

# MARKET PARTICIPANT USER GUIDE TO AEMO WEM GMP SHAREPOINT

VERSION: 1.0  
EFFECTIVE DATE: 2 October 2021

## **CONTENTS**

|      |                                    |           |
|------|------------------------------------|-----------|
| 1.   | INTRODUCTION                       | <b>3</b>  |
| 1.1. | Purpose and scope                  | 3         |
| 1.2. | Related documents                  | 3         |
| 2.   | WEM AEMO GMP SHAREPOINT            | <b>3</b>  |
| 2.1. | Request access to SharePoint       | 3         |
| 2.2. | Submit a Generator Monitoring Plan | 5         |
| 2.3. | Submit GMP supporting evidence     | 9         |
|      | VERSION RELEASE HISTORY            | <b>11</b> |

## 1. INTRODUCTION

### 1.1. Purpose

The AEMO WEM Generator Monitoring Plan (GMP) SharePoint is a platform for Market Participants to send GMP submissions and ongoing data as required by the GMP. This User Guide will assist Market Participants to:

- Request access to SharePoint.
- Upload a Generator Monitoring Plan (GMP).
- Upload supporting evidence relating to a GMP.

If you have any technical issues or questions, please contact the AEMO WA System Management Operations team at [wa.sm.operations@aemo.com.au](mailto:wa.sm.operations@aemo.com.au).

### 1.2. Related documents and webpages

Refer to Table 1 for information related to the Generator Monitoring Plan.

Table 1 Related documents and webpages

| Title                                  | Location  |
|--|---|
| AEMO WEM GMP SharePoint main page      | <a href="https://aemocloud.sharepoint.com/sites/EXT-WEM-GMP">https://aemocloud.sharepoint.com/sites/EXT-WEM-GMP</a> |
| WEM Rules (Section 3A and Appendix 12) | <a href="http://WA.gov.au">WA.gov.au website</a>  |
| AEMO GPS and GMP webpage               | <a href="http://AEMO website">AEMO website</a>  |

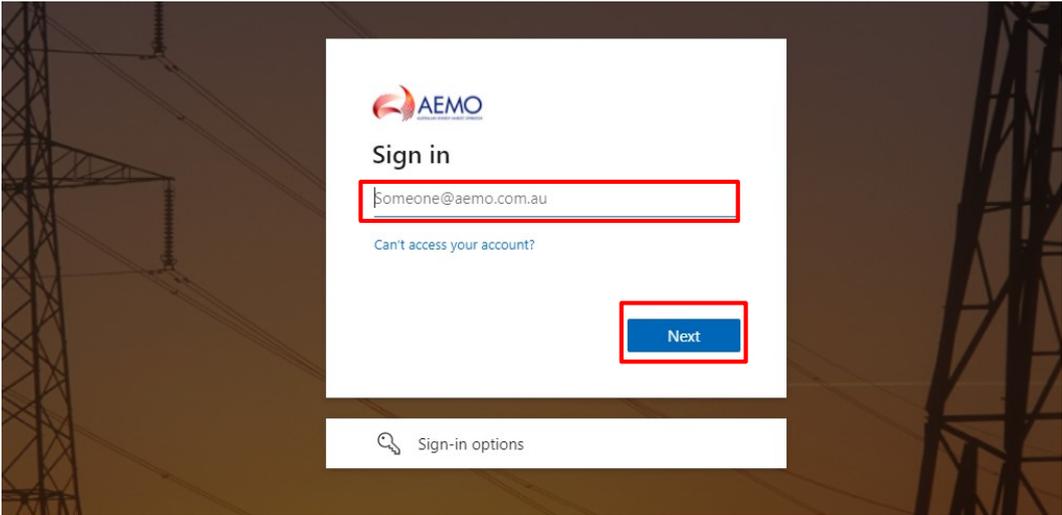
## 2. WEM AEMO GMP SHAREPOINT

### 2.1. Request access to SharePoint

Please ensure you have met the following items before requesting access to SharePoint:

- A compatible web browser. Refer to [Microsoft’s support page](#).
- A Microsoft Office account registered under the nominated email.

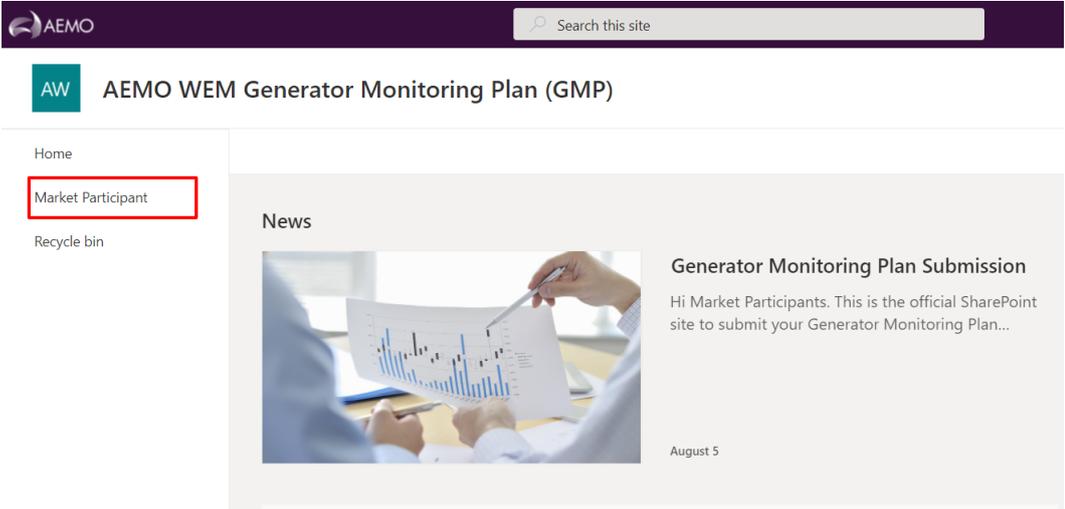
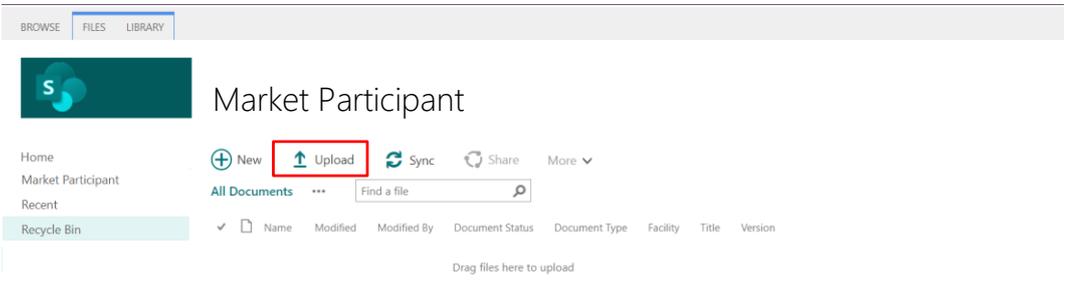
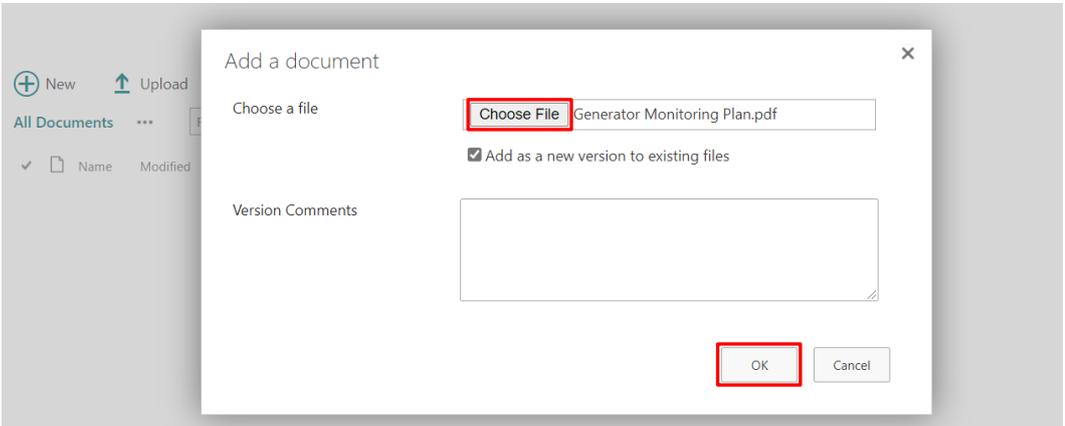
| Step | Action / Result  |
|------|--|
| 1    | Email <a href="mailto:wa.sm.operations@aemo.com.au">wa.sm.operations@aemo.com.au</a> with the subject header 'Request access to SharePoint'.<br>In the email body, please provide the Market Participant name and nominated email/s.<br><br>Note: This may take up to two days for AEMO to receive and process your request. |

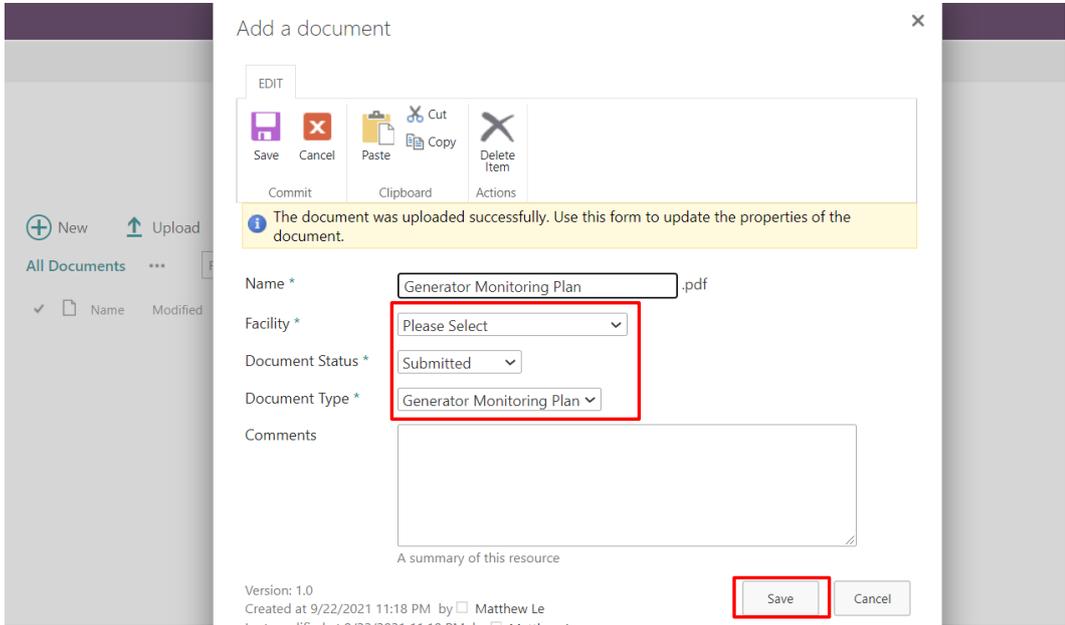
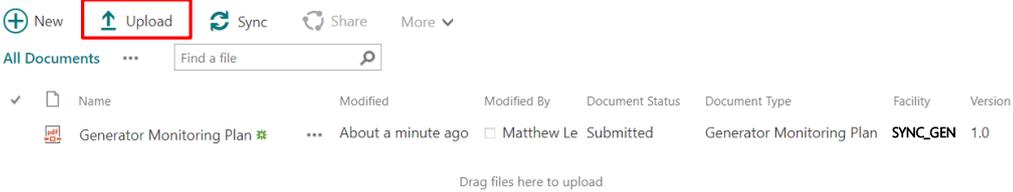
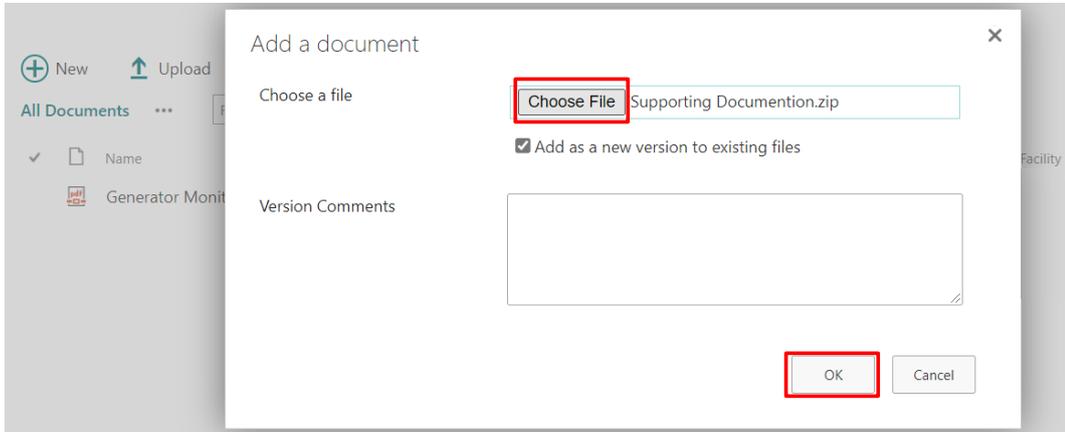
| Step | Action / Result  |
|------|--|
| 2    | <p>Log into your nominated email, open the SharePoint Online email and click on AEMO WEM Generator Monitoring Plan (GMP).</p> <div data-bbox="316 409 1370 781" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Matthew Le has invited you to 'AEMO WEM Generator Monitoring Plan (GMP)'</b></p> <p><b>ML</b> Matthew Le &lt;no-reply@sharepointonline.com&gt;<br/>                     Tue 21/09/2021 11:02 AM<br/>                     To: You<br/>                     Cc: Matthew.Le@aemo.com.au</p> <p>Please use this SharePoint link to upload GMP documentation</p> <p>Go to <span style="border: 2px solid red; padding: 2px;">AEMO WEM Generator Monitoring Plan (GMP)</span></p> <p><a href="#">Follow</a> this site to get updates in your newsfeed.</p> <p><a href="#">Reply</a>   <a href="#">Reply all</a>   <a href="#">Forward</a></p> </div> |
| 3    | <p><u>Result:</u> AEMO SharePoint sign-in page<br/>                     Sign into SharePoint using the nominated email and click Next and follow the prompts.</p> <div data-bbox="304 972 1366 1487" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>  |

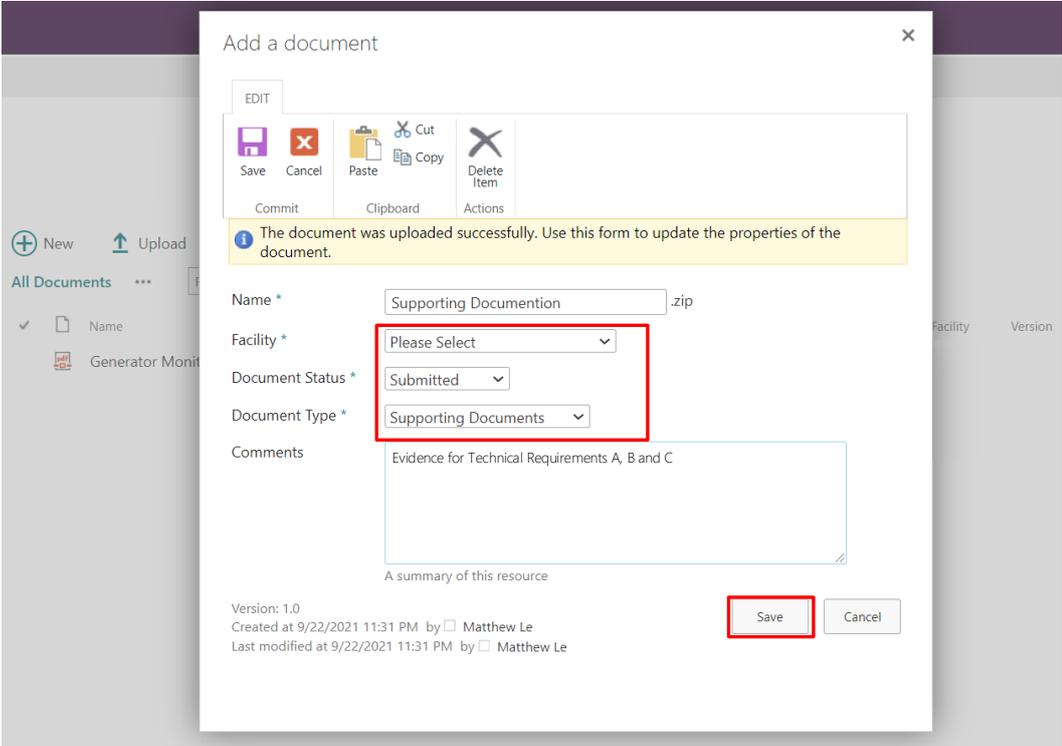
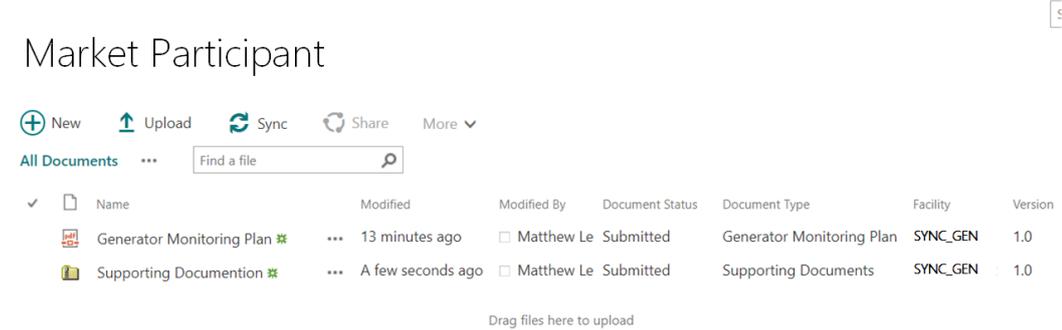
| Step | Action / Result   |
|------|---|
| 4    | <p><u>Result:</u> AEMO GMP SharePoint main page</p> <p>The GMP SharePoint main page has the following points of interest:</p> <ol style="list-style-type: none"> <li>1. Market Participant link to the upload document page.</li> <li>2. External links to relevant webpages.</li> <li>3. A calendar to remind important dates relating to GMP.</li> <li>4. Video presentations relating to GPS and GMP.</li> </ol> |

## 2.2. Upload a Generator Monitoring Plan and Supporting documentation

Follow the steps below to upload a Generator Monitoring Plan and supporting documentation. Focus areas are highlighted in red in each set of instructions.

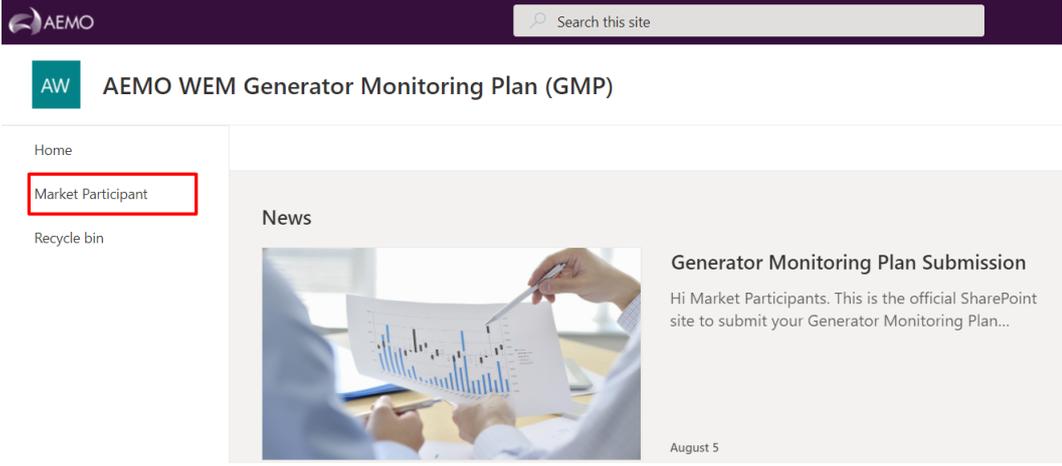
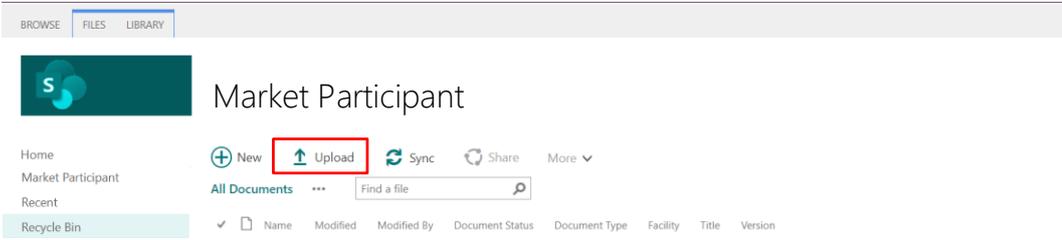
| Step | Action / Result  |
|------|--|
| 1    | <p>AEMO GMP SharePoint page<br/>From the left menu, select your Market Participant name to access the documents page.</p>    |
| 2    | <p><u>Result:</u> SharePoint documents page<br/>Click Upload.</p>    |
| 3    | <p><u>Result:</u> Upload document window<br/>Select Choose File and select the GMP pdf file, then click OK to upload.</p>  |

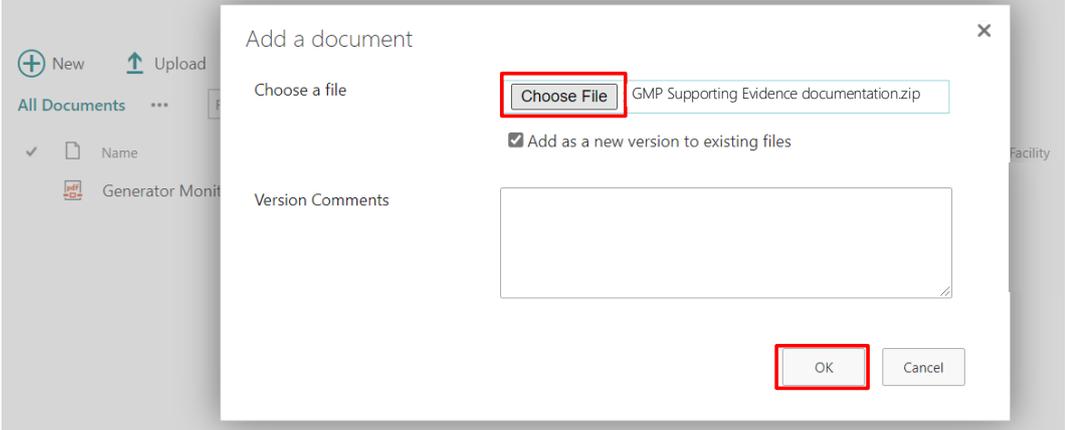
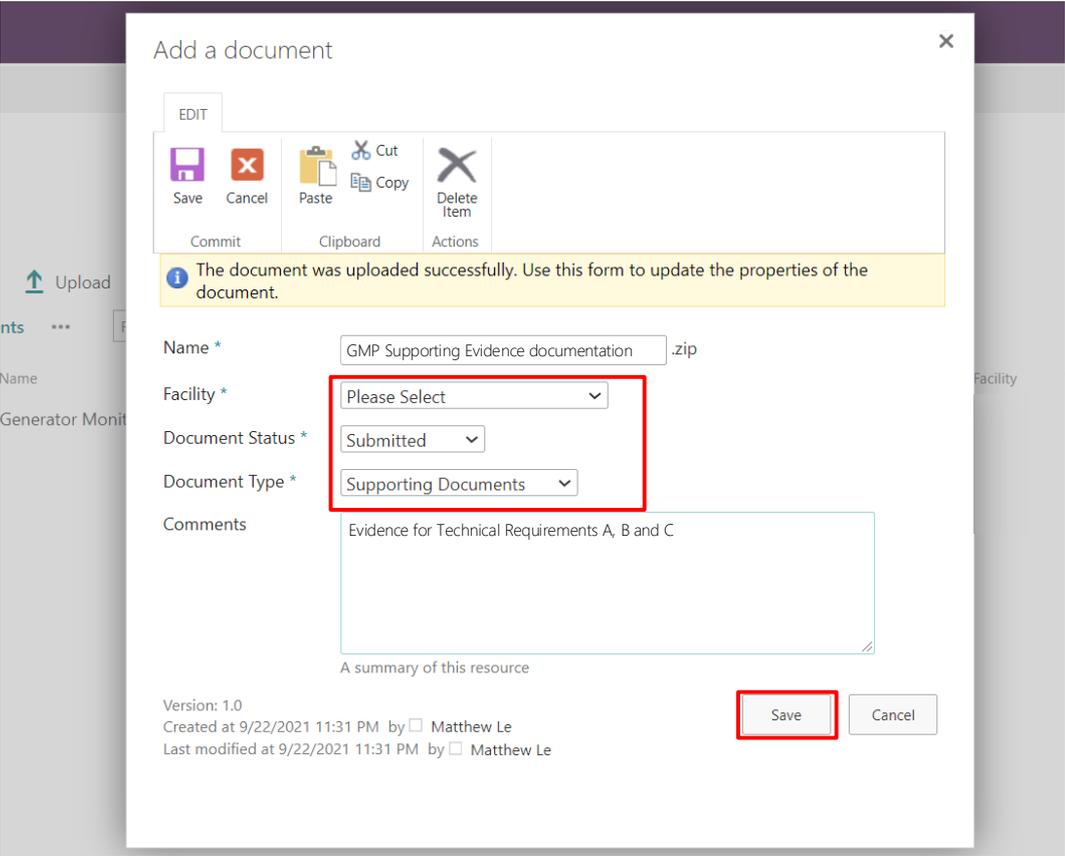
| Step | Action / Result   |
|------|---|
| 4    | <p><b>Result:</b> Document metadata window<br/>Complete the requested fields and click Save.</p>   |
| 5    | <p><b>Result:</b> Document uploaded to SharePoint.<br/>To the GMP Supporting Documentation, click Upload.</p>                                   |
| 6    | <p><b>Result:</b> Upload document window<br/>Select Choose File and select the Supporting Documentation zip file, then click OK to upload.</p>  |

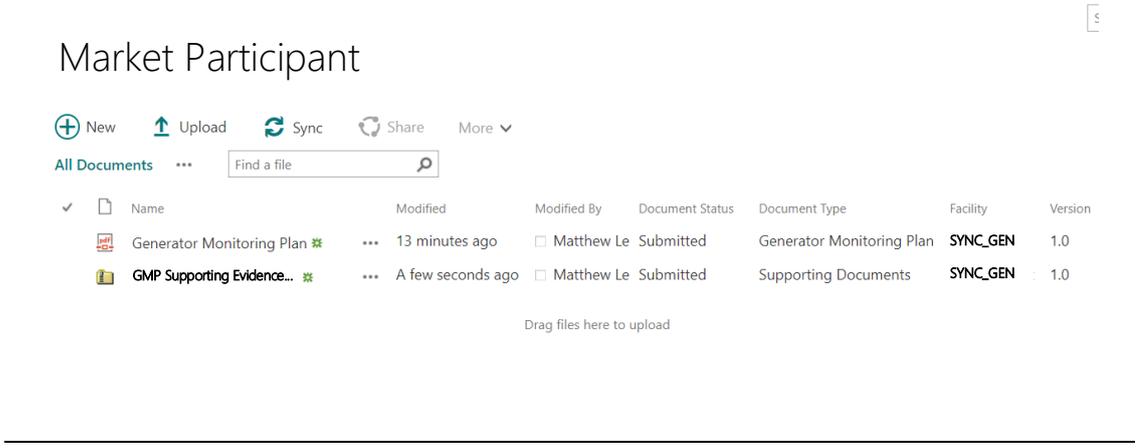
| Step | Action / Result   |
|------|---|
| 7    | <p><b>Result:</b> Document metadata window<br/>Complete the requested fields and click Save.</p>   |
| 8    | <p><b>Result:</b> Document uploaded to SharePoint.<br/>Note: The Generator Monitoring Plan and supporting documentation are temporary on SharePoint. AEMO will transfer the files off SharePoint and into AEMO's repository.</p>  |

### 2.3. Upload GMP supporting evidence

Follow the steps below to upload ongoing supporting evidence as required by the approved Generator Monitoring Plan. Focus areas are highlighted in red in each set of instructions.

| Step     | Action / Result   |
|----------|---|
| <p>1</p> | <p>AEMO GMP SharePoint page<br/>From the left menu, select your Market Participant name to access the documents page.</p>  |
| <p>2</p> | <p><u>Result:</u> SharePoint documents page<br/>Click Upload.</p>   |

| Step | Action / Result   |
|------|---|
| 3    | <p><b>Result:</b> Upload document window<br/>                     Select Choose File and select the supporting evidence zip file, then click OK to upload.</p>  |
| 4    | <p><b>Result:</b> Document metadata window<br/>                     Complete the requested fields and click Save.</p>   |

| Step | Action / Result   |
|------|---|
| 5    | <p data-bbox="268 315 711 344"><u>Result:</u> Document uploaded to SharePoint.</p>  |

### VERSION RELEASE HISTORY

| Version | Effective Date | Summary of Changes |
|---------|----------------|--------------------|
| 1.0     | 2 October 2021 | First issue        |
|         |                |                    |