



NT TSR User Guide

Version 1
6/21/2022

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For more information on the types of submittals identified, refer to the applicable business practice or submit questions to tblresdesk@bpa.gov.

Table of Contents

- A. Access Requirements 2
- B. Time Zone Setting 2
- C. ORIGINAL TSR Submittal 2
- D. RENEWAL TSR Submittal 4
- E. New NITS Application Submittal 5
- F. New NITS Generation Submittal 8
- G. New NITS Resource Submittal 9
- H. New NITS DNR Submittal 11
- I. Create a Resource and DNR at the Same Time 13
- J. Customer Review of NITS Requests 14
- K. Add Additional NITS Agent(s) 15
- L. DNR Extension 16
- M. Temporary Undesignation 17
- N. Indefinite (Permanent) Undesignation 19
- O. Modify Resource (Extend Duration) 20
- P. Modify Resource (Terminate Resource) 21
- Q. SAMTS Designated NITS Resource (DNR) Submittal 22
- R. ACCEPTED Confirmation 25

A. Access Requirements

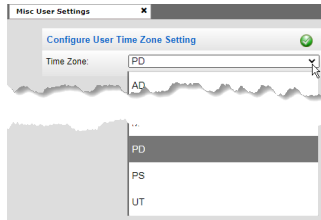
1. Customer must have an executed enabling Service Agreement with BPA.
2. Customer must have an active North American Energy Standards Board (NAESB) Electric Industry Registry (EIR) code.
3. Customer (or its Designated Agent) must have access to Open Access Same-Time Information System (OASIS).

B. Time Zone Setting

1. Verify the OASIS Time Zone is set correctly prior to submitting a request:
2. Access OASIS>My Settings>Misc User Settings.

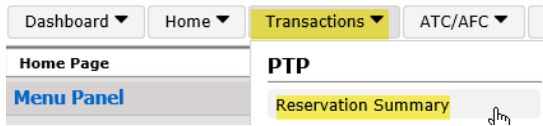


3. Select the applicable Time Zone:
 - a. PD = approximately early March through early November.
 - b. PS = approximately early November through early March.



C. ORIGINAL TSR Submittal

1. Refer to the [Requesting Transmission Service Business Practice](#) (Requesting BP) and the [Network Integration \(NT\) Transmission Service Business Practice](#) (NT BP) for policy information regarding Long-Term (LT) and Short-Term (ST) TSRs prior to submittal.
 - a. Refer to Section A through B for NT TSR submittal information.
 - b. Refer to Section D through G for NITS submittal information.
2. Access OASIS>Transactions>Reservation Summary.







3. Click the New TSR icon to open a New TSR screen.










4. Complete the following highlighted fields:

- a. Customer: Select Customer EIR code.
- b. Service Type: Select applicable service.
- c. Request Type: ORIGINAL
- d. Preconfirmed: Optional.
 - i. If Preconfirmed is checked, once BPA updates the OASIS status of the TSR to ACCEPTED, the Customer will not need to update the OASIS status to CONFIRMED, the OASIS status will automatically update to CONFIRMED.
 - ii. If Preconfirmed is not checked, once BPA updates the OASIS status of the TSR to ACCEPTED, the Customer will need to update the OASIS status to CONFIRMED.
- e. For SAMTS TSR refer to the PTP TSR User Guide.
- f. Source/Sink: Required for LTF TSR submittals.
- g. Entering the POR/POD first will reduce the options available for the Source/Sink.
- h. POR/POD: Required for all TSR submittals.
- i. Path: Leave blank.
- j. Start Time: Enter date/time in accordance with the Requesting BP, TSR Submittal Timelines.
- k. Stop Time: Enter date/time in accordance with the Requesting BP, TSR Submittal Timelines.
- l. MW: Refer to the NT BP to determine if the MW amount should reflect a 10 year flat peak demand, fixed flat demand, or profiled demand.
- m. Bid Price: Click Get Price to automatically populate field and click OK.
 - i. Field is required for TSR submittal.
 - ii. Price reflected does not necessarily reflect the price that will be billed.
 - iii. The Customer will be charged per the posted NT Rate Schedule.
- n. Sale Ref: The last five (5) digits of the Service Agreement 21TX-##### (example 21TX-12345).

- o. CG Status: Refer to Section N, SAMTS TSR Submittal, of the [PTP TSR User Guide](#).
 - p. Rollover Waived: Customer may select “Y” to waive Reservation Priority for LTF TSR submittals.
 - q. Status Notification: Enter email for TSR notification purposes.
 - r. Comments: Provides additional information regarding the TSR submittal.
 - i. Refer to the Requesting BP regarding Partial Service and Newpoint comments required at the time of submittal.
5. Click the Enter TSR icon .
6. Verify the information displayed is correct.
 - a. To make corrections, click the Back icon  to return to the New TSR screen.
 - b. Make the changes, and click the Enter TSR icon .
7. Click the Confirm TSR icon .
8. Note the Assign Ref number (TSR) generated by OASIS for tracking and documentation purposes.
9. Click OK

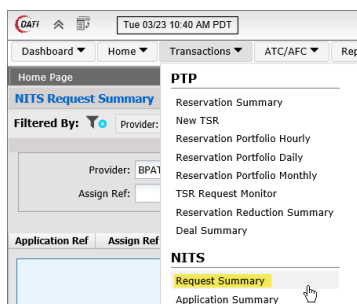
D. RENEWAL TSR Submittal

1. Refer to the Renewal of Transmission Service (Reservation Priority) Business Practice (Renewal BP) for full details prior to submittal.
2. Access OASIS>Transactions>Reservation Summary and click the Filter icon to filter for the Parent Reservation.

 - a. Assign Ref: Enter the Parent Reservation.
 - b. Click APPLY.
3. Click the Parent Reservation hyperlink to open the Transmission Reservation Detail screen.
4. Click the Renewal TSR icon  to open a New TSR form.
 - a. The New TSR form should automatically populate with the Parent Reservation information.
5. Update or verify the following fields:
 - a. Request Type: Defaults to RENEWAL.
 - b. Start Time: Enter date/time in accordance with the Requesting BP, TSR Submittal Timelines and the Renewal BP, Renewal Submittal Requirements.

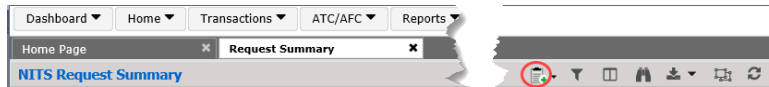
- c. Stop Time: Enter date/time in accordance with the Requesting BP, TSR Submittal Timelines and the Renewal BP, Renewal Submittal Requirements
 - i. A TSR retains Reservation Priority if the TSR is a duration at least five (5) years but no greater than 30 years from the Start Time.
 - ii. A TSR does not retain Reservation Priority if the TSR is a duration of one (1) year to four (4) years.
 - d. MW: Enter desired MW to renew; may either be less or equal to the Parent Reservation MW, but not greater than.
 - e. Related Ref: Auto-populated with the Parent Reservation.
 - f. Click Get Price button and click OK.
 - g. Rollover Waived: Customer may select “Y” to waive Reservation Priority for Renewal TSR that is five (5) years to 30 years.
 - h. Status Notification: Enter email for TSR notification purposes.
6. Service Type, Source/Sink, POR/POD, and Sale Ref fields should remain the same as the Parent Reservation.
7. Click the Enter TSR icon  to open the Confirm Entry of TSR window.
- a. If changes are correct, click the Submit TSR icon .
 - b. If edits are needed or an error occurs:
 - i. Click the Back icon  and correct.
 - ii. Click the Enter TSR icon  to verify information.
 - iii. Click Submit TSR icon .
8. Note the Assign Ref number (TSR) generated by OASIS for tracking and documentation purposes.
9. Click OK.

E. New NITS Application Submittal

- 1. Reference the Customer’s NT Service Agreement, Exhibit for contract duration.
- 2. Access OASIS>Transactions>NITS Request Summary

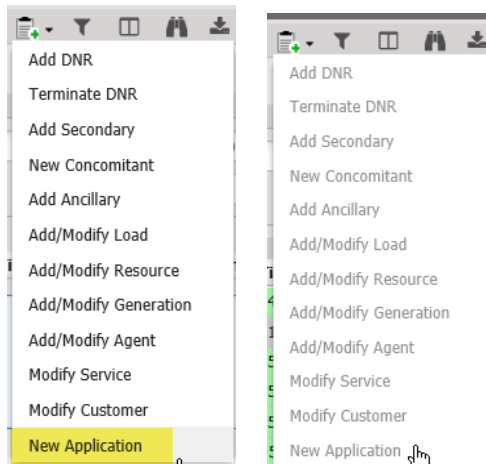


3. Click the New Request icon.



4. Select New Application from the drop down list to open the NewNITSApplication screen.

a. If drop down list is grayed out, the Customer will need to contact the Customer's on site OASIS Security Officer to update NITS permissions.



5. Complete the following highlighted fields:

The screenshot shows the 'NewNITSApplication' form. The form is divided into several sections: 'Request Information', 'NITS Service', and 'NITS Customer'. In the 'Request Information' section, the 'Provider' field is set to 'BPAT', 'Status' is 'PRESUBMITTED', and 'Preconfirmed' is 'YES'. In the 'NITS Service' section, the 'Application Name' field is highlighted. In the 'NITS Customer' section, the 'Customer Code', 'Customer Name', 'Status Notification' (set to 'mailto:'), 'Effective Start Time' (set to '03/24/2021 15:47:16'), 'Effective Stop Time' (set to 'Open Ended'), 'Attested' (set to 'YES'), and 'Transmission Owner' (set to 'YES') fields are highlighted.




a. Provider: Select BPAT.

b. Status: Select applicable option:

- i. PRESUBMITTED = Allows the Customer to review information prior to updating the status to QUEUED.
- ii. QUEUED = Does not allow the Customer to review information prior to QUEUED.

c. Preconfirmed: Select applicable option:

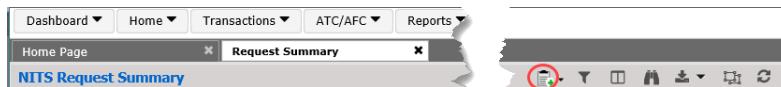
- i. YES = Once BPA updates the OASIS status of the NITS Application to COMPLETED, the NITS Application status will automatically update to CONFIRMED.
- ii. NO = The Customer will need to update the OASIS status of the NITS Application to CONFIRMED.

- d. Application Name: Enter a name to identify the Application.
 - i. A Suggested entry is the Customer's EIR Code followed by last five digits of the Customer's NT Service Agreement number (example: BPAT_12345).
 - e. Start Time: Click calendar icon , enter NT Service Agreement Commencement Date and Time at 00:00:00.
 - f. Verify time zone is reflected correctly per Section B.
 - g. Stop Time: Click calendar icon , enter NT Service Agreement Termination Date and Time at 00:00:00.
 - h. Verify time zone is reflected correctly per Section B.
 - i. Customer Code: Enter EIR Code.
 - j. Customer Name: Enter EIR Code Customer name.
 - k. Status Notification: Enter Customer's email address for notification purposes.
 - l. Effective Start Time: Defaults to the application submittal date.
 - m. Effective Stop Time: Defaults to Open Ended
 - n. Attested: YES (Required).
 - o. Attestor Name: Enter the Customer representative who is submitting the attestation (Required).
 - p. Attestation Submitter: The Customer representative who is submitting the attestation (Required).
 - q. Transmission Owner: Select YES
6. Right click the bottom of the NewNITSApplication screen to add a NITS Agent.
 7. Check the NITS Agent box to display the NITS Agent (Optional) section for entry.
 - a. Agent Code: Select the EIR Code of the NITS Agent that the Customer is allowing to submit NITS information on the Customer's behalf.
 - b. Agent Name: Enter Agent company name.
 - c. Status Notification: Enter Agent's email address for notification purposes.
 - d. Effective Start Time: Enter the date and time the agent will begin as the Customer's NITS Agent.
 - e. Effective Stop Time:
 - i. Defaults to Open Ended to allow the NITS Agent to be effective for the duration of the NITS Application.
 - ii. Enter date and time the agent ceases as the Customer's NITS Agent.
 8. Click the Enter Application icon .
 9. To add an additional NITS Agent refer to Section K.
 10. Note the NITS Application Ref number and the Assign Ref number generated by OASIS for tracking and documentation purposes.

11. Click OK.
12. If the NITS Application was submitted as PRESUBMITTED the Data Source query filter will need to have Presubmitted selected.
13. If the NITS Application was submitted as QUEUED the Data Source query filter will need to have Operational selected.

F. New NITS Generation Submittal


1. This submittal is only required if the Resource to be assigned is a Generator Resource.
2. Refer to the Customer's NT Service Agreement, Exhibit to identify Resources that are Generators. If not a Generator Resource, refer to Section G.
3. Return to the NITS Request Summary screen.
4. Click the New Request icon.



5. Select Add/Modify Generation from the drop down list to open the AddNITSGeneration screen.
6. Complete the following highlighted fields:

The screenshot shows the 'AddNITSGeneration' form. The 'Request Information' section has the following fields highlighted in yellow: 'Select a Provider' (BPAT), 'Application Ref.' (1379 BPSE-86464), 'Status' (PRESUBMITTED), and 'Preconfirmed' (YES). The 'NITS Generation Description' section has several fields highlighted in yellow: 'Generation Name' (with an asterisk icon), 'Gen Operator', 'Gen Normal Capacity', 'Effective Start Time', 'Gen Group', 'Gen Share', 'Gen Elig Capacity', 'Effective Stop Time', 'Gen Area', 'Gen Min Capacity', 'Gen Max Capacity', 'Gen Var Leading', and 'Gen Var Lagging'. A 'New Generation' dialog box is open at the bottom, with the 'Generation Name' field highlighted in yellow.

- a. Select Provider: Select BPAT.
- b. Application Ref: Select Application Ref number noted in Section E.8.
- c. Status: Select the same option as the NITS Application in Section E.4.b, if submitted at the same time as the NITS Application.
- d. Preconfirmed: Select the same option as the NITS Application in Section E.4.c, if submitted at the same time as the NITS Application.
- e. Generation Name: Click the asterisk, enter Generator name, and click Submit.
 - i. Generation Name must not be the same as one already created for the NITS Application.

- f. Gen Group: Leave blank.
 - g. Gen Area: Enter a registered [Balancing Authority Area \(BAA\) code](#) per the WECC Western Interconnection Balancing Authorities map or its successor, where the Generator is located.
 - h. Gen Location: Enter the location of the Generator (can be city/state or county).
 - i. Gen Operator: Enter the EIR Code of the Generator Operator.
 - j. Gen Share: Obtain this information from the Gen Operator/Gen Owner.
 - k. Gen Min Capacity: Obtain this information from the Gen Operator/Gen Owner.
 - l. Gen Max Capacity: Obtain this information from the Gen Operator/Gen Owner.
 - m. Gen Normal Capacity: Must be less than Max Capacity. Obtain this information from the Gen Operator/Gen Owner.
 - n. Gen Elig Capacity: Obtain this information from the Gen Operator/Gen Owner.
 - o. Gen Var Leading: Obtain this information from the Gen Operator or Gen Owner.
 - p. Gen Var Lagging: Obtain this information from the Gen Operator/Gen Owner.
 - q. Effective Start Time: Enter the start time of the Generation Resource (cannot be earlier than the NITS Application Start Time).
 - r. Effective Stop Time:
 - i. Can be Open Ended to allow for the Generation Resource to be active the duration of the NITS Application.
 - ii. Enter the stop time of the Generation Resource if prior to the stop time of the NITS Application (cannot be past the NITS Application stop date).
7. Click the Add New Generation icon 
 8. Note the New Generation Assign Ref number tracking and documentation purposes.
 9. Click OK.

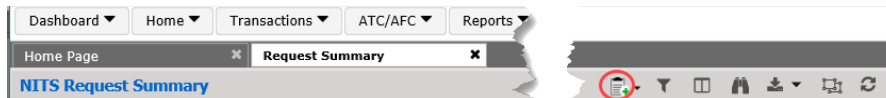
G. New NITS Resource Submittal

1. Refer to the Customer's NT Service Agreement, Exhibit for the Resource NT TSRs.
 - a. Behind the Meter Resources do not have a corresponding TSR, but are required to be submitted as a designated Resource.

2. Access OASIS>Base Data>Service Point Summary to determine if the Point of Receipt (POR) of the Resource is INTERNAL to BPA or EXTERNAL to BPA.

Provider	Point Name	Is POR	Is POD	Is Anc	Area	Location	Zone	Path Requirement
BPAT	ALBANY12PAC	NO	YES	NO		EXTERNAL	200	BPAT
BPAT	ALBANYMINES	NO	YES	NO		INTERNAL	20	
BPAT	ALCOAINTALCO	YES	YES	NO		INTERNAL	20	
BPAT	ALCOATROUTDL	NO	YES	NO		INTERNAL	20	

3. Return to the NITS Request Summary screen.
4. Click the New Request icon.



5. Select Add/Modify Resource from the drop down list to open the AddNITSResource screen.
6. Complete the following highlighted fields:

Request Information

Select a Provider: **BPAT** Application Ref: **1379BPSE-6644** Status: **PRESUBMITTED** Preconfirmed: **YES**

NITS Resource Description

Resource Name: * **[highlighted]** Resource Class: **[highlighted]** Resource Type: **[highlighted]** Forecast Method: **[highlighted]**


Source Area: **[highlighted]** Title Area: **[highlighted]** Resource Description: **[highlighted]**

Effective Start Time: **03/23/2022 00:00:00** PD Effective Stop Time: **03/31/2024 00:00:00** PS

New Resource

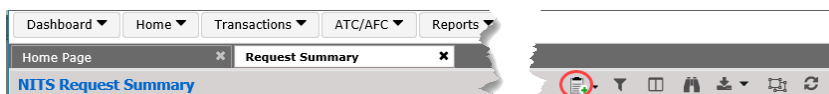
Enter New Resource: **[highlighted]**

- a. Select Provider: Select BPAT.
- b. Application Ref: Select Application Ref number noted in Section E.8.
- c. Status: Select the same option as the NITS Application in Section E.4.b, if submitted at the same time as the NITS Application.
- d. Preconfirmed: Select the same option as the NITS Application in Section E.4.c, if submitted at the same time as the NITS Application.
- e. Resource Name: Click the asterisk, enter resource name, and click Submit.
- f. Resource Name must not be the same as one already created for the NITS Application.
- g. Resource Class:
 - i. Select ON_SYSTEM if the POR is internal to BPA.
 - ii. Select OFF_SYTEM if the POR is external to BPA.
- h. Resource Type:
 - i. Select GENERATION, if the resource type is a Generator and was submitted in Section F.
 - ii. Select EXECUTED_PPA.

- iii. Only select CONTINGENT_PPA if the resource is truly contingent on some activity.
 - i. Forecast Method: Select OFF_OASIS.
 - i. Forecast Method is not submitted ON_OASIS at this time.
 - j. Source Area:
 - i. If the Resource Class is ON_SYTEM, enter BPAT.
 - ii. If the Resource Class is OFF_SYSTEM, enter the external [BAA code](#).
 - k. Title Area: Enter the [BAA code](#) where title is taken for the Resource.
 - i. Enter BPAT if the resource is internal to BPA.
 - ii. Enter the BAA code if the resource is external to BPA (such as a Behind the Meter Resource).
 - l. Effective Start Time: Enter the start time of the Resource (cannot be earlier than the NITS Application Start Time).
 - m. Effective Stop Time:
 - i. Can be “Open Ended” to allow for the Resource to be active the duration of the NITS Application.
 - ii. Enter the stop time of the Resource if prior to the stop time of the NITS Application (cannot be past the NITS Application stop date).
7. Click the Enter Resource icon .
 8. Note the New Resource Assign Ref number for tracking and documentation purposes.
 9. Click OK.

H. New NITS DNR Submittal

1. NITS DNR requests are required for both Short-Term and Long-Term NT TSRs.
2. Return to the NITS Request Summary screen.
3. Click the New Request icon.



4. Select Add DNR from the drop down list to open the AddNITS DNREntry screen.
5. Complete the following highlighted fields:

The screenshot shows the 'AddNITS DNREntry' form. The 'Request Information' section has highlighted fields for 'Provider' (BPAT), 'Application Ref' (1179BPSE 96464), 'Status' (PRESUBMITTED), and 'Preconfirmed' (YES). The 'NITS Resource Designation' section has highlighted fields for 'Resource Name', 'DNR Action', 'POR', 'Source', 'Posting Ref', 'Sale Ref', 'Request Ref', 'Deal Ref', 'Attested' (YES), and 'Attestor Name'. The 'DNR Attestation' section contains a text area with a scroll bar and a 'CG Status' field.


- a. Select Provider: Select BPAT.
- b. Application Ref: Select Application Ref number noted in Section E.8.
- c. Status: Select the same option as the NITS Application in Section E.4.b, if submitted at the same time as the NITS Application.
- d. Preconfirmed: Select the same option as the NITS Application in Section E.4.c, if submitted at the same time as the NITS Application.
- e. Customer Comment:
 - i. Enter additional Request Ref(s), if applicable.
 - ii. Provide DNR comment(s) as required by the NT BP, if applicable.
- f. Resource Name: Selecting or creating a name will open a NITS Resource Capacity section to complete.
 - i. Select a resource that was already created in Section G; or
- g. DNR Action: Select DESIGNATION.
- h. POR: Select the same POR as the NT TSR POR.
- i. Sale Ref: Enter the last five (5) digits of the NT Service Agreement (example 21TX-12345).
- j. Request Ref: Enter the NT TSR Assign Ref.
 - i. If the DNR involves multiple NT TSRs, enter additional NT TSR Assign Refs in the Customer Comments field.
- k. Attested: YES (Required).
- l. Attestor Name: Enter the Customer representative who is submitting the attestation (Required).
- m. Attestation Submitter: The Customer representative who is submitting the attestation (Required).



6. Complete the following NITS Resource Capacity highlighted sections:




- a. Start Time: Enter the same start time as the earliest NT TSR for this Resource.
- b. Stop Time: Enter the same stop time as the latest NT TSR for this Resource.
- c. MW: Enter the MW of the NT TSR.
 - i. If needed, profile the DNR to match the profile of the NT TSR.
- d. Gen Name: Select the Generation Name created in Section F, if applicable.

7. Click the Enter NITS DNR icon .





- a. If edits are needed or an error occurs, click the back arrow icon :
 - i. Correct error.

- ii. Click the Enter NITS DNR icon  to verify information.
 - iii. Click Confirm AddNITS DNR icon .
8. Note the New DNR Assign Ref number for tracking and documentation purposes.
 9. Click OK.

I. Create a Resource and DNR at the Same Time

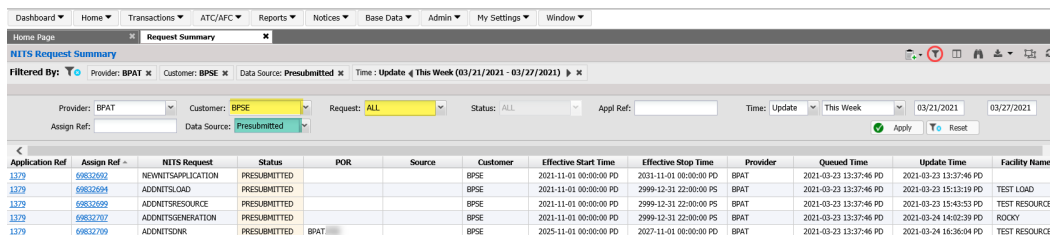
1. Access OASIS>Transactions>Request Summary.
2. Click the New Request icon  and select Add DNR.
3. Complete the following highlighted fields:

- a. Select Provider: Select BPAT.
- b. Application Ref: Select the Customer's Application Ref number.
- c. Status: Select QUEUED or PRESUBMITTED
- d. Preconfirmed: Select YES or NO.
- e. Customer Comment:
 - i. Enter additional Request Ref(s), if applicable.
 - ii. Provide DNR comments as required by the NT BP, if applicable.
- f. Resource Name: Click the asterisk and enter a new Resource Name.
 - i. Cannot be one previously created in Section H.
- g. DNR Action: Select DESIGNATION.
- h. POR: Select the same POR as the NT TSR POR.
- i. Sale Ref: Enter the last five (5) digits of the NT Service Agreement (example 21TX-12345).
- j. Request Ref: Enter the NT TSR Assign Ref.
 - i. If the DNR involves multiple NT TSRs, enter additional NT TSR Assign Refs in the Customer Comments field.

- k. Attested: YES (Required).
 - l. Attestor Name: Enter the Customer representative who is submitting the attestation (Required).
 - m. Attestation Submitter: he Customer representative who is submitting the attestation (Required).
 - n. Start Time: Enter the same start time as the earliest NT TSR for this Resource.
 - o. Stop Time: Enter the same stop time as the latest NT TSR for this Resource.
 - p. MW: Enter the MW of the NT TSR.
 - i. If needed, profile the DNR to match the profile of the NT TSR.
 - q. Gen Name: Select the Generation Name created in Section F, if applicable.
 - r. Resource Class: Select applicable class.
 - s. Resource Type: Select applicable type.
 - t. Forecast Method: Must be OFF_OASIS.
 - u. Source Area: Enter BPAT or the external [BAA code](#).
 - v. Title Area: Enter BPAT or the external [BAA code](#).
4. Click the Enter NITS DNR icon .
- a. If edits are needed or an error occurs, click the back arrow icon  :
 - i. Correct error.
 - ii. Click the Enter NITS DNR icon  to verify information.
 - iii. Click Confirm AddNITSDNR icon .
5. Note the New DNR Assign Ref number for tracking and documentation purposes.
6. Click OK.

J. Customer Review of NITS Requests

1. Return to the NITS Request Summary screen.
2. Click the Filter icon to filter for the Presubmitted NITS Requests.



Application Ref	Assign Ref	NITS Request	Status	POR	Source	Customer	Effective Start Time	Effective Stop Time	Provider	Queued Time	Update Time	Facility Name
1379	69632692	NEVNTSAPPLICATION	PRESUBMITTED			BPSE	2021-11-01 00:00:00 PD	2021-11-01 00:00:00 PD	BPAT	2021-03-23 13:37:46 PD	2021-03-23 13:37:46 PD	
1379	69632694	ADNITSLOAD	PRESUBMITTED			BPSE	2021-11-01 00:00:00 PD	2999-12-31 22:00:00 PS	BPAT	2021-03-23 13:37:46 PD	2021-03-23 15:13:19 PD	TEST LOAD
1379	69632696	ADNITSSOURCE	PRESUBMITTED			BPSE	2021-11-01 00:00:00 PD	2999-12-31 22:00:00 PS	BPAT	2021-03-23 13:37:46 PD	2021-03-23 15:43:53 PD	TEST RESOURCE
1379	69632702	ADNITSGENERATION	PRESUBMITTED			BPSE	2021-11-01 00:00:00 PD	2999-12-31 22:00:00 PS	BPAT	2021-03-23 13:37:46 PD	2021-03-24 14:02:39 PD	ROCKY
1379	69632709	ADNITSDNR	PRESUBMITTED	BPAT		BPSE	2025-11-01 00:00:00 PD	2027-11-01 00:00:00 PD	BPAT	2021-03-23 13:37:46 PD	2021-03-24 16:36:04 PD	TEST RESOURCE

3. Select the Assign Ref hyperlink to open the request and review the information for accuracy.

- a. If updates are needed, click the Edit icon



- b. Update information and click the Submit icon .


- c. The NITS Request can be deleted at this point and resubmitted, if needed.


4. Repeat review for each NITS Request.
5. Click the NEWNITSAPPLICATION Assign Ref hyperlink after reviews are completed and click the QUEUED icon to update the status of the NITS Requests.




6. Click OK and click OK again.
7. Return to the NITS Request Summary screen.
 - a. Change the Data Source filter from Presubmitted to Operational.
 - i. NITS Application status should now show as QUEUED and the additional NITS Requests status should show as COMPLETED.
 - ii. If a NITS Request shows a status of DEFICIENT, click on the hyperlink to view the error in the Status Comment section.
 - iii. Edit to correct the error and submit.
 - iv. If error is corrected, it will now show as COMPLETED.
 - v. At this time the Customer may WITHDRAW the NITS Request and resubmit as needed.
8. BPA will update the NITS Application to COMPLETED and all the NITS Requests status will update to CONFIRMED.

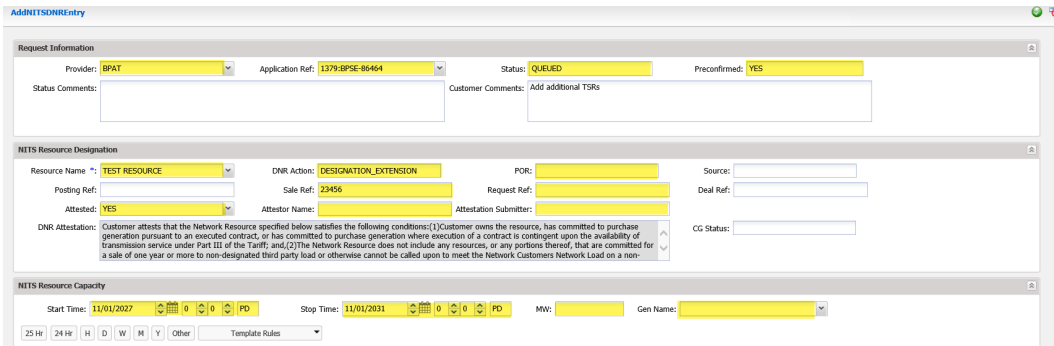
K. Add Additional NITS Agent(s)

1. After all NITS Requests are CONFIRMED, additional NITS Agents can be added.
2. Return to the NITS Request Summary screen.
3. Click the New Request icon  and select Add/Modify Agent and enter the following:
 - a. Provider: Select BPAT
 - b. Application Ref: Select the
 - c. Application Ref: Select Application Ref number noted in Section E.8.
 - d. Status: Select QUEUED.
 - e. Preconfirmed: Select YES.
 - f. Agent Code: Select the NITS Agent code.
 - g. Agent Name: Enter the NITS Agent company name.
 - h. Status Notification: Enter NITS Agent's email address for notification purposes.

- i. Effective Start Time: Enter the date the NITS Agent will be able to submit NITS Requests on the Customer's behalf.
 - j. Effective Stop Time:
 - i. Defaults to "Open Ended" to allow the NITS Agent to be effective for the duration of the NITS Application.
 - ii. Enter date and time the agent ceases as the Customer's NITS Agent.
4. Click the Enter Application icon .
 5. Note the NITS Agent Ref number tracking and documentation purposes.
 6. BPA will update the OASIS status of the NITS Agent Request to COMPLETED and the request status will automatically update to CONFIRMED.





L. DNR Extension

1. To extend a CONFIRMED DNR for a year or longer.
2. Access OASIS>Transactions>NITS Request Summary.
3. Filter for the DNR Assign Ref.
4. Click the New Request icon  and select Add DNR to open the AddNITSDNREntry screen.
5. Complete the following highlighted fields:




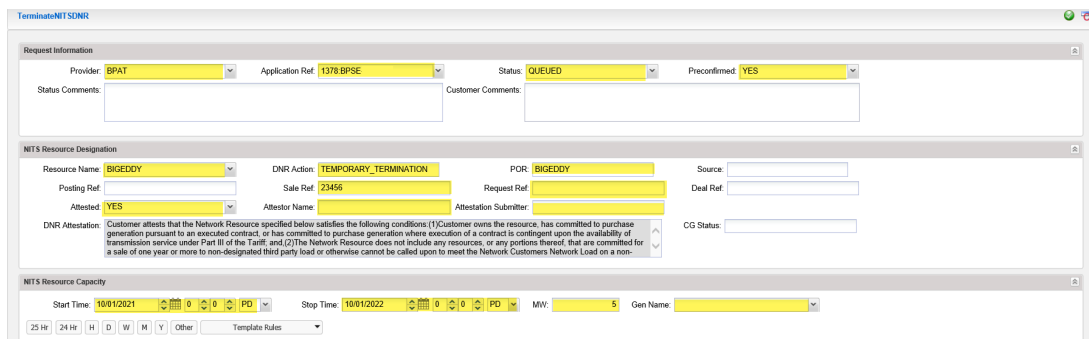
The screenshot shows the 'AddNITSDNREntry' form with several fields highlighted in yellow. The 'Request Information' section includes Provider (BPAT), Application Ref (1379-BPSE-86464), Status (QUEUED), and Preconfirmed (YES). The 'NITS Resource Designation' section includes Resource Name (TEST RESOURCE), DNR Action (DESIGNATION_EXTENSION), POR, Source, Posting Ref, Sale Ref (22455), Request Ref, Deal Ref, Attested (YES), Attestor Name, and Attestation Submitter. The 'NITS Resource Capacity' section includes Start Time (11/01/2027), Stop Time (11/01/2031), MW, and Gen Name.

- a. Select Provider: Select BPAT.
- b. Application Ref: Select the Customer's Application Ref number.
- c. Status: Select QUEUED:
- d. Preconfirmed: Select YES.
- e. Resource Name: Select the Resource that is being extended.
- f. DNR Action: Select DESIGNATION_EXTENSION.
- g. POR: Select the same POR as the NT TSR POR.
- h. Sale Ref: Enter the last five (5) digits of the NT Service Agreement (example 21TX-12345).

- i. Request Ref: Enter the NT TSR Assign Ref.
 - i. If the DNR involves multiple NT TSRs, enter additional NT TSR Assign Refs in the Customer Comments field.
 - j. Attested: YES (Required).
 - k. Attestor Name: Enter the Customer representative who is submitting the attestation (Required).
 - l. Attestation Submitter: he Customer representative who is submitting the attestation (Required).
 - m. Start Time: Enter the start time of the extension period.
 - n. Stop Time: Enter the stop time extension period.
 - o. MW: Enter the MW of the NT TSR.
 - i. If needed, profile the DNR to match the profile of the NT TSR.
 - p. Gen Name: Select the Generation Name, if applicable.
6. Click the Enter NITS DNR icon .
 - a. If edits are needed or an error occurs, click the back arrow icon :
 - i. Correct error.
 - ii. Click the Enter NITS DNR icon  to verify information.
 - iii. Click Confirm AddNITS DNR icon .
 7. Note the New DNR Assign Ref number for tracking and documentation purposes.
 8. Click OK.

M. Temporary Undesignation

1. Access OASIS>Transactions>NITS Request Summary.
2. Click the New Request icon  and select Terminate DNR to open the TerminateNITSDNR screen.
3. Complete the following highlighted fields:



Request Information

Provider: **BPAT** Application Ref: **1378 BPSE** Status: **QUEUED** Preconfirmed: **YES**

Status Comments: Customer Comments:

NITS Resource Designation

Resource Name: **BIGEDDY** DNR Action: **TEMPORARY_TERMINATION** POR: **BIGEDDY** Source:

Posting Ref: Sale Ref: **23456** Request Ref: Deal Ref:

Attested: **YES** Attestor Name: Attestation Submitter:





DNR Attestation: Customer attests that the Network Resource specified below satisfies the following conditions: (1) Customer owns the resource, has committed to purchase generation pursuant to an executed contract, or has committed to purchase generation where execution of a contract is contingent upon the availability of transmission service under Part III of the Tariff; and (2) The Network Resource does not include any resources, or any portions thereof, that are committed for a sale of one year or more to non-designated third party load or otherwise cannot be called upon to meet the Network Customers Network Load on a non-

CG Status:


NITS Resource Capacity

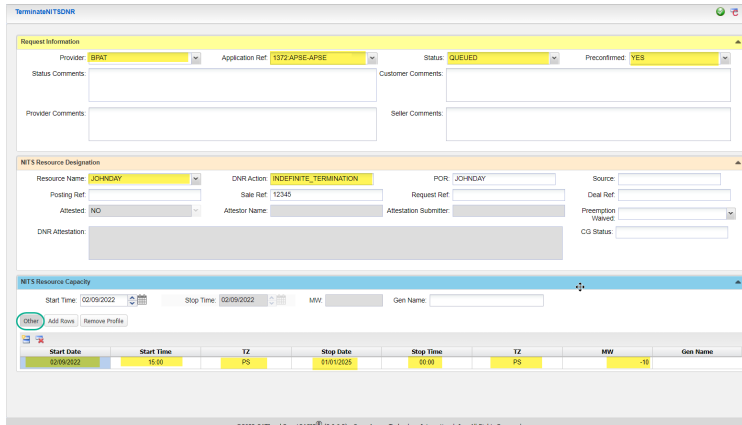
Start Time: **10/01/2021** Stop Time: **10/01/2022** MW: **5** Gen Name:


25 Hr | 24 Hr | H | D | W | M | Y | Other | Template Rules






- a. Select Provider: Select BPAT.
 - b. Application Ref: Select the Customer's Application Ref.
 - c. Status: Select PRESUBMITTED or QUEUED.
 - d. Preconfirmed: Select YES or NO.
 - e. Resource Name: Select the Resource that is being temporarily undesignation.
 - f. DNR Action: Select TEMPORARY_TERMINATION.
 - g. POR: Select the same POR as the NT TSR POR.
 - h. Sale Ref: Enter the last five (5) digits of the NT Service Agreement (example 21TX-12345).
 - i. Request Ref: Enter the NT TSR Assign Ref.
 - i. If the DNR involves multiple NT TSRs, enter additional NT TSR Assign Refs in the Customer Comments field.
 - j. Attested: YES (Required).
 - k. Attestor Name: Enter the Customer representative who is submitting the attestation (Required).
 - l. Attestation Submitter: he Customer representative who is submitting the attestation (Required).
 - m. Start Time: Enter the start time of the temporary undesignation period.
 - n. Stop Time: Enter the stop time temporary undesignation period.
 - o. MW: Enter the MW of the NT TSR.
 - i. Profile the DNR to match the profile of the NT TSR
 - ii. MW value must be entered as a negative value or zero to match the profiled TSR.
 - p. Gen Name: Select the Generation Name, if applicable.
4. Click the Enter TerminateNITSDNR icon .
- a. If edits are needed or an error occurs, click the back arrow icon :
 - i. Correct error.
 - ii. Click the Enter TerminateNITSDNR icon  to verify information.
 - iii. Click Confirm TerminateNITSDNR icon .
5. Note the New DNR Assign Ref number for tracking and documentation purposes.
6. Click OK.
7. BPA will update the OASIS status of the NITS Agent Request to COMPLETED and the request status will automatically update to CONFIRMED.

N. Indefinite (Permanent) Undesignation


1. Access OASIS>Transactions>NITS Request Summary.
2. Click the New Request icon  and select Terminate DNR to open the TerminateNITSDNR screen.
3. Complete the following highlighted fields:

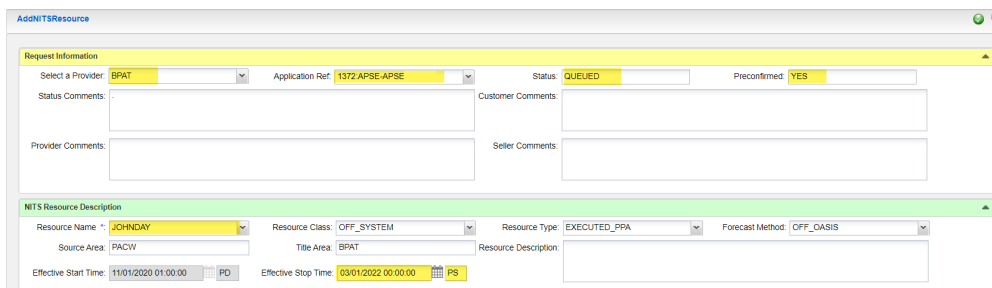


- a. Select Provider: Select BPAT.
 - b. Application Ref: Select the Customer's Application Ref.
 - c. Status: Select QUEUED:
 - d. Preconfirmed: Select YES.
 - e. Resource Name: Select the Resource that is being permanently undesignation.
 - f. DNR Action: Select INDEFINITE_TERMINATION.
 - g. POR: Select the same POR as the NT TSR POR.
 - h. Sale Ref: Enter the last five (5) digits of the NT Service Agreement (example 21TX-12345).
 - i. Request Ref: Enter the NT TSR Assign Ref.
 - i. If the DNR involves multiple NT TSRs, enter additional NT TSR Assign Refs in the Customer Comments field.
 - j. Attested: Attestation not required for permanent undesignations.
 - k. Attestor Name: Not required for permanent undesignations.
 - l. Attestation Submitter: Not required for permanent undesignations.
4. Click .
 5. Click into field under Start Date, it will auto-populate with submittal date and time
 - a. Start Time: Enter the start time of the permanent undesignation period if different from auto-populated date.
 - b. Stop Date: Enter stop date of NT TSR stop date.





- c. Stop Time: Enter 00:00
 - d. TZ: Select applicable time zone.
 - e. MW: Enter the MW of the NT TSR.
 - i. Profile the DNR to match the profile of the NT TSR
 - ii. MW value must be entered as a negative value or zero to match the profiled TSR.
 - f. Gen Name: Select the Generation Name, if applicable.
6. Delete blank rows:
- a. Click into Start Date field.
 - b. Click delete icon .
 - c. Repeat for each blank row.
7. Click the Confirm TerminateNITSDNR icon .
- a. If edits are needed or an error occurs, click the back arrow icon :
 - i. Correct error.
 - ii. Click the Enter TerminateNITSDNR icon  to verify information.
 - iii. Click Confirm TerminateNITSDNR icon .
8. Note the New DNR Assign Ref number for tracking and documentation purposes.
9. Click OK.

O. Modify Resource (Extend Duration)


1. Access OASIS>Transactions>NITS Request Summary.
2. Click the New Request icon  and select Add/Modify Resource to open the AddNITSResource screen.
3. Complete the following highlighted fields:

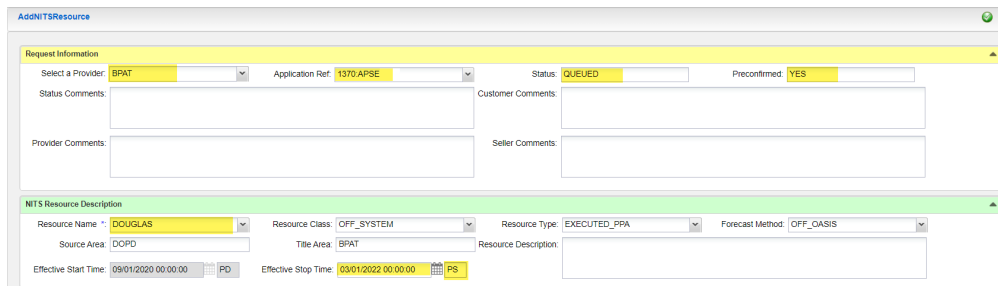


- a. Select Provider: Select BPAT.
- b. Application Ref: Select the Customer's Application Ref.
- c. Status: Select PRESUBMITTED or QUEUED.

- d. Preconfirmed: Select YES or NO.
 - e. Resource Name: Select the resource that is being extended.
 - f. Effective Stop Time: Click calendar icon and select the new stop date/time of the extension for the resources.
4. Click into the blank field to the right of calendar icon and select the applicable time zone.
 5. Click the Enter Resource icon .
 - a. If edits are needed or an error occurs, click the back arrow icon :
 - i. Correct error.
 - ii. Click the Enter Resource icon  to verify information.
 - iii. Click Enter Resource icon .
 6. Note the New Resource Assign Ref number for tracking and documentation purposes.
 7. Click OK.





P. Modify Resource (Terminate Resource)

1. Access OASIS>Transactions>NITS Request Summary.
2. Click the New Request icon  and select Add/Modify Resource to open the AddNITSResource screen.
3. Complete the following highlighted fields:




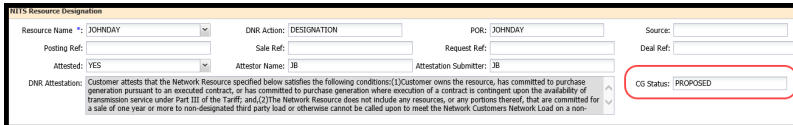
The screenshot shows the 'AddNITSResource' window with two main sections highlighted in yellow and green. The 'Request Information' section (yellow) includes fields for 'Select a Provider' (BPAT), 'Application Ref' (1370 APSE), 'Status' (QUEUED), and 'Preconfirmed' (YES). The 'NITS Resource Description' section (green) includes fields for 'Resource Name' (DOUGLAS), 'Resource Class' (OFF_SYSTEM), 'Resource Type' (EXECUTED_PPA), 'Forecast Method' (OFF_OASIS), 'Source Area' (DOPD), 'Title Area' (BPAT), 'Effective Start Time' (09/01/2020 00:00:00), and 'Effective Stop Time' (03/01/2022 00:00:00).

- a. Select Provider: Select BPAT.
 - b. Application Ref: Select the Customer's Application Ref.
 - c. Status: Select PRESUBMITTED or QUEUED.
 - d. Preconfirmed: Select YES or NO.
 - e. Resource Name: Select the resource that is being terminated.
 - f. Effective Stop Time: Click calendar icon and select the stop date/time of the termination of the resource.
4. Click blank field to right of calendar icon and select the applicable time zone.

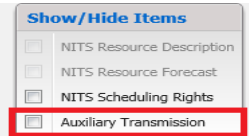
5. Click the Enter Resource icon .
 - a. If edits are needed or an error occurs, click the back arrow icon  :
 - i. Correct error.
 - ii. Click the Enter Resource icon  to verify information.
 - iii. Click Enter Resource icon .
6. Note the New Resource Assign Ref number for tracking and documentation purposes.
7. Click OK.

Q. SAMTS Designated NITS Resource (DNR) Submittal

1. Access OASIS>Transactions>NITS>Request Summary.
2. From the NITS Request Summary screen, click the dropdown next to the New Request icon  and select Add DNR.
3. Select the Provider, Application Ref, and Resource Name that requires the DNR for upstream transmission.
4. Refer to the Network Integration (NT) Transmission Service for full details.
5. Refer to the NT TSR Procedures document for NITS Resource Designation submittal steps plus the required parameters below.
 - a. Preconfirmed: YES.
 - b. CG Status: PROPOSED must be selected at the time of submittal, it cannot be updated after submittal.
 - i. This status notifies BPA that the request is part of a SAMTS group.



6. Right-click within the NITS Resource Name/Resource Capacity section DNR screen to display the following dialog box.



7. Click the Auxiliary Transmission checkbox to display the Auxiliary Transmission section of the DNR and populate the following fields.
 - a. (CR) TP: Select BPAT if not auto-populated. Customer may select “Other” and manually enter the TP’s acronym.
 - b. (CR) Assignment Ref: Select the applicable request/reservation.
 - c. (CR) Service Increment: Select applicable increment.

- d. (CR) TS Class: Select applicable class.
- e. (CR) TS Type: Select applicable type.
- f. (CR) Disposition:
 - i. Select PENDING if entering a DNR or TSR that is part of a CG on another TP's system.
 - ii. Select CONFIRMED if including an existing DNR or TSR as part of the CG. This option will not be available when the CR TSR is ATTESTED.

CR Provider	CR AssignmentRef	CR ServiceIncrement	CR TSClass	CR TSType	CR Disposition	CR Disposition Time	TZ
BPAT	69822788	MONTHLY	NON-FIRM	NETWORK	PENDING		
SCL	0	YEARLY	FIRM	POINT_TO_POINT	PENDING		

- 8. Click the Enter NITS DNR icon to open the Confirm Entry of DNR window.
 - a. If changes are correct, click the Confirm ADDNITS DNR icon .
 - b. If edits are needed or an error occurs:
 - i. Correct error.
 - ii. Click the Enter NITS DNR icon to verify information.
 - iii. Click Confirm ADDNITS DNR DNR icon .

- 9. Note the coordinated request (CR) Assign Ref number generated by OASIS for tracking and documentation purposes.
- 10. Return to the NITS Request Summary and click the Filter icon to filter for the CR DNR just created.



- 11. Click the Assign Ref hyperlink to open the ADDNITS DNR Detail screen.
- 12. To update the CG Status and/or CR Disposition after the DNR has been submitted click the CG icon to update.




- 13. Change the CG Status to ATTESTED.

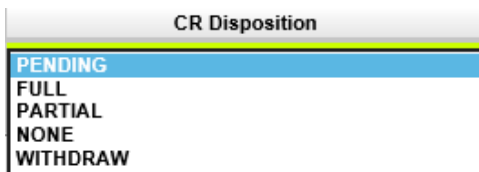
- 14. Click the Submit icon .

15. Close the ADDNITSDNR Detail screen.
16. BPA will update the OASIS status of the CR TSR to:
 - a. CR_ACCEPTED if the request can be granted in full.
 - b. CR_COUNTEROFFER if a partial offer is available.
 - c. REFUSED if no ATC is available.
17. The Customer may REBID or update the status to CONFIRMED once the status is updated to CR_ACCEPTED or CR_COUNTEROFFER.
 - a. Refer to Section P of the PTP TSR User Guide for REBID actions.
18. Return to the NITS Request Summary and click the Filter icon to filter for the CR DNR just created.



19. Click the Assign Ref hyperlink to open the ADDNITSDNR Detail screen.
20. Click the CG icon  to update the CR Disposition.
21. The Customer must update the (CR) Disposition of the CG DNRs or TSRs to reflect the type of service being offered:

- a. PENDING – The initial status for a CG DNR or TSR that has been submitted but not yet acted upon by the Transmission Provider.
- b. WITHDRAWN –The CG DNR or TSR was withdrawn from consideration if one or more Transmission Providers respond with a TSR status other than CR_ACCEPTED and the Customer declines to confirm the CG TSR.
- c. FULL – The CG DNR or TSR was granted at the full requested capacity, i.e., the coordinated request was set to CR_ACCEPTED.
- d. PARTIAL – The CG DNR or TSR was granted at less than the full requested capacity, i.e., the coordinated request was set to CR_COUNTEROFFER.
- e. PREEMPTED – The CG DNR or TSR was displaced in whole by a higher priority request and was set to a final state of SUPERSEDED.
 - i. A CG reservation will have a RECALL of capacity, but will maintain a status of CONFIRMED.
- f. NONE – The CG DNR or TSR was set to some final state other than CR_ACCEPTED or CR_COUNTEROFFER, e.g., REFUSED.



22. Customer must update the (CR) Disposition Time of the CG TSRs to reflect the date the offer was made.


Auxiliary Transmission										
CR Primary Provider	CR AssignmentRef	CR Service Increment	CR TS Class	CR TS Type	CR Disposition	CR Disposition Time				
BPAT	09032780	MONTHLY	NON-FIRM	NETWORK	FULL	04/13/2021 10:22:55	PD			
SCL	0	YEARLY	FIRM	POINT_TO_POINT	PARTIAL	04/13/2021 16:23:02	PD			

23. Customer must update all of the CG DNRs or TSRs to a non-PENDING state (i.e.; WITHDRAWN, FULL, PARTIAL, PREEMPTED, or NONE).
24. The Customer may REBID or update the status to CONFIRMED once the status is updated to CR_ACCEPTED or CR_COUNTEROFFER.
 - a. Refer to Section P of the PTP TSR User Guide.

R. ACCEPTED Confirmation

1. Access OASIS>Transactions>Reservation Summary and click the Filter icon to filter for the ACCEPTED TSR.



- a. Assign Ref: Enter the ACCEPTED TSR.
 - b. Click APPLY.
2. Click the ACCEPTED TSR hyperlink to open the Transmission Reservation Detail screen.
3. Click the CONFIRM icon .