User manual
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Price is open for everyone in the marketplace to trade

Order is placed by your counterparties and are available for your company to trade

Your orders

Your companies orders
 ORDER VIEW

Market orders

Please see below an overview of all the active orders in the service. From here, you can view all the prices which have been added to Montel Marketplace, whether they are buy orders, sell orders, or an order which has received a counteroffer or counterbid in the service.

To get more information on an order, click on the order you are interested in, and it will expand to display more information.
ORDER VIEW

Color codes

- Open prices – these prices are open for everyone in Marketplace to trade.
- Counterparty prices – these orders have been placed by your counterparties and are available for your company to trade.
- Your orders – these orders have been placed on Marketplace by you.
- Your company’s orders – these orders have been placed on Marketplace by your company.
- These orders have been placed by a company which is not on your list of counterparties. You will need to connect with them to be able to trade.

My orders

To view all your active buy or sell orders click on “My orders”.

Company orders

To view all active buy or sell orders from your company click on “Company order”.

A list of all active orders will be displayed. Any orders you have placed will be
BUY OR SELL ORDER

To buy or sell an active order

- Click buy unit or sell unit
- A confirmation box will appear
- Click “yes”
- An order confirmation will be sent to the trader and trade manager
- E-signing agreement will be sent to both parties for signing
How to register new order

The “New order +” button is available in a number of different places.

Click “New order +” and you will then enter a 4-step order form.

1. Choose if you want to “Buy” or “Sell” an order
2. Choose “Region”. To view the regions, please click the drop down menu and select your country
3. Choose one “Technology
4. Choose “Production period” or select a period in the drop down menu
REGISTER NEW ORDER

Choose delivery period

- Standard - Standard delivery is January 31st the year after production
- Spot - Delivery after signature
- Date - Select your desired delivery date

Registry Operator

- Choose the registry where you will transfer or cancel the GO

Choose Label

- Choose to add labels

Choose Label

- Indicates if the power plant has any financial support from public funds
REGISTER NEW ORDER

Price

Quantity (MWh):
- 1 Quantity = 1MWh

Price per unit:
- Price per unit will show here

Currency:
- EUR
- SEK
- CHF
- GBP

Make order available to:
- Public - Everyone on Marketplace can buy/sell your order (green)
- Counterparty - Your order is available to only the companies in your counterparty list (blue)

Review

The final overview presents the requirements for your order and enables you to either submit or make edits to your order. This also allows you to save your order as a preset, so that you can easily place the same order again in future.

Edit:
- Click on any of the pencil symbols to edit your requirements in that section.

Save as preset
- To save the order as a template, click “Save as preset”.

Register New Order
COUNTERBID/OFFER

This button is a shortcut to counterbid or counteroffer an order.

Click on the button and you will be able to change:

- Delivery date
- Quantity
- Price
- Expiry

NOTE

The counter bid/offer will not replace or overwrite an existing order, it is simply a shortcut to react on the selected order.
PRESETS

You can save orders as a preset to create templates to use for future orders.

To save the template as a preset:

1. Click “Save as preset” after you have completed the 4-steps “New order” form. This can be done before or after submitting an order.

2. Choose a name for your preset, then click save.

3. To find the preset, click “New order” and choose “From preset”: A list of your pre-saved templates will then appear.

4. Click on the preset to go directly to the review stage of the order.

You can then either submit the order or navigate through the different steps by clicking on the pencil buttons to edit as you wish.
PRESETS

Edit and delete presets:

1. Click “New order +” and then click on “From preset”

2. Click “Edit presets” and a pop-up window will appear with all your saved presets.

3. Edit the preset by clicking on the pen icon. Delete the preset by clicking on the trash can icon.

4. When you are done with making changes, click on “Save as preset”.

5. You can either save the changes or create a new preset with the changes.
MARKET TRADES

To view all trades completed on Marketplace, click “Market trades”.

This will take you to the overview of all Market trades completed in Marketplace.
MARKET TRADES

My trades

When clicking on “My trades”, you will find an overview of all trades agreed by you, with a status of your e-signing agreement.

Company trades

When clicking on “Company trades”, you will find an overview of all trades agreed by your company and which of the company’s users was responsible for them.

Here you can either accept or cancel the trade.

Click on the trade to get more information. Here you can either accept or cancel the trade.
UPGRADE YOUR PROFILE

Company profile

View and manage your company profile by clicking on “My company”.

Edit profile

To update or change any information in your company profile, click on “Edit profile”. Always remember to “Save Changes” when any information in your company profile is updated.

Company logo

Add your company logo to be more visible.

Public information on your company profile

To create a more transparent platform, other members of Montel Marketplace will be able to view some of the information from your company profile.

We do this so that you can attract more attention from a wider range of Marketplace users and build your network of trading parties more easily.

However, all sensitive information will always remain private.

The list below explains which information on your company profile will be publicly visible:

- Company name
- Region
- Currencies
- VAT/registration no.
- Market role
- Description
- Technology
- Products
- Trading frequency
- Labels
- Number of certificates per year
- Registry operator
- EECS registry
- Subsidised
- Social media channels
MANAGING USERS

How to manage users:

Each company can manage users and user requests under "My company".

1. Click "My company"
2. Click "Users"
3. The user overview will show.

Here you will find an overview of users that want to be a part of your company in Montel Marketplace. You can choose whether to “Accept” or “Decline” these users.
MANAGING USERS

Role list and permissions

By accepting a request you will have to assign the users a role in the company. This will decide their permissions on Montel Marketplace. See below for user roles:

Trade-manager:

- Trade, receive trade confirmation on behalf of other traders, change company information, manage users, connect with counterparties, manage requests and cancel trades.

Trader:

- Trade, receive trade confirmations on their own trades, connect with counterparties and manage requests.

Backoffice:

- Trade confirmation, connect with counterparties, manage requests, edit company details, administrate users and roles.

Read only:

- See prices on screen and Marketplace members.
MANAGING USERS

All company users

Invite users to join your company

Edit roles or remove users by clicking on the three dots on the right-hand side of the user field.

You can invite users to join your company by clicking “Invite users”.

An email invitation box will then pop up. Type in the email address(es) of your choice and click submit to send the invitation to a new user. Separate emails by clicking on space.
MEMBERS AND COUNTERPARTIES

Find companies to connect with

Click on the “members” in the menu to view all members on the marketplace.

The company cards are clickable, when clicking on a company card a larger company profile will show and you will see more information about the company. Here you can view certain information about the companies in the company cards:

- Company name
- Their position in the market (buyer/seller)
- Technologies they are interested in
- Their origination
MEMBERS AND COUNTERPARTIES

Add a company to your counterparty list

Below you can see two different places on where you can send a request to a company.

Click on the “+ Connect” symbol in the company card in the members list

Click on the “+ Connect” button in the full profile picture.

NOTE

When sending a request, the status will change to “Pending” until the company “Accepts” or “Declines”.
MEMBERS AND COUNTERPARTIES

Counterparty list

To view all counterparties, invitations and requests sent out, click on “Counterparties”.

My counterparties

Here you have a list over all accepted counterparties.

By clicking on the company card, a larger company profile picture will show and you will see more information about the company.
COUNTERPARTY INVITATIONS

Invitations

Here you have a complete list over all invitations that your company has received.

Pending

An overview over all pending invitations you have sent out.

Click on the “Withdraw invitation” and it will no longer be on the list.

Click “Accept” to accept the invitation or click on the ✗ to ignore the invitation.
COUNTERPARTY INVITATIONS

Delete a company from your counterparty list

1. Click on the company card that you want to delete.
2. In the “Relation” box, click on the three dots and then “Delete counterparty”

Invite a company outside to join the Marketplace

1. Click on the “Invite company +” button in top right corner.
2. A pop-up window will appear. Type in the email addresses of your choice and click “Submit” to send the invitation.
BLOCK AND PAUSE A COUNTERPARTY

How to block a counterparty/company

Effectively manage your counterparty risk by opting to ‘block’ companies with which you choose not to trade.

Click on the members list

Select the desired company card and click on it to prompt a pop-up module to appear. In this example we choose Jansson Trading AB.
Here, you’ll notice the ‘Block’ button. By blocking a company, you ensure that this company will not be able to view or trade on your orders.

The status of the company card will be updated to reflect its new ‘blocked’ status. You have the option to ‘Unblock’ the company at any given time.
HOW TO PAUSE A COUNTERPARTY

Effectively manage your counterparty risk by opting to ‘pause’ companies with which you choose not to trade.

Click on the members list

Select the desired company card and click on it to prompt a pop-up module to appear. In this example we choose Montel UX.
How to pause a counterparty/company

Here, you’ll notice the ‘Pause’ button. By pausing a company, you ensure that this company will not be able to trade on your order.

The status of the company card will be updated to reflect its new ‘Paused’ status. You have the option to ‘resume’ the company at any given time.
SORT AND FILTER VIEW

Sort inputs in the table

To sort by rows, click on your desired input in the table and the list will be sorted by that input.

Filter the view

The “Filter”-button is in the far right corner. Click on the button to show the drop-down. Choose the input(s) you would like to filter. Your filters are saved as you make changes. Filter controls are automatically added to the table header.

Delete filters

To remove filters, uncheck the specific filter or click next to the filter and it will be removed.
The alert function makes it easy for you to create specific alerts based on your interests in the GO market.

To enter the “Alerts” page, first click on your name or your profile picture and then click on “Alerts”.

Choose the type of notification you would like to receive:

- Browser – Pop-up appears in your chosen web browser
- Email – Alerts sent to your registered email address
When choosing the browser alert, you will need to add a current location for your browser.

Write a location for your browser e.g. Home Edge and click “Add current”.

The default setting is set to receive alert on all trades, ask orders and bid orders. You can deactivate this by unticking the toggle.
CREATE A CUSTOM ALERT

How to create a custom alert

In order to create a custom alert, click on the “+ Add alert” button. A pop-up will open where you can customize your alert. Please see next page for more information.

⚠️ NOTE

Please note this will disable any automatic notifications.
CREATE A CUSTOM ALERT

Customizing your alert

Follow the steps below to customize your alert:

Choose your preferred technology.

Choose your preferred region.

Tick the box to include all underlying contracts within a year. For example, when you select year 2023, all monthly, quarterly and yearly contracts will also be chosen.

Choose your production period, either year, quarter or month.

Choose “Add” alert for it to be saved.
CREATE A CUSTOM ALERT

Manage your alerts

Your customized alerts can now be found on the “Alerts” page under the corresponding section. From here you can edit, activate/deactivate or delete alerts.

If the toggle is ticked, you will receive all notifications from your alerts. If the toggle is unticked, you can choose which alerts you want to receive as well as edit and/or delete your alerts.

You can activate or deactivate an alert by clicking on the toggle in the “Status” column.

You can delete multiple alerts at once by ticking the boxes then click on the “Delete” button, or delete only one by clicking on the trashcan icon.
CREATE A CUSTOM ALERT

Edit your alerts

To edit an alert, click on the pen icon and a pop-up will show.

NOTE

Click “Update alert” in order for your new requirements to be saved.