TSO BSS
Shipper Customer Portals
User Manual

Updated 15.03.2021

Inhalt

1 Introduction

This document is directed towards shippers registered as clients of GRTgaz Deutschland.

In the following you will be provided with basic information on the portals of GRTgaz Deutschland as well as specific knowledge such as how to create a new user or how to nominate.

GRTgaz offers two browser-based portals designed specifically for shippers to enter and review contract related data in the VMS portal as well as nomination related data via the nomination portal.

Contract Management System Portal (VMS)	Nomination Portal (NMP)
✓ Company data	✓ Submitting nominations
✓ Balancing groups	✓ Reviewing nominations
✓ Contracts	

2 Registration

If you want user accounts for your company, please contact us at:
Smile@grtgaz-deutschland.de
Once your account is created, you will receive an email that looks something like this:

> Dear Sir or Madam,
>
> Your user account for the TSO GRTgaz Deutschland GmbH has been activated and is now available.
> Your Login is: mtestuser
> WebLink: https://-----------------/
> We are at your disposal for any further information.
>
> Freundliche Grüße
> Key Account Management
> GRTgaz Deutschland GmbH
> Rosenthaler Straße 40/41 - 10178 Berlin
> www.grtgaz-deutschland.de

3 Connection

3.1 First connection

Follow the link given to you in your registration e-mail.
Please complete this form:

Activation of your client account

Hallo <mark>*TestUser Martha*</mark>

Please give here your login and choose a password
Your login:*

Your password must contain at least 8 characters with at least a number, an upper- and a lowercase, and a special character

Password:*
Password (repetition):*

i Please follow the password guidelines

Activate your user account

Aktivierung Ihres Benutzerkontos

Hallo TestUser Martha

Bitte geben Sie Ihren Benutzernamen ein und wählen Sie ein Passwort.

Ihr Benutzername:*

Mindestens 8 Zeichen mit zumindest einer Zahl, Groß- und Kleinbuchstaben sowie Sonderzeichen

Passwort:*

Passwort (Wiederholung):*

ⓘ Passwortrichtlinien beachten

Benutzerkonto aktivieren

When you validate your user account on the last form, and if everything goes well, you will see this message:

Your user account was successfully activated. You can now access your user portal.

Ihr Benutzerkonto wurde erfolgreich aktiviert. Sie können sich ab sofort mit Ihrem Benutzernamen und Passwort anmelden.
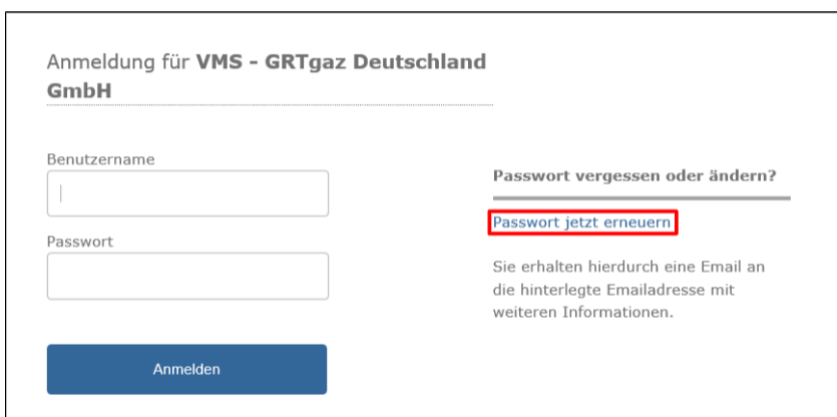
3.2 Forgotten password

If you unsuccessfully tried to login 3 times, your account will be locked.
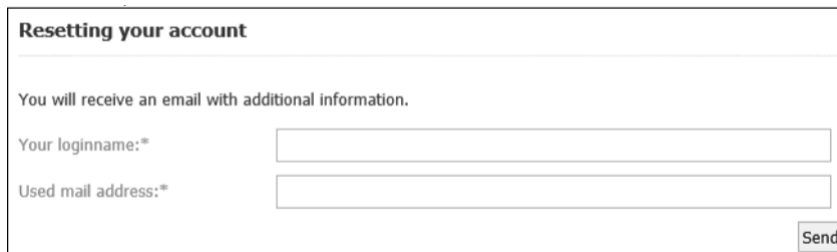To unlock it, please contact us:

Smile@grtgaz-deutschland.de

When you receive a confirmation email saying that your account is unlocked, you may then follow those steps:

From the login page of VMS, click on "Passwort jetzt erneuern" to change your password.

Please complete this form:

If everything went well, you will see this message:

Check in your mailbox for this email, and click on the link:

Sehr geehrte(r) *MS TestUser Martha*,

Ihr Benutzerkonto der TSO BSS wurde zurückgesetzt.

Bitte besuchen sie die folgende Webseite, um dieses mit einem neuen Passwort zu Reaktivieren:
https://-----------------/

Mit freundlichen Grüßen
Team GRTgaz Deutschland

Please complete this form:

Reactivating your account

Hello TestUser Martha

Here you can choose a new password for your account.

Your Loginname:*	
New Password:*	
Password (Repeat):*	

ⓘ Comply with oassword policies

Activate

You will then see this message:

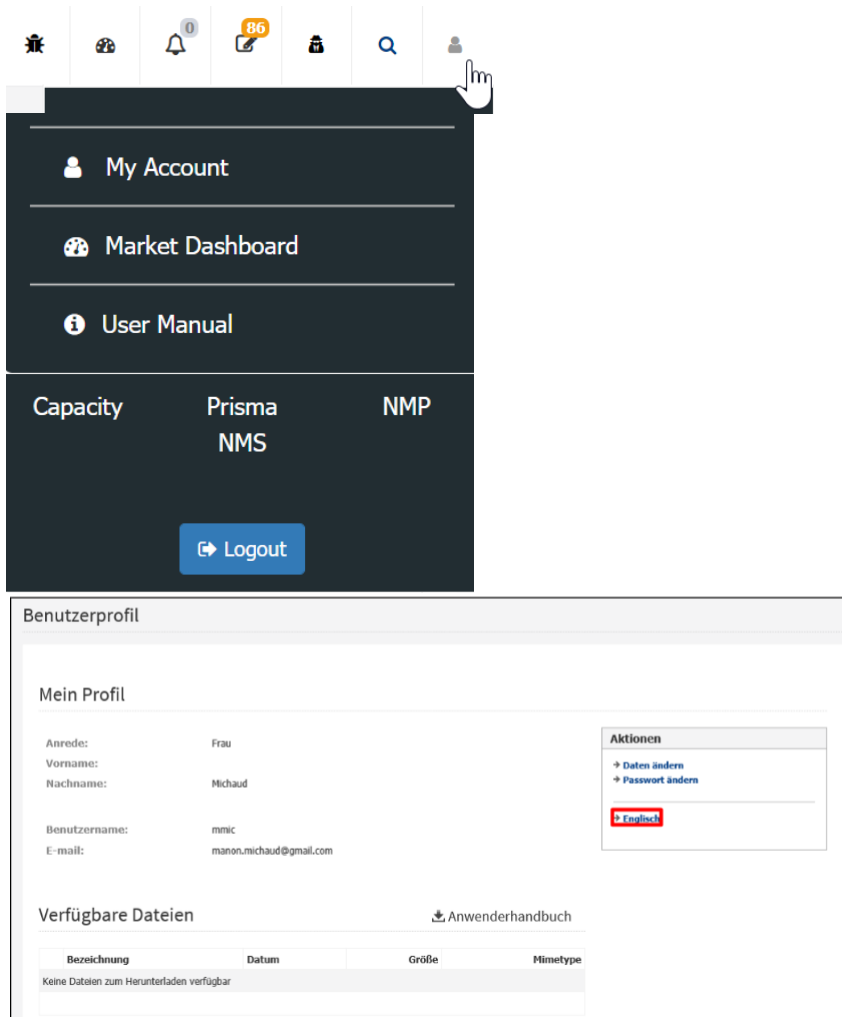Your account has been reactivated successfully. Use your new password for login.

With your new password, you may now access both portals.

4 Client Portal

4.1 Language

Two languages are available: English or German.

The default language is German. To change language, you can click on the highlighted action from the home page > User > My Account:

4.2 VMS

In VMS, you have access to your company data: Company > Company Data
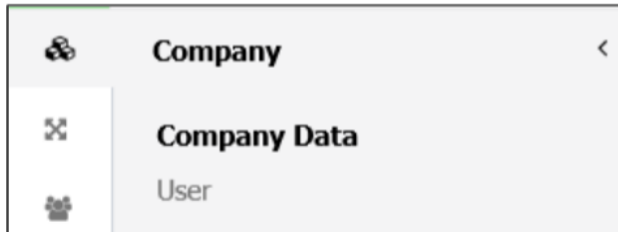
Details of your contracts: Contracts > Contracts

Your balancing groups: Balancing Groups > Balancing Groups

4.3 Create a new user

You can give four different roles to the user you are creating :

	Read and modify existing data	Create users
Transport customer	Yes	Only with the role "transport customer" or "transport customer (read only)"
Transport customer (read only)	Yes	No
Balancing group admin	Only users data	Only with the role "balancing group user"
Balancing group user	No	No

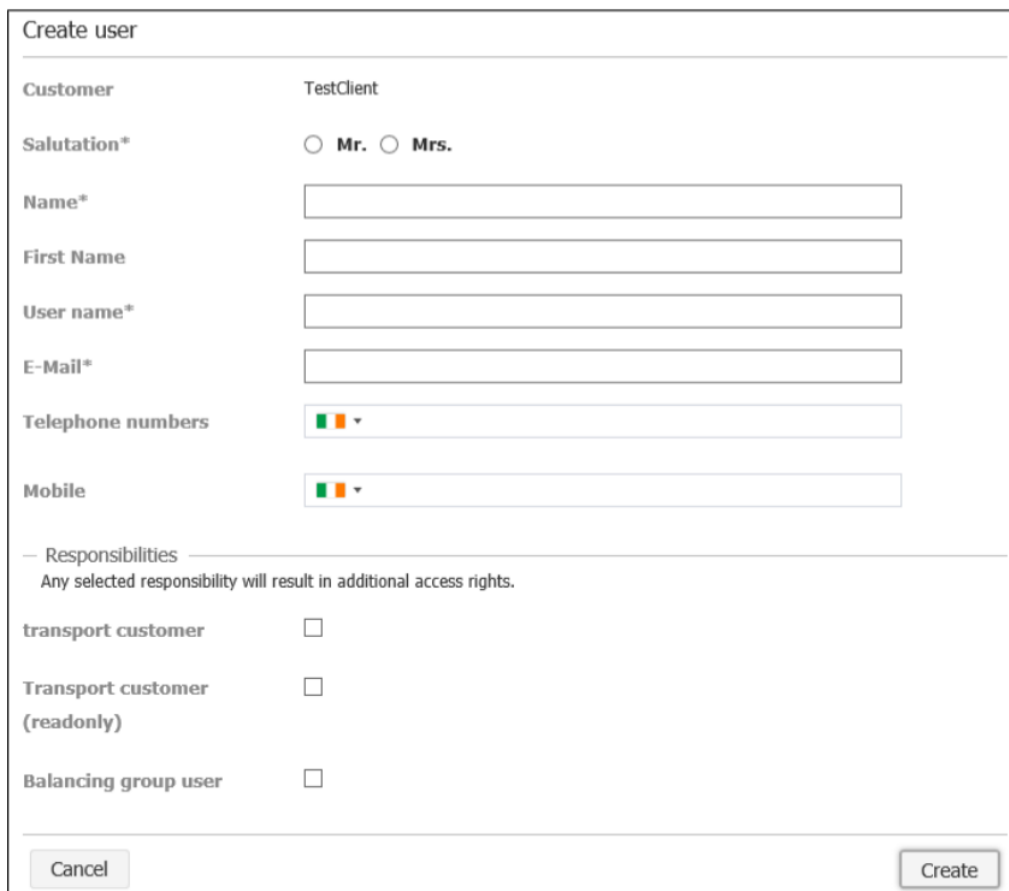Note that you can give several roles to the same user.

To create a user, go to: Contracts > User

Click on the button "**Create user**"

And fill this form:

The new user will then receive the registration email and may follow the steps described on 3.1. First connection, page 4 of this document.
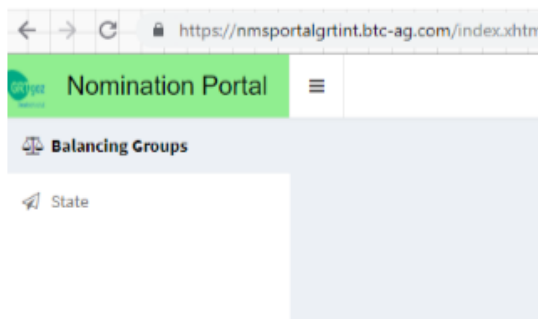
5 Nomination Portal

The **Nomination Portal (NMP)** is a browser-based method to submit and review nominations.

In case of failure or revision of your backend system, or if your company does not own a nomination backend system, you can submit nominations via NMP.
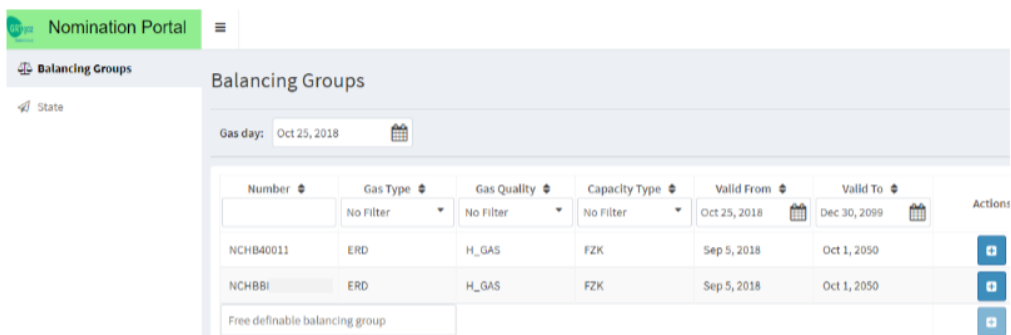
Please login using your portal login data.

You will be forwarded to the following page:

5.1 Nomination

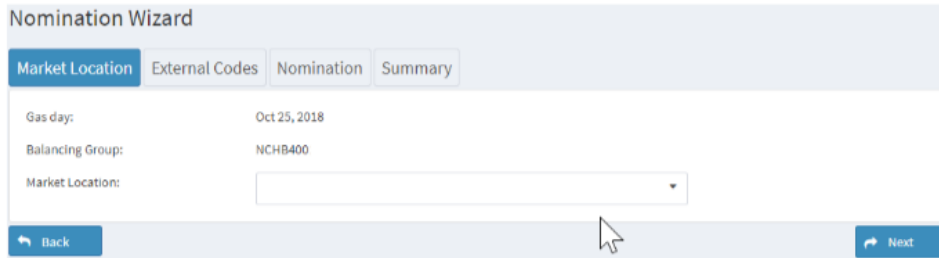Clicking the button "Balancing Groups" will reveal a list of your active balancing accounts:

You can filter and rearrange according to

- balancing group (**Bilanzkreisnummer**)
- gas type (**Gasart**)
- gas quality (**Gasqualität**)
- capacitytype (**Kapazitätsart**)
- validity (**Gültigkeit**).

Please choose the desired gas day (**Gastag**) at the upper left end of the list.

Clicking the "**+**" under actions ("**Aktionen**") will open the nomination wizard (**Nominierungswizard**):

You can submit nominations for the gas day you chose in the previous step. Please complete the following three forms:

1. Market location (**Marktlokation**)
2. External codes (**Externe Codes**)
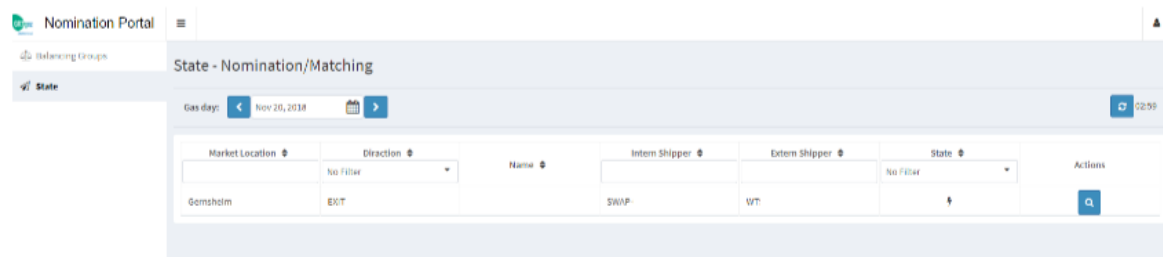3. Nomination with the choice between DSN and SSN (bundled)

Clicking on "**next**" will lead you to the subsequent form.

The summarywill show a preview of the entered data.

Please click on "send nomination" to submit the nomination towards our nomination management system (NMS).

5.2 Review of nominations

Submitted nominations both through the nomination portal or other options (suchas AS4) can be reviewed in "**state**":

Click on the symbol to show detailed information.