

WP22 – Applicant & Capacity Provider Registration

EMRS Working Practice

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1. Change Amendment Record

Version	Date	Description
1.0	6 Aug 2015	Go-Live Version
2.0	26 Nov 2015	Changes due to bank detail checks
3.0	28 Feb 2017	Updated to include the EMR Settlement Portal process
4.0	8 Jun 2017	Updated to remove the need for Applicants to register
5.0	4 Aug 2017	Template transfer and cosmetic changes.
6.0	1 November 2017	Updated to include Volume Reallocation Participants
7.0	19 August 2019	Annual Review
8.0	29 June 2020	Authorised Contact updates
9.0	13 October 2020	Update to include the link to EMR Privacy Policy
10.0	10 December 2020	Metered data notification updates & Annual Review
11.0	22 December 2020	Updates relating EMR Registration & Amendment Form

2. Introduction

In order to participate in the Capacity Market (CM), prospective Capacity Providers must prequalify. Those who have submitted or are entitled to submit an application for prequalification are known as Applicants¹.

Subsequently the Delivery Body will hold the Capacity Auction, where all prequalified Applicants can bid for a Capacity Agreement. Where an Applicant is awarded a Capacity Agreement, it will have committed one or more CMUs to meet the Capacity Agreement, and consequently will be a Capacity Provider. All Capacity Providers will need to register with EMRS prior to the Delivery Year for its Capacity Agreement, to enable EMRS to administer Capacity Payments to Capacity Providers.

All parties involved in secondary trading or volume reallocation will need to register with EMRS prior to undertaking these activities.

2.1 Scope and Purpose of the Working Practice

The purpose of this Working Practice is to detail how Capacity Providers register their details with EMRS to enable efficient, effective and secure transfer of CM Settlement information in a timely manner.

2.2 Main Users of this Document and Responsibilities

This document is intended to be of use to Applicants and Capacity Providers. Table 1 summarises the roles and responsibilities of those parties involved in this procedure, with respect to this procedure only.

Name	Responsibilities
EMR Delivery Body	Provide prequalification and Capacity Auction results to EMRS
EMR Settlement Ltd (EMRS)	Validate and register details of relevant Applicants and Capacity Providers for use in CM Settlement
Capacity Provider	Provide and maintain accurate and timely registration details for use in CM Settlement

¹ The Electricity Capacity Regulations 2014 2 (1) - <http://www.legislation.gov.uk/uksi/2014/2043/contents>

2.3 Associated Documents

This working practice is based upon, but does not replace the regulations overseeing EMR and should be read in conjunction with the following:

Document
The Electricity Capacity Regulations, and all subsequent amendments ²
Capacity Market Rules ³
EMR Settlement Authorisations Guidance ⁴
EMRS Working Practice WP31 – Amending EMR Party Details ⁵
EMRS Working Practice WP35 – CM Applicant Credit Cover Process ⁵

3. Required Applicant and Capacity Provider Information

It is the responsibility of the Capacity Provider to register with EMRS and keep details up to date. It is important that the timescales specified in this document are followed. **Failure to do so may result in Capacity Payments not being made on time.**

The Capacity Provider details are collected via a registration form, which is available on the EMRS website (see Appendix 1). The information that must be registered with EMRS is:

- Company Information
- EMR Party ID
- Bank account information for Capacity Payments
- Interface method for receiving backing data (EMR Settlement Portal, DTN, email)

Authorised Contact Details for Authorised Persons. Each EMR Party must have one Primary Party Authority and at least two Finance Authorities⁴. An individual will only be able to hold one authorised role. All of this information is required prior to the first Delivery Year for which the Capacity Provider has a Capacity Agreement. Capacity Payments cannot be made without complete registration details.

The registration details will be shared with ESC in order for them to communicate with EMR Parties directly for key updates, events, and significant information⁶.

² <http://www.legislation.gov.uk/ukxi/2014/2043/contents> - Capacity Market Regulations.

³ <https://www.ofgem.gov.uk/electricity/wholesale-market/market-efficiency-review-and-reform/electricity-market-reform/capacity-market-cm-rules> - Capacity Market Rules

⁴ <https://emrsettlement.co.uk/publications/guidance> - All EMRS guidance documents

⁵ <https://emrsettlement.co.uk/publications/working-practices> - All EMRS Working Practices

⁶ Further details on EMR Privacy Policy can be found in <https://www.emrsettlement.co.uk/privacy-policy/>.

3.1 EMR Party ID

For EMRS to identify a Capacity Provider within the Settlement System an EMR Party ID is used. The EMR Party ID is a unique identifier for a legal entity. This supports effective management of the Party within CM Settlement. Where a Capacity Provider is a BSC Party, the EMR Party ID must match the Party's BSC Party ID. For further information on BSC Party IDs please refer to the ELEXON website⁷.

Where a Capacity Provider does not have a BSC Party ID because it has not acceded to the BSC, an EMR Party ID will be agreed between EMRS and the Capacity Provider. The EMR Party ID will be the Capacity Provider's BSC Party ID if the Capacity Provider accedes to the BSC. If the legal entity already has an EMR Party ID through participating in the Contracts for Difference scheme or because it is a Licensed Supplier, then this is the ID that is used for CM Settlement as well.

The EMR Party ID will be confirmed and issued by EMRS in conjunction with the Capacity Provider's request, but cannot be amended once in place.

3.2 EMR Settlement Portal

The EMR Settlement Portal provides a safe and secure environment for EMR Parties to easily view, download, save and print their settlement files. Due to the nature of the files available, access will be restricted to the following registered EMR authorised contact types:

- Finance authority
- Primary authority
- Operating authority
- User
- Company email

Once EMRS has received and processed a registration form for an EMR Party, any new Authorised Contacts will receive an email asking them to register for the Portal. Please note that access to the portal is granted when a user is registered as an Authorised Contact with EMRS; they may therefore have access to the Portal before there are settlement files available for their organisation.

It is the responsibility of the Capacity Provider to inform EMRS when an Authorised Contact leaves their organisation and therefore should no longer have access to the Portal as a registered user. Without notification (via an amendment form), existing registered users of the Portal will retain access to it.

⁷ <https://www.elexon.co.uk/bsc-related-documents/bsc-signatories-qualified-persons/> Information available on the ELEXON website

4. Interface and Timetable Information

4.1 Capacity Provide Registration

There are two triggers that require a Capacity Provider to register with EMRS:

- When a Capacity Provider is prequalified by the EMR Delivery Body and awarded a Capacity Agreement.
- When a Capacity Provider is intending on acquiring a Capacity Agreement through secondary trading or participating in volume reallocation and has not yet registered.

Ref	When	Action	From	To	Input Information Required	Method
4.1.1	On Auction Results Day	Capacity Agreement Notices issued for each successful CMU	Delivery Body	Capacity Provider	Capacity Market Register ⁸	Email notification
4.1.2	Following auction results day: At least six months prior to the first Delivery Year to which the Capacity Agreement relates ⁹	Complete and send Registration Form	Capacity Provider	EMRS	Appendix 1- Capacity Market Registration Form ¹⁰	Email
4.1.3	Within 1WD of 4.1.2	Acknowledge receipt of the registration form	EMRS	Capacity Provider	As submitted in 4.1.2	Email

⁸ <https://www.emrdeliverybody.com>

⁹ If you have previously registered with EMRS for a different Delivery Year or Capacity Agreement, please get in touch to confirm the details you need to register.

¹⁰ Form to be sent in the Excel version along with a PDF version which is signed by an appropriate representative to contact@emrsettlement.co.uk

Ref	When	Action	From	To	Input Information Required	Method
4.1.4	Within 15WDS of 4.1.2	Validate form Request confirmation of bank information	EMRS	Capacity Provider	As submitted in 4.1.2	Internal process (unless clarification is required from the Applicant/Capacity Provider)
4.1.5	Following 4.1.4	Confirm EMR Party ID	EMRS	Capacity Provider	Existing BSC Party IDs and EMR Party IDs; As submitted in 4.1.2	Email
4.1.6	Following 4.1.4 and 4.1.5	Create Capacity Provider record including preferences for SFTP account details within the settlement system and send confirmation	EMRS	Capacity Provider	As submitted in 4.1.2 and 4.1.4	Internal process Email
4.1.7	Following 4.1.6	Registration email for the EMR Settlement Portal sent to authorised contacts END OF PROCESS	EMRS	Capacity Provider	As submitted in 4.1.2	Email

5. Contact Information

For all registration queries please contact:

Contact Organisation	Contact
Settlement Services Provider (EMR Settlement Ltd)	Telephone: 020 7380 4333 Email: contact@emrsettlement.co.uk

6. Acronyms and Definitions

A list of acronyms and definitions can be found in the useful links section on the publication pages in the EMRS website¹¹.

¹¹ <https://emrsettlement.co.uk/publications/working-practices>

7. Appendix 1 – Registration Form

The EMR Registration & Amendment Form can be found on the EMRS website¹².

The form is in Excel format¹³. There is a Supporting Information tab within the workbook and the form itself contains question marks which when selected provide some guidance as well.

Where the fields are coloured this information is mandatory before payments can be made in the delivery year. Where bank details cannot be provided at the time of initial registration these can be provided using the amendment process. Please see EMRS Working Practice WP31 - Amending EMR Party Details¹².

Image 1: Location of EMR Registration & Amendment Form

WP22 – Applicant and Capacity Provider Registration

Revision: 10

[Download PDF \[385.21 KB\]](#)

Revision: 3

[Download XLSM \[104.20 KB\]](#)

¹² <https://emrsettlement.co.uk/publications/working-practices/>

¹³ Excel spreadsheet available under WP22 as shown in the above image on Appendix 1 - <https://www.emrsettlement.co.uk/publications/working-practices/>



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