



## **emsTradepoint User Guide**

13/03/2020, Version 2.0

## Table of Contents

<b>1. Introduction</b>	<b>4</b>
<b>2. Terminology</b>	<b>5</b>
<b>3. Getting Started</b>	<b>6</b>
Logging-In	6
Password Requirements	6
Logging-Out	7
Forgotten Password	7
Locked Account	7
<b>4. The Trading Board</b>	<b>9</b>
The Product Pane	10
Market Depth	11
Order Display	13
The Ticker	14
Market Data	15
<b>5. Trading on etp</b>	<b>16</b>
Placing an Order	16
Auto-Matching	19
Non-Partial Matching	20
Bulk Upload Order	20
Sample Bulk Order Upload	22
Quick Withdrawal and Replace	23
Withdrawing Multiple Orders	25
Withdraw All	25
Error Messages	26
Off-Exchange Trading	27
<b>6. Risk Control</b>	<b>28</b>
Trader Limits	28
Applying and Editing Limits	29
Viewing Trader Limits	30
Order Breaches	30
<b>7. Portfolio Mangement</b>	<b>31</b>
Order Management	31
Trade History	32
Market Exposure	32

Market Exposure Table .....	33
Available Collateral.....	34
Scheduler .....	35
<b>8. FORCE MAJEURE CERTIFICATES.....</b>	<b>36</b>
General .....	36
Submitting a Force Majeure Certificate.....	36
Market Notification.....	39
Viewing Historic FM Events .....	39
<b>9. Account Management .....</b>	<b>40</b>
Adding and Viewing Users .....	40
Viewing Users .....	40
Modifying User Details.....	41
Company Settings .....	41
Market Notifications.....	42
Notification Centre.....	43
<b>10. Market Data and Documents .....</b>	<b>44</b>
Market Data.....	44
Public Website - Result .....	45
<b>11. Support .....</b>	<b>47</b>
Support Desk .....	47
Training Sessions.....	47
System Requirements .....	47

# 1. Introduction

The etp Exchange Platform is a centralised platform originally designed for buying and selling natural gas. As of 17 March 2020, a new product was released onto the platform, allowing participants to buy and sell New Zealand carbon units

The current product design allows Traders to trade gas from the Trading Region South Delivery and Receipt Welded Points. The deliver and receipt location with change zone under the new Gas Transmission Access Code (GTAC), become the Receipt Zone.

Natural Gas Physical – Trading Region South (NGP-TRS) can be traded in daily (D), weekly (W) or monthly (M) contracts.

A calendar of week numbers for NGP (W) is published at [www.etp.co.nz](http://www.etp.co.nz)

Product Code:	Contract Term:
NGP-TRS (D)	1 DAY
NGP-TRS (W)	1 WEEK
NGP-TRS (M)	1 MONTH
CP-NZU	

Market Hours are 7 days a week:

Market	Open	Close
On-The-Day (NGP only)	09:00am	17:30pm
Day-Ahead (NGP only)	09:00am	17:30pm
CP-NZU Market	09:00am	17:30pm

<b>OTD MARKET: OPEN</b> 24 Feb 2020 11:26:29	<b>DA MARKET: OPEN</b> 24 Feb 2020 11:26:29	<b>NZU MARKET: OPEN</b> 24 Feb 2020 11:26:29
---	--	---

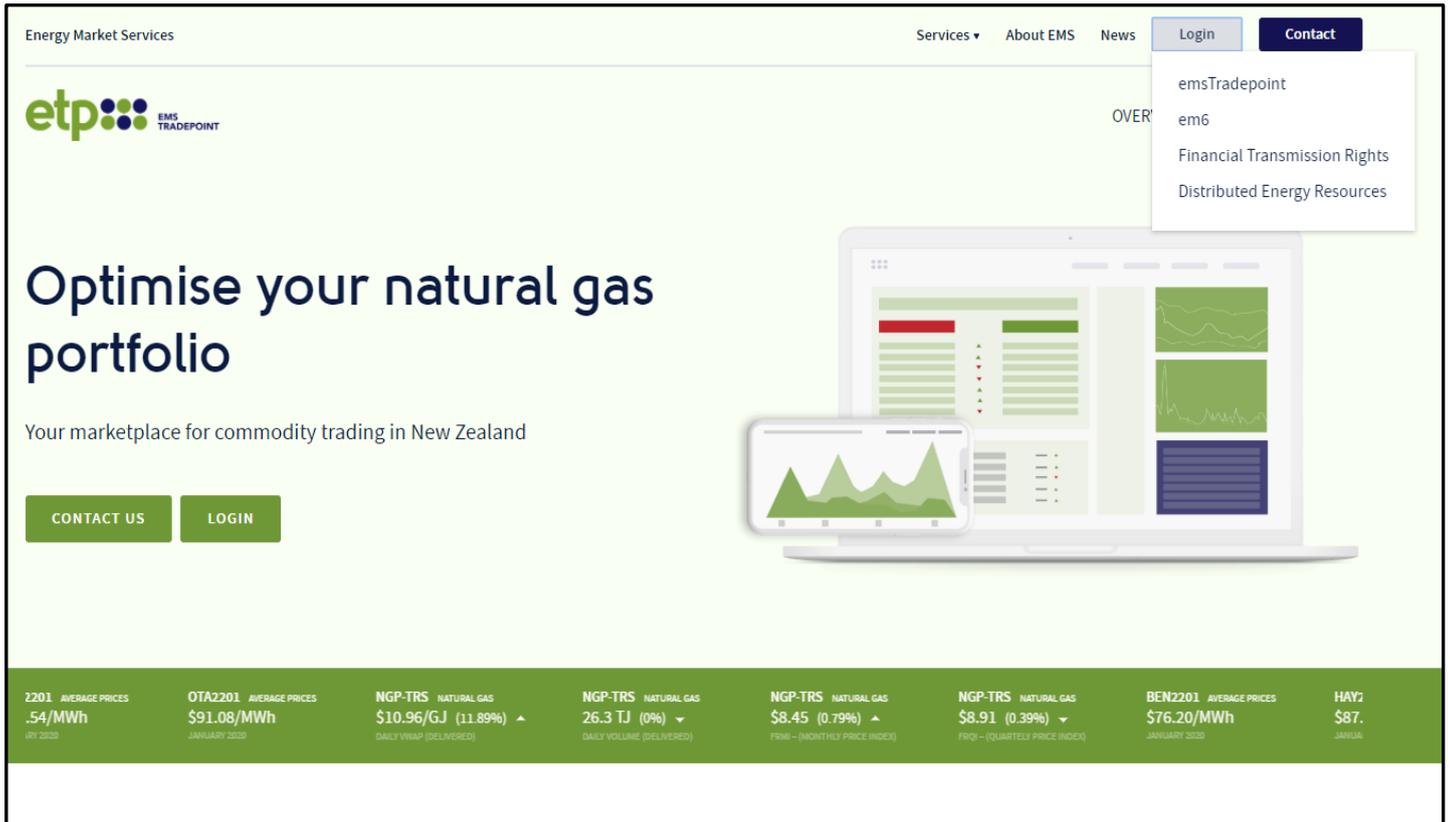
## 2. Terminology

<b>Bid</b>	Order to buy
<b>Bulk Order</b>	A single Order upload containing multiple Bids and/or Offers
<b>Company Admin</b>	Designated User for a company who can modify User account and Trader settings
<b>CP-NZU</b>	Carbon Physical-New Zealand units
<b>Day-Ahead Market</b>	DA. Proactive market for trading on a day ahead of delivery up to 24 months forward (gas product only)
<b>Delivery Period</b>	Period in which physical settlement is to be made each day
<b>FM</b>	Force Majeure (gas product only)
<b>Fully Filled</b>	Where an Order is matched to its full Quantity
<b>Live Order</b>	An Order that is open for matching
<b>Lot Size</b>	Minimum Quantity increment
<b>Market Depth</b>	Display of all Live Orders for a given Product
<b>Market Hours</b>	Hours when the market is open for trading
<b>NGP-TRS</b>	Natural Gas Physical – Trading Region South
<b>Offer</b>	Order to sell
<b>Off-Exchange Trade</b>	A Trade agreed upon between two participants or authorised brokers outside of the system, but settled through the platform
<b>On-the-Day Market</b>	OTD. Reactive market for trading on the day of the Delivery Period
<b>Price</b>	Price of an Order [\$/GJ] – [\$/NZU]
<b>Quantity</b>	Quantity of gas or carbon in an Order [GJ/Day] – [NZU]
<b>Spread</b>	Difference between the highest Bid Price and lowest Offer Price
<b>Tick Size</b>	Minimum Price increment
<b>Trade</b>	A matched Bid and Offer
<b>Trader</b>	Designated user who is authorised to trade on behalf of a company
<b>User</b>	Platform User for an etp participant company

## 3. Getting Started

### Logging-In

- To access the login page, go directly to the exchange via <https://exchange.etp.co.nz/>
- Or via the etp website through 'Login' icon on the landing page <https://www.ems.co.nz/services/etp/>



Energy Market Services

Services ▾ About EMS News Login Contact

etp EMS TRADEPOINT

OVER

# Optimise your natural gas portfolio

Your marketplace for commodity trading in New Zealand

CONTACT US LOGIN

2201 AVERAGE PRICES \$.54/MWh <small>(BY 2020)</small>	OTA2201 AVERAGE PRICES \$91.08/MWh <small>JANUARY 2020</small>	NGP-TRS NATURAL GAS \$10.96/GJ (11.89%) ▲ <small>DAILY VWAP (DELIVERED)</small>	NGP-TRS NATURAL GAS 26.3 TJ (0%) ▼ <small>DAILY VOLUME (DELIVERED)</small>	NGP-TRS NATURAL GAS \$8.45 (0.79%) ▲ <small>FRM - (MONTHLY PRICE INDEX)</small>	NGP-TRS NATURAL GAS \$8.91 (0.39%) ▼ <small>FRQ - (QUARTELY PRICE INDEX)</small>	BEN2201 AVERAGE PRICES \$76.20/MWh <small>JANUARY 2020</small>	HAY2 \$87. <small>JANUARY</small>
--	--	---	--	---	--	--	---

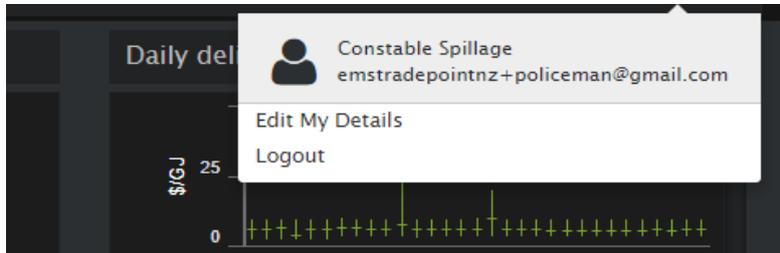
## Password Requirements

Passwords must meet the following criteria:

- A minimum password length of seven characters, consisting of at least three of the following character sets:
  - lowercase characters (a-z);
  - uppercase characters (A-Z);
  - digits (0-9); and
  - punctuation and special characters.
- Recent Passwords may not be reused

## Logging-Out

To logout at any time use the link in the top right-hand corner of the etp window.



**\*Note:** Closing the browser window will **NOT** log you out.

## Forgotten Password

There is a link to reset your password

Login to your account

**Username**

**Password**

---

[Forgot password](#)  
[Unlock Account](#)

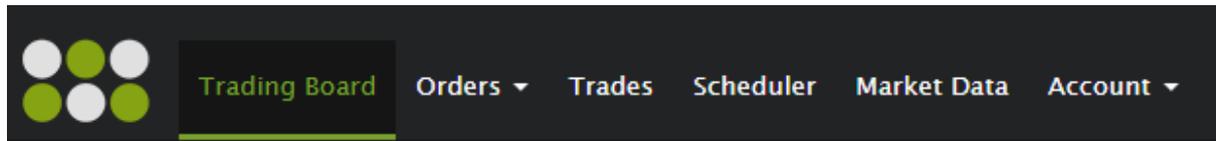
By accessing and using this website you agree that you and every person whom you represent accepts and is deemed to be bound by emsTradepoint's Terms of Use. Click here to access a copy of emsTradepoint's [Terms of Use](#)

## Locked Account

If you enter the wrong password three times, on the fourth attempt you will be locked out.

Your account is locked. Please contact the Support Desk on +644 590 6692.

You must contact the Support Desk in order to unlock your account (using the forgot password link will not unlock the account).



## TRADING BOARD

- Main trading screen
- Includes product summaries and ticker

## ORDERS

- Order Management: View and download all Live and historic Bid and Offer information
- Order Upload: Upload and/or review a Bulk Order

## TRADES

- View and download information on all market Trades

## SCHEDULER

- View and download a daily delivery summary of company position across all Trades

## MARKET DATA

- Graphs displaying daily traded prices and volumes across all Trades
- View and download indices information

## ACCOUNT

- Notification Centre: View and control notification preferences
- Market Exposure: View total monthly exposure and available company collateral
- Trader Limits: View and manage Trader Limits
- Our Company: Change the company notification email
- Users: View and manage company Users
- FM Certificate: View and add FM Certificates (NGP only)

The Trading Board is the main trading screen on the Exchange Platform.

# 4. The Trading Board

The etp trading board is made up of the following four components:

1. Products
2. Market Depth
3. Ticker
4. Data

PRODUCTS
MARKET DEPTH
DATA

The screenshot displays the etp trading board interface, which is divided into three main sections: PRODUCTS, MARKET DEPTH, and DATA. The interface includes a top navigation bar with options like 'Trading Board', 'Orders', 'Trades', 'Scheduler', 'Market Data', and 'Account'. The 'Products' section shows a table for CP-NZU with columns for Sweep, Bid Qty, Bid, Offer, Offer Qty, Sweep, and Last Deal. The 'Market Depth' section provides detailed information for CP-NZU, including Last Trade (21.20), Delta (0.00), High (30.20), Low (17.20), VWAP (27.01), and Volume (33,260). It also features a table for Bid and Offer orders with columns for QTY, BEST BID, BEST OFFER, and QTY. The 'Data' section contains three charts: 'NZU Trade History' showing Trade Volume and Trade Price, 'NZU Indices' showing ETUM and ETUQ, and 'Gas Indices' showing FRMI and FRQI. A 'TICKER' section at the bottom shows a list of trades and orders with columns for Type, Product, Delivery Period, Qty, Price, and At.

TICKER

## The Product Pane

- All available Products and Delivery Periods are displayed in the Product Pane
- Use the + / - icons to expand & collapse desired Products, or the toggle button to hide the Product completely
- **Bid / Offer:** The current best available Bid/Offer Price (Red / Green)
- **Bid Qty / Offer Qty:** The Bid / Offer Quantity available at the best Bid/Offer Price
- **Sweep:** The total quantity of live Bids / Offers
- The Price arrows indicate movements in Trade Price relative to the previous Trade
- The **Withdraw All** button withdraws all Live Company Orders.
- View the Market Depth for a Product by selecting the corresponding row

Products		NZU		Withdraw All			
	(NZU) Sweep	(NZU) Bid Qty	(\$/NZU) Bid	(\$/NZU) Offer	(NZU) Offer Qty	(NZU) Sweep	(\$/NZU) Last Deal
- CP-NZU							
CP-NZU	2,855	1,855	26.10	27.10	1,100	6,650	21.20

## Market Depth

All Live Bids and Offers for a Delivery Period are displayed on the Market Depth pane.

### NGP-TRS Market Depth

Market depth

NGP-TRS (D) 24-FEB-20 

Monday, 24 Feb 2020

High - Low - VWAP - Volume -

 QTY BEST BID BEST OFFER QTY 

0 6.3 1,500

(GJ/Day)	(GJ/Day)	(GJ/Day)	(\$/GJ)	(\$/GJ)	(GJ/Day)	(GJ/Day)	(GJ/Day)
Sweep	My Qty	Qty	Bids	Offers	Qty	My Qty	Sweep
			6.30	1,500	-	1,500	
			6.50	300	-	1,800	

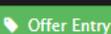
### CP-NZU Market Depth

Market depth

CP-NZU 

Last Trade 21.20 Delta 0.00

High 30.20 Low 17.20 VWAP 27.01 Volume 33,260

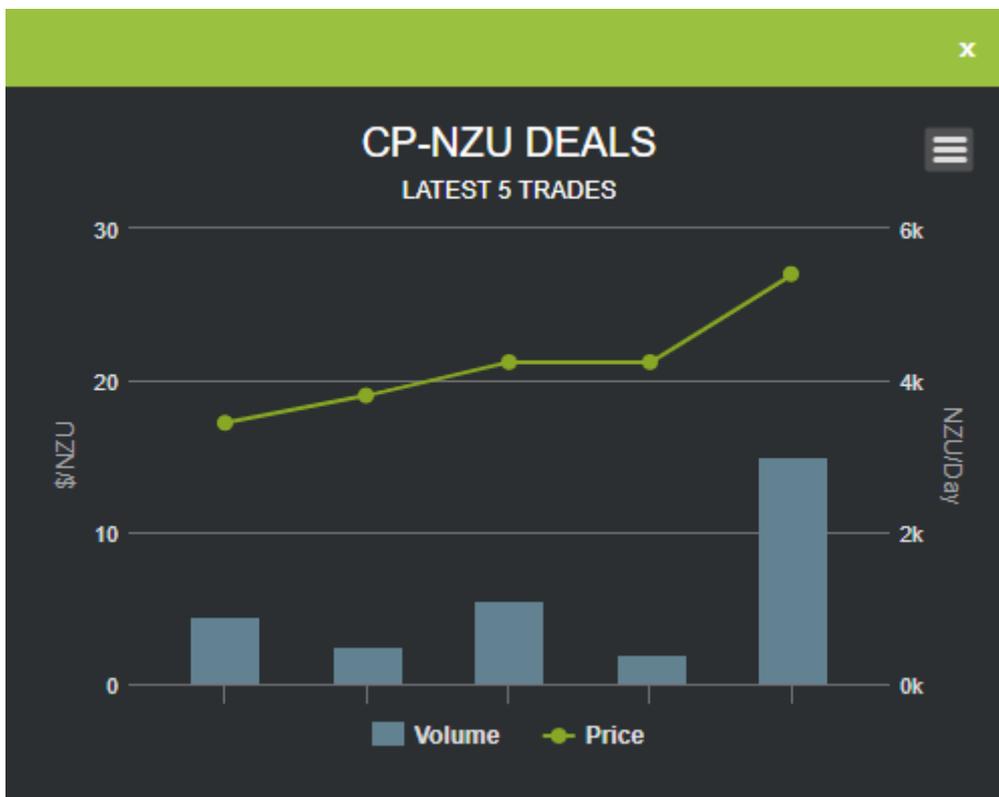
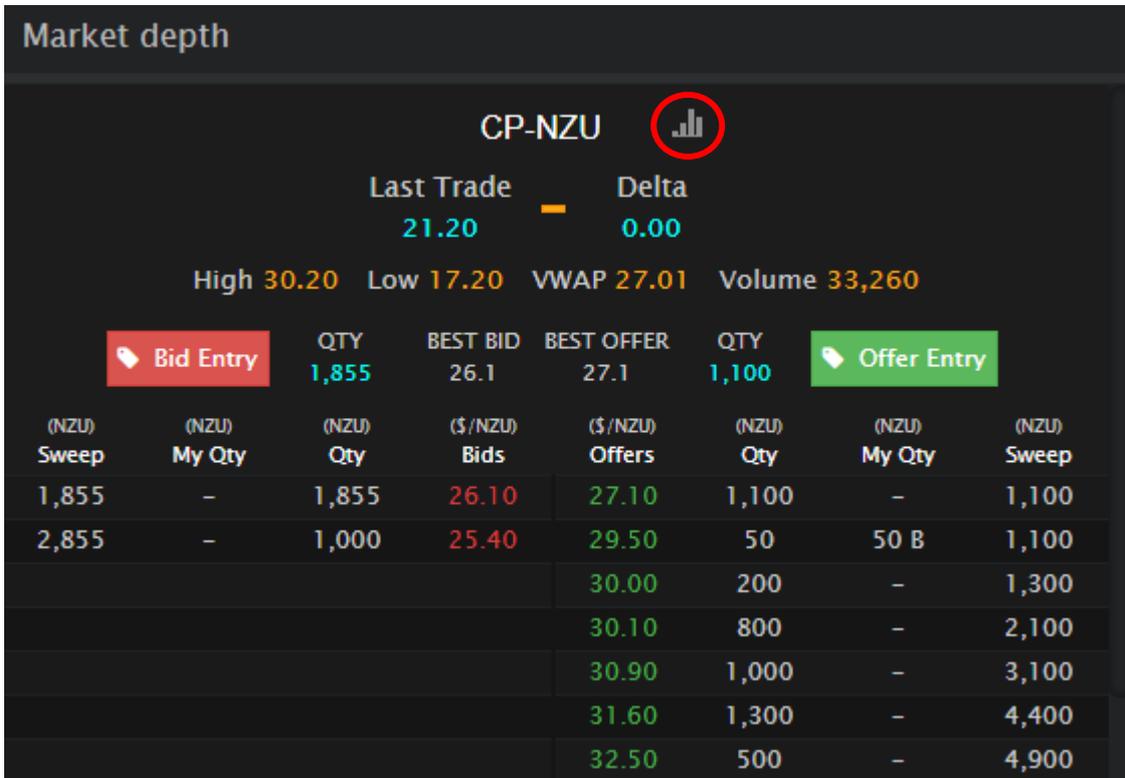
 QTY BEST BID BEST OFFER QTY 

1,855 26.1 27.1 1,100

(NZU)	(NZU)	(NZU)	(\$/NZU)	(\$/NZU)	(NZU)	(NZU)	(NZU)
Sweep	My Qty	Qty	Bids	Offers	Qty	My Qty	Sweep
1,855	-	1,855	26.10	27.10	1,100	-	1,100
2,855	-	1,000	25.40	29.50	50	50 B	1,100
				30.00	200	-	1,300
				30.10	800	-	2,100
				30.90	1,000	-	3,100
				31.60	1,300	-	4,400
				32.50	500	-	4,900

- The Product name and Delivery Period are displayed at the top
- Switch to a different Delivery Period or Product via the Products pane, by clicking on the product you would like to view in more depth.
- Product history (High / Low / VWAP / Volume) is displayed above the Order stack
-  Opens the Bid Order form
-  Opens the Offer Order form
- **Bids/Offers:** Bid (red) and Offer (green) Prices
- **Qty:** Total Daily Quantity available at the Bid/Offer Price (ex. non-partial Orders)
- **My Qty:** Portion of Qty that belongs to the Trader's Company. Click to **withdraw/replace**
- **Sweep:** Cumulative Qty, excluding cumulative My Qty
- Non-Partial Orders are indicated by  "NP"

- Select the chart icon to view a graph of Trade Prices and Quantities for the Product.



## Order Display

- Orders are displayed in order of Price then time
- Where there are two or more partial Orders at the same Price adjacent to each other, these are shown as one entry on the stack with a combined Quantity
- Non-partial Orders always display separately

### Example

The following Orders are placed:

- Company A: Offer of 1,000 TJ @ \$10.00
- Company B: Offer of 2,500 TJ @ \$10.00
- Company B: Offer of 5,000 TJ @ \$10.00, Non-Partial
- Company C: Offer of 3,000 TJ @ \$10.00

(\$/GJ) Offers	(GJ/Day) Qty	(GJ/Day) My Qty	(GJ/Day) Sweep
10.00	3,500	–	3,500
10.00	5,000 NP	–	8,500
10.00	3,000	–	11,500

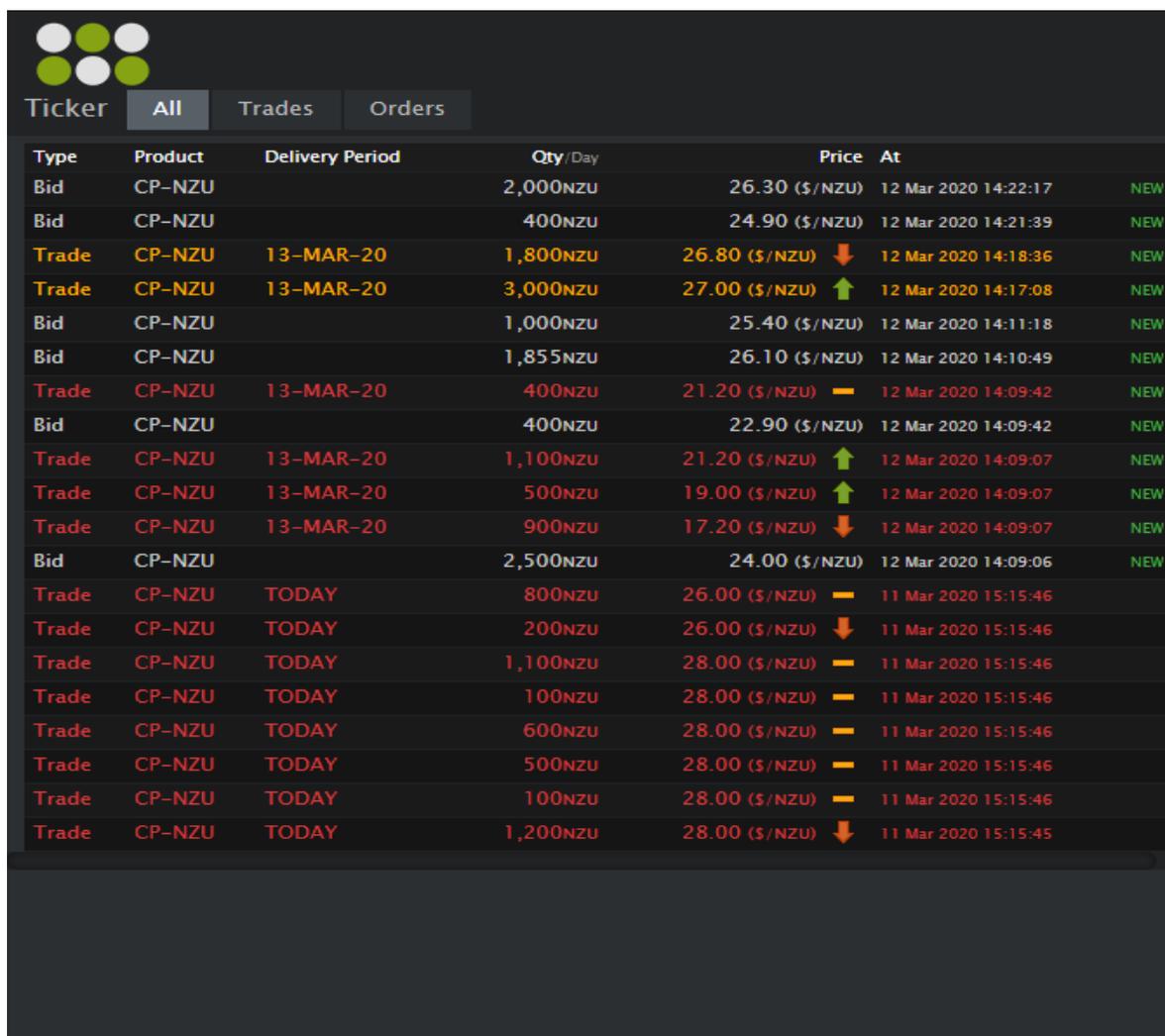
## The Ticker

The Ticker pane displays the latest Order and Trade updates on the Platform.

The pane can also be opened as a pop-up window by using the link in the top-right hand corner of the page.



- The Ticker pop-up will continue to update when the browser tab or window is closed (provided the user does not log out)
- The latest twenty updates are displayed
- Updates made in the last 20 minutes are labeled as 'NEW'
- Trades are displayed in red text
- Broker trades are displayed in yellow text
- Use the tabs at the top of the pop-up to navigate between Trades and Orders as well as NGP and CP-NZU products



Type	Product	Delivery Period	Qty/Day	Price	At	
Bid	CP-NZU		2,000NZU	26.30 (\$/NZU)	12 Mar 2020 14:22:17	NEW
Bid	CP-NZU		400NZU	24.90 (\$/NZU)	12 Mar 2020 14:21:39	NEW
Trade	CP-NZU	13-MAR-20	1,800NZU	26.80 (\$/NZU) ↓	12 Mar 2020 14:18:36	NEW
Trade	CP-NZU	13-MAR-20	3,000NZU	27.00 (\$/NZU) ↑	12 Mar 2020 14:17:08	NEW
Bid	CP-NZU		1,000NZU	25.40 (\$/NZU)	12 Mar 2020 14:11:18	NEW
Bid	CP-NZU		1,855NZU	26.10 (\$/NZU)	12 Mar 2020 14:10:49	NEW
Trade	CP-NZU	13-MAR-20	400NZU	21.20 (\$/NZU) —	12 Mar 2020 14:09:42	NEW
Bid	CP-NZU		400NZU	22.90 (\$/NZU)	12 Mar 2020 14:09:42	NEW
Trade	CP-NZU	13-MAR-20	1,100NZU	21.20 (\$/NZU) ↑	12 Mar 2020 14:09:07	NEW
Trade	CP-NZU	13-MAR-20	500NZU	19.00 (\$/NZU) ↑	12 Mar 2020 14:09:07	NEW
Trade	CP-NZU	13-MAR-20	900NZU	17.20 (\$/NZU) ↓	12 Mar 2020 14:09:07	NEW
Bid	CP-NZU		2,500NZU	24.00 (\$/NZU)	12 Mar 2020 14:09:06	NEW
Trade	CP-NZU	TODAY	800NZU	26.00 (\$/NZU) —	11 Mar 2020 15:15:46	
Trade	CP-NZU	TODAY	200NZU	26.00 (\$/NZU) ↓	11 Mar 2020 15:15:46	
Trade	CP-NZU	TODAY	1,100NZU	28.00 (\$/NZU) —	11 Mar 2020 15:15:46	
Trade	CP-NZU	TODAY	100NZU	28.00 (\$/NZU) —	11 Mar 2020 15:15:46	
Trade	CP-NZU	TODAY	600NZU	28.00 (\$/NZU) —	11 Mar 2020 15:15:46	
Trade	CP-NZU	TODAY	500NZU	28.00 (\$/NZU) —	11 Mar 2020 15:15:46	
Trade	CP-NZU	TODAY	100NZU	28.00 (\$/NZU) —	11 Mar 2020 15:15:46	
Trade	CP-NZU	TODAY	1,200NZU	28.00 (\$/NZU) ↓	11 Mar 2020 15:15:45	

## Market Data

A snapshot version of the Market Data page is displayed down the right-hand side of the Trading Board.

As a gas market participant, you will see the following graphs:

- Daily Delivery
- Pipeline Status
- NZ Electricity Market

As a carbon market participant, you will see the following graphs

- CP-NZU Trade History
- CP-NZU Indices
- NGP Indices

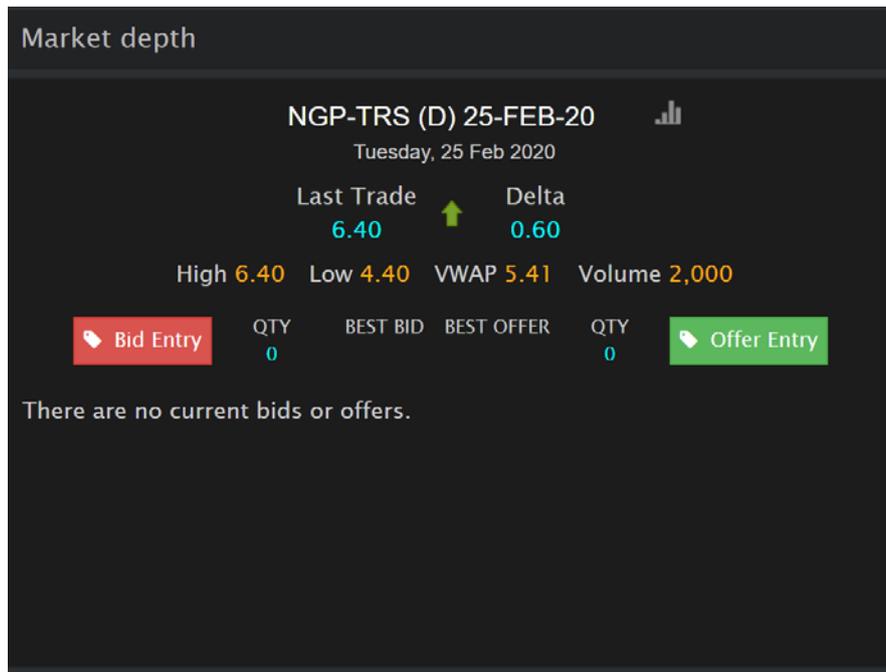


## 5. Trading on etp

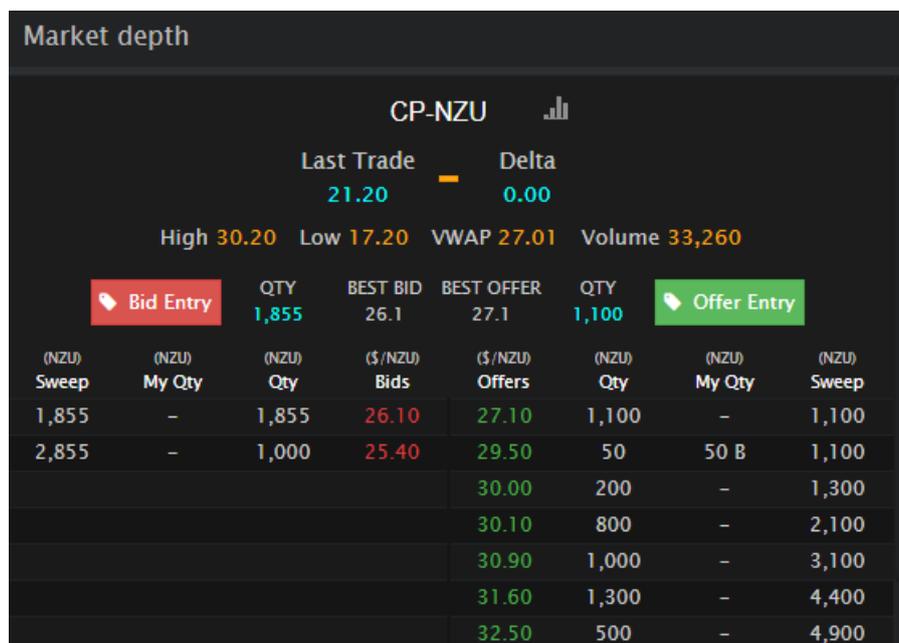
### Placing an Order

To place an Order, first select the desired Product and Delivery Period from the Products pane. This will open the Product in the Market Depth pane.

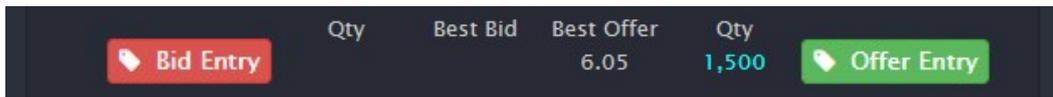
#### NGP



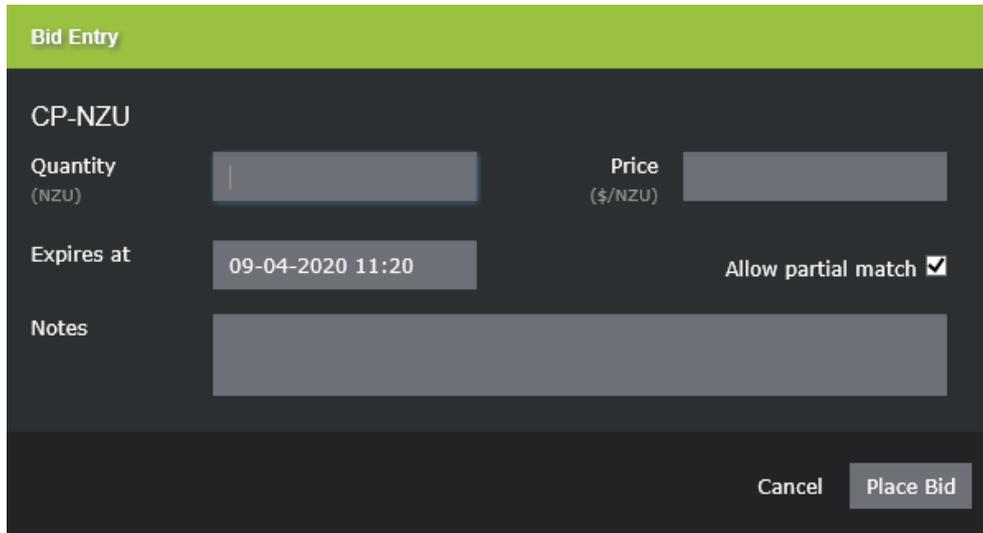
#### CP-NZU



1. Select **OFFER ENTRY** or **BID ENTRY**



2. Enter the Order Terms



- **Quantity (GJ/Day) or (NZU)** : In increments of the Lot size
- **Price (\$/GJ) or (\$/NZU)**: In increments of the Tick size
- **Allow partial match:**
  - Select to allow the Order to be accepted in part
  - Deselect to allow the Order to be only Fully-Filled
- **Expiry:**
  - The Order will automatically expire on this date and time
  - **CP-NZU:** Order will expire at Market close 28 days from when the order was placed.
  - **NGP-TRS (D): DA:** (Default option) Order will expire at Market close the day prior to the Delivery Period
  - **OTD:** Order will expire at Market close on the day of the Delivery Period (The Order will automatically rollover into the OTD Market if unfilled by the end of the day prior to the Delivery Period)
  - **Custom:** Select a custom expiry. Defaults to OTD expiry time. Use the date and time picker to modify to an earlier day and/or time. Expiry time must be within Market Hours and before the OTD expiry.

- **NGP-TRS (W) / NGP-TRS (M):** Select a custom expiry. Defaults to Market close on the day prior to the Delivery Period. Use the date and time picker to modify to an earlier day and/or time. Expiry time must be within Market Hours and before the default expiry.

- **Notes:** Optional for company reference

3. Click on **Place Bid** or **Place Offer** to submit



4. The system will check the Order is valid, then the User will be prompted to confirm

**Bid Entry**

Product **CP-NZU**

Bid to buy **500** at **\$20.00**

On Behalf of **Kim Nzu, NZU Buy Only Co**

Total Quantity: **500**

Total Value: **\$10,000.00**

Cancel
Confirm

5. Select **Confirm** to submit to trading board

**CP-NZU** ▲

Last Trade **15.00** — Delta **0.00**

High **1,000.00** Low **7.00** VWAP **80.24** Volume **46,050**

	<span style="background-color: #f44336; color: white; padding: 2px 5px;">Bid Entry</span>	QTY <b>500</b>	BEST BID 20.0	BEST OFFER	QTY <b>0</b>	<span style="background-color: #4caf50; color: white; padding: 2px 5px;">Offer Entry</span>
(NZU) Sweep	(NZU) My Qty	(NZU) Qty	(\$/NZU) Bids	(\$/NZU) Offers	(NZU) Qty	(NZU) My Qty
0	500	500 NP	20.00			

	(NZU) Sweep	(NZU) Bid Qty	(\$/NZU) Bid	(\$/NZU) Offer	(NZU) Offer Qty	(NZU) Sweep	(\$/NZU) Last Deal
CP-NZU							
CP-NZU	500	500	20.00	-	-	-	15.00 <span style="color: orange;">—</span>

## Auto-Matching

All Orders are matched on the etp Exchange Platform according to an auto-matching principle.

### Two Orders for the same Product will match if:

- One is a Bid and the other is an Offer
- The Offer Price is less than or equal to the Bid Price
- The Delivery Period is the same
- Where an Order is non-partial, the Order will be Fully Filled as a result

### The Trade Terms will be:

- Quantity: The Quantity of the smaller Order
- Price: The Price of the first Order

**Note:** Orders placed by Traders in the same Company will not be matched

In an event that an Order is accepted in part, a residual Order for the remaining Quantity will remain in the Market Depth

### Example:

1. Trader A wants to Sell up to 10,000 GJ for delivery on 01 March 2020. On the Market Depth for **NGP-TRS (D) 01-MAR-20** they enter an Offer for **10,000 GJ/Day at \$7.00**



NGP-TRS (D) 01-MAR-20							
Sunday, 01 Mar 2020							
High		Low		VWAP		Volume	
Bid Entry		QTY	BEST BID	BEST OFFER	QTY	Offer Entry	
		0		7.0	10,000		
(GJ/Day)	(GJ/Day)	(GJ/Day)	(\$/GJ)	(\$/GJ)	(GJ/Day)	(GJ/Day)	(GJ/Day)
Sweep	My Qty	Qty	Bids	Offers	Qty	My Qty	Sweep
				7.00	10,000	10,000	0

2. A Trade is successfully formed for 8,000 GJ at \$7.50. An Offer for 2,000 GJ @ \$7.00 remains as a residual Order on the Market Depth:



NGP-TRS (D) 01-MAR-20							
Sunday, 01 Mar 2020							
Last Trade		Delta					
7.00		-					
High 7.00		Low 7.00		VWAP 7.00		Volume 8,000	
Bid Entry		QTY	BEST BID	BEST OFFER	QTY	Offer Entry	
		0		7.0	2,000		
(GJ/Day)	(GJ/Day)	(GJ/Day)	(\$/GJ)	(\$/GJ)	(GJ/Day)	(GJ/Day)	(GJ/Day)
Sweep	My Qty	Qty	Bids	Offers	Qty	My Qty	Sweep
				7.00	2,000	-	2,000

## Non-Partial Matching

When placing an Order, a User may elect for their Order to only be matched if the Quantity is fully filled. This is non-partial matching. When selecting this option, it is important to be aware that:

1. Your Order will not be matched if the matching results in a partial Order that is preferential remaining on the Market Depth (in whole or in part)
2. Any Order (partial or non-partial) that is not preferential to a non-partial Order may be matched ahead if the non-partial cannot be matched

### Example:

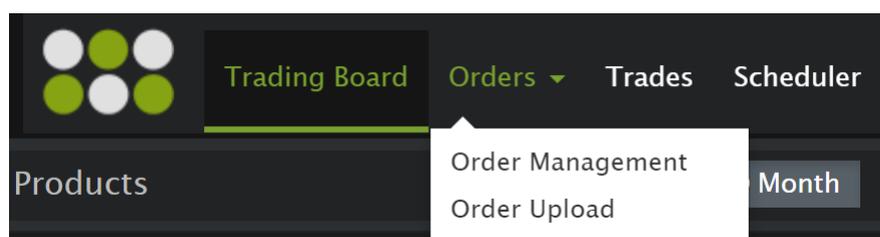
The Orders in the Market Depth screen below will not match, despite there being a negative spread, because the partial Offer that is preferential would remain in the Market Depth

(GJ/Day) Sweep	(GJ/Day) My Qty	(GJ/Day) Qty	(\$/GJ) Bids	(\$/GJ) Offers	(GJ/Day) Qty	(GJ/Day) My Qty	(GJ/Day) Sweep
				7.00	2,000	-	2,000
				8.00	2,500 NP	2,500	2,000

## Bulk Upload Order

To upload multiple Orders at once, use the Bulk Order Upload tool.

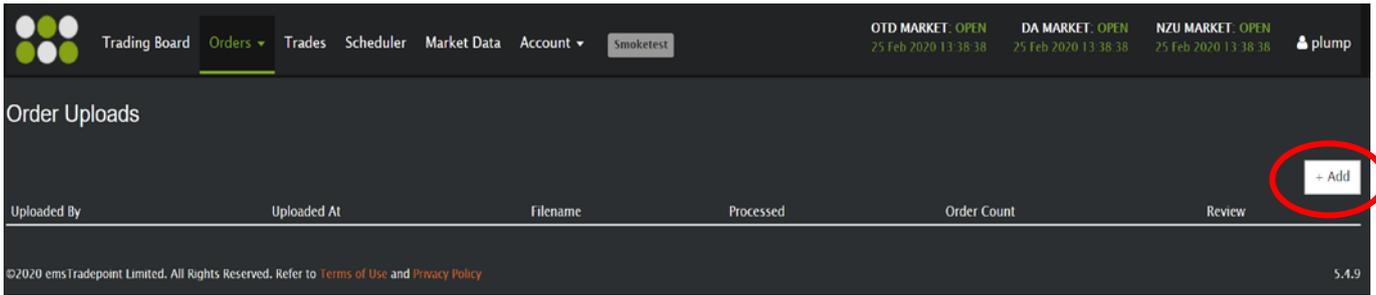
1. Navigate to the **Order** tab and select **Order Upload**



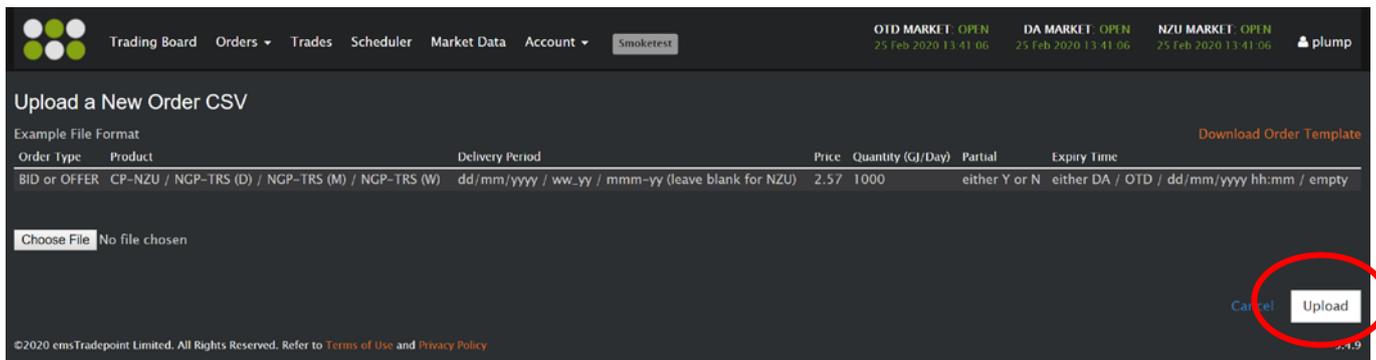
2. The required format is displayed, and a template can be downloaded by selecting **Download Order Template** in the top right-hand corner

[Download Order Template](#)

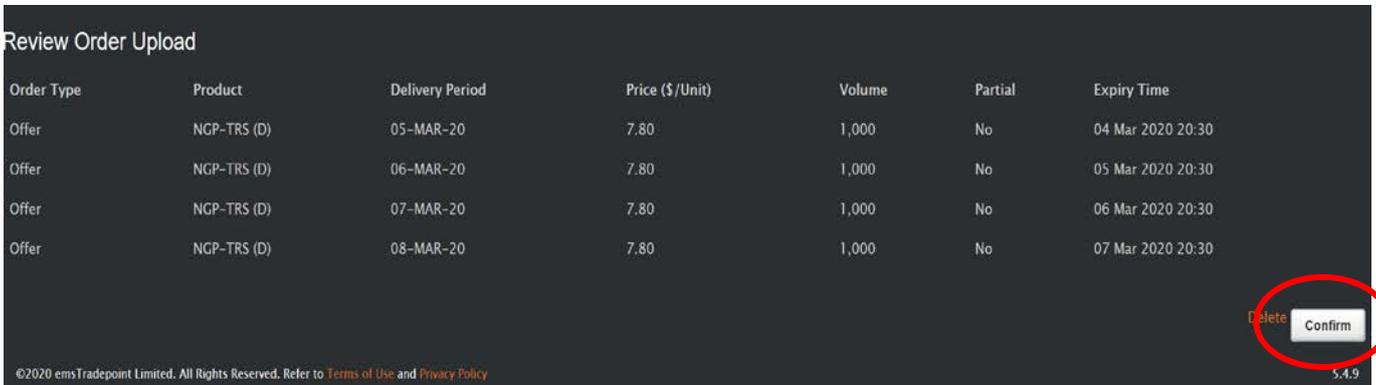
3. To upload a file, click the **Add** button on the right-hand side



4. Select **Choose File** to upload the CSV format file containing the Orders to be placed
5. Click Upload



6. You will be asked to review your file **Select 'Confirm' to submit or 'Delete' to remove.**



**Note:** If there is an error with one or more entries, the entire Bulk Order form will be rejected with the error(s) to fix displayed on the screen.

You can review processed Bulk Order Uploads on the Order Upload page.

## Sample Bulk Order Upload

### NGP Product

**Order Type:** BID / OFFER

**Product:** NGP-TRS (D) / NGP-TRS (W) / NGP-TRS (M)

**Delivery Period:** dd/mm/yyyy / ww\_yy / mmm-yy

**Price:** \$/GJ

**Quantity:** GJ/Day

**Partial:** Either Y or N

**Expiry Time:** DA / OTD / dd/mm/yyyy hh:mm / Empty

- DA / OTD options only available for NGP-TRS (D)

### CP-NZU Product

**Order Type:** BID / OFFER

**Product:** CP-NZU

**Delivery Period:** Leave blank for CP-NZU

**Price:** \$/NZU

**Quantity:** NZU

**Partial:** Either Y or N

**Expiry Time:** DA / OTD / dd/mm/yyyy hh:mm / Empty

### Example of a valid Bulk Order Upload CSV file: NZU

Order Type	Product	Delivery Period	Price	Quantity	Partial	Expiry Time
BID	NZU		19	1000	N	
BID	NZU		19	1000	N	
BID	NZU		19	1000	N	
BID	NZU		19	1000	N	
BID	NZU		19	1000	N	
BID	NZU		19	1000	N	
BID	NZU		19	1000	N	
BID	NZU		19	1000	N	
BID	NZU		19	1000	N	

## Quick Withdrawal and Replace

Traders can withdraw and/or replace Orders that they, or another Company Trader, have placed directly from the Order stack via My Qty.

To bring up the Replace Order form, select the desired Quantity to replace under My Qty, all your company orders will be highlighted in orange:

(GJ/Day) Sweep	(GJ/Day) My Qty	(GJ/Day) Qty	(\$/GJ) Bids	(\$/GJ) Offers	(GJ/Day) Qty	(GJ/Day) My Qty	(GJ/Day) Sweep
				7.00	2,000	-	2,000
				8.00	2,500 NP	2,500	2,000

The Replace Order form is prepopulated with:

- Quantity = My Qty
- Price = the Price of that Quantity

Replace Offer(s)
Withdraw

**NGP-TRS (D) 01-MAR-20**

Quantity (GJ/Day)  Price (\$/GJ)

Allow partial match

Expires at  DA  OTD  CUSTOM

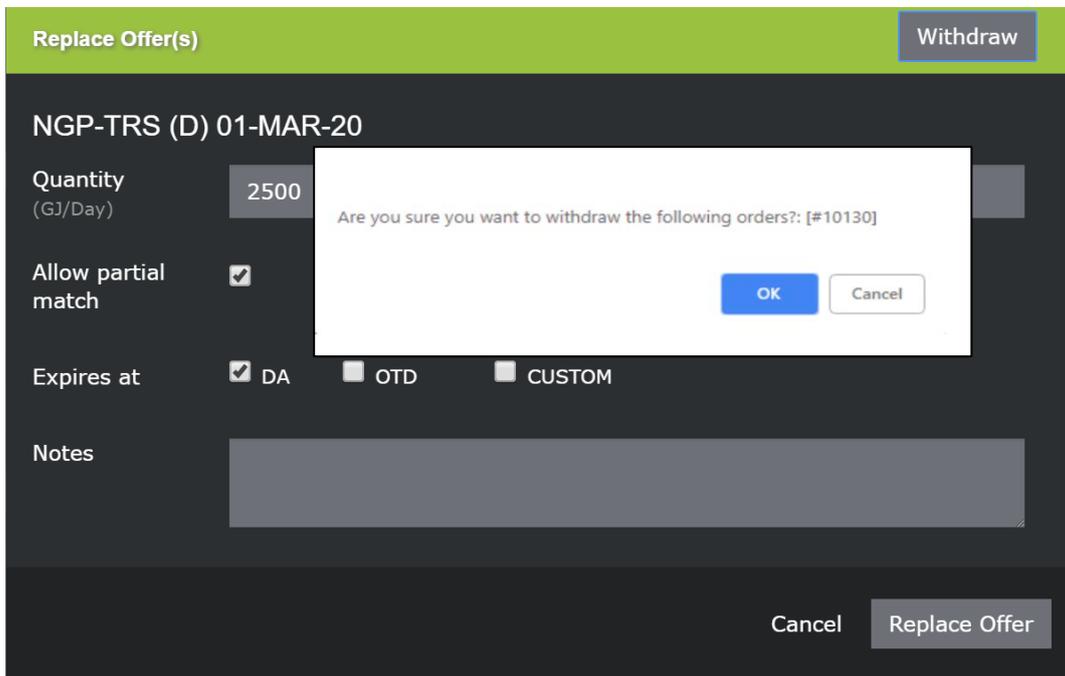
Notes

Cancel

**Note:** The Order(s) selected remain Live until the Trader has submitted and confirmed the desired action. If any of the underlying Order(s) change while the Trader is in the process of replacing/withdrawing the Order(s), the action will not be completed, and the Trader will be notified of this.

**A Withdrawal:**

To withdraw, select the „Withdraw” button in the top right-hand corner. A pop-up box will list the Order(s) to be withdrawn. Select OK to confirm the withdraw.

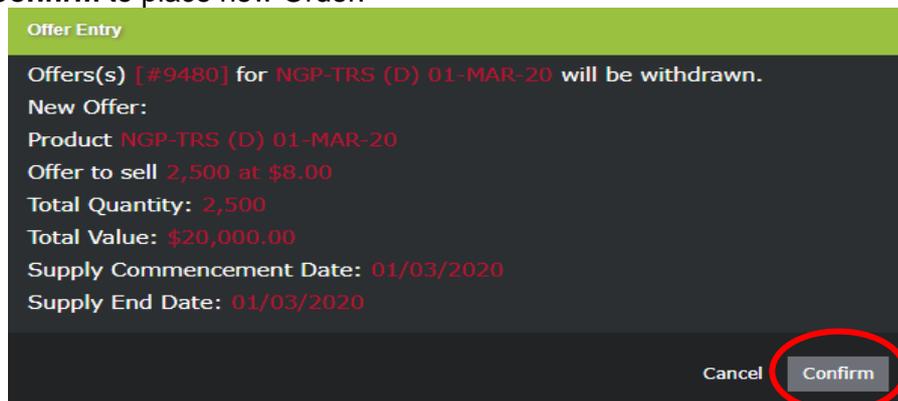


If a Company has multiple Orders at the same Price, to withdraw only one of the Orders the Trader must use the Order Management page.

**B Replace:**

The replace function will simultaneously withdraw the existing Order(s) and place a single new Order with the Order Terms as specified in the Replace Order form.

1. Complete the Replace Order form with new Order Terms. Pre-populated fields may be overwritten.
2. Press Replace Bid / Replace Offer. The confirm screen will confirm the Order(s) to be withdrawn as well as the details of the new Order.
3. Press **Confirm** to place new Order.



## Withdrawing Multiple Orders

Multiple (and single) Orders can be withdrawn on the Order Management Page.

1. Select the check box next to each individual Order to be withdrawn, or check **Select All** to select all currently filtered Orders.

**Manage: Orders** Export as CSV

Live Fully Matched Withdrawn My Orders Company Orders

Order Type	Status	Product	Delivery Start	Delivery End	Created From	Created To	Company	Trader	Broker	Filter		
Type	Product	Delivery Period	Price	Qty	Matched	Unmatched	Voided	Created	Trader	Company	Broker	Select all <input checked="" type="checkbox"/>
Offer	NGP-TRS (D)	27-FEB-20	6.80 (USD)	450 (Qty Day)	0	450	0	25 Feb 2020 15:46:46	static password	Moon Energy Ltd		<input checked="" type="checkbox"/>
Offer	NGP-TRS (W)	11-20	4.40 (USD)	100 (Qty Day)	0	100	0	25 Feb 2020 14:46:47	static password	Moon Energy Ltd		<input checked="" type="checkbox"/>
Offer	NGP-TRS (W)	12-20	9.60 (USD)	150 (Qty Day)	0	150	0	25 Feb 2020 13:59:53	Api Seller	Seller Org		<input checked="" type="checkbox"/>
Offer	NGP-TRS (D)	26-FEB-20	8.50 (USD)	480 (Qty Day)	0	480	0	25 Feb 2020 13:46:45	static password	Moon Energy Ltd		<input checked="" type="checkbox"/>
Offer	NGP-TRS (W)	11-20	9.00 (USD)	470 (Qty Day)	0	470	0	25 Feb 2020 12:59:53	Api Seller	Seller Org		<input checked="" type="checkbox"/>
Offer	NGP-TRS (M)	MAY-20	7.20 (USD)	140 (Qty Day)	0	140	0	25 Feb 2020 12:46:45	static password	Moon Energy Ltd		<input checked="" type="checkbox"/>
Offer	NGP-TRS (D)	01-MAR-20	8.00 (USD)	2,500 (Qty Day)	0	2,500	0	25 Feb 2020 12:02:34	Professor Plum	Neptune Gas Ltd		<input checked="" type="checkbox"/>

2. Click „Withdraw“ to remove
3. You will be prompted to confirm before the Orders are withdrawn

## Withdraw All

The Withdraw All button on the Product pane is a quick action function that can be used to remove ALL Live Company Orders.

The Trader is prompted to confirm before the Orders are withdrawn.

Products  NZU  Day  Week  Month **Withdraw All**

**Withdraw All**

**Warning: This will result in all live bids and offers being withdrawn.**

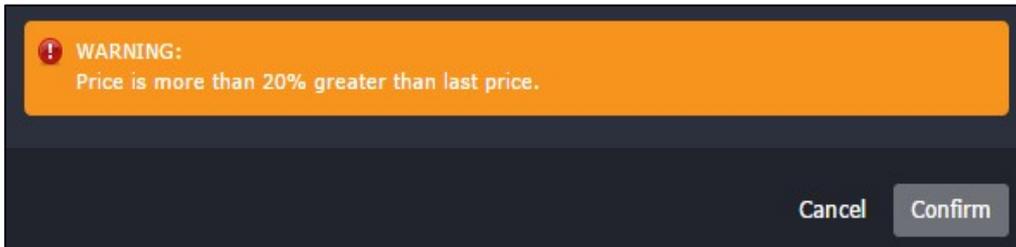
Cancel

## Error Messages

When placing an Order, the following messages may be received:

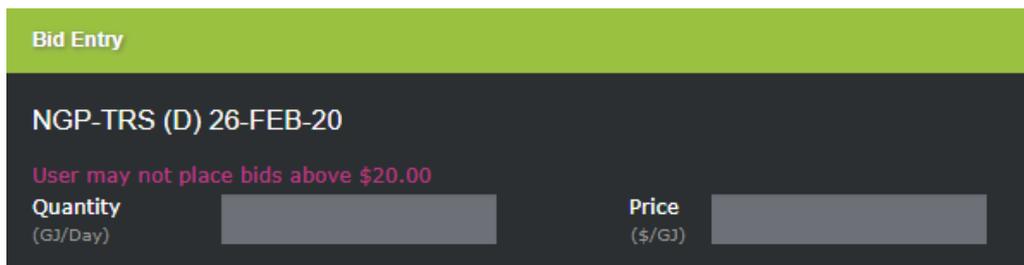
### PRICE WARNING

Pre-confirmation notice that your Bid/Offer Price is 20% greater/lower than the Price of the last formed Trade for that Delivery Period.



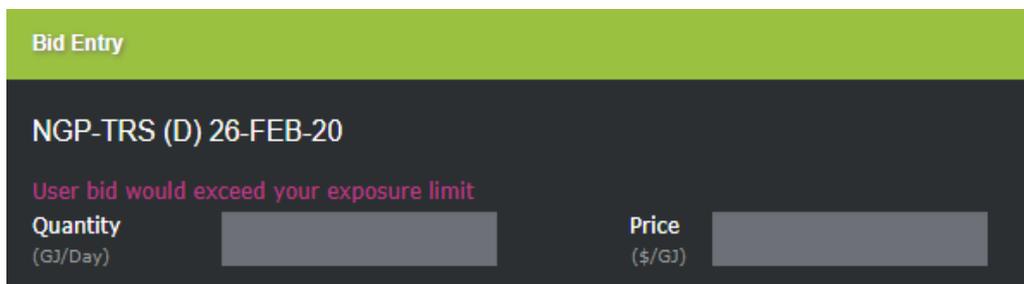
### TRADER LIMIT BREACH

Your Order cannot be submitted as it will breach a Trader Limit (as set by the Company Admin). This can be changed via a request to etp Support Desk by company admin, or changed directly by company admin.



### EXPOSURE BREACH ERROR

Your Bid Order cannot be submitted as it will result in an exposure breach. Exposure/collateral limit amendments need to be discussed with etp.



## EXPIRY

The expiry date and time must be valid and within Market Hours

Bid Entry

**NGP-TRS (D) 26-FEB-20**

Quantity (GJ/Day)  Price (\$/GJ)

Expires at   Allow partial match

Expires at must be within the products active period and within market hours

## Off-Exchange / Off-Market Trading

etp can also facilitate Off-Market Trading as agreed upon between two etp participants.

Off-Market trades can be identified in the Trades tab by the green colour bar:

Manage: Trades											Export as CSV
Owner	Product	Delivery Start	Delivery End	Created From	Created To	Buyer Company	Seller Company	Broker	Voided	Filter	
5748	OTD	10 Feb 2020 18:36:06	NGP-TRS (D)	10-FEB-20	360 (GJ/Day)	5.70 (\$/GJ)	360 (GJ)	2,052.00	Buyer Org (API Buyer)	Moon Energy Ltd (static password)	
5747	DA	10 Feb 2020 17:59:53	NGP-TRS (D)	14-FEB-20	150 (GJ/Day)	7.40 (\$/GJ)	150 (GJ)	1,110.00	Buyer Org (API Buyer)	Seller Org (API Seller)	
5746	OTD	10 Feb 2020 16:36:09	NGP-TRS (D)	10-FEB-20	230 (GJ/Day)	5.70 (\$/GJ)	230 (GJ)	1,311.00	Buyer Org (API Buyer)	Moon Energy Ltd (static password)	
5745	DA	10 Feb 2020 15:59:53	NGP-TRS (W)	10-20	10 (GJ/Day)	6.20 (\$/GJ)	70 (GJ)	434.00	Buyer Org (API Buyer)	Seller Org (API Seller)	
5744	DA	10 Feb 2020 15:36:07	NGP-TRS (M)	APR-20	120 (GJ/Day)	5.10 (\$/GJ)	3,600 (GJ)	18,360.00	Buyer Org (API Buyer)	Seller Org (API Seller)	
5743	DA	10 Feb 2020 15:36:07	NGP-TRS (M)	APR-20	50 (GJ/Day)	4.50 (\$/GJ)	1,500 (GJ)	6,750.00	Buyer Org (API Buyer)	Moon Energy Ltd (static password)	
5742	NZU	10 Feb 2020 15:08:57	CP-NZU	11-FEB-20	500 (NZU)	25.00 (\$/NZU)	500 (NZU)	12,500.00	K's Carbon (Carbon Trader)	NZU Sell Only Co (Sally Trees)	
5741	DA	10 Feb 2020 14:36:06	NGP-TRS (M)	MAY-20	460 (GJ/Day)	6.40 (\$/GJ)	14,260 (GJ)	91,264.00	Buyer Org (API Buyer)	Seller Org (API Seller)	

### TYPE 1 – PARTICIPANT NEGOTIATED

Where two Participants have negotiated directly, an Off-Exchange Trade can be created by submitting an Off-Exchange Trade to the Support Desk.

1. Complete the Off-Exchange Trade form. This can be obtained by contacting the Support Desk or downloading from the documents page on the public website:  
<https://www.ems.co.nz/services/etp/natural-gas/documents>
2. Once both parties have signed the agreement, email the form to the etp Support Desk.
3. etp will verify the identity of both parties and enter the Trades into the system and notify both parties upon acceptance.

4. These trades are denoted in yellow

**TYPE 2 – VIA AN INTERMEDIARY**

Where two Participants have negotiated via an intermediary, e.g. through a broker, the process maintains counterparty anonymity.

Currently we have 3 accredited brokers, all of them have ability to put OMT through themselves, think this is historical comment before we enhanced the broker functionality.

**Trade obligations follow as per Exchange-formed Trades.**

## 6. Risk Control

### Trader Limits

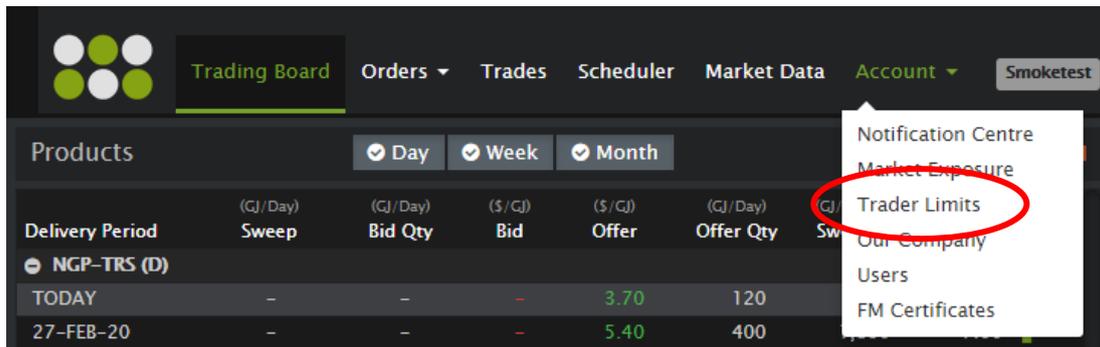
The **Trader Limits** feature enables the Company Admin to set and manage Order limits at both a companywide and individual Trader level.

The following limits can be applied:

<b>Max Bid Price</b>	The maximum allowable Price (\$/GJ) or (\$/NZU) when placing a Bid
<b>Min Offer Price</b>	The minimum allowable Price (\$/GJ) or (\$/NZU) when placing an Offer
<b>Max Order Value</b>	The maximum total Value (\$) of a single Order for both NGP or CP-NZU
<b>Max Order Quantity</b>	The maximum daily Quantity (GJ/Day) or (NZU) of a single Order
<b>Max Delivery Day Value</b>	The maximum total Value (\$) that may be traded for delivery on any Day; includes formed Trades and all live Orders across NGP-FR (D), (W) and (M).

Trader Limits are located under the Account tab

**Note:** Only Company Admin Users may apply or edit limits.



## Applying and Editing Limits

1. Navigate to Account >> Trader Limits
2. Enter the required limits and click Save

**Trader Limits: Neptune Gas Ltd** Export as CSV

Company wide trading limits

Please note, a trader will be unable to breach the Companywide Trading Limits regardless of what their Individual User Trading Limits may be set to.

	Max Bid Price (\$/CJ)	Min Offer Price (\$/CJ)	Max Order Value (\$)	Max Order Quantity (CJ/Day)	Max Delivery Day Value (\$)	Last Set By
All Company						not set

Individual user trading limits

User	Max Bid Price (\$/CJ)	Min Offer Price (\$/CJ)	Max Order Value (\$)	Max Order Quantity (CJ/Day)	Max Delivery Day Value (\$)	Last Set By
Professor Plum						Katere Mitchell

©2020 emsTradePoint Limited. All Rights Reserved. Refer to [Terms of Use](#) and [Privacy Policy](#) 5.1.9

- The Reset button clears unsaved changes.
- Where no limit is desired, leave the field blank.
- Where a limit has been set at a company and a Trader level, the lower of the two will apply, except in the case of the Min Offer Price control where the higher Price will apply

## Viewing Trader Limits

Users are able to view their own individual limits and the companywide limits by navigating to Account >> Trader Limits

A history of changes to limits may be viewed by clicking on the **Last Set By** username and can be downloaded as a csv file, only the **Company Admin** can view and download the historic company limits.

Last Set By
Admin1
Admin1
Admin1

**Trader Limits History: Another Trader**

[Export as CSV](#)

From	Until	Max Bid Price (\$/GJ)	Min Offer Price (\$/GJ)	Max Order Value (\$)	Max Order Quantity (GJ)	Max Delivery Day Value (\$)	Set By
01/12/2014 12:40:14	-					1,000.00	Three Trader
19/06/2014 09:23:20	01/12/2014 12:40:14						Three Trader
19/06/2014 09:22:45	19/06/2014 09:23:20	10.00					Three Trader
21/02/2014 09:44:32	19/06/2014 09:22:45						Three Trader
17/12/2013 10:24:48	21/02/2014 09:44:32	16.50	1.50	45,000.00			Three Trader
17/12/2013 10:24:37	17/12/2013 10:24:48	16.00	1.50	45,000.00			Three Trader
17/12/2013 10:24:23	17/12/2013 10:24:37	16.00	1.50				Three Trader
16/12/2013 15:13:35	17/12/2013 10:24:23	16.00	2.00				Three Trader
03/12/2013 14:57:06	16/12/2013 15:13:35						Three Trader
03/12/2013 14:56:19	03/12/2013 14:56:46						Three Trader
25/11/2013 18:41:04	03/12/2013 14:56:19				1,000		Three Trader

## Order Breaches

When a User attempts to place an Order (either directly through the Trading Board or via a bulk Order upload) that will breach one or more limits, the system will return the Order with an appropriate error message and the order will not be placed.

Bid Entry

**NGP-TRS (W) 10-20**

User may not place orders worth over \$400,000.00

Quantity (GJ/Day)  Price (\$/GJ)

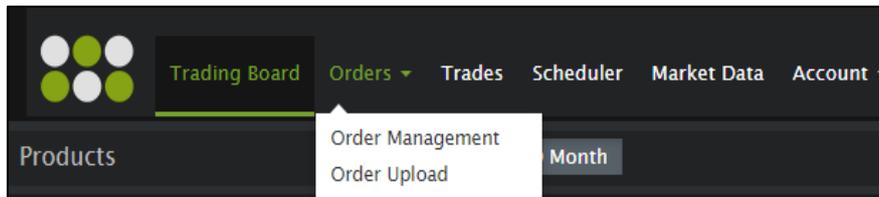
Expires at   Allow partial match

Notes

# 7. Portfolio Management

## Order Management

To view all Orders and manage your current Orders, go to the **Order Management** page under the **Orders** tab.



- Users can view and download in CSV format all Orders placed on the Platform
- Users can filter to their own company's Bids and Offers
- The Order status can be identified using the colour code key at the top of the table

Select an Order for more detailed information. Detailed information is only available for Orders belonging to a User's company

**Manage: Orders** Export as CSV

■ Live 
 ■ Fully Matched 
 ■ Withdrawn 
 ■ My Orders 
 ■ Company Orders

Order Type	Status	Product	Delivery Start	Delivery End	Created From	Created To	Company	Trader	Broker	Filter	
Type	Product	Delivery Period	Price	Qty	Matched	Unmatched	Voided	Created	Trader	Broker	Select all
Offer	NGP-TRS (I)	01-MAR-20	8.00 (S/GJ)	2,500 (GJ/Day)	0	2,500	0	25 Feb 2020 12:02:34	Professor Plum		<input type="checkbox"/>
Bid	NGP-TRS (D)	01-MAR-20	7.50 (S/GJ)	8,000 (GJ/Day)	8,000	0	0	25 Feb 2020 11:52:16	Professor Plum		<input type="checkbox"/>
Bid	NGP-TRS (M)	MAR-20	10.00 (S/GJ)	3,000 (GJ/Day)	3,000	0	0	3 Feb 2020 16:02:23	Professor Plum		<input type="checkbox"/>

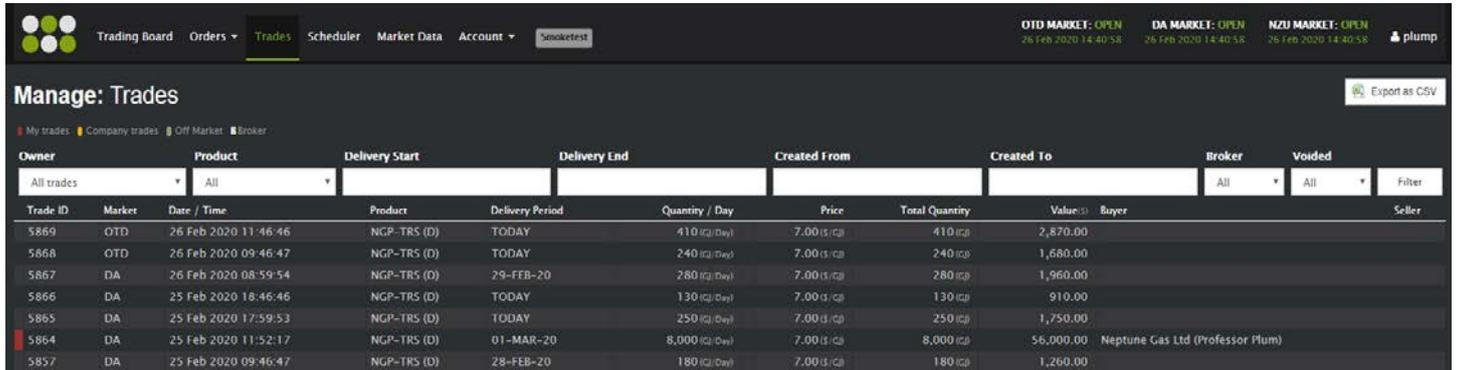
### Offer: 9480 NON PARTIAL

Date / Time	25 Feb 2020 12:02:34
Placed By	Professor Plum
Product	NGP-TRS (D) 01-MAR-20
Price (\$/GJ)	8.00
Total Value (\$)	20,000.00
Quantity (GJ/Day)	2,500
Total Quantity (GJ)	2,500
Matched Quantity (GJ/Day)	0
Unmatched Quantity (GJ/Day)	2,500
Voided Quantity (GJ/Day)	0
Partial Match Allowed	No
Expires At	29 Feb 2020 20:30:00
Withdrawn By	
Withdrawn At	
Notes	

©2020 emsTradePoint Limited. All Rights Reserved. Refer to [Terms of Use](#) and [Privacy Policy](#)

## Trade History

Users can view and download information on all successful Trades via the **Trades** tab.



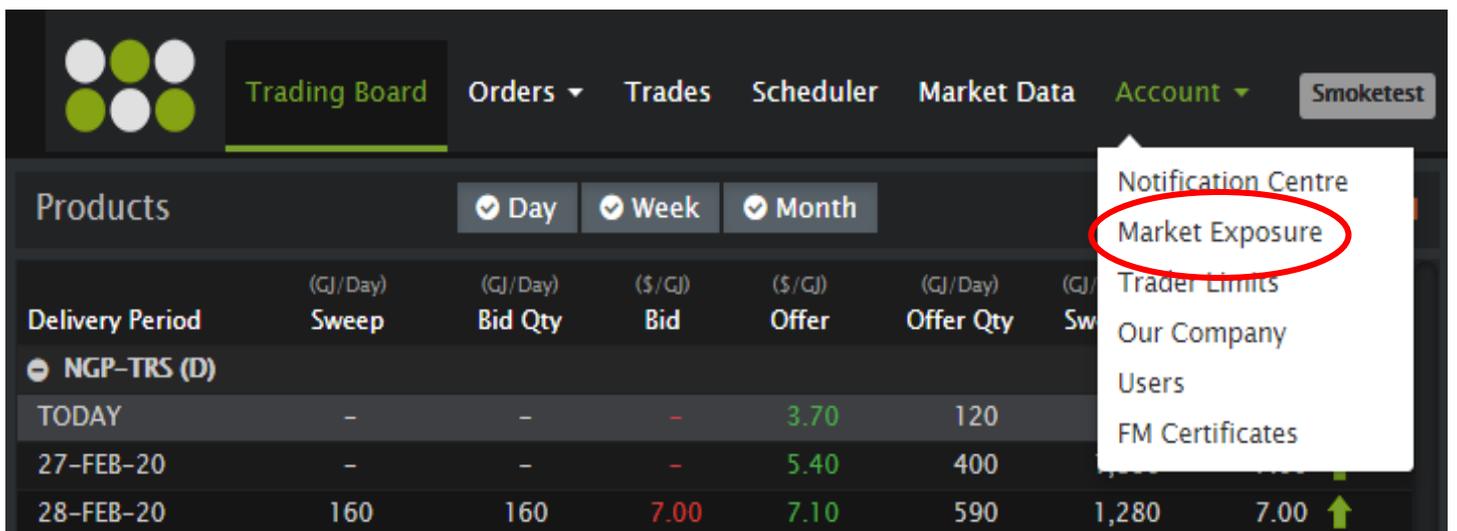
Trade ID	Market	Date / Time	Product	Delivery Period	Quantity / Day	Price	Total Quantity	Value (\$)	Buyer	Seller
5869	OTD	26 Feb 2020 11:46:46	NGP-TRS (D)	TODAY	410 (CJ/Day)	7.00 (\$/CJ)	410 (CJ)	2,870.00		
5868	OTD	26 Feb 2020 09:46:47	NGP-TRS (D)	TODAY	240 (CJ/Day)	7.00 (\$/CJ)	240 (CJ)	1,680.00		
5867	DA	26 Feb 2020 08:59:54	NGP-TRS (D)	29-FEB-20	280 (CJ/Day)	7.00 (\$/CJ)	280 (CJ)	1,960.00		
5866	DA	25 Feb 2020 18:46:46	NGP-TRS (D)	TODAY	130 (CJ/Day)	7.00 (\$/CJ)	130 (CJ)	910.00		
5865	DA	25 Feb 2020 17:59:53	NGP-TRS (D)	TODAY	250 (CJ/Day)	7.00 (\$/CJ)	250 (CJ)	1,750.00		
5864	DA	25 Feb 2020 11:52:17	NGP-TRS (D)	01-MAR-20	8,000 (CJ/Day)	7.00 (\$/CJ)	8,000 (CJ)	56,000.00	Neptune Gas Ltd (Professor Plum)	
5857	DA	25 Feb 2020 09:46:47	NGP-TRS (D)	28-FEB-20	180 (CJ/Day)	7.00 (\$/CJ)	180 (CJ)	1,260.00		

This displays both Trades that have been physically settled as well as Trades for which the Delivery Period has not yet passed.

- Users can view and download in CSV format all Trades
- Users can filter to their own company's Trades, Products and Delivery Range - Trade type can be identified using the colour code key at the top of the table

## Market Exposure

Participants can monitor their current exposure against their Collateral Limit on the Market Exposure page



Delivery Period	Sweep	Bid Qty	Bid	Offer	Offer Qty	Sw
NGP-TRS (D)						
TODAY	-	-	-	3.70	120	
27-FEB-20	-	-	-	5.40	400	
28-FEB-20	160	160	7.00	7.10	590	1,280 7.00 ↑

## Market Exposure Table

This table shows company exposure on a delivery month basis.

- **Collateral Limit:** Displayed at the top
- **Purchases:** Total value of company buy Trades for delivery in the Delivery Month
- **Live Bids:** Total value of Live Bids for delivery in the Delivery Month
- **Sales:** Total value of company sell Trades for delivery in the Delivery Month
- **Settlements:** Value of settlements for the month (+ve = payment from etp, -ve = payment to etp)
- **Total Exposure:** Sum of Purchases, Live Bids, Sales and Settlements

Market Exposure		Available Collateral				
Market Exposure: Neptune Gas Ltd						
Collateral Limit: \$1,000,000.00						
Delivery Month	Purchases	Live Bids	Sales	Settlements	Total Exposure	
Dec 2019	—	—	—	—	—	
Jan 2020	—	—	-\$691,672.00	—	-\$691,672.00	
Feb 2020	—	—	—	—	—	
Mar 2020	\$689,609.00	—	—	—	\$689,609.00	
Apr 2020	—	—	—	—	—	
May 2020	—	—	—	—	—	
Jun 2020	—	—	—	—	—	
Jul 2020	—	—	—	—	—	

**Note:** where a Trade is delivered across two months, the Trade value is allocated to the Delivery Months on a daily basis.

For Example: A Bid for NGP-TRS (W) 09-20, 1000 GJ @ \$5.00, would result in \$30,000 exposure in February (23 Feb – 28 Feb) and \$5,000 in March (1 March).

## Available Collateral

On this page, Users can view their Total Exposure and available Collateral within each three-month Collateral Period.

- **Delivery Months:** Three-month Collateral Period
- **Total Exposure:** Sum of Total Exposure in each individual Delivery Month
- **Available Collateral:** Collateral Limit minus Total Exposure

Market Exposure		Available Collateral	
Available Collateral			
Delivery Months	Total Exposure	Available Collateral	
Dec 2019 - Feb 2020	-\$691,672.00	\$1,691,672.00	
Jan 2020 - Mar 2020	-\$2,063.00	\$1,002,063.00	
Feb 2020 - Apr 2020	\$689,609.00	\$310,391.00	
Mar 2020 - May 2020	\$689,609.00	\$310,391.00	
Apr 2020 - Jun 2020	—	\$1,000,000.00	
May 2020 - Jul 2020		\$1,000,000.00	

When placing a Bid for delivery in Delivery Month M, the total value will be tested against the available Collateral in the three Collateral Periods which include month M.

For Example: A Bid for NGP-FR (M) JAN-20, 1000 GJ @ \$5.00, would result in \$155,000 exposure tested against the available Collateral in Delivery Months: Nov 2019 – Jan 2020 / Dec 2019 – Feb 2020 / Jan 2020 – Mar 2020.

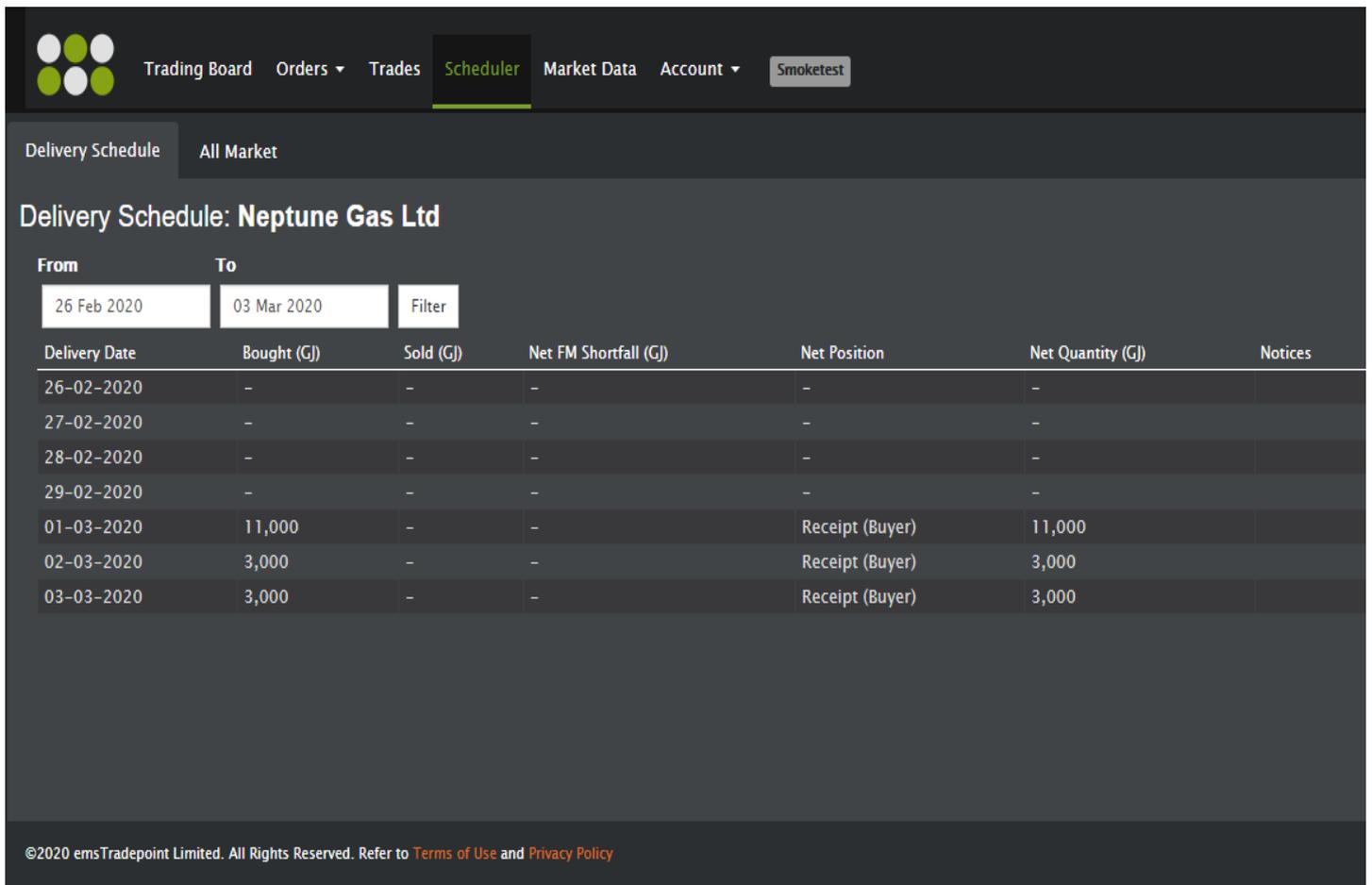
## Scheduler

The Scheduler page provides a summary of the company’s daily delivery obligations across NGP (D), (W) and (M) products.

- View and download Bought, Sold and Net Quantities by Delivery Day
- Filter to historic or future dates
- In the event of Force Majeure on a day, the Net FM Shortfall for the company, as well as a link to the notice of the event, is displayed in the Scheduler
  - Receipt Shortfall – means a reduction in purchased quantity
  - Delivery Shortfall – means a reduction in sold quantity

**\*Please Note:** Force Majeure is not applicable for CP-NZU – See Section 8

- The Net Quantity is equal to the net of the company’s traded position including any FM events
- The **All Market** tab shows the total daily traded quantity by all market participants, as well as the total of any FM events called.



The screenshot shows the Scheduler page for Neptune Gas Ltd. The interface includes a navigation bar with options like Trading Board, Orders, Trades, Scheduler (highlighted), Market Data, Account, and Smoketest. Below the navigation, there are tabs for Delivery Schedule and All Market. The main content area displays a table with columns for Delivery Date, Bought (GJ), Sold (GJ), Net FM Shortfall (GJ), Net Position, Net Quantity (GJ), and Notices. The data shows zero activity from Feb 26 to Feb 29, followed by receipts on March 1st, 2nd, and 3rd.

From	To					
26 Feb 2020	03 Mar 2020		Filter			
Delivery Date	Bought (GJ)	Sold (GJ)	Net FM Shortfall (GJ)	Net Position	Net Quantity (GJ)	Notices
26-02-2020	-	-	-	-	-	
27-02-2020	-	-	-	-	-	
28-02-2020	-	-	-	-	-	
29-02-2020	-	-	-	-	-	
01-03-2020	11,000	-	-	Receipt (Buyer)	11,000	
02-03-2020	3,000	-	-	Receipt (Buyer)	3,000	
03-03-2020	3,000	-	-	Receipt (Buyer)	3,000	

©2020 emsTradePoint Limited. All Rights Reserved. Refer to [Terms of Use](#) and [Privacy Policy](#)

## 8. FORCE MAJEURE CERTIFICATES

For information on the definition and operation of Force Majeure please consult the Market Rules and the Guide to Force Majeure.

**\*Please Note:** A Force Majeure can **only** be called on NGP-TRS products

### General

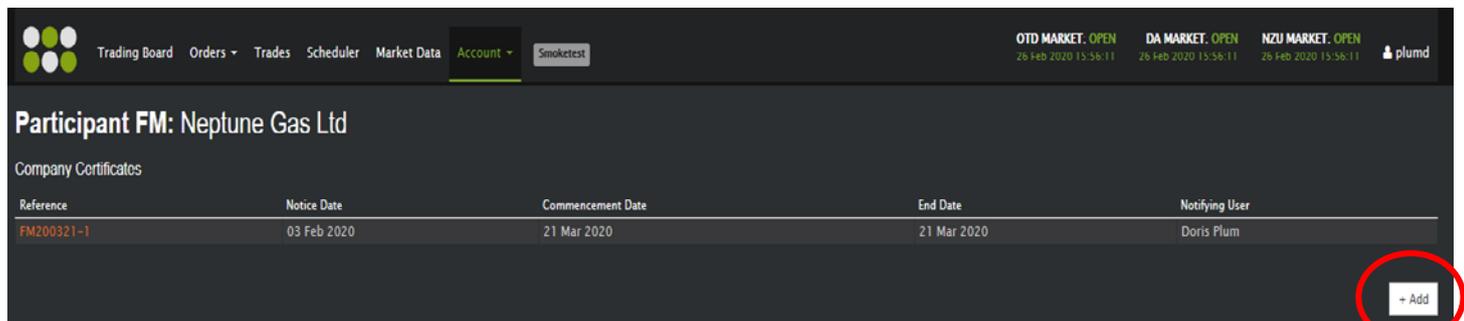
When calling Force Majeure (FM) on a day, participants must submit a form via the Exchange Platform. This is the FM Certificate.

- The system verifies only that the FM quantities and days are valid under the rules
- Submission of a form is final and results in automatic notification to the market of the event and the affected quantities

### Submitting a Force Majeure Certificate

Only authorised company users may submit an FM Certificate. Company Admin users are authorised by default and can enable the setting for other users as well.

- Navigate to Account >> FM Certificates
- Select Add



Trading Board Orders Trades Scheduler Market Data Account Smoketest

OTD MARKET: OPEN 26 Feb 2020 15:36:11 DA MARKET: OPEN 26 Feb 2020 15:56:11 NZU MARKET: OPEN 29 Feb 2020 15:56:11 plumd

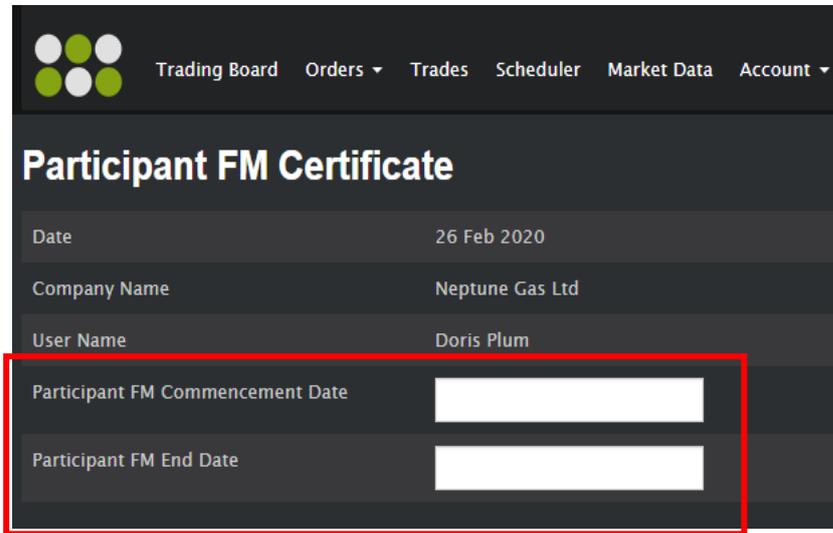
### Participant FM: Neptune Gas Ltd

Company Certificates

Reference	Notice Date	Commencement Date	End Date	Notifying User
FM200321-1	03 Feb 2020	21 Mar 2020	21 Mar 2020	Doris Plum

+ Add

- Enter the first day of the FM and the last day of the FM in the FM Commencement and End date fields - The form will accept invalid dates



- This will automatically populate the form for all days between and including these dates

Revised Quantities				
FM Days	Original Trade Quantity (GJ)	Net Direction	Min Revised Quantity (GJ)	Revised Quantity (GJ)
01 Mar 2020	11000	Receipt (Buyer)	8000	<input type="text"/>
02 Mar 2020	3000	Receipt (Buyer)	0	<input type="text"/>

- **Original Trade Quantity:** The current net position for the company, as per their Scheduler. Includes any prior FM events called.
- **Net Direction:** Whether the current net position for the company is a buyer or a seller
- **Min Revised Quantity:** The minimum quantity that the company may reduce their position to. Since FM is only able to be called on net NGP (W) and (M) trades, this is not necessarily zero.

- Enter the required Revised Quantity on all FM days
  - The Revised Quantity is the quantity that is still able to be delivered/received by the company
  - The difference between the Original Trade Quantity and the Revised Quantity is the market shortfall for the day
  - The difference between the Original Trade Quantity and the Revised Quantity is the market shortfall for the day

FM Days	Original Trade Quantity (Gj)	Net Direction	Min Revised Quantity (Gj)	Revised Quantity (Gj)
01 Mar 2020	11000	Receipt (Buyer)	8000	4000
02 Mar 2020	3000	Receipt (Buyer)	0	

- Complete the reason field and accept the declaration
  - The reason field is only viewable by the Market Operator
- Select **Accept**

Event or circumstance of the Participant Force Majeure

I, Doris Plum, give this Participant FM Certificate on behalf of the Participant and I certify:

- (a) That I am authorised to do so; and
- (b) On the Participant's behalf and on my own behalf, that the above particulars are true and correct.

Accept

- Select Submit
- On the confirmation screen – Select confirm to submit the form or edit to return to the previous page:

**Confirm FM Certificate**

FM Day	Original Trade Quantity (Gj)	Net Direction	Revised Quantity (Gj)
02 Mar 2020	3000	Receipt (Buyer)	1000

**Warning:** Submission of this form is binding and will result in automatic notification to all participants.

©2020 emsTradePoint Limited. All Rights Reserved. Refer to [Terms of Use](#) and [Privacy Policy](#)

5.4.9

## Market Notification

Following submission of a form, the following actions are taken:

- An email notifying of the FM event and total daily shortfall quantities is sent to all users

### FM Certificate Issued

A Participant FM Certificate has been issued with the following details:

FM Event Ref: FM200301-1

Date of FM Certificate: 26 Feb 2020 16:25:31

Commencement Date: 01 Mar 2020

End Date: 02 Mar 2020

FM Day	Direction of FM Participant Shortfall	FM Participant Shortfall Quantity (GJ)
02 Mar 2020	Receipt (Buyer)	2000

- An email notifying individual affected companies of their shortfall quantities is sent to all users for those companies

FM Event Ref: FM200301-1

Date of Notice: 26 Feb 2020 16:25:31

Commencement Date: 01 Mar 2020

End Date: 02 Mar 2020

Affected Participant: Moon Energy Ltd

FM Day	Direction of Affected Participant Shortfall	Shortfall Quantity (GJ)
02 Mar 2020	Delivery (Seller)	986

- Each affected company's shortfall quantities and revised delivery obligations are updated in the **Scheduler**.

## Viewing Historic FM Events

All NGP-TRS users can access historic company and market FM events by navigating to Account >> FM Certificates

# 9. Account Management

## Adding and Viewing Users

### New Users

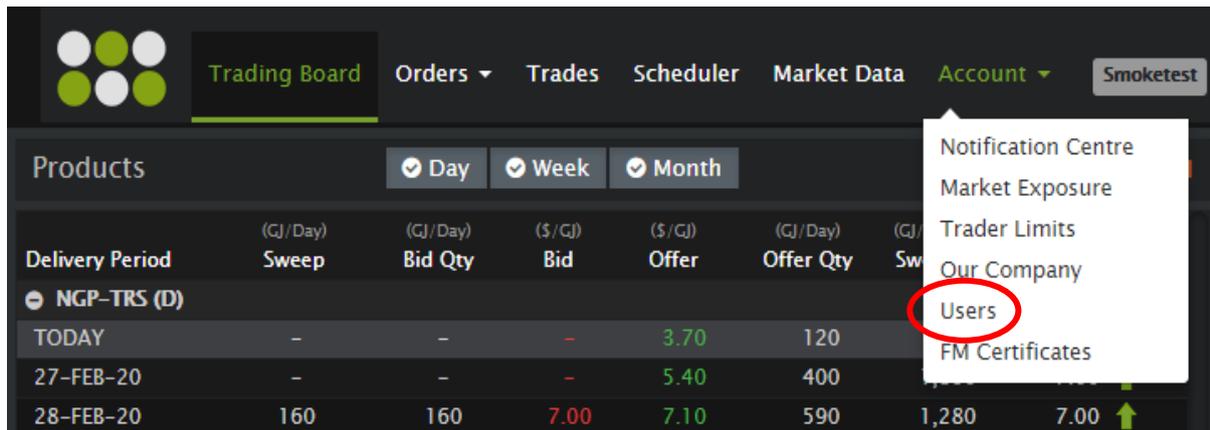
To create a new User, the Company Admin should download the New User Form from the etp website: <https://www.ems.co.nz/services/etp/natural-gas/documents/>

The new User form must be signed by the Company Admin, submit the completed form to the Support Desk via email.

[supportdesk@emstradepoint.co.nz](mailto:supportdesk@emstradepoint.co.nz)

### Viewing Users

To view details of an existing company User, go to the **Users** page underneath the **Account** tab. A list of all company Users will be displayed.



Click on a User to view further details



## Modifying User Details

Select the User to modify from the Company Users page

### The Spillage People: Commodore Spillage

<b>First Name</b> Commodore	<b>Last Name</b> Spillage
<b>Username</b> sailor	<b>Email Address</b> katenetest+sailor@gmail.com
<b>Phone Number</b> 1	

**Trading**

<input checked="" type="checkbox"/> Can view NGP	<input type="checkbox"/> Can trade NGP
<input checked="" type="checkbox"/> Can view NZU	<input type="checkbox"/> Can trade NZU

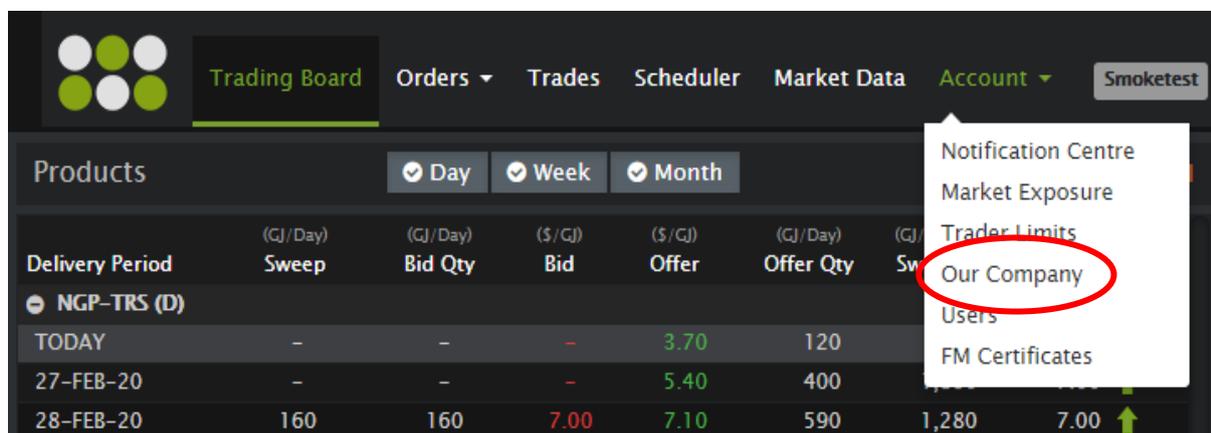
**FM User**

FM User

- Here, the Company Admin can select whether to allow a User to trade and/or submit FM Certificates
- Click **Save** to submit
- The Company Admin can also edit a User’s notification settings and apply trader limits via the Account tab
- To change other details please contact the Support Desk

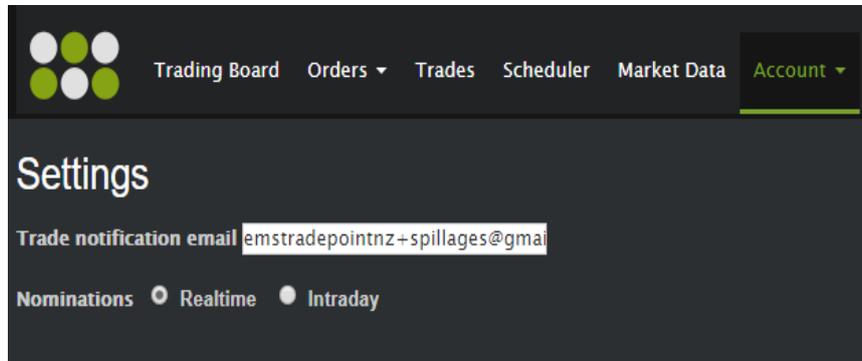
## Company Settings

Company notification emails will be sent to the email specified under Account Settings. The Company Admin can change this by:



The screenshot shows a trading board interface with a navigation bar at the top containing 'Trading Board', 'Orders', 'Trades', 'Scheduler', 'Market Data', 'Account', and 'Smoketest'. Below the navigation bar is a 'Products' section with tabs for 'Day', 'Week', and 'Month'. A table displays market data for 'NGP-TRS (D)' with columns for Delivery Period, Sweep, Bid Qty, Bid, Offer, Offer Qty, and Swap. A dropdown menu is open over the 'Account' tab, listing options: Notification Centre, Market Exposure, Trader Limits, Our Company (circled in red), Users, and FM Certificates.

- Navigate to Account -> Our Company
- View or edit the email and click Save



## Market Notifications

The Exchange Platform sends the following automated notifications:

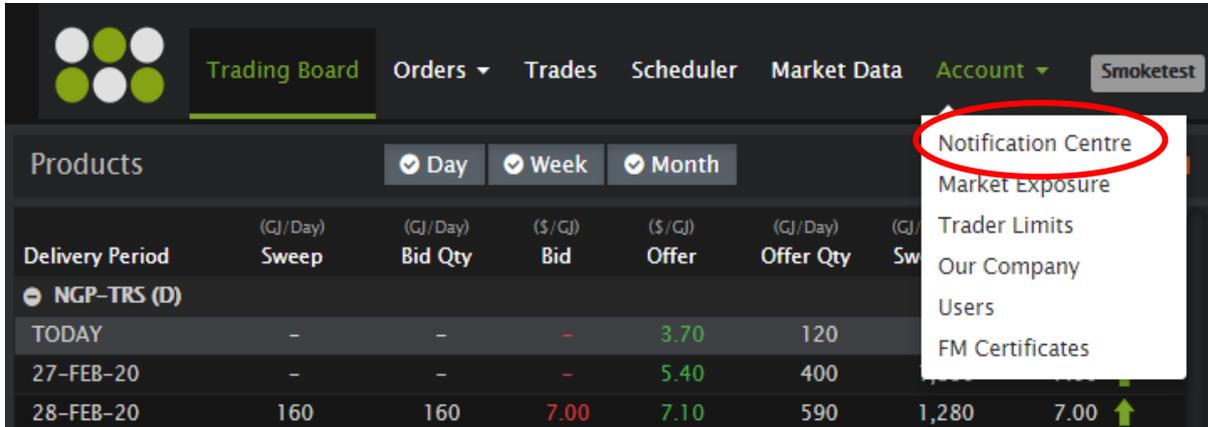
Notification	Format	Time of Notification
Company Order formed	Email	Time of Order
Company Order withdrawn	Email	Time of withdraw
Bulk Order uploaded	Email	Time of upload
Company Trade created	Email / SMS	Time of Trade
Next day delivery summary	Email	After close of the DA market (16:35)

Please refer to the **Notification Specification** on <https://www.ems.co.nz/services/etp/natural-gas/documents/> for more detailed information on email content.

## Notification Centre

Notification settings are controlled through the **Notification Centre**.

- Navigate to Account >> Notification Centre



The Company Admin can modify settings for all Users and the company email. Individual Users can control their own settings and view the company settings.

Market Category **NGP** Go

### The Spillage People Notification Centre

User	Email	Order Created (Email)	Order Withdrawn (Email)	Bulk Order (Email)	Company Trades (Email)	Next Day Delivery (Email)	OTD/D+1 Trades (Email)
The Spillage People	emstradepointnz+spillage@gmail.com	add	add	add	<input checked="" type="checkbox"/>	add	add
Kemosabe Spillage	katenetest+indian@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commodore Spillage	katenetest+sailor@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constable Spillage	emstradepointnz+police@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

©2020 emsTradePoint Limited. All Rights Reserved. Refer to [Terms of Use](#) and [Privacy Policy](#)

**Note:** The default setting is for the company email to receive all notifications and the individual Users to receive none.

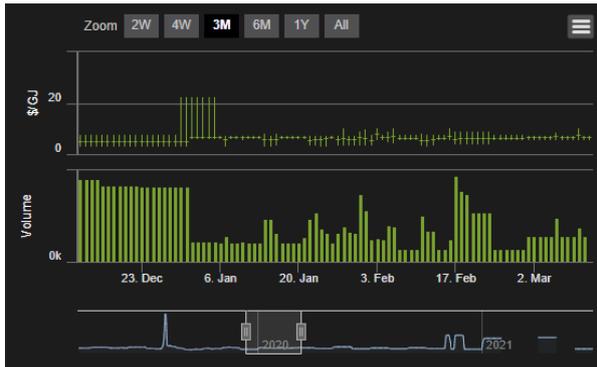
Users may also elect to receive Trade notifications by SMS. Please contact the Support Desk to enable this feature

# 10. Market Data and Documents

## Market Data

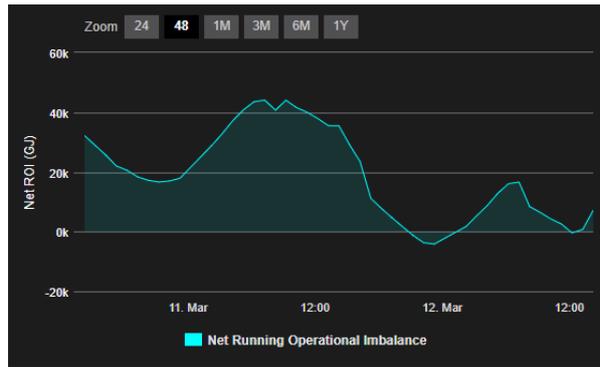
A summary of Trade activity can be viewed from the Market Data tab for NGP-TRS (D), (W), (M) and CP-NZU Products.

### DAILY DELIVERY



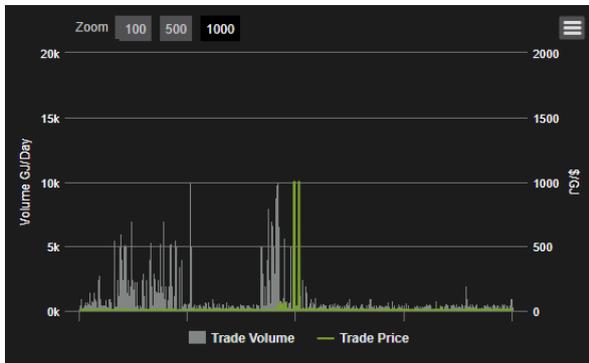
Displays the traded volume and the max, min and volume-weighted average Price per Delivery Day

### PIPELINE ROI



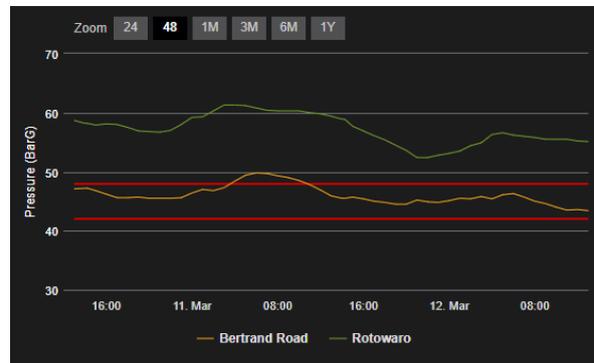
Maui pipeline net ROI (Running Operational Imbalance)

### TRADE HISTORY GRAPH



Shows traded Quantity (GJ/Day) and Price of all Trades by time of trade

### PIPELINE PRESSURE



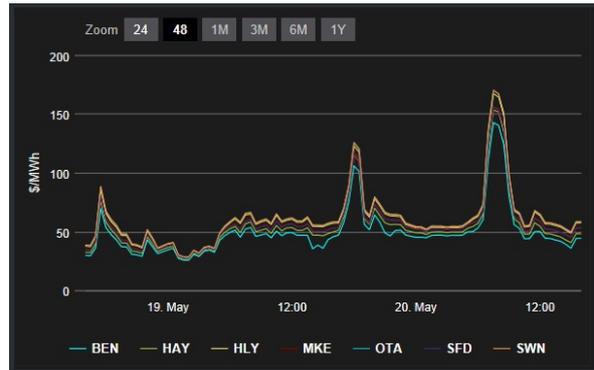
Maui pipeline pressure at Bertrand Road and Rotowaro

### NATURAL GAS INDICES



etp’s Frankley Road Monthly (FRMI) and Quarterly (FRQI) natural gas indices

### NZ ELECTRICITY MARKET



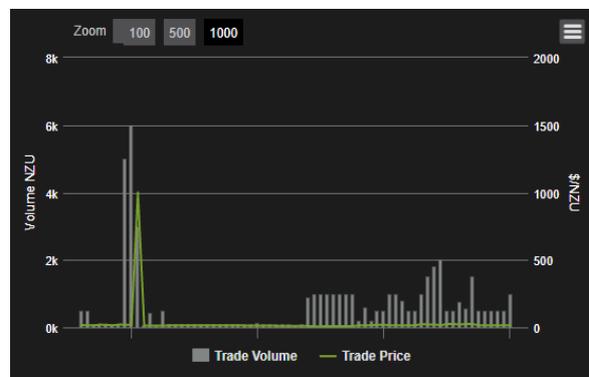
Electricity prices at selected nodes

### NZU INDICES



etp’s Frankley Road Monthly (FRMI) and Quarterly (FRQI) natural gas indices

### NZU TRADE HISTORY



Traded quantity and Price of all trades by time of trade

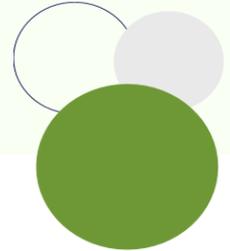
## Public Website - Result

etp also publishes historic market results, Frankley Road Natural Gas Indices, NZU indices, and all NZU price and volume data at <https://www.ems.co.nz/services/etp/>

etp Documents, Market News and Notices can be accessed through the public website.

<https://www.ems.co.nz/services/etp/natural-gas/documents/>

# Documents



## NATURAL GAS

## LIVE DOCUMENTS

Become a Participant

Trading

Settlement

Governance

FAQs

**Documents**

- EMSTRADEPOINT MARKET RULES VERSION 7.2 (CURRENT)
- EMSTRADEPOINT CORE RULES VERSION 8.0 (APPLICABLE FROM 17 MARCH 2020)
- EMSTRADEPOINT PRODUCT SUPPLEMENT - GAS - VERSION 8.0 (APPLICABLE FROM 17 MARCH 2020)
- EMSTRADEPOINT EXCHANGE PLATFORM RELEASE NOTES VERSION 5.3.4
- EMSTRADEPOINT NEW USER REGISTRATION FORM
- EMSTRADEPOINT PARTICIPANT AGREEMENT
- EMSTRADEPOINT BANK GUARANTEE
- EMSTRADEPOINT FEE STRUCTURE
- EMSTRADEPOINT NATURAL GAS PRODUCT SPECS

# 11. Support

## Support Desk

The Support Desk operates during business hours 09:00 – 17:30 Monday to Friday (ex. Public holidays).

- Phone: +64 4 590 6692
- Email: [supportdesk@etp.co.nz](mailto:supportdesk@etp.co.nz)

## Training Sessions

emsTradePoint offers free training sessions on the Exchange Platform. To arrange a visit, or for more information, please contact the Support Desk.

## System Requirements

etp Exchange Platform is a web-based application that can be accessed with an internet connection.

The application is supported for use using Internet Explorer 11, and the latest stable version of Chrome.