



www.remitcloud.de

**Webware RRM Service
PortalUser Manual
Version 2.2**



Webware internet solutions GmbH

**Teichstraße 14-16
34130 Kassel
Germany**

Contents

1	Information on this Document.....	2
2	Webware RRM Information System	3
2.1	Intend Use.....	3
2.2	System Requirements.....	3
3	Getting Started	3
3.1	Logging In an Out of RRM Information System	3
3.2	Next Steps.....	4
4	Menu Overview	5
5	Table and Diagram Functions	7
5.1	Diagram Functions	7
5.2	Table Functions	8
6	Upload	9
7	Detail Information for transmitted Files	10
8	Administration.....	11
8.1	Users	11
8.2	Market Participants	12
9	Contact	13

1 Information on this Document

Target Group

This document is intended for end users.

Additional Information

Links to additional information can be found at www.remitcloud.de

Typography

Typography	Usage	Example
„light“	Elements on a software interface	Menu „Files“
[Button/Key]	Button or key to be selected or pressed	Select [Login]
>	Several elements that are to be selected	Select „Administration > Users“

Abbreviations

Abbreviation	Designation	Explanation
RRM	Registered Reporting Mechanism	-
ACER	Agency for the Cooperation of Energy Regulators	EU authority
CSV	Comma-separated values	File format
XML	Extensible Mark-up Language	File format

Symbols

Symbol	Explanation
<input checked="" type="checkbox"/> / <input type="checkbox"/>	Desired result / results to be fulfilled

2 Webware RRM Information System

2.1 Intend Use

Webware RRM System is an Internet portal for the transmission of messages to ACER and monitoring of energy transaction data.

2.2 System Requirements

- A computer with Internet access must be available.
- An Internet browser must be installed on the computer.
- JavaScript must be activated in the Internet browser.

3 Getting Started

3.1 Logging In an Out of RRM Information System

Logging into RRM Portal

1. Open <https://rrmprod.remitcloud.de> for the productive mode.
Open <https://rrmtest.remitcloud.de> for the test mode.
2. In the „E-Mail“ field, enter the e-mail you received by registration.
3. Enter the password you received by registration in the „Password“ field.
4. Select [Login].

Logging Out of RRM Portal

To end your session in RRM Portal, select [Logout] in the upper right-hand corner of this window.

3.2 Next Steps

- Get acquainted with RRM Portal (see Section 4 „Menu Overview“)
- Use the dashboard function of RRM Portal and get informed about the current status of your transactions (see Section 4 „Menu Overview“)
- Get informed about your uploaded transaction by using the extensive filtering and analysis options (see Section 4 „Menu Overview“)
- Get informed about your uploaded file by using the extensive filtering and analysis options (see Section 4 „Menu Overview“)
- Allow further employees to access the RRM Portal as reporter, reader or administrator (see Section 4 „Menu Overview“)
- Enter further market participants, if you transmit transactions for other companies (see Section 4 „Menu Overview“)

4 Menu Overview

Menu	Meaning
Home	This page includes a graphical overview of the status of your uploaded transactions and files for specified period of time, which you can change.
Transactions	This Page shows uploaded transactions listed in a table. Various filtering and analysis options are available. In additional you can download your table as an Excel report including all filter options you have chosen.
Transportation transaction	On this page we display detailed transaction information for the schemes RemitTable3, RemitTable4
Count transaction	This menu item is optional and can be activated only for GasNomination_V1 scheme (contact administrator for activation).
Files	This page shows all uploaded files listed in a table. Various filtering and analysis options and a navigation to the source text of the XML files are available.
Upload	On this page you can upload you files by using the naming convention provided for this purpose. The uploaded files will be shown in the table below. Depending on the service package you have chosen, you can upload the files in XML or XML and CSV formats.
Documents	This page includes several Webware RRM and ACER documents for the usage of the portal and further guidelines.
Administration > Users	All registered users and the corresponding information will be shown on this page. You can create, edit or delete the user data here.
Administration > Master data	All important and relevant information of your company and the contact person must be entered here.
Administration > Market participant	All registered market participants and the corresponding information will be shown on this page. You can create, edit or delete market participants here.
Administration >Settings	This page gives information on functions and formats you ordered for the "transaction data reporting" and "fundamental data reporting". Only selected options [<input checked="" type="checkbox"/>] are included in your service package.
Administration > REMIT fee records	This page displays the number of transactions sent to ACER for each MP.
Contact & Support, Releases	This pages includes relevant information of the Webware service and release notes.

Support	On this page you can write us, ask any question. We will be happy to answer it for you.
Logout	Logout.

5 Table and Diagram Functions

5.1 Diagram Functions



Refer to the following sample diagram for a description of the functions:

Item	Meaning
A	Opens calendar. In the calendar you can choose the time interval, that should be shown on the chart (similar to Section 5.2" Table Functions" (page 8)> function F).
B	Click [Submit] to apply the desired time interval in the chart.
C	Caption. By passing the caption fields with the mouse the passed field stands out in the chart. Click on one caption field to fade out this status.
D	By passing one bar in the chart you get detail information about the date, the status and the amount of transactions.

5.2 Table Functions

Refer to the following sample table for a description of the functions:

The screenshot shows the RRM Portal interface. At the top, there is a navigation bar with links like Home, Transactions, Transportation transactions, Court transaction, Files, Ecom, Upload, Documents, Administration, Support, and a user profile section. Below this, there are several filter and action sections. On the left, there are dropdown menus for Office, Participant, Schema, Record Type, Commodity, and Action type. In the center, there are input fields for Price, Quantity, Transaction Time, and Reported Time, along with checkboxes for Buy, Sell, and Buy & Sell. On the right, there are checkboxes for RRM and ACER Rejected/Accepted, a Submit button, and a CSV report button. Below these filters is a table with columns: Load ID, Status, Reported Time, Trading partner, Record Type, Buy/Sell, Commodity, Quantity, Total notional contract quantity, Unit, Price, Notional amount, and Currency. The table contains several rows of transaction data. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 17 entries' and buttons for First, Previous, Page 1, of 2, Next, Last.

Item	Meaning
A	Sort the contents of the table by the required column.
B	Determine the number of shown transactions per page.
C	Here you can scroll to the next or previous page or to the first and the last page.
D	In the search field you can enter a term you want to look for.
E	Click on the arrow to choose between the different filter options.
F	Opens calendar. In the calendar you can choose the time interval that should be shown in the table.
G	Only selected fields [☑] will be shown in the table
H	Click [Submit] to apply the desired filters in the table.
I	Click [CSV Report] to create an Excel report with all filter options you have chosen.
J	Click on the information button [i] to open detail information about the transaction.

This description explains all functions which are used in the RRM Portal. Not every table has all these functions.

6 Upload

Click [Choose File] to choose a new file.

Click [Upload] to upload the file.

File has been uploaded.

(The uploaded file is allowed to have a maximum size of 8 MB)

To unpack the file there are **strict naming conventions** you have to apply:

Standard File Naming Conventions:

[YYYYMMDD]_[SCHEMANAME]_[SCHEMAVERSION]_[DAY_UNIQUE_KEY].[EXTENSION]

*For example:*20161101_REMITTable1_V1_BaseLoad_015.xml

Back Loading File Naming Conventions:

BACKLOADING_[SCHEMANAME]_[SCHEMAVERSION]_[DAY_UNIQUE_KEY].[EXTENSION]

*For example:*BACKLOADING_REMITTable1_V2_BaseLoad_015.xml

Meaning:

[YYYYMMDD] - The date of the submission of the file stored as per ISO8601 representation where:

- **YYYY** - year of the date
- **MM** - month of the date
- **DD** - day of the date

[SCHEMANAME] - The name of the data schema that has been supplied, i.e. "REMITAnnexITable1"

[SCHEMAVERSION] - The version of the schema must always be supplied to identify the exact schema to be processed; e.g. "V1" or "V2", etc.

[DAY_UNIQUE_KEY] -The text should be unique per day, schema and version

[EXTENSION] - All files uploaded must have the following extension xml or csv

➤The uploaded files are shown in the table below

7 Detail Information for transmitted Files

You can call up detail information for your transmitted files.

By Menu „Files“

1. Click the "Load ID" link [265001] to get more information about the file.

By Menu „Transactions“

1. Click the "Load ID" link [265001] of the transaction to get more information about the file.

File opens, in which the transaction is located.

1. Click the "Load ID" link [265001] of the desired file.

► You have now opened the detail information:

Detail information for: F

Load ID - 19789	20210511_REMITTable1_V2_file12.xml	A	Reported time: 2021-05-11 14:01:59
RRM XML-validation accepted	20210511_REMITTable1_V2_file12_RRMaccepted.html	B	2021-05-11 14:01:59
Successfully sent to ACER	20210511_REMITTable1_V2_B0001064H.DE_7.xml	C	2021-05-11 14:01:59
ACER business accepted	Receipt_20210511_REMITTable1_V2_B0001064H.DE_7.xml	D	2021-05-11 14:21:03
Sent to customer via SFTP	ReceiptACER_20210511_REMITTable1_V2_file12.xml	E	2021-05-11 14:21:03

Logical Record ID	Logical Record Type	Status	Error Code	Error Description	Error Details	Logical Record Time
21661	TRADE	Accepted				2021-05-07 10:20:14
NA_C2075490858E003EE0530A4502528C2D	CONTRACT	Accepted				0000-00-00 00:00:00

Showing 1 to 2 of 2 entries

Item	Meaning
A	Original client file you have uploaded in RRM Portal.
B	RRM answer in HTML format. If the file was accepted go to „C“. If the file was rejected open the HTML file. There you will find a detailed fault description.
C	If the file was accepted it will be reformatted, renamed and transmitted to ACER.
D	ACER sends an answer in XML format. The client file can be accepted, rejected or partial accepted by ACER. You will find a detailed fault description at "G".
E	RRM sends the ACER receipt to the SFTP customer's download folder
F	Here you can see the time of transmitting of each uploaded file and answer.
G	You will find the answer and the detailed fault description to the rejected transaction of ACER in the table below.

8 Administration

8.1 Users

You have the possibility to register further employees in RRM Portal.

The users can get different roles assignments:

Reporter: all rights besides the administrator rights

Reader: only read rights

Administrator: all rights

► You can change the roles (see „D“ in the table below)

Activated	Username (email-addr)	First name	Last name	Role	Edit
<input type="checkbox"/>	A1@webware.de	Mayer	Fridrich	Market Participant	<input type="checkbox"/>
<input checked="" type="checkbox"/>	A2@webware.de	A1	Test1	Market Participant	<input checked="" type="checkbox"/>
<input type="checkbox"/>	A3@webware.de	A2	Test	Market Participant	<input type="checkbox"/>
<input type="checkbox"/>	A4@webware.de	A3	Test	Market Participant	<input type="checkbox"/>
<input checked="" type="checkbox"/>	jp@webware24.de	Julia	Berestova	RRM_Administrator	<input type="checkbox"/>
<input checked="" type="checkbox"/>	katja.kriuk@webware24.de	Katja	Kriuk	RRM_Administrator	<input type="checkbox"/>
<input checked="" type="checkbox"/>	max.mustermann@webware24.de	Max	Mustermann	Administrator	<input type="checkbox"/>
<input checked="" type="checkbox"/>	tp@webware24.de	Timm	Pr	Reporter	<input type="checkbox"/>
<input type="checkbox"/>	WebwareAG@gmx.de	Julia AG	Julia AG	Reporter	<input type="checkbox"/>

Showing 1 to 9 of 9 entries

Item	Meaning
A	Activate user profile [<input checked="" type="checkbox"/>].
B	Click[Create User] to create a new user.
C	Sort the user data by the required column.
D	Edit user data [].

8.2 Market Participants

If you transfer transactions for further market participants you have to record the market participant data here.

Activated	Portal access	Company name	ID of market participant	E-mail address	Edit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	383L FR Webware AG	A0000383L.FR	A2@webware.de	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	906A FR Webware AG	A0001906A.FR	A1@webware.de	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A0007983U.DE	A0007983U.DE		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A3 Webware AG	A2008382H.DE	A3@webware.de	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A4 Webware AG	A3008382H.DE	A4@webware.de	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Erdgas Oberösterreich Vertriebs GmbH	A00019070.DE		<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ESB Wärme GmbH	BA001064H.DE		<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	For VW	A0002837Y.DE		<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kisters	A0001173H.DE		<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LFR France	A00003837.FR	gg@webware24.de	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Order_Test	A0000402A.MO		<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	scsc	5BXENERGIKO-BG-J		<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test2	A0001480G.DE	A0001480G@DE.de	<input type="checkbox"/>

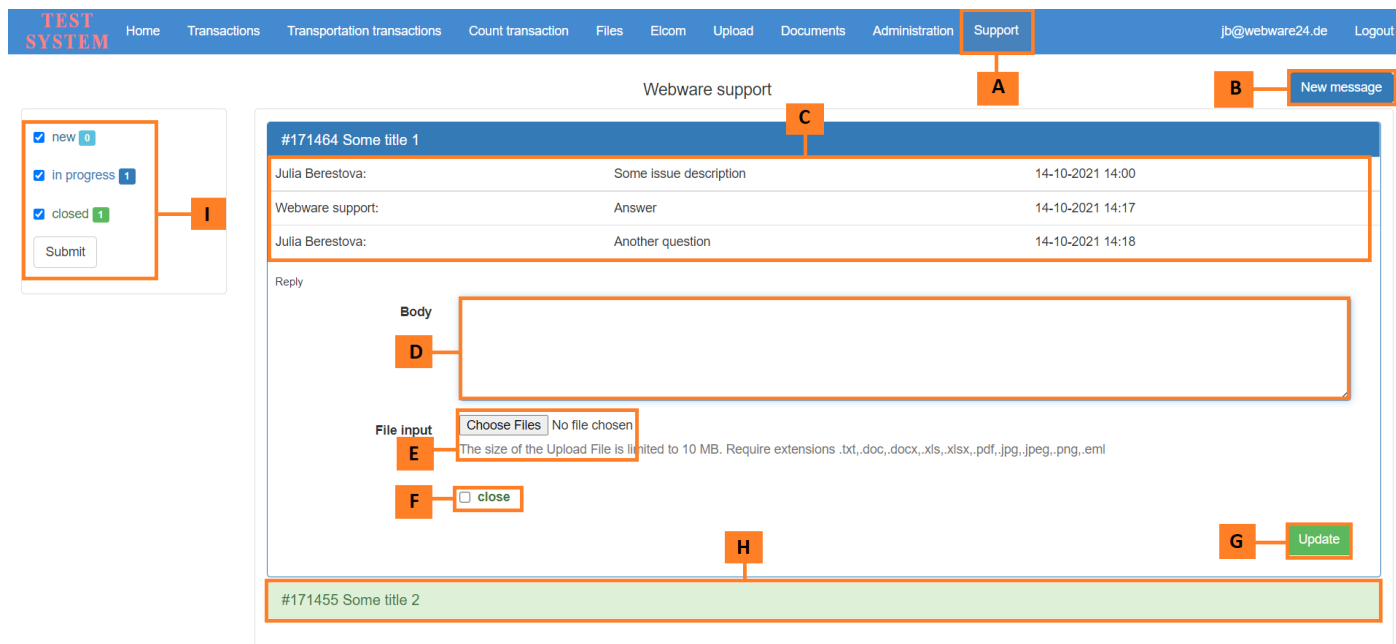
Showing 1 to 13 of 13 entries

Item	Meaning
A	Activate market participant [<input checked="" type="checkbox"/>].
B	Click [Create participant] to create a new market participant.
C	Sort the market participant data by the required column.
D	Edit market participant data [].

9 Contact

9.1 Support

If you have any questions or technical problems, please contact our Webware RRM Service Support via email (support@remitcloud.de) or create a ticket on remitcloud.de:



Item	Meaning
A	Click the [Support] tab to display your created tickets.
B	Create new ticket
C	The history of communications with the Webware support team
D	Your question should be asked in this field
E	You can attach a file not larger than 10Mb
F	If you want to close the ticket, please mark the checkbox
G	To save , click [Update] button
H	To see full information about the ticket click on the title
I	Filter by open, in progress and closed tickets

Phone: +49 561 56014567

Email: support@remitcloud.de

Opening hours :09:00-17:00 Monday-Friday

www.remitcloud.de

Webware Internet Solutions GmbH

Teichstraße 14-16

34130 Kassel

Germany

www.webware24.de