OilData User manual

Introduction

OilData is a web-based IT system to report monthly data on oil stocks, increase in stocks and decrease in stocks, and ticket agreements (stock coverage agreements).

This guide describes how the system is used for reporting oil companies.

Basic operations

The system can be accessed by a Web browser at https://olieberedskab.dk Supported browsers are Internet Explorer 9, FireFox 15 and Google Chrome 21 or later versions of these. The use of older versions of these browsers will cause that significant parts of the system cannot be used.

Navigating

The basic screen structure can be seen here:
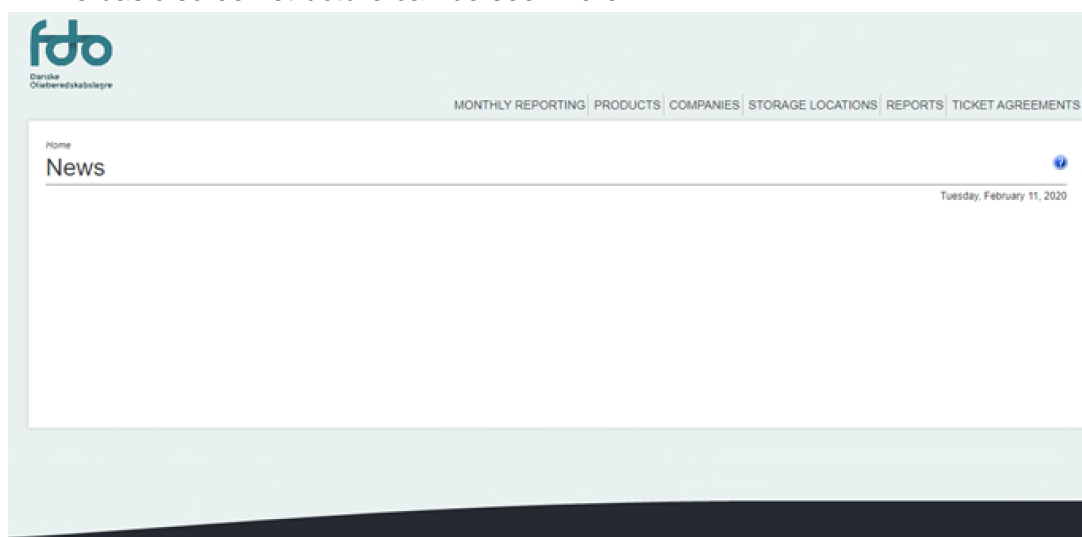
At the top there is a general menu bar where you can select the language, log on, log off and change your profile information etc. The applications main functions are selected through the menu bar of the white working area.

Language selection

At the top left you can choose whether you want Danish or English dialogue in the application. Note that the formatting of the amounts and dates will be changed respectively. Danish and American conventions:

Language	Date format	Numbers
Danish	dd-mm-yyyy i.e. 13-09-2012 Month, year,	n.nnn i.e 1.234
English	m/d/yyyy eks. 9/13/2012 Month, year i.e. September,	n,nnn i.e. 1,234

	2012	

Built-in help

There is help messages for each screen. Press the blue question mark to the right to view the help message.

Sign in and password management

Press Log in or select from the menu bar which will display the login screen:

Enter the email address that is provided to FDO and the current password. If you are a new user you have received an email from the system with an automatically generated password which you must use.

If you type password incorrect the following message will be displayed:

As a protection against unauthorized attempts to log in, only a limited number of attempts are allowed before the account is suspended. You can request OilData to send a new password to your e-mail account. Press Reset Password if you wish to do so. If your user is suspended please contact FDO in order to have the user unlocked.

Changing the password

To change the password press "Profile" from the top menu at the right:

Change password

OLD PASSWORD:

NEW PASSWORD:

RETYPE PASSWORD:

Save

You must enter the old password and a new password twice. The new password must meet certain criteria for its length and number of special characters (eg. #! "# &%). The procedures can be adjusted by FDO. If the password does not meet the requirements a red validation message will be displayed.

Multifactor authentication

In the contact information for the users it is possible to add a mobile number. This number can be used for multifactor authentication which can be used upon signing into OilData. The multifactor authentication can be set to:
- Disabled.
- Multifactor with IP. This means that OilData will prompt the user for multifactor authentication whenever signing in from a new IP address.
- Always two factor. This means that the user always will be prompted for multifactor authentication whenever signing in.

Keyboard shortcuts

The application is operated using mouse or keyboard. For the purpose of faster use of the system with keyboard the following keyboard shortcuts are defined:

Ctrl+Shift+F: Change between full screen mode and normal mode Ctrl+Shift+B: Return (to index)
Ctrl+Shift+U: Change language Ctrl+Shift+X: Cancel
Ctrl+Shift+C: Create new (Monthly report, Contact person, etc.) Ctrl+Shift+S: Save
Ctrl+Shift+E: Edit Ctrl+Shift+O: Sign off
Ctrl+Shift+J: Jump to start page Ctrl+Shift+A: Add note

So for example to switch back and forth between full screen and normal mode press the Ctrl and Shift keys and then press the F key.

Log out

When you have finished using the system you should use the "Log out" button. If the browser is open the connection to the server is retained. There is no auto log off function. If you are concerned that unauthorized persons will access information when you leave your computer you should lock the screen by pressing : -L key. Furthermore, you should have activated the automatic screensaver which will do the same within a short while.

Monthly reporting

Monthly reporting is used to report a greater amount of information on stock increase, stock decrease and stocks of oil products, as well as additional information on certain products.
All reportable companies must submit a monthly report no later than the 20th in a following month. The reported information is compared with the active tickets, the reports from the counterparties and a number of checks are performed based on the current legislation to ensure that data is as correct and reliable as possible. Please go to the section for validation on page 16 for more information on the performed checks.

Overview

When monthly reporting is selected a list of the existing monthly reports for the companies that you have access for is displayed. If you have the rights for it you can create a monthly report.

The overview displays monthly reports and their status. Click on the blue link (i.e.: October, 2012) in the column to open the monthly report in a state where it cannot be edited. If the status is "Draft entered (and your rights permitting), it is also possible to edit the monthly report by clicking the edit icon .

Filtering of the monthly reports
It is possible to reduce the overview by typing the month or the company that you want the list limited for:

The list is updated instantly. If you wish to see all reports for all companies that you have access to you should select "All" from the dropdown list.

Create a new monthly report

To create a new monthly report please complete the following information:

If you represent more than one company you can choose which company that the report concerns in the dropdown list "Company". Then select the month and year of the report. It automatically suggests previous month. By clicking on the field a selector for months will appear.

Here you can go back and forth using the small black arrows. Click "Done" when you have selected the desired month and year. Alternatively, you can open the month and year lists and choose from there. Finally it is also possible to simply manually enter data in the field for example, July 2012.

If you attempt to create a report that already exists the following message will be displayed.

The structure of the report i.e. rows and columns are always copied from the last saved report. If you also want to copy the values of individual cells from last month (data), you must put checkmark in the checkbox for this. Then press "Create". The first time you do this a blank report is displayed where you must choose the products as described below.

Editing a report that has been created

If there is a need for it a monthly report can be edited after the creation. This is done by clicking at ✎ at the right side of the screen below.

Year-month	Company	Status	Action
June, 2014	Test12	Draft entered	✎
August, 2013	Test12	Approved	
July, 2013	Test12	Draft entered	✎
June, 2013	Test12	Draft entered	✎
May, 2013	Test12	Draft entered	✎
April, 2013	Test12	Draft entered	✎
March, 2013	Test12	Draft entered	✎
February, 2013	Test12	Rejected	✎
January, 2013	Test12	Draft entered	✎

Please note that it is only possible to edit a report until the 20th in a consecutive month. The possibility to edit a monthly report for January 2013 is thus closed 20th February 2013. If there is a need for editing after the deadline you must contact FDO.

The structure of the monthly report

A monthly report consists of 5 parts. Increase in stocks, decrease in stocks, stocks, additional information and validations. The validations are described in further details on page 16. An example of a monthly report can be seen underneath:

Report for Danske Olieberedskabslagre (FDOB) - January, 2012

Increase in stock ? ⊙

Save

Decrease in stock ? ⊙

Save

Stock ? ⊙

Save

ADDITIONAL INFORMATION						?
Product	Total	Difference	Status	HEATING OIL	DIESEL	OTHER GAS OIL
Gas-diesel oil 0.001-0.2% sulphur	0	0	(=) OK	0	0	0
				92 GASOLINE	95 GASOLINE	98 GASOLINE
Gasoline, on spec	0	0	(=) OK	0	0	0
				PETROLEUM		
JP1 and petroleum	0	0	(≥) OK	0		
				GAS-DIESEL, FARMING, COLORED	GAS-DIESEL, HEATING, COLORED	
Gas-diesel oil max 0.001% sulphur	0	0	(≥) OK	0	0	

Increase in stocks, decrease in stocks and stocks are tables containing products and transaction types that are relevant to your company. Here they are displayed in the folded state as they are quite large when unfolded. The forms can be folded in and out using the black arrows to the right of the headings.

There are several save buttons that are used for saving. By having several buttons you can avoid to scroll too much when saving. If you want to completely avoid scrolling you can use the shortcut that is defined for saving (Ctrl+shift+S).

Report for Test1 - January, 2012

Increase in stock			Storage location	Storage type	Ticket	? ⬤
🔧 Select Products + Add Transaction						
Partner			Storage location	Storage type	Ticket	
⊟ Imports	Remove	Add				
⊟ Purchase from storageobliged	Remove	Add				
⊟ Loans from storageobliged	Remove	Add				
⊟ Purchase from other		Remove				
⊟ Loans from others		Remove				
⊟ Own production		Remove				
⊟ Produced by blending		Remove				
⊟ Produced by recycling		Remove				
⊟ Gains		Remove				

Save

Add and remove products

You can add and remove products by clicking 🔧 Select Products at the top. A dialog box will appear where products can be selected:

Products can be selected in two ways in this dialog box. You can click on the ✚ sign to the right of the product name. The other possibility is to use the mouse. Click on a product and drag the product from available products at the right and to selected product at the left.

Similarly, product can be unselected by pressing the ━ sign or simply drag the product back from the left to the right side of the dialog box.

The list can be filtered by typing the beginning of the name of a product:

When you are satisfied press the "Update" to effectuate your choice. The selected products will be saved from report to report even if you do not report anything in a month. If a product is no longer relevant you can remove it by clicking the - button and new reports will then not contain the unselected product.

The order in which products are displayed is firmly defined by FDO and cannot be changed. This is to ensure maximum consistency in the user interface and the related reports.

Product colors

To visualize which product category a product belongs to background colors has been added in the header behind the product names as shown below.

The lighter products that belongs to category 1 has a light blue green color while the slightly heavier products that belongs to category 2A has a slightly darker blue green color. Category 2B product is heavier thus darker and so forth.

The same background colors are used in the validations:

STORAGE OBLIGATION				
	Category1	Category2A	Category2B	Category3
Storage Obligation	0	0	0	0
Reported	0	0	0	0
60% rule	OK	OK		OK
40% rule		OK		

The validations are described further at page 16.

Add and remove transaction types

The different rows in a monthly report are called transaction types. The first report that you create will contain all possible types of transactions. You can remove those which you may find irrelevant to your company by clicking the Remove link. If you however need to report a type of transaction that you removed earlier you can click on + Add Transaction at the top to add the transaction again. A dialog box to select the transaction types that are not already selected will be displayed:

The order of the transaction types are firmly defined by FDO.

Typing and navigating

Numbers are entered in each cell by typing the value with no sign (+/-). It is optional to enter the numbers with 1,000 separators but the numbers will always be displayed with 1,000 separators. When you have finished a cell press ENTER or click with the mouse on another cell.
The keyboard can be used as well as follows:

Tab: Move one cell to the right
Shift-Tab: Move one cell to the left
Arrow Down: Move one cell down
Arrow up: Move one cell up

You can scroll the table up / down and left / right with the scroll bars that will appear when they are needed. The left column and title rows are locked, so the combination of products and transaction will be displayed at any time:

Fuel oil m	Fuel oil al	Blending	Crude Oil	Refinery I	Naphta	L.P.G.	Refinery ;	Bitumen	Storage location	Storage type
1,213,456	8,524	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0		
0	0	0	12,215	0	0	0	0	0		
0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0		
1,213,456	8,524	3,513	12,215	0	0	0	0	0		

The application will at all times attempt to use all available space on the screen to display data. The larger the screen the more data will be displayed at once.

If you have a good sight and a large screen you might benefit from adjusting the zoom factor in the browser to less than 100%. This will allow the screen to display more data.

The way to do that is browser dependent. In Internet Explorer 9 the adjustment is the View / Display menu as follows:
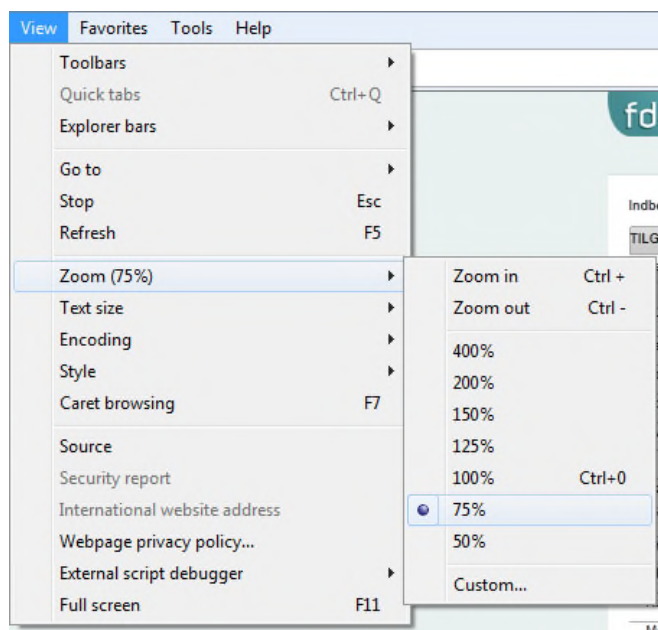
Full Screen Display

The application can remove menu items and most of the footers thus making the screen utilization even better. This is called full screen mode and can be enabled by clicking ⊞ button. The shortcut Ctrl-Shift-F will do the same. If you would like to switch back again to normal display mode the button will look like ⊡.

Adding and removing rows

A number of transaction types can contain multiple rows for example one for each country imported from or any company you have receivables from.

New lines can be added by clicking Add at the top of each transaction type that contains multiple rows. In this example it is possible to select more countries to import from.
If it is needed to remove a country again hover the mouse slightly to the right of the country that needs to be removed. A Remove link will be displayed.

If you press Remove the main row, in this example imports, and the transaction type contains data the system will give a warning.

Copy / Paste

You can copy and paste data from a whole series as follows:

1. Choose a cell in the row you want to copy.
2. Press Ctrl-Shift-C.
3. Choose a cell in the row you want to paste to.
4. Press Ctrl-Shift-P.

You can also copy and paste data from Microsoft Excel as follows:

1. Choose the source area (only numbers) in the Excel worksheet.
2. Press Ctrl-C (or activate copy otherwise via menu).
3. Place the cursor in the upper left cell of the destination in OilData.
4. Press Ctrl-V.

It is important that the order of columns (products) and rows (transaction types) in the Excel sheet and OilData is the same. Otherwise data will be copied into wrong cells. Since you cannot change the order in OilData you must customize Excel sheet to fit the template from OilData.

Further note that only the specified Ctrl-buttons (Ctrl-V and Ctrl-shift-P) can be used to paste. Attempt to right click in the menu will not work as it only activates the standard functionality in the browser and not the extended functionality in OilData.

Storage Location

Certain types of transactions require that it is specified where the specified amount of product is stored. This is selected from a drop down list:
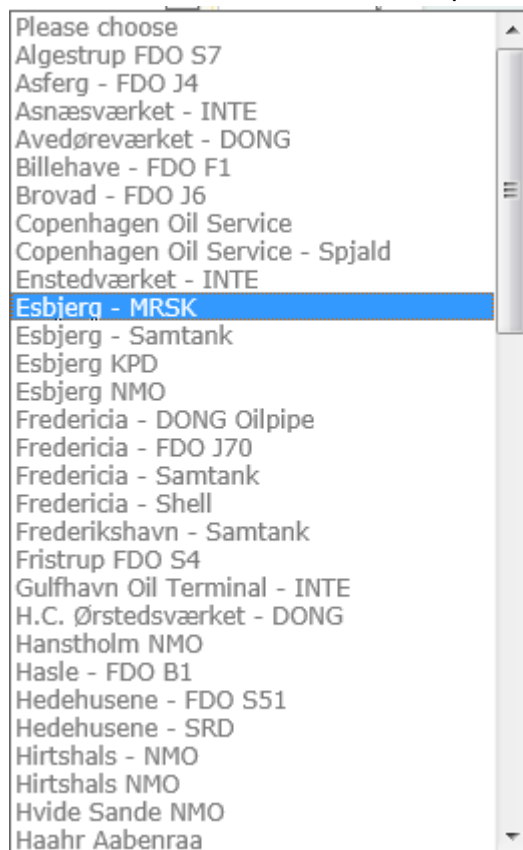
You can type the first letter in order to jump to the first item that starts with the letter. If there are several storages starting with the same letter you can switch between the storages by typing the letter again. Press ENTER to select or use the mouse.

Storage Type

Storage type can be either emergency Storage or commercial Storage. Normally emergency storage is used but since it is only allowed to specify stocks up to the storage obligation as emergency storage it may be necessary to specify parts of a stock as commercial storage. If the amount stated on emergency stock exceeds the storage obligation the obligation will be exceeded. The system will then make it possible to split the storage into emergency storage and commercial storage. See function Split line on page 20 for more information on this.

Ticket

Certain types of transactions require that a ticket ID (the unique number that identifies a ticket agreement) is specified. This ID is selected from a dropdown list that will be displayed when needed. This list contains the active tickets that you are buyer or seller of:

If you are unable to find the ticket that you are searching for in the dropdown list the cause is likely to be that the ticket has not been approved by the counterpart if it is a national ticket. If it is an international ticket that you are not able to find on the drop down list the cause is likely to be that the ticket has not been approved by FDO.

It is validated that the information reported is consistent with the agreement and that all contracts are reported. Please go to the section on Ticket validation on page 21 to read more about this.

For information on creating and managing ticket agreements please go to the section on page 30.

Additional information

For certain products it is required that additional information is reported. Additional information contains a further separation on how the reported values are divided on the following transaction types:

- Sales to others
- Sales to international aviation
- Sales to platforms
- Own consumption outside refinery

The products that will cause the system to require additional information when reported on the above mentioned transaction types is:

- Gas-diesel oil 0,001-0,2% sulphur
- Gasoline, on spec
- JP1 and Petroleum
- Gas-diesel oil max 0,001% sulphur

It is displayed in a separate part:

ADDITIONAL INFORMATION						?
Product	Total	Difference	Status	HEATING OIL	DIESEL	OTHER GAS OIL
Gas-diesel oil 0.001-0.2% sulphur	0	0	(=) OK	0	0	0
				92 GASOLINE	95 GASOLINE	98 GASOLINE
Gasoline, on spec	0	0	(=) OK	0	0	0
				PETROLEUM		
JP1 and petroleum	0	0	(≥) OK	0		
				GAS-DIESEL, FARMING, COLORED	GAS-DIESEL, HEATING, COLORED	
Gas-diesel oil max 0.001% sulphur	0	0	(≥) OK	0	0	

If the status is that additional information is required its status will be highlighted with a red

background color. The report can only be submitted when all required additional information has been given.

Save

To avoid scrolling up and down several save buttons are found around the application. All of them have the same function. They save what has been typed into the report.

It is recommended that you save monthly report at regular intervals. Validation tables are only updated after you save.

Validations
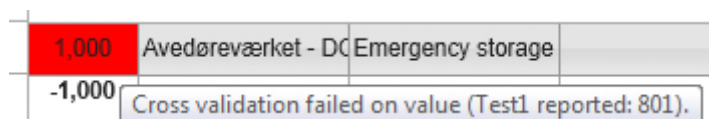
A larger amount of validations are performed when saving. This is to ensure that data is coherent and consistent between the companies. For the sake of the performance of the system the validations are only performed when saving.
If problems are detected these will be displayed in a special validation table. If possible the cell which has caused the error to occur will be highlighted with a red or a yellow background color.

A yellow marking means that there is a potential error that requires extraordinary attention. The report can be submitted with yellow errors.

A red marking means a severe error. A report cannot be submitted with red errors. Please contact FDO if you need to submit with a red error.

If you hover the mouse over a cell marked with an error the cause of the error will be displayed in an info tip e.g.

The above is an example of a cross-validation error that has failed. In this example, the company called Test1 has reported 801 while you have reported 1,000. A minor deviation of 0.2 % between the transactions for the companies are accepted.

Yellow cells are caused by the fact that the counterpart has not reported corresponding transaction yet. These yellow cells should disappear as the different companies report either turning to white (the transaction matches) or red as described above. If a cell is still yellow after the deadline for reporting, the counterpart must be contacted and FDO must be noticed about the problem.

MassBalance Stock

This validation is made to ensure that the reported opening stocks (found from last month's closing stock) plus stock increase minus stock decrease in stocks equals the reported closing stock. Below is an example where this is not the case for Aviation Gasoline:

MASSBALANCE STOCK	Aviation gasoline
Opening stock	0
Supply	511
Usage	511
Closing stock	5,000,000
Difference	-5,000,000

No errors can be accepted here. The system will prevent submission of the report if errors are present here. Minor deviation can be corrected by adjusting on gain/loss.

Debt - Mass Balance

This validation is made to ensure that the reported values of debt and lending of last month reporting and this month is correctly reported.
Below is an example where the reported values of loans and lending are not reported correctly.

MASSBALANCE DEBT	Aviation gasoline
Opening debt	-300
Loan	0
Lending	315
Closing debt	0
Difference	15

A minor deviation of 0.2 % is accepted here.

Deviations

This validation displays the difference in reported values between this months reported numbers and the average of the equivalent numbers for the last three months for two areas of monthly report:

Sum of stocks by product categories

1. The sum of stock distributed on each product category
2. The sum of reported values on certain transaction types as displayed below

DEVIATIONS	Category1	Category2A	Category2B	Category3	Sales to other	Sales to international aviation	Sales to the Defence
Volume	5,114,768.00	550,721.00	133,979.00	366,875.00	172,107.00	0.00	0.00
Average	113,123.00	-2,588.00	51,610.00	95,247.00	167,807.00	0.00	0.00
Deviation	5,001,645.00	553,309.00	82,369.00	271,628.00	4,300.00	0.00	0.00
% Deviation	4421	-21380	160	285	3	0	0

If the difference is greater than the Quantity Variance Percentage (that can be adjusted by each company) there will be a yellow marking. If the Quantity Variance Percentage is set to 0 this validation is disabled and no yellow markings will be displayed regardless the size of the deviations detected. For information on how to adjust the Quantity Variance Percentage please go to page 25.

Storage Obligation

This validation is made to ensure that reported quantities fulfill the storage obligation that the company has been given. The underlying legislation for the validations can be found in the Executive order No. 1340 of 10/12/2014.

The result is displayed as a table with values for each category where numbers are reported or for the categories where a storage obligation is present.

STORAGE OBLIGATION					
Product category	Category 1	Category 2A	Category 2B	Category 3	Råolie
Storage obligation	10,000	10,000	10,000	10,000	0
Reported	7,100	7,000	9,100	6,100	18,409
Coverage of sold tickets	Not OK	Not OK	Not OK	Not OK	OK
60% rule	OK	OK	OK	OK	N/A
40% rule	OK	OK	OK	OK	N/A
Storage obligation exceeded	Not OK				
Max. 30% storage abroad	Not OK	OK	Not OK	Not OK	Not OK
Explain result					

If a validation fails it will be displayed with a red background color. In this example where several of the validations fails. A report with such errors cannot be submitted. The reasons for the failed validations can be specified in a more detailed level by clicking on Explain result.

This will reveal a dialog box where the validations are described in details. As displayed above the rule fails coverage of sold tickets on category 2 products. The reason for this is explained in the dialog box below.

Explain result

Explain validation results

- Coverage for sold tickets
  + Category 1 products
  + Category 2A products
  - Category 2B products

	m3	Crude oil equivalents
Reported sold tickets:	1,000	1,008
Reported own stocks:	-400	-403
Coverage for sold tickets:	0	0
Remaining required coverage of sold tickets:	1,000	1,008
Remaining own stocks after coverage of sold tickets:	-400	-403

  → Failed
  + Category 3 products
  + Category 4 products
  + References to legislation

- 60% rule
  + Category 1 products
  + Category 2A products
  - Category 2B products

	m3	Crude oil equivalents
Remaining own stocks after coverage of sold tickets:	-400	-403
Reported purchased tickets:	10,500	10,584
Required for coverage of 60%:	6,400	6,451
Coverage with purchased tickets:	6,400	6,451
Remaining required coverage of 60%:	0	0
Coverage with category 2B own stocks:	0	0
Remaining required coverage of 60%:	0	0
Remaing crude oil after coverage of category 1 and 2A:		17,673
Coverage with crude oil:		0
Remaining required coverage of 60%:		0
Excess of category 2B own stock after coverage of 60%:	0	0
Excess of category 2B tickets after coverage of 60%:	4,100	4,133

OK

Please note that the grade of details can be increased by pressing + and decreased by pressing - . In this example the validation for sold tickets in product category 2B and the 60% rule for Category 2B has been unfolded has failed. All other validation are likewise to be found in the explain result function.

The numbers in the right-hand side are crude oil equivalents. These numbers are been used for converting the coverage from one product to another. Crude oil equivalents are been calculated by multiplying the m3 volume for category 1, 2a and 2b by the standard density from the executive act followed by another multiplication of 1.2. As category 3 products are reported in tonnes the

number are simply to be multiplied by 1.2. The standard densites for the product categories are defined in the executive order number 1340 of 10 december 2014 annex 2.

Split line

If the storage obligation is exceeded this means that you have reported greater amounts categorized as emergency stocks than needed. If this happens, the report cannot be submitted. All rows specified as emergency stock will following be marked with a button called split.
By pressing Split an extra row will be added just below the original row. The new row will be specified as commercial stock and will contain the same information on storage location. The commercial row will contain values of 0 for all cells.
Please identify with what amounts that the storage obligation has been exceeded with and subtract this amount from the amount specified on emergency stocks. The remainder should be specified on the new line on commercial stock.

Storage type	
Commercial stock	
Emergency stock	Split
Commercial stock	
Commercial stock	
Emergency stock	Split
Commercial stock	

The split line functions will only appear when the system detects that the storage obligation is exceeded. Please note that this validation will only run when the user saves the monthly report.

Validation for refinery loss

REFINERY LOSS VALIDATION				
Used for production	Product transferred	Own production	Produced by recycling	Refinery loss
2,700	0	2,000	296	404

This validation is in force for the refineries only. What this validation does is to sum up all products that have entered the refinery process and compare these with what is reported as produced in the refinery process. All products are converted to tonnes by the standard density for the product category to be able to make the correct comparison.

The thresholds are defined by the IEA. A refinery loss of less than 2% means that the validation has passed. A refinery loss between 2% and 5% means that there could be a problem here. Thus the validation will result in a yellow marking. The report can still be submitted. A refinery loss of more than 5% means that an error is likely to be present. A report cannot be submitted with a refinery loss of more than 5%. Please contact FDO if you need to submit a report with a loss of

more than 5%.

Please note that this validation will not accept that the output of the refinery process is greater than the input. In that situation, the validation will prevent the user from submitting the report.

Validation for blending

A validation is being made to ensure that the reported amounts on produced by blending and used for blending are consistent. This is a requirement from the IEA. The reported amounts are converted to crude oil equivalents. A smaller deviation of a maximum of 1,000 tonnes of crude oil equivalents between used for blending and produced by blending is accepted.

BLENDING		Category2A	Category2B	Total
Used for blending	Amount	1,000	10,000	(11,058)
	Crude oil equivalents	(978)	(10,080)	
Produced by blending	Amount	0	12,000	(12,096)
	Crude oil equivalents	(0)	(12,096)	
Difference				(1,038)

Above is an example where the difference between used for blending and produced by blending is too large. A report cannot be submitted with such a difference.

Ticket validation

This validation box will appear if the system detects errors when comparing the reported values on tickets with the values that are registered on the active tickets.

If an active ticket is not accounted for, a box similar to the box displayed below will appear. In this example, there is one unaccounted ticket agreement that is displayed since the reporter has not reported this ticket yet.

TICKET VALIDATION						
Id	Type	Buyer	Seller	Product	Amount of product	Reported
242	International Ticket Agreement	EOSA Estonian Oil Stockpiling Agency (EOSA)	Test1	Bioethanol	50	0

If the reported values for a ticket do not match the values that the active ticket states a similar box will appear. This box only defer from the above by having values in the column named "Reported". In this column, the reported values from a ticket will be stated.

The box will not appear if all tickets are accounted for correctly.

## Process for monthly reporting

Monthly reports will start to be in status "Draft entered". These can be freely edited. When you are done and there are no serious validation errors (marked in red) you can submit the monthly report by putting a checkmark in the box for this:

Deliver reporting - I have read and accepted rules: ☐

Save

Before the report can be submitted a couple of rules that is stated in the Executive order no. 1340 of 10/12/2014 has to be accepted.

If the report passes all validations, the status will change from Draft entered to Submitted. If the reported does not pass all validation this dialog box will appear:
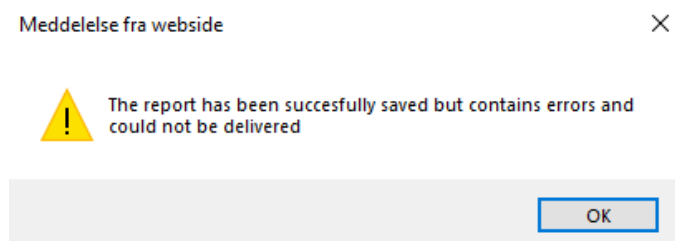
The data that has been entered has thus been saved, but since the validations has not been passed the report cannot be accepted in its current state. If you however think that the data is correct please contact FDO who can change the status to submitted.

If you attempt to edit a report which has status "Submitted" and the date is prior to the 20th in a month the following screen you will receive a message that it is only possible if the status is changed to draft entered. This is done as displayed below:

A report must have status "Submitted" no later than the 20th in a consecutive month. Thus the report from January must be submitted no later than 20th February. The 20th in a month, the reports are locked. Thus you will not be able to change the status back to draft entered meaning that it is not possible to change any data in the report after this date.

At the end of the reporting period FDO will perform a comprehensive check of all data to ensure that all data is correctly reported and contains no errors. When FDO has made the final approval, they will change the status to "Approved". If you exceptionally need to change data in a report that is approved please contact FDO.

Approval history

The steps that a report has been through can be inspected by clicking on the "Show approval history". This will reveal the history of the approval and who has performed the steps and when it has happened. You can collapse it again by clicking "Collapse approval history".

The above shows the progress that has been completed with an approval from FDO. A correct monthly report will go through this normal procedure.

Notes

It is possible to add notes to a monthly report by clicking the "Show Notes" button. Thus you can then view the existing notes with date and author and add new ones. There is no limit to the number of notes.

This will be displayed as follows in the table:

Add note

Created by Martin Elkjær Jensen at 12/3/2012 2:31 PM
I think I have submitted this correctly. I hope this will be approved within a short while.

Notes are visible to anyone who views the monthly report subsequently. It is not possible to delete notes.
Please note that FDO do not receive any message when a note has been added. So if there are any questions or comments please contact FDO with other methods.

Printing a monthly report
It is possible to print the monthly report.

To configure the print a smaller adjustment in internet explorer is required. Otherwise the background colors will not be printed.

The adjustment is made by clicking file ➜ page setup, and tick the mark at "Print Background Colors and Images" as shown below.
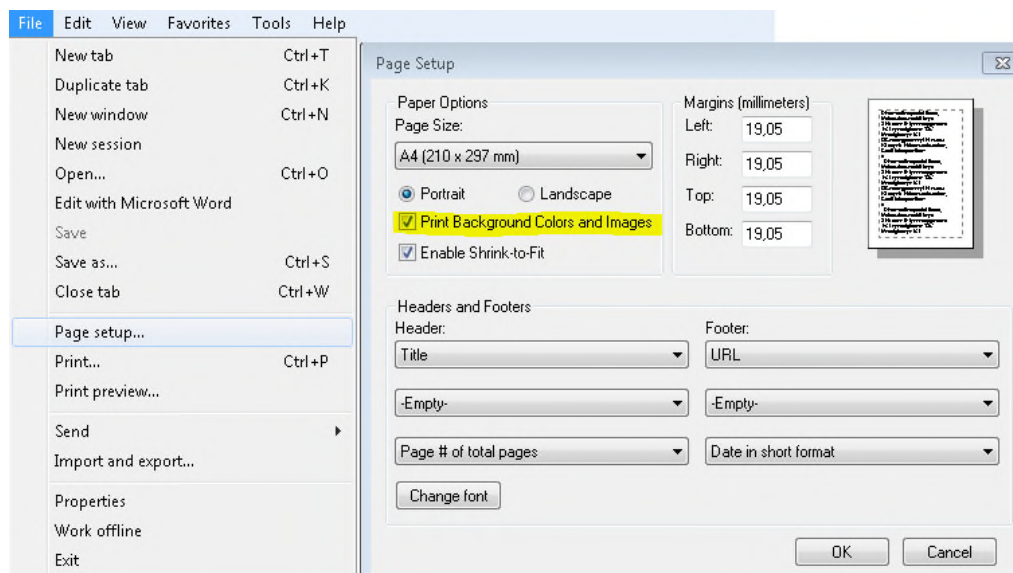
Printing a monthly report to Excel
It is possible to print a monthly report to excel. This is done by clicking the Excel icon as below:

Increase in stock					? ⊖
Partner	Blending comp	Gas-diesel oil	Storage location	Storage type	Ticket
⊟ Produced by blending					
	0	12,000			
	0	12,000			

Please note that it is only possible to print the report to excel when entering the report in detail mode. This is a mode where the data cannot be edited. To read more about this please go to page 6.

Companies

The overview displays the companies that are associated to your user. If you are associated with a company it is only one but there can be several. If you are from the DEA or FDO all companies will be visible.

Home > Company

Company Index

Create new

Name ▲	Email	Phone	Active	Must do reporting	Action
A/S Dansk Shell (SHEL)	Anonym@shell.com	+45 1234 5678	☑	☑	✎
A/S Haahr Benzin, Danmark (HAAR)	Anonym@haahr.com	+45 1234 5678	☑	☑	✎
AX Invest ApS v/Axel Frederiksen (AXEL)	Anonym@danskolie.dk	+45 1234 5678	☑	☑	✎
Bayerngas Norge A/S (BAYG)	Anonym@bayerngas.com	+45 1234 5678	☑	☑	✎
Borebissen	test1@fdo.dk	+45 1234 5678	☑	☑	✎
BP Aviation A/S (BPAD)	Anonym@bp.com	+46 1234 5678	☑	☑	✎
BP Europe			☑	☐	✎
BP Oil International Limited (BPOI)	Anonym@maerskbroker.com	+44 1234 5678	☑	☑	✎
BP Oil UK LTD			☑	☐	✎
British Ariways			☑	☐	✎
Chevron Denmark Inc. Delaware. (CDEL)	Anonym@chevron.com	+45 1234 5678	☑	☑	✎
Chevron Products (CPRO)	Anonym@chevron.com	+45 1234 5678	☐	☐	✎
Conoco Phillips Ltd. (COGB)	Anonym@conocophillips.com	+44 1234 5678	☐	☐	✎
Copenhagen Oil Service (COSE)			☑	☐	✎
Dan – Balt Tank Lager A/S		+45 1234 5678	☑	☐	✎
Danoil Exploration A/S (DANO)	Anonym@ok.dk	+45 1234 5678	☐	☐	✎
Danske Olieberedskabslagre (FDOB)	Anonym@fdo.dk	+45 1234 5678	☑	☑	✎
DONG E&P (Siri) UK LTD (SIUK)	Anonym@dongenergy.dk	+45 1234 5678	☑	☑	✎
DONG E&P A/S (STEP)	Anonym@dongenergy.dk	+45 1234 5678	☑	☑	✎
DONG E&P Norge A/S (DONN)	Anonym@dongenergy.no	+47 1234 5678	☑	☑	✎

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You can see more details about the company by clicking on the name as described on the next page of this guide. As a user from a company you can edit a selection of these as shown on the next page. The rest can only be edited by FDO who is also the only one who can create new companies in OilData.

Edit Company

NAME: | Danske Olieberedskabslagre (FDOB)

CODE: | FDOB

ADDRESS: | Bredgade 30
1260 København K

COUNTRY: | Denmark

COMPANY TYPE: | Danish CSE

TELEPHONE NUMBER: | +45 1234 5678

FAX NUMBER: |

EMAIL: | Anonym@fdo.dk

MUST PROVIDE ADDITIONAL INFORMATION: | ☐

QUANTITY VARIANCE PERCENTAGE (%): | 0.00

DEACTIVATED: |

STORAGE OBLIGATION REPORTING PERIOD (MONTH): | 0

If you click on the Edit below shown screen will appear. Only selected fields can be edited by a company user.

The address field can be formatted quite freely as it must be able to accommodate foreign addresses. Telephone and fax numbers must be listed with + country code as indicated. Quantity Variance percentage is a threshold that a validation in the monthly reporting will use for determining if reported value differ from the average of the past three months. Is this threshold exceeded a validation will be triggered. The number 0 means that this validation will be disabled. More about this on page 17.

Contacts

A company has one or more contacts that can manage one or more roles. Contacts may also be users of OilData but this is not mandatory. The Role concept is currently used primarily for controlling which notifications the users receive from OilData. There are no limitations to the functionality the user has access to in relation to the roles they manage.

Products

Below an overview of the oil products available in OilData. Only FDO can edit this list.

PRODUCTS | PRODUCT CATEGORIES

Home > Product

Product Index

Name ⌃	Product Code	Product category	Can be used in ticket agreements
92 Gasoline	xyx	Category5	☐
95 Gasoline	xyz1	Category5	☐
98 Gasoline	xyz2	Category5	☐
Aviation gasoline	GOAVE	Category1	☑
B7	BBBB	Category2B	☑
Biodiesel B100	GDLSB100	Category2B	☑
Bioethanol	OOBIOETHANOL	Category1	☑
Bitumen	ONBITUM	Category5	☐
Blending components, category 1	GOBLEND	Category1	☑
Blending components, category 2A	GDBLEND2A	Category2A	☑
Blending components, category 3	FUBLEND	Category3	☑
Blending komponents, category 2B	GDBLEND2B	Category2B	☑
Crude Oil	CRCO	Category4	☑
Diesel	GDHSDIESEL	Category5	☐
Fuel oil above 1% sulphur	FUHS	Category3	☑
Fuel oil max 1% sulphur	FULS	Category3	☑
Gas- diesel oil, category 2	GDTT	Category2B	☑
Gas- diesel, not colored	GDLSNOCOLOR	Category5	☐
Gas-diesel oil 0.001-0.2% sulphur	GDHS	Category2B	☑
Gas-diesel oil max 0.001% sulphur	GDLS	Category2B	☑
⏮ ◀ Page 1 of 2 ▶ ⏭			View 1 - 20 of 35

Features in the tables

Another column can sort this index by clicking on the header of the column. The list consists of several pages and page 2 can be reached by clicking on the small arrows at the bottom of the table:

The following information is registered on each product:

Please contact FDO if you think a product is missing or if you think that there is an error in the specifications of the product.

Product categories

Products are tied to a category. As for the products, you will find an index of these and access the details of them as displayed on the next page.

The details are displayed like this:

Product category Details

DANISH NAME:	Kategori1
ENGLISH NAME:	Category1
DESCRIPTION IN DANISH:	Benzin
DESCRIPTION IN ENGLISH:	Gasoline
STANDARD UNIT:	m3
STANDARD DENSITY:	0.74
CRUDE OIL EQUIVALENCE FACTOR:	1.20
STORING REQUIRED:	☑
CAN BE USED IN TICKET AGREEMENTS:	☑

Back

Only FDO is allowed to edit this information.

Storage locations

OilData contains a large number of storage locations where products can be stored. You will find a list of them under this menu item.

An example of the registered information on a storage location can be seen on the next page. Only FDO can edit this information. Please contact FDO if you are missing a storage location or if there is an error in the registered information.
If an additional storage is needed please provide FDO with information on:

- Storage Name
- Address
- Country
- Storage Owner
- Storage Operator
- Total Capacity in m3

Storage Details

NAME: Fredericia - Shell

ADDRESS: Egeskovvej 243, 7000 Fredericia

COUNTRY: Denmark

NOTE:

STORAGE OWNER: A/S Dansk Shell (SHEL)

STORAGE OPERATOR: A/S Dansk Shell (SHEL)

Back

Ticket agreements

A ticket is an agreement on stock coverage between two companies.

Types of ticket agreements

OilData supports three types of ticket agreements:

- National ticket agreements
- International ticket agreements
- International inventories

They are all accessed from the top menu by clicking on Ticket agreement. By clicking on this link, you will be directed to this sub menu that has the 3 above mentioned agreement types as menu titles:

NATIONAL TICKET AGREEMENTS ▼ INTERNATIONAL TICKET AGREEMENTS ▼ INTERNATIONAL INVENTORIES ▼

Home > National Ticket > All

National Ticket Index

Create new

Id ⇕	Buyer	Seller	Reference	Amount of product	Start Date	End Date	Product category	Status	Active	Action
249	Test1	Test2		10,000 m3	12/1/2013	12/31/2013	Category1	Requested	☐	🖊
248	Test1	Test2		800 tonne	12/1/2012	12/31/2012	Category3	Requested	☐	

I◀ ◀◀ Page 1 of 1 ▶▶ ▶I   View 1 - 2 of 2

At the index only tickets are displayed where you represent either the buyer or the seller. For FDO and the DEA all tickets will be displayed.

Filtering of the lists

The index can also be filtered to show either:

- All
- Awaiting approval

This is selected by clicking the submenu:
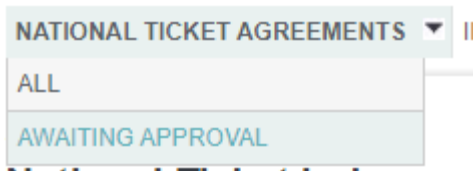
The contents of the list are changed to suit the purpose. For example the awaiting approval list will show which approval is missing for the ticket to be active.

It is possible to filter the lists further. The filtering possibilities are slightly different from national tickets to international tickets.

National tickets

National tickets can be filtered on:

- Month which will display national tickets that are active for the selected month
- Company (relevant if you represent several companies)
- Role (Buyer or seller)
- Product category

International tickets

For international tickets, it is possible to filter on

- Month which will display international tickets that are active for the selected month
- Company
- Role
- Product category
- Country buying
- Country selling

Furthermore this list can be filtered thus it will only display the tickets that are active now.

Creating a ticket agreement:

You can create a new ticket agreement by clicking the **Create new** link. Mandatory information and governing rules vary with the type of agreement.

National ticket agreement

A national ticket agreement is entered between two companies in Denmark with storages in Denmark. It has to be created and entered into OilData prior to the start of the coverage period and should be applicable for at least 1 month. All the fields except "Reference" as shown on the next page must be completed in order to create the ticket.

Create National Ticket

START DATE:	October 2013
END DATE:	October 2013
BUYER:	--Please select-- ▼
SELLER:	--Please select-- ▼
PRODUCT CATEGORY:	Category1 ▼
AMOUNT OF PRODUCT(M3):	0
REFERENCE:	

I hereby confirm that I have read and accepted the rules: ☐

[Create]

Back to List

Either Buyer or Seller must be a company that you represent. Volume is specified in the standard units for the categories and cannot be specified in other units. Reference field is optional and can be used for i.e. an internal reference number. A number of validations are performed when creating the ticket. Before creating a national ticket you must accept the rules by checking the box for this. If the provided information for the ticket does not meet the requirements the problems will be displayed in red text at the top and at the fields respectively. For example:

Create National Ticket

Please note the following that prevents data from being saved:
Lifespan of a agreement must not be less than 1 months.
The value "-8000" is not valid.
must be greater than or equal to 1
Buyer or Seller must be among the companies you represent.

START DATE:	January 2013	
END DATE:	January 2005	Lifespan of a agreement must not be less than 1 months.
BUYER:	Chevron Products (CPRO) ▼	
SELLER:	Mærsk Olie og Gas A/S (APOG) ▼	
PRODUCT CATEGORY:	Category2B ▼	
AMOUNT OF PRODUCT(M3):	-8000	The value "-8000" is not valid.
REFERENCE:		

[Create]

Back to List

International ticket agreement

An international ticket agreement is an agreement between a storage obliged company and a company in another country which Denmark has entered a bilateral agreement with. An international ticket is an agreement that the storage obliged company enters in order to comply

with its storage obligation:

Create International Ticket Agreement

START DATE:	February 2013
END DATE:	April 2013

Buyer

BUYER:	--Please select--
COUNTRY TO BUY FROM:	Denmark

Seller

SELLER:	--Please select--
COUNTRY SELLING:	Denmark

STORAGE LOCATIONS:	☐ Algestrup FDO S7 ☐ Asferg - FDO J4 ☐ Asnæsværket - INTE ☐ Avedøreværket - DONG
PRODUCT:	Aviation gasoline
UNIT:	m3
AMOUNT OF PRODUCT: (M3)	0
REFERENCE:	
OPTIONAL NOTE	

Create

Back to List

As a general rule the international ticket agreement must be registered in OilData at least 1 month prior to the start of the coverage period. With some countries however, there are agreements which give more flexibility on this general rule. In specific cases please contact FDO.

The storage location(s) that the seller uses for storage of the product must be specified. Since OilData not necessarily has detailed information on all storage locations abroad, pseudo storage locations have been created that can be used if a foreign storage location is missing.

STORAGE LOCATIONS:
- ☐ Pseudo Storage GB & Northern Ireland
- ☐ Pseudo Storage Ireland
- ☐ Pseudo Storage Latvia
- ☐ Pseudo Storage Netherlands
- ☐ Pseudo Storage Sweden

If the use of a pseudo storage location is necessary, please contact FDO and specify the information on the foreign storage location that is missing in OilData. Afterwards the storage location will be corrected by FDO in the monthly report where the pseudo storage has been used. A permanent use of pseudo storages is not allowed.

It is possible to use another unit than the standard unit for the product. If the unit that the international ticket is agreed upon defer from the standard unit for the product an extra line will appear displaying the amount in standard units in the details mode:

AMOUNT OF PRODUCT (TONNE):   1,000

AMOUNT IN STANDARD UNIT FOR   1,351
PRODUCT CATEGORY (M3):

It is recommended enter international ticket agreements in OilData standard units. In the monthly reporting standard units is mandatory. In the above showed example 1,351 m3 is the value that must be used for reporting.

Reference field is optional and may be used to for example an internal reference number. Finally, it is possible to create a note to the international ticket agreement.

As for the national tickets, data are validated to ensure that the international ticket is consistent and meaningful. If this is not the case, the errors will be displayed in red text.

Before an international ticket can be created the rules for these can be viewed by clicking the blue text and has to be accepted by checking the box.

International inventories

An International inventory is quite similar to an international ticket except that the buyer and seller are the same company using stocks in another country to cover its storage obligation.

Both buyer and seller are changed when one of them is changed and it is only possible to select among the companies you represent.

Create International Inventory

START DATE:	October 2013
END DATE:	December 2013
BUYER:	Test12 ▾
SELLER:	Test12 ▾
COUNTRY TO BUY FROM:	Denmark ▾
COUNTRY SELLING:	Denmark ▾
STORAGE LOCATIONS:	☐ Algestrup FDO S7 ☐ Asferg - FDO J4 ☐ Asnæsværket - INTE ☐ Avedøreværket - DONG
PRODUCT CATEGORY:	Category1 ▾
AMOUNT OF PRODUCT:	0
REFERENCE:	

I hereby confirm that I have read and accepted the rules: ☐

Create

Back to List

Approval of ticket agreements

Ticket Agreements starts with the status Requested and Approved before they become active. OilData will automatically insert the approval status for the creating part but then it must be approved as follows:

Ticket type	Created by	To be approved by
National Ticket	Buyer	Seller
National Ticket	Seller	Buyer
International Ticket	Buyer or seller, where Danske Olieberedskabslagre (FDO) is not a part.	FDO
International Ticket	Buyer or seller, where Danske Olieberedskabslagre (FDO) is a part.	Danish Energy Authorities (DEA)
International inventory	Buyer/Seller company	FDO

Approval of national tickets

Approval of national tickets is done by filtering the list after Awaiting Approval. This is reached by hovering the mouse on the headline "National ticket agreements" followed by a click on "Awaiting approval"
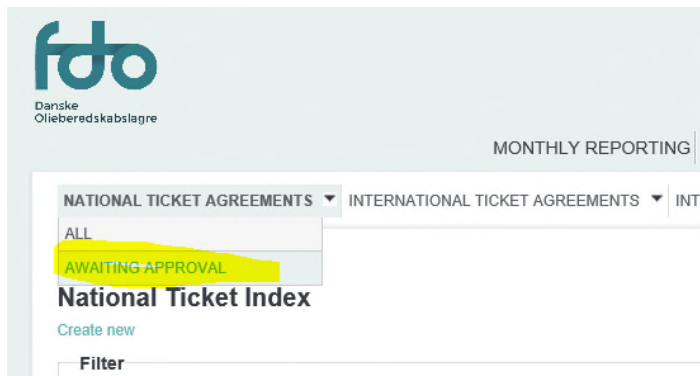
Clicking awaiting approval will lead you to the next step:

National Ticket Approval

Create new

Id	Buyer	Seller	Reference	Amount of prod	Start Date	End Date	Product category	Remaining steps	Action
263	Test1	Test12		8,000 tonne	12/1/2013	12/31/2013	Category 4	Approval by Buyer Approval by FDO - Ticket Approver	
266	Test12	DONG E&P (Siri) UK LTD (SIUK		8,000 tonne	9/1/2012	12/31/2012	Category 3	Approval by Seller	
282	DONG Energy Thermal Power A	Test12		6,000 m3	4/1/2013	4/30/2013	Category 2A	Approval by Buyer	
287	Bayerngas Norge A/S (BAYG)	Test12		8,000 tonne	4/1/2013	4/30/2013	Category 3	Approval by Buyer	
301	Test1	Test12		100,000 m3	8/1/2013	8/31/2013	Category 2A	Approval by FDO - Ticket Approver	
381	Danske Olieberedskabslagre (FI	Test12		1,000 m3	11/1/2019	4/30/2020	Category 1	Approval by Buyer Approval by Seller	✓

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Here you can see all national ticket which your company is part in. If any approval remains from your side the column Action will display this button ✓ . Clicking this button will lead you to the approval site as shown on the next image. You can also see details on the buyer and seller by clicking their names. Status can be set to either Approved or rejected. You can also add a note. This might be quite relevant if you reject the agreement.
You can also see the approval history of the ticket agreement and notes if there are any.

National Ticket Approval

PERIOD OF VALIDITY:	November 2019 - April 2020
BUYER	Danske Olieberedskabslagre (FDOB)
SELLER	Test12
PRODUCT CATEGORY:	Category 1
AMOUNT OF PRODUCT (M3):	1,000
CURRENT STATUS:	Anmodet
ROLE:	Seller
STATUS	Approved [▼]

OPTIONAL NOTE

[   ]

[Save] [Cancel]

[Show approval history]

[Show notes]

Finalize the approval by pressing save.

Approval of international tickets

Approval of international ticket is being done by FDO. However you are able to follow the approval process for the international tickets by hovering the mouse on the headline "International ticket agreements" followed by a click on "Awaiting approval"

Clicking awaiting approval will lead you to the next step where you can see which steps are remaining in the approval process. In this case it is awaiting approval by FDO.

NATIONAL TICKET AGREEMENTS ▼ INTERNATIONAL TICKET AGREEMENTS ▼ INTERNATIONAL INVENTORIES ▼

Home > International Ticket Agreement > Awaiting approval

International Ticket Agreement Approval

Create new

Id ⬍	Buyer	Seller	Reference	Amount of produc	Start Date	End Date	Product category	Remaining steps	Action
399	Test 3	Test12	None	1,234 tonne	1/1/2021	12/31/2021	Category 3	Approval by FDO	

⏮ ◀ Page 1 of 1 ▶ ⏭   View 1 - 1 of 1

Active agreements

An active agreement is an agreement with status Approved and where the date is within its validity period. You can see the agreements that are active in a separate index. Active Agreements must be reported in the monthly reporting. FDO can set an agreement to inactive if it has been misheld.

The list can be filtered to show only active agreements by clicking here:

National Ticket Index

Create new

Filter

MONTH	[ ] [Clear]
COMPANY	Any ▼
ROLE	Buyer or seller ▼
PRODUCT CATEGORY	Any ▼
SHOW ONLY ACTIVE	☐

This function is also awailiable for international tickets.

Reports

Reports

REPORT:	MOR – Månedlig Olie Rapport ▼
UNIT:	Standard ▼
START DATE:	August 2013
END DATE:	August 2013
COMPANIES:	☑ All Companies ☑ Test12

[Load]

It is possible for a company to draw reports of own data. Thus it is possible to draw a MOR – Monthly Oil Report. This is possible for the companies that you represent and for all companies at an aggregated level.

In order for a MOR to be accurate, the monthly report has to have status "Approved"

All reportings for all companies in the month in question must have status "Approved" in order for the MOR on aggregated level to be accurate.

When a report is drawn below screen will be displayed:

Reports

REPORT:	MOR – Månedlig Olie Rapport ▼
UNIT:	Standard ▼
START DATE:	August 2013
END DATE:	August 2013
COMPANIES:	☑ All Companies / ☑ Test12

Load

		⊟ Kategori1						
	Transaktions Type	Flybenzin	Blandings komponenter, kateg 1		Bz, on spec	Bioethanol	Total	Bl kc 2/
FYSISK BEHOLDNING PRIMO		116,00	85.16		40.321,00	31.277,00		
TILGODEHAVENDE PRIMO		441,00			59.611,00	2.300,00		
GÆLD PRIMO		-174,00	0,00	-86.068,00	-59.611,00	-2.297,00		
EGEN BEHOLDNING PRIMO		383,00	85.163,00	376.955,00	40.321,00	31.280,00	534.102,00	
TILGANG	Import	0,00	0,00	0,00	0,00	0,00	0,00	
	Køb fra lagringspligtig	0,00	0,00	0,00	0,00	0,00	0,00	
	Lån fra lagringpligtig	0,00	0,00	0,00	0,00	0,00	0,00	
	Køb fra andre	0,00	0,00	0,00	0,00	0,00	0,00	
	Lån fra andre	0,00	0,00	0,00	0,00	0,00	0,00	
	Egen produktion	0,00	0,00	0,00	0,00	0,00	0,00	
	Tilgang ved blanding	0,00	0,00	0,00	0,00	0,00	0,00	
	Gendannet ved produktion	0,00	0,00	0,00	0,00	0,00	0,00	
	Overskud	0,00	0,00	0,00	0,00	0,00	0,00	
	I alt Tilgang	0,00	0,00	0,00	0,00	0,00	0,00	
AFGANG	Eksport	0,00	0,00	0,00	0,00	0,00	0,00	
	Salg til lagringspligtig	0,00	0,00	0,00	0,00	0,00	0,00	

Export menu options: XML file with report data / CSV (comma delimited) / PDF / MHTML (web archive) / Excel / TIFF file / Word

By clicking the disc it is possible to export the report to an Excel file.