Guide to Contract Reference Selections

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Gas Supply Hub

Important Notice

PURPOSE

This Guide to Contract Reference Selections (Guide), prepared by the Australian Energy Market Operator (AEMO), provides guidance for Contract Reference Selections under the National National Gas Rules (NGR) (Rules).

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The release of this document changes any previous versions of Guide to Contract Reference Selections.

Contents

Chapter 1 Introduction

Purpose

This guide explains how to set up Contract References in the GSH Capacity Trading Platform.

Audience

The primary audience for this guide is registered GSH *Trading Participants* who are trading capacity and using the GSH Contract Reference Selections web application.

A secondary audience is Participant Administrators providing access for their company's Participant Users to access the GSH Contract Reference Selections web application.

What's in this guide

Chapter 2   About Contract Reference Selections on page 3 provides an overview of Contract Reference Selections, who can use it, system requirements, and user rights access.

Chapter 3   Access Contract Reference Selections on page 8 explains how to access Contract Reference Selections.

Chapter 4   Create New Contract Reference Selections on page 10 explains how to create new Contract Reference Selections.

Chapter 5   View or Edit Contract Reference Selections on page 16 explains how to view or edit Contract Reference Selections that you already have set up.

explains how to delete Contract Reference Selections.

provides a list of related resources, information about contacting AEMO's Support Hub, and how to provide feedback.

is a list of the references mentioned throughout this guide.

contains an explanation of the capitalised terms and abbreviations used throughout this guide.

How to use this guide

- This document is written in plain language for easy reading.
- Where there is a discrepancy between the Rules, and information or a term in this document, the Rules take precedence.
- Where there is a discrepancy between the **Capacity Transfer and Auction Procedures**, the procedures take precedence.
- **Text in this format** indicates a hyperlink to related information.
- **Text in this format** indicates there is a resource on AEMO's website. For details, see References on page 22.
- Glossary terms are capitalised and have the meanings listed against them.
- *Italicised terms* are defined in the National Gas Rules (NGR). Any rules terms not in this format still have the same meaning.
- Actions to complete in the web portal interface are **bold and dark grey**.

Chapter 2   About Contract Reference Selections

This chapter provides an overview of the Contract Reference Selections, who can use it, system requirements, and user rights access.

What Contract Reference Selections is for

Trading Participants use the Contract Reference Selections web application to set preferences as part of the GSH Gas Supply Hub.

> **Setting up Contract Reference Selections is a prerequisite to submitting trades on the Gas Supply Hub.**

Who can use Contract Reference Selections

Registered *Trading Participants* and AEMO have access to the information in the system in accordance with the National Gas Rules (NGR).

How to use Contract Reference Selections

Contract Reference Selections is a web application in the EMMS Markets Portal. You can find it under the **Delivery Netting Preferences** menu.

Prerequisites

Gas Supply Hub

Before registered *Trading Participants* can set their Contract Reference Selections, *Facility Operators* supply AEMO a list of valid Service Provider References for their facilities.

For a list of all valid Service Provider References, see the **Contract Details** report in the **Guide to Capacity Trading and Day Ahead Auction Reports**.

Contract Reference Selections

Setting Contract Reference Selections is a prerequisite to submitting trades on the Gas Supply Hub because each submitted trade uses the preferences you set as part of the trade submission.

Process
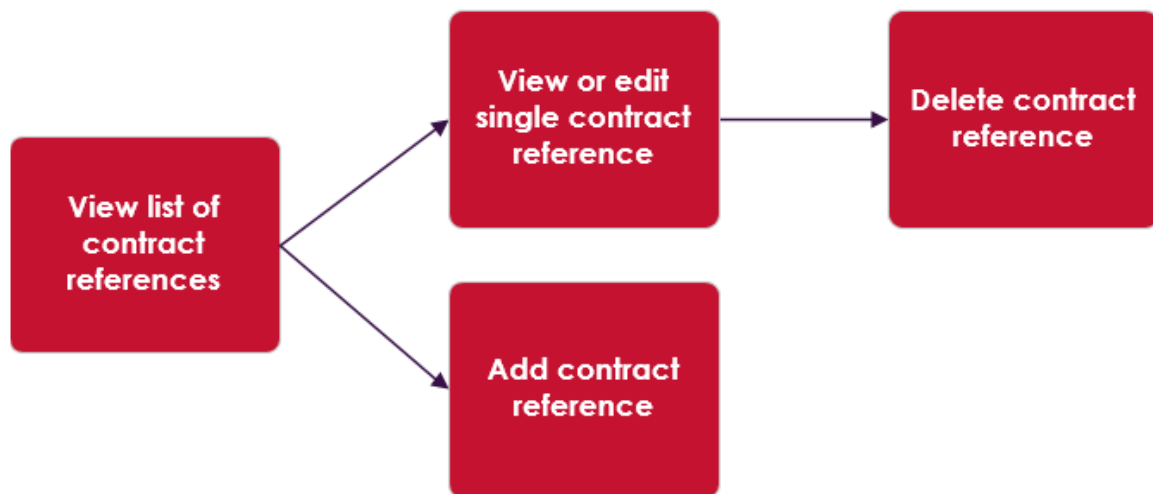
User rights access

To access Contract Reference Selections, Participant Users must have the appropriate user rights access. The access right determines the functionalities and transactions you can use to access the web portal, batch interfaces, FTP, and API services.

Your company's Participant Administrator (PA) provides access to Contract Reference Selections for Participant Users in the **MSATS > Administration > Maintain Entities** menu, using the following entity:

- GSH - Contract References

If you don't know who your company's PA is, contact AEMO's Support Hub.

> **For more details about participant administration and user rights access, see Guide to User Rights Management.**

Setting a participant

Where a Participant User has user rights assigned by more than one Participant ID, they select the Participant ID they want to represent using the **Set Participant** option, without having to log out, change IDs and log in again. For help using Set Participant, see **Setting a participant** in the Markets Portal Help.

The participant you are acting for displays in the web portal interface. For permission to see other participant IDs using Set Participant, see your company's PA.

When you are using the Set Participant function, you can only log into the Markets Portal once on the same computer.

System requirements

You access the Contract Reference Selections web application using a web browser. You require:

- The website address where the application is located on AEMO's network:
    - Pre-production: https://portal.preprod.nemnet.net.au
    - Production: https://portal.prod.nemnet.net.au
    - Markets Portal help: https://portal.preprod.nemnet.net.au/help
- Either the current or previous versions of Microsoft Internet Explorer or Google Chrome.
- Access to MarketNet. If your company is a registered participant, you probably already have access because it is set up during the registration process. For more details, see Guide to Information Systems.
- A monitor capable of 1024 x 768 screen resolution.

    A user ID and password provided by your company's participant administrator (PA) who controls access to AEMO's web portals. For more details see Guide to User Rights Management.

    PAs are set up during the registration process, if you don't know who your company's PA is, contact AEMO's Support Hub [[[Undefined variable AEMO.Support Hub email]]].

For the best experience, AEMO recommends using the current or previous version of Google Chrome.

Contract Reference Selections runs on both Windows and Unix-like operating systems.

Environment access

The Markets Portal gives you a clear indication of the environment you are working in by providing a different background colour for the menu:

- The pre-production environment has a green menu background
- The production environment has a blue menu background.
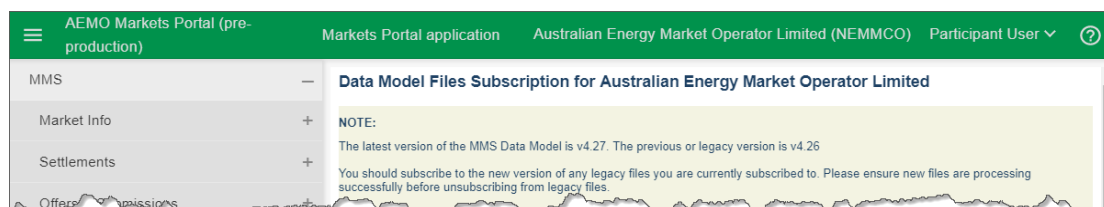
Supported web browsers

Contract Reference Selections runs on both Windows and Unix-like operating systems. To access the Markets Portal, AEMO recommends the following web browsers:

Browser	Platform	Current	More information
Microsoft Internet Explorer	Windows	IE11	https://www.whatismybrowser.com/guides/the-latest-version/internet-explorer
Microsoft Edge (Microsoft recommended)	Windows 10	Edge	https://www.microsoft.com/en-au/windows/microsoft-edge
Google Chrome	All platforms	71 (Nov 2018)	https://www.whatismybrowser.com/guides/the-latest-version/chrome

Chapter 3 Access Contract Reference Selections

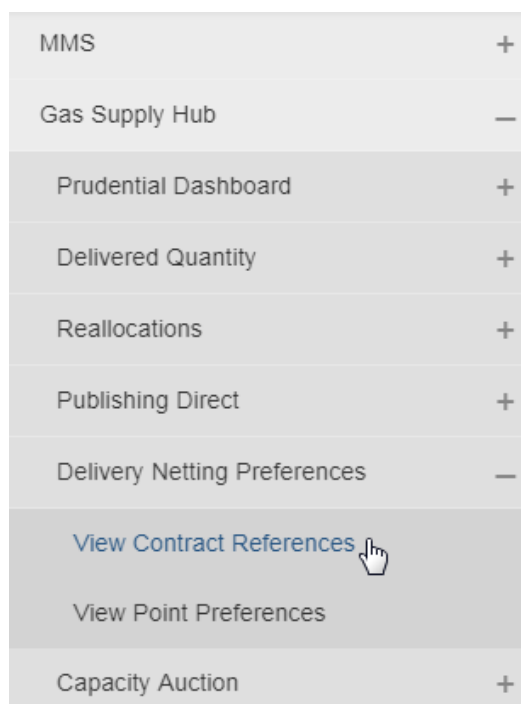This chapter explains how to access Contract Reference Selections.

1. Using your web browser, access the Web Portal, either:

   - Pre-production: https://portal.preprod.marketnet.net.au
   - Production: https://portal.prod.marketnet.net.au

     The Web Portal gives you 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. Sign in using the user ID and password provided by your company's PA.

3. Under Gas Supply Hub, select Delivery Netting Preferences, and then View Contract References.

4. The current Contract Reference Selections list displays. For help with the fields, see View or Edit Contract Reference Selections on page 16.

   If you have not created any Contract Reference Selections, your list is empty.

Figure 1 Current Contract References list

Contract References

Participant:

Energy Retail Ltd ▾

From Date: **To Date:**

19/11/2018   19/11/2019

Current References

Product	Start Date	End Date	
GAS-EPG-LON-DZS	19/11/2018	20/11/2018	View/Edit
GAS-EPG-LON-DZS	21/11/2018	10/11/2019	View/Edit
GAS-EPG-LON-DZS	11/11/2019	19/11/2019	View/Edit
GAS-RBP-DAR-WAL	19/11/2018	28/11/2018	View/Edit

New

Chapter 4   Create New Contract Reference Selections

This chapter explains how to create new Contract Reference Selections.

To create a new Contract Reference:

1. Access Contract Reference Selections, for help, see Access Contract Reference Selections on page 8.

2. Click New. For help with items 1 to 4, see Access Contract Reference Selections on page 8.

Contract References 1

Participant:

| Energy Retail Ltd ▾ |

From Date: **To Date:**

| 15/11/2018 | | 15/11/2019 |

Current References

Product	Start Date	End Date	Action

New 2

3. Select the Product you want to set a contract reference for.

4. Select the Start and End Dates. If no Contract Reference Selections exist for the selected Product for the specified date range, a message alerts you and you cannot continue.

Contract References

Participant:

Origin Energy Retail Ltd ▾

Product:

CAP-AGP ▾

Start Date: **End Date:**

21/11/2018   30/11/2019

| Use same for either net buy or sell | Use different for net buy and net sell | |

5. Select one of these options and follow the instructions:

   a. Use same for either net buy or sell below is the default selection. Select this option so the same Contract Reference Selections are used for both buy and sell.

   b. Use different for net buy and net sell on page 13 select this option to set up Contract Reference Selections for either buy, or sell, or both.

Use same for either net buy or sell

Selecting this option means:

> If the *Trading Participants'* net position in that product at the time of netting is a buy position, the contract selected for **buy** is applied.

For help, see Figure 2.

6. Click Use same for either net buy or sell.

7. Under Both References, for each Contract Reference Selections step:

a. Select the Service Reference. This is the reference number for the service with the *facility operator*.
If there are several Service References you can use multiple steps. For help, see Adding or removing multiple steps on page 14.
If the selected Product spans multiple facilities you must select at least one for each facility.
For a list of all valid Service Provider References, see the Contract Details report in the Guide to Capacity Trading and Day Ahead Auction Reports.

b. Select the STTM CRN. Only required for **integrated STTM products**. If there are entries in the list you must select one.

c. Select the DWGM Reference. Only required if a participant is trading capacity for use at a DWGM accredited point. If there are entries in the list you must select one.

d. Except for the last step, enter the Volume in Gigajoules (GJ). The volume must be in the range of 500 to 1000000.

e. If required, add more steps and follow steps a to d. For help, see Adding or removing multiple steps on page 14.

7. Click Submit.
Alternatively:

a. To make your entries again, click Reset Interface.

b. To exit the new submission, click Cancel.

8. A confirmation report called Contract References is available in GSH Publishing Direct or over Data Interchange. For help see Guide to GSH Publishing Direct and Guide to Data Interchange.

> **Contract Reference Selections can have several steps if there are different STTM CRN and DWGM References for the contract. For help see Adding or removing multiple steps on page 14.**

Figure 2 Use same for either net buy or sell

Use different for net buy and net sell

For help, see Figure 3

6. Click Use different for net buy and net sell.

7. Under Buy References and Sell References, for each step, enter the Service Reference, STTM CRN, DWGM Reference, Volume as in Use same for either net buy or sell on page 11.
    For help with steps, see Adding or removing multiple steps on the next page.

8. Click Submit.
    Alternatively:

    a. To make your entries again, click Reset Interface.

    b. To exit the new submission, click Cancel.

9. A confirmation report called Contract References is available in GSH Publishing Direct or over Data Interchange. For help see Guide to GSH Publishing Direct and Guide to Data Interchange.

Figure 3 Use different for net buy and net sell

Adding or removing multiple steps

The reason for multiple steps is to have different volumes in different contracts, for example:

> If you enter a volume of 1,000 GJ in the first row and nothing in the second row, the first 1,000 GJ is used for the first contract reference and the second row uses the balance.
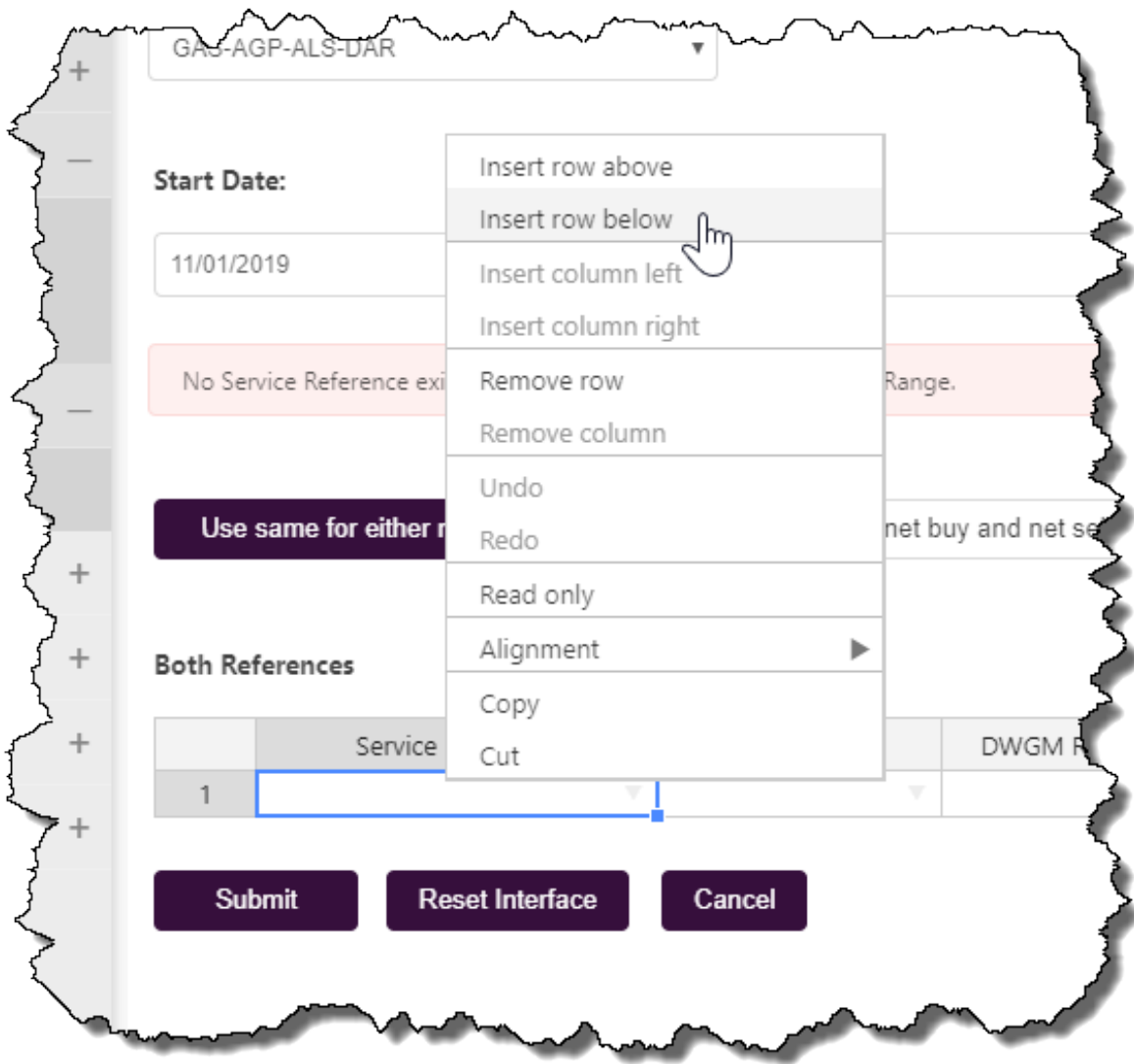
To add a step:

- Right click the table and select Insert row above or below (as appropriate). For help, see Figure 4

To remove a step:

- Right click the row and select Remove row.

Figure 4 Insert or remove row

Chapter 5   View or Edit Contract Reference Selections

This chapter explains how to view or edit Contract Reference Selections you have already set up.

View list of Contract Reference Selections

To view the list of required Contract Reference Selections:

1. Access Contract Reference Selections, for help, see Access Contract Reference Selections on page 8.

2. In the Contract Reference Selections interface, select the From Date. It is any time from the implementation of the netting process (1 March 2019 in production) to the current date.

2. Select the To Date. It is also any time from the implementation of the netting process production) to the current date. It cannot be less than the From Date.

3. After you select the To Date, the list changes to display the Contract Reference Selections for the specified date range.

To view or edit Contract Reference Selections, see View or Edit Contract Reference Selections on the next page.

Contract References

Participant:

Origin Energy Retail Ltd ▾

From Date: To Date:

16/11/2018   🖑   16/11/2018

‹	**November** 2018					›
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	**16**	17

Contract References

Participant:

Energy Retail Ltd ▾ ①

From Date: To Date:

14/11/2018 ②   14/11/2019 ③

Current References

Product ④	⑤ Start Date	⑥ End Date	Action
GAS-EPG-LON-DZS	14/11/2018	10/11/2019	View/Edit ⑦
GAS-EPG-LON-DZS	11/11/2019	14/11/2019	View/Edit
GAS-WCFA	14/11/2018	08/11/2019	View/Edit
GAS-WCFA	09/11/2019	10/11/2019	View/Edit

New ⑧

Explanation

1. Displays the Participant ID belonging to the current Contract Reference Selections.

2. The From Date is the current date minus one day.

3. The default To Date is the current date, plus one year, minus one day.

4. The Product column displays the effective Contract Reference Selections for the From and To Dates.

5. The Start Date of the Contract Reference Selections.

6. The End Date of the Contract Reference Selections.

7. Click View/Edit to see the Contract Reference details or to edit the Contract Reference. For help, see Figure 1.

8. Select New to add new Contract Reference Selections, see Create New Contract Reference Selections on page 10.

View or Edit Contract Reference Selections

1. Follow the steps for View list of Contract Reference Selections on page 16

2. Find the Contract Reference you want to view or edit and in the Action column, click View/Edit.

3. Follow the steps for Create New Contract Reference Selections on page 10.

Chapter 6   Delete Contract Reference Selections

This chapter explains how to delete Contract Reference Selections.

To delete Contract Reference Selections you need to override an existing contract:

1. **Create a new contract** for the **exact same** date range as the one you want to delete.

2. Your original contract is overridden and replaced with this new contract.

Needing Help

AEMO's Support Hub

IT assistance is requested through one of the following methods:

- Phone: 1300 AEMO 00 (1300 236 600)

  For non-urgent issues, normal coverage is 8:00 AM to 6:00 PM on weekdays, Australian Eastern Standard Time (AEST).

- The Contact Us form on AEMO's website.

> AEMO recommends participants call AEMO's Support Hub for all urgent issues, whether or not you have logged a call using the contact us form.

Information to provide

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
- PDR Monitor support dump and Data Interchange (DI) instance name (if DI problem)

Feedback

Your feedback is important and helps us improve our services and products. To suggest improvements, please contact AEMO's Support Hub.

References

AEMO's website

Capacity Transfer and Auction Procedures, made under section 91BRP of the National Gas Law (NGL) for the regulation of the capacity auction and transaction support arrangements.

Guide to Capacity Trading and Day Ahead Auction Reports, provides details about the capacity transfer and day-ahead auction market CSV reports.

> **For a list of all valid Service Provider References, see the Contract Details report in the Guide to Capacity Trading and Day Ahead Auction Reports.**

Guide to Data Interchange assists participants to understand AEMO's Data Interchange software components. It describes how to set up a standard Data Interchange environment to replicate data between AEMO's energy market systems and participants' local DBMS conforming to the MMS Data Model.

Guide to GSH Publishing Direct, explains how to use the Publishing Direct web application in AEMO's Markets Portal.

Markets Portal Help, online searchable help for the Markets Portal web applications. Only available over a MarketNet connection: https://portal.preprod.nemnet.net.au/help.

Glossary

AEMC
Australian Energy Market Commission

AEMO
Australian Energy Market Operator

AER
The Australian Energy Regulator, established by section 44AE of the Trade Practices Act 1974.

AEST
Australian Eastern Standard Time

API
Application Programming Interface; a set of clearly defined methods of communication between various software components.

Capacity Product
Capacity on pipeline or compressor infrastructure.

Contract Preferences
The preferences of a Shipper for contracts or agreements they want to trade against.

Contract Reference
A reference number to a contract or agreement held by the Shipper and the Facility Operator to trade capacity on a facility. This is a collective term that includes the Service Provider Reference, DWGM Reference, and STTM Customer Registration Number.

Contract Reference Selection
The Contract References selected by the participant for netting.

CRN
Customer Registration Number

CSV
Comma-separated values; a file format for exchanging data.

CTP
Capacity Trading Platform

DWGM
Declared Wholesale Gas Market

DWGM Reference
AEMO's reference number to the agreement between a Shipper and Facility Operator for Capacity Trading on the DWGM.

EMMS
Wholesale Electricity Market Management System; software, hardware, network and related processes to implement the energy market.

FO
Facility operator

FTP
File transfer protocol; a standard network protocol used for the transfer of computer files between a client and server on a computer network.

GJ
Gigajoule

GSH
Gas Supply Hub

MarketNet
AEMO's private network available to participants having a participant ID

Markets Portal
Web portal for access to AEMO's wholesale web-based applications.

MSATS
Retail Market Settlement and Transfer Solution

MSATS Web Portal
MSATS web-based interactive interface

MW
Megawatt

NEM
National Electricity Market

PA
Participant Administrator who manages participant company's user access and security. The initial PA is set up by the AEMO system administrator as part of the registration process.

Participant File Server
Each Participant ID has secure read-write access to their own set of folders, plus read-only access to folders accessible by all participants (public data). The private folders are for secure transfer of data between the Participant ID systems and AEMO (such as, bidding and settlement invoices).

Participant ID
Registered participant identifier

Participant user ID
The user ID you used to login to the system.

Participant Users
Set up by the company's Participant Administrator.

Pre-production
AEMO's test system available to participants

Production
AEMO's live system

Service Provider Reference
The Facility Operator's reference number for the agreement between themselves and Shippers for Capacity Trading.

STTM
Short-Term Trading Market

URM

User Rights Management; see the Guide
to URM on AEMO's website

ZIP

The file compression format used for
exchanging data with AEMO.

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