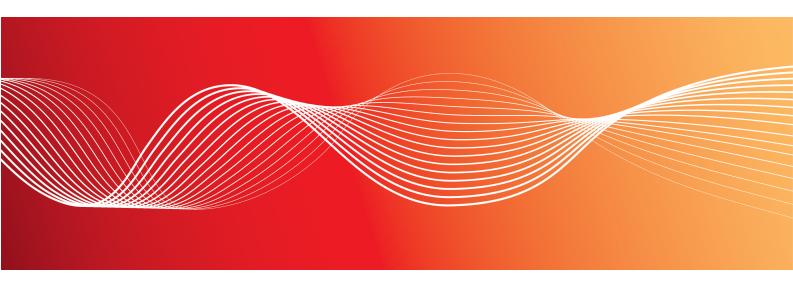
GUIDE TO GAS SUPPLY HUB PUBLISHING DIRECT

WEDNESDAY, 15 JANUARY 2014





Version: 1.00

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Documents made obsolete

The release of this document changes any version of the Guide to Gas Supply Hub Publishing Direct.

Distribution

Available to the public.

Prepared by

PMO Documentation Team Last update: 15/01/2014 10:49 AM

Notes

No notes

Further information

For further information, please visit www.aemo.com.au or contact:

AEMO Information and Support Hub

Phone: 1300 AEMO 00 (1300 236 600) and follow the prompts.

Email: supporthub@aemo.com.au

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Tables

Glossary

These abbreviations, symbols, and special terms assist the reader's understanding of the terms used in this document. For definitions of these terms, the reader should always refer to the applicable market Rules.

A

AEMC

Australian Energy Market Commission

AEMO

Australian Energy Market Operator

AES

Advanced Encryption Standard

AEST

Australian Eastern Standard Time

C

CSV

Comma-separated values; a file format for exchanging data. For help with the CSV format, see the "AEMO CSV Data Format Standard".

D

Data Interchange

Data Interchange (DI) is a set of cooperating applications to replicate data between AEMO's energy market systems and participants' RDBMS conforming to the MMS Data Model. For more details about Data Interchange, see

Guide to Gas Supply Hub Publishing Direct

http://aemo.com.au/About-the-Industry/Information-Systems/Data-Interchange.

Data sharing

Each participant ID can share their data with other participant IDs, subject to an authorised request. Implementing data sharing means the full Data Interchange data set (including private data) for the requesting participant ID is made available to another participant's sets of folders in the EMMS file server, as nominated in the request. The sharing of data is for both pre-production and production. A data sharing requirement may emerge, for example, due to a merger with, takeover of, or sale of another registered participant. The requirement may be to use one company's IT system to manage access, and process the data for two or more participant IDs using just one participant IDs set of folders in the EMMS file server. The Data Interchange web application in the energy market systems web portal provides the status of any data sharing agreements you have implemented.

Data Subscription

A web application in the energy market systems web portal used to subscribe to Data Interchange files and to obtain the latest MMS Data Model. These files are typically .CSV files containing public data and participant's private data. AEMO recommends participant use of the Data Interchange suite of products, supplied by AEMO, to automate receiving and storage of the files to their systems. AEMO provides working sample software for FTP access (Participant Batcher) to MarketNet and working sample software for Data Interchange.

EMMS

Wholesale Electricity Market Management System; software, hardware, network and related processes.

energy market systems web portal

Single web portal interface to access AEMO's IT systems.

F

FTP

File transfer protocol

G

GSH

Gas Supply Hub

M

MarketNet

AEMO's private network available to participants having a participant ID. For more details about MarketNet, see Guide to Information Systems.

N

NGR

National Gas Rules

P

PA

Participant Administrator; manages participant organisations user access and security.

Participant ID

Registered participant identifier

Guide to Gas Supply Hub Publishing Direct

Pre-production

Test and training environment, typically showing much less activity, if any.

Production

Live environment, actively reflecting the currently available data.

R

Rules

The National Electricity or Gas Rules.

 \mathbb{Z}

ZIP

The file compression format used for exchanging data with AEMO.

1 Introduction

1.1 Purpose

This guide provides an understanding of the Gas Supply Hub (GSH) Publishing Direct web application in AEMO's energy market systems web portal.

This document is written in plain language for ease of reading. Where there is a discrepancy between the Rules or the Exchange Agreement, and information or a term in this document, the Rules or Exchange Agreement take precedence.

1.2 Audience

This guide is relevant to GSH registered participants requiring an understanding of the GSH Publishing Direct web interface in the energy market systems web portal.

1.3 How to use this guide

Use this guide to assist your understanding of the GSH Publishing Direct web interface. The chapters are organised according to the menu items in the GSH Publishing Direct web application.

"Needing Help?" on page 23 provides answers to some commonly asked GSH Publishing Direct questions.

Text in this format, indicates a direct hyperlink with further details of the resource listed in "References" on page 26.

1.4 What's in this guide?

- Chapter 2 "About GSH Publishing Direct" on page 3 explains what it is for, who can use it, how it is used, and how to access it. It also provides file encryption and file grouping information.
- Chapter 3 "Data Access" on page 9 explains accessing and understanding the Data Access interface.

- Chapter 4 "Subscriptions" on page 13 explains how to set up and maintain the subscriptions interface to automatically receive GSH related information when it is available.
- Chapter 5 "Message Delivery Log" on page 17 explains accessing and displaying a history of information, previously sent from GSH Publishing Direct.
- Chapter 6 "Calendars" on page 21 explains accessing and understanding the Calendars interface.
- Chapter 7 "Needing Help?" on page 23 provides answers to "why can't I" questions, information to assist participants with IT related issues, and provides guidance for requesting assistance from AEMO.
- Chapter 8 "References" on page 26 is a resource section containing related information that may assist you and describes where to find resources mentioned throughout this guide.

2 About GSH Publishing Direct

In this chapter:

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	User rights access	
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2.1 What GSH Publishing Direct is for

GSH Publishing Direct is a web publishing application providing participants with access to GSH reports and statements published by AEMO. The GSH Publishing Directweb interface is accessed from the energy market systems web portal.

The primary delivery for your settlement statements is the Participant File Server—retrieving information from GSH Publishing Direct is an additional resource for your convenience.

Registered participants can use GSH Publishing Direct to perform the following tasks:

- Access key information published by AEMO.
- Replace already subscribed to "Data Subscription" reports, relating to Data Interchange, on the Participant File Server. For more details, see Data Interchange.
- Subscribe, to automatically receive information.
- Automatically notify subscribed contacts when information is available.
- View a history of previously delivered information.
- Access settlement calendars and timetables on AEMO's website.

You can also:

• Obtain online assistance from any of the GSH Publishing Direct menus by clicking **Help** in the top right-hand corner of the web portal.



- Read further information about the Gas Supply Hub.
- See information for other participant IDs you have permission to access, using the Set Participant function. This function allows you to act for another participant without having to log out, change IDs, and log in again. For help using Set Participant, click **Set Participant**, and then click **Help** in the top right-hand corner of the energy market system's web portal. For permission to see other participant IDs using Set Participant, see your company's PA.



2.2 Who can use GSH Publishing Direct

Persons having access to the GSH Publishing Direct web application include registered GSH market participants and AEMO.

2.3 User rights access

Your company's participant administrator (PA) grants you permission to use the GSH Publishing Direct. The entity required for access is:

• GSH - Publishing Direct

Where a participant user has user rights assigned by more than one participant, they interactively choose the participant they represent, using the **Set Participant** option.

For more information about user administration and the Set Participant option, see Guide to User Rights Management.

2.4 How do you use GSH Publishing Direct

The GSH Publishing Direct web application is part of AEMO's market software solution. It is a web-based application in the energy market systems web portal accessed using a web browser.

2.5 System requirements

The GSH Publishing Direct is accessed using a web browser and requires:

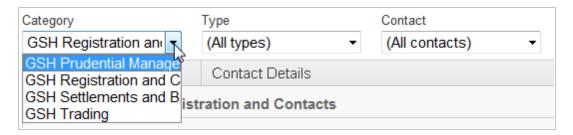
- Microsoft Internet Explorer version 7 or later; some applications require Compatibility Mode enabled.
- A monitor capable of 1024 x 768 screen resolution.
- · Access to MarketNet.
- A user ID, password, and the website address where the application is located on AEMO's network, provided by your company's participant administrator.
- A user ID, password, and access to the participant file server, provided by your company's participant administrator.
- The GSH Publishing Direct application runs on both Windows and Unix-like operating systems.

For more details about MarketNet, see Guide to Information Systems.

2.6 GSH Publishing Direct information grouping

Information in GSH Publishing Direct is grouped into categories, types, and contacts. You can filter the information using any of the drop-down lists.

Figure 1: category and types drop-down lists for filtering information



2.7 File encryption information

- Files containing private data are compressed and encrypted using 256-bit AES encryption. You need a compression utility like WinZip ® or 7-Zip ® to decompress the file.
- Private data is always encrypted for participants with a data sharing agreement. For
 more details about data sharing, read About Data Interchange > Data Delivery > Data
 Sharing in the Help section of the energy market systems web portal or Guide to
 Information Systems.
- Participants without a data sharing agreement can accept a waiver on the Gas Supply Hub Subscriptions interface allowing delivery of private data by unencrypted email. However, AEMO strongly recommends participants always receive private data in an encrypted email.
- Confidential data must be treated in accordance with National Gas Rules (NGR).

2.8 Accessing GSH Publishing Direct

To access the GSH Publishing Direct:

- 1. Using your web browser, access the energy market systems web portal, either:
 - Pre-production: https://portal.preprod.nemnet.net.au
 - Production: https://portal.prod.nemnet.net.au

Note: the energy market systems web portal provides you with a clear indication of the environment you are working in by providing a different border colour around the home page. The production environment has a grey border and the pre-production environment has a green border.

2. Click **Energy Market Systems** and sign in using the user ID and password provided by your company's PA.

Energy Market Systems

Single web portal interface to access AEMO's web applications.

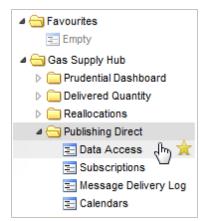
3. On the left navigation pane, click Gas Supply Hub, then Publishing Direct.

Figure 2: energy market systems web portal home page



You can also:

• Add the GSH Publishing Direct menus to your favourites by clicking the yellow star next to the menu item in the navigation pane.



• Load your favourites automatically each time you sign in to energy market systems by clicking the arrow next to the menu item in your favourites folder.



Guide to Gas Supply Hub Publishing Direct

For help using favourites, see the on-line assistance in the energy market systems web portal. Click the **Favourites** folder and then click **Help** in the top right-hand corner.

3 Data Access

The **Data Access** interface displays available AEMO information allowing you to directly access, or send the information by email. The information is grouped into categories and types, with each column heading sortable.

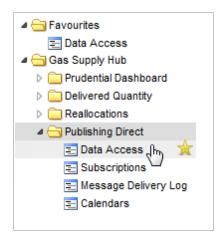
In this chapter:

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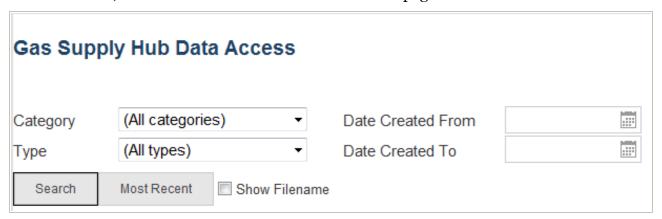
3.1 Access Data Access

To access Data Access:

1. Click Gas Supply Hub, then GSH Publishing Direct, and then click Data Access.



2. The **Gas Supply Hub Data Access** interface displays the search criteria. For help with the fields, see "Understand Data Access" on next page



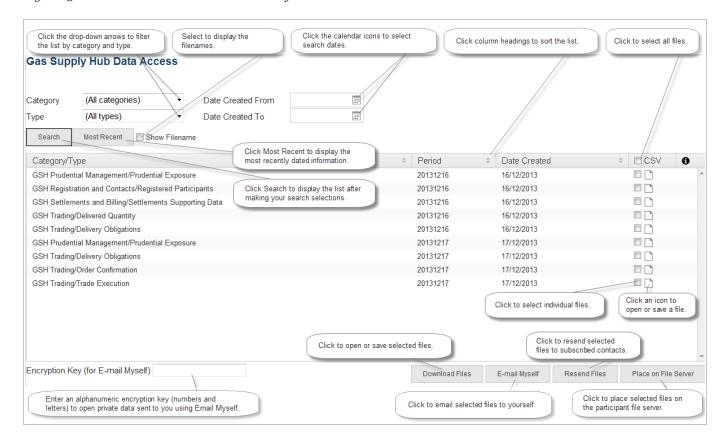
3.2 Understand Data Access

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3.2.4 Resend Files	12
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3.2.1 Data access interface

Figure 3: understand the Data Access interface



3.2.2 Download Files

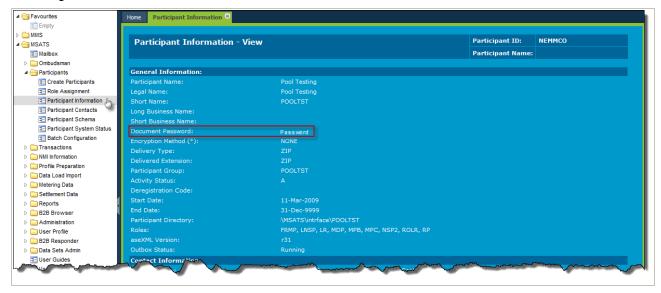
• Click **Download Files** to open or save the selected files to your computer. Multiple file selections are compressed into a single .ZIP file.

3.2.3 Email Myself

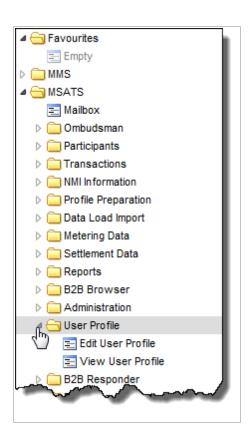
• Click **Email Myself** to send selected files to yourself by email. Confidential data is encrypted using your participant ID's document password (displayed in the field) or you can overwrite it with your own alphanumeric encryption key (letters and numbers) if you prefer.

Important note: The encryption key field must contain an encryption key to email **confidential** data—it cannot be empty. You can email yourself public data without entering an encryption key.

Your participant ID's document password is viewable in MSATS > Participants > Participant Information.



- Multiple file selections are compressed into a single .ZIP file.
- The **Email Myself** button is inactive if you do not have your email address entered in your MSATS > User Profile.



For help with MSATS interfaces, see Guide to MSATS Web Portal.

3.2.4 Resend Files

• Click **Resend Files** to resend selected files to currently subscribed contacts. Each selected file is sent as one single file per email.

3.2.5 Place on File Server

Click Place on File Server to:

• Place selected Data Interchange files originally subscribed to in the energy market systems web portal Data Subscription interface, on the Participant File Server. Only files subscribed to at the time are replaced. For help, see <u>Data Interchange</u>.

4 Subscriptions

To automatically receive GSH related information when it is available, use the GSH Publishing Direct **Subscriptions** interface to maintain your notification selections.

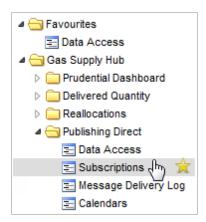
In this chapter:

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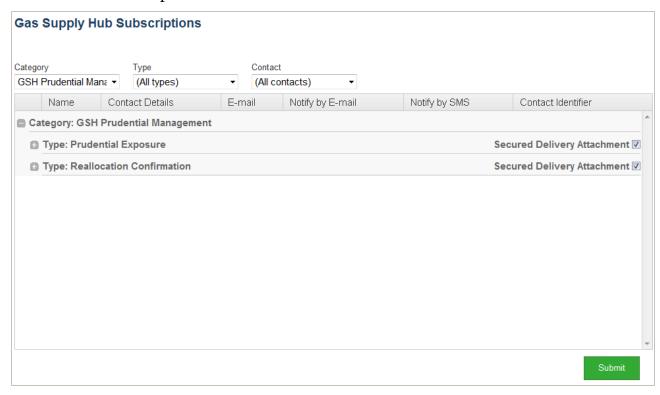
4.1 Access Subscriptions

To access Subscriptions:

1. Click **Gas Supply Hub**, then **GSH Publishing Direct**, and then click **Subscriptions**.



2. The **Gas Supply Hub Subscriptions** interface displays. For help with the fields, see "Understand Subscriptions" below.



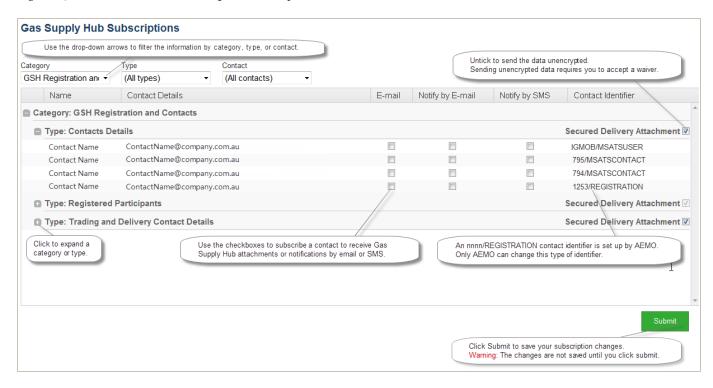
4.2 Understand Subscriptions

In this section:

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4.2.1 Subscriptions interface

Figure 4: understand the Subscriptions interface



When you make changes in the Subscriptions interface, the changes are not saved until you click Submit.

4.2.2 Important subscription information

- AEMO creates GSH Publishing Direct information at any time, so notifications are received at all hours. Please keep this in mind when setting up your SMS notifications.
- GSH Publishing Direct subscriptions are set-up to receive GSH related information only, they differ from the .CSV reports you subscribe to in the energy market systems web portal Data Subscription interface, relating to Data Interchange. For more details, see Data Interchange and MMS Data Subscription Services User Guide.
- You can subscribe to your confidential Data Interchange reports in GSH Publishing Direct but you must also subscribe to the same report in the Data Subscription interface. Confidential reports in the Data Subscription interface are not created if participants are not subscribed.
- Participants with access can set-up contacts to receive GSH Publishing Direct information, using the "MSATS Participant Contact" interface. For more information about creating participant contacts, see the Guide to MSATS Web Portal.
- Delivery of certain GSH Publishing Direct information, such as statements is mandatory. Contacts having the "nnnn/REGISTRATION" Contact Identifier receive

mandatory GSH Publishing Direct information set up by AEMO during registration. To remove or change a subscription for an "nnnn/REGISTRATION" Contact Identifier, contact AEMO's Information and Support Hub.



4.2.3 Secured Delivery Attachment

- Removing the tick from the Secured Delivery Attachment sends the data unencrypted and requires the acceptance of a waiver agreeing to the sending of unencrypted information by email.
- Participants with a data sharing agreement with other participants cannot send
 unencrypted data, the files are always encrypted for participants with data sharing
 agreements. For more details about data sharing, read About Data Interchange > Data
 Delivery > Data Sharing in the Help section of the energy market systems web portal
 or Guide to Information Systems.

Confidential data must be treated in accordance with the National Gas Rules.

5 Message Delivery Log

The **Message Delivery Log** displays a history of information, previously sent from GSH Publishing Direct.

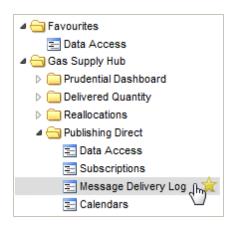
In this chapter:

5.1 Access	Message	Delivery	Log		 	 	 	 17
5.2 Unders	stand the i	message	deliver	v log		 		 18

5.1 Access Message Delivery Log

To access the Message Delivery Log:

1. Click **Gas Supply Hub**, then **GSH Publishing Direct**, and then click **Message Delivery Log**.



2. The **Gas Supply Hub Message Delivery Log** interface displays. For help with the fields, see "Understand the message delivery log" below.



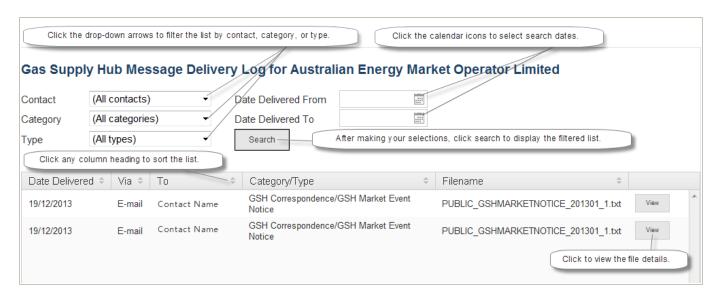
5.2 Understand the message delivery log

In this section:

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5.2.1 Message delivery log interface

Figure 5: understand the Message Delivery Log interface

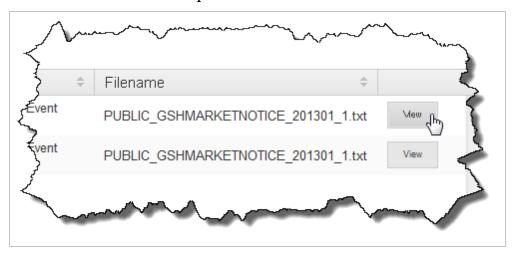


5.2.2 Important Message Delivery Log information

- Names displayed in the **Contact** drop-down list are active contacts only.
- Under the **To** column in the message delivery log grid, you may see contact names that have since been made inactive, this is because the message delivery log is a history of previously sent information.

5.2.3 View Message Delivery Log details

1. To see further message delivery details, on the **Message Delivery Log interface**, click **View** next to the required filename.



- 2. The **View Gas Supply Hub Message Delivery Log** displays. Do one of the following:
 - Click the name of the file to view it.
 - Click Back to return to the Message Delivery Log interface.

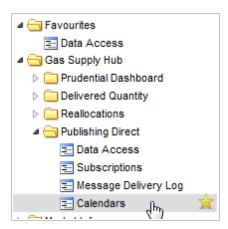


6 Calendars

The **Calendars** menu provides links to the current settlement calendars and timetables on AEMO's website; they can be downloaded in various formats such as PDF, CSV, and iCalendar.

To access Calendars:

1. Click Gas Supply Hub, then GSH Publishing Direct, and then click Calendars.



2. The GSH calendars interface displays with the calendar and timetable links.



3. Click a calendar or timetable link to access AEMO's website where you can download or save the calendars and timetables to your computer. For example:

Guide to Gas Supply Hub Publishing Direct

Home > About the Industry > Resources > Settlement Calendars



Settlement Calendars

AEMO prepares a settlement calendar for each of the markets being settled, showing the dates for delivery of statements and settlement of trading amounts relating to each billing period.

To assist participants in fulfilling their settlement obligations, AEMO has prepared a suite of calendars that utilise a common layout, and also calendars that span across markets (e.g. final statement and payment dates for all markets). The table below presents each of the calendars, based on the market(s) they cover and the layout of the calendar.

The calendars are based on the public holiday dates determined by the State Government proclamations. State governments may, from time to time, proclaim additional holidays at short notice. AEMO reserves the right to modify these calendars if necessary to comply with the relevant market rules and provides these calendars subject to this Disclaimer.

For further information on these documents please contact AEMO's Information and Support Hub.

VicGas Calendar.pdf List Calendar Weekly Planner Gas 2013.pdf Weekly Planner Gas 2015.pdf Weekly Planner Gas 2015.pdf		Market							
VicGas Calendar.pdf List Calendar Weekly Planner Gas 2013.pdf Weekly Planner Gas 2014.pdf Weekly Planner Electricity 2014.pdf Weekly Planner Electricity 2014.pdf		VicGas	QldGas	NEM	SRA				
Weekly Planner Gas 2014.pdf Weekly Planner Electricity 2014.pdf Weekly Planner Electricity 2014.pdf	List Calendar	VicGas Calendar.pdf	QldGas Calendar.pdf	STTM Calendar.pdf	Calendar.pdf	SRA Calendar.pdf			
	Weekly Planner	Weekly	Planner Gas 2014.pdf	Weekly Planner E	Electricity 2014.pdf 🥦				

7 Needing Help?

7.1 Why can't I...

Change certain subscriptions?

Delivery of certain GSH Publishing Direct information, such as statements is mandatory. Contacts having the "REGISTRATION" Contact Identifier receive mandatory GSH Publishing Direct information set up by AEMO during registration. To remove or change a subscription for a "REGISTRATION" Contact Identifier, contact AEMO's Information and Support Hub.

Receive some subscriptions by email after I've subscribed?

Confidential Data Interchange reports are only received from GSH Publishing Direct if you have also subscribed in the Data Subscription interface. Confidential reports in the Data Subscription interface are not created if participants are not subscribed, see MMS Data Subscription Services User Guide.

Replace any type of file on the Participant File Server?

Only Data Interchange .CSV reports subscribed to at the time in the Data Subscription interface, and manually generated files placed on the Participant File Server by AEMO can be replaced on the file server. If one of your selected files is not one of these files and you receive a message, please make your selections again. For more details, see MMS Data Subscription Services User Guide.

Save my subscription changes?

After making any changes in the **Subscription** interface, you must click **Submit** to save your changes, see "Subscriptions" on page 13.

Save my changes for the unsecured delivery option in the Subscriptions interface?

Changes to the unsecured delivery option are not saved if you do not have a subscription for the file type.

• See the GSH Publishing Direct menus?

Your company's participant administrator (PA) must grant you access to the GSH Publishing Direct menus. For information about the user rights entity required for access to GSH Publishing Direct, see "Who can use GSH Publishing Direct" on page 4

• See my name in the recipients list on the Subscriptions interface?

If you have access to GSH Publishing Direct but you do not appear in the recipients list, ask your company's participant administrator to check if you have an email address defined in your user administration profile in the web portal. For help, see Guide to User Rights Management.

Use the unsecured delivery option in the Subscriptions interface?

File encryption is compulsory for participants with a data sharing agreement. For more details about data sharing, read About Data Interchange > Data Delivery > Data Sharing in the **Help** section of the energy market systems web portal or **Guide to Information Systems**.

7.2 AEMO's Information and Support Hub

7.2.1 Contact AEMO's Information and Support Hub

Assistance is requested through AEMO's Information and Support Hub using one of the following methods:

- Phone: 1300 AEMO 00 (1300 226 600) and follow the prompts.
 - For non-urgent issues, normal coverage is 8.00 am to 6.00 pm on weekdays, Australian Eastern Standard Time (AEST).
- Email: supporthub@aemo.com.au
- The Customer Portal, helpdesk.preprod.nemnet.net.au/nemhelplite/ allows you to log your own requests for assistance. For access credentials, see your organisation's IT security contact or participant administrator.

Please note that AEMO recommends participants call AEMO's Information and Support Hub for all urgent issues, whether or not you have logged a call in the Customer Portal.

7.2.2 Information to provide AEMO

Please provide the following information when requesting assistance from AEMO:

- · Your name
- Organisation name
- Participant ID
- System or application name
- Environment: production or pre-production

- Problem description
- Screenshots

For AEMO software-related issues please also provide:

- Version of software
- Properties or log files
- Replication Manager support dump and instance name (if Data Interchange problem)

7.3 Feedback

To suggest improvements to this document, please contact the AEMO Information and Support Hub.

8 References

The resources listed in this section contain related information that may assist you.

• AEMO Information and Support Hub, phone: 1300 AEMO 00 (1300 236 600), and follow the prompts, email: supporthub@aemo.com.au.

8.1 Rules, law, and government bodies

- "Australian Energy Market Commission" (AEMC), electricity and gas rules http://www.aemc.gov.au/index.html.
- "Australian Energy Regulator (AER)", www.aer.gov.au.

8.2 AEMO's website

- "Data Interchange", IT systems documentation and software:
 http://www.aemo.com.au/About-the-Industry/Information-Systems/Data-Interchange
 (Home > About the Industry > Information Systems > Data Interchange). Viewed 29
 November 2012.
- Exchange Agreement, http://aemo.com.au/Gas/Market-Operations/Gas-Supply-Hub/Legal (Home > Gas > Market Operations > Gas Supply Hub > Legal).
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