

# MARKET PARTICIPANT USER GUIDE TO AEMO WEM GMP SHAREPOINT

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### 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 <u>wa.sm.operations@aemo.com.au</u>.

#### 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	https://aemocloud.sharepoint.com/sites/EXT-WEM-GMP		
WEM Rules (Section 3A and Appendix 12)	WA.gov.au website		
AEMO GPS and GMP webpage	AEMO website		

#### 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 wa.sm.operations@aemo.com.au with the subject header 'Request access to SharePoint'. In the email body, please provide the Market Participant name and nominated email/s.
	Note: This make take up to two days for AEMO to receive and process your request.



Step	Action / Result		
	Log into your nominated email, open the SharePoint Online email and click on AEMO WEM Generator Monitoring Plan (GMP).		
	Matthew Le has invited you to 'AEMO WEM Generator Monitoring Plan (GMP)'		
2	Matthew Le <no-reply@sharepointonline.com>       5       5       4       1         Tue 21/09/2021 11:02 AM       To: You       C: Matthew.Le@aemo.com.au       1       <t< th=""></t<></no-reply@sharepointonline.com>		
	Please use this SharePoint link to upload GMP documentation Go to AEMO WEM Generator Monitoring Plan (GMP) Follow this site to get updates in your newsfeed.		
	Reply Reply all Forward		
3	<image/>		
	Sign-in options		





#### 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	AEMO GMP SharePoint page		
	From the left menu, select your Market Participant name to access the documents page.		
	Search this site		
	AW AEMO WEM Generator Monitoring Plan (GMP)		
	Home		
	Market Participant News		
	Generator Monitoring Plan Submission Hi Market Participants. This is the official SharePoint site to submit your Generator Monitoring Plan		
	August 5		
	Posulti ShareDaint documente page		
2	<u>Result</u> . SharePoint documents page Click Upload.		
	BROWSE FILES LIBRARY		
	S Market Participant		
	Home 🕀 New 🛨 Upload 😅 Sync 🖓 Share More 🗸		
	Market Participant     All Documents     Find a file       Recent <ul> <li>Recycle Bin</li> <li>Name Modified By Document Status</li> <li>Document Type Facility Title Version</li> </ul>		
	Drag files here to upload		
3	Result: Upload document window		
	Select Choose File and select the GMP pdf file, then click OK to upload.		
	Add a desument X		
	Add a document		
	All Documents     Image: Construction in the state of the		
	Version Comments		
	OK		



Step	Action / Result		
4	Result: Document metadata window		
4	Complete the requested fields and click Save.		
		Add a document ×	
		EDIT	
		Save Cancel Paste Delete Item	
		Commit Clipboard Actions The document was uploaded successfully. Use this form to update the properties of the	
	All Documents	document.	
	✓ □ Name Modified	Name * Generator Monitoring Plan .pdf	
		Facility * Please Select	
		Document Status * Submitted	
		Comments	
		A summary of this resource	
		Version: 1.0 Created at 9/22/2021 11:18 PM by Datthew Le	
5	Result: Document uploa	ided to SharePoint.	
5	To the GMP Supporting	Documentation, click Upload.	
	↔ New 1 Upload	😂 Sync – 🗘 Share – More 🗸	
	All Documents ···· Find	i a file <b>P</b>	
	✓ 🗋 Name	Modified Modified By Document Status Document Type Facility Version	
	🚟 Generator Monitorii	ng Plan 🗱 🚥 About a minute ago 🗌 Matthew Le Submitted 🛛 Generator Monitoring Plan SYNCGEN 1.0	
		Drag files here to upload	
6	Result: Upload docume	nt window	
	Select Choose File and s	elect the Supporting Documentation zip file, then click OK to upload.	
	A New 1 Upload	Add a document ×	
	All Documents	Choose a file Choose File Supporting Documention.zip	
		Add as a new version to existing files	
	Generator Moni	raumy	r i i i i i i i i i i i i i i i i i i i
		Version Comments	
		OK	



lep	Action / Result		
7	Result: Document metae Complete the requested	data window I fields and click Save.	
8	New      Upload     All Documents     In      Generator Monit     Generator Monit     Result: Document uploa     Note: The Generator Mo     transfer the files off Sha	Add a document       X         EDIT       Image: Construct of Construction of Const	Version
	Market Part	icipant	5
	Hew      Decuments     Upload     All Documents     Mame     Name     Constant Matrix	Sync       Share       More ∨         Id a file       P         Modified       Modified By       Document Status       Document Type       Facility         wring Plan #        13 minutes ago       □       Matthew Le Submitted       Generator Monitoring Plan       SYNC GEN	Version



## 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
1	AEMO GMP SharePoint page From the left menu, select your Market Participant name to access the documents page.
	Search this site
	AW AEMO WEM Generator Monitoring Plan (GMP)
	Home Market Participant News
	Generator Monitoring Plan Submission Hi Market Participants. This is the official SharePoint site to submit your Generator Monitoring Plan August 5
2	Result: SharePoint documents page Click Upload.
	BROWSE       HLES       LIBRARY         Solution       Market Participant         Home Market Participant Recent       Image: Comparison of the participant of t



step	Action / Result		
3	Result: Upload document window		
	Select Choose File and select the supporting evidence zip file, then click OK to upload.		
	Add a document All Documents ··· [* Name Generator Monit Version Comments	Dose File GMP Supporting Evidence documentation zip Ad as a new version to existing files          OK       Cancel	
	Result: Document metadata window		
	Add a document         Image: Complete the requested fields and click Save.         Add a document         Image: Complete the requested fields and click Save.         Add a document         Image: Complete the requested fields and click Save.         Image: Complete the requested fieldsand t	e this form to update the properties of the  currentation .zip  rements A, B and C  Save Cancel	



Step	Action / Result	
5	Result: Document uploaded to SharePoint.	
5	Kesurt: Document uploaded to snarePoint.         Market Participant	rsion 0

# VERSION RELEASE HISTORY

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