

October 2025

Flexible Power Portal User Guide

V1

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1.0 Document Purpose

1.1 Preamble

The purpose of this document is to guide a Flexibility Service Provider (FSP) through the process of delivering trades, submitting asset metering, accessing performance and earnings report, and accessing invoices in the [Flexible Power Portal](#). This guide is to be used in conjunction with our end-to-end Market Gateway Guide.

1.2 About Our Procurement Activities

National Grid Distribution System Operator facilitates its procurement activity through its online portal, [Market Gateway](#). FSPs seeking to deliver flexibility services should register on the Market Gateway and complete the pre-qualification requirements to enable their eligibility to enter into flexibility trades. Pre-qualification is always open and can be completed at any time. Further Guidance can be found on the National Grid DSO [website](#).

1.3 About Our Engagement Activities

In addition to our formal engagement activities, we are happy to engage with interested parties at any time, please email nged.flexiblepower@nationalgrid.co.uk. Where registration for engagement activities are TBC, we will update this document and the National Grid DSO [website](#) as early as possible after these are known.

1.4 Appropriate Users

Only one user account per organisation will be granted. It is recommended that this user should have **suitable authority on behalf of their company** to allow them to agree to the Terms and Conditions presented for agreement through the Commercial Qualification process.

1.5 Modifications

We reserve the right to amend, add or remove procurement and engagement activities at any time and will update this document accordingly and periodically when required.

1.6 Further Guidance and Contact

If you experience any issues not covered in this guide, visit the [Frequently asked Questions page](#).

Document	Description
Flex in Five	A brief overview of flexibility
End to End Market Gateway Guide	A guide through the process of using Market Gateway for trades
Participation Diagrams	An overview of the steps to participation
Procurement and Engagement Timetable	Timetable and dates of our activities
Guidance for Electricity Distribution FSPs	A complete in-depth guide to flexibility

Contact us

The Flexibility team can be contacted with the details below.

nged.flexiblepower@nationalgrid.co.uk

2.0 Getting Started

2.1 Setting up the password

Once an account has been created, an invitation email is received by the FSPs.

Click on the link in the email to activate the account.

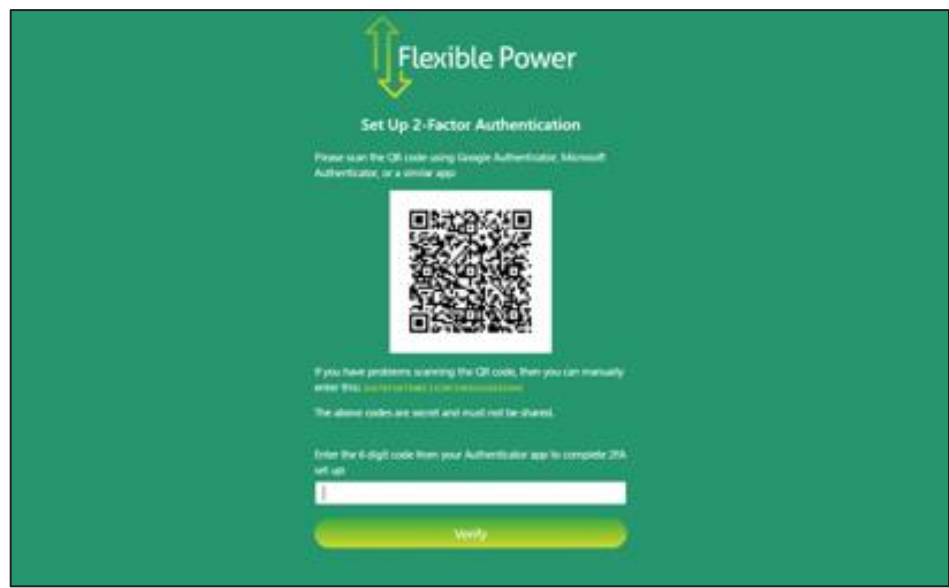
This link is valid for 24 hours. After this period, the user will have to go to the log in page, click “Forgot your password” and follow the prompts. This will send an email with a new reset password link.

The link opens a page in the browser and prompts to create a new password. Once password has been created, this can be used to log in to the Flexible Power Portal.

The email address to use to log in is the one that was used to create the account.

2.2 Two-factor authentication set up (First-time log in instructions)

Step 1: Upon logging in for the first time, you will be directed to the authentication setup page as shown below:



Step 2: A QR code will be displayed on the page. Open your preferred authentication app (e.g., Google Authenticator, Microsoft Authenticator) on your mobile phone. Use the app to scan the QR code displayed on your portal screen.

Step 3: Once the QR code is scanned, your authentication app will generate a six-digit code. Enter the code in the box provided on the page.

Step 4: Click the 'Verify' button after entering the code. Upon successful verification, you will be granted access to your account. If the verification fails, double-check the code and ensure it is entered before it expires (codes are time-sensitive).

2.3 Two-factor authentication (Subsequent Log ins)

For future log ins, there is no need to set up the authenticator app again.

Step 1: The FSP logs into the Flexible Power Portal by entering an email address and password using the below link.

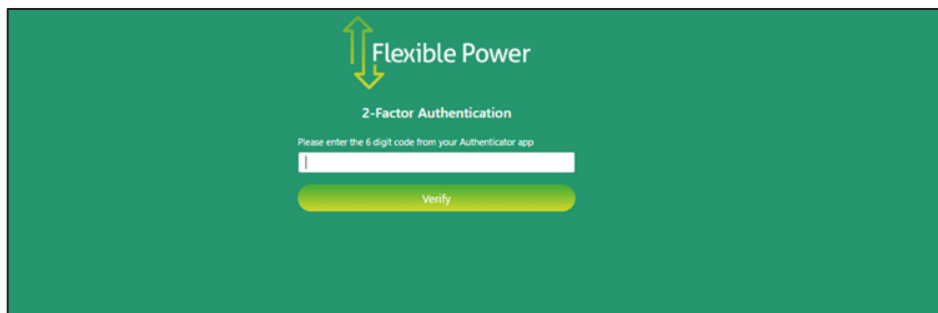
<https://flexiblepowerportal.co.uk/>

Step 2: Open your authentication app on your mobile device.

Step 3: Retrieve the code displayed for your account.

Step 4: Enter the code in the box provided on the log in page and click 'Verify'.

This will grant access to your account. If the user deletes the profile from their authenticator app, they will need to contact the Collar Support team to reset the authentication and they'll be required to complete the factor authentication set up again.



3.0 Main Features

3.1 How to integrate the API?

FSPs must integrate with the Flexible Power API. The API is used to send dispatch start/stop messages and to collect either minute by minute or half hourly metering data. The instructions on how to set up the API can be found [here](#). This is technical in nature so you will likely require technical resource to complete this.

After the API is integrated, you can test it on the Flexible Power Platform. The 'API Testing' section in the Flexible Power Portal can be used to inform Flexible Power about where to send the dispatch signals to and also to test the API integration.

This section has the following features:

Dispatch Settings:

Click on the 'API Testing' tab at the top. Then, click on 'Dispatch Settings'. Enter the 'Participant endpoint base url'. This is the url that Flexible Power will use to send the dispatch signals. This is configured by the FSP.

Flexible Power

Availability Meterable Units Reports **API Testing** Documentation

Dispatch Settings Dispatch V2 Testing Readings My API Access Tokens Sample Reports

Dispatch Settings

Flexible Power uses this as a base url for sending start and stop dispatch signals. Please refer to Dispatch Signals from Flexible Power to Participant.

Participant endpoint base url https://rowpgtkehzw74p.m.pipedream.net

Dispatch Testing:

Once the supplier has integrated the dispatch signal API in their systems, this feature is the way to test the dispatch signal using the Flexible Power Platform.

Step 1: Click on the 'API Testing' tab at the top and then click on 'Dispatch V2 Testing'.

Flexible Power

Availability Meterable Units Reports **API Testing** Documentation

Dispatch Settings **Dispatch V2 Testing** Readings My API Access Tokens Sample Reports

Dispatch V2 Testing

In order to test your integration with the Dispatch API, use the controls below to trigger start/stop/notice signals from Flexible Power to the url configured in the Dispatch Settings tab. Please refer to Dispatch V2 Signals from Flexible Power to Participant.

Dispatch URL https://rowpgtkehzw74p.m.pipedream.net/v2/dispatch

Dispatch ID FP123 Instruction Notice

Start 2025-02-06T12:00:00Z End 2025-02-06T12:30:00Z

Power Change, kW 1234 MU ID TWwvS1WAAU937hM2R6KF

Send V2 Message

Step 2: Enter the 'Dispatch ID', 'Instruction' from the drop-down menu, the Start and End times, any power change and MU IDs. The IDs can be found on the Meterable Units page. You can enter one or more (comma separated) IDs. Then click on 'Send V2 Message'. These signals are sent to the url configured in the 'Dispatch Settings' tab.

Flexible Power

Availability Meterable Units Reports **API Testing** Documentation

Dispatch Settings **Dispatch V2 Testing** Readings My API Access Tokens Sample Reports

Dispatch V2 Testing

In order to test your integration with the Dispatch API, use the controls below to trigger start/stop/notice signals from Flexible Power to the url configured in the Dispatch Settings tab. Please refer to Dispatch V2 Signals from Flexible Power to Participant.

Dispatch URL https://rowpgtkehzw74p.m.pipedream.net/v2/dispatch

Dispatch ID FP123 Instruction Notice

Start 2025-02-06T12:00:00Z End 2025-02-06T12:30:00Z

Power Change, kW 1234 MU ID TWwvS1WAAU937hM2R6KF

Send V2 Message

Step 3: Once the dispatch API is tested, a black box appears at the bottom with the result as shown below. The top line in the black box is the Participant endpoint url (as inputted in the 'Dispatch Settings' tab), the second line are the parameters submitted (Dispatch ID, Dispatch Instruction, Dispatch start and Dispatch Stop Times, Power Change and Meterable Unit IDs) and the next line suggests if the signal is a success or not.

Dispatch V2 Testing

In order to test your integration with the Dispatch API, use the controls below to trigger start/stop/notice signals from Flexible Power to the url configured in the Dispatch Settings tab. Please refer to Dispatch V2 Signals from Flexible Power to Participant.

Dispatch URL:

Dispatch ID: Instruction:

Start: End:

Power Change, kW: MU IDs:

```

{
  "url": "https://example.com/dispatch",
  "dispatch_id": "12345",
  "instruction": "Notice",
  "start": "2025-02-01T12:00:00Z",
  "end": "2025-02-01T12:30:00Z",
  "power_change": 1234,
  "mu_ids": "MU1,MU2,MU3"
}
200 OK
Dispatch V2 Message sent successfully.
  
```

Readings:

This feature enables FSPs to test if the readings that are submitted via the readings API are working correctly.

Click on the 'API Testing' tab at the top and then click on the 'Readings' tab. The table on this page shows the latest 60 readings that the platform has received for each Meterable Unit. This feature can be tested to see if the readings are received 'minute-by-minute' or 'half-hourly' based on the set up. Click on the 'Refresh readings' button to refresh the Meter Readings.

Readings

The latest 60 readings are shown below to help test your integration with the metering api. Please refer to Data from Participant to Flexible Power.

Timestamp	Zone	Meterable Unit ID	Power (kW)
2025-02-01T02:00:00Z	twilight-zone	LvHmGc49c3QhzbS72q2d	-907.99
2025-02-01T01:59:00Z	twilight-zone	LvHmGc49c3QhzbS72q2d	-907.99
2025-02-01T01:58:00Z	twilight-zone	LvHmGc49c3QhzbS72q2d	-907.99
2025-02-01T01:57:00Z	twilight-zone	LvHmGc49c3QhzbS72q2d	-907.99
2025-02-01T01:56:00Z	twilight-zone	LvHmGc49c3QhzbS72q2d	-907.99
2025-02-01T01:55:00Z	twilight-zone	LvHmGc49c3QhzbS72q2d	-907.99
2025-02-01T01:54:00Z	twilight-zone	LvHmGc49c3QhzbS72q2d	-907.99

Below the table shows the example of posting a meter reading. This consists of a secret bearer token (this is set up in the 'My API Access Tokens' tab) which acts as an authentication token.

You can also upload metering data as CSV. You can either upload readings as power in kW or as energy in kWh. Please see [here](#) for more information and example CSV files.

My API Access Tokens:

This token that is automatically generated is used for API authentication between FSP and the Flexible Power. You can generate a new token by clicking on 'Create a new token' button but please note the old one will be revoked immediately so any existing API integration may break.

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To copy the token to clipboard, you can click on the icon next to the API access token input field.

3.2 How to download the list of acceptance decisions?

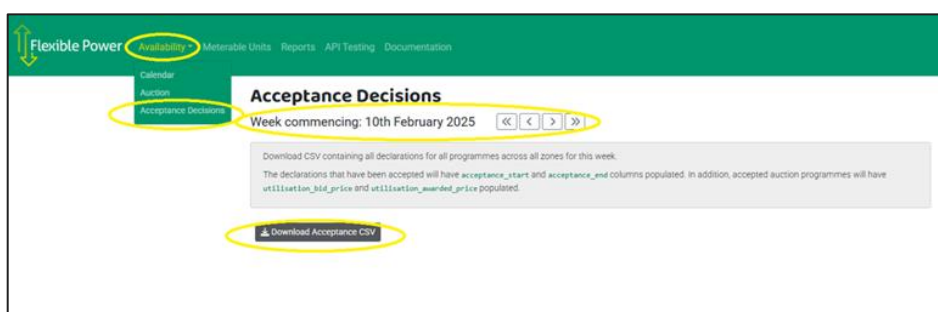
Step 1: The FSP logs into the Flexible Power Portal by entering an email address and password using the below link. The user successfully completes two-factor authentication to gain access to the portal.

<https://flexiblepowerportal.co.uk/>

Step 2: Click on 'Availability' at the top of the page and select 'Acceptance Decisions' from the drop-down menu.

Step 3: Select the week from the week commencing section using the arrows and click on 'Download Acceptance CSV' to download the CSV containing all declarations for all programmes across all zones for this week.

The declarations that have been accepted will have acceptance_start and acceptance_end columns populated. In addition, accepted auction programmes will have utilisation_bid_price and utilisation_awarded_price populated.



3.3 How to download reports and invoices?

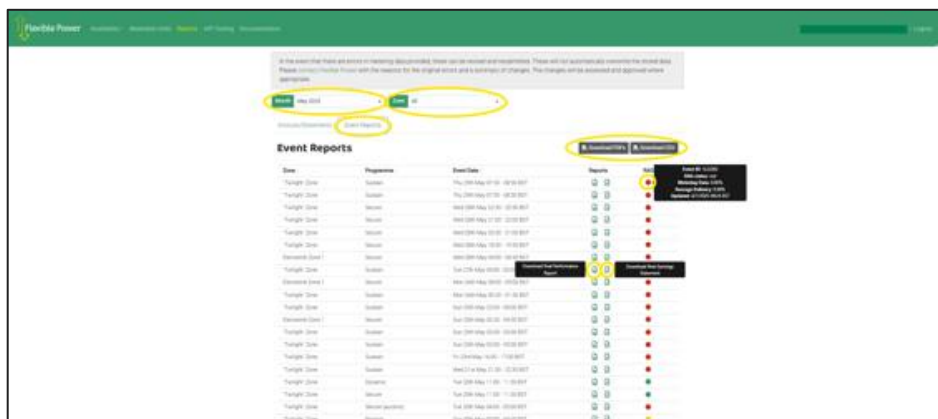
After the end of each event a provisional performance report and provisional earnings statement are created on the Flexible Power Portal. On the 15th of the month the final performance reports, earnings statements and invoices are generated. FSPs can use invoices for verification as they are used by the DNO to make payments to the FSP which is done outside the portal.

Step 1: The FSP logs into the Flexible Power Portal by entering an email address and password using the below link. The user successfully completes two-factor authentication to gain access to the portal.

<https://flexiblepowerportal.co.uk/>

Step 2: Click on the 'Reports' tab at the top and navigate to 'Event Reports' for the performance reports and earnings statements. There is a drop-down menu to filter on the month, and zone. This displays the list of event reports available for that month for the different programmes. There are

two icons to choose from when you download the reports. The one on the left is to download 'Final Performance Report' and the one on the right is to download 'Final Earnings Statement'. To download a zip file containing all the performance reports and earnings statement for the month, click on the 'Download PDFs' button.

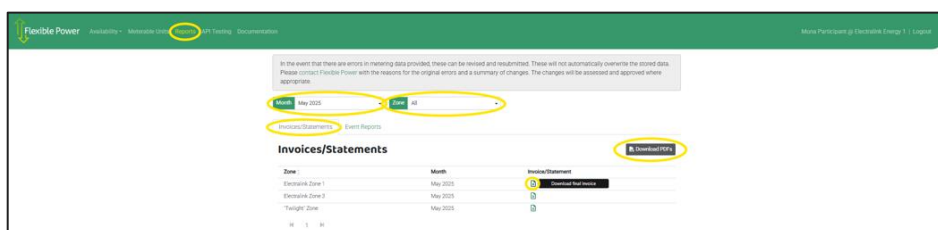


Each event has a RAG status depending on performance. To download a zip file containing all the event RAG status details for the month, click on the 'Download CSV' button.

The RAG status calculation is configurable, the default calculations are:

- green** - metering data is complete and average delivery is at least 95%
- amber** - metering data is complete and average delivery is at least 60%
- red** - metering data is incomplete or average delivery is less than 60%
- unknown** - metering data status and/or average delivery data is unknown

Step 3: Click on the 'Reports' tab at the top and navigate to 'Invoices/Statements' for the invoices. There is a drop-down menu to filter on the month and zone. To download a zip file containing all invoices for the month, click on the 'Download PDFs' button.



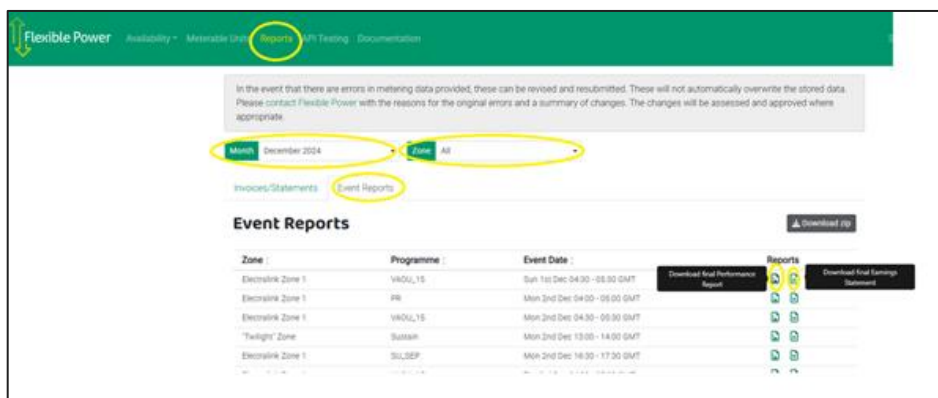
3.4 How to download reports?

After the end of each event a provisional performance report and earnings statement are created on the Flexible Power Operational Portal. This allows FSPs to review the results per event. Event performance reports and earnings statements are finalised on the 15th of each month.

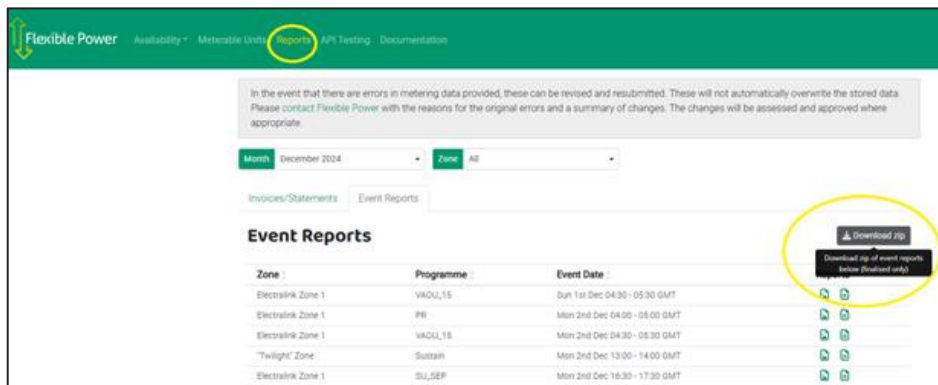
Step 1: The FSP logs into the Flexible Power Portal by entering an email address and password using the below link. The user successfully completes two-factor authentication to gain access to the portal.

<https://flexiblepowerportal.co.uk/>

Step 2: Click on the 'Reports' at the top. There is a drop-down menu to filter on the month and Zone. Click on the 'Event Reports' to access the Performance and Earning Reports. Click on the green icon to download the 'Performance' or 'Earnings' statements.



You can download all the finalised event reports in the list by clicking on 'Download zip' as shown below.

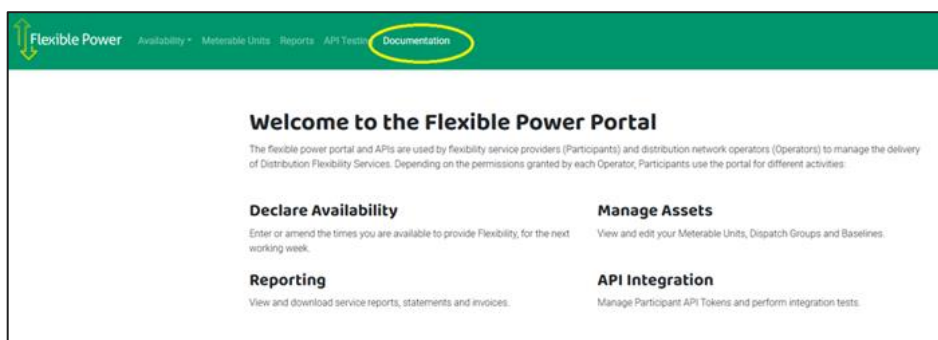


3.5 How to access the API documentation?

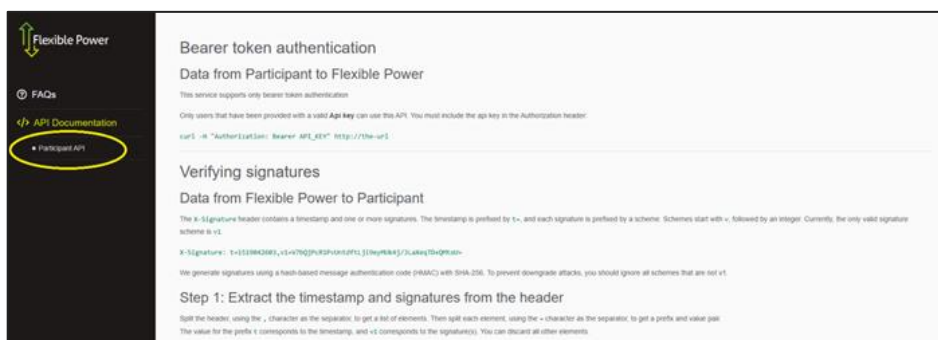
Step 1: The FSP logs into the Flexible Power Portal by entering an email address and password using the below link. The user successfully completes two-factor authentication to gain access to the portal.

<https://flexiblepowerportal.co.uk/>

Step 2: Click on the 'Documentation' tab at the top of the page.



Step 3: Click on 'Participant API' under API documentation to access the API document.



3.6 How to opt-in / opt-out of email notifications?

There are three email notifications that are sent out:

1. Monthly Invoices email - 1st of every month at 04:00 London time - This email summarises the invoices for the previous month, so the FSP have a chance to review and raise and dispute with the numbers.
2. Weekly Accepted Declarations email - Every Thursday at 12:05 London time - This email summarises which of the availability declarations have been accepted by the DNO.
3. Daily Schedules email - Every day at 08:00 London time - This email summaries the scheduled dispatches for the next 24 hours so that FSPs are reminded of their commitments.

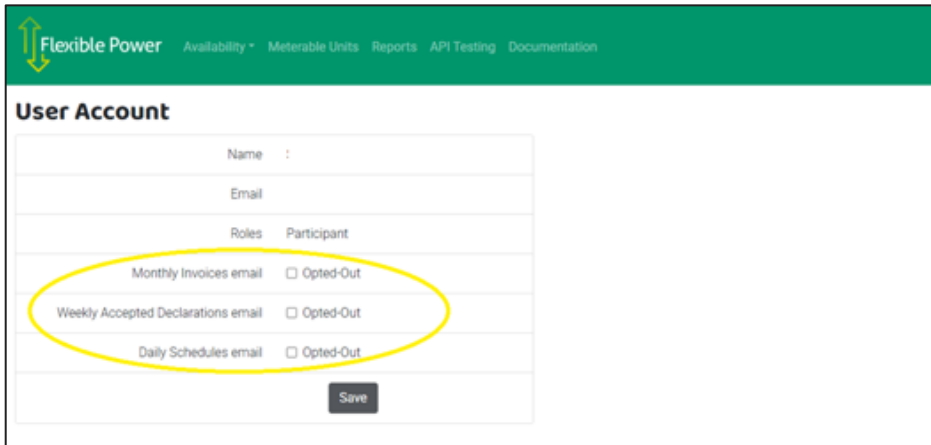
Follow these steps to opt-in to receive the following batch processed emails:

Step 1: The FSP logs into the Flexible Power Portal by entering an email address and password using the below link. The user successfully completes two-factor authentication to gain access to the portal.

<https://flexiblepowerportal.co.uk/>

Step 2: Click on your name in the top-right corner of the screen.

Step 3: The email preferences page will be displayed as below:



The screenshot shows the 'Flexible Power' user account interface. At the top is a green navigation bar with the logo and links for 'Availability', 'Meterable Units', 'Reports', 'API Testing', and 'Documentation'. Below this is the 'User Account' section. It contains a form with fields for 'Name', 'Email', and 'Roles' (set to 'Participant'). A yellow oval highlights the email preference section, which includes three rows: 'Monthly Invoices email' with an 'Opted-Out' checkbox, 'Weekly Accepted Declarations email' with an 'Opted-Out' checkbox, and 'Daily Schedules email' with an 'Opted-Out' checkbox. A 'Save' button is located at the bottom right of the form.

User Account	
Name	:
Email	
Roles	Participant
Monthly Invoices email	☐ Opted-Out
Weekly Accepted Declarations email	☐ Opted-Out
Daily Schedules email	☐ Opted-Out
<button>Save</button>	

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Flexibility Markets Team

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