

User guide for Danish Offshore Pipeline Systems' Information and booking system

Version 6
6 November 2020

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1 Introduction

This is a user guide for the *Information & Booking System*, which is a web user interface for the shippers transporting gas in Ørsted's offshore pipelines.

Here, the shippers can book for capacity, view contracts and to some extent edit customer specific data.

To get access to the *Information & Booking System*, the representatives for the shipper need a personal username and password. Please contact Ørsted to request a username and password.

After the receipt of the username and password you are ready to access the *Information & Booking System*.

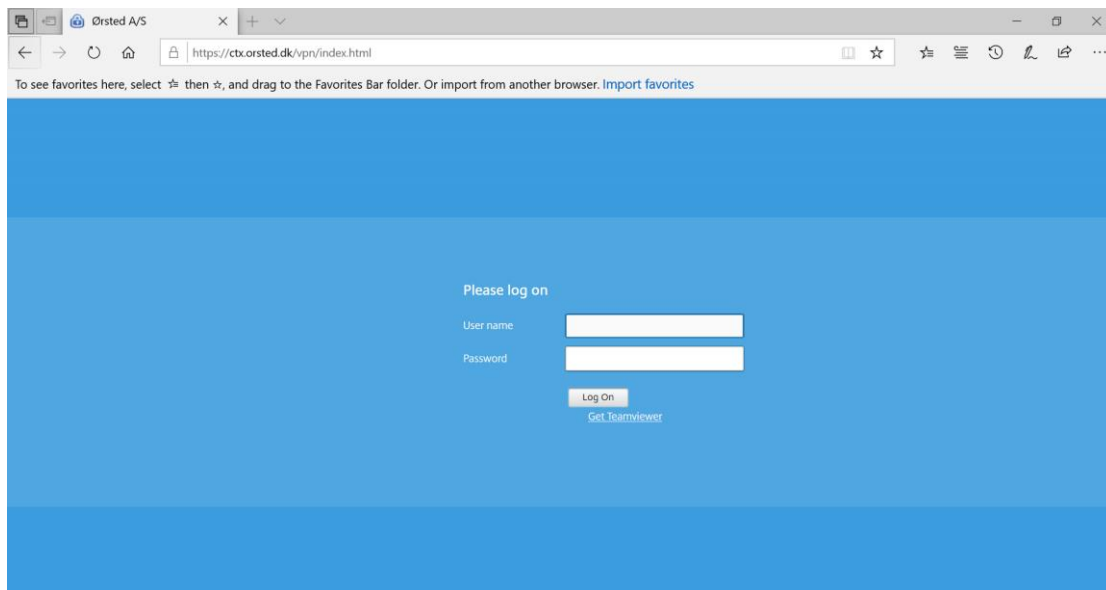
The access procedure consists of two steps. First, you need to get access to Ørsted's IT systems by using Citrix. When you are logged in via Citrix, you can log in to the *Information & Booking System*. The granted user-id and password, mention above, are used for both steps in the access procedure.

2 Access via Citrix

In order to get access to Ørsted's IT system, you have to use a Citrix access. You can use any device (computer, smartphone, tablet etc.)

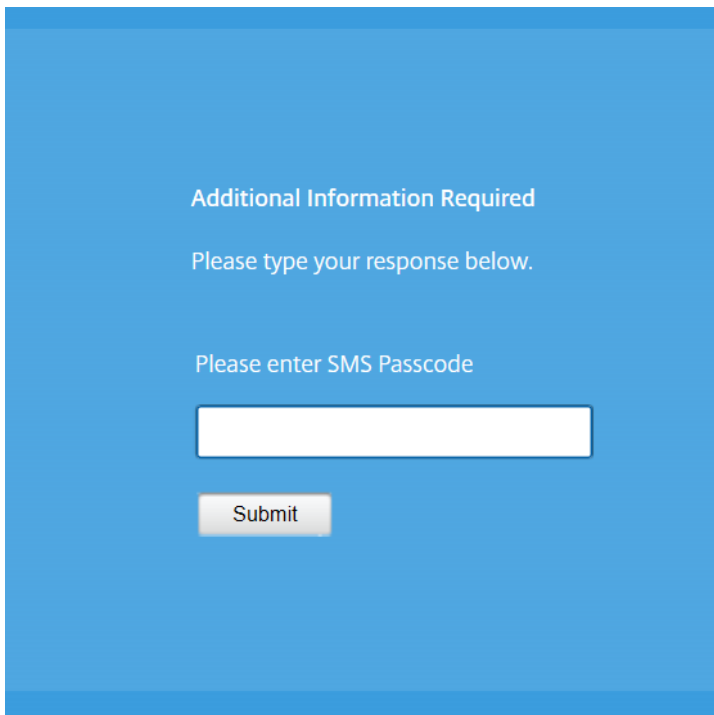
- Please use the following link: <https://ctx.orsted.dk/>

The following screen will appear:

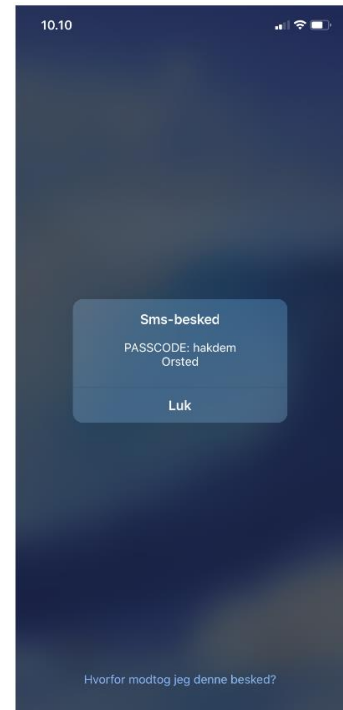


- Please key in your username and password granted by Ørsted and click on *Log On*

You will now see the following screen and receive a text message on your mobile phone with a SMS Passcode.



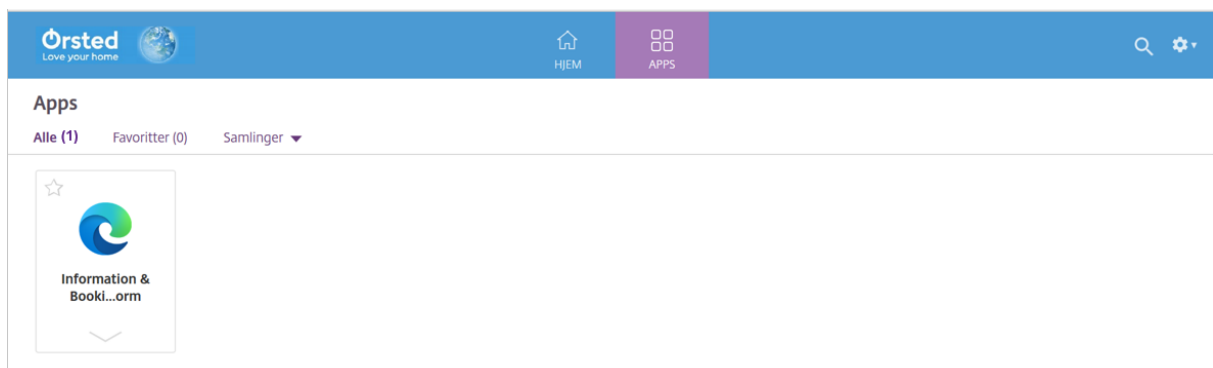
Login screen for additional authorization



SMS Passcode on your mobile phone

- Please key in the SMS Passcode and click on *Submit*

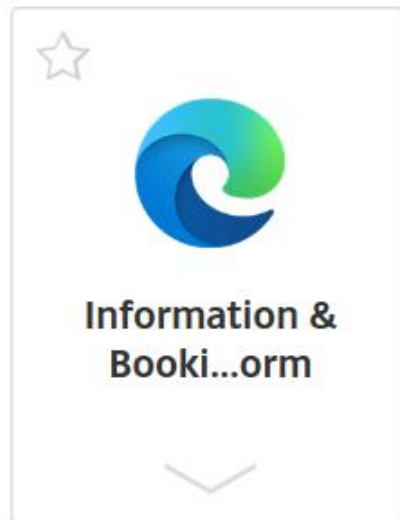
You will now see the icon for the application *Information & Booking System*:



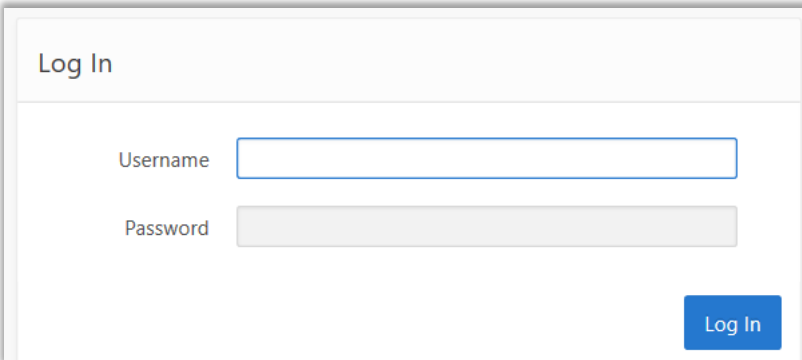
3 Login to the "Information & Booking system"

After logging in to Ørsted's IT system, you are now ready to log on the *Information and booking system*.

- Now click on the icon:



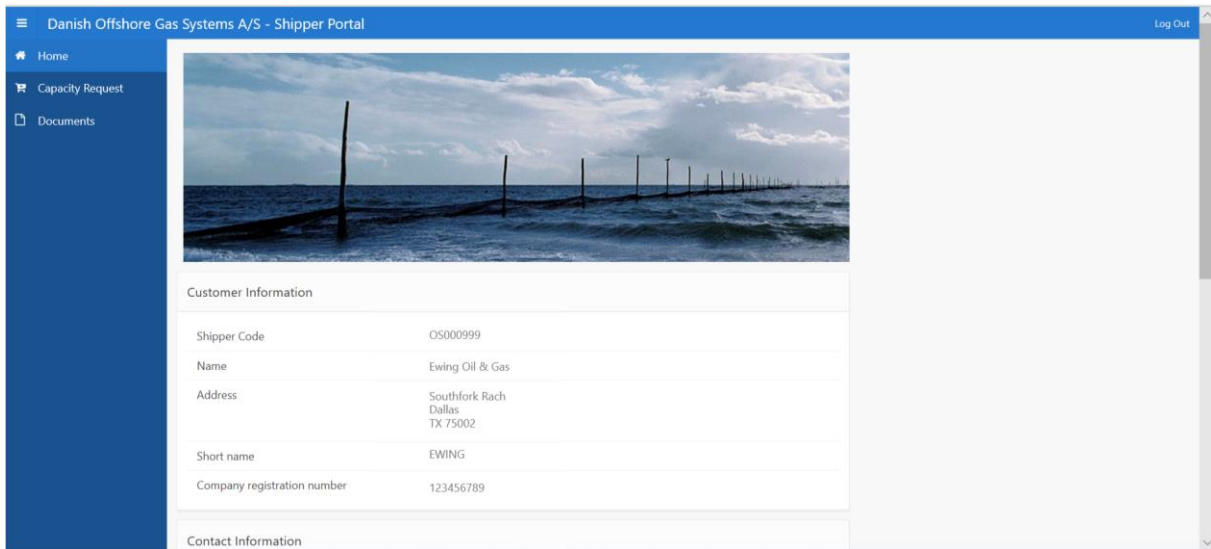
The initial page is shown below:

The image is a screenshot of a web form titled "Log In". The form has a light gray border and a white background. At the top left, the text "Log In" is displayed in a dark gray font. Below this, there are two input fields: "Username" and "Password". The "Username" field is a white rectangular box with a blue border. The "Password" field is a white rectangular box with a gray border. To the right of the "Password" field, there is a blue rectangular button with the text "Log In" in white. The form is set against a light gray background.

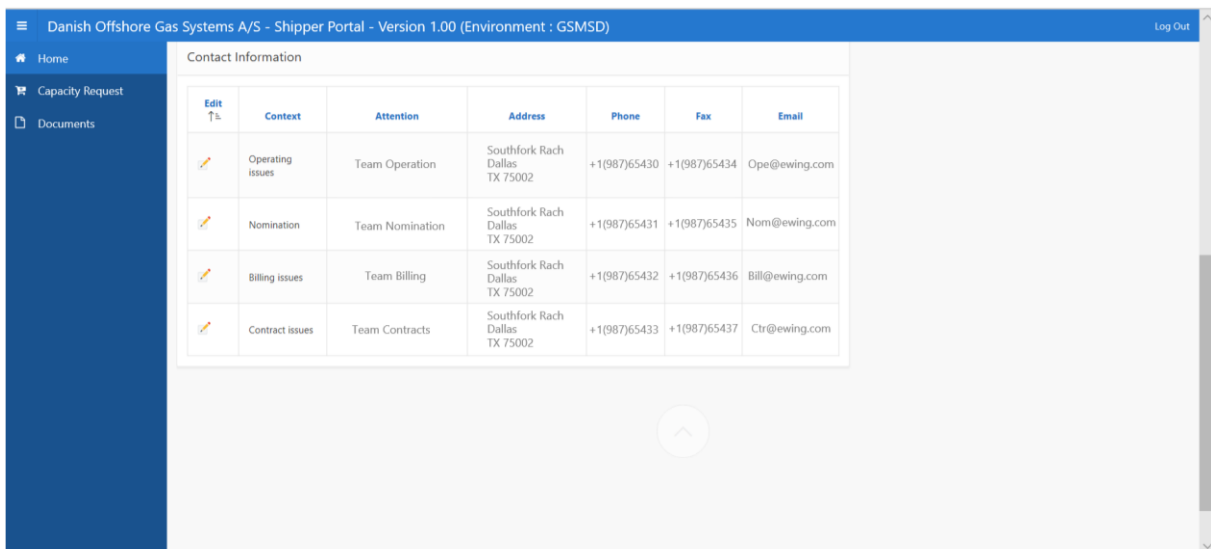
Access to the *Information and booking system* requires a personal username and password which is granted to you by Ørsted. This is the same as used for the Citrix access.

- Please key in your Username and Password

After logging in the following screen will appear:

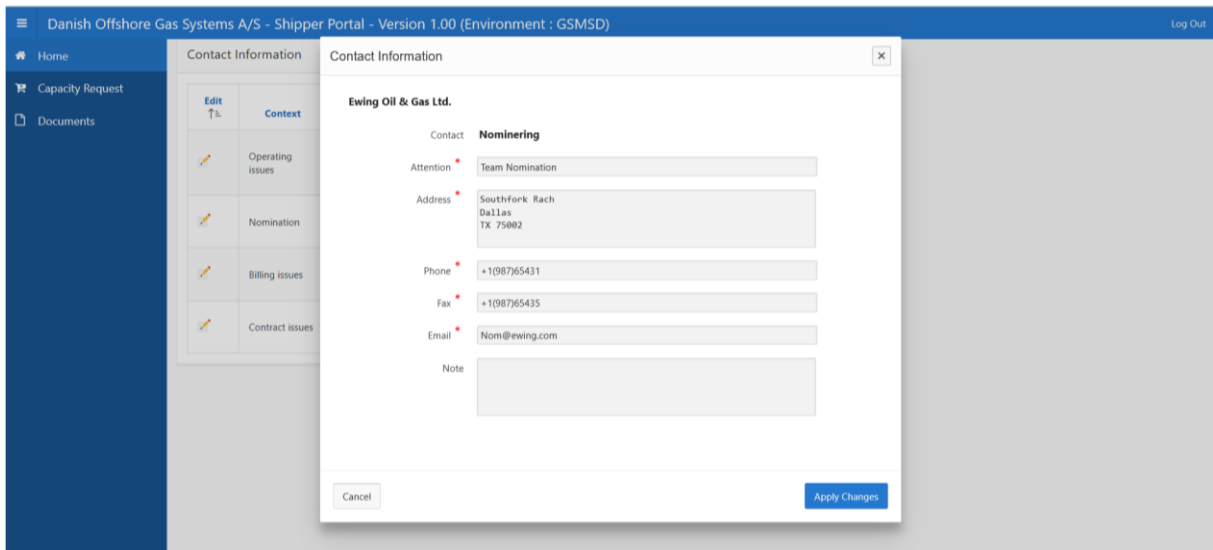


Scroll down to see the second half of the screen.



It is possible to edit the contact information in the lower part of the screen.

To edit the details of a contact, click on the pencil icon to the left of the contact. The following screen will appear:



It is now possible to edit the information.
Save the changes on *Apply Changes*

4 Capacity request

In order to book capacity in the offshore pipelines, please choose the menu point *Capacity Request*. This will bring you to the following page:

The screenshot shows the 'Request for Transportation Agreement' form in the Shipper Portal. The form is titled 'Request for Transportation Agreement' and is for 'Ewing Oil & Gas Ltd.' with user 'CAJOH'. The form fields are as follows:

- Request Ident: (empty)
- Redelivery Point: Nybro 1 (Tyra East terminal)
- Capacity Product: (empty)
- Start of Booking Period: (empty)
- End of Booking Period: (empty)
- Booked Daily Capacity: (empty) kWh/Gas Day
- Maximum Hourly Transportation Right: kWh/Hour

There is an 'Accept' checkbox with the text: "The Shipper accepts the "Standard Terms and Conditions for Transportation of Gas in the Offshore Pipelines to the Danish West Coast." Below this is a disclaimer: "This request for a Transportation Agreement shall together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Addenda and Appendices constitute the entire legal basis for a subsequent Transportation Agreement entered into between the Parties." and a 'View Terms & Conditions' button. At the bottom are 'Create Request' and 'Cancel' buttons.

Fill in the requested parameters and use *Create Request*

The screenshot shows the 'Transportation Agreement' summary page in the Shipper Portal. The page is titled 'Transportation Agreement' and is for 'Ewing Oil & Gas Ltd.' with user 'CAJOH'. The summary table is as follows:

Field	Value
Request ID	ANM [redacted]
Sub-redelivery Point	Nybro 1 (Tyra East terminal)
Capacity Product	Month
Start of Booking Period	01-Nov-2020 06:00
End of Booking Period	01-Dec-2020 06:00
Booked Daly Capacity	0 kWh/Gas Day
Maximum Hourly Transportation Right	0 kWh/Hour
Capacity Tariff	DKK
Volume Tariff	4.45 DKK/MWh

At the bottom are 'Send Request', 'Edit Request', and 'Return' buttons.

If the request is correct, please use *Send request* otherwise use *Edit request* and correct the parameters.

Danish Offshore Gas Systems A/S - Shipper Portal - Version 1.00 (Environment : GSMSD)

Home

Capacity Request

Documents

Ewing Oil & Gas Ltd. CAJOH

Transportation Agreement

Request ID	ANM- [REDACTED]
Sub-redelivery Point	Nybro 1 (Tyra East terminal)
Capacity Product	Month
Start of Booking Period	01-Nov-2020 06:00
End of Booking Period	01-Dec-2020 06:00
Booked Daly Capacity	0 kWh/Gas Day
Maximum Hourly Transportation Right	0 kWh/Hour
Capacity Tariff	DKK
Volume Tariff	4.45 DKK/MWh

The formation has been carried out

- The request (ANM-[REDACTED]) is sent to the Operator
- The request is received at the Operator at 14:42 22. oct 2020
- The request order has been accepted. The contract is filed under Documents.

5 Documents

In the Documents menu, the following screen will be seen.

Show	Document	Type	Start Date	Slut Date	Created ↓	Status Label
	KON- [redacted]	Transportation Agreement	01-nov-2020	30-nov-2020	22-oct-2020 14:42	Contract concluded
	KON- [redacted]	Framework Agreement			22-oct-2020 00:00	Contract concluded
	KON- [redacted]	Nomination Agreement			04-mar-2020 11:46	Contract concluded
	KON- [redacted]	Transportation Agreement			13-jun-2019 08:59	Contract concluded
	KON- [redacted]	Transportation Agreement			13-jun-2019 08:56	Contract concluded
	KON- [redacted]	Transportation Agreement			12-jun-2019 10:44	Contract concluded
	KON- [redacted]	Transportation Agreement			12-jun-2019 09:12	Contract concluded
	KON- [redacted]	Transportation Agreement			06-jun-2019 13:46	Contract concluded
	KON- [redacted]	Transportation Agreement			06-jun-2019 11:56	Contract concluded
	KON- [redacted]	Transportation Agreement			29-may-2019 11:47	Contract concluded
	KON- [redacted]	Transportation Agreement			28-may-2019 14:25	Contract concluded
	KON- [redacted]	Transportation Agreement			28-may-2019 13:48	Contract concluded
	KON- [redacted]	Transportation Agreement			28-may-2019 13:08	Contract concluded
	KON- [redacted]	Transportation Agreement			23-may-2019 11:36	Contract concluded
	KON- [redacted]	Transportation Agreement			23-may-2019 09:59	Contract concluded

Click on the magnifier icon and all details of the contracts will appear:

Contract ID: KON- [redacted]

Request ID: ANM- [redacted]

Start of Booking Period: 01 November 2020 06:00

End of Booking Period: 01 December 2020 06:00

Capacity product: Month

Maximum Hourly Capacity: 0 kWh/Hour

Sub Redelivery Point: Nybro 1 (Tyra East terminal)

Capacity Tariff (for all Gas Days): 0.00 DKK

Volume Tariff: 4.45 DKK/MWh

Over-delivery Flexibility: 48 %

Under-delivery Flexibility: 240 %

Contract date: 22-Oct-2020

Status: Contract concluded

This Transportation Agreement together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Addenda and Appendices shall constitute the entire legal basis for the Transportation Agreement entered into between the Parties.

[Return](#)