







MONTEL
Marketplace
User manual





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Symbol list


-  Biofuel
-  Geothermal
-  Hydro
-  Solar
-  Wind
-  Any of the renewables above

-  Counterparty
-  Pending request

-  Edit
-  Filter

 Open prices - Price is open for everyone in the marketplace to trade

 Counterparty prices - Counterparty prices – Order is placed by your counterparties and are available for your company to trade.

 My prices - Your orders

 My company's prices - 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.

All orders

New order +

Open pricesCounterparty pricesMy pricesMy company's prices

Filter

Production	Tech	Region	Quantity	Currency	Buy	Sell	Currency	Quantity	Region	Tech	Production
2021 Q3		Macedonia	250 MWh	GBP	0.8000	0.9000	EUR	1 000 MWh	AIB		2021
Delivery date (UTC): Spot	Registry operator: Ofgem	Subsidised: Yes	Label: TÖV SÖD EE			2.3000	SEK	7 000 MWh	Moldova		2021 Jan
						1.7500	EUR	50 000 MWh	AIB grid-conn...		2022 Q2
						2.5000	EUR	100 000 MWh	AIB grid-conn...		2024

All orders

New order +

Open pricesCounterparty pricesMy pricesMy company's prices

Color codes

Green: Open prices – these prices are open for everyone in Marketplace to trade.

Blue: Counterparty prices – these orders have been placed by your counterparties and are available for your company to trade.

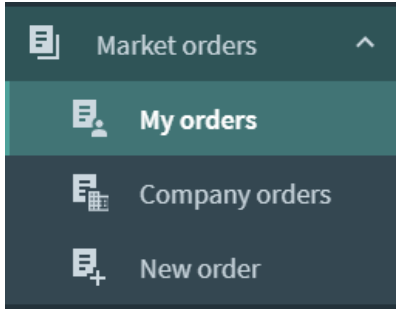
Orange: Your orders – these orders have been placed on Marketplace by you.

Purple: Your company's orders – these orders have been placed on Marketplace by your company.

No color: 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 marked in orange.

Market orders

My orders

Company orders

New order

Company orders

New order +

Your prices

Filter

Production	Tech	Region	Quantity	Currency	Buy	Sell	Currency	Quantity	Region	Tech	Production
2021		AIB	1 500 MWh	EUR	0.5000	212.0000	EUR	1 212 MWh	Nordic		2021

Buy or sell order

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

All orders

New order +

Open prices

Counterparty prices

My prices

My company's prices

Filter

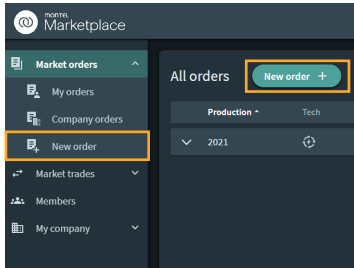
Production	Tech	Region	Quantity	Currency	Buy
2031 Q3		Macedonia	250 MWh	GBP	0.8000
Delivery date (UTC): Spot	Registry operator: Ofgem		Subsidised: Yes	Label: TÔI SỐ Đ EE	
			Counteroffer	Sell Unit	

Sell	Currency	Quantity	Region	Tech	Production
0.9000	EUR	1 000 MWh	AIB		2021
Delivery date (UTC): Spot	Registry operator: Cecar		Subsidised: Not required	Label: Any	
			Buy Unit	Counterbid	

Register new order

Register an 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 BASIC:

A screenshot of the 'New order' form. The 'Basic' step is highlighted with an orange box. The form includes a progress bar with four steps: 'Basic', 'More info', 'Price', and 'Review'. Below the progress bar are buttons for 'Buy' and 'Sell'. The 'Technology' section has icons for Biofuel, Geo, Hydro, Solar, Wind, and Any. The 'Region' section has a dropdown menu labeled 'Select...'. The 'Production period' section has buttons for 'Year', 'Quarter', and 'Month', and a dropdown menu labeled 'Select period'. At the bottom are 'Back' and 'Next' buttons.

Choose if you want to buy or sell an order, then:

Choose technology

 Biofuel

 Geothermal

 Hydro

 Solar

 Wind

 Any of the renewables above

Choose region

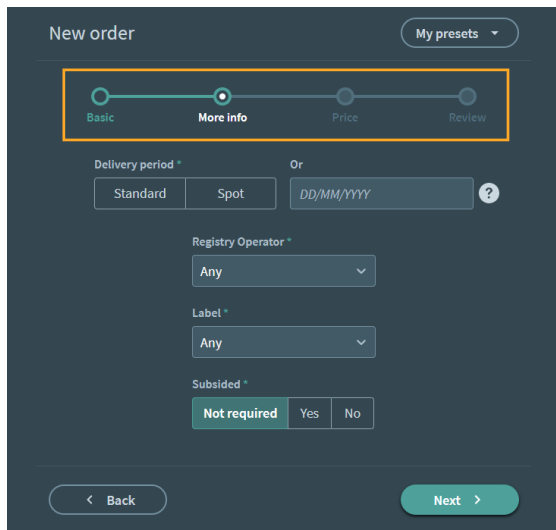
To view the countries within the region please choose your region, and then the info button will appear:

Choose production period

- Year
- Quarter
- Month
- Or select a period

Register new order

2 MORE INFO:



The screenshot shows a 'New order' form with a progress bar at the top containing four steps: Basic, More info, Price, and Review. The 'More info' step is currently selected and highlighted with an orange box. Below the progress bar, the form includes the following fields:

- Delivery period ***: Three options: 'Standard', 'Spot', and a date input field 'DD/MM/YYYY' with a help icon.
- Registry Operator ***: A dropdown menu currently showing 'Any'.
- Label ***: A dropdown menu currently showing 'Any'.
- Subsidised ***: Three radio buttons: 'Not required' (which is selected), 'Yes', and 'No'.

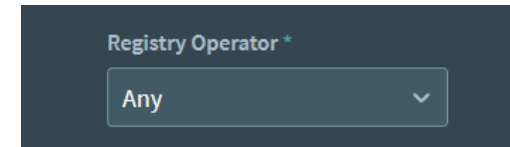
At the bottom of the form are two buttons: '< Back' and 'Next >'.

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

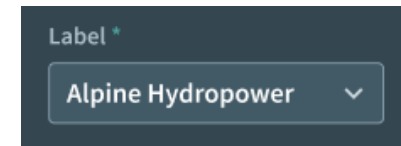
- Choose the registry where you will transfer or cancel the GO



The screenshot shows a dropdown menu for 'Registry Operator *'. The menu is open, displaying the option 'Any' with a downward arrow icon.

Choose Label

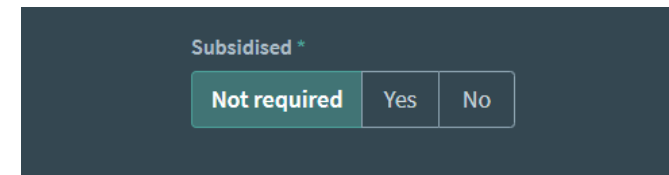
- Choose to add labels



The screenshot shows a dropdown menu for 'Label *'. The menu is open, displaying the option 'Alpine Hydropower' with a downward arrow icon.

Subsidised

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



The screenshot shows the 'Subsidised *' section of the form. It contains three radio buttons: 'Not required' (which is selected), 'Yes', and 'No'.

Register new order

3 PRICE:

New order My presets

Basic More info **Price** Review

Quantity (MWh) * Price per unit * Currency

EUR

Total price

0.00 EUR

Expires in * Or

1 hour 17:00 CET DD/MM/YYYY HH:mm

Show order *

Public Counterp.

< Back Next >

Quantity (MWh)

- 1 Quantity = 1MWh

Price per unit

Currency

- EUR
- SEK
- CHF
- GBP

Expires in

- 1 hour
- 17:00 CET
- Choose your time

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)

4 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.

New order Save as preset

Basic More info **Price** Review

Basic

Type: Buy Technology: Any

Production period: 2024 Region: AIB

More info

Delivery period: Spot Registry operator: Any

Label: Any Subsidised: Not required

Price

Quantity: 100 MWh Currency: EUR Price per unit: 1.00 Total price: 100.00 EUR

Expires in: 17:00 CET Make order available to: Public

< Back Submit

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”.

Counterbid/offer

This is a short way to counterbid or counteroffer an order.
When clicking on the order, you will get the option to counterbid/counteroffer.

You will then be able to change:

- Delivery date
- Quantity
- Price
- Expiry

1.7000	EUR	1 000 MWh	Nordic	2024 Q4
Delivery date (UTC): 31/1/2025	Registry operator: Cesar- without EECS	Subsidised: Not required	Label: EKOenergy	
<div>Buy Unit</div> <div>Counterbid</div>				

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

Counterbid

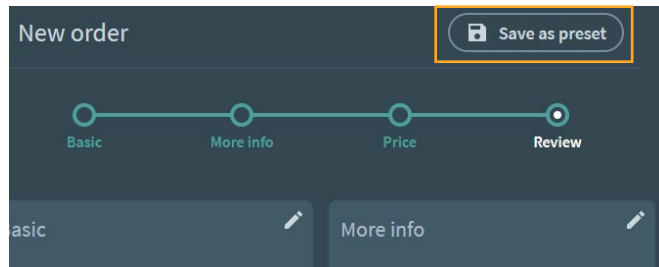
Technology: Wind	Label: EKOenergy	Delivery date (UTC) * Standard Spot ?	
Region: Nordic	Registry operator: Cesar- without EECS	Or DD/MM/YYYY	
Production period: Q4 2024	Available to: Public	Quantity (MWh) * 1000	Price per unit * 1.7
Current total price 1,700.00 EUR		New total price 1,700.00 EUR	
A counter(bid/offer) will not replace/ overwrite an existing order		Expires in * 1 hour 17:00 CET	
Or DD/MM/YYYY HH:mm			
<div>Submit</div>			

Presets

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

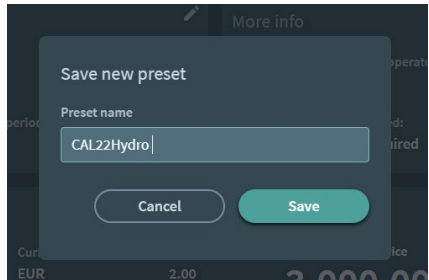
To save the template as a preset:

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



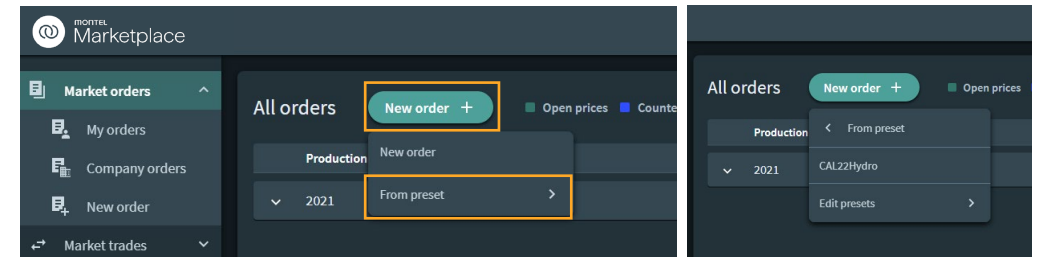
The screenshot shows the 'New order' form with a progress bar at the top indicating four steps: Basic, More info, Price, and Review. The 'Review' step is currently selected. A 'Save as preset' button is located in the top right corner of the form, highlighted with an orange box. Below the progress bar, there are two sections: 'Basic' and 'More info', each with a pencil icon for editing.

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



The screenshot shows a 'Save new preset' dialog box. It has a text input field labeled 'Preset name' with the text 'CAL22Hydro' entered. Below the input field are two buttons: 'Cancel' and 'Save'.

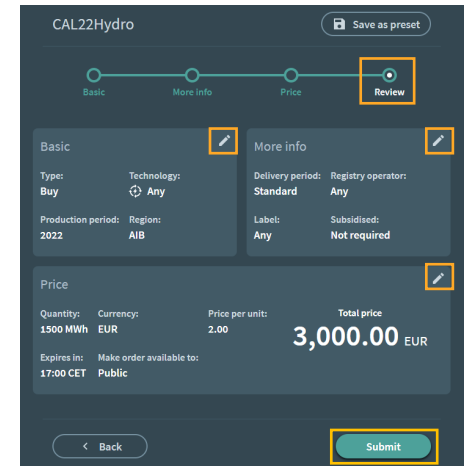
To find the preset, click “New order” and choose “From preset”:
A list of your pre-saved templates will then appear.



The first screenshot shows the 'Marketplace' interface with the 'New order +' button highlighted. The second screenshot shows the 'From preset' selection menu, which lists 'CAL22Hydro' as a preset.

By clicking on the preset, you will 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.

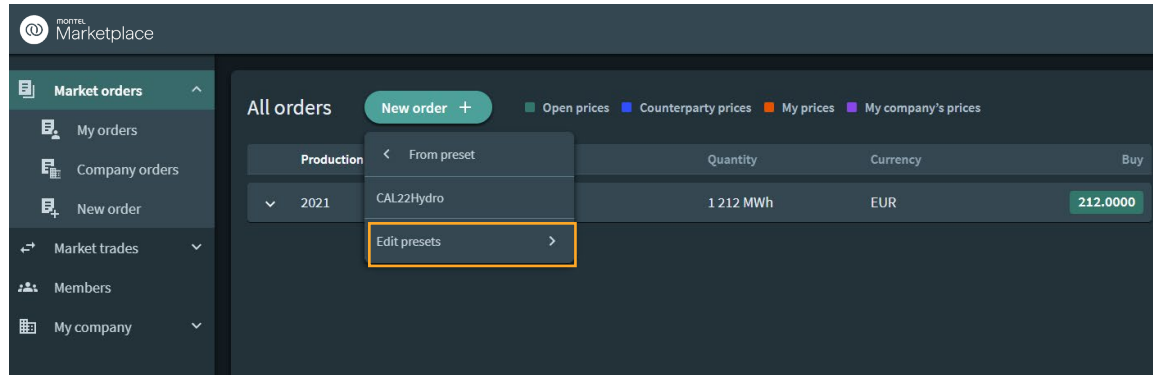


The screenshot shows the 'Review' stage of the 'CAL22Hydro' order. The progress bar at the top indicates the 'Review' step is selected. Below the progress bar, there are three sections: 'Basic', 'More info', and 'Price'. Each section has a pencil icon for editing. The 'Basic' section shows 'Type: Buy' and 'Technology: Any'. The 'More info' section shows 'Delivery period: Standard' and 'Registry operator: Any'. The 'Price' section shows 'Quantity: 1500 MWh', 'Currency: EUR', 'Price per unit: 2.00', and 'Total price: 3,000.00 EUR'. At the bottom, there are 'Back' and 'Submit' buttons.

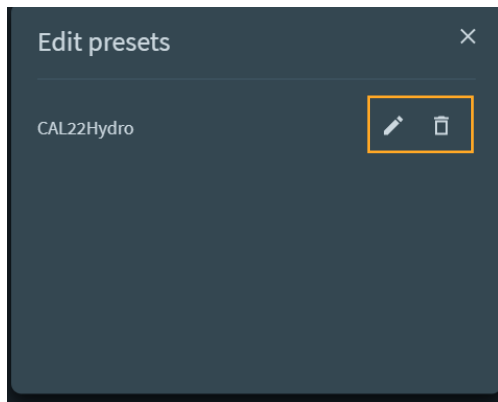
Presets

Edit and delete presets

Click “Edit presets”.

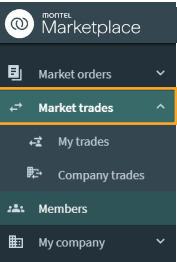


- Edit the preset by clicking on the pencil
- Delete the preset by clicking on the trash can



Market trades

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



This will take you to the overview of all marked trades completed in Marketplace.

Market orders	All trades	Company trades
Market trades	Trading time	Production
My trades	22/11/2021 09:35	2021 Q3
Company trades	5/11/2021 13:23	2022
Members	3/11/2021 15:07	2024 Q3
My company	26/10/2021 11:25	2031 Q3
	28/10/2021 11:25	2031 Q3
	26/10/2021 15:35	2020 Nov

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.

Click on the trade to get more information.

Trading time	Production	Tech	Region	Delivery date (UTC)	Transaction	Counterparty	Quantity	Currency	Price	Status
5/11/2021 13:23	2022		AIB grid-conn...	Spot	Sold to	Best 1 tes...	1 000 MWh	EUR	1.5000	Not signed
Subsidized:	Registry operator:	Label:								
Not required	Any	Any								

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.

Market orders	Company trades
Market trades	Trading time
My trades	24/11/2021 14:29
Company trades	23/11/2021 12:53

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.

The screenshot displays the 'Mina AS' company profile page. The left sidebar contains a menu with 'My company' highlighted. The main content area is divided into several sections: 'About' (Market role: Trading, Currencies: EUR), 'Technologies' (Biofuel, Geo, Hydro, Solar, Wind), 'Products' (GO's), 'Trading interests' (Trading position: Selling, Trading frequency: Weekly, Labels: Any), 'Bank information' (Bank name, Bank account No, BIC/Swift code, IBAN), 'Description' (We like to party at Mina AS!), 'Certificates per year' (155000), 'Registry operators' (Cecar), 'EECS registry' (Yes), 'Subsidised' (No), 'Emails' (Signer's e-mail addresses, KYC contact e-mail addresses), 'Social media' (Web page, Facebook, Twitter, LinkedIn), and 'Address' (Street: Holbergsgate, Postal code: 0166, City: Oslo, Country: Norway). An orange box highlights the 'My company' menu item in the left sidebar and the 'Edit Profile' button at the bottom right.

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

Managing users

Each company can manage users and user requests under “My company”.

To manage users under “My company”:

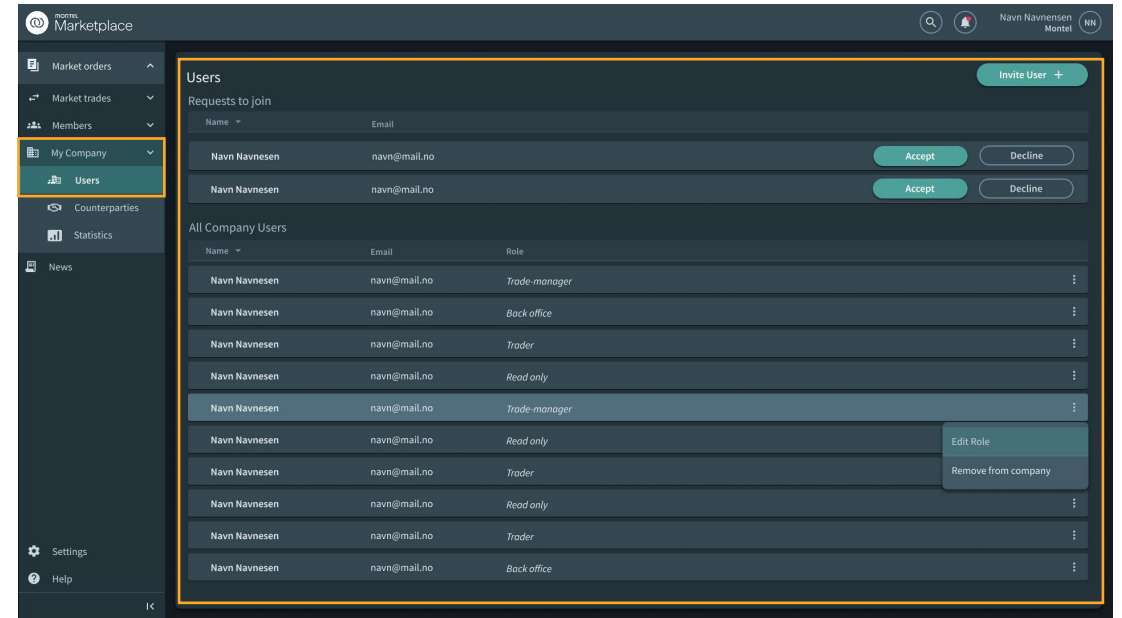
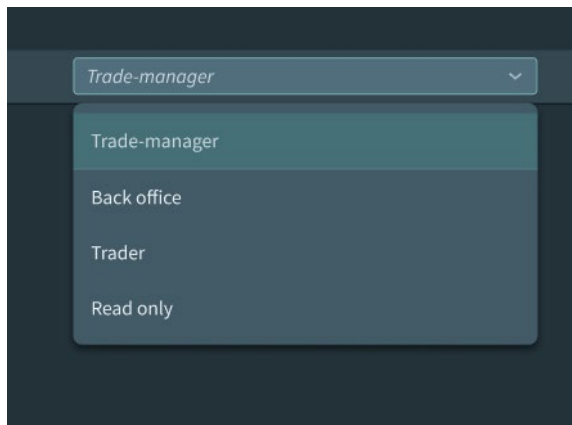
- Click “My company”
- Click “Users”
- The user overview will show.

Request to join

Here you will find an overview of users that want to be a part of your company on Montel Marketplace.

You can choose whether to accept or decline these users.

Accept – this requires you to assign them a role in the company, which will decide their permissions on Montel Marketplace. These roles can be selected from the list below.



Role list and permissions:

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

Trader – permissions: trade, receive trade confirmations on their own trades, connect with counterparties and manage requests.

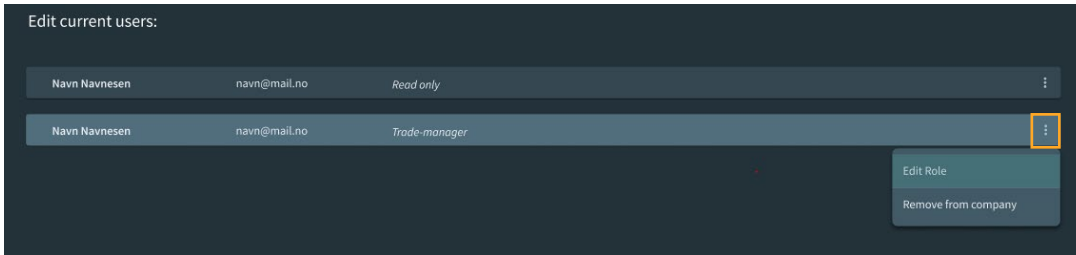
Backoffice – permissions: trade confirmation, connect with counterparties, manage requests, edit company details, administrate users and roles.

Read only – permissions: see prices on screen and Marketplace members.

Managing users

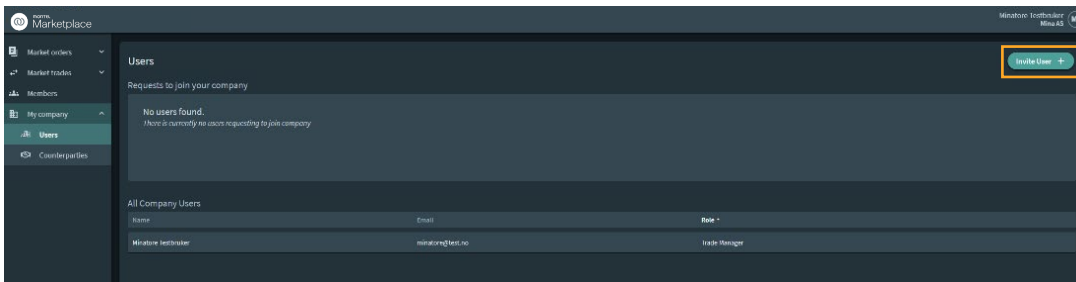
All company users

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

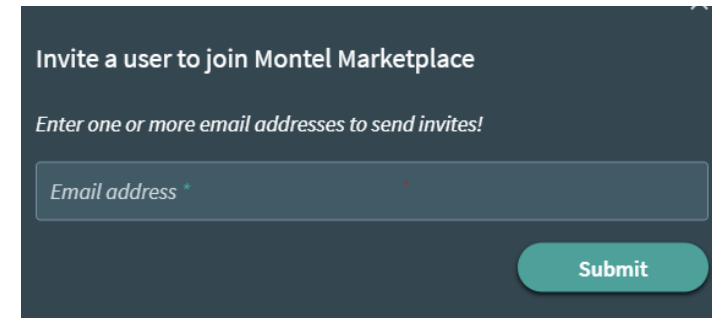


Invite users to join your company

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



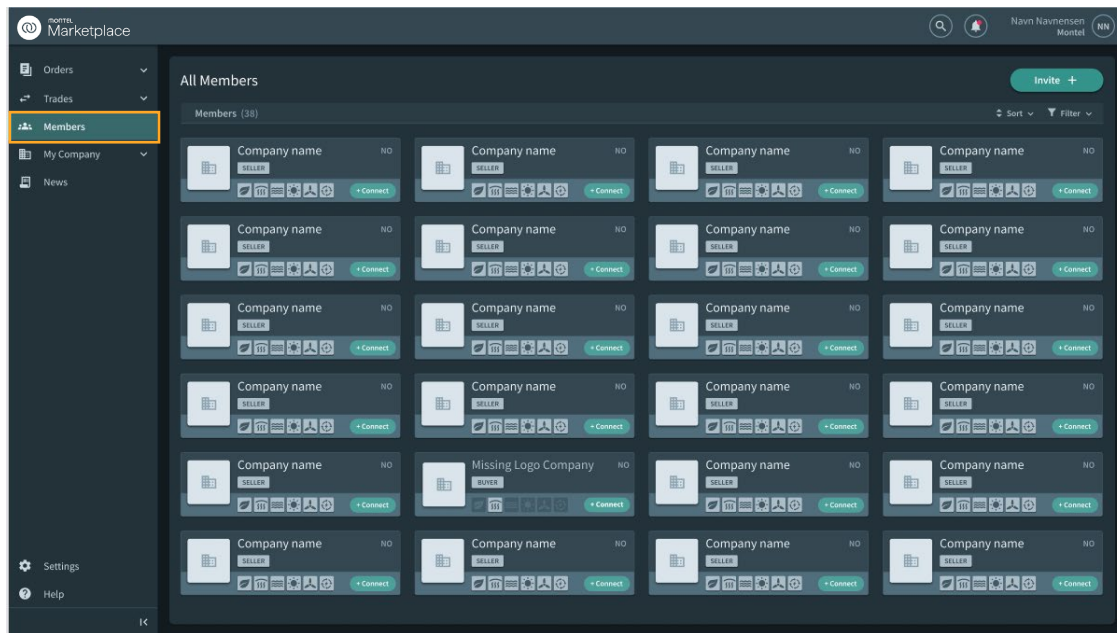
An email invitation box will then appear. Type in the email addresses of your choice and click submit to send the invitation to a new user.



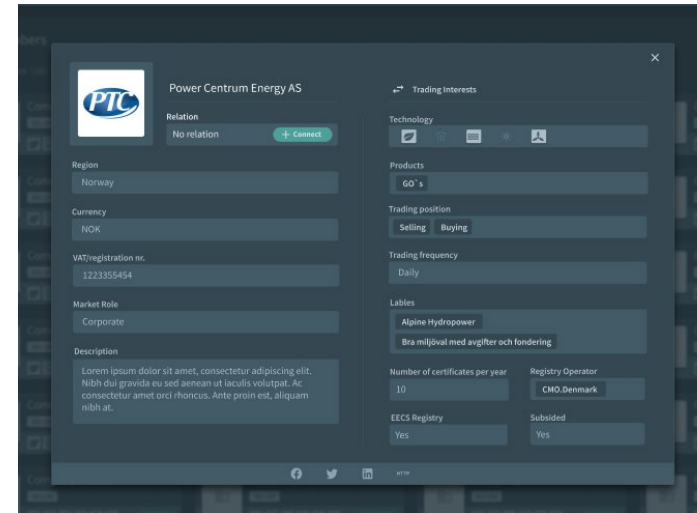
Members and counterparties

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:

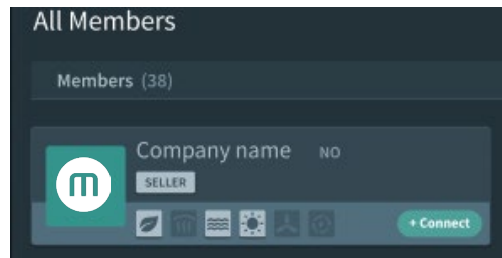
- Company name
- Their position in the market (buyer/seller)
- Technologies they are interested in
- Their origination

Members and counterparties

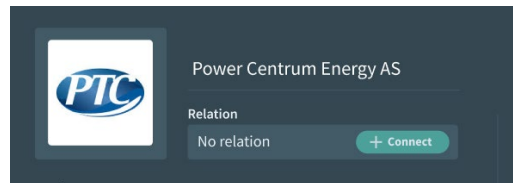
Add a company to your counterparty list

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

- Click in the + connect symbol in the company card in the members list



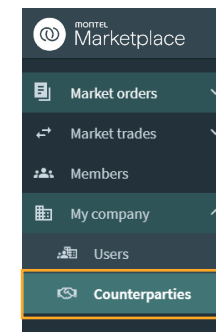
- Click on the + connection button in the full profile picture.



When sending a request, the status will change to pending until the company accepts or declines: ⌚

Counterparty list

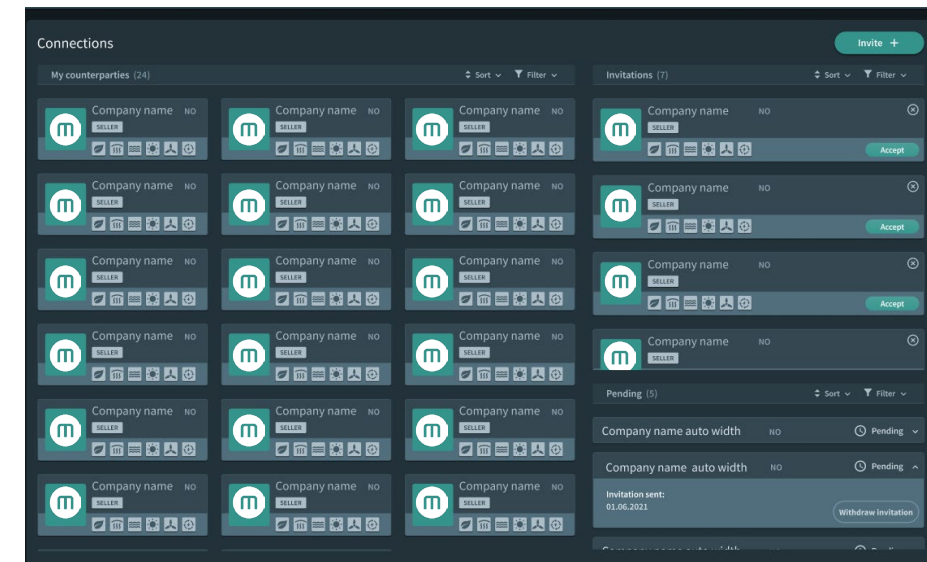
To view all counterparties, invitations and requests sent out please go to: Counterparties.



My counterparties

Here you have a list over all accepted counterparties.

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



Counterparty invitations

Invitations

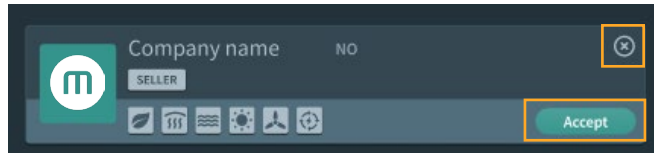
Here you have a complete list over all invitations that your company has received.

To accept

- Click accept

To ignore

- Click on the “x” on the top right corner

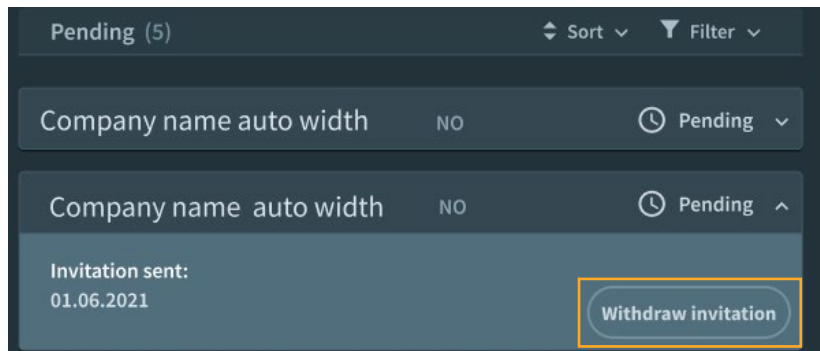


Pending

An overview over all pending invitations you have sent out.

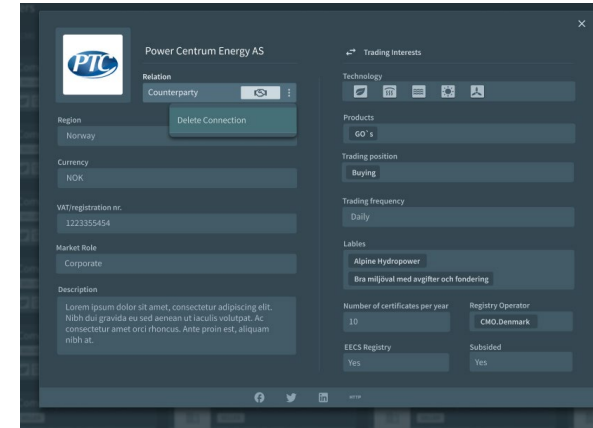
To withdraw invitations:

- Click on the “withdraw invitation” and it will no longer be on the list

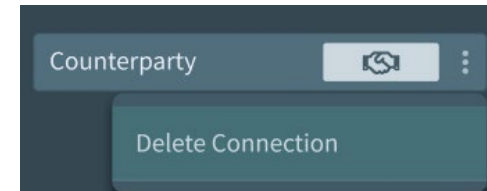


Delete a company from your counterparty list

- Click on the company card



- Click on the three dots in the «relation» box:

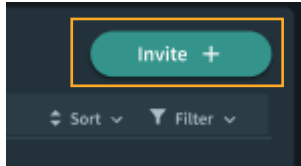


- Click delete

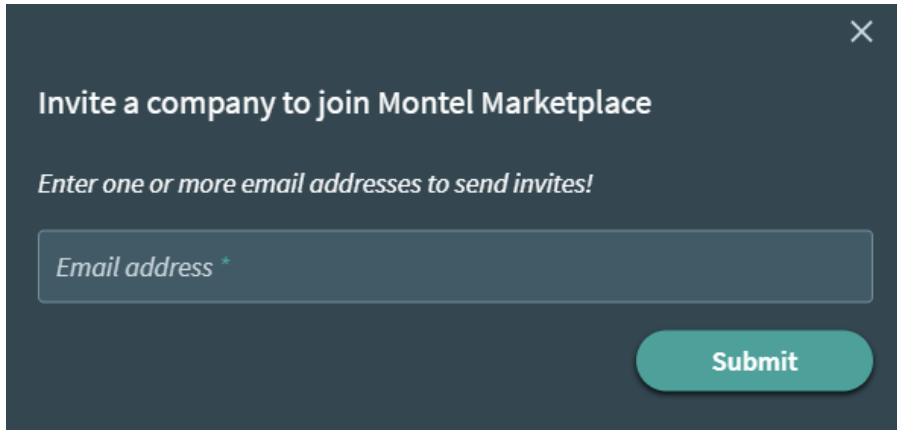
Counterparty invitation

Invite a company outside to join the Marketplace

Click on the “Invite +”



An email invitation box will then appear. Type in the email addresses of your choice and click submit to send the invitation to a company.

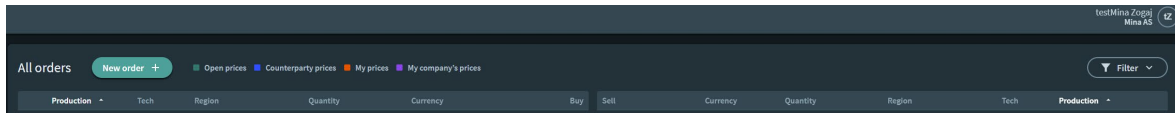
A screenshot of a dark-themed modal dialog box titled "Invite a company to join Montel Marketplace". The title is in white. Below the title is a subtitle in italics: "Enter one or more email addresses to send invites!". There is a large, light-colored text input field with the placeholder text "Email address *". At the bottom right of the dialog is a teal button labeled "Submit". A small white "X" icon is in the top right corner of the dialog.

Sort and filter view

You can sort the different inputs in the table by:

- Production
- Tech
- Region
- Quantity
- Currency

When you sort rows, you need to select the column on which you want to sort.



Filter the view

You can filter the view on:

- Technology
- Region
- Label
- Currency

Click on the drop-down list on the filter button and click on the specific input you would like to choose.

Your filter view is saved as you make changes, filter controls are automatically added to the table headers.

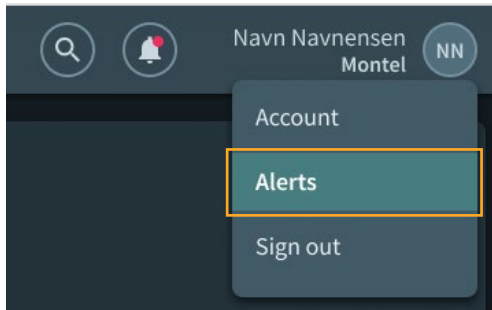


Delete filters

To remove the filter's please click on the added specific filter and it will be removed.

Montel Marketplace Alert

The Montel Marketplace alert function makes it easy for you to create specific alerts based on your interests in the GO market.

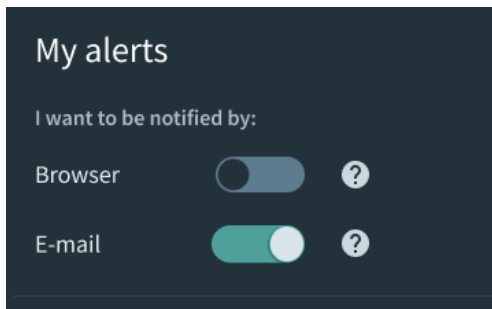


My alerts

Choose the type of notification you would like to receive:

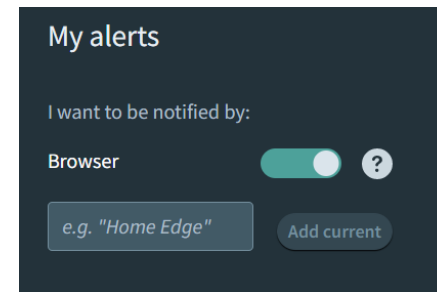
Browser – pop up appears in your chosen web browser

Email – alerts sent to your registered email address



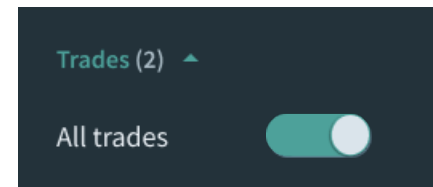
Browser:

When choosing the browser alert, you will need to add a current location for your browser.



Trades

Where all trades are selected (this is the default setting) you will receive a notification on all trades made in the service either via your chosen delivery method.



Where all trades are not selected, you will not receive any notification on trades made within Montel Marketplace.

Create a custom trade bid or ask alert

Create a custom trade, ask and bid alert

When clicking on the +add alert button, you will be able to customize your alerts. Please note this will disable any automatic notifications.

My alerts

I want to be notified by:

Browser ☒ ?

[Add current](#)

E-mail ☒ ?

Trades ▾

All trades ☐ ?

Or create custom trade alert: [+ Add alert](#)

<input type="checkbox"/>	Product	Technology	Region	Production period	Manage	Status
You don't have any custom alerts for trades, click here to add one						

Ask orders ▾

All ask orders ☐ ?

Or create custom ask order alert: [+ Add alert](#)

<input type="checkbox"/>	Product	Technology	Region	Production period	Manage	Status
You don't have any custom alerts for ask orders, click here to add one						

Bid orders ▾

All bid orders ☐ ?

Or create custom bid order alert: [+ Add alert](#)

<input type="checkbox"/>	Product	Technology	Region	Production period	Manage	Status
You don't have any custom alerts for bid orders, click here to add one						

Create a custom trade bid or ask alert

Create customtrade, bid or ask alert:

When clicking on the +add alert button, you will be able to customize your alerts. Please note this will disable any automatic notifications.

Or create custom ask order alert:

☐

Product ▾

Technology ▾

Region ▾

Production period ▾

Manage

Status ▾

+ Add alert

Technology – Choose your preferred technology

Region – Choose your preferred region

Production Period – Choose your production period: either year, quarter, or month.

Include all underlying contracts- 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 Add alert for it to be saved.

The alert will now be added under your preferred custom alerts.

New alert | Ask orders

Technology

Biofuel

Geo

Hydro

Sun

Wind

Any

Region

Select region

Production period

Year

Quarter

Month

2000

☐ Include all underlying contracts

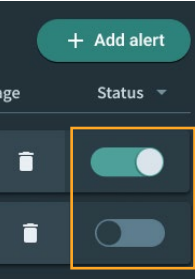
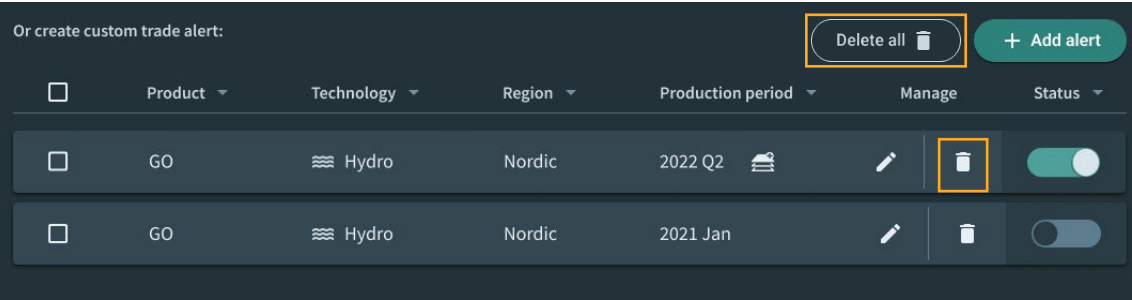
Cancel

+ Add alert

Montel Marketplace Alert

Delete alert

Click on the trashcan icon to delete the alert. If you wish to remove all of your alerts, simply click delete all.

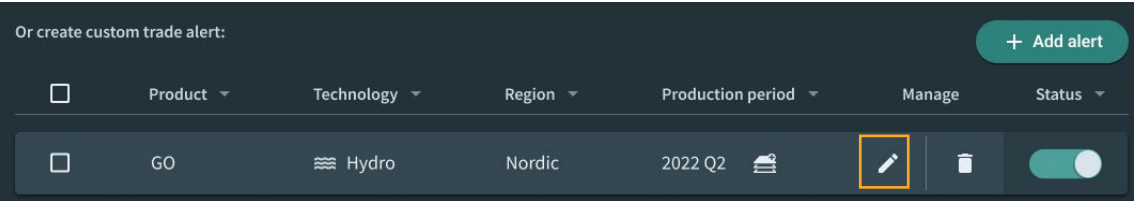


Status

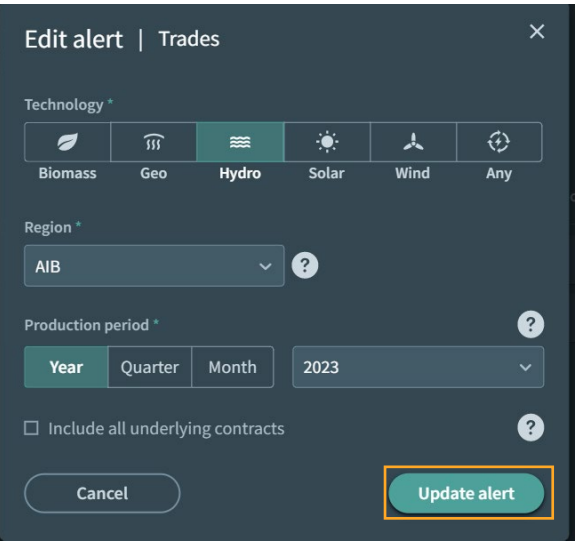
You can change the status of an alert at any time. Simply click the status bar to make the alert active or inactive.

Edit your alerts

You can also edit your alerts at any time by clicking on the pen icon.



All fields will then be available for you to edit.



Remember to click 'update alert' in order for your new requirements to be saved.