



Le réseau  
de transport  
d'électricité

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**GIPSE Application User Manual**  
**TERRE Panels**  
**Reserve Providing Group Panels**

*Version 3.1*

*This document is the user manual of the RTE GIPSE application.*

*It describes the use of:*

- *TERRE panels, for entering the necessary declarations for participation in the RR standard product bid platform.*
- *Balancing Entity panels, for managing balancing perimeters*
- *Reserve Providing Group panels, for managing reserve perimeters*
- *DSO panels for submitting Balancing Mechanism (BM) and Frequency Ancillary Services Terms and Conditions reference data files*

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## INTRODUCTION

### Presentation of the document

This document is the user manual of RTE's GIPSE application.

It contains four parts:

- TERRE panels that allow Balancing Service Providers and Scheduling Agents to enter the necessary declarations for the participation of Balancing Entities (BEs) in the RR standard product bid platform.
- Balancing Entity panels, which allow Balancing Service Providers to manage Balancing Entities of their balancing perimeter.
- Reserve Providing Group panels, which allow Reserve Providers to manage Reserve Providing Groups (RPGs) within their reserve perimeters.
- The DSO Portal which allows DSOs to transmit the reference data of the PDS balancing perimeters and reserve perimeters to RTE

### Definitions

The purpose of this paragraph is to recall the definition of the terms used in this document, in order to remove any ambiguities that may arise from misinterpretation.

However, the full and enforceable definitions remain those in

- §1 "Definitions" of Section I of RTE's "Terms and Conditions relating to Scheduling, Balancing Mechanism and Recovery of Balancing Charges", as they are currently in force.
- § "Definitions" of RTE's "Frequency Ancillary Services Terms and Conditions" in their current version.

**BE (Balancing Entity):** A basic balancing unit, consisting of one or more Generation Units and/or one or more Sites or Exchange Points, capable of responding to a request from RTE to inject or extract a given amount of power on the System over a given period, in order to meet the balancing needs of the transmission system.

**SE (Scheduling Entity):** A basic scheduling unit corresponding to one or more Generation Units, for which a Forecast Dispatch Schedule is established by a Scheduling Agent.

**RPG (Reserve Providing Group):** Grouping of Consumption Sites or Generation Units that provide Reserve.

**Forecast Dispatch Schedule:** In the case of facilities connected to the transmission grid (PTS) or to the distribution grid (PDS) participating in the BM, a Forecast Dispatch Schedule is the set of five power time series established with a resolution of five, fifteen or thirty minutes by a Scheduling Agent on D-1 for day D and possibly modified by Redclarations accepted on D, including, for a SE, information concerning its forecast:

- active power;

- Participation in Upward Frequency Containment Reserve;
- Participation in Downward Frequency Containment Reserve;
- Participation in Upward Automatic Frequency Restoration Reserve;
- Participation in Downward Automatic Frequency Restoration Reserve;

**Final Dispatch Schedule:** For a Scheduling Entity, the Final Dispatch Schedule is a set of five power time series the SE needs to follow and corresponds to the first Forecast Dispatch Schedule received for this SE on D-1 amended by any Redeclarations of Forecast Dispatch Schedules accepted by RTE and/or Redeclarations of performances and technical constraints and/or Activations of Balancing Energy Bids by RTE and/or Immediate Implementation Orders.

For a group of Sites which do not make up a SE and belong to a BE, the Final Dispatch Schedule is a set of five power time series this group of Sites needs to follow and corresponds to the expected power variations following Balancing Bid Activations by RTE and/or Immediate Implementation Orders.

#### References

[1] "The implementation guide for data exchanges with RTE for the management of perimeters, load reduction checks and payment of the supplier under the Balancing Mechanism", in their current version.

[2] "Terms and Conditions for access to the information exchange system concerning the Frequency Ancillary Services", in their current version.

[3] "GIPSE Application API Guide", current version.

These guides are available on the RTE Service Portal.

## PRESENTATION OF THE APPLICATION

### The application

The RTE GIPSE application currently offers four services:

- the TERRE panels. They are the entry point for Scheduling Agents and Balancing Service Providers to:
  - declare the resolution of the Forecast Dispatch Schedule;
  - declare the BEs and, where relevant, the SEs for which a Final Dispatch Schedule will be sent to RTE;
  - declare the BEs participating in the RR standard product bid platform. Any declaration made after the TERRE GoLive will be valid for a request for RR Standard Product Bid Qualification.
- the Balancing Entity panels. They are the entry point for Balancing Service Providers to:
  - manage the creation / amendment / closure of their BEs in their perimeter. This service is currently limited: to remotely-read and profiled consumption BEs and explicit PDS generation BEs (no SEs).
- the Reserve Entity panels. They are the entry point for Reserve Providers to:
  - submit to RTE requests for the creation / amendment / closure of their RPGs
  - receive notifications regarding RTE's processing of these requests
- the DSO Portal. This is the entry point for Distribution System Operators to:
  - submit BM and frequency ancillary services reference data

### Access to the application

#### In a test environment

RTE provides the GIPSE application for its customers for testing at one of the following two addresses (depending on the organisation of the test campaign):

<https://secure-apps-dev.iservices.rte-france.com/gipse>

<https://secure-apps-metier.iservices.rte-france.com/gipse>

Customer authentication is based on the use of pre-generation PKI certificates (the same certificate is valid for both test environments)

Requests for new certificates as well as requests to add the "GIPSE" role to existing certificates (Topase, SyGA, TopNiveau...) are to be sent to [rte-dsit-gipse@rte-france.com](mailto:rte-dsit-gipse@rte-france.com)

#### In a generation environment

RTE makes the GIPSE application available to its customers at the following address:

<https://secure-apps.iservices.rte-france.com/gipse>

Customer authentication is based on the use of generation PKI certificates.

Requests for new certificates are made directly online on the [the Service Portal](#) from a "partner" account. For more information, please contact your account manager and [marketservices@rte-france.com](mailto:marketservices@rte-france.com).

Requests to add the "GIPSE" role to an existing certificate should be addressed to your account manager and to [marketservices@rte-france.com](mailto:marketservices@rte-france.com).

The GIPSE RTE application is open 24/7.

Disconnection is automatic after 5 hours.

Home screen

[The home screen appears.](#)



Depending on the rights automatically granted to you at login based on your profile:

- to access the TERRE panels, select "*Portail TERRE*" (TERRE Portal)
- to access the Balancing Entity panels, select "*Portail GIPSE*" (GIPSE Portal)
- to access the Reserve Providing Group Panels, select "*Portail GIPSE*"
- to access the DSO Portal, select "*Portail GIPSE*"

## 1. PART A1: TERRE PANELS

### 1.1. Getting started

This chapter will allow the user to quickly get to know the TERRE panels and to understand the basics of their menus.

#### 1.1.1. The *SYNTHESE* (SUMMARY) menu

After identification on the application, the SUMMARY panel is displayed. It gives a global view of the BEs that are able or not able to participate in the RR standard platform.

The following information is displayed on the SUMMARY panel:

- The customer's IEC code,
- The customer's market participant code,
- The role(s) of the customer,
- The FR or EN icon: This icon allows you to choose the language of display (English or French). You can switch from one language to another by clicking on this icon.
- **Date of application**: This is the date the data displayed in this panel was refreshed. Select a date to display the BE/SE statuses on the chosen date.
- **Balancing Entity column**: List of BEs at the customer's perimeter.  
The > icon appears at the level of the BEs made up of SEs. Clicking this icon displays the SEs that make up the BE
- **Declaration of participation column**: This column displays at each BE, the status of the declarations that have been made with the intention of having this BE participate or not in the RR standard platform. After the TERRE GoLive, these participation declarations will also be valid for requests for Qualification. This column will allow the customer to view whether their request for Qualification has been processed correctly.
- **Final Dispatch Schedule Send column enabled**: This column displays information about whether or not Final Dispatch Schedules are sent from a BE or SE.
  - In the case of a BE made up of SEs, the transmission declaration of the Final Dispatch Schedule must be made for each of the SEs making up the BE.
- **Forecast Dispatch Schedule Resolution Column**: This column shows whether a 5-minute Forecast Dispatch Schedule resolution interval has been declared at the SE level.
  - A BE is considered to be based on 5-minute interval schedules if and only if all the SEs making up the BE are declared with a 5-minute resolution schedule.
  - For BEs which are not made up of SEs, a dash is displayed indicating that no Forecast Dispatch Schedule resolution declaration is required.
- **Qualification Tracking Column**: This column displays the qualification status of the BEs, whether the qualification is the result of an automatic qualification or an explicit request for Qualification, in accordance with the two methods set out in the Terms and Conditions.
- **TERRE Qualification Column**: This column displays the BE's final ability to participate in the RR standard product bid platform. It is inferred from previous ones. Indeed, a BE will be able to participate in the RR standard product bid platform if and only if the following conditions are met:
  - For a BE made up of SEs: The declaration is made of participation in the RR standard product bid platform, the Final Dispatch Schedule transmission is enabled on each SE making up the BE, the Forecast Dispatch Schedule resolution is declared at 5 minutes for each of these SEs, and the qualification of the BE is validated by RTE.

- For a BE not made up of SEs: The declaration is made of participation in the RR standard product bid platform, the Final Dispatch Schedule transmission is enabled at the BE level, and the qualification of the BE is validated by RTE.
- The Action column is used to edit the BE/SE level declarations. These actions are detailed in the following chapters.

The screenshot shows the 'PORTAIL TERRE' interface. At the top, there are navigation tabs: 'Synthèse', 'PARTICIPATION TERRE', 'PROGRAMME DE MARCHÉ', and 'RÉSOLUTION FDS'. The main content area is titled 'Synthèse' and shows a table with the following columns: 'Statut d'équipement', 'Déclaration de participation', 'Retard FDS activé', 'Résolution FDS', 'Suivi de qualification', 'Aptitude TERRE', and 'Action'. The table lists 12 rows of equipment IDs (e.g., ELB17TC1, ELB27TC2, etc.). Each row contains status indicators (green checkmarks, red X's, or dashes) in the first six columns and a pencil icon in the 'Action' column. A pagination bar at the bottom shows '1 2 3 4 5'.

### 1.1.2. <TERRE PARTICIPATION> Menu

The [TERRE Participation menu](#) allows you to change the declaration of a BE's participation in the RR standard product bid platform. The start date of the amendment is the day after the current day (current day + 2 days) at the earliest. This menu allows you to make grouped declarations on multiple BEs.

### 1.1.3. The *PROGRAMME DE MARCHÉ* (FINAL DISPATCH SCHEDULE) Menu

The [Final Dispatch Schedule menu](#) allows you to change the final dispatch schedule transmission declaration of one or more SEs/BEs. The start date of the amendment is the day after the current day (current day + 2 days) at the earliest. This menu allows you to make grouped declarations on multiple SE/BEs.

### 1.1.4. The *RESOLUTION PA* (FORECAST DISPATCH SCHEDULE RESOLUTION) Menu

The [Forecast Dispatch Schedule Resolution menu](#) allows you to edit the declaration of the Forecast Dispatch Schedule scheduling interval for one or more SEs. The start date of the amendment is the day after the current day + 8 days at the earliest. This menu allows you to make grouped declarations on multiple SEs.

### 1.1.5. Search engine

The screenshot shows the 'PORTAIL TERRE' interface. At the top, there are navigation icons for 'PARTICIPATION TERRE', 'PROGRAMME DE MARCHÉ', and 'RESOLUTION PA'. Below this, the 'Synthèse' section is visible, featuring a search bar with the text 'Rechercher' and a magnifying glass icon. The search bar is highlighted with a red box. Below the search bar, a table displays a list of entities with columns for 'Entités - Equipement', 'Déclaration de participation', 'Paiement PM active', 'Résolution PA', 'Suivi de qualification', 'Appréhats TERRE', and 'Action'. The table contains 13 rows of data, each with a unique entity ID and corresponding status indicators (green and red circles) and an edit icon.

Entités - Equipement	Déclaration de participation	Paiement PM active	Résolution PA	Suivi de qualification	Appréhats TERRE	Action
ELB017C1	●	●	—	●	●	✎
ELB027C2	●	●	—	●	●	✎
ELB037C3	●	●	—	●	●	✎
ELB047C4	●	●	—	●	●	✎
ELB057C5	●	●	—	●	●	✎
ELB067C6	●	●	—	●	●	✎
ELB077C7	●	●	—	●	●	✎
ELB087C8	●	●	—	●	●	✎
ELB097C9	●	●	—	●	●	✎
ELB107C1	●	●	—	●	●	✎
ELB117C2	●	●	—	●	●	✎
ELB127C3	●	●	—	●	●	✎

The search engine allows the user to search for entities. It is present on all HMIs. The search is performed at the BE level for the Summary menu, the TERRE Participation menu and the Final Dispatch Schedule menu. The search is performed at the SE level for the Forecast Dispatch Schedule Resolution menu.

The user makes an entry and then clicks on the "magnifying glass" pictogram or validates the entry using the enter key.

A tab with the entered character string appears next to the search engine and the table only displays the entries that are related to the search, that is, containing the entered character string.

Click the  button to disable the search.

## 1.2. Detail of features

### 1.2.1. Feature for the Scheduling Agent

The TERRE panels allow a Scheduling Agent to perform the following procedure: Change the resolution of the Forecast Dispatch Schedule of the SEs and consumption SEs of its perimeter.

*1.2.1.1. < RESOLUTION PA > (FORECAST DISPATCH SCHEDULE RESOLUTION) Menu*

1.2.1.1.1. Change the resolution of the Forecast Dispatch Schedule of a SE or consumption SE

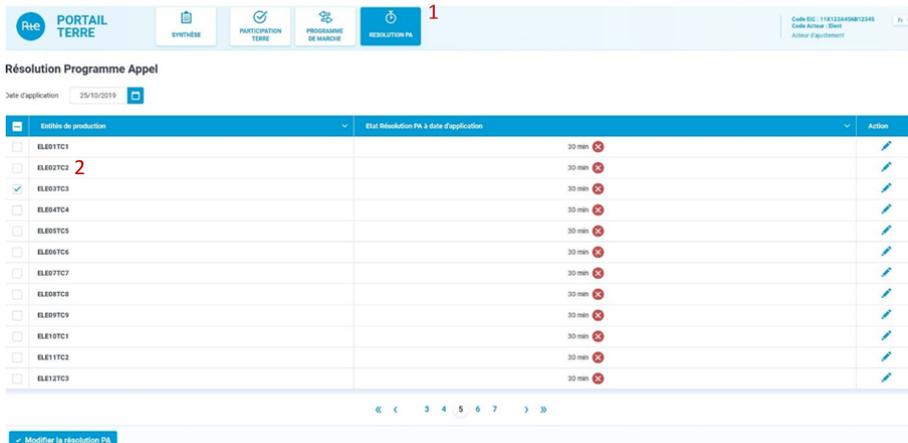


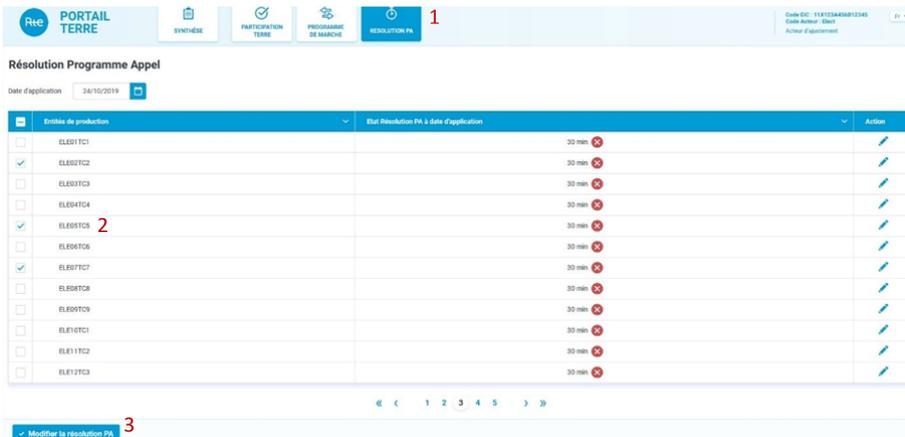
Figure 2: < FORECAST DISPATCH SCHEDULE RESOLUTION > Menu

- Step 1: click on the < RESOLUTION PA > (FORECAST DISPATCH SCHEDULE RESOLUTION) menu,
- Step 2: choose a SE or consumption SE and click the icon  in the <Action> column,
- Step 3: a window appears, allowing you to edit the forecast dispatch schedule resolution,

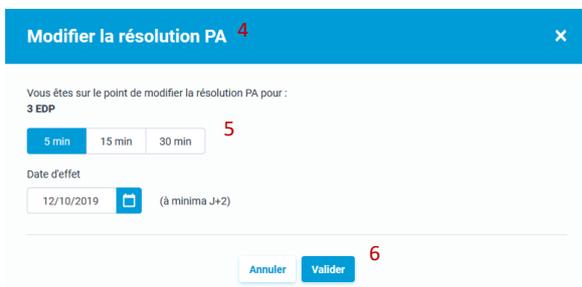


- Step 4: Amend the Forecast Dispatch Schedule resolution to 5 minutes, 15 minutes or 30 minutes,
- Step 5: Specify the date of application. This date is at the earliest the current day + 8 days,
- Step 6: Click on the <Valider> (validate) button.

1.2.1.1.2. Grouped amendment of the Forecast Dispatch Schedule of several SEs and consumption SEs



- Step 1: click on the < RESOLUTION PA > (FORECAST DISPATCH SCHEDULE RESOLUTION) menu,
- Step 2 : Tick the Se/consumption SE for which the Forecast Dispatch Schedule resolution needs to be amended,
- Step 3: Click on the <Modifier la résolution PA> (edit Forecast Dispatch Schedule resolution) button,
- Step 4: a confirmation message is displayed, specifying the number of entities selected,



- Step 5: Choose the resolution interval and specify the date of application. This date is at the earliest the current day + 8 days,
- Step 6: Click on the <Valider> (validate) button,

1.2.2. Balancing Service Provider features

The TERRE panels allow a Balancing Service Provider to carry out the following steps:

- For BEs in its perimeter and made up of SEs:
  - amend the BE's participation in the RR standard product bid platform,

- amend the state of transmission of the final dispatch schedule of SEs making up the BE
- change the resolution of the forecast dispatch schedules of SEs making up the BE
- For BEs within its perimeter and not made up of SEs:
  - amend the BE's participation in the RR standard product bid platform,
  - amend the state of transmission of the final dispatch schedule of the BEs

They also allow you to consult the qualification status of the BE and its final ability to participate in the RR standard product bid platform.

Note that, if the Balancing Service Provider has a BE made up of SEs, it must necessarily be the Scheduling Agent of these SEs, thus able to enter changes for these SEs via the menus described below.

### 1.2.2.1. <TERRE PARTICIPATION> Menu

#### 1.2.2.1.1. Amendment to a BE's participation in the RR standard product bid platform

The <TERRE PARTICIPATION> menu also allows you to amend the RR standard product platform participation by one BE at a time.

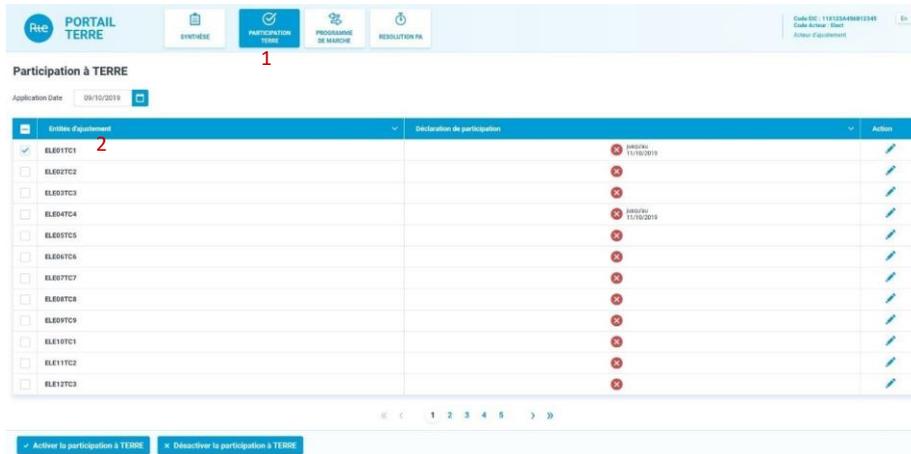


Figure 3: <TERRE PARTICIPATION> Menu

- Step 1: click on the < TERRE PARTICIPATION > menu,
- Step 2: choose a BE and click the icon in the <Action> column,
- Step 3: a window appears allowing you to enter the amendment,

Mis en forme : Français (France)

EDA ELE01TC1 3
✕

**Modifier la participation à TERRE**  
 Etat à date d'application : Désactivé jusqu'au 11/10/2019

Participer à TERRE

OUI 4

Date d'effet

11/10/2019 5 (à minima J+2)

6

- Step 4: amend the participation to TERRE,
- Step 5: specify the date of application. This date is at the earliest on the current day +2 days,
- Step 6: click on the <Valider> (validate) button.

1.2.2.1.2. Grouped declaration for several BEs of the participation in the RR standard product bid platform.

Régie PORTAIL TERRE

SPRINT
PARTICIPATION TERRE
PROGRAMME DE MARCHÉ
RÉSOLUTION FIN

Code BE : 1112244881248  
Code Activé : 000  
Acteur d'équipement

**Participation à TERRE** 1

Date d'application: 28/10/2019

Unités d'équipement	Déclaration de participation	Action
<input type="checkbox"/> ELE01TC1	✔	✎
<input checked="" type="checkbox"/> ELE02TC2	✔	✎
<input type="checkbox"/> ELE03TC3	✔	✎
<input checked="" type="checkbox"/> ELE04TC4 <span style="color: red; font-weight: bold;">2</span>	✔	✎
<input type="checkbox"/> ELE05TC5	✘	✎
<input checked="" type="checkbox"/> ELE06TC6	✘	✎
<input type="checkbox"/> ELE07TC7	✘	✎
<input type="checkbox"/> ELE08TC8	✘	✎
<input type="checkbox"/> ELE09TC9	✘	✎
<input type="checkbox"/> ELE10TC1	✘	✎
<input type="checkbox"/> ELE11TC2	✘	✎
<input type="checkbox"/> ELE12TC3	✘	✎

3

✔ Activer la participation à TERRE
✘ Désactiver la participation à TERRE

- Step 1: Click on the < TERRE PARTICIPATION > menu,
- Step 2: Tick the BEs wishing to participate in the RR standard product bid platform.
- Step 3: Click on the <Activer la participation à TERRE> (activate the TERRE participation) button,
- Step 4: A confirmation message is displayed specifying the number of BEs selected,

Activer la participation à TERRE 4
✕

Vous êtes sur le point d'activer la participation à TERRE pour :  
**3 EDA**

Date d'effet

30/10/2019 5 (à minima J + 2)

Step 5: specify the date of application. This date is at the earliest on the current day +2 days,

Step 6: Click on the <Valider> (validate) button. 6

Proceed in the same manner with the <Désactiver la participation à TERRE> (deactivate the TERRE participation) button to declare the end of participation on the TERRE platform, from a certain date, for a set of BE.

### 1.2.2.2. <PROGRAMME DE MARCHÉ> (FINAL DISPATCH SCHEDULE) Menu

#### 1.2.2.2.1. Amend the final dispatch schedule transmission of a single BE/SE

Ordre d'équipement	Etat renvoi PM à date d'application	Action
ELE01TC1		
ELE02TC2		
ELE03TC3		
ELE04TC4	Renvoi 22/10/2019	
ELE04TC4	Renvoi 22/10/2019	
ELE04TC5	Renvoi 22/10/2019	
ELE05TC5		
ELE06TC6		
ELE07TC7		
ELE08TC8		
ELE09TC9		
ELE10TC1		
ELE11TC2		

Figure 4: <PROGRAMME DE MARCHÉ> (FINAL DISPATCH SCHEDULE) Menu

Step 1: click on the < FINAL DISPATCH SCHEDULE > menu,

Step 2: choose a BE/SE and click the icon  in the <Action> column,

Step 3: a window appears allowing you to change the final dispatch schedule transmission,

EDP ELE04TC4 3

Modifier le renvoi de programme de marche standard

Etat à date d'application : Désactivé jusqu'au 22/10/2019

Renvoi de programme de marche

OUI 4

Date d'effet

12/10/2019 (à minima J+2)

Annuler Valider

5

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- Step 4: amend the final dispatch schedule transmission,
- Step 5: specify the date of application. This date is at the earliest the current day + 2 days,
- Step 6: Click on the < Validate > button.

Repeat the same procedure with the <Désactiver le renvoi PM> (disable final dispatch schedule transmission) button to disable final dispatch schedule transmission, from a certain date, of a SE/BE.

#### 1.2.2.2.2. Grouped amendment of the state of transmission of the final dispatch schedules of the SEs/BEs

The screenshot shows the 'Programme de marche' interface. At the top, there are navigation tabs: 'Régie PORTAIL TERRE', 'SYNTHÈSE', 'PARTICIPATION TERRE', 'PROGRAMME DE MARCHÉ' (highlighted with a red '1'), and 'RÉSOLUTION PA'. Below the tabs, there is a 'Date d'application' field set to '10/10/2019'. The main area contains a table with columns: 'Tranche d'équipement', 'Etat renvoi PM à date d'application', and 'Action'. The table lists various equipment types (ELED1TC1 to ELED1TC5) under categories 'EDP amont', 'EDP aval', and 'EDP résiduaires'. Each row has a checkbox and a red 'X' icon. A red '2' is placed next to the checkbox for ELED4TC4. At the bottom, there are two buttons: 'Activer le renvoi PM' (highlighted with a red '3') and 'Désactiver le renvoi PM'.

- Step 1: click on the < FINAL DISPATCH SCHEDULE > menu,
- Step 2: tick multiple BE/SEs that will transmit final dispatch schedules,
- Step 3: click on the <Activer le renvoi PM> (activate the final dispatch schedule transmission) button,
- Step 4: a confirmation message is displayed specifying the number of BEs/SEs selected to activate the final dispatch schedule transmission,

The screenshot shows a confirmation dialog box titled 'Activer le renvoi PM' (highlighted with a red '4'). The dialog contains the text: 'Vous êtes sur le point d'activer le renvoi PM pour :', followed by a list: '1 EDA' and '2 EDP'. Below this, there is a 'Date d'effet' field with a calendar icon, showing '12/10/2019' and '(à minima J+2)'. At the bottom, there are two buttons: 'Annuler' and 'Valider'.

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**Step 5:** specify the date of application. This date cannot be earlier than the current day + 2 days,

**Step 6:** click on the <Valider> (validate) button,

Repeat the same procedure with the <Désactiver le renvoi PM> (disable final dispatch schedule transmission) button to disable final dispatch schedule transmission, from a certain date, of a group of SEs/BEs.

### 1.2.2.3. <SYNTHESE > (SUMMARY) menu

#### 1.2.2.3.1. Modify the statuses of a BE not made up of SEs

The screenshot shows the 'PORTAIL TERRE' interface. At the top, there is a navigation bar with 'PORTAIL TERRE' and a 'Synthèse' button (marked with a red '1'). Below this is a 'Synthèse' section with a date filter set to '28/10/2019'. The main content is a table with the following columns: 'Entités d'équipement', 'Déclaration de participation', 'Renvoi PM active', 'Résolution PA', 'Statut de qualification', 'Apprête TERRE', and 'Action'. The table lists 13 BEs (ELE01TC1 to ELE12TC3). The 'Déclaration de participation' column contains green checkmarks for ELE01TC1, ELE02TC2, ELE03TC3, and ELE04TC4, and red 'X' marks for the others. The 'Renvoi PM active' column contains red 'X' marks for all BEs. The 'Résolution PA' column contains dashes for all BEs. The 'Statut de qualification' column contains red 'X' marks for ELE01TC1, ELE02TC2, ELE03TC3, ELE04TC4, ELE05TC5, ELE06TC6, ELE07TC7, ELE08TC8, ELE09TC9, ELE10TC1, ELE11TC2, and ELE12TC3, and a green checkmark for ELE04TC4. The 'Apprête TERRE' column contains red 'X' marks for all BEs. The 'Action' column contains a pencil icon for each BE (marked with a red '2').

**Step 1:** click on the <SYNTHESE > (SUMMARY) menu,

**Step 2:** choose a BE which is not made up of Scheduling Entities and then click the icon  in the <Action> column,

**Step 3:** a window appears, allowing you to edit the TERRE participation and the final dispatch schedule transmission,

The screenshot shows a dialog box titled 'EDA ELE06TC6' (marked with a red '3'). The dialog has two sections. The first section is 'Modifier la participation à TERRE' with the state 'Etat à date d'application : Désactivé'. It includes a radio button for 'Participer à TERRE' set to 'OUI' (marked with a red '4') and a date field for 'Date d'effet' set to '30/10/2019' with a calendar icon and the note '(à minima J + 2)'. The second section is 'Modifier le renvoi de programme de marche standard' with the state 'Etat à date d'application : Désactivé'. It includes a radio button for 'Renvoi de programme de marche' set to 'OUI' and a date field for 'Date d'effet' set to '30/10/2019' with a calendar icon and the note '(à minima J + 2)'. At the bottom, there are 'Annuler' and 'Valider' buttons.

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**Step 4:** amend the TERRE participation and specify the application date (at the earliest current day +2 days),

**Step 5:** amend the final dispatch schedule transmission and specify the application date (at the earliest current day +2 days),

**Step 6:** click on the <Valider> (validate) button.

#### 1.2.2.3.2. Modify the statuses of a BE made up of SEs

Statut d'équipement	Déclaration de participation	Service PM active	Évaluation PR	Statut de qualification	Approuvé TERRE	Action
ELED1TC1	✗	✗	-	✗	✗	✍
ELED2TC2	✗	✗	-	✗	✗	✍
ELED3TC3	✗	✗	-	✗	✗	✍
> ELED4TC4	✗	✓	-	✓	✗	✍
▼ ELED5TC5	✗	✗	✗	✗	✗	✍
ESP non autorisée						
ELED6TC6	✗	✗	✗	✗	✗	✍
> ELED7TC7	✗	✗	✗	✗	✗	✍
> ELED8TC8	✗	✗	✗	✓	✗	✍
> ELED9TC9	✗	✗	✗	✓	✗	✍
> ELE10TC1	✗	✗	✗	✗	✗	✍
> ELE11TC2	✗	✗	✗	✗	✗	✍
ELE12TC3	✗	✗	-	✗	✗	✍

**Step 1:** click on the <SYNTHESE> (SUMMARY) menu,

**Step 2:** choose a BE made up of SEs and then click the icon  in the <Action> column,

**Step 3:** a window appears allowing you to edit the TERRE participation,

**EDA ELE05TC5**

Modifier la participation à TERRE

Etat à date d'application : Désactivé

Participer à TERRE

OUI

Date d'effet

26/10/2019 (à minima J + 2)

Annuler Valider

**Step 4:** amend the TERRE participation and specify the application date (at the earliest current day +2 days),

**Step 5:** click on the <Valider> (validate) button.

### 1.2.2.3.3. Amend the statuses of a SE that is part of the composition of a BE

PORTAIL TERRE

SYNTHESE PARTICIPATION TERRE PROGRAMME DE MARCHÉ RESOLUTION PA

Donc BE : 1162346812345  
Date d'application : 30/10/2019

Synthèse

Date d'application: 30/10/2019

Entree d'equipement	Déclassement de participation	Retenu PA activé	Allocation PA	Statut de qualification	Approuvé TERRE	Action
ELE01TC1	✗	✗	-	✗	✗	
ELE02TC2	✗	✗	-	✗	✗	
ELE03TC3	✗	✗	-	✗	✗	
ELE04TC4	✗	✗	-	✗	✗	
ELE05TC5	✗	✓	✗	✓	✗	
EDP						
ELE05TC5	✗	✗	✗	✗	✗	
ELE06TC6	✗	✗	✗	✗	✗	
ELE07TC7	✗	✗	✗	✗	✗	
ELE08TC8	✗	✗	✗	✓	✗	
ELE09TC9	✗	✗	✗	✓	✗	
ELE10TC1	✗	✗	✗	✗	✗	
ELE11TC2	✗	✗	✗	✗	✗	
ELE12TC3	✗	✗	-	✗	✗	

**Step 1:** Click on the <SYNTHESE> (SUMMARY) menu,

**Step 2:** Choose a SE and then click the icon in the <Action> column,

**Step 3:** a window appears, allowing you to edit the forecast dispatch schedule accuracy and the final dispatch schedule transmission,

EDP ELE05TC5 3 ✕

**Modifier la précision du pas**

Etat à date d'application : 30 min

Pas

5 min 15 min 30 min 4

Date d'effet

30/10/2019 (à minima J + 2)

---

**Modifier le renvoi de programme de marche standard**

Etat à date d'application : Désactivé

Renvoi de programme de marche

OUI 5

Date d'effet

30/10/2019 (à minima J + 2)

Annuler Valider

6

**Step 4:** edit the forecast dispatch schedule accuracy and the application date (at the earliest current day + 8 days),

**Step 5:** edit the final dispatch schedule transmission and specify the date of application (at the earliest current day + 2 days),

**Step 6:** click on the <Valider> (validate) button.

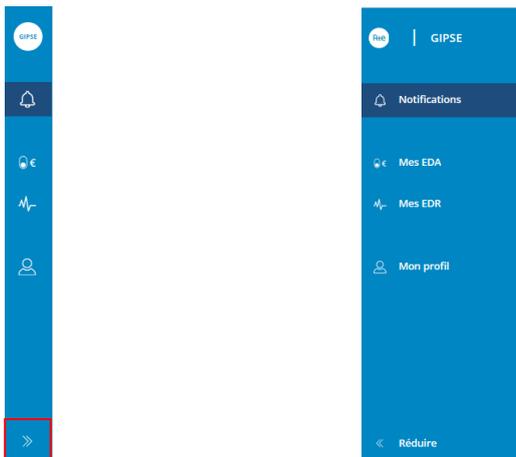
## 2. PART A2: MANAGING BALANCING ENTITIES

### 2.1. Getting started

#### 2.1.1. Menu

The menu is located on the left, and drops down by clicking on the chevrons at the bottom of the menu.

It gives access to the main panel “Mes EDA” (my BEs) or the “Notifications” panel.



#### 2.1.2. My BEs

This panel has two tabs:

- Open requests tab: In this tab, you will see the BEs that are in draft or provisional status.
- Valid BE tab: In this tab the valid BE are displayed. BEs are presented in the form of tables, and two sort methods are possible (sort by search engine or sort by column). Requests for the creation/update/closure of the BEs are made from this tab.

At this stage, all valid BEs are searchable, regardless of their type.

However, GIPSE's BE creation/ amendment /closure functions are limited to remotely-read consumption BEs or profiled BEs. The process of creating / amending / closing other types of BE remains unchanged, i.e. sending a request to your account manager who will perform the operation.

In the following, the creation / amendment / closure path of a consumption BE is illustrated in the case of a remotely-read consumption BE, which may contain PTS and PDS sites. The path for a profiled consumption BE, which can only contain PDS sites, is similar, without the features for PTS sites.

### 2.1.3. Notifications

## Notifications

**Initialisation EDA**  
26/07/2021  
Votre CRC a initialisé l'EDA TESTDTC2

GIPSE sends notifications in the following cases:

Action	Email	Notification on GIPSE
Initialisation of the BE by the account manager	✓	✓
Creation of the BE	✓	
BE amendment	✓	
Request closure	✓	

## 2.2. Detail of features

### 2.2.1. My BEs

#### 2.2.1.1. *Creation of a remotely-read Consumption BE*

CRÉER UNE EDA

In order to create a BE, click on the button in the upper right corner:

You can create a BE in the first ten business days of the current month for the perimeter of the following month. You must firstly put in a request for your account manager to initialise the code and type of BE in GIPSE.

Rec | GIPSE

Mes EDA

EDA valides Demandes en cours

Recherchez un code ou un nom

Afficher uniquement les demandes de mise à jour 52 résultats

Date de début	Code	Nom	Type	CRMA	Receveur d'ordre	Reseau / Frontière	Demande de mise à jour
01/04/2020	14FRD57Q	Nom de l'EDA de 20 c	Soutrage	Rectangle	xxxxxxxxxx	RPT	
01/04/2020	24QR5F99	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	Allemagne	II
01/04/2020	DR57V36Q	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	Suisse	
01/03/2020	FRA247VF	Nom long d une EDA de 35...	Soutrage	Rectangle	xxxxxxxxxx	MultiGR	
01/03/2020	FU4578NB	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	RPT	II
01/02/2020	QAR12789	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	RPD	
01/02/2020	578TYQXN	Nom très long d une EDA de...	Soutrage	Rectangle	xxxxxxxxxx	RPT	
01/02/2020	247CVNIU	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	Allemagne	II
01/02/2020	F47R52XS	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	Suisse	
01/01/2020	57RE26FG	Nom très long d une EDA de...	Soutrage	Rectangle	xxxxxxxxxx	MultiGR	
01/12/2019	DR6547GT	Nom très long d une EDA de...	Soutrage	Historique	xxxxxxxxxx	RPT	II
01/12/2019	244FRATB	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	RPD	

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#### 1.2.2.3.4. Enter the BE parameters

Rec | GIPSE

Créer une EDA

Date de prise en compte j/m/aaaa **1**

Code EDA **2**

Nom de l'EDA

Type de l'EDA

Méthode de contrôle du réalisé (CRMA)

Rectangle  Prévision  Historique **3**

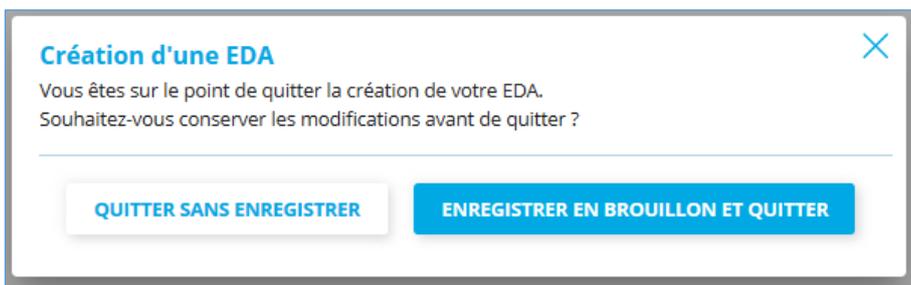
**4** ABANDONNER **5** VALIDER CETTE ÉTAPE

1 The start date is automatically entered on the first day of the next month.

2 BE code – available codes are displayed in a drop-down list, and when the code is selected, the BE name and type will be displayed automatically.

3 Load reduction check method (CRMA).

4 When you click on the **Abandonner** (abort) button, a confirmation pop-in is displayed. You can exit without saving, or save your creation request as a draft.



5 When all the data is entered, the **Suivant** (next) button is clickable to move to the next step

### 1.2.2.3.5. Add PTS sites

Ret | GIPSE

Notifications

Mes EDA

Mon profil

EDA Code EDA xxxxxxxx Nom de l'EDA Nom de l'EDA Brouillon

⚠ Cette EDA est incomplète et ne peut pas être soumise à validation. Merci de déclarer des sites RPT et/ou des GRD.

Paramètres Modifier

Date de début jimm/aaaa Type d'EDA Soufflage Méthode de contrôle du réalisé xxxxxxxx

Receveur d'ordre xxxxxxxx xxxxxxxx Centre d'exploitation xxxxxxxx xxxxxxxx

Petite EDA non standardisée

Sites soutirage RPT (0) Ajouter des sites RPT

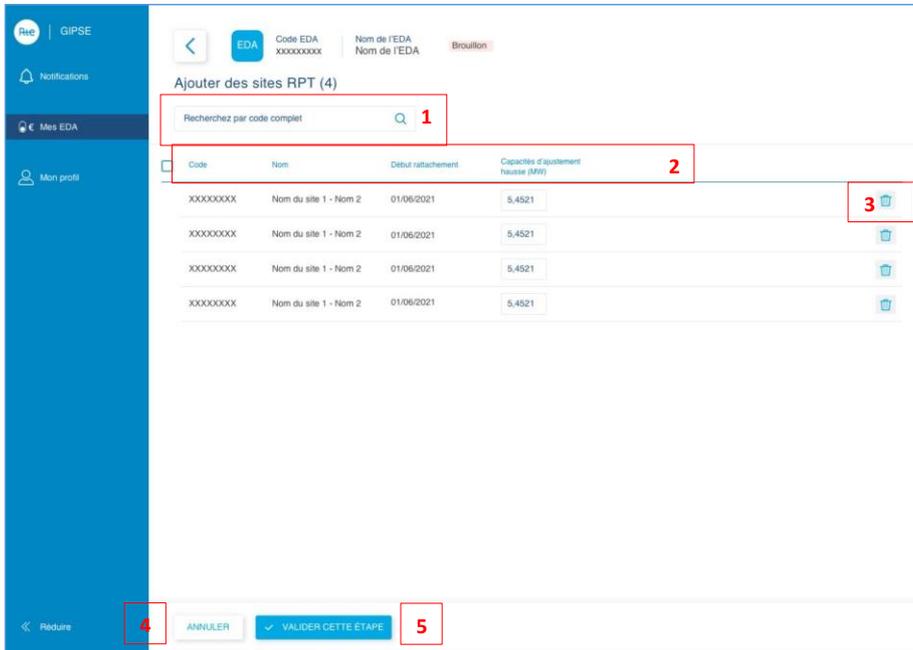
GRD liés aux sites soutirage RPD (0) Déclarer des GRD

Merci de nous indiquer les Gestionnaires de Distributions (GRD) concernés par cette EDA et de prendre contact avec eux afin qu'ils nous envoient les sites RPD concernés.

← Retour ANNULER SOUMETTRE MA DEMANDE

The information "*Petite EDA standardisée*" (small standardised BE), receiver of order and operation centre will have been filled in by the account manager at the time of the initialisation of the BE.

Clicking on the "*Ajouter des sites RPT*" (add PTS sites) button will take you to the following page:



1 You can write the code of the site you are searching for and it will display in the table. For PTS sites, the code to use is the metering detailed data code.

2 In the table you will find the following: Site code, site name, date the site was attached to your BE, the balancing capacity (to be filled in).

3 The bin symbol will allow you to remove the site from the list.

4 When you click on the **Annuler** (cancel) button, a confirmation pop-in is displayed. You can exit without saving, or remain on the page.



5

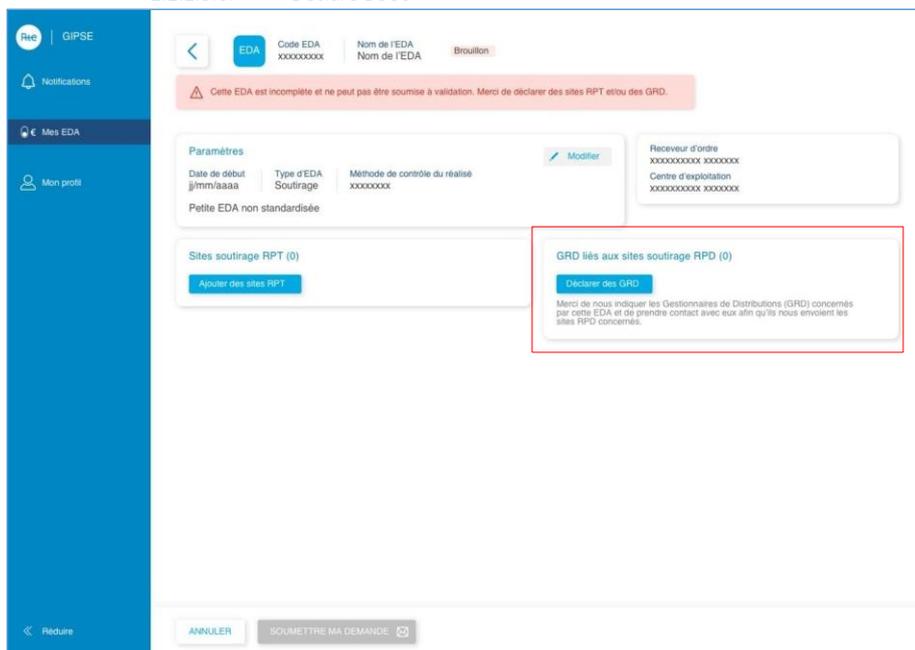
When all the data is entered, the **Valider cette étape** (validate this step) button is clickable and the PTS sites will be displayed in your BE.

If a site is already linked to another BE, in your perimeter, or in the perimeter of another market participant, an error message will be displayed and you can return to the list of sites and edit or confirm your selection.

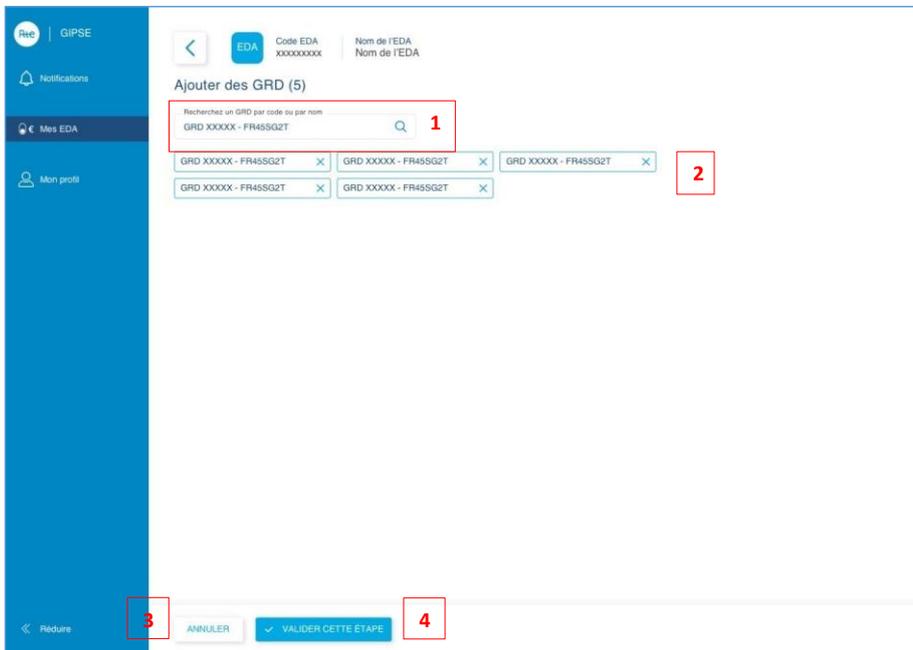
If at the end of the month the selected site is still linked to another BE, then it will not be linked to your BE for the next month.



#### 1.2.2.3.6. Declare DSOs



Clicking on the "Déclarer des GRD" (declare DSOs) button will take you to the following page:



1 You can write the EIC code or name of the DSO you are searching for and it will appear below the search field.

2 List of DSOs.

3 When you click on the **Annuler** (cancel) button, a confirmation pop-in is displayed. You can exit without saving, or remain on the page.



4 When all the data is entered, the **Valider cette étape** (validate this step) button is clickable and the DSOs will be displayed in your BE.

### 1.2.2.3.7. Send the request

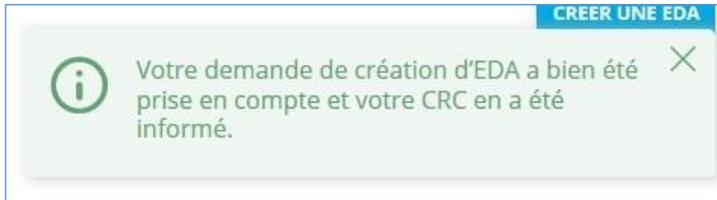
The screenshot shows the 'Send the request' step in the GIPSE application. The interface includes a sidebar with 'Mes EDA' and 'Mon profil', a top navigation bar with 'Ret' and 'GIPSE', and a main content area with various form fields and tables. A red box labeled '1' highlights the 'ANNULER' button, and another red box labeled '2' highlights the 'SOUMETTRE MA DEMANDE' button.

1 When you click on the **Abandonner** (abort) button, a confirmation pop-in is displayed. You can exit without saving, or save your creation request as a draft.

The screenshot shows a confirmation pop-in dialog titled 'Création d'une EDA'. The dialog asks 'Vous êtes sur le point de quitter la création de votre EDA. Souhaitez-vous conserver les modifications avant de quitter ?' and provides two buttons: 'QUITTER SANS ENREGISTRER' and 'ENREGISTRER EN BROUILLON ET QUITTER'.

2 Once you have verified the validity of the information you have entered, you can submit your request.

The following validation window will be displayed for a few seconds.



### 2.2.1.2. Viewing valid BEs

Mes EDA

EDA valides Demandes en cours

1 Recherchez un code ou un nom

Afficher uniquement les demandes de mise à jour 52 résultats 2

Date de début	Code	Nom	Type	CRMA	Receveur d'ordre	Réseau / Frontière	Demande de mise à jour 4
01/04/2020	14FRD37G	Nom de l'EDA de 20 c	Soutrage	Rectangle	xxxxxxxxxx	RPT	
01/04/2020	24QR9F99	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	Allemagne	<b>II</b>
01/04/2020	DR57V36Q	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	Suisse	
01/03/2020	FRA247VF	Nom long d une EDA de 35...	Soutrage	Rectangle	xxxxxxxxxx	MultiGR	
01/03/2020	FU4578NB	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	RPT	<b>II</b> 5
01/02/2020	QAR12789	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	RPD	
01/02/2020	578TYQXN	Nom très long d une EDA de...	Soutrage	Rectangle	xxxxxxxxxx	RPT	
01/02/2020	247CVNIU	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	Allemagne	<b>II</b>
01/02/2020	F47R32XS	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	Suisse	
01/01/2020	57RE28FG	Nom très long d une EDA de...	Soutrage	Rectangle	xxxxxxxxxx	MultiGR	
01/12/2019	DR6547GT	Nom très long d une EDA de...	Soutrage	Historique	xxxxxxxxxx	RPT	<b>II</b>
01/12/2019	244FRATB	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	RPD	

Items par page : 25 1 - 25 sur 148 3

**1** You can write the code or name of the BE you are searching for.

**2** By activating the filter, you will be able to view only the update requests in the table. If there is no request for update in progress, the message "aucune EDA valide" (no valid BE) will be displayed, and you can disable the filter to see all valid BEs again.

## Mes EDA

**EDA valides** Demandes en cours

Rechercher un code ou un nom

Afficher uniquement les demandes de mise à jour

Aucune EDA valide .

- 3** You can select the number of BEs displayed per page: 10, 25 or 50.
- 4** Each column has a sort, either by date or by alphabetical order. You need to click on the arrow that appears when you move the mouse.
- 5** When you click on the BE line, the detail is displayed, which summarises all the elements of the BE. You can go back to the *Mes EDA valides* (my valid RPGs) page from the arrow.

**5** <

EDA Code EDA xxxxxxxxxx Nom de l'EDA Nom de l'EDA Valide Période de validité de l'EDA Mai 2021 Clôturer l'EDA

Paramètres

Date de début j/m/aaaa Type d'EDA Soulage Méthode de contrôle du réalisé xxxxxxxx

Receveur d'ordre xxxxxxxxxx Centre d'exploitation xxxxxxxxxxxxxxxxxx

Sites soutirage RPT (6) Modifier

Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		
Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		
Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		
Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		
Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		

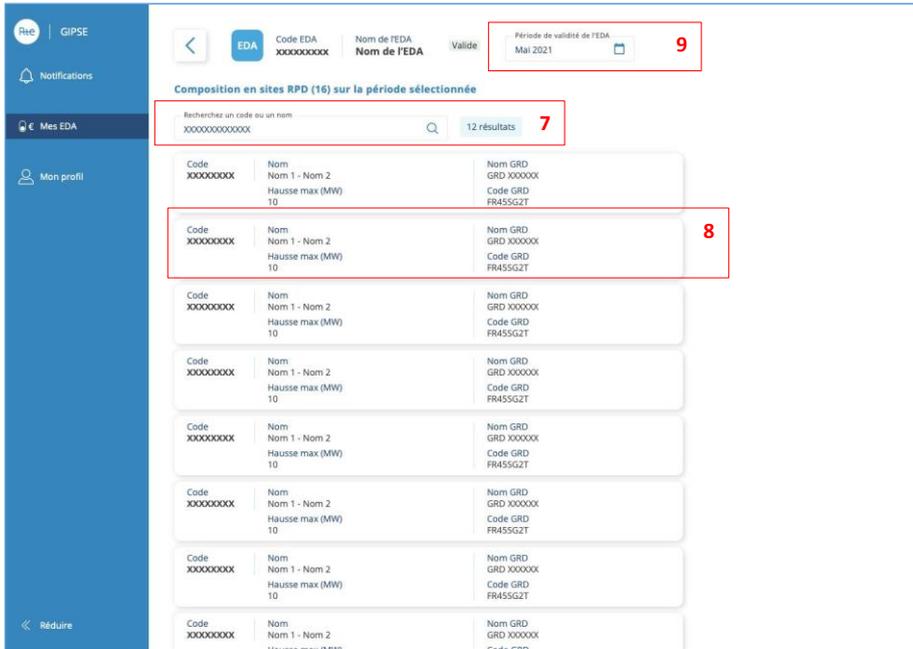
GRD liés aux sites soutirage RPD (4) Modifier

**6** VOIR LES SITES (16)

GRD xxxxxx FR45SG2T	4 Sites
Somme hausse max Calculer	
GRD xxxxxx FR45SG2T	4 Sites
Somme hausse max Calculer	
GRD xxxxxx FR45SG2T	4 Sites
Somme hausse max Calculer	
GRD xxxxxx FR45SG2T	4 Sites
Somme hausse max Calculer	

Réduire

6 When you click on “Voir les sites” (View Sites), you will be redirected to a page that allows you to check whether or not a PDS site is present in the composition of the BE.



7 Searching by site allows you to easily check for a site in this list. You need to enter the code or name of the site you are looking for. This is the PDS external site code used by DSOs in their data exchange with RTE.

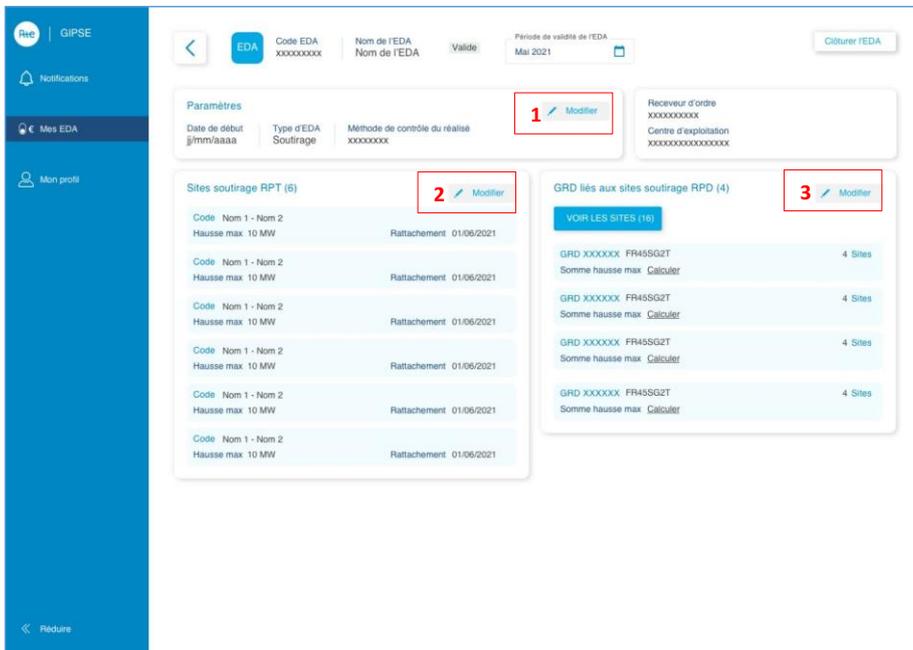
If there are more than 50 results for your site search, you will need to do a more refined search with more characters in the search field.

8 Depending on the search criteria used, the site(s) found will be displayed.

9 You can change the validity period of the BE in order to search for its composition in another month.

### 2.2.1.3. BE changes

Changes to a BE are to be made in the first 10 business days of the month for the following month, from the detail panel of the BE.



**1** When you click "*Modifier*" (edit) in the parameter block, you will be redirected to the edit page below and can make the desired changes.

**2** When you click "*Modifier*" (edit) in the PTS consumption Sites block, you will be redirected to the edit page below and can make the desired changes.

**3** When you click "*Modifier*" (edit) in the DSO consumption sites block, you will be redirected to the edit page below and can make the desired changes.

### Editing of parameters

The screenshot displays a web application interface for editing parameters. On the left is a blue sidebar with navigation options: 'Rec | GIPSE', 'Notifications', 'Mes EDA', and 'Mon profil'. The main content area is titled 'Modification des paramètres'. At the top, there are input fields for 'Code EDA' (containing 'xxxxxxxx') and 'Nom de l'EDA' (containing 'Nom de l'EDA'), with a 'Valide' button to the right. Below this, the section 'Méthode de contrôle du réalisé (CRMA)' features three radio button options: 'Rectangle' (selected), 'Prévision', and 'Historique'. At the bottom of the form, there are two buttons: 'ANNULER' and 'VALIDER'.

### PTS site change

Rec | GIPSE

Notifications

Mes EDA

Mon profil

Reduire

EDA Code EDA xxxxxxxx Nom de l'EDA Nom de l'EDA Brouillon

#### Ajouter des sites RPT (4)

Recherchez par code complet

<input type="checkbox"/>	Code	Nom	Debut rattachement	Capacités d'ajustement hausse (MW)	
<input type="checkbox"/>	XXXXXXXX	Nom du site 1 - Nom 2	01/06/2021	5,4521	
<input type="checkbox"/>	XXXXXXXX	Nom du site 1 - Nom 2	01/06/2021	5,4521	
<input type="checkbox"/>	XXXXXXXX	Nom du site 1 - Nom 2	01/06/2021	5,4521	
<input type="checkbox"/>	XXXXXXXX	Nom du site 1 - Nom 2	01/06/2021	5,4521	

ANNULER VALIDER CETTE ETAPE

### DSO change

Rec | GIPSE

Notifications

Mes EDA

Mon profil

EDA Code EDA xxxxxxxx Nom de l'EDA Nom de l'EDA

#### Ajouter des GRD (5)

Recherchez un GRD par code ou par nom

GRD XXXXX - FR45SG2T

GRD XXXXX - FR45SG2T X GRD XXXXX - FR45SG2T X GRD XXXXX - FR45SG2T X

GRD XXXXX - FR45SG2T X GRD XXXXX - FR45SG2T X

ANNULER VALIDER CETTE ETAPE

Rec | GIPSE

Notifications

Mes EDA

Mon profil

EDA Code EDA xxxxxxxx Nom de l'EDA Nom de l'EDA Valide Calculer l'EDA

#### 1

Demande de mise à jour

Votre demande de mise à jour porte sur les éléments suivants :  
- sites soutirage RPT

Paramètres

Date de debut j/mm/aaaa Type d'EDA Soutirage Méthode de contrôle du réalise xxxxxxxx

Receveur d'ordre xxxxxxxx Centre d'exploitation xxxxxxxxxxxxxxxx

Sites soutirage RPT (6)

Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		
Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		
Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		
Code Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max 10 MW		

GRD liés aux sites soutirage RPD (4)

VOIR LES SITES (16)

GRD XXXXXX FR45SG2T	4 Sites
Somme hausse max	Calculer
GRD XXXXXX FR45SG2T	4 Sites
Somme hausse max	Calculer
GRD XXXXXX FR45SG2T	4 Sites
Somme hausse max	Calculer
GRD XXXXXX FR45SG2T	4 Sites
Somme hausse max	Calculer

Vérifiez que votre demande est complète avant de la soumettre.

Date de modification j/mm/aaaa

2 ANNULER SOUMETTRE MA DEMANDE 3

**1** In this block, you will find a list of all the blocks that have been modified, and these will appear with a pink background

**2** When you click on "*Annuler*" (cancel), the changes made will not be taken into account

**3** When you click on "*Soumettre ma demande*" (Submit my Request), the changes made will be taken into account for the next month and a confirmation toast notification will appear, along with a block informing you that there is an update request for the coming month.

Rec | GIPSE

Notifications

Mes EDA

Mon profil

Reduire

EDA Code EDA xxxxxxxx Nom de l'EDA Nom de l'EDA Valide Période de validité de l'EDA Mai 2021 Demandes de ... Capter l'EDA

Vos demandes de modifications ont bien été prises en compte

Paramètres

Date de début j/mm/aaaa Type d'EDA Soufflage Méthode de contrôle du réalisé xxxxxxxx Centre d'exploitation xxxxxxxxxxxxxxxx

Sites soutirage RPT (6)

Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		
Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		
Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		
Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		
Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		
Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		

GRD liés aux sites soutirage RPD (4)

VOIR LES SITES (16)

GRD	xxxxxx FR45SG2T	4 Sites
Somme hausse max	Calculer	
GRD	xxxxxx FR45SG2T	4 Sites
Somme hausse max	Calculer	
GRD	xxxxxx FR45SG2T	4 Sites
Somme hausse max	Calculer	
GRD	xxxxxx FR45SG2T	4 Sites
Somme hausse max	Calculer	

Rec | GIPSE

Notifications

Mes EDA

Mon profil

Reduire

EDA Code EDA xxxxxxxx Nom de l'EDA Nom de l'EDA Valide Période de validité de l'EDA Juin 2021 Demandes de mise à jour Capter l'EDA

Paramètres

Date de début j/mm/aaaa Type d'EDA Soufflage Méthode de contrôle du réalisé xxxxxxxx Receveur d'ordre xxxxxxxxx Centre d'exploitation xxxxxxxxxxxxxxxx

Sites soutirage RPT (4)

Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		
Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		
Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		
Code	Nom 1 - Nom 2	Rattachement	01/06/2021
Hausse max	10 MW		

GRD liés aux sites soutirage RPD (4)

VOIR LES SITES (16)

GRD	xxxxxx FR45SG2T	4 Sites
Somme hausse max	Calculer	
GRD	xxxxxx FR45SG2T	4 Sites
Somme hausse max	Calculer	
GRD	xxxxxx FR45SG2T	4 Sites
Somme hausse max	Calculer	
GRD	xxxxxx FR45SG2T	4 Sites
Somme hausse max	Calculer	

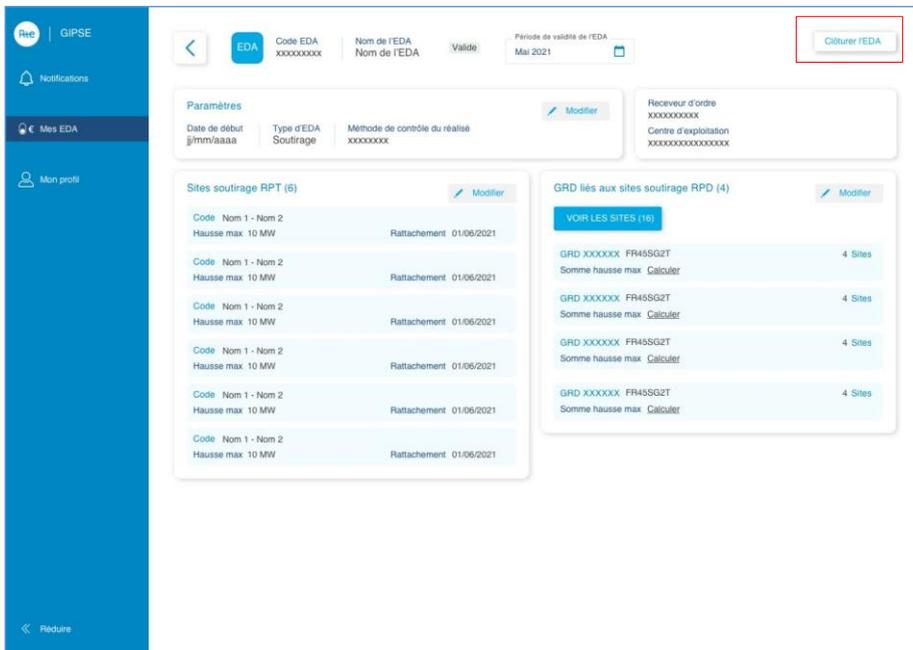
#### 2.2.1.4. Closing a BE

The screenshot shows the 'Mes EDA' interface with a table of valid BEs. The table has columns for Date de début, Code, Nom, Type, CRMA, Réseau / Frontière, and Demande de mise à jour. The row for 'QAR12789' is highlighted with a red box and a red '1' next to it.

Date de début	Code	Nom	Type	CRMA	Réseau / Frontière	Demande de mise à jour
01/04/2020	14FRD57Q	Nom de l'EDA de 20 c	Soutrage	Rectangle	xxxxxxxxxx	RPT
01/04/2020	24QRSF99	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	Allemagne
01/04/2020	DR57V36Q	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	Suisse
01/03/2020	FRA247VF	Nom long d'une EDA de 35...	Soutrage	Rectangle	xxxxxxxxxx	MultiGR
01/03/2020	FU4578HB	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	RPT
01/02/2020	QAR12789	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	RPD
01/02/2020	578TYQXN	Nom très long d'une EDA de...	Soutrage	Rectangle	xxxxxxxxxx	RPT
01/02/2020	247CVNIU	Nom de l'EDA de 20 c	Soutrage	Historique	xxxxxxxxxx	Allemagne
01/02/2020	F47RS2XS	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	Suisse
01/01/2020	57RE26FG	Nom très long d'une EDA de...	Soutrage	Rectangle	xxxxxxxxxx	MultiGR
01/12/2019	DR6547GT	Nom très long d'une EDA de...	Soutrage	Historique	xxxxxxxxxx	RPT
01/12/2019	244FRATB	Nom de l'EDA de 20 c	Soutrage	Prévision	xxxxxxxxxx	RPD

1

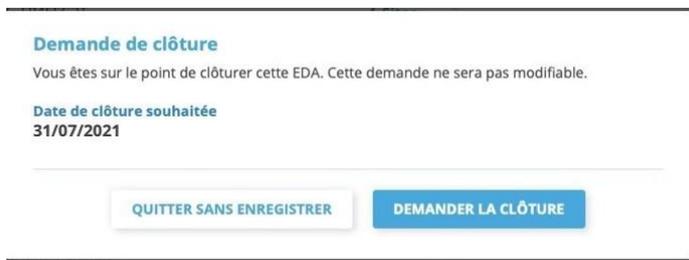
When you click on the BE line from the list of valid BEs, the details are displayed.



Clôturer l'EDA

To close a BE, click on the button in the upper right corner:

The following message appears:



- 1 The closing date must be the last day of the current month
- 2 When you click on the "Quitter sans enregistrer" (exit without saving) button, you stay on the BE detail.
- 3 When you click on the "Demander la clôture" (request closure) button, a confirmation pop-up is displayed.

#### 1.2.2.4. Requests in progress

The "*Brouillon*" (draft) status is a creation request that has not been finalised (button "*Enregistrer en Mode Brouillon*" (save as a draft) in the BE creation path).

The "*Provisoire*" (provisional) status corresponds to a creation request submitted for the following month (the "*Soumettre ma demande*" (submit my request) button in the BE creation path). At the end of the month, the BE will change to validated status and you can find it in the "*EDA valides*" (valid BEs) tab

Mes EDA

EDA valides Demandes en cours

Rechercher un code ou un nom Q1 Tous les statuts 2

7 résultats

Date de début	Code	Nom	Type	Statut
01/07/2021	01TESTC1	TEST PARAMETRE NON STANDARDI...	Soutirage Télérelevé	Provisoire
3 01/10/2021	12341TC3	Test modif EDA provisoire	Soutirage Télérelevé	Brouillon <span>X Supprimer 5</span>
4 01/09/2021	12341TC8	Test modif EDA provisoire	Soutirage Télérelevé	Provisoire

**1** You can search for a BE code in this search bar. The number of results is displayed to the right of the search field, and the results are displayed below.

**2** You can filter by status: "Draft" or "Provisional".

**3** When you click on a BE in "*Brouillon*" (draft) status, you will be redirected to the BE creation form.

**4** When you click on this line, you will be redirected to the details of the request in progress.

**5** When you click on the **Supprimer** (delete) button, the following pop-up is displayed. You can confirm the deletion, or cancel.

You can only delete a BE when its status is "*Brouillon*" (draft)

**Suppression d'un brouillon**

Vous êtes sur le point de supprimer le brouillon d'EDA

ANNULER CONFIRMER LA SUPPRESSION

### 2.2.2. Notifications

During each of the following actions, you are notified either by email or by notification on the application in the left menu (  )

The number of unread notifications appears in the menu icon. This number is updated live.



GIPSE sends notifications in the following cases:

Action	Email	Notification on GIPSE
Initialisation of the BE by the account manager		
Creation of the BE		
BE amendment		
Request closure		

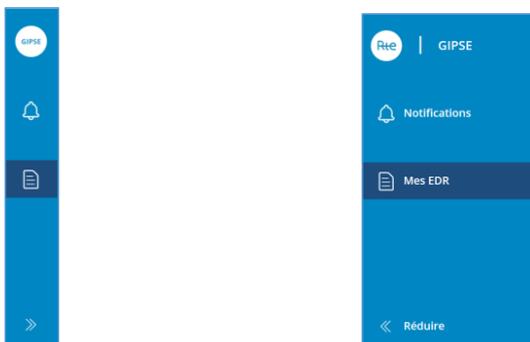
## 3. PART B: MANAGING RESERVE PROVIDING GROUPS

### 3.1. Getting started

#### 3.1.1. Menu

The menu is located on the left, and drops down by clicking on the chevrons at the bottom of the menu.

It gives access to the main panel “Mes EDR” (my RPGs) or the “Notifications” panel.



#### 3.1.2. My RPGs

Date de début	Code	Nom	Type	Demande de mise à jour
07/10/2020	AIGLOF	L'AIGLE	Injection	
11/01/2021	ARGESF	ARGESH	Injection	
11/01/2021	ARRENF	ARRENS	Injection	
11/01/2021	ARRISF 2	ARRIGHI 2	Injection	

At the bottom, there is a pagination control showing 'Lignes par page: 10' and '1-10 de 176'.

This panel has two tabs:

- **Open requests tab:** In this tab, you will see the RPGs that are under validation or in draft status.
- **Valid RPG tab:** In this tab the valid RPGs are displayed. RPGs are presented in the form of tables, and two sort methods are possible (sort by search engine or sort by column). Requests for the creation/update/closure of the RPGs are made from this tab.

Mes EDR CRÉER UNE EDR

**EDR valides** **Demandes en cours**

Rechercher un code ou un nom  Afficher uniquement les demandes de mise à jour

176 résultats

Date de début	Code	Nom	Type	Demande de mise à jour
07/10/2020	<b>AIGLOF</b>	L'AIGLE	Injection	
11/01/2021	<b>ARGE5F</b>	ARGE5H	Injection	
11/01/2021	<b>ARRENF</b>	ARRENS	Injection	
11/01/2021	<b>ARRISF 2</b>	ARRIGHI 2	Injection	

Lignes par page: 10 1-10 de 176

### 3.1.3. Notifications

Notifications

**Validation création EDR** [Consulter >](#)  
22/01/2021  
Votre CRC a validé la création de l'EDR TEST2F

**Validation cloture EDR**  
21/01/2021  
Votre CRC a validé la cloture de l'EDR TESTF

**Refus cloture EDR** [Consulter >](#)  
21/01/2021  
Votre CRC a refusé la cloture de l'EDR TESTF  
[Afficher le commentaire](#)

**Validation création EDR** [Consulter >](#)  
21/01/2021  
Votre CRC a validé la création de l'EDR TESTF

**Initialisation EDR**  
14/01/2021  
Votre CRC a initialisé l'EDR Test3F

**Initialisation EDR**  
14/01/2021

GIPSE sends notifications in the following cases:

Action	Email	Notification on GIPSE
Initialisation of the RPG by the account manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creation of the RPG	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Validation of the RPG by the account manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rejection of the RPG by the account manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RPG amendment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Request closure	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Validation of the closure		
---------------------------	--	--

### 3.2. Detail of features

#### 3.2.1. My RPGs

##### 3.2.1.1. Creating a RPG

In order to create a RPG, click on the button in the upper right corner:



The different steps are displayed at the top of the window.

The first step is to fill in the parameters.

##### 3.2.1.1.1. Step for entering the parameters

### Créer une EDR

1 Renseigner les paramètres
 2 Renseigner les caractéristiques SSY
3 Renseigner la composition en EDP
4 Envoyer la demande

1 Start date.

2 RPG code – available codes are displayed in a drop-down list.

3 Type – Generation or Consumption.

4 When you click on the **Abandonner** (abort) button, a confirmation pop-in is displayed. You can exit without saving, or save your creation request as a draft.

**Création d'une EDR**

Vous êtes sur le point de quitter la création de votre EDR.  
Souhaitez-vous conserver les modifications avant de quitter ?

---

QUITTER SANS ENREGISTRER
ENREGISTRER EN BROUILLON ET QUITTER

5

When all the data is entered, the **Suivant** (next) button is clickable to move to the next step

### 3.2.1.1.2. Step for entering the frequency ancillary services characteristics and declaring participation in FCR

Créer une EDR

1 Renseigner les paramètres — 2 Renseigner les caractéristiques SSY — 3 Renseigner la composition en EDP — 4 Envoyer la demande

**Réserve Primaire**

Participation à la RP

N - Ne participe pas ▼

**Réserve Secondaire**

Participation à la RS

N - Ne participe pas ▼

**Choisir le bon mode de participation**

**N** : Ne participe pas  
**H** : Participation uniquement à la Hausse  
**B** : Participation uniquement à la Baisse  
**S** : Participation à la Hausse et à la Baisse de manière Symétrique  
**D** : Participation à la Hausse et à la Baisse de manière Dissymétrique

< PRECEDENT
SUIVANT >

The user must declare whether the RPG is participating in Frequency Containment Reserve (FCR) and/or Automatic Frequency Restoration Reserve (aFRR).

There are 5 types of participation for each reserve type:

- N**: Does not participate
- H**: Upward participation only
- B**: Downward participation only
- S**: Upward and Downward participation in a symmetric manner
- D**: Upward and Downward participation in an asymmetrical manner

The following examples illustrate the declarations relating to Frequency Containment Reserve. The specifics of Automatic Frequency Restoration Reserve versus Frequency Containment Reserve are described in: [Step: Entering the Frequency Ancillary Services characteristics – Declaring FCR participation](#)~~Step: Entering the Frequency Ancillary Services characteristics – Declaring FCR participation.~~

Mis en forme : Police :Italique

3.2.1.1.2.1. Case no. 1: Choice "N: "Ne participe pas" (does not participate in FCR)

Créer une EDR

1 Renseigner les paramètres — 2 Renseigner les caractéristiques SSY — 3 Renseigner la composition en EDP — 4 Envoyer la demande

Réserve Primaire

Participation à la RP

N - Ne participe pas

Réserve Secondaire

Participation à la RS

N - Ne participe pas

**Choisir le bon mode de participation**

- N : Ne participe pas
- H : Participation uniquement à la Hausse
- B : Participation uniquement à la Baisse
- S : Participation à la Hausse et à la Baisse de manière Symétrique
- D : Participation à la Hausse et à la Baisse de manière Dissymétrique

< PRECEDENT    SUIVANT >

It must be stated whether the RPG participates in FCR or aFRR. If no participation is declared, in either of the two reserves, it is not possible to move to the next step (the **Suivant** (next) button is greyed out).

3.2.1.1.2.2. Case no. 2: Choice “H – Participation uniquement à la Hausse (upward participation only)”

1 By default, dynamic gain is disabled. Enter the value of the Upward gain: This value must be strictly greater than 0.

To declare a dynamic gain, please use the radio button, which will then appear in blue.



In this case, there is no longer a gain value to declare.

2 Enter the maximum value of the Upward certified FCR. This value must be strictly greater than 0.

3 Fill in the FCR constructive capacity values, Upward and Downward. The values must be strictly greater than or equal to 0.

4 Enter the maximum reserve (FCP + aFRR) Upward and Downward. The values must be strictly greater than or equal to 0.

5 When all the data is entered, the **Suivant** (next) button is clickable.

6 When you click on the **Précédent** (back) button, you go back to the previous step: "*Renseigner les paramètres*" (enter the parameters).

3.2.1.1.2.3. Case no. 3: Choice "*B –Participation uniquement à la Baisse*"  
(downward participation only)

**Créer une EDR**

1 Renseigner les paramètres — 2 Renseigner les caractéristiques SSY — 3 Renseigner la composition en EDP — 4 Envoyer la demande

**Réserve Primaire**

**Participation à la RP**

B - Baisse

**Gain**

Gain dynamique désactivé

Baisse Mw/Hz Valeur strictement supérieure à 0 **1**

**Valeur maximum**

Baisse Mw Valeur strictement supérieure à 0 **2**

**Capacités constructives**

Hausse Mw Baisse Mw Valeur supérieure ou égale à 0 **3**

**Réserve Secondaire**

**Participation à la RS**

N - Ne participe pas

**Réserve maximum**

Hausse Mw Baisse Mw Valeur supérieure ou égale à 0 **4**

**6** < PRECEDENT SUIVANT > **5**

**1** By default, dynamic gain is disabled. Enter the value of the Downward gain: This value must be strictly greater than 0.

To declare a dynamic gain, please use the radio button, which will then appear in blue.

**Gain**

Gain dynamique activé

In this case, there is no longer a gain value to declare.

**2** Enter the maximum value of the Downward FCR. The value must be strictly greater than 0.

**3** Fill in the FCR constructive capacity values, Upward and Downward. The values must be strictly greater than or equal to 0.

**4** Enter the maximum reserve (FCP + aFRR) Upward and Downward. The values must be strictly greater than or equal to 0.

**5** When all the data is entered, the **Suivant** (next) button is clickable.

**6** When you click on the **Précédent** (back) button, you go back to the previous step: "Renseigner les paramètres" (enter the parameters).

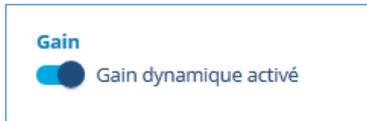
3.2.1.1.2.4. Case no. 4: Choice "S – Participation à la Hausse et à la Baisse de manière Symétrique" (upward and downward participation in a symmetric manner)

The screenshot shows the 'Créer une EDR' form with the following sections and highlighted elements:

- Progress bar:** 1 Renseigner les paramètres, 2 Renseigner les caractéristiques SSY, 3 Renseigner la composition en EDP, 4 Envoyer la demande.
- Réserve Primaire:**
  - Participation à la RP: S - Symétrique
  - Gain à la hausse et à la baisse: Gain dynamique désactivé (radio button)
  - Mw/Hz: Valeur strictement supérieure à 0. Cette valeur est valable pour le gain à la hausse et à la baisse. (1)
  - Valeur maximum à la hausse et à la baisse: Valeur strictement supérieure à 0. Cette valeur est valable à la hausse et à la baisse. (2)
  - Capacités constructives: Hausse Mw Baisse Mw. Valeur supérieure ou égale à 0. (3)
- Réserve Secondaire:** Participation à la RS: N - Ne participe pas
- Réserve maximum:** Hausse Mw Baisse Mw. Valeur supérieure ou égale à 0. (4)
- Navigation:** < PRECEDENT (6) and SUIVANT > (5)

**1** By default, dynamic gain is disabled. Enter the FCR gain value (this value is valid for Upward and Downward gain). This value must be strictly greater than 0.

To declare a dynamic gain, please use the radio button, which will then appear in blue.



In this case, there is no longer a gain value to declare.

- 2 Enter the maximum value of upward and downward FCR. The value must be strictly greater than 0 (this value is valid upward and downward).
- 3 Fill in the constructive capacity values, Upward and Downward. The values must be strictly greater than or equal to 0.
- 4 Enter the maximum reserve (FCP + aFRR) Upward and Downward. The values must be strictly greater than or equal to 0.
- 5 When all the data is entered, the **Suivant** (next) button is clickable.
- 6 When you click on the **Précédent** (back) button, you go back to the previous step: "*Renseigner les paramètres*" (enter the parameters).

3.2.1.1.2.5. Case no. 5: Choice "D – Participation à la Hausse et à la Baisse de manière Dissymétrique" (Upward and Downward participation in an asymmetrical manner)

**1** By default, dynamic gain is disabled. Enter the Upward and Downward FCR gain values. These values must be strictly greater than 0.

To declare a dynamic gain, please use the radio button, which will then appear in blue.



In this case, there is no longer a gain value to declare.

**2** Enter the maximum Upward and Downward FCR values. The values must be strictly greater than 0.

**3** Fill in the constructive capacity values, Upward and Downward. The values must be strictly greater than or equal to 0.

**4** Enter the maximum reserve (FCP + aFRR) Upward and Downward. The values must be strictly greater than or equal to 0.

**5** When all the data is entered, the **Suivant** (next) button is clickable.

6

When you click on the **Précédent** (back) button, you go back to the previous step: "*Renseigner les paramètres*" (enter the parameters).

3.2.1.1.3. Step: Entering the Frequency Ancillary Services characteristics  
– Declaring FCR participation

Declarations of participation in aFRR are made in a similar manner to FCR, as well as the maximum aFRR value(s), constructive capacities and maximum reserve values.

## Créer une EDR

- 1 Renseigner les paramètres — 2 Renseigner les caractéristiques SSY — 3 Renseigner la composition en EDP — 4 Envoyer la demande

### Réserve Secondaire

#### Participation à la RS

D - Dissymétrique

#### Valeur maximum

Hausse Mw Baisse Mw Valeur supérieure ou égale à 0

#### Capacités constructives

Hausse Mw Baisse Mw Valeur supérieure ou égale à 0

#### Valeur maximum de la rampe 1

- 300 secondes  
 400 secondes

### Réserve maximum

Hausse Mw Baisse Mw Valeur supérieure ou égale à 0

2

1 The value of the ramp must be entered, it can be 300 seconds or 400 seconds. Simply click on one of the values. Both values cannot be selected at the same time.

2 When all the characteristics have been entered, the **SUIVANT** (next) button is clickable to move to the next step.

### 3.2.1.1.4. Step for entering the SE composition

Créer une EDR

1 Renseigner les paramètres — 2 Renseigner les caractéristiques SSY — 3 Renseigner la composition en EDP — 4 Envoyer la demande

Choisissez la ou les EDP qui composeront votre EDR. Au moins une EDP doit être apte aux Services Systèmes.

Toutes mes EDP

1 Rechercher un code d'EDP 190 résultats 2 Uniquement les EDP SSY

EDP sélectionnées

Aucune EDP ajoutée

EDP EDP 01 Sites 1 SSY Voir les sites + Ajouter l'EDP

EDP EDP 02 Sites 1 SSY Voir les sites 4 + Ajouter l'EDP

EDP EDP 03 Sites 1 SSY Voir les sites + Ajouter l'EDP

EDP EDP 05 Sites 1 SSY 3 Voir les sites + Ajouter l'EDP

EDP EDP 06 Sites 1 SSY Voir les sites + Ajouter l'EDP

EDP EDP 07 Sites 1 SSY Voir les sites + Ajouter l'EDP

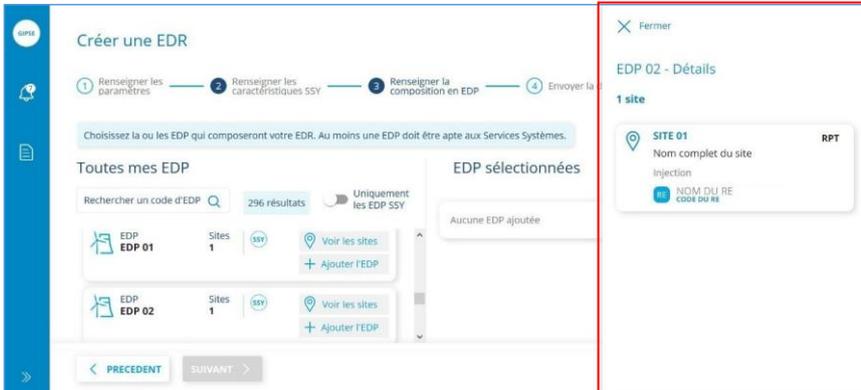
< PRECEDENT SUIVANT >

The purpose of this step is to report all SEs/consumption SEs linked to the RPG.

1 You can search for a RPG code in this search bar. The number of results is displayed to the right of the search field, and the results are displayed below.

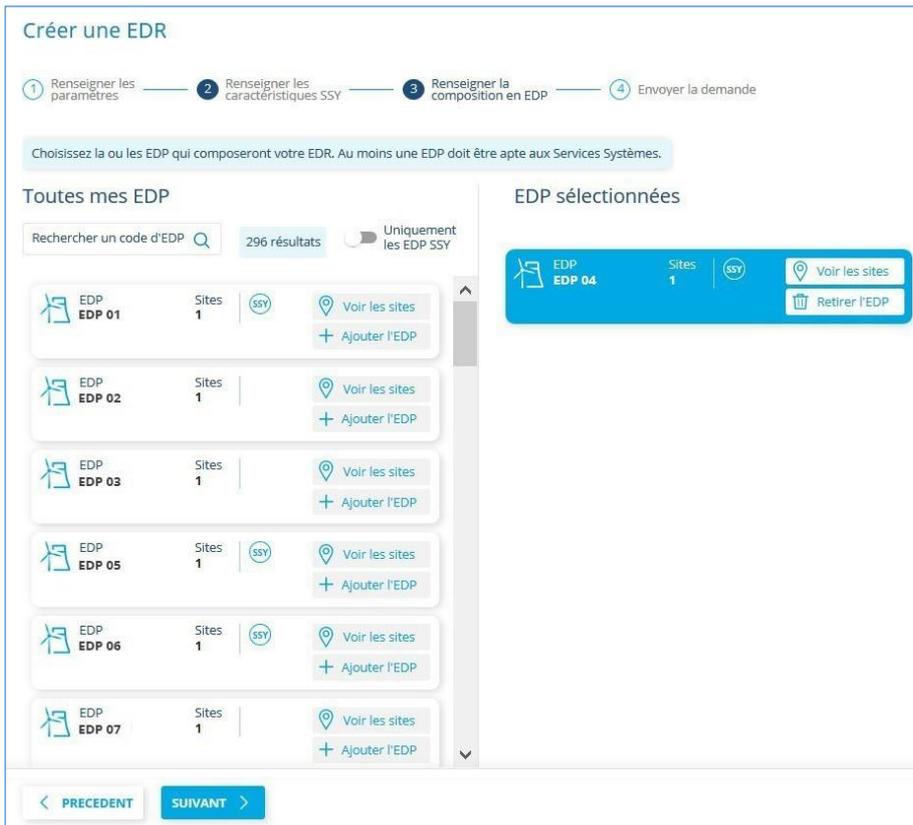
2 Filter button to display only SEs that are already participating in frequency ancillary services.

3 When the **Voir les sites** (view sites) button is clicked on, an information pane appears on the right side of the window, allowing you to view the site composition of the SE. This composition of sites is not modifiable.



**4** Ajout de l'EDP (add SE) button.

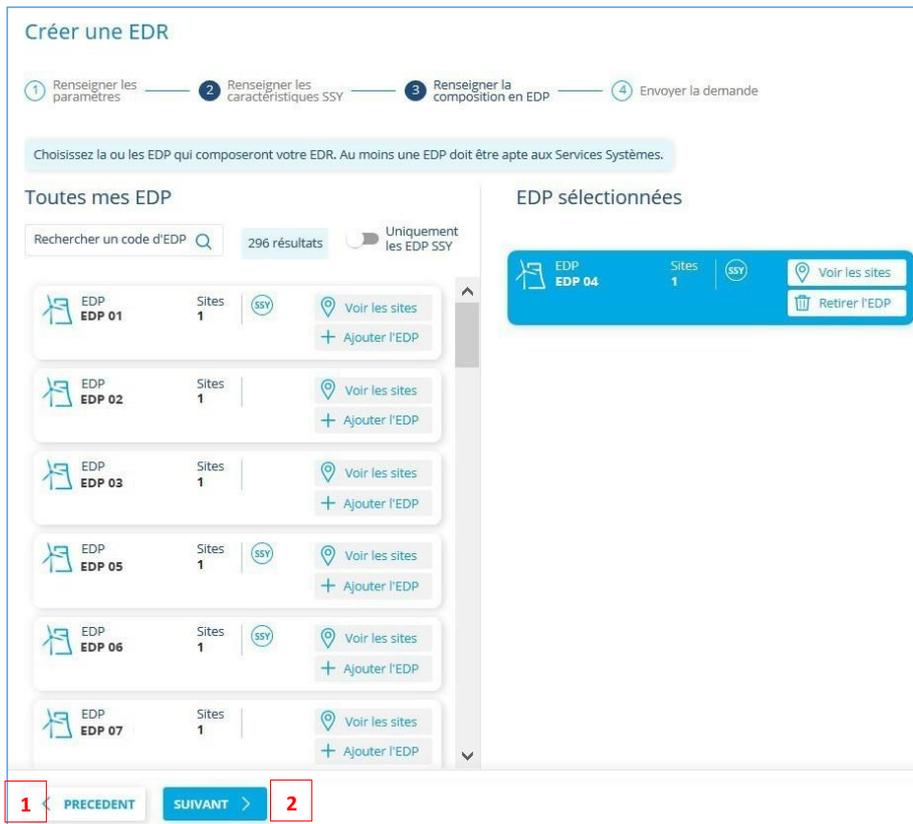
This button is used to select the SE or SEs related to the RPG. The SE then appears in the list of selected SEs.



It is possible to add multiple SEs.

**Management rule:** A SE cannot be added if it is already used for another RPG and, in the case of a generation RPG, the sites of all selected SEs must have the same balance responsible party.

If the selected SE is already attached to another RPG, the following message will be displayed:



1 When you click on the **Précédent** (back) button, you go back to the previous step: "Renseigner les caractéristiques SSY" (enter the Frequency Ancillary Services characteristics).

2 When one or several SEs have been selected, the **Suivant** (next) button is clickable to move to the next step.

### 3.2.1.1.5. Submit the request step

Créer une EDR

1 Renseigner les paramètres — 2 Renseigner les caractéristiques SSY — 3 Renseigner la composition en EDP — 4 Envoyer la demande

Récapitulatif de ma demande

**EDR Paramètres** 3 Modifier

Code EDR: TESTF | Date de début: 14/01/2021 | Type d'EDR: Injection

Nom de l'EDR: Test

**Capacité de réserve maximum** 4 Modifier

Réserve max haute: 1 Mw | Réserve max basse: 1 Mw

**Composition en EDP** 5 Modifier

1 EDP

EDP: EDP 1 | Sites: 1

**Réserve Primaire** 4 Modifier

Participation à la RP: H - Hausse

Valeurs maximums: Hausse: 1 Mw | Capacités constructives: Hausse: 1 Mw, Baisse: 1 Mw

Gain dynamique désactivé

Hausse: 1 Mw

**Réserve Secondaire** 4 Modifier

Participation à la RS: N - Ne participe pas

1 < PRECEDENT | SOUMETTRE MA DEMANDE > 2

1 When you click on the **Précédent** (back) button, you go back to the previous step: "Renseigner la composition en EDP" (enter SE composition).

2 Once you have verified the validity of the information you have entered, you can submit your request.

The following validation window will be displayed for a few seconds.



The request then appears in the "Demande en cours" (request in progress) tab under the status "En cours de validation" (under validation).

**3** When you click on the **Modifier** (edit) button, you will be redirected to step 1. Enter the parameters

**4** When you click on the **Modifier** (edit) button, you will be redirected to step 2. Enter the Frequency Ancillary Services characteristics

**5** When you click on the **Modifier** (edit) button, you will be redirected to step 3. Enter the SE composition

### 3.2.1.2. Viewing valid RPGs

The screenshot shows the 'Mes EDR' interface. At the top, there are two tabs: 'EDR valides' (selected) and 'Demandes en cours'. Below the tabs is a search bar with the placeholder text 'Rechercher un code ou un nom' and a magnifying glass icon. To the right of the search bar is a filter toggle labeled 'Afficher uniquement les demandes de mise à jour' with a filter icon. Below the search bar, it indicates '177 résultats'. The main part of the interface is a table with the following columns: 'Date de début', 'Code', 'Nom', 'Type', and 'Demande de mise à jour'. The table contains four rows of data, all with 'Injection' as the type. The first row is highlighted with a red box, and the filter icon in its 'Demande de mise à jour' column is also highlighted. At the bottom of the table, there is a pagination control showing 'Lignes par page: 10' and '1-10 de 177'.

4	Date de début	Code	Nom	Type	Demande de mise à jour ↓
6	24/01/2021	EDR 01	EDR 01	Injection	2
	07/10/2020	EDR 02	EDR 02	Injection	
5	11/01/2021	EDR 03	EDR 03	Injection	
	11/01/2021	EDR 04	EDR 04	Injection	

3 Lignes par page: 10 1-10 de 177 < >

**1** You can write the code or name of the RPG you are searching for.

**2** By activating the filter, you will be able to view only the update requests in the table. If there is no request for update in progress, the message "aucune EDR valide" (no valid RPG) will be displayed, and you can disable the filter to see all valid RPGs again.

## Mes EDR

EDR valides Demandes en cours

Rechercher un code ou un nom  

Afficher uniquement les demandes de mise à jour 

aucune EDR valide .

- 3 You can select the number of RPGs displayed per page: 10, 25 or 50.
- 4 Each column has a sort, either by date or by alphabetical order. You need to click on the arrow that appears when you move the mouse.
- 5 When you click on the RPG line, the detail is displayed, which summarises all the elements of the RPG. You can go back to the *Mes EDR valides* (my valid RPGs) page from the arrow.

←

EDR

Code EDR  
TEST2F

Nom de l'EDR  
Test2

Valide

**Paramètres**

Date de début: 07/10/2020 | Type d'EDR: Injection

**Réserve Primaire** Modifier

Participation à la RP  
S - Symétrique

Valeurs maximums		Capacités constructives	
Hausse	Baisse	Hausse	Baisse
32.9 Mw	32.9 Mw	32.9 Mw	32.9 Mw

Gain dynamique désactivé

Hausse	Baisse
174.2 Mw	174.2 Mw

**Réserve Secondaire** Modifier

Participation à la RS  
S - Symétrique | Mode d'activation: Setpoint

Valeurs maximums		Capacités constructives	
Hausse	Baisse	Hausse	Baisse
28 Mw	28 Mw	28 Mw	28 Mw

Valeur maximum rampe: 400 secondes

**Capacité de réserve maximum** Modifier

Réserve max haute	Réserve max baisse
60.9 Mw	60.9 Mw

**Composition en EDP** Modifier

2 EDP

EDP EDP 1	Sites 1	SSY
EDP EDP 2	Sites 1	SSY

6

When you click on the row of the RPG that has an update request, the details of the update request are displayed, which summarises all the elements of the RPG as well as the details of the update. You can go back to the *Mes EDR valides* (my valid RPGs) page from the arrow.

EDR Code EDR TESTZF Nom de l'EDR TestZ Valide

**Paramètres**  
Date de début 24/01/2021 Type d'EDR Injection

**Réserve Primaire** Modifier  
Participation à la RP  
N - Ne participe pas

**Réserve Secondaire** Modifier  
Participation à la RS Mode d'activation  
B - Baisse Setpoint

**Valeurs maximums** **Capacités constructives**  
Baisse 1 Mw Hausse 1 Mw Baisse 1 Mw

Valeur maximum rampe 300 secondes

**Demande de mise à jour**  
Cette EDR comporte une demande de mise à jour.  
Date de prise en compte demandée 26/01/2021  
Voir les détails de la demande

**Capacité de réserve maximum** Modifier  
Réserve max haute 1 Mw Réserve max basse 1 Mw

**Composition en EDP** Modifier  
1 EDP  
EDP EDP 1 Sites 1

### 3.2.1.3. Amendment of a RPG

Mes EDR CRÉER UNE EDR

EDR valides Demandes en cours

Rechercher un code ou un nom  Afficher uniquement les demandes de mise à jour

176 résultats

Date de début	Code	Nom	Type	Demande de mise à jour
07/10/2020	EDR 01	EDR 01	Injection	
11/01/2021	EDR 02	EDR 02	Injection	
11/01/2021	EDR 03	EDR 03	Injection	
11/01/2021	EDR 04	EDR 04	Injection	

Lignes par page: 10 1-10 de 176

1

When you click on the RPG line, from the list of valid RPGs, the details are displayed.

The screenshot shows the EDR management interface for 'Code EDR TEST2F' and 'Nom de l'EDR Test2'. The interface includes a 'Clôturer l'EDR' button at the top right. The main content is organized into several sections:

- Paramètres:** Date de début (24/01/2021), Type d'EDR (Injection).
- Capacité de réserve maximum:** Réserve max haute (1 Mw), Réserve max basse (1 Mw). A red box highlights the 'Modifier' button.
- Réserve Primaire:** Participation à la RP (N - Ne participe pas). A red box highlights the 'Modifier' button.
- Réserve Secondaire:** Participation à la RS (B - Baisse), Mode d'activation (Setpoint). A red box highlights the 'Modifier' button.
- Valeurs maximums / Capacités constructives:** Baisse (1 Mw), Hausse (1 Mw), Baisse (1 Mw).
- Composition en EDP:** 1 EDP (EDP 1), Sites (1). A red box highlights the 'Modifier' button.

**1** When you click on the **Modifier** (edit) button, you will be redirected to the information in step 2 of the creation form. Enter the Frequency Ancillary Services characteristics.

**2** When you click on the **Modifier** (edit) button, you will be redirected to the information in step 3 of the creation form. Enter the SE composition.

The screenshot shows the 'Réserve Secondaire' configuration form. It includes the following fields and options:

- Participation à la RS:** B - Baisse (dropdown menu).
- Valeur maximum Baisse:** 1 Mw. Note: Valeur strictement supérieure à 0.
- Capacités constructives:** Hausse (1 Mw), Baisse (1 Mw). Note: Valeur supérieure ou égale à 0.
- Valeur maximum de la rampe:** Radio buttons for 300 secondes and 400 secondes (selected).
- Réserve maximum:** Hausse and Baisse input fields.

At the bottom, there are two buttons: 'ANNULER' (highlighted with a red box and '1') and 'VALIDER' (highlighted with a red box and '2').

1 When you click on the **Annuler** (cancel) button, you will be redirected to the details of the RPG.

2 Once the required edits have been entered, click on **Valider** (validate): A summary of the update request is displayed. It must be validated and the desired modification date entered.

The screenshot shows a web interface for updating an EDR (Energie de Réserve). At the top, there are navigation elements: a back arrow, a blue 'EDR' button, and fields for 'Code EDR' (TEST2F) and 'Nom de l'EDR' (Test2) with a 'Valider' button. Below this is a pink box labeled '1' containing the title 'Demande de mise à jour' and a message: 'Votre demande de mise à jour porte sur les éléments suivants : - réserve secondaire'. A blue information box labeled '2' states: 'Votre demande n'a pas encore été transmise à RTE. Vous pouvez réaliser des modifications complémentaires avant de transmettre votre demande via le bouton en bas de la page.' The main form is divided into several sections: 'Paramètres' (Date de début: 24/01/2021, Type d'EDR: Injection), 'Capacité de réserve maximum' (Réserve max haute: 1 Mw, Réserve max baisse: 1 Mw), 'Réserve Primaire' (Participation à la RP: N - Ne participe pas), 'Composition en EDP' (1 EDP: EDP 1, Sites: 1), and 'Réserve Secondaire' (Participation à la RS: B - Baisse, Mode d'activation: Setpoint, Valeurs maximums: Baisse 1 Mw, Hausse 1 Mw, Baisse 1 Mw, Valeur maximum rampe: 300 secondes). Each section has a 'Modifier' button labeled '3'. At the bottom, a pink box labeled '6' says 'Vérifiez que votre demande est complète avant de la soumettre.' Below this is a 'Date de modification souhaitée' field with '26/01/2021' and a calendar icon labeled '4'. To the right are two buttons: 'ANNULER' labeled '5' and 'SOUMETTRE MA DEMANDE' labeled '7'.

1 As a reminder of the update request, the modified data is displayed with a pink background.

2 Reminder for information purposes that edits can still be made before sending the request to RTE.

3 Clicking on the "**Modifier**" (edit) button will take you to the required page:

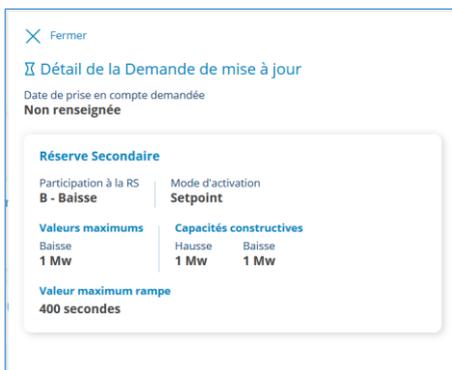
4 Fill in the desired date for applying the requested changes.

5 When you click **Annuler** (cancel), you can exit without saving the changes and return to the RPG details or return to your update request.

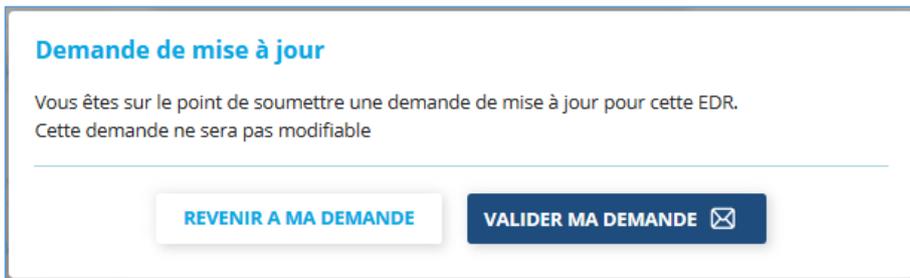
Commenté [CL1]: Pas bien compris rappel dans contexte



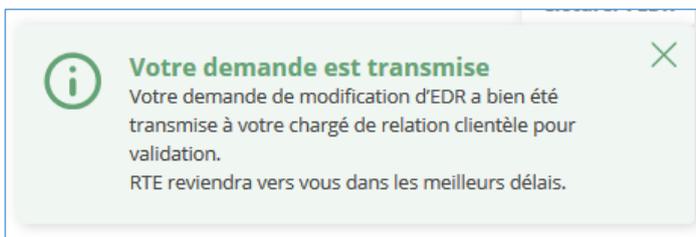
6 When you click on "Voir les détails de ma demande" (view my request details), a pane appears on the left with the information.



7 When you click on "Soumettre ma demande" (submit my request), you can return to your request, or submit the update.



Once you click on the validation, an information message is displayed:



EDR Code EDR TEST2F Nom de l'EDR Test2 Valide

**Paramètres**  
Date de début 24/01/2021 Type d'EDR Injection

**Réserve Primaire** 1 Modifier  
Participation à la RP  
N - Ne participe pas

**Réserve Secondaire** 1 Modifier  
Participation à la RS B - Baisse Mode d'activation Setpoint

**Valeurs maximums**  
Baisse 1 Mw Hausse 1 Mw Baisse 1 Mw

**Capacités constructives**  
Hausse 1 Mw Baisse 1 Mw

Valeur maximum rampe 300 secondes

**Demande de mise à jour**  
Cette EDR comporte une demande de mise à jour.  
Date de prise en compte demandée 26/01/2021  
Voir les détails de la demande

**Capacité de réserve maximum** 1 Modifier  
Réserve max haute 1 Mw Réserve max basse 1 Mw

**Composition en EDP** 1 Modifier  
1 EDP  
EDP EDP 1 Sites 1

1 The edit buttons are no longer active until the request has been processed by RTE.

### 3.2.1.4. Closing a RPG

Mes EDR CRÉER UNE EDR

EDR valides Demandes en cours

Rechercher un code ou un nom   Afficher uniquement les demandes de mise à jour

176 résultats

Date de début	Code	Nom	Type	Demande de mise à jour
07/10/2020	EDR 01	EDR 01	Injection	
11/01/2021	EDR 02	EDR 02	Injection	
11/01/2021	EDR 03	EDR 03	Injection	
11/01/2021	EDR 04	EDR 04	Injection	

Lignes par page: 10 1-10 de 176

1 When you click on the RPG line, from the list of valid RPGs, the details are displayed.

The screenshot shows the EDR management interface. At the top right, a button labeled "Clôturer l'EDR" is highlighted with a red box. Below this, there are several sections: "Paramètres" (Parameters) with "Date de début" (07/10/2020) and "Type d'EDR" (Injection); "Capacité de réserve maximum" (Maximum reserve capacity) with "Réserve max haute" (60.9 Mw) and "Réserve max basse" (60.9 Mw); "Réserve Primaire" (Primary Reserve) with "Participation à la RP" (5 - Symétrique) and "Valeurs maximums" (Maximum values) table; and "Composition en EDP" (EDP Composition) with 2 EDPs and 1 site each.

Valeurs maximums		Capacités constructives	
Hausse	Baisse	Hausse	Baisse
32.9 Mw	32.9 Mw	32.9 Mw	32.9 Mw

To close a RPG, click on the button in the upper right corner:

Clôturer l'EDR

The screenshot shows the "Demande de clôture" (Request for closure) dialog box. It contains the text: "Vous êtes sur le point de clôturer cette EDR. Cette demande ne sera pas modifiable. Merci d'indiquer une date de clôture souhaitée et de confirmer votre demande." Below this, there is a "Date de clôture souhaitée" (Desired closing date) field with a calendar icon and a date of 27/01/2021. At the bottom, there are two buttons: "QUITTER SANS ENREGISTRER" (Exit without saving) and "DEMANDER LA CLÔTURE" (Request closure). Red boxes with numbers 1, 2, and 3 highlight the date field, the "QUITTER SANS ENREGISTRER" button, and the "DEMANDER LA CLÔTURE" button respectively.

1 Select the closing date

2 When you click on the "Quitter sans enregistrer" (Exit without saving) button, you stay on the RPG detail.

3 When the closing date is selected, the button becomes clickable.

When the "Demander la clôture" (request closure) button is clicked on, a confirmation pop-in is displayed.

i

### Votre demande est transmise

Votre demande de clôture d'EDR a bien été transmise à votre chargé de relation clientèle pour validation.  
RTE reviendra vers vous dans les meilleurs délais.

✕

On the RPG detail panel, the "Clôturer l'EDR" (close RPG) button is no longer clickable and the following message is displayed: "An update is in progress and does not allow you to change the RPG at this time".

For information, a closed RPG is no longer viewable.

#### 3.2.1.5. Request in progress

The "Brouillon" (draft) status corresponds to a creation request that is not finalised (the "Enregistrer en Mode Brouillon" (save in draft mode) button in the RPG creation path).

The "Validation en Cours" (awaiting validation) status is:

- either a creation request submitted for validation (the "Soumettre ma demande" (submit my request) button in the RPG creation path).
- or a change request submitted for validation (the "Valider ma demande" (validate my request) button in the RPG edit path).
- or a closure request submitted for validation ("Clôturer l'EDR" (close RPG) button in the RPG consultation).

Mes EDR

EDR valides Demandes en cours

1 Rechercher un code ou un nom   2

2 résultats

Date de début	Code	Nom	Type	Statut	
19/01/2021	TEST1F	TEST1	Injection	Brouillon	<input type="button" value="X Supprimer"/> 5
31/01/2021	TEST2F	Test2	Injection	Validation en cours	4

1 You can search for a RPG code in this search bar. The number of results is displayed to the right of the search field, and the results are displayed below.

2 You can filter by status: "Brouillon" (Draft) or "En cours de validation" (Under Validation).

3 When you click on a RPG with a *Brouillon* (draft) status, you will be redirected to the RPG creation form, which was your location at the last save.

4 Clicking on this line will redirect you to the current request detail, with no edits possible, as the update request is being validated by the account manager.

5 When you click on the **Supprimer** (delete) button, the following pop-in is displayed. You can confirm the deletion, or cancel. You can only delete a RPG when its status is "*Brouillon*" (Draft)

**Suppression d'un brouillon**

Vous êtes sur le point de supprimer le brouillon d'EDR

---

### 3.2.2. Notifications

During each of the following actions, you are notified either by email or by notification on the

application in the left menu (  )

The number of unread notifications appears in the menu icon. This number is updated live.

Action	Email	Notification on GIPSE
Initialisation of the RPG by the account manager		
Creation of the RPG		
Validation of the RPG by the account manager		
Rejection of the RPG by the account manager		
RPG amendment		
Request closure		
Validation of the closure by the account manager		
Rejection of the closure by the account manager		

## Notifications

**Validation cloture EDR** 1

21/01/2021

Votre CRC a validé la cloture de l'EDR TESTF

**Refus cloture EDR** 2

21/01/2021

Votre CRC a refusé la cloture de l'EDR TESTF

[Consulter >](#)

[Afficher le commentaire](#) 3

**Validation création EDR** Consulter >

21/01/2021

Votre CRC a validé la création de l'EDR TESTF

**Initialisation EDR**

14/01/2021

Votre CRC a initialisé l'EDR Test3F

**1** A new notification is displayed in blue.

**2** When you click on the "**Consulter**" (view) button, you will be redirected to the details of the RPG.

**3** When you click on "*Afficher le commentaire*" (show comment), the comment appears, and the button changes to "*Masquer le commentaire*" (hide comment) [Masquer le commentaire](#) 

The comments are must be entered by RTE in case of rejection of a request for amendment.

## 4. PART C: DSO PORTAL

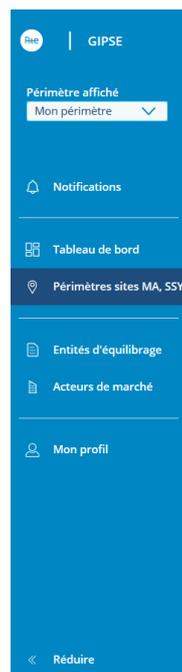
### 4.1. Getting started

#### 4.1.1. Menu

The menu is located on the left, and drops down by clicking on the chevrons at the bottom of the menu.

It gives access to the following panels:

- "Notifications" <coming soon>
- "Dashboard" <coming soon>
- "BM, frequency ancillary services site perimeters"
- "Balancing Groups"
- "Market players" <coming soon>
- "My Profile"



#### 4.1.2. BM and Frequency Ancillary Services site perimeters

The screenshot shows a web interface titled 'Fichiers sites transmis'. It includes a search bar for 'Période concernée par la déclaration' with 'Date de début' and 'Date de fin' fields, and a dropdown for 'Tous les statuts'. A button 'DÉCLARER UN PÉRIMÈTRE MA\_SSY' is visible. The main content is a table with the following data:

Date de déclaration	Date prise en compte	Fin de prise en compte	Mécanisme	Statut	Nom	Mode d'import
11/05/2021 20:16:12	01/06/2021	30/06/2021	MA	Integ. complète	MA_FIPS_GRD_202106_1'	Portail
11/05/2021 19:57:52	12/05/2021	31/05/2021	SSY	Integ. complète	SSY_REFST_GRD_MAJ_000000_1'	Portail
11/05/2021 19:24:59	01/06/2021	30/06/2021	MA	Rejeté	MA_REFST_TLRLV_GRD_202106_1'	Portail
22/04/2021 14:33:16	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_1'	Portail
22/04/2021 14:32:28	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_1'	Portail
22/04/2021 14:31:21	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_1'	Portail
22/04/2021 14:05:42	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_1'	API
22/04/2021 13:55:38	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_1'	API

This panel allows you to view the history of the BM/ frequency ancillary services reference data files transmitted to RTE and to access:

- to the upload new files function
- to the import report (return of error codes) after uploading a file

The affected files are the BM and frequency ancillary services reference data files, which are:

- MA\_REFST\_TLRLV\_GRD: site composition of remotely-read consumption BEs
- MA\_REFST\_PROF\_GRD: site composition of profiled consumption BEs
- MA\_REFINJ\_GRD: site composition of remotely-read generation BEs
- MA\_FIPS\_GRD: impact factor by delivery point substation associated with each BE
- SSY\_REFST\_GRD: site composition of RPGs
- SSY\_REFST\_GRD\_MAJ: site composition of RPGs (updated during the month).

Guides [1] and [2] referenced at the beginning of this document describe:

- the structure of these files
- their sending frequency
- the different error codes returned as a result of an import

Guide [3] referenced at the beginning of this document describes:

- import modalities by API

## 4.2. Detail of features

### 4.2.1. BM and Frequency Ancillary Services site perimeters

#### 4.2.1.1. View the history of the transmitted files

The screenshot shows a web interface titled 'Fichiers sites transmis'. At the top right, there is a button 'DÉCLARER UN PÉRIMÈTRE MA, SSY'. Below the title, there is a filter section 'Période concernée par la déclaration' with 'Date de début' and 'Date de fin' fields (marked with a red box 1), a dropdown for 'Tous les statuts' (marked with a red box 2), and '210 résultats'. The main part of the interface is a table with the following columns: 'Date de déclaration' (marked with a red box 3), 'Date prise en compte' (marked with a red box 4), 'Fin de prise en compte' (marked with a red box 5), 'Mécanisme' (marked with a red box 6), 'Statut', 'Nom', and 'Mode d'import'. The table contains several rows of data, including file names like 'MA\_FIPS\_GRD\_202106\_17', 'SSY\_REFST\_GRD\_MAJ\_000000\_1', and 'MA\_REFST\_TLRLV\_GRD\_202105\_17'. The status column shows 'Integ. complète' and 'Rejeté'. The mode of import is either 'Portail' or 'API'. At the bottom left, there is a 'Lignes par page: 10' dropdown and '1-10 de 210' pagination info.

This panel contains the history of the BM and Frequency Ancillary Services reference data files transmitted to RTE.

- 1 Filters the files displayed by date. The period is expressed as the application dates of the data contained in the files.
- 2 Filters the files displayed by status. After an import, a file can change to the following statuses:
  - Partial integration
  - Full integration
  - Rejected
- 3 The date the file was imported.
- 4 Start date of the data application period
- 5 End date of the data application period
- 6 The file was imported from the portal (see next §) or by API

#### 4.2.1.2. Import a reference data file

It can be a file that is transmitted for the first time or a file that is replayed after correction. In all cases, the file must be complete (contain the entire perimeter).

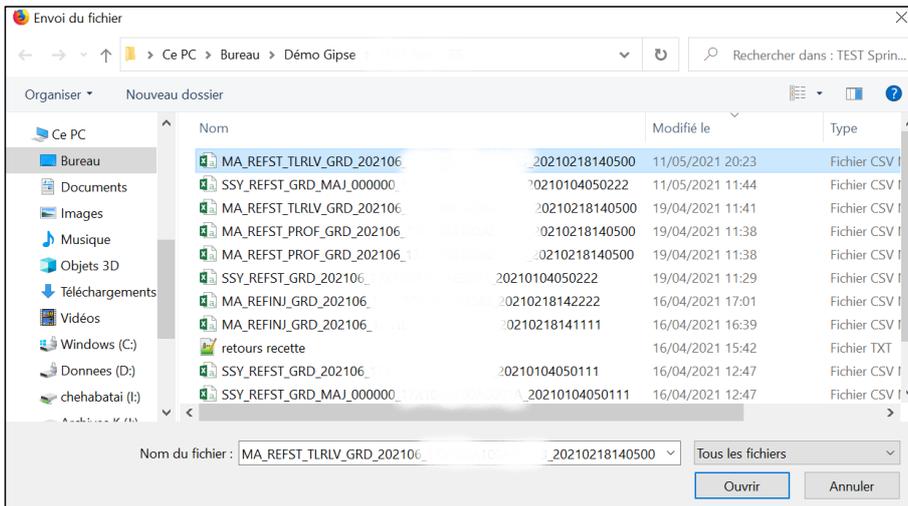
From the "Fichier sites transmis" (transmitted sites file) panel, click on the "Déclarer un périmètre MA, SSV" (declare BM, frequency ancillary services perimeter) button

The screenshot shows a web interface with a blue sidebar on the left containing navigation icons. The main content area is titled "Fichiers sites transmis" and includes a search filter for "Période concernée par la déclaration" with fields for "Date de début" and "Date de fin", and a "Tous les statuts" dropdown. Below this is a table with columns: "Date de déclaration", "Date prise en compte", "Fin de prise en compte", "Mécanisme", "Statut", "Nom", and "Mode d'import". The table lists several entries with various dates and statuses like "intég. complète" or "Reporté". In the top right corner, there is a blue button labeled "DÉCLARER UN PÉRIMÈTRE MA, SSV" which is highlighted by a yellow arrow.

The following window appears. Click on the "Ajouter depuis l'ordinateur" (add from computer) button

The screenshot shows a window titled "SITE Déclarer un périmètre MA, SSV". On the left is a blue sidebar with the "Rte | GIPSE" logo and menu items: "Périmètre affiché" (set to "Mon périmètre"), "Notifications", "Tableau de bord", and "Fichiers sites transmis". The main area contains a back arrow, a "SITE" label, and the text "Déclarer un périmètre MA, SSV". Below this is the section "Importer un fichier" with a blue button labeled "Ajouter depuis l'ordinateur" which is highlighted by a yellow arrow.

Then select the file to be uploaded in your computer's directory tree and click on the "Ouvrir" (open) button



Then confirm the import of the file by clicking the "Charger le fichier" (load file) button



An information message appears when the file import is complete.



4.2.1.2. *View the import report*

When the file import is complete, it appears in the transmitted file history.

**Fichiers sites transmis**

Période concernée par la déclaration

Date de début: [calendar icon] Date de fin: [calendar icon] Tous les statuts: [dropdown] 210 résultats

Date de déclaration	Date prise en compte	Fin de prise en compte	Mécanisme	Statut	Nom	Mode d'import
11/05/2021 20:16:12	01/06/2021	30/06/2021	MA	Integ. complète	MA_FIPS_GRD_202106_17	Portail
11/05/2021 19:57:52	12/05/2021	31/05/2021	SSY	Integ. complète	SSY_REFST_GRD_MAJ_000000_1	Portail
11/05/2021 19:24:59	01/06/2021	30/06/2021	MA	Rejeté	MA_REFST_TLRV_GRD_202106_17	Portail
22/04/2021 14:33:16	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_17	Portail
22/04/2021 14:32:28	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_17	Portail
22/04/2021 14:31:21	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_17	Portail
22/04/2021 14:05:42	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_17	API
22/04/2021 13:55:38	01/05/2021	31/05/2021	MA	Integ. complète	MA_REFINJ_GRD_202105_17	API

Lignes par page: 10 1:10 de 210

To view the result of the import and any errors detected, click on the row corresponding to the import. The import report is displayed:

Nom du fichier: MA\_REFINJ\_GRD\_202104\_20210218141111.csv Integ. partielle

**Synthèse de la déclaration de périmètre**

1 Date de déclaration: 24/03/2021 19:07:44

2 Date prise en compte: 01/04/2021

3 Fin de prise en compte: 30/04/2021

Mécanisme: MA Mode d'import: API

4 Conformité de la structure du fichier: Fichier conforme

5 Conformité des sites

Sites déclarés	Sites conformes	Sites non conformes	Erreurs	Warning
149	142	7	7	0

6

N° ligne	Nom colonne	Libellé erreur	Code erreur
4	CODE_EIC_GRD	Le code EIC du GRD associé au site est différent de celui du nom du fichier.	ERR_00014
5	TYPE_SITE	Le type du site est erroné.	ERR_00015

- 1 Date of import of the file
- 2 Start date of the data application period
- 3 End date of the data application period
- 4 Compliance of the file structure
  - File compliant: The structure is correct, the file is read.
  - File not compliant: The structure is not valid, the file is rejected

**5** Compliance of the sites

If the file structure is compliant, the lines are read and then accepted/rejected one by one.

The indicators give:

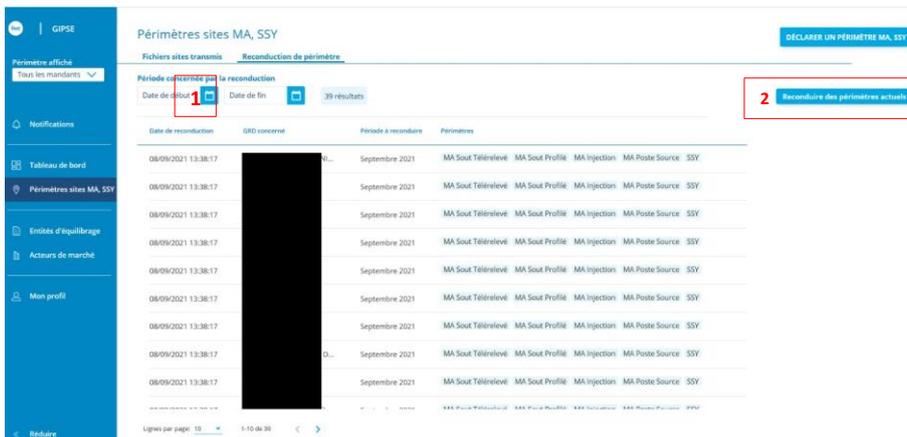
- the number of compliant/non-compliant sites across all declared sites
- the number of errors detected
- the number of warnings detected

**6** Line-by-line detail of error codes and warnings

Error codes and warnings are detailed in guides [1] and [2].

4.2.2. Extension of perimeters

From the "Périmètres sites MA, SSY" (BM, frequency ancillary services perimeter) page, in the "Reconduction de périmètre" (renew perimeter) tab, you can access the BM, frequency ancillary services perimeter renewal requests.



This panel contains the history of renewal requests for the BM and Frequency Ancillary Services perimeters

**1** Filters the requests displayed by date. The filter period is the period to be renewed.

**2** To renew a perimeter, click on the button *Reconduire des périmètres actuels* ("renew the current perimeters"). Only the following operation is possible: renewal of the perimeter of the current month over the following month.

#### 4.2.2.1. My Perimeter

Périmètre attaché  
Mon périmètre

Notifications

Tableau de bord

Périmètres sites MA.SSY

Entités d'équilibrage

Acteurs de marché

Mon profil  
Justine Gardebon

Reconduire des périmètres actuels

Reconduire des périmètres de la période  
Mai 2021

Sélection des périmètres

Merci de cocher les périmètres que vous souhaitez renouveler.

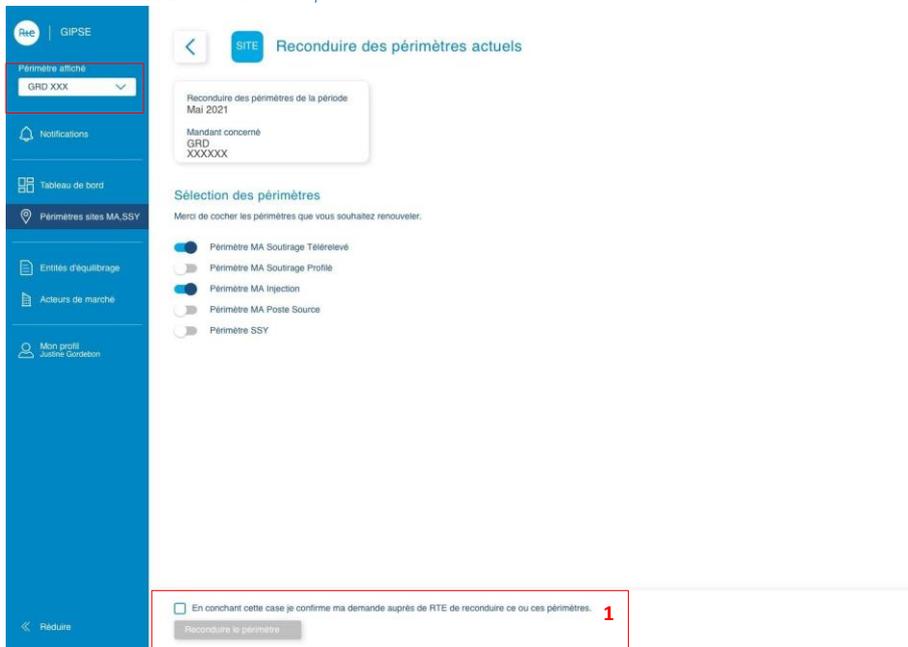
- Périmètre MA Soutirage Télérelevé
- Périmètre MA Soutirage Profilé
- Périmètre MA Injection
- Périmètre MA Poste Source
- Périmètre SSY

En cochant cette case je confirme ma demande auprès de RTE de reconduire ce ou ces périmètres. 1

Reconduire le périmètre

1 If you are in your perimeter and the perimeter remains the same, tick the box and the *Reconduire le périmètre* ("renew perimeter") button will become active. Click this button to confirm.

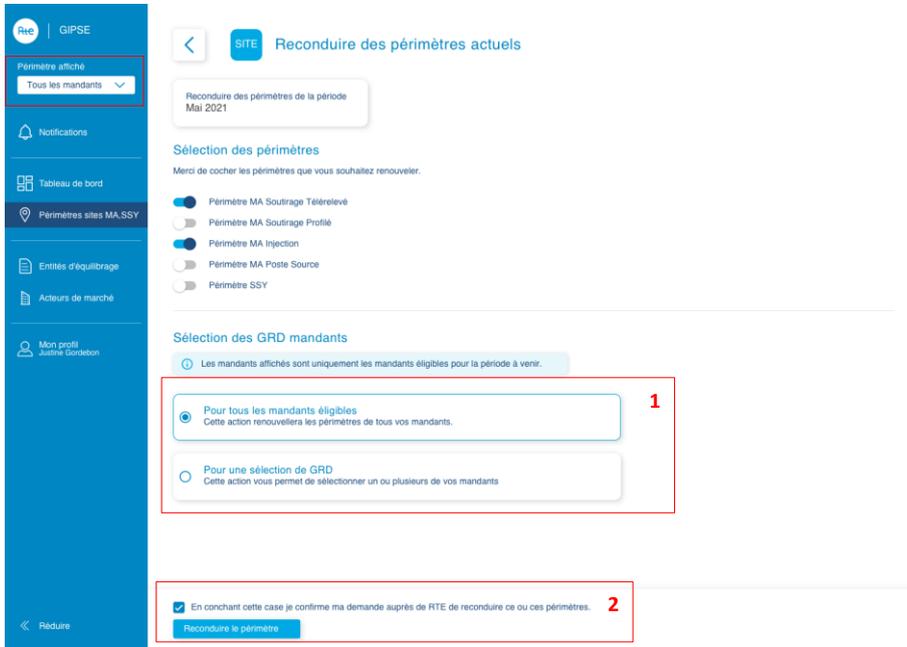
#### 4.2.2.2. Mandator perimeter



**1** If you are in the perimeter of a mandator DSO and if the perimeter remains the same, tick the box and the “Reconduire le périmètre” (renew perimeter) button will become active. Click this button to confirm.

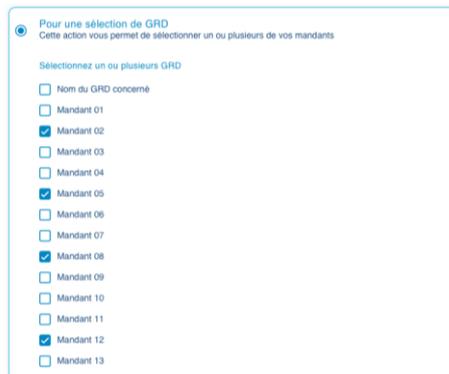
Commenté [CL2]: extend? renew? repeat?

4.2.2.3. All mandators



1 If you are in the perimeter of all the mandators, and the perimeter remains the same, you can make a renewal request for all mandators or for a selection of mandators.

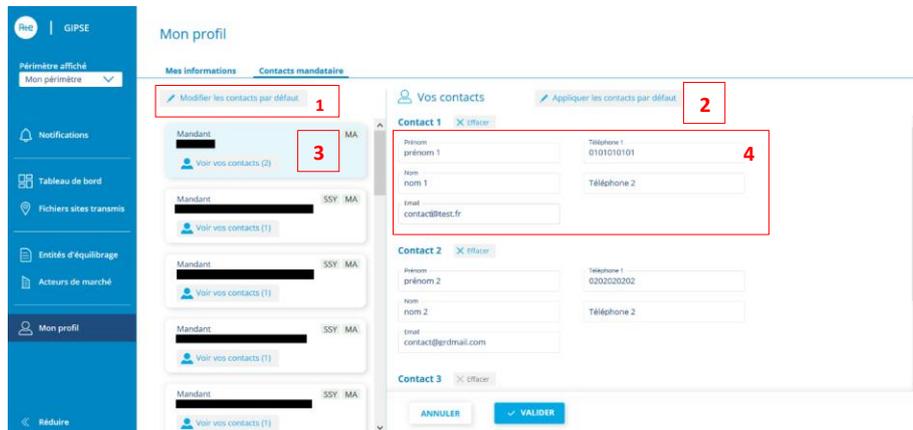
By ticking "Pour une sélection de GRD" (for a selection of DSOs), the list of mandators will be displayed and you can select the ones you require.



2 Tick the box and the "Reconduire le périmètre" (renew perimeter) button will become active. Click this button to confirm.

### 4.2.3. Mandator contacts

From the *Mon profil* (my profile) page, in the *Contacts mandataire* (mandator contacts) tab, you can access the list of mandator DSOs that have mandated you with RTE to support their data exchanges with RTE. For each of them, please provide up to 3 contacts, i.e.: the contacts of your company who are specifically in charge of this data, and fill in the information concerning them. These contacts will allow RTE, where necessary, to contact the right contact person within your company.



**1** Default contacts allow you to save a list of default contacts with their contact details. The purpose of this list is to simplify the duplication of entries, when the same contact person from your company acts on behalf of several mandator DSOs. You can enter up to 3 default contacts, which can be applied to all the mandator DSOs or, in each mandator DSO, you can select the **2** “Appliquer les contacts par défaut”(apply default contacts) button.

**3** You will find a list of all the mandator DSOs.

**4** You can fill in the information for the contacts in your company responsible for the mandator DSO data: the first name, last name and email address are required.

#### 4.2.4. List of active BEs

From the "Entités d'équilibrage" (Balancing Groups) page, in the "BE" tab you can access the list of active BEs.

##### 4.2.4.1. List of BEs active in "Declared" mode

The screenshot shows the 'Entités d'équilibrage' page. At the top, there are buttons for 'Mois en cours' (Current Month) and 'Mois suivant' (Next Month). A red box labeled '1' highlights the 'Mois en cours' button. Below the buttons, there is a search bar and a 'Télécharger le fichier (Déclaratif)' button. A red box labeled '2' highlights this button. The main content area displays a list of BEs, each with a status icon and text: 'Souirage Télérelevé' and 'CRMA : RECTANGLE'. The list is partially obscured by a black redaction box.

**1** To view the list of BEs active in "Declared" mode, click on the "Current Month" button. BEs active in "Declared" mode are BEs that are likely to be used in the next month's perimeter. In particular, this function allows you to check the code and certain characteristics of the BE before the DSOs send the data.

**2** You can click on the "Télécharger le fichier (Déclaratif)" (download file (declared)) link to download the corresponding CSV file.

API recovery of this file is described in guide [3].

#### 4.2.4.2. List of BEs active in "Final" mode

The screenshot shows the GIPSE interface for 'Entités d'équilibrage'. The left sidebar contains navigation options like 'Notifications', 'Tableau de bord', 'Périmètres sites MA, SSY', 'Entités d'équilibrage', 'Acteurs de marché', and 'Mon profil'. The main content area has a search bar and a list of 172 results. The 'Mois en cours' button is highlighted with a red box and the number 1. The 'Télécharger le fichier (Final)' link is highlighted with a red box and the number 2. The list of results shows various entities with characteristics like 'Soutrage Télérelevé' and 'Méthode CRMA : RECTANGLE'.

1 To view the list of BEs active in "Final" mode, click on the "Mois en cours" (current month) button. BEs active in "Final" mode are BEs that are valid and used in the current month's perimeter. Their characteristics can no longer change.

2 You can click on the "Télécharger le fichier (Final)" (download file (final)) link to download the corresponding CSV file.

API recovery of this file is described in guide [3].