



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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Disclaimer:

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

This document is aligned with the CRM Functioning Rules published in April 2021. 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 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 pregualification module itself;
- Section 4 describes the settings of the prequalification module;
- Section 5 describes how the CRM Candidate is contacted by ELIA or can contact ELIA while using the prequalification module.

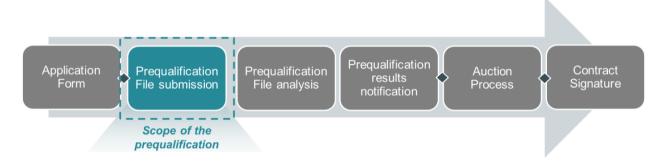


Figure 1: Scope of the prequalification module

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 2.1.1 and 2.1.2.

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

2.1.1 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-implementation.

2.1.2 First time logging in

2.1.2.1 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.

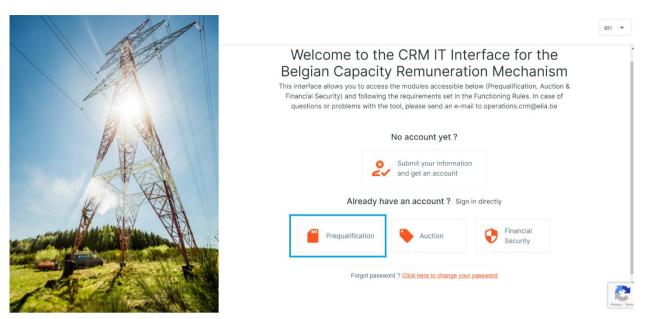


Figure 2: Homepage of the CRM IT Interface

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

2.1.2.2 Compliance checks

The first user related to a CRM Candidate that successfully logs in the prequalification module 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), all Compliance Checks are to be accepted (see Figure 4). If the CRM Candidate only wants to participate to Fast Track Prequalification Processes with his CMU(s), he just has the obligation to accept the Functioning Rules related to the Fast Track Prequalification Process (see Figure 5).

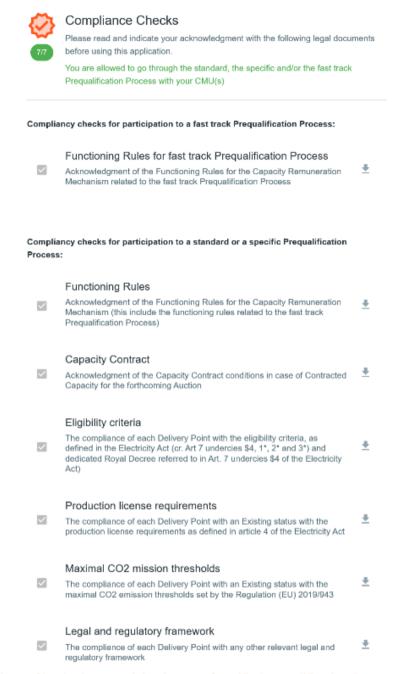


Figure 4: Compliance Checks for a participation to a Specific Prequalification Process and/or a Standard Prequalification Process

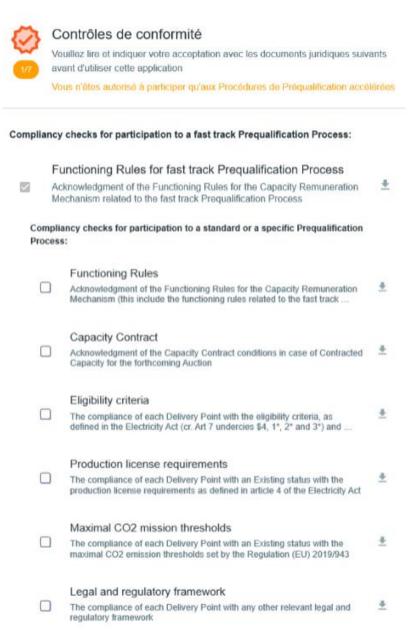


Figure 5: Compliance Checks for a participation to a Fast Track Prequalification Process

3. Prequalification module

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

3.1 Prequalification File creation

By clicking on 'Prequalification File(s)¹' in the main menu (on the left side in Figure 6) the CRM Candidate can see his CMU's portfolio together with specific general information for each of them. These different columns are informative and can be used as filters as well (by clicking on the column titles).

- The CMU ID: This is a unique code for each CMU;
- The status: This can be 'Submitted', 'Saved', 'Prequalified', 'Approved', 'Rejected' or 'Archived;

¹ Prekwalificatiedossier(s) in the Figure 6.

- Process: This indicates the chosen type of Prequalification Process (Fast Track Prequalification Process, Standard Prequalification Process or Specific Prequalification Process);

- Last updated: This gives the last date on which adjustments were made on the concerned CMU;
- Prequalification date: This is the date on which the CMU has been prequalified (This column will only be filled in when the 'status' column indicates 'Prequalified' as well).

To start off, the CRM Candidate has a blank page with no CMU in the CMU's portfolio. To add one, the Candidate can click on two buttons (see Figure 6):

- '+ ADD NEW CMU' in the middle of the page; or
- '+ NEW CMU' at the top right of the page.

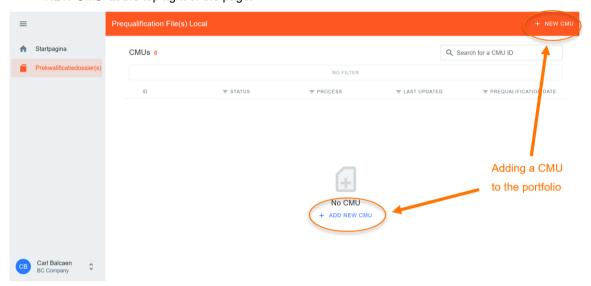


Figure 6: Add a new CMU

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 7):

- <u>Standard Prequalification Process</u>: 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;
- <u>Fast Track Prequalification Process:</u> 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 File²;
- <u>Specific Prequalification Process:</u> For a CRM Candidate who wants to prequalify a VCMU (Unproven Capacity) to participate to the Primary Market.

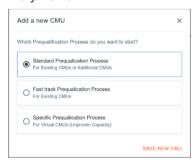


Figure 7: The three types of Prequalification Process

² For now, the CRM IT Interface only allows the Existing Capacities to participate to a Fast Track Prequalification Process. To participate to a Fast Track Prequalification Process with an Additional Capacity, the CRM Actor is therefore invited to contact operations.crm@elia.be.

After indicating which Prequalification Process is needed, the CMU portfolio will be automatically adjusted with a new CMU.

When the CRM Candidate clicks on a CMU in the portfolio, a new window – which includes a summary of the information already included in the Prequalification File – will appear. This window can also be used:

- To delete a Prequalification File (point 1 of Figure 8);
- To edit the CMU details related to a Prequalification File (point 2 of Figure 8 or point 1 Figure 10);
- To add a Delivery Point into a Pregualification File (point 3 of Figure 8);
- To remove a Delivery Point from the Prequalification File (point 1 of Figure 9);
- To edit the Delivery Point details related to a Prequalification File (point 1 of Figure 9).

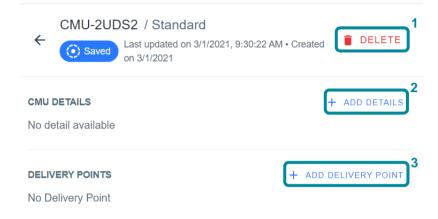


Figure 8: Possible actions into a Prequalification File

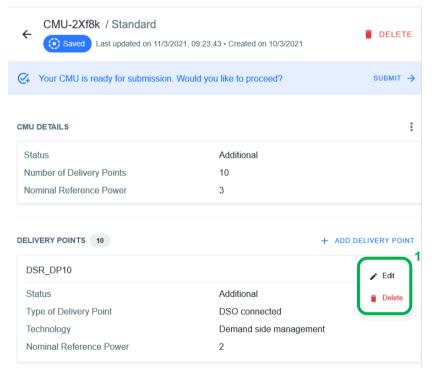


Figure 9: Possible actions into a Prequalification File

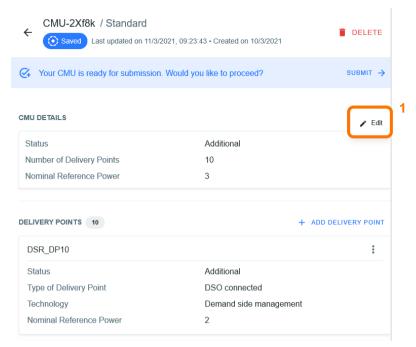


Figure 10: Possible actions into a Prequalification File

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

- It is impossible to proceed to the next step if the mandatory fields indicated with an asterisk (*) have not been filled in:
- When the CRM Candidate clicks on the button to save the provided data, the CMU 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);
- When the CRM Candidate needs to make adjustments to the file, he can click on the three dots icon to edit the CMU details, to edit the Delivery Point details and/or to delete a Delivery Point (see Figure 11).

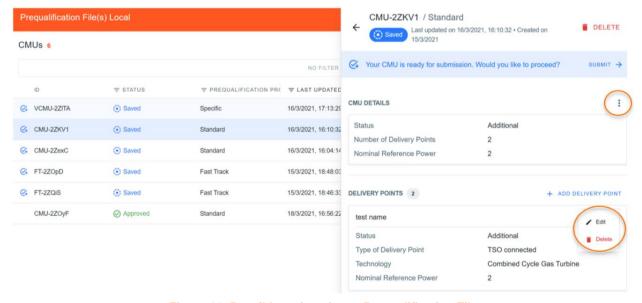


Figure 11: Possible actions into a Prequalification File

3.1.1 Fast Track Pregualification Process

A Prequalification File related to a CMU participating to a Fast Track Prequalification Process can only consist of one Delivery Point.

To start completing its Prequalification File, the CRM Candidate can click on 'ADD DELIVERY POINT'.

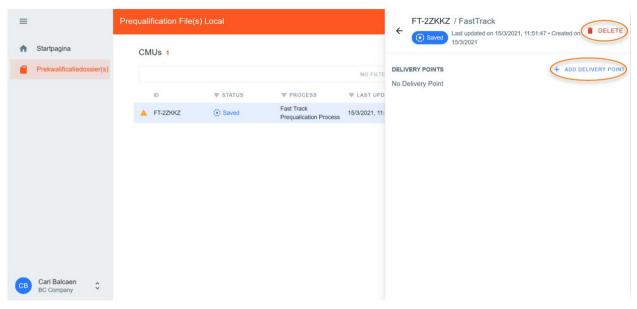


Figure 12: Prequalification File related to a Fast Track Prequalification Process

A new window will pop up where all the required information can be provided in the corresponding text fields and dropdown menus (see Figure 13).

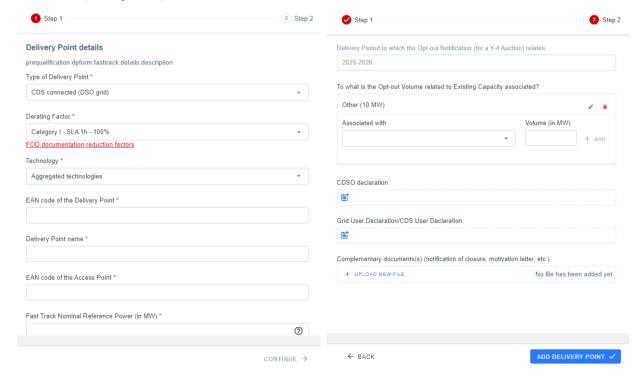


Figure 13: Prequalification File related to a Fast Track Prequalification Process

Once all the required data is provided, the CRM Candidate can click on 'ADD DELIVERY POINT' and the Prequalification File will be indicated as 'saved' in the CMU portfolio.

3.1.2 Standard Prequalification Process

To complete a Prequalification File related to a CMU participating to a Standard Prequalification Process, the CRM Candidate has to provide the CMU information, to create one or more Delivery Point(s) and to submit the information related to this (or these) Delivery point(s).

3.1.2.1 CMU Editing

As a first step, the CRM Candidate needs to provide the necessary information related to the CMU. To do so, the CRM Candidate can click on the 'ADD DETAILS' button (see Figure 14).

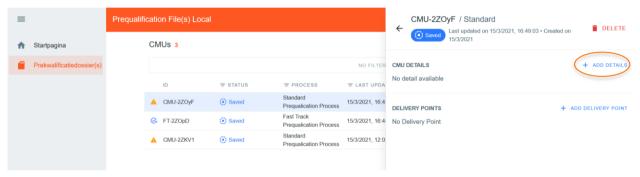


Figure 14: Editing the CMU details of a Prequalification File

A new window will pop up where all the required information can be provided in the corresponding fields and drop down menus (see Figure 15).

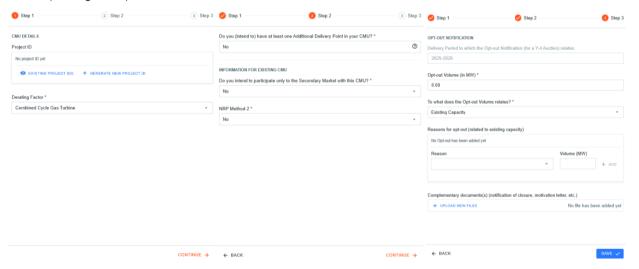


Figure 15: Example of fields to be completed for the CMU details of a Prequalification File

Depending on the provided answers in some text fields, the CRM Candidate will be requested to provide additional or different information.

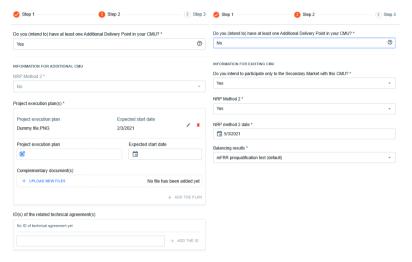


Figure 16: Example of fields to be completed for the CMU details of a Prequalification File

When the CRM Candidate has successfully completed the three steps to provide CMU details, the 'SAVE' button will become available to click on (see Figure 15). After saving, the CRM Candidate will be redirected to the CMU portfolio where the details can be consulted and verified in the summary window. Changes can still be made on the CMU details after having saved.

3.1.2.2 Delivery Point creation and editing

After adding the CMU details, at least one Delivery Point is to be added to the Prequalification File and the details related to this Delivery Point are to be filled in. This can be done by accessing the CMU via the CMU's portfolio overview and then by clicking on the 'ADD DELIVERY POINT' button (see Figure 17).

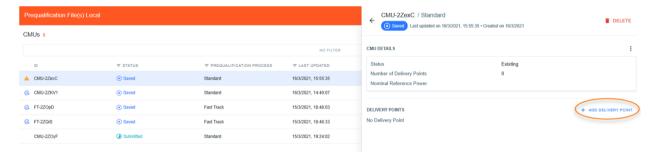


Figure 17: Adding a Delivery Point to a Prequalification File

Similar to above, a new window will pop up where all the required information can be provided in the corresponding fields and drop-down menus (see Figure 18).

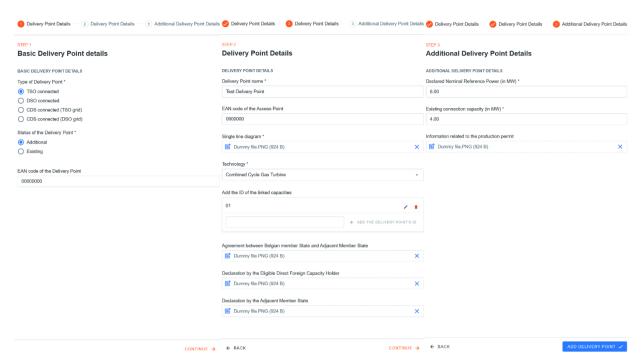


Figure 18: Example of fields to be completed for the Delivery Point details of a Prequalification File

Depending on the provided answers in some text fields, the CRM Candidate will be requested to provide additional or different information (see Figure 19).



Figure 19: Example of fields to be completed for the Delivery Point details of a Prequalification File

When all mandatory information is provided, the 'ADD DELIVERY POINT' button will become accessible. This will add all the newly provided data to the summary window for the concerned CMU.

3.1.3 Specific Prequalification Process

To complete a Prequalification File related to a CMU participating to a Specific Prequalification Process, the CRM Candidate is required to provide a limited amount of information.

To start completing its Prequalification File, the CRM Candidate can click on the 'EDIT VCMU' button to start (see Figure 20).



Figure 20: Prequalification File related to a Specific Prequalification Process

A new window will pop up where all the required information can be provided in the corresponding fields and dropdown menus.

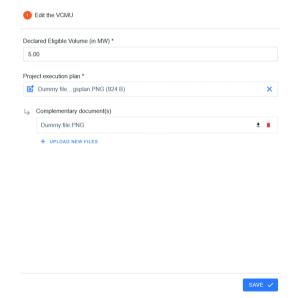


Figure 21: Prequalification File related to Specific Prequalification Process

3.2. Automatic checks

Automatic checks are performed by the prequalification module. This section lists some of these checks. In the event that a defect is identified by the tool, the CRM Candidate will be notified.

A first example of check is the verification that the mandatory fields (fields marked with *) are completed before being able to proceed (see Figure 22).

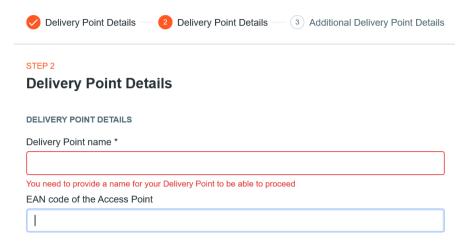


Figure 22: Example of automatic check with a mandatory field

There has to be consistency between the information provided in the CMU details and the information provided in the Delivery Points. For example, if the CRM Candidate indicates that the CMU will only consist of Existing Delivery Points but adds an Additional Delivery Point, an error message will occur. The same error message will pop up in case the CRM Candidate does not add an Additional Delivery Point even though the CMU is created with an additional status (see Figure 23).



Figure 23: Error message – Inconsistencies between the information provided in the CMU details and in the Delivery Points

Similarly, when the CRM Candidate indicates that he wants to use a certain method for the determination of the Nominal references Power(s), the Delivery Points should have the same method selected. Otherwise the following error message will pop up until it has been solved (see Figure 24).



Figure 24: Error message - Inconsistencies NRP method

The system also verifies if the Derating Factor provided in the CMU details is compliant with the technology provided in the Delivery Point details. If this is not the case, the following error message will pop up.



Figure 25: Error message - Inconsistencies Derating Factor

3.3. Prequalification File submission

When all automated checks have been completed in a Prequalification File, the CRM Candidate will get the notification that its related CMU is ready for submission. This is also indicated by a specific icon in the CMU's portfolio (see Figure 26).



Figure 26: Example of CMU ready for submission

When the CRM Candidate considers that its Prequalification is ready for submission (no need to adapt the related details anymore), the button 'SUBMIT' can be pressed (see Figure 27).



Figure 27: Prequalification File submission

As soon as a Prequalification File has been successfully submitted, it will immediately be visible in the CMU's portfolio and in the summary of this Prequalification File (see Figure 28). This submission will also be followed by a confirmation email (see Figure 29),



Figure 28: Prequalification File submitted



Figure 29: Confirmation email for a Prequalification File submission

After its submission, the Prequalification File cannot be adapted anymore.

4. Prequalification module settings

4.1.1 Compliance checks

If needed, it is possible for the CRM Candidate to read again the information provided during the "Compliance checks" (cf. section 2.1.2.2). To do so and after entering the tool, the CRM Candidate can click on its user name in the bottom left corner and then on 'My Account' (see Figure 30).

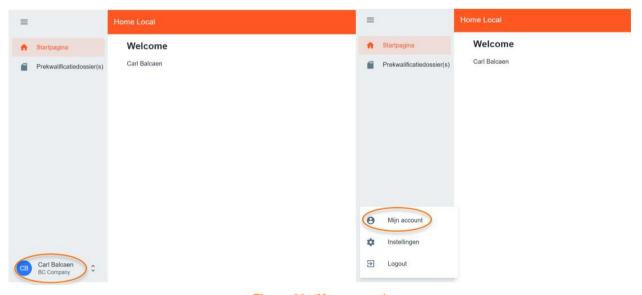


Figure 30: 'My account'

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 31).

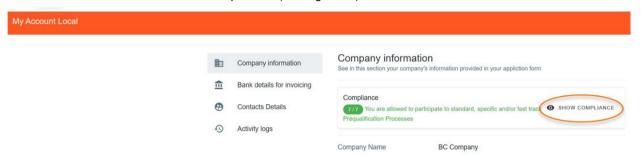


Figure 31: Compliance checks

4.1.2 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. 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 are to be adapted by ELIA, the CRM Candidate is invited to contact customer.crm@elia.be.

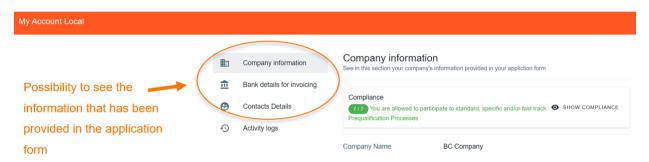


Figure 32: Application form information

4.1.3 Language change

The user can also adjust the language of the tool by clicking on the user name in the bottom left and then on settings. Different options are English, French and Dutch.

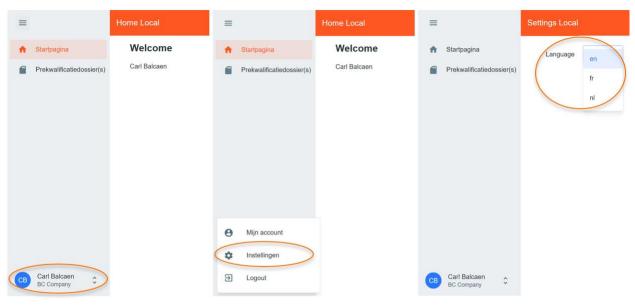


Figure 33: Adjusting the tool language

4.1.4 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 user name in the bottom left, then on 'My Account, then on 'Contact Persons', and finally on the pencil in the top right (see Figure 34). 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 35).

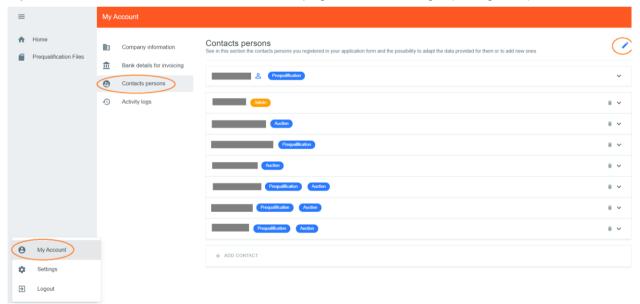


Figure 34: User management edit button

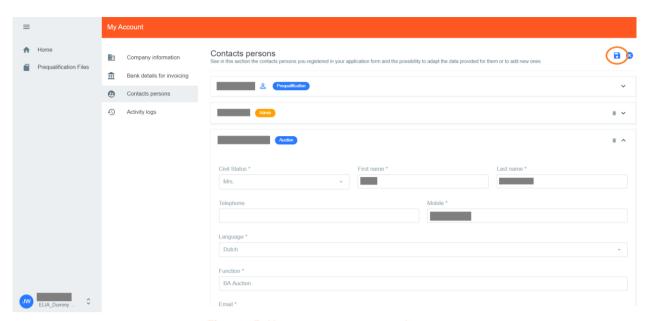


Figure 35: User management save button

5. Communication and feedback

The automatic generated emails of the prequalification module will be sent to all the users having been assigned to the role 'Prequalification Process' in the application form.

For any commercially related questions please contact: customer.crm@elia.be.