# Update of Annex 2 "contact details of BRP" of the Balancing Group Contract via NePo "Netzwirtschaftliches Portal"

## 1. Portal Access

The access to the online portal is possible only via personalized users. The NePo-users of a company are managed by a **central contact person** (ZASP). The ZASP has the ability to add more users for the roles of their company and provide them with the necessary excess rights.

For edit of annex 2 is necessary the executable right as "AllgemeinMeldenLesen" translated "GeneralReportReading" for the market role "BKV"- (Sub-) Bilanzkreisverantwortlicher.

The ZASP of a company can be obtained from Amprion. If a company does not have a central contact person for NePo yet, the registration for access authorization can be requested at Amprion via email: <u>nepo@amprion.net</u>.

### 2. How to get the annex 2 form

After a successful registration in NePo, a navigation area can be seen on the left of the screen, where tab: "*All Forms*" is selected.

Anfragen
Offene Anfragen
Alle Anfragen
Upload Dokumente
Dokument hochladen
Meine Uploads
Reports
Aktuelle Reports
Alle Reports
News
Formulare
Alle Formulare

After this selection, a form overview is displayed. All forms are displayed which the logged user is allowed to see.

traum von: 22.07.2017	bis: 20.10.2018 🖪 😽 🔐		
allen Spalten suchen	Marktpartner suchen	2	Bilanzkreisvertrag 👂 Anlage 2
	Name	Status	Zeitraum
Marktnartnar	(BKV)		
Plarkeparener.	(DRV)		
∃ Themengebiet: Bilar	nzkreisvertrag		
<ul> <li>Themengebiet: Bilar</li> <li>Thema: Anlage 2</li> </ul>	nzkreisvertrag		
<ul> <li>Themengebiet: Bilar</li> <li>Thema: Anlage 2</li> </ul>	Bilanzkreisvertrag - Anlage 2	gültig	ab 18.10.2017
Themengebiet: Bilan Thema: Anlage 2	Bilanzkreisvertrag - Anlage 2 Bilanzkreisvertrag - Anlage 2	gültig	ab 18.10.2017 ab 20.02.2017

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.

Bamarkung

Entwurf

Status Zeitraum

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.

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	0100 010									
urther information										
four company code:	Management of the second									
legistered office of the ompany:	And and a second									
Extract from the commercial register (Local Court / no.):	30797									
Tax no.:										
AT 100.1	Terrary (1997) (14									

### 3. Update the contact details

Nama

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.

Zeitraum:	neu 💌							
Bemerkung:		- Formular einreichen	Ð	PDF Vorschau	Đ	Daten ändern	Als Entwurf speichern	zurück
4								

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: Bilanzkreis Zeitraum: neu Bemerkung:	vertrag - Anlage 2 Status: nicht gespeichert Themengebiet: Bilanzkreisvertrag Thema: Anlage 2
🚱 vorherige Seite (	achute Seite - Seite 6 von 6
Kontaktda	ten absenden
Bitte geben Sie das Da	tum ein, ab dem die geänderten Kontaktdaten gültig sind. Das Datum muss mindestens 10 Werktage in der Zukunft liegen.
Gültig ab:	07.11.2017
<u>Bemerkungen</u>	
In diesem Feld können	Sie Zusatzinformationen zu Ihrer Stammdatenanpassung angeben.
Unterschreiben und	Versenden
Durch Einreichen des F drucken Sie die PDF-Ve	romular speichem Sie die Daten zur weiteren Verarbeitung. Bitte arsion 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.

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n allen Spalten suchen	Marktpartner suchen	R	Bilanzkreisvertrag	P	Anlage 2
	Name	Status		Zeitraum	
∃ Marktpartner: (	BKV)				
∃ Marktpartner: ( ∃ Themengebiet: Bilanzkreis	BKV) vertrag				
∃ Marktpartner: ( ☐ Themengebiet: Bilanzkreis ☐ Thema: Anlage 2	BKV) vertrag				
∃ Marktpartner: ( ☐ Themengebiet: Bilanzkreis ☐ Thema: Anlage 2	BKV) vertrag Bilanzkreisvertrag - Anlage 2	gültig		ab 18.10.2017	
<ul> <li>Marktpartner: ()</li> <li>Themengebiet: Bilanzkreis</li> <li>Thema: Anlage 2</li> </ul>	BKV) vertrag Bilanzkreisvertrag - Anlage 2. Bilanzkreisvertrag - Anlage 2.	gültig gültig		ab 18.10.2017 ab 20.02.2017	