

## Electronic Document Ratification System (EDRS): User Manual Version September 2024

The purpose of this document is to provide step-by-step instructions on the registration and ratification process for the EDRS Platform. Additional information is also provided in the description section.

*This document is not intended to be legally binding and may use non-legal language. Energy Traders Europe does not accept liability for any information contained herein.*

### I. User Manual Guide

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In case of any troubles with the use of the EDRS Platform, please get in touch with the admins at [edrsAdmin@energytraderseurope.org](mailto:edrsAdmin@energytraderseurope.org).

## I. Register & Login

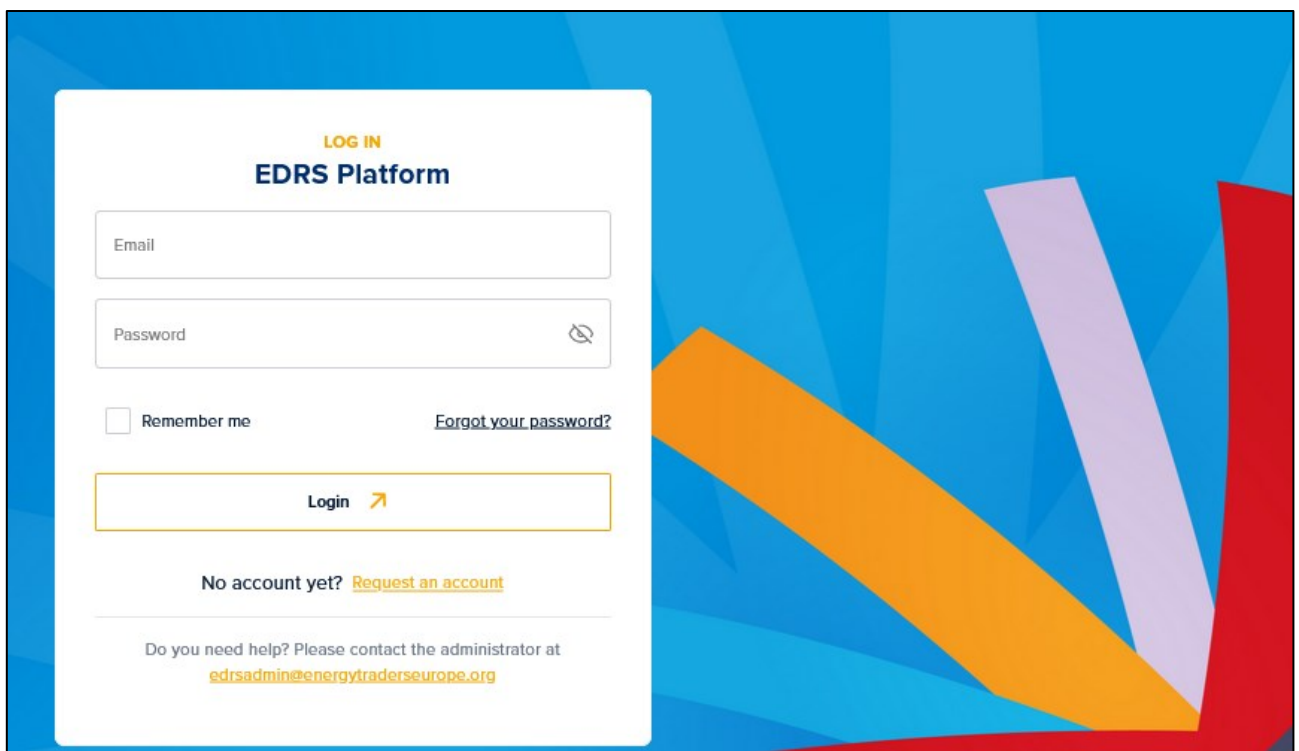
In order to use the EDRS Platform, users will be required to register for an EDRS account on the platform. It is not necessary for the individual who registers for the account to be the person who is entitled to enter into legally binding commitments on his company's behalf.

- **Note:** Users of the previous EFET EDRS platform ([www.edrs.efet.org](http://www.edrs.efet.org)) must re-register, as all log-in data no longer works.

### a. How to register?

**STEP (1)** Go to [www.edrs-platform.org](http://www.edrs-platform.org).

**STEP (2)** Click "Request an account".

A screenshot of the EDRS Platform login page. The page has a blue background with a white login form. The form is titled "LOG IN EDRS Platform". It contains an "Email" input field, a "Password" input field with a toggle icon, a "Remember me" checkbox, and a "Forgot your password?" link. Below these is a "Login" button with a right-pointing arrow. At the bottom of the form, there is a link for "Request an account" and a footer with contact information: "Do you need help? Please contact the administrator at [edrsadmin@energytraderseurope.org](mailto:edrsadmin@energytraderseurope.org)".

**STEP (3)** Complete the required information including password and click "Request an Account".

- **Note:** You will need to choose a password which has at least 8 characters, 1 uppercase, 1 lowercase, 1 numeric character and 1 special character.

**SIGN-IN**  
**EDRS Platform**

First name	Last name
------------	-----------


Email	
-------	--


Company	
---------	--

Phone	Fax
-------	-----


Company Address	House no
-----------------	----------

Postal Code	City	Country
-------------	------	---------

Password	
----------	---

Confirm Password	
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When you register to access the EDRS Platform, Energy Traders Europe (EFET) will process personal data in accordance with the [Privacy Policy](#). [Forgot password?](#)

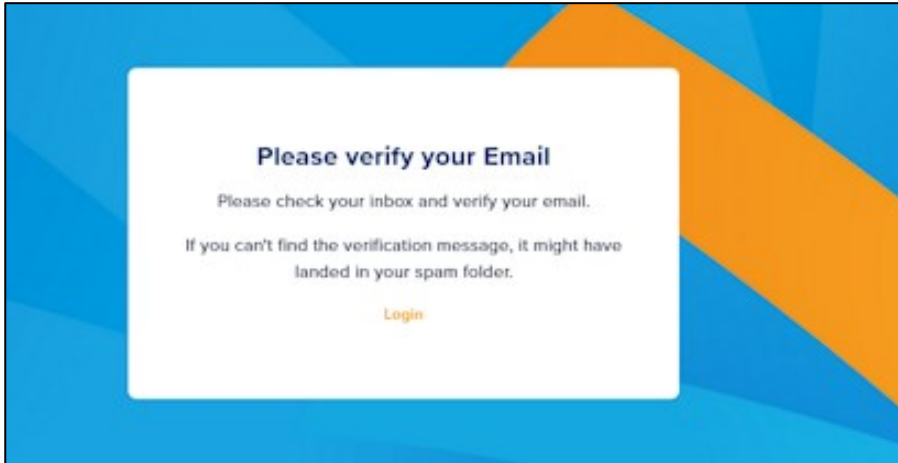
**Request Account** 

[Already have an account?](#)

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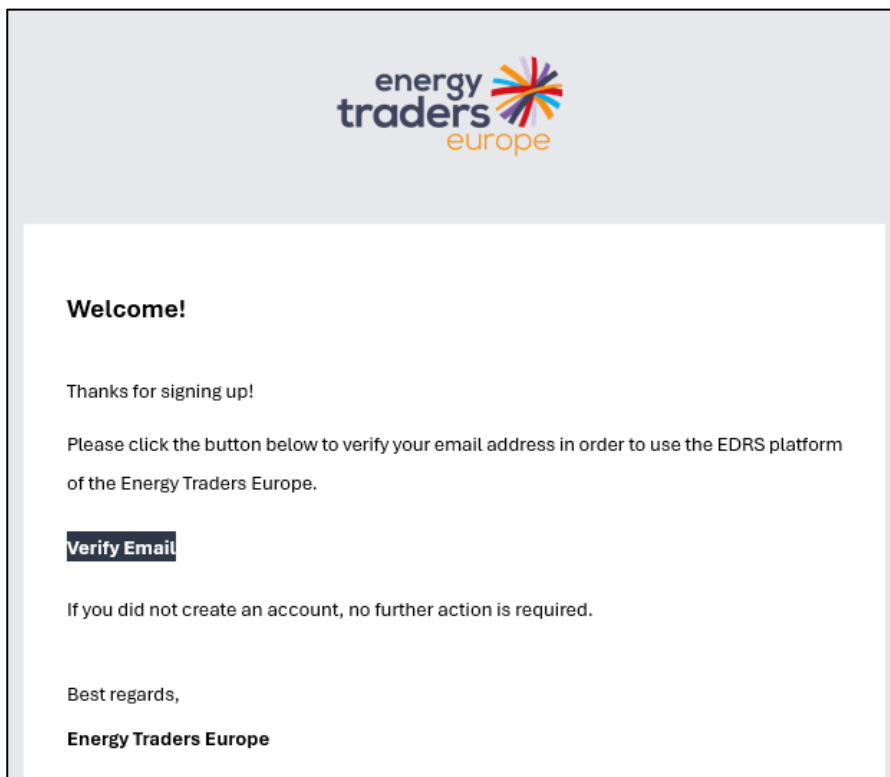
Do you need help? Please contact the administrator at [edrsadmin@energytraderseurope.org](mailto:edrsadmin@energytraderseurope.org)

[STEP \(4\)](#) Once you've successfully submitted the request, you will receive an email asking you to confirm your email address.

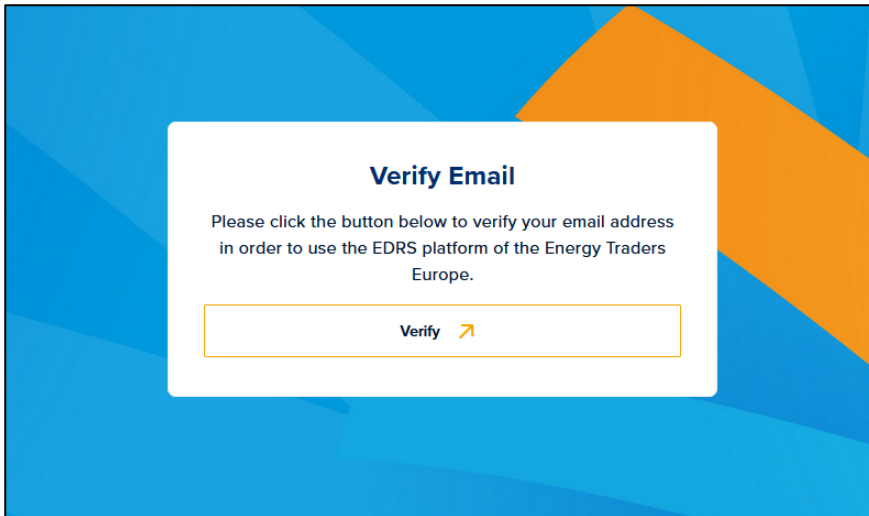


Check your inbox and click the verification link “Verify Email”.

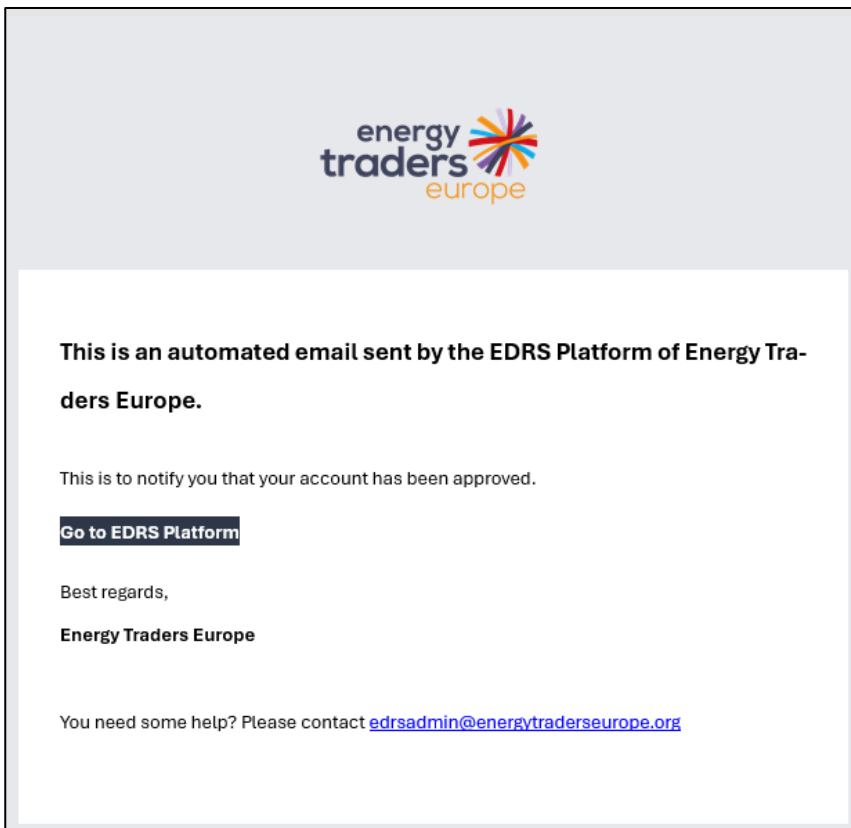
- **Note:** If you do not receive the email in the next few minutes after completing the form, please check your **spam/junk folder**.



[STEP \(5\)](#) You will be redirected to the verification page. Please click on “Verify.”



**STEP (6)** Once your email address has been confirmed, the EDRS admin will approve your account. You will receive an email notification that the registration process is complete.



[STEP \(7\)](#) Click “Go to EDRS Platform”, and you will be redirected to the login page.

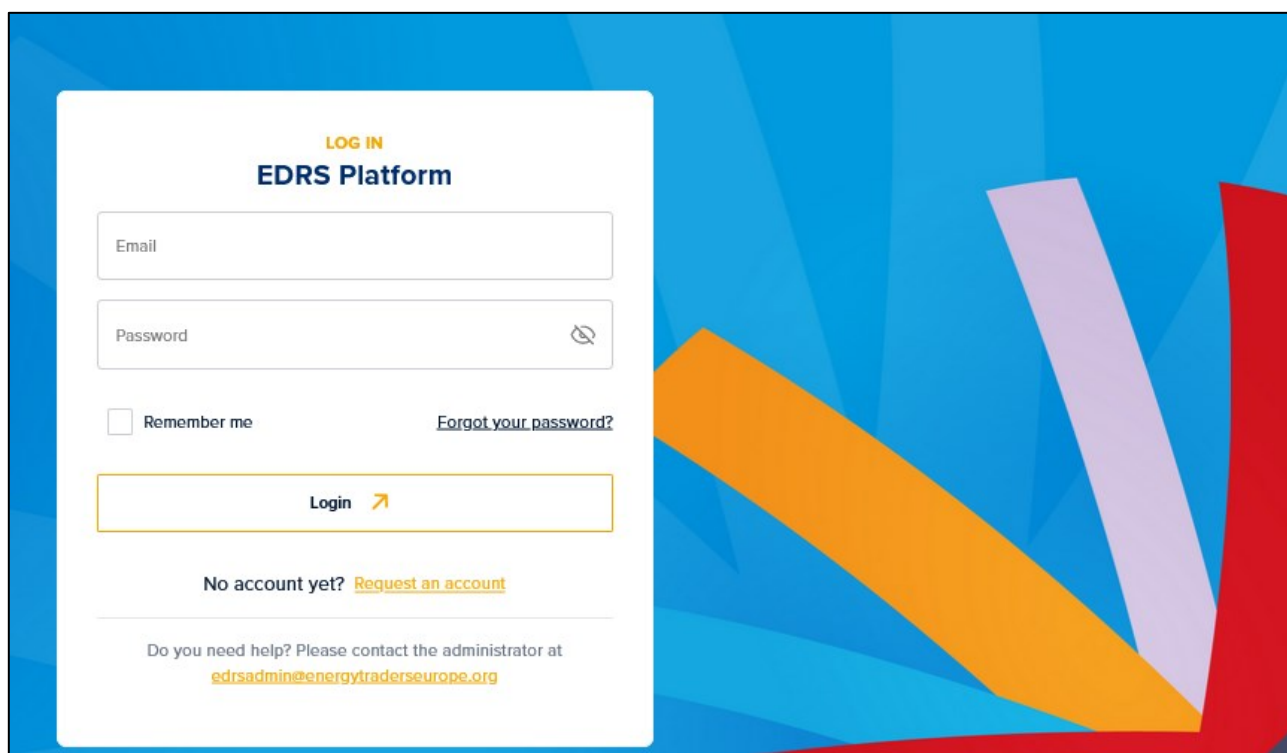
[STEP \(8\)](#) You can now access the EDRS Platform.

[STEP \(9\)](#) Please login.

## b. How to login?

[STEP \(1\)](#) Go to [www.edrs-platform.org](http://www.edrs-platform.org)

[STEP \(2\)](#) Enter your credentials and click “Login”.

A screenshot of the EDRS Platform login page. The page has a white background with a blue and red abstract graphic on the right side. The login form is centered and contains the following elements: a title "LOG IN" in yellow and "EDRS Platform" in blue; an "Email" input field; a "Password" input field with a toggle icon; a "Remember me" checkbox and a "Forgot your password?" link; a "Login" button with a right-pointing arrow; a "No account yet? Request an account" link; and a footer with the text "Do you need help? Please contact the administrator at [edrsadmin@energytraderseurope.org](mailto:edrsadmin@energytraderseurope.org)".

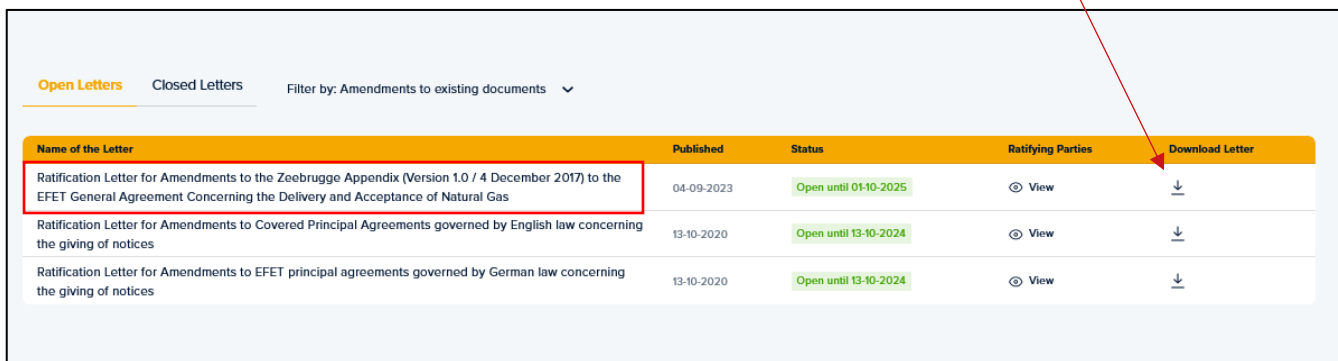
## II. How to Ratify a Letter?

**STEP (1)** Go to [www.edrs-platform.org](http://www.edrs-platform.org).

**STEP (2)** Enter your credentials and click “Login”.

**STEP (3)** Choose the Ratification Letter you want to ratify and click “Download”.

- **Note:** Energy Traders Europe may have multiple ratifications so please ensure that you choose the correct document.

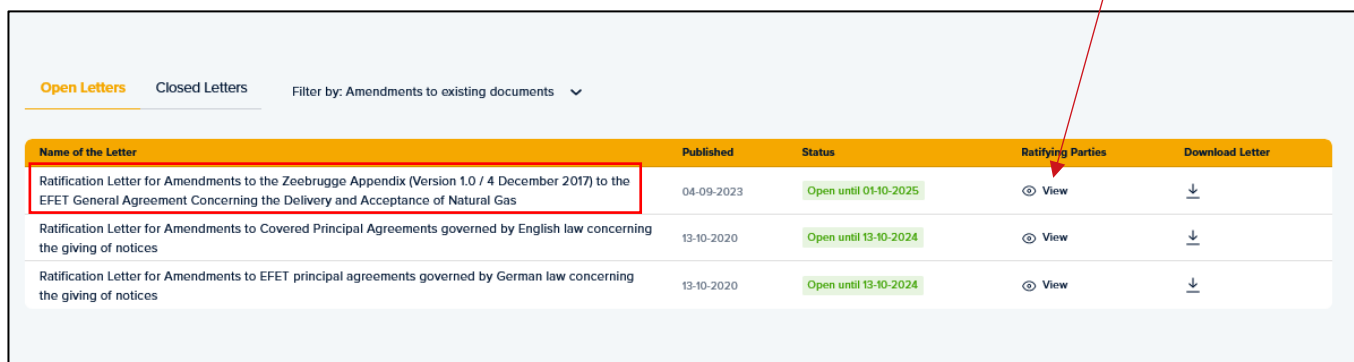


Name of the Letter	Published	Status	Ratifying Parties	Download Letter
Ratification Letter for Amendments to the Zeebrugge Appendix (Version 1.0 / 4 December 2017) to the EFET General Agreement Concerning the Delivery and Acceptance of Natural Gas	04-09-2023	Open until 01-10-2025	View	↓
Ratification Letter for Amendments to Covered Principal Agreements governed by English law concerning the giving of notices	13-10-2020	Open until 13-10-2024	View	↓
Ratification Letter for Amendments to EFET principal agreements governed by German law concerning the giving of notices	13-10-2020	Open until 13-10-2024	View	↓

**STEP (4)** Carefully complete the downloaded letter.

**STEP (5)** Upload the completed and signed document to the correct section.

**INTERIM STEP 1** Choose the correct Ratification Letter and click “View.”



Name of the Letter	Published	Status	Ratifying Parties	Download Letter
Ratification Letter for Amendments to the Zeebrugge Appendix (Version 1.0 / 4 December 2017) to the EFET General Agreement Concerning the Delivery and Acceptance of Natural Gas	04-09-2023	Open until 01-10-2025	View	↓
Ratification Letter for Amendments to Covered Principal Agreements governed by English law concerning the giving of notices	13-10-2020	Open until 13-10-2024	View	↓
Ratification Letter for Amendments to EFET principal agreements governed by German law concerning the giving of notices	13-10-2020	Open until 13-10-2024	View	↓

**INTERIM STEP 2** A list with ratifying parties will open.

## Ratifying Parties

Ratification Letter for the AVB Appendix (Version 1.0/ 8 November 2023) to the European Federation of Energy Traders General Agreement Concerning the Delivery and Acceptance of Natural Gas

Published 09-11-2023 | Open until 09-11-2027

[Upload Letter](#)

### Ratifications


Ratifying Party	Submitted	Acceptance	Signed Letter
ENERGY TRADERS EUROPE	09-01-2024	11-01-2024	<a href="#">Download</a>
ENERGY TRADERS EUROPE	18-11-2023	20-11-2023	<a href="#">Download</a>
ENERGY TRADERS EUROPE	16-11-2023	16-11-2023	<a href="#">Download</a>

**INTERIM STEP 3** Click “Upload Letter” and you will be asked to select the file.

## Upload Letter

Ratification Letter for the AVB Appendix (Version 1.0/ 8 November 2023) to the European Federation of Energy Traders General Agreement Concerning the Delivery and Acceptance of Natural Gas

Published 09-11-2023 | Open until 09-11-2027



File format PDF

[Clear](#) [Save](#)

**INTERIM STEP 4** Select and upload the file.

- **Note:** In case you have multiple legal entities registered with your user account, you will be asked to choose for which legal entity you are currently uploading the Ratification Letter.





Figure 1: Please note: This screenshot will only apply to users which registered more than one legal entity

**INTERIM STEP 5** Click “Save” and the upload process is completed.

Submitting the form will automatically generate a final form of Ratification Letter which will include all the information submitted via the EDRS Submission Form.

Whilst the Ratification Letter is held in the temporary folder, the EDRS admin will check the uploaded Ratification Letter solely for the following:

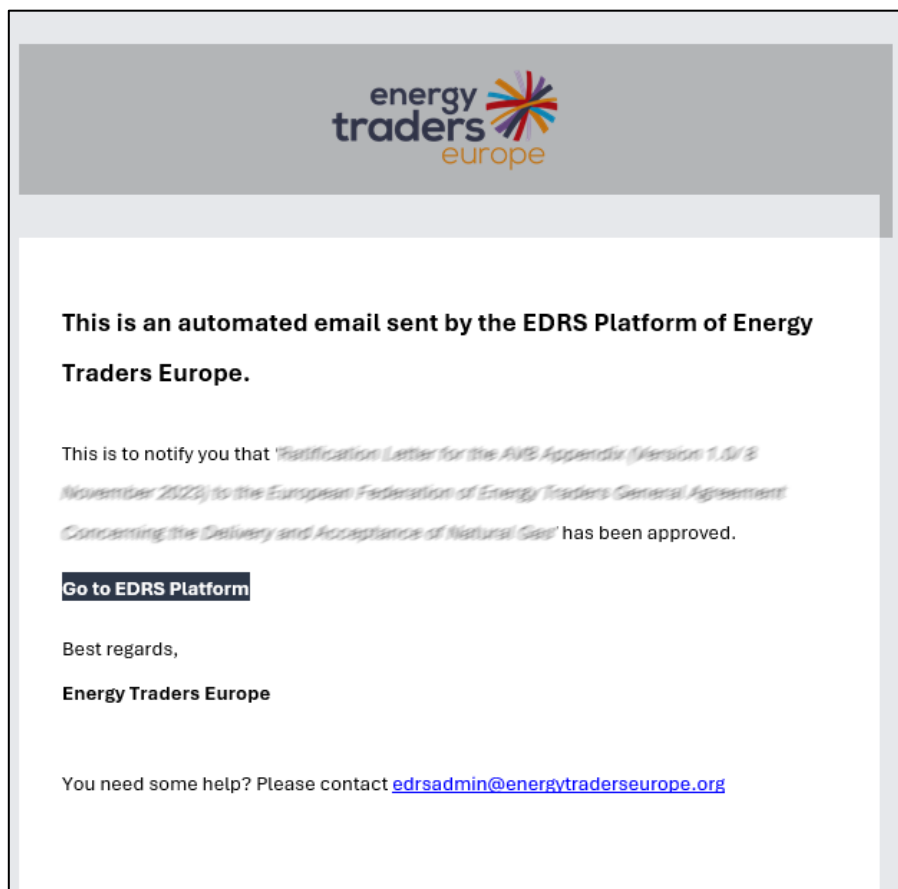
- (i) all the required information has been completed;
- (ii) the uploaded document is readable, contains the full document (i.e. the PDF file is complete and there are no missing pages), and does not contain extraneous material; and
- (iii) the document is signed.

This review process may take up to **48 hours, excluding weekends and public holidays**. If there are no issues, the Ratification Letter will be published on the EDRS Platform under “List of Ratifying Parties”, in relation to the relevant published document. A copy of the Ratification Letter, as uploaded by the relevant applicant, will be made available for all Ratifying Parties. The name of the applicant will also be published on the “List of Ratifying Parties”.

If an issue arises with the Ratification Letter, the EDRS admin will contact the user, providing guidance on how to correct the issue and (the issue may be a typo, an incomplete form or similar).

- **Note:** Energy Traders Europe does not accept liability for any issues arising out of the review stage.

**STEP (6)** Once the user's Ratification Letter has been published on the EDRS Platform and the users name has been added to the "List of Ratifying Parties", in relation to the relevant published document, the user will receive an email notification from Energy Traders Europe.



- **Note:** Energy Traders Europe may, at its discretion, remove any published Ratification Letter(s) from the EDRS Platform if there is reasonable evidence of fraud or other criminal activity. While Energy Traders Europe does not intend to remove Ratification Letter(s) once checked and published, it reserves the right to do so in such cases.

Before any published Ratification Letter(s) are removed, Energy Traders Europe will use all reasonable efforts to notify the relevant ratifying parties and take appropriate actions in conjunction with the relevant parties.

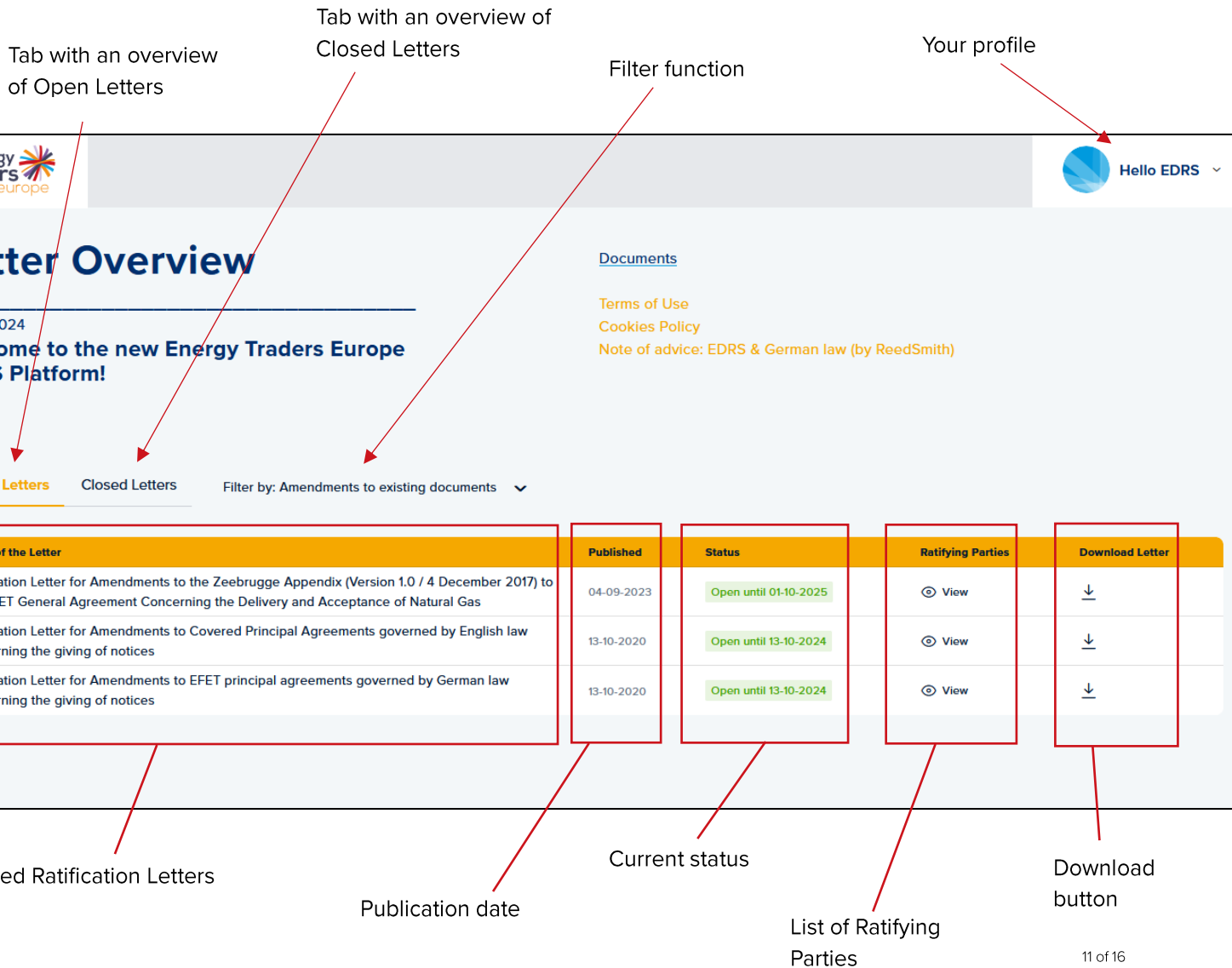
## II. Platform description

### a. Landing page

The EDRS Platform's landing page is straightforward, displaying all open letters in a tab. These letters can be filtered by “Amendments to existing documents” and “New supplementing documents.”

**STEP (1)** Go to [www.edrs-platform.org](http://www.edrs-platform.org).

**STEP (2)** Enter your credentials and click “Login”.



Tab with an overview of Open Letters

Tab with an overview of Closed Letters

Filter function

Your profile

energy traders europe

Hello EDRS

## Letter Overview

09.09.2024

Welcome to the new Energy Traders Europe EDRS Platform!

Documents

- Terms of Use
- Cookies Policy
- Note of advice: EDRS & German law (by ReedSmith)

Open Letters Closed Letters Filter by: Amendments to existing documents

Name of the Letter	Published	Status	Ratifying Parties	Download Letter
Ratification Letter for Amendments to the Zeebrugge Appendix (Version 1.0 / 4 December 2017) to the EFET General Agreement Concerning the Delivery and Acceptance of Natural Gas	04-09-2023	Open until 01-10-2025	View	Download
Ratification Letter for Amendments to Covered Principal Agreements governed by English law concerning the giving of notices	13-10-2020	Open until 13-10-2024	View	Download
Ratification Letter for Amendments to EFET principal agreements governed by German law concerning the giving of notices	13-10-2020	Open until 13-10-2024	View	Download

Listed Ratification Letters

Publication date

Current status

List of Ratifying Parties

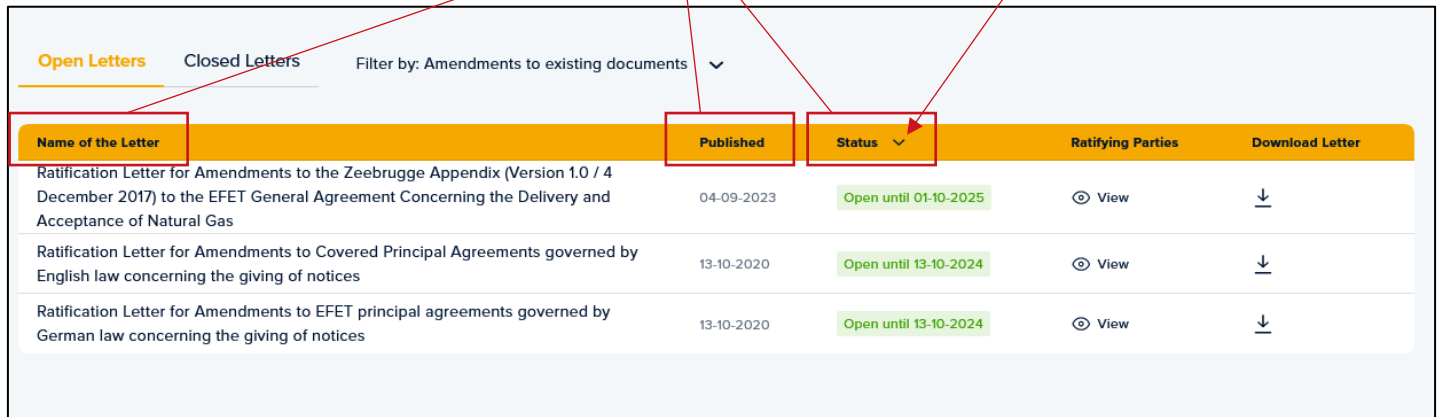
Download button

The overview includes the following columns: Name of the Ratification Letter, the publication date of the Ratification Letter, the current status of the Ratification Letter, a button to view all Ratifying Parties, and a button to download the Ratification Letter.

The sorting function has been implemented to sort by name of the letter, publication date and the current state date. In order to use the function, please click on the respective title of the column and you will see that a small arrow is visible to show the sorting direction:

Sorting function

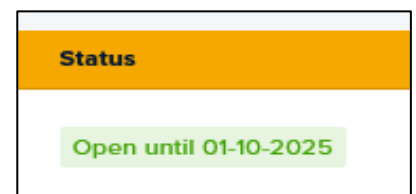
Sorting direction



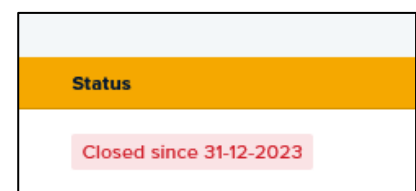
Name of the Letter	Published	Status	Ratifying Parties	Download Letter
Ratification Letter for Amendments to the Zeebrugge Appendix (Version 1.0 / 4 December 2017) to the EFET General Agreement Concerning the Delivery and Acceptance of Natural Gas	04-09-2023	Open until 01-10-2025	View	↓
Ratification Letter for Amendments to Covered Principal Agreements governed by English law concerning the giving of notices	13-10-2020	Open until 13-10-2024	View	↓
Ratification Letter for Amendments to EFET principal agreements governed by German law concerning the giving of notices	13-10-2020	Open until 13-10-2024	View	↓

## b. Open and Closed Letters

The Open and Closed Letters are separated by a tab. Upon logging in, you will see the current overview of Open Letters first, marked with a green status.



Click on Closed Letters tab to view the overview of letters that can no longer be ratified, marked with a red status.



- **Note:** 30 days before the ratification deadline, the status colour will **change to orange** to notify you that the period for ratification will end soon.

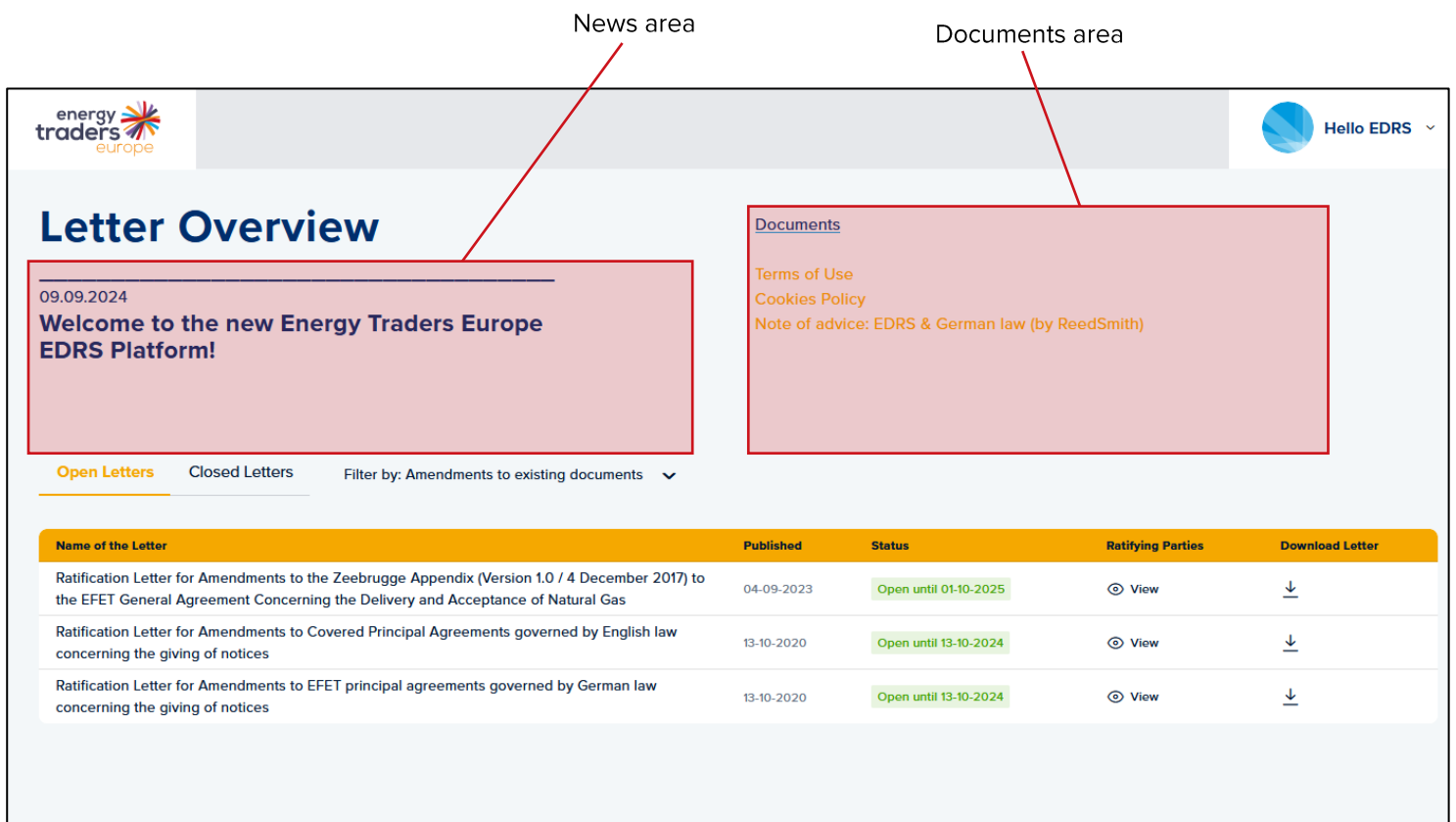
## c. Filter function

The EDRS platform features two categories of Ratification Letters: “Amendments to existing documents” and “New supplementing documents”. You can switch between these categories, and the same logic between Open and Closed Letters will remain.

## d. Shared information

The landing page features two sections for sharing information:

- The left-hand side serves as a news box to keep you updated on items such as the next Ratification Letter publication.
- The right-hand side is dedicated to important documents, including Terms of Use, Legal Notices, or other relevant documentation.



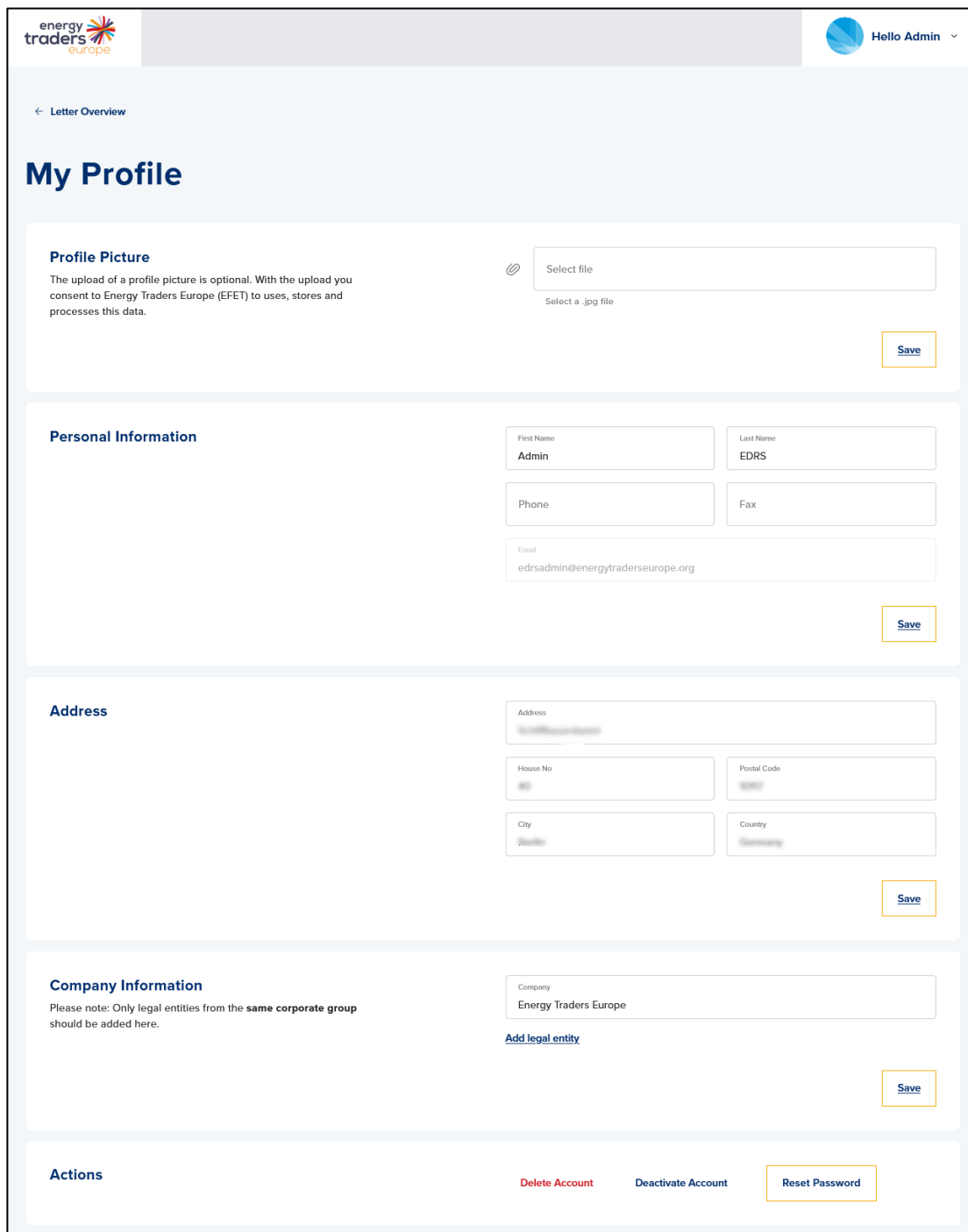
The screenshot shows the EDRS Letter Overview page. The top navigation bar includes the Energy Traders Europe logo on the left and a user profile 'Hello EDRS' on the right. The main content is divided into two sections: a 'News area' on the left and a 'Documents area' on the right. The News area features a 'Letter Overview' section with a date '09.09.2024' and a headline 'Welcome to the new Energy Traders Europe EDRS Platform!'. Below this, there are tabs for 'Open Letters' (selected) and 'Closed Letters', and a filter dropdown set to 'Amendments to existing documents'. The Documents area contains a 'Documents' section with links for 'Terms of Use', 'Cookies Policy', and 'Note of advice: EDRS & German law (by ReedSmith)'. Below these sections is a table of ratification letters.

Name of the Letter	Published	Status	Ratifying Parties	Download Letter
Ratification Letter for Amendments to the Zeebrugge Appendix (Version 1.0 / 4 December 2017) to the EFET General Agreement Concerning the Delivery and Acceptance of Natural Gas	04-09-2023	Open until 01-10-2025	View	Download
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## e. My Profile

Each registered user has a profile page which contains both personal and company information. You can update the details on your profile page, but the email address cannot be changed.

- **Note:** For each category on the profile page, you need to save changes separately. This means you should update information in one section at a time and save those changes before moving on to the next section.



The screenshot shows the 'My Profile' page in the EDRS system. The page is divided into several sections, each with a 'Save' button:

- Profile Picture:** Includes a 'Select file' button and a note: 'The upload of a profile picture is optional. With the upload you consent to Energy Traders Europe (EFET) to uses, stores and processes this data.'
- Personal Information:** Includes fields for First Name (Admin), Last Name (EDRS), Phone, Fax, and Email (edrsadmin@energytraderseurope.org).
- Address:** Includes fields for Address, House No., Postal Code, City, and Country.
- Company Information:** Includes a 'Company' field (Energy Traders Europe) and a link to 'Add legal entity'.
- Actions:** Includes buttons for 'Delete Account', 'Deactivate Account', and 'Reset Password'.

## Personal information

You can upload an optional profile picture. You may also update change your name, phone number and fax number. However, the email address cannot be changed as long as the user account is still active.

### Profile Picture

The upload of a profile picture is optional. With the upload you consent to Energy Traders Europe (EFET) to uses, stores and processes this data.

Select file  
Select a .jpg file

Save

### Personal Information

First Name Admin	Last Name EDRS
Phone	Fax
Email edrsadmin@energytraderseurope.org	

Save

## Company Information

The address field is editable and should be updated if the official company address changes. Similarly, the company name should only be amended if the company name is officially changed.

### Address

Address [Redacted]	
House No [Redacted]	Postal Code [Redacted]
City [Redacted]	Country [Redacted]

Save

### Company Information

Please note: Only legal entities from the **same corporate group** should be added here.

Company  
Energy Traders Europe

[Add legal entity](#)

Save

There is an option to ratify letters for another legal entity within the **same corporate group**. Before uploading the Ratification Letter for a different legal entity, you must first add that legal entity to your account. New legal entities can be added or removed at any time without affecting previously ratified documents.

## Actions

On the same page you have the option to delete or deactivate your account. Furthermore, you have the option to reset your password.

