Capacity Remuneration Mechanism

Prequalification module

CRM Actor's User Manual

Summary	This user manual describes how to use the prequalification module on the CRM IT Interface (https://ademar.elia.be).	
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**An update for Prequalification 2024 is scheduled in April 2024*

Prequalification Tool User Manual

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Disclaimer:

This document has no legal value and is established with the purpose of explaining the functioning of the prequalification module of the CRM IT Interface.

This document is aligned with the CRM Functioning Rules to be published in May 2024. In case of mismatches between the IT environment and the procedures described in the Functioning Rules, the Functioning Rules prevail and are to be considered as valid reference.

1. Introduction

The objective of this user manual is to describe the submission process for the:

- Light Prequalification (Admission Process) Process.
- Three different types of Prequalification Process: The Fast Track Prequalification Process, the Standard Prequalification Process and the Specific Prequalification Process.

The prequalification module is accessible via the following link: https://ademarprequalification.elia.be

This document is organized as follows:

- Section 2 describes the actions the CRM Candidate has to perform to be able to access the prequalification module;
- Section 3 describes the prequalification module itself (Light Prequalification (Admission Process) and Prequalification Process);
- Section 4 describes the renewal and the compliancy validation processes;
- Section 5 describes the module for the Notification History;
- Section 6 describes the settings of the prequalification module;

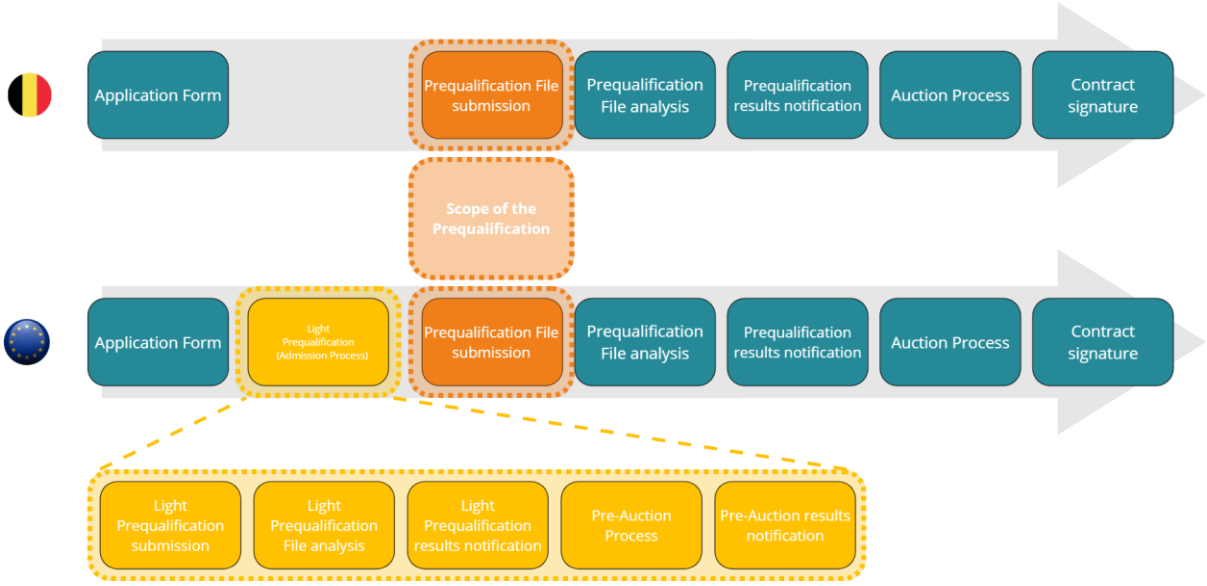

Figure 1: Scope of the prequalification module

Please note that the terms “Light Prequalification” & “Admission Process” are used interchangeably in this document.

2. Requirements to get access to the prequalification module

In order to be able to submit a Prequalification File, the candidate needs to first follow the three steps described in sections 2.1.

The prequalification module is a web-based application that CRM Candidates will use to submit their (Light) Prequalification Files. No installation is therefore required.

2.1 Application form submission

To access the prequalification module, the CRM Candidate must have a CRM account. To create an account, the CRM Candidate has to complete and submit an application form. A description of this process can be found on the following link: https://www.elia.be/en/users-group/crm-implementationhttps://www.elia.be/en/electricity-market-and-system/adequacy/capacity-remuneration-mechanismhttps://www.elia.be/en/users-group/crm-implementation

2.2 First Time logging in

2.2.1 Log In

As soon as the submitted application form has been approved by ELIA, the next step to be able to submit a Prequalification File is to log in to prequalification module by clicking on the button 'Prequalification' (see Figure 2) or by going directly to https://ademarprequalification.elia.be.

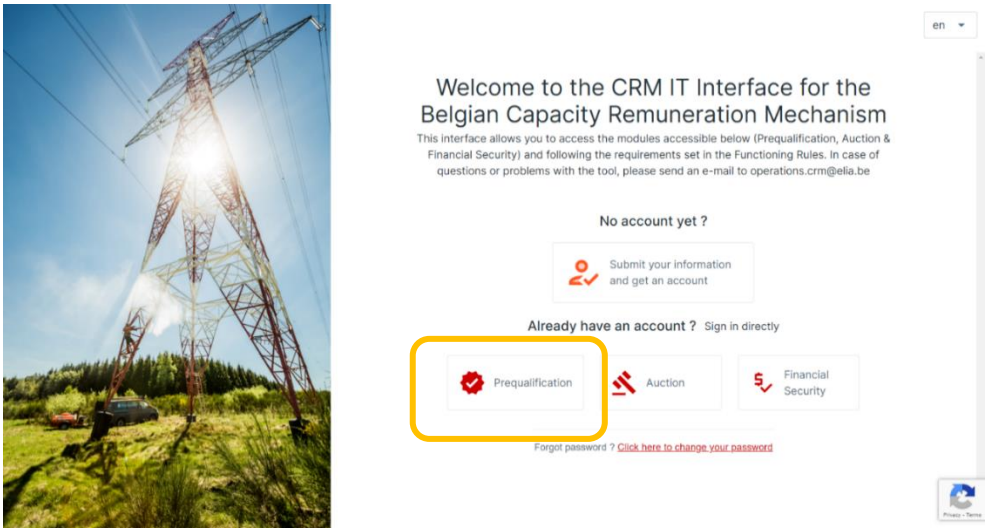

Figure 2: Homepage of the CRM IT Interface

This will open a login screen (see Figure 3) where the username and password – provided via e-mail by ELIA to each user – are to be filled in.

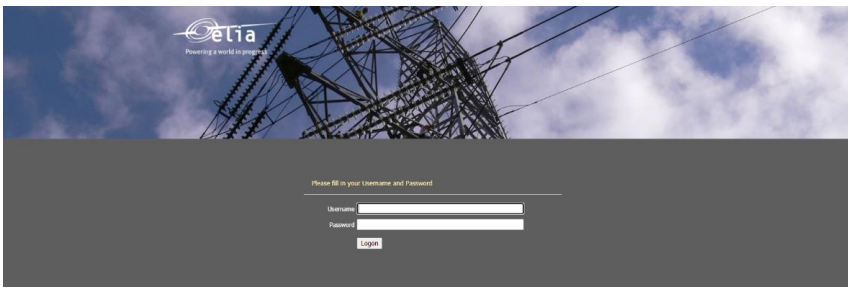

Figure 3: Login screen

2.2.2 Compliance checks

Each year, the first user related to a CRM Candidate that successfully logs in the prequalification module after May 16, is immediately redirected to the "Compliance Checks". He will have to read and accept the necessary information. In case the CRM Candidate wants to participate to:

- Specific Prequalification Processes and/or
- Standard Prequalification Processes with his CMU(s) and/or
- Light Prequalification Process (Admission Process) – for Cross-Border capacities only

all Compliance Checks are to be accepted (see Figure 4). If the CRM Candidate only wants to participate to Fast Track Prequalification Processes or Light Prequalification (Admission Process) with his CMU(s), he just has the obligation to accept the Functioning Rules related to the Fast Track Prequalification Process (see Figure 5).

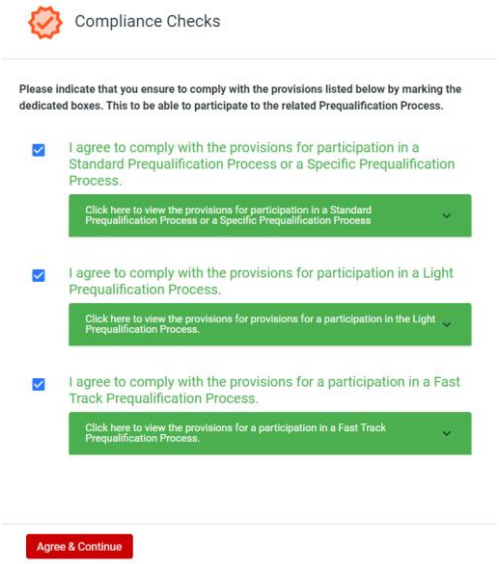

Figure 4: Compliance Checks for a participation to a Specific Prequalification Process and/or a Standard Prequalification Process and/or a Light Prequalification Process (Admission process)

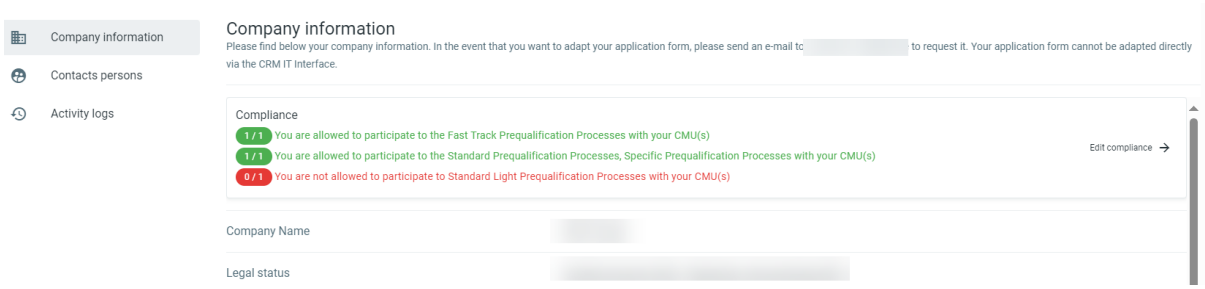

Figure 5: Compliance Checks for a participation to a Fast Track Prequalification Process or a Light Prequalification Process (Admission process).

3. Prequalification module

This part of the user manual covers the usage instructions for a (Light) Prequalification File submission in the Prequalification module.

3.1 Delivery Point creation

To start off, if the CRM Candidate wants to create a Prequalification File or Light Prequalification File (Admission Process), he has first to create the Delivery Point(s).

By clicking on 'Delivery Point Management' in the left main menu (see Figure 6) the CRM Candidate can see his Delivery point's portfolio together with general details for each of them.

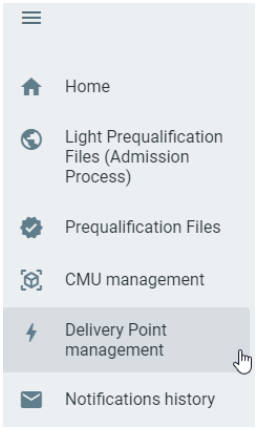

Figure 6 : Delivery Point Menu item

On the 'Delivery Point Management' screen a table is shown with different columns. The columns are informative and can be used as filters too (by clicking on the column titles).

- The Name: This is the name given by the CRM Candidate to his Delivery Point;
- The ID: is a unique code for each Delivery Point;
- The Control zone: each Delivery Point has one, non-changeable control zone;
- The status: This can be 'Existing' or 'Additional';
- Updated on: This gives the last date on which adjustments were made on the concerned Delivery Point;
- Comments: this is a comment the CRM Candidate can add to his Delivery Point and that will be sent to Elia when its related Prequalification File is submitted.

To create a new Delivery Point, the Candidate can click on one of the two available buttons (see Figure 7):

- '+ Add Delivery Point' at the top right of the page;
- '+ Add new Delivery Point' in the middle of the page (only visible when no Delivery Points have been added yet).

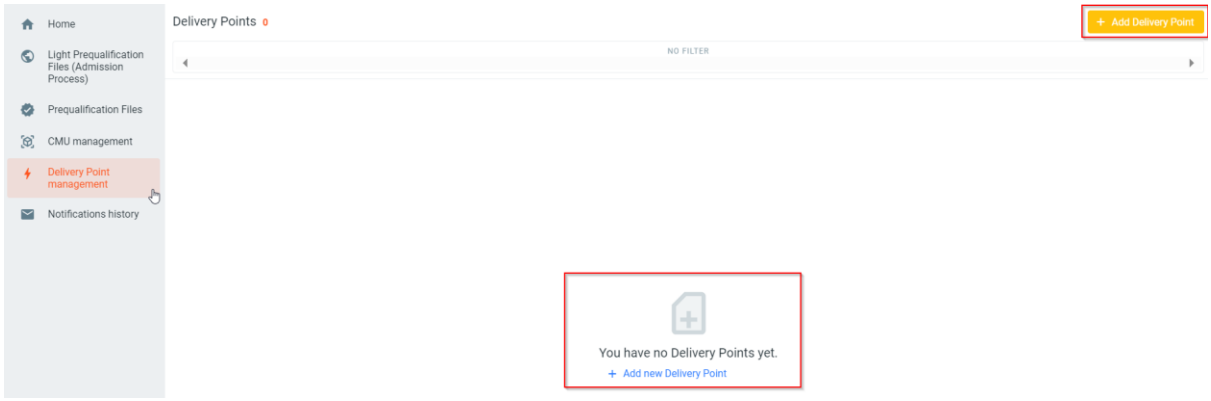

Figure 7: Delivery Point Management screen

When the Candidate clicks on one of these two buttons, a new window will pop up where all the required information can be provided, in several steps, in the corresponding text fields and drop-down menus (See Figure 8).

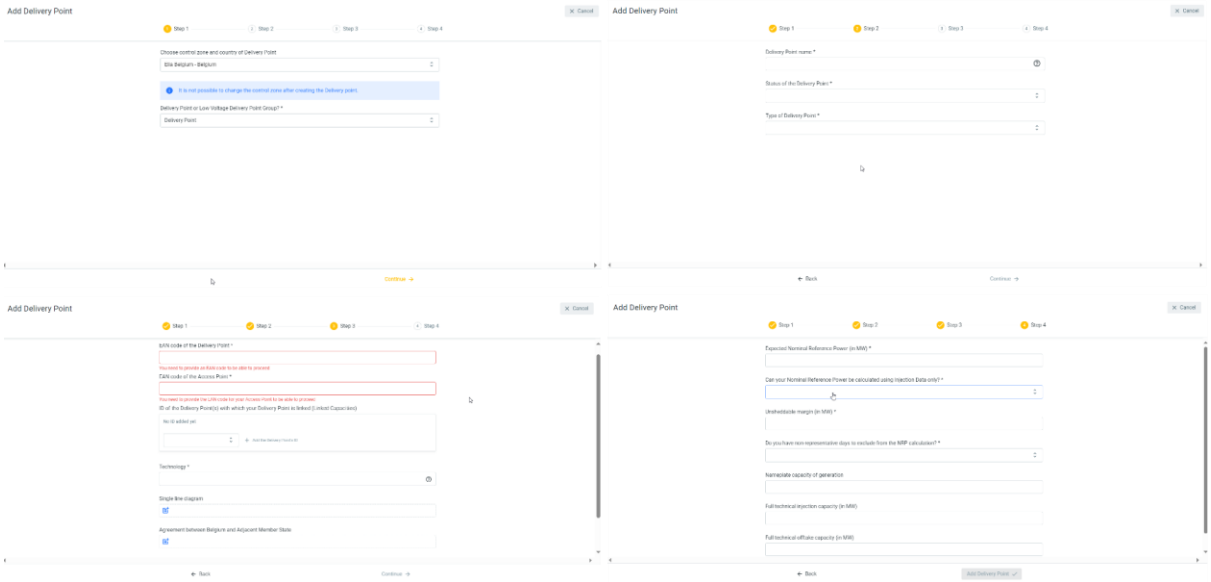

Figure 8: Delivery Point details to provide

Depending on the control zone, as well as the status of the Delivery Point – Existing or Additional – the (mandatory) details to provide will be automatically adapted in the window.

Once all the required data is provided, the CRM Candidate can click on 'Add Delivery Point' and the Delivery Point will be created in the 'Delivery Point Management' screen (see Figure 9).

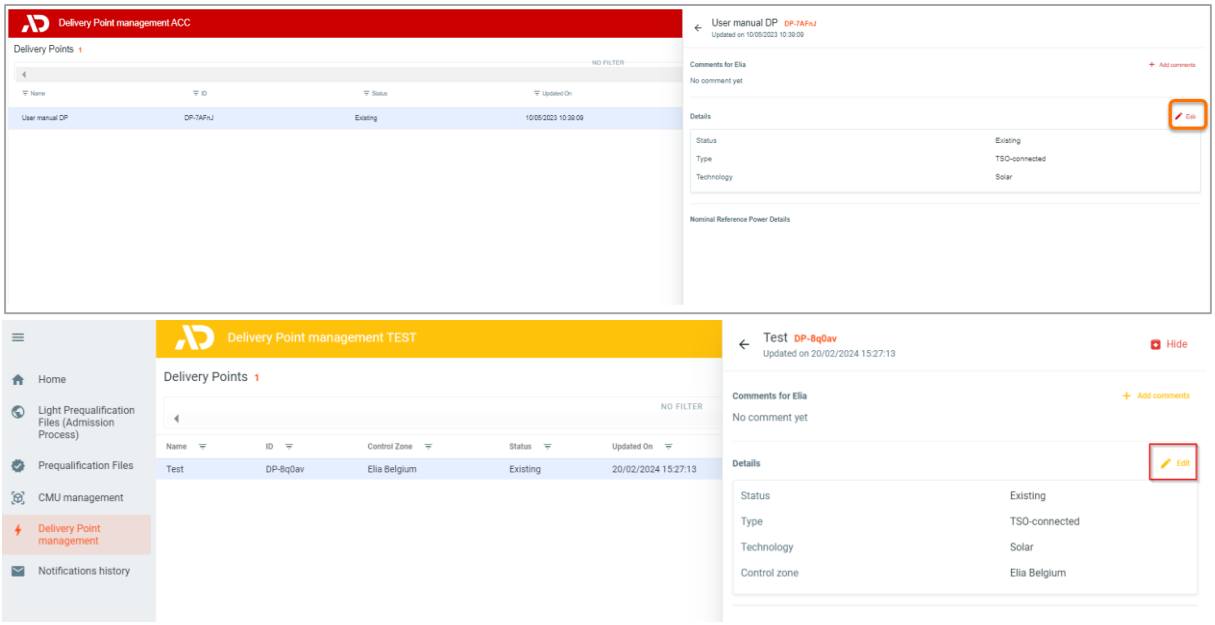

Figure 9 : New Delivery Point created.

Note that, at this moment of the Prequalification process, the CRM Candidate has the possibility to modify the Delivery Point details by clicking on the 'Edit' button in the window of the Delivery Point (see Figure 9).

3.2 CMU creation

When the CRM Candidate has created his Delivery Point(s), he can create CMUs on the 'CMU Management' screen and add the created Delivery Point(s) to one or multiple CMUs. Creating a CMU is needed in order to create a (Light) Prequalification File. By clicking on the 'CMU Management' in the left main menu (see Figure 10) the CRM Candidate can see his CMU's portfolio together with general details for each of them.

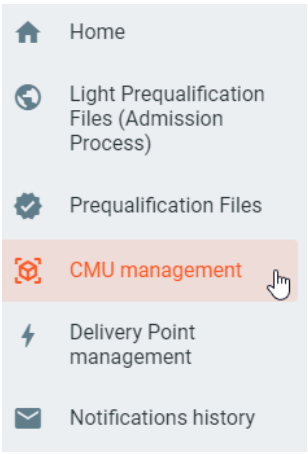

Figure 10: CMU Menu item

These different columns are informative and can be used as filters as well (by clicking on the column titles).

- The Name : This is the name given by the CRM Candidate to his CMU;
- The ID : is a unique code for each CMU;

- The Prequalification Process: Standard, Fast Track or Specific;
- The Control zone: each CMU has one, non-changeable control zone;
- The type: this is Existing or Additional;
- Updated on: This gives the last date on which adjustments were made on the concerned CMU;
- Comments : this is a comment the CRM Candidate can add to his CMU and that will be sent to Elia when its related Prequalification File is submitted.

To create a new CMU, the Candidate can click on one of the two available buttons (see Figure 11):

- '+ Add CMU' at the top right of the page.
- '+ Add new CMU' in the middle of the page (only visible when no CMUs have been added yet);

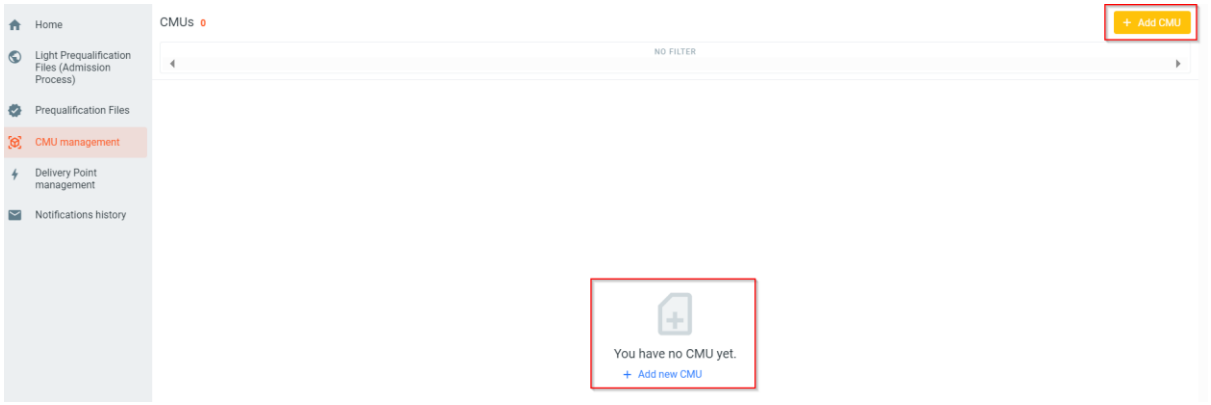

Figure 11: CMU Management screen

When the Candidate clicks on one of these two buttons, a new window will pop up where the Candidate will, depending on the control zone, be presented with a wizard to enter and confirm his data

1) Select a Control zone. Please note that a CMU and its related Delivery Point(s) need to be of the same control zone. Otherwise, you will not be able to join them together.
2) Select the type of Prequalification Process (Elia Belgium only; non-Elia Belgium defaults to Standard Prequalification Process)

The first decision to take when creating a new CMU, is which Prequalification Process the CMU will go through. The following steps will differ depending on this choice. The CRM Candidate has three options *(*see Figure 12):

- Standard Prequalification Process: For a CRM Candidate who wants to prequalify an Existing CMU or an Additional CMU to be able to participate to the Primary Market or the Secondary Market;
- Fast Track Prequalification Process: For a CRM Candidate who does not want to participate to the Primary Market and the Secondary Market but has the legal obligation to submit a Prequalification File;
- Specific Prequalification Process: For a CRM Candidate who wants to prequalify a VCMU (Unproven Capacity) to participate to the Primary Market.

Please note that only the first possibility, i.e., the Standard Prequalification Process, is applicable for Cross-Border CRM Candidates.

3) Complete all the required information, in several steps, in the corresponding text fields and drop-down menus (See Figure 12).

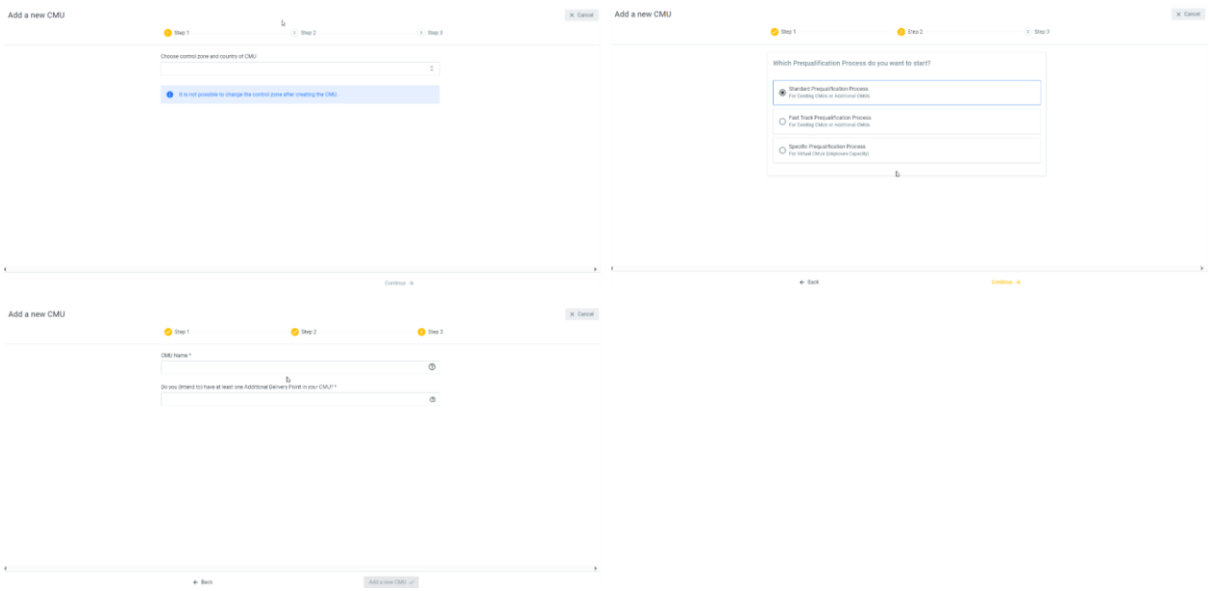

Figure 12: Prequalification Process and CMU Details

Depending on the control zone as well as the type of Prequalification Process (Standard, Specific or Fast-track) the details to provide will be automatically adapted in the different steps.

Once all the required data is provided, the CRM Candidate can click on 'Add a new CMU' and the CMU will be created in the 'CMU Management' screen (see Figure 13).

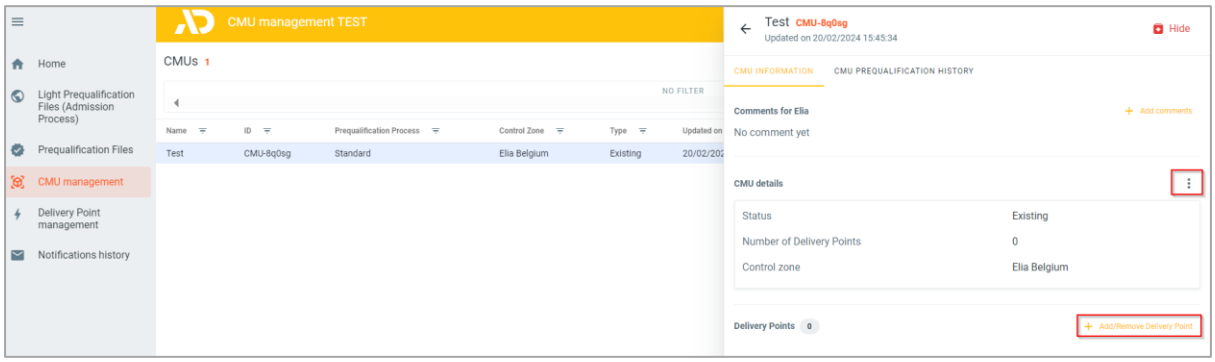

Figure 13 : New CMU created.

Note that, at this moment of the (Light) Prequalification process, the CRM Candidate has the possibility to modify the CMU details by clicking on the 'Edit' button in the window of the Delivery Point (see Figure 13).

The Candidate has the possibility to add Delivery Point(s) to his CMU by clicking 'Add Delivery Point' (See Figure 13)

This will open a new pop-up (See Figure 14) window where the Candidate has the possibility to select the Delivery Point(s) he already created in the 'Delivery Point Management' screen (See Figure 9). Only Delivery Points that share the same control zone will be displayed and be available for selection.

There, the CRM Candidate can:

- Select Delivery Point(s) that he created already;
- Create a new Delivery Point by clicking on the button 'Create Delivery Point'. This will open the same window presented in the Delivery Point creation section (See Figure 8).

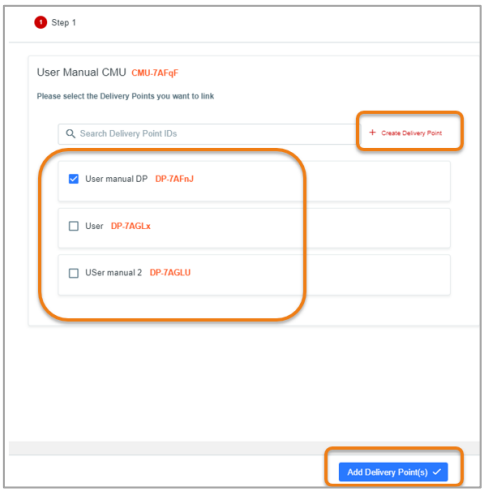

Figure 14 : Link Delivery Point to a CMU

When the Delivery Point(s) is (are) selected, the CRM Candidate clicks on 'Add Delivery Point(s)' button to link the Delivery Point(s) to the CMU (see Figure 15).

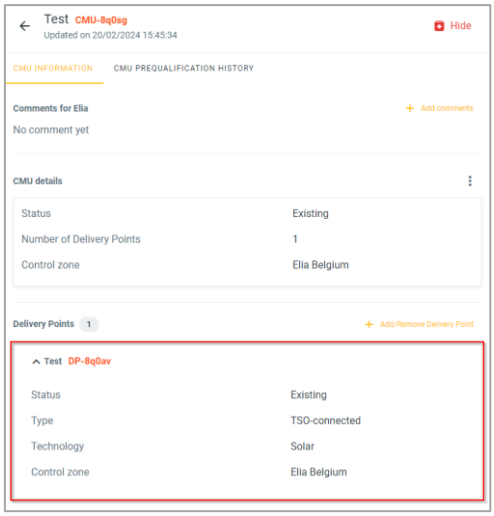

Figure 15: Delivery Point linked to the CMU

3.3 Light Prequalification (Admission Process)

3.3.1 Light Prequalification file creation

When the CRM Candidate has created his Delivery Point(s) and accompanying CMU(s), he can start creating Light Prequalification Files (Admission Process Files). This can be done on the 'Light Prequalification Files (Admission Process) screen. By clicking on the 'Light Prequalification Files (Admission Process)' in the left main menu (see Figure 16) the CRM Candidate can see his Light Prequalification Files (Admission Process Files) portfolio together with general details for each of them. Please note that the terms "Light Prequalification" & "Admission Process" are used interchangeably in this document.

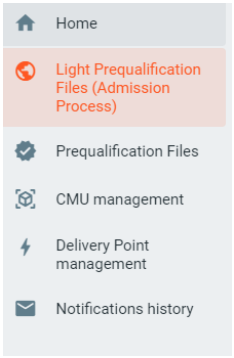

Figure 16 : Light Prequalification (Admission Process) Main Menu

These different columns are informative and can be used as filters as well (by clicking on the column titles).

- The CMU Name: This is the name given by the CRM Candidate to his CMU;
- The CMU ID: is an automatically generated unique code for each CMU;
- The Status: is the status of the Light Prequalification Process of each file and can be : Saved, Submitted, Approved, Rejected, Provisionally Rejected, Light Prequalified, Light Prequalification Expired;
- The Process : This is Standard;
- The Delivery Period: Indicate for which Delivery Period and Auction the Light Prequalification File has been created;
- Control zone: the Light Prequalification File inherits the control zone of the CMU in it;
- Light Prequalified on: This gives the date on which Light Prequalification File has been (Previously) Light Prequalified.

To create a Light Prequalification (Admission Process) File, the CRM Candidate must have already at least one created CMU via the 'CMU Management screen', with a control zone that is not Elia Belgium (See Figure 11). If he has not yet created a CMU, he can click on 'Go to CMU Management' (see Figure 17) which will have the same effect of clicking on 'CMU Management' on the left main menu (See Figure 10).

If the Candidate wants to create a Light Prequalification File, he clicks on one of the two available buttons (see Figure 17) :

- '+ Create Light Prequalification File' at the top right of the page.
- '+ Create new Light Prequalification File' in the middle of the page (only visible when no Light Prequalification Files have been added yet);

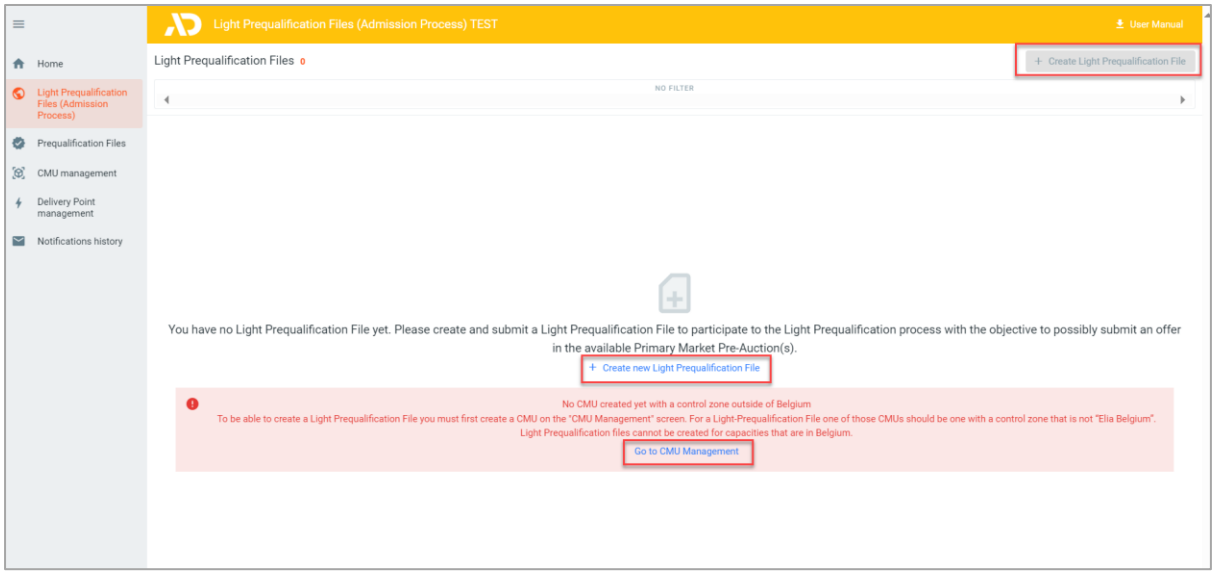

Figure 17: Light Prequalification File (Admission Process) Management

When the CRM Candidate clicks on one of these two buttons, a new window will pop up where he will have to:

1. Select the CMU for which he wants to create a Light Prequalification (Admission Process) File;
2. Select the Delivery Period for which he wants to create a Light Prequalification (Admission Process) File. To participate to the Light Prequalification Process for the Y-1 Auction of 2024, the CRM Candidate selects the Delivery Period ''2025-2026 Y-1'. Note that, if a Light Prequalification File has already been created for a certain Delivery Period with that CMU, the Delivery Period will be disabled (see arrow in Figure 18)

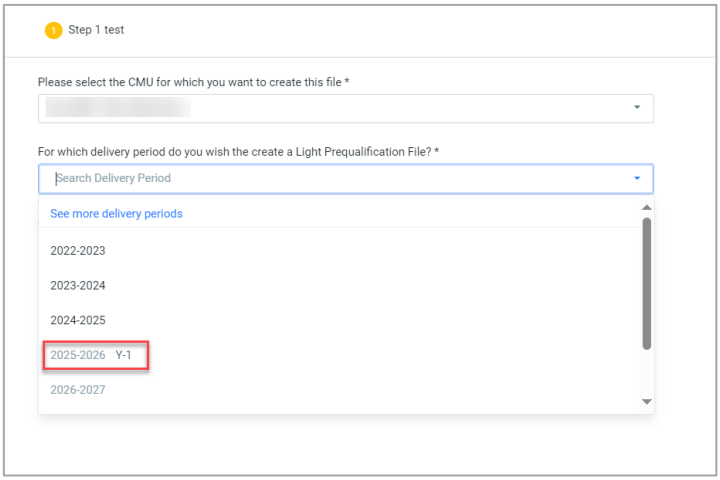

Figure 18: Light Prequalification (Admission Process) File creation window

Once the CMU and the Delivery Period have been selected, the CRM Candidate can click on 'Create a Light Prequalification File' and the Light Prequalification File will be created and visible in the 'Light Prequalification Files' screen (see Figure 19).

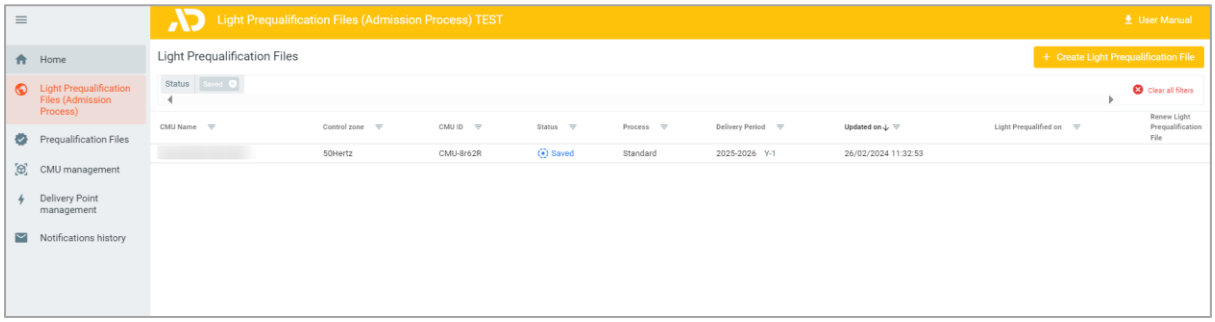

Figure 19 : New Light Prequalification (Admission Process) File created.

To access the information of the Light Prequalification File, the CRM Candidate can click the line for the Light Prequalification File he wants to access. A window with all the available information will be shown on the right side of the screen where the CRM Candidate can view all the information and documents already provided, and where he can add missing information and documents to complete the Light Prequalification File.

If the Candidate had already linked a Delivery Point to his CMU (see 3.2 CMU creation), it will also already be visible in the Light Prequalification File management window (see Figure 20):

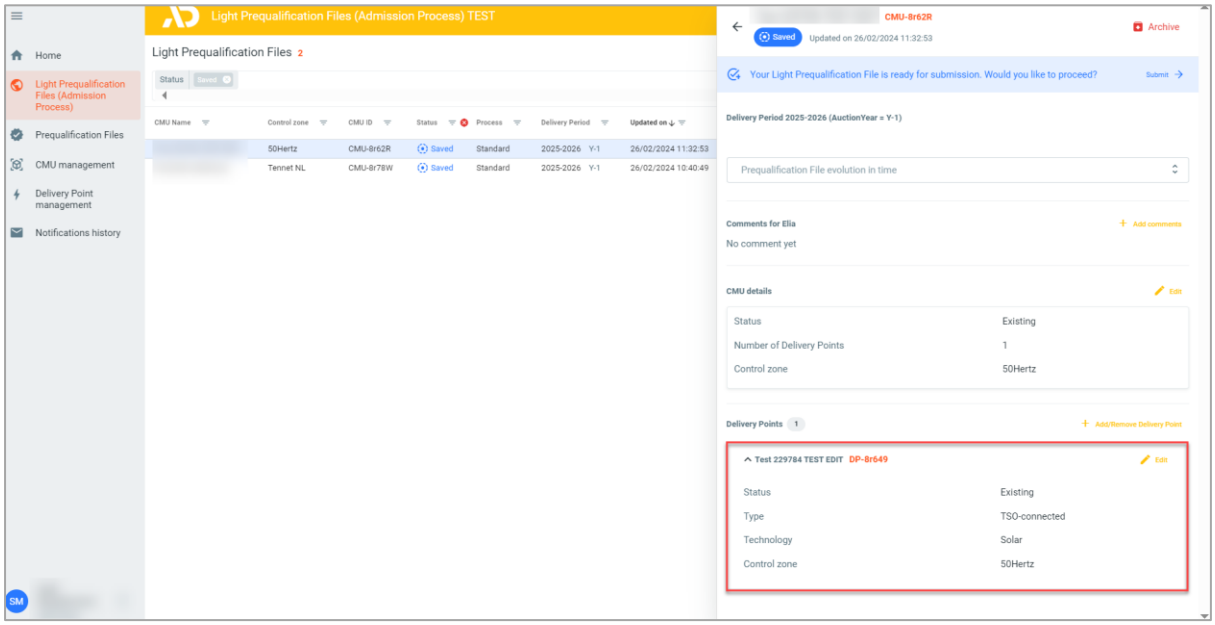

Figure 20 : Delivery Point already linked to a CMU in Light Prequalification File (Admission Process) Window

If the Candidate has not linked a Delivery Point to his CMU, he will have the possibility to link it by clicking the 'Add Delivery Point' button (see Figure 21) that will open the window that allow the Candidate to Link a Delivery Point to his CMU (see Figure 14).

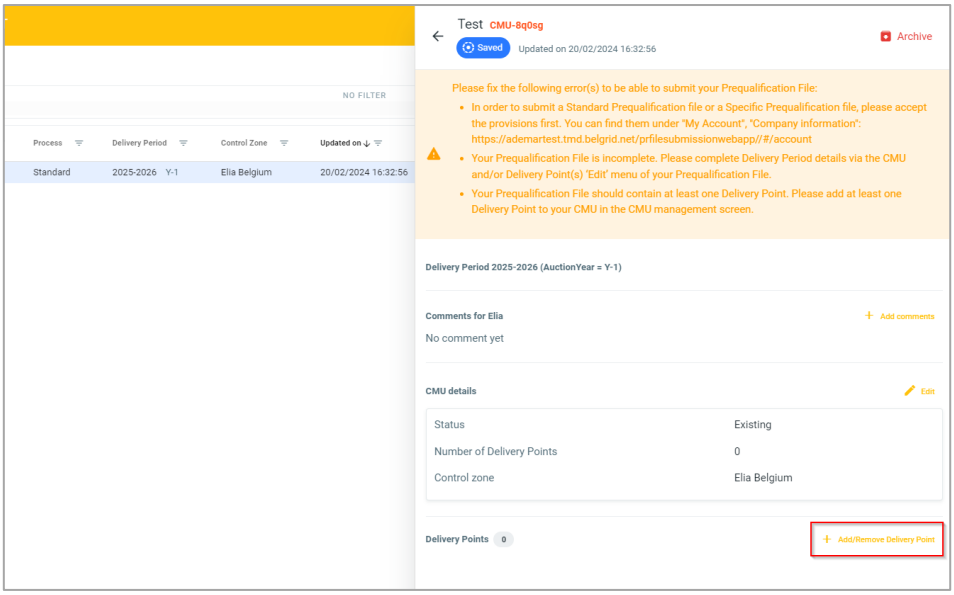

Figure 21: Delivery Point not linked to the CMU in the Light Prequalification File Window

3.3.2 Completing the Light Prequalification File

Important concepts to keep in mind during the process of editing a Light Prequalification File and/or a Delivery Point and/or CMU details are listed below:

- It is impossible to proceed to the next step if the mandatory fields – indicated with an asterisk (*) – have not been completed;
- When the CRM Candidate clicks on the button to save the provided data, the Light Prequalification File will be indicated as saved (at this point, it has not been sent to ELIA yet and it is still possible for the CRM Candidate to make adjustments).

3.3.3 Standard Light Process Prequalification File

When the Light Prequalification File has been created, it will be in 'Saved' status.

A banner will indicate that the Delivery Period details must be completed to be able to submit the file to Elia.

To Edit the Delivery Period details of the CMU, the CRM Candidate clicks on the 'Edit' button and on 'Delivery Period Details' button. This will open a window where the CRM Candidate can provide the necessary information and documents. When details are provided, he clicks on 'Edit Delivery Period Details' button to continue editing his Light Prequalification File (see Figure 22).

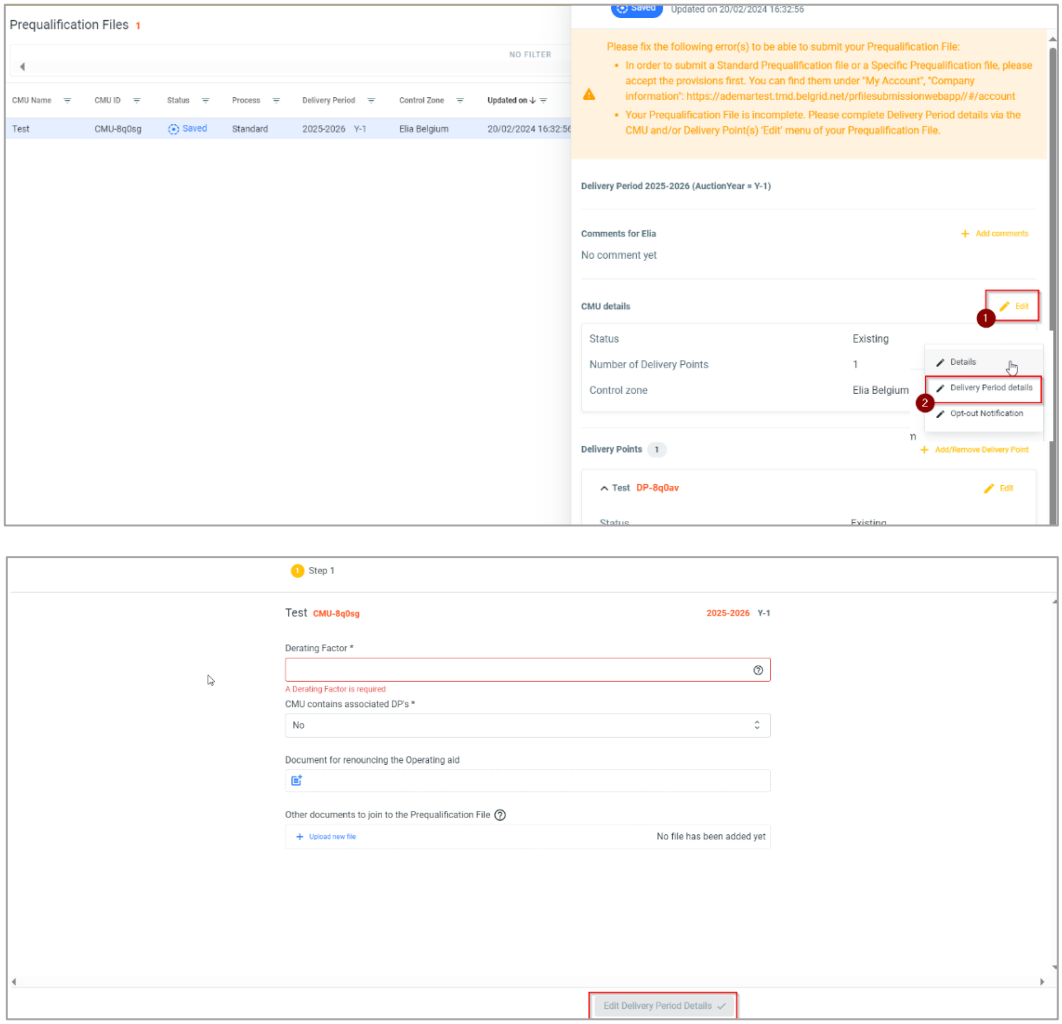

Figure 22: Editing CMU Delivery Period Details

Then, the CRM Candidate has to edit the 'Delivery Period Details' of each Delivery Point(s) linked to the CMU by clicking on 'Edit' and then on 'Delivery Period Details' for each Delivery Point. This will open a two steps window where the CRM Candidate can provide the Delivery Period Details of his Delivery Point. When all required information and documents are provided, the CRM Candidate clicks on 'Edit Delivery Period Details' to complete his Light Prequalification File (see Figure 23).

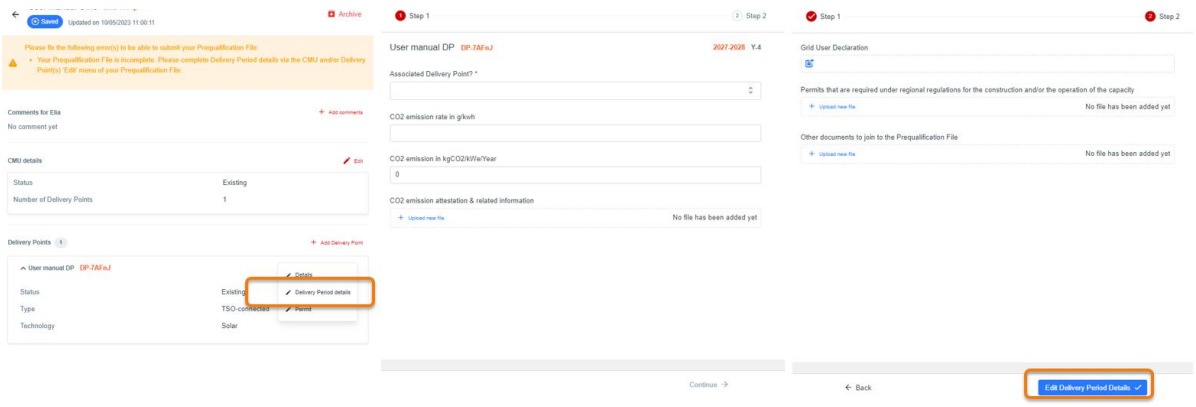

Figure 23: Edit Delivery Point Delivery Period Details

Please note that the required fields will be automatically adapted if the Delivery Point is Additional or Existing.

3.3.4 Light Prequalification file submission

When all the required CMU Delivery Period Details and the Delivery Point Delivery Period Details, for each Delivery Point linked to the CMU, are completed, the CRM Candidate can submit his Light Prequalification File to Elia by clicking on 'Submit' and then 'Confirm' (see Figure 24).

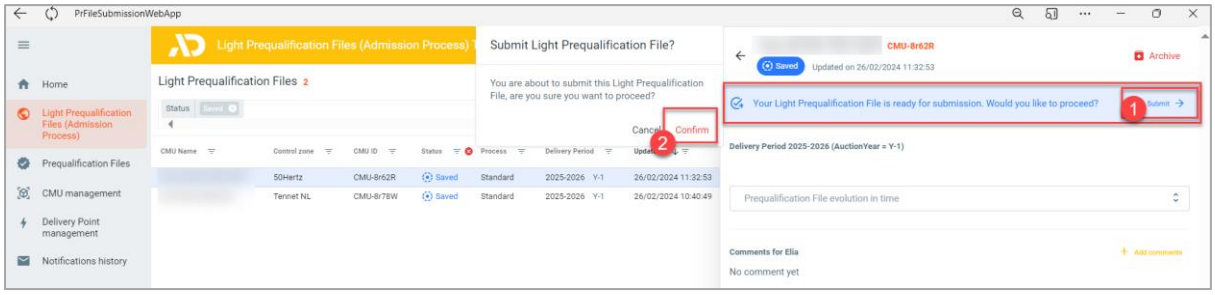

Figure 24: Submit Light Prequalification File

The Light Prequalification File status will change to 'Submitted'.

WARNING: Please note that once 'Submitted', it will not be possible for the CRM Candidate to edit the general Details of the CMU and the Delivery Point(s) linked to the submitted Light Prequalification File.

3.3.5 NRP Approval/Contestation

When the Candidate submits its Light Prequalification File and if at least one related Delivery Point is TSO Connected, Elia will proceed to the Nominal Reference Power determination. Elia will inform the Candidate when the Provisional Nominal Reference Power has been determined. During the Light Prequalification Process (Admission Process), no contestation of the determined NRP is possibly due to the declarative nature of the Light Prequalification Process (Admission Process).

3.4 Prequalification

3.4.1 Prequalification file creation

When the CRM Candidate has created his Delivery Point(s) and accompanying CMU(s), he can start creating Prequalification Files. This can be done on the 'Prequalification Files' screen. By clicking on the 'Prequalification File' in the left main menu (see Figure 25) the CRM Candidate can see his Prequalification Files portfolio together with general details for each of them.

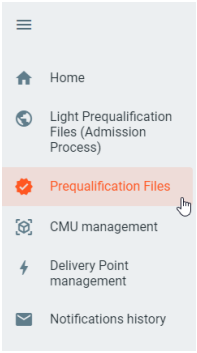

Figure 25 : Prequalification Main Menu

These different columns are informative and can be used as filters as well (by clicking on the column titles).

- The CMU Name: This is the name given by the CRM Candidate to his CMU;
- The CMU ID: is a unique code for each CMU;
- The Status: is the status of the Prequalification Process of each file and can be : Saved, Submitted, Approved, Rejected, Provisionally Rejected, Prequalified, Final Approved, Prequalification Expired or Final Approval Expired;
- The Process: This can be 'Standard', 'Specific' or 'Fast-track';
- The Delivery Period: Indication for which Delivery Period and Auction the Prequalification File has been created;
- The Control zone: the Prequalification File inherits the control zone of the CMU in it.
- Prequalified on: This gives the date on which Prequalification File has been (Previously) Prequalified;
- Renew Prequalification File: will allow the CRM Candidate to indicate if he wants to renew a Prequalification File submitted for the Y-4 Auction for 2023 for the Y-4 Auction of 2024. See section '4.1 Renewal of Prequalification File' for more details.

To create a Prequalification File, the CRM Candidate must have already at least one CMU created via the 'CMU Management screen' (See Figure 11). If the he has not yet created a CMU, he can click on 'Go to CMU Management' (see Figure 26) which will have the same effect of clicking on 'CMU Management' on the left main menu (See Figure 10).

If the Candidate wants to create a Prequalification File, he clicks on one of the two available buttons (see Figure 26) :

- '+ Create Prequalification File' at the top right of the page.
- '+ Create new Prequalification File' in the middle of the page (only visible when no Prequalification Files have been added yet);

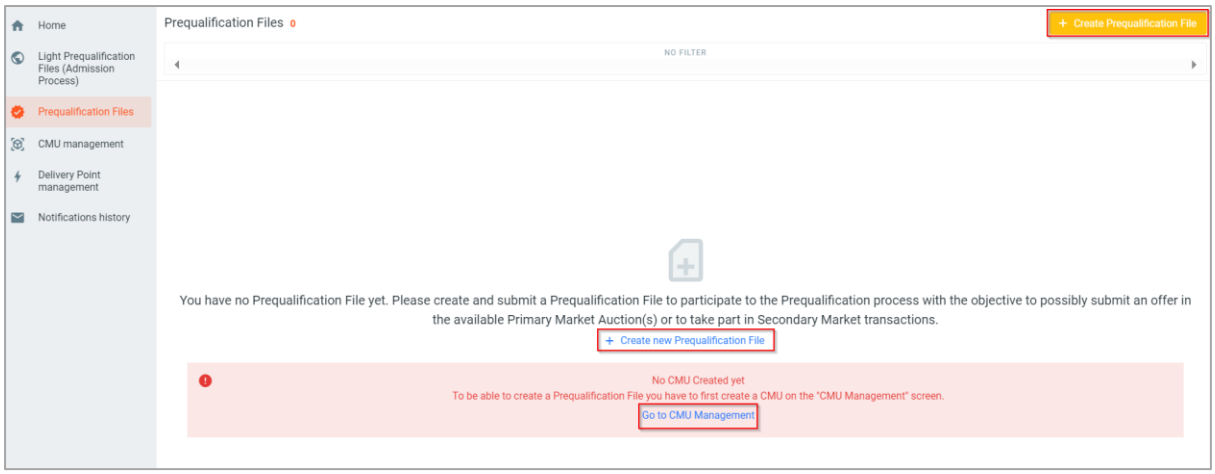

Figure 26: Prequalification File Management

When the CRM Candidate clicks on one of these two buttons, a new window will pop up where he will have to:

3. Select the CMU for which he wants to create a Prequalification File;
4. Select the Delivery Period for which he wants to create a Prequalification File. To participate to the Prequalification Process for the Y-1 Auction of 2024, the CRM Candidate select the Delivery Period ''2025-2026 Y-1'. Note that, if a Prequalification File has been already created for a certain Delivery Period with that CMU, the Delivery Period will be disabled (see Figure 27).

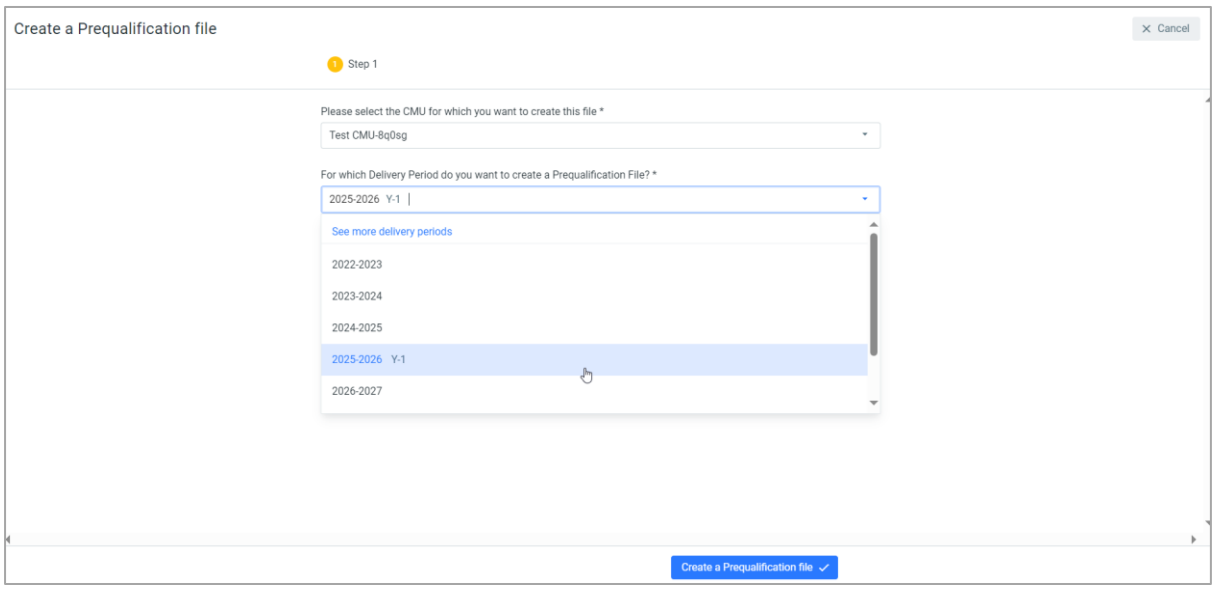

Figure 27: Prequalification File creation window

Once the CMU and the Delivery Period have been selected, the CRM Candidate can click on 'Create a Prequalification File' and the Prequalification File will be created in the 'Prequalification Files' screen (see Figure 28).

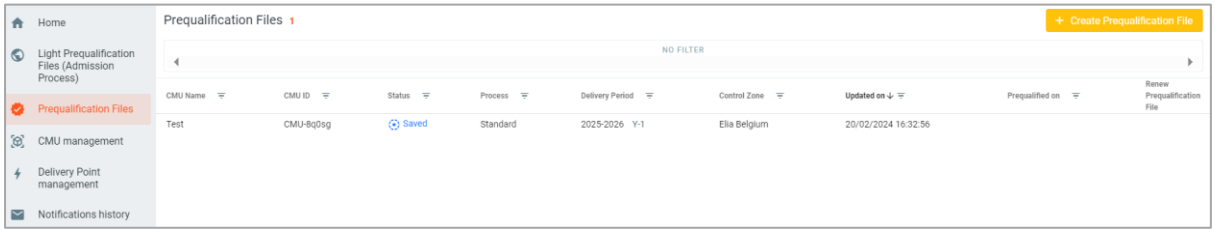

Figure 28 : New Prequalification File created.

To access the information of the Prequalification File, the CRM Candidate can click on the line of the Prequalification File he wants to access. A window with all the available information will be shown on the right side of the screen where the CRM Candidate can view all the information and documents already provided, and where he can add missing information and documents to complete the Prequalification File.

If the Candidate had already linked a Delivery Point to his CMU (see 3.2 CMU creation), it will also already be visible in the Prequalification File management window (see figure 20):

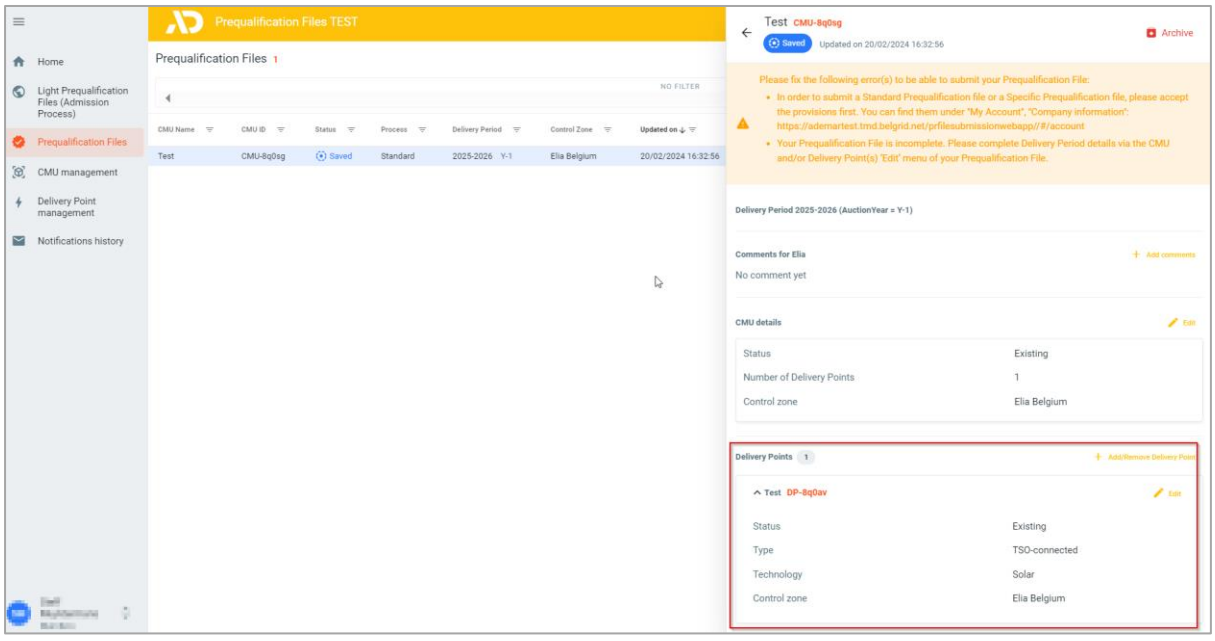

Figure 29 : Delivery Point already linked to a CMU in Prequalification File Window

If the Candidate has not linked a Delivery Point to his CMU, he will have the possibility to link it by clicking the 'Add Delivery Point' button (see Figure 30) that will open the window that allow the Candidate to Link a Delivery Point to his CMU (see Figure 14).

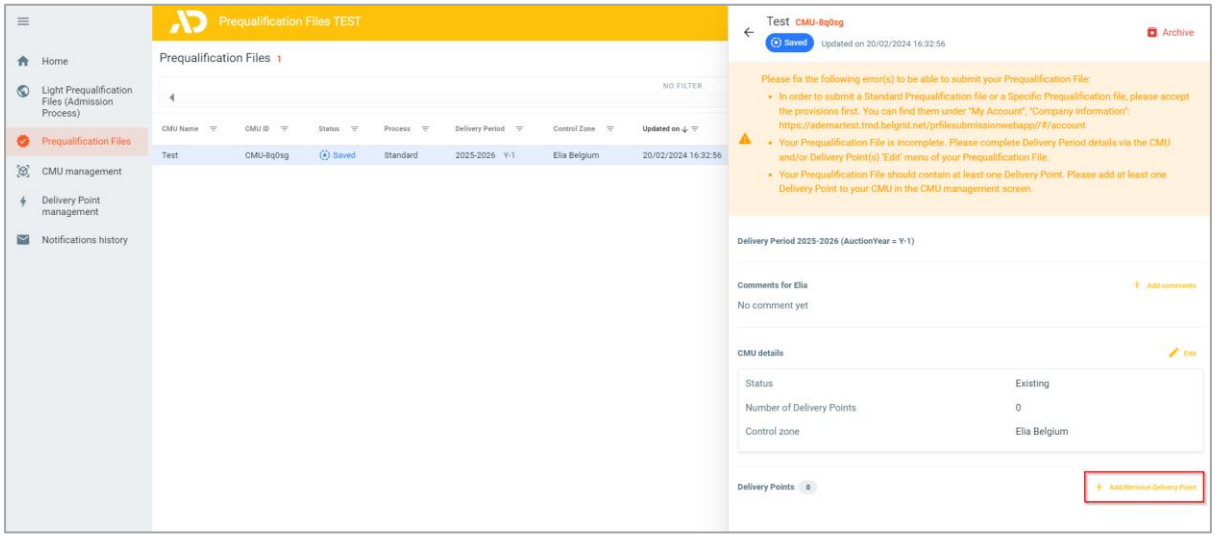

Figure 30: Delivery Point not linked to the CMU in the Prequalification File Window

3.4.2 Completing the prequalification file

Important concepts to keep in mind during the process of editing a Prequalification File and/or a Delivery Point and/or CMU details are listed below:

- It is impossible to proceed to the next step if the mandatory fields – indicated with an asterisk (*) – have not been completed;
- When the CRM Candidate clicks on the button to save the provided data, the Prequalification File will be indicated as saved (At this point, it has not been sent to ELIA yet and it is still possible for the CRM Candidate to make adjustments).

3.4.3 Standard Process Prequalification File

When the Prequalification File has been created, it will be in status 'Saved'.

A banner will indicate that the Delivery Period details must be completed to be able to submit the file to Elia.

To Edit the Delivery Period details of the CMU, the CRM Candidate clicks on the 'Edit' button and on 'Delivery Period Details' button. This will open a window where the CRM Candidate can provide the necessary information and documents. When details are provided, he clicks on 'Edit Delivery Period Details' button to continue editing his Prequalification File (see Figure 31).

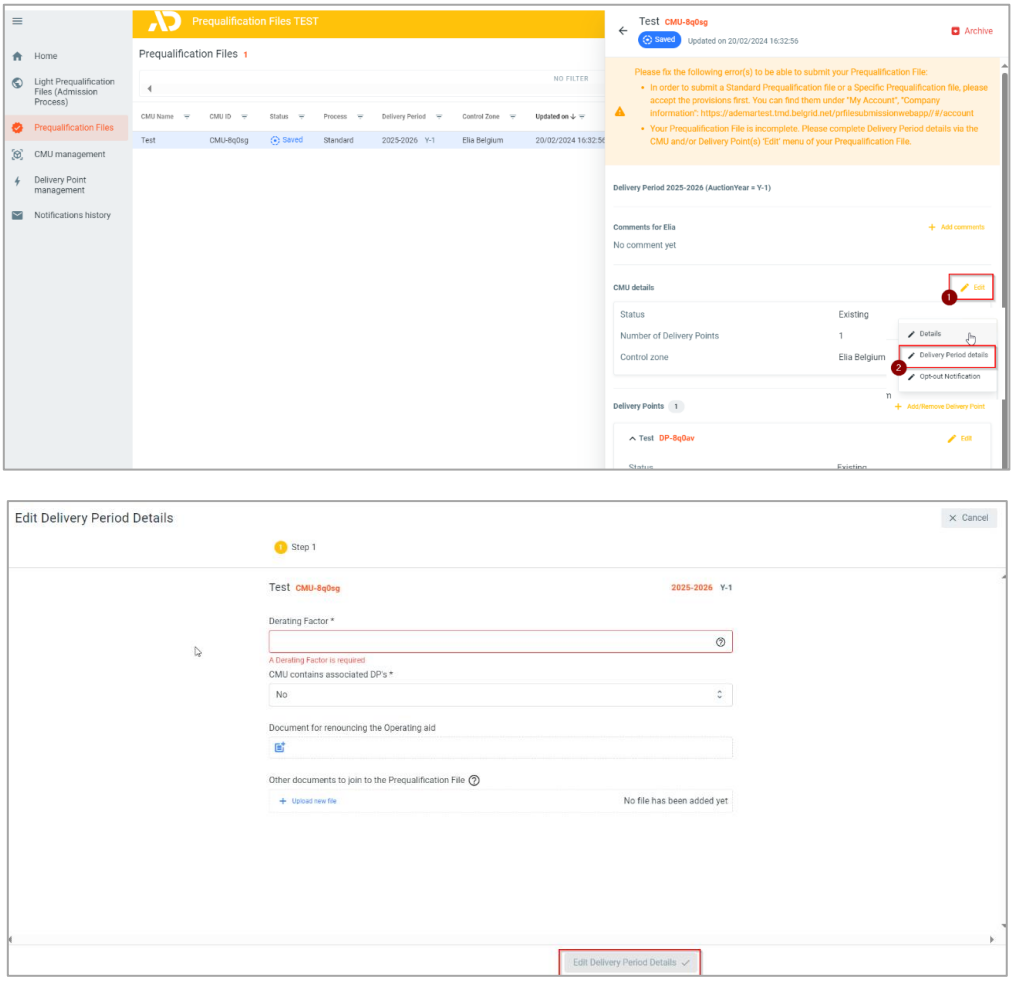

Figure 31: Editing CMU Delivery Period Details

Then, the CRM Candidate must edit the 'Delivery Period Details' of each Delivery Point(s) linked to the CMU by clicking on 'Edit' and then on 'Delivery Period Details' for each Delivery Point. This will open a two steps window where the CRM Candidate can provide the Delivery Period Details of his Delivery Point. When all required information and documents are provided, the CRM Candidate clicks on 'Edit Delivery Period Details' to complete its Prequalification File (see Figure 32).

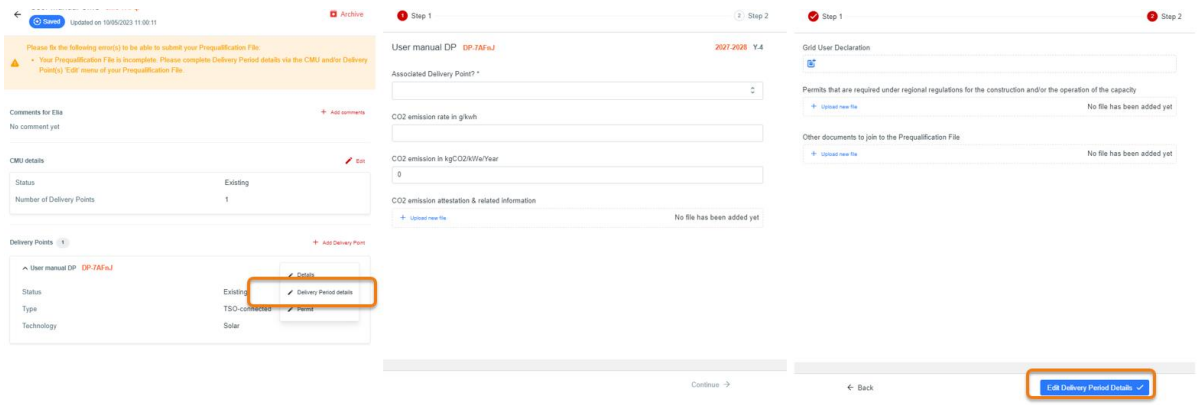

Figure 32: Edit Delivery Point Delivery Period Details

Please note that the required fields will be automatically adapted if the Delivery Point is Additional or Existing.

3.4.4 Fast-track Prequalification File

When the Fast-track Prequalification File has been created, it will be in status 'Saved'.

Such as for the Standard Prequalification File, the CRM Candidate must edit the Delivery Period details of the CMU, by clicking on the 'Edit' button and on 'Delivery Period Details' button. This will open a window where the CRM Candidate can provide the necessary information. When details are provided, the candidate clicks on 'Edit Delivery Period Details' button to continue editing his Prequalification File (see Figure 33).

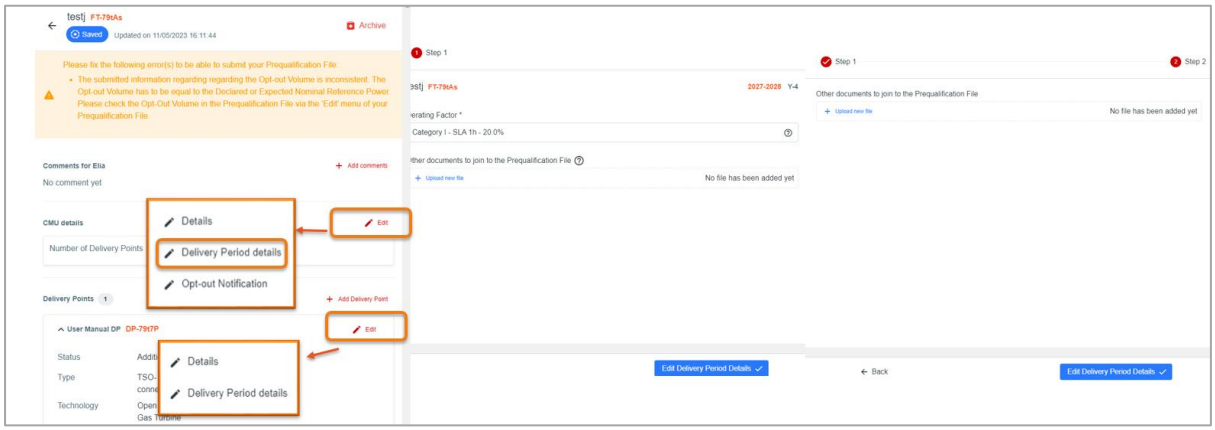

Figure 33 : Edit Delivery Period details for Fast-track

When both Delivery Period details of the CMU and the Delivery Point are edited, a banner will indicate that here is an inconsistency with the Opt-out details that prevents submission of the file to Elia (see Figure 33).

To indicate the Opt-out Volume and Opt-out Reason(s), the CRM Candidate clicks on 'Edit' button and then on 'Edit Opt-out' to be able to edit the Opt-out for his Prequalification File(see Figure 34). When the CRM Candidate has provided the required information, he clicks on 'Edit opt-out Notification' button.

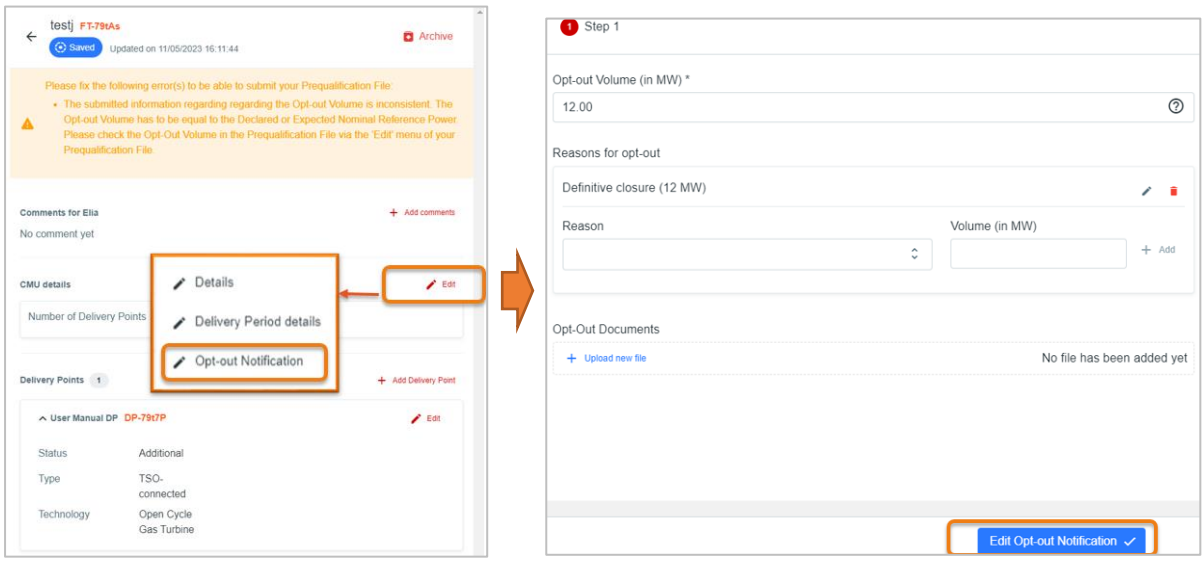

Figure 34: Edit opt-out

When all the CMU and Delivery Point-, Delivery Period- and Opt-out details are edited, the Candidate will be able to submit his Fast-track Prequalification File.

3.4.5 Specific Process Prequalification File

When the Specific Prequalification File has been created, it will be in status 'Saved'.

Such as for the Standard Prequalification File, the CRM Candidate must edit the Delivery Period details of the CMU, by clicking on the 'Edit' button. This will open a window where the CRM Candidate can provide the necessary information. When details are provided, the CRM Candidate clicks on 'Edit Delivery Period Details' button. (see Figure 35).

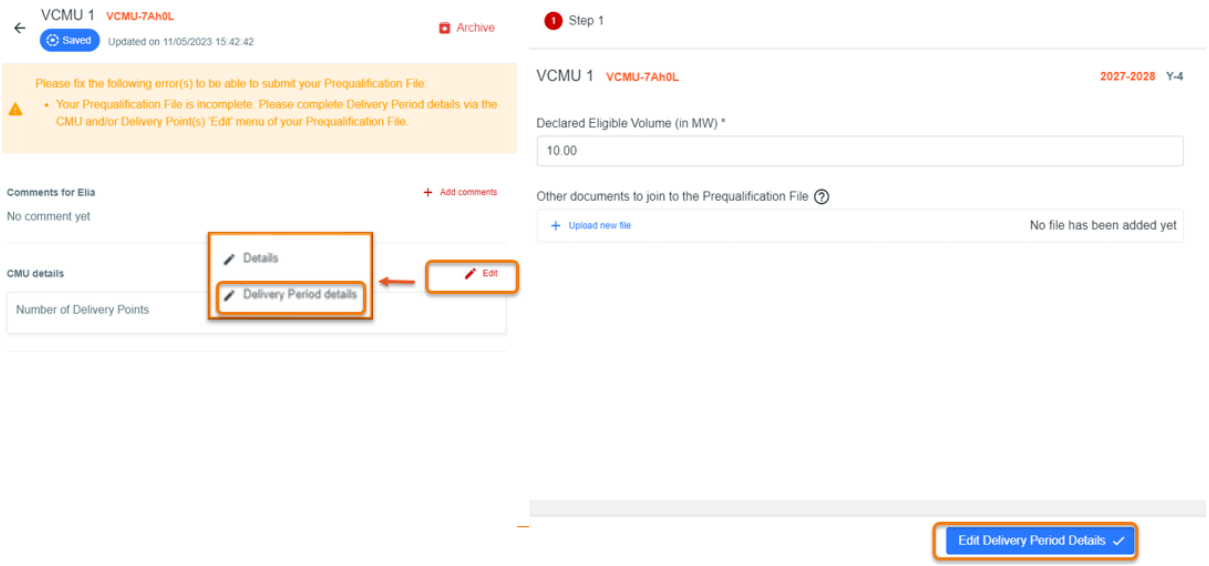

Figure 35: Edit Delivery Period details for Specific

3.4.6 Opt-out Notifications

To be able to make an Opt-out Notification for a Prequalification File, the CRM Candidate can click on the 'Edit' button of the CMU in his Prequalification File. Then he clicks on 'Opt-out Notification' button, complete the information in the pop-up window and clicks on 'Edit Opt-out Notification' button to save (see Figure 36). If not Opt-Out is possible for the Prequalification File, the option will not be shown in the menu.

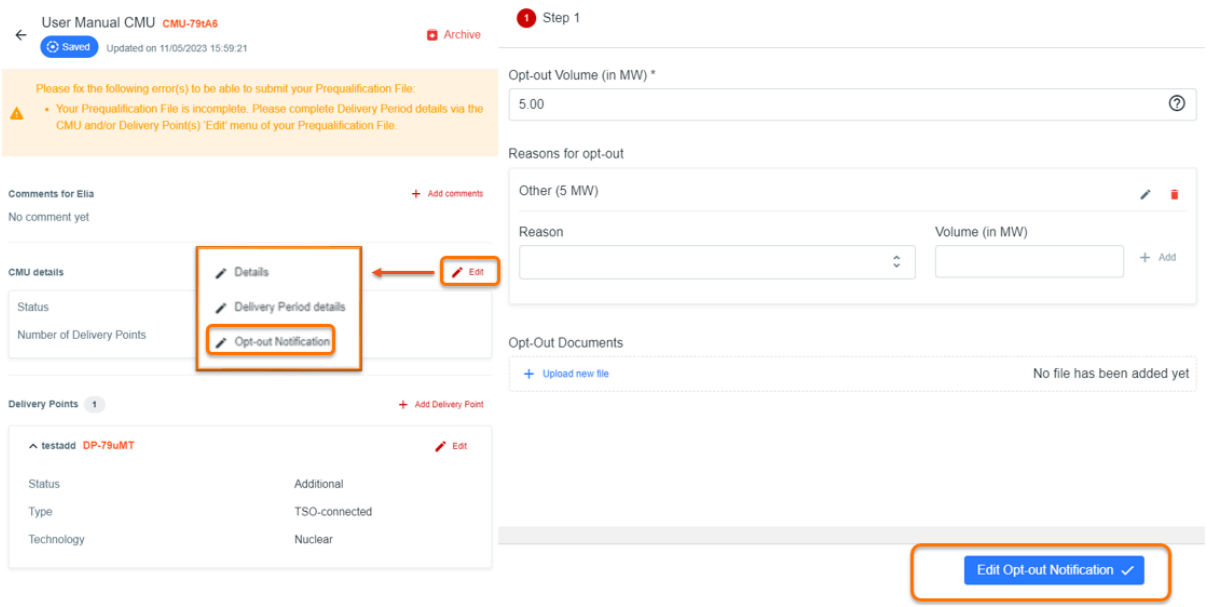

Figure 36: Opt-out Notification

The submission of the Opt-out Notification will add all the newly provided data or documents related to the Opt-out notification to the Prequalification File and make them available in the “summary window” for the concerned CMU.

Note that an Opt-out Notification is only possible from the May 15 to the of September 30 at 06h00.

3.4.7 Technical Agreement

To provide the technical agreement details, two possibilities are offered to the CRM Candidate:

1. It can be done **together with the submission of all the other data included in the concerned Prequalification File**. To do so, the CRM Candidate can open the Prequalification File and click on the ‘Edit’ button of the related Delivery Point and click on ‘Technical Agreement’ button. A pop-up window will open and then, the Candidate can fill in and save the relevant data (see Figure 37).
2. It can be done when the concerned Prequalification File has already been Approved or Prequalified (the Prequalification File will remain in the status ‘Approved’ or ‘Prequalified’). To do so, the CRM Candidate can open the Prequalification File and click on the ‘Edit’ button of the related Delivery Point and click on ‘Technical Agreement’ button. A pop-up window will open and the CRM Candidate can complete and save the relevant data (see Figure 37).

In both situations, the submission of this information will add all the newly provided data or documents to the Prequalification File and make them available in the “summary window” for the concerned CMU.

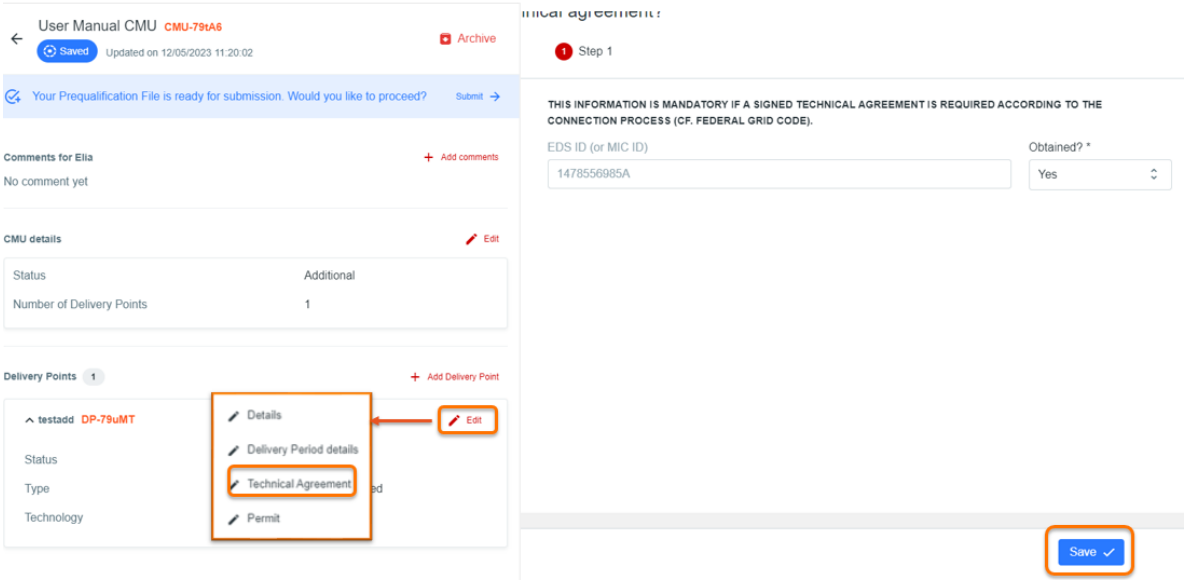

Figure 37: Technical Agreement

3.4.8 Permits that are required under regional regulations for the construction and/or the operation of the capacity

To provide the Permits that are required under regional regulations for the construction and/or the operation of the capacity information, two possibilities are offered to the CRM Candidate:

1. It can be done **together with the submission of all the other data included in the concerned Prequalification File**. To do so, the CRM Candidate can open the Prequalification File and click on the ‘Edit’ button of the related Delivery

Point and click on ‘Permit’ button. A pop-up window will open and then, the Candidate can fill in and save the relevant data (see Figure 38).

2. It can be done **when the concerned Prequalification File has already been Approved or Prequalified** (the Prequalification File will remain in the status ‘Approved’ or ‘Prequalified’). To do so, the CRM Candidate can open the Prequalification File and click on the ‘Edit’ button of the related Delivery Point and click on the ‘Permit’ button. A pop-up window will open where the CRM Candidate can add the relevant Permit documents (see Figure 38)

In both situations, the submission of these documents will add these newly provided documents to the Prequalification File and make them available in the “summary window” for the concerned CMU.

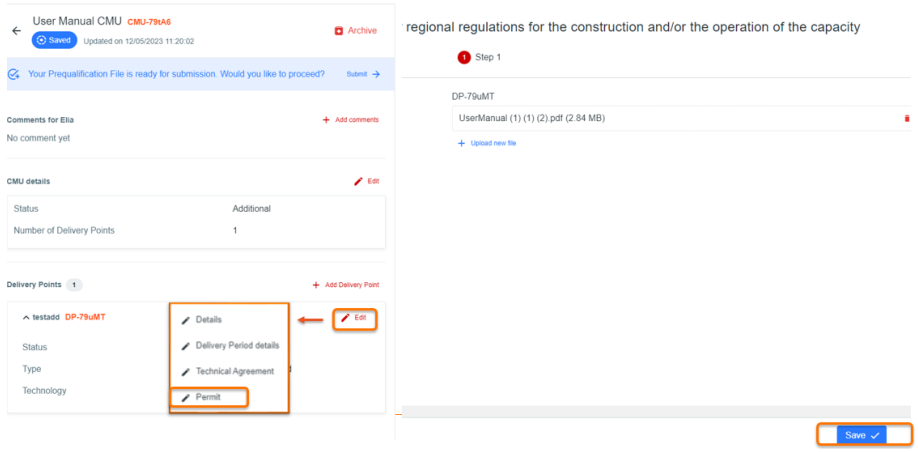

Figure 38: Permit

3.4.9 Permitting Milestone

The CRM Candidate can manage the Permitting Milestone details from the ‘CMU Management’ screen (see Figure 11). When he selects the relevant CMU, the Candidate clicks on the ‘Edit’ button of his CMU and then on the ‘Edit Permitting Milestone’ button. The candidate completes the information in the pop-up window and clicks on ‘Edit Permitting Milestone’ button to save (see Figure 39).

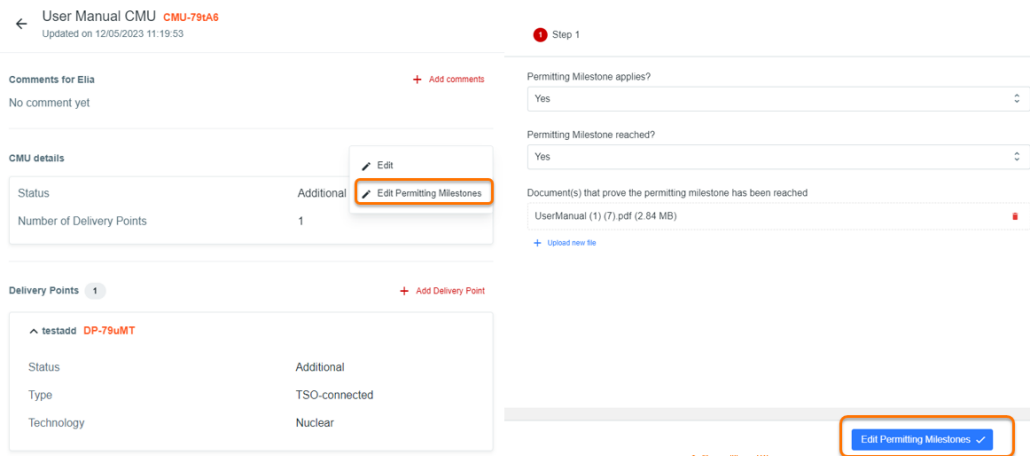

Figure 39: Permitting Milestone

The submission of this information will add all the newly provided data or documents to the CMU and make them available in the “summary window” for the concerned CMU.

3.4.10 Prequalification file submission

When all the required CMU Delivery Period Details and the Delivery Point Delivery Period Details, for each Delivery Point linked to the CMU are completed, the CRM Candidate can submit its Prequalification File to Elia by clicking on 'Submit' and then 'Confirm' (see Figure 40).

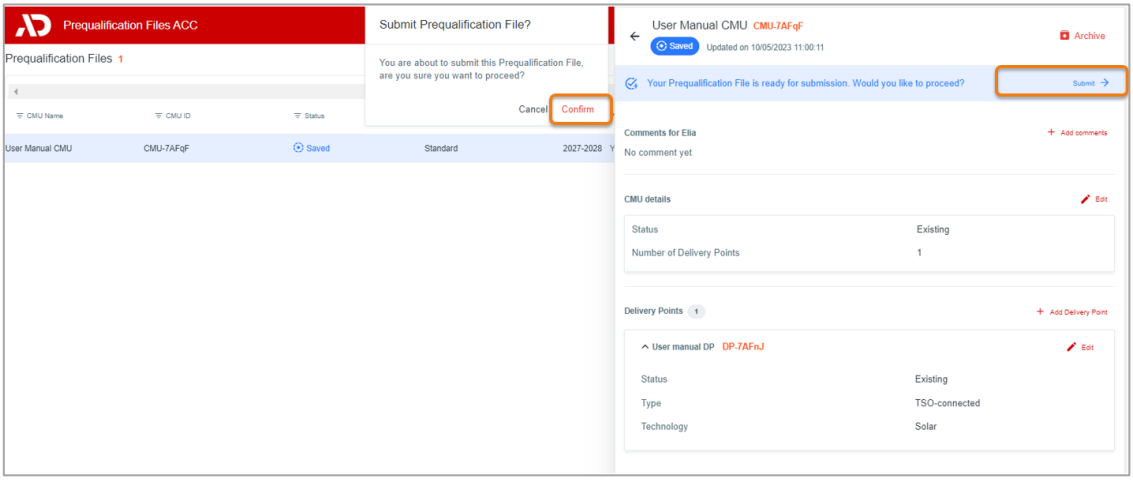

Figure 40: Submit Prequalification File

The Prequalification File status will change to 'Submitted'.

WARNING : Please note that once 'Submitted', it will not be possible for the CRM Candidate to edit the general Details of the CMU and the Delivery Point(s) linked to the submitted Prequalification File.

3.4.11 NRP Approval/Contestation

When the Candidate submits its Prequalification File and if at least one related Delivery Point is (CDS)-TSO Connected, Elia will proceed with the calculation of Nominal Reference Power. When calculated, Elia will inform the Candidate that the Provisional Nominal Reference Power has been determined. Then, the Candidate will have the possibility to approve or contest the Provisional Nominal Reference Power.

To do so, the Candidate can open the Delivery Point window via the Delivery Point management screen and click on the concerned Delivery Point the view the details. In the Delivery Point details, the Provisional Nominal Reference Power will be shown and the CRM Candidate can click on the 'Approve' or 'Contest' button.

If the Candidate clicks on 'Approve' button, a pop-up window will open where the Candidate can submit his decision by clicking on 'Submit' button. If the Candidate clicks on 'Contest' button, a pop-up window will open where the CRM Candidate has to give a 'reason' for his contestation before submitting his reaction via the 'Submit' button.

In both cases, the decision of the Candidate will be automatically sent to Elia.

3.4.12 Investment file & Project ID

If the Candidate wants to link his Prequalification File to an Investment File that will be send to the CREG, the CRM Candidate needs to update the 'Delivery Period' details of the CMU via the Prequalification File management screen (see Figure 31). There, the Candidate can add an existing Project ID or generate a new one (see Figure 41) if this is allowed for the CMU and Process. Then, the Candidate completes, if necessary, the field(s) about the Degradation information related to his potentially contracted capacity (see Figure 41). When all information required is filled, the Candidate clicks on 'Edit Delivery Period Details' to save his update.

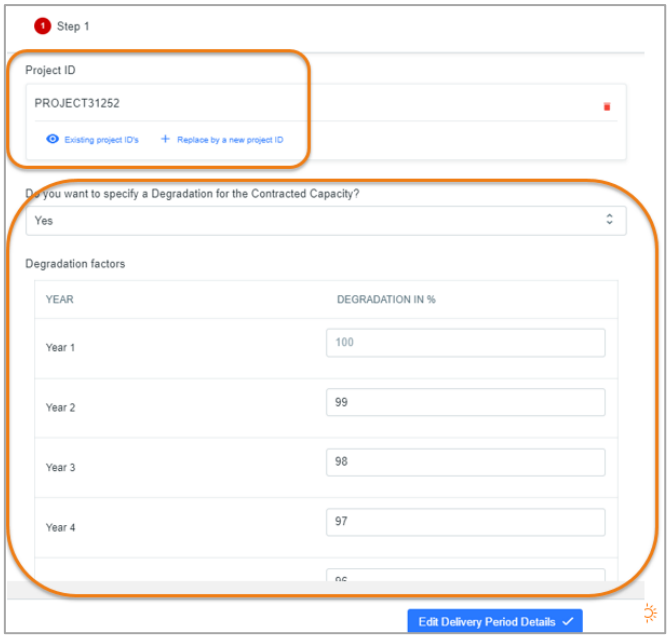

Figure 41: add Project ID and Degradation Factor

Then, the Candidate will be back on the Prequalification File window where a banner will inform him that he has first to submit all Prequalification Files linked to the Project ID before submitting his Project ID to the CREG.

By clicking on 'Submit' button, the Candidate will submit his Prequalification File to Elia that will change the status of its File to 'Submitted'. Then, the Candidate can click on 'Submit' in the banner related to his Project ID (Investment File) to submit the Project ID to the CREG (see Figure 42).

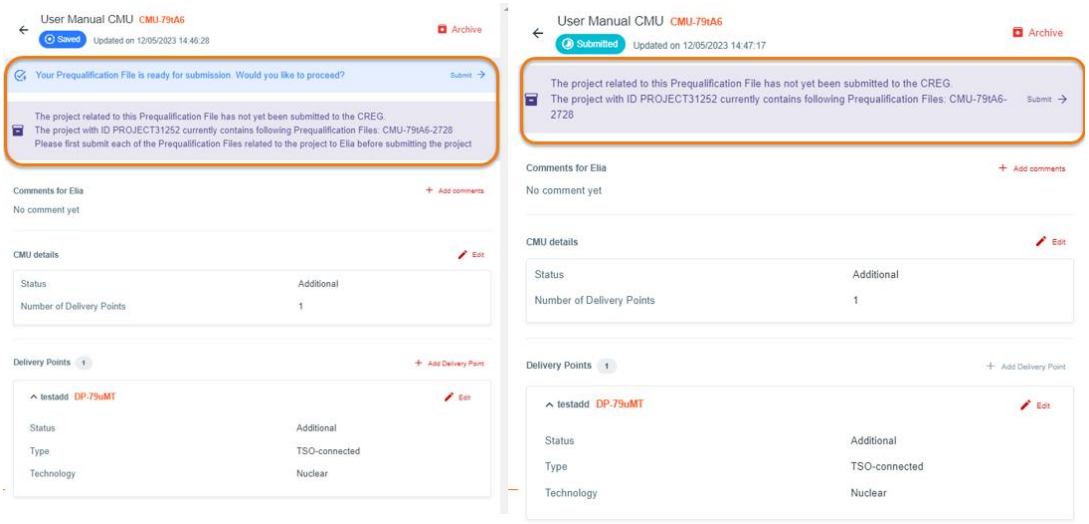

Figure 42: Submit Investment File

Note that a submission of the Project ID to the CREG only submits the Project ID, not the Investment File. The Investment File itself needs to be sent to the CREG separately with the mentioning of the Project ID provided by the CRM IT Interface.

4. Evolution in time of a Prequalification File

This part of the user manual covers the renewal of a CMU submitted one year ago via one of the three types of Prequalification Processes and maintaining the compliance of a CMU engaged in a Transaction by ensuring the accuracy and the relevancy of the information included in the related Prequalification File(s).

4.1 Renewal of Prequalification File

CRM Actors are expected to renew a CMU's Prequalification File towards an upcoming Auction. Renewing a Prequalification File means creating a new Prequalification File for the forthcoming Y-4 Auction of 2023 based on the Prequalification File submitted in 2022.

After the publication of the Functioning Rules of 2023 (May 15, 2023), ELIA will send a notification to all CRM Actors having submitted a Prequalification File in 2022 – if not archived – via one of the 3 types of Prequalification Process. From this notification and until June 15, 2023 at the latest, the CRM Actor must indicate to ELIA whether it wants to renew these Prequalification Files to be able to submit them for the forthcoming[2] Y-4 Auction of 2023.

In the CRM IT Interface, the CRM Actor first must access the Prequalification Files screen (see point 1 of Figure 43). There the CRM Actor can use the 'Renewal'-buttons in the 'Renew Prequalification File' column (see point 2 of Figure 43) for Prequalification Files that were submitted for the Delivery Period 2026-2027 linked to the Y-4 Auction of 2022 (see point 3 of Figure 43). Via these buttons, the CRM Actor can indicate if he wants to renew a CMU's Prequalification File towards the upcoming Y-4 Auction of 2023, or not. The result of this choice and the corresponding actions depend on the fact whether the CMU related to the Prequalification File is contracted for Delivery Period 2027-2028.

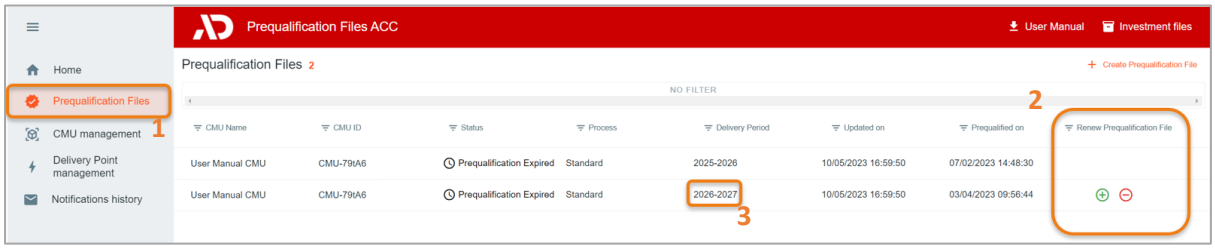

Figure 43 : Example of Prequalification File renewal for the forthcoming Y-4 Auction

The CRM Actor has two possibilities:

- If the CRM Actor wants to renew a CMU's Prequalification File in order to submit it for the Prequalification Process towards the upcoming Y-4 Auction of 2023, he must click on the '+' icon next to concerned Prequalification File for 2026-2027 in the Renew Prequalification File' column (see point 2 of Figure 43).
- If the CRM Actor does not want to renew a CMU's Prequalification File in order to submit it for the Prequalification Process towards the upcoming Y-4 Auction of 2023, he must click on the '-' icon next to concerned Prequalification File for 2026-2027 in the Renew Prequalification File' column (see point 2 of Figure 43).

The result of this choice and the corresponding actions depend on the Prequalification Process, and the fact whether the CMU related to the Prequalification File is contracted (engaged in a Transaction) or not for Delivery Period 2027-2028. This is described in further detail in the following sections.

4.1.1 Renewal of a Standard or Specific Process Prequalification File

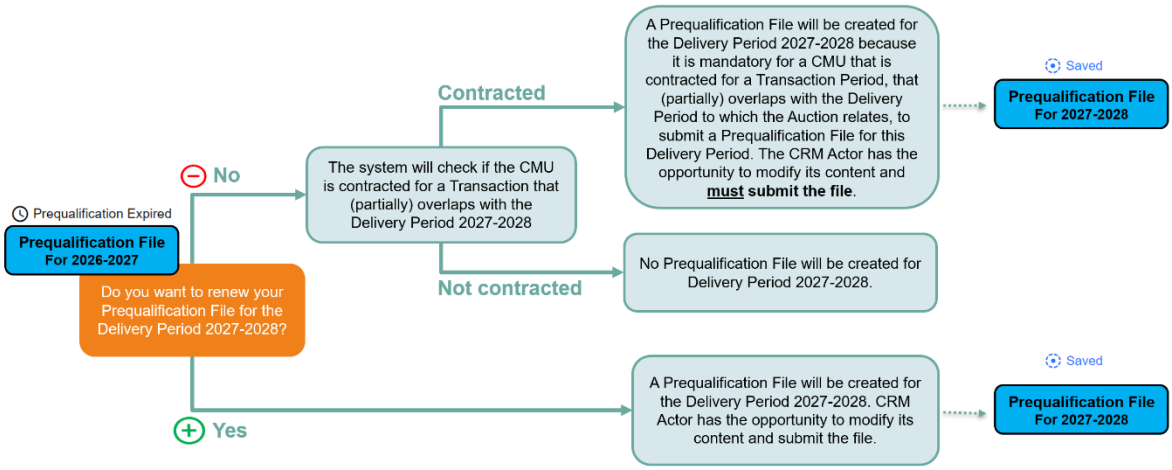

Figure 44: Renewal of a Standard or Specific Process Prequalification File

4.1.1.1 Renewal of a Standard or Specific Process Prequalification File that is contracted for Delivery Period 2027-2028

4.1.1.1.1 CRM Actor wants to use the Remaining Eligible Volume to possibly submit an offer in the forthcoming Auction

If the CRM Actor **wants to use the Remaining Eligible Volume of a contracted CMU to participate to the Prequalification Process with the objective to possibly submit an offer in the forthcoming Auction of 2023**, he must submit a Prequalification File for this CMU for the Delivery Period 2027-2028. To do this, he clicks on the '+' icon behind the Prequalification File of this CMU for Delivery Period 2026-2027. The CRM IT Interface will create a Prequalification File for 2027-2028 for the CMU based on the configuration of the Prequalification File for 2026-2027. The CRM Actor can then complete the necessary information and/or documents in the Prequalification File for 2027-2028 following the most recently published Functioning Rules, and submit it following the processes described in section 3.1.

4.1.1.1.2 CRM Actor does not want to use the Remaining Eligible Volume to possibly submit an offer in the forthcoming Auction

If the CRM Actor **does not want to use the Remaining Eligible Volume of a contracted CMU to participate to the Prequalification Process with the objective to possibly submit an offer in the forthcoming Auction of 2023**, he can click on the '-' icon. As it is mandatory for a CMU that is contracted for a Transaction Period, that (partially) overlaps with the Delivery Period to which the Auction relates to submit a Prequalification File for this Delivery Period, the CRM IT Interface creates a Prequalification File for Delivery Period 2027-2028 for this CMU. The CRM Actor must then complete the necessary information and/or documents in the Prequalification File for 2027-2028 following the Functioning Rules applicable at least at the moment the Capacity Contract was made and submit it following the processes described in section 3.1.

Because the CRM Candidate indicated that he does not want to use the Remaining Eligible Volume of the contracted CMU to participate to the Prequalification Process with the objective to possibly submit an offer in the forthcoming Auction of 2023, the final status – in case of approval – of the Prequalification File will be 'Final Approval'. This means that the CRM

Actor can't participate to the Y-4 Auction for 2023 with the Remaining Eligible Volume of this CMU, but that he is compliant with (at least) the version of the Function Rules of the year the Capacity Contract was made.

As it is mandatory for a CRM Actor to **renew its Opt-out notification for the forthcoming Auction of 2023** for the CMU configurations that are contracted and considered as still compliant with regards to the Functioning Rules that applied at the moment the Capacity Contract was made. Without doing that, the Opt-out Notification will be automatically set by ELIA to an Opt-out Volume of 0 MW for the Prequalification File for the Delivery Period 2027-2028. So, for the forthcoming Auction 2023 (Delivery Period 2027-2028) the CRM Actor must always do an Opt-out notification check for the Prequalification Files linked to CMU configurations that are contracted (engaged in a Transaction) for Delivery Period 2027-2028 by following the process described in section 3.3.4 Opt-out Notification.

4.1.1.2 Renewal of a Standard or Specific Process Prequalification File that is not contracted for Delivery Period 2027-2028

If the CRM Actor wants to renew a Prequalification File for a CMU to participate to the Prequalification Process with the objective to possibly submit an offer in the forthcoming Auction of 2023, he clicks on the '+' icon behind the Prequalification File of this CMU for Delivery Period 2026-2027. The CRM IT Interface will create a Prequalification File for 2027-2028 for the CMU based on the configuration of the Prequalification File for 2026-2027. The CRM Actor can then complete the necessary information and/or documents in the Prequalification File for 2027-2028 following the most recently published Functioning Rules and submit it following the processes described in section 3.1.

In case the CRM Actor submitted a Standard Prequalification File for one of its CMU and wants to go through a Fast Track Prequalification Process with this CMU for the Delivery Period 2027-2028, he needs to click on the '-' icon. He then creates a Fast Track CMU for all the Delivery Points that were included in the configuration of the CMU, and afterwards creates Prequalification Files for the newly created Fast Track CMUs for 2027-2028.

If the Delivery Point submitted one year ago via the Standard Prequalification Process has no obligation to participate to the CRM Prequalification Process, and the CRM Actor does not want to renew the Prequalification File, he can click on the '-' icon and no further action needs to be taken.

4.1.2 Renewal of a Fast Track Process Prequalification File

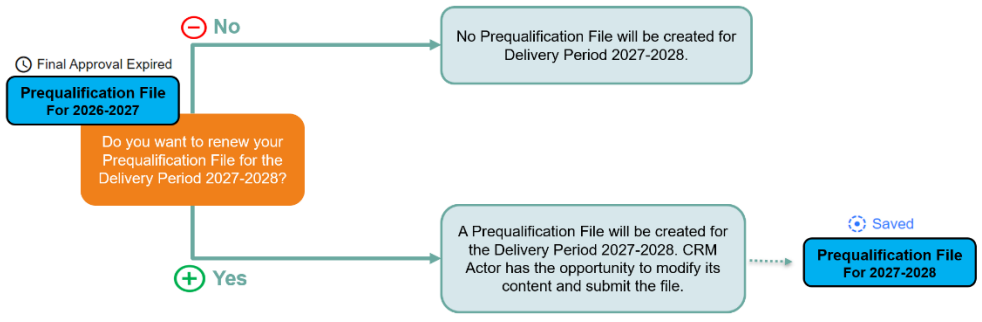

Figure 45: Renewal of a Fast Track Prequalification File

If the CRM Actor wants to renew a Prequalification File for a Fast Track CMU in order to submit it to participate in the Prequalification Process, he clicks on the '+' icon behind the Fast Track Prequalification File of this Fast Track CMU for Delivery Period 2026-2027. The CRM IT Interface will create a Fast Track Prequalification File for 2027-2028 for the Fast Track CMU based on the configuration of the Fast Track Prequalification File for 2026-2027. The CRM Actor can then complete the necessary information and/or documents in the Prequalification File for 2027-2028 following the most recently published Functioning Rules and submit it following the processes described in section 3.1.

In case the CRM Actor submitted a Fast Track Prequalification File for one of its CMU and wants to go through a Standard Prequalification Process with this CMU for the Delivery Period 2027-2028, he needs to click on the '-' icon. He then creates a Standard CMU for the Delivery Point that was included in the configuration of the Fast Track CMU, and afterwards creates a Prequalification File for the newly created Standard CMU for 2027-2028.

If the Delivery Point submitted one year ago via the Fast Track Prequalification Process has no obligation to participate to the CRM Prequalification Process, and the CRM Actor does not want to renew the Prequalification File, he can click on the '-' icon and no further action needs to be taken.

4.2. Compliancy validation of a CMU engaged in a Transaction

The CRM Actor should, for each CMU that is engaged in a Transaction until the end of the Transaction Period:

- maintain the compliance of this CMU with the law in force; and
- ensure the accuracy and the relevancy over time of all general information included in the related Prequalification File.

When the Functioning Rules of 2023 are published (15 May, 2023) all Prequalification Files that were Prequalified after a previous Prequalification submission, will lose their Prequalified status. These Prequalification Files will receive a Prequalification Expired status. To maintain compliance of a CMU and the related Prequalification Files, the CRM Actor should check the accuracy and the relevancy of all Prequalification Files for which the CMU is engaged in a Transaction and check if they are still compliant with the Functioning Rules applicable at the moment the Capacity Contract was made. When these checks and possible changes to the CMU and/or Prequalification Files have been done, they must be submitted to Elia for review.

If Elia deems the Prequalification File compliant, the status will be set to 'Final Approval' to indicate that the Prequalification File is approved, but not Prequalified. This means that the Prequalification File is compliant with (at least) the version of the Function Rules of the year the Capacity Contract was made. In case the CRM Actor wants to have a Prequalified status for this Prequalification File, he can contact Elia to find out the procedure.

To check and possibly update Expired Prequalification Files, and afterwards submitting them, the CRM Candidate has to follow the following steps:

a) Step 1 – Access the concerned Prequalification File:

Navigate to the Prequalification Files screen and click on the concerned Prequalification File.

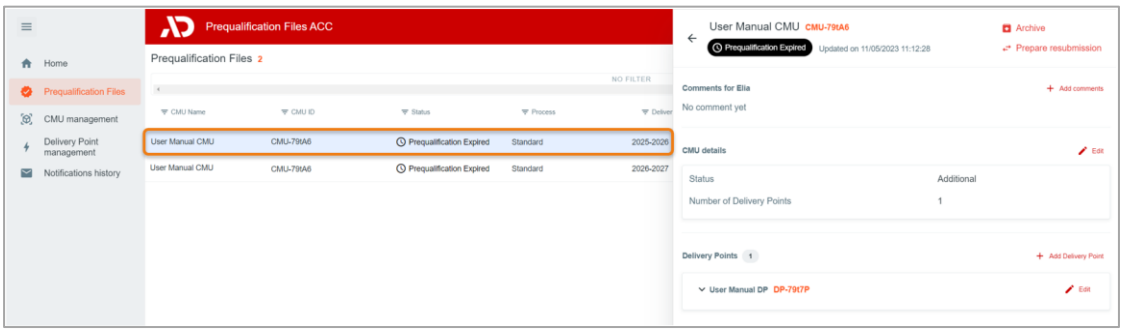

Figure 46: Compliance validation step 1

b) Step 2 – Click "Prepare resubmission":

In the Prequalification File details view, click on the 'Prepare resubmission button'. The Prequalification File will go to a 'Saved' status.

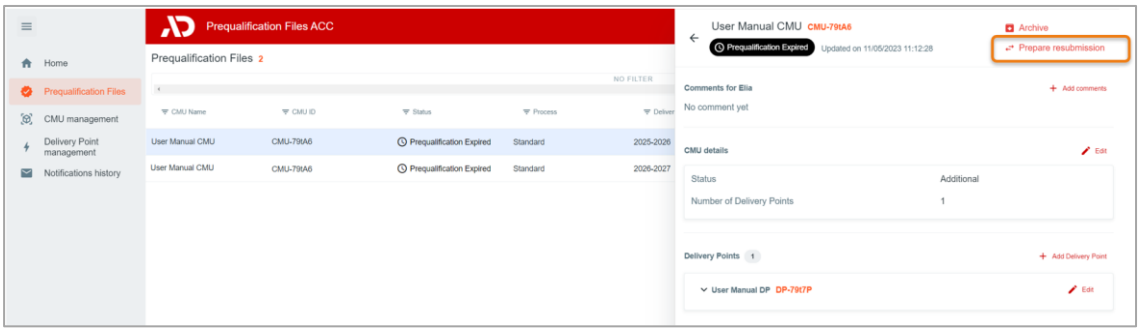

***Figure 47*: Compliance validation step2**

c) Step 3 – Check the accuracy and the relevancy over time of all information and documents included in the Prequalification File:

Via the edit buttons for the CMU and Delivery Point(s) included in the Prequalification File, the CRM Actor can check, and if necessary, update all the information and documents related to the Prequalification File.

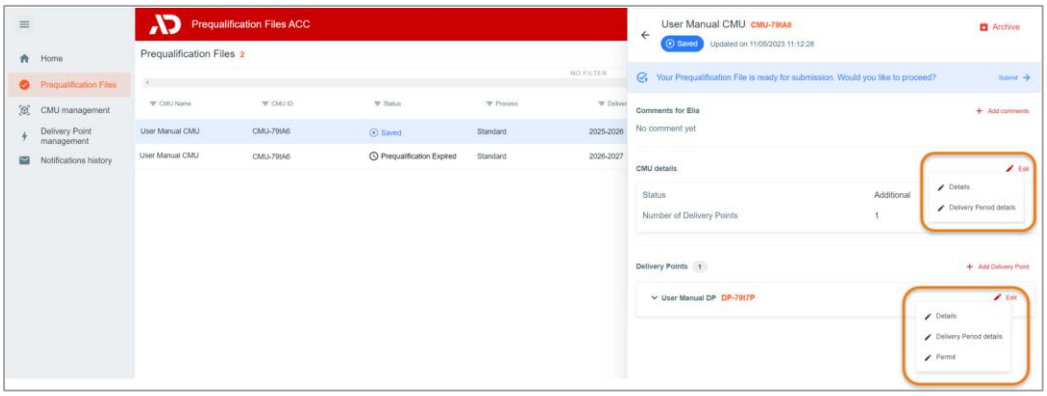

Figure 48: Compliance validation step 3

d) Step 4 – Submit the Prequalification File to Elia for Review:

When all necessary information and documents are provided, a message will be shown that the Prequalification File can be submitted. The CRM Actor can click on the 'Submit'-button to submit the Prequalification File to Elia for review.

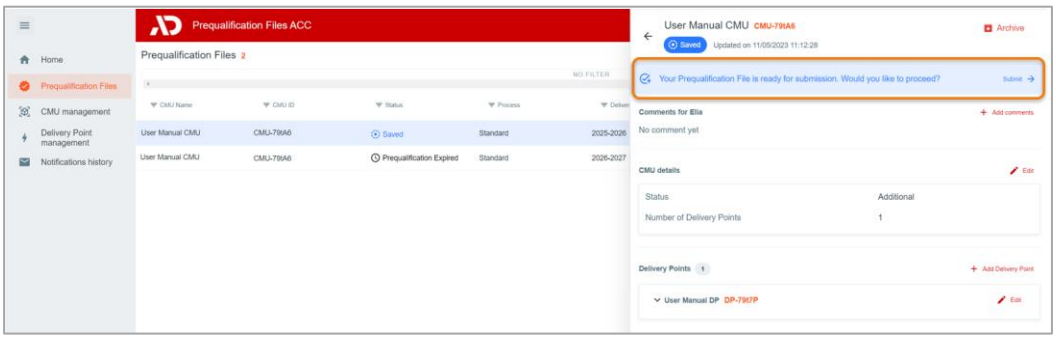

Figure 49 : Compliance validation step 4

The above steps must be repeated for each Prequalification File related to a CMU that is engaged in a Transaction.

5. Notification History

The “Notifications History” module (see Figure 50) gathers all the notifications (e-mails) sent in the framework of the (Light) Prequalification Process of all the CMU included in the CRM Candidate’s portfolio as of May 15, 2021. Notifications dated before May 15, 2021 are therefore not included.

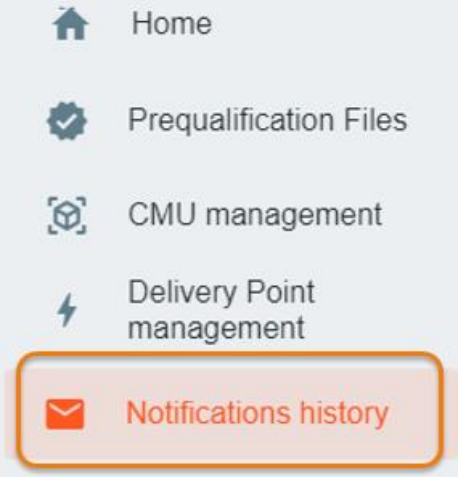

Figure 50: Notifications History module

To display e-mails, first enter a timing and the ID of the CMU concerned by the research (point 1 of Figure 51). Then click on the “magnifying glass” (see point 2 of Figure 51).

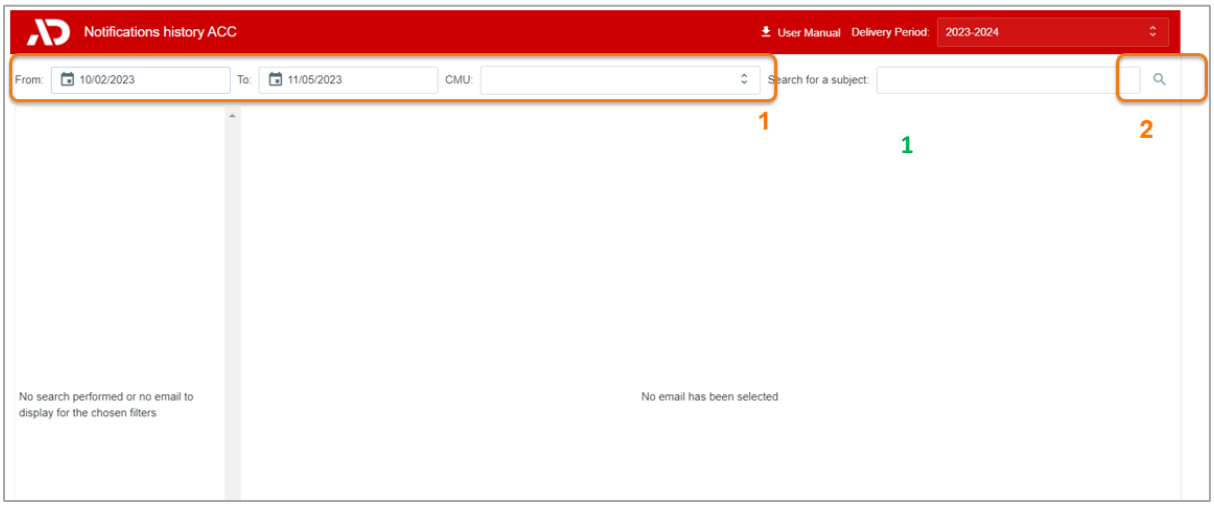

Figure 51: Display of the Notifications History module

You can also enter text in the search bar on the right to refine your search if necessary. The tool will then look for e-mail(s) that includes the indicated text in the title or the content.

6. Prequalification module settings

6.1 Compliance checks

If needed, it is possible for the CRM Candidate to read again the information provided during the “Compliance checks”. To do so and after entering the tool, the CRM Candidate can click on its username in the bottom left corner and then on ‘My Account’ (see Figure 52). Under the tab ‘Company information’ they will find the “compliances checks”. The CRM Candidate can therefore click on ‘Show Compliance’ to see the complete list (see Figure 52).

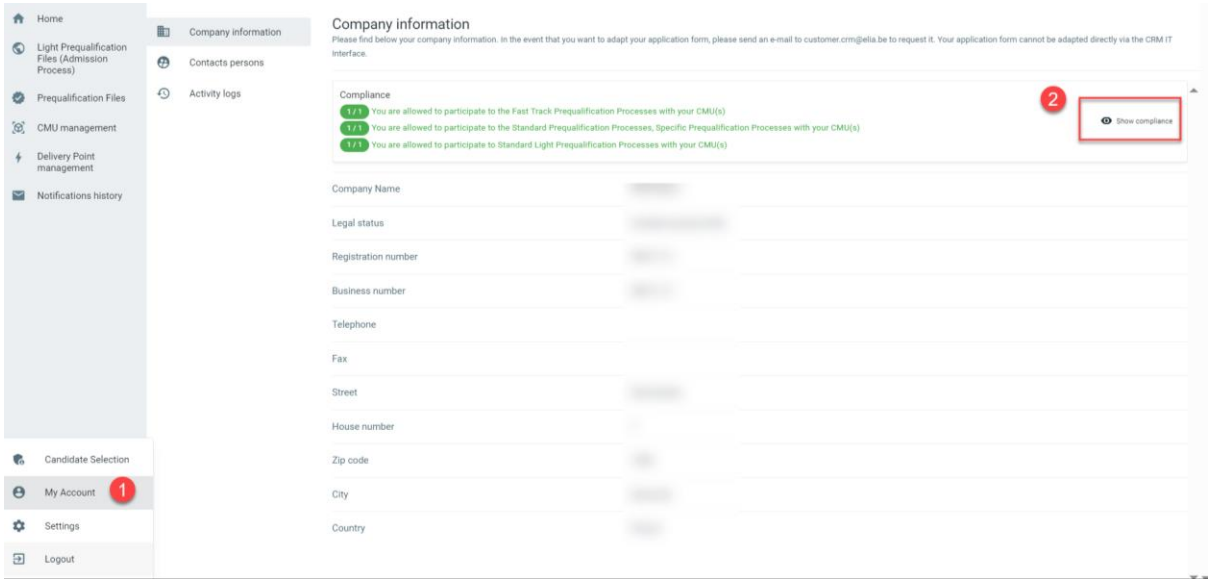

Figure 52: ‘My account’

6.2 Read access to the application form

The tab ‘My Account’ can also be used to look at all the information provided in the application form (see Figure 52). Note that this information (except the information related to the users for users that are assigned to the role ‘Admin’) is 'read only’ and cannot be adjusted by the user. In the event that this information is to be adapted by ELIA, the CRM Candidate is invited to contact customer.crm@elia.be.

6.3 Language change

The user can also adjust the language of the tool by clicking on the username in the bottom left and then on settings. The language can be set to English, French and Dutch (see Figure 53).

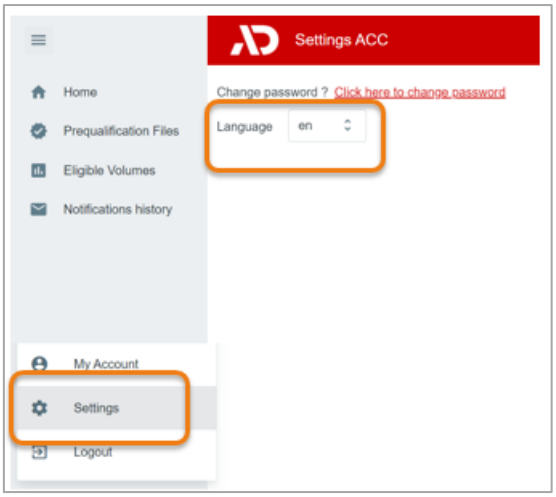

Figure 53: Adjusting the tool language

6.4 User Management

Users that are assigned to the role 'Admin' can create, edit, and delete user accounts. This can be done by clicking on the username in the bottom left, then on 'My Account, then on 'Contact Persons', and finally on the pencil in the top right (see Figure 54). Please note that not all fields of an existing user account are editable. After the necessary adjustment, the user can click on the save icon in the top right to save the changes (see Figure 54).

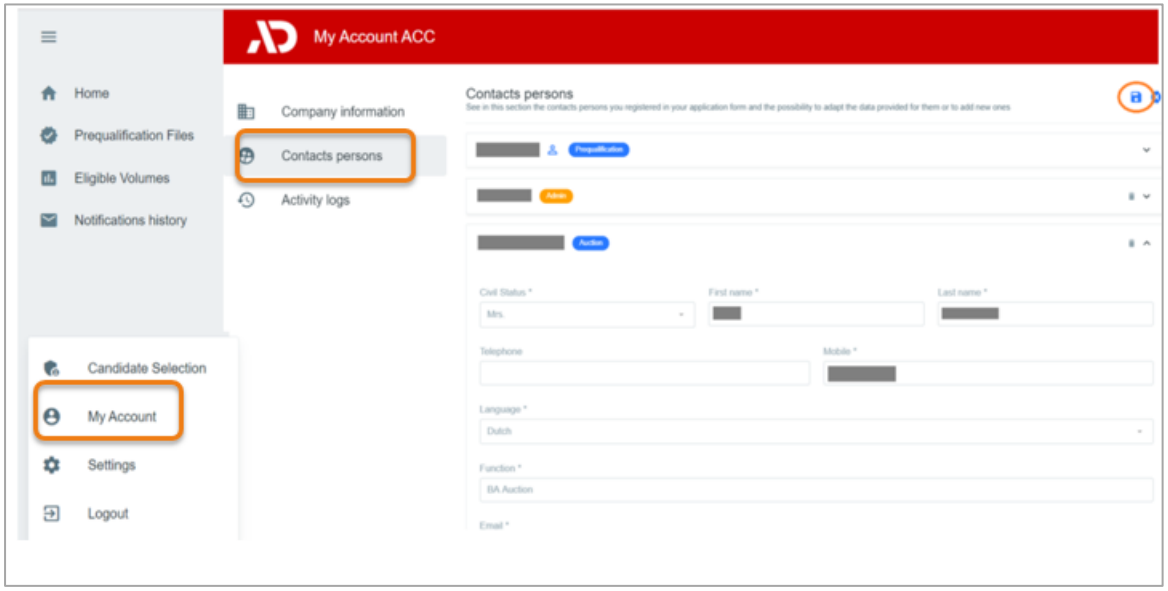

Figure 54: User management

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