

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).	
Version	V2.0	
Date	16/05/2022	
Status	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Final

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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 May 2022. 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 prequalification module itself;
- Section 4 describes the display of the Eligible Volume;
- Section 5 describes the module for the Notification History;
- Section 6 describes the settings of the prequalification module;
- Section 7 describes how the CRM Candidate is contacted by ELIA or can contact ELIA while using the prequalification module.

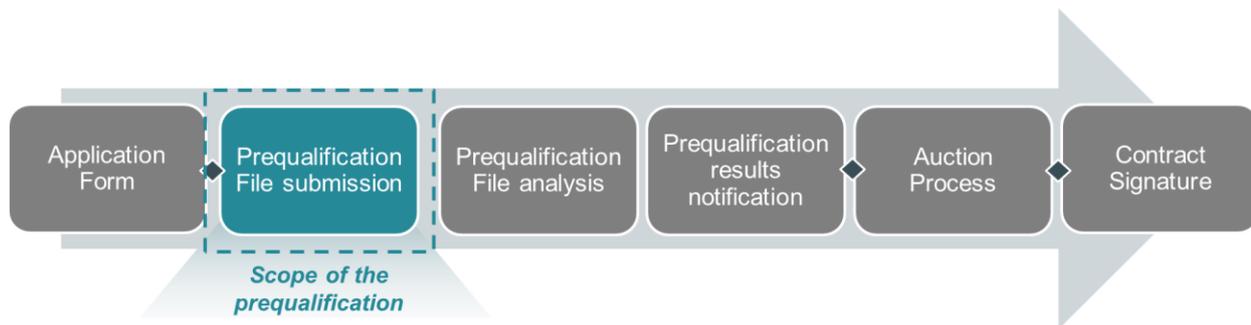


Figure 1: Scope of the prequalification module

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 and 0.

The prequalification module is a web application that CRM Candidates will use to submit their 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-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>.

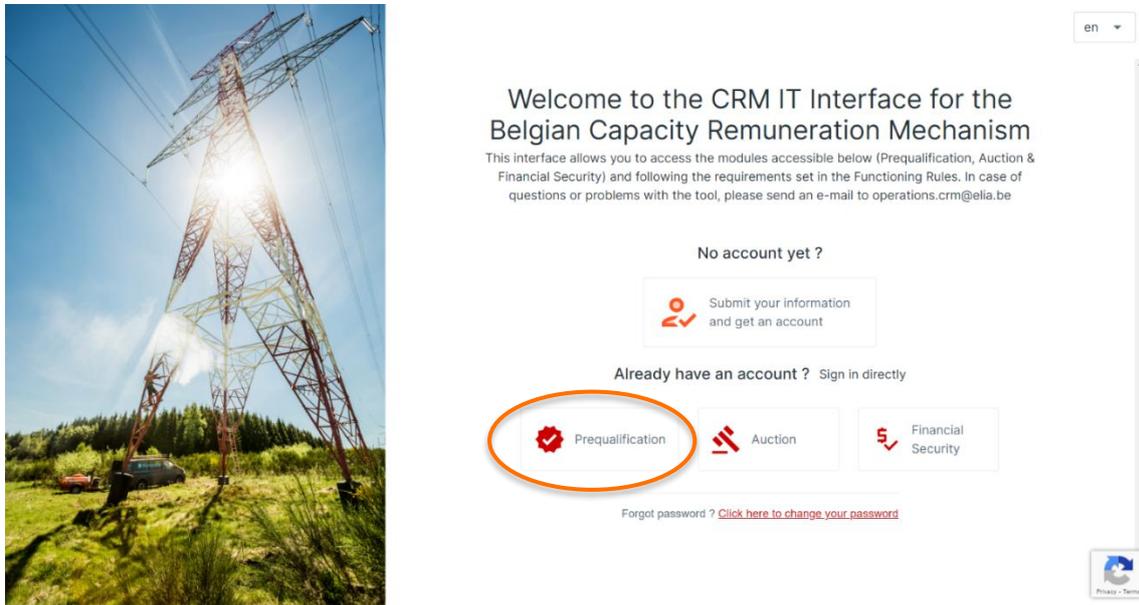


Figure 2: Homepage of the CRM IT Interface

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.

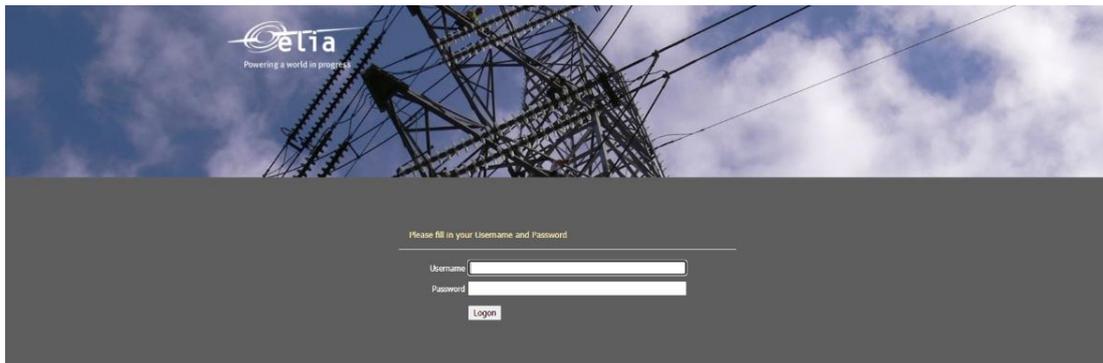


Figure 3: Login screen

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), 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).



Compliance Checks

Please read and indicate that you ensure compliance with the following legal documents by marking dedicated boxes in order to be able to use the CRM IT Interface. Be aware that the version you mark your consent to is not final yet and can therefore still evolve in the coming weeks.

You are allowed to participate to Standard Prequalification Processes, Specific Prequalification Processes and/or Fast Track Prequalification Processes with your CMU(s)

Compliance checks for participation to a Fast Track Prequalification Process:

Functioning Rules for fast track Prequalification Process

- I agree to comply with the Functioning Rules for the Capacity Remuneration Mechanism related to the Fast Track Prequalification Process 

Compliance checks for participation to a Standard Prequalification Process or to a Specific Prequalification Process:

Capacity Contract

- I agree to comply with the conditions of the Capacity Contract, that I commit to sign in case a Capacity is contracted 

Eligibility & admissibility criteria

- If applicable, I agree to comply with the eligibility and the admissibility criteria respectively set by article 7undecies §9 alinea 4 and by Article 7undecies §8 alinea 1st of the Electricity Act 

Functioning Rules

- I agree to comply with the Functioning Rules for the Capacity Remuneration Mechanism 

Legal and regulatory framework

- I agree to comply with any other relevant legal and regulatory framework in relation to the CRM

CO2 emission thresholds

- If applicable, I agree to comply with the maximal CO2 emission thresholds set by Article 22, §4 of the Regulation (EU) 2019/943 

Production permit

- If applicable, I agree to comply with the production permit requirements set by Article 4 §1 of the Electricity Act 

Agree & Continue

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





Compliance Checks

Please read and indicate that you ensure compliance with the following legal documents by marking dedicated boxes in order to be able to use the CRM IT Interface. Be aware that the version you mark your consent to is not final yet and can therefore still evolve in the coming weeks.

You are only allowed to participate to Fast Track Prequalification Processes

Compliance checks for participation to a Fast Track Prequalification Process:

- Functioning Rules for fast track Prequalification Process**
I agree to comply with the Functioning Rules for the Capacity Remuneration Mechanism related to the Fast Track Prequalification Process 

Compliance checks for participation to a Standard Prequalification Process or to a Specific Prequalification Process:

- Capacity Contract**
I agree to comply with the conditions of the Capacity Contract, that I commit to sign in case a Capacity is contracted 
- Eligibility & admissibility criteria**
If applicable, I agree to comply with the eligibility and the admissibility criteria respectively set by article 7undecies §9 alinea 4 and by Article 7undecies §8 alinea 1st of the Electricity Act 
- Functioning Rules**
I agree to comply with the Functioning Rules for the Capacity Remuneration Mechanism 
- Legal and regulatory framework**
I agree to comply with any other relevant legal and regulatory framework in relation to the CRM
- CO2 emission thresholds**
If applicable, I agree to comply with the maximal CO2 emission thresholds set by Article 22, §4 of the Regulation (EU) 2019/943 
- Production permit**
If applicable, I agree to comply with the production permit requirements set by Article 4 §1 of the Electricity Act 

Agree & Continue

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)' 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';
- Process: This indicates the chosen type of Prequalification Process (Fast Track Prequalification Process, Standard Prequalification Process or Specific Prequalification Process);
- Updated on: This gives the last date on which adjustments were made on the concerned CMU;
- Prequalification on: 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).
- Actions: This shows possible additional actions to take for the CMU.

To start off, the CRM Candidate has to select the correct Delivery Period for which he wants to create a Prequalification File (see Figure 6). To add a new CMU one, the Candidate can click on two buttons (see Figure 6):

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

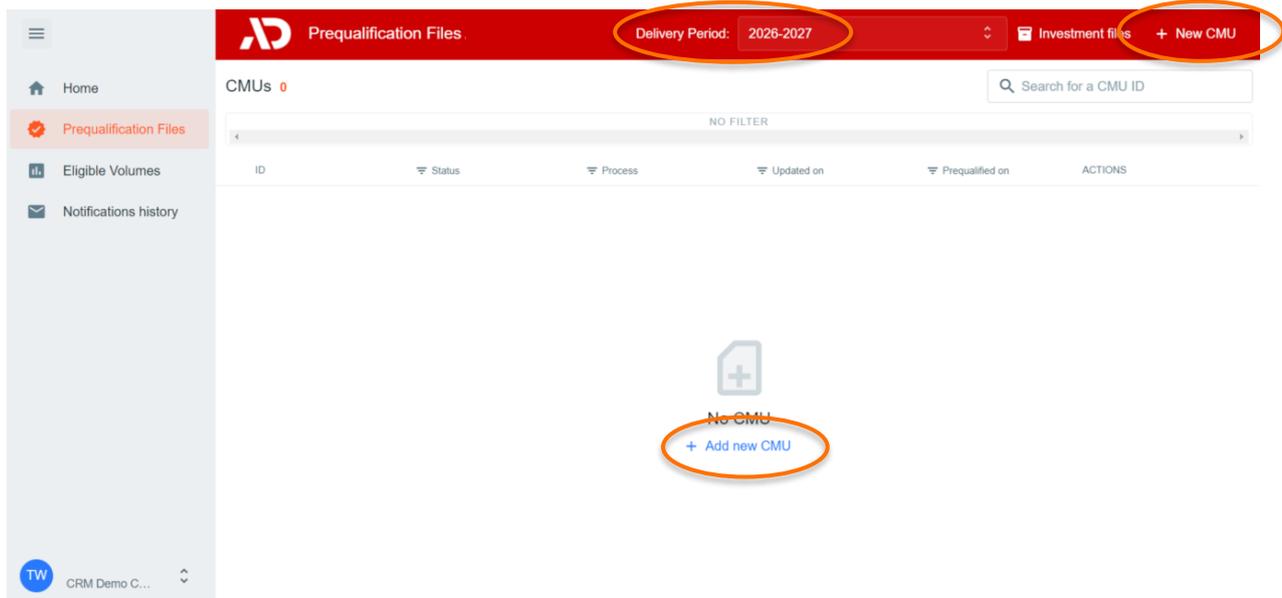


Figure 6: Add a new CMU

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):

- **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.

The screenshot shows a dialog box titled "Add a new CMU" with a close button (X) in the top right corner. Below the title, it asks "Which Prequalification Process do you want to start?". There are three radio button options:

- Standard Prequalification Process
For Existing CMUs or Additional CMUs
- Fast track Prequalification Process
For Existing CMUs
- Specific Prequalification Process
For Virtual CMUs (Unproven Capacity)

 At the bottom right of the dialog, there is a red button labeled "SAVE NEW CMU".

Figure 7: The three types of Prequalification Process

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 check the Notifications History (cf. section 5) related to a Prequalification File (point 2 of Figure 8);
- To edit the CMU details related to a Prequalification File (point 3 of Figure 8 or point 1 Figure 10);
- To add a Delivery Point to a CMU (point 4 of Figure 8);
- To remove a Delivery Point from a CMU (point 1 of Figure 9);
- To edit the Delivery Point details related to a Prequalification File (point 1 of Figure 9).

The screenshot shows a page for a specific CMU, "CMU-4y0D3 / Standard". At the top left, there is a back arrow and a "Saved" button. To the right, it says "Updated on 4/29/2022, 2:30:33 PM • Created on 4/29/2022". On the right side, there are four numbered action buttons:

- 1: Delete (with a trash icon)
- 2: History (with an envelope icon)
- 3: + Edit CMU
- 4: + Add Delivery Point

 The main content area has two sections:

- CMU DETAILS**: No detail available
- DELIVERY POINTS**: No Delivery Point

Figure 8: Possible actions into a Prequalification File

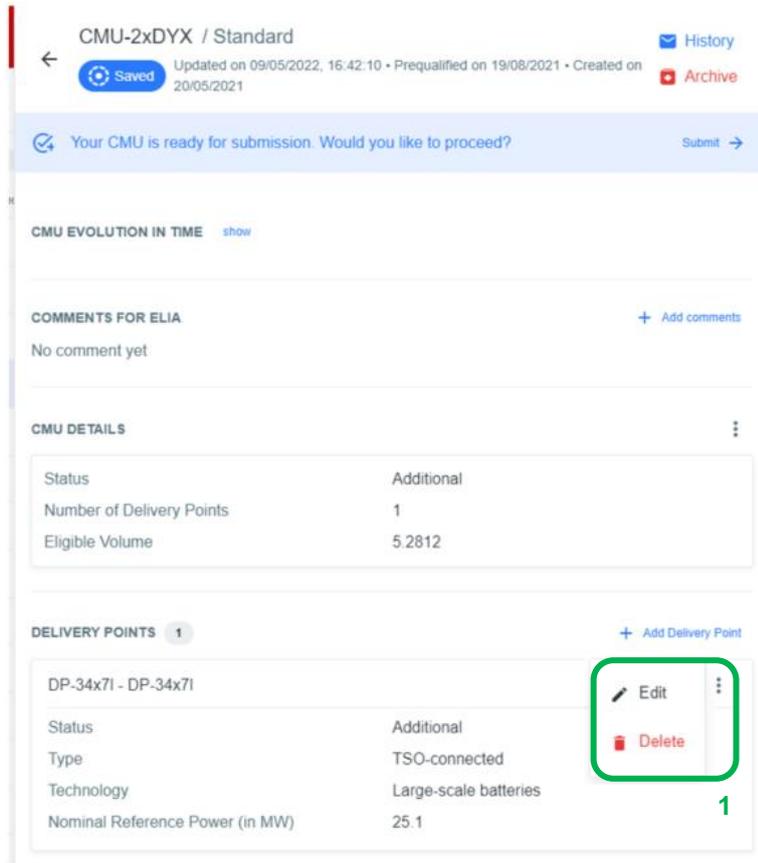


Figure 9: Possible actions into a Prequalification File

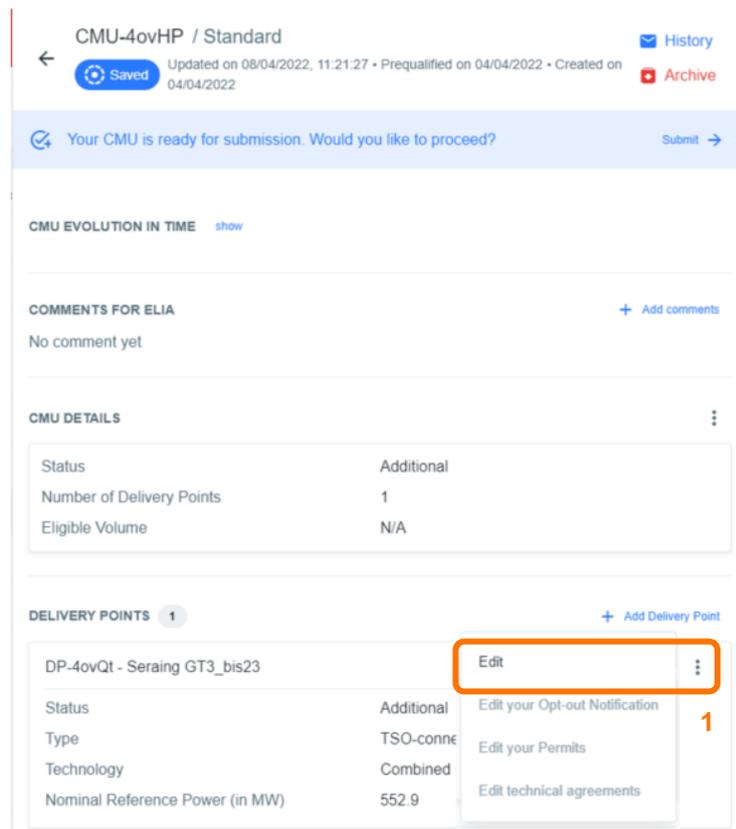


Figure 10: Possible actions into a Prequalification File

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 (point 3 of **Error! Reference source not found.** or point 1 Figure 10 or point 1 of Figure 9).
- **When editing a Delivery Point or a CMU, it is not recommended to keep the web page open for too long (more than 2 minutes) because it is possible to lose all the encoded data when clicking on "save".**

3.1.1 Fast Track Prequalification 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 (see Figure 11).

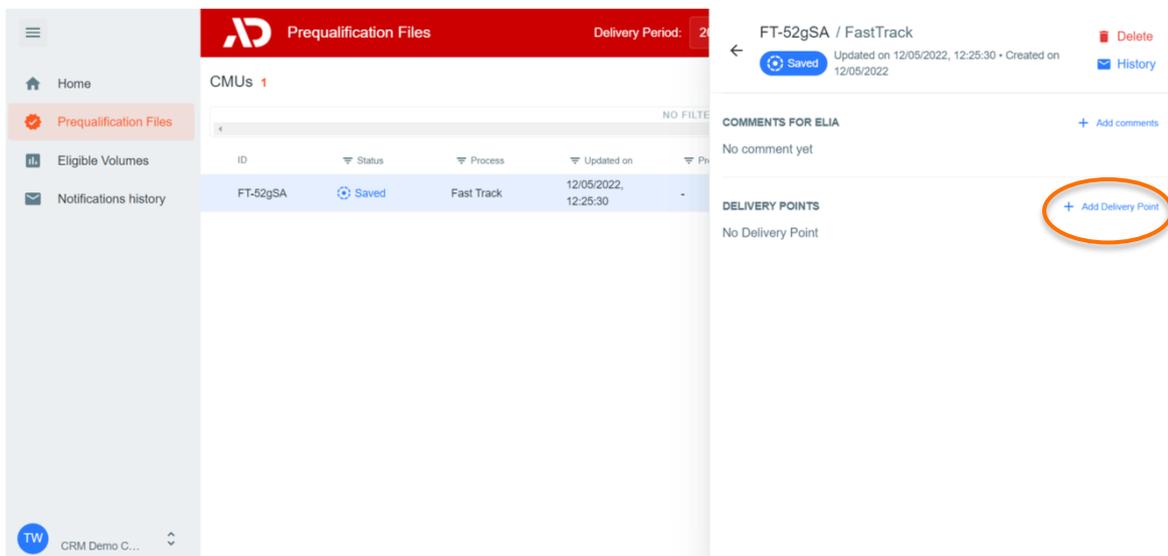


Figure 11: Prequalification File related to a Fast Track Prequalification Process

A new window will pop up where all the required information can be provided in the corresponding text fields and drop-down menus (see Figure 12).

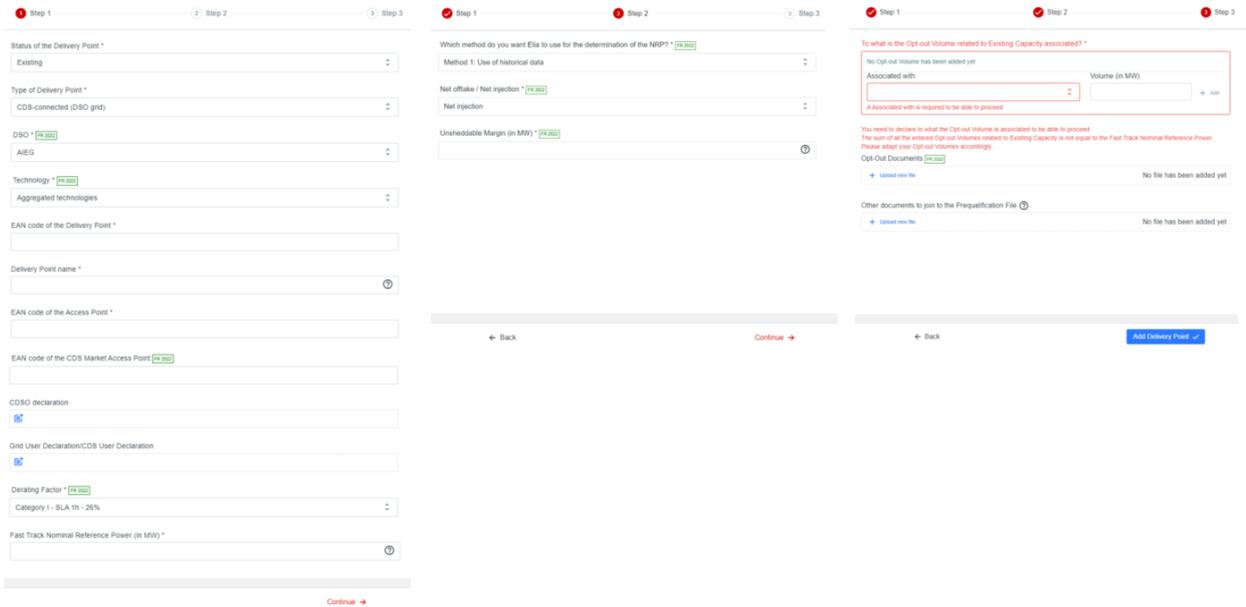


Figure 12: Prequalification File related to a Fast Track Prequalification Process

For an Additional Delivery Point, step 2 will not be visible as the data to be provided in this step is not required for an Additional Delivery Point.

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's 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 'Edit CMU' button (see Figure 13).

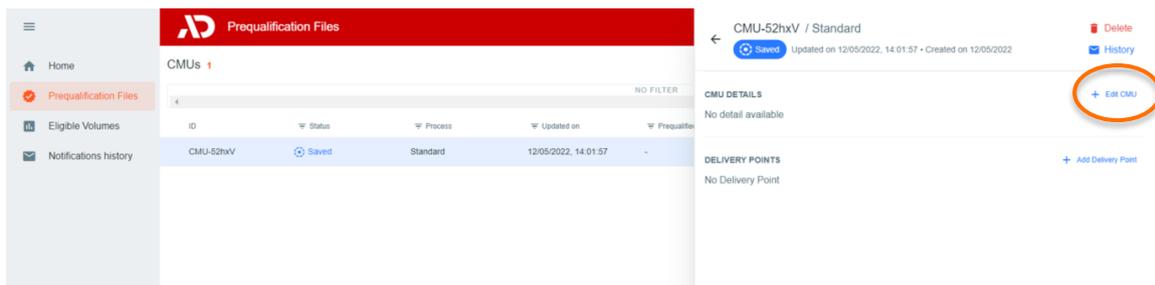


Figure 13: Editing the CMU details of a Prequalification File

A new window will pop up where all the required information can be provided in the corresponding fields and drop down menus (see Figure 14).

Figure 14: 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 (see Figure 15).

Figure 15: 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 14). After saving, the CRM Candidate will be redirected to the CMU overview 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 16).

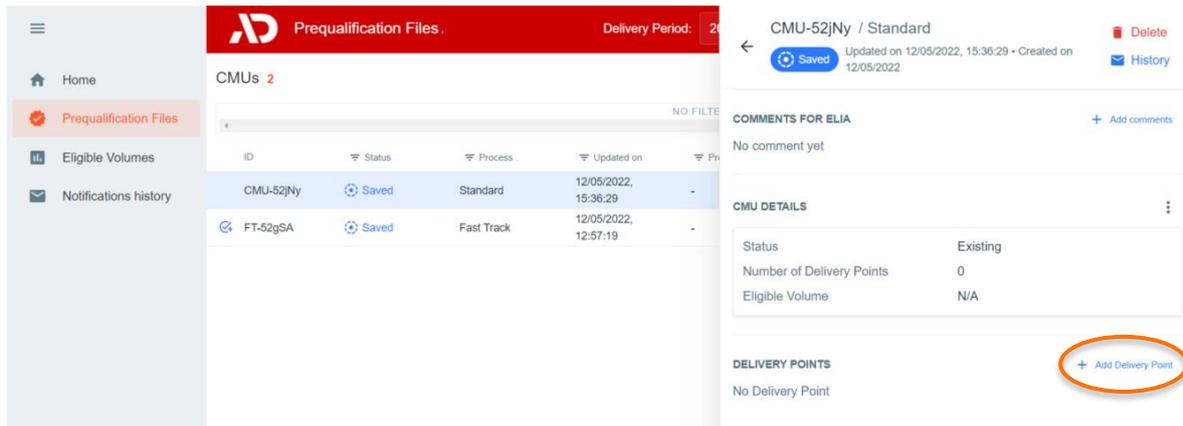


Figure 16: Adding a Delivery Point to a Prequalification File

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 17).

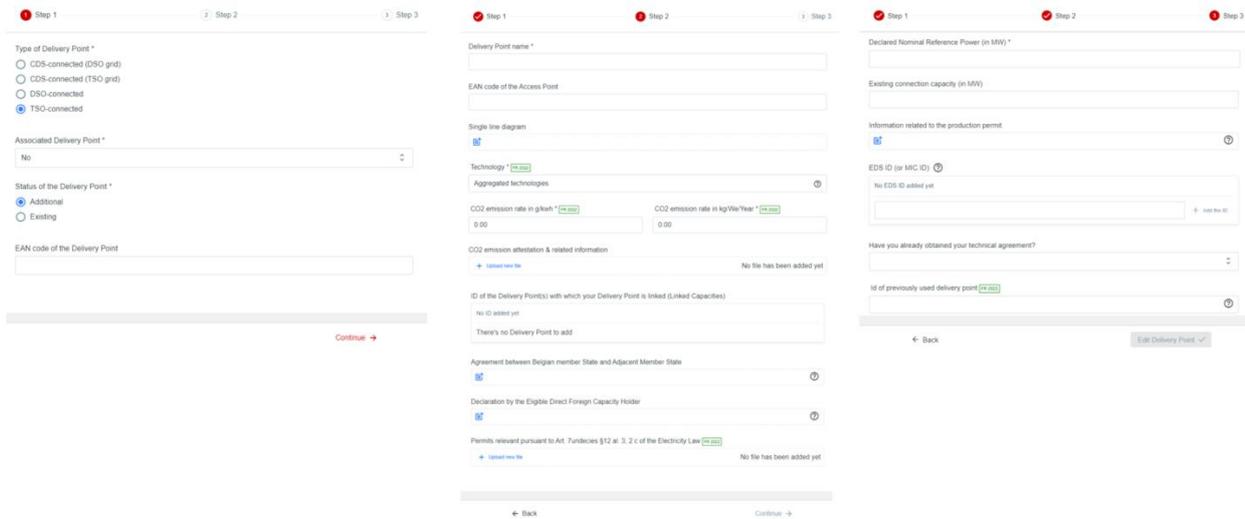


Figure 17: Example of fields to be completed for the Delivery Point details of a Prequalification File

Depending on the provided answers in some text fields, the CRM Candidate will be requested to provide additional or different information (see Figure 18).

Figure 18: 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 19).

ID	Status	Process	Updated on	Prequalified on
VCMU-52ju9	Saved	Specific	12/05/2022, 16:06:37	-
CMU-52jny	Saved	Standard	12/05/2022, 15:42:53	-
FT-52gSA	Saved	Fast Track	12/05/2022, 12:57:19	-

Figure 19: 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 drop-down menus (see Figure 20).

1 Edit the VCMU

VCMU Name * FR 2022

Declared Eligible Volume (in MW) *

Project execution plan *

Complementary document(s) related to the project execution plan

+ Upload new file No file has been added yet

Save ✓

Figure 20: 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 (**non-exhaustive list**). 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 21).

DELIVERY POINT DETAILS

Delivery Point name *

You need to provide a name for your Delivery Point to be able to proceed

EAN code of the Access Point

Figure 21: 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 22).

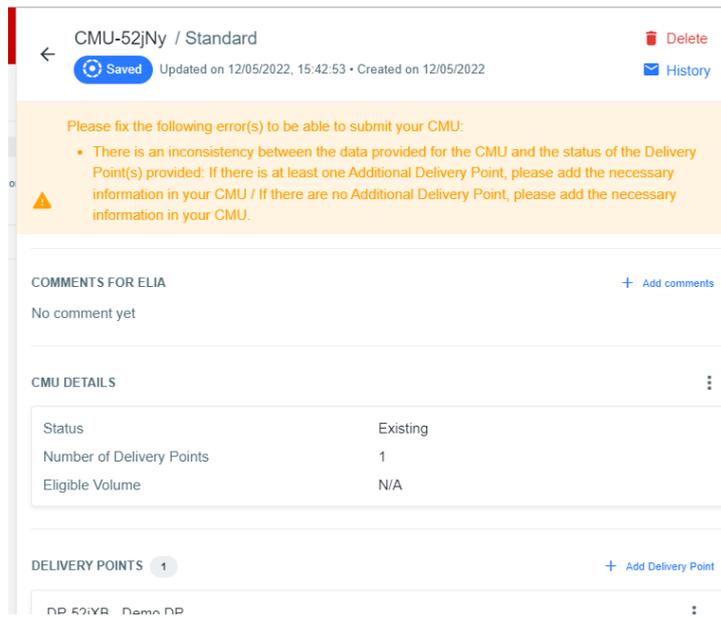


Figure 22: Error message – Inconsistencies between the information provided in the CMU details and in the Delivery Points

In case the Delivery Point is subject to a Daily Schedule obligation, 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 23: 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 overview and the CMU’s portfolio (see Figure 24).

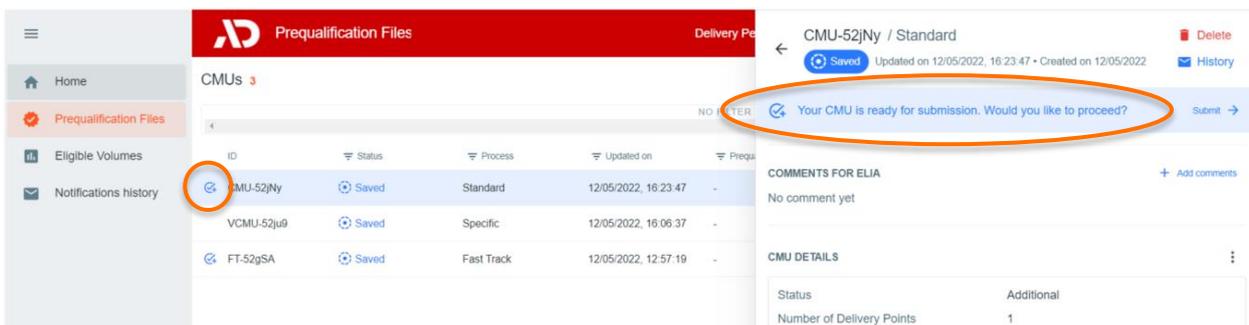


Figure 24: Example of CMU ready for submission

When the CRM Candidate considers that its Prequalification File is ready for submission (no need to adapt the related details anymore), the button 'SUBMIT' can be pressed (see Figure 25).

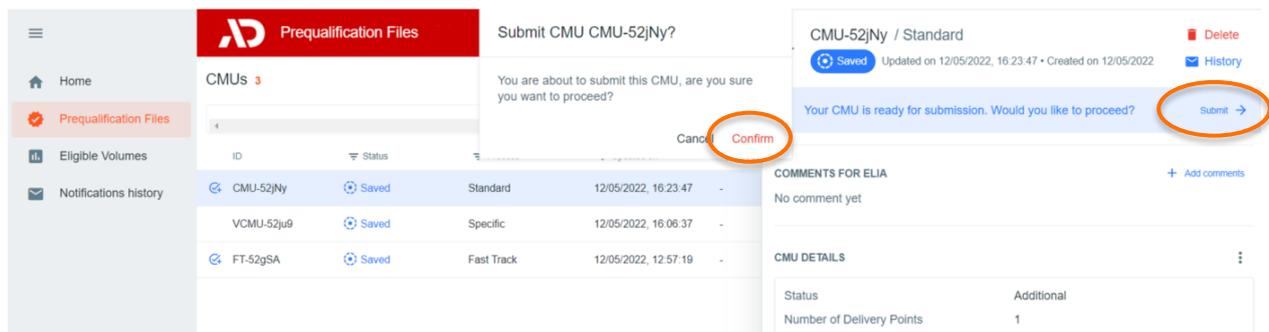


Figure 25: Prequalification File submission

As soon as a Prequalification File has been successfully submitted, it will immediately be visible in the CMU overview and in the CMU's portfolio (see Figure 26). This submission will also be followed by a confirmation email (see Figure 27).

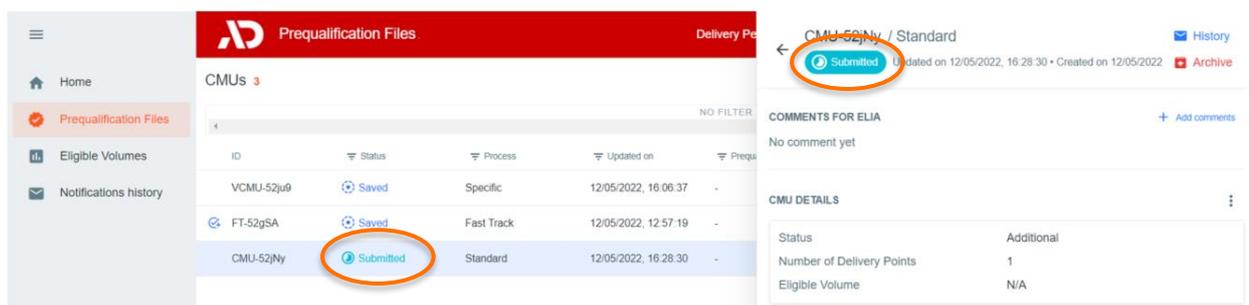
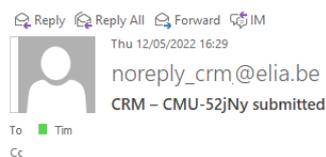


Figure 26: Prequalification File submitted



Dear,

Your CMU with ID CMU-52jNy for the Delivery Period 2026-2027 has been submitted.

Elia will inform you within the next 45 working days whether the CMU is approved or rejected.

Kind regards,
The CRM team.

Figure 27: Confirmation email for a Prequalification File submission

Once a Prequalification File is submitted to ELIA, the CRM Candidate is allowed to access it to make changes either when ELIA notifies the CRM Candidate that there is missing and/or erroneous data in the Prequalification File, or:

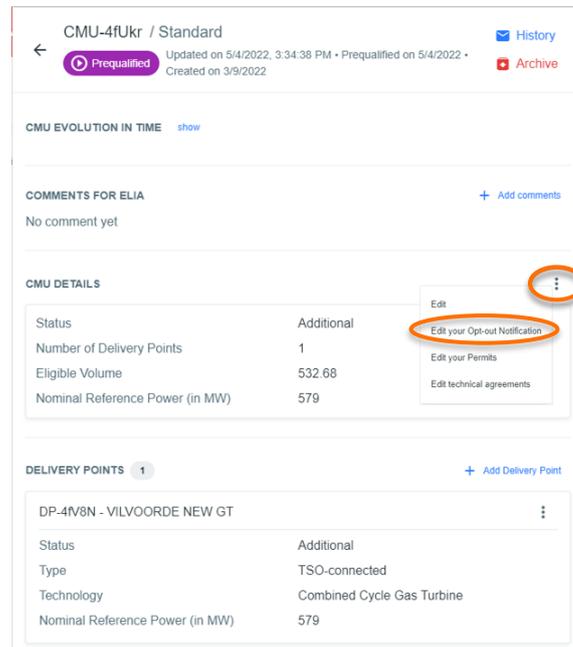
- if the CMU follows a Fast Track Prequalification Process, after ELIA has approved the Prequalification File; or
- if the CMU follows a Standard or Specific Prequalification Process, after ELIA has prequalified the CMU

Other exceptions regarding these possible adaptations are described in the following section.

3.4 Parameters edition

3.4.1 Opt-out Notification

To be able to make an Opt-out Notification for a CMU, the CRM Candidate can click on the three dots icon, go in the pop-up menu (see Figure 28) and then fill in the relevant data in the pop-up window (see Figure 29).

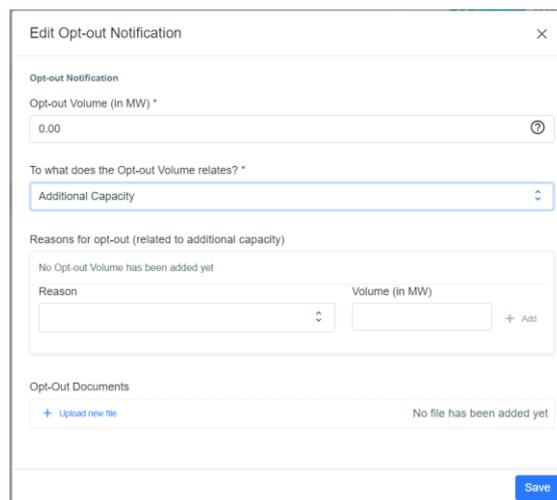


The screenshot shows the 'CMU-4fUkr / Standard' page. Under the 'CMU DETAILS' section, there is a table with the following data:

Status	Additional
Number of Delivery Points	1
Eligible Volume	532.68
Nominal Reference Power (in MW)	579

A dropdown menu is open, showing options: 'Edit', 'Edit your Opt-out Notification' (highlighted), 'Edit your Permits', and 'Edit technical agreements'. A three-dot menu icon is also visible in the top right of the details section.

Figure 28: Make or edit an Opt-out Notification



The 'Edit Opt-out Notification' window contains the following fields and options:

- Opt-out Notification**
 - Opt-out Volume (in MW) *: 0.00
 - To what does the Opt-out Volume relates? *: Additional Capacity
 - Reasons for opt-out (related to additional capacity)
 - No Opt-out Volume has been added yet
 - Reason: [dropdown] Volume (in MW): [input] + Add
 - Opt-Out Documents
 - + Upload new file
 - No file has been added yet
- Save** button

Figure 29: Pop-up window for the Opt-out Notification

When all information is provided, the CRM Candidate can click on the 'Save' button (see Figure 29).

The submission of the Opt-out Notification 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.

3.4.2 Permits information & technical agreement details

To provide the permits information (as requested by Permits relevant pursuant to Art. 7undecies §12 al. 3, 2 c of the Electricity Law of the Electricity Law) and to submit the technical agreement¹ details (cf. applicable Federal or Regional Grid Code), two possibilities are offered to the CRM Candidate. These two possibilities are described below.

1. It is done **together with the submission of all the other data included in the concerned Prequalification File**: (the CMU will get back the “submitted” status). To do so, the CRM Candidate can click on the three dots icon (see Figure 9), go on the respective option in the pop-up menu (see Figure 9) and then fill in the relevant data in the pop-up window (see Figure 30 and Figure 31).
2. It is done **when the concerned CMU has been prequalified** (the CMU will remain in the status ‘Prequalified’). To do so, the CRM Candidate can click on the three dots icon (see Figure 32), go on the respective option in the pop-up menu (see Figure 32) and then fill in the relevant data in the pop-up window (see Figure 33 and Figure 34).

In both situations, the submission of those 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 30: Edit permits information during Prequalification File submission

Figure 31: Edit technical agreement details during Prequalification File submission

¹ Please note that the EDS ID must be provided in the Prequalification File BEFORE the latter is submitted to ELIA. Indeed, only the technical agreement details (and not the EDS ID) can be adapted after your CMU has been prequalified.

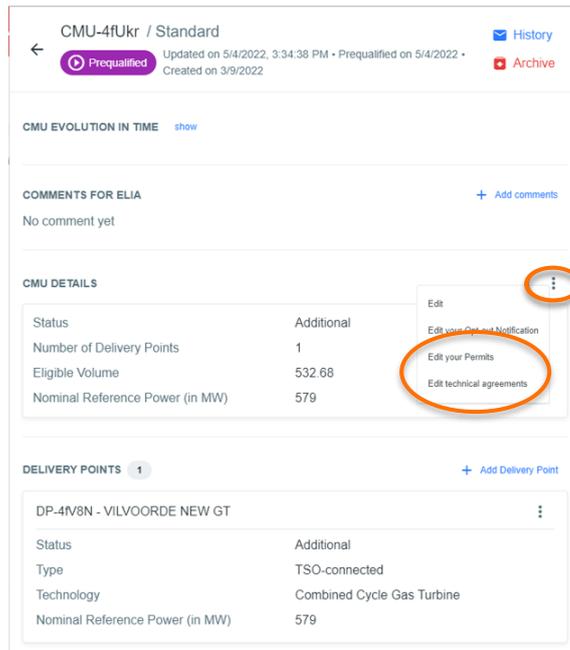


Figure 32: Edit permits information and technical agreement details after prequalification results notification

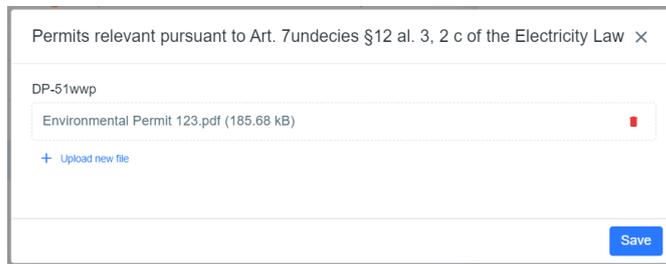


Figure 33: Edit permits information after prequalification results notification

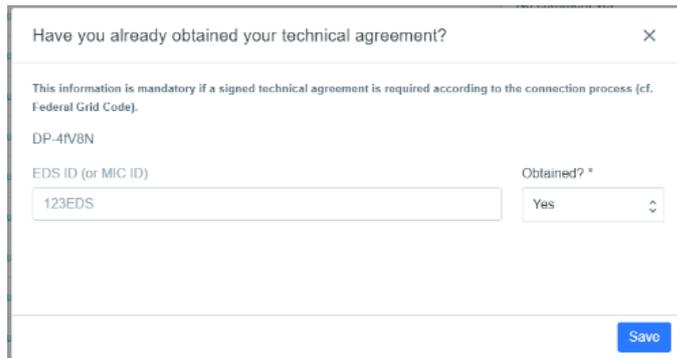


Figure 34: Edit technical agreement details after prequalification results notification

3.5 Evolution in time of a Prequalification File

This part of the user manual covers the compliancy validation of a CMU concerned by a Capacity contract, and the renewal of a CMU submitted one year ago via one of the three types of Prequalification Processes.

3.5.1 Compliancy validation of a Prequalification File

Five Working Days after the publication of the Functioning Rules of 2022 (15 May, 2022), ELIA will send a notification to all CRM Actors who own a CMU related to a Capacity Contract linked to the Delivery Period 2025-2026.

From this notification and until June 15, 2022 at the latest, the CRM Actor must indicate to ELIA whether the Prequalification Files related to these Contracted CMU are still compliant with the Functioning Rules applicable at the moment the Capacity Contract was made for the Delivery Period 2025-2026.

To indicate if the configuration of a CMU, concerned by a Capacity Contract for the Delivery Period 2025-2026, is still compliant, the CRM Actor has to first access the concerned configuration by selecting the right Delivery Period (see point 1 of Figure 35).

Then, the CRM Actor will see that an action is requested for all its CMU contracted for the Delivery Period 2025-2026 (see point 2 of Figure 35).

Finally, the CRM Actor has two possibilities (cf. Figure 36):

- If the configuration of the CMU is still compliant with the version of the Functioning Rules published in May 2021 for the Delivery Period 2025-2026, the CRM Actor must click on the “V” icon and then on “Confirm” (see point 2 & 3 of Figure 35). The CMU will therefore remain prequalified for the Delivery Period 2025-2026.
- If the configuration of the CMU is not anymore compliant with the version of the Functioning Rules published in May 2021 for the Delivery Period 2025-2026 (e.g. the CMU needs to go from an Additional CMU to an Existing CMU), the CRM Actor must click ‘Pencil’ icon (see point 2 of Figure 35) and then on “Confirm”. The CMU will therefore get the “saved” status for the Delivery Period 2025-2026. The CRM Actor must then adapt the CMU configuration accordingly and re-submit it following the processes described in section 3.1.

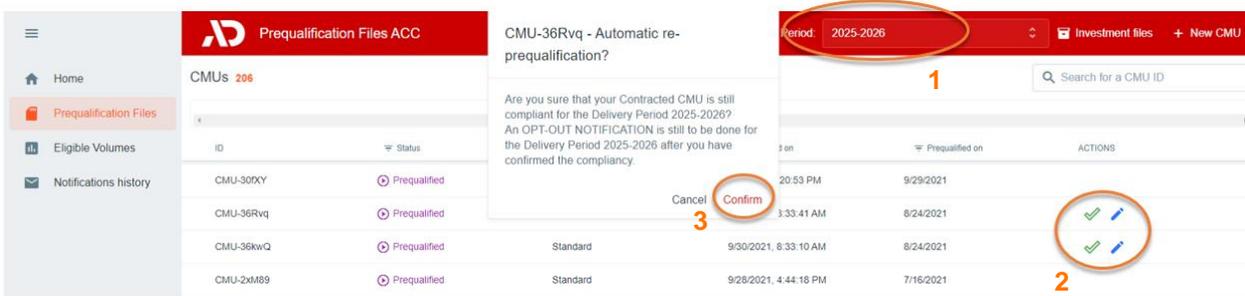


Figure 35: Example of compliancy confirmation

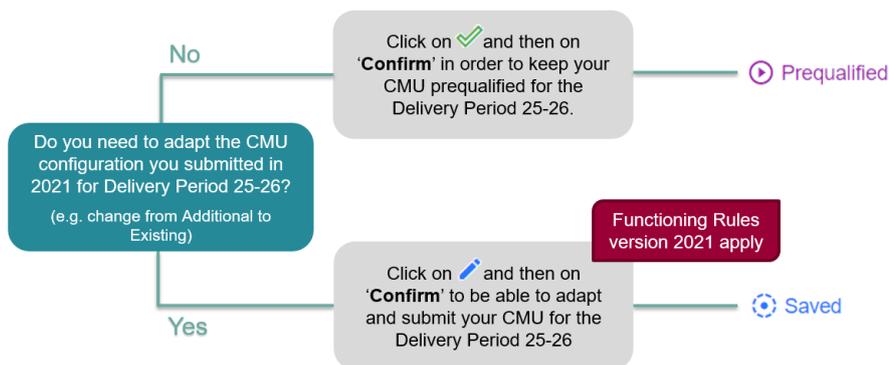


Figure 36: Possible actions for the compliancy validation for the Y-4 Auction of 2022

3.5.2 Renewal of Prequalification File

Five Working Days after the publication of the Functioning Rules of 2022 (~15 May, 2022), ELIA will send a notification to all CRM Actors having submitted a Prequalification File in 2021 – if not archived – via one of the 3 types of Prequalification Process.

From this notification and until June 15, 2022 at the latest, the CRM Actor must indicate to ELIA whether these Prequalification Files will be used to allow the related CMU to prequalify for its volumes to be considered in the forthcoming² (Y-4 Auction of 2022) and – if so – if they are compliant with the latest published version of the Functioning Rules.

To indicate if a Prequalification File will be used to allow the related CMU to prequalify for its volumes to be considered in the forthcoming (Y-4 Auction of 2022), the CRM Actor has to first access the concerned configuration by selecting the right Delivery Period (see point 1 of Figure 37).

Then, the CRM Actor will see that an action is requested for all its CMU submitted in 2021 for the Delivery Period 2025-2026 (see point 2 of Figure 37).

Finally, the CRM Actor has two possibilities (cf. below for more details):

- If the CRM Candidate wants to allow the related CMU to prequalify for its volumes to be considered in the forthcoming Y-4 Auction, he must click on the '+' icon next to concerned CMU (see point 2 of Figure 37).
- If the CRM Candidate does not want to allow the related CMU to prequalify for its volumes to be considered in the forthcoming Y-4 Auction, he must click on the '-' icon next to concerned CMU (see point 2 of Figure 37).

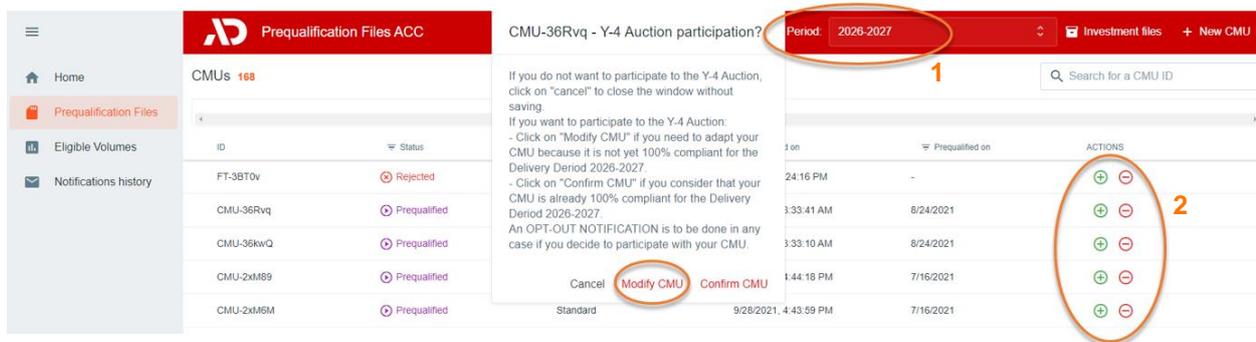


Figure 37: Example of Prequalification File renewal for the forthcoming Y-4 Auction

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 2026-2027, he needs to click on the '-' icon and then create a Fast Track Prequalification File from scratch for all the Delivery Points that were included in the configuration of the CMU for 2025-2026.

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 2026-2027, he needs to click on the '-' icon and then create a Standard Prequalification File from scratch for the Delivery Point that was included in the configuration of the CMU for 2025-2026.

² In other words, if the CRM Actor wants to use its Remaining Eligible Volume (equal to the Eligible Volume if the CMU was not contracted for the Delivery Period 2025-2026 in 2021) to participate to the forthcoming Auction of 2022

The actions to take and the rules to respect after having clicked on the ‘+’ or the ‘-’ icon depend on whether the CMU was contracted or not following the Y-4 Auction of 2021, and whether it was contracted more than one year or not. This is described below:

1. Renewal for CMU not contracted OR contracted for 1 year following the Auction of 2021 (see Figure 38)

If the CRM Actor wants to use its Remaining Eligible Volume to participate to the Prequalification process with the objective to possibly submit an offer in the forthcoming Auction of 2022, he must modify its CMU configuration before being able to do so because the configuration must comply with the version of the Functioning Rules published in May 2022. To do this, he clicks on the ‘+’ icon and then ‘Modify CMU’. The CMU will then get the “saved” status for the Delivery Period 2026-2027. The CRM Actor must then adapt the CMU configuration accordingly and re-submit it following the processes described in section 3.1.

If the CRM Actor does not want to use its Remaining Eligible Volume to participate to the Prequalification process with the objective to possibly submit an offer in the forthcoming Auction of 2022, he can click on the ‘-’ icon and then on ‘Confirm CMU’. The copy of the CMU proposed by ELIA for the Delivery Period 26-27 is then removed from the CMU list for Delivery Period 26-27.

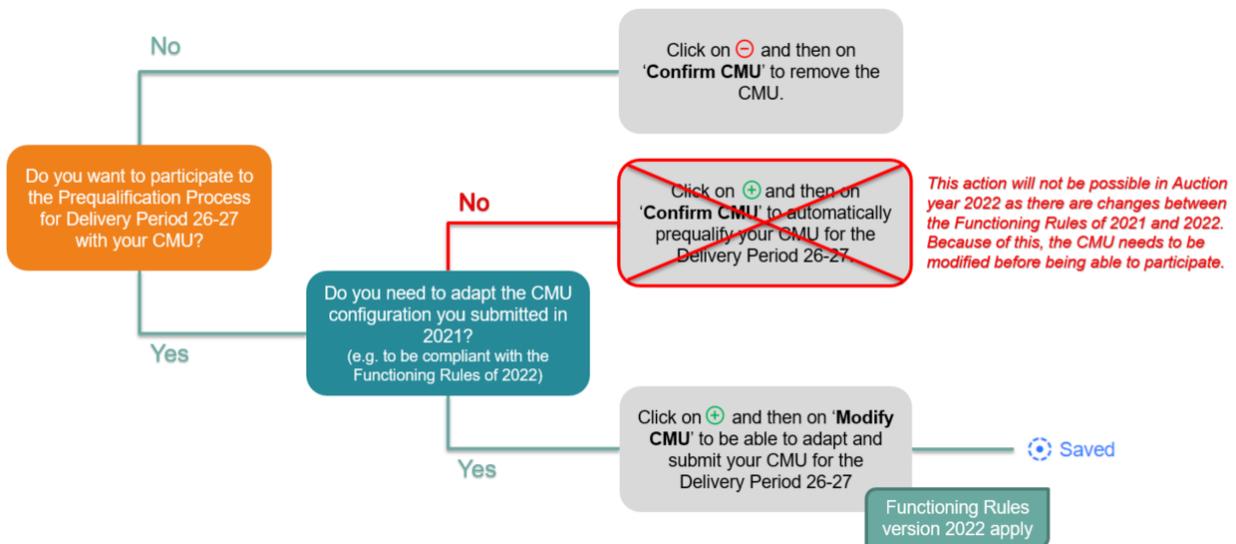


Figure 38: Possible actions for the renewal of CMU not contracted or contracted for 1 year following the Auction of 2021

2. Renewal for CMU contracted for more than 1 year following the Auction of 2021 (see Figure 39)

If the CRM Actor wants to use its Remaining Eligible Volume to participate to the Prequalification process with the objective to possibly submit an offer in the forthcoming Auction of 2022, he must modify its CMU configuration before being able to do so because the configuration must comply with the version of the Functioning Rules published in May 2022. . To do this, he clicks on the ‘+’ icon and then ‘Modify CMU’. The CMU will then get the “saved” status for the Delivery Period 2026-2027. The CRM Actor must then adapt the CMU configuration accordingly and re-submit it following the processes described in section 3.1.

If the CRM Actor does not want to use its Remaining Eligible Volume to participate to the Prequalification process with the objective to possibly submit an offer in the forthcoming Auction of 2022, he can click on the ‘-’ icon and then on:

- ‘Confirm CMU’ in order to keep its CMU prequalified for the Delivery Period 2026-2027 because he considers that the configuration of the CMU is still compliant with the version of the Functioning Rules published in May 2021 for the Delivery Period 2026-2027; or
- ‘Modify CMU’ in order to get a “saved” status for its CMU configuration for the Delivery Period 2026-2027 because he considers that the configuration of the CMU is not anymore compliant with the version of the Functioning Rules published in May 2021 for the Delivery Period 2025-2026 (e.g. the CMU needs to go from an Additional CMU to an Existing CMU). The CRM Actor must then adapt the CMU configuration accordingly and re-submit it following the processes described in section 3.1.

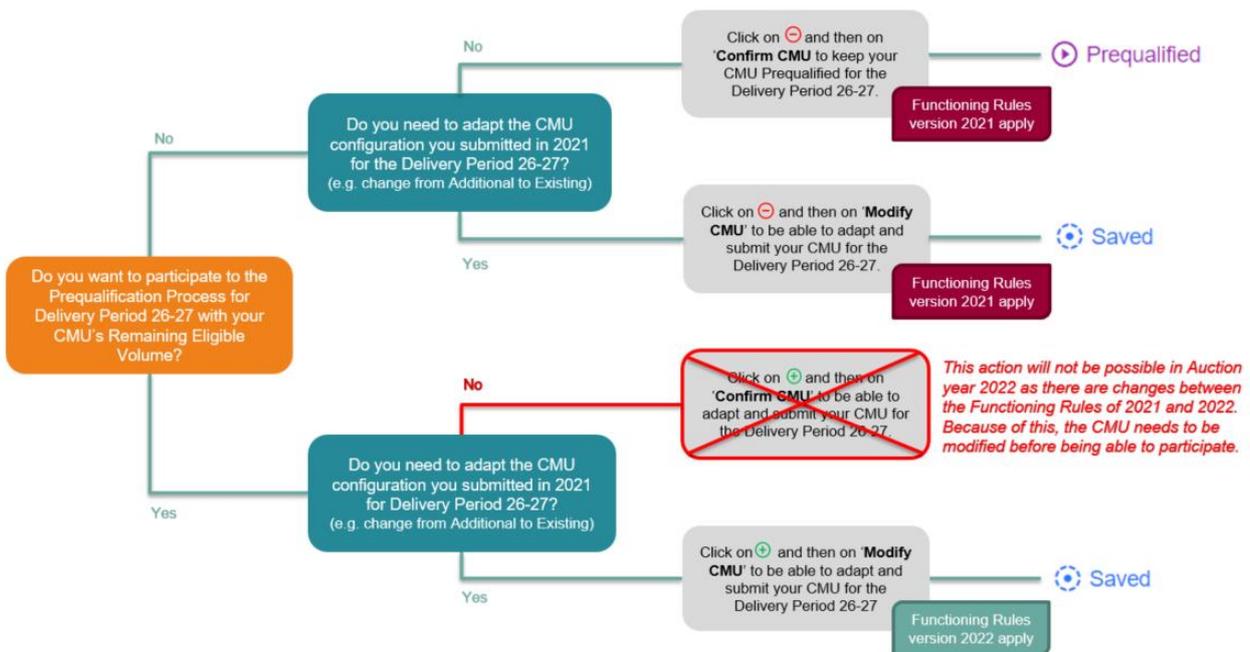


Figure 39: Possible actions for the renewal of CMU contracted for more than 1 year following the Auction of 2021

3.5.3 Opt-out Notification renewal

It is mandatory for a CRM Actor to renew its Opt-out notification for the forthcoming Auction of 2022 even for the CMU configurations that are contracted and considered as still compliant with regard to the Functioning Rules that applied at the moment the CMU was contracted. Without doing that, the Opt-out Notification will be automatically set by ELIA to an Opt-out Volume of 0 MW.

So for the forthcoming Auction 2022 (Delivery Period 26-27) the CRM Actor must always do an Opt-out notification check for his CMU configurations (not contracted, contracted for 1 year and contracted for more than 1 year) by following the process described in 3.4.1 Opt-out Notification.

4. Display of the Eligible Volumes

The “Eligible Volume” module (see Figure 40) displays the Eligible Volume, Contracted Volume and Remaining Eligible Volume for the Selected CMU in the selected Delivery Periods. To display the volumes for a certain CMU, first select the CMU (see point 1 of Figure 40). To display the Volumes for other Delivery Periods, select other timings for the ‘From’ and ‘To’ fields (see point 2 of Figure 40).

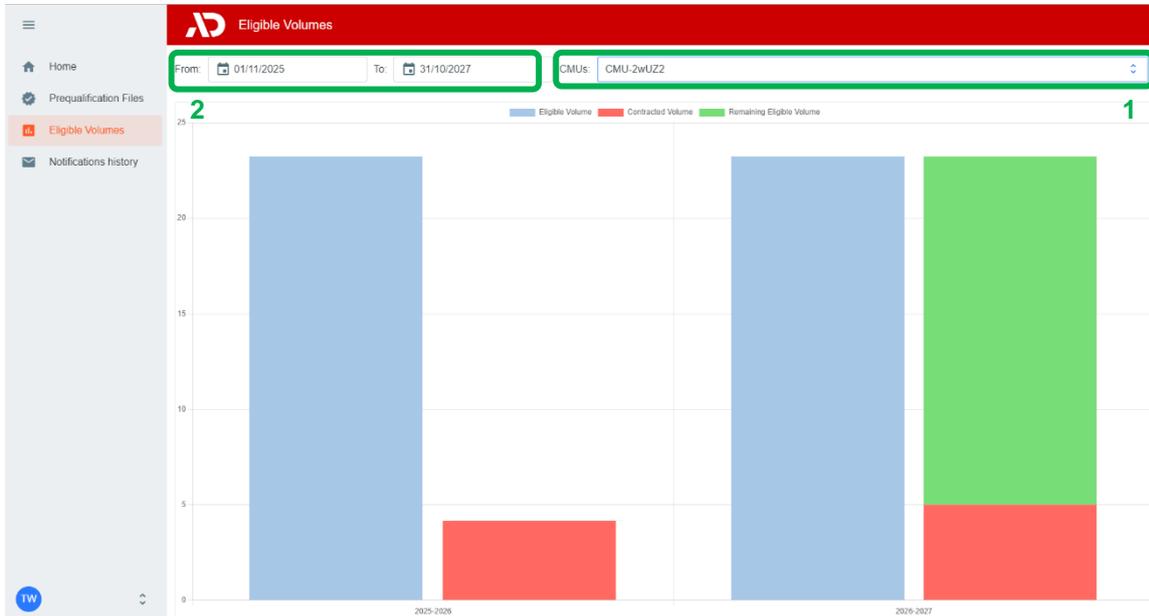


Figure 40: Example of display of Eligible Volume

5. Notification History

The “Notifications History” module (see Figure 41) gathers all the notifications (e-mails) sent in the framework of the 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.

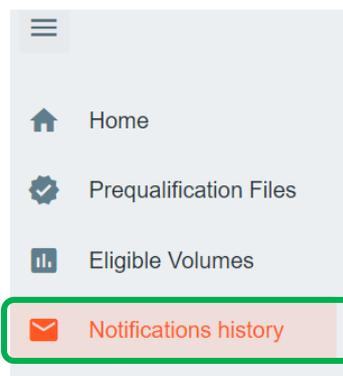


Figure 41: Notifications History module

To display e-mails, first enter a timing and the ID of the CMU concerned by the research (point 1 of Figure 42). Then click on the “magnifying glass” (see point 2 of Figure 42).

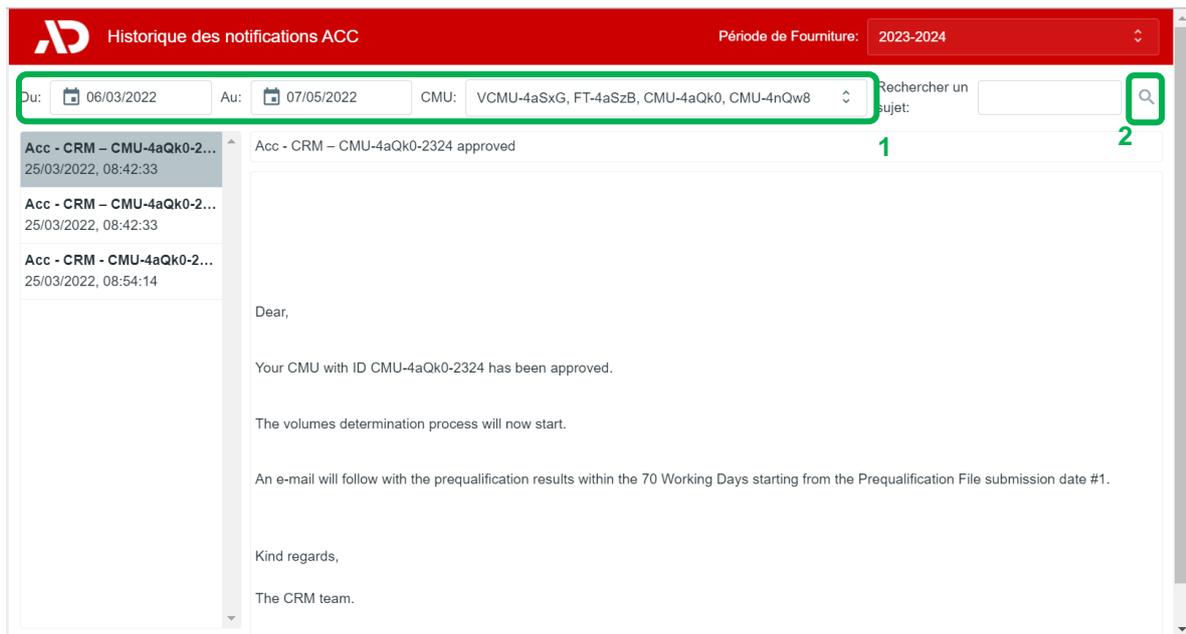


Figure 42: Display of the Notifications History module

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” (cf. section 2.2.2). 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 43). 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 43).

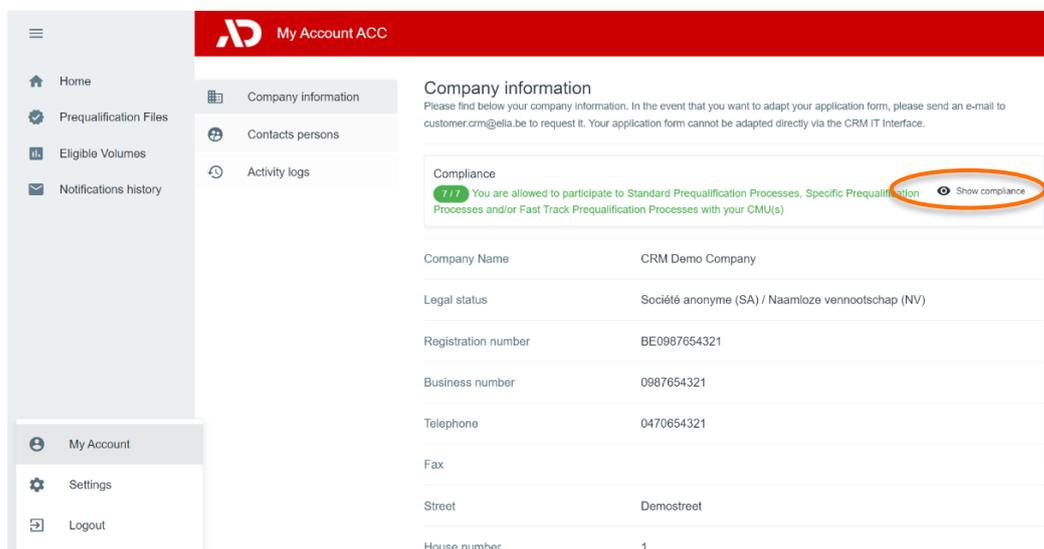


Figure 43: ‘My account’

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 43). 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 user name in the bottom left and then on settings. Different options are English, French and Dutch (see).

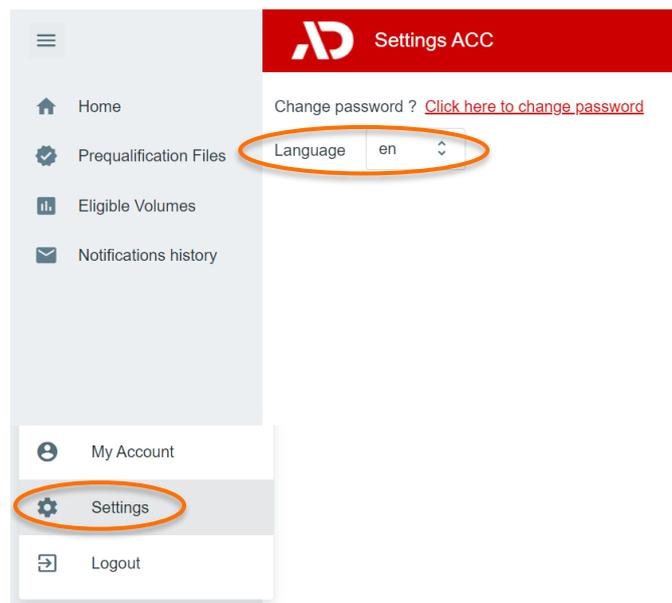


Figure 38: Adjusting the tool language

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 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 2). 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 4043).

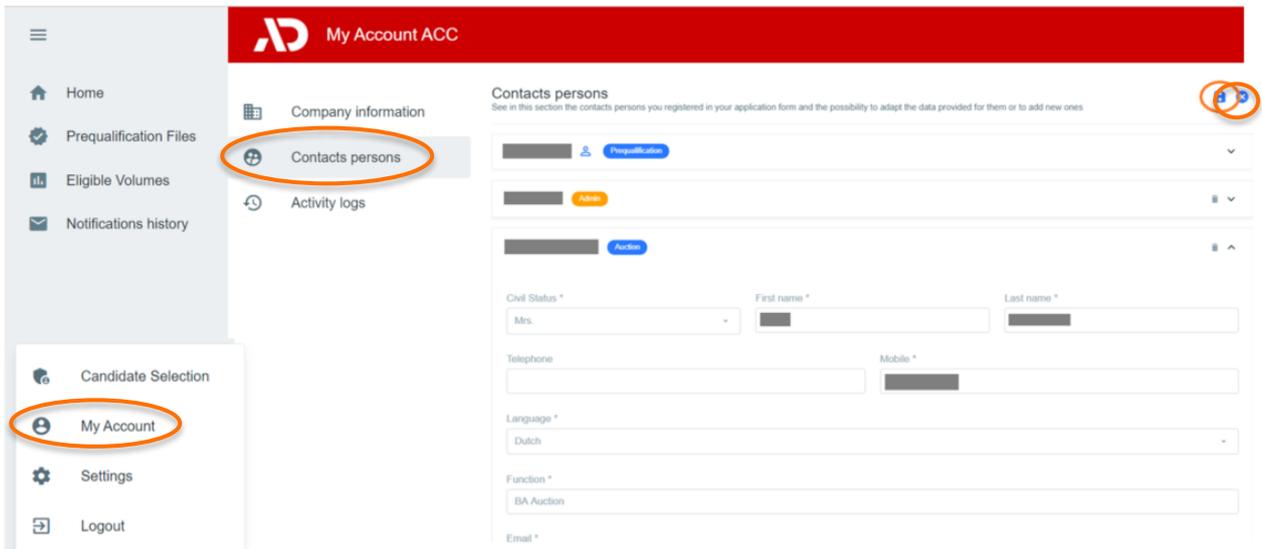


Figure 42: User management edit button

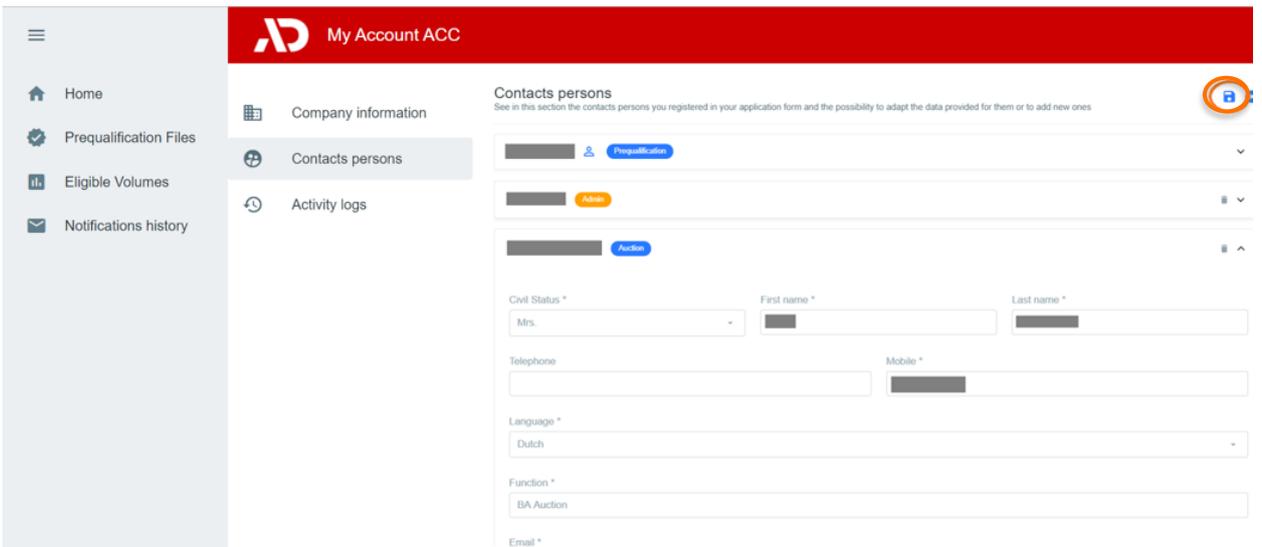


Figure 403: User management save button

7. 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.