

Capacity Remuneration Mechanism

Financial Security module

CRM Actor's User Manual

Summary	This user manual describes how to use the Financial Security module on the CRM IT Interface (https://ademar.elia.be).	
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Disclaimer:

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

This document is aligned with the CRM Functioning Rules published in May 2024. 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 a Financial Security.

The Financial Security module is accessible via the following link: ademarfinancialsecurity.elia.be

This document is organized as follows:

- Section 2 describes the actions the CRM Actor has to perform to be able to access the Financial Security module;
- Section 3 describes the Financial Security module itself;
- Section 4 describes the settings of the Financial Security module;
- Section 5 describes how the CRM Actor is contacted by ELIA or can contact ELIA while using the Financial Security module.

2. Requirements to get access to the Financial Security module

The CRM Actor gets access to the Financial Security Module of the CRM IT Interface as soon as he/she gets access to the Prequalification module, as described in the [User Manual Prequalification file](#).

The Financial Security module is a web application that CRM Actors must use to submit their Financial Securities. No installation is therefore required.

The next step to be able to submit a Financial Security is to log in to Financial Security module by clicking on the button 'Financial Security' (see Figure 1) or by going directly to ademarfinancialsecurity.elia.be.

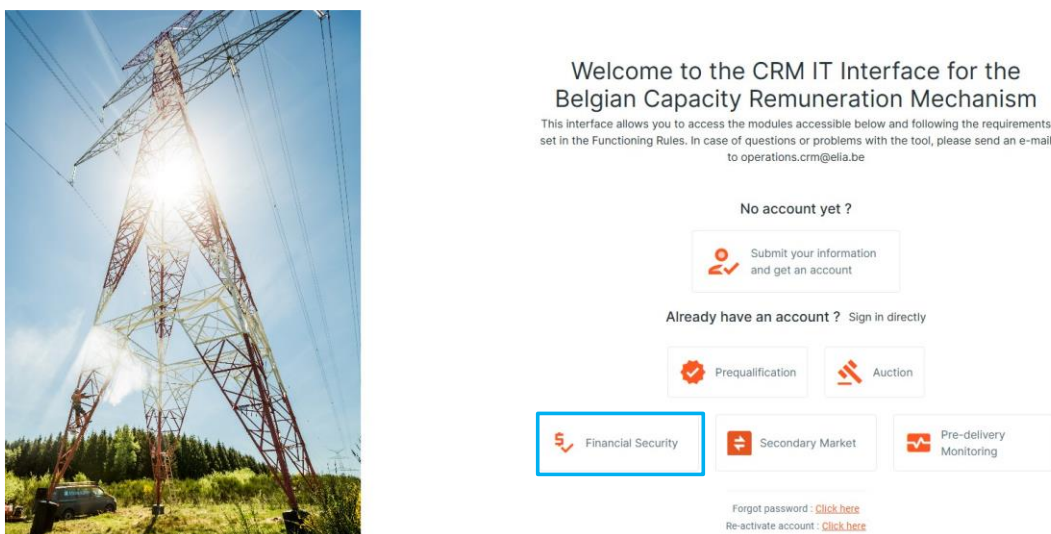


Figure 1: Homepage of the CRM IT Interface

This will open a login screen (see Figure 2) where the username and password – provided via e-mail by ELIA to each user – are to be filled in.

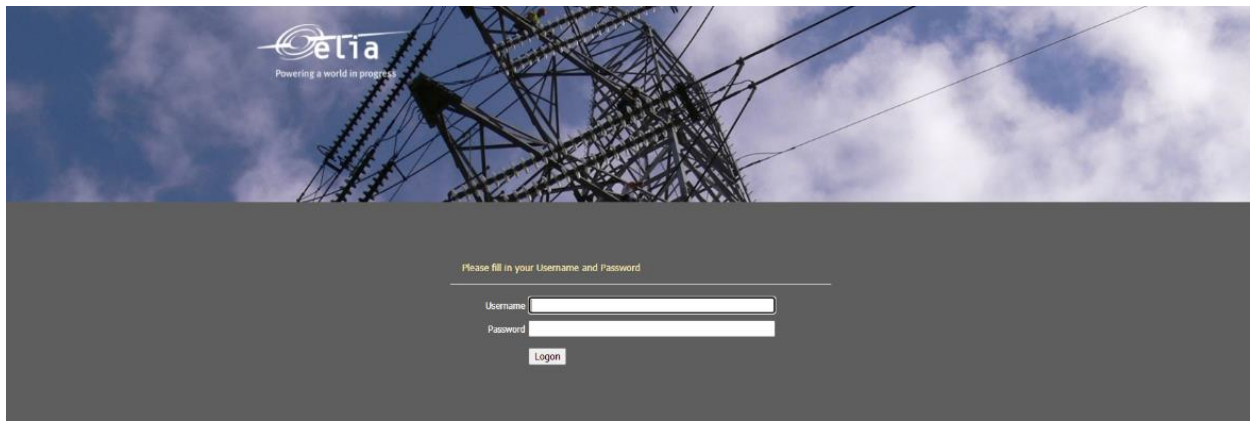


Figure 2: Login screen

3. Financial Security module

This part of the user manual covers the usage instructions for a Financial Security submission, amendment and release in the Financial Security module.

In order to be able to submit a Financial Security, the Actor needs to first have a submitted CMU as described in section 3.3. "Prequalification File submission" of the [User Manual Pre-qualification File](#).

3.1 Financial Security creation

By clicking on 'Create New' in the main menu (on the left side in Figure 3), the CRM Actor can upload a New Financial Security.

To add one, the Actor must select several types of information (see Figure 3) including:

- Financial Security Type
- CMU ID
- Amount (€)

Figure 3: Add a New Financial Security

The first decision to take when creating a new Financial Security is which Financial Security Type the CRM Actor will opt for (point 1 see Figure 3). The following steps will differ depending on this choice. The CRM Actor has three options (see Figure 4):

- a Bank guarantee
- an Affiliate guarantee
- Cash deposit

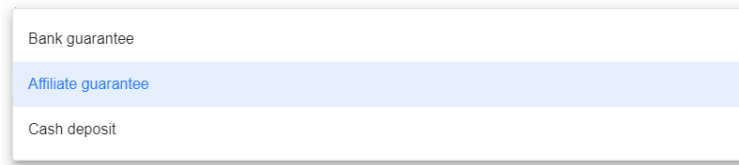


Figure 4: The three types of Financial Security

- The second decision to take is to select the CMU ID that should be covered by the Financial Security (point 2 see Figure 3).

The third decision to take is the Amount (€) for the Financial Security (point 3 see Figure 3).

The tool also highlights when the CMU ID selected is part of Linked Capacities or Mutual Exclusivity Groups (point 4 see Figure 3).

3.1.1 Bank guarantee

To start submitting its Bank guarantee, the CRM Actor must:

- Upload the Financial Security Form (point 1 see Figure 5) [See template in section “18.4 ANNEX D: FINANCIAL SECURITIES” of the Functioning Rules]
- Select the “FS Start Date” and “Expiry Date” of the bank guarantee (point 2 see Figure 5)
- Select the Bank (point 3 see Figure 5)
- Fill in the Name of the first Bank Contact Person found on the financial security form (point 5 see Figure 5)
- Fill in the Name of the second Bank Contact Person found on the financial security form (name of guarantor representative whos signed the from, **if any**) (point 6 see Figure 5)
- Fill in the reference number provided by the bank—a unique ID formatted according to the guarantor's internal referencing system—on the financial security form. This ID will be used to handle and track any related communication to the bank regarding releases (point 7 see Figure 5)

In the event that the bank of the Actor's Financial Security is not part of the dropdown list (point 4 see Figure 5), please send an e-mail to operations.crm@elia.be mentioning the Name, VAT number and full address of the issuer.

The required ratings can be found on <https://www.moodys.com/> and <https://www.spglobal.com/>. On Moody's the CRM Actor must consider the “LT Issuer rating” or the “Senior Unsecured rating (Domestic)” of its issuer, while on SPG the CRM Actor should check for the “Local Currency LT Issuer Credit Rating”.

Figure 5: Bank guarantee required information

To create the Financial Security, the CRM Actor must click on “Submit” at the bottom left of the screen (point 8 see Figure 5). From the moment a Financial Security is submitted to ELIA, ELIA verifies the Financial Security and informs the CRM Actor whether the Financial Security is approved or rejected within fifteen Working Days starting from the Financial Security submission date.

3.1.2 Affiliate guarantee

To start submitting its Affiliate guarantee, the CRM Actor must:

- Upload the Financial Security Form (point 1 see Figure 6) [See template in section “18.4 ANNEX D: FINANCIAL SECURITIES” of the Functioning Rules]
- Select the “FS Start Date” and “Expiry Date” of the affiliate guarantee (point 2 see Figure 6)
- Select the Affiliate (point 3 see Figure 6)
- Fill in the Name of the first Affiliate Contact Person found on the financial security form (point 5 see Figure 6)
- Fill in the Name of the second Affiliate Contact Person found on the financial security form (name of guarantor representative who signed the form, **if any**) (point 6 see Figure 6)
- Fill in the reference number provided by the bank—a unique ID formatted according to the guarantor's internal referencing system—on the financial security form. This ID will be used to handle and track any related communication to the bank regarding releases (point 7 see Figure 5)
- Upload the Legal Opinion - in English, French or Dutch - (point 8 see Figure 6) including the structure proving the link between the capacity provider and the affiliate

In the event that the Affiliate of the Actor's Financial Security is not part of the dropdown list (point 4 see Figure 6), please send an e-mail to operations.crm@elia.be mentioning the Name, VAT number and full address of the issuer.

The required ratings can be found on <https://www.moodys.com/> and <https://www.spglobal.com/>. On Moody's the CRM Actor must consider the “LT Issuer rating” or the “Senior Unsecured rating (Domestic)” of its issuer, while on SPG the CRM Actor should check for the “Local Currency LT Issuer Credit Rating”.

Figure 6: Affiliate guarantee required information

To create the Financial Security, the CRM Actor must click on “Submit” at the bottom left of the screen. From the moment a Financial Security is submitted to ELIA, ELIA verifies the Financial Security and informs the CRM Actor whether the Financial Security is approved or rejected within fifteen Working Days starting from this Financial Security submission.

3.1.3 Cash deposit

To start submitting its Cash deposit, the CRM Actor must:

- Upload the “Proof of payment” (point 1 see Figure 7)
- International Bank Account Number (point 2 see Figure 7 **Error! Reference source not found.**)

Figure 7: Cash deposit required information

To create the Financial Security, the CRM Actor must click on “Submit” at the bottom left of the screen. From the moment a Financial Security is submitted to ELIA, ELIA verifies the Financial Security and informs the CRM Actor whether the Financial Security is approved or rejected within fifteen Working Days starting from this Financial Security submission.

3.2 Financial Security Overview

The CRM Actor can view their financial security portfolio along with specific information for each item. To do so, the CRM Actor must click on 'Overview' in the main menu (located on the left side, as shown in Figure 8).

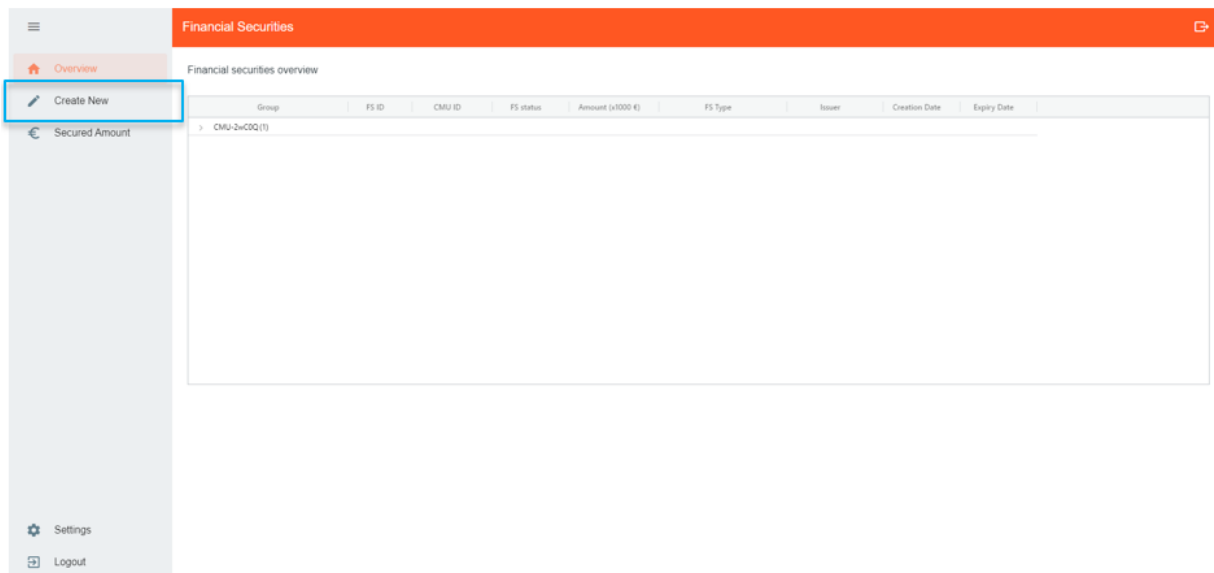


Figure 8: Financial Security Overview

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

- Group
- FS ID : This is a unique code for each Financial Security;
- Actions: This is a unique code for each CMU;
- FS status: This shows the actions to be taken;
- Amount (x1000€): This indicates the amount of the Financial Security (this amount is rounded up);
- FS Type: This indicates the Type of Financial Security (Bank guarantee, Cash Deposit, or Affiliate guarantee)
- Issuer: This indicates the name of the issuer – if any;
- Creation Date: This gives the date on which the Financial Security was created;
- Expiry Date: This gives the end date of the validity of the Financial Security (Cash deposit has no expiry date)

3.2.1 Show details

When a CRM Actor wants to see the details about one of his Financial Securities, he/she can go to the Screen “Overview” in the Financial Security tool and select the Financial Security concerned. By clicking on the Financial Security (see blue line on Figure 9), the details of the Financial Security appear in the bottom of the screen.

Group	FS ID	CMU ID	FS status	Amount (x1000 €)	FS Type	Issuer	Creation Date	Expiry Date
CMU-ZenOH(1)	FS-EQMC	CMU-ZenOH	Submitted	1000	Bank guarantee	Bankia, S.A.	04/04/2022	22/04/2022
CMU-4enH(7)								
CMU-4enH(8)								
CMU-4enH (Action required) (3)								
CMU-4enH(4)								
CMU-4enH(2)								
CMU-4enH(1)								
CMU-4enH(1)								
CMU-4enH(3)								
CMU-2enH(1)								

FS ID	FS-EQMC
FS status	Submitted
Amount (€)	1000 000
Type	Bank guarantee
Issuer	Bankia, S.A.
Issuer VAT	ES14010342
Creation date	04/04/2022
Expiry date	22/04/2022
Submission date	04/04/2022
Validity date	06/04/2022
Financial Security form	• _Text Document.txt *

Amount (€)	Date
1000 000	04/04/2022

Figure 9: Financial Security Details

All information provided are summarized in Table 1:

Information	Description	Bank Guarantee	Affiliate Guarantee	Cash Deposit
FS ID	Unique identification reference of the FS	X	X	X
FS Status	Status of the FS (submitted, approved, rejected, or closed)	X	X	X
Amount (€)	Amount of the FS	X	X	X
Type	Type of the FS (Bank guarantee, Affiliate guarantee or Cash deposit)	X	X	X
Issuer		X	X	NA
Issuer VAT		X	X	NA
Creation date	Date of the first submission of the FS	X	X	X
Expiry date	Date at which the FS expires	X	X	NA
Date of cash payment	Date at which the cash payment has been received by ELIA	NA	NA	X
Replacement date	Latest date at which the Cash deposit should be replaced by a bank or Affiliate guarantee	NA	NA	X
International Bank Account Number	ELIA bank Account	NA	NA	X
Submission date	Date of the last submission of the FS (this date is different from the creation date as soon as an amendment to the FS is submitted)	X	X	X
Financial Security Form	Financial Security to be provided while creating a bank or an affiliate guarantee	X	X	NA
Legal Opinion	Legal opinion to be provided while creating an Affiliate guarantee	NA	X	NA
Proof of Payment	Proof of Payment to be provided while creating a Cash deposit guarantee	NA	NA	X



Reason for Rejection		X	X	X
CMU-ID	Unique identification number of the CMU linked to the FS. In case of Linked Capacities or Mutual Exclusivity, only the key CMU is referred.	X	X	X
Total Approved FS	Total amount of FS approved that have a validity date and/or cash payment date equal or earlier than the current date, and an expiry date equal or later than the current date	X	X	X
Secured Amount	Maximum of the Secured Amount for transaction and the Secured Amount of contracted capacity of all Delivery Periods of the CMU	X	X	X
<div>Covered </div> or <div>Not covered </div>	Indicates if the 'Total amount of approved Financial Securities' is higher or equal than the 'Secured Amount'	X	X	X

Table 1: Details Information

Legend:

"NA": refers to the information that might not be applicable/relevant, based on the type of FS. In this case the field remains empty in the tool (see example for "Issuer" and "Issuer VAT" in Figure 10).

"X": refers to the information provided.


The CRM Actor can also check the evolution of the Amount of the Financial Security in the box at the right side of the screen "Progress of amount" (see Figure 10).

EDIT DETAILS		
FS ID	FS-1JULUA	
FS status	Approved	
Amount (€)	34 000	
Type	Cash deposit	
Issuer		
Issuer VAT		
Creation date	06/04/2022	
Expiry date		
Date of cash payment	13/04/2022	

Progress of amount	
Amount (€)	Date
22 000	06/04/2022
34 000	08/04/2022
34 000	13/04/2022
34 000	13/04/2022

Figure 10: Financial Security: Progress of amount

3.2.2 Export

The CRM Actor can Export an Excel File containing all general information about its CMUs Financial Securities. To do so, the CRM Actor must click on 'Overview' in the main menu (on the left side in Figure 8), and then click on  on the upper right side of the screen (see Figure 11).

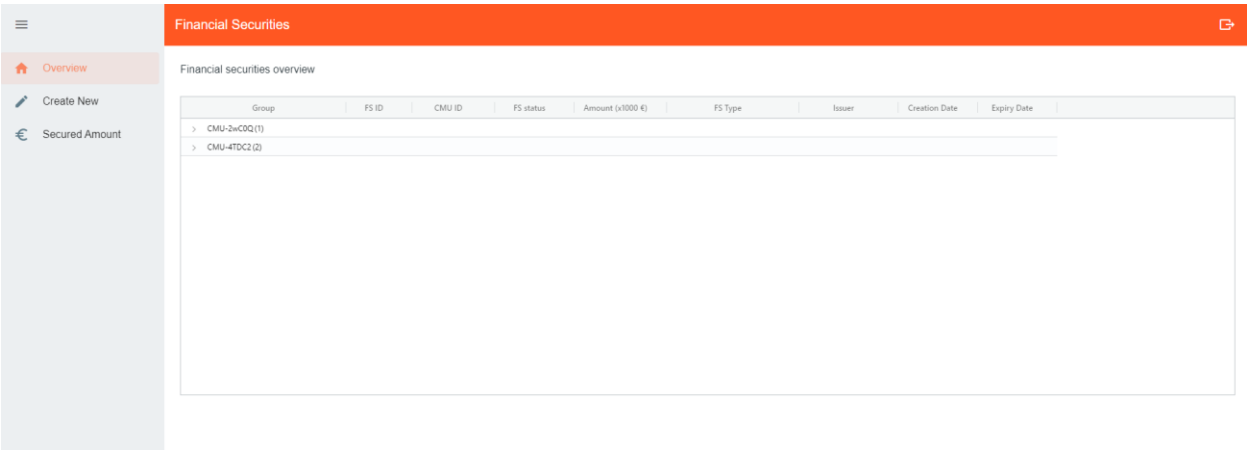


Figure 11: Export Financial Securities portfolio general information

A screen will pop-up with the downloaded Excel file (see Figure 12). The CRM Actor should click on it to open it (see Figure 13).

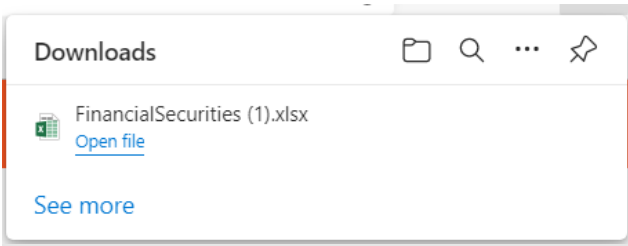


Figure 12: Download Export Financial Securities portfolio general information

Financial Securities Overview						
Group	FS ID	CMU ID	FS status	Amount (x1000 €)	FS Type	Issuer
CMU-41frD	FS-M7R6JW	CMU-41frD	Approved	100	Bank guarantee	Bank XYZ
CMU-3peOJ	FS-QJ655M	CMU-3peOJ	Approved	156	Bank guarantee	Bank XYZ
	FS-M3RIJ4	CMU-3peOJ	Approved	54	Affiliate guarantee	Company XYZ
	FS-GDSW49	CMU-3peOJ	Closed	0	Cash deposit	
CMU-4kipW	FS-9T56CP	CMU-4kipW	Approved	369	Bank guarantee	Bank XYZ
CMU-4kvhQ	FS-DYO3ER	CMU-4kvhQ	Approved	150	Bank guarantee	Bank XYZ
	FS-98H4MN	CMU-4kvhQ	Approved	300	Affiliate guarantee	Company XYZ
CMU-4ulAj	FS-VHNK0F	CMU-4ulAj	Approved	15	Bank guarantee	Bank XYZ
CMU-4kwzo	FS-ARYGHE	CMU-4kwzo	Approved	269,87	Affiliate guarantee	Company XYZ
CMU-2lmfO	FS-CZRE1JV	CMU-2lmfO	Approved	343245,345	Affiliate guarantee	Company XYZ
CMU-3Kj66	FS-IB98LR	CMU-3Kj66	Approved	450	Cash deposit	
CMU-4kvr4						

Figure 13: Excel Export

3.3 Financial Security Amendment

If the CRM Actor wants to modify the information provided for an approved Financial Security, they can do so by accessing the Financial Security “Overview” (see Figure 8). The CRM Actor must then select a Financial Security and click on “Edit details” (see Figure 14).

Financial Securities

FS ID	CMU ID	Status	Amount (€)	Type	Issuer	Issued Date	Expiry Date
FS-SDXAE	CMU-4kx9	Approved	50 000	Cash deposit		30/03/2022	
FS-MT123	CMU-4kx9	Rejected	0	Affiliate guarantee	TEST	21/03/2022	08/04/2022
FS-SB8567	CMU-4kx9	Rejected	0	Affiliate guarantee	TEST	21/03/2022	08/04/2022

EDIT DETAILS

FS ID: FS-SDXAE

FS status: Approved

Amount (€): 50 000

Type: Cash deposit

Issuer:

Issuer VAT:

Creation date: 30/03/2022

Expiry date:

Date of cash payment: 13/04/2022

Replacement date: 13/10/2022

International Bank Account Number: BE 39 1809 6737 8019

Submission date: 07/04/2022

Financial Security form:

Legal opinion:

CMU ID: CMU-4kx9

Total approved FS amount (€): 99 000

Secured amount (€):

Covered ✓

Progress of amount

Amount (€)	Date
100 000	30/03/2022
50 000	30/03/2022
50 000	13/04/2022

Figure 14: Edit a Financial Security

A new window will pop up where all the required information can be provided in the corresponding fields and drop-down menus. This window is slightly different depending on the Type of Financial Security: for a bank guarantee, see Figure 15; for an Affiliate guarantee, see Figure 16; and for a Cash Deposit, see Figure 17.

The CRM Actor can edit the following information depending on the Type of Financial Security:

Information	Bank guarantee	Affiliate guarantee	Cash Deposit
The Amount (€)	X	X	X
The "Permitting Milestone" information	X	X	X
The Validity Date and Expiry Date	X	X	
The Financial Security Form	X	X	
The Legal Opinion		X	
The Bank Account number			X

FS ID	FS-8H56KC
CMU ID	CMU-4kvr4
Type	Bank guarantee
Creation date	06/04/2022
Issuer	ABN Amro Bank N.V.
Amount (€)	16000
Milestone reached	<input checked="" type="checkbox"/>
Milestone applies	<input type="checkbox"/>
Validity date	06/04/2022
Expiry date	01/02/2029
Financial Security Form	<div><div></div><div>*220331_ELIA_CRM3 QUICK FR-fiche 1.pdf</div></div>

CONFIRM CANCEL

Figure 15: Edit Details for a bank guarantee

FS ID	FS-008BW0
CMU ID	CMU-4kvr4
Type	Affiliate guarantee
Creation date	06/04/2022
Issuer	BASF (SE)
Amount (€)	14000
Milestone reached	<input checked="" type="checkbox"/>
Milestone applies	<input type="checkbox"/>
Validity date	06/04/2022
Expiry date	03/03/2028
Financial Security Form	<div><div></div><div>*220331_ELIA_CRM3 QUICK FR-fiche 1 (2).pdf</div></div>
Legal Opinion	<div><div></div><div>*220331_ELIA_CRM3 QUICK FR-fiche 1.pdf</div></div>

CONFIRM CANCEL

Figure 16: Edit Details for an Affiliate guarantee

FS ID	FS-UL6424
CMU ID	CMU-4kvhQ
Type	Cash deposit
Creation date	24/03/2022
Issuer	
Amount (€)	65000
Milestone reached	<input checked="" type="checkbox"/>
Milestone applies	<input type="checkbox"/>
International Bank Account Number	BE 39 0018 6737 1980

CONFIRM CANCEL

Figure 17: Edit Details for Cash Deposit

In order to validate and submit the Detail information of the CMU, the CRM Actor must click on “Confirm”. After that, a confirmation window will pop up (see Figure 18) to ask the CRM Actor to validate the submission.

Confirm submission

Are you sure you want to submit ? After submitting you cannot change this data anymore.

CONFIRM CANCEL

Figure 18: Confirmation button Financial Security update

!!! The Financial Securities of one CMU ID cannot be modified when one of its Financial Security has the status “submitted”.

It is important to note that the status of the CMU remains “approved” even though the Actor has submitted a Financial Security amendment (see Figure 19). The CRM Actor can see that an amendment is pending since the Financial Securities of the CMU can no longer be adapted (button “Edit Details” – see Figure 14 – is not displayed on the screen) until the Financial Security amendment of the CMU is accepted or rejected by ELIA within fifteen Working Days starting from the submission of the Financial Security amendment.

Financial Securities									
Financial securities overview									
EXPORT									
Group	FS ID	CMU ID	FS status	Amount (x1000 €)	FS Type	Issuer	Creation Date	Expiry Date	
> CMU-2znKH (1)									
> CMU-4lrv9 (4)									
> CMU-4cvs5w (3)									
> CMU-4peOj (4)									
	FS-U0AW7F	CMU-4peOj	Approved	62	Bank guarantee	ABN Amro Bank N.V.	06/04/2022	01/02/2024	
	FS-50ATZ7	CMU-4peOj	Approved	78	Bank guarantee	ABN Amro Bank N.V.	06/04/2022	11/02/2028	
	FS-RGLNUS	CMU-4peOj	Approved	15	Bank guarantee	ABN Amro Bank N.V.	06/04/2022	05/03/2028	
	FS-JSLXBG	CMU-4peOj	Approved	14	Affiliate guarantee	BASF (SE)	06/04/2022	01/02/2024	
> CMU-4lrv4 (8)									
> CMU-4lrvzv (2)									
> CMU-4lrvpW (1)									
> CMU-4lrvHQ (3)									
> CMU-4lrvSU (1)									
> CMU-2wCOQ (1)									

Figure 19: Status "Approved" of a Financial Security when edit is submitted

The information will be adapted on the IT CRM Interface when the Financial Security edit is approved by ELIA.

3.4 Financial Security Replacement

In order to replace a Financial Security (e.g., in case of Cash Deposit replacement), the CRM Actor must first submit a new Financial Security, as described in section 3.1., and select the “This Bank Guarantee or Affiliate guarantee replaces a Cash Deposit” (see Figure 20). As a result, and under condition that this FS is approved, ELIA will launch the Release process (see section 3.5).

Settings

Logout

Bank/Affiliate contact first name 1

Bank/Affiliate contact name 1

Bank/Affiliate contact first name 2

Bank/Affiliate contact name 2

Reference number


Legal Opinion

☐ This Bank Guarantee or Affiliate guarantee replaces a Cash Deposit

SUBMIT

CANCEL

Figure 20: Replacing a Cash Deposit



Note

If a CRM Actor wants to substitute one form of Financial Security for another – provided that the replacement respects the requirements detailed in section 11.3 of the Functioning Rules and has the same expiry date or a longer one – they must write a notice to ELIA at least twenty Working Days before the replacement of the Financial Security

3.5 Release Financial Security

When ELIA initiates a partial or full release of a financial security, the CRM Actor will receive an email notification. (see Figure 21Figure 21: Partial or Full Release Initiated: Email notification):



Figure 21: Partial or Full Release Initiated: Email notification

The CRM Actor must then navigate to the Financial Security 'Overview' screen to validate the release. This action must be completed within 10 working days. The CMU requiring action will be highlighted in red. (see Figure 22):

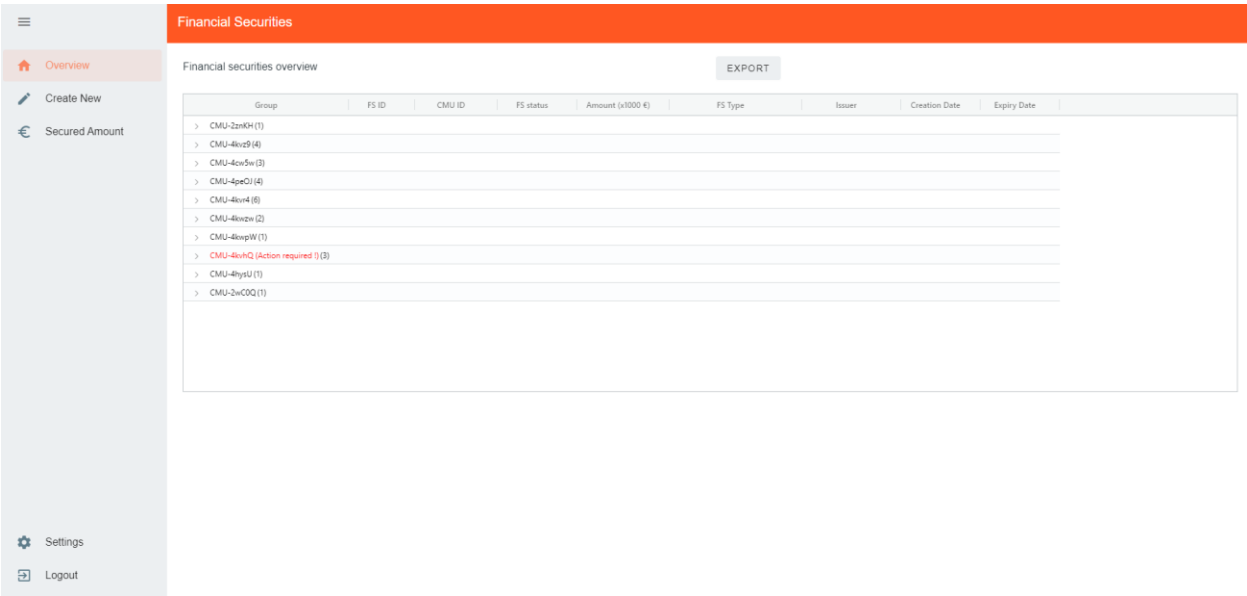


Figure 22: Action required on a Financial Security for a specific CMU

By clicking on the concerned CMU, the CRM Actor will see the button “Continue/Stop Release” appear on the top right of the screen (see Figure 23).

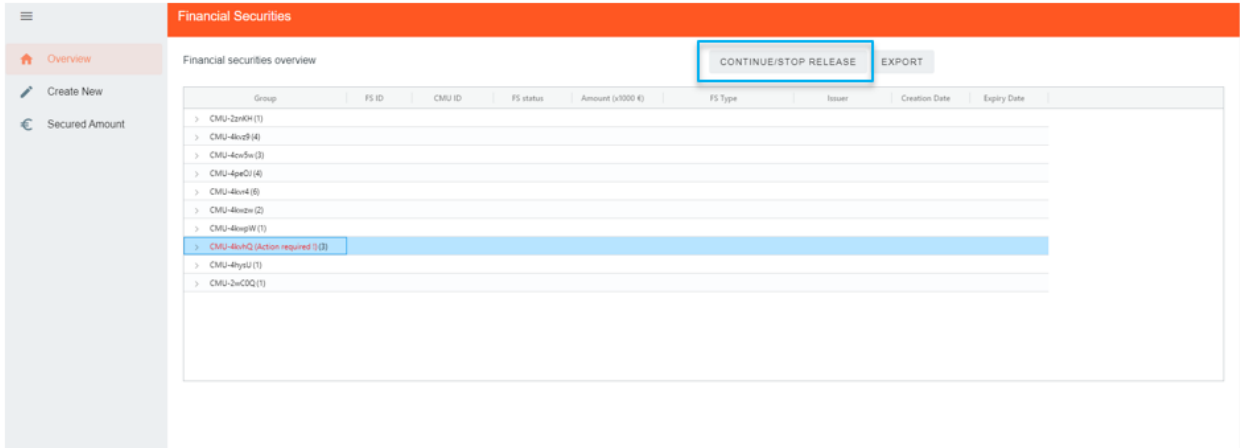


Figure 23: Continue/Stop a release

By clicking on the “Continue/Stop Release” button, a window will pop-up (see Figure 24):

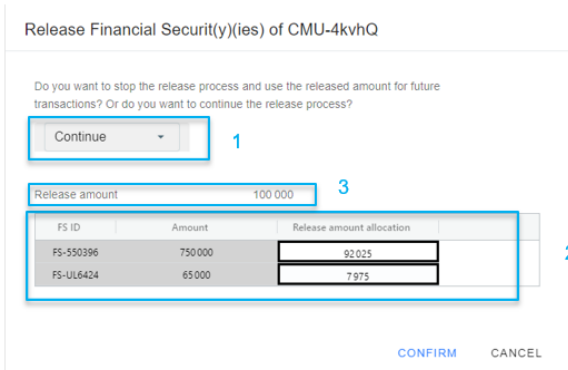


Figure 24: Financial Security Release Validation

First, the CRM Actor should decide to accept the release (“Continue”) or to keep it for future transaction (“Stop”), as long as the expiry date of the Financial Security is not exceeded (see point 1, Figure 24). According to the

Functioning Rules, if the CRM Actor does not “Continue” or “Stop” the transaction within the 10 WD following the release notification (see Figure 21), the release procedure will continue automatically.

Second, if more than one Financial Security is related to the concerned CMU,

- and if the release is a partial release, the CRM Actor must communicate how he wants to split the release between all the Financial Securities (see point 2, Figure 24). Without answer from the CRM Actor, ELIA will split the release amount on a prorata basis between all the Financial Securities.
- and if the release is related to the replacement of a Cash Deposit by a bank or Affiliate guarantee, the CRM Actor must attribute the full release amount (see point 3, Figure 24) to the FS ID of the Cash Deposit guarantee.

The sum of the allocated amount per Financial Security should be equal to the release amount of the CMU (see point 3, Figure 24), otherwise, the Release cannot be confirmed (see Figure 25).

Release Financial Securit(y)(ies) of CMU-4kvhQ

Do you want to stop the release process and use the released amount for future transactions? Or do you want to continue the release process?

Continue ▼

Release amount 650 000

FS ID	Amount	Release amount allocation
FS-550396	650 000	500000
FS-UL6424	65 000	

The sum of the allocated amount per Financial Security should be equal to the release amount of the CMU.

CANCEL

Figure 25: Error Message: allocated amount per FS not equal to release amount of the CMU

To finalize the confirmation, the CRM Actor must click on “Confirm”.

The information will be adapted in the “Edit Details” Screen “Progress of amount” (see Figure 10) once the Release has been validated by ELIA. ELIA must complete the release within a maximum of 20 WD starting from the release moment as defined in the Functioning Rules.

4. Financial security module settings

4.1 Language change

The user can also adjust the language of the tool by clicking on the user name in the bottom left and then on settings. Different options are English, French and Dutch (see Figure 26).

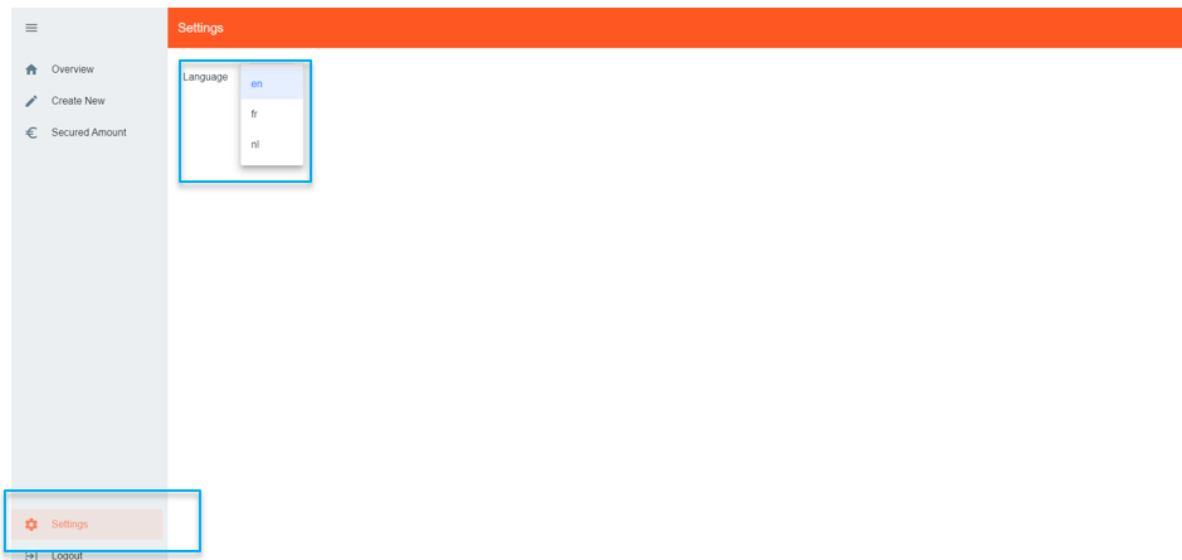


Figure 26: Adjust the tool language

5. Communication and feedback

The automatic generated emails of the Financial Security module will be sent to all the users having been assigned to the role "Prequalification process" and/or Recipient contact Type "For Capacity Contract related matters" in the application form.

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