

Capacity Remuneration Mechanism

Prequalification module – Demo Environment

CRM Candidate's User Manual

Summary	This user manual describes how to use the CRM Prequalification Demo Platform (https://ademardemo.elia.be/#/). The objective is to give CRM Candidates the opportunity to become familiar with the submission of a Prequalification File.	
Version	V0.1	
Date	23/03/2021	
Status	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Final

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Disclaimer:

This document has no legal value and is established with the purpose to explain the functioning of the demo environment of the prequalification module of the CRM IT Interface. For the sake of clarity, this demo environment can differ from the final version of the prequalification module of the CRM IT Interface. The demo platform is only provided for information purposes and by no means linked with the official Prequalification Process.

This document is aligned with the CRM Functioning Rules published on November 13, 2020. In case of mismatches between the demo 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 the prequalification demo environment is to give the CRM Candidates the opportunity to familiarize themselves with the submission process of a Prequalification File. The specific user manual focuses on the submission process for the three different types of Prequalification Process: The Fast Track Prequalification Process, the Standard Prequalification Process and the Specific Prequalification Process.

The prequalification demo environment is accessible via the following link: <https://ademardemo.elia.be/#/>.

This document is organized as follows:

- Section 2 describes the actions the CRM Candidate has to perform to be able to access the prequalification demo environment and the Auction demo environment;
- Section 3 describes the prequalification demo environment itself;
- Section 5 describes how the CRM Candidate is contacted by ELIA or can contact ELIA while using the prequalification demo environment.

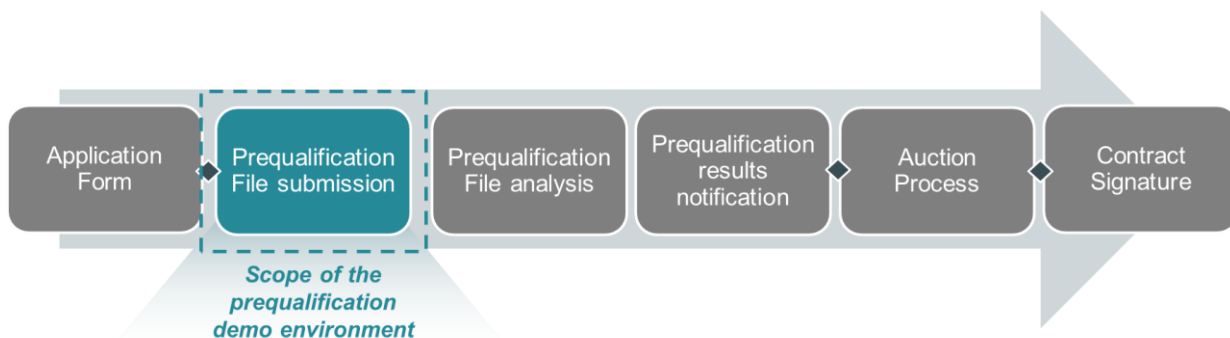


Figure 1: Scope of the prequalification demo environment

2. Requirements to get access to the prequalification demo environment

In order to be able to submit a Prequalification File in the prequalification demo environment, the candidate needs to first follow the three steps described in sections 2.1.1 and 2.1.2.

The prequalification demo environment is a web application that CRM Candidates will use to submit their Prequalification Files. No installation is therefore required.

2.1.1 Application form submission

To access the prequalification demo environment, the CRM Candidate must have a CRM demo account. To create a demo account, the CRM Candidate has to complete and submit an application form. A description of this process can be found on the tab 'Demo' of the following link: <https://www.elia.be/en/users-group/crm-implementation>.

2.1.2 First time logging in

2.1.2.1 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 demo environment by clicking on the 'Prequalification' button¹ (see Figure 2).

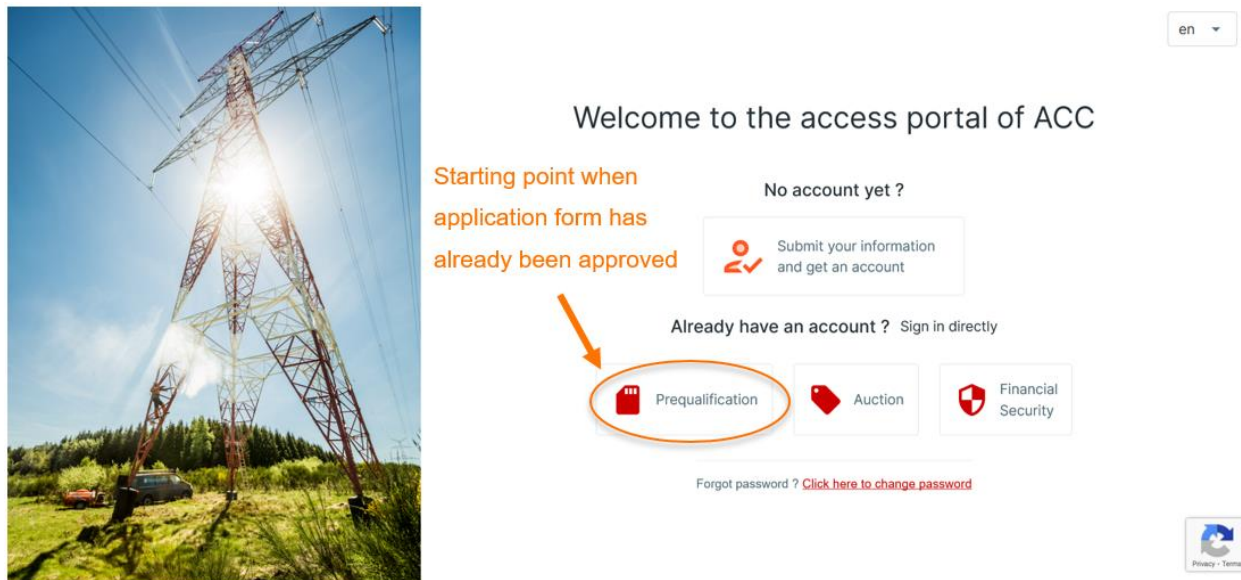


Figure 2: Homepage of the CRM IT Interface

This will open a login screen (see Figure 3) where the username and password – provided via e-mail by ELIA to each user – are to be filled in.

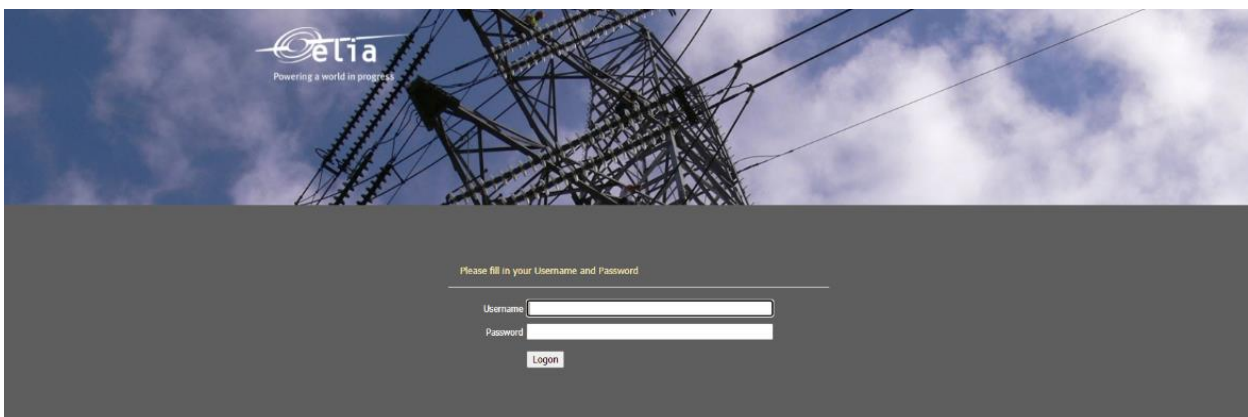



Figure 3: Login screen


2.1.2.2 Compliance checks

The first user related to a CRM Candidate that successfully logs in the prequalification demo environment is immediately redirected to the “compliance checks”. He will have to read and accept the necessary information. In case the CRM Candidate wants to participate to Specific Prequalification Processes and/or Standard Prequalification Processes with his CMU(s), all Compliance Checks are to be accepted (see Figure 4). If the CRM Candidate only wants to participate to Fast Track Prequalification Processes with his CMU(s), he just has the obligation to accept the Functioning Rules related to the Fast Track Prequalification Process (see Figure 5).

¹ Please note that the access to the Financial Security module is still denied in the demo environment. No Financial Security are therefore to be provided in the Prequalification Files created via the prequalification demo environment.


NB: The concerned documents cannot be downloaded yet by the CRM Candidate in the prequalification demo environment.


Compliance Checks


 Please read and indicate your acknowledgment with the following legal documents before using this application.


You are allowed to go through the standard, the specific and/or the fast track Prequalification Process with your CMU(s)

Compliance checks for participation to a fast track Prequalification Process:


☒
Functioning Rules for fast track Prequalification Process


Acknowledgment of the Functioning Rules for the Capacity Remuneration Mechanism related to the fast track Prequalification Process


Compliance checks for participation to a standard or a specific Prequalification Process:

☒
Functioning Rules



Acknowledgment of the Functioning Rules for the Capacity Remuneration Mechanism (this include the functioning rules related to the fast track Prequalification Process)

☒
Capacity Contract



Acknowledgment of the Capacity Contract conditions in case of Contracted Capacity for the forthcoming Auction

☒
Eligibility criteria



The compliance of each Delivery Point with the eligibility criteria, as defined in the Electricity Act (cr. Art 7 undercies \$4, 1*, 2* and 3*) and dedicated Royal Decree referred to in Art. 7 undercies \$4 of the Electricity Act)

☒
Production license requirements


The compliance of each Delivery Point with an Existing status with the production license requirements as defined in article 4 of the Electricity Act

☒
Maximal CO2 mission thresholds


The compliance of each Delivery Point with an Existing status with the maximal CO2 emission thresholds set by the Regulation (EU) 2019/943

☒
Legal and regulatory framework


The compliance of each Delivery Point with any other relevant legal and regulatory framework

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



Contrôles de conformité

Veuillez lire et indiquer votre acceptation avec les documents juridiques suivants avant d'utiliser cette application

Vous n'êtes autorisé à participer qu'aux Procédures de Préqualification accélérées

Compliance checks for participation to a fast track Prequalification Process:

Functioning Rules for fast track Prequalification Process

☒

Acknowledgment of the Functioning Rules for the Capacity Remuneration Mechanism related to the fast track Prequalification Process



Compliance checks for participation to a standard or a specific Prequalification Process:

Functioning Rules

☐

Acknowledgment of the Functioning Rules for the Capacity Remuneration Mechanism (this include the functioning rules related to the fast track ...



Capacity Contract

☐

Acknowledgment of the Capacity Contract conditions in case of Contracted Capacity for the forthcoming Auction



Eligibility criteria

☐

The compliance of each Delivery Point with the eligibility criteria, as defined in the Electricity Act (cr. Art 7 undercies §4, 1°, 2° and 3°) and ...



Production license requirements

☐

The compliance of each Delivery Point with an Existing status with the production license requirements as defined in article 4 of the Electricity Act



Maximal CO2 mission thresholds

☐

The compliance of each Delivery Point with an Existing status with the maximal CO2 emission thresholds set by the Regulation (EU) 2019/943



Legal and regulatory framework

☐

The compliance of each Delivery Point with any other relevant legal and regulatory framework



Figure 5: Compliance Checks for a participation to a Fast Track Prequalification Process

3. Prequalification demo environment

This part of the user manual covers the usage instructions for a Prequalification File submission in the prequalification demo environment.

3.1 Prequalification File creation

By clicking on 'Prequalification File(s)²' in the main menu (on the left side in Figure 6) the CRM Candidate can see his CMU's portfolio together with specific general information for each of them. These different columns are informative and can be used as filters as well (by clicking on the column titles).

- The CMU ID: this is a unique code for each CMU;
- The status: this can be 'Submitted', 'Saved', 'Prequalified', 'Approved', 'Rejected' or 'Archived';

² Prekwalificatiedossier(s) in the Figure 6.

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- Process: this indicates the chosen type of Prequalification Process (Fast Track Prequalification Process, Standard Prequalification Process or Specific Prequalification Process);
- Last updated: Gives the last date on which adjustments were made on the concerned CMU;
- Prequalification date: This is the date on which the CMU has been prequalified (This column will only be filled in when the status column indicates 'Prequalified' as well).

To start off, the CRM Candidate has a blank page with no CMU in the CMU's portfolio. To add one, the Candidate can click on two buttons:

- '+ ADD NEW CMU' in the middle of the page; or
- '+ NEW CMU' at the top right of the page.

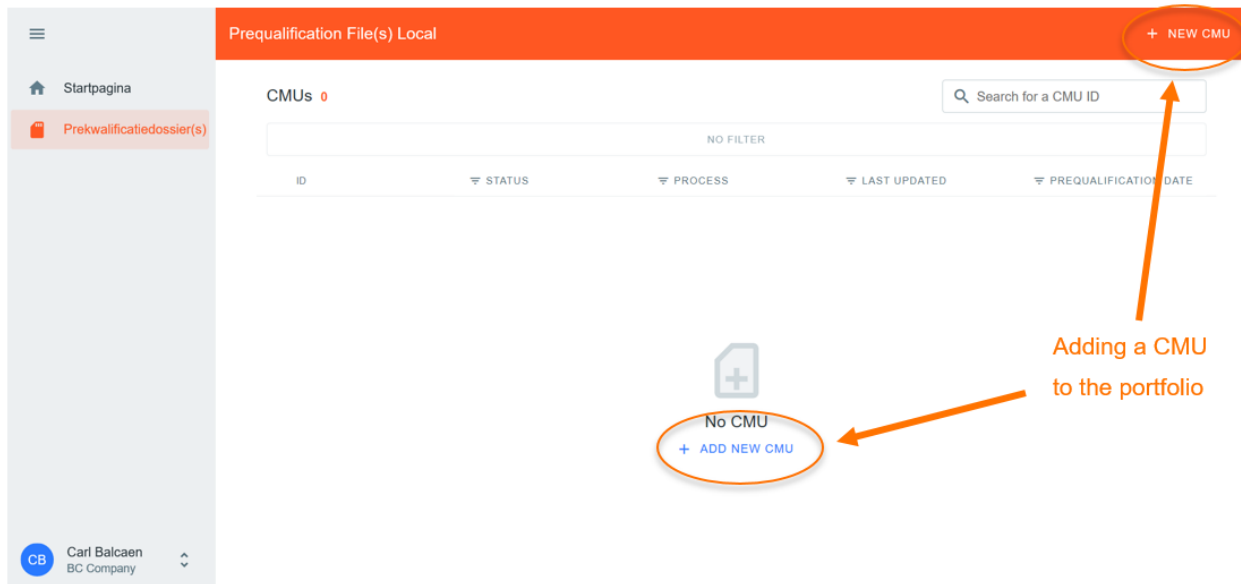


Figure 6: Add a new CMU

The first decision to take when creating a new CMU, is which Prequalification Process the CMU will go through. The following steps will differ depending on this choice. The Candidate has three options:

- Standard Prequalification Process: For a CRM Candidate who wants to prequalify an Existing CMU or an Additional CMU to be able to participate to the Primary Market or the Secondary Market;
- Fast Track Prequalification Process: For a CRM Candidate who does not want to participate to the Primary Market and the Secondary Market but has the legal obligation to submit a Prequalification File;
- Specific Prequalification Process: For a CRM Candidate who wants to prequalify a VCMU (Unproven Capacity) to participate to the Primary Market.

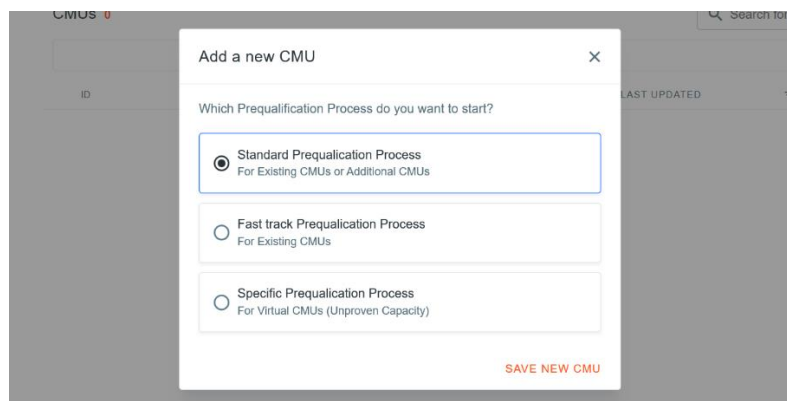


Figure 7: The three Types of Prequalification Process

After indicating which Prequalification Process is needed, the CMU portfolio will be automatically adjusted with a new CMU.

When the CRM Candidate clicks on a CMU in the portfolio, a new window will appear which includes a summary of the information already included in the Prequalification File. This window can also be used:

- To delete a Prequalification File (point 1 of Figure 8);
- To edit the CMU details related to a Prequalification File (point 2 of Figure 8 or point 1 Figure 10);
- To add a Delivery Point into a Prequalification File (point 3 of Figure 8);
- To remove a Delivery Point from Prequalification File (point 1 of Figure 9);
- To edit the Delivery Point details related to a Prequalification File (point 1 of Figure 9).

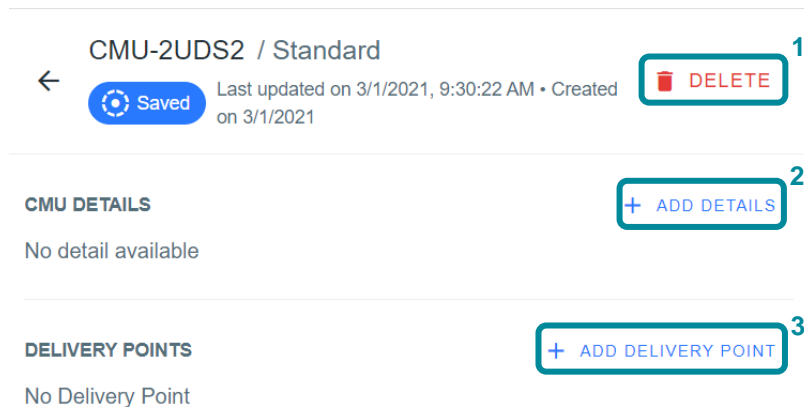


Figure 8: Possible actions into a Prequalification File

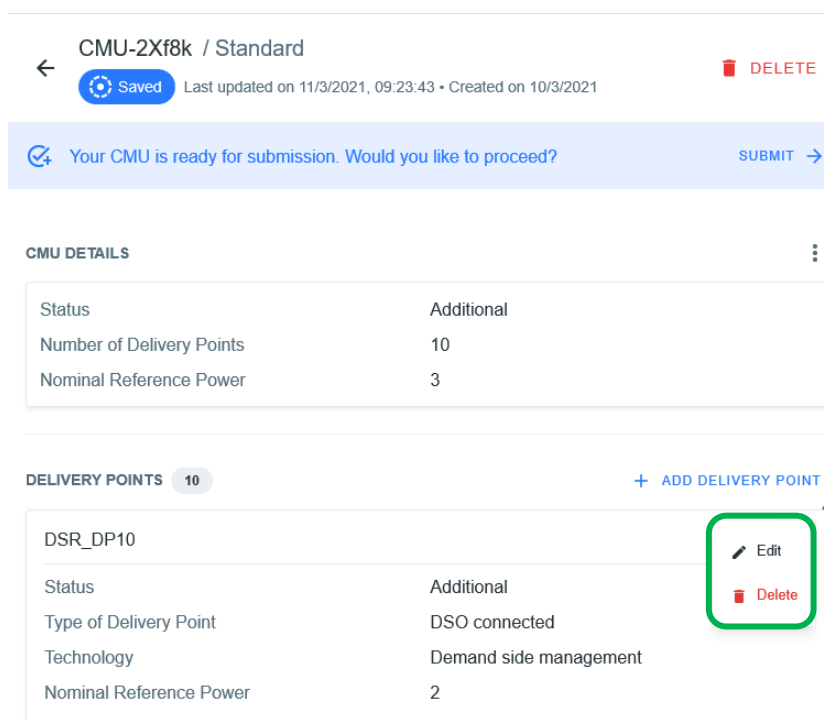


Figure 9: Possible actions into a Prequalification File

CMU-2Xf8k / Standard

← **Saved** Last updated on 11/3/2021, 09:23:43 • Created on 10/3/2021 **DELETE**

🔄 Your CMU is ready for submission. Would you like to proceed? **SUBMIT** →

CMU DETAILS

Status	Additional
Number of Delivery Points	10
Nominal Reference Power	3

DELIVERY POINTS 10 **+ ADD DELIVERY POINT**

DSR_DP10

Status	Additional
Type of Delivery Point	DSO connected
Technology	Demand side management
Nominal Reference Power	2

Figure 10: Possible actions into a Prequalification File

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

- It is impossible to proceed to the next step if the mandatory fields have not been filled in;
- In this demo environment, It is possible to provide dummy data or dummy documents to be able to proceed to the next step;
- None of the information provided by the candidate in this demo environment, will be verified by ELIA;
- When the CRM Candidate clicks on the button to save the provided data, the CMU will be indicated as saved (Though at that point, it has not yet been sent to ELIA and it is thus still possible for the CRM Candidate to make adjustments);
- When the CRM Candidate needs to make adjustments to the file, he can click on the three dots icon to edit the CMU details, to edit the Delivery Point details and/or to delete a Delivery Point (see Figure 11).

Prequalification File(s) Local

CMUs 6

NO FILTER

ID	STATUS	PREQUALIFICATION PRG	LAST UPDATED
VCMU-2ZITA	Saved	Specific	16/3/2021, 17:13:25
CMU-2ZKV1	Saved	Standard	16/3/2021, 16:10:32
CMU-2ZexC	Saved	Standard	16/3/2021, 16:04:14
FT-2ZOpD	Saved	Fast Track	15/3/2021, 18:48:03
FT-2ZQIS	Saved	Fast Track	15/3/2021, 18:46:35
CMU-2ZOyF	Approved	Standard	18/3/2021, 16:56:22

CMU-2ZKV1 / Standard

← **Saved** Last updated on 16/3/2021, 16:10:32 • Created on 15/3/2021 **DELETE**

🔄 Your CMU is ready for submission. Would you like to proceed? **SUBMIT** →

CMU DETAILS

Status	Additional
Number of Delivery Points	2
Nominal Reference Power	2

DELIVERY POINTS 2 **+ ADD DELIVERY POINT**

test name

Status	Additional
Type of Delivery Point	TSO connected
Technology	Combined Cycle Gas Turbine
Nominal Reference Power	2

Edit **Delete**

Figure 11: Possible actions into a Prequalification File

3.1.1 Fast Track Prequalification Process

A Prequalification File related to a CMU participating to a Fast Track Prequalification Process can only consist of one Delivery Point.

To start completing its Prequalification File, the CRM Candidate can click on 'ADD DELIVERY POINT'.

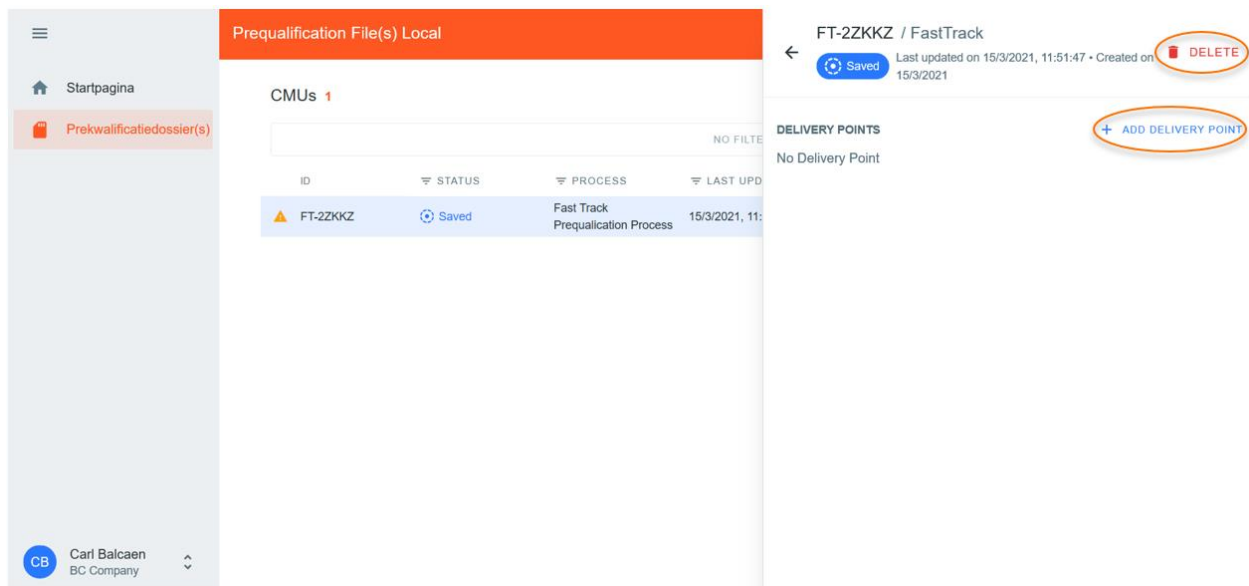


Figure 12: Prequalification File related to a Fast Track Prequalification Process

A new window will pop up where all the required information can be provided in the corresponding text fields and drop down menus.

The screenshot shows a two-step form for adding a delivery point. Step 1 (Basic Delivery Point details) includes fields for 'Type of Delivery Point *' (dropdown), 'Choice of a Derating Factor *' (dropdown), 'EAN code of the Delivery Point *' (text), 'Delivery Point name *' (text), 'EAN code of the Access Point *' (text), and 'Fast Track Nominal Reference Power (in MW) *' (text). Step 2 (Delivery Period to which the Opt-out Notification (for a Y-4 Auction) relates: 2025-2026) includes a section for 'To what is the Opt-out Volume related to Existing Capacity associated?' with a dropdown for 'Associated with' and a text field for 'Volume (MW)'. Below this is a section for 'Complementary documents(s) (notification of closure, motivation letter, etc.)' with an 'UPLOAD NEW FILES' button. At the bottom, there are 'CONTINUE' and 'BACK' buttons, and a blue 'ADD DELIVERY POINT' button with a checkmark.

Figure 13: Prequalification File related to a Fast Track Prequalification Process

Once all the required data is provided, the CRM Candidate can click on 'ADD DELIVERY POINT' and the Prequalification File will be indicated as 'saved' in the CMU portfolio.

3.1.2 Standard Prequalification Process

To complete a Prequalification File related to a CMU participating to a Standard Prequalification Process, the CRM Candidate has to provide the CMU information, to create one or more Delivery Point(s) and to submit the information related to this (or these) Delivery point(s).

3.1.2.1 CMU Editing

As a first step, the CRM Candidate needs to provide the necessary information related to the CMU. To do so, the CRM Candidate can click on the 'ADD DETAILS' button.

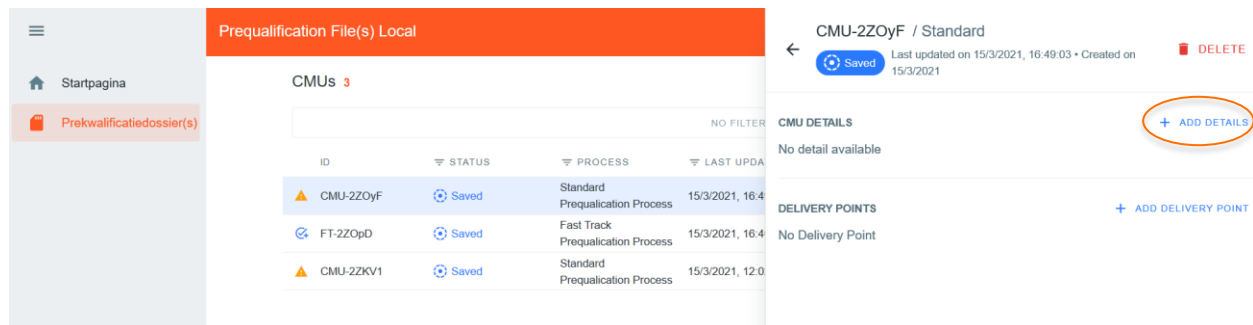


Figure 14: Editing the CMU details of a Prequalification File

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

The screenshot shows a multi-step form titled 'CMU DETAILS'. The form is divided into three main sections: 'CMU DETAILS', 'INFORMATION FOR EXISTING CMU', and 'OPT-OUT NOTIFICATION'. The 'CMU DETAILS' section includes fields for 'Project ID' (with a dropdown menu), 'Derating Factor' (with a dropdown menu), and 'Do you intend to have at least one Additional Delivery Point in your CMU?' (with a dropdown menu). The 'INFORMATION FOR EXISTING CMU' section includes fields for 'Do you intend to participate only to the Secondary Market with this CMU?' (with a dropdown menu), 'NRP Method 2' (with a dropdown menu), and 'Opt-out Volume (in MW)' (with a dropdown menu). The 'OPT-OUT NOTIFICATION' section includes fields for 'Delivery Period to which the Opt-out Notification (for a Y-4 Auction) relates' (with a dropdown menu), 'To what does the Opt-out Volume relates?' (with a dropdown menu), and 'Reasons for opt-out (related to existing capacity)' (with a dropdown menu). The form also includes a 'Complementary documents(s) (notification of closure, motivation letter, etc.)' section with an 'UPLOAD NEW FILES' button. The form is divided into three steps: Step 1, Step 2, and Step 3. The current step is Step 1, which is highlighted in red. The form is also divided into three sections: CMU DETAILS, INFORMATION FOR EXISTING CMU, and OPT-OUT NOTIFICATION. The form is also divided into three sections: CMU DETAILS, INFORMATION FOR EXISTING CMU, and OPT-OUT NOTIFICATION. The form is also divided into three sections: CMU DETAILS, INFORMATION FOR EXISTING CMU, and OPT-OUT NOTIFICATION.

Figure 15: Example of fields to be completed for the CMU details of a Prequalification File

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

Figure 16: Example of fields to be completed for the CMU details of a Prequalification File

When the Candidate has successfully completed the three steps to provide CMU details, the 'SAVE' button will become available to click on. After saving, the Candidate will be redirected to the CMU portfolio where the details can be consulted and verified in the summary window. Changes can still be made on the CMU details after having saved.

3.1.2.2 Delivery Point creation and editing

After adding the CMU details, at least one Delivery Point is to be added to the Prequalification File and the details related to this Delivery Point are to be filled in. This can be done by accessing the CMU via the CMU's portfolio overview and then by clicking on the 'ADD DELIVERY POINT' button.

Figure 17: Adding a Delivery Point to a Prequalification File

Similar to above, a new window will pop up where all the required information can be provided in the corresponding fields and drop down menus.

1 Delivery Point Details 2 Delivery Point Details 3 Additional Delivery Point Details 4 Delivery Point Details 5 Delivery Point Details 6 Additional Delivery Point Details 7 Delivery Point Details 8 Delivery Point Details 9 Additional Delivery Point Details

STEP 1
Basic Delivery Point details

BASIC DELIVERY POINT DETAILS

Type of Delivery Point *

☒ TSO connected
☐ DSO connected
☐ CDS connected (TSO grid)
☐ CDS connected (DSO grid)

Status of the Delivery Point *

☒ Additional
☐ Existing

EAN code of the Delivery Point

00000000

STEP 2
Delivery Point Details

DELIVERY POINT DETAILS

Delivery Point name *

Test Delivery Point

EAN code of the Access Point

00000000

Single line diagram *

Dummy file.PNG (924 B)

Technology *

Combined Cycle Gas Turbine

Add the ID of the linked capacities

01

+ ADD THE DELIVERY POINT'S ID

Agreement between Belgian member State and Adjacent Member State

Dummy file.PNG (924 B)

Declaration by the Eligible Direct Foreign Capacity Holder

Dummy file.PNG (924 B)

Declaration by the Adjacent Member State

Dummy file.PNG (924 B)

STEP 3
Additional Delivery Point Details

ADDITIONAL DELIVERY POINT DETAILS

Declared Nominal Reference Power (in MW) *

6.00

Existing connection capacity (in MW) *

4.00

Information related to the production permit

Dummy file.PNG (924 B)

CONTINUE → ← BACK CONTINUE → ← BACK ADD DELIVERY POINT ✓

Figure 18: Example of fields to be completed for the Delivery Point details of a Prequalification File

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

4 Delivery Point Details 5 Delivery Point Details 6 Existing Delivery Point Details

STEP 3
Existing Delivery Point Details

EXISTING DELIVERY POINT DETAILS

Expected Nominal Reference Power (in MW) *

48.00

CO2 emission attestation

Dummy file.PNG (924 B)

CO2 emission (in g/kWh)

370.00

Which method do you want Eka to use for the determination of the NRP? *

Method 1: Use of historical data

Do you want some adjustments of the standard methodology of Baseline? *

No

Unsheddable Margin (in MW) *

10.00

Nameplate capacity of generation (in MW) *

48.00

Net offtake / Net injection *

Net injection

Full technical injection capacity (in MW) *

48.00

Full technical offtake capacity (in MW) *

0.00

Grid User Declaration/CDS User Declaration *

Dummy file.PNG (924 B)

Letter to prove renunciation of operating aid(s) *

Dummy file.PNG (924 B)

Figure 19: Example of fields to be completed for the Delivery Point details of a Prequalification File

When all mandatory information is provided, the 'ADD DELIVERY POINT' button will become accessible. This will add all the newly provided data to the summary window for the concerned CMU.

3.1.3 Specific Prequalification Process

To complete a Prequalification File related to a CMU participating to a Specific Prequalification Process, the CRM Candidate is required to provide a limited amount of information.

To start completing its Prequalification File, the CRM Candidate can click on the 'EDIT VCMU' button to start.

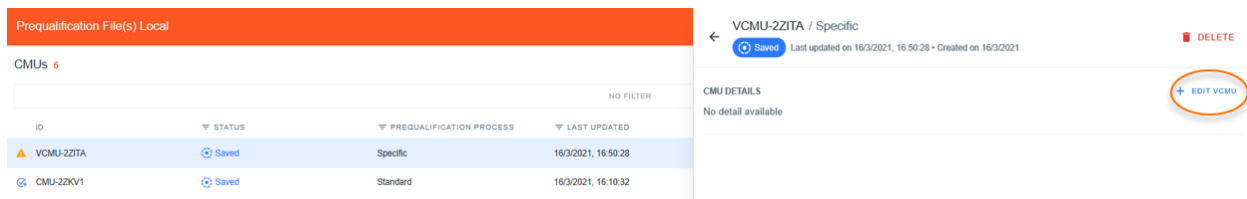


Figure 20: Prequalification File related to a Specific Prequalification Process

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

The screenshot shows the 'Edit the VCMU' form. It has a title bar with a red circle and the text 'Edit the VCMU'. The form contains three main sections: 'Declared Eligible Volume (in MW) *' with a text input field containing '5.00'; 'Project execution plan *' with a dropdown menu showing 'Dummy file...gsplan.PNG (924 B)'; and 'Complementary document(s)' with a file upload area showing 'Dummy file.PNG' and a '+ UPLOAD NEW FILES' link. At the bottom right, there is a blue 'SAVE' button with a checkmark.

Figure 21: Prequalification File related to Specific Prequalification Process

3.2. Automatic checks

Automatic checks are performed by the prequalification demo environment. This section lists some of these checks. In the event that a defect is identified by the tool, the CRM Candidate will be notified.

A first example of check is the verification that the mandatory fields (fields marked with *) are completed before being able to proceed (see Figure 22).

✓ Delivery Point Details — 2 Delivery Point Details — 3 Additional Delivery Point Details

STEP 2

Delivery Point Details**DELIVERY POINT DETAILS**

Delivery Point name *

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

EAN code of the Access Point

Figure 22: Example of automatic check with a mandatory field

There has to be consistency between the information provided in the CMU details and the information provided in the Delivery Points. For example, if the CRM Candidate indicates that the CMU will only consist of Existing Delivery Points but adds an Additional Delivery Point, an error message will occur. The same error message will pop up in case the CRM Candidate does not add an Additional Delivery Point even though the CMU is created with an additional status.

Please fix the following error(s) to be able to submit your CMU:

- There is an inconsistency between the data provided for the CMU and the status of the Delivery Point(s) provided: If there is at least one Additional Delivery Point, please add the necessary information in your CMU / If there are no Additional Delivery Points, please add the necessary information in your CMU.

CMU DETAILS	
Status	Existing
Number of Delivery Points	1
Nominal Reference Power	55

DELIVERY POINTS 1	
+ ADD DELIVERY POINT	
15	
Status	Additional
Type of Delivery Point	TSO connected
Technology	Combined Cycle Gas Turbine
Nominal Reference Power	55

Figure 23: Error message – Inconsistencies between the information provided in the CMU details and in the Delivery Points

Similarly, when the CRM Candidate indicates that he wants to use a certain method for the determination of the Nominal references Power(s), the Delivery Points should have the same method selected. Otherwise the following error message will pop up until it has been solved (see Figure 24).

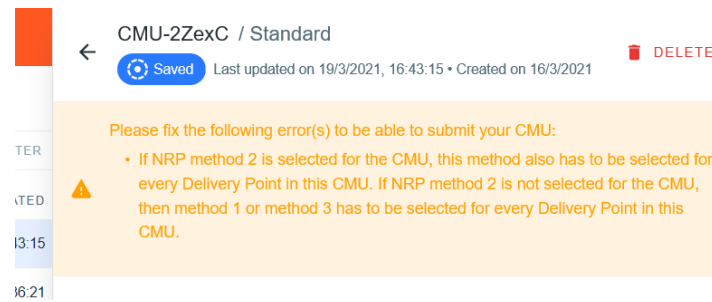


Figure 24: Error message - Inconsistencies (2)

3.3. Prequalification File submission

When all automated checks have been completed in a Prequalification File, the CRM Candidate will get the notification that its related CMU is ready for submission. This is also indicated by a specific icon in the CMU's portfolio (see Figure 25).

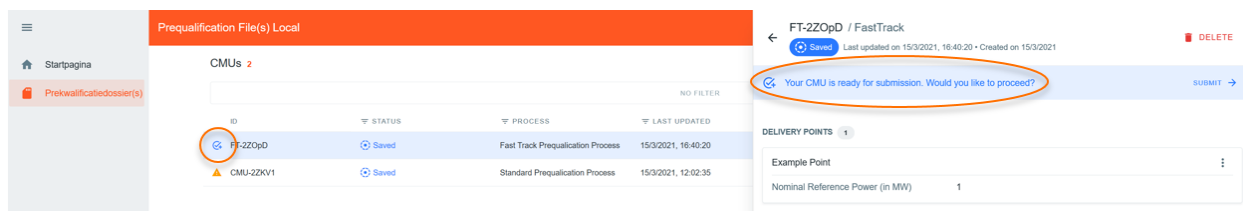


Figure 25: Example of CMU ready for submission

When the CRM Candidate considers that its Prequalification is ready for submission (no need to adapt the related details anymore), the button 'SUBMIT' can be pressed (see Figure 26).

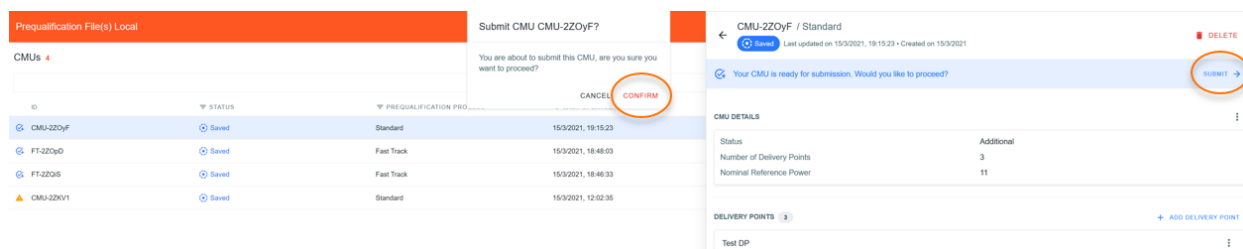


Figure 26: Prequalification File submission

As soon as a Prequalification File has been successfully submitted, it will immediately be visible in the CMU's portfolio and in the summary of this Prequalification File (see Figure 27). This submission will also be followed by a confirmation email (see Figure 28),

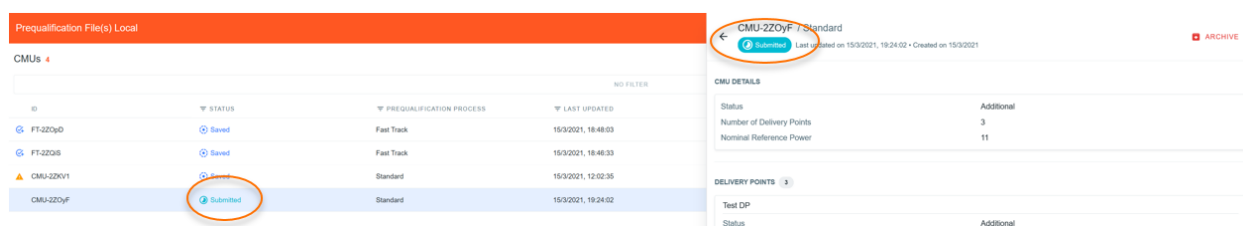
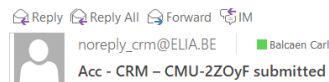


Figure 27: Prequalification File submitted



Dear,

Your CMU with ID CMU-2ZOyF has been submitted.

Elia will inform you within the next 20 working days whether the CMU is approved or rejected.

Figure 28: Confirmation email for a Prequalification File submission

After its submission, the Prequalification File cannot be adapted anymore. It will not be reviewed by ELIA.

4. Prequalification demo environment settings

4.1.1 Compliance checks

If needed, it is possible for the CRM Candidate to read again the information provided during the “Compliance checks” (cf. section 2.1.2.2). To do so and after entering the tool, the CRM Candidate can click on its user name in the bottom left corner and then on ‘My Account’ (see Figure 29).

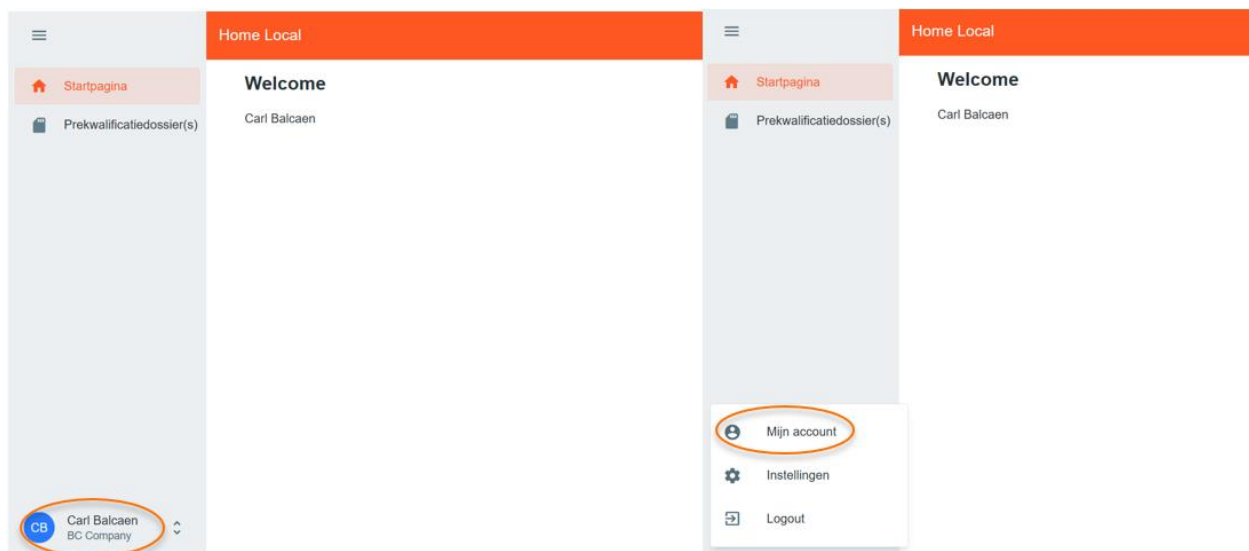


Figure 29: 'My account'

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 (see Figure 30).

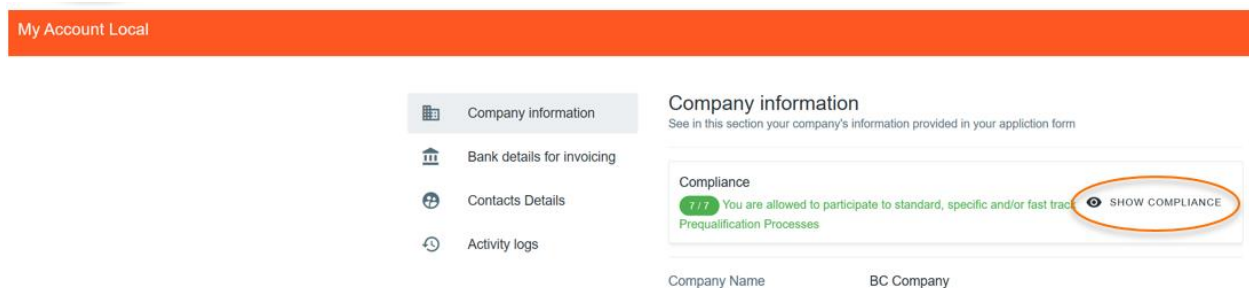


Figure 30: Compliance checks

4.1.2 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 is 'read only' and cannot be adjusted by the user.

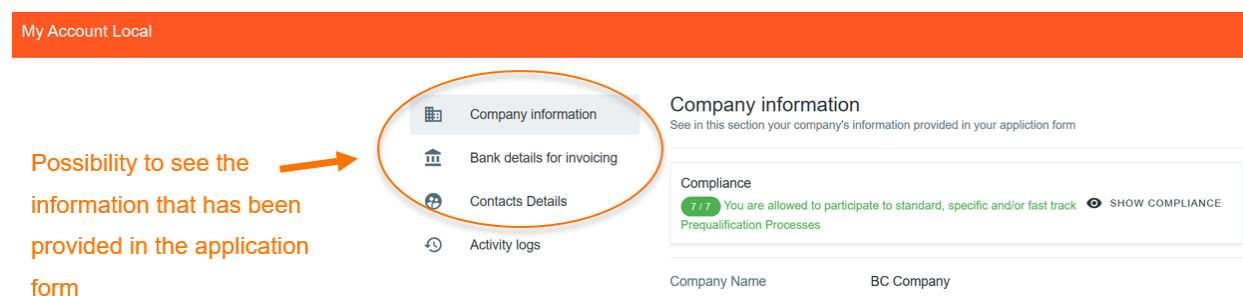


Figure 31: Application form information

4.1.3 Language change

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

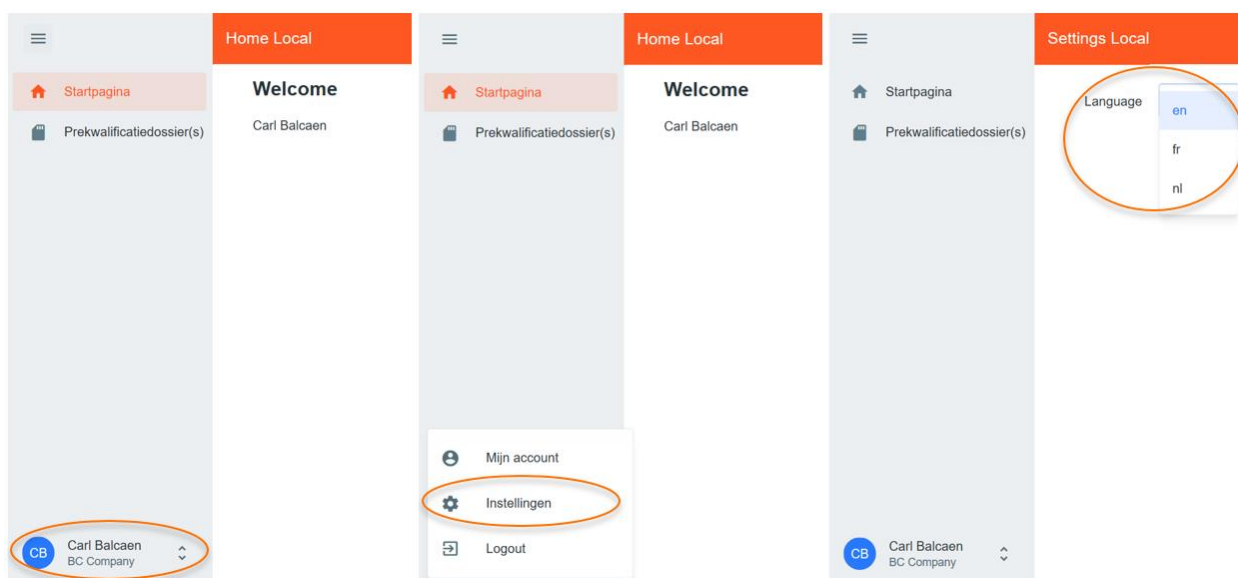


Figure 32: Adjusting the tool language

5. Communication and feedback

The automatic generated emails of the prequalification demo environment will be sent to all the users having selected "Contractual relations" in the application form.

The CRM candidates are invited to provide feedback to ELIA, based on the experiences they have using the demo tool, to demo.crm@elia.be. For any practical question related to the demo, the same email address also applies.

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