Transmission Service Reference Manual

July 25, 2018 Version 3.0



Revision History

Date or Version Number	Author	Change Description
April 29, 2015 Version 1.0	Shari Brown	Initial creation of draft
May 08, 2017 Version 2.0	Julie Gerush	Revised to accommodate IS integration, updated SPP website, webSmartOASIS, and NITS on OASIS. Hourly TSRs may not cross midnight. Tag for MIS service must be submitted 30 minutes after confirmation, not queue time.
July 25, 2018 Version 3.0	Julie Gerush	The release of non-scheduled Firm transmission service is now at 10:00 CPT (was noon). Modified definition of Operating Horizon, which is also affected by the time change. Added reference to new MIS daily product 07/25/2018. Corrected number for the Tariff/Interchange desk Operators.

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1 Introduction

The purpose of the Transmission Service Reference Manual is to provide new Transmission Customers and Market Participants (TC/MP) information about acquiring Transmission Service.

This document is a companion to the Interchange Scheduling Reference Manual, which describes the business rules for scheduling with the SPP Balancing Authority and the Integrated Marketplace. This document is a reference manual; it is not an official SPP Governing Document.

NOTE: Refer to <u>Related/Referenced Documents</u> for information on other documents related to, or referenced within, this manual.

2 Related/Referenced Documents

2.1 SPP Open Access Transmission Tariff

Business rules for acquisition of Transmission Service Requests (TSRs) are described in the SPP Open Access Transmission Tariff (OATT).

2.2 SPP Business Practices

Clarification and details for the rules in the SPP OATT are described in the SPP Business Practices.

2.3 **SPP Integrated Marketplace Protocols**

Business rules for the Integrated Marketplace are described in the SPP Integrated Marketplace Protocols.

2.4 Interchange Scheduling Reference Manual

The Interchange Scheduling Reference Manual outlines the business rules that are to be followed when scheduling with the SPP Balancing Authority and the Integrated Marketplace. It contains information on accessing tagging software, creating Tags, reserving ramp, Tag validation, curtailments and adjustments.

NOTE: Refer to the appendices of this manual for instructions on accessing each of these documents.

3 Registration for Procuring Transmission Service

SPP Transmission Customers (Customers) who intend to transact business with the SPP BA and Integrated Marketplace must register through the SPP Customer Relations Market Registration process which includes registration in the EIR. Customers must allow time for the registration approval and system integration process prior to reserving Point to Point (PTP) Transmission Service.

REFERENCE: Market Protocols section 6.1 Registration of Resources

NOTE: Requirements for reserving Network Transmission Service are outlined in <u>Rules for Procuring Network Service</u>.

4 Using SPP OASIS

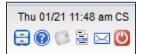
Customers use Open Access Same Time Information Service (OASIS), an OATI web-based application, to request and monitor Transmission Service.

4.1 Access

SPP Customer Relations will guide Customers through the process for obtaining access and log-ins to SPP's OASIS.

4.2 Online Help

From the OASIS Home Page, click the question mark icon (located in the upper right corner of the screen), to display help topics.



5 Requesting Transmission Service

5.1 **Submitting a NITS Request**

Network Integrated Transmission Service (also referred to as NITS or "Network Service") is offered under Part III of the SPP OATT. It allows Network Customers (Customers who have completed the process to procure NITS) as described in <u>Rules for Procuring Network Service</u>) to deliver capacity and Energy from designated Network Resources to Network load.

REFERENCE: SPP Business Practice 4100 General Requirements for Network Integration Transmission Service

Network Customers may also deliver Energy to Network Load on a Non-Firm basis from resources not designated as Network Resources.

REFERENCE: SPP Business Practice 4200 Requesting Network Integration Transmission Service from Non-Designated Network Resources

Use OASIS to submit a NITS Request as outlined in OASIS Help.

1 To access OASIS Help from OASIS, click the ? icon.

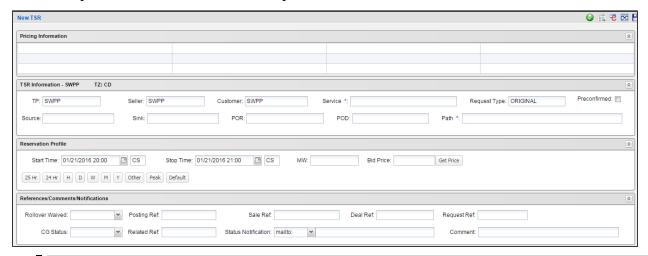


2 When webHelp displays, click **Transactions > NITS** to display information and videos on completing tasks related to NITS functionality.

5.2 **Submitting a PTP or MIS TSR**

Use OASIS to access the Reservation Entry Form and submit the Transmission Service Request (TSR):

- From the OASIS menu bar, click **Transactions > New TSR** to display the New TSR template.
- 2 Complete the information in the template.



REFERENCE: OASIS Online Help (**Transactions > New TSR**) and the following subsections of this manual contain more information about the use of each field in the form

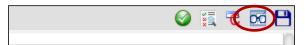
3 Click the green arrow (located in the upper right corner of the screen form) to submit the request.



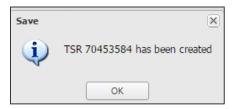
4 Review the entries and then either click the green arrow to confirm the submission or click the icon with the back arrow to make changes.



NOTE: Clicking the Save as Template icon before confirming the submission allows you to save the TSR Entry Form as a template, for a quicker submission process going forward.



5 Click **OK** within the dialog box that displays, noting the TSR number.



5.3 Reservation Entry Form Fields

5.3.1 **Seller**

The Seller is the current owner of the transmission.

5.3.2 Source/Sink

Select a valid Source and Sink.

REFERENCE: SPP Business Practice 2150 Valid Reservation Source/Sink

5.3.3 POR/POD

Select a valid POR and POD.

REFERENCE: SPP Business Practice 2100 Valid Reservation POR/POD

NOTE: The only valid POR/PODs for TSRs that cross the MCWEST DC tie are: MCWEST.NWMT, MCWEST.WAUW, MCWEST.YTP, MCWEST.YTW.

5.3.4 Service

Choose the selection that represents the appropriate increment and service type. Transmission Service may be reserved in the following increments:

- Hourly, Daily, Weekly, Monthly (Short Term Transmission Service)
- Yearly (Long Term Transmission Service)

5.3.4.1 Point to Point (PTP) Service

PTP Transmission Service is offered to valid PORs and PODs under Part II of the SPP OATT.

REFERENCE: SPP Business Practice 1100 General Requirements for Point to Point Transmission Service

PTP Transmission Service types and increments are outlined in the SPP Business Practices.

REFERENCES:

SPP Business Practice 1050 Types of Point to Point Transmission Service SPP Business Practice 1650 Current Hour Transmission Service

5.3.4.2 Firm PTP Service

Firm PTP Transmission Service is available for Long Term or Short Term Transmission Service.

Any Firm PTP request that is Accepted by SPP but later Withdrawn or Retracted will be subject to a request charge of \$200 for reservations one month or longer or \$100 for reservations less than one month.

REFERENCE: SPP Business Practice 1300 Transmission Service Request Charge

5.3.4.3 Non-Firm PTP Service

Non-Firm Point to Point Transmission Service is available only on a Short Term basis.

5.3.4.4 Market Import Service (MIS)

Market Participants that are not taking NITS or PTP Transmission Service but are offering their resources for sale into the SPP Integrated Marketplace are not subject to hourly or daily Non-Firm PTP Transmission Service charges for any Energy delivered into the Energy and Operating Reserves markets. Market Import Service (MIS) is used for Imports into the SPP Marketplace. There is no charge for MIS. The MIS priority is "NN6" because the power is effectively being delivered to the SPP Balancing Authority native load using the Load Serving Entity's secondary Network service.

Hourly MIS may be reserved Day-Ahead starting at 10:00 a.m. and through Real-Time of the Operating Day. Next day service will be subject to Simultaneous Submission Window processing.

REFERENCE: SPP Business Practice 2450, Allocation of Transmission Capacity for Requests Submitted during Simultaneous Submission Window.

Daily MIS may be reserved beginning two days prior to no later than 12:00 noon day prior. If confirmed before the close of the Day-Ahead Market (Day Prior to OD), Daily MIS may be used in the Day-Ahead Market as an import interchange transaction.

To prevent hoarding, MIS will be Recalled if a Tag has not been submitted and approved within two hours after being confirmed for Day-Ahead or 30 minutes after confirmation time for Real-Time.

REFERENCE: The Interchange Scheduling Reference Manual outlines more requirements for scheduling MIS.

NOTE: MIS may not be used if the request has a POR or POD of MCWEST.NWMT, MCWEST.WAUW, MCWEST.YTP, OR MCWEST.YTW. As noted in the OASIS DC Tie Update posting, until further notice, Market Import Service (MIS) will not be allowed over the Miles City DC tie.

5.3.5 Request Type

Choose the appropriate transmission reservation request type, e.g., Original.

REFERENCE: OASIS Online Help (**Transmission Reservations > Transmission Reservation Entry Form**) provides detailed definitions of each request type.

5.3.6 Start/Stop Times

Enter a valid start and stop time for the request, based upon the timing requirements for the service type and increment.

REFERENCE: SPP Business Practice 1050, Types of Point to Point Transmission Service

Network TSRs follow the same start/stop time requirements as Point to Point TSRs.

Hourly TSRs may only be submitted for the Operating Horizon and must start and stop on the same calendar day.

NOTE: The Operating Horizon is the time frame for which hourly transmission service is offered. If the hourly TSR is submitted before 10:00 CPT the current day, the Operating Horizon is the remainder of the current day. If the hourly TSR is submitted after 10:00CPT, the Operating Horizon is the remainder of the current day and all hours of the following day.

5.3.7 MW

The amount of MW requested to be reserved for the duration of the reservation.

NOTE: The <u>Available Capacity</u> section of this manual provides information Transmission Customers may find helpful to determine capacity that may be available.

A multiple-period yearly Firm Transmission Service request may be submitted with a varying profile. All other multi-period requests will be required to have a constant profile.

REFERENCE: SPP Business Practice: 1700 Profiling Transmission Service

5.3.8 Comment

Comments are required when requesting:

a TSR that will be combined (Pancaked) with another TSR.

NOTE: See <u>Rules for Creating TSRs that are to be Combined (Pancaked)</u> for more information.

• a System Impact Study (SIS)

NOTE: See SIS for Short Term Transmission Service for more information.



5.4 Rules for DC Ties

SPP is the Transmission Service Provider for the ERCOT DC ties, the Miles City, Blackwater, Lamar, and Eddy ties. This means that SWPP is responsible for selling transmission "over" these ties and not just up to the tie.

SPP is the Transmission Service Provider for service "up to the tie" for the other DC ties connected to the SWPP Transmission footprint. The DC ties for which SWPP only sells service to the tie are: Rapid City East, Stegall, Sydney, and Saskatchewan.

NOTE: It is the responsibility of the Transmission Customer requesting service to know if the DC tie (for which SPP does not sell service "over" the tie) is in or out of service.

REFERENCE: Refer to SPP's OASIS (DC Ties Update link) for information about the status of DC ties.



REFERENCE: Refer to SPP Business Practice 1500 DC Ties for more information about reserving Transmission Service across a DC tie.

REFERENCE: SPP Business Practice 2100 Valid Reservation POR/POD

5.5 Rules for Creating TSRs that are to be Combined (Pancaked)

The SPP Business Practices outline specific rules for creating TSRs that are to be combined (pancaked) on the same Tag.

REFERENCE: SPP Business Practice 2350 Combining SPP Transmission Service Requests.

NOTE: Pancakes are not allowed for WAUW TSRs.

The Transmission Customer must specify a POR and POD for the OATT service that forms a contiguous path with other Transmission Service.

REFERENCE: SPP Business Practice 2100 Valid Reservation POR/POD

5.6 Rules for Procuring Network Service

SPP Transmission Customers who wish to procure Network Integration Network Service (NITS) should refer to the referenced Business Practice and OATT section for requirements.

REFERENCES:

SPP Business Practice 4050 Initial Application for Network Integration Transmission Service SPP OATT 29.2

6 Evaluation of a TSR

Submitted TSRs are initially validated by webTrans (an OATI application).

If a TSR does not meet minimum requirements, webTrans designates the TSR Invalid and the Customer is notified via the status change in OASIS. Invalid is a final state.

NOTE: Refer to <u>Monitor TSR Status</u> for more information about notifications and TSR status types.

Valid TSRs are further evaluated by SPP in accordance with the timing requirements outlined in the SPP OATT.

REFERENCE: SPP OATT Attachment P – Timing Requirements

TSRs are evaluated on a first-come, first-served basis, except TSRs received during the Simultaneous Submission Window as outlined in the SPP Business Practice.

REFERENCE: SPP Business Practice 2450 Allocation of Transmission Capacity for Requests Submitted During Simultaneous Submission Window

When SPP acts on the TSR, the TSR status is automatically updated and the Customer is notified via the status change in OASIS.

6.1 **Short Term TSRs**

Valid Short Term TSRs are evaluated and acted on (Accepted, Refused or Counteroffered) as follows:

- Hourly, daily, or weekly TSRs are evaluated and acted on by the SPP Tariff/Interchange Operator.
- Monthly TSRs will be evaluated and acted on by SPP Tariff Administration.

NOTE: Refer to <u>SIS for Short Term Transmission Service</u> for information regarding the evaluation of Short Term TSRs for which a System Impact Study has been requested.

6.2 Long Term (Yearly) TSRs

An Aggregate Transmission Service Study (ATSS) must be performed for requests for Long Term Transmission Service.

REFERENCES:

SPP Business Practice 2050 Transmission Service Request Response SPP OATT Attachment Z1 – Aggregate Transmission Study Procedures and Cost Allocation and Recovery for Service Upgrades

A Customer may choose to request Short Term Firm Transmission Service under the same terms while the aggregate facility study is pending.

REFERENCE: SPP Business Practice 2500 Interim Short Term Service during Extended Aggregate Study Delays

Upon completion of the study and evaluation by SPP Transmission Service Studies (TSS) group, SPP Tariff Administration will act on requests for Long Term Transmission Service as directed by the TSS group.

7 TSR Status

7.1 Monitor TSR Status

The OASIS Transmission Reservation Summary display allows Customers to monitor the status of their TSR(s).

REFERENCE: OASIS Online Help (**Transactions> Transmission Reservation**) provides detailed information about using the Reservation Summary.

Once SPP acts on the TSR, the TSR status is updated and the user is notified via OASIS.

NOTE: As part of the OASIS user set up process, Customers enter an email address and designate whether or not to receive Dynamic Notifications (automated emails with updates on TSR status changes).

7.1.1 <u>Accepted</u>

TSRs that pass evaluation, and for which all AFC (Available Flowgate Capability) and/or ATC (Available Transfer Capability) requested is available, will be accepted by the SPP. TSRs that were not submitted as Preconfirmed will be assigned the status of Accepted. The Customer may click **Confirm** to change the TSR status to Confirmed, or click **Withdraw** to change the TSR status to Withdrawn. Withdrawn is a final state.

NOTE: WAUW TSRs and TSRs for DC ties are evaluated based on ATC.

REFERENCES:

SPP OATT Attachment P – Timing Requirements SPP Business Practice 2200 Retraction of a Transmission Request

7.1.2 Counteroffered

TSRs that pass evaluation and for which partial AFC or ATC (Available Transfer Capability) requested is available will be assigned the status of Counteroffer. Regardless of whether or not the TSR was submitted as Preconfirmed, the Customer must take action on the TSR in OASIS.

REFERENCE: SPP Business Practice 2300 Partial Acceptance of a Transmission Request

The Customer may click **Confirm** to change the TSR status to Confirmed, or click **Withdraw** to change the TSR status to Withdrawn.

TSRs that pass evaluation and for which all AFC requested is available will be Accepted by SPP. TSRs that were submitted as Preconfirmed will transition to Confirmed status when SPP accepts the TSR.

TSRs with status of Accepted or Counteroffer will transition to Confirmed status, if the Customer takes the action to confirm the TSR.

7.1.3 Retracted

If the Customer does not change the status of an Accepted or Counteroffered TSR to Confirmed or Withdrawn within the timelines outlined in the SPP OATT (and as designated in the TSR's Response field in OASIS), the status is systematically changed to Retracted. Retracted is a final state.

REFERENCES:

SPP OATT Attachment P – Timing Requirements SPP Business Practice 2200 Retraction of a Transmission Request

7.1.4 Withdrawn

A final state assigned by the Customer in lieu of confirming a TSR with the status of Accepted or Counteroffered.

7.1.5 <u>Refused</u>

TSRs that do not pass evaluation or for which zero AFC or ATC is available will be refused by SPP and will be assigned the status of Refused. Refused is a final state.

NOTE: The <u>Available Capacity</u> section of this manual provides information Transmission Customers may find helpful when acquiring available MW capacity.

8 Available Capacity

Options are available, via OASIS, to assist Customers in determining capacity that may be available for procurement.

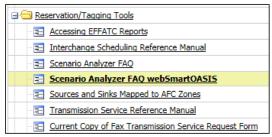
8.1 Scenario Analyzer

Customers may use Scenario Analyzer, an OASIS tool, to help determine the amount of availability MW capacity prior to submitting a TSR on OASIS.

REFERENCE: SPP Business Practice 1600 ATC Posting and Scenario Analyzer

Complete the following steps to access a tutorial on using Scenario Analyzer:

1 From the OASIS home page Documents section, click **Reservation / Tagging Tools** to expand selection criteria.



2 Click **Scenario Analyzer FAQ webSmartOASIS** to display the document.

8.2 Availability of Non-Firm Capacity

At 10:00 CPT each day, any Firm Transmission Service capacity that has been reserved for the next day, but not scheduled, is made available to be reserved on a Non-Firm basis.

8.3 SIS for Short Term Transmission Service

If there is no (or limited) ATC, as evidenced by TSRs that have been Refused or Counteroffered for lack of available capacity, Customers have the opportunity to request, obtain and pay for system impact studies that provide information about the system constraints that prohibit SPP's acceptance of the requested service and redispatch options that may alleviate those constraints.

NOTE: SIS may not be requested for hourly TSRs or for Non-Firm requests.

Customers may only request a System Impact Study (SIS) for Firm daily, weekly, or monthly Transmission Service, and can do so by noting the request for a study within the Customer Comments field of the Reservation Entry Form when creating the TSR.

REFERENCES:

SPP Business Practice 2050 Transmission Service Request Response SPP OATT, Attachment AC

Upon completion of the study and evaluation by SPP Transmission Service Studies (TSS) group, SPP Tariff Administration will act on the TSR as recommended by the TSS group.

9 Questions

Neither this manual, SPP System Operators, nor SPP Customer Relations Representatives will provide information such as specific service points/paths the Customer should use in order to receive or deliver Energy from/to SPP. The necessary information is available to the TC/MP on SPP's OASIS. As an RTO, SPP is not allowed to provide information that is more specific than the information publicly available on OASIS. SPP Staff may direct Customers to the applicable SPP Business Practices, which may be accessed as shown in Appendix B, as they pertain to procuring Transmission Service.

9.1 Real-Time Questions

For Real-Time questions, contact the SPP Tariff/Interchange Operators at (501) 614-3900.

9.2 **Scheduling Questions**

For questions about scheduling a Confirmed TSR, refer to the Interchange Scheduling Reference Manual.

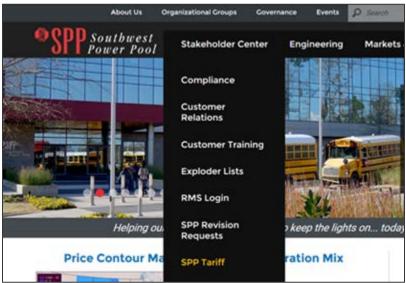
9.3 All Other Questions

For all other questions, including questions about this document, please submit a Request Management System (RMS) ticket. Access RMS at https://spprms.issuetrak.com/Login.asp.

Appendix A: Access the SPP OATT

Access the OATT from SPP.org

1 Click Stakeholder Center and then SPP Tariff.



2 In the screen that displays, double click **Tariff** to expand the listing.

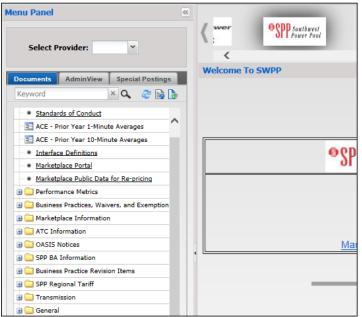


3 Click **Open Access Transmission Tariff** to display the OATT.



Access the OATT from SPP OASIS

1 From the OASIS home page Documents section, double click **SPP Regional Tariff** to expand selection criteria.



2 Click SPP Regional Open Access Transmission Tariff.



- 3 In the screen that displays, double click **Tariff** to expand the listing.
- 4 Click **Open Access Transmission Tariff** to display the OATT.

Appendix B: Access SPP Business Practices

Access the Business Practices from SPP.ORG

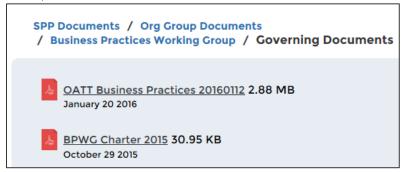
1 Click Organizational Groups.



- 2 Within the alphabetical list of Organizational Groups, click **Business Practices Working Group**.
- 3 Within the Document Groups section of the page that displays, click **Governing Documents**.

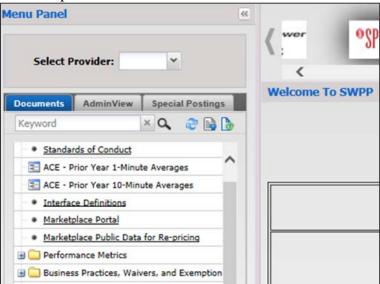


4 Within the results, click **OATT Business Practices**.

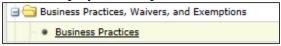


Access the Business Practices from SPP OASIS

1 From the OASIS home page Documents section, double click **Business Practices**, **Waivers**, and **Exemptions** to expand selection criteria.



2 Click **Business Practices** to display the complete set of Business Practices.



Appendix C: Access SPP Integrated Marketplace Protocols

Access the Integrated Marketplace Protocols from SPP.ORG

1 From SPP.Org, click **Organizational Groups**.



- 2 Within the alphabetical list of Organizational Groups, click **Market Working Group**.
- 3 Within the Document Groups section of the page that displays, click **MWG Reference Materials**.



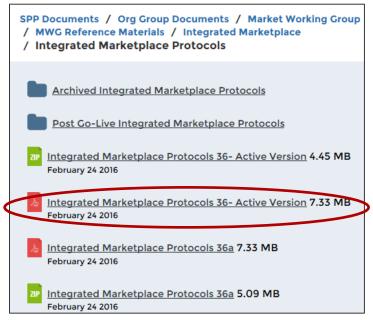
4 Within the results, click **Integrated Marketplace**.



Within the list of subfolders that displays, click **Integrated Marketplace Protocols**.

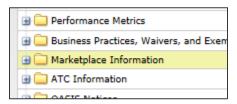


Within the list of documents that displays, click the active version of the Integrated Marketplace Protocols.



Access the Integrated Marketplace Protocols from SPP OASIS

1 From the OASIS home page Documents section, double click **Marketplace Information** to expand selection criteria.



2 Click Market Protocols.



3 Within the list of documents that displays, click the active version of the Integrated Marketplace Protocols.

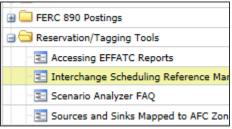
Appendix D: Access the Interchange Scheduling Reference Manual

Access the Interchange Scheduling Reference Manual from SPP OASIS:

1 From the OASIS home page Documents section, double click **Reservation /Tagging Tools** to expand selection criteria.



2 Click **Interchange Scheduling Reference Manual** to display the document.



Appendix E: Glossary

Accepted	OASIS status indicating that a non-preconfirmed TSR was accepted
Available Flowgate Capability (AFC)	As defined by NERC
Available Transfer Capability (ATC)	As defined by NERC
Balancing Authority	As defined by NERC
Confirmed	OASIS status indicating that the Customer Confirmed an Accepted or Counteroffered TSR, or that the Operator Accepted a preconfirmed TSR
Counteroffer	OASIS status indicating that the TSR was Accepted with less MW granted than requested
Day-Ahead	As defined in Market Protocols
Energy	As defined in Market Protocols
Firm Transmission Service	As defined by NERC
Integrated Marketplace	SPP Integrated Marketplace as defined in Market Protocols
Interchange Schedule	As defined by NERC
Invalid	OASIS status that indicates the TSR is an invalid request based on business rules or data requirements
Load Serving Entity	As defined by NERC
Long Term Transmission Service	Transmission Service with an increment of one year or longer
Market Participant (MP)	As defined in SPP Open Access Tariff
Market Protocols	As defined in SPP Open Access Tariff
NAESB	North American Energy Standards Board
Network Integration Transmission Service (NITS) or (Network Service)	As defined by NERC
Non-Firm Transmission Service	As defined by NERC
Open Access Same Time Information Service (OASIS)	As defined by NERC
Open Access Transmission Tariff (OATT)	As defined by NERC
Operating Day	As defined in Market Protocols
Original	Request type indicating a new reservation request
Point of Delivery (POD)	As defined by NERC
Point of Receipt (POR)	As defined by NERC
Point to Point (PTP) Transmission Service	As defined by NERC

Real-Time	As defined by NERC
Recall	TSR that reduces the capacity of a Confirmed TSR
Refused	OASIS status indicating that SPP refused a TSR due to lack of available capacity
Retracted	OASIS status indicating that the Customer failed to Confirm or Withdraw the TSR within the required time period
Short Term Transmission Service	Transmission Service with an increment of less than a year
Sink	As defined by NERC
Source	As defined by NERC
System Operator	As defined by NERC
Tag	Interchange Transaction Tag, as defined by NERC
Transmission Customer (Customer) (TC)	As defined by NERC
Transmission Service	As defined by NERC
Withdrawn	OASIS status assigned by the Customer at any point during the TSR evaluation, prior to TSR being Confirmed