



# New EMR DB Portal Q&A Summary

From event held on 02 Feb 2022

# New EMR DB Portal – Q&A Summary

Questions	Topic	Answer
Is the new portal applicable to CM only or is it for CfD as well?	CfD	The new portal will be for both CM and CfD. Work will begin on CfD activities once the Capacity Market transition has been completed.
Legacy portal retired in 2023. Will all info in legacy portal be migrated to new portal before then, inc historical info relating to previous delivery years?	Information legacy portal	Depending on the Delivery Years, most of the historic information and any active CM Agreement information will be migrated to the new system before we decommission the legacy portal.
If I understand, the two systems will run in parallel for Agreement Management from Apr 2022 until Mar 2023. Does this mean SPDs need to be logged into both?	SPDs / AM	Yes - both Portals will run in parallel between Apr 2022 until Mar 2023. The new Portal will initially be rolled out for Prequalification related activities this year and then Agreement Management will follow. During the transition phase, SPDs will only need to be submitted into the existing Portal.
My company provides ITE reports for CM developments. Can we register with the new portal and would that be useful or is it just for CM participants?	Registration	Registration in the portal is only for CM participants. It would not be of any use to register unless you are applying for a CM agreement. You can however subscribe to receive CM information by going to the EMR website <a href="#">here</a> .
You have asked for company details to be checked by 11 Feb, but you aren't migrating until May. Why and what happens if company details change in that period?	Review of existing company data	If your company details change between now and May 2022 please <a href="#">contact us</a> and we'll assist you.
In the current portal the sub company takes the same AP as the main. will this be case in new? AP for main may not be a director of sub but this is ok in current portal.	Authorised person	Sub companies should be registered separately in the new portal and will therefore require a director to be entered for each company.
Can you confirm slide 7 the top bullet should be main admin not authorised person	User management	Authorised Person is correct as main admin is not checked against

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		Companies House. An Authorised Person must be an active director / secretary on Companies House
Could you confirm that the director will receive an email but no action will be required?	Email to director when registering	Yes - the email to director is "for information" only. There is no need for them to take action ; unless they do not want the business to be registered on the portal.
Do you register a holding company and then have a number of SPVs underneath that company or have to register each SPV?	SPVs	Register one company first, and then you will have the option to add additional companies from within the portal after that point.

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So if we have existing CMUs that we don't intend to PQ we don't need to migrate data at this stage but will need to by the time Agreement Management goes live?	Migrating data	You should register your company in the new portal during the data migration registration window so that your data will automatically be migrated at the relevant time. If you do not register your company during this window, your data will not be migrated across, and you will start afresh in the new portal.
If we have two portal accounts, is it possible to merge that into one account for as we migrate to the new portal?	Merging portal accounts	In the new portal, register one of your companies first and then add your second company under the same single sign on. The data for both companies will be migrated across into that single account.
RE: "Depending on the D.." need to know what will be kept and when the legacy going to be turned off to ensure can grab anything not migrated and nothing lost	Migration	The way in which we have created the portal is so that users require only one account with all businesses sitting under a single sign on.
During the registration process there didn't appear to be a box to enter the user-name. If we need to register more than one account how will it work?	Single sign on	The email address used for registration will be the username to log into the portal. Users will then have one username and all companies will be registered under that username, i.e. single sign on.

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What is the process of registering our company? Also do we have to register all individual sub companies under our account?	Registration of sub companies	Register your "main" company and then register the additional companies once that has been approved. These additional companies will be registered from within the portal.
If someone from your company has registered the company, will everyone else in the company now be able to log in as normal or will they also need to register?	Adding users	All users will need to be registered in the new portal. The person who registers the company will be the main admin and they can log into the new portal and create additional users.
How will this system work for people who need user-ids for more than one account?	Single sign on	We will be using a "single sign on" approach. Where more than one account can be associated with your User ID. Therefore, you will not need to sign in with multiple user ID's.
Will Milestone documents and Construction reports be migrated across?	Migration data/documents	If the information is available in the legacy portal then it will be migrated as part of the full migration in Q1-2023.
Does personal address/phone numbers of authorised person/director have to be the same in legacy portal and new portal to allow migration?	Authorised person details	No - only the director's name and the main admin's name and email must be identical.

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What is the benefit of the new portal vs the old one? Will prequalification be a simpler process in the new one?	Benefits of new portal	Increased validation and checks at the point data is entered into the portal. Only fields relevant to your CMU type or your journey will be shown to a user, removing waste in the customer journey. It will be much easier to navigate and will mean your focus will be ensuring your application is complete rather than being distracted by poor functionality / user experience.
While the two portals are running in parallel, will there be clear guidance published as to what actions we need to do on each? Can see risk of confusion	Old/new portal running in parallel	Yes and we also plan to build key dates into our Operational Plan for 2022/23 so that you are aware when you will transition from one portal to the other.



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Will cover letters from the last prequalification be copied over as they contain minor deviations or clarifications?	Cover letters	No - the only information that will be migrated before prequal 2022 is CMU information from the legacy portal. Historic prequal applications will be migrated in Q1-2023
Will we be able to perform a CMU migration between the existing company and a new company in the new EMR platform?	CMU migration between companies	No - CMU information will be migrated to the same company as in the legacy portal.
Will there be any guidance notes for users of the portal acting as agents submitting ITE reports?	Guidance for ITEs submitting reports	Where ITE reports are required to be submitted, for example as part of meeting construction milestones or meeting Financial Commitment Milestone, relevant guidance will be made available.
Manually entering CMU details of CMUs with Agreements. How will that work?	Manually entering CMU details	CMU's with Agreements from the legacy portal will be automatically migrated when the company is registered within the registration window. We strongly recommend you register your company within the registration window.
What is the reason for the review of existing data? Will data only be migrated if new reg matches old reg. what info needs to match e.g. directors names?	Review of existing company data	It is to ensure the data moving across is correct and allows all parties to begin afresh on the new portal with the most up to date information. We're using this as an opportunity for parties to conduct housekeeping on their data.

# Contact us



If you have any questions or concerns about anything described in this document, then please contact us at: [box.emr.prequal@nationalgrideso.com](mailto:box.emr.prequal@nationalgrideso.com)

Alternatively, our telephone service is available Monday – Thursday 9am-5pm and Friday 9am-4pm.

Please call us on 01926 655300 and select Option 1 for Capacity Market Prequalification.