



User Guide

Single Market Platform Portal

October 2024

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1. Introduction

1.1. Document Purpose

The purpose of this document is to help readers access, navigate and use the Single Market Platform (SMP) Portal to enable Providers and Agents market entry to engage in Ancillary Services. This includes the administrative functions, initial registration and onboarding, submission & management of Assets and their respective Units including the Versioning of Units & Assets, Management of the Pre-qualification Application Process, Managing Secondary Users, Establishing Related Entities with other Market Providers and determining access to third party systems such as Enduring Auction Capability Platform to submit and manage auction bids for service delivery. In essence, the document illustrates the detailed steps entailed across the functionality of the Portal.

1.2. Background to SMP

Customer and stakeholder feedback highlighted substantial opportunities to transform our interactions at all stages in market participation with the Electricity System Operator (National Energy System Operator). As we transition and transform our markets to closer to the day procurement, Single Market Platform (SMP) will be the go-to place for market entry and participation; it will facilitate participation in new smart and sustainable markets, aiming to lower barriers to entry, attracting higher volumes, ensuring new technologies are onboarded faster, markets are cleared, and payment is made swiftly and accurately. As we transition and transform our markets to closer to the day procurement, SMP will be the go-to place for market entry and participation; it will facilitate participation in new smart and sustainable markets, aiming to lower barriers to entry, attracting higher volumes, ensuring new technologies are onboarded faster, markets are cleared, and payment is made swiftly and accurately.

As stated in our RIIO-2 business plan, SMP will provide a single point of entry for market participants to access data related to: how they can become a provider, how they can sell their services in a co-optimised way, how they can manage the lifecycle of their contractual relationship with National

Energy System Operator, review how they are performing (both operationally and financially).

1.3.Supported Browsers

For the best experience, we recommend that the latest version of **Chrome** is used to access the portal, otherwise key functionality may not render on screen.

We do not recommend any version of Internet Explorer as this site has not been designed to use this browser and therefore you may encounter errors.

1.4.Requirement for Use

Access to the internet and a mobile phone to receive two factor authentication codes.

1.5.Disclaimer and Applicant'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 Energy System Operator Limited, 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 Energy System Operator Limited 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 Energy System Operator Limited 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.

1.6.Help and Support

For any queries on registering and completing a *User Registration & Login* should be sent to Box.digitalhelp@NationalEnergySO.co.uk

For any queries relating to any other Functionality in this guide should be sent to commercial.operations@NationalEnergySO.co.uk

or you can contact the team on 01926 65 4611. For any technical issues, you can contact the helpdesk on +44 800 917 7111.

2. Initial Registration & Onboarding

2.1. Initial Registration & Onboarding

With Release 2.8, a new Registration and Login Framework is being adopted and rolled out across the National Energy System Operator estate, including access to the Single Market Platform. This change is called the introduction of a **Customer Access and Identity Management System** (CIAM) which will allow both prospective users to register and existing users to login using a **Single Sign-On** Functionality. This will have Authentication functionality built in. In short users will be expected to log in using their email address and use a Mobile Phone Number to authenticate. This will grant them access to their individual universal National Energy System Operator Limited Account.

The new Universal National Energy System Operator Limited Account will in the future enable users to sign in for all National Energy System Operator Limited Systems using the *same set of credentials included but not limited to the following platforms.*

- Single Market Platform (SMP)
- Enduring Auction Capability (EAC)
- Data Analytics Portal (DAP)

Users will now be provided with a centralised touchpoint or gateway for their National Energy System Operator Limited Account on the National Energy System Operator Limited Website and will be able to manage or update their Account Details and communication preferences including data subscriptions from the one location.

2.2. First-time User Registration

If you and your organisation/company are new to National Energy System Operator Limited and to the SMP Portal, then it is required that you register directly by navigating to the new National Energy System Operator Limited Website.

If you or your colleagues have previously completed registration prior to SSO and were able to login into the SMP Portal directly, your SSO credentials **will be set up on your behalf in advance and you will only be required to reset your password and supply a mobile number** if not previously provided in order to enable you to authenticate. **Your username will be the email address** you originally supplied at the point of registration for the SMP Portal.

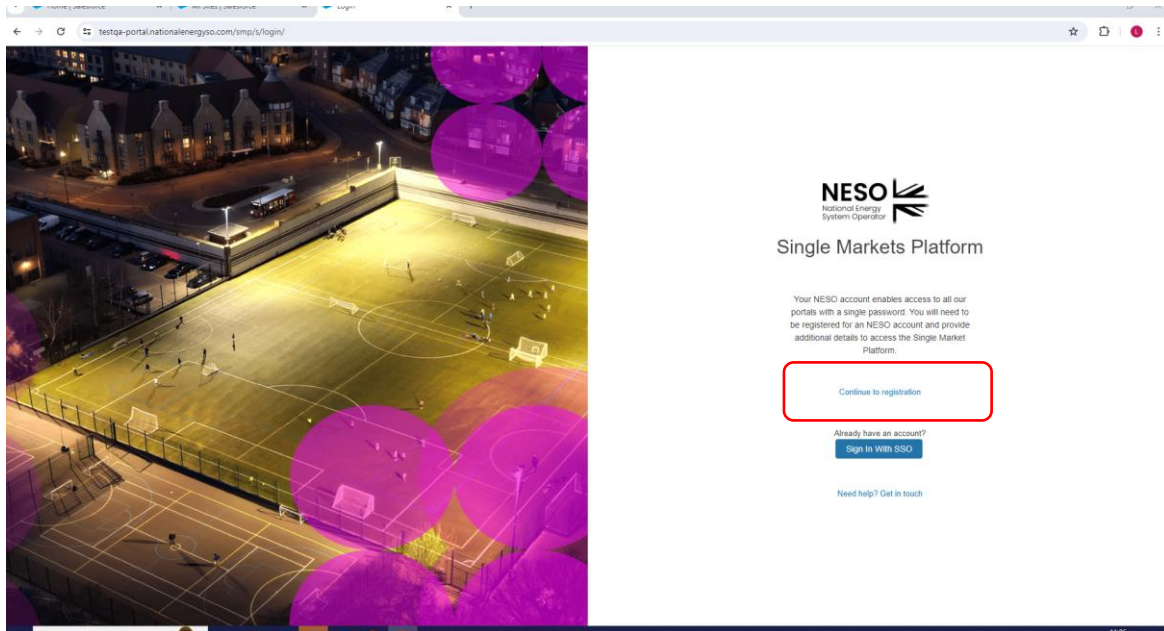
If you are a user whom has previously had several 'sets' of SMP Account Login's, **a 'primary' Account will be identified and this will be the Account for whom your SSO credentials will be set up in advance.** For all other 'secondary' or additional Account(s) your existing SMP Portal Usernames will be consolidated into your (primary) **singular SSO Credential in order to enable you to login in moving forward.** In this instance you will require support from the NESO Account Management Team in order to grant you access your additional accounts by through one singular login.

Please note that all *prospective(secondary) additional Users* for Accounts where at least one Active User exists can still be added to the same Account however the process has altered from previous Releases and will be explained in full detail on the Chapter '*User Management*'.

Please also note that if as a *First Time and only user* you wish to register and gain access to **one or more NEW Accounts** (Primary and subsequent Secondary Accounts) using the same set of singular **SSO Credentials** then you will require support from the NESO Account Management Team to assist you in registering the Secondary Accounts and arranging for the Accounts to be linked.

2.3. First-time User Registration

- Navigate to the Continue to Registration Link



The section below will illustrate the steps required for First Time User Registration

- Prospective Users must visit the National Energy System Operator Limited Website and will be presented with the screen below.
- Select 'Register Now'

2.4. First-time User Registration

Sign in to your NESO account

Email

Password

Forgot password?

or

No account? **Register now**

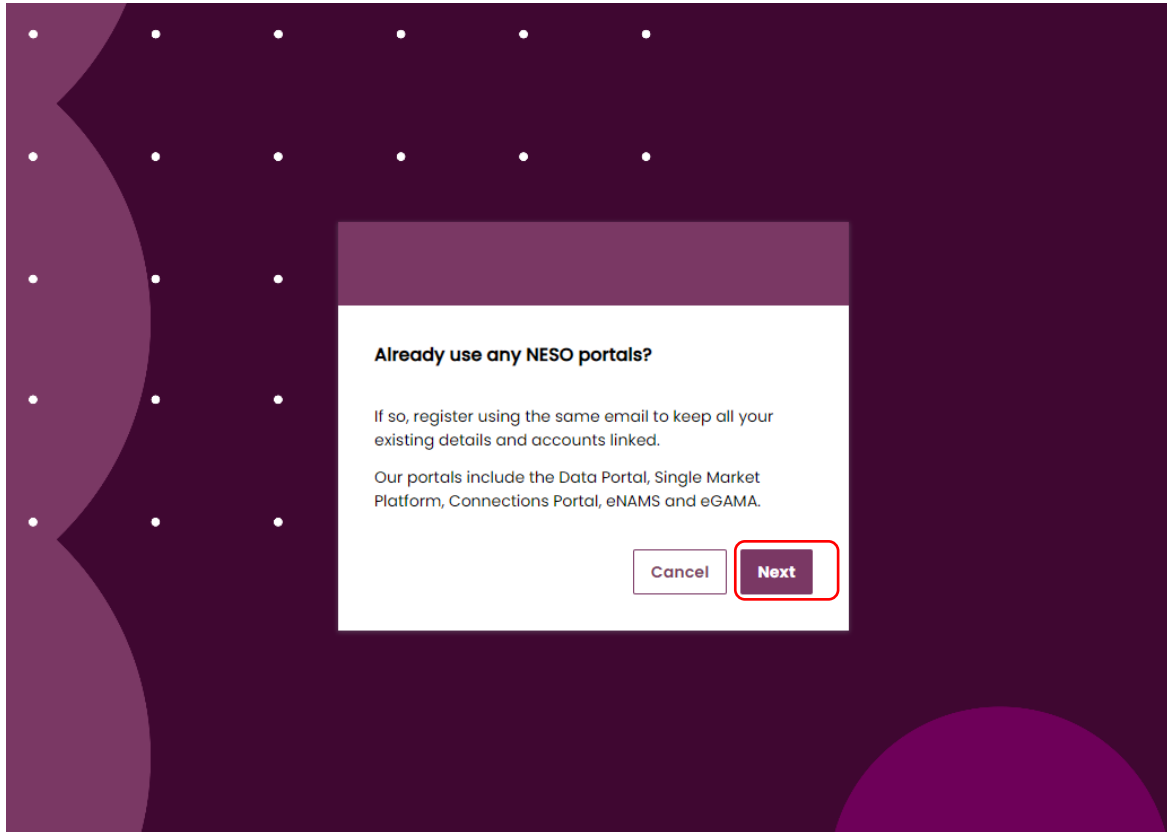
Need Help? Email box.digitalhelp@nationalenergyso.com

The section below will illustrate the steps required for First Time User Registration

- Prospective Users must visit the National Energy System Operator Limited Website and will be presented with the screen below.
- Select 'Register Now'

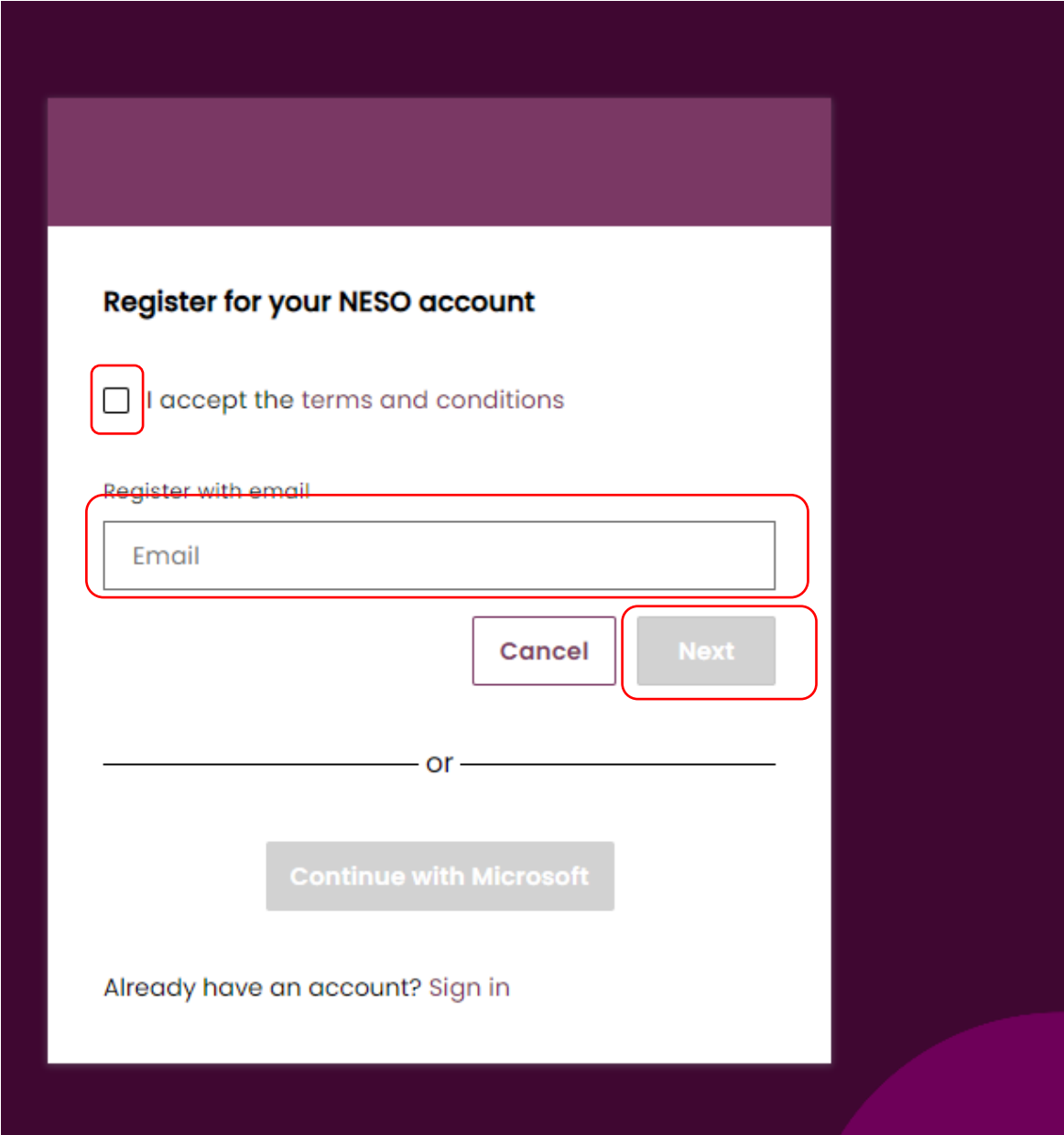
2.5. First-time/New Prospective User Registration

- Click Next



2.6. First-time/New Prospective User Registration

- Enter your Email Address
- Right click the 'terms and conditions' hyperlink to open up in a new tab.
- Read through the terms and conditions and switch back to the main tab.
- Click the checkbox 'I accept the terms & conditions' in order to enable you to proceed to the next screen.
- Select 'Next'. If you wish to abort the process then click on 'Cancel'.



The screenshot shows a registration form titled "Register for your NESO account". It features a checkbox labeled "I accept the terms and conditions" which is currently unchecked. Below this is a section titled "Register with email" containing an "Email" input field. At the bottom of this section are two buttons: "Cancel" and "Next". Below the "Next" button is a horizontal line with the word "or" in the center. Underneath the line is a button labeled "Continue with Microsoft". At the very bottom of the form, there is a link that says "Already have an account? Sign in". Red boxes in the original image highlight the checkbox, the email input field, and the "Next" button.

Register for your NESO account

I accept the terms and conditions

Register with email

Email

Cancel Next

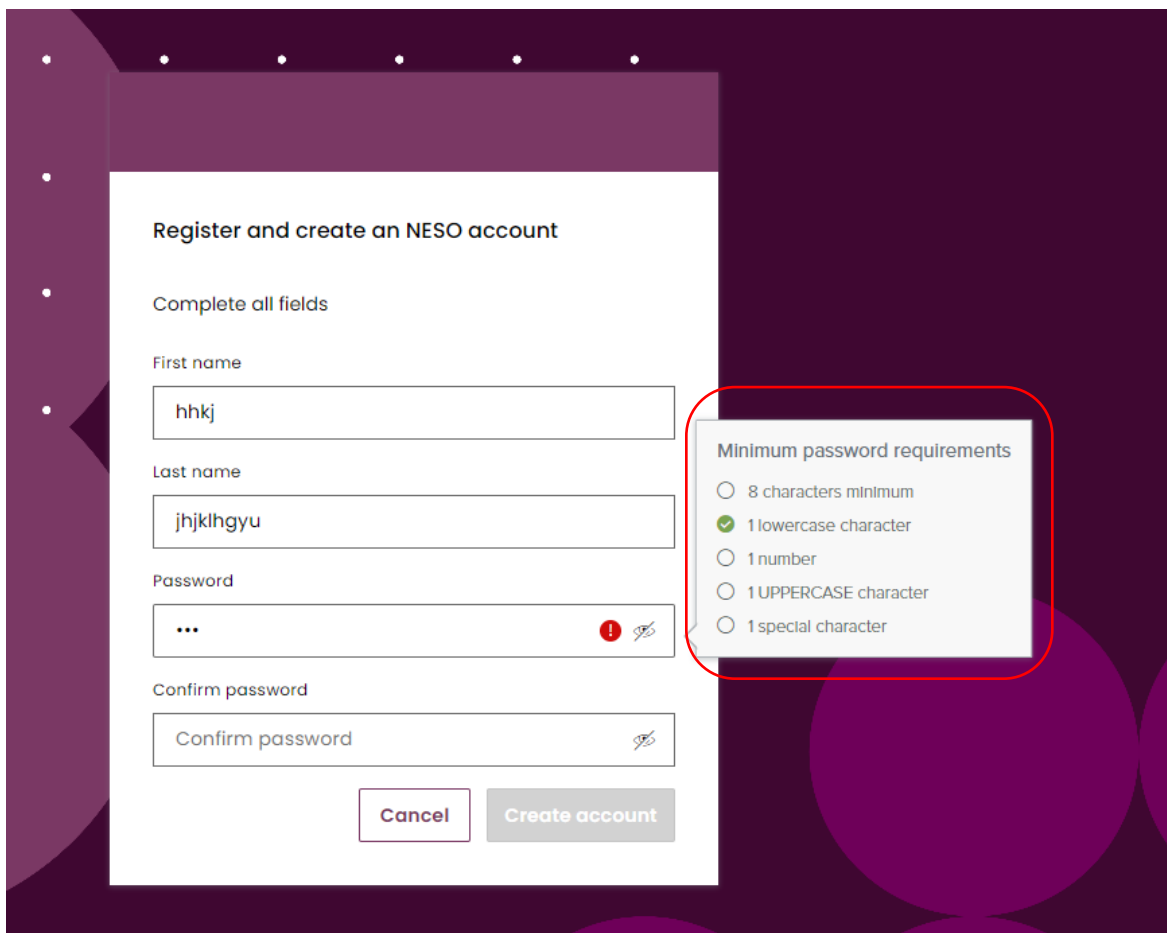
or

Continue with Microsoft

Already have an account? Sign in

2.7. First-time/New Prospective User Registration

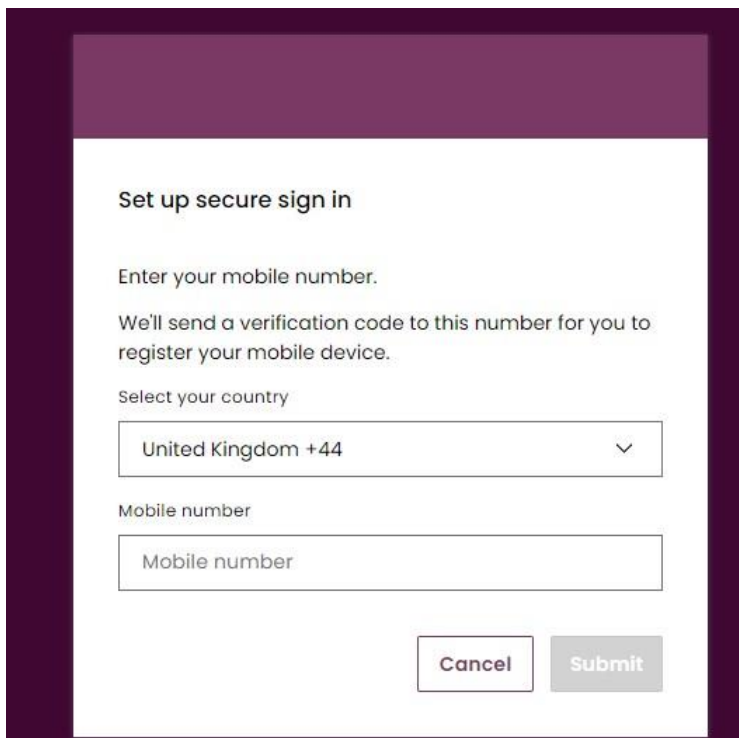
- Enter your Contact Details; First name, Last name and Password.
- Re-enter your password to confirm it is correct.
- Ensure you comply with the Minimum Password Requirements
- Click the custom button 'Create Account' if you wish to complete your User Registration
- Select 'Cancel'. If you wish to abort the process..



The screenshot displays a registration form titled "Register and create an NESO account". The form includes fields for "First name" (containing "hhkj"), "Last name" (containing "jhjklhgyu"), "Password" (masked with "..."), and "Confirm password" (containing "Confirm password"). A red circle highlights a tooltip titled "Minimum password requirements" which lists: "8 characters minimum", "1 lowercase character" (checked with a green checkmark), "1 number", "1 UPPERCASE character", and "1 special character". At the bottom of the form are "Cancel" and "Create account" buttons.

2.8. First-time/New Prospective User Registration – Verification Method

- You will be prompted to select which method you wish to authenticate – mobile number or email address
- Select your preference and then click the 'Get Code' button



Set up secure sign in

Enter your mobile number.

We'll send a verification code to this number for you to register your mobile device.

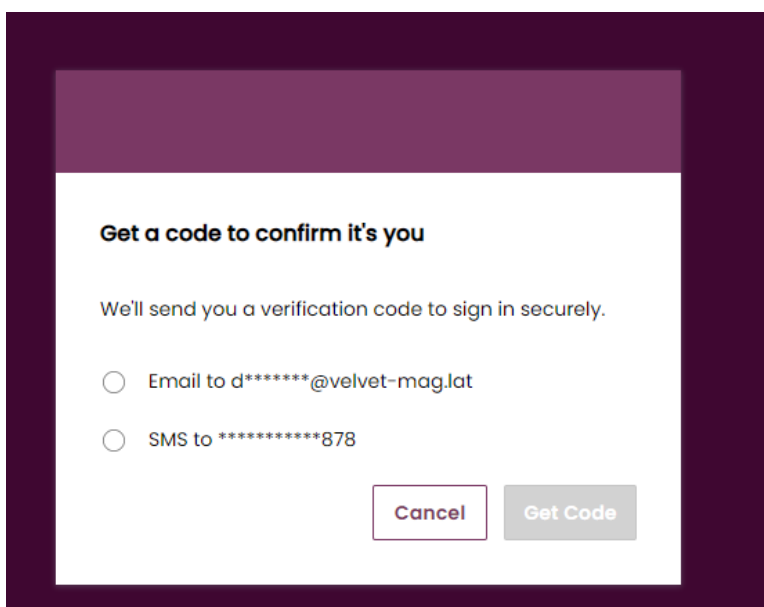
Select your country

United Kingdom +44

Mobile number

Mobile number

Cancel Submit



Get a code to confirm it's you

We'll send you a verification code to sign in securely.

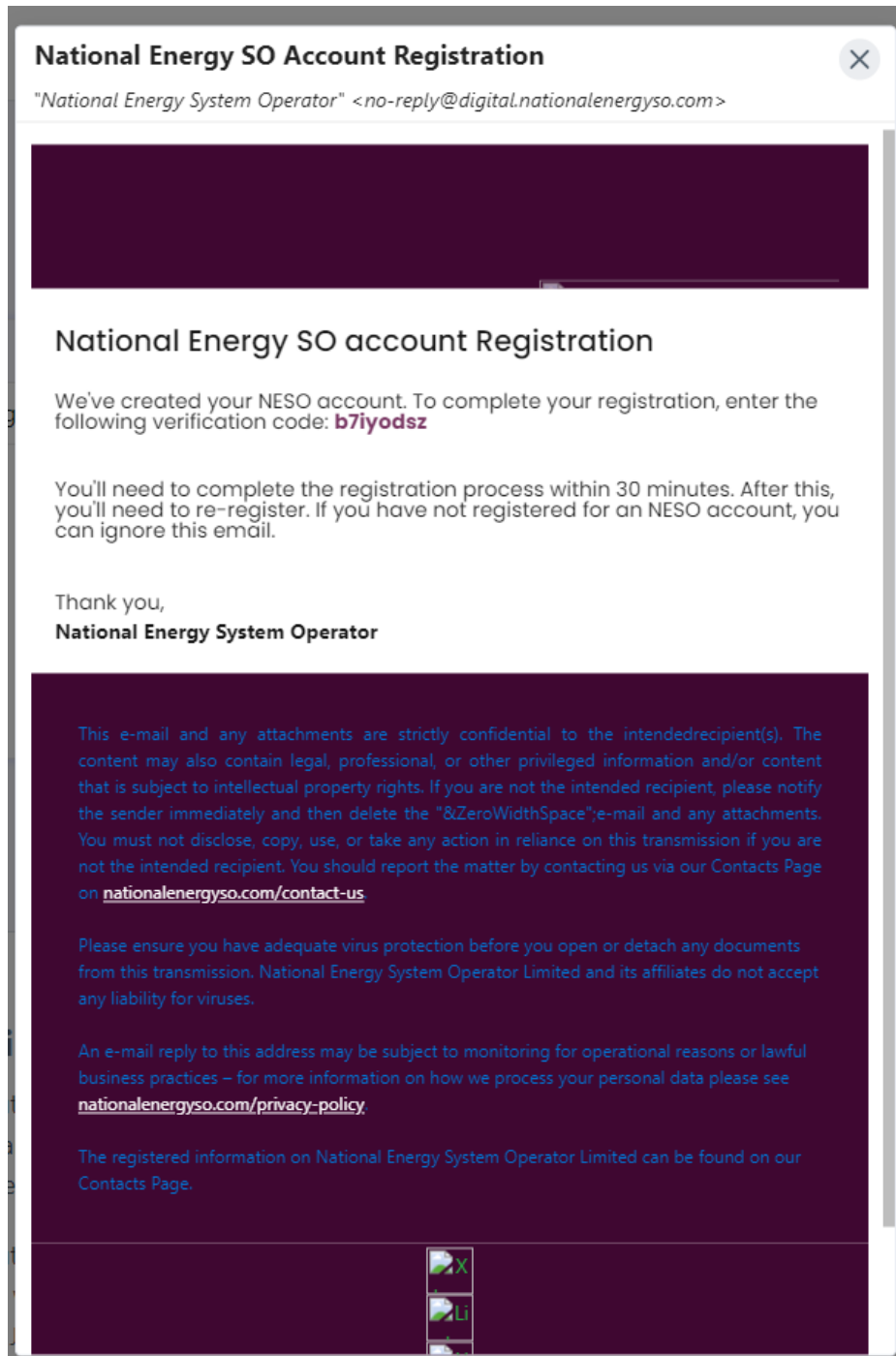
Email to d*****@velvet-mag.lat

SMS to *****878

Cancel Get Code

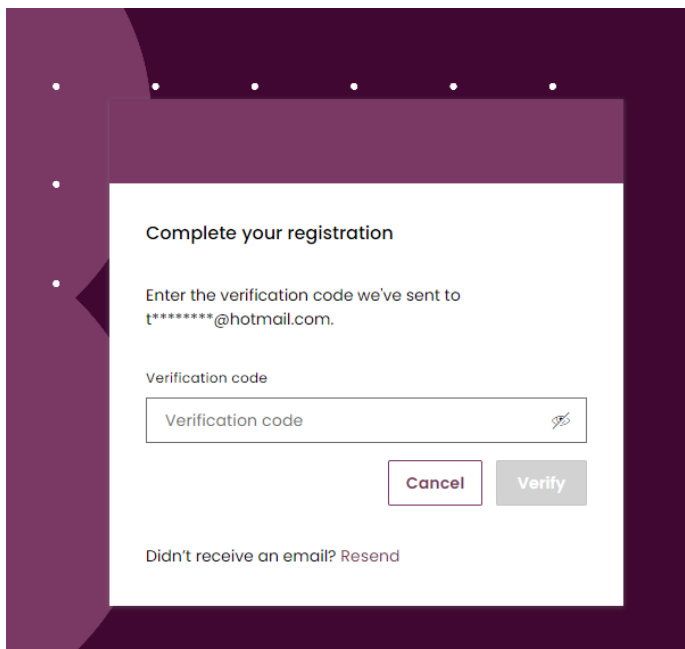
2.9. First-time/New Prospective User Registration – Verification via Email

- An Automate Email Alert will be generated with a randomised alpha - numeric code and sent to the provided Email address



2.10. First-time/New Prospective User Registration – Verification Code via Email

- Enter your Verification Code which will automatically be sent to the Email Address provided prior.
- Click the custom button 'Verify' to proceed.
- Select 'Cancel'. If you wish to abort the process
- If a Verification Code Email isn't received within a couple of minutes within your inbox, please check your spam or junk mail first and then click the *'Didn't receive an email? Resend'* hyperlink.



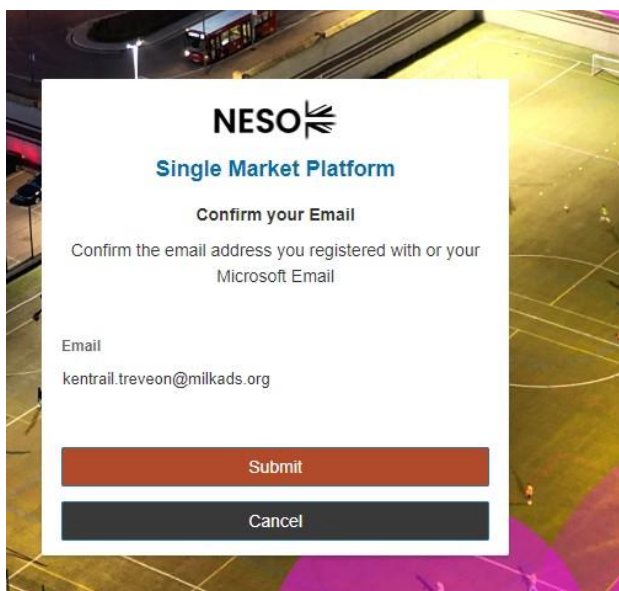
Complete your registration

Enter the verification code we've sent to t*****@hotmail.com.

Verification code

[Cancel](#) [Verify](#)

[Didn't receive an email? Resend](#)



NESO

Single Market Platform

Confirm your Email

Confirm the email address you registered with or your Microsoft Email

Email
kentrail.treveon@milksads.org

[Submit](#)

[Cancel](#)

2.11. First-time/New Prospective User Registration – Verification via mobile phone

- If you opt to authenticate via mobile phone, then an Automated SMS text will be generated with a randomised alpha -numeric code and sent to the mobile phone number provided


2.12. First-time/New Prospective User Registration – authenticating via text/SMS

- Enter your Verification Code sent by text/SMS
- Click the custom button 'Verify' to proceed.
- Select 'Cancel'. If you wish to abort the process
- If a Verification Code isn't received within a couple of minutes then click 'Resend' to generate a new text/SMS – you may wish to pause a couple of minutes to do so

Enter your verification code

We've sent a code to *****878

Verification code

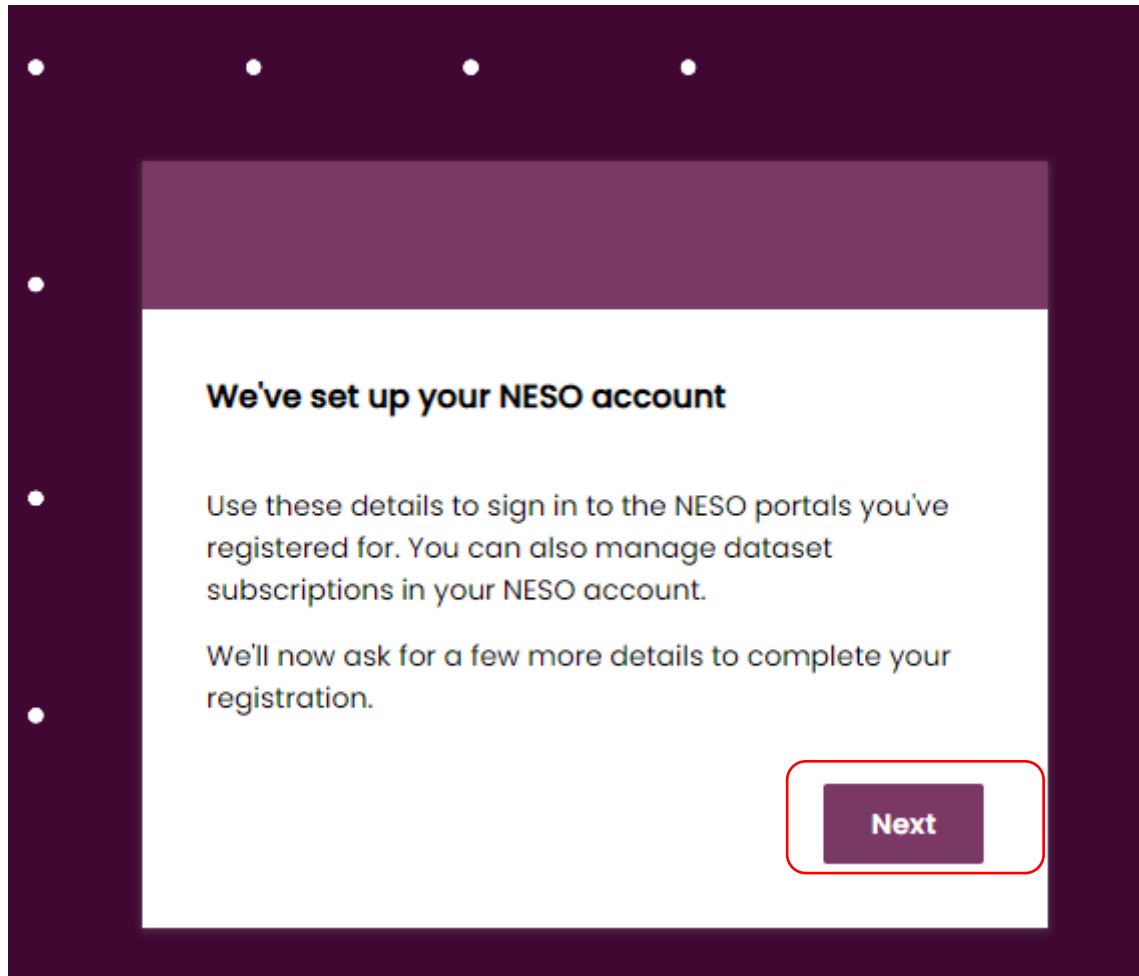
Enter code 

Back **Verify**

Didn't receive a code? [Resend](#)

2.13. First-time/New Prospective User Registration – Confirmation of User Registration ‘Stage’ complete

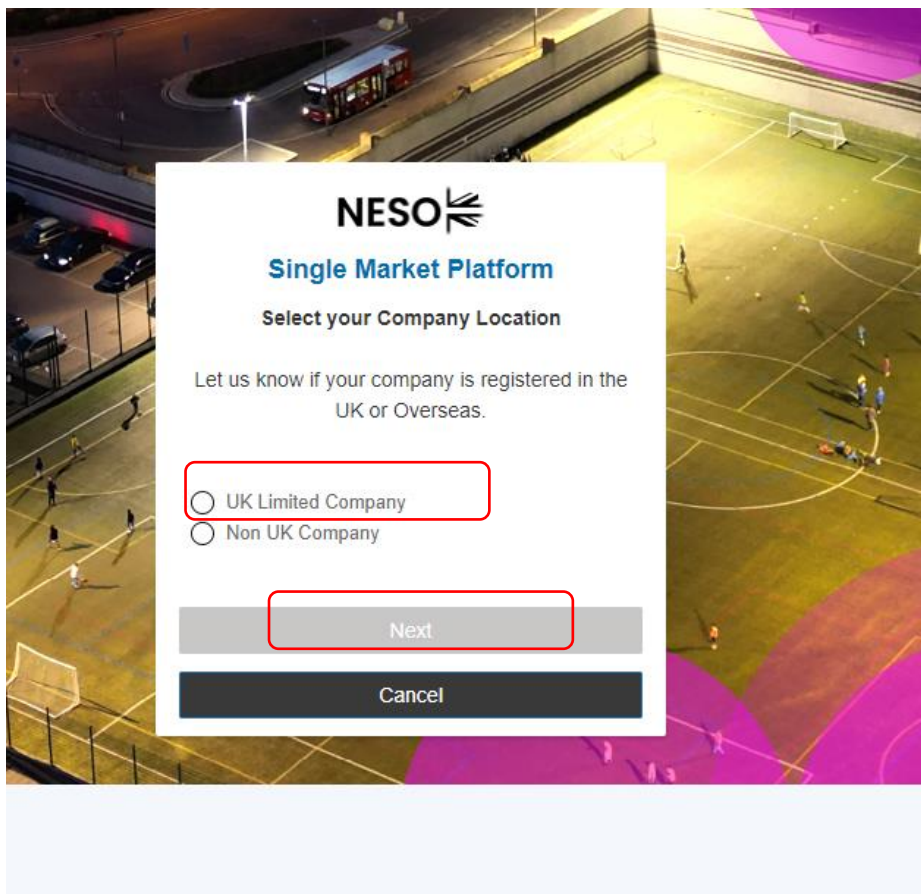
- Following the Verification Exercise, a screen will appear to acknowledge confirmation and prompting the second stage of registering the Account (Company Details) to follow.



2.14. Company Registration – UK Limited Company

The section below will illustrate the steps required for First Time User's Company Registration if their Company/Organisation is based in the UK.

- Select your Company/Organisation as a UK Limited Company
- Select Next



The screenshot shows a mobile application interface for NESO's Single Market Platform. The background is a night-time aerial view of a sports field with people playing. A white modal window is centered on the screen. At the top of the modal is the NESO logo, followed by the text 'Single Market Platform' in blue. Below that is the heading 'Select your Company Location'. A message asks the user to indicate if their company is registered in the UK or Overseas. There are two radio button options: 'UK Limited Company' and 'Non UK Company'. The 'UK Limited Company' option is selected and highlighted with a red rounded rectangle. Below the options is a grey 'Next' button, also highlighted with a red rounded rectangle, and a dark grey 'Cancel' button at the bottom.

NESO
Single Market Platform
Select your Company Location

Let us know if your company is registered in the UK or Overseas.

UK Limited Company
 Non UK Company

Next
Cancel

2.15. Company Registration: UK Limited Company cont.

- Enter your **exact** Company Name and Company Registration Number. Please note that the Company will be required to be registered with Companies House, as SMP will cross check the Companies House Database to locate your Company. Please also ensure that the precise Company Registration Number is entered to ensure the accurate and exact match is made.

NESO
Single Market Platform

Your company details

Provide these details to help us identify your company

Company Registration Number

11978088

123 LIMITED

85 Great Portland Street
London
W1W 7LT

[Remove Company](#)

Submit

Cancel

2.16. Company Registration: UK Limited Company cont.

In order to proceed to the next screen and the 'submit' button to be released – an exact match must be found when the Company Registration Number is entered in the search dialog box. The full address will be shown on screen to help you verify it is the correct Company. You have the option to start the search again by selecting 'Remove Company'.

NESO

Single Market Platform

Your company details

Provide these details to help us identify your company

Company Registration Number

11978088

123 LIMITED

85 Great Portland Street
London
W1W 7LT

[Remove Company](#)

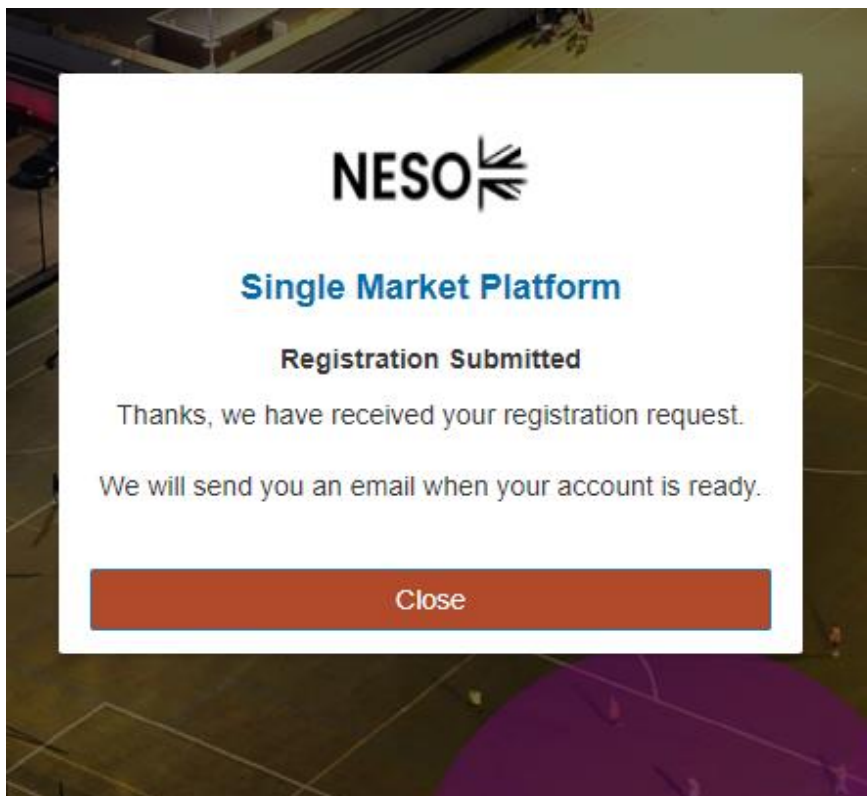
Submit

Cancel

2.17. Company Registration: UK Limited Company cont.

Confirmation that the registration process is complete will end with this screen notification.

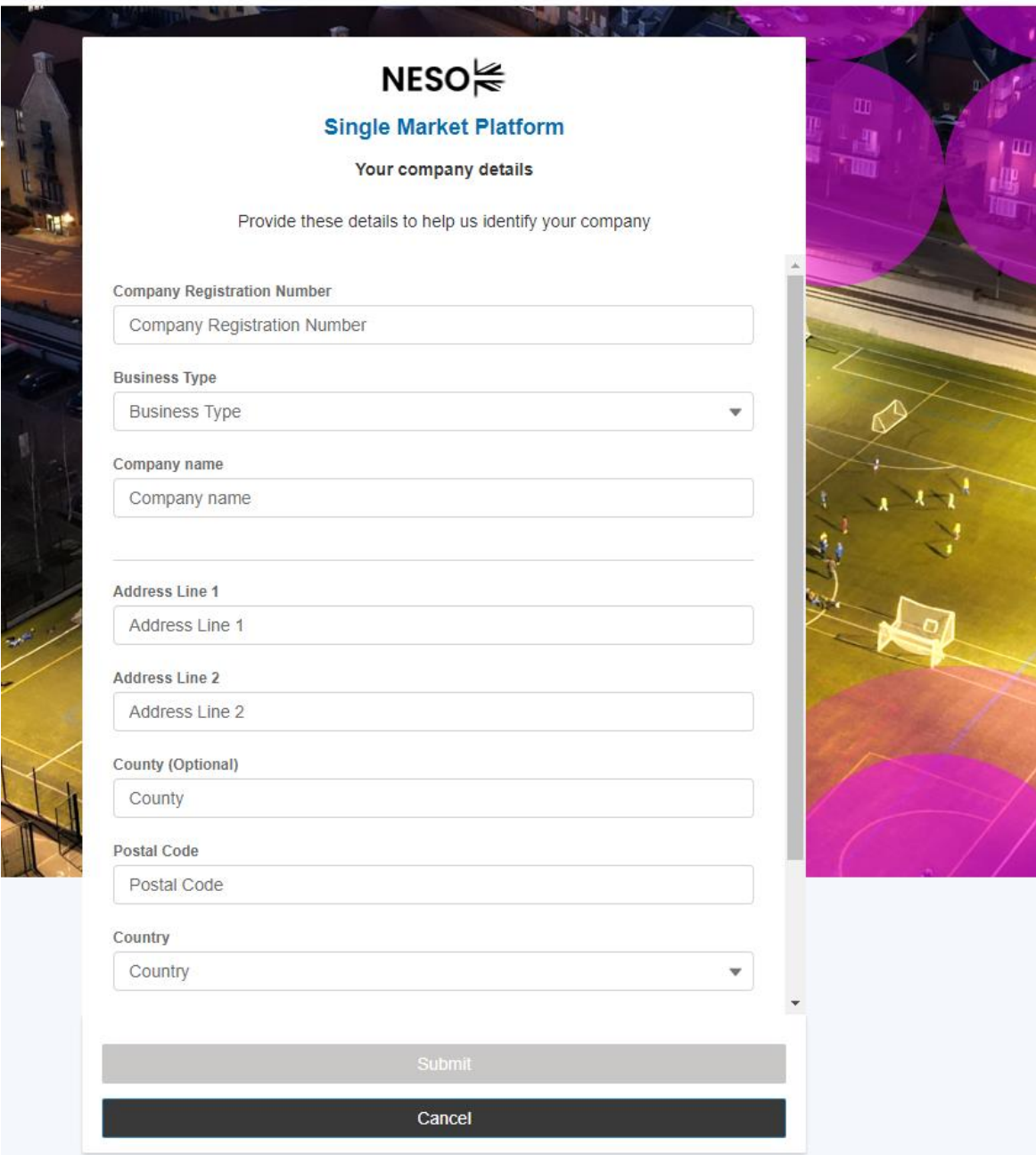
- If you are a first time registrant, then your registration request will be reviewed by the Contracts & Account Management Team before granting you full authorisation. When authorisation is granted you will receive an acknowledgement email, equally if the authorisation is rejected, then you will receive an Email Notification accordingly.
- If you are **a secondary or additional registrant to an existing 'Account'** (Company) already known to SMP, then your designated Super User will receive notification of your registration request. They will require authorising your request and upon doing so, you will receive an acknowledgement email, equally if the authorisation is rejected, then you will receive an Email Notification accordingly.



2.18. Company Registration: Non UK Company

The section below will illustrate the steps required for First Time User's Company Registration if their Company/Organisation is not based in the UK.

- Select your Company/Organisation as Non UK Company
- Select Next



The screenshot shows a registration form titled "NESO Single Market Platform" with the subtitle "Your company details". Below the title, it says "Provide these details to help us identify your company". The form contains several input fields and dropdown menus:

- Company Registration Number:** A text input field with the placeholder "Company Registration Number".
- Business Type:** A dropdown menu with the placeholder "Business Type".
- Company name:** A text input field with the placeholder "Company name".
- Address Line 1:** A text input field with the placeholder "Address Line 1".
- Address Line 2:** A text input field with the placeholder "Address Line 2".
- County (Optional):** A text input field with the placeholder "County".
- Postal Code:** A text input field with the placeholder "Postal Code".
- Country:** A dropdown menu with the placeholder "Country".

At the bottom of the form, there are two buttons: a grey "Submit" button and a dark grey "Cancel" button.

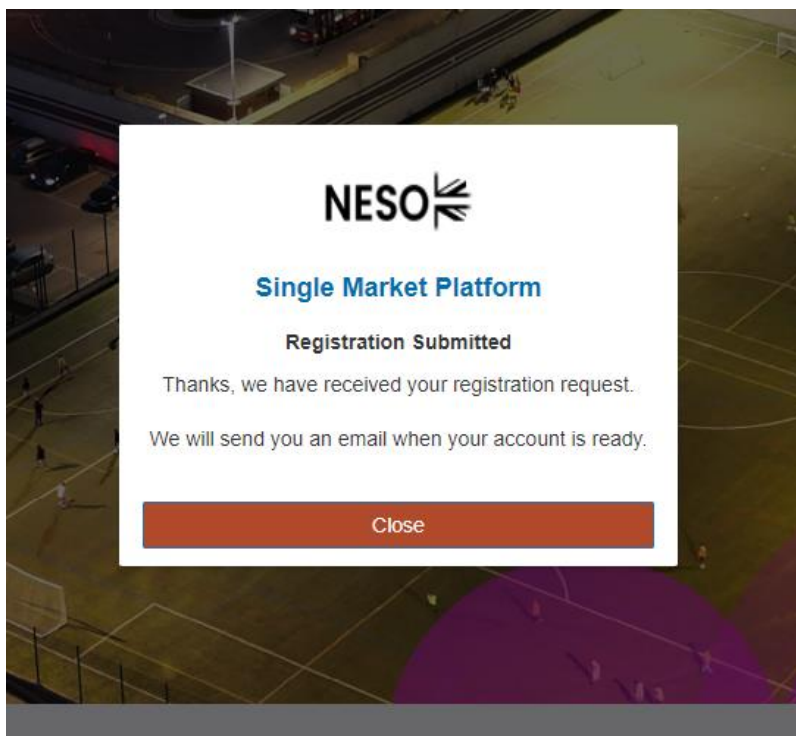
2.19. Company Registration: Non UK Company (cont.)

- You will be required to supply your Company/Organisation's a) Company Registration Number and b) Full Address
- In order for you to proceed and the 'Submit' Button to be released, you will be required to supply Address Line 1, Address Line 2, Post Code, Country and Country of Incorporation.

2.20. Company Registration: Non UK Company (cont.)

Confirmation that the registration process is complete will end with this screen notification.

- If you are a first time registrant, then your registration request will be reviewed by the Contracts & Account Management Team before granting you full authorisation. When authorisation is granted you will receive an acknowledgement email, equally if the authorisation is rejected, then you will receive an Email Notification accordingly.
- If you are **a secondary or additional registrant to an existing 'Account'** (Company) already known to SMP, then your designated Super User will receive notification of your registration request. They will require authorising your request and upon doing so, you will receive an acknowledgement email, equally if the authorisation is rejected, then you will receive an Email Notification accordingly.
- If you are the first time User for your Company/Organisation, then you will automatically allocate the Super User Role. This will be made apparent in the Email Acknowledgement Template. In the event that you do not wish to be allocated the Super User Role or there is a subsequent User whom registers for the same Account and should be re-allocated the Super User Role, then this will have to be managed through the Accounts and Contract Management Team.



2.21. Completion of Registration: First Time User

Email Acknowledgement: Approval of Registration Request Template

Fw: [EXTERNAL] Sandbox: SMP Portal Account Verification complete for new Super User (Kalyan Kumar Patta) representing COMPANY..



☺ Reply Reply All Forward ☰ ...

Fri 20/09/2024 13:5



Date : 20/09/2024

USER (Kalyan Kumar Patta) representing COMPANY Green Meridian Ltd has now been verified to participate on the SMP Portal.

Please click the link below to take you to SMP Login Page, where you can log in with your User Name and Password.
Or copy this link and paste in your web browser

<https://testqa-portal.nationalenergyso.com/smp/s/login>

Regards
NESO Single Market Platform

How to get in touch:
commercialoperations@nationalenergyso.com
<https://www.neso.energy/industry-information/balancing-services/single-markets-platform>

2.22. Completion of Registration: First Time User

Email Acknowledgement: Rejection of Registration Request Template

Fw: [EXTERNAL] Sandbox: NESO Account Manager Durga CP has vetted and rejected your Registration submission.



Reply Reply All Forward

Fri 20/09/2024 13:54

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you suspect this email is malicious, please use the 'Report Phish' button.



Date : 20/09/2024

Your registration submission, after vetting has been Rejected by the NESO Account Manager Durga CP. Please see the rejection reason below.

Rejection Reason: Business name does not match official records

If you have any queries, Please contact the NESO Account Manager or your System Admin.

Regards

National Energy SO - SMP - Single Market Platform.



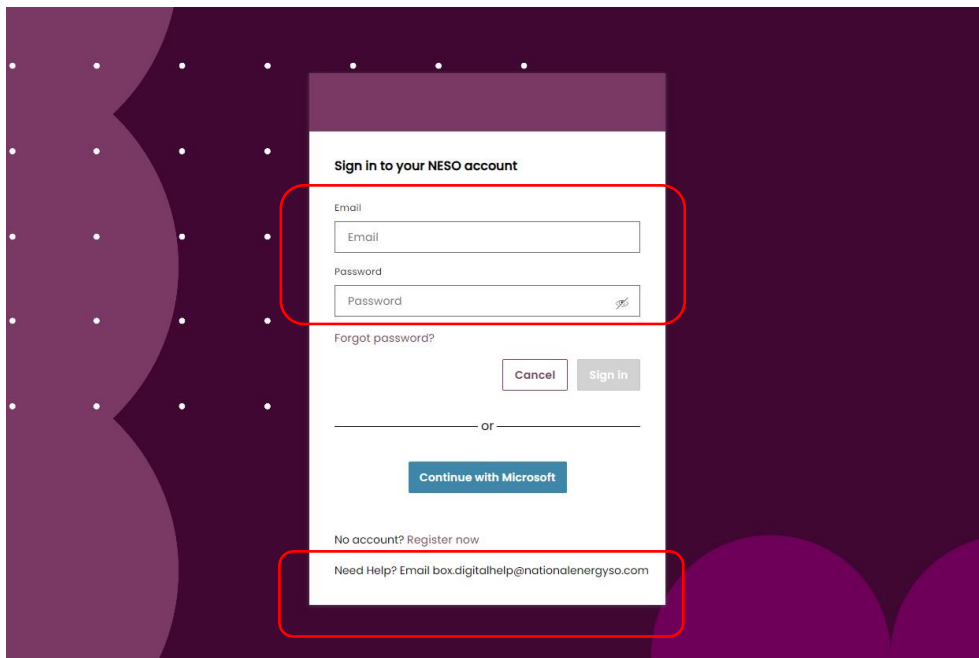
This e-mail and any attachments are strictly confidential to the intended recipient(s). The content may also contain legal, professional, or other privileged information and/or content that is subject to intellectual property rights. If you are not the intended recipient, please notify the sender immediately and then delete the e-mail and any attachments. You must not disclose, copy, use, or take any action in reliance on this transmission if you are not the intended recipient. You should report the matter by contacting us via our Contacts Page on <https://www.neso.energy/contact-us>

2.18 Registered User's: Ongoing Access

- For both existing User's (*migrated users*) whom have had SSO credentials set up for them (*previous active SMP Users*) and new registered User's whom have acquired their credentials through the SSO registration process, the ongoing login process will be the same.
- Users navigate to the NATIONAL ENERGY SYSTEM OPERATOR LIMITED Website, are presented with the screen below and will instead enter their Email address (which will act as their Username) and be prompted for a password.
- As a one off task for existing 'migrated users' only, they will enter their existing SMP Portal User password, and then will be prompted to re-set the password.
- Where a password has been reset, or in the instance of new User's if thereafter their new password has been forgotten, they have the option to click '*Forgot password*' and are provided with another opportunity to create a new password entirely. If the user experiences any difficulties throughout they can send an email to the helpdesk highlighted below. The steps for resetting passwords as standard is illustrated in the sections overleaf.

2.23. Registered User's: Ongoing Access Steps

- The first step to resume access is to simply enter your Username (Email Address) or (SMP Username) and then enter your Password.
- If any difficulties are experienced please send an email to the address highlighted in the green box.



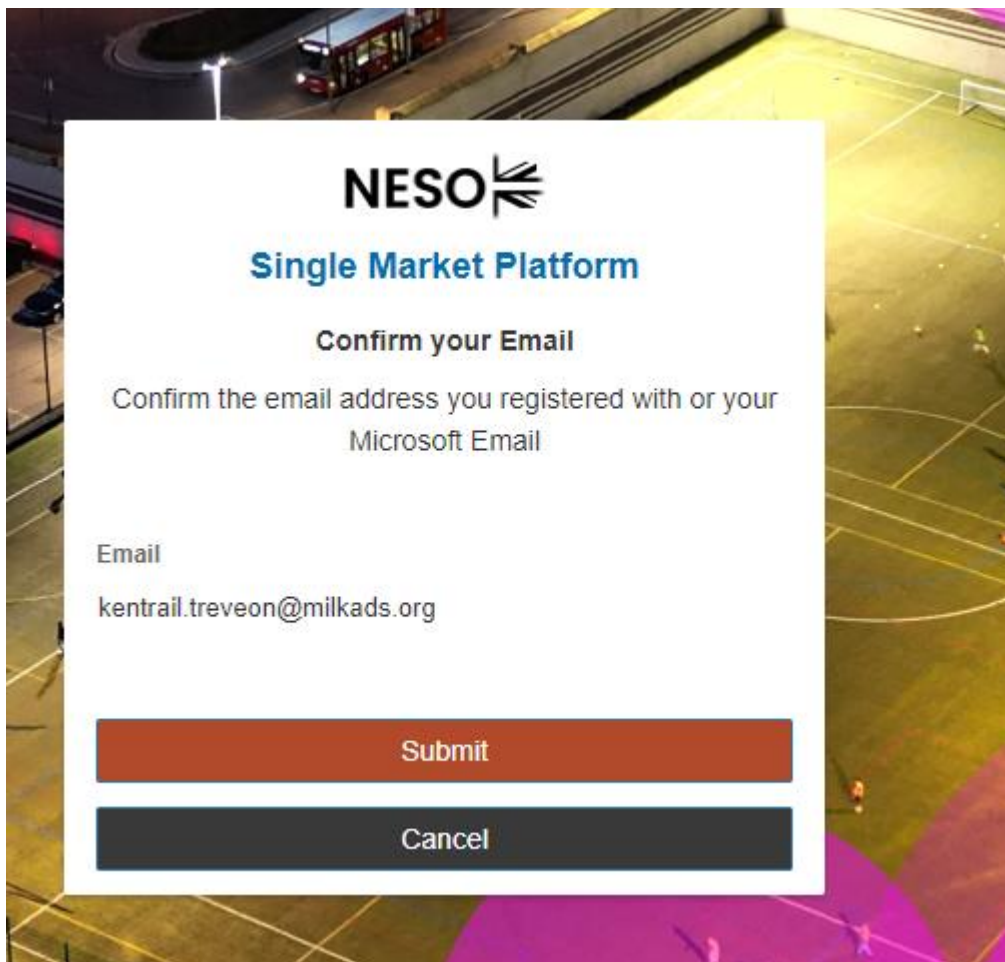
The image shows a sign-in form for a NESO account. The form is titled "Sign in to your NESO account" and contains the following elements:

- An "Email" input field with the placeholder text "Email".
- A "Password" input field with the placeholder text "Password" and a small icon for password visibility.
- A "Forgot password?" link.
- "Cancel" and "Sign in" buttons.
- An "or" separator.
- A "Continue with Microsoft" button.
- A "No account? Register now" link.
- A "Need Help? Email box.digitalhelp@nationalenergyso.com" link.

Red boxes highlight the Email and Password input fields, and the "Need Help?" email address link.

2.24. Registered User's: Ongoing Access Steps

- Following on from the Username and Password being entered, you will be prompted to verify your email address by clicking 'Submit'.
- *Please ignore the reference to 'Microsoft Email' if you Email Provider/Application is different
- You can abort the process by selecting Cancel – which will in turn navigate you back to the 'home page' for the National Energy System Operator Website



2.25. Registered User's Ongoing Access Steps

- A verification code will be sent to the designated Mobile Phone number provided at the point of registration.
- You will be expected to enter the code and select 'Verify'.
- If a Text/SMS Message has not been received with the code within a couple of minutes, please proceed with clicking the 'Didn't receive a text message' Resend link to generate a new code with a secondary attempt.
- If after secondary attempt no code is generated, then please send an email to the *box.digitalsupport@nationalgrid.com* helpdesk email.
- If these steps have been followed successfully, you will be instantly granted access to the SMP Portal.

Enter your verification code

We've sent a code to *****878

Verification code

[Back](#) [Verify](#)

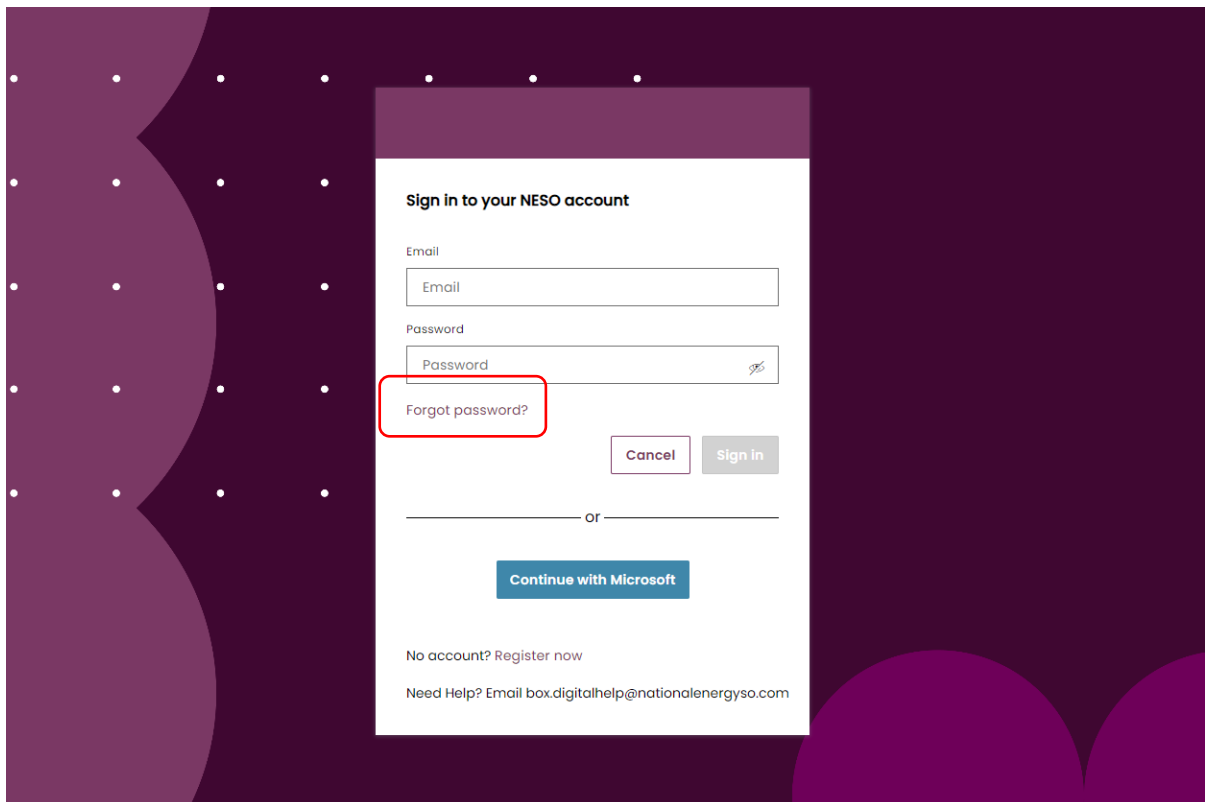
[Didn't receive a code?Resend](#)

2.26. Registered User's: Ongoing Access Steps

- A verification code will be sent to the selected Email Address and you will be expected to enter the code and select 'Verify'.
- If an Email with the code is not successfully received within a couple of minutes, please ensure it hasn't landed in your spam or junk boxes and then proceed with clicking the 'Didn't receive a text message' Resend link to generate a new code with a secondary attempt.
- If after secondary attempt no code is generated, then please send an email to the *box.digitalsupport@nationalgrid.com* helpdesk email.

2.27. Resetting Passwords

- In the instance a password has been forgotten, it can be reset by selecting the 'Forgot Password' hyperlink.

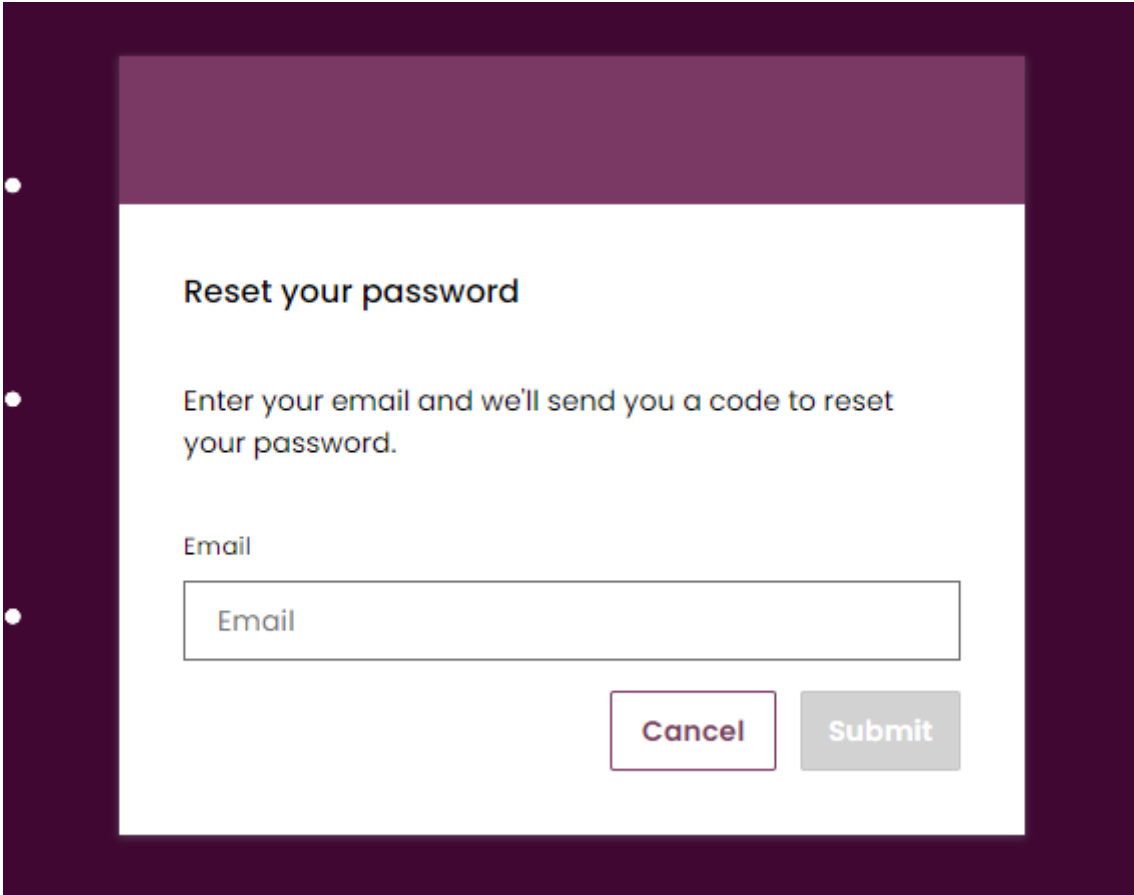


The image shows a screenshot of a web page titled "Sign in to your NESO account". The page has a dark purple background with a pattern of white dots. The sign-in form is white and contains the following elements:

- Sign in to your NESO account** (Section Header)
- Email** (Label) with an input field containing "Email".
- Password** (Label) with an input field containing "Password" and a visibility toggle icon.
- Forgot password?** (Link) highlighted with a red rectangular box.
- Cancel** (Button) and **Sign in** (Button).
- or** (Text) centered between two horizontal lines.
- Continue with Microsoft** (Button).
- No account? Register now** (Text).
- Need Help? Email box.digitalhelp@nationalenergyso.com** (Text).

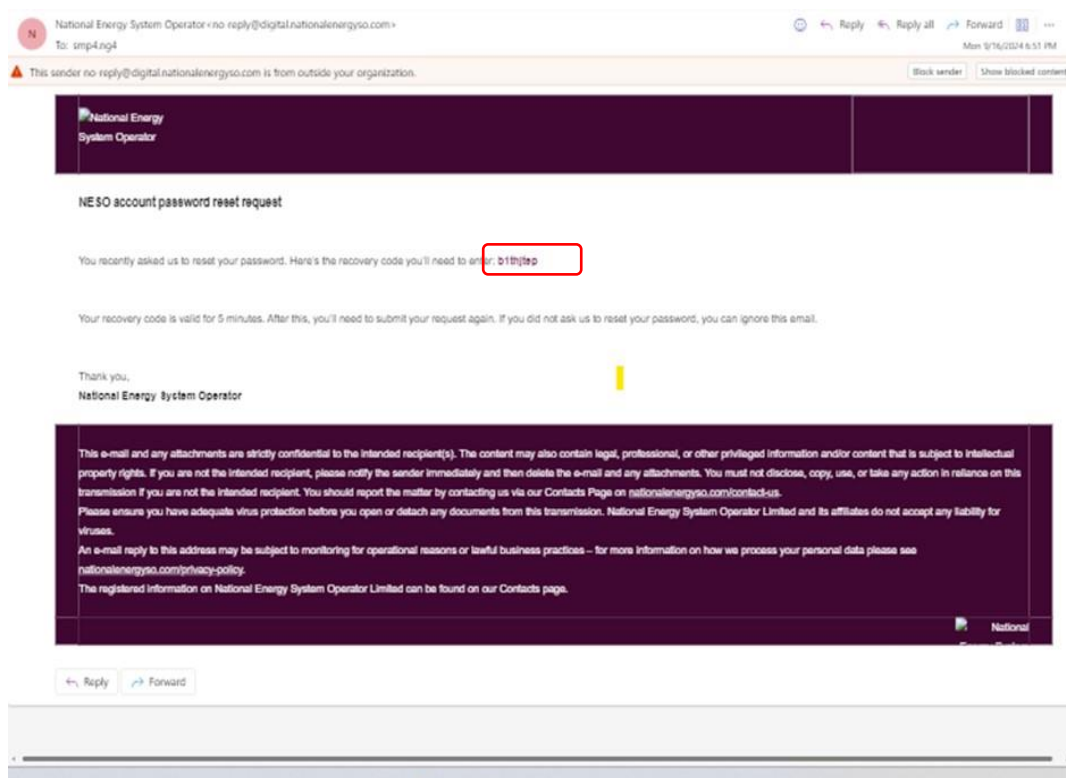
2.28. Resetting Passwords: Cont.

- You will be prompted to enter your **Email Address** (*also your SSO Username for Primary Accounts*)
- Please ensure you enter the Email in the correct format before proceeding with clicking on the 'Submit' button.

A screenshot of a web form titled "Reset your password". The form is set against a dark purple background. At the top, there is a solid purple header bar. Below it, the text "Reset your password" is displayed in a bold, black font. Underneath, a message reads "Enter your email and we'll send you a code to reset your password." in a standard black font. Below this message is a text input field with the placeholder text "Email". At the bottom right of the form, there are two buttons: a "Cancel" button with a white background and a purple border, and a "Submit" button with a solid grey background. On the left side of the screenshot, there are three white circular markers, likely indicating a video recording or a sequence of steps.

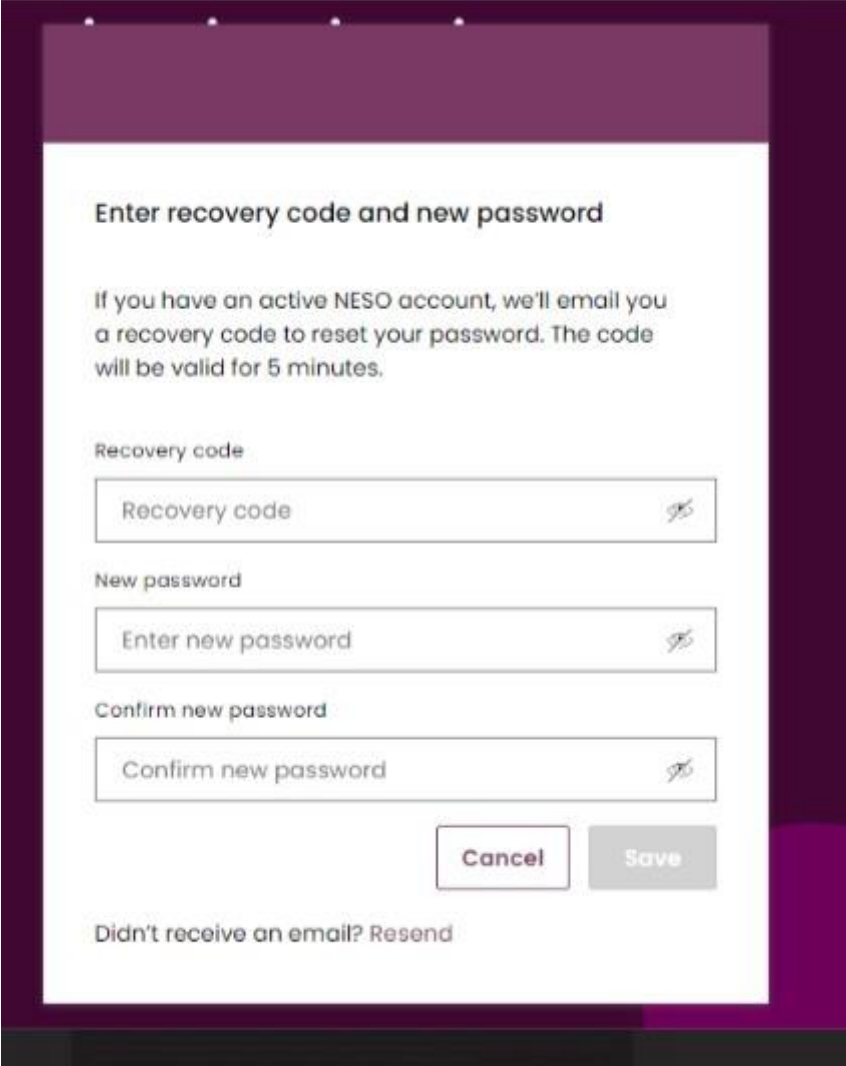
2.29. Resetting Passwords: Cont.

- You will be prompted to enter your **Email Address** (also your SSO Username for Primary Accounts)
- Please ensure you enter the Email in the correct format before proceeding with clicking on the 'Submit' button.
- An Autogenerated Email will be sent to your Mailbox as illustrated below. Please copy and paste the code from the body of the Email Template and enter into the field entitled 'Recovery Code'.



2.30. Resetting Passwords: Cont.

- Once you enter the Recovery Code, you will also be prompted to enter the New Password and Confirm the New Password by re-entering it in the 'Confirm new Password' field.
- Once this is complete, the 'Save' button should be released for selection.




The screenshot shows a mobile application interface for resetting a password. The form is titled "Enter recovery code and new password" and includes an explanatory message: "If you have an active NESO account, we'll email you a recovery code to reset your password. The code will be valid for 5 minutes." Below this, there are three input fields: "Recovery code", "New password", and "Confirm new password". Each field has a small icon on the right side. At the bottom of the form, there are two buttons: "Cancel" and "Save". Below the buttons, there is a link that says "Didn't receive an email? Resend".


Enter recovery code and new password

If you have an active NESO account, we'll email you a recovery code to reset your password. The code will be valid for 5 minutes.


Recovery code

Recovery code 

New password

Enter new password 

Confirm new password

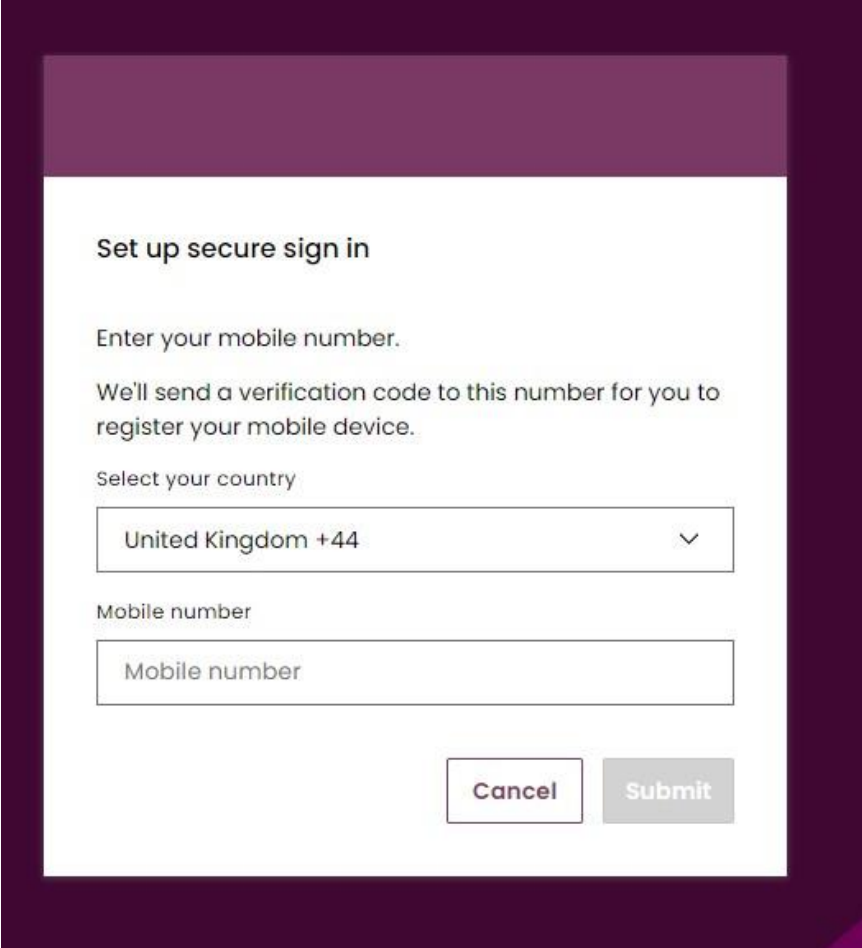
Confirm new password 

Cancel **Save**

Didn't receive an email? Resend

2.31. Resetting Passwords: Cont.

- The final step to complete the resetting of password process is to undergo verification which will be identical to the verification by mobile phone text/SMS applied at the point of registration



The screenshot shows a mobile application interface with a dark purple background. A white card is centered on the screen, containing the following text and form elements:

Set up secure sign in

Enter your mobile number.

We'll send a verification code to this number for you to register your mobile device.

Select your country

United Kingdom +44

Mobile number

Mobile number

2.32. User's with 'Multiple Accounts'

2.33. Legacy Users

For a select number of User's they will have been provided with access to several different Company Accounts and consequently have required a separate set of credentials to login into each Account on SMP. Moving forward these User's will continue to have access to said Accounts with their approval, however only one of the select accounts will be included in the data migration. This means that access to one account will be automatically set up, whilst the others if continued access is required will need their SSO login's reviewed and appraised for consolidation by your respective Account Manager.

The key differences in accessing Multiple Accounts for these User's is as follows;

- The Username for the 'main'/'primary' Account (*the migrated account*) will be the User's **Email Address**
- The Username for any additional 'secondary' Account(s) will be the **existing/inherited SMP Username.**
- The User can continue to use the same Email Address across multiple User Accounts
- The User can use the same Mobile Number to authenticate across multiple User Accounts
- Users must be associated with an individualised Email Address and cannot use generic email addresses *i.e. 'queries@neso.org.uk'*

As of **Release 3.5**, all users whom have previously been able to access *Multiple Accounts* using different sets of SSO Credentials will have the opportunity to consolidate these into a singular SSO with the introduction of Inter Company Agreements that allow one user to 'account switch' and access both their main (primary) and any secondary or additional accounts through one set of SSO login. To learn about this feature, please visit the chapter on **Inter-Company Agreements.**

2.34. Access to the EAC Platform

For any user wishing to gain access to the EAC Platform it is a prerequisite they have the following;

- A SSO login credential
- An 'Active' SMP Portal User with the 'Trader' Role OR
- An Active' SMP Portal User with the 'Trader' Role AND 'Unit Manager' Role

It is imperative that User's must have Trader Role in particular to be able to gain access to the EAC Platform from within SMP. To learn how to be assign a Trade Role, please visit the Chapter on 'User Management'.

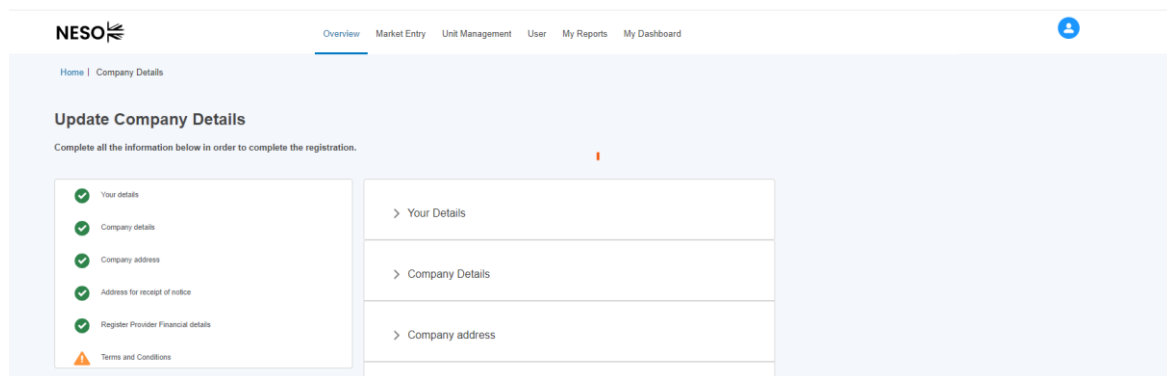
Once Users have logged in and directed to SMP, they can in turn be re-directed automatically to the EAC Platform without having to login in separately by simply clicking on the EAC Icon on the SMP Home Page. For more information on navigating to the EAC Platform, please visit the Chapter on 'User Management'.

3.Updating User & Company Details

3.1. Making updates to your own Contact & Company Details

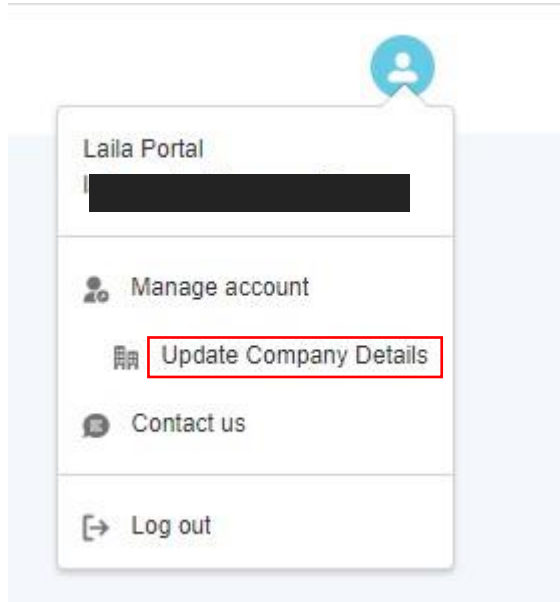
- In the event that a User/Contact's own details or those of his Company have changed or need updating or amending, a user is only able to make limited amendments.
- The user must navigate to the right-hand section of the "Unit Management" Page. This is currently the default Landing/Home Page upon initially logging in.
- An 'avatar' icon will appear and the user must click on this. They will then be presented with a drop-down pop-up screen with options to either 'Manage account' or 'Contact us'.
- The user should click on 'Manage account'.

Managing Contact & Account Details Screen



- The User will then select be prompted with an option to 'Update Company Details' as illustrated in the figure below.

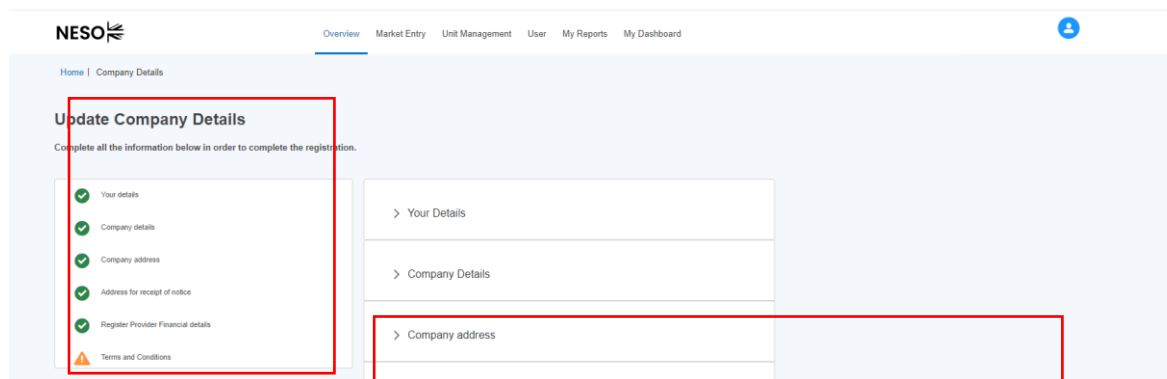
3.2. Making updates to your own Contact & Company Details



3.3. Update Company Details: Home Page

- The user is then navigated to the Update Company Details Page as illustrated in Figure below
- The user can click on either the 'accordion' feature on the left-hand side to navigate to a particular subsection directly OR they can click on the subsection heading e.g. 'Your Details'. This 'opens' up the section for granular level of information/fields to update or edit.

Update Company Details Home Page Screen



3.4. Update Company Details: Completing Your Detail Section

- The user **is no longer able to edit** the First Name, Last Name, Mobile Phone fields and Email Address directly.
- The reason for this is that they are tied to their respective SSO credentials and therefore any modification will require a change to their SSO User Record. If any of these fields require modification, then a query will need to be raised by emailing the helpdesk: *box.digitalsupport@nationalgrid.com*

Update 'Your Detail' Section

Update Company Details

Complete all the information below in order to register a new provider.

1 Your details
2 Company details
3 Company address
4 Address for receipt of notice
5 Term and Conditions

▼ Your Details

First Name
First Name

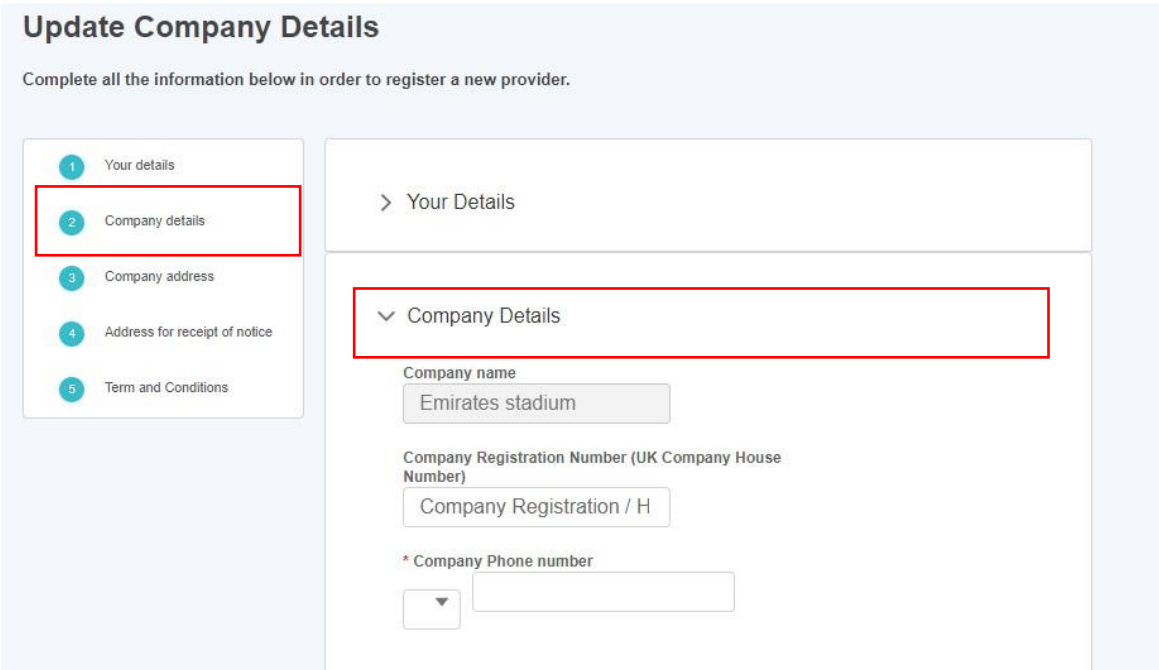
Last Name
Last Name

Company email
[Redacted]

3.5. Update Company Details: Completing Your Company Details Section

- The user is also **not able to update** the *Company Name* or *Company Registration Number*. However, the *Company Phone Number* and *Company Address Fields* can be modified or updated. If the *Company Name* or *Company Registration Number* require updating, a query should be **raised with your Account/Contract Manager directly**.
- Please note that the *Company Phone Number* is marked with a red asterisk, which indicates that it requires a specific format and if a number is entered incorrectly, an error message will appear to this effect.

Update 'Your Company Details' Section



Update Company Details

Complete all the information below in order to register a new provider.

- 1 Your details
- 2 **Company details**
- 3 Company address
- 4 Address for receipt of notice
- 5 Term and Conditions

> Your Details

▼ **Company Details**

Company name
Emirates stadium

Company Registration Number (UK Company House Number)
Company Registration / H

* Company Phone number
▼

3.6. Update Company Details: Completing Your Company Address Section

- The user is able to update all fields with the exception of the *Country of Incorporation* field. If the User requires a change to this field, they should approach the National Energy System Operator Account Managers directly via email or phone.

Update 'Your Company Address Details' Section

Update Company Details

Complete all the information below in order to register a new provider.

- 1 Your details
- 2 Company details
- 3 **Company address**
- 4 Address for receipt of notice
- 5 Term and Conditions

- > Your Details
- > Company Details
- < Company address**

Street

City

County / State (optional)

Postcode

Country

Country of incorporation

3.7. Update Company Details: Completing Your Company Address for Receipt of Notice

- The user is able to update all fields with the exception of the *Country of Incorporation* field. If the User requires a change to this field, they should approach the National Energy System Operator Account Managers directly via email or phone.
- Please ensure the check box is ticked if the Address for receipt of notice is different from the Company address if this is the case.

Update 'Your Company Address for Receipt of Notice' Section

▼ Address for receipt of notice

Address for receipt of notice is different from the Company address

Street
Street

City
City

County / State (optional)
County / State

Postcode
Postcode

Country
Country ▼

Country of incorporation
Country of incorporation ▼

3.8. Terms & Conditions: Confirmation

- Upon varying, updating or modifying the User's contact or Company (Account) Details sections, they are expected to adhere to the Terms & Conditions and therefore complete this section before being granted the ability to save the record details or changes made.
- Please ensure the check box is ticked otherwise the user will be prevented from saving the changes successfully.

Confirm 'Terms & Conditions' Section

5 Term and Conditions

> Company address

▼ Address for receipt of notice

Address for receipt of notice is different from the Company address

Terms & Conditions

By submitting this form, you make the following declarations:

That it has complied with all laws intended to prohibit or restrict anti competitive practices relevant to its participation in activities associated with procurement by NGESO of Balancing Services;

That neither it nor any Affiliate has engaged in any market manipulation in relation to the wholesales energy markets; That neither it nor any Affiliate has done anything which would constitute a breach of the Bribery Act 2010 with a view to influencing the outcome of any procurement activity by NGESO in relation to Balancing Services; and

That neither it nor any Affiliate has offered to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any employee of NGESO.

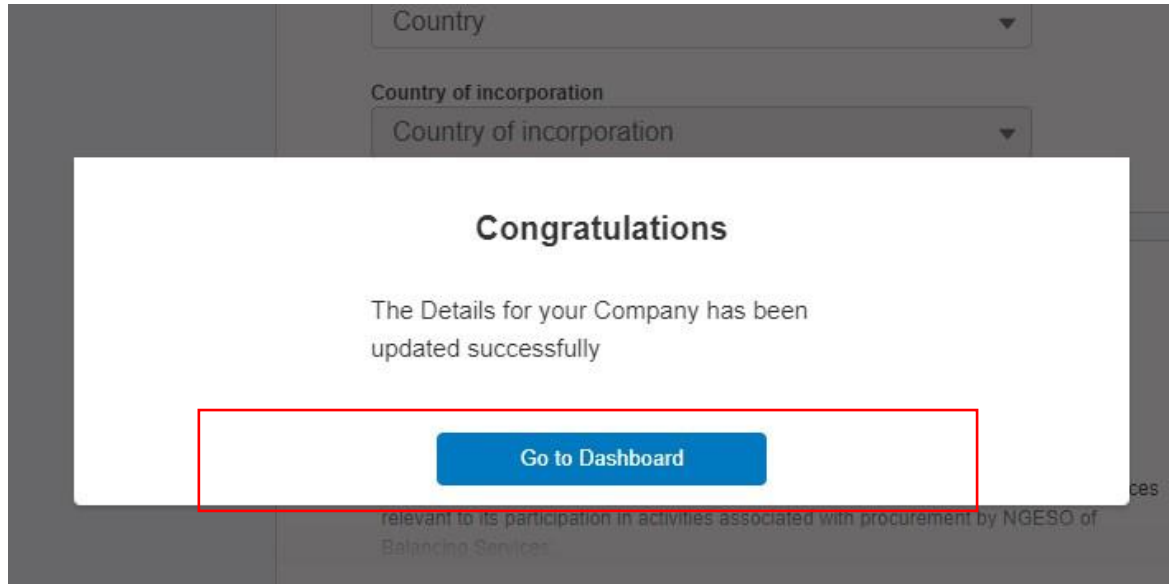
▼

I agree to the Terms and Conditions

3.9. Confirmation Notification Screen

- Once the Terms & Conditions section is completed, the User will be presented with a pop-up notification screen as acknowledgment that their changes have been saved. They then have the option to navigate to the Home Page (Unit Management) by selecting the 'Go to Dashboard' button.

Confirmation of Changes Notification Screen



4. Asset & Unit Management

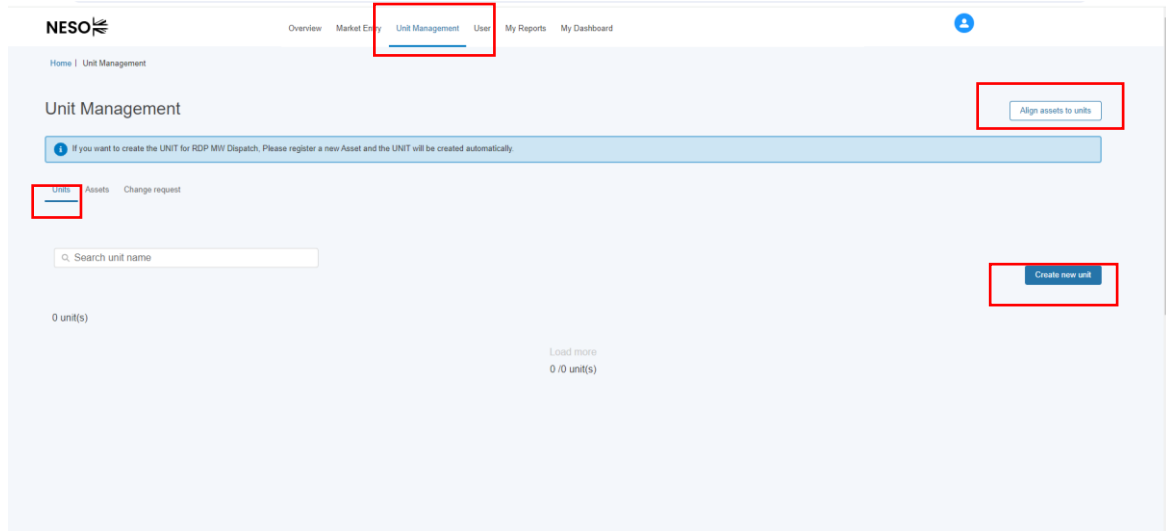
4.1. Navigating the Landing Page for Unit & Asset Management.

- The Unit Management Page is made up of several components as follows:
 - Unit Management Tab: Click on this to always land back on this page.
 - Units & Asset Sub Tabs: Click on these to switch between the collection of Units and collection of Assets.
 - Search bar: Enter text into the search bar to help you find a specific Unit/Asset. This will narrow down the tiles that are displayed, so that tiles are only displayed if the search text matches the start of the Unit/Asset name.
 - Create New Unit: Click on this to register a new unit*
 - Align assets to Units: Click on this to undertake the alignment of assets to Units*

*Subsequent sections in this guide will cover each of these features in depth.

4.2. Navigating the Landing Page for Unit & Asset Management.

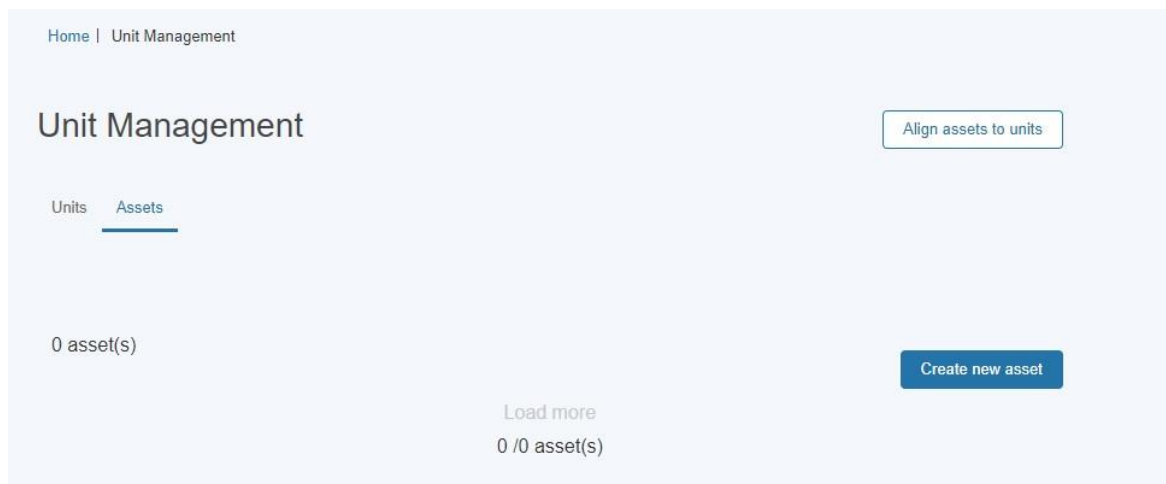
Asset & Unit Management Home Page Screen



4.3. Creating & Managing Assets

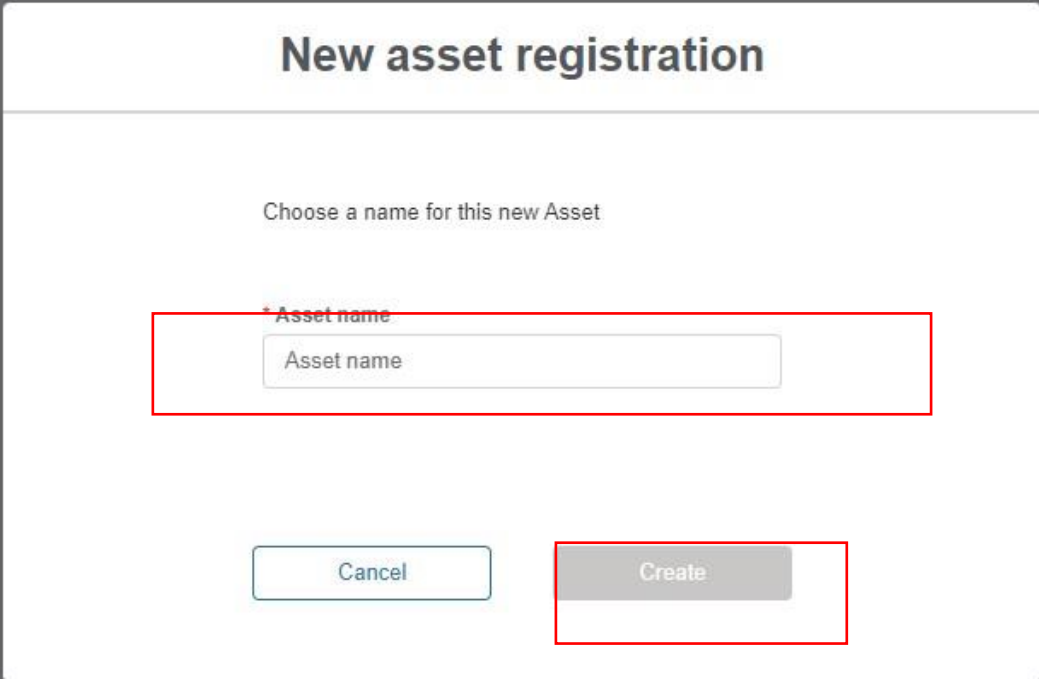
4.4. Create an asset.

- To register a new asset, the first step is to click on the 'Create new asset' where a user will be presented with the screen illustrated in Figure 22.0 'New Asset registration' where a unique asset name will be required. Please note that, firstly, an asset cannot be created without an asset name, and secondly, the name must be **unique in naming convention to the asset in question**. Once the asset name is provided, the user will be able to progress to the next step by clicking **Create**.



Creating Assets- Asset Registration

4.5. Create an asset.



New asset registration

Choose a name for this new Asset

* Asset name

Asset name

Cancel Create

4.6. Asset Registration: Submitting Asset Information

- The user is navigated to the Asset Registration Page as outlined in Figure overleaf, the format is similar to the Account Management Page structure with an accordion section on the left-hand side for direct navigation to a specific section or the user can select the subsection they wish to complete.
- The figure illustrates the unique named asset for which the details are being registered; *'Roe dean Windfarm'*.
- Please note that the user is not able to progress the registration process for a created asset without completing all the sections and corresponding fields. The icon next to each subsection heading on the left-hand side will reflect the state the subsection is in.
 - A circular green icon with a tick indicates that the all the mandatory fields in the subsection have been completed.
A triangular amber icon with an exclamation mark indicates that some but not all of the mandatory fields in the subsection have been completed.
 - A circular blue icon with a number indicates that none of the mandatory fields have been completed yet.

4.7. Create an asset.

Figure below shows the Asset Registration Detail Page where Subsection 1 has been completed, Subsection 2 is in progress while Subsections 3 & 4 are yet to be started.

Asset Registration Detail Page

The screenshot shows the 'New asset registration' page for 'Roedean WindFarm'. The page is titled 'Home | Unit Management' and 'New asset registration'. The asset name 'Roedean WindFarm' is displayed in a red-bordered box. Below the name, a message states: 'Complete all the information below in order to complete the registration of a new asset'. On the left, a sidebar menu is highlighted with a red box, showing four subsections: 'Asset Details' (completed, green checkmark), 'Connection Details' (in progress, orange warning triangle), 'Site Location' (not started, blue circle with '3'), and 'MPAN' (not started, blue circle with '4'). On the right, a main content area is also highlighted with a red box, showing four subsections: '> Asset Details', '> Connection Details', '> Site Location', and '> MPAN'. At the bottom, there are two buttons: 'Save and create new one' and 'Save asset'.

4.8. Asset Registration: Asset Details Section

- Figure below illustrates the Detail Section for the Asset.
- Please note that as the *Asset Ownership*, *Asset Type*, the *Effective from Date* and *Fuel Type* are all mandatory and therefore marked with a red asterisk. It is essential that these fields have information submitted.
- Please consult the Glossary Appendix for a translation of the Fields if the User is not clear about what is being requested.

Completing the 'Asset Details' Section

New asset registration

Roedean WindFarm

Complete all the information below in order to complete the registration of a new asset

1 Asset Details

2 Connection Details

3 Site Location

4 MPAN

Asset Details

* Asset Ownership

I am the asset owner

I am not the asset owner

Company Registration No. of Owner

* Asset Type

Generation Unit

Demand Unit

* Effective From Date

Effective From Date

Complete this field.

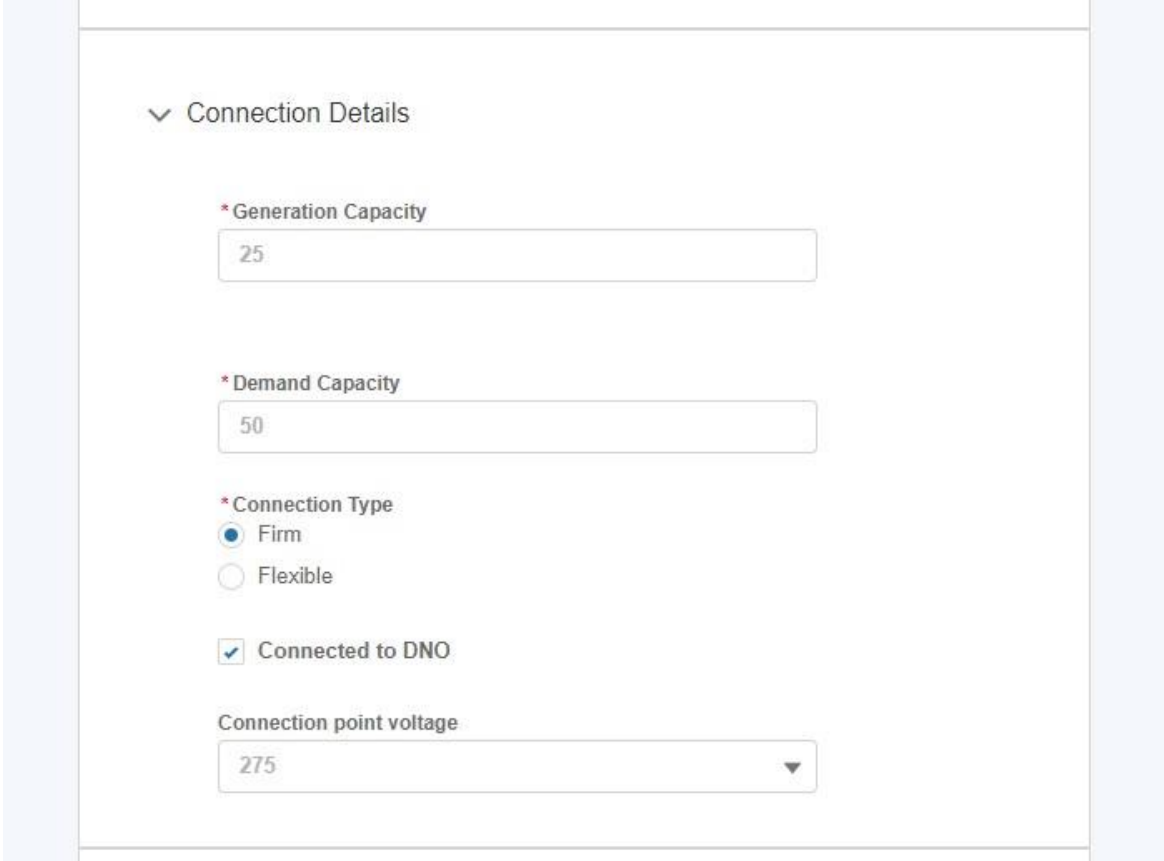
* Fuel Type

Select Fuel Type

4.9. Asset Registration: Asset Connections Section

- Figure below illustrates the Asset Connection Details Section for the Asset.
- Please note that as the *Generation Capacity*, *Demand Capacity*, the *Connection Type* are all mandatory and therefore marked with a red asterisk. It is essential that these fields have information submitted.

Completing the 'Asset Connection Details' Section



The screenshot shows a web form titled "Connection Details" with a downward arrow icon. It contains several input fields and checkboxes:

- * Generation Capacity**: A text input field containing the value "25".
- * Demand Capacity**: A text input field containing the value "50".
- * Connection Type**: A radio button group with two options: "Firm" (selected with a blue dot) and "Flexible" (unselected).
- Connected to DNO**: A checked checkbox.
- Connection point voltage**: A dropdown menu showing the value "275" and a downward arrow.

4.10. Asset Registration: Asset Site Location

- Figure below illustrates the Site Location Section for the Asset.
- Please note that the *Asset Latitude*, *Asset Longitude*, the *Nearest Node*, *Grid Supply Point*, *GSP Group ID*, *GSP Group ID (location picklist)*, *Primary Dispatch phone number* & *Secondary dispatch phone number* are all mandatory and therefore marked with a red asterisk. It is essential that these fields have information submitted.
- The Grid Supply Point (GSP) field is multiple choice, so a user can select several values as indicated in the figure below.
- Please ensure that the following fields meet the requirements:
 - The Asset Latitude field requires a value between -90 and 90.
 - The Asset Longitude field requires a value between -180 and 180.
 - The phone number and fax fields require a value with 10 digits.
 - The Agent/Applicant Operational Email field requires the value to be in a valid email format.

4.11. Asset Registration: Asset Site Location

Completing the 'Asset Site Location Details' Section

Site Location

* Street * City

* State/County * Country

* Post Code

* Asset Latitude * Asset Longitude

Please enter a value between -90 to 90 Please enter a value between -180 to 180

* Nearest node

* GSP Group Id

* Grid Supply Point (GSP)

ABHA_1
ABNE_3
ABTH_1
ALDW_31
ALDW_32
ALNE_3
ALVE_1

* Primary despatch phone number

United Kingdom (44) 123
Enter a valid primary despatch number

* Secondary despatch phone number

United Kingdom (44) 123
Enter a valid secondary despatch number

Despatch fax number

United Kingdom (44) 123
Enter a valid fax number

Site Contact Name Site Contact Number

Agent/Applicant Operational Email Agent/Applicant Operational Phone

test@email@
Please input a properly formatted email address

Asset Size(MW)

4.12. Asset Registration: Asset MPAN Details

- Figure below illustrates the MPAN Details Section for the Asset.
- Please note that the *Operational Metering Availability & MPAN Import Fields* are all mandatory and therefore marked in a red asterisk. It is essential that these fields have information submitted.
- For additional clarification, the user can hover over the 'i' icon for 'Help Text' as illustrated in the figure below.

Completing the 'Asset MPAN Details' Section

MPAN

*Operational Metering Availability

Yes

No

*MPAN Import i

Complete this field.

*MPAN Export i

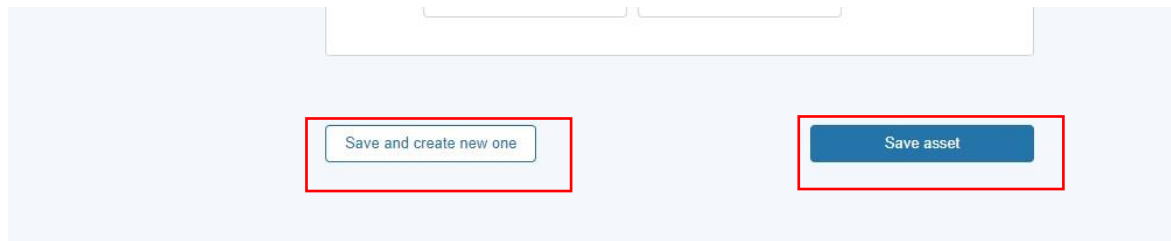
Complete this field.

Additional MPAN Import i Additional MPAN Export i

4.13. Asset Registration: Save Asset Detail Submission.

- Once all the sections are completed correctly, then the 'Save Asset' button will appear in a blue background, enabling the user to complete the registration process for creating the asset.
- If the User wishes to repeat the exercise and create subsequent assets, they can select the 'save and create new one' button instead.

Confirmation of Asset Saved Successfully.



4.14. Asset Registered: Asset Tile

Following on from the Asset Registration, the asset tile will appear on the Unit Management Home Page under the **'Asset Tab'**. Each asset will have a corresponding tab. The tile displays the 'key or summary information'. To view the full registration details, click on the **three dots on the right-hand corner of the tile**. The user then selects the **'View Asset Details'** link to be re-directed to the Asset Detail page expanded version.

Please note that Users will be expected to submit all asset information at once. Upon 'saving the asset' registration details, the Asset Status will appear as 'Accepted' automatically as illustrated in Figure below

Asset Tiles

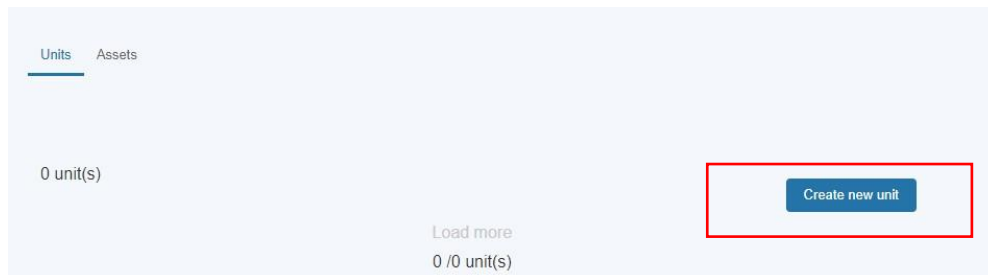
The screenshot displays the 'Assets' tab of a unit management system. It shows two asset tiles, each with a red box highlighting the 'Accepted' status and a red box highlighting the three-dot menu icon in the top right corner. The first tile is for 'Peacehaven Wind Farm' (AST-0174), a Demand Unit with a Generation Capacity of 60 MW and a Demand Capacity of 60 MW. The second tile is for 'Roedeau Wind Farm' (AST-0173), a Generation Unit and Demand Unit with a Generation Capacity of 25 MW and a Demand Capacity of 50 MW. At the bottom right, there is a 'Load more' button and a counter showing '2 / 2 asset(s)'.

Asset Name	Asset Id	Type	Generation Capacity (MW)	Demand Capacity (MW)	Status
Peacehaven Wind Farm	AST-0174	Demand Unit	60	60	Accepted
Roedeau Wind Farm	AST-0173	Generation Unit; Demand Unit	25	50	Accepted

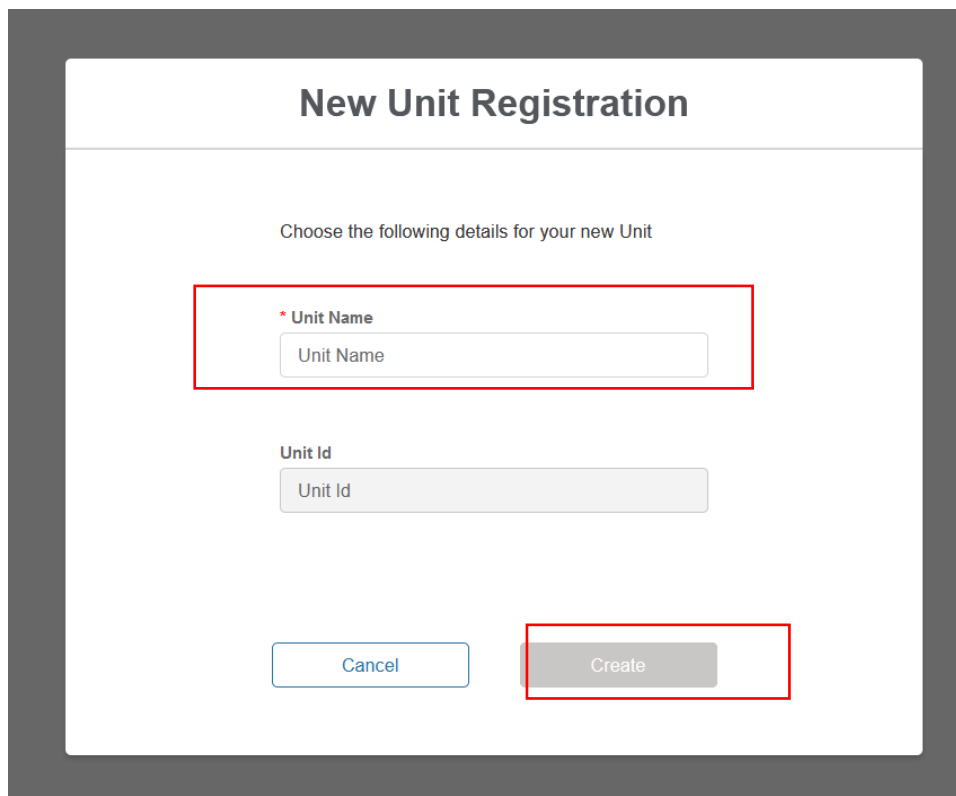
5. Creating & Managing Units

5.1. Create a Unit

- To register a new Unit, the first step is to click on the 'Create new unit' where a user will be presented with the screen illustrated in Figure below 'New Unit registration' where a unique Unit name will be required. Please note that, firstly, a Unit cannot be created without a Unit name and secondly, the name must be **unique in naming convention to the Unit in question**. Once the Unit name is provided, the user will be able to progress to the next step by clicking **Create**.



Create Unit



The screenshot shows a form titled 'New Unit Registration'. Below the title, it says 'Choose the following details for your new Unit'. There are two input fields: 'Unit Name' (with an asterisk indicating it is required) and 'Unit Id'. The 'Unit Name' field is highlighted with a red box. At the bottom, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a red box.

5.2. Unit Registration: Overview Page

- The user is navigated to the Unit Registration Page as outlined in Figure below, the format is similar to the Asset Registration Page structure with an accordion section on the left-hand side for direct navigation to a specific section or the user can select the subsection they wish to complete.
- The figure illustrates the unique named Unit for which the details are being registered; 'Sussex Coast Renewables'
- Please note that the user is not able to progress the registration process for a created Unit without completing all the sections and corresponding fields.

Unit Registration Detail Page

The screenshot shows a web interface for 'New Unit Registration'. At the top, the title 'New Unit Registration' is displayed. Below it, the unit name 'Sussex Coast Renewables' is shown in a text box. A subtitle reads: 'Complete all the information below in order to complete the registration of a new unit'. On the left, there is a vertical navigation menu with three items: '1 Unit Details', '2 Connection Details', and '3 Site Location'. The 'Unit Details' item is highlighted with a red box. To the right of this menu is a main content area with three sections, each with a right-pointing chevron: '> Unit Details', '> Connection Details', and '> Site Location'. The 'Unit Details' section is also highlighted with a red box. At the bottom of the page, there are two buttons: 'Save and create new one' and 'Save unit'.

5.3. Submitting Unit Information: Unit Details Section

- Figure below illustrates the Detail Section for the Unit.
- Please note that the *Unit Type*, the *Effective from Date* and *Fuel Type* are all mandatory and therefore marked with a red asterisk. It is essential that these fields have information submitted.

Completing the 'Unit Details' Section

Complete all the information below in order to complete the registration of a new unit

1 Unit Details

2 Connection Details

3 Site Location

Unit Details

* Unit Type

Generation Unit

Demand Unit

* Effective From Date

01-Jul-2022

* Fuel Type

Wind

Applicable Market

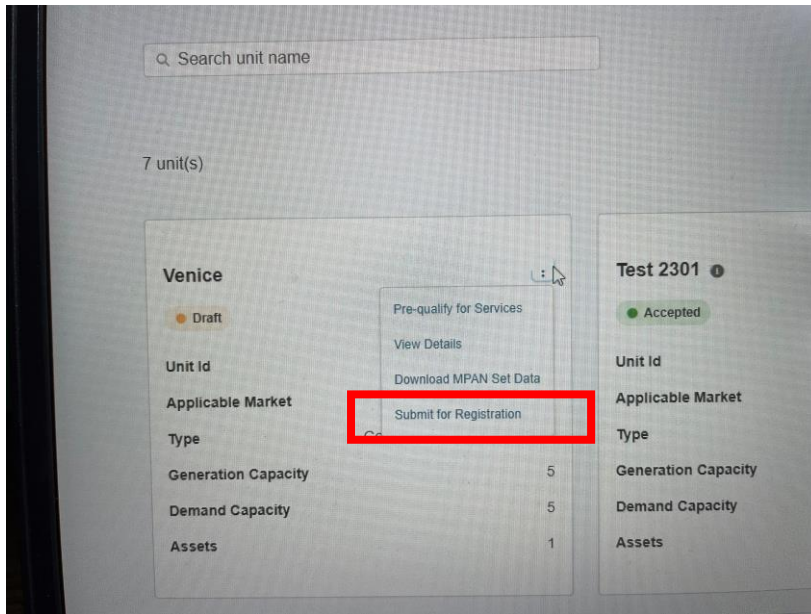
Balancing Services

5.4. Submitting Unit Registration for Approval

Once the finalised alignment of Asset(s) to Unit has been completed, to signify the submission of the Unit Registration has been undertaken, the Portal User will have to select the '**Submit for Registration**' option on the drop down menu as indicated on the picture below.

Once this option is selected, the Unit is considered for appraisal by the Registrations Team at the National Energy System Operator . Please note that Units in Submitted State are considered different then Draft, where the assumption is that alignment or Asset(s) has not taken place or not finalised.

5.5. Submitting Unit Registration for Approval



5.6. Classification of Unit Category Concept

As of Release 2.7, the user must select a Category for their unit. If Demand Flexibility Service is selected as the Applicable Market, 'Non-BMU' will be automatically selected as the Category. If the Category is not known, the user can click 'Find Unit Category' to be guided through a wizard that will help them determine their category.

Unit Details

Please select the market you intend to apply for from the list below.

Note: Balancing Services applicable market includes Dynamic Containment, Dynamic Regulation, Dynamic Moderation and Balancing Regulating Reserve.

* Applicable Market ⓘ
Balancing Services ▼

* Unit Category
Select Unit Category ▼ [Find Unit Category](#)

* Unit Type
 Generation Unit
 Demand Unit

* Effective From Date
Effective From Date 📅

* Fuel Type ⓘ
Select Fuel Type ▼

5.7. Classification of Unit Category Guided Flow

Upon selecting 'Find Unit Category', the user is asked if they are registering a BMU or Non-BMU unit.

Find Unit Category

Are you registering a BMU or Non-BMU today?

BMU **Non-BMU**

A BM unit (Balancing Mechanism Unit) consists of a plant and/or apparatus (independently controlled) that trades its energy daily with NGENSO through the Balancing Mechanism and is a party to the Balancing and Settlements Code (BSC).
Non-BM units (Non-Balancing Mechanism) can provide Balancing Services to NGENSO but do not trade through the Balancing Mechanism.

[Cancel](#) [Next](#)

5.8. Classification of Unit Category: Guided Flow

Selecting 'Non-BMU' will lead to a recommendation of non-BMU as a category. Pressing 'Select' on this screen will automatically populate the value of the Category field. Selecting 'BMU' will lead to the user being asked if they know their National Energy System Operator

Find Unit Category

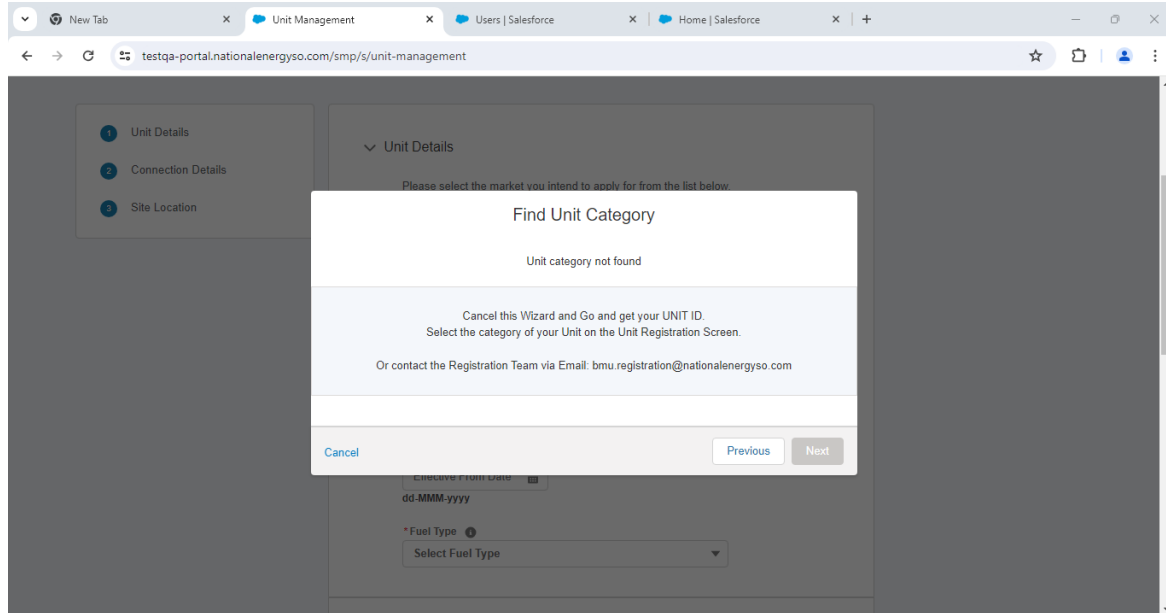
Do you know your NG ESO BMU ID?

Yes **No**

[Cancel](#) [Previous](#) [Next](#)

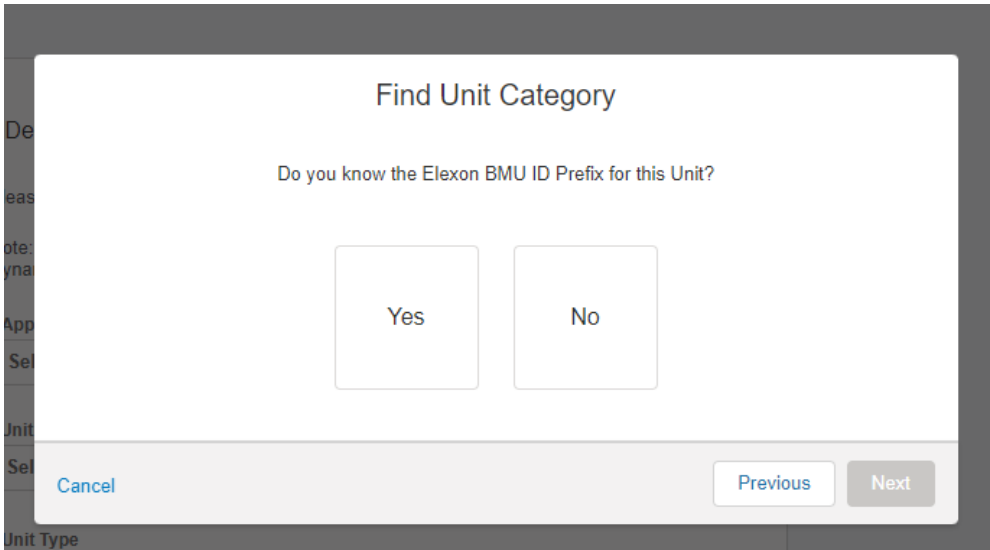
5.9. Classification of Unit Category: Guided Flow

If 'Yes' is selected, the next screen will advise the user to cancel the wizard to get their Unit ID and then select the category of their unit on the registration screen.



If 'No' is selected, the user is asked if they know their Elexon BMU ID Prefix for this Unit.

5.10. Classification of Unit Category: Guided Flow



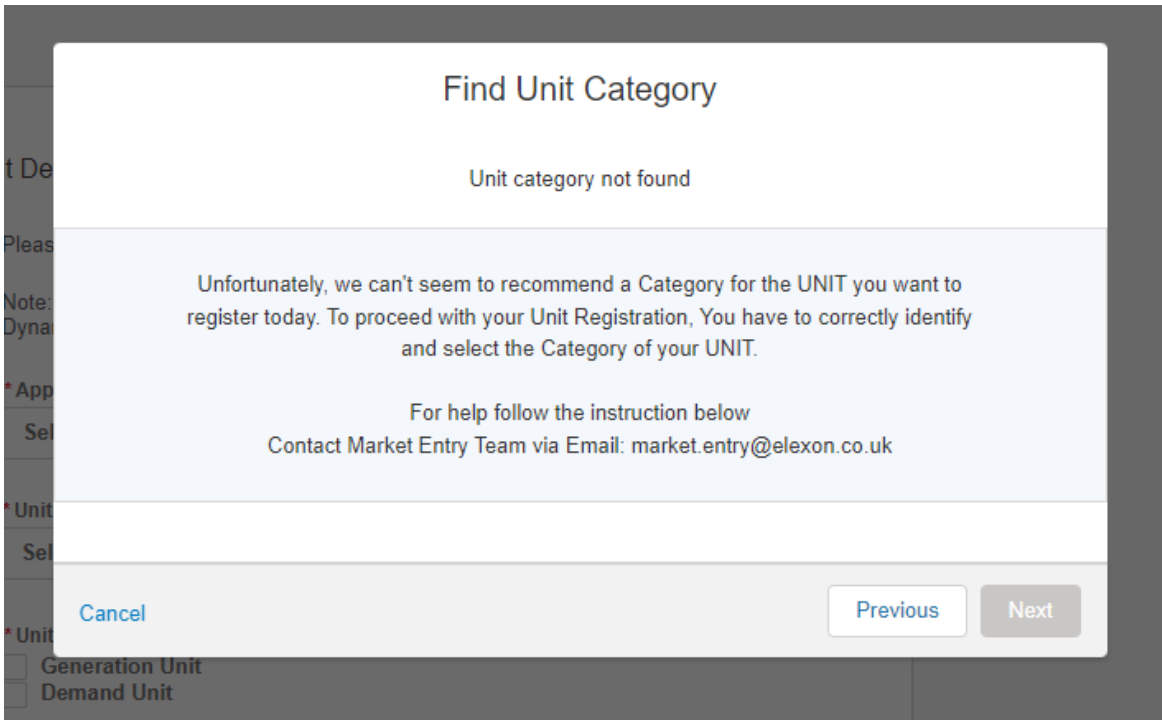
Find Unit Category

Do you know the Elexon BMU ID Prefix for this Unit?

Yes No

Cancel Previous Next

Selecting 'No' will lead to a screen advising the user to contact the Market Entry team at Elexon.



Find Unit Category

Unit category not found

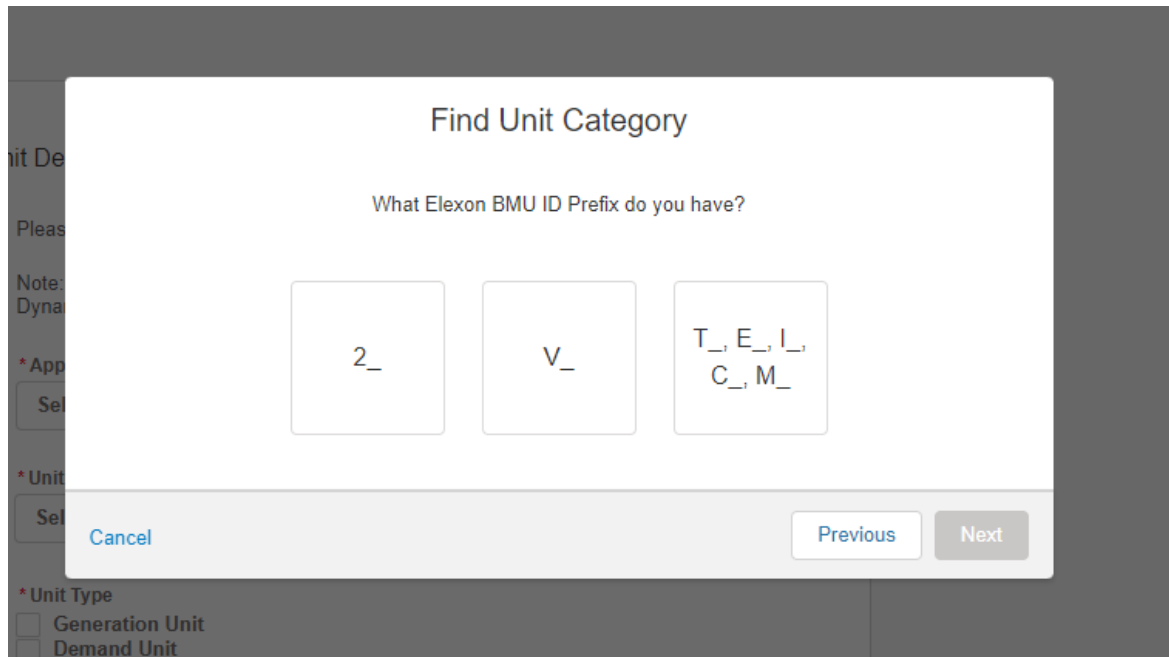
Unfortunately, we can't seem to recommend a Category for the UNIT you want to register today. To proceed with your Unit Registration, You have to correctly identify and select the Category of your UNIT.

For help follow the instruction below
Contact Market Entry Team via Email: market.entry@elexon.co.uk

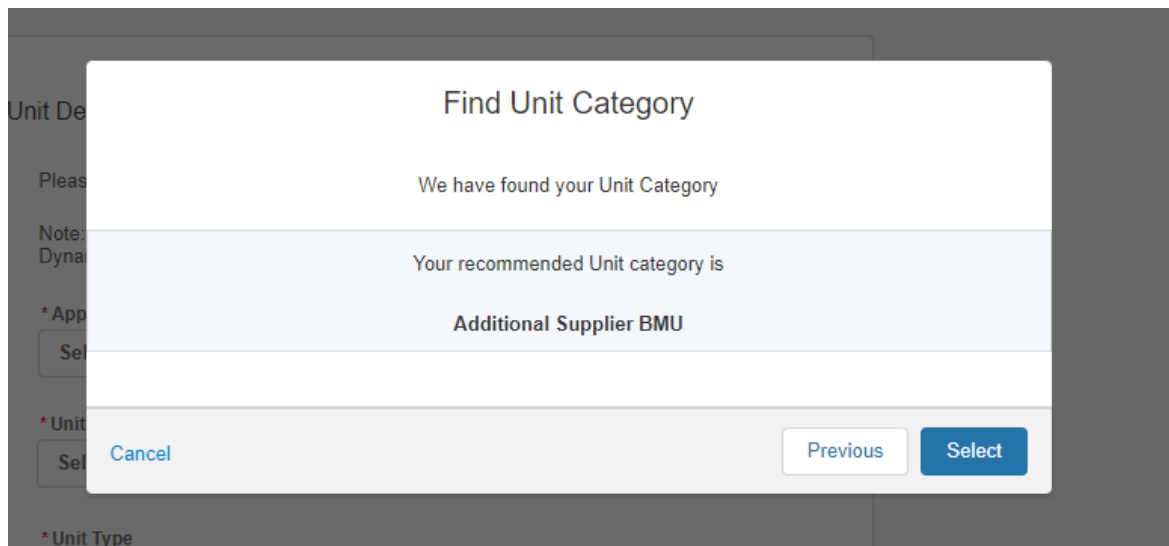
Cancel Previous Next

Selecting 'Yes' will prompt the user to select the Elexon BMU ID Prefix they have.

5.11. Classification of Unit Category: Guided Flow

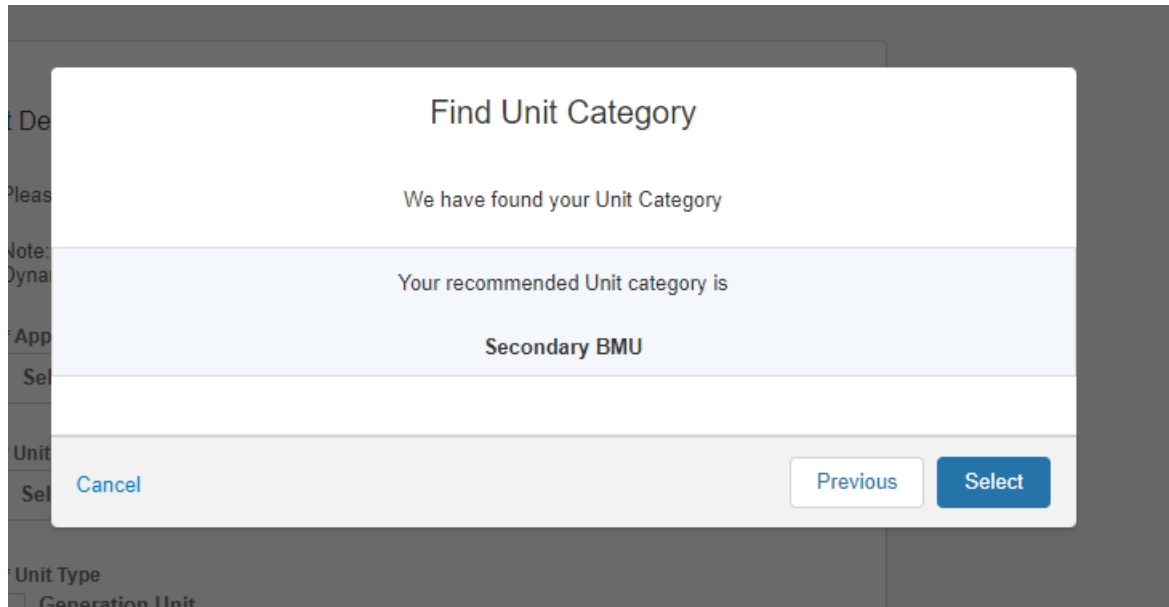


2_ will identify the unit as Additional Supplier BMU

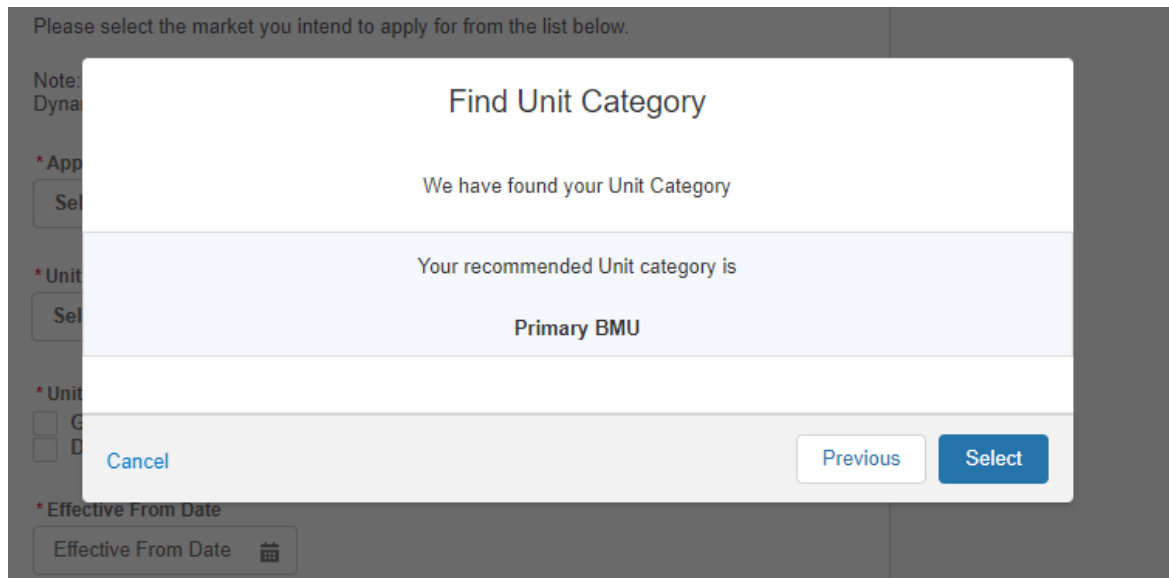


V_ will identify it as 'Secondary BMU

5.12. Classification of Unit Category: Guided Flow



T_,E_,I_,C_,M_ will identify it as 'Primary BMU'



5.13. Submitting Unit Information: Unit Connection Section

- Figure below illustrates the Unit Connection Details Section for the Asset.
- Please note that the *Generation Capacity*, *Demand Capacity*, *Connection Type* and *DNO Type* (picklist field) are all mandatory and therefore marked with a red asterisk. It is essential that these fields have information submitted.

Completing the 'Unit Connection Details' Section

The screenshot displays a web interface for submitting unit information. On the left, a sidebar contains three numbered steps: 1. Unit Details (highlighted), 2. Connection Details, and 3. Site Location. The main content area is titled '> Unit Details' and contains a section for 'Connection Details'. This section includes several mandatory fields, each marked with a red asterisk:

- * Generation Capacity:** A text input field containing the value '25'.
- * Demand Capacity:** A text input field containing the value '100'.
- * Connection Type:** A radio button selection with 'Firm' selected and 'Flexible' unselected.
- * Connected to DNO:** A checked checkbox.
- * DNO Type:** A picklist dropdown menu showing 'UK Power Networks'.
- Connection point voltage:** A picklist dropdown menu showing '400'.

5.14. Submitting Unit Information: Unit Site Location Section

- Figure below illustrates the Unit Site Location Section for the Unit
- Please note that the *Grid Supply Point*, *GSP Group ID*, *GSP Group ID (location picklist)*, *Primary Dispatch phone number* & *Secondary dispatch phone number* are all mandatory and therefore marked with a red asterisk. It is essential that these fields have information submitted.
- The Grid Supply Point (GSP) field is multiple choice, so a user can select several values as indicated in the figure below.

Completing the 'Unit Site Location Details' Section

Site Location

Post Code
BN2 4RD

Unit Latitude
2

Unit Longitude
2

Nearest node (if known)

* Grid Supply Point (GSP)

ABHA_1	▶	ABNE_3	▲
ABTH_1		ALNE_3	
ALDW_31	◀	AMEM_1	▼
ALDW_32		ARMO_3	
ALVE_1			
ARBR_3			
AXMI_1			

* GSP Group Id
London

* Primary despatch phone number
United Kingdom (44) 6464578574

* Secondary despatch phone number
United Kingdom (44) 5756767865

Despatch fax number
Select country code

5.15. Submitting Unit Information: Confirmation of Submission.

- Once all the sections are completed correctly, then the 'Save Unit' button will appear in a blue background, enabling the user to complete the registration process for creating the Unit.
- If the User wishes to repeat the exercise and create subsequent Units, they can select the 'save and create new one' button instead.

Confirmation of Asset Saved Successfully.

New Unit Registration

Sussex Coast Renewables

Complete all the information below in order to complete the registration of a new unit

1 Unit Details

2 Connection Details

3 Site Location

> Unit Details

> Connection Details

> Site Location

Save and create new one

Save unit

5.16. Modifications to Registration of Units

- Following on from the Unit Registration, the asset tile will appear on the Unit Management Home Page under the **'Units'** Tab. Each asset will have a corresponding tab. The tile displays the 'key or summary information'. To view the full registration details, click on the **three dots on the right-hand corner of the tile**. The user then selects the **'View Unit Details'** link to be re-directed to the Unit Detail page expanded version.
- Users have the ability to retrospectively edit Unit Registration Details before final submission. Upon 'saving the Unit' registration details, the Unit Status will appear as 'Draft' automatically as illustrated in Figure 35.0
- To make edits, the user should click on **'Edit Unit Details'** link to be re-directed to the Unit Detail page expanded version. They then have the ability to edit the sections or specific fields desired. The Unit Status will appear as 'Submitted' once the Unit is finally submitted for consideration.
- Once the Unit is submitted for approval, the National Energy System Operator Registration Team will a) assign the Unit a Unit ID (which will auto populate on the Unit Id field) b) set the Unit Status field from 'submitted' to 'approved' or 'rejected'.

5.17. Modifications to Registration of Units: cont

Unit Tiles

Unit Management

Units Assets

1 unit(s)

Sussex Coast Renewables ⋮

● Draft

Unit Id

Type Generation Unit;Demand Unit

Generation Capacity(MW) 25

Demand Capacity(MW) 100

Assets 0

Load more
1 / 1 unit(s)

5.18. Modifications to Registration of Units: cont.

Edit Unit Details & View Expanded Unit Details Page for Editing

Home | Unit Management | Unit Details

← Back

Disney

- > Roedean Windfarm
- > Peacehaven Wind Farm
- > Eastbourne Wind Farm

Status	Draft
Asset Number	3
Actions	
✎ Edit Unit Information	

Update Unit Information

Disney

Complete all the information below in order to update the existing unit

- 1 Unit Details
- 2 Connection Details
- 3 Site Location

- > Unit Details
- > Connection Details
- > Site Location

5.19. Modifications to Registration of Units: cont.

12 unit(s)

DFS 2209 ⋮

● **Acc** [Pre-qualify for Services](#)

Unit Id [View Details](#)

Applica [Download MPAN Set Data](#)

[Create new version](#)

[Deregister Unit](#)

Type Demand Unit

Demand Capacity 12

Then select 'Edit Unit Information'.

DFS 2209

Applicable Market	Demand Flexibility Service
Status	Accepted
Actions	
✎ Edit Unit Information	

5.20. Deregistration of Units

- Portal User can initiate the de-registration of a Unit only on the condition it is in 'Accepted' Status. A Unit that warrants De-Registration is defined as a Unit that ceases to continue operating.
- To start the process, click the icon containing three dots on a tile of an accepted unit and then click 'Deregister Unit', as illustrated in Figure overleaf
- A pop-up window (shown in Figure below) will appear, which informs the user that an email will be sent to the National Energy System Operator Registration Team, who will complete the process offline. Click 'Continue' to proceed with the deregistration of the unit.
- Another pop-up window (shown in Figure overleaf) will appear, asking the user to select an 'Effective to' date. This date needs to be in the future and cannot be less than the 'Effective from' date of the Unit's original version. After clicking 'Submit', a green confirmation banner will appear at the top of the screen.
- The Approval Request will be directed towards the National Energy System Operator Registration Team who will either decide to Approve or Reject the Unit De-registration request.
- If the Decision is to approve the request, then the Unit will no longer appear on the Unit Management screen and the user will also receive an email to confirm that the Unit has been deregistered (See Figure overleaf).

If however the Registration Team Reject the deregistration request, then the user will receive an email to let them know the request was rejected.

Once the 'Effective to' date has passed, the unit will no longer be visible on the Unit Management page.

5.21. Process for Deregistering Units

Deregister a Unit

Unit Management

If you want to create the UNIT for RDP MW Dispatch, Please register a new Asset and the UNIT will be created automatically.

[Units](#) [Assets](#)

Search unit name

12 unit(s)

Unit Id	Applicable Market	Type	Generation Capacity(MW)	Demand Capacity(MW)	Status
Unit 1	Balancing Services	Generation Unit	298		Draft
Unit 2	RDP MW Dispatch	Generation Unit	12	0	Accepted
Unit 3	Balancing Services	Demand Unit		76	Draft

Unit 2 context menu options:

- Pre-qualify for Services
- View Details
- Deregister Unit

Pop-up Window for Deregistering a Unit

5.22.Process for Deregistering Units – cont

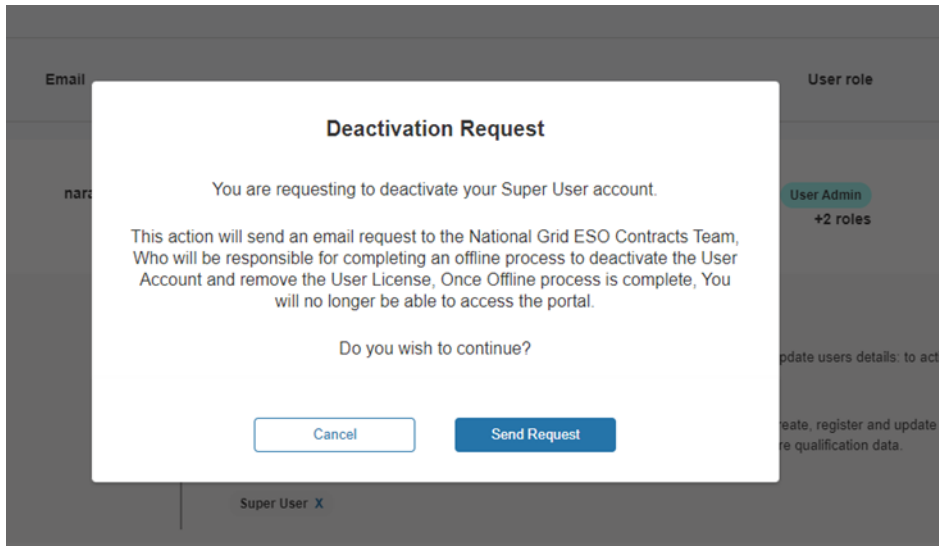




Figure 35.4: Pop-up Message for 'Effective To' Date

The image shows a form titled "Deregister unit request". The form contains the following elements: a heading "Deregister unit request", a paragraph "Please enter below the date this unit is meant to be decommissioned.", a label "Unit ID" with the value "BMU-232", a label "* Effective to date" with a text input field containing "DD-MM-YYYY" and a calendar icon, and two buttons at the bottom: "Cancel" and "Submit".

5.23.Process for Deregistering Units –cont


Figure 35.4: Deregistration Request Email

Fwd: [EXTERNAL] Sandbox: RE Unit Subro DFS 003 De-Registration Request approved by NESO PTCS Registration Team

  ☺ ↩ Reply ↩ Reply All ➔ Forward 📧 ⋮ Fri 20/09/2024 17:32

🔍 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you suspect this email is malicious, please use the 'Report Phish' button.

NESO
National Energy
System Operator 

Date : 12/09/2024

The request to De-register the above UNIT has been APPROVED by the NESO PTCS Registration Team.

Regards

NESO PTCS Registration Team (Subhansu esorbqa)

NESO
This e-mail and any attachments are strictly confidential to the intended recipient(s). The content may also contain legal, professional, or other privileged information and/or content that is subject to intellectual property rights. If you are not the intended recipient, please notify the sender immediately and then delete the e-mail and any attachments. You must not disclose, copy, use, or take any action in reliance on this transmission if you are not the intended recipient. You should report the matter by contacting us via our Contacts Page on <https://www.neso.energy/contact-us>

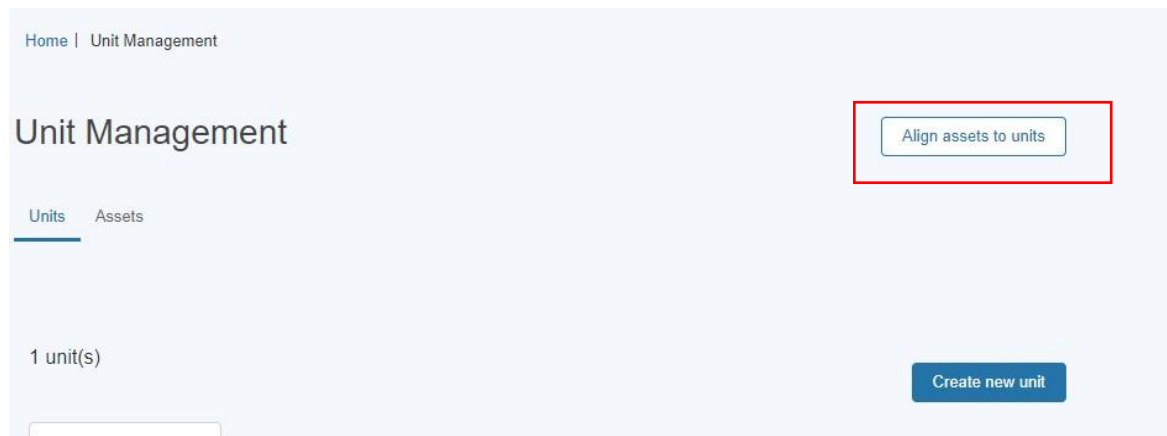
Please ensure you have adequate virus protection before you open or detach any documents from this transmission. National Energy System Operator Limited and its affiliates do not accept any liability for viruses. An e-mail reply to this address may be subject to monitoring for operational reasons or lawful business practices – for more information on how we process your personal data please see <https://www.neso.energy/privacy-policy>

The registered information on National Energy System Operator Limited can be found on our Contacts Page.

6. Asset to Unit Alignment

6.1. Grouping Assets by Unit (Asset Alignment)

- Prior to initiating the Pre-qualification Process, the registered asset(s) must be aligned to a specified Unit(s). To align assets to units, it is pre-supposed that the asset(s) and the unit(s) have all been registered in advance. If this is not the case, the user must ensure these steps are completed.
- Upon initial registration of an asset the 'status' will be set to 'Accepted' by default as indicated on the tile in Figure below
- When ready, the User must select 'Align Assets to Units' on the Unit Management Landing Page



Align Assets to Unit

6.2. Grouping Assets by Unit (Asset Alignment)

Units Assets

2 asset(s)

Peacehaven Wind Farm ⋮

● Accepted

Asset Id AST-0174

Type Demand Unit

Generation Capacity(MW)

Demand Capacity(MW) 60

Roedean WindFarm ⋮

● Accepted

Asset Id AST-0173

Type Generation Unit;Demand Unit

Generation Capacity(MW) 25

Demand Capacity(MW) 50

Load more
2 / 2 asset(s)

6.3. Selecting Unit for Grouping

- The User will be prompted to select or identify the Unit for grouping or alignment. The user can search by entering the Unit Name in the search bar. Please note the exact naming of the Unit to produce a successful search result.
- The exact generic name of the Unit must be entered in the search bar in order to determine a successful result.
- A unit can only be aligned if its Status is equal to 'Draft'. Once has a Unit has been appraised by the Registrations Team and set to 'Accepted' it is no longer available for re-alignment. If the situation arises where the Unit in question requires an amendment or modification to its asset(s) then the Unit in question must undergo the Unit Versioning Process. To learn more about Unit Versioning, refer to the Chapter on Unit Versioning.



Home | Unit Management | Align assets to unit

← Back

Align assets to unit

Search for the unit you want to align assets to.

6.4. Match & Un-matching selected assets to Unit for Grouping

- The User will be presented with two adjacent columns 1) the Unit selected in the search result on the left-hand column and 2) all available registered assets eligible for grouping on the right-hand side.

Asset Alignment Screen

Search for the unit you want to align assets to.

Unit name Sussex Coast Renewables

0 assets

Name	Type	Generation Capacity	Demand Capacity
------	------	---------------------	-----------------

Available assets

2 assets

Name	Type	Generation Capacity	Demand Capacity
<input type="checkbox"/> Roedean Wind Farm	Generation Unit, Demand Unit	25	50
<input type="checkbox"/> Peacohaven Wind Farm	Demand Unit		60

- If an asset is not listed, then the user will still have the option to use the search button to undertake a secondary search of the asset in question. The user must ensure they have the correct unique name reference to ensure a successful search result match. Once the asset(s) are identified, the User can either choose to a) 'move all' or b) 'move selected' assets to be grouped or aligned with the desired unit.
- Once the User is satisfied with the grouping they can then confirm the selection or alignment by selecting the **Confirm button** as illustrated in Figure overleaf in the adjacent page.
- The User has the option to switch assets out of the grouping by 'moving selected' from the left column (unit name) to the right column (available assets) if they decide it was an incorrect grouping of assets for alignment and wish to reverse their decision before final confirmation. To enable this feature, the user must check the box against each asset on the left-hand column and select "Move Selected" to transfer the assets back into the right-handed column (available assets). This may be required when a user decides it was an incorrect grouping of assets for alignment and wish to reverse their decision before final confirmation.

- The User will receive a confirmation pop up notification to alert them to the Unit Grouping being completed.

6.5. Match & Un-matching selected assets to Unit for Grouping

Asset Alignment Screen – Reverse decision

The screenshot displays two side-by-side panels for asset management. The left panel, titled 'Unit name: Sussex Coast Renewables', shows a search bar and a table with 2 assets. The first asset, 'Roedean WindFarm', is selected. The second asset, 'Polecatenor Wind Farm', is partially visible. The right panel, titled 'Available assets', shows a search bar and an empty table. Both panels have 'Move all' and 'Move selected' buttons at the bottom. Red boxes highlight these buttons and the second asset in the left panel.

Name	Type	Generation Capacity	Demand Capacity
<input type="checkbox"/> Roedean WindFarm	Generation Unit/Demand Unit	25	50
<input type="checkbox"/> Polecatenor Wind Farm	Demand Unit		50

Name	Type	Generation Capacity	Demand Capacity
------	------	---------------------	-----------------

6.6. Asset Alignment for multiple units

- There will be a requirement for Users to undertake secondary alignments between assets and additional units beyond the initial grouping. In this instance, users are given the ability to deploy the same assets to be grouped under different Units.
- Figure below illustrates the example where 2 Units have been created, but both Units will be aligned to one specific asset. For example, Hampshire Coast Renewables Unit is made up of both *Peacehaven Wind Farm* AND *Roe dean Wind Farm*. Sussex Coast Renewables is only made up of Peacehaven Wind Farm. Therefore, the Asset Peacehaven Wind Farm is being aligned to 2 independent Units. This configuration is possible during the registration stage by repeating the asset alignment exercise for each Unit in turn.

Multiple Units for Alignment with existing assets

The screenshot displays the 'Unit Management' interface with a 'Units' tab selected. It shows two draft units:

- Hampshire Coast Renewables** (Draft):
 - Unit Id
 - Type: Demand Unit
 - Generation Capacity(MW)
 - Demand Capacity(MW): 2
 - Assets: 0
- Sussex Coast Renewables** (Draft):
 - Unit Id
 - Type: Generation Unit; Demand Unit
 - Generation Capacity(MW): 25
 - Demand Capacity(MW): 110
 - Assets: 2

At the bottom right, there is a 'Load more' link and a counter '2 / 2 unit(s)'.

7. Prequalification for Services

7.1. Identifying Units to participate in Pre-qualification.

Once the Units and Assets have been registered and the Alignment exercise has been undertaken, the user is in a position to identify units they wish to elect for participation in the Market and subject to the pre-qualification process.

To start, the user must navigate to the selected unit on the Unit Management home page and hover over the right hand three corner and click on the three dots on the Unit tile as highlighted in the Figure below. They will be prompted with the link '**pre-qualify for services**'.

Pre-qualify for Services Link

The screenshot displays the 'Unit Management' interface. At the top, there are tabs for 'Units' and 'Assets', with 'Units' selected. Below the tabs, it indicates '1 unit(s)'. A unit tile for 'Sussex Coast Renewables' is shown, featuring a 'Draft' status indicator. The tile includes a table with the following data:

Unit Id	
Type	Generation Unit;Demand Unit
Generation Capacity(MW)	25
Demand Capacity(MW)	100
Assets	0

A red box highlights the three-dot menu icon in the top right corner of the unit tile. At the bottom right of the interface, there is a 'Load more' link and a count of '1 / 1 unit(s)'.

7.2. Pre-qualification Home Page

The user will then be presented with the Pre-qualify for Services Page as illustrated in Figure below and prompted to then select the services to pre-qualify the Unit for.

Pre-qualify for Services Page

Introduction Section: 'Select Services'

Add the services you want for Test Unit.

This is the Application for Pre-qualification of Unit Test Unit Prior to proceeding with the application please note the following ;

1. This Unit has been pre-qualified for the Services already checked. Please check the boxes for the additional services you wish this Unit to be pre-qualified for. Please note that if you attempt to uncheck the existing service boxes, then you will be confirming you wish to no longer have this Unit pre-qualified for said services upon pressing the Confirm Services button.
2. Supplementary Evidence must be uploaded and appended to under the 'Evidence Application' section before - being able to save a draft version of this application and a minimum of 1 File or Attachment must be uploaded.
3. Please ensure that all the fields marked in a Red Asterisk are completed prior to attempting to save the application as draft or proceed through to the Terms & Conditions Section as they are required.
4. Please note that an application can be saved in Draft but only on condition that at least 1 document is uploaded as part of the Application Evidence requirement. A Portal User can return to add additional documents at a later stage and proceed with the final section for Terms & Conditions.
5. Please note that if you are pre-qualifying this Unit for multiple services and need to upload an ITE certificate this only needs to be uploaded against one of the services - you are not required to upload it against each service.

Dynamic Regulation LF Dynamic Regulation HF Dynamic Moderation HF Dynamic Containment LF Dynamic Containment HF Dynamic Moderation LF

Balancing Regulating Reserve Static FFR Firm Frequency Response

[Confirm Services](#)

- The user will then be presented with the current seven Balancing Services they can select from. To select the user checks the checkbox. A user can select all or one of the services.
- The user then selects the "Confirm Selection" button to proceed to the next step.

7.3. De-selecting Services to apply for pre-qualification for selected Unit.

- If the user makes an error or wishes to reverse the decision to not select a particular service, they can simply uncheck the tick box before proceeding to the next step. If a user decides to make this decision after proceeding with completing the Service 'data capture' sub-sections, this is also possible by unchecking the service checkbox and clicking the 'confirm services' button.
- The user must note that if they proceed to populate service specific information for more than one service for the same Unit, in several attempts or over a duration of time (i.e. they submit information for service x on day 1, but then go onto update the portal with additional submission of information for service x on day 3) that they can keep track of which service is still in flight (or 'draft') as opposed to 'submitted' by referencing the '**Service Status**' field. If the field value = Incomplete, then the submission for that service in example below "*Dynamic Containment LF*" has yet to be completed, and therefore will require the user to select the '**Confirm Services**' button again.
- This will ensure the secondary service submission has been accepted. If the Service Status Field = Submitted, then the application for that particular service, in the example below "*Dynamic Regulation HF*" has already been 'registered'.

Service Status Field

The screenshot displays the 'Dynamic Containment LF' service configuration interface. It includes a 'Unit Calibration' section with various input fields for parameters like Allocated MW, Recovery period, Max Utilisation Period, Minimum Non Zero Time, Service Start Date, and Service End Date. A 'Service Status' dropdown menu is highlighted with a red box, showing the value 'Incomplete'. Below this, there is an 'Evidence' section with a 'Download required documents' button and an 'Upload evidence' section with 'Upload Files' and 'Or drop files' options.

7.4. De-selecting Services to apply for pre-qualification for selected Unit: Cont

NESO Overview Market Entry Unit Management User My Reports My Dashboard EAC Application

Home | Unit Management | Pre-qualify for Services

[← Back](#)

laila test

Select the services you want this unit to qualify for and provide all the information required for submission

Introduction Section: 'Select Services'

Add the services you want for laila test.

This is the Application for Pre-qualification of Unit laila test Prior to proceeding with the application please note the following ;

1. This Unit has been pre-qualified for the Services already checked. Please check the boxes for the additional services you wish this Unit to be pre-qualified for. Please note that if you attempt to uncheck the existing service boxes, then you will be confirming you wish to no longer have this Unit pre-qualified for said services upon pressing the Confirm Services button.
2. Supplementary Evidence must be uploaded and appended to under the 'Evidence Application' section before - being able to save a draft version of this application and a minimum of 1 File or Attachment must be uploaded.
3. Please ensure that all the fields marked in a Red Asterisk are completed prior to attempting to save the application as draft or proceed through to the Terms & Conditions Section as they are required.
4. Please note that an application can be saved in Draft but only on condition that at least 1 document is uploaded as part of the Application Evidence requirement. A Portal User can return to add additional documents at a later stage and proceed with the final section for Terms & Conditions.
5. Please note that if you are pre-qualifying this Unit for multiple services and need to upload an ITE certificate this only needs to be uploaded against one of the services - you are not required to upload it against each service.

Dynamic Regulation LF Dynamic Regulation HF Dynamic Moderation HF Dynamic Containment LF Dynamic Containment HF Dynamic Moderation LF

Static FFR Positive Balancing Reserve Negative Balancing Reserve Positive Quick Reserve Negative Quick Reserve

[Confirm Services](#)

Dynamic Regulation LF

Unit Calibration Section

Completes the information to calibrate your unit.

*Allocated Volume <input type="text" value="000.00"/> MW	Unit of Measurement <input type="text" value="MW"/>	*Max Utilization Period <input type="text" value=""/> min	*Minimum Non Zero Time <input type="text" value=""/> min	*SMP Onboarding Start Date <input type="text" value="01-Feb-2022"/>	*SMP Service Termination Date <input type="text" value="01-Feb-2032"/>	*Recovery period <input type="text" value=""/> min
*Response Time <input type="text" value=""/> min	*Cease Time <input type="text" value=""/> min	*Ramp-Up rate <input type="text" value="0"/>	*Ramp-down rate <input type="text" value="000.00"/> MW/min	Service Status <input type="text" value="Incomplete"/>		*Operational Metering available <input type="text" value="Select an Option"/>

7.5. Completing Pre-qualification Criteria Sections by Service: Unit Calibration Section

- Each service selected will present the user with a series of sub-sections to complete with criteria specific fields. Each service is identified by the highlighted row illustrated in the figure below.
- The first subsection is entitled **Unit Calibration** and the user is expected to populate the corresponding fields. All the metric fields in this section are marked with a red asterisk and therefore **mandatory**. A user will not be able to proceed with the pre-qualification process without submitting information.

Services Specific Subsection – Unit Calibration

Select Services

Add the services you want for Hampshire Coast Renewables.

***Note - Please make sure you align assets to this unit before submitting for pre-qualification.

Dynamic Regulation HF Dynamic Regulation LF Dynamic Containment LF Dynamic Containment HF Dynamic Moderation LF Dynamic Moderation HF

Confirm Services

Dynamic Regulation HF

Save Draft

Unit Calibration

Complete the information to calibrate your unit.

*Allocated MW 000.00 MW	*Recovery period min	*Max Utilisation Period min	*Minimum Non Zero Time min	*Service Start Date DD-MM-YYYY	*Service End Date DD-MM-YYYY	*Operational Metering available Select an Option
*Response Time min	*Ramp-Up Time min	*Ramp-Up rate 000.00 MW/min	*Ramp-down rate 000.00 MW/min			

Evidence

You must download the documents at the link below, sign them and upload them as part of your Unit evidence.

Download required documents

7.6. Obtain Service Values Feature

Obtain Service Values

Where a portal user has already made a prequalification for another service for the same Unit, they are able to 'copy' over the identical values from the existing application under the Unit Calibration Section over the new corresponding section under the new application by clicking 'Obtain Service Values' and selecting the Service for which they want to copy the pre-existing values over from and then selecting the Confirm button to complete the exercise.

The screenshot shows a web form titled "Unit Calibration Section" under a "Balancing Regulating Reserve" header. The form contains several input fields for calibration parameters: "Allocated MW" (000.00), "Recovery period" (min), "Max Utilisation Period" (min), "Minimum Non Zero Time" (min), "Service Start Date" (DD-MMM-YYYY), "Service End Date" (DD-MMM-YYYY), "Operational Metering available" (Select an Option), "Response Time" (min), "Cease Time" (min), "Ramp-Up rate" (0), and "Ramp-down rate" (000.00 MW/min). There are also dropdown menus for "Service Status" (Incomplete) and "Active Network Management" (Select an Option). A red box highlights the "Obtain Service Values" button in the top right corner.

7.7. Obtain Service Values Feature: Cont

The screenshot shows a dialog box titled "Obtain Unit Values". The main text asks, "What Services do you want to obtain the asset information from?". Below this is a dropdown menu labeled "Included Services" with a red box around it. At the bottom of the dialog are two buttons: "Cancel" and "Confirm".

of the organi

management

qualification application for example Terms & Condition Document.
selected 'Save Draft' however a minimum of one piece of evidence is required in order to Save Draft.

7.8. Completing Pre-qualification: Attaching Supplementary Evidence

Services Specific Sub section

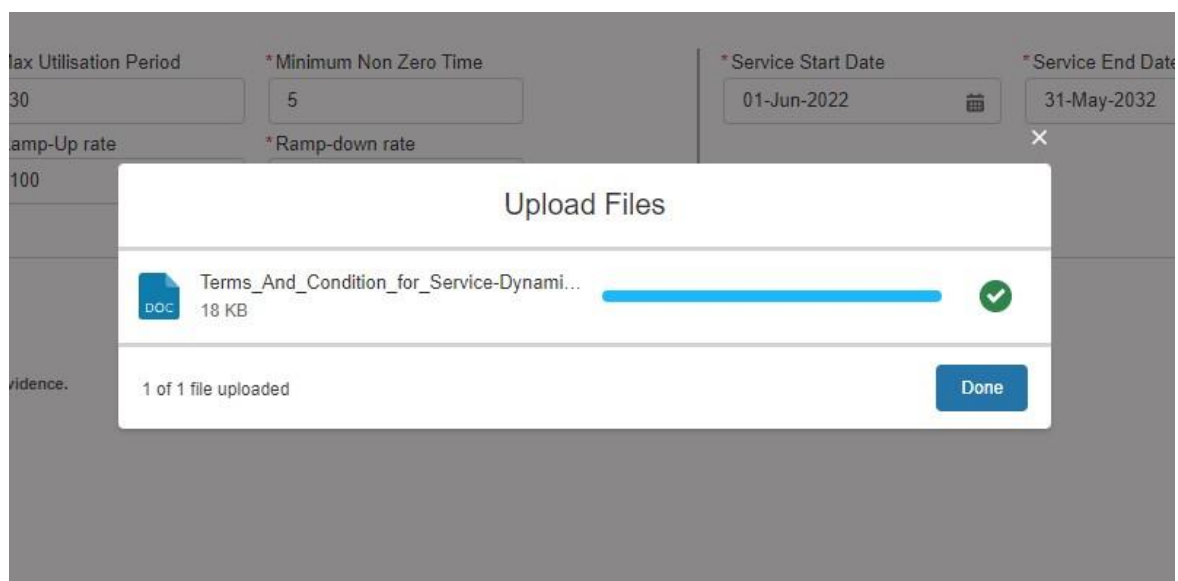


Once the Authorised Signatory is selected (this step is covered in the next section), the portal user is expected to upload any supporting evidence using the Upload Files button. Once selected the Portal User can upload files from their desktop etc and confirmation the documents or the zip file of multiple documents should highlight in blue with the 'Done' outcome.

Whilst this requirement applies to Frequency Response & RDP MW Dispatch Services yet it does not apply to Balancing Reserve or Demand Flexibility Service, it is however a mandatory system requirement that at least one document is uploaded to the portal to proceed with the submission process. With this in mind in the instance where no evidence is required to support the application, then it is advised that a 'placeholder' blank document is uploaded instead. This can be in any format (*Word, Jpg, png etc*)

7.9. Confirmation of Upload Completed

Services Specific Subsection



7.10. Manual Download of Form B (Terms & Conditions)

Please note that as of Release 2.2 all Services will have the ability for Portal Users to either access the Digital Signature functionality or continue to download a Template.

7.11. Completing Pre-qualification Criteria Sections by Service: Asset Testing Section

- The final sub-section to be completed requires gathering information on Asset Testing requirements for selected Service.
- As Figure below illustrates, each asset aligned to the Unit being considered will be listed and the corresponding asset testing data fields are expected to be populated by the user.
- Please note that whilst the fields are not marked with a red asterisk and therefore not currently designated as mandatory, a Unit cannot proceed with the pre-qualification request without the asset testing fields being completed.

Services Specific Asset Testing

Asset Testing					
2 Assets					
Asset Name	Asset Id	Type	Capacity	Tested capacity	Date approved by ITE
Roedean Wind Farm	AST-0173	Generation Unit	Demand Unit	<input type="text" value="150"/>	<input type="text" value="03-Jan-2022"/>
Peacehaven Wind Farm	AST-0174	Demand Unit	60	<input type="text" value="150"/>	<input type="text" value="03-Jan-2022"/>

7.12. Completion of Pre-qualification Criteria: Terms & Conditions Section

- The step preceding final submission involves completing the Service Specific Terms & Conditions Checkboxes.
- To complete the Pre-qualification process, the user must click on the **'Save Draft'** button. This will appear in blue in its activated state on condition that all the prior subsections have been completed correctly. If it is in the shaded state, the user must revisit the subsections and ensure that the fields are populated and the evidence has been uploaded correctly. The user has the option to review the draft application at a later stage when they next login to the portal.
- When the user is ready to submit the Unit for pre-qualification application for approval, they then select the Submit button in Figure 48.0. In this instance, the National Energy System Operator Account Manager will be notified and undertake an internal appraisal of the application for the selected Unit and Service.
- To apply for additional Units for Pre-qualification, the user simply repeats the steps in Chapter 9 for each respective Unit.

Services Specific Terms and Conditions

Terms & Conditions Section

The Terms & Conditions Document has now been dispatched electronically to your designated Authorised Signatory for E-Signature. Once signed, an email notification will be sent to you as confirmation and acknowledgement your pre-qualification application has been Submitted for Approval

I have read the documents provided
 I agree to the terms & conditions

Save Draft Submit

8. Prequalification Application

8.1. Selecting Authorised Signatory & completing Application Submission

Following SMP Release 2.2a, Portal Users will have the option to either.

- a) Upload a Wet Signed Form B (Manual) with their Authorised Signatory's signature embedded in the Document.

OR

- b) Select up to 3 Designated Authorised Signatories to whom a digitised version of customised Form B will be sent to directly for electronic signature.

In order to select any of the three Authorised Signatories, a pre-requisite step is required whereby the named person must be registered by the applicant under the User section of the Portal and the 'Authorised Signatory' Role is selected against their name. To complete this step, please follow the instructions under the User Management Section/Chapter.

Once the person is registered, they will appear under the search box when entering their name or identifiable in the drop-down list of Users – to proceed simply enter the name or navigate to the name in question.

Please note that if a user is selected whom has not been assigned an Authorised Signatory Role then they will not be able to proceed with the application as an error message will appear prompting the user to revise the selection and ensure that all of the names selected are Authorised Signatories (see Figure 50.1 for error message).

The portal user (the applicant) will be expected to complete the task of entering the subsequent secondary and third authorised signatories where applicable. Please note that only a minimum of *1 Authorised Signatory is required to proceed with their application.*

The first authorised signatory will be sent the documentation to sign automatically to the signatory's email address. If the Authorised Signatory has failed to read and electronically sign the document after five consecutive days, then the second authorised signatory will be sent the documentation to sign. Finally, there has been no response from the second authorised signatory after five consecutive days, then the documentation will be sent to the third authorised signatory.

Alternatively, A portal user (applicant) can choose to download the Form B Template and arrange to have this signed in person and a scanned version uploaded instead by clicking the 'Download required documents' button. After

signing these documents by hand, users will then have to scan the documents and upload them using the 'Upload evidence' section.

In order to click the 'Submit' button, the Portal User will have to either select at least one authorised signatory or upload a scanned copy of the hand-signed documents.

8.2. Selecting Authorised Signatory & completing Application Submission (Continued)

Correct selection of Authorised Signatory.

As an applicant the Portal User may select a secondary user who does not possess the Authorised Signatory Role, instead they may have chosen another secondary user inadvertently. In this instance, an error message will appear when the applicant selects Submit to notify them that an incorrect User has been selected as a designated Authorised Signatory.

8.3. Selecting Authorised Signatory & completing Application Submission (Continued)

Prequalification Screen – Authorised Signatory Section

Unit Calibration

Complete the information to calibrate your unit.

BMU / Non BMU ID
BMU-232

Allocated MW 000.00 MW	Recovery period min	Max Utilisation Period min	Minimum Non Zero Time min	Service Start Date DD-MMM-YYYY	Service End Date DD-MMM-YYYY	*Operational Metering available Yes
Response Time min	Cease Time min	*Ramp-Up rate 1	*Ramp-down rate 1	Service Status Submitted		

Evidence

You must download the documents at the link below, sign them and upload them as part of your Unit evidence.
If the application will be submitted using a Manual Template of Form B Terms & Conditions of Service, then please ensure you have downloaded the template by selecting the Download Button for completion. If the application will be submitted using a Digitised Version of Form B Terms & Conditions of Service, then please avoid the Download Button as this is not relevant and proceed with identifying your Authorised Signatories. If the application relates to BR or DFS then please upload a blank document to accompany the prequalification for the service(s) in question as both these do not currently require any supplementary evidence.

[Download required documents](#)

Upload all the evidence for this Unit, including the required documents once signed

Upload evidence

[Terms_And_Condition_for_Service-RDFMWDDispatch.docx](#) [MW Dispatch Form C.pdf](#)

Authorised Signatory

The Authorised Signatory is the person in your organisation who is authorised by the board of the organisation for authorising documentation on behalf of the organisation and responsible for signing the terms and conditions

First Authorised Signatory Q Search	Second Authorised Signatory Q Search	Third Authorised Signatory Q Search
--	---	--

Terms & Conditions

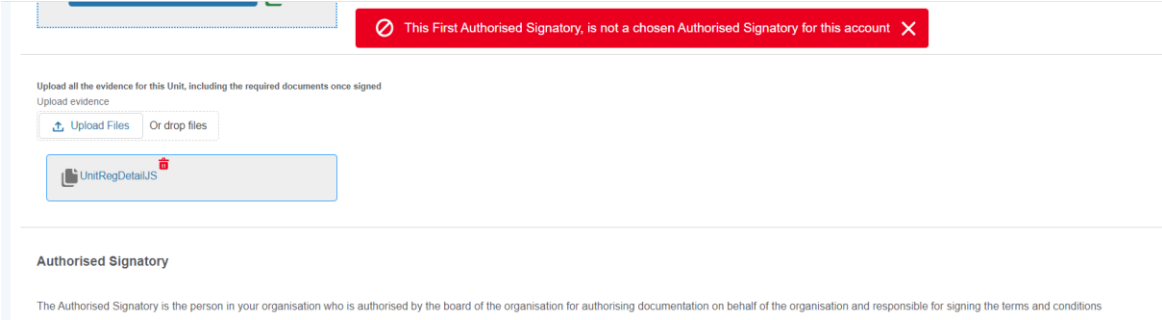
The Terms & Conditions Document has now been dispatched electronically to your designated Authorised Signatory for E-Signature. Once signed, an email notification will be sent to you as confirmation and acknowledgement your pre-qualification application has been Submitted for Approval. In order to complete your application, you are required to navigate to the Service specific Terms & Conditions published on the website by [clicking here](#) and then confirming you have read the Service Terms & Conditions by checking the two checkboxes provided below.

I have read the documents provided.
 I agree to the terms & conditions.

[Save Draft](#) [Submit](#)

8.4. Selecting Authorised Signatory & completing Application Submission (Continued)

Error message if a User without the Authorised Signatory role is selected as one of the Authorised Signatories



The screenshot shows a web interface for uploading evidence. At the top, a red error banner reads: "This First Authorised Signatory, is not a chosen Authorised Signatory for this account". Below this, the user is prompted to "Upload all the evidence for this Unit, including the required documents once signed". There are two options: "Upload Files" and "Or drop files". A file named "UnitRegDetail.JS" is shown in a drop zone. Below the upload area, the "Authorised Signatory" section is visible, with a note: "The Authorised Signatory is the person in your organisation who is authorised by the board of the organisation for authorising documentation on behalf of the organisation and responsible for signing the terms and conditions".

8.5. Confirmation of Submission of Pre-qualification Application Request.

The final step required by the portal user is to check the checkboxes under the Terms & Conditions, when the Submit button will be made available to click. Upon clicking the Application considered 'finished' and awaiting the capture of the electronic signature by the authorised signatory – until the document is signed, the application is still in submit status and not complete and the application will remain in the 'signature in progress' state.

The Status Field will indicate the 'live' status of the application – therefore it will change from 'Incomplete' to 'Signature in Progress' to Submitted to eventually 'Approved' or 'Rejected' once appraised by the Contract Management Team.



The screenshot shows the "Terms & Conditions Section" of the application submission interface. It contains the text: "The Terms & Conditions Document has now been dispatched electronically to your designated Authorised Signatory for E-Signature. Once signed, an email notification will be sent to you as confirmation and acknowledgement your pre-qualification application has been Submitted for Approval". Below this text, there are two checkboxes: "I have read the documents provided" and "I agree to the terms & conditions". Both checkboxes are currently unchecked. To the right of the checkboxes are two buttons: "Save Draft" and "Submit".

Prequalification Screen – Application Status Field

8.6. 10.1 Selecting Authorised Signatory & completing Application Submission (Continued)

Dynamic Moderation LF

Unit Calibration Section Obtain Service Values

Complete the information to calibrate your unit.

* Allocated MW 50	* Recovery period 30	* Max Utilisation Period 30	* Minimum Non Zero Time 5	* Service Start Date 19-Dec-2022	* Service End Date 30-Dec-2025	* Operational Metering available Yes
* Response Time 10	* Cease Time 10	* Ramp-Up rate 10	* Ramp-down rate 10	Service Status Submitted		

Asset Testing Section

1 Assets

Asset Name	Asset Id	Type	Demand Capacity	Generation Capacity	* Tested capacity	* Date approved by ITE
Sunflower Fields	AST-0167	Generation Unit Demand Unit	60	60	10	05-Dec-2022

Authorised Signatory

The Authorised Signatory is the person in your organisation who is authorised by the board of the organisation for authorising documentation on behalf of the organisation and responsible for signing the terms and conditions

Judy Garland x

Unit Calibration Section Obtain Service Values

Complete the information to calibrate your unit.

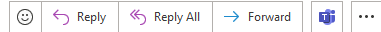
* Allocated MW 50	* Recovery period 30	* Max Utilisation Period 30	* Minimum Non Zero Time 5	* Service Start Date 19-Dec-2022	* Service End Date 30-Dec-2025	* Operational Metering available Yes
* Response Time 10	* Cease Time 10	* Ramp-Up rate 10	* Ramp-down rate 10	Service Status Signature in progress		

8.7. Automated Email Notifications

Upon submitting the prequalification application, the Authorised Signatory will receive an automated email instantly with a link to the electronic Form B, now customised with the Provider's details. The email will also contain National Energy System Operator Limited branding to make it clear to the recipient that the email is sent on behalf of National Energy System Operator Limited. The figure below illustrates the email template sent.

Email Template – 'Request to sign'

Fw: [EXTERNAL] Re: Pre-qualification Application - Authorised Signatory Approval Required for [Subro DFS 005 - Demand Flexibility Ser...



Fri 20/09/2024 17:50



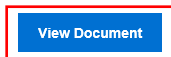
Please Sign Documents

Commercial Operations has sent Terms_And_Condition_For_Service-DemandFlexibilityService.docx for your signature.

Please note that the Authorised Signatory has a maximum of 5 consecutive days to read and sign the Electronic Document.

Please find attached the Terms & Conditions for your Company's Pre-qualification Application Submission. As the appointed Authorised Signatory for the above, please follow the instructions below to acquire your e-signature

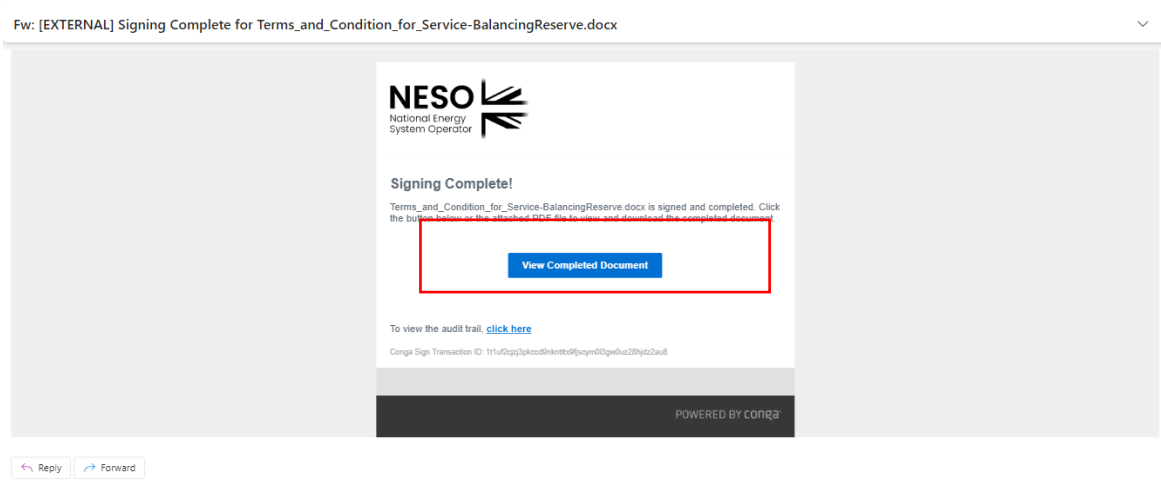
Please click on the button below to start the signing process.



Email Template – 'Signing Complete'

The portal user (original applicant) will receive notification when their respective Authorised Signatory has completed signing. The figure below illustrates the email template sent.

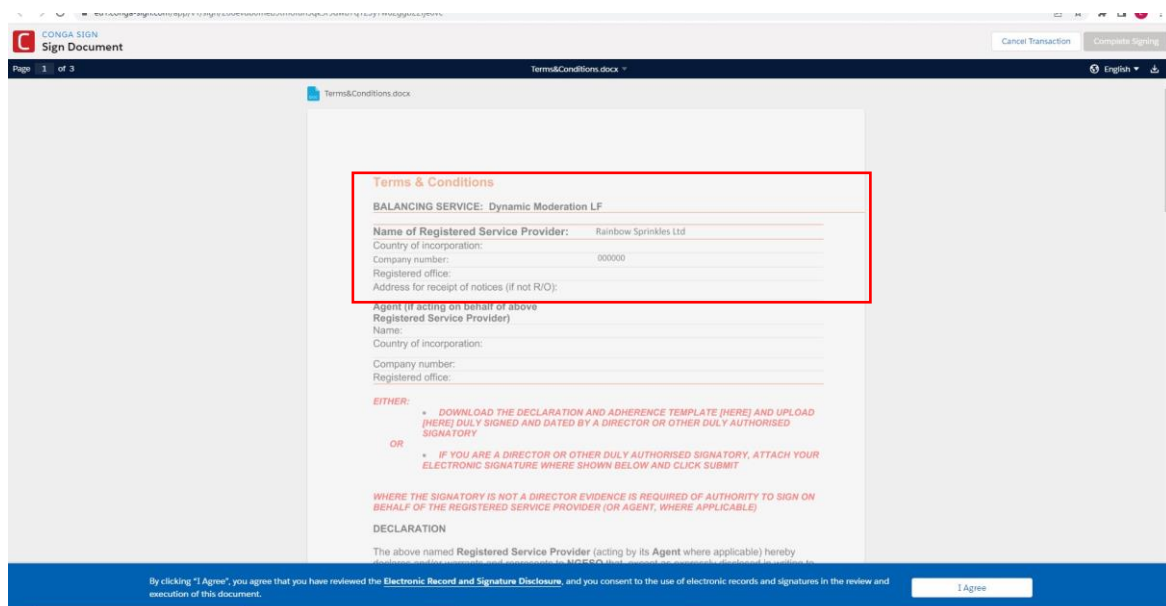
8.8. Automated Email Notifications (Continued)



8.9. Customisation of Digital Document & Electronic Signature Capture by Authorised Signatory

Opening the Customised Document (Form B)

The Authorised Signatory will be transported to the document which will contain the Name of the Service Provider and Company Registration Details as illustrated in the figure below. This data is extracted from the SMP Portal. The Signatory should read through and scroll the document to the Signature blue box in Figure 55.0 and double click on the blue box. If the Signatory decides to abort the process at this point, they can navigate to the top-right-hand side and select 'Cancel Transaction'.



8.10. Customisation of Digital Document & Electronic Signature Capture by Authorised Signatory

Completing the 'Wet Signature' step (Form B)

The screenshot displays the 'CONGA SIGN Sign Document' interface. The document content includes several bullet points regarding participation in the procurement by NGESO, followed by a section for the 'Authorised Signatory of Registered Service Provider or Agent'. A red box highlights a blue button labeled 'Signature' next to the 'Signed:' field. Below this, the 'Name:' field is filled with 'Judy Garland' and the 'Date:' field is filled with 'December 7, 2022'. At the bottom, there is a red instruction: 'If the signatory is not a director, please upload [HERE] evidence of authority to sign on behalf of the Registered Service Provider (or Agent where applicable)' and a red '[UPLOAD]' button.

Capturing the Wet Signature step (Form B)

The signer can select a number of methods to capture their signature as indicated in the tabular options in the figure overleaf.

8.11. Customisation of Digital Document & Electronic Signature Capture by Authorised Signatory (Continued)

Signature Style Selection

CHOOSE STYLE DRAW UPLOAD YOUR OWN

Draw your signature. * Are required fields.

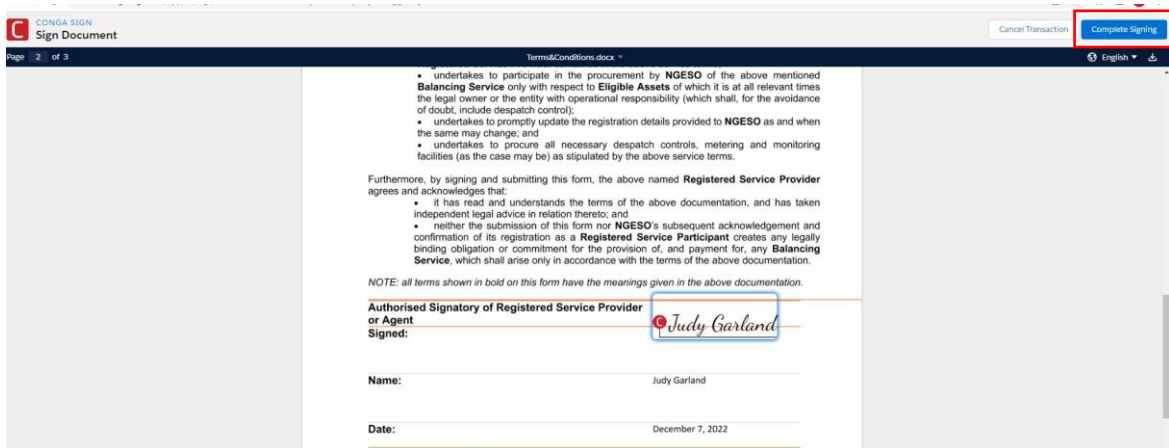
* Full Name [Clear Signature](#)

* Initials

By clicking "Adopt Signature and Sign", I understand that I am signing this document.

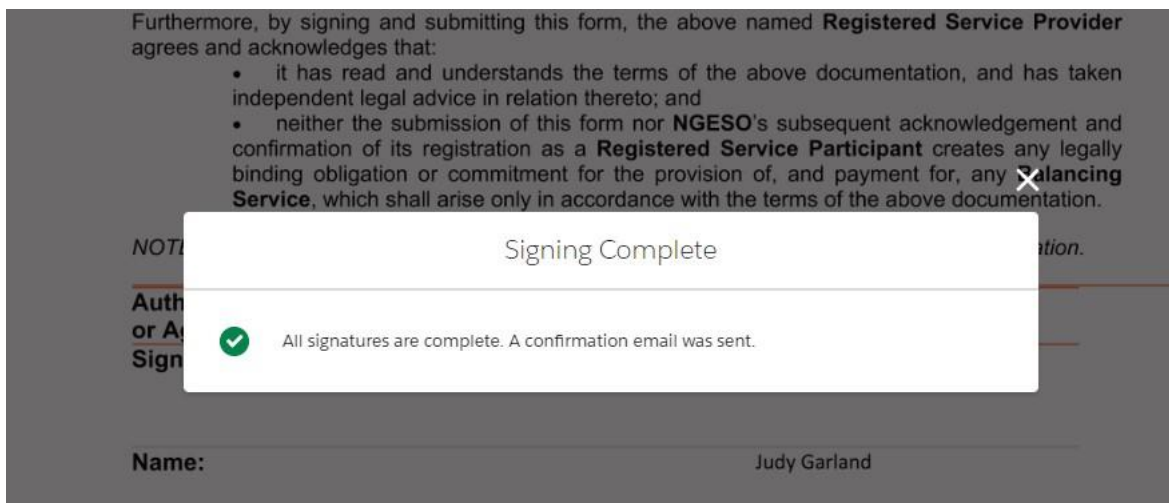
Adopt Signature and Sign

Upon capturing the signature, the signer should navigate to the 'Adopt Signature and Sign' custom button on the bottom right-hand side. Once finished, the signature will appear embedded in the document under '*Signed*' section alongside the printed name and the Date the signature was captured. The signer should complete the process by selecting 'Complete Signing' on the top hand side of the document by scrolling to the top of the screen.



8.12. Confirmation of Signing Process – Complete

Document completed.



A notification will appear on screen, followed by the second automatically generated email notification sent to the portal user (applicant) to acknowledge receipt of the completed Form B Template Document. This document will be uploaded to the portal under the Prequalification Screen under the relevant Service application and made available to Contract Managers internally to accompany the respective Pre-qualification application.

8.13.Pre-qualification Process Application Closure:



The internal approval document known as Form C will be appended and available for the applicant (portal user) to access once the internal prequalification appraisal process has been undertaken internally (see Figure 58.0). The Status field will also be changed to 'Approved' when the Form C is attached.

Uploaded Form C

The screenshot shows the 'Application Evidence Section' of a portal. It includes instructions to upload individual files or a ZIP file. Below the instructions, there are three document thumbnails: 'FORM_OF_DECLARATION_AND_ADHERENCE_TO_Dyna micRegulation#', 'Terms&Conditions.docx', and 'DM Form C.pdf'. The 'DM Form C.pdf' thumbnail is highlighted with a red rectangular box.

Pre-qualification Application Approval Email

Fw: [EXTERNAL] Sandbox: Your Pre-qualification Application Subro ESORBQA Unit 004 & Static FFR has been approved

  Reply Reply All Forward Print More Fri 20/09/2024 17:48

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of Commercial Operation <commercial.operation@nationalgrideso.com>
Sent: 19 September 2024 01:33 PM
To: Subhransu Sekhar (ESO) <Subhransu.Sekhar@nationalgrid.com>
Subject: [EXTERNAL] Sandbox: Your Pre-qualification Application Subro ESORBQA Unit 004 & Static FFR has been approved

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you suspect this email is malicious, please use the 'Report Phish' button.

NESO
National Energy System Operator

Congratulations, your Prequalification Application for the above Unit has been approved.
[Click here](#) for a link to the application with the uploaded Form C appended.

NESO
This e-mail and any attachments are strictly confidential to the intended recipient(s). The content may also contain legal, professional, or other privileged information and/or content that is subject to intellectual property rights. If you are not the intended recipient, please notify the sender immediately and then delete the e-mail and any attachments. You must not disclose, copy, use, or take any action in reliance on this transmission if you are not the intended recipient. You should report the matter by contacting us via our Contacts Page on <https://www.neso.energy/contact-us>

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. National Energy System Operator Limited and its affiliates do not accept any liability for viruses. An e-mail reply to this address may be subject to monitoring for operational reasons or lawful business practices – for more information on how we process your personal data please see <https://www.neso.energy/privacy-policy>

The registered information on National Energy System Operator Limited can be found on our Contacts Page.

9. Global Versioning

9.1. What is Global Versioning?

The term Global Versioning refers to the process whereby a Market Provider can modify or alter the Unit, the Unit's composition of Asset(s) and the re-evaluation of any existing prequalification applications to ensure their continued eligibility to participate in the services it had originally been qualified for.

The process has been designed to be more streamlined so that all prospective modifications and/or alterations are captured in one instance from Market Providers and any tests or conditions are applied in real time and the outcome is calculated instantly where possible and the subsequent changes are applied to the Unit automatically.

The Global Versioning Process comprises of the following stages;

- The identification of the Unit in question and the capture of information relating to the Unit and associated asset(s) and updates to the connected prequalification applications.
- The verification of the data supplied in line with Versioning Criteria and the outcome decision on the modifications/alteration.
- The automated processing of the Unit to generate the latest Unit Version and the associated records to reflect the latest changes/alterations.
- The communication of the latest Unit Version and associated records to downstream systems such as the EAC platform.

9.2. Changes permitted through Global Versioning

As of Release 2.12 Global Versioning permits the following modifications or alterations to be made.

A Unit is subject to versioning when it requires a change or modification to its properties or to a change or modification to its composition of asset(s). This can include any of the following combination.

- An Increase or Decrease in the Total Demand or Generation Capacity resulting from an alteration in the composition of asset(s)
- The addition or remove/withdrawal of asset(s)
- A Modification to the Demand or Generation Capacity at an individual Asset Level.

A Unit and it's connected Asset(s) can be subject to multiple iterations of Global Versioning during its lifetime. For example, a Unit can require several changes over time and each change will constitute a case for Versioning – therefore one Unit within a provider's portfolio may have 1 Version whilst another may have 10 more.

Please note that as of Release 2.12 a 'standalone' asset is not eligible for Global Versioning after it has been registered. Only asset(s) that are committed to a Unit at the point of embarking on Global Versioning are eligible to be 'modified'.

9.3. Changes not permitted through Global Versioning

Please note that as of Release 2.12 any other 'Parameter' on the Unit or the corresponding Asset outside of the Demand and/or Generation Capacity is not eligible for Global Versioning, meaning any modifications to such parameter values will require the Market Provider to liaise with the Account Manager to establish if modifications can be made to registered Units and Assets.

9.4. Why is Global Versioning required?

The main rationale for introducing Global Versioning on the SMP Portal is to keep track of changes of a Unit & a *connected* Asset over time which are documented and available for the Registrations & Contracts Team to monitor for auditing purposes as well as recording the history of a Unit and an Asset as it evolves or changes during its lifetime. Essentially, when changes are made to the Unit, its composition of Assets or the individual Assets, a cloned copy of the original record is produced with the original retaining its original properties, allowing a new version (cloned) to be subject to modifications or updates by the Portal User(s).

Moreover, 'related' or supplementary records linked to the Unit will also be cloned automatically. For example, if the origin Unit has a pre-qualification 'application' attached, the application record will also be cloned – critically retaining the Status at the point of Versioning. Equally all corresponding Asset Testing Data and Supplementary Evidence pegged to the original application will be tagged against the latest version of the Unit automatically. It is important to note that if the Unit satisfies particular "Service Criteria" or conditions then as a result of the modifications made by the Portal User, then additional information or evidence will be required to support the modification request.

It is important to note that with the introduction of User Roles, all Unit and Asset Records including those Versioned will be available to view and edit or manage exclusively by User(s) with the 'Unit Manager' Role assigned to their User Record/Profile by their respective Super User. For more on User Roles please visit the Chapter on User Management. Moreover, it is recommended that only one user at any one time is solely responsible for undertaking the task of Versioning a Unit.

For the purposes of the Guide, the naming convention will run as follows; the origin Unit and Asset will be referred to as Version 1.0 and the second iteration of the Unit and Asset will be referred to as Version 2.0. Any subsequent iterations will follow the same logic, so a third version will be referred to as 3.0.

9.5. What types of Global Versioning apply to Units?

There are currently two different types or instances of Global Versioning. These are as follows;

<p>Manual Versioning</p>	<p>If the alterations to (or the composition of) assets connected to the Unit in question result in a total increase in either/both Demand and Generation Capacity, then the Unit will require appraisal by the Registrations Team before approval.</p> <p>Any associated <i>impacts</i> on the Service Criteria for <i>all or any</i> of the Services the Unit is already approved to participate in will be evaluated and an outcome determined automatically.</p> <p>Any associated existing prequalification post evaluation deemed ineligible will be classified as 'Rejected' automatically with an external notification sent to Portal Users associated with the Market Provider to notify them of the outcome decision <i>at the point the Global Versioning Application 'Form' has been completed but whilst the Unit is pending manual appraisal</i>.</p> <p>A Unit subject to Manual Versioning cannot complete the Global Versioning Process until the Unit has been approved by the Registrations Team despite the connected pre-qualifications re-evaluated automatically and deemed eligible or ineligible to continue.</p>
<p>Automated Versioning</p>	<p>If the alterations to (or the composition of) assets connected to the Unit in question result in a total decrease in either/both Demand and Generation Capacity, then the Unit will not require appraisal by the Registrations Team, instead it will be granted automatic approval.</p> <p>Any associated <i>impacts</i> on the Service Criteria for <i>all or any</i> of the Services the Unit is already approved to participate in will be evaluated and an outcome determined automatically.</p> <p>Any associated existing prequalification post evaluation deemed ineligible will be classified as 'Rejected' automatically with an external notification sent to Portal Users associated with the Market Provider to notify them of the outcome decision <i>at the point the Global Versioning Application 'Form' has been completed but whilst the Unit is pending manual appraisal</i>.</p> <p>A Unit subject to Automated Versioning is able to complete the Global Versioning Process as it has been classified as 'approved' (Accepted) automatically, independently of the connected pre-qualifications which are also re-evaluated simultaneously and deemed eligible or ineligible to continue.</p>

9.6. Conditions for Re-evaluating Prequalification Applications

Existing Prequalification applications subject to re-evaluation as part of Global Versioning will be in 'Approved' Status and the following key conditions are applied as part of the re-evaluation conditions to determine if the Unit remains eligible or is deemed ineligible.

- Where either a total increase or reduction in Generation and/or Demand Capacity results in **drop below The Service Minimum threshold (SMT)**.
- Where the total increase or reduction in Generation and/or Demand Capacity results in a **drop below, the adjusted/revised Allocated Volume is then checked against the SMT** for the specified Service.
- Where the **adjusted/revised Allocated Volume has also dropped below the SMT then the Unit is deemed ineligible to continue to participate in the service when the latest version of the Unit takes effect.**
- If the total increase or reduction in Generation and/or Demand Capacity results **does not result in a drop below The Service Minimum threshold (SMT) then the Unit is eligible to continue to participate in the service in question.**

***The SMT** is defined as the baseline Generation and/or Demand capacity volume a Unit is expected to deliver for the respective Service. Each Service will have a universal 'constant' threshold figure determined as part of the original specification by the National Energy System Operator when a service is devised.

9.7. Global Versioning Process Steps

9.8. Selection of 'Primary' Unit.

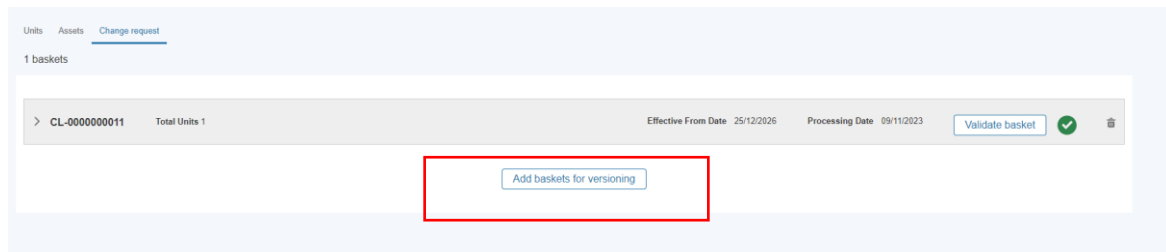
To initiate the GV process, you will be required to firstly identify the 'Primary' Unit that you wish to submit for Global Versioning. Please note the following;

1. Only Units in 'Accepted' Status can qualify for GV
2. A Unit must have at least one Asset 'aligned' to it.

The Portal User must navigate to the Change Request Tab on the Unit Management Landing Page and then select 'Add Basket for Versioning' custom button.

The screenshot displays the 'Unit Management' interface. At the top, there are three tabs: 'Units', 'Assets', and 'Change request', with 'Change request' highlighted and enclosed in a red box. Below the tabs is a search bar labeled 'Search unit name'. The main content area shows '4 unit(s)' and a card for 'EV Test Unit'. The card includes a status indicator 'Accepted' (highlighted with a green box), a unit ID 'AG-09F', applicable market 'Balancing Services', type 'Generation Unit;Demand Unit', generation capacity '10', demand capacity '10', and 'Assets' count '1' (highlighted with a green box). At the bottom of the interface, there is a 'Unit Management' header with an 'Align assets to units' button, a blue notification bar, and a 'Change request' tab with '1 baskets' below it.

9.9. Selection of 'Primary' Unit: Cont



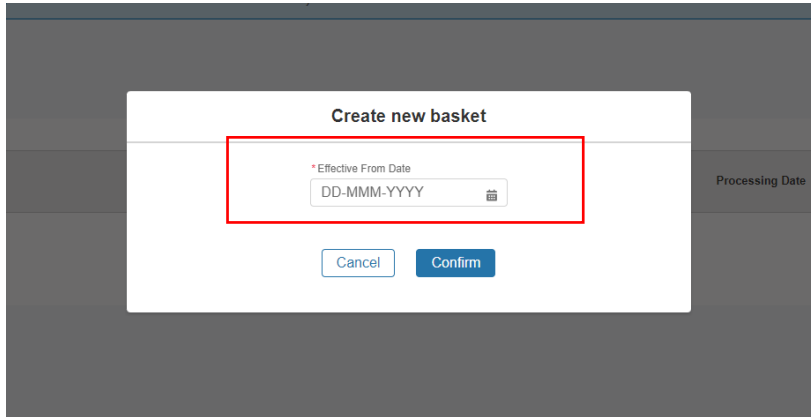
9.10. Creation of Global Versioning Basket – Basket Rules

Global Versioning uses the concept of Baskets to contain all of the Units that are subject to changes. The Basket 'Rules' are as follows;

- A Basket can contain one or more Units. These can be 'Primary' or 'Impacted' Units.
- *Primary Units* are those selected by the Market Provider
- *Impacted Units* are those Units identified as sharing at least one or more common assets as part of the composition of assets. Modifications made to the common asset will result in subsequent changes to other Units by virtue of the asset(s) being shared. These Units will be identified automatically and 'pulled' into the same Basket for the Portal User to preview and either approve or make further changes if required.
- All Units within a given Basket must share a Universal Basket '*Effective From Date*'. This Date is when the latest Version of the Unit will take effect. This date can be amended with future alternative dates.
- Each Basket also has a 'Basket Processing Date'. This Date is calculated automatically and is currently used as a 'cut-off' date for committing the proposed changes (captured in the GV Application Form for each individual Unit) to be 'executed'. This Date is currently 10 days from the *Effective From Date*. The 10 day period allows for any National Energy System Operator Approval or Intervention to be undertaken. If the *Effective From Date is adjusted by the Portal User, then the Processing Date is adjusted automatically*.
- A Basket can only be ready for processing when the following conditions are met;
 1. The Processing Date has been reached or lapsed.
 2. Every Unit in the Basket has a **completed** Application Form.
 3. All Units in the Basket (**Primary and Impacted**) have been marked as '**Eligible**' in the Eligibility Outcome Status.
 4. The User has submitted the Basket for final Validation (and the Validation Tests have passed)
 5. The User has selected the '**Process Basket**' Link contained within the Basket.

9.11. Creation of Global Versioning Basket – Basket Steps

When the Portal User selects the Create New Basket, they will be prompted to set the Effective From Date entering a specific format of DD-MM-YYYY. To proceed, select 'Confirm'.



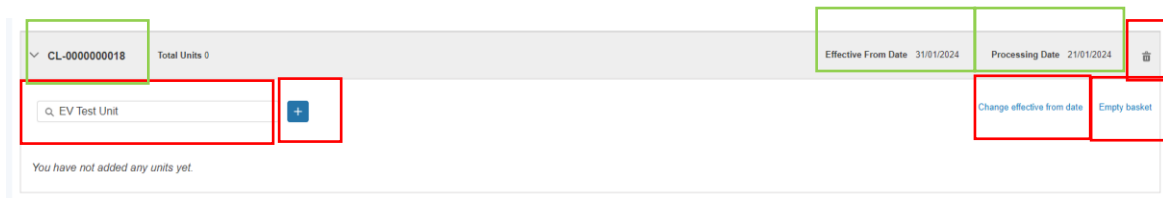
The screenshot shows a modal dialog titled "Create new basket". Inside the dialog, there is a text input field for "Effective From Date" with the placeholder "DD-MMM-YYYY" and a calendar icon. A red rectangular box highlights this input field. Below the input field are two buttons: "Cancel" and "Confirm". To the right of the dialog, the text "Processing Date" is visible.

9.12. Creation of Global Versioning Basket – Selection of the 'Primary' Unit.

When the Basket is created, the Portal User will be prompted to select the Unit by entering the Name in the Search Box and then pressing the '+' button adjacent to it. If the Unit is found, it will instantly be added to the Basket and appear as a 'line item'.

The Basket Reference Number will always use the prefix CL-'000000000'. If any Units fail the Validation Tests, the internal teams can use this reference to locate the corresponding Error Logs.

A Basket can be deleted at any stage prior to 'Basket Committal' (as outlined in the conditions overleaf). Once deleted all the Units contained within the Basket and any associated Versioning Application Forms will also be 'deleted'.



The screenshot shows a basket interface. At the top left, the basket ID is "CL-0000000018" and "Total Units 0". On the right, there are fields for "Effective From Date" (31/01/2024) and "Processing Date" (21/01/2024), along with a trash icon. Below these, there is a search box containing "EV Test Unit" and a blue "+" button. At the bottom right, there are two buttons: "Change effective from date" and "Empty basket". A message at the bottom left says "You have not added any units yet."

9.13. Creation of Global Versioning Basket – Selection of the ‘Primary’ Unit.

Once selected the Unit will appear as illustrated below. The Line Item entry will contain the **headline data** for each Unit and will display the ‘before’ and ‘after’ the modifications or alterations have been made by way of completion of the Versioning Application Form for the Unit in question.

The ‘after’ columns shaded in Grey will be updated in real time upon completion of the Versioning Application Form with the latest updated parameters.

At the point a Unit is added to the Basket, the Eligibility Test Outcome Status will automatically be set to ‘Draft’. The next step is to complete the application form. To do this, the portal user will need to navigate to the three *drop down buttons* and select the option ‘**Proceed with application**’

The option ‘**Preview Unit Details**’ will enable the Portal User to review the existing Unit’s ‘data’ and current parameter values.

The option to ‘**Remove Unit from Versioning**’ allows the Portal User to withdraw the Unit from the Basket completely.

The option to ‘Cancel’ an individual Versioning Application Form once ‘started’ is available throughout by selecting the option ‘**Cancel Versioning**’ which is located on the bottom left hand side of the ‘Application Form’ Screens.

The screenshot displays the 'Versioning Application Form' interface. At the top, it shows the unit ID 'CL-000000018', 'Total Units 1', 'Effective From Date 31/01/2024', and 'Processing Date 21/01/2024'. A warning message states: 'Units marked as pending eligibility require the approval of the NG ESO Registration Team & Account Managers.' Below this is a search bar for unit names and buttons for 'Change effective from date' and 'Empty basket'. The main table lists units with columns for 'Unit type', 'Generation', 'Demand', and 'Asset n.'. The table shows two columns for 'before' and 'after' data. The 'after' columns are shaded grey. A dropdown menu is open for the 'EV Test ...' unit, showing options: 'Draft', 'Proceed with application', 'Preview Unit Details', and 'Remove Unit from versioning'. A legend indicates 'Old Unit' and 'New Unit'. A button 'Add baskets for versioning' is located at the bottom.

Unit	Unit type	Generation	Demand	Asset n.	Unit type	Generation	Demand	Asset n.	Eligibility test
EV Test ...	Generation...	10	10	1	Generation...	10	10	1	Draft

9.14. Completion of Global Versioning Application Form

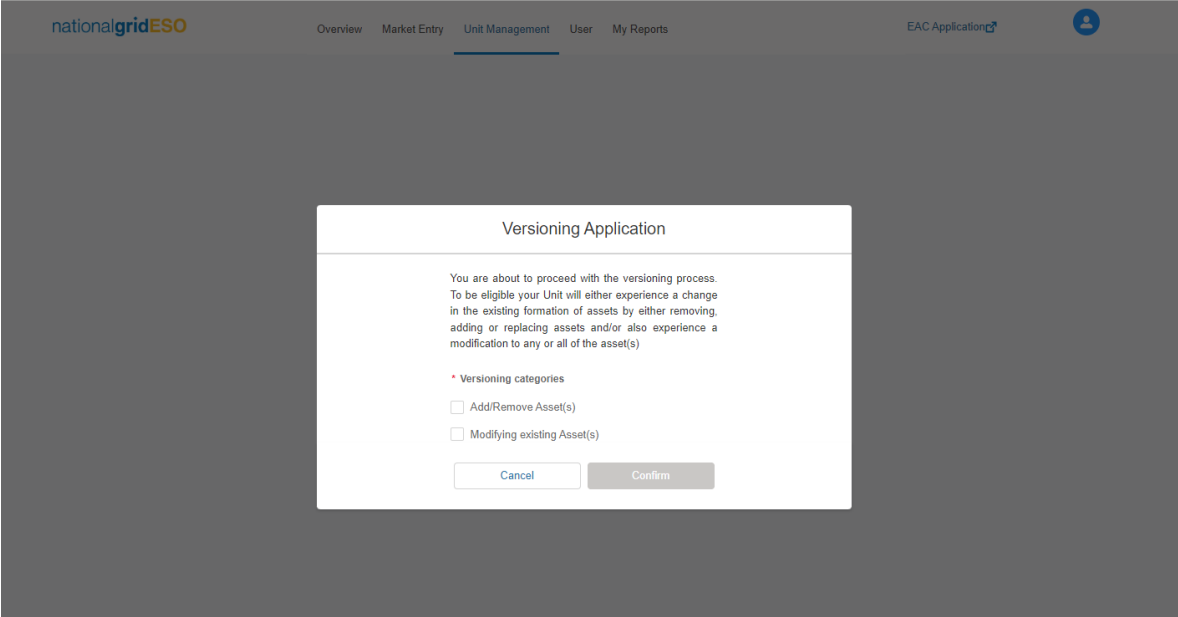
By completing the Global Versioning Application Form you are able to notify us of;

- Any alteration to the composition of the **primary** asset(s)
- Any modification to **primary** individual asset(s)
- Both alteration the composition of the **primary** asset(s) & the modification to any individual **primary** asset(s)

9.15. Step 1: Selecting the action type

The Form allows the Portal User to capture changes resulting from either Adding/Removing Asset's and/or also modifications to existing Asset(s) within the same Form. These are labelled as 'Versioning Categories'.

Once the category options are selected, the Portal User is able to proceed with the Form by pressing 'Confirm'.



The screenshot shows a web application interface for 'nationalgridESO'. The top navigation bar includes 'Overview', 'Market Entry', 'Unit Management', 'User', and 'My Reports'. A user profile icon is visible in the top right corner. The main content area displays a 'Versioning Application' modal form. The form contains the following text: 'You are about to proceed with the versioning process. To be eligible your Unit will either experience a change in the existing formation of assets by either removing, adding or replacing assets and/or also experience a modification to any or all of the asset(s)'. Below this text, there is a section titled '* Versioning categories' with two radio button options: 'Add/Remove Asset(s)' and 'Modifying existing Asset(s)'. At the bottom of the form, there are two buttons: 'Cancel' and 'Confirm'.

9.16. Step 2.a: Use Case 1: Modifying Asset(s) exclusively.- Increase in Total Capacity.

This example will cover the instance where only one more Asset(s) that compose the Unit require a modification to the Demand and/or Generation Capacity.

Versioning Application

You are about to proceed with the versioning process. To be eligible your Unit will either experience a change in the existing formation of assets by either removing, adding or replacing assets and/or also experience a modification to any or all of the asset(s)

*** Versioning categories**

Add/Remove Asset(s)

Modifying existing Asset(s)

This next section in the Form will prompt the Portal User to provide the revised/latest Values for the Demand and/or Generation Capacity. Once entered, to proceed to the next section, the portal user will be prompted to select 'next' on the bottom right hand screen.

Home | Unit Management | Global Versioning

Unit versioning

AG-09F

Current Unit		New Versioned Unit	
Unit type	Generation Unit/Demand Unit	Unit type	Generation Unit/Demand Unit
Generation Capacity	10 MW	Generation Capacity	10 MW
Demand Capacity	10 MW	Demand Capacity	10 MW
Asset roll up number	1	Asset roll up number	1

1 Update asset(s) 2 Update pre-qualification

Update asset(s)

Please provide the latest parameter values.
1 assets

Asset name	Type	Generation Capacity	Demand Capacity
Paris	Generation Unit/Demand Unit	10 MW	10 MW

1 - 6 of 1 Items 1 of 1 page < >

9.17. Step 2.b: Use Case 1: Modifying Asset(s) exclusively: Re-evaluation of existing Prequalification Application Data

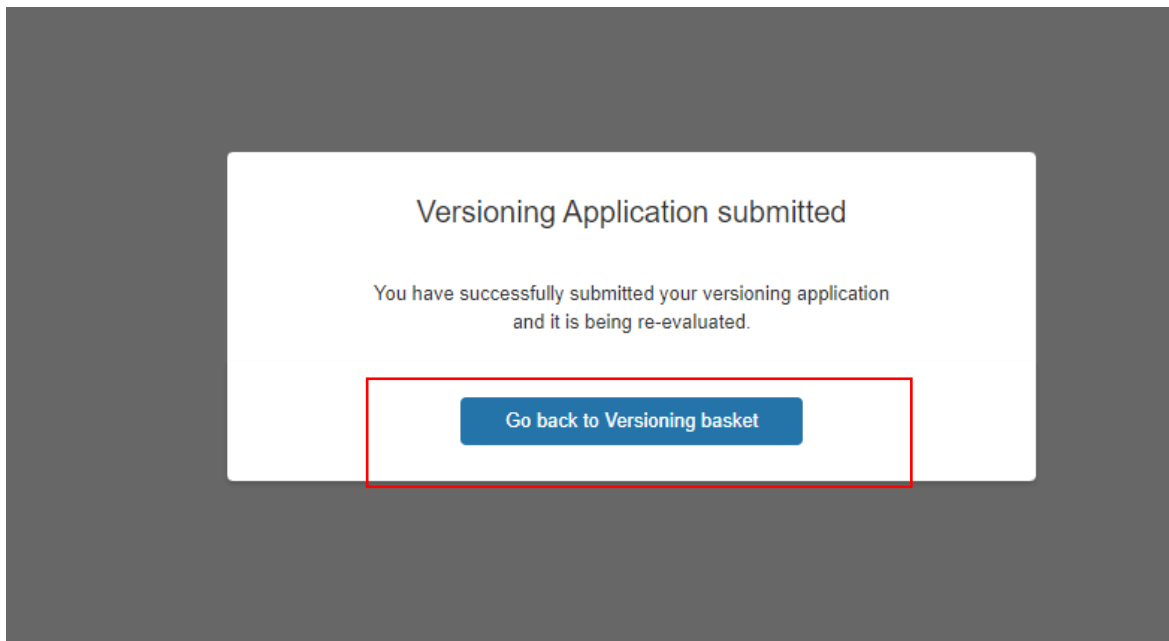
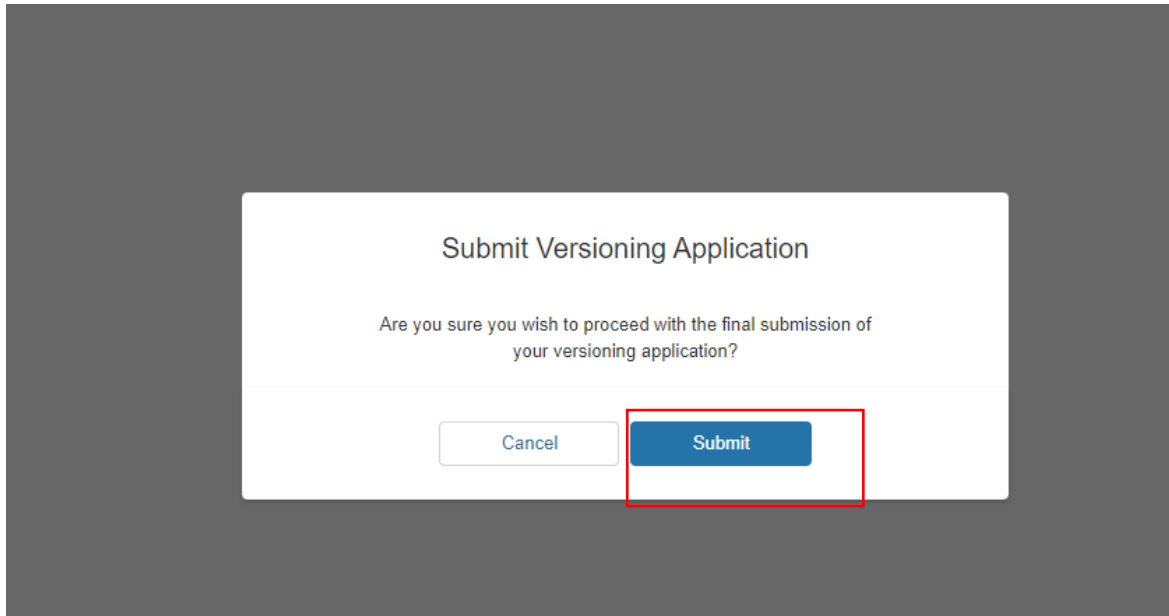
Where the Total Capacity has increased at the Unit Level, the system will detect that any existing Prequalification Applications in Approved State will require attention. An orange banner with yellow warning will appear on this section of the form, providing the portal user the opportunity to update the relevant pre-qual application.

- The Portal User will be prompted to update or 're-affirm' the Prequalification Parameters for any associated Prequalification applications that were previously approved.
- The mandatory field value is the *Allocated Volume*; however it is expected at this point of the application form to also included the Tested Capacity Volume.
- Currently as of Release 2.12, a revised ITE Certificate and a Date of said revised ITE Certificate is not mandatory for existing asset(s)..

The screenshot displays the 'Update pre-qualification' form. At the top, there are two progress indicators: 'Update asset(s)' with a green checkmark and 'Update pre-qualification' with a blue circle containing the number 2. Below this, the form title 'Update pre-qualification' is followed by the instruction 'Please provide the latest parameter values and supplementary evidence as required.' A dropdown menu is set to 'Dynamic Regulation I.F.'. A prominent orange warning banner with a yellow triangle icon contains the text: 'Following the re-evaluation tests, the Unit connected with this existing prequalification requires revised parameter values.' Below the banner, the 'Unit calibration' section is titled 'Complete the information to calibrate your unit.' It includes a 'Service status' field with an 'Incomplete' indicator, 'Service Start Date' (2022-02-01), and 'Service End Date' (2032-02-01). The 'EMU/Non-EMU ID' is 'AG-95F'. The '* Allocated Volume' is '10 MW'. Other fields include 'Response time' (10), 'Cease Time' (10), 'Recovery Period' (10), 'Max Utilisation Period' (10), 'Minimum Non Zero Time' (10), 'Ramp-Up rate' (10), 'Ramp-down rate' (10), and 'Operational Metering available' (Yes). The 'ITE Certificate' section has an 'Upload Files' button, an 'Or drop files' option, and a '* Date approved by ITE' field with the value '13-Nov-2023'.

9.18. Step 3: Use Case 1: Modifying Asset(s) exclusively: Submission of the Versioning Application Form.

To mark the completion of the Versioning Application Form for an individual Unit, the Portal User will be presented with two subsequent 'pop-up' notification screens as illustrated below. To proceed, click on the 'Submit' followed by the 'Go back to the Versioning Basket' Screen to navigate to the 'Change' Request' Page and the Basket.



9.19. Trigger of Manual Versioning Conditions

In the Use Case example where the origin Primary Unit has increased in its total capacity, the Unit will be treated as follows;

- The Eligibility Test Outcome will be classified as **'In Review'** in the Basket
- Any impacted Units that share the Asset in common will appear under the 'Impacted' Units Tab. **These Units will also be classified as 'In Draft' in the Basket**
- The Cumulative Value for the Demand and/or Generation Capacity Field will be updated in the 'Grey' Shaded columns (New Unit)
- The National Energy System Operator Business Units will be expected to appraise the Units (*Both Primary and Impacted*) to approve the changes. Once done, the **Eligibility Test Outcome** will change to **'Eligible'** unless upon final Validation checks, errors in the associated Unit or Asset(s) have been identified that need National Energy System Operator input in which case the status will change to **'Partially Eligible'**.

CL-000000018 Total Units 1 Effective From Date 31/01/2024 Processing Date 21/01/2024

Units marked as pending eligibility require the approval of the NG ESO Registration Team & Account Managers.

Search for unit name +

Change effective from date Empty basket

1 units Legend: Old Unit New Unit

Unit	Unit type	Generation	Demand	Asset n.	Unit type	Generation	Demand	Asset n.	Eligibility test
EV Test Unit	Generation Unit,...	10	10	1	Generation Unit,...	20	20	1	In Review

9.20. Submission of Basket– Validate Basket Step

Once all the Units in the Basket have been classified as **'Eligible'**, the Portal User can proceed with subjecting the Basket for 'Validation' by clicking on the 'Validate Basket' button on the top right hand corner.

- Validation means that a final check on the individual Data (fields/parameter values) on all associated records do not incur any errors or missing data prior to committing the Unit to the completion of the Versioning Process. The **Validate Basket Button** can be selected prior to the Processing Date and can be selected on successive attempts -if Validation of the Basket fails the first time. A message will appear to confirm Validation is in progress. Simply refresh the page & navigate to the 'Change Request' Landing Page.
- The outcome of the Validation Tests is instant; however a notification is only sent out to the National Energy System Operator Internal Teams to as they are in a position to investigate the root causes of the Validation Error. They will arrange to liaise with Market Providers/Portal Users to ensure the Errors are dealt with accordingly. **The Eligibility Test Outcome for the respective Unit will appear as 'Partially Eligible' in the Basket.**
- Once this exercise is complete, the Portal User will be prompted to repeat the task of selecting the Validate Basket Button in order to achieve a successful Validation Test result in order to prime the basket for processing. When the Validation errors have been rectified with input from the National Energy System Operator, the **Eligibility Test Outcome for the respective Unit will appear as 'Eligible' in the Basket.**

CL-000000018 Total Units 1 Effective From Date 31/01/2024 Processing Date 13/12/2023 [Validate basket](#)

Units marked as pending eligibility require the approval of the NG ESO Registration Team & Account Managers.

Search for unit name

Change effective from date Empty basket

Legend: Old Unit New Unit

Unit	Unit type	Generation	Demand	Asset n.	Unit type	Generation	Demand	Asset n.	Eligibility test
EV Test Unit	Generation Unit...	10	10	1	Generation Unit...	20	20	1	Partially Eligible

CL-000000018 Total Units 1 Effective From Date 31/01/2024 Processing Date 13/12/2023

Validation is in progress for this basket, result will be updated soon.

9.21. Submission of Basket– Committal of Basket for processing

Once the conditions for Processing the Basket have been met as stated earlier in the guide, then a 'Green Banner' will appear at the top of the Basket and embedded in the text is a hyperlink to allow the Portal User to proceed with 'Process Basket' and commit the changes, completing the Global Versioning Process.

The screenshot shows a web interface for managing a basket. At the top, there is a header with 'CL-000000018', 'Total Units 1', 'Effective From Date 31/01/2024', and 'Processing Date 13/12/2023'. A green banner with a checkmark icon contains the text: 'Units marked as pending eligibility require the approval of the NG ESO Registration Team & Account Manager.' A blue button labeled 'Process basket' is positioned to the right of this text. Below the banner is a search bar and a table of units. The table has columns for Unit, Unit type, Generation, Demand, Asset n., and Eligibility test. One unit is listed: 'EV Test Unit' with a status of 'Eligible'. At the bottom, there is a message: 'Versioning is in progress for this basket, records will be updated soon.' and a button 'Add baskets for versioning'.

9.22. Completion of Global Versioning Process

When Processing is complete, a 'Unit Tile' is instantly created for the latest Version of the Unit (Version 2.0) and adjacent to it will be the predecessor Version (V1.0).

The Unit 'Versions' are distinguishable by the Status 'Value'. Version 2.0 (the most recent will display as '**Accepted**' and the predecessor Version 1.0 will display as '**Versioned**'. The Unit Tile marked **Versioned** will not be available to make any further edits or for example submit any prequalification applications under.

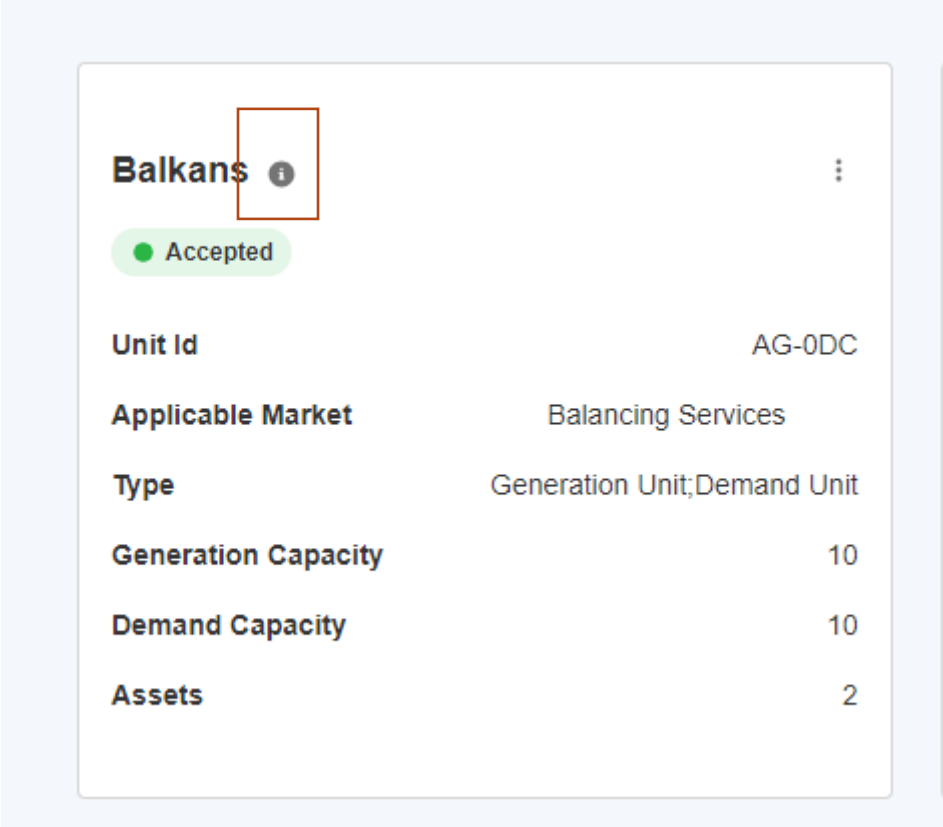
The screenshot shows the 'Unit Management' interface. It features a search bar and a list of units. Two unit tiles are displayed side-by-side. The left tile is for 'EV Test Unit' with a green 'Accepted' status. The right tile is for 'EV Test Unit' with an orange 'Versioned' status. Both tiles show details such as 'Applicable Market', 'Type', 'Generation Capacity', 'Demand Capacity', and 'Assets'. The 'Accepted' tile shows a generation capacity of 20 and demand capacity of 10, while the 'Versioned' tile shows a generation capacity of 10 and demand capacity of 10.

9.23.Limitations whilst Global Versioning Process is 'In-flight'.

Once a Unit has been subject to Global Versioning, there are several limitations in place to prevent any further activity from occurring whilst the Global Versioning Process is in flight.

- Portal User **are unable** to modify or make repeated changes to the same Unit or any implicated Assets after Global Versioning has been initiated.
- Portal User **are unable** to prequalify the Unit for new services after Global Versioning has been initiated.
- Portal User **are unable** to re-align the same Unit with any new assets whilst *in flight* via the standard alignment process under Unit Management, as such changes will be encompassed through the Global Versioning process.

A Unit Tile is marked as 'locked' or 'frozen' whilst Global Versioning is in flight using a '**I**' symbol adjacent to the name of the Unit.



The screenshot shows a unit tile for 'Balkans'. The name 'Balkans' is followed by a grey circle containing a white 'I' symbol, which is highlighted by a red rectangular box. Below the name is a green pill-shaped button with a white dot and the text 'Accepted'. The tile contains the following details:

Unit Id	AG-0DC
Applicable Market	Balancing Services
Type	Generation Unit;Demand Unit
Generation Capacity	10
Demand Capacity	10
Assets	2

9.24. Variation to the Global Versioning Application Form

9.24.1.Reduction in Capacity via modification to individual asset(s)

In the instance that a Unit 's 'Use Case' for Global Versioning is due to an overall reduction in Demand or Generation Capacity, either by way of a change in the asset composition or a modification to an individual asset, the steps adopted to initiate Global Versioning as the same as previously outlined. It is critical to ensure the steps to confirm/update the prequalification parameters are also undertaken to ensure the accurate eligibility status is arrived.

When the Versioning Tests are concluded the Unit is deemed as **'Eligible'** on the assumption that the 'automated' versioning criteria is satisfied. This eligibility status is *also awarded* if the Unit has any existing associated prequalification applications that have **since been classified as 'Rejected'**. In this instance, these prequalification applications for specific service delivery will **no longer be eligible to continue as of the effective from date for Version 2.0** (or the latest version). A supporting email notification will be issued to confirm this outcome for each respective prequalification application affected as advance warning.

The screenshot displays the 'Unit Management' interface. At the top, there is a navigation bar with 'Units', 'Assets', and 'Change request' tabs. Below this, a search bar is present. The main content area shows a table of units with columns for 'Unit', 'Unit type', 'Generation', 'Demand', and 'Asset n.'. A red box highlights the first row of the table, and a green box highlights the second row. To the right of the table, there is a legend and an 'Eligibility test' dropdown menu. The interface also includes a 'Validate basket' button and a 'Search for unit names' input field.

Unit	Unit type	Generation	Demand	Asset n.
Europe	Generation Unit...	10	10	2
	Generation Unit...	5	5	1

9.24.2. Increase in Capacity (or no net change in Capacity) due to re-alignment or change in composition of asset(s)

In the instance that a Unit's 'Use Case' for Global Versioning is due to an overall increase in Demand or Generation Capacity (or results in no net change in the total capacity) by way of a re-formation of asset composition - the steps adopted to initiate Global Versioning as the same as previously outlined.

The Portal User must ensure when completing the Global Versioning Application Form that they select the correct option on the first screen **to only 'Add/Remove' Asset(s)**.

The Portal User will also be expected to complete the re-alignment section to confirm the new formation of assets.

The screenshot shows the 'Global Versioning Application' interface for unit 'CL-000000023'. It displays a table of units and their associated assets. A red box highlights the 'Generation', 'Demand', and 'Asset n.' columns for the 'Balkans' unit. A green box highlights the same columns for the 'Generation Unit...' unit. A blue box highlights the 'Eligibility test' dropdown menu, which is set to 'Draft'. The interface also includes a search bar, a legend for 'Old Unit' and 'New Unit', and a 'Change effective from date' button.

Unit	Unit type	Generation	Demand	Asset n.	Unit type	Generation	Demand	Asset n.	Eligibility test
Balkans	Generation Unit...	10	10	2	Generation Unit...	10	10	2	Draft

The screenshot shows the 'Versioning Application' form. The 'Versioning categories' section is highlighted with a red box, showing the 'Add/Remove Asset(s)' option selected. The form also includes a 'Re-align asset(s)' section with 'Current assets' and 'Available assets' tables. The 'Current assets' table has 2 rows, and the 'Available assets' table has 7 rows. The interface includes a 'Confirm' button and a 'Next' button.

Asset	Type	Generation Capacity	Demand Capacity
Prague	Generation Old Demand Old	5	5
Sofia	Generation Old Demand Old	5	5

Asset	Type	Generation Capacity	Demand Capacity
Chapman	Generation Old Demand Old	10	10
Tula	Generation Old Demand Old	1	1
Baku	Generation Old Demand Old	5	5
Verba	Generation Old Demand Old	10	10

9.24.3. Increase in Capacity (or no net change in Capacity) due to re-alignment or change in composition of asset(s)

Where the Unit's Total Capacity increases, the eligibility outcome status will change to **'In Review'** immediately after the Global Versioning Form is completed. It will be routed to the National Energy System Operator Registrations Team to appraise and change the status to Eligible.

Units marked as pending eligibility require the approval of the NG ESO Registration Team & Account Managers.

Search for unit name +

Change effective from date Empty basket

1 units Legend: Old Unit New Unit

Unit	Unit type	Generation	Demand	Asset n.	Unit type	Generation	Demand	Asset n.	Eligibility test
Scandinavia 1	Generation Unit,...	10	10	2	Generation Unit,...	15	15	3	In Review

Units marked as pending eligibility require the approval of the NG ESO Registration Team & Account Managers. [Process basket](#)

Search for unit name +

Change effective from date Empty basket

1 units Legend: Old Unit New Unit

Unit	Unit type	Generation	Demand	Asset n.	Unit type	Generation	Demand	Asset n.	Eligibility test
Scandinavia 1	Generation Unit,...	10	10	2	Generation Unit,...	15	15	3	Eligible

<p>Scandinavia 1 ⋮</p> <p>● Accepted</p> <p>Unit Id AG-0EB</p> <p>Applicable Market Balancing Services</p> <p>Type Generation Unit;Demand Unit</p> <p>Generation Capacity 15</p> <p>Demand Capacity 15</p> <p>Assets 3</p>	<p>Scandinavia 1 ⓘ ⋮</p> <p>● Versioned</p> <p>Unit Id AG-0EB</p> <p>Applicable Market Balancing Services</p> <p>Type Generation Unit;Demand Unit</p> <p>Generation Capacity 10</p> <p>Demand Capacity 10</p> <p>Assets 2</p>
---	---

9.25. Distinction between Primary and Impacted Units

Primary Units are considered as those which the Market Provider intentionally selects for Global Versioning. Impacted Units are those Units which share at least one common asset that is subject to modification. The Global Versioning Process rules will detect and implicate any connected Units at the point the 'primary' Unit's asset(s) have been modified and at the end of the Global Versioning Application Form completion.

Impacted Units will be 'pulled' into the same Global Versioning Basket as the Primary Unit and will require the same approach as the primary Unit in order to allow the Basket to complete processing. This means, that an application form will require completion for every impacted Unit in the same basket.

The application form for Impacted Units has been adjusted however to allow Portal Users the option to indicate the following options;

- No further changes to be added.
- Additional changes required – subsequent changes to the current composition of asset(s)
- Additional changes required – subsequent changes to prequalification section only as a direct result of the modification to the connected asset(s)

An example of listed impacted Units connected to a Primary Unit will display as illustrated below within a given basket.

The screenshot shows a software interface for managing units. At the top, it displays 'CL-000000025' and 'Total Units 1'. Below this, there is a section titled 'Back to primary units' with a red box around it. A green box highlights a text area stating: 'Below are listed all the impacted Units as a result of the versioning process, and their re-calculated parameter values. Once the basket is processed, these Units will be automatically versioned as shown. All Units set to "Draft" will require further information by completing the Versioning Application Form'. Below this is a table with columns: Unit, Unit type, Generation, Demand, Asset n., Unit type, Generation, Demand, Asset n., Eligibility test, and Origin. The table contains one row for 'Scandinavia 1' and one for 'Scandinavia 2'. The 'Scandinavia 2' row has 'Draft' in the 'Eligibility test' column, which is highlighted with a red box. Below the table, there is a button 'Add baskets for versioning' and a 'Complete versioning application' button, which is also highlighted with a red box. A 'View unit details' button is visible below the 'Complete versioning application' button.

Additional Customised Options for Impacted Units only

9.26. Distinction between Primary and Impacted Units

Versioning Application

You are about to proceed with the versioning process. To be eligible your Unit will either experience a change in the existing formation of assets by either removing, adding or replacing assets and/or also experience a modification to any or all of the asset(s)

* Versioning categories

- Add/Remove Asset(s)
- Modifying existing Asset(s)
- I do not wish to make any other changes to the Unit
- I only wish to make changes to the existing pre-qualification applications requiring re-evaluation

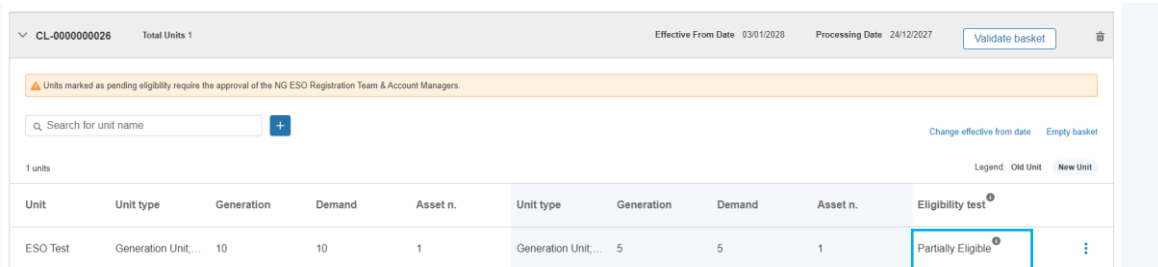
9.27.Errors in Processing Global Versioning Requests

Upon submitting Global Versioning Application Forms for every Unit in the Basket and the Validate Basket Custom Button has been selected, there may be occasion for an individual Unit to fail the Validation Tests.

The **eligibility test outcome** will display as '**partially eligible**' for such Units, however the National Energy System Operator internal teams will be alerted to the root cause of the Validation Fail and will be expected to investigate and rectify the issue connected to the Unit in question. Once the Validation issue is rectified, the National Energy System Operator internal teams (Contract/Account Managers) will notify the Portal User directly. Following this, the Portal User will be expected to 're-select' the Validate Basket button again, in which instance the expectation is that the Validation Test will pass, enabling the Portal User to continue with the processing of the basket.

Causes behind Validation Test errors can be due to any of the following;

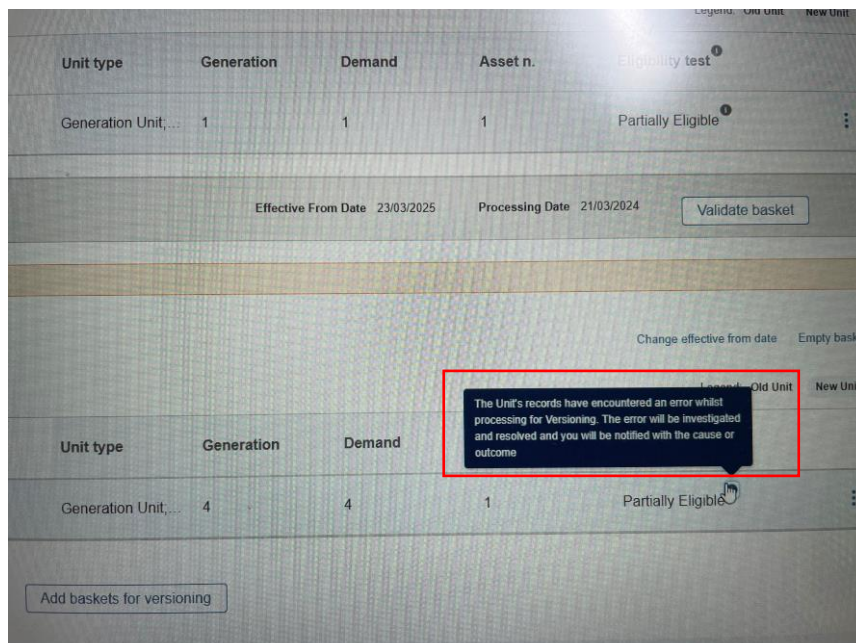
- Issues with or the data collected through the Versioning Application Form
- Issues with poor or missing data on the origin records
- A combination of the two above



The screenshot shows a web interface for managing units. At the top, there's a header with 'CL-000000026', 'Total Units 1', 'Effective From Date 03/01/2028', 'Processing Date 24/12/2027', and a 'Validate basket' button. Below the header, there's a search bar and a table. The table has columns for 'Unit type', 'Generation', 'Demand', 'Asset n.', and 'Eligibility test'. One row is highlighted with a blue background, showing 'Generation Unit, ...' with '5' in the Generation and Demand columns, and '1' in the Asset n. column. The 'Eligibility test' column for this row is 'Partially Eligible'.

Unit	Unit type	Generation	Demand	Asset n.	Eligibility test
ESO Test	Generation Unit,...	10	10	1	Partially Eligible
	Generation Unit,...	5	5	1	Partially Eligible

An error message will appear when the 'i' icon is hovered over to explain the Status.



9.28. Managing Associated Units that share Assets that have been subject to Global Versioning

Unit Formation

If an asset has been aligned to a Unit in 'Draft' or 'Submitted' States , where the asset has been subject to Global Versioning it is expected that the Portal User must essentially refresh the Unit's alignment to factor in the latest incarnation of the Asset that has been versioned.

This may require the Unit to be re-aligned and then re-submitted to the National Energy System Operator Business Unit for appraisal.

Existing Pre-qualifications associated with Assets that have been subject to Global Versioning

If an asset has been aligned to a Unit in 'Draft' or 'Submitted' States that also has premature prequalification applications (Draft, Incomplete, Signature in Progress) then it is also expected that a new prequalification is applied for to ensure the latest asset version is referenced, and the correct asset testing data is factored in the application.

9.29. 11.4 Global Versioning Scenarios & Global Versioning Criteria

Evaluation Criteria & Scenario's for Versioning Types.

Use Case	Example		Requires Versioning	Versioning Type	Eligibility Status
<p>My Unit's total capacity will reduce beyond the current capacity as a result of removing or modifying the capacity on an existing asset(s)</p> <p>AND</p> <p>The total capacity will reduce below the Service Minimum Threshold for the Service(s) for ALL OR ANY it has been pre-qualified for already</p>	Capacity on Version 1.0	20 MW	Yes	Unit: Automated Prequalification: Automated	<p>Eligible (Unit = Accepted) (Prequalification = Rejected)</p>
	Allocated Volume for DC HF	10 MW			
	Allocated Volume for DC LF	15 MW			
	Capacity Version 2.0	10 MW			
	Service Minimum Threshold (SMT) DC HF (8 MW) DC LF (8 MW)				
Use Case	Example		Requires Versioning	Versioning Type	Eligibility Status
My Unit's total capacity will reduce beyond the current capacity as a result of removing or modifying the capacity on an existing asset(s)	Capacity on Version 1.0	50 MW	Yes	Unit: Automated	Eligible (Unit = Accepted)

BUT The total capacity will remain above the Service Minimum Threshold for the Service(s) for ALL OR ANY it has been pre-qualified for already	Allocated Volume for DC HF	10 MW		Prequalification: Automated	(Prequalification = Approved)
	Allocated Volume for DC LF	15 MW			
	Capacity Version 2.0	20 MW			
	Service Minimum Threshold (SMT) DC HF (10 MW) DC LF (10 MW)				
Use Case	Example		Requires Versioning	Versioning Type	Eligibility Status
<i>My Unit's total capacity will increase beyond the current capacity as a result of adding or modifying the capacity on an existing asset(s)</i> AND The total capacity will increase above the Service Minimum Threshold for the Service(s) for ALL OR ANY it has been pre-qualified for already	Capacity on Version 1.0	20 MW	Yes	Unit: Manual Versioning required. Prequalification: Automated Approval.	In Review (Unit = In Review) (Prequalification = Approved)
	Allocated Volume for DC HF	10 MW			
	Allocated Volume for DC LF	15 MW			
	Capacity Version 2.0	30 MW			
	Service Minimum Threshold (SMT) DC HF (10 MW) DC LF (10 MW)				



11.5 Global Versioning Email Alerts







A series of Email Alerts are sent to all Portal Users for a given Market Provider that share the Unit Manager & Related Entity Role, even where Global Versioning is initiated by a particular Portal User.

Enclosed are example templates;


At the point that the Provider is expected to commit to the final changes and authorise process completion for Global Versioning to conclude.

Fw: [EXTERNAL] Sandbox: Your Global Versioning Basket is pending processing.

  Reply  Reply All  Forward  

Fri 20/09/2024 17:52

 If there are problems with how this message is displayed, click here to view it in a web browser.

NESO
National Energy
System Operator

Date: 20/09/2024

Your basket(s) are awaiting processing. The Unit's are ready to complete the Global Versioning Process, however require your input by selecting the 'process' link to commit the changes and subject your basket to the final step of Global Versioning.

Please click the link below to direct you to where your Basket(s) are stored in SMP.
[Take me to my Basket\(s\) awaiting processing](#)

Copy this Link & Paste in your Browser
<https://testqa-portal.nationalenergyso.com/smp/s/login>

Thank you,

National Energy SO – Single Markets Platform



How to get in touch:
commercialoperations@nationalenergyso.com
<https://www.neso.energy/industry-information/balancing-services/single-markets-platform>

NESO

9.30. Global Versioning Email Alerts


At the point that the Provider is notified that an existing Prequalification Application is no longer eligible to continue

Fw: [EXTERNAL] Sandbox: Your Prequalification Application - Re-evaluation Outcome Result

  📧 Reply 📧 Reply All ➔ Forward 📧 ⋮

Fri 20/09/2024 17:52

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.

NESO
National Energy System Operator 

Date: 17/09/2024

Following your Versioning Application, some or all of your existing Prequalification Application Submissions are no longer eligible to participate and therefore marked as Rejected. Please click the link below to direct you to the SMP Prequalification Section to review which applications have been affected.


[\[Take me to my Prequalification Applications\]](#)

Copy this Link & Paste in your Browser
<https://nationalenergyso-esorbqa.sandbox.my.site.com/smp/s/unit-management>

Thank you,

National Energy SO – Single Markets Platform



How to get in touch:
commercialoperations@nationalenergyso.com
<https://www.nationalgridSMP.com>

NESO 

9.31. Global Versioning Email Alerts


At the point that the Provider is notified that an existing Prequalification Application is eligible to continue

Fw: [EXTERNAL] Sandbox: Your Pre-qualification Application Subro ESORBQA Unit 004 & Static FFR has been approved

  Reply Reply All Forward Share More Fri 20/09/2024 17:48

From: [nore](#)
Sent: 19 Se
To: Subhrat
Subject: [E

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you suspect this email is malicious, please use the 'Report Phish' button.

NESO
National Energy
System Operator 

Congratulations, your Prequalification Application for the above Unit has been approved.

[Click here](#) for a link to the application with the uploaded Form C appended.

NESO
This e-mail and any attachments are strictly confidential to the intended recipient(s). The content may also contain legal, professional, or other privileged information and/or content that is subject to intellectual property rights. If you are not the intended recipient, please notify the sender immediately and then delete the e-mail and any attachments. You must not disclose, copy, use, or take any action in reliance on this transmission if you are not the intended recipient. You should report the matter by contacting us via our Contacts Page on <https://www.neso.energy/contact-us>

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The registered information on National Energy System Operator Limited can be found on our Contacts Page.

10. User Management

10.1. User Management Role Approach






This functionality facilitates an end-to-end self-service capability for users to manage access and permissions across their organisation on the SMP Portal. With the advent of the Single Sign-On Functionality in effect as of Release 2.8, **all secondary or additional users for the same Market Provider (Account) will be required to complete the standard registration process akin to first time user registration in order to allow them to acquire their SSO login credentials.**

All or any prospective secondary or additional users for the same Account (Market Provider) will still require 'authorisation' from their respective Super User in order to be added to the Account in question. The only pre-requisite is that an Active Super User is assigned to the Account in question prior so they are in a position to receive registration requests from prospective users which will be routed to them upon logging into SMP. This chapter will cover the steps required to authorise registration requests as a Super User.

The existing User Role Framework will remain in place and once Secondary/Additional Users have completed registration, their Super User will remain able to take advantage of the User Management Functionality.

10.2. User Management Role Framework

User Group Roles

<u>User Group</u>	<u>Description</u>
Admin User - Group 1 	Able to add users to Company Account, able to update User's details, Able to activate Users, Able to Freeze Users, Able to enable access for locked out users.
Unit Manager - Group 2 	Able to Create or Register or Update Assets, able to create or register or update Units, able to align assets to a unit, able to version units and assets, able to pre-qualify Units and submit pre-qualification data.
Entity Manager - Group 3 	Able to accept an request for a Agent to act on behalf of a Service Provider, able to initiate a request to act as a Agent for a Service Provider, able to view other Accounts or Service Provider Units or Records (agent), able to act on behalf of a Service Provider, able to withdraw an Agent or as an Agent on behalf of a Service Provider.
Finance Manager - Group 4 	Able to update or edit or view financial data for own Account, able to view and update Settlement data.
Authorised Signatory - Group 5 	A Director or Duly Authorised Signatory for the Service Provider or Agent, able to sign on behalf of the Service Provider/Agent adherence to National Grid ESO Terms and Conditions or Procurement Documents.

10.3. Super Users & Secondary User Registration Approvals

In order to provide an organisation with agency to apply and manage the roles listed in the table overleaf, an overarching role entitled '**Super User**' has also been created. *As of Release 2.8 the key feature of the Super User Role is to enable them to specifically appraise inbound registration requests generated from the National Energy System Operator Website in order to complete the registration process and allow access to the SMP Portal by extension.*

As of Release 2.8 only **one** Super User Role will continue to be allocated for each company or organisation. Where a company or organisation has multiple users currently registered, a single user should be nominated for the Super User Role to manage the other existing users.

As of Release 2.8 the Super User Role has now been *combined* with the previous **User Admin Role**. The Super User will be able to fulfil both tasks of authorising registration requests and managing the suite of User Roles.

The Super User role is **exclusively assigned and managed** by the Contracts Management Team in line with Business Rules.

10.4. User Role Business Rules

The User Management approach has been designed to allow for flexibility and agility in what level of access and visibility to functionality on the portal are granted, recognising that this may evolve or change over the user's lifetime. With this in mind these are currently the business rules;

1. As of Release 2.8, the *default* Role assigned to every active User universally at the point registration is complete and they have been allocated their SSO credentials allowing them access to SMP is the Unit Manager Role.
2. Super Users can elect to supplement this Unit Manager Role with additional roles; however the **default role will remain**. This will also apply to the Role entitled 'Authorised Signatory'. *This will be restored in the next Release, allowing Users to be assigned the Authorised Signatory exclusively if so required.*
3. Roles are not mutually exclusive: A user can be assigned more than one role at any time with the exception of the Super User Role which is allocated from the outset and by the Contract's Management Team. For example a secondary user can be assigned a combination of 'Unit Manager' and 'Related Entity Manager' role. Moreover, provision has also been made for the same User to be assigned an Authorised Signatory Role and remain a Unit Manager. *As of Release 2.8 due to a restriction, A User cannot be allocated exclusively an Authorised Signatory Role both at the point of registration and thereafter. This will be remedied in an upcoming Release.*
4. A Super User can also assign themselves all other roles if they so wish. Roles can be assigned or de-assigned at any point in time by the Super User on behalf of other secondary users. For example if a secondary user was assigned the 'Related Entity Manager Role' initially, then it can be withdrawn at a later stage.

10.5. User Role Business Rules – cont

De-activation of User's Access to SMP Portal: As of Release 2.8, Super User's remain exclusively under the control and management of the Account/Contract Management Team, therefore their Super User Role can only be revoked by the team in question. Secondary Users however **can now be de-activated** from accessing the SMP Portal by their respective Super User.

5. In the instance of a Super User no longer requiring access to the SMP Portal or wishing to re-assign their Super User status to another User, it is imperative that the user in question contacts their respective Account Manager to action this request.
6. **As of Release 2.8, it is now imperative that any SMP Portal Accounts with at least one active User must have a Super User Role assigned. This will ensure that any prospective secondary or additional users wishing to register and gain access to the same Account will be able to take advantage of the registration process in its entirety.**
7. Where an SMP Portal Account has only one active User assigned and they are the designated Super User, if the Super User is not replaced and there are no **other active Portal Users associated with that Account**, then it is within the remit of the Contracts or Account Management Team to remove access to SMP for the User(s) in question and/or remove their Super User Role for the purposes of Data Protection and Compliance.
8. Designated Authorised Signatories will remain able to be selected on prequalification applications in order to take advantage of the digital signature capability on behalf of your company/organisation. However, the User's in question must be assigned the Authorised Signatory Role prior. This will be a one-off exercise, once set up they will be in a position to access the digital signature capability for all future prequalification applications.
9. New Roles can be onboarded for use on the SMP Portal with future Releases, and therefore the current portfolio of User Roles are not restricted.
10. Each Company/Organisation is allocated a universal quota of **five** capped User Licences, *to increase this allowance, then the Market Provider must approach their Contract/Account Manager directly.*

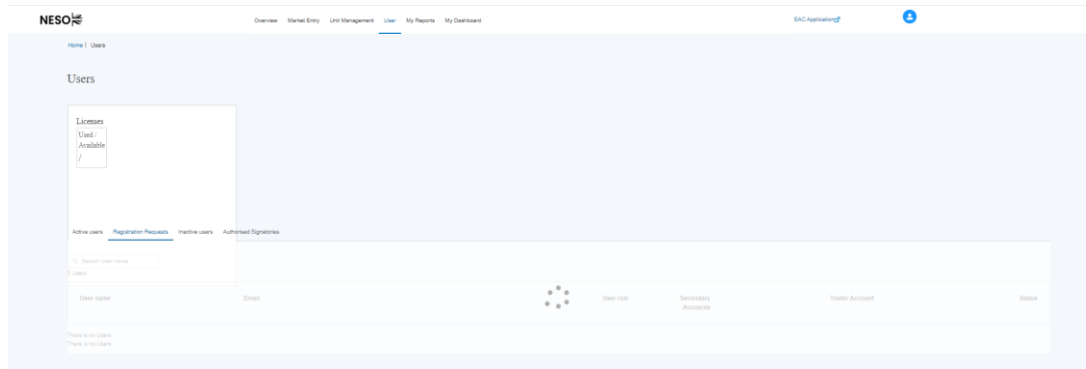
The following sections will address the methodology to allocating User Roles on the SMP Portal for Release 2.8

10.6. Approval of Secondary User Registration Requests by the Super User

As a Super User, all future or prospective Secondary Users associated with the same Company/Account (*on the basis of an identical Company Registration Number and Company Name*) will automatically be routed to the designated Super User for the Account (Company) in question. Moreover, an automated Email Notification will be issued and sent to the Super User to alert them to each prospective secondary user pending their approval.

- As the Super User, you will login into the SMP Portal using the standard SSO procedure.
- You will be transported to the SMP Portal, where you can then navigate to the User Tab to access the User Management Functionality.
- A new tab has been added entitled 'Registration Requests' where all prospective registration requests are routed and will be displayed as an itemised 'list view'.
- As the Super User, you will be able to either opt to 'Accept' or 'Decline' the Registration Request.
- A pop up notification will appear offering you the opportunity to confirm your decision to Accept or Decline accordingly.
- If you select 'Accept' an Email Notification will be generated to the User in question to acknowledge confirmation and equally If you select 'Decline' an Email Notification will be generated to the User in question to acknowledge rejection of the request.
- Finally, accepted requests are transferred to the 'Active Users' Tab and 'Declined' request are transferred to the 'Inactive' Users Tab accordingly. The Requests should disappear from the 'Registration Requests' Tab as itemised listings.

10.7. Approval of Secondary User Registration Requests by the Super User



10.8. Approval of Secondary User Registration Requests by the Super User – Acknowledgement Screens

The screenshot shows the 'Users' management interface. On the left, there is a 'Licenses' section with a donut chart showing 1 Used and 4 Available licenses. Below the chart are tabs for 'Active users', 'Registration Requests', and 'Inactive users'. A search bar is present with the text '0 Users'. A table lists users, with one entry for Kelly Clarkson (username: gefugyze@a11.ioi). A modal window is centered on the screen with the title 'Registration Request Accepted'. The modal text reads: 'You have successfully accepted the registration request. You now have 4 license remaining.' A 'Go Users Page' button is located at the bottom of the modal.

This screenshot shows the 'Users' page with the 'Active users' tab selected. The 'Registration Requests' and 'Inactive users' tabs are also visible. A search bar shows '2 Users'. The table below lists two active users:

User name	Email	User role	Status
Ariana Grande	naramyhu@chronicle.digital	User Admin +2 roles	Active
Dua Lipa	qywefupy@lettrs.email	Unit Manager	Active

Below the table, it says 'There is no Users'.

This screenshot shows the 'Users' page with the 'Registration Requests' tab selected. A modal window is centered on the screen with the title 'Accept Registration Request'. The modal text asks: 'Are you sure you want to accept this request? The user will automatically receive a license and access to the portal.' There are 'Cancel' and 'Accept' buttons at the bottom of the modal. The background shows the same 'Users' interface as the previous screenshots, including the license chart and the user table.

10.9. Approval of Secondary User Registration Requests by the Super User- Email Alerts

Fw: [EXTERNAL] Sandbox: User Subro seconsdddd representing 222 BRECKNOCK ROAD FREEHOLD COMPANY LIMITED has completed r...



☺ Reply Reply All Forward 📧 ⋮

Fri 20/09/2024 13:04

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of Commercial Operation <commercial.operation@nationalgrideso.com>

Sent: 17 September 2024 07:42 PM

To: Subhransu Sekhar (ESO) <Subhransu.Sekhar@nationalgrid.com>

Subject: [EXTERNAL] Sandbox: User Subro seconsdddd representing 222 BRECKNOCK ROAD FREEHOLD COMPANY LIMITED has completed registration for the first time on the SMP Portal for Account Vetting & your approval as Super User.

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you suspect this email is malicious, please use the 'Report Phish' button.



Date : 9/17/2024

USER Subro seconsdddd representing 222 BRECKNOCK ROAD FREEHOLD COMPANY LIMITED has completed the registration of Contact & Company on the SMP Portal. Please click the link below to take you to SMP Portal to review their account details submission, Where you have to approve or reject their submission.

You must be logged in to the SMP Portal to complete review action

<https://testqa-portal.nationalenergyso.com/smp/s/user-management>

10.10. Approval of Secondary User Registration Requests by the Super User- Email Alerts

Fw: [EXTERNAL] Sandbox: Super User (Vasanth API) representing COMPANY (Vasanth API LTD) has vetted and approved your Registra...



☺ Reply Reply All Forward 📧 ⋮

Fri 20/09/2024 13:25

If there is a problem with this message is displayed, click here to view it in a web browser.

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of No-Reply NESO SMP <box.singlemarketsplatform@nationalgrideso.com>

Sent: 20 September 2024 17:52

To: Durga CP (ESO) <Durga.CP@nationalgrid.com>

Subject: [EXTERNAL] Sandbox: Super User (Vasanth API) representing COMPANY (Vasanth API LTD) has vetted and approved your Registration submission.

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you suspect this email is malicious, please use the 'Report Phish' button.



Date : 20/09/2024

Your registration submission, after vetting has been APPROVED by the Super User (Vasanth API) representing Company (Vasanth API LTD).

Please click the link below to take you to the SMP Portal, Where you can log in with your password.

OR

Copy this Link & Paste it into your Browser, to me to SMP Portal.

<https://testqa-portal.nationalenergyso.com/smp/s/login>

10.11. Rejection of Secondary User Registration Requests by the Super User- Email Alerts

Fw: [EXTERNAL] Sandbox: Super User (Vasanth API) representing COMPANY (Vasanth API LTD) has vetted and rejected your Registrati...



📧 Reply 📧 Reply All ➔ Forward 📧 ...

Fri 20/09/2024 13:47

If the message is displayed, click here to view it in a web browser.

Subject: [EXTERNAL] Sandbox: Super User (Vasanth API) representing COMPANY (Vasanth API LTD) has vetted and rejected your registration submission.

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you suspect this email is malicious, please use the 'Report Phish' button.



Date : 20/09/2024

Your registration submission, after vetting has been REJECTED by the Super User (Vasanth API) representing Company (Vasanth API LTD).

Regards
NESO Single Market Platform

How to get in touch:
commercialoperations@nationalenergyiso.com
<https://www.neso.energy/industry-information/balancing-services/single-markets-platform>



This e-mail and any attachments are strictly confidential to the intended recipient(s). The content may also contain legal, professional, or other privileged information and/or content that is subject to intellectual property rights. If you are not the intended recipient, please notify the sender immediately and then delete the e-mail and any attachments. You must not disclose, copy, use, or take any action in reliance on this transmission if you are not the intended recipient. You should report the matter by contacting us via our Contacts Page on <https://www.neso.energy/contact-us>

10.12. Onboarding Users to the EAC Platform

In order for any SMP Portal (Active) Users to gain access to the EAC Platform it is mandatory they are assigned the **Trader Role by their respective Super User**.

- To do this, the Super User will assume the usual steps for assigning new roles to Active Users with the only exception being they ensure they add they select the Trader Role.
- When the User is assigned the Trader Role, it will appear under their 'profile' under their respective listing on the Active Users Tab.
- Upon next logging on the User will be able to view the EAC Application Tab on the top right hand side of the SMP Portal Home Page/Screen. Upon clicking on this, they will automatically be re-directed to the EAC Platform without the need to login again.

The screenshot displays the 'Active users' management interface. At the top, there are tabs for 'Active users', 'Registration Requests', and 'Inactive users'. A search bar is present with the text 'Search User name'. Below the search bar, it indicates '2 Users'. A table lists the users with columns for 'User name', 'Email', 'User role', and 'Status'. The first user is Ariana Grande with email naramyhu@chronicle.digital and role 'User Admin +2 roles'. The second user is Mariah Carey with email piwijeru@refined.blog and role 'Unit Manager'. Below the table, the profile for Mariah Carey is shown, including a red box around the 'Assign new role' button and a red box around the 'Unit Manager' role in the 'User roles and permissions' section. The permissions for 'Unit Manager' are: 'The User is able to create, register and update Assets: to create, register and update units and undertake alignment: to create Units and Assets versions: to prequalify Units and submit Pre qualification data.'

User name	Email	User role	Status
Ariana Grande	naramyhu@chronicle.digital	User Admin +2 roles	Active
▼ Mariah Carey	piwijeru@refined.blog	Unit Manager	Active

▼ Mariah Carey
piwijeru@refined.blog

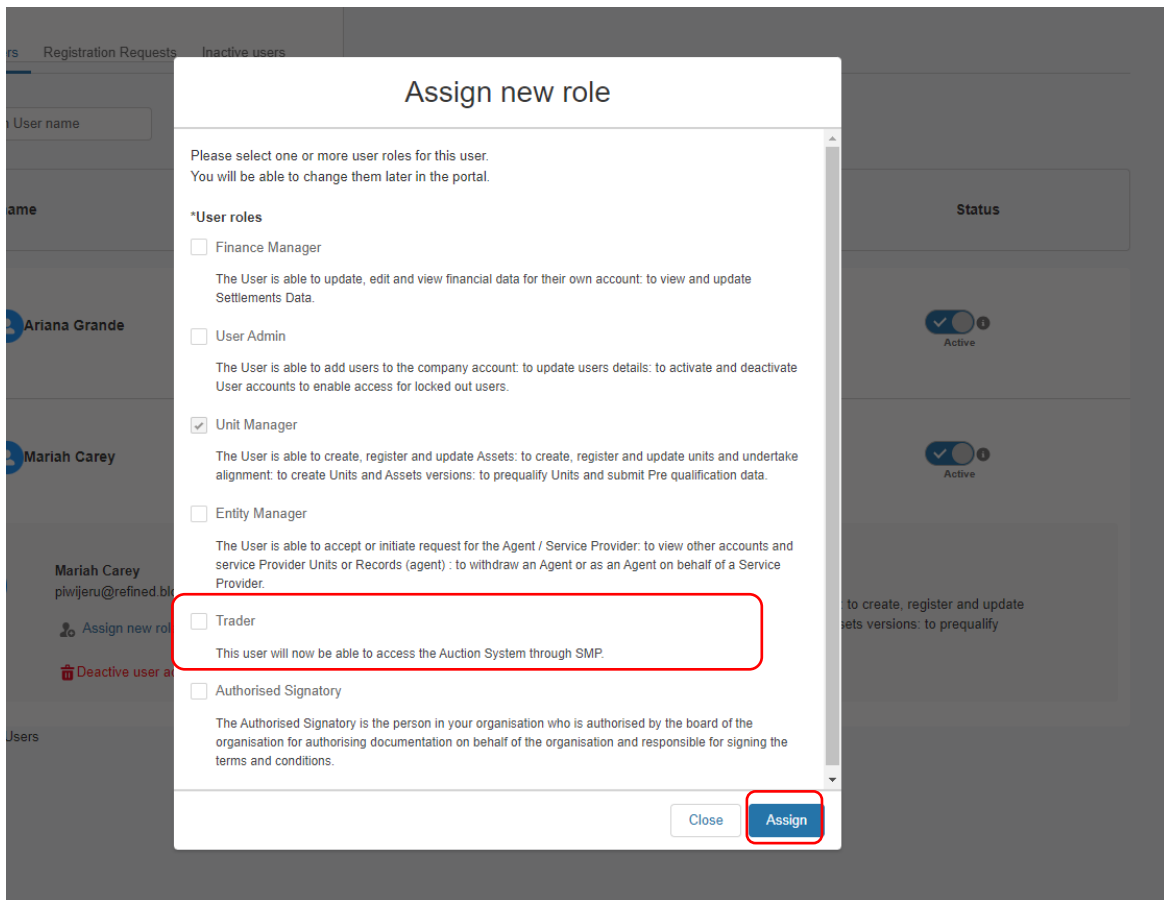
Assign new role

Deactivate user account

User roles and permissions

Unit Manager X The User is able to create, register and update Assets: to create, register and update units and undertake alignment: to create Units and Assets versions: to prequalify Units and submit Pre qualification data.

10.13. Assigning the Trader Role



10.14. Restrictions on Users with exclusively Trader Role

Following feedback from Market Providers the Trader Role has been adapted to allow Users with exclusively this role to view the Unit and Asset Portfolio without the ability to make changes or manage the Unit and Asset Portfolio and pre-qualifications. If Users wish to be able to do both, then they will require the Unit Manager AND the Trader Role assigned.

10.15. Visibility of the Trader Role on the SMP Portal

The screenshot displays the 'Active users' section of the SMP Portal. At the top, there are tabs for 'Active users', 'Registration Requests', and 'Inactive users'. Below the tabs is a search bar labeled 'Search User name' and a notification that '2 Users' are listed. A table with columns 'User name', 'Email', 'User role', and 'Status' contains two entries:

User name	Email	User role	Status
Ariana Grande	narmyhu@chronicle.digital	User Admin +2 roles	Active
▼ Mariah Carey	piwijeru@refined.blog	Unit Manager +1 roles	Active

Below the table, a detailed view for Mariah Carey is shown. On the left, there is a user profile card with her name, email, and options to 'Assign new role' or 'Deactivate user account'. On the right, under 'User roles and permissions', two roles are listed:

- Unit Manager X**: The User is able to create, register and update Assets; to create, register and update units and undertake alignment; to create Units and Assets versions; to prequalify Units and submit Pre qualification data.
- Trader X**: This user will now be able to access the Auction System through SMP.

At the bottom of the user management section, it states 'There is no Users'.

10.16. Visibility of the EAC 'hyperlink' on SMP for Trader Role Users

The screenshot shows the user dashboard for NESO. The top navigation bar includes 'Overview', 'Market Entry', 'Unit Management', 'User', 'My Reports', and 'My Dashboard'. In the top right corner, there is a red-bordered box containing the text 'EAC Application' with a blue plus icon next to it. Below the navigation bar, the 'Account' section is visible, featuring a 'My Company Details' card and a 'Your onboarding checklist' section. The checklist section includes a message: 'Not finding what you need? You can download our User Guide.'

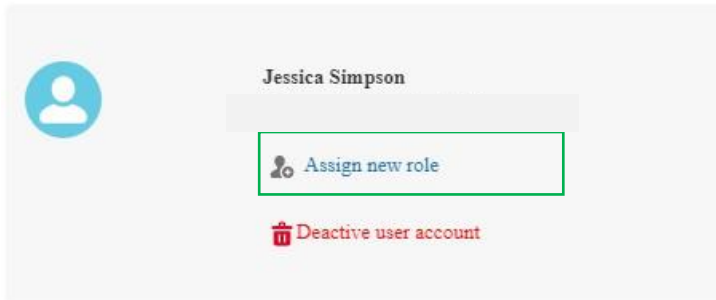
10.17.Managing Registered Secondary Users (Active)

- Once the new secondary user is approved – they will be instantly added to the 'Active' Users tab as an itemised User. This will mark the end of the registration process following the SSO verification and authentication pre-requisite steps that take place prior to the secondary user registration request being routed to the Super User. Conversely, if the secondary user is rejected, then they will 'shift' to the inactive Users Tab.
- In the example below, *Jessica Simpson's* will present as an itemised line with a summary view, to look at her 'profile' in more detail, the user can select the drop down arrow adjacent to her name. A collapsible section will appear with her profile's details including the User roles assigned under the User and permissions sub-section.
- The Active toggle button is for *read-only purposes*. As of Release 2.8, Users with the **Super User Role continue not to be able to de-activate secondary users directly using this functionality.**

10.18. Adding additional roles to Secondary Users (Active)

Assign new Role Screens

▼  Jessica Simpson



- To add additional roles to an existing User's 'Profile', a *User Admin Role based User* must select the Assign new role option as illustrated in Figure 11.5
- The Assign new Role screen will appear prompting the User to select from the list the additional supplementary roles to add to the user's profile. The existing Roles already allocated will appear as checked. Once complete, select *Assign*.

Assign new role

Please select one or more user roles for this user.
You will be able to change them later in the portal.

***User roles**

Finance Manager
The User is able to update, edit and view financial data for their own account: to view and update Settlements Data.

User Admin
The User is able to add users to the company account: to update user's details: to activate and deactivate User accounts; to enable access for locked out users.

Unit Manager
The User is able to create, register and update Assets: to create, register and update units and undertake alignment: to create Units and Assets versions: to prequalify Units and submit Pre qualification data.

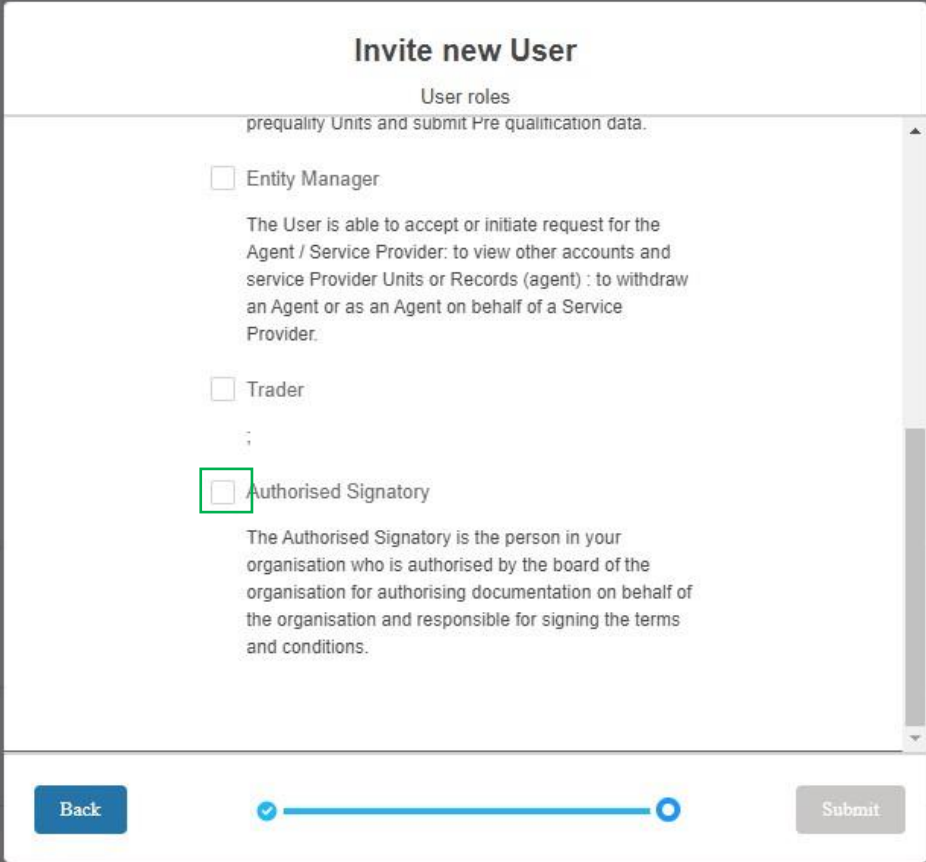
Entity Manager
The User is able to accept or initiate request for the Agent / Service Provider: to view other accounts and service Provider Units or Records (agent) : to withdraw an Agent or as an Agent on behalf of a Service Provider.

Trader
The User is able to update, edit and view financial data for their own account: to view and update Settlements Data.

Close **Assign**

10.19. Adding Authorised Signatory

In order to leverage the Digital Signature functionality, the Authorised Signatory must be registered by the Super User/User Admin in advance of the pre-qualification process being started.



The screenshot shows a web form titled "Invite new User" with a sub-section "User roles". Below this, there is a list of roles with checkboxes. The "Authorised Signatory" role is selected, and its checkbox is highlighted with a green square. The form also includes a "Back" button, a progress indicator (a blue line with a checkmark and a circle), and a "Submit" button. At the bottom left, the email address "dy.williams@test.com" is visible, and at the bottom right, the text "Authorised Sign" is partially visible.

Invite new User

User roles

prequality Units and submit Pre qualification data.

Entity Manager

The User is able to accept or initiate request for the Agent / Service Provider: to view other accounts and service Provider Units or Records (agent) : to withdraw an Agent or as an Agent on behalf of a Service Provider.

Trader

;

Authorised Signatory

The Authorised Signatory is the person in your organisation who is authorised by the board of the organisation for authorising documentation on behalf of the organisation and responsible for signing the terms and conditions.

Back ✓ Submit

dy.williams@test.com Authorised Sign

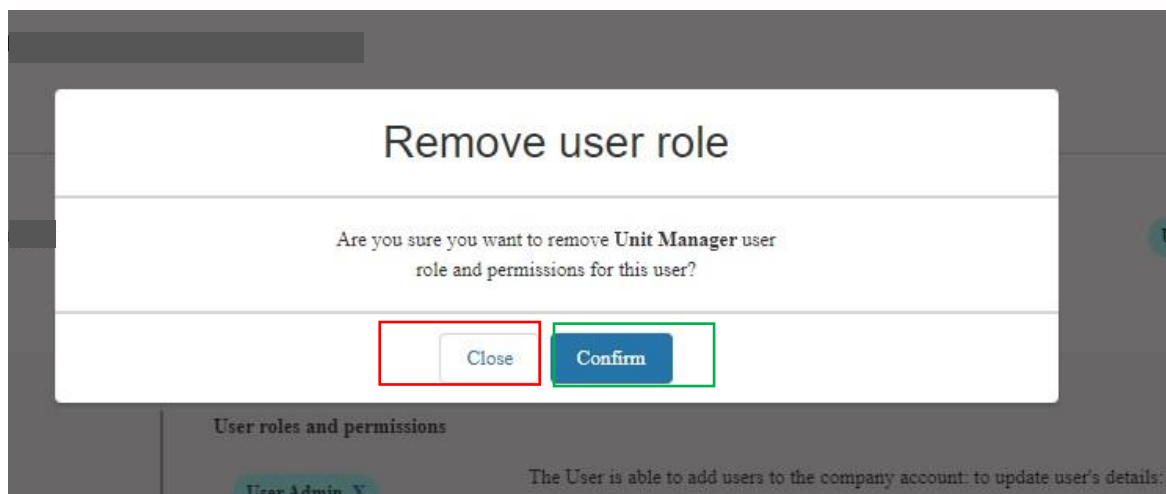
10.20. Removing existing role(s) from Secondary Users (Active)

Unassign existing Role(s) Screens



- To remove an existing role from the user's profile, navigate to the *Role name* under the *User role and permissions* subsection and press the 'X' adjacent to the role name as highlighted in the figure above. This task will have to be repeated for each individual role. In the example above, the 'X' will require removing two fold, once for the 'User Admin' and once for 'Unit Manager'.
- A pop-up notification will appear promptly reminding the portal user to confirm they wish to remove the user role. To proceed select 'Confirm', to abort select 'Close'.
- In order to swap, exchange or switch roles, the methodology of removing and then adding roles to a user's profile is the only way to enable this.

Unassign existing Role(s) Screens



- If the User Admin Role experiences any errors or difficulties whilst using the User Management functionality, they should reach out the Contracts Management Team in the first instance by email.

10.21. Removing existing role(s) from Secondary Users (Active)


- As of Release 2.8, all existing Users can have all roles un-assigned with the exception of the Unit Manager Role.

10.22. Deactivating Secondary Users


- As of Release 2.8, Portal Users who have been assigned the 'Super User Role' have the **ability to deactivate Secondary Users**, so that they can no longer access SMP. The reason for this feature is to take ownership of restricting secondary users access in the event it is no longer required.
- Please note that de-activation from the SMP Portal does not mean de-activation of their User Account on the National Energy System Operator Website. *They will still retain their SSO credentials, they will simply no longer be able to login into SMP. Equally if the User also has access to the Connections Portal, their access will resume.*
- To deactivate a Secondary User account, Super Users should log into the SMP Portal and navigate to the 'User' tab at the top of the screen. They should then locate the name of the user they wish to deactivate and click the arrow to expand the section.
- When section has expanded, there will be a link to 'Deactivate User Account'. After clicking this link, a green confirmation banner will appear at the top of the screen to indicate that the user has been successfully deactivated. An email will be sent automatically to the deactivated user's email address to inform the user that their account has been deactivated and that they can no longer access the SMP Portal.
- This deactivated user can now be found in the list of *Inactive Users*. A Super User can reactivate the deactivated user, by clicking on the arrow next to the name to expand the section.

10.23. Deactivating Secondary Users – User’s Switching from Active List to In-active List

User name	Email	User role	Status
> Alasdair Test 789	alasdair.smith@nationalgrid.com	User Manager	Active
> Authorized Signatory User	alasdair.smith@nationalgrid.com	Authorized Signatory	Active
> Ali Test	alasdair.smith@nationalgrid.com	Authorized Signatory	Active
> Ali Test	alasdair.smith@nationalgrid.com	Authorized Signatory	Active
✓ Ali Secondary	alasdair.smith@nationalgrid.com	User Manager -1 roles	Active


 Ali Secondary
 alasdair.smith@nationalgrid.com
[Deactivate user by email](#)
[Deactivate user account](#)

Available
19 / -14



Active users [Inactive users](#)

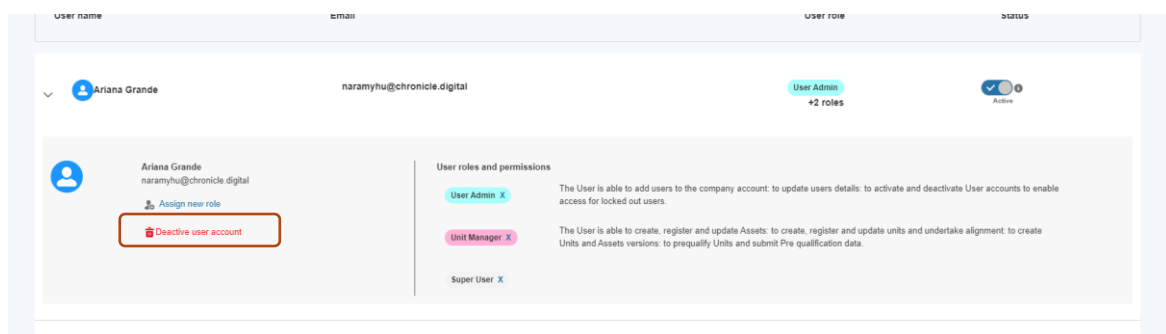
Search User name

5 Users

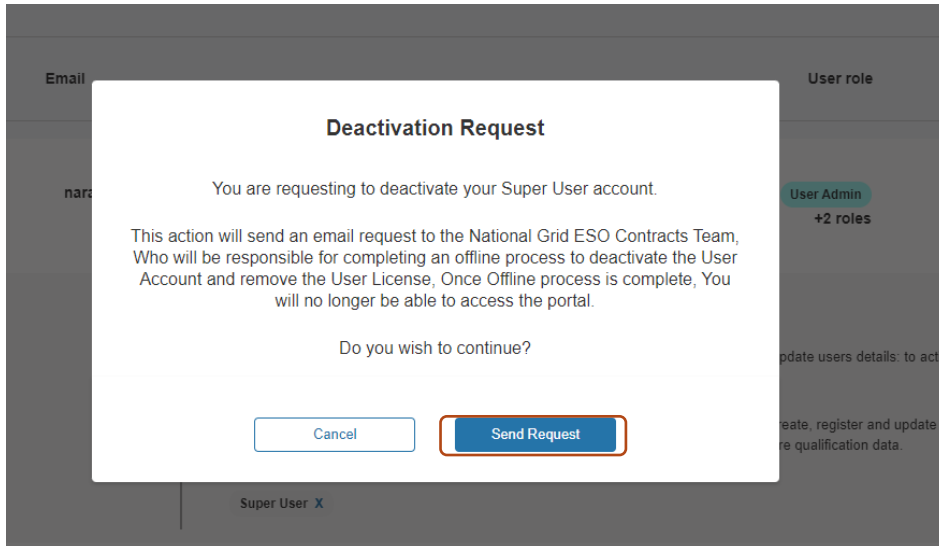
User name	Email	User role	Status
> vineth manager	vineth.vutukuri@nationalgrid.com	Entity Manager	Inactive
> Ali Secondary	alasdair.smith@nationalgrid.com	User Manager -1 roles	Inactive
> finance manager	vineth.vutukuri@nationalgrid.com	Finance Manager	Inactive
> Alasdair Test Secondary	alasdair.smith@nationalgrid.com	User Manager	Inactive

10.24. Deactivating Super Users

- As of Release 2.8, Super Users have the ability to request the deactivation of their own account if they are no longer the designated Super User or they no longer require access to SMP. Please note that as only **One** Super User can be allocated per Account (Company/Organisation) it is imperative that an alternative Super User is identified and assigned the Role to ensure that the Provider is in a position to continue managing their secondary users. To set up an alternative Super User, then person in question must approach their Contract Manager.
- To deactivate their account, Super Users should log into the SMP Portal and navigate to the 'User' tab at the top of the screen. They should then locate their name in the list of users and click the arrow to expand the section.
- When section has expanded, there will be a link to 'Deactivate User Account'. After clicking this link, a pop-up message will be displayed, asking the User to confirm the request to the Contracts Team.
- After clicking 'Send Request', a green confirmation banner will appear at the top of the screen to indicate that an email has been sent to the National Energy System Operator Contacts Team. After the Contracts Team has processed the request, the user will no longer be able to access SMP.



10.25. Deactivating Super Users – Request Notification



11. Related Entity

11.1. Definition of Related Entity

For the purposes of SMP, a Related Entity is defined as a Service Provider who has entered into a contractual relationship with an Agent to represent the Asset or Assets owned by said Service Provider. In this respect, the Unit will be owned by the Agent and the Assets making up the logical grouping or aggregation will be owned by either a singular Service Provider or a number of Service Providers.

The SMP Portal's role is to enable Market Providers threefold;

1. The ability to initiate relationship requests and select from the set of Market Providers whom have been onboarded on SMP
2. The ability to determine the duration of the relationship and enter into an Agreement for this period
3. The ability to transfer or delegate specific assets on the part of the Asset Owner from within their 'Asset' Portfolio and the ability to 'recall' or withdraw specific assets within the agreement period.

With Release 2.14 Market Providers **can initiate requests acting in both capacities** – so as Service Providers (Asset Owners) or as Agents.

Equally with Release 2.14 we have introduced the ability for Service Providers (Asset Owners) to **specify individualised assets to delegate responsibility to** a nominated agent.

11.2. Conditions of Related Entity

In order for any market provider to take advantage of **delegate responsibility to a** nominated agent, they must fulfil a set of conditions prior;

1. The Asset Owner must be registered on the Portal (with at least one Active User), even if they are not a Unit Owner or acting as an agent on behalf of other service providers OR intended to access the SMP Portal.
2. The Asset Owner's main contact must be notified by their prospective agent to expect email notifications generated by SMP to 'invite them' to accept the agent's nomination request.
3. The prospective agent must possess the Company Registration Number of the service provider in question in order to reference it in the Related Entity process.
4. The Super User/User Admin must assign the Related Entity Role to the Portal Users who are tasked with managing Related Entity

Only when this conditions have been satisfied will an Asset Owner be able to select Asset(s) to delegate for transfer to a prospective agent

11.3. Initiating (Nomination) Requests

11.3.1. Locating a prospective Agent

If you are initiating the request as **a service provider/asset owner** wishing to nominate a particular prospective agent to represent you. To locate and select the agent's company a) select the 'My agents tab' and b) select the 'Find an Agent' custom button to initiate the search

My companies **My agents**

If you wish to find an Agent to act on behalf of your company, send your request to the Registered Service Provider by clicking the button below

Find an Agent

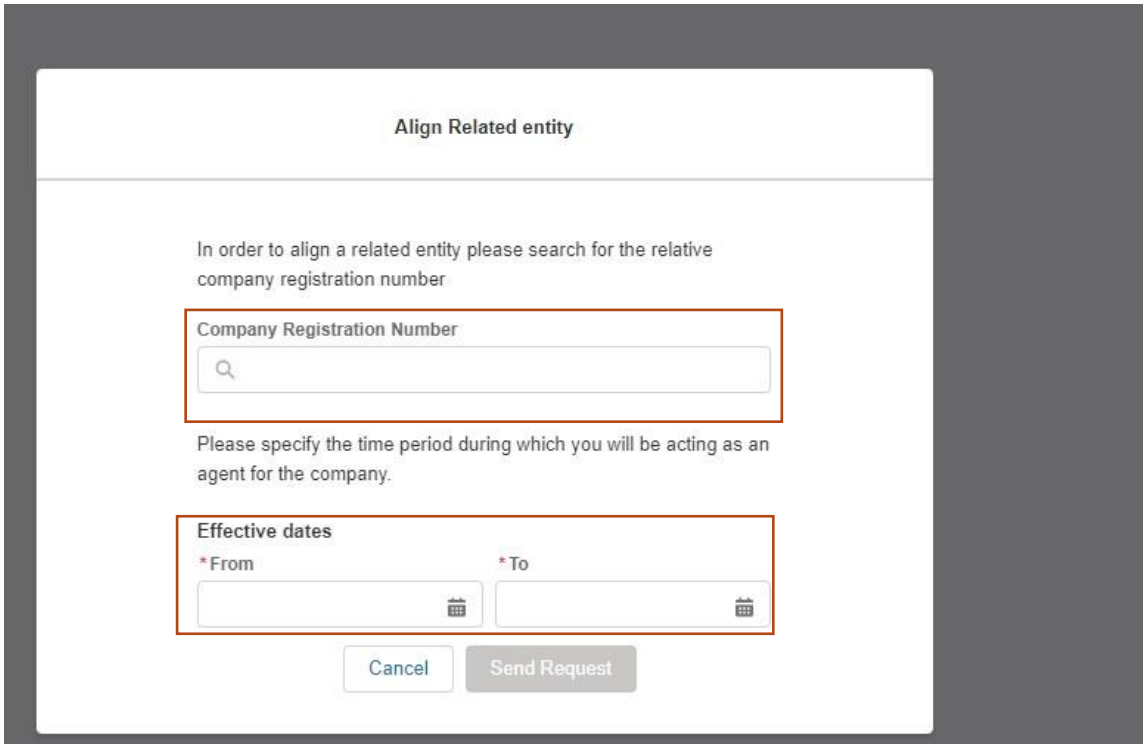
Active agents

Company Name	Start date	End date	Assigned assets
222 BRECKNOCK ROAD FREEHOLD COMPANY LIMITED	14 Mar 2024	31 Mar 2024	3

Past agents +

11.4. Locating a prospective Agent – Entering in the Market Provider Details

The pop-up screen prompting the prospective agent will ask for two mandatory pieces of information a) the Company Registration Number in the search box and b) the *representation* dates. Please note that without entering a valid number, the process will be aborted. When a valid Registration number is detected, the corresponding Company Details are displayed.



Align Related entity

In order to align a related entity please search for the relative company registration number

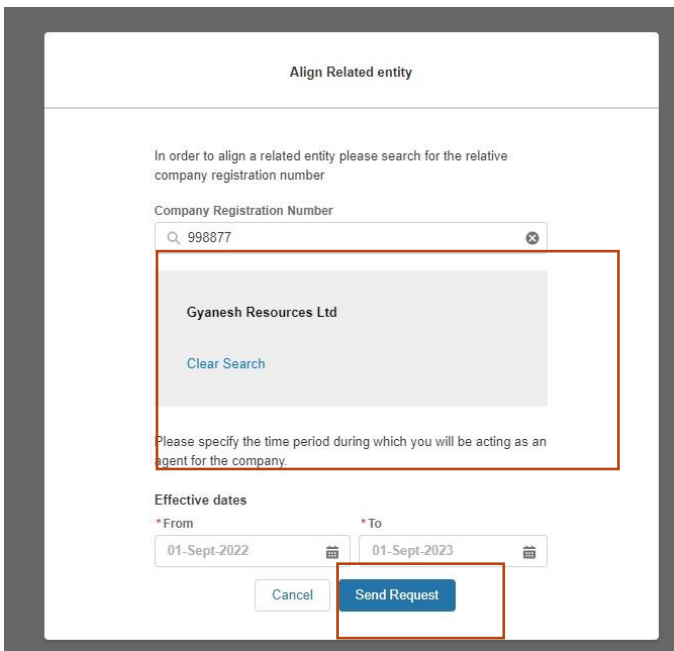
Company Registration Number

Please specify the time period during which you will be acting as an agent for the company.

Effective dates

* From * To

Cancel Send Request



Align Related entity

In order to align a related entity please search for the relative company registration number

Company Registration Number

998877

Gyanesh Resources Ltd

Clear Search

Please specify the time period during which you will be acting as an agent for the company.

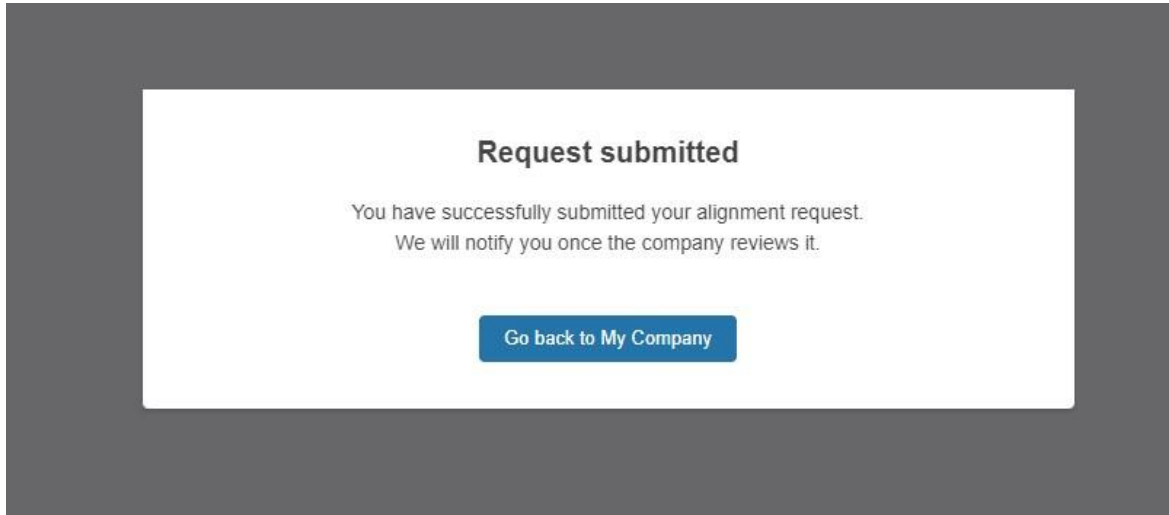
Effective dates

* From * To

01-Sept-2022 01-Sept-2023

Cancel Send Request

11.4.1. Locating a prospective Agent – Confirmation of Submission of Nomination Request



11.5. Accepting/Rejecting Nomination Requests

Once the request has been confirmed, the prospective agent's associated Portal Users will be sent an Email Alert prompting them of the pending nomination request. They will be expected to click on the hyperlink in the body of the email or login directly to the SMP Portal to be able to complete the acceptance or rejection of the nomination request exercise.

As the prospective agent, the associated portal user will click on the Related Entity Tab and then proceed to the 'My Companies' Sub Tab – there they will see the New Agent Request notification with the option to Accept or Reject the request. Prior to selecting Accept option they will be required to visit the Terms & Conditions Page to review the content. It is recommended they do this in a different tab on their browser.

The screenshot displays the 'New Agent Request' interface. At the top, there are navigation tabs for 'My companies' and 'My agents', with 'My companies' selected. A 'Log out' link is visible in the top right corner. The main content area shows the following details:

- Company name:** 123 LIMITED
- Effective dates:** 04-Apr-2027 - 04-Apr-2028

Below the details, a message states: "123 LIMITED is asking you to become their Agent. If you accept this request, you will be duly authorised to act on their behalf with line with the [Terms & Conditions](#)." A question follows: "Would you like to accept the request?". At the bottom, there are two buttons: "Reject request" and "Accept request".

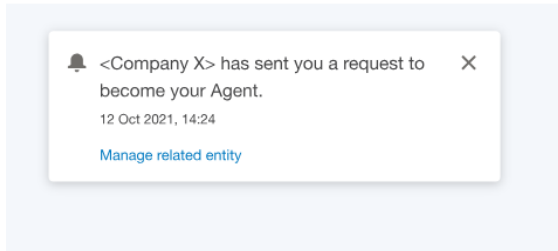
Accepting Nomination: Upon selecting this option the following actions will occur;

- The Asset Owner's associated Users will be notified by Email and via an in portal notification
- They will be expected to login into SMP and replicate the Acceptance of the Terms of Conditions
- Once they have reciprocated and accepted the 'pending agreement' the Status will move to Accepted and the Agreement will officially be formalised on SMP. A record of the Portal User whom accepted the agreement and consented to the Terms & Conditions and the date of consent for both parties will be documented on SMP internally.

Rejecting Nomination: Upon selecting this option the following actions will occur

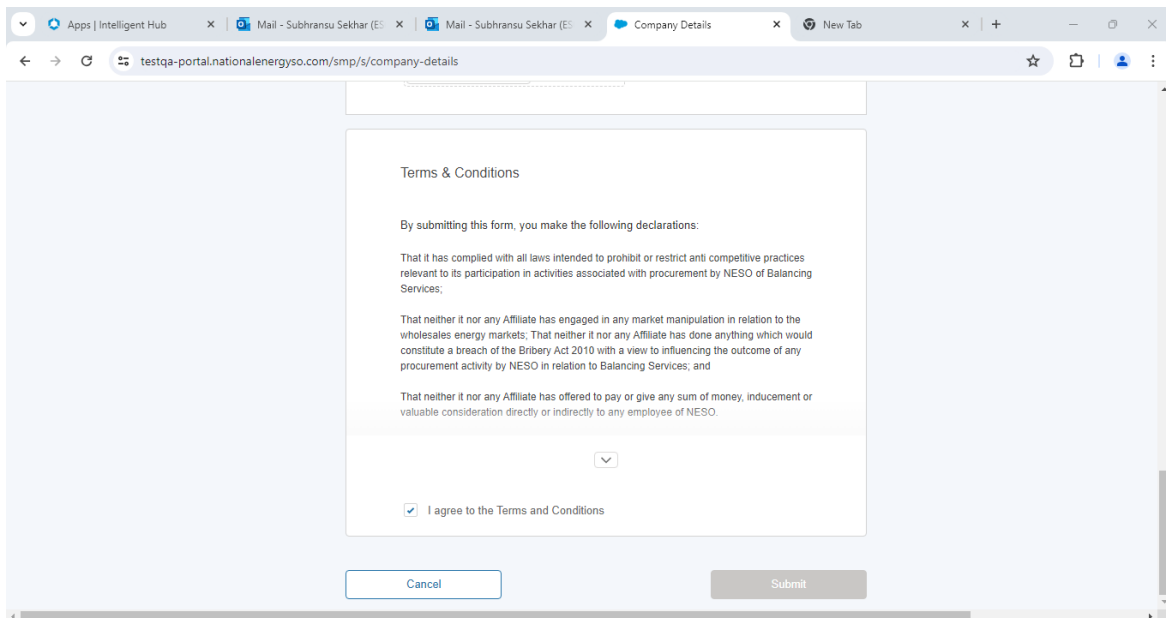
- The Asset Owner's associated Users will be notified by Email of the Rejection Outcome.

11.5.1. In portal notification – Prospective Agent



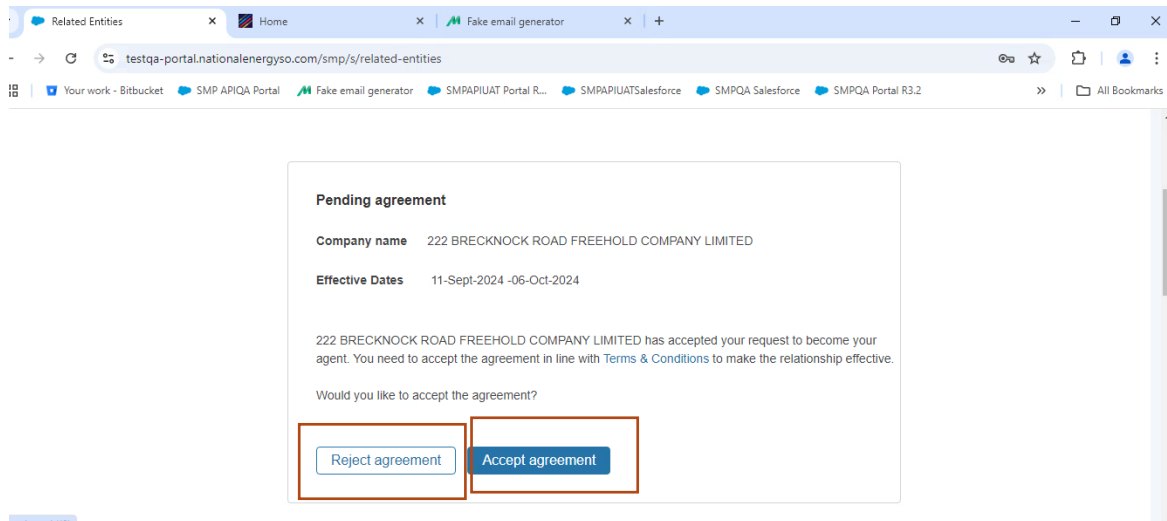
11.5.2. Consenting to the Terms & Conditions – Agreement Copy

The image below provides the description of Terms & Conditions legal text that both parties are expected to adhere to



11.5.3. Pending Agreement Notification – Asset Owner

The Asset Owner’s portal users will be presented with the screen below, when at least one of the User’s in the case of multiple user’s either selects Reject or Accept, the pending agreement notification will remain on the SMP Portal.



Accepting Nomination: Upon selecting this option the following actions will occur;

- The Prospective Agent associated Users will be notified by Email that the Agreement Offer has been ratified and the Agreement is now created
- Once they have reciprocated and accepted the ‘pending agreement’ the Status will move to Accepted and the Agreement will officially be formalised on SMP. A record of the Portal User whom accepted the agreement and consented to the Terms & Conditions and the date of consent for both parties will be documented on SMP internally.

Rejecting Nomination: : Upon selecting this option the following actions will occur

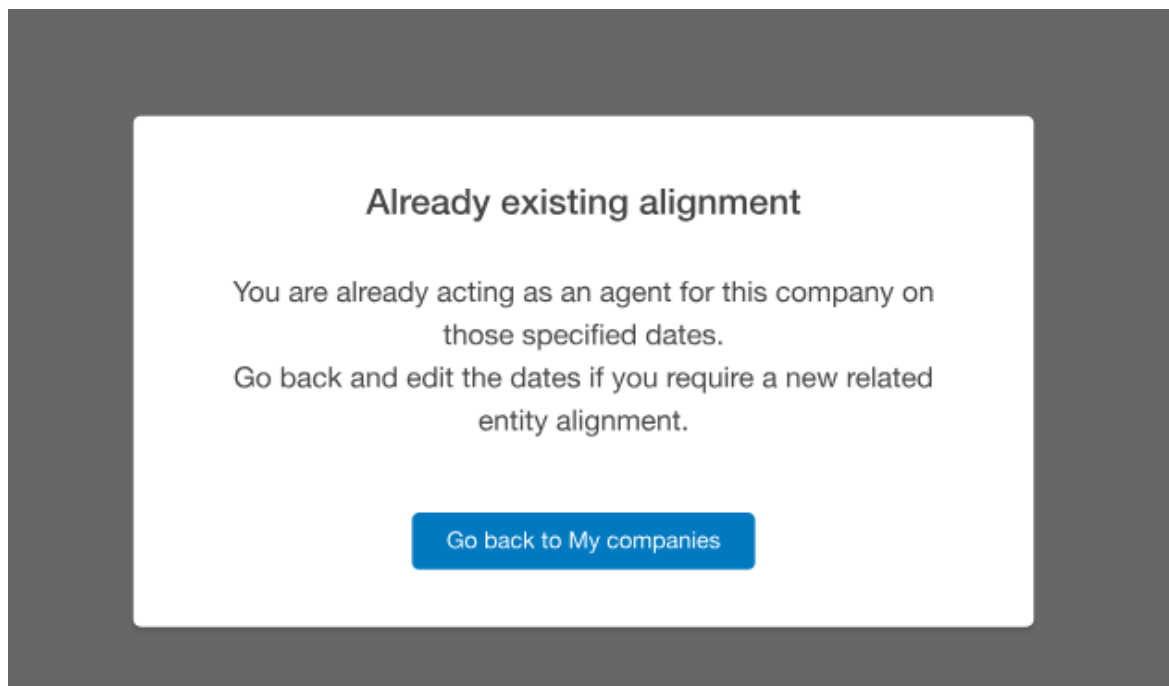
- The Prospective Agent’s associated Users will be notified by Email of the Rejection Outcome.

11.6. Agreement Business Rules

1. A Market Provider cannot submit duplicate nomination requests to the same provider for the **same representation date window**.
2. A Market Provider can however extend an agreement but submitting **a new request** with a **different set of dates with the same provider**
3. A Market Provider cannot submit multiple nomination requests to different providers with different or the same representation date window.
4. There is no longer a cap on the number of agents an asset owner can have at the same time.
5. Both parties have to accept the agreement and consent to the terms and conditions before the agreement is formalised on SMP. If either party fails to accept or reject, the agreement remains in 'pending' state.
6. If either party rejects the agreement, it is made redundant and the process and the agreement exchange is terminated.

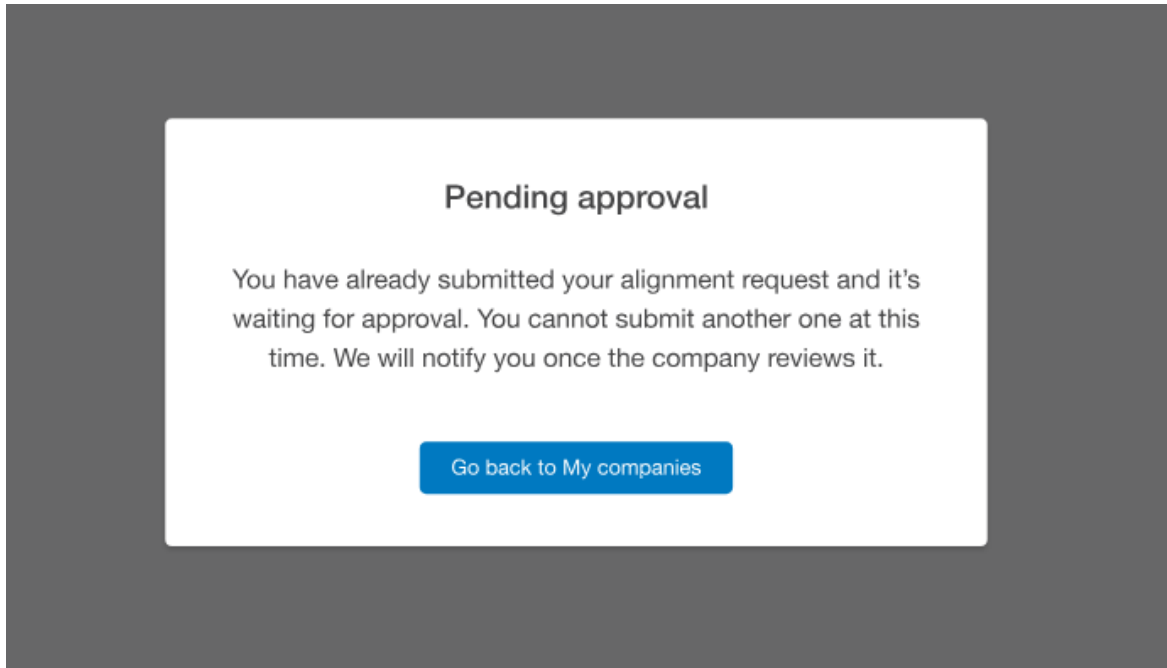
11.6.1. Notification that an existing Agreement is in place

If a Market Provider's Portal User attempts point 1 above during the nomination stage, this message will appear on screen.

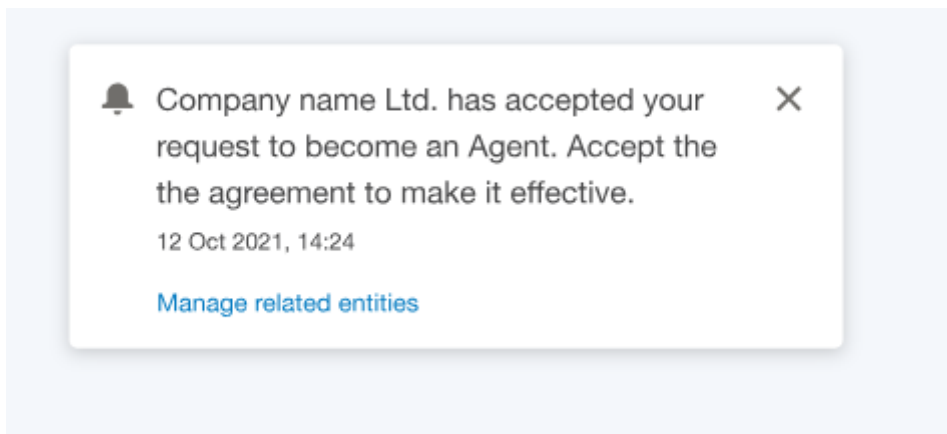


11.6.2. Notification that one of the parties is still pending approval

If either of the Market Provider's Portal Users are yet to accept or reject the nomination request, this message will appear on screen if they attempt to initiate a duplicate request to the same Market Provider for the same representation dates. This will block any potential duplicate requests being 'created' on SMP.



11.6.3. In portal notification – Prospective Agent



11.6.4. Confirmation of Agreement in Place – Asset Owner’s view

Once the Related Entity Agreement has been established between both parties (accepted), then both parties can log into SMP and view evidence of the Agent/Asset Owner’s Agreement Details including the Company Name, the Representation Start and End Date and the overall number of assets assigned. (The transfer/delegation of assets are covered in the next Chapter)

Once an Agreement has expired, the Agent in question will appear under the ‘Past Agents’ section.

My companies **My agents**

If you wish to find an Agent to act on behalf of your company, send your request to the Registered Service Provider by clicking the button below

[Find an Agent](#)

Active agents			
Company Name	Start date	End date	Assigned assets
222 BRECKNOCK ROAD FREEHOLD COMPANY LIMITED	14 Mar 2024	31 Mar 2024	3

Past agents [+](#)

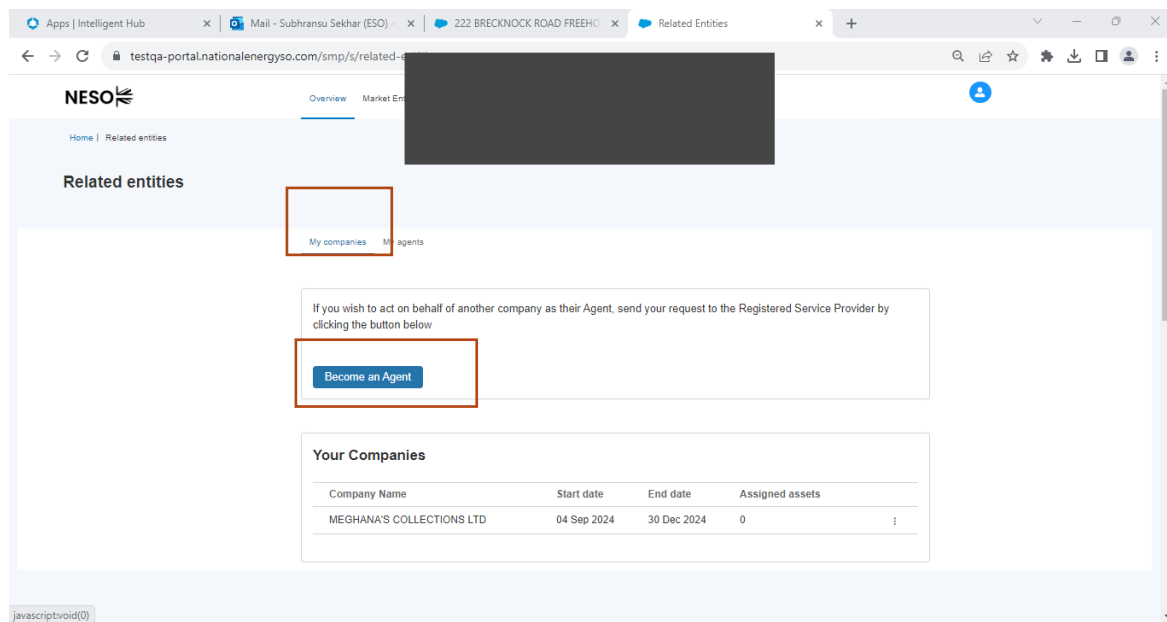
11.6.5. Confirmation of Agreement in Place – Prospective Agent’s view

The screenshot shows the NESO portal interface. At the top, there are browser tabs for 'Intelligent Hub', 'Mail - Subhansu Sekhar (ESO)', '222 BRECKNOCK ROAD FREEH...', and 'Related Entities'. The URL is 'testqa-portal.nationalenergys.com/smp/s/related-ent...'. The page title is 'Related entities'. There are two tabs: 'My companies' (selected) and 'My agents'. Below the tabs, there is a text box: 'If you wish to act on behalf of another company as their Agent, send your request to the Registered Service Provider by clicking the button below'. Below this text is a blue button labeled 'Become an Agent'. Below the button is a table titled 'Your Companies'.

Company Name	Start date	End date	Assigned assets
MEGHANA'S COLLECTIONS LTD	04 Sep 2024	30 Dec 2024	0

11.7. Locating a prospective Asset Owner/Service Provider

If a Market Provider is acting as a prospective Agent wishing to nominate an asset owner/service provider as their Related Entity, the steps they adopt are identical to those outlined under the section outlined for "Locating a prospective agent" instead, the Market Provider will select the **"Become An Agent"** option under the **'My Companies'** Tab.

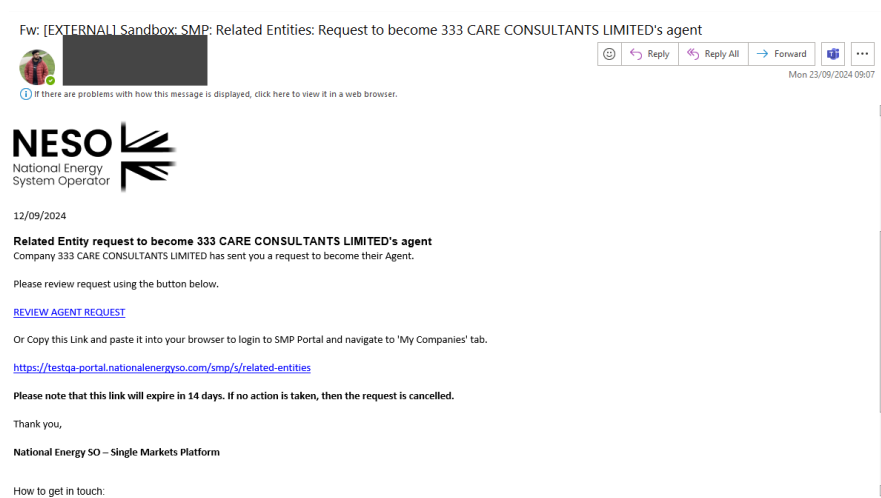


11.8. Confirmation Email Alerts

Outlined below are the various Email Alert notifications that are issued to Market Providers throughout the Related Entity Process steps.

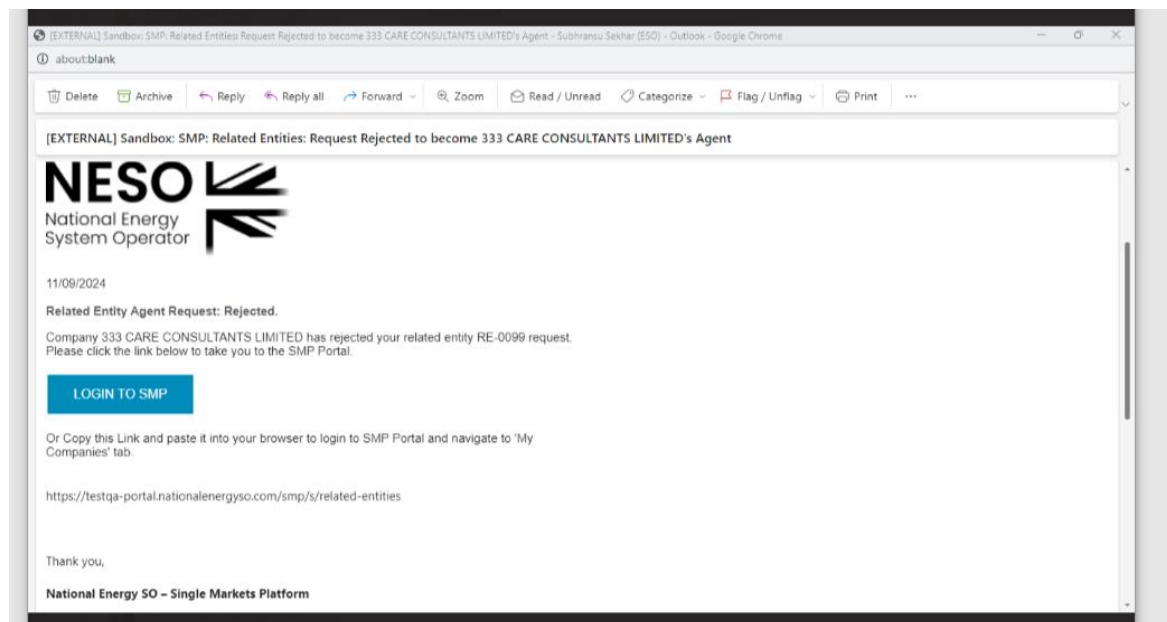
11.8.1. Confirmation Email Alert Template 1

Request initiated by either party



11.8.2. Confirmation Email Alert Template 3

Request Nomination Rejected



11.9. Confirmation Email Alert Template 4

Reminder Alert to take action on the nomination request

Fwd: [EXTERNAL] Sandbox: Reminder to take action on your Pending Related Entity Agreement Request with 333 CARE CONSULTANTS L...



☺ Reply Reply All Forward 📧 ...

Tue 24/09/2024 13:57

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.



17/09/2024

This is a gentle reminder to review all your pending Related Entity requests pertaining to your account. Please note that the request will expire after 14 days from the original date the request was submitted. After this period any further requests will have to be re-initiated. Please click the link below to take you to the SMP Portal.

[LOGIN TO SMP](#)

Or Copy this Link and paste it into your browser to login to SMP Portal.

<https://testqa-portal.nationalenergyso.com/smp/s/related-entities>

Thank you,

National Energy SO – Single Markets Platform

How to get in touch:

commercialoperations@nationalenergyso.com

11.9.1. Confirmation Email Alert Template 5

Confirmation Email – Agreement Accepted

Fw: [EXTERNAL] Sandbox: SMP: Related Entities: Agreement Accepted to become 333 CARE CONSULTANTS LIMITED's Agent



☺ Reply Reply All Forward 📧 ...

Mon 23/09/2024 09:08

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.



12/09/2024

Related Entity Agent Agreement: Accepted.

Company 333 CARE CONSULTANTS LIMITED has accepted the agreement for you to become their Agent. Please click the link below to take you to the SMP Portal.

[LOGIN TO SMP](#)

Or Copy this Link and paste it into your browser to login to SMP Portal.

<https://testqa-portal.nationalenergyso.com/smp/s/related-entities>

Thank you,

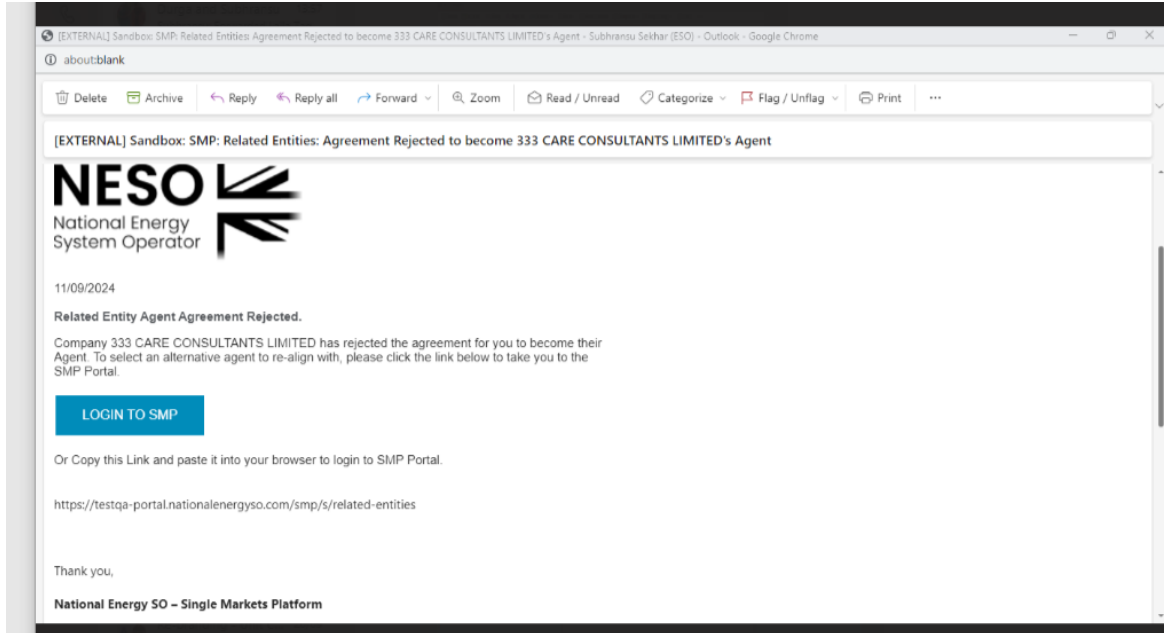
National Energy SO – Single Markets Platform

How to get in touch:

commercialoperations@nationalenergyso.com

11.9.2. Confirmation Email Alert Template

Confirmation Email – Agreement Rejected



11.10. Delegating Asset(s) for Transfer

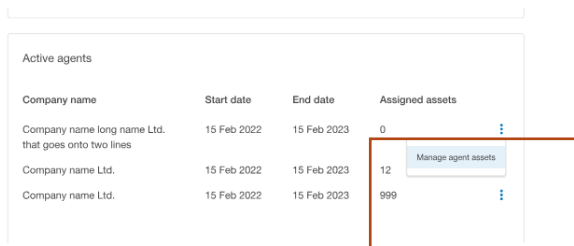
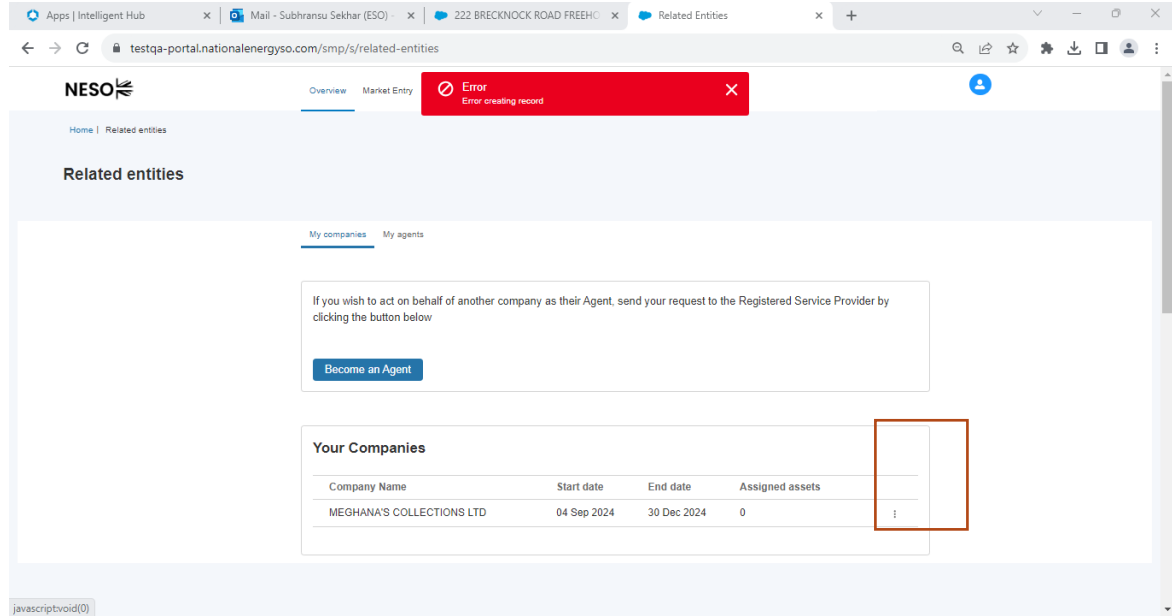
The section below outlines the steps required by the Asset Owner/Service Provider to select and delegate or transfer the asset(s) to their respective Prospective Agent.

11.11. Transfer of Asset(s) Business Rules

7. An Asset Owner cannot transfer or delegate any assets unless they have entered into an Agreement in accepted state
8. The Asset(s) will only become available to the Prospective Agent on **Day 1** of the representation period.
9. It is recommended that when setting the representation dates, the asset owner and prospective agent must allow for **sufficient lead or onboarding time** to ensure the agent is in a position to form a new Unit and prequalify successfully prior to auction timeframes.
10. An Asset Owner is only permitted to transfer or delegate responsibility of asset(s) within the agreement representation dates, if the asset owner wishes to transfer an asset beyond those dates, they will have to establish a new agreement with the same party.
11. Only Asset Owners can transfer or delegate responsibility of asset(s) that they own within their own portfolio
12. If an Asset's Effective From Date is set in the future – therefore beyond the agreement representation dates, the asset is prohibited from being available for transfer or delegation within the context of that agreement
13. If an Asset is committed to an existing Unit or Unit(s) in Accepted State then the Asset is prohibited from being available for transfer or delegation and will be marked as 'Requires' Global Versioning' to effectively release the Asset from the existing Units.
14. Following successful completion of the Global Versioning exercise, the Asset will be made available for transfer.
15. There may be instances where there are missing parameter data on existing assets selected for transfer, if the missing parameter data breaches N NATIONAL ENERGY SYSTEM OPERATOR LIMITED Business Units validation rules, then the Asset is prohibited from being available for transfer or delegation until the data is rectified. In this instance an error message will appear and the onus will be on the Asset Owner to liaise with the Contracts Team to rectify the source of the error
16. Once the Asset(s) are successfully transferred, the Asset Owner will not be able to leverage them to form Units or prequalify throughout the duration of the agreement. They will however be able to view the Asset(s) on SMP as a point of reference.

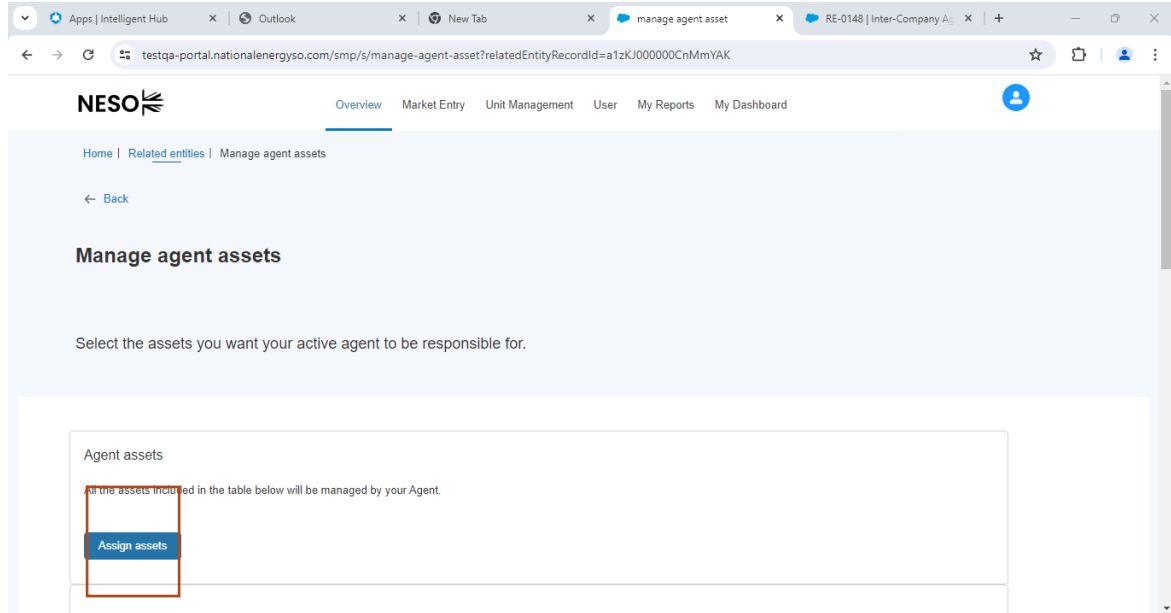
11.11.1. Selection of the Agent

The first step an asset owner should take is to identify the Agent they wish to delegate the asset to under the list of agents, then navigate to the **three drop down buttons** and select the option to **'manage assets'**



11.11.2. Selection of the Asset(s)

The next step is to select the 'assign' assets button



11.11.3. Selection of the Asset(s) – identification of asset(s)

The next step is to select the asset(s) in question from the list of assets owned by the Asset Owner. All assets should display, however those assets committed to at least one or more Units in Accepted State will have a column marker which indicates the Asset requires Global Versioning to release it from its current Unit or Units. To select the asset that is available, simply check the box in the first column. When all the asset(s) are selected the 'Confirm' button should be selected.

The screenshot shows the 'Agent assets' interface. At the top, it says 'Agent assets' and 'All the assets included in the table below will be managed by your Agent.' Below this are 'Cancel' and 'Confirm' buttons. A search bar is labeled 'Search assets'. A table lists 8 assets with columns for Asset Name, Asset ID, Asset Type, Generation, and Demand. The 'Venice' row is selected with a checkmark. The 'Subro Asset UAT2' row is highlighted with a red box. Each row has a 'Go to Global Versioning' button.

	Asset Name	Asset ID	Asset Type	Generation	Demand	
<input type="checkbox"/>	Test 0412	AST-7151	Generation Unit	12 MW		<input type="checkbox"/> Go to Global Versioning
<input type="checkbox"/>	Test 2901	AST-7159	Generation Unit Demand Unit	12 MW	12 MW	<input type="checkbox"/> Go to Global Versioning
<input type="checkbox"/>	Oslo	AST-7171	Generation Unit Demand Unit	5 MW	5 MW	<input type="checkbox"/> Go to Global Versioning
<input type="checkbox"/>	Madrid	AST-7168	Generation Unit Demand Unit	5 MW	5 MW	<input type="checkbox"/> Go to Global Versioning
<input type="checkbox"/>	Paris	AST-7166	Generation Unit Demand Unit	5 MW	5 MW	<input type="checkbox"/> Go to Global Versioning
<input checked="" type="checkbox"/>	Venice	AST-7167	Generation Unit Demand Unit	5 MW	5 MW	<input type="checkbox"/> Go to Global Versioning
<input type="checkbox"/>	Rome	AST-7170	Generation Unit Demand Unit	5 MW	5 MW	<input type="checkbox"/> Go to Global Versioning
<input type="checkbox"/>	Subro Asset UAT2	AST-7163	Generation Unit Demand Unit	60 MW	67 MW	<input type="checkbox"/> Go to Global Versioning

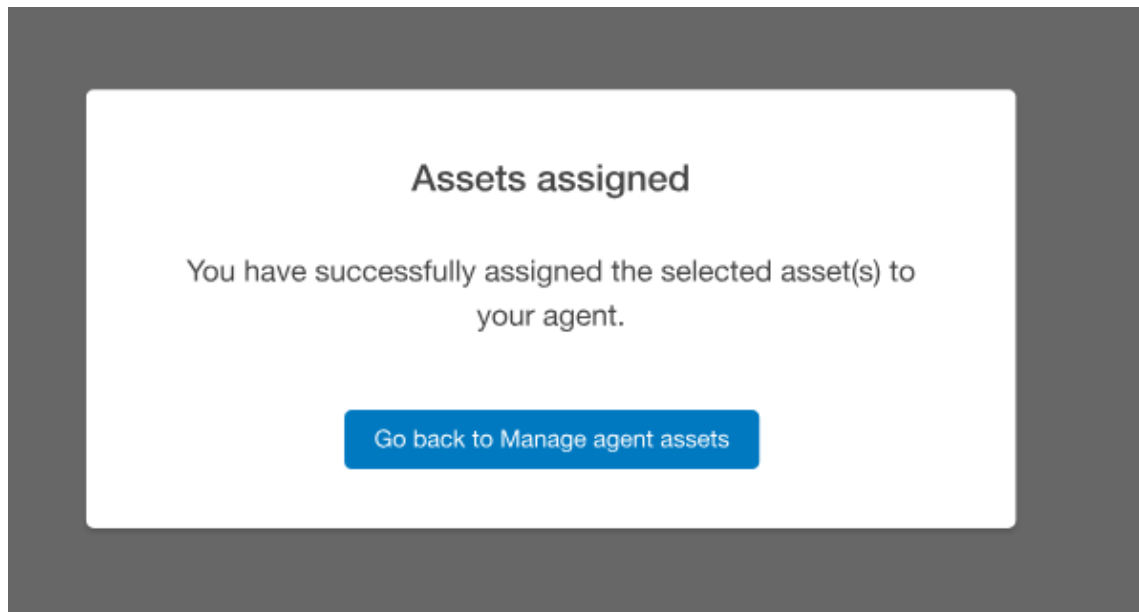
11.11.4. Confirmation notification – selection of asset(s)

An onscreen notification will display to acknowledge that the user wishes to proceed with the transfer, there is an option to abort the process by selecting 'cancel'

The dialog box has a title 'Confirm assets assignment' and a message: 'Are you sure you want to assign the selected asset(s) to this agent? All related data will be made available.' At the bottom are 'Cancel' and 'Confirm' buttons.

11.11.5. Confirmation decision – selection of asset(s) completed

If 'Confirm' is selected, then an onscreen notification will appear to confirm that the asset(s) have been transferred.



11.12. Visibility of Transferred Assets

As mentioned previously, asset(s) are only made available to the prospective agent on Day 1 of the representation Effective From Date, however prior to this date the agent can view the number of assigned assets under the Your Companies listing under the Related Entity Section of SMP.

To view the actual asset on Day 1, Portal Users should navigate to the Asset Tab under Unit Management, where the Asset Tile will display and be available for Unit alignment.

Related entities

My companies My agents

If you wish to act on behalf of another company as their Agent, send your request to the Registered Service Provider by clicking the button below

[Become an Agent](#)

Your Companies

Company Name	Start date	End date	Assigned assets	
MEGHANA'S COLLECTIONS LTD	04 Sep 2024	30 Dec 2024	0	:

← Back

Assigned assets
123 LIMITED

Search asset name

1 assets

Asset Name	Asset ID	Asset Type	Generation	Demand	
Venice	AST-7167	Generation Unit/Demand Unit	5 MW	5 MW	View asset

12. Inter-company Sharing Agreements

12.1. Definition of Inter-Company Sharing Agreements

In the context of SMP, an Inter-Company Sharing Agreement has been defined as a whereby a Market Provider (**Company A**) has entered into a **representational relationship** with another Market Provider (**Company B**) for a defined period to enable them to acquire and manage the existing 'Portfolio' on their behalf.

The **portfolio** is defined as the following;

- All Units (in either Draft, Submitted AND Accepted State) owned by Company A
- All Assets (in accepted state) either **owned directly by Company A** or **acquired by Company A through a Related Entity Agreement Transfer**** (**where the Related Entity Agreement is still valid)
- All Existing Prequalification Applications (in either Draft, Submitted, Submitted for Signature, Incomplete AND Approved State)
- Any Asset Testing Documentation (ITE Certification) provided as appendages to the prequalification Applications
- Reporting & Data Analytics associated with Units, Assets and Prequalification Applications contained within the Portfolio.

12.2. Scope of Inter-Company Sharing Agreements

The Inter-Company Sharing Agreement is primarily designed for Market Providers **whom are part of a Corporate/Legal Structure with other Market Providers such as Parent Companies whom Subsidiary Companies or Companies whom acquire other Companies through mergers and acquisitions**. However, it can also encompass the needs of Market Providers whom are independent of one another.

The key objective of an Inter-Company Sharing Agreement and the respective functionality on SMP is to allow such Companies to enable access to their 'Portfolio' and the ability to directly manage the portfolio on their behalf whilst continue to manage their own native portfolio simultaneously for the duration of the agreement period.

12.3. Distinction between Company/Market Provider Agreement Types

An Inter-Company Sharing Agreement has a *distinct purpose* from a Related Entity Agreement as follows;

Inter-Company Sharing Agreement: Enables a Market Provider (Company A) aka 'Primary' Account to directly access and manage at least one (or more) Market Provider's (Company B, C, D etc) aka 'Secondary' Whole Portfolio for a pre-defined given time period whilst being able to also access and manage their own portfolios.

Management activities **does encompass** the core functionality of SMP;

- Update or Alter an existing Unit's logical grouping through the Global Versioning Process
- Apply for new Services for existing Units already pre-qualified for existing Services acting as the Secondary Account
- Add or remove existing Asset(s) **directly owned** by Company B, C, D etc ('Secondary Account') to new Unit(s) or existing Units (through Global Versioning)
- Add or remove existing Asset(s) **not directly owned** by Company B, C, D etc ('Secondary Account' but 'leased' from a third party Market Provider through the medium of a Related Entity Agreement (transfer/delegation of asset(s))
- Directly register or onboard new Units acting as the Secondary Account.
- Directly register or onboard new asset's acting as the Secondary Account.
- Align new Unit(s) with asset(s) and prequalify Unit(s) for services acting as the Secondary Account
- Representatives (Employees aka Portal Users) on behalf of the Primary Account can 'Account Switch' between their own Company's Portfolio and alternate any Secondary Account Portfolio's using their native/own SMP Account and **login in using only one set of login credentials**

Management activities **do not encompass** the following functionality of SMP;

The ability to access EAC (Enduring Auction Platform) and submit bids for Trading using ANY of the Secondary Account's eligible Unit(s) **is prohibited**.

Access to EAC (Enduring Auction Platform) will only be permitted for User's native Account (Primary)

Related Entity Agreement: Is essentially exclusive to *management of Asset(s) specifically*.

- It enables a Market Provider (Company B, C, D etc – Service Provider) to delegate management of select Asset(s) they own to another Market Provider (Company A – Agent) for a pre-defined given time period.
- It enables a Market Provider (Company A – Agent) to **directly register or on behalf of** (Company B, C, D etc – Service Provider)
- The Agent only uses their own native account to create or modify Units with said Asset(s) AND prequalify their own Units for Services.
- The Service Provider is prohibited from leveraging the delegated asset(s) to align to Units or add to existing Units throughout the duration of the agreement.

The Asset Owner relegates responsibility of the delegated asset(s) for the duration of the agreement period and is prohibited from performing any management activities on SMP with said asset(s).

The Agent is permitted to submit bids using asset(s) to which they have been granted delegation exclusively for the period of the Agreement period.

12.4. Conditions of Inter-Company Sharing Agreements

The following pre-requisites conditions are required for providers to take advantage of an Inter-Company Sharing Agreement and the functionality;

- Both Market Provider's must be registered on SMP by at **least one** Company's representative. This means the Company and the User must self-register prior to access SMP.
- Where an existing Market Provider 'Company' is registered however there are no associated '**active**' **portal user(s)** associated with the Company registered, then it is expected that at least one or more Company's representatives/employees must self-register. If prospective User(s) wish to clarify if their Company's Account is already known to ESO and if any existing 'active' portal user(s) have already registered on SMP, then they are advised to approach to their respective Contract Manager in advance.
- In the instances that **no employees are associated with the Secondary Account(s) or the same employee is affiliated to both the Primary Account and the Secondary Account(s)**, then subject to approval by the Contract Management Team then it is permissible for the employee representing the Primary Account to enter into an Inter-Company Sharing Agreement with one or more Secondary Account(s) and subsequently access the Secondary Account(s) using their native set (*Primary Account Username & Email Address*) of SSO Login credentials. Where this applies, a request must be submitted to the Contract Manager. An internal procedure will be followed to enable this access.
- Access to Secondary Account(s) Portfolio cannot be granted without a 'live' Inter-Company Sharing Agreement in place. The Company whom initiates the request to establish a Company Sharing Agreement is classified as the 'Primary' Account. Any Market Provider registered on SMP can initiate a request to establish a Company Sharing Agreement.
- An Active Portal User representing the Primary Account must possess the 'Super User' Role in order to be able to send an initiation request to another Company.
- Only an Active Portal User representing the Secondary Account in possession of the Super User Role can accept or reject an initiation request from a Primary Account. **** (With the exception of the case where no other active portal user is affiliated with the Secondary Account)**
- **Only selective User's associated with the Primary Account can access** any Secondary Account(s) portfolios. Access must be determined by the Super User through User Management Functionality on the SMP (User Interface) Portal.
- Users associated with the Secondary Account **will continue to be able to directly access their own portfolios** despite an Inter-Company Sharing Agreement in place, therefore there is a risk of both User's affiliated with the Primary Account AND User's affiliated to the Secondary Account managing the same portfolio at the same time.

12.5. Agreement Business Rules

1. A Market Provider cannot submit duplicate nomination requests **to the same provider** for the **same representation date window**.
2. A Market Provider can however extend an agreement but submitting **a new request** with a **different set of dates with the same provider**
3. A Market Provider cannot submit multiple nomination requests to different providers with different or the same representation date window.
4. Both parties have to accept the agreement and consent to the terms and conditions before the agreement is formalised on SMP. If either party fails to accept or reject, the agreement remains in 'pending' state. *** (With the exception of the case where no other active portal user is affiliated with the Secondary Account)*
5. If either party rejects the agreement, it is made redundant and the process and the agreement exchange is terminated. *** (With the exception of the case where no other active portal user is affiliated with the Secondary Account)*
6. The ability to access EAC (Enduring Auction Platform) and submit bids for Trading using ANY of the Secondary Account's eligible Unit(s) **is prohibited throughout the duration of the agreement period. This rule extends to where a Primary Account is in a singular relationship or multiple relationships concurrently.**
7. Access to EAC (Enduring Auction Platform) will only be permitted for User's native Account (Primary)
8. The Secondary Account(s) Portfolio Records will only become available to the Primary Account's respective User's on **Day 1** of the representation period.
9. **Once the Agreement Period has expired, unless the agreement has been extended, then the access to the Secondary Account's Portfolio will be revoked the Day after the last day of the Representation Period (Effective To Date).** Users associated with the Primary Account will no longer be able to gain access to the Secondary Account's Portfolio records.

12.6. Agreement Considerations

- It is recommended that when setting the representation dates, Both the Primary & Secondary Account(s) representatives ensure they allow for **sufficient lead or onboarding time** to ensure that the Primary Account's User's are in a position to form a new Unit and prequalify successfully prior to auction timeframes.
- It is recommended that when a representative from a Primary Account wishes to submit a pre-qualified **Unit for Trading on EAC the Unit MUST be owned by the Primary Account**. Therefore when creating new Unit's they must perform this action as the Primary Account (native).
- Any existing Pre-qualification Applications for Services tied to **Units in Accepted State** that have been created previously by a Secondary Account User may be subjected to the requirement to have a new 'Form B' Service Agreement re-submitted with the approval of an Authorised Signature representing the Primary Account. This can apply to Pre-qualifications in the following states;
 - a. *'Draft'*
 - b. *Submitted (previously by the Secondary Account Users)*
 - c. *Signature in Progress, Incomplete (previously by the Secondary Account Users)*

In order to enable this, your Contract Manager can revert the existing applications to 'Draft' State in order to allow them to be re-submitted for a new Form B. In readiness for this however it is important that a) an Authorised Signatory has been onboarded to the Primary Account and b) Has been extended access to the Secondary Account. Please visit the Chapter on User Management for further details on how to onboard an Authorised Signatory

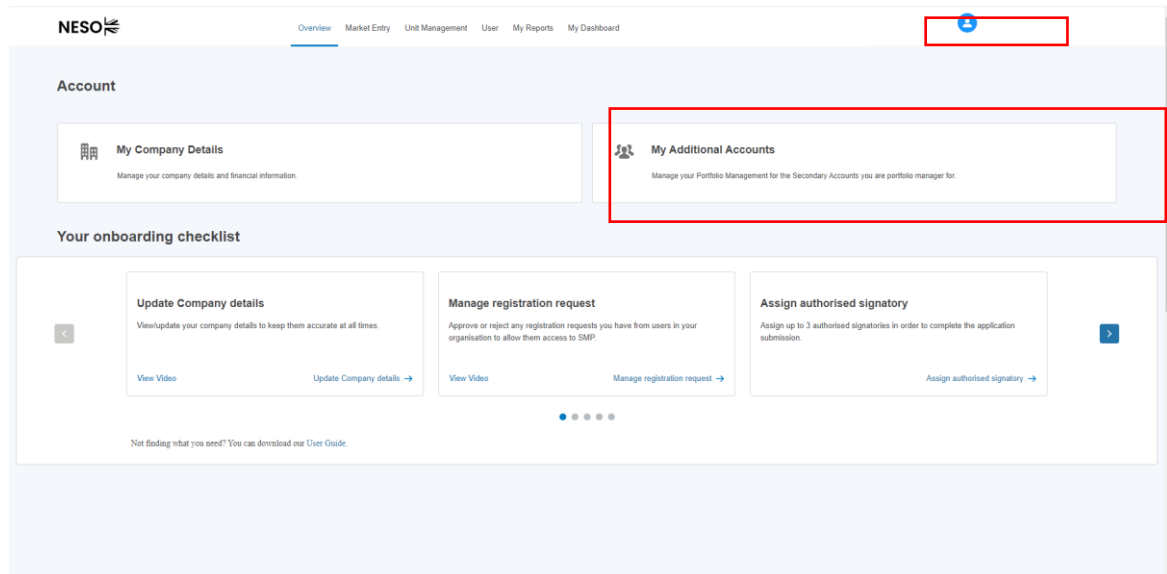
12.7. Initiating (Nomination) Requests

12.8. Locating a prospective Secondary Account

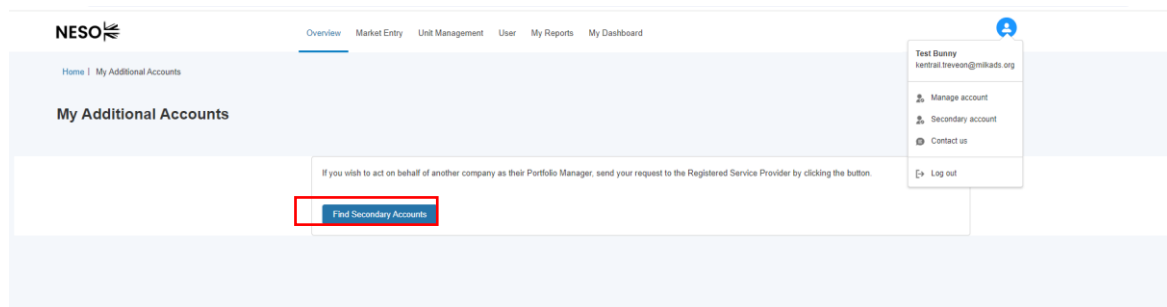
If you are initiating the request (Active Portal User) representing the Primary Account.

*You will require the 'Super User' Role. To verify you can navigate to the User Management Screen, where assigned roles are listed against 'active' users. To acquire the Super User Role, you will need to reach out to your Contract Manager whom can assign the role to your User Record.

- As a Super User, you will see the 'My Additional Accounts' Tab appear on the Overview/Home Page Screen.
- Select this option to initiate an Inter-Company Agreement
- Alternatively you can opt to select the 'Secondary Account' option upon clicking on your Avatar to display the 'Mini' Screen



Proceed with navigating to the 'Find Secondary Accounts' Custom Button and click



12.9. Locating a prospective Secondary Account– Entering in the Market Provider Details

The pop-up screen prompting the prospective Company will ask for two mandatory pieces of information a) the Company Registration Number in the search box and b) the *representation* dates. Please note that without entering a valid number, the process will be aborted. When a valid Registration number is detected, the corresponding Company Details are displayed.

Portfolio Management
Company details

In order to align a portfolio management please search for the relative company registration number

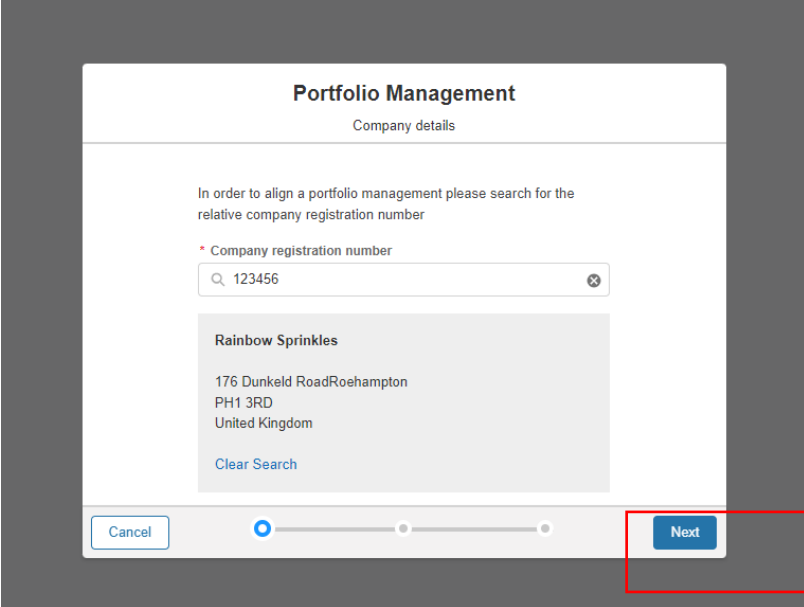
* Company registration number

Search for company

Cancel [Progress indicator] Next ^

12.10. Locating a prospective Secondary Account – Entering the Company Details

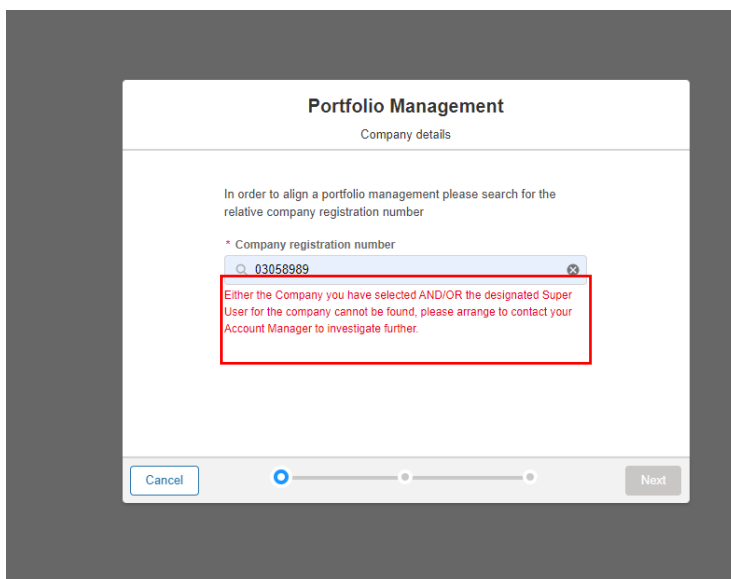
The search result will appear, to confirm select 'Next', if the search result returns a result which was not correct or expected, then the process can be abandoned by selecting 'Cancel' allowing a new search to be performed if required.



The screenshot displays a web interface titled "Portfolio Management" with a sub-header "Company details". The main content area contains the following text: "In order to align a portfolio management please search for the relative company registration number". Below this is a search input field labeled "* Company registration number" containing the text "123456". A search result is displayed in a grey box: "Rainbow Sprinkles", "176 Dunkeld RoadRoehampton", "PH1 3RD", "United Kingdom", and a "Clear Search" link. At the bottom of the interface, there is a "Cancel" button on the left and a "Next" button on the right, which is highlighted with a red rectangular box. A progress indicator with three dots is also visible between the buttons.

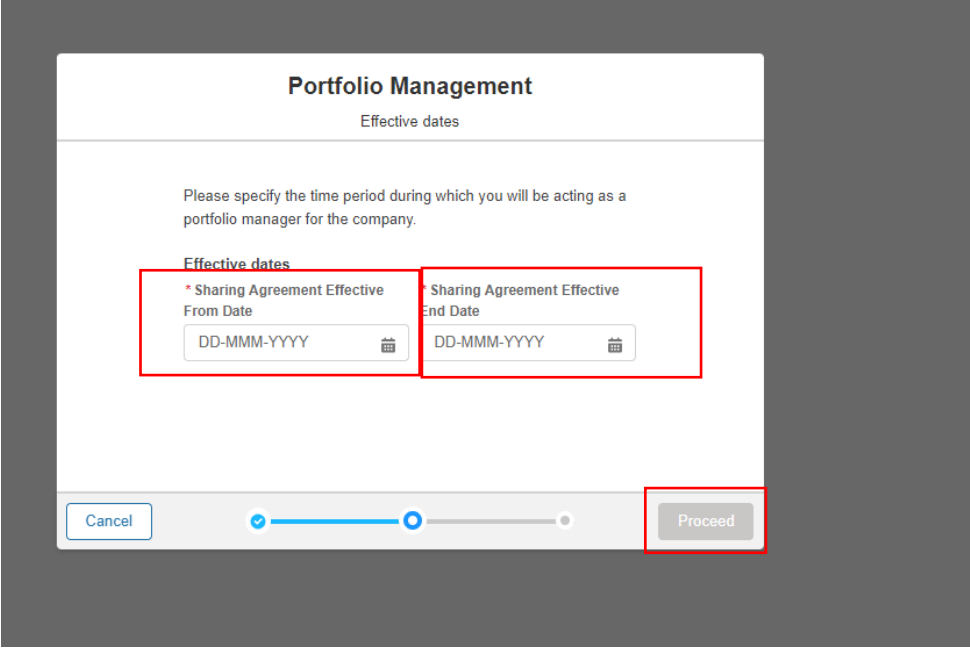
12.11. Locating a prospective Secondary Account – If a Company cannot be located or the pre-conditions have not been met

If the search returns an error message, it will be due to the fact the number entered is incorrect or the intended Account does not have a Super User affiliated to it. In this instance, as per Section 11.4 Conditions of Inter-Company Agreements, it will not be possible to continue with the exercise unless a Super User has been onboarded onto the Secondary Account in question (*With the exception of the case where no other active portal user is affiliated with the Secondary Account*)



12.12. Locating a prospective Secondary Account – Entering the Agreement Dates

Next proceed with entering the Effective From and the Effective To Dates in the format specified. It is mandatory to specify the two sets of dates, so if these are not known, then the process can be abandoned by selecting the 'Cancel' option.



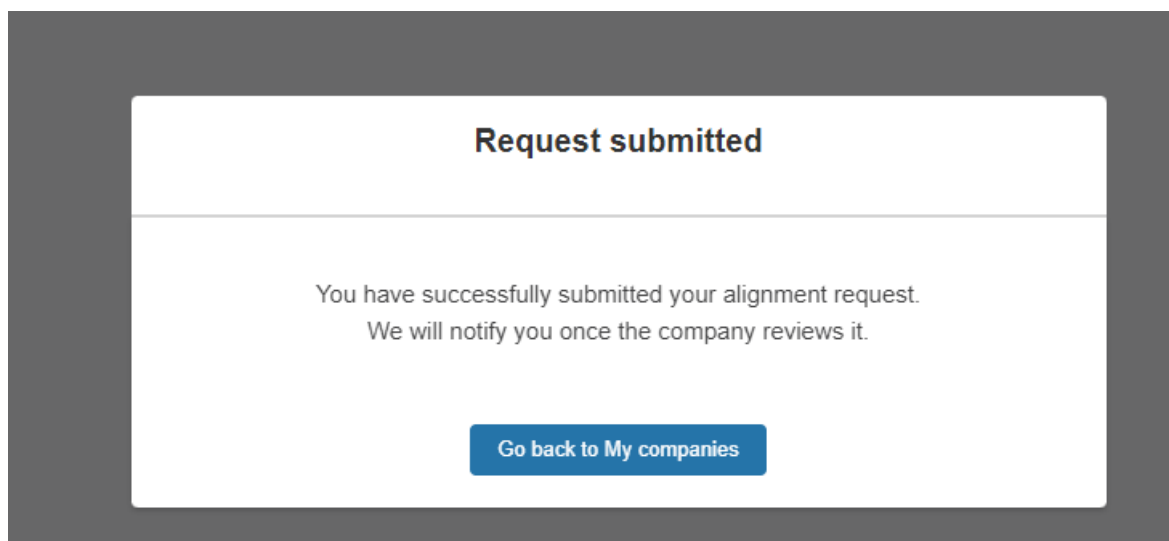
The screenshot shows a web form titled "Portfolio Management" with a sub-heading "Effective dates". The form contains the following elements:

- A heading: **Portfolio Management**
- A sub-heading: **Effective dates**
- Instructional text: "Please specify the time period during which you will be acting as a portfolio manager for the company."
- A section titled "Effective dates" containing two date input fields:
 - "* Sharing Agreement Effective From Date" with a placeholder "DD-MMM-YYYY" and a calendar icon.
 - "* Sharing Agreement Effective End Date" with a placeholder "DD-MMM-YYYY" and a calendar icon.
- A progress bar at the bottom with a blue indicator and a "Proceed" button.
- A "Cancel" button on the left side of the progress bar.

Red boxes in the original image highlight the two date input fields and the "Proceed" button.

12.14. Locating a prospective Secondary Account – Confirmation of Submission of Nomination Request

The pop up screen below will appear to confirm the end of the initial nomination request exercise and awaiting the representative from the Secondary Account to perform their reciprocal actions.



12.15. Expiry of Initiation (Nomination) Requests

Once the Initiation Request is generated, the representative of the Secondary Account (where this applies) must respond and complete the formation of the agreement within a given time period of 14 days from when the request was made.

A **scheduled reminder** will be sent if the Secondary Account's representative has yet to accept or reject the nomination request within this period.

- At the point the request was made an email will be automatically generated and sent to the other party's representative to accept or reject the agreement
- **7 Days (consecutive) after the date the request was initiated** and the first email was dispatched, where the agreement has only been partially agreed to by one party

If the Agreement has not been formed 14 days from when the original request was made then the Nomination Request will be marked as 'cancelled' and expire. If both parties wish to resume the original task then a new nomination request will be required.

It is therefore imperative that the representatives for both providers are fully aware and anticipate the email exchange within the 14 day period .

12.16. Expiry of Nomination Requests – Email Alert

12.16.1. Confirmation Email Alert Template

Agreement Nomination Request – Reminder Email Template*

The reminder template is standard across both Related Entity and Inter Company Agreement Nomination Requests

Fwd: [EXTERNAL] Sandbox: Reminder to take action on your Pending Related Entity Agreement Request with 333 CARE CONSULTANTS L...



☺ Reply Reply All Forward 📧 ⋮

Tue 24/09/2024 13:57

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.



17/09/2024

This is a gentle reminder to review all your pending Related Entity requests pertaining to your account. Please note that the request will expire after 14 days from the original date the request was submitted. After this period any further requests will have to be re-initiated. Please click the link below to take you to the SMP Portal.

[LOGIN TO SMP](#)

Or Copy this Link and paste it into your browser to login to SMP Portal.

<https://testqa-portal.nationalenergyso.com/smp/s/related-entities>

Thank you,

National Energy SO – Single Markets Platform

How to get in touch:

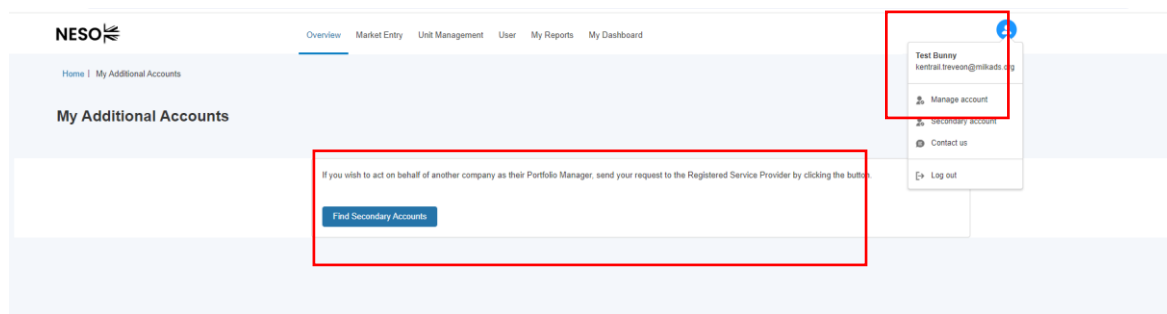
commercialoperations@nationalenergyso.com

Recipients of (Nomination) Requests – Secondary Account

12.17. Accepting/Rejecting Nomination Requests as the Secondary Account.

Once the request has been confirmed, the Super User associated with the Secondary Account will be sent an Email Alert prompting them of the pending nomination request. They will be expected to click on the hyperlink in the body of the email or login directly to the SMP Portal to be able to complete the acceptance or rejection of the nomination request exercise.

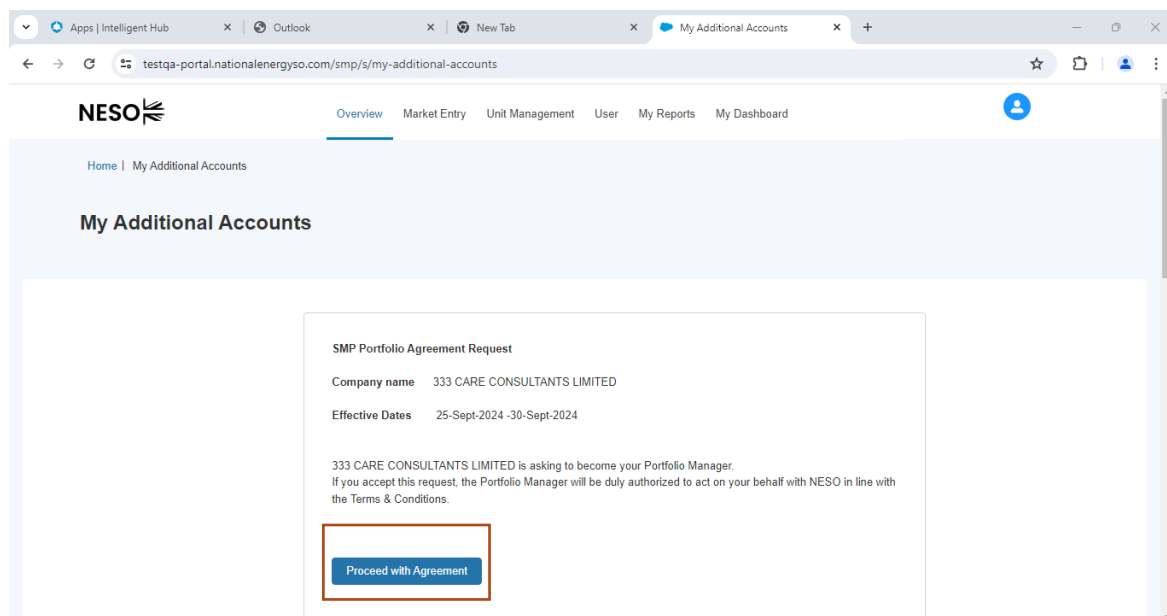
As the prospective Secondary Account representative, the associated portal user will click on the 'My Additional Accounts' Tab on the Overview/Home Page or alternatively they can navigate to their Avatar and select the option 'Secondary Account' from the list.



The Asset Owner’s portal users will be presented with the screen below, when at least one of the User’s in the case of multiple user’s either selects Reject or Accept, the pending agreement notification will remain on the SMP Portal.

The request notification with the option to *Accept or Reject* the request will display under the My Additional Accounts Page. Prior to selecting Accept option they will be required to visit the Terms & Conditions Page to review the content. It is recommended they do this in a different tab on their browser.

12.18. Nomination Request Listing/Offer



Accepting Nomination: Upon selecting this option the following actions will occur;

- The Primary Account’s Super User will be notified by Email and via an in portal notification
- They will be expected to login into SMP and replicate the Acceptance of the Terms of Conditions
- Once they have reciprocated and accepted the ‘pending agreement’ the Status will move to Accepted and the Agreement will officially be formalised on SMP. A record of the Portal User whom accepted the agreement and consented to the Terms & Conditions and the date of consent for both parties will be documented on SMP internally.

Rejecting Nomination: : Upon selecting this option the following actions will occur

- The Primary Account's Super User will be notified by Email of the Rejection Outcome.

12.19. Consenting to the Terms & Conditions – Agreement Copy

The image below provides the description of Terms & Conditions legal text that both parties (respective Super Users for the Primary and Secondary Account) are expected to consent to in order to complete the formation of the agreement

The screenshot shows a 'Portfolio Management' window with a 'Terms & Conditions' section. The text is as follows:

It is authorised on the related entity's behalf to exercise its rights and perform its obligations pursuant to such procurement and contract terms, and in relation thereto it acknowledges and agrees that it is and will be bound by all acts and omissions of the portfolio manager, acting as Agent;

- It is authorised on the related entity's behalf to exercise its rights and perform its obligations pursuant to such procurement and contract terms, and in relation thereto it acknowledges and agrees that it is and will be bound by all acts and omissions of the portfolio manager, acting as Agent;
- It agrees to take such actions and provide such information as may be reasonably requested by NESO or otherwise necessary to enable the related entity to discharge its functions with respect thereto;
- It agrees that its authorisations (as set out above) shall be limited to the timeframe indicated by the selected Effective From and Effective To Dates specified in the Agreement Request. Any extension to the Effective To Date may be notified in writing by NESO to the related entity (and/or portfolio manager) no later than 10 working days prior to such Effective To Date; and
- It will not submit, or attempt to submit, bids or offers for multiple Users within the same Auction during the same Contracted Window, and shall act within the laws of England and Wales (as updated from time to time) at all times.

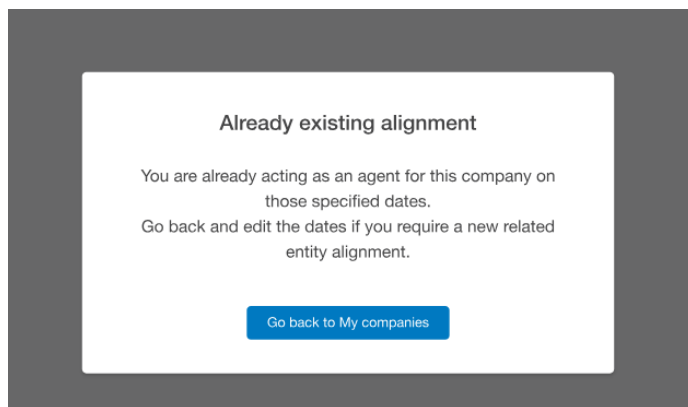
At the bottom, there are two radio button options: 'Accept the Terms & Conditions' and 'Reject the Terms & Conditions'. The 'Accept' option is selected. Below these options are three buttons: 'Cancel', 'Confirm', and a 'Confirm' button with a blue checkmark icon. The 'Confirm' button with the checkmark is highlighted with a red box.

12.20. Prevention of completing the formation of an Inter-Company Sharing Agreement.

One of the Business Rule conditions enforced is to ensure that a prior agreement between both parties is not already in place to avoid duplicate agreement records being created on the system, where a Primary Account representative attempts to initiate a request to the same Company/Market Provider for the same representation period dates and a 'live' agreement is already in place, any additional requests are blocked.

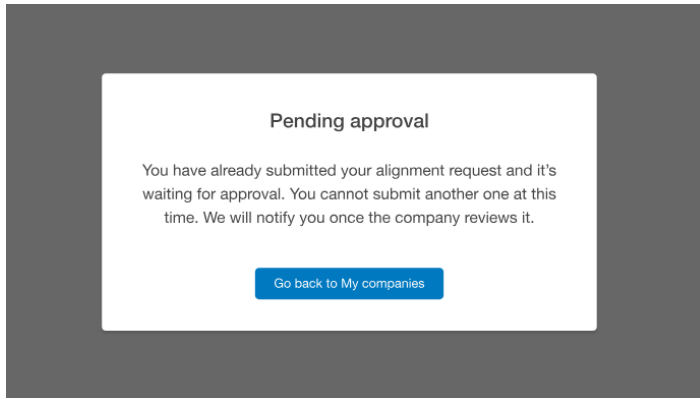
12.21. Notification that an existing Agreement is in place

If a Market Provider's Portal User attempts a repeat request above during the nomination stage, this message will appear on screen.

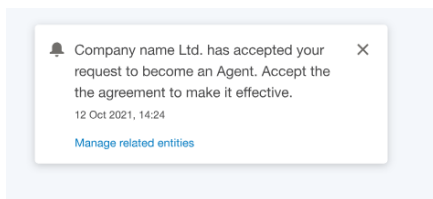


12.22. Notification that one of the parties is still pending approval

If either of the Market Provider's Super User's are yet to either a) consent to the Terms & Conditions or b) the nomination request is still in a pending state during the 14 day period, this message will appear on screen if they attempt to initiate a duplicate request to the same Market Provider for the same representation dates. This will block any potential duplicate requests being 'created' on SMP.



12.23. In portal notification – Secondary Account Portal Super User



Post Formation of Inter Company Sharing Agreement

12.24. Ability to 'Account Switch' between Primary and Secondary Account(s)

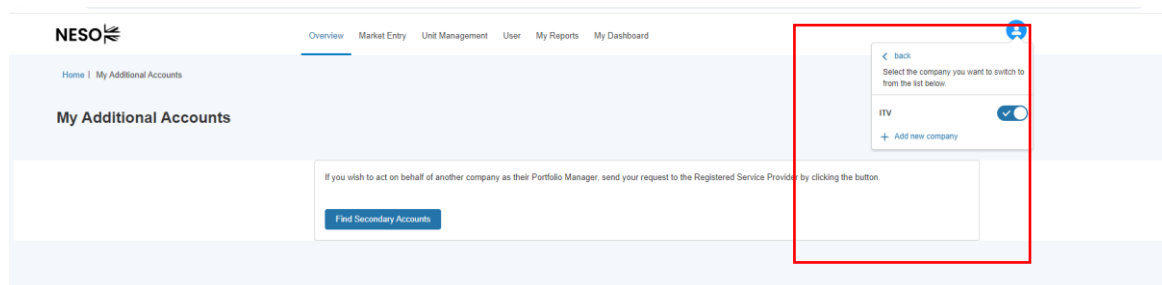
Once an Inter-Company Sharing Agreement has been established the Super User from the Primary Account will be granted access to the Secondary Account 'Portfolio' **the same day.**

When referring to the 'Portfolio', it essentially means that the Secondary Account SMP Portal will be visible to the Super User from the Primary Account.

- To enable this feature, always navigate to the Avatar and select the Drop Down Menu. This allows a Super User to alternate between Portal Screens, they can leverage the 'Account Switch' feature by simply navigating to the 'toggle' button listed against the Secondary Account Name.

In the diagram below, there is a listing for two companies; a) 'Rainbow Sprinkles' and b) 123 Limited. Rainbow Sprinkles is classified as the 'Primary Account'.

- By dragging the toggle from **Left to Right** for 123 Limited, the Screen will switch to the Secondary Account (123 Limited).
- Conversely by dragging the toggle from **Left to Right** for Rainbow Sprinkles , the Screen will switch back to the Primary Account.
- When the toggle indicator **is shaded in grey**, it indicates that this Account is in 'sleep' mode. It is not possible to 'toggle' on more then one Account at any given time when logged into SMP.



In the diagram above, the Account Portfolio for the Secondary Account is on display. The Super User is able to perform the duties/activities as outlined in **Section 11.3 with the exception of accessing EAC with the Secondary Account Portfolio.**

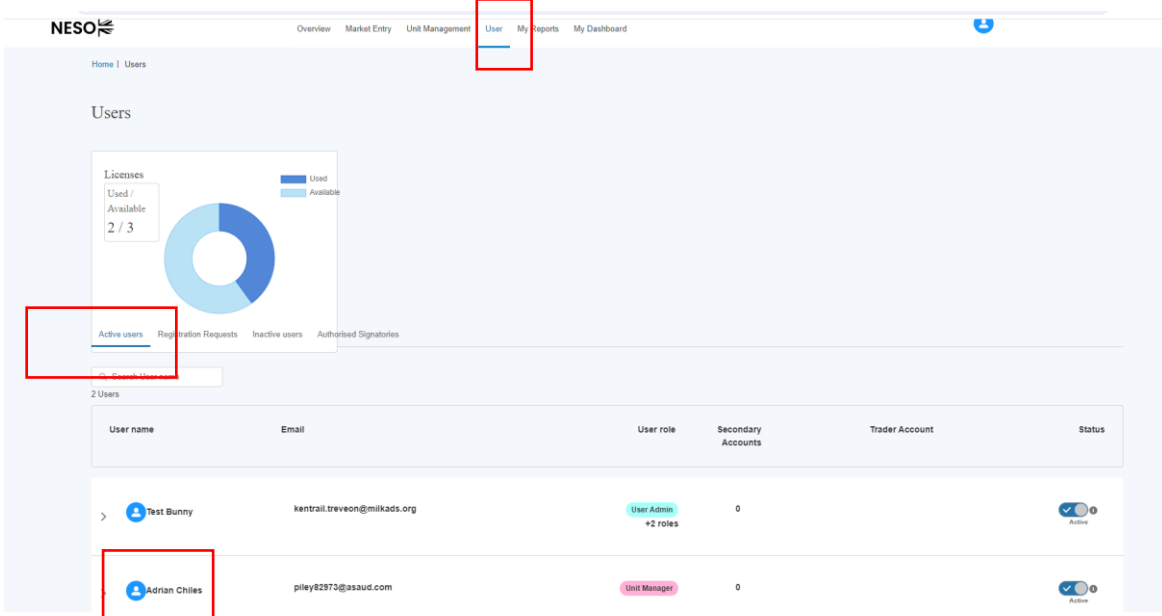
12.25. The Trader Role in the context of Primary & Secondary Account Access.

As it stands with the introduction of the Inter-Company Sharing Agreement Feature, **User's with the Trader Role and the Super User Role will not be able to perform account switching** to secondary accounts **but** will continue to have access to their own Portfolio and as such be able to click the EAC custom link button to submit bids and participate in Auctions for Units '**owned**' by the **Primary Account**

This restriction applies throughout the duration of the Inter-Company Sharing Agreement period.

12.26. Extending Access for Additional Users from the Primary Account – Granting Access

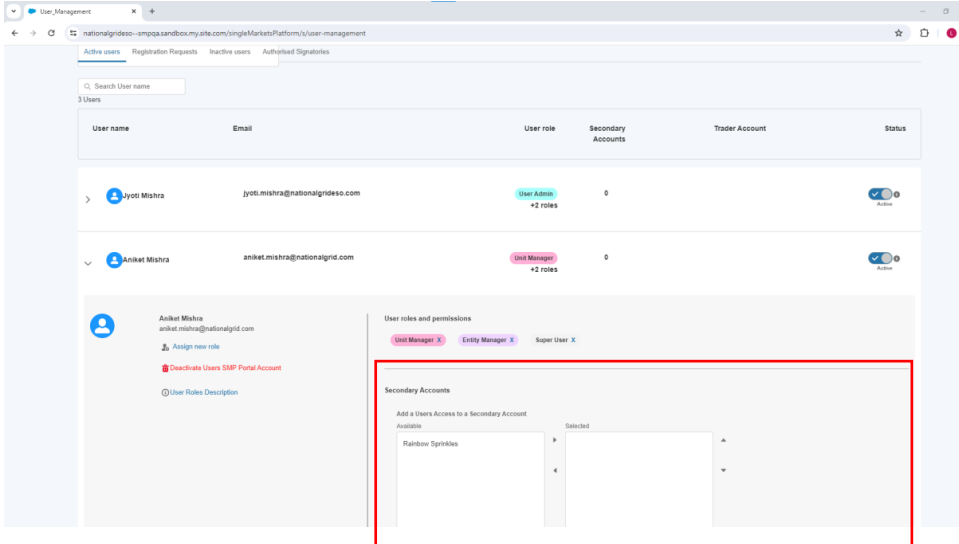
Where a Super User wishes to grant access to one or more Secondary Account(s) for their own additional active portal users, then they will need to update the User's 'profile' on the Portal under the User Management Section.



The screenshot shows the NESO User Management interface. The 'User' menu item is highlighted in the top navigation bar. Below it, the 'Users' section is visible, featuring a donut chart for license usage (2/3 used, 1/3 available) and a list of users. The 'Active users' tab is selected, and the user 'Adrian Chiles' is highlighted in a red box. The table below shows the following data:

User name	Email	User role	Secondary Accounts	Trader Account	Status
Test Bunny	kentrail.treveon@milkads.org	User Admin +2 roles	0		Active
Adrian Chiles	piley82973@asaud.com	Unit Manager	0		Active

Navigate to the User in question and click on their name, navigate to the Secondary Account listing and click on the Account in question to move it from the **left column to the right column**.



The screenshot shows the 'User Management' interface for a user named 'Aniket Mishra'. The 'Secondary Accounts' section is highlighted in a red box, showing a list of accounts that can be added to the user's profile. The table below shows the following data:

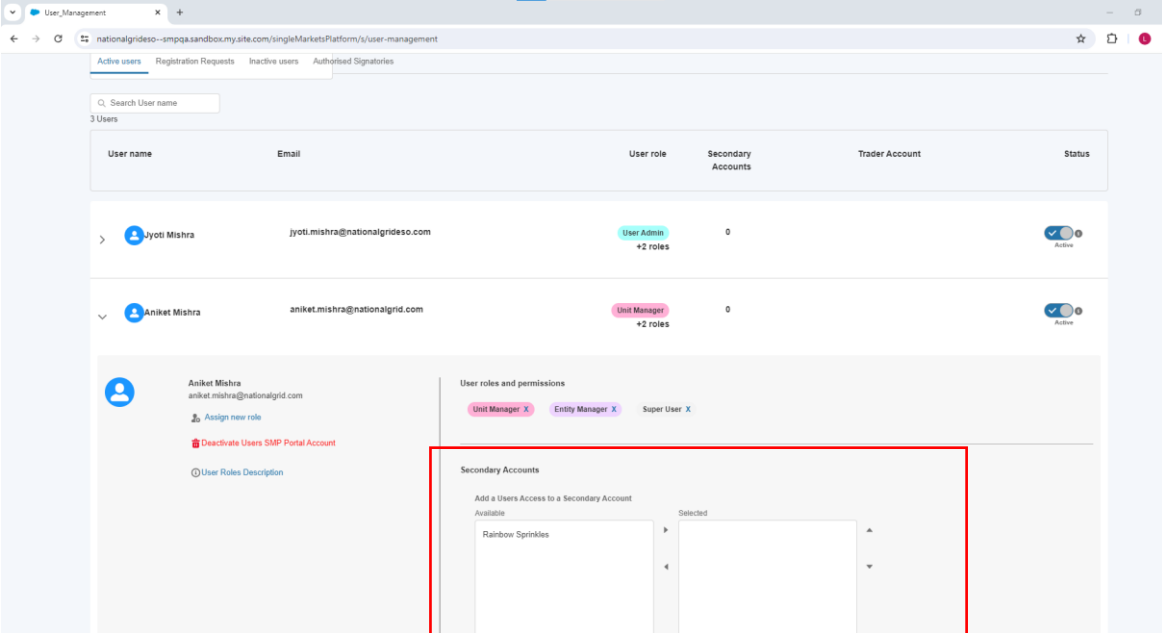
User name	Email	User role	Secondary Accounts	Trader Account	Status
Jyoti Mishra	jyoti.mishra@nationalgrid.co.uk	User Admin +2 roles	0		Active
Aniket Mishra	aniket.mishra@nationalgrid.com	Unit Manager +2 roles	0		Active

The 'Secondary Accounts' section shows a list of accounts that can be added to the user's profile. The table below shows the following data:

Available	Selected
Rainbow Sprinkles	

12.27. Extending Access for Additional Users from the Primary Account – Removing Access

Access can also be revoked by conversely reversing the same sequence of steps – Navigate to the User in question and click on their name, navigate to the Secondary Account listing and click on the Account in question to move it from the **right column to the left column**.



The screenshot displays the 'User Management' interface. At the top, there are tabs for 'Active users', 'Registration Requests', 'Inactive users', and 'Authorized Signatories'. A search bar is present with the text 'Search User name' and '3 Users' below it. A table lists users with columns for 'User name', 'Email', 'User role', 'Secondary Accounts', 'Trader Account', and 'Status'. Two users are listed: Jyoti Mishra (User Admin, 0 Secondary Accounts) and Aniket Mishra (Unit Manager, 0 Secondary Accounts). Below the table, the profile for Aniket Mishra is shown, including his email and a list of roles: Unit Manager X, Entity Manager X, and Super User X. A 'Secondary Accounts' section is highlighted with a red box, showing a list of available accounts (Rainbow Sprinkles) and a selected list.

User name	Email	User role	Secondary Accounts	Trader Account	Status
Jyoti Mishra	jyoti.mishra@nationalgrideso.com	User Admin +2 roles	0		Active
Aniket Mishra	aniket.mishra@nationalgrid.com	Unit Manager +2 roles	0		Active

Secondary Accounts

Add a Users Access to a Secondary Account

Available: Rainbow Sprinkles

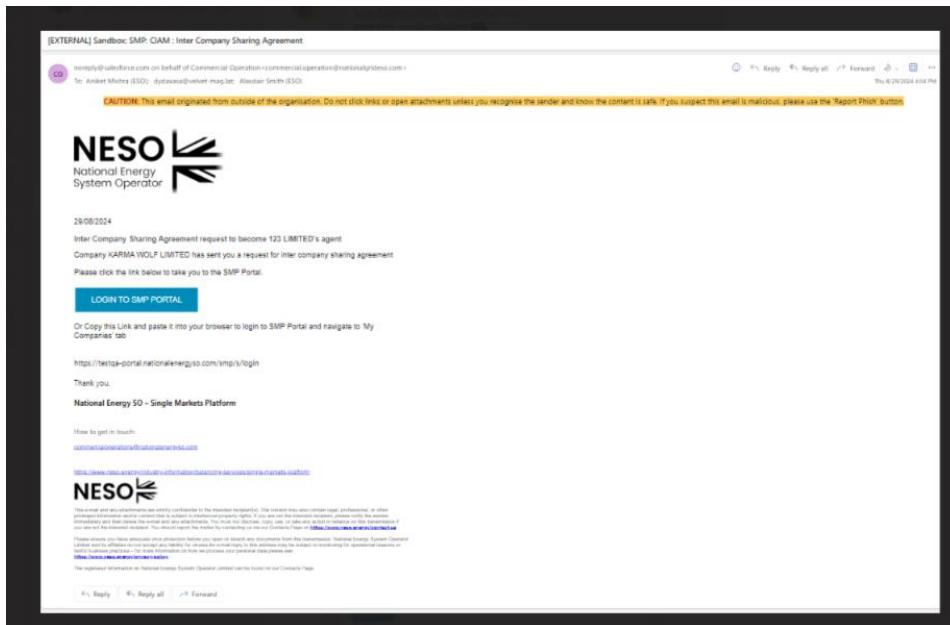
Selected:

12.28. Confirmation Email Alerts

Outlined below are the various Email Alert notifications that are issued to Market Providers throughout the formation of the Inter Company Agreement Process.

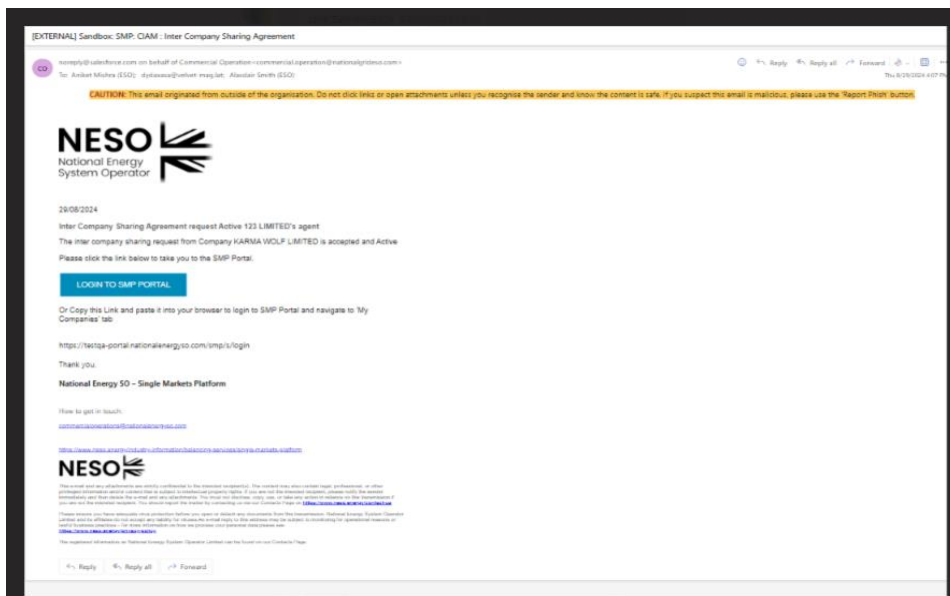
12.28.1. Confirmation Email Alert Template 1

Request initiated by either party



12.28.2. Confirmation Email Alert Template 2

Request – Accepted: Agreement Successful

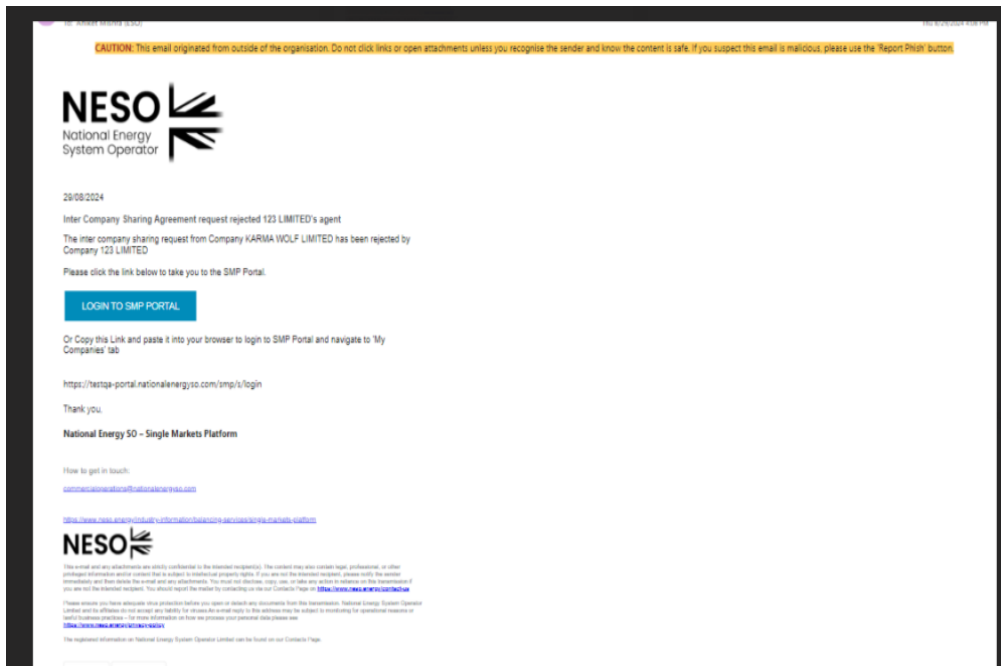


12.29. Confirmation Email Alerts

Outlined below are the various Email Alert notifications that are issued to Market Providers throughout the formation of the Inter Company Agreement Process.

12.29.1. Confirmation Email Alert Template 3

Request – Rejected: Agreement not successful



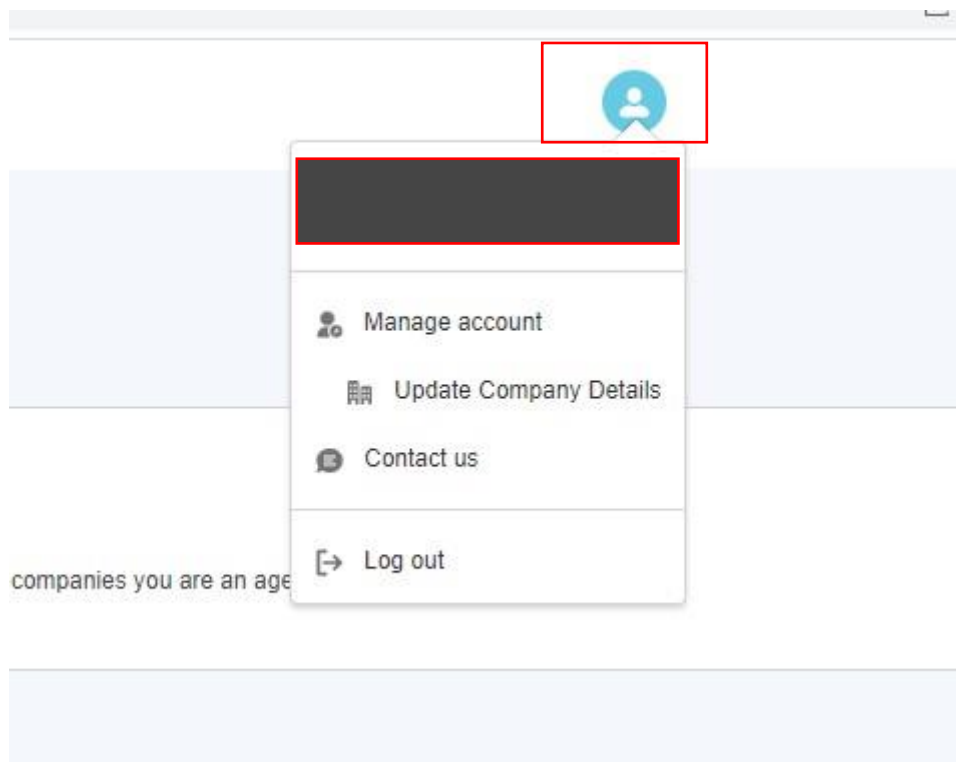
13. Providing Financial Banking Details

13.1. Recording Financial Payment Details

A provider should supply their Financial Payment information on the Portal under Company Details section of the portal. Moving forward all providers will be expected to provide and update their financial details on the SMP Portal in order to ensure the most accurate banking details are captured.

A portal user must have the Finance Manager Role in order to access this feature. Click on the Avatar icon or navigate to the My Company Details Tile on the Overview Tab/Landing Page.

Figure 14.1: Accessing Company Details Screen



13.2. Recording Financial Payment Details: Cont

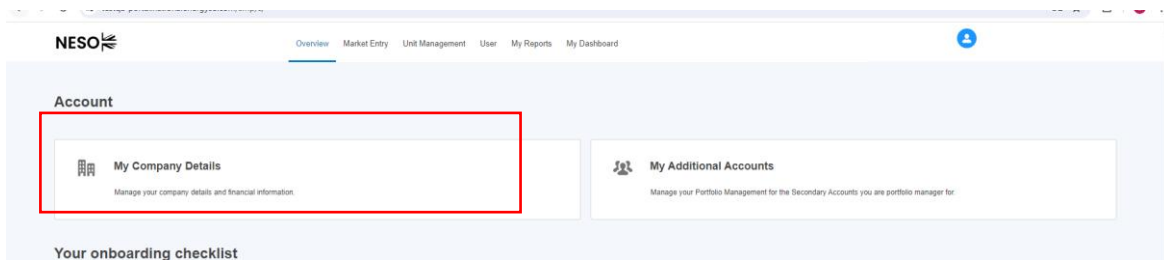
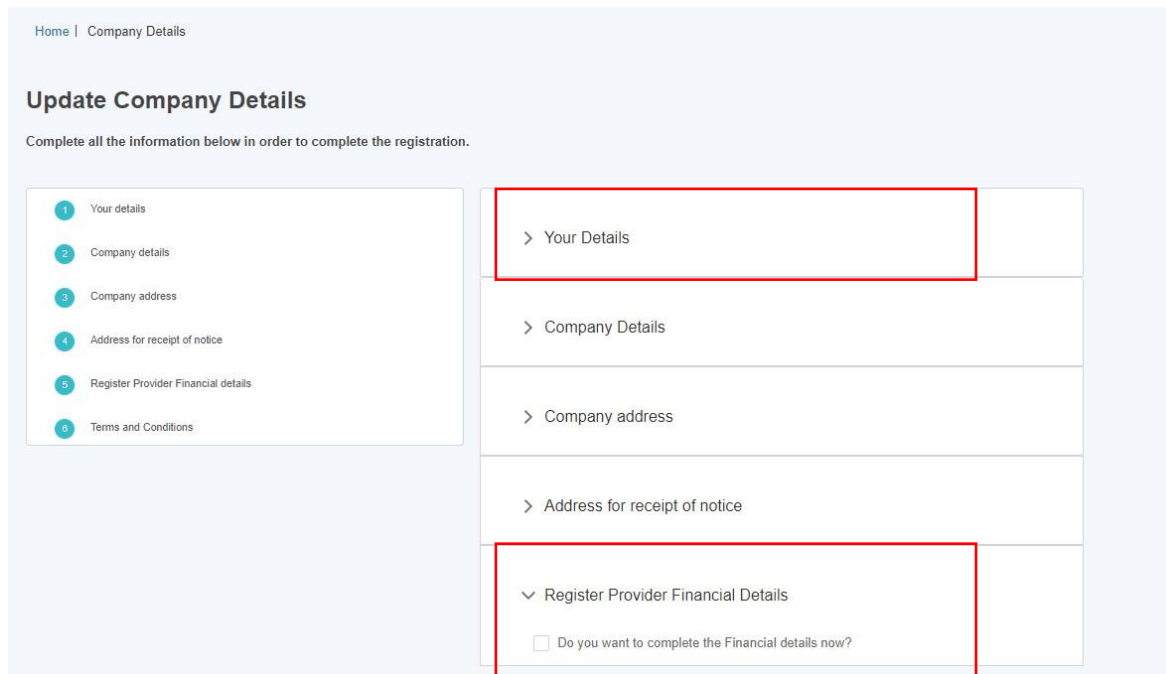


Figure 14.1: Update Company Details Screen



Select the 'Registered Provider Financial Details' subsection as illustrated in Figure 14.1.

13.3. Recording Financial Payment Details: Cont

Figure 14.1: Update Company Details Screen – populate details.

▼ Register Provider Financial Details

Do you want to complete the Financial details now?

* Bank name

* Account name

* Sort Code

* Account Number

IBAN

VAT Number

Effective from Date

Currency

Please select and upload one of the following accepted banking evidence.

Note: Online banking screenshots must include company name, internet address bar and date of origin.

* Bank Evidence Type

13.4. Recording Financial Payment Details: Cont

The screenshot shows a web browser window with the URL `testqa-portal.nationalenergyso.com/smp/s/company-details`. The main content is a form titled "Terms & Conditions". Below the title, it states: "By submitting this form, you make the following declarations:". There are three paragraphs of text detailing compliance with laws, market manipulation, and bribery. At the bottom of the form, there is a checkbox labeled "I agree to the Terms and Conditions" which is checked. Below the checkbox are two buttons: "Cancel" and "Submit". A red rectangular box highlights the checkbox and the "Submit" button.

In order to save the details provided and the Submit button to be 'released' – it is mandatory to also upload the supporting evidence and answer the fields marked with a red asterisk. Finally, the checkbox under Terms & Conditions must be checked.

In order to update any financial details post submission, it is essential that the mobile number stored in the Your Details is populated.

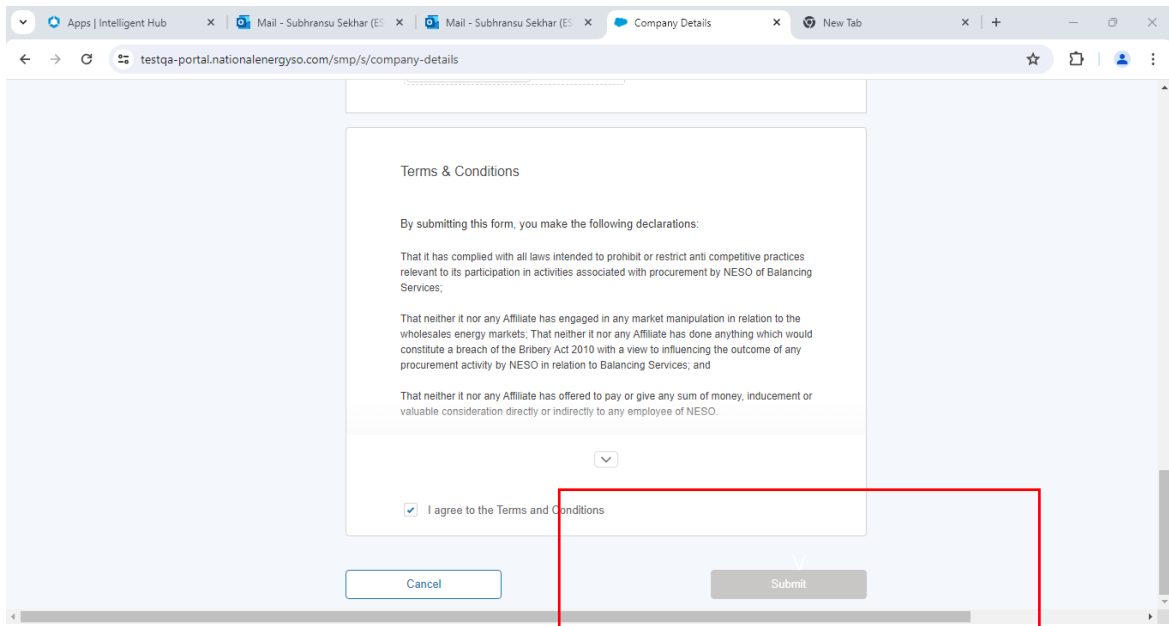


Figure 14.2: Updating Financial Details – Contact Details Validation

A screenshot of a 'Your Details' form. The form has a title 'Your Details' with a dropdown arrow. It contains several input fields: 'First Name' with the value 'Laila', 'Last Name' with the value 'Zaghari', 'Company email' which is redacted with a black box, and 'Mobile number' which is highlighted with a red box. The 'Mobile number' field consists of a dropdown menu showing 'United Kingdom (44)' and an adjacent input field containing the number '1738456000'. Below the mobile number field is the 'Landline number' field, which includes a 'Country code' dropdown menu and an empty input field.

14. Contract (Auction Results) Data

14.1. Accessing Contract Data

As of Release 2.7, Portal Users are able to view Auction Result Data in the shape of 'Contract' Records for each of their prequalified Units.

- The resulting data will be accessible in a Report Format and each Auction Result is grouped under its respective Unit.
- To navigate to an individual Contract, the Portal User will have to possess the Unit Manager Role.
- They will then navigate to the My Reports Tab on the navigation bar.
- They will see a listing of Report Templates, they must hover to the one entitled 'Contracts' and then proceed to click on the 'Contracts' Report Name link as illustrated in the figure below.

The screenshot shows the NESO user interface. The navigation bar includes 'Overview', 'Market Entry', 'Unit Management', 'User', 'My Reports' (highlighted with a red box), and 'My Dashboard'. The main content area is titled 'Reports All Reports' and contains a table of reports. The 'Contracts' report is highlighted with a red box.

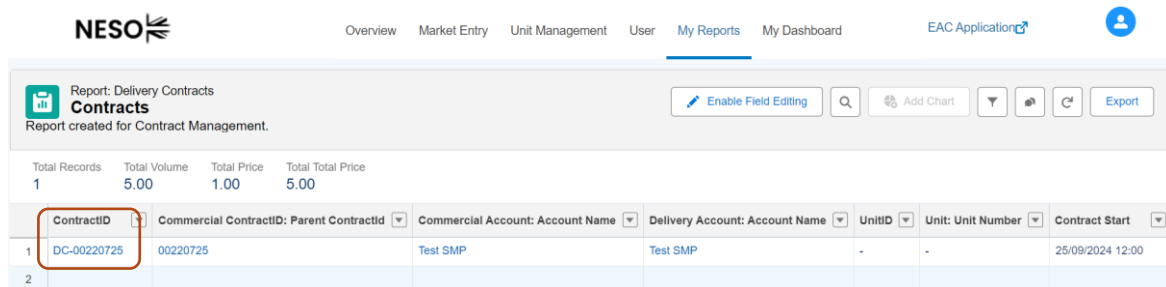
REPORTS	Report Name	Description	Folder	Created By	Created On	S	ed
Recent	Asset grouped by Service Report		Balancing Services	System Admin	13/12/2023, 14:38		
Created by Me	Contracts	Report created for Contract Management.	Contracts	System Admin	16/06/2023, 10:23		
Private Reports							
All Reports	My Alignments		Balancing Services	System Admin	16/12/2022, 10:28		
FOLDERS	My Prequalification Applications		Balancing Services	System Admin	16/12/2022, 10:28		
All Folders	Total Asset Registrations Report		Balancing Services	System Admin	13/12/2023, 14:38		
Created by Me	Total Units Classified by Status Report		Balancing Services	System Admin	13/12/2023, 14:38		
Shared with Me	Unit Alignments Report		Balancing Services	System Admin	13/12/2023, 14:38		
FAVORITES	Unit Services classified by StatusReport		Balancing Services	System Admin	13/12/2023, 14:38		
All Favorites							

The screenshot shows the NESO user interface. The navigation bar includes 'Overview', 'Market Entry', 'Unit Management', 'User', 'My Reports' (highlighted with a red box), and 'My Dashboard'. The main content area is titled 'Reports Recent' and contains a table of reports. The 'Contracts' report is highlighted with a red box.

REPORTS	Report Name	Description	Folder	Created By
Recent	Contracts	Report created for Contract Management.	Contracts	System Admin
Created by Me				
Private Reports				
All Reports				
FOLDERS				
All Folders				
Created by Me				
Shared with Me				
FAVORITES				

14.2. Accessing Contract Data (cont.)

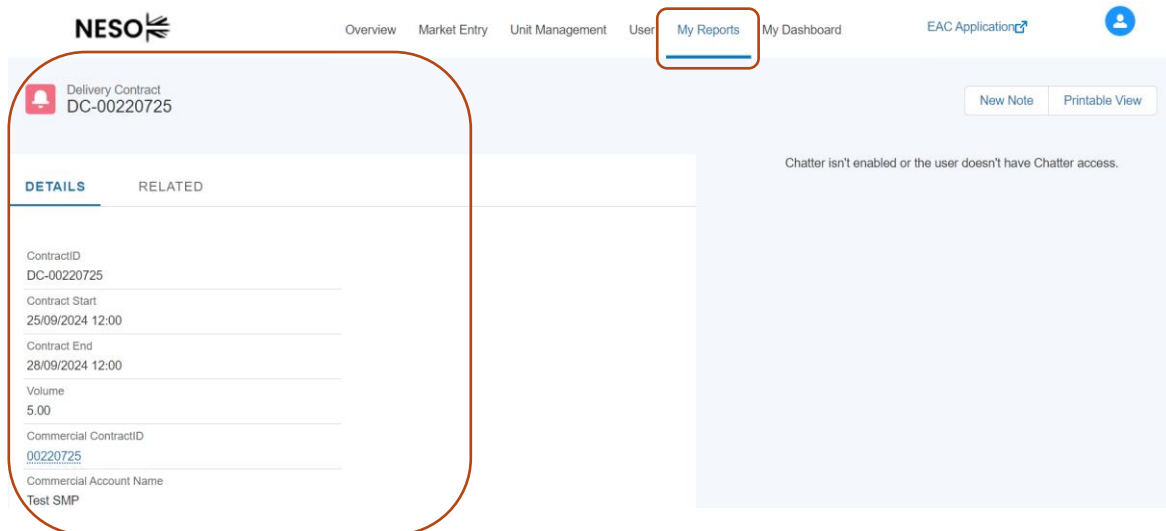
An itemised list view of each Contract Record will be displayed, to review the details of each individual Contract (Auction Result) the Portal User will need to click on the Contract ID (1st Column) as displayed in the illustration below. This will 'open' the individual record with the granular details or output.



The screenshot shows the NESO portal interface. At the top, there are navigation tabs: Overview, Market Entry, Unit Management, User, My Reports (selected), and My Dashboard. A user profile icon is visible in the top right. Below the navigation, there is a header for the report: "Report: Delivery Contracts" and "Contracts". A sub-header reads "Report created for Contract Management." To the right of the header are buttons for "Enable Field Editing", a search icon, "Add Chart", a dropdown arrow, a refresh icon, and an "Export" button. Below the header is a summary table with columns: Total Records, Total Volume, Total Price, and Total Total Price. The values are: 1, 5.00, 1.00, and 5.00. Below the summary is a main table with columns: ContractID, Commercial ContractID: Parent Contractid, Commercial Account: Account Name, Delivery Account: Account Name, UnitID, Unit: Unit Number, and Contract Start. The first row has the following values: 1, DC-00220725, Test SMP, Test SMP, -, -, and 25/09/2024 12:00. The "ContractID" cell in the first row is highlighted with a red box.

Total Records	Total Volume	Total Price	Total Total Price
1	5.00	1.00	5.00

ContractID	Commercial ContractID: Parent Contractid	Commercial Account: Account Name	Delivery Account: Account Name	UnitID	Unit: Unit Number	Contract Start
1	DC-00220725	Test SMP	Test SMP	-	-	25/09/2024 12:00
2						



The screenshot shows the NESO portal interface with the "My Reports" tab selected and highlighted with a red box. The main content area displays the details for a "Delivery Contract" with ID "DC-00220725". The details are organized into two tabs: "DETAILS" (selected) and "RELATED". The "DETAILS" tab shows the following information: ContractID (DC-00220725), Contract Start (25/09/2024 12:00), Contract End (28/09/2024 12:00), Volume (5.00), Commercial ContractID (00220725), and Commercial Account Name (Test SMP). The "RELATED" tab is currently empty. To the right of the details, there are buttons for "New Note" and "Printable View". Below these buttons, a message states: "Chatter isn't enabled or the user doesn't have Chatter access." The entire details section is enclosed in a red rounded rectangle.

Delivery Contract
DC-00220725

DETAILS RELATED

ContractID
DC-00220725

Contract Start
25/09/2024 12:00

Contract End
28/09/2024 12:00

Volume
5.00

Commercial ContractID
00220725

Commercial Account Name
Test SMP

New Note Printable View

Chatter isn't enabled or the user doesn't have Chatter access.

To navigate back to the Home Page simply click on the Overview Tab on the navigation bar.

15. Market Entry

Page

15.1. Market Entry Landing Page

The Market Entry page provides a dashboard view of the Units the user has submitted, with components displaying the percentage of accepted units, a bar chart on Units by Status, a list of most recently submitted units with their Unit IDs and a table view of all Units submitted.

The screenshot shows the Market Entry dashboard. At the top, there is a navigation bar with the NESO logo and menu items: Overview, Market Entry (active), Unit Management, User, My Reports, and My Dashboard. Below the navigation bar, the page title is "Market Entry".

The dashboard features three main components:

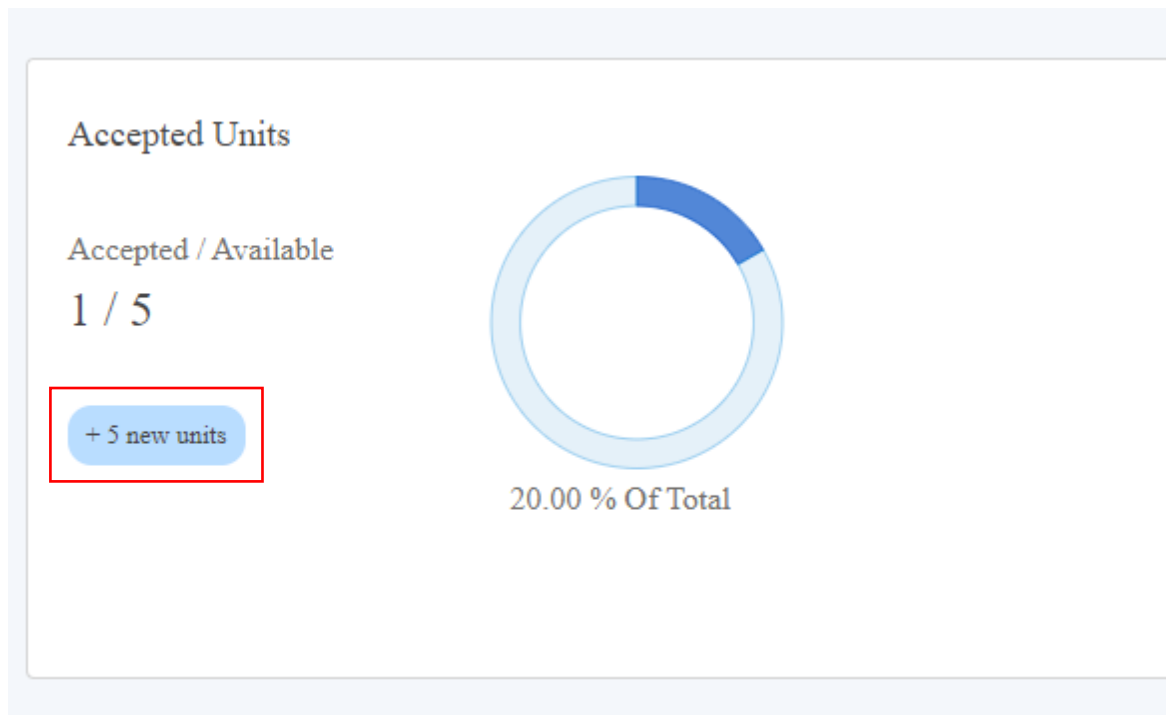
- Accepted Units:** A donut chart showing 2 Accepted out of 7 Available units, representing 28.57% of the total. A button below the chart indicates "0 new units".
- Registrations Status:** A bar chart showing the count of units in different statuses: Draft (4), Accepted (2), and Rejected (0).
- Last Submission:** A section displaying the Unit ID and Submission Date for the most recent submission: AG-00B/17 Sep 2024.

Below these components is a "Registrations" section with a search bar and a "Search" button. Below the search bar, it indicates "8 Units" and displays a table of all submitted units.

Unit Name	Unit ID	Asset	Generation Capacity	Demand Capacity	Markets	Services	Submission Date	Registration Status
BS Unit	AG-00B	0	23	0	Balancing Services	1	17 Sep 2024	Accepted

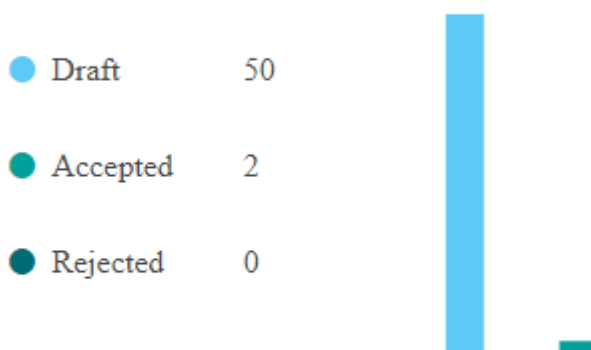
The Accepted Units component shows the number of Units in total with a subdivision showing the number Accepted and this expressed as a percentage. In the bottom left it also displays the number of Units submitted in the last week.

15.2. Market Entry Landing Page: Cont



The Registration Status component breaks down the Units by Status into bars for Draft, Accepted and Rejected.

Registrations Status



The Last Submission component displays Unit ID and the date it was submitted.

15.3. Market Entry Landing Page: Cont

Last Submission
Unit Id / Submission Date
RDP-789/13 Dec 2022
ABC-123/07 Dec 2022
ABC-123/06 Dec 2022

Your registrations table displays Unit's row-by-row, with the following information:

- Unit Name
- Unit ID
- Number of Assets the Unit is aligned to.
- Generation & Demand Capacity
- Markets the Unit is applicable for
- The number of Services the Unit is prequalified for.
- Date the Unit was submitted.
- Status

15.4. Market Entry Landing Page: Cont

Unit Name	Unit ID	Asset	Generation Capacity	Demand Capacity	Markets	Services	Submission Date	Registration Status
RDP 123 NGED		1	23	0	RDP MW Dispatch	1 ●	02 Aug 2023	● Draft
Test Unit 2707	abc-1234	1	0	0	Balancing Services	4 ●	01 Aug 2023	● Draft
Unit 159		1	0	45	Demand Flexibility Service	0 ●	01 Aug 2023	● Draft
ukpn asset		1	55	0	RDP MW Dispatch	1 ●	01 Aug 2023	● Draft

The user is also able to access the following pages by clicking on the 3 dots at the end of the row.

- Pre-qualify for Services.
- View Details
- Create new version (Accepted Units only)

Balancing Services	1 ⓘ	13 Dec 2022	● Accepted	⋮
RDP MW Dispatch	1 ⓘ	06 Dec 2022	●	<ul style="list-style-type: none">Pre-qualify for ServicesView DetailsCreate new version

The table also has a search function for the user to filter their units by Unit Name or ID. Enter the Name or ID into the search bar and click 'Search' to filter the table.

15.5. Market Entry Landing Page: Cont

5 Units

Unit Name	Unit ID	Asset	Generation Capacity(MW)
Test Demand Flexibility 0612	DFS-123	1	0

16. Reports

16.1. Introduction to Reporting

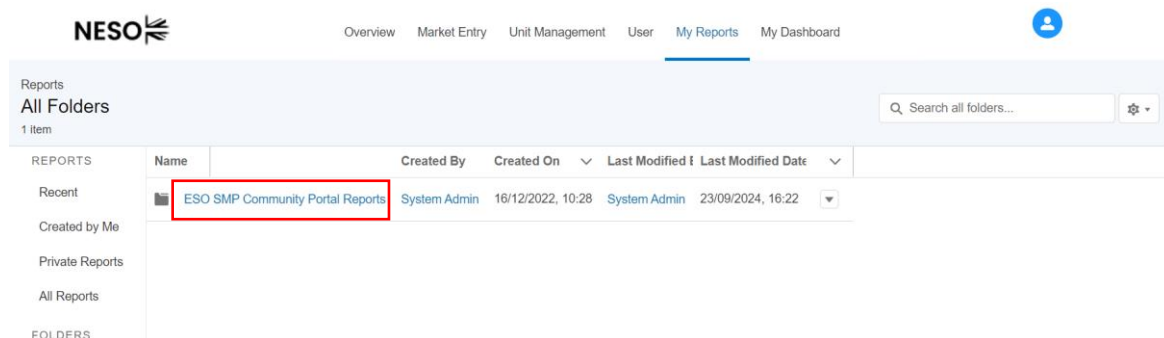
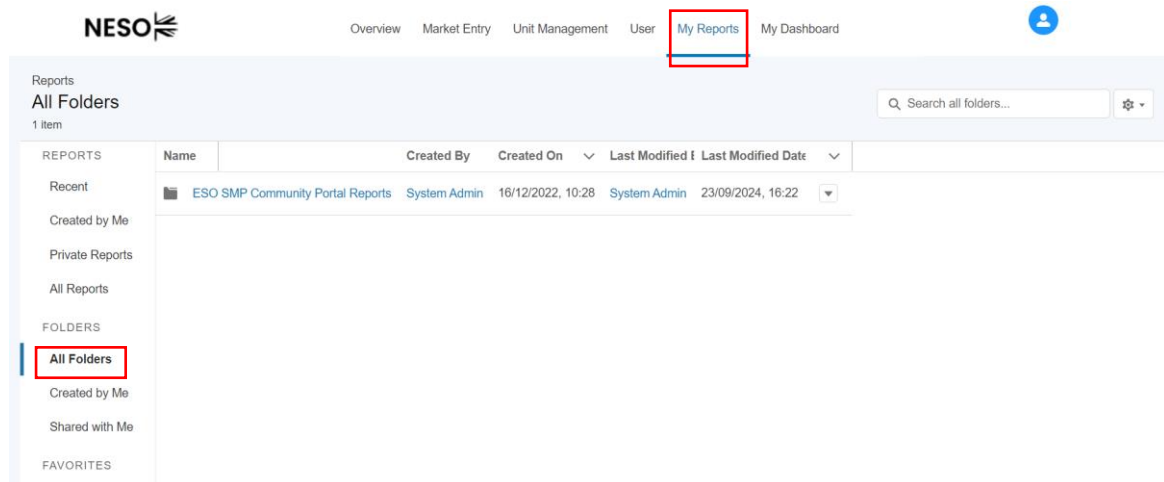
The Portal Report Tools have been introduced to allow portal users to track data related to their SMP Portfolio of Units and Assets. A set of pre-defined Reporting Templates have been curated and are designed to report on data and metrics in real time. The following chapter will run through how to access and use each of the reports.

Please note that only Users with the Unit Manager Role are able to view and run reports.

16.2. Locating Reports

Figure 16.1 Report Folders

To access all reports, navigate to the My Reports Tab, then the All Folders option on the left hand side list of options. All the current Report Templates for Balancing Services are stored in the National Energy System Operator (NESO) SMP Community Portal Reports Folder. Under this top level folder, the individual reports are listed.



Reports > ESO SMP Community Portal Reports > Balancing Services

4 items

REPORTS	Description	Folder	Created By	Created On	Subscribed
Recent	My Alignments	Balancing Services	System Admin	11/11/2022, 13:12	
Created by Me	My Unit Registrations Report	Balancing Services	System Admin	11/11/2022, 13:12	
Private Reports	My Prequalification Applications	Balancing Services	System Admin	11/11/2022, 13:12	
All Reports	My Asset Registrations Report	Balancing Services	System Admin	11/11/2022, 13:12	

FOLDERS

All Folders

Created by Me

Shared with Me

FAVORITES

16.3. My Asset Registrations Report

Figure 16.2: My Assets Dashboard Metric

This metric is a graphic representational summary of the total number of assets registered under your Account.

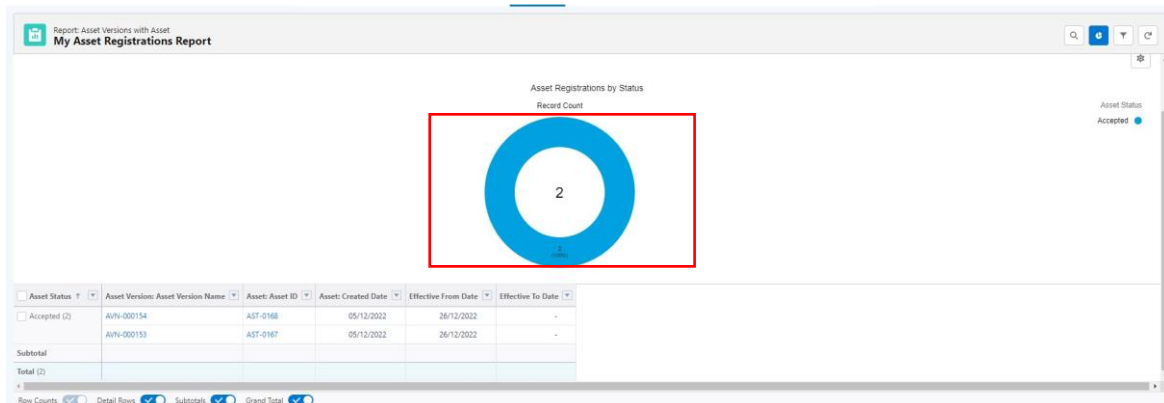
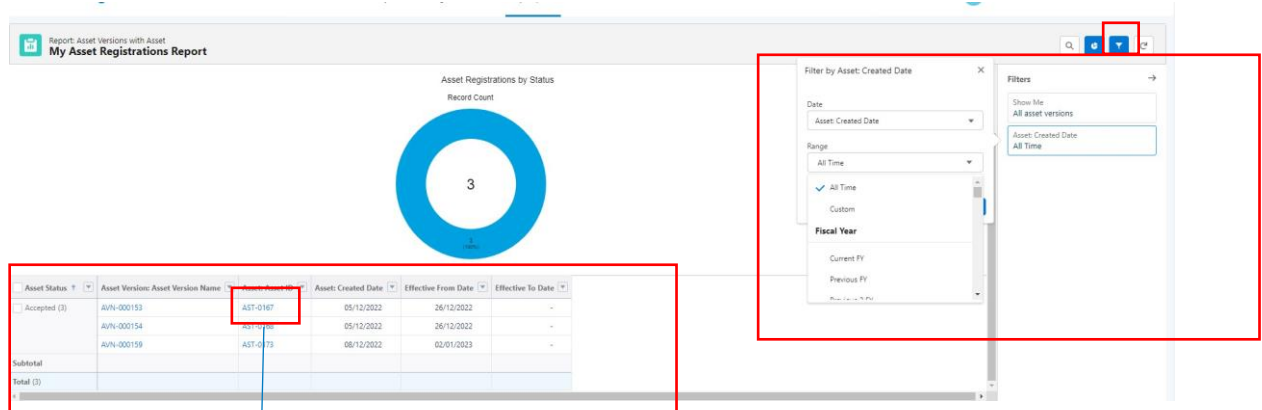


Figure 16.3: My Assets Reporting Filters & Itemised Table

The reporting table provides an itemised breakdown of each of the assets registered with their respective Asset Ref ID, their parent Asset ID and their effective start and end dates. Please note that the Asset ID refers to the 'parent asset' so where an asset is subject to versioning it will always be tethered to its parent asset regardless of the number of versions.* (Asset Versioning Functionality has yet to be released) The portal user is able to navigate directly to the individual Asset or the Parent Asset Records if they want to view the granular level of detail or data.



16.4. My Asset Registrations Report: Cont

Figure 16.4: Individual Asset ID Record



Portal Users are able to filter their Asset Data by selecting Assets created within a particular set of dates, a predefined set of filter criteria is available, so a search can take place to locate assets created in the last financial quarter or the last month as illustrated in Figure 16.2 overleaf.

16.5. My Alignments Report

This reporting table provides an itemised breakdown of each of the Assets registered and aligned to (or logically grouped) a particular Unit. The Unit is displayed in the first column with secondary columns displaying the Unit Record Ref, the corresponding Asset Record Ref, the Demand Capacity, Generation Capacity & Fuel type for each aligned asset. As with the Asset Registrations Report, the portal user is able to deep dive on an individual Unit or Asset Record by clicking on the reference itself highlighted in Figure 16.5 below. Moreover, portal users can also filter the report using date parameters as per the Asset Registrations Report.

Figure 16.5: My Alignments Itemised Table

Parent Application Unit: Name	Unit Version Ref	Asset Version Name	SMP_Asset_Name	Demand Capacity	Generation Capacity	Fuel Type
Test RDP	11978	AVN-007717	Test RDP	-	10,000	Batteries
Test Balancing	12002	AVN-007421	BS Asset	-	12,000	Coal
RDP 4	11956	AVN-007702	RDP 4	-	12,000	CCGT
RDP 3	11932	AVN-007686	RDP 3	-	12,000	Biomass

The top screenshot shows the 'Edit Filter' dialog box. The 'Show Me' dropdown is set to 'All unit versions'. The 'Unit Version: Created Date' filter is selected, and the 'All Time' option is chosen. The 'Apply' button is highlighted.

The bottom screenshot shows the 'Filter by Unit Version: Created Date' dialog box. The 'Date' dropdown is set to 'Unit Version: Created Date'. The 'Range' dropdown is set to 'All Time'. The 'Apply' button is highlighted.

16.6. My Pre-qualifications Report.

Figure 16.6: My Pre-qualifications Dashboard Metric

This metric is a graphic representational summary of the total number of prequalification applications submitted under your Account, further grouped by Application 'Status' and by Service, with a legend key available on the right-hand corner of the screen as illustrated below.

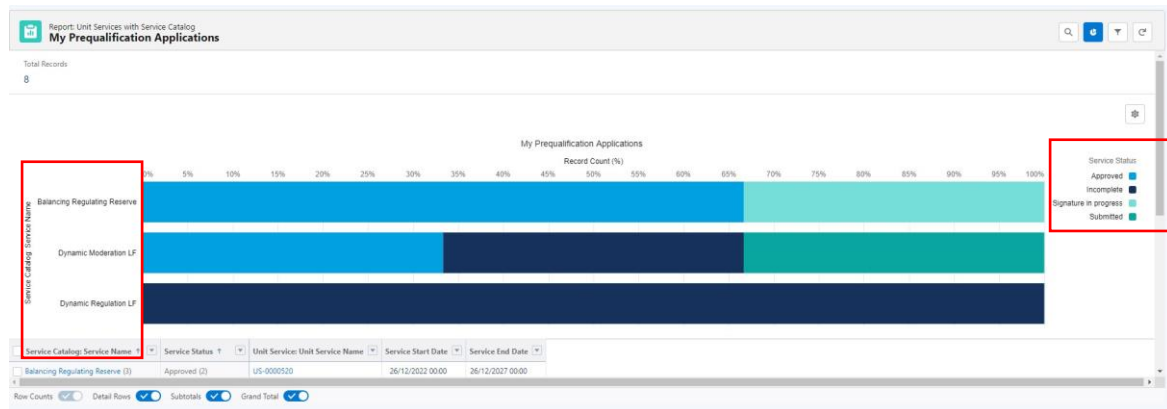


Figure 16.7: My Pre-qualifications - Itemised Table

The reporting table provides an itemised breakdown of each of the individual pre-qualification applications, grouped by Status and by the Service applied under. Each Row displays the corresponding Application Record (Unit Service: Unit Service Name) - The portal user is able to navigate directly to the individual Application Record if they want to view the granular level of detail or data.

Service Catalog: Service Name	Service Status	Unit Service: Unit Service Name	Service Start Date	Service End Date
Balancing Regulating Reserve (3)	Approved (2)	US-0000520	26/12/2022 00:00	26/12/2027 00:00
		US-0000522	26/12/2022 00:00	30/12/2024 00:00
	Subtotal			
	Signature in progress (1)	US-0000521	26/12/2022 00:00	30/12/2024 00:00
		Subtotal		
Subtotal				
Dynamic Moderation LF (3)	Approved (1)	US-0000523	19/12/2022 00:00	30/12/2025 00:00
		Subtotal		
	Incomplete (1)	US-0000529	-	-
		Subtotal		
	Submitted (1)	US-0000536	26/12/2022 00:00	26/12/2025 00:00
Subtotal				

17. Registering RDP MW Dispatch Assets

17.1. Create an Asset

To register a new asset, the first step is to click on the 'Create new asset' button where a user will be presented with the screen illustrated in Figure 'New Asset registration' where a unique asset name will be required. Please note that firstly an asset cannot be created without an asset name and secondly the **name must be unique in naming convention to the asset in question**. Once the asset name is provided, the user will be able to progress to the next step by clicking **create**.

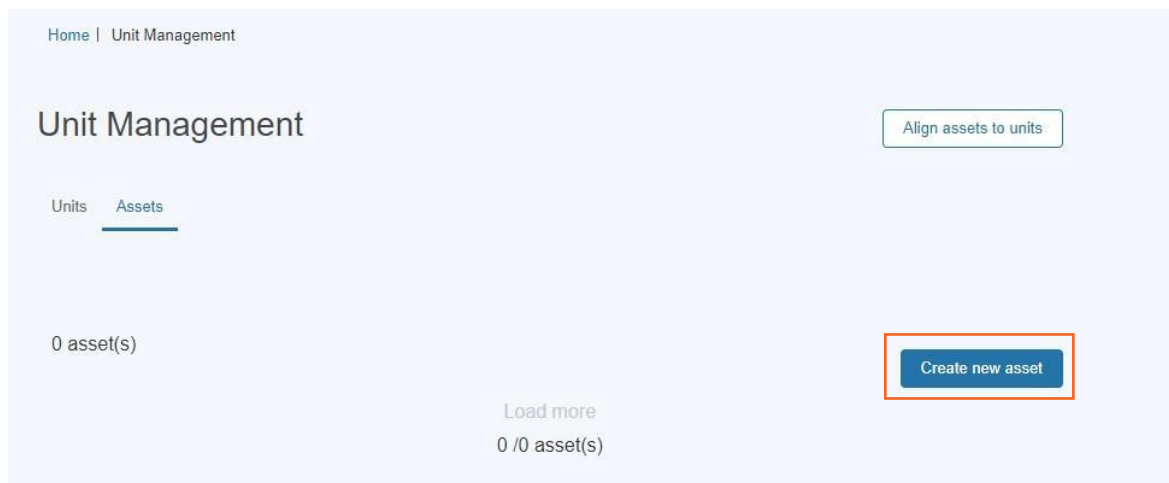
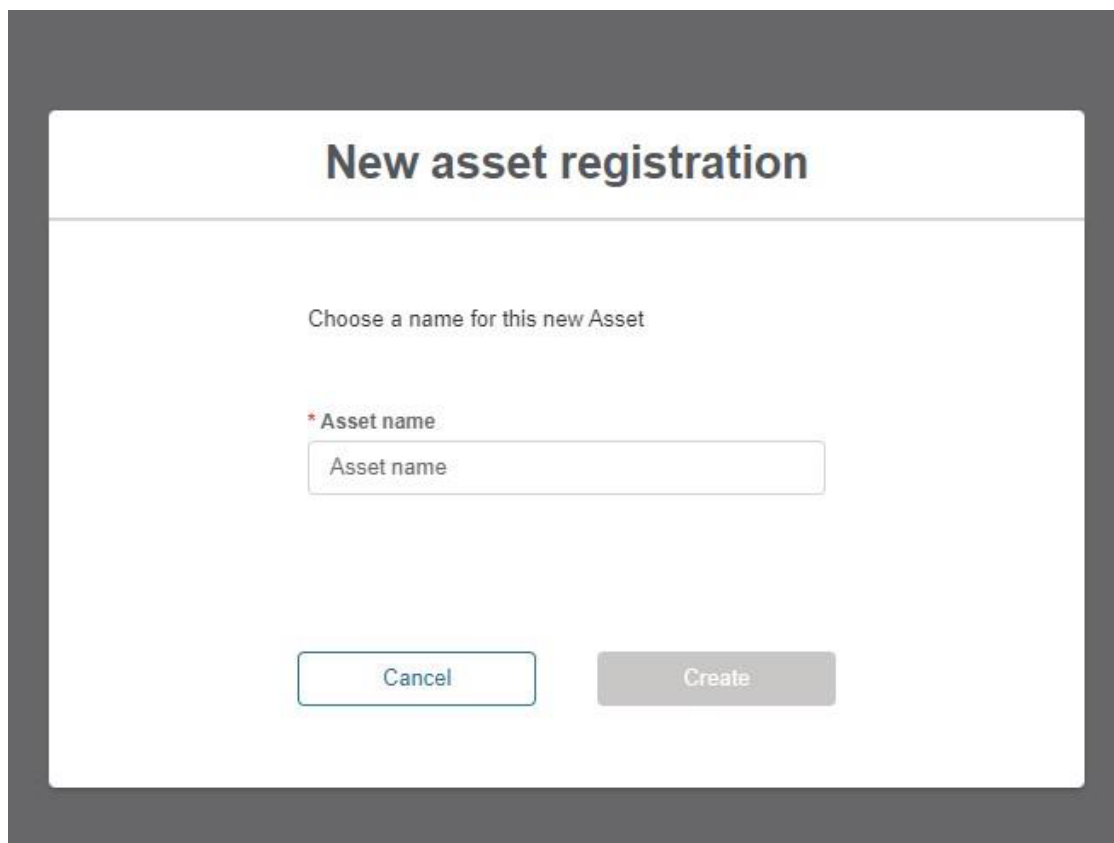


Figure 17.1: Creating Assets- Asset Registration



17.2. Asset Registration: Submitting Asset Information

The user is navigated to the Asset Registration Page as outlined in Figure 29.0, the format is similar to the Account Management Page structure with an accordion section on the left-hand side for direct navigation to a specific section or the user can select the sub section they wish to complete.

The figure illustrates the unique named asset for which the details are being registered; *"Roe dean Windfarm."*

Please note that the user is not able to progress the registration process for a created asset without completing all the sections and corresponding fields.

Figure 17.2 Asset Registration Detail Page

New asset registration

Roedean Windfarm

Complete all the information below in order to complete the registration of a new asset

- 1 Asset Details
- 2 Connection Details
- 3 Site Location
- 4 MPAN

> Asset Details

> Connection Details

> Site Location

> MPAN

Save and create new one

Save asset

17.3. Asset Registration: Asset Details Section

Figure 17.3 illustrates the Detail Section for the Asset.

Please note that as the *Applicable Market*, *Asset Ownership*, *Asset Type*, the *Effective from Date* and *Fuel Type* are all mandatory and therefore marked in a red Asterisk. It is essential that these fields have information submitted. The value selected in the Applicable Market field determines the behaviour of subsequent sections so please ensure RDP MW Dispatch is selected if applicable.

Please consult the Glossary Appendix for a translation of the Fields if the User is not clear about what is being requested.

Figure 17.3: Completing the 'Asset Details' Section

New asset registration

Roedean Windfarm

Complete all the information below in order to complete the registration of a new asset

1 Asset Details
2 Connection Details
3 Site Location
4 MPAN

Asset Details

* Asset Ownership
 I am the asset owner
 I am not the asset owner

Company Registration No. of Owner

* Asset Type
 Generation Unit
 Demand Unit

* Effective From Date [?]
Effective From Date

* Fuel Type [?]
Select Fuel Type

* Applicable Market
 Balancing Services
 RDP MW Dispatch

17.4. Asset Registration: Asset Connections Section

Figure illustrates the Asset Connection Details Section for the Asset.

If the user has selected *Generation Unit* as an *Asset Type* in the previous section, then *Generation Capacity* will appear here. If they have selected *Demand Unit* then *Demand Capacity* will appear. Please note that *Generation Capacity*, *Demand Capacity* (if visible) and *Connection Type* are all mandatory and therefore marked in a red Asterix. It is essential that these fields have information submitted. If RDP MW Dispatch has been selected as the Applicable Market in the previous section and Connected to DNO is ticked, the DNO Type options will be 'National Energy System Operator Limited Electricity Distribution' and 'UK Power Networks'.

Figure 17.4: Completing the 'Asset Connection Details' Section

The screenshot shows a form titled 'Connection Details' with a dropdown arrow on the left. The form contains several fields and options:

- * Generation Capacity** (with an information icon): A text input field.
- * Connection Type**: Two radio button options: 'Firm' and 'Flexible'. 'Flexible' is selected.
- Connection Method**: Three checkbox options: 'Distribution', 'Private Lines', and 'Transmission'. All are currently unchecked.
- Connected to DNO** (with an information icon): A checked checkbox.
- * DNO Type**: A dropdown menu with the selected option 'National Grid Electricity Distr...' and a downward arrow.
- * DNO Unique Reference Number** (with an information icon): A text input field.
- Connection point voltage** (with an information icon): A dropdown menu with the selected option 'Select CP Voltage' and a downward arrow.

17.5. Asset Registration: Asset Site Location

Figure 17.5 illustrates the Site Location Section for the Asset.

Please note that the Post Code and Grid Supply Point (GSP) are both mandatory and therefore marked in a red Asterix. It is essential that these fields have information submitted. Post Codes must be submitted in a UK format.

For RDP MW Dispatch Assets, a maximum of one value can be selected in the Grid Supply Point (GSP) field. The GSP Group Id field is locked to Southwestern England if National Energy System Operator Limited Electricity Distribution is selected as the DNO Type or Southeastern England if UK Power Networks is selected as the DNO Type

Figure 17.5: Completing the 'Asset Site Location Details' Section

The screenshot shows a web form titled "Site Location" with a dropdown arrow. The form contains the following fields and sections:

- Street** and **City**: Two text input fields.
- State/Country** and **Country**: Two text input fields.
- *Post Code**: A text input field with a red asterisk and a help icon.
- Asset Latitude** and **Asset Longitude**: Two text input fields with help icons.
- Nearest node**: A text input field with a help icon.
- GSP Group Id**: A dropdown menu currently showing "South Western England".
- *Grid Supply Point (GSP)**: A section with a red asterisk and a help icon. It features a list of GSP codes (ABHA_1, ALVE_1, AXMI_1, BRWA_1, EXET_1, INDQ_1, LAND_1) on the left, a right-pointing arrow, a large empty text box, a left-pointing arrow, and a down-pointing arrow.
- Primary despatch phone number**: A dropdown menu for "Select country code" and a text input field.
- Secondary despatch phone number**: A dropdown menu for "Select country code" and a text input field.
- Despatch fax number**: A dropdown menu for "Select country code" and a text input field.
- Site Contact Name** and **Site Contact Number**: Two text input fields.
- Agent/Applicant Operational Email** and **Agent/Applicant Operational Phone**: Two text input fields.

17.6. Asset Registration: Asset MPAN Details

Figure 17.6 illustrates the MPAN Details Section for the Asset.

Please note that as the Operational Metering Availability & MPAN Export Fields are all mandatory and therefore marked in a red Asterix. It is essential that these fields have information submitted.

For RDP MW Dispatch Assets, the user is unable to submit values for Additional MPAN Import and Additional MPAN Export and so these fields are uneditable.

For additional clarification, the user can hover over the 'i' icon for 'Help Text' as illustrated in the figure below.

Figure 17.6: Completing the 'Asset MPAN Details' Section

MPAN

*Operational Metering Availability

Yes

No

MPAN Import ⓘ

*MPAN Export ⓘ

Additional MPAN Import ⓘ

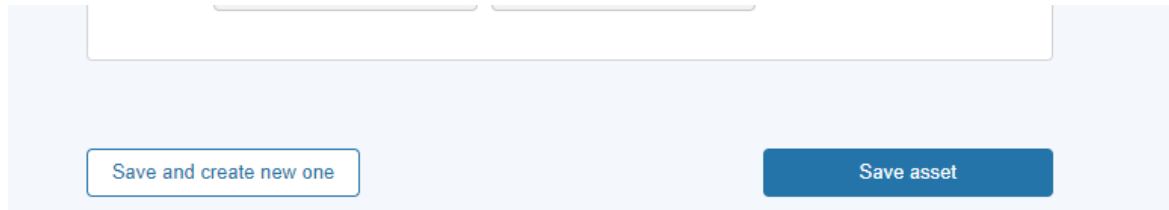
Additional MPAN Export ⓘ

17.7. Asset Registration: Save Asset Detail Submission.

Once all the sections are completed correctly, then the 'Save Asset' button will appear in a blue background, enabling the user to complete the registration process for creating the asset.

If the User wishes to repeat the exercise and create subsequent assets, they can select the 'save and create new one' button instead.

Figure 17.7: Save Asset options.

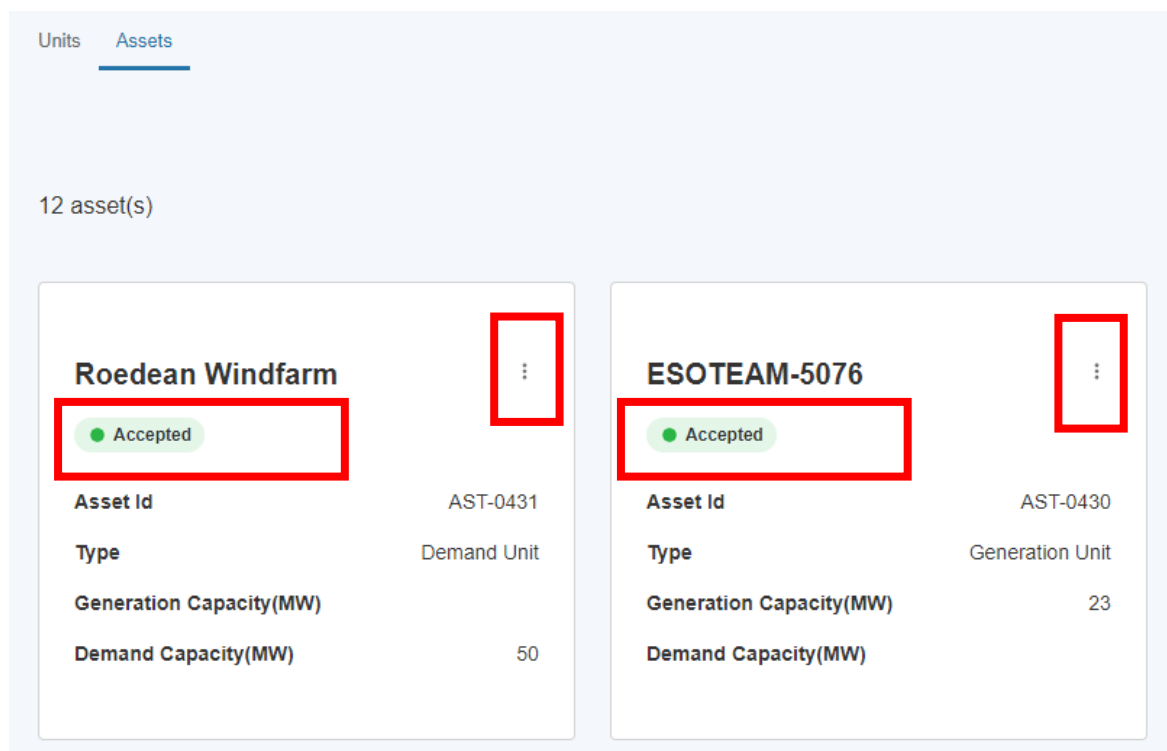


17.8. Asset Registered: Asset Tile & Updating the Asset

Following on from the Asset Registration, the asset tile will appear on the Unit Management Home Page under the 'Asset' tab. Each asset will have a corresponding tile. The tile displays the 'key or summary information'. To view the full registration details, click on the three dots on the right-hand corner of the tile. The user then selects the 'View Details' link to be re-directed to the Asset Detail page expanded version.

Please note that for Release 1.0, Users will be expected to submit all asset information at once. Upon 'saving the asset' registration details, the Asset Status will appear as 'Accepted' automatically as illustrated in Figure.

Figure 17.8: Asset Tiles



Prior to the Unit being Accepted and the Unit Service Pre-Qualification being Approved, the user is able to edit details of the Asset. Click on the 'View Details' link from the Asset title, then 'Edit asset information' on the Asset Details page.

Figure 17.8.2: Edit asset information link.

17.9. Asset Registered: Asset Tile & Updating the Asset

12 asset(s)

ESOTEAM-5736 RDP ⋮

● Accepted

Asset Id AST-0479

Type Generation Unit

Generation Capacity(MW) 23

Demand Capacity(MW)

Test 1110 ⋮

● Accepted

[View Details](#)

Asset Id AST-0478

Type Generation Unit

Generation Capacity(MW) 55

Demand Capacity(MW)



Status Accepted

Asset Name Test 1110

Actions

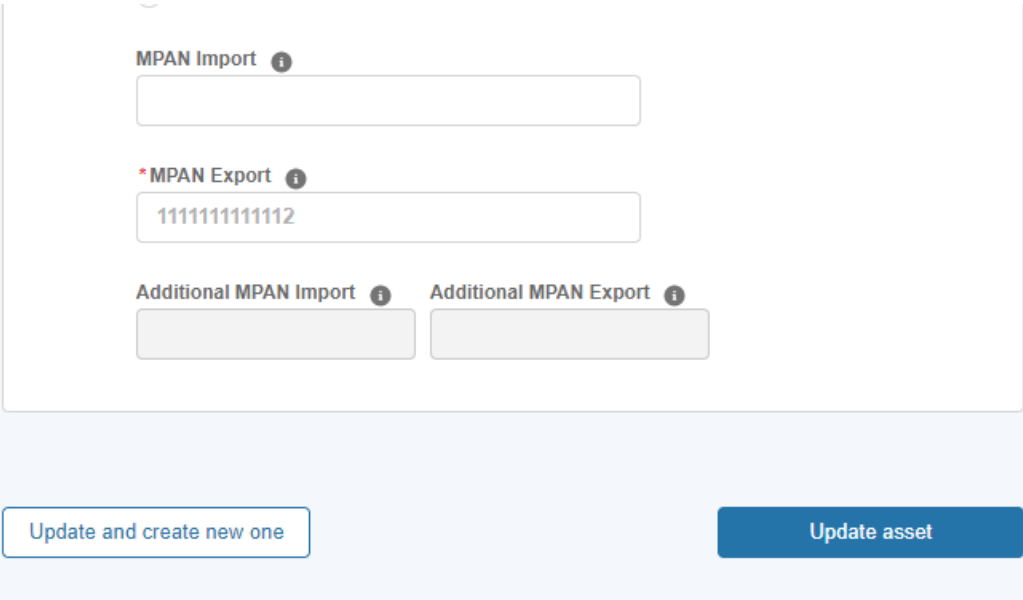
+ Create new asset version

[Edit asset information](#)

17.10.Asset Registered: Asset Tile & Updating the Asset

Press Update on the Update asset Information pop-up, then make changes as necessary. When finished, press the 'Update asset' button to update the Asset and corresponding Unit, or 'Update and create new one' to start creating another Asset.

Figure 17.8.3: Update Asset options.



MPAN Import ⓘ

*MPAN Export ⓘ

Additional MPAN Import ⓘ Additional MPAN Export ⓘ

Update and create new one Update asset

17.11. Unit Creation

When an Asset is created with RDP MW Dispatch selected as the value in the Applicable Market field a Unit is automatically created with the same name as the Asset. This Unit will have a status of 'Draft' prior to its approval by the NN NATIONAL ENERGY SYSTEM OPERATOR LIMITED Registration Team. The NN NATIONAL ENERGY SYSTEM OPERATOR LIMITED Registration Team will a) assign the Unit a Unit ID (which will auto populate on the Unit Id field) b) set the Unit Status field from 'Draft' to 'Accepted' or 'Rejected'.

Figure 17.9: Unit Tiles

The screenshot displays a user interface for managing units. At the top, there are tabs for 'Units' and 'Assets', with 'Units' selected. Below the tabs, it indicates '12 unit(s)'. Two unit tiles are shown side-by-side. Each tile has a title, a status indicator, and a list of attributes.

Unit Name	Status	Type	Unit Id	Generation Capacity (MW)	Demand Capacity (MW)	Assets
Roedean Windfarm	Draft	Demand Unit		0	50	1
ESOTEAM-5076	Draft	Generation Unit	BMU-5076	23	0	1

17.12. Identifying Units for RDP Unit Pricing

Once the Unit has been created the user can record the RDP unit price.

To do this, the user must navigate to the selected unit on the Unit Management home page and hover over the right hand three corner and click on the three dots on the Unit tile as highlighted in the Figure below. Then they must select 'View Details'.

Figure 17.10 View Details on Unit link

The screenshot displays the 'Units' section of a management interface. It shows 12 units in total. Two unit tiles are visible:

- Roedean Windfarm**: Status 'Draft', Type 'Demand Unit'. Attributes: Generation Capacity(MW) 0, Demand Capacity(MW) 50, Assets 1. A red box highlights the three-dot menu in the top right corner, which is open to show 'View Details' and 'Pre-qualify for Services' options.
- ESOTEAM-5076**: Status 'Draft', Type 'Generation Unit'. Attributes: Unit Id BMU-5076, Generation Capacity(MW) 23, Demand Capacity(MW) 0, Assets 1.

17.13. Recording RDP Unit Pricing

The user will then be presented with the Unit Details page, which features a section in which to enter the price of the RDP Unit in £/MWh. Please note that entering non-numeric characters into this section and pressing 'Confirm pricing' will cause the screen to become frozen so the user should enter numeric characters only. If the price is entered on or before 4pm on a given day, the price will be valid from 5am the next day. If the price is entered after 4pm on a given day, the price will be valid from 5am the day after the next day.

The user enters the price in the field in the left-hand side (this must be a numeric value with up to 2 decimal places i.e. pounds and pence), then presses Confirm pricing to record it. The details of the latest price will then be visible to the user in the row underneath.

Figure 17.11: RDP Unit Pricing section

> Roedean Windfarm

RDP Unit Pricing

You can record your RDP unit price here.
Note: prices updated after 4pm wont be considered for the following day, and will be pushed to the day after that.

£/MWh

Latest Price	Updated Date	Updated Time	Valid From
£35/MWh	2 December 2022	09:12	5:00 AM 03 December 2022

[View pricing history ->](#)

17.14. Unit Pricing History

To view the Pricing History of the Unit, the user can click the View Pricing history link of the RDP Unit Pricing section.

[> Roedean Windfarm](#)

RDP Unit Pricing

You can record your RDP unit price here.
 Note: prices updated after 4pm wont be considered for the following day, and will be pushed to the day after that.

Confirm pricing

Latest Price	Updated Date	Updated Time	Valid From
£35/MWh	2 December 2022	09:12	5:00 AM 03 December 2022

[View pricing history ->](#)

Here they are presented with the prices entered for the unit, the date and time it was entered and the date and time it was valid from.

Figure 17.11.2: RDP Unit Pricing History

Pricing History
Roedean Windfarm

Latest Price			
Latest Price	Updated Date	Updated Time	Valid From
£87/MWh	2 December 2022	09:15	5:00 AM 03 December 2022

Past Prices			
Past Price	Updated Date	Updated Time	Valid From
£50/MWh	2 December 2022	09:15	5:00 AM 03 December 2022
£35/MWh	2 December 2022	09:12	5:00 AM 03 December 2022

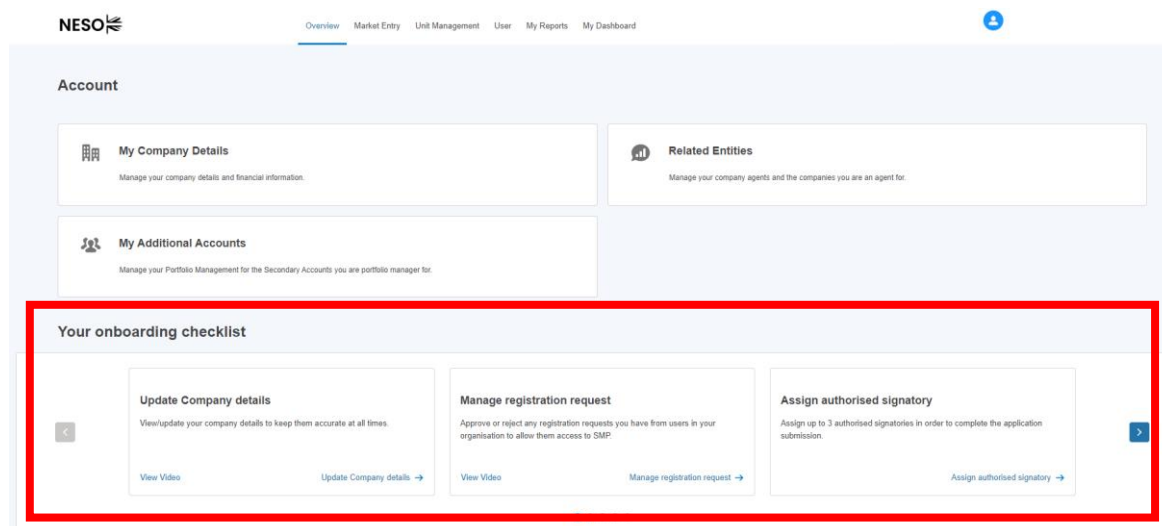
[Load more](#)
 3 / 3 unit price(s)

18. Onboarding Checklist

As of Release 2.13, users will be presented with a carousel displaying Onboarding Checklist cards when they log into SMP. This will appear on the Overview page, underneath the Account section.

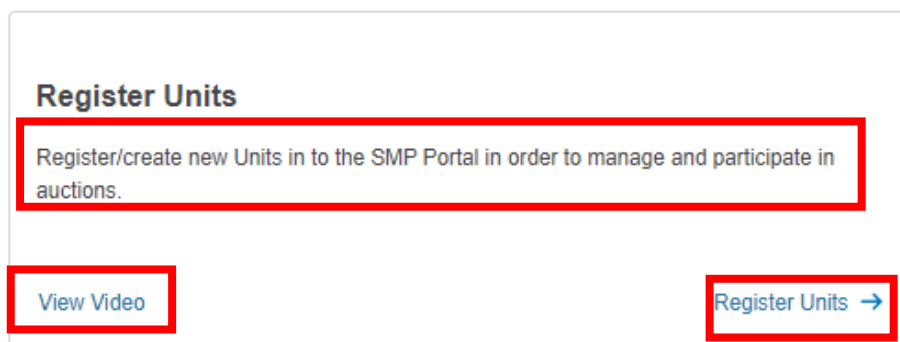
Pressing the Arrow button on the left and right will move the carousel to reveal additional tasks.

Figure 15.1: Onboarding Checklist Location



The cards will contain text detail on the task, a link to video guidance where applicable and a link to the page on SMP where the user can undertake the task.

Figure 15.2: Onboarding Checklist Task



Users with different roles will see different items relevant to them. For instance, a user with the Super User role will see tasks such as Manage Registration Requests and Assign Authorised Signatories

Figure 15.3: Super User Onboarding Checklist

The image shows a user onboarding checklist interface. At the top, a light blue header contains the text "Your onboarding checklist". Below this, three white rectangular cards are arranged horizontally, each representing a step in the process. The first card is titled "Manage registration request" and contains the text "Approve or reject any registration requests you have from users in your organisation to allow them access to SMP." Below this text are two links: "View Video" and "Manage registration request" with a right-pointing arrow. The second card is titled "Update Company details" and contains the text "View/update your company details to keep them accurate at all times." Below this text are two links: "View Video" and "Update Company details" with a right-pointing arrow. The third card is titled "Assign authorised signatory" and contains the text "Assign up to 3 authorised signatories in order to complete the application submission." Below this text is a link: "Assign authorised signatory" with a right-pointing arrow. On the far left and right sides of the cards, there are grey and blue square buttons with left and right arrows, respectively. Below the cards, there are two small circles, the first of which is filled with blue. At the bottom of the interface, there is a small text link: "Not finding what you need? You can download our User Guide."

Your onboarding checklist

Manage registration request
Approve or reject any registration requests you have from users in your organisation to allow them access to SMP.
[View Video](#) [Manage registration request →](#)

Update Company details
View/update your company details to keep them accurate at all times.
[View Video](#) [Update Company details →](#)

Assign authorised signatory
Assign up to 3 authorised signatories in order to complete the application submission.
[Assign authorised signatory →](#)

[Not finding what you need? You can download our User Guide.](#)

19. SMP Overview Dashboard

19.1. SMP Overview Dashboard

A dashboard has been created consisting of multiple reports to display data from the user's SMP account's portfolio. This is accessible on the Overview page to users with Unit Manager permissions. As of Release 2.13 the following components are displayed.

19.2. Total Numbers of Units, Assets and Alignments

These display the total number of Units and Assets (including versioned records) accessible to your account. The number of alignments between the two is displayed on the right hand component – this can be higher than the number of Units or Assets if a single Asset has been aligned to multiple Units.

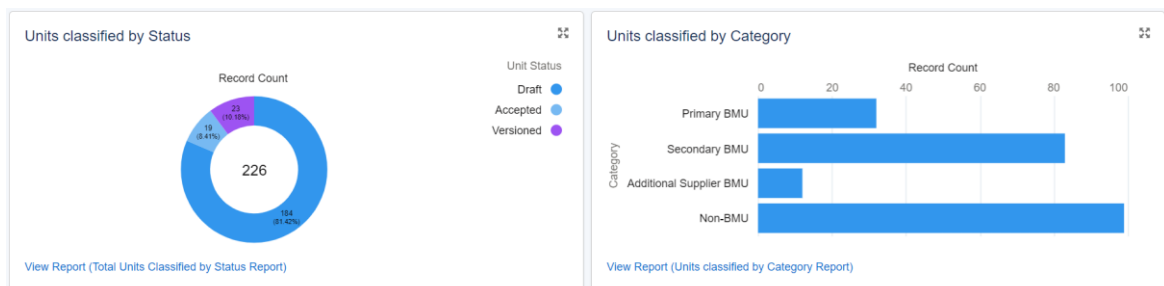
Figure 17.1: Units, Assets and Asset Alignment Components



19.3. Units classified by Status and Category

The left hand component shows a doughnut chart with units grouped together by status, including a percentage of the total number of units for that status. On the right the user can see the same Units classified by the Category in relation to the BM.

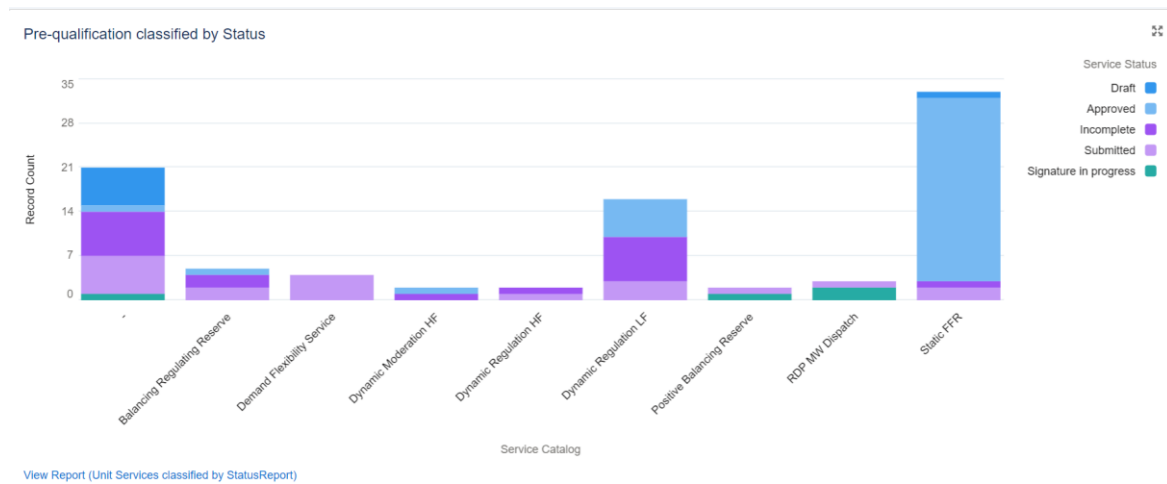
Figure 17.2: Units classified by Status and Category Components



19.4. Prequalification requests by Status and Service

This will display the services that units accessible to this account have applied for, including the number of applications for each service. The status of these applications is grouped in each column and colour coded with a key for this on the right hand side of the component under Service Status.

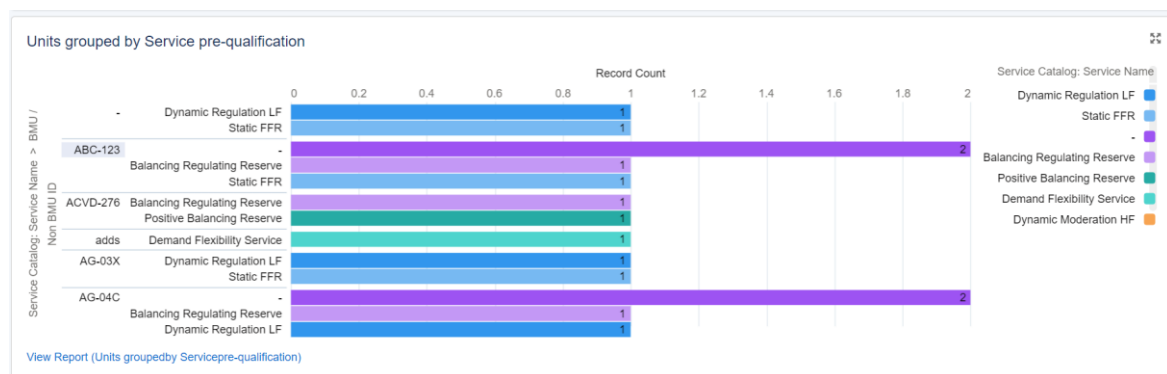
Figure 17.3: Prequalification requests grouped by Service on the x-axis and Status on the y-axis



19.5. Units grouped by Service pre-qualification

Displayed here are Units grouped by their BMU/Non-BMU ID on the left then are grouped by services they have applied for. The services are colour coded, with the key for this again on the right hand side of the component, under Service Catalog:Service Name.

Figure 17.4: Units grouped by the service they are pre-qualifying for



19.6. Units grouped by Assets and Assets grouped by Service

The component on the left can be used to determine which Assets are aligned to Units. This includes the Unit Name, Asset Name and BMU/Non-BMU ID of the Unit. The component on the right shows the relationship between Assets and Services that have been applied for via the Units those Assets are aligned now. The fields shown are the Asset Name, Service Name, Unit of Measurement (from the Service) and Generation and Demand Capacity (from the Asset).

Figure 17.5: Units by Assets and Assets by Service

Units grouped by Assets			
Unit Version Ref-...	Name	Asset Version: SMP_Asset_Na...	BMU / Non BMU...
10340	UNIT 101	ASSET 101	AG-03X
10340	UNIT 101	ASSET 102	AG-03X
10345	UNIT 102	ASSET 102	AG-04C
10374	Asset RDP 103	Asset RDP 103	-
10378	UNIT 101	ASSET 101	AG-03X
10380	UNIT 102	ASSET 101	AG-04C
10380	UNIT 102	ASSET 102	AG-04C

[View Report \(Units grouped by Assets Report\)](#)

Asset grouped by Service				
Asset Name ↑	Service Name	Unit of Measurement	Generation Capacity	Demand Capacity
afqwf	Static FFR	MW	12.000	0.000
afqwf	Static FFR	MW	12.000	0.000
afqwf	Static FFR	MW	12.000	0.000
afqwf	Static FFR	MW	12.000	0.000
afqwf	Static FFR	MW	12.000	0.000
API_BalAsset00238	Static FFR	MW	50.000	60.000
API_BalAsset00238	Static FFR	MW	50.000	60.000

[View Report \(Asset grouped by Service Report\)](#)

20. Glossary of Terms

20.1. Glossary of Terms

Term	Description
Account	A Salesforce account.
Alignment of Assets	Assign one or more assets to a unit.
Asset	One Plant and Apparatus located at the same Grid Supply Point that has a single physical connection.
Asset Testing	The Asset test records, MW, Date of testing by an Independent Technical Engineer (ITE), which will be aligned against a service.
Balancing Service Provider	A market participant as defined by the Electricity Balancing Guidelines who is NN NATIONAL ENERGY SYSTEM OPERATOR LIMITED 's counterparty to a Balancing Services Contract.
Connection Type	This can be Firm or Flexible.
DNO Type	Distribution Network Operator.
Effective from Date	The date that an asset is live and connected to the Grid.
Grid Supply Point	The points where power is delivered from the transmission system to either a distribution network or a customer directly connected to the transmission system.
Pre-qualification for Services	Process of submitting data and evidence for a unit requesting approval for participation for a particular service.
Unit	A logical grouping of a single or multiple group of assets.
Unit Calibration	Process of assigning a unit across multiple services.
User	Registered user of SMP.

20.2.19. Updates – Release 2.13

As of release 2.10 users will be able to pre-qualify for 2 new services – Positive Balancing Reserve and Negative Balancing Reserve. These include 3 new parameters on the application screen:

- Telephony Available to
- Telephony Available from
- Time to Full Delivery (in mins)

Accounts that already submitted a pre-qualification for Balancing Regulating Reserve should find that they are able to use the same units to qualify for these new services, and that the values they inputted for their prior application should copy across to their new application for Positive Balancing Reserve.

Figure 19.1: Telephony Available from/to & Time to Full Delivery fields

Positive Balancing Reserve

Unit Calibration Section

Complete the information to calibrate your unit.

* Allocated Volume ①	Unit of Measurement ①	* Max Utilisation Period ①	* Minimum Non Zero Time ①
12	MW	1	1
* Response Time ①	* Cease Time ①	* Time to Full Delivery (in mins) ①	
1	12	2	
* Telephony Available from ①	* Telephony Available to ①		
01:00	05:00		

As of Release 2.13, there is a new field available when pre-qualifying for Positive and Negative Balancing Reserve titled 'Service Provision'. This is a mandatory picklist field with options for Generator, Supplier and Through Zero.

Figure 19.2: Service Provision Field

Negative Balancing Reserve

Unit Calibration Section

Complete the information to calibrate your unit.

* Allocated Volume ①
12
* Response Time ①
1
* Telephony Available from ①
01:00
* Service Provision ①
Generator

21. FAQs

21.1. FAQs

Topic	Question	Answer
SSO (User & Company Registration)	I've changed my mobile phone – do I have to do anything regarding my SSO Credentials	You will need to approach your Contract Manager to raise a support desk ticket to update your mobile phone number. .
SSO (User & Company Registration)	I'm experiencing problems with my password	Please approach your Contract's Manager who will raise an IT helpdesk ticket on your behalf
SSO (User & Company Registration)	I'd like to access more than one Account for SMP; however I have the same email address – how do I got about this	Please approach your Contract's Manager who will raise an IT helpdesk ticket on your behalf to set up your credentials and access for a 'Secondary Account'

If you have any feedback on this document please email:
commercial.operations@NationalEnergySO.co.uk

