

MONTEL  
Marketplace  
User manual



# Table of content

|                            |         |
|----------------------------|---------|
| Symbol list                | 3       |
| Order view                 | 4       |
| Buy or sell order          | 5       |
| Register new order         | 6-8     |
| Counterbid/offer           | 9       |
| Presets                    | 10-11   |
| Market trades              | 12      |
| Upgrade your profile       | 13      |
| Managing users             | 14-15   |
| Members and counterparties | 16-17   |
| Counterparty invitation    | 18-19   |
| Sort and filter view       | 20      |
| Montel Marketplace Alert   | 21 - 25 |

# 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.

| Production                   | Tech                        | Region             | Quantity             | Currency | Buy    | Sell   | Currency | Quantity    | Region           | Tech | Production |
|------------------------------|-----------------------------|--------------------|----------------------|----------|--------|--------|----------|-------------|------------------|------|------------|
| 2031 Q3                      |                             | Macedonia          | 250 MWh              | GBP      | 0.8000 | 0.9000 | EUR      | 1 000 MWh   | AIB              |      | 2021       |
| Delivery date (UTC):<br>Spot | Registry operator:<br>Ofgem | Subsidised:<br>Yes | Label:<br>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 prices Counterparty prices My prices My 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.

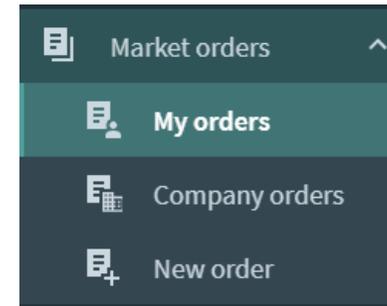
**Orange:** Your orders – these orders have been placed on Marketplace by you.

**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.

| Production | Tech | Region | Quantity  | Currency | Buy    | Sell     | Currency | Quantity  | Region | Tech | Production |
|------------|------|--------|-----------|----------|--------|----------|----------|-----------|--------|------|------------|
| 2021       |      | AIB    | 1 500 MWh | EUR      | 0.8000 | 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

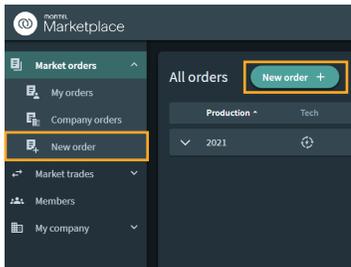
All orders New order + Open prices Counterparty prices My prices My company's prices Filter

| Production                                       | Tech                        | Region             | Quantity             | Currency                                      | Buy    | Sell                         | Currency                    | Quantity                    | Region        | Tech | Production |
|--------------------------------------------------|-----------------------------|--------------------|----------------------|-----------------------------------------------|--------|------------------------------|-----------------------------|-----------------------------|---------------|------|------------|
| 2031 Q3                                          | ☀️                          | Macedonia          | 250 MWh              | GBP                                           | 0.8000 | 0.9000                       | EUR                         | 1 000 MWh                   | AIB           | ☀️   | 2021       |
| Delivery date (UTC):<br>Spot                     | Registry operator:<br>Ofgem | Subsidised:<br>Yes | Label:<br>TÖV SÜD EE |                                               |        | Delivery date (UTC):<br>Spot | Registry operator:<br>Cecar | Subsidised:<br>Not required | Label:<br>Any |      |            |
| <span>Counteroffer</span> <span>Sell Unit</span> |                             |                    |                      | <span>Buy Unit</span> <span>Counterbid</span> |        |                              |                             |                             |               |      |            |

# Register new order

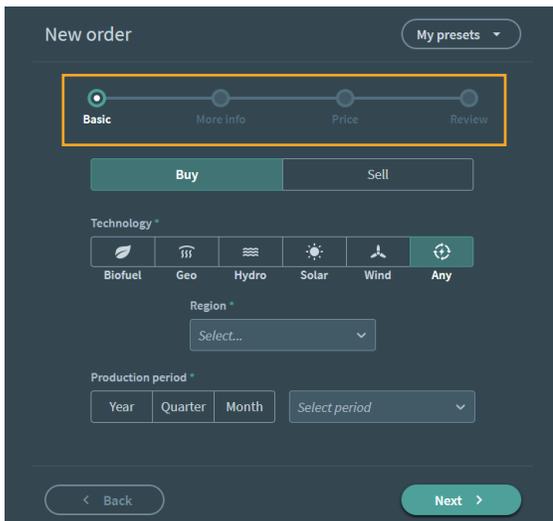
## Register an order:

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. At the top, there is a 'My presets' dropdown. Below it, a progress bar shows four steps: 'Basic', 'More info', 'Price', and 'Review'. The 'Basic' step is highlighted with a yellow box. Below the progress bar, there are two buttons: 'Buy' and 'Sell'. Underneath, there is a 'Technology' section with icons for Biofuel, Geo, Hydro, Solar, Wind, and Any. Below that is a 'Region' dropdown menu with 'Select...' as the placeholder. At the bottom, there is a 'Production period' section with buttons for 'Year', 'Quarter', and 'Month', and a 'Select period' dropdown menu. At the very bottom, there 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

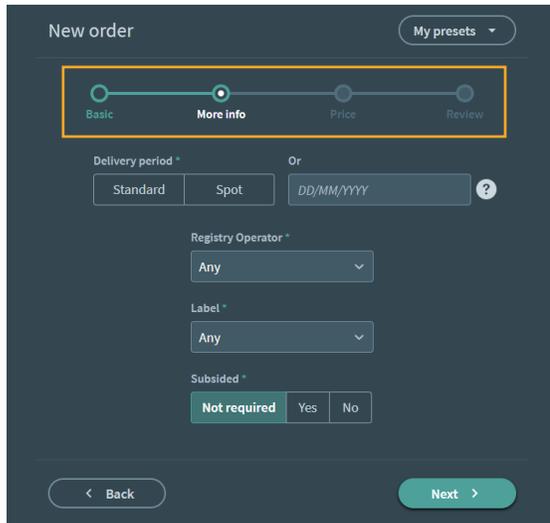
- Quarter

- Month

- Or select a period

# Register new order

## 2 MORE INFO:



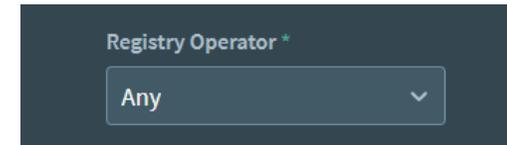
The screenshot shows a 'New order' form with a progress bar at the top. The progress bar has four steps: 'Basic', 'More info', 'Price', and 'Review'. The 'More info' step is currently selected and highlighted with an orange box. Below the progress bar, there are several input fields: 'Delivery period' with options 'Standard', 'Spot', and a date field 'DD/MM/YYYY'; 'Registry Operator' with a dropdown menu showing 'Any'; 'Label' with a dropdown menu showing 'Any'; and 'Subsidised' with radio buttons for 'Not required', 'Yes', and 'No'. At the bottom, there are 'Back' and 'Next' buttons.

### 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' with the text 'Any' and a downward arrow.

### Choose Label

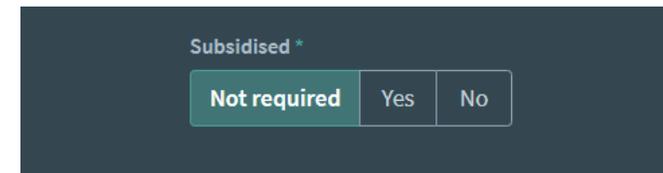
- Choose to add labels



The screenshot shows a dropdown menu for 'Label' with the text 'Alpine Hydropower' and a downward arrow.

### Subsidised

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



The screenshot shows three radio button options for 'Subsidised': 'Not required', 'Yes', and 'No'. The 'Not required' option is selected.

# Register new order

## 3 PRICE:

### 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.

### 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

The screenshot shows an order card with the following details: Quantity: 1.7000, Currency: EUR, Energy: 1 000 MWh, Region: Nordic, Production period: 2024 Q4. Below these details, there are four fields: Delivery date (UTC): 31/1/2025, Registry operator: Cesar- without EECS, Subsidised: Not required, and Label: EKOenergy. At the bottom, there are two buttons: 'Buy Unit' and 'Counterbid', with the 'Counterbid' button highlighted by an orange box.

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

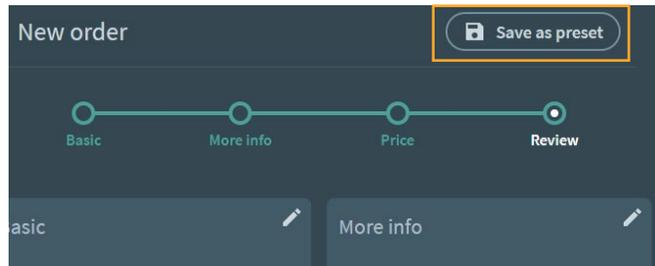
The screenshot shows the 'Counterbid' form with the following fields and options: Technology: Wind, Label: EKOenergy, Delivery date (UTC): Standard (selected) and Spot, Region: Nordic, Registry operator: Cesar- without EECS, Production period: Q4 2024, Available to: Public, Quantity (MWh): 1000, Price per unit: 1.7, Current total price: 1,700.00 EUR, New total price: 1,700.00 EUR, Expires in: 1 hour (selected) and 17:00 CET. A note at the bottom states: 'A counter(bid/offer) will not replace/overwrite an existing order'. A 'Submit' button is at the bottom right.

# Presets

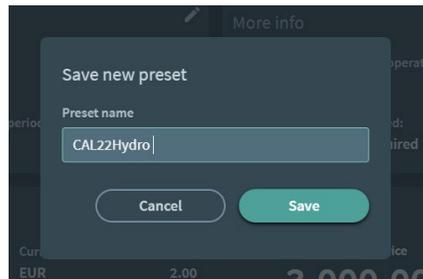
You can save orders as a preset to create templates to use for future orders.

To save the template as a preset:

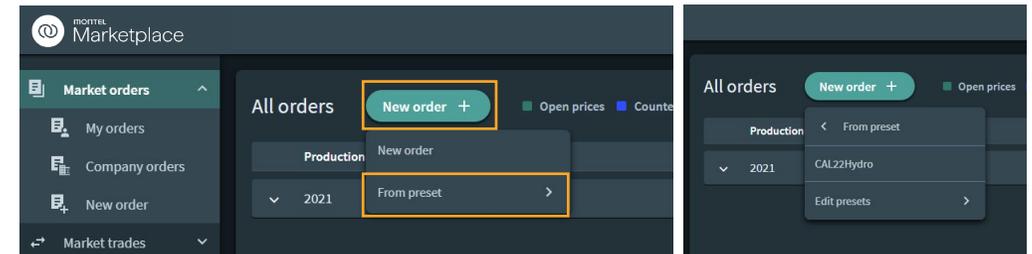
- Click “Save as preset” after you have completed the 4-steps “New order” form. This can be done before or after submitting an order.



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

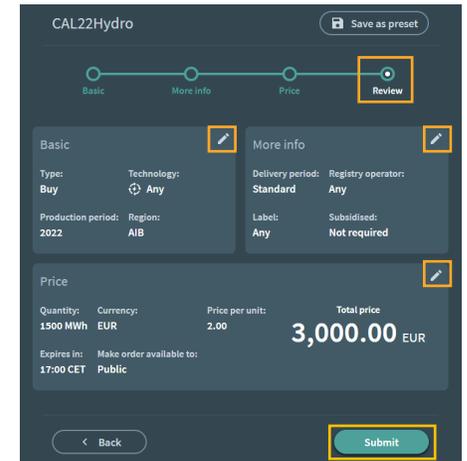


To find the preset, click “New order” and choose “From preset”:  
A list of your pre-saved templates will then appear.



By clicking on the preset, you will go directly to the review stage of the order:

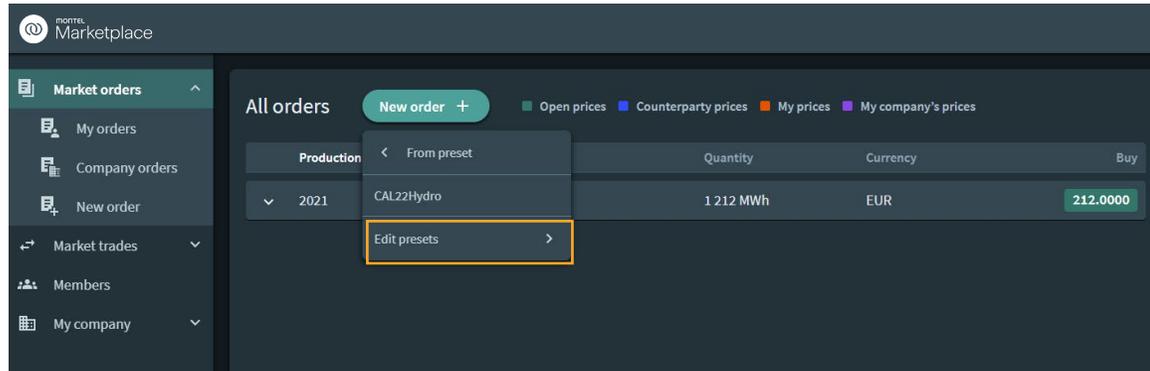
You can then either submit the order or navigate through the different steps by clicking on the pencil buttons to edit as you wish.



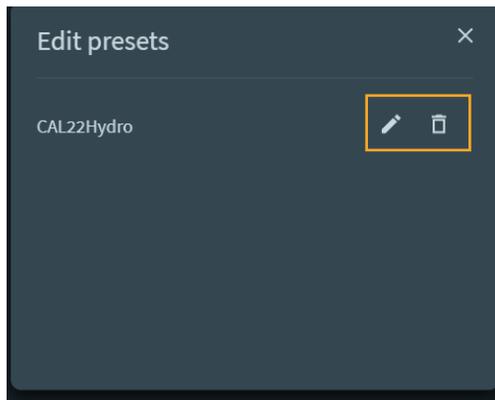
# Presets

## Edit and delete presets

Click “Edit presets”.

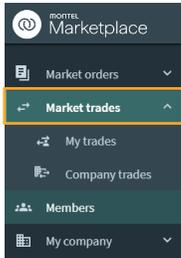


- Edit the preset by clicking on the pencil
- Delete the preset by clicking on the trash can

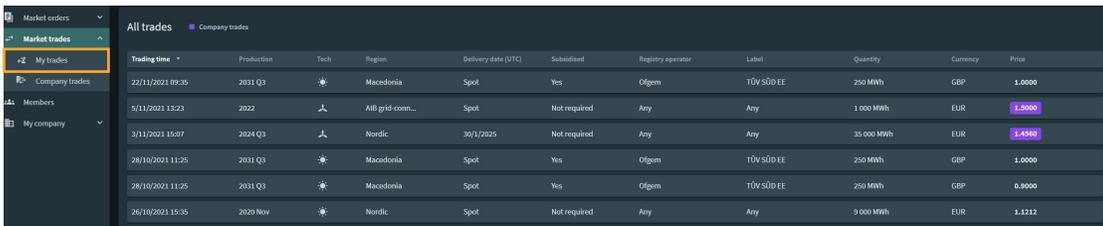


# Market trades

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



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



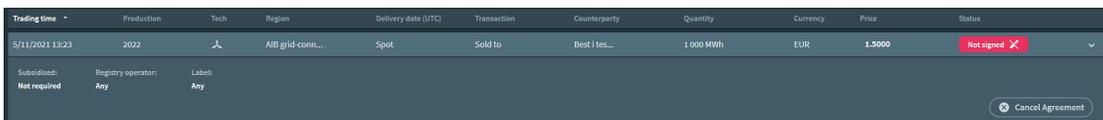
A screenshot of the 'All trades' overview table. The table has columns for Trading time, Production, Tech, Region, Delivery date (UTC), Subsidized, Registry operator, Label, Quantity, Currency, Price, and Status. The table contains several rows of trade data.

| Trading time     | Production | Tech | Region           | Delivery date (UTC) | Subsidized   | Registry operator | Label      | Quantity   | Currency | Price  | Status |
|------------------|------------|------|------------------|---------------------|--------------|-------------------|------------|------------|----------|--------|--------|
| 22/11/2021 09:35 | 2031 Q3    | *    | Macedonia        | Spot                | Yes          | Ofgem             | T0V S0D EE | 250 MWh    | GBP      | 1.0000 |        |
| 5/11/2021 13:23  | 2022       | ^    | AIB grid-conn... | Spot                | Not required | Any               | Any        | 1 000 MWh  | EUR      | 1.3000 |        |
| 3/11/2021 15:07  | 2024 Q3    | ^    | Nordic           | 30/1/2025           | Not required | Any               | Any        | 35 000 MWh | EUR      | 1.4500 |        |
| 28/10/2021 11:25 | 2031 Q3    | *    | Macedonia        | Spot                | Yes          | Ofgem             | T0V S0D EE | 250 MWh    | GBP      | 1.0000 |        |
| 28/10/2021 11:25 | 2031 Q3    | *    | Macedonia        | Spot                | Yes          | Ofgem             | T0V S0D EE | 250 MWh    | GBP      | 0.8000 |        |
| 26/10/2021 15:35 | 2020 Nov   | *    | Nordic           | Spot                | Not required | Any               | Any        | 9 000 MWh  | EUR      | 1.1112 |        |

## 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.



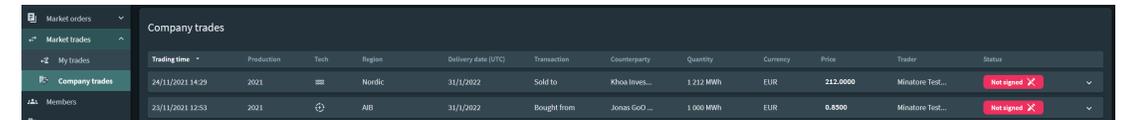
A screenshot of a trade detail view. The table shows the following information:

| 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 |

Below the table, there are fields for Subsidized (Not required), Registry operator (Any), and Label (Any). A 'Cancel Agreement' button is visible at the bottom right.

## 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.



A screenshot of the 'Company trades' overview table. The table has columns for Trading time, Production, Tech, Region, Delivery date (UTC), Transaction, Counterparty, Quantity, Currency, Price, Trader, and Status. The table contains two rows of trade data.

| Trading time     | Production | Tech | Region | Delivery date (UTC) | Transaction | Counterparty  | Quantity  | Currency | Price    | Trader           | Status     |
|------------------|------------|------|--------|---------------------|-------------|---------------|-----------|----------|----------|------------------|------------|
| 24/11/2021 14:29 | 2021       | ^    | Nordic | 31/1/2022           | Sold to     | Khoa Inves... | 1 212 MWh | EUR      | 212.0000 | Minatore Test... | Not signed |
| 23/11/2021 12:53 | 2021       | ^    | AIB    | 31/1/2022           | Bought from | Janac GOO ... | 1 000 MWh | EUR      | 0.8500   | Minatore Test... | Not signed |

# 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 navigation options: Market orders, Market trades, Members, My company (highlighted), Users, and Counterparties. 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 position' (Selling), 'Trading frequency' (Weekly), 'Labels' (Any), 'Certificates per year' (155000), 'Registry operators' (Cecar), 'EECS registry' (Yes), and 'Subsidised' (No). The 'Bank information' section includes fields for Bank name, Bank account No, BIC/Swift code, and IBAN. The 'Description' field contains the text 'We like to party at Mina AS!'. The 'Social media' section includes fields for Web page, Facebook, Twitter, and LinkedIn. The 'Address' section includes fields for Street (Holbergsgate), Postal code (0166), City (Oslo), and Country (Norway). The 'Emails' section includes fields for Signer's e-mail addresses (mina@montel.no) and KIC contact e-mail addresses (mina@montel.no). The 'Settings' icon is visible in the bottom left corner, and the 'Edit Profile' button is highlighted in the bottom right corner.

## 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”:

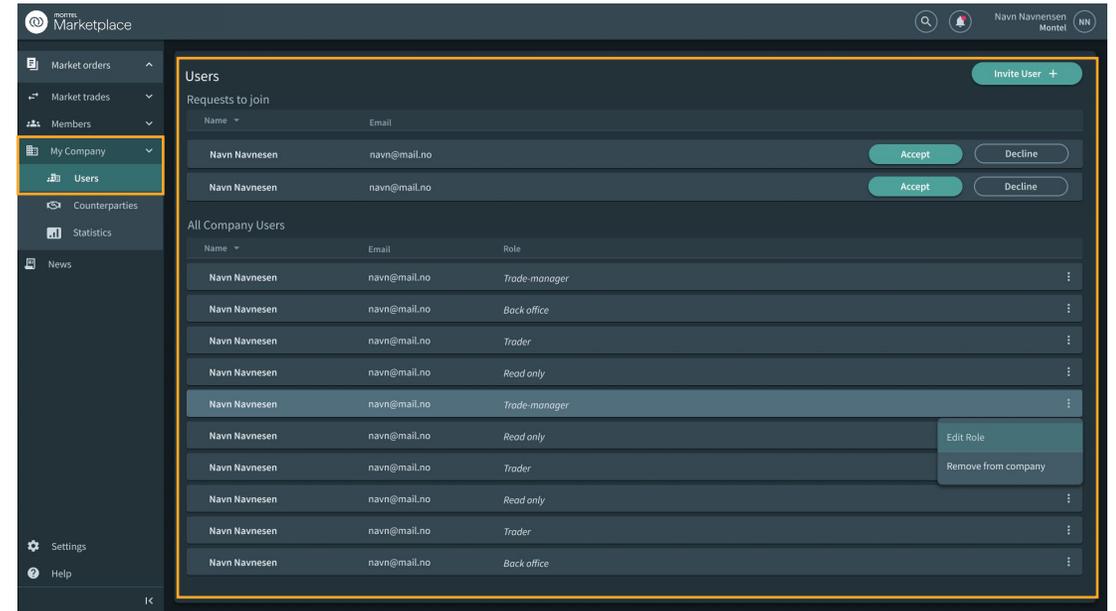
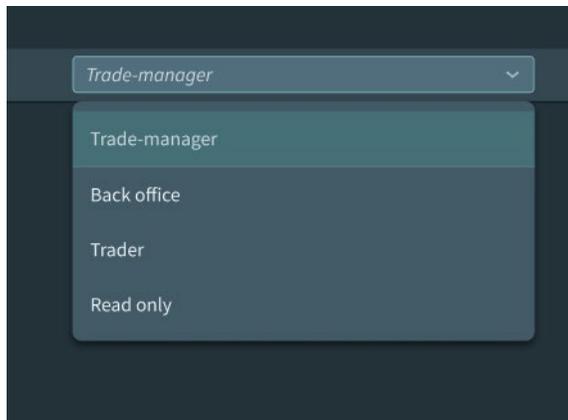
- Click “My company”
- Click “Users”
- The user overview will show.

## 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.

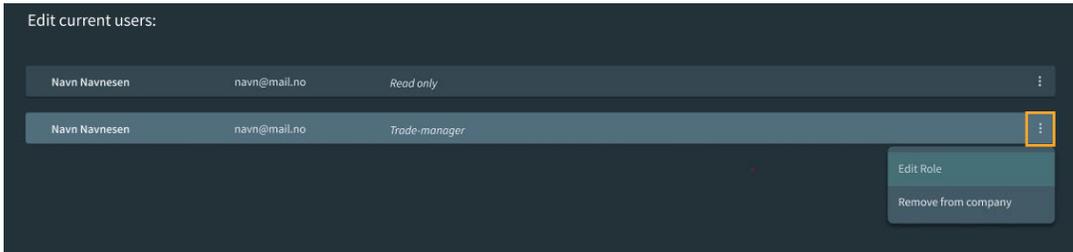
**Backoffice** – permissions: trade confirmation, connect with counterparties, manage requests, edit company details, administrate users and roles.

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

# Managing users

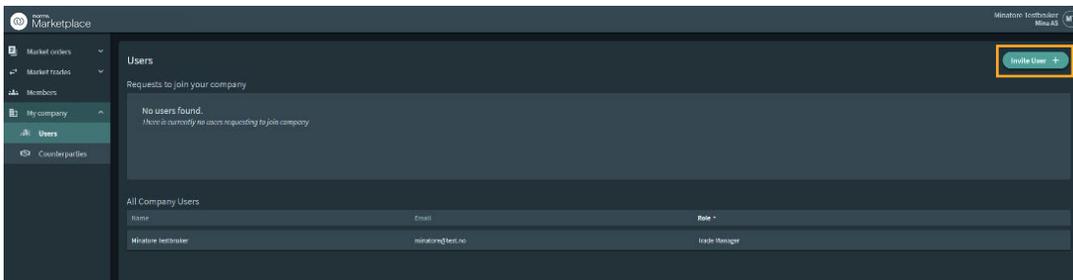
## All company users

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

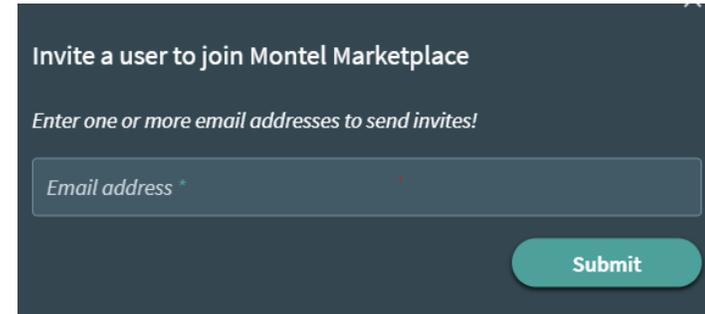


## Invite users to join your company

You can invite users to join your company by clicking "Invite users"



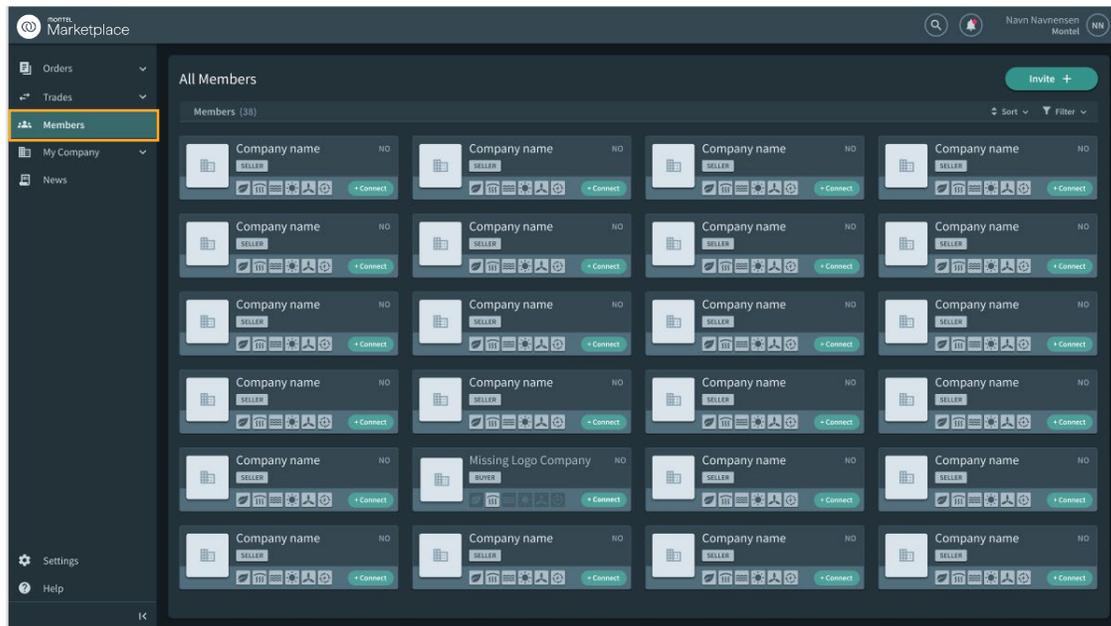
An email invitation box will then appear. Type in the email addresses of your choice and click submit to send the invitation to a new user.



# Members and counterparties

## Find companies to connect with

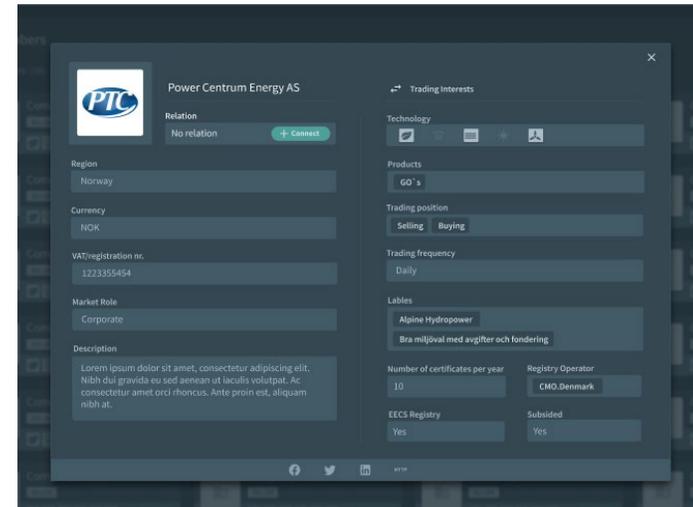
Click on the “members” in the menu to view all members on the marketplace.



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

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.

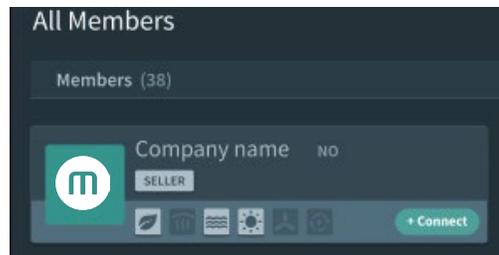


# Members and counterparties

## 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



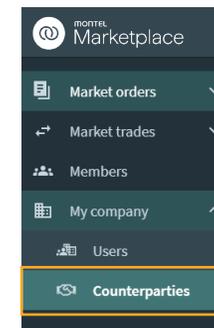
- Click on the + connection button in the full profile picture.



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

## Counterparty list

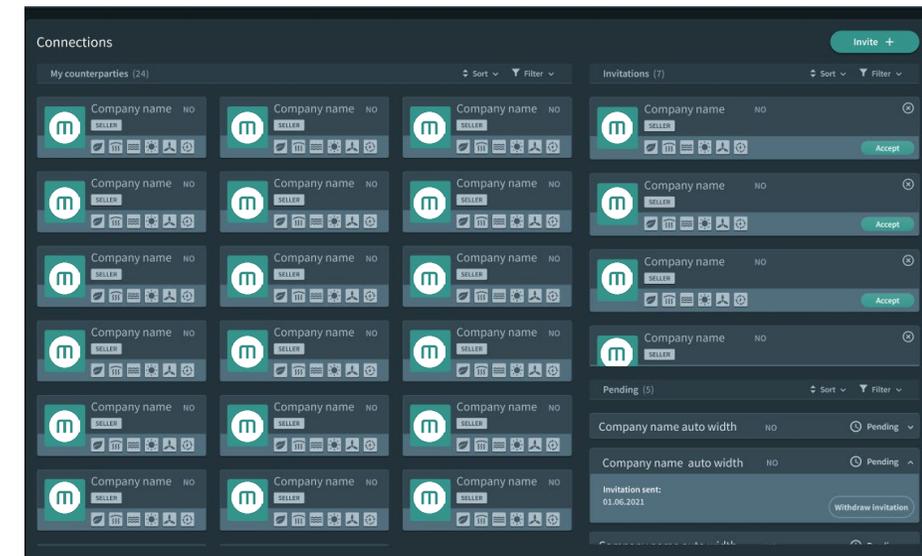
To view all counterparties, invitations and requests sent out please go to: Counterparties.



### 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

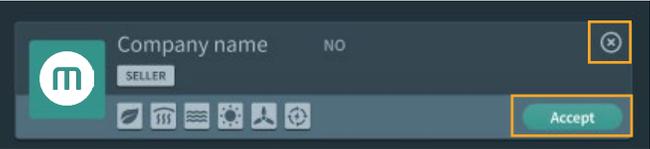
Here you have a complete list over all invitations that your company has received.

To accept

- Click accept

To ignore

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

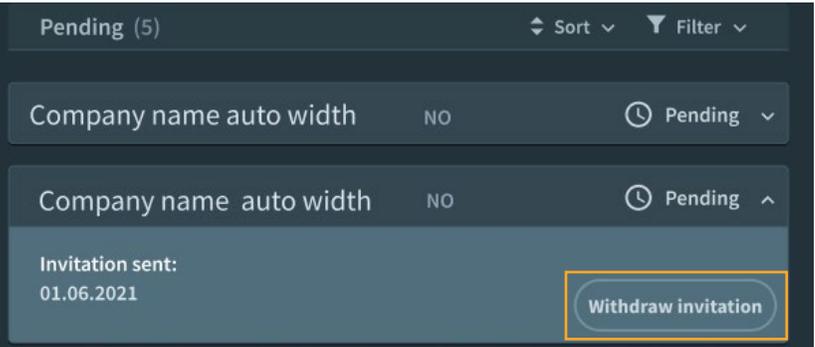


## Pending

An overview over all pending invitations you have sent out.

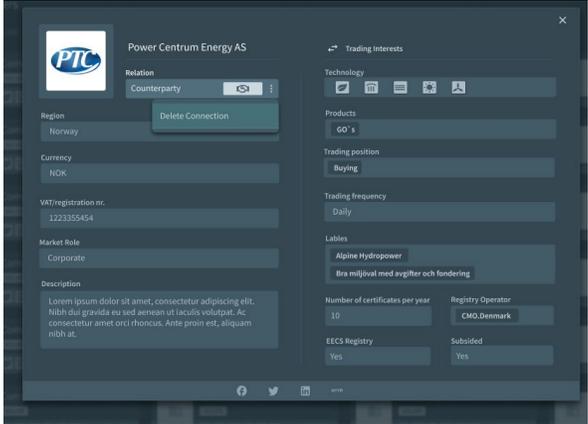
To withdraw invitations:

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

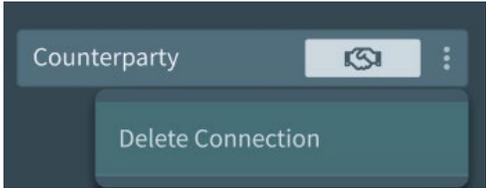


## Delete a company from your counterparty list

- Click on the company card



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

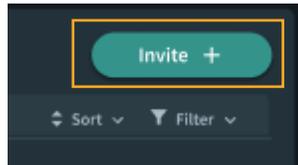


- Click delete

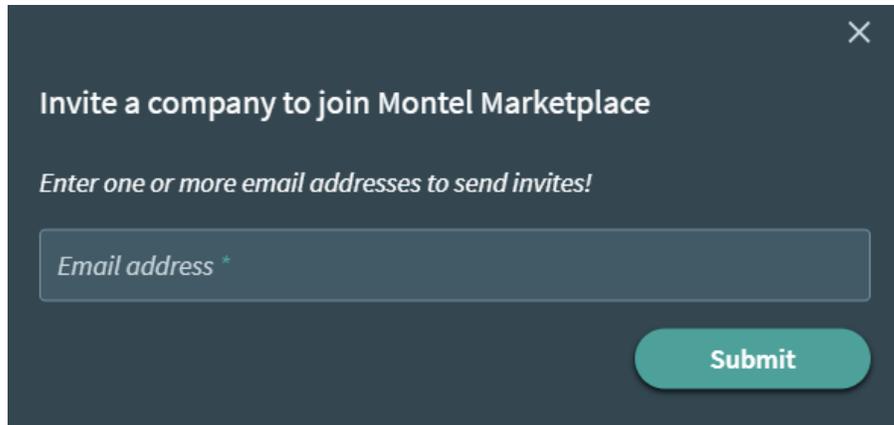
# Counterparty invitation

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.

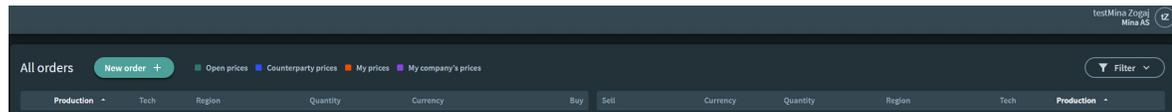
A dark-themed dialog box with a close button (X) in the top right corner. The title is "Invite a company to join Montel Marketplace". Below the title is the instruction "Enter one or more email addresses to send invites!". There is a text input field with the placeholder text "Email address \*". At the bottom right of the dialog is a teal "Submit" button.

# 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.

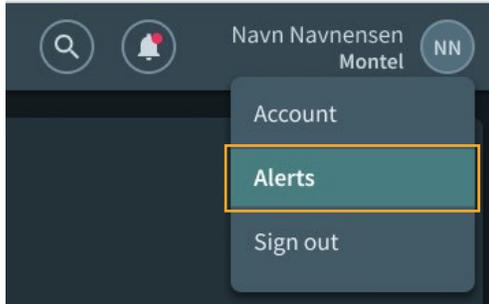


## Delete filters

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.

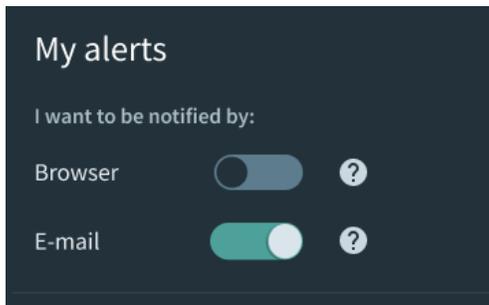


## My alerts

Choose the type of notification you would like to receive:

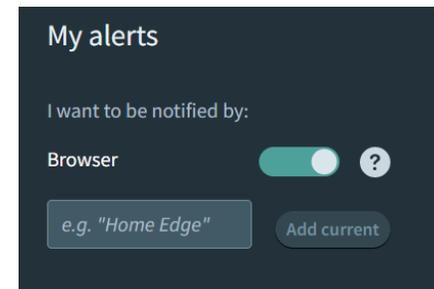
Browser – pop up appears in your chosen web browser

Email – alerts sent to your registered email address



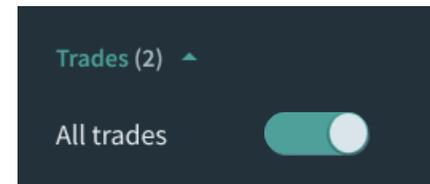
## Browser:

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

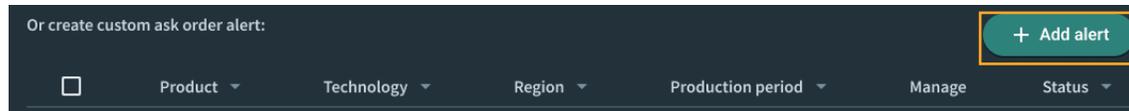
When clicking on the +add alert button, you will be able to customize your alerts. Please note this will disable any automatic notifications.

The screenshot displays the 'My alerts' section of a trading platform interface. It is organized into three main categories: Trades, Ask orders, and Bid orders. Each category has a toggle switch to enable or disable alerts and a '+ Add alert' button to create a custom alert. The 'Trades' section includes a header 'Trades -', a toggle for 'All trades', and a horizontal bar with a dropdown menu for 'Or create custom trade alert:'. Below this bar is a table with columns for Product, Technology, Region, Production period, Manage, and Status. A message below the table states 'You don't have any custom alerts for trades, click here to add one'. The 'Ask orders' section follows a similar layout with a toggle for 'All ask orders' and a message: 'You don't have any custom alerts for ask orders, click here to add one'. The 'Bid orders' section also has a toggle for 'All bid orders' and a message: 'You don't have any custom alerts for bid orders, click here to add one'. At the top, there are notification preferences for 'Browser' and 'E-mail', each with a toggle and a help icon. A text input field with the placeholder 'e.g. "Home Edge"' and an 'Add current' button is located below the notification settings.

# 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.



Technology – Choose your preferred technology

Region – Choose your preferred region

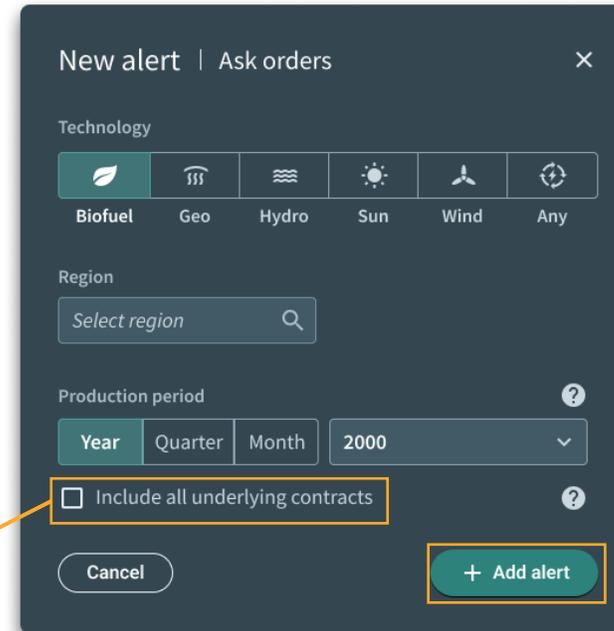
Production Period – Choose your production period: either year, quarter, or month.

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.

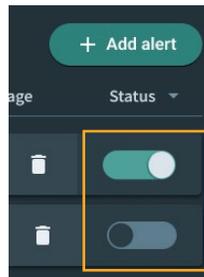
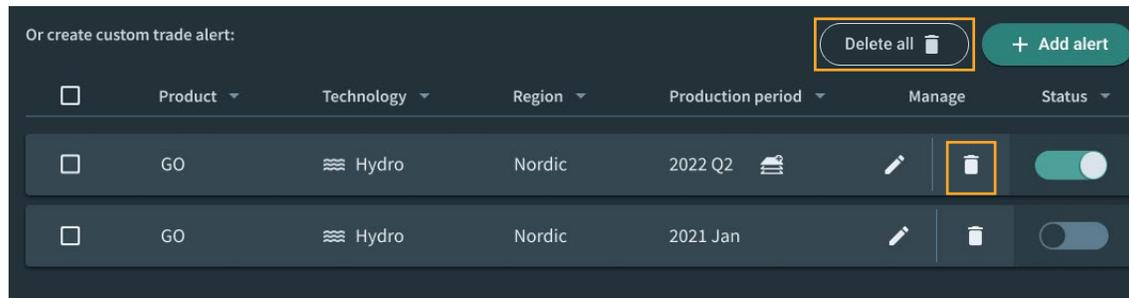
The alert will now be added under your preferred custom alerts.



# 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.

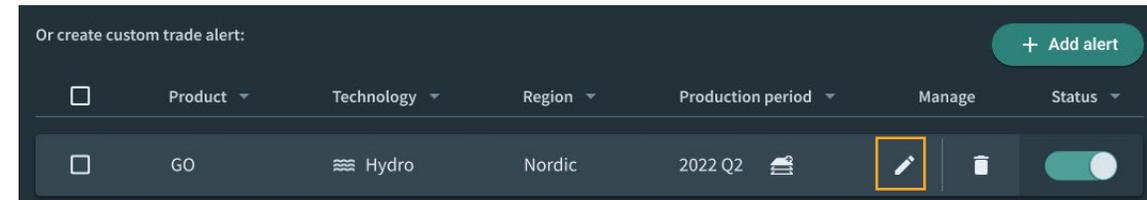


## Status

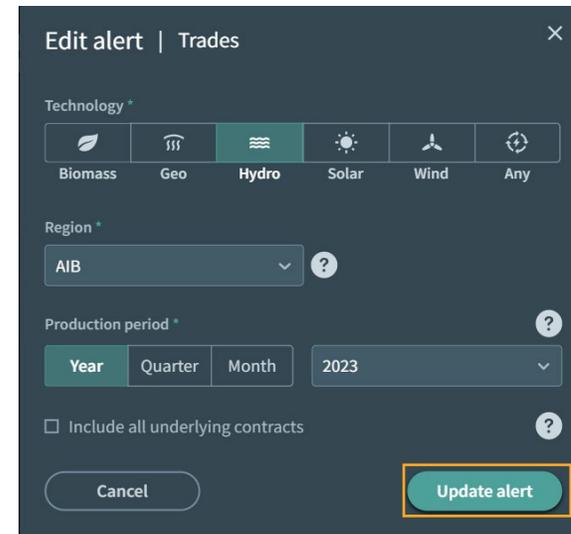
You can change the status of an alert at any time. Simply click the status bar to make the alert active or inactive.

## 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.