

Operations Division

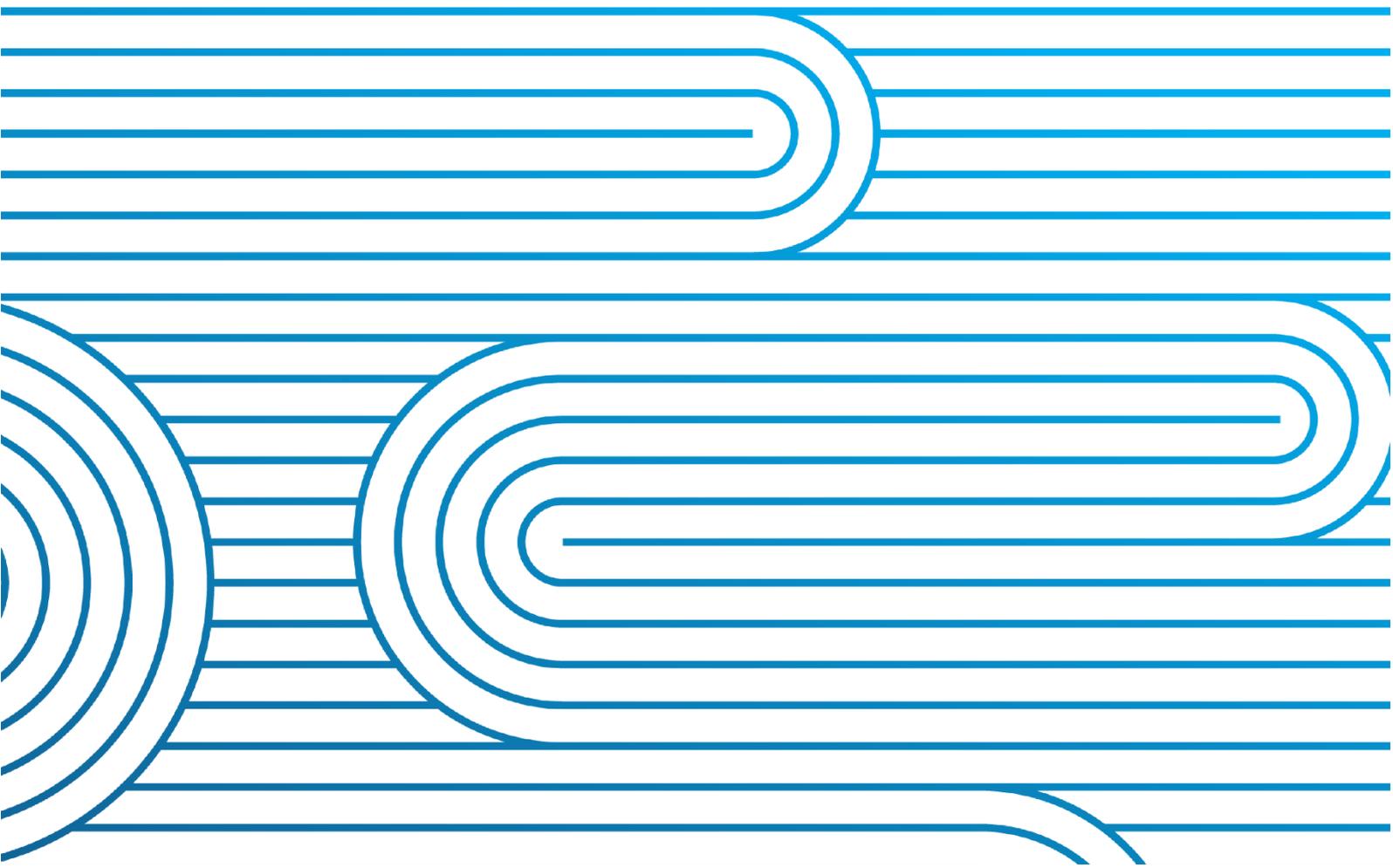
UG-SD-961 Operations Customer Portal – ACS Asset Owner User Guide

This Userguide is part of the Business Support and Development (SD) process within Transpower and forms part of the System Operator function.

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Transpower New Zealand Limited





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1.0	3/12/2021	First published version.
2.0	19/5/2022	Minor Update: Admin user setup form added to related artefacts table.
3.0	27/2/2026	Cyclic Review: Reissued no change.

	Position	Date
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Ref	Related Artefact	Description	Location
1.	Training videos	Videos providing a high-level overview of key functions of the ACS application:	Transpower YouTube channel – linked to from Transpower website ACS Tutorial Playlist
2.	GL-EA-959 Asset Capability Information Overview		https://www.transpower.co.nz/sites/default/files/bulk-upload/documents/GL-EA-959%20Asset%20Capability%20Information%20Guideline.pdf
3.	FM-EA-938 Operations Customer Portal Admin Users Form		https://www.transpower.co.nz/sites/default/files/bulk-upload/documents/FM-EA-938%20Operations%20Customer%20Portal%20Admin%20Users%20Form.docx
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1 INTRODUCTION

1.1 DOCUMENT PURPOSE AND SCOPE

This is the user guide for Asset Owners (AOs) using the ACS application which is part of the Operations Customer Portal. This user guide document describes the processes required to comply with the asset owner performance obligations (AOPOs) to provide an asset capability statement (ACS), as required by the Electricity Industry Participation Codes (the Code) and provided to Transpower as System Operator. It should be read with reference to the Code.

1.2 OPERATIONS CUSTOMER PORTAL OVERVIEW

The Operations Customer Portal provides centralised access to the following System Operator applications:

- Automated Under Frequency Load Shedding (AUFLS)
- Asset Capability Statement (ACS)

In the future, it will be extended to include:

- Planned Outage Co-ordination Process (POCP)
- New Zealand Generation Balance (NZGB)
- Dispensations and Equivalence (D&E)

The URL to access the Operations Customer Portal is <https://customerportal.transpower.co.nz/>

1.3 ACS OVERVIEW

An Asset Capability Statement (ACS) is an enduring schedule of information parameters about assets connected to the Power System.

Asset Owners are obliged to ensure that an up to date ACS is submitted via the ACS application whenever commissioning/decommissioning or modifying their assets.

The Code requires Asset Owners to provide the System Operator with an ACS at the following stages of commissioning a new or modified asset, or reconfiguration of assets:

- before the completion of planning for the construction (Planning)
- at, or before, the completion of construction but before commissioning (Pre-commissioning)
- on, or before, the completion of the commissioning period (Final)
- after routine testing of certain assets
- change to, or modification of, assets (including decommissioning)

The Asset Owner must provide the System Operator with an ACS and must –

- be updated and reissued to the system operator as information and design development progresses through the study, design, manufacture, testing and commissioning phases; and
- be complete and up to date before the commissioning of the asset; and
- be complete and up to date at all times while the asset is connected to, or forms part of, the grid.

This document defines the format and process for providing that information to the System Operator.

This information is used by the System Operator to:

- assess compliance of the Asset Owner with its AOPOs and support of the Principle Performance Obligations (PPOs) of the System Operator.

- confirm with the Asset Owner that in specific areas (for example - protection, voltage support, frequency support, indications and measurement) they have met the requirements of the Code.
- maintain an accurate and up to date model of the power system.

1.4 RELATED DOCUMENTS

The Asset Capability System User Guide forms part of the Asset Owner documentation provided by Transpower as System Operator. Other documents in this series include:

Document Name	Purpose
Asset Capability Information Overview	This document defines the requirements of Asset Capability Information required by Transpower as System Operator under the Electricity Industry Participation Codes (the Code).
Policy Statement	The policies by which the System Operator must seek to achieve the various Principal Performance Obligations (and other deliverables) contained in Part 7 of the Code.
Companion Guide for Testing of Generation Assets	To guide Asset Owners on: <ul style="list-style-type: none"> • how to demonstrate performance and limitations in the operation of assets by testing to assist the system operator plan for the safe and efficient operation of the grid; and • typical test results which should assist with model development and validation.
Companion Guide for Commissioning and Decommissioning Generation	This document provides guidance on: <ul style="list-style-type: none"> • typical commissioning activities that need to be considered when connecting and testing new generation, or when decommissioning generation; and • suggestions for a timeline for these activities to be undertaken leading up to the proposed commissioning date(s).
Generation Connection Guide	The document provides guidance on connecting, commissioning, registration, offering and dispatching of new generation plant onto New Zealand's electricity system, plus a summary of transmission charges.
Connection Study Guide for Connecting New Generating Stations	This document has been prepared to assist Asset Owners (AO) in understanding the connection study requirements to be met when requesting connection to the New Zealand power system.
Power Plant Dynamic Model Validation and Submission	This document has been prepared to assist Asset Owners in understanding the requirements for developing mathematical models of equipment and their supporting information when required to be submitted to the System Operator.

2 ASSET OWNER ONBOARDING

Onboarding is a one-off activity that needs to occur before an Asset Owner can use the ACS application.

These will occur for existing Asset Owners when the ACS application goes live, and for any new Asset Owner that may come online in the future. Communication from the System Operator to initiate the onboarding process will outline what the key activities are that need to be completed and associated documentation.

2.1 CREATE ADMIN USERS

Asset Owners will be asked to identify the individuals to be created as the initial administrator (Admin user) in the ACS application for their organisation (refer to Section 6 User Management for details on what Admin users can do) using [FM-EA-938 Operations Customer Portal Admin Users Form](#) which should be completed and e-mailed to SO_customer_portal@transpower.co.nz. There should ideally be a minimum of two administrators for each Asset Owner fulfilling the Admin user role.

Administrators are responsible for approving new user requests from within their own organisation.

3 LOGGING IN

3.1 INITIAL LOG IN

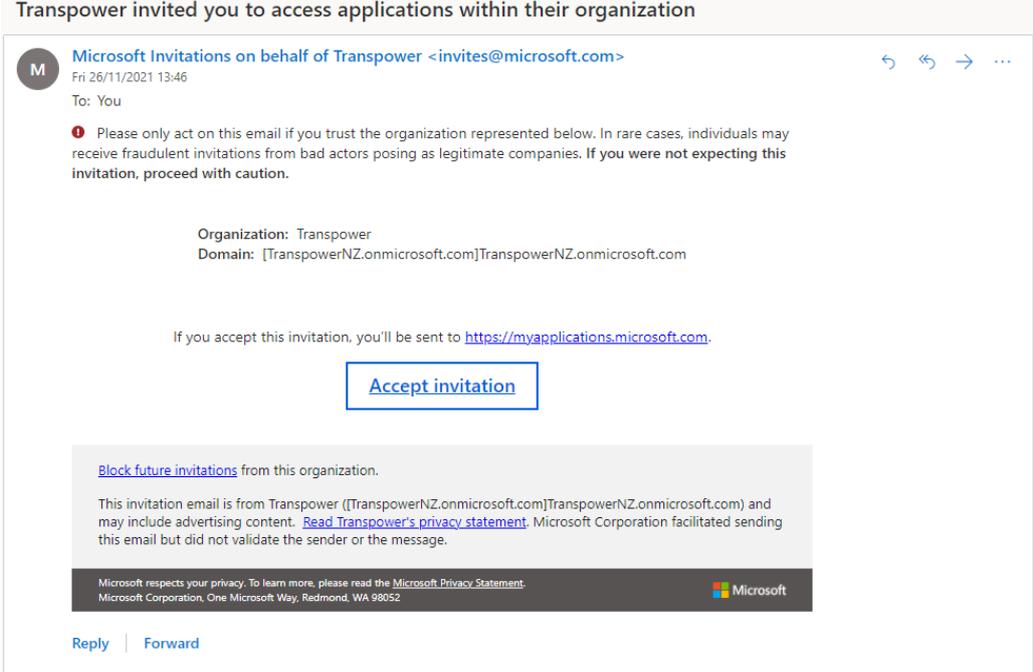
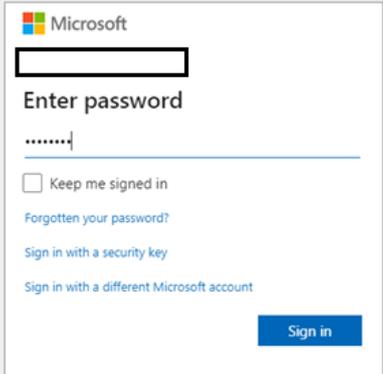
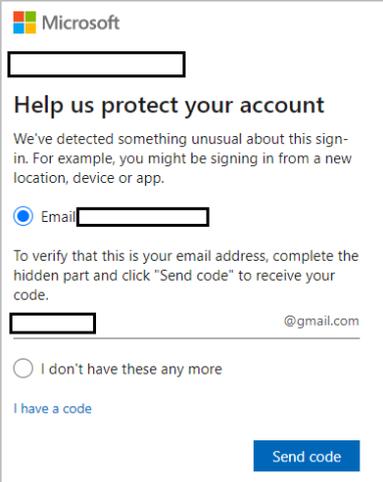
Once a user has been set up, they will receive an e-mail with a link to access the ACS application.

The steps to log in initially which are outlined below may vary slightly depending on:

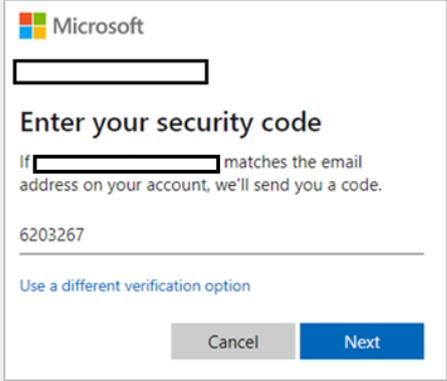
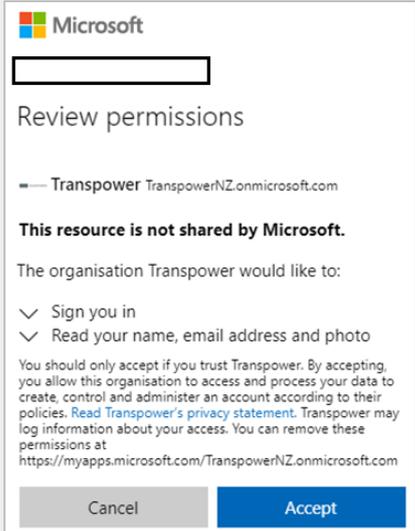
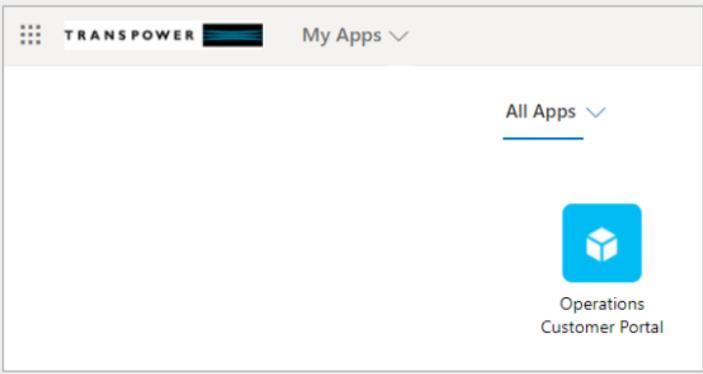
- whether the user's e-mail address is attached to an existing Microsoft account – if not, they will be prompted to create an account as a part of the sign in process.
- the verification settings on their Microsoft account (i.e. – whether they have opted for verification by text, e-mail or phone call).

Step	Description
1.	The e-mail will look as below and is sent from 'invites@microsoft.com'. Click on the 'Accept Invitation' link.

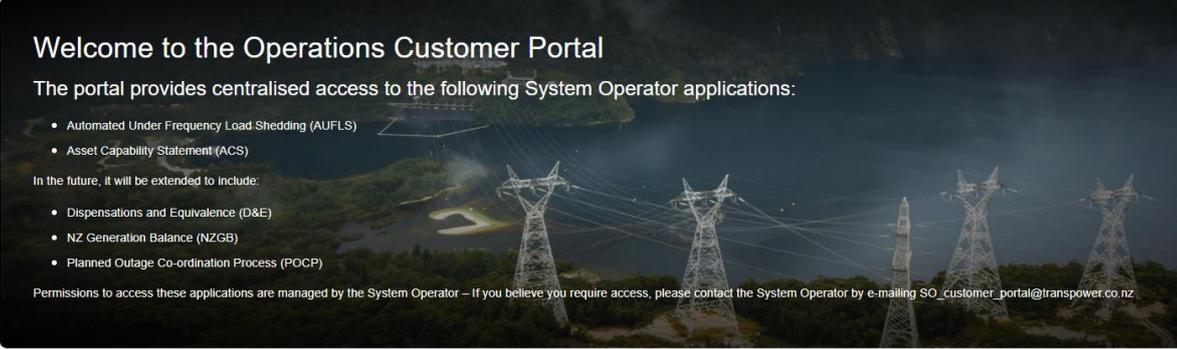
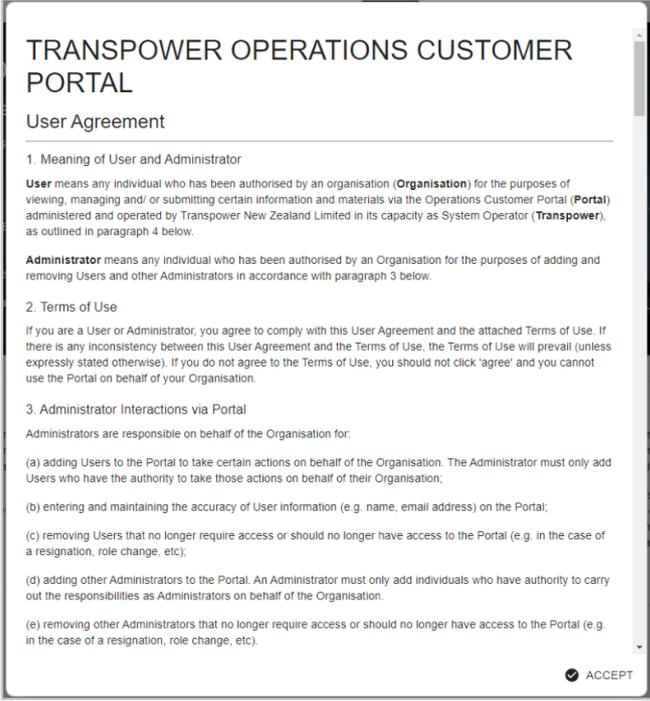


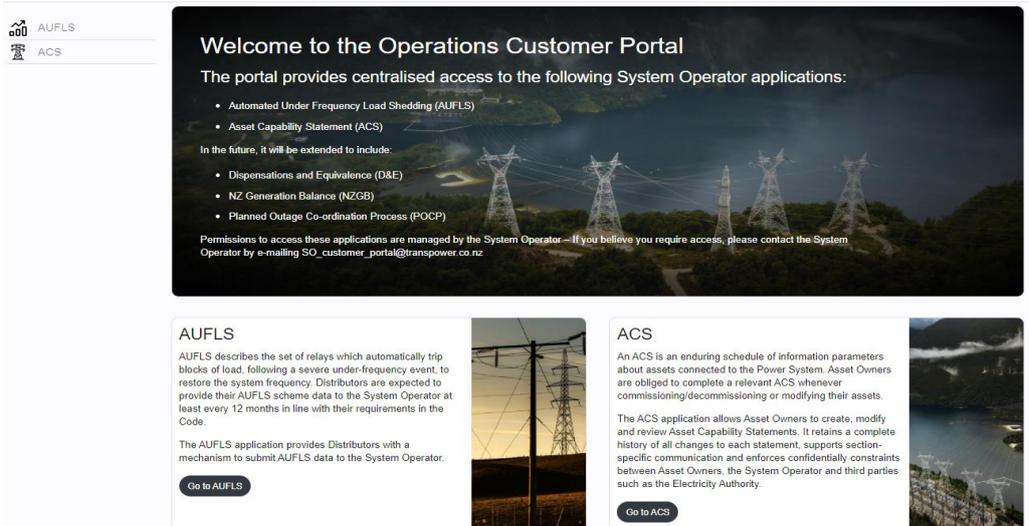
Step	Description
	<p>Transpower invited you to access applications within their organization</p> 
2.	<p>If the e-mail is linked to an existing Microsoft account enter the password for that account and click on the 'Sign in' button.</p> 
3.	<p>The following message will also display asking you to verify your e-mail address. Click on the 'Send code' button.</p> <p>NOTE: You may receive an e-mail to your e-mail address with the subject line 'Microsoft unusual sign-in activity'.</p> 



Step	Description
4.	<p>You will be sent an e-mail with a security code, enter it in the field provided and click on the 'Next' button.</p>  <p>The screenshot shows a Microsoft security code entry interface. At the top is the Microsoft logo. Below it is a text input field. The heading is "Enter your security code". Below the heading is a note: "If [input field] matches the email address on your account, we'll send you a code." Below this is the security code "6203267" with a horizontal line underneath. There is a link "Use a different verification option" in blue. At the bottom are two buttons: "Cancel" (grey) and "Next" (blue).</p>
5.	<p>The following message will display. Click on the 'Accept' button.</p>  <p>The screenshot shows a Microsoft "Review permissions" screen. At the top is the Microsoft logo and a text input field. The heading is "Review permissions". Below it is the sender information: "Transpower TranspowerNZ.onmicrosoft.com". A bold statement reads: "This resource is not shared by Microsoft." Below this is the text: "The organisation Transpower would like to:" followed by two checked items: "Sign you in" and "Read your name, email address and photo". A paragraph of text explains the permissions and provides a link to the privacy statement. At the bottom are two buttons: "Cancel" (grey) and "Accept" (blue).</p>
6.	<p>You will be taken to this landing page – click on the 'Operations Customer Portal' icon</p>  <p>The screenshot shows the Transpower "My Apps" landing page. At the top left is the Transpower logo. To its right is "My Apps" with a dropdown arrow. Below this is "All Apps" with a dropdown arrow. In the center is a blue icon of a cube with a white cube inside, labeled "Operations Customer Portal".</p>

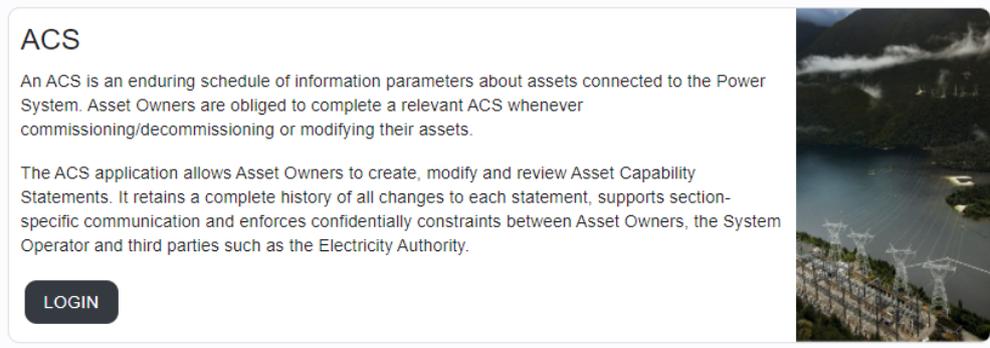


Step	Description
7.	<p>You will be taken to the 'Operations Customer Portal' landing page – click on the 'LOGIN' button within the ACS widget.</p>  <div style="display: flex; justify-content: space-between;"> <div data-bbox="320 660 858 891"> <p>AUFLS</p> <p>AUFLS describes the set of relays which automatically trip blocks of load, following a severe under-frequency event, to restore the system frequency. Distributors are expected to provide their AUFLS scheme data to the System Operator at least every 12 months in line with their requirements in the Code.</p> <p>The AUFLS application provides Distributors with a mechanism to submit AUFLS data to the System Operator.</p> <p>LOGIN</p> </div> <div data-bbox="866 660 1002 891">  </div> <div data-bbox="1026 660 1497 891"> <p>ACS</p> <p>An ACS is an enduring schedule of information parameters about assets connected to System. Asset Owners are obliged to complete a relevant ACS whenever commissioning/decommissioning or modifying their assets.</p> <p>The ACS application allows Asset Owners to create, modify and review Asset Capability Statements. It retains a complete history of all changes to each statement, supports specific communication and enforces confidentiality constraints between Asset Owners, Operator and third parties such as the Electricity Authority.</p> <p>LOGIN</p> </div> </div>
8.	<p>You will see the 'User Agreement' pop-up screen – Read through the User Agreement and click on the 'ACCEPT' button, if you wish to continue.</p> 

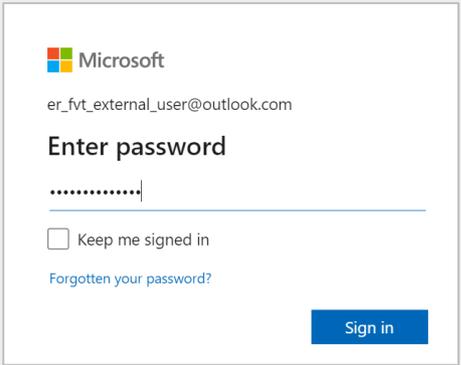
Step	Description
9.	<p>You will be taken back to this page – click on the ‘Go to ACS’ button.</p>  <p>The screenshot shows a web interface with a left-hand navigation menu containing 'AUFLS' and 'ACS'. The main content area features a large dark banner with the text 'Welcome to the Operations Customer Portal' and 'The portal provides centralised access to the following System Operator applications:'. Below this are two columns of application details. The left column is for 'AUFLS' and includes a 'Go to AUFLS' button. The right column is for 'ACS' and includes a 'Go to ACS' button.</p>

3.2 SUBSEQUENT LOG INS

When a user logs in after the initial log in, they will only need to enter their email address and password – they will not be asked to enter a security code.

Step	Description
1.	<p>Enter the following URL in a web browser – https://customerportal.transpower.co.nz/. You will be taken to the ‘Operations Customer Portal’ home page.</p>
2.	<p>Click on the ‘LOGIN’ button in the ACS widget.</p>  <p>The screenshot shows a white box titled 'ACS'. It contains text describing ACS as an enduring schedule of information parameters about assets connected to the Power System. Below the text is a dark button with the word 'LOGIN' in white capital letters. To the right of the text box is a vertical image showing a landscape with power lines and a body of water.</p>

Step	Description
3.	Enter your email address and press the 'Next' button.
4.	You will be taken to an 'Enter password' pop-up screen – enter your password and press the 'Sign in' button.
5.	You will be logged into the portal and taken to the 'ACS Dashboard'.



4 USER MANAGEMENT

Asset Owners have the ability to manage their own users for the ACS application. User access for each application in the Operations Customer Portal is managed separately (i.e. – access is provided to each individual application not the Operations Customer Portal as a whole).

In addition, a user must also be granted permission to access each individual ACS. Admin and Edit users will automatically be granted access to all ACSs that they have created. View users by default will not have access to any ACSs.

4.1 USER PERMISSIONS

There are three AO user roles in the ACS application which have different permissions as outlined in the table below:

User Role	Permissions
Admin	<ul style="list-style-type: none"> • Manage user roles and station access control • Create and manage ACS contacts • Create new asset capability statements (and will automatically be granted access to this ACS*) • Edit ACS information and Asset Owner comments • Upload, associate, download, and delete attachments • Publish and Rollback draft asset capability statements • Review System Operator assessment comments



User Role	Permissions
	<ul style="list-style-type: none"> View historical versions of an ACS and the subsequent changes Download an ACS belonging to their own organisation Manage own user notification settings
Edit	<ul style="list-style-type: none"> Create new asset capability statements (and will automatically be granted access to this ACS*) Edit ACS information and Asset Owner comments Upload, associate, download, and delete attachments Review System Operator assessment comments View historical versions of an ACS and the subsequent changes Download an ACS belonging to their own organisation Manage own user notification settings
View	<ul style="list-style-type: none"> View any ACS that they have access to* View Asset Owner and System Operator comments View historical versions of an ACS and the subsequent changes Download an ACS belonging to their own organisation Manage own user notification settings

*A user is only able to view/edit an ACS which they have been granted access to. Access is automatically provided to users if they create an ACS but needs to be provided for View users by an Admin user.

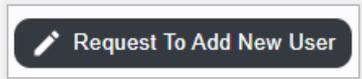
4.2 ADDING A NEW USER

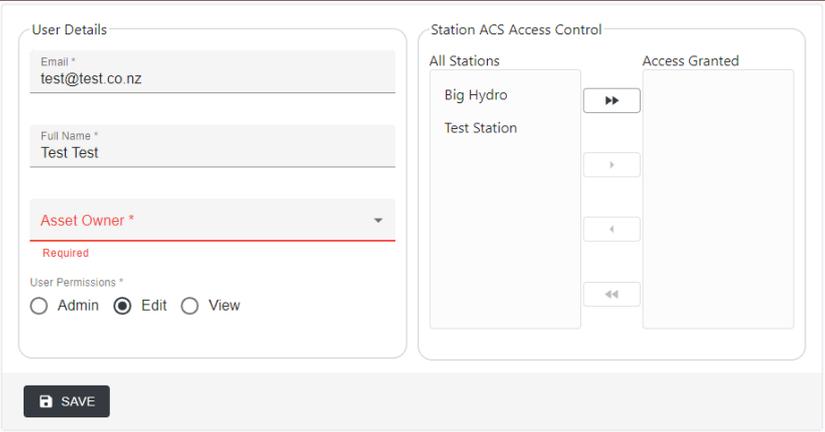
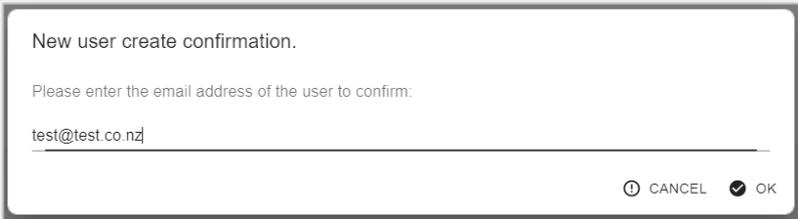
The SO will create the initial Admin users for the Asset Owner as a part of the onboarding process – these users will then be able to add any additional users for their organisation as required.

Adding a new user is a two-step process which requires:

- an Admin user adding the user to their organisation in the ACS application and selecting the permissions they will have
- the SO providing the necessary access in the backend

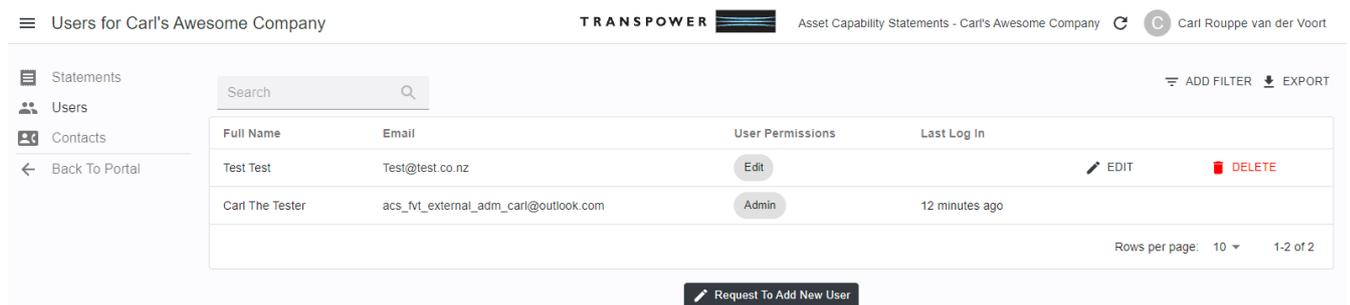
A user will not have access to an AOs data until both of these activities have been completed.

Step	Description
1.	In the Users screen, click on the 'Request to Add New User' button 
2.	The following screen will show: <ul style="list-style-type: none"> Enter the new user's email address and full name (this must include a first name and a last name) In the 'Asset Owner' field, only the Asset Owner that the logged in Admin user is assigned to will be displayed – select this. Select the 'User Permissions' for the new user Select which 'Stations' the new user is permitted access to using the '>' button or select all with the '>>' button Click on the Save button

Step	Description
	
3.	Re-enter the user's e-mail address (this is to validate it is correct) and click on the 'OK' button 
4.	You will be returned to the 'Users' page and a pop-up message will display at the bottom of the screen saying: 'User account creation request submitted'.
5.	The System Operator will provide the necessary access for the user which will take 1-2 business days. The user will be notified by e-mail when this has been done and will be provided with a link to log into the ACS application.

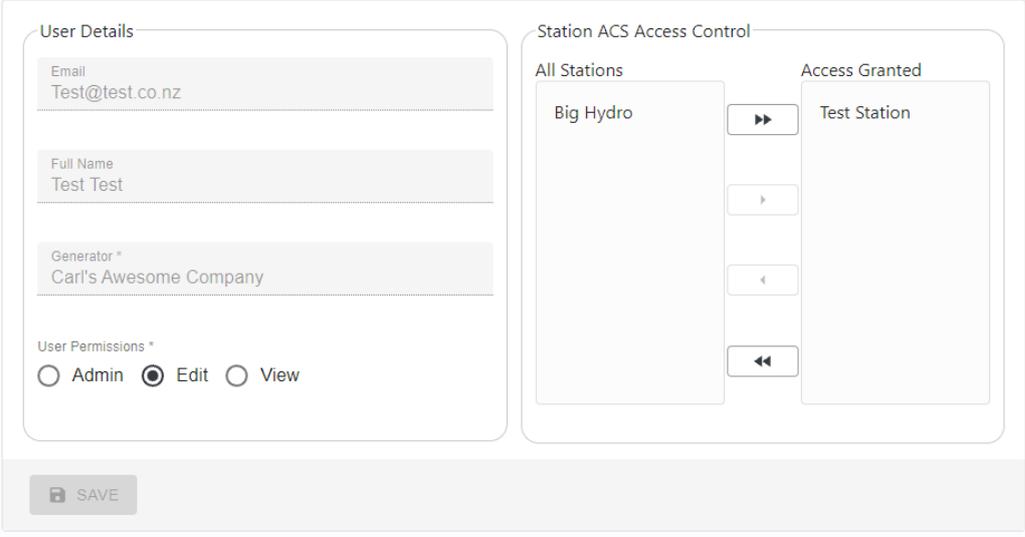
4.3 CHANGING USER PERMISSIONS

Only Admin users can manage user permissions and station ACS access control for their organisation's users – this is done in the 'Users' screen.



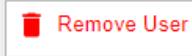
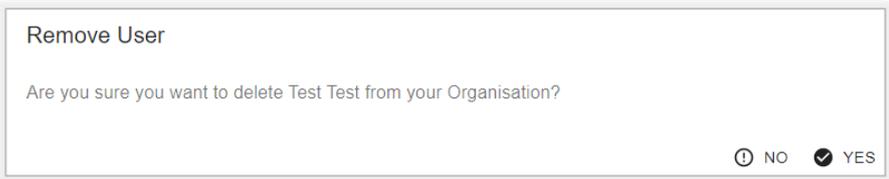
Note: An Admin user cannot change their own permissions.

Step	Description
1.	In the 'User' screen, click on the 'Manage Permissions' button beside the user whose permissions you are wanting to change. 
2.	The following screen will show: <ul style="list-style-type: none"> The user details will be greyed out, however, the 'User Permissions' and 'Station ACS Access Control' can be amended.

Step	Description
	<ul style="list-style-type: none"> Select the updated permission for the user and click on the 'Save' button. 
3.	You will be returned to the 'Users' page and a pop-up message will display at the bottom of the screen saying: 'User permissions updated'.

4.4 REMOVING A USER

Note: An Admin user cannot remove themselves as a user.

Step	Description
1.	In the 'User' screen, click on the 'Remove User' button beside the user you are wanting to remove. 
2.	You will see the following pop-up message. Click on the 'Yes' button. 
3.	You will be returned to the Users page and a pop-up message will display at the bottom of the screen saying: 'Successfully removed user'.

4.5 EXPORT A USER LIST

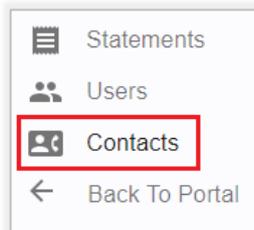
From time to time it may be useful for an Admin user to extract a list of 'Current Users' for their organisation (e.g. - for validation checks).

Step	Description
1.	In the 'User' screen, click on the 'Export' button. 
2.	A .csv file will download to your 'Downloads' folder.

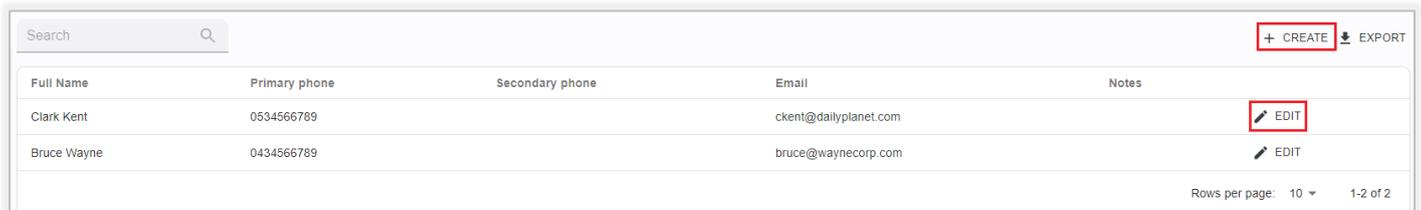
Step	Description
	The file is usually shown on the bottom left of your browser window, depending on your browser.

5 CONTACTS LIST MANAGEMENT

The 'Contacts' screen is where AOs can manage contacts for their organisation, and this can be accessed from the left-hand menu in the dashboard. A person that has been created as a contact can then be assigned as either a Primary Contact or Secondary Contact within an ACS – they will then be a point of contact for operational or technical queries from System Operator relating to asset capability and function of generation plant within this station.



The 'Contacts' screen allows you to add new users (click on the '**Create**' button) and manage existing users (click on the '**Edit**' button).

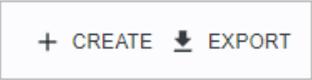


Full Name	Primary phone	Secondary phone	Email	Notes
Clark Kent	0534566789		ckent@dailyplanet.com	
Bruce Wayne	0434566789		bruce@waynecorp.com	

The 'Additional Info' field can be used to capture any additional detail in relation to the contact (i.e. – the person's role). The ability to delete a contact is available when it is being edited.

5.1 CREATE A NEW 'CONTACT'

Step	Description
1.	In the 'Contact' screen, review the existing list of users. Click on the ' +Create ' button.



Step	Description
2.	Complete the required fields and click on the 'Save' button . <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Contact Details</p> <p>Name *</p> <p>Email *</p> <p>Email confirmation *</p> <p>Primary Phone Number Secondary Phone Number</p> <p> +64</p> </div> <div style="width: 35%;"> <p>Additional info</p> <p>Notes</p> </div> </div> </div>

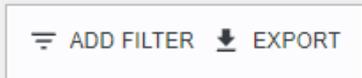
5.2 EDIT AN EXISTING 'CONTACT'

Step	Description
1.	In the 'Contact' screen, review the existing list of users. Click on the 'Edit' button next to any selected user. <div style="text-align: right; margin-top: 20px;">  </div>
2.	Amend any detail(s) and click on the 'Save' button .

5.3 DELETE A CONTACT

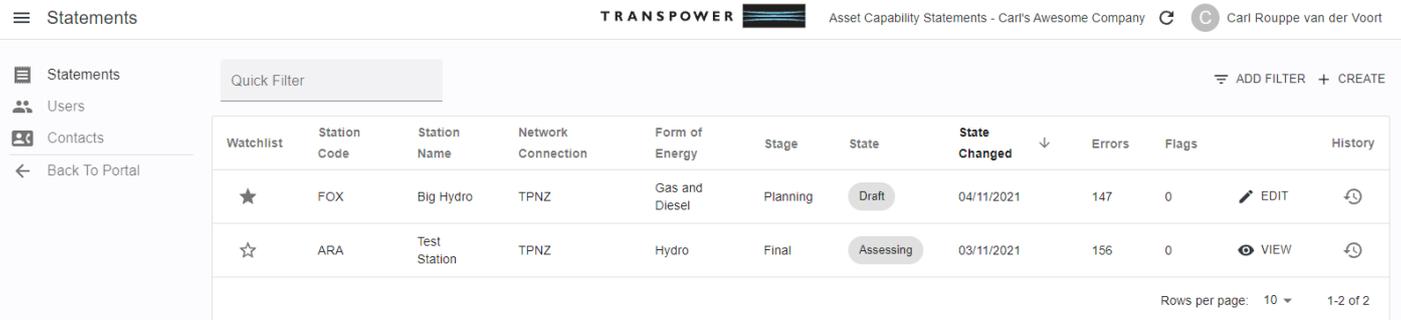
Step	Description
1.	In the Contact screen, review the existing list of contacts. Click on the 'Delete' button next to any selected user. <div style="text-align: right; margin-top: 20px;">  </div>
2.	Click on the 'Confirm' button .

5.4 EXPORT A LIST OF CONTACTS

Step	Description
1.	In the 'User' screen, click on the 'Export' button. <div style="text-align: right; margin-top: 20px;">  </div>
2.	A .csv file will download to your 'Downloads' folder. The file is usually shown on the bottom left of your browser window, depending on your browser.

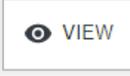
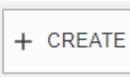
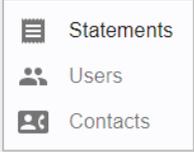
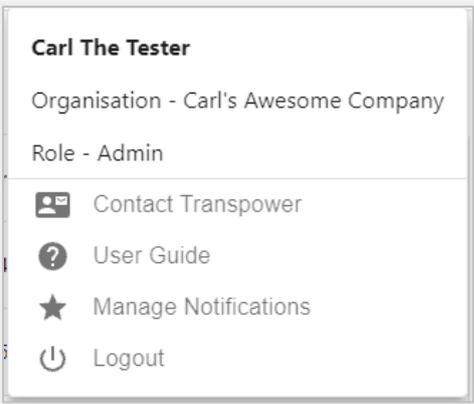
6 ACS DASHBOARD

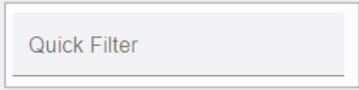
The 'ACS Dashboard' is the landing page when you log into the ACS application. From the dashboard you are able to view a list of the basic detail for all of the stations for your organisation that you have permission to access.



The screenshot shows the ACS Dashboard interface. At the top, there is a navigation bar with the TRANSPower logo, the text 'Asset Capability Statements - Carl's Awesome Company', and the user name 'Carl Roupe van der Voort'. Below this is a sidebar with navigation options: 'Statements', 'Users', 'Contacts', and 'Back To Portal'. The main area features a 'Quick Filter' box and a table of stations. The table has columns for Watchlist, Station Code, Station Name, Network Connection, Form of Energy, Stage, State, State Changed, Errors, Flags, and History. Two rows are visible: one for 'FOX' (Big Hydro, TPNZ, Gas and Diesel, Planning, Draft) and one for 'ARA' (Test Station, TPNZ, Hydro, Final, Assessing). At the bottom right of the table, it says 'Rows per page: 10' and '1-2 of 2'.

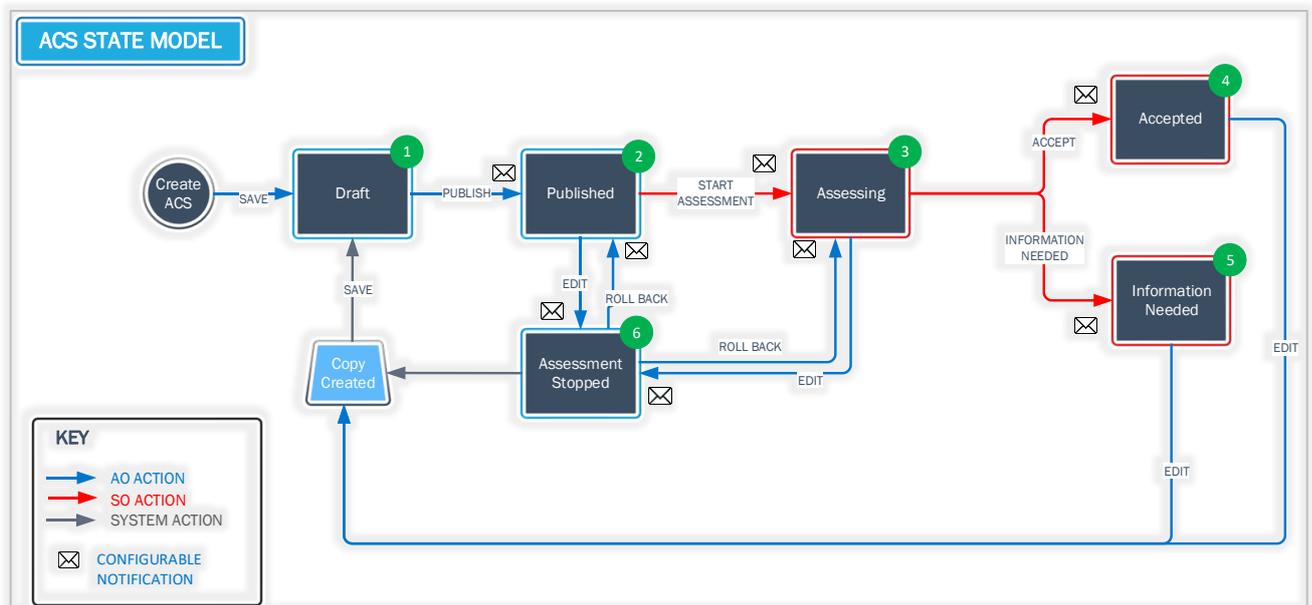
In addition, the functionality outlined in the table below can be accessed from the dashboard.

Function	Description
 	<ul style="list-style-type: none"> 'Edit' or 'View' an ACS. These buttons may not be present depending on your user permissions.
	<ul style="list-style-type: none"> 'View the history' of the ACS This button may not be present depending on your user permissions.
	<ul style="list-style-type: none"> 'Create' a new ACS This will only be available to Admin and Edit users.
	<ul style="list-style-type: none"> Navigate to other areas of the ACS application. Note that 'Users' and 'Contacts' will only be visible to Admin users.
	<p>Clicking on the user name in the top right of the screen provides access to:</p> <ul style="list-style-type: none"> View user details including the organisation and the role of the logged in user 'Contact Transpower' – this brings up an e-mail address for the System Operator that you can click onto invoke your e-mail client to open an e-mail to send to that address The 'User Guide' for the ACS application 'Manage Notifications' – this opens a screen where you can manage the ACSs in your watchlist and the states your user would receive state transition event notifications for. 'Logout' of the ACS application

Function	Description
	<ul style="list-style-type: none"> • Adds one or more filters to the list of ACSs for your organisation depending on what and how you wish to view the list on the dashboard.
	<ul style="list-style-type: none"> • The list of ACSs can also be filtered using the 'Quick Filter' which applies a filter based on a match against any field within the ACS of the Asset Owner's organisation. • Most common use is to filter on station names or station three-letter codes.

7 UNDERSTANDING THE ACS WORKFLOW STATES

The 'ACS Workflow Model' is applied to each version of an ACS. A version of an ACS is defined by a change to the input data or comments made by the Asset Owner. Each version of an ACS will transition through several states as per the diagram and the table below. The state of the current version is what will always display on the ACS dashboard and the state of previous versions is visible in the ACS history.





State	Description	AO Permissions	SO Permissions
Draft	<ul style="list-style-type: none"> AO Admin or Edit user create and save a new statement or create a draft from a previous version This is the starting state for each version A draft can be updated and saved countless times 	Edit View SO comments	Unable to view
Published	<ul style="list-style-type: none"> AO Admin user Publishes a revision for assessment by SO 	View	View
Assessing	<ul style="list-style-type: none"> SO Admin or Edit user has started assessment of a version 	View	View but able to edit SO comments
Accepted	<ul style="list-style-type: none"> SO has completed assessment of a version and accepted it 	View	View
Information Needed	<ul style="list-style-type: none"> SO has completed assessment of a version but further information is required from the AO 	View	View
Assessment stopped	<ul style="list-style-type: none"> AO edits a version with a status of Published or Assessing – this will stop SO assessment of the most recent version and create a new draft version If the state of the ACS was Assessing (i.e. – SO had already started assessment, any comments saved to the ACS will be visible to AO in this state) 	View	View

Workflow Summary



Draft
(Latest)

Awaiting admin user to publish so that System Operator can view this version of the ACS and start assessment.

✓ PUBLISH

🔄 ROLLBACK ACS

Workflow Summary



Published
(Latest)

Awaiting System Operator to start assessment of this version of the ACS. Asset Owner can stop the assessment if there are updates which must be published urgently.

✎ EDIT ACS

Workflow Summary



Assessing
(Latest)

System Operator has started assessment of this version of the ACS. Asset Owner can stop the assessment if there are updates that must be published urgently.

✎ EDIT ACS

Workflow Summary



Accepted
(Latest)

System Operator has accepted this version of the ACS. Asset Owner can create a draft if there are updates to be made.

✎ EDIT ACS

Workflow Summary



Information Needed
(Latest)

System Operator has requested more information to assess this version of the ACS. Asset Owner must create a draft with requested updates or commentary if this information is not available and re-publish.

✎ EDIT ACS

Workflow Summary



Assessment Stopped
(Historical)

Asset Owner has stopped the assessment by System Operator for this version of the ACS. There is a new draft in progress with updates which must be re-published.

7.1 UNDERSTANDING THE ASSET LIFECYCLE STAGES OF AN ASSET

State	Description
Planning	The Planning phase commences soon after the Asset Owner has approval to construct the new generation plant. No significant part of the station or assets has yet been constructed; the station/asset is in Design stages only. At this stage an Asset Owner is required to submit a preliminary ACS to the System Operator.
Pre-commissioning	Once the plant requirements have been confirmed, then an Asset Owner is required to submit an updated ACS to the System Operator and the station and relevant assets should be moved to the pre-commissioning stage. From this point on, any subsequent variations to the confirmed design and/or intended operational capability of any asset must be confirmed to the System Operator by way of an updated ACS. Part or all of the station/asset may have been constructed, however, commissioning approvals have not yet been completed. The asset is not supplying the grid, other than for testing purposes.
Final	Following the final commissioning of the asset, the Asset Owner will provide a final ACS. This final ACS will contain commissioning documentation and test results in order for the System Operator to confirm prior assessments and the validation of dynamic models. The successfully commissioned asset is connected and supplying the grid and it is the end of the commissioning period as defined by the commissioning plan.
Decommissioned	Assets taken permanently out of service. Asset information must not be deleted, but the status will be set to decommissioned. Not including temporary or voluntary outages as this is handled by the Planned Outage Coordination Process (POCP).

8 WATCHLIST AND STATE CHANGE NOTIFICATIONS

As an ACS user, you can add an ACS to your watchlist so that you are notified of any updates to that ACS. Notifications are used to advise users when an ACS that they have added to their watchlist has changed state to any of the states that the user has indicated interest in.

Step	Description
1.	Click the user menu and select Manage Notifications. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Carl The Tester</p> <p>Organisation - Carl's Awesome Company</p> <p>Role - Admin</p> <hr/> <p> Contact Transpower</p> <p> User Guide</p> <p> Manage Notifications</p> <p> Logout</p> </div>

Step	Description			
2.	Select the status changes that you wish to be notified of <div data-bbox="986 264 1484 645" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> Notifications for state transitions for ACS watchlist State transition event notifications <input type="checkbox"/> Published <input checked="" type="checkbox"/> Assessing <input type="checkbox"/> Assessment Stopped <input checked="" type="checkbox"/> Information Needed <input checked="" type="checkbox"/> Accepted </div>			
3.	Select the stations that you wish to be notified of <div data-bbox="662 734 1484 1052" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> Asset Capability Statement watchlist <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border: 1px solid #ccc; padding: 5px;"> All Stations Test Station </td> <td style="width: 10%; text-align: center; padding: 5px;"> <input type="button" value="▶▶"/> <input type="button" value="▶"/> <input type="button" value="◀"/> <input type="button" value="◀◀"/> </td> <td style="width: 40%; border: 1px solid #ccc; padding: 5px;"> Subscribed to Big Hydro </td> </tr> </table> </div>	All Stations Test Station	<input type="button" value="▶▶"/> <input type="button" value="▶"/> <input type="button" value="◀"/> <input type="button" value="◀◀"/>	Subscribed to Big Hydro
All Stations Test Station	<input type="button" value="▶▶"/> <input type="button" value="▶"/> <input type="button" value="◀"/> <input type="button" value="◀◀"/>	Subscribed to Big Hydro		
4.	Click the on 'Save' button			
5.	A message will display: "Your notifications settings have been updated" You can now leave this screen			

9 CREATING A NEW STATION ASSET CAPABILITY STATEMENT

Creating 'Station' information is the first step in creating an ACS for a generating station, creating a site for the creation of other assets within the 'Station' boundaries. Station level mandatory information must be completed before other assets can be added and should be reviewed for accuracy whenever assets are amended.

STATION

TRANSMISSION LINES

GENERATORS

TRANSFORMERS

ENERGY STORAGE DEVICES

REACTIVE POWER DEVICES

General information
12
▼

Additional information
5
▼

Attachments
▲

Uploading attachment is not available until the form has been saved. You can save the form with the mandatory fields only to enable the upload feature.

Once the 'Station' information is created and saved, the statement will be displayed including the 'Workflow Summary' and 'This Version ACS Summary'.

STATION
TRANSMISSION LINES
GENERATORS
TRANSFORMERS
ENERGY STORAGE DEVICES
REACTIVE POWER DEVICES

Test Station (KWU) Asset Capability Statement

Workflow Summary



Draft
(Latest)

Awaiting admin user to publish so that System Operator can view this version of the ACS and start assessment.

✓ PUBLISH

🔄 ROLLBACK ACS

This Version ACS Summary

Station Name Test Station	Last Activity 04 November 2021, 22:16:41
Station Code KWU	Warnings/Errors 6
ACS Stage Planning	Flags 0

Secondary Actions

🕒 VIEW VERSION HISTORY

⬇️ DOWNLOAD THIS ACS

General information ! 1

Additional information ! 5

Attachments

⊕ ADD ATTACHMENT

There are no files uploaded for this Asset Capability Statement.

Multiple assets can then be added under each asset type. The detail that needs to be populated in an ACS is determined on the type of station (e.g. – geothermal, hydro, wind) and assets that exist within that station (e.g. – transmission lines, synchronous, asynchronous, and full-rated inverter-connected generators, two-winding and three-winding transformers, energy storage devices, static and dynamic reactive power devices).

STATION
TRANSMISSION LINES
GENERATORS
TRANSFORMERS
ENERGY STORAGE DEVICES
REACTIVE POWER DEVICES

Test Station (KWU) Asset Capability Statement

Workflow Summary



Draft
(Latest)

Awaiting admin user to publish so that System Operator can view this version of the ACS and start assessment.

✓ PUBLISH

🔄 ROLLBACK ACS

⊕ **ADD**

Attachments

⊕ ADD ATTACHMENT

There are no files uploaded for this Asset Capability Statement.

💾 SAVE

9.1 ASSET NAMING CONVENTION

When creating assets, the naming of these assets plays a large role in how Transpower can integrate this common information with other applications, such as POCP and NZGB. It is also recognised that it is not always practical to have one asset entry for every asset at a station (e.g. - wind turbine generators, solar, etc.).

As such, it is expected that when adding a single asset that has input information in the fields that represents multiple identical assets, then assets must be named using one of the following three conventions so that they can be interpreted correctly by other applications within the Operations Customer Portal.

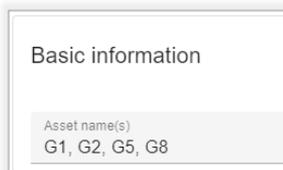
9.1.1 Single assets

This is where an entry for an asset within ACS only represents a single asset. Please name the asset as you see fit with alphanumeric and special characters, however, no commas or dashes in the name (e.g. - G1 or Unit 1 or WTG1 or T22, etc.).



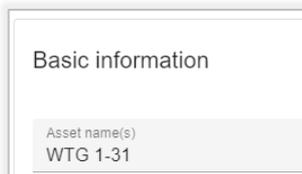
9.1.2 Comma separated assets

This is where an entry for an asset within ACS represents multiple assets, normally low in number. Please name the asset as you see fit with alphanumeric and special characters, however, the list of assets within the name must be comma separated and have no dashes anywhere in the name (e.g. - G1, G2, G5, G8, etc.).

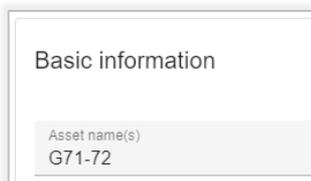


9.1.3 Asset range

This is where an entry for an asset within ACS represents multiple assets represented as a prefix and a range of numbers that will be linearly interpolated by integer. Please name the prefix for the asset as you see fit with alphanumeric and special characters, however, no commas or dashes in the name. Then add a range of numbers following the prefix (e.g. - WTG 1-31 or G71-72, etc.).



This entry will be interpreted as 31 individual generators (from WTG1 through to WTG31) each using the information from the entered asset.



This will be interpreted as 2 individual generators (G71 and G72) each using the information from the entered asset.

9.2 FIELD ENTRY TYPES

Data entry may be either 'free text', 'positive/negative decimal/integer number' entry, 'dropdown' selection, 'yes/no' radio buttons, 'N/A' ticked next to an applicable field, or 'uploading' and 'associating' files. There are also some fields or entire sections that will only be required to be populated if a particular response is entered to a previous question, known as 'dynamic' fields.

Are energy storage systems installed?
 Yes No

E.g. Battery storage behind inverters that are connected to the local network or the Grid. Emergency back-up battery systems for station supply are not applicable.

Total installed energy storage capacity at point of connection (Peak rating) MVA

Required - Total installed MVA capacity of all Energy Storage Assets within the station when at peak output.

Continuous Output of Installation (if different from installed capacity) MVA N/A

Required - Total installed MVA capacity of all Energy Storage Assets within the station under continuous output.

Total Rated MWh of Installation at full charge MWh

Required - Total rated energy (MWh) of all Energy Storage Assets within the station.

Do station level control systems exist, additional to that provided by individual assets?
 Yes No

Required - This toggle switch will add another section of input fields to be completed that are specific to station level controllers. E.g. reactive power/voltage, real power/frequency control, Mvar dispatch coordination with tapchanging control etc.

10 DATA VALIDATION

There is an indicator at the top banner of the ACS showing where errors exist within different tabs for the station level and each asset level. There is also an indicator showing how many errors exist within each section. The indicators will be coloured in priority order for red if hard validations exist, then orange if there are any soft validations, then blue if there are any compliance flags.

STATION

TRANSMISSION LINES

GENERATORS

TRANSFORMERS

ENERGY STORAGE DEVICES

REACTIVE POWER DEVICES

Big Hydro (FOX) Asset Capability Statement

Workflow Summary



Draft
(Latest)

Awaiting admin user to publish so that System Operator can view this version of the ACS and start assessment.

PUBLISH

ROLLBACK ACS

This Version ACS Summary

Station Name Big Hydro	Last Activity 04 November 2021, 23:08:34
Station Code FOX	Warnings/Errors 23
ACS Stage Planning	Flags 2

Secondary Actions

General information 2 AC¹

Additional information 1

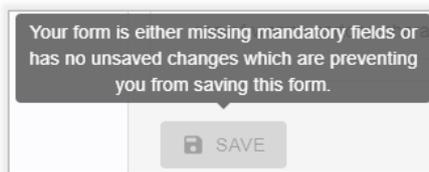
Station level control systems 10

When an ACS has a state of Accepted, these indicators will change to a light grey colour.

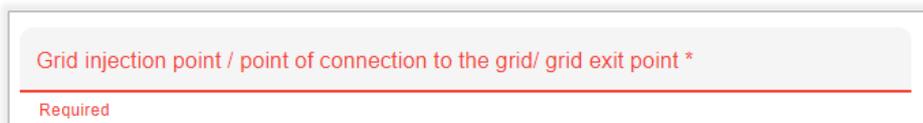


10.1 HARD VALIDATION – MANDATORY FIELDS

Hard validations apply on specific fields where data is mandatory or needs to be provided in a particular format before an ACS can be saved. When you try to save the ACS, the Save button will be disabled and you will see a tool tip:

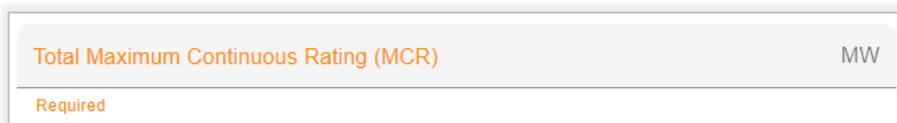


The affected fields will be highlighted in red.



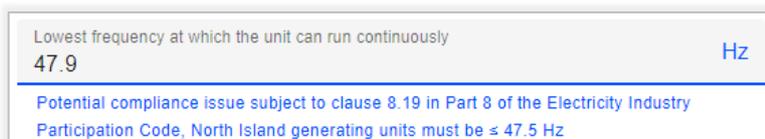
10.2 SOFT VALIDATIONS – REQUIRED FIELDS

Soft validations apply on specific fields where data is required or needs to be provided in a specific format but will not prevent an ACS from being saved. When the ACS is saved, the affected fields will remain highlighted in orange.



1.1 COMPLIANCE FLAGS

Some fields have specific parameters defined which are linked to AOPOs in accordance with Part 8 of the Code. If the populated value does not fall within these parameters, the field will be highlighted in blue. This alerts the user that this may need further investigation for a potential non-compliance and may need to be progressed through the dispensation/equivalence process, if there is not a dispensation currently in place. For more information on the dispensation/equivalence process, please visit the [Transpower Website - Dispensations and Equivalence Arrangements](#).



Is a "Station net MW export" measurement provided?

Yes No

Potential compliance issue subject to Appendix A in Technical Code C of Part 8 of the Electricity Industry Participation Code

11 COMMENTS

Next to each field in the ACS, there is the ability for both the AO and SO to enter comments by clicking on the comment icon.



AOs can enter comments when an ACS is in a draft state. These will be visible to the SO when the ACS is published.

SO can enter comments when an ACS is being assessed. These will be visible to the AO when the assessment is completed (or if an AO creates a new draft based on a partially assessed ACS).

Comments are stamped with audit details to show who made the comment and when.

Comments are not required and would normally be used to:

- explain an apparent discrepancy in the fields entered, or to add explanatory details
- note whether a specific attachment explains or elaborates on the input field content

Comment

Field: Single Line Diagram (SLD)

AO's comment
Please confirm if the provided SLD meets the need

By [acs_fvt_external_adm@outlook.com](#) on 23/07/2021, 11:28:29 am

SO's comment
Yes - this is more than adquate

By [Kylie.Holmes@transpower.co.nz](#) on 23/07/2021, 11:29:19 am

There is also an indicator to show the number of AO and SO comments at section and asset level accordions.

G1 (Planning)




Basic information v

General information

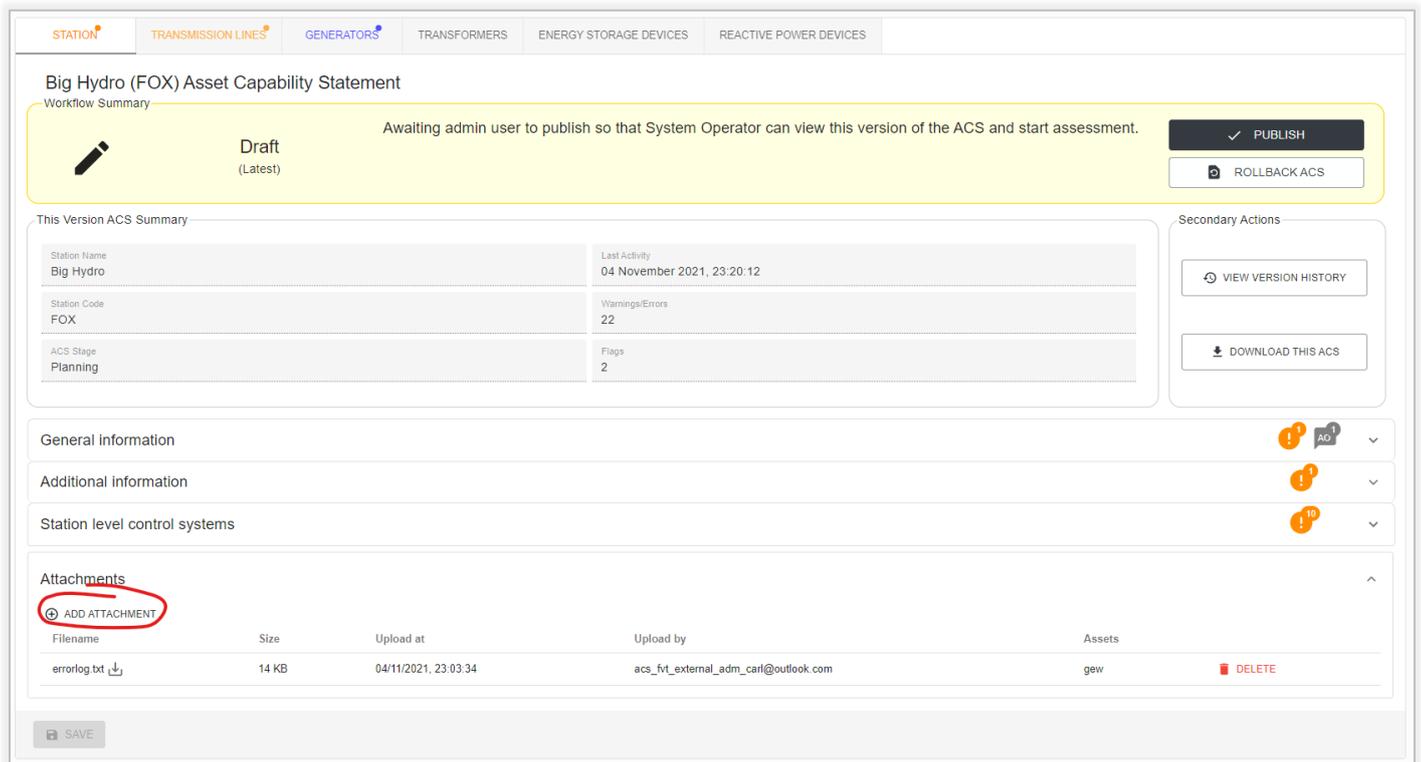



AO and SO can edit or delete their own comments (but not each other's). Only the most recent AO and SO comment will be seen on each revision.

12 ATTACHMENTS

AO Admin and Edit users have the ability to upload attachments (e.g. – single line diagrams, capability curves, dynamic models, model validation reports, test results, etc.) to provide sufficient information for assessment of an ACS by the System Operator and use of ACS data to represent the station/asset capability. These will only be visible to the System Operator when an ACS is published.

Attachments are added in the 'Attachments' section of an ACS which can be seen on every tab at bottom of the page. Click on '**Add Attachment**' button to upload an attachment. Attachments can be added once a station has been saved for the first time.



Big Hydro (FOX) Asset Capability Statement

Workflow Summary

Draft (Latest) Awaiting admin user to publish so that System Operator can view this version of the ACS and start assessment.

PUBLISH ROLLBACK ACS

This Version ACS Summary

Station Name Big Hydro	Last Activity 04 November 2021, 23:20:12
Station Code FOX	Warnings/Errors 22
ACS Stage Planning	Flags 2

Secondary Actions

[VIEW VERSION HISTORY](#)

[DOWNLOAD THIS ACS](#)

General information 1

Additional information 1

Station level control systems 10

Attachments

ADD ATTACHMENT

Filename	Size	Upload at	Upload by	Assets	
errorlog.txt	14 KB	04/11/2021, 23:03:34	acs_ft_external_adm_carl@outlook.com	gew	DELETE

SAVE

12.1 ADDING AND MANAGING ATTACHMENTS

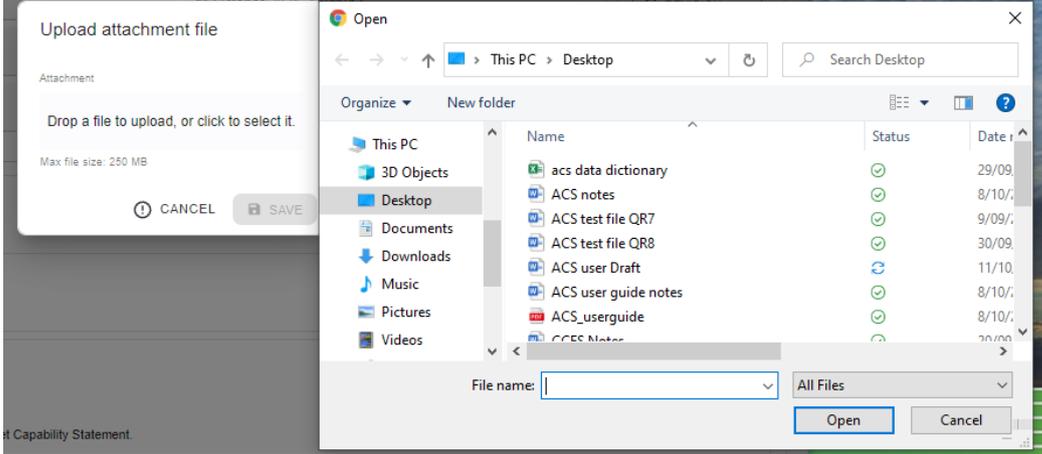
Step	Description
1.	In the 'Station' section of a Statement, to expand the 'Attachment' accordion which exists on all tabs
2.	Click on the ' Add Attachment ' button
3.	Either drag a file from your desktop, Or Click on the ' Attachment ' field to open a search menu and select a file

Attachments

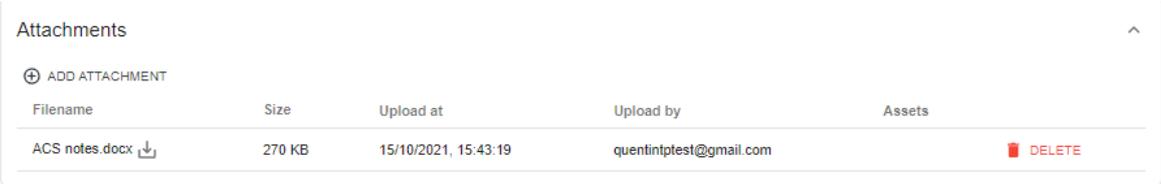
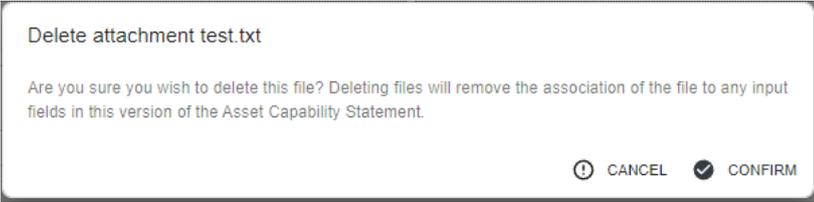
ADD ATTACHMENT

There are no files uploaded for this Asset Capability Statement.

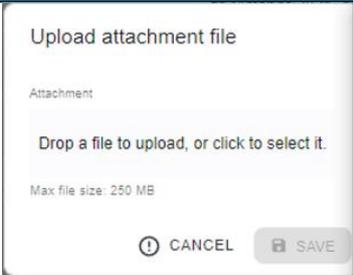
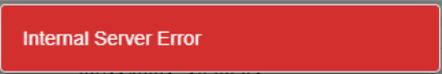
SAVE

Step	Description
	
4.	Click on the 'Save' button

12.2 DELETING ATTACHMENTS

Step	Description
1.	Attachments can also be deleted by clicking on the 'Delete' button on the 'Station' screen 
2.	And click on the 'CONFIRM' button to delete the attachment 

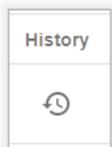
12.3 FILE UPLOAD ERRORS

Error	Description
	User is trying to upload a file(s), selects the file from the file upload dialog and uploads but nothing happens. This is due to the file size being larger than the 250 MB limit. Please try to compress the file(s) into a zip file or split them up into multiple files for upload.
	Unknown error, please contact Transpower for assistance.

Error	Description
Existing attachment 'errorlog.txt' has the same content. Please use the existing attachment or try uploading with unique content.	<p>The file already exists, or a file with a different name but exactly the same content already exists, in the list of attachments for this version of the ACS for this station.</p> <p>User is able to associate the file that is already uploaded to the attachment section to the relevant field within the ACS.</p>

13 HISTORY

From the ACS dashboard, it is possible to view the history for an ACS by clicking on the History button if you have the relevant access to the ACS.



This will open up the following view which will show a separate line for each ACS revision and a high-level summary of the final state and number of changes (both data changes and comments) between the previous version. It is also possible to view that particular version in the state it was in at that time by clicking on the **'View'** button.

Version	State	Last Activity	Changes	AO Comments	SO Comments	
> Draft	Draft	04 November 2021, 23:19	↑ 1	AO 0	SO 0	VIEW
> 12	Accepted	04 November 2021, 23:11	↑ 1	AO 0	SO 0	VIEW
> 11	Information Needed	04 November 2021, 22:47	↑ 0	AO 0	SO 0	VIEW
> 10	Accepted	04 November 2021, 22:44	↑ 0	AO 0	SO 0	VIEW
> 9	Assessment Stopped	03 November 2021, 20:28	↓ 3	AO 0	SO 1	VIEW

Rows per page: 5 ▾ 1-5 of 13 1 2 3 NEXT >

Clicking on the arrow next to the version, or on the row in general, will open up a detailed view of the changes (input data changes, AO and SO comment changes) were made in that version compared to the previous version and provide an overview of the Version Workflow Timeline for that ACS version. Hovering over the state will provide audit information of the user email and datetime stamp of when the revision transitioned to that state and who performed the action.



9 Assessment Stopped 03 November 2021, 20:28 3 AO 0 SO 1 VIEW

Version workflow timeline

✓ Draft — ✓ Published — ✓ Assessing — ✗ Assessment Stopped

INPUT DATA CHANGES | AO COMMENT CHANGES | **SO COMMENT CHANGES**

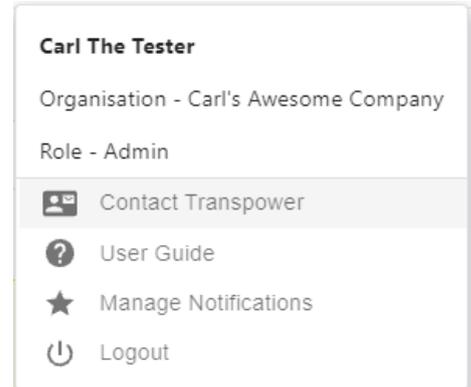
Assessment Started On: 03 November 2021, 18:39:22
 By Carl.RoupevanderVoort@transpower.co.nz
 Last Saved: 03 November 2021, 18:39:50
 By Carl.RoupevanderVoort@transpower.co.nz

Changed From	Changed To
Carl's Test Area > Transmission Line > COB-TPP-1 > Basic information	
Asset name(s) - No value	+ COB-TPP-1
Transmission line type - No value	+ Underground
ACS stage - No value	+ Planning

14 USER SUPPORT

If you are unable to log into the Operations Customer Portal or have any queries, please contact the System Operator on the following e-mail address SO_customer_portal@transpower.co.nz Note that this e-mail will be manned during business hours (Monday to Friday, 8am – 5pm).

This email can also be accessed in the menu under your username in the top right of the screen.



Clicking on the e-mail address in the pop up will invoke your e-mail client so you can send an e-mail.



15 DEFINITIONS OF KEY TERMS

Term	Definition
Asset Capability Statement (ACS)	A statement of capability and operational limitations that applies to specific assets during the normal and abnormal conditions which may arise on the grid, provided to the System Operator in accordance with Technical Code A of Schedule 8.3 of Part 8 of the Code. Updated by asset owner during commissioning process and supplied at planning, pre-commissioning and post-commissioning stages.
Asset Owner (AO)	A participant who owns assets used for the generation or conveyance of electricity and persons who operate such assets and, in the case of Part 8 of the Code, includes consumers with a point of connection to the grid.
The Electricity Industry Participation Code (EIPC)	The regulatory document established and governed by the Electricity Authority on participants of New Zealand's electricity industry.
System Operator (SO)	The entity responsible for the operation of the grid system. The system operator is Transpower New Zealand Limited.



16 DOCUMENT INFORMATION

16.1 COPYRIGHT INFORMATION

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16.2 REVISION HISTORY

SharePoint Revision	Date	Change	Section
1.0	3/12/2021	Initial Issue	
2.0	19/5/2022	Minor Update: Admin user setup form added to related artefacts table.	
3.0	27/2/2026	Cyclic Review: Reissued no change.	



16.3 METADATA

Document ID Information

Document ID number: UG-SD-0961
Document Title: UG-SD-961 Operations Customer Portal – ACS Asset Owner User Guide
Document Type: Userguide
SharePoint Version: V3
Document Status: Issued
Severity of Consequences: Minor
Frequency of use: Six Monthly
Level of Risk: Low

DMS Structure

Macro-Process: Business Support and Development (SD)
Process:
Process Hierarchy:

<u>L1:</u> 01 Planning	<u>L2:</u> 01 Conduct Engineering Assessments	
<u>L3:</u> 01-01 Assess Asset Capability	<u>L4:</u> [Business Model L4]	

Document Complexity Rating (days): 21 days

Document Control

Business Group Owner: Power Systems Group
Prepared by (Writer/Reviewer): Orion Watson
Peer Reviewer: [Peer Reviewer]
Approved by (Owner 1): Anna Li
Approved by (Owner 2): Click or tap here to enter text.
Approved by (Owner 3): Click or tap here to enter text.
Published Date: (only changed by Doc Administrator) 27/02/2026
Update Type: Cyclic Review
Next Review Date: 27/02/2029
Review Period: 3 years
Primary User Group(s): PSG
Secondary User Group(s): Click or tap here to enter text.
Hardcopy Kept in: [Control Room Folder/Section]
To be published on TP Web site: true Web Area: N/A