



# RESS Auction Platform User Guide

NOTE: Prospective RESS Applicants should refer to the Terms and Conditions throughout. The following document is provided as a working document containing a guide on how to use the RAP. This document is provided for information purposes only and where there is any conflict between the information here and the Terms and Conditions, the latter prevails. Please contact us if you have any outstanding queries at [RESS@EirGrid.com](mailto:RESS@EirGrid.com).

<b>Revision History</b>		
<b>Revision</b>	<b>Description</b>	<b>Date</b>
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## **1. Purpose & Scope**

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

## **2. Function of RESS**

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

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

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

With a primary focus on cost effectiveness, the RESS delivers a broader range of policy objectives, including:

- providing an Enabling Framework for Community Participation through the provision of pathways and supports for communities to participate in renewable energy projects
- increasing technology diversity by broadening the renewable electricity technology mix
- delivering an ambitious renewable electricity policy to 2030
- increasing energy security, energy sustainability and ensuring the cost effectiveness of energy policy

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

### 3. Registration

This section of the document will detail specific guidelines for registering within the RESS Auction Platform (RAP). For the purpose of this document, it is assumed that the user is a new user of the RAP.

#### 3.1. RESS Authorised User Form

As part of the registration process, prospective RESS Applicants must submit a RESS Authorised User form (RAU1) via the RAP in PDF format outlining who will be authorised to act on behalf of the Applicant including submission of Applications for Qualifications, submission of Offer Prices, authorising new Users. This form must be signed by a Director. Proof of all Directors of the company must also be submitted with this form. This form should be filled out electronically and printed for signatures.

This form does not need to be completed for all users of the RAP. Additional Users can be added by RAUs once they have successfully gained access. Further details on how to do this can be found in section 4.2.1.

There may be an instance where there is the same RAU for multiple Applicants. In this case a RAU1 form must be completed for each Applicant; however, only one registration on the RAP is required. The RAU registers on the RAP by entering their details (once) and uploads **ONE pdf document containing all relevant RAU1 forms along with accompanied documents.**

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

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

EirGrid recommends that two RAUs are authorised by each Applicant in order to avoid issues where a RAU is unavailable. The same completed RAU1 form can be uploaded by different RAUs at registration provided the details of the RAU are present in section 2 of the form.

#### 3.2. Registering on the RAP

For a new user to register on the [RESS Auction Platform](#) the following steps should be followed.

1. The new user will navigate to the RAP login page as per figure 1 below. For a new user, the "Registration" button should be selected. This is to allow the user to register and set up their account.
2. Once the new user has selected the "Registration" option, the registration form shown in figure 2 will open. This form requests all the necessary information for a new user. Every item which has an asterisk is mandatory for registering on the RAP.
3. A unique email address and mobile number is required to access the RAP. The same email cannot be used for multiple users e.g. a mailbox email address. Each User must have a unique email and mobile number. Their email will become their Username when logging in.
4. For the "Evidence of User Authorisation" a pdf of the RAU1 form(s) as explained in section 3.1 must be submitted or the user will receive an error message.

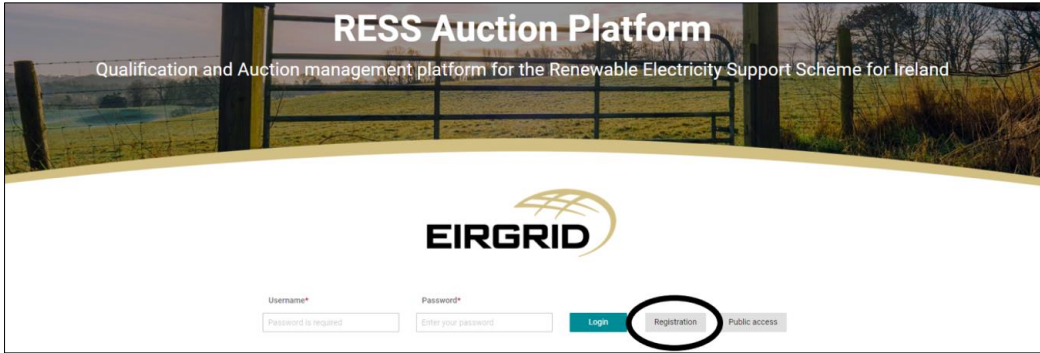


Figure 1

The image shows the 'Registration Form' on the EIRGRID platform. The form is titled 'Registration Form' and contains several input fields: 'First Name\*', 'Last Name\*', 'Phone\*', 'Email\*' (with a placeholder 'e.g., your.email@yourcompany.com'), 'New Password\*', 'Confirm New Password\*', and 'Evidence of User Authorisation\*' (with a small icon). At the bottom of the form, there are two buttons: 'Register' (highlighted in teal) and 'Cancel' (grey).

Figure 2

5. When the User submits their registration application, the below message appears. Select the OK field. This means your details have been submitted to the RESS Operations team for verification.

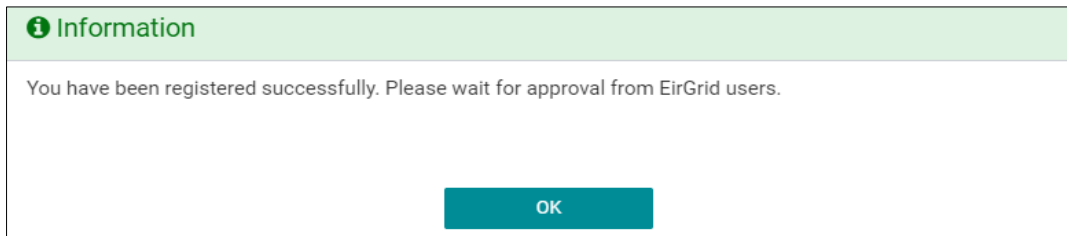


Figure 3

### 3.3. Account Verification and Login Details

1. The User will receive an email confirmation of their registration on the RAP. This email will contain the information shown in figure 4. The user must now wait for their registration to be reviewed and approved by RESS Operations Team.

2. If you have not received the initial email as shown in figure 4 check your junk mailbox as it might appear there. If you still have not received this email, please contact us at [RESS@Eirgrid.com](mailto:RESS@Eirgrid.com) outlining the issue and the steps already taken.



Figure 4

3. The user will receive the below email in figure 5 once their registration has been processed and approved by the RESS Operations team. If you do not receive this email within five working days of submitting your registration, please email [RESS@Eirgrid.com](mailto:RESS@Eirgrid.com) outlining the issue and the steps already taken.

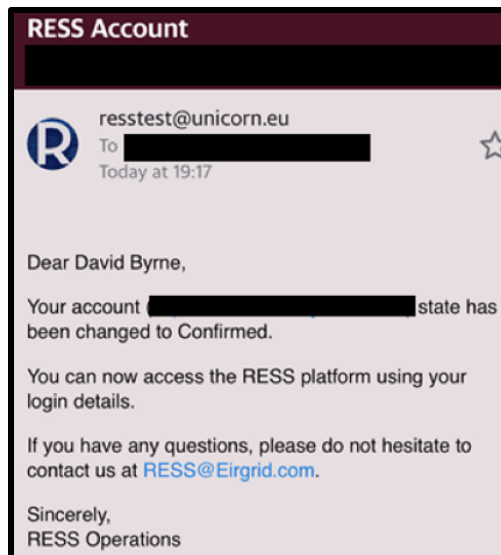


Figure 5

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

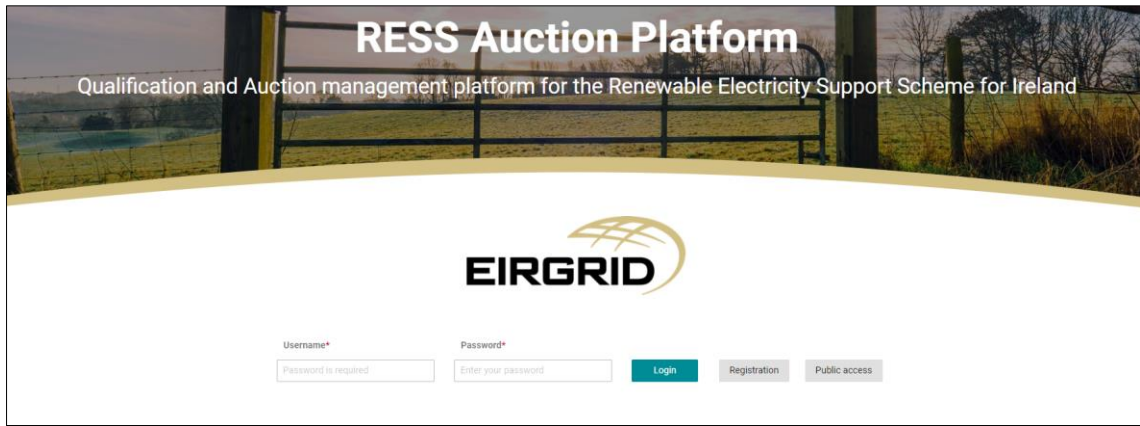


Figure 6

5. Once the user has entered their email address as their username and password in the relevant fields they can select Login. The user must then complete the Multi-Factor Authentication. The user will receive a passcode to the mobile number that they included in their registration and this code must be entered in the passcode field highlighted in figure 7 below.

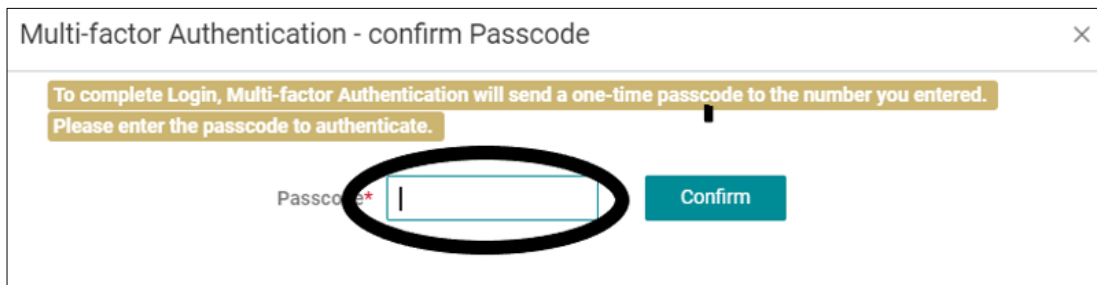


Figure 7

6. Once the user adds the passcode and selects Confirm, a message will appear stating “Terms and Conditions need to be accepted. You will be redirected to view the Terms and Conditions”. Select ‘OK’.
7. Once the User selects OK, the page outlining the Terms and Conditions of the RAP will load. The User selects the “Accepts Terms and Conditions” tab.

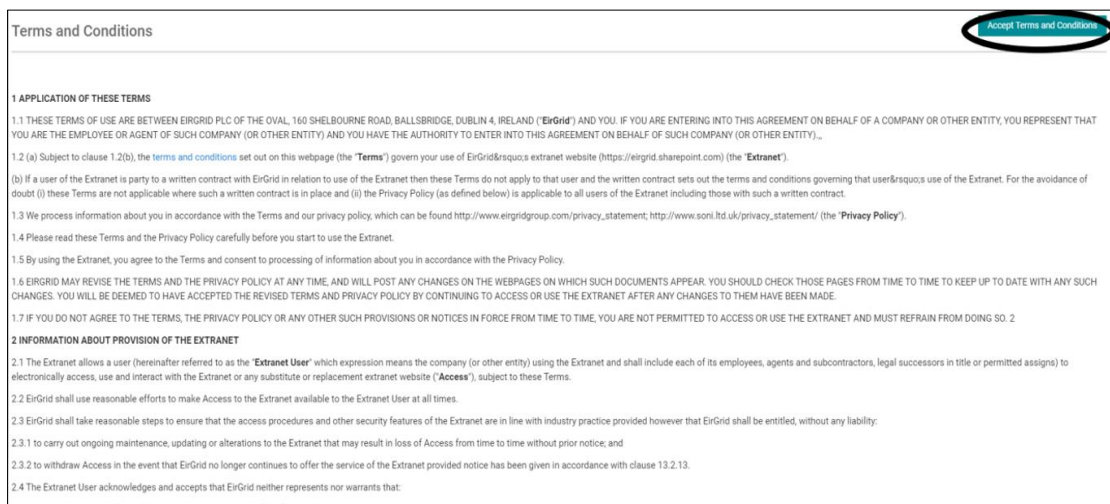


Figure 8



8. Once the User selects the "Accepts Terms and Conditions" they will then be brought through to the Main Page of the RAP.

## 4. Navigating through the RAP

Following the user account being confirmed, the new user can now log into the RAP. The Home page will be the default landing page. This page will show various options for the user to select to navigate through the system as well as useful information such as upcoming milestones.

### 4.1. RESS Module

The RESS Module section of the platform is where a user views their applications. The user should select the menu button on the top left section of the screenshot below. This menu will prompt various options to appear and allow the user to select the RESS Module option.

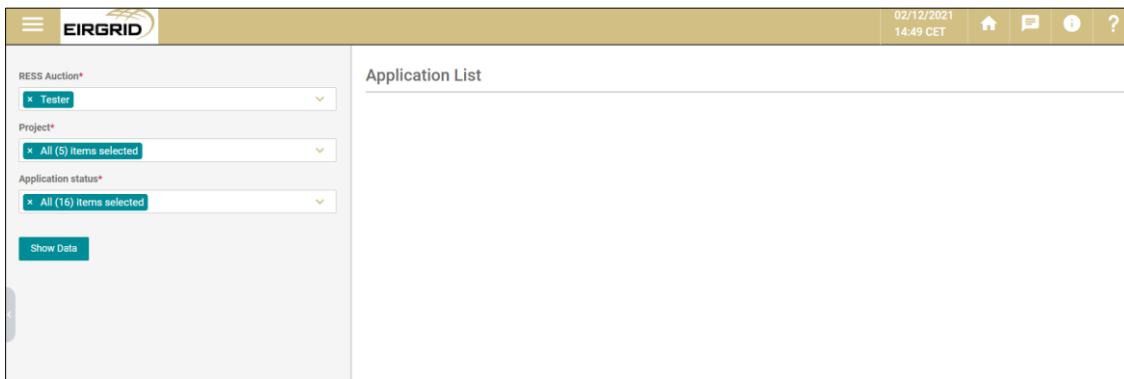


Figure 9

In order to show the details of each application, the “Show Data” button should be selected. The image below depicts what filter options are available to the user as described by the following,

- RESS Auction: This option filters the relevant auction for the user.
- Project: The user will be able to select their project from the drop-down menu. If the user has access to several projects, they will be displayed on the drop-down menu.
- Application Status: This drop-down menu gives the user the option to select the relevant application with reference to their status.

The user can choose to edit and view the details of the relevant application by selecting the 3 lines to the right of the application information.

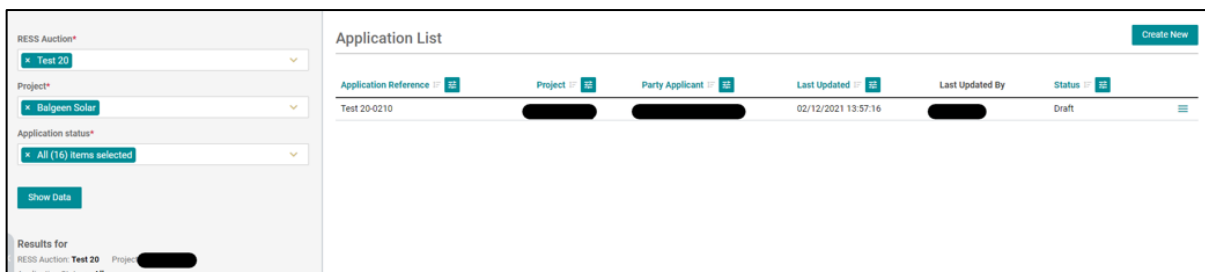


Figure 10

### 4.2. User Account Settings

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

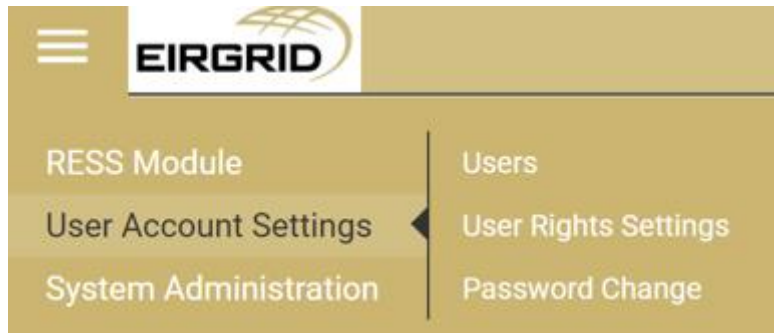


Figure 11

#### 4.2.1. Users

This section is only visible to **RAP Admin Users**. This is where users can be added/edited. The following user roles can be assigned to an external user. Please note the responsibility lies with the RAU to monitor the users assigned to Applicants and Projects. A RAU will be assigned the role of RAP Admin User at registration by the RESS Operations team.

- **RAP Admin User:** This user role will be granted to RAUs at registration. This user will have the option to add and remove users and determine their access rights.
- **RAP Read Only User:** This user role will allow the user to have read only access to projects assigned to them by the RAP Admin User.
- **RAP Trading User:** This user role will grant the user with write access to Applications for Qualification but will not have access to add and remove users or edit user rights.

#### 4.2.2. User Rights Settings

This section is only visible to **RAP Admin Users**. In this section an admin user can edit user right settings by selecting a user and ticking/unticking the relevant sections. The fields that populate on this screen are relevant to the user role assigned to the user e.g. if a user is assigned a Read Only User role, areas visible to the user can be edited here but there will not be an option to grant them write access in this screen, that will need to be done in the 'User' section of the RAP.

#### 4.2.3. Password Change

This section is visible to all user roles. The section will allow the user to change their password. In order to the change the password, the user must fill in the fields as shown below, select the Save option to create the new password. Once the password is changed, the user will be logged out of the system and asked to login with their new credentials.

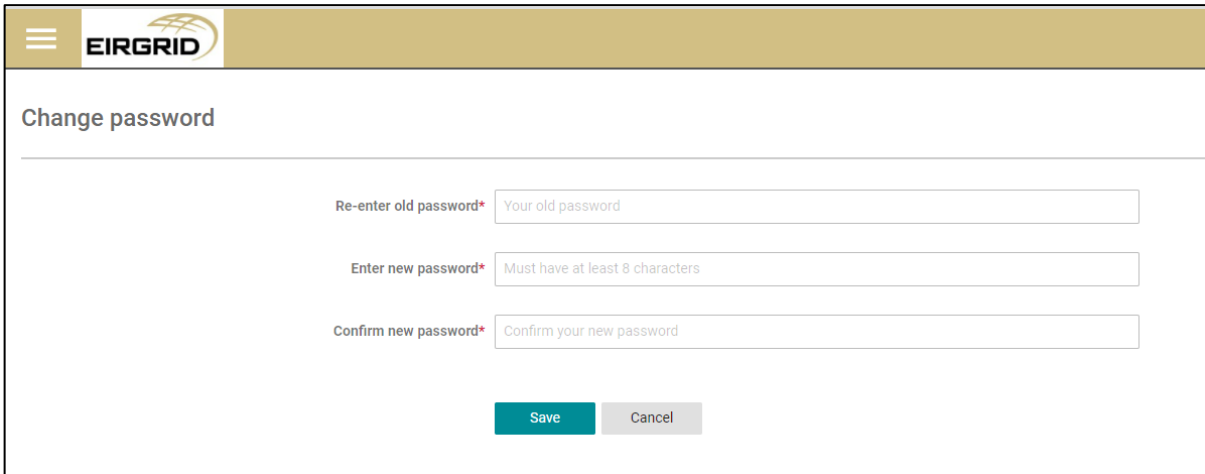


Figure 12

### 4.3. System Administration

Within the system administration tab of the RAP, the user can access the Home page of the platform, view the terms and conditions of the RAP and view the help page.



Figure 13

### 4.4. RESS Messages

This section shows general system messages such as:

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

This section will also show activity by users such as:

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

This section also allows users to receive direct message from the RESS Operations team specific to a project.

### 4.5. Help Page

To access the help page, click on the question mark at the top right of the RAP. Here, users will find information to assist with RESS.

## 5. Application for Qualification

Application for Qualification (AfQ) will only be available once the Application Opening date has occurred and before the Application Closing date as per the relevant RESS Auction Timetable.

Application Reference Numbers will be assigned once the AfQ is 'Saved in Draft'.

In order to create an AfQ, a user must:

1. click on the three lines at the top left of the RESS homepage
2. click the RESS Module from the dropdown
3. click on the Application List
4. select the relevant RESS Auction and Project (or select all if relevant)
5. Once these have been selected you will arrive on page indicated in Figure 14.
6. Select 'Create New' at the top right of the page.

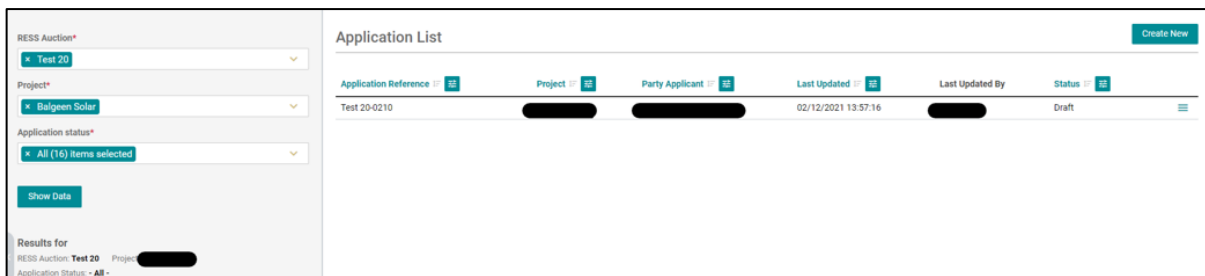


Figure 14

7. Once the user has selected Create New, the AfQ will open.
8. The relevant Auction needs to be selected from the RESS Auction drop-down list. The system will only allow users to select an Auction where the qualification window is open. If the qualification window is not open, then an error message will appear.
9. The project that the AfQ is being prepared for then needs to be selected from the RESS projects drop down list. All RESS Projects assigned to the user will appear here.
10. Once the project has been selected, some information will auto populate in the preference tab.
11. Select 'Save in Draft'. This will create a draft of your submission.
12. Once the application has been 'saved in draft', users will then be assigned an **Application Reference Number** which must be referenced on all forms submitted as part of their AfQ.

**Remember to continuously 'Save in draft' while populating your application!**

### 5.1. Project Details

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

Figure 15

### 5.2. Entity Details

- All entities associated with the RESS Project must be entered here.
- Users will be required to export this list from the RAP and append to the Directors Declaration of Bidding Independence (DD5).
- To export this list please ensure you have fully completed adding all relevant entities and then select 'Export Entities'. This will export all entities added to the RAP for this specific project to an excel sheet.
- Please make sure that all information is visible in this table, print and append to DD5. All entities included in the table in the DD5 must be the same as the AfQ in the RAP at the time of submission. If the data does not match this could have an impact on the assessment of your application.

Figure 16

### 5.3. Preferences

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

- Please only select the Preference category that is relevant to the Auction the AfQ is being prepared for.
- Please only select the Eligible Technology that is relevant to the Auction the AfQ is being prepared for.
- If your Eligible technology is Hybrid Wind and Storage, please select the Wind Eligible technology. Please use the 'Other Documents' section of this tab to submit any further information.
- If your Eligible technology is Hybrid Solar and Storage, please select the Solar Eligible technology. Please use the 'Other Documents' section of this tab to submit any further information.

The screenshot shows the 'Preferences' tab of the 'RESS 2 How to Guide' application form. At the top, there are tabs for 'Project Details', 'Entity Details', 'Preferences', 'Compliance', and 'Offer Price'. The 'Preferences' tab is active. Below the tabs, there are several sections:

- Professional Competence:** Includes a dropdown for 'Eligible Technology' (set to 'Hybrid Wind') and a dropdown for 'Preference' (set to 'Onshore Wind').
- Confirmation of Information:** Three checkboxes for confirming that the applicant will be bound by terms and conditions, that information is provided in true and accurate form, and that the applicant acknowledges the RESS 2 process and the TSO's role.
- Description of Renewable Energy Technology and Equipment:** Two text areas for 'Wind Turbine' and 'Solar Turbines' with a maximum length of 1000 characters each.
- Other Details:** Fields for 'Offer Quantity (MW)\*' (25), 'Maximum Export Capacity of the Site (MW)\*' (25), 'Site Numbering\*' (1224507), and 'Site Rating\*' (B/1242).
- Other Documents:** A section for 'Additional Documents (JRCO):' with a 'View' button and a 'File has been successfully uploaded' message.

Figure 17

## 5.4. Compliance

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

The screenshot shows the 'Compliance' tab of the 'RESS 2 How to Guide' application form. The 'Compliance' tab is active. Below the tabs, there are several sections:

- Declaration of Compliance with Eligible Technology (SCRT1):\*** A checkbox and a file upload area with a 'View' button and a 'File has been successfully uploaded' message.
- Declaration of Information (SCRT2):\*** A checkbox and a file upload area with a 'View' button and a 'File has been successfully uploaded' message.
- Declaration of Planning Consent (SCRT3):\*** A checkbox and a file upload area with a 'View' button and a 'File has been successfully uploaded' message.
- Evidence of Full Planning Permission/Approval (EPFPA):\*** A date field (4/1/2021), a file upload area with a 'View' button and a 'File has been successfully uploaded' message, and a 'Grid Connection Contract Reference Number\*' field (122448).
- Declaration of Grid Connected Project or Eligible ESP Project\*** A checkbox and a file upload area with a 'View' button and a 'File has been successfully uploaded' message.

Figure 19

### **5.5. Submitting Application for Qualification**

Once all mandatory fields have been populated across all four tabs, the AfQ can be submitted. Please note that a user cannot reverse a submission; once the submission has been made it is final. Therefore, we recommend that users do not submit their AfQ until they have carefully reviewed all items.

If a mandatory field is left blank or populated with incorrect information an error message will occur and the user will need to edit this before attempting to submit their AfQ again.

### **5.6. Deleting Application in Draft**

At any stage during the Qualification submission window an AfQ can be deleted in draft. Please note that if an AfQ is deleted in draft the application line item will remain on the screen and will still be listed in Application List however all data previously entered will be deleted within the application.