

SPP User Guide for Submitting WIT Schedule Change Requests

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Business Owner: Daniel Baker
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Approved By:	
SME Signature (Lisa Carter)	Date

Approved By:	
Business Owner Signature	Date

REVISION CHART

Documents are reviewed annually and updated only as needed. Modifications are documented in the following chart.

Version	Revised By	Description of Modifications	Revision Date	Effective Date
1.0	SPP WIT Admin, Ashley Stringer	Original	09/23/2019	09/23/2019
2.0	Lisa Carter	Reformatted. Assigned document ID. Renamed from SPP WIT Users Guide to SPP User Guide for Submitting WIT Schedule Change Requests. Deleted the Emailing Ticket Information to Other Recipients section.	04/15/2025	04/15/2025

AUDIENCE

- | | | | | |
|---|---|---|--|----------------------------------|
| <input type="checkbox"/> BA Analyst | <input type="checkbox"/> Mgmt Ops | <input type="checkbox"/> Mgmt Markets | <input type="checkbox"/> SE | <input type="checkbox"/> SE West |
| <input type="checkbox"/> BC | <input type="checkbox"/> BC West | <input type="checkbox"/> Model Coordination | <input type="checkbox"/> Seams and AFC | |
| <input type="checkbox"/> DA | <input type="checkbox"/> OAPS | <input type="checkbox"/> SS | <input type="checkbox"/> SS West | |
| <input type="checkbox"/> East RC | <input type="checkbox"/> OIT | <input type="checkbox"/> Tech Analyst (URT) | | |
| <input type="checkbox"/> EMS MDI | <input type="checkbox"/> Ops Eng & Analysis Support | <input type="checkbox"/> INT Scheduling | | |
| <input checked="" type="checkbox"/> EXTERNAL | <input type="checkbox"/> Ops Planning | <input type="checkbox"/> WEIS | | |
| <input checked="" type="checkbox"/> FC | <input type="checkbox"/> OST | <input type="checkbox"/> West RC | | |
| <input type="checkbox"/> Mkt Support/Analysis | <input type="checkbox"/> OPS QC | <input type="checkbox"/> WRAP | | |
| <input type="checkbox"/> Mkt Coord. (RTP) | <input type="checkbox"/> RTBM | <input type="checkbox"/> IT FIRST | | |

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OVERVIEW

Background

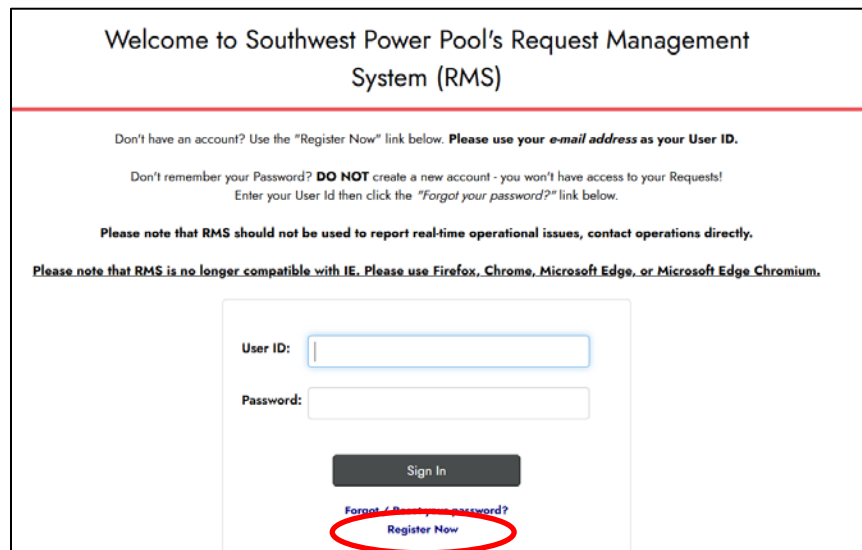
This document serves as a guide for SPP West (SPPW) BAs when submitting a WIT Schedule Change Request Form to the SPP Request Management System (RMS). The requested Schedule modifications indicated on the WIT Schedule Change Request Form must be approved (electronically signed and dated) by the appropriate entities of the schedule transaction. As a WIT BA Data Administrator (SPPW WIT BA Admin), SPP will make approved ATF Schedule modifications in WIT on behalf of the SPPW entity in accordance with all applicable WECC guidelines and criteria. ATF Schedule modifications for RC West BA entities are performed by the RC West WIT BA Admin which is currently the California ISO (CAISO).

User Requirements

For SPP to receive WIT Schedule Change Request Forms and general inquiries, SPPW BA entities will need to register for an RMS account. The appropriate Source BA or Sink BA for West BAs requesting Schedule modifications must approve and coordinate the submittal of the WIT Schedule Change Request Form.

Creating an RMS Account

1. Navigate to <https://spprms.issuetrak.com>
2. Select **Register Now**.



Welcome to Southwest Power Pool's Request Management System (RMS)

Don't have an account? Use the "Register Now" link below. **Please use your e-mail address as your User ID.**

Don't remember your Password? **DO NOT** create a new account - you won't have access to your Requests!
Enter your User Id then click the "Forgot your password?" link below.

Please note that RMS should not be used to report real-time operational issues, contact operations directly.

Please note that RMS is no longer compatible with IE. Please use Firefox, Chrome, Microsoft Edge, or Microsoft Edge Chromium.

User ID:

Password:

Sign In

[Forgot / Reset my password?](#)

[Register Now](#)

3. Fill in the required information, then click **Create My Account** when finished
4. You will receive an email to set up your password

NOTE: Please check your junk folder as this email is only good for one hour.

5. If you have issues with setting up an RMS account, please email CustomerRelations@spp.org

PROCESS FOR REQUESTING MODIFICATIONS TO WIT SCHEDULE

To request a WIT Schedule modification, download and complete the WIT Schedule Change Request Form. The requested schedule modification(s) must be approved (electronically signed and dated) by the Source BA, Sink BA, Intermediary BAs (Scheduling Entity - SE) and Transmission Provider(s) to the scheduled transaction. This form will then be submitted to RMS for processing by the SPPW WIT BA Admin.

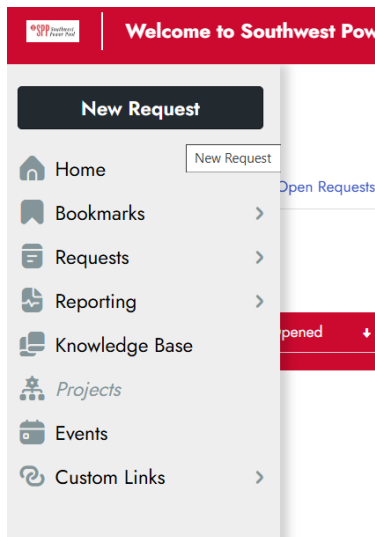
Complete a WIT Schedule Change Request Form

1. Download the current WIT Schedule Change Request Form at: <https://www.caiso.com/library/wecc-interchange-working-group-charter-procedures-forms>
2. Complete the entire form, then verify each applicable entity has signed and dated.

NOTE: The entity completing this form should submit it to their applicable WIT BA Admin. Requests for SPPW Schedule modifications should be submitted to the SPP RMS as described in section [Submit WIT Schedule Change Request Form to SPP RMS](#). If unsure which WIT BA Admin should receive the form, submit the form to the SPP RMS and the SPPW WIT BA Admin will notify the RC West WIT BA Admin of any Schedule modifications that are requested for RC West BA entities.

Submit WIT Schedule Change Request Form to SPP RMS

1. To submit a WIT Schedule Change Request Form, login to the RMS system at <https://spprms.issuetrak.com>
2. Click **New Request**.



3. In the **Submit Request** screen, select the following information for the line categories indicated:
 - a. **Request Template:** Submit Information
 - b. ***Subtype 1:** WIT Schedule Change

NOTE: Line categories that are auto populated or blank are submitted as is.

Submit Request

Request Template: ▼

* Subtype 1: ▼

4. Provide any relevant details regarding the submission in the **Full Description** window.
5. Select the **Include Attachment(s)...** check box (as indicated by red arrow below) for the option to attach the WIT Schedule Change Request Form. (The option to download the attachment is available after completing all steps.)

* Subject:

System Reference #:

* Full Description:
 File Edit View Insert Format Tools Table Quick Notes Tokens
 ↶ ↷ B I U A ▼ ▼ ...

Include Attachment(s) (upload screen will display on submit)

Tasks:

Task	Assigned To	Completed	Time
Task Manager			

6. Click **Submit Request**. (A request number will be assigned.)

NOTE: After submitting a request, **up to three attachments can be added at a time**. Steps can be repeated for adding more attachments or the Paperclip Icon can be selected to drag and drop the attachment.

7. Attach completed WIT Schedule Change Request Form(s)
8. Click **Save**

Attachments for Request #53906

To add attachments, first select files and then press Save.

Request #: 53906
Subject: WIT Schedule Change: TEST

Attachments:

Add Attachments

Filenames: No file chosen
 No file chosen
 No file chosen

SPP RMS Receives Request for WIT Schedule Modification

Once a request has been successfully submitted to the SPP RMS, the SPPW WIT Admin:

1. Receives an email notification.
2. Logs into the SPP RMS to review the request.
3. If the request is sent by the RC West WIT BA Admin (CAISO), the SPPW WIT Admin performs the appropriate Schedule modifications, notes actions as necessary to apprise involved entities of the status of the request and closes the request when modifications are completed.
4. If the request is not received from CAISO, SPPW WIT Admin notifies the CAISO Service Desk and forwards the attached WIT Schedule Change Request so that CAISO can perform any Schedule modifications that may involve RC West BA entities.