



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:

	2nd step ISER DATA	5	3rd sta FINAL CONFI	^φ IRMATION
ACER code				!
Tax number				
Registration number				
Company's name				!
Company's short name				
Company headquarters				
Company address				
Company's phone number				!
Company's email				
I acknowledge that the a	bove stated a official reque	address is ests sent	s able to receive by the Operator	
Market segment	HUPX			
Upload copies of official d	ocuments			
Contract			0	1
Other documents				1
		4g¥s	<u>.</u> Г.	
				1
				NEXT

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

1st step COMPANY DATA	2nd step USER DATA	3rd step FINAL CONFIRMATION
ADD USER		

Figure 5: New user creation window

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

	2nd step USER DATA	3rd step FINAL CONFIRMATION
First name Last name Corporate email address Phone number Position		
Department	ADD 🛟	
ADD USER		

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.

15L Step COMPANY DATA		2nd step USER DATA		3rd FINAL COM	step IFIRMATION
	Forms	have been filled o	correctly	•	
1st step COMPANY DATA	7	2nd step USER DATA	7	3rd FINAL CON	
1st step COMPANY DATA	Modific	2nd step USER DATA ations have been si	aved succe	3rd FINAL CON 255fully.	step FIRMATION

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 <u>company and the user(s) must be</u> 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 typeB). The list can be searched by file name and can be sorted by the elements of the header.

INSIDE INFORMATION WEBSITE INSIDE INFORMATION WEBSITE INSIDE INFO CONTACT CONT			
INSIDE INFO ELECTRICITY O NATURAL GAS DOCUMENTS CONTACT 20002015Monday, SA: Despert judgess ACER RRM reporting Upload fil File Name & Datasource & Upload Date Upload Time State & Log No data available in table	IDE INFORMA	TION WEBSITE	
INSIDE INFO C ELECTRICITY O NATURAL GAS DOCUMENTS OCONTACT C HELPDESK 2003/0516 Monday, 854, Dudapently Lipbpan 2 14°C 16 km/h Pressure: 1015.92 hpa Sunvise: 06:27 Sunset: 18:43 Sunvise: 06:27 Sunset: 18:43 Sunvise: 06:27 Sunvise: 18:43 Sunvise: 18:43 Sunvise: 18:43 Sunvise: 18:43 Sunvise: 18:43 Sunvise: 18:44 Sunvise: 18:4			
Access resulting Law 14°C 15 km/h Pressure: 1015.92 hpa Sunder 1015.92 hpa		SAS DOCUMENTS 🔲 CONTACT	
Search in Filename ACER RRM reporting Upload fil File Name ¢ Datasource ¢ Upload Date Upload Time State ¢ Log No data available in table	LPDESK Budapest Ljubljana	14°C 16 km/h Pressure: 1015.92 hpa Sunrise: 06:27 NW Humidity: 67% Sunset: 18:43	Search this site
File Name ¢ Datasource ¢ Upload Date Upload Time State ¢ Log No data available in table	in filename	ACER RRM reporting	Upload file (
File Name & Datasource & Upload Date Upload Time State & Log No data available in table			
No data available in table	lame 💠 Datasource	💠 Upload Date 🚽 Upload Time	🗸 State 💠 Log
	available in table		

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_V3.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(REMITTable1V3)STD_ACERCODE.x ml
 - o 20231120_REMITTable1V3STD_ADFTGR89R.HU.xml
- Non-Standard contracts:
 - TRADINGDAY(YYYYMMDD)_SCHEMA(REMITTable2V1)NSTD_ACERCODE. xml
 - o 20231120_REMITTable2V1NSTD_GDTK86DF1.HU.xml

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 in case of Standard contracts REMITTable1V3 schema version and in case of Non-Standard contracts REMITTable2V1 schema version, other versions will be rejected by the HUPX / CEEGEX RRM Portal.

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	2023.11.28 12:13	
2	Database insert	2023.11.28 19:00	
3	Validation	2023.11.28 18:00	
4	Electronic signing	2023.11.28 18:00	
5	Encryption	2023.11.28 18:00	
6	Upload to ACER	2023.11.28 18:01	
7	ACER receipt	2023.11.29 07:30	<u>Receipt 20231128 REMITTable1 V3 B0000450I.HU 79.xml (1 Kb)</u>

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).