OPERATION MANUAL OF THE P-LOGISTICS

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SUMMARY

1. SUBJECT

This document, entitled "Operation Manual of the P-LOGISTICS" (hereinafter: Manual), adopted by Gestore dei mercati energetici S.p.A. (Hereinafter: GME) pursuant to Article 4 of the P-LOGISTICS Rules[1] approved by the Minister for Economic Development with Ministerial Decree. 5 July 2017 provides that: *i)* the procedures for admission, participation and operation of the P-LOGISTICS, as well as the implementing and procedural rules of the P-LOGISTICS Rules are defined in the Manual; *ii)* the Manual, as well as any subsequent revision, is published on GME's website and, unless otherwise specified, will enter into force as of the date of publication.

For the purpose of this Manual, please refer to the definitions in Article 2 of the P-LOGISTICS Rules, unless otherwise specified.

2. GENERAL PROVISIONS

(Ref. Article 2, paragraph 2.1, subpara. h), "Definitions", Article 5, paragraph 5.1, "Units of measurements and rounding", Article 8 "Invoicing of fees" and Article 9 "Payment of fees", of the P-LOGISTICS Rules).

2.1. Definitions

(Ref. Article 2, paragraph 2.1, subpara. h) "Definitions", of the P-LOGISTICS Rules).

Article 2.1, subpara. h) of the Rules provides that a working day is a day from Monday to Friday, with the exception of those officially recognized by the State for all civil purposes, as well as those as may be indicated in the Manual.

In particular, the following days are considered holidays:

1) NATIONAL HOLIDAY, pursuant to the Law No. 336 of 20 November 2000:
   - 2 giugno (Republic Foundation)
2) PUBLIC HOLIDAYS, pursuant to the Law No. 260 of 27 May, 1949:
   - 25 April (Liberation Day)
   - Easter Monday
   - 1 May (International Workers Day)
   - 26 December (St. Stephen Day)
3) RELIGIOUS FESTIVITIES RECOGNIZED AS PUBLIC HOLIDAYS FOR CIVIL PURPOSES, pursuant to the Decree of the President of the Italian Republic No. 792 of 28 December 1985:
   - 1 January (Solemnity of Mary, Mother of God)

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[1] The P-LOGISTICS Rules have been prepared in implementing Article 21 of Legislative Decree No. 249 of December 31, 2012, as well as the provisions set forth in the Ministerial Decree of the Ministry of Economic Development of August 9, 2013, No. 0016618

- 6 January (Epiphany)
- 29 June (St. Peter and St. Paul)
- 15 August (Assumption of the Virgin Mary)
- 1 November (All the Saints)
- 8 December (Immaculate Conception of the Virgin Mary)
- 25 December (Christmas).

2.2. Units of measurements and rounding

(Ref. Article 5, paragraph 5.1, "*Units of measurements and rounding*", of the P-LOGISTICS Rules).

For the purpose of P-LOGISTICS, the following units of measurement on the transit and storage services capacity and their prices are adopted:

	Transit service	Storage service
Unit of measurement of the amount	Tons/day (without specification of decimals)	cm (without specification of decimals)
Unit of measurement of the price	€/(outbound ton), with specification of two decimals	€/(cm/day) with specification of two decimals

2.3. Invoicing and payment of fees

(Ref. Article 8 "*Invoicing of fees*" e Article 9 "*Payment of fees*", of the P-LOGISTICS Rules)

For the services provided on P-LOGISTICS, GME will apply an access fee and a yearly fixed fee to Participants whose respective amounts are published on the GME's website.

Within the fifth working day following the date of the notification of the admission, GME shall issue to the Participant the invoice for the access fee on the SetService platform.

Moreover, yearly, within the third working day of the month following the date of the notification of the admission and every 12 months thereafter, GME shall issue to Participants the invoice of the yearly fixed fee on the SetService platform.

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

If the P-LOGISTICS Participant is an entity referred to in Article 1, paragraph 209 of Law No. 244 of 24 December 2007, (P.A. Participant) and the transmission of the invoice through the SDI to the PA Participant fails, in compliance with the time limits identified in the Law no. 244 of 24 December 2007 and related implementing provisions regarding electronic invoicing to the Public Administration, GME shall forward it, through alternative channels different from the SDI, the certificate of successful transmission of the invoice with impossibility of delivery, including the invoice.

The access fee shall be paid within 30 days from which GME has issued the invoice and with the value date on the same day.

The yearly fixed fee shall be paid within the last working day of the month in which the GME has issued the invoice and with the value date on the same day.

3. ACCESS TO THE P-LOGISTICS

(Ref. Article 14 "*Application for participation in the P-LOGISTICS*", Article 15 "*Documents to be enclosed in the application for participation in the P-LOGISTICS*" and Article 18, paragraph 18.1 "*Data and information for participation in the P-LOGISTICS*", of the P-LOGISTICS Rules).

To submit the application for participation in the P-LOGISTICS, participants must:

- connect to the GME website (www.mercatoelettrico.org or www.mercatienergetici.org)
- access the section "The Markets-Market coupling";
- select from the menu on the left "Fuel Markets"/"P-LOGISTICS *"*Access to the Platform" or "Access to the markets" /"P-LOGISTICS";
- fill in the *web-form* (Figure 1) visible by clicking on "Participation Request", have the legal representative print and sign the application for participation generated by the platform, following the procedure described in this document;
- print, complete and sign the declaration, made pursuant to Decree of the President of the Republic 445/2000, certifying the absence of criminal convictions of the party requesting the participation[2];
- print, complete and sign the declaration, made pursuant to Decree of the President of the Republic 445/2000, certifying the powers of representation of the party requesting the participation[3];

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[2] The declaration may be replaced by other equivalent documentation, on the basis of which GME will carry out an assessment of substantial equivalence, certifying the absence of convictions.

[3] The declaration may be replaced by other equivalent documentation, on the basis of which GME will carry out an assessment of substantial equivalence, certifying the powers of representation.

- print, complete and sign the declaration, made pursuant to Decree of the President of the Republic 445/2000, certifying the registration of the company, for which the participation is requested, to the Register of Companies or, alternatively, the possession of the Administrative Economic Repertoire code[4];

- print, complete and sign the declaration issued pursuant to EU Regulation 679/2016 (Privacy Regulation), which must be made by each of the parties designated by the applicant requesting access to the P-LOGISTICS (User). This statement, to be completed with the relevant data of each User, must be signed by the same User who makes the aforementioned statement.

It should be noted that before starting the procedure to participate in the P-LOGISTICS, the party must possess all the required information, since it is not possible to fill out the participation application in one or more tranches.

After confirming the data entered in the participation application, the party will no longer be able to change or add any additional information, including those that are not mandatory.

The *web-form* for the participation of a new participant (Figure 1) is divided in four sections:
- Company Information;
- Legal representative information
- Contact person for notifications;
- Users registration.

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[4] The declaration may be replaced by other equivalent documentation, on the basis of which GME will carry out an assessment of substantial equivalence, certifying such requirement.

Figure 1

Fields marked with an asterisk in the *web-form* are optional.

If the applicant fails to complete one or more mandatory fields, a red alert indicating the omission will be displayed.

Failure to complete one or more compulsory fields does not generate the participation application in the P-LOGISTICS.

Below are the sections to be completed and the modalities to complete them.

In the first section, "Company Information" (Figure 2), the applicant fills in the following fields:

- **Company name:** name of the company applying for the participation;
- **Company Fiscal Code:** fiscal code of the company applying for the participation;
- **VAT number**: VAT number of the company applying for the participation;
- **Public Administration**: any Public Administration with the indication of the IPA code;
- **Registered office address:** registered office address of the company applying for the participation;
- **City:** city of the registered office of the company applying for the participation;
- **Province:** province of the registered office of the company applying for the participation;
- **Postal Code:** postal code of the registered office of the company applying for the participation;
- **Country:** country of the registered office of the company applying for the participation;
- **MISE code** *(where applicable)*: code assigned to the company by the Ministry of Economic Development
- **ATECO code** *(where applicable)*: code assigned to the Italian Chamber of Commerce, Industry, Crafts and Agriculture
- **Telephone (Registered Office):** telephone number of the registered office of the company applying for the participation;
- **telefacsimile number (Registered Office)** *(where applicable)***:** telefacsimile number of the registered office of the company applying for the participation;
- **E-mail address (Registered Office):** e-mail address of the registered office of the company applying for the participation;
- **CEM address** *(where applicable)*: Certified e-mail address of the registered office of the company applying for the participation.

Participants that are public administrations referred to in Article 1, paragraph 209 of Law 24 December 2007, No. 244 (PA participants), are required to select the box "Public Administration" in the *web form*.

In this case, the "IPA code" field will be activated to fill the code attributed by the Public Administration Index (IPA Code - Unique Office Code) to enable it to be filled out. The indication of the IPA Code-Unique Office code, only required for PA Participants, although

optional, is functional for the subsequent transmission of invoices to such parties in the manner provided by Law 244/2007 and related implementing provisions.

Figure 2

In the second section, "Legal Representative Information" (Figure 3), the applicant fills in the *web form* for the person designated as legal representative or other person with the necessary powers of representation, including the following information:

- **First name**
- **Last name**
- **Fiscal Code/Passport number**
- **E-mail address**

Specifically, it should be noted that the legal representative's passport number can be indicated as an alternative to the fiscal code only if such a person, non-Italian or foreigner and not resident in Italy, does not have the fiscal code.

In the third section, "Contact person for notifications" (Figure 4), the applicant shall fill in the web form, for the person designated as a referent of all GME communications, providing the following information:

- **First name**
- **Last name**
- **Fiscal Code/Passport number**
- **Telephone number**
- *Telefacsimile* **number (to be enter if different from the "Company Information" fax)**
- **E-mail**

Figure 4

As with the legal representative, the Contact person for notification's passport number may be indicated as an alternative to the fiscal code only if such a person, non-Italian or foreign national and not resident in Italy, does not have a fiscal code.

The last section, "User Registration" (Figure 5), concerns the registration of users who are authorized to access P-LOGISTICS on behalf of the applicant for participation.

Figure 5

To register a user, click on "Enter User" and proceed with filling in the *web form* (Figure 6) in which the following information must be provided:

- o **First name**
- o **Last name**
- o **Telephone number**
- o **Mobile number**
- o **E-mail**
- o **Fiscal code/Passport number**
- o **Role** (*user* or *viewer*)

As with the previous parties, the passport number of the designated person to access P-LOGISTICS (User) may be indicated as an alternative to the fiscal code provided that such a person, non-Italian or foreign national and not resident in Italy, does not have a fiscal code.

The role of user and viewer is associated with the following features:

- By indicating the "**User**" profile, the user is enabled to perform all the publishing operations of one or more announcements, including those relating to the publication of the additional information referred to in Article 24, paragraph 24.2 of the P-LOGISTICS Rules (see below), deal with oil logistics services and/or to view and express interest in one or more announcements on the bulletin board, as well as to download reports that certify the same operations;
- By indicating the "**Viewer**" profile, the user is only enabled to view the data and information on the P-LOGISTICS as well as to download them.

All the aforementioned fields are mandatory.

Once all the fields have been completed, the user must click on "Add" in order to confirm the registration of the user data

Figure 6

To enter another user, it is mandatory to re-run the procedure of "User Registration" described above.

Once users are entered, click on the "Next" button at the bottom of the *web-form* application (Figure 1). At this point, a page with the summary of the entered information is displayed (Figure 7).

Figure 7

Ammissione alla piattaforma P-Logistica

Informazioni Società

Codice MISE*	
Codice ATECO*	
Ragione Sociale	Prova
Codice Fiscale Società	PRV11111
Partita Iva	IT11111111111
Codice IPA	
Indirizzo sede legale	Via Test 6
Città	Roma
Provincia	RM
CAP	00100
Nazione	ITALIA
Telefono	+391111
Fax*	+391111
Email	test@test.com
PEC*	

Informazioni Legale Rappresentante

Nome	Test
Cognome	Test
Codice Fiscale	YYYZZZ01A01A111D
Email	test@test.com

Informazioni Referente Comunicazioni

Nome	Test
Cognome	Test
Codice Fiscale	YYYZZZ01A01A111D
Telefono	+391111
Fax*	+391111
Email	test@test.com

Registrazione Utenti

Nome	Cognome	Telefono	Cellulare	Email	C.F./Passaporto	Ruolo
Nome1	Cognome1	+3911111	+3911111	test@test.com	PY111111	USER

* Campi non obbligatori

[Conferma]

[<<]

To complete the participation application in the P-LOGISTICS click on the "Confirm".

After confirming the entered data, a screen (Figure 8) is displayed with the following active keys:

- "Generate application participation";
- "Download Declaration of no convictions";
- "Download Declaration of power of representation";
- "Download RI/REA declaration";
- "Download Declaration pursuant EU Regulation 679/2016 (Privacy Regulation)".

In order to be able to generate the application participation, the participant must first place a "flag" in the mailbox in correspondence with the consent disclosure/request for the purposes of EU Regulation 679/2016 (Privacy Regulation).

Figure 8

After being completed and printed, the participation application must be completed by the applicant and signed by the legal representative.

Similarly, the above declarations must be printed, completed and signed by the legal representative or by another person with the necessary powers of representation of the applicant, while the declaration issued pursuant to Articles 6 and 7 of EU Regulation 679/2016 (privacy policy, provided by each User, must be printed and completed with the User's data and signed by the same User.

The participation application and the declarations accompanying it, duly completed and signed, must be submitted or sent - together with the photocopy of a valid ID document of the legal representative- to the GME by ordinary mail or courier or CEM.

Within fifteen working days from the date of receipt of the participation application, after the possession of the requirements[5] and the regularity of the documentation submitted have been verified, GME shall inform the person concerned about the acceptance or rejection of the application; in the latter case, GME shall provide adequate motivation. Such notification is made by registered letter with return receipt or CEM. If the documentation is irregular or incomplete, GME shall inform the person concerned of the requirements necessary to regularize or complete the documentation as well as the deadline to fulfill such obligations. Such notification shall suspend the aforementioned period of 15 working days, starting over from the moment of the receipt, by GME, of regular or completed documentation.

The notification of application completed, the qualification of P-LOGISTICS participant is granted.

If the participant intends to change the data entered in the application, he/she/it must deliver or send to GME, by ordinary mail or courier or CEM, a communication signed by the legal representative, containing the request for changing the abovementioned data. Changes of P-LOGISTICS data will be carried out by GME.

Moreover, in order to enter the data and information referred to in Article 17, paragraph 17.2, subpara. e) of the P-LOGISTICS Rules, the Participant shall send to GME a following statement certifying his/her/its taxation scheme, where applicable:

a) if the participant established in Italy intends to exercise the option of purchasing goods and services without the application of VAT, as per Article 8, para. 1, let. c) of the Decree of the President of the Italian Republic of 26 October 1972, no. 633, a statement of intent, issued in accordance with Article 1, para. 1, let. c) of Law-Decree no. 746 of 29 December 1983, converted into Law no. 17 of 27 February 1984 and the documents to be enclosed thereto, where applicable under the legislation from time to time in force.

In order to continue to exercise the option of making purchases without the application of VAT, the Participant established in Italy is required to resubmit to GME the statement and the enclosed documents, where applicable, under the legislation from time to time force. If the statement and the enclosed documents, where applicable, are not resubmitted within the

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[5] In order to verify the compliance with the requirements of Article 13, paragraph 13.1 of the P-LOGISTICS Rules, GME may require the person concerned to provide appropriate documentation.

time limits established in the applicable legislation, GME will apply the standard VAT rate to the Participant concerned;

b)   if the entity (head office or permanent establishment) that will materially carry out P-LOGISTICS transactions is different from the entity (head office or permanent establishment) admitted as Participant to the P-LOGISTICS, a statement, in the formatposted on the GME's website (section "Fuel Markets/PDC-oil/P-Logistics"/"How to Participate"/"Forms"), where the Participant, as a head office or permanent establishment, notifies to GME the entity (head office or permanent establishment) that will materially carry out the transactions on the P-LOGISTICS.

If the Participant requests the application of the VAT scheme referred to in subpara. a) of this paragraph, such declaration and the relevant documentation, where applicable, provided to GME, produces all its effects exclusively with reference to the fees provided for in Article 7 of the P-LOGISTICS Rules that will be invoiced by GME.

Following the receipt of the declarations certifying the tax regimes referred to in subpara. a) and b) above, which may also be sent at the same time as the participation application and the relevant documentation for admission to P-LOGISTICS, GME will insert the data and information contained therein in the list of P-LOGISTICS Participants in accordance with Article 17 of the P-LOGISTICS Rules. The entering of data and information about the tax scheme will take effect within the second working day following receipt of the request by GME as provided for in Article 18, paragraph 18.2 of the P-LOGISTICS Rules if the submitted documents are correct and complete and the requirements, if any, for updating the data and information provided by the Participant are satisfied.

4. REQUEST OF EXCLUSION FROM THE P-LOGISTICS
(Ref. Article 21, paragraph 21.1, *"On-request exclusion from the P-LOGISTICS",* of the P-LOGISTICS Rules).

P-LOGISTICS participant who intends to request the exclusion from P-LOGISTICS shall submit a special request for exclusion from the platform, signed by the legal representative, and submit or send it to GME by ordinary mail or courier or CEM.

5. ACCESS TO THE P-LOGISTICS COMPUTER SYSTEM
(Ref. Article 6 "*Access to the computer system*" and Article 12, paragraph 12.1, "*Access security",* of the P-LOGISTICS Rules).

5.1. Access security to P-LOGISTICS

(Ref. Article 12, paragraph 12.1, "*Access security*", of the P-LOGISTICS Rules)

Following the assignment of the qualification of P-LOGISTICS participant, each user indicated in the participation application will receive from GME the credentials (user ID and password) required for access to the computer system in the following ways:

- the user ID and the first half of the password are sent via e-mail to the user's address indicated in the platform participation application;

- the second half of the password is sent via SMS to the user's mobile number registered on the platform.

If the participant notifies GME that no second half of the password has been received, GME will send the password to the User at the postal address of the participant indicated by the latter in the application.

Upon receipt of the aforementioned access credential to the platform, the user, after the first access to the platform, may change the password[6].

If the P-LOGISTICS participant intends to disable, add new users or modify the enabling of users on the platform, he/she/it must submit or send to GME, by ordinary mail or courier or CEM, a request signed by the legal representative.

This request must have the format of the "Application for Managing P-LOGISTICS Users' Authorizations" form available in the section "Fuel Markets/P-LOGISTICS"/"How to Participate"/"Forms" on the GME website www.mercatoelettrico.org.

In the event of **loss of access credentials** to the platform (user id and password), the user can send to logistica@mercatoelettrico.org the request to forward user IDs and passwords, using his/her/its e-mail box as indicated in the P-LOGISTICS Participation Application.

The credentials will be sent by GME with the same procedure followed during the user application to the P-LOGISTICS.

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[6] It is advisable to change the password during the first access the P-LOGISTICS platform.

5.2. Access to the P-LOGISTICS computer system

(Ref. Article 6, "*Access to the computer system*", of the P-LOGISTICS Rules)

To operate on the P-LOGISTICS, the users associated with each P-LOGISTICS participant are required to:

- ☐ connect to GME's website (www.mercatoelettrico.org)
- ☐ access to the "Market" section from the home page
- ☐ scroll down the menu on the left to bottom and select 'Fuel Markets'/'PDC-oil'/'P-LOGISTICS'/'Access to the Platform'
- ☐ enter *user ID* and *password*

Figure 9

6. Functionality of the P-LOGISTICS

(Ref. Article 22, paragraph 22.1, "*Subject of the P-LOGISTICS*", Article 24, paragraphs 24.1, 24.2, 24.3, 24.5 and 24.7, "Logistics Services Offer Announcements*",* Article 25, paragraph 25.1, "*Announcements validation checks*", Article 26, paragraph 26.2, paragraph 26,3 and paragraph 26.4, "*Functioning of the P-LOGISTICS*" and Article 27, paragraph 27.2, "*Emergency conditions*", of the P-LOGISTICS Rules)

After accessing the P-LOGISTICS, as described in Section 5.2 above, the user views the "Main Screen" shown in Figure 10.

Figure 10

The Main Screen allows visualizing the following functionalities:

- **Home:** redirects to the home page of the platform
- **Reports:** allows visualizing all XML/XLS files summarizing all the data sent and received by the participant through the platform
- **Administration:**
  o **Change password**: starts the procedure for modifying the personal application's access key.
- **Personal data**
  o **Company data**: allows visualizing all the Company's data and information notified at the time of the admission, as subsequently amended.
- **Bulletin board**
  o **Announcements**: allows visualizing all the announcements, such as the non-binding expressions of availability to the supply of logistics services published by the participant, anonymously;

Log off: Close the application and redirects to the access page

6.1. Personal data – company data

By entering the Personal Data/Company Data section, the user views information about the Company he/she works for, notified at the time of the admission, as possibly amended, as well as the status (admitted, suspended, excluded) of the same Company.

For each Company, the following information is visible:

- o **ID participant**

- o **MISE code** *(where applicable*)

- o **Status**

- o **Fiscal code**

- o **Company Name**

- o **VAT number**

- o **Legal Representative information:** first name, last name, fiscal code/passport number and e-mail of the legal representative or party with the necessary powers.

- o **Registered Office information**: Registered Office address, Telephone number, Telefacsimile number (*where applicable*) Email address and CEM address (*where applicable*).

- o **Contact person for notifications:** first name, last name, fiscal code/passport number and e-mail of the contact person.

- o **List of associated users**, indicating, for each user, the following information: First Name, Last Name, Telephone, Cell Phone, Email, Fiscal Code or Passport Number (if non-European), Role (*User* or *Viewer*).

6.2. Bulletin Board - Logistics Services Offer Announcements

By entering the Bulletin Board/Announcements section (Figure 11) the user of a participant can:

- view the set of non-expired announcements, submitted by users of other participants in the P-LOGISTICS computer system in relation to each logistics service;
- enter new announcements;
- edit announcements that the user himself has previously entered;
- show interest in one or more announcements submitted by users of other participants.

6.2.1. Viewing the announcements
(Ref. Article 24, paragraph 24.3, "Logistics Services Offer Announcements*"* of the P-LOGISTICS Rules)

In the announcements section, each user can view all the announcements posted on P-LOGISTICS, including those published on behalf of the participants for which he/she/it is a user. The announcements will be viewed by each user with different colors depending on whether the announcements are related to the participant for which he/she/it is user or other participants, and in particular:

- announcements related to the participants for which he/she/it is user will be viewed by that user in gray
- Announcements related to other participants will be viewed by the user in blue. These announcements will be marked in white if the user expresses interest in such announcements.

It is understood that the viewing modalities are the same for all users referring to the same participants.

As for the bulletin board, users, as best described in the following section of this manual, will view announcements based on some of the features of the service regarding the same announcements, such as the type of product, the location of the available logistic capacity, type of service, status of the announcement.

Figure 11

6.2.2. Entering a new logistics service offer announcement

(Ref. Article 22, paragraph 22.1, "*Subject of the P-LOGISTICS*", Article 24, paragraphs 24.1 and 24.2, "*Logistics Services Offer Announcements*" and Article 25, paragraph 25.1, "Announcements validation checks", of the P-LOGISTICS Rules)

To enter a new announcement, the user must click on the link "Enter a new announcement" on the "Logistics Services Offer Announcement" screen (Figure 11)

Subsequently, the platform displays a *web-form* (Figure 12) where the user must enter all the information about the announcement that he/she/it intends to publish.

Figure 12

Creazione Annuncio

Tipologia di olio minerale	▼
Localizzazione	▼
Tipologia del Servizio	▼
Tipologia di Stoccaggio	▼
Tipologia di Deposito	▼
Prezzo unitario	0
Quantità	0
Data Inizio Servizio	17/05/2017 10:53
Data Fine Servizio	17/05/2017 10:53
Data scadenza annuncio	17/05/2017 10:53
Informazioni aggiuntive	Scegli file Nessun file selezionato

Salva

Torna alla Lista

In particular, for each announcement, the user must enter all this required information:

- **Type of Mineral Oil**: it includes a drop-down menu showing the types of mineral oils, such as petrol, diesel fuels, biofuels and kerosene-type jet fuel, as well as the additional categories of mineral oils indicated by the Ministry of Economic Development, pursuant to Article 2, paragraph 2, of the Decree of 9 August 2013 No. 0016618, and published by GME on its website, where logistics services are provided. The user must click on the type of mineral oils for which he/she is entering the information pertaining to the logistics service;

- **Localization**: it includes a drop down menu showing macro areas such as North East, North West, Center, South, Sicily and Sardinia, where the facilities of logistic services

offered are located. The user must click on the area where the logistic service is located;

- **Type of service:** it includes a window where the type of logistic service, such as storage or transit, must be indicated. The user must click on the type of service he/she intends to make available on the P-LOGISTICS Platform;

- **Type of storage:** it includes a window where the type of storage, such as segregated or promiscuous, must be indicated. The user must click on the type of storage he/she intends to make available on the P-LOGISTICS Platform;

- **Type of deposit:** it includes a window where the type of deposit, such as coastal or inland, must be indicated. The user must click on the type of deposit he/she intends to make available on the P-LOGISTICS Platform;

- **Unit price of the service:** it includes a window indicating the unit price of the logistic service made available on the Platform. The price may be higher or equal to zero. The price unit (€/(output tons), with two decimal places or €/(cm/day) with two decimals) automatically forms according to the type of service chosen;

- **Amount of the service:** it includes a window where the user must indicate the amount of logistic service made available on the Platform. The quantity can only have positive integer values. The unit of measurement of the quantity (tons/day, without decimals places, or cm without decimals) forms automatically depending on the type of service selected;

- **Service starting day**: day, month, year, hour, and minutes regarding the time at which the logistic service is provided;

- **Service ending day**: day, month, year, hour, and minutes up to which the logistic service is provided;

- **Expiration Date of the announcement:** day, month, year, time, and minutes until the announcement is available;

- **Additional information**: in this section (not mandatory), the user can upload a pdf file where participants can provide additional information, different from the information provided in the fields of the previously compiled *web form*, for each announcement.

Upon completion of the *web-form* presented in Figure 12 above, in order to publish the announcement on the P-LOGISTICS, the user will have to save the data entered using the "save" feature. The actual P-LOGISTICS publication of the announcement entered by the participant is performed provided that the participant is not suspended from the platform and that the advertisement has been correctly submitted as indicated above.

6.2.3. Expression of interest in the announcements

(Ref. Article 26, paragraphs 26.2 and 26.3, "*Functioning of the P-LOGISTICS*", of the P-LOGISTICS Rules)

If a participant intends to express interest in an advertisement, he/she must click on the "Express Interest" link related to the announcement he/she is interested in (see Figure 11). In that case, the user will view a web page where he/she can click on "Express Interest" (see Figure 13) to confirm the operation.

Figure 13

Annuncio	
Id	134
Tipologia di olio minerale	Gasoli
Localizzazione	Centro
Prezzo unitario (€/tonn)	34,72
Quantità (tonn/giorno)	67
Tipologia di Deposito	interno
Tipologia del Servizio	transito
Tipologia di Stoccaggio	segregato
Data Inizio Servizio	16/05/2017 17:47:00
Data Fine Servizio	16/05/2017 17:47:00
Data scadenza annuncio	31/05/2018 17:47:00
Stato	Valido

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The P-LOGISTICS computer system will inform the participant proposing the announcement of the identifying data of the participant who has expressed interest, including the announcement's identification code (see Figure 14).

Figure 14

Dettagli

Id annuncio	101
Id manifestazione d'interesse	1048
Data di manifestazione d'interesse	17/10/2016 15.19
Ragione Sociale operatore manifestante interesse	TEST
Tipologia di olio minerale	Benzine
Localizzazione	Centro
Prezzo unitario (€/tonn)	52,00
Quantità (tonn/giorno)	87,00
Tipologia di Deposito	costiero
Tipologia del Servizio	transito
Tipologia di Stoccaggio	promiscuo
Data Inizio Servizio	06/10/2017 00.00
Data Fine Servizio	06/10/2017 00.00
Data scadenza annuncio	06/10/2017 00.00
Stato	Richiesta pending
Accettabile entro il	20/10/2016 15.19

[Conferma] [Rifiuta] [Download informazioni aggiuntive]

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If for an announcement there are one or more expressions of interest from one or more participants, the last column that corresponds to the line of the announcement will display

the "Interests expressed" link (see Figure 10), only visible to the user proposing the announcement. Except for communication mistakes, the proposing user will receive an email to be informed about an expression of interest for his/her announcement. In any case, it is always advisable to check the personal web page.

By clicking on this link, you will open a web page (Figure 15) where the user of the proposing participant will be able to view:

- some data and information pertaining to the announcement for which the interests have been expressed;
- the status of the request that can be: Pending, Confirmed or Rejected.

Figure 15

Interessi manifestati

Id	Id Manifestazione	Prodotto	Zona	Prezzo	Quantità	Stato	
134	74	Gasoli	Centro	34.72	67	Confermata	Dettagli
134	75	Gasoli	Centro	34.72	67	Richiesta pending	Dettagli

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X Salva in excel

"Pending request" means that the participant proposing the announcement has not yet confirmed or rejected the relevant expression of interest.

By clicking on "Details" in the line where the "Pending Request" appears, it will open a web page where the participant proposing the announcement will view the data and information related to that announcement as well as the identification data of the participant who has expressed interest in the same announcement (see Figure 15).
It should be noted that an announcement for which there has been an expression of interest, confirmed by the proposing operator, although subsequently amended by the

latter, as specified in paragraph 6.2.5 above, remains valid with reference to the expressions of interest already confirmed.

6.2.4. Confirming the expression of interest

(Ref. Article 26, paragraph 26.4, "*Functioning of the P-LOGISTICS*", of the P-LOGISTICS Rules)

If a user proposing an announcement receives an expression of interest, he/she has a maximum of 3 days to confirm or reject such expression of interest. After 3 days, the expression of interest is considered null and void.

In the event that the proposing participant agrees to contact the person who has expressed interest and confirms this expression of interest, the P-LOGISTICS computer system will provide the participant who has expressed interest with the identifying data of the proposing participant, the user's data, the ID code of the same announcement, as well as the data of the logistic service to which the announcement refers, including any additional information, if present (see Figure 16).

Figure 16

Dettagli

Id Annuncio   111

Id manifestazione d'interesse   53

Data di manifestazione d'interesse   02/09/2016 11:36

Proponente l'annuncio

  Ragione sociale   TEST

  Nome utente   Nome

  Cognome utente   Rossi

  Telefono utente   2106

  Email utente   nome.rossi@test.it

Tipologia di olio minerale   Benzine

Localizzazione   Centro

Prezzo unitario (€/mc/giorno)   0,00

Quantità (mc)   232

Tipologia di Deposito   costiero

Tipologia del Servizio   stoccaggio

Tipologia di Stoccaggio   segregato

Data Inizio Servizio   02/09/2016 11:09

Data Fine Servizio   29/10/2017 00:00

Data scadenza annuncio   29/10/2017 00:00

Stato   Confermata

Torna alla lista

6.2.5. Editing or deleting an announcement

(Ref. Article 24, paragraph 24.5, "Logistics Services Offer Announcements" of the P-LOGISTICS Rules)

A participant who has submitted an announcement can subsequently change or delete it. To this end, the user must click on the "Edit" link (see Figure 11) corresponding to the line of the announcement published on the P-LOGISTICS that he/she intends to edit. By using the "Edit" feature, the user can both modify the web form regarding the announcement and upload a pdf file, if he/she has not already uploaded it, or replace the one previously uploaded, containing the additional information referred to in Article 24 , Paragraph 24.2 of the P-LOGISTICS Rules. After these procedures, the user will click on the "Edit" link for publishing the edited announcement (see Figure 17).

If a participant intends to delete an already published announcement, he/she must click on the "Edit" link corresponding to the of the announcement that he/she wants to delete and then click on the "Delete" link (see Figure 17).

Figure 17

6.2.6. Deleting announcements of participants excluded or suspended from the P-LOGISTICS

(Ref. Article 24, paragraph 24.7, "Logistics Services Offer Announcements" of the P-LOGISTICS Rules)

If a participant is suspended or excluded from the P-LOGISTICS:

- announcements entered by him/her that have not received any expression of interest are deleted;
- the interests expressed by him/her in relation to one or more announcements of other participants that have not been confirmed by such participants are deleted.

It is understood that if, prior to his/her suspension or exclusion, the participant has confirmed one or more expression of interest to the announcements submitted by the same participant, such announcements may be viewed, in addition to the suspended/excluded participant (in the history data), only by participants who have received notification of confirmation of their expression of interest.

6.3. Methods of communication between GME and participants in emergency conditions
(Ref. Article 27, paragraph 27.2, "Emergency conditions", of the P-LOGISTICS Rules)

Article 27, paragraph 27.2 of the P-LOGISTICS Rules provides that in cases where the emergency conditions referred to in the same article occur, GME shall make the communications as defined in the Manual.

In particular:

- in the case referred to in Article 27, paragraph 27.1, subpara. a), of the P-LOGISTICS Rules, or if P-LOGISTICS not suspended operators cannot view and/or express interest in one or more announcements there.
- in the case referred to in Article 27, paragraph 27.1, subpara. b), of the P-LOGISTICS Rules, or in the event that GME is unable to receive announcements sent by participants;
- in the case referred to in Article 27, paragraph 27.1, subpara. c) of the P-LOGISTICS Rules, or if GME is unable to inform the proposing participant about the announcement, by means of a specific communication transmitted through the platform, the identifying data of the participant that has expressed interest in one or more announcements, including the ID code of each announcement.

GME itself provides information to participants through its own website or, possibly, by email to the address associated to the users and/or contact person for the communications.