IFA system transition ACTION REQUIRED

October 2019

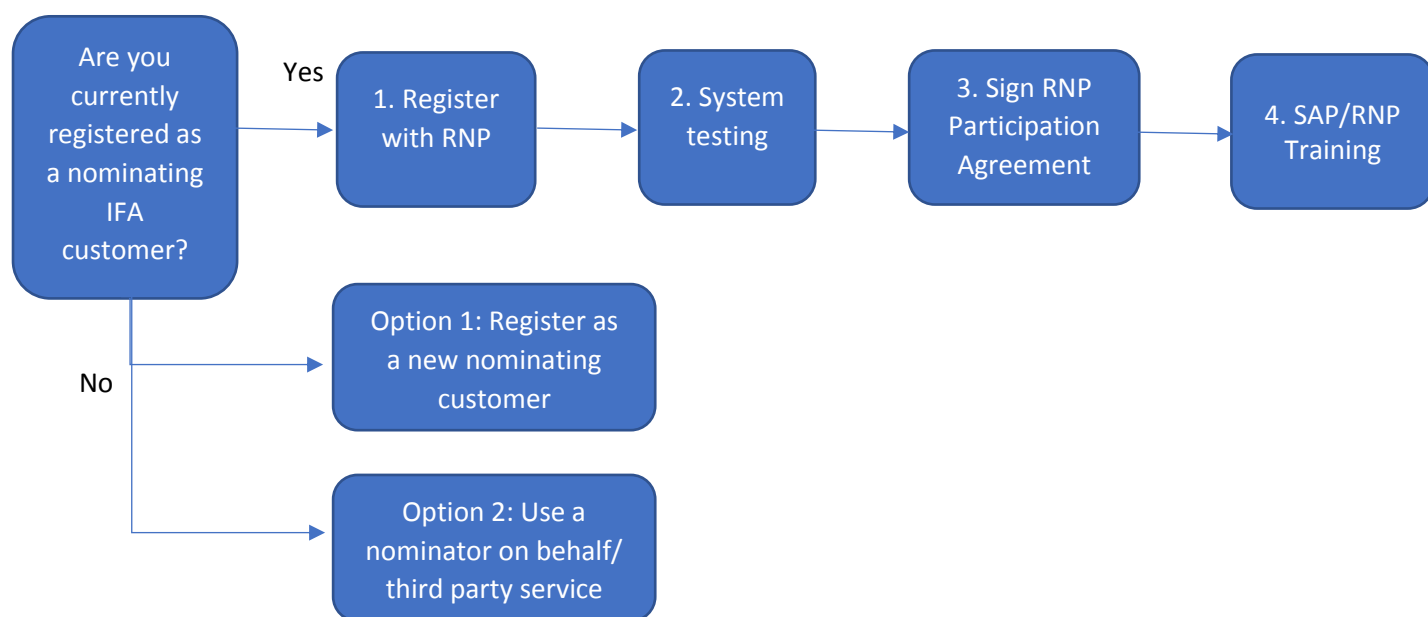## Customers who wish to nominate:

To nominate capacity on IFA and IFA2, customers must be registered on the **Regional Nomination Platform (RNP)** hosted by Unicorn.

If you wish to nominate capacity, the onboarding process and step by step guide is set out below:

```
Are you currently registered as a nominating IFA customer?
   │
   │ Yes → 1. Register with RNP → 2. System testing → 3. Sign RNP Participation Agreement → 4. SAP/RNP Training
   │
   └ No → Option 1: Register as a new nominating customer
        → Option 2: Use a nominator on behalf/ third party service
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If you are currently registered as a nominating IFA customer, please follow steps 1-4 to register on RNP:

1. Register with RNP

All existing customers will have received an email from the RNP helpdesk regarding key activities for the transition to RNP. A user form was sent to the main contact listed for your company to be validated. On return of this form, the helpdesk will set up user accounts for individuals and send through your log in details. If you have not received your user form or log in details please contact the RNP helpdesk.

2. System testing

Once you receive your login details, you will be able to access the test environment. The test environment has been open from 7 October 2019 to allow customers to test different products.

3. Sign RNP Participation Agreement

The Participation Agreement for RNP is valid for both IFA and IFA2. We recommend that customers complete this electronically.

For customers who wish to sign electronically:

The RNP Participation Agreement template is available on the IFA website. Please complete and return your Participation Agreement template to us for validation as soon as possible. Once validated by the customer portfolio team we will send it directly to your appointed signatory for electronic signature.

For customers who wish to sign a hard copy:

Alternatively, please contact the Customer Team for an RNP Participation Agreement.

Once your signed contract has been received it will be counter signed by National Grid and RTE and a copy returned to you.

Please complete either the electronic or hard copy RNP Participation Agreement as soon as possible to ensure you are ready for go live on 1 December 2019.

4. SAP/RNP Training Workshop
On 8 November IFA will be hosting a SAP and RNP training workshop in London. Invitations have already been sent out, if you wish to attend please contact the customer team.

If you are not currently registered as a nominating IFA customer and wish to be able to nominate your capacity, please follow either option 1 or option 2:

Option 1: Register as a new nominating customer
If you wish to register as a new nominating customer, please refer to our Registration Guide.

Option 2: Use a nominator on behalf/third party service
Customers may wish to use a third party to nominate capacity they have purchased. In this instance the nominator on behalf/third party will be required to sign the RNP Participation Agreement.

If you have any questions about the system transition, please contact the customer team.