**Commented [DH1]:** Needs reformatting with NGESO colours and font styles

# **Salesforce Guidance Document**

Issued on 21st December 2018

National Grid Electricity Transmission plc National Grid House Warwick Technology Park Gallows Hill Warwick CV34 6DA

Website:

https://www.nationalgrideso.com/balancing-services/

#### **IMPORTANT - PLEASE READ**

#### Salesforce

Salesforce is the platform that is being used to prequalify balancing service providers for Replacement Reserve (RR) and Wider Access (WA). Prequalification for other Balancing Services; STOR, FFR and FR; will continue with the current Framework Agreement process.

To use the platform for the first time, you will need to request access and then will receive an automatically generated email to enable you to set up a log-in to securely access the Ariba platform.

To prequalify, you will be asked to complete an application providing information on your company and assets before confirming compliance with certain technical requirements.

#### Requirements for Use

Internet Explorer 11 or the latest version of other web browsers

#### Disclaimer and Tenderer's Responsibility

The information supplied with, contained in, or referred to in this Document, and all other information is given in good faith. However, no warranty or representation or other obligation or commitment of any kind is given by National Grid, its employees or advisors as to the accuracy or completeness of any such information or that there are not matters material to the arrangements and matters referred to therein other than is contained or referred to in such information. Neither National Grid nor its employees or advisors shall be under any liability for any error or misstatement or as a result of any failure to comment on any information provided by National Grid or the recipient of the Documentation or any other person or any answers to any questions or for any omission and none of such information shall constitute a contract or part of a contract.

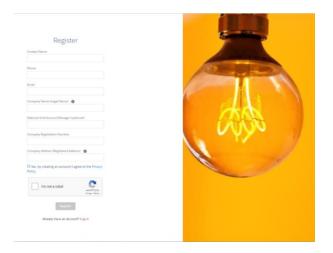
Applicants prequalifying via Salesforce shall satisfy themselves of the accuracy and completeness of any information they may use in submitting their application whether such information is provided by National Grid or comes from any other source. National Grid, its advisors and any other person responsible for production of any information to an applicant do not accept any duty of care to the applicant. It is the duty and responsibility of an applicant to ensure that it takes into account all considerations relating to the prequalification.

## Introduction to Salesforce's functionality & Points to Note

# **Setting Up a New Account**

All new applicants will initially need to request access to the prequalification portal by providing information on their company and themselves. This can be provided on the registration page. <a href="https://stgterre-stgterre-nationalgrid.cs100.force.com/ESOPortal/s/register">https://stgterre-stgterre-nationalgrid.cs100.force.com/ESOPortal/s/register</a>. You will then receive an email confirming your registration request.

If a single individual is responsible for prequalifying on behalf of different companies, they will be required to request access for each company.



National Grid will then review the information provided and if approved, an account in Salesforce will be created. An email will be automatically generated containing your username and a link to the prequalification portal. It is worth bookmarking this link for when you want to complete your application at a later date.

# [Screen shot of email]

You will then be required to create a password as well as selecting a form of two factor authorisations that will be used every time you log in. You are able to use the built in Salesforce authenticator, though you are able to use <a href="Google Authenticator">Google Authenticator</a>

[Screen shot of password creation page]

[Screen shot of two factor authentication]

Commented [DH2]: Update link once system is live

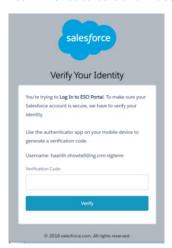
**Commented [DH3]:** Q for developers: Are there any other authenticators that can be used? Or will they all work?

# Logging into Salesforce

The link provided in the email containing your username will take you to the login page. You will be asked to provide your username and password every time you log in.



You will then be asked to enter the code generated by your chosen authenticator



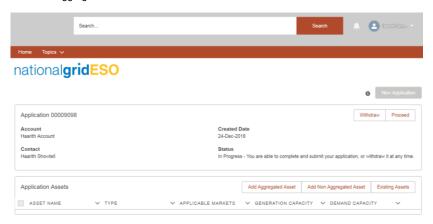
## **Building your application**

The first time you log in, there will only be the option to create a new application



Clicking "New Application", will populate the top part of the page with your application ID, Company Name (Account), your name (Contact), date the application was created and its status.

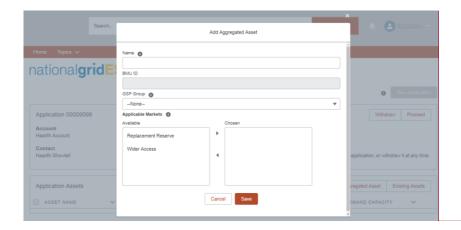
Below this, you will be able to add assets to your application, by either selecting "Add Aggregated Asset" or "Add Non Aggregated Asset"



# Add Aggregated Assets

Clicking "Add Aggregated Asset" will ask you to complete information about the aggregated asset.

- Name Enter a name for the aggregated asset that will allow you to identify the asset. E.g. London Retail, SW Hospital. This is different to a BMU ID.
- BMU ID If the unit is a registered BMU with Elexon and National Grid, enter the BMU ID here.
- GSP Group all assets below an aggregated asset, must be within a single GSP group as required by P344 and GC0097.
- Applicable Markets Select the market(s) you want the aggregated asset to prequalify for.



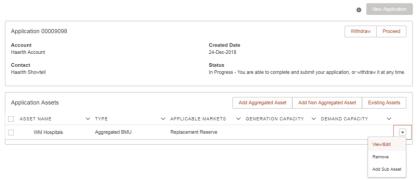
**Commented [DH4]:** Update once questions asking if this is an existing BMU is built in

Clicking save will list this aggregated asset on your application home page.

#### Add sub assets

You are able to add sub assets to this aggregated unit by clicking the down arrow against the aggregated asset. There is no limit to the number of sub-assets that can be listed under an aggregated asset.

# national gridESO



- Name Enter a name for the Sub asset that will allow you to identify the asset. E.g. London Retail, SW Hospital. This is different to a BMU ID.
- Type Select whether the sub asset is a generation or demand unit or both.
- Capacity Depending on what has been selected for Type, please enter the relevant capacity for this sub-asset. Please not the minimum capacity requirement for the relevant market.
- Node –
- MPAN -
- Fuel type Select the fuel type for the sub asset.
- Other Fuel Type If the fuel type is not listed above, type the fuel type here.
- DNO fields

Commented [DH5]: Update based on what will be built for DNO Constraints

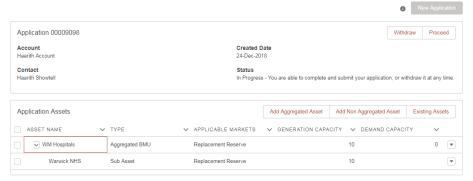
**Commented [DH6]:** Update based on what will be built for DNO Constraints



**Commented [DH7]:** Update once DNO constraint fields are in

Clicking save will list this sub asset under the aggregate asset and the aggregate capacity will be updated.

# national gridESO



## Add Non Aggregated Assets

Clicking "Add Non Aggregated Asset" will ask you to complete information about the non aggregated asset.

- Name Enter a name for the asset that will allow you to identify the asset. E.g. London Retail, SW Hospital. This is different to a BMU ID.
- Type Select whether the asset is a generation or demand unit or both.
- Capacity Depending on what has been selected for Type, please enter the relevant capacity for this asset. Please not the minimum capacity requirement for the relevant market.
- Postcode Enter the postcode for this asset.
- Node –
- MPAN -
- Fuel type Select the fuel type for the asset.
- Other Fuel Type If the fuel type is not listed above, type the fuel type here.
- Applicable Markets Select the market(s) you want the asset to prequalify for.
- DNO fields

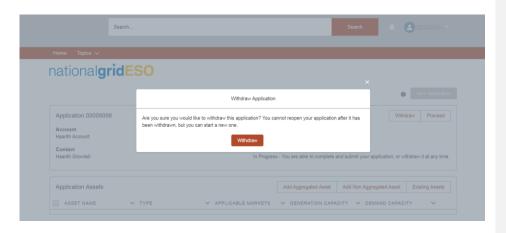
**Commented [DH8]:** Update based on what will be built for DNO Constraints

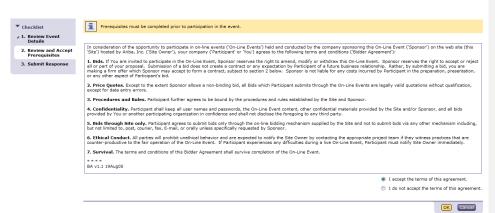
**Commented [DH9]:** Update based on what will be built for DNO Constraints



#### **Proceed**

You are able to Withdraw your application at any time. You will be asked to confirm that acknowledge that you cannot reopen the application, but that you will be create a new one. Any assets listed in an application that is withdrawn, will need to be listed in a new application to prequalify.



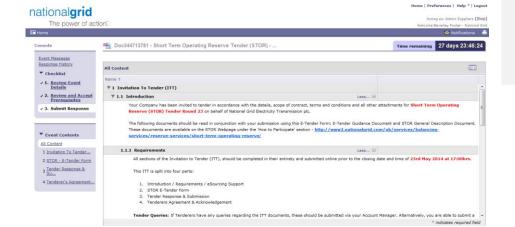


These prerequisites are standard and cannot be amended. Once prerequisites are agreed, the relevant STOR Invitation to Tender can be viewed, as below.

# Ariba ITT

There are only four sections to the STOR Invitation to Tender pack within Ariba:

Section 1	Introduction to STOR Tender	Text Only
Section 2	STOR Tender Submission Spreadsheet requiring all technical tender information which can be downloaded from Ariba, populated and then uploaded back into Ariba prior to submission Note:	Excel Document download
Section 3	Contact Details of the person who should be contacted in respect of the tender	Excel Document upload & Free Text
Section 4	Tenderers Agreement, Acknowledgement and Submission	Free Text





From the screen shots above, you will see that there is a countdown in the top right of the Ariba screen with how many days are left to complete your submission. This will be in line with the relevant Market Day deadline.

Whilst there is still time on the countdown, you will be able to access the STOR ITT within Ariba. However, at 17:00hrs on market day, the ability to respond is locked down. You will, however be able to view your final submission.



You are able to save your response in Ariba prior to Market Day and once you are ready to submit your tender, you should click on the yellow button 'Submit Entire Response' as shown above.

To confirm, National Grid will not be able to access any information relating to your tender until after 5pm on Market Day.

#### **HELP FUNCTIONALITY**

The Ariba programme is fully supported six days a week (not available on Sundays). If you have any technical difficulties, please contact the Ariba Team as detailed below and within the ITT.

If however you have a query relating to your tender submission and technical parameters, please contact your Account Manager.



If you need help on how to use this product, click  $\underline{\mathsf{Help}}$  at the top right of any product page to access documentation and tutorials.

For help, United States and Canada (toll-free): 1 866 218 2155

United Kingdom (Freephone): 0800 358 3556

Europe: +44 20 7187 4144; Asia: +65 6311 4745

All other locations, call +1 412 222 6153.

# **OVERVIEW OF E-TENDER AND CONTRACTING PROCESS**

### STOR Framework Agreement and STOR Framework Amending Agreement

Any potential provider and existing provider of the STOR service **MUST** enter into a STOR Framework Agreement or (where applicable) a STOR Framework Amending Agreement with National Grid in respect of the plant or equipment which it intends will provide the STOR service before it will be permitted to submit an E-Tender to provide the STOR service from that plant or equipment. The STOR Framework Agreement gives contractual effect to those provisions of the Standard Contract Terms which are relevant to the provider's plant or equipment.

All STOR E-Tenders in respect of this tender round must be submitted via Ariba not later than the specified **Market Day**.

The detailed requirements and guidance in respect of the completion and submission of STOR E-Tenders can be found below.

# MANDATORY REQUIREMENTS OF THE E-TENDER PROCESS

The STOR E-Tender must be in respect of STOR Unit(s) or STOR Site(s) that are listed in the tenderer's STOR Framework Agreement.

Each STOR E-Tender must be in respect of Contracted MW of at least 3MW (from a single Unit/Site or aggregated from a number of smaller Units/Sites which together will comprise a single Unit/Site for the purposes of the STOR E-Tender).

Contractually, the Response Time (time it would take from the time of instruction to the full delivery of the Contracted MW) must be less than or equal to 240 minutes.

The Maximum Utilisation Period (maximum time that National Grid will be permitted to use the Short Term Operating Reserve following any one instruction, or series of contiguous instructions) must be a minimum of two hours.

The Recovery Period (maximum time it takes to make the Contracted MW of Short Term Operating Reserve available again after the service has been utilised) must be less than or equal to 1200 minutes.

Where applicable, all Technical Parameters submitted in a STOR E-Tender in respect of a BM Unit should be consistent with the Other Relevant Data (as referred to in Grid Code BC 1.4.2(f)) (if any) in respect of that BM Unit.

In any one Tender Round a Unit or Site may **not** be tendered more than once for the same Season. More than one STOR E-Tender for a Season will render all STOR E-Tenders for that Season invalid. For example, a Unit/Site cannot be tendered twice for Season 2.1 even if each tender has a different combination of Seasons i.e. if one tender is for Seasons 2.1 and 2.2, a second tender for the same Unit/Site cannot include Season 2.1 or Season 2.2.

BM service providers may only offer the Committed Service. Non-BM service providers may offer either the Committed or the Flexible Service.

Tenderers must complete all mandatory fields on the tender submission spreadsheets, and must enter only 1 item of data per field.

One E-Tender submission should contain all STOR Unit(s) and STOR Site(s).

Tenderers may offer the service in as many Seasons shown on the tender sheets as it chooses.

A provider may not tender for a Season that is already the subject of a STOR Contract (unless that STOR Contract has been terminated in accordance with the Standard Contract Terms or unless the Standard Contract Terms expressly provide otherwise).

In providing the Short Term Operating Reserve service the tenderer must be compliant with any statutory or other enactment applicable to it and provision of Short Term Operating Reserve must not interfere with the tenderer's obligations under any other agreements and arrangements to which the tenderer may be a party, for example:

- the Electricity Safety, Quality and Continuity Regulations 2002 (as amended from time to time)
- any regulations made under Section 29 of the Electricity Act 1989
- the Grid Code
- the Distribution Code of any Public Distribution System Operator
- any licence granted to the tenderer for the generation, supply or distribution of electricity
- any restrictions and conditions attaching to the relevant authorisations of the Environment Agency
- any agreement for load management
- any agreement for the supply of electricity to or by the tenderer or for the tenderer's connection to and use of any transmission or distribution system.

It is the responsibility of those tendering to ensure that the provision by them of Short Term Operating Reserve will not place them in breach or non-compliance as described above.

#### **COMPLETION AND SUBMISSION OF STOR E-TENDERS**

Via Ariba tenderers must, submit a STOR E-Tender which is:-

- Fully compliant (without any qualification) with the mandatory requirements of Short Term Operating Reserve set out above in this E-Tender Guidance Document;
- Not accompanied by statements that could be construed by National Grid as rendering the STOR Tender equivocal and/or prevent its evaluation on an equal basis with other STOR Tenders;
- Set out in Ariba and in accordance with this E-Tender Guidance Document;
- A completed Tender Submission Spreadsheet (or alternative, as mentioned above), saved with the
  relevant unique reference ID (obtained by the tenderer's National Grid Account Manager) and sent via
  the Ariba platform.
- All information to be received no later than the stated Market Day.

If, in the sole judgement of National Grid, a tenderer has failed to submit a compliant STOR Tender, National Grid reserves the right to:-

Accept the STOR Tender in question; or

Disqualify the STOR Tender in question; and/or

Take any other action it deems appropriate in the circumstances including requesting the tenderer to amend any parameters other than prices or resubmit a non-compliant STOR Tender, so that it is made compliant.

National Grid's decision as to whether or not a STOR Tender is compliant shall be final, and the tenderer concerned may be notified of such decision without prior consultation or explanation.

No costs or expenses incurred in the course of preparing and/or submitting a STOR E-Tender will be paid for by National Grid.

If any further information is required to assist with the preparation of a STOR E-Tender, the tenderer should request this information from National Grid. National Grid may consider it necessary to copy any further information given in response to specific enquiries to all other tenderers. No further information will be issued by National Grid following the ITT being published.

Ariba, as the host portal, will hold your tenders as confidential until the Market Day deadline. Please be aware that you can access Ariba multiple times before Market Day to amend your tender submission, however at 17:00 on said day, Ariba will lock and you will no longer be able to access your tender.

The STOR E-Tender documentation will be treated as private and confidential. Tenderers must not divulge or release details of the STOR E-Tender documentation to any third party, other than on an 'In Confidence' basis to those parties having a legitimate need to know, or whom they need to consult for the purpose of preparing the e-tender.

For information purposes, following the publication of OCP-7 (Outline Change Proposal) on 02/11/2015, National Grid will be publishing the MW data from tender submissions from Year 11 onwards.

# GUIDANCE NOTES FOR COMPLETION OF THE E-TENDER SUBMISSION SPREADSHEET

# 1. ADDRESS & CONTACT DETAILS

The Address & Contact Details tab must be completed by all tenderers.

Company ID Please insert your Company ID (available from your Account Manager)

Company Name Please insert your Company Name (this should be the party who entered the

Framework Agreement)

Reserve Provider Agent Please insert the Reserve Provider's Agent's name if an agent is appointed in

respect of the Unit or Site.

**Contact Name** Please insert the name of the person that has the day to day relationship with

National Grid

Contact Tel. no Please insert the day to day telephone number of the contact listed above

Contact Fax no Please insert the day to day fax number of the contact listed above

Contact Email Address Please insert the day to day email address of the contact listed above

Contact Address Please insert the registered office address of the Company

**Technical Contact Name** Please insert the name and telephone number of the technical contact for the

tendered unit/site

Technical Contact Tel. As above

Site Contact Name (Duty) Please insert the name and telephone number of the site contact for the

Please insert the name and telephone number of the standby site contact for

tendered unit/site

Site Contact Tel. (Duty) As above

Site Contact Name

(Standby)

Site Contact Tel. (Standby)

the tendered unit/site
As above

Primary Dispatch Tel. Please insert the dispatch telephone number(s) for the tendered unit/site

Secondary Dispatch Tel. As above

**Dispatch Fax** Please insert the dispatch fax number for the tendered unit/site.

**Additional Information** Please insert any additional comments or information if necessary.

#### 2. TENDER SUBMISSION SPREADSHEET

**Tender Number** Please insert the current tender number

Company Name Please insert your Company Name (this should be the party who entered the

Framework Agreement)

Season From Please select from the drop down list the season you wish to tender from on a

per STOR Unit basis.

Season To Please select from the drop down list the season you wish to tender to on a

per STOR Unit basis.

Unit/Site ID Please insert the identification of the Unit/Site for which Short Term Operating

Reserve is being tendered. (This must be the same as the identification for

that Unit/Site specified in the STOR Framework Agreement).

Contracted MW Insert the number of whole MW of Reserve you are offering against each

Season. (This must be equal to or greater than 3MW).

Service Type Please select either 'C' or 'F' against each season for which Contracted MW

are being offered depending on whether you are offering a Committed or

Flexible service.

Note – BM Providers must enter 'C'.

Non-BM providers may enter either 'C', or 'F' for each Season.

Response Time Insert the maximum amount of time (rounded up to the next whole minute) it

would take from the time of receipt of a STOR Instruction to deliver the Contracted MW in full. (This must be less than or equal to 240 minutes).

Note: For a BM Unit, in determining availability and enabling Instructions of the service the NDZ parameter must be ≥3 and ≤85 minutes. For a non-BM Unit, the Response Time should correlate with Run Up Rate and should be equal to or greater than the Contracted MW divided by Run Up Rate but in

any event not to exceed 240 minutes.

**Maximum Utilisation** 

Period

Insert the maximum time in <u>hours</u> for which you will allow National Grid to utilise Short Term Operating Reserve in any single continuous utilisation

comprising one or a series of contiguous STOR Instructions. (This must be a minimum of two hours). Where no restrictions apply, insert 9999

Recovery Period Insert the maximum time in whole minutes it takes to make Short Term

Operating Reserve available again after it has been utilised. (This must be

less than or equal to 1200 minutes).

Minimum Utilisation Period (MNZT for BM Units) Insert the Minimum time in <u>whole minutes</u> for which you will allow National Grid to utilise Short Term Operating Reserve in a single utilisation (MNZT for BM Units). This value takes into account the whole period where the unit's output is greater than zero or for a demand reduction site the output is less

than the contracted MW.

(The lower the time the more attractive the service is to National Grid. If no time has been specified, National Grid will assume that the value is 0

minutes.)

#### **Cease Time**

Insert the maximum time in whole minutes that it takes for a Unit or Site to return to zero MW (or its original level of demand) following an Instruction to do so

For a BM Unit this should be greater than or equal to NTO plus the Contracted MW divided by the Run Down Rate applicable to that BM Unit. For a non-BM Unit, the cease time should correlate with Run Down Rate and should be equal to Contracted MW divided by Run Down Rate.

## Run Up Rate

**To be completed by Non-BM Participants only.** Insert the rate in MW/min at which the Unit or Site will change load in response to an Instruction to start providing STOR.

(RUR=Contracted MW/Response Time)

Please round up the figure for two decimals. If no value is specified, National Grid will assume the rate to be infinite

#### **Run Down Rate**

**To be completed by Non-BM Participants only.** Insert the rate in MW/min at which the Unit or Site will change load in response to an Instruction to cease providing STOR.

(RDR=Contracted MW/Cease Time)

Please round up the figure for two decimals. If no value is specified, National Grid will assume the rate to be infinite.

#### **Annual Limit Hours**

Please insert the maximum number of hours the unit can be run for in a year. Where no restrictions apply, insert 9999.

### **Annual Limit Utilisation**

Please insert the maximum number of utilisations the unit can be run for in a year. Where no restrictions apply, insert 9999.

# Restrictions - All or Nothing.

Please select one of the options from the drop-down list if you wish to stipulate the combinations of Seasons that National Grid may accept. (Note this may affect the value of the STOR Tender to National Grid). If there are no restrictions selected and only part of the STOR Tender is successful, then only some of the Seasons will be accepted, and the Annual Limit will be adjusted on a pro rata basis.

# Availability Price (£/MW/h)

Insert the price in  $\underline{\mathcal{E}/MW/h}$  you wish to be paid for making Short Term Operating Reserve available against each Season for which Contracted MWs are being offered. Please round up the figure to two decimals.

Please leave it blank if the indexation methodology has been agreed in the STOR Framework Agreement for Availability Price in respect of Subsequent Year Tenders.

#### Energy Utilisation Price/Contract Bid/Offer Price (£/MWh)

Insert the energy price in  $\underline{\mathcal{E}/MWh}$  for each Season you wish to be paid when National Grid instructs and utilises Reserve made available. Please round up the figure for two decimals. For the avoidance of doubt, for BM Units this will be a single price (the contract price) which will set both the Bid and Offer Prices when available for Short Term Operating Reserve.

Please leave it blank if the indexation methodology has been agreed in the STOR Framework Agreement for Energy Utilisation Price/Contract Bid/Offer Price in respect of Subsequent Year tenders.

#### Weekly Limit (Maximum number of utilisations per week)

Insert the maximum number of times Reserve can be utilised in any week against each Season for which Contracted MWs are being offered. This number must be greater than or equal to 3.

If a Weekly Limit is not inserted, then National Grid will assume that the service tendered has no upper limit to the number of times it can be utilised in any one Week.

#### Optional Energy Utilisation Price (non-BM only) (£/MWh)

**Non-BM providers only.** Insert the energy price in £/MWh you wish to be paid when National Grid instructs and utilises Reserve made available in <a href="Optional Windows">Optional Windows</a>. This is a mandatory field for non-BM providers and must be submitted for each tendered Season.

Please leave it blank if the indexation methodology has been agreed in the STOR Framework Agreement for Optional Energy Utilisation Price in respect of Subsequent Year tenders.

#### Indexation

Please select Yes or No as appropriate if you chose to apply Indexation to Contract Prices for Subsequent Year Tenders.

Please note that the indexation methodology will not apply unless it has been agreed in the STOR Framework Agreement before tenders' submission.

#### Base Year

Please state base year from which indexation should be applied from.

#### Indicative Hours Available in Working Day / Non-Working Day Windows

Please fill in the number of hours you estimate that you will make Short Term Operating Reserve available to National Grid during each Availability Window for Seasons where Contracted MWs are being offered **only if less than the default maximum Hours in the box(es) below.** 

The indicative hour's fields will populate the default maximum indicative hour's availability across the relevant seasons when you select the "Season from". If you are a Non-BM provider offering a Committed service, please do not amend the default numbers populated. If you are a BM provider, the Committed service provision will automatically populate, as will the maximum amount of hours available.

# Fuel Type

Please select from the drop down list the primary fuel type that best describes the proposed means of delivery of the tendered STOR service.

Please also only indicate the primary fuel source, for instance if a STOR service is to be delivered by a diesel generator locally supplying part of the load of a site then this should be marked as "Diesel". If however load is reduced by the interruption of a manufacturing process this should be recorded as "Load Reduction".

PLEASE NOTE: this data will not form part of the assessment of any tender.

## Please note:

- The tender will be rejected unless the Unit/Site has been agreed in the STOR Framework Agreement before submission of the tender.
- If the Unit/Site requires any Mandatory Works Provisions, these must be agreed in the STOR Framework Agreement before submission of the tender, otherwise the tender will be rejected.

# **FURTHER INFORMATION / FEEDBACK**

Any communications with National Grid associated with the Documentation or the tender process should be addressed to Haarith Dhorat, <a href="mailto:haarith.dhorat@nationalgrid.com">haarith.dhorat@nationalgrid.com</a>.