Ofgem tendering portal: OLR Generator Handbook

About this handbook

This handbook is for you if you are seeking to enter into a Backstop Power Purchase Agreement (BPPA) under the Offtaker of Last Resort (OLR) scheme. It gives instructions on how to use the Ofgem Tendering Portal to submit your Project Information. Please note, we will only accept Project Information submitted via the portal.

This document should be read in conjunction with the OLR: Essential Guide for renewable generators which explains deadlines for document submission, and the How to submit Project Information for OLR helpsheet.

Using the Ofgem tendering portal

Logging on

We will create an account on the Ofgem Tendering Portal for the two contacts provided in your Expression of Interest so long as we have received signed user agreements for each individual. You will receive an email containing the login details you need to access your account.

Go to https://ofgem.bravosolution.co.uk/web/login.html and enter the login details you have received.

You will be prompted to choose a new password when you log in.

You will then see the homepage of your account which will look like the below. Not everything on this page is relevant to you as an OLR generator. The only areas you need to focus on are the User Profile in the left-hand menu and the Developer data room.

Once you have logged in you may change your username if you wish by going to **Manage Your Profile** then **Edit**.

However **you must NOT edit the 'Last Name' field**. We will have added '(OLR – Generator Name)' to your last name. This is to help us identify you throughout the process and should be left as we have designated.

If you need to navigate back at any time whilst using the portal, use the

| ← Back to List |

button at the top left corner of the page. **Do not** use your browser back button.

Adding additional users?

Should you need accounts for more individuals at your organisation in addition to the two main contacts you provided for your organisation, the primary user (Contact Details 1 on your EOI) can simply notify us by emailing OLR@ofgem.gov.uk and we will set these up.

Any additional users will need to sign a portal user agreement.

Accessing your data room

To access the data room we have set up for you to submit your Project Information, select the link in the centre of the homepage titled:

DEVELOPER DATA ROOM

The next page will show the data room that has been set up for your organisation.

We will set up individual data rooms in relation to each Expression of Interest submitted to us so if you have applied more than once then multiple data rooms will be visible. If this is the first time you are applying to the OLR then only one data room will appear.

Select the applicable data room and you will then see two folders which you can upload documents to.

	Folder/File Name	Description
1	1. Essential Project Information (0)	Project Information for eligibility deter
2	2. Additional Information (0)	Optional additional information from

Uploading a document

All required Project Information should be uploaded to the Essential Project Information folder: this includes all attachments that are related to the Project Information Schedule (e.g. VAT certificate). The Additional Project Information folder is for any additional information you think the suppliers may find helpful, but which is not required by us to determine your eligibility.

Select the Required Project Information folder to enter it, then select **Upload New File** in the right hand corner.

↥ Upload New File

You will then see a screen which allows you to browse for files by selecting **Select files to Upload**

Select Files to Upload

and then selecting the files you wish to upload and clicking **Open**.

The selected files will appear in the attachments table. Each document's file name should make it clear what each document is (e.g. "Further Project Information", "BPPA contract", "VAT Certificate"). You can provide further clarification in the **File Description** field if you wish.

When you are happy with the file name, select **confirm**

Confirm

and the file will be uploaded. All files will appear in a list in the Essential Project Information folder.

Uploading a new version of a document

To provide a new version of a document you will need to delete the existing copy and upload a new version.

To do this you need to go to the document **Properties** on the right hand side of the page then select the options button and **Delete file**.
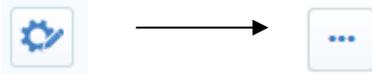
The final submission you need to make is the Statement of Confirmation: this confirms that you want to proceed with the OLR process. If you withdraw from the process once this document is uploaded it will have repercussions for your generating station – please see the eligibility section of the [Essential guide for renewable generators](#) for more details.

We will be checking the portal daily for your submission of the Statement of Confirmation. However to ensure the next stage of the OLR process begins as quickly as possible you may wish to email OLR@ofgem.gov.uk to draw our attention to it.

From the day after you submit the Statement of Confirmation you will not be able to delete any documents as our eligibility determination will have started.

During our determination if we have to request information which is missing from your Project Information, you must upload a revised version of the relevant document (which includes the missing information) to the Required Project Information folder with V2 added to the document file name.

If during our eligibility determination (the five day period after you have submitted the statement of confirmation) you detect that you have failed to provide a document, please contact us before uploading any document(s) in case we have further questions which you could address at the same time.

Communicating with us

There is a message function within the portal which allows you to contact us. You are welcome to use this. **However, we ask that you also email us directly – at OLR@ofgem.gov.uk – with all correspondence.**

If you upload documents to the data room we will be notified by automatic email. However you may also wish to give us a call to bring your upload to our attention.

Need assistance?

If you are experiencing technical difficulties with the Ofgem Tendering Portal you should contact the dedicated helpdesk. Contact details are provided on the [login page](#). The helpdesk is open Monday – Friday 8am – 6pm and can provide a call back service.

If you continue to experience difficulties, or have a query relating to an instruction in this document, please email OLR@ofgem.gov.uk or call 0207 901 3080.

Please note the message (below) is a common message you may receive. If you do see this, just click to 'continue page loading in background'.