

# New MyTerna Portal

## BRP Injection Contracts Management

User Manual  
NMTP\_UM\_16



## New MyTerna Portal Guide

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Dear User,

below you will find a guide designed to support you in the day-to-day use of the MyTerna Portal.

In a few simple steps, it outlines the actions to follow to manage **BRP Injection** Contracts.

In addition, a User Manual is available, providing an overview of the Homepage and the main features of the MyTerna Portal (NPMT\_MU\_00\_Overview del Nuovo Portale MyTerna).

## Index – Management of BRP Injection Contracts

1

[Opening a Stipulation Practice](#)

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# 1. OPENING A STIPULATION PRACTICE

## Use Case Context

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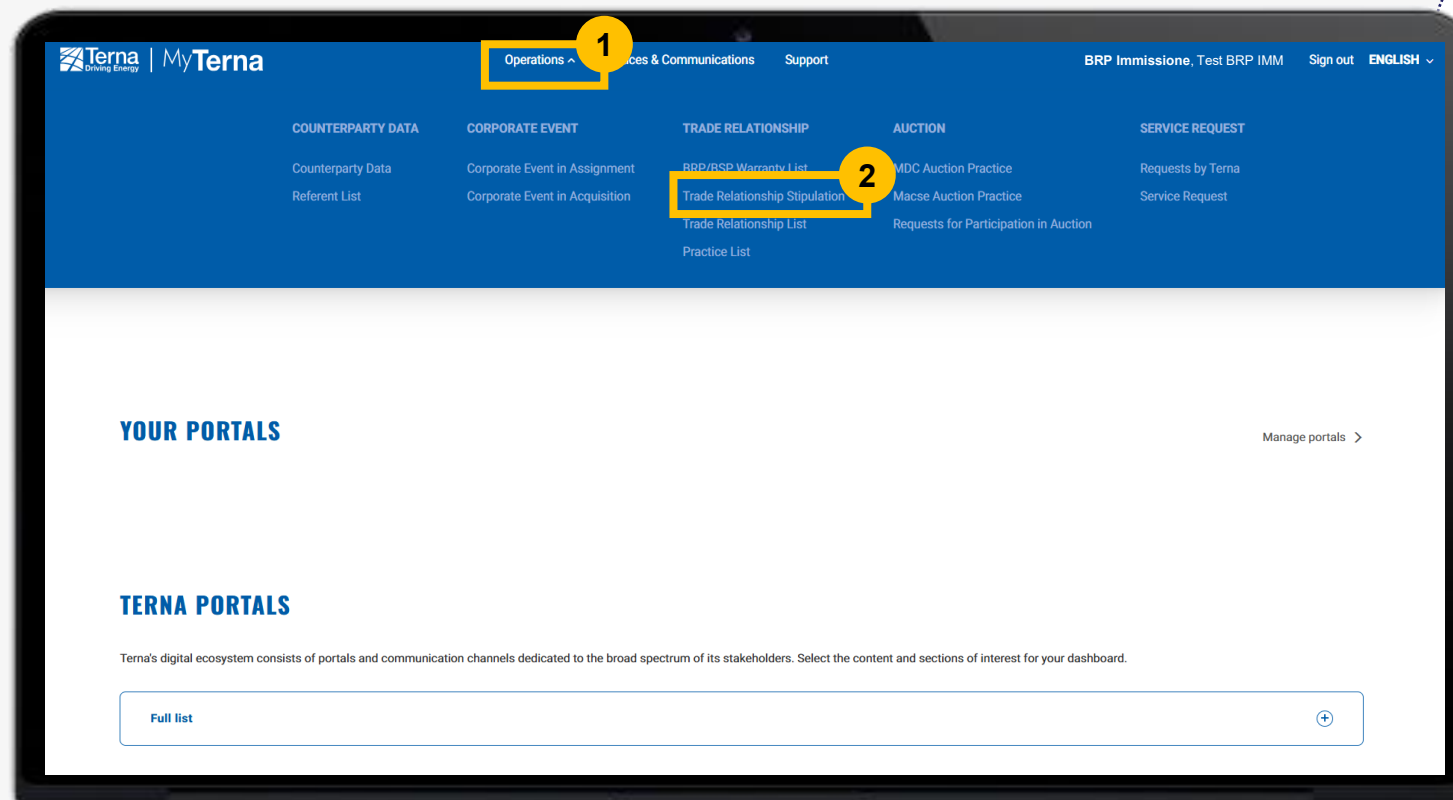
### **The Electricity Operator opens a Stipulation Practice**

The Electricity Operator proceed to sign a BRP Injection contract with Terna, by opening the practice through [MyTerna](#) Portal.

## Stipulation Practice (1/40)

### Practice Opening

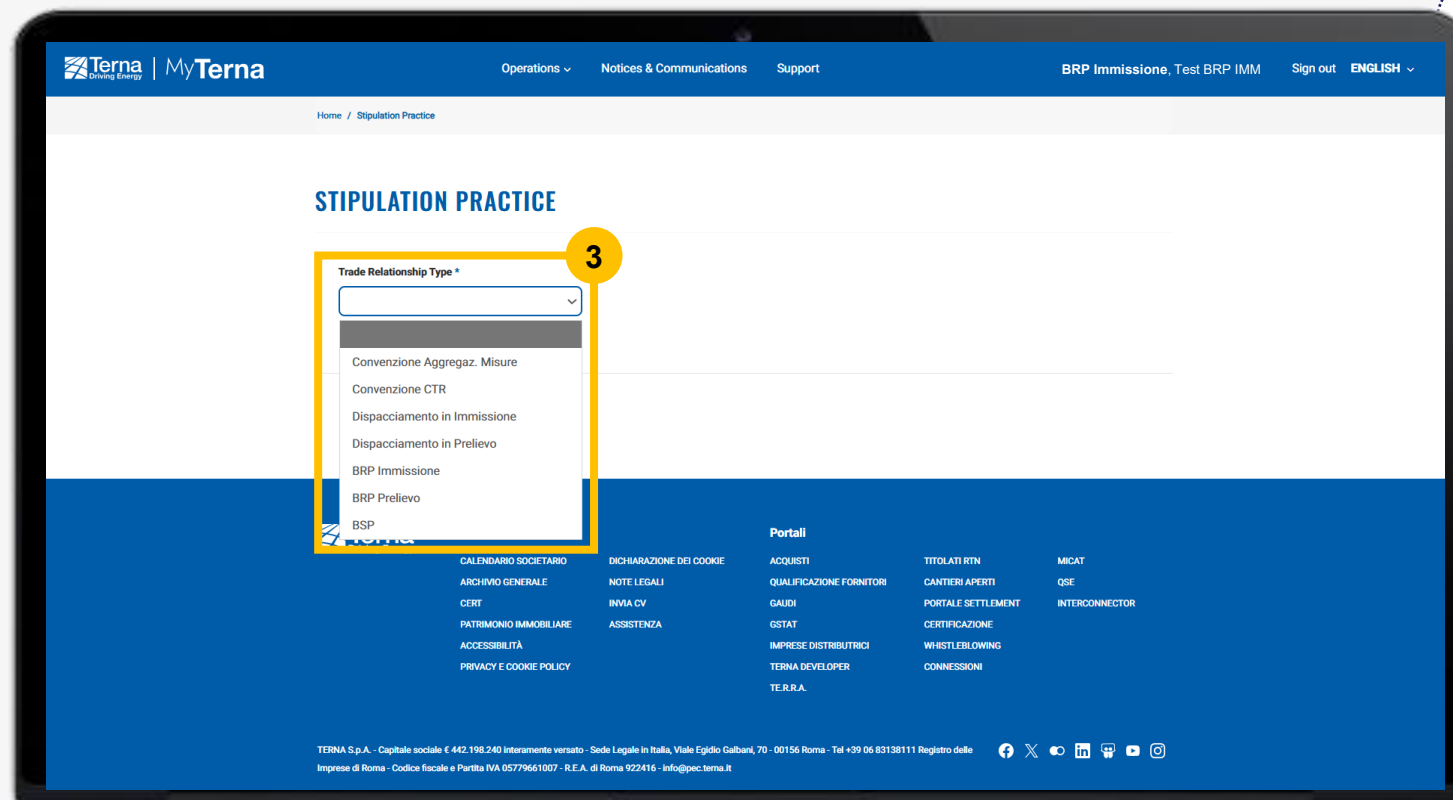
1. From the Homepage, open the «**Operations**» section
2. Select the «**Trade Relationship Stipulation**» sub-item under «**Trade Relationship**»



## Stipulation Practice (2/40)

### Practice Opening

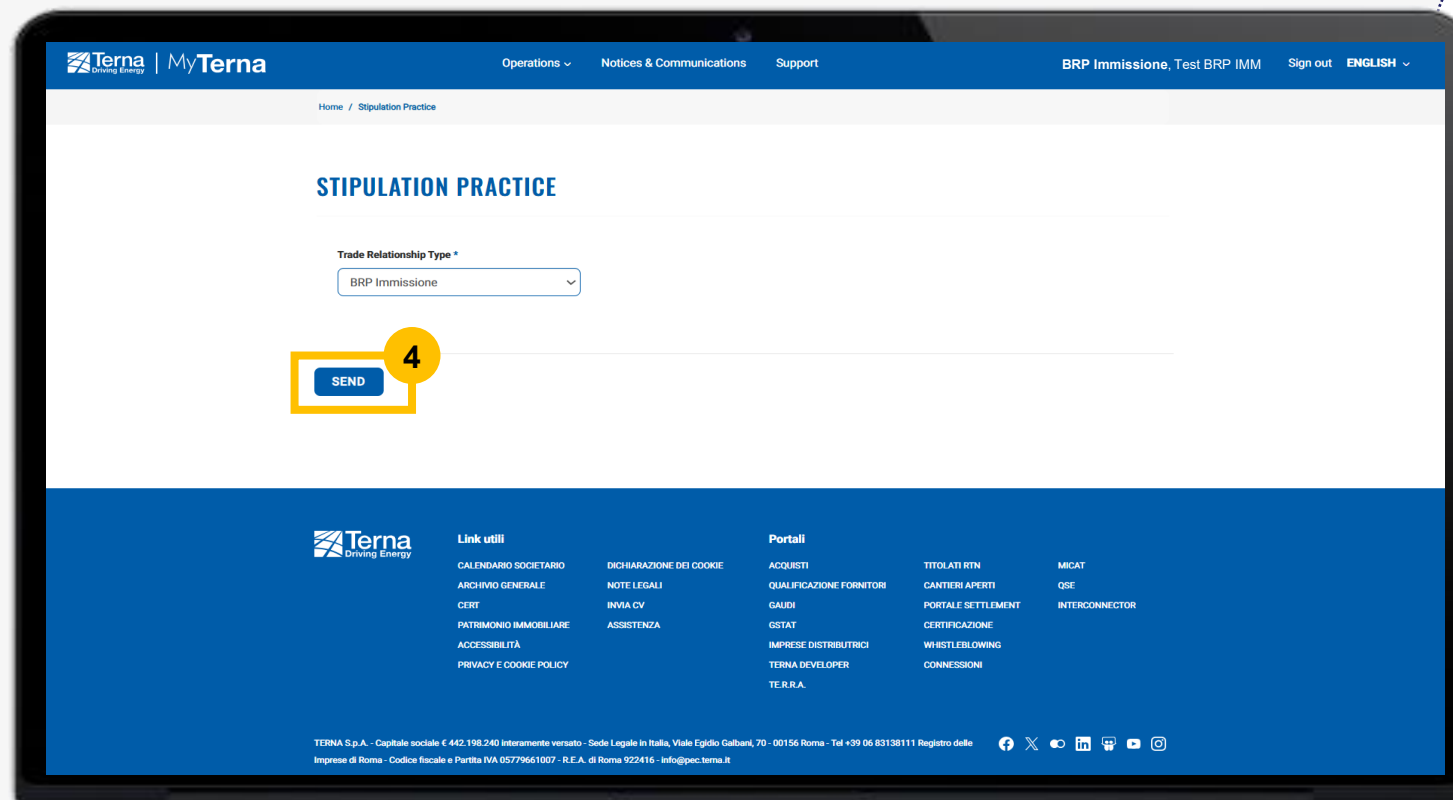
3. In the «**Stipulation Practice**» section, from the «**Trade Relationship Type**» drop-down menu, select «**BRP Immissione**»



## Stipulation Practice (3/40)

### Practice Opening

#### 4. Click the «Send» button



After clicking the «Send» button, the system checks whether, for the Electricity Operator:

- another Trade Relationship of the same type already exists with RC Status set to «Active» and, if so, displays an error message;
- another Stipulation Practice of the same type already exists with Practice Status set to «Active» and, if so, displays an error message;

otherwise, it allows the user to proceed with the Stipulation Practice

## Stipulation Practice (4/40)

### Practice Opening

STIPULATION PRACTICE

**Request Data**

Practice Code \*  
PR00002363

Trade Relationship Type \*  
BRP Immissione

Status Reason: Open

**Notes**

ADD COMMENT

There are no activities to display.

SHOW MORE

**E-mail Referent**

Specify the contact who will receive the processing emails for the practice.

Email Contact \*  
BRP Immissione

**Contracts Term**

Validity Start Date \*  
2/1/2026

Validity End Date \*  
12/31/2099

Role

5. In the «**Stipulation Practice**» section, you can view the details of the Practice you have opened
6. In the «**E-mail Referent**» section, the Electricity Operator's Super User contact is automatically populated. You can change it by clicking the «**Search**» icon

You can enter a comment addressed to Terna User by clicking the «**Add Comment**» button, and view the history of the notes entered by clicking the «**Show More**» button

## Stipulation Practice (5/40)

### Practice Opening

7. Select the desired contact person
8. Click on the «**Select**» button

LOOKUP RECORDS

Search

Choose one record and click Select to continue.

<input checked="" type="checkbox"/>	Full Name	Email	Tax Code	User Type
<input checked="" type="checkbox"/>	BRP Immissione	test@brpim.it	FRGMRA72A25H501Q	Super User

REMOVE VALUE CANCEL **SELECT**

ADD OTHER DOCUMENT

File	Document Type ↑	Uploaded Date	Uploaded by
<input type="checkbox"/>	Allegato 2 - Dichiarazione legale rappresentante NON UE		
<input type="checkbox"/>	Allegato 2 - Dichiarazione sostitutiva di legale rappresentante UE		
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità NON UE		
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità UE		

## Stipulation Practice (6/40)

### Practice Opening

Email Contact \*

BRP Immissione

**Contracts Term**

Validity Start Date \* 2/1/2026

Validity End Date \* 12/31/2099

**Role**

Select at least one role.

Holder UP  Mandatory UP  Import/Export Point Holder

**PRACTICE DOCUMENTS**

ADD OTHER DOCUMENT

File	Document Type ↑	Uploaded Date	Uploaded by
<input checked="" type="checkbox"/>	Allegato 2 - Dichiarazione legale rappresentante NON UE		
<input checked="" type="checkbox"/>	Allegato 2 - Dichiarazione sostitutiva di legale rappresentante UE		
<input checked="" type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità NON UE		
<input checked="" type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti		

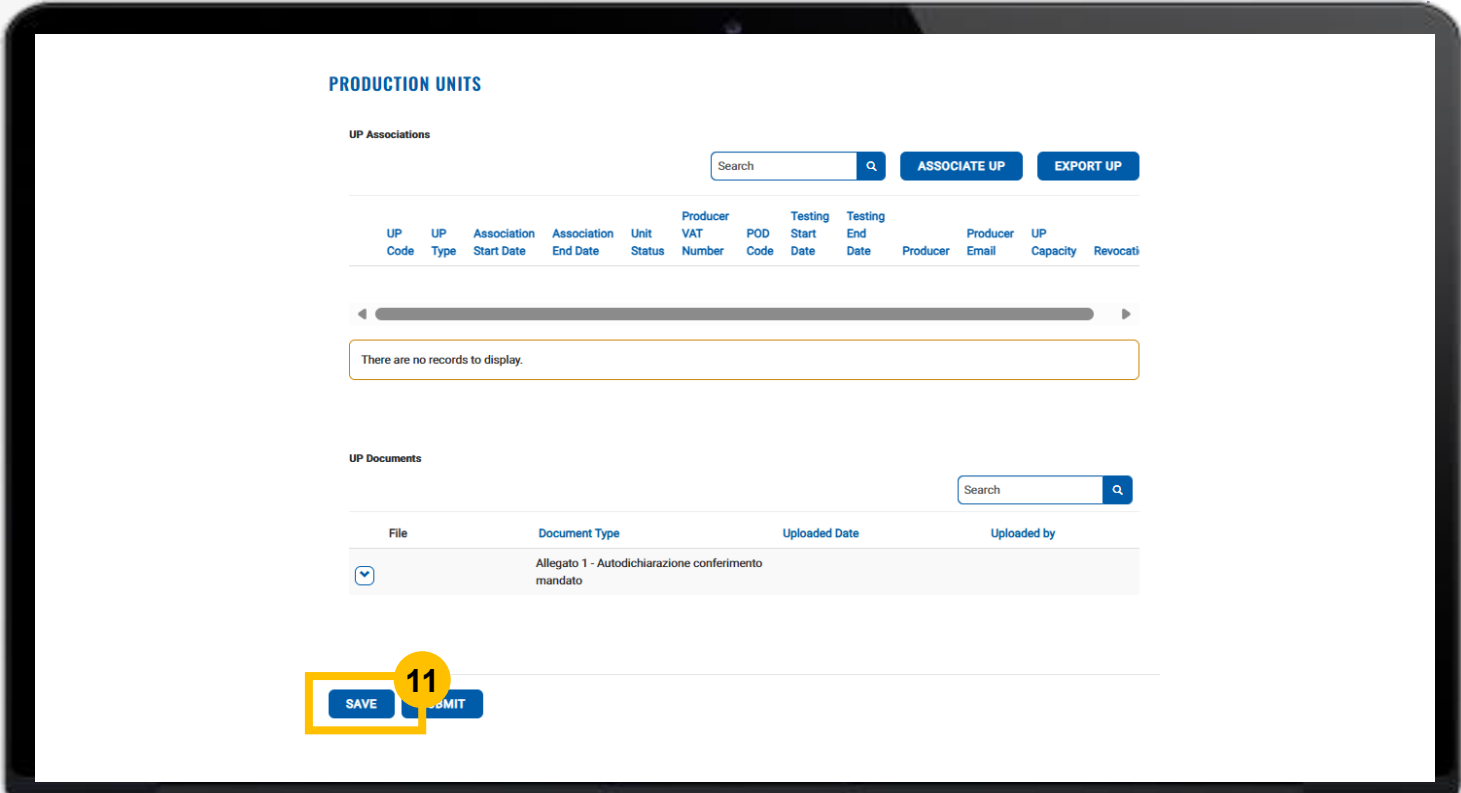
9. The system automatically populates the mandatory fields \* as follows:
  - «**Validity Start Date**», set to the first day of the month following the month in which the Stipulation Practice is being opened (M+1) or the first day of the second subsequent month (M+2) If the start date calculated by the system is earlier than 02/01/2026, then «Validity Start Date» is set to 02/01/2026 (Transitional Management);
  - «**Validity End Date**», set to 12/31/2099
10. Within the «**Role**» section, used to identify the Electricity Operator's Role, you must select at least one role from the provided list \*

\* For further information regarding fields «Validity Start Date» and «Validity End Date» please refer to the next page

# Stipulation Practice (7/40)

## Practice Opening

11. After making the changes to the practice, click the «**Save**» button located at the bottom of the page.



## Stipulation Practice (8/40)

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### ***Focus on Validity Start Date:***

- If the Stipulation Request date falls on or before the 10th of the current month, the «Validity Start Date» field is pre-filled with M/01/YYYY, where M is the current month plus one and YYYY is the current year
- If the Stipulation Request date falls on or after the 10th of the current month, the «Validity Start Date» field is pre-filled with MM/01/YYYY, where MM is the current month plus one and YYYY is the current year
- Electricity Operator may select a date later than the one pre-filled by the system, provided it falls on the first day of a month subsequent to MM and/or in a subsequent year (YYYY)
- If the Validity Start Date calculated by the system is earlier than 02/01/2026, then Validity Start Date is set to 02/01/2026 (Transitional Management)

### ***Focus on Validity End Date:***

- The «Validity End Date» field is pre-filled by the system and cannot be modified; it is set to 31/12/2099

## Stipulation Practice (9/40)

### Practice Opening

Within the «**Practice Documents**» you may optionally upload documents in PDF format.

12. For each document to be uploaded, click the «**Edit File**» button within the quick actions menu

Select at least one role.

Holder UP     Mandatory UP     Import/Export Point Holder

#### PRACTICE DOCUMENTS

[ADD OTHER DOCUMENT](#)

File	Document Type ↑	Uploaded Date	Uploaded by
<input type="checkbox"/>	Allegato 2 - Dichiarazione legale rappresentante NON UE		
<input type="checkbox"/>	Allegato 2 - Dichiarazione sostitutiva di legale rappresentante UE		
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità NON UE		
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità UE		
<input type="checkbox"/>	Documento d'Identità del Legale Rappresentante		

**12** Edit File

#### PRODUCTION UNITS

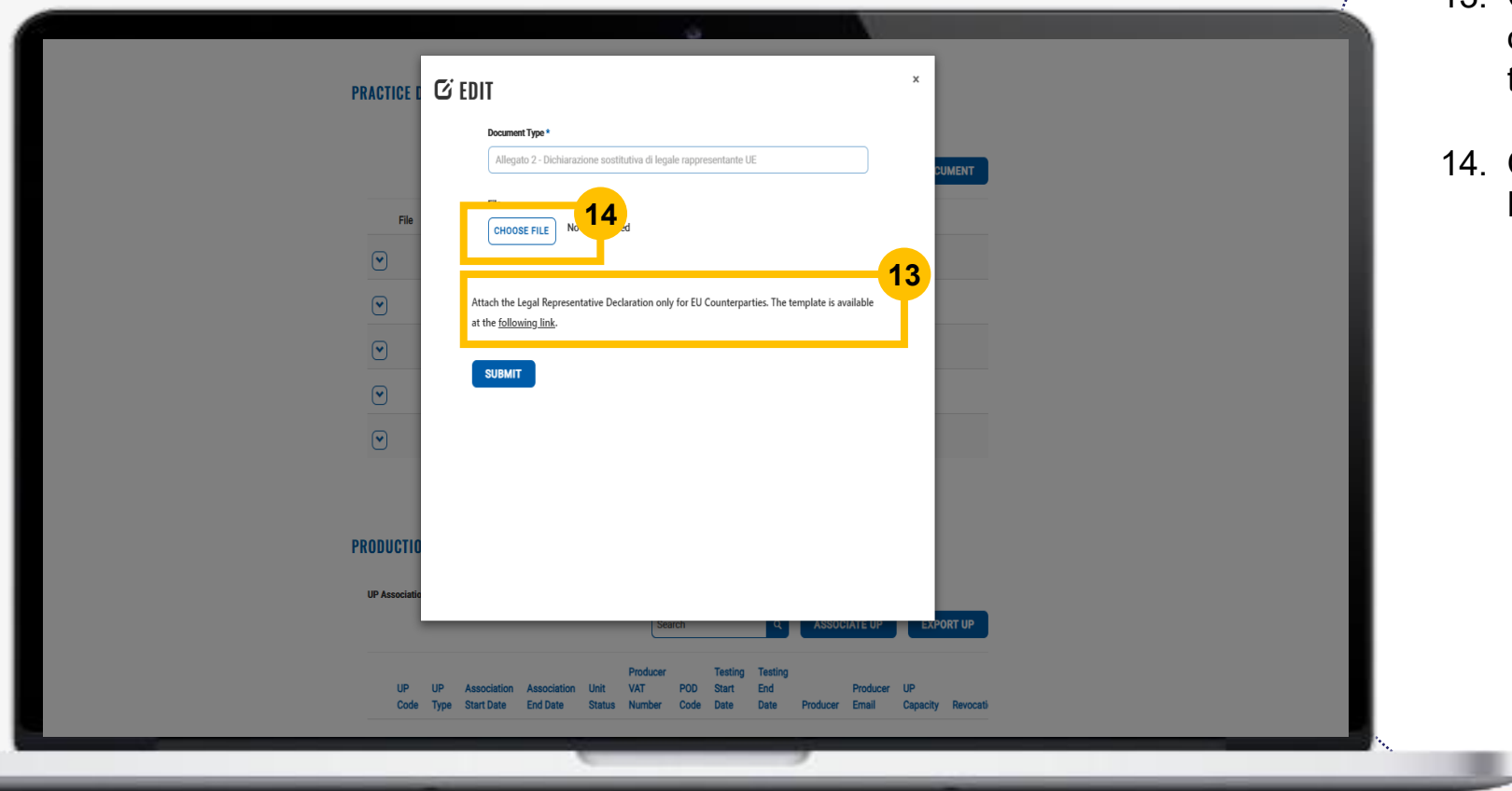
UP Associations

Search

## Stipulation Practice (10/40)

### Practice Opening

13. Click «**at the following link**» to download the pre-filled template for the relevant document
14. Once completed, click the «**Choose File**» button to upload it

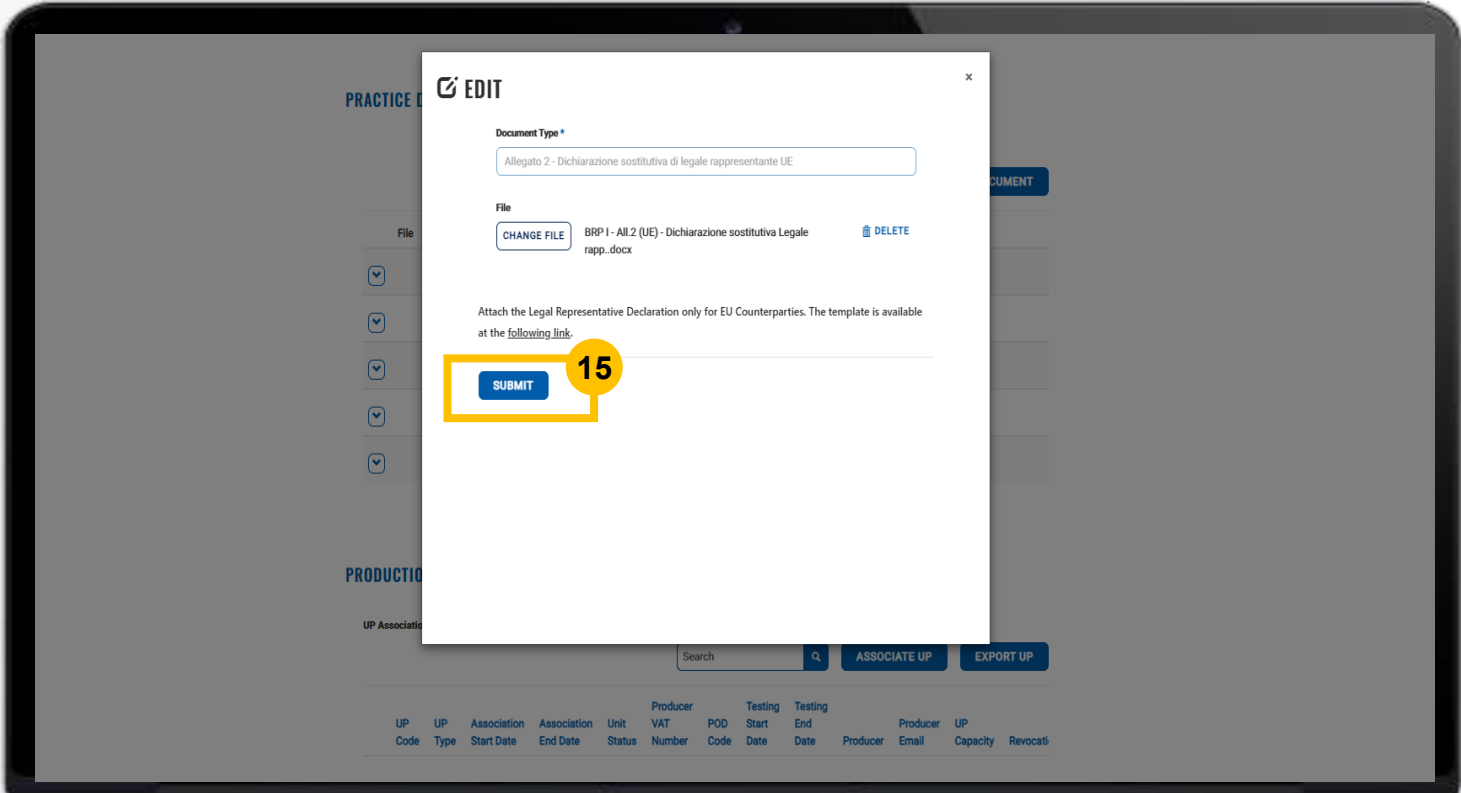


If only the «Import/Export Point Holder» role has been selected, the process continues with the [submission of the Stipulation Practice](#)

# Stipulation Practice (11/40)

## Practice Opening

15. Click the «**Submit**» button to complete the document upload



## Stipulation Practice (12/40)

### Practice Opening

If it is necessary to add further documentation to the Stipulation Practice

16. Click the «**Add Other Document**» button

**PRACTICE DOCUMENTS**

**ADD OTHER DOCUMENT** 16

File	Document Type ↑	Uploaded Date	Uploaded by
Allegato 2 - Dichiarazione legale rappresentante NON UE			
BRP 1 - All 2 (UE) - Dichiarazione sostitutiva Legale rapp..docx	Allegato 2 - Dichiarazione sostitutiva di legale rappresentante UE	12/17/2025 12:57 PM	Counterparty
Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità NON UE			
Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità UE			
Documento d'Identità del Legale Rappresentante			

**PRODUCTION UNITS**

UP Associations

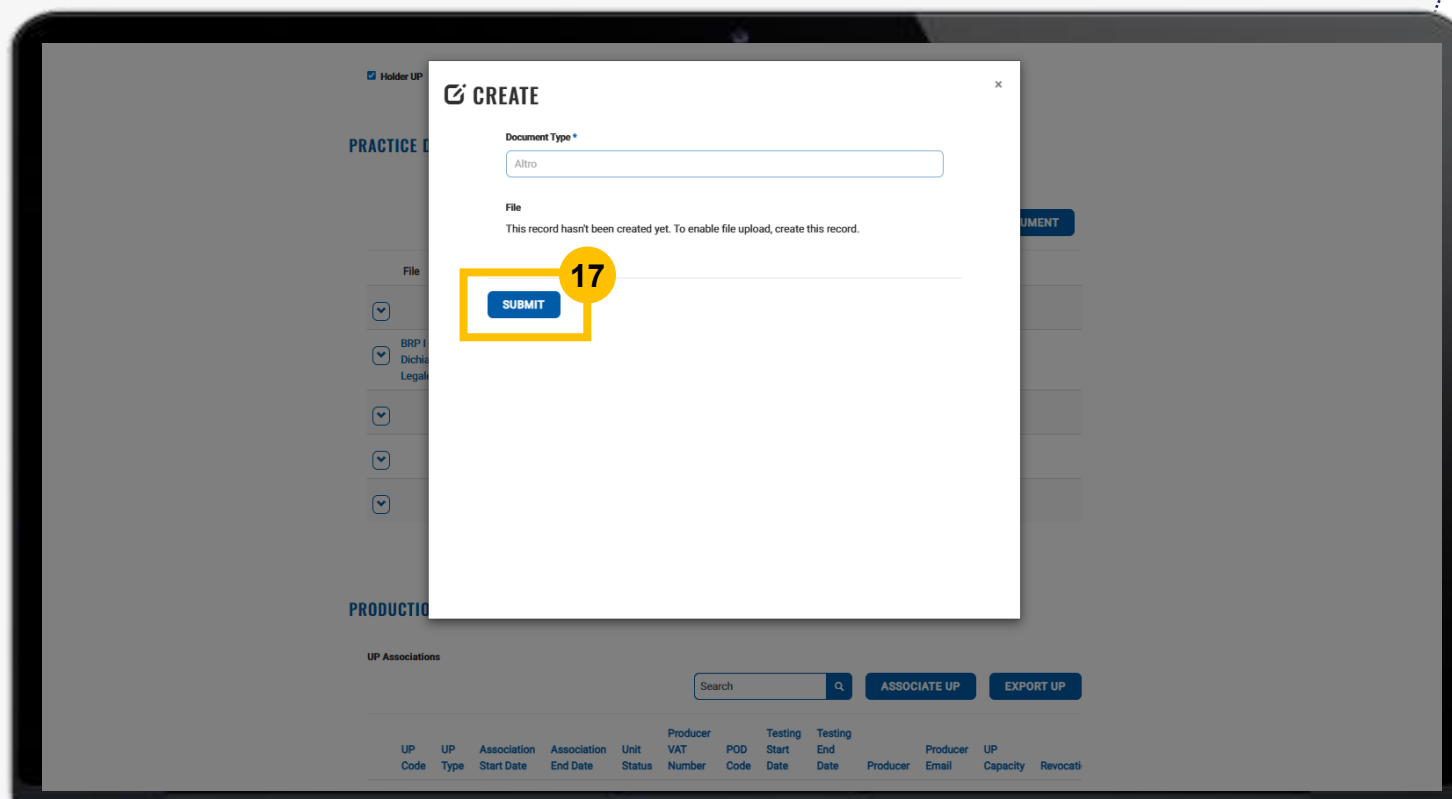
Search

UP Code	UP Type	Association Start Date	Association End Date	Unit Status	Producer VAT Number	POD Code	Testing Start Date	Testing End Date	Producer	UP Capacity	UP Revocati
---------	---------	------------------------	----------------------	-------------	---------------------	----------	--------------------	------------------	----------	-------------	-------------

## Stipulation Practice (13/40)

### Practice Opening

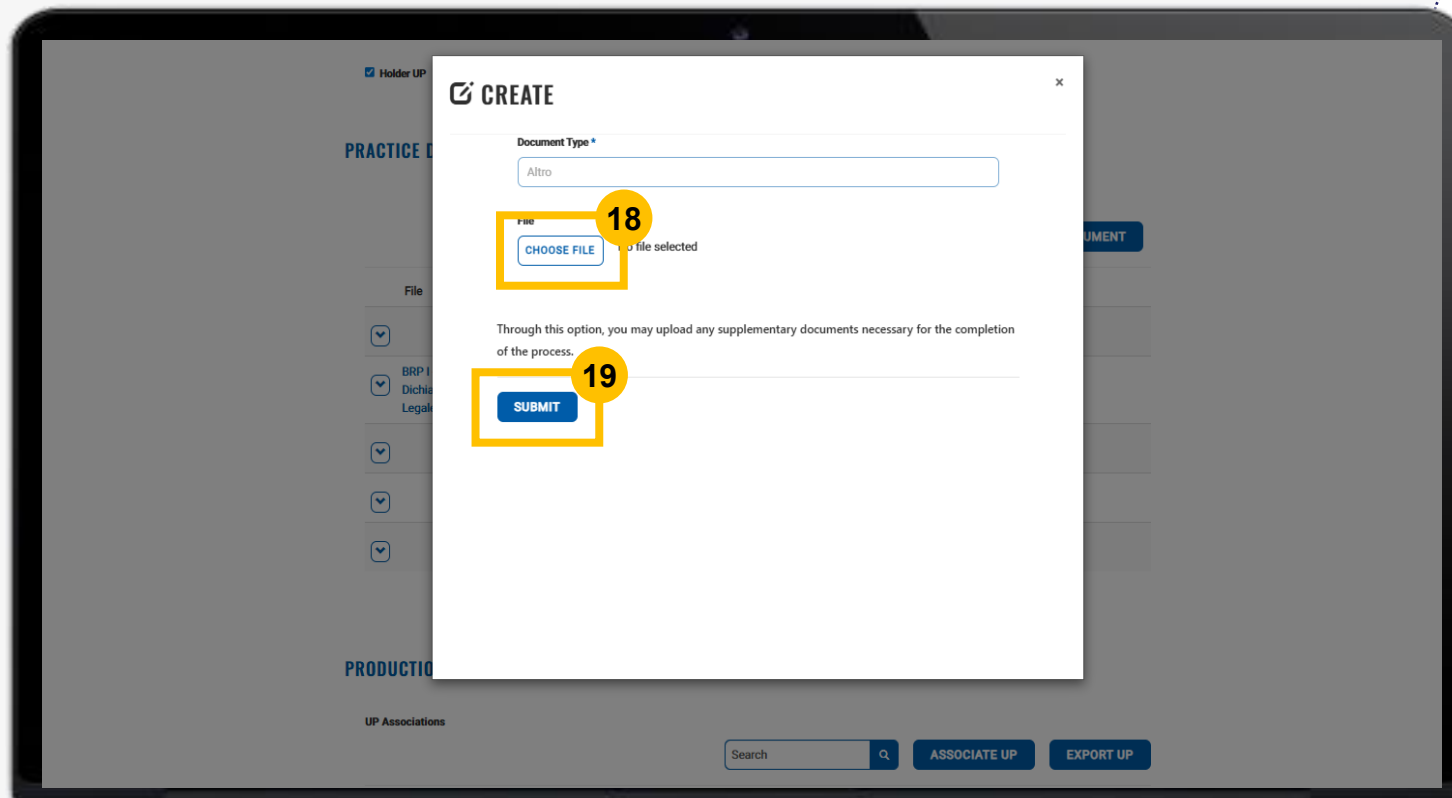
17. Click the «**Submit**» button



## Stipulation Practice (14/40)

### Practice Opening

18. Click the «**Choose File**» button to upload the document
19. Click the «**Submit**» button to complete the action



## Stipulation Practice (15/40)

### Practice Opening

20. Click the «**Associate UP**» button to associate a single UP

**PRODUCTION UNITS**

UP Associations

Search [ ] [Q] **ASSOCIATE UP** EXPORT UP

UP Code	UP Type	Association Start Date	Association End Date	Unit Status	Producer VAT Number	POD Code	Testing Start Date	Testing End Date	Producer	Producer Email	UP Capacity	Revocati
There are no records to display.												

UP Documents

Search [ ] [Q]

File	Document Type	Uploaded Date	Uploaded by
[v]	Allegato 1 - Autodichiarazione conferimento mandato		

SAVE SUBMIT

## Stipulation Practice (16/40)

### Practice Opening – UP Association

After clicking the «Associate UP» button, you can view the «**UP Association**» section .

21. Complete the mandatory fields «**UP Code**», «**POD Code**» and, alternatively, either «**Producer VAT Number**» or «**Producer Tax Code**»

22. Click the «**Send**» button \*

Completing the fields marked with an asterisk is mandatory in order to proceed

Home / UP Association

### UP ASSOCIATION

UP Code \*    POD Code \*    Producer VAT Number    Producer Tax Code

SEND

**Terna** Driving Energy

Operations   Notices & Communications   Support   BRP Immissione, Test BRP IMM   Sign out   ENGLISH

**Link utili**

CALENDARIO SOCIETARIO	DICHIARAZIONE DEI COOKIE
ARCHIVIO GENERALE	NOTE LEGALI
CERT	INVIA CV
PATRIMONIO IMMOBILIARE	ASSISTENZA
ACCESSIBILITÀ	
PRIVACY E COOKIE POLICY	

**Portali**

ACQUISTI	TITOLATI RTN	MICAT
QUALIFICAZIONE FORNITORI	CANTIERI APERTI	QSE
GAUDI	PORTALE SETTLEMENT	INTERCONNECTOR
GSTAT	CERTIFICAZIONE	
IMPRESSE DISTRIBUTRICI	WHISTLEBLOWING	
TERNA DEVELOPER	CONNESSIONI	
TE.R.R.A.		

## Stipulation Practice (17/40)

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Once you click the «Send» button, the system checks whether:

- The UP is already associated with the same Trade Relationship and, if so, returns an error message;
- The UP is not yet active, is still in the registration phase, and is associated with another Trade Relationship with RC status «Validated» or «Active». If so, it returns an error message.

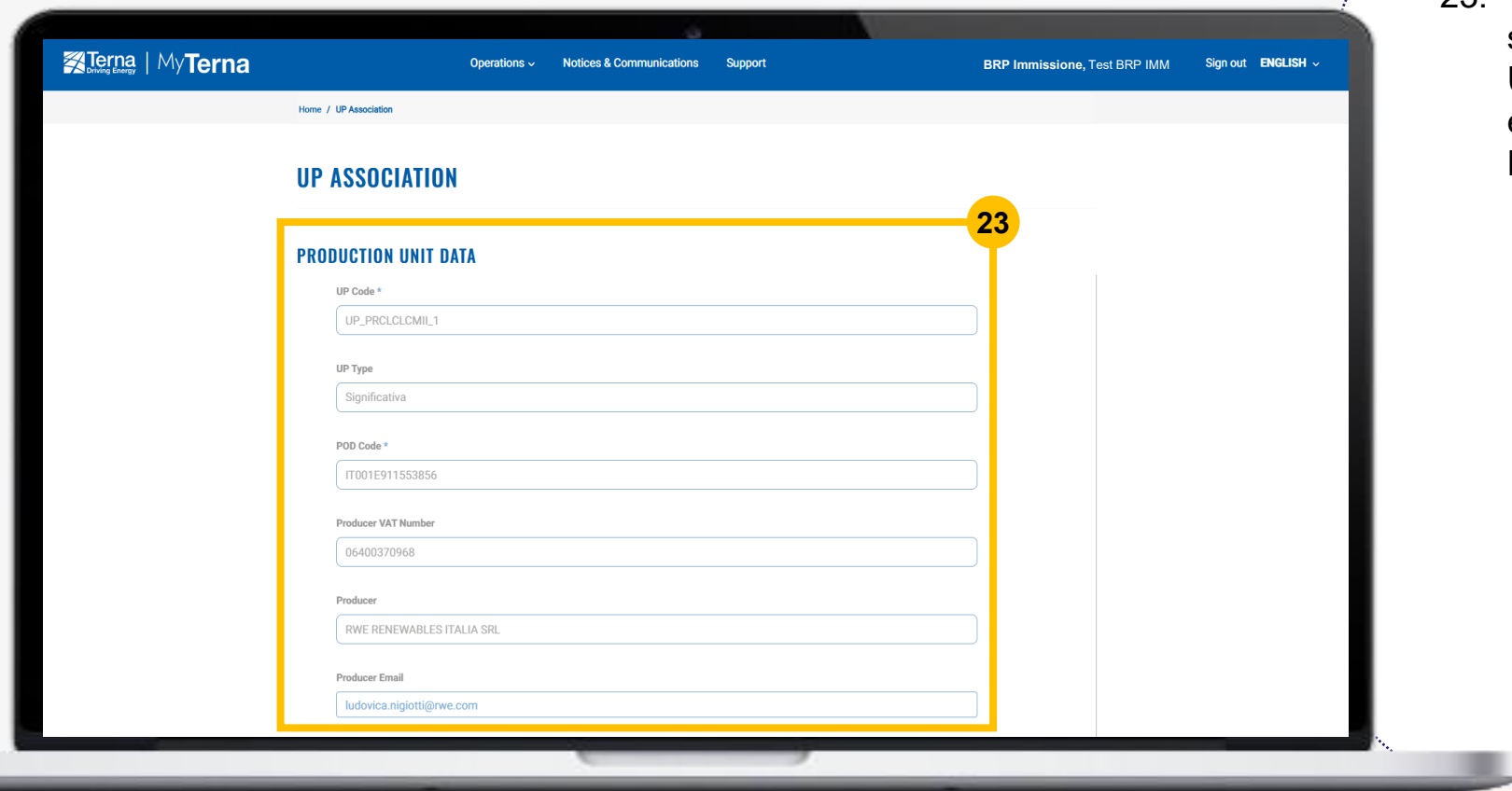
If all checks are successful, the system will display a screen that allows you to complete the UP association. This process is divided into two main scenarios: UP in operation and new UP.

- In the case of a UP in operation, the system allows the Electricity Operator to modify the «Association Start Date» field, in accordance with the defined change rules;
- In the case of a new UP, the «Association Start Date» and «Association End Date» fields will be blank and not editable.

## Stipulation Practice (18/40)

### Practice Opening – UP Association

23. Within the «**Production Unit Data**» section, the information related to the UP is displayed in read-only mode, except for the «Association Start Date» field



The screenshot displays the 'UP ASSOCIATION' page in the Terna MyTerna system. The 'PRODUCTION UNIT DATA' section is highlighted with a yellow border and a yellow circle containing the number 23. The form fields are:

- UP Code \*  
UP\_PRCLCLCMIL1
- UP Type  
Significativa
- POD Code \*  
IT001E911553856
- Producer VAT Number  
06400370968
- Producer  
RWE RENEWABLES ITALIA SRL
- Producer Email  
ludovica.nigiotti@rwe.com

## Stipulation Practice (19/40)

### Practice Opening – UP Association

24. If required, you may update the «**Association Start Date**» filed by selecting a date later than the one pre-filled by the system, provided it falls on the first day of a month after the month of the pre-filled «Association Start Date»

The screenshot shows a web form for opening a stipulation practice. At the top, there are two date fields: "Association Start Date \*" with the value "2/1/2026" and "Association End Date \*" with the value "12/31/2099". A yellow box highlights the "Association Start Date" field, and a yellow circle with the number "24" is positioned above it. Below the date fields, there is a "Unit Status: Entered" label. The section is titled "MANDATE/TESTING" and includes a note: "Dear User, we remind you that you can attach the Mandate Document in every single Unit or the Attachment 1:". Below this is a table with columns for "File", "Document Type", "Uploaded Date", and "Uploaded by". The table contains two rows of data, each with a dropdown arrow in the "File" column. At the bottom of the form, there are "SAVE" and "SUBMIT" buttons.

File	Document Type	Uploaded Date	Uploaded by
▼	Allegato 1 - Mandato senza rappresentanza		
▼	Documento di Collaudo		

If the UP is not in operation, the «**Association Start Date**» field is not pre-filled

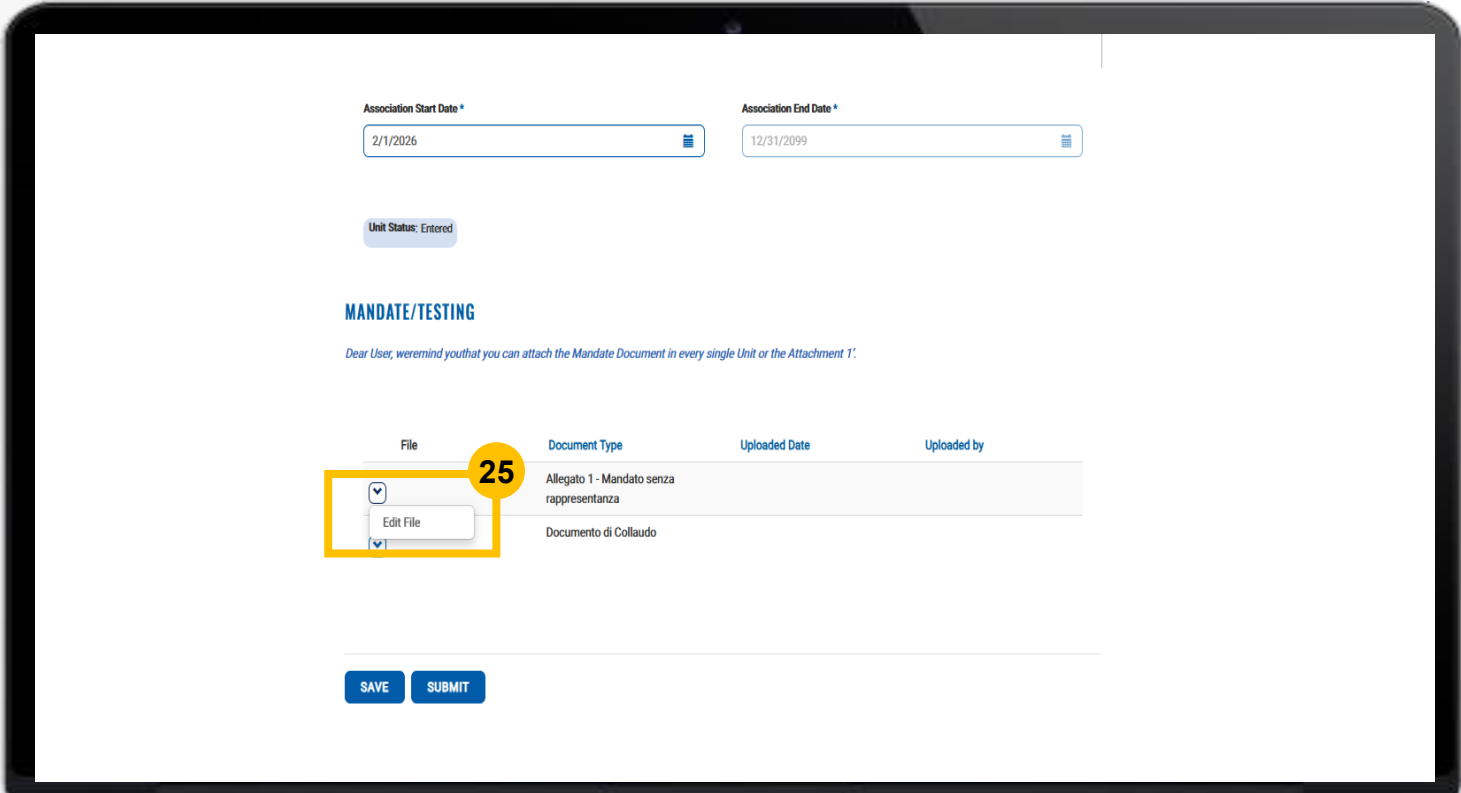
If it is necessary to declare that you are the UP's Mandatary, you can upload the Mandate Document by following the [steps](#) outlined below

# Stipulation Practice (20/40)

## Practice Opening – UP Association

If you need to upload the *Mandate Document*:

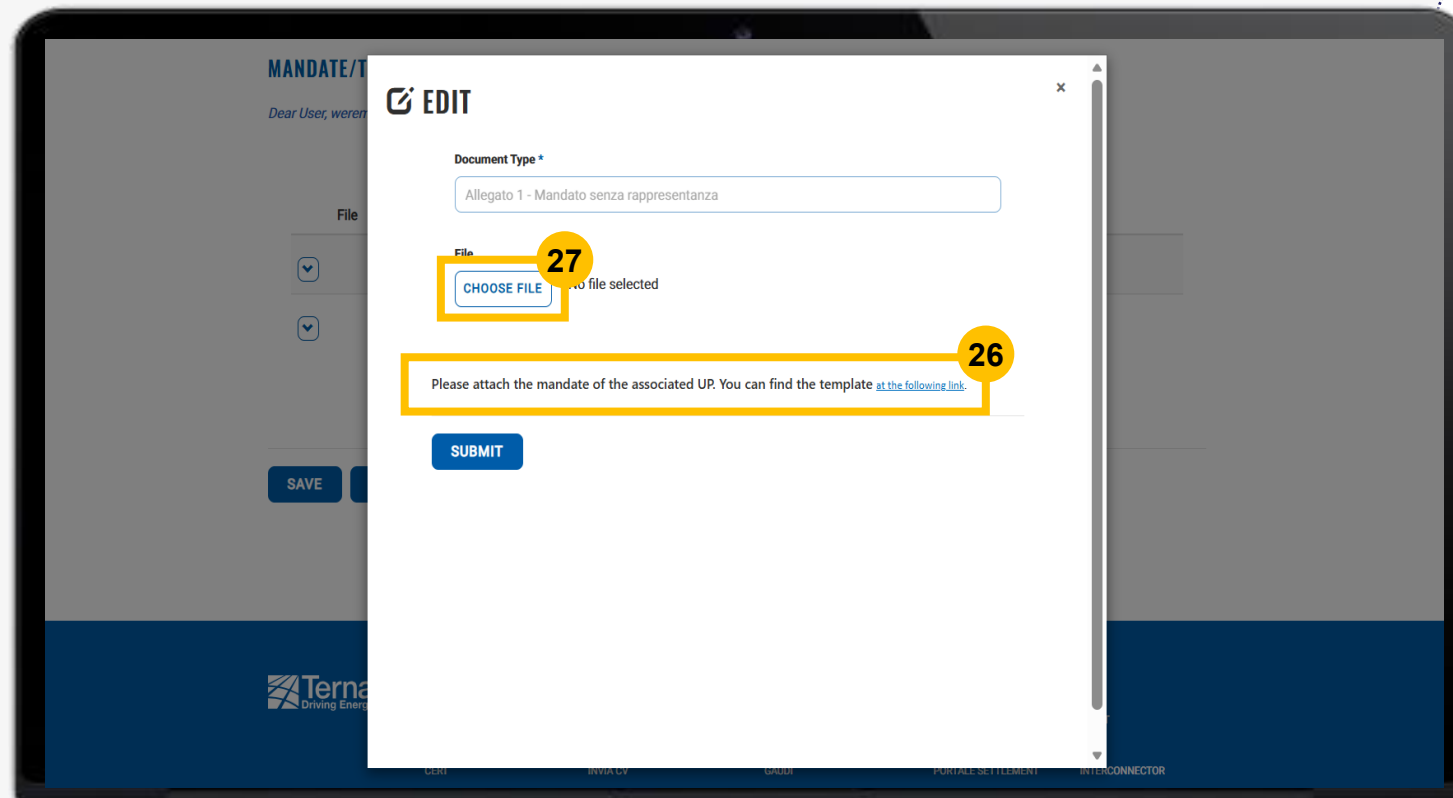
- 25. For the document to be uploaded, click the «**Edit File**» button in the quick actions menu



## Stipulation Practice (21/40)

### Practice Opening – UP Association

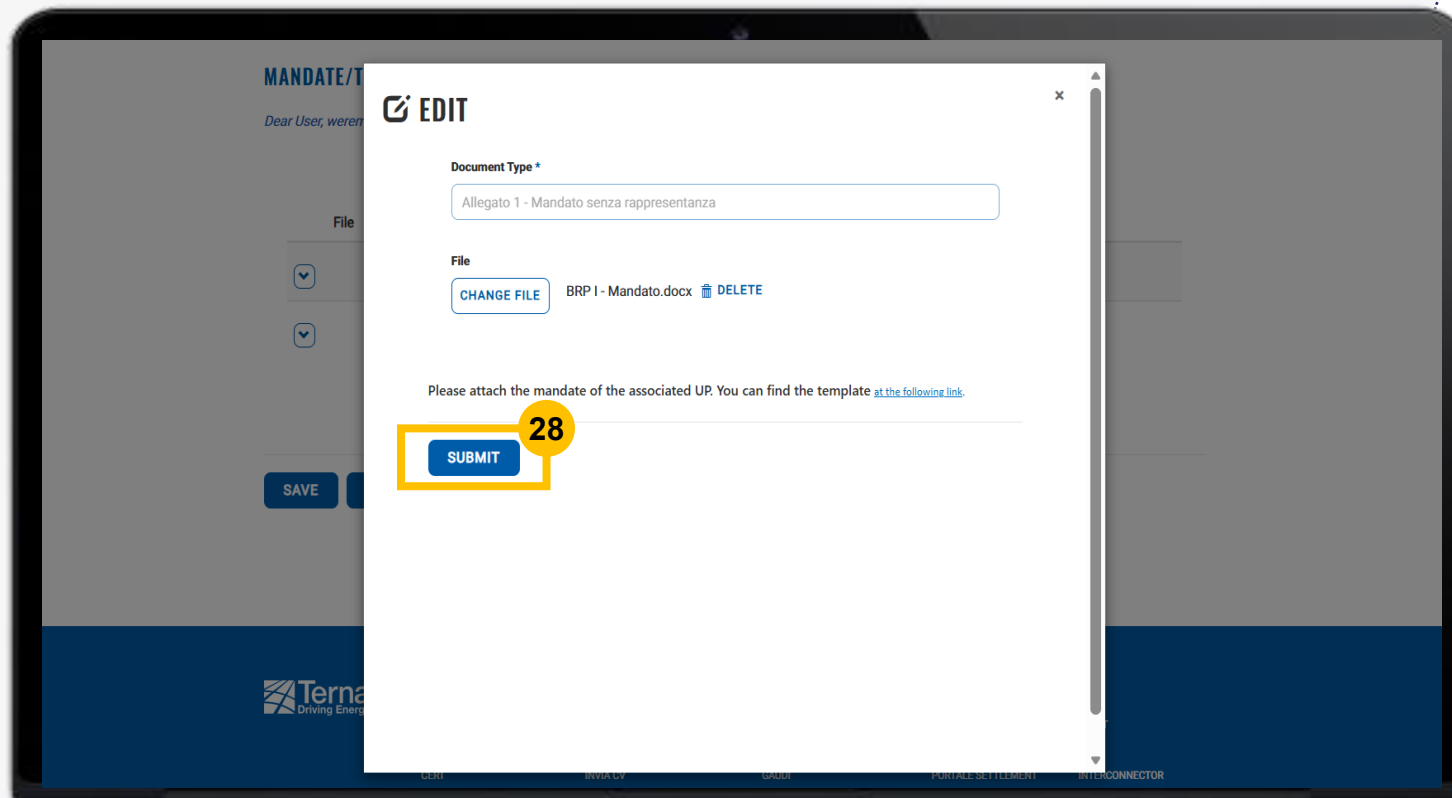
26. Click «**at the following link**» to download the pre-filled template for the relevant document
27. Once completed, click the «**Choose File**» button to upload it



## Stipulation Practice (22/40)

### Practice Opening – UP Association

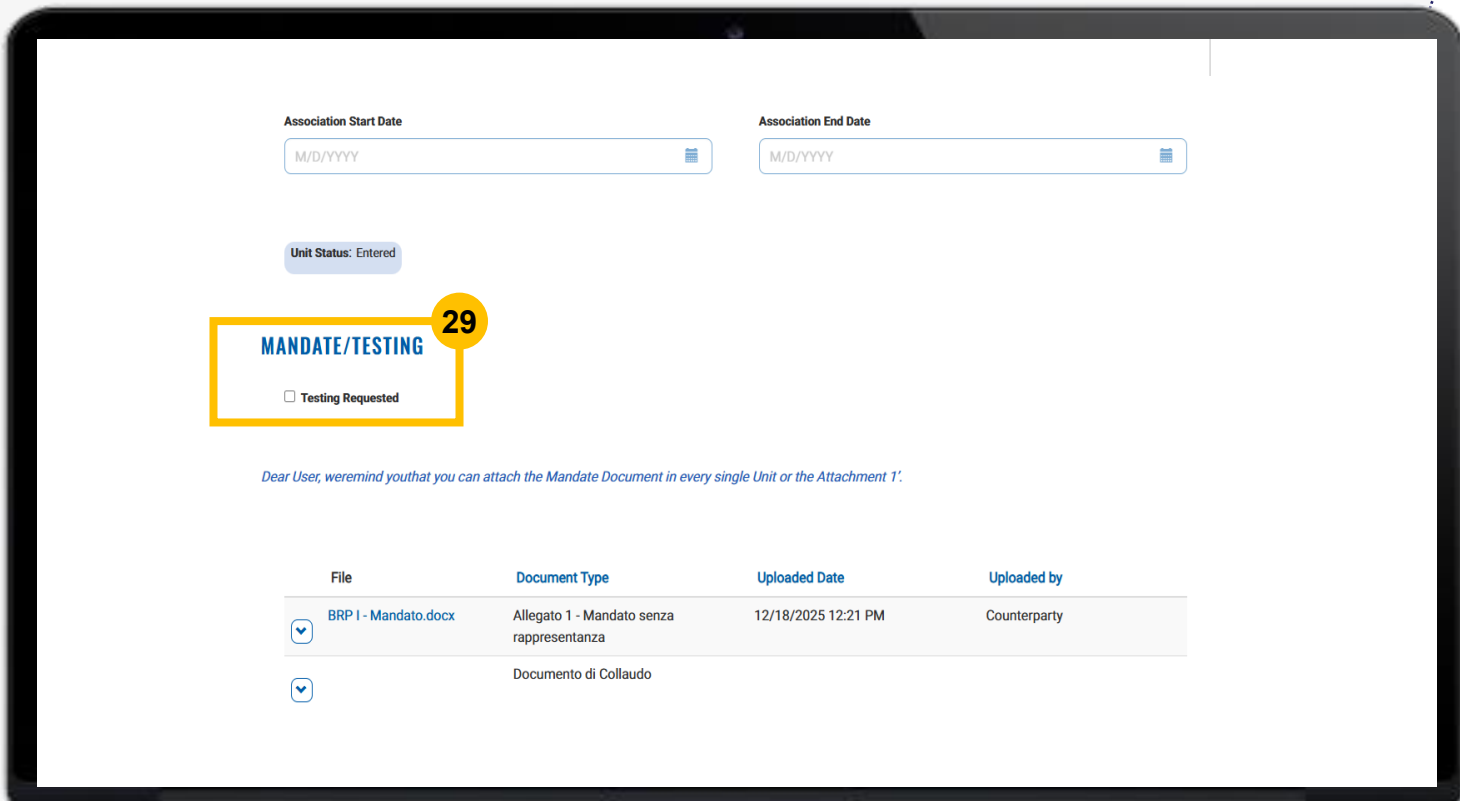
28. Click the «**Submit**» button to complete the document upload



# Stipulation Practice (23/40)

## Practice Opening – UP Association

29. Within the «Mandate/Testing» section, you can select the «Testing Requested» filed to request testing only for **New** UPs



The «Testing Requested» field is visible and editable only for new UPs. To request testing, you must select the «Testing Requested» field. Once this is done, the system makes the following fields mandatory:

- «Testing Duration»
- «Testing Document»

# Stipulation Practice (24/40)

## Practice Opening – UP Association

30. For the «New» UPs, if the «Testing Requested» field has been selected, it is mandatory to enter the «**Testing Duration**»

The screenshot shows a web form titled "MANDATE/TESTING". At the top, there are two date input fields: "Association Start Date" and "Association End Date", both with a placeholder "M/D/YYYY". Below these is a "Unit Status: Entered" button. The main section is titled "MANDATE/TESTING" and contains a checked checkbox for "Testing Requested". A yellow rectangular box highlights the "Testing Duration \*" field, which is an empty text input. Below it are "Testing Start Date" and "Testing End Date" fields, both containing "--". A yellow circle with the number "30" is positioned at the top right corner of the yellow box. At the bottom of the form, there is a table with columns: "File", "Document Type", "Uploaded Date", and "Uploaded by". A small note at the bottom left reads: "Dear User, we remind you that you can attach the Mandate Document in every single Unit or the Attachment 1".

The «Testing Duration» field accepts values from 1 to 180 (inclusive); otherwise, the system displays an error message

# Stipulation Practice (25/40)

## Practice Opening – UP Association

Testing Requested

Testing Duration \*

180

Testing Start Date

-

Testing End Date

-

Dear User, we remind you that you can attach the Mandate Document in every single Unit or the Attachment 1'.

File	Document Type	Uploaded Date	Uploaded by
<input type="checkbox"/> BRP 1 - Mandato.docx	Allegato 1 - Mandato senza rappresentanza	12/18/2025 12:21 PM	Counterparty
<input type="checkbox"/> <b>31</b> Edit File	Documento di Collaudo		

SAVE SUBMIT

If the «Testing Requested» field has been selected, it is mandatory to upload the *Testing Document* in PDF format; otherwise, the system displays an error message

31. For the document to be uploaded, click the «**Edit File**» button in the quick actions menu

## Stipulation Practice (26/40)

### Practice Opening – UP Association

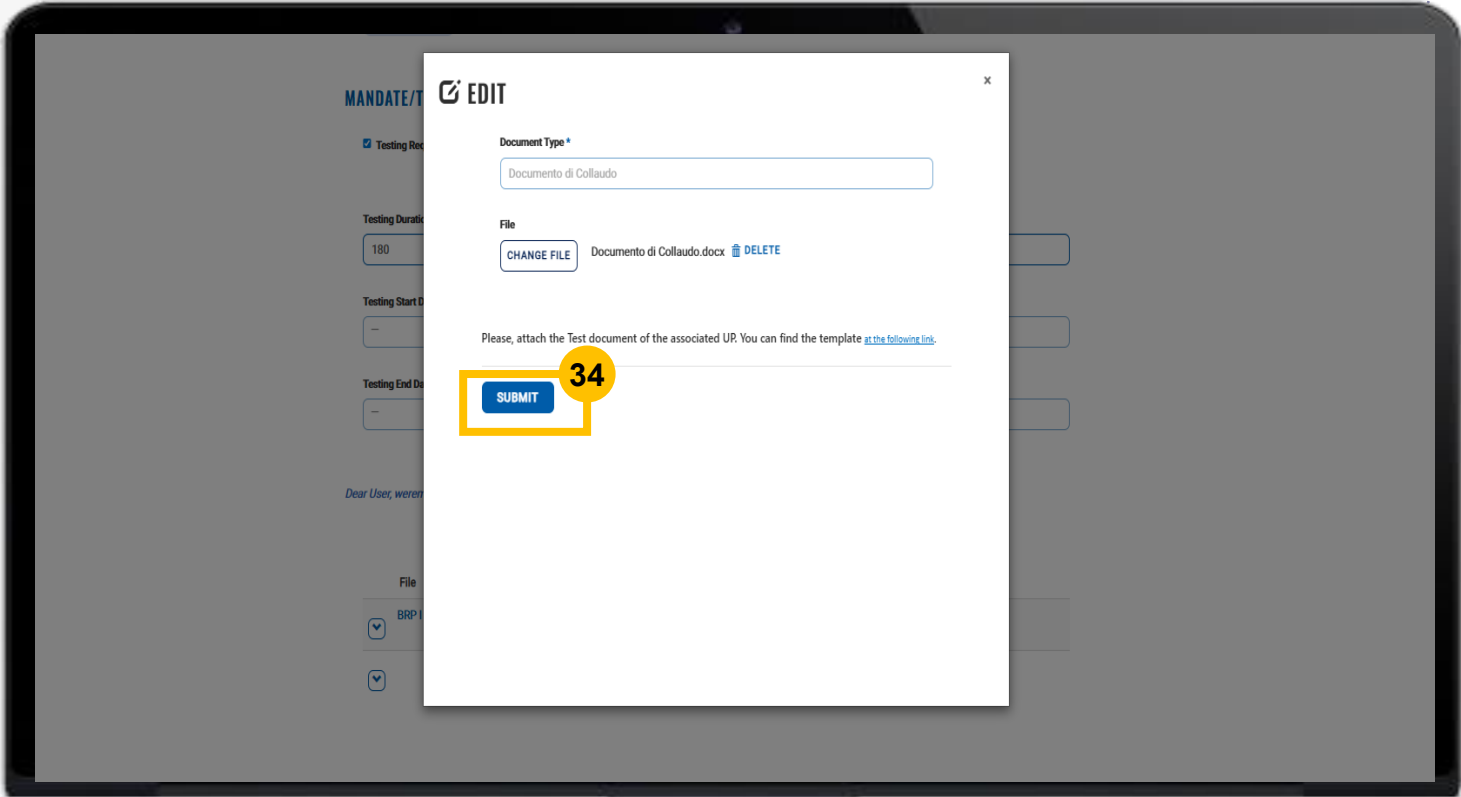
32. Click «**at the following link**» to download the pre-filled document template
33. Once completed, click the «**Choose File**» button to upload it

The screenshot shows a web application interface. In the foreground, a modal window titled "EDIT" is open. It contains a "Document Type" dropdown menu with "Documento di Collaudo" selected. Below this is a "CHOOSE FILE" button, which is highlighted with a yellow box and a "33" callout. Underneath the button is a text instruction: "Please, attach the Test document of the associated UP. You can find the template [at the following link.](#)" This link is highlighted with a yellow box and a "32" callout. At the bottom of the modal is a "SUBMIT" button. In the background, a form titled "MANDATE/T" is visible, with fields for "Testing Duration" (180), "Testing Start Date", and "Testing End Date".

# Stipulation Practice (27/40)

## Practice Opening – UP Association

34. Click the «**Submit**» button to complete the document upload



# Stipulation Practice (28/40)

## Practice Opening – UP Association

35. Click the «**Submit**», button to complete the UP association

Testing Requested

Testing Duration \*

180

Testing Start Date

-

Testing End Date

-

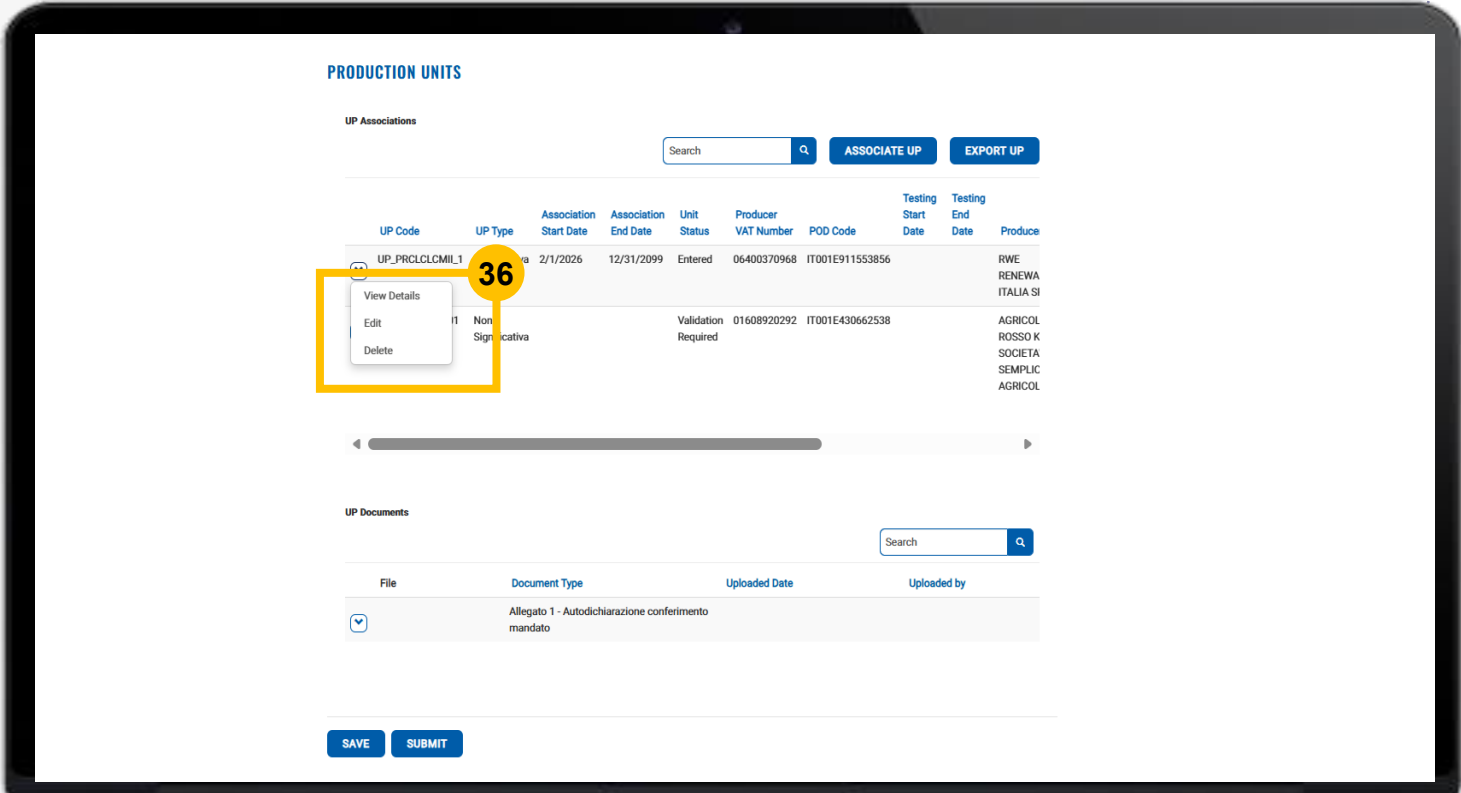
*Dear User, we remind you that you can attach the Mandate Document in every single Unit or the Attachment 1'.*

File	Document Type	Uploaded Date	Uploaded by
<input type="checkbox"/> BRP1 - Mandato.docx	Allegato 1 - Mandato senza rappresentanza	12/18/2025 12:21 PM	Counterparty
<input type="checkbox"/> Documento di Collaudo.docx	Documento di Collaudo	12/18/2025 12:47 PM	Counterparty

SAVE SUBMIT

# Stipulation Practice (29/40)

## Practice Opening – UP Association



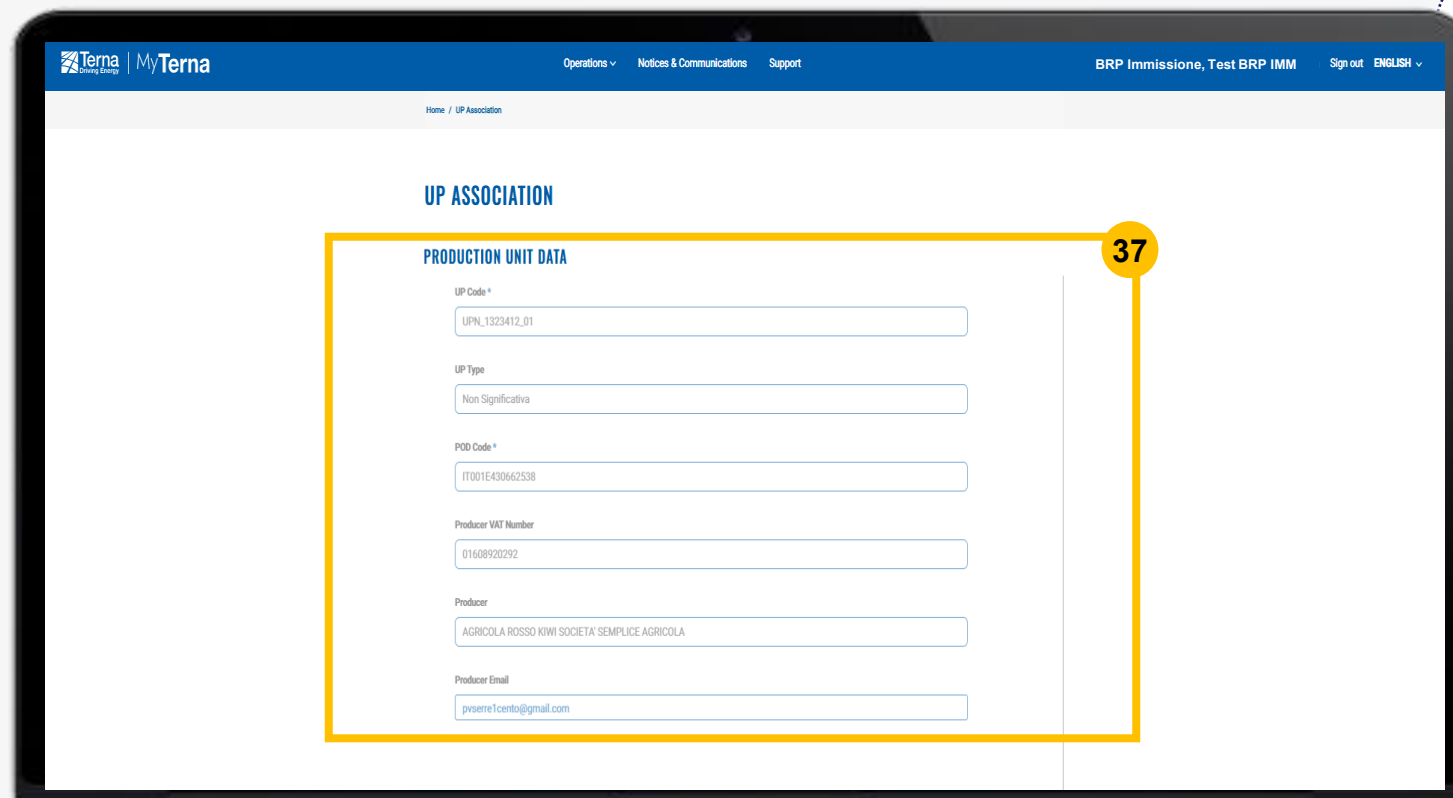
36. For each UP, you can:
- View the record details by clicking the «**View Details**» button \*
  - Edit the entered information or upload the Mandate and/or Testing documents by clicking the «**Edit**» button
  - Delete the record by clicking the «**Delete**» button

\* By clicking the «View Details» button, you can view the data in read-only mode and, if applicable, download the documents previously uploaded

## Stipulation Practice (30/40)

### Practice Opening – UP Update

37. The system opens the UP record with the «**Production Unit Data**» section in read-only mode



The screenshot displays the 'UP ASSOCIATION' page in the Terna MyTerna system. A yellow box highlights the 'PRODUCTION UNIT DATA' section, which is also marked with a yellow circle containing the number 37. The form fields are as follows:

Field	Value
UP Code*	UPN_1323412_01
UP Type	Non Significativa
POD Code*	IT001E430662538
Producer VAT Number	01608920292
Producer	AGRICOLA ROSSO KIWI SOCIETA' SEMPLICE AGRICOLA
Producer Email	pvserre1cento@gmail.com

## Stipulation Practice (31/40)

### Practice Opening – UP Update

38. You can edit the «**Association Start Date**» field, according to the population rules described above, only if the UP is In Operation; alternatively, if the UP is New, you can edit the «**Testing Requested**» e «**Testing Duration**» fields (with a value between 1 and 180)

Association Start Date: M/D/YYYY

Association End Date: M/D/YYYY

Unit Status: Validation Required

**MANDATE/TESTING**

Testing Requested

Testing Duration \*: 180

Testing Start Date: --

Testing End Date: --

Dear User, we remind you that you can attach the Mandate Document in every single Unit or the Attachment 1'

File	Document Type	Uploaded Date	Uploaded by
------	---------------	---------------	-------------

## Stipulation Practice (32/40)

### Practice Opening – UP Update

If you need to update or upload the Mandate or Testing document

39. Click the «**Edit File**» button in the quick actions menu, next to the relevant document

Testing Requested

Testing Duration \*

180

Testing Start Date

-

Testing End Date

-

Dear User, we remind you that you can attach the Mandate Document in every single Unit or the Attachment 1'.

File	Document Type	Uploaded Date	Uploaded by
<input type="checkbox"/> BRP 1 - Mandato.docx	Allegato 1 - Mandato senza rappresentanza	12/18/2025 12:21 PM	Counterparty
<input type="checkbox"/> Documento di Collaudo.docx	Documento di Collaudo	12/18/2025 12:47 PM	Counterparty

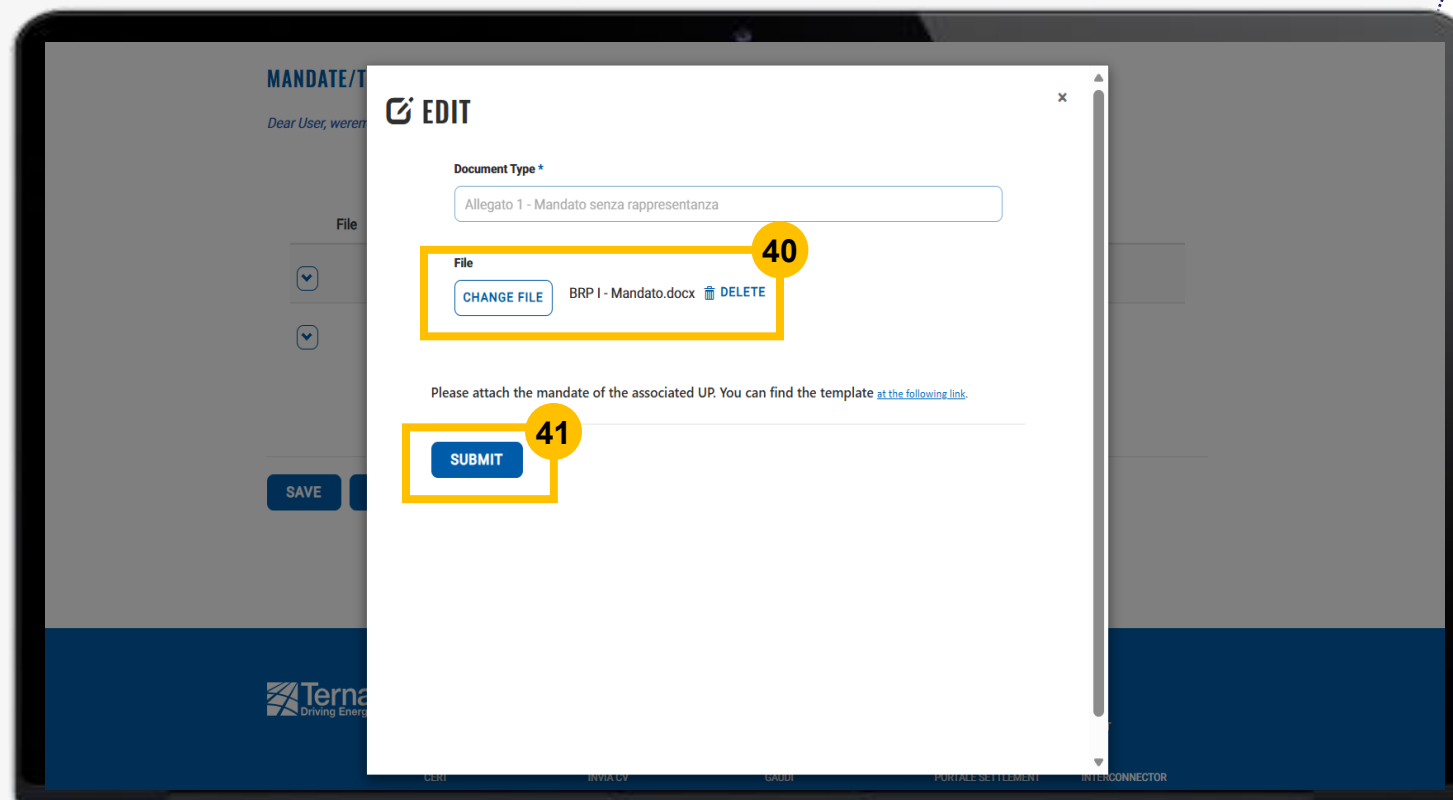
**Edit File** **39**

**SAVE** **SUBMIT**

## Stipulation Practice (33/40)

### Practice Opening – UP Update

40. Click the «**Change File**» button if you want to replace the file previously uploaded, or the «**Delete**» button if you want to remove the previously uploaded document
41. Once you have made the required changes, click the «**Submit**» button



## Stipulation Practice (34/40)

### Practice Opening – UP Association

42. Once the documentation has been uploaded and the changes have been made, click the «**Submit**» button \*

Testing End Date

Dear User, we remind you that you can attach the Mandate Document in every single Unit or the Attachment 1.

File	Document Type	Uploaded Date	Uploaded by
BRP1 - Mandato.docx	Allegato 1 - Mandato senza rappresentanza	12/18/2025 12:21 PM	Counterparty
Documento di Collaudo.docx	Documento di Collaudo	12/18/2025 12:47 PM	Counterparty

SAVE SUBMIT 42

**Terna**  
Driving Energy

**Link utili**

- CALENDARIO SOCIETARIO
- ARCHIVIO GENERALE
- CERT
- PATRIMONIO IMMOBILIARE
- ACCESSIBILITÀ
- PRIVACY E COOKIE POLICY

**DICHIARAZIONE DEI COOKIES**

- NOTE LEGALI
- INVA CV
- ASSISTENZA

**Portali**

- ACQUISTI
- QUALIFICAZIONE FORNITORI
- GAERI
- GSTAT
- IMPRESSE DISTRIBUTTRICI
- TERNA DEVELOPER
- TELESA

**TITOLATI BTN**

- CANTIERI APERTI
- PORTALI E SETTLEMENT
- CERTIFICAZIONE
- WHISTLEBLOWING
- CONNESSIONI

**MICAT**

- QIE
- INTERCONNECTOR

When you click the «Submit» button, if the UP is new and the Testing Requested is set, the system verifies that the Testing Document has been uploaded and that the «Testing Duration» field has been completed. Otherwise, an error message is returned

## Stipulation Practice (34/40)

### Practice Opening

**PRODUCTION UNITS**

UP Associations

Search  ASSOCIATE UP EXPORT UP

UP Code	UP Type	Association Start Date	Association End Date	Unit Status	Producer VAT Number	POD Code	Testing Start Date	Testing End Date	Produce
<input checked="" type="checkbox"/> UP_PRCLCLCMIL1	Significativa	2/1/2026	12/31/2099	Entered	06400370968	IT001E911553856			RWE RENEWA ITALIA SI
<input checked="" type="checkbox"/> UPN_1323412_01	Non Significativa			Validation Required	01608920292	IT001E430662538			AGRICOL ROSSO K SOCIETA SEMPLIC AGRICOL

UP Documents

Search

File	Document Type	Uploaded Date	Uploaded by
<input checked="" type="checkbox"/>	Allegato 1 - Autodichiarazione conferimento mandato		

SAVE SUBMIT

43. Within the «**Production Units**» section, the list of all UPs associated with the Stipulation Practice is displayed

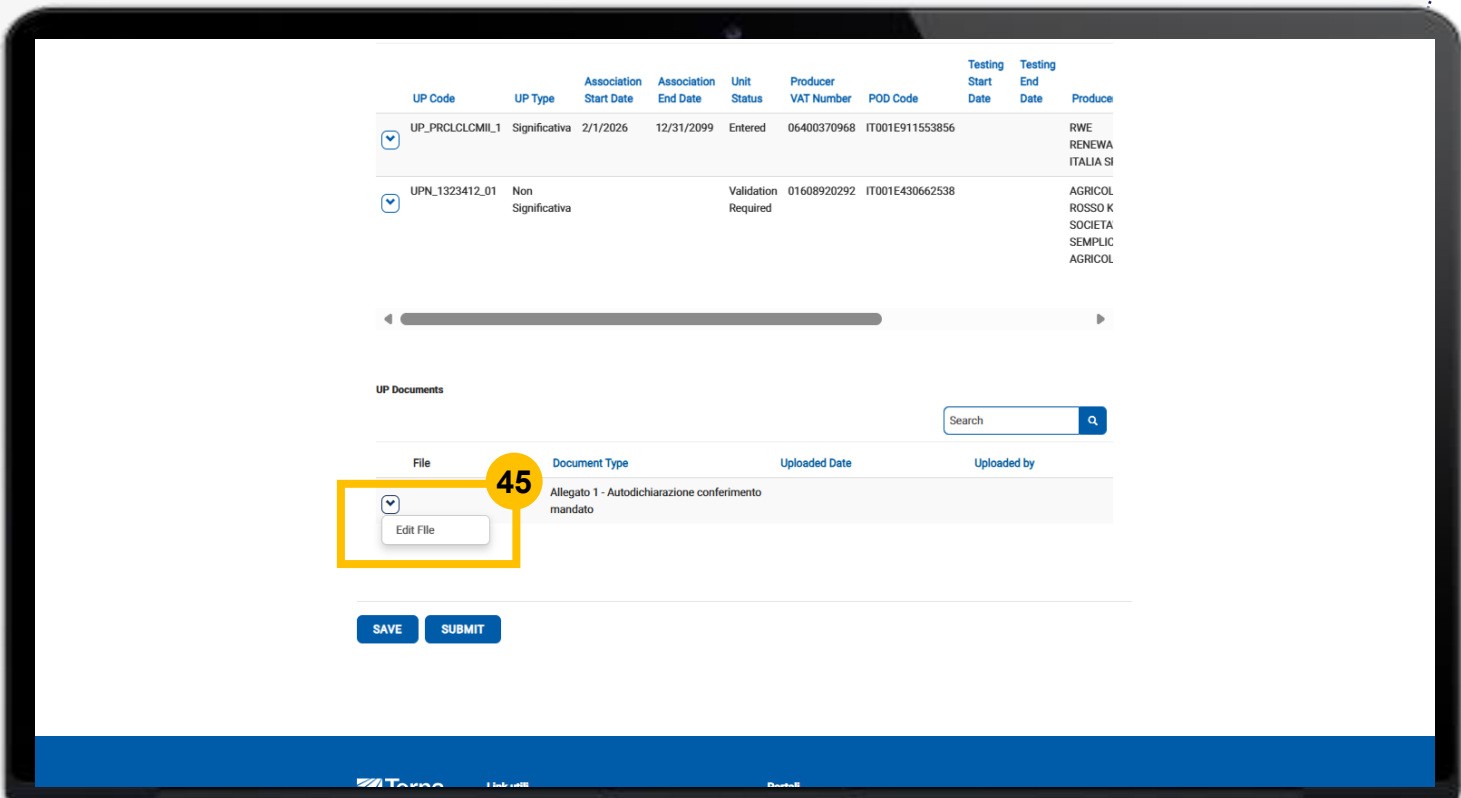
44. You can search for a UP by entering the value in the search bar and clicking the «**Search**» button

You can associate multiple Production Units by following the [steps](#) described above

You can click the «**Esport UP**» button to download an Excel file containing the list of all UPs associated with the Stipulation Practice, along with their details

# Stipulation Practice (36/40)

## Practice Opening



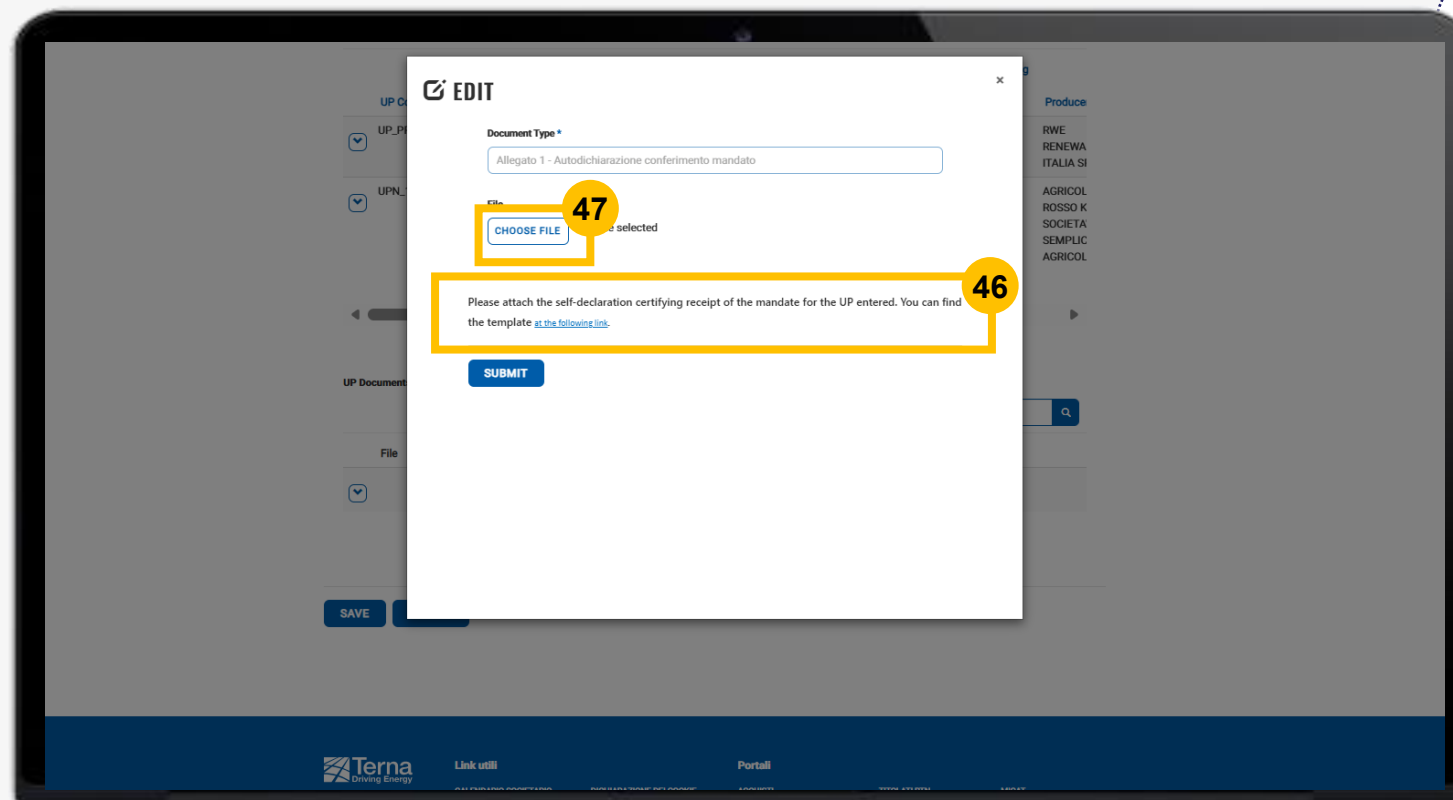
As an alternative to uploading the *Mandate Document* for each individual UP, you can upload, within «**UP Documents**» section, *Allegato 1 – Autodichiarazione conferimento mandato*.

45. For the relevant document, select «**Edit File**» from the drop-down menu

## Stipulation Practice (37/40)

### Practice Opening

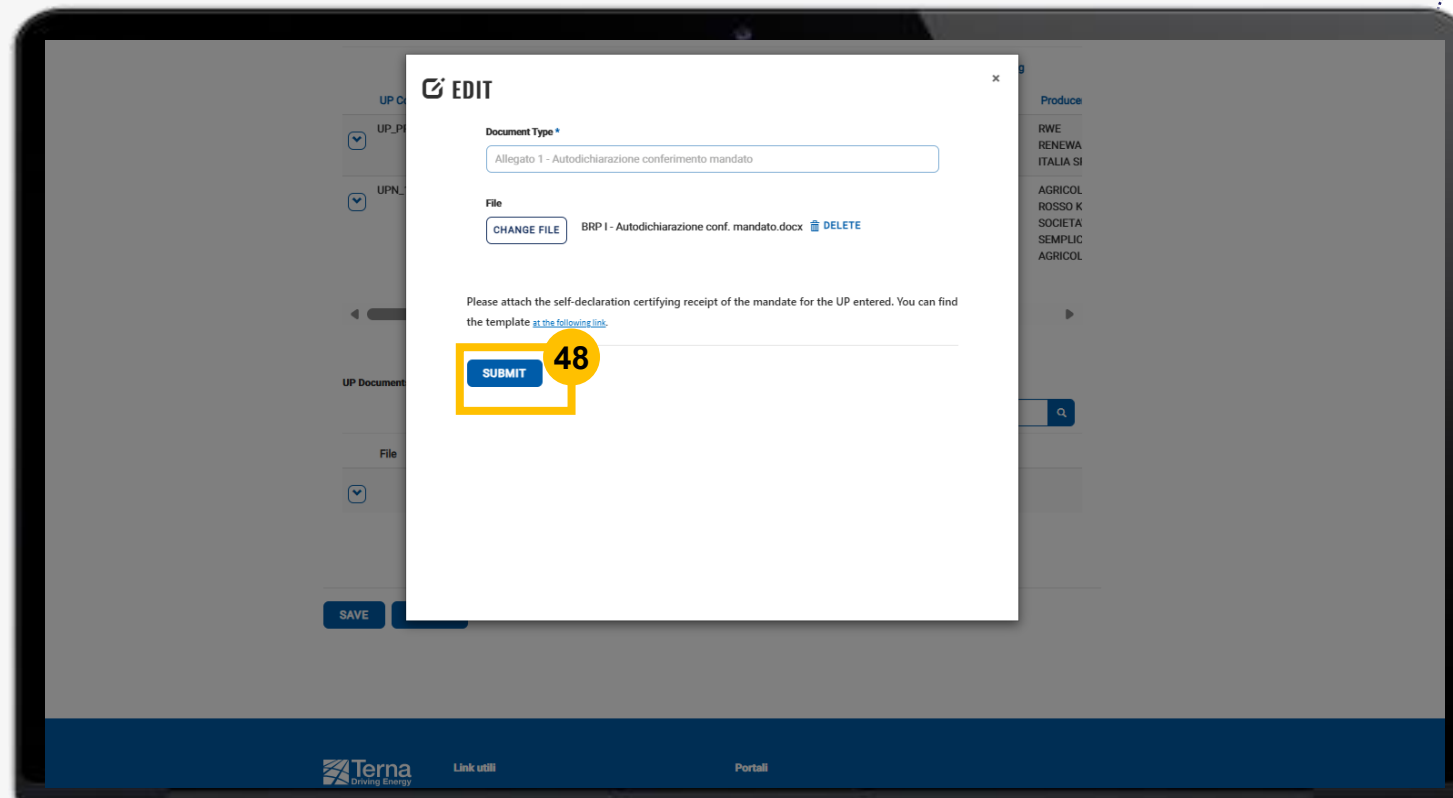
46. Click «**at the following link**» or download the document template
47. Click the «**Choose File**» button to upload the document *Allegato 2 – Autodichiarazione\_conferimento mandato*



## Stipulation Practice (38/40)

### Practice Opening

48. Once the document has been uploaded click the «**Submit**» button



You can replace or delete the uploaded file by following the [steps](#) described above

## Stipulation Practice (39/40)

### Practice Opening

49. Once the relevant UPs have been associated, click the «**Submit**» button to send the Stipulation request to Terna

When you click the «Submit» button, the system verifies that:

- All mandatory fields have been completed.
  - At least one Role has been selected.
  - If modified, the Validity Start Date falls on the first day of a month later than the month set by the system and is earlier than the practice's Validity End Date.
  - At least one UP is present when the selected Role is Holder UP o Mandatary UP.
  - If at least one UP has been associated, the Electricity Operator user does not subsequently select only the Import/Export Points Owner Role.
- If any of the above conditions are not met, the system returns an error message.

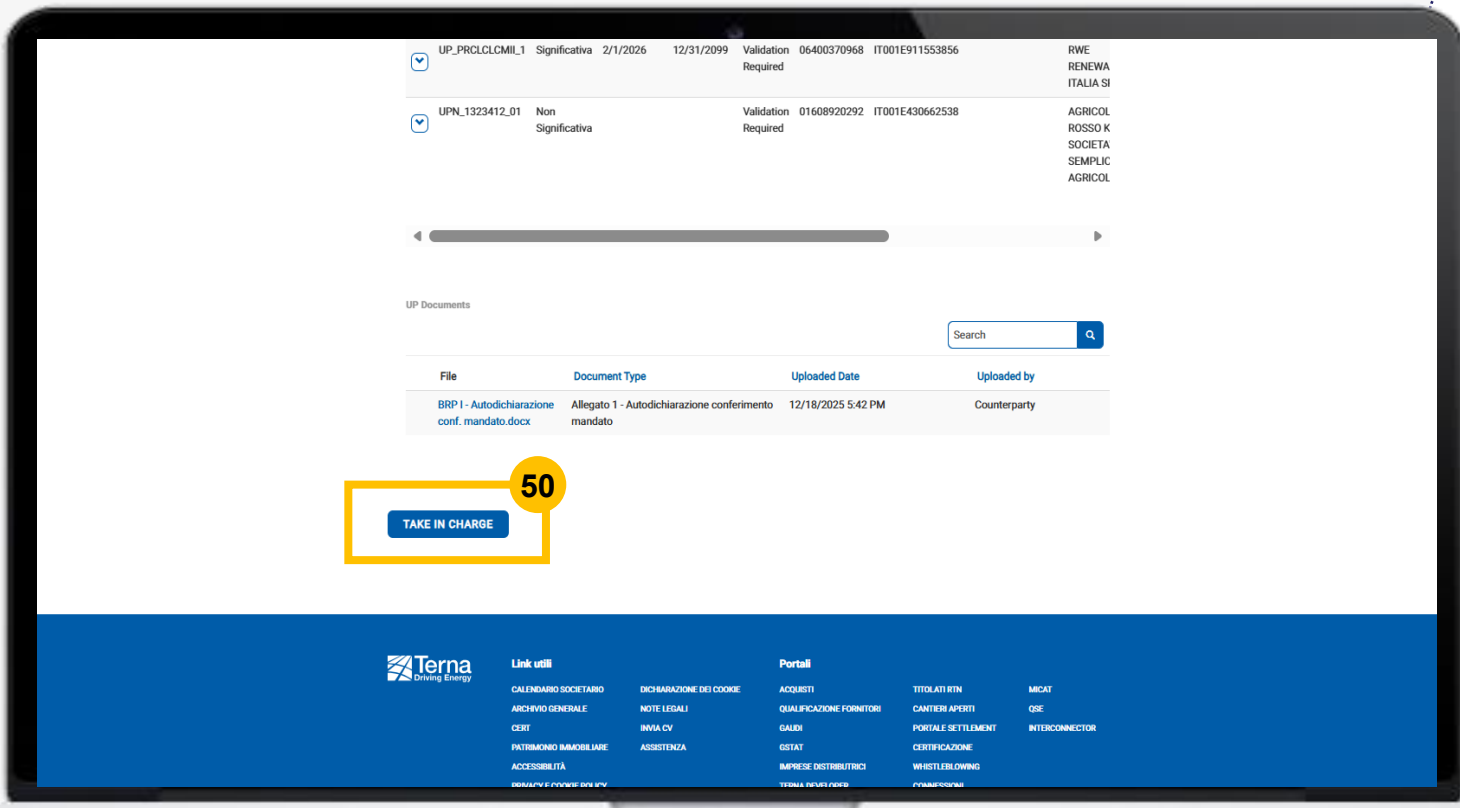
The screenshot displays a web application interface for managing Stipulation Practices. At the top, there is a table listing two UPs (UP\_PRCLCLCMIL\_1 and UPN\_1323412\_01) with their respective details. Below the table is a search bar for 'UP Documents'. A table below that shows a document 'BRP 1 - Autodichiarazione conf. mandato.docx' uploaded on 12/18/2025. At the bottom of the interface, there are 'SAVE' and 'SUBMIT' buttons. The 'SUBMIT' button is highlighted with a yellow box and a yellow circle containing the number '49'. The footer of the page contains the Terna logo and a navigation menu with links to various services like 'CALENDARIO SOCIETARIO', 'DICHIARAZIONE DEI COOKIE', 'ACQUISTI', etc.

# Stipulation Practice (40/40)

## Practice Takeover by the Electricity Operator

Once the Stipulation request has been submitted to Terna, the case moves to «To Work» status and is assigned to Terna. If changes to the Stipulation Practice or to the associated UPs are required, the Electricity Operator user can take the case back in charge

50. by clicking the «**Take in Charge**» button



The «Take in Charge» button is displayed on the Stipulation Practice when it is in one of the following statuses:

- **Open** (if the case was opened by a Terna user and is currently assigned to Terna);
- **To Work**;
- **Data Validation**.

### **The Terna Team validates roles, documents, and UPs**

The Terna Team validates the roles, the documents uploaded by the Electricity Operator, and the UPs, if any.

The process then continues with the upload of the contractual documents, following the [steps](#) described in the next section.

During the Data Validation phase, the Terna user may request further adjustments by reassigning the Stipulation Practice to the Electricity Operator user. In this scenario, the case returns to «Open» status; you must implement the changes requested by Terna, available in the «Note» section, and submit the request again by following the steps previously described.

## 2. CONTRACT REQUEST CONFIRMATION

## Use Case Context

---

### **The Terna Team opens the Stipulation Practice**

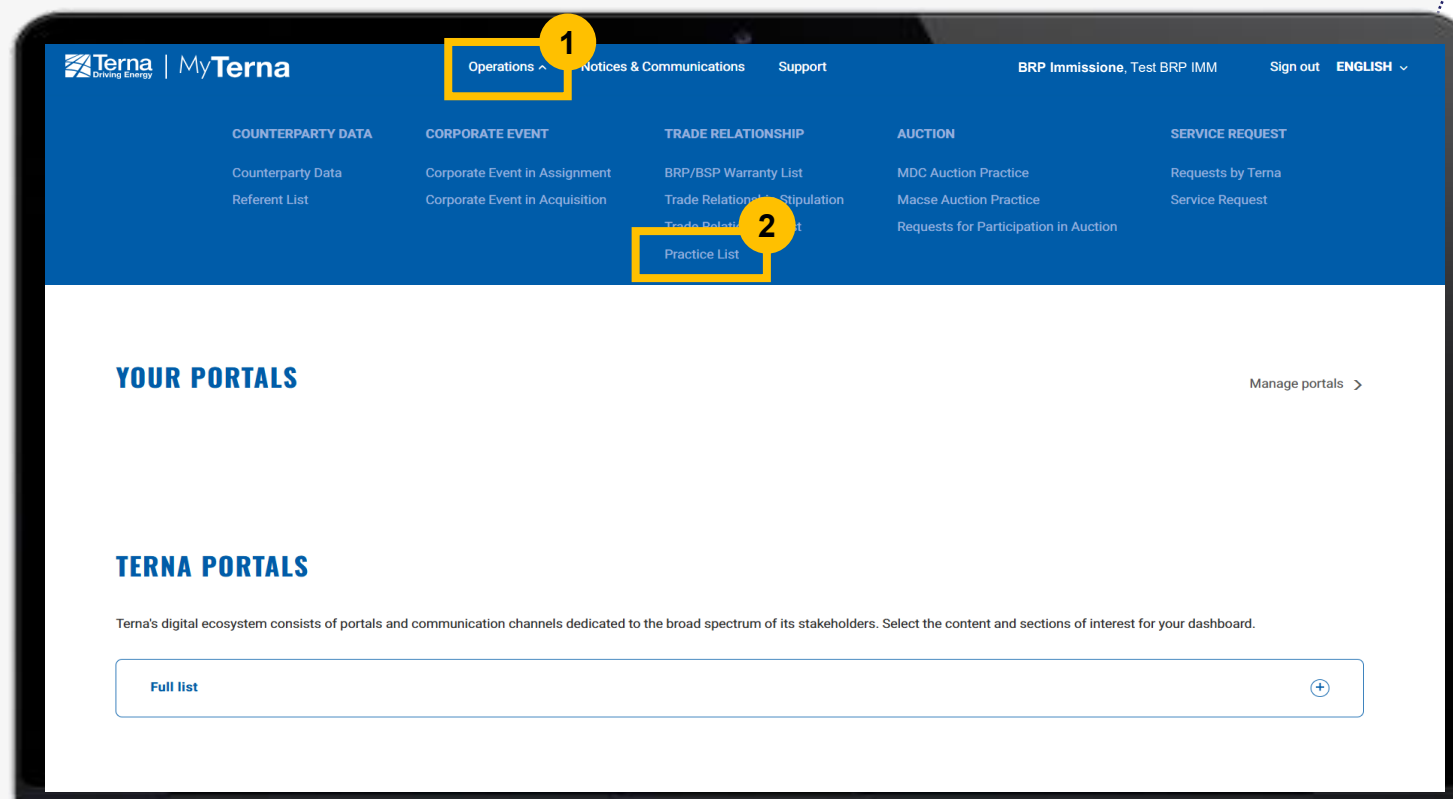
The Terna Team processes the Stipulation Practice for the BRP Injection Contract.

Subsequently, it is necessary to upload the contract document and confirm the contract request.

## Stipulation Practice (1/13)

### Contract Request Confirmation

1. From the Homepage, open the «**Operations**» section
2. Select the «**Practice List**» sub-item under «**Trade Relationship**»



## Stipulation Practice (2/13)

### Contract Request Confirmation

3. For the relevant case, select «**View details**» from the drop-down menu

**PRACTICE LIST**

**PRACTICES**

Practice Code	Practice Type	Subtype	Created On ↓	Stato Pratica	Trade Relationship Code	Trade Relationship Type
---------------	---------------	---------	--------------	---------------	-------------------------	-------------------------

There are no records to display.

**PRACTICES: NEW TRADE RELATIONSHIPS**

List of practices related to BRP Immissione, BRP Prelievo, BSP and MACSE

Practice Code	Practice Type	Subtype	Assigned To	Created On ↓	Stato Pratica	Trade Relationship Code	Trade Relationship Type
PR00001336	tion		Counterparty	8/28/2025 3:48 PM	Contract Request	DI000055	BRP Immissione

View details

## Stipulation Practice (3/13)

### Contract Request Confirmation

4. Within the «**Request Data**» section, Practice's details are displayed in read-only mode

The screenshot displays the 'STIPULATION PRACTICE' page in the MyTerna system. A yellow box highlights the 'Request Data' section, which contains the following fields and elements:

- Practice Code \***: PR00001336
- Trade Relationship Type \***: BRP Immissione
- Notes**: Includes an **ADD COMMENT** button.
- Status Reason**: Contract Request

Below the highlighted section is the **E-mail Referent** section, which includes:

- Email Contact \***: BRP Immissione
- SHOW MORE** button

The bottom section is **INFORMATION REQUIRED FOR CONTRACT DOCUMENT GENERATION**, with the sub-section **First Signatory Details** containing:

- Signatory Role 1 \***: [Empty field]
- Signatory Name 1 \***: [Empty field]
- Signatory Surname 1 \***: [Empty field]

You can enter a comment addressed to the Terna User by clicking the «**Add Comment**» button and view the history of previously entered notes by clicking the «**Show More**» button

## Stipulation Practice (4/13)

### Signatory Details Entry

5. Complete the required fields in the «Information required for contract document generation» section, relating to the Electricity Operator User who will sign the contract.
6. Once all mandatory fields have been completed, click the «**Confirm Data**» button

**E-mail Referent**

*Specify the contact who will receive the processing emails for the practice.*

Email Contact \*

BRP Immissione

SHOW MORE

**INFORMATION REQUIRED FOR CONTRACT DOCUMENT GENERATION**

*Details of the Counterparty User signing the Contract. A maximum of 2 signatories may be entered*

**First Signatory Details**

Signatory Role 1 \*      Signatory Name 1 \*      Signatory Surname 1 \*

Signatory Role 2      Signatory Name 2      Signatory Surname 2

CONFIRM DATA

Counterparty signatory details. A maximum of two signatories can be entered

Completing the fields marked with an asterisk is mandatory in order to proceed

## Stipulation Practice (5/13)

### Contractual Document Upload

7. Within the «Contract Documents» section, for each document to be uploaded, click the «**Edit File**» button in the quick actions menu

**First Signatory Details**

Signatory Role 1:  Signatory Name 1:  Signatory Surname 1:

**Second Signatory Details**

Signatory Role 2:  Signatory Name 2:  Signatory Surname 2:

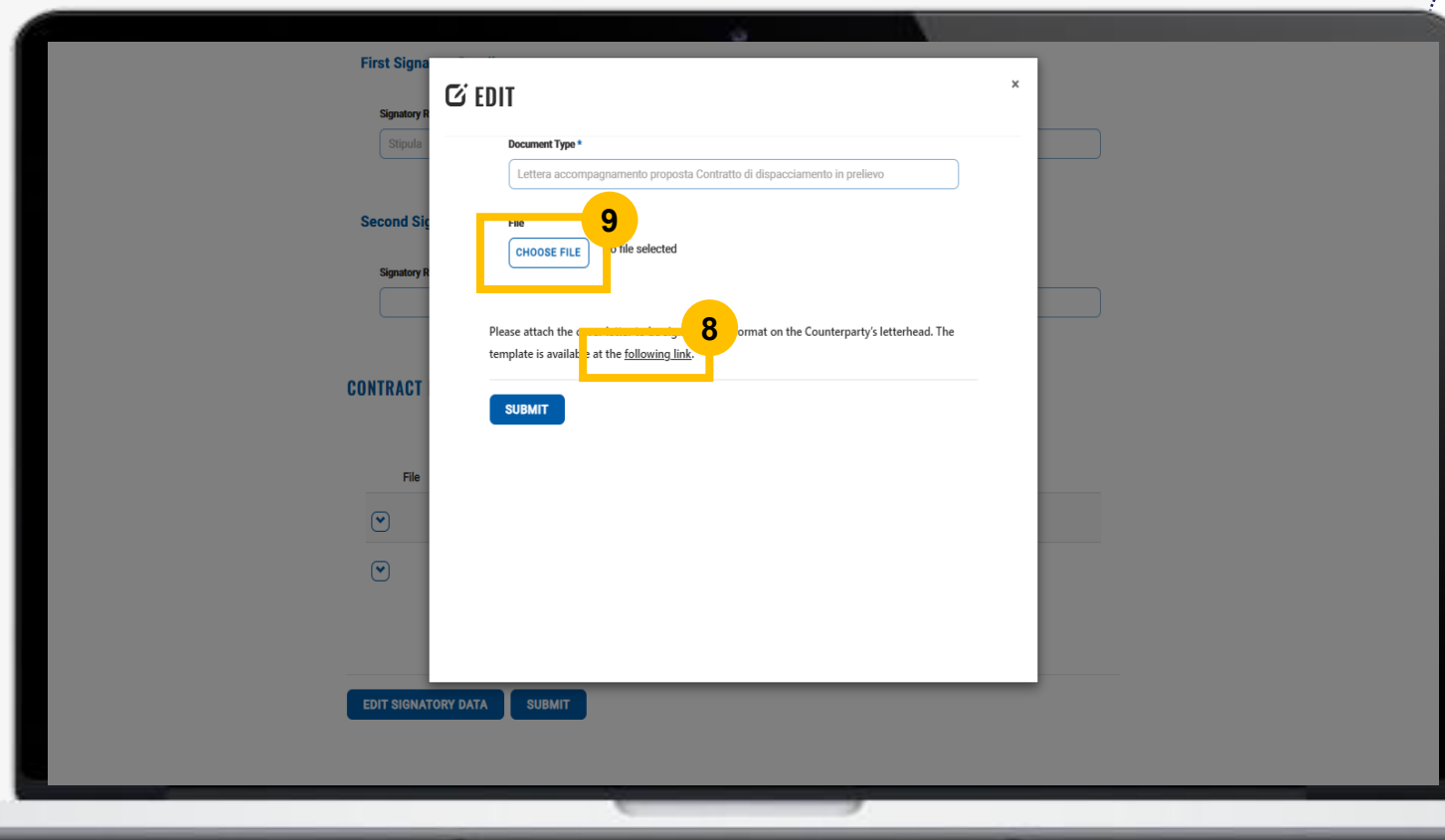
**CONTRACT DOCUMENTS**

File	Document Type ↓	Uploaded Date	Uploaded by
<input type="checkbox"/> <b>Edit File</b>	Lettera accompagnamento proposta Contratto di dispacciamento in prelievo		
<input type="checkbox"/>	Allegato A.26 Contratto di Dispacciamento Prelievo BRP firma BRP		

## Stipulation Practice (6/13)

### Contractual Document Upload

8. Click «**at the following link**» to download the pre-filled template for the relevant document
9. Once completed, click the «**Choose File**» button to upload it

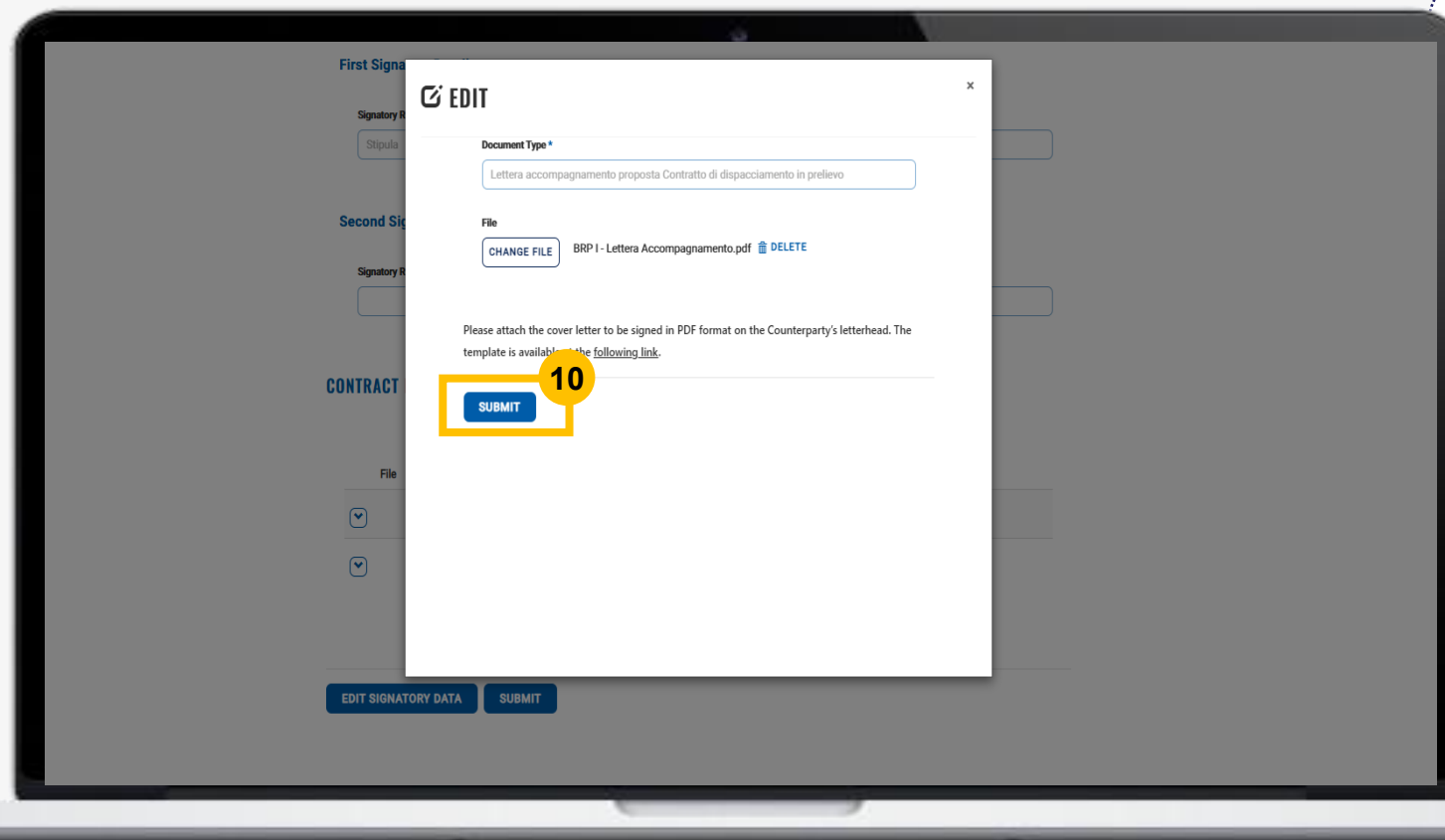


The documentation must be provided exclusively in .pdf or .p7m format

## Stipulation Practice (7/13)

### Contractual Document Upload

10. Once the document has been uploaded click the «**Submit**» button



Repeat the same procedure for each mandatory document to be uploaded

## Stipulation Practice (8/13)

### Edit Signatory Data

11. If you need to update the signatory details, click the «**Edit Signatory Data**» button

**First Signatory Details**

Signatory Role 1:  Signatory Name 1:  Signatory Surname 1:

**Second Signatory Details**

Signatory Role 2:  Signatory Name 2:  Signatory Surname 2:

**CONTRACT DOCUMENTS**

File	Document Type	Uploaded Date	Uploaded by
<input checked="" type="checkbox"/> BRP 1 - Lettera Accompagnamento.pdf	Lettera accompagnamento proposta Contratto di dispacciamento in prelievo	1/9/2026 3:01 PM	Counterparty
<input checked="" type="checkbox"/>	Allegato A.26 Contratto di Dispacciamento Prelievo BRP firma BRP		

**11**

The fields in the «Information required for contract document generation» section will be cleared and made editable again.

## Stipulation Practice (9/13)

### Edit Signatory Data

12. Complete the required fields relating to the Counterparty User who will sign the contract.
13. Once all mandatory fields have been completed, click the «**Confirm Data**» button

Completing the fields marked with an asterisk is mandatory in order to proceed

Re-upload the mandatory contractual documents by following the [steps](#) described above

**E-mail Referent**

*Specify the contact who will receive the processing emails for the practice.*

Email Contact \*

BRP Immissione

SHOW MORE

**INFORMATION REQUIRED FOR CONTRACT DOCUMENT GENERATION**

*Details of the Counterparty User signing the Contract. A maximum of 2 signatories may be entered*

**First Signatory Details**

Signatory Role 1 \*      Signatory Name 1 \*      Signatory Surname 1 \*

Signatory Role 2      Signatory Name 2      Signatory Surname 2

CONFIRM DATA

## Stipulation Practice (10/13)

### Edit Contract Document

14. Click the «**Edit File**» button next to the document to be updated

**Second Signatory Details**

Signatory Role 2  Signatory Name 2  Signatory Surname 2

**CONTRACT DOCUMENTS**

File	Document Type ↓	Uploaded Date	Uploaded by
BRP I - Lettera Accompagnamento of <b>Edit File</b>	Lettera accompagnamento proposta Contratto di dispacciamento in prelievo	1/9/2026 3:01 PM	Counterparty
	Allegato A.26 Contratto di Dispacciamento Prelievo BRP firma BRP		

[EDIT SIGNATORY DATA](#) [SUBMIT](#)

**Terna**  
Driving Energy

**Link utili**

- CALENDARIO SOCIETARIO
- ARCHIVIO GENERALE
- CERT

**DICHIARAZIONE DEI COOKIE**

- NOTE LEGALI
- IN VIA CV

**Portali**

- ACQUISTI
- QUALIFICAZIONE FORNITORI
- GAUDI

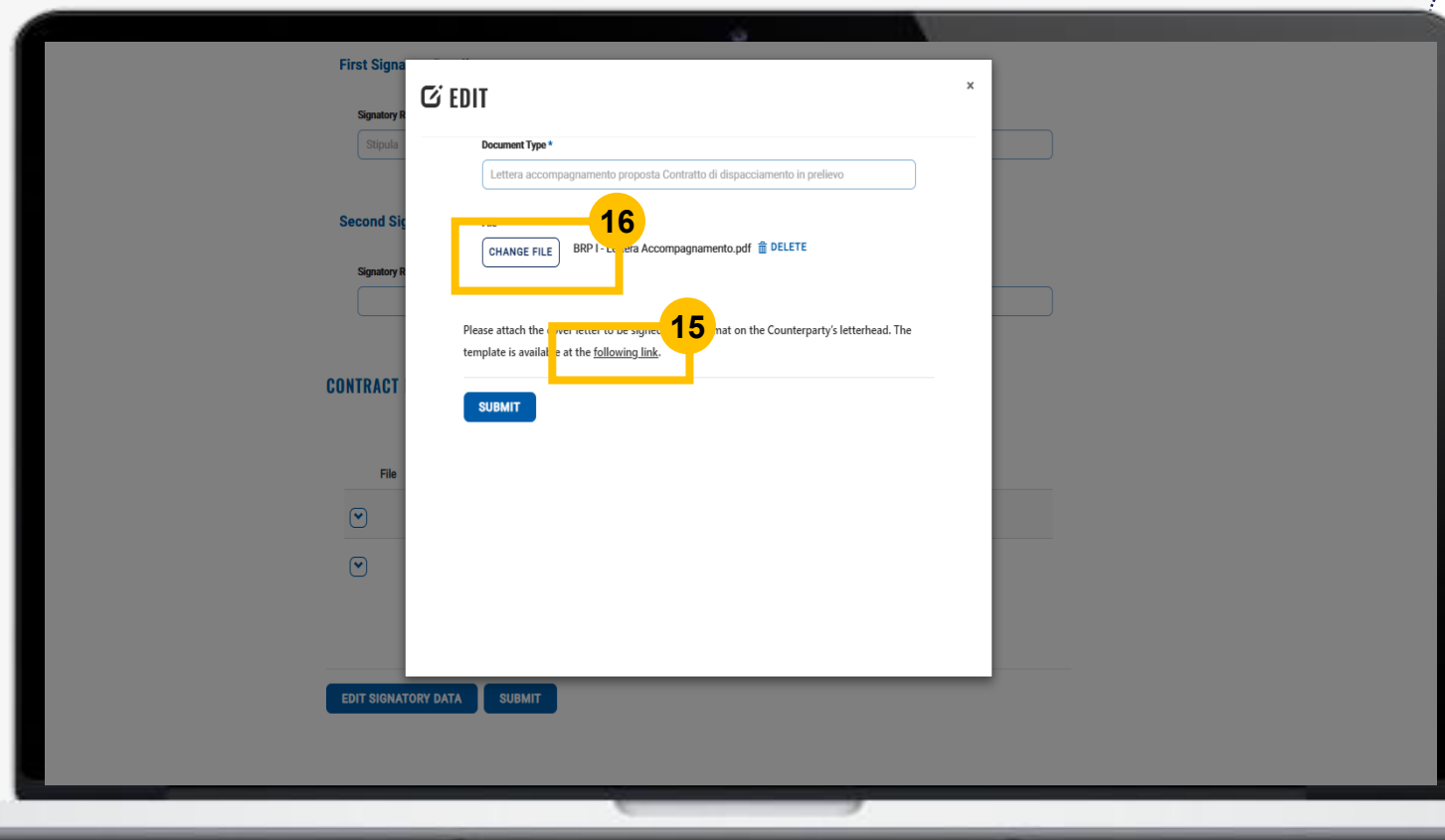
- TITOLATI RTM
- CANTIERI APERTI
- PORTALE SETTLEMENT

- MICAT
- OSE
- INTERCONNECTOR

## Stipulation Practice (11/13)

### Edit Contract Document

15. Click the available link to download the updated pre-filled document and, once it has been signed,
16. click the «**Change File**» button to replace the contract document



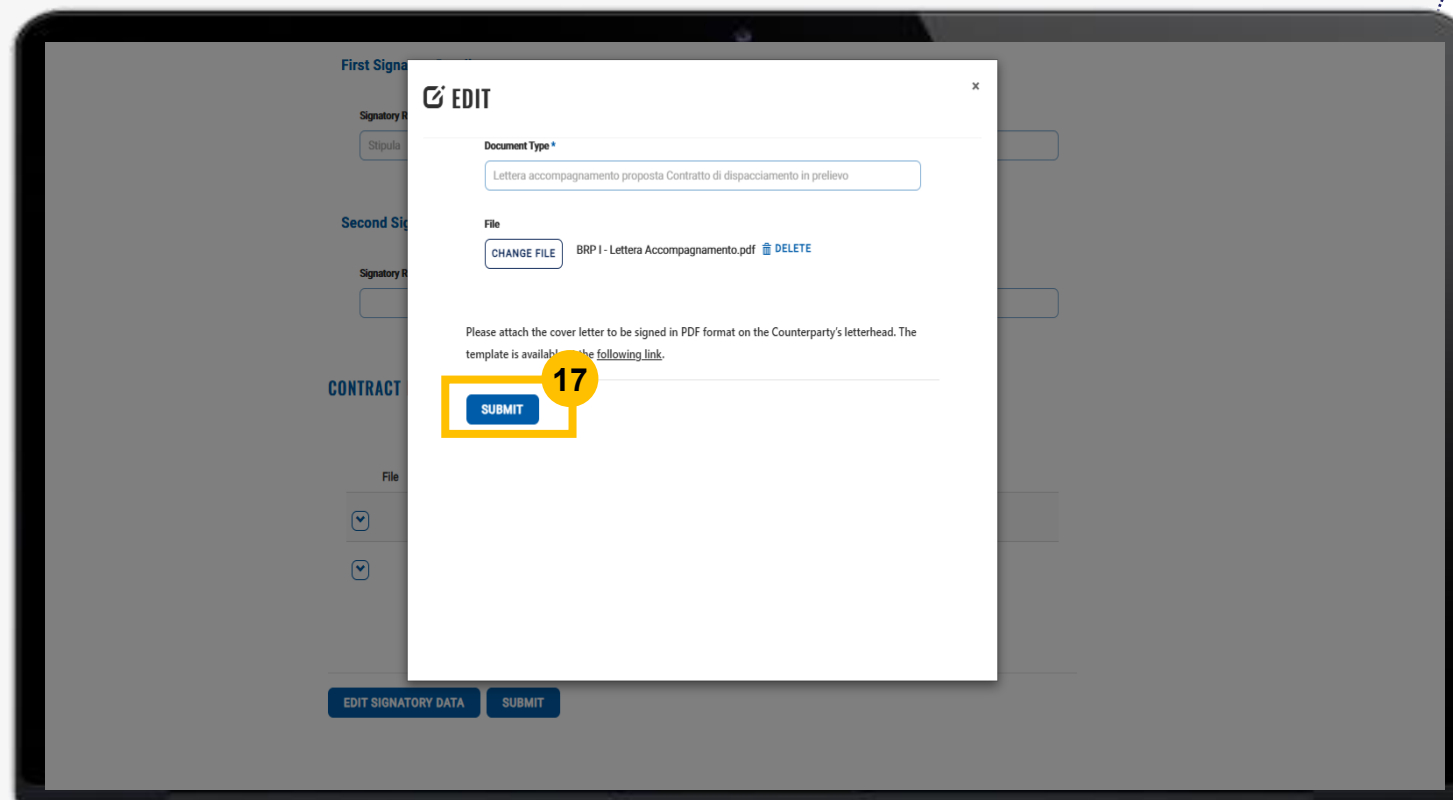
Alternatively, you can delete the previously uploaded document by clicking the «Delete» button and upload the updated document by clicking the «Choose File» button

The documentation must be provided exclusively in .pdf or .p7m format

## Stipulation Practice (12/13)

### Upload Contract Document

17. Once the document has been uploaded click the «**Submit**» button



Repeat the same procedure for each mandatory document to be uploaded

## Stipulation Practice (13/13)

### Confirm Contract Request

Once all mandatory documents for the contract have been uploaded

- Click the «**Submit**» button, as a result, the practice moves to «**Contract Documents Validation**» status

The screenshot shows a web form for confirming a contract request. It includes fields for 'Second Signatory Details' (Role, Name, Surname) and a table of 'CONTRACT DOCUMENTS'. The 'SUBMIT' button is highlighted with a yellow box and a yellow circle containing the number 18.

File	Document Type ↓	Uploaded Date	Uploaded by
BRP I - Lettera Accompagnamento.pdf	Lettera accompagnamento proposta Contratto di dispacciamento in prelievo	1/9/2026 3:01 PM	Counterparty
	Allegato A.26 Contratto di Dispacciamento Prelievo BRP firma BRP		

Buttons: EDIT SIGNATORY DATA, **SUBMIT**

È possibile modificare i dati dei firmatari inseriti in precedenza, seguendo gli step illustrati nelle slide precedenti e solo prima di cliccare sul pulsante «Invia».

### **The Team Terna closes and activates the contract**

The Terna Team validates the contractual documents, closes the stipulation practice, and activates the Commercial Relationship.

If changes to the uploaded documents are required, the Terna user reassigns the practice to the Operator, and the practice returns to «Contract Request» status.

In this scenario, the Operator must implement the requested changes by following the steps described in the previous slides

