Integrated Marketplace
Settlements User Interface

August 8, 2013

IT Apps Settlements
# Revision History

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Author</th>
<th>Change Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>August 8, 2013</td>
<td>Various</td>
<td>Initial Draft</td>
<td></td>
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About this Guide

Purpose

The purpose of this document is to provide a Settlements User Interface (UI) reference guide for Market Participants that describes how to submit Meter Data, submit and approve Bilateral Settlement Schedules, register for Event Notifications, and download Meter Reports, Settlement Statements and Invoices. The following functional areas are described in this document.

- Bilateral Settlement Schedules
- Calendars
- Disputes
- Enterprise Notification Registration
- Meter Data
- Public Reports
- Settlement Reports

This document, along with Marketplace Protocols and the Data Exchange Guides listed below, fully describes the process for submitting Meter Data and Bilateral Settlement Schedules, registering for Event Notifications, and downloading Settlement Reports.

Related Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2013 SUG Conference Presentation</td>
<td>SUG training materials.</td>
</tr>
<tr>
<td>Settlements DEGs and WSDLs</td>
<td>Settlements specifications and WSDL/XSD files</td>
</tr>
<tr>
<td>Notification DEG and WSDLs</td>
<td>Enterprise Notification specifications and WSDL/XSD files</td>
</tr>
<tr>
<td>Marketplace Portal Application Role Reference Guide</td>
<td>Defines the user roles for Marketplace user interfaces, including the Settlements UI.</td>
</tr>
</tbody>
</table>
## Terminology

The following acronyms are used in the Settlements User Interface.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO</td>
<td>Asset Owner</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>CBSS</td>
<td>Customer Bilateral Settlement Schedule</td>
</tr>
<tr>
<td>CMD</td>
<td>Customer Meter Data</td>
</tr>
<tr>
<td>DAENERGY</td>
<td>Day-Ahead Energy</td>
</tr>
<tr>
<td>MA</td>
<td>Meter Agent</td>
</tr>
<tr>
<td>MP</td>
<td>Market Participant</td>
</tr>
<tr>
<td>REGDNOBL</td>
<td>Regulation Down Obligation</td>
</tr>
<tr>
<td>REGUPOBL</td>
<td>Regulation Up Obligation</td>
</tr>
<tr>
<td>RPT</td>
<td>Report</td>
</tr>
<tr>
<td>RTENERGY</td>
<td>Real-Time Energy</td>
</tr>
<tr>
<td>SPINOBLL</td>
<td>Spinning Reserve Obligation</td>
</tr>
<tr>
<td>SUPPOBL</td>
<td>Supplemental Reserve Obligation</td>
</tr>
<tr>
<td>UI</td>
<td>User Interface</td>
</tr>
</tbody>
</table>
Introduction

User Access

Market Participants who want to use the Settlements User Interface (UI) must obtain an OATI x.509 digital certificate. The user's certificate must be registered in the Marketplace Portal by their Local Security Administrator (LSA) with the appropriate Market roles assigned. A Meter Agent LSA must set up the roles for Meter Data roles. A comprehensive list of the Settlements UI user roles is posted in the Marketplace Portal Application Role Reference Guide on SPP.org.

Supported Browsers

The Settlements UI is supported on the following Internet browsers.

- Internet Explorer 8+
- Google Chrome 11+
- Firefox 7+
**General Layout**

The following illustrates the general layout of the Settlements UI.

1 – **User Name**: User Name associated with user certificate.

2 – **Functional tabs**: Each tab represents a different set of displays. The Settlements UI is focused primarily on the Settlements Functional tab.

3 – **Navigation Tree**: Presents the user with specific options for each Functional tab.

4 – **Content**: Displays view or edit page based on selection in Navigation Tree.
**Navigation**

To navigate in the Settlements UI, perform the following repeatable steps.

1. Select Functional tab.
2. Select Function.
To create a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select **Settlements**.
2. Select **Bilateral Settlement Schedules**.
3. Select **Create Contract**.
4. Enter the Contract Header information.
5. Select the **Profile Auto Confirmation** checkbox, if applicable.
6. Click **Submit**.
**View Bilateral Settlement Schedules Contract Header**

To view a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select **Settlements**.
2. Select **Bilateral Settlement Schedules**.
3. Under **Search Contract Headers** on the Home tab, enter the Contract Header search criteria.
4. Click **Header Search**.
**Update Bilateral Settlement Schedules Contract Header**

To update a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select **Settlements**.
2. Select **Bilateral Settlement Schedules**.
3. Under **Search Contract Headers** on the Home tab, enter the Contract Header search criteria.
4. Click **Header Search**.
5. Select a Contract Name.
6. Click **Update Contract**.

7. Update the existing Contract Header information, and then click **Submit**.
Approve Bilateral Settlement Schedules Contract Header

To approve a Bilateral Settlement Schedules Contract Header:
1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
4. Click Header Search.
5. Select a Contract Name.
6. Click Approve Contract.
Deny Bilateral Settlement Schedules Contract Header

To deny a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select **Settlements**.
2. Select **Bilateral Settlement Schedules**.
3. Under **Search Contract Headers** on the Home tab, enter the Contract Header search criteria.
4. Click **Header Search**.
5. Select a Contract Name.
6. Click **Deny Contract**.
Submit Bilateral Settlement Schedules Profile

To submit a Bilateral Settlement Schedules Profile:
1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
4. Click Header Search.
5. Select a Contract Name.
6. Click Submit Profile.
7. Select an Operating Day.
8. Enter the profile volume for each hourly interval.
   a. If the profile volume is the same for all intervals, enter the profile volume for the first interval, and then click **Copy First Value to All**.
9. Click **Submit Profile Data**.

**View Bilateral Settlement Schedules Profile**

To view a Bilateral Settlement Schedules Profile:

1. In the Navigation tree, select **Settlements**.
2. Select **Bilateral Settlement Schedules**.
3. Under **Find Profile Data** on the Home tab, enter the Operating Day and/or Profile Status.
4. Click **Profile Search**.
End Bilateral Settlement Schedules Contract Header

To end a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
4. Click Header Search.
5. Select a Contract Name.
6. Click End Contract.
Calendars

View Settlements Calendar

To view a Settlements Calendar:
1. In the Navigation tree, select Settlements.
2. Select Calendars.

3. Select a calendar file.
## Southwest Power Pool

### Integrated Marketplace Settlements Calendar

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
<td>2019</td>
<td>2020</td>
<td>2021</td>
<td>2022</td>
<td>2023</td>
<td>2024</td>
<td>2025</td>
<td>2026</td>
<td>2027</td>
<td>2028</td>
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<tr>
<td>Southwest Power Pool</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>ERCOT Power Pool</td>
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</tr>
<tr>
<td>NYISO Power Pool</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>ISO New England</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Midcontinent ISO</td>
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<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
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</tr>
<tr>
<td>Montana入れ</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Intermountain POWER Corp.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Notes:
- The calendar includes fiscal years from 2020 to 2021.
- Settlements for each fiscal year are indicated by the presence of "Yes".

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**Integrated Marketplace Settlements User Interface Guide**

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Dispute Requests

Submit Dispute Request

To submit a Dispute Request:
1. In the Navigation tree, select **Settlements**.
2. Select **Disputes**.
3. Log on to the SPP Request Management System.
4. Select **Submit Request**.
5. Select a **Quick Pick**.
6. Enter the **Subject** of the dispute.
7. Enter the **Full Description** of the dispute.
8. Enter **System Reference #** (optional).
9. Select the **Include Attachment(s)** checkbox (optional).
10. Click **Submit Request**.

11. If **Include Attachment(s)** was selected, click **Browse…** to upload an attachment.
View Dispute Request

To view a Dispute Request:
1. In the Navigation tree, select Settlements.
2. Select Disputes.
3. Log on to the SPP Request Management System.
4. Select **Search Requests**.
5. Enter the Search Criteria.
6. Enter the **Output Options**.
7. Click **Save New Search** to save the search criteria for future use (optional).
8. Click **Search**.
Welcome to SPP's Request Management System

Search Requests

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Status:</td>
</tr>
<tr>
<td>Request Class:</td>
</tr>
<tr>
<td>Priority:</td>
</tr>
<tr>
<td>Request Type:</td>
</tr>
</tbody>
</table>

- Search All: keyword search
- or Subject: keyword search
- Notes: keyword search
- Solution: keyword search
- Resolution: keyword search
- Proposed Resolution: keyword search
- System Reference #: keyword search
- Statement Type: keyword search
- Charge Type: keyword search
- Dispute Amount($): keyword search
- Start Interval: keyword search
- End Interval: keyword search
- Statement ID: keyword search
- Transmission Customer: keyword search
- Settlement Location: keyword search
- Dispute Status: keyword search
- Withdraw Comments: keyword search
- Primary Cause: keyword search

- Working Group: keyword search
- Operating Day: keyword search
- Start: keyword search
- End: mm/dd/yyyy

- Submitted By: keyword search
- Entered By: keyword search
- Assigned To: keyword search
- Assigned By: keyword search
- Closed By: keyword search
- Organization: keyword search
- Department: keyword search

- Date Opened: keyword search
- Start: keyword search
- End: mm/dd/yyyy
- Date Closed: keyword search
- Start: keyword search
- End: mm/dd/yyyy
- Total Time Open: days <more than <equal
- Adj Time Open: days <more than <equal
- Labor Hours: hours <more than <equal

**Searching on tasks requires a Search Output of "Task List"**

| Task Description: keyword search |
| Task Assigned To: keyword search |
| Task Date Completed: keyword search

- Search Title: keyword search
- Output: Brief List
- Include Criteria in Results
- Sort Order 1: Asc
- Sort Order 2: Asc
- Sort Order 3: Asc

- Search [Reset]
Enterprise Notification Registration

Submit Notification Registration
To submit a Notification Registration:
1. In the Navigation tree, select **Settlements**.
2. Select **Enterprise Notification Registration**.
3. Select an Entity.
4. Enter a valid Email Address to receive notifications for the Currently Selected Event(s).
   Note: The registered email address and/or URL subscribes to all currently selected events.
   a. Click **Test** to validate the email address (optional).
5. Enter a Primary and Secondary URL to which notifications will be posted for the Currently Selected Event(s).
6. To add an event:
   a. Select from the Available Event(s). This list may vary depending on the level of access.
      i. Calendar
      ii. Invoice
      iii. Statement
      iv. Bilateral Header/Profile Pending Approval
      v. Bilateral Header/Profile Status Change
      vi. Bilateral Profile Auto Approval
      vii. Bilateral Header End Contract
   b. Click **>>** to add an Available Event(s) to the Currently Selected Event list.
7. Click **Test** to validate the Email Address, Primary URL, and Secondary URL (optional).
8. Click **Save**.
9. The notification(s) will be sent after the day’s charge/credit results are approved and the posted date is reached.

**Update Notification Registration**

To update a Notification Registration:

1. In the Navigation tree, select Settlements.
2. Select Enterprise Notification Registration.
3. Select an Entity to view an existing Notification Registration.
4. Modify the Email Address, Primary URL, and/or Secondary URL. Note: The registered email address and/or URL subscribes to all currently selected events.
   a. Click Test to validate the email address (optional).
5. To remove an event:
   a. Select a Currently Selected Event(s).
   b. Click << to remove a Currently Selected Event from the Notification Registration.
6. Click Test to validate the email address, Primary URL, and Secondary URL (optional).
7. Click Save.
8. The notification(s) will be sent after the day’s charge/credit results are approved and the posted date is reached.
**Meter Data**

**View Meter Agent Miscellaneous Files**

To view a Meter Agent Miscellaneous File:

1. In the Navigation tree, select **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Agent Miscellaneous**.
4. Select a Meter Agent folder.
5. Select a month folder.

7. Click **Open** or **Save** to download the file.
Submit Meter Data

To submit Meter Data:

1. In the Navigation tree, select **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data Submittal**.
4. Click **Select File for Uploading**.
   a. The files listed only include those submitted via the Marketplace Portal. This list does not display files submitted via a Meter Agent’s API.
   b. Status Reason:
      i. FAILED – The file was rejected and will need to be corrected and resubmitted. The Message column will provide the details for the rejection.
      ii. PENDING – The file was submitted and accepted, but occurred during a closed meter submittal window. The Message column will provide processing details.
      iii. PROCESSED – The file was accepted and processed.
5. Select the appropriate Meter Data file.
6. Click **Open**.
7. Click **Refresh Table Data**.

**View Meter Agent Report Card**

To view a Meter Agent Report Card:
1. In the Navigation tree, select **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data Reports**.
4. Select **ReportCard** from the **Report Type** drop-down list.
5. Select an Operating Date.
6. Select a Meter Agent.
7. Select a Settlement Area (optional).
8. Select a Single Hour Interval (optional). If this field is left blank, it will return an entire Operating Day.
9. Click **Submit**.
10. Select HTML or XML to download the report.

View Interchange Report

To view an Interchange Report:

1. In the Navigation tree, select **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data Reports**.
4. Select **Interchange** from the **Report Type** drop-down list.
5. Select an Operating Date.
6. Select a Meter Agent.
7. Select a Settlement Area (optional).
8. Select a Single Hour Interval (optional). If this field is left blank, it will return an entire Operating Day.
9. Click **Submit**.
10. Select HTML or XML to download the report.

**View Calibration Report**

To view a Calibration Report:

1. In the Navigation tree, select Settlements.
2. Select Meter Data.
3. Select Meter Data Reports.
4. Select Calibration from the Report Type drop-down list.
5. Select an Operating Date.
6. Select a Settlement Area (optional).
7. Select a Single Hour Interval (optional). If this field is left blank, it will return an entire Operating Day.
8. Click Submit.
9. Select **HTML** or **XML** to download the report.
Public Reports

View Public Reports

To view a Public Report:
1. In the Navigation tree, select Settlements.
2. Select Public Reports.
4. Click Open or Save to download the file.
File Download

Do you want to open or save this file?

Name: PUBLICRPT_MWP.xlsx
Type: Microsoft Excel Worksheet
From: importal.sppdev.org

Open  Save  Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Settlement (Private) Reports

View Determinant Reports

To view a Determinant Report:
1. In the Navigation tree, select Settlements.
2. Select Settlement Reports.
3. Select Determinant Reports.
4. Select an Asset Owner.
5. Select a Determinant Interval.
6. Select a Settlement Run Type.
7. Select an Operating Date.
8. Click Submit.
9. Select XML to download the report.

View EQR Reports

To view an EQR Report:
1. In the Navigation tree, select Settlements.
2. Select Settlement Reports.
3. Select EQR Data.
4. Select an Asset Owner.
5. Select an Operating Date Start.
6. Select an Operating Date End.
7. Click Submit.
8. Select **XML** to download the report.

**View Invoice as PDF**

To view an Invoice as PDF:

1. In the Navigation tree, select **Settlements**.
2. Select **Settlement Reports**.
3. Select **Invoices**.
4. Select **Invoice PDF**.
5. Select a Market Participant folder.
6. Select a year folder.
7. Select an invoice.
5. Click **Open** or **Save** to download the file.

**View Invoice as XML**

To view an Invoice as XML:
1. In the Navigation tree, select **Settlements**.
2. Select **Settlement Reports**.
3. Select **Invoices**.
4. Select **Invoice XML**.
5. Select a Market Participant.
6. Select an Invoice Date.
7. Click **Submit**.

8. Select **HTML** or **XML** to download the report.
**View Payout Reports**

To view a Payout Report:

1. In the Navigation tree, select **Settlements**.
2. Select **Settlement Reports**.
3. Select **Invoices**.
4. Select **Payout Report**.
5. Select a Market Participant folder.
6. Select a year folder.
7. Select a month folder.
8. Select a file.

9. Click **Open** or **Save** to download the file.
View Market Participant Miscellaneous Files

To view a Market Participant Miscellaneous File:
1. In the Navigation tree, select Settlements.
2. Select Settlement Reports.
3. Select Market Participant Miscellaneous.
4. Select a Market Participant folder.
5. Select a year folder.
6. Select a month folder.
7. Select a file.
8. Click Open or Save to download the file.
View Settlement Statements

To view a Settlement Statement:
1. In the Navigation tree, select Settlements.
2. Select Settlement Reports.
4. Select a Market Participant.
5. Select a Settlement Date.
6. Click Submit.
7. Select **HTML** or **XML** to download the report.