

High Level Process Guidance for VLP and Supplier Pre- Qualification

A high-level overview of each individual
step required for pre-qualification



ESO

Version Control

Version	Published	Comments
0.1	13 August 2024	New updated guidance and links

Introduction

This document is designed to give a high-level overview of the VLP and Supplier pre-qualification process and detail individual steps required within the process.

Please also review all the guidance and supporting documentation on the [ESO Wider Access Website](#)



Virtual Lead Party registering SBMUs

This section covers the individual steps required for becoming a VLP. There are three sections to this:

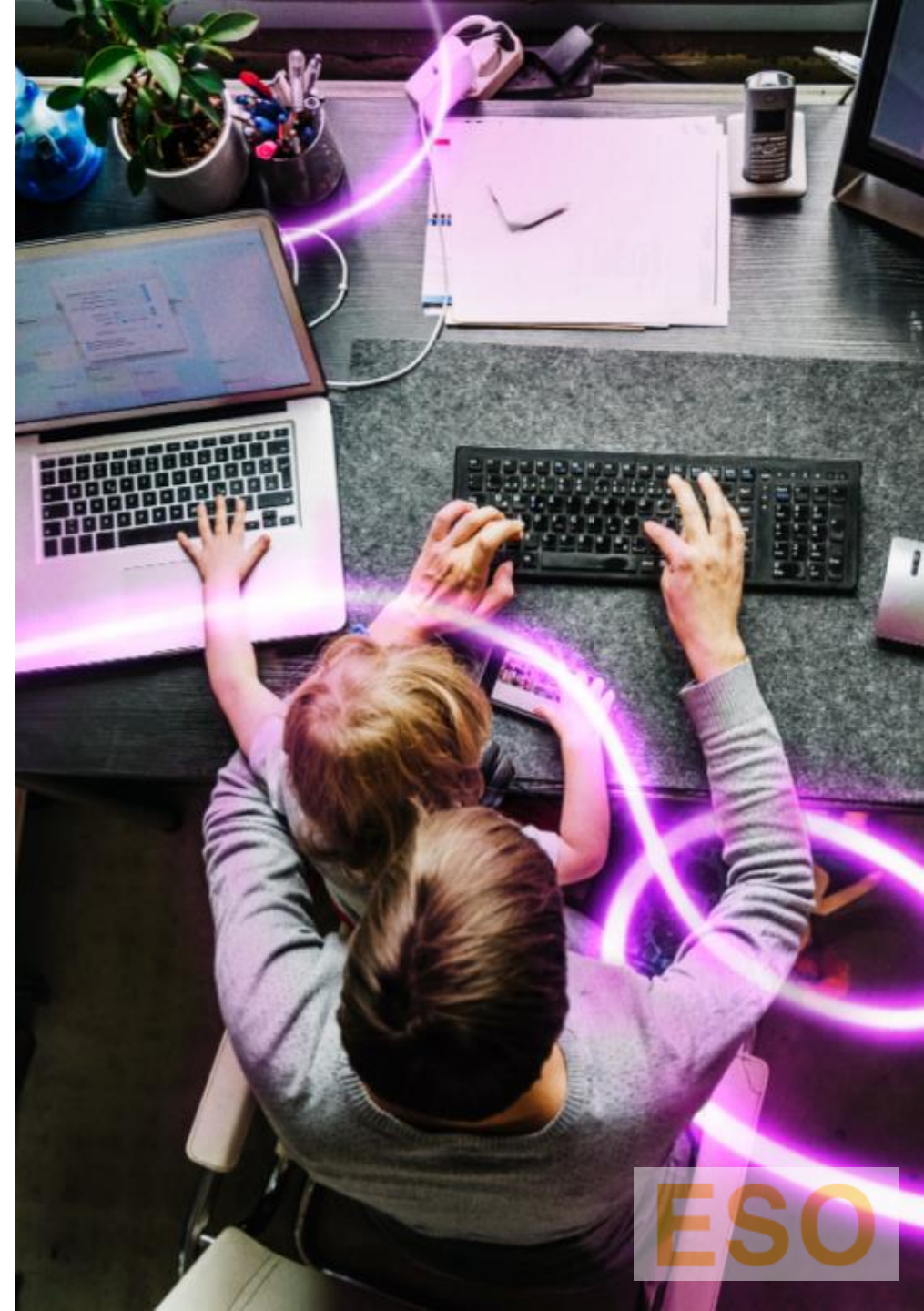
- ✓ Building your application
- ✓ Application Week 1-8
- ✓ Application Week 8-21



1. Building your VLP Application

The Salesforce Guidance Document is on the website [here](#) and will help you complete your application.

1. Complete Use of System Application and send to the Connections Team. The team will process this and provide you with the invoice. Once this invoice is paid, you will be issued with CUSC accession (if required) and a VLP Agreement to sign. You will sign and return these documents to the team for NGESO countersignature and date. Once these documents have been countersigned by NGESO and returned to yourselves you will need them to upload with your pre-qualification application. Further information regarding this process, and details on how to contact the team can be found [here](#)
2. [Request Salesforce Portal Access](#) to begin building your application. You can start your application in parallel with completing the documentation mentioned above. You will need to upload the completed documentation signed by both counterparties to be able to submit your application.
3. If you have a large number of sub assets, we will issue you with an offline template to populate rather than via the salesforce platform. We can then upload all of your sub asset information on your behalf. Inform your Contract Manager you will require this.
4. [Speak to Elexon](#), they have processes which you will need to ensure you follow in parallel to ESO processes. Be aware that Elexon will have process timescales and deadlines which you will need to be aware of when completing ESO processes.
5. Once your application is complete, please ask your Contract Manager to check this for you, any amendments can then be made.
6. Submit your application to ESO via the portal and notify your Contract Manager. This changes your application status from “in progress” to “submitted” and starts the clock on your 5-month pre-qualification process.



2. VLP Application Week 1-8

1. ESO will now complete the required checks for your application. This includes checking asset information with the DNO.
2. If there is any missing information, your Contract Manager will contact you.
3. If you are using the WA API, you will be asked to provide names for the API sandbox development environment. API development starts from here.
4. Your Contract Manager will send you a Wider Access Information Request Form. This includes sub asset information as well as Trading Agent (TA), Trading Point (TP) and Control Point (CP) information. This form will require signature from all parties.
5. If you have a large number of sub assets to register then you will still be required to complete the Request Form for all TA, TP and CP details, and sign the form.
6. Your Contract Manager will enter all the additional information provided into your application in Salesforce on your behalf and begin the asset checks with the DNO.
7. You will need to contact the Operational Metering Team at box.smallbmuopsmeter-eso@nationalgrid.com to begin Operational Metering requirements for your connection. You will be sent a proforma to complete and return to the team.
8. Once the checks are complete, your application will be approved. Salesforce will auto-generate your Secondary BMU ID(s). You will receive an automated email; however, it is likely your Contract Manager will also contact you and share this information.



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2. VLP Application Week 8-21

Now you have your SBMU ID you will need to complete registration with Elexon. Please note if this is your first BM application, you may need to go through Performance Assurance Board (PAB) with Elexon, which may take some time. Please do speak to Elexon in more detail about this.

Elexon will complete registration and send ESO BMU Registration Team the completed documents.

ESO BMU Registration will now register your BMU(s) in ESO systems. This requires upload into our ESO BM System- SORT.

SORT uploads take place once every 8 weeks and include a process deadline to allow for file transfers and dress rehearsals. The dates for the year are published in the [BM Registration Guidance Document](#)

Requirements that need to be completed before SORT cut off deadline:

- Elexon Registration Forms must be received by ESO BMU Registration Team
- Any new EDL/EDT connections and trading agent/credentials need to be set up and tested.
- You will need to complete all operational metering requirements and have this signed off by the ESO operational metering team.
- You will need to have obtained your EIC (Energy Identification) Codes through our Local Issuing Office (LIO) – details [here](#)
- If you are using the WA API, all WA API units must pass BPITS test before they can be uploaded into SORT. The BMU Registration Team will issue you with a valid certificate.

Once the above have been completed, your unit will be prepared for SORT. Any new connections will have their control point activated shortly after the upload and be able to go live usually within a few days.



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Supplier registering ABMUs

This section covers the individual steps required for registering an Additional BMU.



1. Your Supplier Application

1. Complete the relevant documentation with the Connections Team if required.
2. Speak to Elexon, they have their own processes which you will need to ensure you follow in parallel to ESO processes. Be aware that Elexon will have process timescales and deadlines which you will need to be aware of when completing ESO processes.
3. Contact the BMU Registration Team, cc your Contract Manager in, to request an additional BMU Registration Form.
4. Complete an additional BMU Registration Form for each of the ABMU(s) you are looking to register.
5. The BMU Registration Team will create and provide your additional BMU ID(s).
6. The BMU Registration Team will create, submit and approve a salesforce application on your behalf.
7. If you are using the WA API, you will be asked to provide names for the API sandbox development environment. API development starts from [here](#).
8. You will need to contact the Operational Metering Team to begin Operational Metering requirements for your connection - box.smallbmuopsmeter-eso@nationalgrid.com. As soon as you have your ABMU ID(s) you will need to register the unit(s) with Elexon.
9. Elexon will complete their registration and then send ESO BMU Registration Team completed BSCP forms.



2. Your Supplier Application continued....

ESO BMU Registration will now register your BMU(s) in ESO systems. This requires upload into our ESO BM System- SORT.

SORT uploads take place once every 8 weeks and include a process deadline to allow for file transfers and dress rehearsals. The dates for the year are published in the [BM Registration Guidance Document](#)

Requirements that need to be completed before SORT cut off deadline:

- Elexon Registration Forms must be received by ESO BMU Registration Team
- Any new EDL/EDT connections and trading agent/credentials need to be set up and tested.
- You will need to complete all operational metering requirements and have this signed off by the ESO operational metering team.
- You may need to have obtained your EIC (Energy Identification) Codes through our Local Issuing Office (LIO) – details here: <https://www.nationalgrideso.com/balancing-services/lio-eic-codes>
- If you are using the WA API, all WA API units must pass BPITS test before they can be uploaded into SORT. The BMU Registration Team will issue you with a valid certificate.

Once the above have been completed, your unit will be prepared for SORT. Any new connections will have their control point activated shortly after the upload and be able to go live usually within a few days.

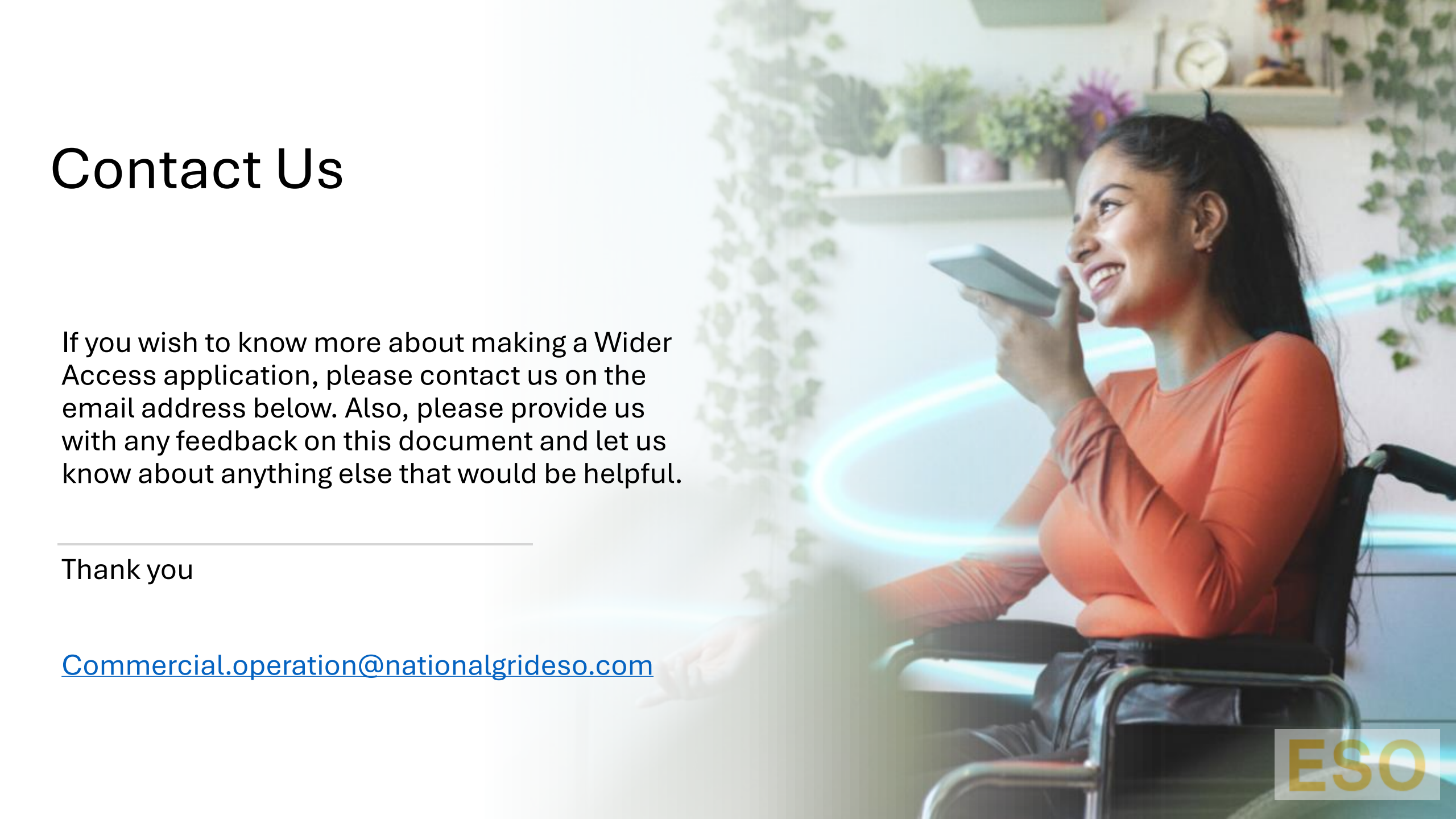


Contact Us

If you wish to know more about making a Wider Access application, please contact us on the email address below. Also, please provide us with any feedback on this document and let us know about anything else that would be helpful.

Thank you

Commercial.operation@nationalgrideso.com



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