

New MyTerna Portal

BSP Contracts Management

User Manual
NMTP_UM_18



New MyTerna Portal Guide

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 **BSP 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 – BSP Contracts Management

1

[Stipulation Practice](#)

page 4

1. STIPULATION PRACTICE

Use Case Context

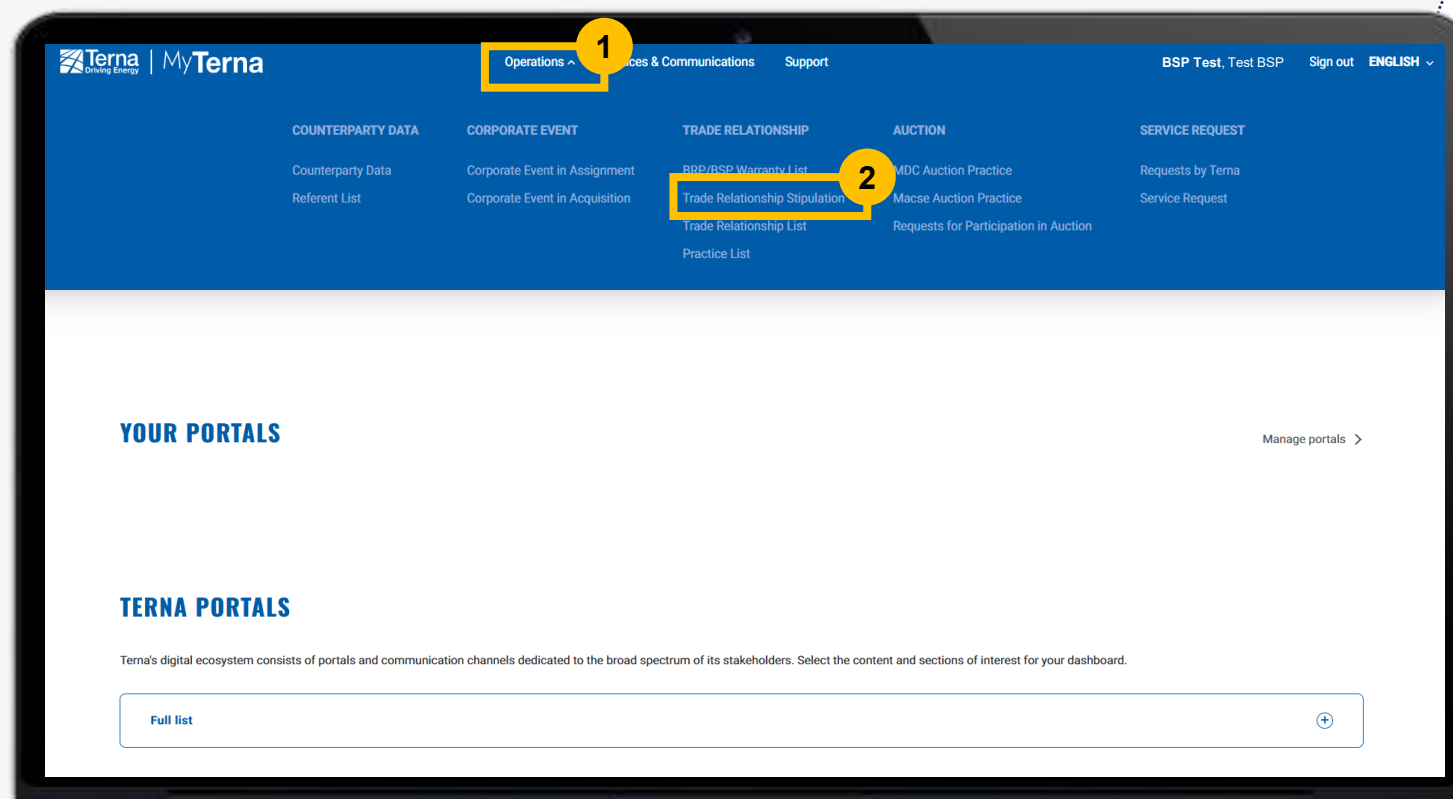
The Electricity Operator opens a Stipulation Practice

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

Stipulation Practice (1/48)

Practice Opening

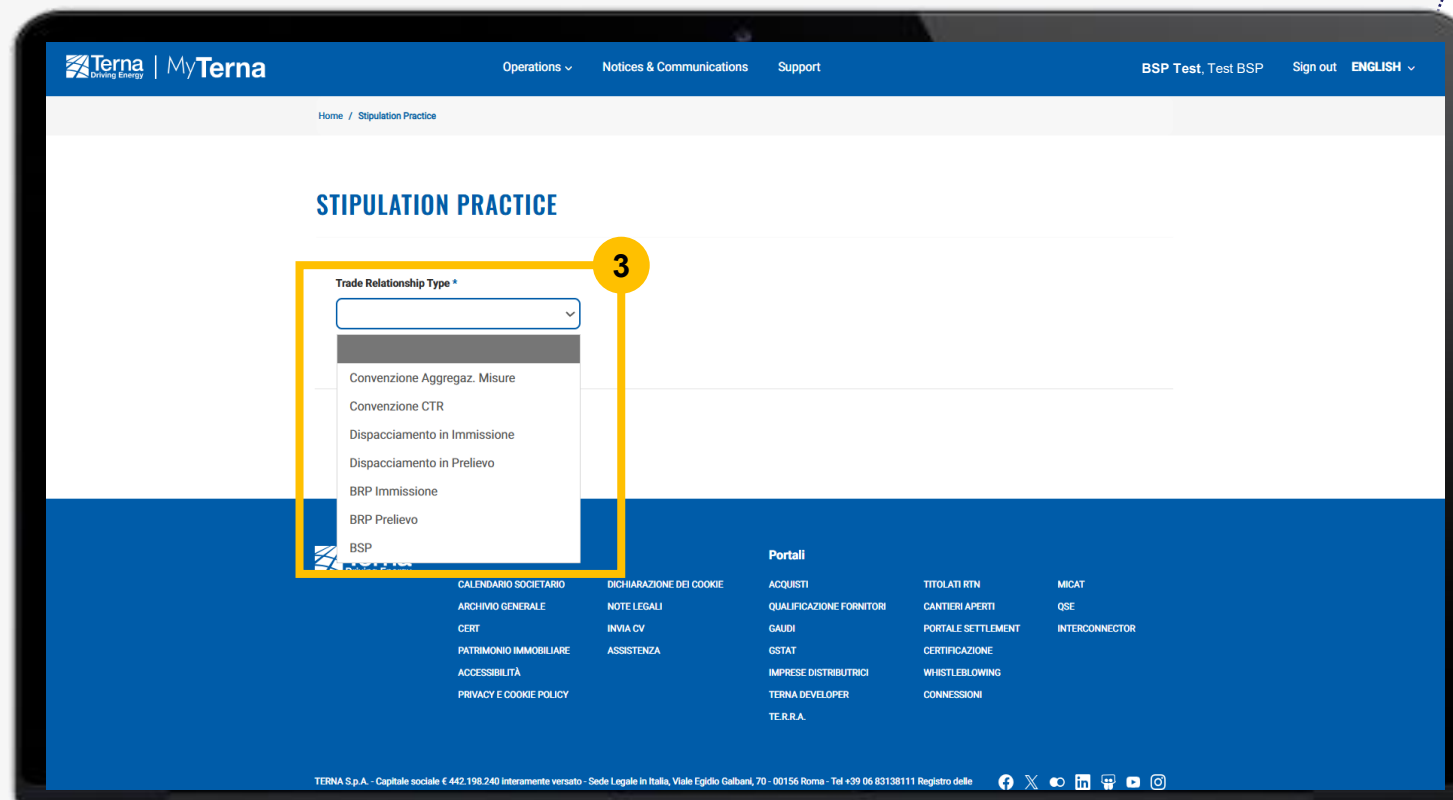
1. From the Homepage, open the «**Operations**» section
2. Select the «**Trade Relationship Stipulation**» sub-item under «**Trade Relationship**»



Stipulation Practice (2/48)

Practice Opening

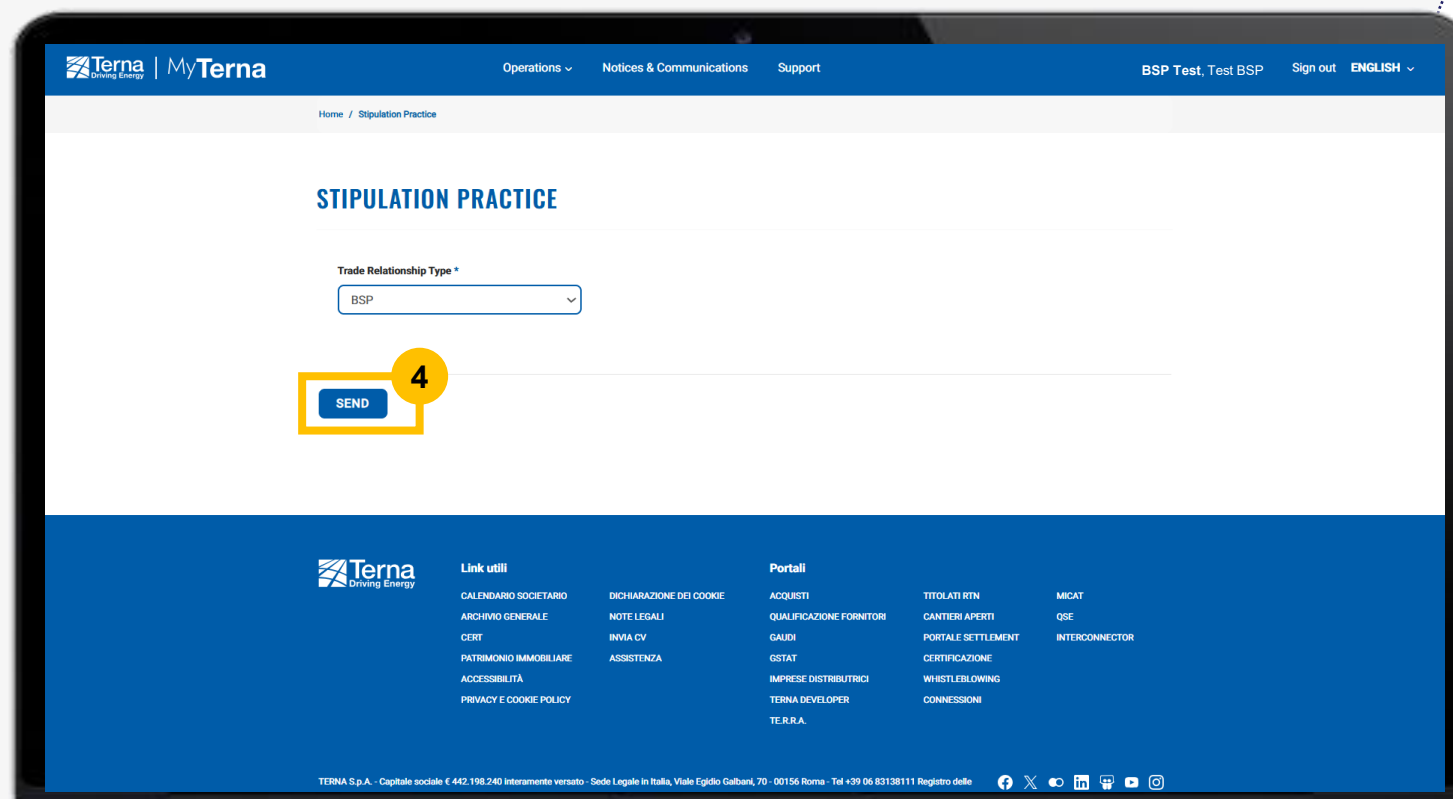
3. In the «**Stipulation Practice**» section, from the «**Trade Relationship Type**» drop-down menu, select «**BSP**»



Stipulation Practice (3/48)

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 (4/48)

Practice Opening

STIPULATION PRACTICE

Request Data

Practice Code * PR00002379

Trade Relationship Type * BSP

Status Reason: Open

Notes

ADD COMMENT

There are no activities to display.

E-mail Referent

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

Email Contact * BSP Test

SHOW MORE

Contracts Term

Validity Start Date * 2/1/2026

Validity End Date * 12/31/2099

PRACTICE DOCUMENTS

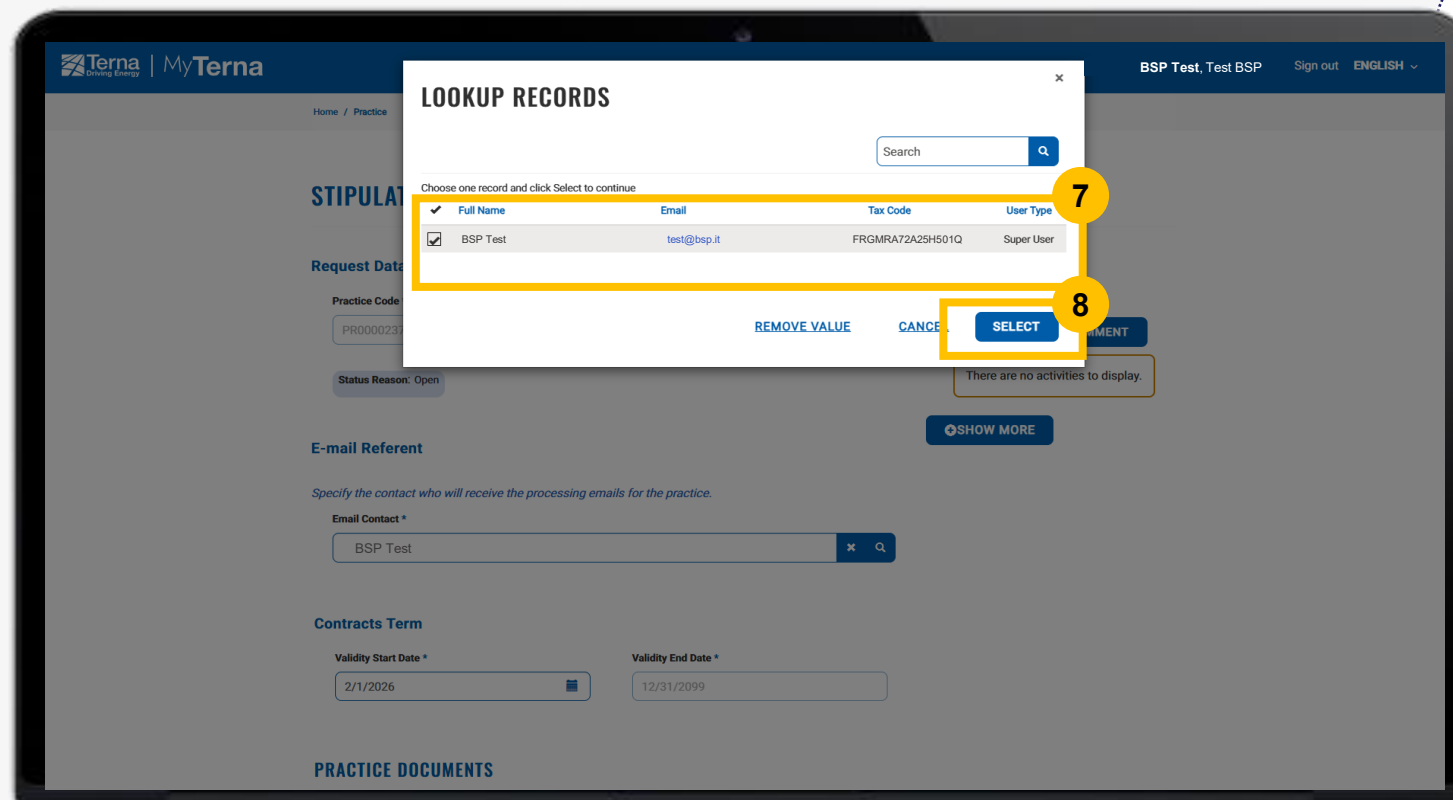
5. In the «**Stipulation Practice**» section, you can view the details of the Practice you have opened
6. In the «**E-mail Referent**» section, the Electricity Operator's Super User contact is automatically populated. You can change it by clicking the «**Search**» icon

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 (5/48)

Practice Opening

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



Stipulation Practice (6/48)

Practice Opening

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

Email Contact *

BSP Test

Contracts Term

Validity Start Date * 2/1/2026

Validity End Date * 12/31/2099

PRACTICE DOCUMENTS

ADD OTHER DOCUMENT

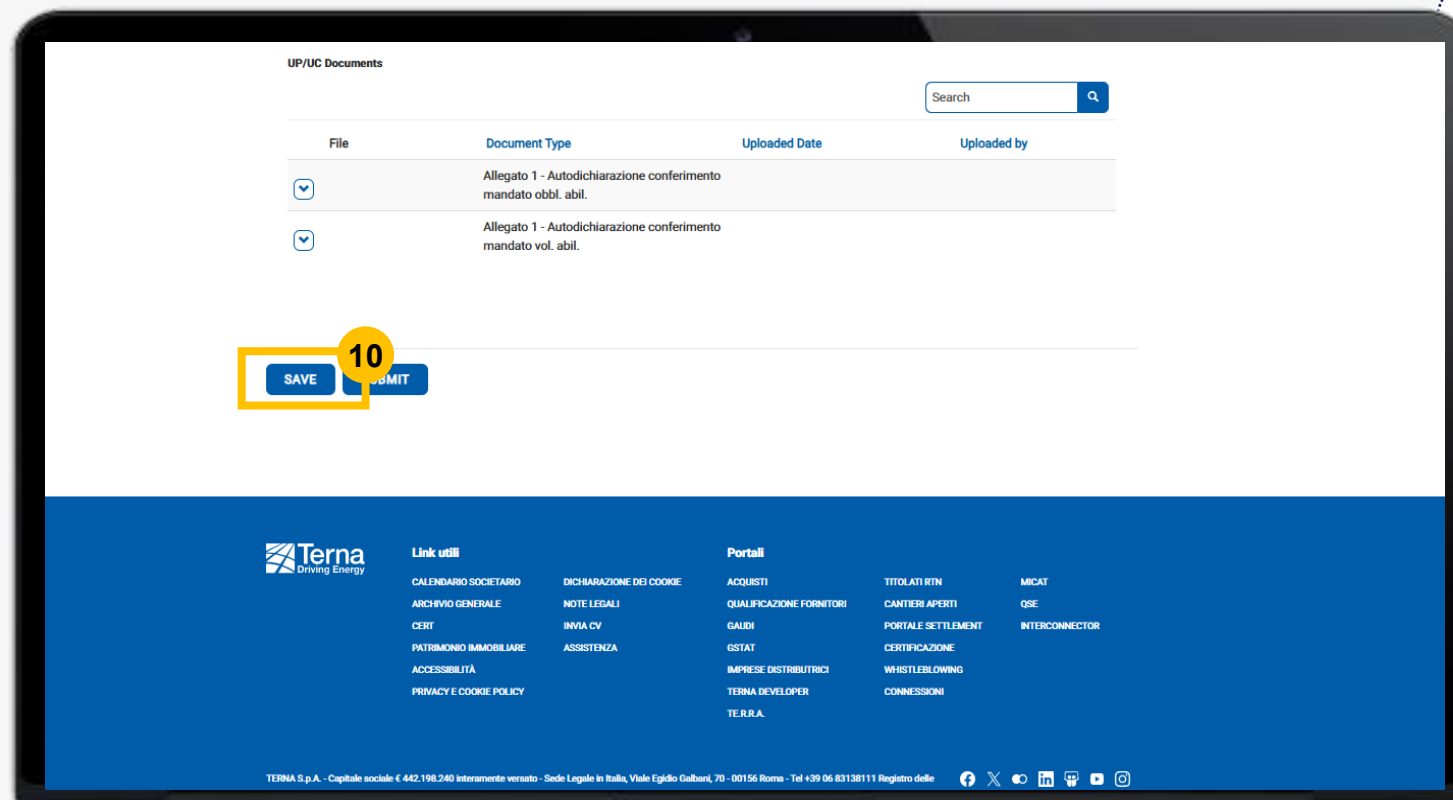
File	Document Type ↑	Uploaded Date	Uploaded by
<input checked="" type="checkbox"/>	Allegato 2 - Dichiarazione legale rappresentante NON UE		
<input checked="" type="checkbox"/>	Allegato 2 - Dichiarazione sostitutiva di legale rappresentante UE		
<input checked="" type="checkbox"/>	Allegato 3 - Dichiarazione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

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

Stipulation Practice (7/48)

Practice Opening

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



Stipulation Practice (8/48)

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:

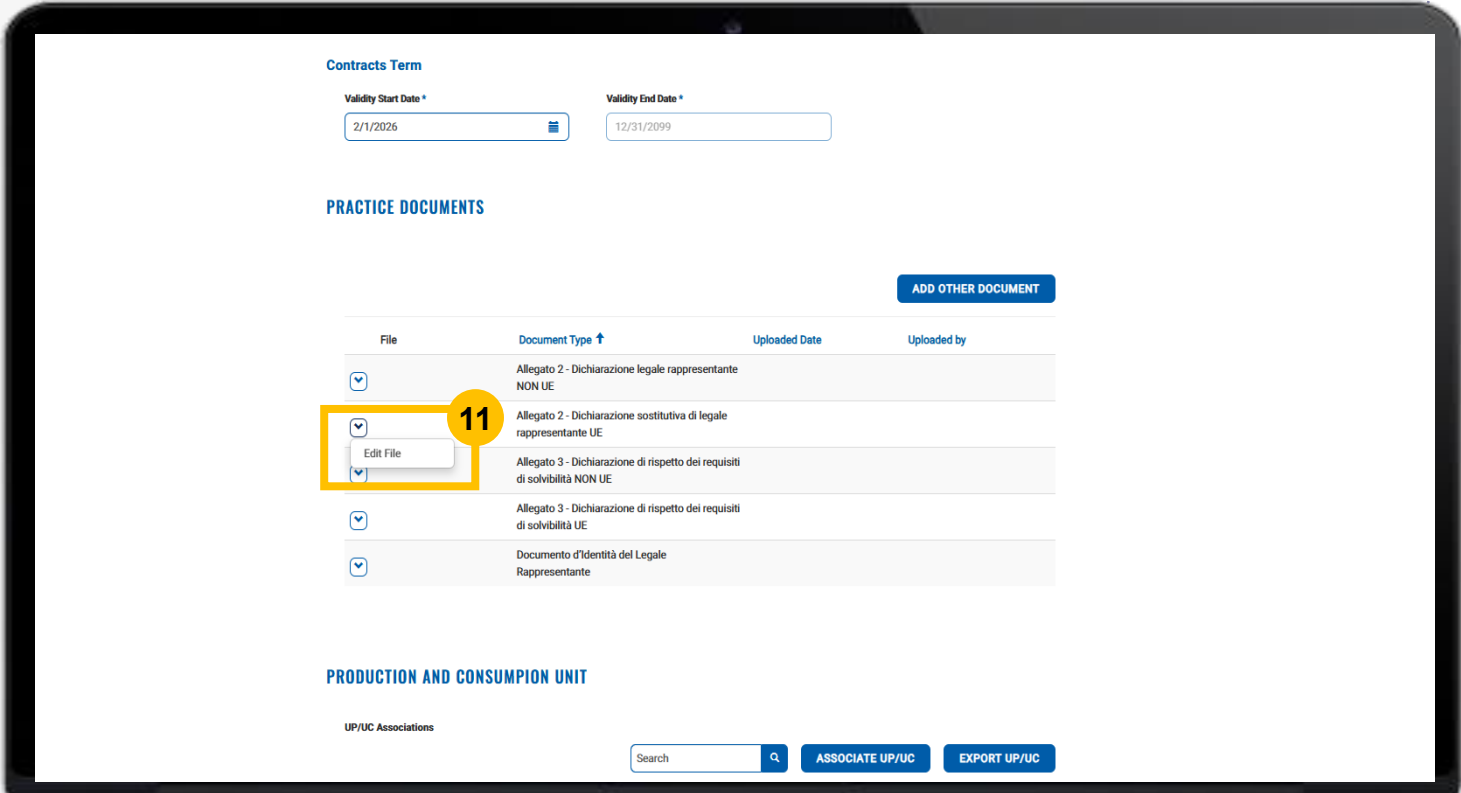
- The «Validity End Date» field is pre-filled by the system and cannot be modified; it is set to 31/12/2099

Stipulation Practice (9/48)

Practice Opening

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

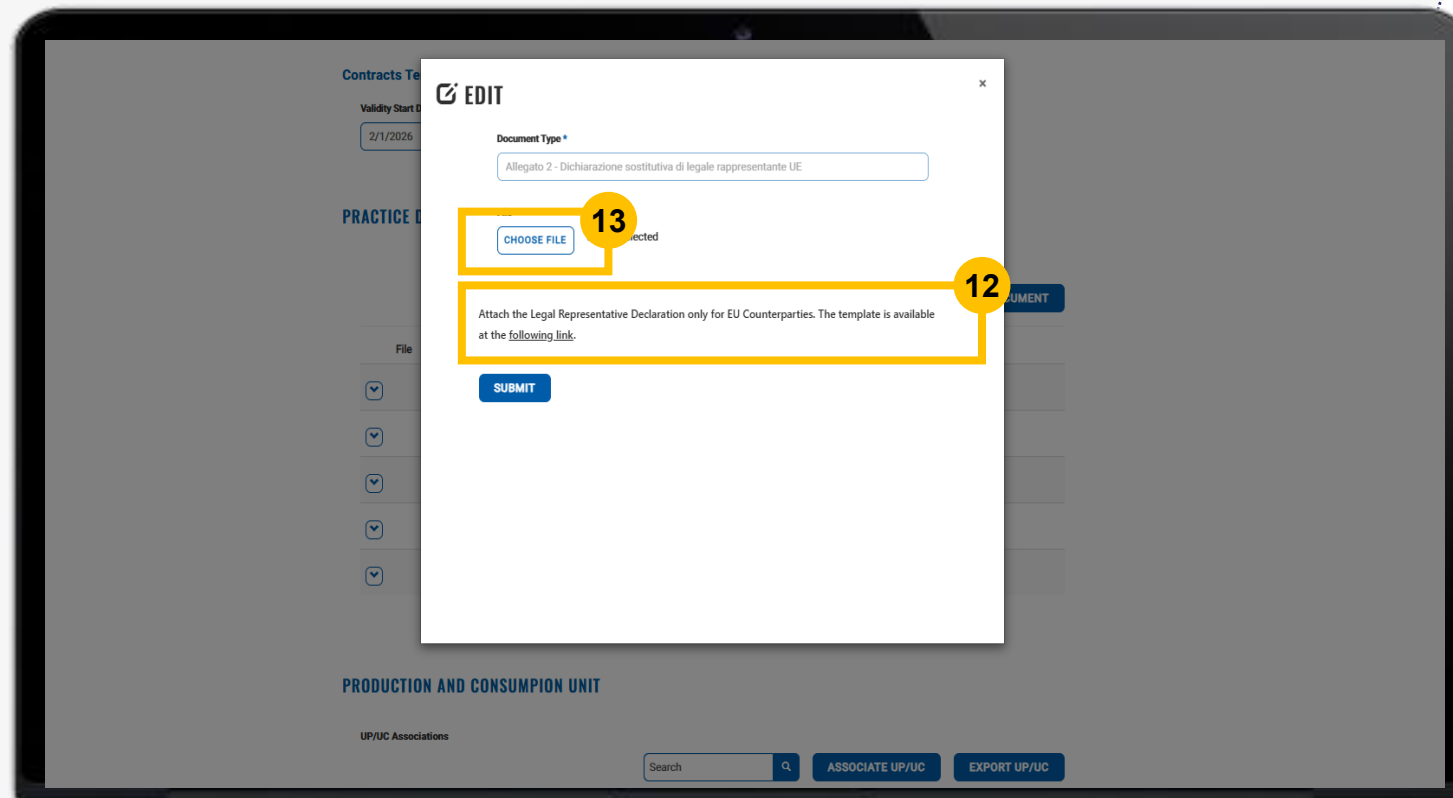
- 11. For each document to be uploaded, click the «**Edit File**» button within the quick actions menu



Stipulation Practice (10/48)

Practice Opening

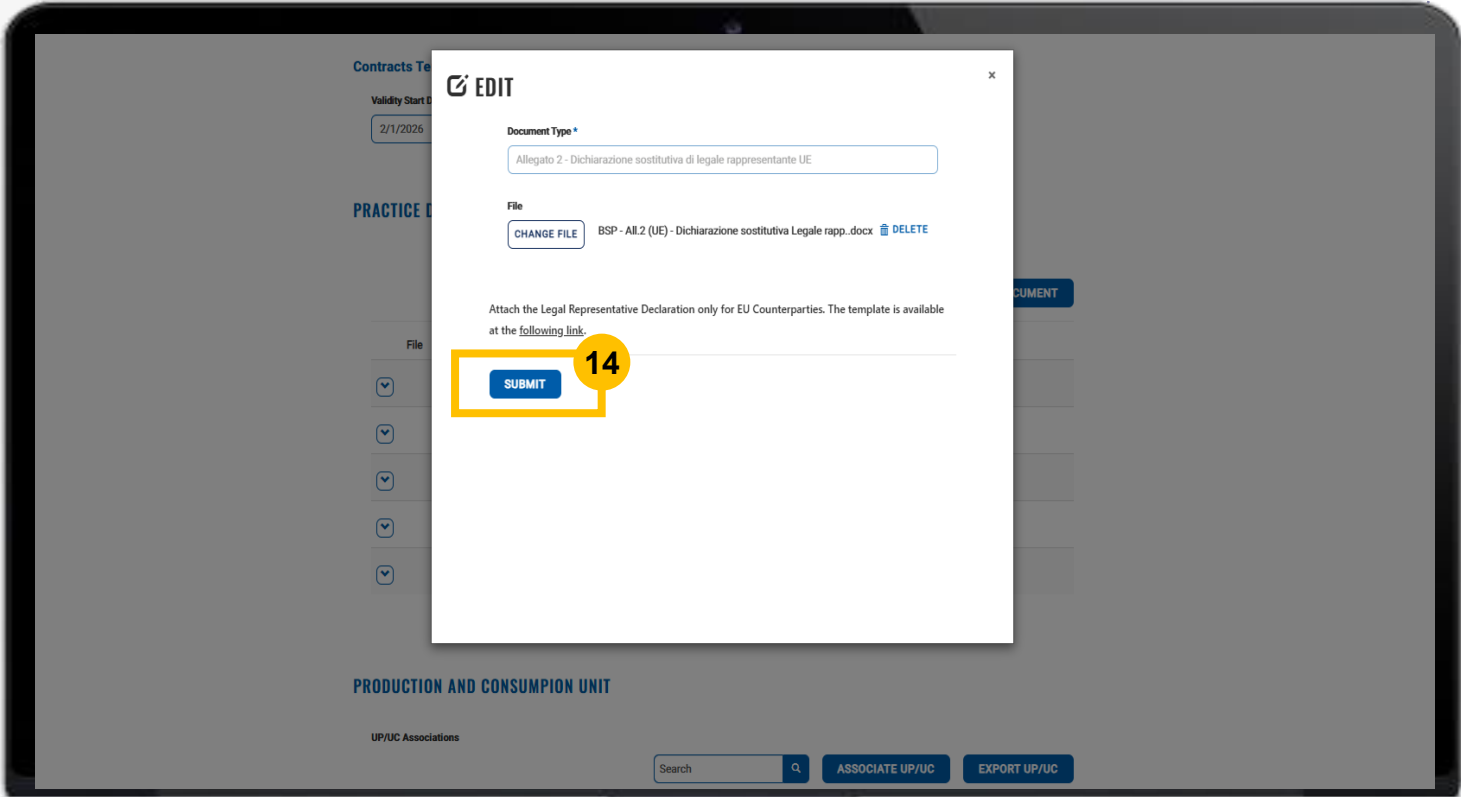
12. Click «**at the following link**» to download the pre-filled template for the relevant document
13. Once completed, click the «**Choose File**» button to upload it



Stipulation Practice (11/48)

Practice Opening

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



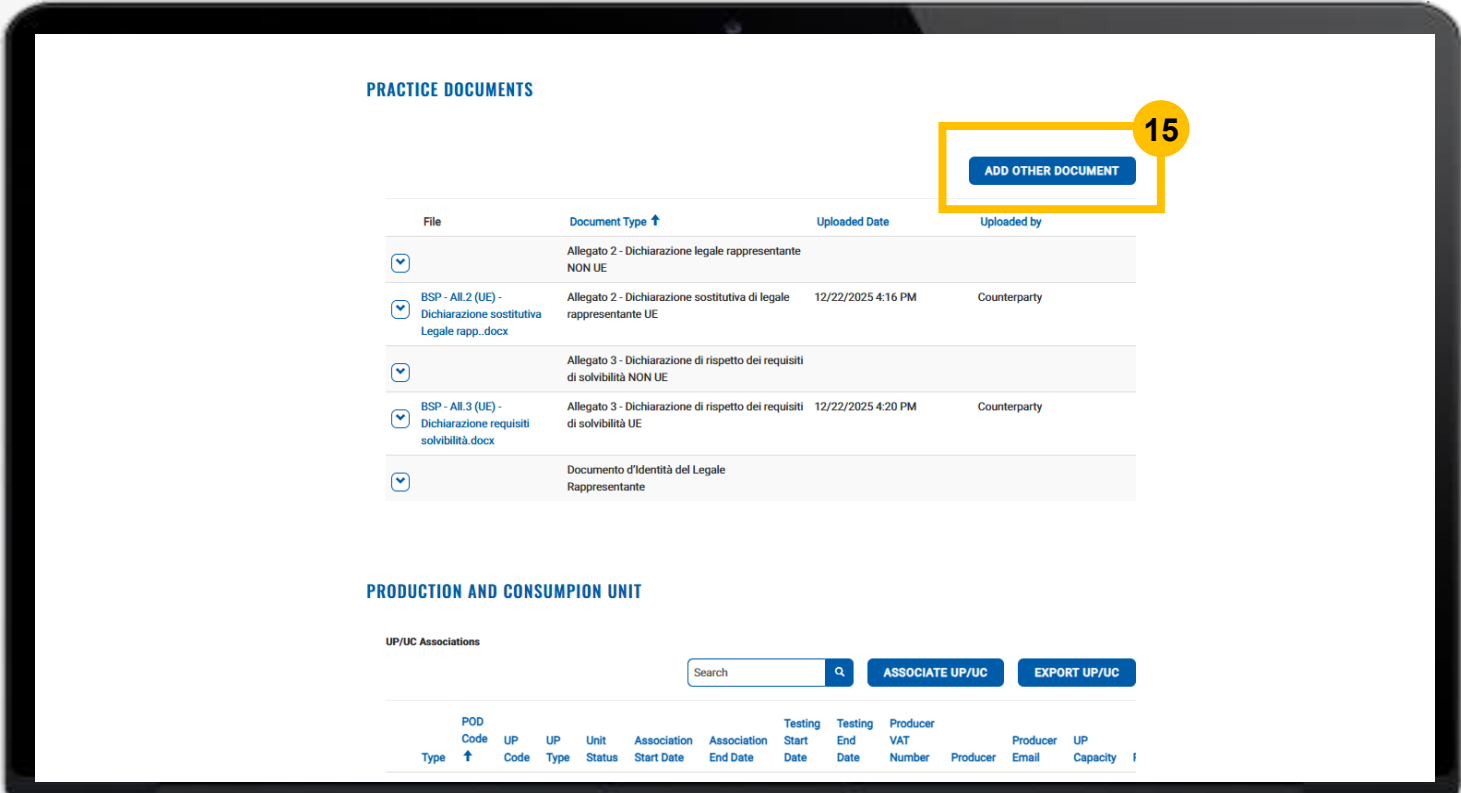
Repeat the same procedure for each document to be uploaded

Stipulation Practice (12/48)

Practice Opening

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

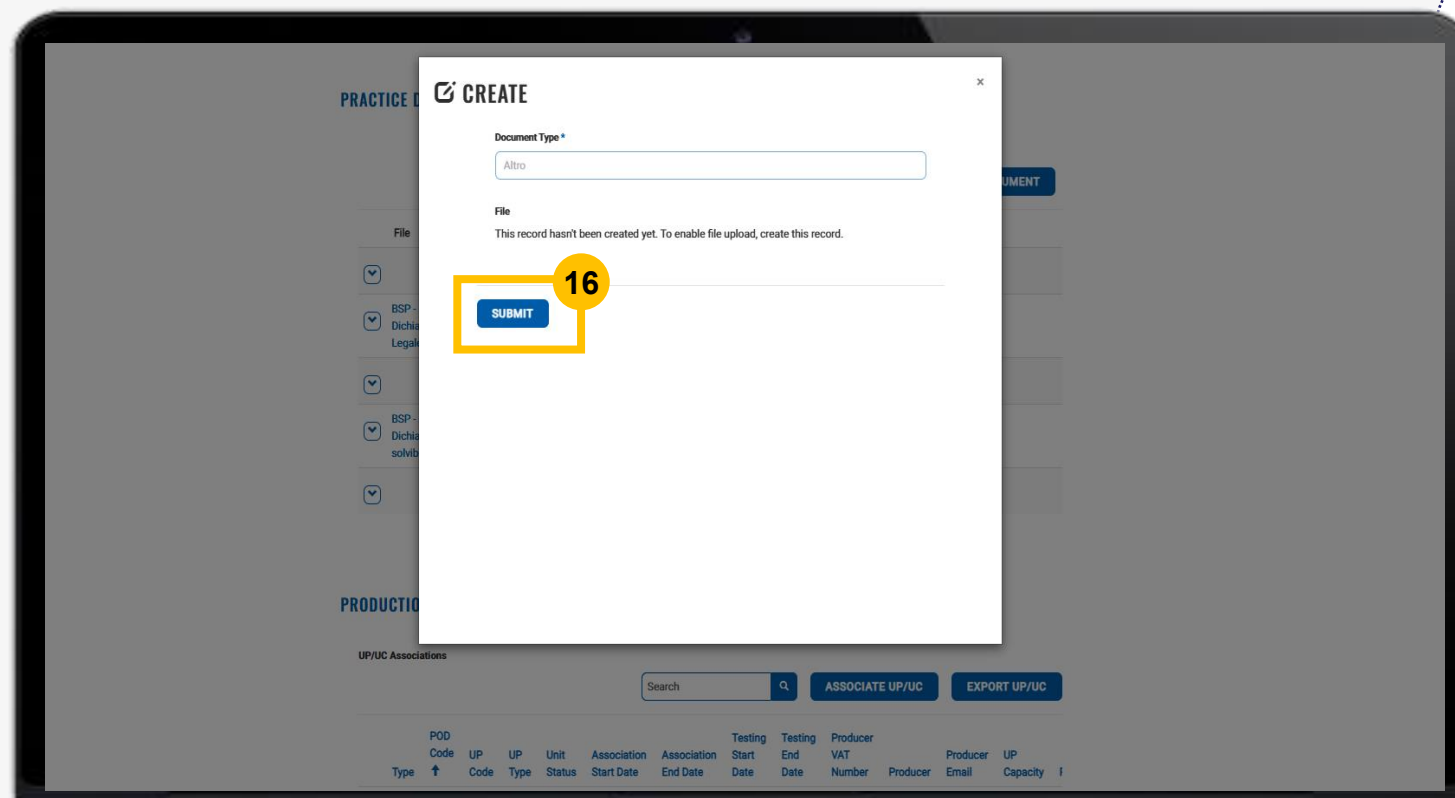
15. Click the «Add Other Document» button



Stipulation Practice (13/48)

Practice Opening

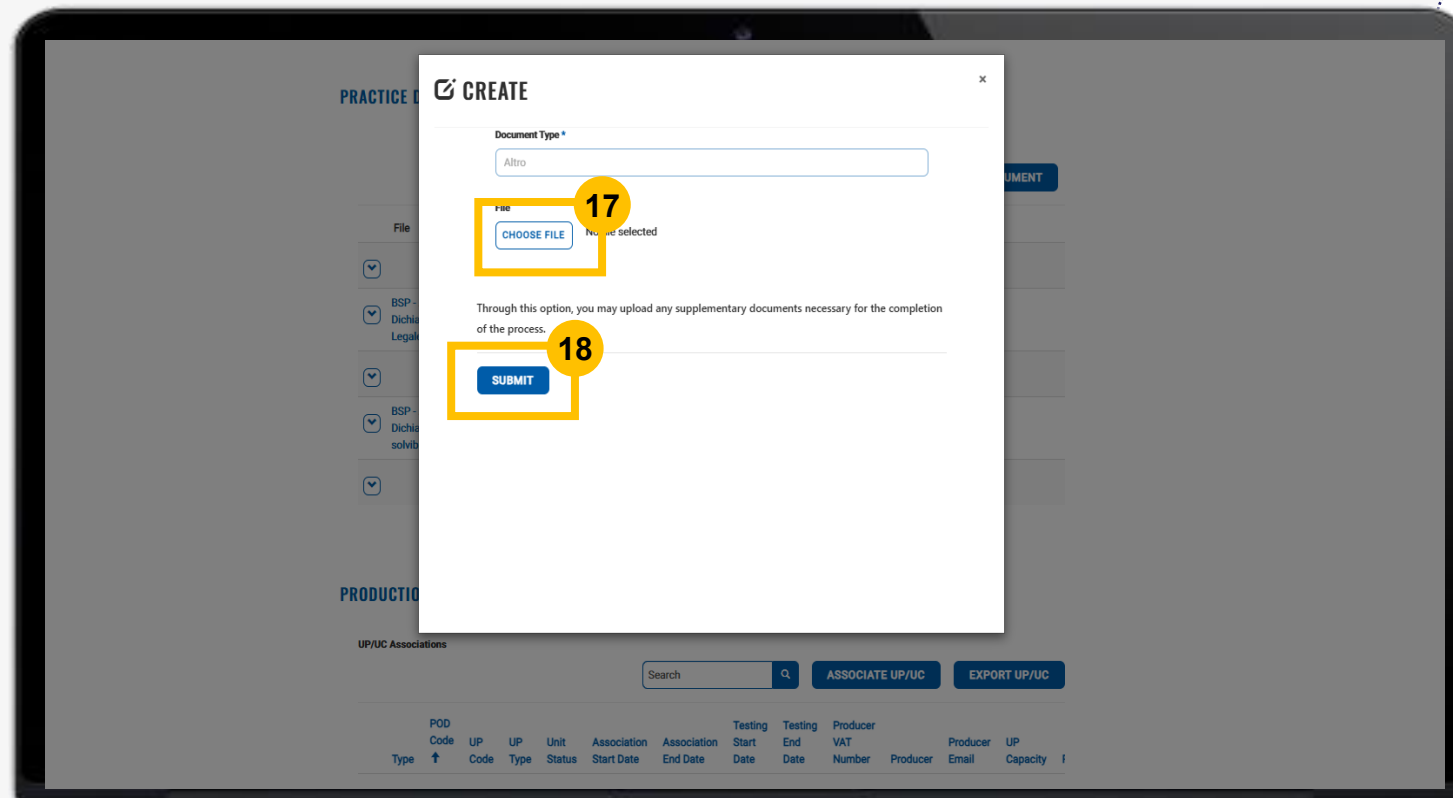
16. Click the «**Submit**» button



Stipulation Practice (14/48)

Practice Opening

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



Stipulation Practice (15/48)

Practice Opening

19. Click the «**Associate UP/UC**» button to associate a single UP or UC

PRODUCTION AND CONSUMPTION UNIT

UP/UC Associations

Search [] ASSOCIATE UP/UC EXPORT UP/UC

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

UP/UC Documents

Search []

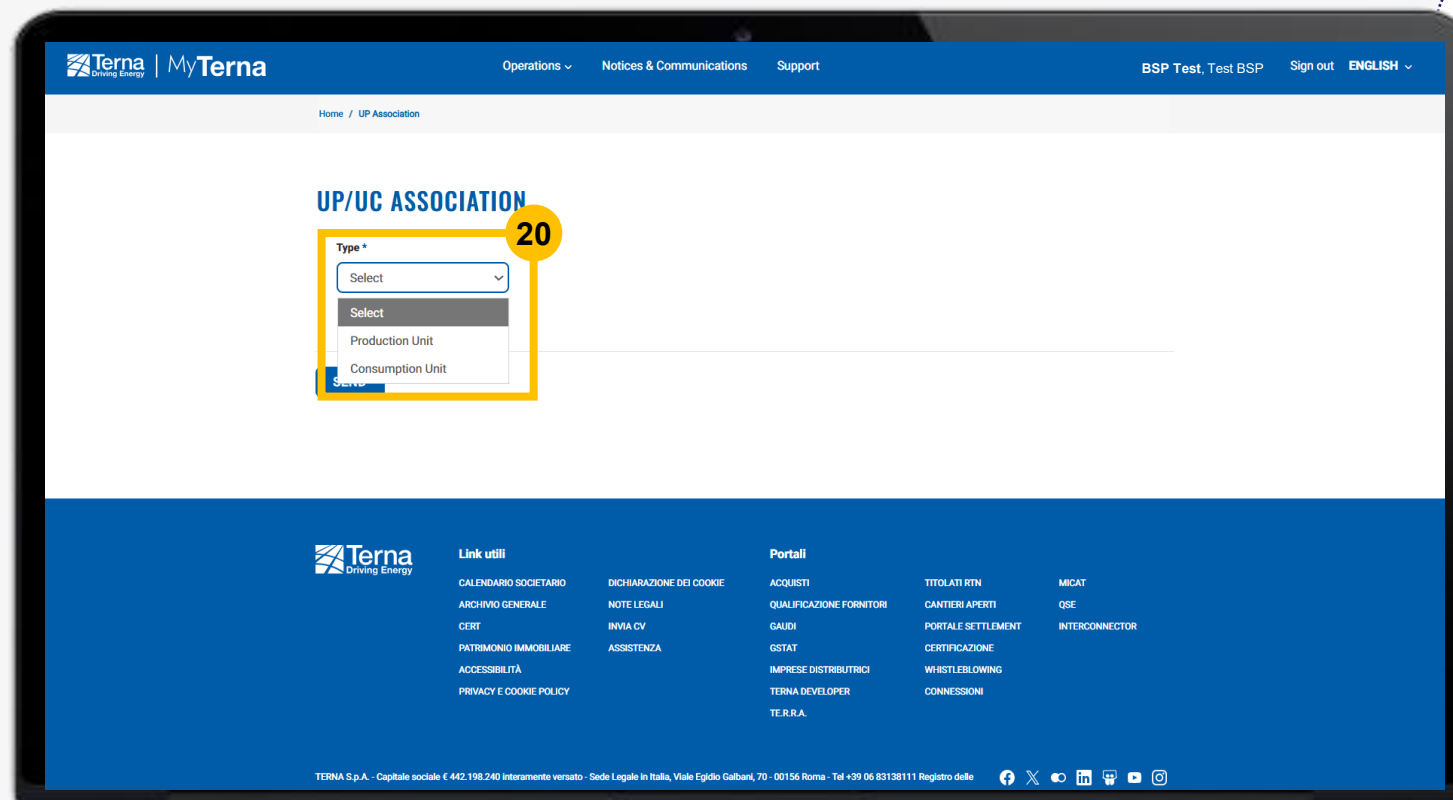
File	Document Type	Uploaded Date	Uploaded by
<input checked="" type="checkbox"/>	Allegato 1 - Autodichiarazione conferimento mandato obbl. abil.		
<input checked="" type="checkbox"/>	Allegato 1 - Autodichiarazione conferimento mandato vol. abil.		

SAVE SUBMIT

Stipulation Practice (16/48)

Practice Opening

20. Within the «UP/UC Association» section, in the «**Type**», drop-down menu, select the relevant option



Stipulation Practice (17/48)

Practice Opening – UP Association

After clicking the «Associate UP/UC» button, the «**UP/UC Association**» section is displayed. If «Production Unit» has been selected

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

22. Click the «**Send**» button *

For a BSP Stipulation Practice, it is not possible to associate a UP of type UPSA

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

The screenshot shows the 'UP/UC ASSOCIATION' form on the MyTerna website. The form has a 'Type' dropdown menu with 'Production Unit' selected. Below it are four input fields: 'UP Code *', 'POD Code *', 'Producer VAT Number', and 'Producer Tax Code'. A yellow box highlights these four fields, with a yellow circle containing the number '21' to its right. Below the input fields is a 'SEND' button, which is also highlighted with a yellow box and a yellow circle containing the number '22' to its right. The website header includes the Terna logo, 'MyTerna', and navigation links for 'Operations', 'Notices & Communications', and 'Support'. The footer contains various utility links and a 'Portali' section.

Stipulation Practice (18/48)

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

- The mandatory fields «UP Code» and «POD Code» have been completed and at least one of the following fields has been provided: «Producer VAT Number» or «Producer Tax Code»; otherwise, an error message is returned;
- 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;
- The UP is of type UPSA; if so, an error message is returned.

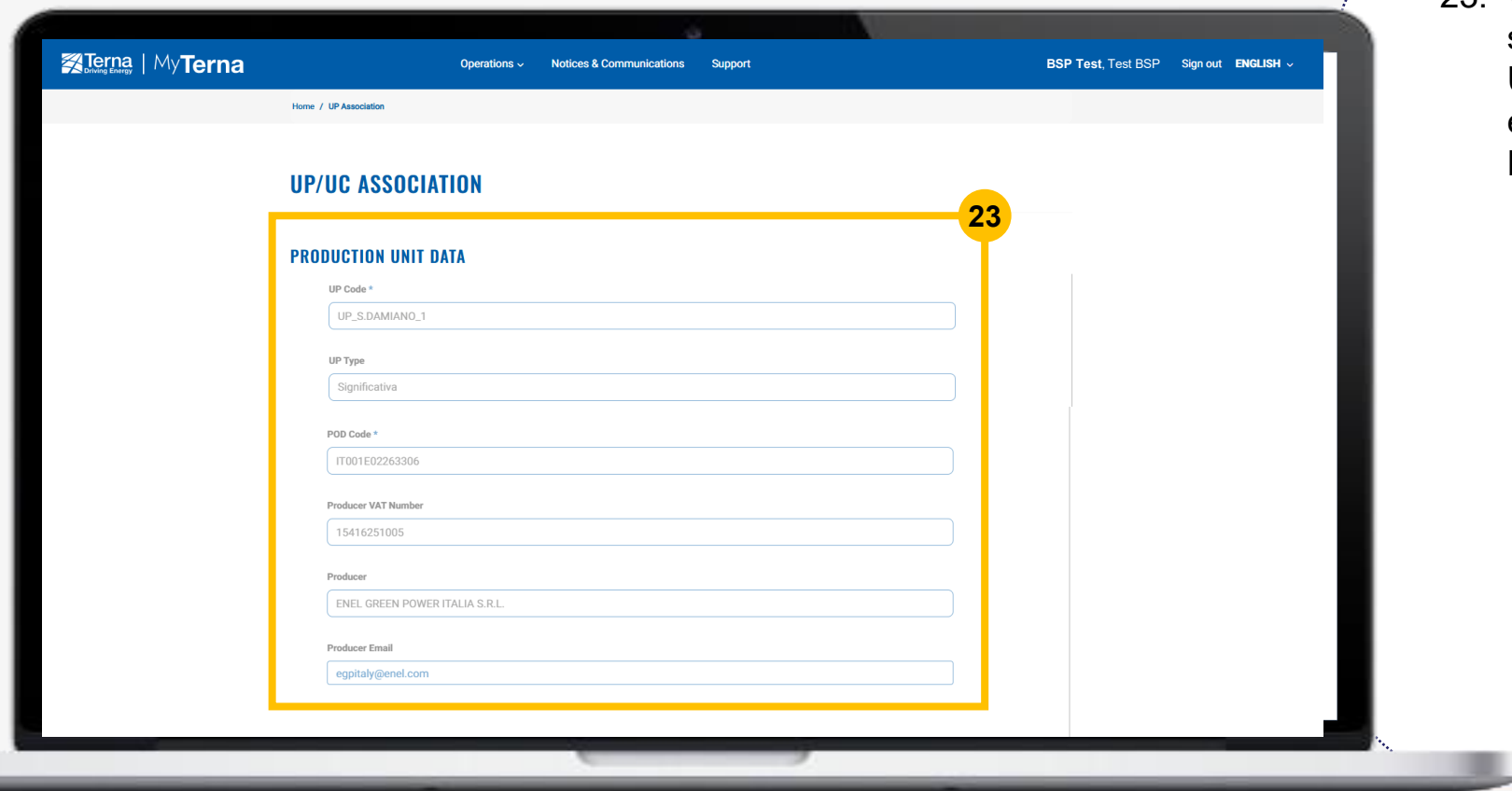
If all checks are successful, the system will display a screen that allows you to complete the UP association. This process is divided into two main scenarios: UP in operation and new UP.

- 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 (19/48)

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/UC ASSOCIATION' page on the MyTerna portal. 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_S.DAMIANO_1
- UP Type: Significativa
- POD Code *: IT001E02263306
- Producer VAT Number: 15416251005
- Producer: ENEL GREEN POWER ITALIA S.R.L.
- Producer Email: egpitaly@enel.com

Stipulation Practice (20/48)

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»

Association Start Date * 2/1/2026

Association End Date * 12/31/2099

Unit Status: Entered

MANDATE

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
	Allegato 1 - mandato senza rappresentanza		

Terna Driving Energy

Link utili CALENDARIO SOCIETARIO DICHIARAZIONE DEI COOKIE ACQUISTI TITOLATI RTN MICAT

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

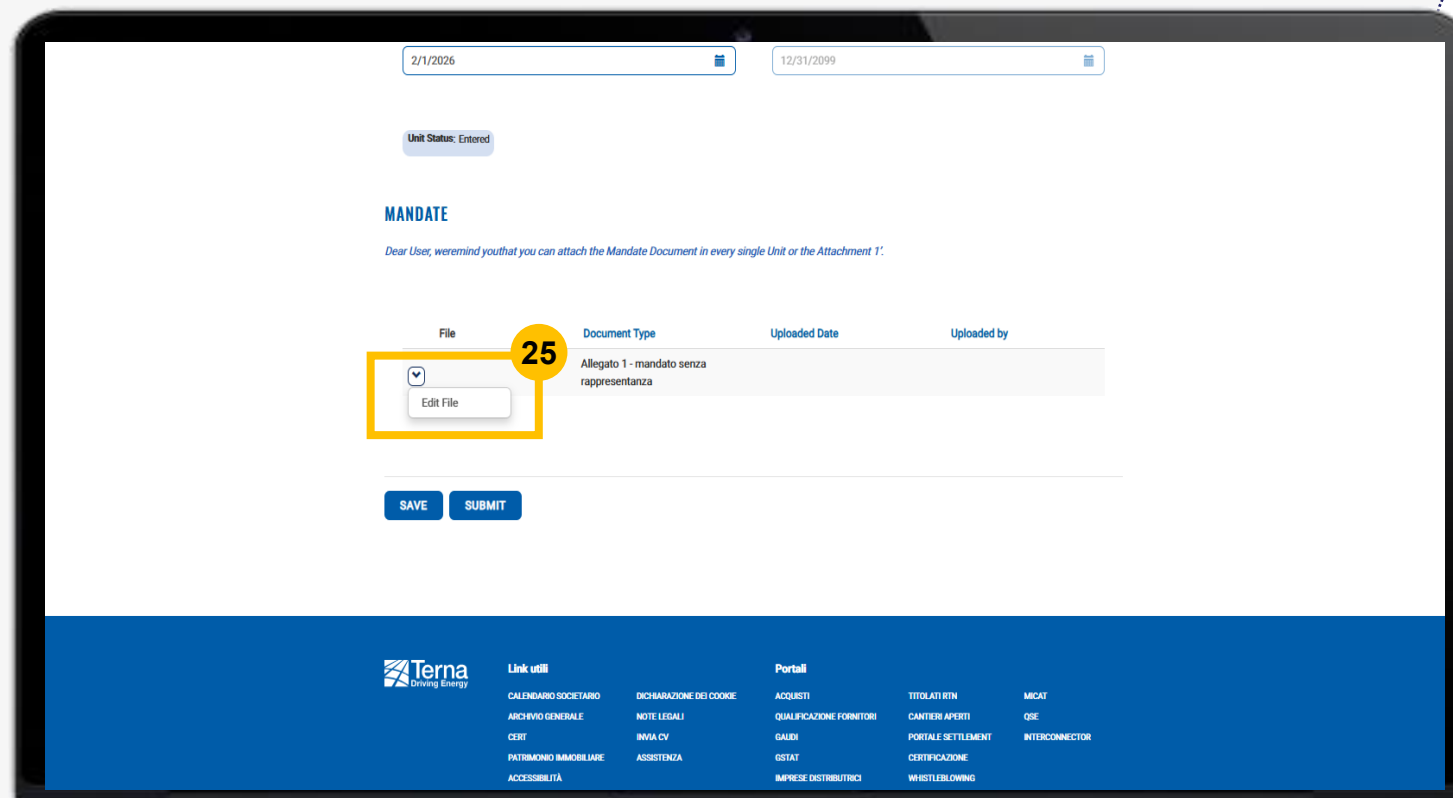
If it is necessary to declare that you are the UP's Mandatary, you can upload the Mandate Document by following the [steps](#) outlined below

Stipulation Practice (21/48)

Practice Opening – UP Association

If you need to upload the *Mandate Document*:

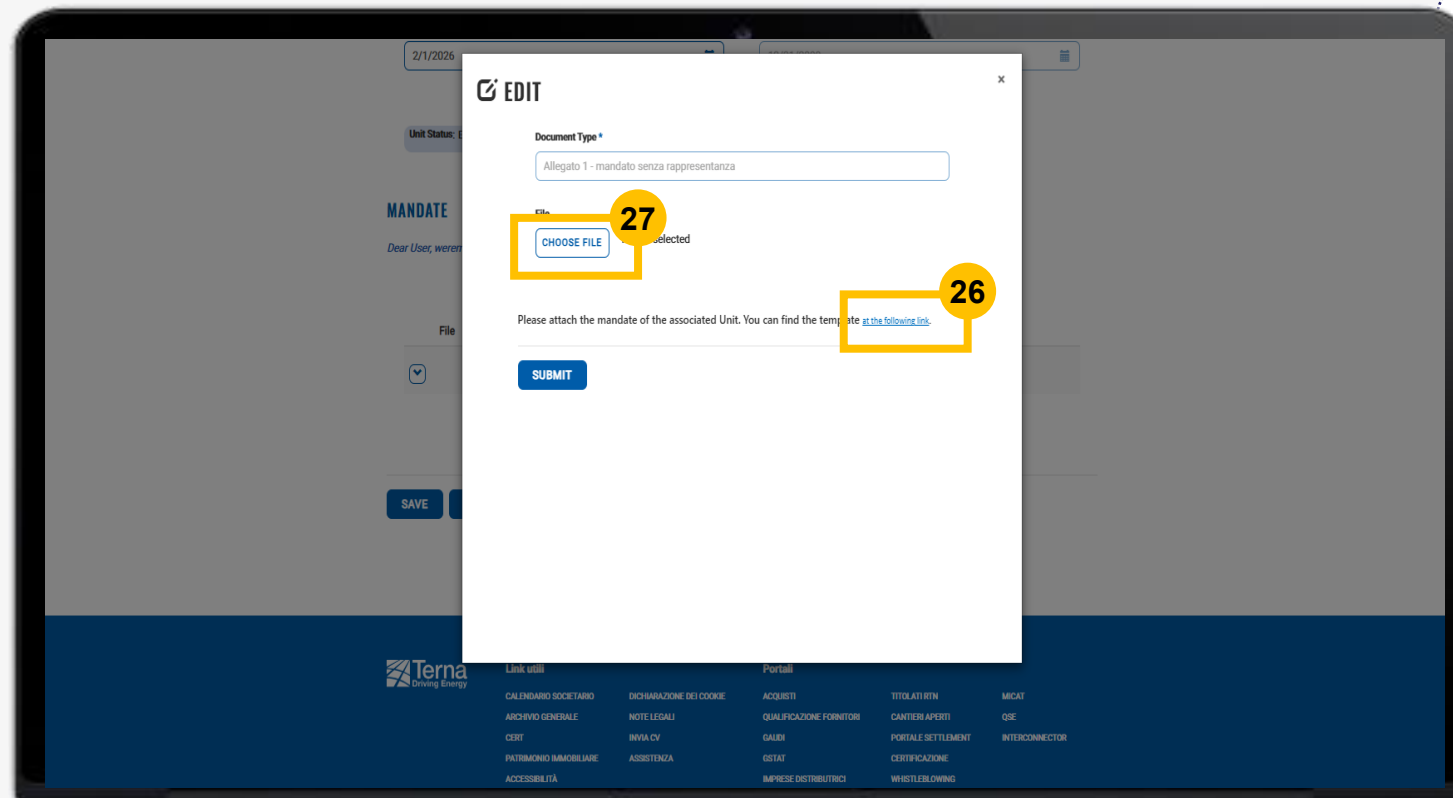
25. For the document to be uploaded, click the «**Edit File**» button in the quick actions menu



Stipulation Practice (22/48)

Practice Opening – UP Association

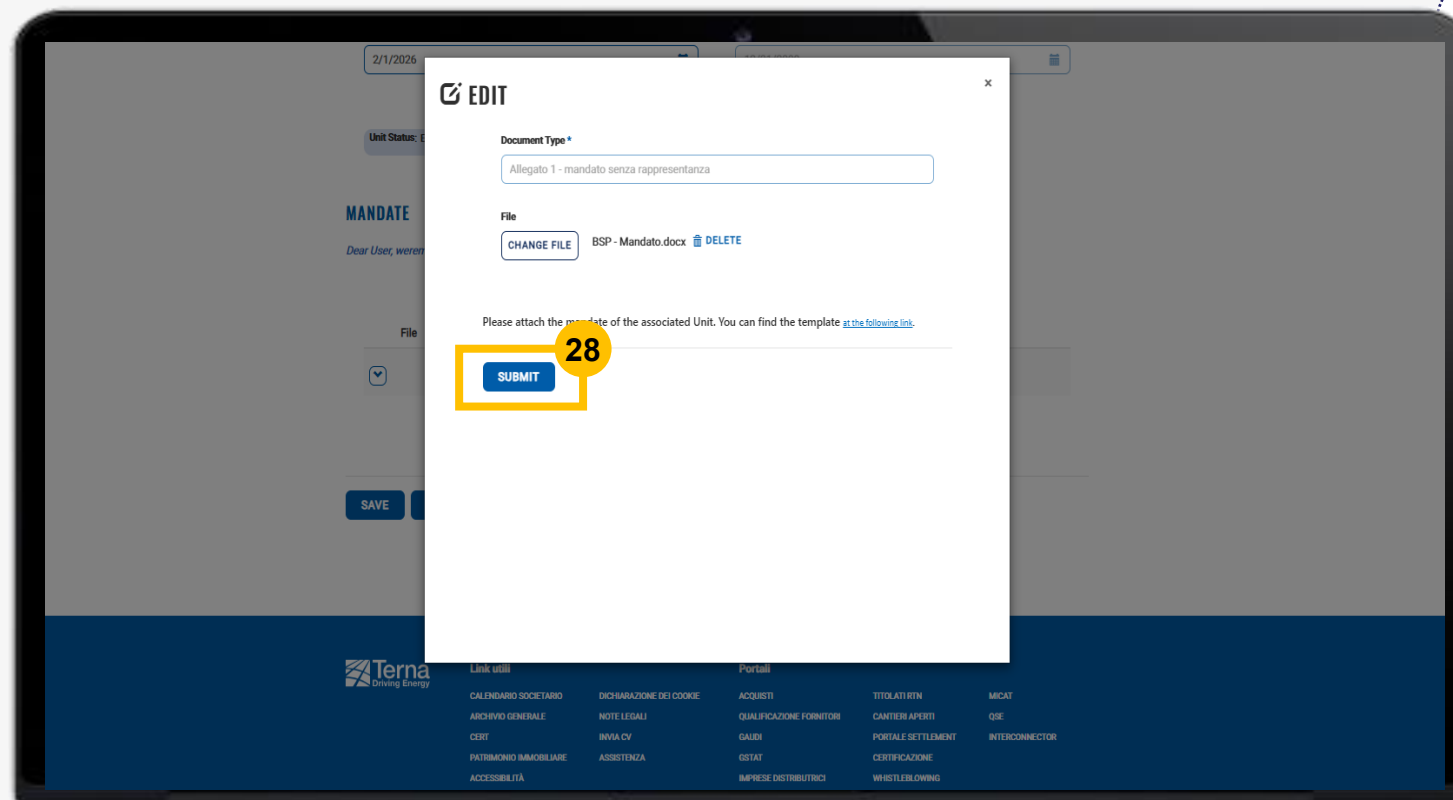
26. Click «**at the following link**» to download the pre-filled template for the relevant document
27. Once completed, click the «**Choose File**» button to upload it



Stipulation Practice (23/48)

Practice Opening – UP Association

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



Stipulation Practice (24/48)

Practice Opening – UP Association

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

2/1/2026 12/31/2099

Unit Status: Entered

MANDATE

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
BSP - Mandato.docx	Allegato 1 - mandato senza rappresentanza	12/22/2025 5:22 PM	Counterparty

SAVE SUBMIT 29

Terna
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Link utili

- CALENDARIO SOCIETARIO
- ARCHIVIO GENERALE
- CERT
- PATRIMONIO IMMOBILIARE
- ACCESSIBILITÀ

DICHIARAZIONE DEI COOKIES

- NOTE LEGALI
- INVA CV
- ASSISTENZA

Portali

- ACQUISTI
- QUALIFICAZIONE FORNITORI
- GAIDI
- GSTAT
- IMPRESSE DISTRIBUTTRICI

- TITOLATI RTN
- CANTIERI APERTI
- PORTALE SETTLEMENT
- CERTIFICAZIONE
- WHISTLEBLOWING

- MICAT
- QSE
- INTERCONNECTOR

Stipulation Practice (25/48)

Practice Opening – UC Association

After clicking the «Associate UP/UC» button, the «**UP/UC Association**» section is displayed. If «Consumption Unit» has been selected»

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

31. Click the «**Send**» button *

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

The screenshot shows the Terna MyTerna website interface. At the top, there is a navigation bar with the Terna logo, 'MyTerna', and various menu items like 'Operations', 'Notices & Communications', 'Support', 'BSP Test, Test BSP', 'Sign out', and 'ENGLISH'. Below the navigation bar, the page title is 'Home / UP Association'. The main content area is titled 'UP/UC ASSOCIATION'. It features a 'Type *' dropdown menu with 'Consumption Unit' selected. Below this, there are three input fields: 'POD Code *', 'Producer VAT Number', and 'Producer Tax Code'. A yellow box highlights these three fields with a '30' callout. Below the input fields, there is a 'SEND' button highlighted with a yellow box and a '31' callout. At the bottom of the page, there is a footer with the Terna logo and several columns of links under the heading 'Link utili' and 'Portali'.

Stipulation Practice (26/48)

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

- The mandatory field «POD Code» and at least one of the following fields have been completed: «Producer VAT Number» or «Producer Tax Code». If not, it returns an error message;
- The UC is already associated with the same Trade Relationship and, if so, returns an error message;

If all checks are successful, the system will display a screen that allows you to complete the UC association

Stipulation Practice (27/48)

Practice Opening – UC Association

32. Within the «**Consumption Unit Data**» section, the «POD Code» field is displayed in read-only mode, while the «Producer VAT Number» and «Producer Tax Code» fields remain editable until the UC is submitted.

The screenshot displays the 'UP/UC ASSOCIATION' page in the MyTerna system. The 'CONSUMPTION UNIT DATA' section is highlighted with a yellow border and a '32' callout. The form contains the following fields:

- POD Code:** IT001E00104724 (read-only)
- Producer VAT Number:** SCHNCL88P26G9140 (editable)
- Producer Tax Code:** (empty, editable)
- Association Start Date *:** 2/1/2026 (with calendar icon)
- Association End Date *:** 12/31/2099 (with calendar icon)

Below the form, there is a button labeled 'Unit Status: Entered'. The 'MANDATE' section below contains the text: 'Dear User, we remind you that you can attach the Mandate Document in every single Unit or the Attachment 1.'

Stipulation Practice (28/48)

Practice Opening – UC Association

Association Start Date * 2/1/2026

Association End Date * 12/31/2099

Unit Status: Entered

MANDATE

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
▼	Allegato 1 - mandato senza rappresentanza		

SAVE SUBMIT

Terna Driving Energy Link utili Portali

33. 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»

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

Stipulation Practice (29/48)

Practice Opening – UC Association

If you need to upload the *Mandate Document*:

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

Association Start Date * 2/1/2026

Association End Date * 12/31/2099

Unit Status: Entered

MANDATE

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

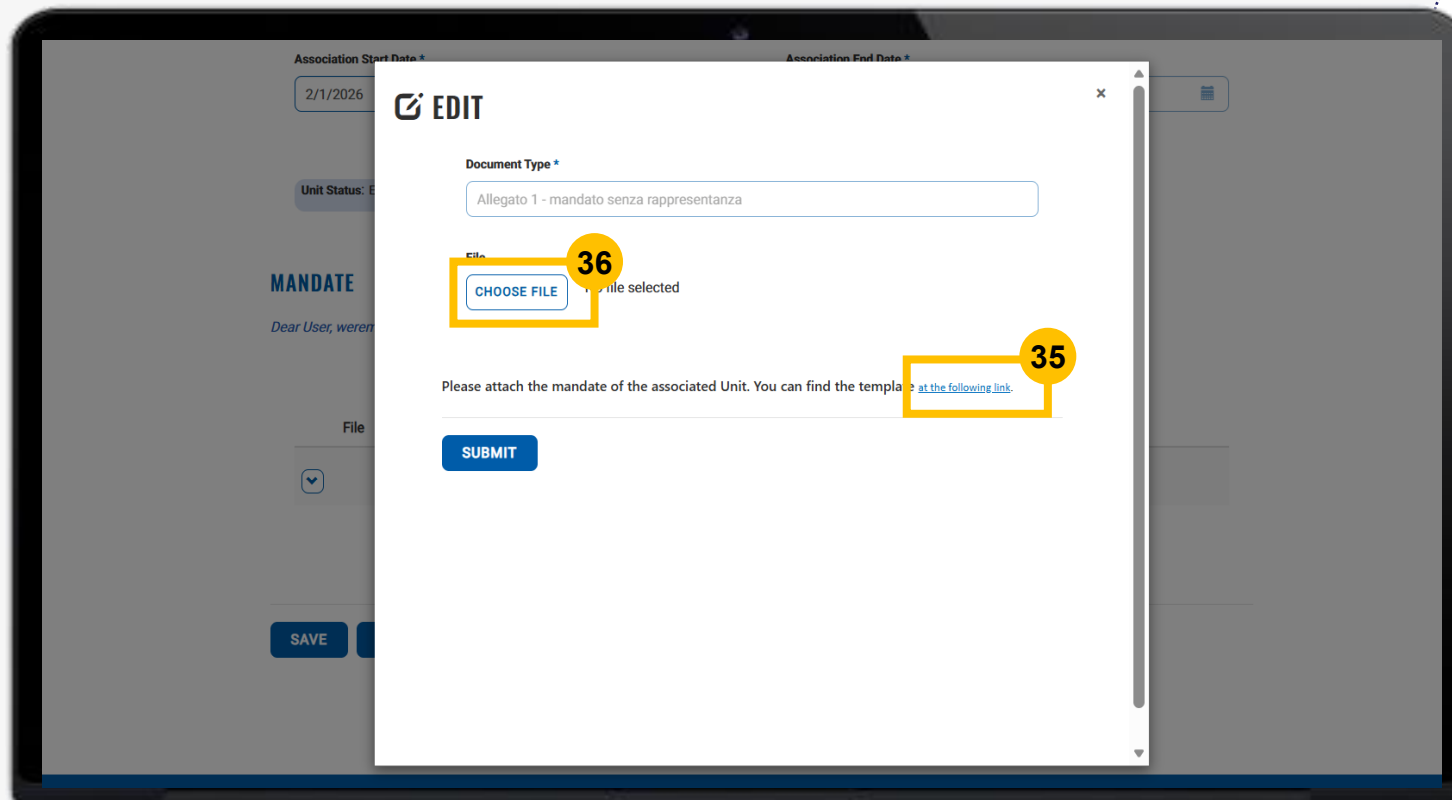
File	Document Type	Uploaded Date	Uploaded by
<input type="button" value="Edit File"/>	Allegato 1 - mandato senza rappresentanza		

Terna Driving Energy Link utili Portali

Stipulation Practice (30/48)

Practice Opening – UC Association

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



Stipulation Practice (31/48)

Practice Opening – UC Association

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

Association Start Date*
2/1/2026

Association End Date*

Unit Status: E

MANDATE

Dear User, were

File

SAVE

EDIT

Document Type*
Allegato 1 - mandato senza rappresentanza

File
CHANGE FILE BSP - Mandato (1).docx DELETE

Please attach the mandate of the associated Unit. You can find the template [at the following link](#).

37
SUBMIT

Stipulation Practice (32/48)

Practice Opening – UC Association

38. Click the «**Submit**» button to complete the UC association

Association Start Date *
2/1/2026

Association End Date *
12/31/2099

Unit Status: Entered

MANDATE

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"/> BSP - Mandato (1).docx	Allegato 1 - mandato senza rappresentanza	12/23/2025 10:44 AM	Counterparty

SAVE **SUBMIT**

Terna
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Link utili

- CALENDARIO SOCIETARIO
- ARCHIVIO GENERALE
- CERT
- PATRIMONIO IMMOBILIARE
- ACCESSIBILITÀ

DICHIARAZIONE DEI COOKIE

- NOTE LEGALI
- INVA CV
- ASSISTENZA

Portali

- ACQUISTI
- QUALIFICAZIONE FORNITORI
- GAUDI
- GSTAT
- IMPRESSE DISTRIBUTTRICI

- TITOLATI RTN
- CANTIERI APERTI
- PORTALE SETTLEMENT
- CERTIFICAZIONE
- WHISTLEBLOWING

- MICAT
- QSE
- INTERCONNECTOR

Stipulation Practice (33/48)

Practice Opening – UP/UC Association

UP/UC Associations

Search [] ASSOCIATE UP/UC EXPORT UP/UC

Type	POD Code ↑	UP Code	UP Type	Unit Status	Association Start Date	Association End Date	Testing Start Date	Testing End Date	Producer V Number
Consumption Unit	IT001E00104724			Entered	2/1/2026	12/31/2099			SCHNCL88
Production Unit	263306	UP_S.DAMIANO_1	Significativa	Validation Required	2/1/2026	12/31/2099			154162510

View Details
Edit
Delete

UP/UC Documents

Search []

File	Document Type	Uploaded Date	Uploaded by
	Allegato 1 - Autodichiarazione conferimento mandato obbl. abil.		
	Allegato 1 - Autodichiarazione conferimento mandato vol. abil.		

SAVE SUBMIT

39. For each UP/UC, you can:

- View the record details by clicking the «**View Details**» button *
- Edit the entered information or upload the Mandate document by clicking the «**Edit**» button
- Delete the record by clicking the «**Delete**» button

Stipulation Practice (34/48)

Practice Opening – Edit UP

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

UP/UC ASSOCIATION

PRODUCTION UNIT DATA

UP Code *

UP.S.DAMIANO_1

UP Type

Significativa

POD Code *

IT001E02263306

Producer VAT Number

15416251005

Producer

ENEL GREEN POWER ITALIA S.R.L.

Producer Email

egpitaly@enel.com

Stipulation Practice (35/48)

Practice Opening – Edit UP

41. You can edit the «**Association Start Date**» field, according to the population rules described above, only if the UP is In Operation.

Producer Email
egjptalay@terna.com

41

Association Start Date *
2/1/2026

Association End Date *
12/31/2099

Unit Status: Validation Required

MANDATE

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"/> BSP - Mandato.docx	Allegato 1 - mandato senza rappresentanza	12/22/2025 5:22 PM	Counterparty

SAVE SUBMIT

Stipulation Practice (36/48)

Practice Opening – Edit UP

If you need to edit or upload the Mandate document

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

Association Start Date * 2/1/2026

Association End Date * 12/31/2099

Unit Status: Validation Required

MANDATE

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"/> 42 Edit File	Allegato 1 - mandato senza rappresentanza	12/22/2025 5:22 PM	Counterparty

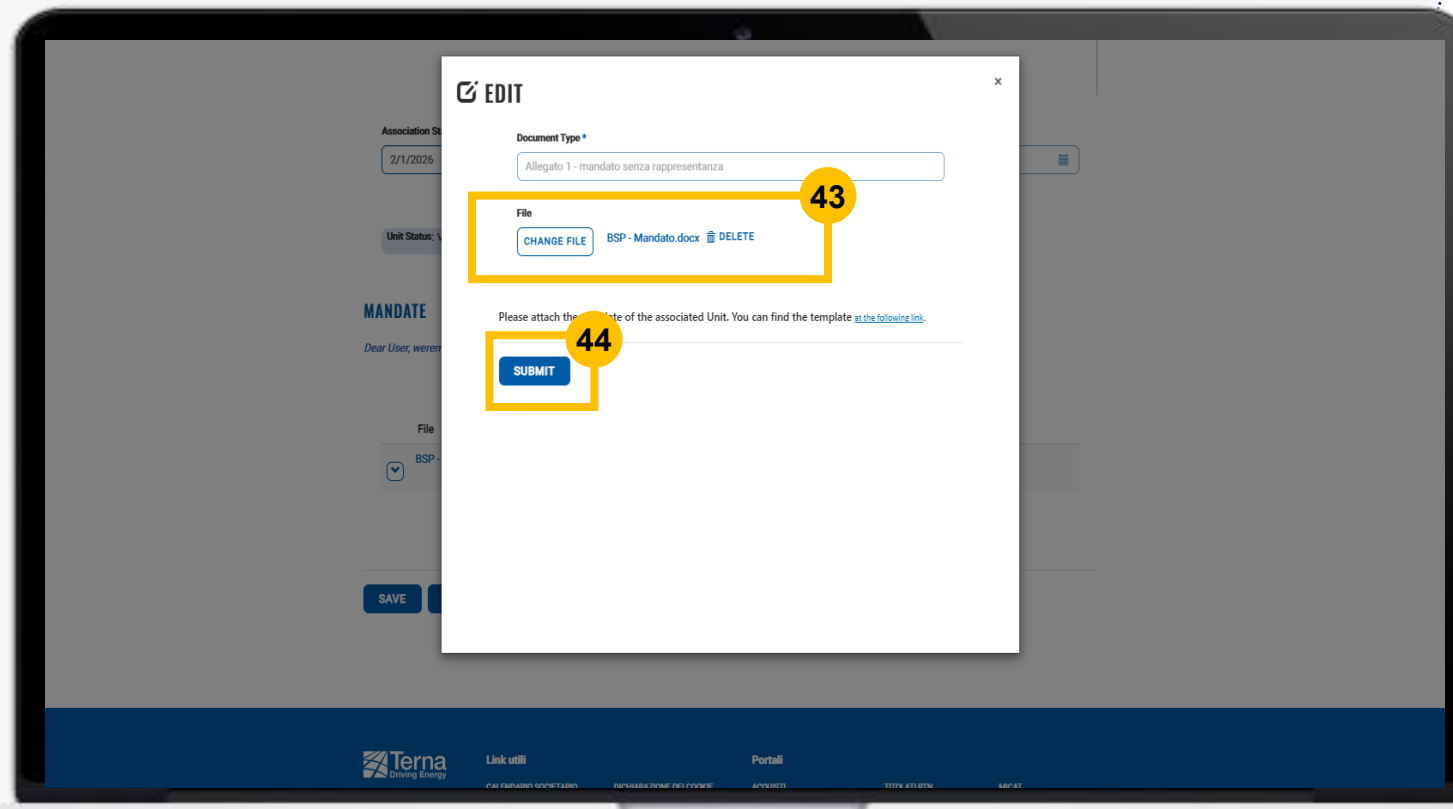
SAVE SUBMIT

Terna Driving Energy Link utili Portali

Stipulation Practice (37/48)

Practice Opening – Edit UP

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



To download the pre-filled document,
click «[at the following link](#)»

Stipulation Practice (38/48)

Practice Opening – Edit UP

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

Association Start Date *
2/1/2026

Association End Date *
12/31/2099

Unit Status: Validation Required

MANDATE

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
BSP - Mandato.docx	Allegato 1 - mandato senza rappresentanza	12/22/2025 5:22 PM	Counterparty

SAVE SUBMIT

45

Terna Driving Energy
Link utili
Portali
CAPI FINANZIARI SOCIETARI
DEICARAZIONE DEI CONSIGLIERI
AGENZIE
TITOLI AZIONARI
MIGRAT

Stipulation Practice (39/48)

Practice Opening – Edit UC

CONSUMPTION UNIT DATA

POD Code
ITD01E00104724

Producer VAT Number
SCHNCL88P26G9140

Producer Tax Code

Association Start Date *
2/1/2026

Association End Date *
12/31/2099

Unit Status: Entered

MANDATE

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 checked="" type="checkbox"/> BSP - Mandato (1).docx	Allegato 1 - mandato senza rappresentanza	12/23/2025 10:44 AM	Counterparty

46. The system opens the UC record in the «**Consumption Unit Data**» section, where you can edit the following fields:
- «**Producer VAT Number**»;
 - «**Producer Tax Code**»;
 - «**Association Start Date**»
- in accordance with the population rules described above.

Stipulation Practice (40/48)

Practice Opening – Edit UC

If you need to edit or upload the Mandate document

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

2/1/2026 12/31/2099

Unit Status: Entered

MANDATE

Dear User, weremind youthat you can attach the Mandate Document in every single Unit or the Attachment !:

File	Document Type	Uploaded Date	Uploaded by
DSM - mandato Edit File	Allegato 1 - mandato senza rappresentanza	12/23/2025 10:44 AM	Counterparty

SAVE SUBMIT

Terna
Driving Energy

Link utili
CALENDARIO SOCIETARIO
ARCHIVIO GENERALE
CERT
PATRIMONIO IMMOBILIARE
ACCESSIBILITÀ

DICHIARAZIONE DEI COOKIES
NOTE LEGALI
INVA CV
ASSISTENZA

Portali
ACQUISTI
QUALIFICAZIONE FORNITORI
GALDI
GSTAT
IMPRESE DISTRIBUTTRICI

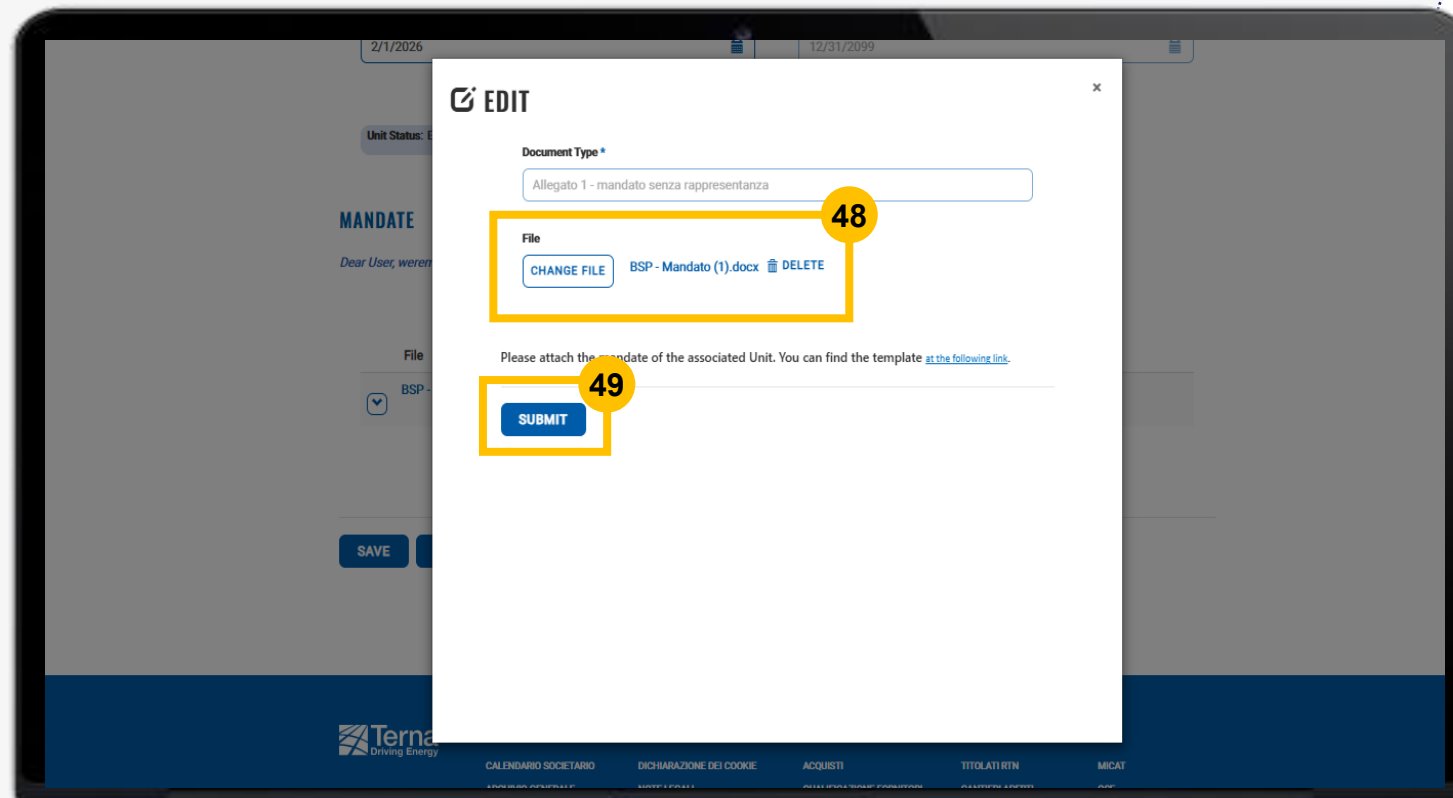
TITOLATI RTN
CANTIERI APERTI
PORTALE SETTLEMENT
CERTIFICAZIONE
WHISTLEBLOWING

MICAT
QSE
INTERCONNECTOR

Stipulation Practice (41/48)

Practice Opening – Edit UC

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



To download the pre-filled document,
click «[at the following link](#)»

Stipulation Practice (42/48)

Practice Opening – Edit UC

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

Association Start Date *
2/1/2026

Association End Date *
12/31/2099

Unit Status: Entered

MANDATE

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
BSP - Mandato (1).docx	Allegato 1 - mandato senza rappresentanza	12/23/2025 10:44 AM	Counterparty

SAVE SUBMIT

50

Terna
Driving Energy

Link utili

- CALENDARIO SOCIETARIO
- ARCHIVIO GENERALE
- CERT
- PATRIMONIO IMMOBILIARE

DICHIARAZIONE DEI COOKIE

- NOTE LEGALI
- INVA CV
- ASSISTENZA

Portali

- ACQUISTI
- QUALIFICAZIONE FORNITORI
- GAUDI
- GSTAT

- TITOLATI RTN
- CANTIERI APERTI
- PORTALE SETTLEMENT
- CERTIFICAZIONE

- MICAT
- OSE
- INTERCONNECTOR

Stipulation Practice (43/48)

Practice Opening

PRODUCTION AND CONSUMPTION UNIT

UP/UC Associations

Search ASSOCIATE UP/UC EXPORT UP/UC

Type	POD Code ↑	UP Code	UP Type	Unit Status	Association Start Date	Association End Date	Testing Start Date	Testing End Date	Producer V Number
<input checked="" type="checkbox"/> Consumption Unit	IT001E00104724			Entered	2/1/2026	12/31/2099			SCHNCL88
<input checked="" type="checkbox"/> Production Unit	IT001E02263306	UP_S.DAMIANO_1	Significativa	Validation Required	2/1/2026	12/31/2099			154162510

UP/UC Documents

Search

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

51. Within the «**Production and Consumption Unit**» section, the list of all UPs/UCs associated with the Stipulation Practice is displayed

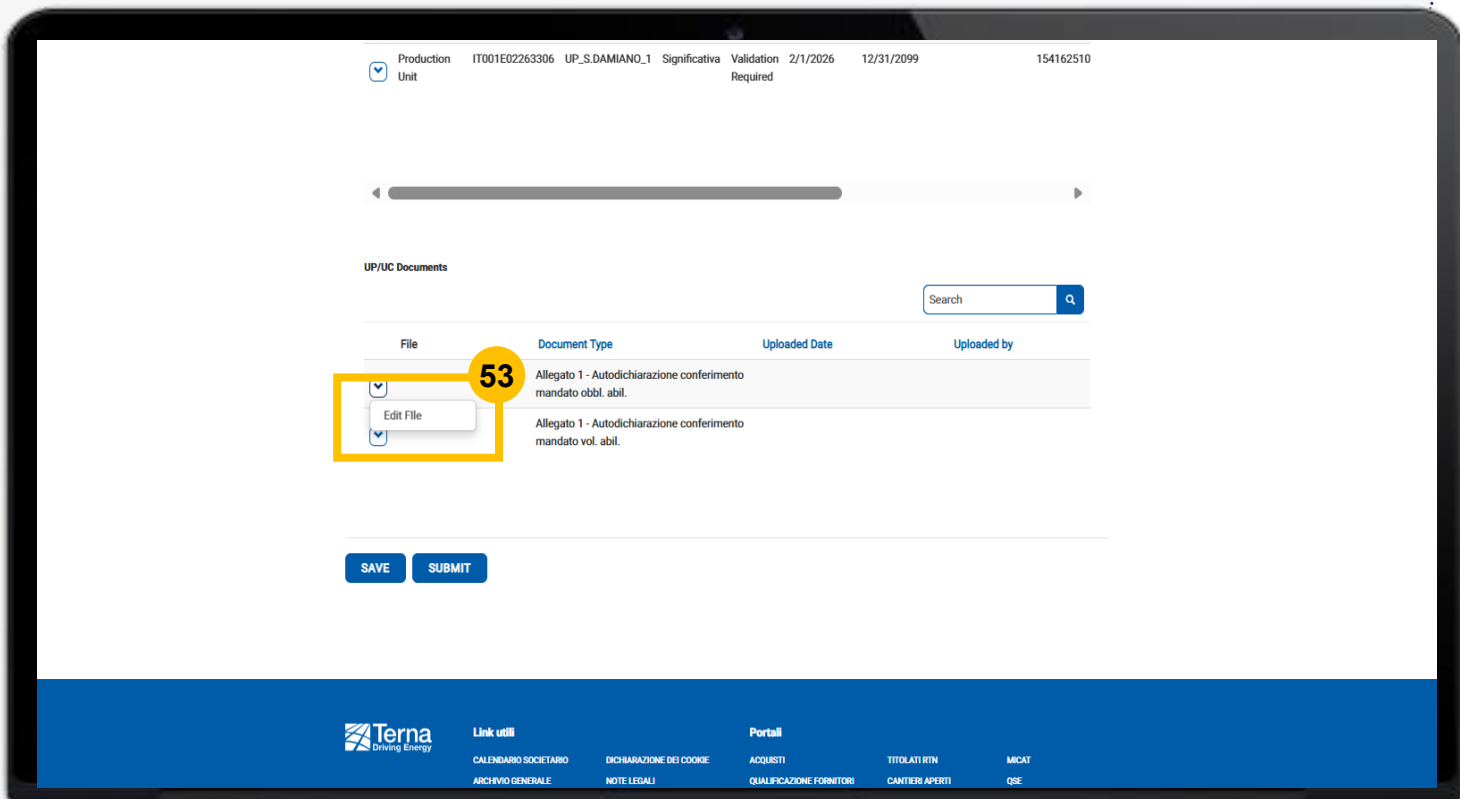
52. You can search for a UP/UC by entering the value in the search bar and clicking the «**Search**» button

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

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

Stipulation Practice (44/48)

Practice Opening



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

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

Stipulation Practice (45/48)

Practice Opening

54. Click «**at the following link**» to download the document template
55. Click the «**Choose File**» button to upload *Allegato 1 – Autodichiarazione conferimento mandato obbl./vol. Abbil.*

Production Unit: IT001E02263306 - UD - DAMIANO_1 - Significatività - Validazione: 2/1/2026 - 12/31/2026 - 154162510

EDIT

Document Type *

Allegato 1 - Autodichiarazione conferimento mandato obbl. abil.

55 CHOOSE FILE

54 Please attach the self-declaration certifying receipt of the mandate for the mandatory qualifiable Units entered. You can find the template at the [following link](#).

SUBMIT

SAVE

Terna
Link utili
CALENDARIO SOCIETARIO
ARCHIVIO GENERALE
DICHIAZIONE DEI COOKIE
NOTE LEGALI
Portali
ACQUISTI
QUALIFICAZIONE FORNITORI
TITOLATI RTN
CANTIERI APERTI
MICAT
GSE

Stipulation Practice (46/48)

Practice Opening

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

EDIT

Document Type*

Allegato 1 - Autodichiarazione conferimento mandato obbl. abil.

File

CHANGE FILE BSP - Autodichiarazione conf. mandato.docx DELETE

Please attach the self-declaration certifying receipt of the mandate for the mandatory qualifiable Units entered. You can find the template at the following link.

56

SUBMIT

SAVE

Terna Driving Energy

Link utili

CALENDARIO SOCIETARIO DICHIARAZIONE DEI COOKIE

ARCHIVIO GENERALE NOTE LEGALI

Portali

ACQUISTI TITOLATI RTN MICAT

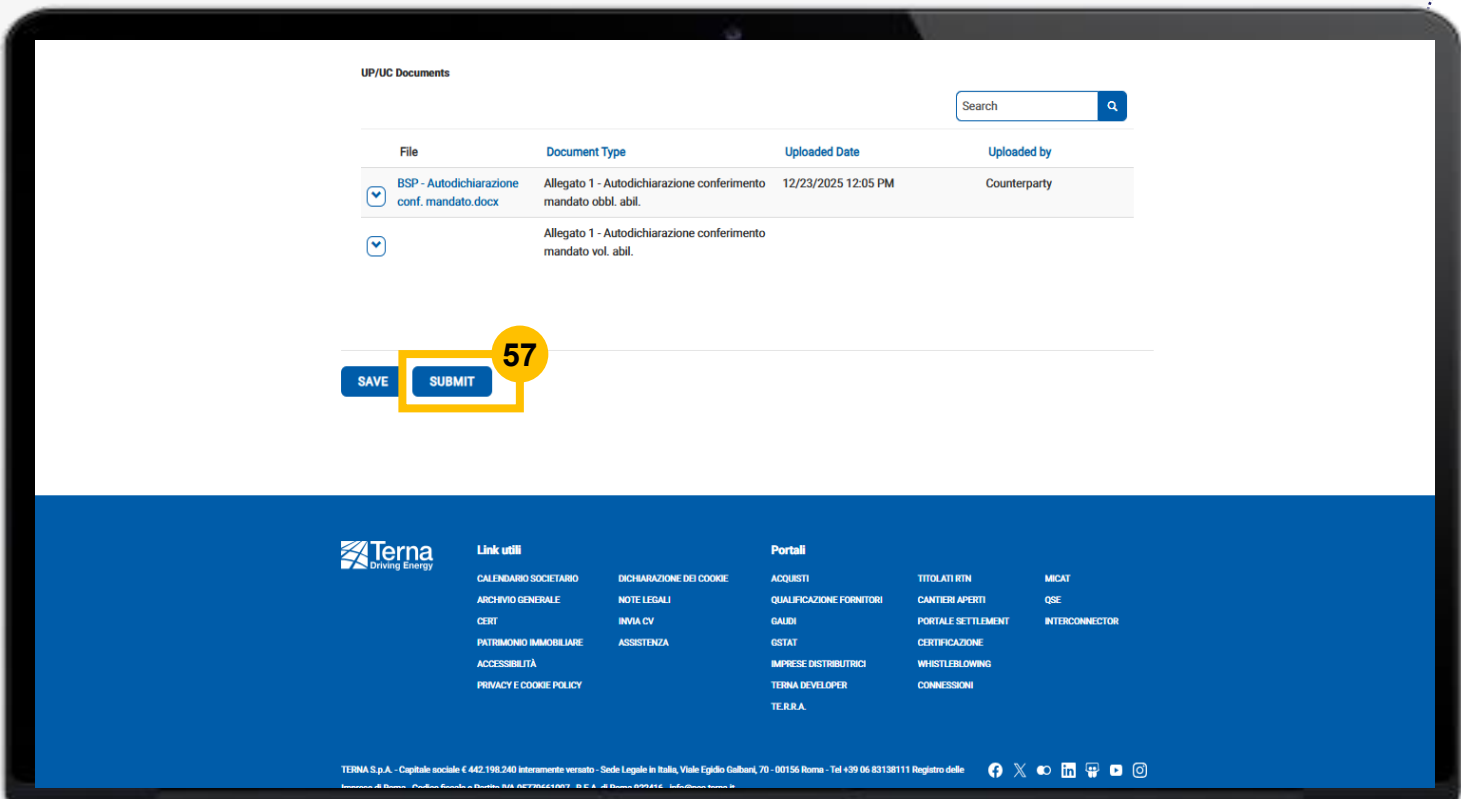
QUALIFICAZIONE FORNITORI CANTIERI APERTI GSE

Repeat the same procedure for each document to be uploaded

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

Stipulation Practice (47/48)

Practice Opening



57. Once the relevant UPs/UCs 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.
- 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/UC is present.
- There are no errors in processing the UP/UC associations

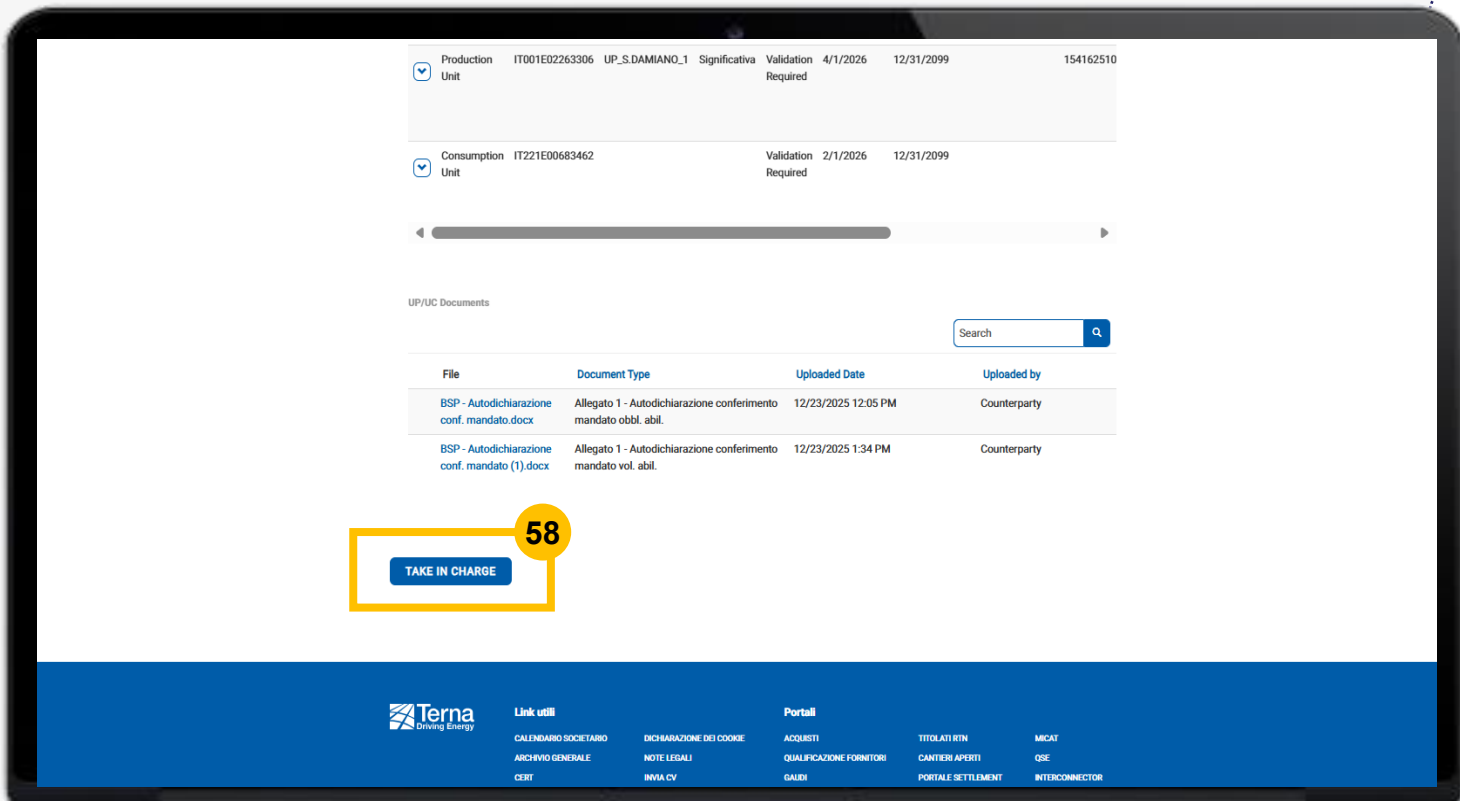
If any of the above conditions are not met, the system returns an error message.

Stipulation Practice (48/48)

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/UCs are required, the Electricity Operator user can take the case back in charge

58. 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 the documents and the UPs/UCs associated with the practice

The Terna Team validates the documents uploaded by the Electricity Operator and the UPs/UCs associated with the practice.

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; the changes requested by Terna, available in the «Notes» section, must be applied, and the request must be resubmitted by following the steps previously described.

Use Case Context

The Terna Team open the Stipulation Practice

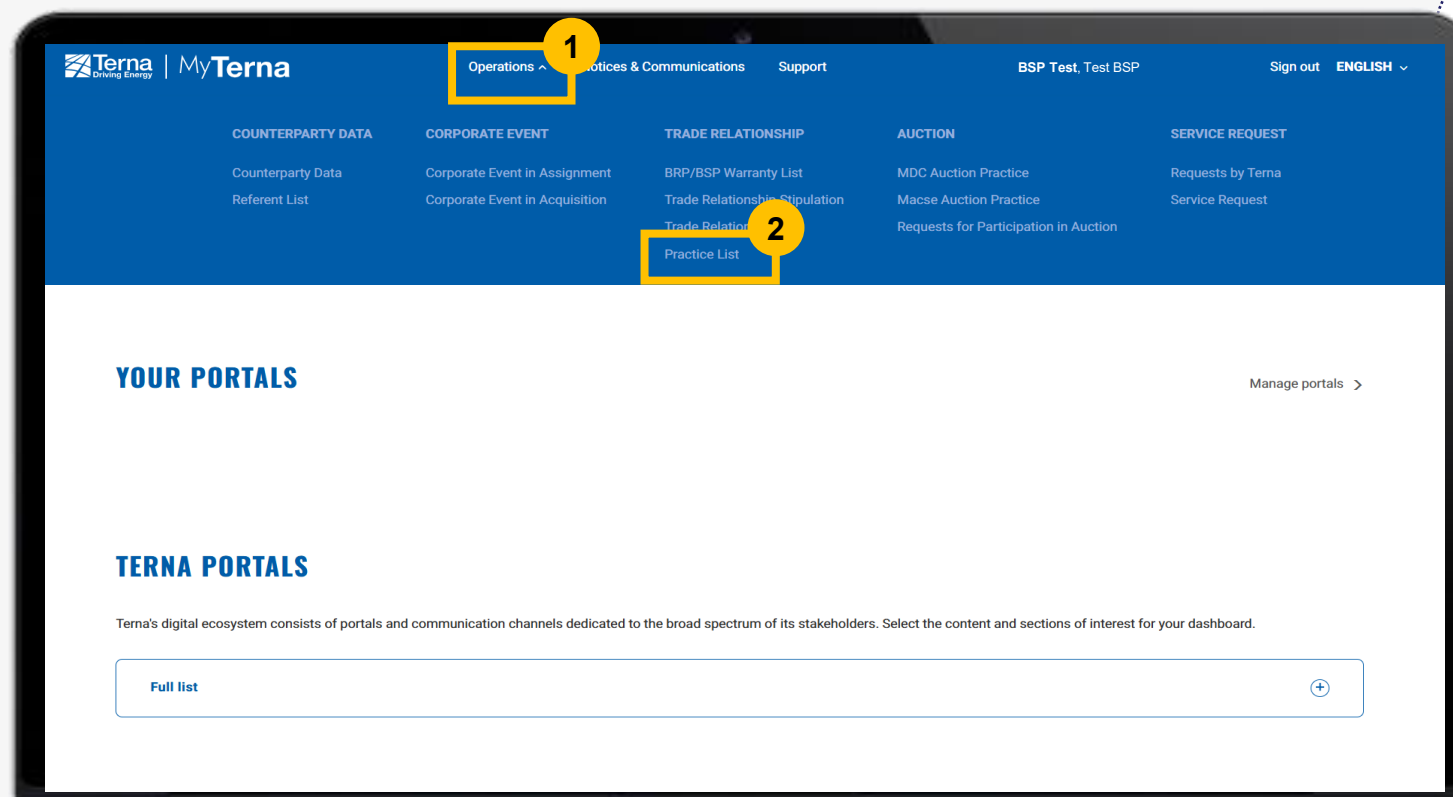
The Terna Team processes the Stipulation practice for the BSP Contract.

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

Stipulation Practice (1/16)

Contract Request Confirmation

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



Stipulation Practice (2/16)

Contract Request Confirmation

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

Home / Practice List

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
DP00002208	Immissione		Counterparty	10/30/2025 4:00 PM	Contract Request	BSP00196	BSP

View details

Stipulation Practice (3/16)

Contract Request Confirmation

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

Home / Practice

STIPULATION PRACTICE

Request Data

Practice Code *
PR00002208

Trade Relationship Type *
BSP

Status Reason: Contract Request

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 *
BSP Test

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

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 (4/16)

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*

BSP Test

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 *

Second Signatory Details

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 (5/16)

Upload Contract Documents

7. Within the «Contract Documents» section, for each document to be uploaded, click the «**Upload 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 checked="" type="checkbox"/> Upload File	Lettera accompagnamento proposta Contratto servizi ancillari		
<input type="checkbox"/>	Allegato A.26 Contratto servizi BSP firma BSP		

Stipulation Practice (6/16)

Upload Contract Documents

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

EDIT

Document Type *

Lettera accompagnamento proposta Contratto servizi ancillari

File

CHOOSE FILE no file selected

Please attach the cover letter in the following format on the Counterparty's letterhead. The template is available at the following link.

SUBMIT

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

Stipulation Practice (7/16)

Upload Contract Documents

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

EDIT

Document Type *

Lettera accompagnamento proposta Contratto servizi ancillari

File

CHANGE FILE BSP - Lettera Accompagnamento.pdf DELETE

Please attach the cover letter to be signed in PDF format on the Counterparty's letterhead. The template is available at the following link.

SUBMIT

Repeat the same procedure for each mandatory document to be uploaded

Stipulation Practice (8/16)

Edit Signatory Data

11. If you need to update the signatory data, 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"/> BSP - Lettera Accompagnamento.pdf	Lettera accompagnamento proposta Contratto servizi ancillari	1/28/2026 11:32 AM	Counterparty
<input checked="" type="checkbox"/> BSP - Contratto firma BSP.pdf	Allegato A.26 Contratto servizi BSP firma BSP	1/28/2026 11:33 AM	Counterparty

11

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

Stipulation Practice (9/16)

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*

BSP Test

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 *

Second Signatory Details

Signatory Role 2

Signatory Name 2

Signatory Surname 2

CONFIRM DATA

Stipulation Practice (10/16)

Upload Contract Document

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

First Signatory Details

Signatory Role 1: Stipula
Signatory Name 1: BSP
Signatory Surname 1: BSP

Second Signatory Details

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

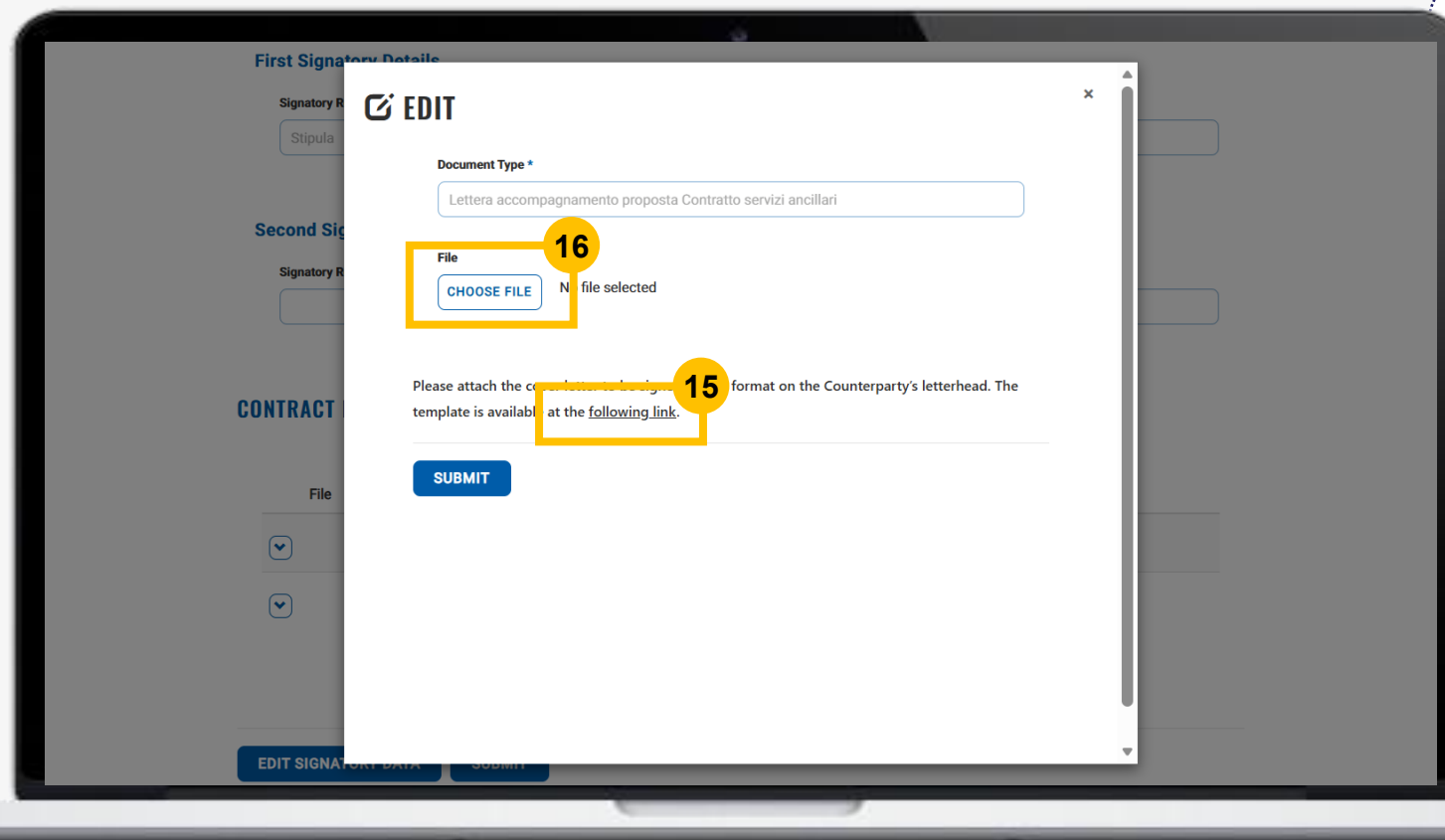
CONTRACT DOCUMENTS

File	Document Type ↓	Uploaded Date	Uploaded by
<input type="text"/>	Lettera accompagnamento proposta Contratto servizi ancillari		
<input type="text"/> Upload File	Allegato A.26 Contratto servizi BSP firma BSP		

Stipulation Practice (11/16)

Upload Contract Document

15. Click the available link to download the updated pre-filled document and, once it has been signed,
16. Click the «**Choose File**» button to re-upload the updated Contract Document



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

Stipulation Practice (12/16)

Upload Contract Document

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

EDIT

Document Type *

Lettera accompagnamento proposta Contratto servizi ancillari

File

CHANGE FILE BSP - Lettera Accompagnamento.pdf DELETE

Please attach the cover letter to be signed in PDF format on the Counterparty's letterhead. The template is available at the [following link](#).

17

SUBMIT

Repeat the same procedure for each mandatory document to be uploaded

Stipulation Practice (13/16)

Edit Contract Document

If you need to update a document that was previously uploaded

18. Click the «**Upload File**» button next to the document to be updated

The screenshot shows a web interface for editing contract documents. At the top, there are three input fields labeled 'Stipula', 'BSP', and 'BSP'. Below them is the 'Second Signatory Details' section with three input fields: 'Signatory Role 2', 'Signatory Name 2', and 'Signatory Surname 2'. The main section is titled 'CONTRACT DOCUMENTS' and contains a table with the following data:

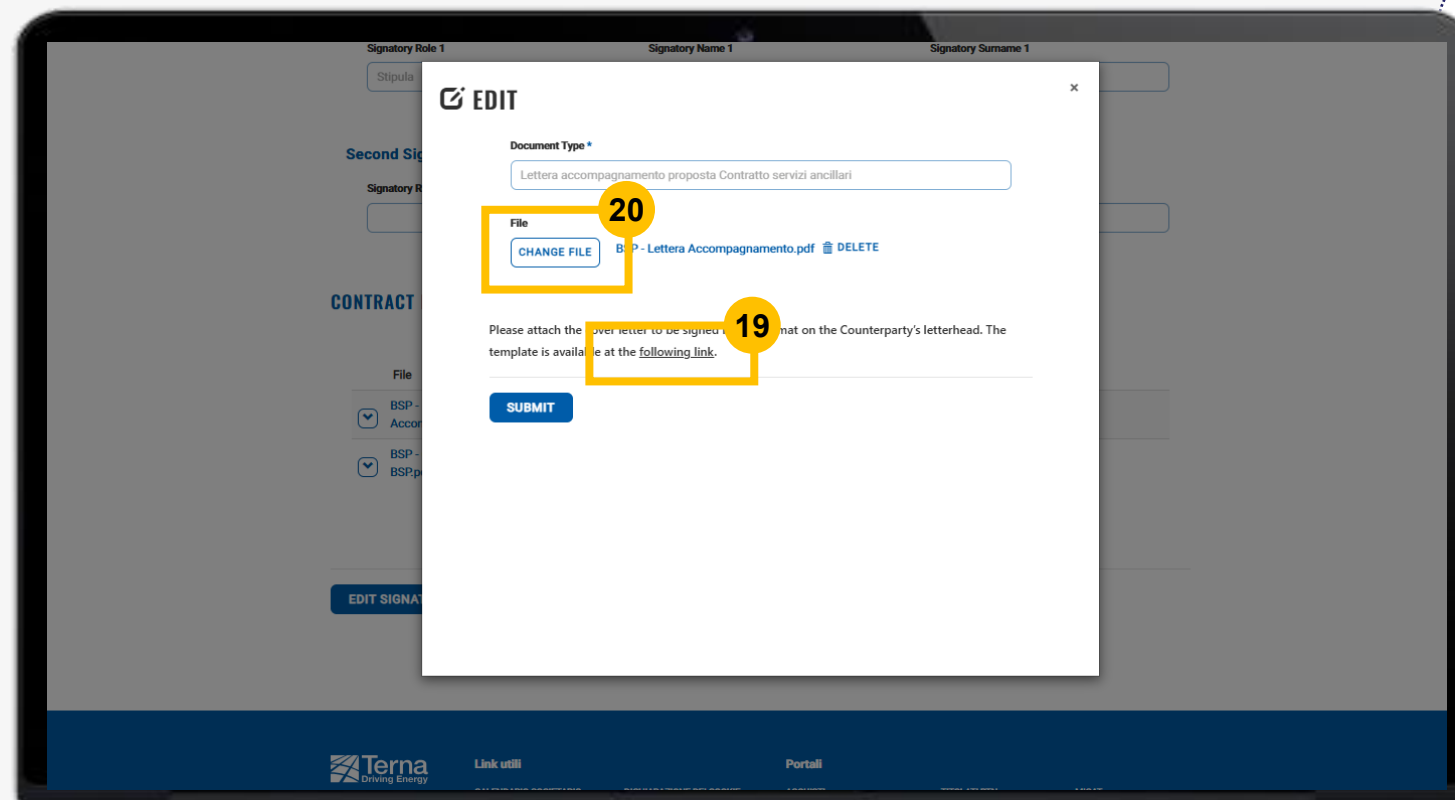
File	Document Type ↓	Uploaded Date	Uploaded by
<input type="checkbox"/> Accompagnamento...	Lettera accompagnamento proposta Contratto servizi ancillari	1/28/2026 11:32 AM	Counterparty
<input type="checkbox"/> Allegato A.26 Contratto servizi BSP firma BSP	Allegato A.26 Contratto servizi BSP firma BSP	1/28/2026 11:33 AM	Counterparty

At the bottom of the interface, there are two buttons: 'EDIT SIGNATORY DATA' and 'SUBMIT'. A yellow circle with the number '18' highlights the 'Upload File' button next to the first document in the table.

Stipulation Practice (14/16)

Edit Contract Document

19. Click the available link to download the updated pre-filled document and, once it has been signed,
20. Click the «**Change File**» button to replace the Contract Document



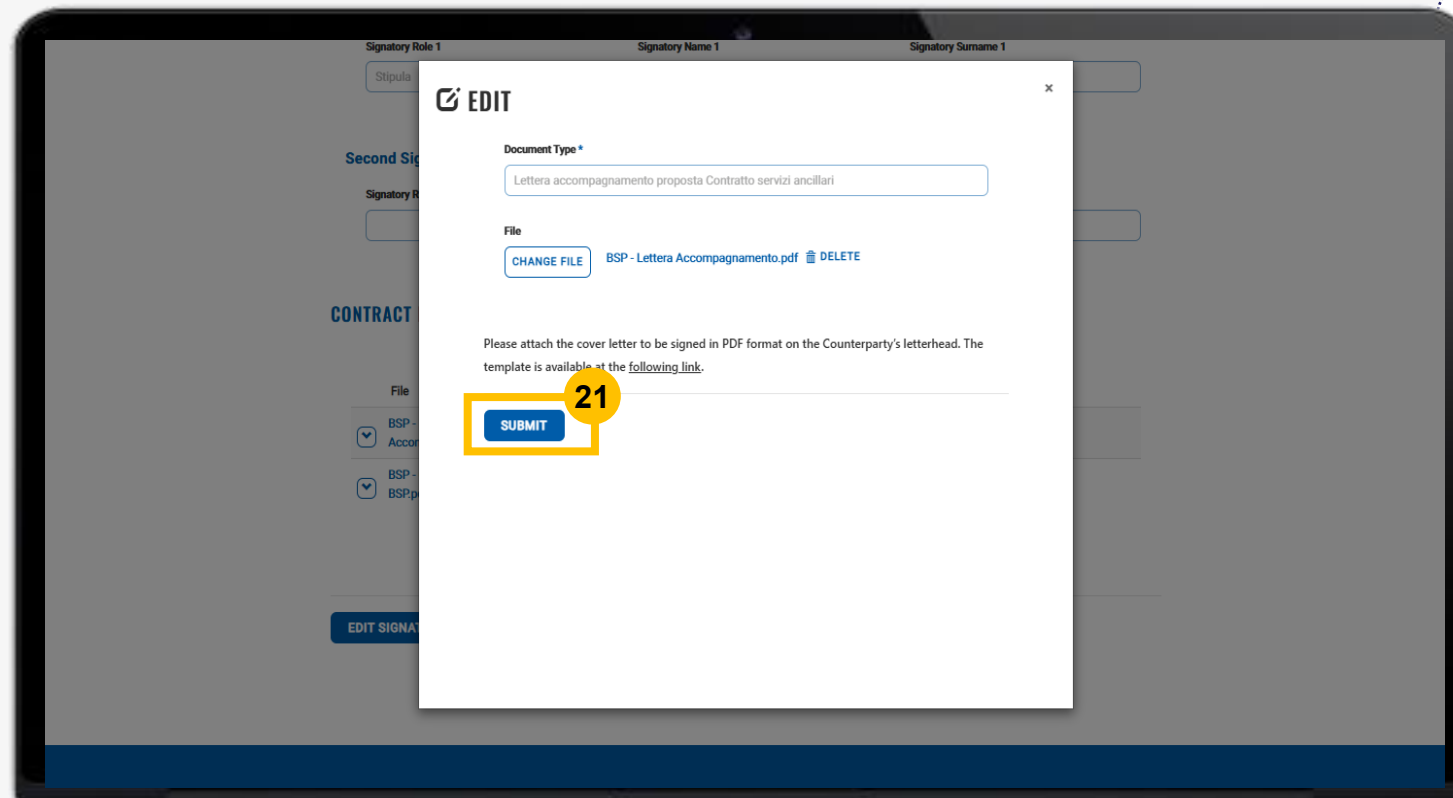
Alternatively, you can delete the previously uploaded document by clicking the «Delete» button and upload the updated document by clicking the «Choose File» button

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

Stipulation Practice (15/16)

Edit Contract Document

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



Repeat the same procedure for each mandatory document to be uploaded

Stipulation Practice (16/16)

Confirm Contract Request

Once all mandatory documents for the Contract have been uploaded

22. Click the «**Submit**» button; as a result the practice moves to «**Contract Documents Validation**» status

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"/> BSP - Lettera Accompagnamento.pdf	Lettera accompagnamento proposta Contratto servizi ancillari	1/28/2026 11:32 AM	Counterparty
<input type="checkbox"/> BSP - Contratto firma BSP.pdf	Allegato A.26 Contratto servizi BSP firma BSP	1/28/2026 11:33 AM	Counterparty

EDIT SIGNATORY DATA **SUBMIT** 22

It is possible to update the previously entered signatory details by following the steps described in the previous slides, and only before clicking the «Submit» button.

The Terna Team closes and activates the contract

The Terna Team validates the contractual documents, close 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.

