



# HUPX / CEEGEX RRM Portal User Guide

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## 1 Introduction

This User Guide contains instructions for HUPX and CEEGEX Partners who will fulfil their ACER REMIT reporting obligations with the use of the HUPX / CEEGEX RRM Portal.

## 2 Registration

**IMPORTANT NOTICE:** HUPX and CEEGEX partners who already have RRM contract(s) with HUPX Ltd. and/or CEEGEX Ltd. (and already registered on the HUPX / CEEGEX RRM Portal for standard contract reporting) do NOT need to re-register on the HUPX / CEEGEX RRM Portal for the reporting of non-standard contracts. Please note that for non-standard contract reporting via the HUPX / CEEGEX RRM Portal “B” type of HUPX or CEEGEX RRM contract is needed.

During the HUPX / CEEGEX RRM Portal registration process a Company and at least one User should be registered on the HUPX / CEEGEX RRM Portal.

The HUPX / CEEGEX RRM Portal home page is available via the following link:

<https://www.insideinformation.hu/en/>

To register a new Company click on the *LOG IN* button on the HUPX / CEEGEX RRM Portal home page:

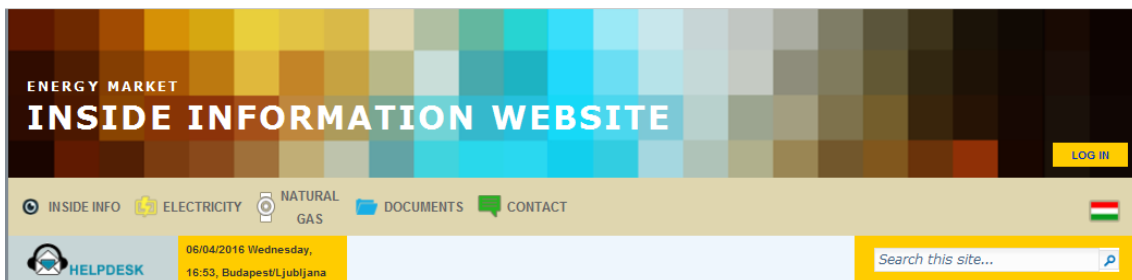


Figure 1: HUPX / CEEGEX RRM Portal home page (with the *LOG IN* button)

To start the registration process click on the *REGISTRATION* button as shown below:

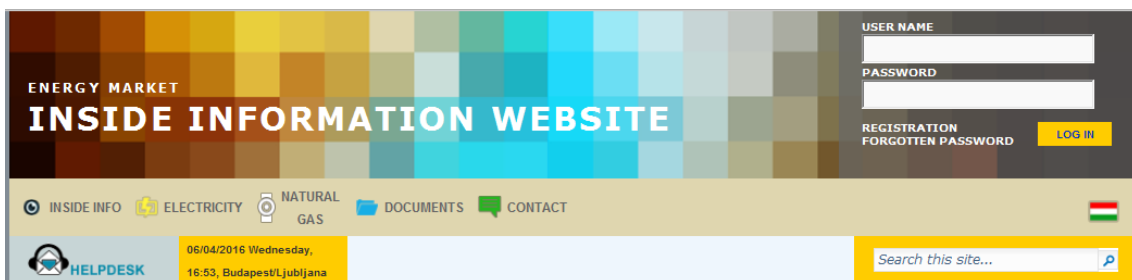


Figure 2: HUPX / CEEGEX RRM Portal Login / Registration screen

The registration process itself goes through the following main stages:

- Profile type selection
- Company data registration
- User data registration
- Registration confirmation



## 2.1 Profile type selection

After the *REGISTRATION* button was clicked the following window appears where you can choose if you would like to register for the *RRM reporting* functions or for the *Inside information publication* functions:

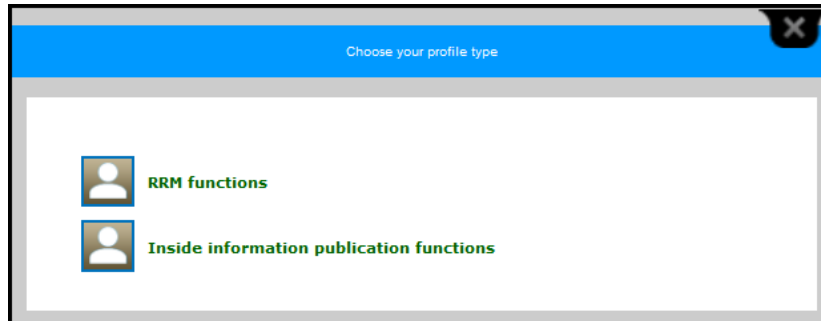


Figure 3: Profile type selection window

Please select the “RRM functions”.

## 2.2 Company data registration

After the “RRM functions” profile type was selected the following form appears:

Figure 4: Company data registration form



All mandatory fields have to be filled out, and at least one contract has to be uploaded. When all of these requirements are met and the captcha field is entered correctly, the User data form is accessible by hitting the *NEXT* button.

## 2.3 User data registration

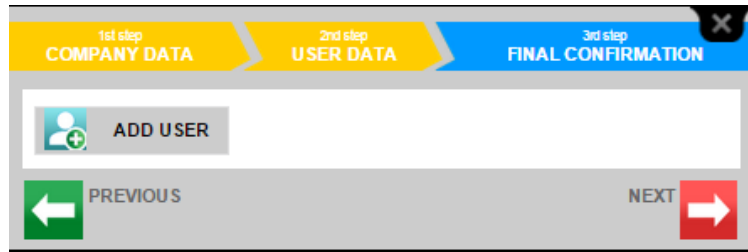


Figure 5: New user creation window

After hitting the *ADD USER* button, the following form appears:

Figure 6: User data registration form

All mandatory fields have to be filled out. After finishing and clicking the *ADD* button, the newly added user is listed on the following form:

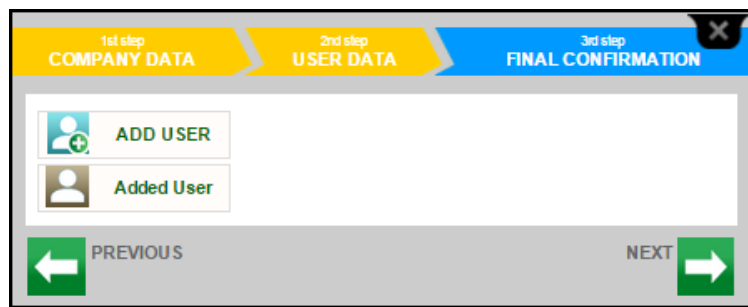


Figure 7: Additional user creation window

More users can be added (if needed) by hitting the *ADD USER* button, or the final confirmation is accessible by hitting the *NEXT* button.



## 2.4 Registration confirmation

To confirm the registration data already provided the “Forms have been filled correctly” checkbox needs to be checked then the *NEXT* button need to be clicked.

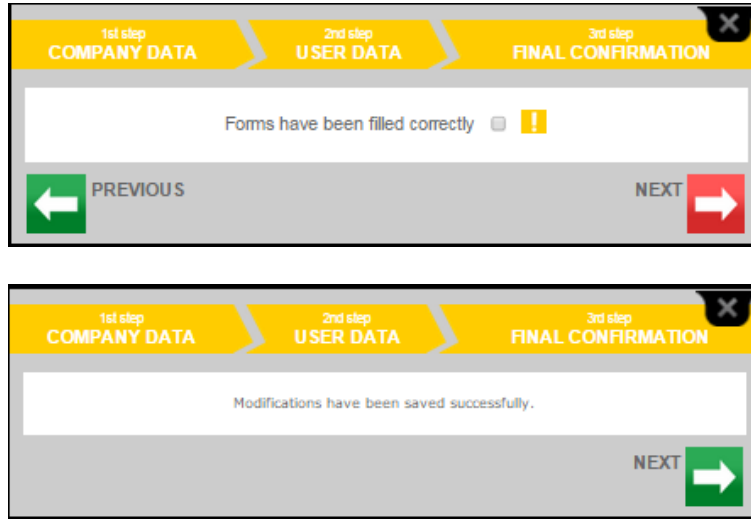


Figure 8: Registration confirmation window

In the next step HUPX / CEEGEX administrators will check data and contract(s) provided by the User during the registration process and confirm the registration on the HUPX / CEEGEX RRM Portal if all data are provided correctly.

After the successful confirmation (executed by HUPX / CEEGEX administrators) the system sends a validation e-mail to the entered e-mail addresses (both for the Company and User e-mail addresses provided earlier). In these e-mails the company and the user(s) must be validated by clicking on the validation links. After successful validation the system sends a new e-mail with a password for the user(s), and the registration process is finished.

## 3 RRM file listing and uploading

After successful log in to the HUPX / CEEGEX RRM Portal ACER ARIS file processing functions are available by click on the *ACER DATA UPLOAD* button on the middle of the screen.

This page contains the list of previously uploaded XML files (both the files uploaded by HUPX / CEEGEX in case of contract type A1 and other User uploads in case of contract type B). The list can be searched by file name and can be sorted by the elements of the header.

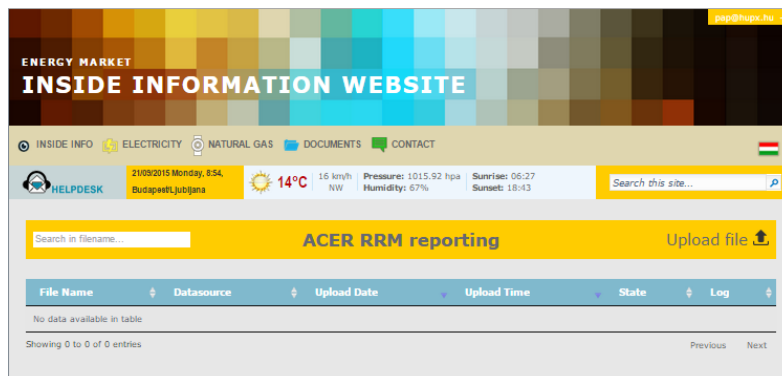


Figure 9: HUPX / CEEGEX RRM Portal file processing window



New files can be uploaded by clicking on the *UPLOAD FILE* button that opens the following popup window:

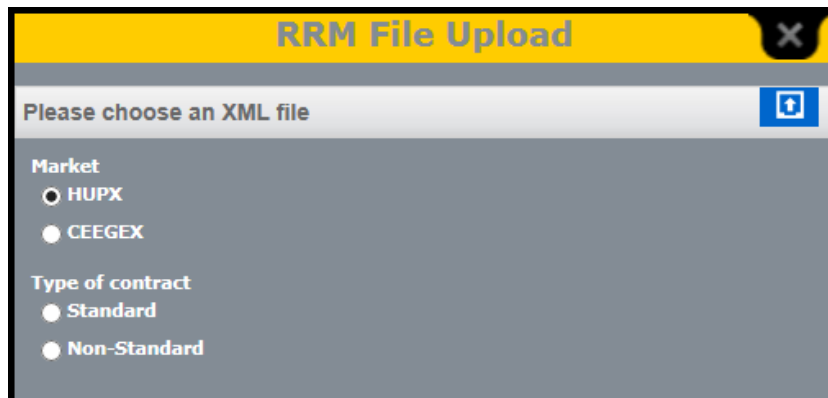


Figure 10: HUPX / CEEGEX RRM Portal RRM file upload window

By clicking on the blue upload icon on the right a standard Windows directory browser is opened where users can browse the file that they want to upload. Please note that files can be uploaded one by one.

If the company of the user has contract with both HUPX and CEEGEX the preferred RRM should be selected under the “Market” section. Please note that the file uploaded by the user to the HUPX / CEEGEX RRM Portal will be uploaded to ACER via the selected RRM (i.e. HUPX or CEEGEX).

There is also a mandatory selection for the “Type of contract” that can be either Standard or Non-Standard. With the Standard selection only those files can be uploaded to the HUPX / CEEGEX RRM Portal that satisfy the requirements of the *REMITTable1\_V1.xsd* schema. With the Non-Standard selection only those files can be uploaded to the HUPX / CEEGEX RRM Portal that satisfy the requirements of the *REMITTable2\_V1.xsd* schema.

To upload files to the HUPX / CEEGEX RRM Portal the following file naming convention should be used:

- Standard contracts:
  - TRADINGDAY(YYYYMMDD)\_SCHEMA(REMITTable1V1\_ACERCODE.xml)
  - 20160407\_REMITTable1V1\_ADFTGR89R.HU.xml
- Non-Standard contracts:
  - TRADINGDAY(YYYYMMDD)\_SCHEMA(REMITTable2V1\_ACERCODE.xml)
  - 20160407\_REMITTable2V1\_GDTK86DF1.HU.xml

Please note that files that are successfully uploaded to HUPX / CEEGEX RRM Portal by the users will be automatically renamed according to the following rules by the HUPX / CEEGEX RRM Portal:

- Standard contracts: Filenames are extended with “\_STD\_sequencenumber”
- Non-Standard contracts: Filenames are extended with “\_NONSTD\_sequencenumber”

Other file restrictions that need to be taken into account:

- Maximum file size: 50 MB
- Encoding: UT-8 / ANSI

Please note, that only ACER compliant XML files can be uploaded to the HUPX / CEEGEX RRM Portal! After files are successfully uploaded to the HUPX / CEEGEX RRM Portal by the user they will be electronically signed and encrypted then transmitted to the ACER ARIS system by the selected RRM (i.e. HUPX or CEEGEX). HUPX and CEEGEX currently support schemas with V1 version only consequently files that use schema version V2 will be rejected by the HUPX / CEEGEX RRM Portal.

Some sample files are shown on the figure below. Files can be downloaded by clicking on their name.

File Name	Datasource	Upload Date	Upload Time	State	Log
<a href="#">20160331_REMITTable1V1_A00024475.DE_STD_4.xml (4 Kb)</a>	HUPX	03/31/2016	14:15	Upload to HUPX	<a href="#">Process Log</a>
<a href="#">20160331_REMITTable1V1_A00024475.DE_STD_3.xml (4 Kb)</a>	HUPX	03/31/2016	14:13	Upload to HUPX	<a href="#">Process Log</a>
<a href="#">20160331_REMITTable1V1_A00024475.DE_STD_2.xml (4 Kb)</a>	HUPX	03/31/2016	14:07	Upload to HUPX	<a href="#">Process Log</a>
<a href="#">20160331_REMITTable1V1_A00024475.DE_STD_1.xml (4 Kb)</a>	HUPX	03/31/2016	14:06	Upload to HUPX	<a href="#">Process Log</a>
<a href="#">20160331_REMITTable1V2_A00024475.DE_STD_1.xml (4 Kb)</a>	HUPX	03/31/2016	12:19	Upload to HUPX	<a href="#">Process Log</a>
<a href="#">20160329_REMITTable2V1_A00024475.DE_NONSTD_3.xml (5 Kb)</a>	HUPX	03/30/2016	15:36	Upload to HUPX	<a href="#">Process Log</a>

Figure 11: HUPX / CEEGEX RRM Portal file listing view

The actual state of file processing can be seen below the “State” column. More detailed chronological status information of the different processing steps is also available by clicking on the *PROCESS LOG* button of the relevant file as it is shown on the following figure:

#	State	Time Stamp	Attached file
1	Upload to HUPX	2016.03.30 17:47	
2	Database insert	2016.03.30 17:47	
3	Validation	2016.03.30 17:48	
4	Electronic signing	2016.03.30 17:52	
5	Encryption	2016.03.30 17:53	
6	Upload to ACER	2016.03.30 17:54	
7	ACER receipt	2016.03.31 07:16	<a href="#">Receipt_20160330_REMITTable1_V1_B0000450I.HU_46.xml (2 Kb)</a>

Figure 12: HUPX / CEEGEX RRM Portal file process log window

After file processing is done on ACER side and the so called ACER Receipt files are available (that contain the processing results on ACER side) these Receipt files will be uploaded automatically to the HUPX / CEEGEX RRM Portal. Users can download the available ACER Receipt files from the Process log window of the HUPX / CEEGEX RRM Portal (as shown above).