

New MyTerna Portal

BRP Withdrawal Contracts Management

User Manual
NMTP_UM_17



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 **BRP Withdrawal** 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 Withdrawal Contracts

1

[Opening a Stipulation Practice](#)

page 4

1. STIPULATION PRACTICE

Use Case Context

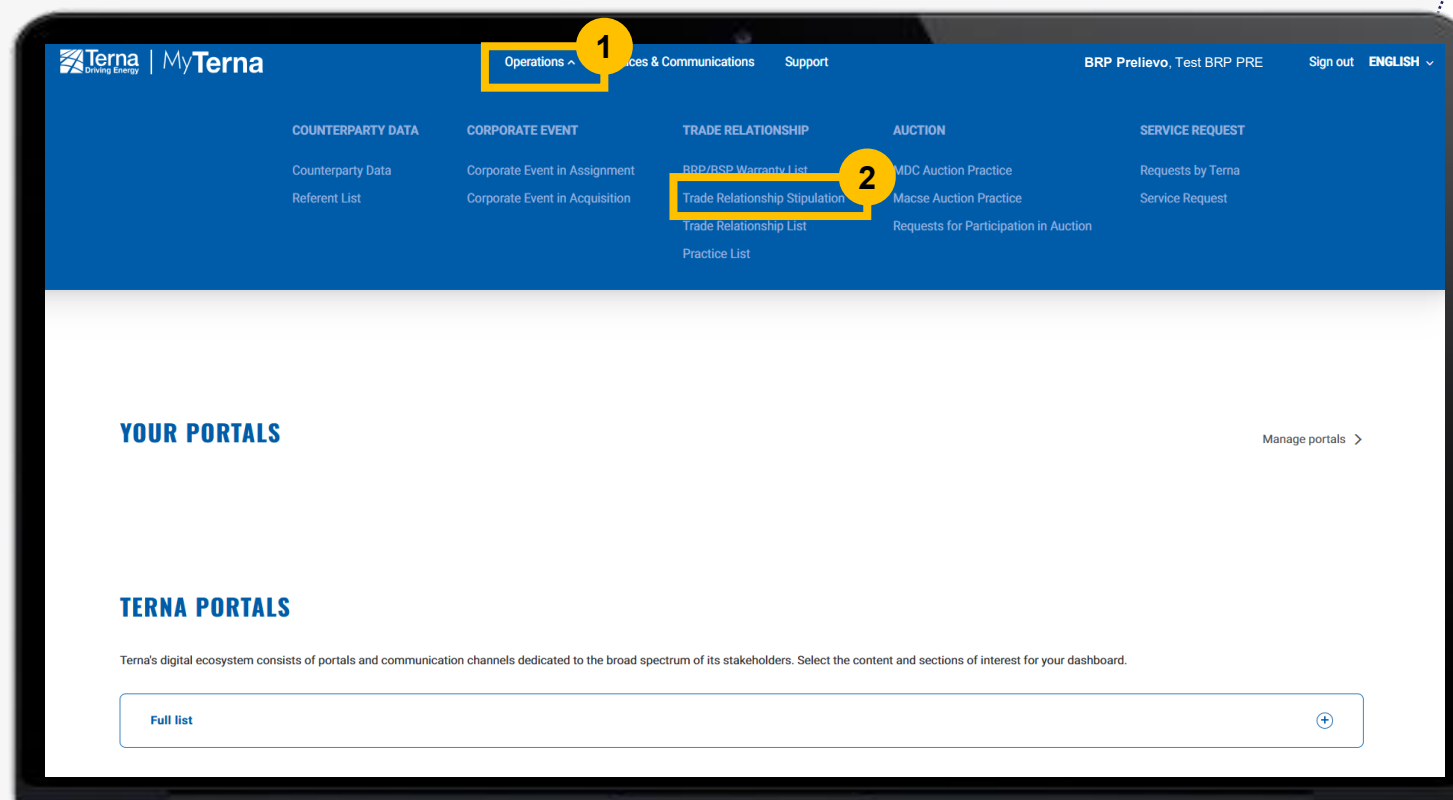
The Electricity Operator opens a Stipulation Practice

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

Stipulation Practice (1/10)

Practice Opening

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



Stipulation Practice (2/10)

Practice Opening

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

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', 'BRP Prelievo, Test BRP PRE', 'Sign out', and 'ENGLISH'. Below the navigation bar, the breadcrumb 'Home / Stipulation Practice' is visible. The main content area is titled 'STIPULATION PRACTICE'. A yellow box highlights a dropdown menu labeled 'Trade Relationship Type *'. The dropdown menu is open, showing the following options: 'Convenzione Aggregaz. Misure', 'Convenzione CTR', 'Dispacciamento in Immissione', 'Dispacciamento in Prelievo', 'BRP Immissione', 'BRP Prelievo' (which is highlighted in grey), and 'BSP'. A yellow circle with the number '3' is positioned next to the dropdown menu. At the bottom of the page, there is a footer with the Terna logo and several columns of links under the headings 'Link utili' and 'Portali'.

Stipulation Practice (3/10)

Practice Opening

4. Click the «Send» button

The screenshot shows the Terna MyTerna web interface. At the top, there is a navigation bar with the Terna logo, 'MyTerna', and various menu items like 'Operations', 'Notices & Communications', 'Support', 'BRP Prelievo, Test BRP PRE', 'Sign out', and 'ENGLISH'. Below the navigation bar, the breadcrumb 'Home / Stipulation Practice' is visible. The main content area is titled 'STIPULATION PRACTICE'. It features a form with a dropdown menu for 'Trade Relationship Type *' currently set to 'BRP Prelievo'. A yellow box highlights the 'SEND' button, with a yellow circle containing the number '4' next to it. At the bottom of the page, there is a footer with the Terna logo and several columns of links under the headings 'Link utili' and 'Portali'.

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 (4/10)

Practice Opening

STIPULATION PRACTICE

Request Data

Practice Code *
PR00002368

Trade Relationship Type *
BRP Prelievo

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 Prelievo

Contracts Term

Validity Start Date *
2/1/2026

Validity End Date *
12/31/2099

5. Within the «**General**» it is possible to view the information related to the open Practice
6. The system automatically populates the fields *:
 - «**Validity Start Date**», pre-filled with 02/01/2026 and editable. It can be set to the first day of a month after 02/01/2026, and must be earlier than the «Validity End Date»
 - «**Validity End Date**», not editable, populated with «12/31/2099»

Stipulation Practice (5/10)

Practice Opening

Role

Select at least one role.

Holder UC Mandatory UC

PRACTICE DOCUMENTS

Annex 2 and Annex 3 are mandatory. Annex 1 is mandatory only if the role «Mandatario UC» has been selected)

ADD OTHER DOCUMENT

File	Document Type ↑	Uploaded Date	Uploaded by
<input type="checkbox"/> Edit File	Allegato 1 - Dichiarazione sostitutiva mandato senza rappresentanza		
<input type="checkbox"/>	Allegato 2 - Dichiarazione legale rappresentante o procuratore speciale NON UE		
<input type="checkbox"/>	Allegato 2 - Dichiarazione legale rappresentante o procuratore speciale UE		
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità e onorabilità NON UE		

7. Within the «**Role**» section, used to identify the Electricity Operator's Role, it is mandatory to select at least one role from the provided list.
8. Within the «**Practice Documents**» section, for each document to be uploaded, click the «**Edit File**» button

Annex 1 and Annex 3 are mandatory. Depending on the counterparty's registered office, EU or Extra EU, the document must be uploaded in the relevant row. Annex 1 is mandatory only if «Mandatory UC» has been selected

Repeat the same procedure for each mandatory document to be uploaded

Stipulation Practice (6/10)

Contractual Documents Upload

9. Click «at the following link» to download the pre-filled template
10. Click the «**Choose File**» button to upload the *Contract Document*
11. Once the document has been uploaded, click the «**Submit**» button

Repeat the same procedure for each mandatory document to be uploaded

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

Role

Select at least one

Holder UC

PRACTICE

Annex 2 and Annex

File

EDIT

Document Type*

Allegato 1 - Dichiarazione sostitutiva mandato senza rappresentanza

File

9 CHOOSE FILE

Attach the Substitution for Mandate without Representation. The template is available at the following link.

10

11 SUBMIT

DOCUMENT

Stipulation Practice (7/10)

Practice Opening

If additional documentation needs to be added to the stipulation practice

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

PRACTICE DOCUMENTS
Annex 2 and Annex 3 are mandatory. Annex 1 is mandatory only if the role «Mandatario UC» has been selected)

ADD OTHER DOCUMENT 12

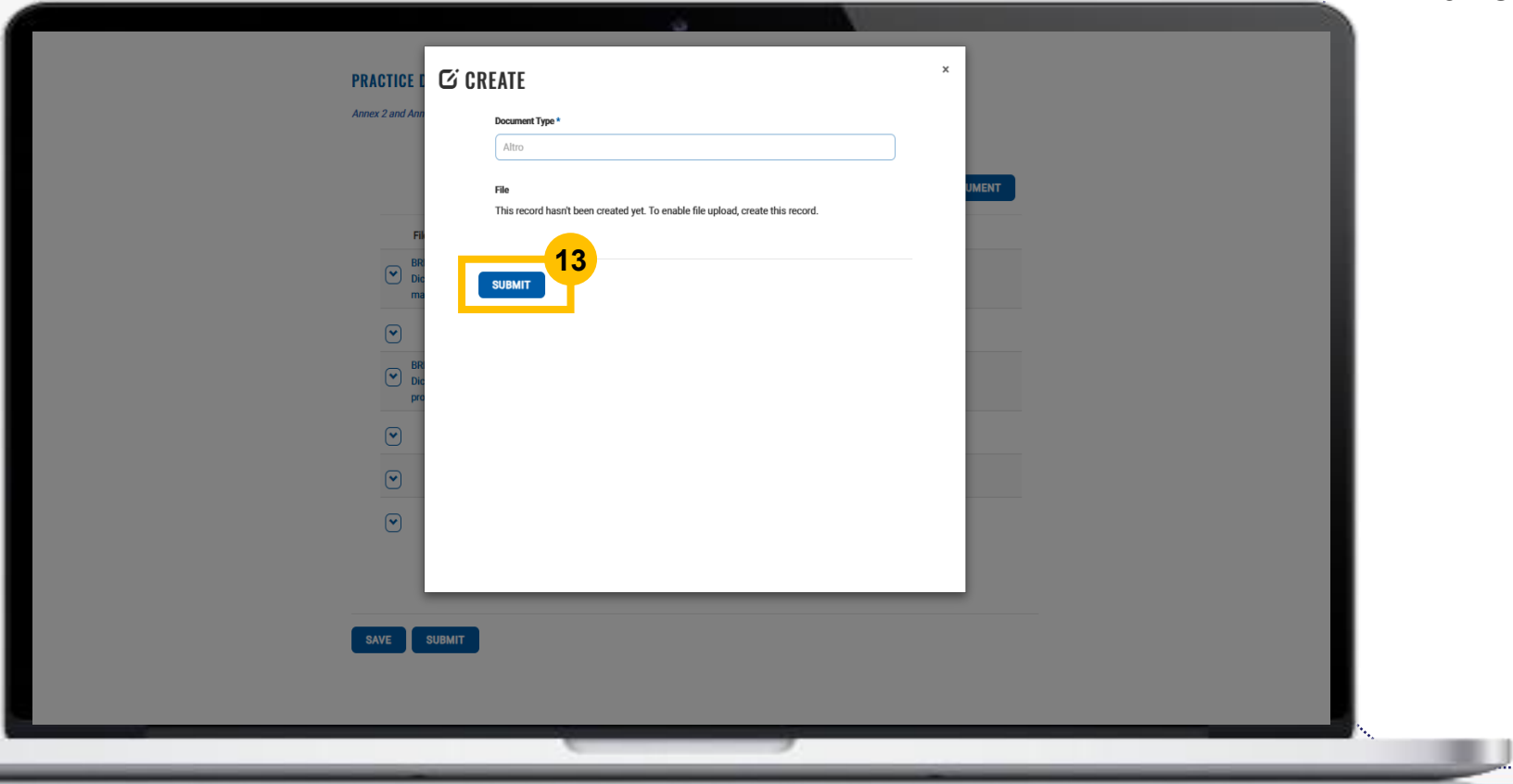
File	Document Type ↑	Uploaded Date	Uploaded by
<input type="checkbox"/> BRP P - All 1 - Dichiarazione sostitutiva mandato.docx	Allegato 1 - Dichiarazione sostitutiva mandato senza rappresentanza	12/19/2025 12:34 PM	Counterparty
<input type="checkbox"/>	Allegato 2 - Dichiarazione legale rappresentante o procuratore speciale NON UE		
<input type="checkbox"/> BRP P - All 2 (UE) - Dichiarazione Legale rapp-proc.docx	Allegato 2 - Dichiarazione legale rappresentante o procuratore speciale UE	12/19/2025 12:35 PM	Counterparty
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità e onorabilità NON UE		
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità e onorabilità UE		
<input type="checkbox"/>	Documento d'identità del Legale Rappresentante		

SAVE **SUBMIT**

Stipulation Practice (8/10)

Practice Opening

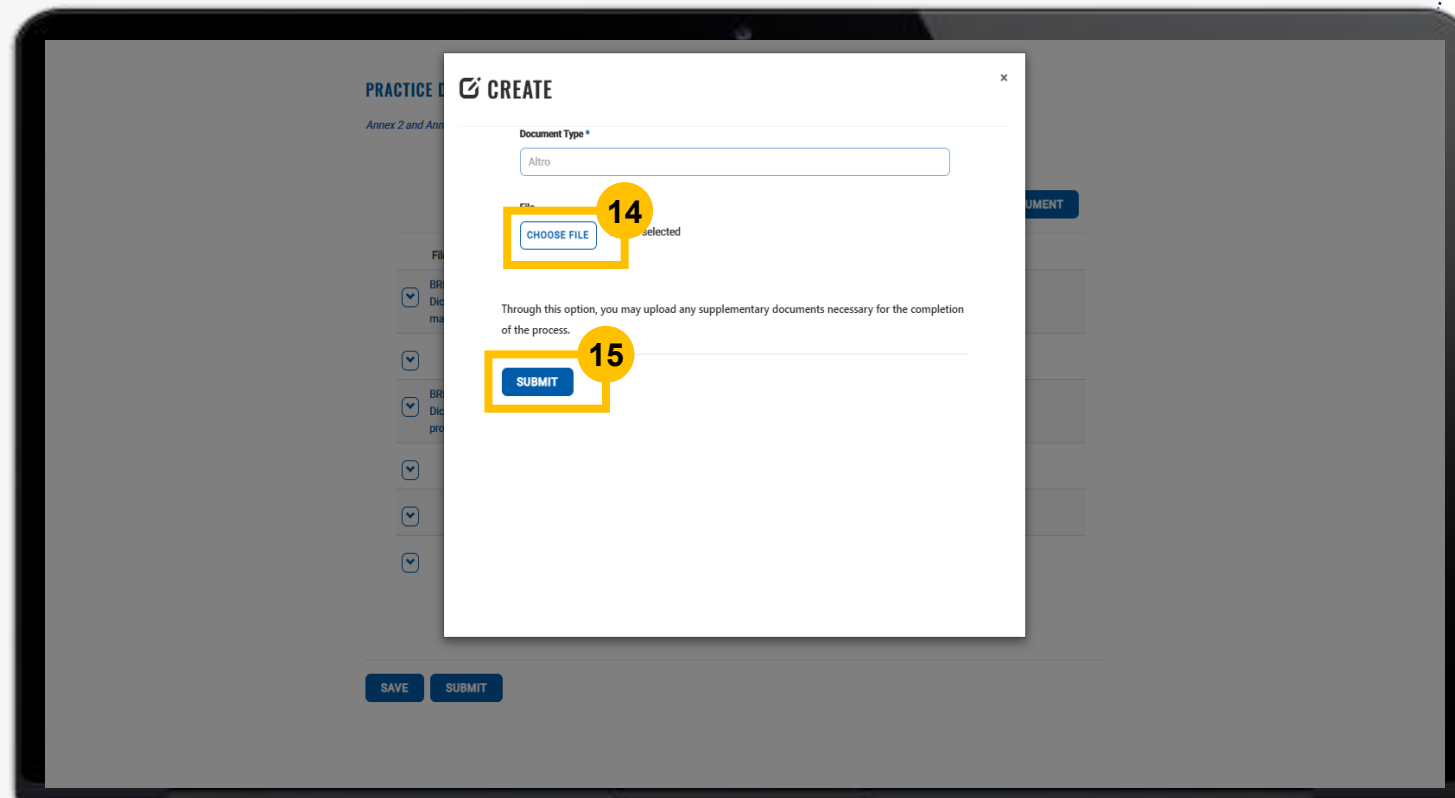
13. Click the «**Submit**» button



Stipulation Practice (9/10)

Practice Opening

14. Click the «Choose File» button to upload the document
15. Click the «**Submit**» button



Stipulation Practice (10/10)

Practice Opening

16. Click the «**Submit**» button

PRACTICE DOCUMENTS
Annex 2 and Annex 3 are mandatory. Annex 1 is mandatory only if the role «Mandatario UC» has been selected)

[ADD OTHER DOCUMENT](#)

File	Document Type ↑	Uploaded Date	Uploaded by
<input type="checkbox"/> BRP P - All 1 - Dichiarazione sostitutiva mandato.docx	Allegato 1 - Dichiarazione sostitutiva mandato senza rappresentanza	12/19/2025 12:34 PM	Counterparty
<input type="checkbox"/>	Allegato 2 - Dichiarazione legale rappresentante o procuratore speciale NON UE		
<input type="checkbox"/> BRP P - All 2 (UE) - Dichiarazione Legale rapp-proc.docx	Allegato 2 - Dichiarazione legale rappresentante o procuratore speciale UE	12/19/2025 12:35 PM	Counterparty
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità e onorabilità NON UE		
<input type="checkbox"/>	Allegato 3 - Dichiarazione di rispetto dei requisiti di solvibilità e onorabilità UE		
<input type="checkbox"/>	Documento d'Identità del Legale Rappresentante		

[SAVE](#) [SUBMIT](#) **16**

The practice status will change to «**To Work**» and it will be assigned to Terna.

Use Case Context

The Terna Team validates roles and documents

The Terna Team validates roles and documents uploaded by the Electricity Operator.

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

The Terna Team opens the Stipulation Practice

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

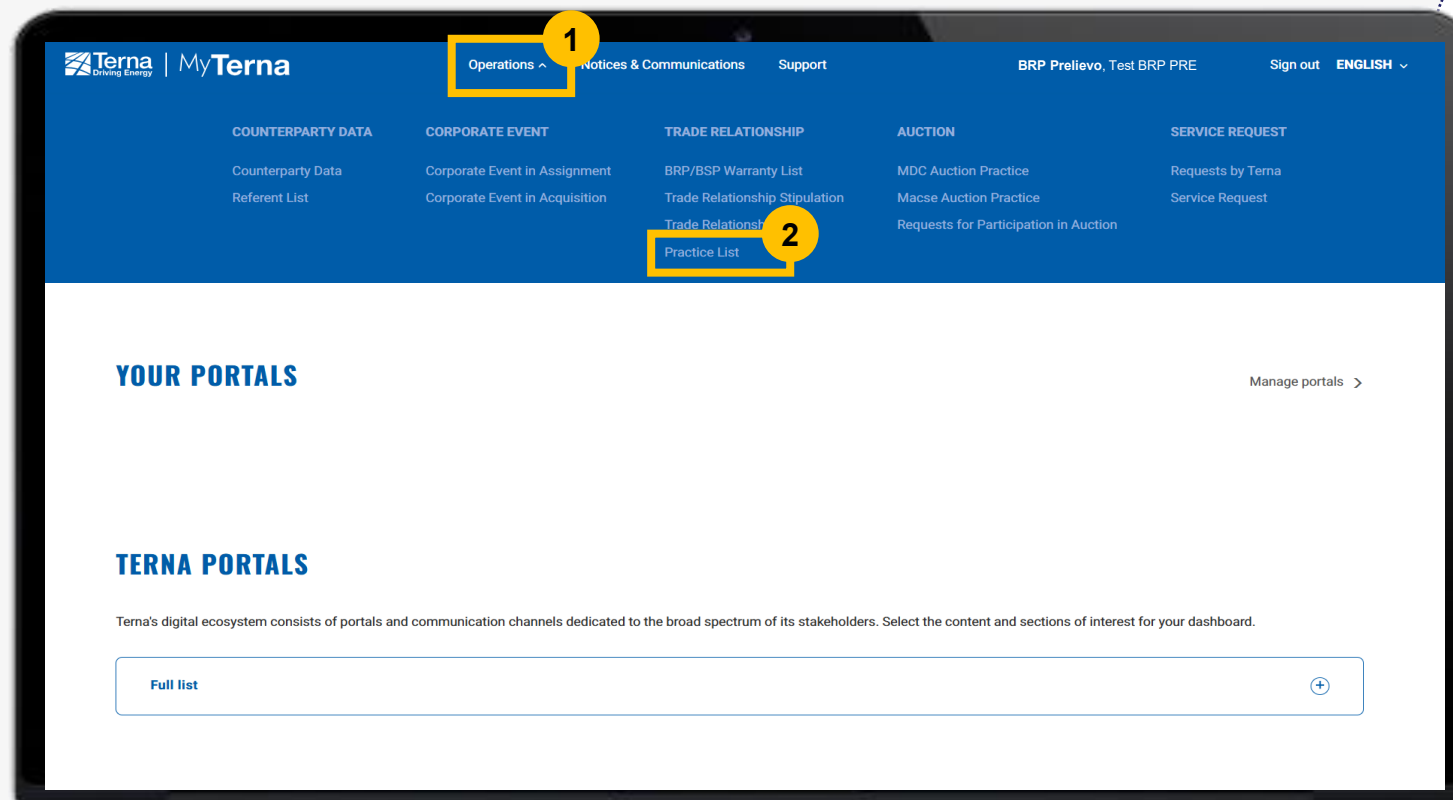
Subsequently, it is necessary to upload the contract document and confirm the contract request.

In this latter case, the Electricity Operator proceeds by uploading the contractual documents on the MyTerna Portal, following the steps described in the next section.

Stipulation Practice (1/12)

Contract Submission

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



Stipulation Practice (2/12)

Contract Submission

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

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
PR00002090	Modification		Terna	10/9/2025 4:18 PM	Open	DI004551	BRP Immissione
PR00001991	Modification		Terna	10/7/2025 10:28 AM	Closed	DI004551	BRP Immissione
PR00001944	Stipulation		Terna	10/2/2025 3:44 PM	Closed	DI004551	BRP Immissione
DP001111	Stipulation		Counterparty	8/8/2025 10:38 AM	Contract Request	DP0023	BRP Prelievo
PR001063	Stipulation		Terna	8/1/2025 9:23 AM	Canceled	DP0013	BRP Prelievo

3 View details



Link utili

CALENDARIO SOCIETARIO
ARCHIVIO GENERALE
CERT
PATRIMONIO IMMOBILIARE
ACCESSIBILITÀ

DICHIARAZIONE DEI COOKIE
NOTE LEGALI
INVA CV
ASSISTENZA

Portali

ACQUISTI
QUALIFICAZIONE FORNITORI
GAJDI
GSTAT
IMPRESSE DISTRIBUTTRICI

TITOLATI RTN
CANTIERI APERTI
PORTALE SETTLEMENT
CERTIFICAZIONE
WHISTLEBLOWING

MGAT
QSE
INTERCONNECTOR

Stipulation Practice (3/12)

Contract Submission

4. Within the «**Request Data**» section, the Practice information is displayed in read-only mode
5. You can update the practice «E-mail Referent», by clicking the «**Search**» icon

STIPULATION PRACTICE

Home / Practice

Operations ▾ Notices & Communications Support Giorgia Rossi, TIDE 1 Sign out ENGLISH ▾

Request Data

Practice Code * PR001111 Trade Relationship Type * BRP Prelievo

Status Reason: Contract Request

E-mail Referent

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

Email Contact * Giorgia Rossi

Notes

ADD COMMENT

There are no activities to display.

SHOW MORE

INFORMATION REQUIRED FOR CONTRACT DOCUMENT GENERATION

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

Stipulation Practice (4/12)

Update E-mail Referent

6. Select the relevant referent
7. Click the «**Select**» button

Practice Code: PRO01111

Status Reason: []

E-mail Referent: []

Specify the contact: []

Email Contact: Giorgia Rossi

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"/>	Giorgia Rossi	gi.perna@reply.it	RSSGR00L53M213W	Super User

REMOVE VALUE CANCEL **SELECT**

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 []

Stipulation Practice (5/12)

Contract Submission

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

Email Contact *

Giorgia Rossi

INFORMATION REQUIRED FOR CONTRACT DOCUMENT GENERATION

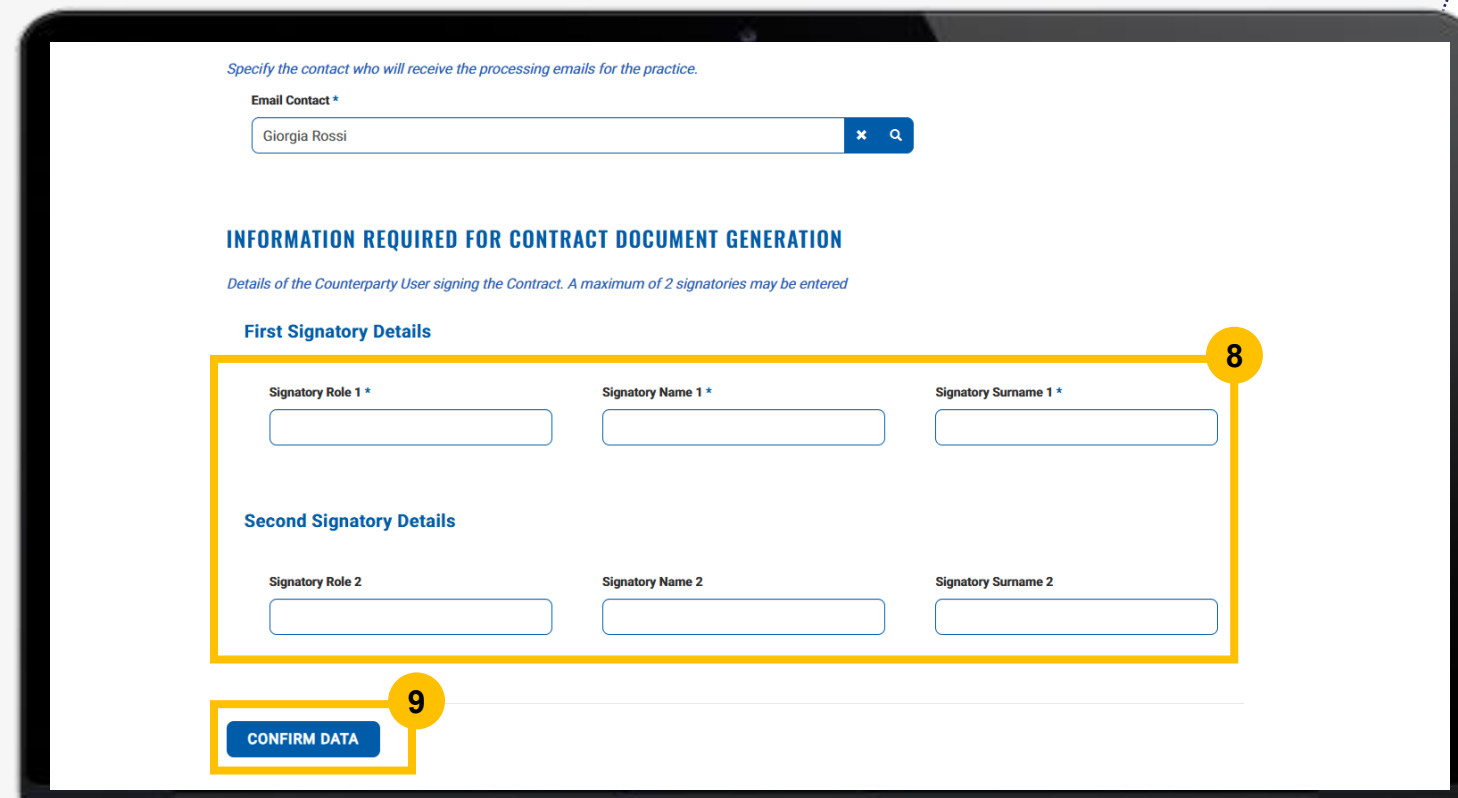
Details of the Counterparty User signing the Contract. A maximum of 2 signatories may be entered

First Signatory Details

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

Signatory Role 2 Signatory Name 2 Signatory Surname 2

CONFIRM DATA



8. Within the «**Information required for contract document generation**» section, complete the mandatory fields required to pre-fill the contract
9. Once all mandatory fields have been completed, click the «**Confirm Data**» button

A maximum of two **signatories** can be entered.

Stipulation Practice (6/12)

Upload contract Documents

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

The screenshot shows a web interface for uploading contract documents. At the top, there is a section titled 'Second Signatory Details' with three input fields: 'Signatory Role 2', 'Signatory Name 2', and 'Signatory Surname 2'. Below this is a section titled 'CONTRACT DOCUMENTS' which contains a table with columns for 'File', 'Document Type', 'Uploaded Date', and 'Uploaded by'. The table lists two documents: 'Lettera accompagnamento proposta Contratto di dispacciamento in prelievo' and 'Allegato A.26 Contratto di Dispacciamento Prelievo BRP firma BRP'. The 'Edit File' button for the second document is highlighted with a yellow box and a yellow circle containing the number '10'. At the bottom of the form, there are two buttons: 'EDIT SIGNATORY DATA' and 'SUBMIT'. The footer of the page includes the Terna logo and the text 'Driving Energy', 'Link utili', and 'Portali'.

The *Lettera di accompagnamento* must subsequently be sent to Terna in hard copy, bearing a wet-ink signature

Stipulation Practice (7/12)

Upload contract Documents

11. Click «at the following link» to download the pre-filled template
12. Click the «**Choose file**» button to upload the *Contract Document*
13. Once the document has been uploaded, click the «**Submit**» button

Repeat the same procedure for each mandatory document to be uploaded

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

The screenshot shows a laptop displaying a web application interface. A modal window titled 'EDIT' is open, showing a form for document upload. The form includes a 'Document Type' dropdown menu with the selected value 'Allegato A.26 Contratto di Dispiacciamento Prelievo BRP firma BRP'. Below this is a 'CHOOSE FILE' button, which is highlighted with a yellow box and the number 11. Below the button is a text field containing a link, which is highlighted with a yellow box and the number 12. Below the text field is a 'SUBMIT' button, which is highlighted with a yellow box and the number 13. The background of the laptop screen shows a sidebar with 'First Signatory Details', 'Second Signatory Details', and 'CONTRACT' sections, and a bottom bar with 'EDIT SIGNATORY DATA' and 'SUBMIT' buttons.

Stipulation Practice (8/12)

Edit Signatory Data

14. To update a previously entered value for the signatories, click the «**Edit Signatory Data**» button

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 P - Lettera Accompagnamento.pdf	Lettera accompagnamento proposta Contratto di dispacciamento in prelievo	1/12/2026 12:12 PM	Counterparty
<input checked="" type="checkbox"/> BRP P - Contratto firma BRP.pdf	Allegato A.26 Contratto di Dispacciamento Prelievo BRP firma BRP	1/12/2026 12:10 PM	Counterparty

14 EDIT SIGNATORY DATA SUBMIT

Terna Driving Energy | Link utili | Portali | CALENDARIO SOCIETARIO | DICHIARAZIONE DEI COOKIE | ACQUISTI | TITOLATI RTM | MICAT

The fields in section «**Information required for contract document generation**» will become editable again

Stipulation Practice (9/12)

Edit Signatory Data

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

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

Terna Driving Energy

Link utili
CALENDARIO SOCIETARIO
ARCHIVIO GENERALE

DICHIARAZIONE DEI COOKIE
NOTE LEGALI

Portali
ACQUISTI
QUALIFICAZIONE FORNITORI

TITOLATI RTM
CANTIERI APERTI

MICAT
GSE

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

Re-upload the mandatory contractual documents by following the steps outlined [here](#)

Stipulation Practice (10/12)

Edit Contract Document

17. Click the «**Upload 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
<input type="checkbox"/>	Lettera accompagnamento proposta Contratto di dispacciamento in prelievo		
<input checked="" type="checkbox"/> BRP (1).pdf Upload File	Allegato A.26 Contratto di Dispacciamento Prelievo BRP firma BRP	1/26/2026 11:15 AM	Counterparty

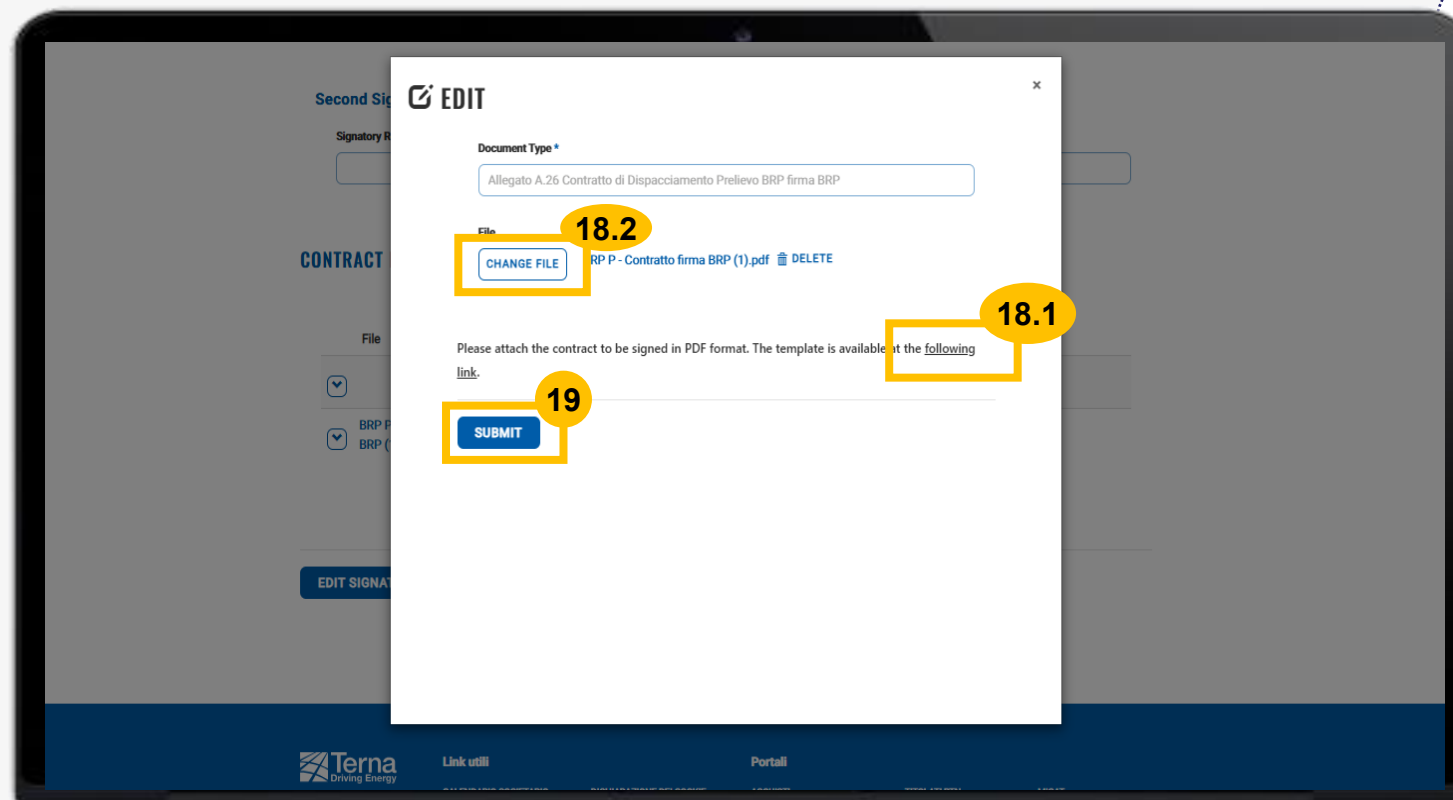
EDIT SIGNATORY DATA **SUBMIT**

Terna Driving Energy Link utili Portali

Stipulation Practice (11/12)

Edit Contract Document

18. Click the available link to download the pre-filled document and, once it has been signed, click the «**Change File**» button to replace the *Documento Contrattuale*
19. Once the document has been uploaded, click the «**Submit**» button



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

Stipulation Practice (12/12)

Submit Contract Request

Once all mandatory documents have been uploaded

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

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 I - Lettera Accompagnamento.pdf	Lettera accompagnamento proposta Contratto di dispacciamento in prelievo	1/26/2026 11:27 AM	Counterparty
<input checked="" type="checkbox"/> BRP P - Contratto firma BRP (1).pdf	Allegato A.26 Contratto di Dispacciamento Prelievo BRP firma BRP	1/26/2026 11:15 AM	Counterparty

[EDIT SIGNATORY DATA](#) **SUBMIT** **20**

Terna [Link utili](#) [Portali](#)

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, closes the Stipulation practice, and activates the Commercial Relationship.

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

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

