

Capacity Auction Bidding Company and Authorised Individual Management Guidelines



**Bidding Company and Authorised
Individual Management Guidelines**

January 2017

Executive Summary

This user support guide will help participants who have qualified to take part in the Capacity Market Auction to manage their Bidding Companies and Authorised Individuals (AIs). Each participant needs to have a Bidding Company and associated AIs to participate in the auction and to place bids. **This activity needs to be completed for each auction separately.**

A Bidding Company will be automatically created in EMR Portal for each participant who has been pre-qualified or conditionally pre-qualified for the relevant auctions. This will be created at sub company level. If the participant only has one company, the Bidding Company will be at the main company level. "Main Admin users" of the main/sub company will be the default AI(s) for the system created Bidding Companies.

Bidding Companies are available immediately after the release of prequalification results.

A participant does not need to do anything if they do not want to make any changes to the system generated Bidding Company and/or associated AIs. Otherwise this guide can be used to manage Bidding Companies and to distribute CMUs between these Bidding Companies. This guide will also help you to create and add additional AIs to the Bidding Companies.

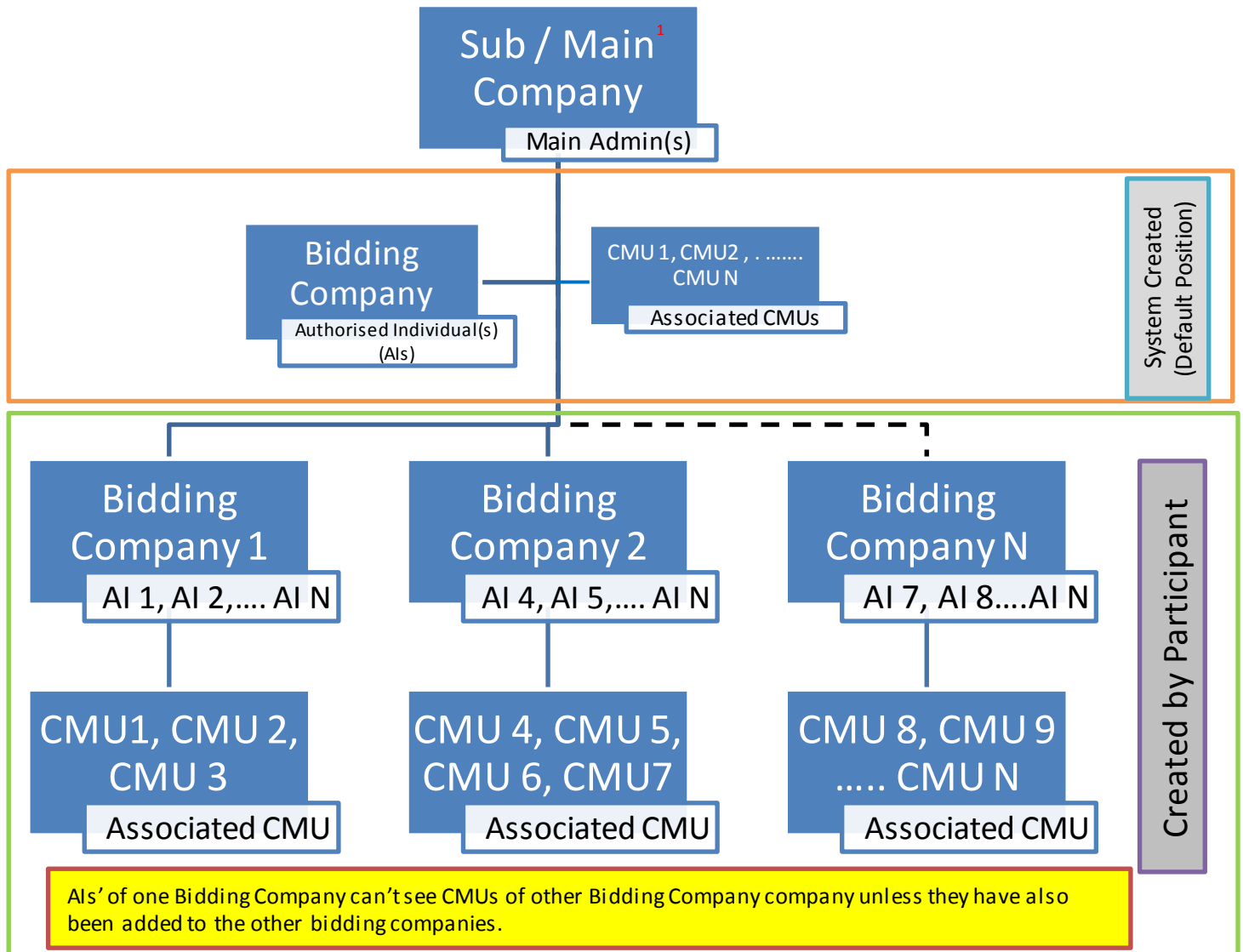
Important points to note:-

1. If a participant does not do anything, there will be one Bidding Company for each sub company (or main company if that is the only company) created by the system with the associated "main admin(s)" as the AI(s).
2. Any changes to a Bidding Company or AI(s) must be carried out before 17:00 on the day falling 10 working days prior to the commencement of the first Bidding Window.
3. These activities need to be carried for each auction separately.
4. AIs assigned to a Bidding Company will not have access to the CMUs of any of the other Bidding Companies created under the sub/main company unless they have also been added to the the other bidding companies.

Please refer to the following diagram for the link between Bidding Companies, AIs and Main Company.

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¹ A Bidding Company will be created at sub company level (or at main company level if that is the only company)

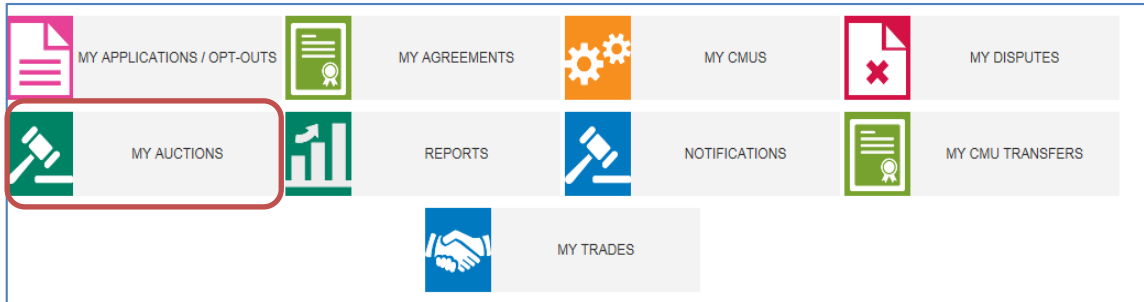
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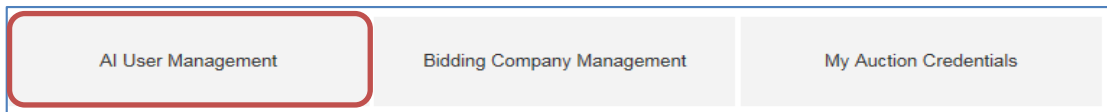
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1. Creating a new Authorised Individual

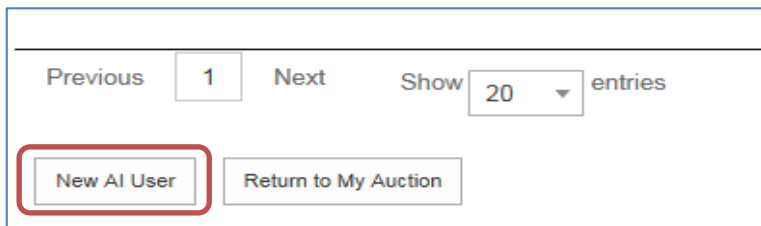
- 1.1 Login into the EMR Delivery Body portal (www.emrdeliverybody.com)
- 1.2 To create a new Authorised Individual (AI), click on “My Auction” tab in “My EMR” section



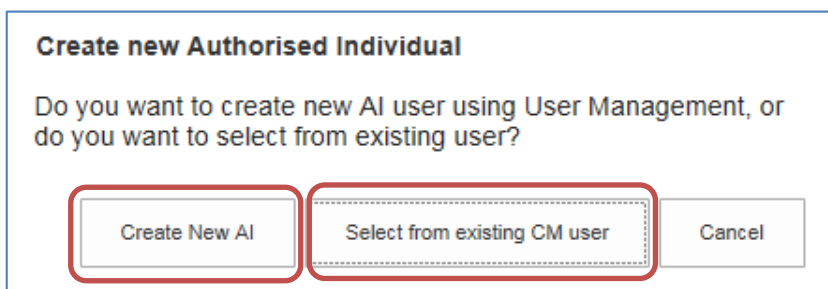
- 1.3 Click “AI User Management”. This will provide you the list of all the existing authorised individuals.



- 1.4 To add new AI user, click “New AI User” at the bottom of the page.



- 1.5 This will provide you an option to select from existing CM User or create new AI.



- 1.6 Selecting from existing CM user provide list of existing user to add as AI. Select the user from the list and click “Create New AI”.

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Create authorised individual from existing CM user

Select user

1.7 To create a new, click “Create New AI” and complete all fields then click “Submit”.

User management

Team*

First Name*

Last Name*

Email address*

Confirm email address*

Country*

Country code*

Mobile number*

Confirm mobile number*

Landline number

Role*

Authorised Individual

Agent

Operator

Approver

Viewer

Privileges

Status

* Required field

The new user will receive an email to complete the registration process. Please refer to the [user guide](#) for help in this.

2. Accessing Bidding Companies

2.1 Click on tab “My Auctions” as below under “My EMR”.

MY APPLICATIONS / OPT-OUTS MY AGREEMENTS MY CMUS MY DISPUTES

MY AUCTIONS REPORTS NOTIFICATIONS MY CMU TRANSFERS

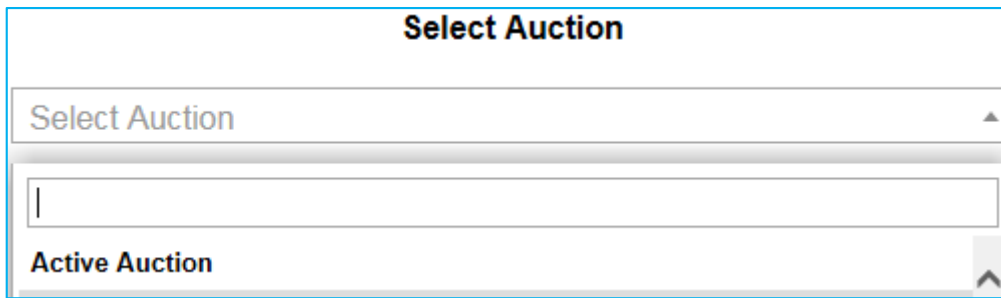
MY TRADES

2.2 Click on tab “Bidding Company Management”

AI User Management **Bidding Company Management** My Auction Credentials

2.3 Select the relevant auction from the drop down list.

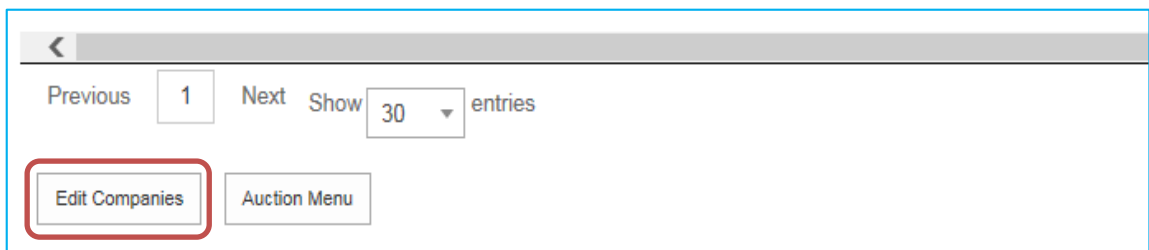
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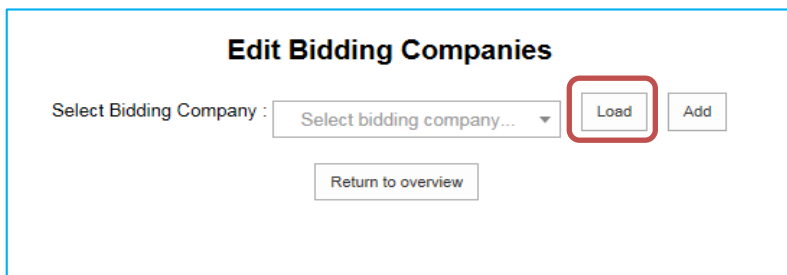
You will see the list of bidding companies that have been automatically created (only if you have been prequalified or conditionally prequalified for the selected auction.)

3. Updating Bidding Companies

- 3.1 To edit an existing Bidding Company, access the Bidding Company Management page as per Step 2. Then click “Edit Companies” at the bottom of the page.



- 3.2 Select the Bidding Company from the drop down list and click load. The system will then display the company name, associated Authorised Individuals and a list of CMUs assigned to that group as shown in step 3.3 below.



- 3.3 To change the Company Name, type the new name in the field for “Company Name” and then click “Save Changes”.

Edit Bidding Companies

Select Bidding Company :

Company Details

Company name

Authorised Individuals

Associated CMUs

CMU ID	Classification	Capacity
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- 3.4 To update the Authorised Individuals, Click on the blank box and you will see the list of all authorised individual to choose from

Authorised Individuals

Tester one
Tester Two

4. Adding a new Bidding Company

- 4.1 Repeat the steps from 2 to 3.1 then click the “Add” button

Edit Bidding Companies

Select Bidding Company :

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- 4.2 Complete the “Company name” and then click on the box next to the “Authorised Individuals” field and it will list all the individuals associated with the main company. Once complete click “Save Changes”.

Edit Bidding Companies

Select Bidding Company :

Company Details

Company name

Authorised Individuals

5. Adding CMUs to a new Bidding Company

- 5.1 CMUs can be distributed between Bidding Companies as desired. Select the relevant auction as per step 2. This will provide a list of all the CMUs and options to update the bidding company as shown below. Once you have selected the new bidding company for each CMU you wish to change, click the “save changes” button.

CMU ID	Classification	Capacity	Company	Bidding Company Name
CMU 1	Non CMRS	XXX MW	Sub Company 1	Bidding Company 1
CMU 2	Non CMRS	XXX MW	Sub Company 1	Bidding Company 1
CMU 3	CMRS	XXX MW	Sub Company 1	Bidding Company 1

Previous Next Show entries Showing 1 to 3 of 3 entries

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CMU ID	Classification	Capacity	Company	Bidding Company Name
CMU 4	CMRS	XXX MW	Sub Company 2	Bidding Company 2
CMU 5	CMRS	XXX MW	Sub Company 2	Bidding Company 2

Previous 1 Next Show 30 entries Showing 1 to 3 of 3 entries

Edit Companies Auction Menu Save Changes

6. Contact Details

In the event you have any questions regarding Bidding Company management, please contact the Capacity Market Team :-

Telephone:- 01926 655 300

Email:- emr@nationalgrid.com