



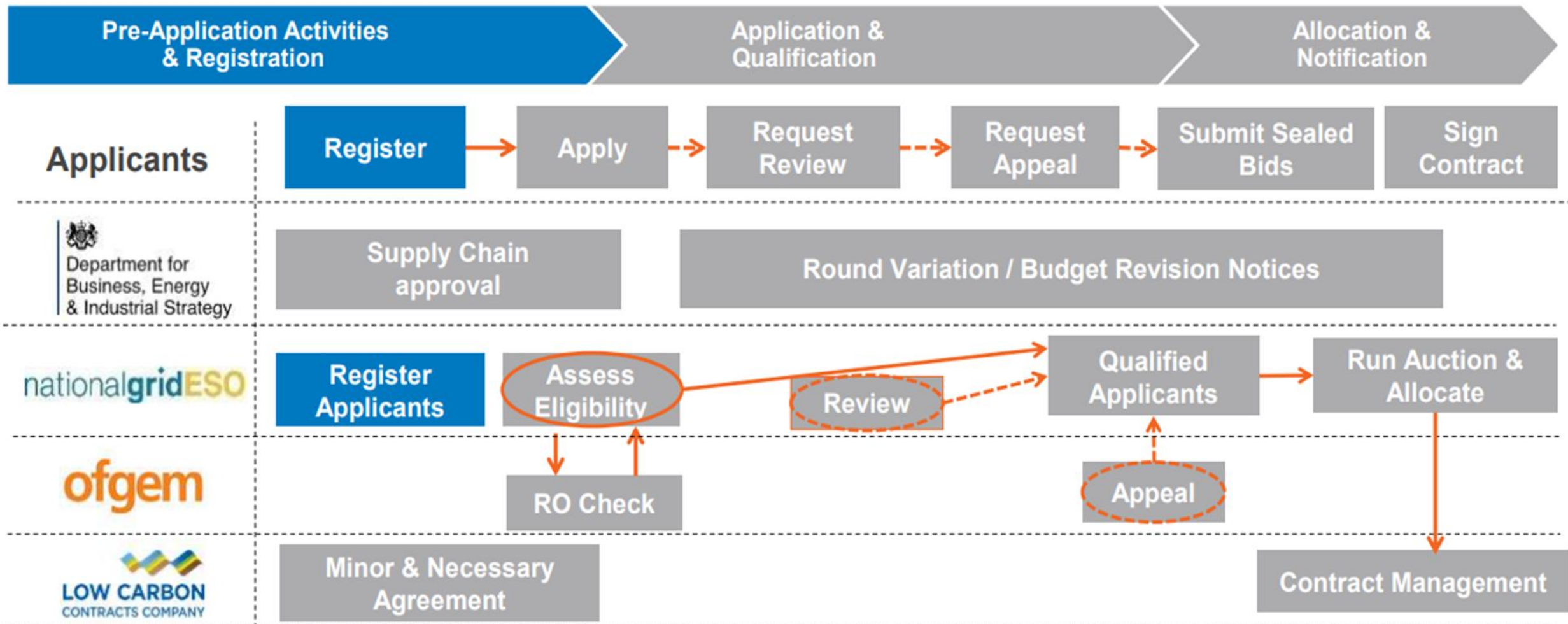
CfD AR4 Launch Event Breakout Room

How to Navigate the Delivery Body
Portal Breakout Session

House keeping and how the session will run

- Today's session will be focused on how to navigate the EMR Delivery Body Portal to help complete a CfD Company Registration and how to create a CfD Application for Allocation Round 4
- This session will include two of the Guidance Video's which will be published on the EMR Delivery Body Website on 4 October 2021
- We will cover some key dates for AR4 and cover common errors that arise when registering your company and creating a CfD application.
- Please post your questions in the Teams chat and we will answer questions at the end of the session.

CfD Registration Overview



What is the Delivery Body Portal?

- The Delivery Body Portal Website: <https://www.emrdeliverybody.com/sitepages/home.aspx>
- The Delivery Body Portal is where you will register your company, create and submit your CfD application, and submit seal bids.
- All Information and supporting material for the CfD Registration process and submitting a CfD application for Allocation Round 4 will be available via the Delivery Body Portal.

When is the CfD Registration Window?

- Registration Window: 4 October 2021 - 14 January 2022
- Application Window: 13 December 2021 – 14 January 2022
- Although the Registration Window closes on the 14 January 2022, we cannot guarantee that we will be able to process company registrations submitted after 7 January 2022.
- The Delivery Body SLA to process Registrations will be 5 working days.

Delivery Body Portal system requirements

Please ensure that you are familiar with these recommended requirements before completing your CfD Application in the EMR Delivery Body Portal:



Recommended PC Operating System:
Microsoft Windows
(e.g. Windows 2003 to Windows 10)

Recommended Internet Browsers:
Internet Explorer, Google Chrome or Firefox



If multiple file uploads are not accepted:
Please compile files into a single PDF or ZIP

Maximum file size for uploads:
2GB

Mandatory file formats:
Microsoft Office files, PDF or JPEG
(e.g. .docx/.xlsx/.pdf)



What's New for AR4 Registration?

Automatic Registration Process

- As always, any anonymous user without creating an account on the portal can register a Company on the portal for both Capacity Market and Contracts for Difference. The new addition is a question that is asked to the user to ascertain whether the company They are trying to register on the portal is already registered in Companies House UK or not. Question – “Is this company registered at Companies House UK?”. It is a mandatory Question that the user needs to answer by Selecting “Yes” or “No (If No, you will be required to fill in the form manually which is detailed in the CfD Company Registration and User Management Guidance document)”

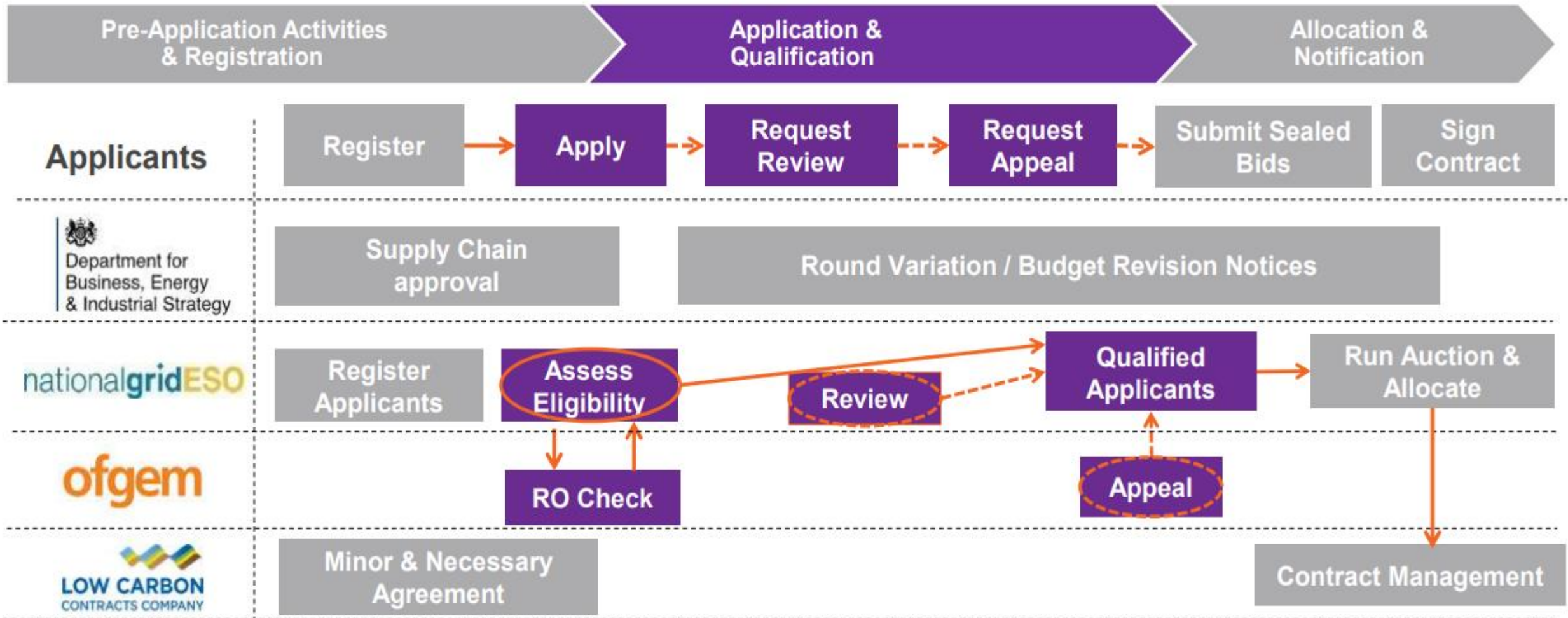
Digital signing of Registration form & OTP

- As part of this change one functionality that has been using which the Authorised Person can sign the registration form (link provided via an email) by providing their Full Name after verifying themselves using a six-digit One Time Password (OTP) sent to the Mobile Number provided in Authorised Person Section of the Company Registration Form. This process is further explained in the CfD Company Registration and User Management Guidance document.

How To Navigate the DB Portal – How to Register Your Company

CfD Company Registration & User Management Guidance Video

Application & Qualification Process Overview



How to Navigate the Portal – Creating an Application (Generic)



CfD Application Guidance Video for AR4

Key Dates for Allocation Round 4

Milestone	Duration	Shortest Timeline	Longest Timeline
Registration Window (Please note that for any submissions after the 07/01/22, the DB cannot guarantee that the registration request will be processed before the 14/01/22)	72 WD		4 th October 2021 – 14 th January 2022
Application Window	22 WD		13 th December 2021 – 14 th January 2022
Delivery Body Assessment Window	30 WD		17 th January – 25 th February 2022
Delivery Body notifies Applicants of Delivery Body Qualification Assessment	1 WD		25 th February 2022
Non Qualifying Applicant request Delivery Body Review	5 WD	Not Applicable	28 th February – 4 th March 2022
Delivery Body Review Non Qualifying Applications	15 WD	Not Applicable	7 th – 25 th March 2022
Non Qualifying Applicant notified of outcome of Review	1 WD	Not Applicable	25 th March 2022
Applicant Request Ofgem Review	5 WD	Not Applicable	28 th March – 1 st April 2022
Ofgem review Non - Qualification Appeals	20 WD	Not Applicable	4 th April – 12 th May 2022
Non – Qualifying applicants notified of outcome of Appeal	1 WD	Not Applicable	12 th May 2022
Review of Allocation Round – Final valuation	WD	28 th February – 7 th March 2022	12 th – 20 th May 2022
Sealed Bid invite & window	1 + 15 WD	8 th + 9 th – 29 th March 2022	23 rd + 24 th May – 15 th June 2022
Run Allocation and Independent Audit	12 WD	30 th March – 21 st April 2022	16 th June – 6 th July 2022
CfD Notifications	2 WD	22 nd – 25 th April 2022	7 th – 8 th July 2022

Common Errors on Application Form

- All mandatory fields have not been filled in before the 'submit' button
- Declarations are not completed
- Uploaded documents are not signed and dated
- Uploaded documents do not have the correct CfD Unit details
- For phased delivery, the dates entered are not sequential

Any Questions?

Thank You

In the event you have any questions regarding the CfD Company Registration and User management process, please contact us on:

Contracts for Difference team

Telephone: 01926 655300

Email: .box.emr.cfd@nationalgrid.com

