

4.8.1.1 Master data download in file export

The first spreadsheet of the exported file displays either all metering points (selection exporter interface "All…") or only the changed metering points (selection exporter interface "Changed…") including the related master data (also see Chapter 4.6.5.1). The spreadsheet has the same designation as the spreadsheet in the Excel template for importing master data ("GEO master data"). The exported spreadsheet may be used, if necessary, also for importing master data (see Chapter 4.7).

Figure 36: Export spreadsheet

To change the master data in the EDA User Portal, users may change the data in the export file and subsequently upload the file. Unlike the import template in Chapter 4.7, the exported file is only filled with the "master data" – without highlighting and descriptive texts.

The rows with the content "[### Leerzeile für Importer ###]" serve as placeholder for the import process, and the same as for the import template, the data records of relevance for importing start as of row 10. The following aspects must be considered to be able to import the changed exported Excel files:
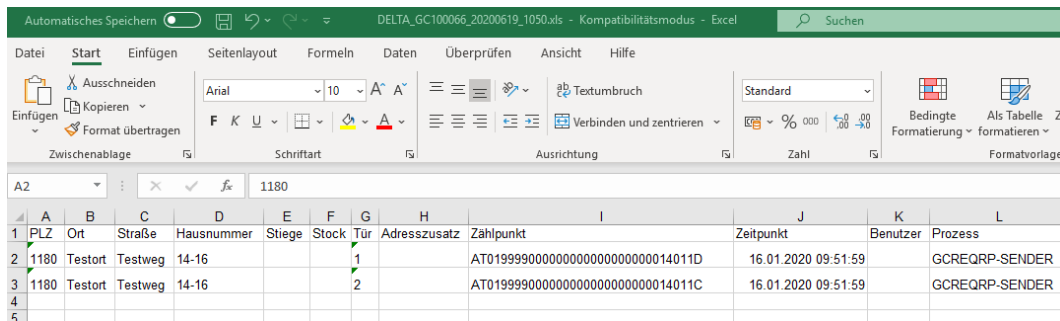- It is **not** permitted to delete or move rows 1 to 9 or any of the columns!
- Spreadsheet names are **not** permitted to be changed (e.g. do not use GC numbers or similar)!

The exported Excel file can be uploaded after editing in the EDA User Portal in the pane "Master data import".

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4.8.1.2   History of changes in the export file

All changes to the master data recorded under "Install master data" (see Chapter 4.7) can be downloaded in the export view.

The changes recorded are available in the downloaded Excel files (.xlsx). The first spreadsheet shows the metering points including the related data. The change history is contained in the additional spreadsheet named "History" that lists the process-linked changes for the respective metering point. This spreadsheet contains only MP data records if data records are available for downloading that were changed by a completed process. The changed data are listed the same as the version history under "Installation point data". Therefore, it is clear to every user, which file was uploaded last into the EDA User Portal (including time and reason for change).

Figure 37: History spreadsheet

4.8.1.3   Archives

The last ten master data downloads are available in the archives (every file in .xlsx format). The presentation is as follows:
- File name
- User name of the executing user
- Time of execution of the download

Therefore, every user can verify which file was downloaded last from the EDA User Portal. The files in the archives may be downloaded again, if necessary, by clicking on the file name.

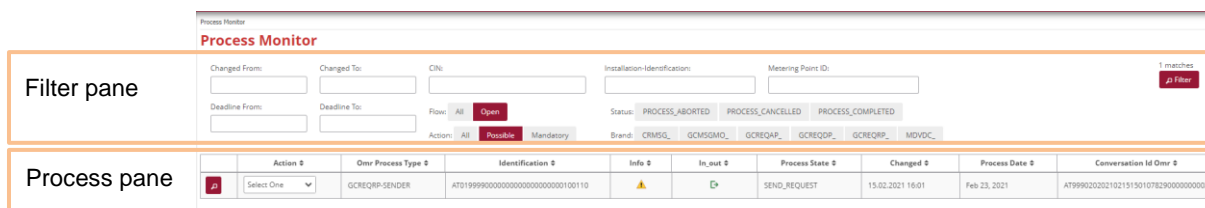**Figure 38: Master data archives export**

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.

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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 panes:
- Filter pane
- Process pane

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 into common conversation IDs. This ID is assigned in the first process step by the EDA Portal.
Generation metering point	Metering point designation of the generation metering point
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 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 those 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).

Note

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When filtering, wildcards and placeholders may be used in the generation **metering point** field to search for values not precisely known. Placeholders are symbols that replace search terms in order to obtain more hits.

Placeholder	Meaning
*	Replaces none or an arbitrary number of characters
%	Replaces one character

Example:
A filter set at "AT123456000*" will return the hits:
- "AT123456000000000000000000011111" and
- "AT123456000000000000000000022222"

4.9.2 Process pane

The process pane presents the incoming and the self-initiated process requests. The following applies to the grouping:

1. Level: Grouping by process (e.g. Transmit verification data, registration, etc.)
2. Level: Export of each message (e.g. NFORDERUNG_RP, ANTWORT_RP,…)

The first level is presented as a row. This row displays the following information.
- Process
- Identification
- Info
- Incoming / outgoing
- Status
- Change date
- Process date
- Conversation ID

Note
When the initial process is the transmission of a verification document, the process date and the details are not yet defined, and therefore, cannot be displayed.

Clicking on the red magnifying glass icon at the left of the row opens the second level to this process (see Figure 40).

	Action ⇕	Omr Process Type ⇕	Identification ⇕	Info ⇕	In_out ⇕	Process State ⇕	Changed ⇕	Process Date ⇕	Conversation Id Omr ⇕
🔍	Select One ▾	GCREQRP-SENDER	AT0199990000000000000000000100110	⚠	⇥	SEND_REQUEST	15.02.2021 16:01	Feb 23, 2021	AT99902020210215150107829000000002

Figure 40: 1st level: Grouping by process

The details of a process can be viewed here. These include all messages sent to a client or received from a client for the process selected and offers the option of manually downloading the message using "Download file".
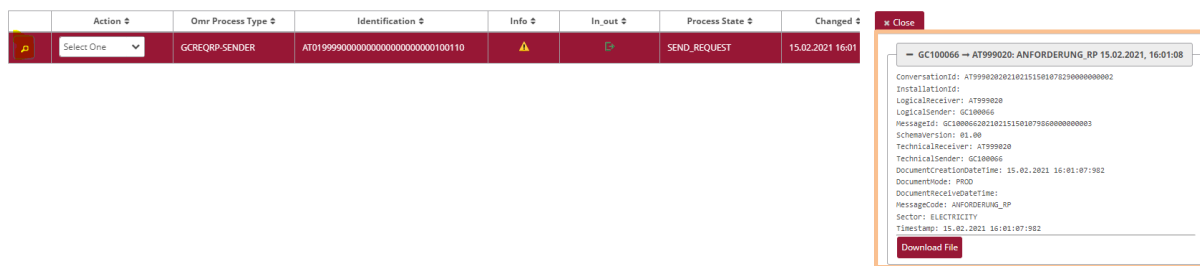
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Figure 41: 2nd level: Exporting the messages

4.9.2.1 Info icons

The process monitor provides information on the current status of the process by 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 was 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 has been 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-portal.at/de/Service/Kontakt).
	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.

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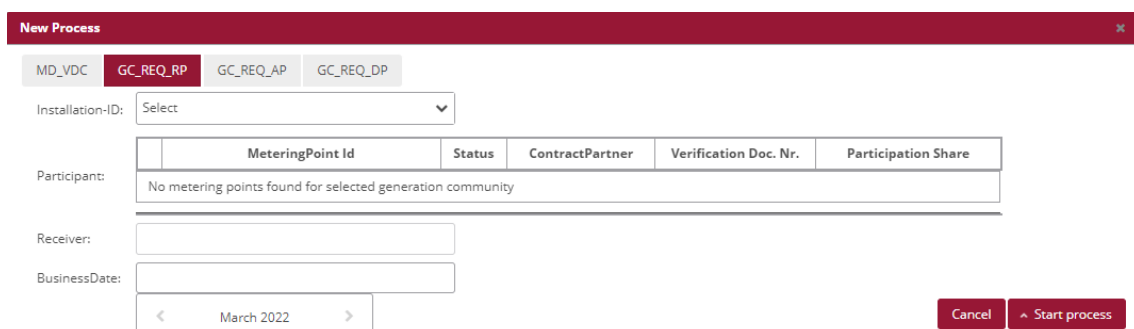
Figure 42: Creating a new process

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 installation 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).

The available process actions are displayed in the row of the corresponding process in the pull-down list.
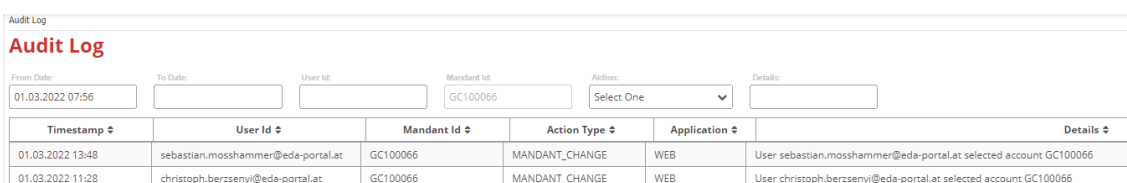
Figure 44: Starting an action within a process

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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 by the following criteria:

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

For example, it is possible to see which users are logged into the current operator.

Figure 45: Audit log

4.11 Settings – Operator identification

The general settings (for the currently selected GC 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

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 by separating them by semicolons.

Users may select from the various process steps under "Process steps". The steps selected are marked in red. Only when process steps are received that are marked in red, are automatically generated notifications 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.

Figure 47: Administration of e-mail messages - save

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

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Sehr geehrte Damen und Herren,

die Prozessnachricht ABLEHNUNG_AP wurde vom Marktteilnehmer mit der Kennung AT999026 am Mon Jun 02 16:55:0€ AT999027 übermittelt.

Konversations-ID (CIN): AT9990262013102209570046100000006440

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

_____

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DATENAUSTAUSCH

EDA Anwenderportal
Kundenservice

Vertreten durch den Servicebeauftragten:
smart technologies Management Beratungs- und Beteiligungs GesmbH
Palais Liechtenstein, Alserbachstraße 14-16, 1090 Wien

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kundenservice@eda-portal.at
www.eda-portal.at

Sitz Wien, FN 173295 x, Handelsgericht Wien
UID: ATU45634407

Figure 48: E-mail message (example)

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Website:www.eda-portal.at

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 a verification document	**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 - Transmit move out notice	**5.7**

Figure 49 gives an overview of the process flows that can be initiated by the energy provider 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 installation operator. The transmissions are received and processed in the EDA User Portal (process monitor).
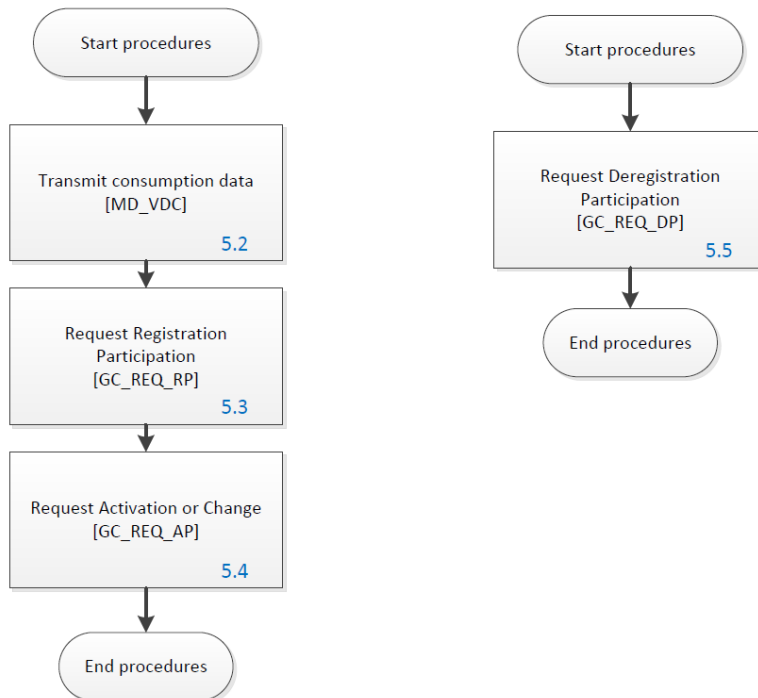
Figure 49: Overview of process flows

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5.2 MD_VDC - Transmit verification document

The process "Transmit 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 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 installation operator. There are two actors in the process: the installation operator and the grid operator. 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 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 installation operator initiates the 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 using "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 following fields must be completed: document number, document category and authentication method.
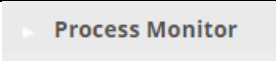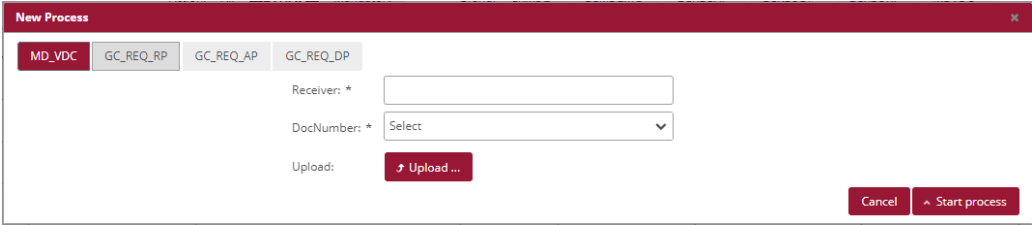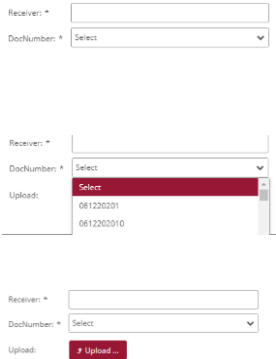
5.2.1 Transmit verification document

The installation 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 installations.

Requirements:
The verification document including the document number must be entered into the installation master data pane for the corresponding renewable energy community. The

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document number consists of the GC number plus as a maximum 27 characters (0-9, A-Z, a-z). Special characters and blank spaces are not permitted.

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

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. In this view, new processes can be created and also process-relevant actions initiated.	► **Process Monitor**
2	Click on "New process" at the bottom of the pane.	▲ New Process
3	The dialogue box "New process" opens. This is where "MD_VDC" 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: - Receiver: A recipient of the transmission must be entered. The receiver 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 characters or blank spaces) As soon as the user clicks on the drop-down field, an automatic selection of document numbers from the community 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.	

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After selecting the document number, two variants are possible:
1. Verification document data as well as a PDF file or an MP3 file are assigned to the document number in the installation master data.
2. There is verification document data, but **no** PDF or MP3 files assigned to the document number in the installation 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.

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Poa Upload   ✕

docNumber: *	0612202011 ⌄
docCategory: *	GC ⌄
docOwner:	
docAuthMethod:	51
docAuthDescr:	Filename
docSignatureDate:	15.10.2020
docValidUntil:	09.03.9999
docUrl:	
docDescr:	Filename
Already transmitted:	false
File:	4_EDA Anwenderportal NB aktiv EEG.pdf

Q Choose file

⌃ Save   Close

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

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Note
- 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 filed "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 modified by importing an .xlsx file in "Master data import" (see Chapter 4.7) or by editing the data under Installation master data (see Chapter 4.6).

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 dialogue box "Upload verification documents" closes.	⌃ Save
7	Click on "Start Process" to start the Transmit verification document process at the installation operator and send it to the grid operator.	⌃ Start process
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.	Successful ✕ ⓘ Erfolg

Display on the process monitor: The Transmit verification document process started is displayed on the process monitor as follows:
- Status: **WAITING_FOR_ERRORMSG**
  As long as the processing deadline has not expired, the recipient of the process may report an error regarding the technical requirements.

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- 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.

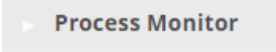|	Action ⇕	Omr Process Type ⇕	Identification ⇕	Info ⇕	In_out ⇕	Process State ⬇	Changed ⇕	Process Date ⇕	Conversation Id Omr ⇕
🔍	Select One ▾	MDVDC-SENDER		🏷️	↪	WAITING_FOR_ERRORMSG	26.08.2021 13:49		AT002000202108261149285530000000008

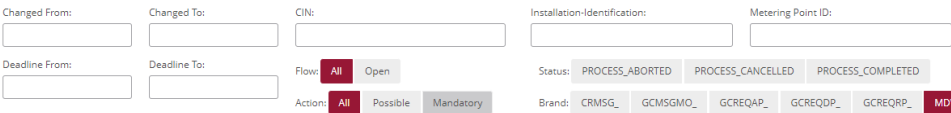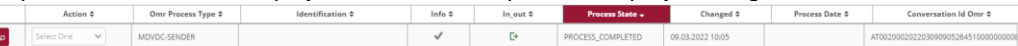## 5.2.2 Verification document - view response

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

If the review of the verification document at the grid operator is successful, the grid operator sends a positive confirmation to the installation operator.
After sending the confirmation to the installation operator, the process Transmit verification document is completed successfully.

Based on a 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, the following steps must be carried out by a logged in user.

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. In this view, new processes can be created and also process-relevant actions initiated.	► Process Monitor
2	Enter the filter criteria at the top of the screen and click on "Filter" –see Chapter 4.9.1. **Process Monitor** Changed From: ___ Changed To: ___ CIN: ___ Installation-Identification: ___ Metering Point ID: ___ Deadline From: ___ Deadline To: ___ Flow: All Open Status: PROCESS_ABORTED PROCESS_CANCELLED PROCESS_COMPLETED Action: All Possible Mandatory Brand: CRMSG_ GCMSGMO_ GCREQAP_ GCREQDP_ GCREQRP_ MDVDC_	
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. 🔍 Select One ▾ MDVDC-SENDER ✓ ↪ PROCESS_COMPLETED 09.03.2022 10:05 AT00200020220309090526451000000000 Should the process status be "**Aborted**", the error message of the grid operator can be found in the details of process by clicking on ABLEHNUNG_VDC (e.g. file cannot be opened).	

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5.3 GC_REQ_RP - Request Registration Participation

The 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 installation operator and the grid operator.

After registration, the grid operator may carry out the preparatory steps for the management of the distribution. 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 installation operator. To this end, the energy service provider must send 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 community generation installation.
- 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 the company name).
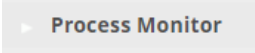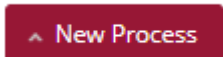
The creation of the document number and the transmission of the verification document must be done separately and must be executed via the independent, preceding process Transmit verification document (see 5.2). The document number, which was used in the Transmit verification document process must be 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 community 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 5.2).

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

Step	Action	Interface
1	Click on "Process monitor" in the footer. In this view, new processes can be created and also process-relevant actions initiated.	Process Monitor
2	Click on "New process" at the bottom of the pane.	New Process

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3	The dialogue box "New process" opens. Here the user selects the tab "GC_REQ_RP" at the top of the screen.

4	Complete the entry fields. As a minimum, the mandatory fields marked with an * must be completed: - Renewable energy community: As soon as the user clicks on the drop-down field, an automatic list is displayed of the metering points of the generation installation from the renewable energy community master data. The desired renewable energy community is selected here.

- Metering point: 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** 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 entered (8 characters starting with AT)

- Process date
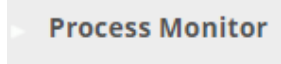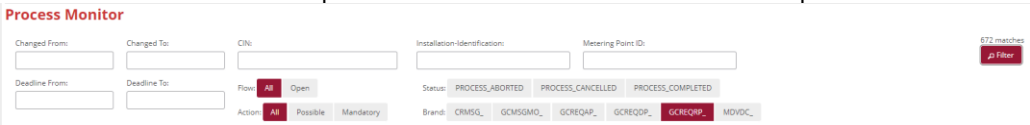The process date may be selected from the calendar displayed. The following deadlines must be observed:
- The registration process must be sent by the installation operator at least 5 workdays before the process date.
- The registration process may be started by the installation operator at most 10 workdays going forward.

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	Example: If a registration is created on 10 September 2019, the possible process dates are 17 September 2019 to 24 September 2019	
5	Click on "Create" to start the registration process with the installation operator and to send it to the grid operator.	▲ Start process
6	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.	Successful ✕ (i) Erfolg

Presentation on the process monitor: The registration process started is displayed on the process monitor as follows:

- Status: **Wait for response**
  As long as the processing deadline has not expired (two workdays after receipt of the message ANFORDERUNG_RP), the recipient of the registration may report an error or a response data record. The process waits two workdays for a response from the recipient.
- Date of change: This date indicates when the last action in the process was carried out (e.g. start of the process, confirmation, etc.). This date may be used as a filter criterion.
- Process date: This date corresponds to the date selected from the calendar displayed when creating the process. This date may be used as a filter criterion.

	Action ⇕	Omr Process Type ⇕	Identification ⇕	Info ⇕	In_out ⇕	Process State ⬇	Changed ⇕	Process Date ⇕	Conversation Id Omr ⇕
🔎	Select One ▾	GCREQRP-SENDER	AT00200000000000000000001 00286458	🏷	🕞	WAITING_FOR_ERRORMSG	05.08.2021 10:41	Aug 6, 2021	AT002000202108050841040440000000014

5.3.2 Request Registration Participation - view response

The grid operator automatically checks if the metering point(s) is available in its master data and if the metering point(s) is active on the process date and there is a corresponding document number.

In the event of a negative review, an error report with the corresponding text is automatically sent to the installation operator (e.g. metering point not found).

If the review at the grid operator is successful, the grid operator sends a positive confirmation to the renewable energy community operator.

Requirements:
The registration process was reviewed by the grid operator and a response sent.

Steps: In order to view a registration responded to, the following steps must be carried out by a logged in user.

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. In this view, new processes can be created and also process-relevant actions initiated.	Process Monitor
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 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_RP. Display the details of the process step by clicking on ANTWORT_RP. 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_RP (e.g. wrong process date).	

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5.4 GC_REQ_AP - Activation/change request

This process request activation/change, abbreviated GC_REQ_AP, serves to activate 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 triggered after the registration process has been completed (see Chapter 5.3).

The process contains all metering points already activated and to be newly 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 Transmission of activation/change request

The process activation/change is started by the installation operator. To this end, the energy service provider must send 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 to the renewable energy community operator on a monthly basis via the process "Transmit consumption data") starting on 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 installation 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, 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 view, new processes can be created and also process-relevant actions initiated.	Process Monitor
2	Click on "New process" at the bottom of the pane.	New Process
3	The dialogue box "New process" opens. Here the user selects the tab "GC_REQ_AP" at the top of the screen.	

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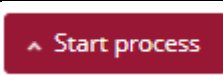|	
	New Process × MD_VDC GC_REQ_RP **GC_REQ_AP** GC_REQ_DP Installation-ID: Select ▾ Participant: MeteringPoint Id Status ContractPartner Verification Doc. Nr. Participation Share No metering points found for selected generation community Receiver: BusinessDate: Cancel ▲ Start process

4	Complete the entry fields.
	As a minimum, the mandatory fields marked with an * must be completed:
	
	- Renewable energy community: As soon as the user clicks on the drop-down field, an automatic list is displayed of the metering points of the generation installation from the renewable energy community master data. The desired renewable energy community is selected here.
	
	 New Process ×
	 MD_VDC GC_REQ_RP **GC_REQ_AP** GC_REQ_DP
	 Installation-ID: Select ▾
	 Select
	 AT00 ⁀0000000000000000100329206
	 AT⁀⁀ ⁀000000000000000021221715
	 AT00 ⁀0000000000000000100068095 status ContractPartner Verification Doc. Nr. Participation Share
	 AT00 ⁀0000000000000000100299518 ommunity
	 AT00 ⁀000000000000000020079899
	 AT00 ⁀000000000000000021205111 Cancel ▲ Start process
	
	 New Process ×
	 MD_VDC GC_REQ_RP **GC_REQ_AP** GC_REQ_DP
	 Installation-ID: AT00 ⁀000000000000000021221715 ▾
	
	- Metering point: 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 **ACTIVATED**).
	
	 - Receiver: A recipient of the transmission must be entered. The recipient is the grid operator. The EC number of the grid operator must be entered (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 installation operator at least 2 workdays before the process date.
	    • The activation/change process may be started by the installation operator at most 10 workdays going forward.
	
	Example: When an activation/change is created on 10 September 2019, the possible process dates are 12 September 2019 to 24 September 2019

In the metering point table of the second New Process dialog:

	MeteringPoint Id	Status	ContractPartner	Verification Doc. Nr.	Participation Share
☑	AT00 ⁀000000000000000021014235	ACTIVATE	Tn2Name1xxx Tn2Name2	GC21221715TN02V01	0
☑	AT00 ⁀000000000000000021132265	ACTIVATE	Tn3Name1 Tn3Name2	GC21221715TN03V01	0
☐	AT00 ⁀000000000000000020524165	NEW	Tn4Name1 Tn4Name2	GC21221715TN04V01	0

Receiver: AT002000
BusinessDate:

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

	Receiver: AT002000 BusinessDate: March 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 GCREQRP-SEND...0000002007989 GCREQRP-SEND...0000002041758	
5	Click on "Start process" to start the activation/change process at the installation operator and to send it to the grid operator.	▲ Start process
6	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.	Successful ✕ ⓘ Erfolg

Display on the process monitor: The activation/change process started is displayed on the process monitor as follows:

- Status: **WAITING_FOR_ERRORMSG**
  As long as the processing deadline has not expired (two workdays after receipt of the message ANFORDERUNG_RP), the recipient of the activation/change process may report the correction of an error or send a response data record. The process waits two workdays for a response from the recipient.
- Date of change: This date indicates when the last action in the process was carried out (e.g. start of the process, confirmation, etc.). This date may be used as a filter criterion.
- Process date: This date corresponds to the date selected from the calendar displayed when creating the process. This date may also be used as a filter criterion.

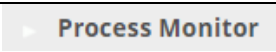|	Action ⇕	Omr Process Type ⇕	Identification ⇕	Info ⇕	In_out ⇕	Process State ⇩	Changed ⇕	Process Date ⇕	Conversation Id Omr ⇕
🔍	Select One ▾	GCREQAP-SENDER	AT002000000000000000000100286458	🏷	⤷	WAITING_FOR_ERRORMSG	21.10.2021 12:40	Nov 1, 2021	AT0020002021102110404293600000000...

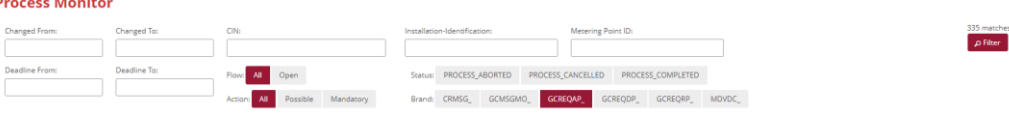### 5.4.2 Activation/change request - view response
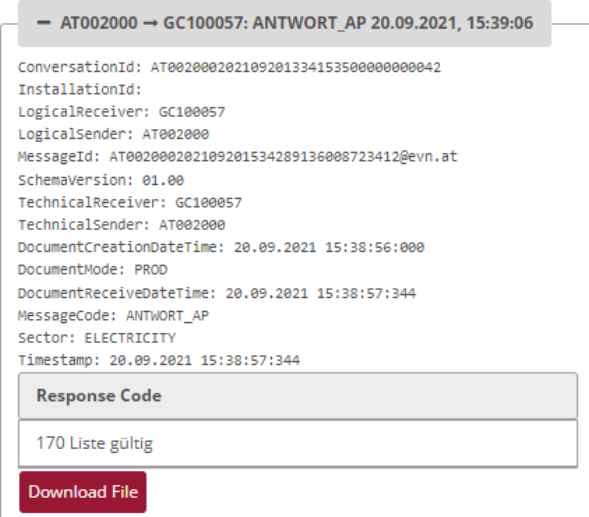
The grid operator automatically checks if the metering point(s) is available in its master data and if the metering point(s) is active on the process date. In the event of a negative review, an error report with the corresponding text is automatically sent to the installation operator (e.g. wrong process date).

If the review at the grid operator is successful, the grid operator sends a positive confirmation to the installation operator.

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

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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 also process-relevant actions initiated.	► **Process Monitor**
2	Enter the filter criteria at the top of the screen and click on "Filter" –see Chapter 4.9.1. **Process Monitor** Changed From: Changed To: CIN: Installation-Identification: Metering Point ID: 335 matches Filter Deadline From: Deadline To: Flow: All Open Status: PROCESS_ABORTED PROCESS_CANCELLED PROCESS_COMPLETED Action: All Possible Mandatory Brand: CRMSG_ GCMSGMO_ GCREQAP_ GCREQDP_ GCREQRP_ MDVDC_	
3	Display the process steps (click on the magnifying glass).	[magnifying glass icon]
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. — AT002000 → GC100057: ANTWORT_AP 20.09.2021, 15:39:06 ConversationId: AT00200020210920133415350000000042 InstallationId: LogicalReceiver: GC100057 LogicalSender: AT002000 MessageId: AT0020002021092015342891360008723412@evn.at SchemaVersion: 01.00 TechnicalReceiver: GC100057 TechnicalSender: AT002000 DocumentCreationDateTime: 20.09.2021 15:38:56:000 DocumentMode: PROD DocumentReceiveDateTime: 20.09.2021 15:38:57:344 MessageCode: ANTWORT_AP Sector: ELECTRICITY Timestamp: 20.09.2021 15:38:57:344 **Response Code** 170 Liste gültig Download File ^ New Process 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). — AT002000 → GC100057: ABLEHNUNG_AP 21.07.2021, 13:58:35 ConversationId: AT00200020210721115648480000000010 InstallationId: LogicalReceiver: GC100057 LogicalSender: AT002000 MessageId: AT0020002021072113565160260008715683@evn.at SchemaVersion: 01.00 TechnicalReceiver: GC100057 TechnicalSender: AT002000 DocumentCreationDateTime: 21.07.2021 13:58:25:000 DocumentMode: PROD DocumentReceiveDateTime: 21.07.2021 13:58:26:323 MessageCode: ABLEHNUNG_AP Sector: ELECTRICITY Timestamp: 21.07.2021 13:58:26:323 Response Code 164 Liste zur Aktivierung ungültig Download File ^ New Process	

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5.5 GC_REQ_DP - Request Deregistration Participation

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

There are two actors in the process: the installation operator and the grid operator.

The installation 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 process is started by the installation operator. To this end, the energy service provider must send 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 community generation installation.
- Definition of surplus electricity feed (POOLED, INDIVIDUAL)
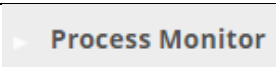- Metering point of the consumption installation

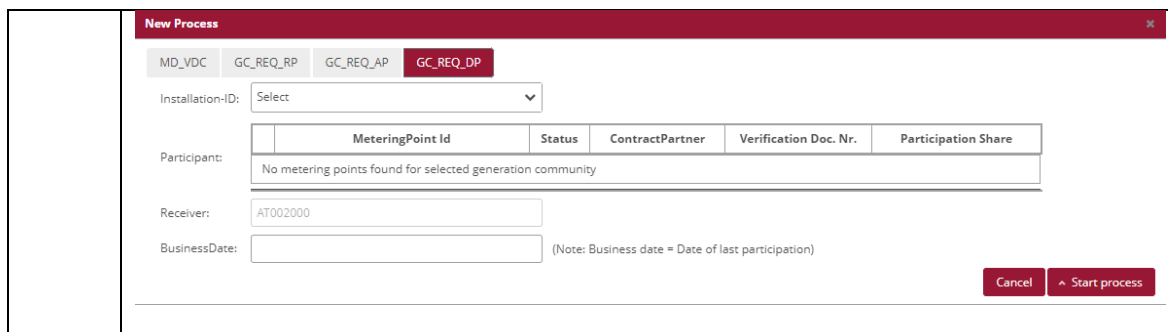Optionally, Name 2 may be sent to the grid operator (first name or further parts of the company name).

Requirements:
Metering point of the generation installation has been previously created in the system's 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 view, new processes can be created and also process-relevant actions initiated.	Process Monitor
2	Click on "New process" at the bottom of the pane.	⌃ New Process
3	The dialogue box "New process" opens. Here the user selects the tab "GC_REQ_DP" at the top.	

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New Process   x

| MD_VDC | GC_REQ_RP | GC_REQ_AP | **GC_REQ_DP** |

Installation-ID: Select ▾

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

Receiver: AT002000

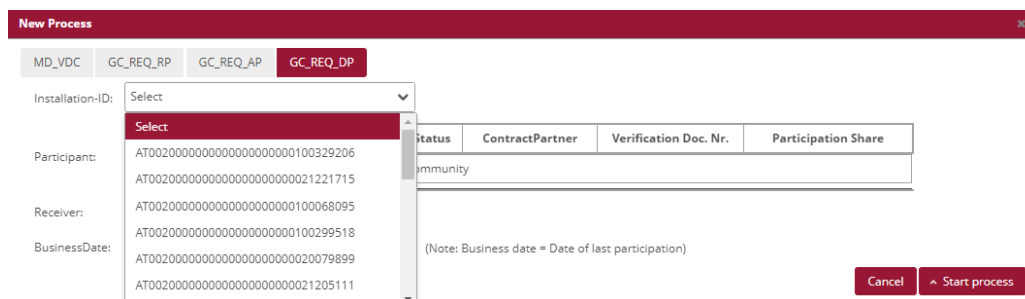BusinessDate: _____ (Note: Business date = Date of last participation)

Cancel   ⌃ Start process

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

- Renewable energy community: As soon as the user clicks on the drop-down field, an automatic list is displayed of the metering points of the generation installation from its master data. The desired renewable energy community is selected here.

New Process   x
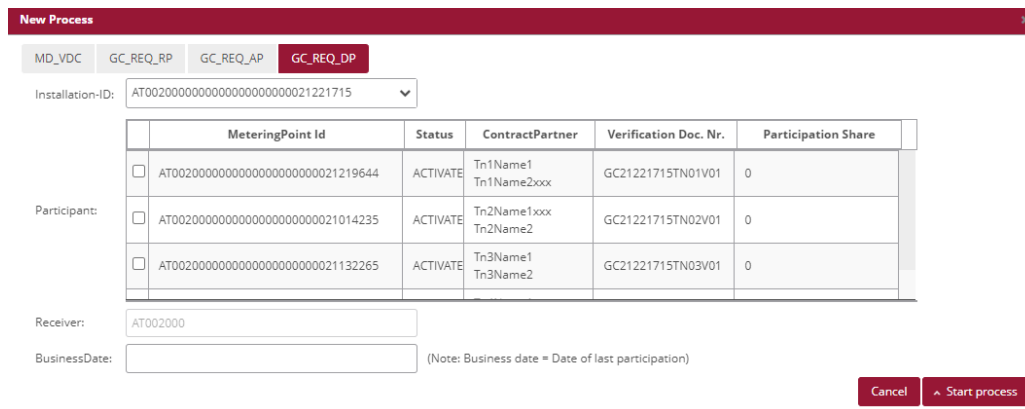
| MD_VDC | GC_REQ_RP | GC_REQ_AP | **GC_REQ_DP** |

Installation-ID: Select ▾

	Select
	AT002000000000000000000100329206
	AT002000000000000000000021221715
	AT002000000000000000000100068095
	AT002000000000000000000100299518
	AT002000000000000000000020079899
	AT002000000000000000000021205111

...Status ContractPartner Verification Doc. Nr. Participation Share
...ommunity

Receiver:

BusinessDate: (Note: Business date = Date of last participation)

Cancel   ⌃ Start process

New Process   x

| MD_VDC | GC_REQ_RP | GC_REQ_AP | **GC_REQ_DP** |

Installation-ID: AT002000000000000000000021221715 ▾

	MeteringPoint Id	Status	ContractPartner	Verification Doc. Nr.	Participation Share
☐	AT002000000000000000000021219644	ACTIVATE	Tn1Name1 Tn1Name2xxx	GC21221715TN01V01	0
☐	AT002000000000000000000021014235	ACTIVATE	Tn2Name1xxx Tn2Name2	GC21221715TN02V01	0
☐	AT002000000000000000000021132265	ACTIVATE	Tn3Name1 Tn3Name2	GC21221715TN03V01	0

Receiver: AT002000

BusinessDate: _____ (Note: Business date = Date of last participation)

Cancel   ⌃ Start process

- Metering point 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 already been registered or activated at the grid operator (status **Registered or Activated**).

- Receiver: A recipient of the transmission must be entered. The recipient is the grid operator. The EC number of the grid operator must be entered (8 characters starting with AT)

- Process date
The process date may be selected from the calendar displayed. The following deadlines must be observed:
  - The deregistration process must be sent by the installation operator at least 5 workdays before the process date.
  - The deregistration process may be started by the installation operator at most 10 workdays going forward.

Example: If a deregistration has been created on 10 September 2019, the possible process dates are 17 September 2019 to 24 September 2019

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| 5 | Click on "Start Process" to start the deregistration process at the installation operator and send it to the grid operator. | |
| 6 | 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 deregistration process started is displayed on the process monitor as follows:

- Status: **WAITING_FOR_ERRORMSG**
  As long as the processing deadline has not expired (two workdays after receipt of the message ANFORDERUNG_DP), the recipient of the registration may report an error or a response data record. The process waits two workdays for a response from the recipient.
- Date of change: This date indicates when the last action in the process was carried out (e.g. start of the process, confirmation, etc.). This date may be used as a filter criterion.
- Process date: This date corresponds to the date selected from the calendar displayed when creating the process. 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 ▾	GCREQDP-SENDER	AT002000000000000000000000020175205	🏷️	➡️	WAITING_FOR_ERRORMSG	19.01.2022 14:06	Jan 19, 2022	AT0020002022011913063431600000000054

5.5.2 Request Deregistration Participation - view response

The grid operator automatically checks if the metering point(s) is available in its master data and if the metering point(s) is active on the process date and there is a corresponding document number.
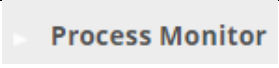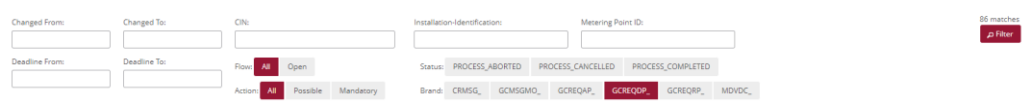
In the event of a negative review, an error report with the corresponding text is automatically sent to the installation operator (e.g. metering point not found).

If the review at the grid operator is successful, the grid operator sends a positive confirmation to the installation operator.

Requirements:

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The deregistration process was reviewed by the grid operator and a response sent.

Steps: To view a deregistration responded to, a logged on user must follow the steps below.

Step	Action	Interface
1	Click on "Process monitor" in the navigation pane. In this view, new processes can be created and also process-relevant actions initiated.	Process Monitor
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"**, a positive confirmation has been sent by the grid operator in the process step ANTWORT_DP. Display the details of the process step by clicking on ANTWORT_DP. 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).	

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5.6 CR_MSG – Transmit consumption data

The process Transmit consumption data, abbreviated CR_MSG, serves to transmit the consumption data per metering point from the grid operator to the installation operator.

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

There are two actors in the process: the grid operator and the installation operator.

5.6.1 Transmission of consumption data - view data sent

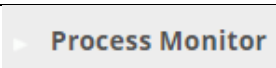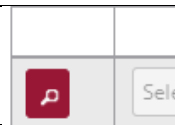The installation operator automatically receives the consumption data sent.
The installation operator must review the data after receipt of the consumption data record, and in the event of a negative review, an error report with the corresponding text is automatically sent to the grid operator (e.g. metering point not found).
In the event of a positive review of the data received, the process is successfully completed. No confirmation message is sent 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 view, new processes can be created and also process-relevant actions initiated.	Process Monitor
2	Enter the filter criteria at the top of the screen and click on "Filter" –see Chapter 4.9.1. Process Monitor Changed From: Changed To: CIN: Installation-Identification: Metering Point ID: 649 matches Filter Deadline From: Deadline To: Flow: All Open Status: PROCESS_ABORTED PROCESS_CANCELLED PROCESS_COMPLETED Action: All Possible Mandatory Brand: CRMSG_ GCMSGMO_ GCREQAP_ GCREQDP_ GCREQRP_ MDVDC_	
3	Display the process steps (click on the magnifying glass).	🔍 Sele
4	A box opens on the right side that contains the individual process steps. If the status is "**Completed**", the consumption 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". 	Action ⇕	Omr Process Type ⇕	Identification ⇕	Info ⇕	In_out ⇕	Process State ⇕	Changed ⇕	Process Date ⇕	Conversation Id Omr ⇕	 	🔍	Select One ▾	GCREQDP-SENDER	AT00200000000000000000000100319623	✔	⬏	PROCESS_COMPLETED	28.01.2022 00:00	Jan 27, 2022	AT0020002022012712393893800000000	 After receipt of the consumption data from the grid operator, the message content is reviewed automatically (Does the consumption data record contain all of the required data?) and	

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installation master data (Does the metering point exist in the master data?). If this review reveals an error, an error message is automatically sent to the grid operator with the content ABLEHNUNG_CRMSG (e.g. metering point not supplied, message data missing, etc.) and the process is given the status **"PROCESS_ABORTED"**.

Action ⇕	Omr Process Type ⇕	Identification ⇕	Info ⇕	In_out ⇕	Process State ⇕	Changed ⇕	Process Date ⇕	Conversation Id Omr ⇕
Select One ▾	CRMSG-RECEIVER	AT00200000000000000000020873927	⊘	⬖	PROCESS_ABORTED	20.01.2022 17:12	Jan 20, 2022	AT0020002022011816152517310038232…

Presentation on the process monitor: The process Consumption data received is displayed on the process monitor as follows:

- Status: Completed (provided all reviews were positive)
- Date of change: This date indicates when the last action in the process was carried out (e.g. start of the process, confirmation, etc.). This date may be used as a filter criterion.
- Process date: This date corresponds to the date selected by the grid operator when creating the process. 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 ▾	CRMSG-RECEIVER	AT00200000000000000000001000085062	✔	⬖	PROCESS_COMPLETED	25.10.2021 11:24	Oct 25, 2021	AT0020002021093014231756410024372…

Note

As long as a metering point is assigned without interruption to the same installation operator, the same conversation ID is used by the grid operator for each message transmission. Therefore, the consumption data can be aggregated by metering point and installation operator.

Within a period transmitted (MeteringPeriodStart/End), the data must be sent complete in full granularity (daily, hourly, 15-minute values). The period sent must be complete. The grid operator must ensure the uninterrupted transmission of the data.

Any renewed transmission of consumption data replaces former data (sent up to then). This is done, for example, to correct values retroactively.

The meter code, which is sent together with the consumption data by the grid operator provides information on the type of consumption data sent. For example, if the meter code "1-1:2.9.0 G.01" is sent, the energy data record contains the entire consumption measured. Table 1 contains an overview of the meter codes of the consumption data transmitted.

Meter code	Metering interval	
1-1:1.9.0 P.01	D	Total consumption supply, residual load
1-1:1.9.0 P.01	QH	Total consumption supply, residual load
1-1:2.9.0 P.01	D	Total/Surplus generation, community surplus
1-1:2.9.0 P.01	QH	Total/Surplus generation, community surplus
1-1:1.9.0 G.01	QH	Total consumption according to metering (participation in community generation)
1-1:2.9.0 G.02	QH	Percentage in community generation
1-1:2.9.0 G.03	QH	Self-consumption from community generation
1-1:2.9.0 G.01	QH	Total community generation

Table 1: Meter codes for transmission of consumption data

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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 to the renewable energy community operator due to a move (customer informs the supplier and the grid operator that it no longer wants to be supplied at its installation, e.g. due to move or deactivation of installation). The process permits grid operators to inform the installation operator of the termination of service.

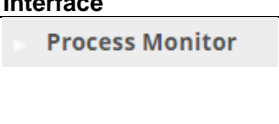There are two actors in the process: the grid operator and the installation operator.
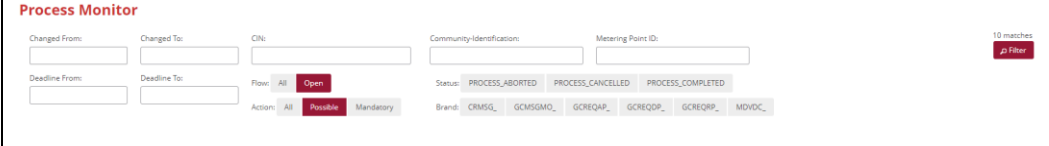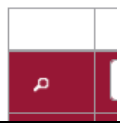
5.7.1 View transmission of move out notice

The move out notification is initiated by the grid operator. The grid operator must send the following data to the installation 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 community generation installation.
- Definition of surplus electricity feed (POOLED, INDIVIDUAL)
- Metering point of the consumption installation

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

Steps: To view a move out notice 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 view, new processes can be created and also process-relevant actions initiated.	Process Monitor
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 box opens on the right side 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. This move out notice contains the date notified by the grid operator as of which service is discontinued.	

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	Action ⇕	Omr Process Type ⇕	Identification ⇕	Info ⇕	In_out ⇕	Process State ⬇	Changed ⇕	Process Date ⇕	Conversation Id Omr ⇕
🔎	Select One ▾	GCMSGMO-RECEIVER	AT0020000000000000000000100085065	✔	🖼	PROCESS_COMPLETED	21.09.2021 00:00	Sep 20, 2021	AT002000202109201400194121002362274

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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 fails on the EDA Messenger platform).
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 in 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 possibility of manual actions and receipt of messages

The incoming and outgoing process steps are presented on the process monitor. Errors may occur when sending and receiving process steps (e.g. process steps sequence not adhered to, 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.

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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". 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.

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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:

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