

User Guide

Ancillary Services Portal – STOR Contract Transfers

January 2020

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1. Introduction

1.1. Document Purpose

The purpose of this document is to help readers to access, navigate and use the CRM Ancillary Services Portal – Transfers. This includes the administrative functions, creating transfers and how to Accept, Reject or Cancel a transfer request.

1.2. Background to Transfers

The Ancillary Services Portal (Transfers) provides National Grid ESO with the ability to offer transfers from market participants with Capacity Contracts to market participants with Pre-Qualified Units. This portal fulfils the transfer requirements on TSOs from incoming Regulatory European legislation through the European Electricity Balancing Guideline (EBGL). This a Regulatory obligation on National Grid. Certain aspects of EGBL come into force from Jan 31st 2020 and transfers is one of them.

Transfers allow you to transfer your obligation to provide energy for your reserve contracts to other Pre-Qualified Parties or units within your own portfolio. Previous contract terms (e.g. substitution) only allowed transfers between your own portfolio.

1.3. Supported Browsers

For the best experience, we recommend that the latest version of Chrome is used to access the Ancillary Services Portal (Transfers). You can also use the latest versions of Firefox or Safari.

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.

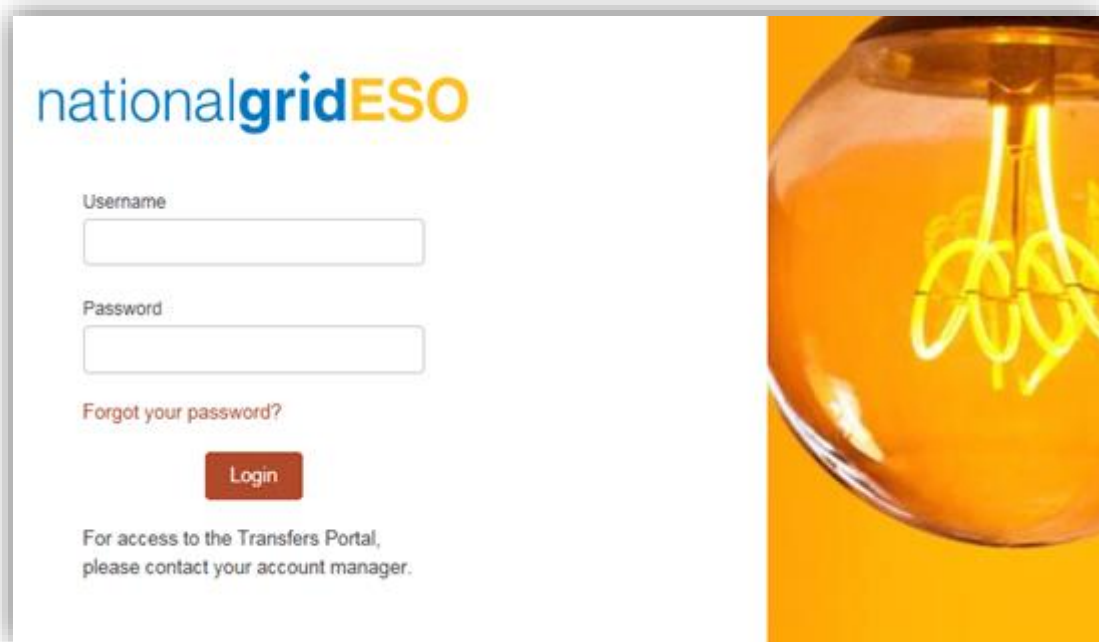
1.4. Provider A and Provider B

Throughout this document, we refer to 'Provider A' and 'Provider B' to aid readability and understanding.

- **Provider A** is used to denote the company that sends a transfer request
- **Provider B** is used to denote the company that receives a transfer request.

For intra-company transfers, Provider A will be the unit that the contract is for and Provider B will be the unit that is used instead.

2. How to Access the Application



Login Screen

2.1. Accessing the Portal

- To access the Ancillary Services Portal (Transfers), use the following link:

<https://customer.nationalgrideso.com/ancillaryservices>

2.2. Logging In

- Before being allowed to access and use the application, you will be asked to log in.
 1. Enter your 'Username' and 'Password'
 2. Click the login button to get access to the application.

2.3. First-Time Users

- If you are a first-time user of the application, there is information on the Login Screen about who to contact to get access to the Ancillary Services Portal (Transfers).

2.4. Forgot Your Password?

- If you have forgotten 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.

2.5. Forgot Your Username?

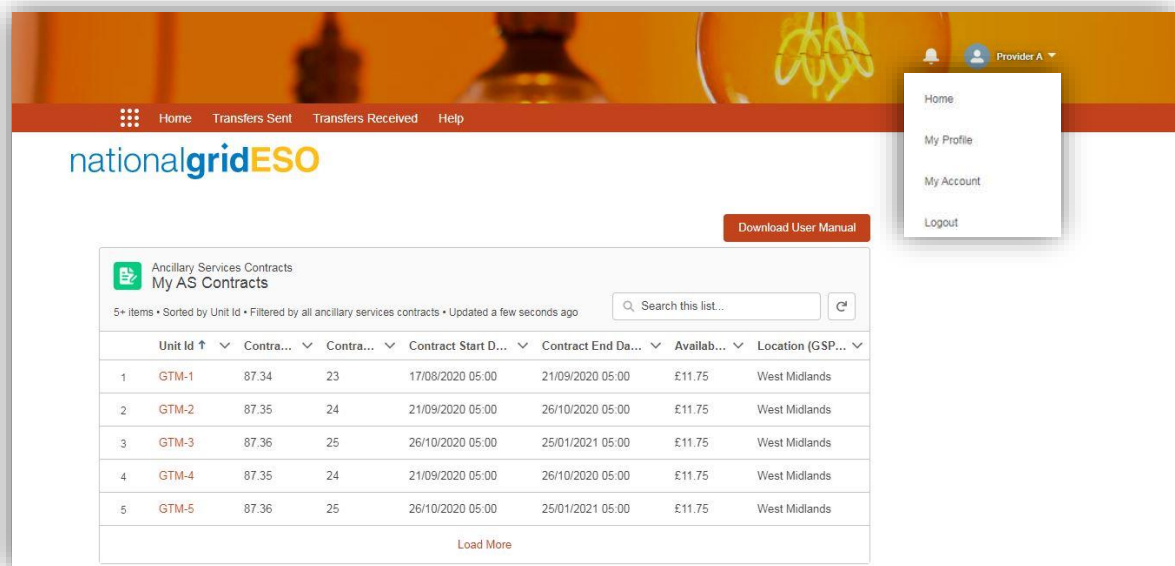
- If you forget your username, please contact support for assistance:

Phone: +44 (0) 1926 654611

Email: commercial.operation@nationalgrideso.com

3. Getting Started

- Once you have logged in, you will be redirected to the Home Page.



Ancillary Service Home Page

3.1. Notification Icon

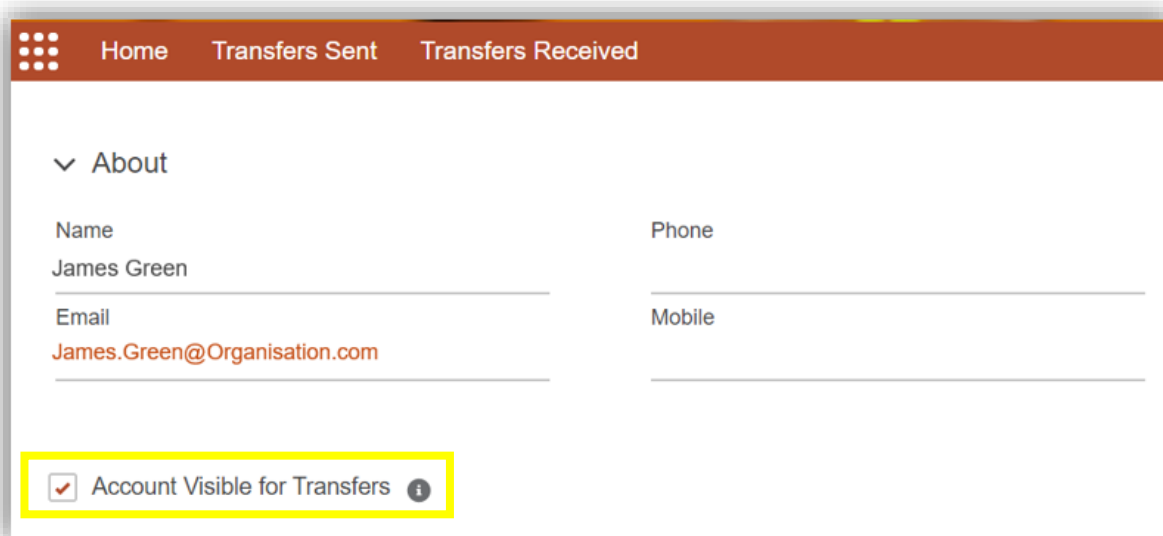
- In the top-right corner, there is a bell icon. Select this to view notifications.

3.2. My Account Dropdown

- In the top-right corner, you will see your name with a drop-down menu. Use this to access and update account details and support contacts:
 - Home** – Redirects you to the Home Page
 - My Profile** – Account details can be viewed from here. Including: Name, Phone Number, Account Name and Email Address. The checkbox to make Account Visible for Transfers can be ticked and unticked
 - My Account** – Allows the user to edit the information related to the account. This includes: Account Owner, Account Record Type, Corporate Account Information, National Grid Roles, Aggregated View, Address Information and System Information
 - Logout** – Sign out once you've finished viewing your account.

3.3. Enabling or Disabling Transfers for Your Account

- If you wish to send or receive transfers, you must set yourself as visible for transfers:
 1. Navigate to the 'My Profile' Page
 2. Select the 'Account Visible for Transfers' checkbox.
- Unselecting this checkbox will mean that other Providers cannot transfer to you and you cannot transfer to other Providers. However, you will still be able to create a transfer for yourself.



The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Transfers Sent', and 'Transfers Received'. Below the navigation bar is a section titled 'About' with a dropdown arrow. The 'About' section contains two columns of form fields. The left column has 'Name' (James Green) and 'Email' (James.Green@Organisation.com). The right column has 'Phone' and 'Mobile'. At the bottom of the 'About' section, there is a checkbox labeled 'Account Visible for Transfers' which is checked, and an information icon (i) to its right. The entire checkbox area is highlighted with a yellow border.

My Profile Page

3.4. Download User Manual

- If you would like a copy of the user manual to guide you through the application, you can download it by clicking the 'Download User Manual' on the Home Page.

3.5. Support Details

- If you need support with this application, you can contact us:

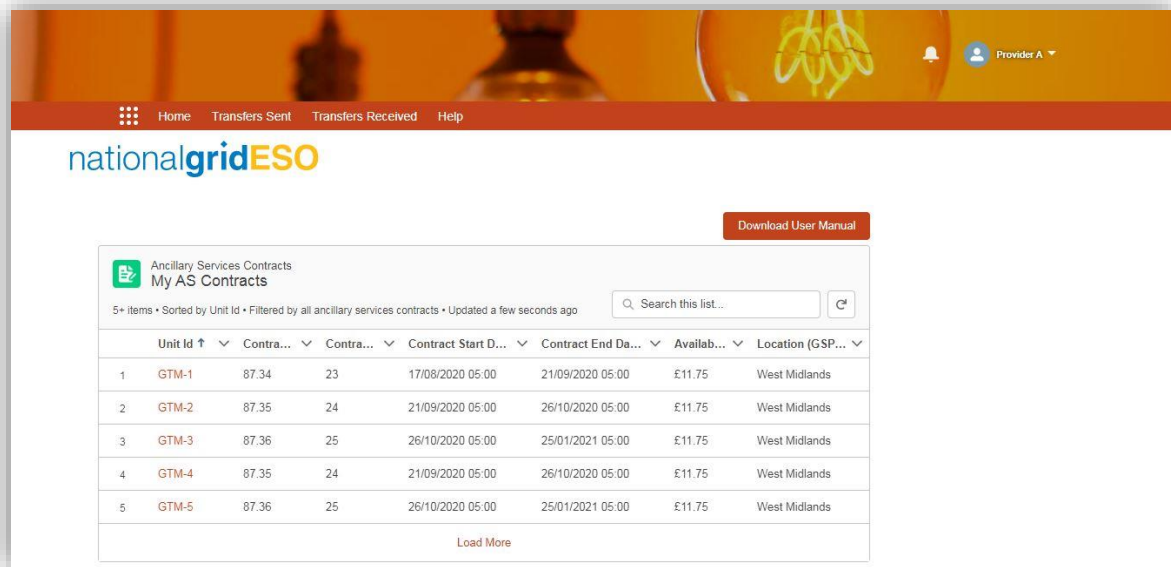
Phone: +44 (0) 1926 654611

Email: commercial.operation@nationalgrideso.com

4. Create a Transfer

Transfers need to be created from the contract that is being transferred. To do this, you will need to open the Contract Details using the following screens:

4.1. Ancillary Services Home Page



Ancillary Service Home Page

From this Page, you will be able to find the two ways of accessing the Contract Details:

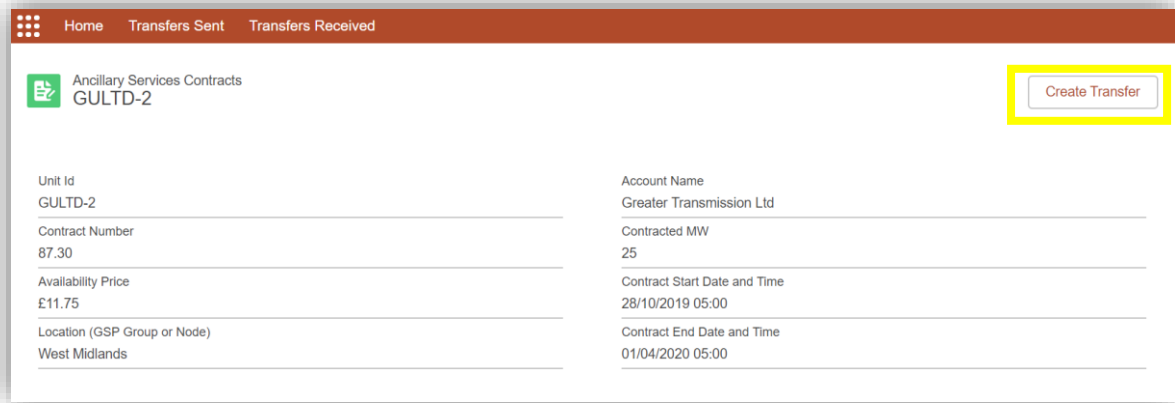
4.2. Contracts List

- The Contracts List displays all current and future STOR Ancillary Service Contracts that can be transferred. The Unit ID for a specific contract can be clicked to view more details about the contract.
- The contracts can be sorted by each displayed column. For example: The Contract Start Date and Time can be sorted to view the most recent Date/Time first or the oldest Date/Time.

4.3. Search Box

- This Page has a search box which can be used to view the contracts based on Unit ID or Contract Number.
- Search for either the Unit ID or the Contract Number to get a list of all the related contracts.

4.4. Contract Details Page



The screenshot shows a web application interface for 'Ancillary Services Contracts'. The top navigation bar is dark red with links for 'Home', 'Transfers Sent', and 'Transfers Received'. Below the navigation bar, the page title is 'Ancillary Services Contracts' with a green icon and 'GULTD-2'. A yellow box highlights a 'Create Transfer' button in the top right corner. The main content area is divided into two columns of form fields. The left column contains: 'Unit Id' (GULTD-2), 'Contract Number' (87.30), 'Availability Price' (£11.75), and 'Location (GSP Group or Node)' (West Midlands). The right column contains: 'Account Name' (Greater Transmission Ltd), 'Contracted MW' (25), 'Contract Start Date and Time' (28/10/2019 05:00), and 'Contract End Date and Time' (01/04/2020 05:00).

Field	Value
Unit Id	GULTD-2
Contract Number	87.30
Availability Price	£11.75
Location (GSP Group or Node)	West Midlands
Account Name	Greater Transmission Ltd
Contracted MW	25
Contract Start Date and Time	28/10/2019 05:00
Contract End Date and Time	01/04/2020 05:00

Contract Details Page

- Selecting any Unit ID on the Home Page will direct you to the Contract Details Page for that contract.
- Use the 'Create Transfer' button to create a transfer request for that specific transfer.

4.5. Transfer Details Page

- When the 'Create Transfer' button is clicked, the Transfer Contract Details Page is shown.

Transfer Contract

Unit Id	Account/Provider
GTM-4	Beeline Power Ltd
Contract Number	Contracted MW
87.35	24
Start Date	Contract Start Date and Time
14-Oct-2020	21/09/2020 05:00
* StartTime	Contract End Date and Time
06:00	26/10/2020 05:00
End Date	Location (GSP Group or Node)
22-Oct-2020	West Midlands
* EndTime	
13:00	

Next

Transfer Contracts Detail Page

- The Transfer Contract Detail Page contains relevant details of the contract and asks you to enter transfer details such as:
 1. The Transfer Start Date and a relevant Start Time from the dropdown option
 2. The Transfer End Date and a relevant End Time from the dropdown option
 3. The name of the Receiving Account/Provider.
- All Dates must be in the future and the Transfer Start Date and the Transfer End Date must be within the Contract Start Date and Contract End Date.
- Once a date is selected, the system will display a list of Start and End Times (as relevant) of the window on that date. Select the correct Time.
- If the transfer is only for a single day, the End Time must be after the Start Time for a transfer to be valid.

⛔ **Correct Before Proceeding**
Both dates must be during the contract span
✕

Transfer Contract

<p>Unit Id GTM-4</p> <p>Contract Number 87.35</p>	<p>Account/Provider Beeline Power Ltd ✕</p> <p>Contracted MW 24</p>
---	---

Start Date

17-Aug-2020
📅

* StartTime

▲
▼

End Date

22-Oct-2020
📅

* EndTime

▲
▼

Contract Start Date and Time
21/09/2020 05:00

Contract End Date and Time
26/10/2020 05:00

Location (GSP Group or Node)
West Midlands

●

●
●

Next

Input Transfer Start/End Date Validation

- This page also contains a searchable Account/Provider field – to search the Account/Provider, make sure to enter at least the first 3 characters of the Account/Provider name.
- When the 'Account Visible for Transfers' checkbox is unticked on the Profile Page, it means that other Providers cannot transfer to you and you cannot transfer to other user Providers. Ensure the checkbox is ticked to search for another Account/Provider.

4.6. Transfer Window Page

- After filling in the details on the Transfer Detail Page and clicking the 'Next' button, the system will direct you to the Transfer Window Page.

The screenshot shows the 'Transfer Contract' page. It features a table with columns for SEASON, DAY TYPE, WINDOW, and days of the week (MON, TUE, WED, THU, FRI, SAT, SUN), along with an 'INC SPECIAL DAYS' column. The table contains four rows of data for 'Season 4 - 14.4'. The first two rows are for 'WD' (Weekend) and the last two are for 'NWD' (Not Weekend). Each row has checkboxes for the days of the week and a 'Window' selection (Window 1 or Window 2). Below the table, there is a progress bar with a blue circle indicating the current step. At the bottom left is a 'Back' button and at the bottom right is a 'Next' button.

<input checked="" type="checkbox"/>	SEASON	DAY TYPE	WINDOW	MON	TUE	WED	THU	FRI	SAT	SUN	INC SPECIAL DAYS
<input checked="" type="checkbox"/>	Season 4 - 14.4	WD	Window 1 ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Season 4 - 14.4	WD	Window 2 ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Season 4 - 14.4	NWD	Window 1 ⓘ							<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Season 4 - 14.4	NWD	Window 2 ⓘ							<input checked="" type="checkbox"/>	

Transfer Window Page

- The system automatically determines the seasons and windows available within the Transfer Start and Transfer End Date. Select or deselect the seasons and days to choose the windows that should be included in the transfer request.
- To navigate to the next page, make sure to select at least one season – otherwise, the 'Next' button remains disabled.

4.7. Transfer Summary Confirmation Page

- Clicking the 'Next' button on the Transfer Window Page will direct you to the Transfer Summary Page. This contains a summary of the contract and the transfer details the user entered so far.
- To submit the transfer, tick the 'Confirm Transfer Submission' checkbox which will enable the 'Submit' button.
- Confirm the submission by clicking the 'Submit' button – the new transfer will be sent to Provider B.

Transfer Contract

Transfer To	Beeline Power Ltd	Contracted MW	24
Transfer Start Date	14/10/2020	Transfer End Date	22/10/2020
Transfer Start Time	06:00	Transfer End Time	13:00
Availability Price	£11.75	Contract Number	87.35
Location	West Midlands		

SEASON	DAY TYPE	WINDOW	MON	TUE	WED	THU	FRI	SAT	SUN	INC SPECIAL DAYS
Season 4 - 14.4	WD	Window 1 ⓘ	✓	✓	✓	✓	✓	✓		
Season 4 - 14.4	WD	Window 2 ⓘ	✓	✓	✓	✓	✓	✓		
Season 4 - 14.4	NWD	Window 1 ⓘ							✓	

☒ Confirm Transfer Submission

Back ● ● ○ Submit

Transfer Summary Page

- Provider A will receive an email confirmation stating that the transfer has been submitted.
- Provider B will receive an email notification informing them that they have received a transfer.

5. Provider A (Sender) Transfer Actions

5.1. View Sent Transfers

- Provider A can see the Sent Transfers in the 'Transfers Sent' tab next to the 'Home' tab.

Transfer R...	Transfer S...	Unit Id	Contract ...	Transfere...	Transfer S...	Transfer E...	Recipient	Location (...)	Transfer S...
00011796	Submitted	SMAR-2	41.30	30	31/10/2019, 1...	06/11/2019, 1...	First Energy (...)	West Midlands	23/10/2019, 1...
00011795	Submitted	SMAR-2	41.30	30	31/10/2019, 1...	06/11/2019, 1...	Smartest Ene...	West Midlands	23/10/2019, 1...
00011794	Submitted	SMAR-2	41.30	30	23/10/2019, 0...	26/02/2020, 2...	Smartest Ene...	West Midlands	22/10/2019, 1...
00011793	Submitted	SMAR-2	41.30	30	22/10/2019, 0...	26/02/2020, 1...	Smartest Ene...	West Midlands	22/10/2019, 1...
00011792	Submitted	SMAR-2	41.30	30	20/10/2019, 2...	30/03/2020, 1...	Smartest Ene...	West Midlands	22/10/2019, 2...
00011791	Submitted	SMAR-2	41.30	30	31/10/2019, 1...	06/11/2019, 1...	Smartest Ene...	West Midlands	22/10/2019, 1...
00011790	Submitted	SMAR-2	41.30	30	03/02/2020, 2...	04/03/2020, 2...	First Energy (...)	West Midlands	21/10/2019, 1...
00011789	Submitted	SMAR-2	41.30	30	03/02/2020, 2...	04/03/2020, 2...	First Energy (...)	West Midlands	21/10/2019, 1...
00011788	Rejected	SMAR-2	41.30	30	03/02/2020, 1...	04/03/2020, 1...	First Energy (...)	West Midlands	21/10/2019, 1...
00011787	Submitted	SMAR-2	41.30	30	03/02/2020, 1...	04/03/2020, 1...	First Energy (...)	West Midlands	21/10/2019, 1...
00011786	Rejected	SMAR-2	41.30	30	29/10/2019, 1...	31/10/2019, 1...	First Energy (...)	West Midlands	21/10/2019, 1...
00011785	Accepted	SMAR-2	41.30	30	08/12/2019, 1...	13/02/2020, 1...	Smartest Ene...	West Midlands	21/10/2019, 1...

Transfers Sent Tab

- In the 'Transfers Sent' tab, the list of transfers can be filtered according to the 'Transferred Status'. For example: when the 'Submitted' status is selected, the list view will change to only display the transfers with the 'Submitted' status.
- Each Transfer Request Status is displayed. The following information describes what each Transfer Request Status mean:
 - Submitted** – The transfer request has been sent to Provider B
 - Accepted** – The transfer request has been accepted by Provider B
 - Rejected** – The transfer request has been rejected by Provider B
 - Cancelled** – The transfer request has been cancelled by Provider A
 - Expired** – When no action has been taken until 11pm, one day before the Transfer Start Date, the system automatically updates the status of the transfer request to 'Expired'.
- By clicking on a 'Transfer Reference Number', you can navigate to the Transfer Details Page for that specific transfer. This shows the windows which are included in the transfer request.

5.2. Cancel Transfer

- Transfers with a Transfer Status of 'Submitted' or 'Accepted' can be cancelled by Provider A.
- Select the 'Transfer Request Number' to view the Transfer Details Page for that specific transfer.
- To cancel the Transfer, click on the 'Cancel Transfer' button.

Home Transfers Sent Transfers Received

Transfer Reference: 00012265 Transfer Start Date: 14/10/2020 06:00
 Transfer Status: Submitted Transfer End Date: 22/10/2020 13:00
 Transferred MW: 24 Transfer Receiver: Beeline Power Ltd
 Contract Number: 87.35 Unit Id: GTM-4

SEASON	DAY TYPE	WINDOW	MON	TUE	WED	THU	FRI	SAT	SUN	INC SPECIAL DAYS
Season 4 - 14.4	WD	Window 1 ⓘ	✓	✓	✓	✓	✓	✓		
Season 4 - 14.4	WD	Window 2 ⓘ	✓	✓	✓	✓	✓	✓		
Season 4 - 14.4	NWD	Window 1 ⓘ							✓	

Cancel Transfer

Transfer Details

- When 'Cancel Transfer' is clicked, a pop up will appear to prompt you to select the Cancellation Start Date and the Cancellation Start Time.
- Once the Cancellation Start Date is selected, it will show a list of Cancellation Start Times that can be selected based on the window times for that day.
- Confirm the inputted data by clicking 'OK' - The transfer will then be cancelled.

Cancel Transfer - 00012265

Transfer Start Date: 14/10/2020 06:00 Transfer End Date: 22/10/2020 13:00

Cancellation Start Date: 15-Oct-2020 ⓘ

* Cancellation Start Time: 06:00 ⌵

Back OK

Cancel Transfer

- Provider A will receive an email confirmation stating that the transfer has been cancelled.
- Provider B will receive an email notification informing them that the transfer has been cancelled.

6. Provider B (Receiver) Transfer Actions

6.1. View Received Transfers

- Provider B can see the transfers they have received from Provider A by clicking on the 'Transfers Received' tab.
- In the 'Transfers Received' tab, the list of transfers can be filtered according to the 'Transferred Status'. For example: when the 'Submitted' status is selected, the list view will change to only display the transfers with the 'Submitted' status.
- Each Transfer Request Status is displayed. The following information describes what each Transfer Request Status mean:
 - Submitted** – The transfer request has been sent to Provider B
 - Accepted** – The transfer request has been accepted by Provider B
 - Rejected** – The transfer request has been rejected by Provider B
 - Cancelled** – The transfer request has been cancelled by Provider A
 - Expired** – When no action has been taken until 11pm, one day before the Transfer Start Date, the system automatically updates the status of the transfer request to 'Expired'.
- By clicking on a 'Transfer Reference Number', you can navigate to the Transfer Details Page for that specific transfer. This shows the windows which are included in the transfer request.

Transfer R...	Transfer S...	Unit Id	Contract ...	Transfere...	Transfer S...	Transfer E...	Recipient	Location [...]	Transfer S...
00011795	Submitted	SMAR-2	41.30	30	31/10/2019, 1...	06/11/2019, 1...	Smartest Ene...	West Midlands	23/10/2019, 1...
00011794	Submitted	SMAR-2	41.30	30	23/10/2019, 0...	26/02/2020, 2...	Smartest Ene...	West Midlands	22/10/2019, 1...
00011793	Submitted	SMAR-2	41.30	30	22/10/2019, 0...	26/02/2020, 1...	Smartest Ene...	West Midlands	22/10/2019, 1...
00011792	Submitted	SMAR-2	41.30	30	20/10/2019, 2...	30/03/2020, 1...	Smartest Ene...	West Midlands	22/10/2019, 2...
00011791	Submitted	SMAR-2	41.30	30	31/10/2019, 1...	06/11/2019, 1...	Smartest Ene...	West Midlands	22/10/2019, 1...
00011785	Accepted	SMAR-2	41.30	30	09/12/2019, 1...	13/02/2020, 1...	Smartest Ene...	West Midlands	21/10/2019, 1...
00011782	Accepted	SMAR-2	41.30	30	01/02/2020, 1...	29/02/2020, 1...	Smartest Ene...	West Midlands	21/10/2019, 1...
00011781	Cancelled	SMAR-2	41.30	30	18/10/2019, 1...	31/03/2020, 1...	Smartest Ene...	West Midlands	18/10/2019, 1...
00011780	Cancelled	SMAR-2	41.30	30	03/02/2020, 1...	04/03/2020, 1...	Smartest Ene...	West Midlands	21/10/2019, 1...
00011779	Accepted	SMAR-2	41.30	30	03/02/2020, 1...	04/03/2020, 1...	Smartest Ene...	West Midlands	18/10/2019, 1...
00011778	Accepted	SMAR-2	41.30	30	03/02/2020, 1...	04/03/2020, 1...	Smartest Ene...	West Midlands	21/10/2019, 1...
00011774	Accepted	SMAR-2	41.30	30	17/10/2019, 1...	31/03/2020, 1...	Smartest Ene...	West Midlands	18/10/2019, 1...
00011773	Accepted	SMAR-2	41.30	30	17/10/2019, 1...	31/03/2020, 1...	Smartest Ene...	West Midlands	18/10/2019, 1...

Transfers Received Tab

6.2. Accept Transfer

- To Accept the transfer, click on the 'Transferred Received' tab. Then select the 'Transferred Status' as 'Submitted' which will show you all the transfers in a 'Submitted' state.
- Click on a 'Transfer Reference Number', to navigate to the Transfer Details Page for that specific transfer.

The screenshot shows the 'Transfer Details Page' with a navigation bar at the top containing 'Home', 'Transfers Sent', 'Transfers Received', and 'Help'. Below the navigation bar, there is a form with the following details:

Transfer Reference	00012277	Transfer Start Date	24/08/2020 06:30
Transfer Status	Submitted	Transfer End Date	14/09/2020 21:00
Transferred MW	23	Transfer Receiver	Greater Transmission Ltd
Contract Number	87.34	Unit Id	GTM-1

Below the form is a table with the following columns: SEASON, DAY TYPE, WINDOW, MON, TUE, WED, THU, FRI, SAT, SUN, and INC SPECIAL DAYS.

SEASON	DAY TYPE	WINDOW	MON	TUE	WED	THU	FRI	SAT	SUN	INC SPECIAL DAYS
Season 3 - 14.3	WD	Window 1	✓	✓	✓	✓	✓	✓		
Season 3 - 14.3	WD	Window 2	✓	✓	✓	✓	✓	✓		
Season 3 - 14.3	NWD	Window 1							✓	

At the bottom right of the page, there are three buttons: 'Choose Unit' (highlighted with a yellow box), 'Reject Transfer', and 'Cancel Transfer'.

Transfer Details Page

- To Accept the transfer, click on the 'Choose Unit' button to choose a unit for transfer. A list of units which can satisfy the request will be displayed.
- The system will determine and display the units where each unit:
 1. Is prequalified for STOR
 2. Has the same or better STOR Capacity than the transferred MW
 3. Is in the same GSP Group as the transferring unit (either directly for Non-BMUs or indirectly for BMUs)
 4. Is not already providing transfer cover for any of the windows in the request
 5. Does not itself have an associated contract which spans one or more of the windows in the request
 6. Has the same or better unit capabilities than those associated with the transferring unit which will be:
 - Response Time: Must be less than or equal to Provider A's unit
 - Run Up Rate: Must be greater or equal to Provider A's unit
 - Maximum Utilization Period: Must be greater or equal to Provider A's unit
 - Minimum Run Time: Must be less than or equal to Provider A's unit
 - Cease Time: Must be less than or equal to Provider A's unit
 - Run Down Rate: Must be greater or equal to Provider A's unit
 - Recovery Period: Must be less than or equal to Provider A's unit.

- You need to select the checkbox of the unit they wish to Accept the transfer, which must meet the parameter requirements of the contract. Only units which meet these parameters will be visible.

Unit Id	Contracted MW	Response Time	Run up Rate (MW/min)	Maximum Utilisation...	Minimum Run Time	Cease Time	RDR (Run Down Rate)	Recovery Period
<input type="radio"/> GTM-2	40	10	10	99	1	7	6	2

Choose Units Pop-Up

- After choosing the unit to transfer to, select the 'Accept' button.

Unit Id	Contracted MW	Response Time	Run up Rate (MW/min)	Maximum Utilisation...	Minimum Run Time	Cease Time	RDR (Run Down Rate)	Recovery Period
<input checked="" type="radio"/> GTM-2	40	10	10	99	1	7	6	2

Accept Transfer

- Confirm the Acceptance of a transfer by clicking the 'OK' button. – the transfer request will be accepted.

Accept Transfer - 00012277

Are you sure?

Accept Transfer Confirmation

- After the Transfer Status is accepted, the Transfer Summary Page will appear. You will be able to see the Transfer Status change from 'Submitted' to 'Accepted'.

✓ **Transfer Response**
This transfer has been Accepted
✕

Home Transfers Sent Transfers Received Help
Kainat B

Transfer Reference	00012277	Transfer Start Date	24/08/2020 06:30
Transfer Status	Accepted	Transfer End Date	14/09/2020 21:00
Transferred MW	23	Transfer Receiver	Greater Transmission Ltd
Contract Number	87.34	Unit Id	GTM-1
Virtual Contract Number	86.80	Provider B Unit	GTM-2

SEASON	DAY TYPE	WINDOW	MON	TUE	WED	THU	FRI	SAT	SUN	INC SPECIAL DAYS
Season 3 - 14.3	WD	Window 1 ⓘ	✓	✓	✓	✓	✓	✓		
Season 3 - 14.3	WD	Window 2 ⓘ	✓	✓	✓	✓	✓	✓		
Season 3 - 14.3	NWD	Window 1 ⓘ							✓	

Cancel Transfer

Transfer Details Page

- Provider B will receive an email confirmation informing them that the transfer has been accepted.
- Provider A will receive an email notification informing them that the transfer has been accepted.

6.3. Reject Transfer

- To Reject the transfer, click on the 'Transferred Received' tab. Then select the 'Transferred Status' as 'Submitted' which will show you all the transfers in a 'Submitted' state.
- Click on a 'Transfer Reference Number', which will navigate to the Transfer Details Page for that specific transfer.

The screenshot shows the 'Transfer Details Page' with a navigation bar at the top containing 'Home', 'Transfers Sent', 'Transfers Received', and 'Help'. The main content area displays transfer details for reference number 00012271, including start and end dates, status (Submitted), MW (23), receiver (Greater Transmission Ltd), and contract/unit information. Below this is a table with columns for Season, Day Type, Window, and days of the week (Mon-Sun), plus a column for 'INC SPECIAL DAYS'. The table lists three rows for Season 3 - 14.3, each with a window and checkmarks for specific days. At the bottom right, there are two buttons: 'Choose Unit' and 'Reject Transfer', with the latter highlighted by a yellow box.

SEASON	DAY TYPE	WINDOW	MON	TUE	WED	THU	FRI	SAT	SUN	INC SPECIAL DAYS
Season 3 - 14.3	WD	Window 1 ⓘ	✓	✓	✓	✓	✓	✓		
Season 3 - 14.3	WD	Window 2 ⓘ	✓	✓	✓	✓	✓	✓		
Season 3 - 14.3	NWD	Window 1 ⓘ							✓	

Transfer Details Page

- To Reject the transfer, click on the 'Reject Transfer' button. You will be redirected to a Page to confirm you are sure you want to Reject the transfer.
- Confirm the rejection by clicking the 'OK' button. – the transfer request will be rejected.
- The Transfer Rejected Date and Time will be updated to the Date and Time it was rejected.
- Provider B will receive an email confirmation informing them that the transfer has been rejected.
- Provider A will receive an email confirmation informing them that the transfer has been rejected.

The screenshot shows a confirmation dialog box titled 'Reject Transfer - 00012271'. It contains the text 'Are you sure?' and two buttons at the bottom right: 'Back' and 'OK'.

Reject Transfer

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