MEMO

ELECTRICITY MARKET OPERATOR

Clearing Portal

User manual 1.0

It is valid from 13th of March 2023

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Introduction

This document describes the functionalities and fields of the Clearing Portal.

Clearing Portal provides complete overview of clearing member’s account.

Users are able to view or download invoices, have an overview of concluded transactions, keep track of the amount of trade limit and send requests to the clearing provider.

User roles

Each User can have one or more roles assigned. The rights deriving from the applications add up.

Rights matrix

	WebUser	ApiUser
Login to the Portal	✓	
Access to API interface		✓
Review of documents	✓	✓
Business overview	✓	✓

WebUser

WebUser role has an overview of their own User information, documentation, and requests.

ApiUser

ApiUser has a possibility to download the published documents on automatic way.

https://clearing.dam-api.memo.mk

Accessing service

The Clearing Portal service operated by BSP is browser-based and only requires an internet connection with an established internet browser. For registration and login User must have valid digital certificate installed, signed by a trusted provider. Portal is reached on internet address https://clearing.dam.memo.mk.

Authentication

Client certificates are used as an authentication mechanism. Certificates must be on the list of the Microsoft Trusted Root Certificate, otherwise the web server will reject them as invalid.

New User registration

1. User has to open supported browser connected to the internet and enter the Clearing Portal's internet address into the browser address row.
2. The browser asks the User to select a certificate.
3. The address window of the Clearing Portal appears with the register button.
4. A registration form opens where User enters the following data:
    - Company,
    - E-mail address,
    - First and Last Name.
5. The User selects the "Register" button, whereby the Clearing Portal saves not only the entered data but also public data about the certificate, namely:
    - Issuer,
    - Common name,
    - Subject,
    - Thumbprint.

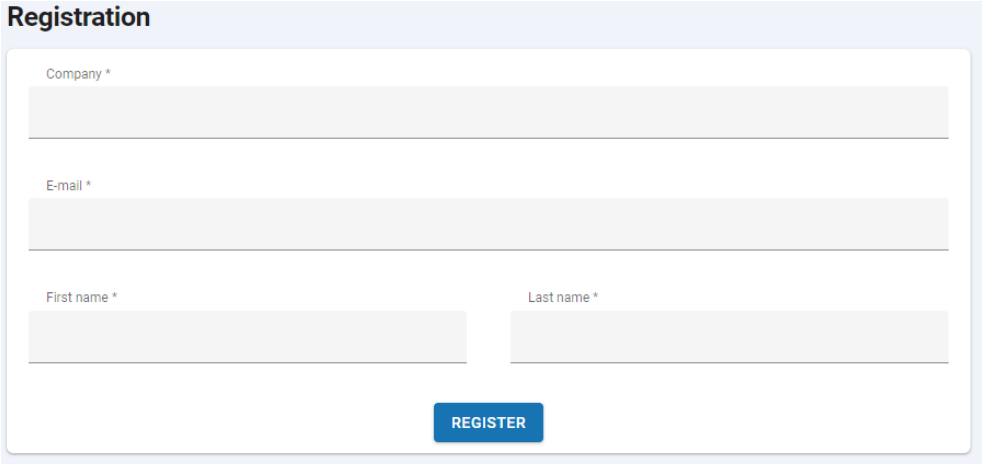


Figure 1: Registration window

6. User status is set on WaitForConfirmation and cannot reach the portal until the approval of an Administrator.

Login

In order to access the Clearing Portal service, the User has to open a supported browser connected to the internet and enter the Clearing Portal's internet address into the browser's address row: https://clearing.dam.memo.mk

For login, User has to select a valid digital certificate.

Design

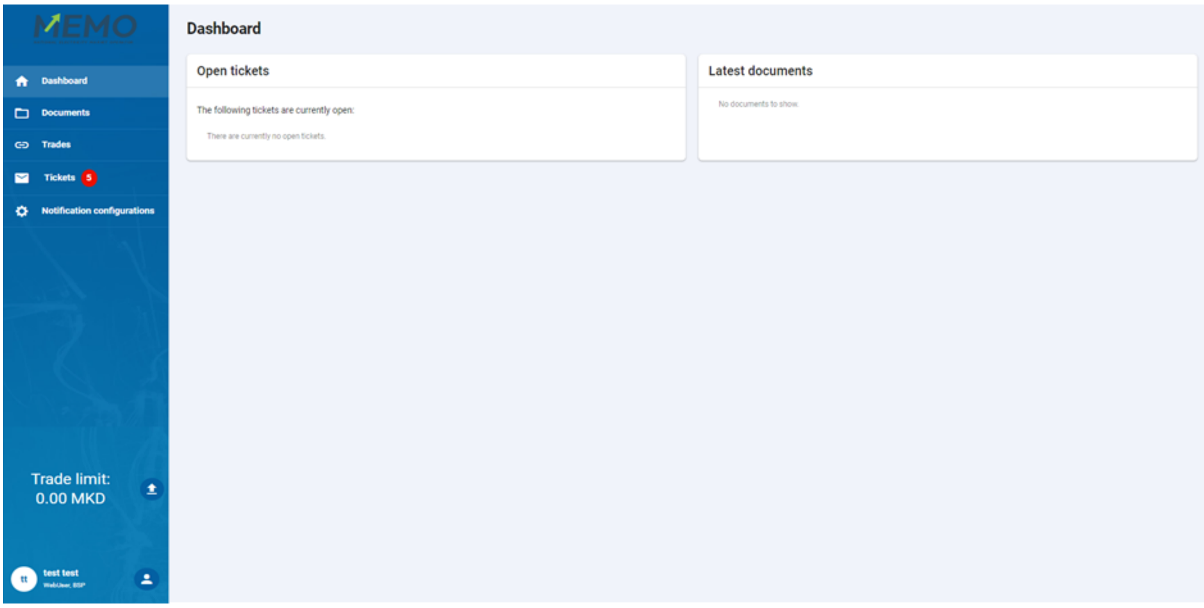


Figure2: First page of the Clearing Portal

Navigation menu

Navigation menu consists of multiple submenu pages and user information:

- Dashboard,
- Documents,
- Trades,
- Tickets,
- Notification configurations,
- Trade Limit information,
- User information.

Figure 3: WebUser navigation menu view

On the navigation menu User can select different pages and see notification number of open tickets.

WebUser role has Trade Limit information displayed on the menu.

User information is presented below and by pressing "Edit" profile icon, User can edit their profile information. 

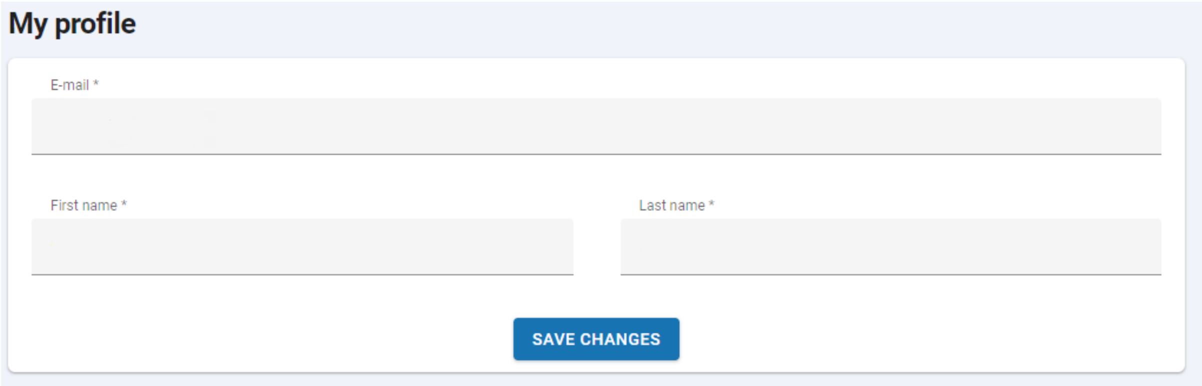


Figure 4: Profile settings

Common functionalities

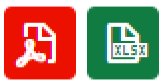
1. Information on the Clearing Portal is mostly shown in tabular form. By pressing on each field, user can sort:
    - Text by ascending or descending order,
    - Numbers from lowest to highest,
    - Dates from oldest to newest.

2. Dates can be selected from graphic calendar or written by User. Correct form for dates is dd/mm/yyyy.

3. Search icon gives the User possibility to search for specific content and by pressing directly on it, User can set other search parameters.

4. Where dropdown icon is shown next to the text in the header row, User can select wanted category by selecting an option from the dropdown menu.

5. User has an option to export lists of the data presented in the table in pdf or xlsx form.



6. In case of multiple number displayed information User has an option to set the number of presented information per page. On the right side User can select other page and see the number of items in the table.

Documents

On Documents page WebUser can view their invoices and offset reports.

The set of fields shown in the table:

- Date of creation,
- Company (only for Admin and ReadOnlyAdmin),
- File Name,
- Document Type,
- Date From,
- Date To,
- IsConfirmed.

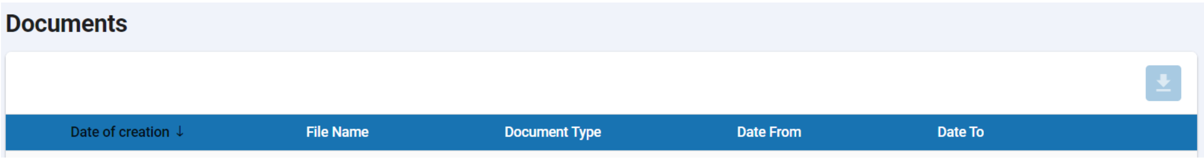


Figure 5: Documents

Documents are limited in date according to the date of issue. By default, documents for the current month are displayed. User has an option to increase the date range for displayed data, with the restriction of displaying a maximum of 1 month of data at a time.

User can download a specific document in pdf and xlsx format by clicking on the download icon in the end of the row.

By selecting multiple check boxes, User can press “Download files” for selected documents in the top right corner and export zip file with chosen documents in pdf and xlsx form.

Trades

On Trades page list of customer’s trades is shown for specific WebUser.

The set of fields shown in the list:

- Delivery from,
- Delivery to,
- Direction (BUY/SELL),
- Market Segment,
- Price,
- Quantity (MWh),

- Execution Time.

Transactions are limited in date according to the date of delivery. Current day transactions are displayed by default. The User has the option to increase the set of displayed data.

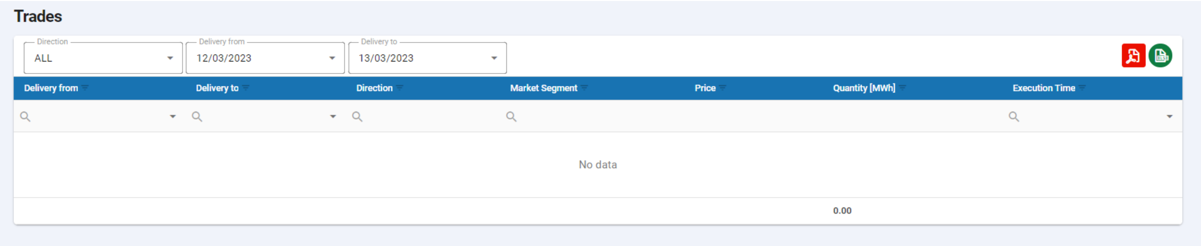


Figure 6: Trades

On the top of the screen User can select wanted direction of trades (buy, sell) and dates of delivery for specific dates.

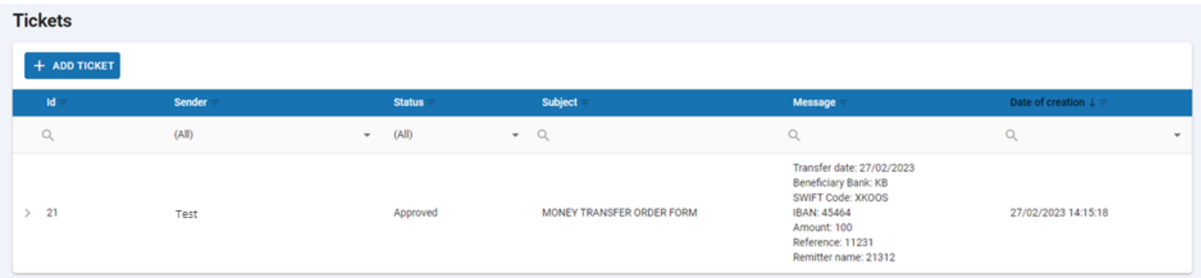
Quantity [MWh] has Sum information of the table data provided on the bottom of the rows.

Tickets

Tickets page displays a list of Tickets created by the WebUser.

The set of fields shown in the table:

- ID,
- Sender,
- Status,
- Subject,
- Message,
- Date of creation.



User can add new ticket by pressing the “Add ticked” field on the top. The input form for entering a new ticket is displayed with the following fields:

- Subject,
- Message,
- Attachments.

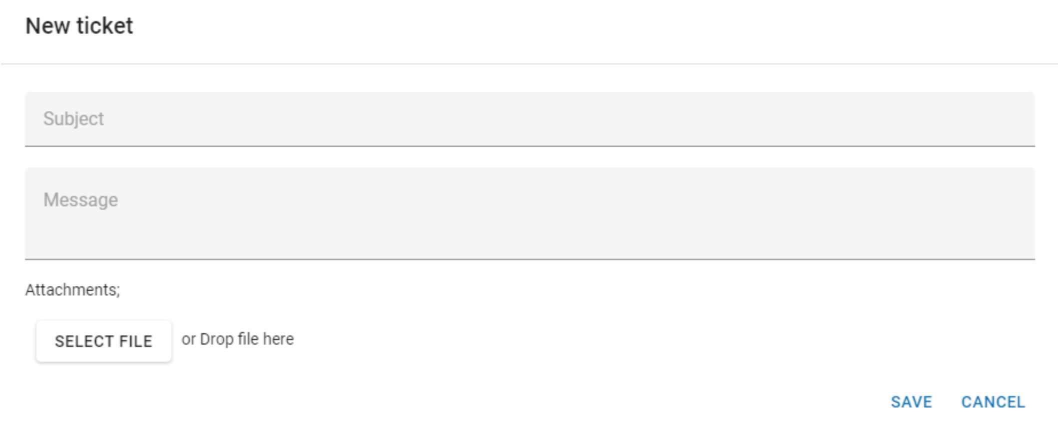


Figure7: New Ticket

By pressing the arrow placed on the left side of Users ID, Ticket information appears where WebUser can see added notes, changed status, attachments and ticket history, or add a note.

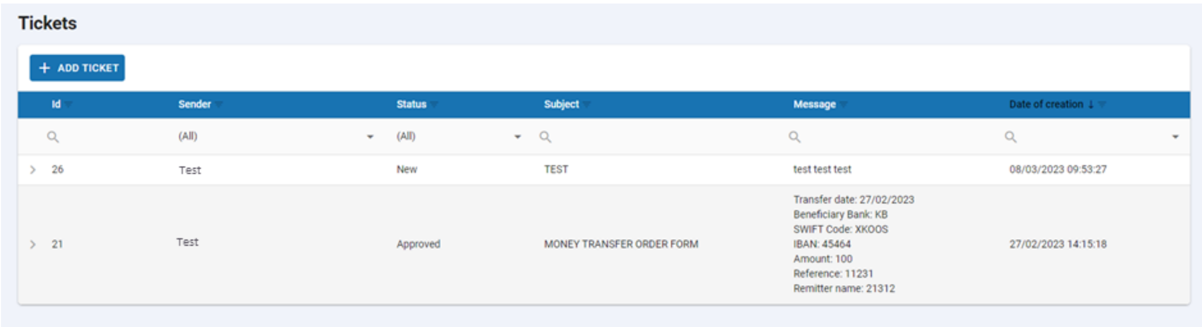


Figure 8: Tickets

Notification configurations

On the Notification configurations page, email notifications for different actions can be set.

Tabular presentation consists of the following fields:

- Company,
- Action (DocumentAdd, TicketAdd, NewUserRegistered, TicketStatusUpdated, FileUploadError),
- Email Receiver.

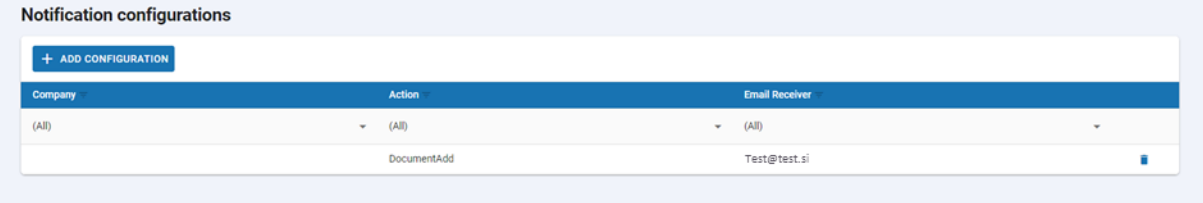


Figure 9: Notification configurations

WebUser can add new notification setting that will be set to the User's email address.

Figure 10: New notification configuration setting

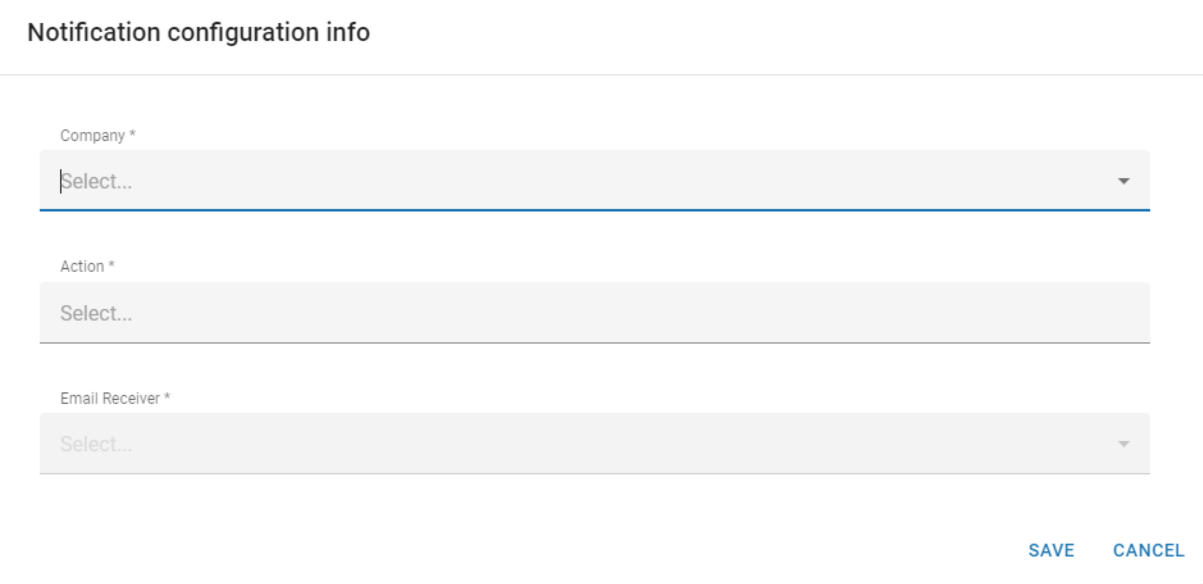


Figure 11: Notification configuration setting – Admin and ReadOnlyAdmin

Notification configurations can be deleted by pressing the "Delete" button and confirming the action in the pop-up window.

Trade limit

On the navigation menu you have an option to withdraw funds if you click on the up arrow beside shown Trade limit. 

When you click on it a form is open and if you want to withdraw credits, you have to fill in:

- Transfer date,
- Beneficiary bank,
- SWIFT code,
- IBAN,
- Amount (MKD),
- Reference,
- Remitter name.

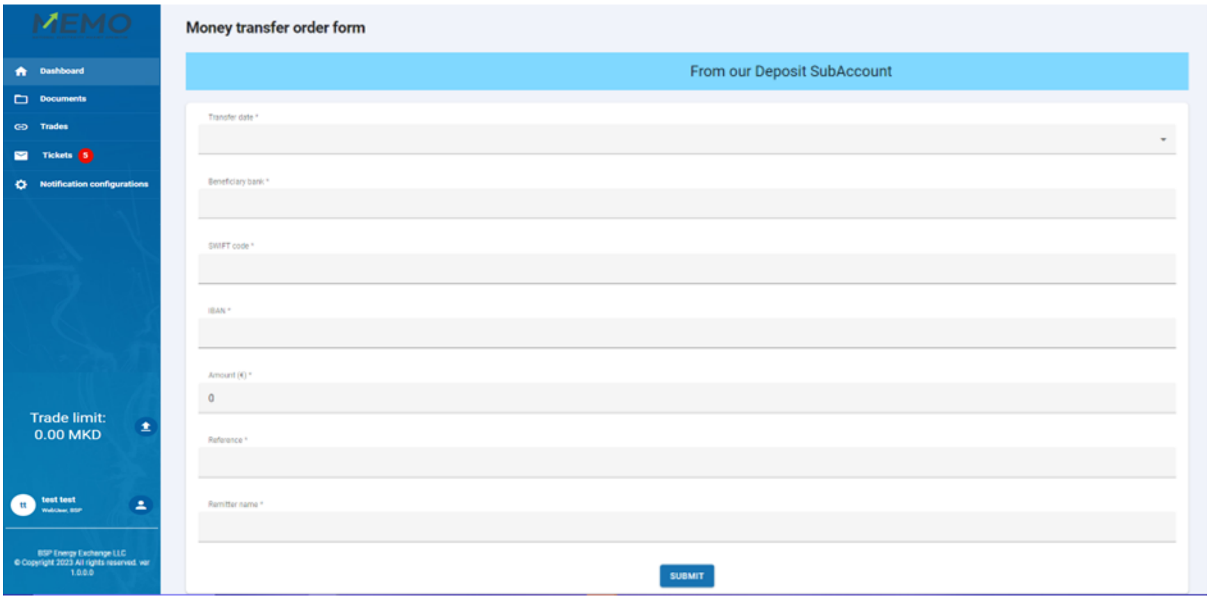


Figure 12: Apply for withdrawal of credits.