Capacity Remuneration Mechanism
Pre-delivery Monitoring module

CRM Actor's User Manual

Summary	This user manual describes how to use the Pre-delivery Monitoring module on the CRM IT Interface (https://ademar.elia.be).
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Contents

Disclaimer:

This document has no legal value and is established with the purpose of explaining the functioning of the Pre-delivery Monitoring 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.

0. Introduction

The objective of this user manual is to describe the report submission and consultation process for Pre-delivery Monitoring.

The Pre-delivery Monitoring module is accessible via the following link: ademarpdm.elia.be

This document is organized as follows:

- Section 1 describes how to access the Pre-delivery monitoring module as a CRM Actor;
- Section 2 describes the Pre-delivery Monitoring module itself;
  - o   the first part focuses on the Quarterly report management
  - o   the second is dedicated to the Pre-delivery activity report management.
- Section 3 describes the settings of the Pre-delivery Monitoring module;
- Section 4 describes how the CRM actor and Elia interact through the Pre-delivery Monitoring module.

1. Requirements to get access to the Pre-delivery Monitoring module

The CRM Actor gets access to the Pre-delivery Monitoring module of the CRM IT Interface as soon as he gets access to the Prequalification module, as described in the User Manual Prequalification file.

The Pre-delivery Monitoring module is a web application. Therefore, no installation is required.

The next step is to log into the Pre-delivery Monitoring module by clicking on the button "Pre-delivery Monitoring" (see ademarpdm.elia.be).
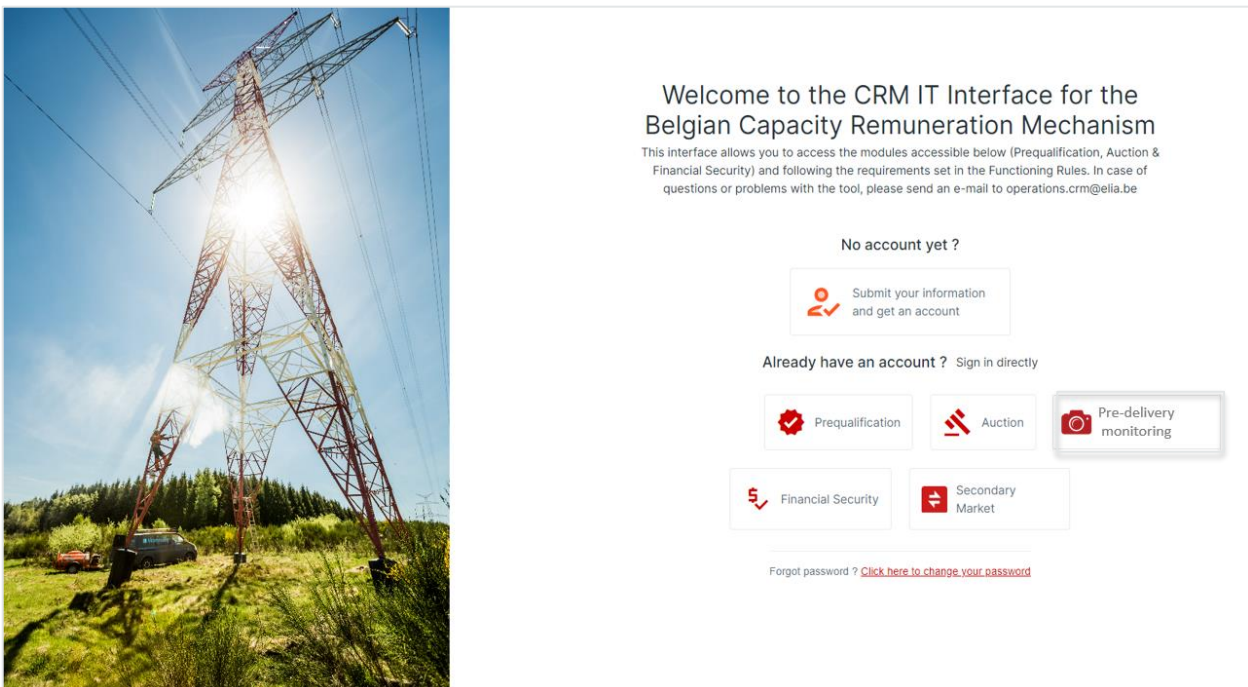

Figure 1: Homepage of the CRM IT Interface

This will open a login screen (see

Figure 2). You will need the username and password provided via e-mail by ELIA to each user.

Figure 2: Login screen

2. Pre-delivery Monitoring module

This part of the user manual covers the instructions:

- for a Pre-delivery Monitoring report submission
- for a Pre-delivery activity report consultation
- for the possible actions on the Pre-delivery activity report

2.1 My Reports overview

2.1.1 Submission period

For both **Additional CMUs and Virtual CMUs**, the CRM Actor sends Quarterly reports to ELIA through the CRM IT Interface, only within the following periods of time and throughout the entire Pre-delivery Period:

- From January 30 to February 14;
- From April 30 to May 14;
- From July 30 to August 14;
- From October 30 to November 14,

Exception: the first Quarterly report in the second period following the first Transaction Validation Date

2.1.2 General view

This screen allows the CRM Actor to submit reports to Elia. Two tables are displayed:

- Ongoing and upcoming reports
- Past reports

The following information are displayed in these sections:

- **Action**[1]: an action button will appear in this column when an action is required from the CRM Actor. An email with detailed information will always be sent as well
- **CMU ID**: ID of the CMU
- **Type of report**: "Quarterly" for Additional and Virtual CMUs
- **Submission period**: period during which the CRM Actor can submit a report
- **Status**: status of the report
- **# Delays**: number of Quarterly reports that were submitted by the candidate with a delay
- **Download report**: allows the CRM Actor to download files that were previously submitted
- **Penalty (€):** amount of the penalty linked to the report

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[1] Only in "Ongoing and upcoming reports"' section

<div align="center">**Figure 3: My Reports overview**</div>

2.1.3 Upload a Quarterly report

At the start of the submission period, an email will be sent to the CRM Actor to let him know a report can be uploaded. This will be materialized by the "Upload Report" button in the Action Column.
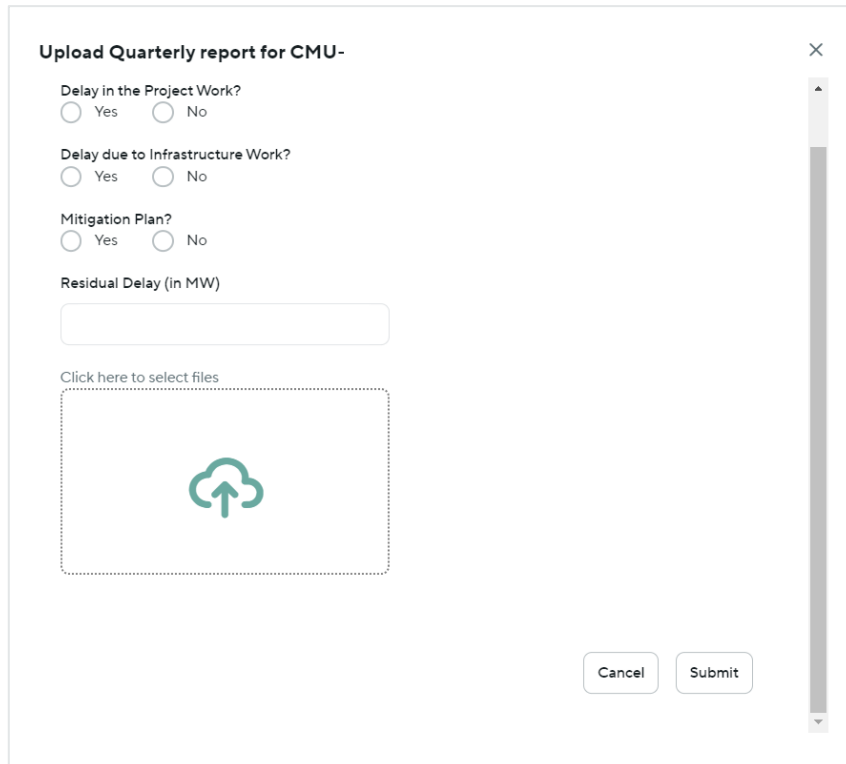
<div align="center">**Figure 4: action button "Upload report"**</div>

In addition of the document(s), the CRM Actor will also communicate about:

- Delay in the Project Work
- Delay due to Infrastructure Work
- Mitigation plan
- Residual Delay (in MW)

The CRM Actor is only able to submit the report once all questions are answered.

Remark: one Quarterly report covers one CMU or several CMUs in the case of Linked Capacities. The minimum elements that need to be included in a Quarterly report can be found in annex 18.2.3 of the Functioning rules.

Figure 5: Quarterly report submission pop-up

In the event of incomplete Quarterly Reports information, Elia will request extra information. These requests will be communicated through the CRM IT. ELIA communicates this request to the Capacity Provider through the CRM IT Interface within twenty working days after receiving the Quarterly report. The Capacity Provider then handles the request within twenty working days from the time ELIA makes it.

2.1.4 Report status

The report can have a variety of statuses during the submission process:

- **Not submitted:** no report has been submitted
  - o If the submission period has not started yet, no further action is needed
  - o If the submission period is ongoing or over and the report was not submitted
- **Submitted:** the report has been received and is under analysis by Elia
  - o If no further information is needed, the report status will be set to "Closed" by Elia
  - o If extra information is requested (only for Additional and Virtual CMUs), the report status will be set to "Extra information pending" by Elia
- **Extra information pending:** the request for additional information has been raised by Elia, and Elia is waiting for the CRM Actor
- **Extra information submitted:** the requested extra information has been provided by the CRM Actor through the CRM IT Interface

2.2 Pre-delivery activity results

2.2.1 Moments of control

The Pre-delivery Period contains two moments of control. ELIA provides a report for each CMU separately or on Linked Capacities. Such control occurs on two occasions:

1. At T-Control1 on **August 31 Y-2**; and
2. At T-Control2 on **October 31 of year Y**.

2.2.2 General view

This screen allows the CRM Actor to receive and interact with the Pre-delivery activity report. Two tables are displayed:

- Ongoing and upcoming reports
- Past reports

The following information is displayed in these sections:

- **Action[2]:** an action button will appear in this column when an action is required from the CRM Actor. An email with detailed information will always be sent as well
- **CMU ID-Conf:** ID-Configuration of the CMU
- **T-control:** moment of control 1 or 2
- **Report reception deadline:** latest date by which the Pre-delivery report must have been sent to the CRM Actor
- **Report ID:** ID of the report
- **Status:** status of the report
- **Penalty (€):** amount of the penalty linked to the report
- **Download report:** allows the CRM Actor to download files that were previously submitted
- **Details:** to get a detailed view regarding the report

Figure 6: Pre-delivery activity results

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[2] Only in "Ongoing and upcoming reports"' section

2.2.3 Details tab

The CRM Actor can have a closer look on the details of his Pre-delivery activity report in this tab. The following information will be displayed:

- **CRM Actor:** name of the CRM Actor
- **CMU ID:** ID of the CMU
- **CMU Type:** "Existing", "Additional" or "Virtual" CMU
- T-control: moment of control t1 or moment of control t2
- **Report reception deadline**: latest date by which the Pre-delivery report must have been sent to the CRM Actor
- **Reception date:** date on which the Pre-delivery activity report has been submitted
- **Report results:** Pre-delivery activity report to download (format .pdf)
- **Status:** Pre-delivery activity report status

And depending on the Pre-delivery activity report status, some links will be available (see 2.2.4):

- **Upload documents:** depending on the status, some upload buttons will appear to invite the CRM Actor to provide expected settlement document(s)
- **Templates:** templates will also be available directly in the details tab to support the CRM Actor
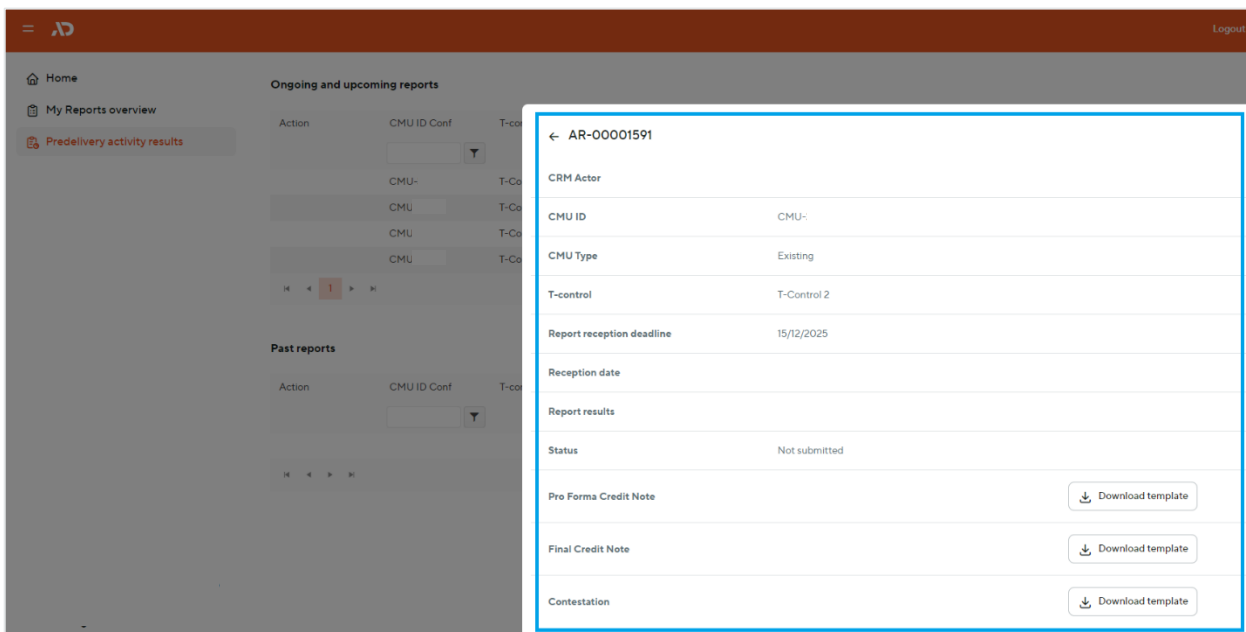

Figure 7: Overview of the Details tab for a report is status "Candidate's reaction pending

2.2.4 Download Pre-delivery activity report

At moments of control, the CRM Actor will receive a Pre-delivery activity report. In the details tab, the Pre-delivery activity will be available for download.

2.2.5 Status & reactions

Depending on the results presented in the Pre-delivery activity report and the CRM Actor's reaction, different statuses might be reached, and this will lead to some actions for the CRM Actor and Operator:

2.2.5.1 Report submission pending

At the start of a moment of control (t1, 31/08/Y-2, or t2, 31/10/Y), the status will automatically change from "Not submitted" to "Report submission pending". CRM Operators will then generate and submit the Pre-delivery activity reports to the CRM Actors.

2.2.5.2 Closed

- If the Pre-delivery activity report contains penalties: the CRM Actor will have to go through the settlement process (see 2.2.5.3). At the end of this process, the status will change to "Closed".
- If the Pre-delivery activity reports does not contain penalties: the Pre-delivery activity report will automatically be closed, and no further action will be expected regarding the report

2.2.5.3 Candidate reaction pending

If the Pre-delivery activity report contains penalties to pay, the CRM Candidate will have the choice between 2 options:

- To start the payment process with a pro forma Credit Note (see 2.2.5.4)
- To start a Contestation process to find an agreement with Elia regarding the penalties (see 2.2.5.5)

2.2.5.4 Credit note processing

To pay the penalties, the CRM Actor will first provide Elia with a pro forma Credit Note. Then a Final Credit note and eventually an Offsetting & Corrective Proforma Credit note. Each document will have to be validated by Elia to go further in the process. In case of document rejection, the CRM Actor will be notified by email and will have to provide the document again.

2.2.5.5 Contestation processing

If the CRM Actor does not agree with the penalties in the Pre-delivery activity report, he can ask for a new test to recalculate the Missing Volume and the penalties. In parallel, Elia and the CRM Actor will contact each other for negotiation and information exchange to find an agreement. Depending on the results of these negotiations, the CRM Actor will have to provide a pro forma Credit note and a Separate Credit note. Once validated, both should be replaced by a Final Credit note.

2.2.5.6 Elia invoice processing

If the CRM Actor did not react (by starting the Credit note process or the Contestation process) within the 20WD following the Pre-delivery activity report, Elia will launch an invoice process to settle the penalties.

- If the payment is done, the Pre-delivery activity report will get the status "Closed" (see 2.2.5.2)
- If the payment is not done, the Pre-delivery activity report will get the status "Call upon FS" (see 2.2.5.9)

2.2.5.7 Litigation processing

The litigation process occurs when:

- The CRM Actor does not pay a Final Credit note (aligned and validated with an approved pro forma Credit note) or;
- the CRM Actor goes through the Call upon FS process but ends up with unpaid penalties.

2.2.5.8 Final corrective invoice

In the Contestation process, if the CRM Actor and Elia found a partial or no agreement at the first agreement round, and an amicable agreement at the second agreement round, then the CRM Actor will have to provide Elia with a pro forma Corrective Credit note for the unsettlement amount.

If the document is approved, the CRM Actor will have to submit a final Corrective Credit note.

2.2.5.9 Call upon FS

As explained in 2.2.5.6, if Elia does not receive payment for the penalties despite the launch of the process "Elia invoice" report status, Elia will launch the "Call upon FS" process: Elia will settle the penalties by retrieving the amount on the available financial security(ies) of the CRM Actor.

3. Pre-delivery monitoring Module Settings

3.1 Language change

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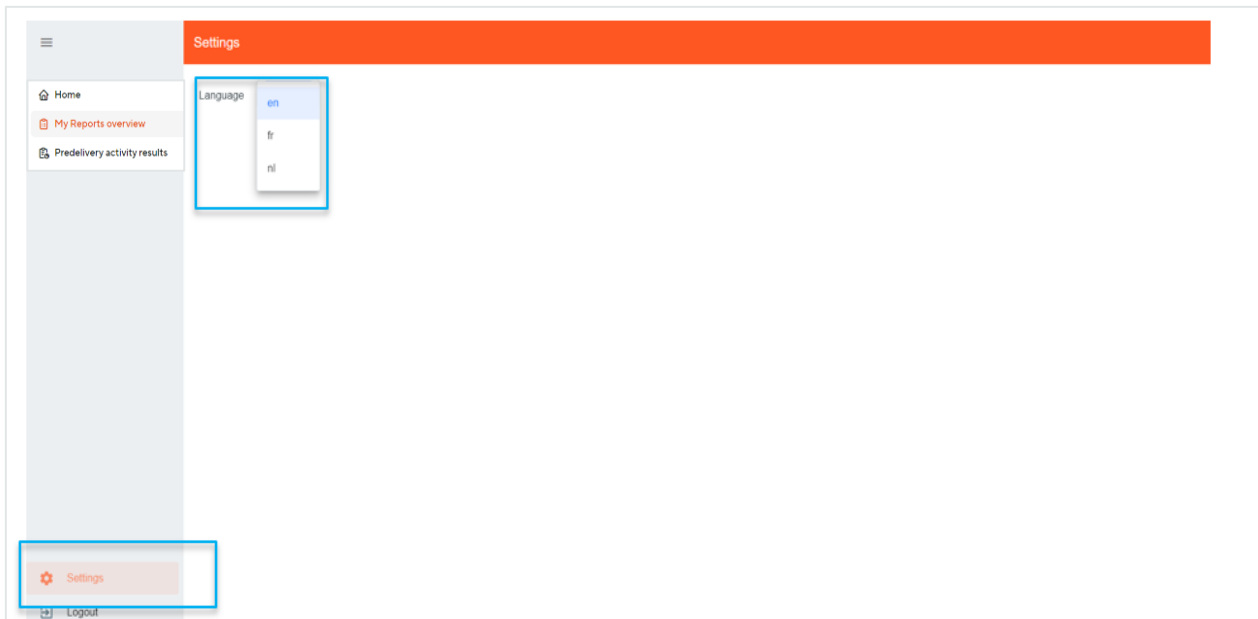

Figure 08: Adjust the tool language

4. Communication and feedback

The automatic generated emails of the Pre-delivery Monitoring module will be sent to all the users having been assigned to the role "Pre-delivery Monitoring" and/or "Administrator" in the application form.

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