



# **Capacity Remuneration Mechanism**

# **Prequalification module**

# **CRM Candidate'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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# Disclaimer:

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

This document is aligned with the CRM Functioning Rules to be published each time in May of the year of a new CRM Auction. 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:

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

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

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 (Admission Process and Prequalification Process);
- Section 4 describes the renewal and the compliancy validation processes;
- Section 5 describes the module for the Notification History;
- Section 6 describes the settings of the prequalification module;



Scope of the prequalification module





# 2. Requirements to get access to the prequalification module

To be able to submit a Prequalification File, the candidate needs to first follow the three steps described in section 2.1. The prequalification module is a web-based application that CRM Candidates will use to submit their Admission and/or 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 must 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 '<u>Prequalification</u>' or by going directly to <u>https://ademarprequalification.elia.be</u>.



Homepage of the CRM IT Interface

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







Login screen

# 2.2.2 Compliance checks

Each year, the first user related to a CRM Candidate that successfully logs in the prequalification module on or after May 16, is immediately redirected to the "Compliance Checks". He will have to read and accept the necessary information. Without it, the CRM IT interface will not allow the candidate to submit a File in the respective track. The CRM candidate can choose to be compliant with one or more of the following compliance check options. They are the following:

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

The CRM candidate is only required to indicate her/his compliance to the track she/he is going to create Files for. If the CRM Candidate only wants to – for example - participate in Fast Track Prequalification Processes with her/his CMU(s), she/he just has the obligation to accept the Functioning Rules related to the Fast Track Prequalification Process. It is always possible to go back and indicate compliance to another track later in time (see section <u>7.1 Compliance checks</u>). It is not possible to uncheck compliance to a specific track after checking it.

ease dicat	indicate that you ensure to comply with the provisions listed below by marking the ed boxes. This to be able to participate to the related Prequalification Process.
<b>~</b>	I agree to comply with the provisions for participation in a Standard Prequalification Process or a Specific Prequalification Process.
	Click here to view the provisions for participation in a Standard Prequalification Process or a Specific Prequalification Process
<b>~</b>	l agree to comply with the provisions for participation in an Admission Process.
	Click here to view the provisions for provisions for a participation in the Admission Process.
~	I agree to comply with the provisions for a participation in a Fast Track Prequalification Process.
	Click here to view the provisions for a participation in a Fast Track

Agree & Continu

Compliance Checks





# 3. Prequalification module

This part of the user manual covers the usage instructions for an Admission File and/or Prequalification File submission in the Prequalification module.

# 3.1 Creating a Delivery Point

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

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

To create a new Delivery Point, the Candidate can click on one of the two available buttons:

- '+ 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).

≡				🛓 User Manual			
A	Home	Delivery Points o		+ Add Delivery Point			
S	Admission Files	NO FILTER		>			
٠	Prequalification Files	Add Delivery Point		× Cancel			
(0)	CMU management	1         (2) Step 2         (3) Step 3         (4)	Step 4				
4	Delivery Point management	Choose control zone and country of Delivery Point		- 1			
	Notifications history	Elia Belgium - Belgium	\$				
		It is not possible to change the control zone after creating the Delivery point.					
		Delivery Point or Low Voltage Delivery Point Group? *					
		Delivery Point	\$				
	Tim Wilms	Continue →		•			
	Demo Compan 🎽						

Delivery Point screen and create Delivery Point button

When the CRM Candidate clicks on a button to create a new Delivery Point, a new window will open where all the required information can be provided in several steps, via the corresponding text fields and drop-down menus. Depending on the control zone, the status and type of the Delivery Point – Existing or Additional and Delivery Point or Low Voltage Delivery Point Group – the input fields will be automatically adapted in each of the steps. Please note that the Functioning Rules indicate which information should be provided for what type of Delivery Point and that the tool is only a means to provide this information.

#### Special note for Low Voltage Delivery Point Groups:

Section <u>6. Low Voltage participation</u> is dedicated to the Low Voltage process. We just want to highlight here that that the Low Voltage process already starts when creating your Delivery Point. Be aware of this in the Delivery Point creation wizard.





Once all the required data is provided, the CRM Candidate can click on 'Add Delivery Point' in the final step and the Delivery Point will be created. It will then be visible in the in the 'Delivery Point Management' screen. Note that, at this moment of the Prequalification process, the CRM Candidate still has the possibility to modify the Delivery Point details by clicking on the Delivery Point in the list, and then on the 'Details' button in the details windows of the Delivery Point.

≡		C۷ ا					← User Mar	nual DP DP-B5uaO		Hide
A	Home	Delivery Points 1					Comments for Elia			+ Add comments
٢	Admission Files	4				NO FILTER	No comment yet			
•	Prequalification Files	Name =	ID Ŧ	Control Zone \Xi	Status =	Updated On 🗧				
(Ø)	CMU management	User Manual DP	DP-B5uaO	Elia Belgium	Additional	12/03/2025 13	Details			
+	Delivery Point						Status	Additional		Edit
	Notifications history						Technology	Vaste	1	Details
	notification notify						Control zone	Elia Belgium	1	Permit

New Delivery Point created and details button

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

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

# 3.2 Creating a CMU

When the CRM Candidate has created her Delivery Point(s), she 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(n) Admission/) Prequalification File. By clicking on the 'CMU Management' in the left main menu the CRM Candidate can see her CMU's portfolio together with general details for each of them.

To create a new CMU, the Candidate can click on one of the two available buttons:

- '+ 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);

a roup			€Ŧ
Home CMUs 1			+ Add CMU
Admission Files	new CMU	x ci	ancel
Prequalification Files Na     CMU management     Te	Step 1 🔞 Step 2	3) Step 3	
Delivery Point management	Which Prequalification Process do you want to sta	art?	Î
Notifications history	Standard Prequalification Process     For Existing CMUs or Additional CMUs		
	Fast Track Prequalification Process     For Existing CMUs or Additional CMUs		
	O Specific Prequalification Process For Virtual CMUs (Unproven Capacity)		
	← Back	Continue →	

elia

I FI

CMU management screen and create CMU button

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

1) Select a Control zone. Please note that a CMU and its related Delivery Point(s) need to be of the same control zone. Otherwise, you will not be able to join them together.

-	CMII management ACC			🖶 User Manual
Add a new CM	IU			× Cancel
	1 Step 1	2 Step 2	(3) Step 3	
	Choose control zone and country of CMU			^
	Elia Belgium - Belgium		\$	
	It is not possible to change the control zone	after creating the CMU.		>
			Continue →	
Demo Compan				





2) 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:

- <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 in the Primary Market.

# Cross-border note:

Please note that only the first possibility, i.e., the Standard Prequalification Process, is applicable for Cross-Border CRM Candidates. The system will pre-select this, and you will not see the step below for those Cross-Border CMUs.

-	CMIL management ACC		Hser Manual
Add a new CM	IU		× Cancel
	Step 1 3 Step 2	3) Step 3	
	Which Prequalification Process do you want to start?		Î
	Standard Prequalification Process     For Existing CMUs or Additional CMUs		
	Fast Track Prequalification Process     For Existing CMUs or Additional CMUs		0
	Specific Proqualification Process For Virtual CMUs (Unproven Capacity)		
Lemo Compan	← Back Cr	ontinue 🗲	

3) Complete all the required information in the corresponding text fields and drop-down menus. Depending on the control zone, the selected Prequalification Process (Standard, Specific or Fast-track) and the CMU status (Additional or Existing) the input fields for the information and documents to be provided will be automatically adapted.

=	CMU management ACC		🛓 User Manua
Add a new CMU			× Cancel
	Step 1 Step 2	3 Step 3	
	CMU Name *		
	Demo CMU	0	
	Do you (intend to) have at least one Additional Delivery Point in your CM	U? *	
	Yea	٥	
	Is the CMU New Build? *		
	Yes	÷ .	
	A CMU is seen as 'New Build' if the CMU is Additional and com is (or calls on) an applicant for connection or, if he has conclude has not yet been commissioned at the time of the Propublicat definition can be found in the Functioning Rules.	bosed of a unit for which the CIM Candidate ed a Connection Contract, whose connection ion File submission deadline. The full	
	Commitments & waivers applicable? *		
	Yes	٥	
4	← Dack	Add a new CMU 🗸	
Damo Compan *			





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. At this moment of the Admission and/ or Prequalification process, the CRM Candidate has the possibility to modify the CMU details by clicking on the 'Details' button in the window of the CMU details.

=	C/۲	← User Manual CMU CMU-B5ueS Updated on 12/03/2025 13:25:08
A Home	CMUs 1	CMU INFORMATION CMU PREQUALIFICATION HISTORY
Admission Files	NO FILT	EF Comments for Elia + Add comments
Prequalification Files	Name = ID = Pregualification Process = Control Zone = Type =	<sup>u</sup> No comment yet
😥 CMU management	User Manual CMU CMU-B5ueS Standard Elia Belgium Additional	3
4 Delivery Point management		CMU details
Notifications history		Status Additional Edit
		Number of Delivery Points 0
		Control zone Ella Belgium Edit Permitting Milestones
		Politerer Deinte
		Henvery Points     U

New CMU created. Change CMU details.

The Candidate can add Delivery Point(s) to her CMU by clicking 'Add Delivery Point'. This opens a pop-up window where the Candidate has the possibility to select the Delivery Point(s) she already created in the 'Delivery Point Management' screen. Only Delivery Points that share the same control zone will be displayed and be available for selection.

There, the CRM Candidate can:

- Select Delivery Point(s) already created;
- Create a new Delivery Point by clicking on the button 'Create Delivery Point'. This will open the same pop-up window presented in the Delivery Point creation (see section <u>3.1 Delivery Point creation</u>).

≡		Add Delivery Point(s)	× Cancel J CMU-BSueS 13:25:08
ŧ	Home	ung i	REQUALIFICATION HISTORY
0	Admissi	User Manual CMU CMJ-85045	+ Manuar
0	Prequali	Press select the Delivery Points you want to link	T Add contrients
(Ø)	CMU ma	Q, Beach Delvery Pont IDs + Deale Cevery Pont	×
4	Delivery manage	User Manual CP DP-85us0	
Σ	Notifica	۹	Additional Edit 0 Details Elia Belgium Elia Belgium Edit Edit Remitting Misstores
		Add Delivery Point(i) $\checkmark$	
			Delivery Points 0 + Add/Remove Delivery Point

Add/remove a Delivery Point.

Notes:

- It is not possible to add a Delivery Point to a Virtual CMU (VCMU) following the Specific Prequalification Process;
- Fast Track CMUs can only contain 1 Delivery Point.





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. The Delivery Point(s) will then be added to the CMU and will be visible in the CMU details screen.

=		C۷					← User Manual CMU CMU-B5ueS Updated on 12/03/2025 13:25:08	Hide
A	Home	CMUs 1					CMU INFORMATION CMU PREQUALIFICATION	N HISTORY
0	Admission Files	4				NO FILTER	Comments for Flia	+ Add comments
۲	Prequalification Files	Name =	ID =	Prequalification Process 🗧	Control Zone \Xi	Type = U	No comment yet	<ul> <li>And contribution</li> </ul>
(0)	CMU management	User Manual CMU	CMU-B5ueS	Standard	Elia Belgium	Additional 1		
4	Delivery Point management						CMU details	
	Notifications history						Status Additional	Edit
-	,						Number of Delivery Points 1	🖍 Details
							Control zone Elia Belgium	<ul> <li>Edit Permitting Milestones</li> </ul>
							Delivery Points 1	+ Add/Remove Delivery Point
							∧ User Manual DP DP-B5uaO	
							Status	Additional
							Туре	TSO-connected
							Technology	Waste
							Control zone	Elia Belgium
							L	

Delivery Point linked to the CMU

All created CMUs are shown on the 'CMU Management' screen in a table with different columns. The columns are informative and can be used as filters too (by clicking on the column titles).

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





# 3.3 Creating and submitting an Admission Process File

### 3.3.1 Creating an Admission Process File

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



Admission Process main menu

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

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

To create an Admission File, the CRM Candidate must have already at least one created CMU via the 'CMU Management screen', with a control zone that is not Elia Belgium. If she has not yet created a CMU, she can click on 'Go to CMU Management' which will have the same effect of clicking on 'CMU Management' on the left main menu.

If the Candidate wants to create an Admission File, she clicks on one of the two available buttons:

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





ζΥ		🛨 User Manual
Admission Files o		+ Create Admission File
Delivery Period	CMU ID	× Group by status
4	NO FILTER	Þ
	+	
You have no Admission File yet. Please create and su possibly submit an o	bmit an Admission File to participate to the Admiss ffer in the available Primary Market Pre-Auction(s). + Create new Admission File	ion process with the objective to
No CMU. To be able to create an Admission File you must first creat with a control zone that is not "Elia	J created yet with a control zone outside of Belgium te a CMU on the "CMU Management" screen. For an Admission F Belgium". Admission files cannot be created for capacities that a Go to CMU Management	File one of those CMUs should be one are in Belgium.
	Admission Files a Delivery Period 2026-2027 VI  2027-2028 V2 2020-2030 V4 X X Vou have no Admission File yet. Please create and su possibly submit an of X To be able to create an Admission File you must first creat with a control zone that is not "Elia	Admission Files a Delivery Period CMU ID CCCCAU U CCCCAU ADD CCCAU ID CCCAU

Admission File Process Management

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

- 1. Select the CMU for which she wants to create a Admission Process File;
- Select the Delivery Period for which she wants to create a Admission Process File. To participate in the Admission Process for the Y-1 Auction of that year, the CRM Candidate selects the Delivery Period "20xx-20xx Y-1'. Note that, if a Admission Process File has already been created for a certain Delivery Period with that CMU, the Delivery Period will be disabled (see screenshot below).

Create an Admission file		
	Step 1 test	
	Please select the CMU for which you want to create this file *	
	TennetNL Additional CMU-AosQn	*
	For which delivery period do you wish the create an Admission File? *	
	Search Delivery Period	·
	2024-2025	A
	2025-2026	
	2026-2027 Y-1	
	2027-2028	ſ
	2028-2029 Y-4 rerun	
	2029-2030 Y-4	Ŧ
	Create an Admir	ssion file 🗸

Admission Process File creation window

Once the CMU and the Delivery Period have been selected, the CRM Candidate can click on 'Create an Admission Process File' and the Admission Process File will be created and visible in the 'Admission screen.







New Admission Process File created.

To access the information of the Admission Process File, the CRM Candidate can click the line for the Admission Process File she 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 she can add missing information and documents to complete the Admission Process File.

If the Candidate had already linked a Delivery Point to her CMU (see below), it will also already be visible in the Admission Process File management window. If the Candidate has not linked a Delivery Point to her CMU, she will have the possibility to link it by clicking the 'Add Delivery Point' button that will open the window that allow the Candidate to Link a Delivery Point to her CMU.

=		C/	XB Manual CMU-B608Y
A	Home	Admission Files 1	
S	Admission Files	Delivery Period CMU ID	Please fix the following error(s) to be able to submit your Admission File: <ul> <li>Your Admission File is incomplete. Please complete Delivery Period details via</li> </ul>
٠	Prequalification Files		the CMU and/or Delivery Point(s) 'Édit' menu of your Admission File.  In order to submit your Admission File, you must indicate that you will provide all
(0)	CMU management	NO FILLER	the required documents for a CMU and Delivery Point should you proceed to Prequalification.
4	Delivery Point	CMU Name $\overline{ au}$ Control zone $\overline{ au}$ CMU ID $\overline{ au}$ Status $\overline{ au}$ Process $\overline{ au}$ Delivery Period $\overline{ au}$ Updated or	
	management	XB Manual 50Hertz CMU- B60BY O Saved Standard 2026-2027 Y-1 09/13/25	Delivery Period 2026-2027 (AuctionYear = Y-1)
	Notifications history		Comments for Elia + Add comments
			No comment yet
			CMU details
			Status Additional Edit
		Jr.	Number of Delivery Points 1 Details
			Control zone 50Hertz 🖌 Delivery Period details 🛕
			Delivery Points 1 + Add/Remove Delivery Point
			× XB Manual DP-B6DBy
			Status Additional
			Type TSO-connected Edit
			Technology Waste
			Control zone 50Hertz

Delivery Point already linked to a CMU in Admission Process File window





## 3.3.2 Completing the Admission Process File

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

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

#### 3.3.3 Standard Admission Process File

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

A banner will indicate the Delivery Period details must be completed to submit the file to Elia. Additionally, if the Delivery Period Details have not been opened and completed at least once that year, the system will display a warning on the



button.

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, she clicks on 'Edit Delivery Period Details' button to continue editing her Admission Process File.

=	۲۷ ک		XB Manual CMU-B6DBY     Osaved Updated on 13/03/2025 09:13:25	
🛧 Home	Admission Files 1			
S Admission Files	Defvery Period CMU ID		Please fix the following error(s) to be able to submit • Your Admission File is incomplete. Please comp	your Admission File: lete Delivery Period details via
Prequalification Files			<ul> <li>the CMU and/or Delivery Point(s) 'Edit' menu of y</li> <li>In order to submit your Admission File, you must</li> </ul>	our Admission File.
(இ) CMU management	4 NO FI	TER	the required documents for a CMU and Delivery I Prequalification.	Point should you proceed to
4 Delivery Point	CMU Name $\overline{\pm}$ Control zone $\overline{\pm}$ CMU ID $\overline{\pm}$ Status $\overline{\pm}$ Process $\overline{\pm}$ Delivery Period $\overline{\pm}$ Upd	ted on		
management	XB Manual 50Hertz CMU- Saved Standard 2026-2027 Y-1 13/	3/20:	Delivery Period 2026-2027 (AuctionYear = Y-1)	
Notifications history	BODBY US:	3-25	Comments for Elia	+ Add comments
			No comment yet	
			CMU details	
			Status Additional	Edit
			Number of Delivery Points 1	/ Details
			Control zone 50Hertz	🖌 Delivery Period details 🔺
			Delivery Points 1	+ Add/Remove Delivery Point
			XB Manual DP-B6DBy	





C/		K XB Manual CMU-BICRY	
Edit Delivery Period Details			× Cancel
	Step 1	(1) Step 2	
	XB Manual сми-вкову	2026-3027 1-1	
	Derating Factor *		
		Ø	
		N	
		1-4°	
		Continue ->	

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 her Delivery Point. When all required information and documents are provided, the CRM Candidate clicks on 'Edit Delivery Period Details' to complete her Admission Process File.

	XB Manual CMU-B60BY     Saved Updated on 13/03/2025 09:13:25	Â	K XB Manu	nual cmu-accar	KB Manual CMU-scoar
CMU ID	Please fix the following error(s) to be able to submit your Admissio • Your Admission File is incomplete. Please complete Delivery Pl	on File: Period details via	Step 1	(2) Step 2	🅑 Step 1 😝 Step 2
NO FILTER	<ul> <li>the CMU and/or Delivery Point(s) 'Edit' menu of your Admission</li> <li>in order to submit your Admission File, you must indicate that y the required documents for a CMU and Delivery Point should yn Prequalification.</li> </ul>	n File. you will provide all rou proceed to	XB Manual personal pe	2026-2027 Y-1	Please confirm below that you will provide, if applicable, the required documents when proceeding to the Prequilibration Process and participantia in the Printy Aucion.
∓ Delivery Period      ∓ Updated e					Single line diagram
11/01/2	Dalivary Baried 2026-2027 (AustionVaar - V-1)				By checking this box I declare I will provide these Delivery Point related documents for Prequalification.
s 2026-2027 Y-1 09:13.25			CO2 emission in kgCO2/kWe/Year		O02 emission attestation & related information
	Comments for Elia	+ Add comments	0		By checking this box I declare I will provide these Delivery Point related documents for Prequalification.
	No comment yet				Information related to production or energy storage permit
					By che Sub this box I declare I will provide these Delivery Point related documents for Prequalification.
	CMU details				
	Status Additional	Edit			
	Number of Delivery Points 1	Details			
	Control zone 50Hertz / Delvi	very Period details 🔺	La Ca	-	
	Delivery Points 1 + Add	Remove Delivery Point			
	A X8 Manual DP-8608y				
	Status Additional				
	Type TSD-connected	Edit			
	Tachrology Watte	Details			
	/ Delv	very Perppi detailo 🔺			
	Control zone S0Hertz	0	Continue	z	← Back Edit Delivery Period Defails ✓

Edit Delivery Point Delivery Period Details

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

## 3.3.4 Admission Process File submission

When all the required CMU Delivery Period Details and the Delivery Point Delivery Period Details, for each Delivery Point linked to the CMU, are completed, the CRM Candidate can submit her Admission Process File to Elia by clicking on 'Submit' and then 'Confirm'.





≡		۲۵ (۱)	Submit Admission File?	XB Manual CMU-B6DBY	• Archive
A	Home	Admission Files 1	You are about to submit this Admission File, are	Saved Updated on 13/03/2025 14:09:10	
S	Admission Files	Delivery Period	you sure you want to proceed?	Your Admission File is ready for submission. Would you l	ike to proceed? Submit →
	Prequalification Files	2026-2027 Y-1 😵 2027-2028 Y-2 🔇 2029-2030	Cancel Conf	rm very Period 2026-2027 (AuctionYear = Y-1)	1
	riequalitication rites			Comments for Elia	+ Add comments
(Q)	CMU management			No comment yet	
4	Delivery Point management	CMU Name = Control zone = CMU ID = Sta	tus 〒 Process 〒 Delivery Period 〒 Updated o		
	Notifications history	XB Manual S0Hertz B6DBY CMU-	Saved Standard 2026-2027 Y-1 13/03/20 14:09:10	CMU details	
-	,			Status Additional	Edit
				Number of Delivery Points 1	
				Control zone 50Hertz	Delivery Period details
				Delivery Points 1	+ Add/Remove Delivery Point

Submit Admission Process File

The Admission Process File status will change to 'Submitted'.

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

#### 3.3.5 NRP Determination for Admission Process

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

#### 3.3.6 Transfer of an Admission File towards a Prequalification File

In case the Admission Process File is approved and (a) bid(s) selected in the Pre-Auction, all requirements and data provided by the Foreign CRM Candidate during Admission Process for her CMU(s) are fully transferred to the Prequalification File of this CMU(s) that will be automatically created by the system on June 12<sup>th</sup>.

In case the CRM Candidate already checked the required <u>Compliance checks</u> after May 15<sup>th</sup>, the Prequalification tool will automatically submit this Prequalification File. If the required <u>Compliance checks</u> are not yet checked, the Admission Process File will only be converted into a Prequalification File but will not be submitted. In this case, the CRM Candidate must submit the Prequalification File himself at the latest on June 15th.

The Foreign CRM Candidate can only provide new/updated data during Prequalification for all fields of the Admission Process File that were indicated as "declaration to provide".

The Prequalification File needs to be submitted at the latest on June 15<sup>th</sup>. For Cross-Border capacities only, new and updated data for all fields of the Admission Process File that were indicated as "declaration to provide" can still be changed after submission until June 30<sup>th</sup> as set out in section <u>3.4 Prequalification</u>.





# 3.4 Creating, submitting and updating a Prequalification File

## 3.4.1 Creating a Prequalification File

When the CRM Candidate has created her Delivery Point(s) and accompanying CMU(s), she 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 the CRM Candidate can see her Prequalification Files portfolio together with general details for each of them.

If the Candidate wants to create a Prequalification File, she clicks on one of the two available buttons:

- '+ 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);

Note: To be able to create a Prequalification File, the CRM Candidate must have already at least one CMU created via the 'CMU Management screen' (See section <u>3.2 Creating a CMU</u>).

=		ζγ.		生 User Manual 🛛 🗧 Investment files
A	Home	Prequalification Files 1		+ Create Prequalification File
S	Admission Files	Delivery Period	CMU ID	
•	Prequalificatic Create	a Prequalification file		× Cancel
(0)	CMU manage	1 Step 1		Þ
4	Delivery Point management	Please select the CMU for w	hich you want to create this file *	r.
	Notifications	Test Additional CMU-AvNN	۲	
		For which Delivery Period do	you want to create a Prequalification File? *	
		Search Delivery Period	*	
		2025-2026	Î	
		2026-2027 <b>Y-1</b>		
		2027-2028 Y-2		
		2028-2029		
		2029-2030 Y-4		
TW	Tim Wilms Demo Compan		Create a Prequalification file $\checkmark$	



When the CRM Candidate clicks on a 'Create Prequalification File' button, a new window will pop up where she will have to:

- Select the CMU for which she wants to create a Prequalification File;
- Select the Delivery Period for which she wants to create a Prequalification File. If a Delivery Period is linked to an Auction, this is indicated behind the Delivery Period (for instance '2029-2030 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 disabled.

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.





#### New Prequalification File created.

In case there is missing or inconsistent information for the Prequalification File, a warning message is shown indicating this. To submit the Prequalification File to Elia, the CRM Candidate must complete and/or correct the missing and/or inconsistent information. How to do this is described in the section 3.4.2 Completing the prequalification file.

If the CRM Candidate already created Prequalification Files, they will be visible on the Prequalification Files screen in a table.

≡		ζγ.						生 User Manual	Investment files
A	Home	Prequalification	Files 6					+ Cre	ate Prequalification File
$\bigcirc$	Admission Files	Delivery Period			•	CMU ID			Crown by status
•	Prequalification Files	2026-2027 Y-1 😵	2027-2028 Y-2 🛛	2029-2030 Y-4	Ø ×	CMU-Bizj3 🛛 CMU-Bi	zia 🔇	×	Group by status
[0]	CMU management	•				NO FILTER			Þ
4	Delivery Point	CMU Name \Xi	CMU ID =	Status =	Process =	Delivery Period =	Control Zone =	Updated on =	Prequalified on =
7	management	CCGT - GT	CMU-Blzia	<ul> <li>Saved</li> </ul>	Standard	2026-2027 Y-1	Elia Belgium	05/05/2025 15:47:24	
$\sim$	Notifications biston	CCGT - GT	CMU-Blzia	() Saved	Standard	2027-2028 Y-2	Elia Belgium	05/05/2025 15:47:30	
	Notifications history	CCGT - GT	CMU-BIzia	Saved	Standard	2029-2030 Y-4	Elia Belgium	29/04/2025 13:29:50	
		CCGT - ST	CMU-BIzj3	Saved	Standard	2026-2027 Y-1	Elia Belgium	05/05/2025 15:47:22	
		CCGT - ST	CMU-BIzj3	Saved	Standard	2027-2028 Y-2	Elia Belgium	05/05/2025 15:47:28	
		CCGT - ST	CMU-BIzj3	Saved	Standard	2029-2030 Y-4	Elia Belgium	29/04/2025 13:29:50	



All created Prequalification Files are shown on the 'Prequalification Files' screen in a table with different columns. The columns are informative and can be used as filters too (by clicking on the column titles). The columns are:

- The CMU Name: This is the name given by the CRM Candidate to her CMU;
- The CMU ID: is a unique code for each CMU;
- The Status: is the status of the Prequalification Process of each file and can be: Saved, Submitted, Approved, Rejected, Provisionally Rejected, Prequalified, Final Approved, Prequalification Expired or Final Approval Expired;
- The Process: This can be 'Standard', 'Specific' or 'Fast-track';
- The Delivery Period: Indication for which Delivery Period and Auction the Prequalification File has been created;
- The Control zone: the Prequalification File inherits the control zone of the CMU in it.
- Prequalified on: This gives the date on which Prequalification File has been (Previously) Prequalified;
- Renew Prequalification File: will allow the CRM Candidate to indicate if she wants to renew a Prequalification File submitted for the Y-4 Auction for 2023 for the Y-4 Auction of 2024. See section <u>4.2. Renewal of Prequalification</u>
   <u>File for Y-4 (Delivery Period 2028-2029)</u> for more details.

To access the information of the Prequalification File, the CRM Candidate can click on the line of the Prequalification File she 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 she can add missing information and documents to complete the Prequalification File.





=			ion Files 4						CCGT - GT CMU-Bizla CCGT - GT CMU-Bizla Updated on 29/04/2025 13:29:50
۳ ان ان	Home Admission Files Prequalification Files	Delivery Period	<ul> <li>2027-2028</li> </ul>	Y-2 🕲 202	9-2030 Y-4 🔞	×	CMU ID CMU-Bizj3 😒	СМИ-ВІ	Please fix the following error(s) to be able to submit your Prequalification File:
(®) +	CMU management Delivery Point management Notifications history	4 CMU Name ╤ CCGT-GT CCGT-GT	CMU ID = CMU-Bizia CMU-Bizia	Status ∓	Process = Standard Standard	Delivery Period 〒 2026-2027 Y-1 2027-2028 Y-2 2020-2020 X 4	NO Control Zone 〒 Elia Belgium Elia Belgium	Updati 05/05 05/05	Delivery Period 2029-2030 (AuctionYear = Y-4) Comments for Elia Comments for Elia No comment yet
		CCGT-ST CCGT-ST CCGT-ST	CMU-Bizj3 CMU-Bizj3 CMU-Bizj3	Saved     Saved     Saved     Saved	Standard Standard Standard	2026-2027 Y-1 2027-2028 Y-2 2029-2030 Y-4	Elia Belgium Elia Belgium Elia Belgium	05/05 05/05 29/04	CMU details CMU details CMU details CMU details Edit Details Details Control zone Elia Belgium Cost out Rostingsing Details Det
	Tim Wilson								Delivery Points 1 + AddRemove Delivery Point CGGT - GT DP-BithF Status Existing Edit Type TSO-connected Technology Combined Cycle Gas Turbine Online Cycle Gas Turbine Control Internet Points Control Internet Points Points
TW	Demo Compan								Control zone Elia Belgium Permit

Prequalification File details screen

# 3.4.2 Completing a Prequalification File

Information and documents for the CMU and Delivery Point(s) that are part of the Prequalification File that are specific to a Delivery Period, need to be added to the Prequalification File before the CRM Candidate submits the Prequalification File to Elia for review.

In case there is missing or inconsistent information for the Prequalification File, a warning message is shown indicating this. To submit the Prequalification File to Elia, the CRM Candidate must complete and/or correct the missing and/or inconsistent information. A warning icon is shown on the 'Delivery Period details' buttons where information is incomplete.

≡		ζγ.							CCGT - GT CMU-Bizia
<b>A</b>	Home	Prequalificat	ion Files 6						
S	Admission Files	Delivery Period					CMU ID		Please fix the following error(s) to be able to submit your Prequalification File:
	Pregualification Files	2026-2027 Y-1	8 2027-2028	Y-2 🔕 202	9-2030 Y-4 😵	×	CMU-Bizj3 😣	CMU-BI	via the CMU and/or Delivery Point(s) 'Edit' menu of your Prequalification File.
ି କ	CMU management	4					NO	FILTER	Dalinary Barled 2020-2020 (Austion Year = V.4)
.995	omo management	CMU Name =	CMU ID 👳	Status 👻	Process =	Delivery Period =	Control Zone 👳	Updat	Delivery Period 2029-2030 (AuctionTear = 1-4)
+	Delivery Point management	CCGT - GT	CMU-BIzia	Saved	Standard	2026-2027 Y-1	Elia Belgium	05/0	Comments for Elia + Add comments
	Notifications history	CCGT - GT	CMU-BIzia	Saved	Standard	2027-2028 Y-2	Elia Belgium	05/0	No comment yet
	Notifications history	CCGT - GT	CMU-BIzia	Saved	Standard	2029-2030 Y-4	Elia Belgium	29/04	
		CCGT - ST	CMU-BIzj3	Saved	Standard	2026-2027 Y-1	Elia Belgium	05/0	CMU details
		CCGT - ST	CMU-BIzj3	<li>Saved</li>	Standard	2027-2028 Y-2	Elia Belgium	05/0	Edit
		CCGT - ST	CMU-Blzj3	<ul> <li>Saved</li> </ul>	Standard	2029-2030 ¥-4	Elia Belgium	29/04	Status Existing Details Number of Delivery Points 1 Control zone Elia Belgium Opt-out Netification Opt-out Netification
									Delivery Points 1 + Add/Remove Delivery Point
									A CCGT-GT DP-BlzhF
									Status Existing Edit
									Type TSO-connected Details
									Technology Combined Cycle Gas Turbine
TW	Tim Wilms								Control zone Elia Belgium Permit

Warning message missing/inconsistent information





When all (mandatory) information and documents have been added to the Prequalification File and there is no inconsistent information, the 'Submit' button to submit the Prequalification File to Elia for review becomes available. In case the Prequalification File needs to be submitted for participation to the Prequalification Process linked to an active Auction period, it is important that the Prequalification File is <u>submitted</u> to Elia. Please note that the availability of the Submission button does not mean that all requirements for the Prequalification of the Prequalification File have been met.

=		Ŋ	en Files d						÷ (	CCGT - GT CMU-Bizia Sevent Updated on 05/05/2025 15:47:24	Archive
n S	Home Admission Files	Delivery Period	on Files 6				CMU ID		@ Yo	our Prequalification File is ready for submission. Would you like to occeed?	Submit 🔶
0	Prequalification Files	2026-2027 Y-1	2027-2028	Y2 🔕 2021	2030 Y4 🔇	×	Сми-вігіз 😒	CMUB	Delivery	Period 2026-2027 (AuctionYear = Y-1)	
(0)	CMU management						NO FI	LTER	Commen	its for Elia	+ Add comments
+	Delivery Point management	CMU Name = CCGT - GT	CMU ID ⊂MU-Blzia	Status  ∓	Process 👳 Standard	Delivery Period	Control Zone 👳 Elia Belgium	Update 05/05	No com	iment yet	
	Notifications history	CCGT-GT CCGT-GT	CMU-Bizia CMU-Bizia	<ul> <li>Saved</li> <li>Saved</li> </ul>	Standard Standard	2027-2028 Y-2 2029-2030 Y-4	Elia Belgium Elia Belgium	05/08	CMU det	alls	

Submit button for Standard Process Prequalification File

In the below sections, the steps to complete the Prequalification File are further detailed. The required information and documents to be provided for the Prequalification File depend on the Prequalification Process. All requirements for a Prequalification File are detailed in the CRM Functioning Rules.

#### 3.4.2.1 Completing a Standard Process Prequalification File

When a Standard Process Prequalification File has been created, it will be in status 'Saved'. To be able to submit a Standard Process Prequalification File, the CRM Candidate must first complete all the required Delivery Period specific information and documents. For more details on what information to provide for a Standard Process Prequalification file, please refer to section '5.2.3 Requirements for the submission of the Prequalification File' in the CRM Functioning Rules.

For a Standard Process Prequalification File, the Delivery Period specific information for the included CMU and Delivery Point must first be completed.

1. Completing the Delivery Period specific details of the CMU in the Standard Process Prequalification File can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.

=	ζγ.	← CCGT-G	T CMU-Bizia
A Home	Prequalification Files 6		Opumero 01 23/04/2020 10:23:00
· · · · · · ·	Delivery Period	CMU ID Please fix th	e following error(s) to be able to submit your Prequalification File:
Edit Delivery Perio	od Details		× Cancel your Prequalification File.
	Step 1		
	CCGT - GT CMU-Bizia	2029-2030 Y-4	+ Add comments
	Document for renouncing the Operating aid 💦 econom	ie	
	E*		
	This document is provided by FPS Economy. Yes	ou can download it <u>here</u> (link to FPS).	Edit
	Derating Factor *		Details
		0	Opt-out Notification
	A Derating Factor is required CMU contains associated DP's *		
	No	\$	+ Add/Remove Delivery Point
	Project ID		
	No project ID yet		
	Existing project ID's + Generate new project ID		Edit
		Edit Delivery Period Details 🗸	🖍 Delivery Period details 🔺
TW Lim wilms Compan_ *		Control zone	Ella Belgium 🖍 Permit

Open Delivery Period Details for the CMU





The Delivery Period specific information to be completed (if applicable to the situation) for a CMU in a Standard Process

Prequalification File is:

- The Derating Factor (mandatory field);
- Indication if the CMU contains associated Delivery Point(s) (mandatory field);
- Project ID (see section '3.4.1.1. Investment file & Project ID' for more details);
- Document for renouncing the Operating aid;
- Declaration of commitment to the energy transition;
- Any possible other document the CRM Candidate would like to add.

When all mandatory information has been added, the changes can be saved by clicking the 'Edit Delivery Period Details button.

2. Completing the Delivery Period specific details of the Delivery Point in the Standard Process Prequalification File can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.

	Prequalification Files 6		BT - GT CMU-Bizia Swed Updated on 29/04/2025 13:29:50	C Archive
H Home	Delivery Period	CMU ID Please		our Prequalification File:
Edit Delivery Peri	od Details		× Cancel	mplete Delivery Period details I your Prequalification File.
	Step 1	2 St	tep 2	
	CCGT - GT DP-BizhF	2029-2030	¥-4	+ Add comments
	Associated Delivery Point? *			
	No	:	<b>`</b>	
	CO2 emission rate in g/kwh *			Edit
				✔ Details
	C02 emission in kgC02/kWe/Year			Delivery Period details     Opt-out Notification
	0			
	CO2 emission attestation & related information			+ Add/Remove Delivery Point
	+ Upload new file	No file has been added y	yet	
			~	Edit
к		Continue →		Details  Period details
Tim Wilms Demo Compan		Control zo	one Elia Belgium	Permit

Open Delivery Period Details for the Delivery Point

The Delivery Period specific information that can be completed for a Delivery Point in a Standard Process Prequalification File is:

#### - For an Additional Delivery Point:

#### <u>Step 1:</u>

- o Indication if the Delivery Point is an Associated Delivery Point (Mandatory);
- o CO2 emission in g/kWh (mandatory in case the Delivery Point has a fossil fueled Technology;
- CO2 emission in kgCO2/kWe/Year;
- Checkbox to indicate that a storage unit is not connected to a generation unit, but to the TSO's or DSO's network (only shown in case a storage related Technology is chosen);
- CO2 emission attestation and related information (mandatory in case the CO2 emission in g/kWh is higher that 0);

#### <u>Step 2:</u>

 Other documents linked to the Delivery Point that you would like to add to the Prequalification File.

By clicking on the 'Edit Delivery Period Details button, the changes will be saved.



#### - For an Existing Delivery Point:

#### <u>Step 1:</u>

- Indication if the Delivery Point is an Associated Delivery Point (Mandatory);
- o CO2 emission in g/kWh (mandatory in case the Delivery Point has a fossil fueled Technology;
- CO2 emission in kgCO2/kWe/Year;
- Checkbox to indicate that a storage unit is not connected to a generation unit, but to the TSO's or DSO's network (only shown in case a storage related Technology is chosen);
- CO2 emission attestation and related information (mandatory in case the CO2 emission in g/kWh is higher that 0);

#### <u>Step 2:</u>

- Grid User Declaration and/or CDS User Declaration, if these documents would be needed. If these documents are not needed, the CRM Candidate can continue without adding any document. These field is only show for Existing Delivery Points;
- Other documents linked to the Delivery Point that you would like to add to the Prequalification File.

By clicking on the 'Edit Delivery Period Details button, the changes will be saved.

When all Delivery Period specific details for both the CMU and all the underlying Delivery Points are completed, the orange warning message will disappear, and a blue banner is shown indicating that the Prequalification File is ready for submission. In case the Prequalification File needs to be submitted for participation to the Prequalification Process linked to an active Auction period, it is important that the Prequalification File is submitted to Elia by clicking on the 'Submit' button. Please note that the availability of the Submission button does not mean that all requirements for the Prequalification of the Prequalification File have been met.

=		Ś							CCGT - GT CMU-Bizie	Archive
* ©	Home Admission Files	Prequalificat	ion Files 6				CMU ID		Your Prequalification File is ready for submission. Would you like to proceed?	Submit 🔶
0	Prequalification Files	2026-2027	Q 2027-2028	1 Y2 🥹 202	9-2030 Y-4 😋	×	CMUB2/3	FILTER	Delivery Period 2026-2027 (AuctionYear = Y-1)	
(0) +	CMU management Delivery Point management	CMU Name T	CMU ID 👻 CMU-Bizia	Status 🔻	Process $ extsf{res}$ Standard	Delivery Period V 2026-2027 Y-1	Control Zone 🐨	Updat-	Comments for Elia 4 No comment yet	Add comments
	Notifications history	CCGT-GT CCGT-GT	CMU-Bizia CMU-Bizia	<ul> <li>Saved</li> <li>Saved</li> </ul>	Standard Standard	2027-2028 Y-2 2029-2030 Y-4	Elia Belgium Elia Belgium	05/05 29/04	CMU details	
		CCGT-ST CCGT-ST CCGT-ST	CMU-Bizj3 CMU-Bizj3 CMU-Bizj3	<ul> <li>Saved</li> <li>Saved</li> <li>Saved</li> </ul>	Standard Standard Standard	2026-2027 Y-1 2027-2028 Y-2 2029-2030 Y-4	Elia Belgium Elia Belgium Elia Belgium	05/05 05/05 29/04	Status Existing Number of Delivery Points 1 Control zone Elia Belgium Otime	idit Dutaila 17 Period detaila
									Delivery Points (1) + Addition	nove Delivery Point
									Status         Existing           Type         TSO-connected           Technology         Conteil and Cycle Gas Turbine           Control zone         Elia Breigium	j <b>dit</b> Dutaiks y Period details Pernsit
TW	Tim Wilms Demo Compan									

Standard Process Prequalification File ready for submission.

See also section 3.4.4 Pregualification file submission for more information on the submission of a Pregualification File.





#### 3.4.2.1.1 Investment file & Project ID

If the Candidate wants to link her Prequalification File to an Investment File that will be sent to the CREG, the CRM Candidate can add a Project ID to her Prequalification File via the 'Delivery Period details' of the CMU.

In the Delivery Period Details for the CMU, the CRM Candidate can add a Project ID that will be used for communication linked to the Investment File with the CREG. The CRM Candidate can:

- Create a new Project ID;
- Select an already created Project ID (in case the Project ID was already created via another Prequalification File and needs to be linked to multiple Prequalification Files).

= X	2	CCGT - GT CMU-Bizia	C Archive
A Home Prequ	alification Files 6	Updated on 29/04/2025 13:29:50	
Edit Delivery Period Details	l Step 1		× Cancel r Prequalification File: plete Delivery Period details our Prequalification File.
3	New battery project CMU-AVNNr	2026-2027 Y-1	
	Document for renouncing the Operating aid 🗲 economie		+ Add comments
8	This document is provided by FPS Economy. You can download it here (link	o FPS).	
	Derating Factor * Category III - Storage 4h - 79.0%	0	Edit
	CMU contains associated DP's *		▶ Details
	No	÷	Delivery Period details     Opt-out Notification
	Project ID No project ID yet		+ Add/Remove Delivery Point
	Existing project ID's + Generate new project ID		
4	Declaration of commitment to the energy transition		> Edit
	Edit D	slivery Period Details 🗸	
		Technology Combined Cycle Gas Tu	urbine 🧪 Delivery Period details 🛕
Tim Wilms Demo Compan		Control zone Elia Belgium	🖍 Permit

Add a Project ID to a Prequalification File





After adding a Project ID to the Prequalification File, the CRM Candidate can indicate if she wants to specify a Degradation Factor, and if yes, add the degradation values.

	Prequalification Files ACC		Standard Demo CMU CMU-9Ac8j		
Edit Delivery Period	Details			× Cancel	
	Step 1				
	Project ID			ĺ	
	PROJECT58805	• • • • • • • • • • • • • • • • • • •			
	Existing project ID's + Replace by a new project ID				
	Yes Degradation factors		۵		
	YEAR	DEGRADATION IN %			
	Year 1	100		4	
(	Year 2	0		,	
		Edit De	livery Period Details 🗸		
Demo Compan 🎽			Control zone Elia Bel	aium	

Adding a Degradation Factor

To save the changes, the CRM Candidate clicks on 'Edit Delivery Period Details'.

It is **important that the CRM Candidate submits the Project ID** to the CREG. Before the Project ID can be submitted, all the Prequalification Files linked to the Project ID first need to be submitted. If all Prequalification Files have been submitted, the Project ID can be submitted via the purple submit button on the purple Project ID banner.

≡		New battery project CMU-AvNNr
A	Home	Prequalification Files 1
	Admission Files	Delivery Period CMU ID CMU ID CMU ID Submit >
	December 16 and an Ellan	2026-2027 Y-1 S CMLPANNIr S
~	Prequalification Files	NO FILTE The project related to this Prequalification File has not yet been submitted
(0)	CMU management	to the CREG.
4	Delivery Point	CMU Name ≑ CMU ID ≑ Status ≑ Process ≑ Delivery Period ≑ Control Zone ₹ Prequalification File(s): CMU-AvNNr-2627 New battery CMU-
_	munugement	project AvNNr Saved Standard 2026-2027 Y-1 Elia Belgium Prease first submit each of the Prequainteation File(s) linked to the project ID to the CREG.
	Notifications history	
		Delivery Period 2026-2027 (Aucuonitear = 1-1)
=		New battery project     CMU-AvNNr       Comparing     Indexed and a comparing
♠	Home	Prequalification Files 1
	Advatastas Ettas	Delivery Period CMU ID The project related to this Prequalification File has not yet
G	Admission Files	2026-2027 Y-1 S CMU-AWNY S E been submitted to the CREG. The project with ID PROJECT10039 currently contains
- 🗢	Prequalification Files	following Prequalification File(s): CMU-AvNNr-2627
(0)	CMU management	4 Delivery Period 2026-2027 (AuctionYear = Y-1)
4	Delivery Point	CMU Name   CMU ID   Status   Process   Delivery Period   Control Zone Commonte for Elia
,	management	New battery CMU-  Project AvNNr Submitted Standard 2026-2027 Y-1 Elia Belgiur No comment vet
$\sim$	Notifications history	

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.





## 3.4.2.2 Completing a Fast-track Prequalification File

When the Fast-track Prequalification File has been created, it will be in status 'Saved'. To be able to submit the Fast Track Prequalification File, the CRM Candidate must first complete all the required Delivery Period specific information and documents. For more details on what information to provide for a Fast Track Prequalification file, please refer to section '5.2.3.3 Requirements for Fast Track Prequalification Process' in the CRM Functioning Rules.

For a Fast Track Prequalification File, the Delivery Period specific information for the included CMU and Delivery Point must first be completed. Then, as it concerns a Fast Track Prequalification File, an Opt-out notification should be done. These steps are described below.

	Prequalification Files 1		WKK - Jumanji FT FT-BPqqI	• Archiv
Admission Files	Delivery Period	CMU ID	Please fix the following error(s) to be able File:	to submit your Prequalification
Prequalification Files	2026-2027 Y-1 🔇 2027-2028 Y-2 🔇 2029-2030 Y-4 🔇 🗙	FT-BPqqi 🔕	Your Prequalification File is incomplet	e. Please complete Delivery
	4	NO FILTI	Period details via the CMU and/or Del Prequalification File.	ivery Point(s) 'Edit' menu of yo
, CMU management	CMU Name 〒 CMU ID 〒 Status 〒 Process 〒 Delivery Period	- Control Zone	<ul> <li>The submitted information regarding inconsistent. The Opt-out Volume has</li> </ul>	regarding the Opt-out Volume i to be equal to the Declared or
Delivery Point management	WKK - FT-BPqqi (Saved Fast track 2029-2030 Y-	4 Elia Belgium	Expected Nominal Reference Power. I Volume in the Pregualification File via	Please check the Opt-Out the 'Edit' menu of your
Notifications history	4	_	Prequalification File.	
			Delivery Period 2029-2030 (AuctionYear = Y-4)	
			Comments for Elia	+ Add comment
			No comment yet	
			CMU details	
			Status Existing	Edit
			Number of Delivery Points 1	✔ Details
			Control zone Elia Belgium	🖍 Delivery Period details 🛕
Demo Compan				

Fast Track Prequalification File to be completed before submission

1. Completing the Delivery Period specific details of the CMU in the Fast Track Prequalification File can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.

≡ A Home	Prequalification Files 1	WKK - Jumanji FT FT-BPqqi C Saved Updated on 06/05/2025 1	3:24:35
Edit Delivery	Period Details	× Car	submit your Prequalification ncel Please complete Delivery y Point(s) 'Edit' menu of your
	WKK - Jumanji FT FT-BPqqi Derating Factor *	2029-2030 Y-4	arding the Opt-out Volume is be equal to the Declared or use check the Opt-Out s 'Edit' menu of your
	A Derating Factor is required Other documents to join to the Prequalification File ⑦ + Uplead new file	No file has been added yet	+ Add comments
		~	Edit Details
Tim Wilms Demo Compan	\$	Edit Delivery Period Details 🗸	Opt-out Notification

Open Delivery Period Details for Fast Track CMU

The Delivery Period specific information to be completed for a CMU in a Fast Track Prequalification File is:

- The Derating Factor (mandatory field);
- Any other possible document the CRM Candidate would like to add.

By clicking on the 'Edit Delivery Period Details' button, the changes will be saved.





2. Completing the Delivery Period specific details of the Delivery Point in the Fast Track Prequalification File can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.

	Prequalification Files 1	KKK - Jumanji FT FT-BPqol G Sevel Updeted on 06/05/2025 13:31:48	Archive
Edit Delivery	Period Details Step 1	× Cancel	+ Add comments
	WKK - Jumanji DP-BPqdM Grid User Declaration B CDS User Declaration B	2029-2030 V-4	Edit Details Delivery Period details Opt-out Notification
Tim Wilms	Other documents to join to the Prequalification File + Uplant new file	Edit Delivery Period Details V Control zone Elia Belgium	Edit Details elivery Period details

Open Delivery Period Details for Fast Track CMU

The Delivery Period specific information that can be completed for a Delivery Point in a Fast Track Prequalification File is:

- A Grid User Declaration and/or CDS User Declaration, if these documents would be needed. If these
  documents are not needed, the CRM Candidate can continue without adding any document. These field
  is only show for Existing Delivery Points;
- Any possible other documents the CRM Candidate would like to add.

By clicking on the 'Edit Delivery Period Details button, the changes will be saved.

3. For a Fast Track Prequalification File, the CRM Candidate must first add the Opt-out notification information before being able to submit the File. Adding an Opt-out notification for the Prequalification File can be done by opening the 'Opt-out Notification wizard' via the Edit menu for the CMU.

=		KK - Jumanji FT FT-BPqqi Saved Updated on 06/05/2025 13:31:4	8 Archive
Edit Opt-out	Notification	× Cancel	submit your Prequalification
	1 Step 1		arding the Opt-out Volume is be equal to the Declared or ase check the Opt-Out
	(Provisional) CMU Nominal Reference Power (in MW): 16.98 Opt-out		e 'Edit' menu of your
	Other (16.98 MW) Reason Volume (in MW)	+ 444	+ Add comments
	v Total Opt-out Volume (in MW): 16.98		Edit
	Motivational letter and/or other documents related to Opt-out + upload new file No file has been	n added yet	Details Period details Opt-out Notification
	Edit Opt-out Notification		+ Add/Remove Delivery Point
Tim Wilms Demo Compan	÷	- Jumanji DP-BPqqM	

Open Opt-out Notification for Fast Track CMU

The CRM Candidate should add Opt-out reasons and associated Volumes until the Total Opt-out Volume matches the (Provisional) CMU Nominal Reference Power.

When the Total Opt-out Volume is equal to the CMU (Provisional) Nominal Reference Power, the 'Edit Optout Notification' button becomes available, and the CRM Candidate can save the Opt-out notification.





When all Delivery Period specific details for both the Fast Track CMU and the Delivery Point are completed, and the Opt-out notification has been updated to match the (Provisional) CMU Nominal Reference Power, the orange warning message will disappear, and a blue banner is shown indicating that the Prequalification File is ready for submission. In case the Prequalification File needs to be submitted for participation to the Prequalification Process, it is important that the Prequalification File is submitted to Elia by clicking on the 'Submit' button. Please note that the availability of the Submission button does not mean that all requirements for the Prequalification of the Prequalification File have been met.

≡	ζΥ.	WKK - Jumanji FT FT-BPqqi () Sived Updated on 06/05/2025 13:39:22
✿ Home ▲ Admission Files	Prequalification Files         CMU ID           Delivery Period         CMU ID           2026-2027         V1 ©         2027-3028         V2 ©         2029-2030         V4 ©         X         FEBreat	Your Prequalification File is ready for submission. Would you Salama >
<ul> <li>Prequalification Files</li> <li>CMU management</li> <li>Delivery Point management</li> </ul>	NO FILTI CMU Hams マ CMU ID マ Status マ Process マ Delivery Period マ Control Zone WKK・	Delivery Period 2029-2830 (AuctionYear = Y-4) Comments for Elia + Add comments No comment yet
Notifications history	Jumanji FT PPPNU (U sano) Past taok 2029-2000 P4 Esia seguuni	CMU details Status Existing Edit
		Number of Delivery Points 1 Details Control zone Elia Belgium Optiout Notification Optiout Notification
		Delivery Points 1 + Add/Remove Delivery Point
Tim Wilms Demo Compan 🗘		Status         Existing           Type         CDS-connected (TSO grid)           Technology         Combined Heat and Power

Fast Track Prequalification File ready for submission.

See also section 3.4.4 Prequalification file submission for more information on the submission of a Prequalification File.

#### 3.4.2.3 Completing a Specific Process Prequalification File

When the Specific Process Prequalification File has been created, it will be in status 'Saved'. To be able to submit the Specific Process Prequalification File, the CRM Candidate must first complete all the required Delivery Period specific information and documents. For more details on what information to provide for a Specific Process Prequalification file, please refer to section '5.2.3 Requirements for the submission of the Prequalification File' in the CRM Functioning Rules.

For a Specific Process Prequalification File, only the Delivery Period specific information for the included CMU must first be completed. How to do this is described below.

1. Completing the Delivery Period specific details of the CMU following the Specific Prequalification Process can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.





=				MU Demo VCMU-BPrXr	Archive
*	Home	Pregualification Files 14		Saved Updated on 06/05/2025 14:09:05	
	_	17	VCMII Demo vcmi	11.89.97	submit your Prequalification
	Edit Delivery F	Period Details		× Cancel	Please complete Delivery
<b>1</b>		1 Step 1			ry Point(s) 'Edit' menu of your
+	1	VCMU Demo vcmu-BPrXr	2026-2	2027 Y-1	± Add commonte
		Declared Eligible Volume (in MW) *			+ Add comments
		2.50		_	_
		Other documents to join to the Prequalification File ⊘			
		+ Upload new file	No file has been ad	idded yet	Edit
					Details Delivery Period details
			Edit Delivery Period Details 🗸		
	Uemo Compan	project AvNNr V Suomitteo Stanoaro			
TW	Tim Wilms Demo Compan	CGP FT-Bizcr  Approved Fast track 20 CGP	026-2027 Y-1		

Open Delivery Period Details for VCMU

The Delivery Period specific information that can be completed for a CMU in a Specific Process Prequalification File is:

- The Declared Eligible Volume (mandatory field);
- Any other possible document the CRM Candidate would like to add.
- By clicking on the 'Edit Delivery Period Details' button, the changes will be saved.

When all Delivery Period specific details for the CMU in the Specific Process Prequalification File the orange warning message will disappear, and a blue banner is shown indicating that the Prequalification File is ready for submission. In case the Prequalification File needs to be submitted for participation to the Prequalification Process linked to an active Auction period, it is important that the Prequalification File is submitted to Elia by clicking on the 'Submit' button. Please note that the availability of the Submission button does not mean that all requirements for the Prequalification of the Prequalification File have been met.

≡	VCMU Demo VCMU-BPrXr
🛧 Home	Prequalification Files 1
Admission Files	Delivery Period CMU ID Wour Prequalification File is ready for submission. Would you like to proceed?
Prequalification Files	2015-0021 11 1 2012-2028 12 20 2022-2030 14 20 4 20 2026-2027 (AuctionYear = V-1)
😥 CMU management	4 Comments for Elia + Add comments
4 Delivery Point	CMU Name
management	VCMU Demo BPrXr ③ Saved Specific 2026-2027 Y-1 Ella Belgium
Notifications history	CMU details
	Number of Delivery Points 0
	Control zone Elia Belgium Details
	Delivery Period details
Tim Wilms Demo Compan	

Specific process Prequalification File ready for submission.

See also section 3.4.4 Pregualification file submission for more information on the submission of a Pregualification File.





# 3.4.3 Submitting a Prequalification File

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

≡		<b>N</b>		Submit	Prequalifica	tion File?	CCGT - GT CMU-Bizia
↑ ©	Home Admission Files	Prequalificat Delivery Period	tion Files 1	3 You are al are you su	bout to submit are you want to	this Prequalification F proceed?	(c) Saved Updated on 05/05/2025 15:47:24 le, Your Prequalification File is ready for submission. Would you like to proceed?
- 🤣	Prequalification Files	2026-2027 Y-	1 🛿 2027-20	128 Y-2 😵		Cancel Con	firm Del 2 priod 2026-2027 (AuctionYear = Y-1)
(0)	CMU management	•				NO FILTE	Comments for Elia + Add comments
4	Delivery Point management	CMU Name = New battery	CMU ID = CMU- AvNNr	Status 😇	Process 👻	Delivery Period = 2029-2030 Y-4	No comment yet
	Notifications history	CCGT - GT	CMU-BIzia	<ul> <li>Saved</li> </ul>	Standard	2026-2027 Y-1	CMU details
		CCGT - GT	CMU-BIzia	Saved	Standard	2027-2028 Y-2	Statue Evicting Edit
		CCGT - GT	CMU-BIzia	Saved	Standard	2029-2030 Y-4	Number of Delivery Points 1 Details
		CCGT - ST	CMU-Blzj3	<ul> <li>Saved</li> </ul>	Standard	2026-2027 Y-1	Control zone Elia Belgium
		CCGT - ST	CMU-Blzj3	<ul> <li>Saved</li> </ul>	Standard	2027-2028 Y-2	Opt-out Notification
		CCGT - ST	CMU-Blzj3	<ul> <li>Saved</li> </ul>	Standard	2029-2030 Y-4	
		WKK - Jumanji FT	FT-BPqqi	<ul> <li>Saved</li> </ul>	Fast track	2029-2030 Y-4	Delivery Points 1 + Add/Remove Delivery Point
		New battery project	CMU- AvNNr	Submitted	Standard	2026-2027 Y-1	CCGT-GT DP-BizhF
		New battery project	CMU- AvNNr	⊘ Approved	Standard	2027-2028 Y-2	Statue Evicting
		CGP Hogwarts	FT-Bizcr	Approved	Fast track	2026-2027 Y-1	Type TSO-connected
TW	Tim Wilms Demo Compan	CGP Hogwarts	FT-Blzcr	Approved	Fast track	2027-2028 Y-2	Technology Combined Cycle Gas Turbine  Cellivery Period details
		1.4.7.17					

Submit Prequalification File

The Prequalification File status will change to 'Submitted'.

=		Ŋ						€ CCGT-G	CMU-Bizia	S Archive
🔒 Home		Prequalifica	tion Files 1	3				Delivery Period 2026	Updated on 06/05/2025 13:56:33	3
Admiss	sion Filos	Delivery Period				CMU ID		,		
Admiss	SION Flies	2026-2027 Y-	1 🔕 2027-20	28 Y-2 😵 2029-2030 Y-4	8 ×	All		Comments for Elia		+ Add comments
🔮 Prequa	lification Files							No comment yet		
ିମ୍ପି CMU m	nanagement	4					NO FILTE			
4 Delivery	y Point	New battery project	CMU- AvNNr	Provisionally rejected	Standard	2029-2030	Y-4	CMU details		
manage	ement	CCGT - GT	CMU-Bizia	<ul> <li>Saved</li> </ul>	Standard	2027-2028	Y-2	Status	Existing	Edit
Motifica	ations history	CCGT - GT	CMU-Blzia	<ul> <li>Saved</li> </ul>	Standard	2029-2030	Y-4	Number of Delive	ery Points 1	Details
		CCGT - ST	CMU-BIzj3	Saved	Standard	2026-2027	Y-1	Control zone	Elia Belgium	Delivery Period details
		CCGT - ST	CMU-BIzj3	Saved	Standard	2027-2028	Y-2			
		CCGT - ST	CMU-BIzj3	Saved	Standard	2029-2030	Y-4	Delivery Points 1		+ Add/Remove Delivery Point
		WKK - Jumanji FT	FT-BPqqi	Saved	Fast track	2029-2030	Y-4			
		New battery project	CMU- AvNNr	Submitted	Standard	2026-2027	Y-1	CCGT-GT DF	P-BlzhF	
		CCGT - GT	CMU-Bizia	Submitted	Standard	2026-2027	Y-1	Status	Existing	Edit
		New battery project	CMU- AvNNr	⊘ Approved	Standard	2027-2028	Y-2	Туре	TSO-connected	Details
		CGP Hogwarts	FT-Blzcr	⊘ Approved	Fast track	2026-2027	Y-1	Technology	Combined Cycle Gas Turbine	Pelivery Period details
-		CGP Hogwarts	FT-Blzcr	⊘ Approved	Fast track	2027-2028	Y-2	Control zone	Elia Belgium	/ Permit
Tim Wi Demo C	Compan	CGP Hogwarts	FT-Blzcr	⊘ Approved	Fast track	2029-2030	Y-4			

Submitted Prequalification File

**WARNING**: Please note that once 'Submitted', it will not be possible for the CRM Candidate to edit general details for the CMU and Delivery Point, and Delivery Period specific details for the Prequalification File.





### 3.4.4 Updating a Prequalification File after submission

#### 3.4.4.1 Opt-out Notifications changes (after Prequalification File submission)

A CRM Candidate can change the Opt-out Volume for her Standard Process Prequalification File until 06h00 on the Bid submission deadline (September 30<sup>th</sup>). To change the Opt-out Volume, the CRM Candidate clicks on 'Opt-out notification' in the Edit-menu for the CMU in the Prequalification File.

Home	Prequalification Files 12	← New battery project CMU-AvNNr ⊘ Approved Updated on 05/05/2025 15:47:23
Admission Files     Prequalification Files	Delivery Period	CMU ID CMU ID Comments for Elia No comment yet
CMU management	∢ CMU Name ≂ CMU ID ≂ Status ≂ Process ≂	r Delivery Period ╤ CMU details
management	New battery CMU- project AVNNr Provisionally rejected Standard	2029-2030 Y-4 Status Additional Edit
Notifications history	CCGT - GT CMU-Bizia (•) Saved Standard CCGT - GT CMU-Bizia (•) Saved Standard	2026-2027         Y-1         Number of Delivery Points         1         usuality           2027-2028         Y-2         Control zone         Elia Belgium         Delivery Period details
	CCGT - GT CMU-Bizia 💽 Saved Standard	2029-2030 Y-4
	CCGT - ST CMU-Bizj3 ( Saved Standard CCGT - ST CMU-Bizj3 ( Saved Standard	2026-2027 Y-1 Delivery Points 1 + Add/Remove Delivery Point 2027-2028 Y-2
	CCGT - ST CMU-Bizj3 💿 Saved Standard	2029-2030 Y-4 New battery project DP-Biv9r
	New battery CMU- O Approved Standard project AvNNr Approved Standard	2026-2027 Y-1 Status Additional Edit
	project AvNNr Approved Standard	2027-2028 Y-2 Type TSO-connected Details
	Hogwarts CGP FT-Bizcr O Approved Fast track	Zugarsenance         Technology         Large-scale batteries         Dervery removing memory           2027-2028         Y-2         Control zone         Elia Belgium         Image: Technical Agreement
Tim Wilms Demo Compan	CGP FT-Bizer O Approved Fast track	2029-2030 Y-4

How to open the Opt-out notification screen

Note: If an Opt-Out is not possible for the Prequalification File (due to Control Zone, timing, Delivery Period, Process...) the Opt-out notification option is not shown in the menu.

In the Edit Opt-out Notification screen, the CRM Candidate can add Opt-out reasons and associated Volumes. This can be done by selecting a Reason, adding a Volume for the reason and then clicking the '+ Add'-button.

=	C	New battery project CMU-AvNNr	
Edit Opt-out Notification			× Cancel
	1 Step 1		
	(Provisional) CMU Nominal Reference Power (in MW): 125		<u>^</u>
	Opt-out		
	No Opt-out Volume has been added yet		
	Reason Vo	ume (in MW) + Add	
	Total Opt-out Volume (in MW): 0		
	Reference Power (in MW): 125 Provisional (Remaining) Eligible Volume: 98.75 Provisional (Remaining) Eligible Volume incl. Associated DP(s) (in MW): 0		
	Motivational letter and/or other documents related to Opt-out		
	+ Upload new file	No file has been added yet	
			· · · ·
		Edit Opt-out Notification 🗸	
Demo Compan Y Hogwa	arts Filozof @ Approved Fasculark 2029-2030 Fil		

Opt-out notification screen – Add Opt-out Volume





When adding Opt-out Volumes, the Total Opt-out Volume is automatically calculated. Also, the impact on the Reference Power, (Remaining) Eligible Volume and (Remaining) Eligible Volume incl. Associated DP(s) is shown directly after adding an Opt-out Volume. This way, the CRM Candidate can directly see the impact of the Opt-out on the Volumes. Please note that, until the Prequalification File has reached the 'Prequalified status', the Volumes shown are 'Provisional' (=based on the Volumes provided by the CRM Candidate via her Prequalification File) and can be subject to change.

In case the CRM Candidate needs to provide a Motivation Letter linked to the Opt-out notification for a Y-1 Auction, this can be done on this screen as well via the 'Motivational letter and/or other documents related to Opt-out' field.

■ X	← New battery project CMU-AWAW	Archive
Edit Opt-out Notification		× Cancel
	O Step 1	
	(Provisional) CMU Nominal Reference Power (in MW): 125 Opt-out	•
	Not contributing for Adequacy (1 MW)	- 1
	Reason         Volume (in MW)           C         + Add	_
	Total Opt-out Volume (in MW): 1	
	Reference Power (in MW): 124 Provisional (Remaining) Eligible Volume: 97.96 Provisional (Remaining) Eligible Volume incl. Associated DP(s) (in MW): 0	- 1
	You have selected an Opt-out reason which mandates that you upload a motivational letter. Please upload it here.	
	Motivational letter and/or other documents related to Opt-out *	
	+ Upload new file No file has been added yet	
4		- · · ·
	Edit Opt-out Notification 🗸	
SM Muyldermans Compan		1000

Opt-out notification screen – Motivational letter





### 3.4.4.2 Permit status and document updates (after Prequalification File submission)

After submission of a Standard Process Prequalification File, it is still possible to update certain details and document for the Permits that are required for a Standard Process Prequalification File via a separate permit pop-up screen that can be opened via the 'Permit' option in the edit menu for the Delivery Point in the on the Delivery Point management or Prequalification Files screen.

=		ζγ.					← New battery project DP-Blv9r Updated on 06/05/2025 09:43:35
A	Home	Delivery Points 4					
S	Admission Files	4				NO FILTE	Comments for Ella + Add comments No comment yet
0	Prequalification Files	Name =	ID =	Control Zone =	Status \Xi	Updated On	
6	CMU management	CHP Hogwarts	DP-BlzcQ	Elia Belgium	Existing	06/05/2025	Details
		New battery project	DP-Blv9r	Elia Belgium	Additional	06/05/2025	Status Additional Edit
*	Delivery Point management	CCGT-ST	DP-BlziB	Elia Belgium	Existing	17/04/2025	Type TSO-connected
	Notifications history	CCGT-GT	DP-BizhF	Elia Belgium	Existing	17/04/2025	Technology Large-scale batteries Control zone Elia Belgium Pemit Included in CMU(s) • New battery project - CMU-AvNNr
	Tim Wilms Demo Compan						

Opening the permit update screen via Delivery Point

≡		<b>V</b>					New battery project CMU-AvNNr     Approved Updated on 05/05/2025 15/07/23
<b>†</b>	Home Prequalification Files 12 Delivery Period CN				CMU ID	Delivery Period 2026-2027 (AuctionYear = Y-1)	
<b>*</b>	Prequalification Files	2026-2027 Y-	1 8 2027-20	28 Y-2 🔇 2029-2030 Y-4	8 ×	All	Comments for Elia + Add comments No comment yet
(0) 4	CMU management Delivery Point	∢ CMU Name =	CMU ID 👳	Status =	Process =	Delivery Period =	CMU details
_	management	New battery project	CMU- AvNNr	Provisionally rejected	Standard	2029-2030 Y-4	Status Additional Edit
~	Notifications history	CCGT - GT	CMU-BIzia	<ul> <li>Saved</li> <li>Saved</li> </ul>	Standard Standard	2026-2027 Y-1 2027-2028 Y-2	Number of Delivery Points         1           Control zone         Elia Belgium
		CCGT - GT	CMU-Bizia	Saved	Standard	2029-2030 Y-4	Opt-out Notification
		CCGT - ST CCGT - ST	CMU-Blzj3 CMU-Blzj3	<ul> <li>Saved</li> <li>Saved</li> </ul>	Standard	2026-2027 Y-1 2027-2028 Y-2	Delivery Points 1 + Add/Remove Delivery Point
		CCGT - ST	CMU-Bizj3	Saved	Standard	2029-2030 Y-4	New battery project DP-Blv9r
		New battery project	CMU- AvNNr	⊘ Approved	Standard	2026-2027 Y-1	Status Additional Edit
		New battery project	CMU- AvNNr	⊘ Approved	Standard	2027-2028 Y-2	Type TSO-connected Details
		Hogwarts	FT-Bizer	Approved	Fast track	2026-2027 Y-1	Technology Large-scale batteries Delivery Period details
тw	Tim Wilms	Hogwarts CGP Hogwarts	FT-BIZCT	Approved     Approved	Fast track	2027-2028 Y-2 2029-2030 Y-4	Control zone Ella Belgium

Opening the permit update screen via Prequalification File

In the Permit screen, the CRM Candidate can make changes to the permit status and documents for the Permit required under regional regulations for the construction and/or the operation of the capacity and Permit for production or storage.

The following sections describe the possible changes to perform in further detail.





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

In the first step of the Permit screen, the documents and values for the permit required under regional regulations for the construction and/or the operation of the capacity can be updated. This can be done for each Delivery Point in the Prequalification File for any Prequalification status, until 06h00 on September 30<sup>th</sup>. When done, depending on the CMU status, the CRM Candidate should click on 'Continue' or 'Save'. Elia will be notified about the updates after they are saved.

-	Prequalification Files ACC	Standard Demo CMUL CMULANCE	
Edit Permits			× Cancel
	1 Step 1	(2) Step 2	
	Permits that are required under regional regulations for the construction and	or the operation of the capacity	
	DP-9Ac86		
	Regional permit document.pdf (185.68 kB)	•	
	+ Upload new file		
	Validity period		
	Valid until		
	31/10/2030		
.4			,
		Continue →	
uemo compan		13hc 130-00	meuteu

Updating information for permit that is required under regional regulations for the construction and/or the operation of the capacity

#### 3.4.4.2.2 Information related to production or energy storage permit

In case of an Additional Delivery Point, the CRM Candidate possibly must provide a Permit for production or energy storage. For information on when this permit must be provided and what information is then needed, can be found in section '5.2.3.1.1 General requirements for a Delivery Point' or the CRM Functioning Rules and on the website of the FPS/FOD Economy.

In case the CRM Candidate indicated during submission of her Prequalification File that the Permit for production or energy storage has not yet been obtained and only provided proof that a request has been introduced, she **should provide the obtained permit document at the latest twenty days before the deadline for submitting Bids** in connection with the auctions. This can be done in step 2 of the separate permit pop-up.

-	Pregualification Files ACC	Standard Demo CMLL CMLLOACS	
Edit Permits			× Cancel
	Step 1	Step 2	í
	Permit for production or storage		^
	Has the production or energy storage permits already been obtained?		
	Yes	\$	
	Document(s) for the production or storage permit		
	Permit document for production and storage.pdf (185.68 kB)		
	+ Upload new file		
۰	← Back	Save 🗸	
Demo compan	, such	Type Toologi	medied
			-

Updating information related to the permit for production or energy storage

When done the CRM Candidate should click on 'Save'. Elia will be notified about the updates after they are saved.





## 3.4.4.3 Technical Agreement status update (after Prequalification File submission)

In case the CRM Candidate added an EDS ID (or MIC ID) for her Delivery Point and indicated that the Technical Agreement was not obtained yet, she can update this value when the Technical Agreement is obtained via a separate screen. Note that to be Prequalified, the **Technical Agreement must be obtained no later than the 25th of August preceding the Auction concerned.** 

To indicate that the Technical Agreement has been obtained, the CRM Candidate can click on the 'Technical Agreement' option in the edit menu for the Delivery Point.

≡		ζγ.					← New battery project DP-Biv9r Updated on 17/04/2025 10:35:19
<b>†</b>	Home Admission Files	Delivery Points 4				NO FILTE	Comments for Elia + Add comments No comment yet
😒 (6)	Prequalification Files	Name	ID = DP-BlzcQ	Control Zone \Xi Elia Belgium	Status = Existing	Updated On 06/05/2025	5 Details
4	Delivery Point	New battery project CCGT - ST	DP-Blv9r DP-BlziB	Elia Belgium Elia Belgium	Additional Existing	17/04/2025 17/04/2025	5 Status Additional Edit
	Notifications history	CCGT - GT	DP-BizhF	Elia Belgium	Existing	17/04/2025	Technology     Large-scale batteries       Control zone     Elia Belgium   Included in CMU(s)       • New battery project - CMU-AvNNr

Open Technical Agreement screen

In the pop-up window, the candidate can change the Technical Agreement status. When done, clicking the 'Save' button saves the changes and notifies Elia about this change.

Prequalification Files ACC	Standard Demo CMIL CMILANCE
Have you already obtained your technical agreement?	× Cancel
Step 1	
This information is mandatory if a signed technical agreement is required according to the c	onnection process (cf. Federal Grid Code).
EDS ID (or MIC ID)	Obtained? *
EDS-1234	Yes 🗘
4	· _ ·
	Save 🗸
uemo compan	Type Too-connected

Technical Agreement screen





### 3.4.4.4 Permitting Milestone status update

The CRM Candidate can manage the Permitting Milestone details for an Additional CMU via the 'CMU Management' screen. To change the details related to the Permitting Milestone, the CRM Candidate can click on the 'Edit Permitting Milestone' option in the edit menu for the CMU.

≡		<b>N</b>					← New battery project CMU-AvNNr Updated on 17/04/2025 15:33:41	• Hide
A	Home	CMUs 4					CMU INFORMATION CMU PREQUALIFICATION HISTORY	
S	Admission Files	•				NO FILTE	Comments for Elia + Add (	comments
- 🗇	Prequalification Files	Name =	ID =	Prequalification Process $=$	Control Zone 📼	Туре \Xi	No comment yet	
(0)	CMU management	CGP Hogwarts	FT-Blzcr	Fast track	Elia Belgium	Existing		
4	Delivery Point	New battery project	CMU- AvNNr	Standard	Elia Belgium	Additional	CMU details	
	management	CCGT - ST	CMU-BIzj3	Standard	Elia Belgium	Existing	Status Additional Edit	
	Notifications history	CCGT - GT	CMU-Bizia	Standard	Elia Belgium	Existing	Number of Delivery Points 1 Control zone Elia Belgium Edit Permitting Mile	estones
							Delivery Points 1 + Add/Remove Del	livery Point

Open Permitting Milestone screen

In the pop-up window, the candidate can change the Permitting Milestone details. When done, clicking the 'Edit Permitting Milestone' button saves the changes and notifies Elia about this change. Elia will then review the documents and determine if the Permitting Milestone indeed has been reached.

-		New battery project CMU-AVNNr	_
Edit Permitti	ng Milestones		× Cancel
	Step 1		
	Permitting Milestone applies? *		
	Yes	٥	
	Permitting Milestone reached? *		
	Yes	\$	
	Document(s) that prove the permitting milestone has been reached $\star$ $\space{3}$	٥	
	Regional permit document.pdf (185.68 kB)		
	Permit document for production and storage.pdf (185.68 kB)		
	Permit document for production and storage - doc 2.pdf (185.68 kB)		
	+ Upload new file		
		Edit Permitting Milestones 🗸	
Demo Compan			

Permitting Milestone pop-up





# 3.4.5 NRP Approval/Contestation

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

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

=		ζγ.					CHP Hogwarts DP-BizcQ Updated on 06/05/2025 09:39:40	• Hide
A	Home	Delivery Points 4					Community for Elia	
S	Admission Files	۰.				NO FILTE	No comment yet	comments
0	Prequalification Files	Name 🔻	ID 👻	Control Zone 🛛 😇	Status 🔻	Updated On		
(0)	CMU management	CHP Hogwarts	DP-BlzcQ	Elia Belgium	Existing	06/05/2025	5 Details	
		New battery project	DP-Blv9r	Elia Belgium	Additional	17/04/2025	5 Status Existing	
1	management	CCGT-ST	DP-BlziB	Elia Belgium	Existing	17/04/2025	5 Edit Type TSO-connected	
	Notifications history	CCGT-GT	DP-BizhF	Ella Belgium	Existing	17/04/2025	Technology Combined Heat and Power Details	
-	Houncations matory						Control zone Elia Belgium	
	Tim Wilms 🗘						Nominal Reference Power Nominal Reference Power (in MW) 15.64 Nominal Reference Power status PContest Included in CMU(s) • CQP Hogwarts - FTBIzcr	

Approve or contest NRP

If the Candidate clicks on 'Approve' button, a pop-up window will open where the Candidate can submit her decision by clicking on 'Submit' button. If the Candidate clicks on 'Contest' button, a pop-up window will open where the CRM Candidate must give a 'reason' for her contestation before submitting her reaction via the 'Submit' button. In both cases, the decision of the Candidate will be automatically sent to Elia.





# 4. Evolution in time of a Prequalification File

This part of the user manual covers:

- Resubmitting a Prequalification File already available for Delivery Period 2026-2027 for participation to the Prequalification Process linked to the Y-1 Auction 2025;
- Resubmitting a Prequalification File already available for Delivery Period 2027-2028 for participation to the Prequalification Process linked to the Y-2 Auction 2025;
- Renewal of a previously submitted Prequalification File towards Delivery Period 2029-2030 for participation to the Prequalification Process linked to the Y-4 Auction of 2025.

# 4.1 Participation to Y-1 and/or Y-2 with a Prequalification File already available for the Delivery Period

In case the CRM Candidate already created a Prequalification File for Delivery Period 2026-2027 or 2027-2028 during the Prequalification period for the Y-4 Auction in 2021 or 2022, this Prequalification File can be re-used (renewed) for the Prequalification Process linked to the Y-1 or Y-2 Auction in 2025.

≡		<b>X</b>			🛨 User Manual 🛛 🖬 Investment files
A	Home	Prequalification	Files 6		+ Create Prequalification File
S	Admission Files	Delivery Period	2027 2028 V.2 A 2020 2020 V.4 A X	CMU ID	X Group by status
	Prequalification Files	2020-2027 1-1	2027/2020 112 2023/2030 114 20		
[0]	CMU management	-			•
4	Delivery Point management	CCGT - GT	CMU-BIzia O Prequalification Expired Standard	2026-2027 Y-1 Elia Belgium	05/05/2025 10:09:54
$\sim$	Notifications history	CCGT - GT	CMU-BIzia (O Prequalification Expired Standard	2027-2028 Y-2 Elia Belgium	29/04/2025 13:30:43
_	,	CCGT - GT	CMU-BIzia Oproposed for renewal Standard	2029-2030 Y-4 Elia Belgium	29/04/2025 13:29:50
		CCGT - ST	CMU-Blzj3 O Prequalification Expired Standard	2026-2027 Y-1 Elia Belgium	05/05/2025 10:10:00
		CCGT - ST	CMU-BIzj3 O Prequalification Expired Standard	2027-2028 Y-2 Elia Belgium	29/04/2025 13:30:41
		CCGT - ST	CMU-BIzj3 C Proposed for renewal Standard	2029-2030 Y-4 Elia Belgium	29/04/2025 13:29:50

Prequalification Files already available for Delivery Period 2026-2027 and 2027-2028

Depending on the situation, process and contracted status, the CRM Candidate can take certain actions for the Prequalification File already available for 2026-2027 or 2027-2028. These are described in the section below.





<u>Note</u>: When previously Prequalified Prequalification Files would be 'Expired', the CRM Candidate can 're-use' these Files by clicking on 'Prepare resubmission'. The Prequalification File will go to 'Saved' so it can be updated (if needed) and then submitted to Elia for review.

=		Renewal test CMU CMU-3YesL
A	Home	Prequalification Files 1
0	Admission Files	Delivery Period CMU ID Delivery Period 2027-2028 (AuctionYear = Y-2)
		2026-2027 Y-1 🕲 2027-2028 Y-2 🕲 2029-2030 Y-4 🕲 × CMU-3Y-85L 🕲 Prequalification File evolution in time 🗘
- 🗢	Prequalification Files	
6	CMU management	4 NO FILLE
4	Delivery Point	CMU Name  CMU ID CMU Name CMU ID CMU Status CMU Status CMU Status CMU Status CMU ID Comments CMU ID Comments CMU ID CMU Status CMU ID CMU ID CMU ID CMU ID C
,	management	Renewal test CMU OPregualification Expired Standard 2027-2028 Y-2 E
$\simeq$	Notifications history	CMU details
		Status Additional Edit
		Number of Delivery Points 1 Details
		Control zone Elia Belgium Delivery Period details
		Optional Mathematication

Prepare for resubmission a Prequalification File that has 'Expired'

# 4.1.1 Renewal of a Standard Process Prequalification File already available for Delivery Period 2026-2027 and 2027-2028

In case the CRM Candidate wants to renew a Standard Process Prequalification File already available for Delivery Period 2026-2027 or 2027-2028 to participate to possibly submit a bid in the 2025 Y-1 and/or Y-2 Auction, she can just re-use this Prequalification File. She just needs to update the information to be in line with the latest Functioning Rules and submit the Prequalification File. To update the Prequalification File, it needs to be in a status 'Saved'. If the status would be 'Expired', you can put it to 'Saved' by using the 'Prepare resubmission' button as described above.

If the CRM Candidate does not want to renew a Standard Process Prequalification File already available for Delivery Period 2026-2027 or 2027-2028 to participate to the Prequalification Process to possibly submit a bid in the 2025 Y-1 and/or Y-2 Auction, the actions she can do depend on the fact if there is an obligation to submit a Prequalification File and on the fact if the CMU is already contracted (engaged in a Transaction) for the Delivery Period related to the Prequalification. The action the CRM Candidate should take, are described in the figure below:



Renewal of a Standard Process Pregualification File already available for Delivery Period 2026-2027 and 2027-2028





In case the CMU would be contracted for a Transaction Period, that (partially) overlaps with the Delivery Period to which the Prequalification File relates, the CRM Candidate can indicate upon submission if she intends to possibly submit a bid in the Auction linked to the Delivery Period. A pop-up will be shown and in the dropdown the CRM Candidate should indicate that she wants to submit a bid in the linked Auction be selecting "Yes, I intend to submit a bid in the Auction" in the dropdown.

Intention to participate to the Auction					
Do you have the intention to Prequalify this CMU in ord a Bid in the Auction linked to this Delivery Period	der to possi	bly submit			
	Cancel	Confirm			
Yes, I intend to possibly submit a bid in the Auction.					

Intention to participate to the Auction

# 4.1.2 Renewal of a Fast Track Process Prequalification File already available for Delivery Period 2026-2027 and 2027-2028

In case the CRM Candidate wants to renew a Fast Track Process Prequalification File already available for Delivery Period 2026-2027 or 2027-2028, she can just re-use this Prequalification File. She just needs to update the information to be in line with the latest Functioning Rules and submit the Prequalification File.

If the CRM Candidate does not want to renew the Fast Track Process Prequalification File already available for Delivery Period 2026-2027 or 2027-2028 but wants to participate to the Prequalification Process to possibly submit a bid in the 2025 Y-1 and/or Y-2 Auction, she can submit Standard Process Prequalification Files for the Delivery Points and Archive the Fast Track Prequalification Files already available.

In case the CRM Candidate does not want to renew the Fast Track Process Prequalification File already available for Delivery Period 2025-2026 but has an obligation to submit a Prequalification File, she needs to update Prequalification File already available to be in line with the latest Functioning Rules and submit the Fast Track Prequalification File.

If the CRM Candidate does not want to renew the Fast Track Process Prequalification File already available for Delivery Period 2026-2027 or 2027-2028 and there is no obligation to submit a Prequalification File, no action has to be taken. The CRM Candidate can then Archive the Prequalification File.







Renewal of a Standard Process Prequalification File already available for Delivery Period 2026-2027 and 2027-2028

# 4.2 Renewal of Prequalification File for Y-4 (Delivery Period 2029-2030)

CRM Candidates are expected to renew a CMU's Prequalification File towards an upcoming Auction by submitting a new or updated Prequalification File with the required data and documents:

- when the CRM Candidate wants to participate to an upcoming Auction with the (Remaining) Eligible Volume for the CMU;
- when the CRM Candidate does not want to participate in an upcoming Auction with the CMU but has the obligation to introduce a Prequalification. In this case:
  - if the CMU has concluded a Transaction with a Transaction Period that (partially) overlaps with the Delivery Period to which the Auction relates, the CRM Candidate is obliged to follow the Standard Prequalification Process. The Prequalification File is either automatically renewed with previously submitted information or the CRM Candidate renews its Prequalification File and updates it with relevant volume related information, and if applicable, submits an Opt-out Notification such that the Remaining Eligible Volume is equal to zero MW.
  - $\circ$  ~ in all other cases, the CRM Candidate follows the Fast Track Prequalification Process.

The possible actions the CRM Candidate can take in the Prequalification tool are described in further detail in the following sections.

To support the CRM Candidate with the renewal of Prequalification files for the Y-4 Auction, Elia creates 'Renewal proposals' Prequalification Files for Delivery Period 2029-2030 for CMUs:

- for which a Prequalification File has been submitted for the Y-4 Auction the previous year via one of the three types of Prequalification Process and has the Prequalified, Approved or Rejected status;
- that are related to a Transaction with a Transaction Period that (partially) overlaps with the Delivery Period to which the Y-4 Auction relates.

More details on how the 'Renewal proposal' can be used is described in section 4.2.3 Using the renewal proposal





If no 'Renewal proposal' is available for Delivery Period 2029-2030 (for whatever reason) the CRM Candidate can just create a new Prequalification File for Delivery Period 2029-2030 (see <u>3.4.1 Creating a Prequalification File</u>). This will have the same result as using a 'Renewal proposal'.



# 4.2.1 Renewal of a Standard or Specific Process Prequalification File towards Y-4

Renewal of a Standard or Specific Process Prequalification File (Y-4)

# 4.2.1.1 Renewal of a Standard or Specific Process Prequalification File that is already contracted for Delivery Period 2029-2030

#### 4.2.1.1.1 CRM Candidate wants to use the Remaining Eligible Volume to possibly submit an offer in the forthcoming Auction

If the CRM Candidate 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 Y-4 Auction of 2025, she should submit a Prequalification File for this CMU for the Delivery Period 2029-2030. To do this, she can use the available 'Renewal proposal' or create a new Prequalification File for 2029-2030. The CRM Candidate must then complete the necessary information and/or documents in the Prequalification File for 2029-2030 following the most recently published Functioning Rules and submit it following the processes described in section 3.4.

Upon submission of the Prequalification File, the CRM Candidate will be asked she intends to possibly submit a bid in the Auction linked to the Delivery Period. A pop-up will be shown and in the dropdown the CRM Candidate should indicate that she wants to submit a bid in the linked Auction be selecting "Yes, I intend to submit a bid in the Auction" in the dropdown.

More details on how the 'Renewal proposal' can be used is described in section 4.2.3 Using the renewal proposal





Intention to participate to the Auction		
Do you have the intention to Prequalify this CMU in orc a Bid in the Auction linked to this Delivery Period	ler to possi	bly submit
	Cancel	Confirm
Yes, I intend to possibly submit a bid in the Auction.		

Intention to participate to the Auction

# 4.2.1.1.2 CRM Candidate does not want to use the Remaining Eligible Volume to possibly submit an offer in the forthcoming Auction

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, it will not be possible to remove a 'Renewal proposal' for these Prequalification Files and this 'Renewal proposal' needs to be submitted. If no 'Renewal proposal' would be available for Delivery Period 2029-2030 (for whatever reason) the CRM Candidate can create a new Prequalification File for Delivery Period 2029-2030 (see <u>3.4.1 Creating a Prequalification File</u>). This will have the same result as using a 'Renewal proposal'. The CRM Candidate must in this case complete the necessary information and/or documents in the Prequalification File following the Functioning Rules applicable at least at the moment the Capacity Contract was made and submit it following the processes described in section 3.4.

Upon submission of the Prequalification File, the CRM Candidate will be asked she intends to possibly submit a bid in the Auction linked to the Delivery Period. A pop-up will be shown and in the dropdown the CRM Candidate should indicate that it does not want to submit a bid in the linked Auction be selecting "No, I do not intend to submit a bid in the Auction" in the dropdown.

Intention to participate to the Auction		
Do you have the intention to Prequalify this CMU in ord a Bid in the Auction linked to this Delivery Period	er to possi	bly submit
	Cancel	Confirm
Yes, I intend to possibly submit a bid in the Auction.		
No, I do not intend to submit a bid in the Auction.		

No intention to participate to the Auction

Because the CRM Candidate indicated that she 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 Y-4 Auction of 2025, the final status – in case of approval – of the Prequalification File will be 'Final Approval'. This means that the CRM Candidate can't participate in the Y-4 Auction for 2025 with the Remaining Eligible Volume of this CMU, but that she is compliant with (at least) the version of the Function Rules of the year the Capacity Contract was made.

More details on how the 'Renewal proposal' can be used is described in section 4.2.3 Using the renewal proposal





As it is mandatory for a CRM Candidate to **renew its Opt-out notification for the forthcoming Y-4 Auction of** 2025 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 2029-2030. So, for the forthcoming Auction 2025 (Delivery Period 2029-2030) the CRM Candidate 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 2029-2030 by following the process described in section <u>3.4.4.1 Opt-out Notifications changes (after Prequalification File submission)</u>.

# 4.2.1.2 Renewal of a Standard or Specific Process Prequalification File that is not already contracted for Delivery Period 2029-2030

#### 4.2.1.2.1 CRM Candidate wants to possibly submit an offer in the forthcoming Auction

If the CRM Candidate wants to renew a Prequalification File to participate to the Prequalification Process with the objective to possibly submit an offer in the forthcoming Y-4 Auction of 2025, she should submit a Prequalification File for this CMU for the Delivery Period 2029-2030. To do this, she can use the available 'Renewal proposal' or create a new Prequalification File for 2029-2030. The CRM Candidate must then complete the necessary information and/or documents in the Prequalification File for 2029-2030 following the most recently published Functioning Rules and submit it following the processes described in section 3.4.

More details on how the 'Renewal proposal' can be used is described in section 4.2.3 Using the renewal proposal

#### 4.2.1.2.2 CRM Candidate does not want to possibly submit an offer in the forthcoming Auction

If the CRM Candidate does not want to use the Remaining Eligible Volume of a contracted CMU to participate in the Prequalification Process with the objective to possibly submit an offer in the forthcoming Y-4 Auction of 2025, she can delete the 'Renewal proposal by clicking the 'Remove' button or choose to not create a Prequalification File for the Delivery Period 2029-2030 if no 'Renewal proposal' would be available.

In case the CRM Candidate submitted a Standard Prequalification File for one of its CMU and **wants or needs to go through a Fast Track Prequalification Process** with this CMU for the Delivery Period 2028-2029, she 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 CMU(s) for 2029-2030.

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 Candidate does not want to renew the Prequalification File no further action needs to be taken.





## 4.2.2 Renewal of a Fast Track Process Prequalification File



Renewal of a Fast Track Prequalification File (Y-4)

If the CRM Candidate wants to renew a Prequalification File for a Fast Track CMU to submit it to participate in the Prequalification Process, she should submit a Prequalification File for this CMU for the Delivery Period 2029-2030. To do this, she can use the available 'Renewal proposal' or create a new Prequalification File for 2029-2030. The CRM Candidate must then complete the necessary information and/or documents in the Prequalification File for 2029-2030 following the most recently published Functioning Rules and submit it following the processes described in section 3.4.

More details on how the 'Renewal proposal' can be used is described in section 4.2.3 Using the renewal proposal

In case the CRM Candidate 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 2029-2030, she can delete the 'Renewal proposal by clicking the 'Remove' button or choose to not create a Prequalification File for the Delivery Period 2029-2030 if no 'Renewal proposal' would be available. She 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 Delivery Period 2029-2030 and submits it.

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 Candidate does not want to renew the Prequalification File, she can delete the 'Renewal proposal by clicking the 'Remove' button or choose to just not create a Fast Track Prequalification File for the Delivery Period 2029-2030 if no 'Renewal proposal' would be available

#### 4.2.3 Using the renewal proposal

To renew a Prequalification File, the CRM Candidate first should go to the Prequalification Files screen. There she can use a 'Renewal proposal' as a basis for submitting a Prequalification File for Delivery Period 2029-2023 linked to the Y-4 Auction in 2025.

The CRM Candidate can choose to:





• 'Use proposal': the Prequalification File will go to 'Saved' and the CRM Candidate has the opportunity to modify its content and then submit the file.

TIP: you can also edit any data of the Prequalification File and it will also go to "Saved".

- 'Remove' the proposal: The proposed Prequalification File will be deleted.
  - If the CMU has concluded a Transaction with a Transaction Period that (partially) overlaps with the Delivery Period, it will not be possible to remove the proposal. The Prequalification File will have to be submitted.

=		C۲ - C۲		Test_technology CMU-954DT
A	Home	Prequalification Files 3		C Proposed for renewal Updated on 26/03/2025 10:57:35
	Admission Files	Delivery Period	CMU ID	Do you want to use this this automatically created Progualification File proposal 2 Note that without
	Drequelification Files	All	× CMU-9S4DT 😵	Interaction this proposal will be automatically deleted on     Remove
¥	Prequainication Files	4	NO FILTE	
(0)	CMU management	•		Delivery Period 2029-2030 (AuctionYear = Y-4)
4	Delivery Point	CMU Name = CMU ID = Status = Proces	· · · · Delivery Period ↑ · ·	Commonio for Elia
, í	management	Test_technology CMU- 9S4DT Saved Stand	rd 2025-2026	No comment vet
$\simeq$	Notifications history	Test_technology 9S4DT    CMU-  Prequalified  Stand	rd 2028-2029	
		Test_technology CMU- 9S4DT CMU- 9S4DT CMU- Proposed for renewal Stand	ard 2029-2030 Y-4	CMU details
				Edit

Renewal proposal for the Prequalification File linked to Delivery Period 2029-2030 for the Y-4 Auction of 2025

If no 'Renewal proposal' is available for Delivery Period 2029-2030 (for whatever reason) the CRM Candidate can just create a new Prequalification File for Delivery Period 2029-2030 (see <u>3.4.1 Creating a Prequalification File</u>). This will have the same result as using a 'Renewal proposal'.





# 5. Notification History

The "Notifications History" module gathers all the notifications (e-mails) sent in the framework of the Admission/ 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.



Notifications History module

To display e-mails, first enter a timing and the ID of the CMU concerned by the research. Then click on the "magnifying glass".

Notifications history AC	CC				User Manual Delivery Period: 2023-2024	\$
From: 10/02/2023	To:	11/05/2023	CMU:	\$	Search for a subject:	٩
	^				1	2
					-	
No search performed or no email to display for the chosen filters				No email has been seled	ted	

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. Low Voltage participation

The CRM Candidate willing to participate to the CRM with low voltage connected Delivery Points must initiate such process by following the below steps

- Step 1: The CRM Candidate creates all low voltage connected Delivery Points in the Flexhub and provides the related required information (including Declared Nominal Reference Power) for these low voltage connected Delivery Points.
- Step 2: The CRM Candidate <u>creates the Low Voltage Delivery Point Group in the CRM IT Interface (in the</u> <u>Prequalification Module) and sends a request to ELIA to create it in the Flexhub</u> at the latest by 5WD before Prequalification File submission deadline as defined in the Electricity Act.
- **Step 3:** ELIA creates the Low Voltage Delivery Point Group in the Flexhub within 5WD following the request from the CRM Candidate.
- **Step 4:** The CRM Candidate takes care of the management of low voltage connected Delivery Points in the Low Voltage Delivery Point Group created by ELIA.

The CRM Candidate creates the CMU she wants to prequalify via the CRM IT Interface and adds the relevant Low Voltage Delivery Point Group(s) in this CMU.

Step 2 is detailed further below.

# 6.1 Creating a Low Voltage Delivery Point Group in the CRM IT Interface

The CRM Candidate can create a Low Voltage Delivery Point in the Prequalification Module in the CRM IT Interface. To create a Low Voltage Delivery Point Group, the CRM Candidate navigates to the Delivery Point Management screen in the Prequalification Module and follows the following steps.



1. Click on the '+Add Delivery Point' button.





2. Follow the steps in the pop-up screens to create a Low Voltage Delivery Point Group. In step 1 of the wizard, make sure you select "Elia Belgium" as a Control zone and 'Low Voltage Delivery Point Group' as the type.

-	Deli	very Point management A	00		Ilser Manual
Add Delivery	/ Point				× Cancel
	1 Step 1	2 Step 2	(3) Step 3	4 Step 4	
	Choose control zone and co	ountry of Delivery Point			
	Elia Belgium - Belgium			\$	
	1 It is not possible to	change the control zone after c	reating the Delivery point.		
2	Delivery Point or Low Voltag	e Delivery Point Group? *			
	Low Voltage Delivery Poin	t Group		0	
٩			0	nntinue ->	۶.
			G	Shunde -	
- Denio Company					
	De	ivery Point management (	100		Hear Manual
Add Deliver	y Point				× Cancel
	Step 1	2 Step 2	3 Step 3	(4) Step 4	
	Low Voltage Delivery Point	Group name *			
	Demo LVDPG A			0	
	Status of the Low Voltage	Delivery Point Group *			
	Additional			¢	
	Type of Low Voltage Delive	ry Point Group *			
	DSO-connected			\$	
	DSO *				
	Fluvius			0	
					,
	← Back		с	ontinue ->	
Uemo Compan	-				
=	Deli	very Point management A	cc		Ilear Manual
Add Dalissan	Delet				N 0 1
Add Deliver	y Point				× Cancel
	Step 1	Step 2	Step 3	4 Step 4	
	Declared Nominal Referenc	e Power (in MW) *			
	3.20				
			3		,`
	← Back		Add Deliver	y Point 🧹	
Uemo Compan					

- 3. When you have entered all the information for the Low Voltage Delivery Point Group, you can click on the 'Add Delivery Point' button.
- A pop-up is shown, explaining that clicking the 'Confirm and send request' button will send an automatic email to ELIA to create the Low Voltage Delivery Point Group in the Flexhub and to generate an EAN code for this Low Voltage Delivery Point Group.





Add Delivery Point	Create Low Voltage Delivery Point Group and Send request to Elia ?	<ul> <li>Hear Manual</li> <li>X Cancel</li> </ul>
Step 1 Declared Nominal Reference Pc 3.20	By clicking on 'Confirm and Send Request', you confirm that the Low Voltage Delivery Point Group and be created by Elia in the Flexibub, and that Elia polivery Point Group. Elia will create the Low Voltage Delivery Point Group in the Flexibub and communicate it to you within S Working Days starting from the sending of the request. Clicking on 'Cancel' will cancel the creation of the Low Voltage Delivery Point Group in the CRM IT Interface and no request will be sent to Elia. Although Cancel Confirm and Send Request	Step 4
← Back	Add	I Delivery Point 🗸

5. Within 5 Working Days starting from the sending of the automatic email, ELIA creates the Low Voltage Delivery Point Group in the Flexhub and notifies the CRM Candidate via email once this has been done. Additionally, ELIA provides the CRM Candidate with the EAN code for the Low Voltage Delivery Point Group via email within 5 Working Days starting from the sending of the automatic email. The EAN code can then also be found in the Delivery Point details in the Prequalification tool.

=		Delivery Point management ACC				← Details	Demo LVDPG A LVDPG-98naF		
÷	Home	Delivery Points	1						
S	Light Prequalification Files (Admission	4					General Information		
	Process)	Name 🔻	ID 🔻	Control Zone 🛛 🔻	Status 🔻	Updated On	Name	Demo LVDPG A	
4	Prequalification Files	Demo LVDPG A	LVDPG-98naF	Elia Belgium	Additional	12/04/2024	Status	Additional	
(0)	CMU management						Control zone	Elia Belgium	
+	Delivery Point						Туре	DSO-connected	
	management						DSO	Fluvius	
$\geq$	Notifications history						EAN code of the Delivery Point	541000597455510123	
							Volume related information	5	
							Declared Nominal Reference Power (in MW)	3.2	
							Documents		
							Dates		
							Updated on	12/04/2024	
							Created on	12/04/2024	
TW	Tim Wilms Demo Compan								

6. The CRM Candidate takes care of the management of low voltage connected Delivery Points in the Low Voltage Delivery Point Group created by ELIA in the Flexhub.

When the Low Voltage Delivery Point Group has been created, it can be added to a CMU in the same way a Delivery Point can be added to a CMU. Please refer to section '<u>3.2 Creating a CMU</u>' for more information on how to add a Delivery Point to a CMU.

An opt-out agreement for the CRM per Delivery Points needs to be sent together with the Prequalification File. It should be added to the Delivery Period Details of the Delivery Point in other document to join to the Prequalification File.





≡		CV.		ff  Cal Archive		
÷	Home	Prequalification Files 1				
S	Admission Files	Delivery Period	CMU ID Please fix the followin • Your Prequalifica	ig error(s) to be able to submit your Prequalification File: tion File is incomplete. Please complete Delivery Period details via the CMU and/or		
•	Prequalification Files	2026-2027 Y-1 🕲 2027-2028 Y-2 🕲	2029-2039 Y4 S CMU8507F CMU850F CMU850F CMU850F CMU8507F CMU8507F CMU8507F CMU8507F	Edit' menu of your Prequalification File. ating Factor is not compatible with the data provided for the CMI Land/or the Delivery		
(0)	CMU management	4	NO FILTER Point(s).	Point(s).		
4	Delivery Point	CMU Name 👳 CMU ID 👳	Status \$\phi\$ Process \$\phi\$ Delivery Period \$\phi\$ Control Zone \$\phi\$ Updated on Delivery Device 2007 (4)			
	management	LVDPG CMU-B5D7f	Edit Delivery Period Details	(Clonyear = Y-1) x Cancel		
$\sim$	Notifications history		O 1009 1	+ Add comments		
			TEST UNIFICASOTE 2004-3027 V-1			
			Coller documents to join to the Prequelification File			
			+ talances lie No file has been added yet			
				Edit		
				Details		
				Delivery Period details		
				Oproda Politication		
				ale Add/Ramous Palican Drint		
				,		
				Fdit		
			Etit Delawy Period Details J	DSO-COINECTED A DATA		
			Control zone	Elia Belgium		
	0					
СТ	Cassandre Auct					





# 7. Prequalification module settings

# 7.1 Compliance checks

If needed, it is possible for the CRM Candidate to read again the information provided during the "Compliance checks". To do so and after entering the tool, the CRM Candidate can click on its username in the bottom left corner and then on 'My Account'. 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.

<b>↑</b> ©	Home Light Prequalification Files (Admission Process)	•	Company information Contacts persons	Company information Phone for John State and S				
٥	Prequalification Files	Ð	Activity logs	Compliance 2 2 0 Compliance 2 0 Comp				
<u>(</u> 0)	CMU management			1/3 You are allowed to participate to the Standard Prequalification Processes, Specific Prequalification Processes with your CMU(s)				
+	Delivery Point management							
$\simeq$	Notifications history			Company Name				
				Legal status				
				Registration number				
				Business number				
				Telephone				
				Fax				
				Street				
				House number				
6	Candidate Selection			Zip code				
θ	My Account			City				
۵	Settings			Country				
€	Logout							

'My account'

# 7.2 Read access to the Application Form

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

# 7.3 Language change

The user can also adjust the tool's language by clicking the username in the bottom left and then on settings. The language can be set to English, French and Dutch.





≡		Settings ACC
÷	Home	Change password ? Click here to change password
0	Prequalification Files	Language en 0
ıl.	Eligible Volumes	
	Notifications history	
θ	My Account	
٥	Settings	
Э	Logout	

#### Adjusting the tool language

# 7.4 User Management

Users that are assigned to the role 'Admin' can create, edit, and delete user accounts. This can be done by clicking on the username in the bottom left, then on 'My Account, then on 'Contact Persons', and finally on the pencil in the top right. 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.

≡		X	My Account ACC					
t n	Home		Company information	Contacts persons See in this section the contacts persons yo	w registered in your application form and t	the possibility to adapt the data provided	d for them or to add new ones	•
×	Proqualification Prios	Ð	Contacts persons		•			×
1.	Eligible Volumes	-0	Activity logs					
	Notifications history	-						
				Civil Status *	First name *		Last name *	
				101.				
6	Candidate Selection			telephone		MODIO -		
A	My Account			Language *				
Ľ				Dulch				
\$	Settings			Function *				
€	Logout			Ernal *				
				5.77080				

User management