

# Other documents guidance v1.0

January 2019



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## Disclaimer

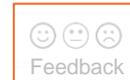
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# Version control



The table below will record the page numbers of any new changes to the document for each version. The new changes will be highlighted in yellow throughout the guidance document.

#	Changes	Pages	Date
1.0	Original document	-	08/01/2019

# Contents



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1 [What are 'other documents'?](#)

---

2 [Other documents – 'My CMUs'](#)

---

3 [Other documents – 'My Agreements'](#)

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4 [System overview](#)

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# 1. What are 'other documents'?



New functionality has been developed in the EMR Delivery Body Portal to allow for submission of documents that a Capacity Provider (or the Delivery Body) is unable to upload either where functionality has not yet been developed, a termination event has occurred, been withdrawn and documents still need to be provided for assessment, or where another formal notification needs to be made between parties.

Subject to CM Rule 1.6.1(b) all notices, submissions and communications between parties must be submitted through the EMR Delivery Body Portal.

In most cases, the EMR DB Portal has been designed to allow for submission of the majority of formal documents between parties, however in some cases this is not possible and this functionality has been designed to support Capacity Providers with maintaining their obligations pursuant to CM Rule 1.6.1(b).

The DB will continue to accept queries via email to [emr@nationalgrid.com](mailto:emr@nationalgrid.com) but will be unable to accept submission of documents for formal assessment and review via email.

**Please note that the DB will not accept documents that could ordinarily be submitted through the relevant section of the EMR DB Portal. This document explains how and when to use this functionality.**

## 2. Other documents – ‘My CMUs’



Other documents can be uploaded for review either under the ‘**My CMUs**’ or ‘**My Agreements**’ sections of the EMR DB Portal depending on the process. Once uploaded, the documents shall be reviewed and either accepted or rejected by the DB. Below are the categories that can be selected under ‘My CMUs’:

Category	Summary	CP Requirements
<b>Non-CMRS to CMRS change notice</b>	Notice to confirm that a CMU has registered with the Central Meter Registration Service (CMRS).	Upload a formal notice under this category confirming that the CMU is now registered as CMRS and the BMU ID if applicable.
<b>Metering configuration change</b>	Notice to confirm any changes to Metering configuration.	Inform EMR Settlement of changes to Metering. Once approved complete a <a href="#">Metering Assessment template</a> and submit to the DB with changes to metering configuration.
<b>Post-Termination evidence</b>	Following withdrawal of a Termination Notice, evidence that the related milestone obligation has now been achieved e.g. Connection Arrangements.	Upload a copy of the Termination Notice, Withdrawal Notice and the documentary evidence to which the notice relates. DB reviews against requirements. DB updates the CM Register (as applicable).
<b>Relevant Planning Consents - additional information</b>	If upload function is locked following initial submission of Relevant Planning Consents documents, use this function.	If planning documents have been submitted incorrectly, please supply new documents using this category. If submitting planning documents for the first time, do not use this category.

### 3. Other documents – ‘My Agreements’ (1/2)



Other documents can be uploaded for review either under the ‘My CMUs’ or ‘My Agreements’ sections of the EMR DB Portal depending on the process. Once uploaded the documents shall be reviewed and either accepted or rejected by the DB. Below are the categories that can be selected under ‘My Agreements’:

Category	Summary	CP Requirements
<b>Additional construction progress report</b>	Capacity Providers are welcome to submit an update on construction progress between six-monthly deadlines.	Upload a schedule of construction milestone dates (earliest and latest – see Rule 3.7.2(b)) and a copy of Directors Certificate. If any material changes, an ITE report is required.
<b>Funding Declaration (Exhibit J)</b>	Following submission of Exhibit J for the FCM process, if any changes have been made to Relevant Expenditure, Capacity Providers must make a further funding declaration.	Upload a copy of the Exhibit J Funding Declaration, signed and dated.
<b>Minimum Completion report</b>	Where a CMU has been unable to achieve SCM but is operational with De-rated Capacity in excess of 50 per cent of its Capacity Obligation, documentary evidence must be provided to the DB to confirm that requirements have been met.	Upload a copy of an ITE Report (or Operational Notification) confirming that site has been commissioned and the De-rated Capacity of the CMU (template can be found <a href="#">here</a> ). A Metering Assessment (and Test if applicable) must have been completed and single line diagram provided.

### 3. Other documents – ‘My Agreements’ (2/2)



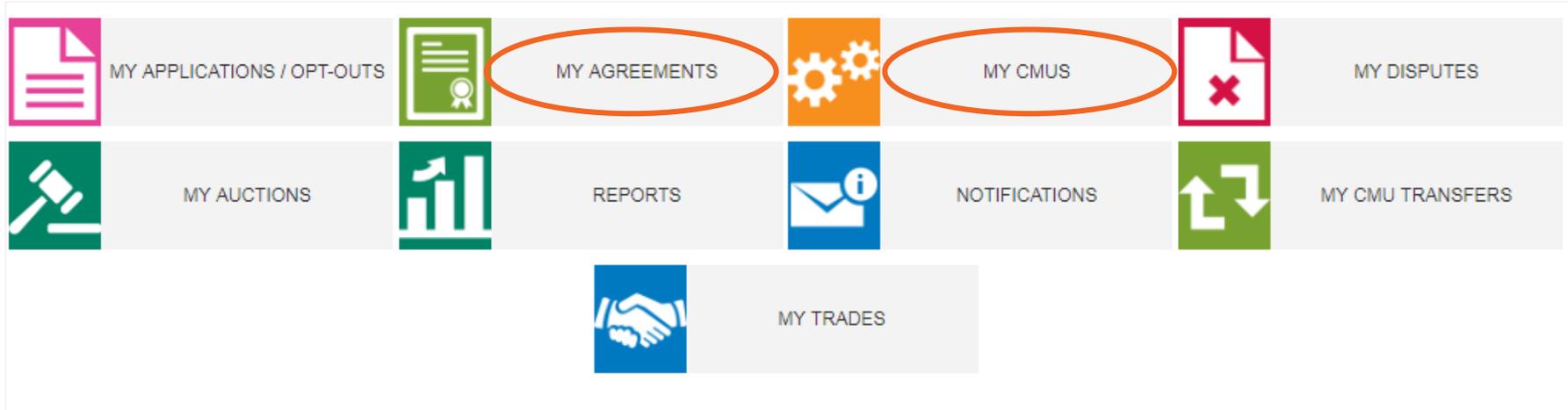
Category	Summary	CP Requirements
<b>SCM (T-4 2015 only)</b>	Known EMR DB Portal issue whereby SCM submissions for T-4 2015 (DY 2019) cannot be accepted. Please use this function to apply for assessment.	Upload SCM documents for review – guidance can be found <a href="#">here</a> .
<b>SCM connection point delays</b>	ITE Report to confirm failure of a Transmission Licensee or the relevant Distribution Network Operator to provide an active connection point for CMU when required to do so.	ITE Report uploaded to substantiate the claim that the CMU shall be delayed in connecting and commissioning pursuant to Rule 6.7.7. Must include number of days delay.
<b>Post-Termination evidence</b>	Following withdrawal of a Termination Notice, evidence that the related milestone obligation has now been achieved e.g. Financial Commitment Milestone (FCM).	Upload a copy of the Termination Notice, Withdrawal Notice and the documentary evidence to which the notice relates e.g. FCM.  DB reviews against requirements in the CM Rules to confirm that the milestone has been achieved.  DB updates the CM Register (as applicable).

# 4. System overview (1/5)



## Submitting other documents for review:

- a. Log into the EMR Delivery Body Portal and click on **'My EMR'**
- b. Navigate to either 'My Agreements' or 'My CMUs' depending on the process that you are submitting other documents for:



## 4. System overview (2/5)



### Submitting other documents for review:

c. Search for the relevant CMU under either 'My CMUs' or 'My Agreement's and click on '**Other Documents**':

How this looks in  
'My Agreements':



How this looks in  
'My CMUs':



## 4. System overview (3/5)



### Submitting other documents for review:

- d. Select relevant **category** (full category lists for 'My CMUs' [here](#) and for 'My Agreements' [here](#))
- e. Type a **brief description** of the document that is being uploaded
- f. Upload **attachment** of the document that you would like to submit for review (note – a document must be uploaded)
  - i. Please note that for submission of multiple documents you will need to create and upload a .zip file
- g. **Submit** for review – you will receive an email from the DB once your document has been reviewed

**Category \***

Please Select

**Brief Description \***

Attachment \*

Browse...

Submit Cancel

## 4. System overview (4/5)



### Reviewing documents that have been submitted:

a. To check the status of a document that has been submitted for review, scroll down and look for **status**, click the link.

\* To download the relevant document, please click on the text displayed under the "Brief Description" column.

\*\* To see any review comments provided from the Delivery Body against the review decision, please click the text displayed under the "Status" column.

Submitted By	Date & Time	Category	Brief Description	Status	Review Complete
Test user	25/10/2018 11:12	EP to DB credit Cove...	<a href="#">testing</a>	<a href="#">Approved</a>	25/10/2018 11:20

### Review Documents

#### Delivery Body Comments

Approved

## 4. System overview (5/5)



### Reviewing documents that have been submitted:

- b. To open a document that you have either uploaded or has been submitted to you from the DB, click on the link that can be found below '**Brief Description**'. Clicking this link will start the document download process.

\* To download the relevant document, please click on the text displayed under the "Brief Description" column.  
\*\* To see any review comments provided from the Delivery Body against the review decision, please click the text displayed under the "Status" column.

Submitted By	Date & Time	Category	Brief Description	Status	Review Complete
Test user	25/10/2018 11:12	EP to DB credit Cove...	<a href="#">testing</a>	<u>Approved</u>	25/10/2018 11:20

Name of user who has submitted document for review

Date & time of submission

Document category

Link to document

Submission status – click for more info

Date & time that DB reviewed document



**[nationalgrideso.com](http://nationalgrideso.com)**

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

**nationalgrid**ESO