RESS Auction Platform User Guide

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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	**Description**	**Date**
V1.0	Initial release	02/12/2021
V1.1	Updated version with ORESS module included	06/12/2022
V1.2	Reviewed	18/05/2023
V1.3	Updated version with RESS 4 changes included	03/05/2024

Contents

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

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 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 RESS Auction Platform 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.

Figure 1

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.

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.

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 **ONE** **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 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.
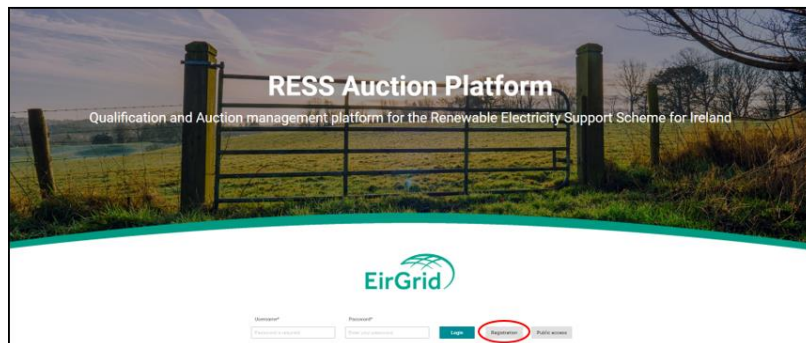

Figure 4

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.

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.
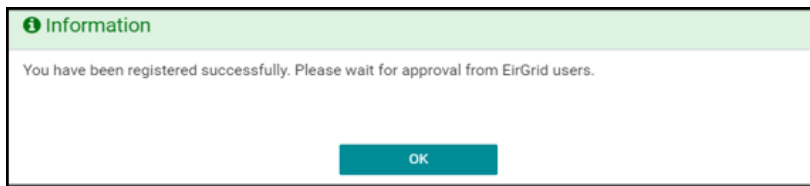
Figure 6

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 RESS@Eirgrid.com 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 RESS@Eirgrid.com outlining the issue and the steps already taken.
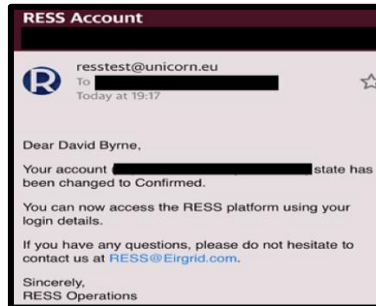

Figure 8

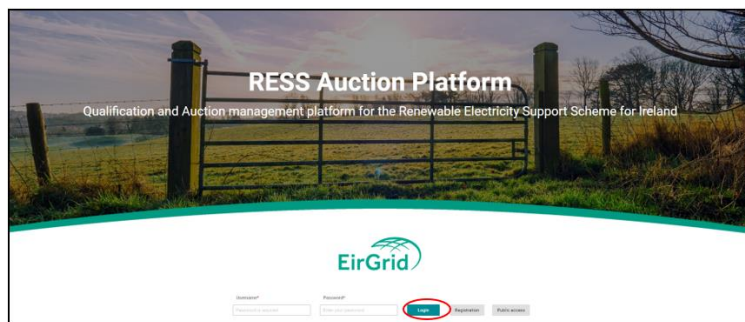4. The user can now login to the RAP using the Email Address and Password they entered as part of their registration.

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.
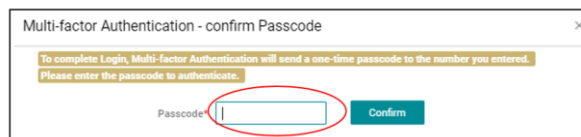
Figure 10

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.
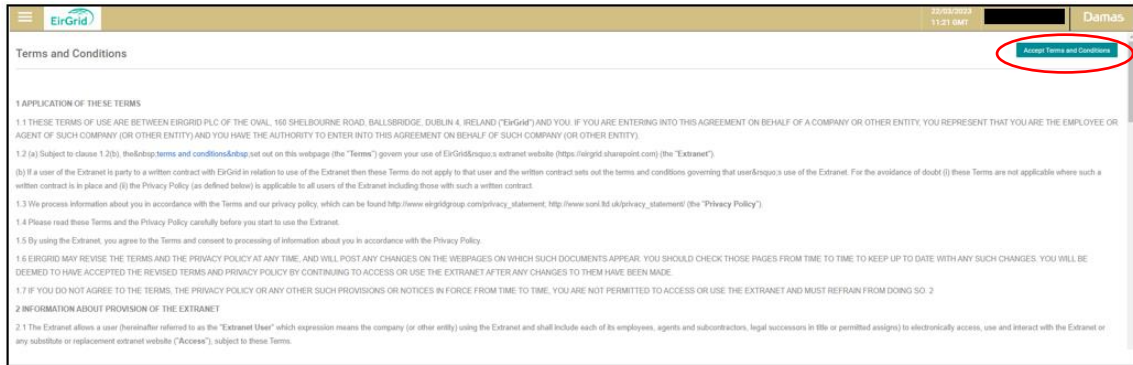
Figure 11

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:

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 RESS Team at RESS@eirgrid.com.

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.

Figure 12

4.1. RESS Module

The RESS Module section of the platform is where a user views their applications in **onshore RESS auctions.** 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.

Figure 13

4.2. ORESS Module

The ORESS Module section of the platform is where a user views their applications in **offshore RESS auctions.**
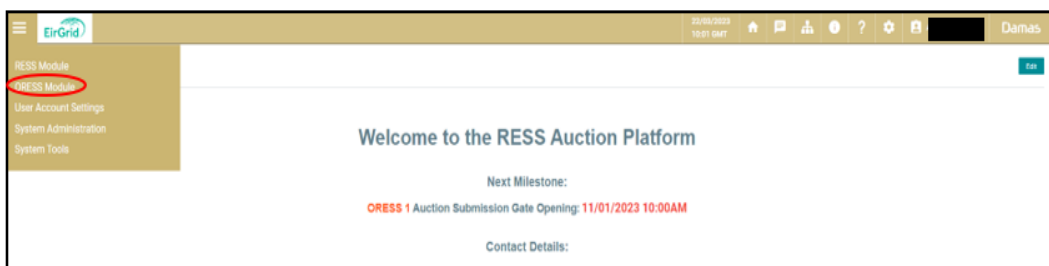
Figure 14

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 Icon 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.
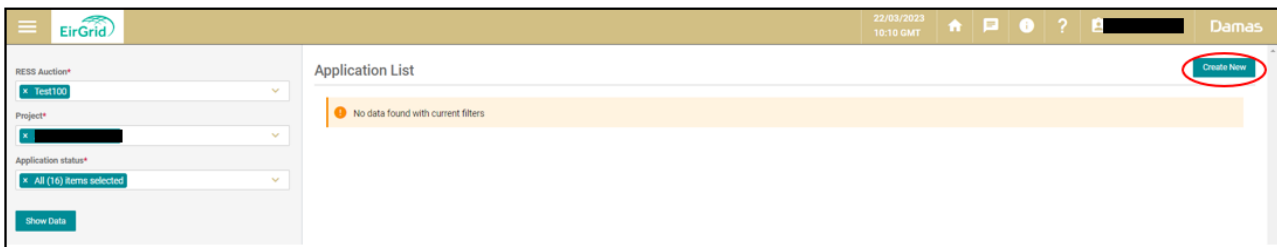
Figure 15

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.
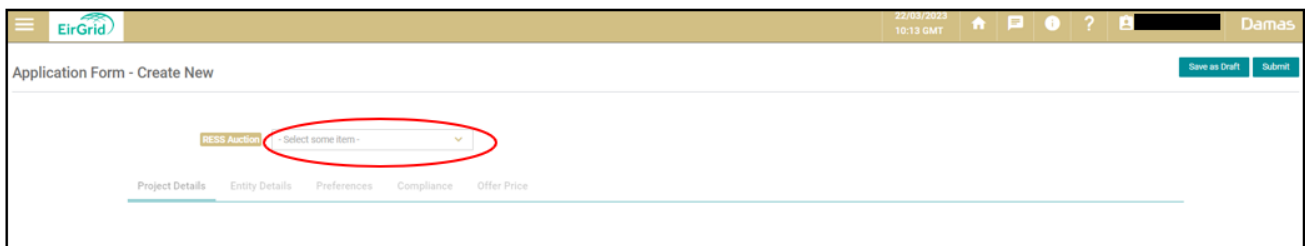
Figure 16

6. Once the relevant auction has been selected the application tabs will appear.
   o Confirm RESS Project field by selecting your project name from the dropdown menu (even if it has already populated).
   o It is at this point the user should save their application by selecting the **Save in Draft** field.
   o 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
   o The Applicant can begin to fill out the AfQ at this point.
   o The applicants can return to finish or edit the application at any point within the application window.
   o Any fields marked with a red asterisk are mandatory fields.

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'.
4. Select the relevant RESS Auction and Project (or select all if relevant)
5. 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!

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.

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

Figure 20

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

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.

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.

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.
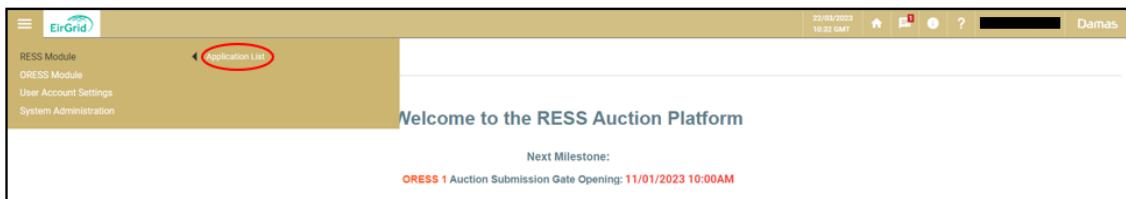

Figure 24

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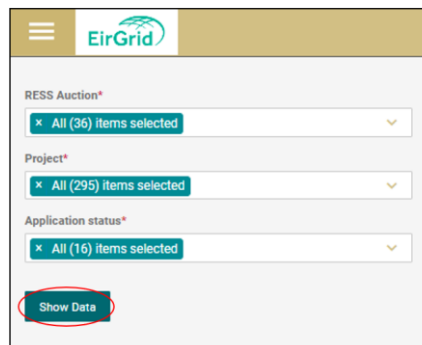

Figure 25

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.

Figure 26

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

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".
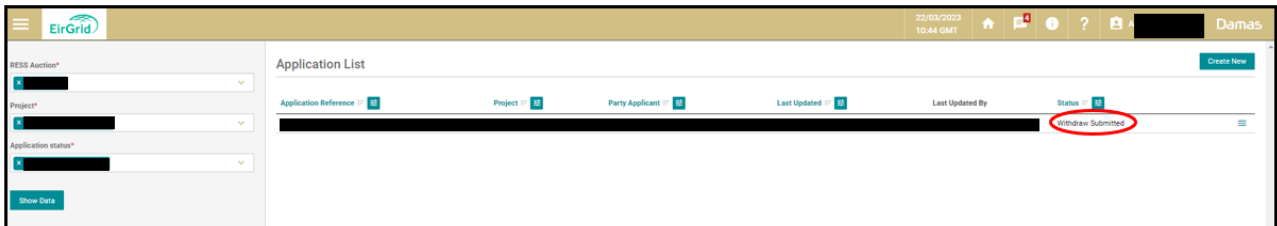

Figure 28

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.
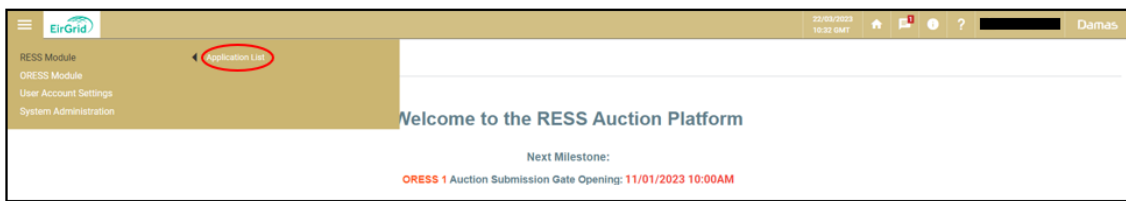

Figure 29

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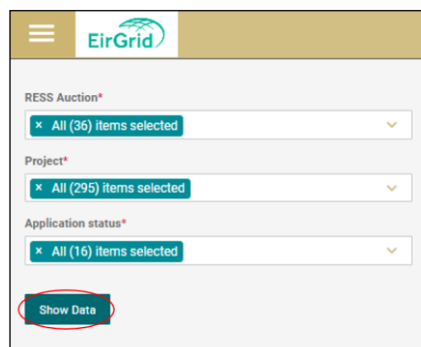

Figure 30

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.
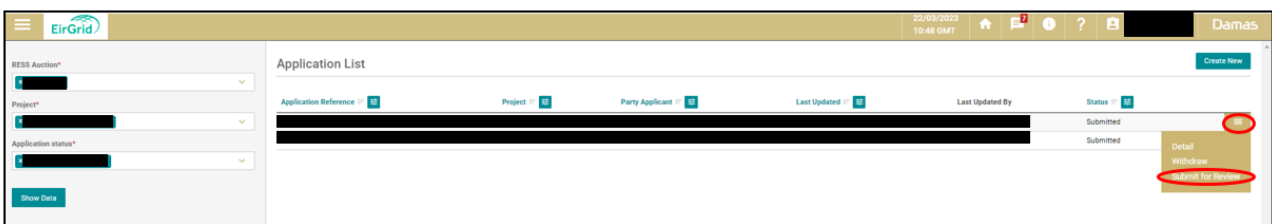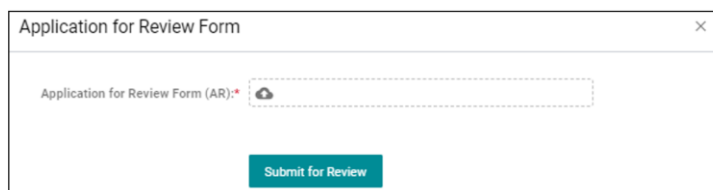

Figure 31

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.
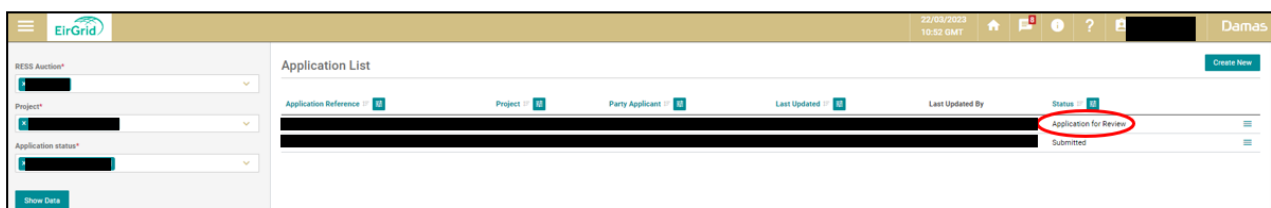

Figure 32

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".

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.
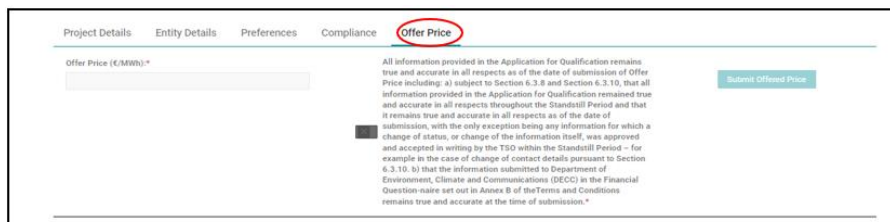

Figure 34

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

Offer Price (€/MWh) specified to two decimal places that 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 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 **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 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.
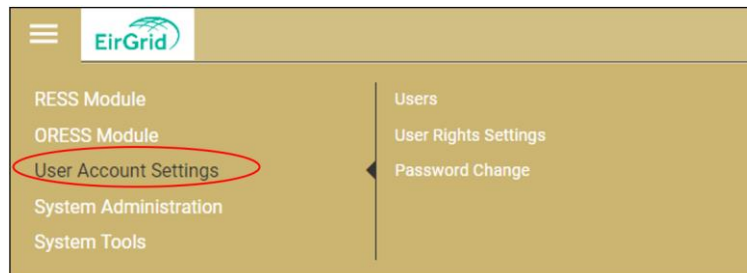

Figure 35

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.

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.
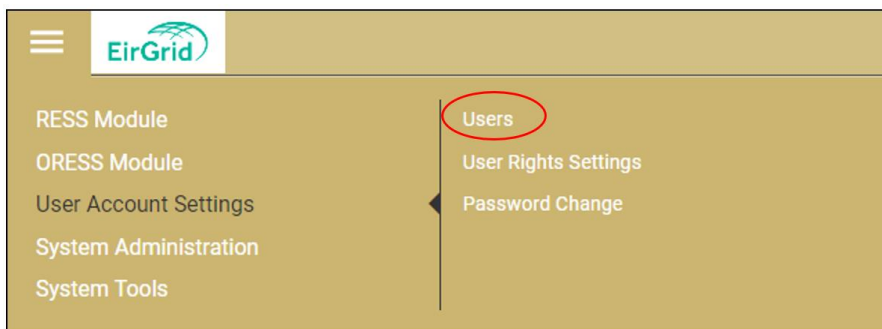

Figure 37

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

Figure 38

To create a new user, select the **Create New User** field in the top right of the page.
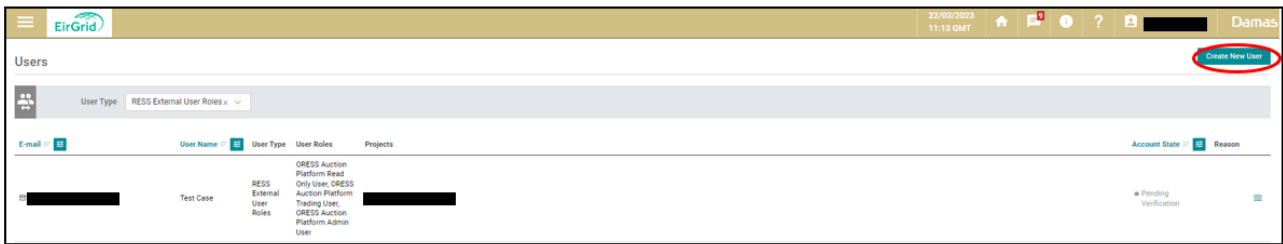
Figure 39

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.

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.
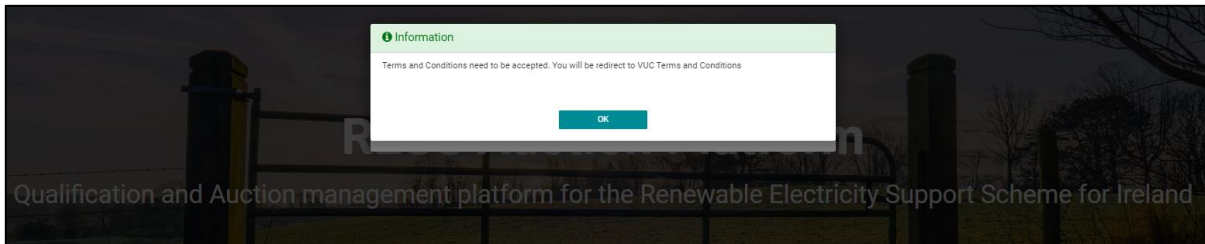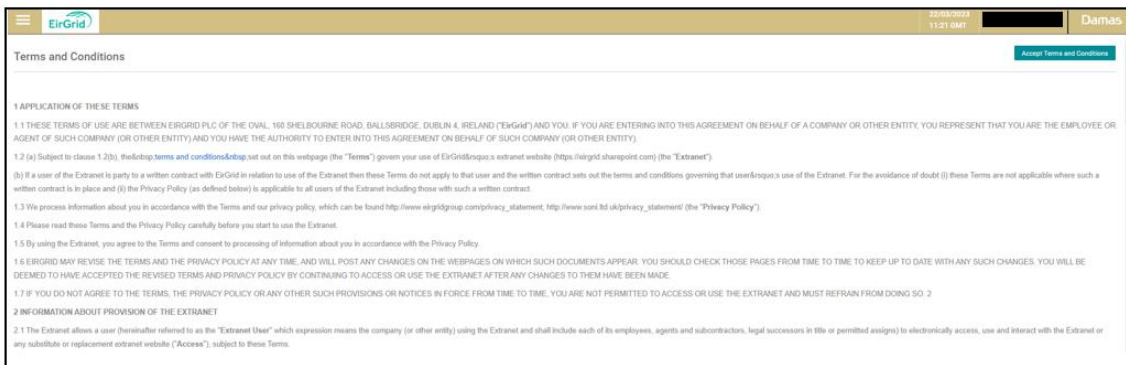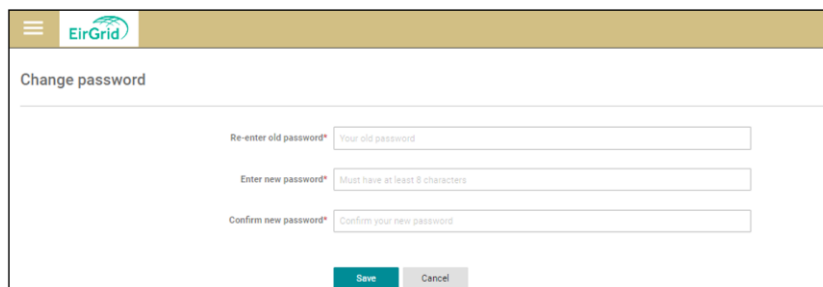

Figure 41

Figure 42

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**.
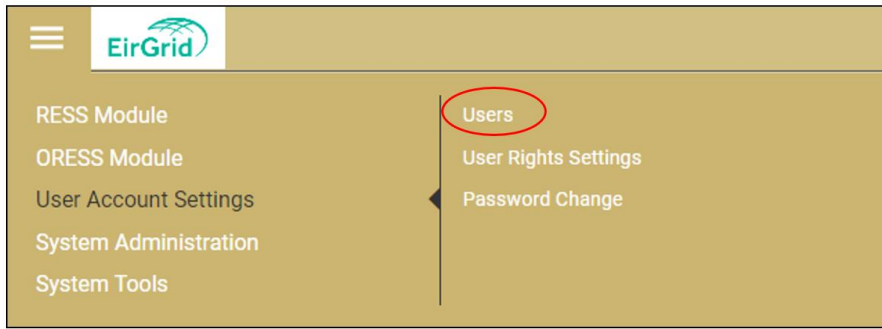
Figure 44

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.

Figure 45

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.**
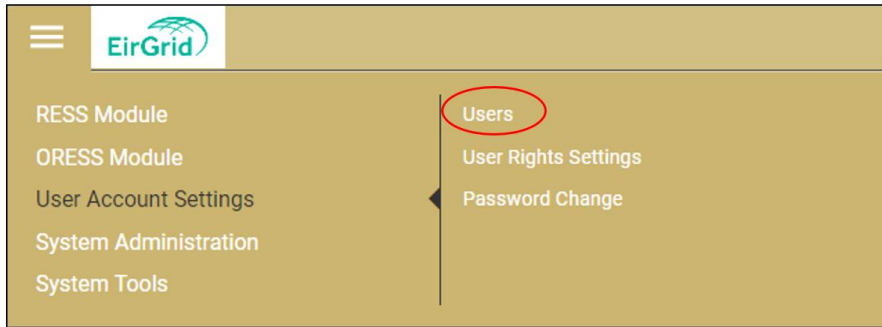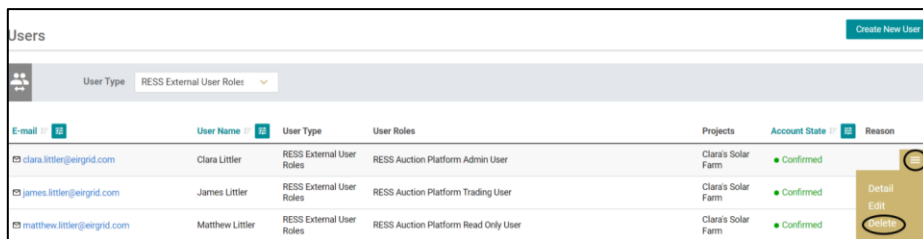

Figure 47

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.

Figure 48

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.

Figure 50

9.9. RESS Messages

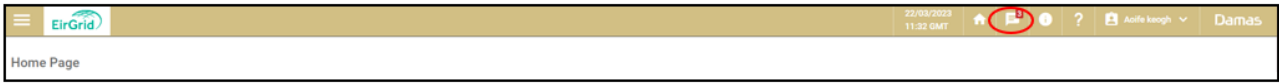Messages are located in the top ribbon of the RAP as seen below.

Figure 51

This section shows general system messages such as:

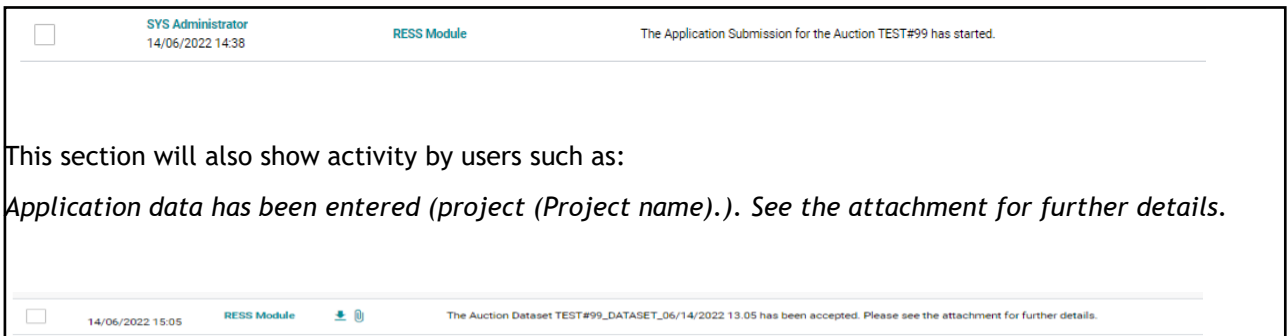*The Application Submission for the Auction (Auction name) has started.*

This section will also show activity by users such as:

Application data has been entered (project (Project name).). See the attachment for further details.

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.
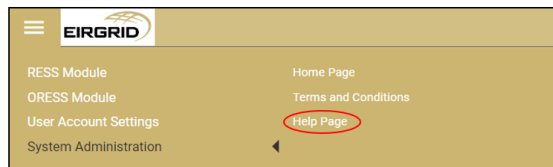

Figure 53