

# Capacity Remuneration Mechanism

## Prequalification module

### CRM Actor's User Manual

Summary	This user manual describes how to use the prequalification module on the CRM IT Interface ( <a href="https://ademar.elia.be">https://ademar.elia.be</a> ).	
Version	V5.0	
Date	13/05/2024	
Status	✓ Final (Prequalification)	✓ Final (Light Prequalification / Admission Process)



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### Disclaimer:

This document has no legal value and is established to explain the functioning of the prequalification module of the CRM IT Interface.

This document is aligned with the CRM Functioning Rules to be published in May 2024. In case of mismatches between the IT environment and the procedures described in the Functioning Rules, the Functioning Rules prevail and are to be considered as valid reference.

# 1. Introduction

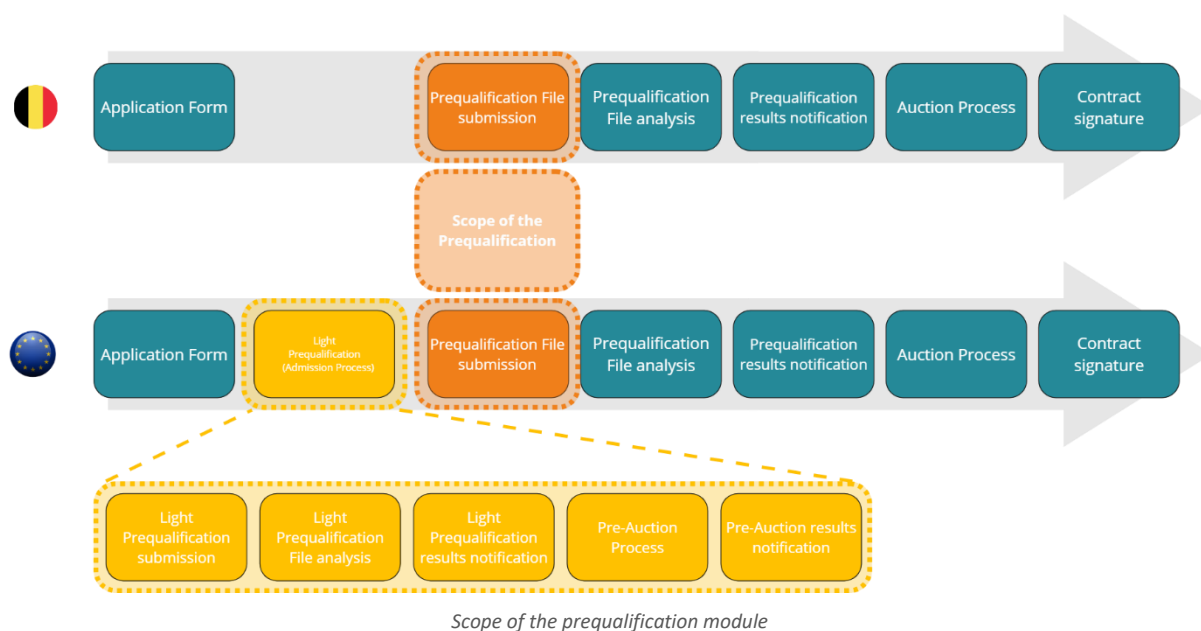
The objective of this user manual is to describe the submission process for the:

- Light Prequalification (Admission Process) Process.
- Three different types of Prequalification Process: The Fast Track Prequalification Process, the Standard Prequalification Process and the Specific Prequalification Process.

The prequalification module is accessible via the following link: <https://ademarprequalification.elia.be>

This document is organized as follows:

- Section 2 describes the actions the CRM Candidate has to perform to be able to access the prequalification module;
- Section 3 describes the prequalification module itself (Light Prequalification (Admission Process) and Prequalification Process);
- Section 4 describes the renewal and the compliancy validation processes;
- Section 5 describes the module for the Notification History;
- Section 6 describes the settings of the prequalification module;



Please note that the terms “Light Prequalification” & “Admission Process” are used interchangeably in this document.

## 2. Requirements to get access to the prequalification module

To be able to submit a Prequalification File, the candidate needs to first follow the three steps described in section 2.1. The prequalification module is a web-based application that CRM Candidates will use to submit their (Light) Prequalification Files. No installation is therefore required.

### 2.1 Application form submission

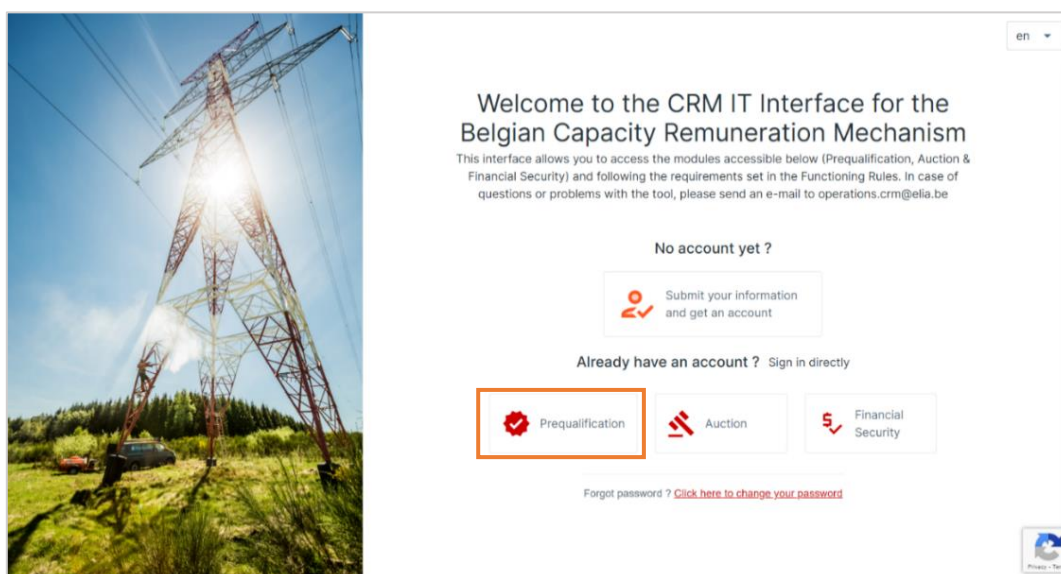
To access the prequalification module, the CRM Candidate must have a CRM account. To create an account, the CRM Candidate must complete and submit an application form. A description of this process can be found on the following link:

<https://www.elia.be/en/users-group/crm-implementation><https://www.elia.be/en/electricity-market-and-system/adequacy/capacity-remuneration-mechanism><https://www.elia.be/en/users-group/crm-implementation>

### 2.2 First Time logging in

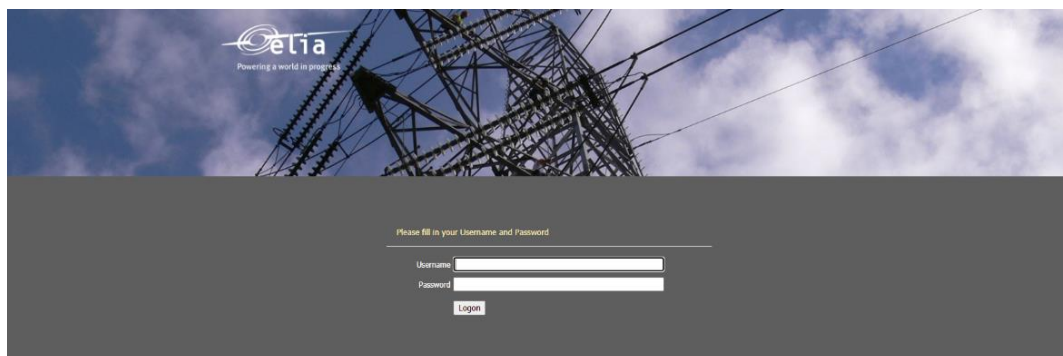
#### 2.2.1 Log In

As soon as the submitted application form has been approved by ELIA, the next step to be able to submit a Prequalification File is to log in to prequalification module by clicking on the button '[Prequalification](#)' or by going directly to <https://ademarprequalification.elia.be>.



Homepage of the CRM IT Interface

This will open a login screen where the username and password – provided via e-mail by ELIA to each user – are to be filled in.



Login screen


## 2.2.2 Compliance checks

Each year, the first user related to a CRM Candidate that successfully logs in the prequalification module on or after May 16, is immediately redirected to the “Compliance Checks”. He will have to read and accept the necessary information. Without it, the CRM IT interface will not allow the candidate to submit a File in the respective track. The CRM candidate can choose to be compliant with one or more of the following compliance check options. They are the following:

- Specific Prequalification Processes and/or
- Standard Prequalification Processes with his CMU(s) and/or
- Light Prequalification Process (Admission Process) – *for Cross-Border capacities only*

The CRM candidate is only required to indicate his/her compliance to the track he/she is going to create Files for.

If the CRM Candidate only wants to – for example - participate in Fast Track Prequalification Processes with his/her CMU(s), he/she just has the obligation to accept the Functioning Rules related to the Fast Track Prequalification Process. It is always possible to go back and indicate compliance to another track later in time (see section [7.1 Compliance checks](#)). It is not possible to uncheck compliance to a specific track after checking it.



### Compliance Checks

Please indicate that you ensure to comply with the provisions listed below by marking the dedicated boxes. This to be able to participate to the related Prequalification Process.

I agree to comply with the provisions for participation in a Standard Prequalification Process or a Specific Prequalification Process.
 

Click here to view the provisions for participation in a Standard Prequalification Process or a Specific Prequalification Process
▼

I agree to comply with the provisions for participation in a Light Prequalification Process.
 

Click here to view the provisions for provisions for a participation in the Light Prequalification Process.
▼

I agree to comply with the provisions for a participation in a Fast Track Prequalification Process.
 

Click here to view the provisions for a participation in a Fast Track Prequalification Process.
▼

Agree & Continue

Compliance Checks

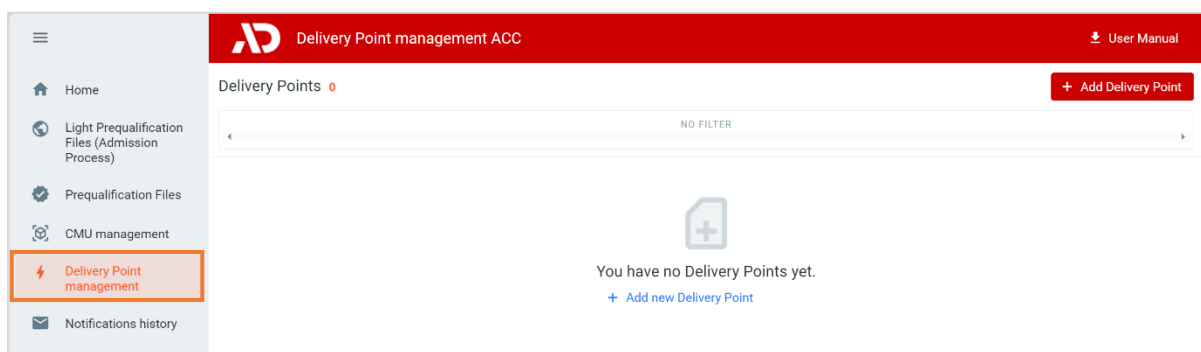
### 3. Prequalification module

This part of the user manual covers the usage instructions for a (Light) Prequalification File submission in the Prequalification module.

#### 3.1 Creating a Delivery Point

To start off, if the CRM Candidate wants to create a Prequalification File or Light Prequalification File (Admission Process), he has first to create the Delivery Point(s).

By clicking on 'Delivery Point Management' in the left main menu the CRM Candidate can see his Delivery point's portfolio together with general details for each of them.



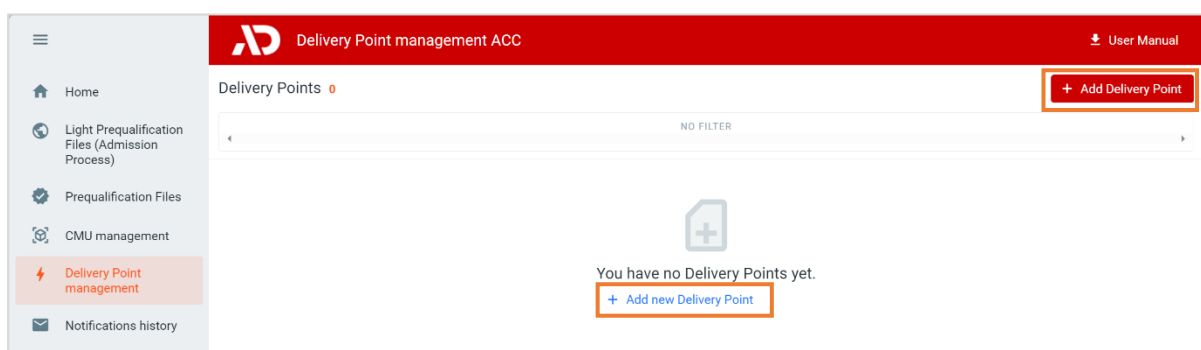
*Delivery Point screen*

To create a new Delivery Point, the Candidate can click on one of the two available buttons:

- '+ Add Delivery Point' at the top right of the page;
- '+ Add new Delivery Point' in the middle of the page (only visible when no Delivery Points have been added yet).

**Special note for Low Voltage Delivery Point Groups:**

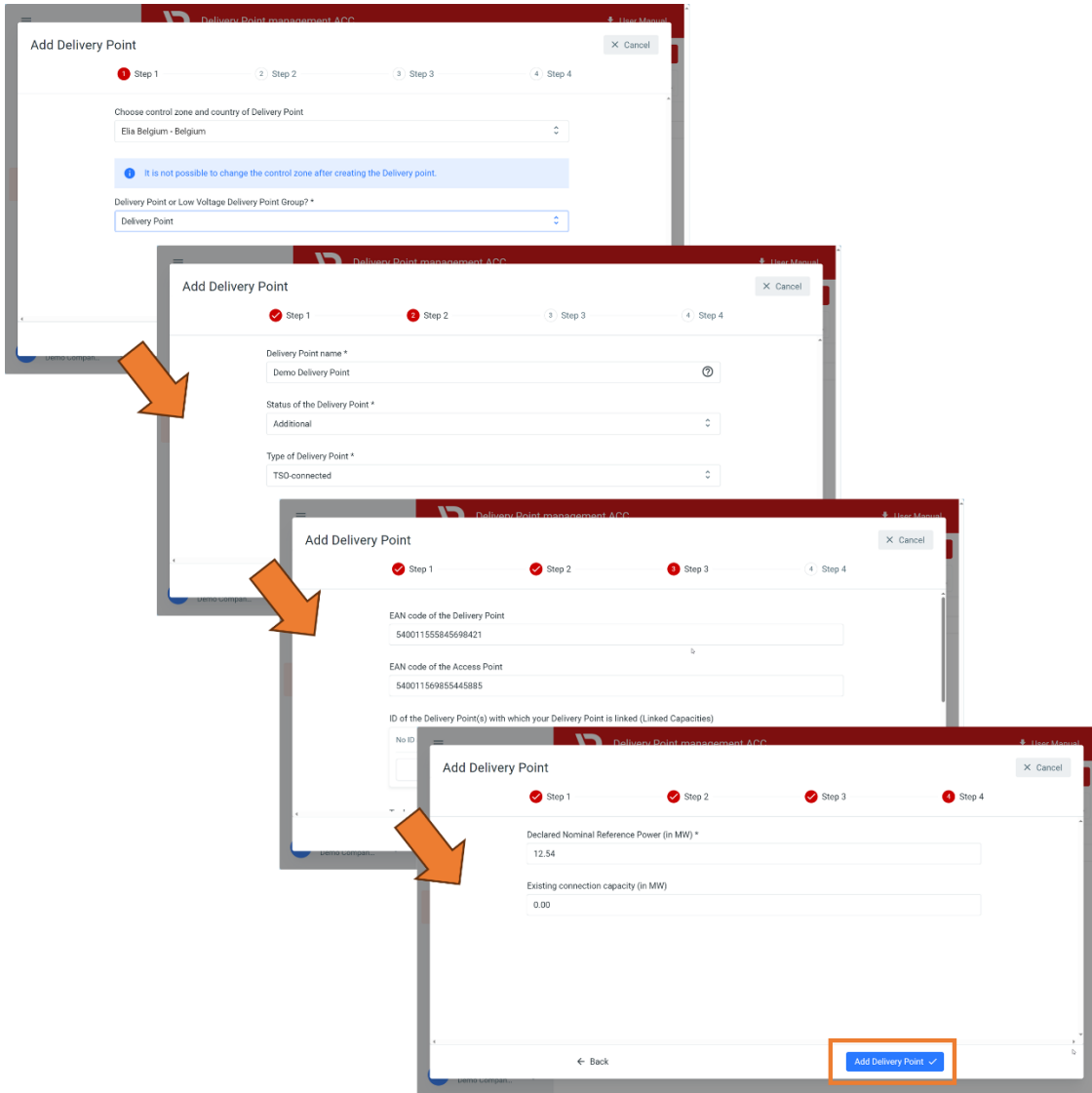
Section [6. Low Voltage participation](#) is dedicated to the Low Voltage process. We just want to highlight here that that the Low Voltage process already starts when creating your Delivery Point. Be aware of this in the Delivery Point creation wizard.



*Delivery Point Management screen*

When the Candidate clicks on one of these two buttons, a new window will pop up where all the required information can be provided, in several steps, in the corresponding text fields and drop-down menus.

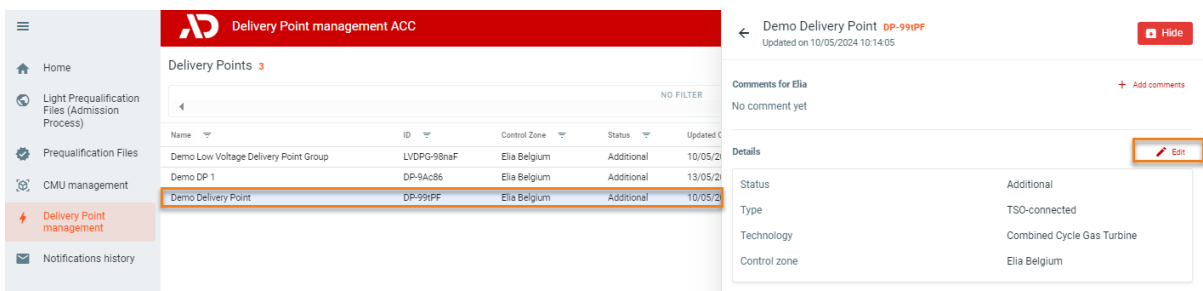




Example of Delivery Point creation screens

Depending on the control zone, the status and type of the Delivery Point – Existing or Additional and Delivery Point or Low Voltage Delivery Point Group – the input fields will be automatically adapted in each of the steps.

Once all the required data is provided, the CRM Candidate can click on ‘Add Delivery Point’ and the Delivery Point will be created in the ‘Delivery Point Management’ screen. Note that, at this moment of the Prequalification process, the CRM Candidate still has the possibility to modify the Delivery Point details by clicking on the Delivery Point in the list, and then on the ‘Edit’ button in the details windows of the Delivery Point.



New Delivery Point created and edit button

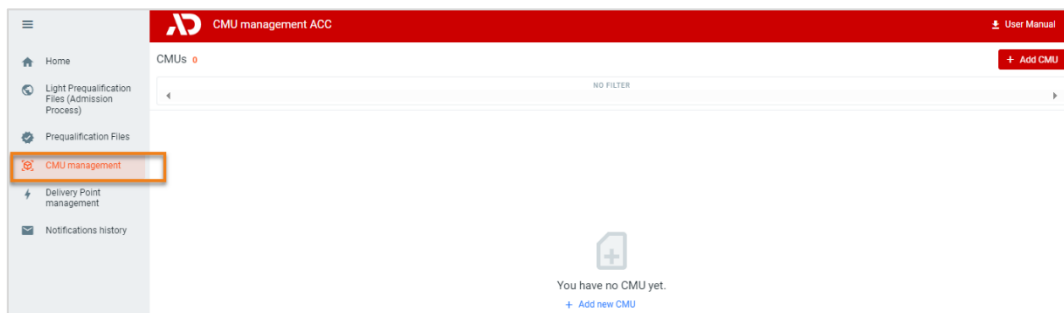


All created Delivery Points are shown on the 'Delivery Point Management' screen in a table with different columns. The columns are informative and can be used as filters too (by clicking on the column titles).

- The Name: This is the name given by the CRM Candidate to his Delivery Point;
- The ID: is a unique code for each Delivery Point (Format DP-xxxx or LVDPG-xxxx);
- The Control zone: each Delivery Point has one, non-changeable control zone;
- The status: This can be 'Existing' or 'Additional';
- Updated on: This gives the last date on which adjustments were made on the concerned Delivery Point;
- Comments: this is a comment the CRM Candidate can add to his Delivery Point and that will be sent to Elia when its related Prequalification File is submitted.

## 3.2 Creating a CMU

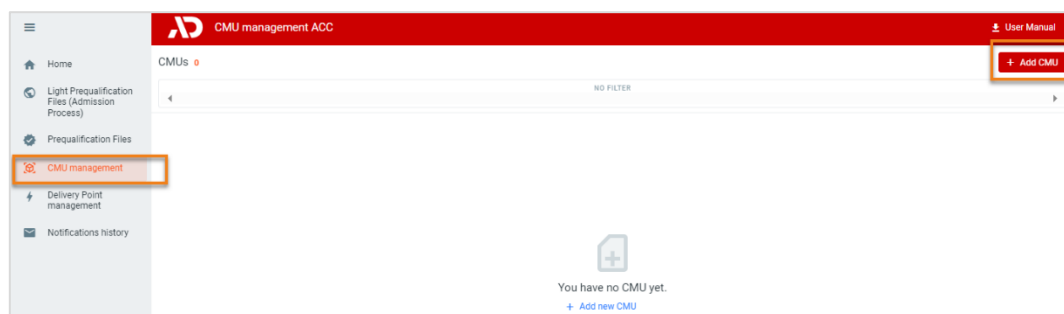
When the CRM Candidate has created his Delivery Point(s), he can create CMUs on the 'CMU Management' screen and add the created Delivery Point(s) to one or multiple CMUs. Creating a CMU is needed in order to create a (Light) Prequalification File. By clicking on the 'CMU Management' in the left main menu the CRM Candidate can see his CMU's portfolio together with general details for each of them.



CMU Menu item

To create a new CMU, the Candidate can click on one of the two available buttons:

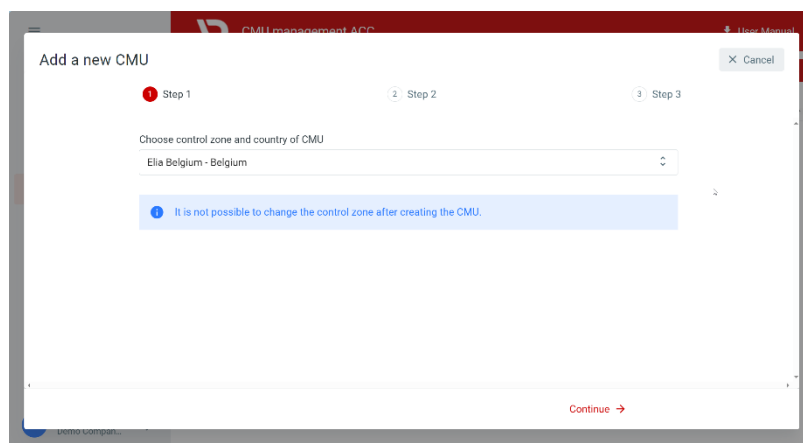
- '+ Add CMU' at the top right of the page.
- '+ Add new CMU' in the middle of the page (only visible when no CMUs have been added yet);



CMU Management screen

When the Candidate clicks on one of these two buttons, a new window will pop up where the Candidate will, depending on the control zone, be presented with a wizard to enter and confirm his data.

- 1) Select a Control zone. Please note that a CMU and its related Delivery Point(s) need to be of the same control zone. Otherwise, you will not be able to join them together.

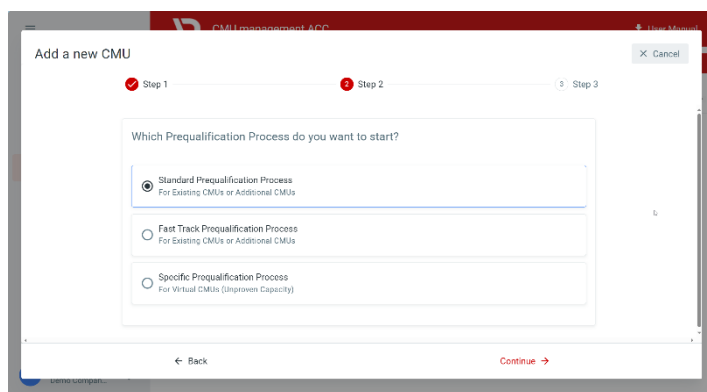


2) Select the type of Prequalification Process

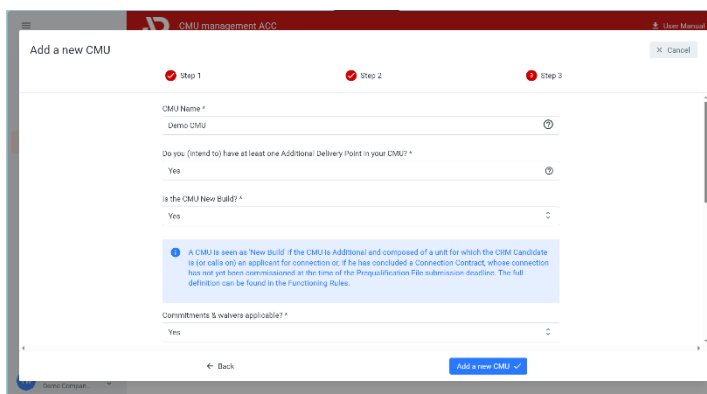
The first decision to take when creating a new CMU, is which Prequalification Process the CMU will go through. The following steps will differ depending on this choice. The CRM Candidate has three options:

- **Standard Prequalification Process:** For a CRM Candidate who wants to prequalify an Existing CMU or an Additional CMU to be able to participate to the Primary Market or the Secondary Market;
- **Fast Track Prequalification Process:** For a CRM Candidate who does not want to participate to the Primary Market and the Secondary Market but has the legal obligation to submit a Prequalification File;
- **Specific Prequalification Process:** For a CRM Candidate who wants to prequalify a VCMU (Unproven Capacity) to participate in the Primary Market.

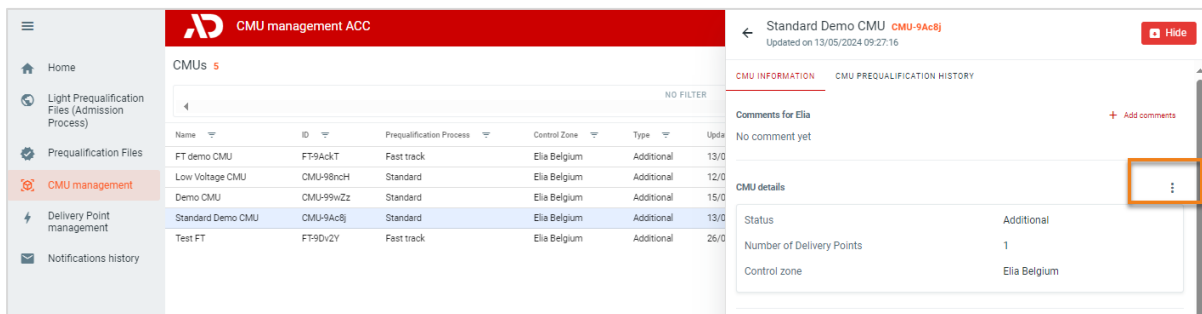
Please note that only the first possibility, i.e., the Standard Prequalification Process, is applicable for Cross-Border CRM Candidates. The system will pre-select this, and you will not see the step below for those Cross-Border CMUs.



3) Complete all the required information in the corresponding text fields and drop-down menus. Depending on the control zone, the selected Prequalification Process (Standard, Specific or Fast-track) and the CMU status (Additional or Existing) the input fields for the information and documents to be provided will be automatically adapted.



Once all the required data is provided, the CRM Candidate can click on 'Add a new CMU' and the CMU will be created in the 'CMU Management' screen. At this moment of the (Light) Prequalification process, the CRM Candidate has the possibility to modify the CMU details by clicking on the 'Edit' button in the window of the CMU details.

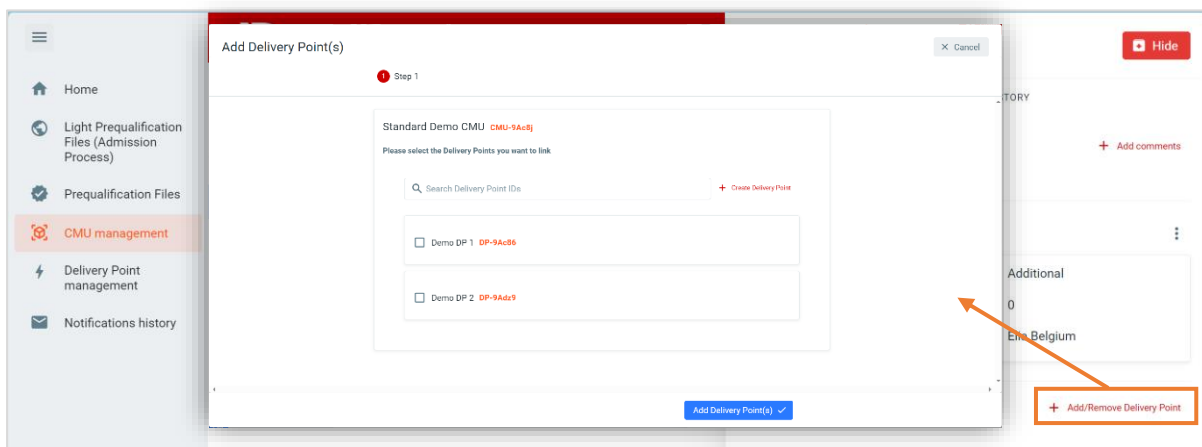


*New CMU created. Change CMU details.*

The Candidate can add Delivery Point(s) to his CMU by clicking 'Add Delivery Point'. This opens a pop-up window where the Candidate has the possibility to select the Delivery Point(s) he already created in the 'Delivery Point Management' screen. Only Delivery Points that share the same control zone will be displayed and be available for selection.

There, the CRM Candidate can:

- Select Delivery Point(s) already created;
- Create a new Delivery Point by clicking on the button 'Create Delivery Point'. This will open the same pop-up window presented in the Delivery Point creation (see section [3.1 Delivery Point creation](#)).

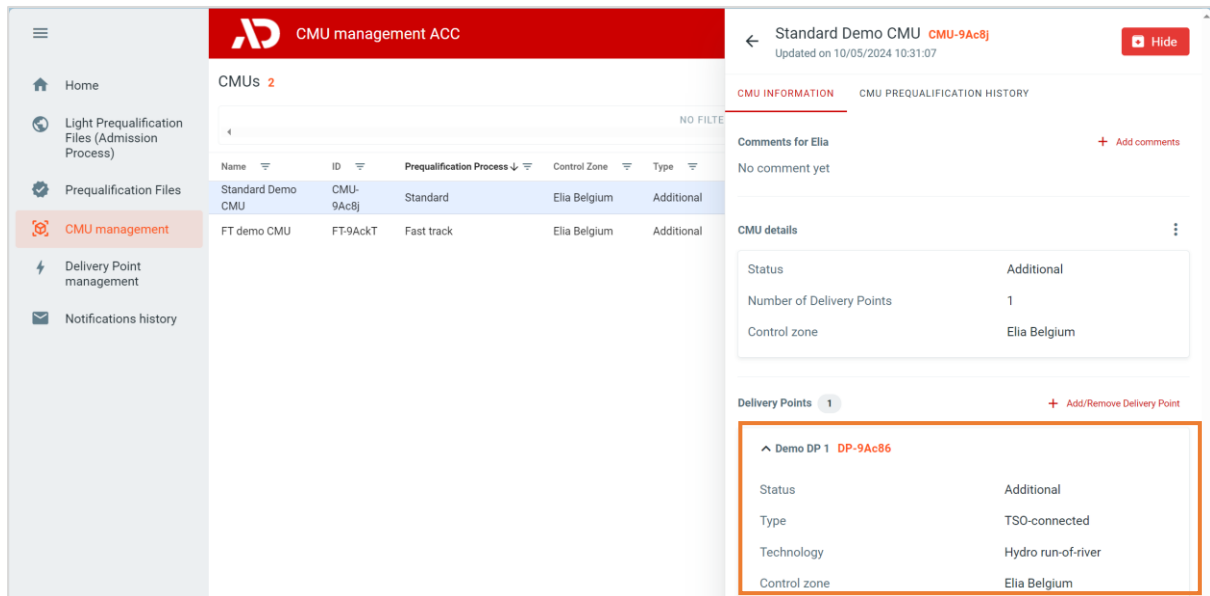


*Add/remove a Delivery Point.*

Notes:

- It is not possible to add a Delivery Point to a Virtual CMU (VCMU) following the Specific Prequalification Process;
- Fast Track CMUs can only contain 1 Delivery Point.

When the Delivery Point(s) is (are) selected, the CRM Candidate clicks on 'Add Delivery Point(s)' button to link the Delivery Point(s) to the CMU. The Delivery Point(s) will then be added to the CMU and will be visible in the CMU details screen.



The screenshot shows the 'CMU management ACC' interface. On the left is a navigation menu with options like Home, Light Prequalification Files, Prequalification Files, CMU management (selected), Delivery Point management, and Notifications history. The main area displays a table of CMUs:

Name	ID	Prequalification Process	Control Zone	Type
Standard Demo CMU	CMU-9AcBj	Standard	Elia Belgium	Additional
FT demo CMU	FT-9AckT	Fast track	Elia Belgium	Additional

The right panel shows details for 'Standard Demo CMU CMU-9Ac8j', updated on 10/05/2024 10:31:07. It includes sections for 'Comments for Elia', 'CMU details' (Status: Additional, Number of Delivery Points: 1, Control zone: Elia Belgium), and 'Delivery Points' (1). A specific delivery point is highlighted with an orange border:

Demo DP 1 DP-9Ac86	
Status	Additional
Type	TSO-connected
Technology	Hydro run-of-river
Control zone	Elia Belgium

Delivery Point linked to the CMU

All created CMUs are shown on the 'CMU Management' screen in a table with different columns. The columns are informative and can be used as filters too (by clicking on the column titles).

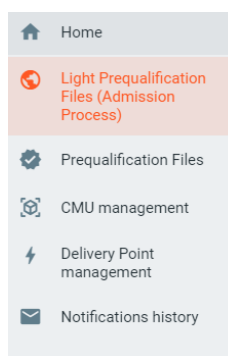
These different columns are informative and can be used as filters as well (by clicking on the column titles).

- The Name: This is the name given by the CRM Candidate to his CMU;
- The ID: is a unique code for each CMU;
- The Prequalification Process: Standard, Fast Track or Specific;
- The Control zone: each CMU has one, non-changeable control zone;
- The type: this is Existing or Additional;
- Updated on: This gives the last date on which adjustments were made on the concerned CMU;
- Comments: this is a comment the CRM Candidate can add to his CMU and that will be sent to Elia when its related Prequalification File is submitted.

## 3.3 Creating and submitting a Light Prequalification (Admission Process)

### 3.3.1 Creating a Light Prequalification (Admission Process) File

When the CRM Candidate has created his Delivery Point(s) and accompanying CMU(s), he can start creating Light Prequalification Files (Admission Process Files). This can be done on the 'Light Prequalification Files (Admission Process)' screen. By clicking on the 'Light Prequalification Files (Admission Process)' in the left main menu the CRM Candidate can see his Light Prequalification Files (Admission Process Files) portfolio together with general details for each of them. Please note that the terms "Light Prequalification" & "Admission Process" are used interchangeably in this document.



*Light Prequalification (Admission Process) Main Menu*

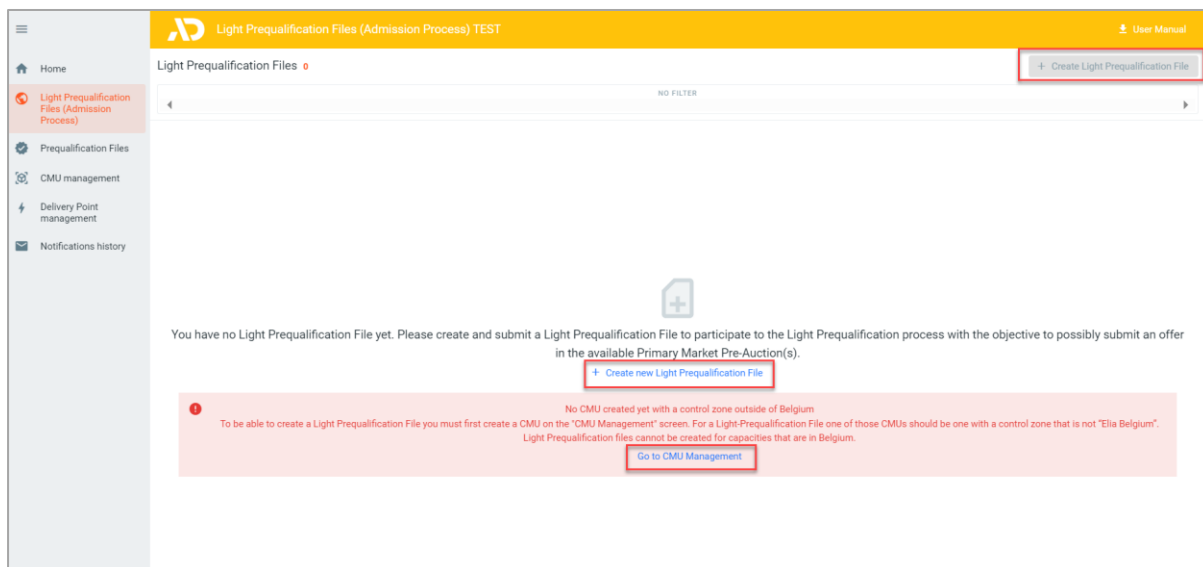
These different columns are informative and can be used as filters as well (by clicking on the column titles).

- The CMU Name: This is the name given by the CRM Candidate to his CMU;
- The CMU ID: is an automatically generated unique code for each CMU;
- The Status: is the status of the Light Prequalification Process of each file and can be: Saved, Submitted, Approved, Rejected, Provisionally Rejected, Light Prequalified, Light Prequalification Expired;
- The Process: This is Standard;
- The Delivery Period: Indicate for which Delivery Period and Auction the Light Prequalification File has been created;
- Control zone: the Light Prequalification File inherits the control zone of the CMU in it;
- Light Prequalified on: This gives the date on which Light Prequalification File has been (Previously) Light Prequalified.

To create a Light Prequalification (Admission Process) File, the CRM Candidate must have already at least one created CMU via the 'CMU Management screen', with a control zone that is not Elia Belgium. If he has not yet created a CMU, he can click on 'Go to CMU Management' which will have the same effect of clicking on 'CMU Management' on the left main menu.

If the Candidate wants to create a Light Prequalification File, he clicks on one of the two available buttons:

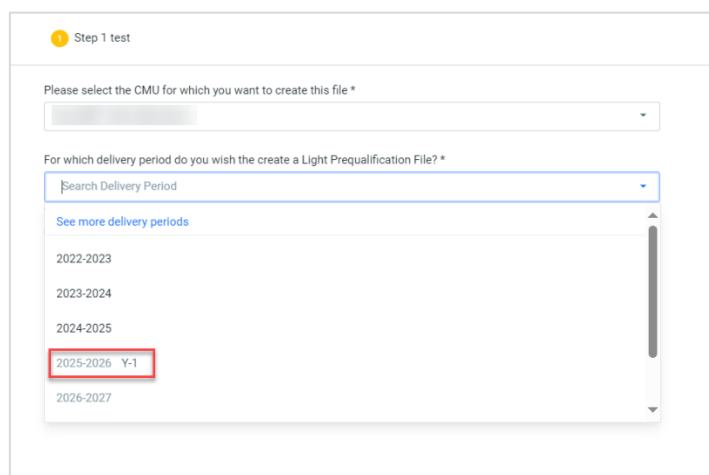
- '+ Create Light Prequalification File' at the top right of the page.
- '+ Create new Light Prequalification File' in the middle of the page (only visible when no Light Prequalification Files have been added yet);



*Light Prequalification File (Admission Process) Management*

When the CRM Candidate clicks on one of these two buttons, a new window will pop up where he will have to:

1. Select the CMU for which he wants to create a Light Prequalification (Admission Process) File;
2. Select the Delivery Period for which he wants to create a Light Prequalification (Admission Process) File. To participate in the Light Prequalification Process for the Y-1 Auction of 2024, the CRM Candidate selects the Delivery Period "2025-2026 Y-1". Note that, if a Light Prequalification File has already been created for a certain Delivery Period with that CMU, the Delivery Period will be disabled.



*Light Prequalification (Admission Process) File creation window*

Once the CMU and the Delivery Period have been selected, the CRM Candidate can click on 'Create a Light Prequalification File' and the Light Prequalification File will be created and visible in the 'Light Prequalification Files' screen.





Light Prequalification Files (Admission Process) TEST									
Light Prequalification Files									
CMU Name	Control zone	CMU ID	Status	Process	Delivery Period	Updated on	Light Prequalified on	Renew Light Prequalification File	
	50Hertz	CMU-SH2R	saved	Standard	2025-2026 V-1	26/02/2024 11:32:53			

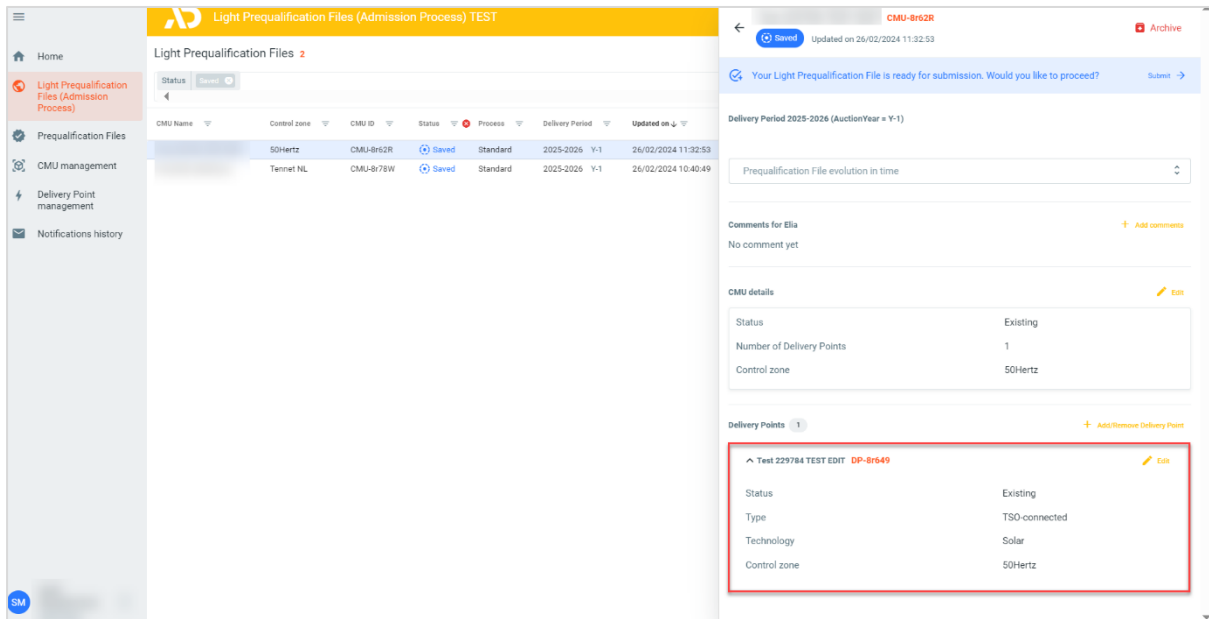
*New Light Prequalification (Admission Process) File created.*

To access the information of the Light Prequalification File, the CRM Candidate can click the line for the Light Prequalification File he wants to access. A window with all the available information will be shown on the right side of the screen where the CRM Candidate can view all the information and documents already provided, and where he can add missing information and documents to complete the Light Prequalification File.

If the Candidate had already linked a Delivery Point to his CMU (see



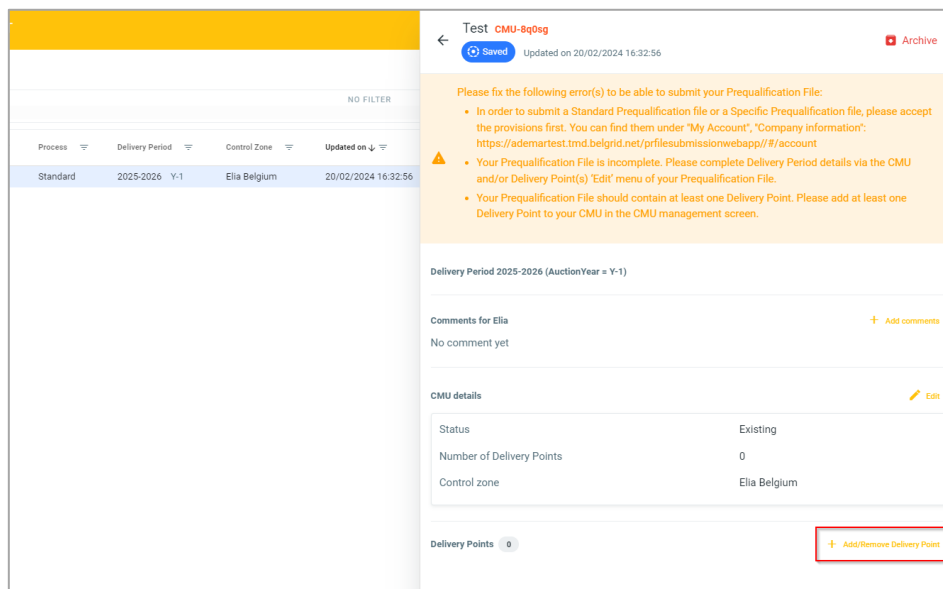
### 3.2 Creating a CMU ), it will also already be visible in the Light Prequalification File management window:



The screenshot shows the 'Light Prequalification Files (Admission Process) TEST' interface. On the left, a sidebar contains navigation options: Home, Light Prequalification Files (Admission Process), Prequalification Files, CMU management, Delivery Point management, and Notifications history. The main area displays a table of Light Prequalification Files with columns for CMU Name, Control zone, CMU ID, Status, Process, Delivery Period, and Updated on. Two entries are visible: one for '50Hertz' with CMU ID 'CMU-8r52R' and another for 'Tennet NL' with CMU ID 'CMU-8r78W'. The right-hand panel shows details for CMU-8r52R, including a 'Saved' status, a submission prompt, and a table of delivery points. One delivery point is listed: 'Test 229784 TEST EDIT DP-8r549' with status 'Existing', type 'TSO-connected', technology 'Solar', and control zone '50Hertz'. This delivery point entry is highlighted with a red box.

Delivery Point already linked to a CMU in Light Prequalification File (Admission Process) Window

If the Candidate has not linked a Delivery Point to his CMU, he will have the possibility to link it by clicking the 'Add Delivery Point' button that will open the window that allow the Candidate to Link a Delivery Point to his CMU.



The screenshot shows the 'Light Prequalification Files (Admission Process) TEST' interface for CMU-8q0sg. The table on the left shows one entry: 'Standard' process, '2025-2026 Y-1' delivery period, 'Elia Belgium' control zone, updated on '20/02/2024 16:32:56'. The right-hand panel shows an error message: 'Please fix the following error(s) to be able to submit your Prequalification File:'. The errors listed are: 'In order to submit a Standard Prequalification file or a Specific Prequalification file, please accept the provisions first. You can find them under "My Account", "Company information": https://ademartest.tmd.belgrid.net/prfilesubmissionwebapp/#!/account', 'Your Prequalification File is incomplete. Please complete Delivery Period details via the CMU and/or Delivery Point(s) "Edit" menu of your Prequalification File.', and 'Your Prequalification File should contain at least one Delivery Point. Please add at least one Delivery Point to your CMU in the CMU management screen.'. Below the error message, the 'Delivery Period 2025-2026 (AuctionYear = Y-1)' section is empty. The 'CMU details' section shows 'Status: Existing', 'Number of Delivery Points: 0', and 'Control zone: Elia Belgium'. The 'Delivery Points' section shows '0' and a red box around the '+ Add/Remove Delivery Point' button.

Delivery Point not linked to the CMU in the Light Prequalification File Window

### 3.3.2 Completing the Light Prequalification File

Important concepts to keep in mind during the process of editing a Light Prequalification File and/or a Delivery Point and/or CMU details are listed below:

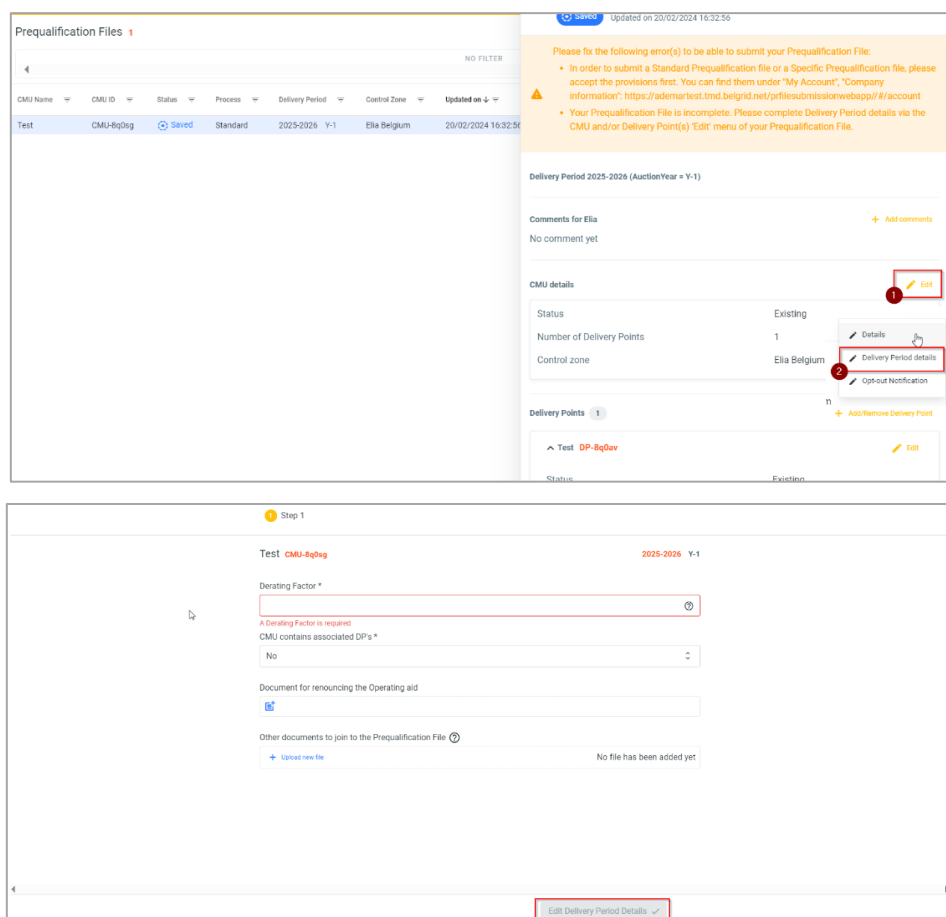
- It is impossible to proceed to the next step if the mandatory fields – indicated with an asterisk (\*) – have not been completed;
- When the CRM Candidate clicks on the button to save the provided data, the Light Prequalification File will be indicated as saved (at this point, it has not been sent to ELIA yet and it is still possible for the CRM Candidate to make adjustments).

### 3.3.3 Standard Light Process Prequalification File

When the Light Prequalification File has been created, it will be in 'Saved' status.

A banner will indicate the Delivery Period details must be completed to submit the file to Elia.

To Edit the Delivery Period details of the CMU, the CRM Candidate clicks on the 'Edit' button and on 'Delivery Period Details' button. This will open a window where the CRM Candidate can provide the necessary information and documents. When details are provided, he clicks on 'Edit Delivery Period Details' button to continue editing his Light Prequalification File.

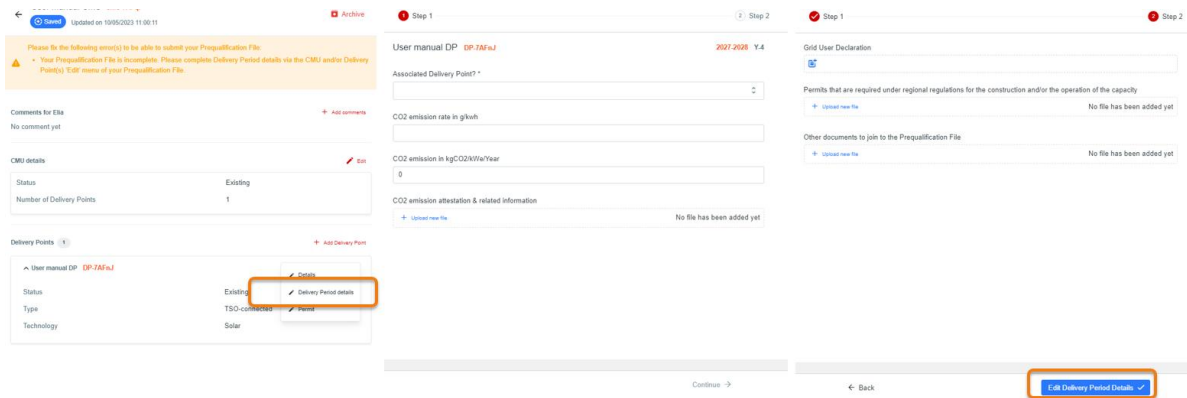


Editing CMU Delivery Period Details

Then, the CRM Candidate has to edit the 'Delivery Period Details' of each Delivery Point(s) linked to the CMU by clicking on 'Edit' and then on 'Delivery Period Details' for each Delivery Point. This will open a two steps window where the CRM



Candidate can provide the Delivery Period Details of his Delivery Point. When all required information and documents are provided, the CRM Candidate clicks on 'Edit Delivery Period Details' to complete his Light Prequalification File.

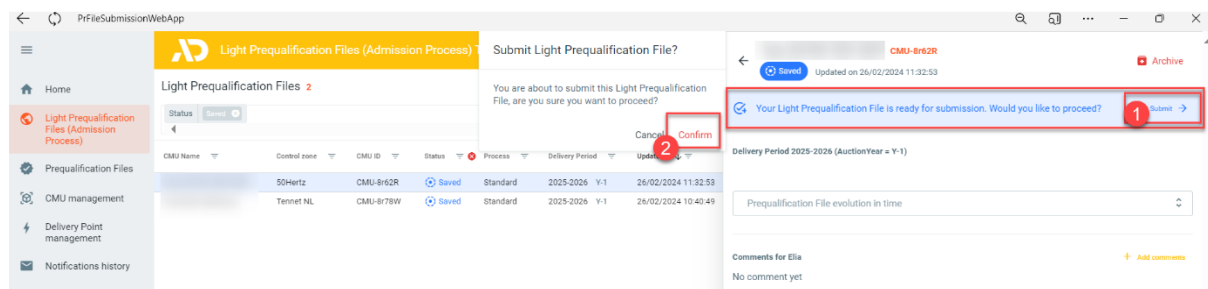


*Edit Delivery Point Delivery Period Details*

Please note that the required fields will be automatically adapted if the Delivery Point is Additional or Existing.

### 3.3.4 Light Prequalification file submission

When all the required CMU Delivery Period Details and the Delivery Point Delivery Period Details, for each Delivery Point linked to the CMU, are completed, the CRM Candidate can submit his Light Prequalification File to Elia by clicking on 'Submit' and then 'Confirm'.



*Submit Light Prequalification File*

The Light Prequalification File status will change to 'Submitted'.

**WARNING:** Please note that once 'Submitted', it will not be possible anymore for the CRM Candidate to edit the general Details of the CMU and the Delivery Point(s) linked to the submitted Light Prequalification File.

### 3.3.5 NRP Approval/Contestation

When the Candidate submits its Light Prequalification File and if at least one related Delivery Point is TSO Connected, Elia will proceed to the Nominal Reference Power determination. Elia will inform the Candidate when the Provisional Nominal Reference Power has been determined. During the Light Prequalification Process (Admission Process), no contestation of the determined NRP is possibly due to the declarative nature of the Light Prequalification Process (Admission Process).

### 3.3.6 Transfer of a Light Prequalification (Admission Process) file towards a Prequalification file

In case the Admission Process (Light Prequalification) File is approved and (a) bid(s) selected in the Pre-Auction, all requirements and data provided by the Foreign CRM Candidate during Admission Process for his CMU(s) are fully transferred to the Prequalification File of this CMU(s) that will be automatically created by the system on June 12<sup>th</sup>.

In case the CRM Candidate already checked the required [Compliance checks](#) after May 15<sup>th</sup>, the Prequalification tool will automatically submit this Prequalification File. If the required [Compliance checks](#) are not yet checked, the Admission Process (Light Prequalification) File will only be converted into a Prequalification File but will not be submitted. In this case, the CRM Candidate must submit the Prequalification File himself at the latest on June 15<sup>th</sup>.

The Foreign CRM Candidate can only provide new/updated data during Prequalification for all fields of the Admission Process File that were indicated as “declaration to provide”.

The Prequalification File needs to be submitted at the latest on June 15<sup>th</sup>. For Cross-Border capacities only, new and updated data for all fields of the Admission Process File that were indicated as “declaration to provide” can still be changed after submission until June 30<sup>th</sup> as set out in section [3.4 Creating, submitting and updating a Prequalification File](#).

## 3.4 Creating, submitting and updating a Prequalification File

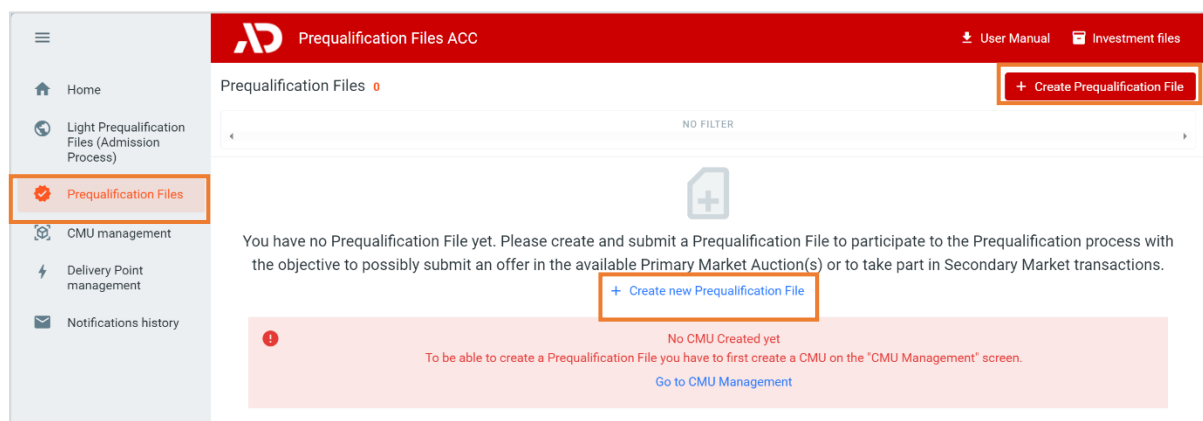
### 3.4.1 Creating a Prequalification File

When the CRM Candidate has created his Delivery Point(s) and accompanying CMU(s), he can start creating Prequalification Files. This can be done on the ‘Prequalification Files’ screen. By clicking on the ‘Prequalification File’ in the left main menu the CRM Candidate can see his Prequalification Files portfolio together with general details for each of them.

If the Candidate wants to create a Prequalification File, he clicks on one of the two available buttons:

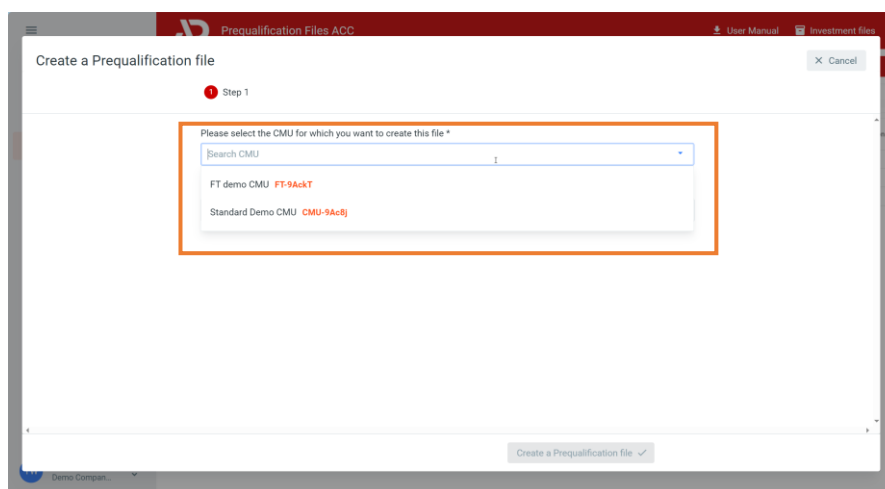
- ‘+ Create Prequalification File’ at the top right of the page.
- ‘+ Create new Prequalification File’ in the middle of the page (only visible when no Prequalification Files have been added yet);

Note: To be able to create a Prequalification File, the CRM Candidate must have already at least one CMU created via the ‘CMU Management screen’ (See section [3.2 Creating a CMU](#)).



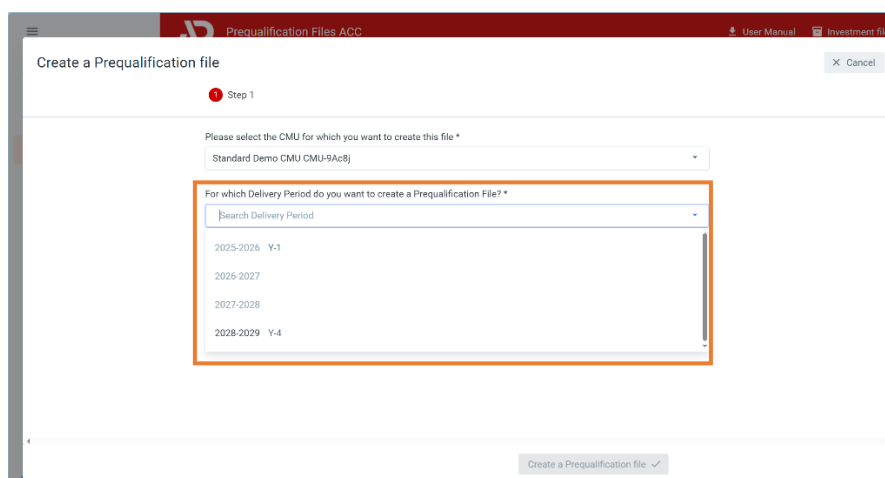
Prequalification Main Menu

When the CRM Candidate clicks on a 'Create Prequalification File' button, a new window will pop up where he will have to select the CMU for which he wants to create a Prequalification File.



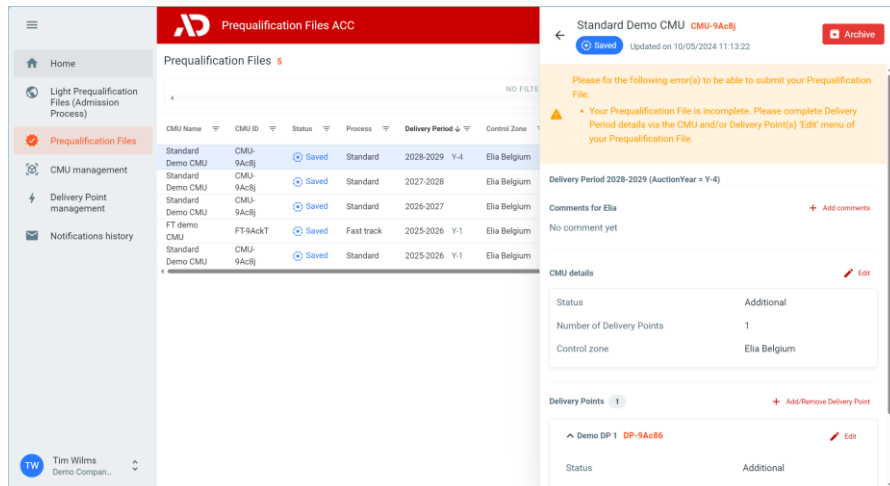
Select CMU for which to create a Prequalification File

Select the Delivery Period for which he wants to create a Prequalification File. If a Delivery Period is linked to an Auction, this is indicated behind the Delivery Period (for instance '2025-2026 Y-1' or '2028-2029 Y-4'). Note that, if a Prequalification File has been already created for a certain Delivery Period with that CMU, the Delivery Period will be disabled.



Select Delivery Period for which to create a Prequalification File

Once the CMU and the Delivery Period have been selected, the CRM Candidate can click on 'Create a Prequalification File' and the Prequalification File will be created in the 'Prequalification Files' screen.

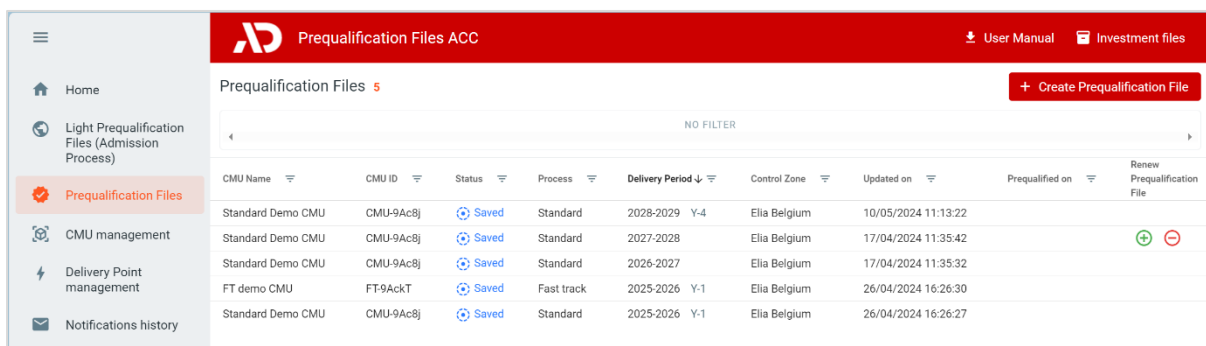
The screenshot shows the 'Prequalification Files ACC' interface. A warning message is displayed: 'Please fix the following error(s) to be able to submit your Prequalification File: Your Prequalification File is incomplete. Please complete Delivery Period details via the CMU and/or Delivery Point(s) Edit menu of your Prequalification File.' Below the table, the 'CMU details' for 'Standard Demo CMU CMU-9Ac8j' are shown, including Status (Additional), Number of Delivery Points (1), and Control zone (Elia Belgium).

CMU Name	CMU ID	Status	Process	Delivery Period	Control Zone
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2028-2029 Y-4	Elia Belgium
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2027-2028	Elia Belgium
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2026-2027	Elia Belgium
FT demo CMU	FT9AcKT	Saved	Fast track	2025-2026 Y-1	Elia Belgium
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2025-2026 Y-1	Elia Belgium

New Prequalification File created.

In case there is missing or inconsistent information for the Prequalification File, a warning message is shown indicating this. To submit the Prequalification File to Elia, the CRM Candidate must complete and/or correct the missing and/or inconsistent information. How to do this is described in the section [3.4.2 Completing the prequalification file](#).

If the CRM Actor already created Prequalification Files, they will be visible on the Prequalification Files screen in a table.



The screenshot shows the 'Prequalification Files ACC' interface with a table of files. A '+ Create Prequalification File' button is visible in the top right corner.

CMU Name	CMU ID	Status	Process	Delivery Period	Control Zone	Updated on	Prequalified on	Renew Prequalification File
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2028-2029 Y-4	Elia Belgium	10/05/2024 11:13:22		
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2027-2028	Elia Belgium	17/04/2024 11:35:42		+
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2026-2027	Elia Belgium	17/04/2024 11:35:32		-
FT demo CMU	FT9AcKT	Saved	Fast track	2025-2026 Y-1	Elia Belgium	26/04/2024 16:26:30		
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2025-2026 Y-1	Elia Belgium	26/04/2024 16:26:27		

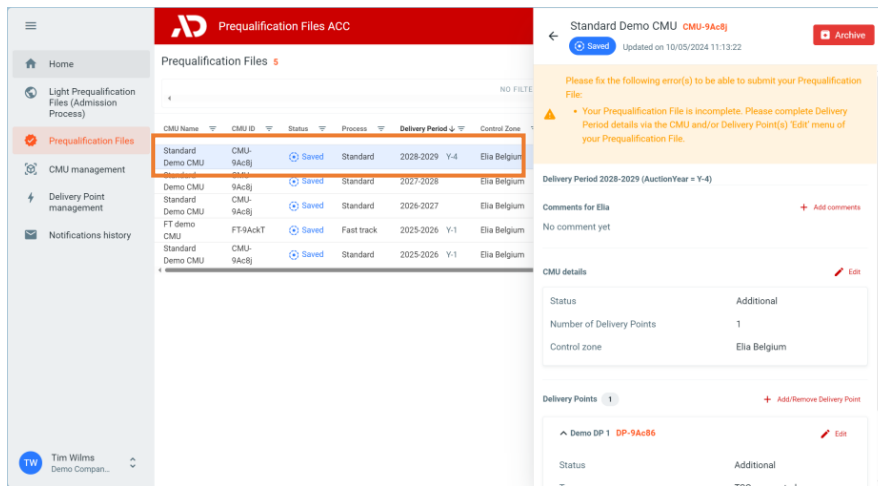
Prequalification Files list

All created Prequalification Files are shown on the 'Prequalification Files' screen in a table with different columns. The columns are informative and can be used as filters too (by clicking on the column titles). The columns are:

- The CMU Name: This is the name given by the CRM Candidate to his CMU;
- The CMU ID: is a unique code for each CMU;
- The Status: is the status of the Prequalification Process of each file and can be: Saved, Submitted, Approved, Rejected, Provisionally Rejected, Prequalified, Final Approved, Prequalification Expired or Final Approval Expired;
- The Process: This can be 'Standard', 'Specific' or 'Fast-track';
- The Delivery Period: Indication for which Delivery Period and Auction the Prequalification File has been created;
- The Control zone: the Prequalification File inherits the control zone of the CMU in it.
- Prequalified on: This gives the date on which Prequalification File has been (Previously) Prequalified;

- Renew Prequalification File: will allow the CRM Candidate to indicate if he wants to renew a Prequalification File submitted for the Y-4 Auction for 2023 for the Y-4 Auction of 2024. See section [4.2. Renewal of Prequalification File for Y-4 \(Delivery Period 2028-2029\)](#) for more details.

To access the information of the Prequalification File, the CRM Candidate can click on the line of the Prequalification File he wants to access. A window with all the available information will be shown on the right side of the screen where the CRM Candidate can view all the information and documents already provided, and where he can add missing information and documents to complete the Prequalification File.



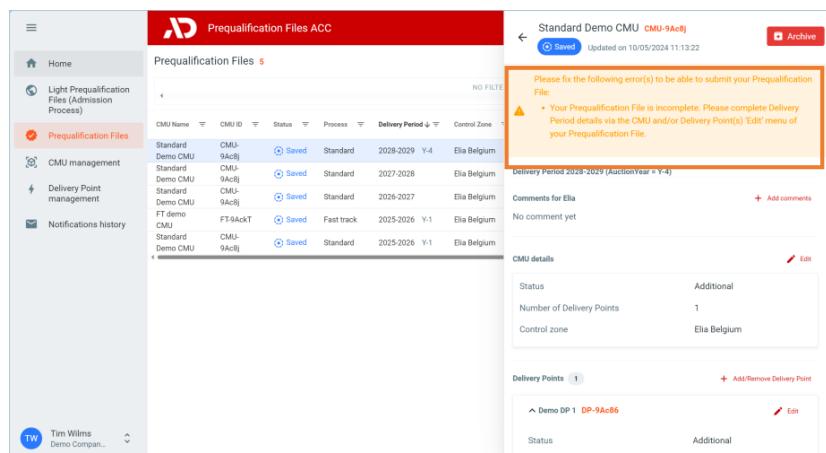
The screenshot shows the 'Prequalification Files ACC' interface. On the left is a navigation menu with options like 'Home', 'Light Prequalification Files (Admission Process)', 'Prequalification Files', 'CMU management', 'Delivery Point management', and 'Notifications history'. The main area displays a table of prequalification files. The selected file is 'Standard Demo CMU CMU-9Ac8j' with a status of 'Saved' and a delivery period of '2028-2029 Y-4'. The right-hand panel shows the details for this file, including a warning message: 'Please fix the following error(s) to be able to submit your Prequalification File: Your Prequalification File is incomplete. Please complete Delivery Period details via the CMU and/or Delivery Point(s) 'Edit' menu of your Prequalification File.' Below the warning, there are sections for 'Delivery Period 2028-2029 (AuctionYear = Y-4)', 'Comments for Elia', 'CMU details', and 'Delivery Points'.

Prequalification File details screen

### 3.4.2 Completing a Prequalification File

Information and documents for the CMU and Delivery Point(s) that are part of the Prequalification File that are specific to a Delivery Period, need to be added to the Prequalification File before the CRM Candidate submits the Prequalification File to Elia for review.

In case there is missing or inconsistent information for the Prequalification File, a warning message is shown indicating this. To submit the Prequalification File to Elia, the CRM Candidate must complete and/or correct the missing and/or inconsistent information.

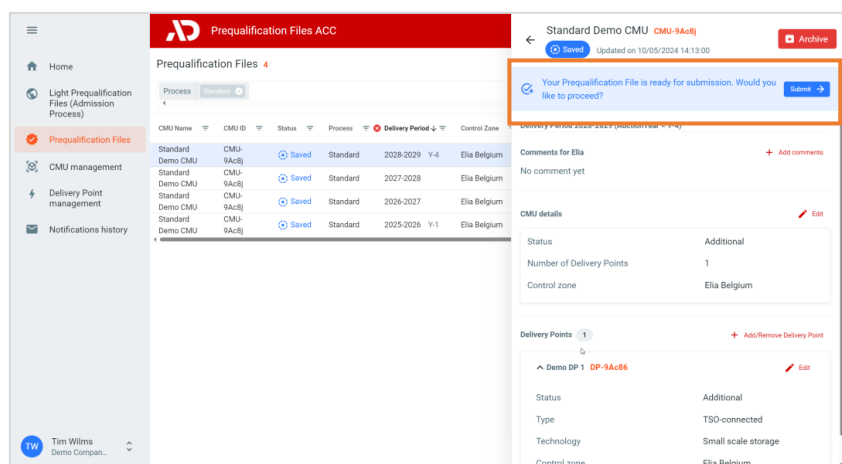


This screenshot is similar to the previous one, showing the 'Prequalification Files ACC' interface. It highlights the warning message: 'Please fix the following error(s) to be able to submit your Prequalification File: Your Prequalification File is incomplete. Please complete Delivery Period details via the CMU and/or Delivery Point(s) 'Edit' menu of your Prequalification File.' The interface shows the same table of files and the details panel for the selected file, emphasizing the need to complete the delivery period details.

Warning message missing/inconsistent information



When all (mandatory) information and documents have been added to the Prequalification File and there is no inconsistent information, the 'Submit' button to submit the Prequalification File to Elia for review becomes available. **In case the Prequalification File needs to be submitted for participation to the Prequalification Process linked to an active Auction period, it is important that the Prequalification File is submitted to Elia.** Please note that the availability of the Submission button does not mean that all requirements for the Prequalification of the Prequalification File have been met.



Submit button for Standard Process Prequalification File

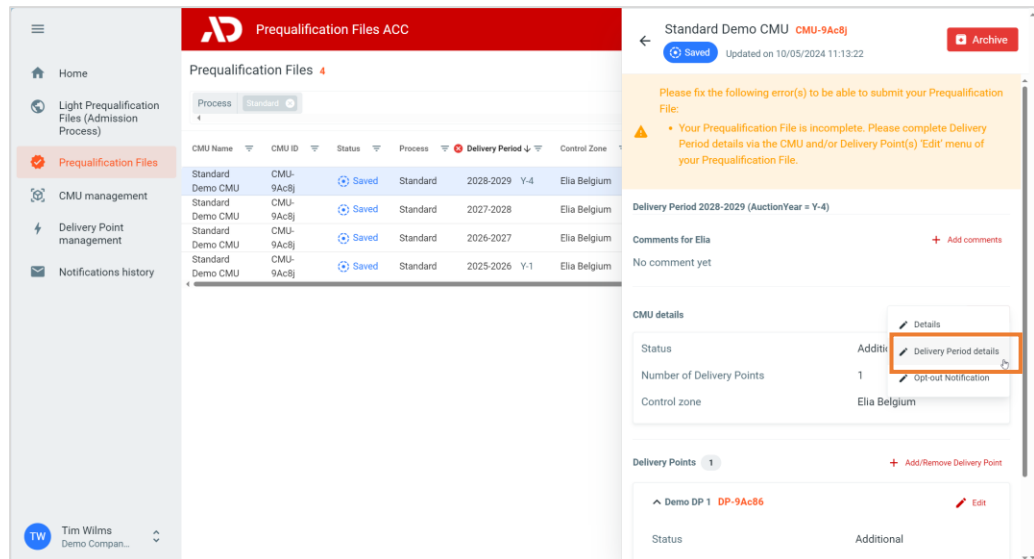
In the below sections, the steps to complete the Prequalification File are further detailed. The required information and documents to be provided for the Prequalification File depend on the Prequalification Process. All requirements for a Prequalification File are detailed in the CRM Functioning Rules.

### 3.4.2.1 Completing a Standard Process Prequalification File

When a Standard Process Prequalification File has been created, it will be in status 'Saved'. To be able to submit a Standard Process Prequalification File, the CRM Candidate must first complete all the required Delivery Period specific information and documents. For more details on what information to provide for a Standard Process Prequalification file, please refer to section '5.2.3 Requirements for the submission of the Prequalification File' in the CRM Functioning Rules.

For a Standard Process Prequalification File, the Delivery Period specific information for the included CMU and Delivery Point must first be completed.

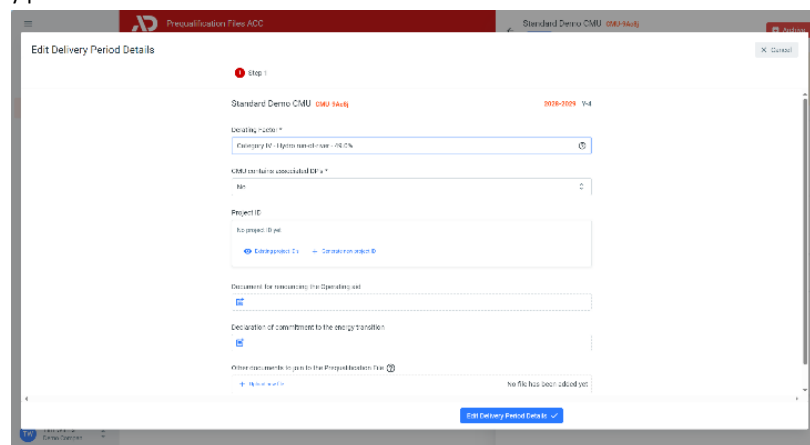
1. Completing the Delivery Period specific details of the CMU in the Standard Process Prequalification File can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.

The screenshot shows the 'Prequalification Files ACC' interface. On the left is a navigation menu with options like 'Home', 'Light Prequalification Files (Admission Process)', 'Prequalification Files', 'CMU management', 'Delivery Point management', and 'Notifications history'. The main area displays a table of 'Prequalification Files' with columns for CMU Name, CMU ID, Status, Process, Delivery Period, and Control Zone. Below the table, the details for a 'Standard Demo CMU' (CMU-9Ac8j) are shown. An orange error message states: 'Please fix the following error(s) to be able to submit your Prequalification File: • Your Prequalification File is incomplete. Please complete Delivery Period details via the CMU and/or Delivery Point(s) 'Edit' menu of your Prequalification File.' The 'Delivery Period 2028-2029 (AuctionYear = Y-4)' section is visible, along with a 'Comments for Elia' section. In the 'CMU details' section, the 'Delivery Period details' button is highlighted with a red box.

The Delivery Period specific information to be completed (if applicable to the situation) for a CMU in a Standard Process Prequalification File is:

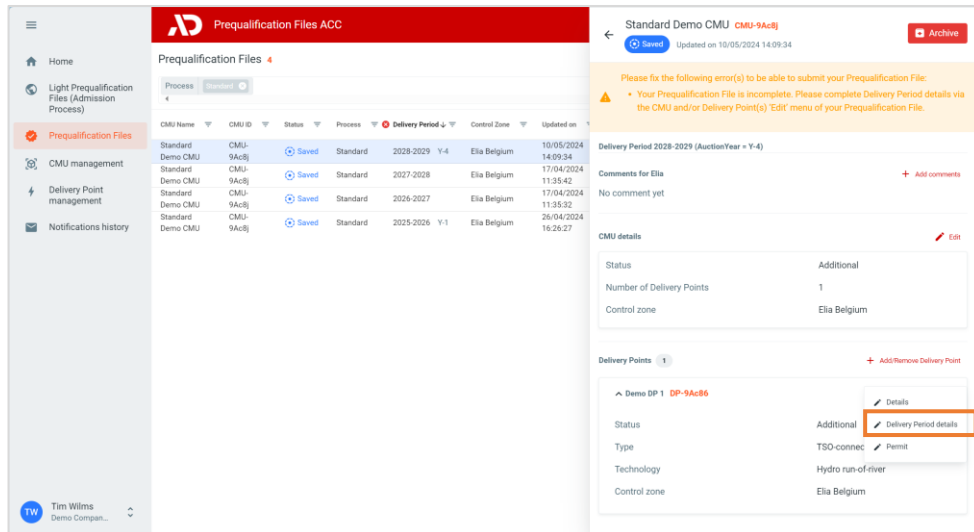
- The Derating Factor (mandatory field);
- Indication if the CMU contains associated Delivery Point(s) (mandatory field);
- Project ID (see section '[3.4.2.1.1 Investment file & Project ID](#)' for more details);
- Document for renouncing the Operating aid;
- Declaration of commitment to the energy transition;
- Any possible other document the CRM Candidate would like to add.



The screenshot shows the 'Edit Delivery Period Details' form. It includes a 'Step 1' indicator and the following fields: 'Delivery factor' (input field), 'CMU contains associated DP(s)' (checkbox), 'Project ID' (input field with a dropdown menu), 'Document for renouncing the Operating aid' (file upload area), 'Declaration of commitment to the energy transition' (checkbox), and 'Other documents to pass to the Project System Team' (file upload area). A blue 'Edit Delivery Period Details' button is at the bottom right.

By clicking on the 'Edit Delivery Period Details' button, the changes will be saved.

2. Completing the Delivery Period specific details of the Delivery Point in the Standard Process Prequalification File can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.



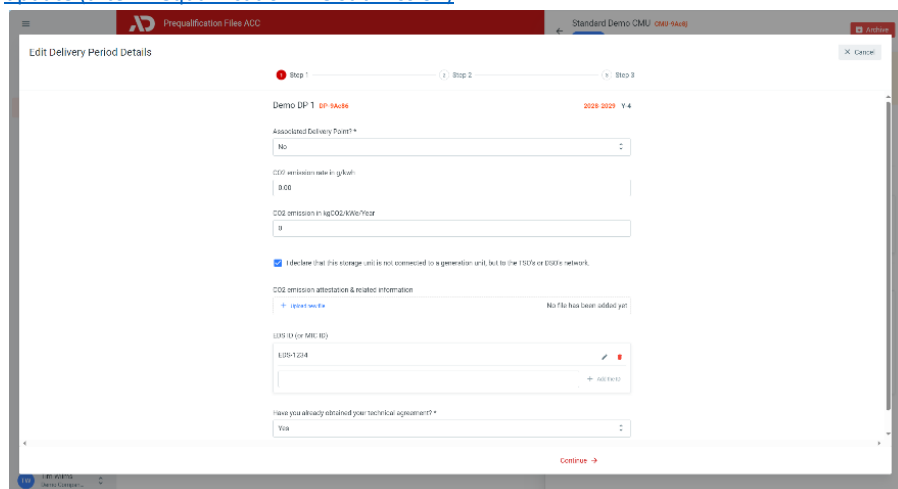
The screenshot shows the 'Prequalification Files ACC' interface. On the left is a navigation menu with options like 'Home', 'Light Prequalification Files (Admission Process)', 'Prequalification Files', 'CMU management', 'Delivery Point management', and 'Notifications history'. The main area displays a table of 'Prequalification Files' with columns for CMU Name, CMU ID, Status, Process, Delivery Period, Control Zone, and Updated on. A 'Standard Demo CMU CMU-9Ac8j' is selected, and its details are shown on the right. The 'Delivery Period details' button is highlighted with a red box.

The Delivery Period specific information that can be completed for a Delivery Point in a Standard Process Prequalification File is:

- For an **Additional Delivery Point**:

**Step 1:**

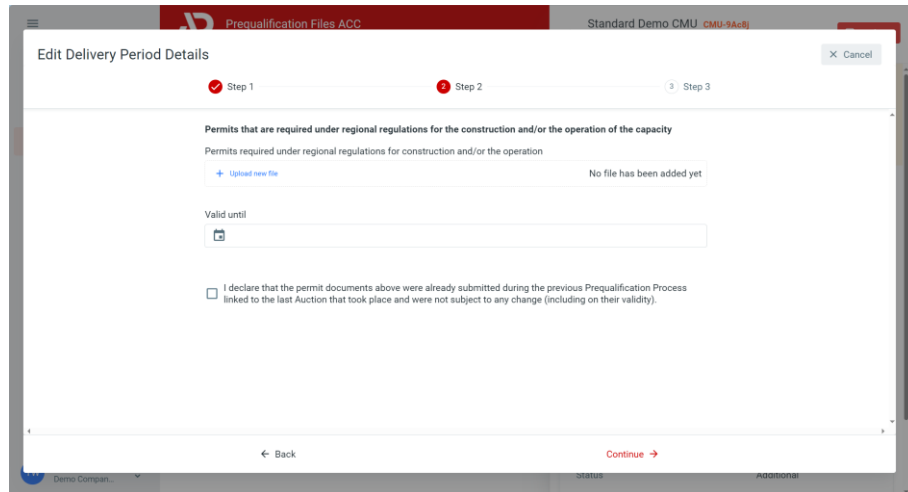
- o Indication if the Delivery Point is an Associated Delivery Point (Mandatory);
- o CO2 emission in g/kWh (mandatory in case the Delivery Point has a fossil fueled Technology);
- o CO2 emission in kgCO2/kWe/Year;
- o Checkbox to indicate that a storage unit is not connected to a generation unit, but to the TSO's or DSO's network (only shown in case Storage or Demands Side Management is chosen as Technology);
- o CO2 emission attestation and related information (mandatory in case the CO2 emission in g/kWh is higher than 0);
- o EDS-ID (or MIC-ID);
- o Indication if the Technical Agreement has already been obtained (mandatory in case an EDS or MIC ID has been indicated). This status can still be updated later (when the Technical Agreement would be obtained) as described in section '[3.4.4.3 Technical Agreement status update \(after Prequalification File submission\)](#)'



The screenshot shows the 'Edit Delivery Period Details' wizard. It has three steps: Step 1 (current), Step 2, and Step 3. The form includes fields for 'Demo DP 1 DP-9Ac86' with a delivery period of '2028-2029 Y-4'. There is a dropdown for 'Associated Delivery Point\*\*' with 'No' selected. Fields for 'CO2 emission in g/kWh' (value: 0.00) and 'CO2 emission in kgCO2/kWe/Year' (value: 0) are present. A checkbox is checked: 'I declare that this storage unit is not connected to a generation unit, but to the TSO's or DSO's network'. There is a section for 'CO2 emission attestation & related information' with a '+ report info' button and a note 'No file has been added yet.'. A field for 'EDS-ID (or MIC-ID)' contains 'EDS-1234' and has an '+ add EDS-ID' button. A dropdown for 'Have you already obtained your technical agreement?' is set to 'Yes'. A 'Continue' button is at the bottom right.

**Step 2:**

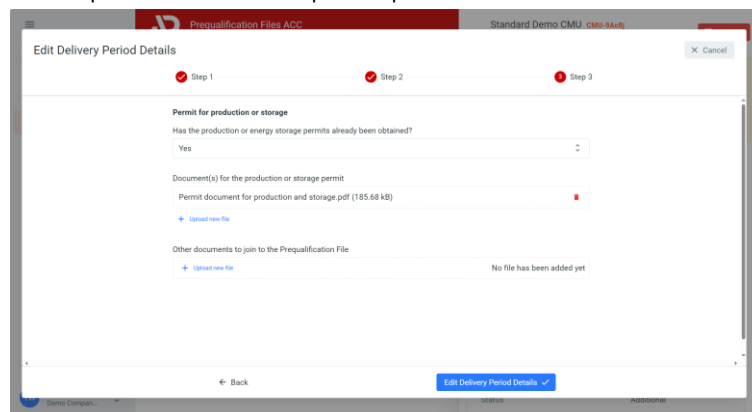
- Permits documents that are required under regional regulations for the construction and/or the operation of the capacity;
- Valid until date for the permit (can be left blank if there is no validity date);
- If the targeted permits were already submitted during the previous Prequalification Process linked to the last Auction that took place and were not subject to any change (including on their validity), the CRM Candidate can indicate this via the checkbox.



*Note: The information related to the permit that is required under regional regulations. See section: [3.4.4.2.1 Permits that are required under regional regulations for the construction and/or the operation of the capacity](#) for more information.*

**Step 3:**

- Permit for production or storage:
  - If not needed to provide: fields can be leaved empty;
  - If needed to provide, but not obtained yet: provided proof of request;
  - If needed to provide and obtained: provide permit document.



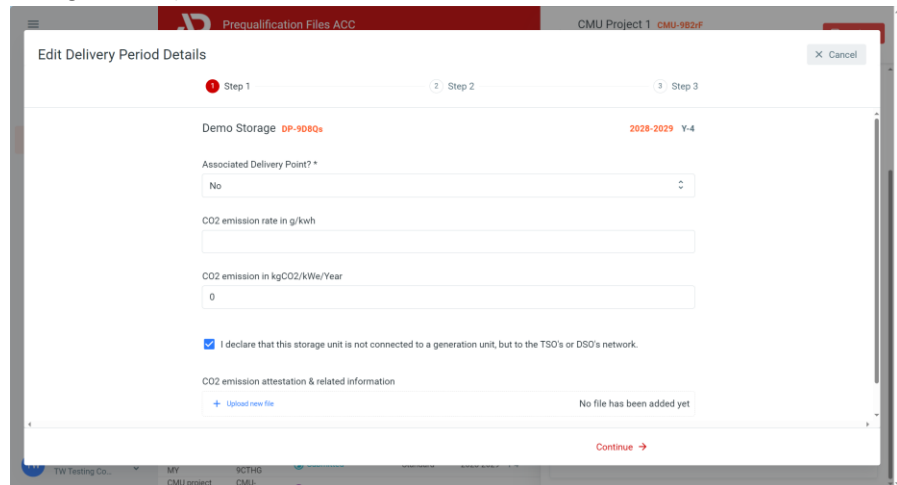
*Note: The information related to the permit that is required under regional regulations. See section: [3.4.4.2.2 Permits that are required under regional regulations for the construction and/or the operation of the capacity](#) for more information.*

By clicking on the 'Edit Delivery Period Details' button, the changes will be saved.

- For an Existing Delivery Point:

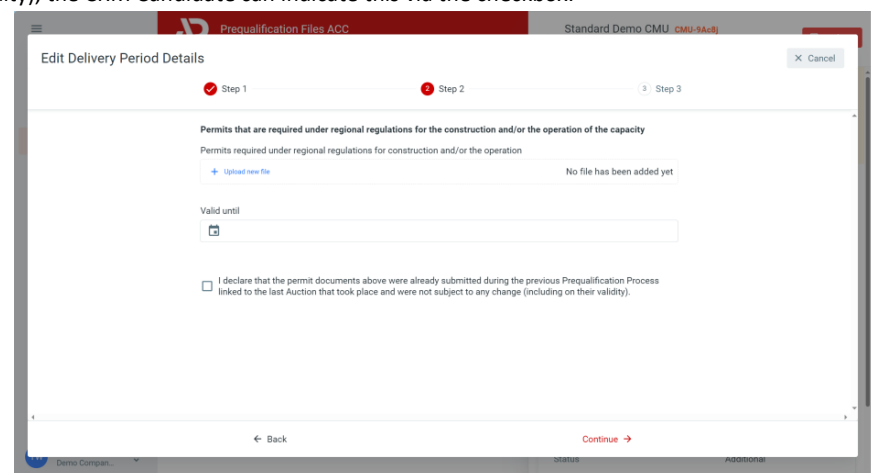
Step 1:

- Indication if the Delivery Point is an Associated Delivery Point (Mandatory);
- CO2 emission in g/kWh (mandatory in case the Delivery Point has a fossil fueled Technology);
- CO2 emission in kgCO2/kWe/Year;
- Checkbox to indicate that a storage unit is not connected to a generation unit, but to the TSO's or DSO's network (only shown in case Storage or Demands Side Management is shown as Technology);
- CO2 emission attestation and related information (mandatory in case the CO2 emission in g/kWh is higher than 0);



Step 2:

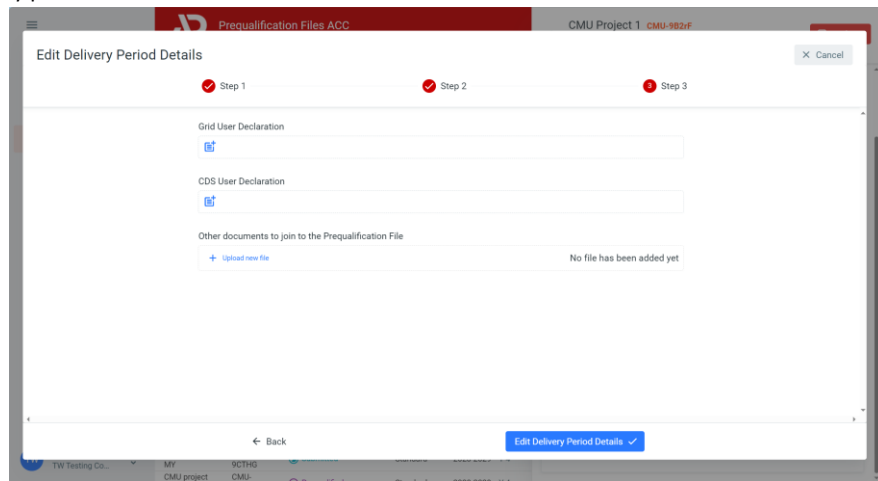
- Permits documents that are required under regional regulations for the construction and/or the operation of the capacity;
- Valid until date for the permit (can be left blank if there is no validity date);
- If the targeted permits were already submitted during the previous Prequalification Process linked to the last Auction that took place and were not subject to any change (including on their validity), the CRM Candidate can indicate this via the checkbox.



Note: The information related to the permit that is required under regional regulations. See section: [3.4.4.2 Permits that are required under regional regulations for the construction and/or the operation of the capacity](#) for more information.

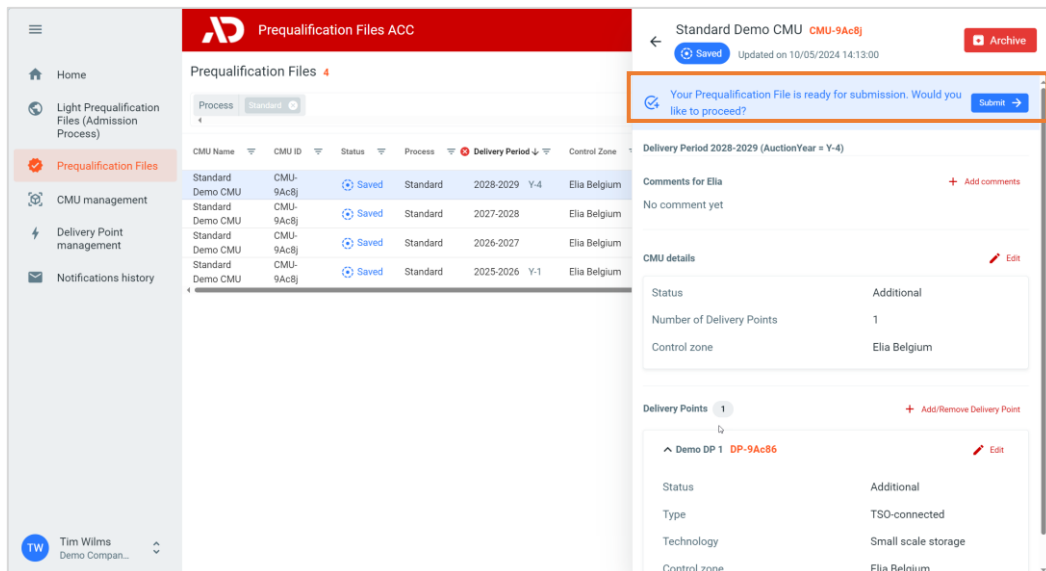
**Step 3:**

- Grid User Declaration and/or CDS User Declaration, if these documents would be needed. If these documents are not needed, the CRM Candidate can continue without adding any document. These field is only show for Existing Delivery Points;
- Any possible other documents the CRM Candidate would like to add.



By clicking on the 'Edit Delivery Period Details' button, the changes will be saved.

When all Delivery Period specific details for both the CMU and the Delivery Point(s) are completed, the orange warning message will disappear, and a blue banner is shown indicating that the Prequalification File is ready for submission. **In case the Prequalification File needs to be submitted for participation to the Prequalification Process linked to an active Auction period, it is important that the Prequalification File is submitted to Elia by clicking on the 'Submit' button.** Please note that the availability of the Submission button does not mean that all requirements for the Prequalification of the Prequalification File have been met.



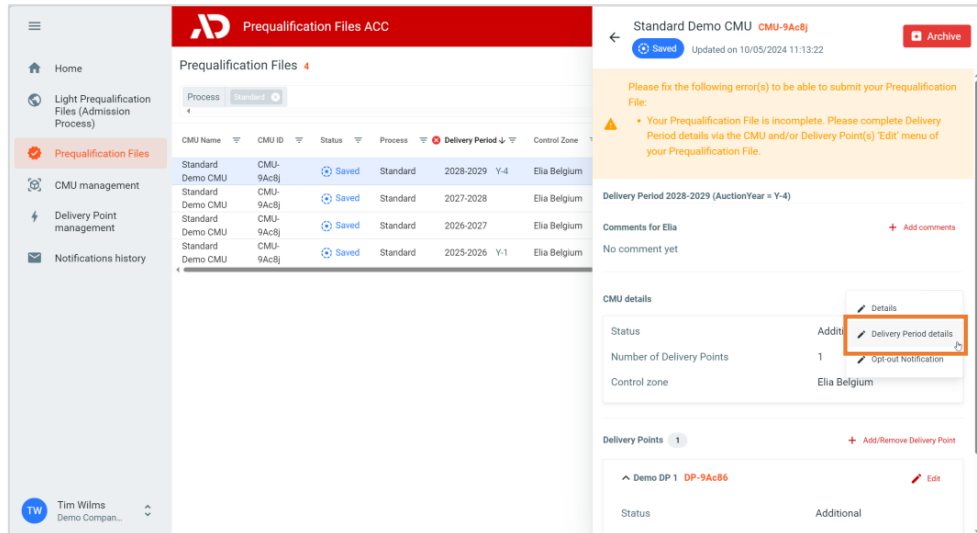
Standard Process Prequalification File ready for submission.

See also section [3.4.3 Submitting a Prequalification File](#) for more information on the submission of a Prequalification File.



### 3.4.2.1.1 Investment file & Project ID

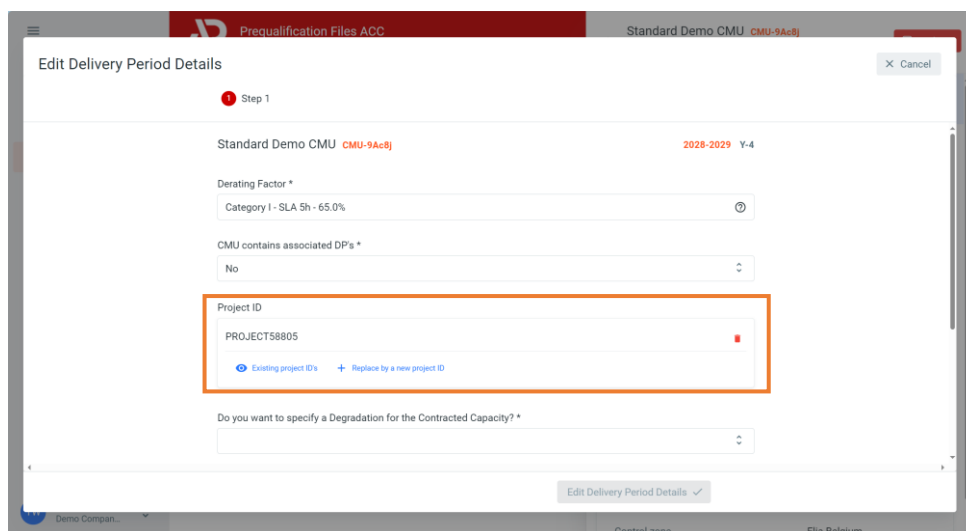
If the Candidate wants to link his Prequalification File to an Investment File that will be sent to the CREG, the CRM Candidate can add a Project ID to his Prequalification File via the 'Delivery Period details' of the CMU.



Open Delivery Period details for CMU

In the Delivery Period Details for the CMU, the CRM Candidate can add a Project ID that will be used for communication linked to the Investment File with the CREG. The CRM Candidate can:

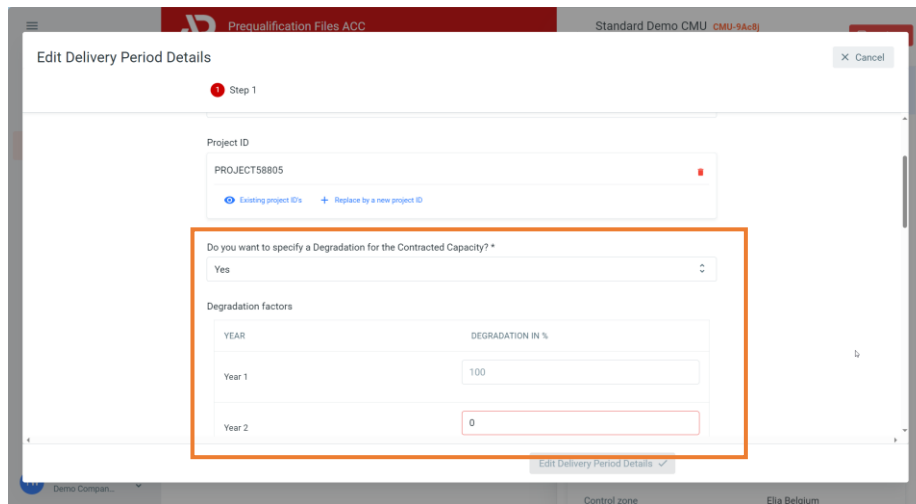
- Create a new Project ID;
- Select an already created Project ID (in case the Project ID was already created via another Prequalification File and needs to be linked to multiple Prequalification Files).



Link Prequalification File to a Project ID



After adding a Project ID to the Prequalification File, the CRM Candidate can indicate if he wants to specify a Degradation Factor, and if yes, add the degradation values.



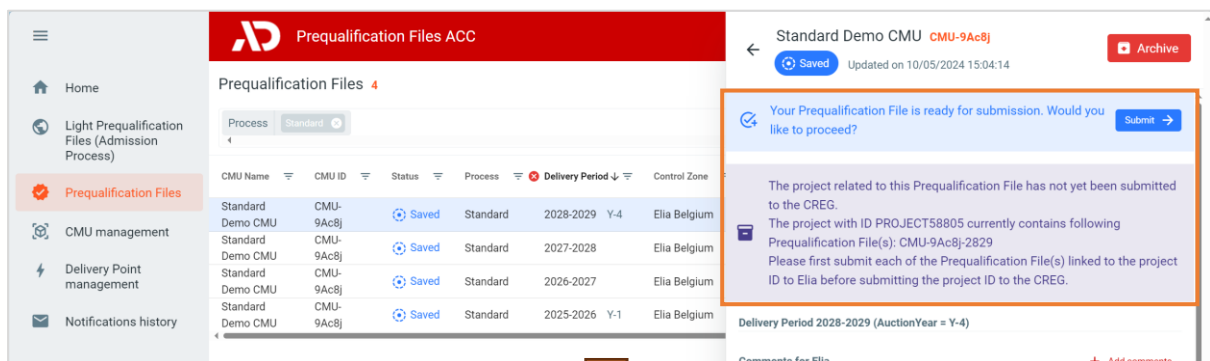
The screenshot shows the 'Edit Delivery Period Details' form. The Project ID is 'PROJECT58805'. A dropdown menu is set to 'Yes' for 'Do you want to specify a Degradation for the Contracted Capacity?'. Below, the 'Degradation factors' table is highlighted with an orange box:

YEAR	DEGRADATION IN %
Year 1	100
Year 2	0

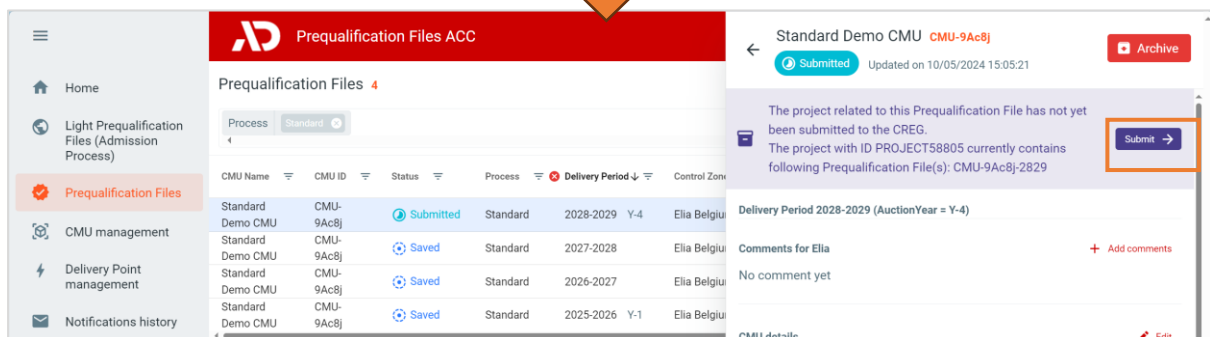
Adding a Degradation Factor

To save the changes, the CRM Candidate clicks on 'Edit Delivery Period Details'.

It is **important that the CRM Candidate submits the Project ID** to the CREG. Before the Project ID can be submitted, all the Prequalification Files linked to the Project ID first need to be submitted. If all Prequalification Files have been submitted, the Project ID can be submitted via the purple submit button on the purple Project ID banner.



The screenshot shows the 'Prequalification Files ACC' interface. The 'Standard Demo CMU CMU-9Ac8j' is highlighted. A message box states: 'Your Prequalification File is ready for submission. Would you like to proceed?'. Below, a warning message says: 'The project related to this Prequalification File has not yet been submitted to the CREG. The project with ID PROJECT58805 currently contains following Prequalification File(s): CMU-9Ac8j-2829. Please first submit each of the Prequalification File(s) linked to the project ID to Elia before submitting the project ID to the CREG.'

The screenshot shows the 'Prequalification Files ACC' interface after submission. The status of 'Standard Demo CMU CMU-9Ac8j' is now 'Submitted'. The message box now says: 'The project related to this Prequalification File has not yet been submitted to the CREG. The project with ID PROJECT58805 currently contains following Prequalification File(s): CMU-9Ac8j-2829'. A purple 'Submit' button is highlighted with an orange box.

Submit Investment File

Note that a submission of the Project ID to the CREG only submits the Project ID, not the Investment File. The Investment File itself needs to be sent to the CREG separately with the mentioning of the Project ID provided by the CRM IT Interface.

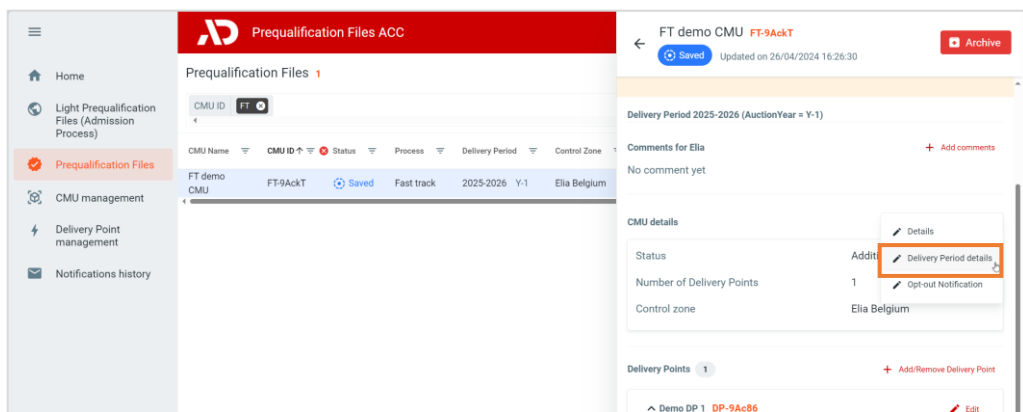


### 3.4.2.2 Completing a Fast-track Prequalification File

When the Fast-track Prequalification File has been created, it will be in status 'Saved'. To be able to submit the Fast Track Prequalification File, the CRM Candidate must first complete all the required Delivery Period specific information and documents. For more details on what information to provide for a Fast Track Prequalification file, please refer to section '5.2.3.3 Requirements for Fast Track Prequalification Process' in the CRM Functioning Rules.

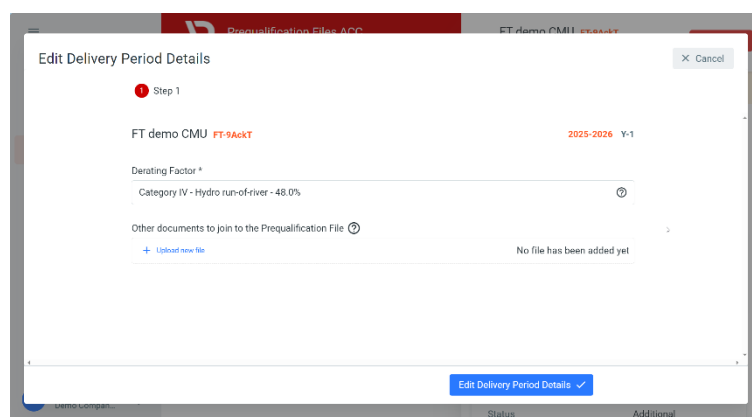
For a Fast Track Prequalification File, the Delivery Period specific information for the included CMU and Delivery Point must first be completed. Then, as it concerns a Fast Track Prequalification File, an Opt-out notification should be done. These steps are described below.

1. Completing the Delivery Period specific details of the CMU in the Fast Track Prequalification File can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.



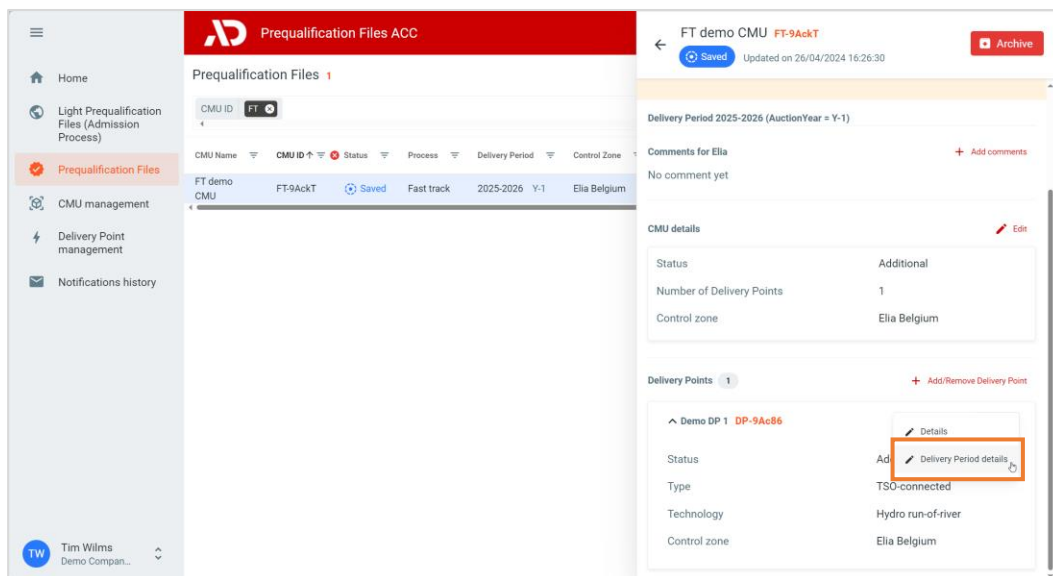
The Delivery Period specific information to be completed for a CMU in a Fast Track Prequalification File is:

- The Derating Factor (mandatory field);
- Any other possible document the CRM Candidate would like to add.



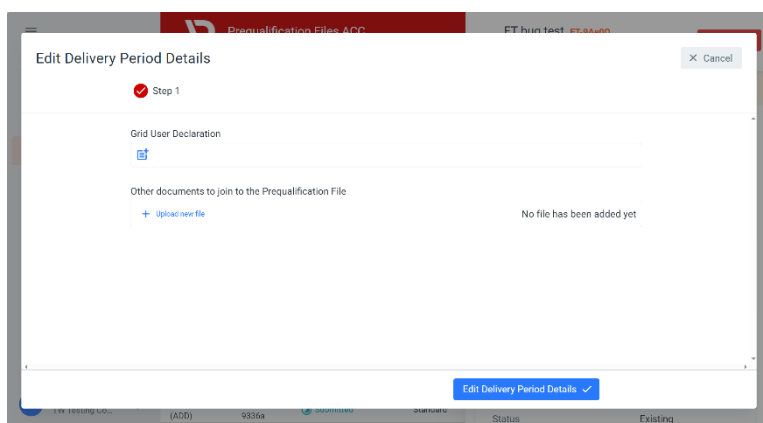
By clicking on the 'Edit Delivery Period Details' button, the changes will be saved.

2. Completing the Delivery Period specific details of the Delivery Point in the Fast Track Prequalification File can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.



The Delivery Period specific information that can be completed for a Delivery Point in a Fast Track Prequalification File is:

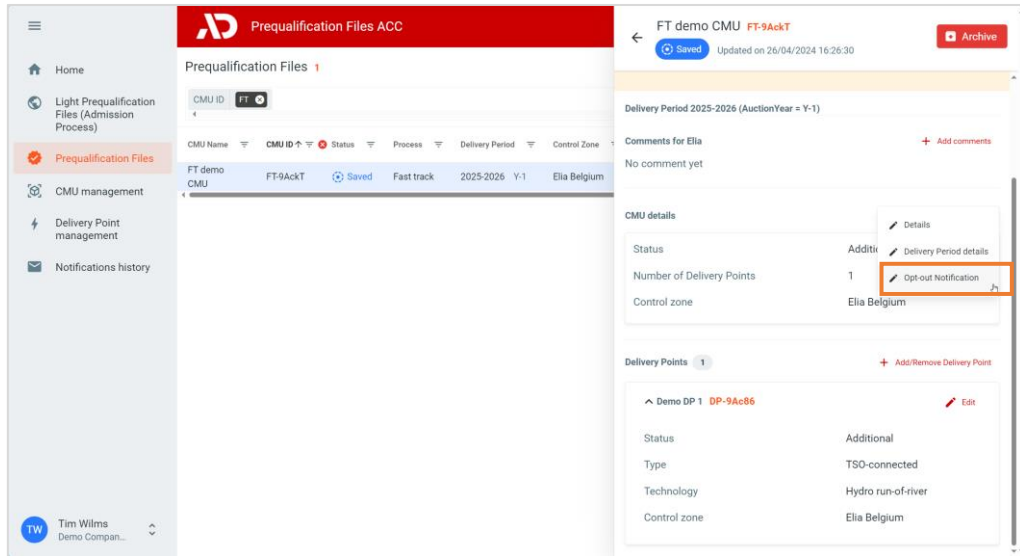
- A Grid User Declaration and/or CDS User Declaration, if these documents would be needed. If these documents are not needed, the CRM Candidate can continue without adding any document. These field is only show for Existing Delivery Points;
- Any possible other documents the CRM Candidate would like to add.



By clicking on the 'Edit Delivery Period Details button, the changes will be saved.

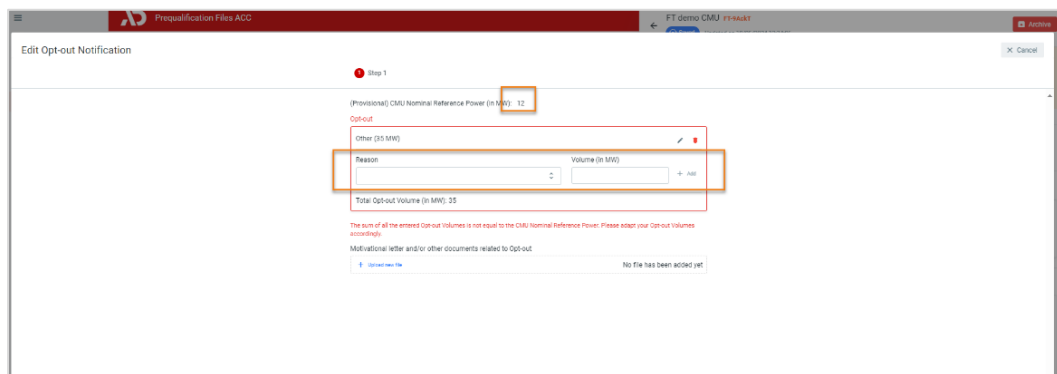


- For a Fast Track Prequalification File, the CRM Candidate must first add the Opt-out notification information before being able to submit the File. Adding an Opt-out notification for the Prequalification File can be done by opening the 'Opt-out Notification wizard' via the Edit menu for the CMU.



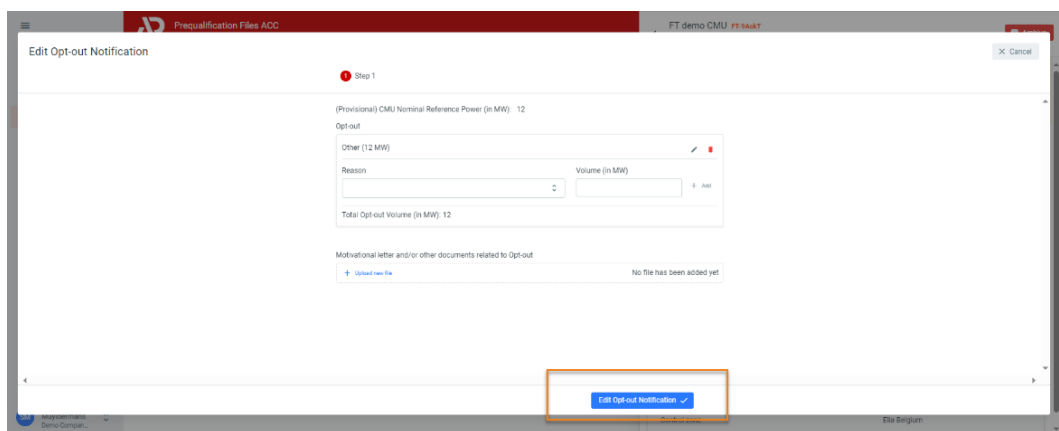
The screenshot shows the 'Prequalification Files ACC' interface. On the left is a navigation menu with 'Prequalification Files' selected. The main area displays a table of CMUs. The right-hand panel shows details for 'FT demo CMU FT-9AckT'. In the 'CMU details' section, the 'Opt-out Notification' button is highlighted with an orange box.

The CRM Candidate should add Opt-out reasons and associated Volumes until the Total Opt-out Volume matches the (Provisional) CMU Nominal Reference Power



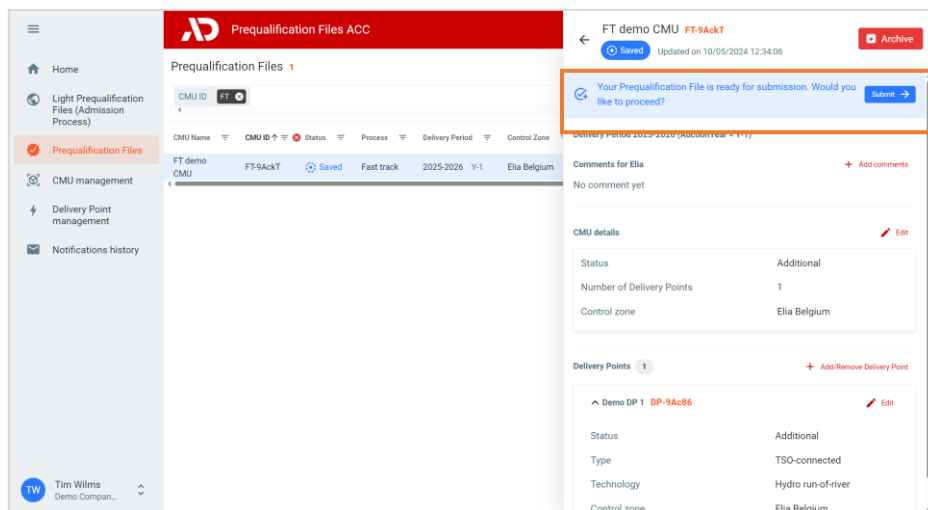
The screenshot shows the 'Edit Opt-out Notification' wizard. The '(Provisional) CMU Nominal Reference Power (in MW)' is 12. The 'Opt-out' section shows 'Other (35 MW)' with a table containing one entry: 'Reason' and 'Volume (in MW)'. The 'Total Opt-out Volume (in MW)' is 35. A red error message states: 'The sum of all the entered Opt-out Volumes is not equal to the CMU Nominal Reference Power. Please adapt your Opt-out Volumes accordingly.' The 'Edit Opt-out Notification' button is disabled.

When the Total Opt-out Volume is equal to the CMU (Provisional) Nominal Reference Power, the 'Edit Opt-out Notification' button becomes available, and the CRM Candidate can save the Opt-out notification.



The screenshot shows the 'Edit Opt-out Notification' wizard. The '(Provisional) CMU Nominal Reference Power (in MW)' is 12. The 'Opt-out' section shows 'Other (12 MW)' with a table containing one entry: 'Reason' and 'Volume (in MW)'. The 'Total Opt-out Volume (in MW)' is 12. A red error message is no longer present. The 'Edit Opt-out Notification' button is now enabled and highlighted with an orange box.

When all Delivery Period specific details for both the CMU and the Delivery Point are completed, and the Opt-out notification has been updated to match the (Provisional) CMU Nominal Reference Power, the orange warning message will disappear, and a blue banner is shown indicating that the Prequalification File is ready for submission. **In case the Prequalification File needs to be submitted for participation to the Prequalification Process linked to an active Auction period, it is important that the Prequalification File is submitted to Elia by clicking on the 'Submit' button.** Please note that the availability of the Submission button does not mean that all requirements for the Prequalification of the Prequalification File have been met.



*Fast Track Prequalification File ready for submission.*

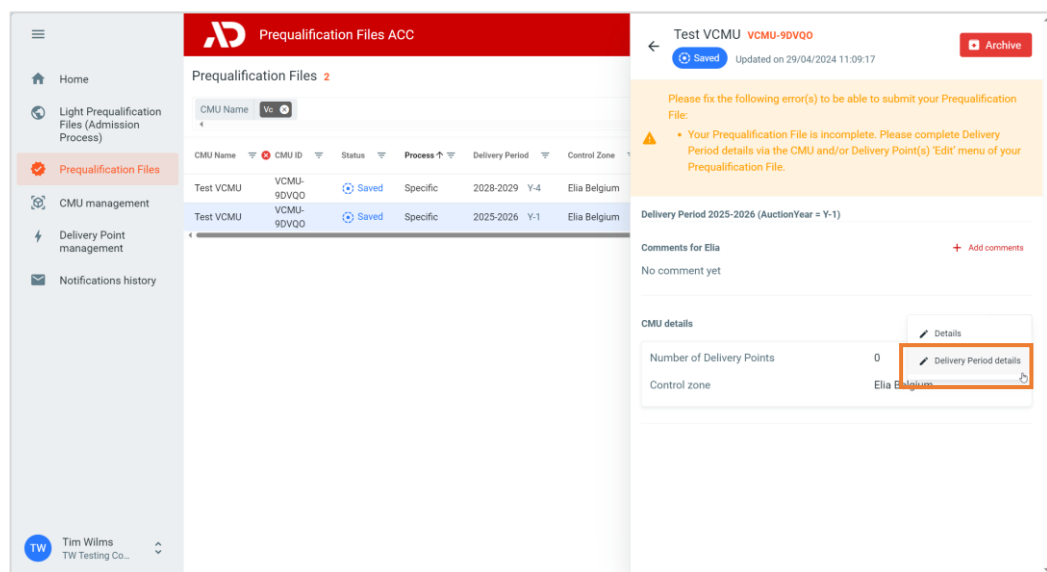
See also section [3.4.3 Submitting a Prequalification File](#) for more information on the submission of a Prequalification File.

### 3.4.2.3 Completing a Specific Process Prequalification File

When the Specific Process Prequalification File has been created, it will be in status 'Saved'. To be able to submit the Specific Process Prequalification File, the CRM Candidate must first complete all the required Delivery Period specific information and documents. For more details on what information to provide for a Specific Process Prequalification file, please refer to section '5.2.3 Requirements for the submission of the Prequalification File' in the CRM Functioning Rules.

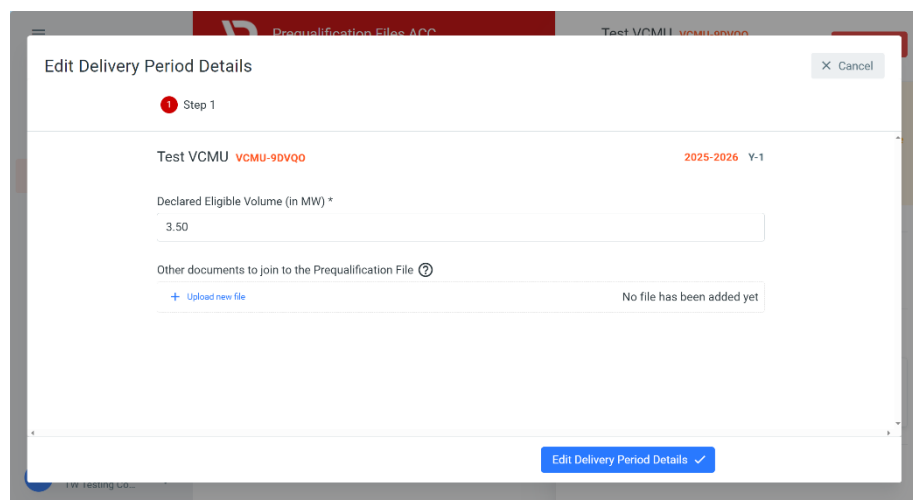
For a Specific Process Prequalification File, only the Delivery Period specific information for the included CMU must first be completed. How to do this is described below.

1. Completing the Delivery Period specific details of the CMU following the Specific Prequalification Process can be done by opening the 'Delivery Period details wizard' via the Edit menu for the CMU.



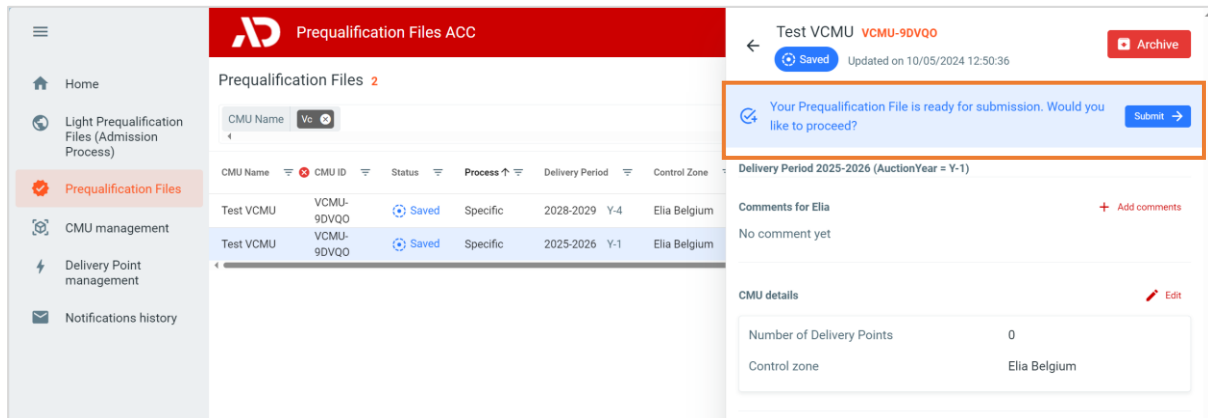
The Delivery Period specific information that can be completed for a CMU in a Specific Process Prequalification File is:

- The Declared Eligible Volume (mandatory field);
- Any other possible document the CRM Candidate would like to add.



By clicking on the 'Edit Delivery Period Details' button, the changes will be saved.

When all Delivery Period specific details for the CMU in the Specific Process Prequalification File the orange warning message will disappear, and a blue banner is shown indicating that the Prequalification File is ready for submission. **In case the Prequalification File needs to be submitted for participation to the Prequalification Process linked to an active Auction period, it is important that the Prequalification File is submitted to Elia by clicking on the ‘Submit’ button.** Please note that the availability of the Submission button does not mean that all requirements for the Prequalification of the Prequalification File have been met.



The screenshot shows the 'Prequalification Files ACC' interface. On the left is a navigation menu with options like Home, Light Prequalification Files (Admission Process), Prequalification Files (selected), CMU management, Delivery Point management, and Notifications history. The main area displays a table of Prequalification Files with columns for CMU Name, CMU ID, Status, Process, Delivery Period, and Control Zone. Two entries are visible, both with a 'Saved' status. A right-hand panel shows details for 'Test VCMU VCMU-9DVQO', including a blue banner with the message: 'Your Prequalification File is ready for submission. Would you like to proceed?' and a 'Submit' button. Below this, there are sections for 'Delivery Period 2025-2026 (AuctionYear = Y-1)', 'Comments for Elia', and 'CMU details'.

CMU Name	CMU ID	Status	Process	Delivery Period	Control Zone
Test VCMU	VCMU-9DVQO	Saved	Specific	2028-2029 Y-4	Elia Belgium
Test VCMU	VCMU-9DVQO	Saved	Specific	2025-2026 Y-1	Elia Belgium

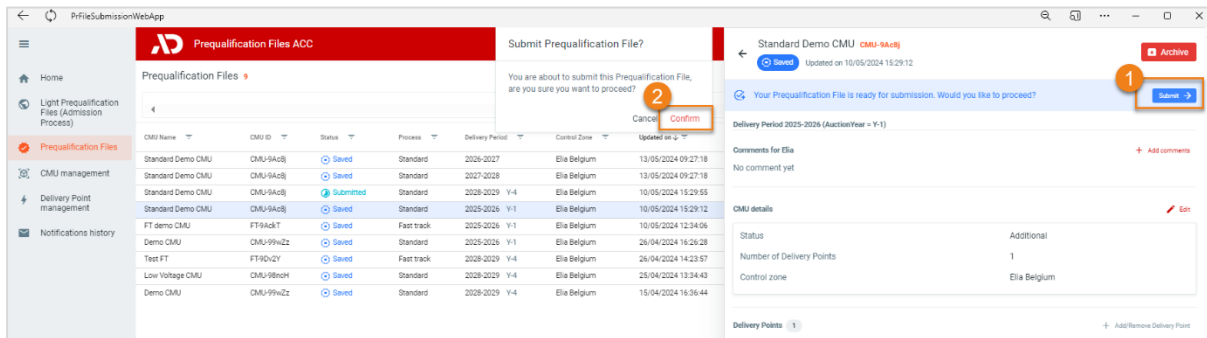
*Specific process Prequalification File ready for submission.*

See also section [3.4.3 Submitting a Prequalification File](#) for more information on the submission of a Prequalification File.



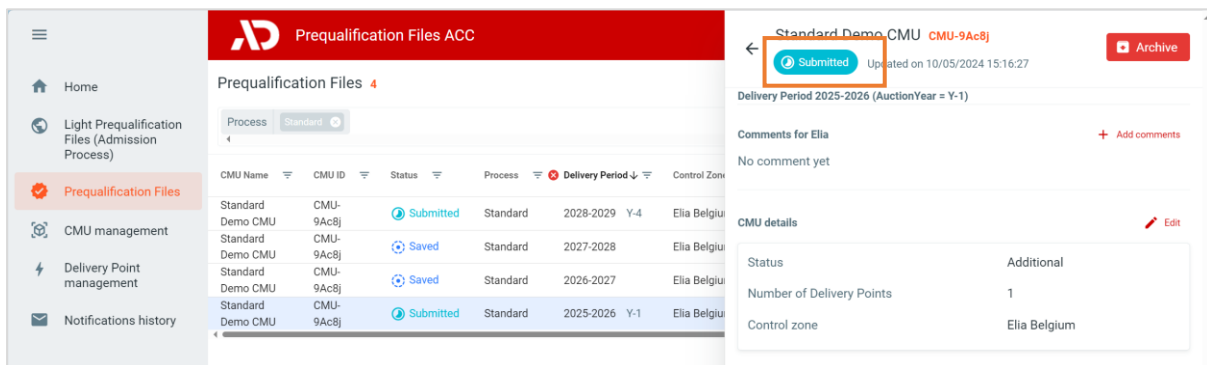
### 3.4.3 Submitting a Prequalification File

When all the required CMU Delivery Period Details and the Delivery Point Delivery Period Details, for each Delivery Point linked to the CMU are completed, the CRM Candidate can submit its Prequalification File to Elia by clicking on 'Submit' and then 'Confirm'.



Submit Prequalification File

The Prequalification File status will change to 'Submitted'.



CMU Name	CMU ID	Status	Process	Delivery Period	Control Zone
Standard Demo CMU	CMU-9Ac8j	Submitted	Standard	2028-2029 Y-4	Elia Belgium
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2027-2028	Elia Belgium
Standard Demo CMU	CMU-9Ac8j	Saved	Standard	2026-2027	Elia Belgium
Standard Demo CMU	CMU-9Ac8j	Submitted	Standard	2025-2026 Y-1	Elia Belgium

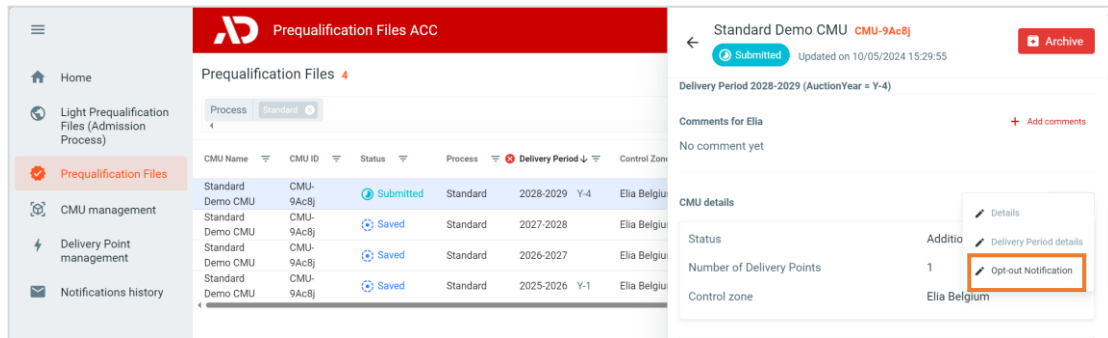
Submitted Prequalification File

**WARNING:** Please note that once 'Submitted', it will not be possible for the CRM Candidate to edit general details for the CMU and Delivery Point, and Delivery Period specific details for the Prequalification File.

### 3.4.4 Updating a Prequalification File after submission

#### 3.4.4.1 Opt-out Notifications changes (after Prequalification File submission)

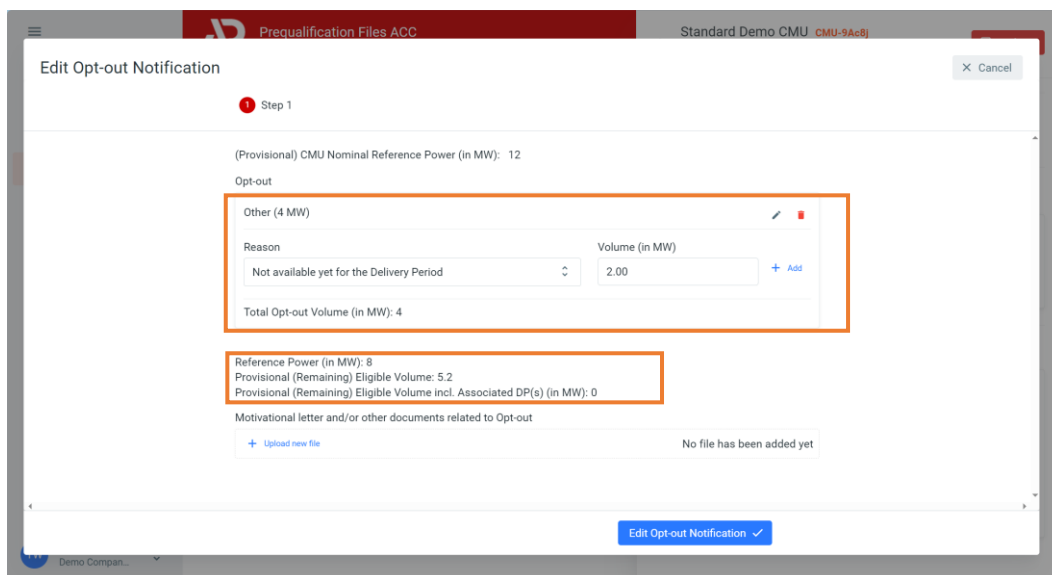
A CRM Candidate can change the Opt-out Volume for his Standard Process Prequalification File until 06h00 on the Bid submission deadline (September 30<sup>th</sup>). To change the Opt-out Volume, the CRM Candidate clicks on 'Opt-out notification' in the Edit-menu for the CMU in the Prequalification File.



How to open the Opt-out notification screen

Note: If an Opt-Out is not possible for the Prequalification File (due to Control Zone, timing, Delivery Period, Process...) the Opt-out notification option is not shown in the menu.

In the Edit Opt-out Notification screen, the CRM Candidate can add Opt-out reasons and associated Volumes. When adding Opt-out Volumes, the Total Opt-out Volume is automatically calculated. Also, the impact on the Reference Power, (Remaining) Eligible Volume and (Remaining) Eligible Volume incl. Associated DP(s) is shown directly after adding an Opt-out Volume. This way, the CRM Candidate can directly see the impact of the Opt-out on the Volumes. Please note that, until the Prequalification File has reached the 'Prequalified status', the Volumes shown are 'Provisional' (=based on the Volumes provided by the CRM Candidate via his Prequalification File) and can be subject to change.



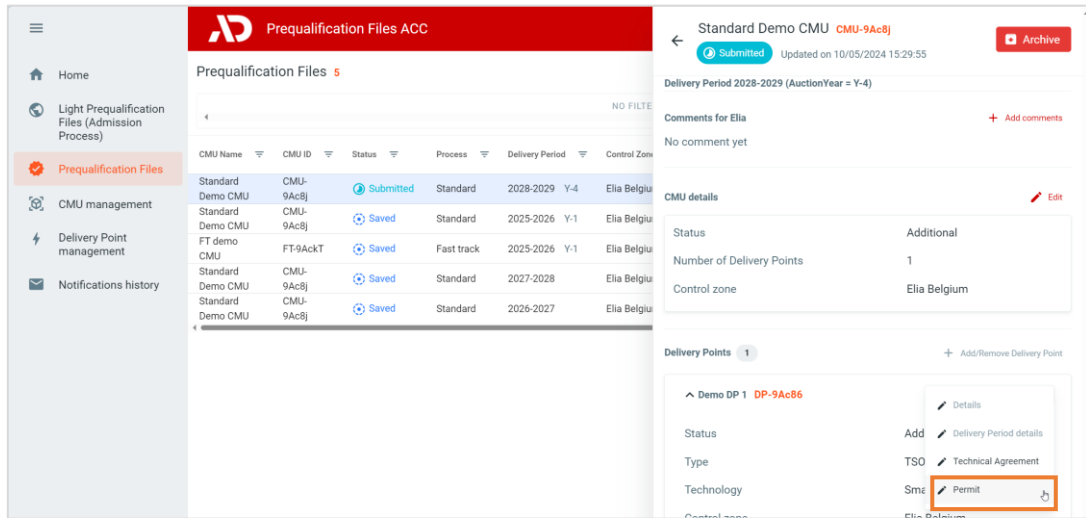
Opt-out notification screen

In case the CRM Candidate needs to provide a Motivation Letter linked to the Opt-out notification for a Y-1 Auction, this can be done on this screen as well via the 'Motivational letter and/or other documents related to Opt-out' field.



### 3.4.4.2 Permit status and document updates (after Prequalification File submission)

After submission of a Standard Process Prequalification File, it is still possible to update certain details and document for the Permits that are required for a Standard Process Prequalification File via a separate permit pop-up screen that can be opened via the 'Permit' option in the edit menu for the Delivery Point in the Prequalification File.



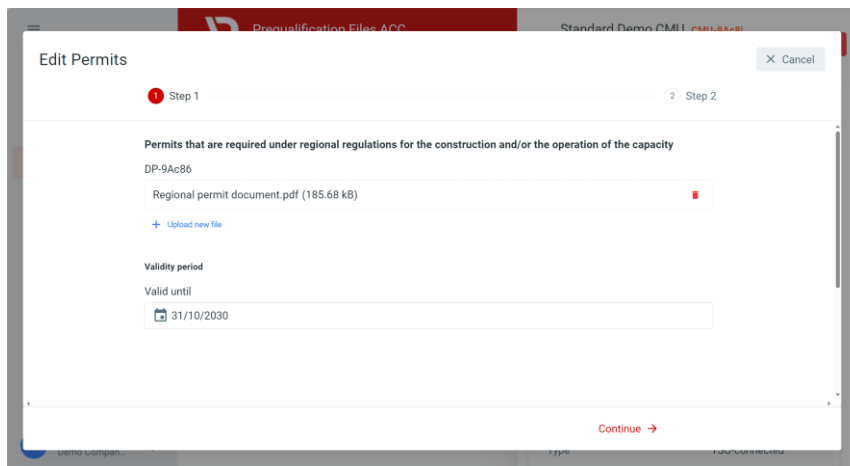
Opening the permit update screen

In the Permit screen, the CRM Candidate can make changes to the permit status and documents for the Permit required under regional regulations for the construction and/or the operation of the capacity and Permit for production or storage.

The following sections describe the possible changes to perform in further detail.

#### 3.4.4.2.1 Permits that are required under regional regulations for the construction and/or the operation of the capacity

In the first step of the Permit screen, the documents and values for the permit required under regional regulations for the construction and/or the operation of the capacity can be updated. This can be done for each Delivery Point in the Prequalification File for any Prequalification status, until 06h00 on September 30<sup>th</sup>. When done, depending on the CMU status, the CRM Candidate should click on 'Continue' or 'Save'. Elia will be notified about the updates after they are saved.

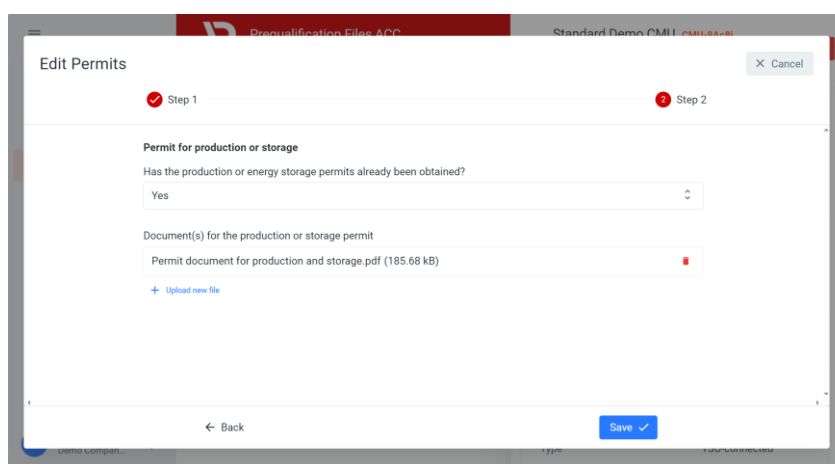


Updating information for permit that is required under regional regulations for the construction and/or the operation of the capacity

### 3.4.4.2.2 Information related to production or energy storage permit

In case of an Additional Delivery Point, the CRM Candidate possibly must provide a Permit for production or energy storage. For information on when this permit must be provided and what information is then needed, can be found in section '5.2.3.1.1 General requirements for a Delivery Point' or the CRM Functioning Rules and on the website of the FPS/FOD Economy.

In case the CRM Candidate indicated during submission of his Prequalification File that the Permit for production or energy storage has not yet been obtained and only provided proof that a request has been introduced, he **should provide the obtained permit document at the latest twenty days before the deadline for submitting Bids** in connection with the auctions. This can be done in step 2 of the separate permit pop-up.



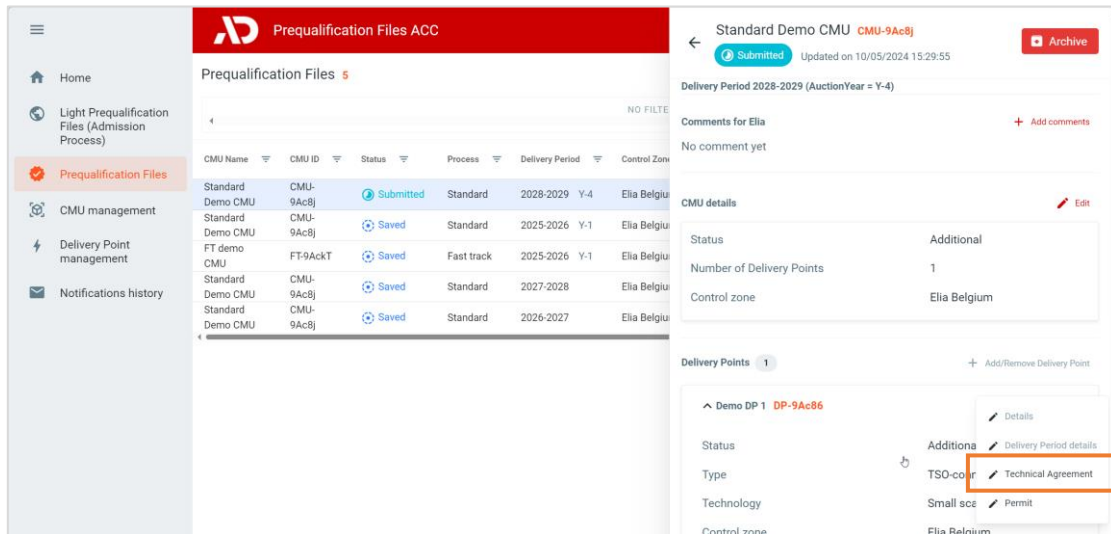
*Updating information related to the permit for production or energy storage*

When done the CRM Candidate should click on 'Save'. Elia will be notified about the updates after they are saved.

### 3.4.4.3 Technical Agreement status update (after Prequalification File submission)

In case the CRM Candidate added an EDS ID (or MIC ID) to his Prequalification File and indicated that the Technical Agreement was not obtained yet, he can update this value when the Technical Agreement is obtained via a separate screen. Note that to be Prequalified, the **Technical Agreement must be obtained no later than the 25th of August preceding the Auction concerned.**

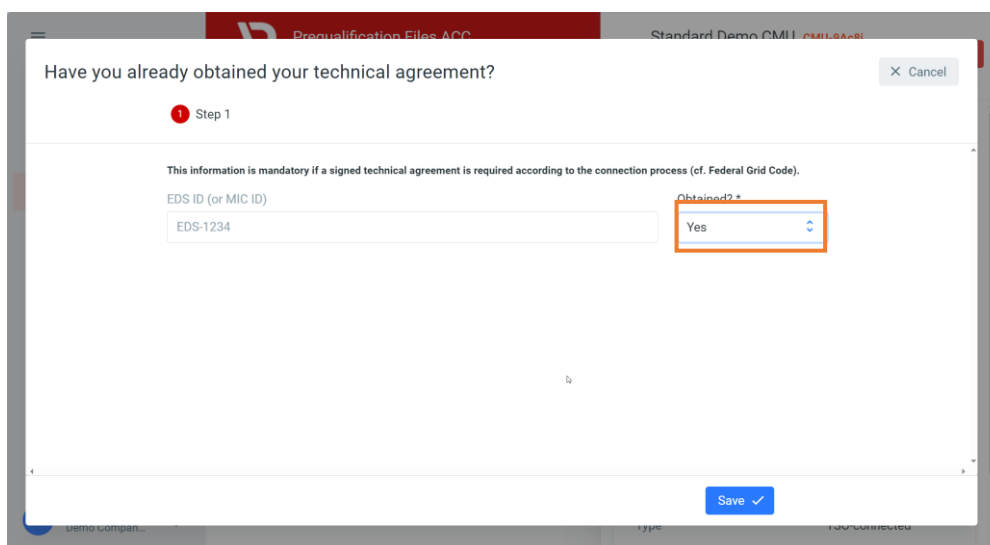
To indicate that the Technical Agreement has been obtained, the CRM Candidate can click on the 'Technical Agreement' option in the edit menu for the Delivery Point in the Prequalification File.



The screenshot shows the 'Prequalification Files ACC' interface. On the left is a navigation menu with options like 'Home', 'Light Prequalification Files (Admission Process)', 'Prequalification Files', 'CMU management', 'Delivery Point management', and 'Notifications history'. The main area displays a table of 'Prequalification Files' with columns for CMU Name, CMU ID, Status, Process, Delivery Period, and Control Zone. The table lists several files, including 'Standard Demo CMU' and 'FT demo CMU'. On the right, a detailed view for 'Standard Demo CMU CMU-9Ac8j' is shown, including 'Delivery Period 2028-2029 (AuctionYear = Y-4)', 'Comments for Elia', 'CMU details' (Status: Additional, Number of Delivery Points: 1, Control zone: Elia Belgium), and 'Delivery Points' (Demo DP 1 DP-9Ac86). A dropdown menu for 'Demo DP 1' is open, showing options: 'Details', 'Delivery Period details', 'Technical Agreement' (highlighted with an orange box), and 'Permit'.

Open Technical Agreement screen

In the pop-up window, the candidate can change the Technical Agreement status. When done, clicking the 'Save' button saves the changes and notifies Elia about this change.

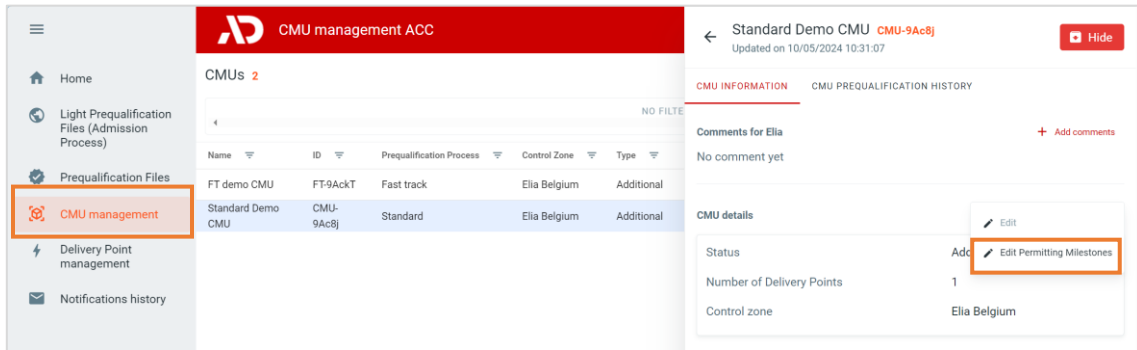


The screenshot shows a pop-up window titled 'Have you already obtained your technical agreement?'. It includes a 'Cancel' button in the top right. Below the title, it says 'Step 1'. A note states: 'This information is mandatory if a signed technical agreement is required according to the connection process (cf. Federal Grid Code)'. There are two input fields: 'EDS ID (or MIC ID)' with the value 'EDS-1234' and 'Obtained?' with a dropdown menu set to 'Yes'. A 'Save' button with a checkmark is at the bottom right.

Technical Agreement screen

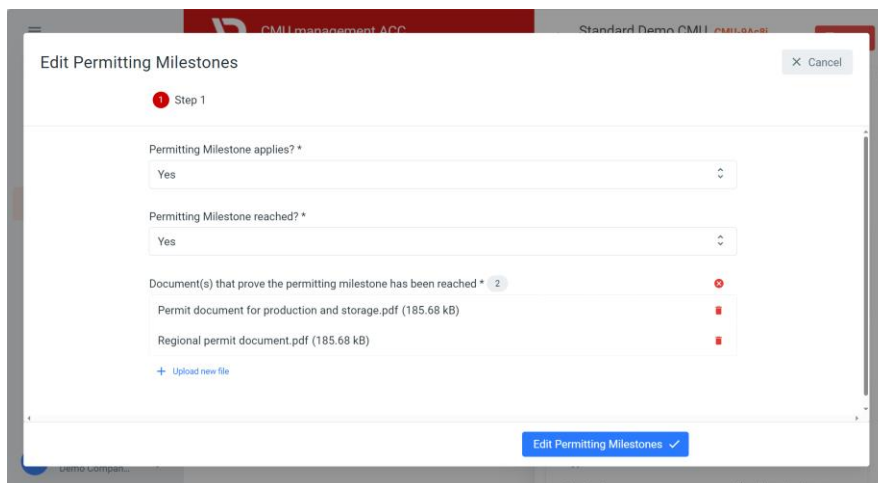
### 3.4.4.4 Permitting Milestone status update

The CRM Candidate can manage the Permitting Milestone details for an Additional CMU via the ‘CMU Management’ screen. To change the details related to the Permitting Milestone, the CRM Candidate can click on the ‘Edit Permitting Milestone’ option in the edit menu for the CMU.



Open Permitting Milestone screen

In the pop-up window, the candidate can change the Permitting Milestone details. When done, clicking the ‘Edit Permitting Milestone’ button saves the changes and notifies Elia about this change. Elia will then review the documents and determine if the Permitting Milestone indeed has been reached.

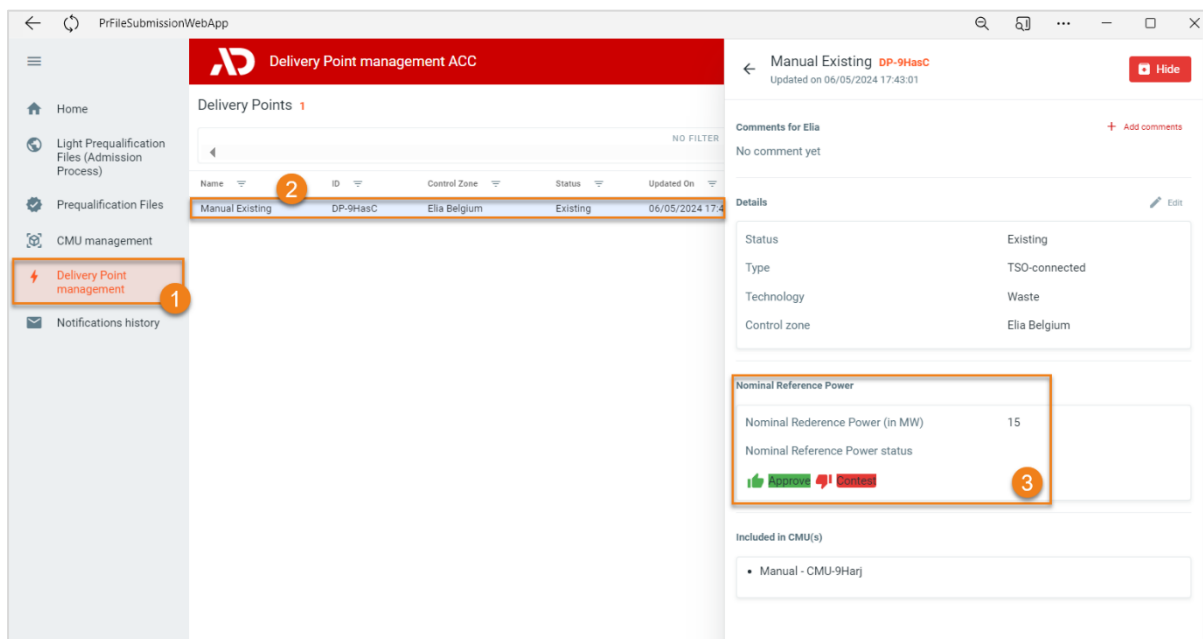


Permitting Milestone

### 3.4.5 NRP Approval/Contestation

When the Candidate submits its Prequalification File and if at least one related Delivery Point is (CDS)-TSO Connected, Elia will proceed with the calculation of Nominal Reference Power. When calculated, Elia will inform the Candidate that the Provisional Nominal Reference Power has been determined. Then, the Candidate will have the possibility to approve or contest the Provisional Nominal Reference Power.

To do so, the Candidate can open the Delivery Point window via the Delivery Point management screen and click on the concerned Delivery Point to view the details. In the Delivery Point details, the Provisional Nominal Reference Power will be shown and the CRM Candidate can click on the 'Approve' or 'Contest' button.



Approve or contest NRP

If the Candidate clicks on 'Approve' button, a pop-up window will open where the Candidate can submit his decision by clicking on 'Submit' button. If the Candidate clicks on 'Contest' button, a pop-up window will open where the CRM Candidate must give a 'reason' for his contestation before submitting his reaction via the 'Submit' button.

In both cases, the decision of the Candidate will be automatically sent to Elia.

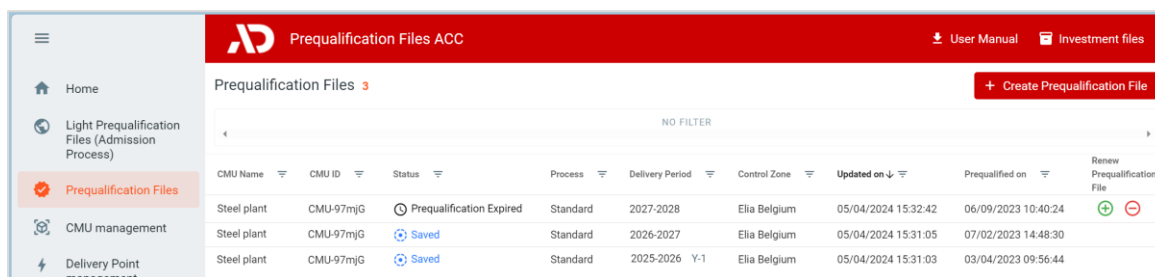
## 4. Evolution in time of a Prequalification File

This part of the user manual covers:

- Resubmitting a Prequalification File already available for Delivery Period 2025-2026 for participation to the Prequalification Process linked to the Y-1 Auction 2024;
- Renewal of a previously submitted Prequalification File towards Delivery Period 2028-2029 for participation to the Prequalification Process linked to the Y-4 Auction of 2024.

### 4.1 Participation to Y-1 with a Prequalification File already available for Delivery Period 2025-2026

In case the CRM Actor already created a Prequalification File for Delivery Period 2025-2026 during the Prequalification period for the Y-4 Auction in 2021, this Prequalification File can be re-used (renewed) for the Prequalification Process linked to the Y-1 Auction in 2024.

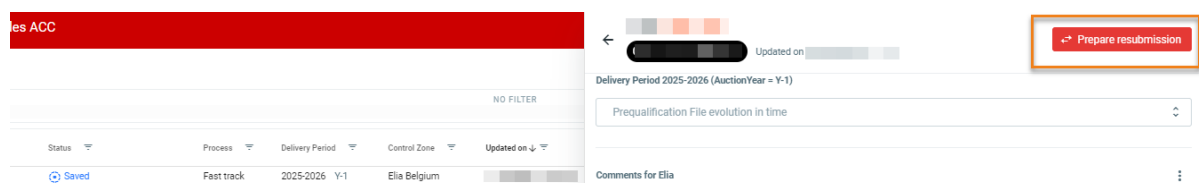


CMU Name	CMU ID	Status	Process	Delivery Period	Control Zone	Updated on	Prequalified on	Renew Prequalification File
Steel plant	CMU-97mjG	Prequalification Expired	Standard	2027-2028	Elia Belgium	05/04/2024 15:32:42	06/09/2023 10:40:24	<span>+</span> <span>-</span>
Steel plant	CMU-97mjG	Saved	Standard	2026-2027	Elia Belgium	05/04/2024 15:31:05	07/02/2023 14:48:30	
Steel plant	CMU-97mjG	Saved	Standard	2025-2026 Y-1	Elia Belgium	05/04/2024 15:31:03	03/04/2023 09:56:44	

*Prequalification File already available for Delivery Period 2025-2026*

Depending on the situation, process and contracted status, the CRM Actor can take certain actions for the Prequalification File already available for 2025-2026. These are described in the section below.

**Note:** When the Prequalification File for 2025-2026 would be 'Expired', the CRM Actor can click on 'Prepare resubmission'. The file will go to 'Saved' so it can be updated and submitted.



Status	Process	Delivery Period	Control Zone	Updated on
Saved	Fast track	2025-2026 Y-1	Elia Belgium	

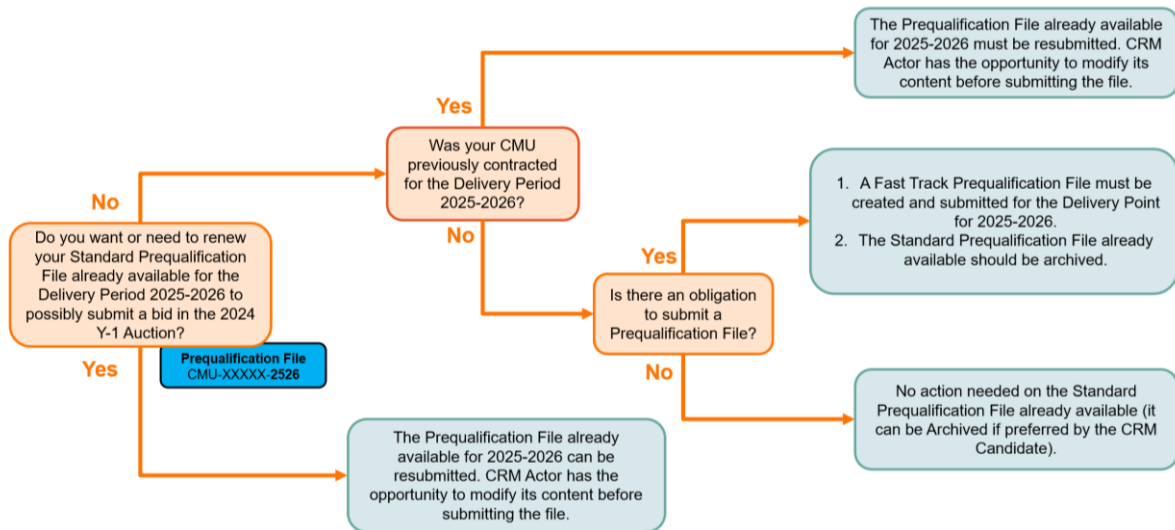
*Prepare for resubmission a Prequalification File already available for Delivery Period 2025-2026*

#### 4.1.1 Renewal of a Standard Process Prequalification File already available for Delivery Period 2025-2026

In case the CRM Actor wants to renew a Standard Process Prequalification File already available for Delivery Period 2025-2026 to participate to possibly submit a bid in the 2024 Y-1 Auction, he can just re-use this Prequalification File. He just needs to update the information to be in line with the latest Functioning Rules and submit the Prequalification File. Please refer to

section [‘8.1.1. Resubmitting a Standard or Fast Track Prequalification File already available for 2025-2026’](#) for a step-by-step example on how to do this.

If the CRM Actor does not want to renew a Standard Process Prequalification File already available for Delivery Period 2025-2026 to participate to the Prequalification Process to possibly submit a bid in the 2024 Y-1 Auction, the actions he can do depend on the fact if there is an obligation to submit a Prequalification File and on the fact if the CMU is already contracted (engaged in a Transaction) for the Delivery Period 2025-2026 following the Y-4 Auction in 2021. The action the CRM Actor should take, are described in the figure below:



*Renewal of a Standard Process Prequalification File already available for Delivery Period 2025-2026*

For examples on this process, please refer to section [‘8.1. Y-1 participation with already available Prequalification Files for 2025-2026 examples’](#) for examples and print screens.

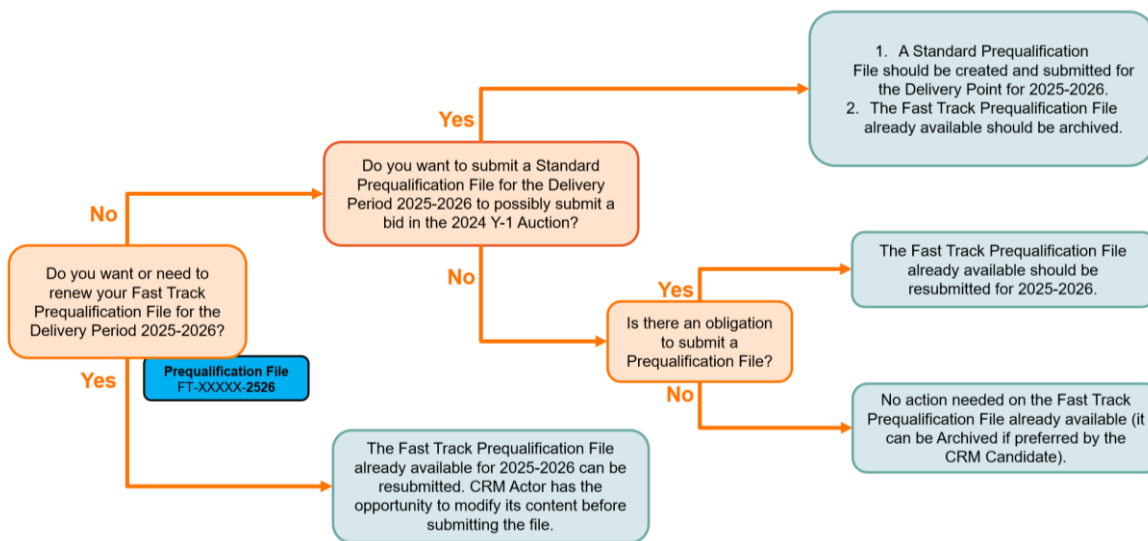
#### 4.1.2 Renewal of a Fast Track Process Prequalification File already available for Delivery Period 2025-2026

In case the CRM Actor wants to renew a Fast Track Process Prequalification File already available for Delivery Period 2025-2026, he can just re-use this Prequalification File. He just needs to update the information to be in line with the latest Functioning Rules and submit the Prequalification File.

If the CRM Actor does not want to renew the Fast Track Process Prequalification File already available for Delivery Period 2025-2026 but wants to participate to the Prequalification Process to possibly submit a bid in the 2024 Y-1 Auction, he can submit a Standard Process Prequalification File for the Delivery Point and Archive the Fast Track Prequalification File already available for 2025-2026.

In case the CRM Actor does not want to renew the Fast Track Process Prequalification File already available for Delivery Period 2025-2026 but has an obligation to submit a Prequalification File, he needs to update Prequalification File already available to be in line with the latest Functioning Rules and submit the Fast Track Prequalification File.

If the CRM Actor does not want to renew the Fast Track Process Prequalification File already available for Delivery Period 2025-2026 and there is no obligation to submit a Prequalification File, no action has to be taken. The CRM Actor can then Archive the Prequalification File.



*Renewal of a Standard Process Prequalification File already available for Delivery Period 2025-2026*

For examples on this process, please refer to section '[8.1. Y-1 participation with already available Prequalification Files for 2025-2026 examples](#)' for examples and print screens.

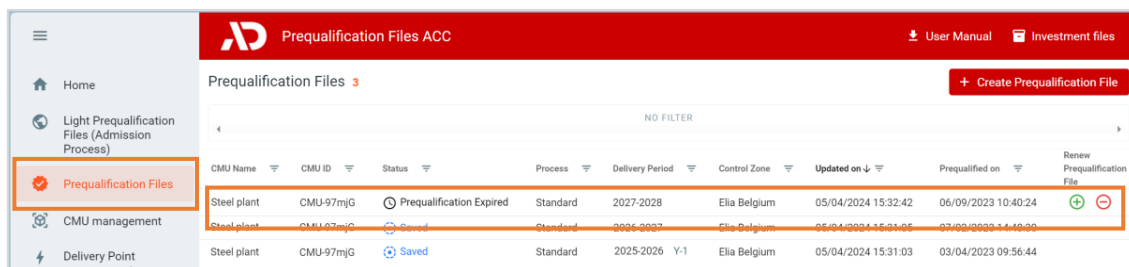
## 4.2 Renewal of Prequalification File for Y-4 (Delivery Period 2028-2029)

CRM Actors are expected to renew a CMU's Prequalification File towards an upcoming Auction by submitting a new or updated Prequalification File with the required data and documents:

- when the CRM Actor wants to participate to an upcoming Auction with the (Remaining) Eligible Volume for the CMU;
- when the CRM Actor does not want to participate in an upcoming Auction with the CMU but has the obligation to introduce a Prequalification. In this case:
  - if the CMU has concluded a Transaction with a Transaction Period that (partially) overlaps with the Delivery Period to which the Auction relates, the CRM Actor is obliged to follow the Standard Prequalification Process, updates relevant volume related information, and if applicable submits an Opt-out Notification such that the Remaining Eligible Volume is equal to zero MW (no other updates to the Prequalification File are required);
  - in all other cases, the CRM Actor follows the Fast Track Prequalification Process.



To renew a Prequalification File, the CRM Actor first must access the Prequalification Files screen. There the CRM Actor can use the 'Renewal'-buttons ( + and - button) in the 'Renew Prequalification File' column for Prequalification Files that were submitted for the Delivery Period 2027-2028 linked to the Y-4 Auction of 2023. Via these buttons, the CRM Actor can indicate if he wants to renew a CMU's Prequalification File towards the upcoming Y-4 Auction of 2024 (Delivery Period 2028-2029), or not. The result of this choice and the corresponding actions depend on the fact whether the CMU related to the Prequalification File is already contracted for Delivery Period 2028-2029 following a previous Auction.



CMU Name	CMU ID	Status	Process	Delivery Period	Control Zone	Updated on	Prequalified on	Renew Prequalification File
Steel plant	CMU-97mjG	Prequalification Expired	Standard	2027-2028	Elia Belgium	05/04/2024 15:32:42	06/09/2023 10:40:24	+ -
Steel plant	CMU-97mjG	Expired	Standard	2026-2027	Elia Belgium	05/04/2024 15:31:05	03/09/2023 14:49:00	
Steel plant	CMU-97mjG	Saved	Standard	2025-2026	Y-1	Elia Belgium	05/04/2024 15:31:03	

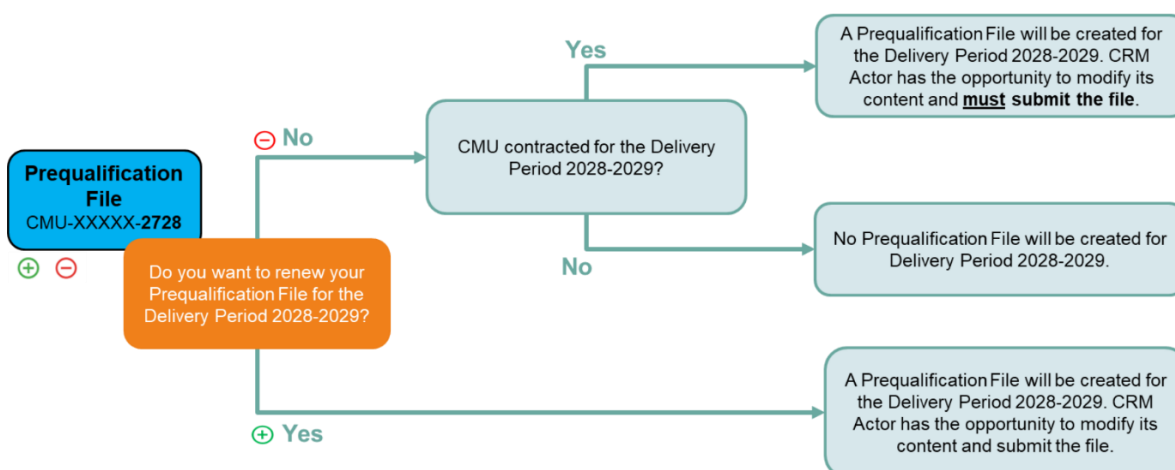
Renewal buttons for the Prequalification File submitted for the Delivery Period 2027-2028 linked to the Y-4 Auction of 2023

The CRM Actor has two possibilities:

- If the CRM Actor **wants to renew** a CMU's Prequalification File to submit it for the Prequalification Process towards the upcoming Y-4 Auction of 2024, he must click on the + -icon next to concerned Prequalification File for in the Renew Prequalification File' column.
- If the CRM Actor **does not want to renew** a CMU's Prequalification File to submit it for the Prequalification Process towards the upcoming Y-4 Auction of 2024, he must click on the - -icon next to concerned Prequalification File for in the Renew Prequalification File' column.

The result of this choice and the corresponding actions depend on the Prequalification Process, and the fact whether the CMU related to the Prequalification File is contracted (engaged in a Transaction) or not for Delivery Period. This is described in further detail in the following sections.


#### 4.2.1 Renewal of a Standard or Specific Process Prequalification File towards Y-4




Renewal of a Standard or Specific Process Prequalification File (Y-4)

#### 4.2.1.2 Renewal of a Standard or Specific Process Prequalification File that is already contracted for Delivery Period 2028-2029

##### 4.2.1.2.1 CRM Actor wants to use the Remaining Eligible Volume to possibly submit an offer in the forthcoming Auction

If the CRM Actor wants to use the Remaining Eligible Volume of a contracted CMU to participate to the Prequalification Process with the objective to possibly submit an offer in the forthcoming Auction of 2024, he must submit a Prequalification File for this CMU for the Delivery Period 2028-2029. To do this, he clicks on the  -icon behind the Prequalification File of this CMU for Delivery Period 2027-2028. The CRM IT Interface will create a Prequalification File for 2028-2029 for the CMU based on the configuration of the Prequalification File for 2027-2028. The CRM Actor must then complete the necessary information and/or documents in the Prequalification File for 2028-2029 following the most recently published Functioning Rules and submit it following the processes described in section [3.4](#).

##### 4.2.1.2.2 CRM Actor does not want to use the Remaining Eligible Volume to possibly submit an offer in the forthcoming Auction

If the CRM Actor does not want to use the Remaining Eligible Volume of a contracted CMU to participate in the Prequalification Process with the objective to possibly submit an offer in the forthcoming Auction of 2024, he can click on the  -icon. As it is however mandatory for a CMU that is contracted for a Transaction Period, that (partially) overlaps with the Delivery Period to which the Auction relates to submit a Prequalification File for this Delivery Period, the CRM IT Interface creates a Prequalification File for Delivery Period 2028-2029 for this CMU. The CRM Actor must then complete the necessary information and/or documents in the Prequalification File for 2028-2029 following the Functioning Rules applicable at least at the moment the Capacity Contract was made and submit it following the processes described in section [3.4](#).

Because the CRM Actor indicated that he does not want to use the Remaining Eligible Volume of the contracted CMU to participate to the Prequalification Process with the objective to possibly submit an offer in the forthcoming Auction of 2024, the final status – in case of approval – of the Prequalification File will be 'Final Approval'. This means that the CRM Actor can't participate in the Y-4 Auction for 2024 with the Remaining Eligible Volume of this CMU, but that he is compliant with (at least) the version of the Function Rules of the year the Capacity Contract was made.

As it is mandatory for a CRM Actor to **renew its Opt-out notification for the forthcoming Auction of 2024** for the CMU configurations that are contracted and considered as still compliant with regards to the Functioning Rules that applied at the moment the Capacity Contract was made. Without doing that, the Opt-out Notification will be automatically set by ELIA to an Opt-out Volume of 0 MW for the Prequalification File for the Delivery Period 2028-2029. So, for the forthcoming Auction 2024 (Delivery Period 2028-2029) the CRM Actor must always do an Opt-out notification check for the Prequalification Files linked to CMU configurations that are contracted (engaged in a Transaction) for Delivery Period 2028-2029 by following the process described in section [3.4.4.1 Opt-out Notifications changes \(after Prequalification File submission\)](#).

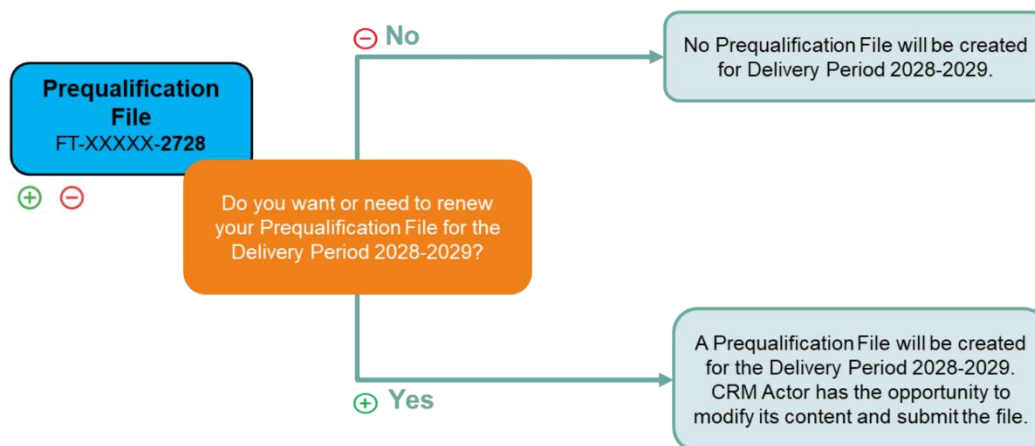
#### 4.2.1.2 Renewal of a Standard or Specific Process Prequalification File that is not already contracted for Delivery Period 2028-2029

If the CRM Actor **wants to renew** a Prequalification File for a CMU to participate to the Prequalification Process with the objective to possibly submit an offer in the forthcoming Auction of 2024, he clicks on the **+**-icon behind the Prequalification File of this CMU for Delivery Period 2027-2028. The CRM IT Interface will create a Prequalification File for 2028-2029 for the CMU based on the configuration of the Prequalification File for 2027-2028. The CRM Actor must then complete the necessary information and/or documents in the Prequalification File for 2028-2029 following the most recently published Functioning Rules and submit it following the processes described in section 3.4.

In case the CRM Actor submitted a Standard Prequalification File for one of its CMU and **wants or needs to go through a Fast Track Prequalification Process** with this CMU for the Delivery Period 2028-2029, he clicks on the **-**-icon. He then creates a Fast Track CMU for all the Delivery Points that were included in the configuration of the CMU, and afterwards creates Prequalification Files for the newly created Fast Track CMUs for 2028-2029.

If the Delivery Point submitted one year ago via the Standard Prequalification Process has **no obligation to participate** to the CRM Prequalification Process, and the CRM Actor does not want to renew the Prequalification File, he can click on the **-**-icon and no further action needs to be taken.

#### 4.2.3 Renewal of a Fast Track Process Prequalification File



Renewal of a Fast Track Prequalification File (Y-4)

If the CRM Actor **wants to renew a Prequalification File for a Fast Track CMU** to submit it to participate in the Prequalification Process, he clicks on the **+**-icon behind the Fast Track Prequalification File of this Fast Track CMU for Delivery Period 2027-2028. The CRM IT Interface will create a Fast Track Prequalification File for 2028-2029 for the Fast Track CMU based on the configuration of the Fast Track Prequalification File for 2027-2028. The CRM Actor can then complete the necessary information and/or documents in the Prequalification File for 2028-2029 following the most recently published Functioning Rules and submit it following the processes described in section 3.4.

In case the CRM Actor submitted a Fast Track Prequalification File for one of its CMU and **wants to go through a Standard Prequalification Process with this CMU** for the Delivery Period 2028-2029, he needs to click on the **-**-icon. He then creates

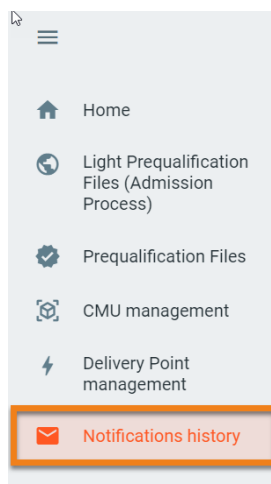


a Standard CMU for the Delivery Point that was included in the configuration of the Fast Track CMU, and afterwards creates a Prequalification File for the newly created Standard CMU for 2028-2029.

If the Delivery Point submitted one year ago via the Fast Track Prequalification Process has **no obligation to participate** to the CRM Prequalification Process, and the CRM Actor does not want to renew the Prequalification File, he can click on the ⊖-icon and no further action needs to be taken.

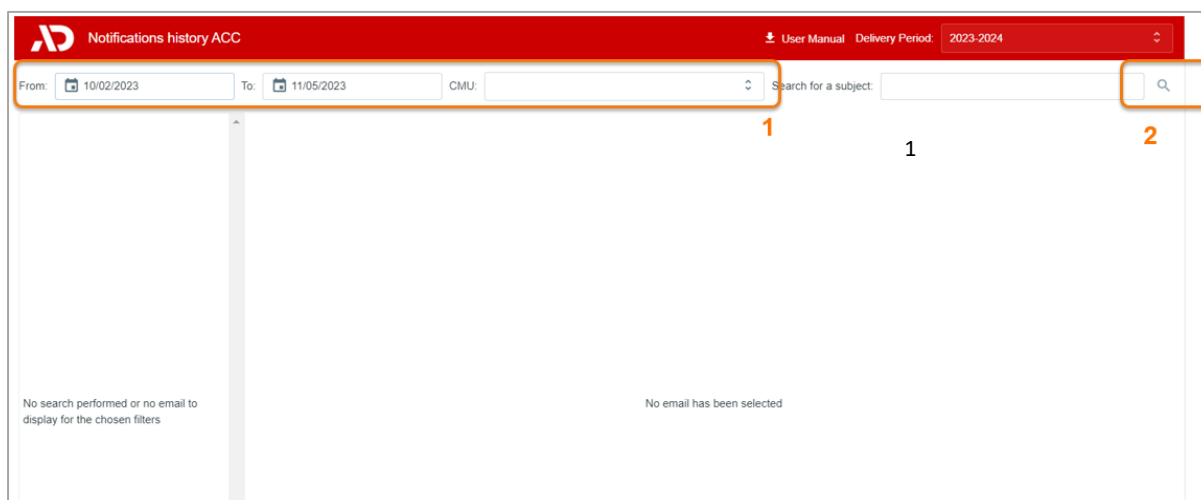
## 5. Notification History

The “Notifications History” module gathers all the notifications (e-mails) sent in the framework of the (Light) Prequalification Process of all the CMU included in the CRM Candidate’s portfolio as of May 15, 2021. Notifications dated before May 15, 2021 are therefore not included.



*Notifications History module*

To display e-mails, first enter a timing and the ID of the CMU concerned by the research. Then click on the “magnifying glass”.



*Display of the Notifications History module*

You can also enter text in the search bar on the right to refine your search if necessary. The tool will then look for e-mail(s) that includes the indicated text in the title or the content.

## 6. Low Voltage participation

The CRM Candidate willing to participate to the CRM with low voltage connected Delivery Points must initiate such process by following the below steps

- **Step 1:** The CRM Candidate creates all low voltage connected Delivery Points in the Flexhub and provides the related required information (including Declared Nominal Reference Power) for these low voltage connected Delivery Points.
- **Step 2:** The CRM Candidate creates the Low Voltage Delivery Point Group in the CRM IT Interface (in the Prequalification Module) and sends a request to ELIA to create it in the Flexhub at the latest by 5WD before Prequalification File submission deadline as defined in the Electricity Act.
- **Step 3:** ELIA creates the Low Voltage Delivery Point Group in the Flexhub within 5WD following the request from the CRM Candidate.
- **Step 4:** The CRM Candidate takes care of the management of low voltage connected Delivery Points in the Low Voltage Delivery Point Group created by ELIA.

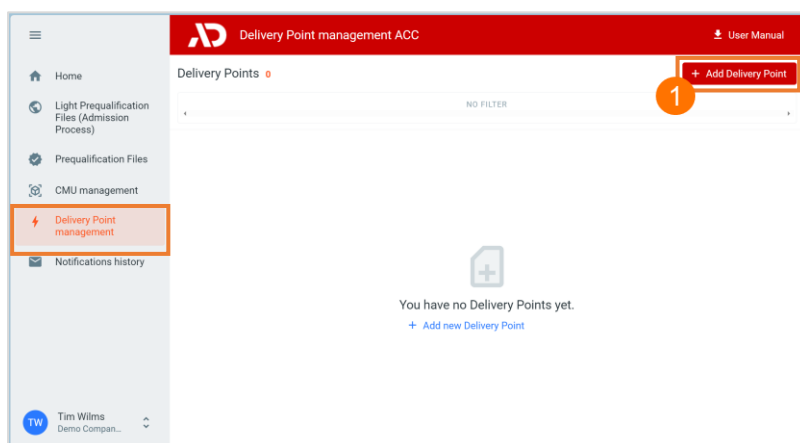
The CRM Candidate creates the CMU he wants to prequalify via the CRM IT Interface and adds the relevant Low Voltage Delivery Point Group(s) in this CMU.

Step 2 is detailed further below.

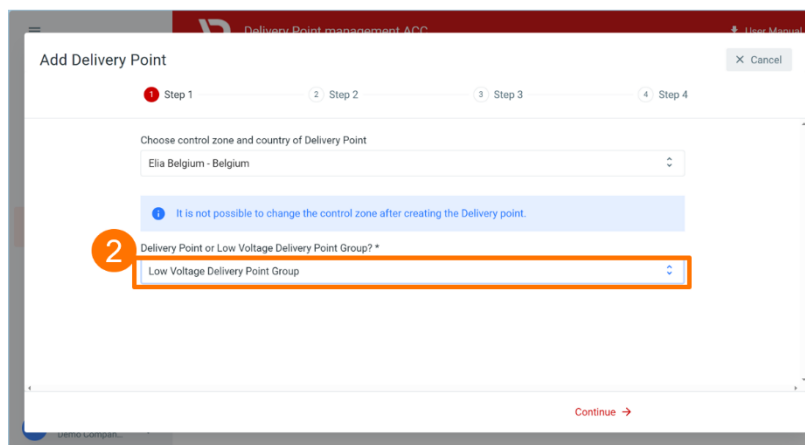
### 6.1 Creating a Low Voltage Delivery Point Group in the CRM IT Interface

The CRM Candidate can create a Low Voltage Delivery Point in the Prequalification Module in the CRM IT Interface. To create a Low Voltage Delivery Point Group, the CRM Candidate navigates to the Delivery Point Management screen in the Prequalification Module and follows the following steps.

1. Click on the '+Add Delivery Point' button.



- Follow the steps in the pop-up screens to create a Low Voltage Delivery Point Group. In step 1 of the wizard, make sure you select “Elia Belgium” as a Control zone and ‘Low Voltage Delivery Point Group’ as the type.



**Add Delivery Point**

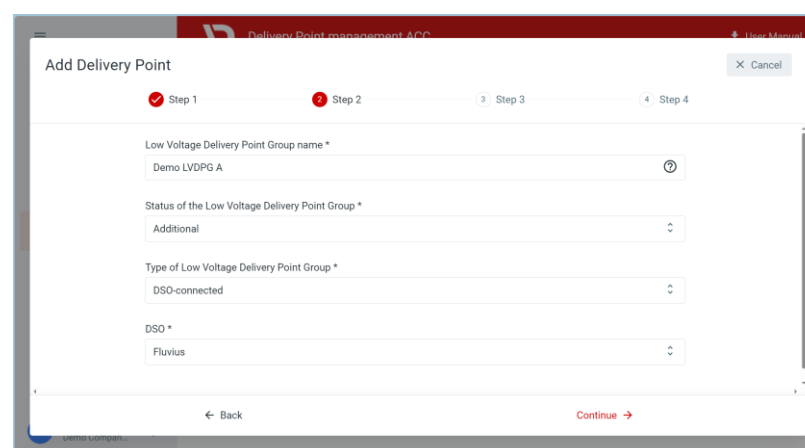
Step 1 Step 2 Step 3 Step 4

Choose control zone and country of Delivery Point  
Elia Belgium - Belgium

It is not possible to change the control zone after creating the Delivery point.

2 Delivery Point or Low Voltage Delivery Point Group? \*  
Low Voltage Delivery Point Group

Continue →



**Add Delivery Point**

Step 1 Step 2 Step 3 Step 4

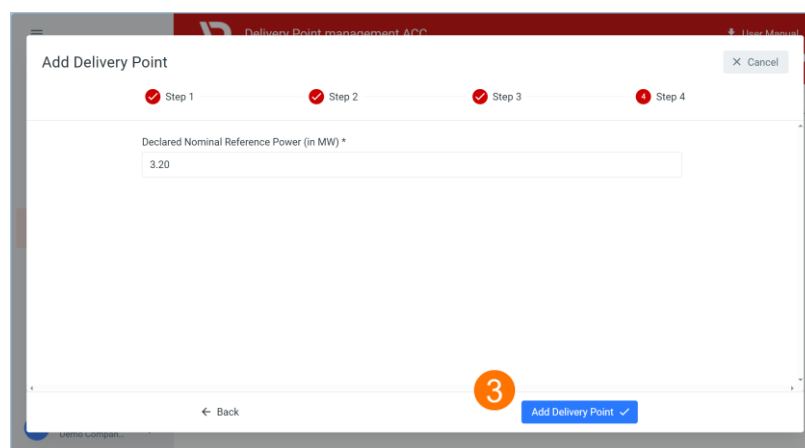
Low Voltage Delivery Point Group name \*  
Demo LVDPG A

Status of the Low Voltage Delivery Point Group \*  
Additional

Type of Low Voltage Delivery Point Group \*  
DSO-connected

DSO \*  
Fluvius

← Back Continue →



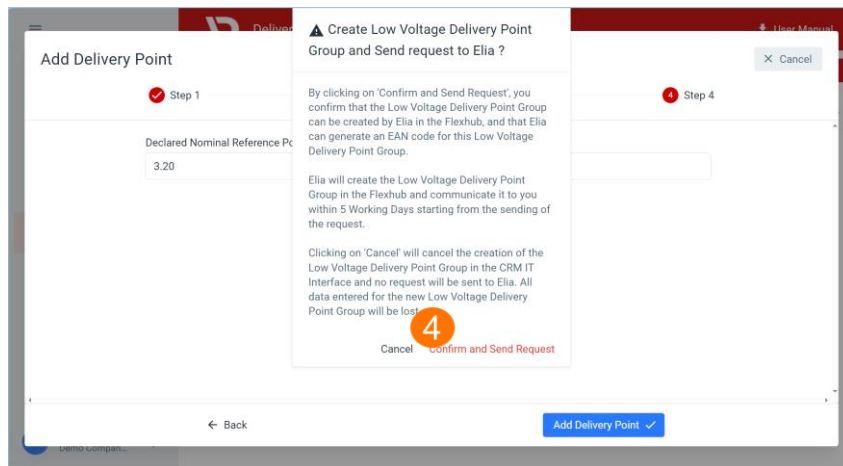
**Add Delivery Point**

Step 1 Step 2 Step 3 Step 4

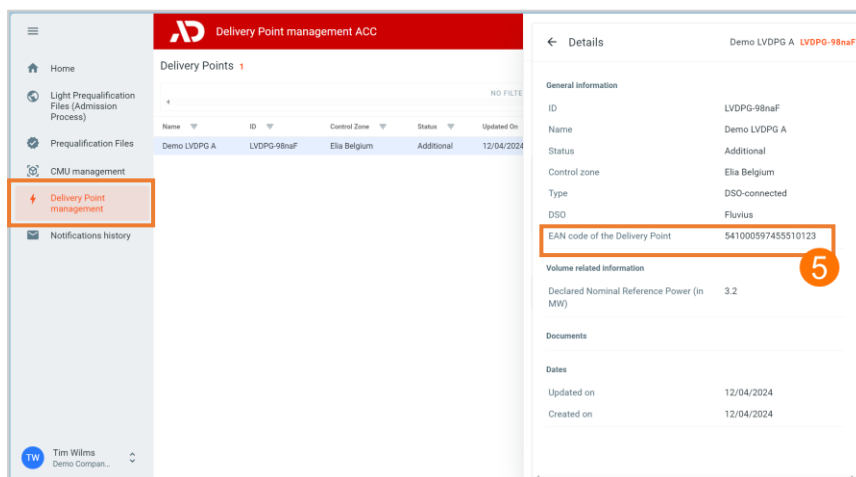
Declared Nominal Reference Power (in MW) \*  
3.20

← Back Add Delivery Point ✓

- When you have entered all the information for the Low Voltage Delivery Point Group, you can click on the ‘Add Delivery Point’ button.
- A pop-up is shown, explaining that clicking the ‘Confirm and send request’ button will send an automatic email to ELIA to create the Low Voltage Delivery Point Group in the Flexhub and to generate an EAN code for this Low Voltage Delivery Point Group.



5. Within 5 Working Days starting from the sending of the automatic email, ELIA creates the Low Voltage Delivery Point Group in the Flexhub and notifies the CRM Candidate via email once this has been done. Additionally, ELIA provides the CRM Candidate with the EAN code for the Low Voltage Delivery Point Group via email within 5 Working Days starting from the sending of the automatic email. The EAN code can then also be found in the Delivery Point details in the Prequalification tool.



6. The CRM Candidate takes care of the management of low voltage connected Delivery Points in the Low Voltage Delivery Point Group created by ELIA in the Flexhub.

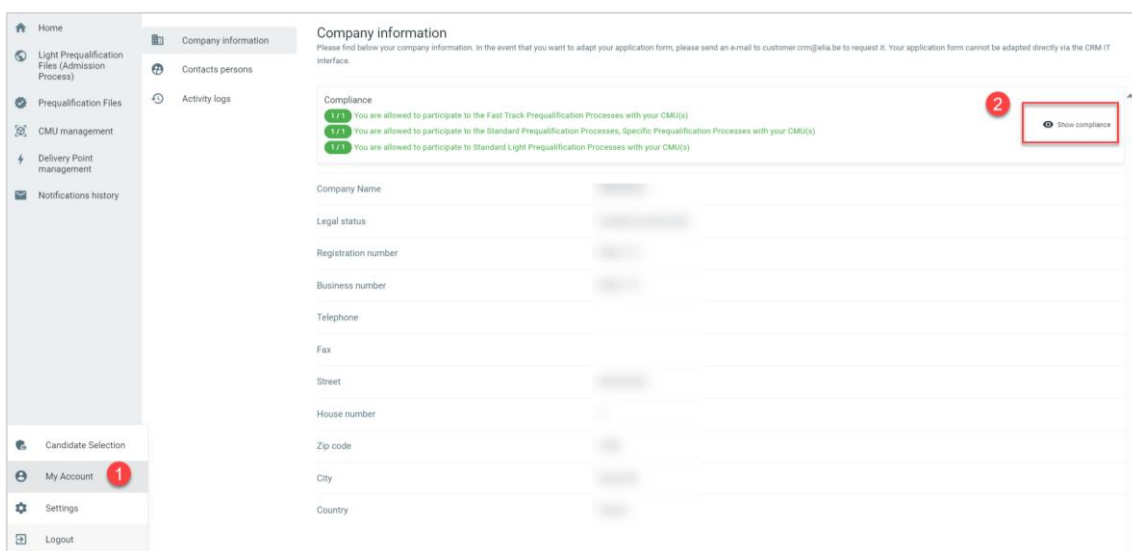
When the Low Voltage Delivery Point Group has been created, it can be added to a CMU in the same way a Delivery Point can be added to a CMU. Please refer to section [‘3.2 Creating a CMU’](#) for more information on how to add a Delivery Point to a CMU.



## 7. Prequalification module settings

### 7.1 Compliance checks

If needed, it is possible for the CRM Candidate to read again the information provided during the “Compliance checks”. To do so and after entering the tool, the CRM Candidate can click on its username in the bottom left corner and then on ‘My Account’. Under the tab ‘Company information’ they will find the “compliances checks”. The CRM Candidate can therefore click on ‘Show Compliance’ to see the complete list.



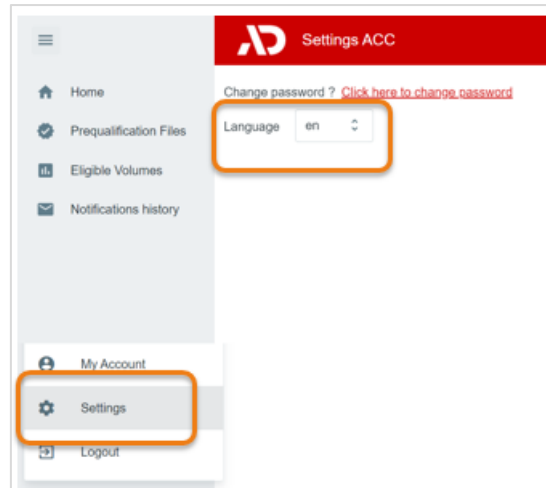
*‘My account’*

### 7.2 Read access to the Application Form

The tab ‘My Account’ can also be used to look at all the information provided in the application form. Note that this information (except the information related to the users for users that are assigned to the role ‘Admin’) is 'read only' and cannot be adjusted by the user. In the event that this information is to be adapted by ELIA, the CRM Candidate is invited to contact [customer.crm@elia.be](mailto:customer.crm@elia.be).

### 7.3 Language change

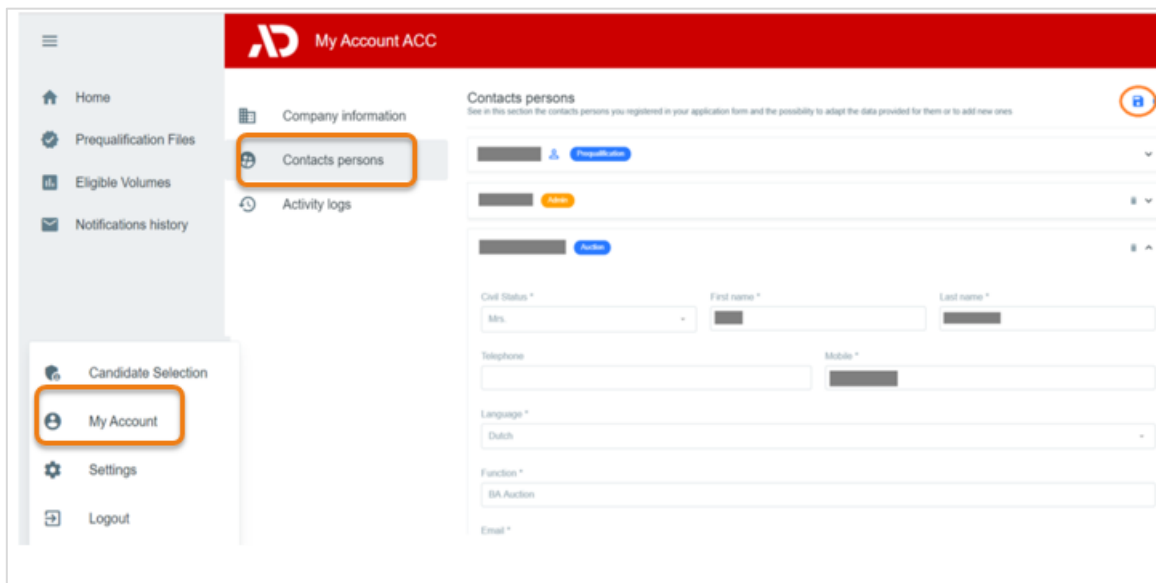
The user can also adjust the tool's language by clicking the username in the bottom left and then on settings. The language can be set to English, French and Dutch.



*Adjusting the tool language*

## 7.4 User Management

Users that are assigned to the role 'Admin' can create, edit, and delete user accounts. This can be done by clicking on the username in the bottom left, then on 'My Account', then on 'Contact Persons', and finally on the pencil in the top right. Please note that not all fields of an existing user account are editable. After the necessary adjustment, the user can click on the save icon in the top right to save the changes.



*User management*



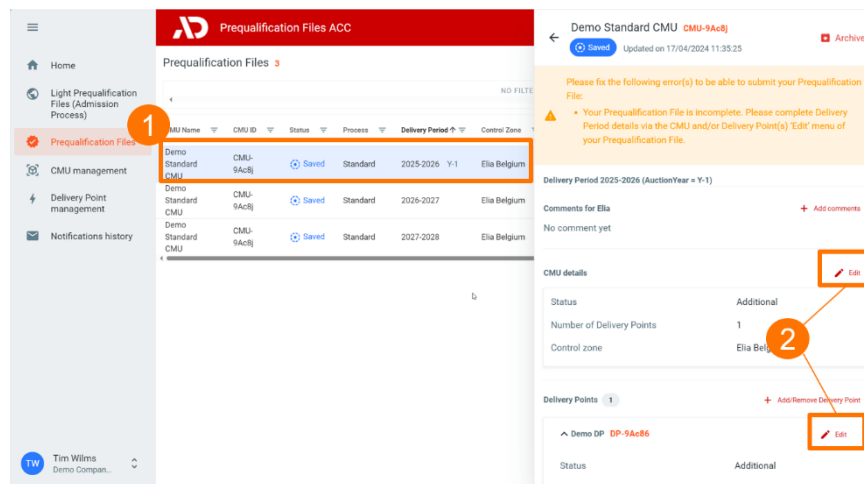
## 8. Appendix

### 8.1. Y-1 participation with already available Prequalification Files for 2025-2026 examples

#### 8.1.1. Resubmitting a Standard or Fast Track Prequalification File already available for 2025-2026

The below steps describe an example on how to resubmit a Standard Process or Fast Track Prequalification File already available for 2025-2026.

1. Select the Prequalification File (Standard or Fast Track) already available for Delivery Period 2025-2026 on the Prequalification Files screen.
2. Update the details for the CMU and Delivery Point(s) via the 'edit' menus.

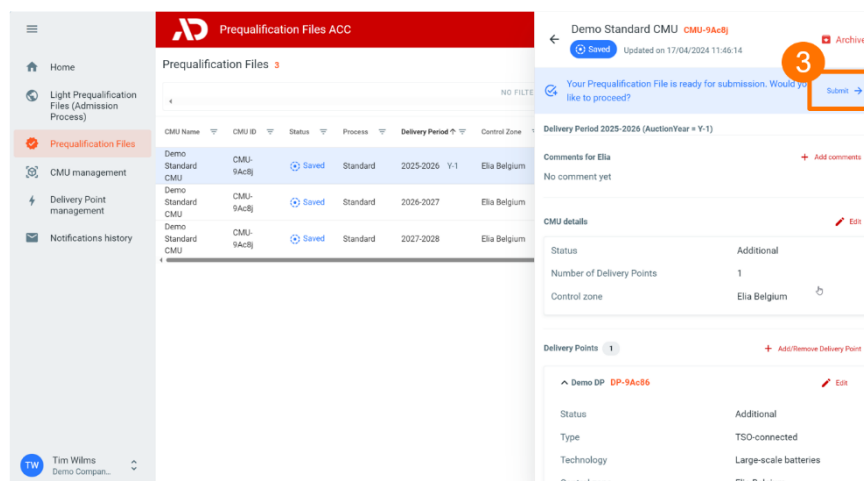


The screenshot shows the 'Prequalification Files ACC' interface. On the left is a navigation menu with 'Prequalification Files' selected. The main area displays a table of files:

CMU Name	CMU ID	Status	Process	Delivery Period	Control Zone
Demo Standard CMU	CMU-9Ac8j	Saved	Standard	2025-2026 Y-1	Elia Belgium
Demo Standard CMU	CMU-9Ac8j	Saved	Standard	2026-2027	Elia Belgium
Demo Standard CMU	CMU-9Ac8j	Saved	Standard	2027-2028	Elia Belgium

The first row is highlighted with a red box and a circled '1'. To the right, the details for 'Demo Standard CMU CMU-9Ac8j' are shown. A yellow error message states: 'Please fix the following error(s) to be able to submit your Prequalification File: • Your Prequalification File is incomplete. Please complete Delivery Period details via the CMU and/or Delivery Point(s) 'Edit' menu of your Prequalification File.' Below this, the 'CMU details' section shows 'Status: Additional', 'Number of Delivery Points: 1', and 'Control zone: Elia Belgium'. A red 'Edit' button is circled with a '2'. The 'Delivery Points' section shows 'Demo DP DP-9Ac86' with an 'Edit' button also circled with a '2'.

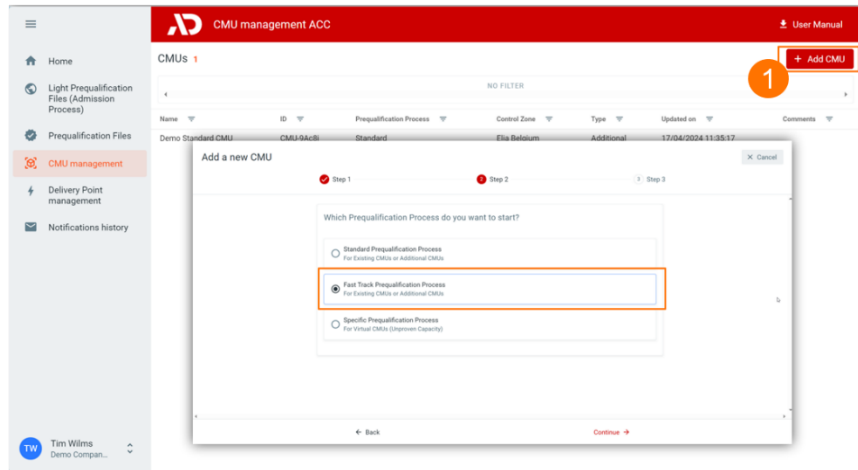
3. When all (mandatory) details have been filled, you can (re-)submit the Prequalification File already available for Delivery Period 2025-2026.



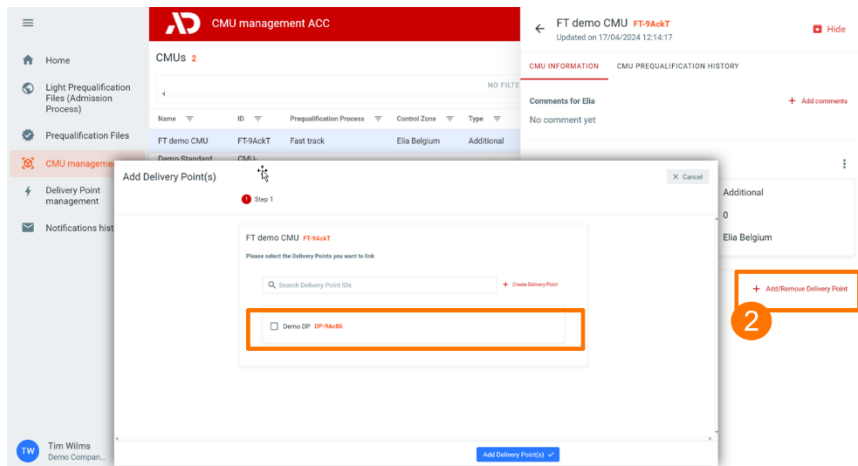
This screenshot shows the same interface as the previous one, but the error message is gone. A blue notification banner at the top right says: 'Your Prequalification File is ready for submission. Would you like to proceed?' with a 'Submit' button circled in red and a circled '3'. The 'CMU details' section now shows 'Status: Additional', 'Number of Delivery Points: 1', and 'Control zone: Elia Belgium'. The 'Delivery Points' section shows 'Demo DP DP-9Ac86' with 'Status: Additional', 'Type: TSO-connected', 'Technology: Large-scale batteries', and 'Control zone: Elia Belgium'.

## 8.1.2. Submitting a Fast Track Prequalification File for 2025-2026 and archiving the Standard Prequalification File already available.

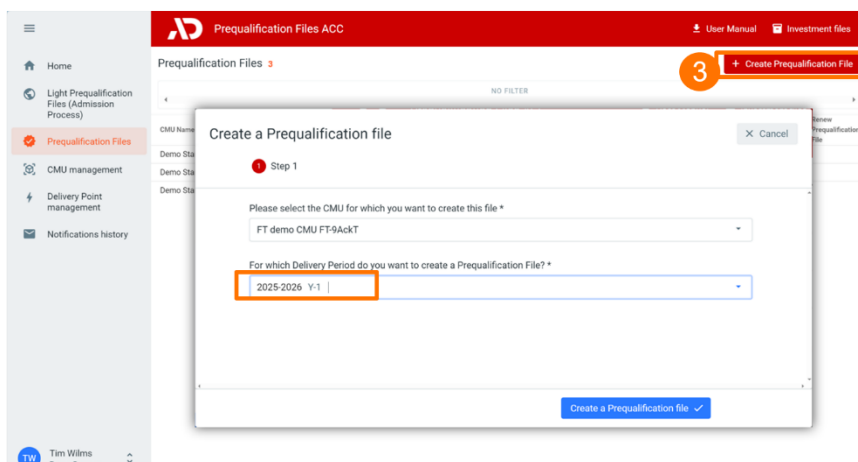
1. Create a new Fast Track CMU on the CMU management screen.



2. Add the Delivery Point to the newly created Fast Track CMU.



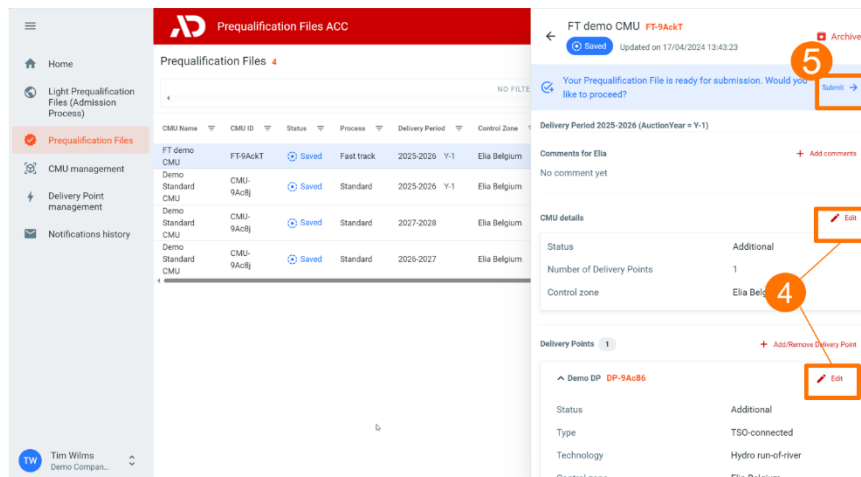
3. Create a Prequalification File for Delivery Period 2025-2026 for the Fast Track CMU.



4. Update the details for the CMU and Delivery Point(s) via the 'edit' menus.



- When all (mandatory) details have been filled, submit the Fast Track Prequalification File for Delivery Period 2025-2026.

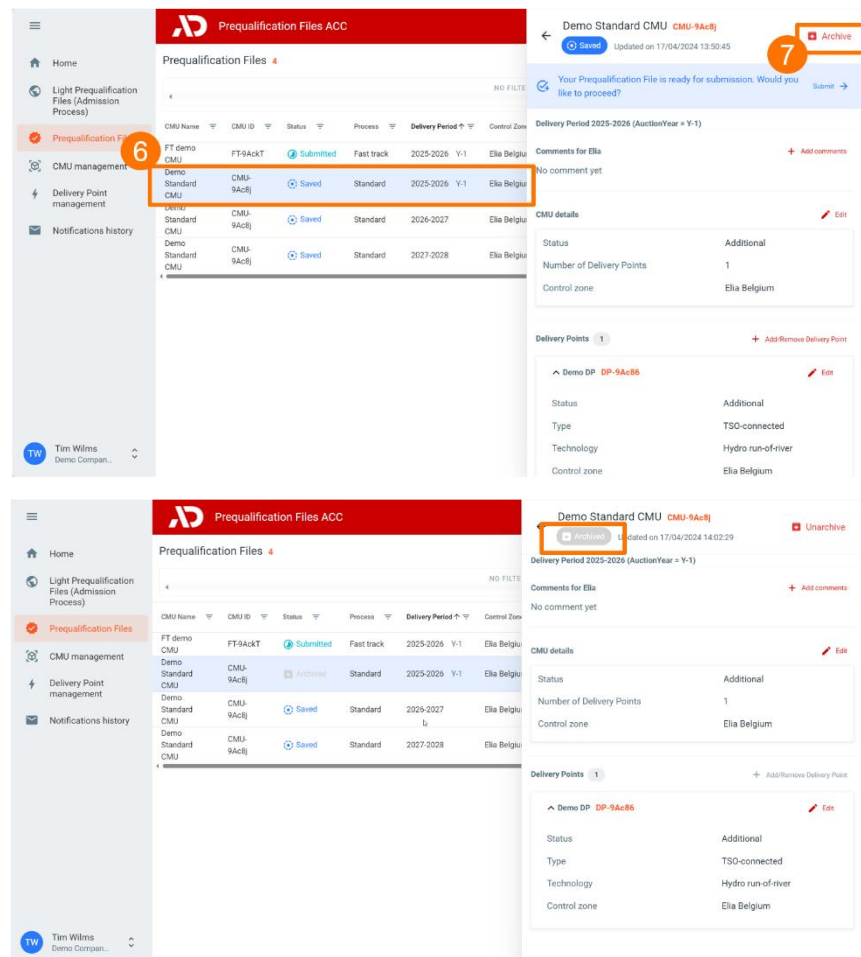


The screenshot shows the 'Prequalification Files ACC' interface. On the left, a sidebar contains navigation options: Home, Light Prequalification Files (Admission Process), Prequalification Files (selected), CMU management, Delivery Point management, and Notifications history. The main area displays a table of Prequalification Files:

CMU Name	CMU ID	Status	Process	Delivery Period	Control Zone
FT demo CMU	FT-9AcKT	Saved	Fast track	2025-2026 Y-1	Elia Belgium
Demo Standard CMU	CMU-9Ac8j	Saved	Standard	2025-2026 Y-1	Elia Belgium
Demo Standard CMU	CMU-9Ac8j	Saved	Standard	2027-2028	Elia Belgium
Demo Standard CMU	CMU-9Ac8j	Saved	Standard	2026-2027	Elia Belgium

The right-hand side shows the details for the 'FT demo CMU FT-9AcKT'. A notification at the top states: 'Your Prequalification File is ready for submission. Would you like to proceed?' with a 'Submit' button (labeled 5) and an 'Archive' button. Below this, there are sections for 'Comments for Elia', 'CMU details', and 'Delivery Points'. The 'CMU details' section includes fields for Status (Additional), Number of Delivery Points (1), and Control zone (Elia Belgium), with an 'Edit' button (labeled 4). The 'Delivery Points' section shows one point: 'Demo DP DP-9Ac86', with its own 'Edit' button (labeled 4).

- Select the Standard Prequalification File that was already available for Delivery Period 2025-2026 on the Prequalification Files screen.
- Click on the 'Archive' button to archive the Standard Prequalification File for Delivery Period 2025-2026.



The top screenshot shows the 'Prequalification Files ACC' interface with the 'Demo Standard CMU CMU-9Ac8j' selected in the table (labeled 6). The right-hand side shows the details for this file, with the 'Archive' button highlighted (labeled 7). The notification at the top says: 'Your Prequalification File is ready for submission. Would you like to proceed?' with a 'Submit' button and an 'Archive' button.

The bottom screenshot shows the same interface after the file has been archived. The 'Demo Standard CMU CMU-9Ac8j' now has an 'Archived' status in the table. The right-hand side shows the details for this file, with the 'Unarchive' button highlighted. The notification at the top now says: 'Your Prequalification File is ready for submission. Would you like to proceed?' with a 'Submit' button and an 'Unarchive' button.

### 8.1.3. Submitting a Standard Process Prequalification File for 2025-2026 and archiving the Fast Track Prequalification File already available.

The below steps describe an example on how to submit a Standard Process Prequalification File for a Delivery Point previously submitted via a Fast Track Process Prequalification for 2025-2026. For print screens, please refer to the example above as the process is similar.

1. Create a new Standard Process CMU on the CMU management screen.
2. Add the Delivery Point to the newly created Standard Process CMU.
3. Create a Prequalification File for Delivery Period 2025-2026 for the new Standard Process CMU.
4. Update the details for the CMU and Delivery Point(s) via the 'edit' menus in the Prequalification File.
5. When all (mandatory) details have been filled, submit the Standard Process Prequalification File for Delivery Period 2025-2026.
6. Select the Fast Track Prequalification File that was already available for Delivery Period 2025-2026 on the Prequalification Files screen.
7. Click on the 'Archive' button to archive the Fast Track Prequalification File for Delivery Period 2025-2026.

