

User Guide
Single Market Platform Portal

March 2023

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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 Balancing Service Providers and Agents market entry to engage in Balancing 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 and Establishing Related Entities. Moreover, the document illustrates the detailed steps entailed in key 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 (ESO). 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 ESO, 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 phone to receive two factor authentication codes.

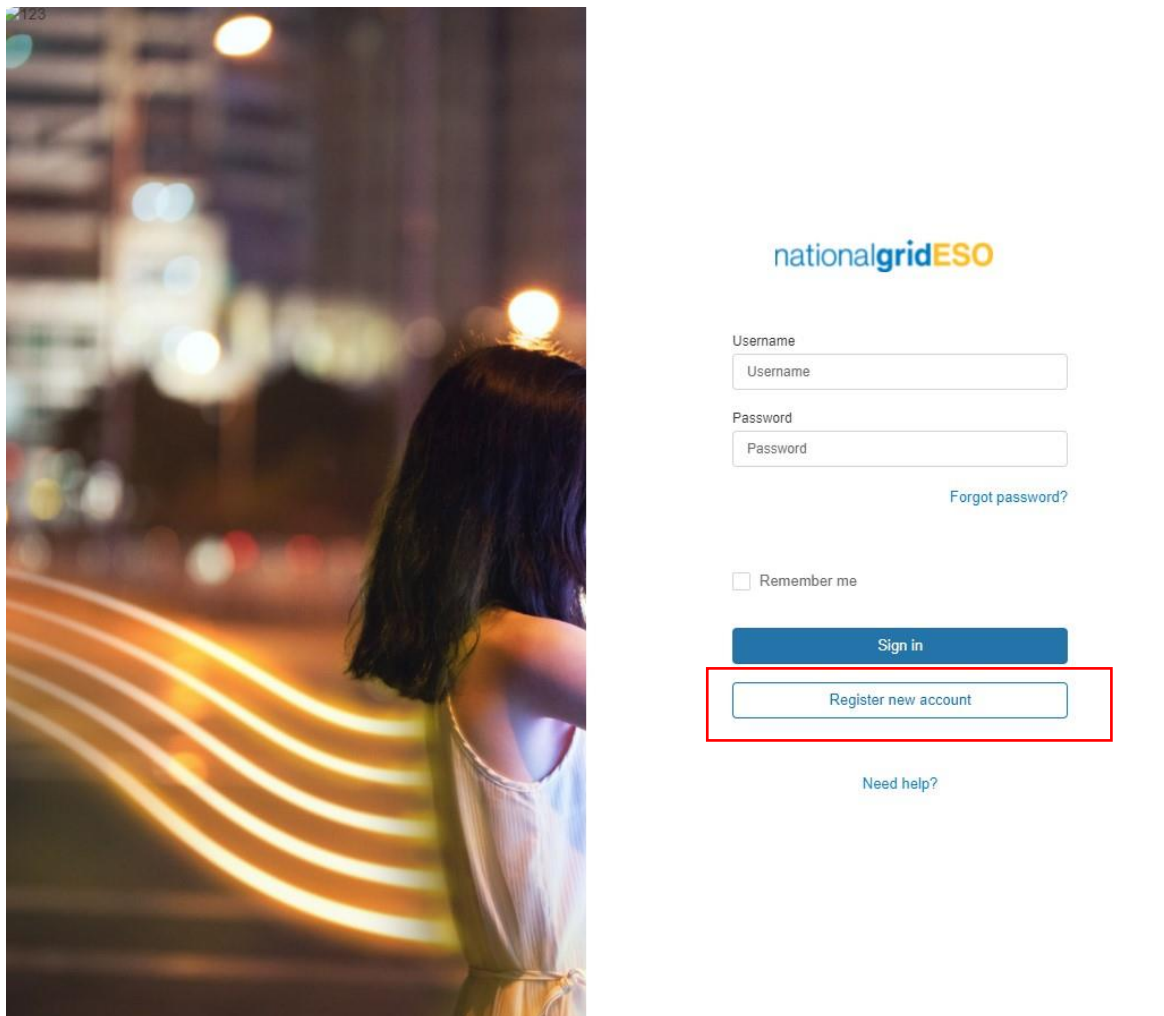
1.5. Disclaimer and Applicant's Responsibility

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 Grid, its employees or advisors as to the accuracy or completeness of any such information or that there are not matters material to the arrangements and matters referred to therein other than is contained or referred to in such information. Neither National Grid nor its employees or advisors shall be under any liability for any error or misstatement or as a result of any failure to comment on any information provided by National Grid or the recipient of the Documentation or any other person or any answers to any questions or for any omission and none of such information shall constitute a contract or part of a contract.

1.6. Help and Support

For any queries on registering and completing an application, these should be sent to commercial.operation@nationalgrid.com 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



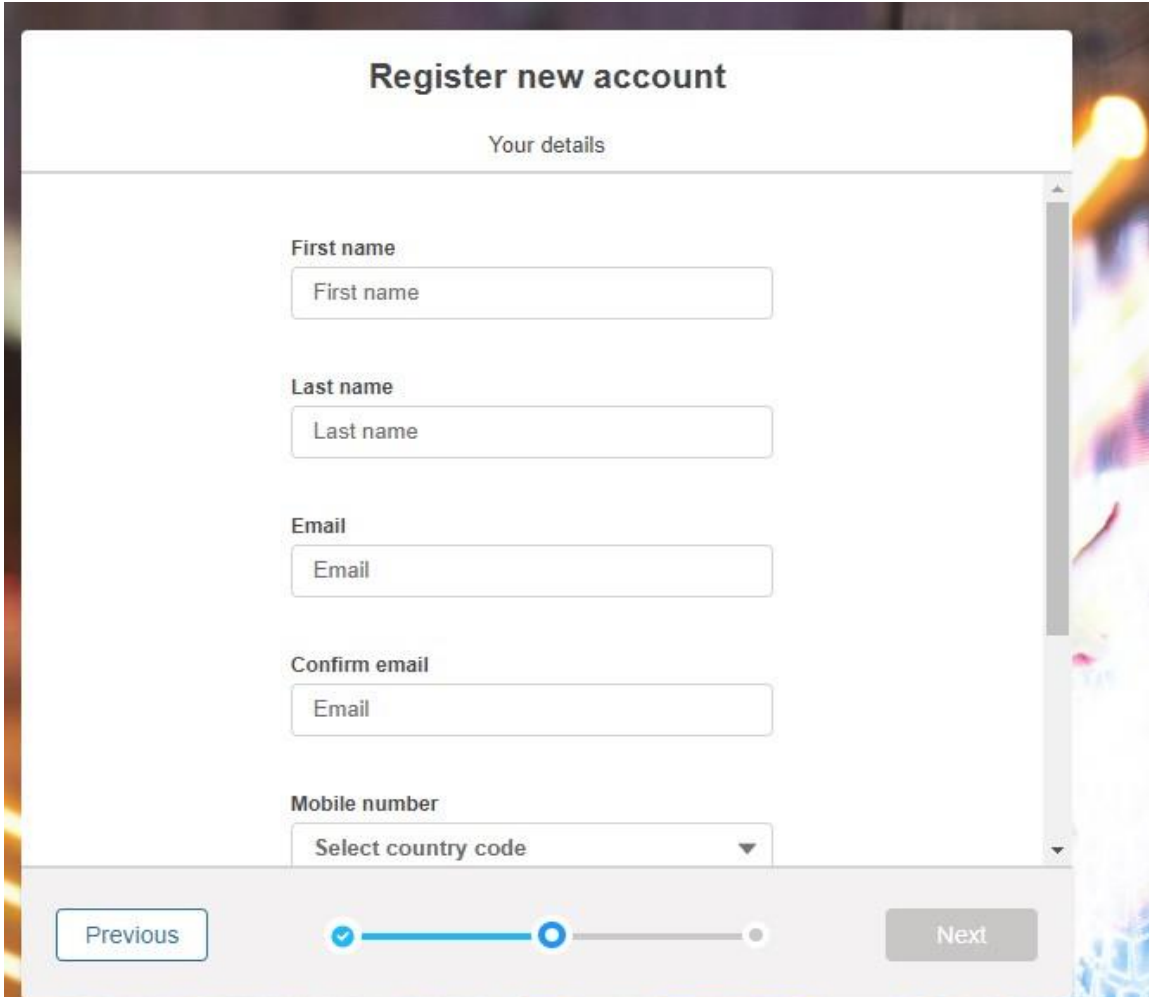
2.1. First-time User Registration

- If you and your organisation are new to NGESO and to the SMP Portal, then it is required that you register directly via the portal using the following instructions. If however, you have already registered yourself and your organisation previously using the portal and wish to add additional secondary users then you will have to follow the instructions in Chapter 11 entitled "User Management"
- **The User should visit and bookmark the following link:**
<https://portal.nationalgrideso.com/smp/s/login/>
- As a first time User, you will need to click on the **“Register New Account”** Button
- The User will be navigated to the first 'screen' to capture registration

2.2. Registering the Primary User

- In order to access the SMP Portal, it is expected that upon initial registration the main or 'primary' contact (user) at your organisation/company will undertake the registration steps.
- Registration involves submitting one's contact details and their organisation/company details. The successive order is contact details followed by company details.
- Figure 1.0 below illustrates the fields required for the Contact/User's details.

Figure 1.0-: Capturing User/Contact Details



The screenshot displays a registration form titled "Register new account" with a sub-section "Your details". The form contains the following fields:

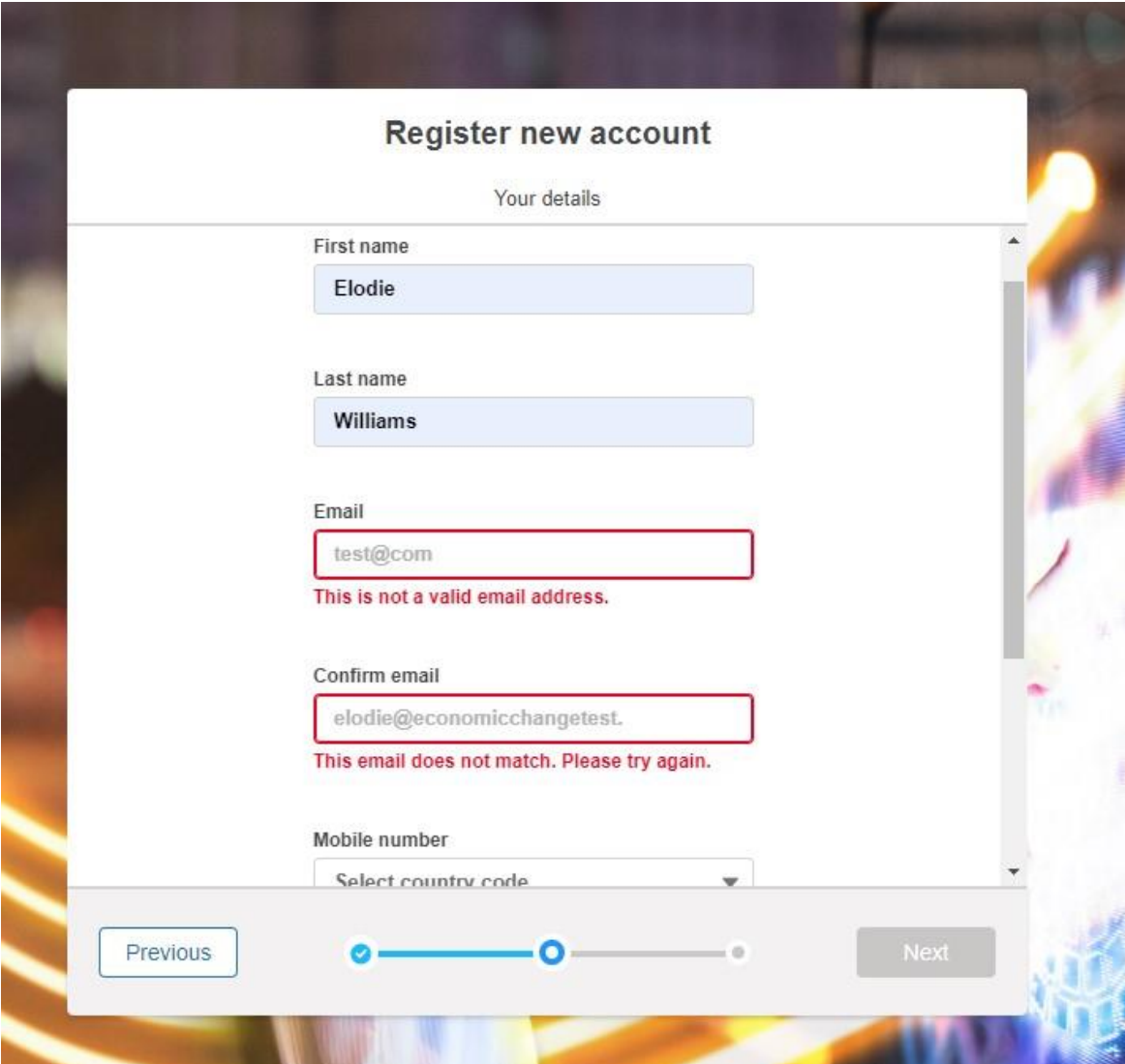
- First name:** A text input field with the placeholder text "First name".
- Last name:** A text input field with the placeholder text "Last name".
- Email:** A text input field with the placeholder text "Email".
- Confirm email:** A text input field with the placeholder text "Email".
- Mobile number:** A dropdown menu with the placeholder text "Select country code".

At the bottom of the form, there is a progress indicator consisting of a horizontal line with three circles. The first circle is filled with a blue checkmark, indicating that the current step is complete. To the left of the progress indicator is a "Previous" button, and to the right is a "Next" button.

2.3. Registering the Primary User – Part 2

- Figure 2.0 below illustrates the additional fields required for the Contact/User’s details.
- Field Names with a red asterisk symbol are mandatory fields. Please note that a User will not be able to complete the registration process without submitting a field value – if the field is left empty, the User will be prompted with a red outline of the field in question and a prompt notice as illustrated in Figure 2.0 below.

Figure 2.0: Capturing User/Contact Details



The screenshot displays a registration form titled "Register new account" with a sub-section "Your details". The form contains several input fields:

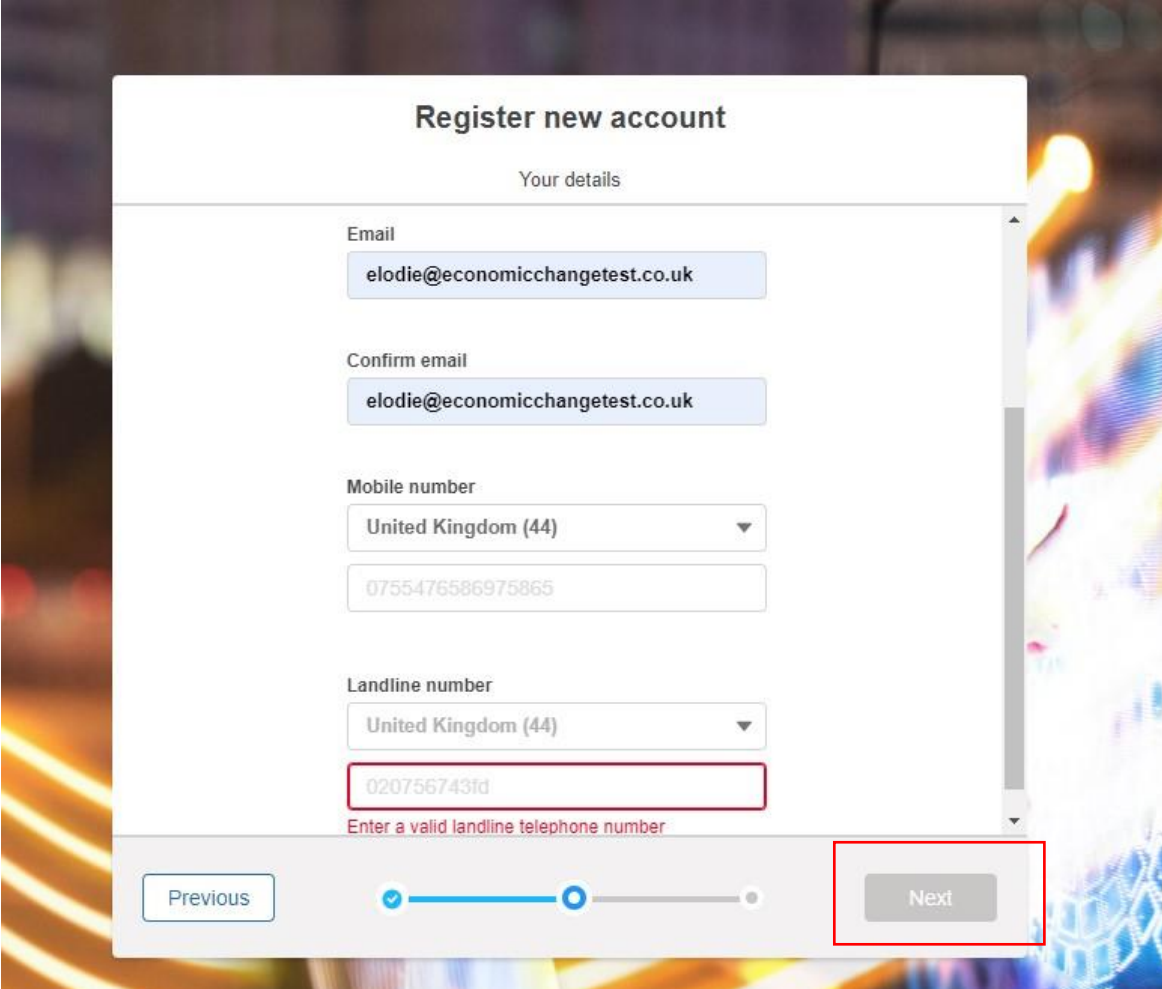
- First name:** A text box containing "Elodie".
- Last name:** A text box containing "Williams".
- Email:** A text box containing "test@com" with a red border and a red error message below it: "This is not a valid email address."
- Confirm email:** A text box containing "elodie@economicchangetest." with a red border and a red error message below it: "This email does not match. Please try again."
- Mobile number:** A dropdown menu with "Select country code" selected.

At the bottom of the form, there is a navigation bar with a "Previous" button, a progress indicator (a blue line with a checkmark and a circle), and a "Next" button.

2.4. Registering the Primary User – Part 3

- Figure 3.0 below illustrates the additional fields required for the Contact/User's details.
- When entering email addresses or telephone numbers, standardised formats are expected, if a User/Contact does not submit field values compatible with the expected format then the field will be flagged in a red border with a prompt instruction. For example if an email address has been submitted with the incorrect format i.e. *john.smith_.testcom* rather than john.smith@test.com
- Once all of the fields have been completed on the User/Contact section, the 'Next' button will no longer be shaded grey, instead it will be converted into a blue 'button', allowing you to proceed to the next step.

Figure 3.0: Capturing User/Contact Details



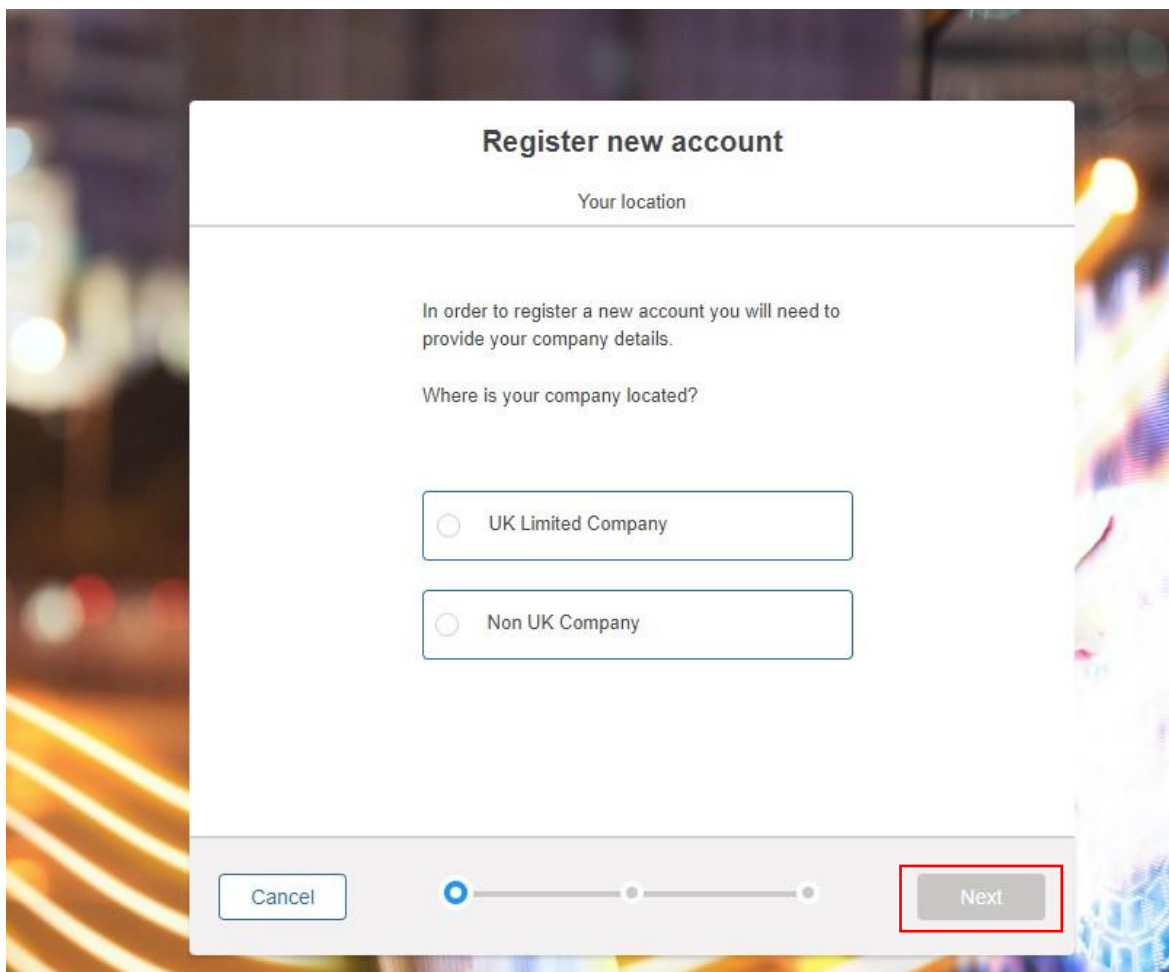
The screenshot shows a web form titled "Register new account" with a sub-section "Your details". The form contains several input fields: "Email" (elodie@economicchangetest.co.uk), "Confirm email" (elodie@economicchangetest.co.uk), "Mobile number" (United Kingdom (44) and 0755476586975865), and "Landline number" (United Kingdom (44) and 020756743fd). The "Landline number" field is highlighted with a red border, and a red error message "Enter a valid landline telephone number" is displayed below it. At the bottom of the form, there is a "Previous" button, a progress indicator, and a "Next" button. The "Next" button is highlighted with a red box, indicating it is the focus of the current step.

2.5. Registering the Primary User's Company

- Figure 4.0 below illustrates the initial screen for capturing the Company/Organisation details.

- The 'Register new Account' stage involves two pathways depending on the Company Status. If the User/Contact's organisation is a **UK Limited Company**, they select the first checkbox. If the User/Contact's organisation is a **non-UK Company** then they select the second checkbox.
- Once the option is selected, the user clicks on the "Next" Button.

Figure 4.0: Capturing Company/Organisation Details – Company Status

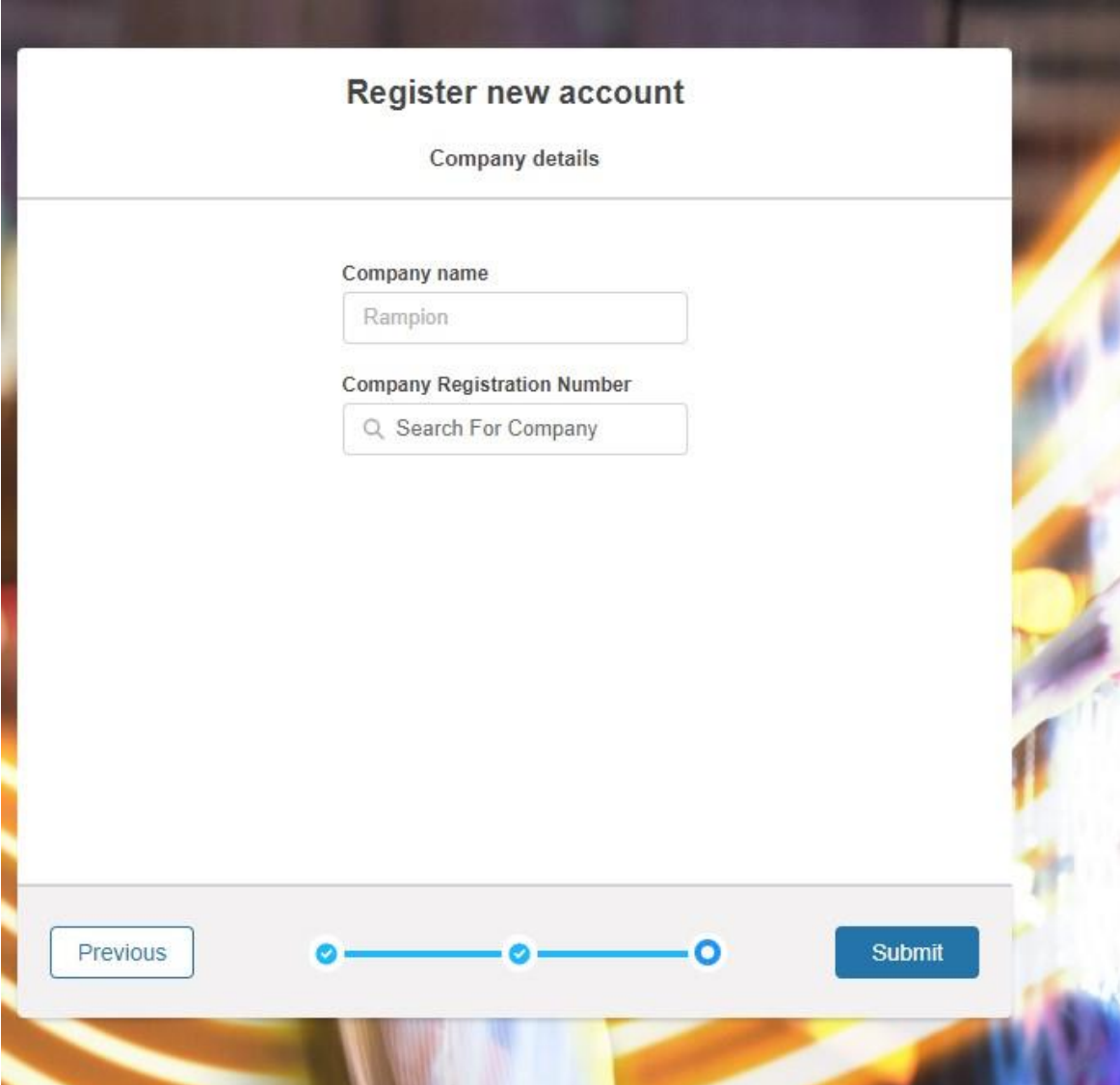


The screenshot displays a web form titled "Register new account". Below the title is a sub-header "Your location". The main content area contains the text: "In order to register a new account you will need to provide your company details." followed by the question "Where is your company located?". There are two radio button options: "UK Limited Company" and "Non UK Company". At the bottom of the form, there is a "Cancel" button on the left, a progress indicator with three dots (the first is filled with blue), and a "Next" button on the right which is highlighted with a red border.

2.4 Registering a UK Company

- Figure 5.0 below illustrates the screen for determining the Company/Organisation.
- The User/Contact will be prompted to search for the Company Name and the Company Registration Number.
- For Company Name - they will be expected to enter the name, which will trigger a lookup search/listing of similar names for the user to choose from.
- For Company Registration Number - they will be expected to enter the exact reference number, which will trigger a lookup search/listing for the user to select and confirm.
- Please note that only valid and accurate Registration Numbers will be accepted and appear in the search exercise.

Figure 5.0: Searching for the Company



Register new account

Company details

Company name
Rampion

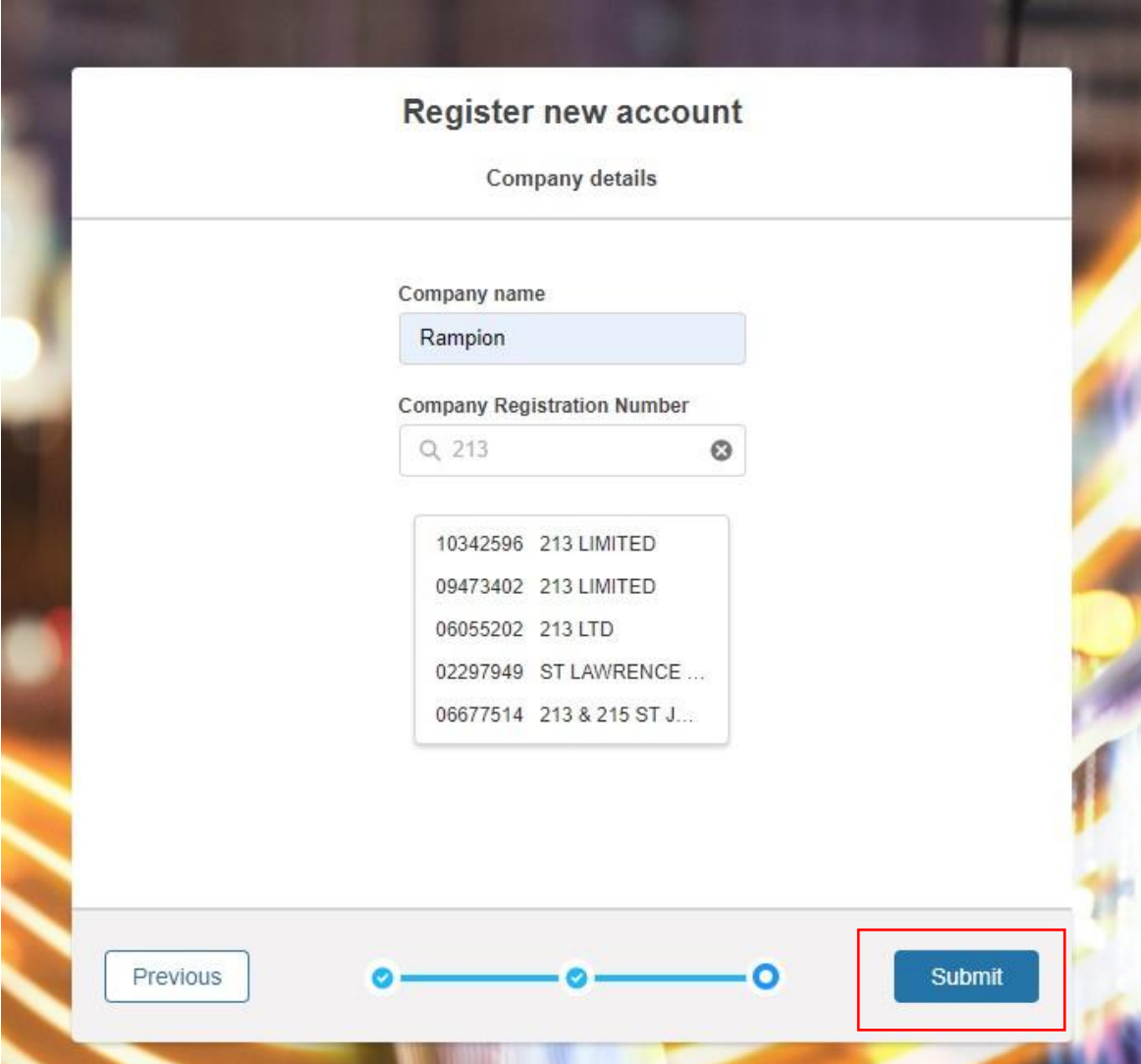
Company Registration Number
Search For Company

Previous ✓ ✓ ○ Submit

2.6. Registering a UK Company – Part 2

- For Company Registration Number - they will be expected to enter the exact reference number, which will trigger a lookup search/listing for the user to select and confirm.
- Please note that only valid and accurate Registration Numbers will be accepted and appear in the search exercise. If your Company is a UK Limited Company and the search listing is unsuccessful, you will need to reach out to your NGESO Account Manager by email
- Once a match has been found, the User/Contact must select the “Submit!” button to proceed to the next step.

Figure 5.0: Searching for the Company



The screenshot displays a web form titled "Register new account" with a sub-section "Company details". It features two input fields: "Company name" with the value "Rampion" and "Company Registration Number" with the value "213". Below the registration number field, a dropdown menu lists search results for "213":

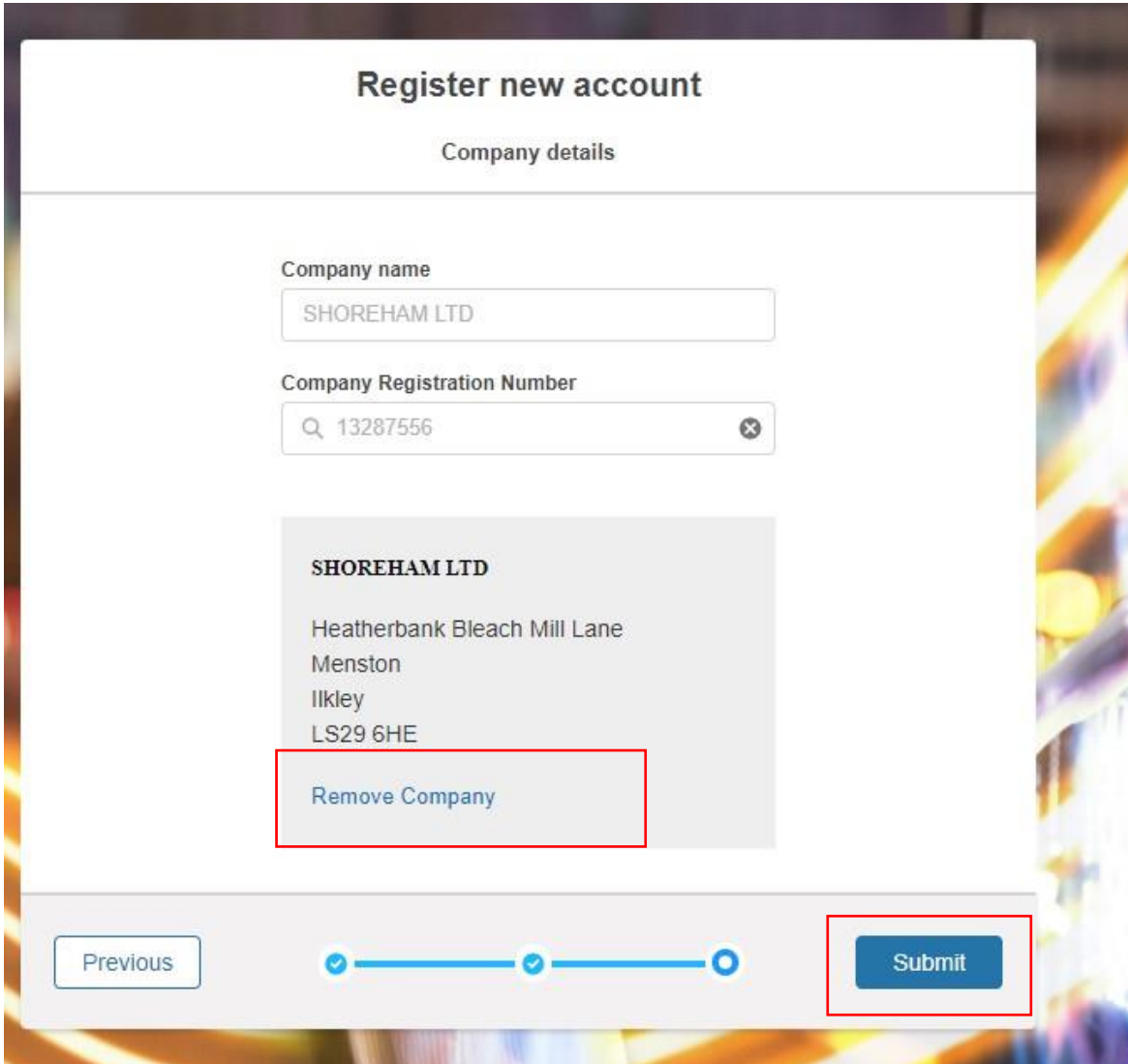
10342596	213 LIMITED
09473402	213 LIMITED
06055202	213 LTD
02297949	ST LAWRENCE ...
06677514	213 & 215 ST J...

At the bottom of the form, there is a "Previous" button, a progress indicator with three steps (the second and third are active), and a "Submit" button highlighted with a red border.

2.7. Registering a UK Company – Part 3

- Figure 6.0 illustrates the screen to present the User/Contact with the Company Listed Registered Address Details based on the Company Name selected as a result of the lookup search
- If the search result is incorrect or the User/Contact wishes to undertake a new search, then they are expected to click on the **“Remove Company”** link to refresh the search functionality.
- Once the search result is correct, then the User/Contact selects the **“Submit”** button on the bottom right-right-hand corner of the screen.

Figure 6.0: Resetting the Company Name Search



The screenshot displays a web form titled "Register new account" with a sub-section "Company details". It contains two input fields: "Company name" with the value "SHOREHAM LTD" and "Company Registration Number" with the value "13287556". Below these fields is a search result card for "SHOREHAM LTD" with the address "Heatherbank Bleach Mill Lane, Menston, Ilkley, LS29 6HE". A "Remove Company" link is highlighted with a red box. At the bottom, there is a "Previous" button, a progress indicator with three steps (the second is checked), and a "Submit" button, which is also highlighted with a red box.

2.8. Registering a Non-UK Company

- Figure 7.0 below illustrates the screen for determining the Non-UK Company/Organisation.
- The User/Contact will be expected to check the non-UK Company checkbox and clicks on the "Next" Button

Figure 7.0: Selecting a Non-UK Company Status

Register new account

Your location

In order to register a new account you will need to provide your company details.

Where is your company located?

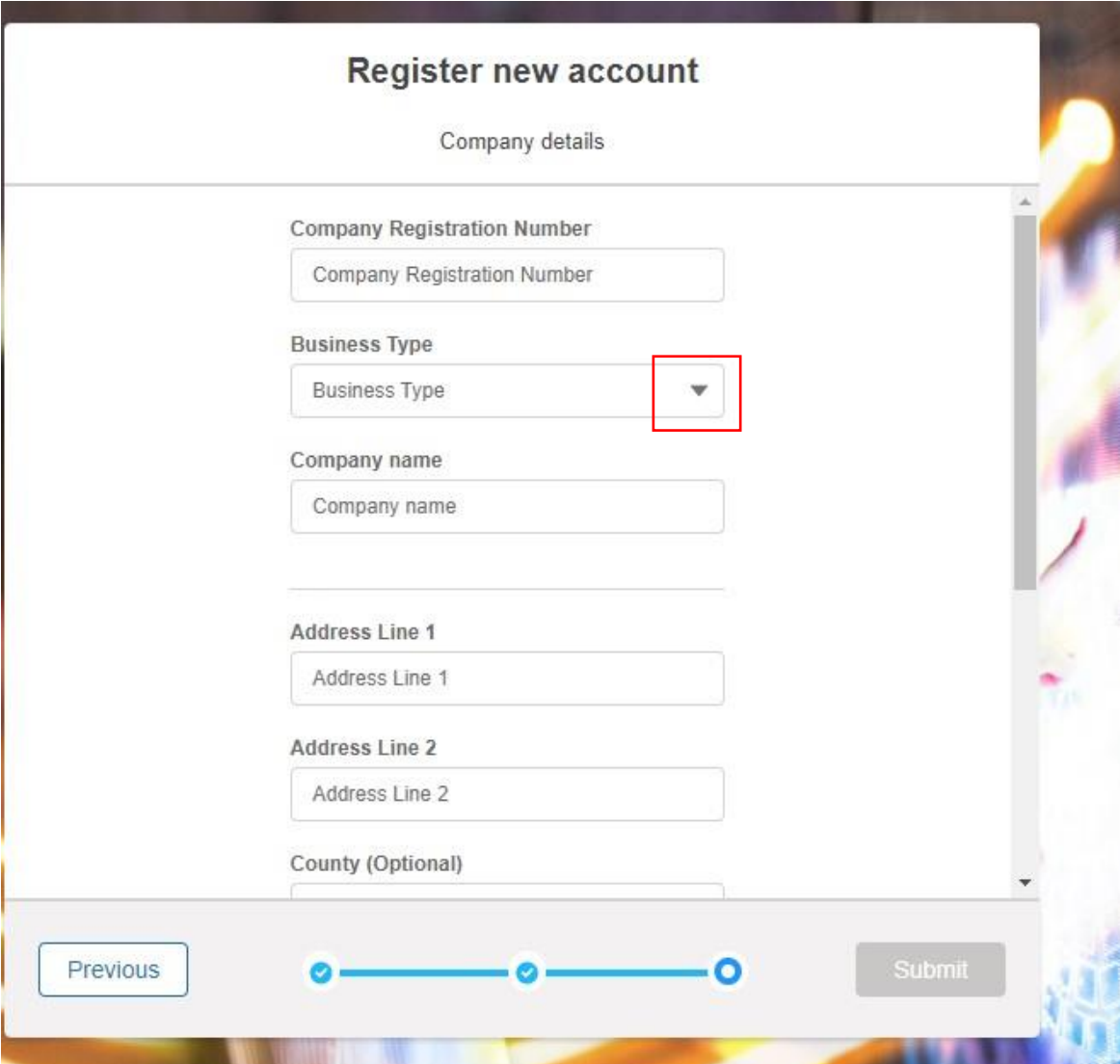
UK Limited Company

Non UK Company

2.9. Registering a Non-UK Company – Part 3

- Figure 8.0 below illustrates the screen for capturing the Non-UK Company/Organisation details.
- The User/Contact will be expected to enter field values including the accurate Company Registration Number. Please note that the *Company Registration Number* field is a standard 'text' box field which means it will accept standard alphanumeric text.
- The *Business Type* and the *Country* fields are drop-down fields which enable the user to choose from a series of options/field values when the arrow is clicked on.
- Please ensure that when submitting details they are accurate in order to pass verification by NGESO Account Managers.

Figure 8.0: Submitting Non-UK Company Details



The screenshot displays a web form titled "Register new account" with a sub-section "Company details". The form contains several input fields: "Company Registration Number" (text box), "Business Type" (dropdown menu with a red box around the arrow), "Company name" (text box), "Address Line 1" (text box), "Address Line 2" (text box), and "County (Optional)" (text box). At the bottom, there is a "Previous" button, a progress indicator with three circles (the second is checked), and a "Submit" button.

2.10. Registering a Non- UK Company – Part 4

- Figure 8.0 below illustrates the screen for capturing the Non-UK Company/Organisation details.
- A mandatory field for completion is the **Country of Incorporation**. A user/contact will be unable to progress to the next step without selecting a Country.
- Once the search result is correct, then the User/Contact selects the “Submit” button on the bottom right-hand corner of the screen.

Figure 8.0: Submitting Non-UK Company Details

Register new account

Company details

Address Line 2

Address Line 2

County (Optional)

County

Postal Code

Postal Code

Country

Country

Country of incorporation

Country of incorporation

Complete this field.

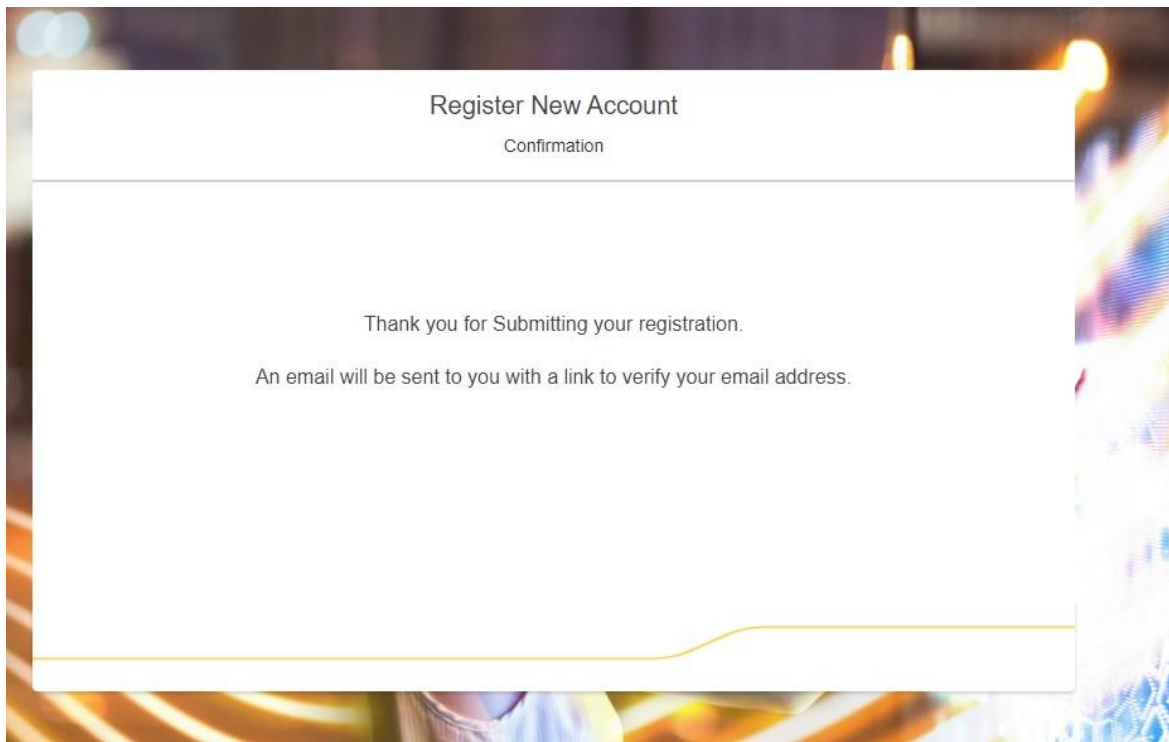
Previous

Submit

2.11. Confirmation of Registration

- Once the Company details are submitted and the 'Register New Account' section is completed, the User/Contact has reached the end point of the registration process and is presented with a notification screen illustrated in Figure 9.0.

Figure 9.0: Confirmation of Registration

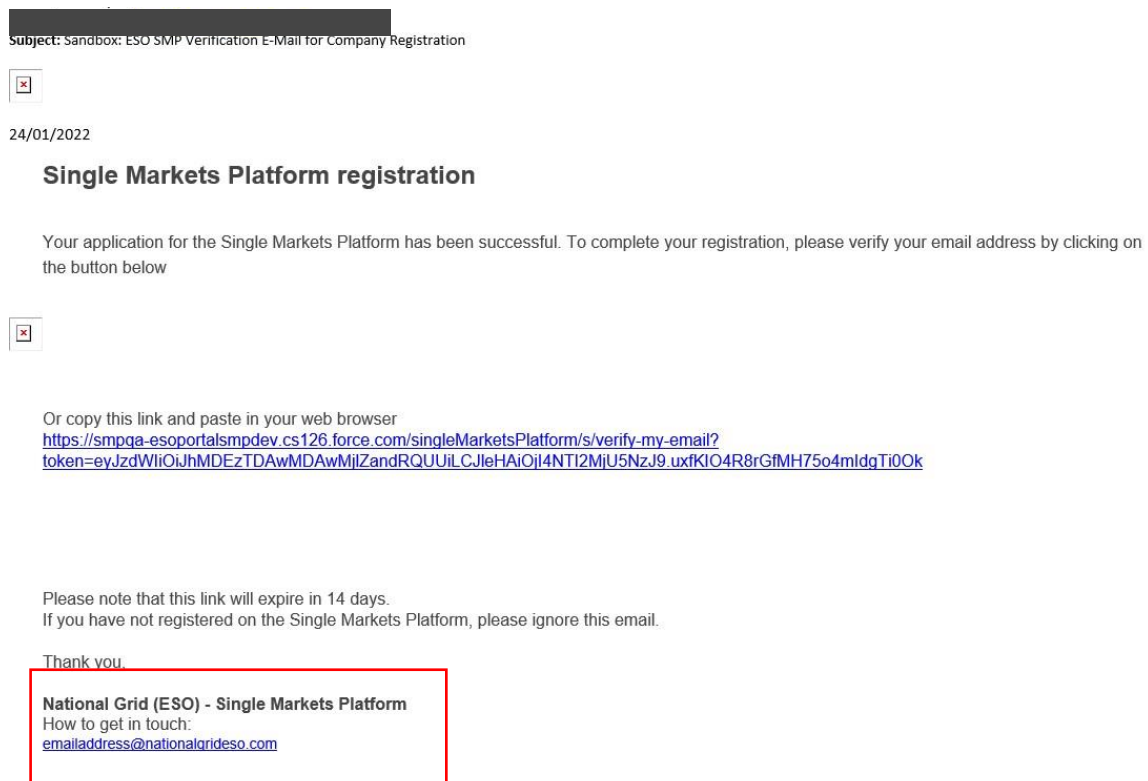


3. User Verification & Authentication

3.1. First Time User – Welcome Email

- An automated “Welcome” Email will land in the primary/first time user/contact’s Email Inbox shortly after the Registration process is complete as demonstrated in Figure 10.0.
- The user/contact should follow the instructions in the email template so as to verify the user’s email address.
- Please note that failure to verify the email address using the instructions below will mean the user will be blocked from accessing the portal. Therefore, please ensure that if the user has not received the email to a) search their spam/junk mail-box folders in the first instance and then b) reach out to their NGESO account manager using the email address below as a matter of priority.

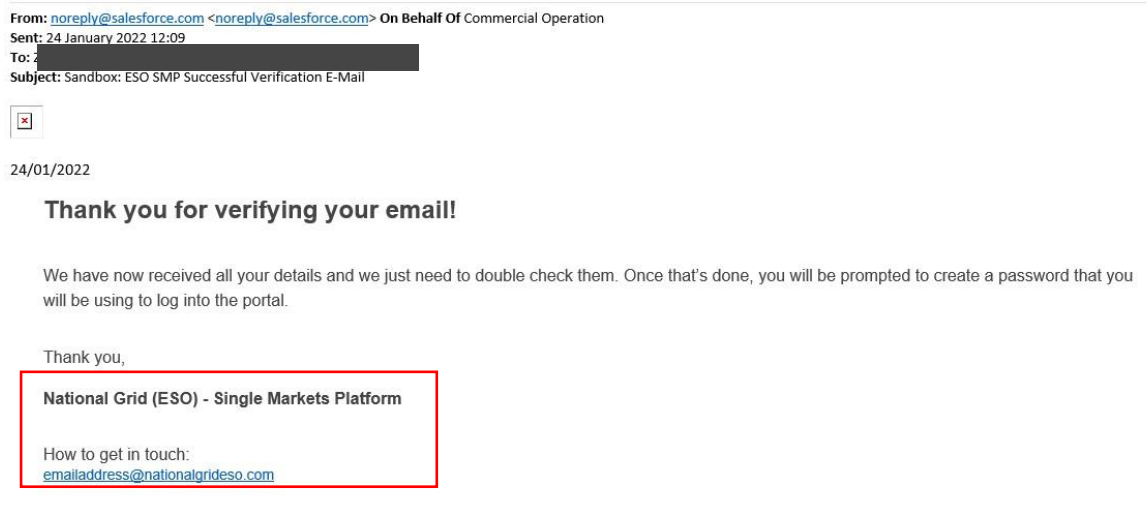
Figure 10.0: Welcome Email Template



3.2. First Time User – Email Address Verification

- Following on from the User/Contact verifying their email address, a subsequent automated email will be sent acknowledging that verification has been successful as demonstrated in Figure 11.0.
- If this email template is not received within 24 hours, then the User/Contact should reach out to the NGESO Account Managers using the email address below.
- An internal verification of the User & Company Account Registration Details will be undertaken by the NGESO Account Registrations Team and following this exercise the primary user/contact will be sent a final email template with instructions requesting they set a password.
- Once the user has set the password, they will be presented with the SMP Portal Login Page where they now have the Username & Password credentials to login in successfully moving forward.

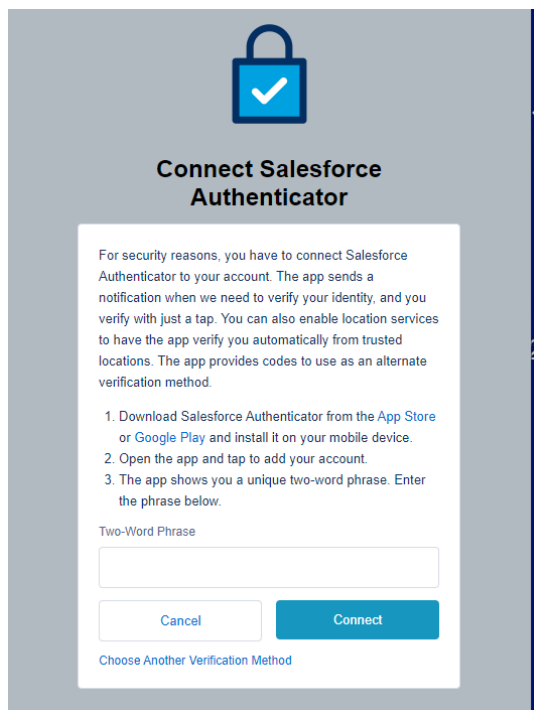
Figure 11.0: Email Verification Confirmation Template



3.3. Ongoing Access to the Portal: Logging in using Multifactor Authentication

- The final step prior to accessing the SMP Portal is to login with **Multifactor Authentication (MFA)**. This is a best practice and standard security and identify authentication measure that Salesforce CRM operates. Salesforce CRM underpins the SMP Portal.
- In order to deploy MFA, all users will be expected to use the official *Salesforce MFA Mobile App*. Users will have to download the App from their respective App or Google Play Store. It is advisable that users download and install the Mobile App in advance of the registration process to ensure a seamless experience. The MFA Mobile App will attempt to connect to the SMP Portal Account, upon this prompt please select 'Add Account', before being instructed to enter the Two Word Phrase generated by the App onto the notification screen illustrated in the figure below.
- When the User has entered their username and password, they will be re-directed towards the screen illustrated below and should follow the instructions by entering the two-word phrase into the corresponding field on their Mobile App screen and then selecting Connect.
- The MFA authentication process will take a couple of seconds, and then the user will be allowed entry into the SMP Portal.

Figure 12.0: Multifactor Authentication (MFA) Screen



3.4. Ongoing Access to the Portal: Logging in Issues

3.4.1. Forgot your password?

If you forget your password, you can click the “Forgot ~~your~~ password?” link. Follow the on-screen instructions to receive an email with a link to reset your password on the Portal Home Page.

3.4.2. Forgot your username?

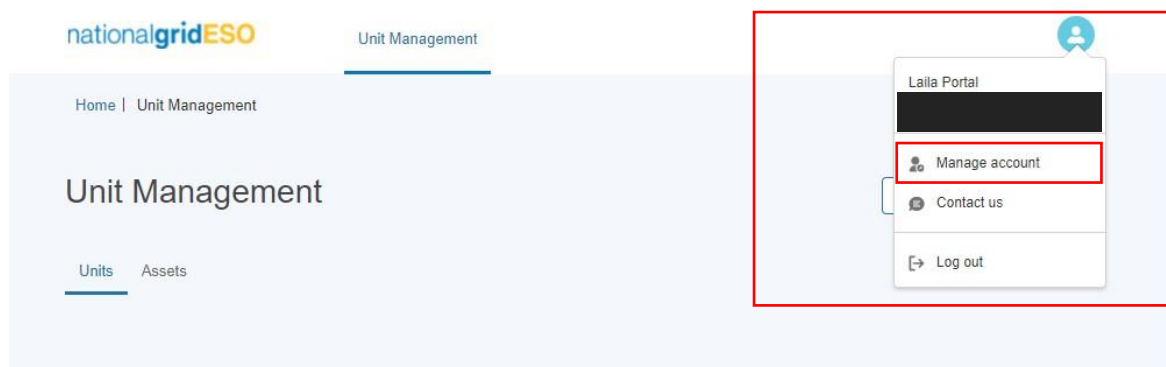
If you forget your username, please contact commercial.operation@nationalgrideso.com for assistance.

4. Updating User & Company Details

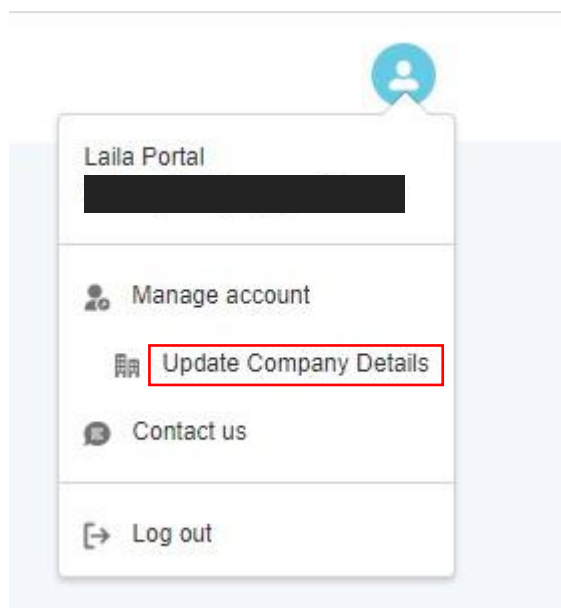
4.1. Making updates to your own Contact & Company Details

- 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 able to make such edits.
- 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".

Figure 13.0: Managing Contact & Account Details Screen



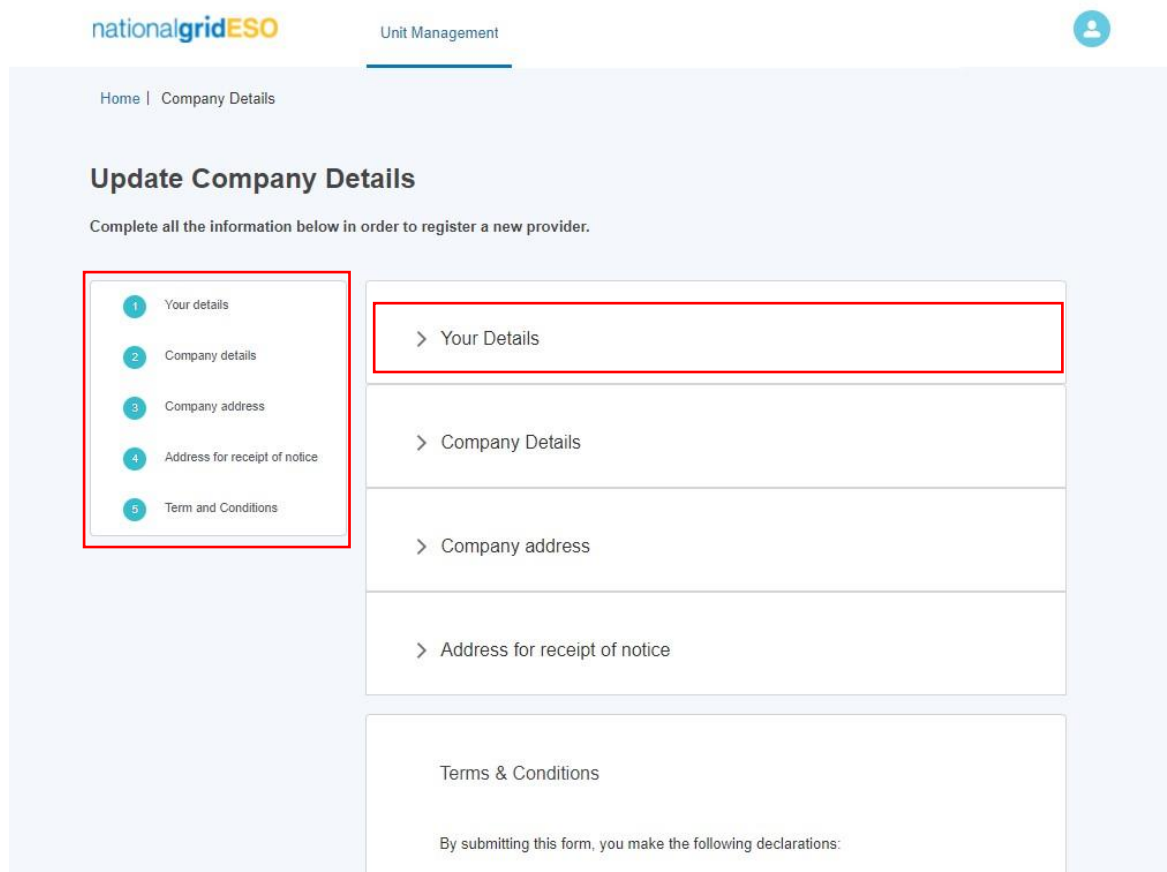
- The User will then select be prompted with an option to "Update Company Details" as illustrated in the figure below.



4.2. Update Company Details: Home Page

- The user is then navigated to the Update Company Details Page as illustrated in Figure 14.0
- The user can click on either the 'accordion' feature on the left-hand side to navigate to a particular sub-section directly OR they can click on the sub-section heading i.e.g. 'Your Details'. This 'opens' up the section for granular level of information/fields to update or edit.

Figure 14.0: Update Company Details Home Page Screen



4.3. Update Company Details: Completing Your Detail Section

- The user is able to update only the First Name or Last Name fields. Please note that the Company Email address is not available for editing. If the User requires a change to the email address, they should approach the NGESO Account Managers directly via email or phone.

Figure 15.0: 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

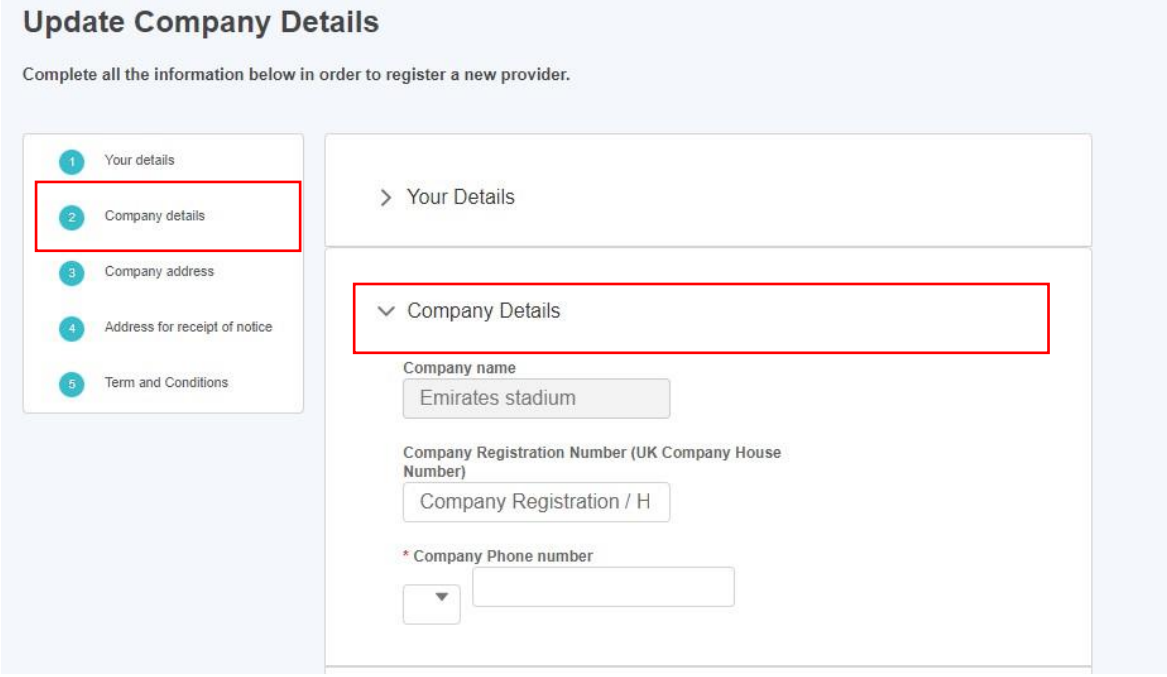
Last Name
Last Name

Company email
laila.zaghari@capgemini.com
Your company email address

4.4. Update Company Details: Completing Your Company Details Section

- The user is able to update only the *Company Name*, *Company Registration Number* or *Company Phone Number* fields. Please note that the *Company Name* field **is not available for editing**. If the User requires a change to the *Company Name*, they should approach the NGESO Account Managers directly via email or phone.
- 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.

Figure 16.0: 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
▼

4.5. 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 NGESO Account Managers directly via email or phone.

Figure 17.0: Update 'Your Company Address Details' Section

The screenshot displays a web form titled "Update Company Details" with the instruction "Complete all the information below in order to register a new provider." On the left, a vertical sidebar contains five numbered steps: 1. Your details, 2. Company details, 3. Company address (highlighted with a red box), 4. Address for receipt of notice, and 5. Term and Conditions. The main content area shows a breadcrumb trail: > Your Details, > Company Details, and a dropdown menu for "Company address" (also highlighted with a red box). Below this, the form fields are: "Street" (text input), "City" (text input), "County / State (optional)" (text input), "Postcode" (text input), "Country" (dropdown menu), and "Country of incorporation" (dropdown menu).

4.6. 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 NGESO 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.

Figure 18.0: 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 ▼

4.7 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.

Figure 19.0: 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.

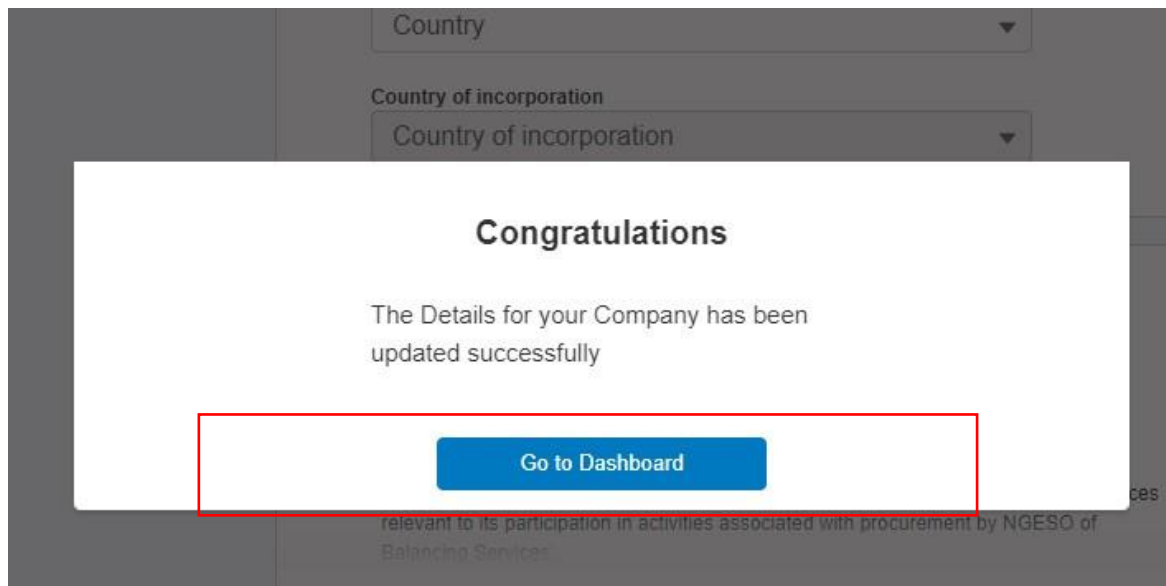
∨

I agree to the Terms and Conditions

4.8 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.

Figure 20.0: Confirmation of Changes Notification Screen

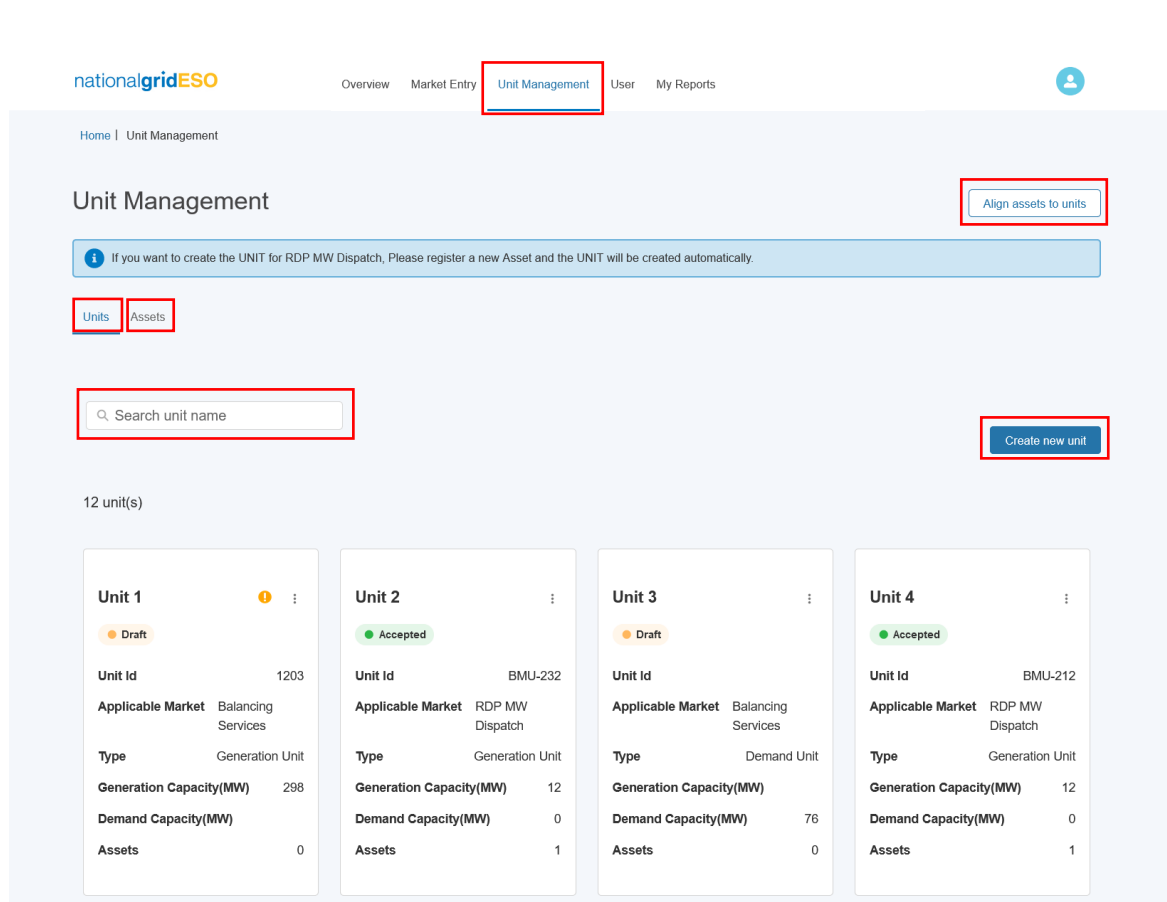


5. Asset & Unit Management Home Page

5.1. 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.

Figure 21.0: Asset & Unit Management Home Page Screen



6. Creating & Managing Assets

6.1. 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**.

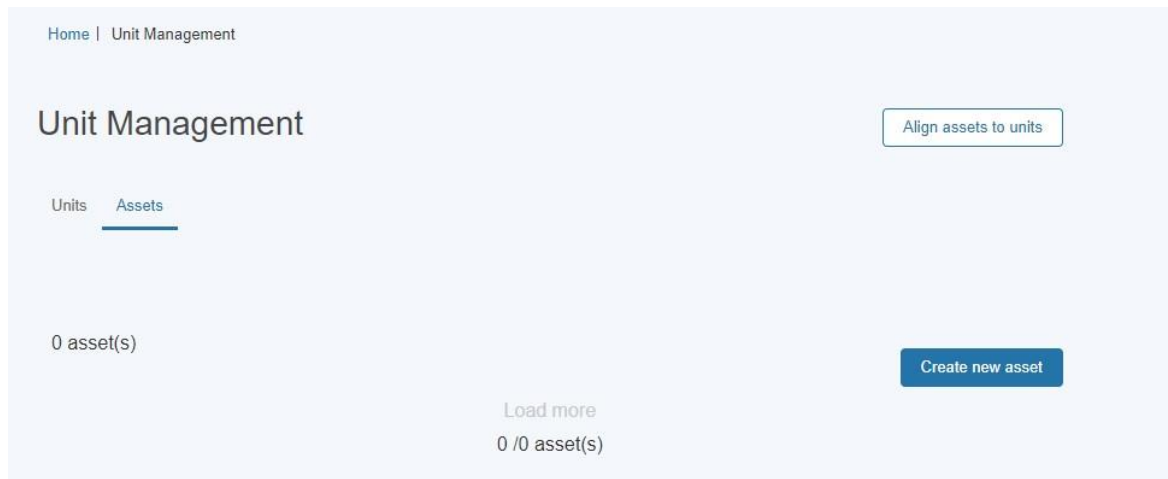
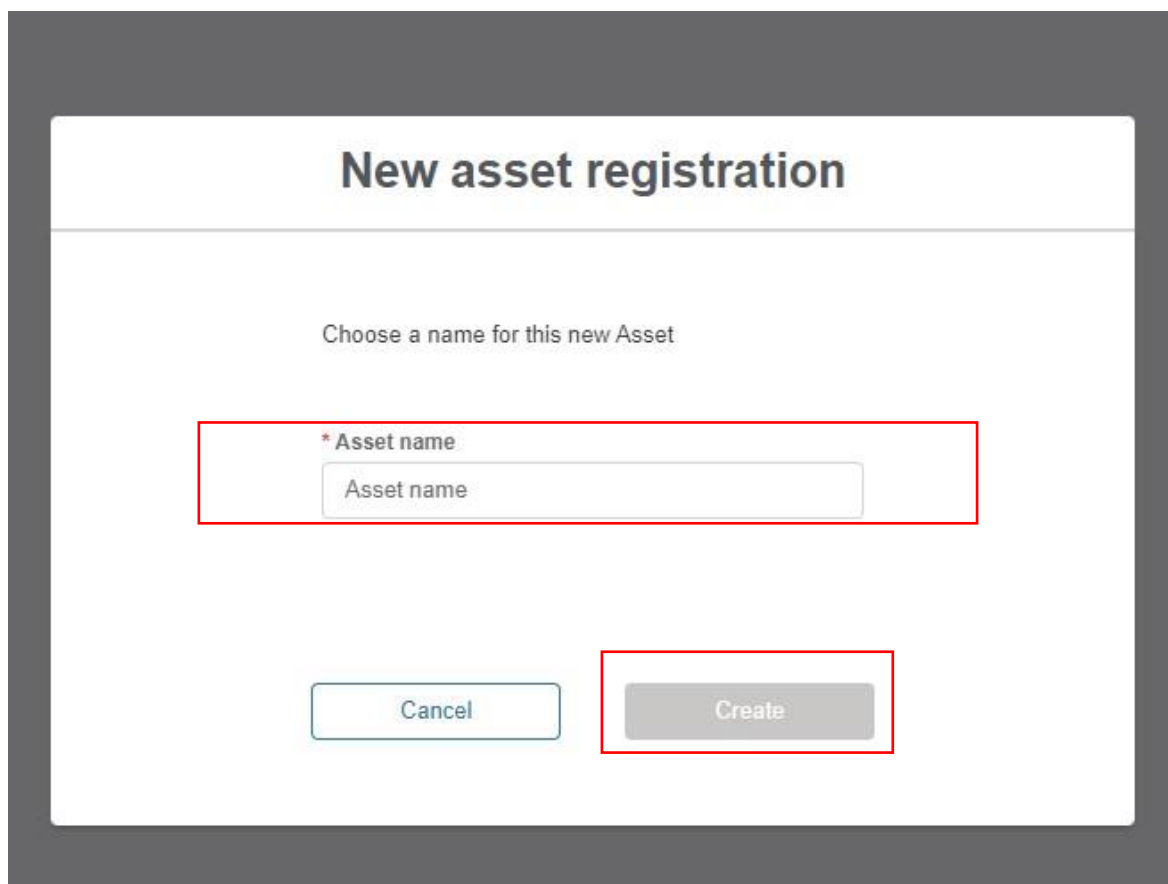


Figure 22.0: Creating Assets- Asset Registration



6.2. Asset Registration: Submitting Asset Information

- The user is navigated to the Asset Registration Page as outlined in Figure 23.0, 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. 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.


Figure 23.0 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.

Figure 23.0: Asset Registration Detail Page


New asset registration

Roedean WindFarm

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

 Asset Details

 Connection Details

 Site Location

 MPAN

> Asset Details

> Connection Details

> Site Location

> MPAN

Save and create new one

Save asset

6.3. Asset Registration: Asset Details Section

- Figure 24.0 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.

Figure 24.0: 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.

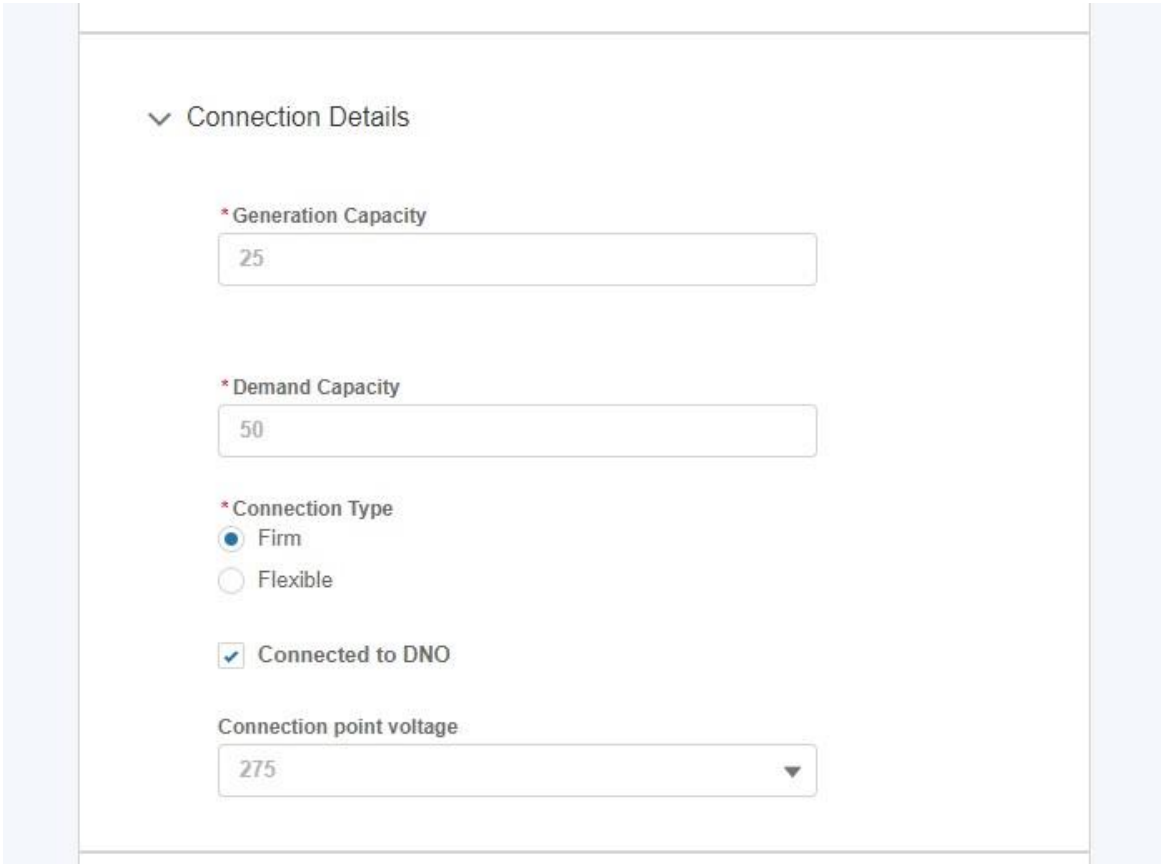
* Fuel Type

Select Fuel Type

6.4. Asset Registration: Asset Connections Section

- Figure 25.0 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.

Figure 25.0: Completing the 'Asset Connection Details' Section



▼ Connection Details

* Generation Capacity
25

* Demand Capacity
50

* Connection Type
 Firm
 Flexible

Connected to DNO

Connection point voltage
275 ▼

6.5. Asset Registration: Asset Site Location

- Figure 26.0 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.

Figure 26.0: Completing the 'Asset Site Location Details' Section

The screenshot displays a web form titled "Site Location" with a dropdown arrow. The form contains several mandatory fields, each marked with a red asterisk. The fields and their values are as follows:

- *Post Code:** BR1 2RP
- *Asset Latitude:** 12342532523 (with a red error message: "Please enter a value between -90 to 90")
- *Asset Longitude:** 321431 (with a red error message: "Please enter a value between -180 to 180")
- *Nearest node:** EWQRWQ
- *Grid Supply Point (GSP):** A multiple-choice selection interface with two columns of options. The left column includes ABNE_3, ABTH_1, ALDW_31, ALNE_3, ALVE_1, AMEM_1, and ARMO_3. The right column includes ABHA_1, ALDW_32, and ARBR_3. A red box highlights this entire section.
- *GSP Group Id:** London
- *Primary despatch phone number:** United Kingdom (44) and 7898567654
- *Secondary despatch phone number:** United Kingdom (44) and 7089797969
- Despatch fax number:** Select country code and an empty input field.

6.6. Asset Registration: Asset MPAN Details

- Figure 27.0 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.

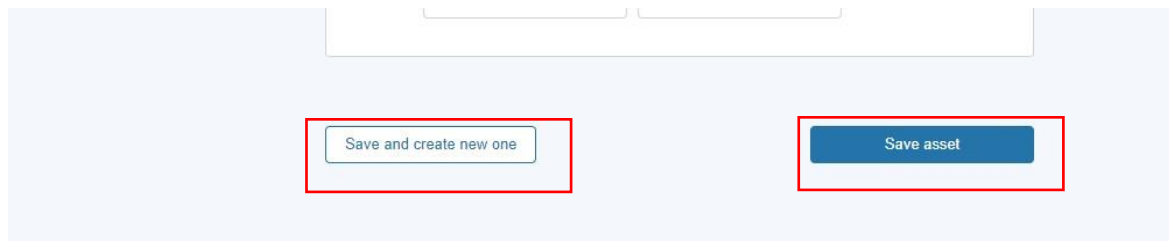
Figure 27.0: Completing the 'Asset MPAN Details' Section

The screenshot displays the 'MPAN' section of an asset registration form. It includes a dropdown menu for 'MPAN' and several mandatory fields marked with a red asterisk. The 'Operational Metering Availability' field has radio buttons for 'Yes' (selected) and 'No'. The 'MPAN Import' and 'MPAN Export' fields are text boxes with red borders and 'Complete this field.' messages below them. The 'Additional MPAN Import' and 'Additional MPAN Export' fields are also text boxes with red borders and 'i' icons next to their labels. The 'i' icons are highlighted with red boxes, indicating they are clickable for help text.

6.7. 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 28.0: Confirmation of Asset Saved Successfully.



6.8. 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 29.0

Figure 29.0: Asset Tiles

The screenshot displays the 'Assets' tab in a unit management system. It shows two asset tiles, each with a red box highlighting the 'Accepted' status and 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. The second tile is for 'Roedean WindFarm' (AST-0173), a Generation Unit/Demand Unit with a generation capacity of 25 MW and a demand capacity of 50 MW. A 'Load more' button is visible at the bottom right, indicating 2 out of 2 assets are shown.

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

7. Creating & Managing Units

7.1. 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 29.0 '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**.

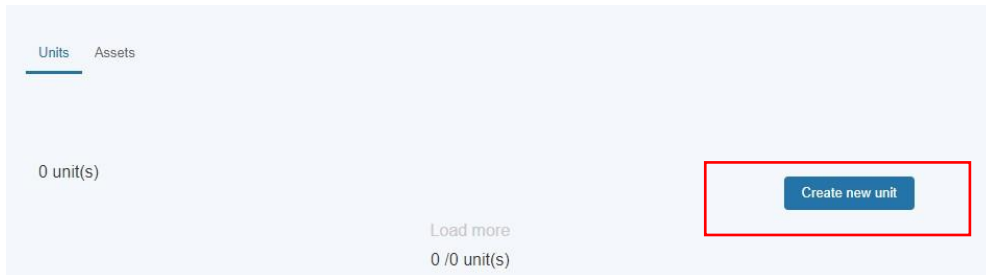
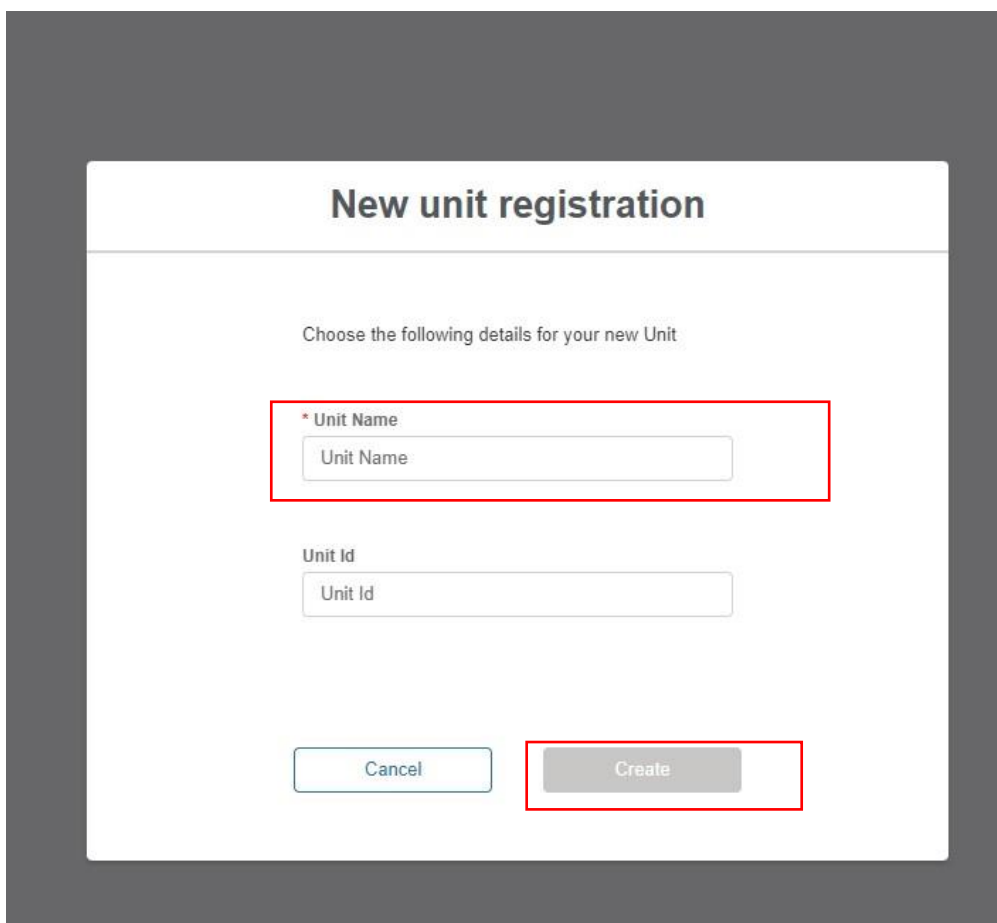


Figure 29.0: Create Unit



7.2. Unit Registration: Overview Page

- The user is navigated to the Unit Registration Page as outlined in Figure 30.0, 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 sub-section 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.

Figure 30.0: 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 red-bordered 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 '1 Unit Details' item is highlighted with a red box. To the right of this menu is an accordion-style form with three sections: 'Unit Details', 'Connection Details', and 'Site Location'. Each section has a right-pointing chevron icon. At the bottom of the form, there are two buttons: 'Save and create new one' (disabled) and 'Save unit' (disabled).

7.3. Submitting Unit Information: Unit Details Section

- Figure 31.0 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.

Figure 31.0: 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

7.4. Submitting Unit Information: Unit Connection Section

- Figure 32.0 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.

Figure 32.0: Completing the 'Unit Connection Details' Section

1 Unit Details

2 Connection Details

3 Site Location

> Unit Details

∨ Connection Details

* Generation Capacity

25

* Demand Capacity

100

* Connection Type

Firm

Flexible

* Connected to DNO

* DNO Type

UK Power Networks

Connection point voltage

400

7.5. Submitting Unit Information: Unit Site Location Section

- Figure 33.0 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.

Figure 33.0: 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

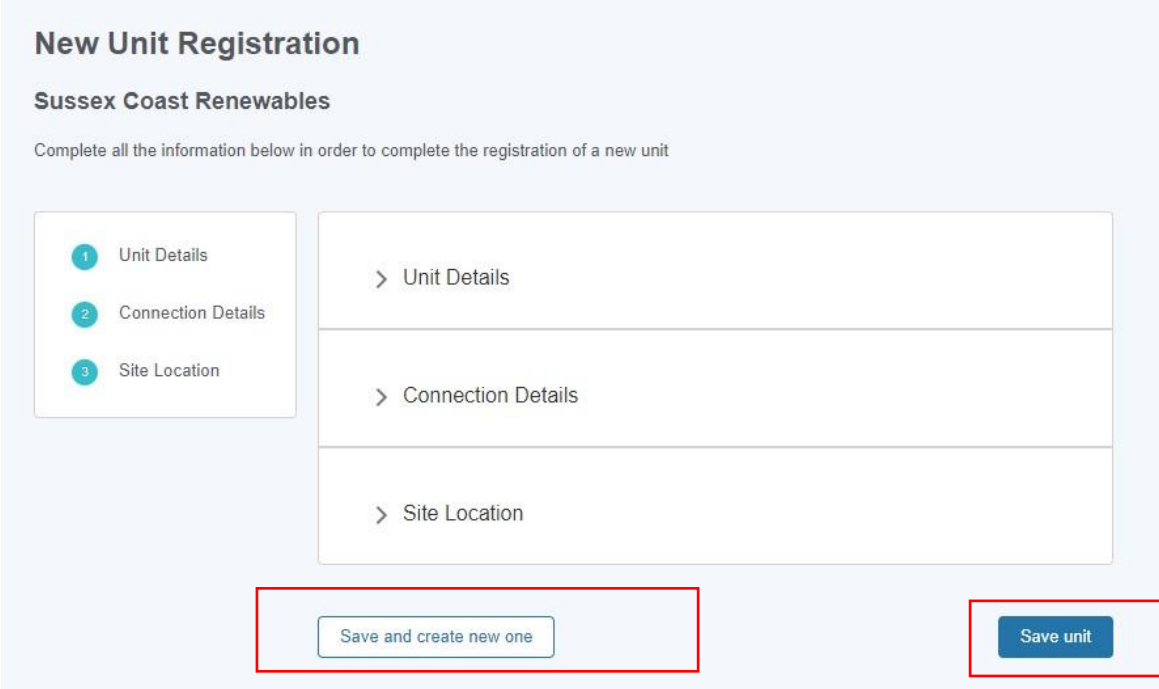
* Secondary despatch phone number
United Kingdom (44) 5756767865

Despatch fax number
Select country code

7.6. 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.

Figure 34.0: 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

7.7. 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 NGESO 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'.

Figure 35.0: Unit Tiles

Unit Management

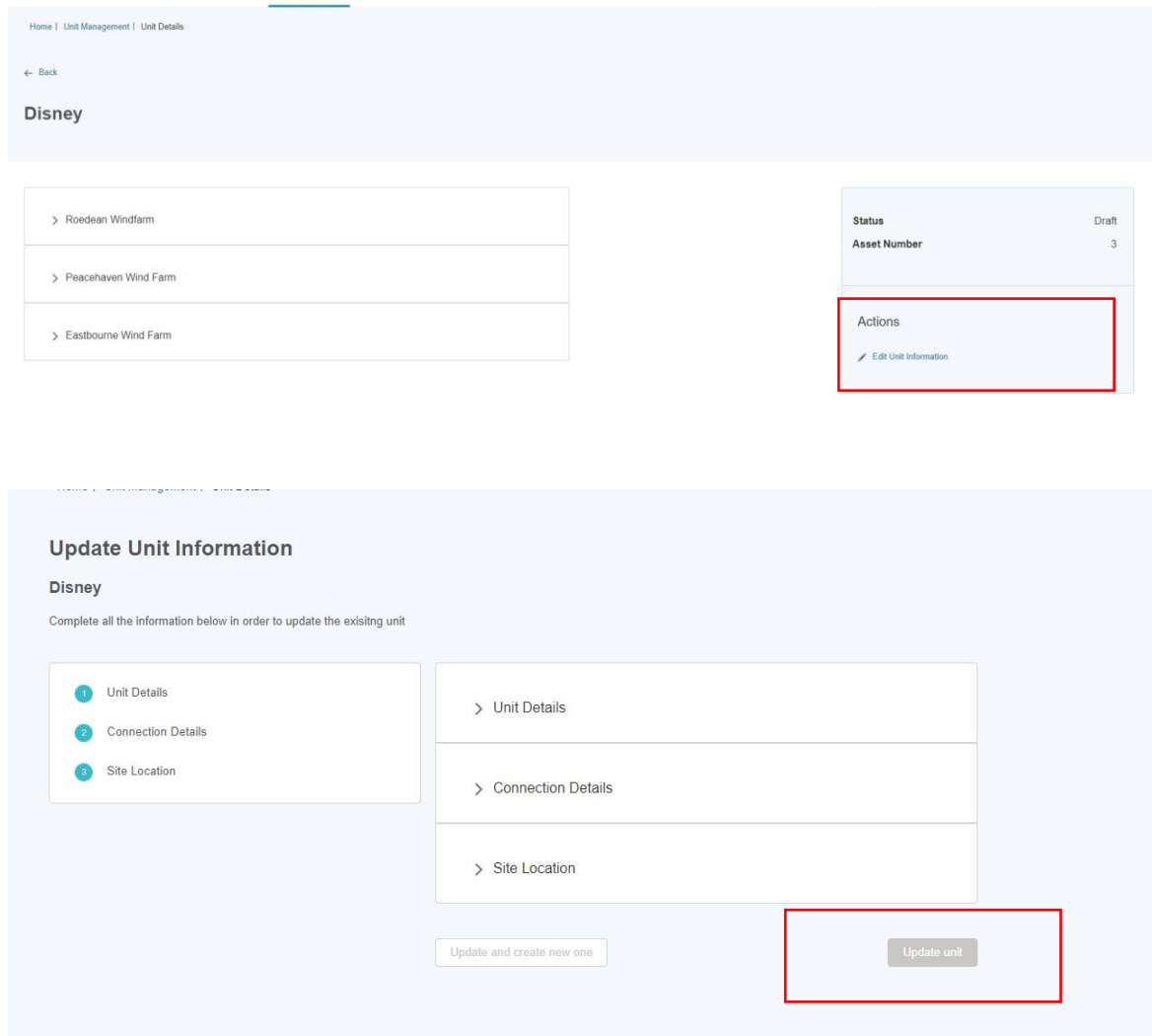
Units Assets

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)

Figure 35.1: Edit Unit Details & View Expanded Unit Details Page for Editing



7.8. Deregister 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 35.2.
- A pop-up window (shown in Figure 35.3) will appear, which informs the user that an email will be sent to the National Grid ESO 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 35.3) 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 Grid ESO 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 35.4 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

Figure 35.2: Deregister a Unit

Unit Management

i 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 1 ! ⋮	Unit 2 ⋮	Unit 3 ⋮
Draft	Accepted	Draft
Unit Id 1203	Unit Id 1203	Unit Id 1203
Applicable Market Balancing Services	Applicable Market Balancing Services	Applicable Market Balancing Services
Type Generation Unit	Type Generation Unit	Type Demand Unit
Generation Capacity(MW) 298	Generation Capacity(MW) 12	Generation Capacity(MW) 12
Demand Capacity(MW) 0	Demand Capacity(MW) 0	Demand Capacity(MW) 76

Pre-qualify for Services

View Details

Deregister Unit

Figure 35.3: Pop-up Window for Deregistering a Unit

Warning

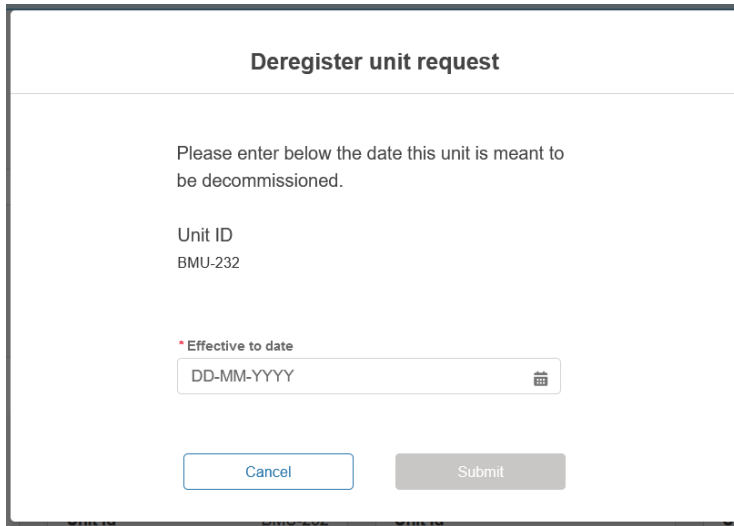
You are requesting to Deregister this Unit.

This action will send an email request to the National Grid ESO Registration Team. The Team will undertake an offline process to Deregister this Unit. Once the offline process is complete, You will no longer be able to Use the Unit or the UNIT ID on the SMP portal.

Do you wish to continue?

CancelContinue

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



Deregister unit request

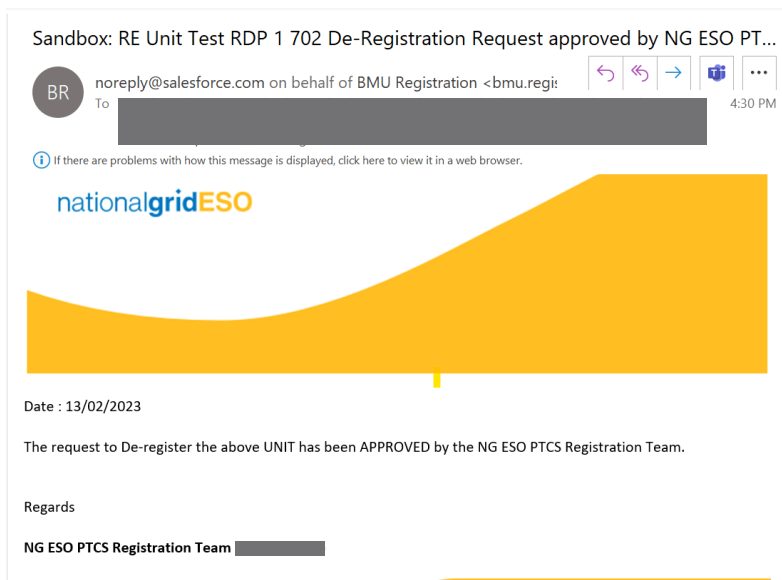
Please enter below the date this unit is meant to be decommissioned.

Unit ID
BMU-232

* Effective to date
DD-MM-YYYY

Cancel Submit

Figure 35.4: Deregistration Request Email



8. Asset to Unit Alignment

8.1. 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 36.0.
- When ready, the User must select 'Align Assets to Units' on the Unit Management Landing Page

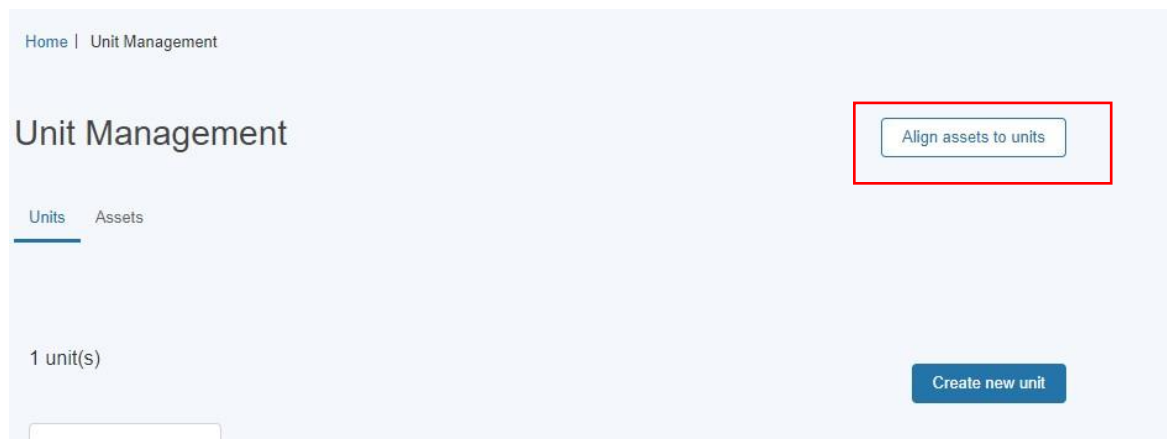
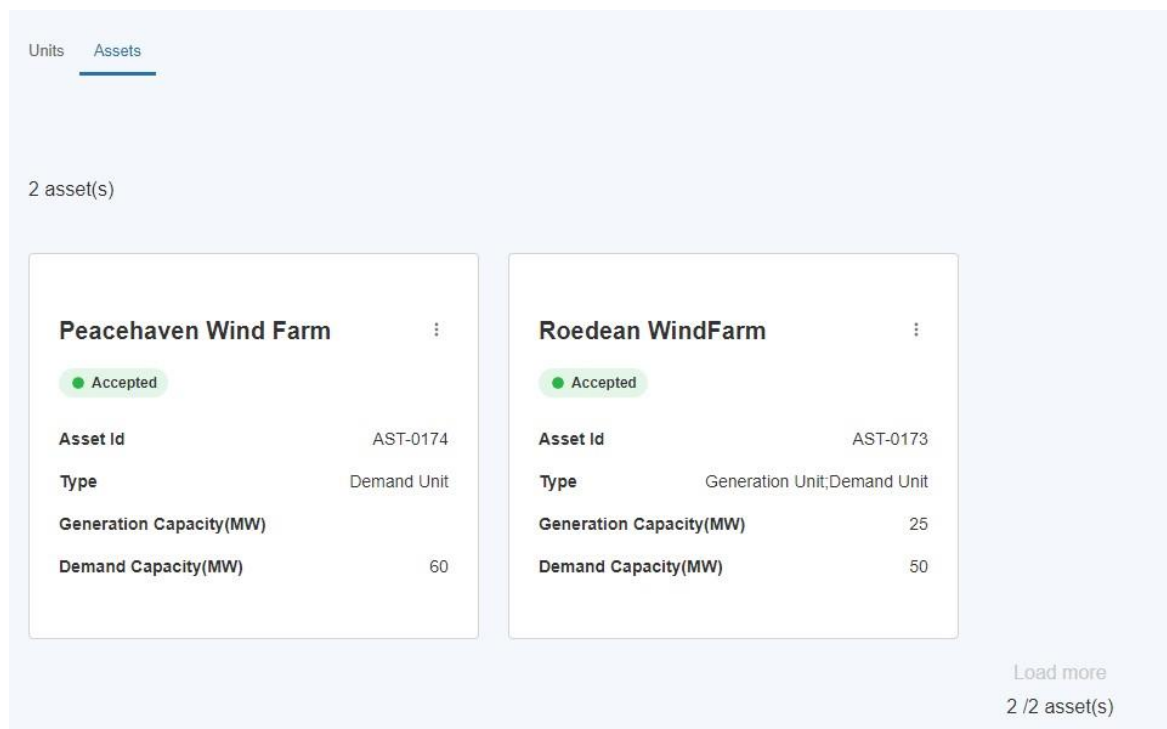


Figure 36.0: Align Assets to Unit



8.2. 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 it's 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

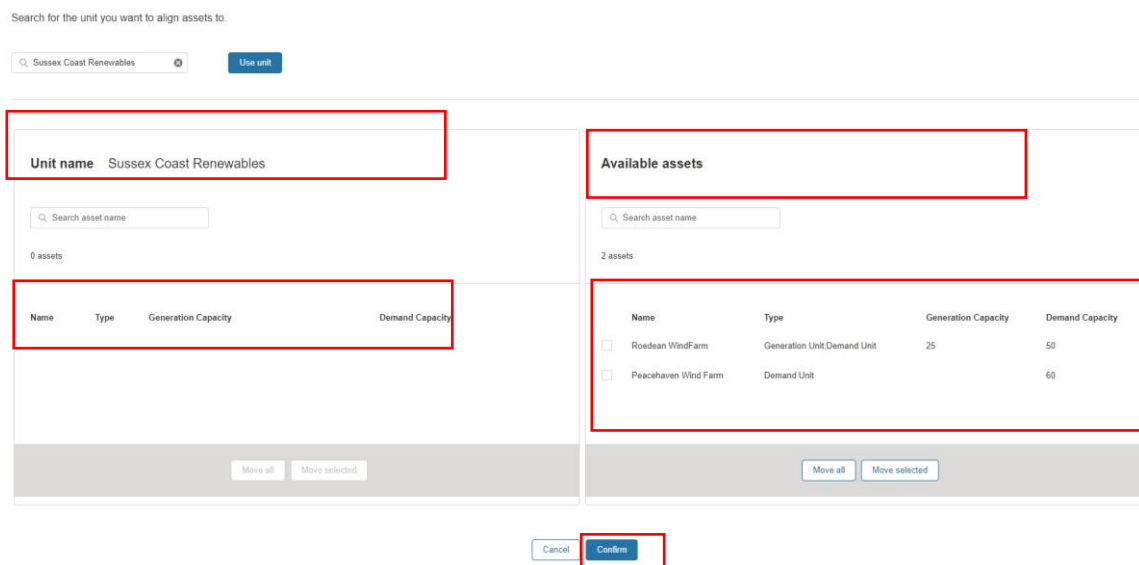
Search for the unit you want to align assets to.

Search unit name Use unit

8.3. 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.

Figure 37.0: Asset Alignment Screen



- 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 37.0 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.

Figure 38.0: Asset Alignment Screen – Reverse decision

The screenshot displays two side-by-side panels for asset management. The left panel is titled 'Unit name' and shows 'Sussex Coast Renewables'. It contains a search bar and a table with 2 assets. The right panel is titled 'Available assets' and shows 0 assets, also with 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 table content in both panels.

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

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

8.4. 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 39.0 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.

Figure 39.0: Multiple Units for Alignment with existing assets

The screenshot displays the 'Unit Management' interface with two tabs: 'Units' (selected) and 'Assets'. Below the tabs, it indicates '2 unit(s)'. Two unit cards are shown, both in 'Draft' status.

Hampshire Coast Renewables	
Unit Id	
Type	Demand Unit
Generation Capacity(MW)	
Demand Capacity(MW)	2
Assets	0

Sussex Coast Renewables	
Unit Id	
Type	Generation Unit,Demand Unit
Generation Capacity(MW)	25
Demand Capacity(MW)	110
Assets	2

Load more
2 / 2 unit(s)

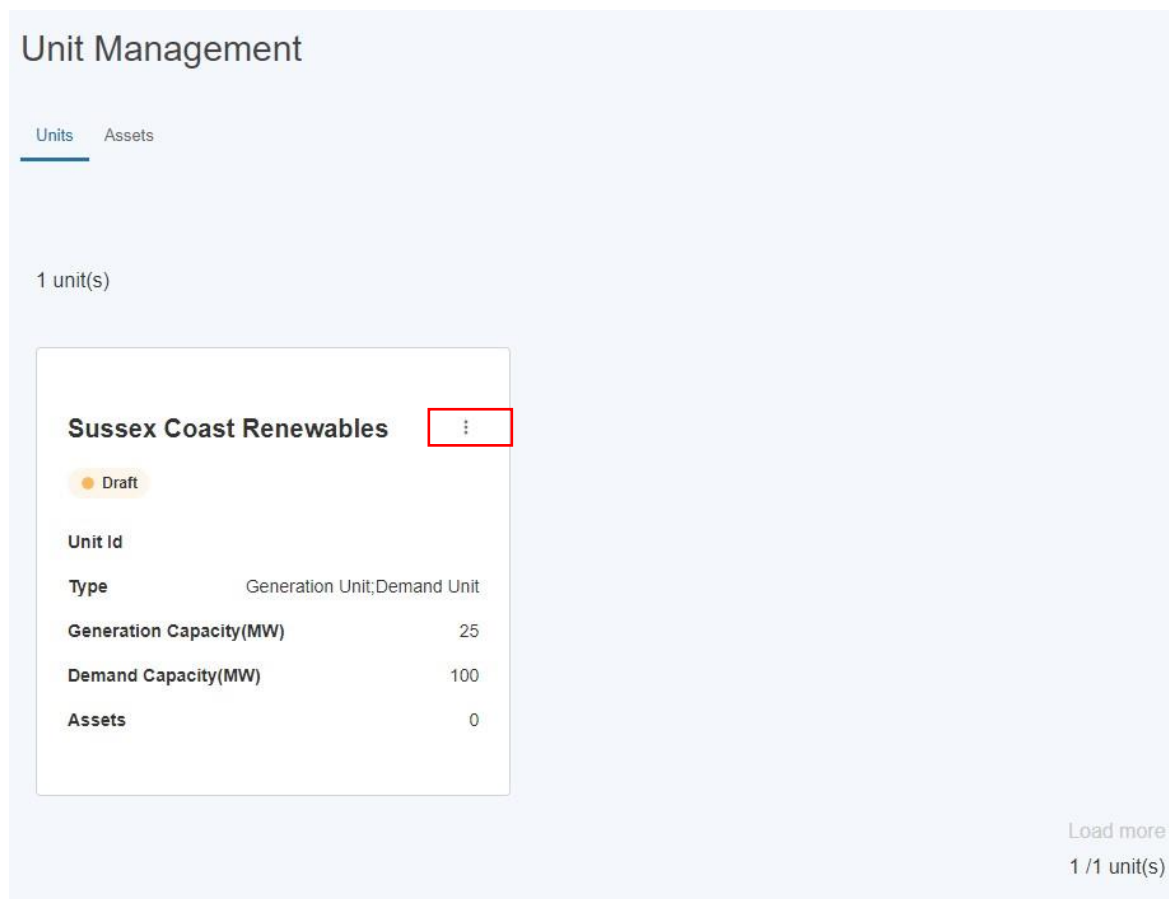
9. Prequalification for Services

9.1. 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'**

Figure 40.0: Pre-qualify for Services Link



9.2. Pre-qualification Home Page

The user will then be presented with the Pre-qualify for Services Page as illustrated in Figure 41.0 and prompted to then select the services to pre-qualify the Unit for.

Figure 41.0: Pre-qualify for Services Page

The screenshot displays a web form titled "Introduction Section: 'Select Services'". Below the title, it instructs the user to "Add the services you want for waterstones 2." and provides a warning: "This is the Application for Pre-qualification of Unit waterstones 2 Prior to proceeding with the application please note the following ;". Four numbered instructions follow, detailing pre-qualification status, evidence requirements, field completion, and draft saving conditions. The form contains six checkboxes: "Dynamic Regulation LF", "Dynamic Regulation HF", "Dynamic Moderation HF", "Dynamic Containment LF", "Dynamic Containment HF", and "Balancing Regulating Reserve" (which is checked). A seventh checkbox, "Dynamic Moderation LF", is highlighted with a red border. A blue "Confirm Services" button is positioned at the bottom center of the form.

- 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.

9.3. 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'.

Figure 42.1: Service Status Field

The screenshot displays the 'Unit Management' interface for 'Pre-qualify for Services' under the 'Disney' unit. It is divided into two main sections: 'Dynamic Containment LF' and 'Dynamic Regulation HF'.

Dynamic Containment LF Section:

- Unit Calibration:** A form with various input fields. The 'Service Status' dropdown menu is highlighted with a red box and shows the value 'Incomplete'.
- Evidence:** A section with a 'Download required documents' button and an 'Upload evidence' section with 'Upload Files' and 'Or drop files' options.

Dynamic Regulation HF Section:

- Select Services:** A row of checkboxes for different services: Dynamic Regulation HF (checked), Dynamic Regulation LF (checked), Dynamic Containment LF (unchecked), Dynamic Containment HF (unchecked), Dynamic Moderation LF (unchecked), and Dynamic Moderation HF (unchecked). A 'Confirm Services' button is highlighted with a red box.
- Unit Calibration:** A form with various input fields. The 'Service Status' dropdown menu is highlighted with a red box and shows the value 'Submitted'.

9.4. 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 sub-section 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.

Figure 43.0: Services Specific Sub-section – 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.

MW Recovery period min
 Response time min Cease Time min

*Max Utilisation Period min *Minimum Non Zero Time min
 *Ramp-Up rate MW/min *Ramp-down rate MW/min

*Service Start Date *Service End Date
 *Operational Metering available

Evidence

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

[Download required documents](#)

9.4.1 Obtain Service Values Feature

Figure 44.0: 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.

▼ Balancing Regulating Reserve

Unit Calibration Section

Complete the information to calibrate your unit.

*Allocated MW MW

*Recovery period min

*Max Utilisation Period min

*Minimum Non Zero Time min

*Service Start Date

*Service End Date

*Operational Metering available

*Response Time min

*Cease Time min

*Ramp-Up rate min

*Ramp-down rate MW/min

Service Status

Active Network Management

Obtain Service Values

Obtain Unit Values

What Services do you want to obtain the asset information from?

Included Services

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.

9.5. Completing Pre-qualification: Attaching Supplementary Evidence

Figure 45.0: Services Specific Sub section

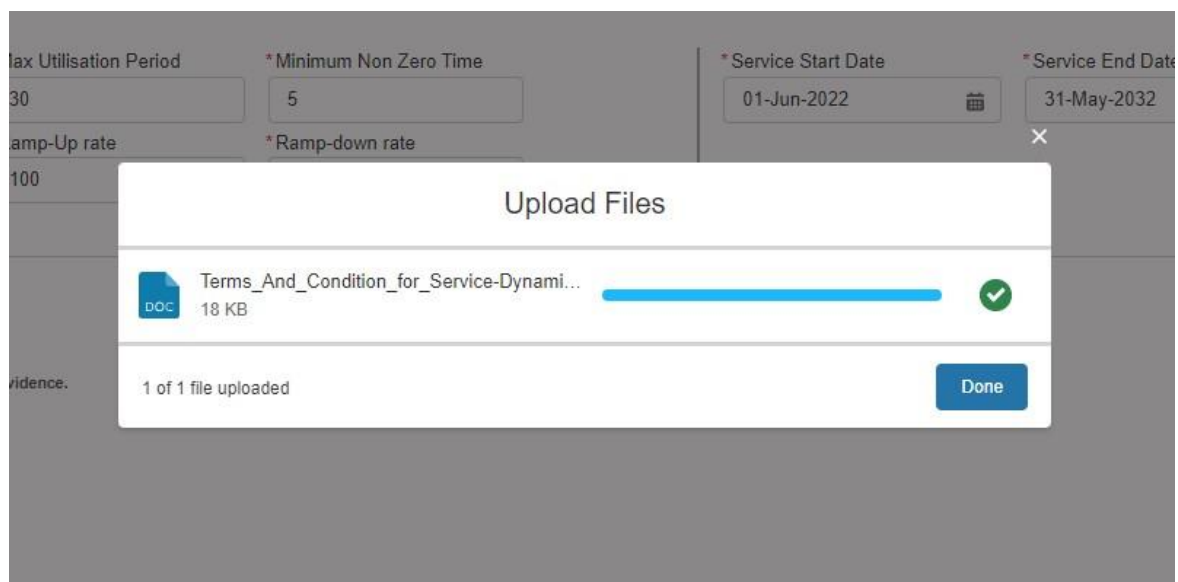


Once the Authorised Signatory is selected (this step is covered in the next section), the portal user is expected to upload any supporting evidence using the Upload Files button. Once selected the Portal User can upload files from their desktop etc and confirmation the documents or the zip file of multiple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

9.6. Confirmation of Upload Completed

Figure 46.0: Services Specific Sub-section



9.7. 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

9.8. 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 46.0 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.

Figure 47.0: Services Specific Asset Testing

The screenshot displays the 'Asset Testing' section of a user interface. It features a table with two rows of asset data. Each row has two red boxes highlighting the 'Tested capacity' and 'Date approved by ITE' fields. The first row is for 'Roedean Wind Farm' (AST-0173) with a capacity of 150 and a date of 03-Jan-2022. The second row is for 'Peacehaven Wind Farm' (AST-0174) with a capacity of 60 and a date of 03-Jan-2022.

Asset Name	Asset Id	Type	Capacity	Tested capacity	Date approved by ITE
Roedean Wind Farm	AST-0173	Generation Unit Demand Unit		150	03-Jan-2022
Peacehaven Wind Farm	AST-0174	Demand Unit	60	150	03-Jan-2022

9.9. 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 sub-sections have been completed correctly. If it is in the shaded state, the user must revisit the sub sections 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 NGESO 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.

Figure 48.0: 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

10. Prequalification Application: Digitisation of Terms & Conditions (Form B)

10.1 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 secondary 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

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.

Correct selection of Authorised Signatory.

As an applicant the Portal User may select a secondary user whom 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.

Figure 50.0: Prequalification Screen – Authorised Signatory Section

Unit Calibration

Complete the information to calibrate your unit.

BMU / Non BMU ID

Allocated MW <input type="text" value="000.00"/> MW	Recovery period <input type="text" value=""/> min	Max Utilisation Period <input type="text" value=""/> min	Minimum Non Zero Time <input type="text" value=""/> min	Service Start Date <input type="text" value="DD-MMM-YYYY"/>	Service End Date <input type="text" value="DD-MMM-YYYY"/>	*Operational Metering available <input type="text" value="Yes"/>
Response Time <input type="text" value=""/> min	Cease Time <input type="text" value=""/> min	*Ramp-Up rate <input type="text" value="1"/>	*Ramp-down rate <input type="text" value="1"/>	Service Status <input type="text" value="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
 Or drop files

Terms_And_Condition_for_Service-RDFMWDspat
h.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 signing the terms and conditions on behalf of the organisation and responsible for signing the terms and conditions

First Authorised Signatory <input type="text" value="Q Search"/>	Second Authorised Signatory <input type="text" value="Q Search"/>	Third Authorised Signatory <input type="text" value="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.

10.2 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 form. It contains a paragraph of text and two checkboxes: 'I have read the documents provided' and 'I agree to the terms & conditions'. Both checkboxes are currently unchecked. Below the checkboxes are two buttons: 'Save Draft' and 'Submit'. A red box highlights the checkboxes area.

Figure 51.0: Prequalification Screen – Application Status Field

The figure consists of two screenshots of the prequalification application form, showing the 'Service Status' field in a red box. The top screenshot shows the 'Submitted' status, and the bottom screenshot shows the 'Signature in progress' status.

Top Screenshot: Submitted Status

Unit Calibration Section

Complete the information to calibrate your unit.

Obtain Service Values

*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 Gartland x

Bottom Screenshot: Signature in progress Status

Unit Calibration Section

Complete the information to calibrate your unit.

Obtain Service Values

*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

10.3 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 Grid ESO branding to make it clear to the recipient that the email is sent on behalf of ESO. The figure below illustrates the email template sent.

Figure 52.0: Email Template – ‘Request to sign’

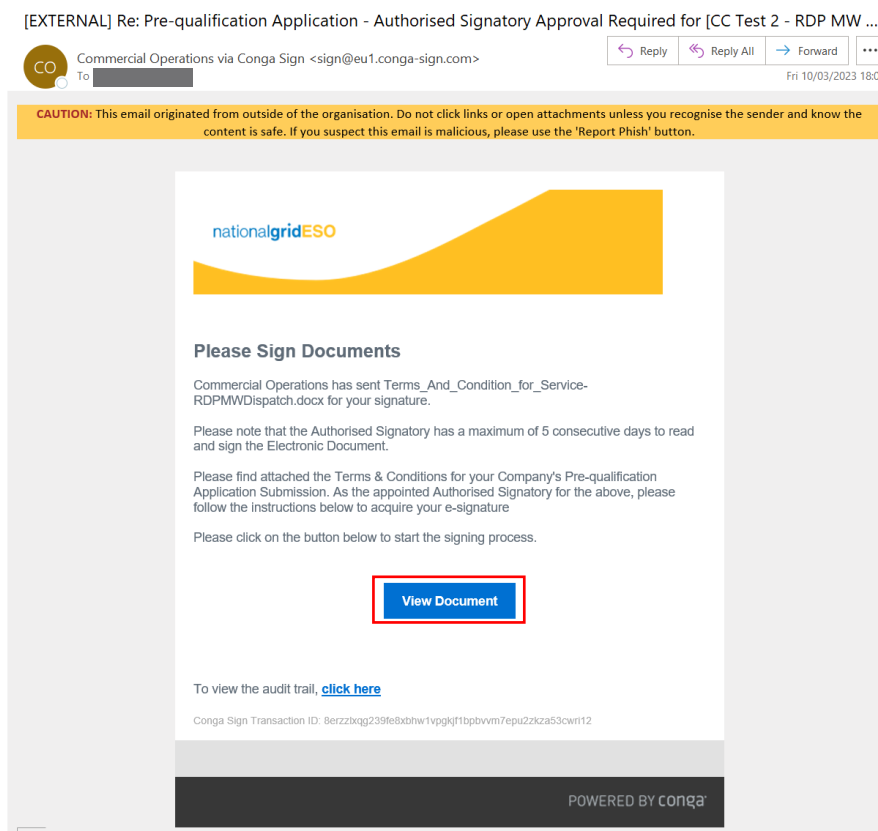


Figure 53.0: Email Template – ‘Signing Complete’


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

[EXTERNAL] Signing Complete for Terms_And_Condition_for_Service-RDPMWDispatch.docx

Commercial Operations via Conga Sign <sign@eu1.conga-sign.com>
To [REDACTED] Reply Reply All Forward ...
Fri 10/03/2023 18:29

Terms_And_Condition_for_Service-RDPMWDispatch.pdf
138 KB

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.



Signing Complete!

Terms_And_Condition_for_Service-RDPMWDispatch.docx is signed and completed. Click the button below or the attached PDF file to view and download the completed document.

[View Completed Document](#)

To view the audit trail, [click here](#)

Conga Sign Transaction ID: 8erzzbqg239fe8xbhw1vpgkf1bpbvwm7epu2zka53cwri12

POWERED BY CONGA

10.4 Customisation of Digital Document & Electronic Signature Capture by Authorised Signatory

Figure 54.0: 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'

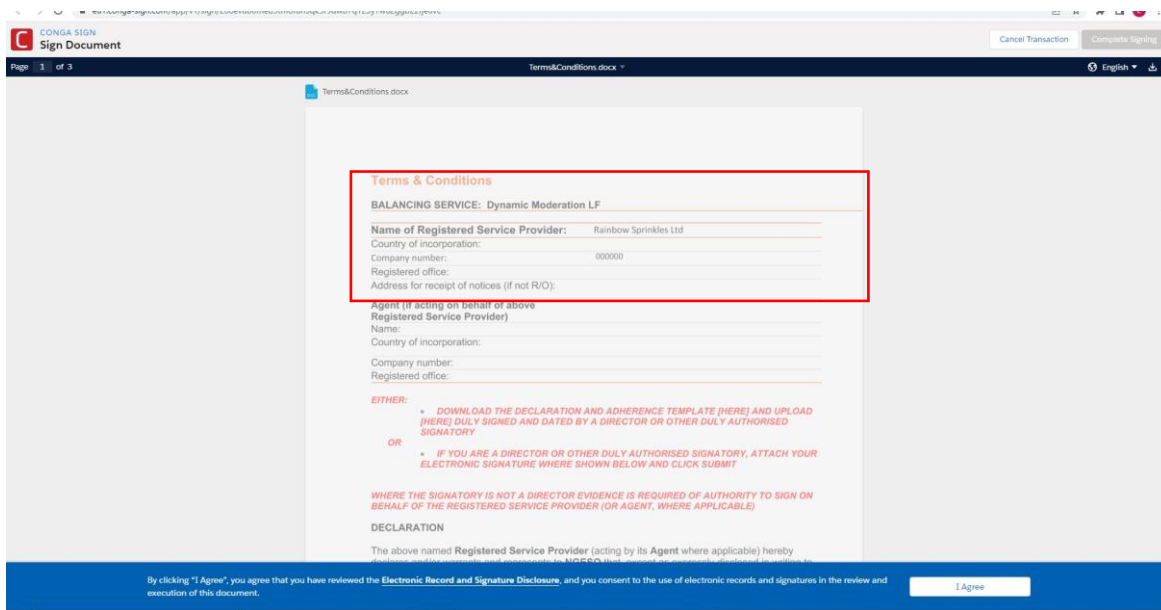


Figure 55.0: Completing the Wet Signature step (Form B)

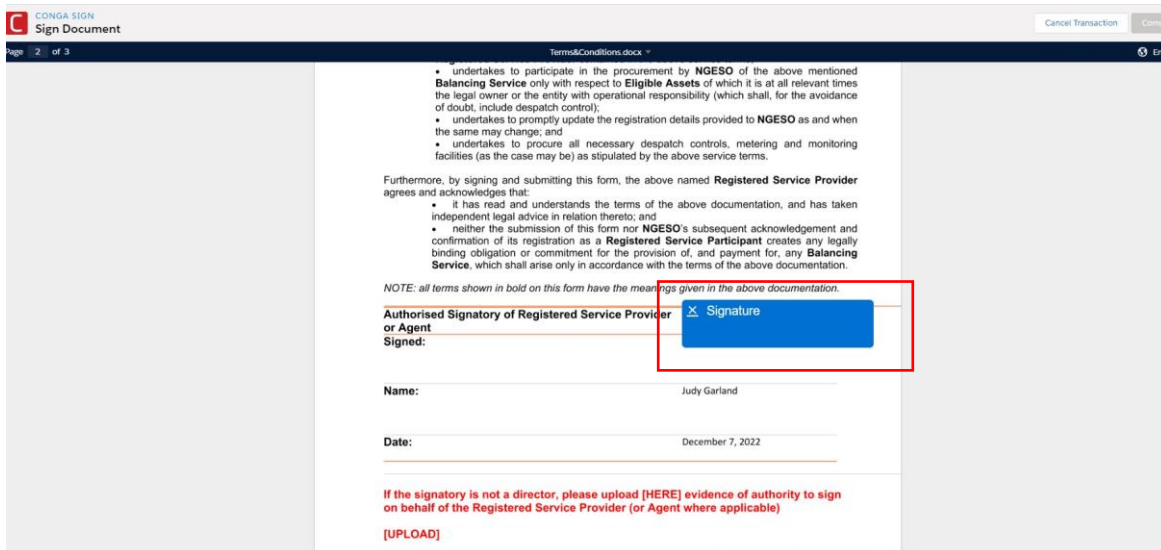


Figure 56.0: Capturing the Wet Signature step (Form B)

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

Signature Style Selection

CHOOSE STYLE **DRAW** UPLOAD YOUR OWN

Draw your signature. * Are required fields.

* Full Name Clear Signature

* Initials

Adopt Signature and Sign

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

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

CONGA SIGN
Sign Document
Cancel Transaction
Complete Signing

Terms&Conditions.docx English

- undertakes to participate in the procurement by NGESO of the above mentioned **Balancing Service** only with respect to **Eligible Assets** of which it is at all relevant times the legal owner or the entity with operational responsibility (which shall, for the avoidance of doubt, include despatch control);
- undertakes to promptly update the registration details provided to NGESO as and when the same may change; and
- undertakes to procure all necessary despatch controls, metering and monitoring facilities (as the case may be) as stipulated by the above service terms.

Furthermore, by signing and submitting this form, the above named **Registered Service Provider** agrees and acknowledges that:

- it has read and understands the terms of the above documentation, and has taken independent legal advice in relation thereto; and
- neither the submission of this form nor NGESO's subsequent acknowledgement and confirmation of its registration as a **Registered Service Participant** creates any legally binding obligation or commitment for the provision of, and payment for, any **Balancing Service**, which shall arise only in accordance with the terms of the above documentation.

NOTE: all terms shown in bold on this form have the meanings given in the above documentation.

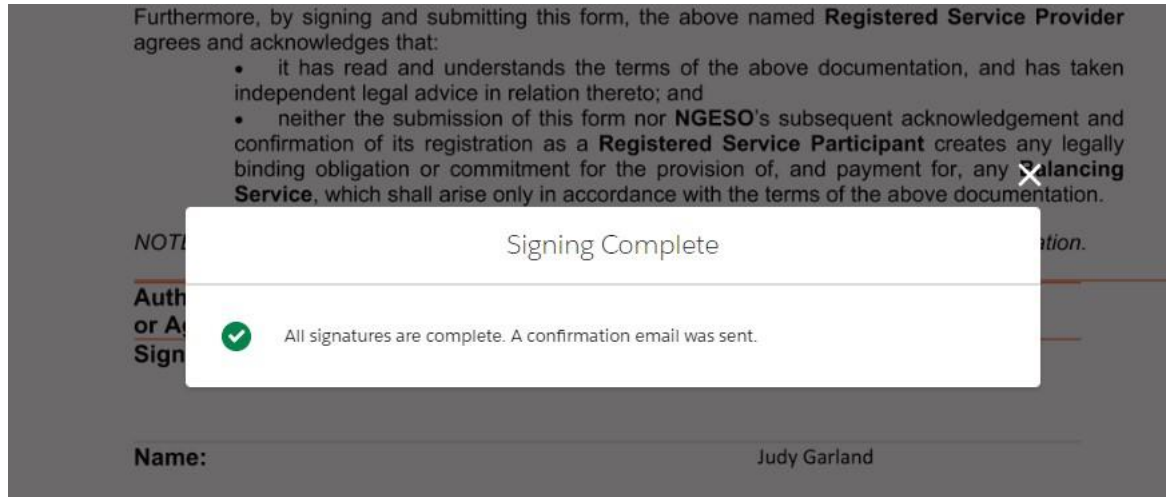
Authorised Signatory of Registered Service Provider or Agent
Signed:

Name: _____ Judy Garland

Date: _____ December 7, 2022

10.5 Confirmation of Signing Process - Complete

Figure 57.0: 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.

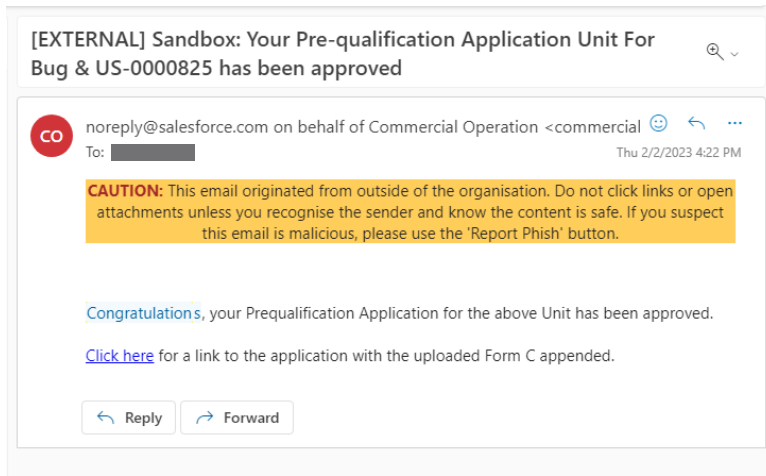
10.6 Pre-qualification Process Application Closure:

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

Figure 58.0: Uploaded Form C



Figure 58.1: Pre-qualification Application Approval Email



11. Unit Versioning

11.1. What is Versioning?

- 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). Examples include and not limited to;
 - An Increase or Decrease in Capacity
 - Change in Agent or Registered Service Provider
 - The addition or remove/withdrawal of asset(s)
 - A change in fuel type or in any other inherent properties of an asset
- As of Release 2.0 the *Versioning Process* is only applied to the Unit and not the asset(s) affected. With future Releases, the Versioning process will also be applicable to Asset(s)
- A Unit can be subject to multiple iterations of 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.

11.2. Why is Versioning is needed?

- The main rationale for introducing Versioning on the SMP Portal is to keep track of changes of a Unit over time which are documented and available for the Contracts Team to monitor for auditing purposes as well as recording the history of a Unit as it evolves or changes during its lifetime. Essentially, when changes are made to the Unit, 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. The ~~Sub-Section~~ 10.4 in this chapter will cover this in more detail.
- It is important to note that with the introduction of User Role’s, 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 will be referred to as Version 1.0 and the second iteration of the Unit 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

11.3. What types of Versioning apply to Units?

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

Manual Versioning	As a result of the Unit changes or modifications, there will be <i>an impact</i> on the Service Criteria for <i>all or any</i> of the Services the Unit is already approved to participate in, requiring intervention on the part of the Portal User to provide revised data and updated supplementary evidence with regards the corresponding asset(s) and re-appraisal of the original application(s) by the Contracts Management Team and or Registrations Team as appropriate for each respective service affected.
Automatic Versioning	As a result of the Unit changes or modifications, there will be <i>no impact</i> on the Service Criteria for <i>all or any</i> of the Services the Unit is already approved to participate in. The purpose of versioning is simply to keep an audit trail of the Unit's changes and original properties/details/data. This requires no intervention on the part of the portal user beyond providing the initial update to the Unit, subsequently enabling the automatic creation of the latest Unit Record and changing the Status of the origin or predecessor record to 'Versioned'.

The specific evaluation criteria to determine if a Unit requires Manual or Automatic Versioning and the intervention required on the part of the Portal User is outlined in Figure 10.4 overleaf.

- **The Service Minimum threshold (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 NGENSO when a service is devised.

11.4. Versioning Scenarios & Versioning Criteria

Figure 10.4: Evaluation Criteria & Scenario's for Versioning Types.

Use Case	Example		Requires Versioning	Versioning Type	Requires Re-alignment of asset(s) on the Portal	Requires Updating Pre-qualification application on the Portal
My Unit's total capacity will increase beyond the current capacity BUT will remain under the Service Minimum Threshold for the Service(s) for ALL OR ANY it has been pre-qualified for already	Unit Gen Capacity	= 10 MW	Yes	Automated (<i>no additional input required from Portal Users beyond providing updated Unit details</i>)	No	No
Unit Pre-qualified for 2 Services	DC HF DM HF					
SMT's	DC HF = 20 MW DM HF = 15 MW					
Unit's latest Capacity	= 12 MW					
My Unit's total capacity will be equal to OR increase beyond the current capacity AND exceed the Service Minimum Threshold for the Service(s) for ALL OR ANY it has been pre-qualified for already	Unit Gen Capacity	= 10 MW	Yes	Manual (<i>additional steps required from Portal Users in addition to providing revised Unit details</i>)	Yes	Yes * for the service affected (DC HF)
Unit Pre-qualified for 2 Services	DC HF DM HF					
SMT's	DC HF = 20 MW					

	Unit's latest Capacity	DM HF = 15 MW = 25 MW				
Use Case	Example		Requires Versioning	Versioning Type	Requires Re-alignment of asset(s) on the Portal	Requires Updating Pre-qualification application on the Portal
My Unit's total capacity will reduce beyond the current capacity AND remain under the Service Minimum Threshold for ALL OR ANY the Service(s) it has been pre-qualified for already	Unit Gen Capacity Unit Pre-qualified for 2 Services SMT's Unit's latest Capacity	= 10 MW DC HF DM HF DC HF = 20 MW DM HF = 15 MW = 5 MW	Yes	Automated (no additional input required from Portal Users beyond providing updated Unit details)	No	No
My Unit's total capacity will reduce beyond the current capacity BUT exceed the Service Minimum Threshold for ALL OR ANY of the Service(s) it has been pre-qualified for already	Unit Gen Capacity Unit Pre-qualified for 2 Services SMT's	= 30 MW DC HF DM HF	Yes	Automated (no additional input required from Portal Users beyond providing updated Unit details)	No	No

	Unit's latest Capacity	DC HF = 20 MW DM HF = 15 MW = 25 MW				
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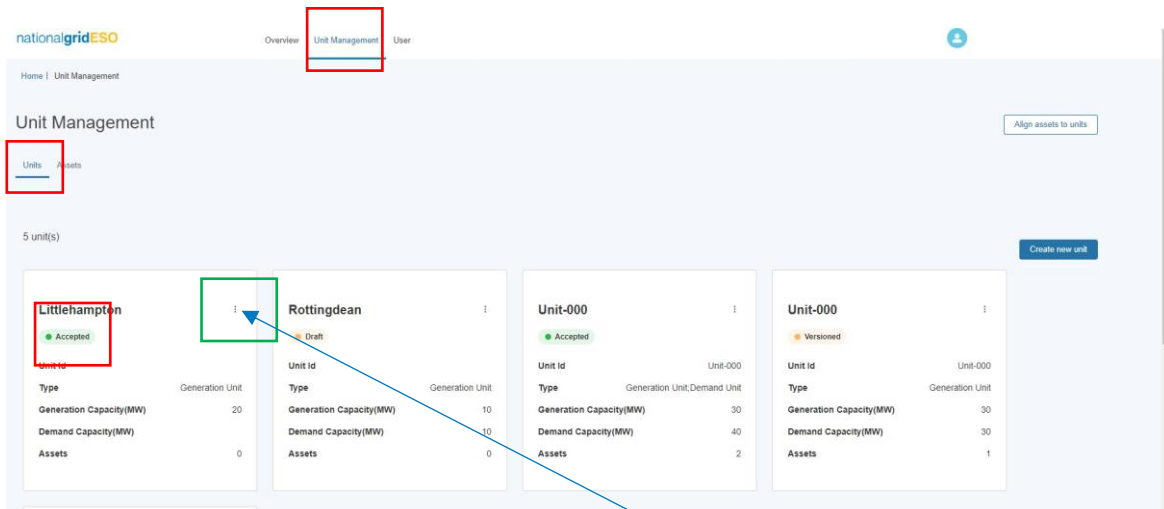
11.5. Manual Versioning Process

The chapter below outlines the steps required to undertake Manual Versioning on the SMP Portal for Release 2.0

11.5.1. Selection of Unit to Version

- Portal User (with the Unit Manager Role) navigates to Unit listed under the Unit Tab of the Unit Management Screen Page as displayed in Figure 10.5.1
- The pre-requisite is that the Unit must be display the **'Accepted' Status**. This signifies that the original Unit has already been appraised and vetted by the Registrations Team.

Figure 10.5.1: Unit Management Home Page

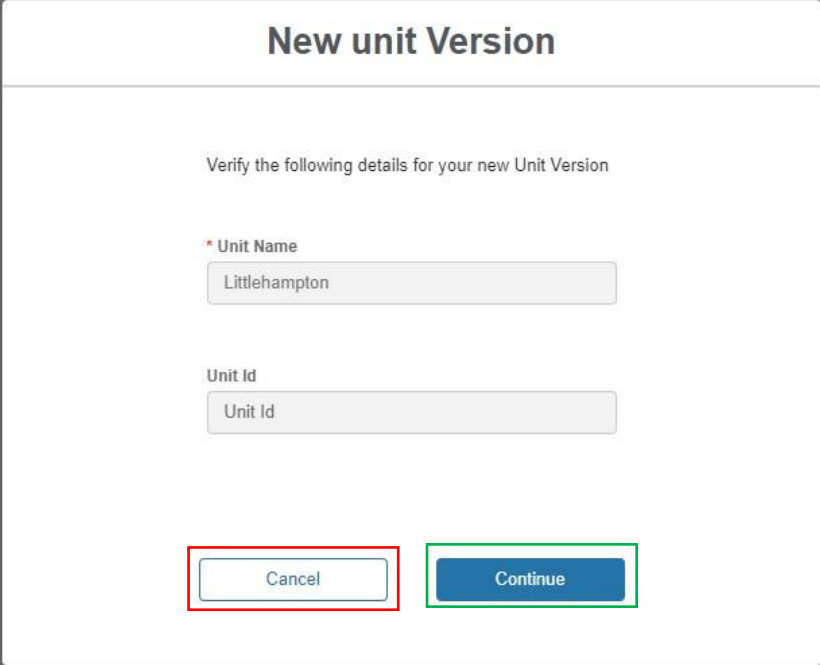


- Navigate to the top-hand right corner of the tile for the Unit (3 linear dots) and click. Three options are presented – select the third option *'Create New Version'*

11.5.2. Revision to Unit Details

- A pop up screen will appear. Please note that as of Release 2.0 there is a lag or delay of a couple of seconds for the screen to load. Avoid refreshing the page, as a duplicate Version could accidentally be created. This will be remedied in Release 2.0a.
- Please ensure that the portal user is using *Google Chrome* to undertake this task.
- A compact screen will display pre-populated with the *Unit Name* and *Unit Id* as illustrated in Figure 10.5.2.
- There is the option to cancel the step if Versioning is no longer required by selecting the Cancel button. This is currently the only opportunity to undertake this step. If a decision is taken to nullify a 'versioned' record post creation, then the portal user must approach the Contract's Management Team with details of the Unit via email communication to rectify the issue.
- Select '*Continue*' to proceed with the process of enabling the next step.

Figure 10.5.2: Revision to Unit Details Screen



The screenshot displays a modal window titled "New unit Version". Below the title, it instructs the user to "Verify the following details for your new Unit Version". There are two input fields: "Unit Name" (with a red asterisk indicating it is required) containing the text "Littlehampton", and "Unit Id" containing the text "Unit Id". At the bottom of the modal, there are two buttons: a "Cancel" button outlined in red and a "Continue" button outlined in green.

11.5.3. Update/Revision to Unit Details

- A secondary pop-up screen will appear. This will resemble the format of the original Unit Registration. The portal user will be presented with pre-populated field values based on the original Unit information. The portal user will be expected to update the relevant fields. Once again, all fields marked with a red asterisk are mandatory and it will not be possible to proceed with 'Save Unit' if these fields are left blank.
- The critical feature of Versioning is the use of '*Effective Dates*'. Versions run in succession and adjacent to one another. There cannot be an overlap of two versions of a Unit at any one time.
 - *For example*, Version 1.0 (origin Unit) is available to operate between 1st August 2021 to 31st August 2022. Version 2.0 (next iteration of origin Unit) can only be effective from **a minimum of a day after Version 1.0's effective to date** – therefore Version 2.0 is available to operate from 1st September 2022.
- The *Effective from Date* is therefore essential to enter as part of the Update/Revision to the Unit Details and a portal user will not be able to progress without entering a date.
- It is expected that in Release 2.0 the key fields that are subject to revision/updates are under the Unit Details Section;
 - *Unit Type*
 - *Fuel Type*

It is expected that in Release 2.0 the key fields that are subject to revision/updates are under the Connection Details Section;

- *Generation Capacity*
- *Demand Capacity*
- Once the updates are made, the Portal User should select '*Save Unit*' to complete the process of generating a secondary version of the Unit

Figure 10.5.2: Revision to Unit Details Screen

New Unit Registration

Littlehampton

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-Aug-2023

*Fuel Type

Multi Fuel type

Applicable Market

Balancing Services

> Connection Details

> Site Location

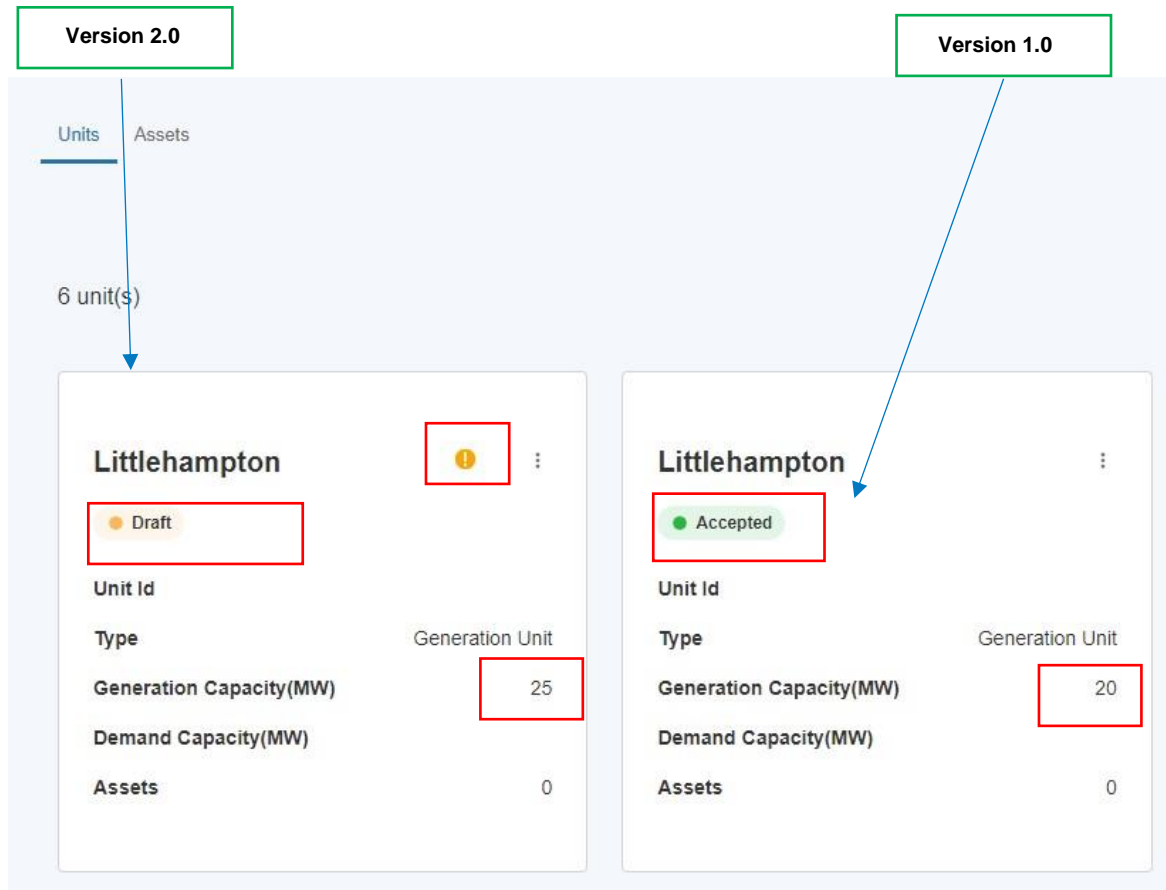
Save and create new one

Save unit

11.5.4. Step 2. Re-alignment of Asset(s) to Unit Version 2.0

- Upon Save, a green pop-up notification at the top of the screen will appear to acknowledge a new Version 2.0 of the Unit has been created. The portal user will be re-directed to the Unit Management Home Page Screen and will see a new Unit Tile for Version 2.0 as illustrated in Figure 10.5.4. This will sit adjacent to Version 1.0 as illustrated in the figure below.
- Version 2.0 can be signified by the Status Value equating to **'Draft'** whilst Version 1.0 will remain equal to **'Accepted'**.
- Version 2.0 will also be signified by a **yellow indicator icon** on the right-hand corner. This icon will only appear to indicate that the conditions have been triggered for Manual Versioning Steps to be taken by the Portal User.
- Hovering over the 'Help Text' will further prompt the portal user to the fact that *the total capacity figure on Version 2.0 must be less than the total capacity figure of Version 1.0.*
- In the example of 'Littlehampton' the Generation Capacity has changed from 20MW to 25MW by simply updating the Unit Screen. The next stage is to validate this increase by re-aligning the Unit with the correct logical grouping of asset(s) to reflect this revised amount.

Figure 10.5.4 – Unit Version 1.0 & Version 2.0 Records



- The sequential order of tasks to be taken by the Portal User to complete the Manual Versioning successfully are as follows;
 1. **'Re-align' Unit Version 2.0** with the correct Asset(s) to reflect the increase in total capacity-. This exercise is- completed by -the Portal User- as- per instruction -for Release 1.0
 2. Selection of the **'Submit for Approval'** option on the Unit Version 2.0 Tile.
 3. **Update of Original Pre-Qualification Application data** affiliated with Unit Version 1.0

The Section entitled Step 3 is dedicated to outlining the detail of Task 2 and Task 3 specifically as the task of alignment will be identical to the standard process as per Release

11.5.5. Step 3a. Submit for Approval Unit Version 2.0

- Once alignment is complete, the portal user will see the corresponding Unit Version 2.0 Tile with the revised number of asset(s). In the case of Littlehampton a new asset was added to reflect the increase in MW.
- The Portal User should navigate to the top hand corner of the tile and hover over the three dots, **selecting 'Submit for Approval'**.
- This will automatically trigger the Status on Version 2.0 to switch to 'Accepted' AND the Status on Version 1.0 to switch to 'Versioned' as illustrated in Figure 10.5.5

Figure 10.5.5 Submit for Approval

The screenshot displays the 'Unit Management' interface with two tabs: 'Units' and 'Assets'. Below the tabs, it indicates '6 unit(s)'. Two unit tiles are shown side-by-side for 'Littlehampton'.

Unit Name	Status	Type	Generation Capacity (MW)	Demand Capacity (MW)	Assets
Littlehampton	Accepted	Generation Unit	30	0	3
Littlehampton	Versioned	Generation Unit	20	20	2

11.5.6. Step 3b_- Update Pre-qualification Data to support Unit Version 2.0

- The final task is to provide revised pre-qualification data to reflect the modifications to the Unit for the Services affected. To do this, the portal user should navigate to the 'Pre-qualify for Services" on the Unit Version 2.0 Tile by hovering over the three dots on the right-hand side.
- The reason this step occurs after the Submit for Approval is because if this step is undertaken in advance of the Submit for Approval the revised values provided by the Portal User under each respective service applied for originally will be reset to '0', requiring the Portal User to repeat the exercise, duplicating their efforts.
- Select the *Confirm Services* button to acknowledge that the existing services originally applied for Unit Version 1.0 still apply for Unit Version 2.0.
- The Portal User can take the opportunity to submit a NEW pre-qualification application in the same iteration for an additional service that Unit Version 2.0 will be delivering.
- Under the Unit Calibration Subsection
 - the **Allocated MW field will revert to 000.00 MW** – as a direct result of the Manual Versioning process triggering
 - the **Service Status Field will also revert to Incomplete** – to indicate that the Pre-qualification application will be subject to review by the Contracts Management Team as a direct result of the Manual Versioning process triggering
- The Portal User will be expected to provide the revised values for the Allocated MW field but also any other fields reflecting the modification to Unit Version 2.0.
- The Portal User will also be expected to provide the revised values for the re-aligned asset(s) under the Asset Testing Section.
- The Portal User will also be expected to append any supplementary evidence to support the re-aligned asset(s) under the Evidence Section.
- Once these steps have been undertaken, the Submit Button at the bottom of the screen for the respective service can be selected to refresh the original application.
- Upon selecting Submit and refreshing the Pre-qualification Screen the Service Status value will automatically update to equate to "Submitted" as confirmation that the revised changes have been submitted successfully.
- The Contracts Management Team will review and re-appraise the Pre-qualification Application as per standard and if successful will change the value to 'Approved' OR if suspended to 'Rejected' accordingly.

Figure 10.5.6 Updating Pre-qualification Screen

Select Services
Add the services you want for Littlehampton.

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

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

Confirm Services

Dynamic Containment LF

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-MMM-YYYY *Service End Date: DD-MMM-YYYY *Operational Metering available: Select an Option

Response Time: min Cease Time: min *Ramp-Up rate: 000.00 MW/min *Ramp-down rate: 000.00 MW/min Service Status: Incomplete

11.6. Automated Versioning Process

The steps required to undertake Automated Versioning are identical to Manual Versioning up until the point of Re-alignment where there is a deviation. Portal Users are only expected to;

1. Select the Unit to Version
 2. Update the Unit Details by selecting 'Create New Version'
 3. Select 'Submit for Approval'
- The Unit must be in '**Accepted** Status' prior to being subject to Versioning.
 - Once the Portal User has selected 'Submit for Approval' the Unit in question (Unit Version 1.0) will switch status to 'Versioned' and a new version (Unit Version 2.0) will be created with the status set to 'Accepted' automatically without any intervention or further action.
 - The example in Figure 10.6 illustrates to two Version's for the Unit entitled 'Rottingdean'. As indicated by the Generation Capacity reducing from 20MW to 10MW, the conditions to determine the Versioning Type have been evaluated by the system and determined that they satisfy the criteria for Automated Versioning, hence why the 'I' yellow indicator has not appeared as a further symbolic alert that further intervention is required.

Figure 10.6 Example of Automated Versioned Unit.

Unit Name	Status	Generation Capacity (MW)	Demand Capacity (MW)	Assets
Rottingdean	Accepted	10	0	-1
Littlehampton	Accepted	30	0	3
Littlehampton	Versioned	20	20	2
Rottingdean	Versioned	20	0	1






12. User Management

This functionality facilitates an end-to-end self-service capability for users to manage access and permissions across their organisation on the SMP Portal. In Release 1.0, all users were expected to *self-register* individually on the Portal.

As of Release 2.0 **only first-time users and companies or organisations new to the SMP Portal** will be required to register using the Portal as it currently stands.

For existing users already registered on the Portal, a new approach will be introduced to help better manage the accessibility and the ability to register future users of their own accord. To this end, User Roles have been introduced as described in Figure 11.1 below.

Figure 11.1 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.

12.1. Super Users & Secondary Users

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 2.0 the key feature of the Super User Role is to enable them to specifically create additional users on behalf of their company or organisation.

As of Release 2.0 only **one** Super User Role can 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.

The **User Admin Role** has been designed to enable the specific allocation of roles to other users. A User Admin Role can be assigned to one or multiple secondary users to grant them agency to management of portal user roles.

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

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12.2. User Role Business Rules

The new 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. 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.
2. A Super User can also assign themselves all other roles if they have assigned themselves the User Admin Role in the first instance.
3. A Super User does not have to also have assigned themselves a User Admin Role. Conversely, a company or organisation can have multiple secondary users with the User Admin Role *without being a Super User*.
4. Roles can be assigned or de-assigned at any point in time by a User Admin Role on behalf of other secondary users. For example if a secondary user was assigned the 'Unit Manager Role' and the 'Related Entity Manager Role' initially, the 'Unit Manager Role' can be revoked at a later stage.
5. De-activation of Users: As of Release 2.0, **both Super Users AND all Secondary Users** will have to be de-activated by the Contracts Management Team. In the

instance of User's no longer requiring access to the portal, it is imperative that the user in question is de-activated for the purposes of Data Protection and Compliance but also in order to release the underpinning licence to re-allocate to prospective users.

6. The '**Authorised Signatory**' Role is unique as it will not be supported with a licence, subsequently if a member of your organisation or company has been assigned this role exclusively, then **they will not be able to access the SMP Portal**. In order to grant them access if required, they will also need to be assigned a minimum of one of the other roles.
7. In order to take advantage of the upcoming 'digital signatures' feature for Release 2.0a, it will be required that a designated authorised signatory on behalf of your company/organisation must be registered in advance by the Super User and assigned the Authorised Signatory Role prior in order to grant them access to the digital signature capability. This will be a one off exercise, once set up they will be in a position to access the digital signature capability.
8. 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.
9. Each Company/Organisation is allocated a quota of **five** capped user licences

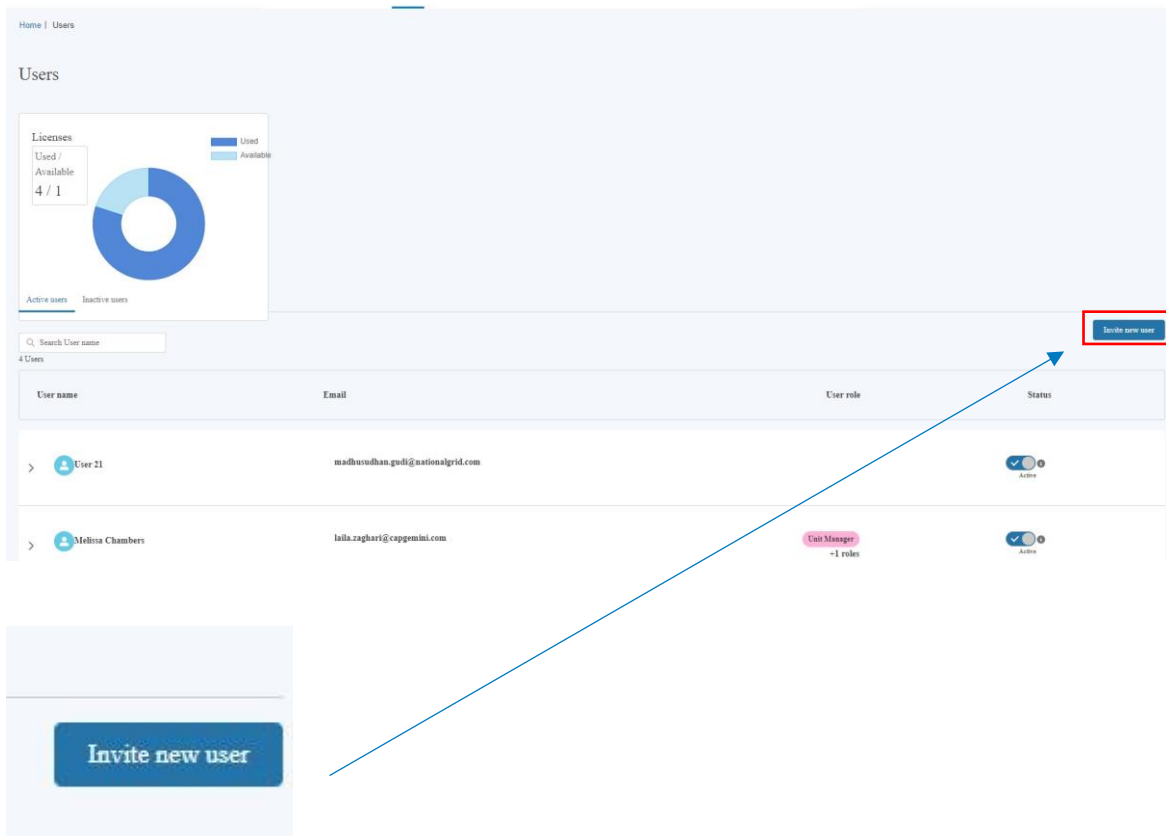
The following sections will address the methodology to allocating User Roles on the SMP Portal for Release 2.0

12.3. Creating/Registering Secondary Users by the Super Users.

- As a Super User, all future or prospective Secondary Users can be created (and registered) by firstly selecting the 'User' tab on the navigation bar.
- Figure 11.3: User Management Tab



- This will display the User Management Home Page/Screen as illustrated in Figure 11.3.1.
- The portal user should select the 'Invite new User' custom button on the top right hand of the screen



The screenshot displays the 'Users' management page. At the top left, there is a 'Licenses' donut chart showing 4 used and 1 available license. Below the chart are tabs for 'Active users' and 'Inactive users'. A search bar is present with the text 'Search User name'. A table lists users with columns for 'User name', 'Email', 'User role', and 'Status'. The 'Invite new user' button is highlighted with a red box in the top right corner. An arrow points from this button to a larger 'Invite new user' button shown in a separate inset box at the bottom left.

User name	Email	User role	Status
User 21	madhusudhan.godi@nationalgrid.com		Active
Melissa Chambers	laila.zaghari@capgemini.com	Unit Manager -1 roles	Active

Figure 11.4: Invite New User Screen

Invite new User
User details

Please provide the information below about the user you want to invite

* First name
First name

* Last name
Last name

* Email
Email

cancel ○ ————— ● Next

- The screen above will follow, prompting the portal user to enter the contact details on behalf of the new user. Please note that all three fields are mandatory and the portal user will not be able to progress to the next screen without entering a value.
- The 'Next' Custom button will appear in blue, ready for selection.
- There is the opportunity to select 'Cancel' if the portal users decides to abort the process of creating a new user. In this instance, the portal user is re-directed back to the User Management Home Page/Screen.

Figure 11.4.1: Role Allocation Screen

Invite new User

User roles

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.

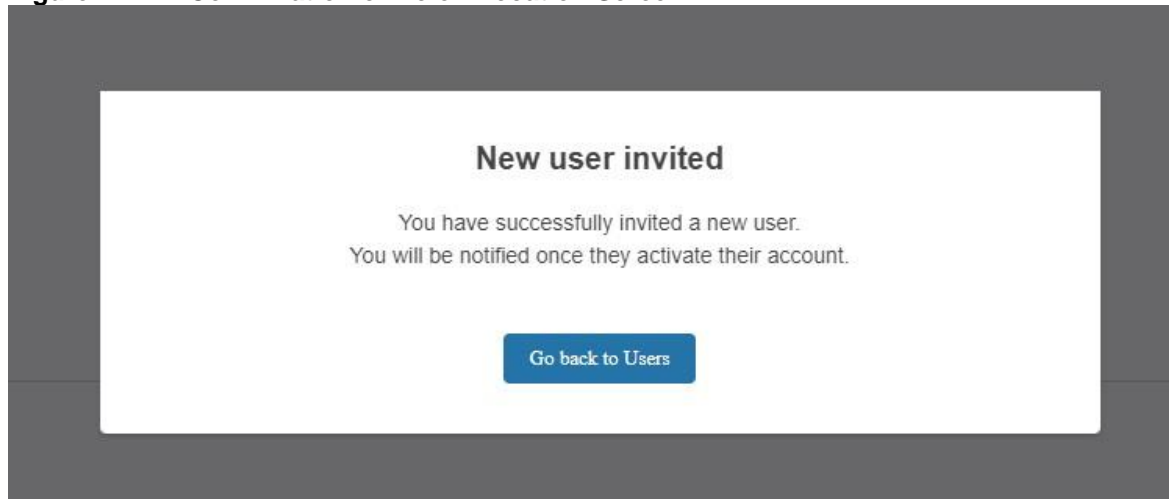
User Admin
The User is able to add users to the company account: to update user's details: to activate and deactivate User accounts; to enable access for locked out users.

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.

Back ✓ ○ Submit

- The screen above will follow, prompting the portal user to select the User Role(s) to be allocated to the new user. Simply check the boxes as appropriate and select Submit when finished
- A *minimum of one User Role* must be selected in order to proceed to the next screen. Select 'Submit' when finished.

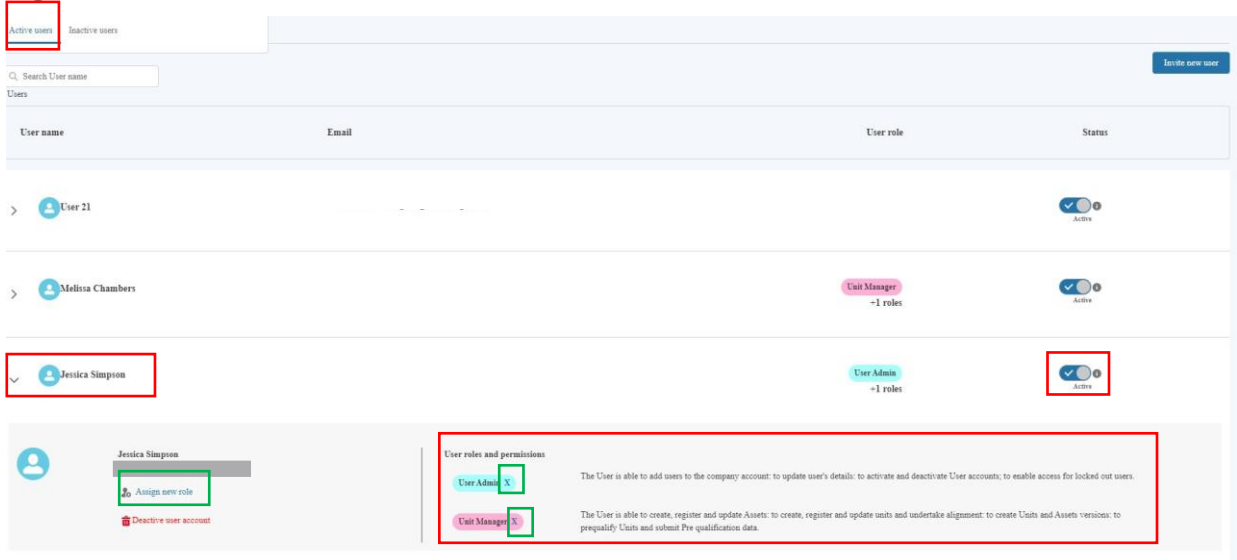
Figure 11.4.2: Confirmation of Role Allocation Screen.



- The final screen acknowledges that the new user has been successfully created. What follows are the standard sequential series of automated emails to the new user as per Release 1.0.
 1. An autogenerated email to verify the new user's email address
 2. An autogenerated email invite the new user to set their password and providing them with their new username
 3. An autogenerated email prompting the new user to authenticate using the Salesforce MFA Authenticator App.
- The standard rules apply, with a 24-hour window from the email being generated allowing the new user to undertake the tasks above successfully and set their login credentials, so prior notice should be given to the new user to anticipate the emails.

12.4. Managing Registered Secondary Users (Active)

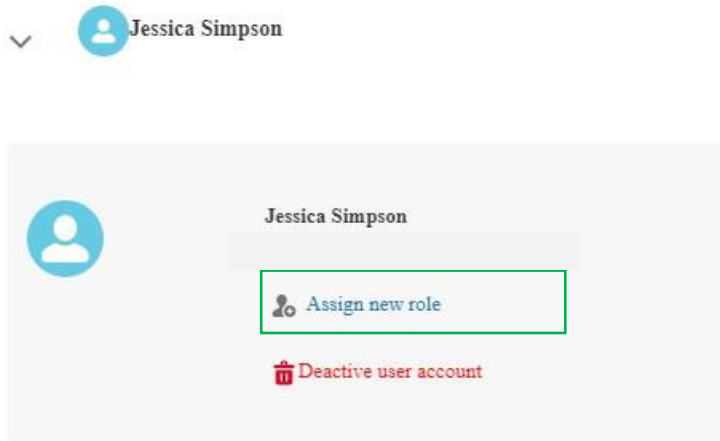
Figure 11.4 – Active Users Screen



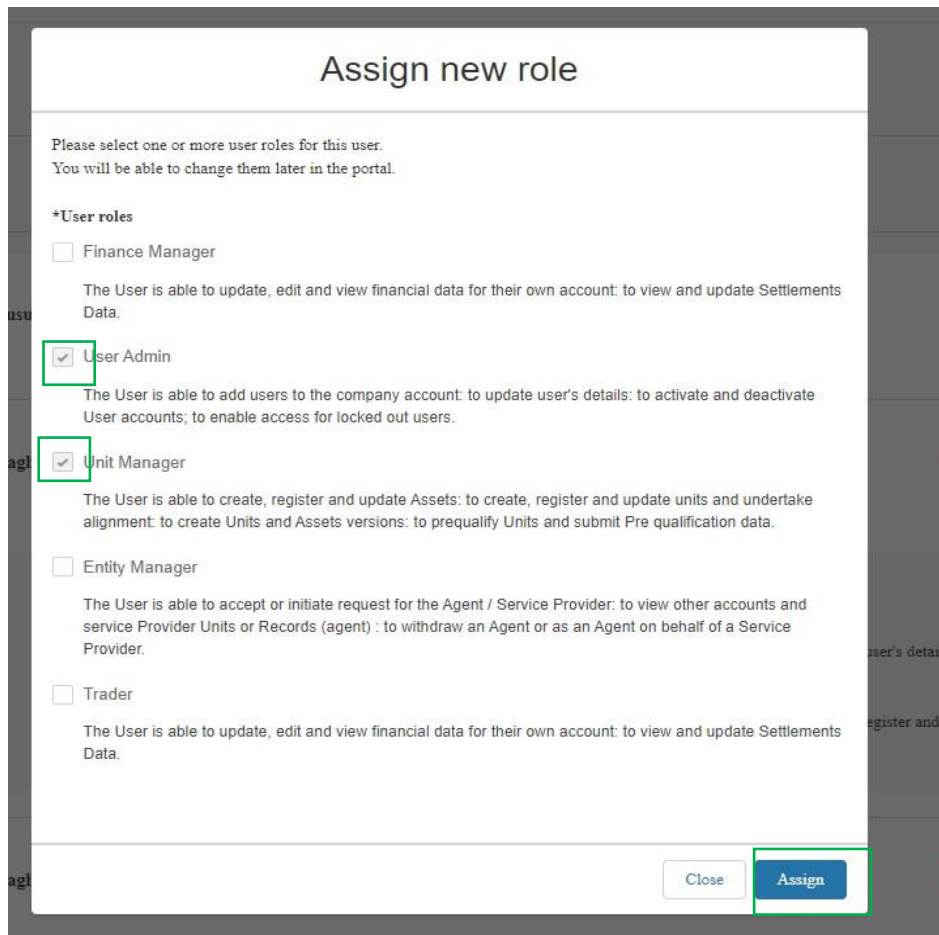
- Once the new secondary user is created – they will be instantly added to the 'Active' Users tab as an itemised User, regardless of if the User is still in the process of completing verification and authentication to acquire their login credentials.
- In the example above, *Jessica Simpson's* will present 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 2.0, Users with the **User Admin Role** are not able to de-activate secondary users directly.

12.5. Adding additional roles to Secondary Users (Active)

Figure 11.5 – Assign new Role Screens

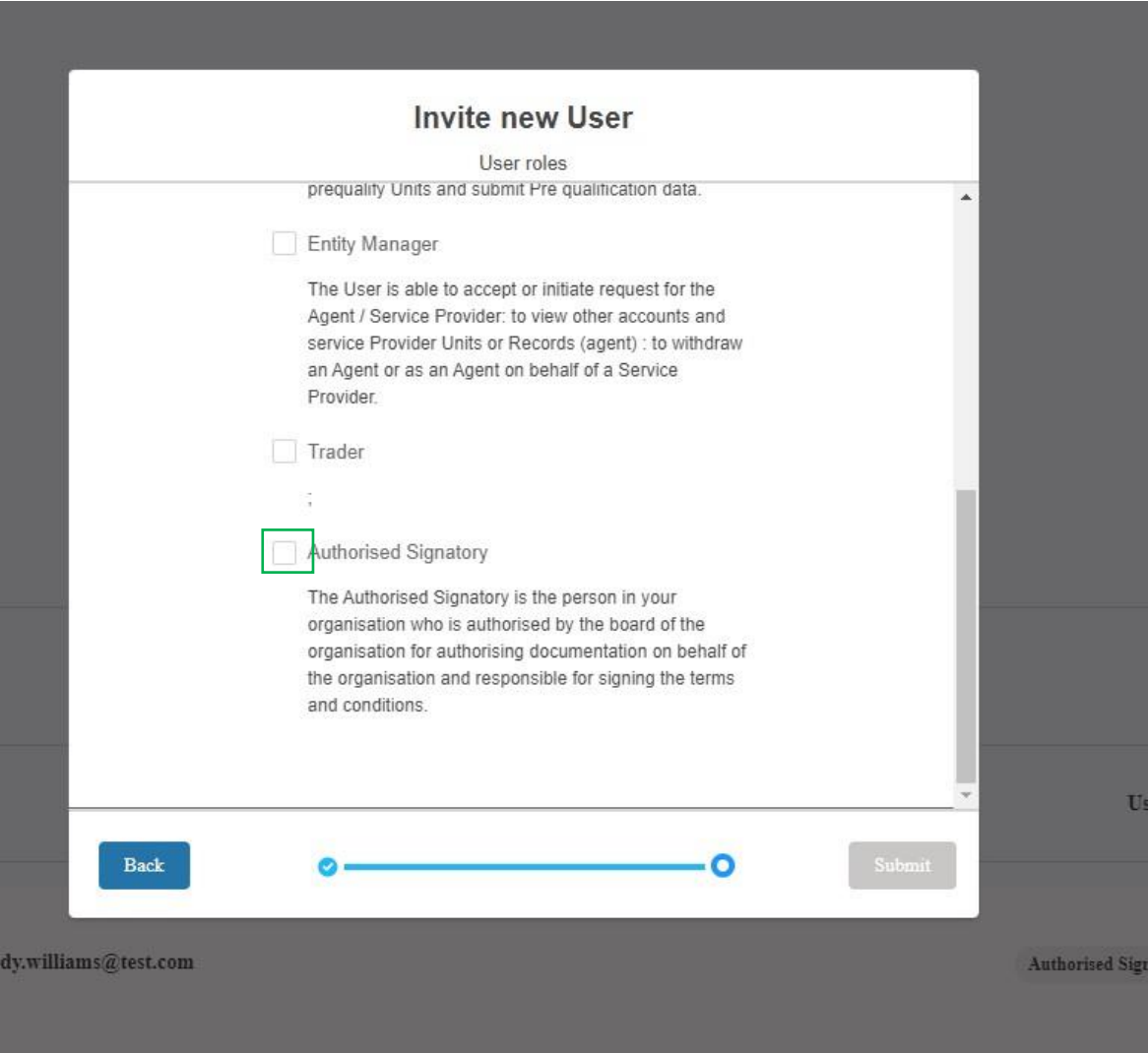


- To add additional roles to an existing User's 'Profile', a *User Admin Role based User* must select the Assign new role option as illustrated in Figure 11.5
- The Assign new Role screen will appear prompting the User to select from the list the additional supplementary roles to add to the user's profile.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



12.6. 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.



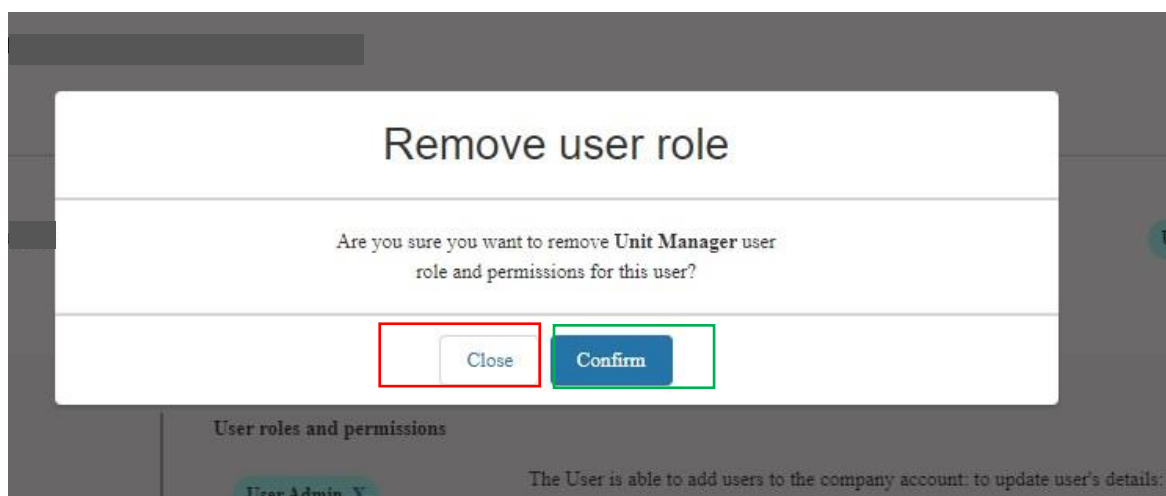
12.7. Removing existing role(s) from Secondary Users (Active)

Figure 11.6 – 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* sub-section 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.

Figure 11.6.1 – 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.

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

- As of Release 2.0, all existing Users can only be de-activated by the Contract's Management Team, in such instance Portal Users must reach out via e-mail, preferably in advance of a User requiring de-activation from the SMP Portal.

12.9. Deactivating Secondary Users

- As of Release 2.2, Portal Users who have been assigned the 'Super User AND User Admin Role' have the ability to deactivate Secondary Users, so that they can no longer access SM The reason for this feature is to enable Providers to manage their allocation of SMP Portal Licences efficiently and also take ownership of restricting secondary users access in the event it is no longer required.
- 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, as illustrated in Figure 11.7
- When section has expanded, there will be a link to 'Deactivate User Account' as illustrated in Figure 11.7.1. 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.

Figure 11.7: User Page

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 account

Figure 11.7.1: Inactive Users

Available
19 /
-14



Active users: Inactive users

Search User name

1 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

12.10. Deactivating Super Users

- As of Release 2.2, Super Users have the ability to request to deactivate 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 1 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, as illustrated in Figure 11.8
- When section has expanded, there will be a link to 'Deactivate User Account' as illustrated in Figure 11.8.1. After clicking this link, a pop-up message will be displayed (see Figure 11.8.2), 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 ESO Contacts Team. After the Contracts Team has processed the request, the user will no longer be able to access SMP.

Figure 11.8: User Page

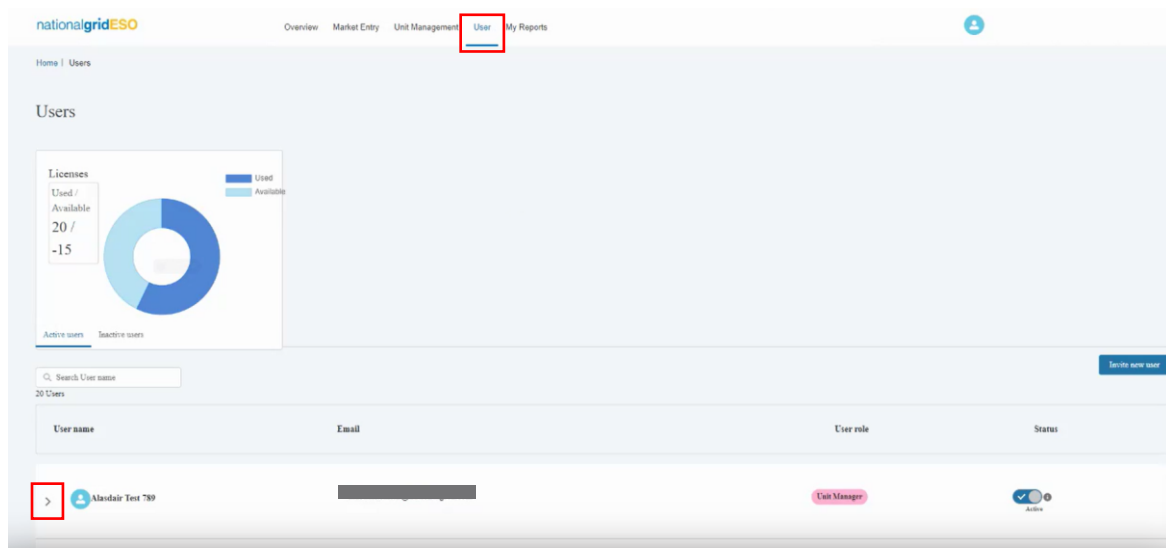


Figure 11.8.1: Deactivate Super User

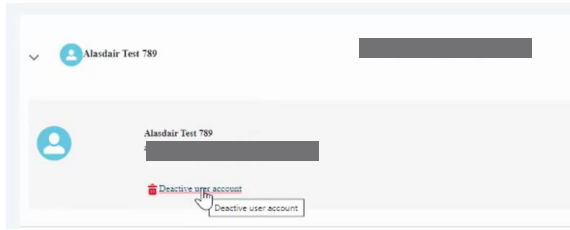
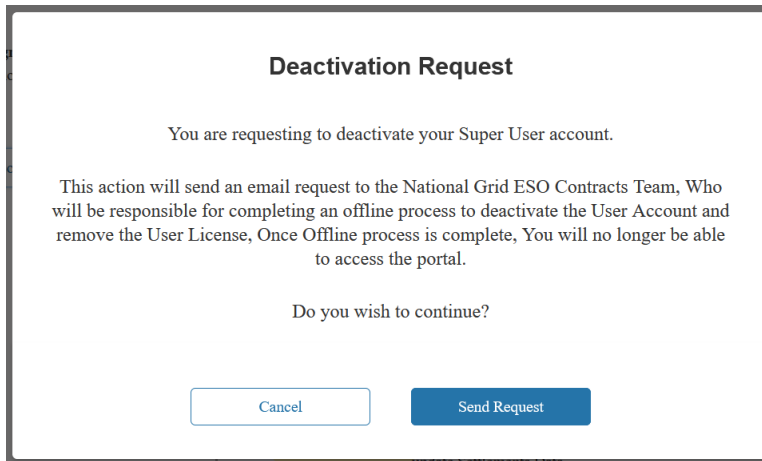


Figure 11.8.2: Pop-Up Message when Requesting to Deactivate Super User



13. Related Entity – Registering as an Agent

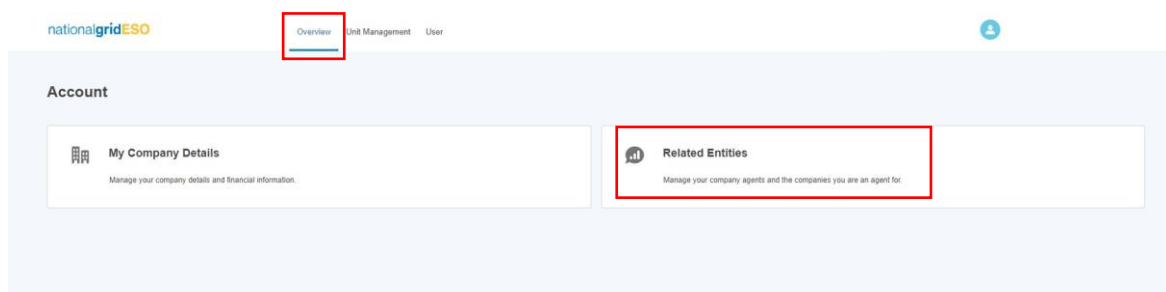
13.1. Definition of Related Entity

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 is used to capture and document the relationship and crucially allow an Agent to operate and trade with the Asset or Assets in question by managing the Unit and corresponding Assets and undertake alignment and pre-qualification.

It is recommended that prior to initiating the Related Entity process/functionality on the SMP Portal a number of pre-requisite conditions are met;

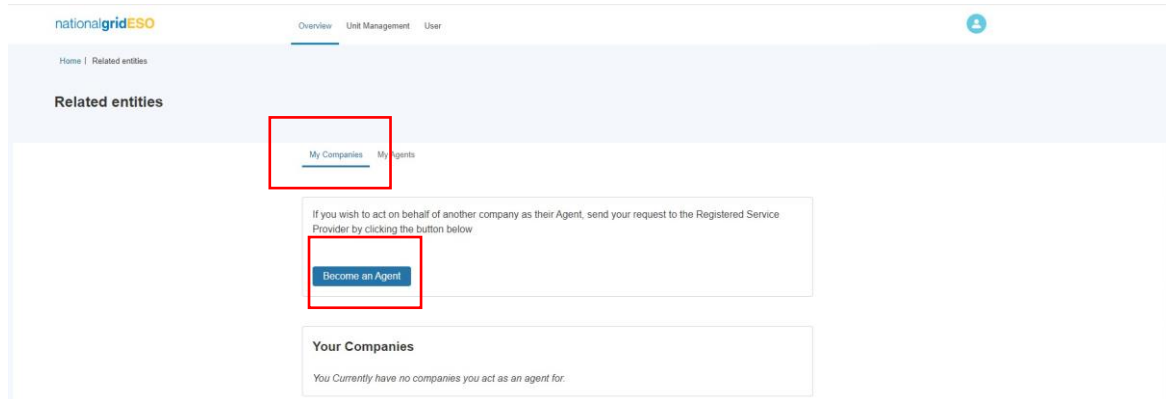
1. The Asset Owner must be registered on the Portal (with at least one contact/user), even if they are not a Unit Owner or acting as an agent on behalf of other service providers OR intended to access the SMP Portal.
2. The Asset Owner’s main contact must be notified by their prospective agent to expect 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

Figure 13.1:- Related Entity Tile



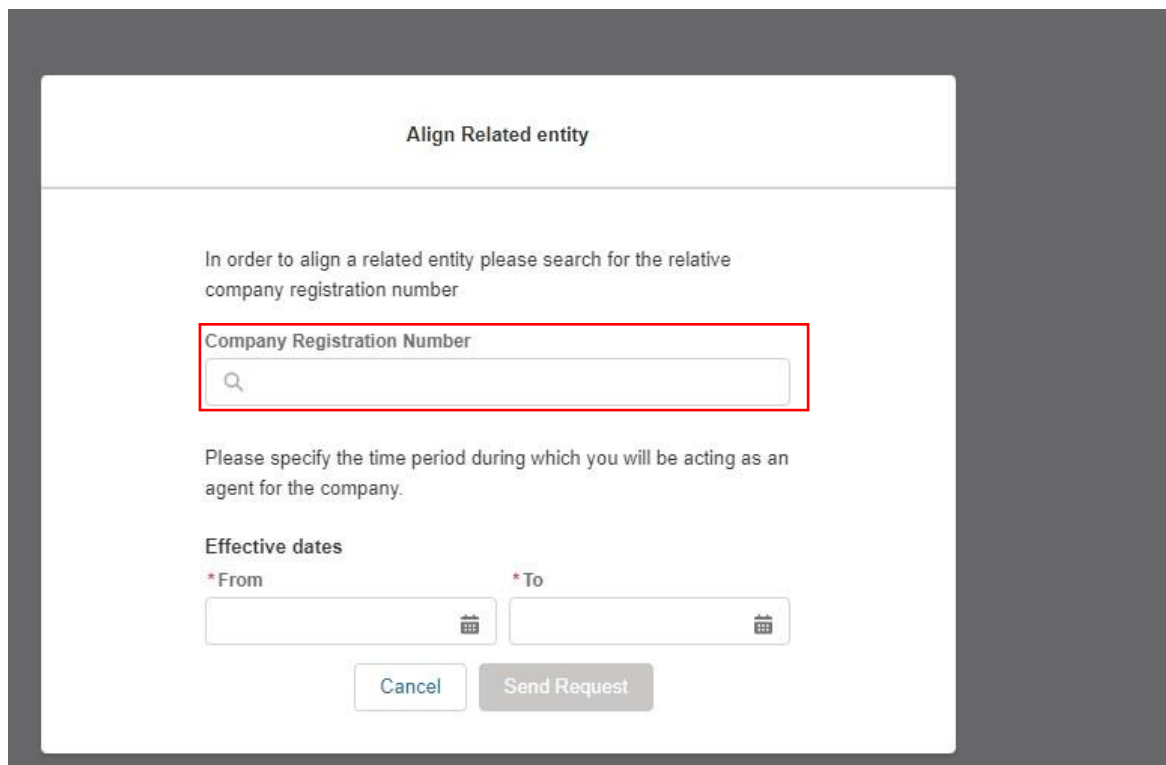
To initiate the nomination request, the prospective agent’s portal user should navigate to the *Related Entity Tile* on the Overview (Landing Page) as illustrated in Figure 13.1 and select **‘Become an Agent’** under the “My Companies” sub tab as illustrated in Figure 13.2

Figure 13.2:- Related Entity Page



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.

Figure 13.3: Align Related Entity Screens



Upon selecting 'Send Request' the main contact at the Service Provider will instantly receive an automated email 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 01-Sept-2022

* To 01-Sept-2023

[Cancel](#) [Send Request](#)

A pop up notification will appear confirming that the request has been submitted.

Request submitted

You have successfully submitted your alignment request.
We will notify you once the company reviews it.

[Go back to My Company](#)

Figure 13.3: Align Related Entity Screens

If the service provider's representative (main contact) accepts the nomination request, then when the agent's portal user logs in they will instantly see the service provider listed under the My Companies sub tab.

Any corresponding records so the Asset and Asset Testing Records will be 'transferred' over to the new agent from the effective from date, upon which the agent will have visibility of the Service Provider's assets. Concurrently when the Service Provider logs into the Portal should they so wish will also see the Agent listed as their agent under the My agents sub tab. Again the service provider's portal user must also have the Related Entity Role assigned to them in order for the Related Entity feature to be visible to them.

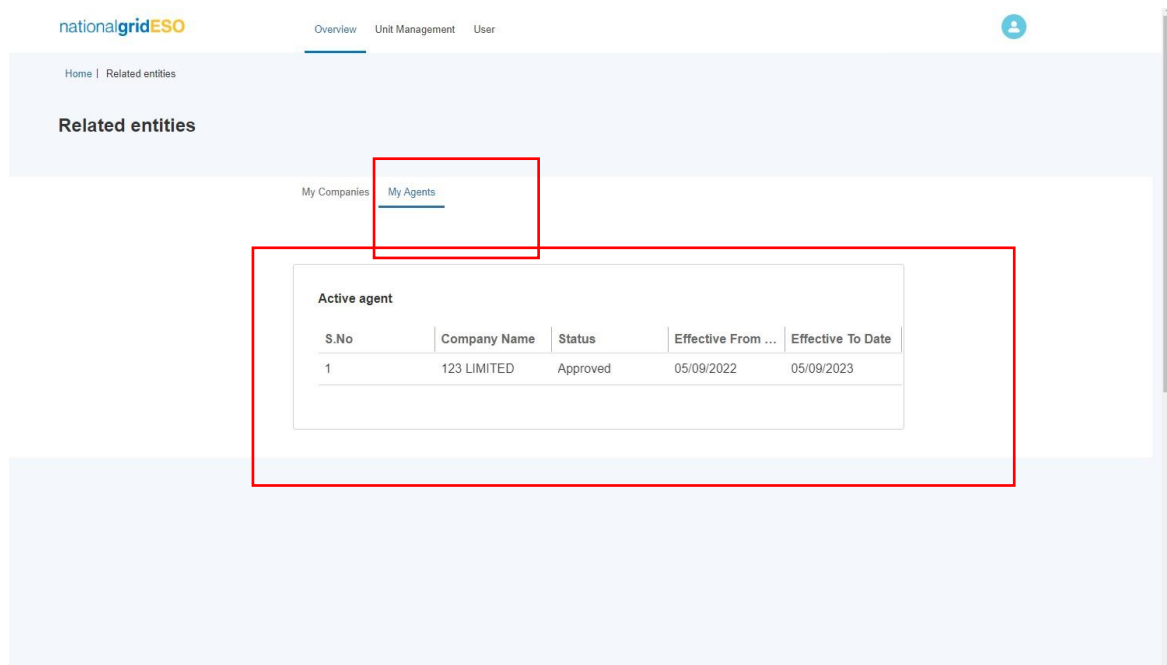
An agent can represent multiple service providers at any given time. However a service provider can only be represented by a singular agent at any given time.

Figure 13.4: Align Related Entity Listings for Agent

The screenshot shows the 'nationalgridESO' portal interface. At the top, there are navigation links for 'Overview', 'Unit Management', and 'User'. Below this, the breadcrumb 'Home | Related entities' is visible. The main heading is 'Related entities', with two sub-tabs: 'My Companies' (which is selected and highlighted with a red box) and 'My Agents'. Below the tabs, there is a text box that reads: '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'. Further down, there is a table titled 'Your Companies' (also highlighted with a red box). The table has five columns: 'S.No', 'Company N...', 'Company R...', 'Effective Fr...', and 'Effective To...'. There is one row of data in the table.

S.No	Company N...	Company R...	Effective Fr...	Effective To...
1	Gyanesh Re...	998877	05/09/2022	05/09/2023

Figure 13.4: Align Related Entity Listings for Service Provider



Where the service provider's main contact rejects the nomination request by email the prospective agent will be notified by email and will be prompted to abort the process or attempt again with either the same provider or a new provider.

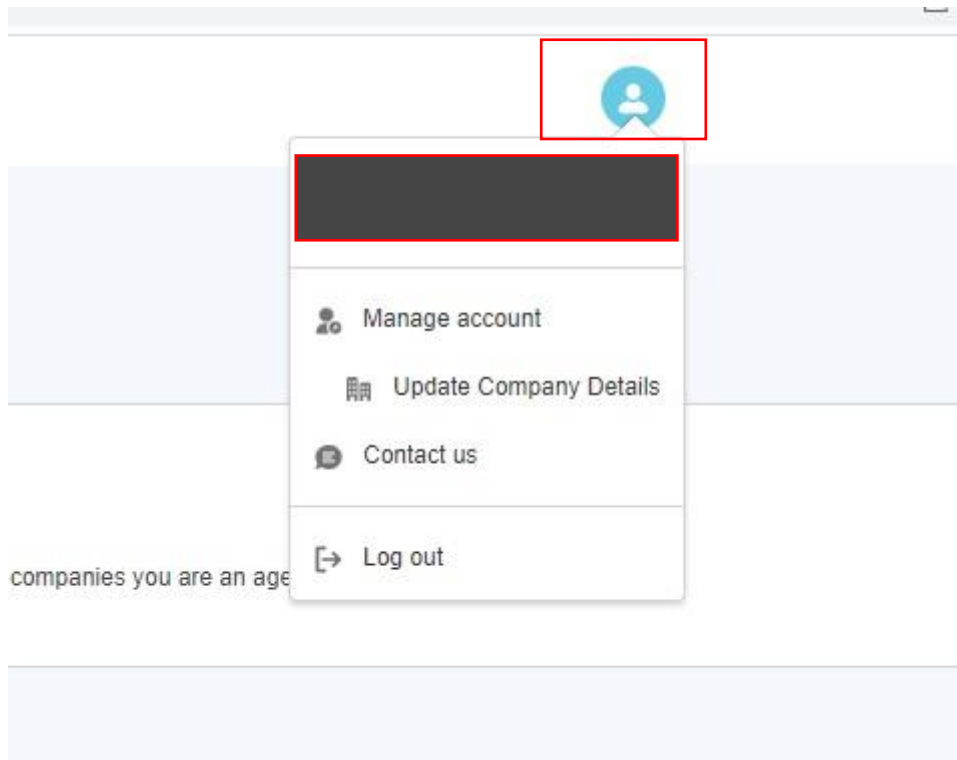
14. Providing Financial Banking Details

14.1. 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



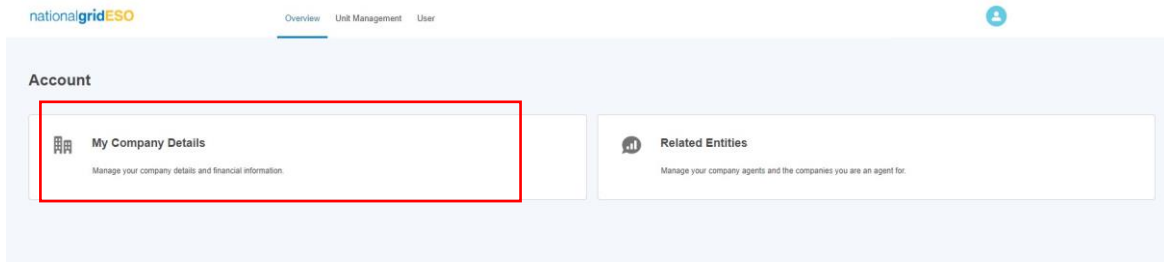
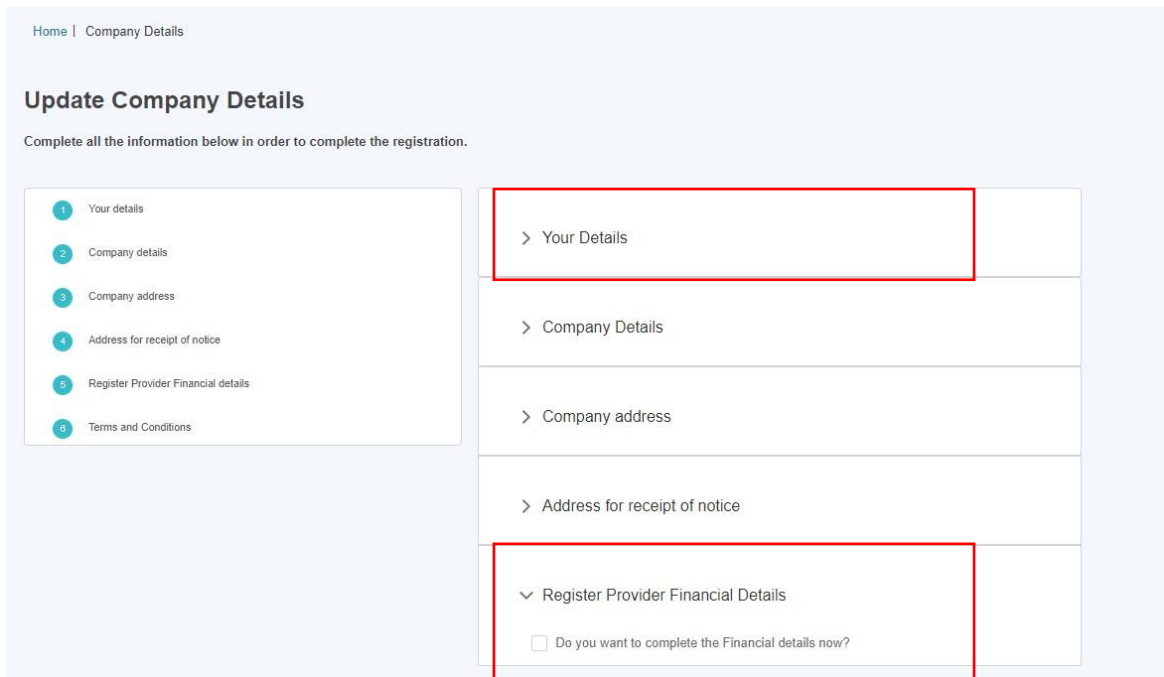


Figure 14.1:- Update Company Details Screen



Select the 'Registered Provider Financial Details' sub-section as illustrated in Figure 14.1.

Figure 14.1:- Update Company Details Screen – populate details

▼ Register Provider Financial Details

Do you want to complete the Financial details now?

* Bank name
Santander


* Account name
123 Limited

* Sort Code
211223

* Account Number
34875683745

IBAN
123

VAT Number
123

Effective from Date
19-Sept-2022 

Currency
Pounds ▼

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
Bank statement dated within the last six months ▼

* Bank Evidence Type
 Bank statement dated within the last six months ▼

* Upload Evidence

Upload Files Or drop files

log in qa 2.0.jpg

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

Cancel Submit

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 in-with a red Asterixasterisk. 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.

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

Cancel Submit

Figure 14.2: Updating Financial Details – Contact Details Validation

▼ Your Details

First Name
Laila

Last Name
Zaghari

Company email
[Redacted]
Your company email address

* Mobile number
United Kingdom (44) 1738456000

Landline number
Country code

15. 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 with the following components:

- Navigation:** nationalgridESO logo, Overview, Market Entry (active), Unit Management, My Reports, and a user profile icon.
- Market Entry Header:** Home | Market Entry
- Accepted Units Card:** A donut chart showing 1 / 5 units accepted (20.00% of total) and a button for "+ 5 new units".
- Qualification Status Card:** A bar chart showing 3 Draft, 1 Accepted, and 1 Rejected units.
- Last Submission Card:** A list of submission dates: /08 Dec 2022, ABC-123/07 Dec 2022, and ABC-123/06 Dec 2022.
- Your qualifications Section:** A search bar and a table of 5 units.

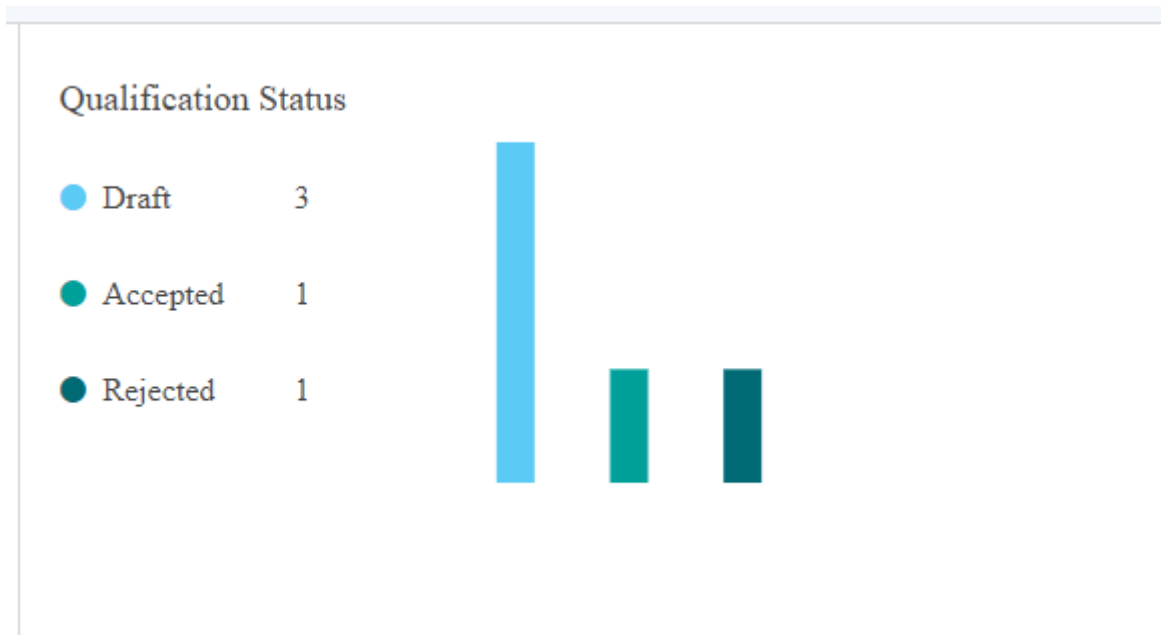
Unit Name	Unit ID	Asset	Generation Capacity(MW)	Demand Capacity(MW)	Markets	Services	Submission Date	Qualification Status
Test RDP 0812		1	50		RDP MW Dispatch	1	08 Dec 2022	Draft

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.

This close-up view of the Accepted Units component shows:

- Accepted Units** title.
- Accepted / Available** 1 / 5.
- 20.00 % Of Total** displayed below the donut chart.
- A red box highlights the **+ 5 new units** button in the bottom left corner.

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



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

A table titled "Last Submission" lists the Unit ID and the date of the last submission for three units. The first entry is highlighted in bold.

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

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

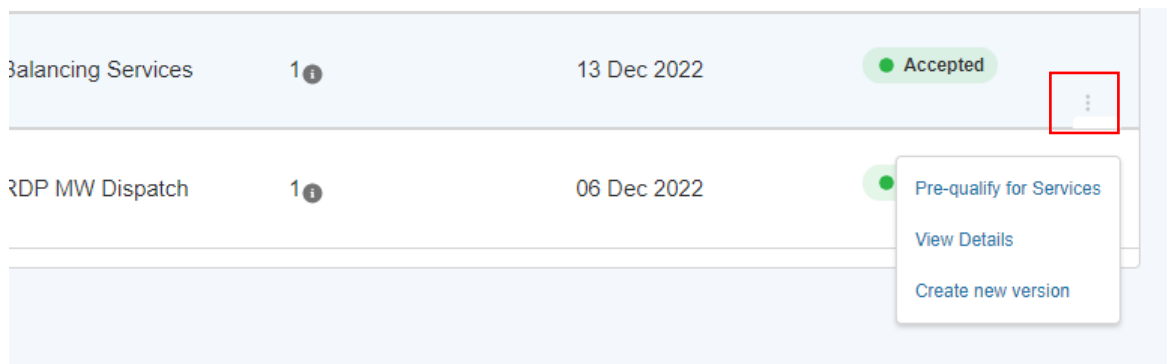
- Unit Name
- Unit ID
- Number of Assets the Unit is aligned to
- Generation & Demand Capacity
- Markets the Unit is applicable for
- The number of Services the Unit is prequalified for
- Date the Unit was submitted
- Status

Your qualifications

Unit Name	Unit ID	Asset	Generation Capacity(MW)	Demand Capacity(MW)	Markets	Services	Submission Date	Qualification Status
Test RDP 0812	RDP-789	1	50		RDP MW Dispatch	1	13 Dec 2022	Draft
Test RDP 0712	ABC-123	1	50		RDP MW Dispatch	1	07 Dec 2022	Draft
Test Demand Flexibility 0612	DFS-123	1	0	0	Demand Flexibility Service	0	06 Dec 2022	Rejected
Test Balancing Services 0612	ABC-123	1	11	0	Balancing Services	1	06 Dec 2022	Draft
Test RDP 0612	RDP-123	1	30	0	RDP MW Dispatch	1	06 Dec 2022	Accepted

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)



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.

✕ Search

5 Units

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

16. Reports

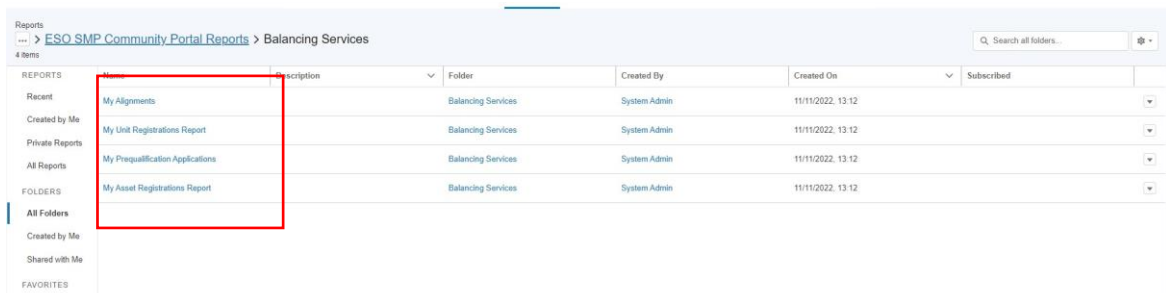
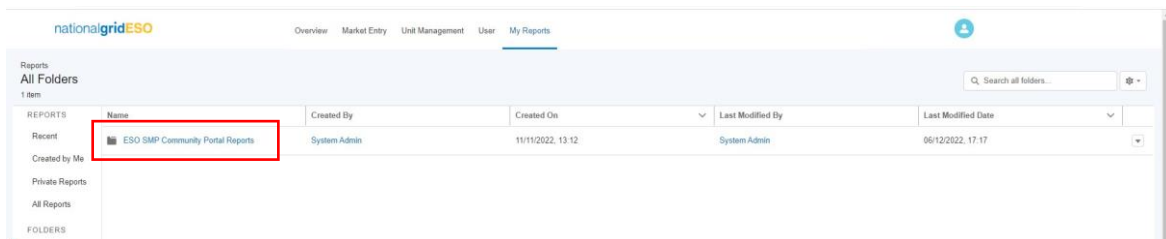
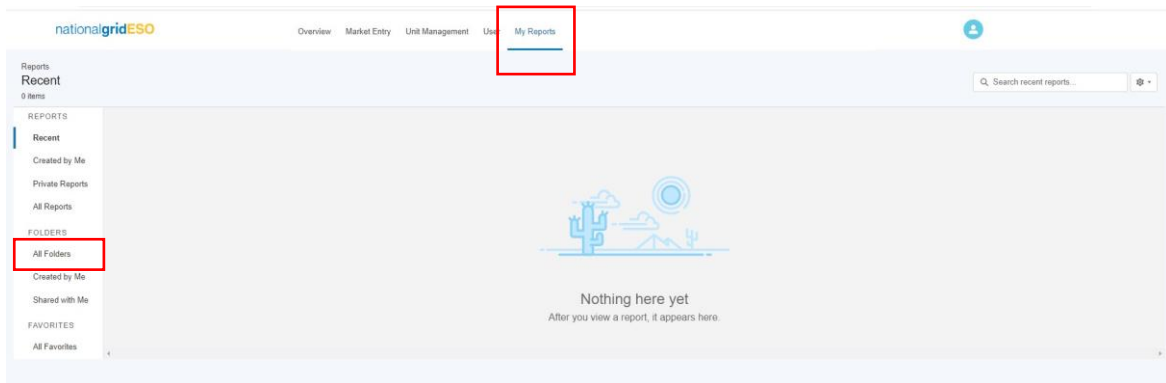
The Portal Report Tools have been introduced to allow portal users to track data related to their SMP Portfolio of Units and Assets. A set of pre-defined Reporting Templates have been curated and are designed to report on data and metrics in real time. The following chapter will run through how to access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

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

16.1. 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 ESO SMP Community Portal Reports Folder. Under this top level folder, the individual reports are listed.



16.2. 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.

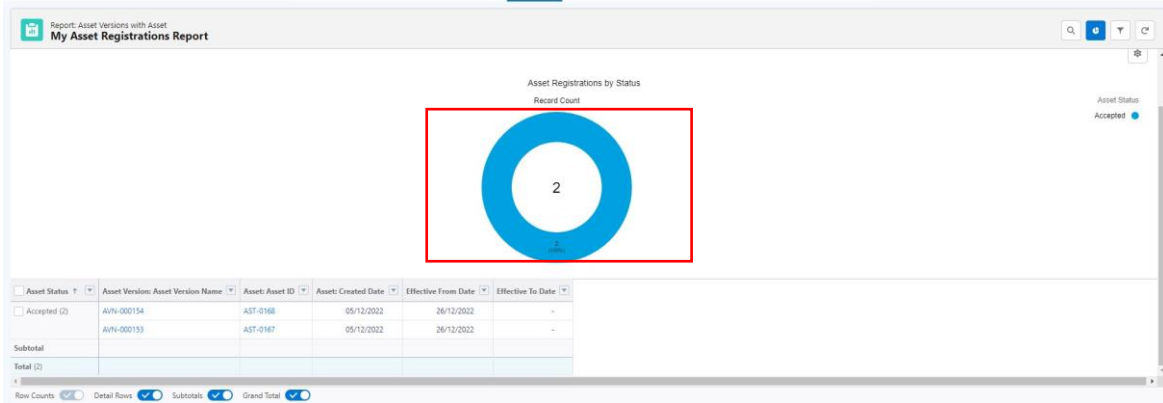


Figure 16.3: My Assets Reporting Filters & Itemised Table

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.

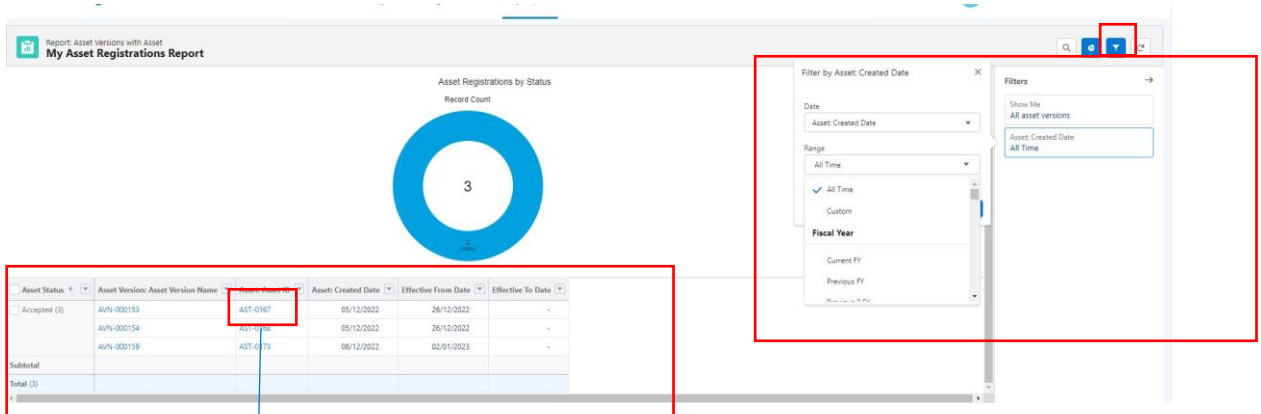
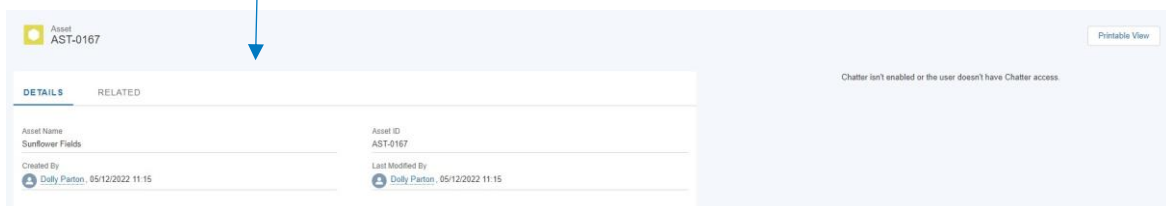


Figure 16.4: Individual Asset ID Record



Portal Users are able 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.

16.3. My Unit Registrations Report

Figure 16.3: My Units Dashboard Metric

This metric is a graphic representational summary of the total number of units registered under your Account, further grouped by Unit Status, with a legend key available on the right hand corner of the screen as illustrated below

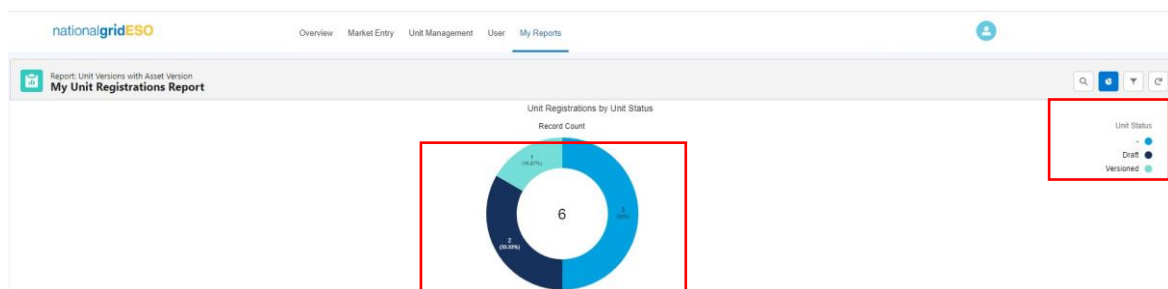


Figure 16.3.1: My Units Reporting Filters & Itemised Table

The reporting table provides an itemised breakdown of each of the Units registered with their respective BMU / Non BMU ID's, Unit Name and the Effective From & Effective to Dates displayed. The Units are grouped by Status category as illustrated below. The table can be condensed by switching the Details Row and Sub Totals Row from right to left as the table includes a larger number of records, it is easier to manage the list displayed.

Report: Unit Versions with Asset Version
My Unit Registrations Report

<input type="checkbox"/> Unit Status ↑	BMU / Non BMU ID	Name	Effective From Date	Effective To Date
<input type="checkbox"/> - (3)	-	Sunflower Fields	-	-
	-	Seaside View	-	-
	-	Seaside View	-	-
Subtotal				
<input type="checkbox"/> Draft (2)	-	Sunflower Fields	09/01/2023	-
	-	Seaside View	30/01/2024	-
Subtotal				
<input type="checkbox"/> Versioned (1)	-	Seaside View	26/12/2022	29/01/2024
Subtotal				
Total (6)				

Row Counts Detail Rows Subtotals Grand Total

16.4. 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	Asset Version Name	Demand Capacity (MW)	Generation Capacity (MW)	Fuel Type
Sunflower Fields	0409	AVN-000153	60.00	60.00	Coal
Seaside View	0413	AVN-000154	50.00	50.00	Coal
	0411	AVN-000154	50.00	50.00	Coal
Beachhaven	0433	AVN-000159	70.00	70.00	Batteries

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' range 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 'All Time' option is selected in the range list.

16.5. 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				
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. 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 NGENSO'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.

18. Updates- - Release 2.2b

There are no updates on previous bugs/issues as of Release 2.2b

19. FAQ's

Topic	Question	Answer
MFA	I've installed the MFA (Salesforce Multi Factor Authenticator App) previously for the NGESO STOR Service, I now want to update it to include SMP.	When completing the Registration Process by selecting a Password, Salesforce will attempt to synchronise with the MFA app upon initial login and will identify the SMP Portal Account as unknown at this point, you will have the option to 'Add an Account' at the bottom of the screen interface and this should ensure that the SMP Account is validated.
MFA	I've changed my mobile phone – do I have to do anything regarding MFA?	Your account is still valid regardless of changing devices. Simply ensure you have downloaded the MFA App on your new phone and attempt to synchronise the App with your SMP Portal Credentials.
MFA	I've been blocked by my MFA App and am being prompted for a Verification Code	Please approach your Contract's Manager who will raise an IT helpdesk ticket on your behalf. Your User Account will be updated and you will be notified by email with a Verification Code.
MFA	I'd like more guidance or information on MFA	The Salesforce MFA Guide is appended to this Document. Please note that this guide is updated regularly and may not be the latest version.

If you have any feedback on this document please email
commercial.operation@nationalgrideso.com

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Gallows Hill, Warwick, CV346DA

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