



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 (<u>https://ademar.elia.be</u>).				
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Prequalification Tool User Manual

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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 2023. 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: <u>https://ademarpregualification.elia.be</u>

This document is organized as follows:

- Section Error! Reference source not found. 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 renewal and the compliancy validation processes;
- Section 5 describes the module for the Notification History;
- Section 5 describes the settings 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

Error! Reference source not found.

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-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), 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



Q0 # 2

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 ÷ \checkmark 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 Ŧ 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 requalification module.

3.1 Delivery Point creation

To start off, if the CRM Candidate wants to create a Prequalification File, 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. Thes 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 Delivery Point;
- The ID : is a unique code for each Delivery Point;
- 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 send to Elia when its related Prequalification File will be 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);





Delivery Point	management ACC				🛓 User Manual
Delivery Points o					+ Add Delivery Point
4		NO FILTER			+
	≂ID	· ─ Status	· ─ Updated On	· ─ Comments	
		+			
		You have no Delivery Poin + Add new Delivery Point	ts 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).

			🥝 Step 1	3 Step 2	(3) Step 3	Step 1	Step 2	Step 3
Step 1	(2) Step 2	(1) Step 3				Expected Nominal Reference Power	(in MW) *	
Delivery Point name *			EAN code of the Delivery Point *					
		0				Can your Nominal Reference Power	be calculated using Injection Data only?*	
Status of the Delivery Point *			EAN code of the Access Point *					\$
		\$				Unsheddable margin (in MW)*		
			ID of the Delivery Point(s) with which your	r Delivery Point is linked (Linked Capacities)				
Type of Derivery Point *			No ID added yet			Do you have non-representative days	to avriute from the NRP calculation?*	
			DP-79dOI (TEST ADD)	+ Ast the Delivery Points (D				¢
			Technology 8			Nameplate capacity of generation		
			hearningy		Ø			
			Sinnie line dianram			Full technical injection capacity (in M	W)	
			ii					
			Arreement between Reinium and Adianen	I Member State		Full technical offtake capacity (in MW	0	
			Declaration by the Eligible Direct Foreign (Capacity Holder				
		Continue →						
			€ Back		Continue ->	← Back	40	d Delivery Point 🗸

Figure 8: Delivery Point details to provide

Depending on 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).

Delivery Point management ACC				User manual DP 0P-7AFnJ Usdated on 10/05/2023 10:38:09	
Delivery Points 1					
4			NO FILTER	Comments for Elia	+ Add comments
⊤ Name	ΨD	〒 Status	⊕ Updated On		
User manual DP	DP-7AFnJ	Existing	10/05/2023 10:39:09	Details	✓ 58
				Status	Existing
				Туре	TSO-connected
				Technology	Solar
				Nominal Reference Power Details	

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 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 type : This can be 'Standard', 'Specific' or 'Fast-track';
- 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 send to Elia when its related Prequalification File will be 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);





V	CMU management ACC				Ŧ	User Manual
CMUs o						+ Add CMU
4			NO FILTER			+
≂ Name		≂ ID	≂ Туре	= Updated on	∓ Comments	
			+			
			+ Add new CMU			

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 :

1) Select the type of 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):

- <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 File;
- <u>Specific Prequalification Process</u>: For a CRM Candidate who wants to prequalify a VCMU (Unproven Capacity) to participate to the Primary Market.
- 2) Complete all the required information, in several steps, in the corresponding text fields and drop-down menus (See Figure 12).





	otep 1	Step
Which Pregualification Process do you want to start?	CMU Name *	
	 User Manual CMU Screen	0
 Standard Prequalification Process For Existing CMUs or Additional CMUs 	Do you (intend to) have at least one Additional Delivery Point in yo	ur CMU?*
	No	Ø
Fast Track Prequalification Process For Existing CMUs	Linked with a VCMU	
		٥
O Specino Preguandation Process For Virtual CMUs (Unproven Capacity)		

Figure 12: Prequalification Process and CMU Details

Depending on the type of Prequalification Process, Standard, Specific or Fast-track, the details to provide will be automatically adapted in the step 2 window.

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).

CMU managem	nent ACC			User Manual CMU CMU-7AFqF Ideated on 1005/2023 10:4211		A
CMUs 1			NO FILTER	Comments for Elsa		+ Microsoft
4				No comment yet		
V Name	V D	10 Type	T Updated on	CMI details		
	onto-she di.	- Charlos - Char	Herostada Hora, H	Status	Existing	<u> </u>
				Number of Delivery Points	0	
				Delivery Points		+ Add Delivery Point



Note that, at this moment of the 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).





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 chapter (See Figure 8).

User	r Manual CMU CMU-7AFqF	
Please	e select the Delivery Points you want to link	
	Q, Search Delivery Point IDs	+ Create Delivery Point
$\left(\right.$	User manual DP DP-7AFnJ	
	User DP-7AGLx	
	USer manual 2 DP.7AGLU	
1)

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).

← New DM Test CMU-7AdRB Updated on 11/05/2023 11:53:53	
Comments for Elia	+ Add comments
CMU details	:
Status	Existing
Number of Delivery Points	1
Delivery Points 1	+ Add Delivery Point
A New DM test DP-7AdQt	
Status	Existing
T	TSO-connected
Type	

Figure 15: Delivery Point linked to the CMU





3.3 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 16) the CRM Candidate can see his Prequalification Files portfolio together with general details for each of them.



Figure 16 : 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: Indicate for which Delivery Period and Auction the Prequalification File has been created;
- 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 2022 for the Y-4 Auction of 2023. 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 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 Prequalification File, he clicks on one of the two available buttons (see Figure 17) :

- '+ 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);





	ication Files ACC					🛓 User I	Manual 🗧 Investment files
Prequalification Files	S 0						+ Create Prequalification File
4				NO FILTER			+
			⇒ Process	= Delivery Period	= Updated on		= Renew Prequalification File
You have no Prequalification File yet. Please create and submit a Prequalification File to participate to the Prequalification process with the objective to possibly submit an offer in the available Primary Market Auction(s) or to take part in Secondary Market transactions.							
0		To be able to	t create a Prequalification File yo	No CMU Created yet u have to first create a CMU on to CMU Management	the "CMU Management" so	reen.	

Figure 17: 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:

- 1. Select the CMU for which he wants to create a Prequalification File;
- Select the Delivery Period for which he wants to create a Prequalification File. To participate to the Prequalification Process for the Y-4 Auction of 2023, the CRM Candidate select the Delivery Period '2027-2028 Y-4'. Note that, if a Prequalification File has been already created for a certain Delivery Period with that CMU, the Delivery Period will be disable (see arrow in Figure 18).

O Step 1		
Please select the CMU for which you want to create this file "	Step 1	Step 1
Search CMU	Please select the CMU for which you want to create this file *	Please select the CMU for which you want to create this file *
testinvest CMU-79uO8	testinvest CMU-79uO8	testinvest CMU-79uO8 *
User Manual CMU CMU-79tA6	For which Delivery Period do you want to create a Prequalification File?*	For which Delivery Period do you want to create a Prequalification File? *
tostj FT-79tAs	Search Delivery Period	2026-2027 *
	See more delivery periods	
	2025-2026	
	2026-2027	
	2027-2028 Y-4	
Create a Prequalification file \checkmark		
	Create a Prequalification file 🗸	Create a Prequatification file 🗸

Figure 18: 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 19).

	ification Files ACC					🛨 User Manual 🛛 🗧 Investment files
Prequalification File	es 1					+ Create Prequalification File
				NO FILTER		
4						<u>۲</u>
CMU Name	⊤ CMU ID	⊤ Status			\mp Updated on	
User Manual CMU	CMU-7AFqF	 Saved 	Standard	2027-2028 Y-4	10/05/2023 10:52:30	







To access the information of the Prequalification File, the CRM Candidate can click the line for 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 be also already be visible in the Prequalification File management window (see figure 20):

Prequalification File	ication Files ACC				← User Manual CMU CMU-7AFqF (© Swed) Updated on 10/05/20/23 10:52:30	ive
4 ∓ CMU Name	≂ CMU ID	₹ Status		NO FILTER	Please fit the following ener(s) to be able to submit your Prequalification File: Your Prequalification File is incomplete. Please complete Delivery Period details via the CMU and/or Delivery Period (etails via the CMU and/or Delivery Period) Edit mono of your Prequalification File.	very
User Manual CMU	CMU-7AFqF	Saved	Standard	2027-2028 Y	Comments for Elia + Add somme No comment yet	ents
					CMU details Zafus Existing	Edit
					Number of Delivery Points 1 Delivery Points 1 + Ass Celury Pc	Point
					∧ User manual DP DP.7AFnJ ✓ Eex Status Existing	
					Type TSC-connected Technology Soler	J

Figure 20 : 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 21) that will open the window that allow the Candidate to Link a Delivery Point to his CMU (see Figure 14). Figure 1Figure 21: Delivery Point not linked to the CMU in the Prequalification File Window

Prequalification Files	cation Files ACC				User Manual CMU CMU.7AFqF O Saved Updated on 10/05/2023 10.52:30	Archive
4				NO FILTER	Please fix the following error(s) to be able to submit your Prequalification File: • Your Prequalification File is incomplete. Please complete Delivery Period details via the 0	MU and/or Delivery
〒 CMU Name		₹ Status	₹ Process	∓ Delivery P	Point(s) 'Edit' menu of your Prequalification File. Your Prequalification File should contain at least one Delivery Point. Please add at least of	one Delivery Point
ser Manual CMU	CMU-7AFqF	③ Saved	Standard	2027-2028 Y	to your CMU in the CMU management screen.	
					Comments for Elia No comment yet CMU details	+ Add comments
					Status Existing Number of Delivery Points 0 Delivery Points •	+ Add Delivery Port

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





3.4 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 a 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 filled in;
- 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).

3.4.1 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 have to be completed to be able to submit the file to Elia.

To Edit the <u>Delivery Period details of the CMU</u>, 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 22).

Contract CMU CMU-791A6	C Archive	Step 1	
Please fix the following error(s) to be able to submit your Prequi	alification File: slivery Period details via the sation File.	User Manual CMU CMU-7AFqF Derating Factor*	2027-2028 Y.4
Comments for Elia	+ Add comments	ADerating Factor is required CMU contains associated DP's * No	٥
No comment yet	Eat	Document for the renouncing the Operating aid	0
Status Additional Number of Delivery Prints 1	7	Other documents to join to the Prequalification File (2)	No fie has been added ust
Delivery Points 1 Details	y Period details		
Status Addition al Type TSO- connect	Notification		
ed Technology Nuclear			Edit Delivery Period Details 🗸

Figure 22: Editing CMU Delivery Period Details

Then, the CRM Candidate has to edit the <u>'Delivery Period Details' of each Delivery Point(s)</u> linked to the CMU by clicking on 'Edit' and then on 'Delivery Period Details' <u>for each Delivery Point</u>. 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 Prequalification File (see Figure 23).





User Manual CMU CMU-7AFqF O Saved Updated on 10/05/2023 11:00:11	 Archi 	e Step 1	(2) Step 2	Step 1	Step 2
Please fix the following error(s) to be able to Your Prequalification File is incomplete. Point(s) Edit menu of your Prequalificat	submit your Prequalification File: Please complete Delivery Period details via the CMU and/or Deliv Ion File.	User manual DP DP.7AFeJ	2027-2028 Y-4	Grid User Declaration	
Comments for Ella No comment yot	+ Add somme	59 CO2 emission rate in gikeh	Ŷ.	Permits that are required under regional regulations for th	e construction and/or the operation of the capacity No file has been added yet
CMU details	1	CO2 emission in kgCO2/kWe/Year		+ Upload new file	No file has been added yet
Status Number of Delivery Points	Existing 1 + Add Servey #	0 CO2 emission attestation & related information + Uplead real fee	No file has been added yet		
► Uter manual DP DP-7AFmJ Status Type Technology	Existing Delawy Penna Anala 150-co-7822005 Views Solar				
			Continue >	€ Beck	Edit Dolivery Period Details 🗸

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.

3.4.2 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 has to 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 24).

← testj FT	796As Updated on 11/05/2023 16:11.44	Archive	L.			
Please fix	the following error(s) to be able to submit your Prequalificat	ion File:	Step 1		Step 1	Step 2
The su Opt-ou	abmitted information regarding regarding the Opt-out Volum at Volume has to be equal to the Declared or Expected Nom	e is inconsistent. The inal Reference Power.	951j FT-7944 2027-028 Y-4 erating Factor *		Other documents to join to the Prequalification File	
Preque	check the Opt-Out volume in the Prequantication Hie via t alification File.	ne Edit menu of your			+ Upload new the	No file has been added yet
			Category I - SLA 1h - 20.0%	٢		
Comments for Fil	a	+ Add comments	ther documents to join to the Prequalification File ③			
No comment yet	u de la companya de la compa		+ Upload new file	No file has been added yet		
CMU details Number of Del	Ivery Points	Edt	נ			
Delivery Points		+ Add Delivery Point				
∧ User Manu	ual DP DP-79t7P	🖌 Edit)			
Status	Additi / Details	-				
Туре	TSO-			Edit Derivery Period Details 🗸	← Back	Edit Delivery Period Details 🗸
Technology	Open Open					

Figure 24 : 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 24).

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 25). When the CRM Candidate has provided the required information, he clicks on 'Edit opt-out Notification' button.





← testj FT-79tA	s pdated on 11/05/2023 16:11:44	Archive	3 Step 1	
Please fix the fo • The submitt Opt-out Vol Please cher Prequalifica	illowing error(s) to be able to submit your Prequalif enformation regarding regarding the Opt-out Vo ume has to be equal to the Declared or Expected At the Opt-Out Volume in the Prequalification File v tion File.	cation File: ume is inconsistent. The forminal Reference Power, ia the 'Edit' menu of your	Opt-out Volume (in MW) * 12.00 Reasons for opt-out	0
Comments for Elia No comment yet	✔ Details	+ Add comments	Reason	Volume (in MW)
Number of Delivery	Points Delivery Period details		Opt-Out Documents	No file has been added yet
Delivery Points 1	DP-79t7P	+ Add Delivery Point		
Status	Additional			
Туре	TSO- connected			
Technology	Open Cycle Gas Turbine			Edit Opt-out Notification 🗸

Figure 25: Edit opt-out

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

3.4.3 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 has to 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 26).

← VCMU 1 VCMU-	AhoL on 11/05/2023 15:42:42	Archive	Step 1	
Please fix the following error(s) to be able to submit your Prequalification File: Your Prequalification File is incomplete. Please complete Delivery Period details via the CMU and/or Delivery Point(s) 'Edit' menu of your Prequalification File.		VCMU 1 VCMU-7AhoL Declared Eligible Volume (in MW) *	2027-2028 Y-4	
Comments for Elia No comment yet CMU details	Details Delivery Period details	+ Add comments	Other documents to join to the Prequalification File	No file has been added yet
Number of Delivery Point				

Edit Delivery Period Details 🗸

Figure 26: Edit Delivery Period details for Specific





3.4.4 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 27).

← User Manual CMU CMU-79	23 15:59:21	Step 1
Please fix the following error(s) to • Your Prequalification File is in CMU and/or Delivery Point(s)	be able to submit your Prequalification File; icomplete. Please complete Delivery Period details via the j Edit menu of your Prequalification File.	Opt-out Volume (in MW) * 5.00 Reasons for opt-out
Comments for Elia No comment yet	+ Add comments	B Other (5 MW) Season Volume (in MW)
CMU details Status Number of Delivery Points	Details Delivery Period details Opt-out Notification	Cpt-Out Documents
Delivery Points 1	+ Add Delivery Point	+ Upload new file No file has been added yet
∧ testadd DP-79uMT	🖍 Edit	
Status	Additional	
Туре	TSO-connected	
Technology	Nuclear	Edit Opt-out Notification 🗸

Figure 27: 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 15th of May to the 30th of September at 06h00.

3.4.5 Technical Agreement

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

- 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 28).
- 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 fill in and Save the relevant data (see Figure 28).

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.





		inical agreement?	
← User Manual CMU CMU-	-79tA6 C Archive	Step 1	
Your Prequalification File is rea	dy for submission. Would you like to proceed? Submit \Rightarrow	THIS INFORMATION IS MANDATORY IF A SIGNED TECHNICAL AGREEME CONNECTION PROCESS (CF. FEDERAL GRID CODE).	INT IS REQUIRED ACCORDING TO TH
Comments for Elia	+ Add comments	EDS ID (or MIC ID)	Obtained? *
No comment yet		1478556985A	Yes
CMU details	🖍 Edit		
Status	Additional		
Number of Delivery Points	1		
Delivery Points 1	+ Add Delivery Point		
▲ testadd DP-79uMT Status	Details Ect Delivery Period details		
Туре	Technical Agreement ad		
Technology	✔ Permit		_
			Sav

Figure 28: Technical Agreement

3.4.6 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:

- 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 29).
- 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 29)

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.

Contraction of the second seco	Archive	regional regulations for the construction and/or the operation of the capacity
G Your Prequalification File is ready for submission. Would you like to p	oroceed? Submit >	
Comments for Elia No comment yet	+ Add comments	DP-76uMT UserManual (1) (1) (2) pdf (2.84 MB) + Lipitad new Tile
CMU details	🖌 Edit	
Status Additional		
Number of Delivery Points 1		
Delivery Points 1	+ Add Delivery Point	
∧ testadd DP-79uMT ✓ Details	🔶 🖊 Edit	
Status Pelivery Period details		
Type Technical Agreement		
Technology Permit		

Figure 29: Permit





3.4.7 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 30).

← User Manual CMU CMU-79tA6 Updated on 12/05/2023 11:19:53		Step 1
Comments for Elia	+ Add comments	Permitting Milestone applies?
No comment yet		Yes 0
		Permitting Milestone reached?
CMU details	🖍 Edit	Yes ô
Status	Additional 🖌 Edit Permitting Milestones	Document(s) that prove the permitting milestone has been reached
Number of Delivery Points	1	UserManual (1) (7).pdf (2.84 MB)
		+ Upload new file
Delivery Points 1	+ Add Delivery Point	
∧ testadd DP-79uMT		
Status	Additional	
Туре	TSO-connected	
Technology	Nuclear	Edil Permitting Milestones 🗸

Figure 30: 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.

3.5 Prequalification file submission

When alle 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 Prequalification File to Elia by clicking on 'Submit' and then 'Confirm' (see Figure 31).

	Prequalification Files ACC			File?	User Manual CMU CMU-7AFqF	ive
Prequalification Files	5 1		You are about to submit this Prequalification File,		O Saveo Updated on 10/05/2023 11:00:11	_
					Your Prequalification File is ready for submission. Would you like to proceed? Submit	<i>→</i>
CMU Name	⊂ CMU ID			Cancel Confirm	Comments for Fila + Add comme	ents
User Manual CMU	CMU-7AFqF	Saved	Standard 2027-2028 Y		Y No comment yet	
					CMU details Existing Status Existing Number of Delivery Points 1 Delivery Points • + Add Delivery P	Edit
					► User manual DP DP.7AFnJ ✓ Eet Status Existing Type TSO-connected Technology Solar	

Figure 31: 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 Prequalifciation File.





3.6 NRP Approval/Contestation

When the Candidate submits his Prequalification File and if at least one related Delivery Point is (CDS)-TSO Connected, Elia will proceed to the Nominal Reference Power calculation. 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.

3.7 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 22). There, the Candidate can add an existing Project ID or generate a new one (see Figure 32). Then, the Candidate completes, if necessary, the field(s) about the Degradation information related to his potentially contracted capacity (see Figure 32). When all information required is filled, the Candidate can clicks on 'Edit Delivery Period Details' to save his update.

oject ID	
PROJECT31252	
Existing project ID's + Replace	ce by a new project ID
You want to specify a Degradatio	on for the Contracted Capacity?
gradation factors	
YEAR	DEGRADATION IN %
Year 1	100
Year 2	99
	<u>0</u> e
	20
Year 3	
Year 3	97
Year 3 Year 4	97

Figure 32: 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 his 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 33).

User Manual CMU CMU-79rA6 O Seved Updated on 12/05/2023 14:46:28	Archive	Cuser Manual CMU CMU-791A6	.47:17
Your Prequalification File is ready for submission. Would you like to proceed? The project related to this Prequalification File has not yet been submitted to the The project with DPROJECTI325 currently contain Stollwarp Prequalities Please first submit each of the Prequalification Files related to the project to E	submt → te CREG. In Files. CMU-79tA6-2728 la before submitting the project	The project related to this Prequalification The project with ID PROJECT31252 curre 2728	File has not yet been submitted to the CREG. Infly contains following Prequalification Files: CMU-79tA6- Submit
Comments for Ella No comment yet	+ Add comments	Comments for Elia No comment yet	+ Add comme
CMU details	/ Est	CMU details	1
Status Additional Number of Delivery Points 1		Status Number of Delivery Points	Additional 1
Delivery Points 1	+ Add Delivery Point	Delivery Points 1	+ Add Delivery Po
► Isstadd DP.796MT Status Additional Type TSO-connex Technology Nuclear	/ See	☆ testadd DP-79uMT Status Type	Additional TSO-connected

Figure 33: 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 forthcoming² 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 forthcoming² Y-4 Auction of 2023.

In the CRM IT Interface, the CRM Actor first has to access the Prequalification Files screen (see point **1** of Figure 34). There the CRM Actor can use the 'Renewal'-buttons in the 'Renew Prequalification File' column (see point **2** of Figure 34) 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 34). 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.

=			Prequalification Files ACC ± User Ma								
A	Home	Prequalification File	S 2						+ Create Prequalification File		
	Prequalification Files	4				NO FILTER		2	•		
(0)	CMU management 1	〒 CMU Name	Ţ CMU ID	₹ Status	₩ Process						
+	Delivery Point management	User Manual CMU	CMU-79tA6	O Prequalification Expire	ed Standard	2025-2028	10/05/2023 16:59:50	07/02/2023 14:48:30			
\simeq	Notifications history	User Manual CMU	CMU-79tA6	Prequalification Expire	d Standard	2026-2027	10/05/2023 16:59:50	03/04/2023 09:56:44	⊕ ⊖		
						3					



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 34).
- 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 34).

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 35: 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 36: 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 Files 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.

=			fication Files ACC				÷	User Manual CMU CMU-79tA6		Archive
÷	Home	Prequalification File	:S 2					O Prequalification Expired Updated on 11/05/2023 11:12:20	3	Prepare resubmission
0	Prequalification Files	¢				NO FILTER	Comr	nents for Elia		+ Add comments
(0)	CMU management	₩ CMU Name	₩ CMU ID	₩ Status	▼ Process	▼ Deliver	No cr	omment yet		
+	Delivery Point	User Manual CMU	CMU-79tA6	O Prequalification Expired	Standard	2025-2026	сми	details		Edt
	Notifications history	User Manual CMU	CMU-79tA6	O Prequalification Expired	Standard	2026-2027	Sta	tus	Additional	
							Nu	mber of Delivery Points	1	
							Deliv	ery Points 1		+ Add Delivery Point
								Vuser Manual DP DP-79t7P		🖌 Edit

Figure 37: 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.

=			alification Files ACC				€	User Manual CMU CMU-791A6		Archive
A	Home	Prequalification Fi	les 2					O Prequalification Expired Updated on 11/05/2023 11:1	2:28	Prepare resubmission
	Prequalification Files	۰.				NO FILTER	Com	ments for Elia		+ Add comments
(0)	CMU management	'₩ CMU Name	T CMU ID	₩ Status	▼ Process	⊤ Deiver	No o	xomment yet		
+	Delivery Point management	User Manual CMU	CMU-79tA6	O Prequalification Expired	Standard	2025-2026	CMU	details		🖌 Edit
	Notifications history	User Manual CMU	CMU-79tA6	O Prequalification Expired	Standard	2026-2027	Sta	atus	Additional	
							Nu	mber of Delivery Points	1	
							Deliv	rery Points 1		+ Add Delivery Point
							,	V User Manual DP DP-7917P		🖌 Edt
							L			

Figure 38: 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.

=	N Prequi	alification Files ACC			i	User Manual CMU CMU-78446	Archive
A Home	Prequalification Fi	les 2				(c) Saved Updated on 11/06/2023 11:12:28	
Prequalification Files					NO FILTER	G Your Prequalification File is ready for submission. Would you like to proceed	Saturat →
(9) CMU management	₩ CMU Name	I CMU ID	₩ Status	W Process	W Delver	Comments for Elia	+ Add comments
Delivery Point management	User Manual CMU	CMU-79tA6	Saved	Standard	2025-2026	No comment yet	
Notifications history	User Manual CMU	CMU-79IA6	O Prequalification Expired	Standard	2026-2027	CMU details	2 Edit
						Status Additional Number of Delivery Points 1	Defails Desvery Period defails
						Delivery Points 1	+ Add Delivery Point
						✓ User Manual DP DP-7907P	Details Delvery Penod details Permit







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.

=	N Prequi	alification Files ACC				User Manual CMU CMU-791A6		Archive
A Home	Prequalification Fi	iles 2				O Saved Updated on 11/05/2023 11:12:28		
Prequalification Files					NO FILTER	G Your Prequalification File is ready for submit	ision. Would you like to proceed?	Salant 🔿
(%) CMU management	♥ ONU Name	₩ CMU ID	₩ Status	₩ Process	T Delver	Comments for Elia		+ Add comments
Delivery Point management	User Manual CMU	CMU-79546	Saved	Standard	2025-2026	No comment yet		
Notifications history	User Manual CMU	CMU-79646	O Prequalification Expired	Standard	2026-2027	CMU details		/ Ede
						Status	Additional	
						Number of Delivery Points	1	
						Delivery Points 1		+ Add Delivery Point
						V User Manual DP DP-7917P		/ Est

Figure 40 : 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 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).

X	Notifications history AC	с			🛓 User Manual Delivery Period: 2023-2024	\$
From:	10/02/2023	To:	11/05/2023	CMU:	Search for a subject:	<u>्</u>
		*			1 1	2
No sear display	rch performed or no email to for the chosen filters				No email has been selected	

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". 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).

≡			My Account ACC					
•	Home	1	Company information	Company information	n formation. In the event that you want to adapt your application form, please send an e-mail to			
0	Prequalification Files	Ø	Contacts persons	customer.crm@elia.be to request it. Your application form cannot be adapted directly via the CRM IT Interface.				
2	 Eligible Volumes Notifications history 		Activity logs	Compliance (111) You are allowed to parti Processes and/or Fast Track Pro	cipate to Standard Prequalification Processes, Specific Prequalification Show compliance equalification Processes with your CMU(s)			
				Company Name	CRM Demo Company			
				Legal status	Société anonyme (SA) / Naamloze vennootschap (NV)			
				Registration number	BE0987654321			
				Business number	0987654321			
	My Account			Telephone	0470654321			
	My Account			Fax				
•	Settings			Street	Demostreet			
2	Logout			House number	1			

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 <u>customer.crm@elia.be</u>.

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 44).





=		Settings ACC
÷	Home	Change password ? Click here to change password
0	Prequalification Files	Language en ¢
16	Eligible Volumes	
	Notifications history	
_	My Account	
۵	Settings	
Э	Logout	
-		el

Figure 44: 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 45). 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 45).

=		2	My Account ACC				
t de la constante de la consta	Home		Company information	Contacts persons See in this section the contacts persons you registered in your application form and the possibility to adapt the data provided for them or to add new ones			
	Eligible Volumes	₽	Contacts persons	A Propublicator			~
	Notifications history	Ð	Activity logs				1 ×
				Action			1.0
				Civil Status * Mrs.	First name *	Last name *	
	Candidate Selection			Telephone		Mobile *	
Θ	My Account			Languago *			
\$	Settings			Function *			
€	Logout			En Auction			

Figure 45: User management





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