

MONTEL MARKETPLACE

User manual

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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
2021 Q3		Macedonia	250 MWh	GBP	0.8000	0.9000	EUR	1 000 MWh	AIB		2021
Delivery date (UTC): Spot	Registry operator: Olgem	Subsidised: Yes	Label: 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

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.

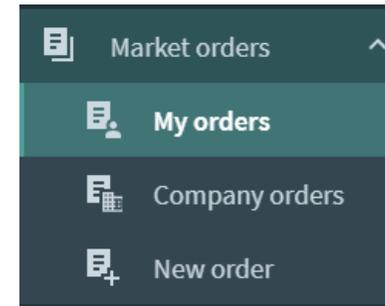
Orange: Your orders – these orders have been placed on Marketplace by you.

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

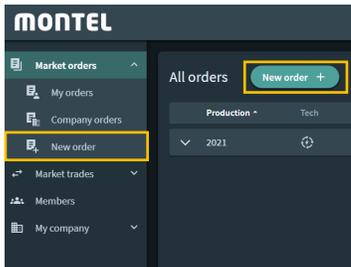
All orders New order + Open prices Counterparty prices My prices My company's prices Filter

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): Spot	Registry operator: Ofgem	Subsidised: Yes	Label: TÖV SÜD EE	Counteroffer	Sell Unit	Delivery date (UTC): Spot	Registry operator: Cecar	Subsidised: Not required	Label: Any	Buy Unit	Counterbid

Register new order

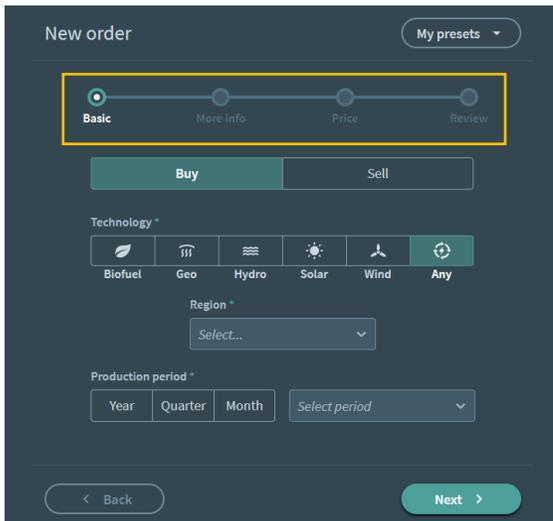
Register an order:

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 in the MONTEL application. At the top, it says 'New order' and 'My presets'. Below is a progress indicator with four steps: 'Basic' (highlighted with a yellow box), 'More info', 'Price', and 'Review'. Underneath are 'Buy' and 'Sell' buttons. The 'Technology' section has radio buttons for Biofuel, Geo, Hydro, Solar, Wind, and Any. The 'Region' section has a dropdown menu labeled 'Select...'. The 'Production period' section has buttons for 'Year', 'Quarter', and 'Month', and a dropdown menu labeled 'Select period'. At the bottom 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 indicator at the top. The 'More info' step is highlighted with a yellow box. Below the progress indicator, there are three options: 'Basic', 'More info' (selected), 'Price', and 'Review'. The 'More info' section contains the following fields:

- Delivery period ***: Three buttons: 'Standard', 'Spot', and 'DD/MM/YYYY' with a help icon.
- Registry Operator ***: A dropdown menu with 'Any' selected.
- Label ***: A dropdown menu with 'Any' selected.
- Subsidised ***: Three buttons: 'Not required' (highlighted in green), 'Yes', and 'No'.

At the bottom of the form, 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 'Any' selected.

Choose Label

- Choose to add labels

The screenshot shows a dropdown menu for 'Label *' with 'Alpine Hydropower' selected.

Subsidised

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

The screenshot shows a form for 'Subsidised *' with three buttons: 'Not required' (highlighted in green), 'Yes', and 'No'.

Register new order

3 PRICE:

New order My presets

Basic More info **Price** Review

Quantity (MWh) * Price per unit * Currency

EUR

Total price

0.00 EUR

Expires in * Or

1 hour **17:00 CET** DD/MM/YYYY HH:mm

Show order *

Public Counterp.

< Back Next >

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.

New order Save as preset

Basic More info **Price** Review

Basic

Type: Buy Technology: Any

More info

Delivery period: Spot Registry operator: Any

Production period: 2024 Region: AIB Label: Any Subsidised: Not required

Price

Quantity: 100 MWh Currency: EUR Price per unit: 1.00 Total price: **100.00** EUR

Expires in: 17:00 CET Make order available to: Public

< Back Submit

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

1.7000	EUR	1 000 MWh	Nordic	2024 Q4
Delivery date (UTC): 31/1/2025	Registry operator: Cesar- without EECS	Subsidised: Not required	Label: EKOenergy	
Buy Unit	Counterbid			

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

Counterbid

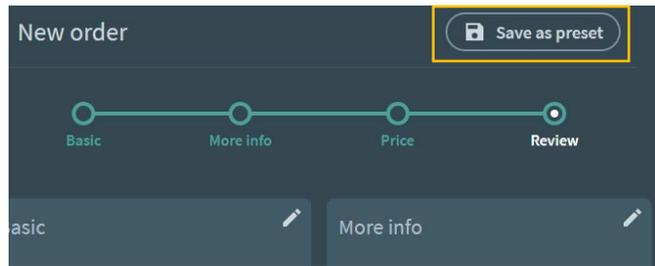
Technology: Wind	Label: EKOenergy	Delivery date (UTC) * Standard Spot ?	
Region: Nordic	Registry operator: Cesar- without EECS	Or DD/MM/YYYY	
Production period: Q4 2024	Available to: Public	Quantity (MWh) * 1000	Price per unit * 1.7
Current total price 1,700.00 EUR		New total price 1,700.00 EUR	
A counter(bid/offer) will not replace/ overwrite an existing order		Expires in * 1 hour 17:00 CET	Or DD/MM/YYYY HH:mm
Submit			

Presets

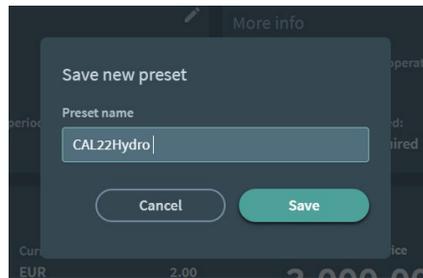
You can save orders as a preset to create templates to use for future orders.

To save the template as a preset:

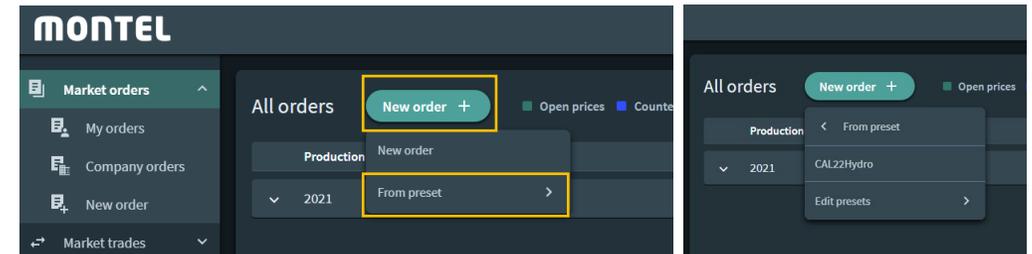
- Click “Save as preset” after you have completed the 4-steps “New order” form. This can be done before or after submitting an order.



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

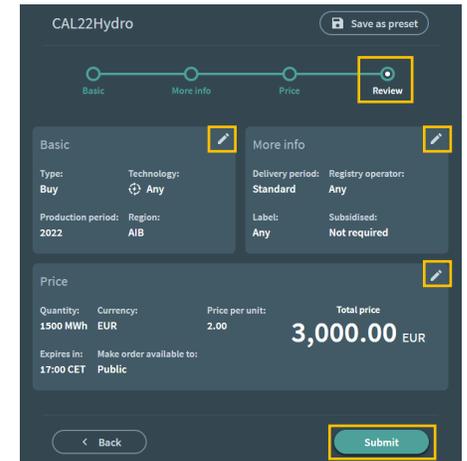


To find the preset, click “New order” and choose “From preset”:
A list of your pre-saved templates will then appear.



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

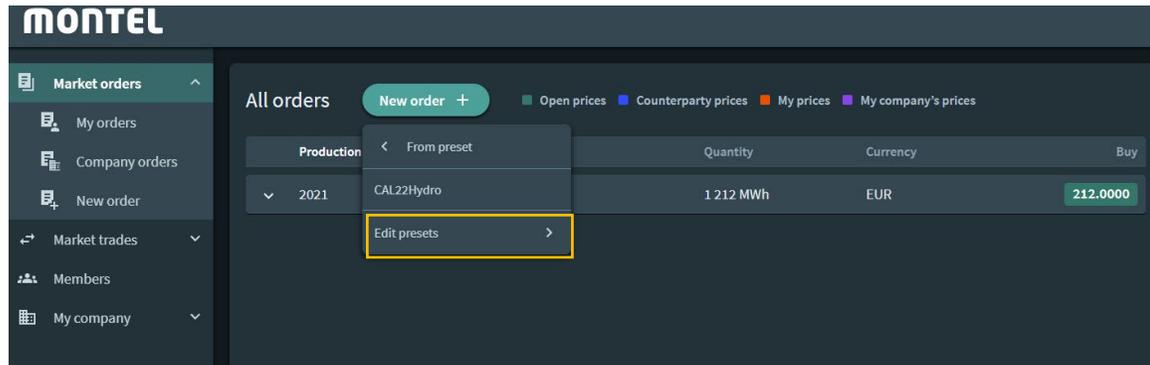
You can then either submit the order, or navigate through the different steps by clicking on the pencil buttons to edit as you wish.



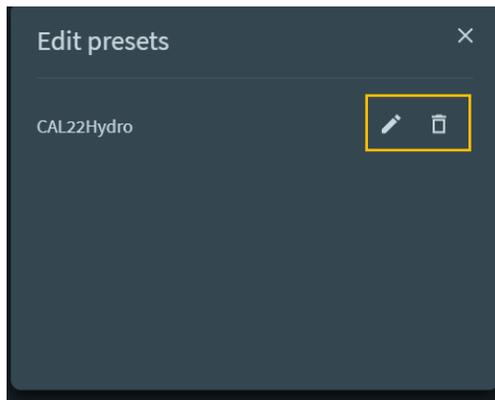
Presets

Edit and delete presets

Click “Edit presets”.

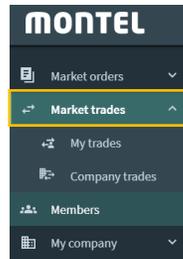


- Edit the preset by clicking on the pencil
- Delete the preset by clicking on the trash can

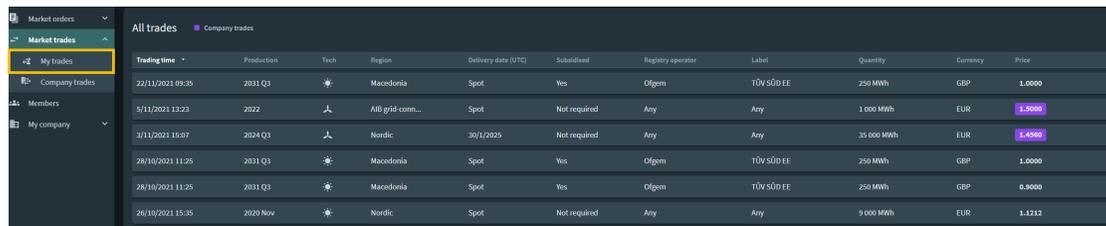


Market trades

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



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



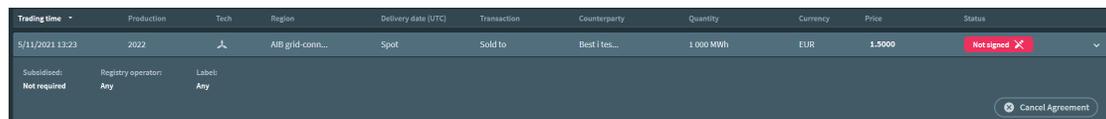
A screenshot of the 'All trades' overview table. The table has columns for Trading time, Production, Tech, Region, Delivery date (UTC), Subsidised, Registry operator, Label, Quantity, Currency, Price, and Status. The table contains six rows of trade data.

Trading time	Production	Tech	Region	Delivery date (UTC)	Subsidised	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 Subsidised (Not required), Registry operator (Any), and Label (Any). A 'Cancel Agreement' button is located 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	Janas 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 shows the Montel user interface for a user named Mina AS. The main content area displays the company profile with the following sections:

- Market role:** Trading
- Currencies:** EUR
- Technologies:** Biofuel, Geo, Hydro, Solar, Wind
- Products:** GO's
- Trading position:** Selling
- Trading frequency:** Weekly
- Labels:** Any
- VAT | Registration number:** 555555
- Bank information:** Bank name, Bank account No, BIC/Swift code, IBAN
- Description:** We like to party at Mina AS!
- Certificates per year:** 155000
- Registry operators:** Cccar
- EECS registry:** Yes
- Subsidised:** No
- Address:** Street: Holbergsgate, Postal code: 0166, City: Oslo, Country: Norway
- Emails:** Signer's e-mail addresses: mina@montel.no, KIC contact e-mail addresses: mina@montel.no
- Social media:** Web page, Facebook, Twitter, LinkedIn

The left sidebar contains navigation options: Market orders, Market trades, Members, My company (highlighted), Users, and Counterparties. The bottom right corner features an 'Edit Profile' button (highlighted).

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”:

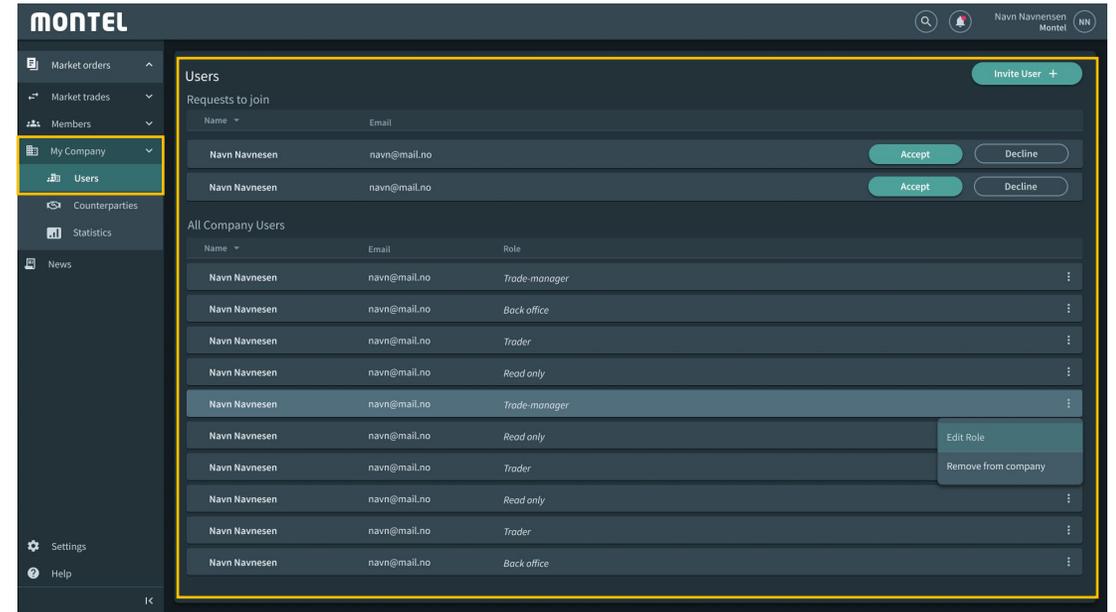
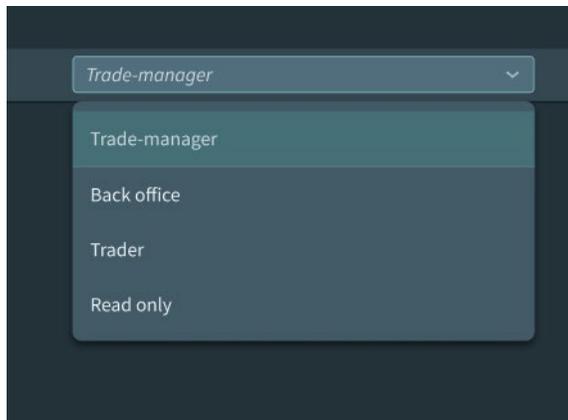
- Click “My company”
- Click “Users”
- The user overview will show.

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

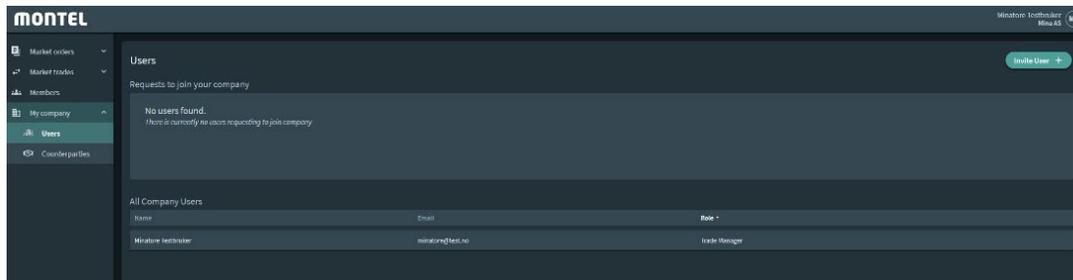
All company users

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

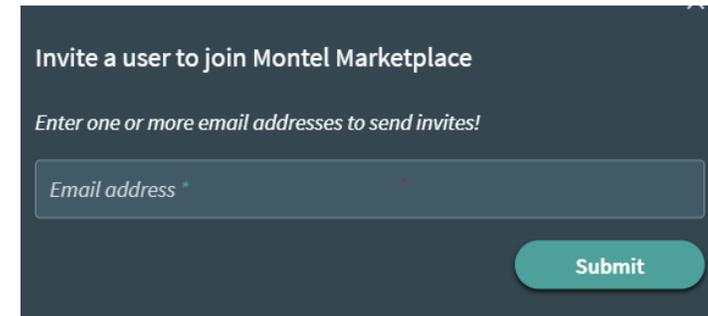


Invite users to join your company

You can invite users to join your company by clicking “Invite users”



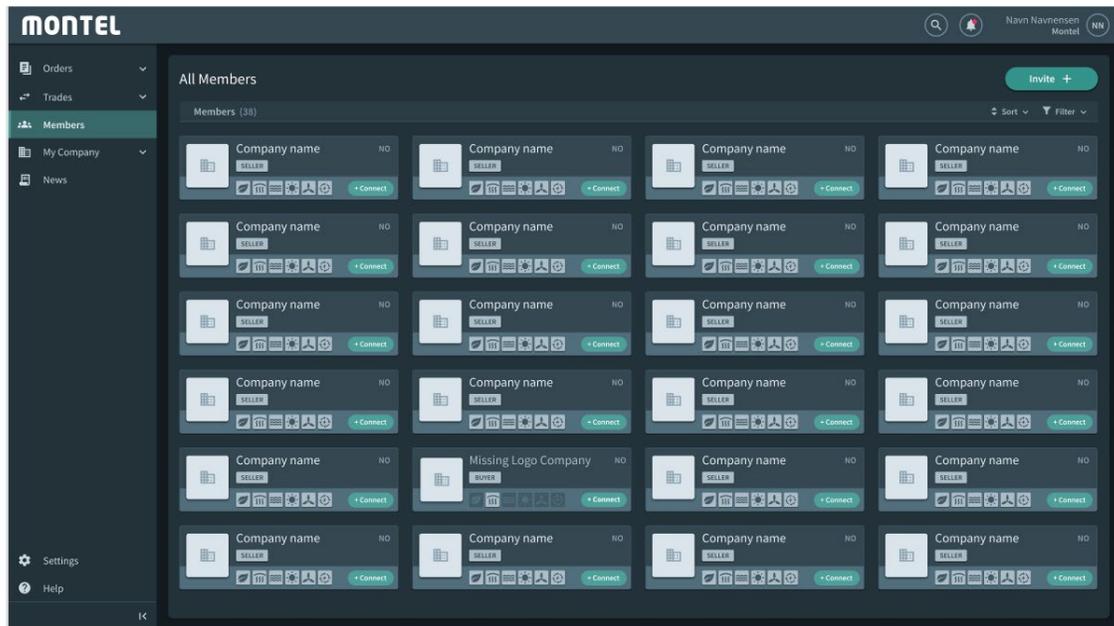
An email invitation box will then appear. Type in the email addresses of your choice and click submit to send the invitation to a new user.



Members and counterparties

Find companies to connect with

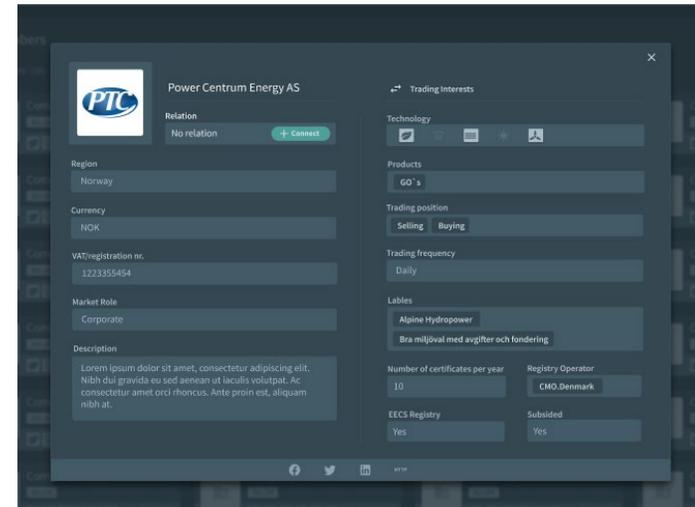
Click on the “members” in the menu to view all members on the marketplace.



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.

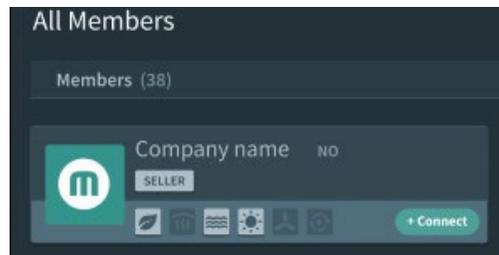


Members and counterparties

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



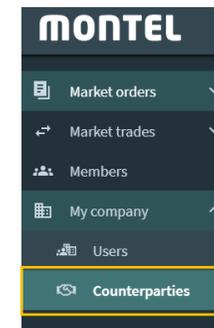
- Click on the + connection button in the full profile picture.



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

Counterparty list

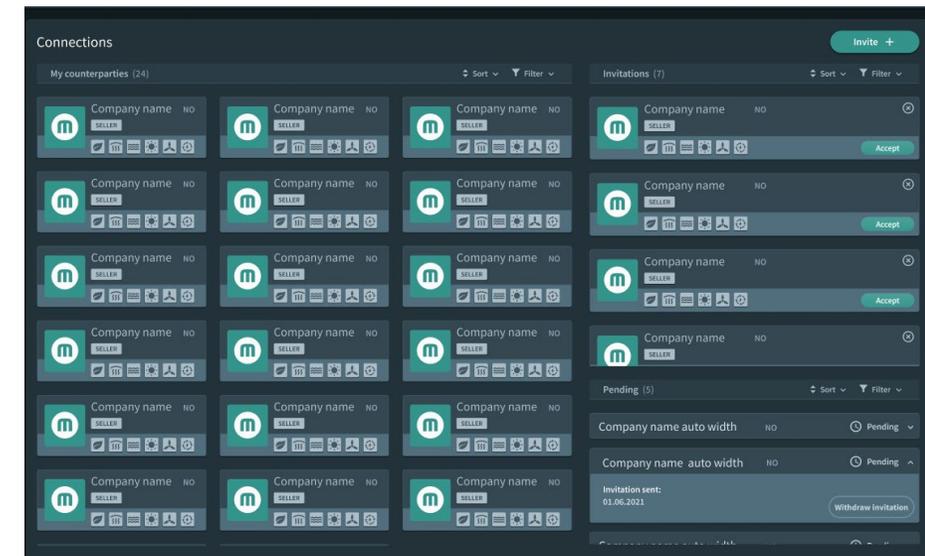
To view all counterparties, invitations and requests sent out please go to: Counterparties.



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

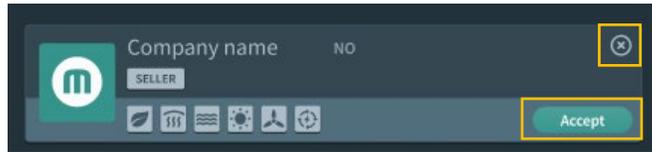
Here you have a complete list over all invitations that your company has received.

To accept

- Click accept

To ignore

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

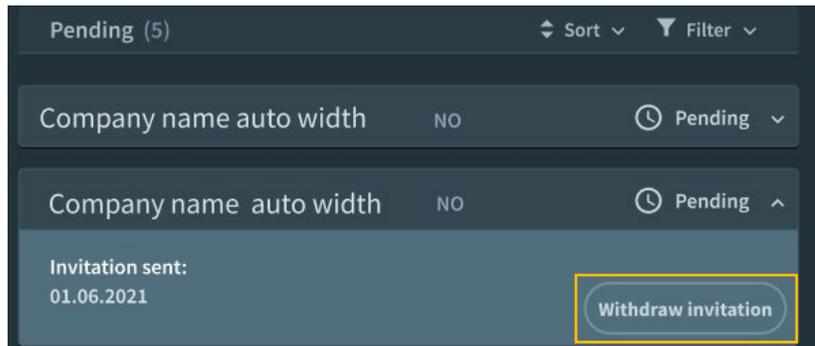


Pending

An overview over all pending invitations you have sent out.

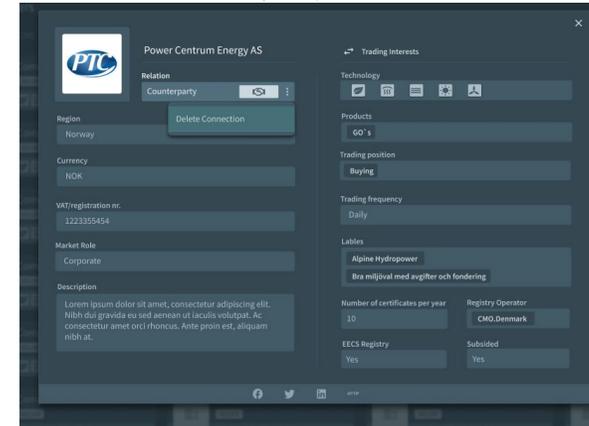
To withdraw invitations:

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

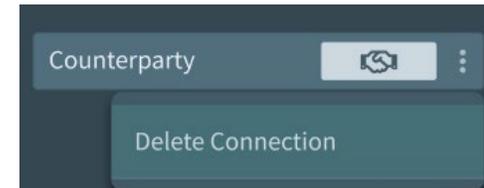


Delete a company from your counterparty list

- Click on the company card



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

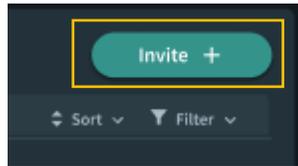


- Click delete

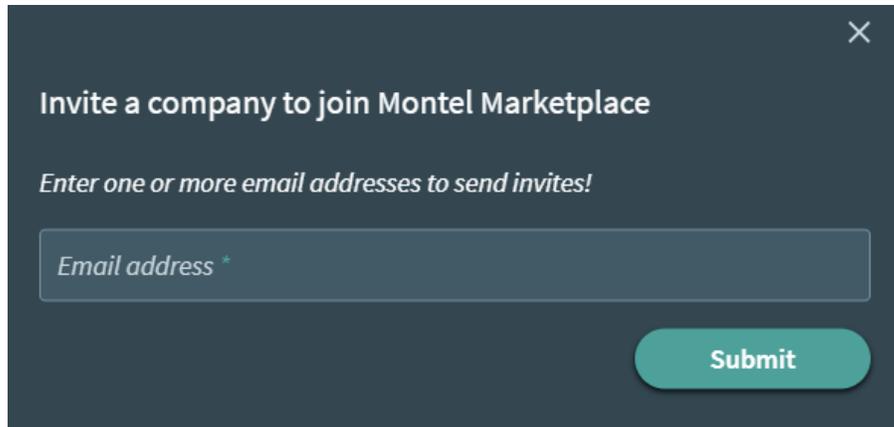
Counterparty invitation

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 screenshot of a dark-themed modal window titled "Invite a company to join Montel Marketplace". The window has a close button (X) in the top right corner. Below the title, there is a subtitle: "Enter one or more email addresses to send invites!". A large, light-colored text input field is present, with the placeholder text "Email address *". At the bottom right of the modal, there 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.