

Electronic portal and prequalification guidance

Phase 1 Frequency Response Weekly Auction

Introduction

This Electronic Portal Guidance document should be read in conjunction with the following documentation which is available on the [Future of Balancing Services website](#):

- NGESO Phase 1 FR Auction Trial – Form A
- NGESO Phase 1 FR Auction Trial – Form B
- NGESO Phase 1 FR Auction Trial – Form C
- NGESO Phase 1 FR Auction Trial – Auction Rules
- NGESO Phase 1 FR Auction Trial – Service Terms
- NGESO Phase 1 FR Auction Trial – General Contract Terms
- NGESO Phase 1 FR Auction Trial – Glossary
- NGESO Phase 1 FR Auction Trial – Testing Guidance

Version 1.0 June 2019

For further information or for support with technical issues, please contact:

Tel: +44 (0)1926 655258

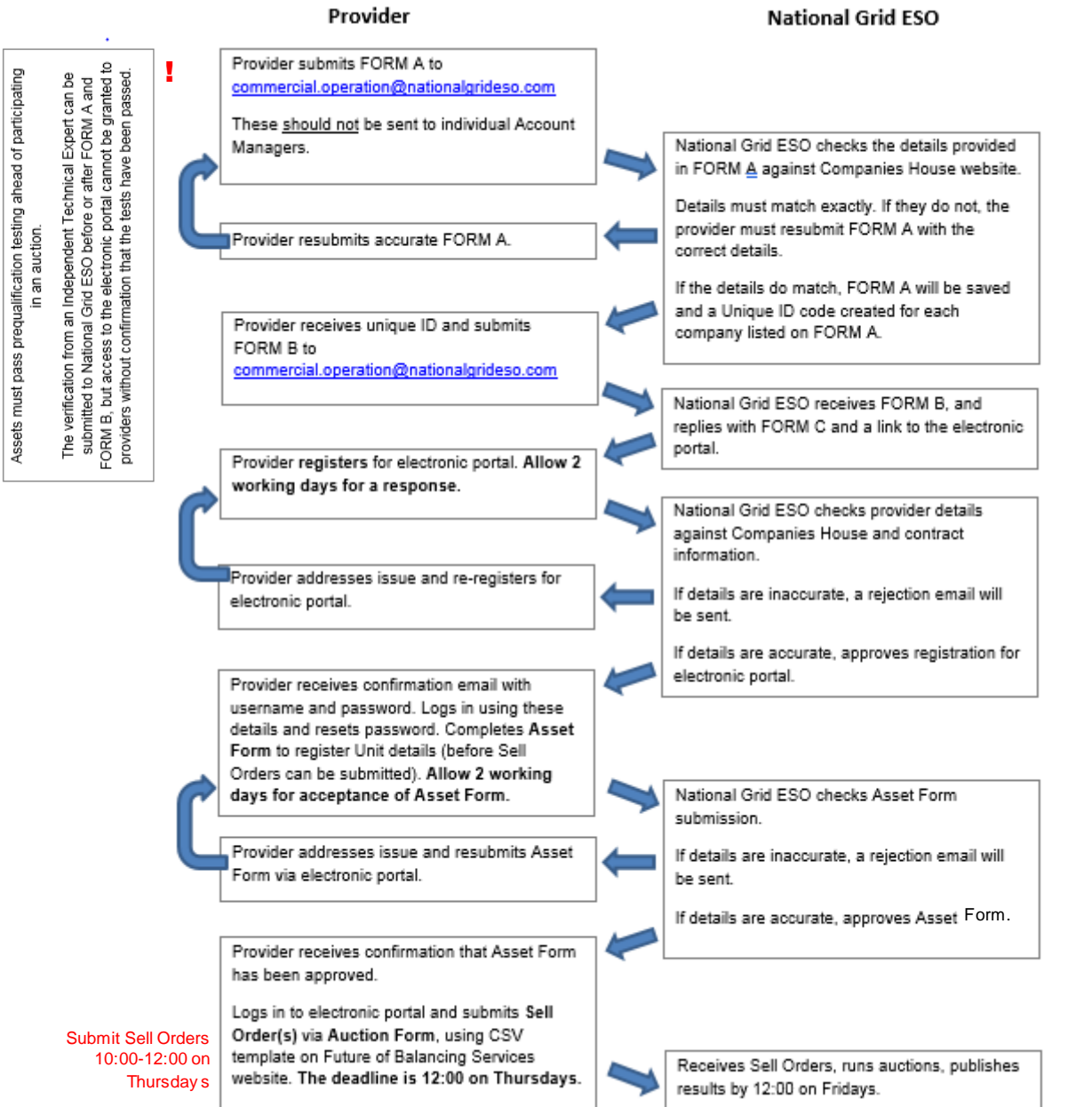
Email: commercial.operation@nationalgrideso.com

Web: <https://www.nationalgrideso.com/insights/future-balancing-services>

Preparation to enter a weekly auction

Prequalification to enter a weekly auction involves: demonstrating that the asset(s) delivering the services has passed the necessary testing; submitting the necessary contractual documents to National Grid ESO with accurate data (which will be checked by National Grid ESO); and registering the asset(s) and submitting a Sell Order(s) to National Grid ESO via the electronic portal.

In order to participate in one (or more) of the weekly auctions for Phase 1 of the frequency response auction trial, providers must complete the following steps. These steps are explained in more detail within this document.



PLEASE NOTE: assets must pass prequalification testing, as per the [Phase 1 Testing Guidance document](#), ahead of participating in an auction. The verification from an Independent Technical Expert can be submitted to National Grid ESO before or after FORM A and FORM B, but access to the electronic portal cannot be granted to providers without confirmation that the tests have been passed.

As set out in the Phase 1 Testing Guidance document, in order for the prospective response provider to complete the pre-registration requirement, the following information must be submitted to National Grid Electricity System Operator (NGESO) by no later than 48 hours before the Sell Order deadline:

- The test data, in the format outlined in Appendix A
- A Test Certificate from the ITE, in the format outlined in Appendix C
- A CV, setting out the qualifications and experience of the Independent Technical Expert.

Submitting FORM A and FORM B

Guidance for completing the paperwork is included within the relevant documents.

Receiving FORM C

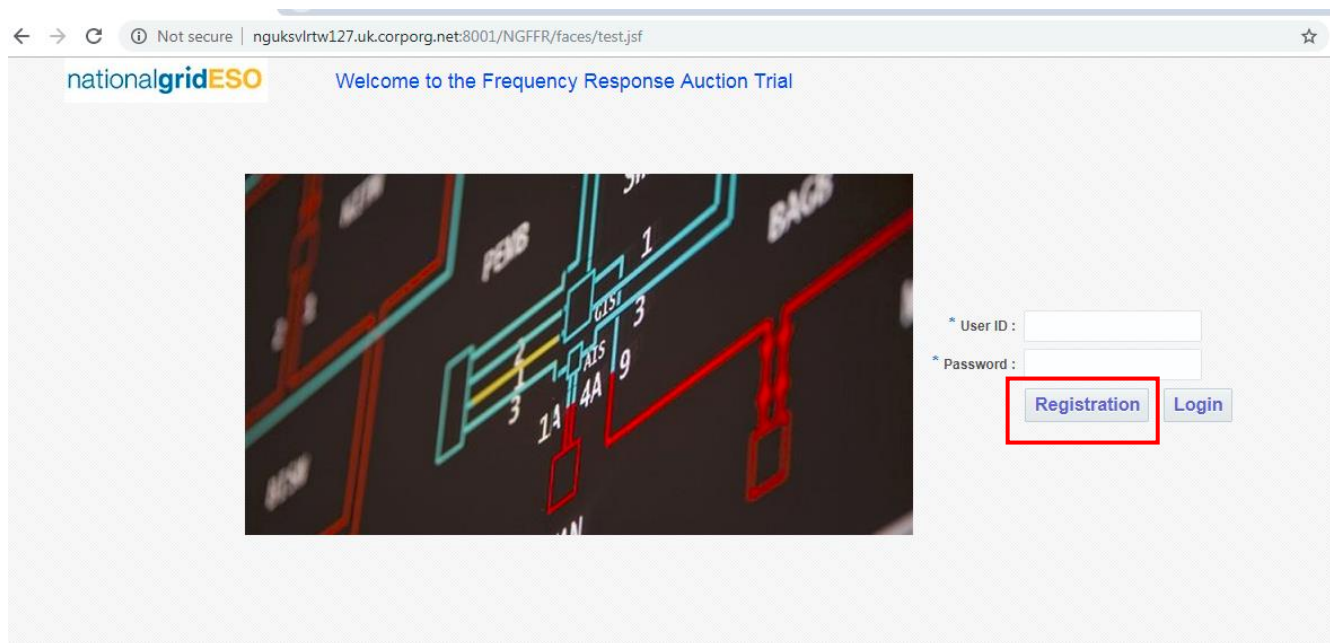
This document is confirmation of prequalification. This is not confirmation of a contract for investment purposes.

Registering for the electronic portal – requesting a log in

When providers receive an email containing FORM C, they will also receive a link to the electronic portal. Via this portal, providers will register their assets and submit Sell Orders in order to participate in the weekly auctions.

Click on the link you receive in the email. This will take you to the welcome page (see below).

You will not have an account at this point, so you will need to click on “Registration”.



This will take you to the registration page (see below). Please complete the fields on this page.

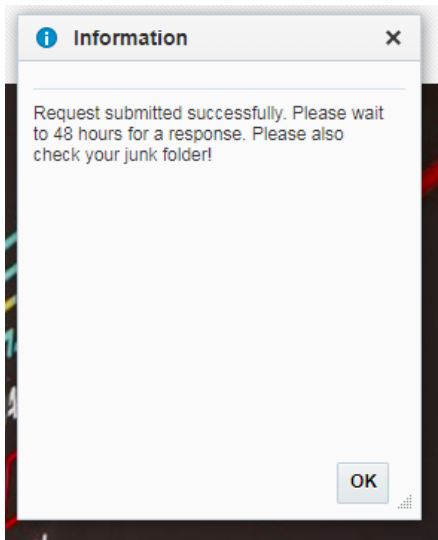
PLEASE NOTE: providers should use the latest java version of Internet Explorer and/or Google Chrome. If not, this may result in a “Not secure” message in the address bar (see screenshot above).

Please ensure that registration details match Companies House details exactly, otherwise registration will be rejected. Companies must be registered in the UK. There is a link to the Companies House website provided on the Registration Form page.

Phone numbers can be landline or mobile. Whilst companies must be registered in the UK, if phone numbers for the primary contact are outside of the UK, use “00” instead of “+”.

Please check your email address has been entered correctly as this is the address to which your registration details will be sent.

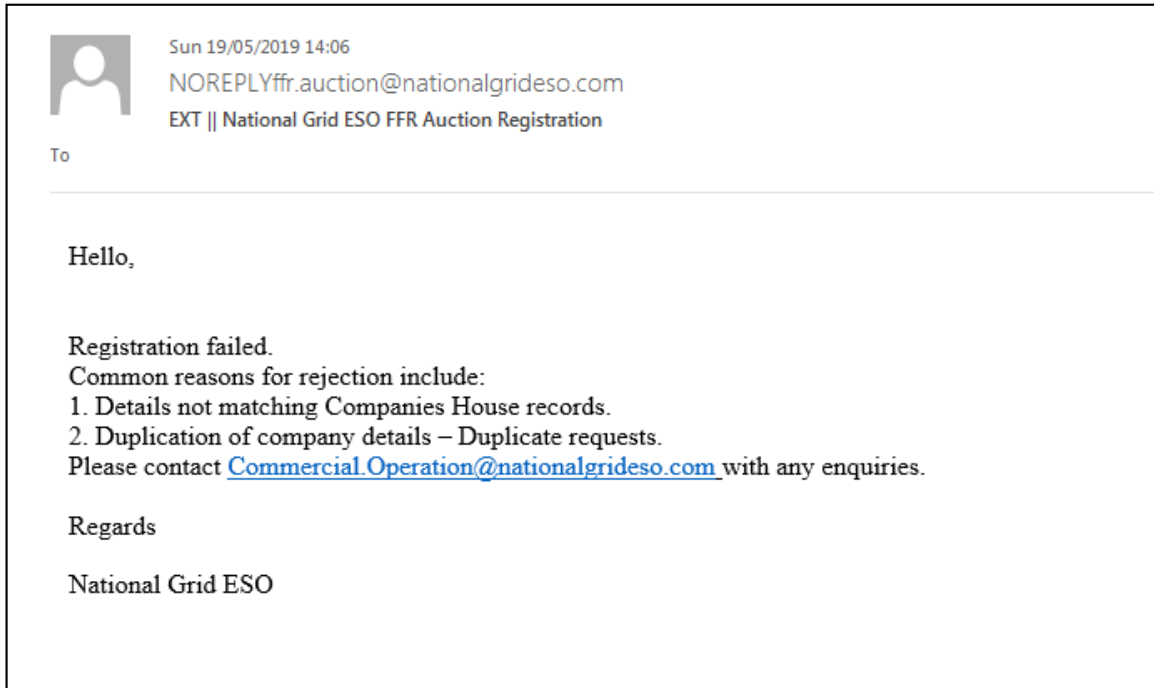
Once you have completed all field, click “Submit”. You will see the following pop-up message:



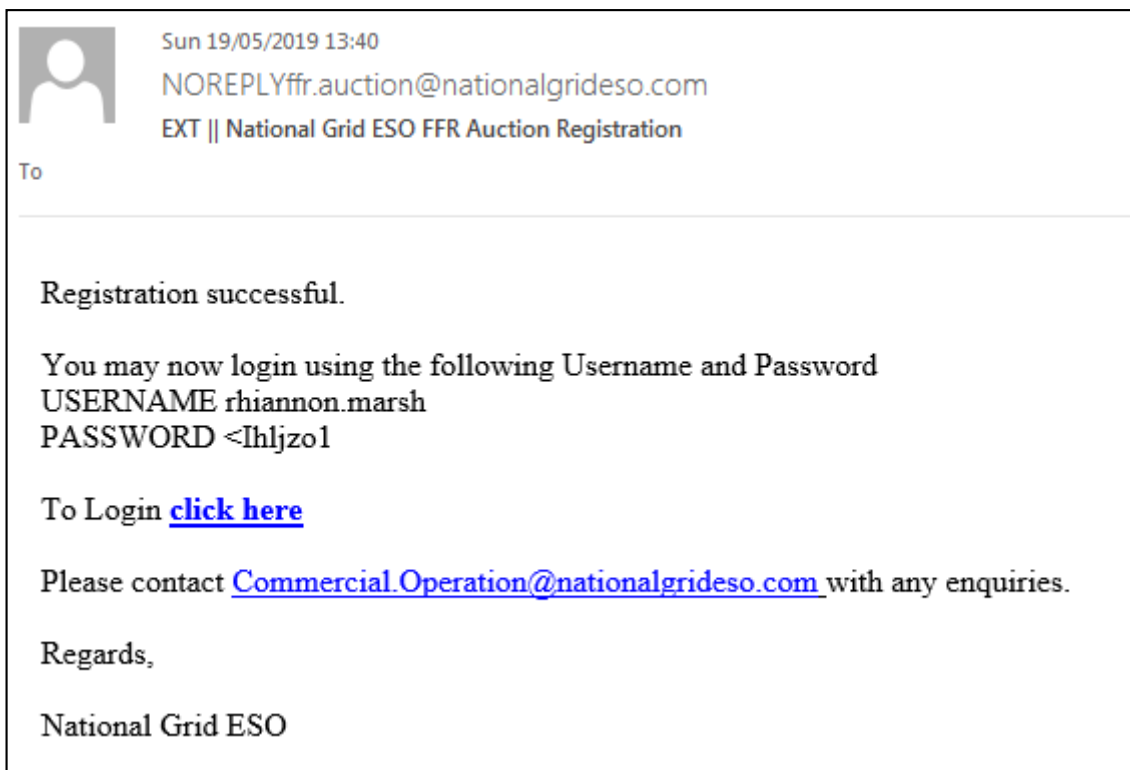
PLEASE NOTE: it may take up to two working days to receive log in details/receive a rejection. Please factor this into your preparation timescales to participate in your first auction. Please also check your junk folder for a response.

National Grid ESO will then check these details. You will receive an email from NOREPLYffr.auction@nationalgrideso.com – this email account is not monitored, so please do not reply to the email.

- If there are any errors or inaccuracies within the submission, the request will be rejected. You will receive an email confirming that this is the case. An example email is below – this states some common reasons for rejection. If you receive this email, you should contact commercial.operation@nationalgrideso.com with any queries and seek to resubmit your registration form with errors addressed.



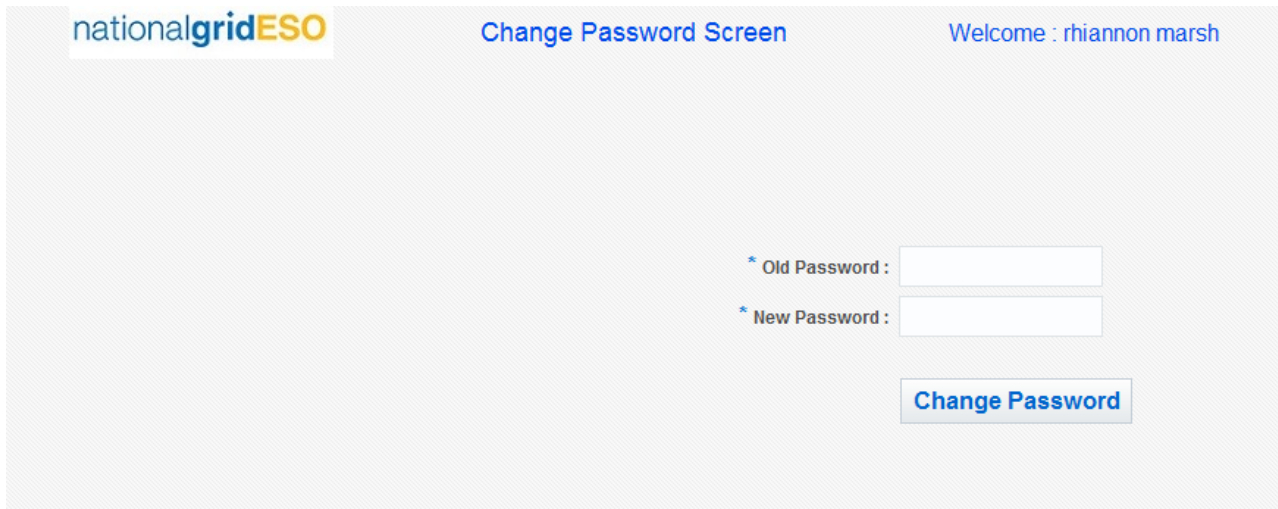
- If the details are correct, you will receive an email confirming that your registration has been successful, and containing your username and password. An example email is below.



Once you receive the 'Registration successful' email, click on the "click here" link to access the portal again. This will take you back to the welcome page. Once here, enter the User ID (i.e. Username) and password received in your email and click "Login". For example:

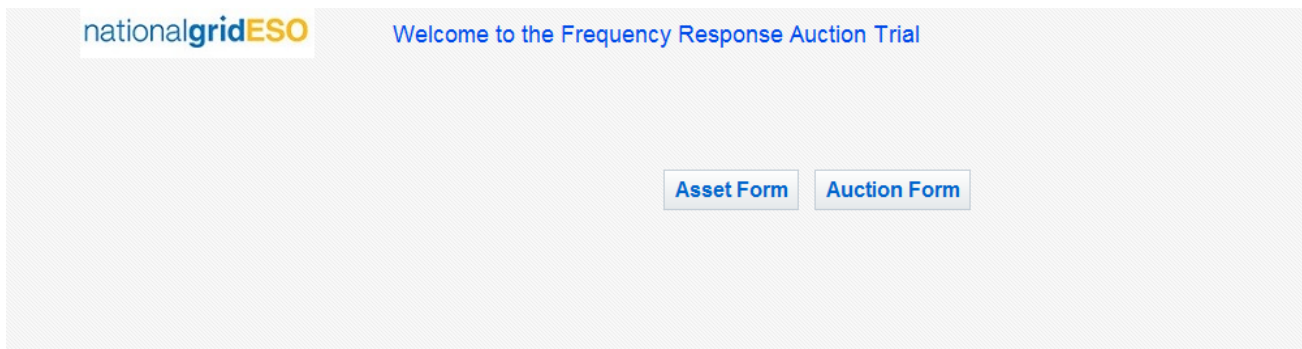


You will then be prompted to change your password. Please enter your old password (i.e. the password you received via email) and a new password, then click "Change Password".



You will then be taken to the page to submit your asset details and your Sell Orders (see below). Assets must be submitted and approved by National Grid ESO before any valid Sell Orders can be submitted and entered into an auction.

PLEASE NOTE: After three failed attempts to log in, users' accounts will be locked, so please choose a secure and memorable password.

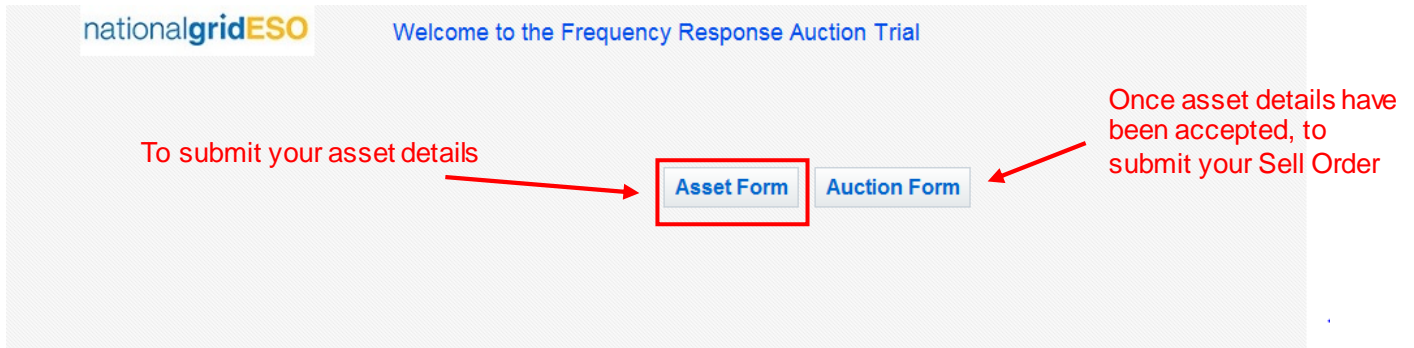


Once you reach this stage, you have completed registration for the Phase 1 Frequency Response Auction Trial electronic portal.

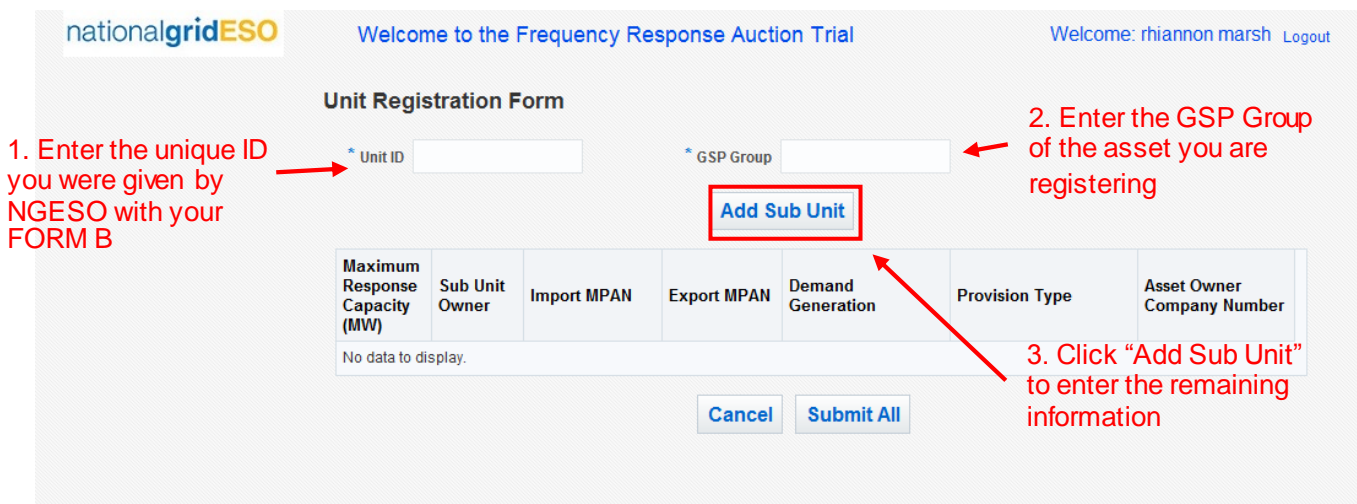
Registering assets via the electronic portal

Log in to Frequency Response Auction Trial electronic portal using the user name you were sent in your registration email and the new password you chose when you reset your password, then click "Login".

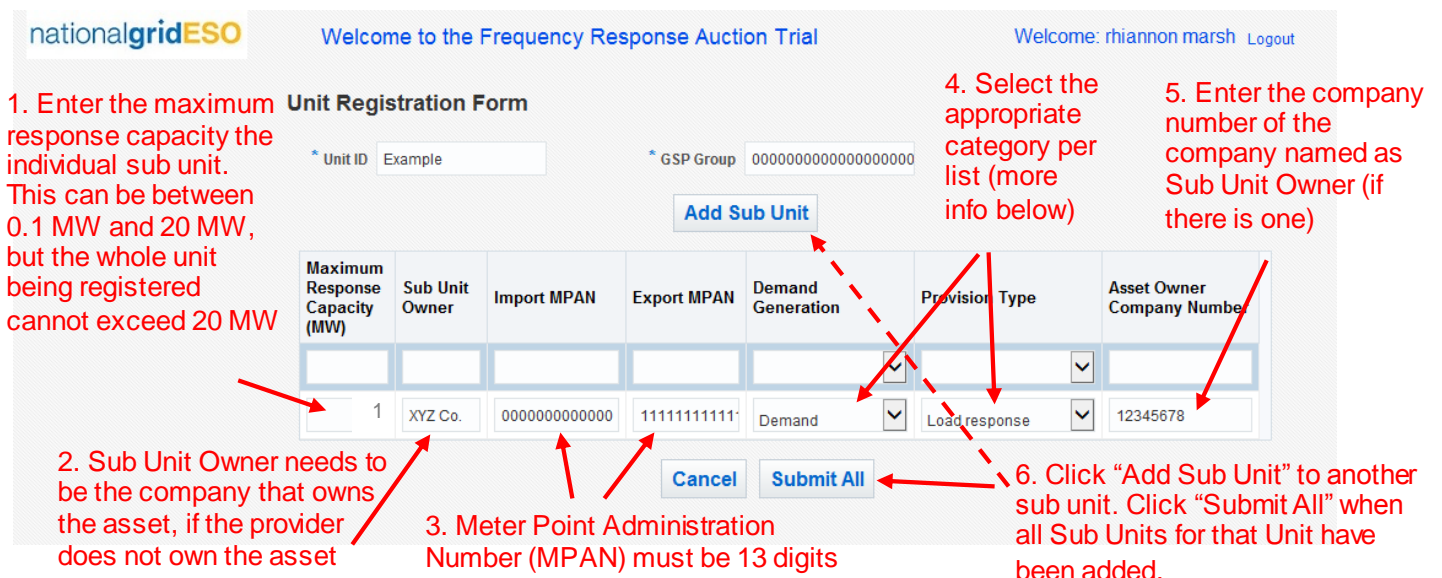
You will then be taken to the page to submit your asset details via the Asset Form (see below). Assets must be submitted and approved by National Grid ESO before any valid Sell Orders can be submitted and entered into an auction. At a later stage, you will revisit this page to submit your Sell Orders via the Auction Form.



Click "Asset Form". This will then take you to the Unit Registration Form. This should be completed as per the guidance below:



Click "Add Sub Unit" to enter details of the asset you are registering, and complete the rest of the form as per the guidance below:



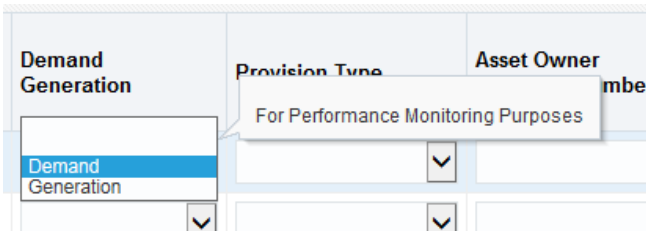
PLEASE NOTE: every Unit requires at least one Sub Unit. If the asset is stand alone, please complete the Sub Unit fields with the information relating to that single asset and create the Unit.

PLEASE NOTE: when adding Sub Units to create a Unit, all Sub Units within that Unit should be within the same Grid Supply Point (GSP) group (i.e. Distribution Network Operator area). This may influence how you create your Units.

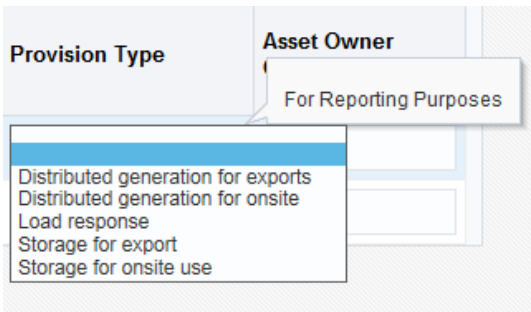
PLEASE NOTE: The system will time out and will not automatically save the details, so please ensure you that you have worked through and completed everything that

Sub Unit categorisation – as per step 4 of the screen above, providers are required to select the appropriate category for the Sub Unit.

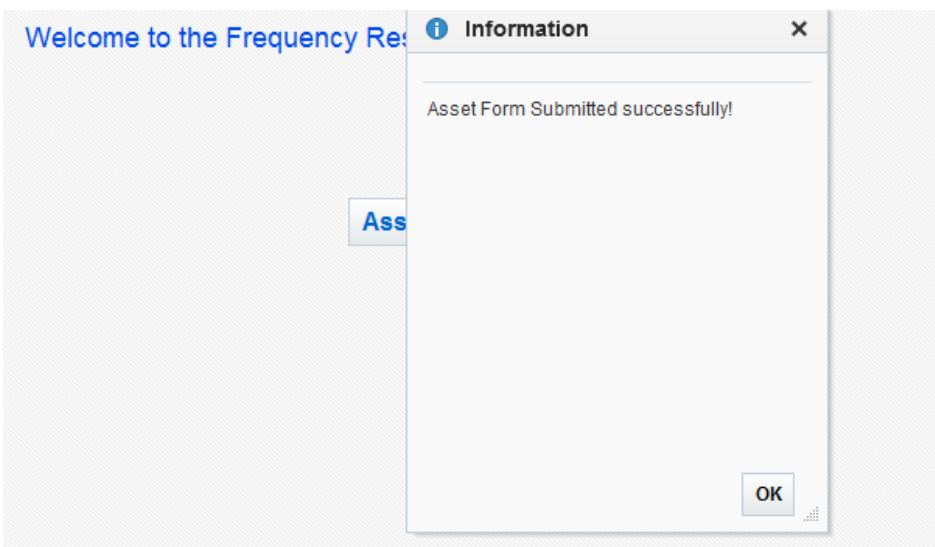
The “Demand/Generation” category will be used for performance monitoring purposes i.e. to delivering service delivery using the formulae and rules set out in the Service Terms. Please identify whether the asset is net demand or net generation:



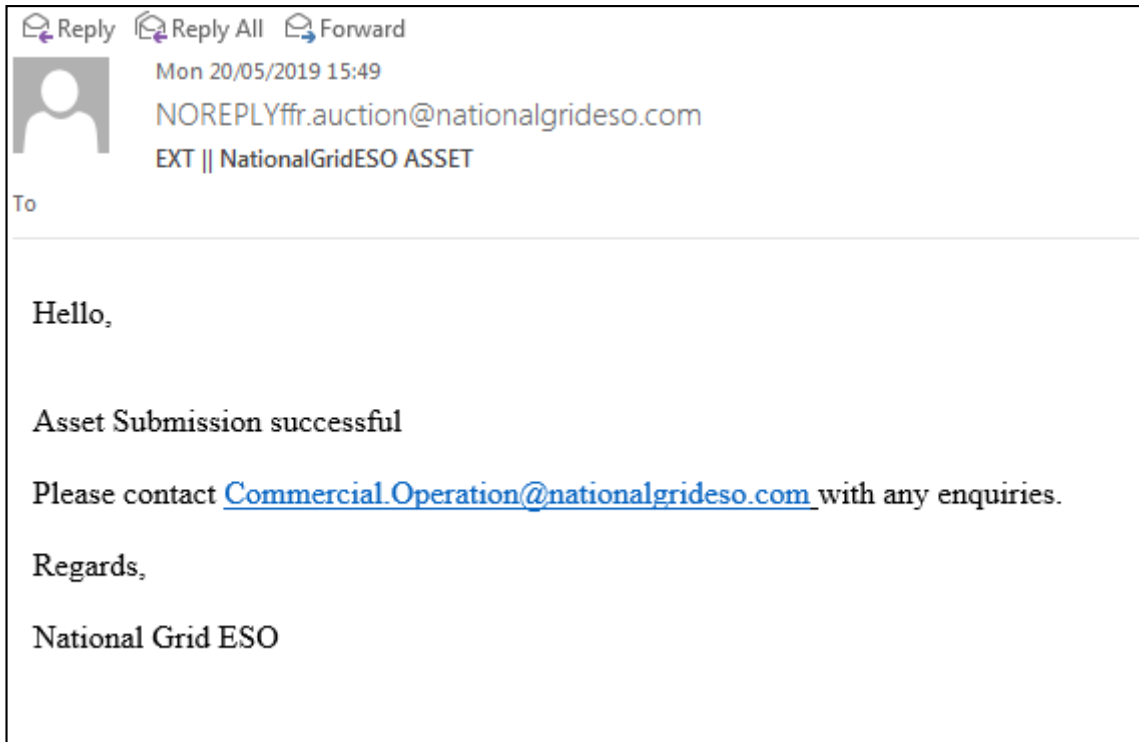
The “Provision Type” category will be used for reporting purposes. By this, we mean we will use this information to communicate to the industry the types of assets participating in and delivering services as part of the weekly auctions.



Once you have finished entering your Unit and Sub Unit information, and clicked “Submit All”, this information will be sent to National Grid ESO via the electronic portal and you will see the following pop-up message:



National Grid ESO will then review this submission and approve if the information appears to pass the requirements. You will receive an email confirming this – see example below:



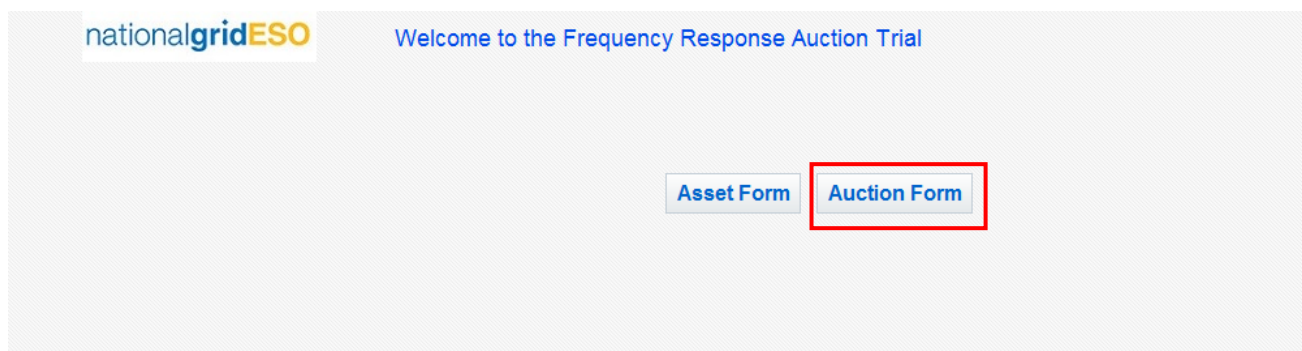
PLEASE NOTE: it is the responsibility of the provider to ensure that the information entered is accurate.

PLEASE NOTE: it may take up to two working days to receive log in details/receive a rejection. Please factor this into your preparation timescales to participate in your first auction. Please also check your junk folder for a response.

If there are any issues with the unit registration, the request will be rejected. You should contact commercial.operation@nationalgrideso.com with any queries and seek to resubmit your registration form with issues addressed.

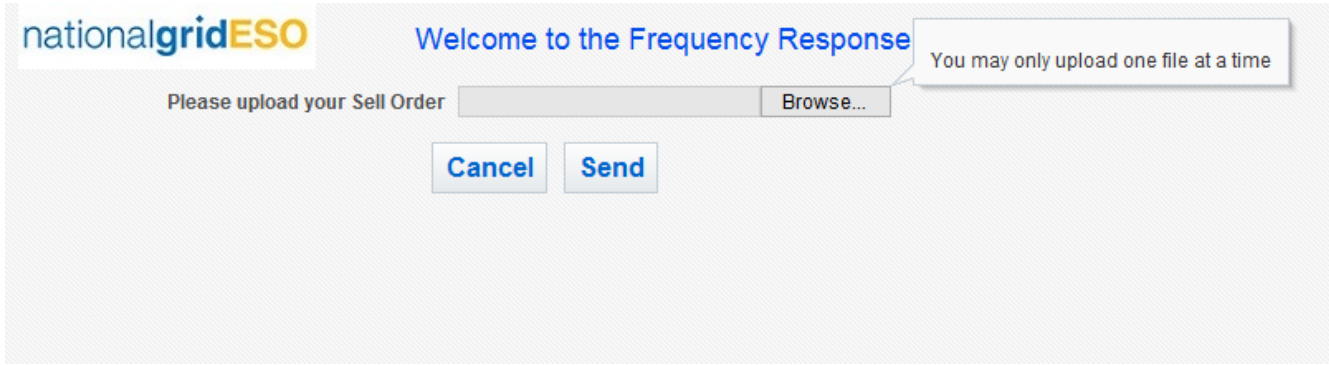
Submitting Sell Orders via the electronic portal

To submit a Sell Order, visit the welcome page of the electronic portal using your log in details and click “Auction Form” (see below).

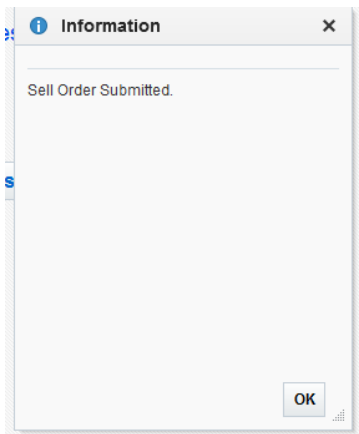


You will then be taken to a page to upload the CSV file containing your Sell Order (see below):

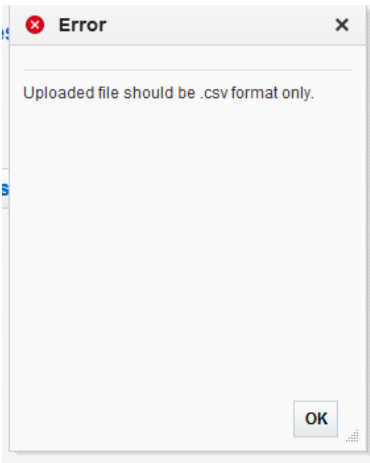
PLEASE NOTE: You can only upload one file at a time.



Click “Browse...” and upload your Sell Order submissions using the template available on the Future of Balancing Services website from week commencing 10th June. Once the file has successfully uploaded, click “Send”. You will see the following pop-up message:



Only CSV files will be accepted. If you try to submit a file other than a CSV file, you will receive the following error message:



PLEASE NOTE: Sell Orders must be submitted by the deadline of 12:00 on Thursdays for Phase 1 and it is the responsibility of providers to ensure the information submitted is accurate, free from errors and representative of their capability.

End of guidance note