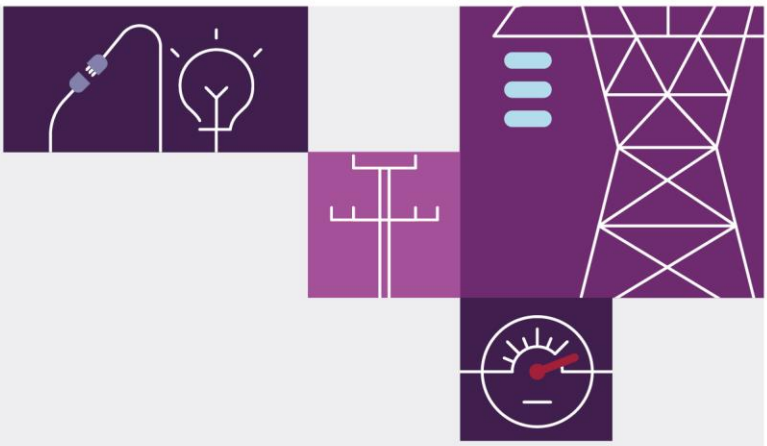
WEMS MPI User Guide: Registration

August 2023

Version 1



Important notice

Purpose

AEMO has prepared this document to provide information about the registration support process available to Market Participants for the Wholesale Electricity Market System (WEMS), as at the date of publication.

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Version control

Version	Release date	Changes
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1 Introduction

The purpose of this document is to describe the functions and capabilities of the Wholesale Electricity Market System Market Participant Interface and act as a guide to users. The WEMS Market Participant Interface (WEMS MPI) is the medium between the Market Participant and AEMO to exchange and submit registration information, trading submissions, and facilitate the extraction of reports.

This document is intended for WEMS MPI users.

2 System Requirements

Please refer to the Market Procedure: Data and IT Interface Requirements for more information on the necessary technical details and standards, software and hardware specifications, and security standards required for Market Participants to operate in the Wholesale Electricity Market (WEM).

3 Accessing the System & navigating to Registration (SCED) Interface

Prior to accessing the Registration (SCED) Interface, the following must be completed:

1. The user's Market Participant Administrator (MPA) must create a user account for the user and assign a Registration (SCED) access level of either "Full Access" or "Read Only", as seen in Figure 1.
2. The user must complete the "WEMS RSA Token Request Form" and email the form to wa.operations@aemo.com.au. Refer to Accessing WEMS Market Participant Interface Access to download the form.

When the above actions have been completed, the user will have access to Registration (SCED) Interface, located in WEMS MPI at https://wems.aemo.com.au/mpi. After logging into WEMS MPI, the user can access the Registration (SCED) interface by clicking on Registration (SCED) on the top ribbon, as seen in Figure 2.

A Login Reference Guide is available at https://wems.aemo.com.au/mpi or from WA Energy Market Management team at wa.operations@aemo.com.au.

Figure 1 User Management – Full Access or Read Only for Registration (SCED)

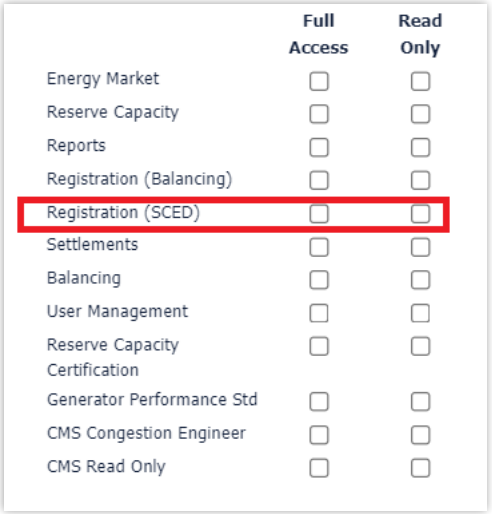


Figure 2 Navigating to the Registration (SCED) interface

4 Common Information

Every webpage within the MPI contains the standard navigation items in Table 1.

Table 1 Standard MPI navigation items

Item	Description
Contact Us	Provides AEMO contact details for queries related to the MPI and WEMS.
Disclaimer	Site specific disclaimer for MPI user.
Help	Provides the user guide of the application (this document).
Logout	Allows the user to logout from the application.
Menu	Allows navigating across the application. Home, Notifications, Energy Market, Reserve Capacity, Balancing, LFAS, Registration, Settlements, Reports, Configuration, Help, and Logout menu items are available.
User Name	Name of the user that is logged in.
WEMS Market Time	Displays the time of the WEMS (Australian Western Standard Time)

5 Participant Registration

To access the Registration dashboard for Real-Time Market which applies after New WEM Commencement Day (NWCD) select **Registration (SCED)** option from the WEMS MPI menu.

Note: The **Registration (Balancing)** dashboard will be available as a read-only option after NWCD. It contains all historic registration information for the Balancing Market and cannot be modified after New WEM Commencement Day. However, this guide will refer only to the Registration (SCED) functionality. Information on how to navigate the Registration (Balancing) dashboard will be contained in the historic version 6.22 of the MPI User Guide, which can be found at AEMO website (link here).

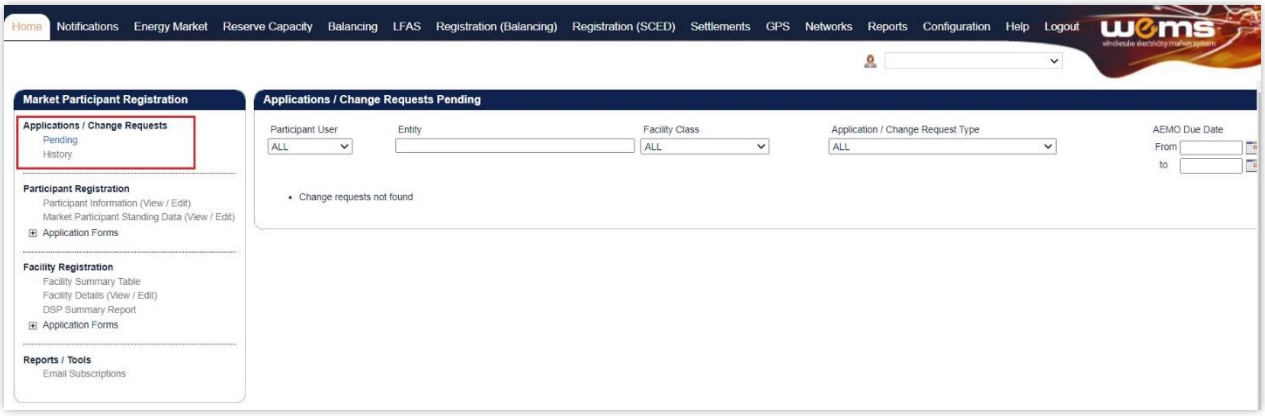
For assistance with Participant Registration, please contact WA Energy Market Management team at wa.operations@aemo.com.au.

5.1 Applications/ Change Request

The Applications/Change Requests function in WEMS MPI allows users to make the submissions to register or de-register as a Participant, and to update and view existing registration information.

To view pending or historical Applications/Change Requests, select **Registration (SCED) > Change Requests** to see the Applications/Change Requests heading (see Figure 3).

Figure 3 Applications/Change Requests display



5.1.1 Pending

Click on **Pending** to show all the pending applications associated with Applications/Change Requests. These will be displayed in the main display (see Figure 4).

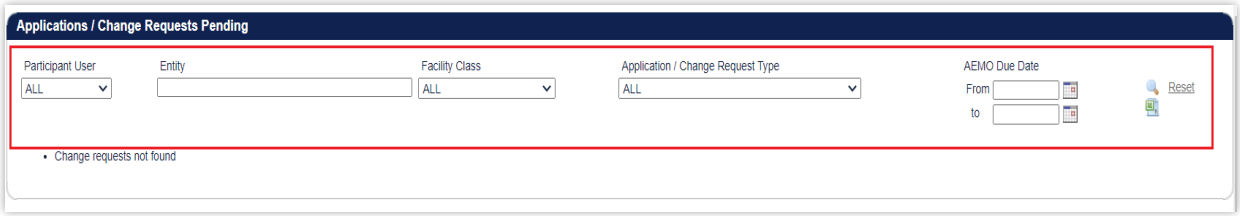
"**Pending**" means the application is yet to be approved by AEMO. The steps to search for pending Applications/Change Requests are:

1. Select one or more categories from the drop-down fields at the top of the window (see Figure 4):
- Participant User
- Entity (field which you can enter a Facility Short Name)
- Facility Class
- Application/Change Request Type
2. Use the AEMO Due Date field to filter the pending Applications/Change Requests by the date that the proposed date that AEMO must assess the application. This is 3 business days for Market Participant Standing Data and 20 business days for other applications. If no due dates are entered the Applications/Change Requests will automatically filter between the current date and one week in the future.
3. Enter the start and end dates of the search period into the From and To boxes by clicking on the calendar and selecting a date. Alternatively, the user can type the date directly into the box in the format dd/mm/yyyy.
4. Once the drop-down categories and/or dates have been selected, click the search button (the magnifying glass). This will list the pending applications which match the selected categories.
5. To reset the search parameters, click Reset.

To download the search results as a CSV file, click the Excel icon (under the magnifying glass). The default file name for the data is:

- Change_request_pending_YYYYMMDDHHMISS

Figure 4 Search for pending Applications/Change Requests



5.1.2 History

Click on History to show all the Applications/Change Requests that have been submitted by the user. This includes Applications/Change Requests that have been:

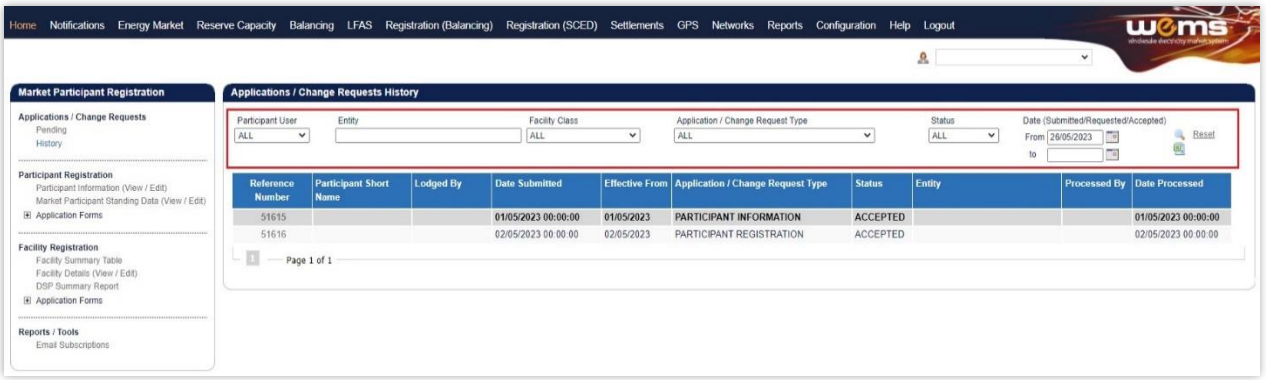
- Accepted by AEMO;
- Rejected by AEMO;
- Withdrawn by the user; and
- Cancelled by the user.

The user can view the Application/Change Request by clicking the Reference Number on the far left of the Applications/Change Requests History table.

The steps to search for historical Applications/Change Requests are:

1. Select one or more categories from the drop-down fields at the top of the window (see Figure 5):
- Participant User
- Entity (field which you can enter a Facility Short Name)
- Facility Class
- Application/Change Request Type
- Status
2. Use the Submitted/Requested/Accepted Date field to filter the historical Applications/Change Requests by the date that they were submitted, cancelled, withdrawn, accepted or rejected. If no dates are entered the Applications/Change Requests it will automatically filter between the current date and ten days in the past.
3. Enter the start and end dates of the search period into the From and To boxes by clicking on the calendar and selecting a date. Alternatively, the user can type the date directly into the box in the format dd/mm/yyyy.
4. Once the categories and/or dates have been selected, click the search button (the magnifying glass). This will list the historical applications matching the selected categories.
5. To reset the search parameters, click Reset.

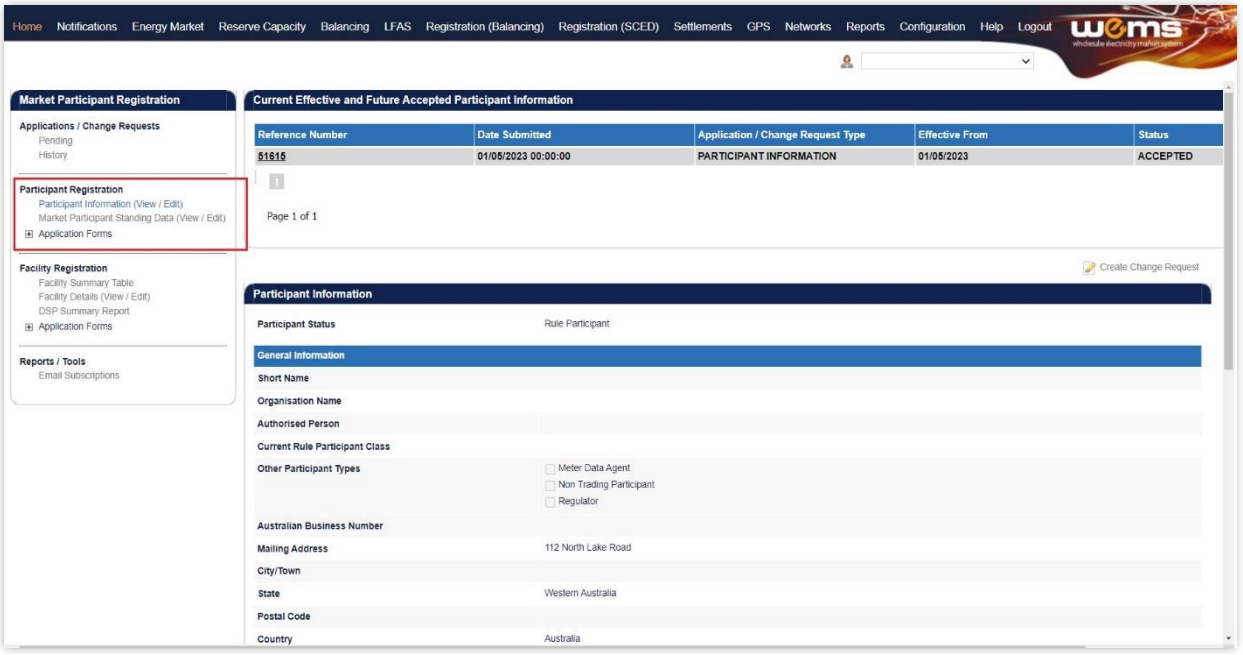
Figure 5 View all Applications/Change Request



5.2 Participant Information (View/Edit)

The Participant Information (View/Edit) display (see Figure 6) allows the user to view Current Effective and Future Accepted Participant Information and the Participant Information section in relation to Participant registration details.

Figure 6 View Participant Information



5.2.1 Current Effective and Future Accepted Participant Information

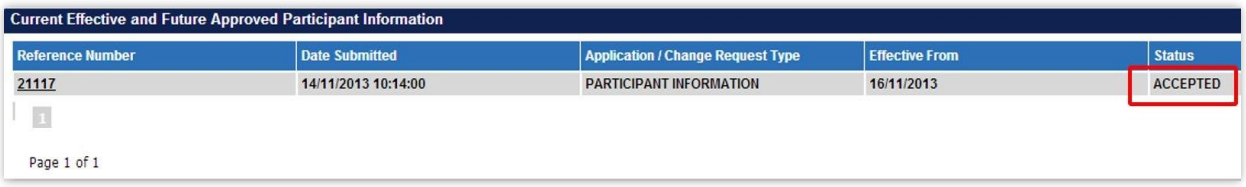
The Current Effective and Future Accepted Participant Information displays the log of relevant submitted Change Requests that have been accepted by AEMO.

The Change Requests are listed chronologically from the most recently accepted.

The status of the Change Requests in this display only shows those in Accepted status (see Figure 7); refer to Section 5.1 to view Change Requests of all statuses.

The user can browse through the submitted Change Requests by clicking on the page numbers below the table.

Figure 7 Current Effective and Future Accepted Participant Information



5.2.2 Participant Information

The Participant Information display provides the current effective information and includes the following sub-sections (see Figure 8):

- Participant Status;

- General Information (including short name, organisation name, Rule Participant Class, main contact details); and
- Financial Information.

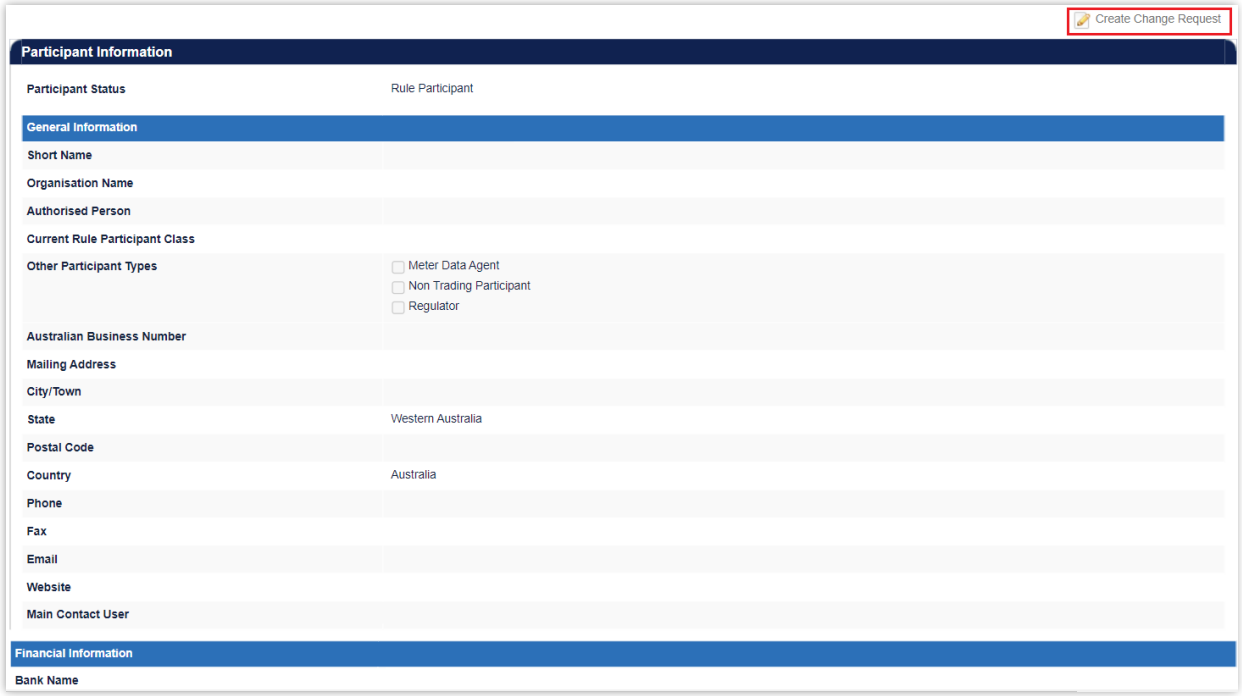
This display will be partially completed when the user first gains access to WEMS, prior to the Participant Registration process being finalised.

The user should review all information in their Participant Information display and add or update data by submitting a Change Request (see section 5.2.3).

Note:

- It is the Participant's responsibility to ensure that the information provided is up to date and relevant for each of the respective sections of the Participant Information display.

Figure 8 Participant Information



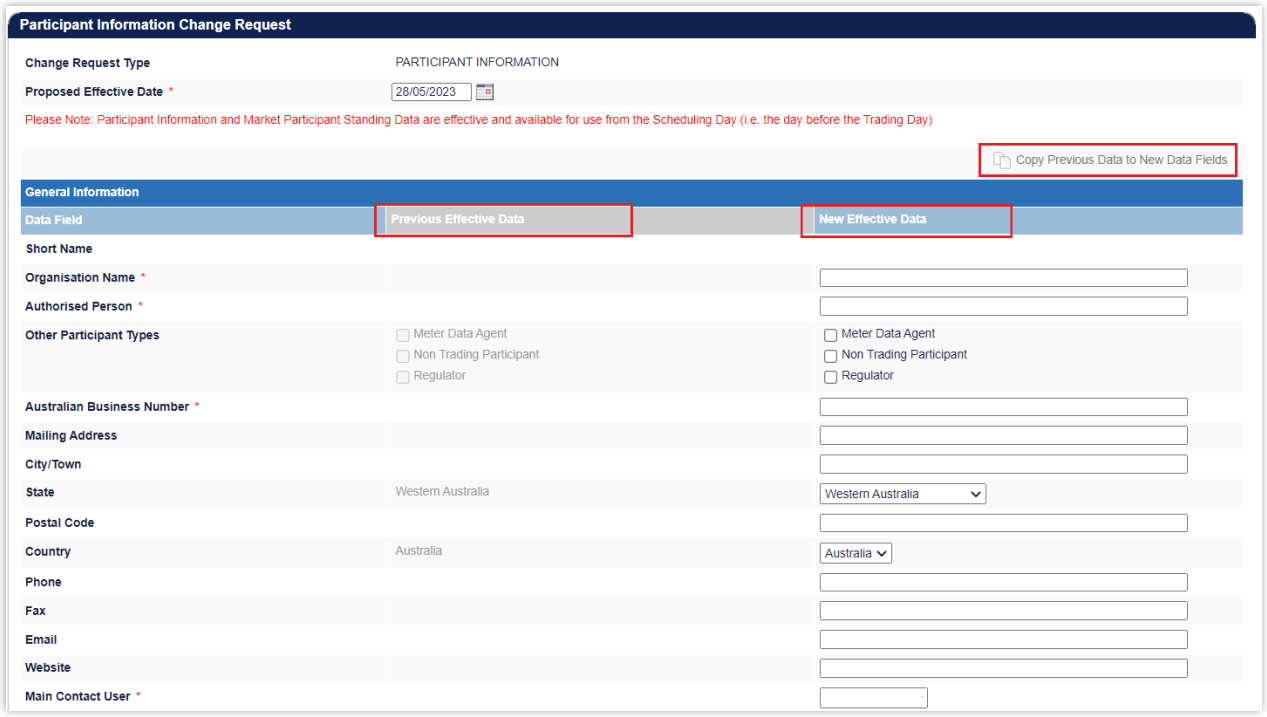
5.2.3 Participant Information Change Request

The steps to submit a Change Request to add or update Participant Information are:

1. Click the Create Change Request button on the top right of the Participant Information display (see Figure 8.) This will open a Change Request form (see Figure 9).
2. Enter a date for the Proposed Effective Date. This is the date from which the Participant Information will be made effective in WEMS if it is approved by AEMO. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.

3. The Previous Effective Data column displays the data that has been previously approved by AEMO and was effective immediately preceding the new requested Effective Date for the current Change Request.
4. Input new information into the fields within the New Effective Data column. All the fields must be completed. If only a few fields are to be changed, the user can click “Copy Previous Data to New Data Fields” at the top right. This will copy all the previous data to the new form. The user can then edit the fields that are most relevant to their Change Request.
5. When the Change Request form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the Change Request, click Back.
6. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to “Submit the information for review”. After clicking OK, the user will be directed to the Applications / Change Requests Pending window, where the Change Request will be logged.
7. If the user has submitted the Change Request form and it has not been Accepted nor Rejected by AEMO, the user can cancel the Change Request before it becomes effective. This can be done locating the Change Request in the Applications / Change Requests Pending screen (see section 5.1.1) and by clicking on the Cancel button at the bottom of the Change Request.

Figure 9 Participant Information Change Request



5.3 Market Participant Standing Data (View/Edit)

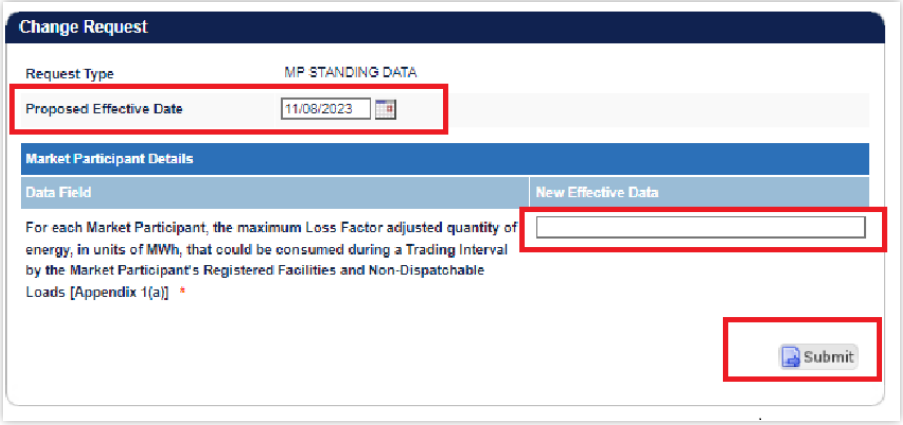
The Market Participant Standing Data display (see Figure 10) allows the user to view or submit a Change Request to update the maximum Loss Factor adjusted quantity of energy for the purposes of trading in Short Term Energy Market (STEM).

This value is used to set a Market Participant's Portfolio Demand Curve is the maximum cumulative quantity that a Market Participant is prepared to buy from the Short Term Energy Market (STEM) as referenced in Appendix 6 of the WEM Rules.

Any changes to this value will affect the Market Participant's single STEM Price Curve and the values that are converted into STEM Bids and STEM Offers relative to its Net Bilateral Position.

The Market Participant Standing Data is required for Rule Participants registered under the Market Participant Class.

Figure 10 Market Participant Standing Data (View/Edit)

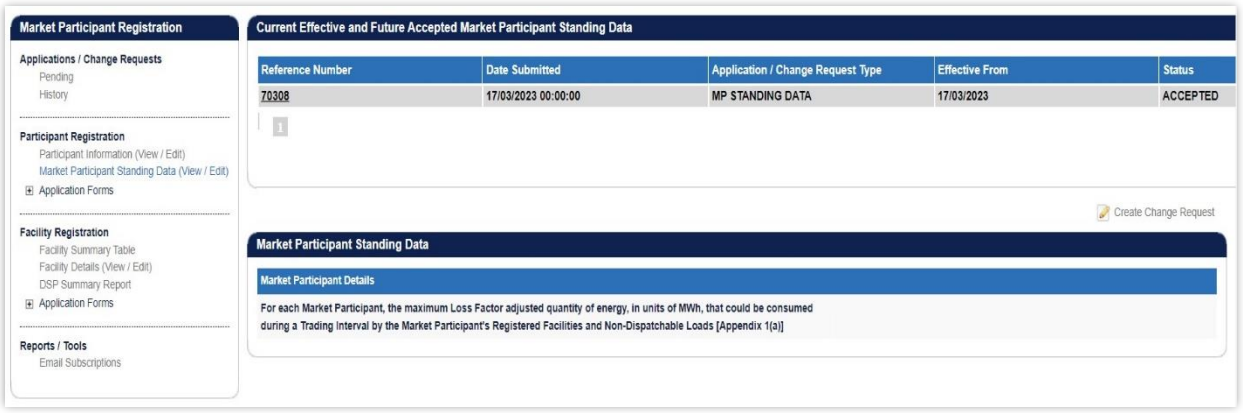


5.3.1 Current Effective and Future Accepted Market Participant Standing Data

The Current Effective and Future Accepted Market Participant Standing Data displays the log of relevant submitted Change Requests that have been accepted by AEMO (see Figure 11).

The Change Requests are listed chronologically from most recently accepted. Each submission details the date on which it was submitted and its effective date. The status of the Change Requests in this display only shows those in Accepted status; refer to Section 5.1 to view Change Requests of other statuses.

Figure 11 Current Effective and Future Accepted Market Participant Standing Data



5.3.2 Market Participant Standing Data Change Request

The steps to submit a Market Participant Standing Data Change Request are:

1. Click on Market Participant Standing Data (View/Edit) in the Application Forms section. (See Figure 10)
2. Select Create Change Request at the top right of the form.
3. Complete the Market Participant Details section by updating the maximum Loss Factor adjusted quantity of energy the Market Participant can consume in Trading Interval for the purposes of trading in Short Term Energy Market (STEM).
4. Enter a date for the Proposed Effective Date. This is the date from which the Market Participant Standing Data information will be made effective in WEMS if it is approved by AEMO. The date will automatically default to 2 calendar days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
5. When the application form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the form, click Back.
6. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit this information for review". After clicking Ok, the user will be directed to the Pending Approval window, where the application form will be logged.

5.4 Participant Registration Application Forms

The application forms that can be submitted in relation to Participant Registration are (see Figure 12):

- Rule Participant Registration
- Rule Participant Deregistration

If the Participant has not yet registered, then the Rule Participant Deregistration form will be greyed out. If the Participant has already registered, then the Rule Participant Registration form will be greyed out. While registering in a Rule Participant class, a user will have a restricted view of the MPI.

Figure 12 Rule Participant Application Forms

5.4.1 Rule Participant Application Form

The Registration system will automatically populate the respective fields of the form with the current effective information from the Participant Information Data Change Request. It is therefore important to have up to date information and data before submitting the form.

The steps to submit an application for Rule Participant Registration are:

1. Click on Rule Participant Registration under the Application Forms section.
2. Complete the Registration Information section of the form (see
3. Figure 13) by selecting the radio buttons relevant to the application, including select the relevant Rule Participant Class from which the Participant wants to register.
4. Nominating a date on which the Rule Participant Registration will be effective from, upon approval by AEMO. The date field will automatically default to 2 Business Days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
5. The Contact Information, Invoicing and Tax Details, and Additional Market Participant Information sections will be populated automatically from the Participant Information Data Change Request. The user should review the information to ensure it is accurate and up to date.
6. Complete the Declaration section (see Figure 14). The user must review and tick all the relevant boxes, and if necessary, upload documents to support the application if required by AEMO.
7. When the application form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the form, click Back.
8. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to “Submit the information for review”. After clicking OK, the user will be directed to the Pending Approval window, where the application form will be logged.

9. If the user has submitted the Change Request form and it has not been Accepted nor Rejected by AEMO, the user can cancel the Change Request before it becomes effective. This can be done locating the Change Request in the Applications / Change Requests Pending screen (see section 5.1.1) and by clicking on the Cancel button at the bottom of the Change Request.

Figure 13 Rule Participant Registration Form

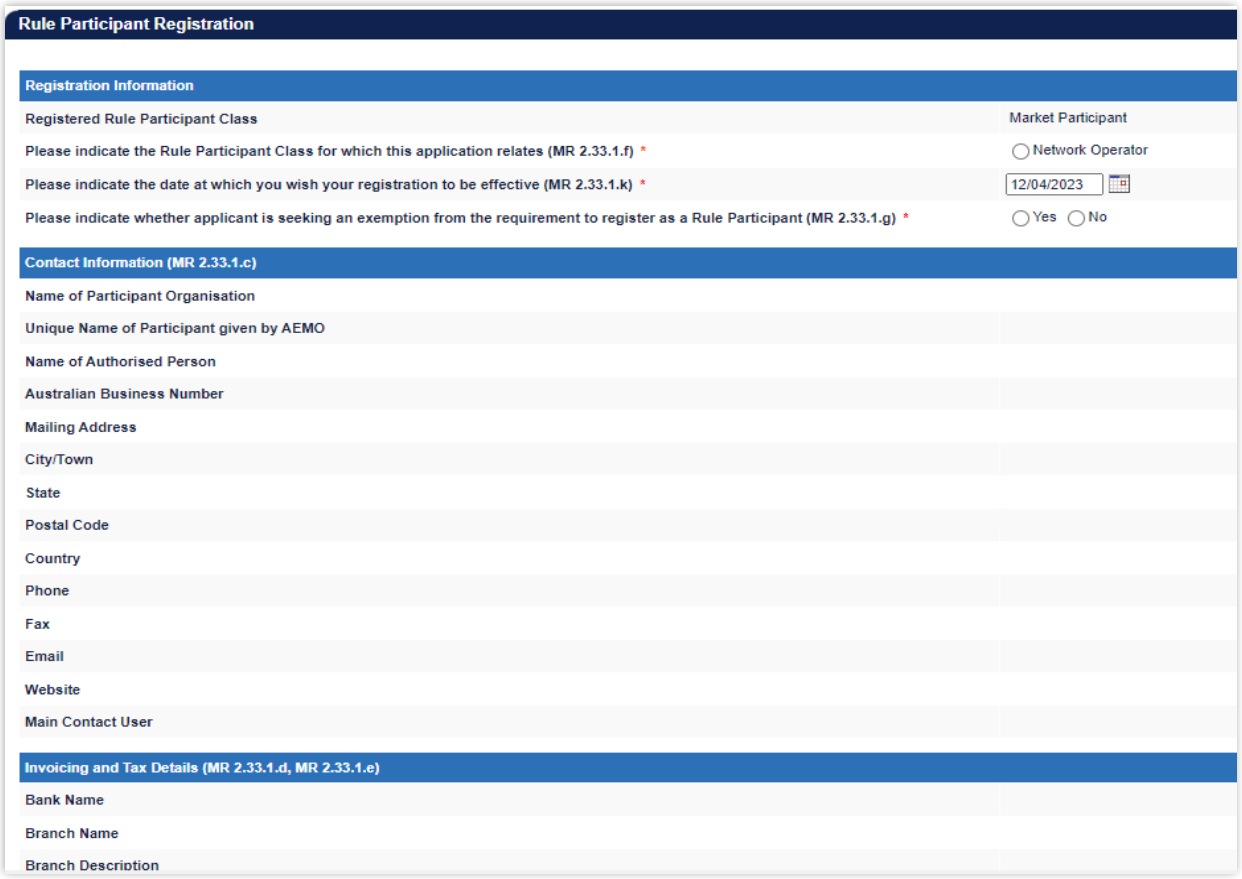
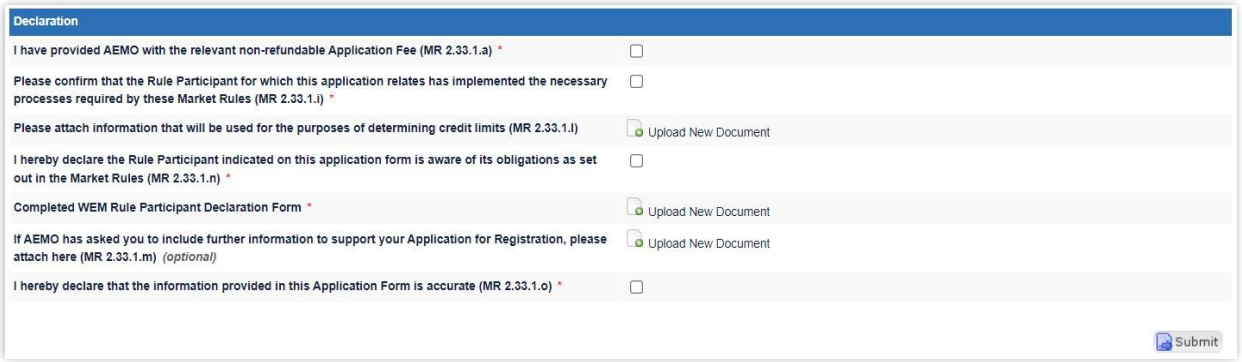


Figure 14 Declaration section of Rule Participant Registration Form

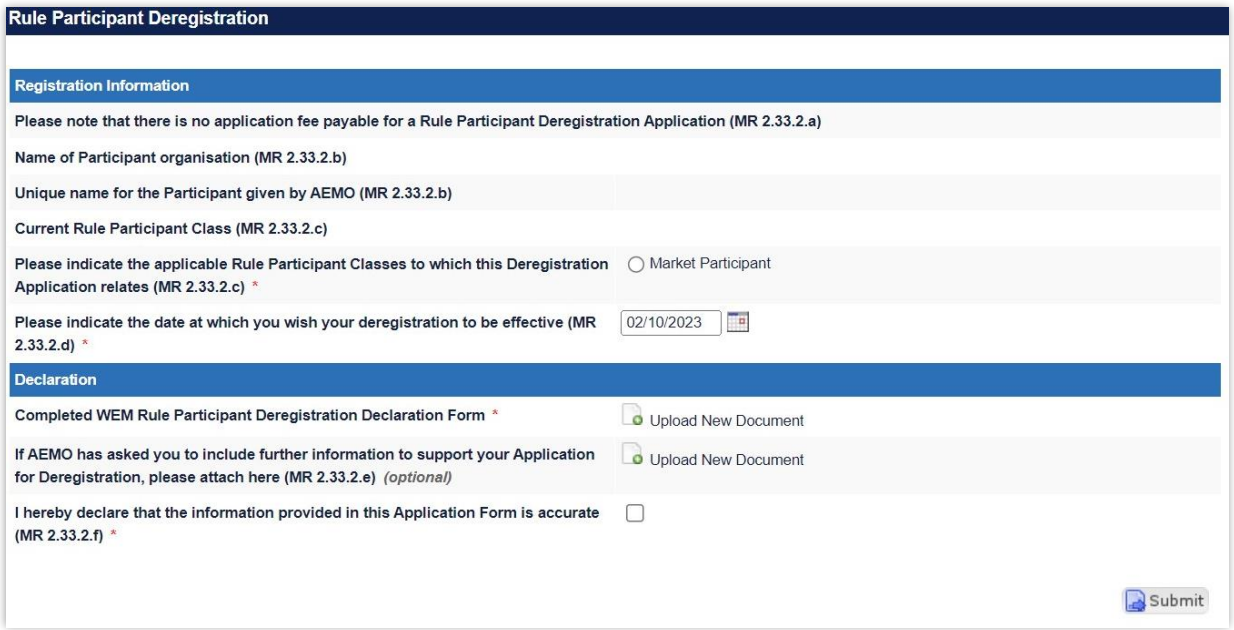


5.4.2 Rule Participant Deregistration Application Form

The steps to submit an Application for Rule Participant Deregistration are:

1. Click on Rule Participant Deregistration under the Application Forms section.
2. Complete the Registration Information section of the form (see Figure 15) by selecting the radio button of the relevant Participant Class from which the Participant wants to register.
3. Insert the date that was provided in the approved Declaration of Rule Participant Deregistration Form. The date will automatically default to 2 Business Days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
4. Complete the Declaration section. If necessary, upload documents to support the application if required by AEMO.
5. When the application form has been completed, click Submit to provide the information to AEMO for review.
6. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit the information for review". After clicking OK, the user will be directed to the Pending Approval window, where the application form will be logged.
7. If the user has submitted the Change Request form and it has not been Accepted nor Rejected by AEMO, the user can cancel the Change Request before it becomes effective. This can be done locating the Change Request in the Applications / Change Requests Pending screen (see section 5.1.1) and by clicking on the Cancel button at the bottom of the Change Request.

Figure 15 Rule Participant Deregistration Form



6 Facility Registration

This section should be read in conjunction with the WEM Procedure: Facility Registration Processes.

To access the Registration dashboard for Real-Time Market which applies after New WEM Commencement Day (NWCD) select Registration (SCED) option from the WEMS MPI menu.

The Facility Registration function of the WEMS MPI supports Facility related activities in the WEM. Note: The Registration (Balancing) dashboard will be available as a read-only option after New WEM

Commencement Day. It contains all historic registration information for the Balancing Market and cannot be modified after New WEM Commencement Day. However, this guide will refer only to the Registration (SCED) functionality. Information on how to navigate the Registration (Balancing) dashboard will be contained in the historic version 6.22 of the MPI User Guide, which can be found at AEMO website (link here)

For assistance with Participant Registration, please contact WA Energy Market Management team at wa.operations@aemo.com.au.

6.1 Facility Summary Table

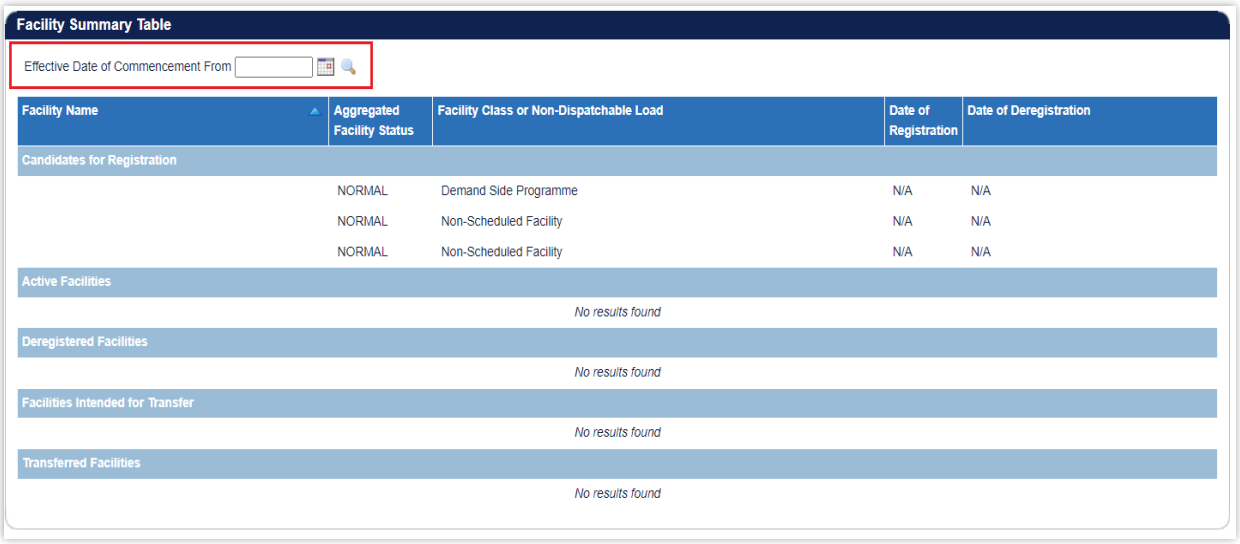
The Facility Summary Table (see Figure 16) displays the current state of the Participant's facilities and includes Facility Name, Aggregated Facility Status, Facility Class or Non-Dispatchable Load, Date of Registration, and Date of Deregistration.

The Facilities are grouped into Candidates for Registration (i.e. facilities that have been created but not registered), Active (i.e. registered), Deregistered Facilities, Facilities Intended for Transfer, and, Transferred Facilities.

To filter the list by the Effective Date of Commencement of the Facility (see Figure 17), select a date from the calendar, or enter a date manually in the format dd/mm/yyyy. Click the Magnifier button to filter.

Figure 16 Facility Registration

Figure 17 Facility Summary Table



6.2 Facility Details (View/Edit)

The Facility Details display (see Figure 18) contains the following sub-sections, which detail the specific data related to the registration of each Facility:

- Facility List
- General Information

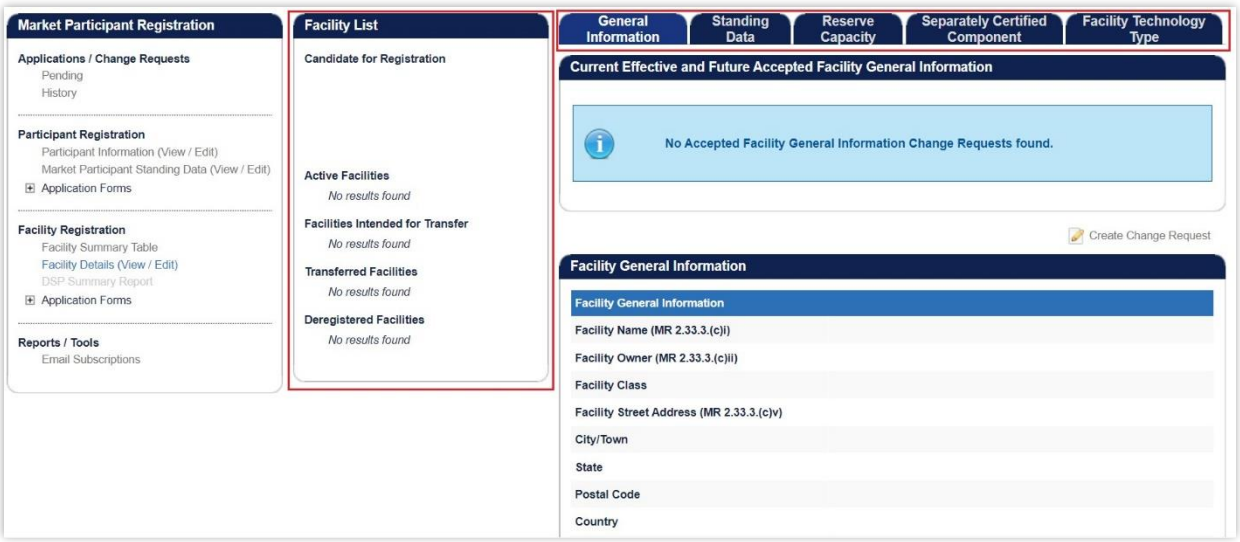
- Standing Data
- Reserve Capacity
- Separately Certified Component (only applicable to Scheduled Facility and Semi-Scheduled Facility)
- Facility Technology Type (if applicable)
- NDL Information (if the facility is an NDL).

These sub-sections are outlined in more detail in the below sections.

Note:

- It is the Rule Participant's responsibility to ensure that the information provided is up to date and relevant for each of the respective sections.

Figure 18 Facility Details (View/Edit)



6.2.1 Facility List

The Facility List menu lists the Facility Short Names representing the Rule Participant's facilities that are Candidates for Registration (i.e. facilities that have been created but not yet registered), Active (i.e. registered), Facilities Intended for Transfer, Transferred, and Deregistered.

Select an individual Facility by clicking on its Facility Short Name in the list; and the information in the corresponding tabs will updated accordingly.

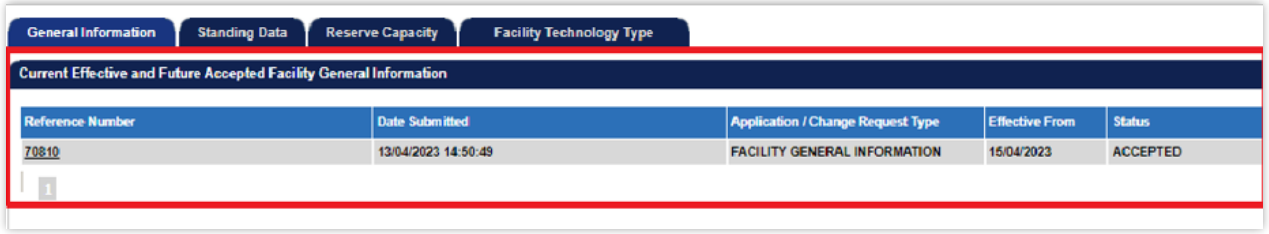
6.2.2 General Information

The General Information tab features two sub-sections:

6.2.2.1 Current Effective and Future Accepted Facility General Information

The Current Effective and Future Accepted Facility General Information section displays the log of relevant submitted Change Requests that have been accepted by AEMO.

Figure 19 Current Effective and Future Accepted Facility General Information

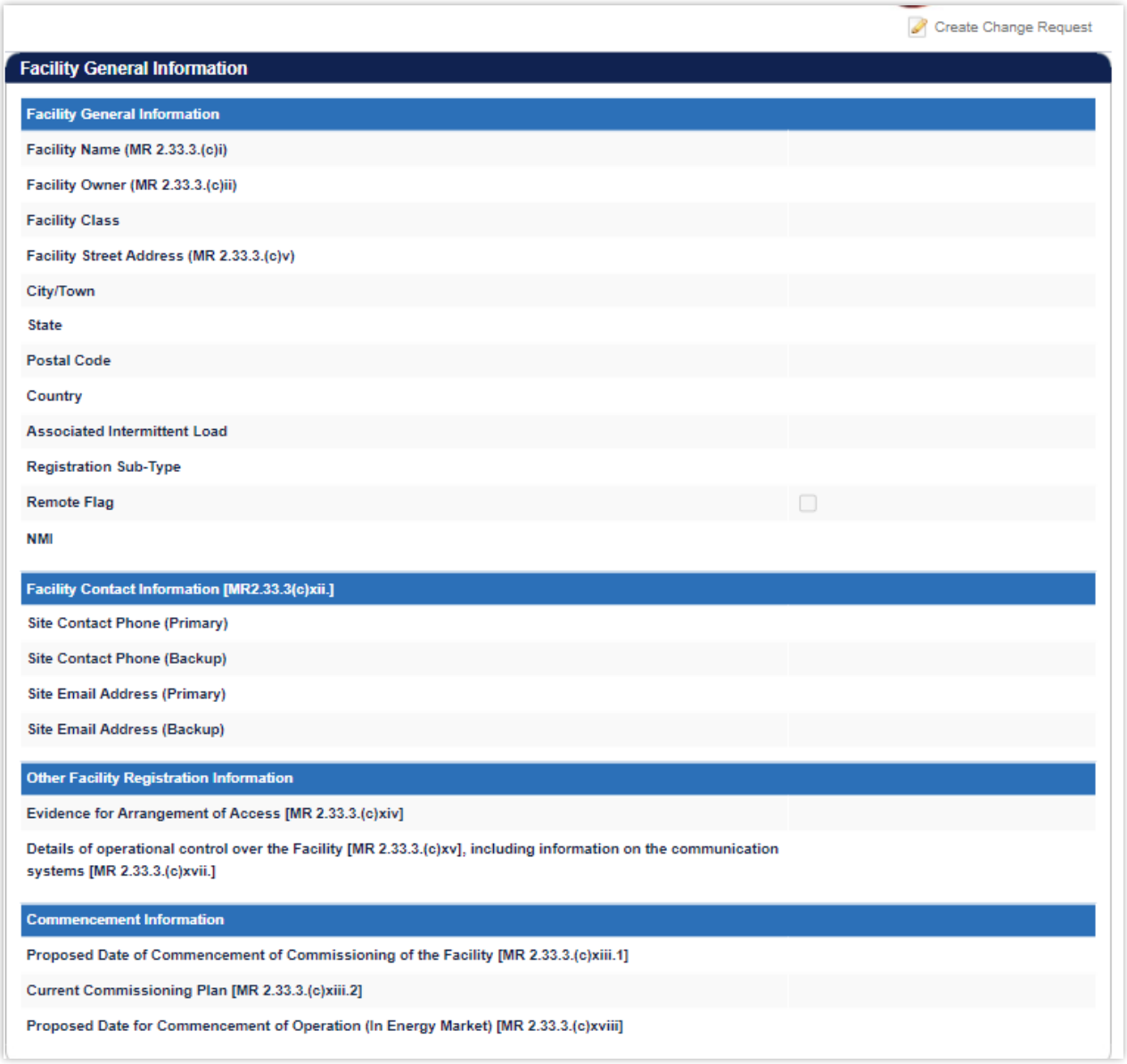


The data submitted as part of the Change Request is displayed in the Facility General Information section.

6.2.2.2 Facility General Information

The Facility General Information section displays the current effective Facility General Information, Facility contact Information, Other Facility Registration Information, and Commencement Information.

Figure 20 Facility General Information



The above information can be updated by submitting a Change Request under section 6.2.2.3.

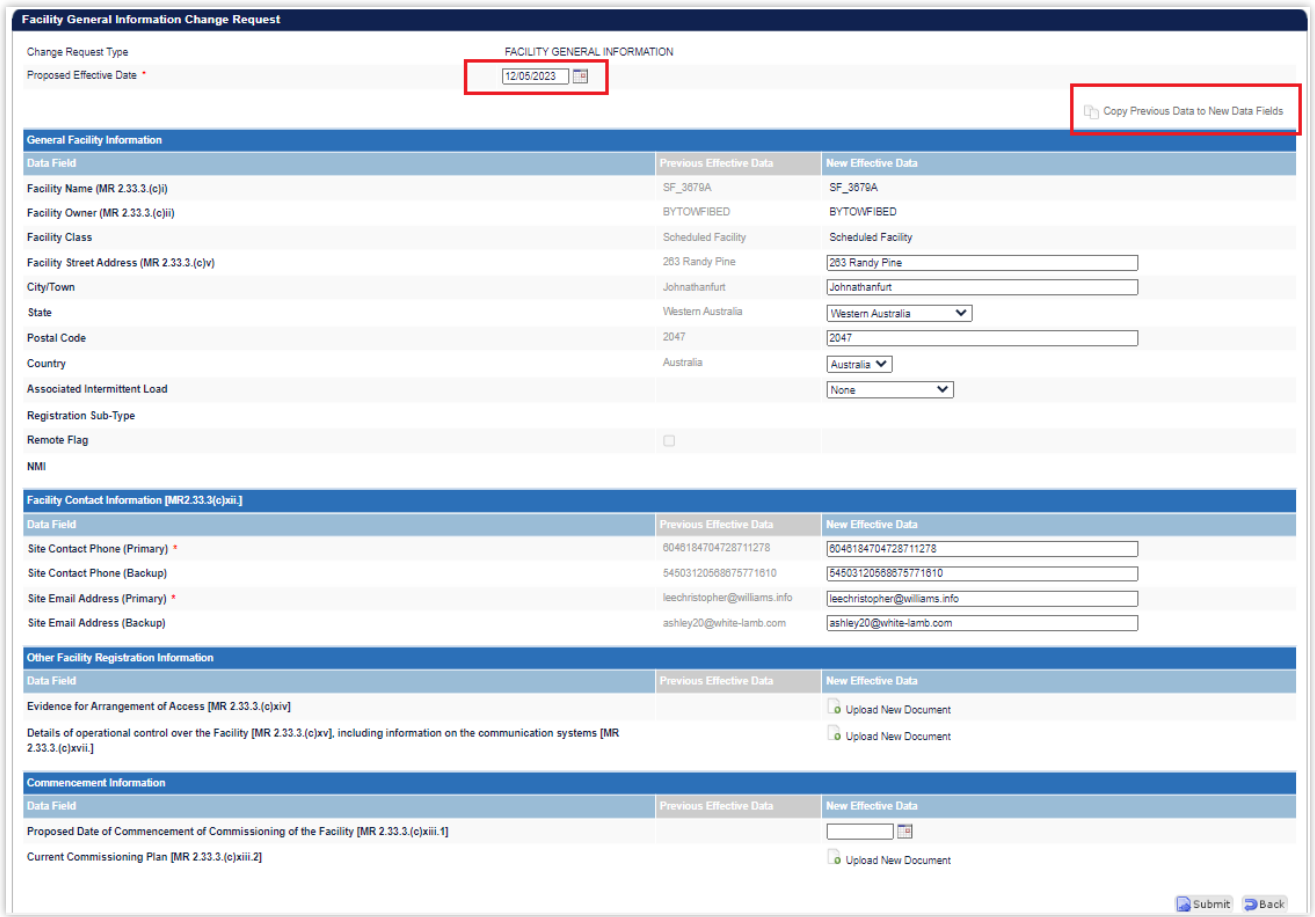
6.2.2.3 Facility General Information Change Request.

The steps to submit a Change Request to add or update Facility General Information are:

1. Click the Create Change Request button on the top right of the Facility General Information section. This will open the Change Request form (see Figure 21)
2. Enter a date for the Proposed Effective Date. This is the date from which the Facility Information will be made effective in WEMS if it is approved by AEMO. The date will automatically default to 2 calendar days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.

3. Input new information into the fields within the New Effective Data column. All the fields must be completed. If only a few fields are to be changed, the user can click “Copy Previous Data to New Data Fields” at the top right. This will copy all the previous data to the new form. The user can then edit the fields that are most relevant to their Change Request.
4. To upload a document to the form, click “Upload New Document”. A pop-up window will appear allowing the user to select the file to upload. To remove a copied or uploaded document, click the red cross icon.
5. When the Change Request form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the Change Request, click Back.
6. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to “Submit the information for review”. After clicking Ok, the user will be directed to the Pending Approval window, where the Change Request will be logged.
7. If the user has submitted a Change Request form and it has not been Accepted nor Rejected by AEMO, the user can cancel the Change Request before it becomes effective by double-clicking the Reference Number within the Applications / Change Requests Pending section and clicking the cancel button at the bottom of the Change Request.

Figure 21 Facility General Information Change Request



6.2.3 Standing Data

The Standing Data tab features two sub-sections: Current Effective and Future Accepted Facility Standing Data and the Facility Standing Data.

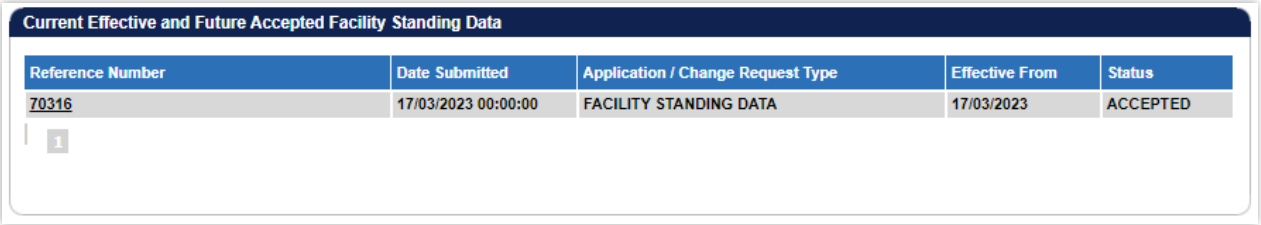
6.2.3.1 Current Effective and Future Accepted Facility Standing Data

The Current Effective and Future Accepted Facility Standing Data section displays the log of relevant submitted Change Requests that have been accepted by AEMO (see Figure 23).

The status of the Change Requests in this section is always listed as Accepted.

The data submitted as part of the Change Request is displayed in the Facility Standing Data section.

Figure 22 Current Effective and Future Accepted Facility Standing Data



6.2.3.2 Facility Standing Data

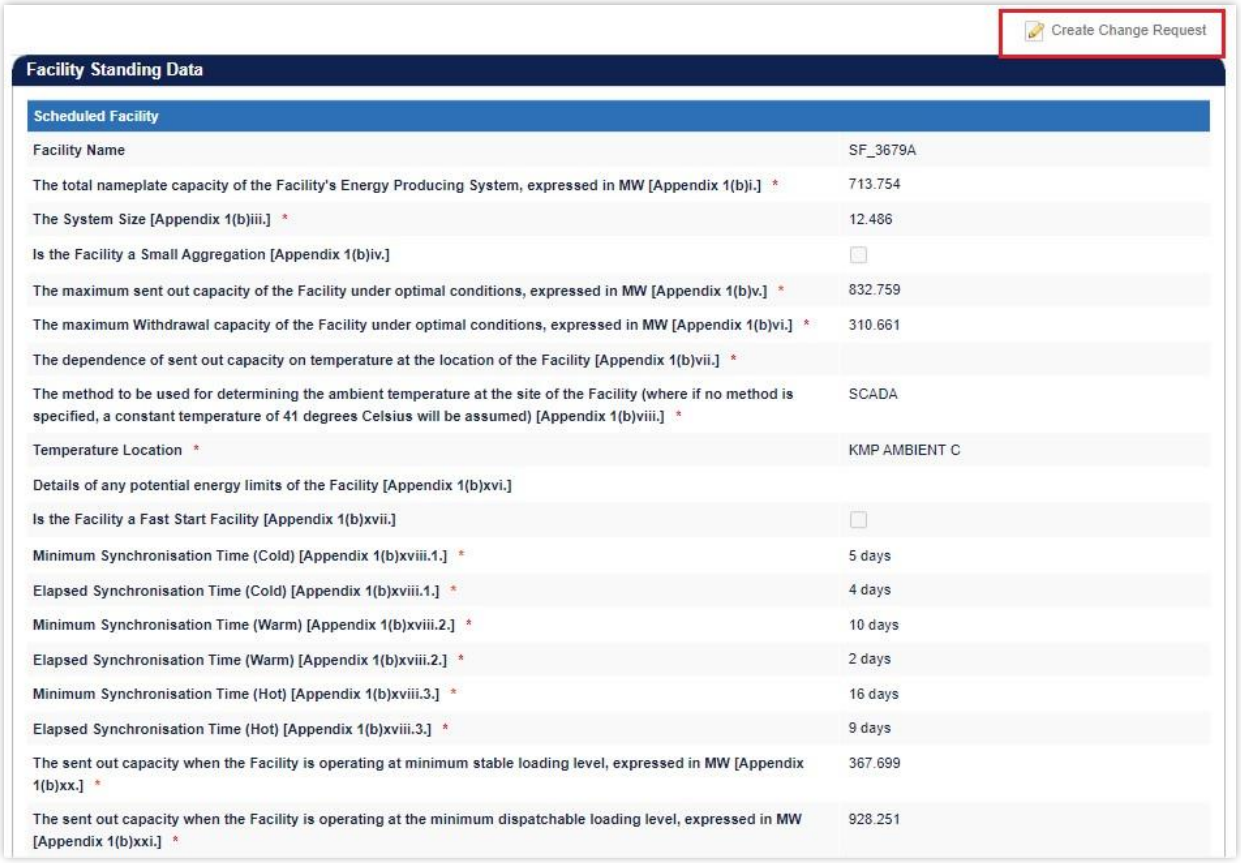
The Facility Standing Data section displays the Facility Standing data relevant to the selected Facility Class or type.

The types of facility in which the Facility can be classed are:

- Scheduled Facility
- Semi-Scheduled Facility
- Non-Scheduled Facility
- Network
- Interruptible Load
- Demand Side Program (DSP)
- Non-Dispatchable Load

The user should review all information in the Facility's profile and add or update data by submitting a Facility Standing Data Change Request (see section 6.2.3.3).

Figure 23 Facility Standing Data



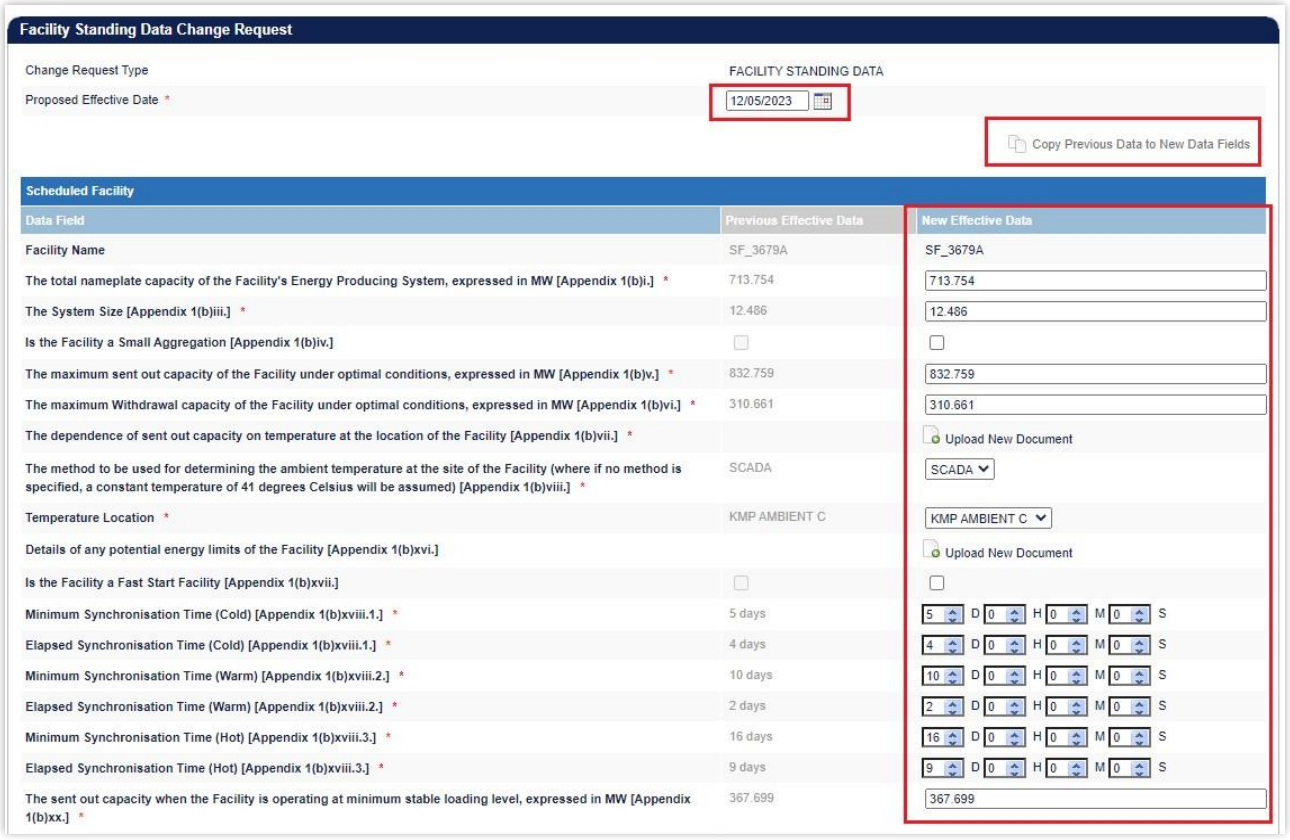
6.2.3.3 Facility Standing Data Change Request

The steps to submit a Change Request or update Facility Standing Data are:

1. Click the Create Change Request button on the top right of the Facility Standing Data window. This will open a Change Request form (see Figure 24).
2. Enter a date for the Proposed Effective Date. This is the date from which the Facility Standing Data will be made effective in WEMS if it is approved by AEMO. The date will automatically default to 2 calendar days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
3. Input new information into the New Effective Data column. All the fields relevant to the facility class must be completed. If only a few fields are to be changed, the user can click “Copy Previous Data to New Data Field” at the top right. This will copy all the previous data to the new form. The user can then edit the fields that are most relevant to their Change Request.
4. To upload a document to the form, click “Upload New Document”. A pop-up window will appear allowing the user to select a file to upload. To remove a copied or uploaded document, click the red cross icon.
5. When the Change Request form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the Change Request, click Back.

6. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit the information for review". After clicking Ok, the user will be directed to the Pending Approval window, where the Change Request will be logged.
7. If the user has submitted a Change Request form and it has not been Accepted nor Rejected by AEMO, the user can cancel the Change Request before it becomes effective by double-clicking the Reference Number within the Applications / Change Requests Pending section and clicking the cancel button at the bottom of the Change Request.

Figure 24 Facility Standing Data Change Request



6.2.4 Separately Certified Component

The Separately Certified Component tab allows Rule Participants to provide information on Separately Certified Components for Scheduled Facilities and Semi-Scheduled Facilities. Consult the Registration Technical Data Guide[1] for detailed information.

This tab features two sub-sections: Current Effective and Future Accepted Separately Certified Component Data, and the Separately Certified Component Data.

[1] Guides and useful information website (link here)

6.2.4.1 Current Effective and Future Accepted Separately Certified Data

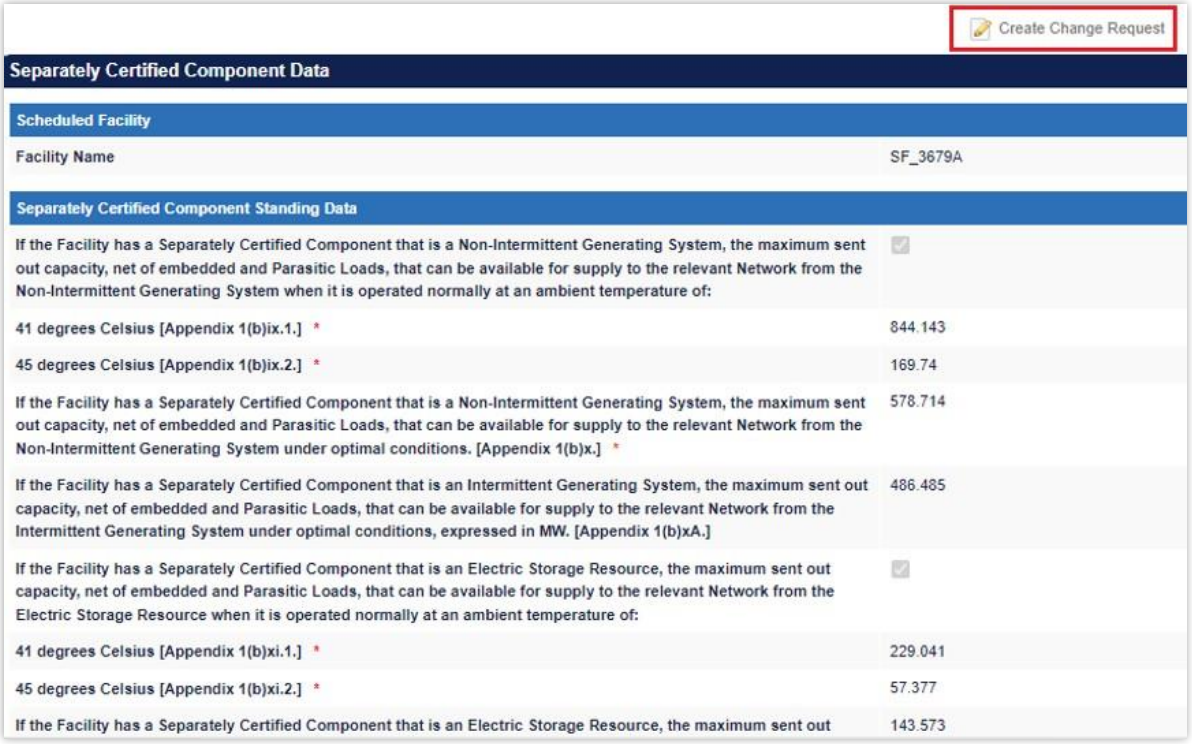
The current effective and Future Accepted Separately Certified Component section displays the log of relevant submitted Change Requests that have been accepted by AEMO. (See Figure 25)

Figure 25 Current Effective and Future Accepted Separately Certified Component

6.2.4.2 Separately Certified Component Data

The Separately Certified Component Data section displays the current effective Separately Certified Component data relevant to the selected Facility.

Figure 26 Current Effective and Future Accepted Separately Certified Component



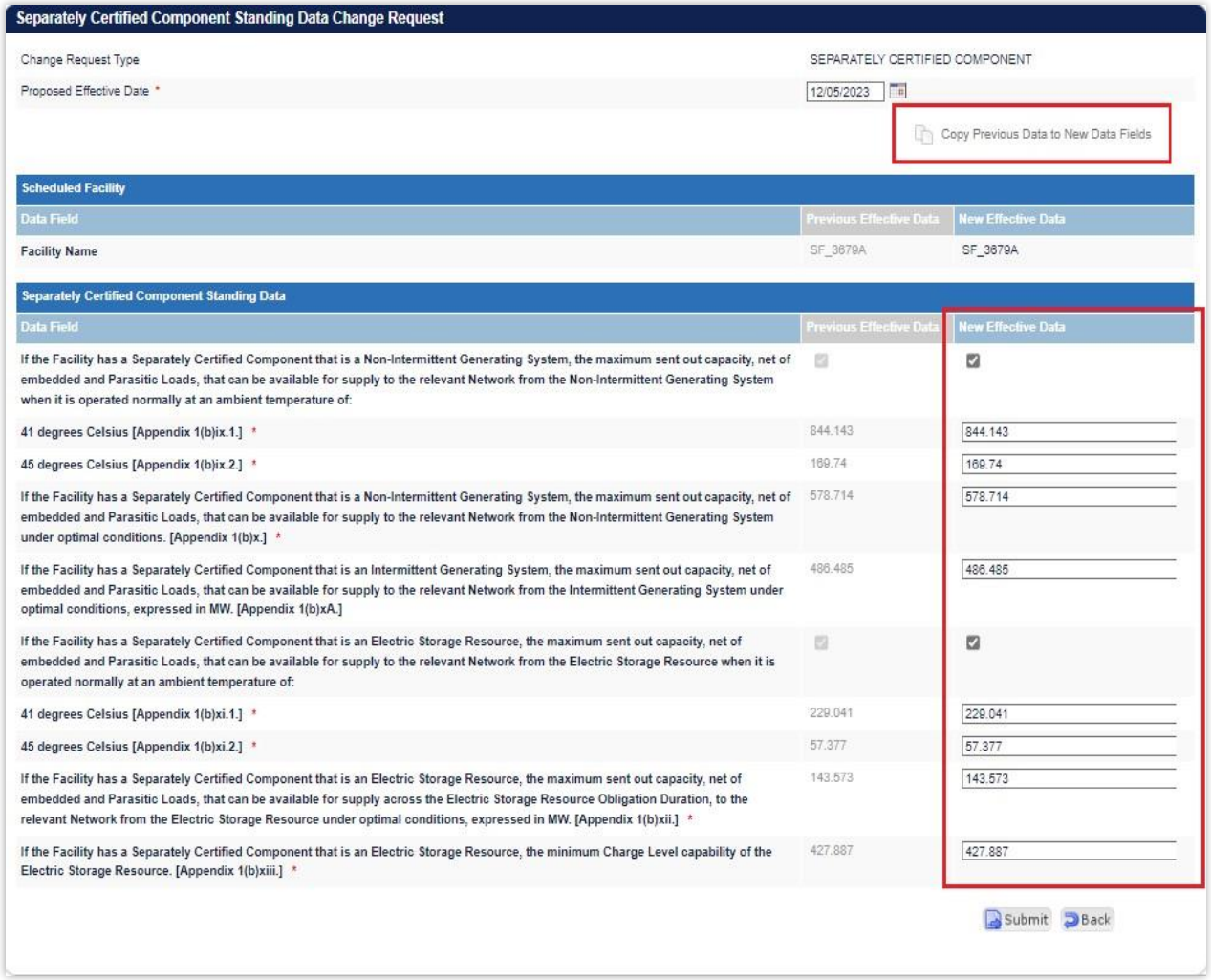
6.2.4.3 Separately Certified Data Change Request

The steps to submit a Change Request to add or update Separately Certified Data are:

1. Click the Create Change Request button on the top right of the Facility Separately Certified Component Data window. This will open a Change Request form (see Figure 27).

2. Enter a date for the Proposed Effective Date. This is the date from which the Separately Certified Component Data will be made effective in WEMS if it is approved by AEMO. The date will automatically default to 2 calendar days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
3. Input new information into the New Effective Data column. All the fields relevant to the facility must be completed. If only a few fields are to be changed, the user can click “Copy Previous Data to New Data Field” at the top right. This will copy all the previous data to the new form. The user can then edit the fields that are most relevant to their Change Request.
4. When the Change Request form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the Change Request, click Back.
5. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to “Submit the information for review”. After clicking Ok, the user will be directed to the Pending Approval window, where the Change Request will be logged.
6. If the user has submitted a Change Request form and it has not been Accepted nor Rejected by AEMO, the user can cancel the Change Request before it becomes effective by double-clicking the Reference Number within the Applications / Change Requests Pending section and clicking the cancel button at the bottom of the Change Request.

Figure 27 Separately Certified Component Change Request



6.2.5 Facility Technology Type

Facility Technology Type section displays details of the Facility Technology Type Data for Scheduled Facility, Semi-Scheduled Facility and Non-Scheduled Facility. Consult the Registration Technical Data Guide[2] for detailed information.

The Facility Technology Type tab features two sub-sections: Current Effective and Future Accepted Facility Technology Type Data, and the Facility Technology Type Data.

6.2.5.1 Current Effective and Future Accepted Facility Technology Type

The Facility Technology Type section displays the current effective Technology Type data relevant to the selected Facility.

The Technology Types in which the Facility can be classed are:

- Distribution System

[2] Guides and useful information website (link here)

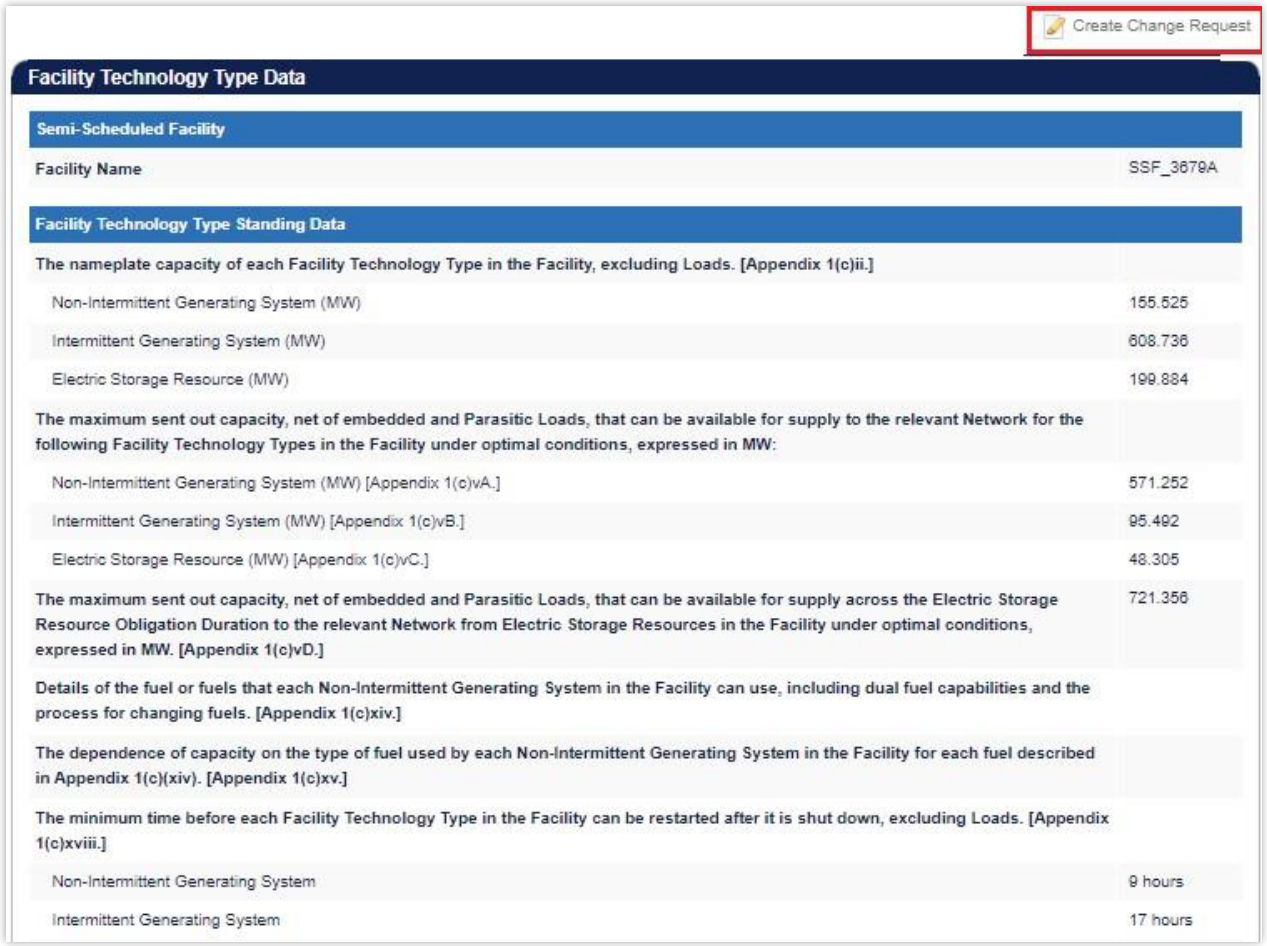
- Transmission System
- Intermittent Generating System
- Non-Intermittent Generating System
- Electric Storage Resource
- Load

Figure 28 Current Effective and Future Accepted Facility Technology Type

6.2.5.2 Facility Technology Type Data

The Facility Technology Type Data section displays the current effective Facility Technology Type data relevant to the selected Facility.

Figure 29 Facility Technology Type Data



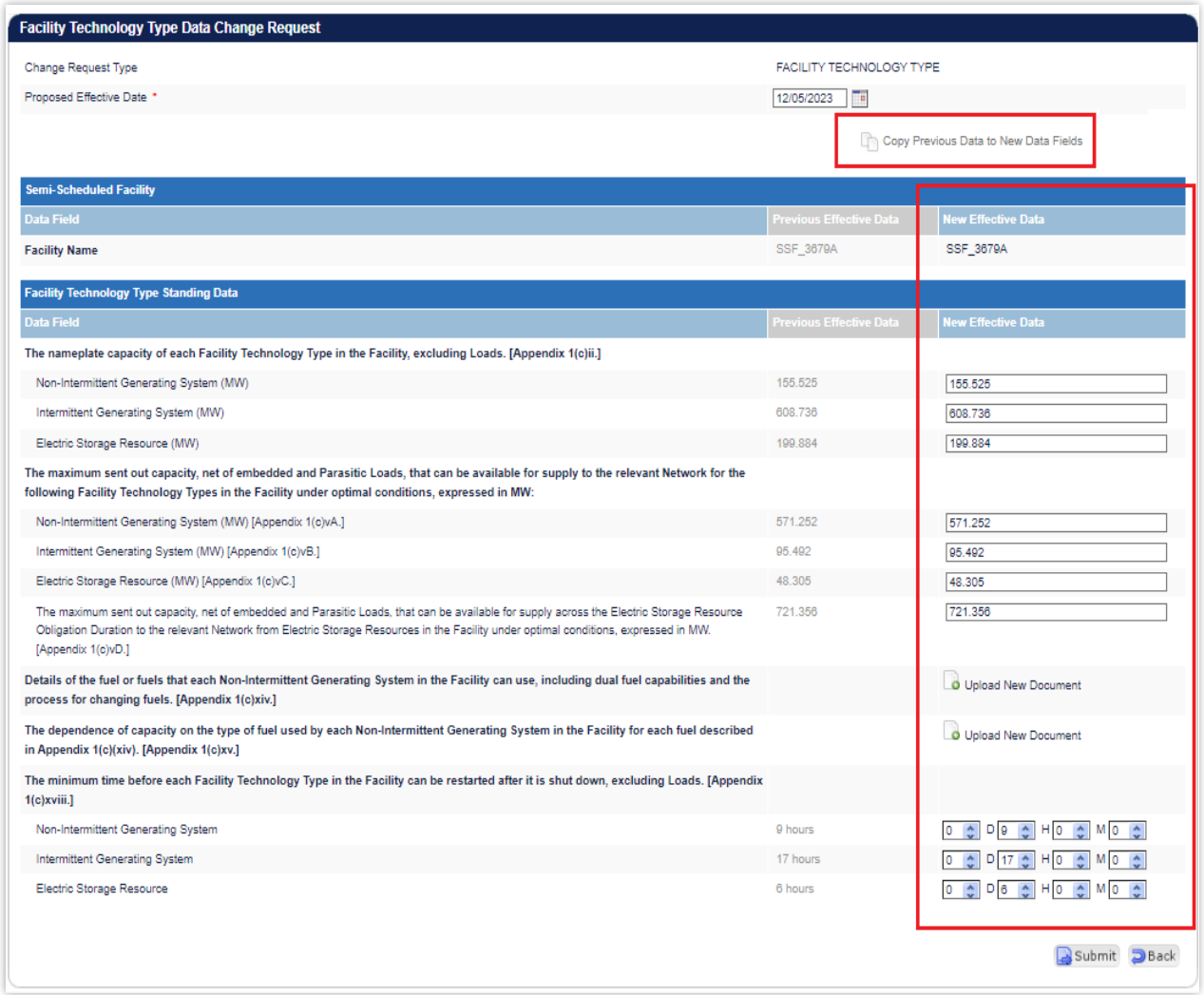
6.2.5.3 Facility Technology Type Data Change Request

The steps to submit a Change Request to add or update Facility Technology Type Data are:

1. Click the Create Change Request button on the top right of the Facility Technology Type Data window. This will open a Change Request form (see Figure 30).
2. Enter a date for the Proposed Effective Date. This is the date from which the Facility Technology Type Data will be made effective in WEMS if it is approved by AEMO. The date will automatically default to 2 calendar days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
3. Input new information into the New Effective Data column. All the fields relevant to the facility must be completed. If only a few fields are to be changed, the user can click “Copy Previous Data to New Data Field” at the top right. This will copy all the previous data to the new form. The user can then edit the fields that are most relevant to their Change Request.
4. When the Change Request form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the Change Request, click Back.

5. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit the information for review". After clicking Ok, the user will be directed to the Pending Approval window, where the Change Request will be logged.
6. If the user has submitted a Change Request form and it has not been Accepted nor Rejected by AEMO, the user can cancel the Change Request before it becomes effective by double-clicking the Reference Number within the Applications / Change Requests Pending section and clicking the cancel button at the bottom of the Change Request.

Figure 30 Facility Technology Type Change Request



6.2.6 Reserve Capacity

The Reserve Capacity tab features varied sub-sections depending on the type of Facility being viewed (see Figure 31).

6.2.6.1 Reserve Capacity

The Facility Reserve Capacity Status section displays the status of a Facility. This status will be either Proposed, Committed, or Commercial Operation, depending on the development stage of the Facility.

The status of a Facility can be changed from Proposed to Committed by submitting a Change Request (see Section 6.2.7). To update the Reserve Capacity Status of a Facility Upgrade, please contact Reserve Capacity (WA) at wa.capacity@aemo.com.au.

6.2.6.2 Current Effective and Future Accepted Facility Reserve Capacity Temperature Information

The Current Effective and Future Accepted Facility Reserve Capacity Temperature Information section displays the log of relevant submitted Change Requests that have been accepted by AEMO (see Figure 32).

The data submitted as part of the Change Request is displayed in the Facility Reserve Capacity Temperature Information section.

6.2.6.3 Facility Reserve Capacity Temperature Information

The Facility Reserve Capacity Temperature Information section displays the temperature recording method that will be used to monitor the ambient temperature at the Facility. It is used as an input to the Reserve Capacity Obligation Quantity and Required Level calculations for the purposes of Reserve Capacity Testing. It will show the data submitted as part of the Change Request in the Facility Reserve Capacity Temperature Information section. The user can add or update the data by creating a Change Request (see 5.2.8).

Figure 31 Facility Reserve Capacity

Figure 32 Current Effective and Future Accepted Facility Reserve Capacity Temperature Information

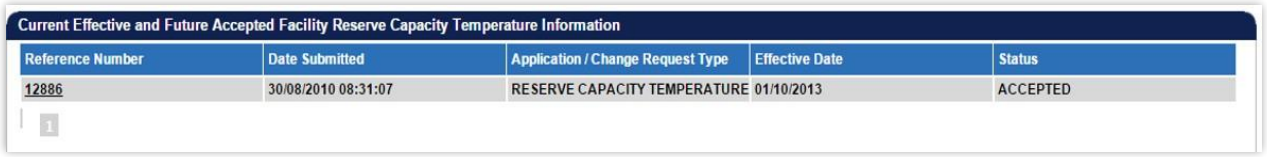
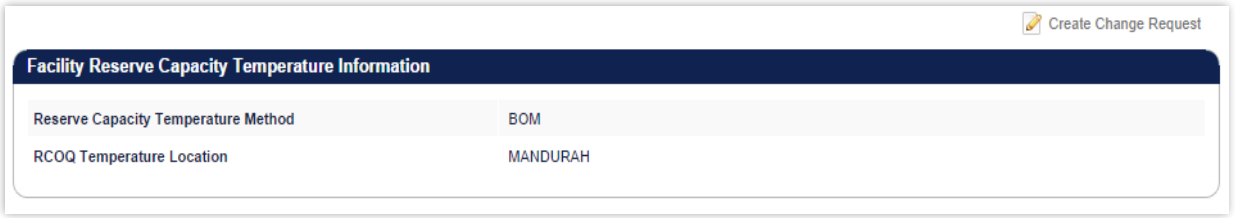


Figure 33 Facility Reserve Capacity Temperature Information



6.2.7 Facility Reserve Capacity Status Change Request

The steps to submit a Change Request to update the Facility Reserve Capacity Status are:

1. Click the Create Change Request button on the top right of the Facility Reserve Capacity Status section. This will open the Change Request form (see Figure 34). The button will only appear if the Facility status is Proposed.
2. Enter a date for the Proposed Effective Date. This is the date from which the new Reserve Capacity Status will be made effective in WEMS if it is approved by AEMO. The date will automatically default to the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
3. The New Effective Data column will default to Committed with no other options.
4. When the Change Request form has been completed, click Submit to send the information to AEMO for review. If the user decides not to submit the Change Request, click Back.
5. After clicking Submit, a pop-up will be displayed asking the user to confirm they wish to submit the information for review. After clicking Ok, the user will be directed to the Pending Approval window, where the Change Request will be logged.

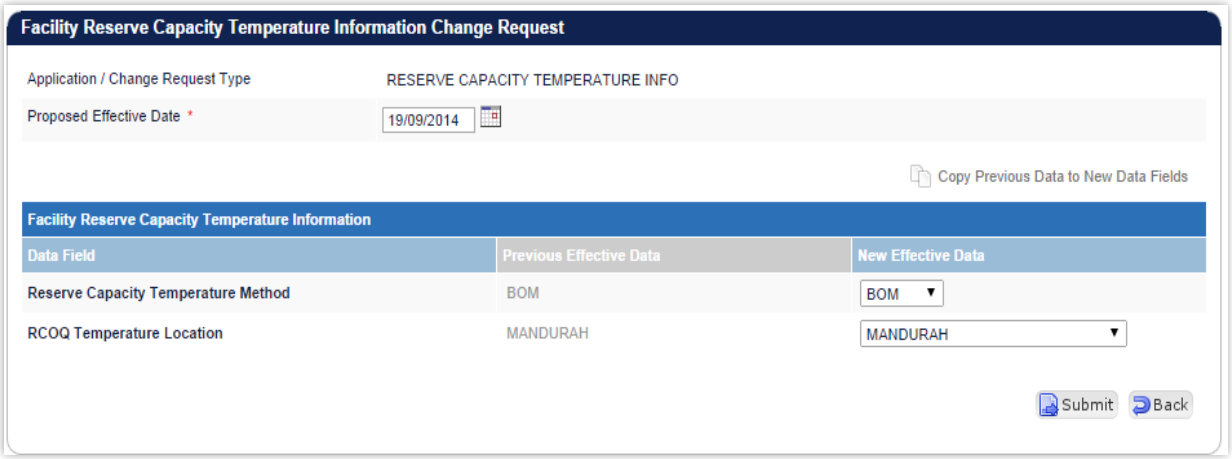
Figure 34 Facility Reserve Capacity Status Change Request form

6.2.8 Facility Reserve Capacity Temperature Information Change Request

The steps to submit a Change Request to add or update Facility Reserve Capacity Temperature Information are:

1. Click the Create Change Request button at the top right of the Facility Reserve Capacity Temperature Information section (see Figure 35). This will open the Change Request form.
2. Enter a date for the Proposed Effective Date. This is the date from which the Facility Reserve Capacity Temperature Information will be made effective in WEMS if it is approved by AEMO. The date will automatically default to the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
3. Complete all fields on the form; mandatory fields are marked with an asterisk (*).
4. When the Change Request form has been completed, click Submit to send the data to AEMO for review. If the user decides not to submit the change request, click Back.
5. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit the information for review". After clicking Ok, the user will be directed to the Pending Approval window where the Change Request will be logged.

Figure 35 Facility Reserve Capacity Temperature Information Change Request

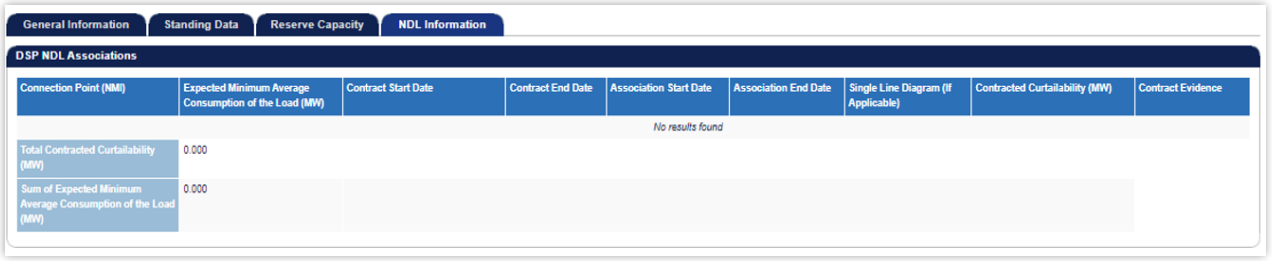


6.2.9 NDL Information

The NDL Information tab is only applicable to Demand Side Programmes and provides a detailed summary on the loads currently associated with a Demand Side Programme registered to the Participant. The table lists the loads by NMI and provides a summary of contract and association dates as well as the curtailability of each load (see Figure 36).

To modify which loads are associated with a Demand Side Programme, the user can submit a DSP NDL Association application or a DSP NDL Contract Termination application which are available from the Facility Application Forms section.

Figure 36 NDL Information

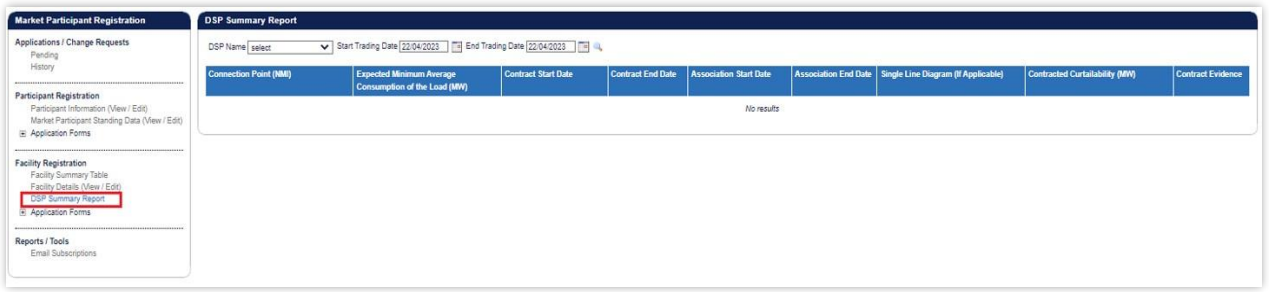


6.3 DSP Summary Report

The DSP Summary Report allows the Participant to review a DSP over a selected time period (see Figure 37).

To use the DSP summary Report, select the DSP from the drop-down, and select the Start Trading Date and End Trading Date to be included in the results.

Figure 37 DSP Summary Report display



6.4 Facility Registration Application Forms

The application forms that can be submitted in relation to Facility Registration are (see Figure 38):

- Facility Registration
- Facility Deregistration
- Facility Transfer Intention
- Facility Transfer
- DSP NDL Association
- DSP NDL Contract Termination

Figure 38 Application Forms for Facility Registration

6.4.1 Facility Registration Application Form

The Facility Registration Application Form request data from five categories: Facility Registration Information, General Facility Information, Other Facility Registration Information, Commencement Information, and Declaration (See Figure 39).

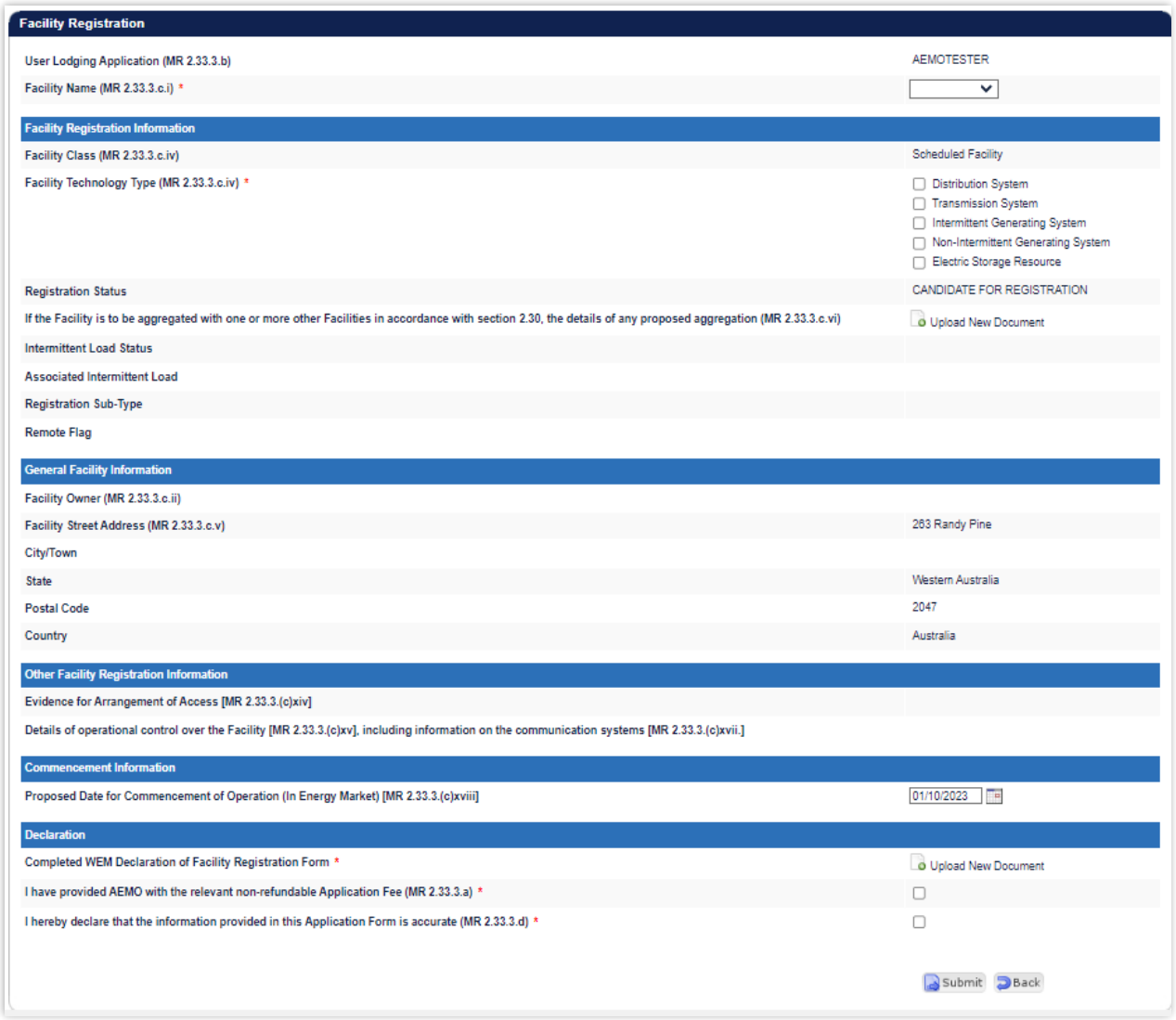
The facility Registration Information section varies depending on the Facility Class of the selected candidate Facility. If the Facility Class is Demand Side Program (DSP), Interruptible Load, Non-Dispatchable Load, or Network, this view will not include Associated Intermittent Load, Registration Sub-Type, and Remote Flag fields.

The steps to submit a Facility Registration Application Form are:

1. Click on Facility Registration in the Application Forms section.
2. Select the Facility Name from the drop-down menu in the Facility Registration Information section. The Facility Names in the drop-down menu are listed as Candidates for Registration. If the Facility Name does not appear in the list, contact WA Energy Market Management team at wa.operations@aemo.com.au for assistance.
3. Complete the Facility Registration Information section. The information associated with that Facility will populate the relevant fields in the General Facility Information section. Review all the information on the form is correct.
4. Enter the Proposed Date for Commencement of Operation (In Energy Market). The date will automatically default to 2 calendar days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
5. Complete the Declaration section, upload the WEM Declaration of Facility Registration. The user must tick all boxes.
6. When the application form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the form, click Back.

7. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit this information for review". After clicking Ok, the user will be directed to the Pending Approval window, where the application form will be logged.

Figure 39 Facility Registration Application Form



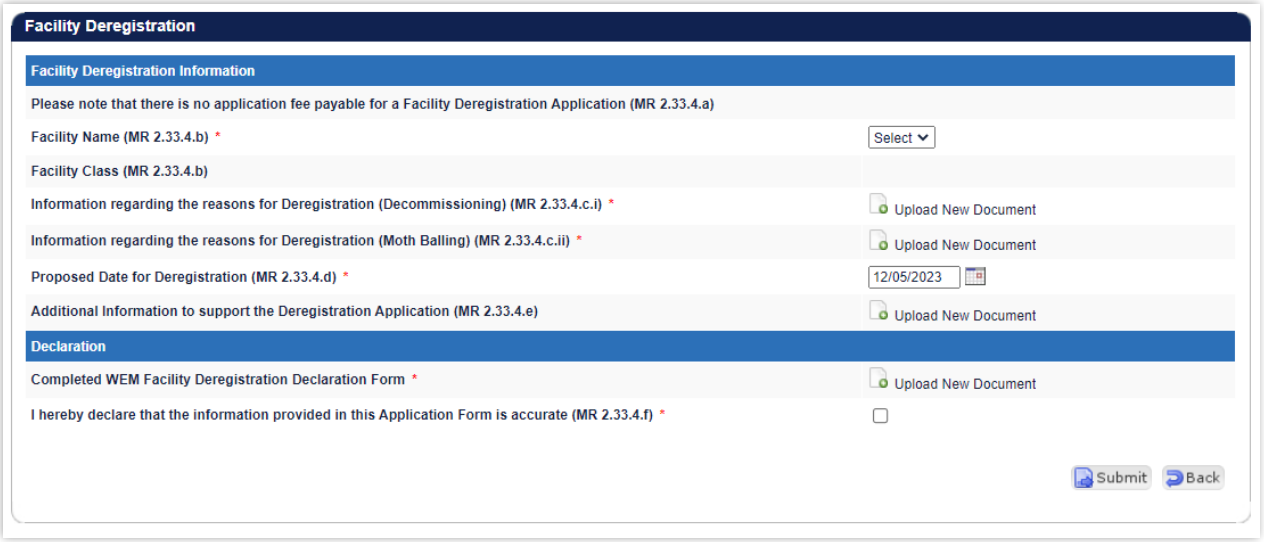
6.4.2 Facility Deregistration Application Form

The steps to submit a Facility Deregistration Application Form are (see Figure 40):

1. Click on Facility Deregistration in the Application Forms section.
2. Select the name of the Facility to deregister from the drop-down menu beside the Facility Name field.
3. To upload a document to the form, click "Upload New Document". A pop-up window will appear allowing the user to select the file to upload. To remove an uploaded document, click the red cross icon

4. Enter a Proposed Date for the Deregistration of the Facility. The date will automatically default to 2 calendar days from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
5. Complete the Declaration section. The user must tick the box.
6. When the application form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the form, click Back.
7. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit information for review". After clicking Ok, the user will be directed to the Pending Approval window where the application form will be logged.

Figure 40 Facility Deregistration Application Form



6.4.3 Facility Transfer Intention Application Form

It is the responsibility of the Rule Participant receiving the Facility to initiate the transfer process and submit the necessary information in WEMS MPI.

The steps to submit a Facility Transfer Intention Application Form are (see Figure 41):

1. Click on Facility Transfer Intention in the Application Forms section.
2. Select the Participant the Facility is being transferred from.
3. Select the name of the Facility to be transferred.
4. Enter a proposed Change Request Effective Date. This is the date from which the Facility Transfer will be made effective in WEMS if it is approved by AEMO. The date will automatically default to 1 calendar day from the current date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
5. When the application form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the application form, click Back.
6. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit the information for review". After clicking Ok, the user will be directed to the Pending Approval window where the application form will be logged.

Once the Facility Transfer Intention becomes effective, the Participant receiving the Facility will be able to view the Facility in WEMS MPI.

Figure 41 Facility Transfer Intention Application Form

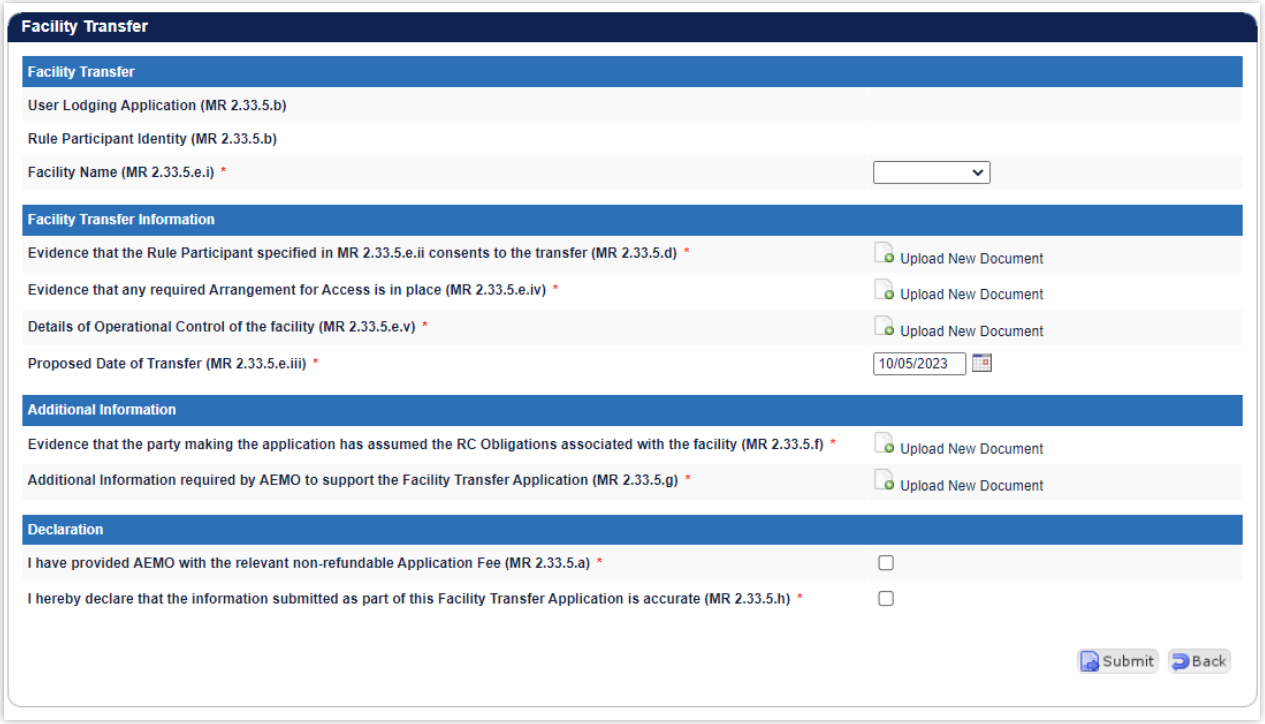
6.4.4 Facility Transfer Application Form

The Registration system will automatically populate the respective fields of the form with the current effective Facility General Information and Facility Standing Data. It is therefore important to have up to date information before submitting the form.

The steps to submit a Facility Transfer Application Form are (see Figure 42):

1. Click on Facility Transfer in the Application Forms section.
2. Complete all fields on the form; mandatory fields are marked with an asterisk (*).
3. To upload a document to the form, click “Upload New Document”. A pop-up window will appear allowing the user to select the file to upload. To remove an uploaded document, click the red cross icon.
4. When the application form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the application form, click Back.
5. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to “Submit the information for review”. After clicking Ok, the user will be directed to the Pending Approval window, where the application form will be logged.

Figure 42 Facility Transfer Application Form



6.4.5 DSP NDL Association Application Form

The steps to associate a Non-Dispatchable Load (NDL) to a Demand Side Programme (DSP) are:

1. Click on DSP NDL Association in the Application Forms section (see Figure 43).
2. Complete all fields on the form; mandatory fields are marked with an asterisk (*). The application form allows the user to select the DSP they wish to associate the load to, as well as enter the details associated with the load itself.
3. WEMS allows bulk association/disassociation with the use of CSVs. Table 1 provides details of the file format. Sample bulk NDL association/disassociation file format:

   8001000863,18/2/2014,FROM_FACILITY_1,TO_FACILITY_1

   8001000333,18/2/2014,FROM_FACILITY_2,TO_FACILITY_2

   8001000637,18/2/2014,FROM_FACILITY_3,TO_FACILITY_3

4. When the application form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the application form, click Back.
5. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to “Submit the information for review”. After clicking Ok, the user will be directed to the Pending Approval window, where the application form will be logged.

Figure 43 DSP NDL Association Application Form

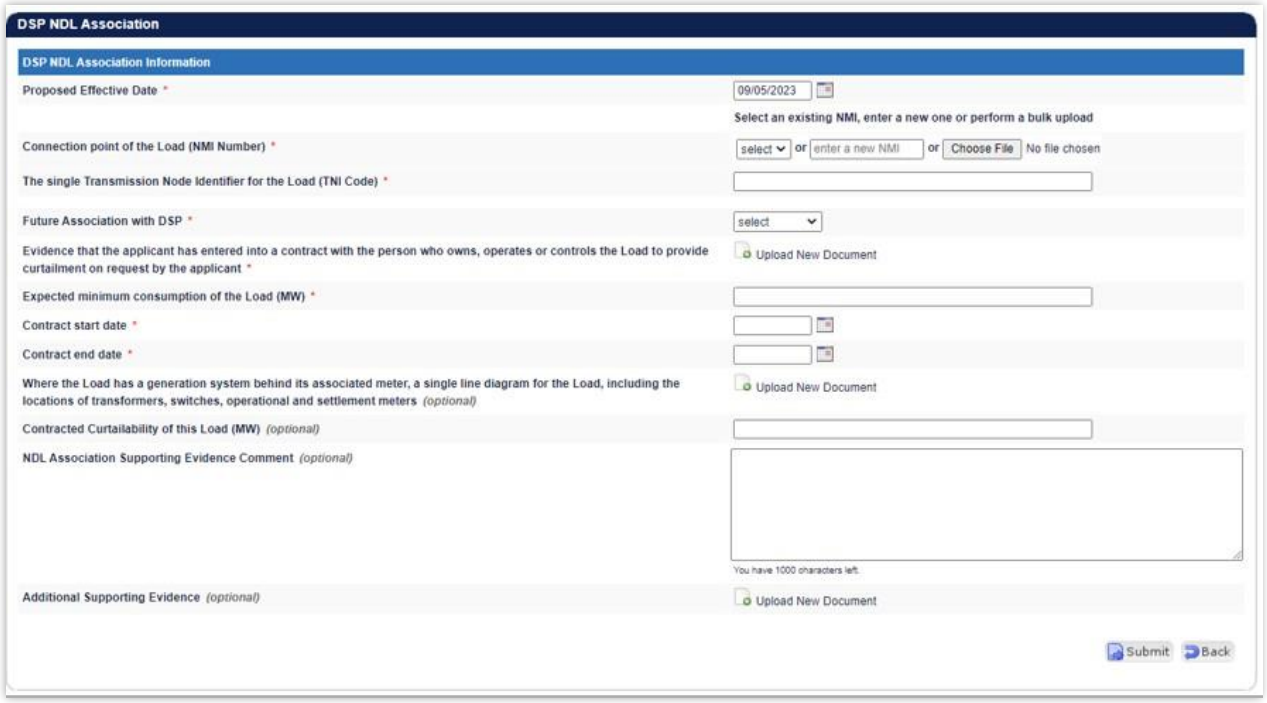


Table 2 File format for bulk NDL association/disassociation

Column	Column Description
1	NMI being reassociated
2	Effective date of the proposed association. The disassociation effective date will be the calendar day prior to this date
3	Facility name which the NMI is currently associated with
4	Facility name which the NMI will be associated to from the effective date

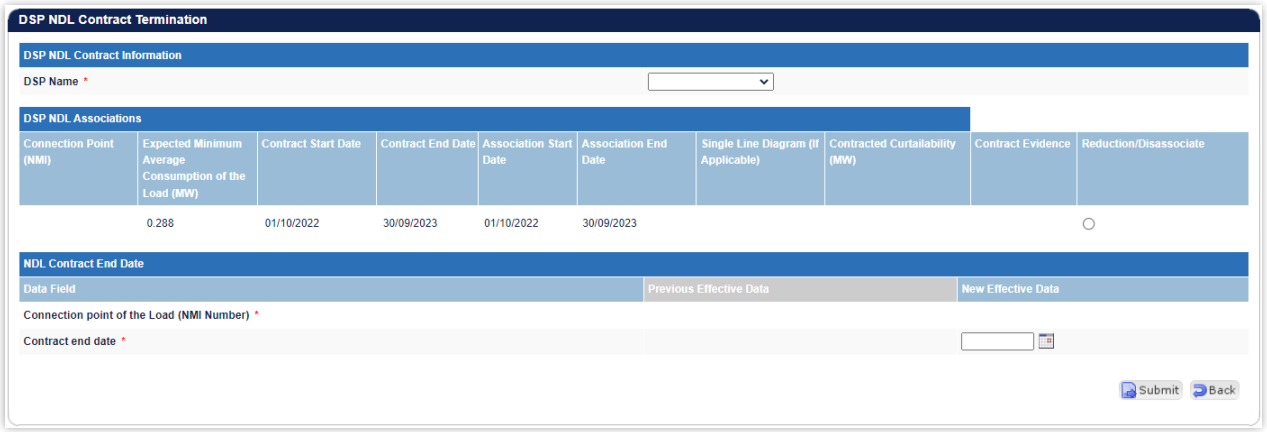
6.4.6 DSP NDL Contract Termination Application Form

The steps to disassociate the association period a Non-Dispatchable Load (NDL) has with a Demand Side Programme (DSP) are:

1. Click on DSP NDL Contract Termination in the Application Forms section (see Figure 44).
2. Select the relevant DSP Name from the drop-down menu.
3. A radio button will appear under the Reduction/Disassociate column for each NDL associated. Select the radio button to highlight the load to reduce/disassociate. The NDL Association Period Reduction Information table will be populated.
4. Enter a date for the Association End Date. The user can select a date from the calendar or enter a date manually in the format dd/mm/yyyy.
5. When the application form has been completed, click Submit to provide the information to AEMO for review. If the user decides not to submit the application form, click Back.

6. After clicking Submit, a pop-up window will be displayed asking the user to confirm they wish to "Submit the information for review". After clicking Ok, the user will be directed to the Pending Approval window, where the application form will be logged.

Figure 44 DSP NDL Contract Termination Application Form



7 Email Subscriptions

To access the Email Subscriptions, select **Registration > Reports/Tools** (see Figure 45).

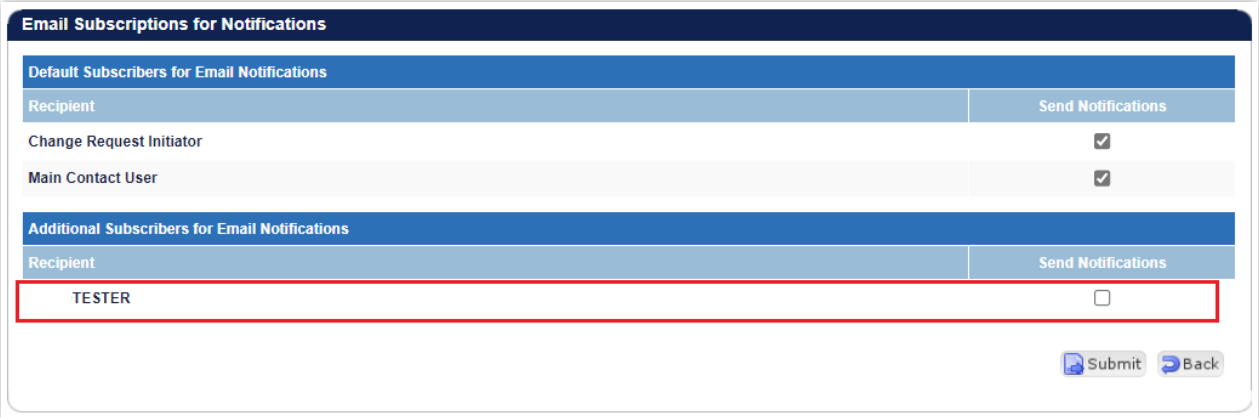
This section allows the user to manage which WEMS users are sent email notifications and updates of their registration applications and change requests.

The steps to change the Email Subscription settings are:

1. Click the Edit button.
2. Select the registered WEMS users to receive notifications on the form by ticking or un-ticking the box under “Send Notifications”.
3. When the selections have been made, click Submit. If the user decides not to submit the changes, click Back.
4. After clicking Submit, a pop-up screen will appear and click OK, and the user will be directed to the Pending Window, where the Change Request will be logged.

Figure 45 Email Subscriptions

Figure 46 Email Subscriptions display



Glossary

Term	Definition
AEMO	Australian Electricity Market Operator
LFAS	Load Following Ancillary Services
MPA	Market Participant Administrator
MPI	Market Participant Interface
NDL	Non-Dispatchable Load
NMI	National Meter Identifier
Participant	In the context of this document, Participant is used in general terms to mean any registered Rule Participant, unless otherwise specified
RSA SecurID Token	Third party security token for performing two-factor authentication for a user to a network source
WEM	Wholesale Electricity Market
WEM Rules	Wholesale Electricity Market Rules
WEMS	Wholesale Electricity Market Systems