

Annex 2 can be found under the topic area "*Balancing Group Contract*" and the topic "*Annex 2*". The period of start of the validity of annex 2 is indicated. The end of the validity of annex 2 is the beginning of the next valid one.

Name	Status	Zeitraum	Bemerkung	Entwurf
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By clicking on the name "*Balancing Group Contract - Annex 2 (990XXXXXXXXXX)*" the corresponding form will be opened and the saved data will be displayed. With the navigation arrows you can navigate through the pages of the webform, the name of the arrows always stands for the topic of the next page. On the right edge of the screen all versions of the form are listed. With "*Download PDF*" a printable version of the current form data can be created.

The screenshot shows a web form titled 'Formular' with the following details:

- Formular: Bilanzkreisvertrag - Anlage 2
- Status: gültig
- Themengebiet: Bilanzkreisvertrag
- Thema: Anlage 2
- Melde-ID: 990XXXXXX
- Zeitraum: ab 20.09.2017
- Bemerkung: (empty)

Buttons include: Formular einreichen, Download PDF, Daten ändern, Als Entwurf speichern, zurück.

The main content area is titled 'General company data' and includes sections for 'Contact address', 'Deviating contact address, if any', and 'Further information'.

On the right, the 'Formularhistorie' table shows the following data:

Änderungszeit	Zeitraum	Benutzer	Bemerkung	Status
15.12.2017	ab 20.09.2017	Amprion		gültig

3. Update the contact details

To edit the annex 2, the existing form must be opened with button "*Daten ändern*" (edit data). The data then becomes editable can be submitted as a new version after the update.

The screenshot shows the 'Formular' web interface with the following details:

- Zeitraum: neu
- Bemerkung: (empty)

Buttons include: Formular einreichen, PDF Vorschau, Daten ändern, Als Entwurf speichern, zurück.

If the information has been checked on all six pages, the form must be sent to Amprion for further processing via the "*Formular einreichen*" (submit form) button. In addition, the printable version of the annex 2 (provided with a barcode) must be signed and sent to Amprion via postal or email.

Formular

Formular: Bilanzkreisvertrag - Anlage 2 Status: nicht gespeichert Themengebiet: Bilanzkreisvertrag Thema: Anlage 2

Zeitraum:

Bemerkung:

Seite: 6 von 6

Kontaktdaten absenden

Bitte geben Sie das Datum ein, ab dem die geänderten Kontaktdaten gültig sind. Das Datum muss mindestens 10 Werktage in der Zukunft liegen.

Gültig ab:

Bemerkungen

In diesem Feld können Sie Zusatzinformationen zu Ihrer Stammdatenanpassung angeben.

Unterschreiben und Versenden

Durch Einreichen des Formulars speichern Sie die Daten zur weiteren Verarbeitung. Bitte drucken Sie die PDF-Version des Formulars aus und senden es unterschrieben an:

E-Mail: Bilanzkreisvertrag@amprion.net

Post: Amprion GmbH
- Netzwirtschaft -
Rheinlanddamm 24
44139 Dortmund

The saved form can be seen now under "**Alle Formulare**" (all forms) with the status "**Entwurf**" (draft) and can be selected there again for editing. If the form is not submitted yet, it can be saved with "**Als Entwurf speichern**" (save as a draft) for later use.

4. Activation of a new version of annex 2

If Amprion receives a submitted form and the signed version of annex 2, the changes will be checked by the Balancing Group Management department. The form can be viewed under "**Alle Formulare**" with the status "**in Bearbeitung**" (in progress). If Amprion accepts the version "**in progress**", the submitter of annex 2 will be informed by e-mail about the acceptance of the new contact details (valid from). The new version of annex 2 gets the specified validity date in the overview and is valid from this date.

Formularübersicht

Zeitraum von: bis:

in allen Spalten suchen

Name	Status	Zeitraum
Marktpartner: [redacted] (BKV)		
Themengebiet: Bilanzkreisvertrag		
Thema: Anlage 2		
Bilanzkreisvertrag - Anlage 2	gültig	ab 18.10.2017
Bilanzkreisvertrag - Anlage 2	gültig	ab 20.02.2017
Bilanzkreisvertrag - Anlage 2	gültig	ab 02.11.2017