RESS Auction Platform User Guide

03/05/2024



The Oval, 160 Shelbourne Road, Ballsbridge, Dublin D04 FW28 Telephone: +353 1 677 1700 | www.eirgrid.com NOTE: Prospective RESS Applicants should refer to the Terms and Conditions throughout. The following document is provided as a working document containing a guide on how to use the RAP. This document is provided for information purposes only and where there is any conflict between the information here and the Terms and Conditions, the latter prevails. Please contact us if you have any outstanding queries at RESS@EirGrid.com.

Revision History							
Revision	Revision Description						
V1.0	Initial release	02/12/2021					
V1.1	Updated version with ORESS module included	06/12/2022					
V1.2	Reviewed	18/05/2023					
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1. Purpose & Scope

This document describes a set of guidelines for the user to operate the RESS Auction Platform (RAP). This will be a step-by-step procedural document to take the user through the various sections of the RESS Auction Platform.

2. Function of RESS

The Renewable Electricity Support Scheme (RESS) is a Government of Ireland initiative that provides support to renewable electricity projects in Ireland.

RESS is a pivotal component of Programme for Government and the Climate Action Plan 2021 and is a major step in achieving Ireland's target of at least 80% renewable electricity by 2030.

Support under RESS is allocated by way of auctions. RESS auctions will be delivered by Department of Environment, Climate and Communications (DECC) with the support of Commission for Regulation of Utilities (CRU) and EirGrid, the Transmission System Operator (Auction Administrator).

EirGrid has been tasked with operating the RESS auctions (including qualification) and this document is where you will find all information in relation to the RESS Auction Platform, the system that will be used for Qualification and the RESS Auctions.

2.1. Process Flow



3. Registration

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

3.1. RESS Authorised User Form

As part of the registration process, prospective RESS Applicants must submit a RESS 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, submission of Offer Prices, authorising new Users. All fields within the RAU1 form must be completed.

3.2. Completing RAU1 Form

Applicant and Project Details

The Legal Name of Applicant is the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.

Project Name

The RAU1 form should include the Project(s) associated with each Applicant. This is to assist the RESS Operations team with verifying Applicant and Project information as part of the registration process.

RAU1 EirGrid											
Legal Name of App	licant										
Company Number	(As per CRO)										
Select Auction Type	,	RESS		ORESS							
Project Na Insert Proi	me (ArperConnelionOge/ ect name here	Growtho Agreement/									
2 (Insert more rows as	required)										
2. RESS Autho RESS Authorised Use	rised User(s) ar Details 1	Details ⁹	RESS Authorised U	ser Details 2							
First Name Surname Email Mobile Number Signature			First Name Surname Email Mobile Number Signature								
				(Insert more	users as required)						



RESS Authorised User(s) Details

RESS Authorised Users are the names of individuals that are nominated to have access and control of the RESS Auction Platform and any relevant RESS Auction Applications. EirGrid recommends that at least two RAUs are authorised by each Applicant in order to avoid issues where one RAU is unavailable. The same completed RAU1 form can be uploaded by different RAUs at registration provided the details of the RAU are present in this section of the form.

2. RESS Authorised User(s) Details9							
RESS Authorised User Details 1							
First Name							
Surname							
Email							
Mobile Number							
Signature							

Figure 2

This form does not need to be completed for all users of the RAP. Additional Users can be added by RAUs once they have successfully gained access. Further details on how to do this can be found in section 9.2 of this document

Please note that when entering the email address this will become the username of your login details. Also, the mobile number will be used for multi factor verification.

Confirmations and Signature

All confirmations must be selected.

A Director of the company (Legal Name of Applicant) must sign the RAU1 form. The director that signs the document must be included within the list of directors of the company as per the evidence of directors document appended to the RAU1 form. This form should be filled out electronically and printed for signatures.

The document must be dated.

3. Confirmations and Signal	ture ^{1,8} whicant, that the above named individuals have been lawfully assion to each act on behalf of the Applicant specified above in respect pecified above for the purposes for RESS Auctions. pplicant, that each RAU has the authority to authorise, register and tional users via the RESS Auction Platform to each act on behalf of the spect of all the listed RESS Projects specified above in accordance with awfully appointed directors of the Applicant has been included with
Director Name (please print) Signature Date	
RESS	Authorised User Form (RAU) v1.0

Figure 3

Evidence of Company Directors

Proof of all Directors of the company (Legal Name of Applicant) must also be appended to the RAU1 document. This list must be sourced from the Companies Registration Office (CRO).

RAU1 Form Additional Information

There may be an instance where there is one Legal Name of Applicant with multiple projects. In this case one RAU1 form must be completed with all projects listed; however, only one registration on the RAP is required. The RAU registers on the RAP by entering their details (once) and uploads <u>ONE</u> pdf document containing the RAU1 form along with proof of directorship.

Please note that only one PDF can be uploaded at registration on the RAP. If you are applying as a RAU for more than one Applicant all forms must be scanned into **one PDF file for upload including evidence of directors.** It is possible for a RESS Authorised User to register further Applicants and Projects to their account at a later stage by submission of additional RAU1 forms.

3.3. Registering on the RAP

For a new user to register on the <u>RESS Auction Platform</u> 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 4

2. Once the new user has selected the "Registration" option, the registration form shown in figure 5 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.

EirGrid	
Registration Form	
First Name*	
Last Name*	
Phone*	
Email*	
New Password*	
Confirm New Password*	
Evidence of RESS Authorised User Form and Proof of Directors (RAU1)*	۵
	Register Cancel

Figure 5

- 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. For the "Evidence of User Authorisation" a pdf of the RAU1 form(s) as explained in section 3.1 must be submitted 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 RESS Operations team for verification.

() Information	
You have been registered successfully. Please wait for approval from EirGrid users.	
ок	

Figure 6

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 7. The user must now wait for their registration to be reviewed and approved by RESS Operations Team.
- 2. If you have not received the initial email as shown in figure 7 check your junk mailbox as it might appear there. If you still have not received this email, please contact us at <u>RESS@Eirgrid.com</u> outlining the issue and the steps already taken.



Figure 7

3. The user will receive the below email in figure 8 once their registration has been processed and approved by the RESS Operations team. If you do not receive this email within five working days of submitting your registration, please email <u>RESS@Eirgrid.com</u> outlining the issue and the steps already taken.



Figure 8

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



Figure 9

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 10 below.

Multi-factor Authentication - confirm Passcode	×
To complete Login, Multi-factor Authentication will send a one-time passcode to the number you enter Please enter the passcode to authenticate. Passcode	ed.



- 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 11 below.

LI GIUZ	Damas
Terms and Conditions	Accept Terms and Conditions
1.APPLICATION OF THESE TERMS	
11 THESE TERMS OF USE ARE BETWEEN ERORID PLC OF THE OWL, 1/0 SHELBOURNE ROAD, BALLSRADGE, DURUN 4, RELIAND ("EKGAN") MO YOU. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER E AGENT OF SUCH COMPANY (OR OTHER ENTITY) AND YOU HWE THE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF A COMPANY (OR OTHER ENTITY).	ENTITY, YOU REPRESENT THAT YOU ARE THE EMPLOYEE OR
1.2 (a) Subject to claume 1.2(b), the Entry terms and conditions& http://wit.out.out.on.this webpage (the "Terms") govern your use of EliGrid&export, acturate webuile (https://wigrid.aluurepoint.com) (the "Extramet").	
(b) If a user of the Extranet is party to a written contract with EGGd in relation to use of the Extranet then these Terms do not apply to that user and the written contract sets out the terms and conditions governing that userding-pors use of the Extranet. For the avoidat written contract is in places and (i) the Privacy Policy (as defined below) applicable to all users in the Extranet including those with such a written contract.	ance of doubt (i) these Terms are not applicable where such a
1.3 We process information about you in accordance with the Terms and our privacy policy, which can be found http://www.eigridgroup.com/privacy_statement, http://www.son/.ld.uk/privacy_statement/ (the "Privacy Policy")	
1.4 Please read these Terms and the Privacy Policy carefully before you start to use the Extranet.	
1.5 By using the Extrainet, you agree to the Terms and consert to processing of information about you in accordance with the Privacy Policy.	
1.6 ERGRID MAY REVISE THE TERMS AND THE PRIVACY POLICY AT ANY TIME, AND WELP OST ANY CHANGES ON THE WEBPAGES ON WHICH SUCH DOCUMENTS APPEAR. YOU SHOULD CHECK THOSE PRICES FROM TIME TO TIME TO THE TO KEEP UP DEEMED TO HWE ACCEPTED THE REVISED TERMS AND PRIVACY POLICY BY CONTINUING TO ACCESS OR USE THE EXTRINET AFTER ANY CHANGES TO THEM HAVE BEEN MADE.	P TO DATE WITH ANY SUCH CHANGES. YOU WILL BE
1.7 IF YOU DO NOT AGREE TO THE TERMS, THE PRIVACY POLICY OR ANY OTHER SUCH PROVISIONS OR NOTICES IN FORCE FROM TIME TO TIME, YOU ARE NOT PERMITTED TO ACCESS OR USE THE EXTRANET AND MUST REFRAIN FROM DO	0ING SO 2
2 INFORMATION ABOUT PROVISION OF THE EXTRANET	
21 The Estance allows a user (beninder infered to as the "Estance User" which expression means the company (or other ently) using the Estance and shall include each of its employees, agents and subcontactors, legal successors in the or permitted assigns any substitute or replacement extransi velocite (Accesse') subject to these Terms.	s) to electronically access, use and interact with the Extranet or

Figure 11

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:

- 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 RESS Team at <u>RESS@eirgrid.com</u>.

4. RESS Modules

The Home page is the default landing page. This page will show various options for the user to select to navigate through the system as well as useful information such as upcoming milestones.

	22/05/2023 01:50 GM7	٠	P	di,	•	?	٠	Damas
Home Page								240
Welcome to the RESS Auction Platform	m							
Next Milestone:								
ORESS 1 Auction Submission Gate Opening: 11/01/2023 10:00AM	4							
Contact Details:								
If you would like be added to the mailing list for updates or have any queries please send an email to	the following	addres	5					
RESS@ErGrid.com								

Figure 12

4.1. RESS Module

The RESS Module section of the platform is where a user views their applications in <u>onshore RESS</u> <u>auctions</u>. The user should select the menu icon on the top left of the screenshot below. This menu will prompt various options to appear and allow the user to select the RESS Module option.

EirGrid	23/02/022 50/01 64/7	10	4	0	?	٠	8	Damas
CSS Mooue								Ten .
ORESS Module User Account Settings								
System Administration System Topis	Welcome to the RESS Auction Platform							
	Next Milestone:							
	ORESS 1 Auction Submission Gate Opening: 11/01/2023 10:00AM							
	Contact Details:							

Figure 13

4.2. ORESS Module

The ORESS Module section of the platform is where a user views their applications in <u>offshore RESS</u> <u>auctions.</u>



Figure 14

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 lcon in the top left corner of the RESS platform.
- 2. Select the relevant RESS module (RESS or ORESS)
- 3. Select 'Application List'. This will direct the applicant to the page shown in figure 15.
- 4. An Applicants project name will not automatically appear when the RESS 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 15.

EirGrid		22/03/2023 10:10 GMT	ń	•	?	2	Damas
RESS Auction*	Application List						Create New
Project*	No data found with current filters						
× •							
Application status*							
× All (16) items selected V							
Show Data							

Figure 15

5. The user must then select the relevant RESS Auction from the RESS Auction field illustrated in figure 16. 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.

	22/03/2023 10:13 GMT	•	i	?	E.		Damas
Application Form - Create New						Save as Dra	ft Submit
NESS Auction Select some item - V							
Project Details Entity Details Preferences Compliance Offer Price							



- 6. Once the relevant auction has been selected the application tabs will appear.
 - Confirm RESS 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
 - \circ $\;$ The Applicant can begin to fill out the AfQ at this point.
 - $\circ~$ 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.

_								
EirGrid							₽ 0 ?	
cation Form	- Create New							1
								_
	RESS Auction	v						
	Project Details Entity Details Preferences	Compliance Offer Price						
	RESS Projects.*	RESS Project Name:		User Preparing the Application for Qualificat	ion:			_
	×							
	Legal name of the Applicant.*		Company Numb	Company E	nail Address:			
-								
	Applicant Address Line 1:*	Applicant Address Line 2:		Applicant Address Line 3:		Applicant Address Line 4:		
	Maximum length is 100 characters	Maximum length is 100 characters		Maximum length is 100 characters		Maximum length is 100 characters		
-								
	Postal Address Matches Applicant Address	Agreement To DECC Sending Notice Of Award An	nd All Accompanyin	g Documentation To This Postal Address*				
	Postal Address Line 1.*	Postal Address Line 2:		Postal Address Line 3:		Postal Address Line 4:		
	Maximum length is 100 characters	Maximum length is 100 characters		Maximum length is 100 characters		Maximum length is 100 characters		
	Applicant Address Country.*	Applicant Address County:*		Applicant Address Eircode:Postcode.*				
	- Select some item -	- Select some item -						
				Maximum length is 7 characters				

Figure 17

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 relevant RESS Module from the dropdown (RESS or ORESS)
- 3. After selecting the relevant module, Click on 'Application List'.
- Select the relevant RESS Auction and Project (or select all if relevant)
 Once these have been selected you will arrive on page indicated in figure 18.
- 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!

EirGrid				22/03/2023 11:42 GMT	♠ 🖻 🛈	? 🖻	Damas
ORESS Auction*	ORESS Application List						Create New
× EIRGRIDDEV-190		_	_	_		_	
ORESS Project*	Application Reference 17 1	Project IF #	Party Applicant 💷 🧱	Last Updated 17 12	Last Updated By	Status IF 華	
× All (50) items selected V	EIRGRIDDEV-190-0327			22/03/2023 11:18:06		Submitted	=
Application status*	EIRGRIDDEV-190-0382			22/03/2023 10:59:58		Submitted	=
× Submitted ×							
Show Data							
Results for							

Figure 18

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

- 1. Project 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. Project Details

• The first tab of AfQ is Project Details, screenshot can be seen below. All fields marked with an asterisk's are mandatory. Hover text can be found to assist users with populating these fields.

Project Details Entity Details Preferences	Compliance Offer Price		
RESS Projects.* -Select some tem- v	RESS Project Name:	User Preparing the Application fo	for Qualification:
Legal name of the Applicant.*		Company Number;*	Company Emil Address.*
Applicat Address Line 1;* Adadmum langth is 10% characters	Applicant Address Line 2: Maximum Angth is 100 characters	Applicant Address Line 3:	Applicant Address Line 4:
Postal Address Matches Applicant Address	Agreement To DECC Sending Notice Of Award And	All Accompanying Documentation To This Postal Address*	
Pestal Address Line 1.4 Maximum length is 100 characters	Pertal Address Line 2:	Postal Addessa Line 3:	Postel Address Line 4:
Applicant Address Country * - Entect some tran -	Applicant Address County* No results found -	Applicant Address Einsde/Pestood	**

Figure 19

5.4. Entity Details

- The Second Tab of the AfQ is Entity Details. All entities associated with the RESS 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.
- Selecting 'Remove' will remove an entity

Project Details Entity Details Preferences	Compliance Offer Price		
Select Entity 1	🗛 Remove 🔤 Addinew Entity 👔 Exp	vort Entities	
Entity 1 - Name.*		Entity 1 - Relationship to the Applicant.*	
Maximum length is 200 characters		- Select some item-	
Entity 1 - Address Line 1:*	Entity 1 - Address Line 2:	Ditity 1 - Address Line 3:	Entity 1 - Address Line 4:
Maximum length is 100 characters	Maximum length is 100 characters	Maximum length in 100 characters	Maximum length is 100 characters
Entity 1 - Address Country:* - Select some item -	Entity 1 - Address County.* No results found -	Entity 1 - Address Eircode:Postcode:	

Figure 20

Entities can also by exported by selecting the 'Export Entities' field

Project Details Entity Details	Preferences Compli	ance Offer Price			
Select Entity: Entity 1	✓ E _x Re	move 🛛 🗛 Add new Entity	Export Entities		
Entity 1 - Name:*			Entity 1 - Relationship to the Applicant:		
			- Select some item -		~
Maximum length is 200 characters		ess Line 2:	Entity 1 - Address Line 3:		Entity 1 - Address Line 4:
Entity 1 - Address Line 1:*	Entity 1 - Addre				
Enuty 1 - Address Line 1:*	Entity 1 - Addre				
Address Line 1:* Maximum length is 100 characters	Maximum lengt	th is 100 characters	Maximum length is 100 characters		Maximum length is 100 characters
Entity 1 - Address Line 1:* Maximum length is 100 characters Entity 1 - Address Country:*	Entity 1 - Addre	th is 100 characters Entity 1 - Address County:*	Maximum length is 100 characters	Entity 1 - Address	Maximum length is 100 characters Eircode/Postcode:*
Auximum length is 100 characters Entity 1 - Address Country.* - Select some item -	Maximum lengt	th is 100 characters Entity 1 - Address County:* - Select some item -	Maximum length is 100 characters	Entity 1 - Address	Maximum length is 100 characters

Figure 21

5.5. Preferences

The third tab of AfQ is Preferences; screenshot can be seen below. All fields marked with an asterisk are mandatory. Hover text can be found to assist users with populating these fields.

Project Details Entity Details Preference	Compliance Offer Price	
Preference Categories.* RESS Preference Category	Eliphie Technology* -Elect some hem-	
Confirmation that the Applicant will be bound by the	hese Terms and Conditions*	
Confirmation that the Information that the Applica	nt Has Provided is True and Accurate in All Respects*	
Acknowledgement that for the purposes of the ad proper functioning of this auction and to ensure th	ministration of this auction, the Minister is authorized to use information related to a accuracy of information included in the relevant statutory instrument for the PSD	the Applicant and the Project, provided in the Application for Qualification, to communicate with the Applicant, the Regulatory Authority, the TSO, the ISO and SEMO is order to ensure the Leng for the relevant PSO Leng Year*
Acknowledgement that the Application for Qualifo	cation has been prepared at the expense of the Applicant and that the TSO and the	Minister bear no responsibility or liability for any costs incurred by the Applicant in connection with the Application for Qualification*
Acknowledgement that condition of entry to the R and to communicate with the appropriate network	ESS Auction that the Applicant accepts that the Minister may correspond with the F operator regarding the startus of related connections to the network. ⁴	legistary futbority, KIM and Network Operators about related applications to construct or sponter the electricity generating plant or permissions, consents or authorizations insued by h
Offer Quantity (MIR).*	Maximum Export Capacity of the Site (MRI).*	
ITM Site Easting*	ITM Site Northing.* Project County* - Select some item-	Project Becondary County
Confirmation that a Guarantee of Origin will not be	s sought in respect of the output of the Project, in accordance with Statutory instru	nuer 300 of 3032.*
Upload new documents:		
Documents		
File Name	Uploaded On	Uploaded By

Figure 22

5.6. Compliance

• The fourth tab of AfQ is Compliance; screenshot can be seen below. All fields marked with an asterisk are mandatory.

NETS Diverter Declaration*		
ō.		
Lasteration of Planning Canaant For Soil Contracted Property		
Conferenties of Erici Exectation Project*		
Confirmation of Compliance with Processability Requirements*		
Conferences of Compliance with New Project Requirements*		
Conferential of Applicant Independence*		
	Insurant Demonstrating Campbony Web Digitie Technology (R	Fandhe Inc
	Research first Research Internet and Research Street, many	
The Continue of Constitution with Distant Submitteed	tradit at the answer at the negative sedi-	
Conferences of Designeer With Digital Subscrept"	(Q	
Confirmation of Compliance With Eligibit Torbertopy* Lockneelings that all Information provided in Eligibit for the programs of the effective approach of a set out to an of Financy Toronauch. The built enclosed app. Collect of head of historication is respected of the 4122 Australiance	A start of the second s	undrane. Elefoid will held then beformation annuals in 10 will be change destinationally as 0 will be observed 1221477
Confirments of Damplianes 4000 Blights Tarbordsys* Loboseships that all biotectular prosted in Differst for the proposes of of all differenceships that all biotectular prosted in the Differst three proposes of the all differenceships that all biotectular prosted in the PEID Autom all differenceships that all biotectular is requested the PEID Autom all differenceships that all biotectular and all differenceships proposed of the Reptoent*	A THE AND A STATE OF A STATE AND A STATE A	written. Eirfold sell held fleir prioritation answed is the off for the dimensional part of the management $_{\rm 22MP}^{\rm 22MP}$
Confirmation of Dampliance WHI Blights Technology* Lindonsenting, but all Information provided in Dafred Technology & Hold Y South approximation and a set of an art Technology Research. The bull of second-state of Data and Technology and the WEILY Avenue Approximation of the Application on Application for Buddhalance or Application of Technology of Planning Planning**	A 1955 Auditor with the full profession of the segment of the HESA Auditor set to be proposed of the HESA Auditor provides. If the HESA Auditor provides of the H	webers. Exclude will hald then advectations are used in the within the total decomposition of a state of the score of 2000 2000 2000
Conferences of Exceptions (EEE Dispetsion (EEE Dispetsion)) Landscreenings, Next all Information provided in District the the programmer. If the last in the information of the second	A Second	where, Dobel with held this effects of an arrow is to the value of the control o
Conferences of Completence With Bights Technology* Lindensembly: Burl at Information prosted in Default for the propose of the Second	An USE Audites with the left by Different only for the segment of the MEDIA Audites with the left by Different only for the proposes of the MEDIA Audites provides. The Difference of the MEDIA Audites provides. The MEDIA Audites provides. The MEDIA Audites provides. The MEDIA Audites provides and The MEDIA Audites provides and The MEDIA Audites and th	webers. Earlied will hald the extremation area web in the only for thread dominantially as 0 will be managed approximation of the strength of the strength of the approximation of the strength of the strength of the strength of the approximation of the strength of the strength of the strength of the approximation of the strength of t
Conferences of Exceptioner WHI Bights Technology* Conferences of Exceptioner WHI Bights Technology* Conferences of Exception and Action and Conferences of the WHI Sector Sect	A BEST Autions with the help the form only to the segment of the HESS A the BEST Autions with the help the form only to the purposes of the HESS A the second sec	antines. Exclude and held this edimension array with the within developments of the off and the survey of 1222047
Confirments of Damplianes (BH) Bights Tarbertys* Confirments of Damplianes (BH) Bights Tarbertys* Lindossenting that all holonomic possible to Doferd for the pagesesses of all of the damplianess of a set of the damplianess of the damplian	An USE Aufter auf being being and automation of the segment of the SESS Aufter automatic and the SESS Automatic auto	webers. Exhibit will had the education answell in the second second set of the second se

Figure 23

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 or populated with incorrect information an error message will occur 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 Application for Qualification in respect of a RESS Auction and who no longer wishes to participate in the RESS Auction can issue a Notice of Application Withdrawal to the Auction Administrator which can be found linked within the Qualification Information Pack on the EirGrid website. The Notice of Application Withdrawal must be received by the Auction Administrator no later than the Final Application Withdrawal Date in the RESS 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 RESS 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 relevant RESS module. An example is shown in figure 24 below.



Figure 24

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

EirGrid	
RESS Auction*	
× All (36) items selected	~
Project*	
× All (295) items selected	~
Application status*	
× All (16) items selected	~
Show Data	

Figure 25

3. Select the "Menu icon" on the relevant project line to the right-hand side of the page. Two options appear: "Detail" and "Withdraw". 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.

					22/03/2023 10:38 GMT	0?	Damas
RESS Auction*	Application List						Create New
Project*	Application Reference IF	Project IF	Party Applicant IF	Last Updated 🐨 関	Last Updated By	Status IF 🔱	
Application status*							\mathbf{O}
×							Withdraw
Show Deta							
Results for RESS Autors BR3 22/03 Project - All - Application Status - All -							

Figure 26

4. The Applicant is required to upload the Notice of Application Withdrawal Form and select the Withdraw field.

Withdraw Form	×
Notice of Withdraw Form (NW):*	
Withdraw	

Figure 27

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".

EirGrid						22/03/2023 10:44 GMT	A P	i	?	È ^	Damas
RESS Auction*		Application List									Create New
× Project*	~	Application Reference IF	Project IF	Party Applicant 💷 🚨	Last Updated 17 👪	Last Update	d Dy	s	iatus IF 🛐		
×	~								ithdraw Su	bmitted	=
Application status*											
×	~										
Show Deta											

Figure 28

6. The Auction Administrator 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 Auction Administrator decision with respect to an Application for Qualification, considers that the Auction Administrator 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 RESS Terms and Conditions that they consider have not been applied correctly by the Auction Administrator. 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 relevant module. An example is shown in figure 29 below.

EirGrid		22/03/2023 10:32 GMT	٠	9	•	?	Damas
RESS Module							
	Velcome to the RESS Auction Platform						
	Nevt Milestone						
	ORESS 1 Auction Submission Gate Opening: 11/01/2023 10:00AM						

Figure 29

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

	EirGrid	
RESS Au	ction*	
× All	(36) items selected	•
Project*		
× All	(295) items selecte	ed 🗸 🗸
Applicati	on status*	
× All	(16) items selected) ×
Show	Data	



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.

EirGrid		22/03/2023 10:48 GMT 🔶 🛃 🚺 ? 😫	Damas
RESS Auction*	Application List		Create New
Project*	Application Reference 🗉 🚺 Project 🕫 🚺 Party Applicant 🕫 🖬 Last Updated 🕫 🚺	Last Updated By Status 🗐	
Application status*		Submitted	Detail
· · · ·			Withdraw Submit for Review
Show Deta			

Figure 31

4. The Applicant should detail the relevant provisions of the RESS Terms and Conditions that they consider have not been applied correctly by the Auction Administrator in their Application for Review Form, upload this form and select the "Submit for Review" field.

Application for Review Form		×
Application for Review Form (AR):*	٥	
	Submit for Review	

Figure 32

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".

EirGrid					22/03/2023 10:52 GMT	P.	•	? 🖻		Damas
RESS Auction*	Application List									Create New
V .	Application Reference 17 18	Project #	Party Applicant IF	Last Updated 17	Last Updated By		Status II	10		
× · · ·						_	Applicatio	in for Review	>	=
Application status*							Submitte	1		=
Show Data										

Figure 33

6. The Auction Administrator will review the Application for Review and the outcome will be issued to the Applicant via the message function within the RAP by the Application for Review Decision date. 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. Financial Questionnaire

As part of an Offer Price Submission, the Applicant is required to submit a Financial Questionnaire. For clarity, it is noted that completion of the questionnaire is mandatory for all applicants. In its Offer, the Qualified Applicant must complete and submit the Financial Questionnaire and the information submitted in this Financial Questionnaire must be true and accurate at the time of submission. The content of the Financial Questionnaire does not form part of the RESS winner selection process.

Financial Questionnaire **must be submitted to DECC**, **not EirGrid**. Instructions on where to submit the Financial Questionnaire can be found in the relevant Terms and Conditions and must be submitted by the relevant date in the Auction Timetable. Submitting an Offer Price within the RAP as detailed in section 8.2 is dependent on Applicants submitting the Financial Questionnaire to the DECC.

8.2. 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 come 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 the below screenshot. All other tabs on the Platform will be locked.



Figure 34

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

Offer Price (\notin /MWh) specified to two decimal places that is greater than or equal to 0.00 \notin /MWh and is less than or equal to [Maximum Offer Price Considered] \notin /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 DECC.

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 <u>there will be no option for the Authorised User to amend</u> <u>this.</u> There is no option to enter details and save this entry to review at a later date. Therefore, before selecting the 'Submit Offered Price' button, please carefully review the details entered before submitting.

9. Navigating through the RAP

9.1. User Account Settings

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





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 RESS 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 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 have access 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 on 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. The section will allow the user to change their password. In order to change the password, the user must fill in the fields as shown below, 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.

Change password	
Re-enter old password* Vour old password	
Enter new password* Must have at least 8 characters	
Confirm new password* Confirm your new password	
Seve Cancel	

Figure 36

9.5. Adding a New User

As a RESS 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.

EirGrid	
RESS Module	Users
User Account Settings	Password Change
System Administration System Tools	

Figure 37

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

Users						Creat	te New User
ţ;	User Type	RESS External User Roles					
E-mail 17 茸		User Name 🖙 🛱	User Type	User Roles	Projects	Account State 🖙 🛱 Rea	ason
🖻 clara.littler@e	eirgrid.com	Clara Littler	RESS External User Roles	RESS Auction Platform Admin User	Clara's Solar Farm	Confirmed	=
⊠ james.littler@	eirgrid.com	James Littler	RESS External User Roles	RESS Auction Platform Trading User	Clara's Solar Farm	Confirmed	=

Figure 38

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

=	Ei	rGrid									22/03/202 11:13 GM	3 r 1	۱.	9	?	<u>e</u>		Da	amas
U	ers																	Create New	User
ę		User Type	RESS External User Roles x 🗸																
E	mail IF 難		User Name 💷 👯	User Type	User Roles	Projects										Account	it State 💷 🚦	Reason	
e.			Test Case	RESS External User Roles	ORESS Auction Platform Read Only User, ORESS Auction Platform Trading User, ORESS Auction Platform Admin User											• Pend Verif	ling lication		=



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 40 below. These fields need to be populated.

EirGrid	
Create new User	
Entity*	RESS External User Roles 🗸
First Name*	
Last Name*	
Phone* [
E-mail*	
Language*	en-08 v
Timezone*	GMT/IST v
User Roles*	- Select some item -
Project Assignment*	- No results found -
New Password*	
Confirm New password*	
Evidence of User Authorisation	6
	Creste Cascel

Figure 40

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

- Entity: This should always be RESS 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 multi-factor passcode.
- Email: Add new user's email address here. This will become the new user's username.
- Language: This should always be en-GB.
- Timezone: This should always be GMT/IST.
- User Roles: There are three user roles to choose from depending on the role the RAU wishes to grant the new user. They are as follows:
 - **RESS Auction Platform Admin User.** This user role is intended for Party Authorized Users (PAU). PAU's can register RAPT user roles but may not register other PAU.
 - **RESS Auction Platform Read Only User.** This user role is intended for Party Users with Read Only (RO) access.
 - **RESS Auction Platform Trading User.** The user role 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 field.

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



Fig	ure	42
	u. c	

EirGrid		
Change password		
Re-enter old password*		
Enter new password*	Must have at least 8 characters	
Confirm new password*	Confirm your new password	
	Save Cancel	

Figure 43

The user will then be kicked out of the RESS Auction Platform and will be required to sign in again using the new password.

9.6. Changing a User's Access Rights

The user with RESS Auction Platform Admin User rights has the ability to change the access rights of other users. To change another user's admin rights, select **User Account Settings** and **Users**.



Figure 44

The user making the changes must then select the menu icon adjacent to the user details followed by **Edit.** Select the **User Roles** field. Select the appropriate user rights and select the save changes field illustrated in figure 45.

Users						Create New User
User Type	RESS External User Roles 🛛 🗸					
E-mail 🖅 🛱	User Name 🖅 ≢	User Type	User Roles	Projects	Account State 17 🛱	Reason
Clara.littler@eirgrid.com	Clara Littler	RESS External User Roles	RESS Auction Platform Admin User	Clara's Solar Farm	 Confirmed 	\bigcirc
Image: a state and the state of	James Littler	RESS External User Roles	RESS Auction Platform Trading User	Clara's Solar Farm	Confirmed	Detail
Matthew.littler@eirgrid.com	Matthew Littler	RESS External User Roles	RESS Auction Platform Read Only User	Clara's Solar Farm	Confirmed	Delete

Figure 45

Edit user: Clara Littler (RESS External User Ro	ples)	
Entity	RESS External User Roles $\qquad \lor$	
First Name*	Clara	
Last Name*	Littler	
Phone*	0857553914	
E-mail*	clara.littler@eirgrid.com	
Language*	en-GB ~	
Timezone*	GMT/IST ~	
Account State*	Confirmed ~	
User Roles*	× RESS Auction Platform Admin User V	
Project Assignment	× Clara's Solar Farm	
New Password		
Confirm New password		
Evidence of User Authorisation	Withdrawing-DD7.pdf	
Upload new User Authorisation file	۵	
]	Save changes Cancel	

Figure 46

9.7. Deleting a User

The user with RESS Auction Platform Admin User rights has the ability 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.**



Figure 47

All users who have access to the relevant project(s) will appear. The user who wishes to delete another user should then select the menu icon and the delete field respectively. A pop will appear with the following confirmation Are you sure to delete this user? The user must the select the yes field.

Users						Create New User
User Type	RESS External User Roles 🛛 🗸					
E-mail IF 👬	User Name 🕼 🛱	User Type	User Roles	Projects	Account State 17 🛱	Reason
Clara.littler@eirgrid.com	Clara Littler	RESS External User Roles	RESS Auction Platform Admin User	Clara's Solar Farm	Confirmed	\bigcirc
⊠ james.littler@eirgrid.com	James Littler	RESS External User Roles	RESS Auction Platform Trading User	Clara's Solar Farm	Confirmed	Detail Edit
Imatthew.littler@eirgrid.com	Matthew Littler	RESS External User Roles	RESS Auction Platform Read Only User	Clara's Solar Farm	Confirmed	Delete

Figure 48

Confirmation			
Are you sure to delete this user ?			
	Yes	No	

Figure 49

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.

EirGrid	
RESS Module	Home Page
ORESS Module	Terms and Conditions
	Help Page
System Administration	4

Figure 50

9.9. RESS Messages

Messages are located in the top ribbon of the RAP as seen below.

Ξ	EirGrid		•	P	0		
н	lome Page						

Figure 51

This section shows general system messages such as:

The Application Submission for the Auction (Auction name) has started.



Figure 52

This section also allows users to receive direct message from the RESS 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, select Help Page. Here, users will find information to assist with RESS, See Figure 53.

	Help Page	
System Administration	•	

Figure 53