

Public

# Offers and E-Signing User Guide

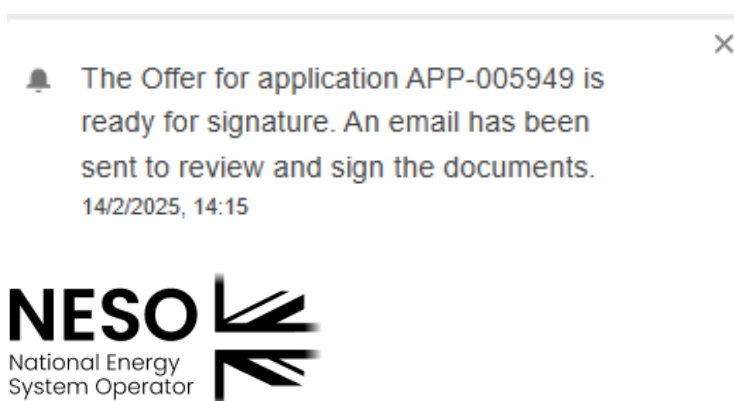
External Process Guide  
26/02/2025 v1

## Contents

Offers and E-Signing .....	3
----------------------------	---

## Offers and E-Signing

1. The Commercial contact for any offer will receive the portal and email notifications regarding when an offer has been sent for signing.
2. When the offer is sent for an Initial Offer, Re-Offer or a DNO Modication Offer, the following notification and email is sent to the commercial contact.



### Please Sign Documents

Abdul-Basit Ali has sent ESOCPP\_Letter\_TemplateB (44).pdf for your signature.

NESO CPP Application Offer available. Application Id: APP-005949. Application Type: On-shore. Project: testtest121321. Customer: STR LIMITED.

Please click on the button below to start the signing process.


[View Document](#)

To reassign the signer, [click here](#)

To view the audit trail, [click here](#)

Conga Sign Transaction ID: 94lrirs7zpdci2z1sfapnxy4vi6hgmph267jyn9mwt7fd074

3. When the offer is sent for an ATV TOCO required or an ATV TOCO not required, the following notification and email is sent to the commercial contact.

 **The Agreement to Vary for project REV**  
**Shared QA issue test CC is ready for**  
**signature. An email has been sent to**  
**review and sign the documents.**  
**14/2/2025, 09:09**



### Please Sign Documents

Abdul-Basit Ali has sent ESOCPP\_Letter\_TemplateB (44).pdf for your signature.

NESO CPP Agreement to Vary available. Project: PRO-006021. Contract Type: BCA - Bilateral Connection Agreement. Customer: STR LIMITED.

Please click on the button below to start the signing process.


[View Document](#)

To reassign the signer, [click here](#)

To view the audit trail, [click here](#)

Conga Sign Transaction ID: 2590g7e8c2wjaa1jzcwq0jkkf20qg4yv5nuoqzqsxf8878vc1

- In the email, the commercial contact can review, and sign as shown below.



[Cancel Transaction](#)
[Complete Signing](#)

Page 1 of 1
ESOCPP\_Letter\_TemplateB (44).pdf
English

ESOCPP\_Letter\_TemplateB (44).pdf

*[TEMPLATE B: to be used by the connecting customer where connecting customer is the landowner of the site OR has already obtained the required rights to the site]*

*NB – Please note that the LOA must be signed and dated by the Landowner/Landowner representative no more than 12 months prior to the date of application.*

[CONNECTING CUSTOMER ADDRESS LINE 1]

[CONNECTING CUSTOMER ADDRESS LINE2]

[CONNECTING CUSTOMER ADDRESS POSTCODE]

[DATE]

By clicking "I Agree", you agree that you have reviewed the [Electronic Record and Signature Disclosure](#), and you consent to the use of electronic records and signatures in the review and execution of this document.

[I Agree](#)

- They can also reassign the user, as shown below.

The screenshot shows a web form titled "CONGA SIGN Reassign Signer". At the top right are "Cancel" and "Send Now" buttons. Below the title bar, there's a language selector set to "English". The form contains the following fields:

- \* First Name (text input)
- \* Last Name (text input)
- \* Email Address (text input)
- Language (dropdown menu, currently set to "English")
- Optional Message (text area)

- When the offer is sent for an Initial Offer, Re-Offer or a DNO Modication Offer, the commercial contact can click into the Application landing page and they will see an amber warning icon.

The screenshot shows the "Applications" landing page in the NESO system. The top navigation bar includes "Overview", "Projects", "Applications" (active), "Users", and "Queries". On the right, there are notification and user profile icons. Below the navigation, the page title "Applications" is displayed. A sub-navigation bar shows "Pre-applications" and "Applications" (active). A search bar with the placeholder "Search project name or application ID" and a "Show filters" button are present. A "New application" button is in the top right. Below the search bar, it says "53 application(s)". The main content area displays a grid of application cards. Each card shows the application name, the company (STR LIMITED or LOUIS VUITTON UK LIMITED), the status (Draft, Contracted, or Customer review), and a "View details" link. The first card, "AJL Test 2", is in "Draft" status. The second card, "TestUAT15639\_1", is in "Contracted" status and has an amber warning icon. The third card, "test for 30days 2025", is in "Customer review" status and has an amber warning icon. The fourth card, "31/02/25", is in "Customer review" status and has an amber warning icon.

- In the Application details page, the commercial contact can see an amber banner with the writing shown below.

**NESO** Overview Projects **Applications** Users Queries

Home | Applications | APP-006049

← Back

asdfg

STR LIMITED

Please complete the below table, providing all the required information. If you are unsure about any of the requirements, please contact us through our central connections email account [here](#).

⚠ The Offer for this application is ready for signature. An email has been sent to review and sign the documents.

DNO Modification Notice status	
Notice date	DNO submission deadline
5 Feb 2025	5 Apr 2025

Application progress

100% completed

- Pre-read
- Legal notes

Submit application

Application details	
Status	Customer review
Submission date	05/02/2025
Technical competency declared	23/02/2025
Application fee paid	07/03/2025
Clock start date	07/03/2025
Offer to be sent by	07/06/2025
Application ID	APP-006049
Application type	BEFA Distribution Connected

- For an ATV TOCO required/not required, the commercial contact will see an amber warning icon in the Project landing page.

**NESO** Overview **Projects** Applications Users Queries

Home | Projects

Projects

REV Shared QA issue test CC

Show filters

1 project(s)

REV Shared QA issue test CC

STR LIMITED

Pre-Commissioning

PRO-006021

Test 400 KV

View details →

- In the Project details page, the commercial contact can see an amber banner with the writing shown below.

[Home](#) | [Projects](#) | PRO-006021

[← Back](#)

[Ask a question](#)

[Modify contract](#)

## REV Shared QA issue test CC

STR LIMITED

PRO-006021 

 The Agreement To Vary for this project is ready for signature. An email has been sent to review and sign the documents.

### Project details

Connection site	Transmission capacity (MW)	Contract type	Agreement ref. no.	Version no.
Test 400 KV	333.000	BCA - Bilateral Connection Agreement	11	11
Plant type	Demand capability (MW)	Planning consents	Completion date	Operational notification
Ammonia		Application submitted	20/01/2025	

- Once the offer is signed the Amber warning icon and banner will not be shown.
- When there is 30 days remaining to sign the offer the Commercial contact will receive the following email notification, when the offer is an Initial Offer, Re-Offer or a DNO Modication Offer.

### Offer signature required

<b>Application Id</b>	APP-006073
<b>Application type</b>	1 - Directly Connected
<b>Project</b>	test for 30days 2025
<b>Customer</b>	STR LIMITED
<b>Host TO</b>	NGET
<b>Requested Connection Date</b>	09/03/2025

This email is to remind you that the offer for Application **APP-006073** for project **test for 30days 2025** is now ready and available for you to review and sign. You have **30 days** remaining to do so, before your offer expires.

12. For an ATV TOCO required/not required, the email notification is shown as below.

### Agreement to Vary signature required

Project ID	PRO-006299
Contract Type	BCA - Bilateral Connection Agreement
Project	ATVNOTRequired15336
Customer	REVA CAPITAL LTD
Host TO	NGET

This email is to remind you that the Agreement to Vary (ATV) for Project **ATVNOTRequired15336** is now ready and available for you to review and sign. You have **30** days remaining to do so, before your ATV expires.

13. When there is 7 days remaining to sign the offer the Commercial contact will receive the following email notification, when the offer is an Initial Offer, Re-Offer or a DNO Modication Offer.

### Offer signature required

Application Id	APP-006073
Application type	1 - Directly Connected
Project	test for 30days 2025
Customer	STR LIMITED
Host TO	NGET
Requested Connection Date	09/03/2025

This email is to remind you that the offer for Application **APP-006073** for project **test for 30days 2025** is now ready and available for you to review and sign. You have **7 days** remaining to do so, before your offer expires.



14. For an ATV TOCO required/not required, the email notification is shown as below.

### Agreement to Vary signature required

Project ID	PRO-006028
Contract Type	BCA - Bilateral Connection Agreement
Project	Test6438743434343
Customer	NIV LIMITED
Host TO	SHET

This email is to remind you that the Agreement to Vary (ATV) for Project **Test6438743434343** is now ready and available for you to review and sign. You have **7** days remaining to do so, before your ATV expires

15. When there is 24 hours remaining to sign the offer the Commercial contact will receive the following email notification, when the offer is an Initial Offer, Re-Offer or a DNO Modication Offer.

### Offer signature required

Application Id	APP-006042
Application type	1 - Directly Connected
Project	TEST today222
Customer	REVA CAPITAL LTD
Host TO	NGET
Requested Connection Date	10/02/2025

This email is to remind you that the offer for Application **APP-006042** for project **TEST today222** is now ready and available for you to review and sign. You have **24 hours** remaining to do so, before your offer expires.

16. For an ATV TOCO required/not required, the email notification is shown as below.

### Agreement to Vary signature required

<b>Project ID</b>	PRO-006029
<b>Contract Type</b>	BCA - Bilateral Connection Agreement
<b>Project</b>	Stage 6 Appendix Q
<b>Customer</b>	STR LIMITED
<b>Host TO</b>	NGET

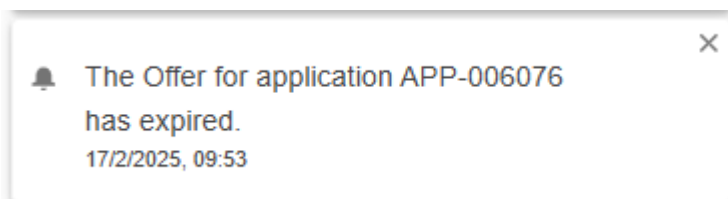
This email is to remind you that the Agreement to Vary (ATV) for Project **Stage 6 Appendix Q** is now ready and available for you to review and sign.  
You have **24** hours remaining to do so, before your ATV expires

17. When it's the day after the Offer Valid Until date, the Commercial contact will receive the following email and portal notifications, when the offer is an Initial Offer, Re-Offer or a DNO Modication Offer.

### Application Offer expired

<b>Application ID</b>	APP-006076
<b>Application type</b>	Onshore
<b>Project</b>	TestUAT15639_1
<b>Customer</b>	STR LIMITED
<b>Host TO</b>	NGET
<b>Requested connection date</b>	24/02/2025

This email is to notify you that the Offer for Application APP-006076 for Project TestUAT15639\_1 has expired. If you have any questions contact your Connections Contract Manager.

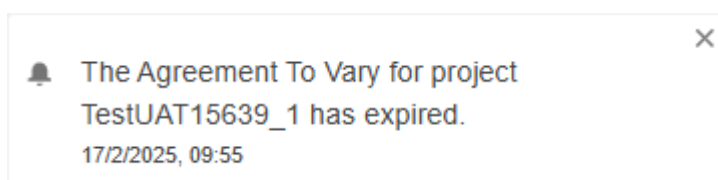


18. For an ATV TOCO required/not required, the email and portal notifications are shown as below.

### Agreement To Vary expired

<b>Project ID</b>	TestUAT15639_1
<b>Contract type</b>	BCA - Bilateral Connection Agreement
<b>Project</b>	TestUAT15639_1
<b>Customer</b>	STR LIMITED
<b>Host TO</b>	NGET

This email is to notify you that the Agreement To Vary (ATV) for Project TestUAT15639\_1 has expired. If you have any questions contact your Connections Contract Manager.

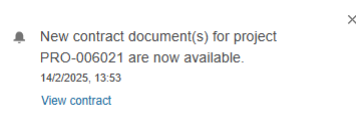


19. When a user is the Commercial lead for the for a Project and new contract documents are uploaded, the user will get a notification in the portal and via email.

## Contract available

<b>Project ID</b>	PRO-006021
<b>Contract Type</b>	BCA
<b>Project</b>	REV Shared QA issue test CC
<b>Customer</b>	STR LIMITED

This email is to notify you that new contract document(s) for Project REV Shared QA issue test CC are now available.



20. When clicking onto the View Contract, the user will land on the Contracts sub-tab on the related Project details page.

[Overview](#)
[Projects](#)
[Applications](#)
[Users](#)
[Queries](#)

[Home](#) | [Projects](#) | PRO-006021

[← Back](#)

Ask a question
 Modify contract

### REV Shared QA issue test CC

STR LIMITED

PRO-006021

Project details

Connection site	Transmission capacity (MW)	Contract type	Agreement ref. no.	Version no.
Test 400 KV	333.000	BCA - Bilateral Connection Agreement	11	11
Plant type	Demand capability (MW)	Planning consents	Completion date	Operational notification
Ammonia		Application submitted	20/01/2025	

[Milestones](#)
[Contract](#)
[Related applications](#)
[Contact details](#)
[Security Statements](#)

1 documents

File name	File size	File type	Date uploaded	
Test Evidences for the Request Customer Signature (2)	4.02 MB	docx	14/02/2025	<a href="#">Download</a>