

Electronic Portal Tender Guidance

Demand Side Balancing Reserve (DSBR)

Introduction

This Electronic Tender Portal Guidance document should be read in conjunction with the following documentation which is available on the DSBR website via the link below

- Invitation to Tender Letter
- DSBR Overview
- DSBR Procurement Methodology
- DSBR Frequently Asked Questions
- DSBR Contract Terms
- DSBR Service Description & Tender Process
- DSBR Guidance Note

Together with this Electronic Tender Portal Guidance Document referred to as “the Documentation”.

Please note: the DSBR Tender windows are open for either 4 or 6 weeks as detailed in the relevant Invitation to Tender letter.

Service Description

DSBR is targeted at non-domestic consumers able to reduce/shift demand or run ‘behind the meter’ standby generation, and owners of small embedded generation or storage accruing to a supplier’s consumption account.

DSBR providers would declare their capability to reduce demand (or increase generation output) against a baseline demand profile for at least one hour between 4pm and 8pm on working weekdays in the months November to February, having been given at least 2 hours notice.

Please note: that the DSBR system has been designed to facilitate service provision from sites that are half hourly metered and are subject to BSC Settlement arrangements where volumes accrue to an Electricity Suppliers SVA (Supplier Volume Allocation) account. If you are interested in tendering in a large directly transmission connected source of demand that is CVA (Central Volume Allocation) registered please contact us directly using the details shown below.

Disclaimer & Tenderer’s Responsibility

The information supplied with, contained in, or referred to in the Documentation, and all other information relating to DSBR, and any contract whereby DSBR may be made available to, and provided to National Grid Electricity Transmission plc (“National Grid”), which is provided by National Grid at any time, whether before or after the date hereof, is given in good faith. However, no warranty or representation or other obligation or commitment of any kind is given by National Grid, its employees or advisors as to the accuracy or completeness of any such information or that there are not matters material to the arrangements and matters referred to therein other than is contained or referred to in such information. Neither National Grid nor its employees or advisors shall be under any liability for any error or misstatement or as a result of any failure to comment on any information provided by National Grid or the recipient of the Documentation or any other person or any answers to any questions or for any omission and none of such information shall constitute a contract or part of a contract. Tenderers for DSBR shall satisfy themselves of the accuracy and completeness of any information

they may use in preparing their DSBR Tenders whether such information is provided by National Grid or comes from any other source. National Grid, its advisors and any other person responsible for production of any information to a tenderer do not accept any duty of care to the tenderer. It is the duty and responsibility of a tenderer to ensure that it takes into account all considerations relating to the DSBR Tender and the entering into of an agreement for DSBR. National Grid reserves the right not to proceed with any tenders or proposals made in response to the Documentation.

Terminology and Interpretation

The Documentation makes reference to various technical and industry-related terms and phrases. Save where otherwise expressly defined, these shall have the meanings set out in the DSBR Contract Terms. In the event of any conflict between the DSBR Contract Terms and any other information supplied with, contained in or referred to in the Documentation (and any other information supplied at any time by National Grid with respect to DSBR), tenderers and prospective tenderers should rely solely on the terms and conditions set out or referred to in the DSBR Contract Terms. The information contained in this Electronic Tender Portal Guidance Document is, to the best of National Grid's belief, accurate and has been given in good faith. However, no warranty or representation or other obligation or commitment of any kind is given by National Grid, its employees or advisers as to the accuracy and completeness of any information contained in this Electronic Tender Portal Guidance Document, or that there are not other matters material to the matters referred to herein other than is contained or referred to in such information. Neither National Grid nor its employees or advisers shall be under any liability for any error, misstatement or omission in this Electronic Tender Portal Guidance Document and none of such information shall constitute a contract or part of a contract.

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For Further Information please contact:

Contract Services
National Grid House, Warwick Technology Park
Gallows Hill
Warwick
CV34 6DA

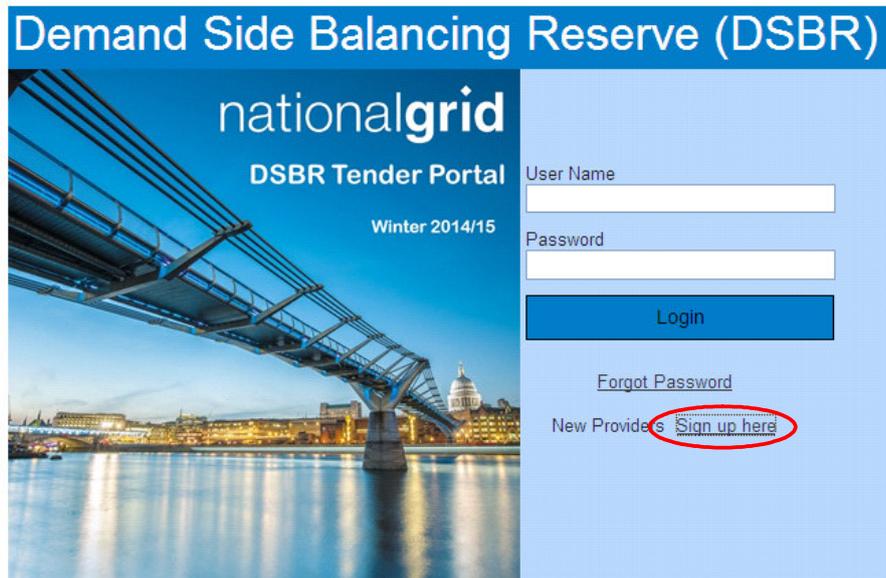
Tel: +44 (0)1926 655258
Email: DSBR.SBR@nationalgrid.com
Web: www.nationalgrid.com/uk/electricity/additionalmeasures

Requesting a Salesforce Login

The end to end DSBR service will be hosted on an electronic portal within the Salesforce online environment. To participate in the tender event you will need to access the Salesforce system via the embedded link detailed in the DSBR Invitation to Tender letter on the National Grid website.

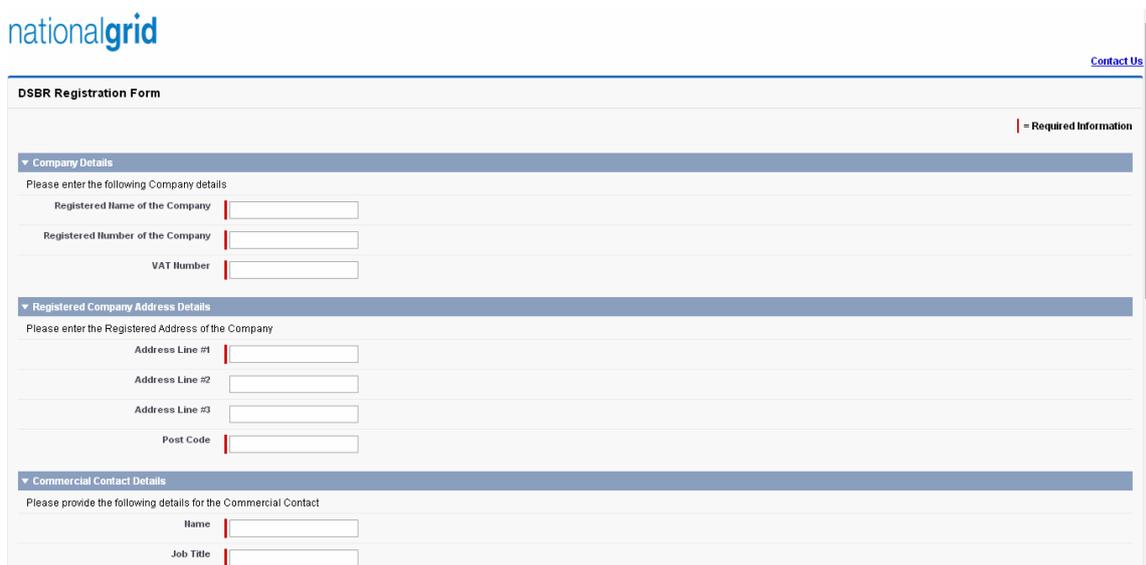
Please note that the DSBR portal has been designed to run on multiple operating systems and internet browsers, however National Grid recommends the use of Google Chrome or Firefox Mozilla where possible.

Upon reaching the DSBR portal welcome page please click on “New Providers [Sign up here](#)”. Once login credentials have been granted by National Grid this screen will then be used to access the DSBR portal and request new passwords where they are forgotten.



Please note that the e-mail account of the Commercial Contact within the DSBR participant will become the DSBR user name. This contact can therefore not be repeated for more than one DSBR participant.

The DSBR Registration Form will present as shown below. Due to the size of the page, more discrete screen shots are shown as well detailing any unique fields (that can't be duplicated across DBSR accounts and tenders) and any specific data formatting advice or points to note. Further support is embedded within the system where orange “?” are shown.



Company Details

Please enter the following Company details

Registered Name of the Company

Registered Number of the Company

VAT Number

Registered Company Address Details

Please enter the Registered Address of the Company

Address Line #1

Address Line #2

Address Line #3

Post Code

Unique Field (points to Registered Name of the Company)

Unique Field (points to Registered Number of the Company)

Unique Field (points to VAT Number)

Format: 11 digits commencing "GB" (in capitals) followed by 9 numeric characters (points to VAT Number)

Format: Please enter a space after the 3rd or 4th character (points to Post Code)

Commercial Contact Details

Please provide the following details for the Commercial Contact

Name

Job Title

Email Address

Primary Mobile Number

Secondary Mobile Number

Office/Landline Number

Unique Field (points to Email Address)

Unique Field (points to Primary Mobile Number)

Format: 11 digits, no spaces (points to Primary Mobile Number)

Nature of Business

Nature of Business

DSBR Company Prefix

Please check the box to confirm that each DSBR unit tendered will offer at least 1 MW capacity

Please enter a single half hourly metered MPAN number, in the box provided, that will be a part of your DSBR tender submission. Please list the first 13 digits of the MPAN

Unique Field (points to DSBR Company Prefix)

Unique Field (points to MPAN input)

Format: 5 alpha characters (points to DSBR Company Prefix)

Note: MPANs will be Validated against a down load of half hourly Metered sites from ECOES (points to MPAN input)

Please answer the following security questions, which shall be used to verify your identity in future telephone discussions regarding DSBR

Select Security Question 1

Please provide your answer

Select Security Question 2

Please provide your answer

Once you press the "Submit" button the system will conduct a number of validation checks automatically and highlight any errors at the top of the page. This includes the unique Meter Point Administration Number (MPAN) being validated against an extract of half hourly metered MPANs from the ECOES database and other DSBR tender submissions.

Where you require assistance please select the [Contact Us](#) link at the top right hand side of the screen. This will show the following information when selected. A DSBR support team will be available on week days throughout the tender window to answer any questions you may have as well as support you through the tender process as required.

For assistance on Demand Side Balancing Reserve please contact National Grid using the details below:-

E-mail DSBR.SBR@nationalgrid.com

Telephone 01926 655258 (typically manned between 9am to 5pm on week days)

For more information about Demand Side Balancing Reserve (Overview document, Frequently Asked Questions, Procurement Methodology, Standard Contract Terms etc) consult the following web page:-

www.nationalgrid.com/uk/Electricity/AdditionalMeasures

Close

Once you are able to successfully submit your logon request a separate page will be displayed as shown below.



Your DSBR Account request has successfully been submitted to National Grid.
National Grid will review this request and may require to speak to you directly prior to authorising your request and providing you with a password to the DSBR tender system

National Grid will now review the Login request and may require to speak to the relevant Commercial Contact in advance of approving the request. Any acceptance or rejection will be communicated directly to the e-mail account of the Commercial Contact Person. Acceptances will confirm the user name and initial password credentials.

Note: depending on your e-mail security protocols automatically generated messages may be received into your "Junk" e-mail folder.

Initial Login and Password Change

Once your DSBR portal login has been approved please return to the welcome page inputting your user name and password before clicking "Login".

Demand Side Balancing Reserve (DSBR)

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DSBR Tender Portal

Winter 2014/15

User Name

Password

Login

Forgot Password

New Providers [Sign up here](#)

After you log into the system for the first time you will be asked to change your password before progressing any further, as detailed below.

For security reasons, your password must now be changed. Your password was last changed or reset on

Change My Password

Password Information ! = Required Information

User Name

New Password Use at least 8 characters and include a combination of letters and numbers.

Verify New Password

Once your password has been updated you will move to the DSBR Provider Home page. This page is broken into the 3 sections to cover the end to end DSBR process (Registrations, Dispatch and Settlements). The Home page also allows you to request a change of password.

Throughout the tender submission process the system will show as being in the "Initiate" Stage. The Status will initially be shown as LOGIN APPROVED and once your tender has been submitted this Status will show as DRAFT SUBMISSION. Once the 4 or 6 week tender window has closed the Status of all tenders will be updated to SUBMISSION and providers will no longer be able to amend their tenders.

To progress your DSBR tender submission please click on the "Provide Details" link.

[Logout](#)

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Home

[Contact Us](#) [Change Password](#)

Welcome: _____ Logged On: _____

DSBR Provider Home

Registrations (Please find below the current status of your DSBR tender submission)

Status of your Offer			
Initiate	Process Tender	Process Contract	Operation
Initiated	Not Started	Not Started	Not Started

Action - Please click the "Provide Details" link below to submit further information required by National Grid to progress your DSBR tender submission

Stage	Status	Action
Initiate	LOGIN APPROVED	Provide Details

Despatch

Settlements

Tender System Process Flow

Once you have selected "Provide Details" from the Registrations section of the Home page there are a total of 8 separate pages that are available for completion:-

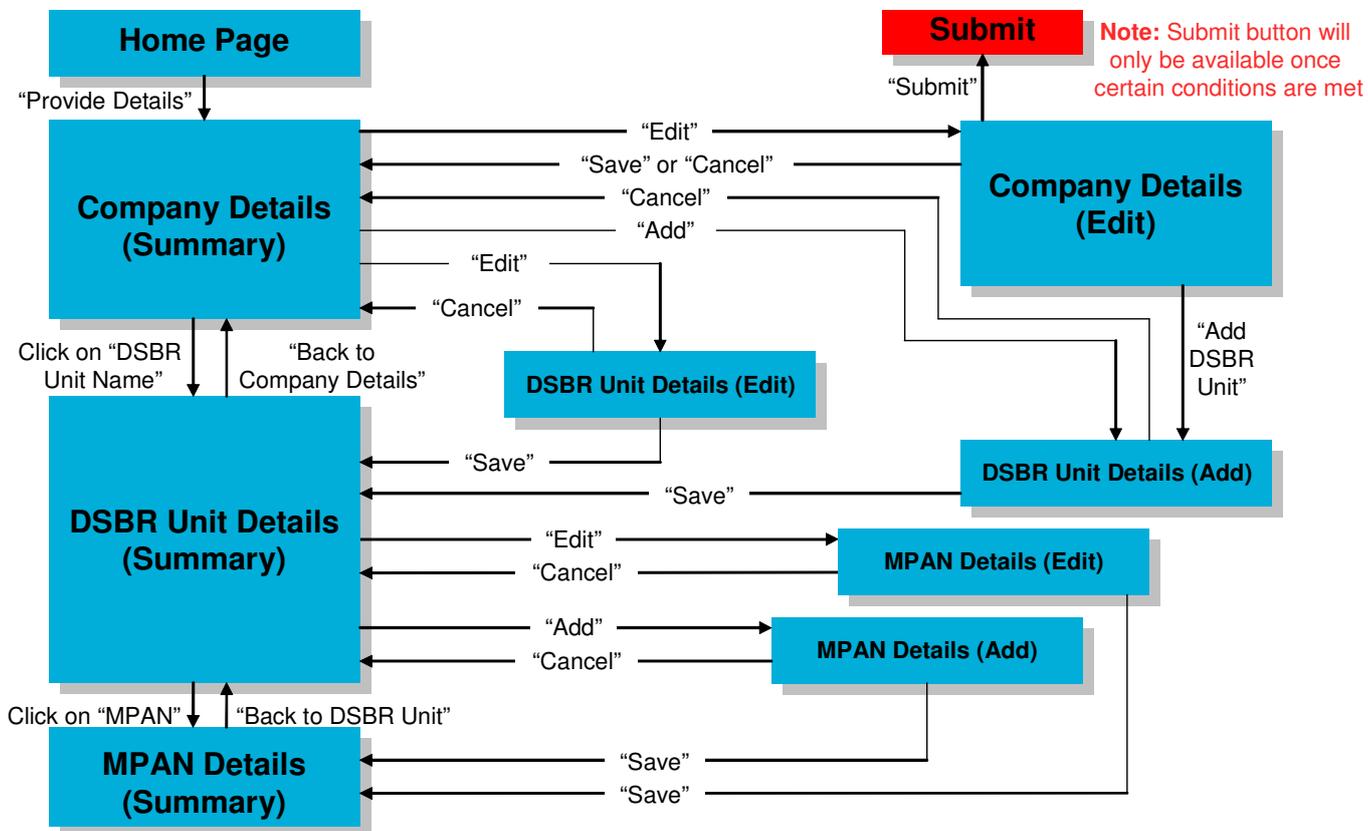
- Company Details (Summary)
- Company Details (Edit)

- DSBR Unit Details (Summary)
- DSBR Unit Details (Edit)
- DSBR Unit Details (Add)

- MPAN Details (Summary)
- MPAN Details (Edit)

- MPAN Details (Add)

The tender submission process has been designed such that a number of screens can be accessed from multiple points. To aid navigation through the system architecture the following process flow diagram details how each screen can be accessed through the selection of various links and buttons. It is recommended that you consult this process flow whilst you are building your tender submission.



Entering DSBR Tender Details

Note: The system will automatically save the tender details as each page is saved. This allows DSBR participants to return to the system throughout the tender window to complete their tender in advance of final submission

Note: Members of the DSBR Support Team within National Grid will not have visibility of your tendered parameters (MW Capability, Sustainable Duration, Prices etc) throughout the tender window.

Company Details (Summary) page

The Company Details (Summary) page is the only page accessed directly from the Home page. Initially this page will be populated with the Company level information provided by a DSBR participant at the login request stage. Further Company level details will be shown on this page as they are entered into the Company Details (Edit) page.

A summary of the DSBR units will also be shown at the bottom of this page detailing the DSBR Unit Names (utilising the 5 character company prefix), Offered MW, DSBR Status and MPAN Count. Upon opening this page for the first time an initial DSBR unit will have been created based on what was input at the login request stage i.e. a single DSBR unit (XXXXX_1), with a blank MW offering, in DRAFT Status, populated by 1 MPAN (which will also show as being in DRAFT Status on the MPAN Details (Summary) page). DSBR participants are advised to monitor the Status of the DSBR units as final submission will only be possible once all DSBR Units

have changed from DRAFT to OFFERED. General guidance as to how a DSBR participant should progress their tender submission as well as the conditions that need to be met to facilitate a submittable tender is shown at the top of the page. From this page the following actions can be taken (see screen shots):-

1. Edit Company Details
2. View a DSBR Unit
3. Edit a DSBR Unit
4. Delete a DSBR Unit
5. Add a new DSBR Unit

Home

Company Details (Summary) - This page provides a summary view of the overall DSBR Tender Offer.

To complete the submission of your DSBR Tender please follow the steps below:

1. Enter further Company details by clicking on the EDIT button below.
2. Enter DSBR Unit(s) and associated MPAN(s) by using the EDIT and ADD buttons in the DSBR Unit section at the very bottom of this page.
3. To submit your final tender, click on the EDIT button below again. Please note the SUBMIT button will be greyed out until the following conditions have been met:
 - (i) All MPAN details have been entered and successfully SAVED
 - (ii) The sum of all MPAN capability within each DSBR Unit is greater than or equal to the Offered Capability of the DSBR Unit.
 - (iii) Where an Administration Fee has been tendered for a DSBR Unit details of at least 50 MPANs have been entered and successfully SAVED for that DSBR Unit.

EDIT 1

Current Stage	Initiate	Offer Status	LOGIN APPROVED
Company Details			
Registered Name of the Company	Registered Address		
Registered Number	VAT Number		
Nature of Business			
Commercial Contact Details			
Name	Primary Mobile Number		
Email Address	Office/ Landline Number		
Dispatch Contact Details			
The details below will be used to communicate all potential DSBR dispatch instructions			
Dispatch Contact Name			
Email			
Primary Mobile			
Secondary Mobile			
Office/ Landline Number			

Current Stage	Initiate	Offer Status	LOGIN APPROVED
Company Details			
Registered Name of the Company	Registered Address		
Registered Number	VAT Number		
Nature of Business			
Commercial Contact Details			
Name	Primary Mobile Number		
Email Address	Office/ Landline Number		
Dispatch Contact Details			
The details below will be used to communicate all potential DSBR dispatch instructions			
Dispatch Contact Name			
Email			
Primary Mobile			
Secondary Mobile			
Office/ Landline Number			
DSBR Tender Declaration			
<input type="checkbox"/> Accepted Tender Declaration			

As DSBR Unit and MPAN details are updated this Status will change to "OFFERED". All DSBR Units must be in the "OFFERED" state before the tender can be finally submitted

DSBR Units				
Action	DSBR Unit Name	OFFERED MW	DSBR STATUS	MPAN Count
Edit Delete			DRAFT	1

Company Details (Summary) - This page provides a summary view of the overall DSBR Tender Offer.

To complete the submission of your DSBR Tender please follow the steps below:

1. Enter further Company details by clicking on the EDIT button below.
2. Enter DSBR Unit(s) and associated MPAN(s) by using the EDIT and ADD buttons in the DSBR Unit section at the very bottom of this page.
3. To submit your final tender, click on the EDIT button below again. Please note the SUBMIT button will be greyed out until the following conditions have been met
 - (i) All MPAN details have been entered and successfully SAVED
 - (ii) The sum of all MPAN capability within each DSBR Unit is greater than or equal to the Offered Capability of the DSBR Unit.
 - (iii) Where an Administration Fee has been tendered for a DSBR Unit details of at least 50 MPANs have been entered and successfully SAVED for that DSBR Unit.

EDIT

Company Details (Edit) page

The Company Details (Edit) page allows a DSBR participant to update the details of their Dispatch Contact. These are the contact details of the person that will receive all dispatch instructions for any DSBR Units tendered – pending successful economic assessment.

Company Details (Edit) - This page allows you to complete your company details and submit your final tender submission.

= Required Information

Current Stage	Initiate	Offer Status	LOGIN APPROVED
Company Details			
Registered Name of the Company	Registered Address	Registered Number	VAT Number
Nature of Business			
Commercial Contact Details			
Name	Primary Mobile Number	Email Address	Office/ Landline Number
Dispatch Contact Details			
The details below will be used to communicate all potential DSBR dispatch instructions			
Dispatch Contact Name			
Email			
Primary Mobile			
Secondary Mobile			
Office/ Landline Number			
DSBR Tender Declaration			
Each DSBR Tender must be accompanied by the following DSBR Tender Declaration: - "We acknowledge that entry into a DSBR Contract is conditional upon us representing to NGET, in relation to each tendered DSBR Unit, that: - 1. during the DSBR Service Windows (or part(s) tendered): - 1.1 we have the right to control the demand (or generation) associated with each of the constituent MPANs, whether as Owner/Operator or as Third Party Intermediary; and 1.2 our tendered Indicative DSBR Capability represents a reasonable expectation of the quantity of demand reduction (or output) relative to the Baseline Demand Profile which is both deliverable pursuant to an instruction from NGET and sustainable for not less than 1 hour; and 2. each constituent MPAN is: - (a) associated with a metering point the subject of BSC accredited half-hourly metering which is used for half-hourly settlement purposes and has been so used throughout the preceding winter period; and (b) not associated with a metering point registered (either solely or with other MPANs/metering points) to an active Production BM Unit or Consumption BM Unit for which Bid/Offer Data is submitted under the Grid Code and BSC; and			

Please provide these details. All dispatch instructions will be issued to this contact. Multiple phone numbers can be provided

This page also details a number of Tender Declaration conditions that each DSBR participant is asked to accept by checking the relevant tick box. These details can then be saved.

The Company Details (Edit) page contains the final "SUBMIT" button. This button will appear as greyed out initially and will remain in this state until the conditions detailed in the text section above the button have been met.

Finally, this page allows a DSBR participant to View, Edit, Delete and Add a DSBR Unit.

Please tick to declare your acceptance of the conditions above

Please accept the tender declaration

SAVE CANCEL

Once all DSBR Tender details have been completed you will be able to make your final Tender submission by clicking the SUBMIT button below. Please note the SUBMIT button will be greyed out until the following conditions have been met:

- (i) All MPAN details have been entered and successfully SAVED.
- (ii) The sum of all MPAN capability within each DSBR Unit is greater than or equal to the Offered Capability of the DSBR Unit.
- (iii) Where an Administration Fee has been tendered for a DSBR Unit details of at least 50 MPANs have been entered and successfully SAVED for that DSBR Unit.

The SUBMIT button is greyed out until the detailed conditions are met

SUBMIT

Action	DSBR Unit Name	OFFERED MW	DSBR STATUS	MPAN Count
Edit Delete	CVBCS 1		DRAFT	1

DSBR Unit Details (Edit) and (Add) pages

The screen shown below is of the DSBR Unit Details (Edit) page, but the functionality is the same for the (Add) version of the page. This page allows the DSBR participant to enter all prices, MW capability volume and other capability parameters (Sustainability Duration and Settlement Periods) for a DSBR Unit. Different prices, MW capability volumes and other capability parameters can be tendered for other DSBR Units as appropriate. Embedded guidance is available within the screen where the orange “?” are shown.

[Logout](#)

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Home

DSBR Unit Details (Edit) - Please Enter / Edit the details for this DSBR Unit. = Required Information

Current Stage: Initiate DSBR Status: DRAFT

Company Name: **Tick here if you want to tender a set up fee**

If you wish to tender for an Administration Fee please enter the rate below. (Please note administration fee will only be paid if you are 3rd party intermediary or Customer Portfolio and in each case providing at least 50 MPANs under this DSBR Unit.)

Administration Fee (£/MW): **Customer Portfolio and 3rd Party Intermediaries can tender an Administration Fee for a DSBR Unit where it is populated with 50 MPANs**

Offered Capability (MW): **Declare MW capability (1MW minimum, to 3 decimal places)**

Tendered Utilisation Rate (£/MWh): **Select Utilisation Rate from list**

Sustainability Duration (Minutes): **Select Sustainability Duration from list**

Please confirm the Settlement periods during which the full offered capability can be delivered, on NON HOLIDAY WEEKDAYS from November to February. National Grid's preference is for delivery of the offered capability across all 8 settlement periods. The settlement periods during which the service can be delivered will feed into the economic assessment.

16:00-16:30	<input checked="" type="checkbox"/>	16:30-17:00	<input checked="" type="checkbox"/>
17:00-17:30	<input checked="" type="checkbox"/>	17:30-18:00	<input checked="" type="checkbox"/>
18:00-18:30	<input checked="" type="checkbox"/>	18:30-19:00	<input checked="" type="checkbox"/>
19:00-19:30	<input checked="" type="checkbox"/>	19:30-20:00	<input checked="" type="checkbox"/>

Select Settlement Periods (when Offered Capability can be provided) that are consistent with Sustainability Duration

I confirm that the profile offered above will apply to all of the MPANs offered within this DSBR Unit **Tick here**

Save Cancel

[Home](#)

Once you select “Save” you will automatically move to the DSBR Unit Details (Summary) page.

DSBR Unit Details (Summary) page

This page provides summary detail of the tendered parameters for the DSBR unit as well as certain high level information associated with the MPANs that the DSBR unit is populated with. **Note:** MPAN Offered Capability is shown in KW (not MW). From this page the following actions can be taken (also see screen shots):-

1. View an MPAN
2. Edit an MPAN
3. Delete an MPAN
4. Add a new MPAN

Note: On this page it is recommended that participants monitor the DSBR Status (top of page) and MPAN Status (bottom of page). When all MPANs within a DSBR Unit show as OFFERED the DSBR Unit will also typically be updated from DRAFT to OFFERED. This will require the sum of all MPAN Offered Capability to be greater or equal than that of the DSBR Unit that they are allocated to. Additionally, where an Administration Fee has been tendered 50 MPANs need to be added for the DSBR Unit before its Status will be updated to OFFERED. All DSBR Units must be in the OFFERED state before the tender can be finally submitted.

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Logout

Home

DSBR Unit Details (Summary) - This page provides a summary view of this DSBR Unit. To add, edit or delete MPANs go to the MPAN details section below.

[Back To Company Details](#)

Current Stage: Initiate

DSBR Status: **DRAFT**

DSBR Unit Name

Company Name

Tick the box if you want to receive a Set up Fee

Administration Fee (£/MW)

Offered Capability (MW)

Tendered Utilization Rate (£/MWh)

Sustainability Duration (Minutes)

As MPAN details are updated the MPAN Status (bottom of screen) will change from "DRAFT" to "OFFERED". When all MPANs within a DSBR Unit show as "OFFERED" the DSBR Status (top of page) will also typically move from "DRAFT" to "OFFERED".

All DSBR Units must be in the "OFFERED" state before the tender can be finally submitted

Please confirm the Settlement periods during which the full offered capability can be delivered, on NON HOLIDAY WEEKDAYS from November to February. National Grid's preference is for delivery of the offered capability across all 8 settlement periods. The settlement periods during which the service can be delivered will feed into the economic assessment.

16:00-16:30

16:30-17:00

17:00-17:30

17:30-18:00

18:00-18:30

18:30-19:00

19:00-19:30

19:30-20:00

I confirm that the profile offered above will apply to all of the MPANs offered within this DSBR Unit

MPAN Details

Action: **2 & 3**

MPAN: **1**

4 Add MPAN

STATUS: **DRAFT**

Offered Capability KW

Note: MPAN Offered Capability is shown in KW (not MW)

Edit | Delete

MPAN Details (Edit) and (Add) pages

The screen shown below is of the MPAN Details (Edit) page, but the functionality is the same for the (Add) version of the page apart from that the MPAN number is an editable field on the (Add) version. As with the Login request screen all new MPANs will be validated against an extract of half hourly metered MPANs from the ECOES database and other DSBR tender submissions. Embedded guidance is available within the screen where the orange "?" are shown.

This page allows the DSBR participant to enter address and site contact details associated with the MPAN. National Grid may contact the site to validate their awareness of the DSBR service and that their MPAN has been offered for DSBR. This page also allows a DSBR participant to add a separate mobile telephone number

where they wish a site based representative for this MPAN to receive a complimentary dispatch notification by SMS. **Note:** All official dispatch instructions will be issued to the DSBR participant Dispatch Contact.

The Offered Capability for each MPAN is also recorded on this page. Please be aware that this field is **recorded in KW** as opposed to MW. Guidance on how to calculate the volume that can be offered from an MPAN is included within the Frequently Asked Questions document.

The Type of MPAN is required to be confirmed as either "Demand Reduction" or "Generation". Specific guidance text has been included under the drop box. Where a "Generation" MPAN is identified an additional box will appear to record a date when the unit ran at the Offered Capability level.

All MPAN Offered Capabilities will be validated against actual metering data, for the 10 peak days across the 2013/14 winter, collected from half hourly Data Collectors (DC) once the tender window has closed. Analysis will be conducted against the Settlement Periods offered for the DSBR Unit with any discrepancies between what is offered and what appears available, based on the DC data, subject to a discussion between National Grid and the DSBR participant prior to moving to formal economic assessment. National Grid reserve the right to reject or amend MPAN and DSBR Unit level volume capabilities based on DC data. DSBR participants will be given the opportunity to approve or withdraw any offers amended by National Grid in advance of the formal economic assessment.

Finally, the DSBR participant is required to tick the boxes at the bottom of the page to confirm the following:-

- the MPAN will not be subject to a committed STOR (Short Term Operating Reserve) contract, and / or other Commercial Balancing Service during the November to February service period
- the Offered Capability of the MPAN will not also be engaged in any other demand management activities (i.e. Triad avoidance) in the Settlement Periods offered for the DSBR Unit

If any DSBR participant has concerns about confirming these conditions please contact National Grid directly (contact details available through the [Contact Us](#) link at the top right hand side of the screen).

The screenshot shows the 'MPAN Details (Edit)' form. At the top left is the 'nationalgrid' logo and a 'Home' button. At the top right is a 'Logout' link. The form title is 'MPAN Details (Edit) - Please Enter / Edit the details for this MPAN.' and there is a legend for required information. The form is divided into several sections:

- DSBR Unit Name:** A text field containing 'MPAN'. A red arrow points to it with the text: 'This is an editable field on the (Add) page and will validate against an extract from ECOES and other DSBR tender offers'.
- Address Section:** A blue header reads 'Please Provide Address of MPAN'. It contains four text fields: 'Address Line # 1', 'Address Line # 2', 'Address Line # 3', and 'Post Code'. A red arrow points to the 'Address Line # 2' field with the text: 'Provide MPAN site address details'.
- Site Contact Person Section:** A blue header reads 'Please provide the following details for the Site Contact Person'. A sub-header reads 'This person may be contacted by National Grid to validate that this site is capable of providing the service offered'. It contains four text fields: 'Name', 'Email', 'Mobile Number', and 'Office/ Landline Number'. A red arrow points to the 'Name' field with the text: 'Provide MPAN site contact details. National Grid may contact this person to validate their awareness that the MPAN has been offered for DSBR'. Another red arrow points to the 'Mobile Number' field with the text: 'If you wish a site contact to be sent dispatch notifications by SMS please detail here. All dispatch instructions will still be sent to DSBR tenderer.'.
- SMS Notifications:** A text field with a checkbox. A red arrow points to the checkbox with the text: 'If clicked a separate input field will appear'.
- Offered Capability (KW):** A text field. A red arrow points to it with the text: 'Input the volume capability of the MPAN in KW (not MW)'. A caution note below reads: 'Caution: Please be aware that this field requires input at the KW level, not MW'. A note below that reads: 'Please note it will be assumed that the offered capability is consistent with the declared sustainability duration for the DSBR Unit.'
- Type of MPAN:** A dropdown menu currently set to 'Demand Reduction'. A red arrow points to it with the text: 'Identify whether the MPAN is Demand Reduction or Generation (see following pages)'.

Type of MPAN Demand Reduction

Guidance: National Grid envisages 3 scenarios of service provision:-

- A. Demand reduction only (either through load suppression or use of back up generation to offset demand without exporting to the grid); and
- B. Operation of back-up / embedded generation only (exporting to the grid with no impact on a source of demand); and
- C. Operation of back-up generation to satisfy demand (reducing import) with the residual volume being exported to the grid. (2 MPANs required)

Under Scenarios A and B, a single MPAN (either Demand Reduction (A) or Generation (B)) should be tendered. However, Scenario C will require 2 MPANs to be tendered and the potential for double counting accounted for (i.e. the Demand Reduction MPAN volume should correlate to offset demand volumes and the Generation MPAN volume should correlate only to export levels once demand has been satisfied).

- Confirm that the above MPAN will not provide STOR under a committed contract and/or other Commercial Balancing Services
- Confirm that offered capability from this MPAN (demand reduction or generation) will not also be engaged in demand management activities (i.e. TRIAD avoidance) in the Settlement Periods offered for this DSBR Unit.

Save Cancel

For each MPAN both these conditions need to be ticked prior to saving

Type of MPAN Generation

Guidance: National Grid envisages 3 scenarios of service provision:-

- A. Demand reduction only (either through load suppression or use of back up generation to offset demand without exporting to the grid); and
- B. Operation of back-up / embedded generation only (exporting to the grid with no impact on a source of demand); and
- C. Operation of back-up generation to satisfy demand (reducing import) with the residual volume being exported to the grid. (2 MPANs required)

Under Scenarios A and B, a single MPAN (either Demand Reduction (A) or Generation (B)) should be tendered. However, Scenario C will require 2 MPANs to be tendered and the potential for double counting accounted for (i.e. the Demand Reduction MPAN volume should correlate to offset demand volumes and the Generation MPAN volume should correlate only to export levels once demand has been satisfied).

GENERATION MPAN

All details should not be earlier than June 2012

Latest day when generation of offered Capability was achieved

Generation MPANs are required to identify a date in the last 2 years when the unit ran at the Offered Capability

- Confirm that the above MPAN will not provide STOR under a committed contract and/or other Commercial Balancing Services
- Confirm that offered capability from this MPAN (demand reduction or generation) will not also be engaged in demand management activities (i.e. TRIAD avoidance) in the Settlement Periods offered for this DSBR Unit.

Save Cancel

For each MPAN both these conditions need to be ticked prior to saving

MPAN Details (Summary) page

Once the MPAN details have been saved they are viewable on the MPAN Details (Summary) page. From this page it is possible to return to the DSBR Unit Details (Summary) page where additional MPANs can be viewed, edited, deleted or added as required.

Home

MPAN Details (Summary) - This page provides a summary view of this MPAN

[Back To DSBR Unit Details](#)

Current Stage: Initiate
DSBR Unit Name: [blank]
MPAN: [blank]
MPAN Status: OFFERED

Address of MPAN

Address Line # 1
Address Line # 2
Address Line # 3
Post Code

Site Contact Person Details

Name
Email Address
Mobile Number
Office/ Landline Number

MPAN Details

Offered Capability (KW)
Type of MPAN

- ✓ Confirm that the above MPAN will not provide STOR under a committed contract and/or other Commercial Balancing Services
- ✓ Confirm that offered capability from this MPAN (demand reduction or generation) will not also be engaged in demand management activities (i.e. TRIAD avoidance) in the Settlement Periods offered for this DSBR Unit.

Submitting Final DSBR Tender

Once all MPAN and DSBR Unit details have been entered and saved successfully the Status of every MPAN and DSBR Unit should appear as OFFERED where the following conditions are met:-

- The sum of all MPAN Offered Capability within each DSBR Unit is greater than or equal to the Offered Capability
- Where an Administration Fee has been tendered for a DSBR Unit details of at least 50 MPANs have been entered and successfully saved for that DSBR Unit

At this point the "SUBMIT" button on the Company Details (Edit) page will be change from being greyed out as shown below.

SAVE CANCEL

Once all DSBR Tender details have been completed you will be able to make your final Tender submission by clicking the SUBMIT button below. Please note the SUBMIT button will be greyed out until the following conditions have been met:

- (i) All MPAN details have been entered and successfully SAVED.
- (ii) The sum of all MPAN capability within each DSBR Unit is greater than or equal to the Offered Capability of the DSBR Unit.
- (iii) Where an Administration Fee has been tendered for a DSBR Unit details of at least 50 MPANs have been entered and successfully SAVED for that DSBR Unit.

SUBMIT

Note: Once a DSBR participant has submitted their tender there will be no further opportunities to update it. Therefore, before a tender is submitted the DSBR Participant will be shown the following warning message.

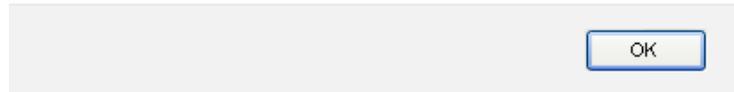
Once you press OK, your tender will be submitted to National Grid and it will not be possible to submit further DSBR Units or amend existing DSBR Units for this account and company.

OK

Cancel

Where a DSBR participant presses the OK button on the warning page the tender will be submitted as final and the following confirmation message will be displayed.

Thank you. Your DSBR Tender has been successfully submitted to National Grid



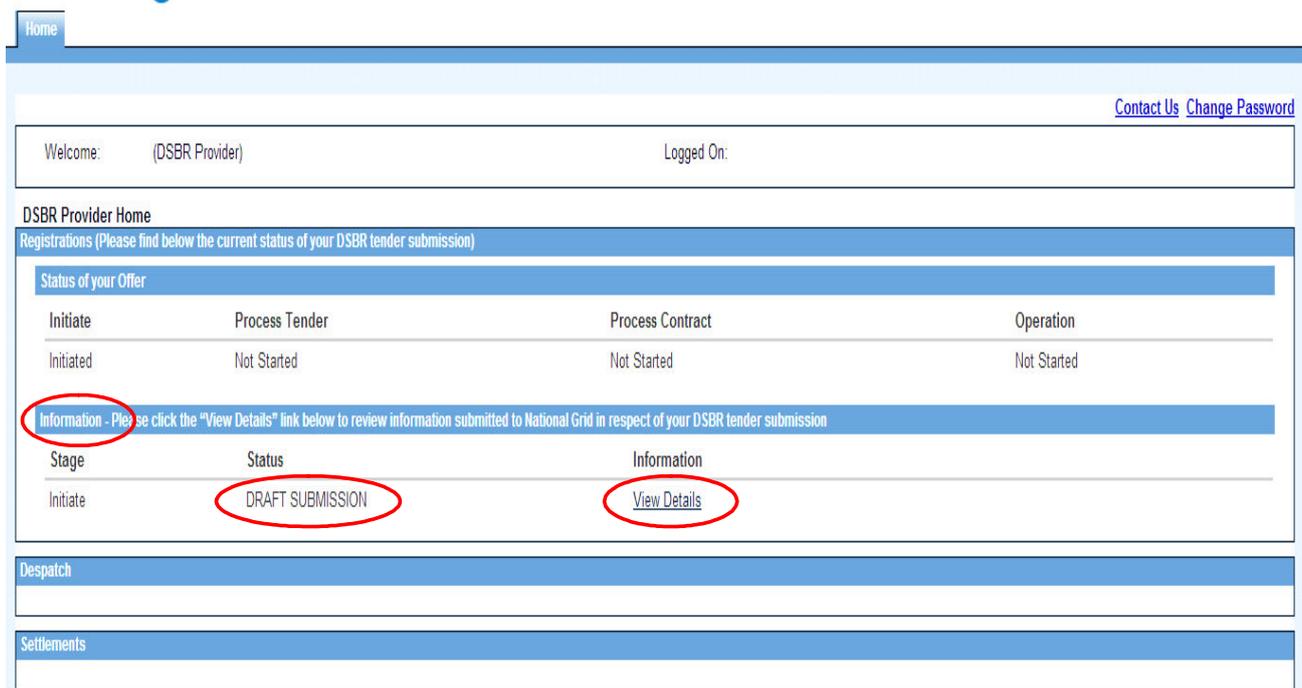
An e-mail will also be sent to the Commercial Contact confirming that the DSBR tender has been successfully submitted.

The Registrations section of the DSBR participant Home page will also be updated. The "Action" section will change to "Information" with the Status now showing as DRAFT SUBMISSION. Once the 4 or 6 week tender window has closed the Status of all tenders will be updated to SUBMISSION.

DSBR participants can review the details of their tender but now on a view only basis. Additionally, all "Edit", "Add" and "Delete" buttons will be removed or appear as greyed out on the tender screens.



[Logout](#)



Home

Welcome: (DSBR Provider) Logged On:

[Contact Us](#) [Change Password](#)

DSBR Provider Home

Registrations (Please find below the current status of your DSBR tender submission)

Status of your Offer			
Initiate	Process Tender	Process Contract	Operation
Initiated	Not Started	Not Started	Not Started

Information - Please click the "View Details" link below to review information submitted to National Grid in respect of your DSBR tender submission

Stage	Status	Information
Initiate	DRAFT SUBMISSION	View Details

Despatch

Settlements