User Guide

Single Market Platform Portal

February 2022

Contents

Contents

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 and Pre-qualification Application Process. 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. 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. Requirement for Use

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

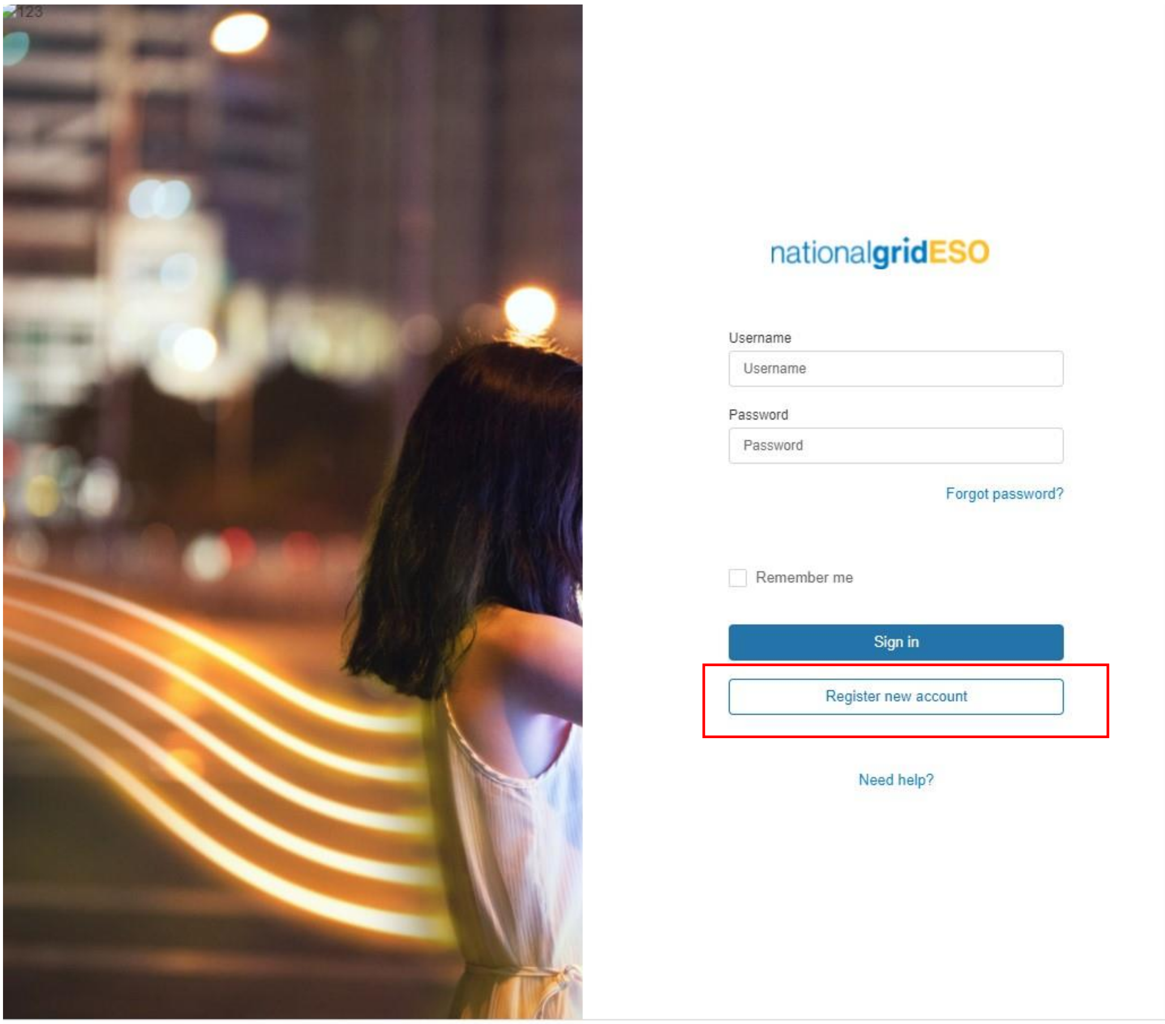
1.5. Disclaimer and Applicant's Responsibility

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



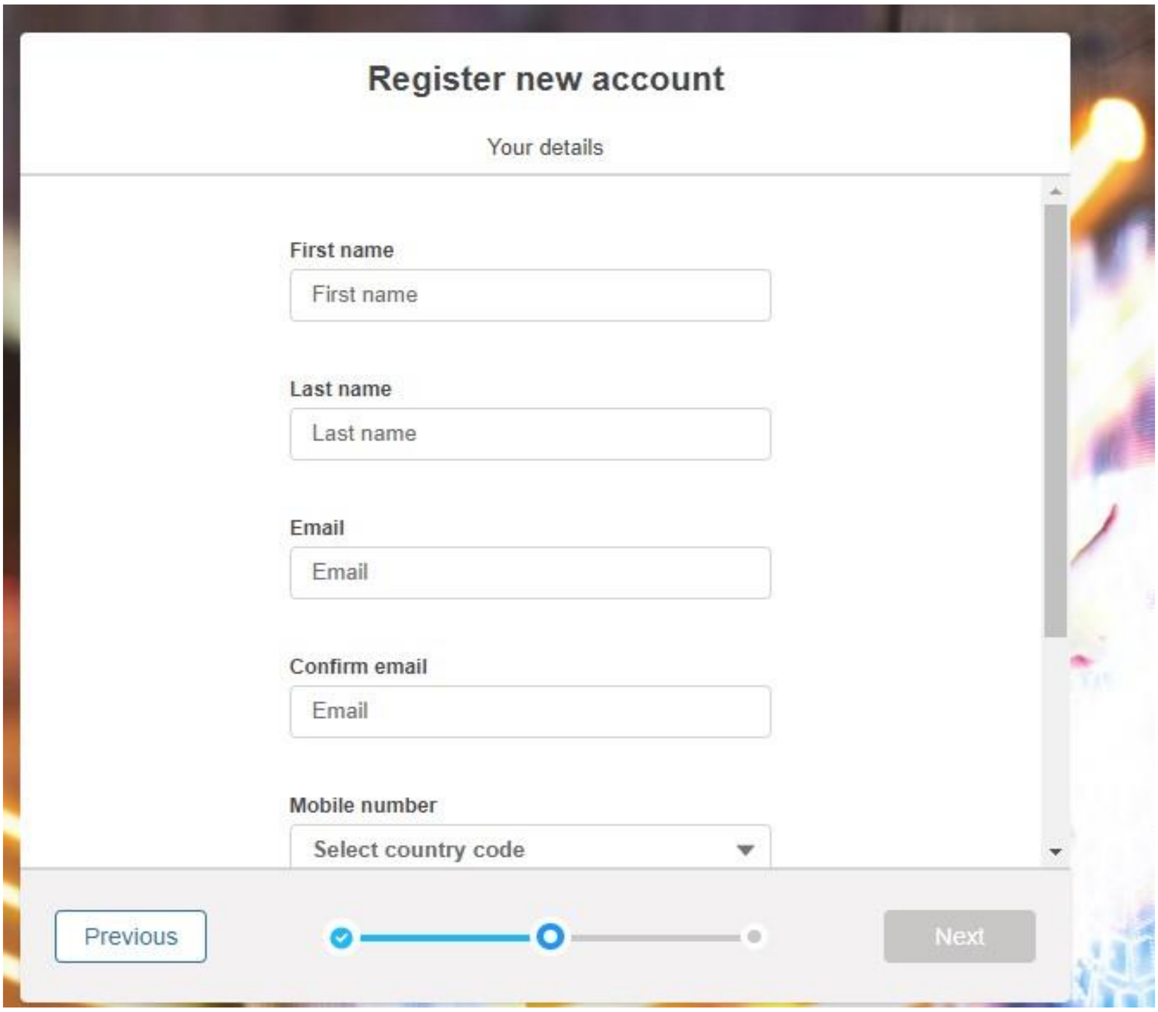
2.1. First-time User Registration

- The User should visit and bookmark the following URL for Release 1.0 during User Acceptance Training & Testing (UAT): https://smpuat-nationalgrideso.cs80.force.com/singleMarketsPlatform/s/login/?ec=302&startURL=%2FsingleMarketsPlatform%2Fs%2F
- 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 details.

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.

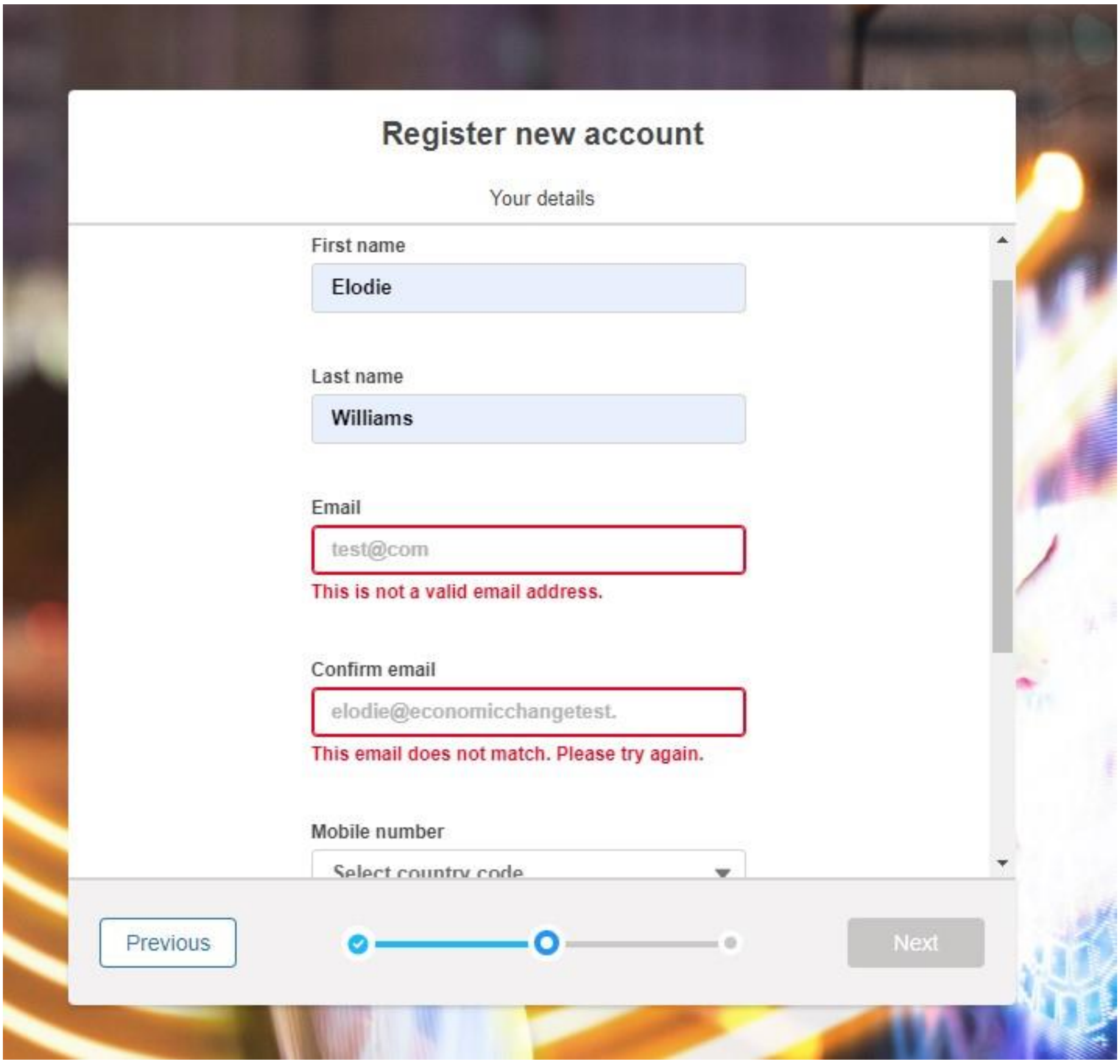
Figure 1.0 : Capturing User/Contact Details



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 Asterix 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.

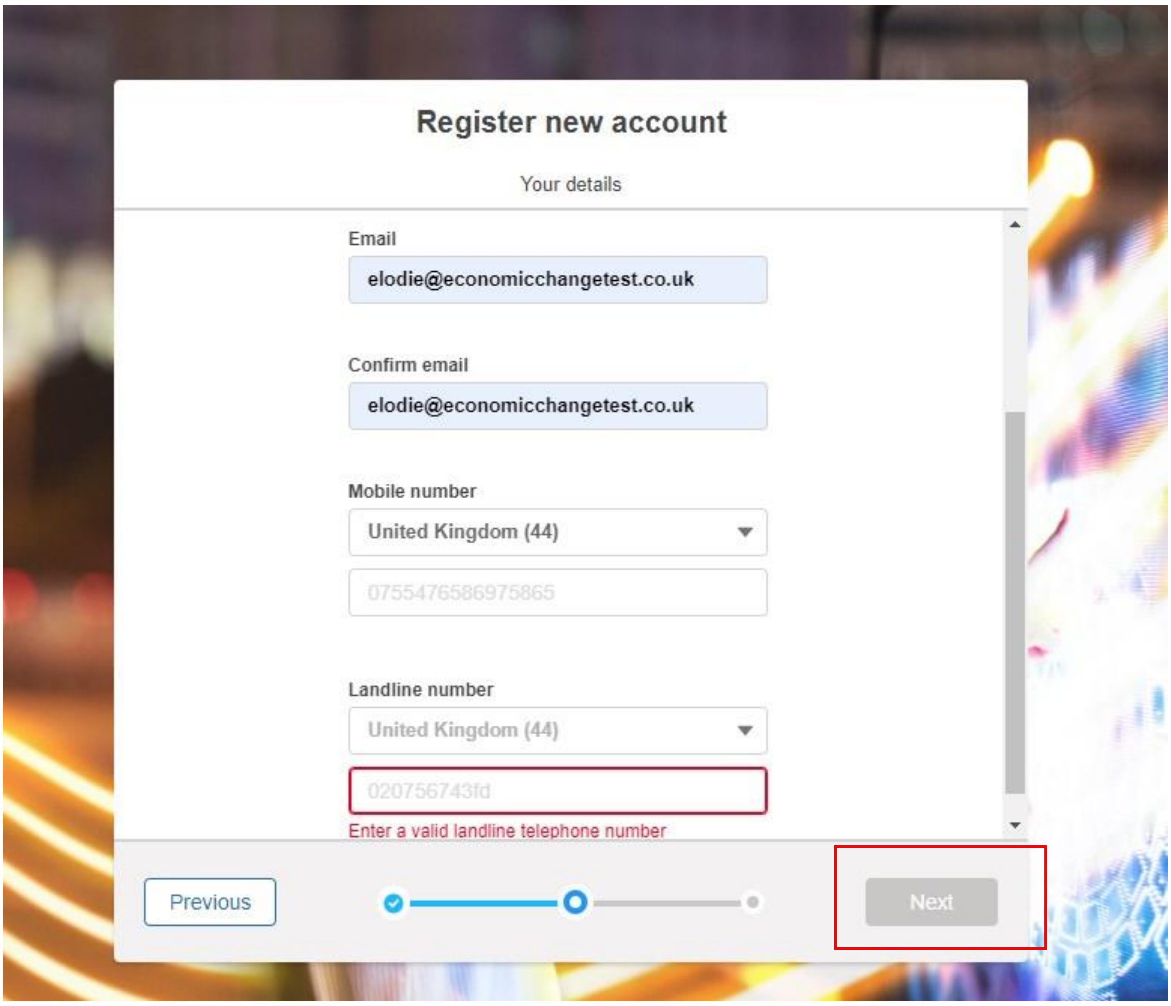
Figure 2.0: Capturing User/Contact Details



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 then *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 convert into a blue 'button', allowing you to proceed to the next step.

Figure 3.0: Capturing User/Contact Details

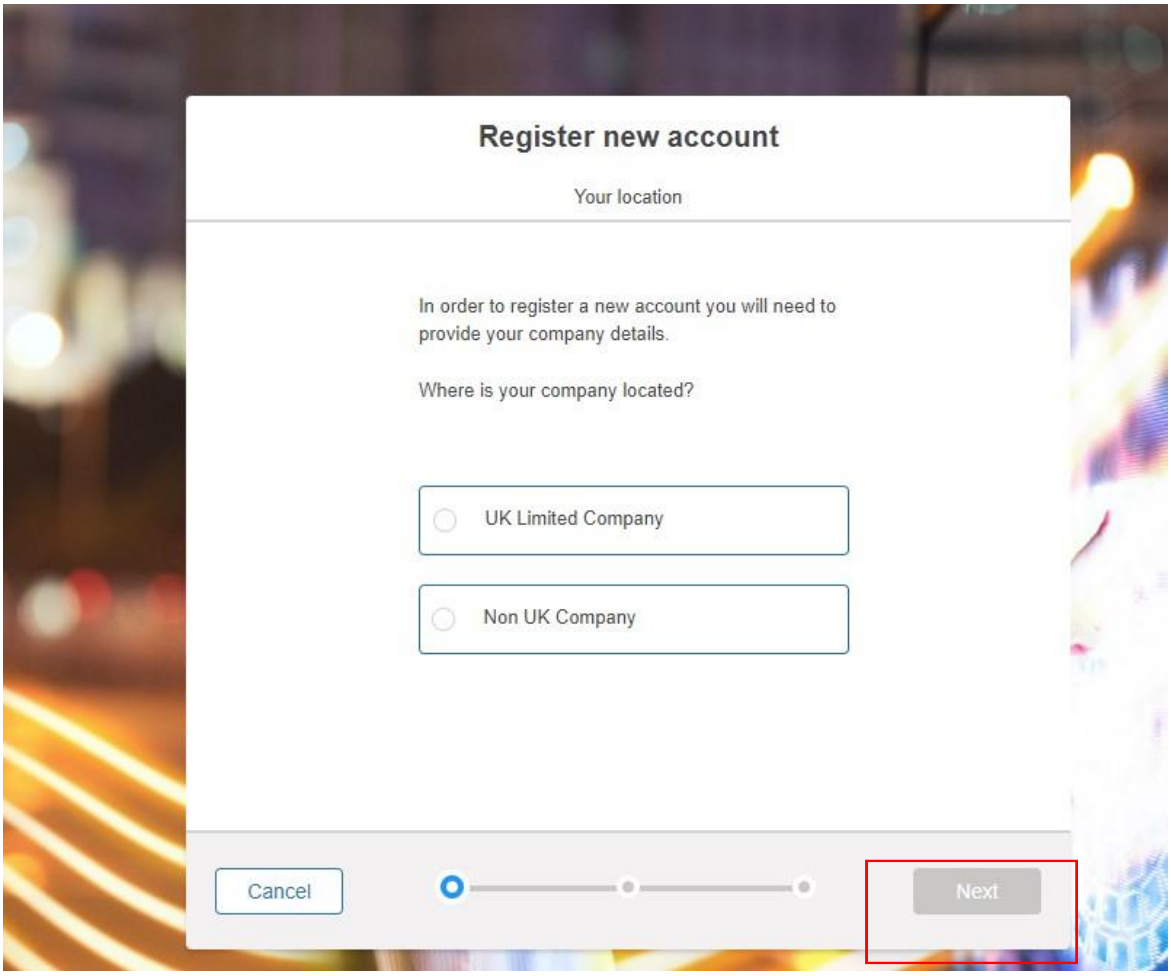


2.5. Registering the Primary User's Company

- 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.

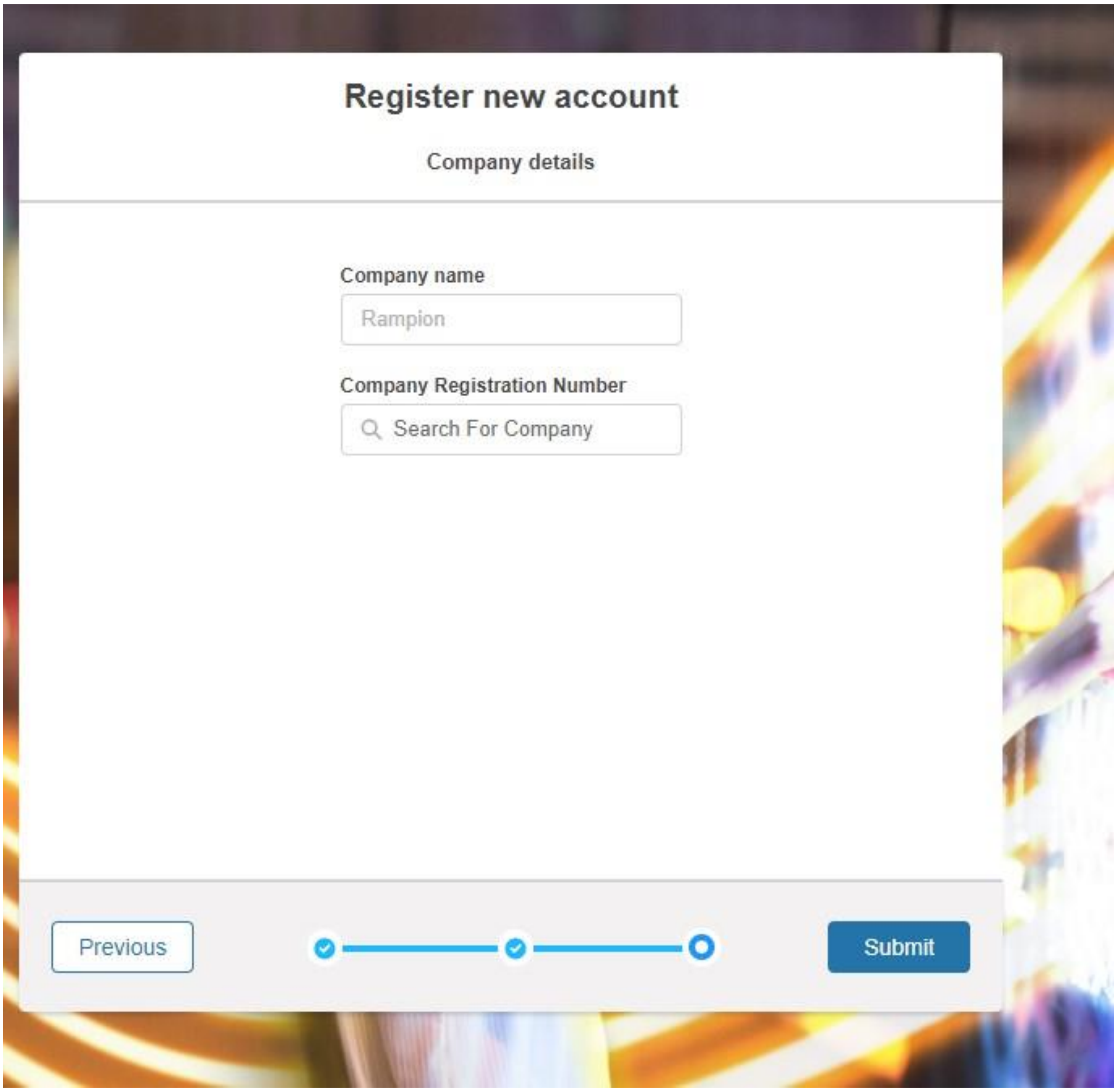
Figure 4.0: Capturing Company/Organisation Details – Company Status



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.

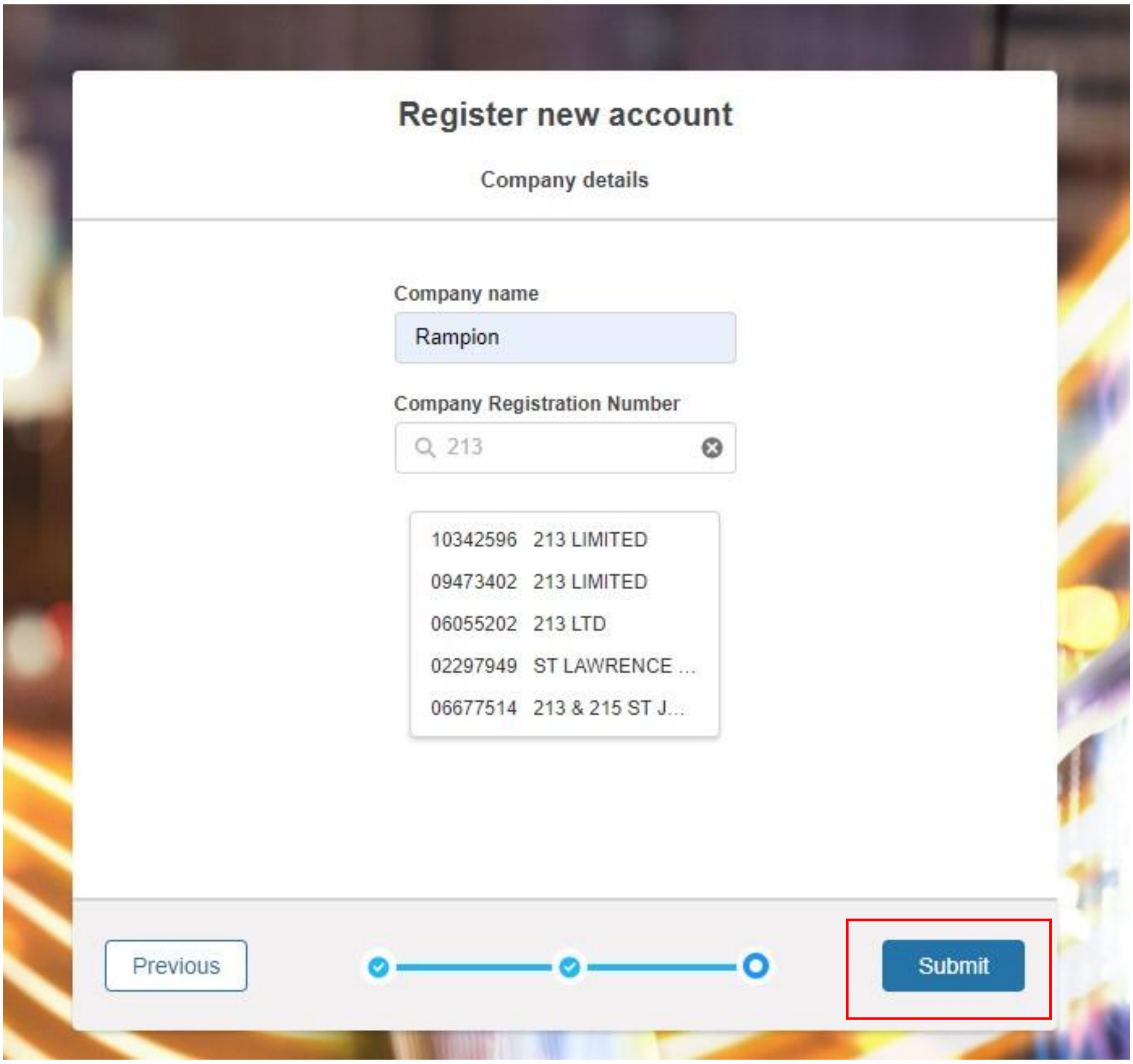
Figure 5.0: Searching for the Company



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.

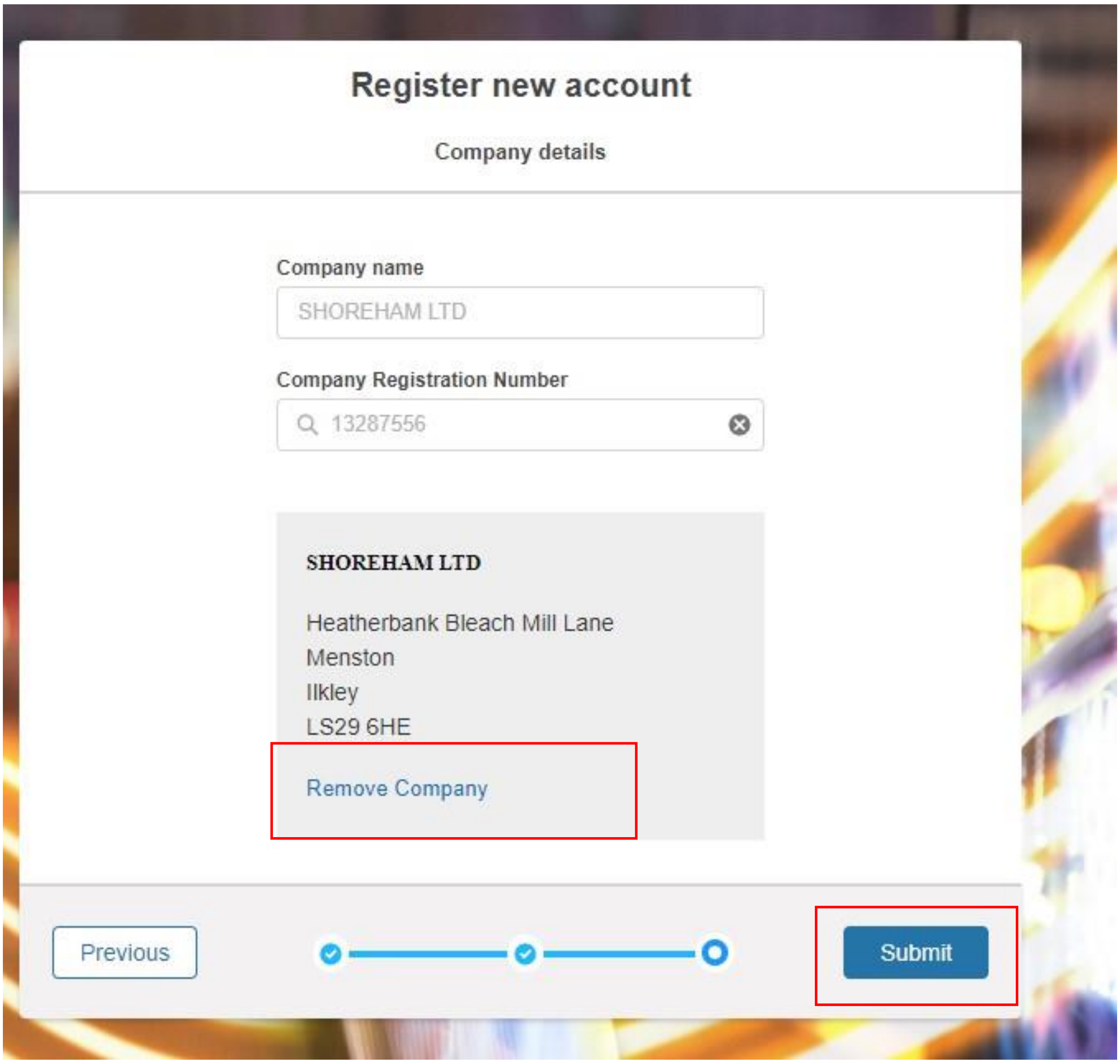
Figure 5.0: Searching for the Company



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 hand corner of the screen.

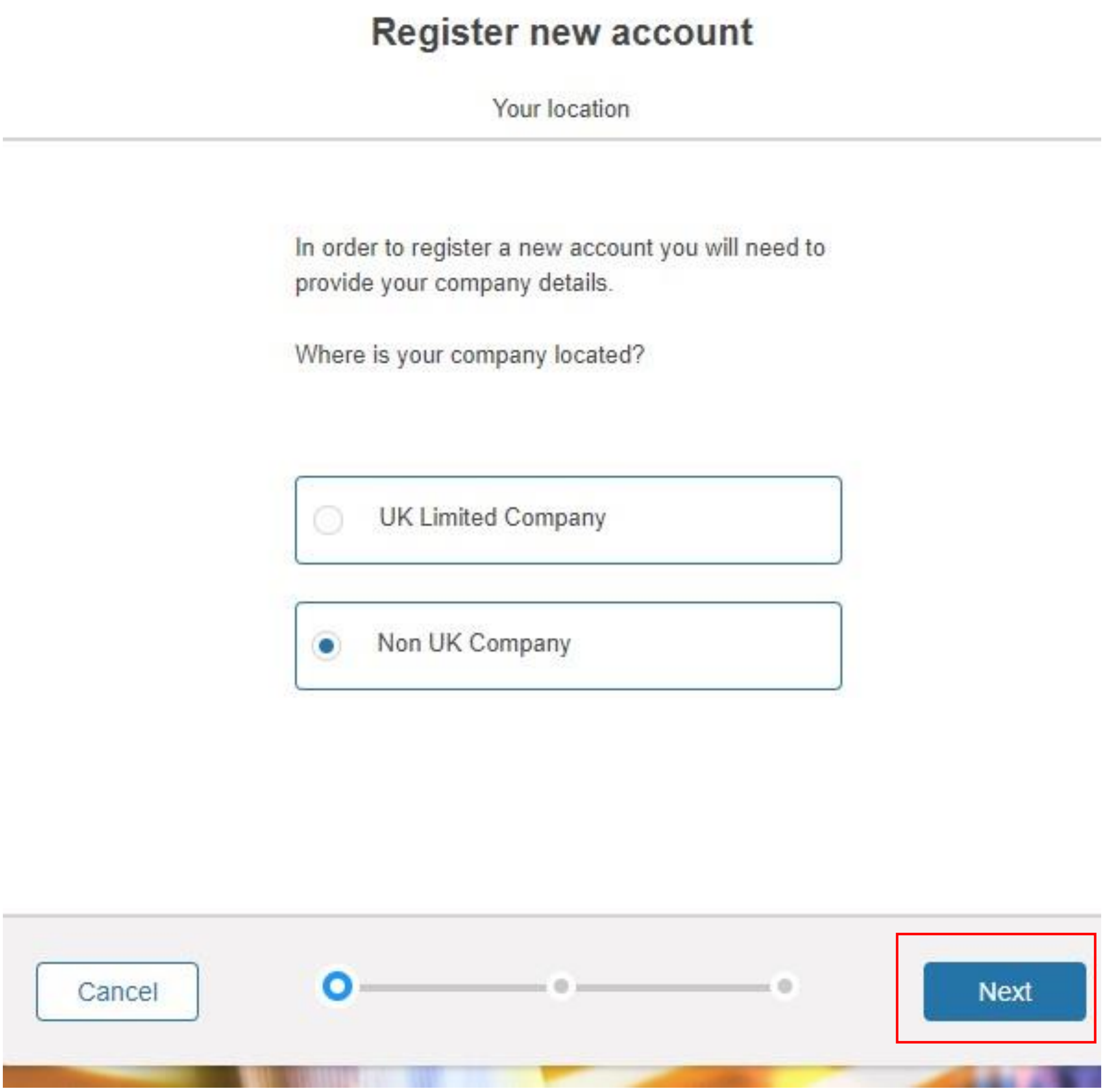
Figure 6.0: Resetting the Company Name Search



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

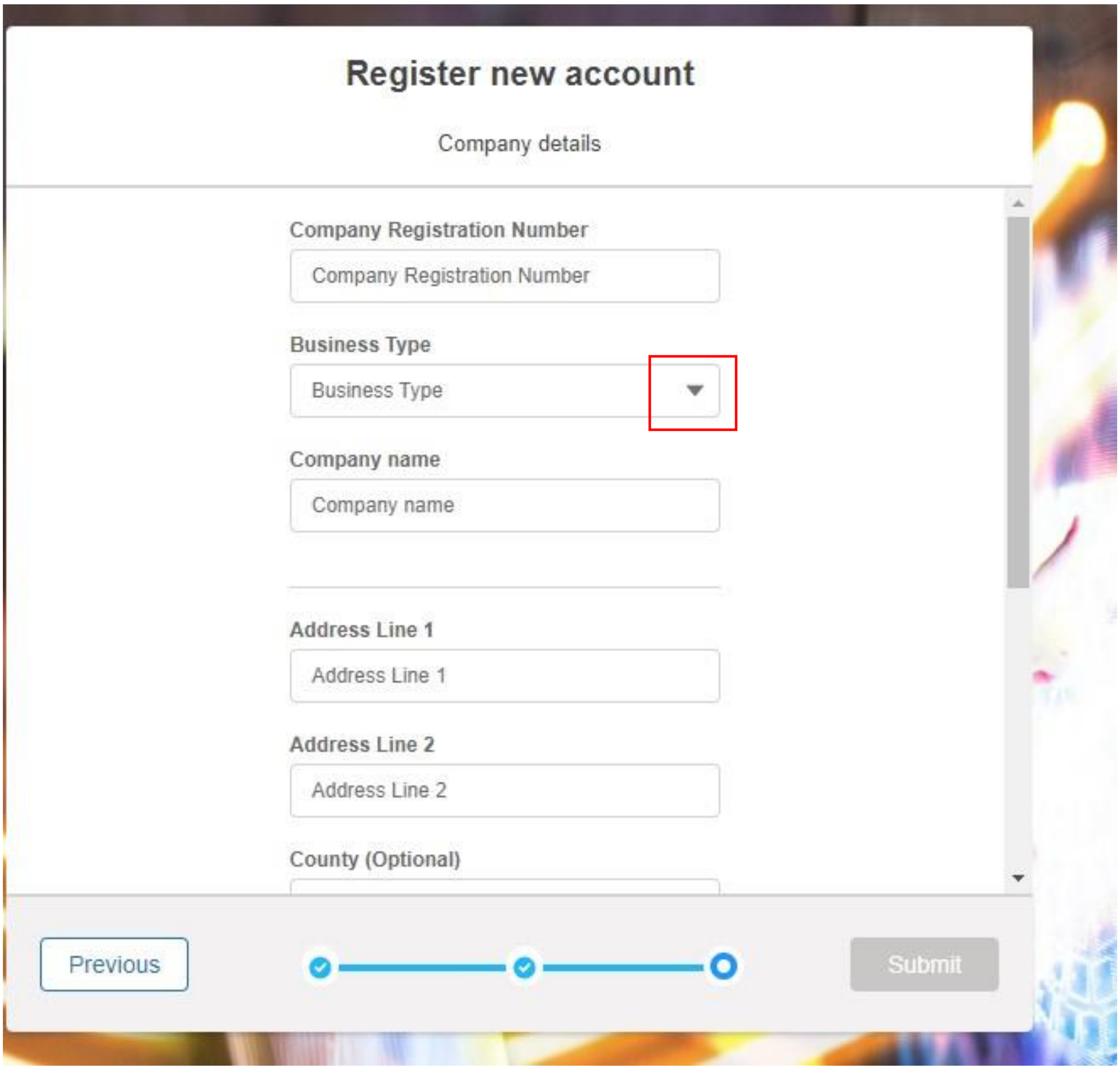
Figure 7.0: Selecting a Non-UK Company Status



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.

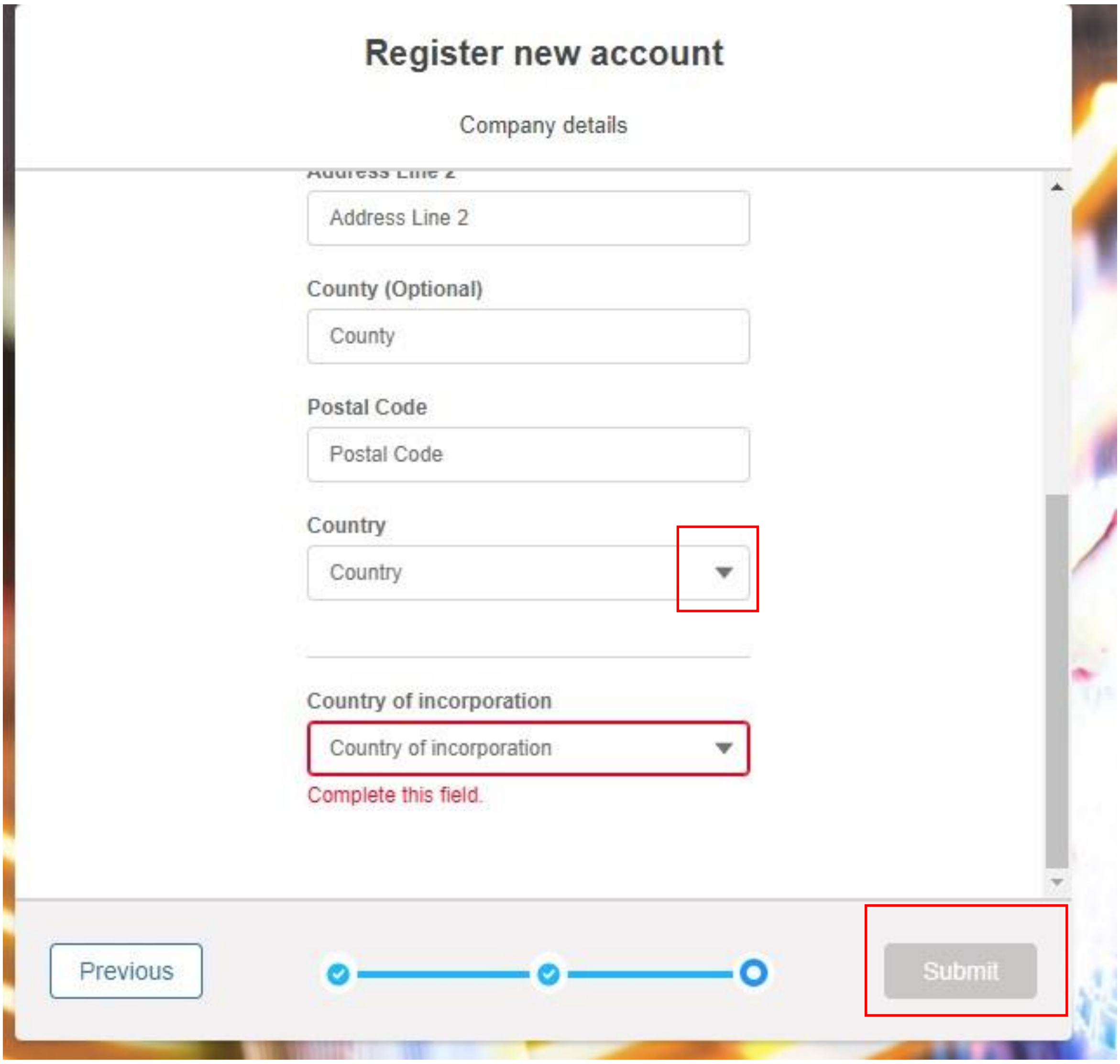
Figure 8.0: Submitting Non-UK Company Details



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.

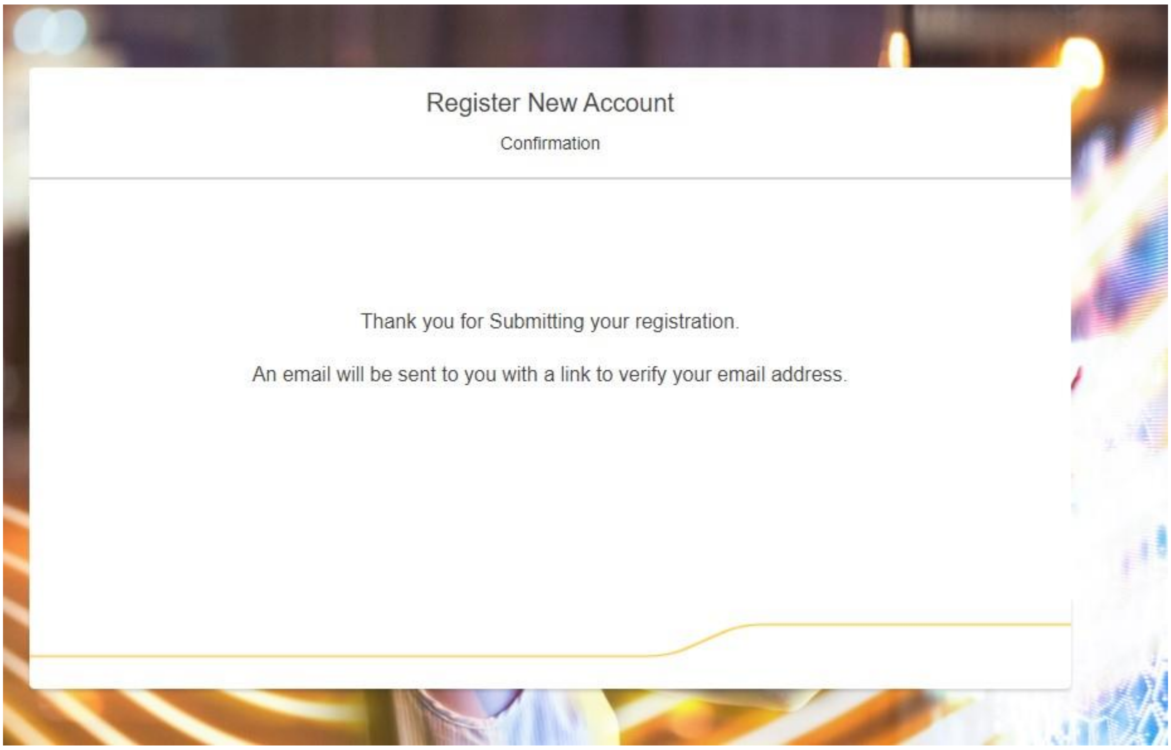
Figure 8.0: Submitting Non-UK Company Details



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

[redacted]

Subject: Sandbox: ESO SMP Verification E-Mail for Company Registration

24/01/2022

Single Markets Platform registration

Your application for the Single Markets Platform has been successful. To complete your registration, please verify your email address by clicking on the button below

Or copy this link and paste in your web browser
https://smpqa-esoportalsmpdev.cs126.force.com/singleMarketsPlatform/s/verify-my-email?token=eyJzdWIiOiJhMDEzTDAwMDAwMjlZandRQUUiLCJleHAiOjI4NTI2MjU5NzJ9.uxfKIO4R8rGfMH75o4mIdgTi0Ok

Please note that this link will expire in 14 days.
If you have not registered on the Single Markets Platform, please ignore this email.

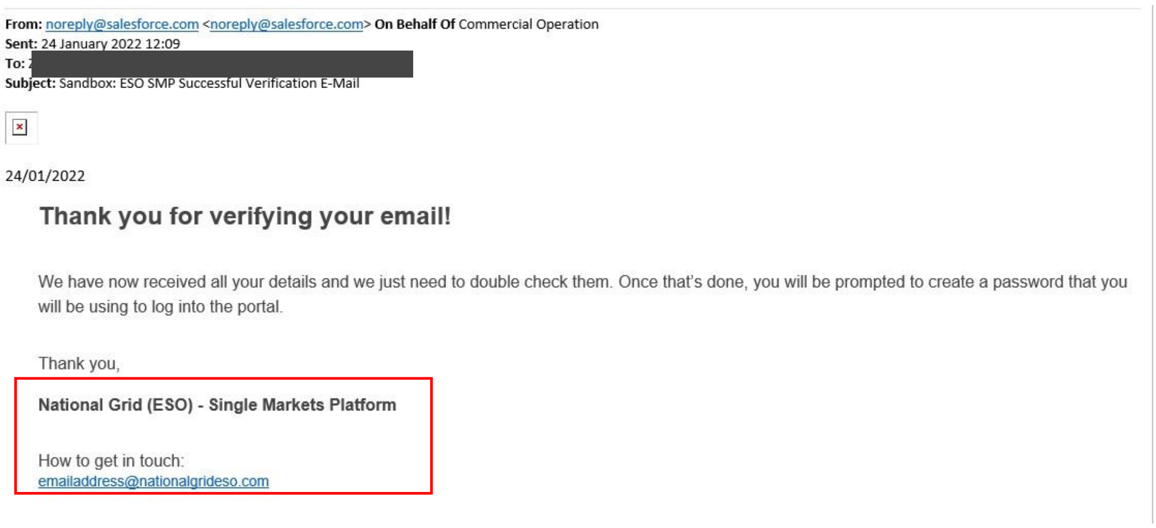
Thank you,

National Grid (ESO) - Single Markets Platform
How to get in touch:
emailaddress@nationalgrideso.com

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



From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** Commercial Operation
Sent: 24 January 2022 12:09
To: [redacted]
Subject: Sandbox: ESO SMP Successful Verification E-Mail

24/01/2022

Thank you for verifying your email!

We have now received all your details and we just need to double check them. Once that's done, you will be prompted to create a password that you will be using to log into the portal.

Thank you,

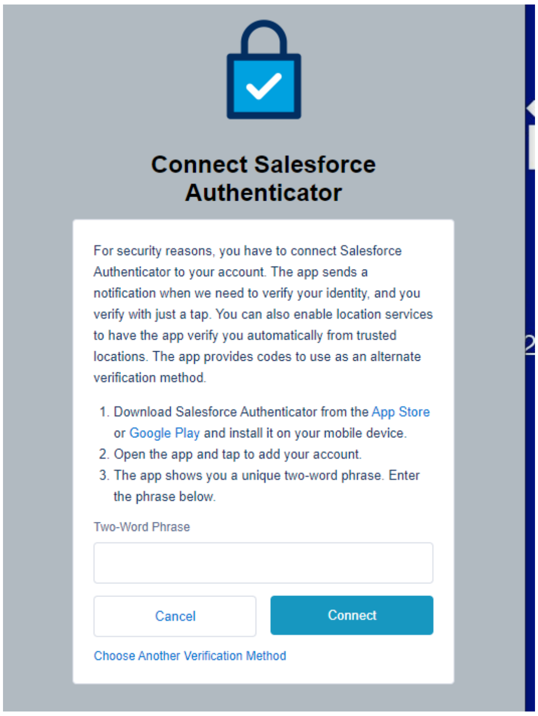
National Grid (ESO) - Single Markets Platform

How to get in touch:
emailaddress@nationalgrideso.com

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?

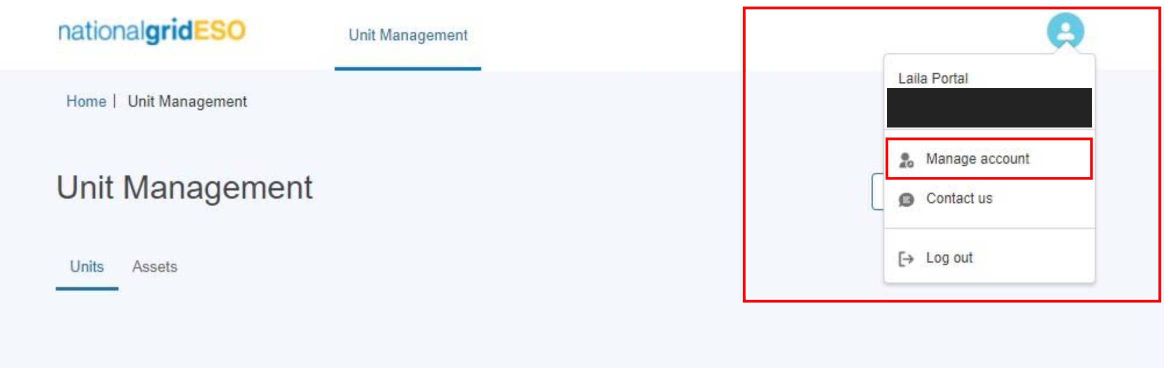
If you forget your username, please contact commercial.operation@nationalgrideso.com for assistance.

4. Updating User & Company Details

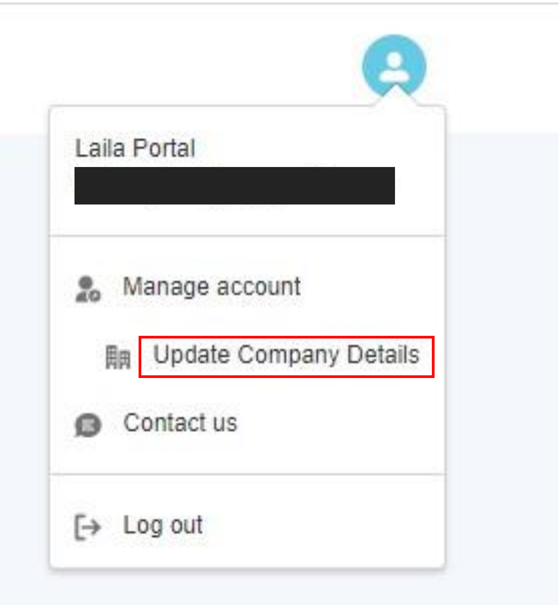
4.1. Making updates to your own Contact & Company Details

- 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



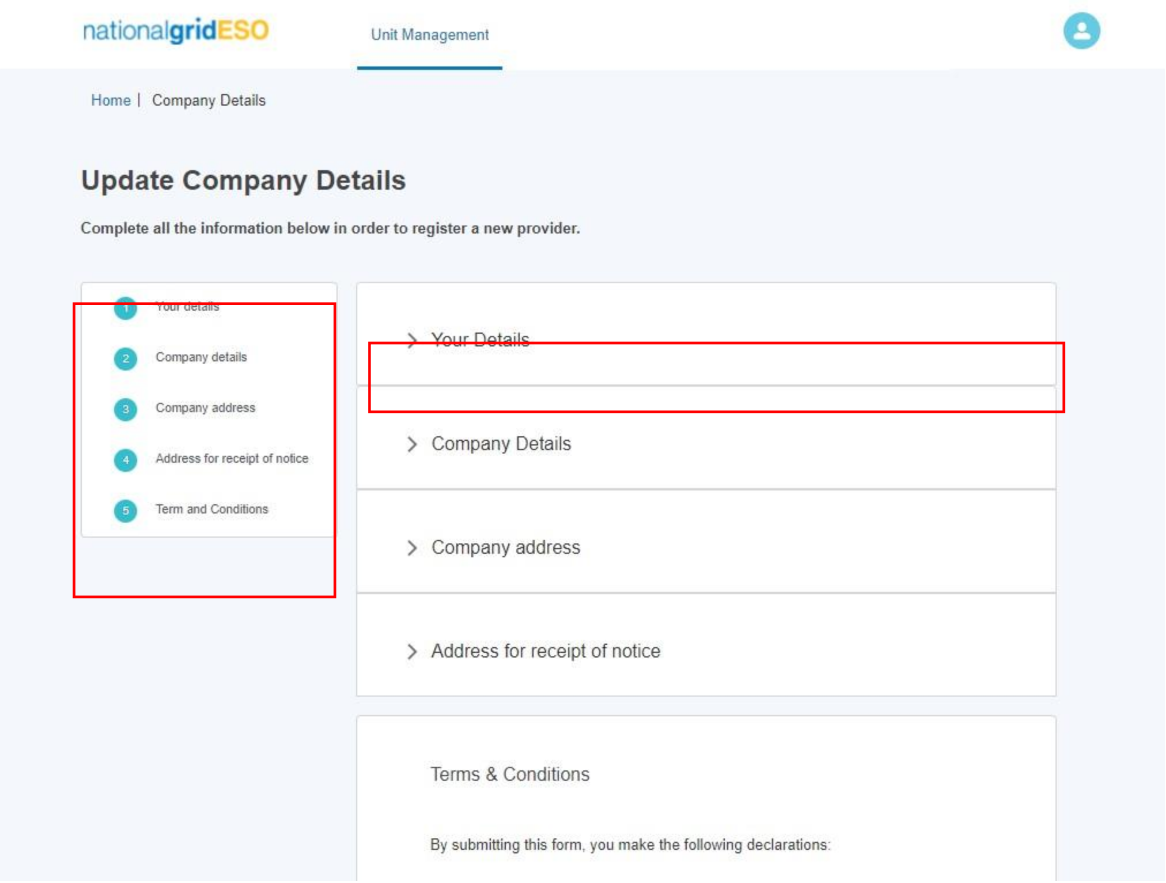
- The User will then select be prompted with an option to ''Update Company Details'' as illustrated in the figure below.



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 ‘Your Details’. This ‘opens’ up the section for granular level of information/fields to update or edit.

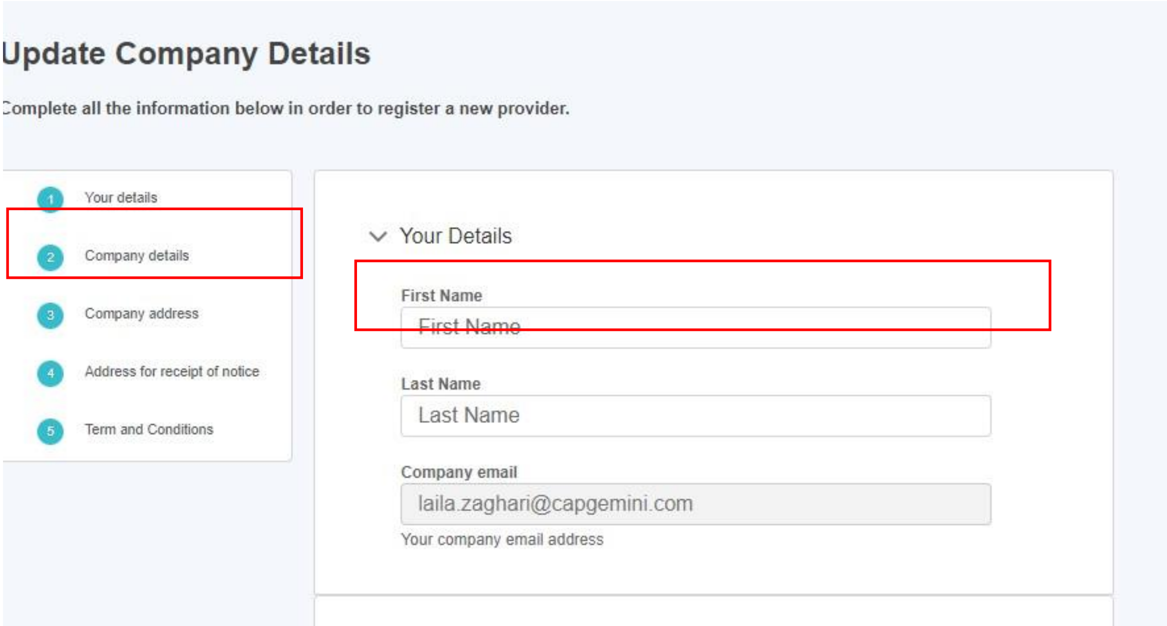
Figure 14.0: Update Company Details Home Page Screen



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.

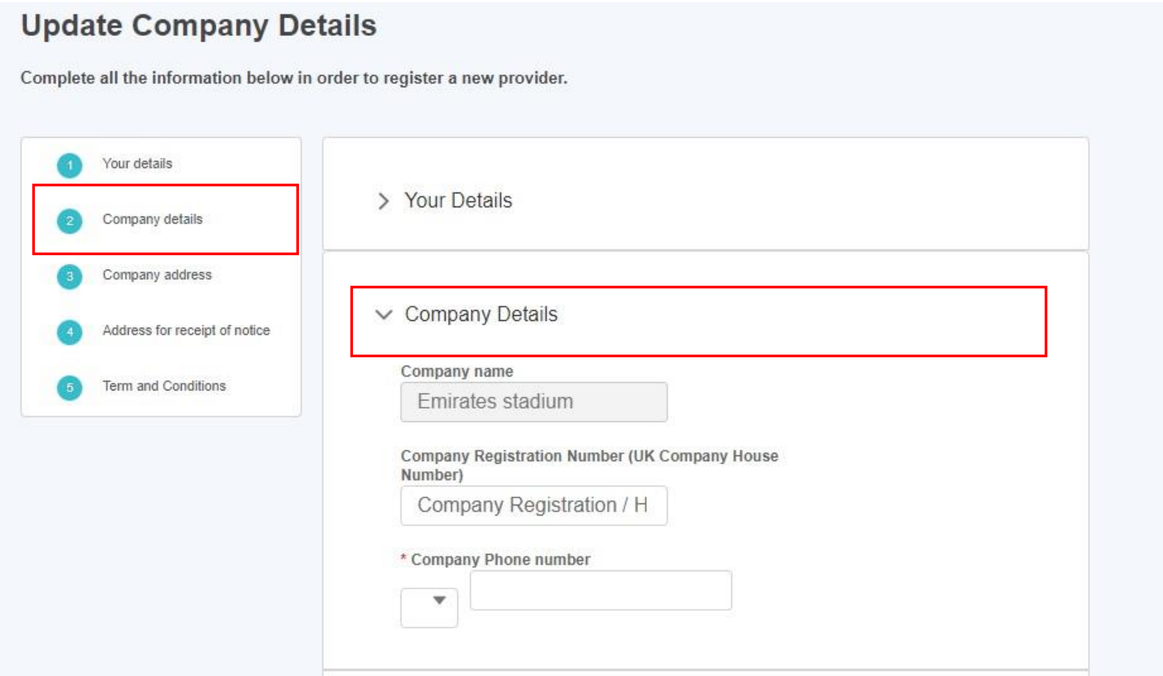
Figure 15.0: Update 'Your Detail' Section



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 as the Company Phone Number is marked in a red asterix, this indicates that it requires a specific format and if a number is entered incorrectly, an error message will appear to this effect.

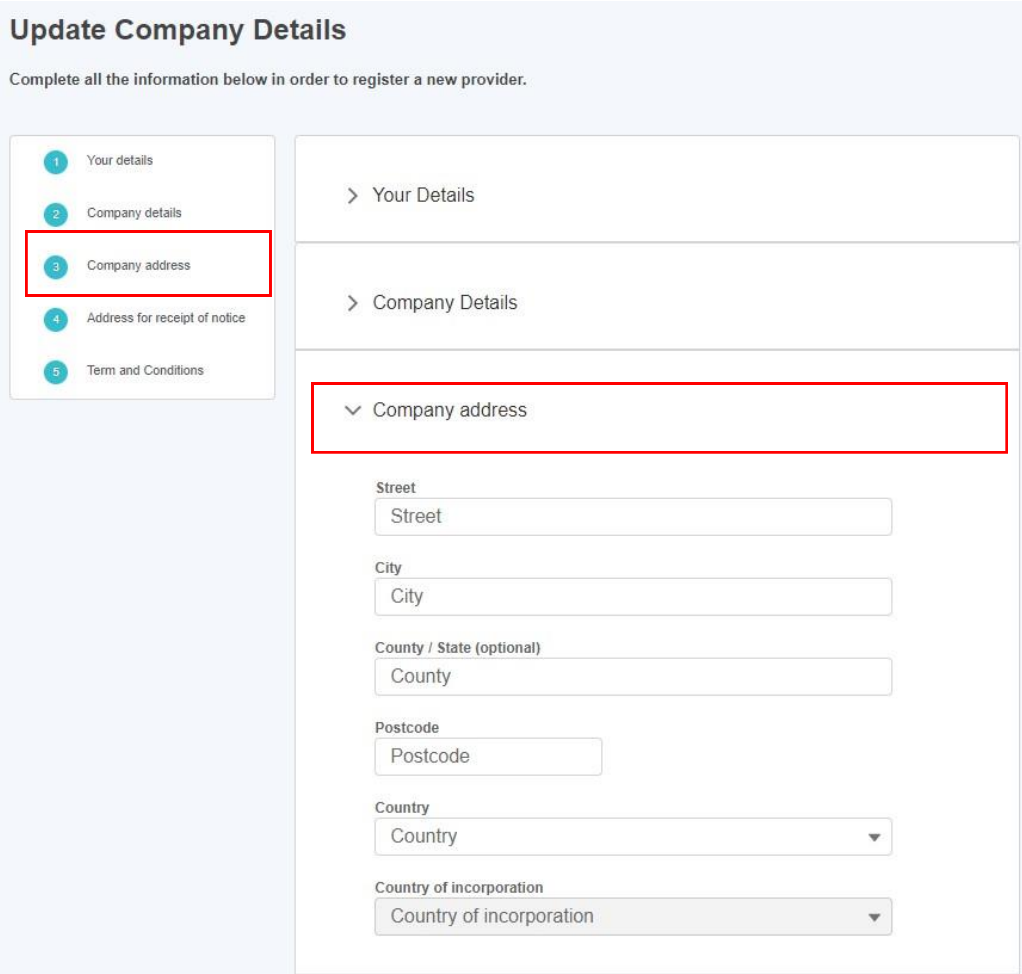
Figure 16.0: Update 'Your Company Details' Section



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.

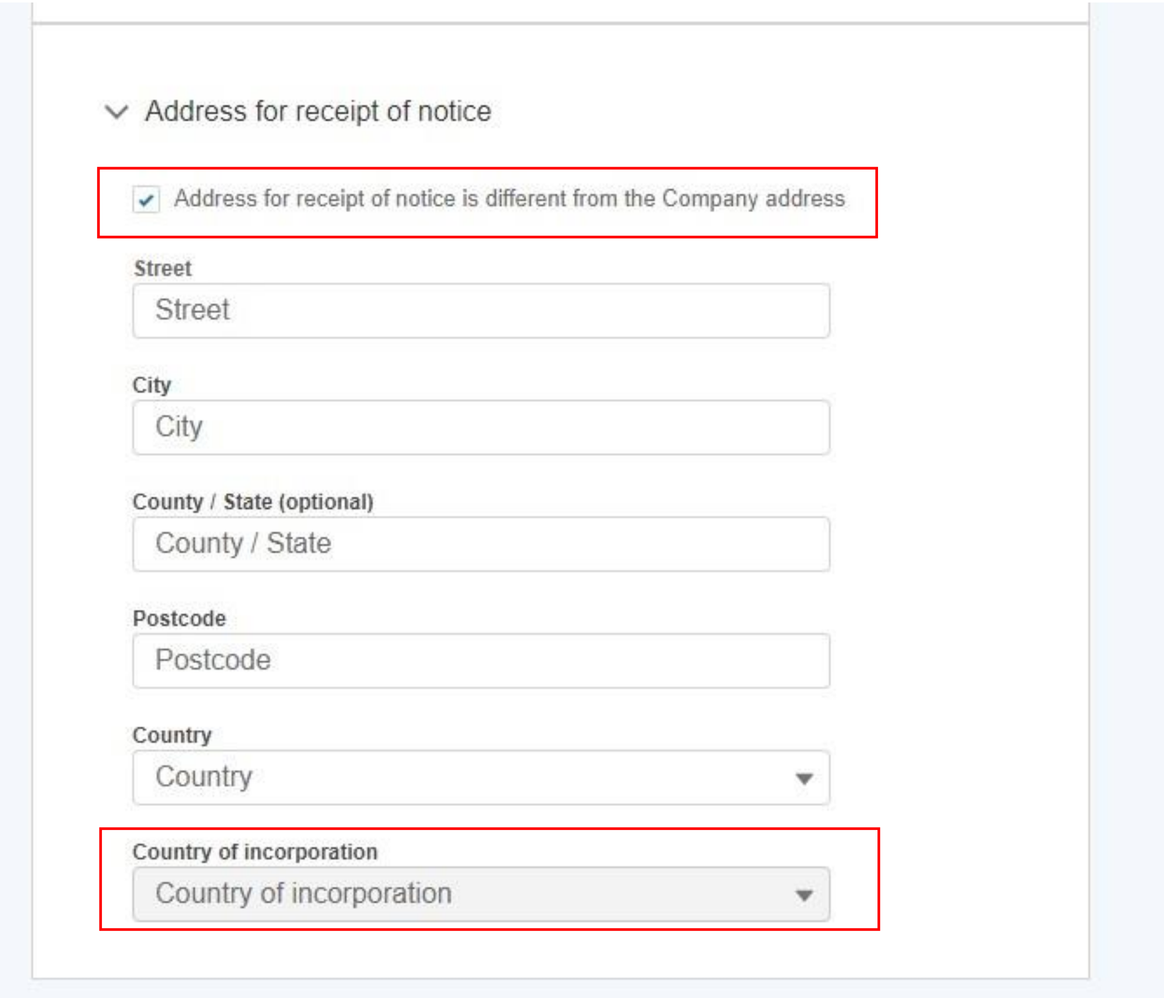
Figure 17.0: Update 'Your Company Address Details' Section



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.

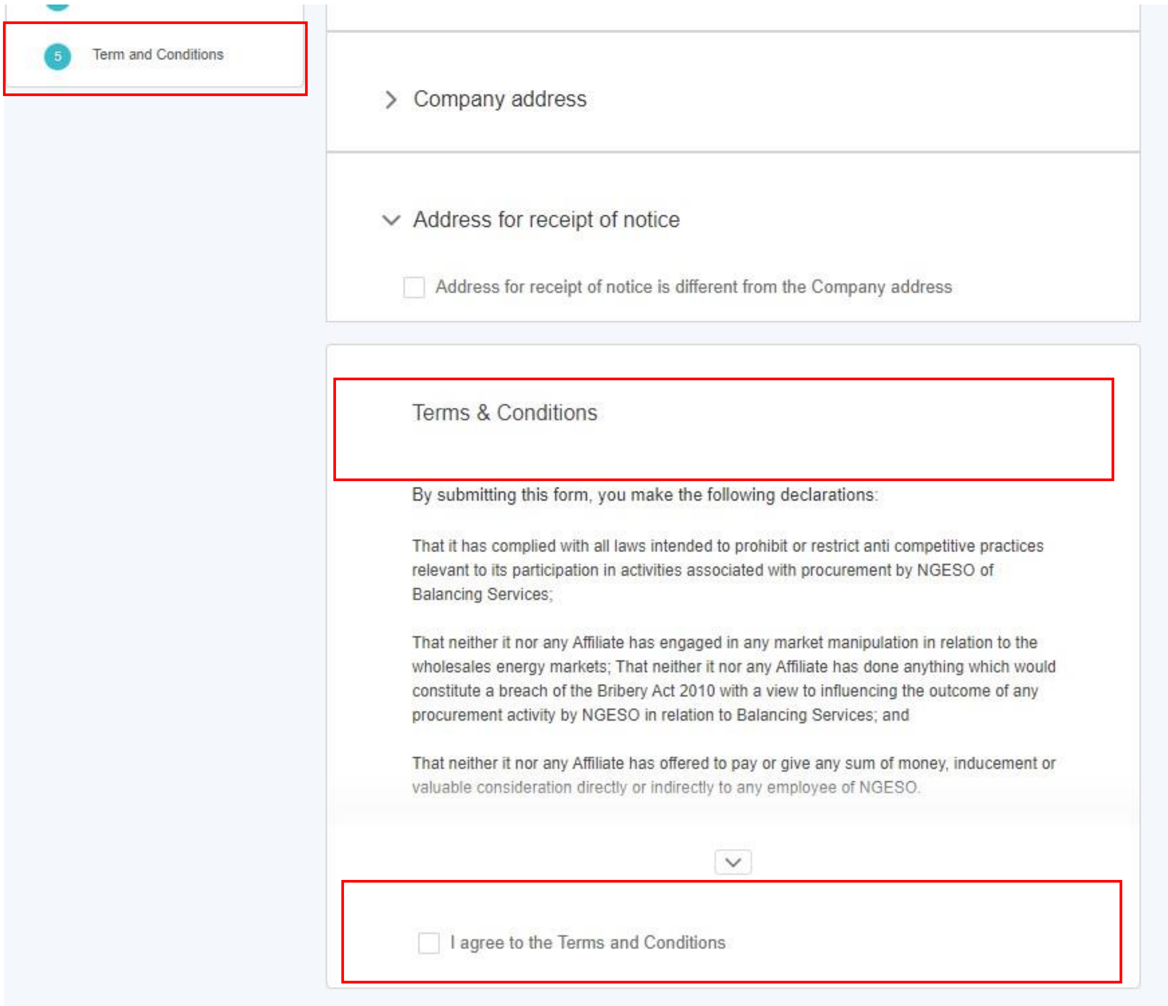
Figure 18.0: Update 'Your Company Address for Receipt of Notice' Section



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.

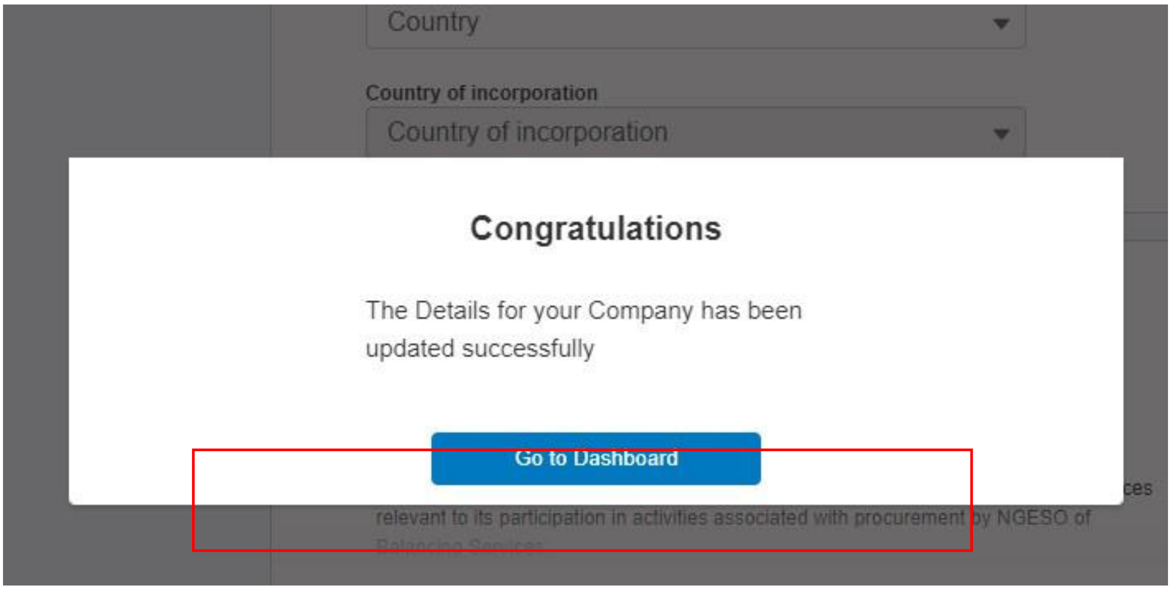
Figure 19.0: Confirm 'Terms & Conditions' Section



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



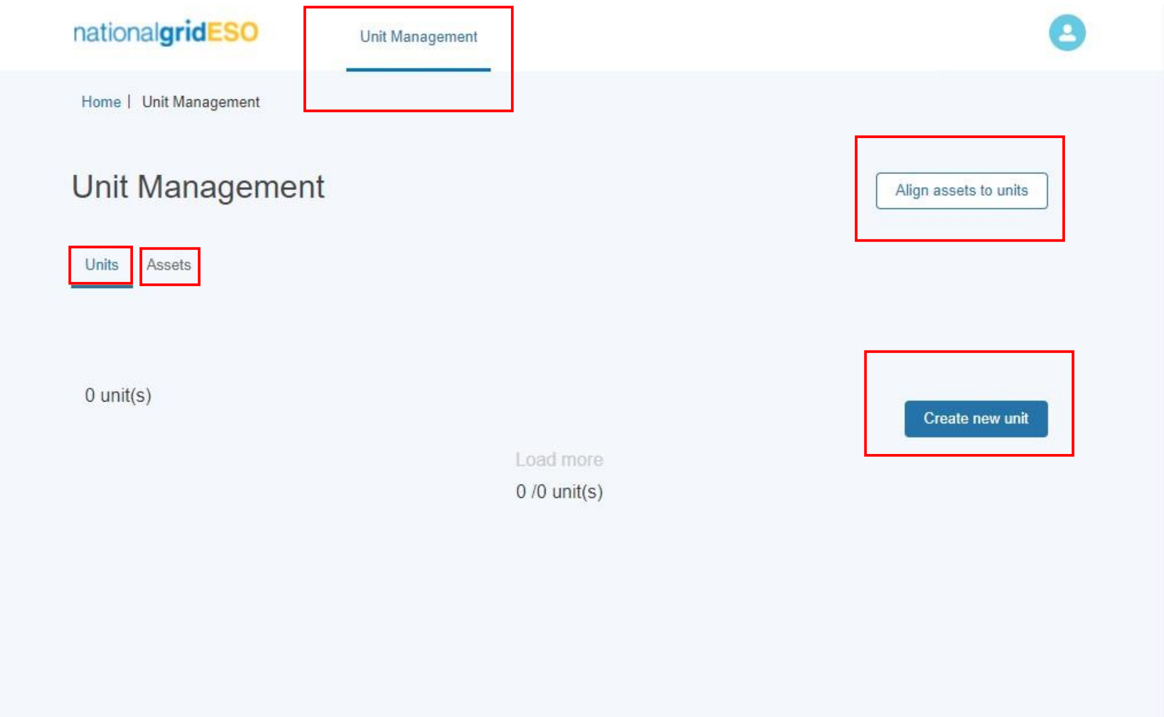
5. Asset & Unit Management Home Page

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
  - 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.***

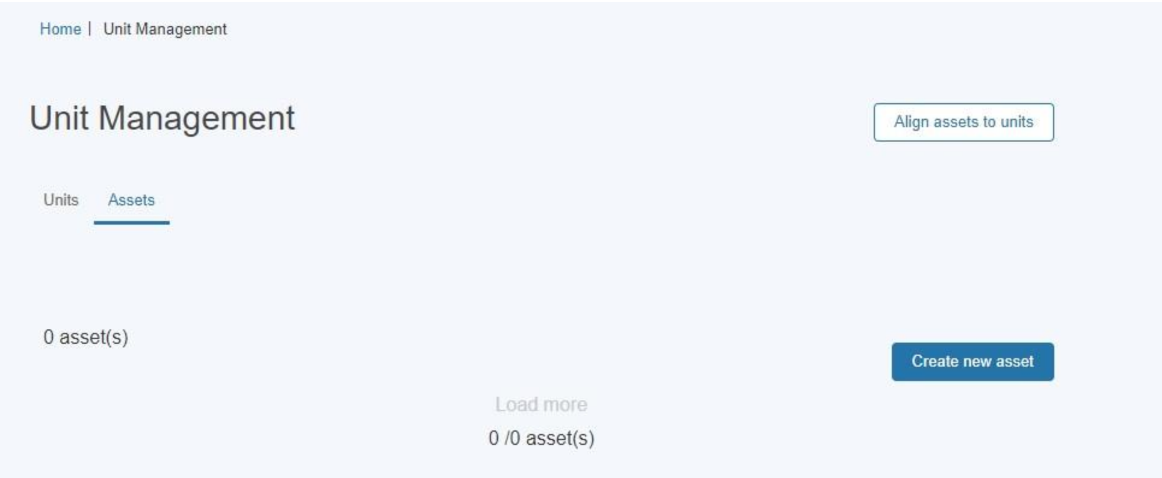
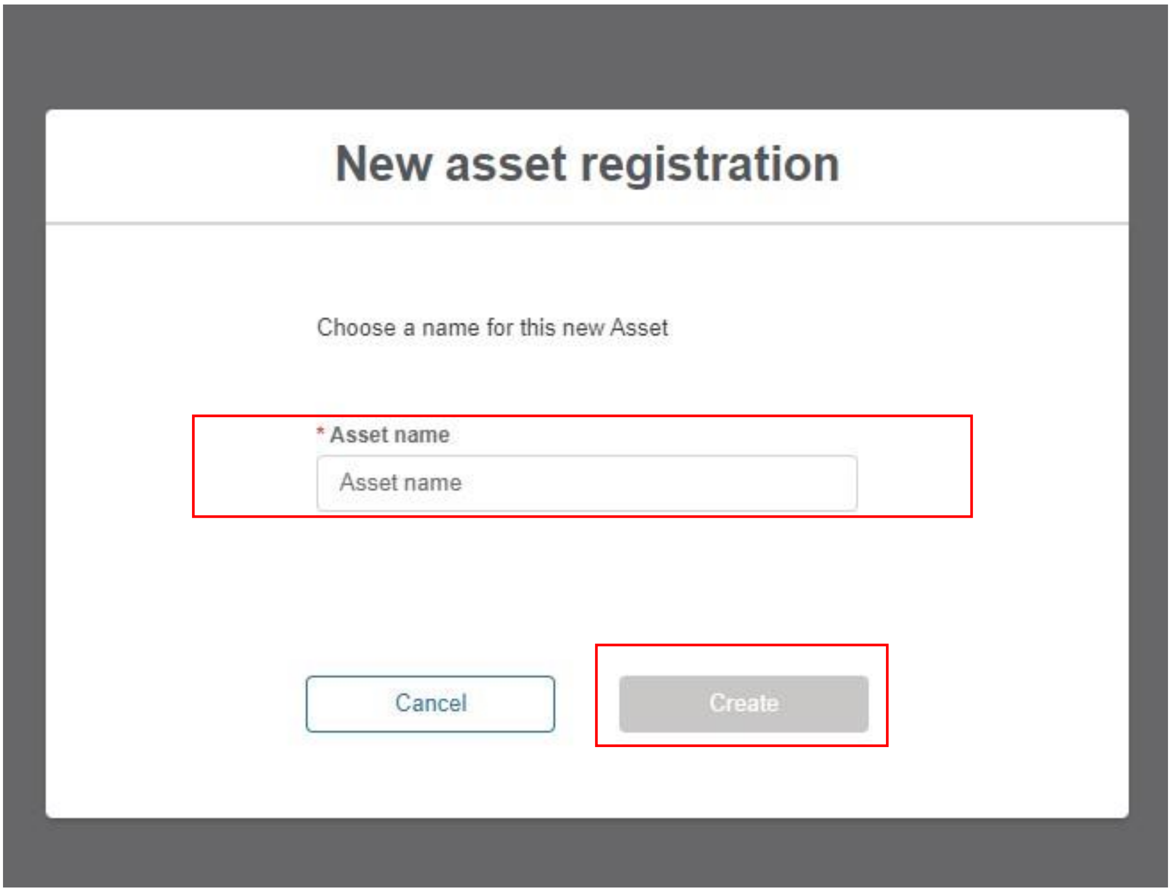


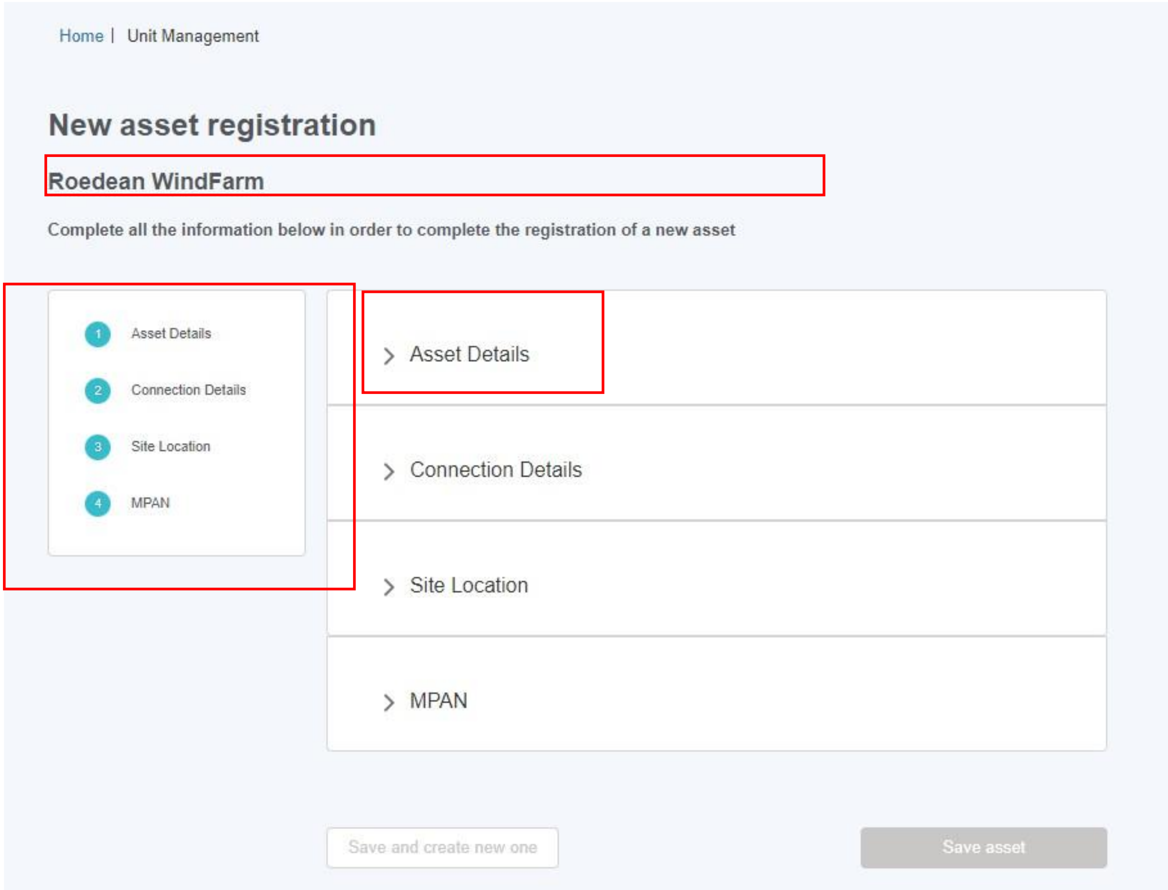
Figure 22.0: Creating Assets- Asset Registration



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

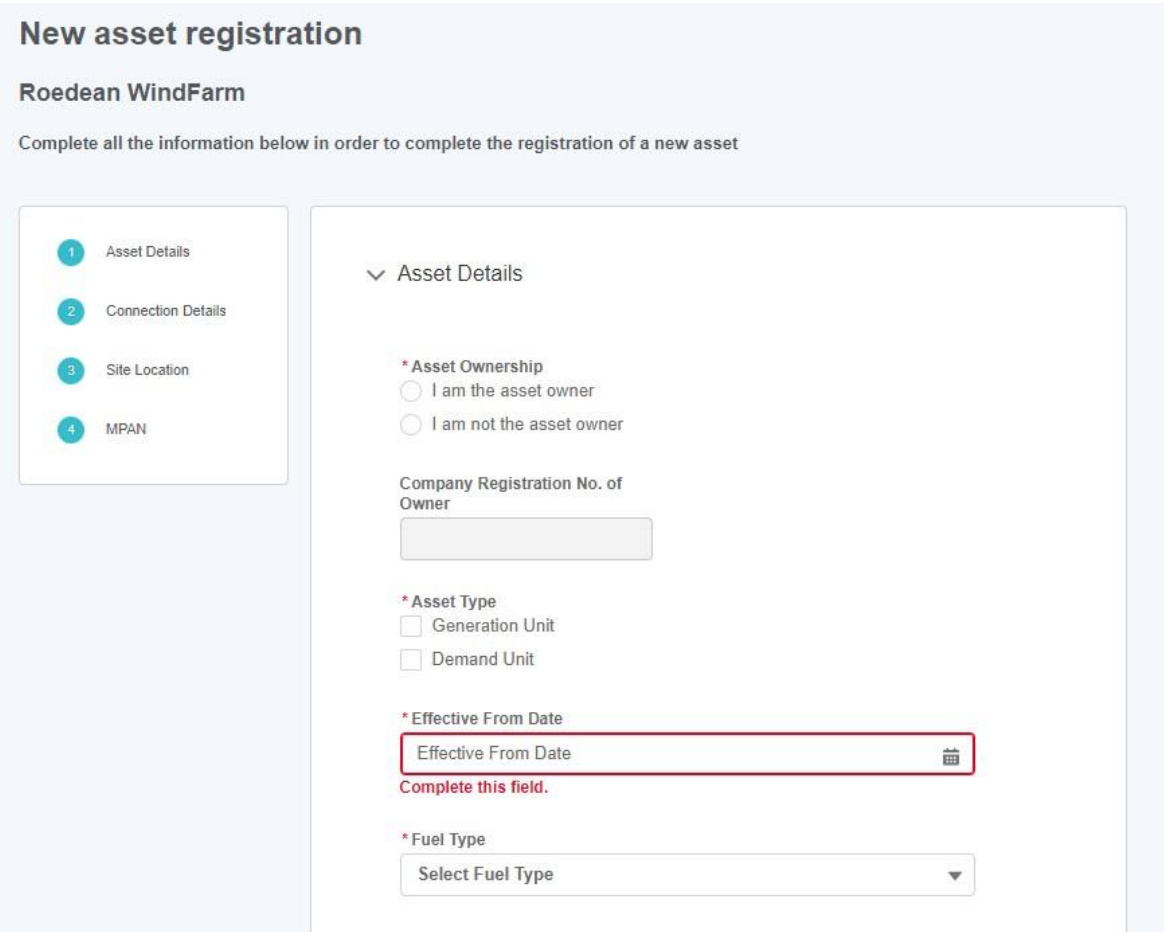
Figure 23.0: Asset Registration Detail Page



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 in a red asterix. 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.

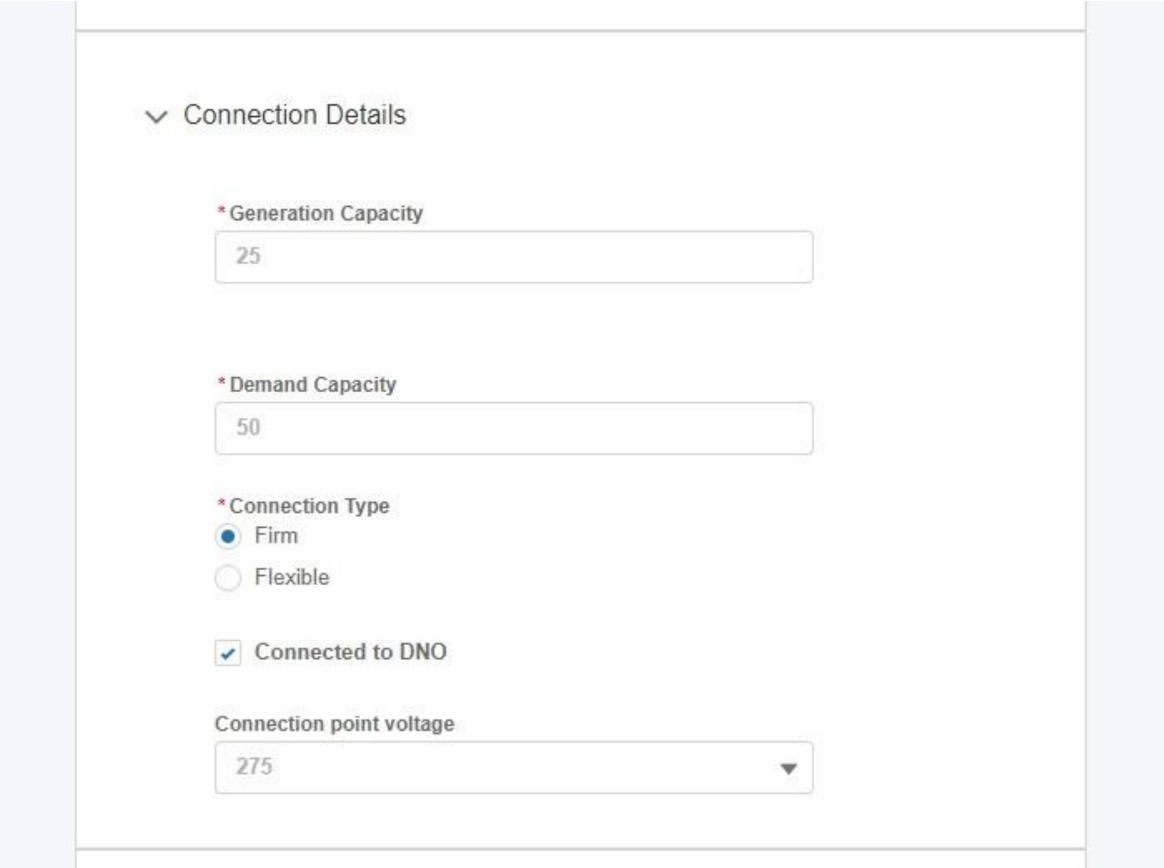
Figure 24.0: Completing the 'Asset Details' Section



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 in a red asterix. It is essential that these fields have information submitted.

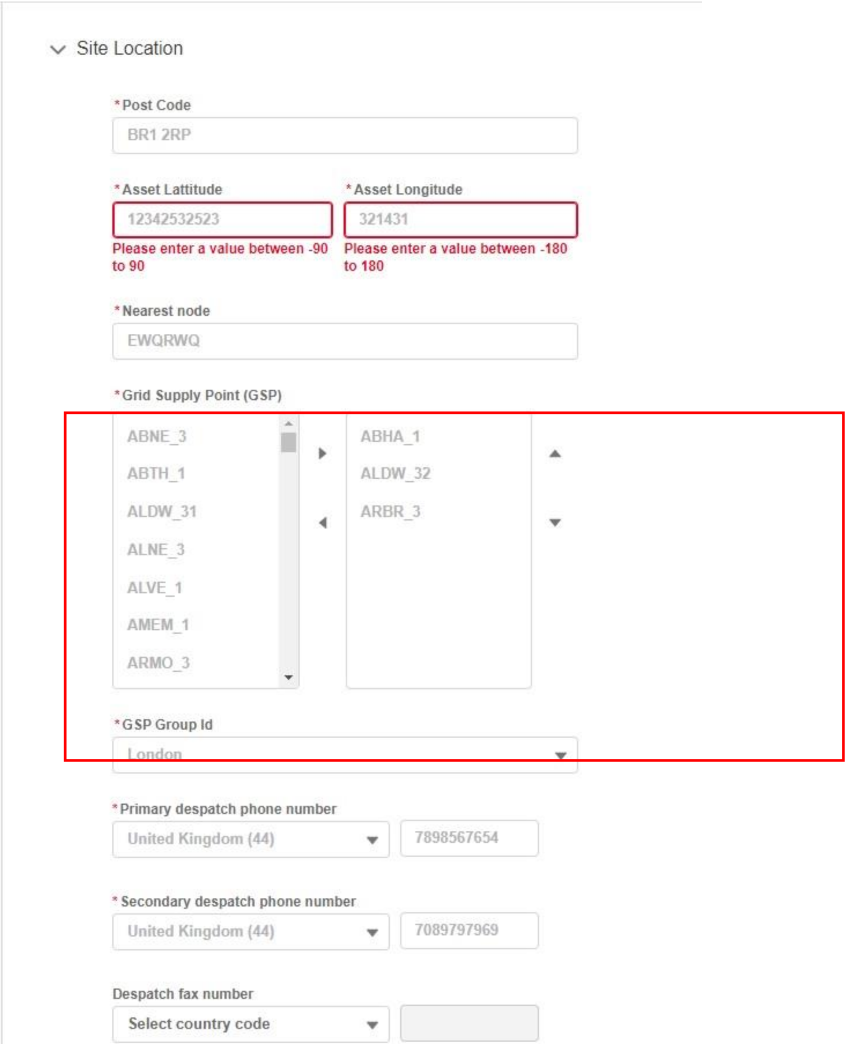
Figure 25.0: Completing the 'Asset Connection Details' Section



6.5. Asset Registration: Asset Site Location

- Figure 26.0 illustrates the Site Location Section for the Asset.
- Please note that as the *Asset Lattitude, 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 in a red asterix. 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.

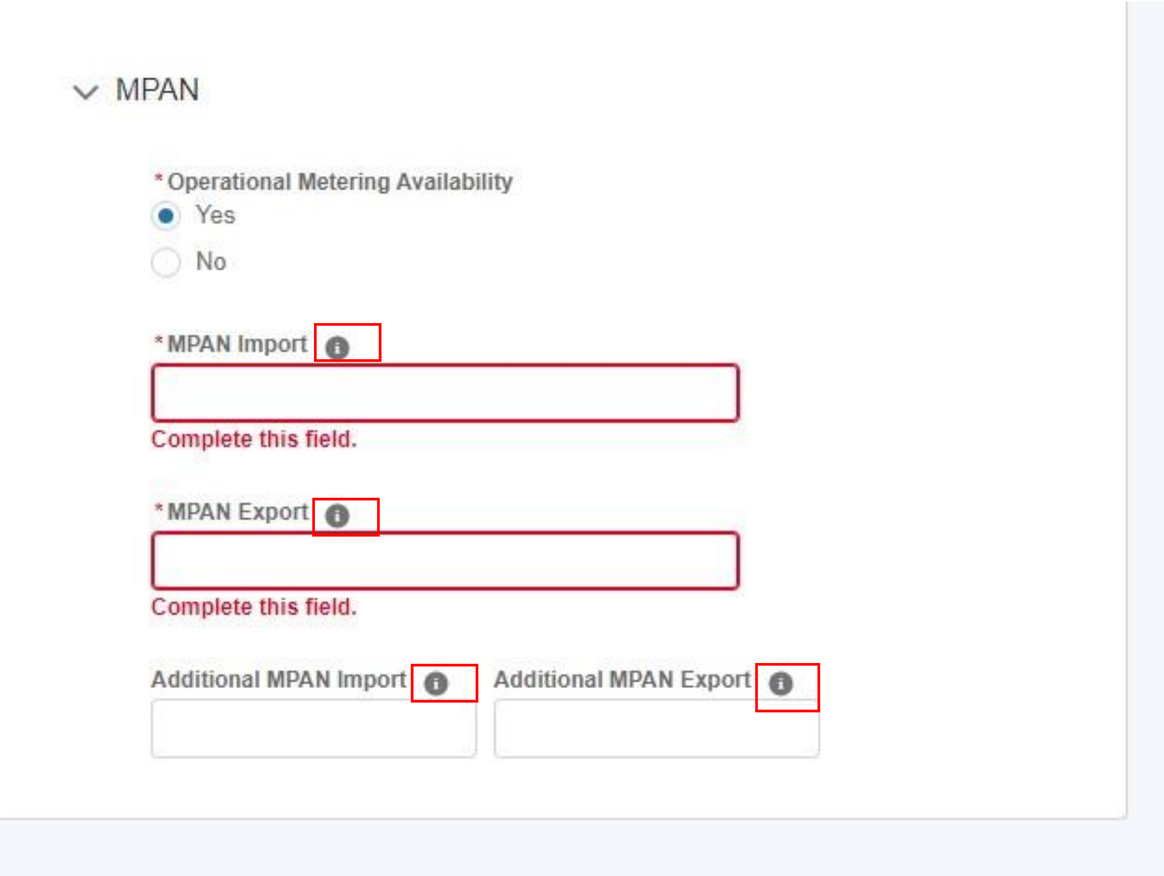
Figure 26.0: Completing the 'Asset Site Location Details' Section



6.6. Asset Registration: Asset MPAN Details

- Figure 27.0 illustrates the MPAN Details Section for the Asset.
- Please note that as the *Operational Metering Availability*, *MPAN Import and MPAN Export,* are all mandatory and therefore marked in a red asterix. 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.

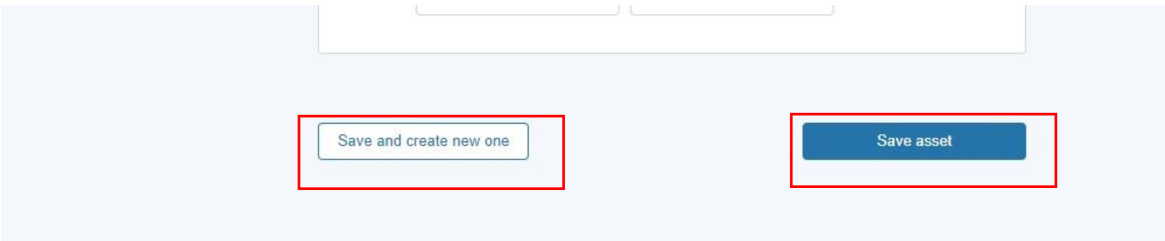
Figure 27.0: Completing the 'Asset MPAN Details' Section



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.

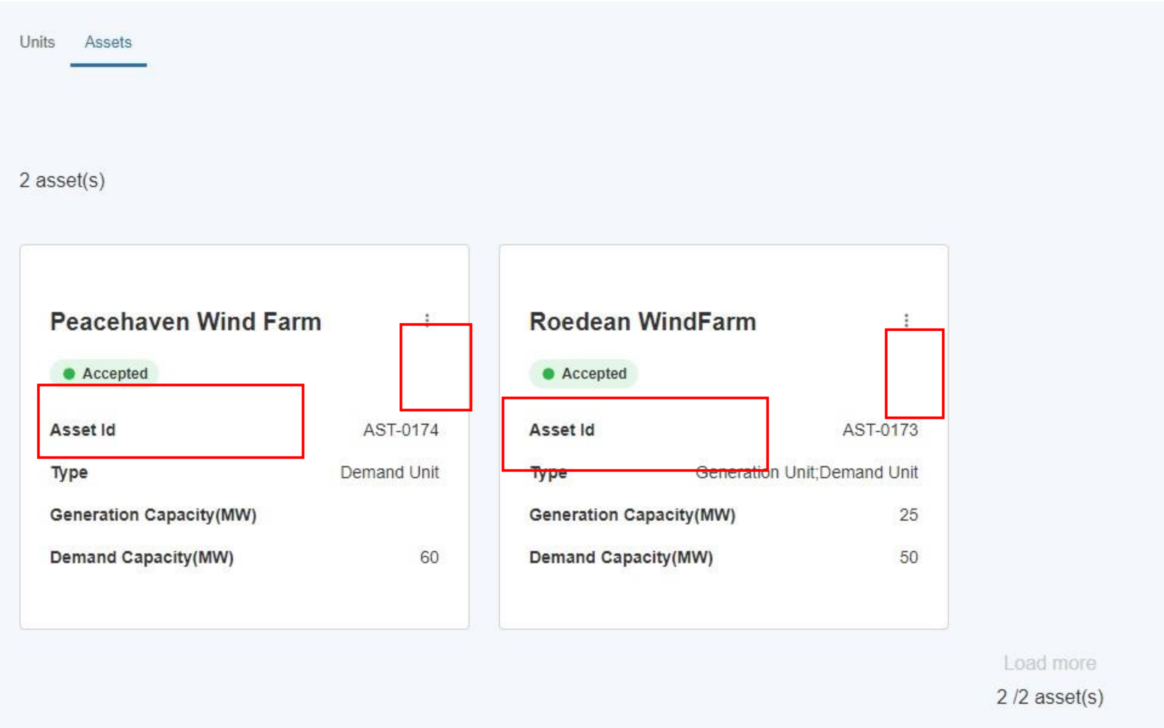


6.8. Asset Registered: Asset Tile

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 for Release 1.0, Users will be expected to submit all asset information at once. Upon 'saving the asset' registration details, the Asset Status will appear as 'Accepted' automatically as illustrated in Figure 29.0

Figure 29.0: Asset Tiles



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.***

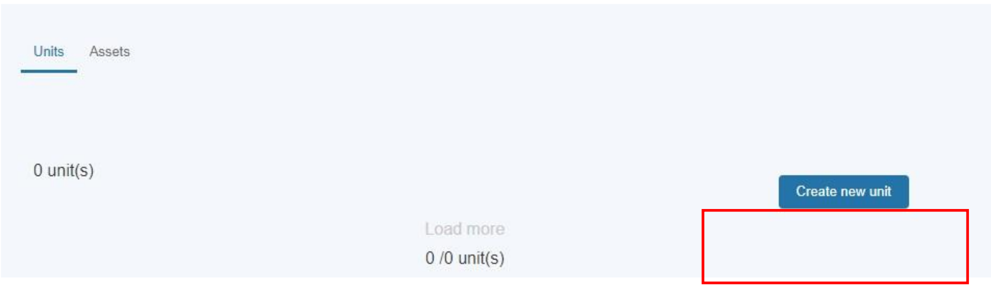
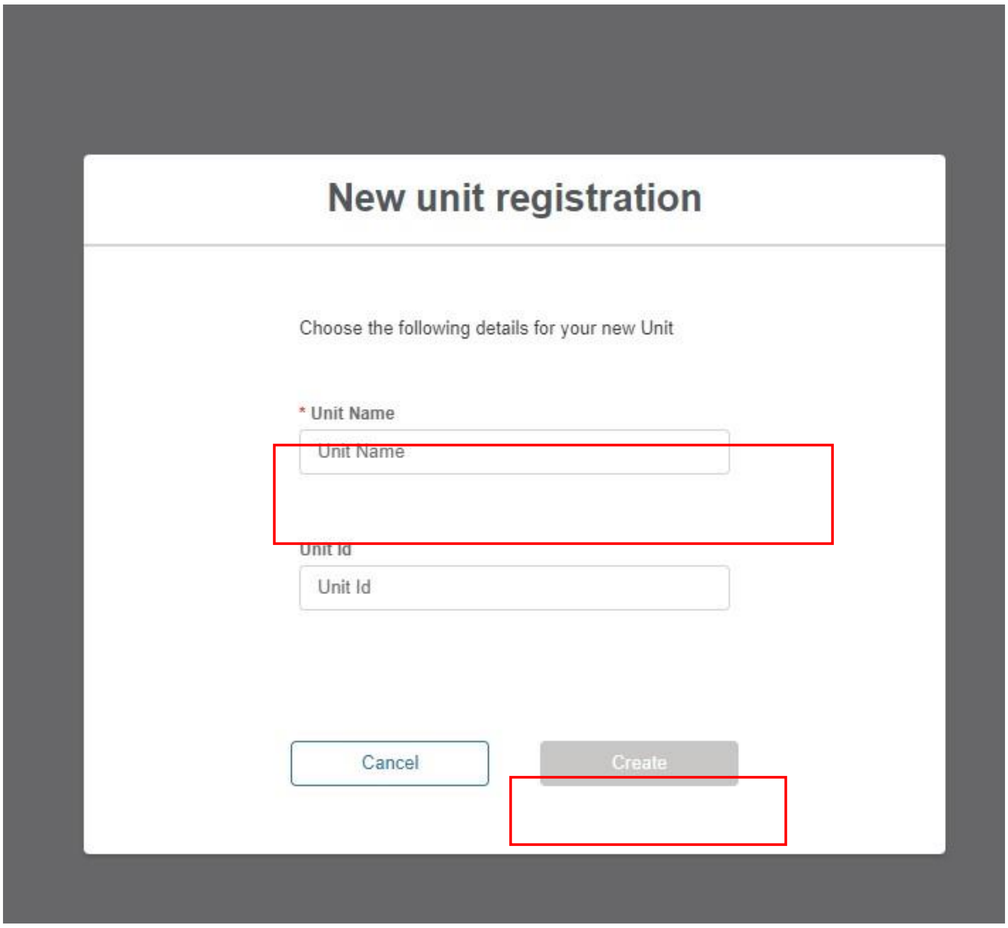


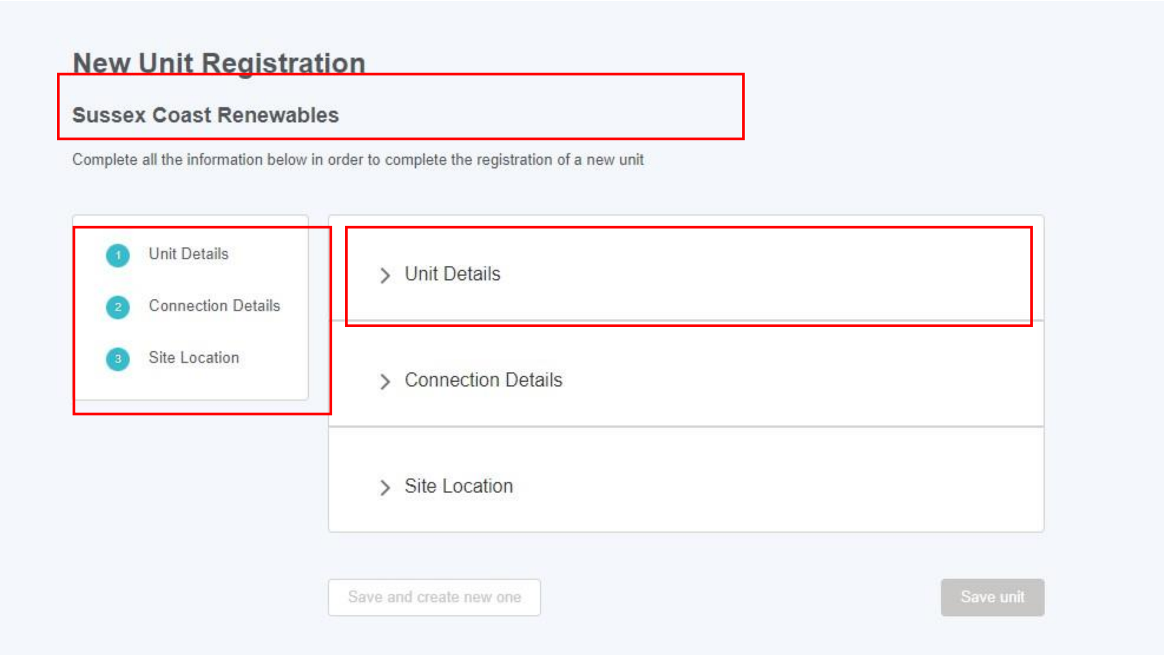
Figure 29.0: Create Unit



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.

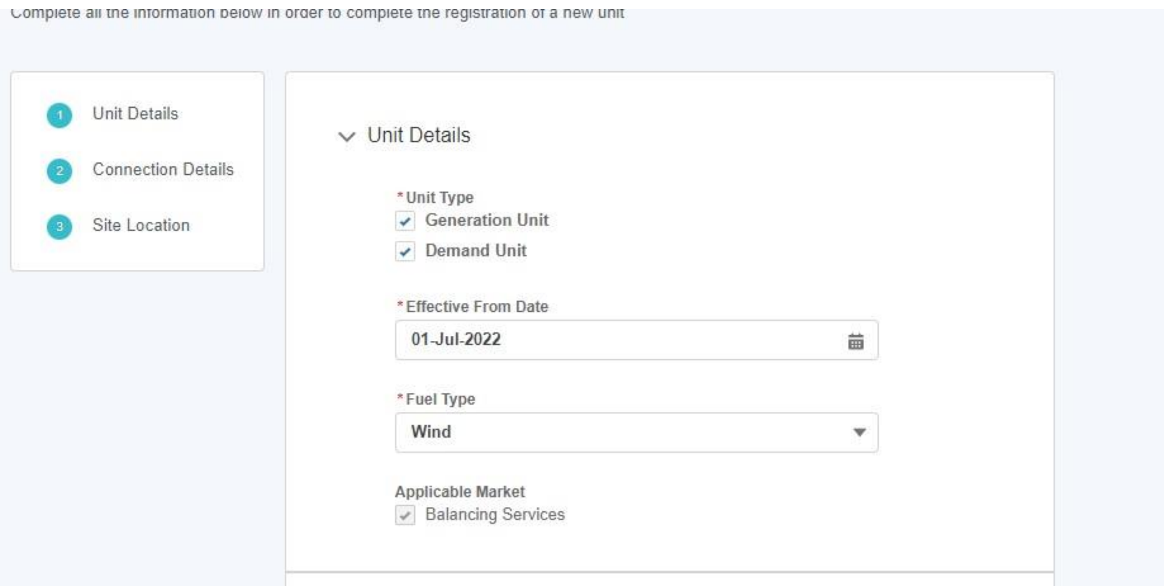
Figure 30.0: Unit Registration Detail Page



7.3. Submitting Unit Information: Unit Details Section

- Figure 31.0 illustrates the Detail Section for the Unit.
- Please note that as the *Unit Type*, the *Effective from Date* and *Fuel Type* are all mandatory and therefore marked in a red asterix. It is essential that these fields have information submitted.

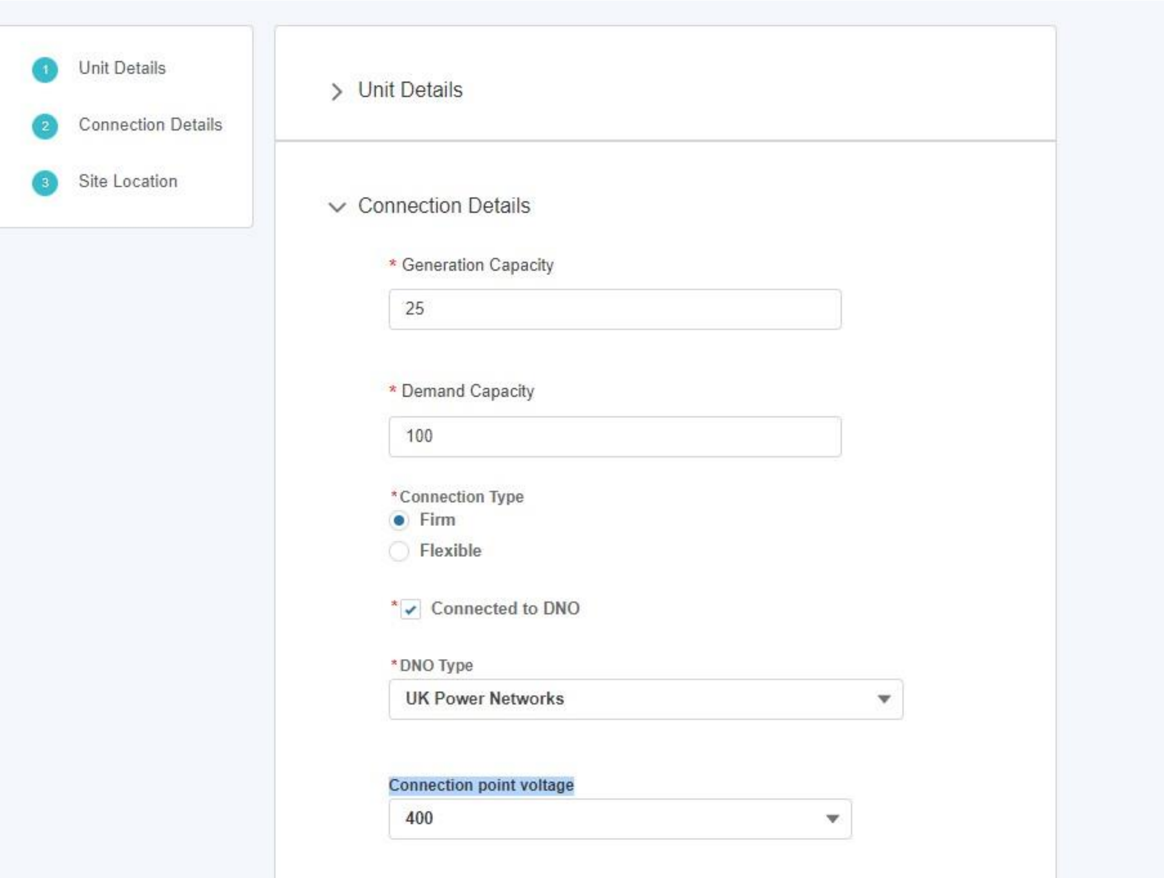
Figure 31.0: Completing the 'Unit Details' Section



7.4. Submitting Unit Information: Unit Connection Section

- Figure 32.0 illustrates the Unit Connection Details Section for the Asset.
- Please note that as the *Generation Capacity, Demand Capacity*, the *Connection Type, Connected to DNO and DNO Type (picklist field)* are all mandatory and therefore marked in a red asterix. It is essential that these fields have information submitted.

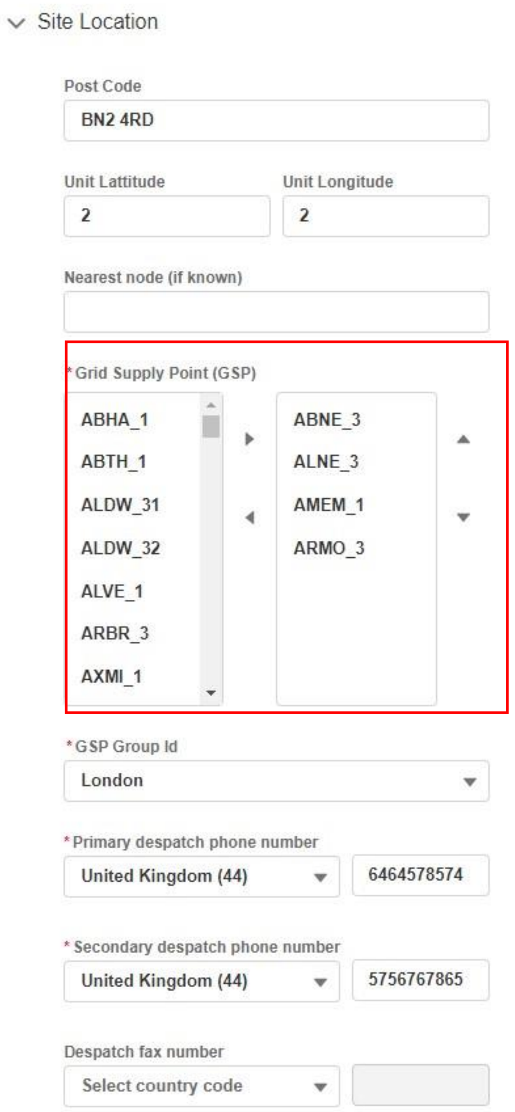
Figure 32.0: Completing the 'Unit Connection Details' Section



7.5. Submitting Unit Information: Unit Site Location Section

- Figure 33.0 illustrates the Unit Site Location Section for the Unit
- Please note that as 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 in a red asterix. 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.

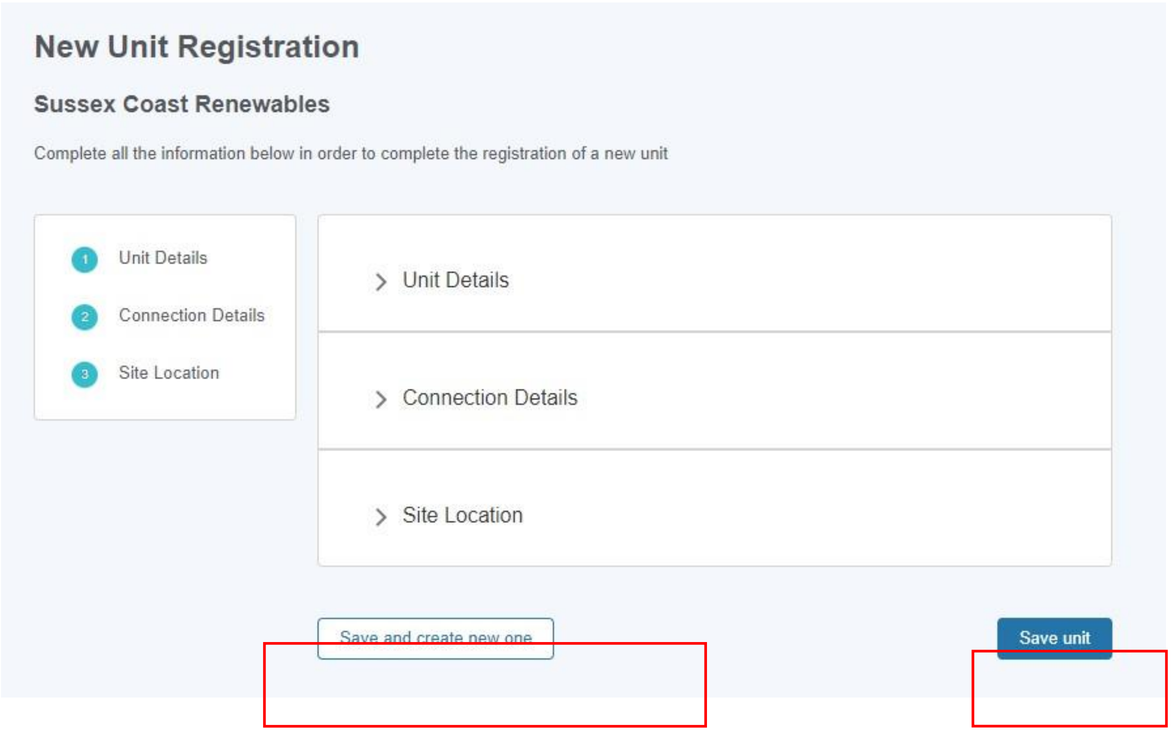
Figure 33.0: Completing the 'Unit Site Location Details' Section



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.

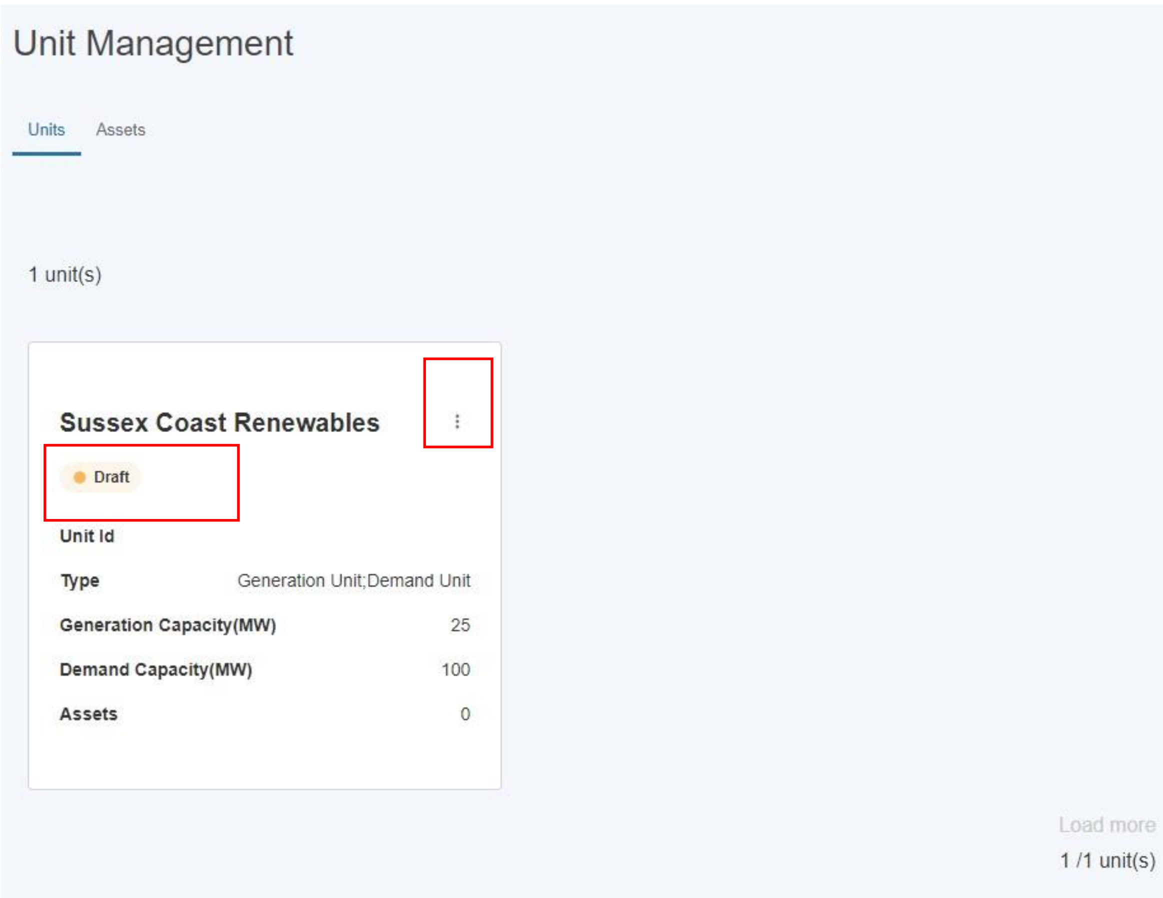
Figure 34.0: Confirmation of Asset Saved Successfully.



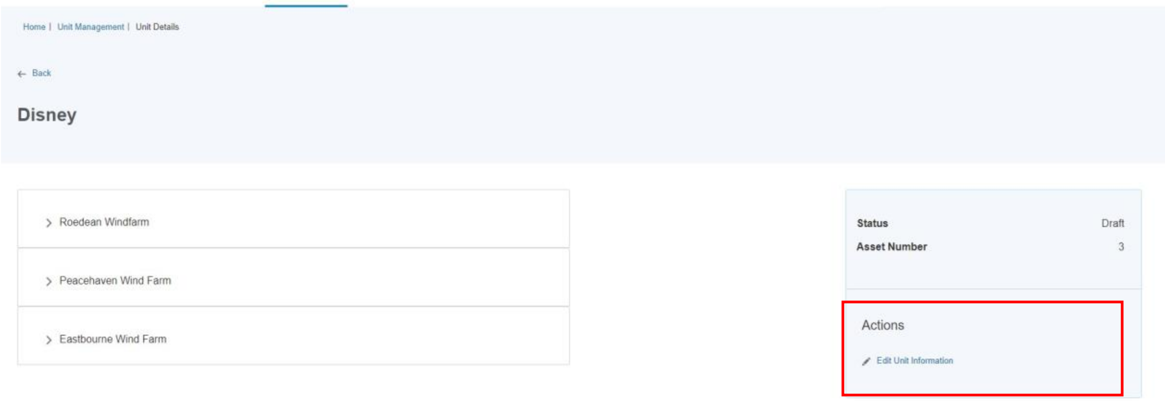
7.7. Modifications to Registration of Units

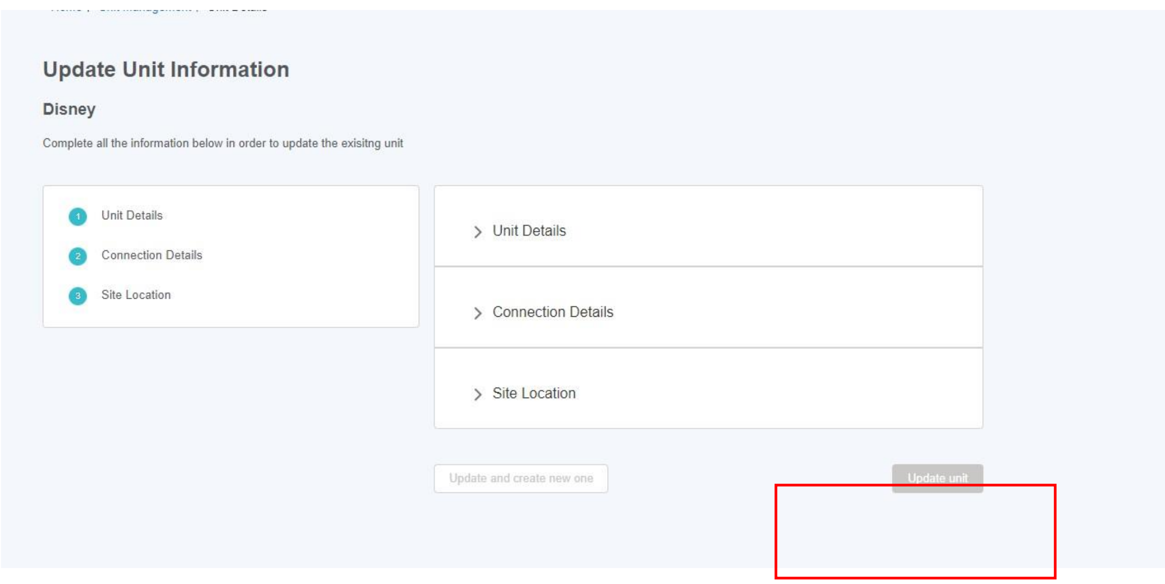
- Following on from the Unit Registration, the asset tile will appear on the Unit Management Home Page under the **'Units Tab'** . Each asset will have a corresponding tab. The tile displays the 'key or summary information'. To view the full registration details, click on the **three dots on the right-hand 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 autopopulate on the Unit Id field) b) set the Unit Status field from 'submitted' to 'approved' or 'rejected'.

Figure 35.0: Unit Tiles



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



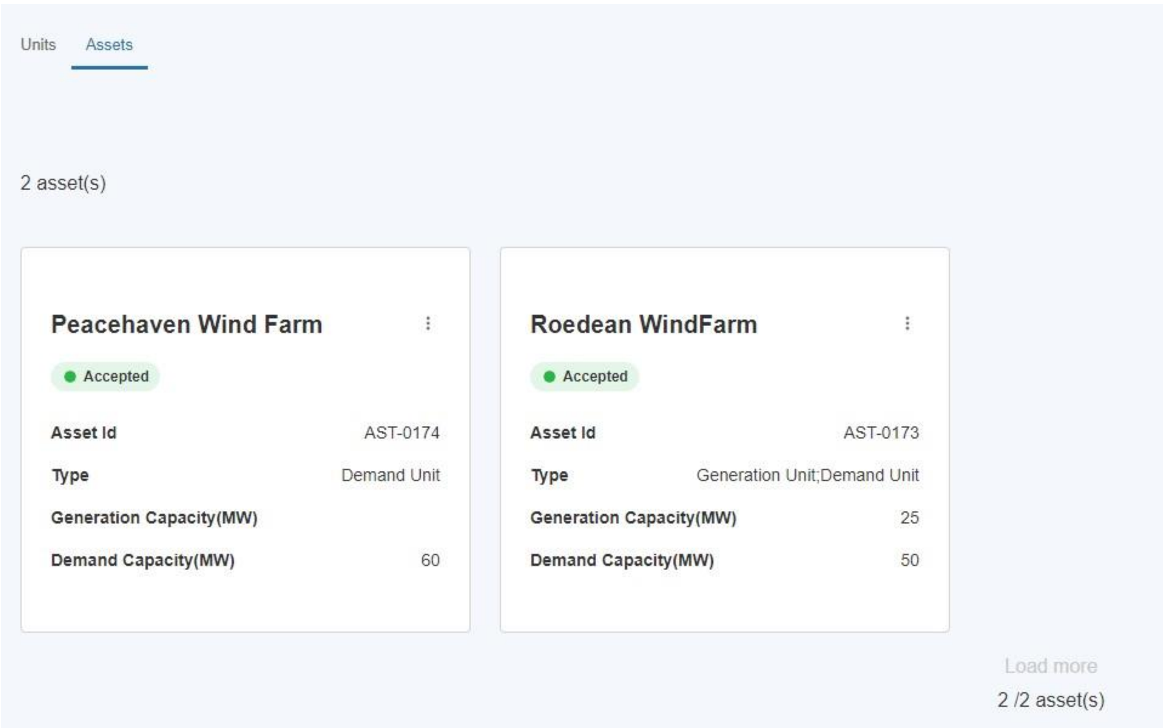


8. Asset to Unit Alignment

8.1. Grouping Assets by Unit (Asset Alignment)

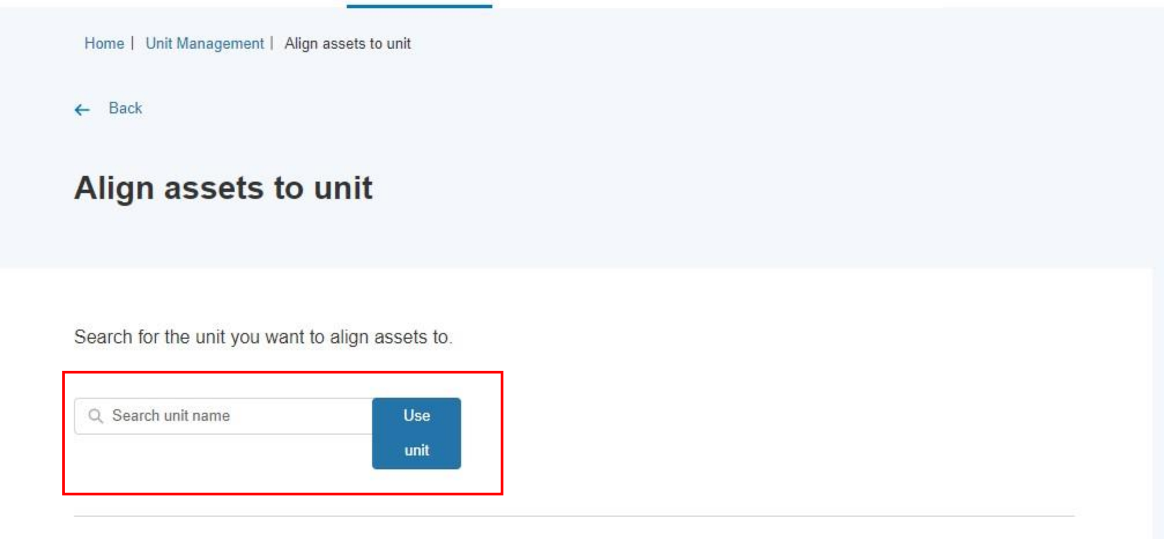
- Prior to initiating the Pre-qualification Process, the registered asset(s) must be aligned to a specified Unit(s). To align assets to units, it is pre-supposed that the asset(s) and the unit(s) have all been registered in advance. If this is not the case, the user must ensure these steps are completed.
- 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

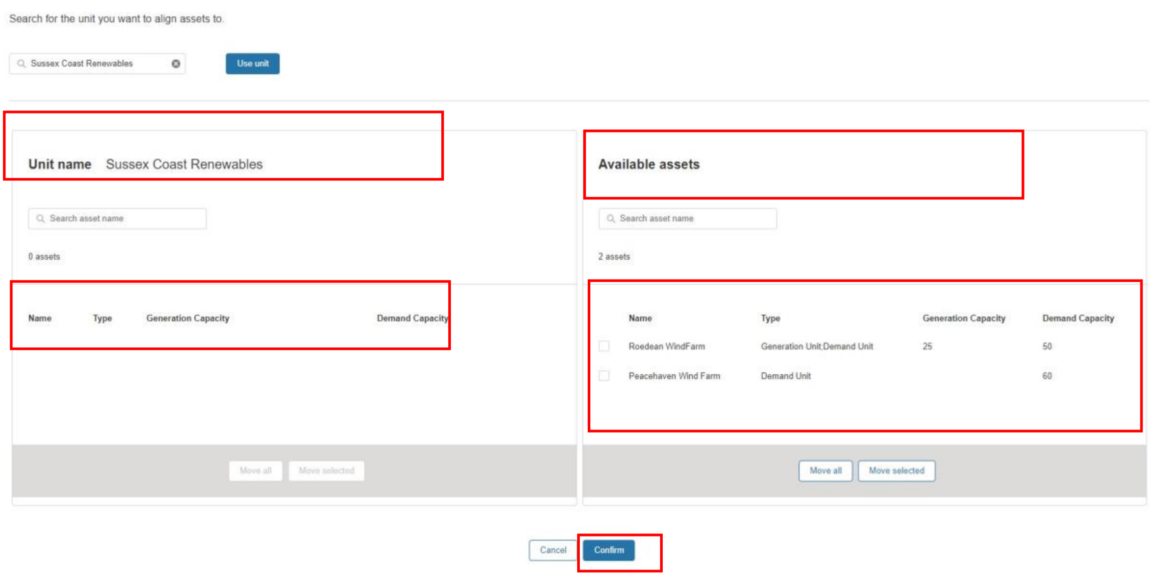
- The User will be prompted to select or identify the Unit for grouping or alignment. The user can search by entering the Unit Name in the search bar. Please note the exact naming of the Unit to produce a successful search result.



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

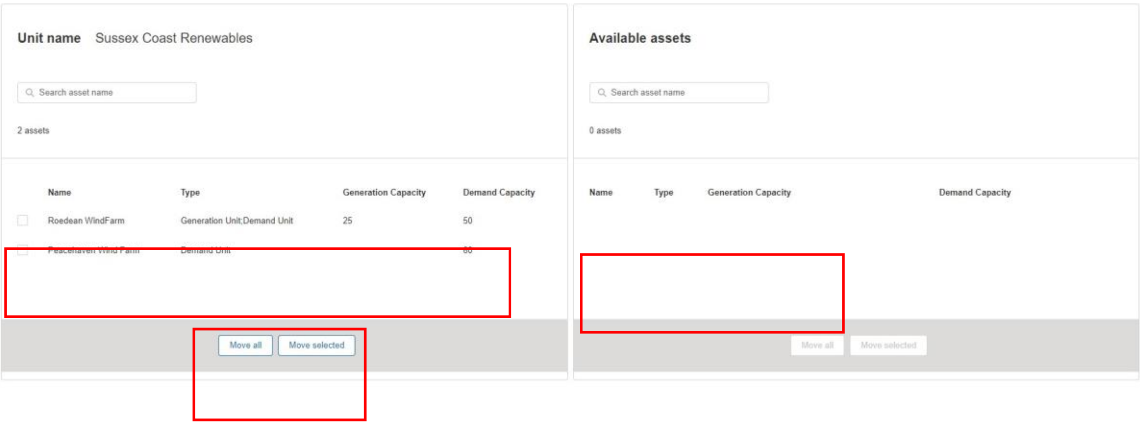
- The User will be then be presented with two adjacent columns 1) the Unit selected in the search result on the left-hand column and 2) all available registered assets eligible for grouping on the right-hand side.

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.

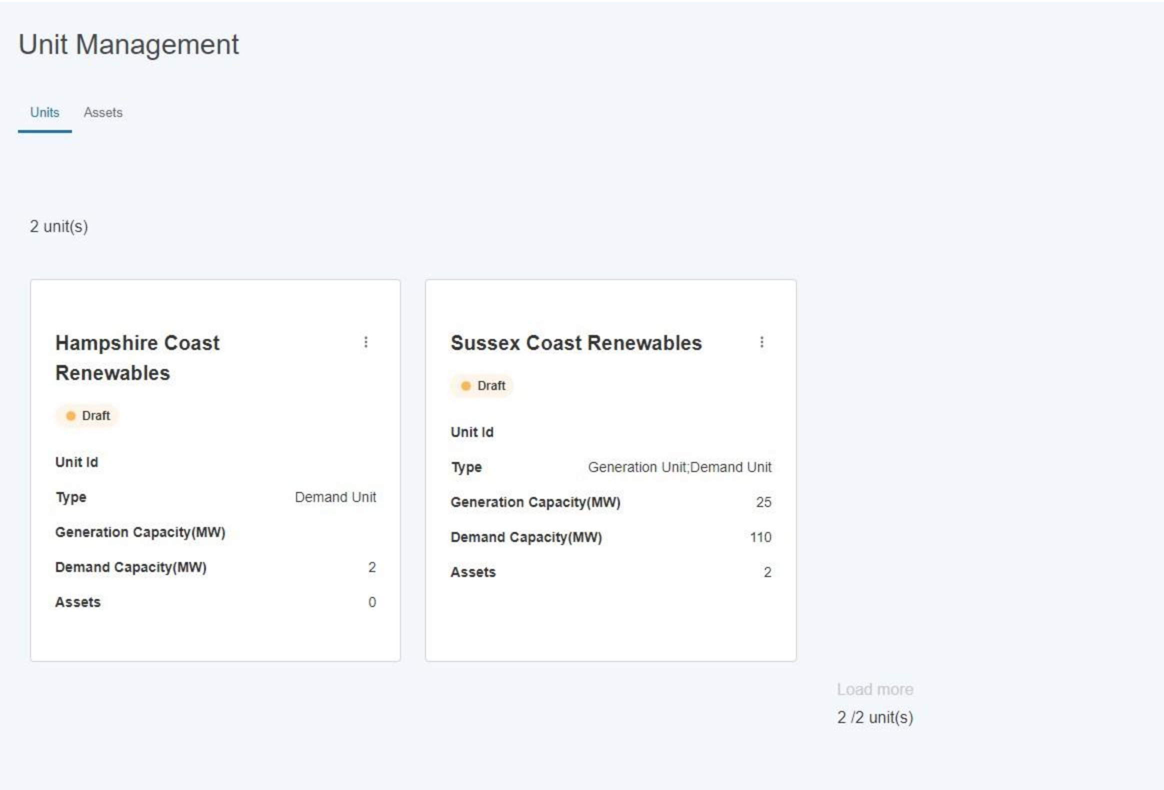
Figure 38.0: Asset Alignment Screen – Reverse decision



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 *Roedean 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



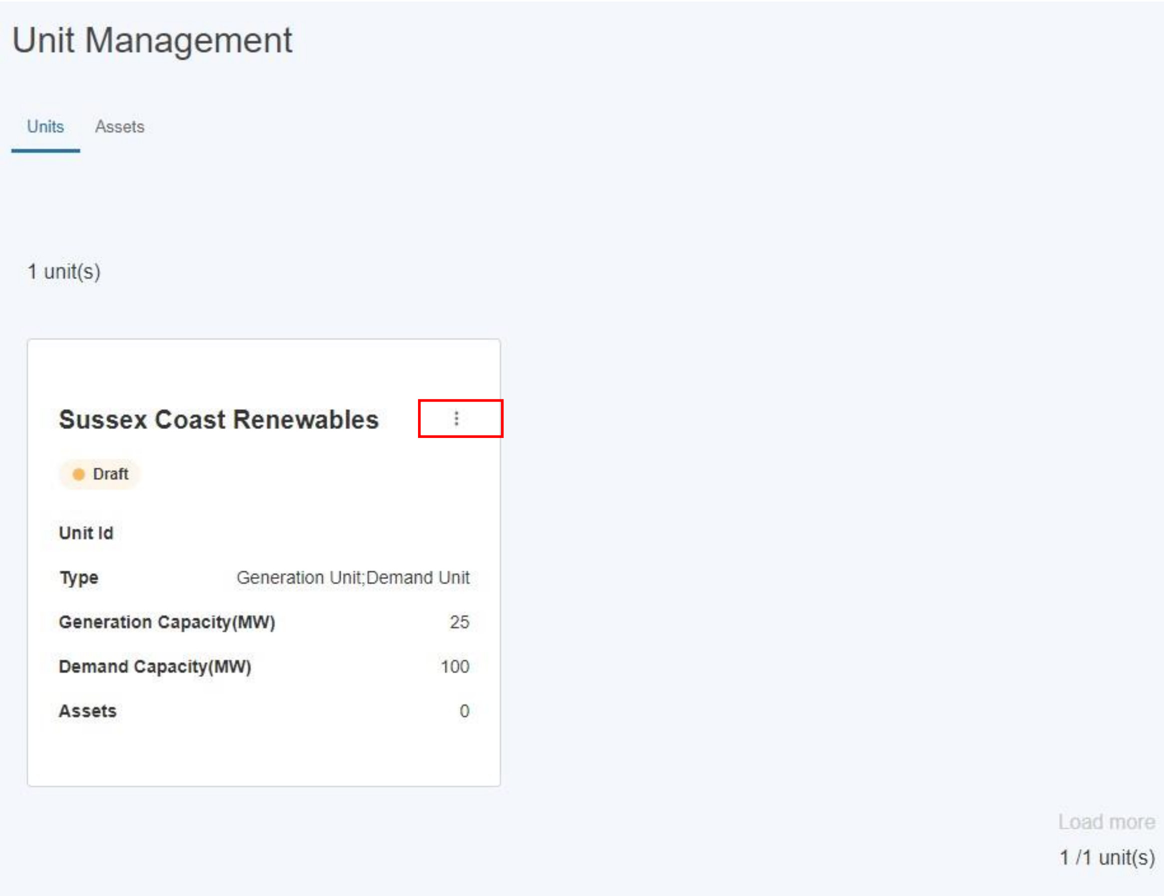
9. Prequalification for Services

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’**

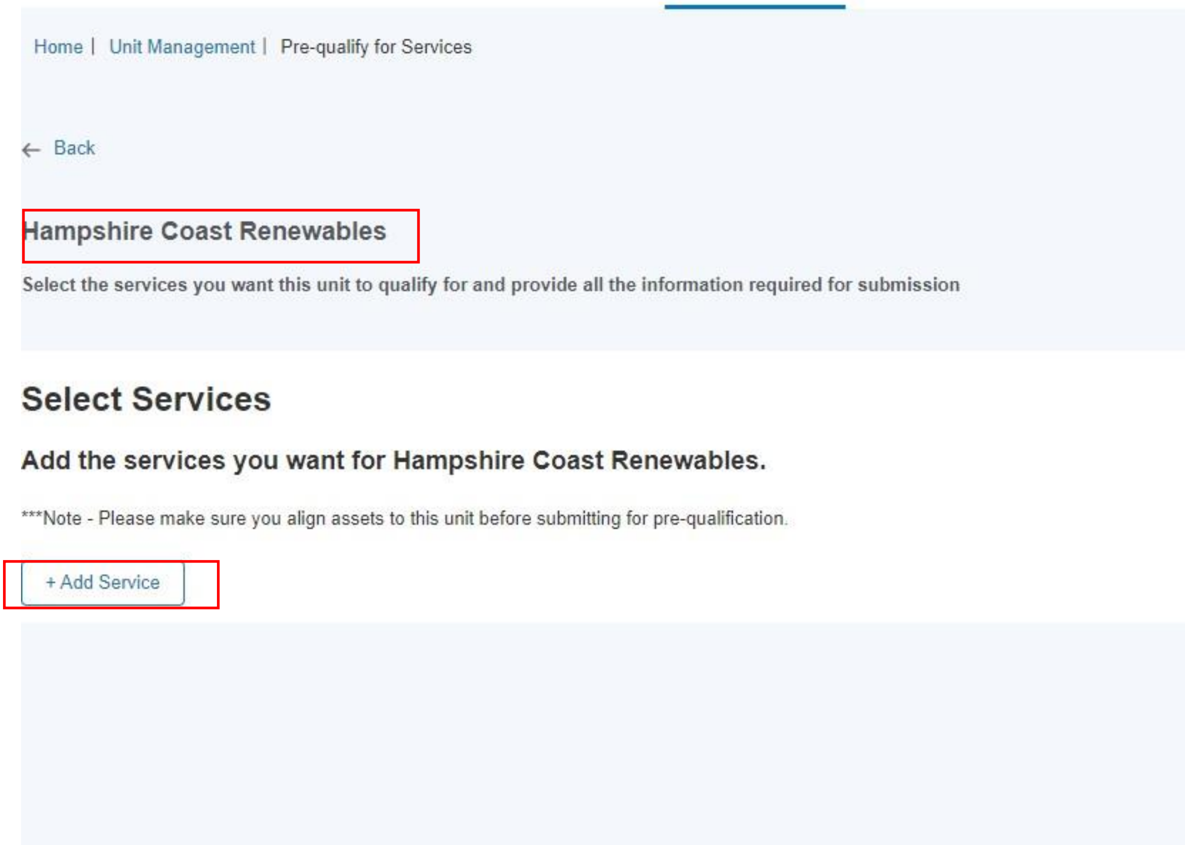
Figure 40.0: Pre-qualify for Services Link



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.

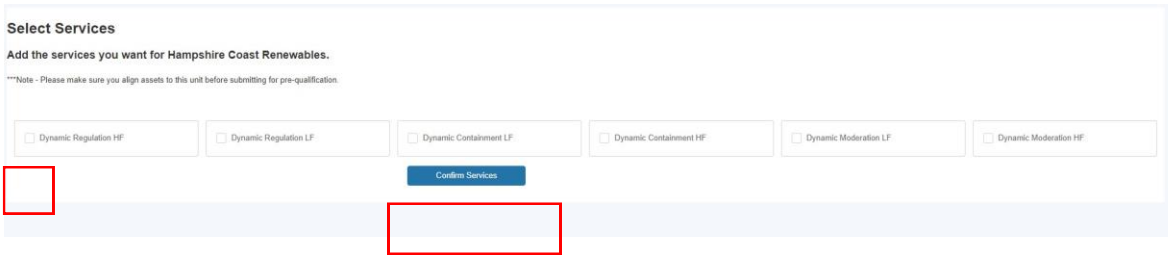
Figure 41.0: Pre-qualify for Services Page



9.3. Identifying Services to apply for pre-qualification for selected Unit.

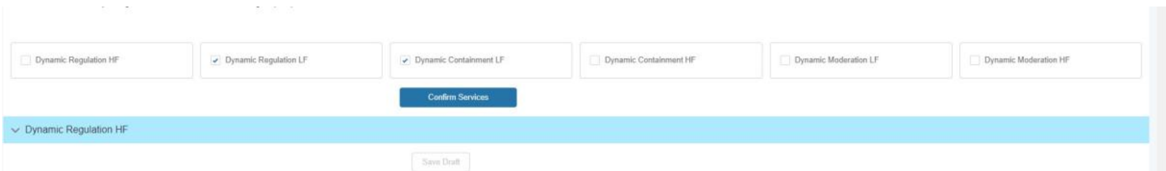
- The user will then be presented with the current six services they can select from. To select the user checks the checkbox. A user can select all six services.
- The user then selects the ''Confirm Selection'' button to proceed to the next step.

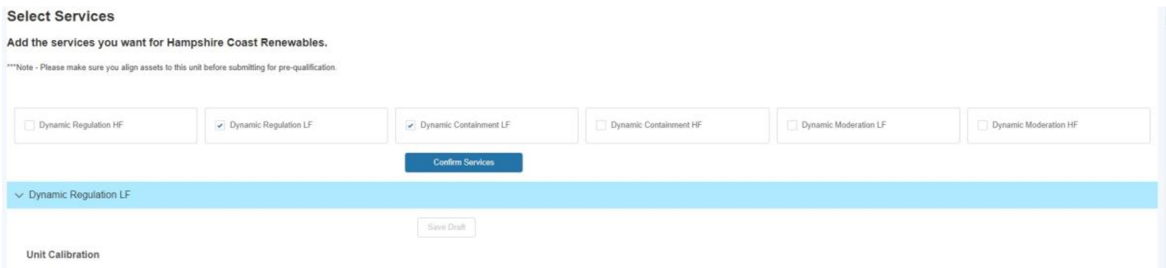
Figure 42.0: Services Selection Screen



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

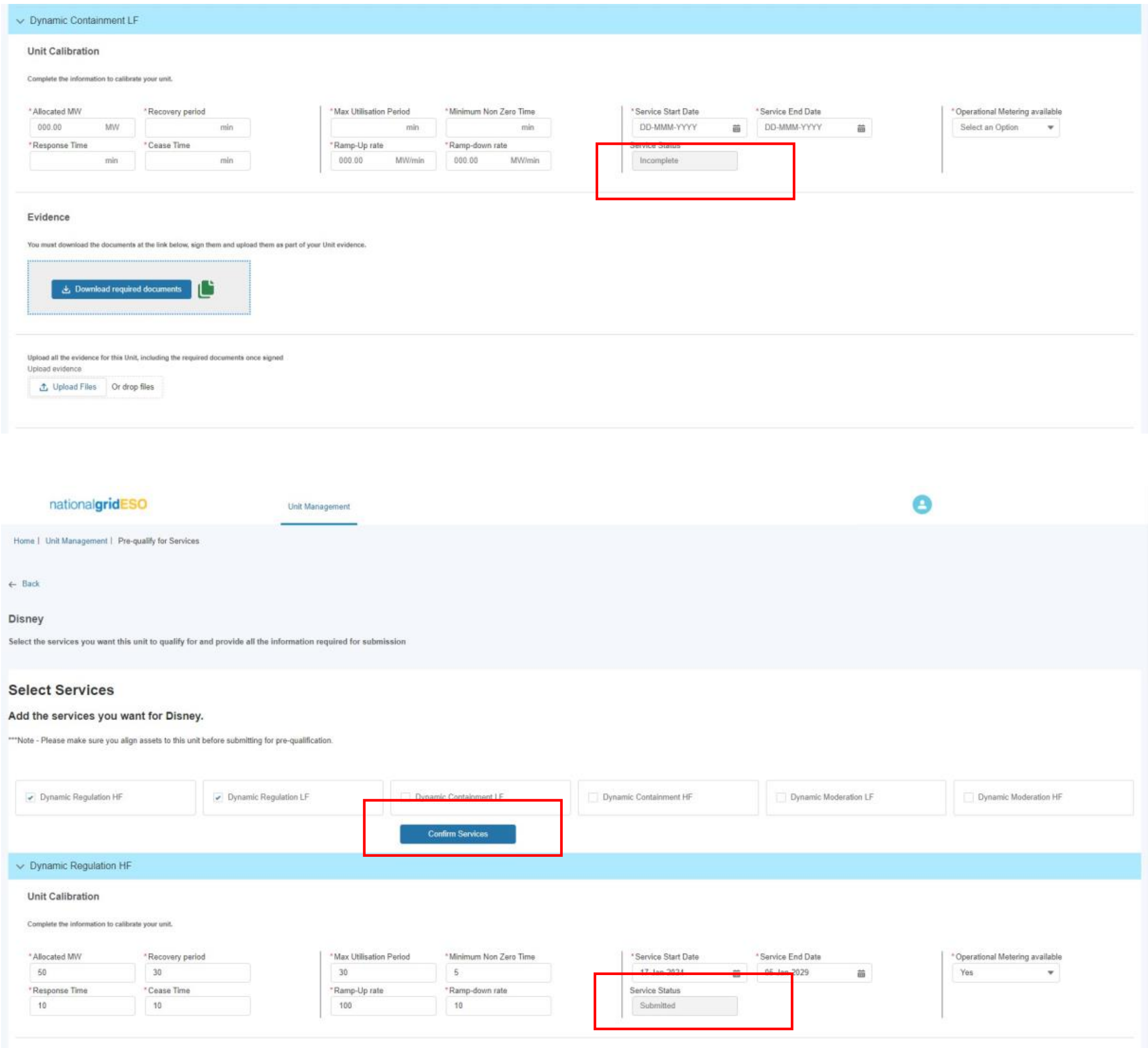
- If the user makes an error or wishes to reverse the decision to not select a particular service, they can simply uncheck the tick box before proceeding to the next step. If a user decides to make this decision after proceeding with completing the Service 'data capture' sub-sections, this is also possible 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 then 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'.

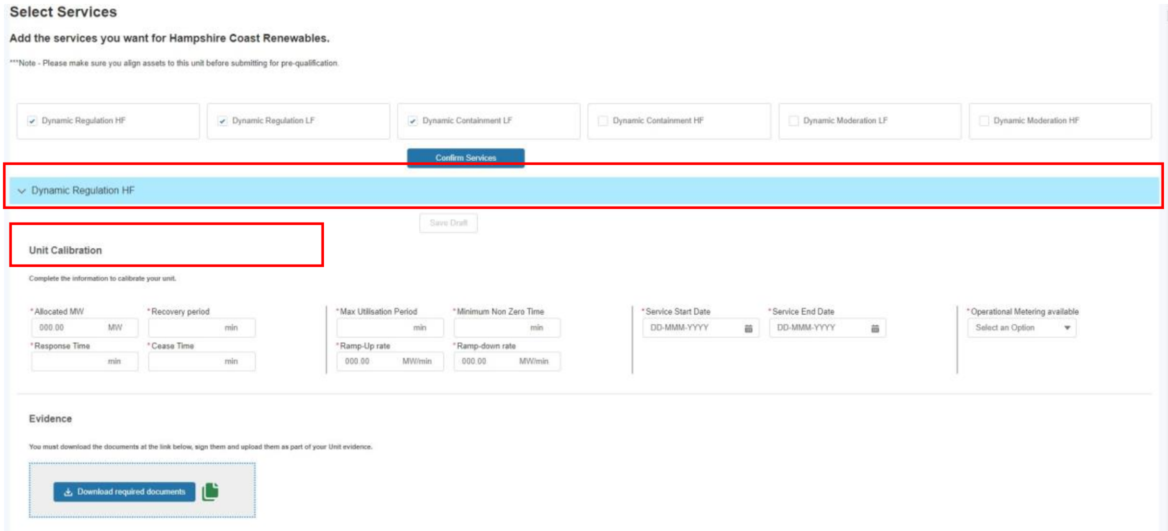
Figure 42.1: Service Status Field



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

- Each service selected will present the user with a series of sub-sections to complete with criteria specific fields. Each service is identified by the highlighted row illustrated in the figure below.
- The first 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 in a red asterix 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

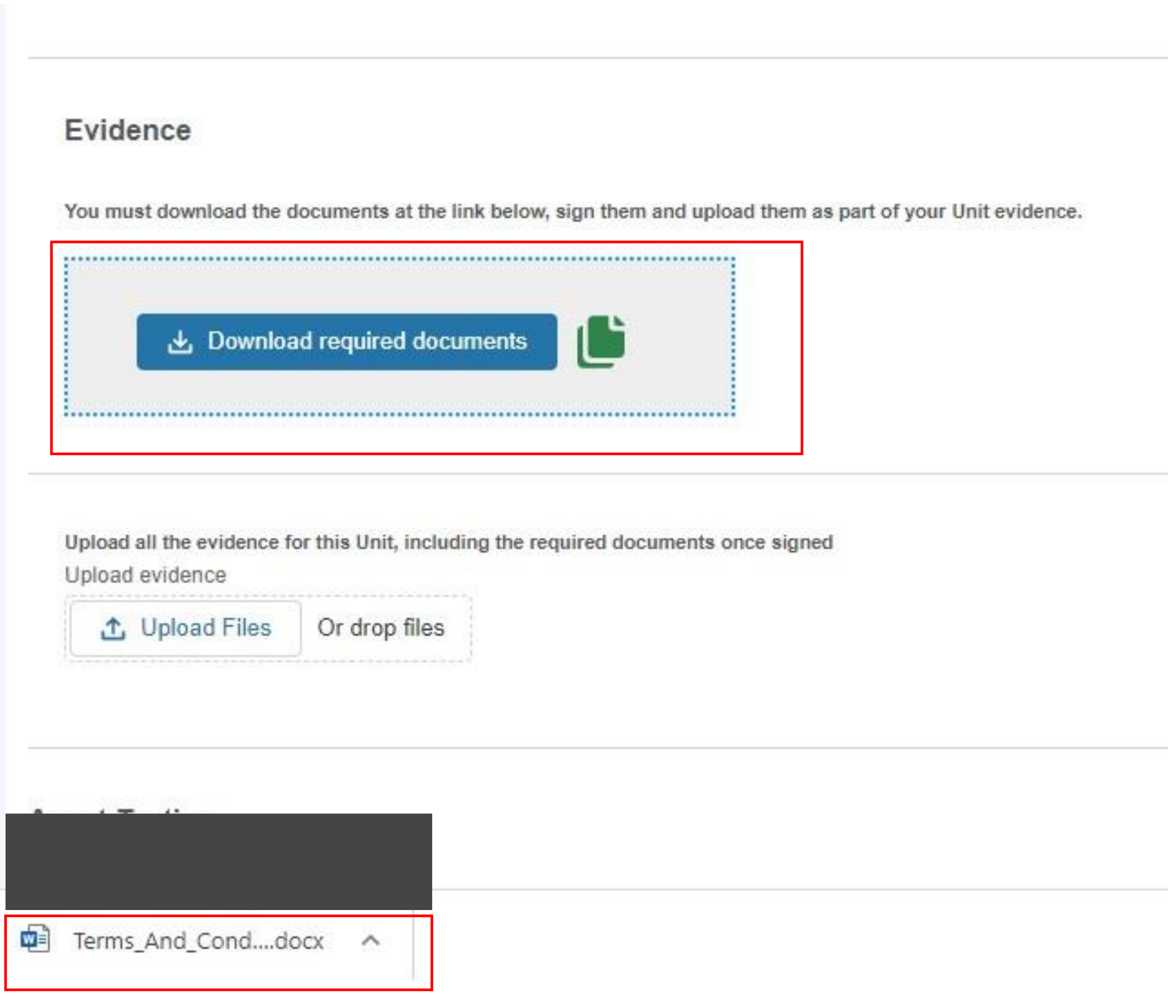


9.6. Completing Pre-qualification Criteria Sections by Service: Evidence Section

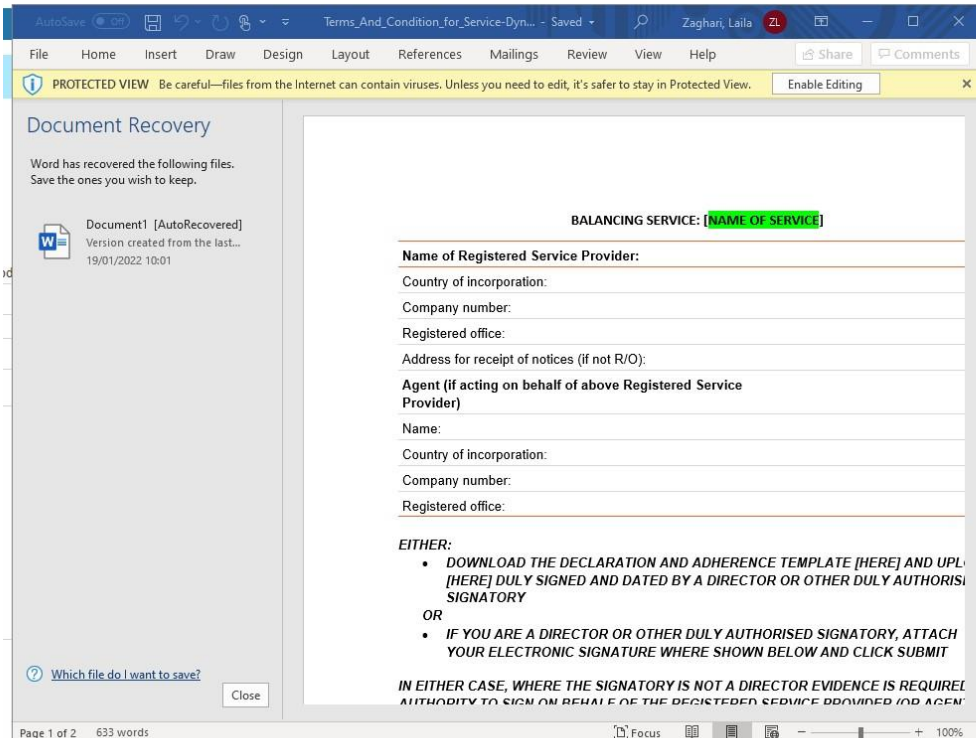
- Each service will have a different evidence requirement for submission that will accompany the pre-qualification request for the unit selected. With this in mind, the evidence sub section will expect the user to undertake a series of sequential tasks;
    - Download the Evidence Template
    - Populate and Save the completed Evidence Template on the User's desktop or external Company/Organisation shared drive
    - Upload the saved and completed Evidence Template onto the Portal.

The illustrated screen shots in Figure 45.0 demonstrate each of these sequential tasks.

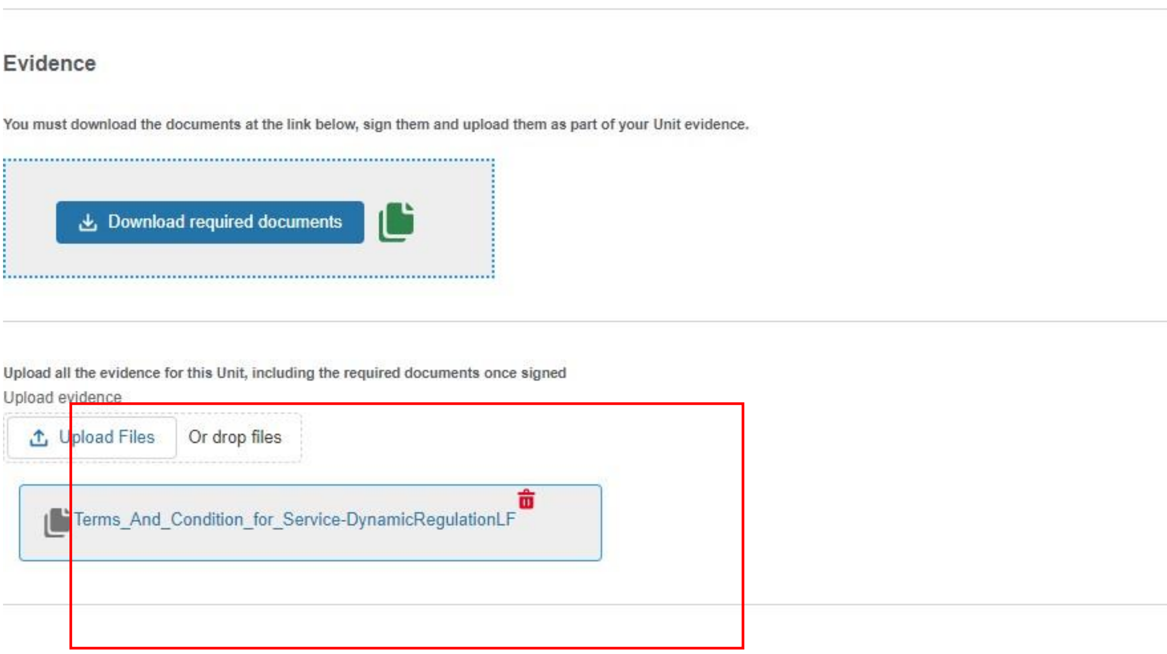
Figure 45.0: Services Specific Sub Section – Unit Evidence



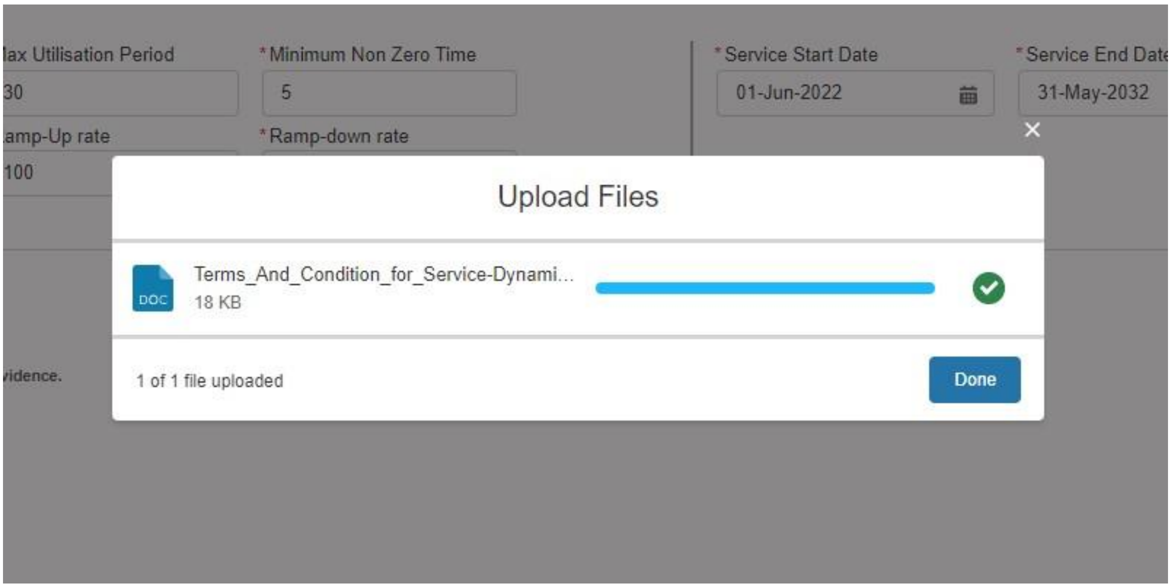
9.7. Example of Template for Download



9.8. Uploading Completed Templates



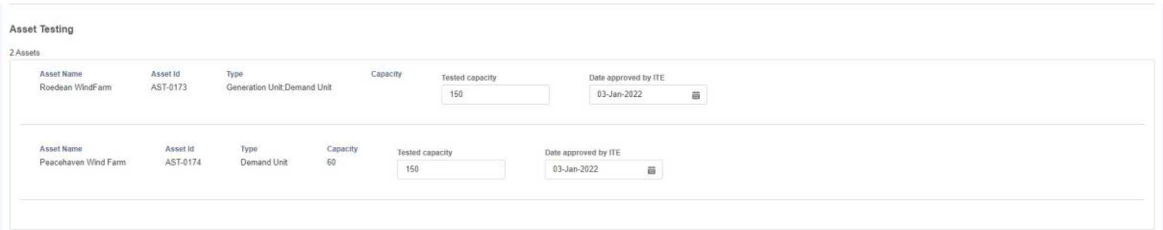
9.9. Confirmation of Upload Completed



9.10. 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 in 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 46.0: Services Specific Asset Testing



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

- The step preceding final submission involves completing the Service Specific Terms & Conditions Checkboxes.
- To access the Service Specific Terms & Conditions Documentation, the user is provided with a hyperlink illustrated in Figure 47.0 below.
- 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 47.0: Services Specific Terms and Conditions

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

Figure 48.0: Final Submission of Pre-qualification Application for Approval by NGESO Account Managers.

10. 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 NGESO'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.

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

Faraday House, Warwick Technology Park,
Gallows Hill, Warwick, CV346DA

nationalgrideso.com