# Clarifications on the contracts conclusion for electricity purchase and sale on the DAM and IDM in the XMtrade<sup>®</sup>/PXS system

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#### 1. Where to find of templates of electricity purchase and sale agreements on the DAM and IDM

1.1. In the menu «Business records» choose «Contracts» attachment and click the button («Add contract»).

Mitrade <sup>®</sup> / PXS						
Navigation	$\bigcirc$	PXS	Business	records	Contracts	
My account	^					
Imports		Contrac	ts			
∨ Lists			Operations	$ID\downarrow$	Contract party	Contract
Market participants						
Business records Contracts						

1.2. A window to download the respective templates of electricity purchase and sale agreements on the DAM and IDM will appear.

Navigation (	PXS > Business records > (	Contracts	
My account	← Save		
Exports	New centrest		
Imports	New contract		
∨ Lists			
Market participants	Add signed contract		
✓ Business records	Contract type:		×.
Contracts	File:	Browse	Search
✓ Orders			Oblivit
Orders DAM	Files to download		
Orders IDM			
IDM Dashboard	Operations Template type		Purpose
✓ Financial security			
Financial security status	S	elect contract type to down	load templates

1.3. In the «Contract type» column select «DAM Sale&Purchase Agreement» and «IDM Sale&Purchase Agreement» respectively. After that, the respective templates of electricity purchase and sale agreements on the DAM and IDM will appear in the «Files to download» menu.

Navigation (()	PXS > Business records >	Contracts	
My account	Save		
Exports	New contract		
Imports	New contract		
∨ Lists			
Market participants	Add signed contract		
✓ Business records	Contract type:	DAM Sale&Purchase Agreement	t
Contracts	File:	Browse	Search
∨ Orders			Staten
Orders DAM	Files to download		
Orders IDM			
IDM Dashboard	Operations Template type		Purpose
✓ Financial security	🛓 Template for DA	M Agreement	

#### 2. To download templates of electricity purchase and sale agreements on the DAM and IDM

2.1. Choose «DAM Sale&Purchase Agreement» and «IDM Sale&Purchase Agreement», respectively, in the «Contract type» column. After that, the relevant templates of electricity purchase and sale agreements on the DAM and IDM will appear in «Files to download» menu.

Navigation (	PXS > Business records > (	Contracts	
My account	🗲 🖺 Save		
Exports			
Imports	New contract		
✓ Lists			
Market participants	Add signed contract		
✓ Business records	Contract type:	DAM Sale&Purchase Agreement	
Contracts	File:	Browse	Search
∨ Orders			Starti
Orders DAM	Files to download		
Orders IDM			
IDM Dashboard	Operations Template type		Purpose
✓ Financial security	Template for DA	M Agreement	

2.2. Download necessary templates of electricity purchase and sale agreements on the DAM and IDM by clicking the button («Download»).

Navigation ()	PXS > Business records >	Contracts	
My account	← Save		
Exports			
Imports	New contract		
∨ Lists			
Market participants	Add signed contract		
✓ Business records	Contract type:	DAM Sale&Purchase Agreement	t
Contracts	File:	Browse	Search
∨ Orders			Ocardi
Orders DAM	Files to download		
Orders IDM			
IDM Dashboard	Operations Template type		Purpose
✓ Financial security	Template for DA	AM Agreement	

#### 2.3. Save files on your PC under the names: Participant DAM/IDM name\_DAM Sale&Purchase Agreement and Participant DAM/IDM name\_IDM Sale&Purchase Agreement.

⊌ Enter name of file to save to	×
$\leftarrow \rightarrow \checkmark \uparrow$ $\checkmark$ This PC $\rightarrow$ Desktop $\rightarrow$ Agreement $\checkmark$	ව 🔎 Search Agreement
File name: Participant DAM/IDM name_DAM Sale&Purchase Agreemen	nt v
Save as type: Portable Document Format (PDF)	~
✓ Browse Folders	Save Cancel

#### 3. To fill the templates of electricity purchase and sale agreements on the DAM and IDM

3.1. Open the downloaded files on your PC (open and fill the electricity purchase and sale agreements on the DAM and IDM with the <u>Adobe Acrobat Reader DC</u>).

📙   🕑 📙 🖛   Agreement			- 0	×	
File Home Share View				~ 🕐	
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\Box$ $\rightarrow$ Agreement $\checkmark$ $\circlearrowright$	0	Search Agreement			
Name		Date modified	Туре	Size	
Participant DAM/IDM name_DAM Sale&Purchase Agreemer	nt	6/9/2023 1:19 PM	Документ Adobe	. 1,	
ī		Відкрити за допомогою А	crobat 9		1
		Print			
	6	Share with Skype			
		7-Zip		>	
		CRC SHA		>	
	16	Об'єднання підтримуваних	файлів у Acrobat		
	A	Share			
_, ∨ <	2	Open with		$\rightarrow$	Adobe Acrobat
1 item 1 item selected 1.09 MB		Cive excernte			Firefox
		Give access to			Microsoft Edge
	_	Scan for threats			Word 2016
		Захист файлів		>	
	۲	Scan for DLP			Search the Microsoft Store Choose another app
		Restore previous versions			1

3.2. Fill in the information (**in Adobe Acrobat Reader DC**) of the DAM/IDM Participant in the interactive fields of the electricity purchase and sale agreements on the DAM and IDM, considering the following:

- Agreements must be uploaded in the first half of the business day (before 12:00).
- The registration number of the electricity <u>purchase and sale</u> agreements on the DAM and IDM will be indicated considering number of the agreement <u>on participation</u> in the DAM and IDM, namely:

№ XXX/XXPДH and № XXX/XXBДP

- where XXX/XX – registration number of the agreement <u>on participation</u> in the DAM and IDM by the DAM and IDM Participant.

• Date of the electricity <u>purchase and sale</u> agreements on the DAM and IDM is the date of uploading <u>purchase and sale</u> agreements on the DAM and IDM to the XMtrade<sup>®</sup>/PXS system.

• An authorized person signing the <u>purchase and sale</u> agreements on the DAM and IDM must be authorized to sign them and be listed in Annex 3 to the application for participation in the DAM and IDM. On the basis of a power of attorney, an authorized person may sign contracts only if the original or a certified copy of the power of attorney was submitted to the Market Operator.







Make sure that all fields are filled and displayed correctly. We recommend printing contracts for verification.

#### 4. To sign electricity purchase and sale agreements on the DAM and IDM

4.1. To sign the electricity purchase and sale agreements on the DAM and IDM log back in the XMtrade<sup>®</sup>/PXS system, in «Business records» menu – «Contracts» click the button («Add contract»).

Mitrade"/ PXS							
Navigation	$\bigcirc$	PX	s >	Business	records	> Contracts	
My account Exports	^	Con	<b>N</b> tracts				
Imports ✓ Lists				Operations	$ID\downarrow$	Contract party	Contract
Market participants Business records Contracts							

4.2. In the field «Contract type» choose the selected contract type for uploading (DAM and IDM Sale&Purchase Agreement, respectively):

Navigation (	PXS > Busine	ss records 🔿	Contracts	
My account	🗲 🖺 Save			
Exports				
Imports	New contract			
✓ Lists				
Market participants	Add signed cor	tract		
✓ Business records	Contract type:			
Contracts	File:		DAM Sale&Purchase Agreement	t
✓ Orders			IDM Sale&Purchase Agreement	
Orders DAM	Files to downlo	ad		
Orders IDM				
IDM Dashboard	Operations	Template type		Purpose

4.3. In the «File» field, specify the path to the file to be uploaded. Upload the completed electricity purchase and sale agreement on the DAM and IDM, respectively:

Navigation	$\bigcirc$	PXS > Busine	ss records 🔿	Contracts	
My account	^	🗲 🖺 Sav	е		
Exports		Newserstead			
Imports		New contract			
✓ Lists					
Market participants		Add signed co	ntract		
<ul> <li>Business records</li> </ul>		Contract type:		DAM Sale&Purchase Agreement	×
Contracts		File:		Participant DAM/IDM name_DAM	A Sale&Purchase Agreement pdf
<ul> <li>Orders</li> </ul>		i no.		- antopart of the of the of the	Search
Orders DAM		Files to downlo	ad		
Orders IDM					
IDM Dashboard		Operations	Template type		Purpose
<ul> <li>Financial security</li> </ul>		*	Template for D	AM Agreement	

## 4.4. When the «Digital signature» window appears, enter the key protection password and click «Read certificate»:

Add signed con	tract	
Contract type:		DAM Sale&Purchase Agreement
File:		Participant DAM IDM name_DAM Sale&Purchase Agreement.pdf Search
		Digital signature
Files to downloa	ad	
Operations	Template type	Захищении носи (в.ключ Алмаз-пс, кристал-т тощо) Файловии носи (пазп-диск, со-диск, зо-картка тощо)
<u>*</u>	Template for DAM	Налаштування
		Кваліфікований надавач ел. довірчих послуг:
		Визначити автоматично
		Носій особистого ключа: Пароль захисту ключа:
		(е.ключ чи смарт-карта Автор 338 (Р 🗸
		Data to sign:
		Participant DAM/IDM name_DAM Sale&Purchase Agreement.pdf
		Read certificate Cancel

### 4.5. After reading the certificate, click «Sign»:

Data to sign:
Participant DAM/IDM name_DAM Sale&Purchase Agreement.pdf
Sign < Back Scancel

4.6. Click the button «Save».

Navigation (	PXS > Busin	ess records 🔿	Contracts							
My account	🗲 🖺 Sav	re								
Exports										
Imports	New contract									
∨ Lists										
Market participants	Add signed contract									
✓ Business records	Contract type:		DAM Sale&Purchase Agreement							
Contracts	File:		Participant DAWIDM name DAM	A Sale&Purchase Agreement.pdf	Search					
✓ Orders										
Orders DAM	Files to downly	had								
Orders IDM		, and the second s								
IDM Dashboard	Operations	Template type		Purpose						
✓ Financial security	*	Template for D	AM Agreement	1						

4.7. After that, electricity purchase and sale agreements on the DAM and IDM will appear in the «Contracts» tab in the XMtrade<sup>®</sup>/PXS system.

Na	avigation	$\odot$	PXS > Business records > Contracts (PS) GED (2)													PS BEI 🕜	
	My account Exports																
~	Imports Lists			Operations	ID	Contract party	Contract type $\downarrow$		Contract number	Contract status	MP's signature	MO's signature	Created by	Created at	Modified by	Modifica	tion
~	Market participants Business records			340         DAM Sale&Purchase Agreement           341         IDM Sale&Purchase Agreement				Entered	Yes	No		06/9/2023 10:24			)		
	Contracts		~													_	
~	Orders																
	Orders DAM Orders IDM																
	IDM Dashboard																
~	Financial security																
	Financial security status																
	Available sales volume													lauing 1 - 2 of 2			
	Appears Published information of DA	м											aying 1-2 of 2				
	Total results (all markets)			Operations	ID I	Contract ID Contract	number	Contract party		Annov tupo		nnov number	Annov stat			MP's signature	MO's signature
	Total results			Operations	υψ	Contract ID	number	Contract party		Annex type	· · · · · · · · · · · · · · · · · · ·	shirex humber	Annex state	15 Annex purpose		mir s signature	wo's signature
	Daily results		No records found														
	Monthly report		HO LECTORS TOTAL														
	Yearly report																

4.8. Upon the proposals receiving from the DAM/IDM Participant to conclude electricity purchase and sale agreements on the DAM and IDM, market operator will verify the correctness of the information and filling in the fields in the agreements and sign them by applying the QES of the JSC «Market operator» authorized representative on it's part. The relevant electricity purchase and sale agreements on the DAM and IDM will enter into force from the moment of it's signing by the authorized representatives of the parties.

The DAM/IDM Participant will be informed of the completion of the signing of the electricity purchase and sale agreements on the DAM and IDM by displaying it in the «Agreement Status» field. After indicating the status «Confirmed» in the «Contract Status» field, the DAM/IDM Participant may review the relevant electricity purchase and sale agreements on the DAM and IDM signed by both parties in market operator's XMtrade<sup>®</sup>/PXS software system and, if necessary, print it.