

Offtaker of Last Resort scheme (OLR)

www.ofgem.gov.uk/olr

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How to submit Project Information for the OLR Scheme

This helpsheet is for electricity generators applying to enter into a backstop power purchase agreement (BPPA). It provides a step-by-step guide for how to submit all your Project Information right first time. It should be read in conjunction with the [Essential Guide for Renewable Generators](#) and the [Ofgem Tendering Portal: OLR Generator Handbook](#).

What is required?

The Project Information required is:

- a) a completed copy of the Project Information Schedule (contained in the [BPPA contract](#)) including any related attachments.
- b) a completed [Further Project Information template](#) which includes a confirmation of the number of BPPAs required.
- c) a signed [Statement of Confirmation](#) from a director of the electricity generator which is seeking to enter into a BPPA in respect of the specified electricity generating station.

We can't consider Project Information complete unless you have provided all of the above information correctly.

What should you do?

- Step 1:** **Check that you can access your data room** using the details we will send you by email, and familiarise yourself with how to upload documents to the data room. The Ofgem Tendering Portal: OLR Generator Handbook has instructions on how to log in and upload documents.
- Step 2:** **Make sure you select the correct BPPA standard contract terms.** These are the terms that were in effect on the date you entered into your Relevant Contract.
- Step 3:** **Fill in the Project Information Schedule** in the BPPA standard terms document. All fields must be filled in except the Offtaker's contact details and, only if applicable, the Additional BM Unit (A.BMU)¹ details (see b. below).

¹ Additional BM Unit has the meaning given to it in the Balancing and Settlement Code on 14 February 2015 (the date Standard condition 38A took effect).

- a. Fill in the fields in line with the instructions in square brackets on the form, with the exception of the A.BMU field, see below.
- b. If you do not have a generation licence but do have a Bilateral Embedded Generation Agreement (BEGA), you may have an A.BMU. If this is the case, you should provide this information in the relevant field to avoid problems later on in the application process. If you do not have an A.BMU you may leave this field blank.
- c. For fields that need an attachment uploading separately, fill them in with the name of the relevant attachment (see step 4 below). Not identifying which attachment relates to each field in the Project Information Schedule will affect how quickly we can determine your eligibility.
- d. You should make sure that the preferred BPPA commencement date you have selected is within the following parameters:
 - i. If you are submitting the Project Information Schedule less than five days after submitting your Expression of Interest, the BPPA commencement date must be between 26 and 45 working days after the date you submitted the expression of interest.
 - ii. If you are submitting the Project Information Schedule five or more days after submitting the expression of interest, the BPPA commencement date must be between 22 and 41 working days after the date you submit your statement of confirmation.

Step 4: Upload all required attachments to the Essential Project Information folder provided in the portal data room. These should be clearly titled to identify the content of each document.

Step 5: Check you have referenced all attachments correctly in the Project Information Schedule (see Step 3(c)), make sure you **add the name of the electricity generator to the front page of the BPPA contract**, then **upload it**.

Step 6: Fill in and upload the Further Project Information template.

N.B. You can upload all the above information in stages or do it all together once you are happy you have all the information required. Please note though, once a document is uploaded it cannot be edited. You will need to delete the original and submit a revised version if updates are required, see the Ofgem Tendering Portal: OLR Generator Handbook for help with this.

Step 7 Make sure the **Statement of Confirmation** template is **signed by a director**, and then **upload it**. Please note, if you withdraw from the OLR process once this document is uploaded it will have repercussions for your generating station – please see the Eligibility section of the [Essential Guide](#) for more details. We will be checking the portal daily for your Statement of Confirmation but you can also email OLR@ofgem.gov.uk or call 0207 901 3080 to notify us that you have submitted it.

Additional Information?

As long as all the information detailed above is provided, we will be able to carry out our eligibility determination. However you may have additional information that you would like suppliers to consider when making their bid. If so, you should do this by uploading the additional information to the data room before the auction.

If you do this, please ensure that any documents of this kind are uploaded to the Additional Information folder provided in the portal data room to avoid any confusion during our determination. We will base our eligibility determination on documentation uploaded to the Essential Project Information folder only.