Electricity Distribution

Market Gateway User Guide

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Document Purpose

1.1 Preamble

The purpose of this document is to guide an appropriate user through the process of account setup, Commercial Qualification, Asset Registration and creation of Meterable Units facilitated through National Grids Distribution flexibility online portal, Market Gateway.

The Market Gateway can be accessed here; https://marketgateway.nationalgrid.co.uk/

1.2 Appropriate Users

Only one user account per organisation will be granted. It is recommended that this user should have **suitable authority on behalf of their company** to allow them to agree to the Terms and Conditions presented for agreement through the Commercial Qualification process.

1.3 General Notes to User

Any progress made in the application progress will be stored upon exiting the page. Upon return, the user can pick up where they left off.

1.4 Further Guidance and Contact

If you experience any issues not covered in this guide, visit the help and guidance page; <u>Help & Guidance (nationalgrid.co.uk)</u>. A glossary of terms is also provided here; <u>Glossary (nationalgrid.co.uk)</u>.

Otherwise, the Flexible Power team can be contacted with the details below. *Contact us:*

nged.flexiblepower@nationalgrid.co.uk 01322 827436

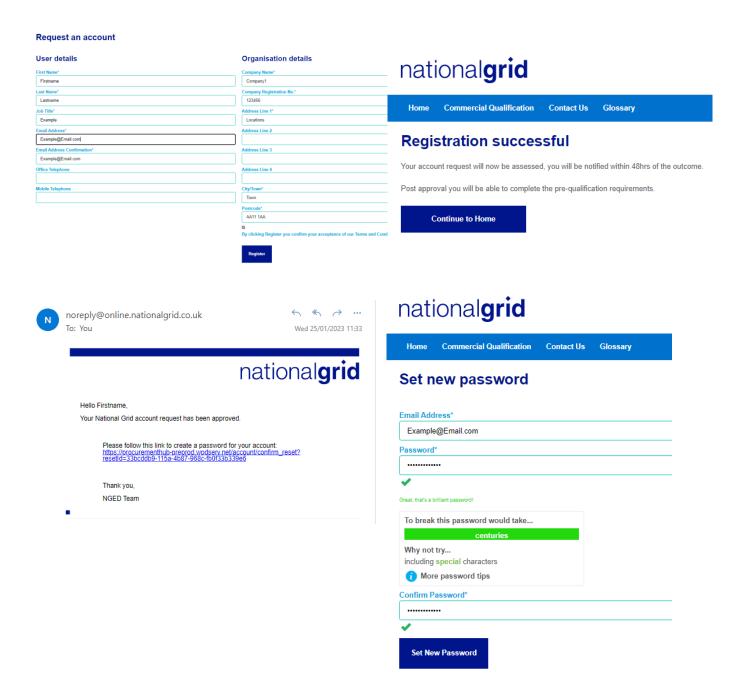
1.0 Account Creation

Upon first visiting the Market Gateway, you will be required to create an account. This requires both the details of the user and the organisation details.

The company registration number may also be a charity registration number. Take care to ensure this is correct as it is cannot be changed in the future.

Once this form has been completed, NGEDs Flexibility Commercial team will check and approve the form and send an email so a password can be set for your account. The password should be alphanumerical and contain special characters.

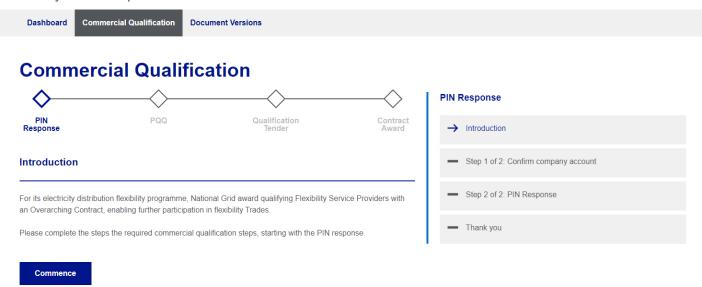
Where the form has been submitted with incorrect or missing data the request will be rejected, a new account request must then be created with all information correct.



3.0 Commercial Qualification

3.1 Getting Started

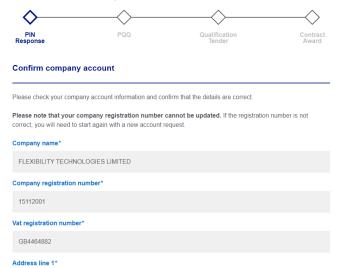
Once your account has been set up, you can proceed to Commercial Qualification. After logging in to your account you will be presented with this screen.



Carefully read all the information provided and click "Commence" when ready to proceed.

3.2 PIN Response

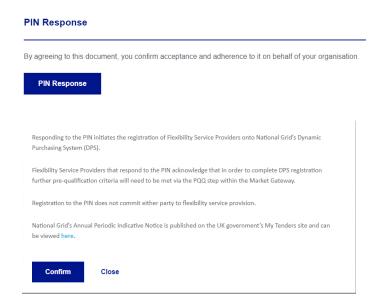
Commercial Qualification



The company account information page will appear throughout the process. This information will be prepopulated with the information given during account setup. Each time it appears, ensure the information is correct before continuing.

You will not be able to edit your company registration number, if this is incorrect or changes in the future, a new account should be created. Please contact National Grid as per section 1.4 to arrange.

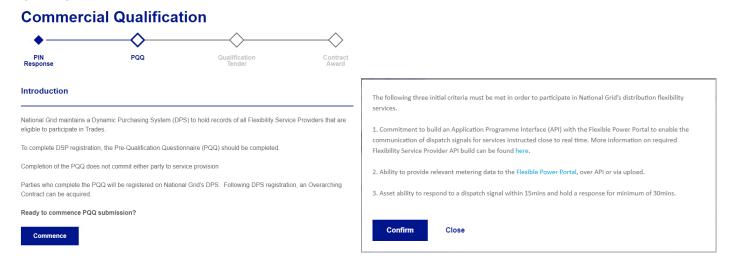
When you are happy that all information is correct, proceed to click "PIN Response", a prompt will appear that must be read and acknowledged. This action is irreversible so ensure it is fully understood before agreeing.



3.3 Pre-Qualification Questionnaire (PQQ)

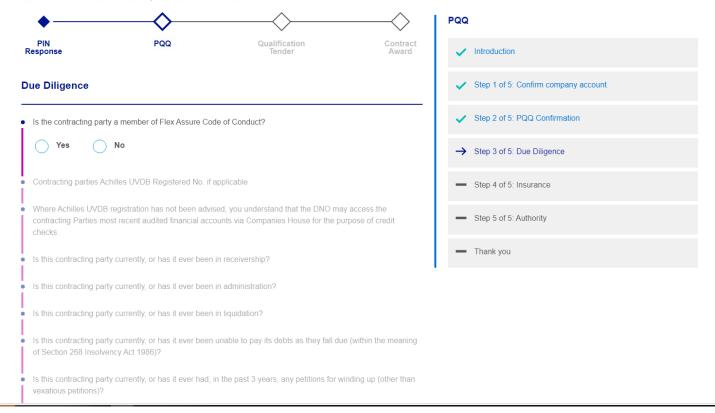
National Grid has a duty to ensure all flexibility providers are qualified to be called upon when required. The PQQ gives National Grid the information to ensure that your company can fit the role appropriately.

There are three steps to this process, the first is another confirmation of company information. The second and third involve the confirmation of eligibility and agreement with the ENA standard PQQ criteria that relate to criteria that your company must meet as a flexibility provider. Please be aware you are agreeing to this criteria on behalf of your company and all actions are irreversible so ensure it is fully understood before agreeing.



When completing the PQQ Process please ensure all steps 1 to 5 are completed and all the questions are answered and confirmed.

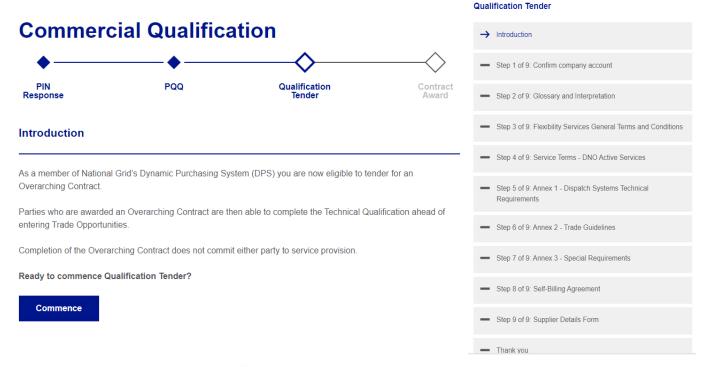




3.4 Qualification Tender

Completing the Qualification Tender declaration will allow your company to enter into an Overarching Contract. This is a necessary step to enable your eligibility to enter Trades. If necessary, these terms and conditions can be <u>downloaded</u> and viewed offline for the purposes of any internal reviews needed to enable agreement.

There are nine steps to the Qualification Tender process. The first is confirmation of company information. The next step is to agree to the Flexibility Services Standard Agreement. Steps 3 to 9 need to be reviewed and confirmed. The penultimate step is a self-billing agreement and the final step is a supplier details form which should be downloaded, completed and submitted by email to NGED at nged.flexiblepower@nationalgrid.co.uk



Commercial Qualification



Supplier Details Form

Please click the button below to download the Supplier Details Form and progress to the next stage of the Commercial Qualification



3.5 Contract Award

Once the Qualification Tender has been completed, the Technical Qualification can commence.

Commercial Qualification



Thank you

Acknowledgement of Qualification Tender Submission

Contract Award

Commercial Qualification



Thank you

Thank you for completing the Commercial Qualification process.

Following receipt of your billing form, National Grid will email you with your executed Contract Documents.

From receipt of your Contract Documents a 10 day standstill period will apply, after which you will be able to enter Trade Opportunities provided Technical Qualification is complete.

Completion of Technical Qualification can commence during this standstill period.

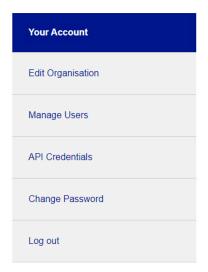
Note, on issue of the Overarching Contract Award, a 10 day standstill period will commence. During this time Users are unable to access Trades. The standstill period does not affect a User's access to Technical Qualification.

4.0 Asset Registration

4.1 API Options

There is an API option available to any users that would prefer not to register their assets via the Market Gateway User Interface. The APIs available enable user to both create and pull information on Assets and Meterable Units.

User who do not wish to use an API to register Asset and Meterable Unit should proceed to Section 4.2.



Manage your account

Manage your account here. Only Organisation Administrators can edit Organisation and User details

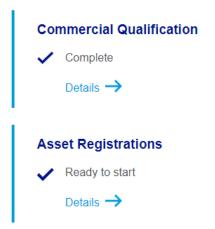
To navigate to the API information select "View Account" in the top right of the screen.

From here you will be able choose from a list of options, select "API Credentials" where you will be able to download the API documentation.

4.2 Getting Started

Once you have completed all steps within Commercial Qualification, you will be granted access to continue to Asset Registration.

At this stage Commercial Qualification will be marked as complete and a link to begin Asset Registrations will open, click on the "Details" link to begin.



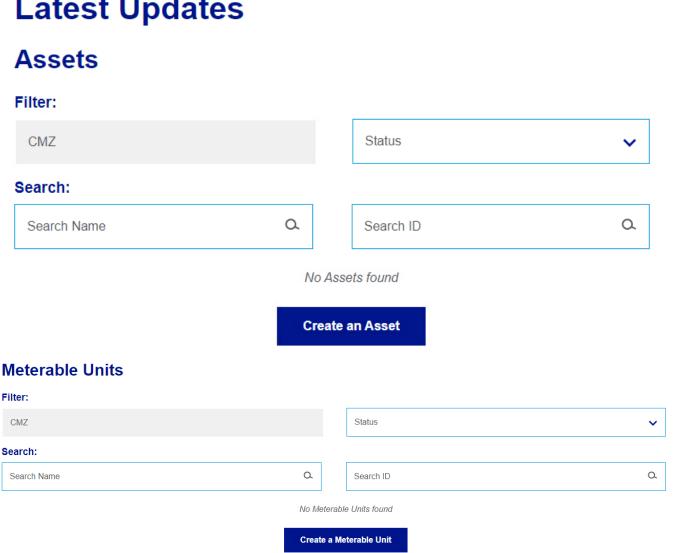
4.3 The Dashboard

Upon visiting the Asset Registrations page you will be presented with the dashboard screen, for a first time User, this will be blank as no Assets or Meterable Units have been created yet.

The Dashboard allows you to view your latest created Assets and Meterable Units and see their status. After registering an Asset or creating a Meterable Unit, they can be searched for by name or ID and filtered by CMZ and status.



Latest Updates

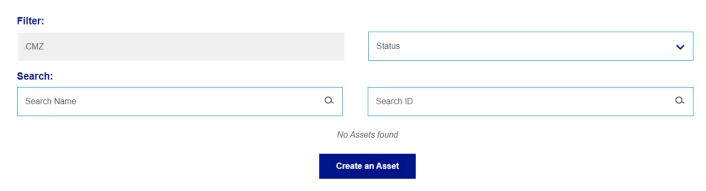


4.4 Creating Assets

To register a new asset click "Create an Asset".

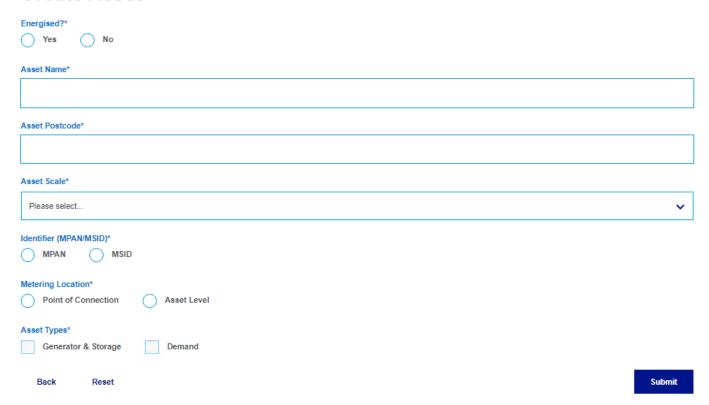
Latest Updates

Assets



Here you will be able to fill in the Asset request form.

Create Asset



Begin by confirming if your Asset is energised, if No, a Create Asset Request cannot be made at this time.



For energised Assets, continue by entering the Asset Name (your own reference or name for the Asset), Asset Postcode and select the Asset Scale from the drop down box.



4.4.1 Creating a Domestic Asset

For Domestic Assets select "Domestic" from the Asset Scale drop down list.

For Domestic Assets you will only be able to enter an MPAN, as the MSID does not apply here. MPANs are unique to the property where the Asset is sited and are used by NGED to validate the Asset. They are always a 13 digit number that begins with a 2 digit location identifier.

The MPAN (Import) is a mandatory field, all Assets have an import MPAN number.

The MPAN (Export) is optional, generator Assets may have an export MPAN, and as such you should fill in this field as required.



The next step is to select the Metering Location, whether it is at the Point of Connection (the main meter within the property) or at the Asset Level (metering exclusive to the asset). In the example below Point of Connection has been selected as this is typical of Domestic scale Assets.

As Point of Connection metering has been selected for this Asset, both Generator & Storage and Demand Asset types can be added to the MPAN. In the case of Asset Level metering only a single Asset from a single Asset type can be added.

Metering Location* Point of Connection	Asset Level
Asset Types* Generator & Storage	Demand

Up to two Generator & Storage and three Demand type Sub-Assets can be added to a Point of Connection MPAN. For every Sub-Asset you must provide its capacity. To add additional Sub-Assets select "Add New Sub-Asset", this will insert a new line where you can fill in the fields to add either a Generator & Storage or Demand Asset.



Below is an example of a Domestic Scale Asset with the generation and storage Sub-Assets.



Where Domestic Assets are metered at the Asset Level, only one Asset Type can be selected.



When you are happy that the information in your Asset request form is correct, click on submit in the bottom right of the page. After creating the Asset a popup will appear, displaying Asset details and informing you that the Asset Request had been submitted. To continue select whether you wish to create another Asset or return to the Dashboard where the Asset will now be listed.

4.4.2 Creating a Commercial & Industrial Asset

Begin by confirming that the Asset is energised and select the "Commercial & Industrial" Asset Scale from the drop down list.

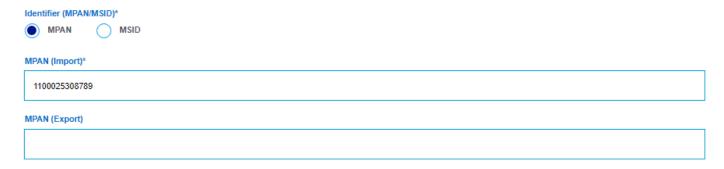
Create Asset



Select the Identifier as appropriate. We would expect all Assets to have an MPAN, although recognise that in some rare cases an Asset may instead have a MSID. MPANs are unique to the property where the Asset is sited and are used by NGED to validate the Asset. They are always a 13 digit number that begins with a 2 digit location identifier.

The MPAN/MSID (Import) is a mandatory field, all Assets have an import MPAN/MSID.

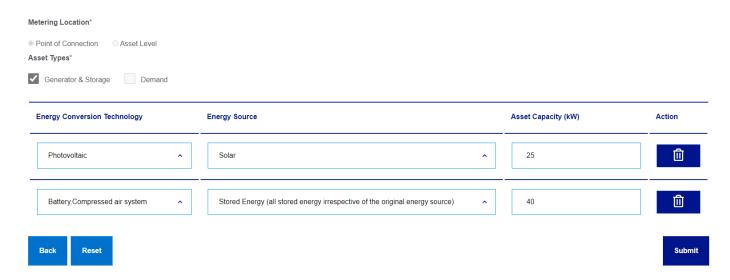
The MPAN/MSID (Export) is optional, generator Assets may have an export MPAN/MSID, and as such you should fill in this field as required.



The next step is to select the Metering Location, whether it is at the Point of Connection (the main meter within the property) or at the Asset Level (metering exclusive to the asset). For Asset Level Metering, only one Asset from a single Asset Type can be added to the MPAN/MSID

For Point of Connection Metering, up to two "Generator & Storage" Sub-Assets or up to three "Demand" Sub-Assets can be added to the MPAN.

Below is an example of a Point of Connection Generator and Storage Asset with Sub-Assets.



When you are happy that the information in your Asset request form is correct, click on submit in the bottom right of the page. After creating the Asset a popup will appear, displaying Asset details and informing you that the Asset Request had been submitted. To continue select whether you wish to create another Asset or return to the Dashboard where the Asset will now be listed.

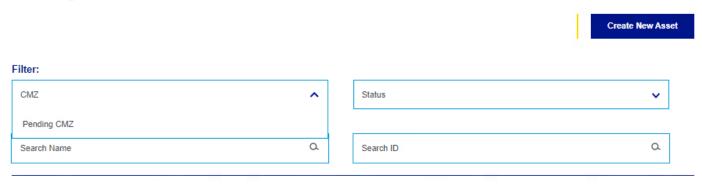
4.5 Viewing Your Assets

After creating your Assets you can view them on either the "Assets" tab or "Dashboard" tab, the Dashboard will show your Assets and Meterable Units whereas the Assets tab only shows your Assets. To return to the Dashboard click "Dashboard" after creating your final Asset.



Scroll down to find a list of recently added Assets. In this section you are able to search for your Asset by Name or ID and filter by CMZ and by status.

Manage Assets



Initially your Assets will be Pending approval, once your submitted Assets are validated by NGED (usually within 24-48hrs), after which they will appear as Approved or Rejected. Below is an example showing a number of approved Domestic and Commercial & Industrial Assets.

Along with validating your assets, NGED will match it to the flexibility location (CMZ) it is sited within. Where an asset does not match a flexibility location the field will be blank.

Manage Assets



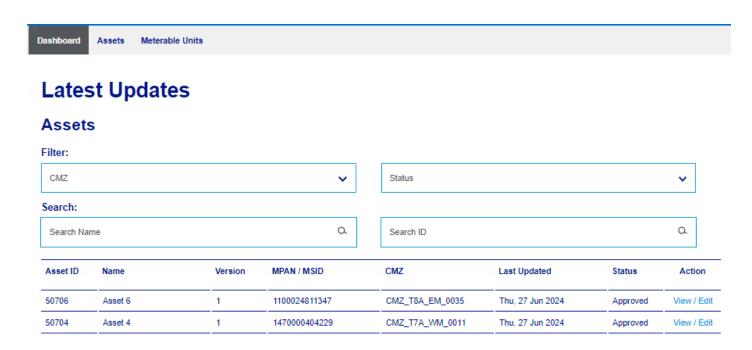
Page: 1 of 1

4.6 Editing Your Assets

Before you can edit your Asset, it needs to be Approved. Edits need to be approved by NGED and where edits are made to an asset that is committed within a Trade any edited asset parameters will only become active ahead of a new operational window. See our <u>Guidance for FSPs document</u> for more information on Trades and operational windows.

Assets can be edited from the Dashboard or Assets tab.

Scroll down to your list of Assets and find the Asset you wish to edit by searching and or filtering, then click on the "View/Edit" button for that Asset.



You will then be presented with the Asset History table, to edit your Asset click "Edit".

View Asset History

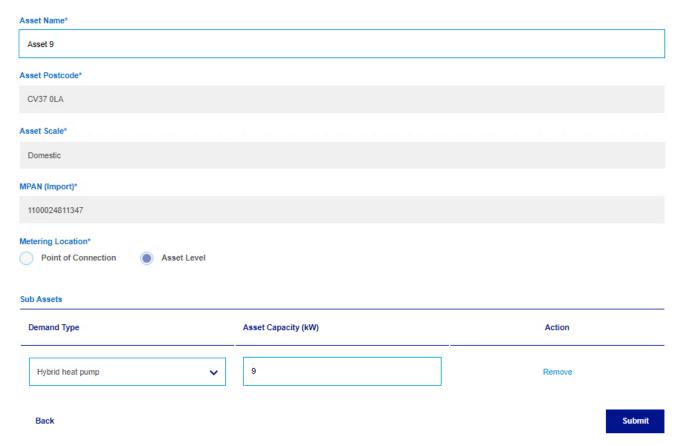
 Asset ID: 50706

 Version
 Asset Name
 Active Version
 Status
 Operational
 From
 To
 Action

 1
 Asset 6
 Is Active
 Approved
 Yes
 Jul 1, 2024, 12:00:00 AM
 Edit

The next page is where the Asset details can be edited, you will be able to change the Asset Name, Demand Type, Asset Capacity and Sub Asset type for any Assets.

Edit Asset



For Domestic Assets that are metered at the Point of Connection, you will also be able to remove or edit Sub-Assets.

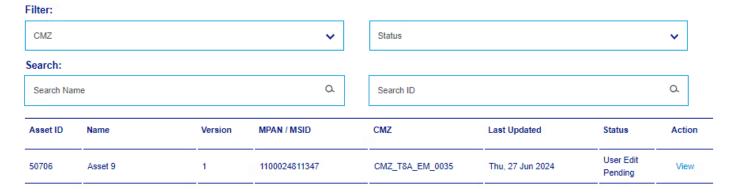
Note, Editing an already approved Asset will cause it to enter the "User Edit Pending" status, from here you will have to wait for National Grid to assess your edit where it can be re-approved or rejected.

If you are sure you want to edit your Asset Click on the "Submit" button in the bottom right once you are happy. If you do not wish to edit your Asset simply click on "Back" to return to the Dashboard.

After editing an Asset a popup will appear confirming that the updated Asset Request has been submitted.

Returning to the Dashboard, you will see that your Asset's status has changed to "User Edit Pending", where it will can be re-approved or rejected by National Grid.

Assets



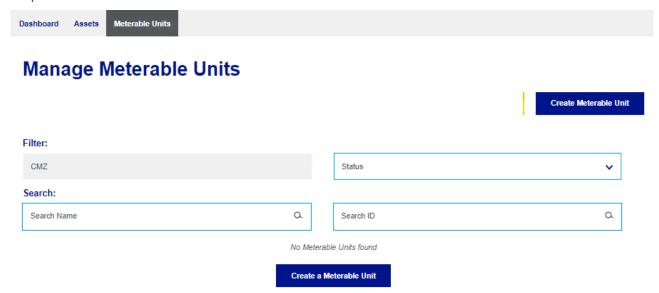
5.0 Meterable Units

5.1 Creating Meterable Units

The next step is to create Meterable Unit(s) to assign your Approved Asset(s) to.

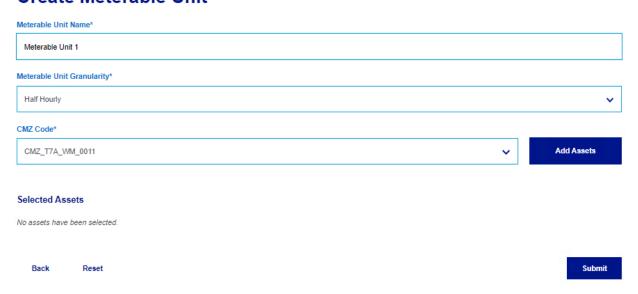
A Meterable Unit is made up of one of more flexibility Assets behind a single metering feed. Assets within a Meterable Unit will be dispatched and Traded together and the metering data from Assets within the Meterable Unit will be aggregated. For more information please see our Glossary and help and guidance pages.

Navigate to the "Meterable Units" tab at the top of the screen and select "Create a New Meterable Unit Request".



Name your Meterable Unit and select the Meterable Units metering granularity, then select a CMZ from the drop down list. The CMZs you are able to view will reflect the matched flexibility locations of your Approved Assets.

Create Meterable Unit



The next step is to choose which of your Assets to add to the Meterable Unit.

Assets can be grouped together or standalone within a Meterable Unit, the only exception is for Commercial & Industrial Assets, which cannot group Demand and Generation & Storage Assets in the same Meterable Unit.

Generally, we have found that FSPs tend to group their Domestic Assets together in a Meterable Unit. In the case of Commercial and Industrial Assets they tend to be larger Generator & Storage Assets and are often standalone within a Meterable Unit. However any grouping will be accepted and Commercial & Industrial Assets can be grouped with Domestic Assets as required.

Below is an example showing a Meterable Unit consisting of Domestic Assets within a CMZ.

Create Meterable Unit



Once the required Assets have been added to the Meterable Unit and you have clicked Submit a popup will appear confirming the key details. The MUID on the Dashboard will appear blank at this stage and the status will update to Pending MUID. This is an ID we will provide once we have setup your Meterable Unit on the Flexible Power Portal (FPP), it will later be used to reference the metering data that is submitted via the FPP metering API.

After creating your final Meterable Unit, navigate back to the Meterable Units list by clicking on "Return to Dashboard".

The Meterable Unit Request has been submitted

The created Meterable Unit details are as follows:

ID	115	
Name	Meterable Unit 3	
FPP MU ID	Awaiting FPP MU ID	
CMZ Code	CMZ_T7A_WM_0011	
Assets:	50701. Asset 1	

Create another Meterable Unit

Return to dashboard

On this screen you will see the list of Meterable Units. Just as with the list of Assets, here you can search for Meterable Units by name or ID, filter by CMZ and by status.



Assets

Meterable Units

Latest Updates

Assets



Page: 1 of 1

Meterable Units



Page: 1 of 1

Initially your Meterable Unit(s) will be "Pending MUID", once they have been processed by NGED they will be issued an MUID – this usually happens within 1hour but can take up to 48 hours. Following MUID issuing, Meterable Units will progress to the "Pending Metering" stage.

At this stage you are required to submit metering data for each Meterable Unit via the <u>Flexible Power Portal</u>. This is in order to prove that the Meterable Unit is capable of communicating metering data in the event that it be successfully awarded a Trade. The metering can be submitted either via a CSV upload or over API. Further guidance the CSV metering upload is available <u>here</u> and information on the metering API build is provided <u>here</u>.

Successfully proving metering data requires us to detect at least 12 meter readings (real or dummy) with timestamps within the last 7 days. Once detected, the status of your Meterable Unit(s) will be updated to "Ready for Trades".

Meterable Units that are ready to Trade will be eligible to enter into all Trade Opportunities that apply to the CMZ they are sited within. NGED will notify all parties registered in the Market Gateway when Trade Opportunities are available.

5.2 Editing Meterable Units

Once the Meterable Units are "Ready to Trade" you will be able to edit them. Navigate to the Meterable Units or Dashboard tab and locate the Meterable Unit you wish to edit from the list, click on the "View/Edit" button to begin.

You will then be presented with the Meterable Unit History table, to edit your Meterable Unit click "Edit"

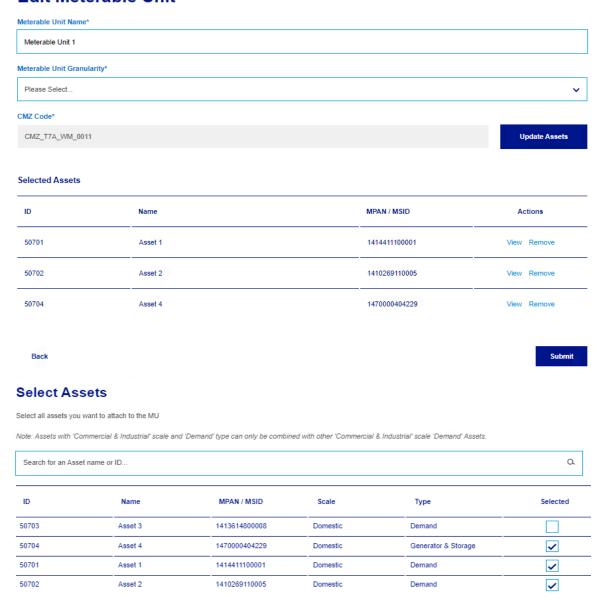
Dashboard Assets Meterable Units

View Meterable Unit History

Wederlanie Ullit ID. 113							
Version	Meterable Unit Name	Active Version	Status	Operational	From	То	Action
1	Meterable Unit 1	Is Active	Ready for Trades	Yes	Mon, 1 Jul 2024	-	Edit

The next page is where the Meterable Unit details can be edited, you will be able to change the Meterable Unit Name, add additional Assets to the Meterable Unit via the "Update Assets" button, view asset details or remove assets either by clicking "Remove" or deselecting them within the "Update Assets" menu.

Edit Meterable Unit





When you have made an edit to your Meterable Unit, a popup will appear confirming the key details of your Meterable Unit Request.

Editing a meterable unit will not affect its status, for example those that were "Ready for Trades" will remain as such.