

# **MONTTEL** MARKETPLACE

## User manual







# Table of content



---


Symbol list	3
Order view	4
Buy or sell order	5
Register new order	6-8
Counterbid/offer	9
Presets	10-11
Market trades	12
Upgrade your profile	13
Managing users	14-15
Members and counterparties	16-17
Counterparty invitation	18-19
Sort and filter view	20

# 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.

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
2021 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 SÖD EE		2.3000	SEK	7 000 MWh	Moldova			2021 Jan
					1.7500	EUR	50 000 MWh	AIB grid-con...			2022 Q2
					2.5000	EUR	100 000 MWh	AIB grid-con...			2024

All orders

New order +

Open prices

Counterparty prices

My prices

My company's prices

## 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”.

Market orders

My orders

Company orders

New order

## 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.

Market orders

My orders

Company orders

New order

Company orders

New order +

My prices

Filter

Production	Tech	Region	Quantity	Currency	Buy	Sell	Currency	Quantity	Region	Tech	Production
2021		AIB	1 500 MWh	EUR	0.5000	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

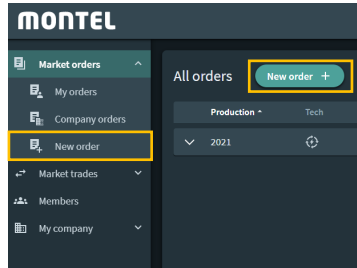
Production	Tech	Region	Quantity	Currency	Buy
2031 Q3		Macedonia	250 MWh	GBP	0.8000
Delivery date (UTC): Spot	Registry operator: Ofgem	Subsidised: Yes	Label: TÔI SỬ D EE		
		Counteroffer		Sell Unit	

Sell	Currency	Quantity	Region	Tech	Production
0.9000	EUR	1 000 MWh	AIB		2021
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. At the top, it says 'New order' with a 'My presets' dropdown. Below this is a progress bar with four steps: 'Basic' (highlighted with a yellow box), 'More info', 'Price', and 'Review'. Under the progress bar are two buttons: 'Buy' (active) and 'Sell'. Below these are sections for 'Technology \*' with icons for Biofuel, Geo, Hydro, Solar, Wind, and Any; 'Region \*' with a 'Select...' dropdown; and 'Production period \*' with buttons for Year, Quarter, Month, and a 'Select period' dropdown. 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

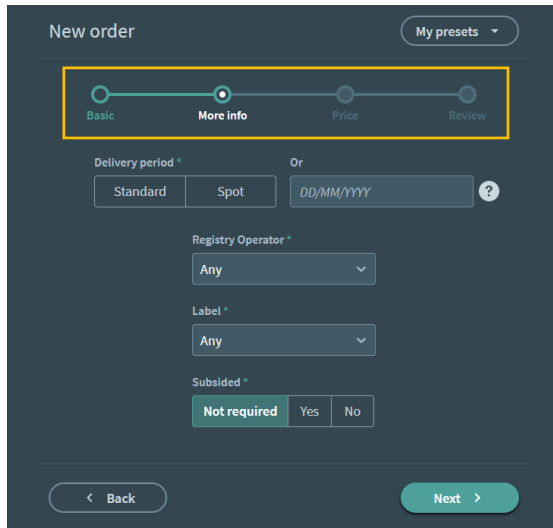
To view the countries within the region please choose your region, and then the info button will appear:

## 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 bar at the top indicating four steps: Basic, More info (selected), Price, and Review. Below the progress bar, the 'More info' section contains the following fields:

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

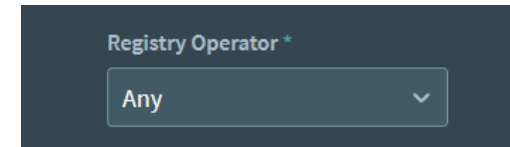
At the bottom of the form are two buttons: '< Back' and 'Next >'.

### 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

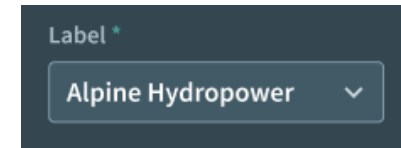
- Choose the registry where you will transfer or cancel the GO



The screenshot shows a dropdown menu for 'Registry Operator \*' with 'Any' selected and a downward arrow icon.

### Choose Label

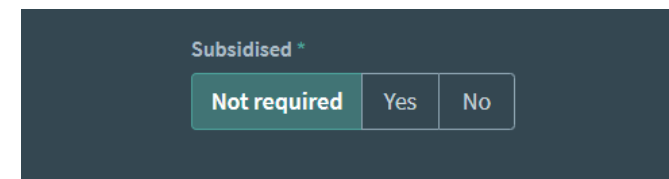
- Choose to add labels



The screenshot shows a dropdown menu for 'Label \*' with 'Alpine Hydropower' selected and a downward arrow icon.

### Subsidised

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



The screenshot shows a group of three buttons for 'Subsidised \*': '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

Production period: 2024 Region: AIB

More info

Delivery period: Spot Registry operator: Any

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	
<div>Buy Unit</div> <div>Counterbid</div>				

**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

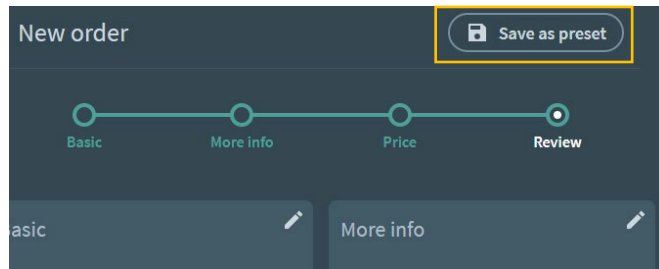
Technology: Wind	Label: EKOenergy	Delivery date (UTC) * Standard Spot ?
Region: Nordic	Registry operator: Cesar- without EECS	Or DD/MM/YYYY
Production period: Q4 2024	Available to: Public	Quantity (MWh) * 1000
		Price per unit * 1.7
Current total price 1,700.00 EUR		New total price 1,700.00 EUR
A counter(bid/offer)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

# Presets

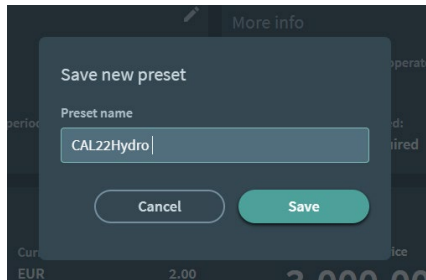
You can save orders as a preset to create templates to use for future orders.

To save the template as a preset:

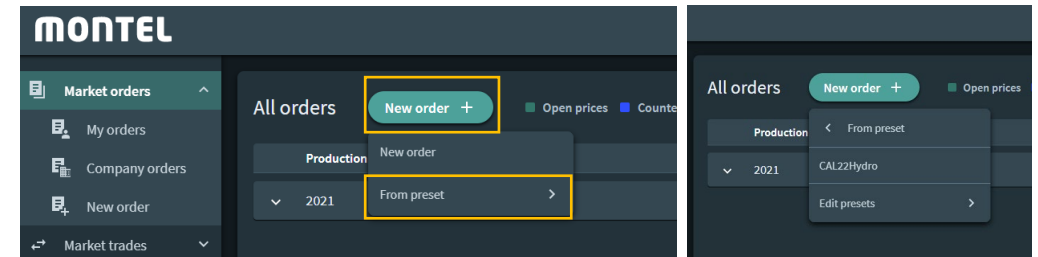
- Click “Save as preset” after you have completed the 4-steps “New order” form. This can be done before or after submitting an order.



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

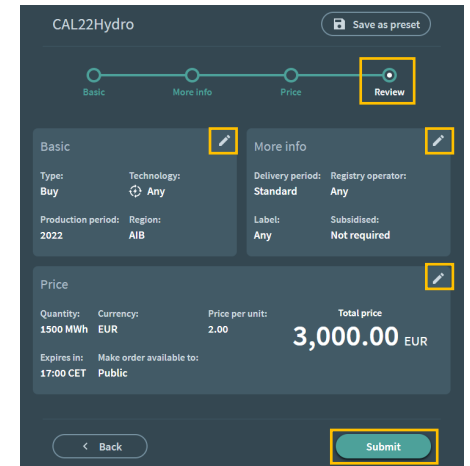


To find the preset, click “New order” and choose “From preset”:  
A list of your pre-saved templates will then appear.



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

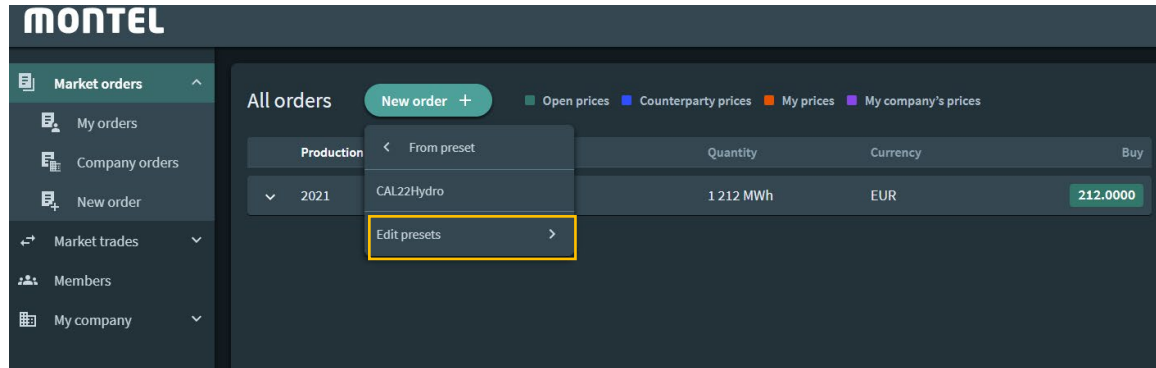
You can then either submit the order, or navigate through the different steps by clicking on the pencil buttons to edit as you wish.



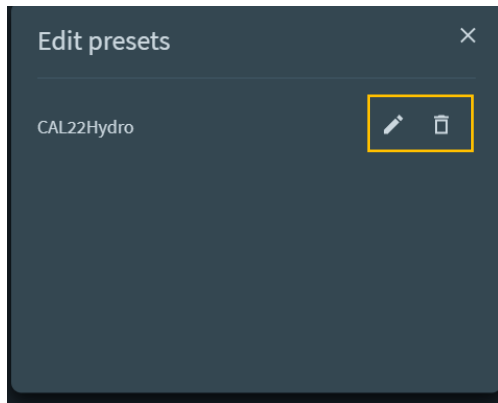
# Presets

## Edit and delete presets

Click “Edit presets”.

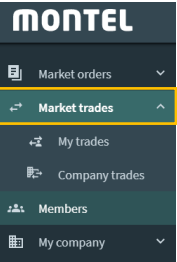


- Edit the preset by clicking on the pencil
- Delete the preset by clicking on the trash can



# 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.

Trading time	Production	Tech	Region	Delivery date (UTC)	Subsidized	Registry operator	Label	Quantity	Currency	Price
22/11/2021 09:35	2031 Q3	⚡	Macedonia	Spot	Yes	Ofgem	TÖV 50p EE	250 MWh	GBP	1.0000
5/11/2021 13:23	2022	⚡	AIB grid conn...	Spot	Not required	Any	Any	1 000 MWh	EUR	1.5000
3/11/2021 15:07	2024 Q3	⚡	Nordic	30/1/2025	Not required	Any	Any	35 000 MWh	EUR	1.4500
26/10/2021 11:25	2031 Q3	⚡	Macedonia	Spot	Yes	Ofgem	TÖV 50p EE	250 MWh	GBP	1.0000
26/10/2021 11:25	2031 Q3	⚡	Macedonia	Spot	Yes	Ofgem	TÖV 50p EE	250 MWh	GBP	0.9000
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.

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
Subsidized:	Registry operator:	Label:								
Not required	Any	Any								
<a href="#">Cancel Agreement</a>										

## 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.

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 Invest...	1 212 MWh	EUR	212.0000	Minatore Test...	Not signed
23/11/2021 12:53	2021	⚡	AIB	31/1/2022	Bought from	Jonas G&O ...	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 left sidebar contains navigation links: Market orders, Market trades, Members, My company (highlighted), Users, and Counterparties. The main content area is titled 'Mina AS' and contains a profile form. The 'About' section is highlighted with a yellow box and includes fields for Market role (Trading), Currencies (EUR), and a company icon. Other sections include Technologies (Biofuel, Geo, Hydro, Solar, Wind), Products (GO's), Trading position (Selling), Trading frequency (Weekly), Labels (Any), Certificates per year (155000), Registry operators (Cecar), EECS registry (Yes), Subsidised (No), Emails (Signer's e-mail addresses, KYC contact e-mail addresses), Social media (Web page, Facebook, Twitter, LinkedIn), and Address (Street, Postal code, City, Country). An 'Edit Profile' button is highlighted with a yellow box at the bottom right.

## 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”:

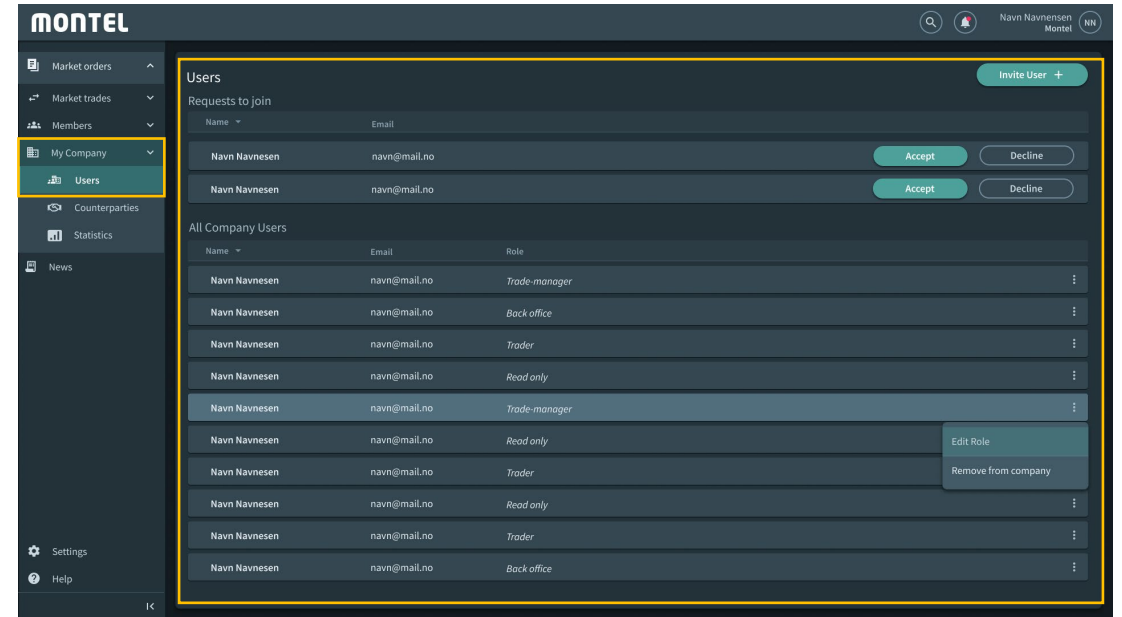
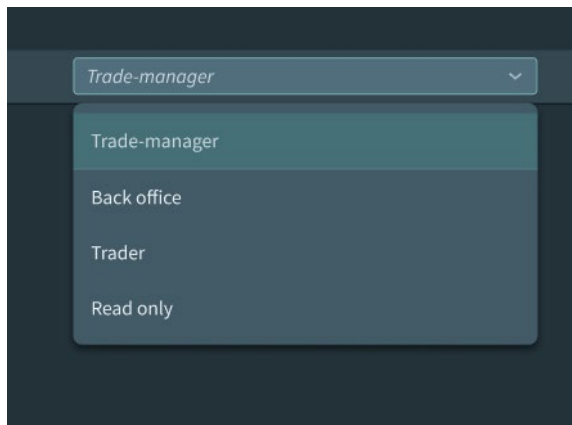
- Click “My company”
- Click “Users”
- The user overview will show.

## 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.

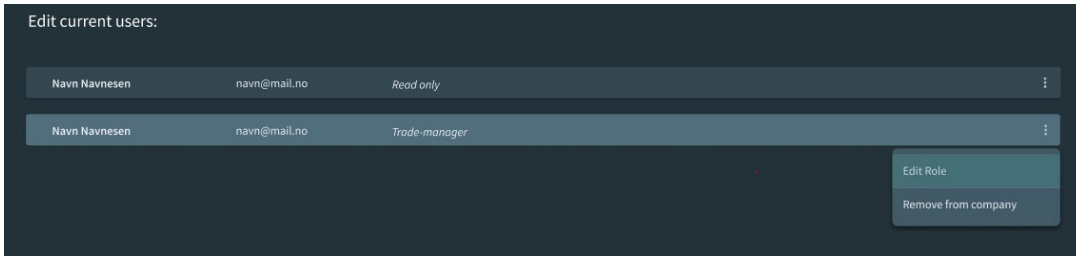
**Backoffice** – permissions: trade confirmation, connect with counterparties, manage requests, edit company details, administrate users and roles.

**Read only** – permissions: see prices on screen and Marketplace members.

# Managing users

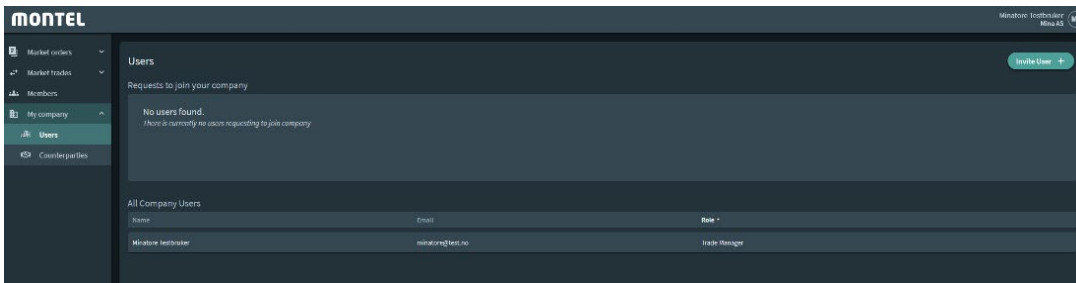
## All company users

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

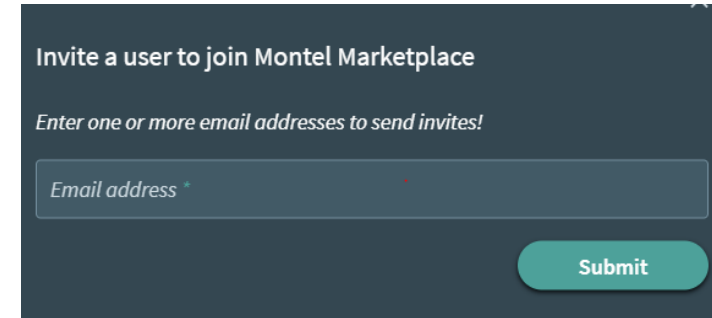


## Invite users to join your company

You can invite users to join your company by clicking "Invite users"



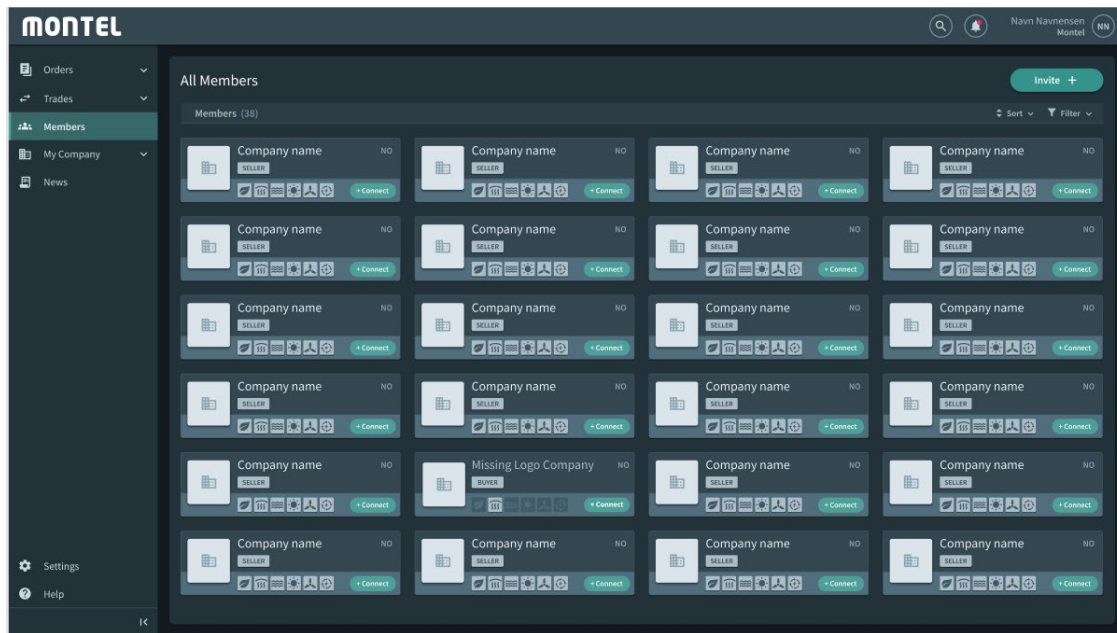
An email invitation box will then appear. Type in the email addresses of your choice and click submit to send the invitation to a new user.



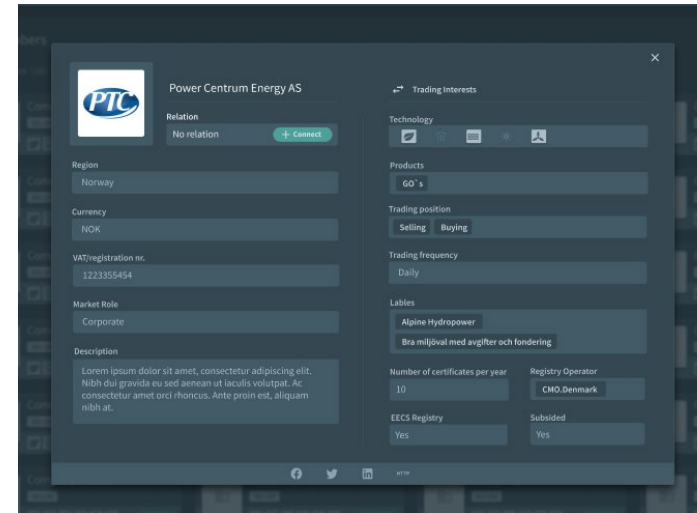
# Members and counterparties

## Find companies to connect with

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



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.



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

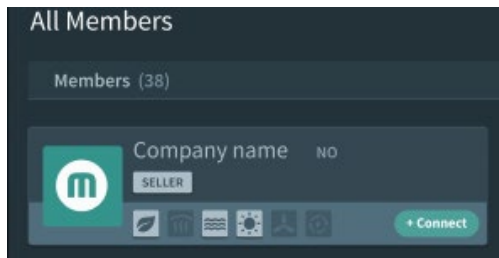


# Members and counterparties

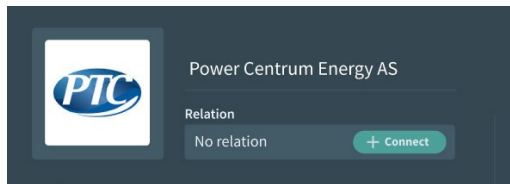
## Add a company to your counterparty list

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



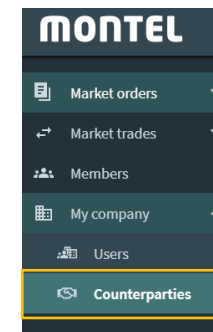
- Click on the + connection button in the full profile picture.



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

## Counterparty list

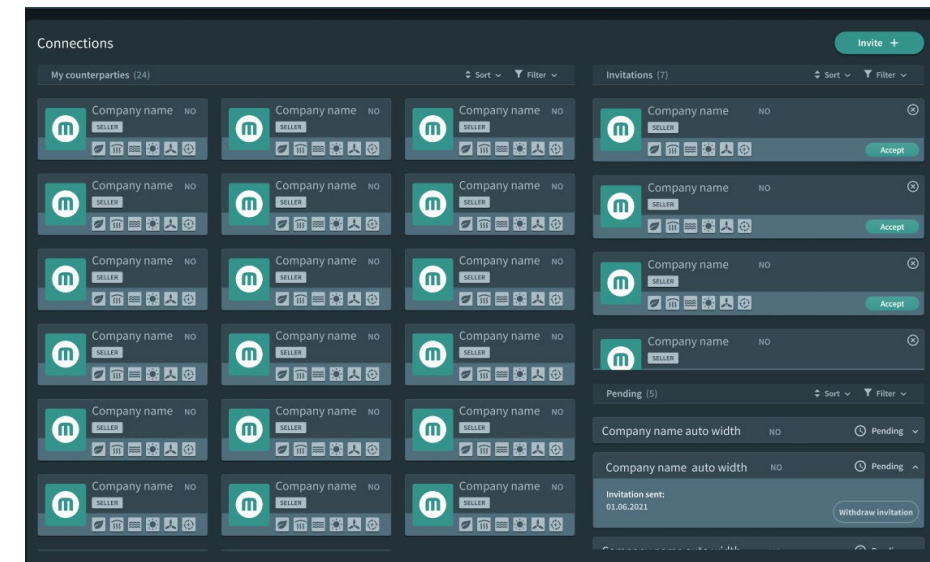
To view all counterparties, invitations and requests sent out please go to: Counterparties.



## 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

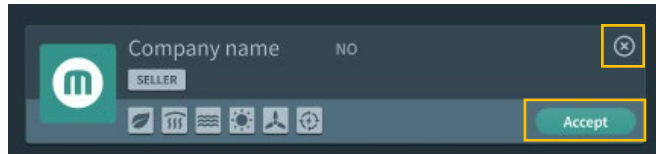
Here you have a complete list over all invitations that your company has received.

To accept

- Click accept

To ignore

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

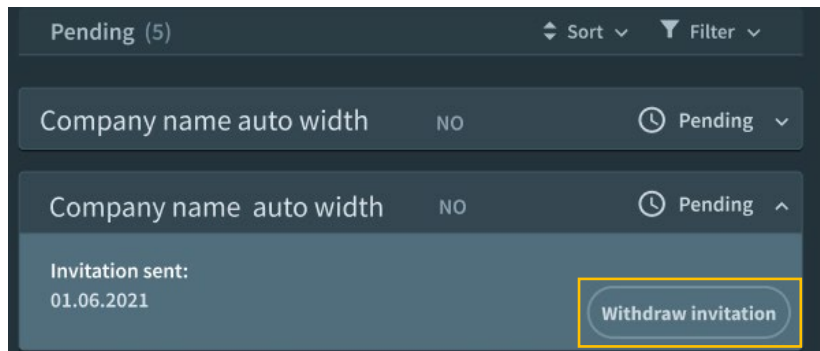


## Pending

An overview over all pending invitations you have sent out.

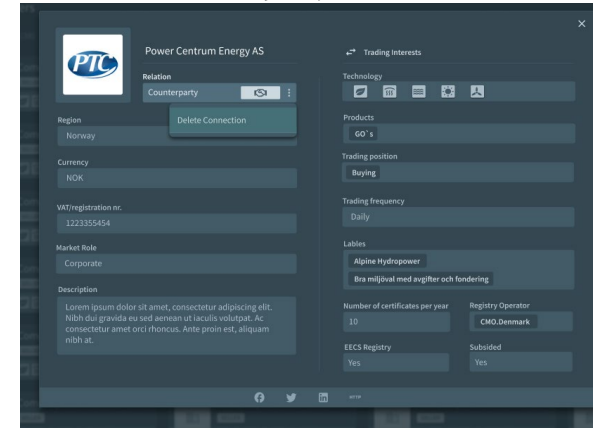
To withdraw invitations:

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

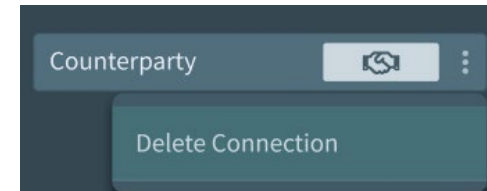


## Delete a company from your counterparty list

- Click on the company card



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

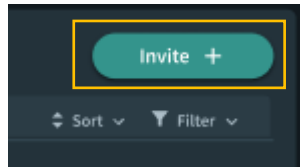


- Click delete

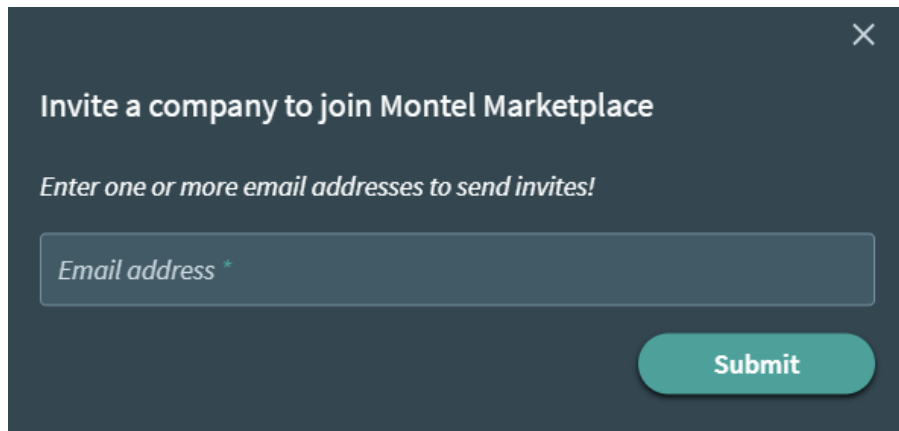
# Counterparty invitation

## 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.

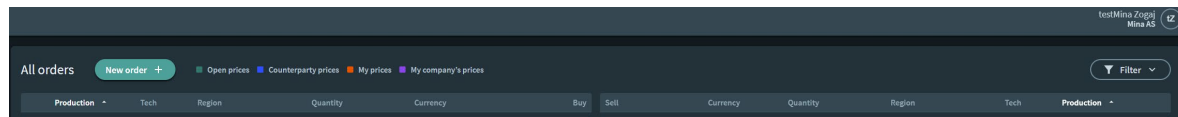
A screenshot of a dark-themed modal dialog box titled "Invite a company to join Montel Marketplace". The title is in white text. Below the title is a subtitle in italicized white text: "Enter one or more email addresses to send invites!". There is a large, light gray rectangular input field with the placeholder text "Email address \*". At the bottom right of the dialog is a teal button with the text "Submit" in white. A small white "X" icon is in the top right corner of the dialog.

# 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.