ORESS Tonn Nua Auction Platform User Guide

28/08/2025

Revision History		
Revision	**Description**	**Date**
V1.0	Initial release	28/08/2025

Contents

1. Purpose & Scope

The RESS Auction Platform (RAP) comprises two modules: Offshore Renewable Energy Support Scheme (ORESS) and Renewables Energy Support Scheme (onshore renewables only). This document describes a set of guidelines for the user to operate ORESS module of the RAP. This will be a step-by-step procedural document to take the user through the various sections of the RAP.

2. Process Flow

REGISTRATION → RAP NAVIGATION → QUALIFICATION → AUCTION

3. Registration

This section of the document will detail specific guidelines for registering within the RESS Auction Platform (RAP). For this document, it is assumed that the user is a new user of the RAP. For a new user to register on the RESS Auction Platform the following steps should be followed.

3.1. RESS Authorised User Form

As part of the registration process, prospective ORESS Applicants must submit an ORESS Authorised User form (RAU1) via the RESS Auction Platform in PDF format outlining who will be authorised to act on behalf of the Applicant, including submission of Applications for Qualifications (AfQs), submission of Offer Prices, authorising new Users. **All fields within the RAU1 form must be completed.**

3.2. Registering on the RAP

For a new user to register on the RESS Auction Platform the following steps should be followed.

1. The new user will navigate to the RAP login page as per figure 4 below. For a new user, the "Registration" button should be selected. This is to allow the user to register and set up their account.
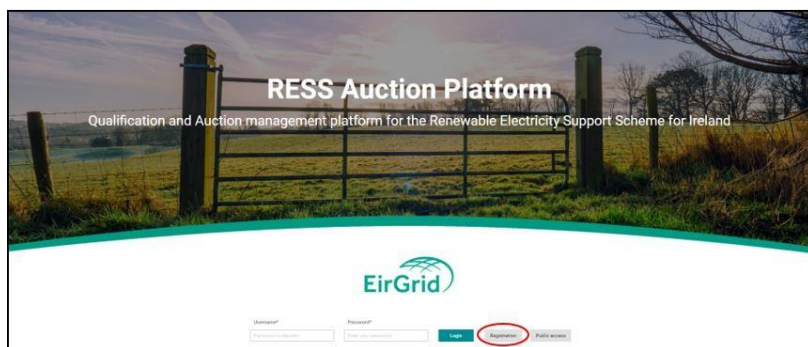
Figure 1

2. Once the new user has selected the "Registration" option, the registration form shown in figure 2 will open. This form requests all the necessary information for a new user. Every item which has an asterisk is mandatory for registering on the RAP.

Figure 2

3. A unique email address and mobile number is required to access the RAP. The same email cannot be used for multiple users, e.g. a mailbox email address. The email inputted here will become the Username when logging in.

4. In the "Evidence of User Authorisation" field, a pdf of the RAU1 form(s) (as explained in section 3.1) must be provided or the user will receive an error message.

5. When the User submits their registration application, the below message appears. Select the OK field. This means your details have been submitted to the ORESS Operations team for verification.
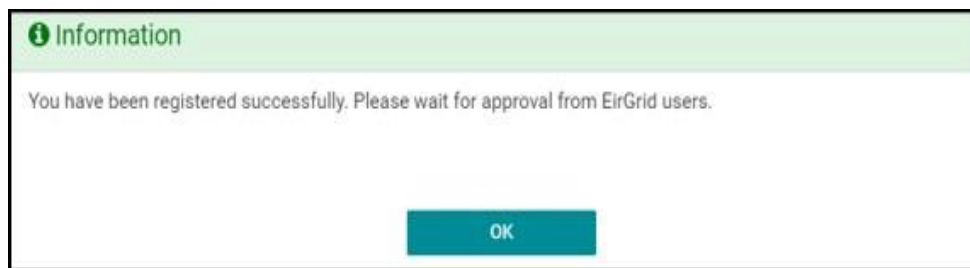

Figure 3

3.4. Account Verification and Login Details

1. The User will receive an email confirmation of their registration on the RAP. This email will contain the information shown in figure 4. The user must now wait for their registration to be reviewed and approved by OORESS Operations team.

2. If you have not received the initial email as shown in figure 4, check your junk mailbox as it might appear there. If you still have not received this email, please contact us at RESS@Eirgrid.com outlining the issue and the steps already taken.

Figure 4

3. The user will receive the below email in figure 5 once their registration has been processed and approved by the ORESS Operations team. If you do not receive this email within five working days of submitting your registration, please email RESS@Eirgrid.com outlining the issue and the steps already taken.
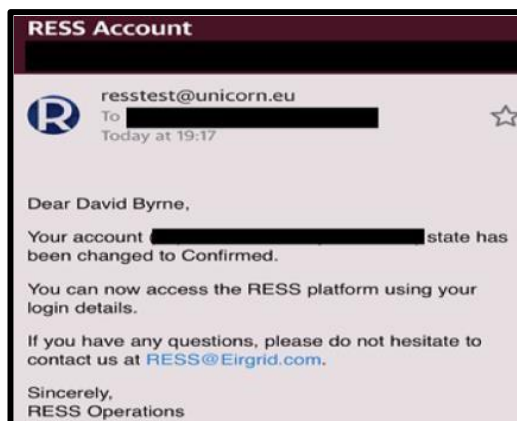

Figure 5

4. The user can now login to the RAP using the Email Address and Password they entered as part of their registration.
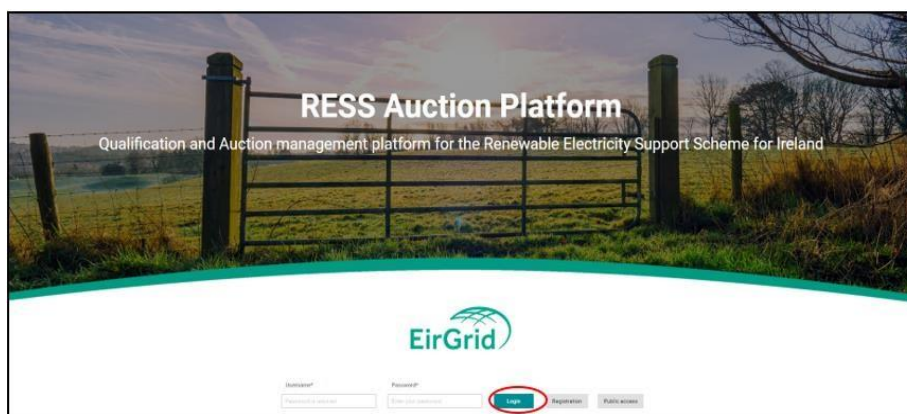

Figure 6

5. Once the user has entered their email address as their username and password in the relevant fields, they can select Login. The user must then complete the Multi-Factor Authentication. The user will receive a passcode to the mobile number that they included in their registration and this code must be entered in the passcode field highlighted in figure 7 below.

Figure 7

6. Once the user adds the passcode and selects Confirm, a message will appear stating "Terms and Conditions need to be accepted. You will be redirected to view the Terms and Conditions". Select 'OK'.

7. Once the User selects OK, the page outlining the Terms and Conditions of the RAP will load. The User selects the "Accepts Terms and Conditions" tab as shown in figure 8 below.

Figure 8

8. Once the User selects the "Accepts Terms and Conditions" they will then be brought through to the Main Page of the RAP.

3.5. Existing RESS Auction platform Users

Existing RESS Auction Platform Users must complete the following to register new Party Applicants and Projects:

1. Complete a new RAU1 form including proof of directorship following the steps outlined in section 3.1. Additionally, all existing authorised Users must be included on the new RAU1 form if they require access to the new project.

2. Send the completed RAU1 form by email to the ORESS Team at RESS@eirgrid.com.

4. ORESS Module

The ORESS Module section of the platform is where a user views their applications in **offshore RESS auctions** (see figure 9 below).
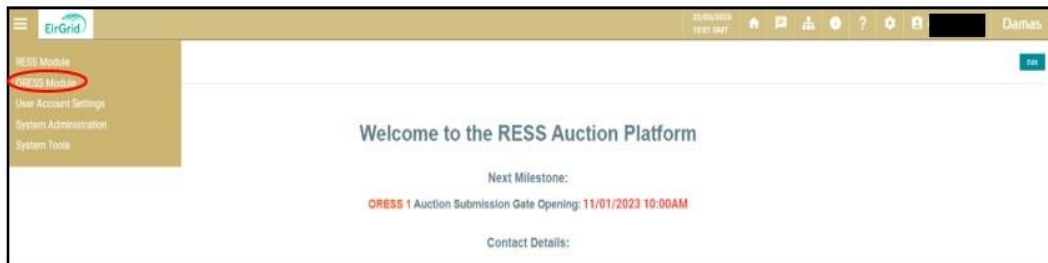

Figure 9

5. Application for Qualification

Application for Qualification (AfQ) will only be available once the Application Opening date has occurred. Application Reference Numbers will be assigned once the AfQ is 'Saved in Draft'.

5.1. Create an application

1. Choose the menu Icon in the top left corner of the RESS platform.

2. Select the ORESS module

3. Select 'Application List'. This will direct the applicant to the page shown in figure 10.

4. An Applicants project name will not automatically appear when the ORESS Auction, Project and Application Status fields have been selected. In order to create an AfQ, the User must select the **Create New** field in the top right-hand corner of the screen as shown in figure 10.
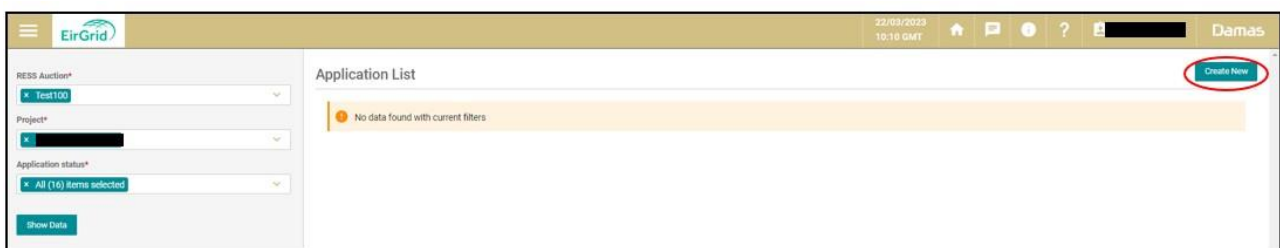

Figure 10

5. The user must then select the relevant ORESS Auction from the ORESS Auction field illustrated in figure 11. The system will only allow users to select an Auction where the qualification window is open. If the qualification window is not open, then the auction will not appear.

Figure 11

Once the relevant auction has been selected the application tabs will appear.
- Confirm ORESS Project field by selecting your project name from the dropdown menu (even if it has already populated).
- It is at this point the user should save their application by selecting the Save in Draft field.
- Once the application has been 'saved in draft', users will then be assigned an Application Reference Number which must be referenced on all forms submitted as part of their AfQ.
- The applicant can begin to fill out the AfQ at this point.
- The applicants can return to finish or edit the application at any point within the application window.

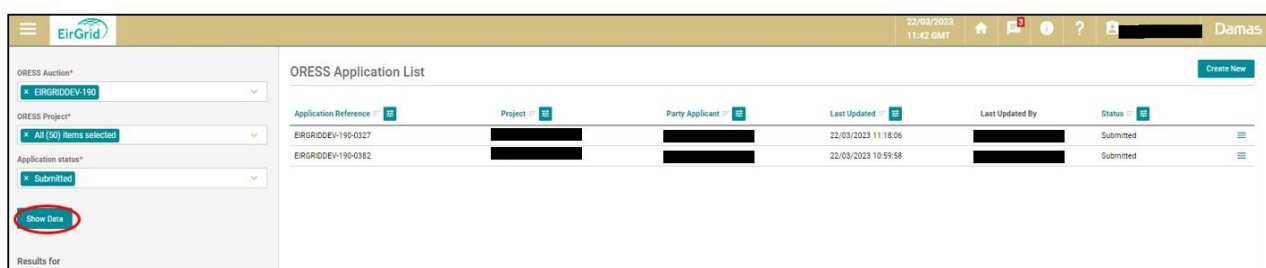Any fields marked with a red asterisk are mandatory fields.

Figure 12

5.2. Editing an AfQ

After saving an application in draft, the applicant can return to the AfQ at any time to edit the application within the qualification window. To navigate back to your application, follow the below steps:

1. Click on the menu icon at the top left of the RESS homepage.

2. Click the ORESS Module from the dropdown

3. After selecting the relevant module, Click on 'Application List'.

4. Select the relevant ORESS Auction and Project (or select all if relevant)

5. Once these have been selected you will arrive on page indicated in figure 13.

6. Select the icon logo on the far right of the line of the relevant application. From the dropdown menu click 'detail'

Remember to continuously 'Save in draft' while populating your application!

Figure 13

There are 4 tabs within an AfQ that will need to be completed:

1. Applicant Details

2. Entity Details

3. Preferences

4. Compliance

Each of these tabs are outlined below. Please refer to the EirGrid Checklist for the relevant auction for assistance on the information required within these tabs.

5.3. Applicant Details

The first tab of AfQ is Applicant Details (see figure 14). All fields marked with an asterisk are mandatory. Hover text can be found to assist users with populating these fields.

Figure 14

5.4. Entity Details

The Second Tab of the AfQ is Entity Details (see figure 15). All entities associated with the ORESS Project must be entered here. All fields marked with an asterisk's are mandatory.

- Select the 'Add new entity' field to add a new entity.

- Select the 'Remove' field to remove an entity.

Figure 15

- Select the 'Export Entities' field to export the details of this tab.

Figure 16

5.5. Preferences

The third tab of AfQ is Preferences (see figure 17). All fields marked with an asterisk are mandatory. Hover text can be found to assist users with populating these fields.

Figure 17

5.6. Compliance

The fourth tab of AfQ is Compliance (see figure 18). All fields marked with an asterisk are mandatory.

Figure 18

5.7. Submitting Application for Qualification

Once all mandatory fields have been populated across all four tabs, the AfQ can be submitted. Please note that a user cannot reverse a submission; once the submission has been made it is final. Therefore, we recommend that users do not submit their AfQ until they have carefully reviewed all items.

If a mandatory field is left blank an error message will appear, and the user will need to edit this before attempting to submit their AfQ again.

5.8. Deleting Application in Draft

At any stage during the Qualification submission window an AfQ can be deleted in draft. Please note that if an AfQ is deleted in draft the application line item will remain on the screen and will still be listed in Application List. However, all data previously entered will be deleted within the application.

6. Withdrawing an application

An Applicant who has submitted an AfQ in respect of an ORESS Auction, and who no longer wishes to participate in the ORESS Auction, can issue a Notice of Application Withdrawal to the TSO which can be found linked within the relevant Qualification Information Pack (QIP) on the EirGrid website. The Notice of Application Withdrawal must be received by the TSO no later than the Final Application Withdrawal Date in the relevant ORESS Auction Timetable. This notice can be signed by an authorised user. The Notice of Application Withdrawal is irrevocable, and the Application for Qualification will not be considered further for the ORESS Auction.

Should an Applicant wish to Withdraw their application at any stage, they can do so by completing the following steps:

1. Log into the RESS Auction Platform and navigate to the Applicant List tab within the ORESS module (see figure 19).

Figure 19

2. Select the relevant ORESS Auction, Project, and Application Status and hit the "Show Data" field (see figure 20). The Applicant's project(s) should appear.

Figure 20

3. Select the "Menu icon" on the relevant project line to the right-hand side of the page. Two options appear: "Detail" and "Withdraw" (see figure 21). The Applicant should select the Withdraw field. This option will only be visible before the withdrawal date. If you do not see this menu icon, then the date has passed.

Figure 21

4. The Applicant is required to upload the Notice of Application Withdrawal Form and select the Withdraw button (see figure 22).

Figure 22

5. Once the Applicant has uploaded the Notice of Application Withdrawal form and selects the "Yes" button for "Do you really want to Withdraw", the Status of their Application will change to "Withdraw Submitted" (see figure 23).

Figure 23

6. The TSO will review the Application for withdrawal form submitted by the applicant. Once reviewed and accepted the Application status will update from "Withdrawal Submitted" to "Withdrawn".

7. Submitting a Review

An Applicant who, following a TSO decision with respect to an Application for Qualification, considers that the TSO has not applied the Terms and Conditions correctly in their decision on the Application for Qualification can submit an Application for Review. The Applicant should detail the relevant provisions of the ORESS Terms and Conditions that they consider have not been applied correctly by the TSO. Should an Applicant wish to submit an Application for Review, they can do so by completing the following steps:

1. Log into the RESS Auction Platform and navigate to the Applicant List tab within the ORESS module (see figure 24).
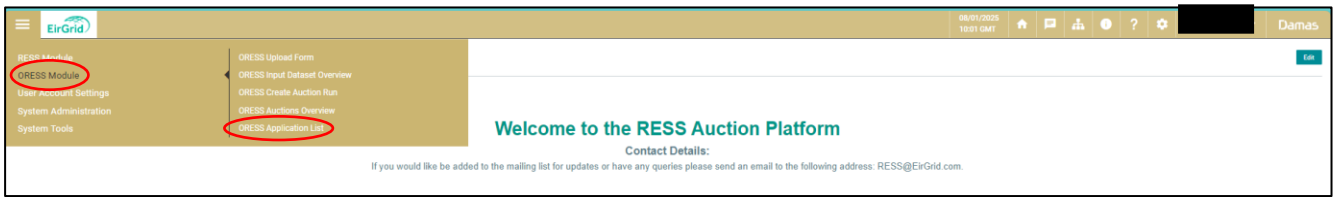

Figure 24

2. Select the relevant ORESS Auction, Project, and Application Status, and hit the "Show Data" field (see figure 25). The Applicant's project(s) should appear.
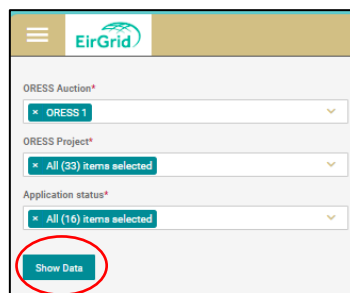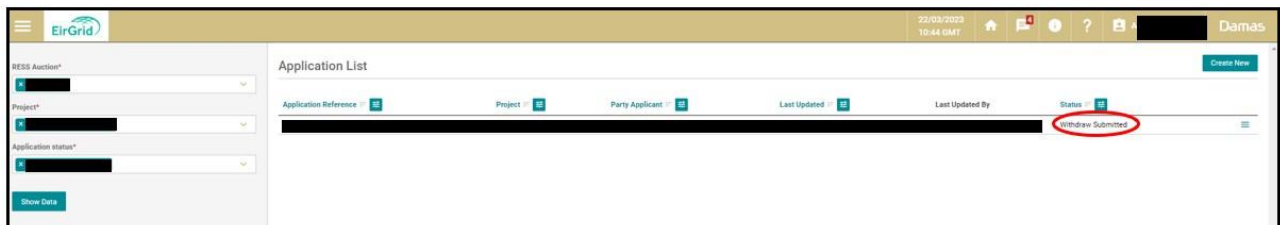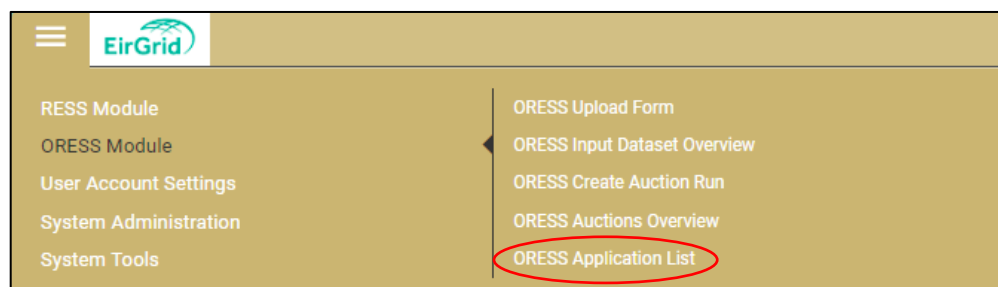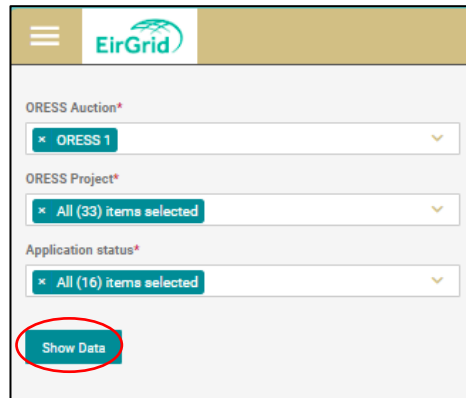

Figure 25

3. Select the menu icon on the relevant project line to the right-hand side of the page. Three options appear: "Detail", "Withdraw", and "Submit for Review". The Applicant should select the "Submit for Review" field (see figure 26).

Figure 26

4. The Applicant should detail the relevant provisions of the ORESS Terms and Conditions that they consider have not been applied correctly by the TSO in their Application for Review Form, upload this form, and select the "Submit for Review" (see figure 27).
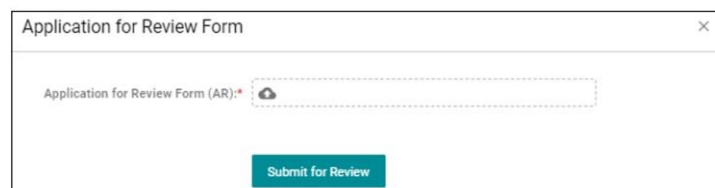

Figure 27

5. Once the Applicant has uploaded the form and selects the "Yes" button for "Do you really want to Submit for Review", the Status of their Application will change to "Application for Review" (see figure 28).

Figure 28

6. The TSO will review the Application for Review, and the outcome will be issued to the Applicant by the Application for Review Decision date via the message function within the RAP. The application status will also be updated where applicable.

8. Auction

The submission of Offer Prices for Qualified Applicants shall be facilitated through the RESS Auction Platform, which Applicants previously used to submit their Applications for Qualification.

8.1. Submitting an Offer Price

The location for inputting the Offer Price on the RESS Auction Platform will be under the Offer Price tab. This tab will become available to qualified applicants once the Auction Submission window opens. When an authorised user accesses the RESS Auction Platform, they will need to navigate to the tab highlighted in figure 29. All other tabs on the Platform will be locked.
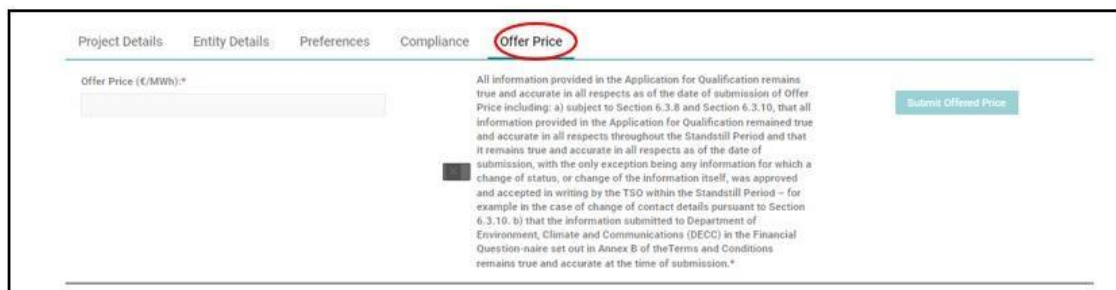

Figure 29

There are two mandatory fields that need to be completed in the Offer Price tab:

- Offer Price (€/MWh): specified to two decimal places, is greater than or equal to 0.00 €/MWh, and is less than or equal to [Maximum Offer Price Considered] (€/MWh). Refer to relevant terms and conditions for guidance on this.
- Confirmation that all information provided in the Application for Qualification remains true and accurate in all respects as of the date of submission of Offer Price, as well as confirmation that the Financial Questionnaire has been submitted to DCCE.

Once these details are populated, there is only one option, which is 'Submit Offered Price'. Once this is selected, the Offer Price entered is final and **there will be no option for the Authorised User to amend**

this. There is no option to enter details and save this entry to review later. Therefore, before selecting the 'Submit Offered Price' button, please carefully review the details entered.

9. Navigating through the RAP

9.1. User Account Settings

To access the user account section of the platform, select the menu icon at the top left of the RAP. Three options will appear (depending on your user role). Each section is explained below.
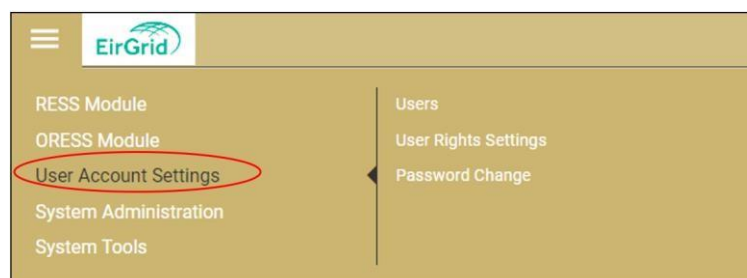

Figure 30

9.2. Users

This section is only visible to **RAP Admin Users**. This is where users can be added/edited. The following user roles can be assigned to an external user. Please note the responsibility lies with the RAU to monitor the users assigned to Applicants and Projects. A RAU will be assigned the role of RAP Admin User at registration by the ORESS Operations team.

- **RAP Admin User:** This user role will be granted to RAUs at registration. This user will have the option to add and remove RAP Read Only User or RAP Trading User users and determine their access rights.

- **RAP Read Only User:** This user role will allow the user to have read only access to projects assigned to them by the RAP Admin User.

- **RAP Trading User:** This user role will grant the user with write access to Applications for Qualification but will not allow the user to add and remove users or edit user rights.

9.3. User Rights Settings

This section is only visible to **RAP Admin Users**. In this section, an admin user can edit user right settings by selecting a user and ticking/unticking the relevant sections. The fields that populate this screen are relevant to the user role assigned to the user. e.g., If a user is assigned a Read Only User role, areas visible to the user can be edited here but there will not be an option to grant them write access in this screen. That will need to be done in the 'User' section of the RAP.

9.4. Password Change

This section is visible to all user roles and will allow the user to change their password. To change the password, the user must fill in the fields as shown below and select the Save option to create the new password. Once the password is changed, the user will be logged out of the system and asked to login with their new credentials.
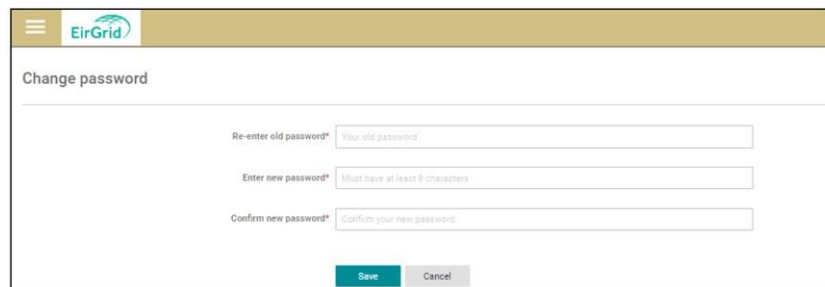

Figure 31

9.5. Adding a New User

As a RESS Auction Platform Admin Authorised User (RAU), there is the function to add additional users to a project.

To add an additional user, select the **User Account Settings** field then **Users.** The list of users for the relevant project will appear.
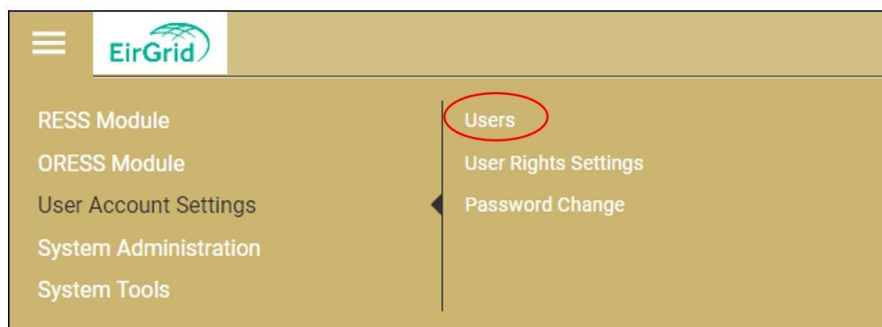

Figure 32

The User page will appear, and the following information of the existing user's details will be broken down into the following headings:

- Email
- Username
- User Type
- User Roles

- Projects
- Account State

Figure 33

To create a new user, select the **Create New User** field in the top right of the page.

Figure 34

The Create New User Page will appear, and a table of the following fields required to set up a new user will appear as illustrated in Figure 35 below. These fields need to be populated.

Figure 35

A breakdown of each field and what information is required for each is outlined below:

- **Entity:** This should always be ORESS External User Roles
- **First Name:** Add new user's first name here.
- **Last Name:** Add new user's surname name here.

- **Phone:** Add new user's mobile phone number here. This will be used to send the new user a multifactor passcode.

- **Email:** Add new user's email address here. **This will become the new user's username.**

- **Language:** This should always be en-GB.

- **Time zone:** This should always be GMT/IST.

- **User Roles:** There are two user roles to choose from depending on the role the RAU wishes to grant the new user. They are as follows:

    o **RESS Auction Platform Read Only User.** This user role is intended for Party Users with Read Only (RO) access.

    o **RESS Auction Platform Trading User.** This user role is intended for Party Users with Read Write (RW) access.

- **Project Assignment:** Select the relevant project(s).

- **New Password:** Create a new password for the new user.

- **Confirm New Password:** Confirm the new password created for the new user.

- **Evidence of User Authorisation:** Evidence of User Authorisation is not required when a RAU is adding a new user.

When all fields are populated, the user must select the 'create' (see figure 35).

Once the new user has been created, they will be prompted to accept the Terms and Conditions and create a new password.
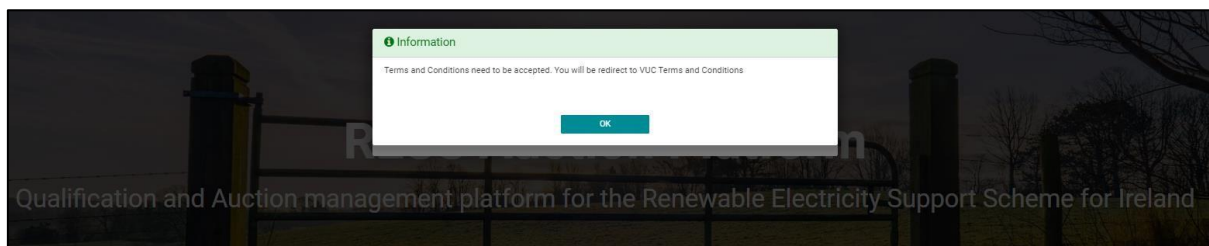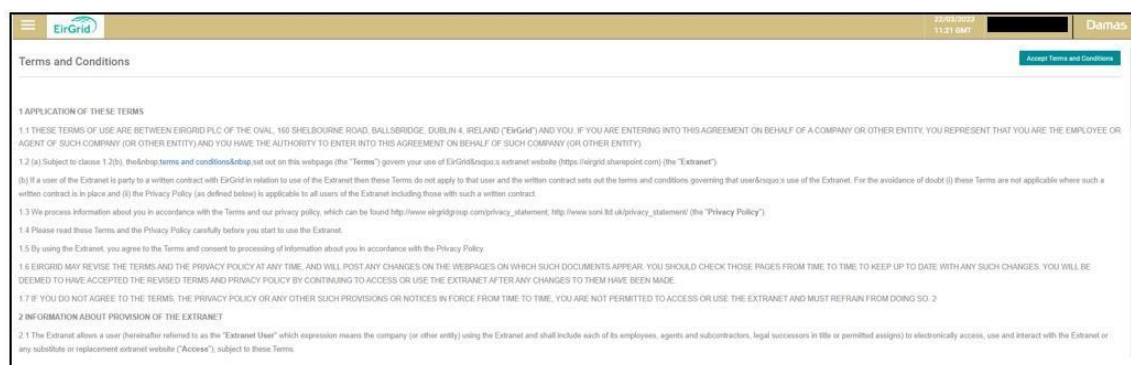

Figure 36

Figure 37

Figure 38

The user will then be prompted to log back in using their new password.

9.6. Changing a User's Access Rights

The user with RESS Auction Platform Admin User rights is able to change the access rights of other users. To change another user's admin rights, select 'User Account Settings' then 'Users' (see figure 39).

Figure 39

The user making the changes must then select the menu icon adjacent to the user details followed by 'Edit' (see figure 40). Select 'User Roles'. Select the appropriate user rights and select 'save changes' (see figure 41).

Figure 40

Figure 41

9.7. Deleting a User

The user with RESS Auction Platform Admin User rights is able to delete any users they no longer require having access to the RESS Auction Platform. To delete a user, select 'User Account Settings' then 'Users' (see figure 42).

Figure 42

All users who have access to the relevant project(s) will appear. The admin user who wishes to delete another user should then select the menu icon then 'delete' (see figure 43). A pop-up will appear with the following confirmation: 'Are you sure to delete this user?' The user must the select 'yes' (see figure 43).

Figure 43

Figure 44

9.8. System Administration

Within the system administration tab of the RAP, the user can access the Home page of the platform, view the terms and conditions of the RAP, and view the help page (see figure 45).

Figure 45

9.9. ORESS Messages

Messages are located in the top ribbon of the RAP (see figure 46).

Figure 46

This section shows general system messages such as: *The Application Submission for the Auction (Auction name) has started.*
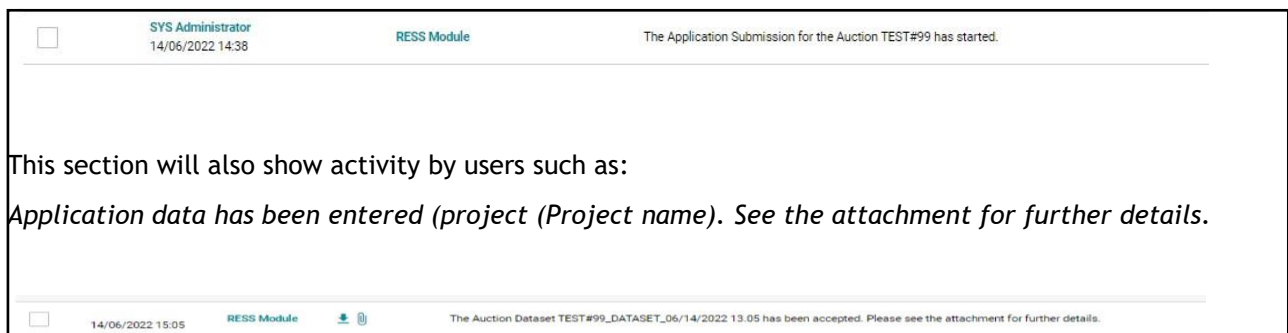

Figure 47

This section also allows users to receive direct message from the ORESS Operations team specific to a project.

9.10. Help Page

To access the help page, click on the question mark at the top right of the RAP or select the three lines logo in the top right corner. Select 'system administration' then 'help page'. Here, users will find information to assist with ORESS (see Figure 48).
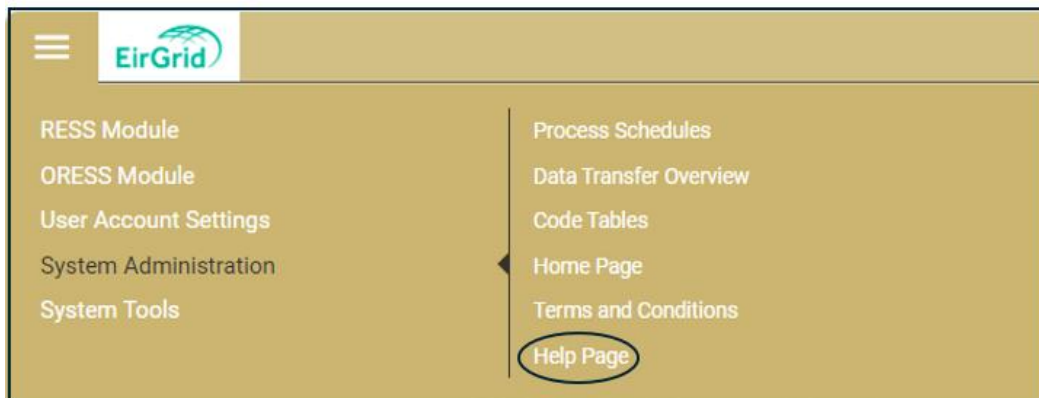

Figure 48