



# **ENERGY EFFICIENCY CERTIFICATES REGISTER USER GUIDE**

Updated on 1 July 2020

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## FOREWORD

Under article 10 of the Decrees issued by the Ministry of Productive Activities in consultation with the Ministry of Environment and Land Protection on 20 July 2004, as subsequently amended and supplemented (hereafter “Decrees of 20 July 2004”), “Gestore dei Mercati Energetici S.p.A.” (GME) issues:

- to the parties referred to in Art. 7, par. 1 of the Decree of 28<sup>th</sup> Dec. 2012, Energy Efficiency Certificates (TEE - also called white certificates) – of a value equal to the reduction of consumption certified by Gestore dei Servizi Energetici – GSE S.p.A. (hereinafter: GSE) under article 6 of the same decree;

or

- to parties referred to in Article 5, paragraph 1 of the Decree of 11 January 2017, Energy Efficiency Certificates (TEE – also called white certificates) - of a value equal to the reduction of consumption certified by GSE under Article 7 of the same Decree;

as well as

- to owners or holders of cogeneration units recognised as HEC, Energy Efficiency Certificates (TEE - also called white certificates) – of a value equal to the reduction of consumption certified by GSE under the Decree of the Minister of Economic Development of 5 September 2011.

To accomplish this task, GME organises and manages the Energy Efficiency Certificates Register (hereinafter: TEE Register).

Starting from 5 October 2017, TEEs issued by GME on the advice of GSE may be displayed on the Register according to the types referred to in Section 2.1 of Annex 2 to the Decree of 11 January 2017.

Pursuant to the provisions of Article 16, paragraph 3, of the same decree, TEEs owned by each participant registered in the Register are subject to free trading without any distinction by type.

Parties wishing to participate in the TEE Register are required to fill in an appropriate form, which is posted at [www.mercatoelettrico.org](http://www.mercatoelettrico.org)

GME assigns one ownership account to each TEE Register Participant. The ownership account is a kind of “electronic portfolio” where GME enters the number of certificates that each Participant owns.

Users of the Register may:

- view the TEE of each type issued by GME;
- enter and view bilateral transactions of TEE;
- view the TEE bought/sold in the market organised by GME;
- view the TEE cancelled by the Italian Regulatory Authority for Energy, Networks and Environment (hereinafter: ARERA or Authority) and by GSE.

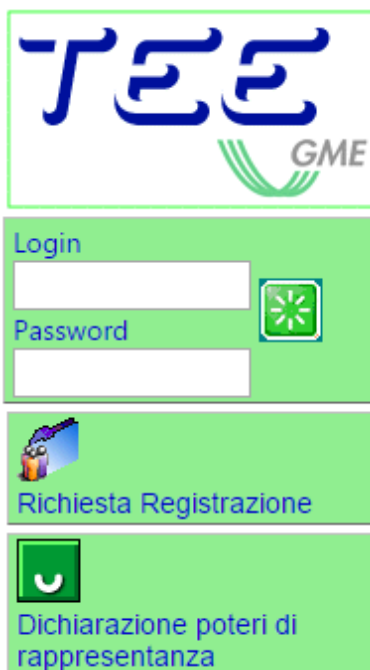
Access via login and password ensures the confidentiality and security of the data entered into the Register.

## PARTICIPATION PROCEDURE

To participate in the TEE Register, follow the steps stated below:

- connect to GME's website ([www.mercatoelettrico.org](http://www.mercatoelettrico.org));
- on GME's home page, go the "The Markets" section;
- on the left menu, select "Environmental Markets";
- at the bottom of the left menu, click on "Access to GME's markets";
- select "TEE Register";
- fill in the web form that you may view by clicking on the "Richiesta registrazione" (participation application) icon (Figure 1);
- download the "Dichiarazione poteri di rappresentanza" (declaration of powers of representation) form from the link below; fill it in and have it signed by the legal representative (Figure 1);
- if you are applying as a natural/legal person not holding a VAT number, download the appropriate document "Dichiarazione di esonero di responsabilità" (release of liability statement) after completing the participation application. You may find this document also on GME's website (in "The Markets/Environmental Markets/Energy Efficiency Certificates/TEE Register/How to participate/Forms" section).

Figure 1



The web form consists of two sections:

- **“Registrazione persona giuridica/persona fisica”** (natural/legal person participation/registration), consisting of the following subsections: **“Informazioni persona giuridica/persona fisica”** (natural/legal person data) and **“Informazioni referente comunicazioni”** (contact person data)
- **“Registrazione utente”** (user participation/registration).

The fields of the web form identified with an asterisk are optional.

If you enter incorrect data or fail to complete one or more compulsory fields, the system will show an error message in red colour near the incorrect or incomplete field or at the bottom of the page.

The following is a description of all the sections to be completed and of the necessary steps.

In the first section, **“Informazioni persona giuridica/persona fisica”** (natural/legal person data” (Figure 2), specify: registered name/name and surname, legal representative name (if you are applying as an organisation), VAT number (if owned)/taxpayer’s code, registered office address and CEM.

Specify also your **“tipologia fiscale”** (applicable tax scheme). By clicking on the question mark on the left side of the drop-down menu, you may view the VAT rates for the various tax schemes.

Then, select your sector of activity on the **“tipologia”** (type of participant) menu:

- electricity distributor;
- natural gas distributor;
- company controlled by an electricity or natural gas distributor;
- energy service company (ESCO);
- party referred to in art. 7, para. 1 d) of the Ministerial Decree of 28 December 2012;
- party referred to in art. 7, para. 1 e) of the Ministerial Decree of 28 December 2012;
- party referred to in art. 5, para. 1 c) of the Ministerial Decree of 11 January 2017;
- owner or holder of a cogeneration unit recognised as HEC;
- other.

The operators which are Administrations as per Article 1, paragraph 209 of Law no. 244 dated December 24, 2007 (PA operators) are required to select the word "PA operator (Law 244/2007, Art. 1, para. 209)." After the selection, it will activate the "IPA code" field to allow the PA operator entering the code assigned by the Index of Public Administration (IPA Code – Unique Code Office).

Filling out this field is optional, but it is functional for the transmission of invoices to the PA operators, in the manner provided for by Law 244/2007 and related implementations. In particular, with regard to the VAT number specification, article 27, para. 1 of Law Decree no. 78 of 31 May 2010 (converted with amendments into Law no. 122 of 30 July 2010) amended article 35 of the Decree of the President of the Republic no. 633 of 26 October 1972, by introducing the requirement of registration with the VAT Exchange Information System (VIES).

Figure 2

**RICHIESTA REGISTRAZIONE SOCIETA'** I campi contrassegnati con (\*) sono opzionali.

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**Informazioni Società**

Cognome e Nome ovvero Denominazione o Ragione Sociale   Persona Fisica/Persona Giuridica non titolare di P. IVA

Legale Rappresentante (o soggetto munito dei necessari poteri)    
(Cognome) (Nome)

Partita IVA  Codice Fiscale

Tipologia fiscale

Tipologia	IVA Vendite	IVA Acquisti	IVA Corrispettivi
OPERATORE UE - REGIME IVA COMUNITARIO (EU VAT Scheme)	0%	0%	0%
OPERATORE ITALIANO - REGIME IVA ORDINARIO PER ESPORTATORE ABITUALE	0%	0%	0%
OPERATORE ITALIANO - REGIME IVA ORDINARIO PER CONTRIBUENTE MINIMO/FORFETARIO/NON TITOLARE DI P.IVA	0%	0%	22%
OPERATORE EXTRA-UE - REGIME IVA EXTRA-COMUNITARIO (non-EU VAT Scheme)	0%	0%	0%
OPERATORE ITALIANO - REGIME IVA ORDINARIO	0%	0%	22%
OPERATORE ITALIANO - REGIME IVA ORDINARIO IN SPLIT PAYMENT PER NON-PA	0%	0%	22%
OPERATORE ITALIANO - REGIME IVA ORDINARIO IN SPLIT PAYMENT PER PA	0%	0%	22%

Pubblica Amministrazione

Tipologia

Indirizzo Sede Legale ovvero Indirizzo di Residenza

Città  Provincia  CAP

Nazione  PEC(\*)

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**Informazioni Referente Comunicazioni**

Referente comunicazioni    
(Cognome) (Nome)

Indirizzo(\*) (se differente da sede legale)

Telefono  Fax(\*)

E-mail

Città (\*)  Provincia(\*)  CAP(\*)

Nazione(\*)

In the second section, “**Informazioni referente comunicazioni**” (contact person data) (Figure 3), specify the name and address of the person designated as contact person for all of GME’s notifications (e.g. notification of the assigned Participant’s code and ownership account code).

**Figure 3**

**Informazioni Referente Comunicazioni:**

Referente comunicazioni:	<input type="text"/>	<input type="text"/>
	(Cognome)	(Nome)
Telefono:	<input type="text"/>	Fax(*): <input type="text"/>
e-mail:	<input type="text"/>	
Indirizzo(*) (indicare se differente da sede legale)	<input type="text"/>	
Citta` (*):	<input type="text"/>	Provincia(sigla)(*): <input type="text"/>
Nazione(*):	<input type="text"/>	



In the last section, “**Registrazione utente**” (user participation/registration) (Figure 4), enter all the users that have access to the Register; in this case, all the fields are compulsory.

After entering the required data, including **login** and **password**, please select for each user registered one of two applicable user profiles: “User” or “Viewer”:

- if you select the “**User**” profile, you authorise the specified person to make movements on ownership accounts (e.g. registration of bilateral transactions of TEE);
- if you select the “**Viewer**” profile, you authorise the specified person to view only the status of the ownership account.

Keep care of your **login and password**, as they represent your credentials of access to the platform.

Figure 4

**REGISTRAZIONE UTENTI**

Cognome

Nome

Codice Fiscale   Esegui Controllo correttezza.

Telefono

E-mail

Login

Password

Conferma Password

Ruolo

Inserisci Utente


Codice Utente	Login	Cognome	Nome	Codice Fiscale	Ruolo	

ai sensi del Regolamento UE 679/2016, e successive modificazioni ed integrazioni, i dati personali indicati nella presente domanda di iscrizione saranno trattati, per l'esecuzione degli obblighi derivanti dalla stessa e per l'esecuzione degli obblighi derivanti dal Regolamento, mediante supporto informatico, in modo da garantire la riservatezza e la sicurezza dei dati medesimi, secondo quanto indicato nell'informativa resa ai sensi degli articoli 13 e 14 del predetto Regolamento UE 679/2016 e pubblicata sul sito internet del GME, nella pagina <http://www.mercatoelettrico.org/It/GME/Info/Privacy.aspx>. Il richiedente prende atto della predetta informativa e presta il proprio consenso al trattamento e comunicazione a terzi dei dati personali con le modalità e per le finalità indicate nell'informativa stessa nel rispetto della normativa vigente.

Stato: attesa inserimento dati. Conferma Registrazione

After completing all the fields of this section, you may enter a new user by clicking on the “**Inserisci utente**” (enter user) green arrow, repeating the above steps.

The screen shown below (Figure 5) reports the data of the entered users.

By clicking on the  icon (top right of the screen), you may delete the user data that you have entered.

**Figure 5**



ai sensi del Regolamento UE 679/2016, e successive modificazioni ed integrazioni, i dati personali indicati nella presente domanda di iscrizione saranno trattati, per l'esecuzione degli obblighi derivanti dalla stessa e per l'esecuzione degli obblighi derivanti dal Regolamento, mediante supporto informatico, in modo da garantire la riservatezza e la sicurezza dei dati medesimi, secondo quanto indicato nell'informativa resa ai sensi degli articoli 13 e 14 del predetto Regolamento UE 679/2016 e pubblicata sul sito internet del GME, nella pagina <http://www.mercatoelettrico.org/It/GME/Info/Privacy.aspx>. Il richiedente prende atto della predetta informativa e presta il proprio consenso al trattamento e comunicazione a terzi dei dati personali con le modalità e per le finalità indicate nell'informativa stessa nel rispetto della normativa vigente.

Stato: attesa inserimento dati. Conferma Registrazione 

Once at least one user has been entered, in order to be able to generate the application form, the operator must first place a "flag" in the box next to consent disclosure/request request for the purposes of EU Regulation 679/2016 (Privacy Regulation) - Figure 5.

After entering at least one user, the “**Conferma registrazione**” (confirm registration) green arrow will become active. By clicking on this arrow, you will confirm the registration.

After completing the application, a screen (Figure 6) with an active button (“Preleva la domanda di iscrizione” - download participation application) will appear. By clicking on this button, you may view, save and print the application for participation in the Register.

The application must be signed by the legal representative and sent or delivered by ordinary mail or courier or CEM, together with:

- the declaration of powers of representation
- the copy of a valid identity document of the legal representative.

If you are applying as a natural/legal person not holding a VAT number, the participation application must be matched by a “Dichiarazione di esonero di responsabilità (release of liability statement) that you may download at the end of the participation/registration procedure.

Figure 6

**RICHIESTA REGISTRAZIONE EFFETTUATA**

La richiesta e` stata correttamente inviata.

Per inviare la domanda di iscrizione al GME devi:

- 1) Cliccare sul link in basso per visualizzarla e stamparla
- 2) Completarla indicando luogo, data e firma
- 3) Farla sottoscrivere al legale rappresentante
- 4) Inviarla ovvero presentarla mediante posta ordinaria o corriere o PEC

trasmessa unitamente alla

- dichiarazione attestante i poteri di rappresentanza
- fotocopia di un documento in corso di validità del legale rappresentante

[Preleva la Domanda di Iscrizione](#)

[Scarica la Dichiarazione dei poteri di rappresentanza](#)

Stato: pronto.

After receiving the application for participation in the TEE Register and the accompanying documents, following positive feedback, GME will notify the validity of the data to the “contact person” specified in the application, confirming admission to the TEE Register, the assigned Participant’s Code and Ownership Account Code. These codes can be viewed by accessing the Register.

If you wish to change the data that you have entered through the web, submit or send by ordinary mail or courier or CEM an appropriate application, signed by the legal representative.

## **FEES**

Movements of certificates within the TEE Register imply the payment of a variable fee to GME; the amount of the fee is published on GME’s website (in the “The Markets/Environmental Markets/Energy Efficiency Certificates/Fees” section). This fee is to be paid for each certificate “moved” after its issuing and before its possible cancellation.

GME will issue quarterly the invoice to the operator within seven days following the quarter of reference.

In case the invoice is issued by GME to a PA Participant<sup>1</sup>, If the transmission of such invoice through the Sistema di Interscambio (SDI) to the PA Participant is not successful, in compliance with the time limits identified in Law no. 244 dated December 24, 2007 and related implementations on electronic invoicing to the PA, GME will forward it, through alternative channels to SDI, the certificate of transmission of the invoice with delivery impossibility, including the invoice.

The invoices referred to GME's fees shall be available on the "SetService" platform and transmitted to Participants through the SDI, exclusively under the conditions provided for by the legislation in force from time to time concerning electronic invoicing and the related implementing provisions.

Its payment is required within the third last working day of the same month of the invoice release, with value on the same date.

These time limits remain valid even with regard to PA operators, as they are compatible with the application of the provisions contained in Law no. 244 dated December 24, 2007 and related implementations.

Failure to pay variable fees within the specified time limits will result into suspension of the participant from the TEE Register, in accordance with the provisions of Article 24, paragraph 24.1, subpara. b) of the Rules for registering bilateral transactions of Energy Efficiency Certificates. In such case, the said suspension shall be valid until the date on which the participants fulfils such obligation.

If the TEE Register Participant has selected a tax regime different from the ordinary one during the registration process, the participant is also required to submit to GME a statement confirming the tax regime declared. This statement, and any subsequent updates, becomes effective within the second working day following receipt by GME.

## **FEATURES OF THE REGISTER**

To access the TEE register:

- connect to GME's website ([www.mercatoelettrico.org](http://www.mercatoelettrico.org));
- on GME's home page, go the "The Markets" section;
- go to the bottom of the left menu and select "Access to GME's markets/TEE register";

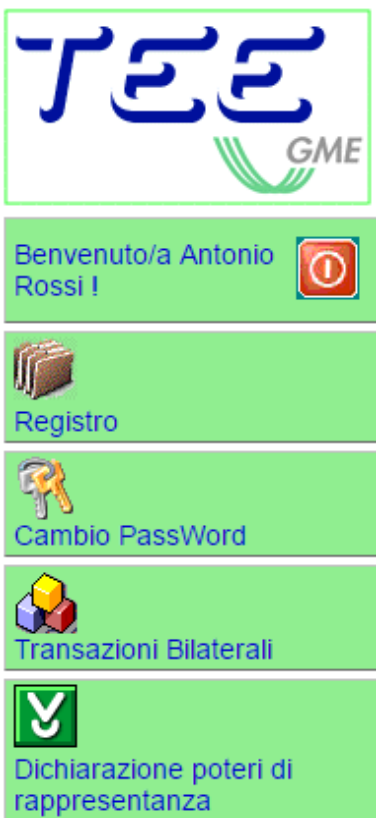
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<sup>1</sup> PA Participant shall mean the entity referred to in Article 1, paragraph 209 of the Law no. 244 of 24 December 2007,

- enter the user login and password that you have selected upon applying for participation in the Register (Figure 1).

After completing these steps, you will get the following menu (Figure 7).

Figure 7



The menu shows a number of buttons with the following options:

**Logoff** (red button): if you click here, you will close the application and go back to the main page;

**“Registro”** (TEE Register): you may view all the data concerning your TEE;

**“Cambio password”** (password change): if you click here, you will start the procedure for changing your application access key;

**“Transazioni bilaterali”** (bilateral transactions): if you click here, you will start the procedure for viewing and/or entering bilateral or OTC transactions, depending on the data that you have entered upon registration;

The Register enables you to view the data concerning your ownership account (Figure 8).

**Figure 8**

This is a read-only screen and contains some fields and a list of values concerning the TEE, as specified below.

Field	Description
<b>Participant's Code</b>	Code of the Participant authorised to access the Register.
<b>Registered name</b>	Registered name of the Participant.
<b>Ownership Account Code</b>	Code of the TEE ownership account held by the Participant
<b>Account Status</b>	Status of the Participant's ownership account, which may be: active, non-active, blocked (if a market session is under way)

<b>List / Details</b>	<b>Description</b>
<b>Total TEE owned</b>	Total number of TEE owned without distinction by type. This number is obtained from the algebraic sum of: <ul style="list-style-type: none"> <li>▪ TEE assigned by Authority and GSE</li> <li>▪ TEE bought/sold in GME's Market</li> <li>▪ TEE bought/sold through bilateral contracts</li> <li>▪ TEE cancelled (as a result of compliance with the obligation and/or tariff refund)</li> <li>▪ TEE for which cancellation has been requested</li> <li>▪ TEE blocked</li> </ul>
<b>Market</b>	Total number of TEE traded in the Energy Efficiency Certificates Market
<b>Bilateral contracts</b>	Total number of TEE traded within the TEE Register
<b>Assigned</b>	Total number of TEE certified by Authority and by GSE starting from the first issue
<b>Assigned of Type I; II; III e IV</b>	Total number of TEE certified by Authority and by GSE (Type II-HEC is attributed to Type II)....)
<b>Cancelled</b>	Total number of TEE cancelled by Authority and GSE
<b>Cancellation request</b>	Total number of TEE for which cancellation has been requested, but which have not yet been cancelled. After GME's verification, the TEE will be cancelled
<b>Blocked</b>	Total number of TEE blocked and untradeable. GME may use this option under particular circumstances (e.g. if the TEE have been committed under bilateral contracts which have not yet been confirmed by the buying Participant) or in the management of the TEE blocking/unblocking procedure

The "Visualizzazione Storico Registro" section of the Register (Figure 8), will show the status of the account before the entry into force of the new mechanism introduced in implementing the provisions the Ministerial Decree of 11 January 2017.

## 1.1 Bilateral transactions

Users (acting on behalf of Participants) enter bilateral or OTC transactions into the TEE Register through the web form, available on the “Front Office” portal.

TEE Register participant, not holding a VAT number, may only submit registrations of bilateral transactions for sale for a maximum volume equal to the amount of certificates issued by GME in his favour and still held in his/her own account.

### 1.1.1 Entry of a transaction by the seller

The selling Participant logs into the portal, selects the registered name of the buying Participant, the TEE volume and the trading price (Figure 9 – Violet box). Then, the Participant confirms the transaction by clicking on “**Inserisci**” (enter).

Figure 9

The screenshot shows the 'TRANSAZIONI BILATERALI' web interface. At the top, there are three tabs: 'Tr. Vendita', 'Tr. Acquisto', and 'Tr. Completate'. Below this is a filter section with 'Attiva Filtri' and 'Applica Filtro' buttons, and fields for 'Ragione Sociale Acquirente', 'Ins. dalla data', and 'Alla data'. The main section is 'Inserimento Transazione di Vendita', which is highlighted with a purple box. It contains two columns: 'Dati Operatore Venditore' and 'Dati Operatore Acquirente'. The 'Dati Operatore Venditore' column has fields for 'Ragione Sociale' (S.r.l.), 'Quantità TEE' (0), and 'Prezzo di Sc.' (0). The 'Dati Operatore Acquirente' column has a dropdown for 'Ragione Sociale' (ZZZ), 'Intra-gruppo' (No), and 'Cod. Contratto'. A green 'Inserisci' button is located to the right of the 'Ragione Sociale' dropdown. Below the form is a table with the following data:

Id Tr.	Data Ins.	Ragione Sociale Acquirente	Q.tà	Prezzo	Codice Contratto	Ultima Mod.	Note	Intra-Gruppo	Edit	Delete
caf8c9bd756749afb4e661b4d9db99e7	08/06/2017 15:03:22	ZZZ	2	0,00		08/06/2017 15:03:22		N		






On this screen (Figure 9):

- in the first section (red box) for the choice of transactions, you may select the following options:

Button	Description
<b>Sale Transaction</b>	You may enter new sale transactions and, by using the appropriate filters, view those awaiting acceptance by the purchaser. The button is not active if the market session is under way (blocked Register) and if the user is accessing the Register in “Viewer” mode.
<b>Purchase Transaction</b>	By using the appropriate filters, you may view and accept the purchase transactions to be confirmed that the seller has entered. The “Entry of Transaction” section will not appear. Purchase transactions cannot be accepted if the market session is under way (blocked Register) and if the user is accessing the Register in “Viewer” mode.
<b>Completed Transactions</b>	You may set the filter values and view all the transactions that have been completed in the market and that meet the specified filter values. The “Entry of Transaction” section will not appear. The button is always active.

- In the second section (blue box) concerning pending confirmation sale and purchase transactions only, you may view:


Flag	Description
<b>Activate Filters</b>	Select this flag if you wish to set filter values in order to view the data stored in the database. After selecting the flag <input checked="" type="checkbox"/> , the functional button and the fields of the section (previously grey and non-active) become active and coloured and can thus be selected.
<b>Button</b>	<b>Description</b>
 <b>Apply Filter</b>	After selecting the “Activate Filter” flag, press this button. The button will become green. In the lower section of the same screen, you will view the transactions which meet the filter values that you have set in the fields of the section (described in the following table).
<b>Field</b>	<b>Description</b>
<b>Buyer’s registered name</b>	Buyer’s registered name. By clicking on the arrow button on the right side of the screen, you will open a window. The window will list all the buyers, among whom/which you may select the one of interest.

<b>Enter from date</b>	<p>Start date of the time range for which you wish to define the filter. By clicking on the arrow button on the right side of the field, you will open a calendar window where you may select the day of interest.</p> <p>The  symbol on the right side of the field is a functional button. You may use it to clear the field, if you wish to delete the start date as one of the filter elements.</p>
<b>to date</b>	<p>End date of the time range for which you wish to define the filter. By clicking on the arrow button on the right side of the field, you will open a calendar window where you may select the day of interest.</p> <p>The  symbol on the right side of the field is a functional button. You may use it to clear the field, if you wish to delete the end date as one of the filter elements.</p>



- In the third section (violet box) “**Inserimento transazioni di vendita**” (entry of sale transactions), you may view:

<b>Field</b>	<b>Description</b>
<b>Volume of TEE</b>	Number of TEE present in the current sale transaction.
<b>Registered name</b>	Buyer’s registered name. By clicking on the arrow button on the right side of the field, you will open a window. The window will list all the buyers, among whom/which you may select the one of interest.
<b>Trading price</b>	Price at which the TEE of the current transaction are traded. (this field has become compulsory since 1 April 2008).
<b>Contract code</b>	Possible contract code, i.e. the identification code of each bilateral transaction

	<p>that is registered.</p> <p>As indicated in article 16, para. 16.2 of the Rules for registering bilateral transactions on energy efficiency certificates, this code is compulsory if the request for registration is entered for the bilateral contracts referred to in article 3, para. 1 of AEEG's Decision 345/07.</p>
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Button	Description
 Enter	If you press here, the system will check the entered data and, if they are correct, it will store them in the sale transaction database.

- In the fourth section (green box), you may view:

Field /Button	Description
<b>Transaction Id</b>	Alphanumerical string that is automatically assigned by the application to identify the transaction.
<b>Entry date</b>	Date (dd/mm/yyyy) and time (hh.mm.ss) of entry of the transaction.
<b>Buyer's registered name</b>	Buyer's registered name.
<b>Volume</b>	Number of TEE sold in the current transaction.
<b>Trading price</b>	Price at which the TEE of the current transaction are traded.
<b>Contract code</b>	<p>Possible contract code, i.e. the identification code of each bilateral transaction that is registered.</p> <p>As indicated in article 16, para. 16.2 of the Rules for registering bilateral transactions on energy efficiency certificates, this code is compulsory if the request for registration is entered for the bilateral contracts referred to in article 3, para. 1 of AEEG's Decision 345/07).</p>
<b>Latest change</b>	Date (dd/mm/yyyy) and time (hh.mm.ss) of entry of the latest change to the transaction.
<b>Remarks</b>	Remarks, if any, on the transaction.
<b>Edit</b>	By selecting the Edit  functional button, you may change some fields of the table.
<b>Delete</b>	By selecting the Delete  functional button, you may delete the transaction from the list of sale transactions. However, the transaction will remain visible in the list of completed transactions.

- If transactions cannot be entered (because the Participant has been disabled or the demanded volume of certificates is not available), the RegTEE system will report it (Figure 10).

Figure 10




- The RegTEE system automatically stores the date/time (min/sec) of entry.
- The transactions that have been just entered by the seller (each of which will be associated with a unique code) will be stored in the database with the “da confermare” (to be confirmed) status, pending visualisation and confirmation by the buying Participant. When the transactions are in the “to be confirmed” status, the related TEE are blocked and cannot be otherwise sold or cancelled.
- The seller may change or delete a transaction, pending confirmation by the buyer, by using the “Edit” or “Delete” buttons.

If the transaction is changed with the “Edit” button, the following screen will appear:

Figure 11

	Data Ins.	Ragione Sociale Acquirente	Q.ta	Prezzo	Codice Contratto	Ultima Mod.	Note	Intra-Gruppo	Edit	Delete
b99e7	08/06/2017 15:03:22	ZZZ	2	0,00		08/06/2017 15:03:22		N		

Field change options:

Field /Button	Description
Transaction Id	This field cannot be changed.
Entry date	This field cannot be changed.
Buyer's registered name	You may choose another buyer from the table which opens when clicking on the arrow button on the right side of the field.
Volume	You may change the number of TEE to be sold in the current transaction. The application will check whether the new volume is available to the Participant.
Trading price	You may change the trading price.
Contract code	You may change the contract code.
Latest change	This field cannot be changed.
Remarks	You may enter data and change the content of this field as you wish.
Edit	<p>The "Edit" column shows two different functional buttons:</p> <p>The  button enables you to check the completed fields, to accept them if they are correct and to enter them into the database of sales.</p> <p>The  button enables you to cancel what you have entered, leaving the transaction unaltered, i.e. according to the latest change previously made.</p>
Delete	By pressing the "Delete"  functional button, you may cancel your transaction from the list of sale transactions. However, the transaction will remain visible in the list of completed transactions.

### **1.1.2. Confirmation of a transaction by the buyer**

The buying Participant connects to the portal, views the bilateral transactions that concern him/her/it (Figure 12), selects all or part of them and, if they are correct, confirms them.

Figure 12

Id Tr.	Data Ins.	Ragione Sociale Ven.	Q.ta	Prezzo di Sc.	Codice Contratto	Note	Intra-Gruppo	Ult. Mod.	Acquista
caf8c9bd758749afb4e661b4d9db99e7	08/06/2017 15:03:22	S.r.l.	2	5,00			N	08/06/2017 15:03:22	<input type="checkbox"/>

The screen has the following fields:

Field/Flag	Description
<b>Transaction Id</b>	Alphanumerical string automatically assigned by the application to identify the transaction.
<b>Entry date</b>	Date (dd/mm/yyyy) and time (hh.mm.ss) of entry of the transaction.
<b>Seller's registered name</b>	Seller's registered name.
<b>Volume</b>	Number of TEE bought in the current transaction.
<b>Trading price</b>	Trading price of the TEE covered by the current transaction.
<b>Contract code</b>	Possible contract code, i.e. the identification code of each bilateral transaction that is registered.  As indicated in article 16, para. 16.2 of the Rules for registering bilateral transactions on energy efficiency certificates, this code is compulsory if the request for registration is entered for the bilateral contracts referred to in article 3, para. 1 of AEEG's Decision 345/07.
<b>Remarks</b>	Remarks, if any, related to the transaction.
<b>Latest change</b>	Date (dd/mm/yyyy) and time (hh.mm.ss) of entry of the latest change to the transaction.
<b>Buy</b>	By selecting this flag, you may buy the TEE offered for sale.

- The buying Participant may only confirm the data entered by the selling Participant.
- After confirmation by the buyer, the TEE are transferred from the seller's account to the buyer's account.

### 1.1.3 Completed transactions


The "Transazioni completate" (completed transactions) section displays all the purchase and sale transactions that have been concluded (Figure 13):

Figure 13



The screenshot shows the 'TRANSAZIONI BILATERALI' interface. At the top, there are three tabs: 'Tr. Vendita', 'Tr. Acquisto', and 'Tr. Completate'. Below the tabs is a filter section enclosed in a red box. This section includes a green arrow button labeled 'Carica Dati Filtrati', a dropdown for 'Ragione Sociale Acquirente', a dropdown for 'Ragione Sociale Venditore', a 'Tipo' dropdown, and two date pickers: 'Dalla data: 1/1/2010' and 'Alla data: 11/3/2012'. Below the filter section is a table with the following data:

Stato: ricerca completata.															
Id Tr.	Stato	DataInsTran	Data Esecuzione	Vend. Rag. Soc.	Vend. Nome	Vend. Cognome	Acq. Rag. Soc.	Acq. Nome	Acq. Cognome	Q.ta	Prezzo di Sc.	Tipo	Intra-Gruppo	Codice Contratto	Note
97bcbdd1f56acb17c0b29cc54574f938	C	25/11/2010 9.52.28	25/11/2010 12.11.47	ZZZ	Nome	Cognome	Azienda	*****	*****	50	92,2100	1	Y		Completata correttamente
d84e56f5010b7db8ca0878a1082ef46c	C	15/10/2010 12.20.41	15/10/2010 12.21.09	ZZZ	Nome	Cognome	RETE	*****	*****	250	87,7500	1	N		Completata correttamente

- In the first section (red box), you may view:

Button	Description
 <b>Load filtered data</b>	If you press here, you will view (lower section of the screen) the transactions which meet the filter values that you have set in the fields of the section (described in the following table).

Field	Description
<b>Buyer's registered name</b>	Buyer's registered name. By clicking on the arrow button on the right side of the field, you will open a window; the window shows all the buyers, among whom/which you may select the one of interest.
<b>Seller's registered name</b>	Seller's registered name. By clicking on the arrow button on the right side of the field, you will open a window; the window will show all the sellers, among whom/which you may select the one of interest.

<p><b>Type</b></p>	<p>It is only visible if the "end date" of the search is prior to the start date of the new mechanism introduced pursuant to the provisions of Ministerial Decree of 11 January, 2017. By clicking on the arrow button on the right side of the field, you will open a window where you may select the type of certificates.</p> <p>Types listed in the drop-down menu are:</p> <p>Type I, II, III, IV, V, II-CAR and TEE (Unified typology provided for in Ministerial Decree of 11 January, 2017).</p>
<p><b>From date</b></p>	<p>Start date of the time range for which you wish to define the filter. By clicking on the arrow button on the right side of the field, you will open a calendar window, where you may select the day of interest. The  symbol on the right side of the field is a functional button; you may use it to clear the field, if you wish to delete the start date as one of the filter elements.</p> <p>If, in the period between the start and the end date of the search, in addition to the typology selected, the unified typology ("TEE" in the drop-down menu) has been exchanged, the system will only show transactions regarding the type chosen.</p>
<p><b>To date</b></p>	<p>End date of the time range for which you wish to define the filter. By clicking on the arrow button on the right side of the field, you will get a calendar window where you may select the day of interest.</p> <p>The  symbol on the right side of the field is a functional button; you may use it to clear the field, if you wish to delete the end date as one of the filter elements.</p>



- In the second section (blue box), you may view:

<b>Field</b>	<b>Description</b>
<b>Transaction id</b>	Alphanumerical string automatically assigned by the application to identify the transaction.
<b>Status</b>	Status of the transaction. It may contain one of the following values: D = Deleted; C = Completed; V = Sale under way (not yet bought)
<b>Transaction entry date</b>	Date (dd/mm/yyyy) and time (hh.mm.ss) of entry of the transaction.
<b>Execution date</b>	Date (dd/mm/yyyy) and time (hh.mm.ss) of execution of the transaction, if the transaction has been executed. Otherwise, the field is empty.
<b>Seller's registered name</b>	Seller's registered name.
<b>Seller's name</b>	Seller's name.
<b>Seller's surname</b>	Seller's surname.
<b>Buyer's registered name</b>	Buyer's registered name.
<b>Buyer's name</b>	Buyer's name.
<b>Buyer's surname</b>	Buyer's surname.
<b>Volume</b>	Number of TEE traded in the current transaction.
<b>Trading price</b>	Price at which the TEE of the current transaction are traded.
<b>Type</b>	Type of TEE.
<b>Contract code</b>	Possible contract code, i.e. the identification code of each bilateral transaction that is registered.  As indicated in article 16, para. 16.2 of the Rules for registering bilateral transactions on energy efficiency certificates, this code is compulsory if the request for registration is entered for the bilateral contracts referred to in article 3, para. 1 of AEEG's Decision 345/07.
<b>Remarks</b>	Any remarks on the transaction. They may be entered automatically by the application, e.g. in case of deletion.

## 1.2 Password change

The “Cambio password” (password change) option (Figure 14) enables each user to change the password that he/she uses to access the TEE Register application.


Figure 14

**Modifica Password**

Password attuale

Nuova Password


Conferma Nuova Password

PROCEDI 

Stato: attesa inserimento dati.

- In the “MODIFICA PASSWORD” (password change) section, you may view:

Field	Description
<b>Current PassWord</b>	Enter the password that you currently use to access the application.
<b>New PassWord</b>	Enter the new password that you wish to use to access the application.
<b>Confirm new PassWord</b>	Enter the new password that you wish to use to access the application (for validation purposes).

Functional button	Description
	If you press this button, you will start the checking process. The system will validate the new password fields that you have completed and, if they are correct, it will transfer them to the application.