

Operating Manual Hub

of

VNG Gasspeicher GmbH

Maximilianallee 2, 04129 Leipzig

– hereinafter referred to as "VGS" –

- valid from 1 October 2021 -

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GENERAL

1 Subject Matter

This “Operating Manual Hub” lays down the general technical terms and conditions for the operations of a contract on the Hub products. These provisions relate to the communication between the *customer* and VGS, the nomination, matching and allocation processes in the processing of contracts and the *operations* of additional services in connection with a contract.

COMMUNICATION

2 General Remarks on Communication

To ensure smooth *operations* of *contracts* and additional services VGS is available by phone 24 x 7. The contact details can be gathered from "Sheet 1 VGS Communication Lines". VGS makes sure that the data of its *customers* required for *operations* can be received, processed and forwarded at any time. The *customer* shall communicate to VGS for the purpose of *operations* the communication lines and contact persons listed in "Sheet 2 Customer`s Communication Lines".

The *operations*-related communication between the *customer* and VGS shall always be by electronic means. In the event of communication disruption number 3.5 shall apply. Agreements by telephone shall have no binding effect neither for VGS nor the *customer*.

3 Communication

3.1 Means of Communication

For electronic communication the following communication tools are offered by VGS:

- **Technical Communication Line**

The technical communication line must be set up prior to first use and the necessary parameters agreed upon beforehand. For this purpose, VGS or the IT service provider entrusted with the set-up of the connection, as the case may be, shall contact the persons designated by the *customer* in the attached "Sheet 3 Technical Communication Line". VGS offers its *customers* the current or previous

version of the Applicability Statement (AS) connection as a technical communication line.

After the parameters have been implemented a test needs to be carried out.

- **Customer Area MY STORAGE**

The dispatch of nominations via the function NOMINATION in the menu item CONTRACTS of the customer area *MY STORAGE* shall require the registration and the correspondent authorisations of the *customer* or *user* respectively. (according to the Terms of Registration and Booking).

- **Email**

3.2 Message Formats

The following message formats shall be used for the exchange by the communication tools as set out in number 3.1:

- Edig@s
- Email text
- formatless

3.3 Incoming Messages

Incoming messages as defined by this Operating Manual Hub are messages received by VGS. Incoming messages shall be considered exclusively the

- Nomination message (NOMINT)
- Nomination message of gas transfer (TT)

The Table 1 "List of Formats for Incoming Messages" under Forms "Message Formats" on the VGS website <https://www.vng-gasspeicher.de/downloads> provides an overview of the possibilities for sending incoming messages with regard to the means of communication and the message format.

3.4 Outgoing Messages

Outgoing messages as defined by this Operating Manual Hub are messages sent by VGS to the *customer*. They shall comprise, for example

- Confirmation of receipt of a nomination message (APERAK),
- Confirmation or reduction message concerning nominated *gas quantities* (NOMRES),
- Message on current working gas account balance (GASDAT or METRED)),
- Message on the contracted injection and withdrawal limits for the following *gas day* (CHACAP or CAPDOC),
- Confirmation or reduction message for gas transfer.

The Table 2 "List of Formats for Incoming Messages" under Forms "Message Formats" on the VGS website <https://www.vng-gasspeicher.de/downloads> provides an overview of the possibilities for sending incoming messages with regard to the means of communication and the message format.

3.5 Communication in the Event of Disruption

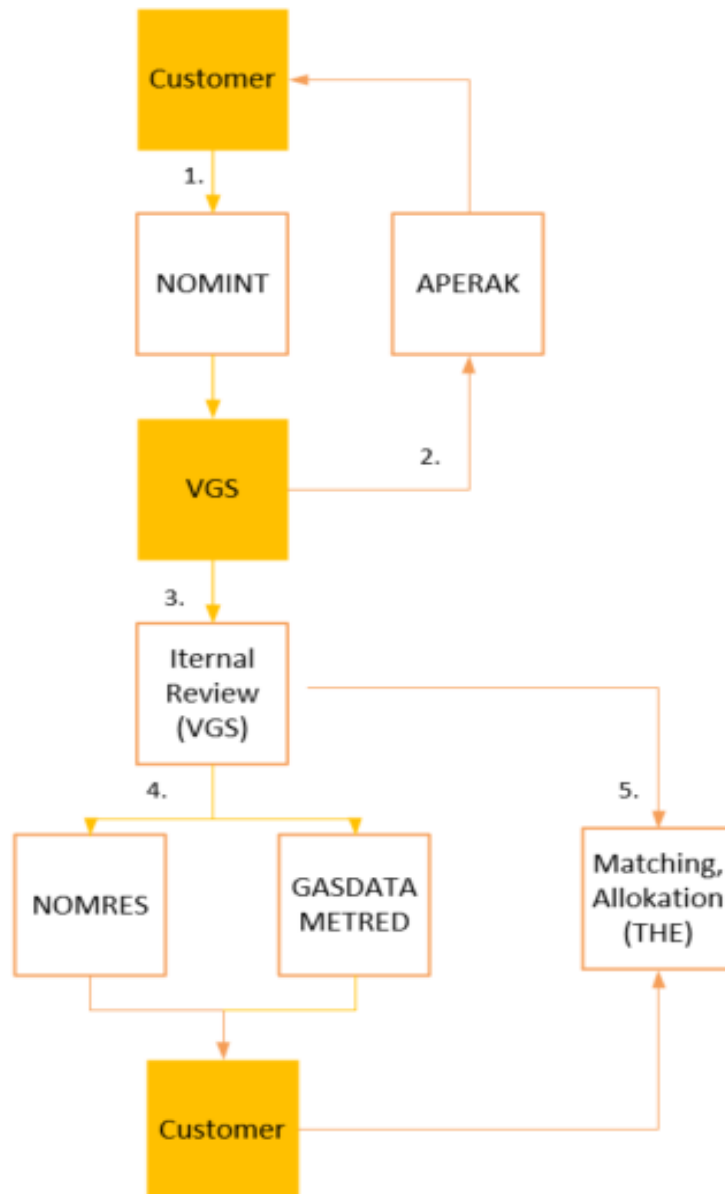
3.5.1 Nominating Capacities in the Event of Disruption

If technical problems occur temporarily in connection with the sending or receipt of a nomination message (NOMINT) via an AS2 connection, the function NOMINATION in the menu item CONTRACTS in the MY MEMORY customer area must first be used. If this use of the MY MEMORY customer area is also disrupted, the *customer* may use a nomination form available on the VGS homepage at www.vng-gasspeicher.de that is the equivalent of "Sheet 4 Nomination Form". In such case the form shall be filled in completely and signed by the *customer* and dispatched upon prior announcement by email (as pdf document) to Dispatching (24/7) of VGS. VGS will send the notice of confirmation or reduction regarding the nominated *gas quantities* (NOMRES) without a separate APERAK message in textual form by email to the email address number of *the customer* indicated in the respective nomination message.

NOMINATION, MATCHING AND ALLOCATION PROCESSES

4 Contract Operating – Process Description

In general, the contract on a Hub Contract shall be processed according to the following diagram.



4.1 Nomination

4.1.1 Principles

4.1.1.1 The *customer* shall be obliged to nominate the *gas quantities* to be injected or withdrawn, respectively, vis-à-vis VGS. In doing so, the *customer* shall make at least an Initial Nomination in accordance with number 4.1.3 for the respective *gas day* on which the *customer* would like to inject or withdraw.

Furthermore, the *customer* shall be entitled to “overwrite” Initial Nominations they have already made by way of re-nominations in accordance with number 4.1.4 by making new nominations. In each case, the most recent nomination made with due regard to the corresponding lead time shall apply to the respective *gas day*.

4.1.1.2 Moreover, both of the *contractual partners* shall be obliged to nominate also vis-à-vis the *market area coordinator* in accordance with the *market area coordinator’s* regulations those *gas quantities* that shall be provided or taken over, respectively, at the virtual trading point. For that purpose, the *contractual partners* shall exchange the data specified in “Sheet 7 Balancing Group Data of the Contractual Partners” in due time before the beginning of the contractually agreed *service period*.

4.1.1.3 In the event that the gas quantities nominated by both of the *contractual partners* vis-à-vis the *market area coordinator* should not correspond, the matching rules published by the *market area coordinator* shall apply. Any possible compensation payments to be made between the contractual partners shall be subject to the relevant Hub Contract.

4.1.2 Content of Initial Nomination and Re-nomination

The nomination message (NOMINT) regarding an Initial Nomination or a re-nomination shall contain the following data:

- the quantities of a gas day or an hour to be injected or withdrawn specified with the energy unit kilowatt hour (kWh),
- the validity period,
- the *gas transfer point* and
- the denomination of the contract including the *shipper code*.

4.1.3 Initial Nomination

- 4.1.3.1 The *customer* shall nominate the *gas quantities* to be injected or withdrawn, respectively, vis-à-vis VGS not later than 4:30 p.m. of a certain day for the following *gas day* (“Initial Nomination”). In doing so, the Initial Nomination may be made by indicating the *gas quantity* to be injected or withdrawn, respectively, in total for the respective *gas day* (“Quantity of a Gas Day”) or may be itemized by hourly *gas quantities* (“Quantity of an Hour”). In the scope of the *nomination* of hourly quantities, the *customer* may change the direction of flow from withdrawal to injection or reversely, also within one *gas day*.
- 4.1.3.2 If the customer makes several nominations for the following gas day by 4:30 p.m. of the current day, always the last nomination made by 4:30 p.m. within the nomination period shall be considered as Initial Nomination. Other nominations after 4:30 p.m. shall be treated as re-nominations as per item 4.1.4.
- 4.1.3.3 In the case that VGS does not receive any Initial Nominations from the *customer* by 4:30 p.m. of the current day, the following gas day shall be considered to be nominated to zero (0).
- 4.1.3.4 In the case that the Initial Nomination is itemized by quantities of an hour, the *gas quantities* to be injected or withdrawn, respectively, shall be indicated separately for each of the *hours* of the *gas day* to be nominated. As far as there is no indication of a quantity for individual *hours* of a *gas day*, the respective *hour* shall be considered to be nominated to zero (0). In the case of the change from Central European Time to Central European Summer Time, twenty-three (23) *hours* shall be nominated, and in the case of the change from Central European Summer Time to Central European Time, twenty-five (25) *hours* shall be nominated.

However, in the case that the *customer* makes the Initial Nomination by solely indicating the Quantity of a Gas Day, a uniform injection and withdrawal shall be assumed. The respective Quantities of an Hour may then be calculated by dividing the nominated Quantity of a Gas Day by the number of *hours* of the respective *gas day*. Any rounding difference shall be taken into account within the last *hour* of the *gas day*. In the case of the change from Central European Time to Central European Summer Time, twenty-three (23) *hours* shall be nominated, and in the case of the change from Central European Summer Time to Central European Time, twenty-five (25) *hours* shall be nominated.

4.1.4 Re-nomination

4.1.4.1 The *customer* may change its Initial Nomination for a certain *gas day* by a new nomination ("re-nomination"). Similarly, it is possible to change any re-nomination.

4.1.4.2 Re-nominations shall be subject to the following requirements:

- A re-nomination of the *gas quantity* nominated for a *gas day* shall be received by VGS not later than 2.25 hours (corresponds to two (2) hours and fifteen (15) minutes) before it comes into effect.
- In the event of a re-nomination, the nominated Quantity of an Hour may be changed for every individual *hour*. However, the *gas quantity* nominated for each *hour* must not exceed the largest Quantity of an Hour of all Quantities of an Hour in the respective direction of flow nominated in the scope of the Initial Nomination.

4.2 Confirmation of Receipt

VGS shall confirm the proper receipt of an Initial Nomination message or re-nomination message by sending a confirmation of receipt (APERAK).

Should no such confirmation be received, the nomination shall be considered not received. In case of non-receipt of this confirmation the *customer* shall contact the Dispatching (24/7) of VGS.

4.3 Internal Review (VGS)

After having sent the confirmation of receipt in accordance with number 4.2, VGS shall review the nomination message regarding

- whether the lead times have been complied with,
- whether in the case of a re-nomination the *gas quantity* nominated for each hour does not exceed the largest quantity of all Quantities of an Hour nominated in the respective direction of flow in the scope of the Initial Nomination,
- whether the nominated *gas quantities* do not exceed the *capacities working gas volume, injection rate, or withdrawal rate*, respectively, to which the *customer* is entitled under the contract,

- whether there is no case of force majeure or other circumstances that in accordance with this contract constitute a right to discontinue the performance, to restrict the performance, and/or refuse the performance on the part of VGS.
- Whether there is no transport-related interruption by an *adjacent network operator*.

In the case that these conditions are met, VGS shall not reduce any nominations. In the case that these conditions are not met, the respective nominations shall be reduced to the necessary extent.

Insofar as a reduction of the *nomination* of the customers among each other is necessary, this shall take place - taking into account the actually available injection or withdrawal capacity - at a pro rata basis at the proportion to the injection or withdrawal capacity to which the respective *customers* are entitled at the time of the interruption pursuant to the contractually agreed characteristic.

4.4 **NOMRES and GASDAT or METRED**

The overall result of the internal review in accordance with number 4.3 shall be submitted to the *customer* as regards the *gas quantities* nominated by the *customer* by means of a confirmation or reduction message (NOMRES).

The *customer* shall receive a confirmation message in the case that in the scope of the internal review the nominated *gas quantities* have not been reduced; otherwise the *customer* shall receive a reduction message.

VGS shall send the confirmation/reduction message to the *customer* in the following way:

- regarding the Initial Nomination: no later than at 7:00 p.m. of one day for the following *gas day*;
- regarding a re-nomination: no later than one (1) hour after the re-nomination was received by VGS.

Furthermore, the *working gas account balance* of the relevant Hub Contract shall be recalculated. VGS shall increase or reduce the *working gas account balance* by the *gas quantities* confirmed in the confirmation/reduction message. VGS shall inform the *customer* in a separate message (GASDAT or METRED) of the new *working gas account balance*.

4.5 Matching and Allocation

On the basis of the nominated or reduced *gas quantities*, respectively, in accordance with number 4.3, VGS shall nominate the respective *gas quantities* with the *market area coordinator*.

The matching and allocation rules published by the *market area coordinator* shall apply to the transmission of the *gas quantities* between the balancing group of the *customer* and the one of VGS.

In the case that the *gas quantities* that VGS nominated vis-à-vis the *market area coordinator* do not correspond with the *gas quantities* that the *customer* nominated vis-à-vis the *market area coordinator*, any possible compensation payments to be made between the *contractual partners* for differential quantities that have arisen shall be subject to the relevant Hub Contract.

PROVISION OF ADDITIONAL SERVICES

5 Gas Transfer

5.1 For the nomination of a *gas transfer*, nomination forms shall be available to the *customer* on the VGS homepage on www.vng-gasspeicher.de, which are in accordance with the Sheets 5 or 6 enclosed with this Operating Manual. Depending on the type of the *gas transfer*, the *customer(s)* shall completely fill in either

- "Sheet 5 Nomination Form for Gas transfer to another Customer" or
- "Sheet 6 Nomination Form for Gas Transfer between Own Contracts"

sign, and send upon prior announcement either by email (as pdf document) to the Dispatching (24/7) of VGS.

5.2 The *nomination* by the respective *customer/s* shall be directed towards transferring or taking over a certain *gas quantity* in the last *hour* of a certain *gas day* (from Monday to Friday during a *storage week*) ("Transfer Time") and shall be received by VGS not later than at 2 p.m. of the *working day* that precedes the *gas day* at which the transfer will take place (lead time).

The *gas transfer* shall be realized only in the case that

- the lead time was observed,
- the required information are complete and correct

- at the Transfer Time, the *gas quantities* nominated for a *gas transfer* (i.) are covered by the *gas quantities* stored under the contract under which they are provided and (ii.) do not exceed the (unused) *capacity working gas volume* of the contract under which they are received.
- the other requirements regulated in the respective contracts are fulfilled, and
- there are no certain adverse technical conditions and/or contractual obligations of VGS vis-à-vis other *customers* to be fulfilled with priority.

Otherwise, the corresponding *nomination for the gas transfer / nominations for gas transfers* shall be reduced to zero (0).

- 5.3 VGS shall examine the compliance with the requirements indicated in number 5.2, sentence 2 for the first time until 12 a.m. of the *gas day*, regarding which the *gas transfer* was nominated, and shall notify the respective *customer/s* in writing (by a written note on the nomination message of the *customer* and by returning it by email to the email address indicated in the nomination message) about whether – on the basis of the currently foreseeable development of the *working gas account balances* of the contracts concerned – a *gas transfer* as of the Transfer Time may be confirmed (preliminarily confirmation) or which reasons constitute an obstacle for the *gas transfer* (if applicable).
- 5.4 The final examination of the compliance with the requirements regarding the performance of the *gas transfer* in accordance with number 5.2, sentence 2 shall be carried out at the Transfer Time. Subsequently thereto, VGS shall confirm the *gas quantities* nominated for the *gas transfer* to the respective *customer/s* by submitting a confirmation or reduction message regarding the *gas transfer* via email or announce a reduction of the *nomination* carried out. That message shall also indicate the change of the *working gas account balance* of the respective contract resulting from the *gas transfer*.
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Sheet 1 VGS Communication Lines

Contact information

Company Name: VNG Gasspeicher GmbH
Office Address: Maximilianallee 2 | 04129 Leipzig
P.O. Box: 211211 | 04111 Leipzig
Billing Address: Rechnungswesen Maximilianallee 2 | 04129 Leipzig
Amtsgericht Leipzig: HRB 15882
USt. ID-Nr.: DE 232176978
Homepage: www.vng-gasspeicher.de

Bank details

Credit Institution: Deutsche Kreditbank AG Leipzig
IBAN: DE41120300000001365543
BIC: BYLADEM1001

Contacts

Secretary's Office General Questions concerning the Company

Phone: +49 (0)341 443 5353 Mail: info@vng-gasspeicher.de

Operations Contract Operations, Nomination and Working Gas Account Balance

Dispatching (24/7) Phone: +49 (0)341 443 6767 Mail: operations@vng-gasspeicher.de

Marketing Inquiries regarding Contracts, Products and Services, Marketing, Authorizations regarding the Customer Area *MY STORAGE*, Press-related Topics

Phone: +49 (0)341 443 2404 Mail: sales@vng-gasspeicher.de

Accounting Questions to billing and invoicing

Ines Fichtner Phone: +49 (0)341 443 2186 Mail: billing@vng-gasspeicher.de

Sheet 3 Technical communication line

VGS Contact Details

Company Name	VNG Gasspeicher GmbH
Country	Germany
Place	Leipzig
Role	Storage Facility Operator

Operations (24/7)	Phone: +49 (0)341 443 6767	operations@vng-gasspeicher.de
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Technical communication line	Phone: +49 (0)341 443 7988	carsten.luedecke@vng-gasspeicher.de
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Company codes

EIC Code	21X000000001138C
Acer Code	A0001996T.DE
Edig@s-Information / EIC Party Display Name	VNGSSO (Code Agency (NAD+ZSM+) = 321: VNGSSO)

Customer's Contact Details

Company Name
Country
Place
Role
EIC Code
Acer Code
Balancing Code(s)*

* For Etzel and Jemgum location, please indicate the discounted and non-discounted codes for each transport operator.

Working Area technical communication line

Name
Phone
Email

Working Area Edig@s Messages

Name
Phone
Email

Edig@s-Information

EIC Party Display Name:
(Code Agency (NAD+ZSU+) = 321: „EIC Party Display Name”)

Sheet 4 Nomination Form (Email)

Customer`s Contact Details

Company:

Contact:

Phone:

Email

Nomination

(Mark injection by "+", withdrawal by "-")

Contract No.

Gas Day

Daily Gas Quantities kWh or hourly quantities

Hour (CET/CEST)	Unit	Hour (CET/CEST)	Unit
06:00 – 07:00	kWh	18:00 – 19:00	kWh
07:00 – 08:00	kWh	19:00 – 20:00	kWh
08:00 – 09:00	kWh	20:00 – 21:00	kWh
09:00 – 10:00	kWh	21:00 – 22:00	kWh
10:00 – 11:00	kWh	22:00 – 23:00	kWh
11:00 – 12:00	kWh	23:00 – 00:00	kWh
12:00 – 13:00	kWh	00:00 – 01:00	kWh
13:00 – 14:00	kWh	01:00 – 02:00	kWh
14:00 – 15:00	kWh	02:00 – 03:00	kWh
15:00 – 16:00	kWh	03:00 – 04:00	kWh
16:00 – 17:00	kWh	04:00 – 05:00	kWh
17:00 – 18:00	kWh	05:00 – 06:00	kWh

.....
Name, Position

.....
Signature/Company Stamp

Sheet 5 Nomination Form for Gas Transfer to another Customer

Contact Details

	of the Transferring Customer	of the Customer Taking Over
Company		
Contact person		
Phone		
Email		

Nomination

	of Gas Quantities to be Transferred	of Gas Quantities to be Taken Over
From contract No.		
To contract No.		
Market area		
TSO		
Account*	<input type="checkbox"/> discounted account	<input type="checkbox"/> non-discounted account
Gas day	, 06:00 am	
Gas quantity	<input type="checkbox"/> kWh	<input type="checkbox"/> remaining quantity on 01.04., 06:00 am
Signature / Company Stamp		

* relevant only for the storage locations Etzel and Jemgum

Please send this form to sales@vng-gasspeicher.de and operations@vng-gasspeicher.de no later than 02:00 pm of the working day that precedes the gas day at which the transfer will take place (lead time). The time at which we receive this gas transfer nomination form by e-mail is decisive for the transfer fee to be paid according to the Fee Schedule published at that time.

Preliminary Confirmation by VGS of the Gas Transfer in accordance with number 6.3

On the basis of the currently foreseeable development of the working gas accounts of the corresponding contracts, VGS preliminarily

- confirms the *gas transfer* at the transfer time
- rejects the *gas transfer* at the transfer time for the following reasons:

Signature / Company Stamp

Sheet 6 Nomination Form for Gas Transfer between Own Contracts

Contact Details Customer

Company

Contact person

Phone

E-Mail

Nomination

From contract No.

To contract No.

Market area

TSO

Account*

discounted account

non-discounted account

Shippercode

Gas day

, 06:00 a.m.

Gas quantity

kWh

remaining quantity
on 01.04., 06:00 am

* relevant only for the storage locations Etzel and Jemgum

Name, Position

Signature / Company Stamp

Please send this form to sales@vng-gasspeicher.de and operations@vng-gasspeicher.de no later than 02:00 pm of the working day that precedes the gas day at which the transfer will take place (lead time). The time at which we receive this gas transfer nomination form by e-mail is decisive for the transfer fee to be paid according to the Fee Schedule published at that time.

Preliminary Confirmation by VGS of the Gas Transfer in accordance with number 6.3

On the basis of the currently foreseeable development of the working gas accounts of the corresponding contracts, VGS preliminarily

- confirms the *gas transfer* at the transfer time
- rejects the *gas transfer* at the transfer time for the following reasons:

Signature / Company Stamp

Sheet 7 Balancing Group Data of the Contractual Partners

Balancing Group of VGS

Market Area Coordinator	Trading Hub Europe GmbH
Balancing Group Manager	VNG Gasspeicher GmbH
Balancing Group Code	THE0BFH020410000

Balancing Group of the Customer

Market Area Coordinator	Trading Hub Europe GmbH
Balancing Group Manager
Balancing Group Code