



Réseau de transport d'électricité

Form for access RTE applications

**Balance Responsible, Interconnection Actor
Programming Responsible or Balancing Actor**

Offer with software certificate

Version 1.8, September 29nd, 2010

Introduction

The purpose of these instructions is to indicate how to fill out this form required to obtain access to the IS and use RTE applications.

This is used to submit, modify or cancel requests for access to the IS and usage of RTE Applications.

In order to provide users with the security level needed for the data exchanges with RTE, a public key infrastructure (PKI) using **software certificates** has been implemented. These software certificates are based on electronic certificate technology.

In these instructions, the company accessing the IS and RTE Applications is referred to as the **Company**. The **Company Representative** is the natural person authorised by the Company to represent it on a legal basis. The **Certificate bearer** is the preferred contact of RTE teams.

Access request

Requests for access to the IS and usage of the RTE Applications are submitted using the following steps :

- Identification of the demand,
- Identification of the **Company**,
- Identification of the **Company Representative**;
- Identification of the **Certificate bearer** who is RTE interlocutor for the certificate set-up ;
- Identification of the **Applications** accessed by the Company.

Note:

the Company Representative is responsible for the usage and preservation of the software certificate. He signs the form and then sent it to its RTE Account Manager.

Company Identity Record

To fill in the "Company Identity Record" :

Box A : Tick the box corresponding to the nature of the demand.

- **New customer**, for a complete creation of an access to the RTE IS.
- **Modification of a contact** to change the coordinates of the representative or the bearer of the certificate, a modification of the bearer will be accompanied by the creation of a new certificate.
- **Addition of an application** to allow the bearer to connect to a new application without modification of the certificate.
- **Abolition of an access** to revoke all the accesses of the certificate bearer.
- **Cancellation of an application** to revoke all the accesses to an application

Box B : Complete the information relative to the Company.

If you do not have an EAN code, please contact your RTE account manager.

Box C : Complete the information relative to the Company Representative.

Box D : Complete the information relative to the certificate bearer who will be the operational contact person.

Box E : The PKI User authenticator provides for the user's authentication with RTE, in order to carry out requests to modify or cancel accesses to the IS and the usage of the applications.

To avoid all ambiguity, **this authenticator consists only of letters (A to Z)**, in capital letters, with one character per box. As a security measure, **this authenticator must consist of at least six characters**. It is confidential, and under the User's sole responsibility.

Box F : Indicate the technical environment of the station on which the certificate will be installed.

Box G : Choose the Applications to which the certificate bearer wishes to access, by indicating the chosen options.

Note: The gathered information is necessary for the creation of the software certificates (and their renewal or revocation, as relevant). They are subject to computerized processing and are intended for the RTE Autorité d'Enregistrement and the Autorité de Certification de l'Infrastructure de Gestion de Clés. In compliance with the "Information Technology and Freedoms" law of 6 January 1978, you have the right to access, correct and delete the information regarding you. If you would like to exercise this right and to consult the information regarding you, please contact the RTE Hotline at the following number: **00 800 80 50 50 50 (universal phone number)**.

Company identity record

Balance Responsible, Interconnection Actor, Programming Responsible or Balancing Actor (software certificate access)

A Nature of the demand	
<input type="checkbox"/> New customer	<input type="checkbox"/> Abolition of an access
<input type="checkbox"/> Modification of a contact	<input type="checkbox"/> Cancellation of an application
<input type="checkbox"/> Addition of an application	

B Company	
Corporate name	
EIC code (mandatory) (e.g. 17X100A100A0001A)	
EAN code (mandatory) (e.g. 3027800012207)	

C Company Representative	
Name (mandatory)	First name
Function	
E-mail address (e.g. first.lastname@company.com)	
Numbers	Telephone 1 Telephone 2

D Certificate bearer	
Name	First name
E-mail address (mandatory) (e.g. first.lastname@company.com)	
Geographical address	Department Bldg./Floor
	Address line 1
	Address line 2
	Address line 3
	City
Postal code	Country
Numbers (telephone mandatory)	Telephone Fax

E PKI User Authenticator (mandatory) (choose a capital-letter password: six letters or more)	

F Station's technical environment	
Operating system (name and version) (e.g. Windows Vista SP1, Windows XP SP2)	
Messaging customer (name and version) (e.g. Outlook 2007, Mozilla Thunderbird 2.0)	
Browsing software (name and version) (e.g. Internet Explorer 7.0, Mozilla Firefox 3.0)	

Form to Access to RTE applications

Balance Responsible, Interconnection Actor, Programming Responsible or Balancing Actor (software certificate access)

G	Access request to applications											
	<p style="text-align: center;"><u>Balance Responsible</u></p> <p><input type="checkbox"/> NEB Block exchanges notification</p> <p><input type="checkbox"/> PUBLICATION</p> <p>Code décompte : RE_</p> <p><input type="checkbox"/> Basic offer (free)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Access on line to Balance Responsible Data</p> <p style="margin-left: 20px;"><input type="checkbox"/> Access by e-mail Choose a file format : <input type="checkbox"/> XML or <input type="checkbox"/> CSV2</p> <p><input type="checkbox"/> Paying service Dat@RTE « Balance Responsible Data »</p> <p style="margin-left: 20px;"><input type="checkbox"/> Access online <i>Dat@RTE</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> Access by e-mail Choose a file format : <input type="checkbox"/> XML or <input type="checkbox"/> CSV2</p> <p><input type="checkbox"/> Paying service Dat@RTE « Balance Responsible Forecast Position »</p> <p style="margin-left: 20px;"><input type="checkbox"/> Access online <i>Dat@RTE</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> Access by e-mail Choose a file format : <input type="checkbox"/> XML or <input type="checkbox"/> CSV2</p>	<p style="text-align: center;"><u>Access to the Interconnections</u></p> <p><input type="checkbox"/> MORGAN</p> <p style="margin-left: 20px;"><input type="checkbox"/> Standard access</p> <p style="margin-left: 20px;"><input type="checkbox"/> Read-only access</p> <p>If you want to send / receive emails via Morgan, please mention it by ticking the box : <input type="checkbox"/></p> <hr/> <p style="text-align: center;"><u>Programming</u></p> <p><input type="checkbox"/> Programming (E-Pat) Sending the programs of production (PA triplets)</p> <p style="margin-left: 20px;">Choose a sending option :</p> <p style="margin-left: 40px;"><input type="checkbox"/> On line access (Web) or <input type="checkbox"/> by e-mail</p> <p><input type="checkbox"/> SYGA</p> <p style="margin-left: 20px;"><input type="checkbox"/> Limited profile for intraday redéclarations of programs of production</p> <p style="margin-left: 20px;">Code Acteur <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px; height: 15px;"><tr><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td></tr></table></p>										
	<p style="text-align: center;"><u>Generation forecast data</u></p> <p><input type="checkbox"/> e-Transparency (UFE)</p> <p style="margin-left: 20px;">Choose role(s) :</p> <p style="margin-left: 40px;"><input type="checkbox"/> nuclear</p> <p style="margin-left: 40px;"><input type="checkbox"/> gas</p> <p style="margin-left: 40px;"><input type="checkbox"/> coal</p> <p style="margin-left: 40px;"><input type="checkbox"/> fuel-oil-and-peak</p> <p style="margin-left: 40px;"><input type="checkbox"/> reservoir</p> <p style="margin-left: 40px;"><input type="checkbox"/> run-of-river</p> <p style="margin-left: 40px;"><input type="checkbox"/> water-reserve</p>	<p style="text-align: center;"><u>Balancing Mechanism</u></p> <p><input type="checkbox"/> SYGA</p> <p style="margin-left: 20px;">French Balancing Mechanism</p> <p style="margin-left: 20px;">Choose an option :</p> <p style="margin-left: 40px;"><input type="checkbox"/> Market player</p> <p style="margin-left: 40px;"><input type="checkbox"/> Bidder</p> <p style="margin-left: 40px;"><input type="checkbox"/> Orders receiver</p> <p style="margin-left: 40px;"><input type="checkbox"/> Industrial Consumer</p> <p>Note : Market player = Bidder + Orders receiver</p>										
	<p><input type="checkbox"/> Customer Services Portal (CSP)</p> <p>SAP code to be added by your account manger</p> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px; height: 15px;"><tr><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td><td style="width: 12.5px; height: 15px;"></td></tr></table> <p style="text-align: right;"><input type="checkbox"/> Standard access</p> <p style="text-align: right;"><input type="checkbox"/> Administration customer access</p>											
	<p><u>Supplementary remarks</u></p>											

H	SIGNATURES	
	For RTE :	For the Company :
	in _____ on _____	in _____ on _____
	First and Last Name :	First and Last Name :
	Position :	Position :
	Signature :	Signature :