



**Instruction for using the GasBrokBot system**

**V 2.0**

## **Content:**

- 1. Passing verification if the GBB system**
- 2. The main GasBrokBot menu**
- 3. Creating and publishing orders in GBB**
- 4. Conclusion of trades in GBB system**
- 5. Additional functional**
  - **PING**
  - **Mute List**
  - **Subscribe to news**

## Passing verification if the GBB system

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### Where to start?

To start using GasBrokBot, you need to have an active Internet connection, as well as an installed Viber app on your mobile device, laptop, tablet, or PC.

### How to get a link to GBB?

**Option 1.** To switch to a bot from a PC or laptop, the User can use the link from the official website of the developer company: <https://www.ucclearing.com/gasbot/>

**Option 2.** A user can invite a direct link to GBB for their mobile phone. To do this, contact GBB Customer Support:

### Support Department GBB

Viber, calls, sms	<b>+380992861306</b>
E-mail	<a href="mailto:support@ucclearing.com">support@ucclearing.com</a>
Working schedule	<b>Mn-Fr 09:00 - 19:00</b>

### What's next?

The user goes through the link in Viber and starts the verification process in the GBB system. To do this you need to go through 5 simple stages:

**Stage 1:** Enter mobile phone number to be used for GBB. The specified number will receive sms message with the verification code, which will be required to be entered in the chat dialog.

**Stage 2:** Enter the **e-mail address**, you are using for GBB. Verification code will be sent to the specified address, which also need to be specified in the GasBrokBot dialog window. In future, GBB reporting will arrive to this address.

**Stage 3:** Enter **EDRPOU code** of the company it represents. The system automatically checks the existence of this number and tells the user whether the correct number has been entered .

**Stage 4:** At stage 4, the user receives a letter to the e-mail, with the request to pay 10 UAH to the account of GasBrokBot Platform to confirm the seriousness of their intentions. An invoice to the received letter will be invoiced for payment of 10 UAH, as well as a list of documents required to pass the verification, identification and study of the client.

**Stage 5:** The final stage of verification process is to download the necessary company documents to GasBrokBot according to the list, which was sent by letter to the user's e-mail address along with the account. To do this, it is necessary to download a scan of copies of documents for preliminary review with the help of GasBrokBot or sent by e-mail namely.

- statute, or description
- an extract from the EDRPOU, or description
- a reference to the introduction of the LE into the EDR
- certificate of the right to pay a single tax (if any), issued by the SFS
- excerpt from VAT payer register (if available)
- passport and head's identification number
- copies of documents confirming the authority of the CA, which will perform operations in GBB
- passport and CA's identification number
- financial reporting for the last reporting period (of this year) with a mark of delivery
- Ukrtransgaz letter on the assignment of the EIC code
- certificate of opening accounts in a bank(s)
- ownership structure of a LE, signed by the head of a LE

After verifying all the data, all the documents that were uploaded to the bot and passing the identification, verification and clarification of the client information, the user receives a notification that he has been verified in the system and has full access to the function, or he receives a notification that there is not enough information (this information may also come to the e-mail address that was specified when registering).

#### **Attention!**

Only after filling in all necessary fields, the Administrator will be able to verify you as a new user of GasBrokBot. In case if there is not enough information, the user will receive a message in the dialog asking you to send the necessary data.

***For any questions click on the icon and ask GasBrokBot Support.***



In chat mode, the service provider will be able to answer all the questions, as well as help with the difficulties encountered during the use of **GasBrokBot**.

**Congratulations! Verification passed!**

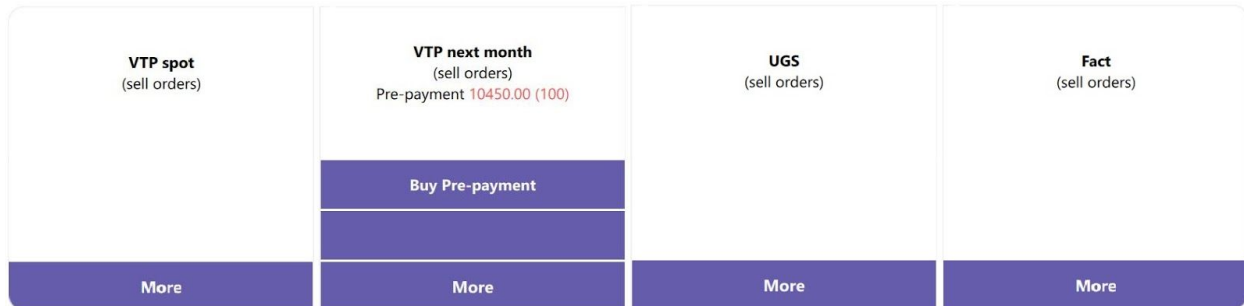
## The main GasBrokBot menu



This is the main menu which user can view all the orders for the purchase and sale of assets, view all their orders and transactions, view all offers of the market, and change the settings (phone and mail), change the language and contact the customer support department.

### Buy

By clicking on this button, user has the opportunity to view all orders for the sale of one or another asset..



### Sell

By clicking on this button, user has the opportunity to view all orders for the purchase of an asset.

### Market

By clicking on this button, the verified user opens a list of all offers available to him in the GBB system. The table of proposals specifies the types of assets, as well as offers from one or another asset (NOT verified users such information is not available)

VTP spot (sell)	VTP spot (buy)	VTP next month Pre-payment (sell)	VTP next month Pre-payment (buy)	VTP next month Decade payment (sell)	VTP next month Decade payment (buy)	UGS (sell)	UGS (buy)	Fact (sell)
		10450.00 (100)			10000.00 (100)		9800.00 (100)	

## Creating and publishing orders in GBB

To get started, go to “My orders”

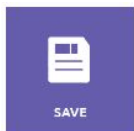
### Submenu



- *New order* - create the order for purchase/sale of an asset.
- *Hide* - means to remove all (0) orders from the publication, thus moving them from section «Published» in the section «Hidden». These orders will not be visible to other users, but will be available for review by the author, as well as posting them in the future with the ability to edit the price or volume.
- *Delete* - means to remove all user orders from the market, after which they will not be visible to the author or other users. These orders will not be available for publications in the future.
- *Back* - return to the main menu without any other actions.

### How to create an order?

To create a new order, you must go to “**New order**”. Then choose an asset: “*VTP spot*”, “*VTP next month*”, “*UGS*”, “*Fact*”. Next - **Buy** a **o** **Sell**. After that, we indicate (insert) the volume (in tkm - a thousand cubic meters), the price (in UAH with VAT at 1 tkm). We choose method of calculation: “*Free form*”, “*Money forward*”, “*Product forward*”.



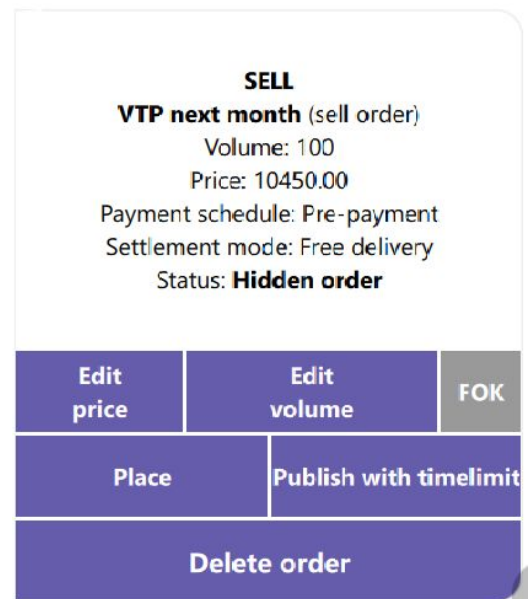
A user can click on the “**Save**” button to return to the order creating later.

The application is in status “**Hidden order**” as soon as it’s created and can’t be matched by the requests of other users. The user verifies the entered data and adjusts the application (if necessary). To publish the order, you must click on “**Publish**” button.

**Publish with timelimit** - publication of an order with the possibility of withdrawing an order from the market at the mentioned time specified after the button is pressed.

**FOK** - orders of type «*Fill or kill*» or «*Run or cancel*» very widespread among the players in the stock market. Their essence is to set clear criteria in the application for the purchase or sale of a certain asset, in case of failure to which the application is automatically cancelled.

**Attention! At 19:00, the closing of the Trading Session and all Published orders go to status**



“**Hidden order**”. For bidding, the user must publish their application every day.

*Types of orders:*

**Published order** - an order, which contains all the necessary data, after which user clicks the button “Publish order”. The published application is available for tagging, visible to other users and may be hidden or deleted by the author.

**Hidden order** - Unpublished order, not available for marking, even for other users, available for publishing and editing of input data (price, volume).

**Draft** - Incomplete application (not specified volume, price or application not published), not available for making up to the time of publication and change it status to “Published orders”.

## Conclusion of trades in GBB system

After placing an order, our system is looking for a counter-claim order with relation to the specified parameters. If the counter-claim order hasn't been found, then your application becomes in the queue for a check-in. As soon as the counter-claim order is found, the counterparties will receive a notice of this and will switch to the transaction conclusion menu.

For Your order "VTP next month (Sell) - 10450.00 (100), Pre-payment, Free delivery" an offsetting order was found, a new trade was generated. As an offsetting order has less volume (80), a new sell order with volume 20 tcm and price 10450.00 UAH with VAT/tcm was generated.

### Trade menu



**Confirm trade** - confirmation of the settlement with the given parameters (price and volume). The agreement is concluded in the event that the two sides have confirmed the agreement.

### Change terms



- Volume - change volume of settlement.
- Settlement mode - change the calculation method.

**Attention!** Change volume or terms only once per transaction!

**Chat with counterparty** - dialogue between contractors to discuss key delivery, transportation and other details.

**Chat history** - Full history of dialogue between contractors is available for viewing.

**Reject trade** - rejection of the transaction with the given parameters (price and volume). When the deal is rejected, then the two sides fall into **Mute List** and the system does not automatically combine the order of the sides.



**Recall confirmation** - Possibility to withdraw confirmation on the application before Side 2 confirmed the agreement. After Side 1 has withdrawn its decision on the agreement, Side 2 is given 10 minutes to make a decision. Orders are automatically published after 10 minutes.



To view your deals, you must go to “**My trades**” from the Main Menu.



**Active trades** - agreement(s) awaiting the decision of one or each of the Sides.

**All active agreements are automatically canceled after the end of the working session, at 19-00 in Kyiv!**

**Confirmed trades** – agreements that have been confirmed by both sides. By clicking on this button, the user opens a list of all his transactions with the status «**Confirmed agreement**».

**Rejected trades** – agreement that were rejected by at least one of the sides. By clicking on this button, the user opens a list of all his transactions with the status «**Rejected agreement**».

**Home** – return to the main menu without any other actions.

#### Types of assets in the GBB:

- VTP Spot
- VTP Next month
- UGS
- Fact

#### Additional functional

**Manual Trading** - a functional that allows you to contact the counterparty with the best counterclaim with the best counterclaim and trade any volume on counterparty price.

**Access to trades - choose a contract - buy or sale - counterparty order**

**Mute List** - if Side 2 is in Side's 1 “Mute List”, this means that there will be no automatic ticketing of applications between the two parties. The duration of stay in the “Mute List” is 1 hour. The parties automatically fall into the Mute List after the rejection of the agreement by one of the Sides.

<p><b>VTP next month</b> (sell orders) Pre-payment 10450.00 (20) Decade payment 13000.00 (10)</p>
<p>Buy Pre-payment</p>
<p>Buy Decade payment</p>
<p>More</p>

## Settings



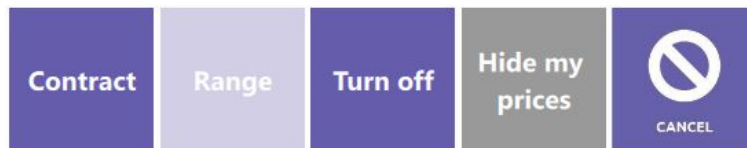
**Phone number** - The User can change the contact phone number.

**E-mail** - The user can change the contact e-mail address to which the reporting documents will come.

**Settlement mode for sale** - The user can set the default payment method for sales orders (free form, money forward, commodity forward).

**Settlement mode for buy** - The user can set the default payment method for purchase orders (free form, money forward, commodity forward).

### Subscribe to news:



- Contract - Notification of new orders by other contractors.
- Range - information in which range of prices (number) from the best user's request to display counter-request.
- Hide my prices - hides the price of the application when it's published.
- Turn off - unsubscribe for news.

The user has the ability to change the language of the GBB menu.

Available languages:

- Russian
- English
- Ukrainian (in process of implementation)

### Support

**If you have questions about entering into transactions, you can always contact the Support Service for any assistance, by clicking on "Support" button!**

