

FLUXSWISS ALLOCATION PROCEDURE

Participant Manual

Version: 1.1 – June 2012

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Introduction

1. Introduction

1.1 Purpose

This Participant Manual is intended for the Participants of the online Allocation Procedure organized by FluxSwiss. These Participants should comply with the prerequisites described in the next paragraph.

1.2 Prerequisites

- The site is supported on Internet Explorer 8 (IE 8)
- JavaScript must be enabled. JavaScript enables the site to refresh automatically.
- SSL 3.0 must be enabled for security reasons.
- The Participant must be registered and authenticated.

Registration

2. Registration

Before the start of the Allocation Procedure the Participant must have received a User ID and a Password from FluxSwiss. This happens via a email sent to the Participant.

The Allocation Procedure will happen via the site which can be found here:

https://auction.fluxswiss.com

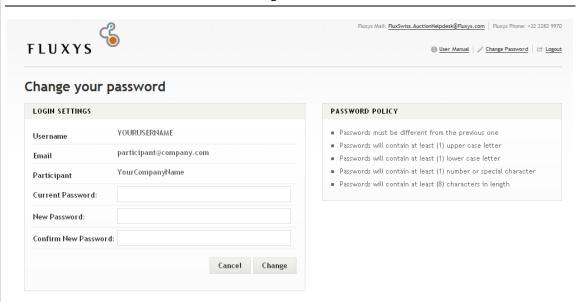


Authentication screen

The first time the Participant opens the online Allocation Procedure site, he must provide the given User ID and Password. If this combination is found correct, the registration webpage will open up. On the registration page the Participant is asked to change his Password. Note that this Password must comply to several rules. These rules are indicated on the right of the screen. Once the Password is changed the Participant will receive an email notifying him of his Password change. This Password can then be used in future allocation procedures.

In case no email arrives, please contact FluxSwiss to modify the email address.

Registration



Change Password screen – used in the registration process

Once registered the Participant navigates to the bidding screen. As long as the Allocation Procedure is not started, only the Participant information and the Allocation Procedure information are shown. It will not yet be possible to submit a Request. Once the Allocation Procedure is scheduled by FluxSwiss, the Participant will see a notification with the scheduled opening time. During the Test and Training it will be indicated clearly on the site that it is a demo.

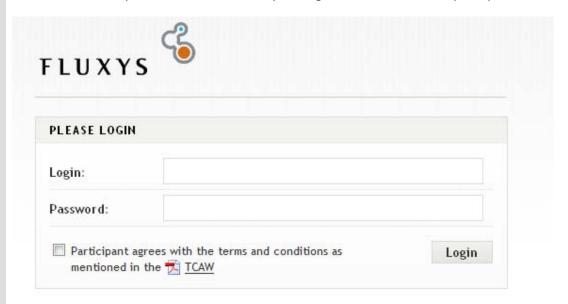
Authentication

3. Authentication

After registration, the Participant can access the website if he can be authenticated. In order to be authenticated, the Participant must fill in his User ID and his Password (that was changed during registration). The Participant must then agree to the Terms and Conditions Allocation procedure Window (TCAW) by checking the TCAW checkbox. Click the submit button.

When a correct combination User ID – Password is provided and the Participant agreed to the TCAW, the Participant is allowed on the website. If any of these conditions is not met, the reason will be shown in red.

If wanted the Participant can read the TCAW by clicking on the link which will open a pdf file.



Authentication screen

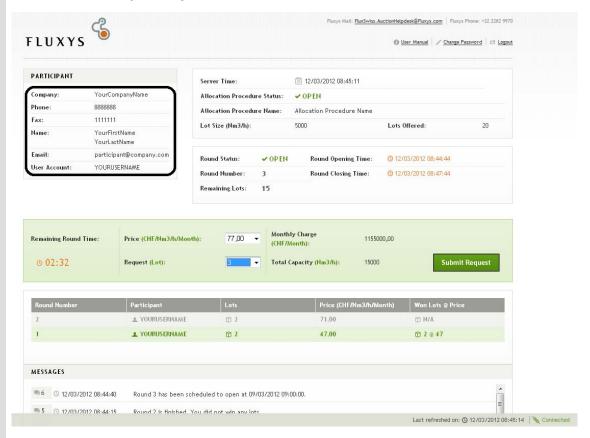
4. Allocation Procedure

The Allocation Procedure screen contains all the information necessary to participate in the Allocation Procedure.

A detailed description of the different fields on the screen can be found in the next sections.

Important remark: the screen is automatically refreshed every 5 seconds. However check whether the 'Last refreshed on' and 'Connected' field refreshed automatically if not the Participant must refresh the screen manually. These fields are located at the right bottom of the screen.

4.1 View Participant Information

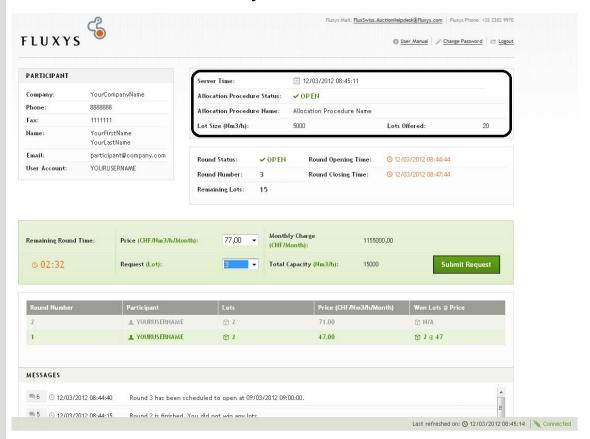


Allocation Procedure screen - Participant information

Apart from the FluxSwiss contact information, which is located at the top of the Allocation Procedure screen, the Participant can also see his own contact information and that of his company.

Field	Description
Fax	Fax of the company of the Participant
Phone	Phone of the company of the Participant
Email	Email of the Participant
Company	Company name of the Participant
Name	Name of the Participant
User ID	The User ID of the Participant

4.2 View Allocation Procedure Information



Allocation Procedure screen – Allocation Procedure information

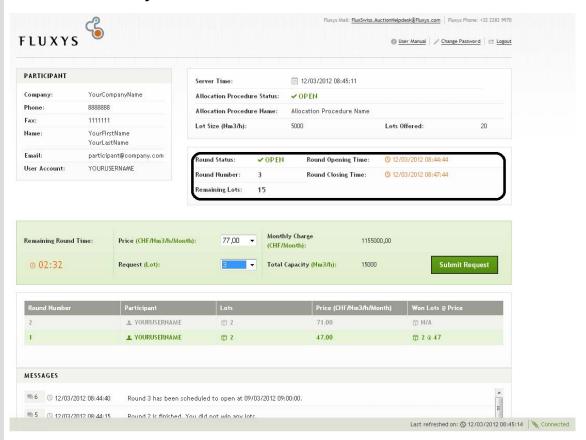
The Allocation Procedure information can be found at the top right of the screen. It contains the server time and the Allocation Procedure status.

Server Time Indicates the time that is used on the server and which is used as master clock. Allocation Procedure Status The Allocation Procedure has following statuses: Scheduled – it is not possible to submit Requests, the Participant will see when the Allocation Procedure is scheduled to take place.	Field	Description
Status • Scheduled – it is not possible to submit Requests, the Participant will see when the Allocation Procedure is	Server Time	
 Open – it is possible to submit Requests. Closed – it is no longer possible to submit Requests. The final allocation is being made. Archived – the final allocation is published to all 		 Scheduled – it is not possible to submit Requests, the Participant will see when the Allocation Procedure is scheduled to take place. Open – it is possible to submit Requests. Closed – it is no longer possible to submit Requests. The final allocation is being made.

Allocation Procedure

	Participants. The Allocation Procedure is no longer visible for the Participant.
	 Abandoned – the Allocation Procedure is no longer valid.
Allocation Procedure	The name of the Allocation Procedure
Name	e.g. 'DEMO 17/02/2012'
Lot Size	This represents how much capacity there is for 1 lot
	e.g. 5,000 Nm³/h
Lots Offered	The number of lots that are offered during the Allocation
	Procedure

4.3 View Round Information



Allocation Procedure screen – Round information

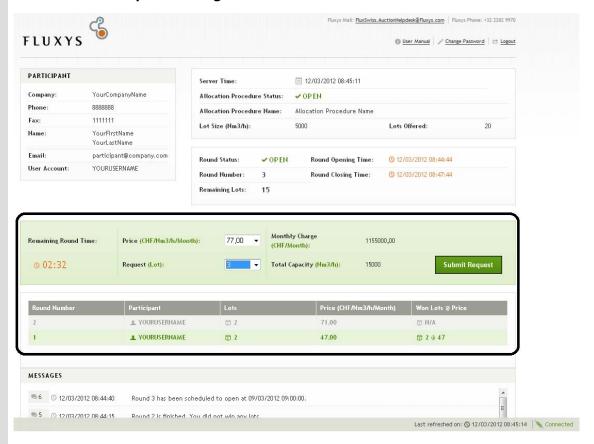
The most important information here is number of remaining Lots, the status of the Round and the timings of the Round.

Field	Description	
Round Number	The number of the most recent Round	
Round Status	 The Round has following statuses: Scheduled – it is known when the Round is scheduled to open. 	
	 Open – it is possible to submit one Request. Closed – it is no longer possible to submit Requests. It is possible that an Auction will be created. Published – the results of the Round/Auction have been 	
	published. The Round is over.	

Allocation Procedure

	 Cancelled – the Round is invalid and is not held into account.
Round Opening Time	The actual opening time of the Round if the Round has been opened.
	The scheduled opening time of the Round if the Round has been scheduled.
Round Closing Time	The Round Opening Time + Duration.
Remaining Lots	The number of Lots that are still available to be allocated at the beginning of the Round.

4.4 Submit a Request during a Round



Allocation Procedure screen – submit a Request during a Round and Request overview

This part of the screen allows the Participant to submit a Request. It consists of two subparts; one is an overview of the different Requests that were placed during the previous Rounds and the other gives the Participant the possibility to submit a Request.

If the Round is open, the Participant can submit a Request by selecting the number of Lots he is willing to have assigned and the relevant price to be chosen among those published by FluxSwiss. Upon submitting, the number of Lots is checked for consistency. If the Request is consistent, the Participant must confirm his Request. A pop up is shown in order to do this. If the Request is inconsistent, the Participant will receive a pop up that contains the rules that were violated. It is only upon confirmation that the request is sent to FluxSwiss. The Participant is able to place exactly one Request during the time that the Round is open.

Important notice: There is no advantage in submitting your request at the last moment. If you submit at the last moment take into account that you have to confirm you request and that you may be too late!

Field (submit Request)	Description	

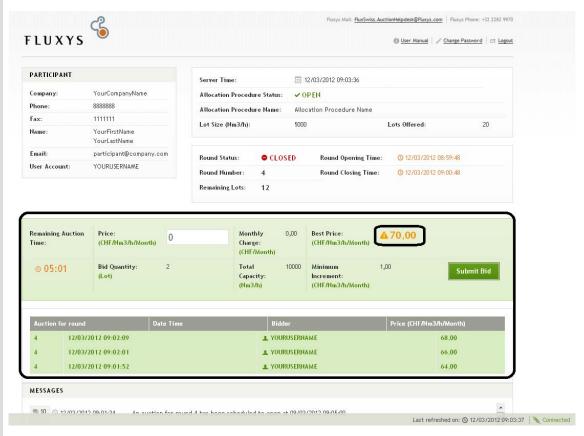
Allocation Procedure

Remaining Round Time	Shows the remaining number of minutes and seconds that the Participant has to make a Request. The time span that a Round is open is fixed at the beginning of the Round and cannot change once the Round is opened.
Price	Shows a list of pre-defined prices for the Participant to choose from.
Requested Lots	The Participant must fill in the number of requested Lots.
Monthly Charge	It is the relevant Monthly Charge expressed in CHF/Month calculating multiplying the Bid Price expressed in CHF/Nm³/h/Month by the capacity of the requested Lots expressed in Nm³/h.
Total Capacity	Shows the total capacity expressed in Nm ³ /h that is being purchased via the placed Request.
Field (overview Requests)	Description
Round number	The number of the Round in which the Request was made.
Participant	The User ID of the person that made the Request.
Lots	The number of Lots of the placed Request.
Bid Price	The price placed by a Participant during a Round or Auction, expressed in CHF/Nm³/h/Month.
Won Lots @ Price	Shows the number of Lots that were won at the end of the Round (status published) and at which price. This can be the result of the Request made during the Round, but also a Bid made in an Auction of that Round.



Allocation Procedure screen – consistent Request popup

4.5 Make a Bid during an Auction



Allocation Procedure screen – make a Bid during an Auction and Bid overview

This screen will only be available for Participants that submitted a Request at the highest Bid Price in the relevant Round for a number of Lots higher than zero. The Participants that do not submit any Request in a certain Round, as well as Participant that do not submit any Request at the highest Bid Price in the relevant Round, will be asked to wait until the Auction is finished.

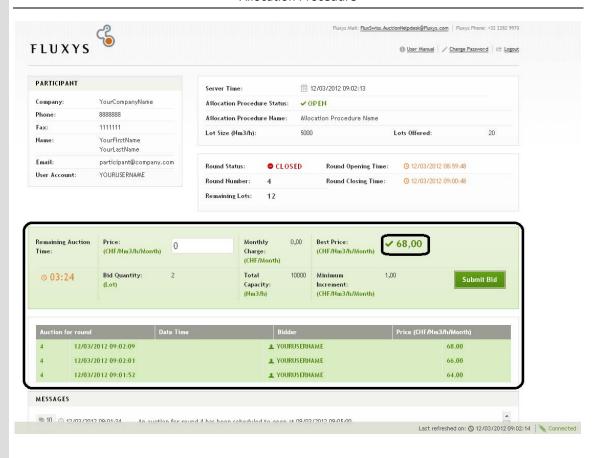
This part of the screen allows the Bidder to place a Bid during an Auction. It consists of two subparts; one is an overview of the Bids made in the on-going Auction and the other gives the Participant the possibility to place a Bid in the Auction.

If the Auction is open, the Bidder can place a Bid. The Bid must be consistent. If the Bid is consistent, the Bidder must confirm his Bid. A pop up is shown in order to do this. If the Bid is inconsistent, the Bidder will receive a pop up that contains the rules that were violated. At all times the Bidder will see the highest price that was offered. The Bidders will not know of each other who placed the Bid.

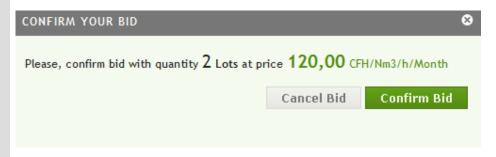
Field (submit bid)	Description
Remaining Auction time	Shows the remaining number of minutes and seconds that the
	Bidder has to make a Bid in the Auction. The minimum time
	span of an Auction is determined by FluxSwiss at the beginning

Allocation Procedure

of the Auction. In the event a Bidder places a Bid within three
minutes from the end of an Auction, the Auction duration will
be automatically prolonged by three minutes.
These are the lots that will be auctioned during the Auction.
The Bidder must fill in the wanted price. This must be higher
than the Best Bid Price + Minimum Increment.
It is the relevant Monthly Charge expressed in CHF/Month
calculating multiplying the Bid Price expressed in
CHF/Nm ³ /h/Month by the capacity of the Bid Quantity expressed in Nm ³ /h.
Shows the total capacity that is being purchased via the placed Bid.
This is the highest Bid Price that was offered by a Bidder during the Auction. If the Bidder has the Best Bid Price this number will be green, if the Bidder does not have the Best Bid Price this
number will be orange.
This is the minimum difference between the Best Bid Price and
the next Bid that will be placed by a Bidder.
Description
The number of the Round for which an Auction is held.
The date and time that the Bid was placed during the Auction.
The User ID of the person that made the Bid.



Allocation Procedure screen – winning the auction

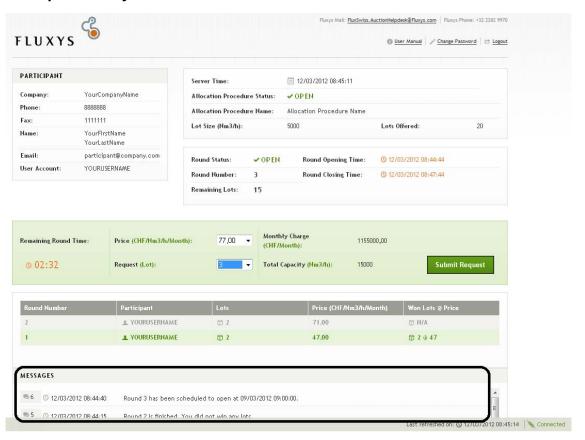


Allocation Procedure screen – consistent bid popup



Allocation Procedure screen – inconsistent bid popup

4.6 Open a Notification

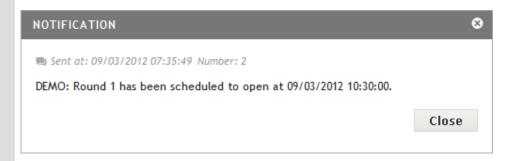


Allocation Procedure screen - overview of the notifications

FluxSwiss has the possibility to send notifications to the Participants. The messages are tagged with a sequence number so that it is easy to reference a notification. If the Participant is logged on during the sending of the notification, then he will receive a pop up with the notification.

The notifications can be found at the bottom of the Allocation Procedure screen. The most recent one is shown on top. The first line of the message is shown in preview. Click on the message to open it. A popup is shown to the Participant containing the message, the sequence number of the message and the moment the message was sent.

Allocation Procedure

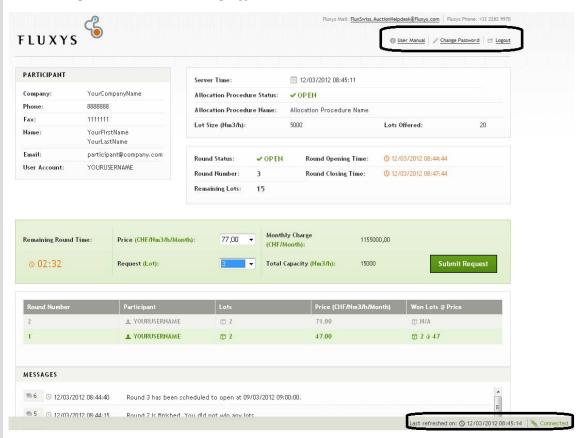


Allocation Procedure screen – notification popup

Notifications will be sent automatically to the Participants in following cases:

- When an Allocation Procedure is Scheduled
- When the Scheduled Opening Time of the Scheduled Allocation Procedure changed
- When an Allocation Procedure is Closed
- When a new Round is Scheduled
- When the Scheduled Opening Time of the Scheduled Round changed
- When an Auction will be scheduled and the Participant is allowed to participate
- When an Auction will be scheduled and the Participant is not allowed to participate
- When an Auction is Scheduled
- When the Scheduled Opening Time of the Scheduled Auction changed
- When the on-going Auction is Cancelled

4.7 Change Password and log off



Allocation Procedure screen - change password and logout

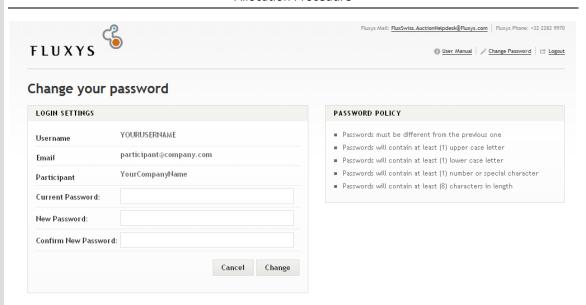
Once logged in, the Participant can change his Password at any time. The button to do this is at the top right of the screen. Click this button to navigate to the change Password screen. Here the Participant is required to fill in his current Password and his new Password. The rules which must be respected for a Password are indicated at the right of this screen.

The Participant also has the possibility to logout. FluxSwiss prefers that the Participant explicitly logs off, because this can be tracked.

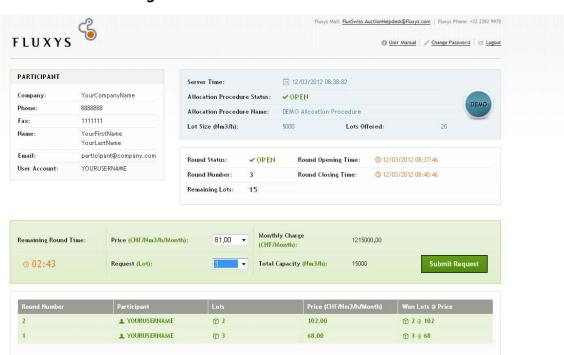
At the bottom right of the screen it is displayed whether the Participant's screen is refreshed automatically with the 'Connected' word. If the Participant sees that he is connected then the page will be refreshed automatically. The last time that the page was refreshed is placed to the left of the connectivity status. If the connectivity status is 'Disconnected' then the screen is not refreshed automatically and it is the responsibility of the Participant to refresh his page.

Automatic refreshing is based on the JavaScript technology. It is therefore important to have javascript enabled, since this enables FluxSwiss to better monitor the activity of the Participant. (see prerequisites)

Allocation Procedure



Change Password screen



4.8 Test and Training

MESSAGES

■ 6 © 12/03/2012 08:37:41

■ 5 © 12/03/2012 08·37·05

Allocation Procedure screen – demo

Last refreshed on: (3) 12/03/2012 08:38:05 (3) Connected

DEMO: Round 3 has been scheduled to open at 12/03/2012 09:00:00.

DEMIN: Round 2 is finished. You won 2 lot(s) at 102.00 CHE/Nm3/h/Month

During the Test and Training, the Allocation Procedure will be marked with the 'Demo' icon to clearly indicate the nature of the Allocation Procedure. All Notifications will be prefixed with the word 'DEMO' so that there is no confusion.

Technical problems?

5. Technical problems?

Telephone Number: +32 2 282 9970

E-mail: AuctionHelpdesk@FluxSwiss.com