



GUIDE TO RELIABILITY AND EMERGENCY RESERVE TRADER ACTIVITIES

HOW TO MANAGE YOUR ACCOUNT AND PERFORM RERT
ACTIVITIES

Version: 2.02



Published: Wednesday, 20 December 2017



IMPORTANT NOTICE

Purpose

This Guide to Reliability and Emergency Reserve Trader activities, prepared by the Australian Energy Market Operator (AEMO), provides guidance for DSP RERT under the National NER Rules (Rules).

No reliance or warranty

This document does not constitute legal or business advice, and should not be relied on as a substitute for obtaining detailed advice about the National Gas or Electricity Law, the Rules or any other applicable laws, procedures or policies. While AEMO has made every effort to ensure the quality of the information in this Guide, neither AEMO, nor any of its employees, agents and consultants make any representation or warranty as to the accuracy, reliability, completeness, currency or suitability for particular purposes of that information.

Limitation of liability

To the maximum extent permitted by law, AEMO and its advisers, consultants and other contributors to this Guide (or their respective associated companies, businesses, partners, directors, officers or employees) are not liable (whether by reason of negligence or otherwise) for any errors, omissions, defects or misrepresentations in this document, or for any loss or damage suffered by persons who use or rely on the information in it.

Trademark Notices

Microsoft is a trademark of Microsoft Corporation in the United States and/or other countries.
Oracle and Java are registered trademarks of Sun Microsystems, Inc. in the U.S. and other countries.

Distribution

Available to the public.

Document Identification

Business custodian: Manager, Electricity Market Monitoring
IT custodian: Manager, Market Systems
Guide to Reliability and Emergency Reserve Trader activities
Prepared by: Technical Writers, Market Systems

Version History

Version 2.02. Published for the RERT DSP release 7 December 2017.
Last update: Wednesday, 20 December 2017 10:57

Documents made obsolete

The release of this document changes any previous versions of the Guide to Demand Side Participation (DSP) activities.

Further Information

For further information, please visit AEMO's website www.aemo.com.au or contact:
AEMO's Support Hub, Phone: 1300 AEMO 00 (1300 236 600) and follow the prompts. Email:
supporthub@aemo.com.au

Feedback

Your feedback is important and helps us improve our services and products. To suggest improvements, please contact AEMO's Support Hub.



CONTENTS

Introduction	1
Purpose	1
Audience	1
What is in this guide	1
What has changed in this guide	2
How to use this guide	2
Overview	3
Who can use the AEMO Markets Portals?	3
RERT process	3
RERT Schedule notification messages	5
RERT activities	7
Participant administrators	7
Participant users	8
System requirements	10
MarketNet connection	11
MarketNet connection using a PC	11
Create and manage participant users	12
Access the MSATS web portal	12
Participants	12
About Participants	12
View participant information	13
View a participant information summary	15
Participant Contacts	16
View the participant contact list	17
Create a new contact	19
Edit a contact	22
Delete a contact	23
Administration	24
About Administration	24
User Administration	24
View a participant user profiles	25
Edit a participant user profile	26
Create participant user rights	27
Set up participant users and assign rights	28
Deactivating User IDs	29



Manage user profile	30
About User Profile	30
Create a password	30
Change your password	31
View User Profile	32
Viewing your user profile	32
Manage notifications and settlements statements	34
Access Settlements Direct	34
Set up RERT notification subscriptions	35
Set up settlement statement subscriptions	36
Important subscription information	37
Secured Delivery Attachment	37
Manage messages	37
Important Message Delivery Log information	38
Viewing Message Delivery Log details	38
Reserve trading (RERT) web portal	39
Access the Reserve Trading (RERT) web portal	39
Accept or reject a schedule	40
Declare reserve availabilities	42
Creating a new declaration	42
Viewing and editing declarations	43
Declare NMIs	43
Interface description	45
Declaring NMIs	46
Modifying an existing NMI declaration	46
Declaring NMIs in large quantities	46
Needing Help	48
AEMO's Support Hub	48
Contacting AEMO's Support Hub	48
Information to provide	48
Feedback	49
Glossary	I
Index	51



INTRODUCTION

Purpose	1
Audience	1
What is in this guide	1
What has changed in this guide	2
How to use this guide	2

Purpose

This guide explains how to set up and use AEMO's Market Systems for RERT activities. It describes setting up and managing participant users, the Settlements Direct interface for receiving Settlements statements and managing message notifications for RERT schedules. It also describes using the Reserve Trading (RERT) web portal for accepting RERT schedules, and declaring energy reserve availability and NMIs.

Audience

This guide is relevant to participant users who require an understanding of Settlements Direct, and the DSP (RERT) interfaces in the EMMS Markets Portal.

The secondary audience is participant administrators wanting to know the user rights management (URM) entity to create and manage participant users.

What is in this guide

Overview on page 3 provides an overview of the RERT process, AEMO's IT systems for RERT, why you need it, and how and where to access it.

Create and manage participant users on page 12 assists with using the MSATS web portal, AEMO Security Model, how to access MSATS, and how to create and manage users.

Manage notifications and settlements statements on page 34 provides information on accessing and using the Settlements Direct web portal in MSATS for receiving settlements statements and RERT schedule notifications.



Reserve trading (RERT) web portal on page 39 explains how to use the web interfaces in EMMS Markets Portal for accepting RERT schedules, notifying AEMO of RERT availabilities, and reporting NMIs.

Needing Help on page 48 provides information about contacting AEMO's Support Hub and how to provide feedback.

Glossary on page I explains the abbreviations and terms used throughout this guide.

What has changed in this guide

The following table lists changes in this guide from the Guide to Demand Side Participation (DSP) activities version 1.00.

Table 1 Document changes

Changes from version 1.00	Impact to RERT service providers	Reference in guide
Added information about RERT Schedule notification messages	Three new one-way RERT notification messages: Pre-activation, Activation, and Cancellation.	RERT Schedule notification messages on page 5
Updated system requirements	<ul style="list-style-type: none">Added support for viewing the EMMS RERT portal on Microsoft Internet Explorer.Minimum monitor viewing requirements.	System requirements on page 10
Added information about NMI and Data submission	NMI Declaration interface available in the EMMS Markets Portal.	Declare NMIs on page 43

How to use this guide

- This document is written in plain language for easy reading. Where there is a discrepancy between the Rules, and information or a term in this document, the Rules take precedence.
- Text in this format** indicates there is a resource on AEMO's website.
- For an explanation of the terms and abbreviations, see **Guide to MSATS and B2B Terms**.
- Glossary terms are capitalised and have the meanings listed against them.
- Italicised terms* are defined in the NER. Any rules terms not in this format still have the same meaning.
- Actions to complete in the web portal interface are **bold and dark grey**.



OVERVIEW

The Reliability and Emergency Reserve Trader (RERT) is a National Electricity Rules (NER) mechanism for AEMO to contract capacity electricity reserves when a reserve shortfall is projected up to nine months in advance.

This guide is for RERT service providers to understand how to manage their account and message notifications, create and manage participant users, and use the Reserve Trading (RERT) web portal for accepting RERT schedules, and notifying AEMO of reserve availabilities and NMIs.

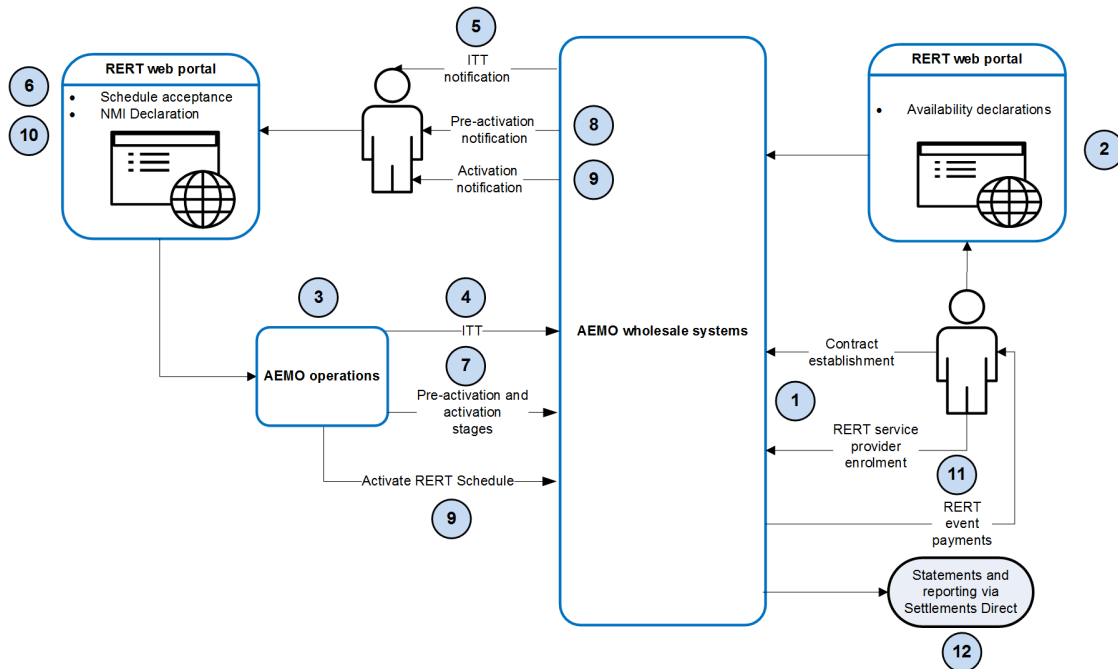
Who can use the AEMO Markets Portals?

Persons having access to the MSATS and EMMS Markets Portals include participants providing RERT services to AEMO.

RERT process

The following diagram and description provides a high-level overview of the RERT process.

Figure 1 DSP RERT process



1. Participants enrol as a RERT service provider. AEMO provide access to AEMO Market Systems.
2. In the EMMS Markets Portal > MMS > Offers & Submissions > Demand Side Participation (RERT) application, a RERT service provider must declare reserve availabilities, and provide event NMI composition. This information helps AEMO determine the RERT event baseline and response, and generate demand forecasts.
3. AEMO create schedules for a RERT event.
4. A RERT schedule triggers the notification service to send an Invitation to Tender (ITT) SMS and email to RERT service providers associated with the schedule.
5. Contract details are provided in the ITT SMS message and email.
6. RERT service providers can accept or reject the ITT in the RERT portal's Schedule Acceptance interface.
7. Upon contract acceptance from RERT service providers, the RERT schedule undergoes pre-activation and activation stages.
8. RERT service providers are sent a pre-activation notification message for contracts that include a pre-activation stage.



9. The RERT schedule is activated and RERT service providers are sent an activation notification message.
10. RERT service providers must provide NMIs and Datastream information in the RERT portal's NMI Declaration interface per contractual obligations with AEMO.
11. RERT service providers are paid for providing energy reserve capabilities.
12. RERT service providers are notified of settlements statements that are available through Settlements Direct.

RERT Schedule notification messages

Table 2 describes the one-way notification messages a RERT Service Provider receives during the RERT schedule process.

Notification messages can be configured in Settlements Direct application in the EMMS Markets Portal. For more information, see **Set up RERT notification subscriptions on page 35**.



Table 2 RERT schedule notification messages

Notification message	Description	Example message
Invitation to Tender (ITT)	Notification message to accept or reject a contract within the RERT schedule.	<p>RERT (ITT) for contractID [contractID] in region [regionID]</p> <p><i>Dear [PARTICIPANT]</i></p> <p><i>Confirm availability to provide [XX] MW of reserve from [date/time] hrs to [date/time] hrs. DO NOT activate reserve unless further instructed by AEMO.</i></p> <p><i>You must confirm availability at [web portal page] by [date/time], otherwise AEMO assumes you are not available.</i></p> <p><i>If you have a Long Notice or Medium Notice RERT Agreement, if availability is not confirmed and reserve provided if instructed you may not receive availability charges and may also be subject to further charges.</i></p> <p><i>If you have a Short Notice RERT Panel Agreement, this is a Request for Tender and a reserve contract is not formed unless you confirm availability and AEMO sends a Confirmation.</i></p> <p><i>All time references are NEM time (EST not adjusted for daylight savings)</i></p>
Pre-activation	Notification message when the RERT schedule is at the pre-activation stage.	<p>RERT (Pre-activation) for contractID [contractID] in region [regionID]</p> <p><i>Dear [PARTICIPANT]</i></p> <p><i>This is a request to pre-activate or enable your RERT service under [contract ID]. Pre-activation or enablement is required to ensure [XX]MW of RERT can be delivered for the period [date/time] hrs to [date/time] if required by AEMO.</i></p> <p><i>You must not activate or dispatch your RERT unless AEMO contacts you again and instructs you to activate or dispatch.</i></p> <p><i>You must confirm receipt of this request by either calling AEMO at 02 8884 5245 or by email to RERTOps@aemo.com.au by [date/time].</i></p> <p><i>All time references are NEM time (EST not adjusted for daylight savings).</i></p>
Activation	Notification message when the RERT schedule is activated.	<p>RERT (Activation) for contractID [contractID] in region [regionID]</p> <p><i>Dear [PARTICIPANT]</i></p> <p><i>This is a request to activate or dispatch your RERT service</i></p>



		<p>under [contractID].</p> <p>AEMO requires you to provide [XXMW] of RERT for the period [date/time] to [date/time].</p> <p>You must confirm receipt of this request by either calling AEMO at 02 8884 5245 or by email to RERTOps@aemo.com.au by [date/time].</p> <p>You must also advise AEMO as soon as you have activated your RERT by either calling AEMO at 02 8884 5245 or by email to RERTOps@aemo.com.au.</p> <p>All time references are NEM time (EST not adjusted for daylight savings).</p>
Cancellation	Notification message when the RERT schedule is cancelled.	<p>RERT (Cancellation) for contractID [contractID] in region [regionID]</p> <p>Dear [PARTICIPANT]</p> <p>AEMO no longer requires the delivery of this RERT service as of [date/time].</p> <p>You must confirm receipt of this request by either calling AEMO at 02 8884 5245 or by email to RERTOps@aemo.com.au by [date/time].</p> <p>All time references are NEM time (EST not adjusted for daylight savings)</p>

RERT activities

Participants have access to MSATS and EMMS Markets Portals to perform RERT activities. These activities are categorised by participant administrator or participant user which are described in the following sections.

Participant administrators

Participant administrators (PAs) are “super-users” who can manage and perform system administration tasks for their own organisation’s users. The following table lists PA tasks, the AEMO Market System web portal to perform the tasks, and references to more information in this guide and other documentation.



Table 3 Participant administrator tasks

#	Task	Purpose	AEMO Market System	Document reference	Further details
1.	Create participant user rights	Create an ordinary participant user right with less access than the PA right.	MSATS > Administration > Maintain Rights	User Administration on page 24	Guide to URM
2.	Set up participant users and assign rights	<ul style="list-style-type: none"> To create other PAs who can assign rights To create ordinary users who can do the above tasks. 	MSATS > Administration > User Administration	User Administration on page 24.	Guide to URM

Participant users

A participant user is assigned rights that are classified as ordinary rights; an ordinary right user can belong to AEMO or participant organisations. The following table lists participant user tasks, the AEMO Market System web portal to perform the tasks, and references to more information in this guide and other documentation.

Table 4 Participant user tasks

#	Task	Purpose	AEMO Market System	Impact not completing task	Document reference	Additional information
1.	Add or edit participant contacts.	Add yourself or another RERT participant user to the contacts list to receive RERT Invitation to Tender (ITT) notifications.	MSATS > Participants > Participant Contacts	Users can't be added in Settlements Direct to receive notifications.	Participant Contacts on page 16	Guide to MSATS Web Portal
2.	Set up RERT ITT notification subscriptions.	Configure RERT ITT notifications.	EMMS > MMS > Settlements > Settlements Direct > Subscriptions	No RERT ITT notifications.	Set up RERT notification subscriptions on page 35	<ul style="list-style-type: none"> Guide to Settlements Direct Markets Portal help
3.	Set up settlement statement	Select how you would like to receive	EMMS > MMS > Settlements > Settlements Direct >		Set up RERT notification	



#	Task	Purpose	AEMO Market System	Impact not completing task	Document reference	Additional information
	subscriptions.	Settlement Statements.	Subscriptions		subscriptions on page 35	
4	Create an Availability Declaration.	Notify AEMO of your reserve availability.	EMMS > MMS > Offers & Submissions > Demand Side Participation (RERT) > Availability Declaration		Declare reserve availabilities on page 42	Markets Portal help
5	Accept or reject RERT schedules.	To accept or reject a schedule after receiving a RERT ITT notification.	EMMS > MMS > Offers & Submissions > Demand Side Participation (RERT) > Schedule Acceptance	After 30 minutes., the RERT schedule acceptance offer will timeout .	Accept or reject a schedule on page 40	Markets Portal help
6	Declare NMIs	Submit NMIs and Datastream after a RERT event.	EMMS > MMS > Offers & Submissions > Demand Side Participation (RERT) > NMI Declaration	Contractual agreement with AEMO to complete task within two business days after a RERT schedule activation.	Declare NMIs on page 43	Markets Portal help



#	Task	Purpose	AEMO Market System	Impact not completing task	Document reference	Additional information
7	View settlement statements.	To view settlement statements after a RERT schedule has been activated.	EMMS > MMS > Settlements Settlements Direct > Data Access		Manage messages on page 37	<ul style="list-style-type: none">• Guide to Settlements Direct• Markets Portal help
8	Update your user profile.	Update user profile with changes to personal details, if required.	MSATS > User Profile > Edit User Profile		Manage user profile on page 30	Guide to MSATS Web Portal
9	Change your password.	Change your password for: <ul style="list-style-type: none">• MSATS• Demand Side Participation (RERT)• Settlements Direct	MSATS > User Profile > Change Password		Create a password on page 30	Guide to MSATS Web Portal

System requirements

The Market Systems web portals are accessed using a web browser and requires:

- The website address where MSATS is located on AEMO's network:
 - Pre-production: <https://msats.preprod.nemnet.net.au>
 - Production: <https://msats.prod.nemnet.net.au>
- The website address where EMMS Markets Portal is located on AEMO's network:
 - Pre-production: <https://portal.preprod.nemnet.net.au/>
 - Production: <https://portal.prod.nemnet.net.au/>
- A current version of Google Chrome or Microsoft Internet Explorer.
- A monitor capable of 1024 x 768 screen resolution.



- Access to MarketNet; if your company is a registered participant, you probably already have access because it is set up during the registration process. For more details, see [Guide to Information Systems](#).
- A user ID and password provided by your company's participant administrator (PA) who controls access to AEMO's web portals. For more details see [Guide to User Rights Management \(URM\)](#).

PAs are set up during the registration process, if you don't know who your company's PA is, contact AEMO's Support HubEmail: supporthub@aemo.com.au.

MarketNet connection

The MSATS and EMMS Markets Portals are accessed through the AEMO data network connection called MarketNet. When an account is created for RERT service providers, login credentials and instructions to install Cisco Anyconnect VPN client and Duo Security Mobile App are provided to log into MarketNet.

For any queries, please contact AEMO Support Hub on 1300 236 600 or supporthub@aemo.com.au.

MarketNet connection using a PC

1. Launch the Cisco Anyconnect Client from your computer.
2. Enter the URL <https://marketnetvpn.aemo.com.au> and click **Connect**.
3. Enter your VPN user-id in the **Username** field and your AEMO Active Directory password in the **Password** field.
4. Select **OK**, If your credentials are successful, use the DUO Security Mobile application running on your registered mobile phone to approve the connection.



CREATE AND MANAGE PARTICIPANT USERS

Access the MSATS web portal

Use the login credentials provided by your AEMO system administrator or PA.

1. Establish an AEMO MarketNet connection. For more details, see [MarketNet connection on the previous page](#).
2. Enter the MSATS web portal URL in your web browser.
Pre-production environment: <https://msats.preprod.nemnet.net.au/msats/>
Production environment: <https://msats.prod.nemnet.net.au/msats/>
3. Log in using your user ID and password.

Participants

About Participants

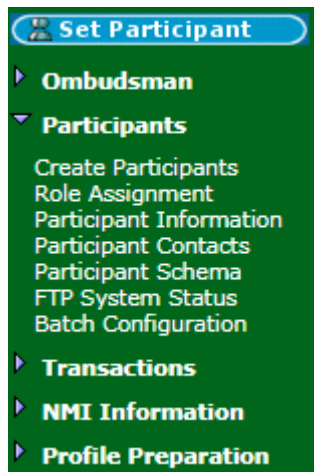
The **Participants** menu is used to view and maintain participant information.



View participant information

To view detailed participant information:

1. On the main menu, click **Participants** and then click **Participant Information**.



2. The **Participant Information - List** screen displays. For help understanding the fields, see **Table 5**. To view further participant information, click **View** in the **Action** column next to the **Participant ID**.

Note: Click **Participant ID**, **Participant Name**, or **Group ID & Name** column headings to sort the list by ascending or descending order.

Participant Information - List					Participant ID:	NEMRCO								
					Participant Name:	Australian Energy Market Operator Limited								
Participant Group :										<div>All Business Groups</div>				
Participant:														
Participant ID	Participant Name	Group ID & Name			Start Date	End Date	Activity Status	Updated On	Updated By	Action				
PTEST	NEMRCO				15-Feb-2009	31-Dec-9999	A	31-Jul-2009	SYSADMIN	View	Show All			
PTEST	NEMRCO				14-Feb-2009	31-Dec-9999	A	13-Feb-2009	SYSADMIN	View	Show All			
PTEST	NEMRCO				14-Feb-2009	31-Dec-9999	A	13-Feb-2009	SYSADMIN	View	Show All			
PTEST	NEMRCO				5-Mar-2009	31-Dec-9999	A	27-Feb-2009	SYSADMIN	View	Show All			
PTEST	NEMRCO				27-Feb-2009	31-Dec-9999	A	27-Feb-2009	SYSADMIN	View	Show All			
PTEST	NEMRCO				28-Feb-2009	31-Dec-9999	A	27-Feb-2009	SYSADMIN	View	Show All			

3. The **Participant Information - View** screen displays the participant's detailed information. For help understanding the fields, see **Table 5**.



Participant Information - View		Participant ID:	NEMMCO
		Participant Name:	Australian Energy Market Operator Limited
General Information:			
Participant Name:	Australian Energy Market Operator Limited		
Legal Name:	Australian Energy Market Operator Limited		
Short Name:	AEMO		
Long Business Name:			
Short Business Name:			
Document Password:	Test		
Encryption Method (*):	AES_256		
Delivery Type:	ZIP		
Delivered Extension:	ZIP		
Participant Group:	-		
Activity Status:	A		
Deregistration Code:			
Start Date:	5-Jun-1998		
End Date:	31-Dec-9999		
Participant Directory:	\\NEMMCO		
Roles:	FRMP, LNRP, MDP, MPB, MPC, NEMM, NSP2, RP		
aseXML Version:	Latest r25		
Outbox Status:	Stopped		
Contact Information:			
Contact Phone:	Contact Mobile:		
Address Information:			
Address Line 1:	required field		
Address Line 2:			
Address Line 3:			
Suburb/Locality:	CITY	Postcode:	0000 State:
Country:	AUS		

This table explains the participant information fields.

Table 5 Participant information fields

General Information

Participant ID	Participant's individual MSATS identification.
Participant Name	Name of the participant.
Legal Name	Participant's legal name.
Short Name	For example : Participant Name = Australian Energy Market Operator Short Name = AEMO
Long Business Name	Long registered business name.
Short Business Name	Short registered business name.
Document Password	Password for opening encrypted documents sent by email.
Encryption Method	Encryption algorithm used for encrypting documents sent by email.
Delivery Type	File format used to send documents.
Delivered Extension	The file extension of the documents sent by email.
Participant Group	The group the participant belongs to (if any).



Activity Status	Participant status – A = active or I = inactive.
Deregistration Code	The code allocated if the participant is deregistered (for example, Dereg).
Start Date	Date the participant ID was created or started.
End Date	Participant ID expiry date.
Participant Directory	The file path used to access the inbox and outbox when using the batch handlers.
Roles	Roles identify the types of responsibility a participant plays in relation to a NMI. The role a participant can act in determines many of the functions performed in MSATS. Roles are an attribute of a participant not a participant user. For further information on role definitions, see the Glossary in the MSATS Introduction Guide.
aseXML Version	Current aseXML version the participant is using.
Outbox Status	Status of the outbox (such as Running and Stopped).
Contact Information	
Contact Phone	The phone number field consists of two sections. The first is a four-digit numerical country and area code. The second is a fifteen-digit numerical phone number.
Contact Mobile	The mobile field is optional and displays the mobile phone number of a participant.
Address Information	
Address 1	Participant's address details.
Address 2,3	The Address 2 and Address 3 fields display any extra address details that do not fit within the Address 1 field.
Suburb/Locality	Where the participant is located.
Postcode	Four-digit numerical postcode.
State	Participant's state.
Country	Participant's country.

View a participant information summary

To view participant information summary:

1. On the main menu, click **Participants** and then click **Participant Information**.
2. Click **Show All** in the **Action** column next to the **Participant ID**.



- Click the **Participant ID** column heading to sort the list by ascending or descending order.

Participant Information - List

Participant ID: NEMMCO

Participant Name: Australian Energy Market Operator Limited

Participant Group 1: All Business Groups

Participant ID	Participant Name	Group ID & Name	Start Date	End Date	Activity Status	Updated On	Updated By	Action
PTEST	NEMMCO		15-Feb-2009	31-Dec-9999	A	31-Jul-2009	SYSADMIN	View Show All
PTEST	NEMMCO		14-Feb-2009	31-Dec-9999	A	13-Feb-2009	SYSADMIN	View Show All
PTEST	NEMMCO		14-Feb-2009	31-Dec-9999	A	13-Feb-2009	SYSADMIN	View Show All
PTEST	NEMMCO		5-Mar-2009	31-Dec-9999	A	27-Feb-2009	SYSADMIN	View Show All
PTEST	NEMMCO		27-Feb-2009	31-Dec-9999	A	27-Feb-2009	SYSADMIN	View Show All
PTEST	NEMMCO		28-Feb-2009	31-Dec-9999	A	27-Feb-2009	SYSADMIN	View Show All

- The **Participant Information - Show all** screen displays the summary information.
- Click **View** in the **Action** column to see detailed participant information.

Participant Information - Show All					Participant ID:	NEMMCO		
					Participant Name:	Australian Energy Market Operator Limited		
Participant Information:								
Participant Name	Group ID & Name	Start Date	End Date	Activity Status	Updated On	Updated By	Action	
Pool Testing		11-Mar-2009	31-Dec-9999	A	14-Jul-2009	POOLSTBATCH	• View	

Participant Contacts

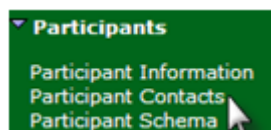
The **Participant Contacts** menu is where participant users can create and maintain a list of external and internal business contacts. The functionality is similar to an address book where each participant has their own unique contact list that is viewable by authorised participant users.

The participant contact list is not linked to the normal MSATS participant records. It is used to subscribe contacts to receive Invitation to Tender (ITT) contract notifications in EMMS Markets Portal > Settlements Direct> Subscriptions. For more information about configuring notifications, see **Set up RERT notification subscriptions on page 35**.



View the participant contact list

To view the participant contact list, in the main menu, click **Participants**, then click **Participant Contacts**.



The **Participant Contact – Lists** screen displays a subset of the information available for each contact.

You can do the following in this screen:

- Search for a contact: enter your search criteria in the fields provided above the contacts list and click **Search**.
- Start a new search: click **Clear**.
- Sort the list of contacts: click any column heading (except **Action**).
- Create a new contact based on an existing contact: click **Copy to new**.

The screenshot shows the 'Participant Contact - Lists' interface. At the top, there are search criteria fields for Participant ID (NEMMCO) and Participant Name (Australian Energy Market Operator Limited). Below these are fields for Participant, Contact Type, Status, and a dropdown for Primary. Search and Clear buttons are present. A table of contacts is displayed with columns: Participant, Contact Type, Status, Primary, Name, Phone Number, Mobile Number, Updated On, and Action. Annotations include: 'Search criteria fields' pointing to the top search area; 'sort by orange column headings' pointing to the table headers; and 'Click to create a new contact based on the existing contact' pointing to the 'Copy to new' option in the Action column.

Participant	Contact Type	Status	Primary	Name	Phone Number	Mobile Number	Updated On	Action
NEMMCO	I	A	N	Aemo Aemo msats.test@aemo.com.au	61 488825340		28-Feb-2012	• Edit • View • Copy to new • Delete
NEMMCO	I	I	N	AEMO AEMO msats.test@aemo.com.au	061 44444		28-Feb-2012	• Edit • View • Copy to new • Delete
NEMMCO	S	A	N	AEMO InfoCentre msats.test@aemo.com.au	1300 361011		7-Sep-2011	• Edit • View • Copy to new

3. To see further contact details, click **View** in the **Action** column.

This table shows a close-up of the 'Action' column for the first contact. The 'View' option is highlighted with a red box.

Participant	Contact Type	Status	Primary	Name	Phone Number	Mobile Number	Updated On	Action
NEMMCO	I	A	N	Aemo Aemo msats.test@aemo.com.au	61 488825340		28-Feb-2012	• Edit • View • Copy to new • Delete
NEMMCO	I	I	N	AEMO AEMO	061 44444		28-Feb-2012	• Edit



4. The **Participant Contacts - View** screen displays the contact information in read-only format. To modify contact details, **Edit a contact on page 22**.

For help understanding the fields, see **Table 6**.

Participant Contact - View				Participant ID:	NEMMCO
				Participant Name:	Australian Energy Market Operator Limited
Go to: Participant Contact - List					
General Information					
Participant Contact ID:	507	Participant ID:	NEMMCO		
Title:	AEMO	First Name:	AEMO	Last Name:	InfoCentre
Contact Type:	S	Primary:	N	Status :	A
Position:	InfoCentre	Division:			
Comments:					
Contact Information					
Address 1:	Sydney Office				
Address 2:					
Address 3:					
Address 4:					
Suburb/Locality:		State:		Postal Code:	2000
Country:	AUS				
Phone:	(1300) 236000	Mobile:	1300236600		
Fax:	()	Switchboard Phone:	()		
Pager:	()	E-mail:	infocentre@aemo.com.au		

Table 6 Participant contacts fields explanation

Field	Description
Participant ID	Your participant ID.
Title	Contact's title e.g. MR, MRS, MS etc.
Contact Name	Contact's first name and surname.
Contact Type	E = external contact. I = internal contact.
Position	The contact's role or official business title e.g. CEO, Manager etc.
Division	The contact's division within their organisation.
Primary	Y = primary contact. N = secondary contact.
Comments	Notes or comments regarding the contact.
Address 1	Contact's address details.
Address 2, 3, 4	Extra address details that do not fit within the Address 1 field.
Suburb/Locality	Contact's suburb or city.
State	Contact's state.
Post Code	Contact's postcode.
Country	Contact's country.



Field	Description
Phone	Contact's phone number. The first is a four-digit numerical country & area code. The second is the numerical phone number.
Mobile	Contact's mobile phone number.
Fax	Contact's fax number.
Switchboard Phone	Contact's general switchboard number.
Pager	Contact's pager number.
E-mail	Contact's e-mail address.

Create a new contact

To create a new contact:

1. On the main menu, click **Participants** and then click **Participant Contacts**.
2. The **Participant Contact – Lists** screen displays, click **New** above the **Action** column.

If you cannot see the new link above the Action column, you do not have permission to create new contacts.

Participant Contact - Lists

Participant ID: NEMMCO

Participant Name: Australian Energy Market Operator Limited

Contacts									New
Participant	Contact Type	Status	Primary	Name	Phone Number	Mobile Number	Updated On		Action
NEMMCO	I	A	N	Aemo Aemo msats.test@aemo.com.au	61 458825340		28-Feb-2012		<ul style="list-style-type: none">EditViewCopy to newDelete
NEMMCO	I	I	N	AEMO AEMO	061 44444		28-Feb-2012		<ul style="list-style-type: none">Edit

2. The **Participant Contacts – New** screen displays. The **Participant ID** is populated automatically, in the **General Information** section. The asterisk (*) indicates a required field.
3. Type the contact's **Title** e.g. Mr, Mrs, Miss, Ms, Dr. (this is a required field).



Participant Contact - New

Participant ID: NEMMCO
Participant Name: Australian Energy Market Operator Limited

Go to: Participant Contact - List

General Information

Participant Contact ID: [Field]
Participant ID: NEMMCO - Australian Energy Market Operator Limited [Dropdown]
Title: [Field]
First Name: [Field] Last Name: [Field]
Contact Type (*): [Dropdown] Primary: ☐ Status (*): A - Active [Dropdown]
Position: [Field] Division: [Field]
Comments: [Text Area]

Contact Information

Address 1: [Field]
Address 2: [Field]
Address 3: [Field]
Address 4: [Field]
Suburb/Locality: [Field] State: [Dropdown] Postcode: [Field]
Country: [Dropdown]
Phone (09) 99999999: [Field] Mobile: [Field]
Fax (09) 99999999: [Field] Switchboard Phone (09) 99999999: [Field]
Pager (09) 99999999: [Field] E-mail: [Field]

4. Type the contact's **First Name** and **Last Name**.
5. Click the **Contact Type** drop-down arrow and select **S** from the list.

Contact type S must be selected for contacts to be viewed in the EMMS Markets Portal.

6. If the contact is a primary contact, click the **Primary** check box to enter a tick.
7. Type the **Position** and the **Division** of the contact. Position refers to the contact's business role for example General Manager.
8. Type any relevant comments in the **Comments** field.
9. Type the address details in the **Contact Information** section. **Address 1** is a required field; Use the **Address 2**, **Address 3**, and **Address 4** fields if the contact's address is larger than the **Address 1** field.
10. Type the **Suburb/Locality**, **State** and **Postcode** information.
11. Click the **Country** drop-down arrow and select from the list.



Suburb/Locality :

Country :

Phone (09) 99999999:

Fax (09) 99999999:

Pager (09) 99999999:

12. Enter the contact's **Phone** number. The area and country code are required fields. (In the example, the country code 61 for Australia and the area code 3 for Victoria are used). Only the phone number field is required.

Phone (09) 99999999: Mobile:

Fax (09) 99999999: Switchboard Phone (09) 99999999:

Pager (09) 99999999: E-mail:

13. Enter information for the **Mobile, Fax, Switchboard Phone, Pager** and **E-mail** fields if required.
14. Click **Save**.
15. Click **Clear** to clear the contact information and start again. The information is validated and a confirmation message displays, "**The Participant contact record has been saved successfully**". The new contact displays in the **Participant Contacts – Lists** screen

If any required fields are blank, or if information entered is not in the correct format, a message displays. Rectify the problem and click **Save** again.



Edit a contact

To edit an existing contact:

1. On the main menu, click **Participants** and then click **Participant Contacts**.
2. The **Participant Contact – Lists** screen displays, click **Edit** in the **Action** column.

Participant Contact - Lists					Participant ID:	NEMMCO		
					Participant Name:	Australian Energy Market Operator Limited		
Contacts								New
Participant	Contact Type	Status	Primary	Name	Phone Number	Mobile Number	Updated On	Action
NEMMCO	I	A	N	Aemo Aemo msats.test@aemo.com.au	61 488825340		28-Feb-2012	<div><div>Edit</div><div>View</div><div>Copy to new</div><div>Delete</div></div>
NEMMCO	I	I	N	AEMO AEMo msats.test@aemo.com.au	061 44444		28-Feb-2012	<div><div>Edit</div><div>View</div><div>Copy to new</div><div>Delete</div></div>
NEMMCO	S	A	N	AEMO InfoCentre msats.test@aemo.com.au	1300 361011		7-Sep-2011	<div><div>Edit</div><div>View</div><div>Copy to new</div><div>Delete</div></div>

3. The **Participant Contact – Edit** screen displays. Note: On this screen, the **Participant Contact ID** and **Participant ID** are read-only.

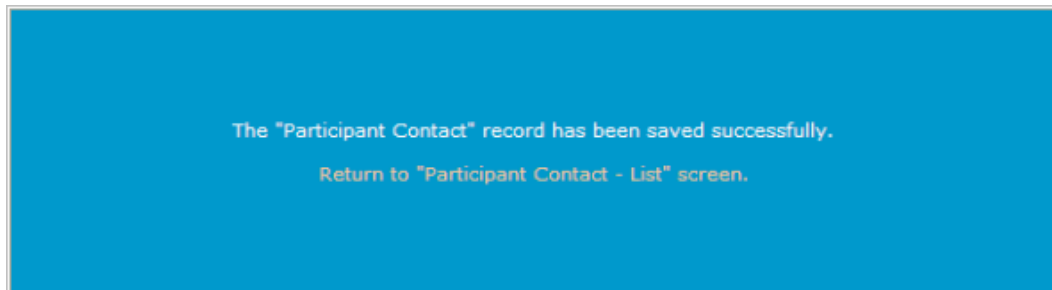
Participant Contact - Edit				Participant ID:	NEMMCO				
				Participant Name:	Australian Energy Market Operator Limited				
Go to: Participant Contact - List									
General Information									
Participant Contact ID: 754									
Title :	MR		Participant NEMMCO ID:						
Contact Type (*):	I - Internal		First Name :	First	Last Name :	Last			
Position :	Position		Primary:						
Comments:			Status (*):	I - Inactive					
Contact Information									
Address 1 :	Address 1								
Address 2 :	Address 2								
Address 3 :									
Address 4 :									
Suburb/Locality :	0000	State :				Postcode :			
Country :	AUS - Australia								
Phone (09) 99999999:	061	44444	Mobile:						
Fax (09) 99999999:			Switchboard Phone (09) 99999999:						
Pager (09) 99999999:			E-mail:						
Save Clear Copy to new Delete									
Click to create a new contact based on this contact.									
Click to delete this contact. Confirmation is required before the delete takes place.									

4. Make your changes and click **Save**. For help understanding the fields, **View the participant contact list on page 17**.

Alternatively, click **Clear** if you want to remove all changes and revert to the original information. Note: reverting is not possible if you have already saved the new changes.



5. A confirmation message confirms the saved changes. To return, click **Return to “Participant Contact – List”** screen.



Delete a contact

Authorised participants can delete contact records from the contact list. Once the record is removed, it can only be retrieved using a reload of archived data (if the record has been in the database long enough for archiving) or by re-creating the record.

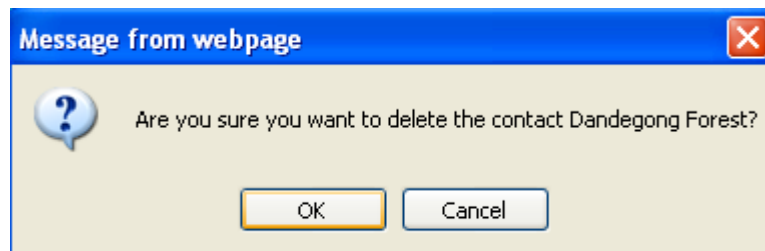
To delete an existing contact:

1. On the main menu, click **Participants** and then click **Participant Contacts**.
2. The **Participant Contact – Lists** screen displays, search for your record and click **Delete** in the **Action** column next to the record. Note: If you cannot see the **Delete** link in the **Action** column, you do not have permission to delete contacts.



3. Click **OK** to confirm contact deletion.

Alternatively, click **Cancel** to keep the contact record.



4. A confirmation message confirms the deletion and the contact record no longer appears in the **Participant Information – List** screen.

Administration

About Administration

The Administration menu allows participant administrators (PAs) to manage their participant user's access to AEMO's web portals and ordinary participant users to view the codes and rules in the MSATS system.

The submenus described in this section are for participant users with ordinary access rights. Depending on your access rights, you may see other Administration submenus.

User Administration

PAs can create and manage the profile details of their participant users, other users they are specifically given visibility to, and any associated business groups.

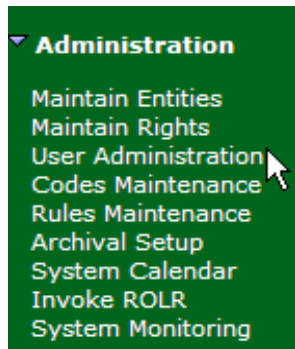
PAs can reset a participant user's password if it is forgotten or the account is locked. However, only the AEMO system administrator or another PA in the participant user's organisation can reset a PA password.



View a participant user profiles

To view user profiles:

1. On the main menu, click **Administration** and then click **User Administration**.



2. The **User Administration - List** screen displays. Click the **Participant** drop-down arrow to view the right for one participant or for all participants for whom you have access.
3. The **Users** for the selected participant display with the following details:
 - **User ID:** user IDs belonging to the selected participant.
 - **User Name:** user names belonging to the selected participant.
 - **Participant ID – Name:** combined participant ID and name.
 - **Activity Status:** the user's status, A = active and I = inactive. Users with an inactive status cannot login but an inactive record can always be made active again.
 - **Updated On:** the date the details were last modified (not the date the user last logged in).
 - **Updated By:** the user name of the person who last modified the user ID details.
 - **Action:** edit or view user profiles.



User Administration - List

Participant ID:

POOLSNOW

Participant Name:

Pool Snow

Participant:

POOLSNOW - Pool Snow

Users						
User ID	User Name	Participant Id - Name	Activity Status	Updated On	Updated By	New
POOLSNOW1	POOLSNOW 1	POOLSNOW - Pool Snow	A	18-Apr-2007	POOLSNOWBATCH	<div><div></div>Edit<div></div>View</div>
POOLSNOW2	Pool snow 2	POOLSNOW - Pool Snow	A	18-Apr-2007	POOLSNOWBATCH	<div><div></div>Edit<div></div>View</div>
POOLSNOWBATCH	PoolSNOW batchuser (NEMMCO)	POOLSNOW - Pool Snow	A	18-Apr-2007	POOLSNOWBATCH	<div><div></div>Edit<div></div>View</div>
POOLSNOWSU	Super User POOLSNOW	POOLSNOW - Pool Snow	A	18-Apr-2007	POOLSNOWBATCH	<div><div></div>Edit<div></div>View</div>
POOLTEST	Pool Test	POOLSNOW - Pool Snow	A	30-Apr-2007	TESTTEST	<div><div></div>Edit<div></div>View</div>

4. To view an individual user's profile, click **View** in the **Action** column.

TRINCATS	Training User	Energy Australia - Retailer	A	16-Jun-2004	TRINCATS	• Edit • View
EDYXON	Energy Australia - Retailer	Energy Australia - Retailer	A	16-Jun-2004	EDYXON	• Edit • View

5. The **User Administration – View** screen displays with read-only information that cannot be modified:

- Participant ID & Name of the participant granting the right.
- Right Name & Description assigned to the user. If the user has multiple rights they display.
- User is Visible to Following Participants: participants who can see the user.

User Administration - View		Participant ID:	POOLSNOW
		Participant Name:	Pool Snow
Participant Id & Name :			
User ID:		POOLTEST	
User Name:		Pool Test	
Phone:		(1) 123	
Email:			
Activity Status:		Active	
Rights:			
Participant Id & Name		Right Name & Description	Granted
POOLSNOW - Pool Snow		PA Right - Rights provided to the Participant Administrator	<input checked="" type="checkbox"/>
User is Visible to Following Participants:			
Participant Id		Participant Name	Same Business Group?

Edit a participant user profile

Administrators can update a participant user's details, this includes the ability to change a user's password if required.



To edit a user profile:

1. On the main menu, click **Administration** and then click **User Administration**.
2. The **User Administration – List** screen displays. Select the user record to modify by clicking **Edit** in the **Action** column.

User Administration - List						Participant ID:	POOLSNOW
						Participant Name:	Pool Snow
Participant:						POOLSNOW - Pool Snow	
Users							New
User ID	User Name	Participant Id - Name	Activity Status	Updated On	Updated By	Action	
POOLSNOW1	POOLSNOW 1	POOLSNOW - Pool Snow	A	18-Apr-2007	POOLSNOWBATCH	• Edit • View	
POOLSNOW2	Pool snow 2	POOLSNOW - Pool Snow	A	18-Apr-2007	POOLSNOWBATCH	• Edit • View	
POOLSNOWBATCH	PoolSNOW batchuser (NEMMCO)	POOLSNOW - Pool Snow	A	18-Apr-2007	POOLSNOWBATCH	• Edit • View	
POOLSNOWSU	Super User POOLSNOW	POOLSNOW - Pool Snow	A	18-Apr-2007	POOLSNOWBATCH	• Edit • View	
POOLTEST	Pool Test	POOLSNOW - Pool Snow	A	30-Apr-2007	TESTTEST	• Edit • View	

3. The **User Administration – Edit** screen displays. The edit screen has the same fields available in the **User Administration – New** screen however; the **ParticipantID & Name** and the **User ID** fields are read-only and cannot be modified.
 - For a user owned by the participant ID, the **User Password** and **Retype Password** fields are blank. Leave the fields blank if you do not want to change the user's password otherwise enter a new generic password. The next time the user logs in they are prompted to change this password.
 - For a user owned by the participant ID, any **Rights** granted by other participants display, but do not have check boxes because you cannot grant or revoke the rights of external participant users.
 - For a user **not** owned by the participant ID, any **Rights** granted by other participants do not display.
 - To deactivate the login change the **Activity Status** to **I - Inactive**.
4. Make the required changes and Click **Save**.
5. Click **Clear** to clear the fields and start again or to cancel the changes.

Create participant user rights

Rights are a collection of entities and their associated access privileges. A right consists of information about various actions that an owner of a right can perform on each entity in the system.



PAs can create new user rights from their PA right. For example, they might want to create a right for their ordinary RERT participant user so they can update and read but cannot delete or create.

1. In **MSATS > Administration > Maintain Rights**, click **New**.

Maintain Rights - List							Participant ID:	NEHMC0
							Participant Name:	Australian Energy Market Operator Limited
Participant:							<div>All Participants who have granted rights to own users</div>	
Rights								
Participant	Name	Description	Type	Administrator	Activity Status	Updated On	Updated By	New Action
Energy Services Pty Limited	MMS RERT	MMS RERT	Batch & Interactive	ParticipantAdmin Right	Active	11-Oct-2017		<div><div></div><div>View</div></div>

2. Complete the fields and select the rights. In the example below, the right provides create, update, and read access. Clicking **Create** automatically populates **Update and Read**.
3. Click **Save**.

Maintain Rights - New

Participant ID & Name :
Right Type (*):
Rights Name (*):
Description (*):
Activity Status (*):

Energy Services Pty Limited
A - All
RERT - ordinary user
users who do not need the PA right
A - Active

Interactive:

Entity Description	Delete	Create	Update	Read
EMMS - RERT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Batch:

Entity Description	Execute

Save

Clear

Set up participant users and assign rights

You must have already set up the right you are assigning, see **Create participant user rights on the previous page**.



To assign a right to a participant user or create another PA:

1. In **MSATS > Administration > User Administration**, click:
 1. **New** to set up a new user.
 2. **Edit** to update an existing user.
2. Complete the details and select the right to assign. In the example below, we assign the right we created in for an ordinary participant user. You can also grant the **RERT PA** right.
3. Click **Save**.

User Administration - New

Participant ID: NEMMCO
Participant Name: Australian Energy Market Operator Limited

Participant (*): Energy Services Pty Limited
User ID (*): JDoe
User Name (*): Jane Do
User Password (*): *****
Retype Password (*): *****
Phone (*): (09) 99999999: 00 1234 5678
Email: je@participant.com.au
Activity Status (*): A - Active

Participant Id & Name	Right Name & Description	Grant/Revoke
ENGAUSRT - Engaust Energy Services Pty Limited	MMS RERT - ordinary RERT user	<input checked="" type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	GSH PA right - Gas Supply Hub PA right	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	MMS RERT RTO - MMS RERT RTO	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA - AEMC ONLY - PA - AEMC only	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA - CER - PA for CER NMI and Standing Data	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA - OPDMS - OPDMS and MSATS Participant Admin Right	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA AER - PA AER Right	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA ANEMOS - 1 - The PA right to give a researcher access to the ANEMOS researcher server including ECMWF	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA ANEMOS - 2 - The PA right to give a researcher access to the ANEMOS researcher server excluding ECMWF	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA OMBUDSMAN - PA Right - Ombudsman	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA REGULATOR - PA Right For Regulator	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA Right - Rights provided to the Participant Administrator	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA-JACKF-TESTING - PA right for Jack to test	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PA-MIKEM-TESTING - PA Right for Mike to Test Data Rights / URM Functionality	<input type="checkbox"/>
NEMMCO - Australian Energy Market Operator Limited	PM OFFSET RIGHT - EMMS - Settlement Reallocations - PM Offset	<input type="checkbox"/>

Save Clear

Deactivating User IDs

To deactivate a user ID:

1. Follow the steps for **Edit a participant user profile on page 26**.
2. To deactivate the login change the **Activity Status** to **I - Inactive**.



User Administration - Edit		Participant ID:	NEMMCO
		Participant Name:	Australian Energy Market Operator Limited
Participant Id & Name :	POOLTST - Pool Testing		
User ID:	POOLTSTBATCH		
User Name (*):	<input type="text" value="POOLTSTBATCH"/>		
User Password:	<input type="password"/>		
Retype Password:	<input type="password"/>		
Phone (*) (09) 99999999:	<input type="text" value="0"/> <input type="text" value="0"/>		
Email:	<input type="text" value="msatstest1@aemo.com."/>		
Activity Status (*):	<div>A - Active A - Active - Inactive</div>		
Rights:			
Participant Id & Name	Right Name & Description	Grant/Revoke	
POOLTST - Pool Testing	PA Right - Rights provided to the Participant Administrator	<input checked="" type="checkbox"/>	
POOLTST - Pool Testing	PA Right - Rights provided to the Participant Administrator	<input type="checkbox"/>	

Manage user profile

About User Profile

From the **User Profile** menu, participant users can:

- Change their password (changing your password in MSATS also changes your password for the EMMS web portal).
- Edit and view their user profile.

Create a password

The following information is a guide to the password format.

- Passwords are case sensitive.
- Passwords must be 6-20 characters long.
- Passwords must contain at least one character from at least three of the following four character sets:
 - Upper case letters (A, B, C, ... Z)
 - Lower case letters (a, b, c, ... z)
 - A number between 0-9 (0, 1, 2, ... 9)
 - Non-alphanumeric (for example, punctuation symbols + !)

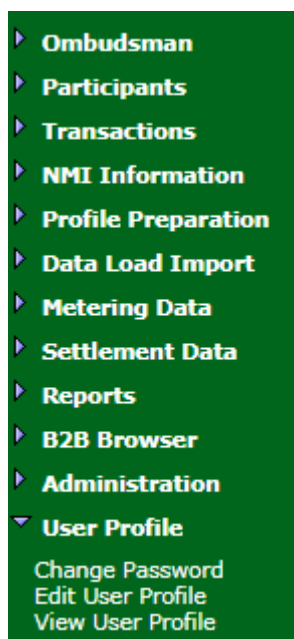


- Passwords expiry every 40 days (equals 1 cycle). Passwords cannot be re-used in the next 12 cycles. A password can be changed before the 40 days has expired.
- For security reasons, your user ID or the word “password” cannot be used.
- A user is allowed six attempts to log into the system before being locked out.
- If a password is forgotten or is locked out, contact your participant administrator. If no-one in your organisation has the participant administrator right, contact Support Hub to reset the password.

Change your password

To change your password:

1. On the main menu, click **User Profile** and then click **Change Password**.



2. The **User Profile - Change Password** screen displays with your user ID pre-filled.
3. Enter your **Current Password**.
4. Enter your new password.
5. Re-enter your new password and click **Save**.



Note: all fields are required.

User Profile - Change Password	
Participant ID:	NEMMCO
Participant Name:	Australian Energy Market Operator Limited
User ID:	SYSADMIN
Current Password (*):	<input type="password"/>
New Password (*):	<input type="password"/>
Retype New Password (*):	<input type="password"/>
<input type="button" value="Save"/> <input type="button" value="Clear"/>	

6. A confirmation message displays.

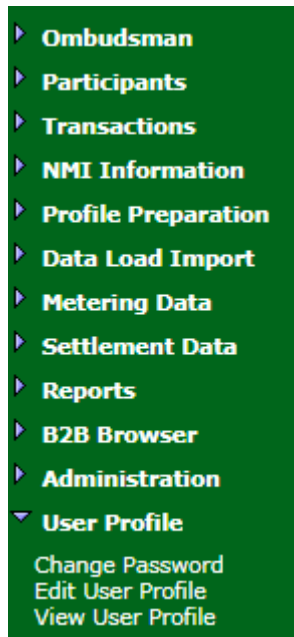
View User Profile

The **View User Profile** menu is where you can view your user profile details.

Viewing your user profile

To view your user profile:

1. On the main menu, click **User Profile** and then click **View User Profile**.



2. The **User Profile - View** screen displays your profile details.

User Profile - View		Participant ID:	NEMMCO
		Participant Name:	Australian Energy Market Operator Limited
User ID:	SYSADMIN		
User Name:	BATCH		
Phone:	(02) 8888888		
Email:	XYZ@nemmco.com.au		



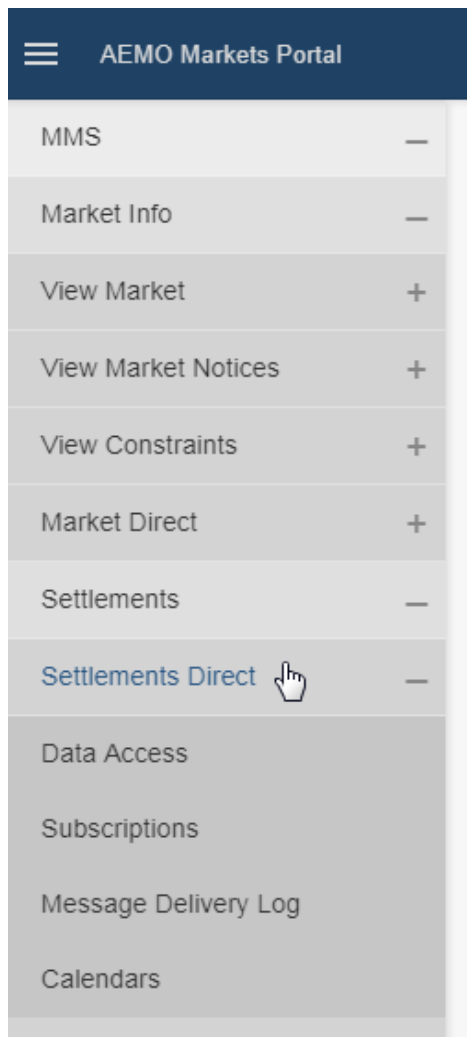
MANAGE NOTIFICATIONS AND SETTLEMENTS STATEMENTS

The Settlements Direct web portal facilitates the configuration of RERT notifications, dispatch message recipients, and recipients to receive Settlement statements by email.

Access Settlements Direct

To access Settlements Direct:

1. Establish a MarketNet connection. For more details, see **MarketNet connection on page 11**
2. Enter the EMMS Markets Portal URL in your web browser.
Pre-production environment: <https://portal.preprod.nemnet.net.au>.
Production environment: <https://portal.prod.nemnet.net.au>.
3. Click **Energy Market Systems** and sign in using your user ID and password.
4. On the left navigation pane, click **MMS**, then **Settlements**, then **Settlements Direct**.



Set up RERT notification subscriptions

In the **Subscriptions** interface, you can configure contacts to receive RERT notification messages by email and SMS.

1. In **Settlements Direct > Subscriptions**, under **Category**, select **NEM Alerts, Reminders and Notifications**.
2. Under **Type**, select the notification type to enable. For a description of the notification messages, see [RERT Schedule notification messages on page 5](#)



3. Select **SMS**, **Email**, or **Notify by Email**. Note that **Email** and **Notify by Email** perform the same function by sending notifications to the nominated email address.
4. Click **Submit**.

Settlements Direct Subscriptions for **Powerlink Australia Pty Limited**

Success: The subscriptions have been updated.

Category: **NEM Alerts, Reminders** Type: **(All types)** Contact: **(All contacts)**

Name	Contact Details	E-mail	Notify by E-mail	Notify by SMS	Contact Identifier
Category: NEM Alerts, Reminders and Notifications					
Type: NEM RERT ITT Alert Secured Delivery Attachment					
Mr Michael Bennetts	bm.bennetts@aemo.com.au (01469840367)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1476/REGISTRATION
Type: NEM RERT Activation Alert Secured Delivery Attachment					
Mr Michael Bennetts	bm.bennetts@aemo.com.au (01469840367)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1476/REGISTRATION
Type: NEM RERT Cancellation Alert Secured Delivery Attachment					
Mr Michael Bennetts	bm.bennetts@aemo.com.au (01469840367)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1476/REGISTRATION
Type: NEM RERT PREActivation Alert Secured Delivery Attachment					
Mr Michael Bennetts	bm.bennetts@aemo.com.au (01469840367)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1476/REGISTRATION
Type: Alert: Unsuccessful Early Payment Secured Delivery Attachment					
Type: Reminder: Early Payment Due Today Secured Delivery Attachment					
Type: Alert: Bank Guarantee Due 1 Day (Expiry in 11 days) Secured Delivery Attachment					

Submit

Set up settlement statement subscriptions

To setup settlement statement subscriptions:

1. In **Settlements Direct > Subscriptions**, under **Category**, select **NEM Statements**.
2. Under **NEM Final, Preliminary, and Revision Statement**.
3. Select email, SMS or both.

Category: **NEM Statements** Type: **(All types)** Contact: **(All contacts)**

Name	Contact Details	E-mail	Notify by E-mail	Notify by SMS	Contact Identifier
Category: NEM Statements					
Type: NEM Final Statement Secured Delivery Attachment					
Mr Participant User	P.user@aemo.com.au (61402403469)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1470/REGISTRATION
Type: NEM Preliminary Statement Secured Delivery Attachment					
Mr Participant User	P.user@aemo.com.au (61402403469)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1470/REGISTRATION
Type: NEM Revision Statement Secured Delivery Attachment					
Mr Participant User	P.user@aemo.com.au (61402403469)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1470/REGISTRATION



Important subscription information

- AEMO creates DSP RERT information at any time, so notifications are received at all hours. Please keep this in mind when setting up your SMS notifications.
- Participants with access can set-up contacts to receive DSP RERT information, using the "MSATS Participant Contact" interface. For more information about creating participant contacts, see [Participant Contacts on page 16](#).
- Delivery of certain DSP RERT information, such as statements is mandatory. Contacts having the "nnnn/REGISTRATION" Contact Identifier receive mandatory DSP RERT information set up by AEMO during registration. To remove or change a subscription for an "nnnn/REGISTRATION" Contact Identifier, contact [AEMO's Information and Support Hub](#).

Contact Identifier
Secured Delivery Attac
IGMOB/MSATSUSER
795/MSATSCONTACT
794/MSATSCONTACT
1253/REGISTRATION

Secured Delivery Attachment

- Removing the tick from the Secured Delivery Attachment sends the data unencrypted and requires the acceptance of a waiver agreeing to the sending of unencrypted information by email.

Manage messages

A history of notification messages previously sent from Settlements Direct are managed in the Message Delivery Log.

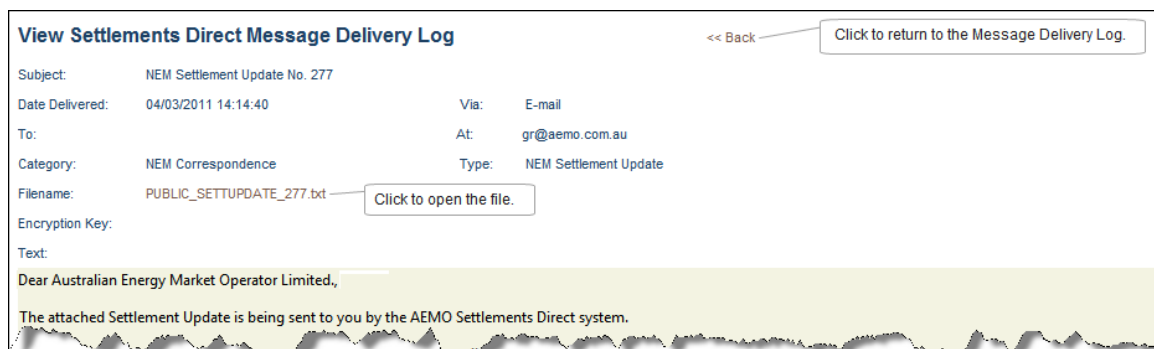


Important Message Delivery Log information

- Names displayed in the Contact drop-down list are active contacts only.
- Under the To column in the Message Delivery Log grid, you may see contact names that have since been made inactive, this is because the Message Delivery Log is a history of previously sent information.

Viewing Message Delivery Log details

To see message delivery details, in the Message Delivery Log interface, click **View** next to the required filename. The **View Settlements Direct Message Delivery Log** displays.



View Settlements Direct Message Delivery Log << Back Click to return to the Message Delivery Log.

Subject: NEM Settlement Update No. 277

Date Delivered: 04/03/2011 14:14:40 Via: E-mail

To: At: gr@aemo.com.au

Category: NEM Correspondence Type: NEM Settlement Update

Filename: PUBLIC_SETTUPDATE_277.txt Click to open the file.

Encryption Key:

Text:

Dear Australian Energy Market Operator Limited,

The attached Settlement Update is being sent to you by the AEMO Settlements Direct system.



RESERVE TRADING (RERT) WEB PORTAL

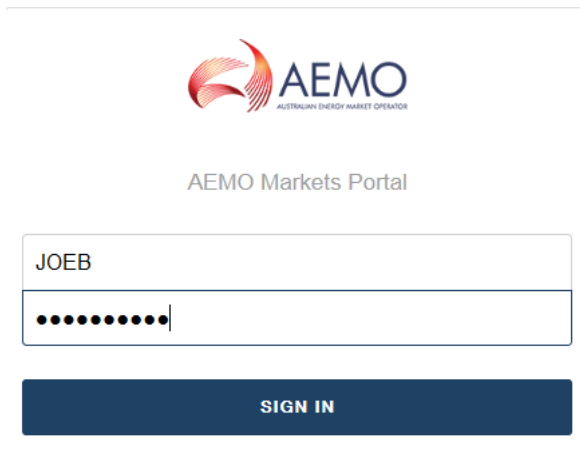
The Reserve Trading (RERT) interface is contained in the EMMS Markets Portal. It offers a series of self-service web forms for RERT service providers to interact with AEMO and:

- Accept or reject a RERT contract.
- Declare reserve availability of facilities.
- Nominate NMLs.

Access the Reserve Trading (RERT) web portal

To access the Reserve Trading (RERT) web portal web application:

1. Establish a AEMO VPN remote access connection. For more details, see [MarketNet connection on page 11](#).
2. Enter the EMMS Markets Portal URL in your web browser
Pre-production environment : <https://portal.preprod.nemnet.net.au>
Production environment: <https://portal.prod.nemnet.net.au>
3. Log in using your user ID and password.



The screenshot shows the AEMO Markets Portal login interface. At the top is the AEMO logo with the text 'AEMO AUSTRALIAN ENERGY MARKET OPERATOR'. Below the logo is the text 'AEMO Markets Portal'. There are two input fields: the first contains the username 'JOEB' and the second contains a masked password represented by ten dots. Below these fields is a dark blue button with the text 'SIGN IN' in white capital letters.



- On the left navigation pane, click **MMS**, then **Offers & Submissions**, and then **Reserve Trading (RERT)**.

Offers & Submissions	—
Energy & FCAS Offers	+
MTPASA Offers	+
NMAS Offers	+
GELF Declarations	+
Reserve Trading (RERT)	—
Availability Declaration	
Schedule Acceptance	
NMI Declaration	

Note: If you are experiencing issues viewing interfaces in the EMMS Markets Portal, clear your internet browser cache, and log into the portal again.

Accept or reject a schedule

The Schedule Acceptance screen provides the ability for applicable participants to accept or reject a RERT schedule upon receiving an Invitation to Tender (ITT) SMS message.

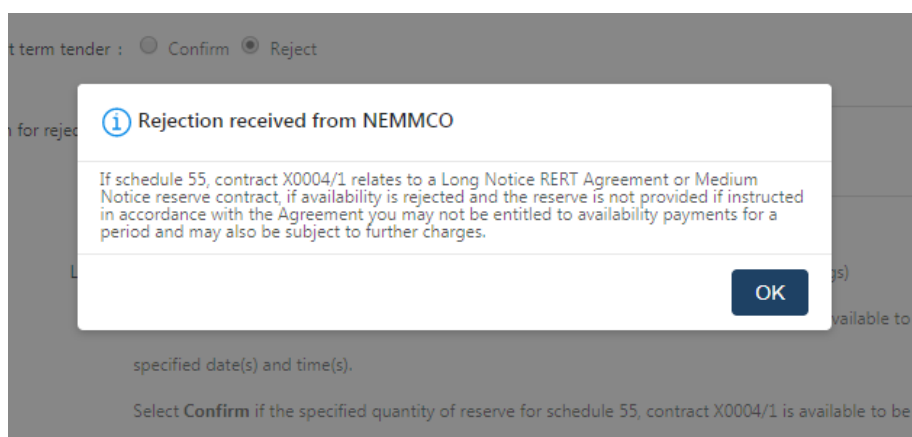
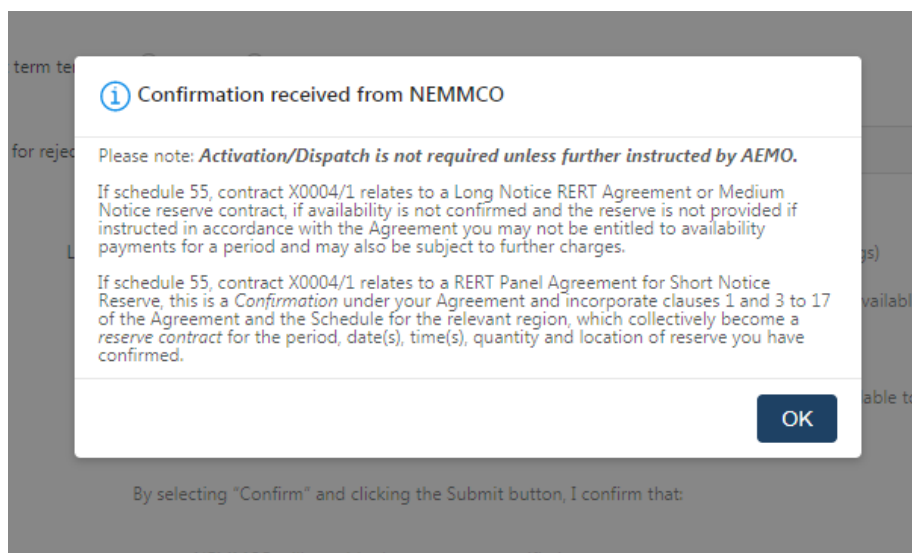
Message notifications are configured in the Settlements Direct portal in the EMMS Markets Portal. For more information, see [Set up RERT notification subscriptions on page 35](#).

Note: Upon receiving an ITT message, you have a 30 minute time limit to respond in the Plan Acceptance form before the schedule acceptance will timeout.



To accept or reject contract activation:

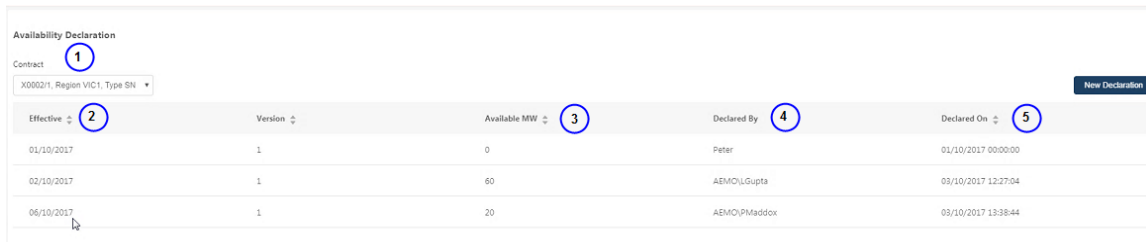
1. Log on the EMMS Markets Portal, and in the left navigation pane, select **MMS > Offers & Submissions > Reserve Trading (RERT)> Schedule Acceptance**.
2. Select the contract from the **Schedule and Contract** drop-down field. The contract details are listed.
3. Select the **Confirm** check box to accept the contract, or **Reject** to reject the contract.
4. If you select **Reject**, please enter reasons why in the **Comments** field.
5. Select **Acknowledge**, and click **Submit**. A pop-up confirmation window appears with a legal agreement.
6. Once you have read and understood the legal agreement, click **Ok**.





Declare reserve availabilities

The Availability Declaration interface is to declare reserve availability of facilities. It is accessed in the EMMS Markets Portal under **MMS > Offers & Submissions > Reserve Trading (RERT) > Availability Declaration**.



Effective	Version	Available MW	Declared By	Declared On
01/10/2017	1	0	Peter	01/10/2017 00:00:00
02/10/2017	1	60	AEMO\LGupta	03/10/2017 12:27:04
06/10/2017	1	20	AEMO\PMaddox	03/10/2017 13:38:44

#	Field	Description
1	Contract	Lists contract by region and type.
2	Effective	Start date of reserve delivery.
3	Available MW	Amount of reserve provided in Megawatt (MW).
4	Declared By	Participant user submitting the declaration
5	Declared On	Date and time declared is in Australian Eastern Standard Time.

Creating a new declaration

1. If you are making a declaration to a contract, select the contract from the **Contract** drop-down menu.
2. Click on **New Declaration**. A **New Declaration** pop-up window appears.
3. Select the effective date from the **Effective Date** drop-down calendar.
4. Enter the available MW amount.
5. Click **Submit**.

Please note, availability cannot be entered for past dates. Also, availability cannot be changed for periods where a contract has been accepted.



Viewing and editing declarations

You can view declarations associated with a contract by selecting the contract from the **Contract** drop-down field.

Declarations can be edited by double-clicking on the field value.

Declare NMIs

A National Metering Identifier (NMI) provides a unique identifier for each connection point within the National Electricity Market. It provides an index against which other data can be managed, and is crucial to the accurate management of customer registration, customer transfer, connection point change control, and data aggregation and transfer.

The NMI Declaration interface provides the declaration of NMIs and a file upload facility for declaring large quantities of NMIs.

NMI submissions can be made any time after an ITT is accepted, but must be declared within two business days after a RERT schedule is activated.

Please note, only NMI submissions after a RERT schedule activation are used to assess RERT service provider performance. Any NMI submission prior to RERT schedule activation is not used to assess RERT service provider performance.

After logging into the EMMS portal, the interface is accessed in the left navigation menu under **MMS > Offers & Submissions > Reserve Trading (RERT) > NMI Declaration**.



AEMO Markets Portal	
Settlements	+
Offers & Submissions	—
Energy & FCAS Offers	+
MTPASA Offers	+
NMAS Offers	+
GELF Declarations	+
Demand Side Participation (RERT)	—
Availability Declaration	
Schedule Acceptance	
NMI Declaration	



Interface description

NMI Declaration

1 Schedule and Contract
Schedule 2, Contract, Active from 07/11/2017 13:00

2 Submission Date
01/12/2017 07:17:55 (submitted by PMADDOX)

6 Save 5 Insert row 7 File Upload

	NMI 3	DataStream 4
1	9987654399	33
2	9988776655	ZZ
3	ZZCDEFGHIJ	AB

Please provide the NMIs used for each activation event in the timeframe as per your contractual obligations.
This information is required only if your service has been activated.

NOTE: Only the most recent submission of NMIs will be used by AEMO. Refer to the Guide to Reliability and Emergency Reserve Trader Activities.

To submit NMI information:

1. Click "Insert Row", and add NMI data to the table. Right click on the grid for more functions.
2. Click "Save" when all NMI information has been entered.
3. Alternatively, to add multiple NMIs, prepare a CSV file with NMI data and click "File Upload".

The file should be a plain text file with one, initial "I,NMILIST,NMIDATASTREAM" record as shown, and one "D,NMILIST" record for each NMI/DataStream combination.
File content example:

```
I,NMILIST,NMIDATASTREAM  
D,NMILIST,0987654321,12  
D,NMILIST,1234567890,21
```

...etc..

Times are in AEST - Market Time.

#	Field	Description
1	Schedule and Contract	Drop-down field with a listing of existing schedules and associated contracts.
2	Submission Date	Drop-down field listing previously saved changes for the selected schedule and contract.
3	NMI	A unique 10 character identifier..
4	Datastream	A suffix to identify a datastream associated with a connection point. Generally a numeric identifier, but alpha characters are used under limited circumstances. For more information, see the National Metering Identifier Procedure .
5	Insert row	Insert a row in the NMI Declaration table.
6	Save	Save dataset changes.
7	File Upload	Upload a CSVfile containing multiple NMIs.

Declaring NMIs

1. In **Schedule and Contract**, select the applicable schedule and contract.
2. In the table, enter the 10 digit NMI identifier in **NMI** column.
3. In the **Datastream**, enter the two character Datastream identifier.
4. To add additional rows, click **Select Row**. Alternatively, right-click on the table to select various editing options to the table.

Save Insert row File Upload

	NMI	DataStream
1	9987654399	33
2	9988776655	77
3	ZZCDEFGHIJ	

Please provide the NMIs used for each dataset submission. This information is required only if you are submitting a dataset as per your contractual obligations.

NOTE: Only the most recent submission will be used. Refer to the Guide to Reliability Activities.

You can use "Insert Row" and add NMIs. If you have too many NMIs for this to upload option.

The file should be a plain text file with one, initial "INMILIST.NMI.DATASTREAM" record as shown, and

Insert row above
Insert row below
Remove row
Undo
Redo
Read only
Alignment
Copy
Cut

5. Click **Save**. The NMI Declaration is submitted and the date and time of submission is listed in the **Date and Time** field.

Modifying an existing NMI declaration

1. In **Schedule and Contract**, select the applicable schedule and contract.
2. In **Date and Time**, select the dataset submission date and time.
3. Edit the NMI table as required.
4. Click **Save** to save changes.

Declaring NMIs in large quantities

The file upload option allows multiple NMIs to be declared by uploading a CSV file.

The NMI CSV file must use the following formatting conventions:

- Comma separated values.
- All alpha characters are uppercase.
- No trailing or leading spaces.

A NMI CSV file contains a header row with the following comma-separated heading values:

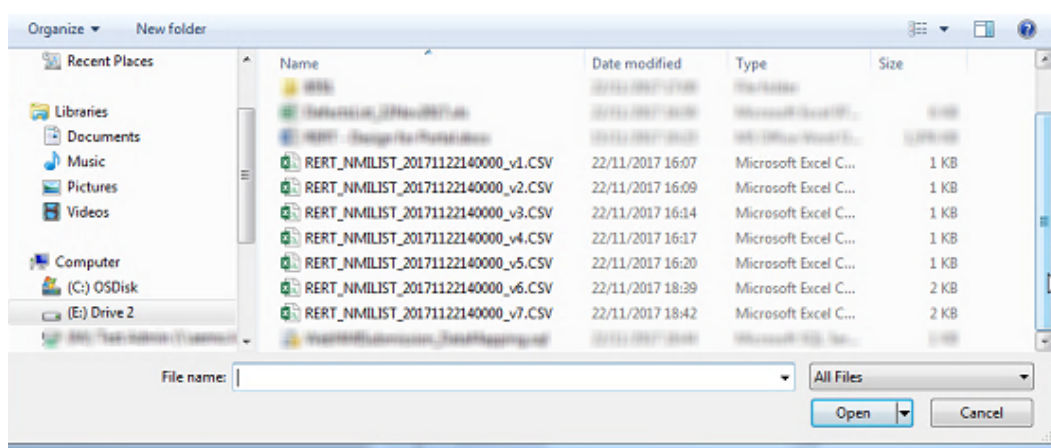
- I: Identifier
- NMILIST
- NMI: NMI identifier
- DATASTREAM: Datastream identifier

NMI details are populated in proceeding rows. For all NMIs, the first two comma-separated values are always "D" and "NMILIST". For example:

```
I,NMILIST,NMI,DATASTREAM
D,NMILIST,2845694871,12
D,NMILIST,3239139021,21
```

To create and upload a CSV file:

1. Create a CSV file using a text editor.
2. Create a header row.
3. Add NMI details under the header row.
4. Save the file as a CSV file.
5. Click **Upload File**. A dialog box appears.



6. Select the CSV to upload and click **Open**. The NMI details in the CSV file are validated, saved, and populated in the NMI table.



NEEDING HELP

AEMO's Support Hub

Contacting AEMO's Support Hub

IT assistance is requested through one of the following methods:

- Phone: 1300 AEMO 00 (1300 236 600)
 - For non-urgent issues, normal coverage is 8:00 AM to 6:00 PM on weekdays, Australian Eastern Standard Time (AEST).
 - For urgent issues, please contact the above phone number for after-hours support.
- Email: supporthub@aemo.com.au

AEMO recommends participants call AEMO's Support Hub for all urgent issues, whether or not you have logged a call in the Customer Portal.

Information to provide

Please provide the following information when requesting IT assistance from AEMO:

- Your name
- Organisation name
- Participant ID
- System or application name
- Environment: production or pre-production
- Problem description
- Screenshots

For AEMO software-related issues please also provide:



- Version of software
- Properties or log files
- Replication Manager support dump and instance name (if Data Interchange problem)

Feedback

Your feedback is important and helps us improve our services and products. To suggest improvements, please contact Email: supporthub@aemo.com.au.



GLOSSARY

AEMC

Australian Energy Market Commission

AEMO

Australian Energy Market Operator

AEST

Australian Eastern Standard Time

DSP

Demand Side Participation

EMMS

Wholesale Electricity Market Management System; software, hardware, network and related processes.

energy market systems web portal

Single web portal interface to access AEMO's IT systems.

Implementation date

Usually one business day before the effective registration date of a registration change. Upon special request, AEMO may agree to implementation two business days before the effective registration date, given sufficient notice time to comply with the Rules and Change Management Procedures.

Interactive entity

Web-based

MarketNet

AEMO's private network available to participants having a participant ID.

MSATS

Retail Market Settlement and Transfer Solution

MW

Megawatt

NEM

National Electricity Market

NER

National Electricity Rules

NMI

[electricity] National Metering Identifier

PA

Participant Administrator; manages participant organisations user access and security.

Pre-production

Test and training environment, typically showing much less activity, if any.

Production

Live environment, actively reflecting the currently available data.

RERT

Reliability and Emergency Reserve Trader Reliability and Emergency Reserve Trader

Rules

The National Electricity or Gas Rules.



INDEX

A

Administration 24

C

Creating a new contact 19

Creating a password 30

D

Deactivating User IDs 29

Deleting a contact 23

E

Editing a contact 22

Editing a user profile 26

F

Feedback 49

G

Glossary I

I

Important subscription information 37

N

Needing Help 48

P

Participant administrators 7

Participant Information 13

Participant users 8

Participants 12

S

Secured Delivery Attachment 37

Security Model 12

Subscriptions interface 35

U

User Administration 24

User Profile 30

user rights management (URM) entity 1

V

View User Profile 32

Viewing the participant contact list 17

Viewing user profiles 25