

User Guide for Submitting Internal Bilateral Transactions Using SMS

Version 2.6 2022

ISO New England Inc.



About this user guide

The User Guide is grouped into independent sections arranged by topics. It is not necessary to read the guide from beginning to end.

The <u>How to:</u> Section describes access to the ISO New England Standard Market Design (SMD) user interface for Internal Transactions.

You may:

- Select **Energy Bilaterals** on page 9.
- Select Reserve Bilaterals on page 37.
- Select Capacity Load Obligation Bilaterals on page 55.
- Select <u>Capacity Performance Bilaterals</u> on page 78.

IMPORTANT

❖ The submittal of an IBT to ISO-NE serves to attest the IBT is backed by a physical transfer of electricity or MW obligation.



CAUTION

- Company names and any numerical values are fictitious and not to be associated with any actual market customer.
- ❖ Though we strive to maintain this guide current, the screen views in this guide may not fully reflect the current production environment.

Change Summary

Revision	Date	Comments	
		Removed references to Regulation Real Time	
Version 1.11	March 12, 2013	IBT	
		Updated User Interface layout and content to	
Version 1.12	July 27, 2015	reflect the new Subaccount functionality	
		Added note regarding limit of search and	
Version 1.13	October 15, 2015	download records to 100	
Version 2.0	June 1, 2018	Updated for PRD/PFP release	
Version 2.1	June 18, 2018	Slight stylistic and screenshot edits.	
		Updated customer service email hyperlink and	
Version 2.2	August 27, 2018 Ask ISO contact information.		
		Updated the section of Reserve Bilaterals to	
Version 2.3	December 1, 2018	reflect the submittal dates for the DRP.	
		Updated the subaccount section to reflect the	
		new process to download subaccount	
Version 2.4	August 17, 2020	information.	
		Update the deadline for submitting CLO	
Version 2.5	May 3, 2022	bilaterals	
		Updated length of Energy Market bilateral	
Version 2.6	November 2, 2022	contracts.	
		Added warnings for bilateral contracts rejected	
Version 2.7	December 15. 2022	due to a financial assurance credit test failure	

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1 Overview

The "Internal Transactions" user interface resides in the SMD Applications Home Page, which is accessed through Internet facilities. Please refer to the "Web Browser Support for SMD Applications" section located on the ISO-NE web page at: https://www.iso-ne.com/participate/support/web-browser-support

Users need to register with the ISO-NE Participant Support in order to submit, edit, confirm, and/or search for various Bilaterals in the SMD Application.

Registration for market system users can be done by going to the registration area of the ISO-NE web page at: https://www.iso-ne.com/participate/applications-status-changes/new-registration

Once registered, market system users will be provided with the link to access the SMD Applications Home Page, which will then allow direct access to SMD software applications.

Access to the SMD Sandbox will also be restricted to registered market system users. Questions or inquiries about market access should be addressed to ISO-NE Participant Support.

2 How to:

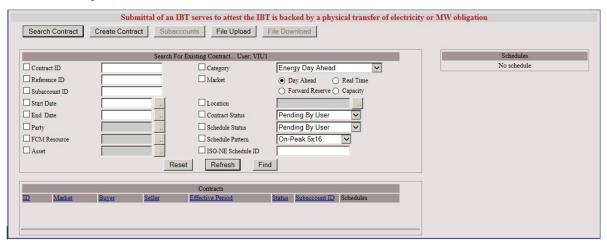
2.1 Get started



2.1.1 Layout

2.1.1.1 Submit Internal Transactions UI Layout

- After the user has clicked on the Internal Transactions button, the default Transactions page will display.
- There are three available options on the default Transactions page:
 - Search Contract
 - o Create Contract
 - File Upload



3 Energy Bilaterals:

This section provides the guide to the submittal and maintenance of the Energy Market contracts used for transferring Load Obligation. Energy Bilaterals can be submitted manually or by a file upload through the Internal Transactions user interface in the ISO New England SMD application.

Summary: The Use of Energy Market Bilaterals

These transactions are a feature of the ISO New England Energy Market.

- There are three types of Energy Market Bilaterals:
 - o Energy Day Ahead
 - The buyer receives a reduction in Day Ahead and Real Time Adjusted Load Obligations and the seller receives a corresponding increase in Day Ahead and Real Time Adjusted Load Obligations in the amount of the sale in MW.
 - Automatically carries forward into Real Time.
 - Settled at Day Ahead Locational Marginal Price (LMP).
 - Energy Real Time
 - The buyer receives a reduction in Real Time Adjusted Load Obligation and the seller receives a corresponding increase in Real Time Adjusted Load Obligation in the amount of the sale in MW.
 - Settled at Real Time LMP.
 - Load Real Time
 - The buyer receives a reduction in Real Time Load Obligation and the seller receives a corresponding increase in Real Time Load Obligation in the amount of the contract.
 - Settled at Real Time LMP.
- The length of an Energy Market bilateral can be up to two years and can be entered up to one year in advance.
- An Energy Market bilateral must include
 - o Amount in MW (3 decimals)
 - o Term of transaction
 - o Buyer and seller
 - o Location
- Energy Market Bilaterals can be mapped to subaccounts.
- The deadline for submittal and confirmation of Day Ahead transactions is noon on the first business day following the operating day.
- The deadline for submittal and confirmation of Real Time transactions for the initial settlement is 5:00 pm on the second business day following the operating day.
- The deadline for submittal of Real Time transactions for the Data Reconciliation Process resettlement is 5:00 pm on the 101st day following the operating month.
- Participants will be able to perform the following during the Data Reconciliation Process resettlement:
 - o Terminate a contract
 - Shorten a contract
 - o Edit a schedule (if it was not rejected by FA review)
 - o Create a new contract
 - o Confirm the above where applicable

- The contract must be manually confirmed through the Internal Transactions UI by the counterparty.
- Bilateral transactions are subject to financial assurance review prior to settlement. The buyer and seller will be notified via email if the transaction is subject to rejection due to a financial assurance credit test failure.
 - o Bilateral transactions that are rejected due to a financial assurance credit test failure will not be included in the initial or final settlements
 - Participants may resubmit rejected bilateral transactions prior to the deadline for the Data Reconciliation Process resettlement. Resubmitted bilateral transactions must be entered as new transactions.

Summary: The Mechanics of Energy Market Bilaterals

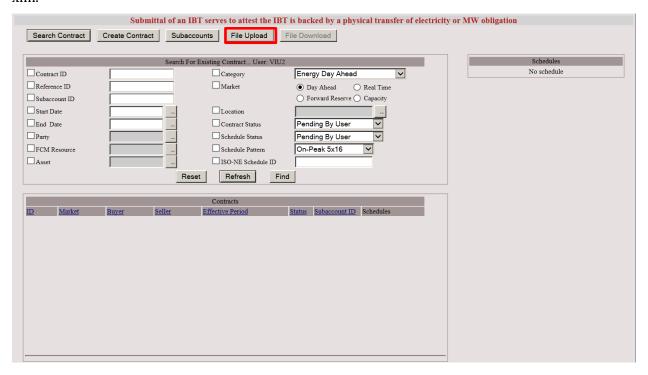
- Submit Energy Market Bilaterals via upload or manually.
- Confirmation of Energy Market Bilaterals is done manually.
- Optional download of Energy Market Bilaterals in Text or XML format.
- Subaccount mapping can be included in the upload file, entered manually, or submitted via Web Services.

3.1 Submit Energy Bilaterals

3.1.1 Submittal via File Upload

- 1. The Internal Transactions UI automatically defaults to the login digital certificate information.
- 2. Click the File Upload button to upload a file containing contract information.

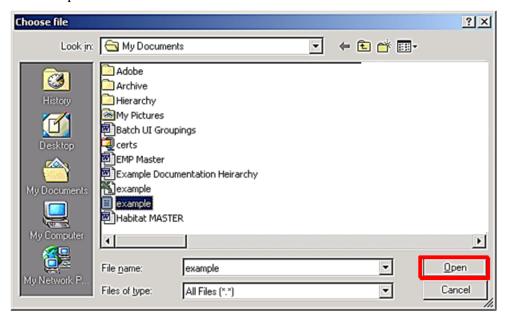
Note: The format for this file upload is found in the ISO file upload document: <u>Internal Bilateral Transactions User Interface Contract Upload File Formats</u>. Acceptable file formats are csv or xml.



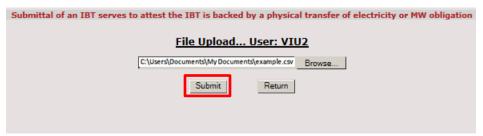
3. Click the Browse button to locate the file containing the contract information.



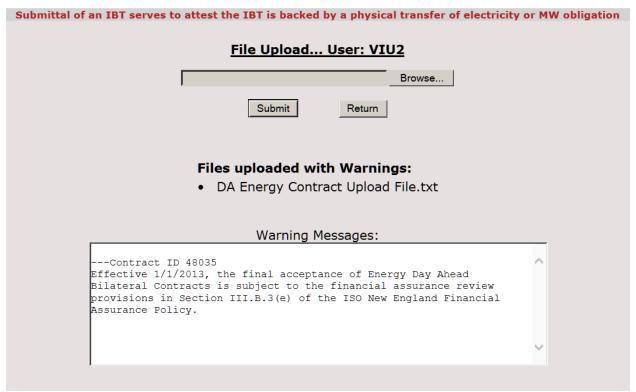
4. Browse and navigate to the appropriate path/file and select the upload file of choice. Click the Open button.



5. Text box containing the chosen upload path/file is displayed. Click the Submit button to upload the contracts file to ISO-NE.



6. The following standard message is received when the upload is successful. The warning is to remind the user that the contract is pending financial assurance review.



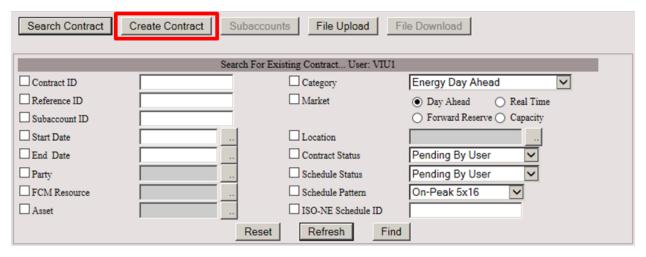


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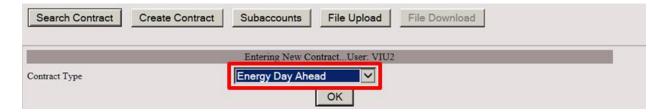
- ❖ The deadline for submittal and confirmation of Energy Day Ahead bilateral transactions for the initial settlement is noon on the first business day following the operating day.
- ❖ The deadline for submittal and confirmation of Real Time bilateral transactions for the initial settlement is 5:00 pm on the second business day following the operating day.
- ❖ The deadline for submittal and confirmation of Real Time transactions for the Data Reconciliation Process resettlement is 5:00 pm on the 101st day following the operating month.

3.1.2 Manually Enter Energy Market Bilaterals

- Users have the option to manually enter Energy Market Bilaterals instead of using file upload. To manually submit contracts, use the following steps:
- 1. Select Create Contract.



- 2. Select the desired Contract Type from the drop-down box. For Energy Market Bilaterals there are three choices:
 - Energy Day Ahead
 - Energy Real Time
 - Load Real Time Select OK.





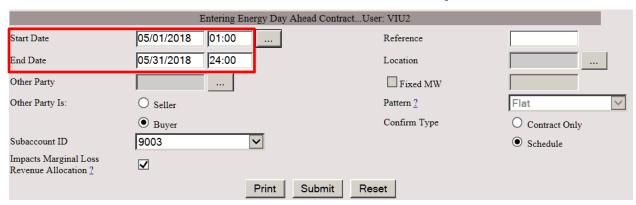
IMPORTANT

❖ An Energy Day Ahead contract automatically carries forward into Real Time.

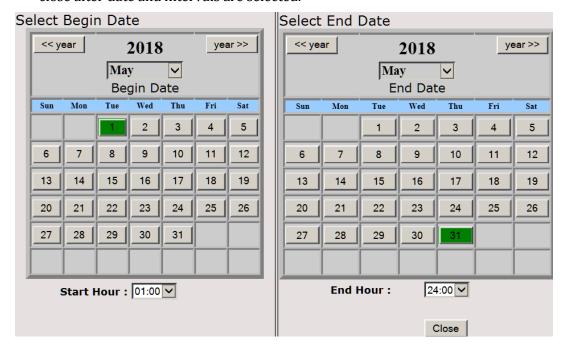
3. The next screen displayed allows for the entry of contract details. See steps 4 - 11 for detail.



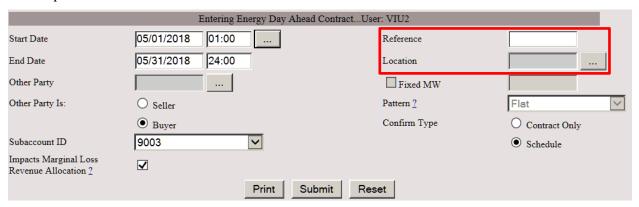
4. Enter the Start Date and End Date for the contract, or click the Helper button.



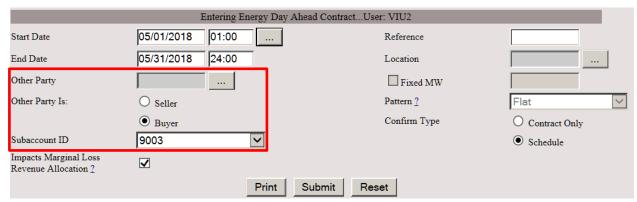
5. Select the desired Begin Date and Interval by using the appropriate dropdown boxes. Click close after date and intervals are selected.



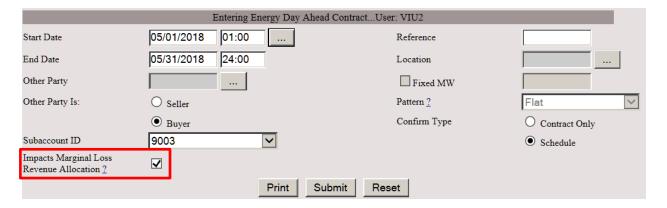
6. The Reference field is for an optional description. Location is a required field. Use the Helper button to search locations.



7. Enter Other Party ID. If needed, use Helper button to retrieve a list of available participants. Use the radio buttons to identify the other party as Seller or Buyer. Enter Subaccount information if desired. Use the dropdown button for a list of available subaccounts for your company.

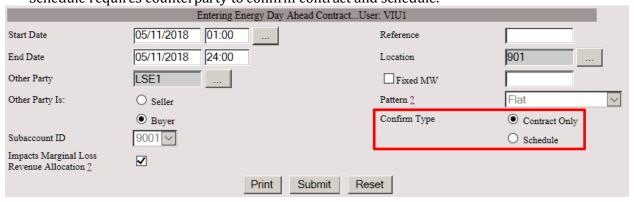


8. Impacts Marginal Loss Revenue Allocation selection box defaults as checked when creating an Energy Day Ahead or Energy Real Time contract. When checked, the contract will be included in the calculation of the Marginal Loss Revenue Load Obligation used for the allocation of the Marginal Loss Revenue Fund. If un-checked, the contract will be excluded from this calculation.



IMPORTANT

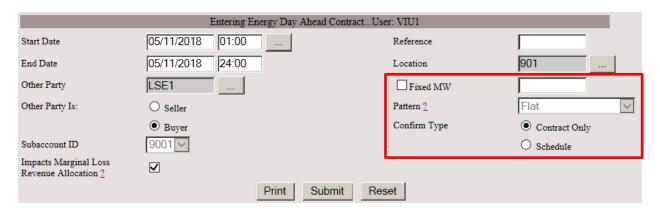
The MW from Energy Day Ahead or Energy Real Time contracts are included in the Marginal Loss Revenue Load Obligation when the "Impacts Marginal Loss Revenue Allocation" box is checked. 9. Confirm Type must be selected: Contract Only or Schedule.
Contract Only requires the counterparty to confirm only the contract. Any subsequent schedule changes by either party are automatically confirmed.
Schedule requires counterparty to confirm contract and schedule.



10. Enter Fixed MW value for hourly schedule, if desired.

If Contract Only selected in previous step the user has the option to select Fixed MW and a Pattern for the schedule. Select the ? next to Pattern for a description of available patterns. MW values may include up to 3 decimal places.

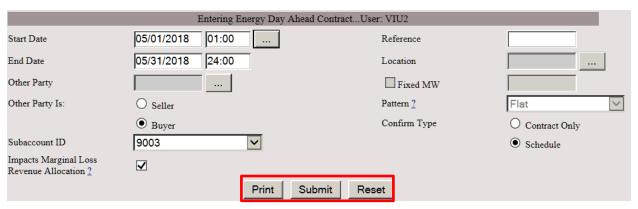
Contract Only may also be used for contracts with varied MW value schedules. The Fixed MW box is not checked in this case.



11. Select Print, Submit, or Reset the contract. Print is an optional choice. Click Submit to submit the contract to ISO-NE.

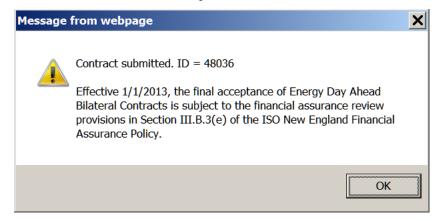
If the Confirm Type is Schedule or Contract Only without a fixed MW value pattern, the schedule entry will be available after submittal.

Click Reset to clear all fields; no contract will be submitted.



12. After submittal, the contract ID is displayed. If Confirm type is Contract Only, the contract is now ready to be confirmed by counterparty. If Confirm type is Schedule, the contract is ready to have schedules created.

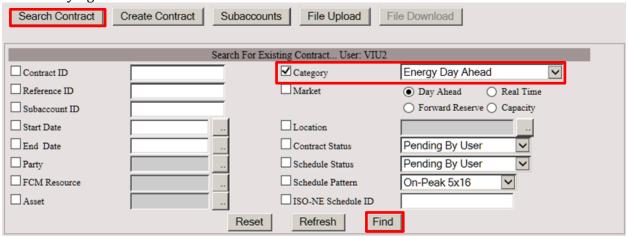
To enter schedule, see steps in Section 3.1.3.



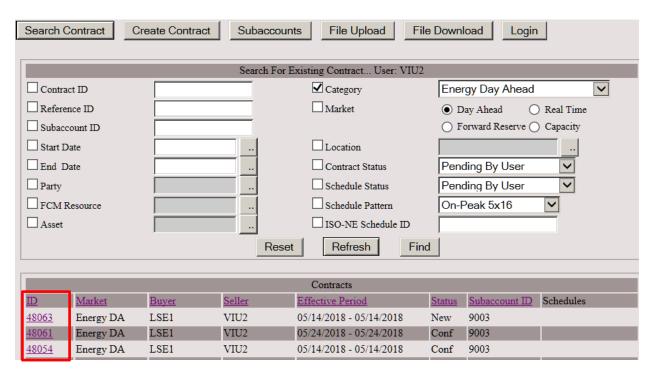
3.1.3 Enter or Edit Schedule for Energy Bilaterals

3.1.3.1 Search for Contract to enter or edit schedule.

1. Select Search Contract. Check Category box and select type from drop-down box. Additional identifying information can be entered to facilitate search. Select Find.

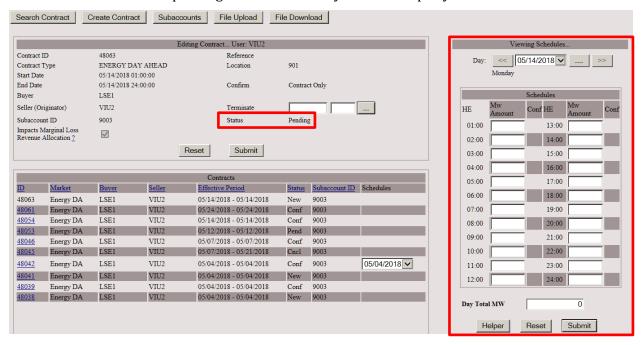


2. A list of available contracts will be displayed. Select the desired contract by clicking on the contract ID.



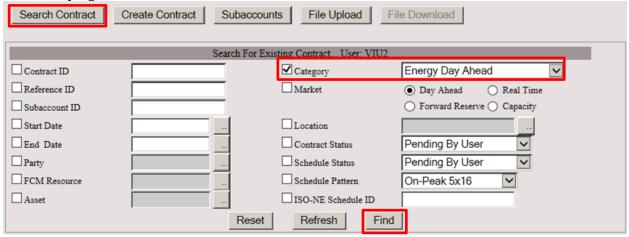
3.1.3.2 Enter or edit schedule for the Contract

1. Once contract is selected, the scheduling window will appear. Enter MW values (up to 3 decimal places) in schedule fields. Click Submit. If Confirm Type is Schedule, contract status will remain as pending until confirmed by the counterparty.

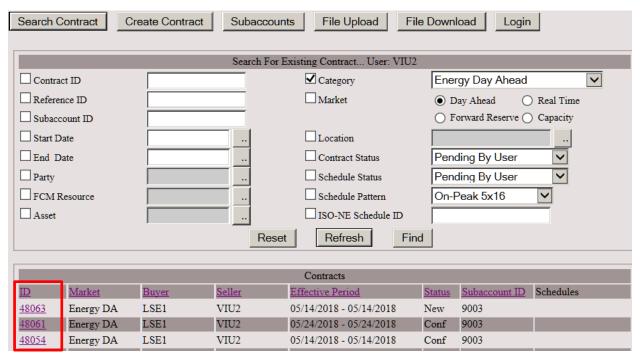


3.2 Confirm Contract or Schedule for Energy Bilateral

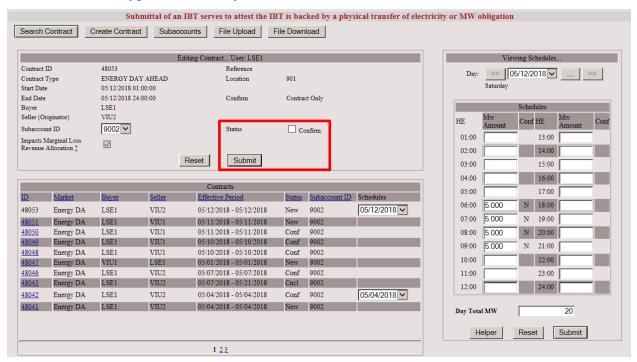
1. Select Search Contract. Check Category box and select type from drop-down box. Additional identifying information can be entered to facilitate search. Select Find.



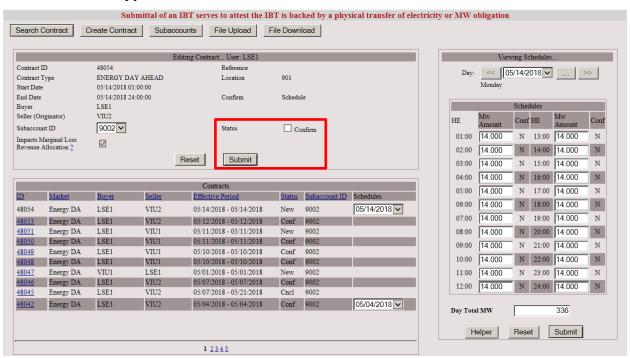
2. A list of available contracts will be displayed. Select the desired contract by clicking on Contract ID.



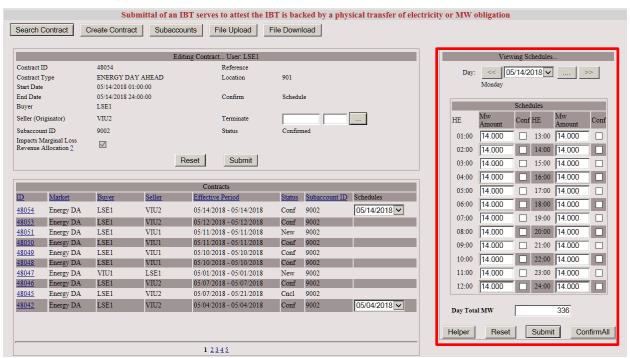
3. For a Confirm Type Contract Only, check the Confirm box and click the Submit button.



4. For a Confirm Type Schedule, check the Confirm box and click the Submit button.

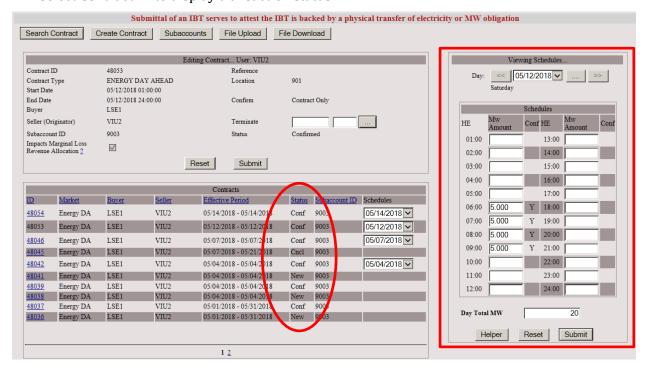


5. The scheduling window will display all schedules to be confirmed. User may select as many schedules as applicable or click Confirm All and click Submit.



3.3 View Confirmation Status for Energy Bilaterals

- 1. Use the Search Contract function to retrieve Energy Bilateral contracts. Contract status is displayed.
- 2. Select Contract ID to display transaction status.



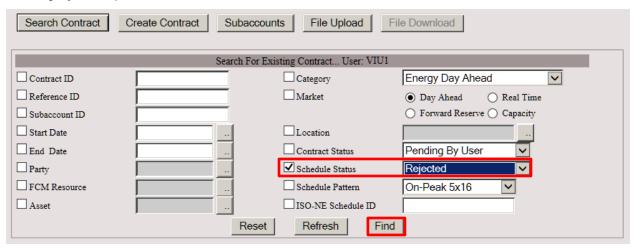
Available Statuses:

- New The transaction has been entered by either party of the transaction and is pending confirmation by the counterparty.
- Conf (Confirmed) The counterparty has acknowledged the transaction or a modification to the transaction.
- Pend (Pending) The transaction has been edited by either party of the transaction and is pending confirmation by the counterparty.
- Term (Terminated) The transaction has been terminated by either party of the transaction and the counterparty has confirmed the termination date.
- Cncl (Canceled) Either party of the transaction at the start date has canceled the transaction and the termination date has been confirmed by the counterparty or confirmed automatically if its previous Status was New.

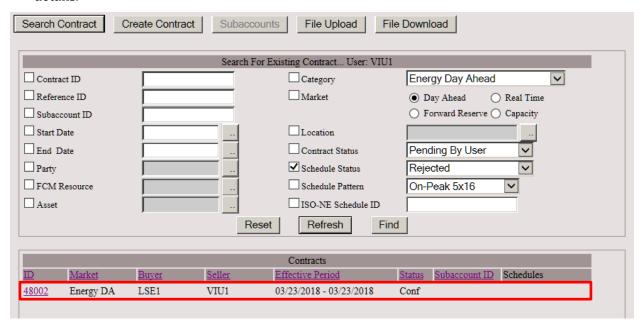
3.4 Search for Rejected Energy Bilaterals

After Day-Ahead Energy or Real-Time Energy contract and schedules are entered and confirmed, some or all schedules may get rejected by the financial assurance review. If that happens, review the rejection details by navigating to the Editing Contract web page and using the Rejections link provided to activate the IBT Rejections pop-up window.

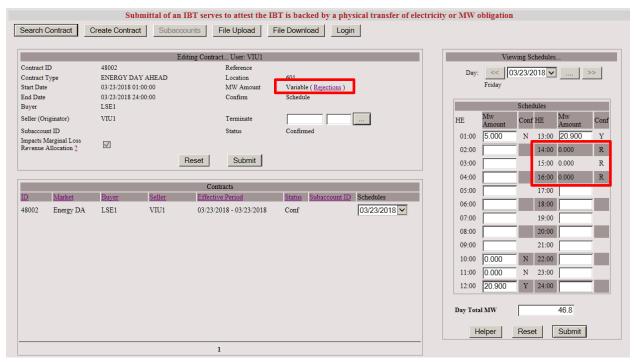
- 1. Use the Search Contract function to retrieve rejected Energy Bilateral contracts.
- 2. Check the Schedule Status box. Select the Rejected option in the dropdown box. Click Find to display the rejected contracts.



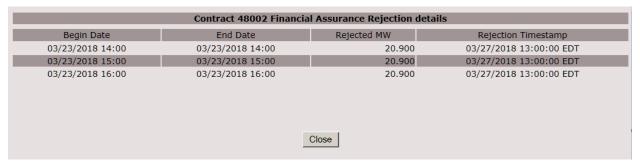
3. A list of contracts with rejected intervals will be displayed. Click on the contract to view the details.



4. The scheduling window will display the rejected schedules that are indicated by "R". Click Rejections to display rejection details.

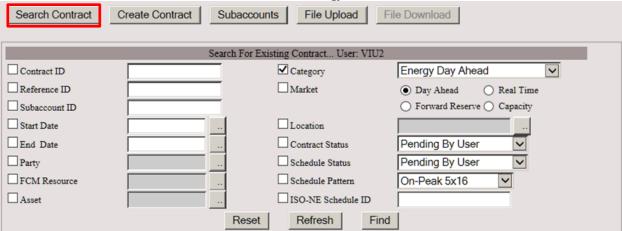


5. The Rejections pop-up window will display each rejected interval Begin and End Date (hour ending time), rejected MWs, and rejection timestamp (local time).

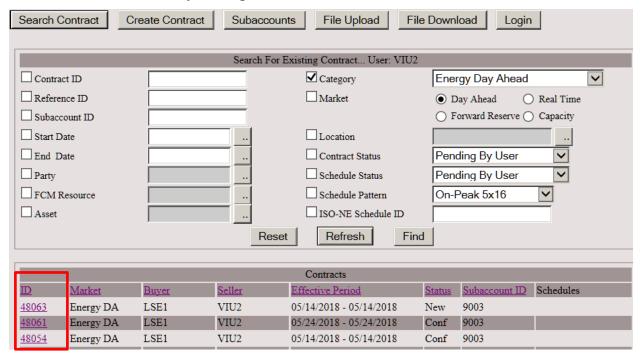


3.5 Terminate Energy Bilateral

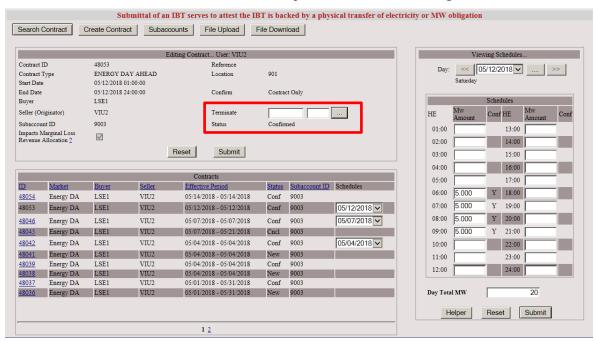
1. Use the Search Contract function to retrieve Energy Bilateral contracts.



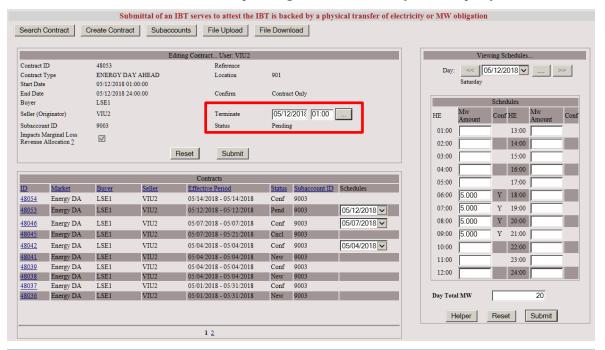
2. Select desired contract by clicking on contract ID.



3. Enter the termination start date and start interval or use the Helper button. Click Submit. The contract will be terminated from the specified start time through the contract end date.



4. The Contract Status will revert to pending until confirmed by counterparty.

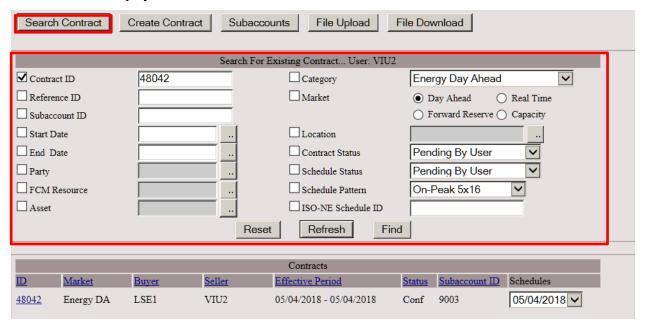


IMPORTANT

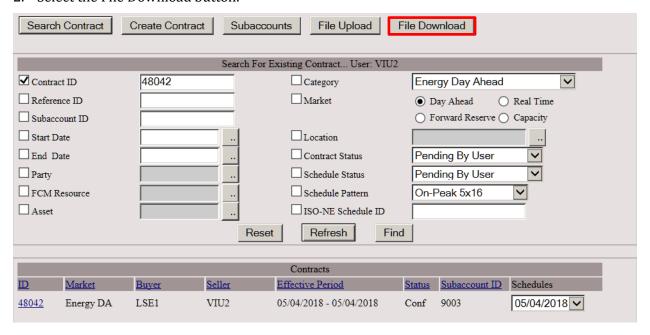
❖ A contract terminated only by one party is considered live if left pending. It needs to be confirmed by the counterparty to complete the termination process.

3.6 Download

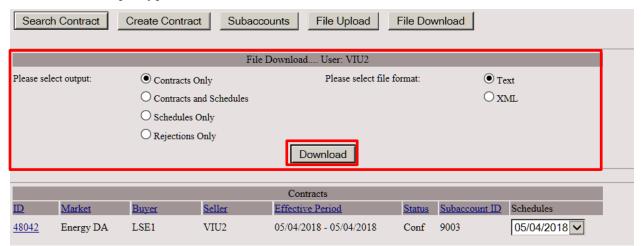
1. Use the Search Contract function and search filters to retrieve Energy Bilateral contracts to be included in download file. If no filters are selected, then download file will include data for all contracts. Maximum search return is 100 records. If exceeded, a prompt to limit the search will display.



2. Select the File Download button.



3. Select the output type and file format. Select Download.



4. View or save download file as applicable.

Example of download file using above parameters.





IMPORTANT

❖ Downloads include bilateral transactions that have been rejected due to a financial assurance credit test failure.

3.7 Subaccounts

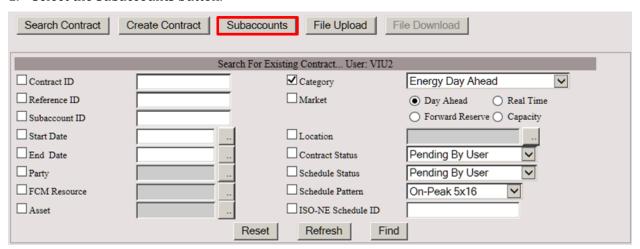
3.7.1 Submission

Subaccount information can be submitted in 3 ways:

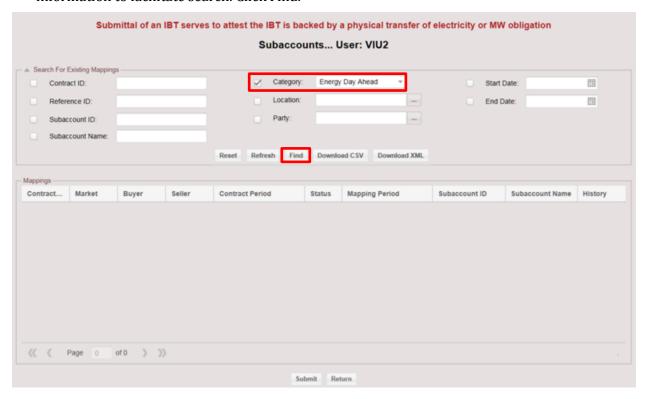
- 1. The submitting party will include their subaccount information in a file upload if they have subaccounts enabled.
- 2. Manually enter the subaccount information during the contract creation or confirmation.
- 3. Submit subaccount information via Web Services. For specification, click here.

Subaccount information can be changed using the subaccount feature in the UI.

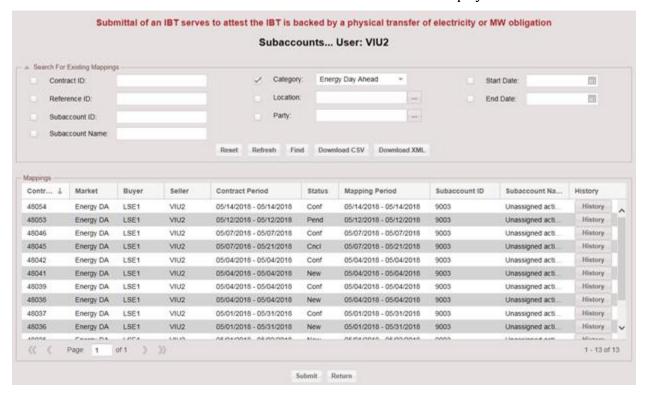
1. Select the Subaccounts button.



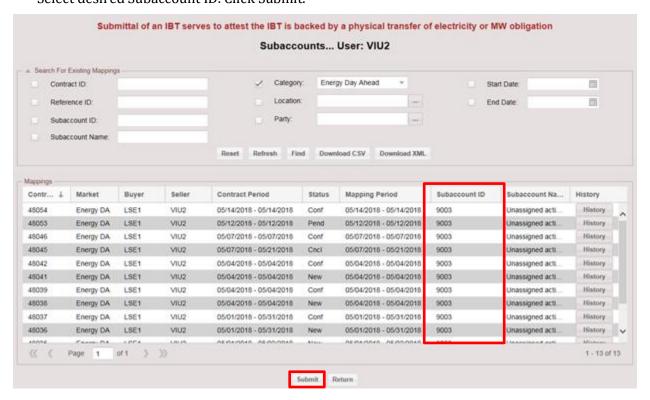
2. Check Category box and select type from drop-down box. Enter additional identifying information to facilitate search. Click Find.



3. A list of available contracts with Subaccount information will be displayed.



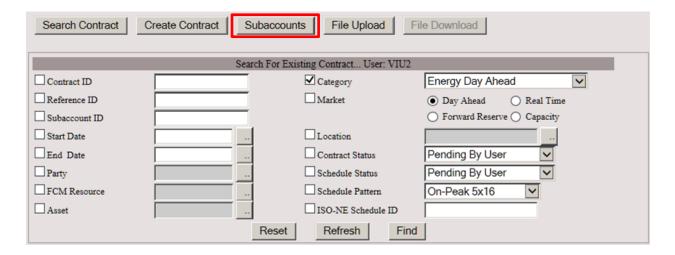
4. User may select Subaccount ID from the drop-down box for single or multiple contracts. Select desired Subaccount ID. Click Submit.



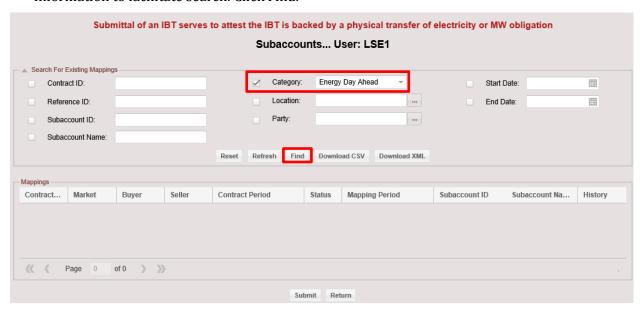
3.7.2 **Download**

Subaccount information can be downloaded using the subaccount feature in the UI.

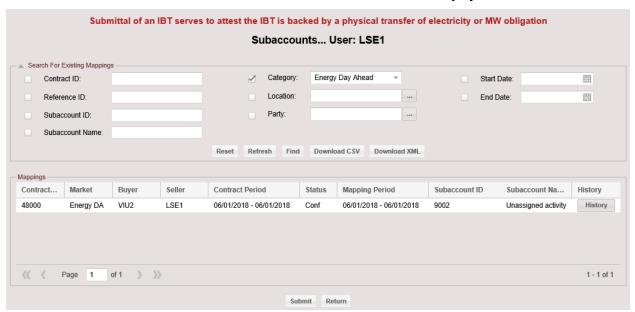
1. Select the Subaccounts button.



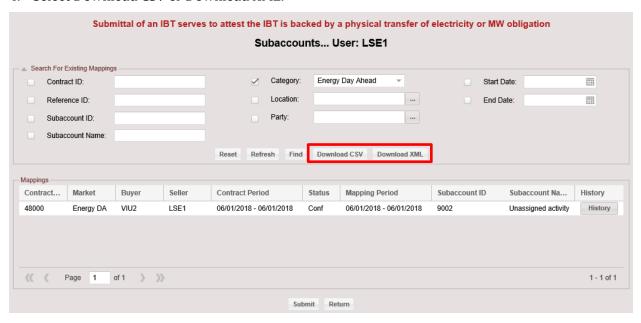
2. Check Category box and select type from drop-down box. Enter additional identifying information to facilitate search. Click Find.



3. A list of available contracts with Subaccount information will be displayed.

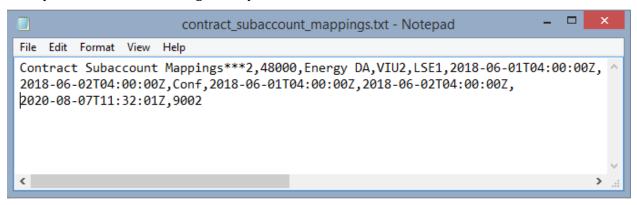


4. Select Download CSV or Download XML.



5. View or save download file as applicable.

Example of download file using above parameters.



IMPORTANT

Downloads include bilateral transactions that have been rejected due to a financial assurance credit test failure.

4 Reserve Bilaterals:

This section provides the guide to the submittal and maintenance of the Forward Reserve Market contracts used for transferring a Forward Reserve Obligation. Forward Reserve Bilaterals can be submitted manually or by a file upload through the Internal Transactions user interface in the ISO New England SMD application.

Summary: The Use of Forward Reserve Bilaterals

These transactions are a feature of the ISO New England Forward Reserve Market.

- Participants can shed or acquire a Forward Reserve Obligation for Ten Minute Non-Spinning (TMNSR) and for Thirty Minute Operating Reserve (TMOR) in a Reserve Zone through a Forward Reserve Bilateral.
- The seller must have a cleared auction Forward Reserve Obligation, or an obligation acquired from another participant with a cleared obligation.
- Forward Reserve Bilateral submission window for a Forward Reserve Procurement Period opens after the Forward Reserve Auction process is complete.
- A Forward Reserve Bilateral must be in hourly increments and must begin and end within the same Forward Reserve Procurement Period.
- A Forward Reserve Bilateral must include:
 - o Amount of Forward Reserve Obligation in MW (3 decimals)
 - o Term of transaction
 - o Buyer and seller
 - Reserve Zone
- Forward Reserve Bilaterals cannot be mapped to subaccounts.
- The deadline for submittal and confirmation of these transactions for the initial settlement is 5:00 pm on the second business day after the applicable Operating Day.
- The deadline for submittal of Forward Reserve Bilateral for the Data Reconciliation Process resettlement is 5:00 pm on the 101st day following the operating month.
- Participants will be able to perform the following during the Data Reconciliation Process resettlement:
 - o Terminate a Contract
 - o Shorten a Contract
 - o Edit a schedule (if it was not rejected by FA review)
 - o Create a new contract
 - o Confirm the above where applicable
- The contract must be manually confirmed through the Internal Transactions UI by the counterparty.

Summary: The Mechanics of Forward Reserve Bilaterals

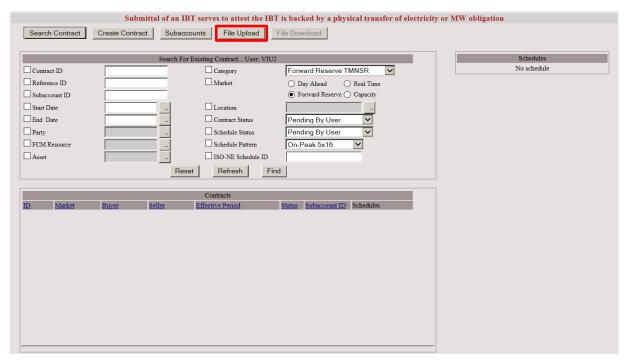
- Submit Forward Reserve Bilaterals via upload or manually.
- Confirmation of Forward Reserve Bilaterals is done manually.
- Optional download of Forward Reserve Bilaterals in Text or XML format.

4.1 Submit Forward Reserve Bilaterals

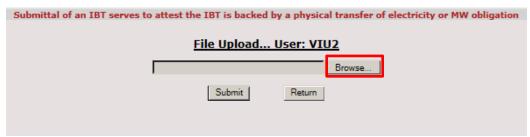
4.1.1 Submittal via File Upload

- 1. The Internal Transactions UI automatically defaults to the login digital certificate information.
- 2. Click the File Upload button to upload a file containing contract information.

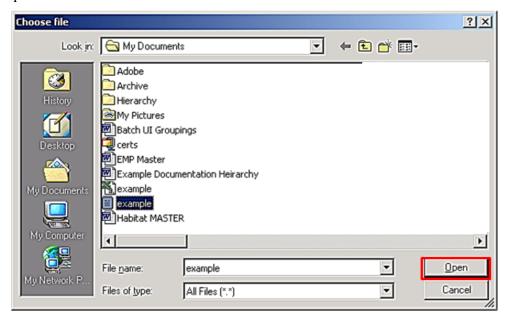
Note: The format for this file upload is found in the ISO file upload document: <u>Internal Bilateral Transactions User Interface Contract Upload File Formats</u>. Acceptable file formats are csv or xml.



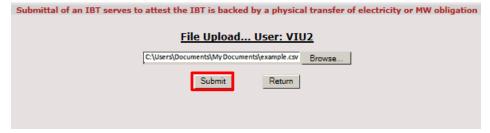
3. Click the Browse button to locate the file containing the contract information.



4. Browse and navigate to the appropriate path/file and select the upload file of choice. Click the Open button.



5. Text box containing the chosen upload path/file is displayed. Click the Submit button to upload the contracts file to ISO-NE.



6. The following standard message is received when the upload is successful.



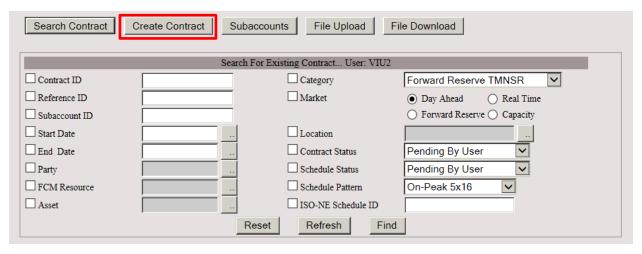


IMPORTANT

- ❖ The deadline for submittal and confirmation of these transactions for the initial settlement is 5:00 pm hours on the second business day after the applicable Operating Day.
- ❖ The deadline for submittal and confirmation of Forward Reserve Bilaterals for the Data Reconciliation Process resettlement is 5:00 pm on the 101st day following the operating month.

4.1.2 Manually Enter Forward Reserve Bilaterals

- Users have the option to manually enter Forward Reserve Bilaterals instead of using file upload. To manually submit contracts, use the following steps:
- 1. Select Create Contract.



Select Forward Reserve TMNSR or Forward Reserve TMOR from the drop-down box. Click OK.





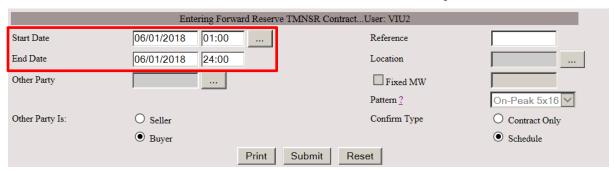
IMPORTANT

The Forward Reserve product type, TMNSR or TMOR, must match the seller's Forward Reserve Obligation that was cleared in the Forward Reserve Auction.

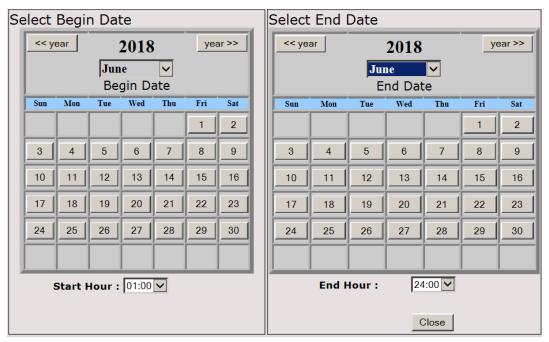
3. The next screen displayed allows for the entry of contract details. See steps 4 - 10 for detail.



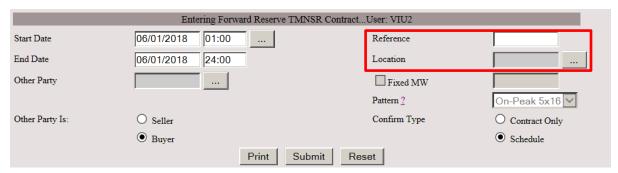
4. Enter the Start Date and End Date for the contract, or click the Helper button.



5. Select the desired Begin Date and Interval by using the appropriate dropdown boxes. Click Close after date and intervals are selected.



6. The Reference field is for an optional description. Location is a required field. Use the Dropdown button to list the Reserve Zone locations.



7. Enter Other Party ID. If needed, use Helper button to retrieve a list of available participants. Use the radio buttons to identify the other party as Seller or Buyer.



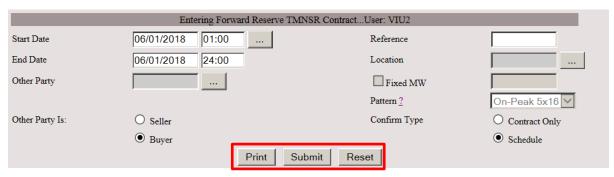
8. Confirm Type must be selected.
For Contract Only, user may select Fixed MW and enter MW up to 3 decimal places.
Contract Only may also be used for contracts with schedules.
Confirm Type Schedule will require counterparty to confirm contract and schedule.



Note: Forward Reserve transactions use only the "On-Peak 5 by 16" pattern.

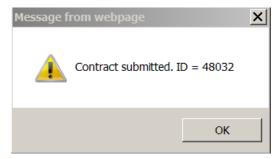
9. Select Print, Submit, or Reset the contract. Print is an optional choice. Click Submit to submit the contract to ISO-NE.

If the Confirm Type is Schedule, schedule entry will be available after submittal. Click Reset to clear all fields; no contract will be submitted.



10. After submittal, the contract ID is displayed. If Confirm type is Contract Only, the contract is now ready to be confirmed by counterparty. If Confirm type is Schedule, the contract is ready to have schedules created.

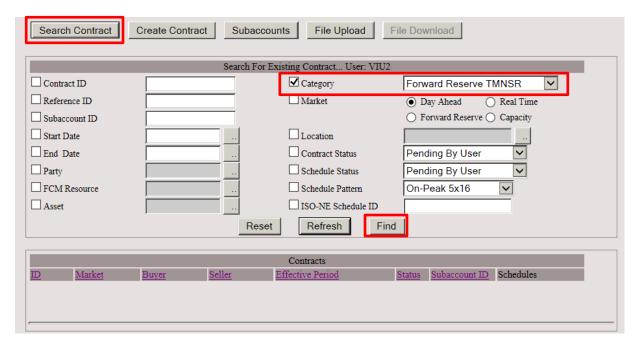
To enter schedule, see steps in Section 4.1.3.



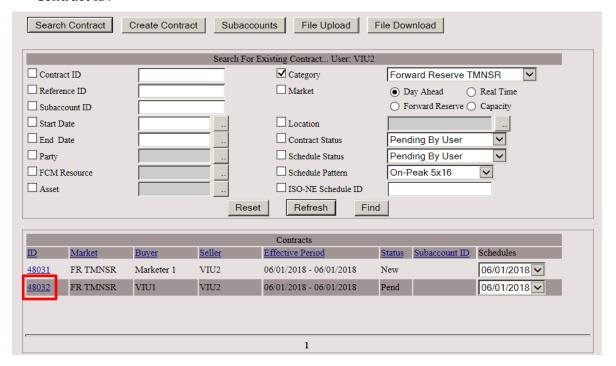
4.1.3 Enter or Edit Schedule for Forward Reserve Bilaterals

4.1.3.1 Search for Contract to enter or edit schedule.

1. Select Search Contract. Check Category box and select type from drop-down box. Additional identifying information can be entered to facilitate search. Select Find.

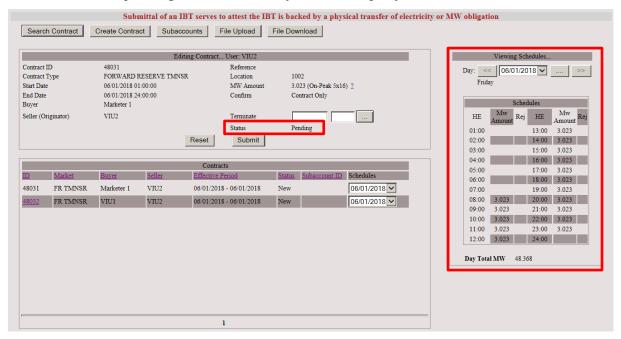


2. A list of available contracts will be displayed. Select the desired contract by clicking on Contract ID.



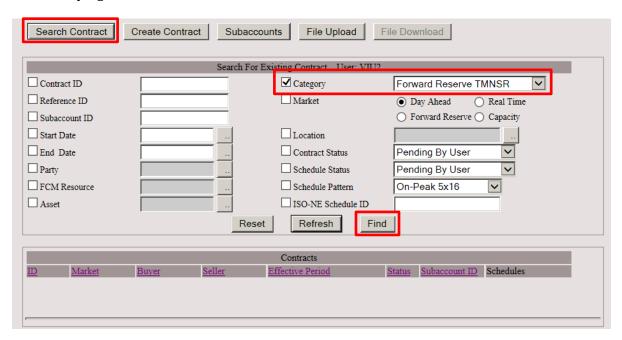
4.1.3.2 Enter or edit schedule for the Contract

1. Once a contract is selected, the scheduling window will appear. Enter MW values (up to 3 decimal places) in schedule fields. Click Submit. If confirm type is Schedule, contract status will remain as pending until confirmed by the counterparty.

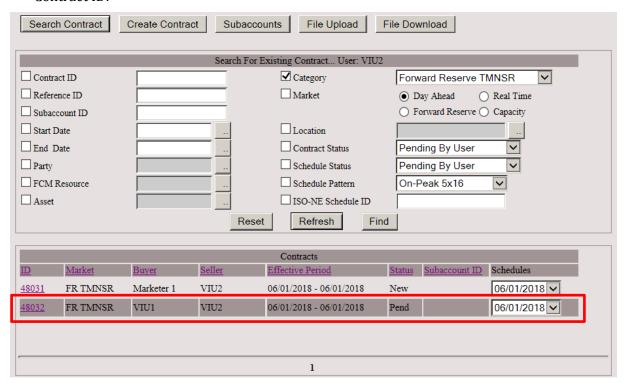


4.2 Confirm Contract or Schedule for Forward ReserveBilaterals

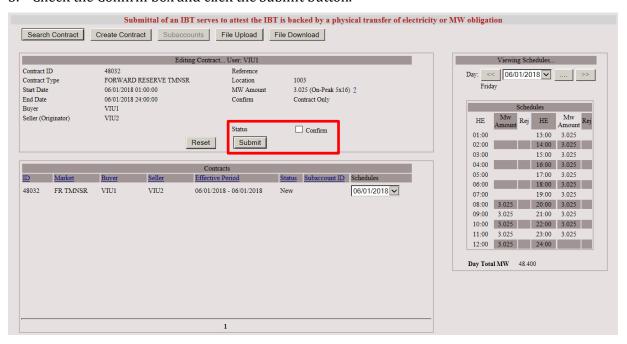
1. Select Search Contract. Check Category box and select type from drop-down box. Additional identifying information can be entered to facilitate search. Select Find.



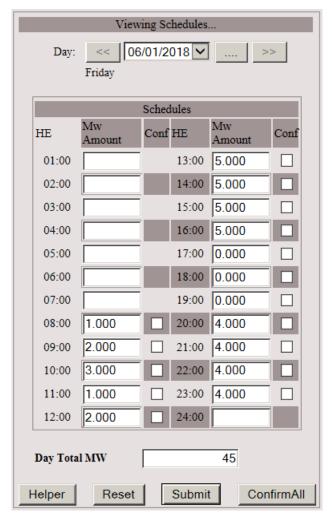
2. A list of available contracts will be displayed. Select the desired contract by clicking on Contract ID.



3. Check the Confirm box and click the Submit button.

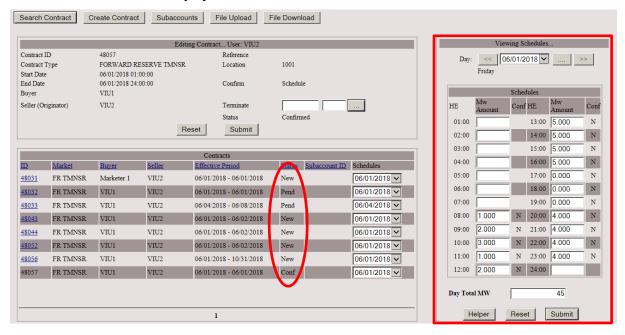


4. The scheduling window will display all schedules to be confirmed. User may select as many schedules as applicable or click Confirm All and click Submit.



4.3 View Confirmation Status for Forward Reserve Bilaterals

- 1. Use the Search Contract function to retrieve Forward Reserve Bilateral contracts. Contract status is displayed.
- 2. Select Contract ID to display transaction status.

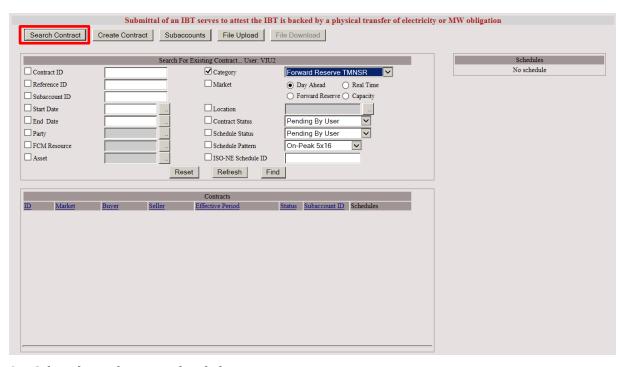


Available Statuses:

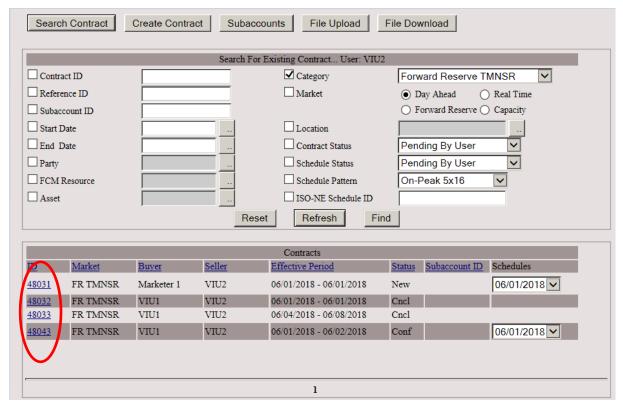
- New The transaction has been entered by either party of the transaction and is pending confirmation by the counterparty.
- Conf (Confirmed) The counterparty has acknowledged the transaction or a modification to the transaction.
- Pend (Pending) The transaction has been edited by either party of the transaction and is pending confirmation by the counterparty.
- Term (Terminated) The transaction has been terminated by either party of the transaction and the counterparty has confirmed the termination date.
- Cncl (Canceled) Either party of the transaction at the start date has canceled the transaction and the termination date has been confirmed by the counterparty or confirmed automatically if its previous Status was New.

4.4 Terminate Forward Reserve Bilaterals

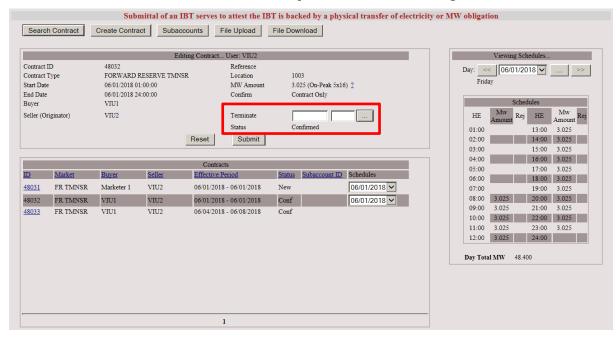
1. Use the Search Contract function retrieve Forward Reserve Bilateral contracts.



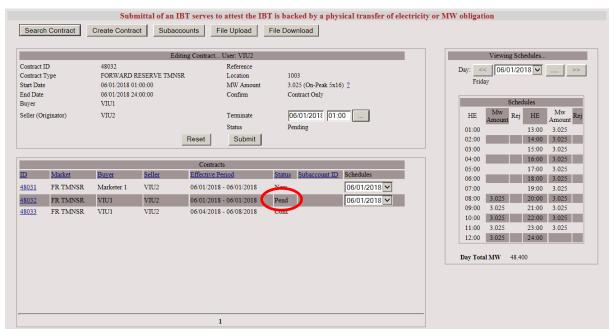
2. Select desired contract by clicking on contract ID.



3. Enter the termination start date and start interval or use the Helper button. Click Submit. The contract will be terminated from the specified start time through the contract end date.



4. The Contract Status will revert to pending until confirmed by counterparty.

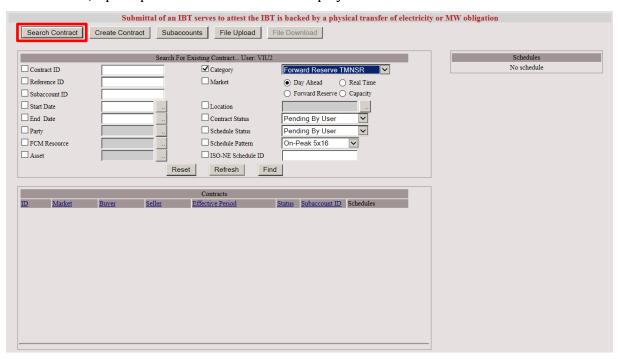


IMPORTANT

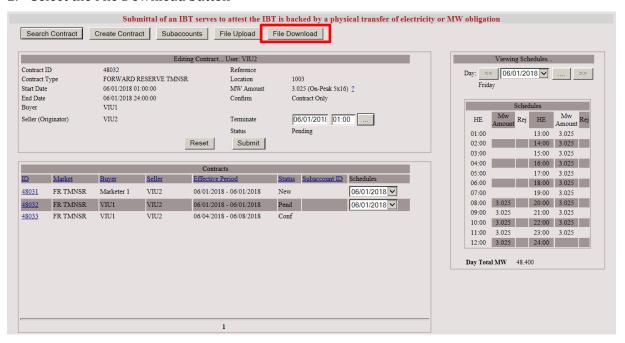
❖ A contract terminated only by one party is considered live if left pending. It needs to be confirmed by the counterparty to complete the termination process.

4.5 Download

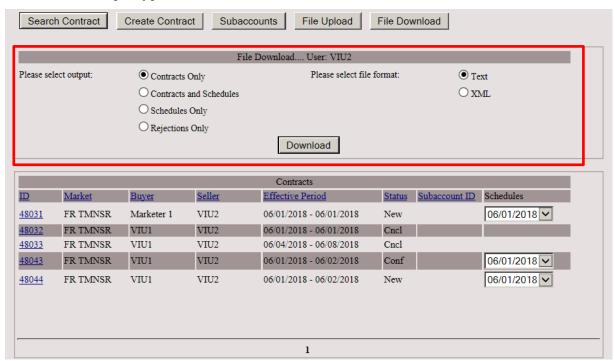
1. Use the Search Contract function and Search filters, retrieve Forward Reserve Bilateral contracts to be included in the download file. If no filters are selected, then the download file will include data for all contracts listed. Maximum search return is 100 records. If exceeded, a prompt to limit the search will display.



2. Select the File Download button

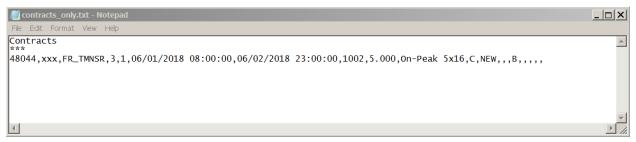


3. Select the output type and file format. Click Download.



4. View or Save the download file as applicable.

Example of download file using above parameters.



5 Capacity Load Obligation Bilaterals:

This section provides the guide to the submittal and maintenance of the Forward Capacity Market contracts used for transferring a Capacity Load Obligation. Capacity Load Obligation Bilaterals can be submitted manually or by a file upload through the Internal Transactions user interface in the ISO New England SMD application.

Summary: The Use of Capacity Load Obligation Bilaterals

These transactions are a feature of the ISO New England Forward Capacity Market (FCM).

- Participants can shed or acquire a Capacity Load Obligation in a Capacity Zone through a Capacity Load Obligation Bilateral.
- Capacity Load Obligation Bilateral submission window for a Capacity Commitment Period opens after the annual Forward Capacity Auction (FCA) process is complete.
- A Capacity Load Obligation Bilateral must be in whole calendar month increments, may not exceed one year in duration, and must begin and end within the same Capacity Commitment Period.
- A Capacity Load Obligation Bilateral must include:
 - Amount of Capacity Load Obligation being transferred in MW (3 decimals)
 - o Term of transaction
 - Transferring and Acquiring Participant
 - o Capacity Zone
- Capacity Load Obligation Bilaterals can be mapped to subaccounts.
- The deadline for submittal and confirmation of these transactions for the initial settlement is noon on the first business day of the contract obligation month.
- The deadline for submittal of these transactions for the Data Reconciliation Process resettlement is 5:00 pm on the 101st day following the operating month.
- Participants will be able to perform the following during the Data Reconciliation Process resettlement:
 - o Terminate a Contract
 - Shorten a Contract
 - o Edit a schedule (if it was not rejected by FA review)
 - o Create a new contract
 - o Confirm the above where applicable
- The contract must be manually confirmed through the Internal Transactions UI by the counterparty.

Summary: The Mechanics of Capacity Load Obligation Bilaterals

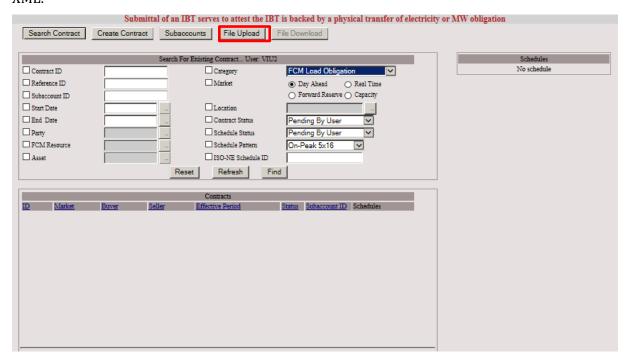
- Submit Capacity Load Obligation Bilaterals via upload or manually.
- Confirmation of Capacity Load Obligation Bilaterals is done manually.
- Optional download of Capacity Load Obligation Bilaterals in Text or XML format.
- Subaccount mapping can be included in the upload file, entered manually, or submitted via Web Services.

5.1 Submit Capacity Load Obligation Bilaterals

5.1.1 Submittal via File Upload

- 1. The Internal Transactions UI automatically defaults to the login digital certificate information.
- 2. Click the File Upload button to upload a file containing contract information.

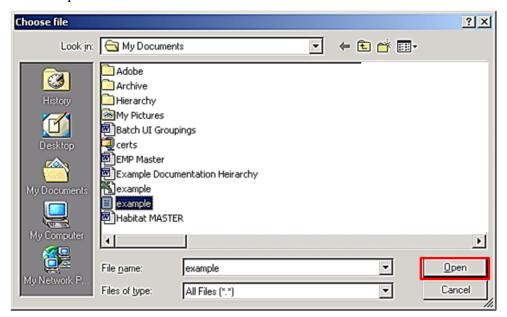
Note: The format for this file upload is found in the ISO file upload document: <u>Internal Bilateral Transactions User Interface Contract Upload File Formats</u>. Acceptable file formats are CSV or XML.



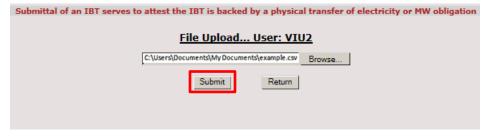
3. Click the Browse button to locate the file containing the contract information.



4. Browse and navigate to the appropriate path/file and select the upload file of choice. Click the Open button.



5. Text box containing the chosen upload path/file is displayed. Click the Submit button to upload the contracts file to ISO-NE.



6. The following standard message is received when the upload is successful. The warning is to remind the user that the contract is pending financial assurance review.



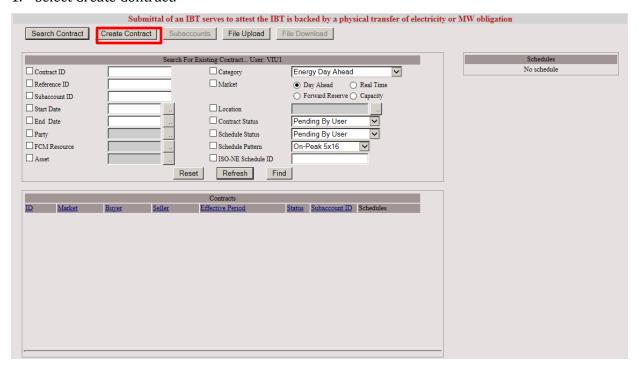


IMPORTANT

❖ The deadline for submittal and confirmation of these transactions for the initial settlement is noon on the first business day of the contract obligation month The deadline for submittal and confirmation of these transactions for the Data Reconciliation Process resettlement is 5:00 pm on the 101st day following the operating month.

5.1.2 Manually Enter Capacity Load Obligation Bilaterals

- Users have the option to manually enter Capacity Load Obligation Bilaterals instead of using file upload. To manually submit contracts, use the following steps:
- 1. Select Create Contract.



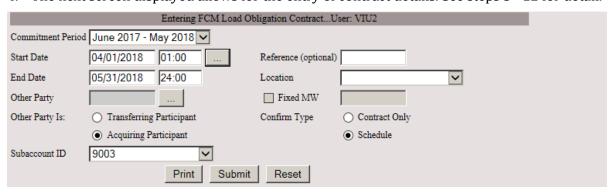
2. Select FCM Load Obligation from the drop-down box. Select OK.



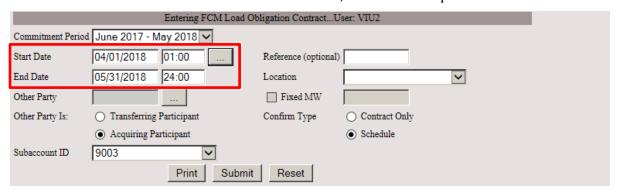
3. A pop-up window will show the available months in the current commitment period.



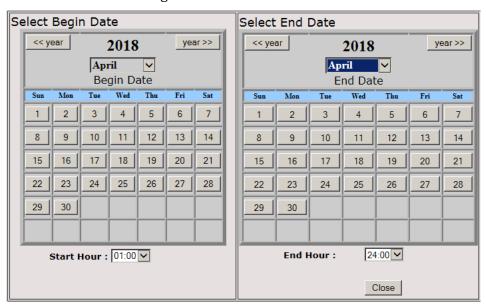
4. The next screen displayed allows for the entry of contract details. See steps 5 - 12 for detail.



5. Enter the start date and end date for the contract, or click the Helper button.



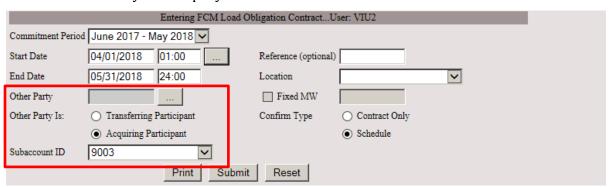
6. Select the desired Begin Date and Interval. Click close after dates and times are selected.



7. Adding a Reference is optional.

Select a Location by using the Drop-down button to list the capacity zone locations. Entering FCM Load Obligation Contract...User: VIU2 Commitment Period June 2017 - May 2018 Start Date 04/01/2018 01:00 Reference (optional) End Date 05/31/2018 24:00 V Location Fixed MW Other Party Other Party Is: Transferring Participant Ontract Only Confirm Type Acquiring Participant Schedule Subaccount ID 9003 Print Submit Reset

8. Enter Other Party ID. If needed, use Helper button to retrieve a list of available participants. Use the radio buttons to identify the other party as Transferring or Acquiring Participant. Enter Subaccount information if desired. Use the dropdown button for a list of available subaccounts for your company.



9. Confirm Type must be selected.

For Contract Only, user may select Fixed MW and enter MW value (up to 3 decimal places). Contract Only may also be used for contracts with schedules. Confirm Type Schedule will require counterparty to confirm contract and schedule.

Entering FCM Load Obligation ContractUser: VIU2		
Commitment Period June 2017 - May 2018 🕶		
Start Date	04/01/2018 01:00	Reference (optional)
End Date	05/31/2018 24:00	Location
Other Party		☐ Fixed MW
Other Party Is:	Transferring Participant	Confirm Type Contract Only
	Acquiring Participant	Schedule
Subaccount ID	9003	
	Print Subm	it Reset

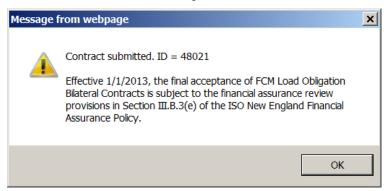
10. Select Print, Submit, or Reset the contract. Print is an optional choice. Click Submit to submit the contract to ISO-NE.

If the Confirm Type is Schedule, schedule entry will be available after submittal. Click Reset to clear all fields; no contract will be submitted.



11. After submittal, the contract ID is displayed. If Confirm type is Contract Only, the contract is now ready to be confirmed by counterparty. If Confirm type is Schedule, the contract is ready to have schedules created.

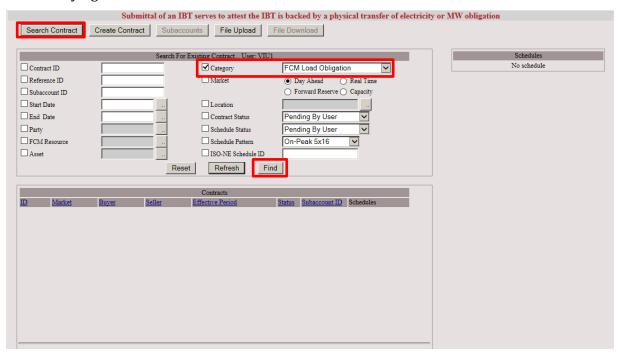
To enter schedule, see steps in section 5.1.3.



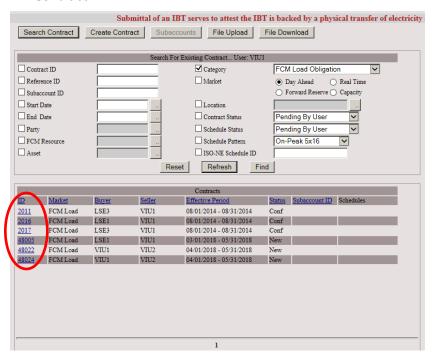
5.1.3 Enter or Edit Schedule for Capacity Load Obligation Bilaterals

5.1.3.1 Search for Contract to enter or edit schedule.

1. Select Search Contract. Check Category box and select type from drop-down box. Additional identifying information can be entered to facilitate search. Select Find.

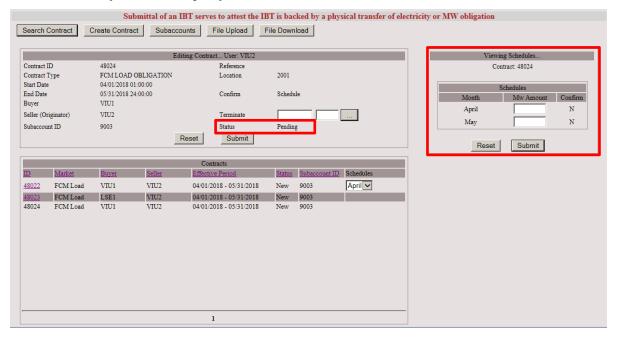


2. A list of available contracts will be displayed. Select the desired contract by clicking on Contract ID.



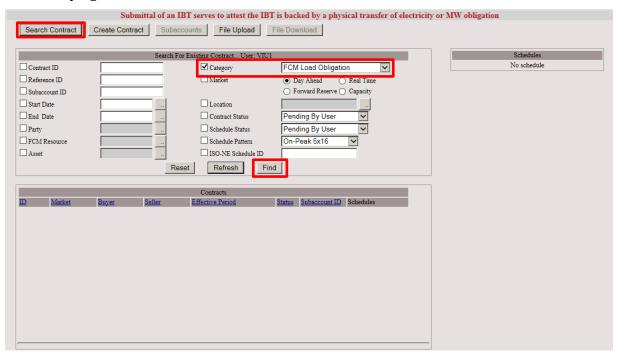
5.1.3.2 Enter or edit schedule for the Contract

1. Once contract is selected, the scheduling window will appear. Enter MW values (up to 3 decimal places) in schedule fields. Click Submit. Contract status will remain as pending until confirmed by the counterparty. Note: Schedule is for an entire month.

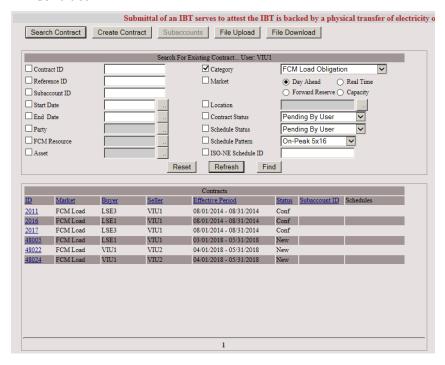


5.2 Confirm Contract or Schedule for Capacity Load Obligation Bilateral

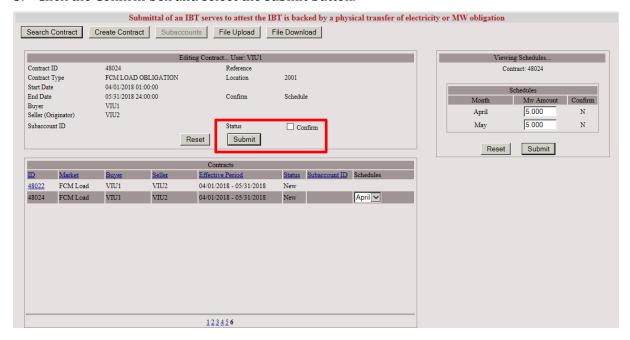
1. Select Search Contract. Check Category box and select type from drop-down box. Additional identifying information can be entered to facilitate search. Select Find.



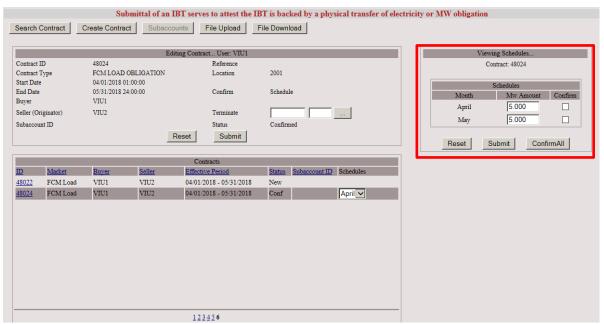
2. A list of available contracts will be displayed. Select the desired contract by clicking on Contract ID.



3. Click the Confirm box and select the submit button.

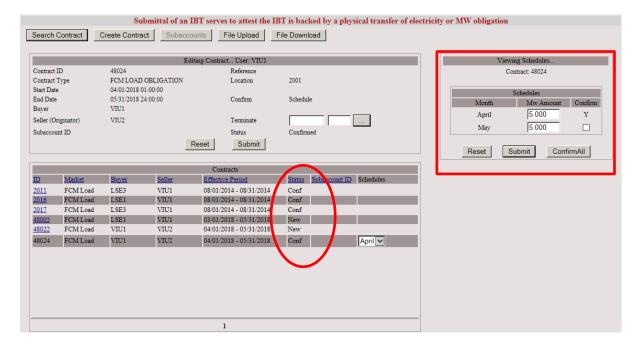


4. The scheduling window will display all schedules to be confirmed. User may select as many schedules asapplicable or click Confirm All and click Submit.



5.3 View Confirmation Status for Capacity Load Obligation Bilaterals

- 1. Use the Search function to retrieve Capacity Load Obligation Bilateral contracts. Contract status is displayed.
- 2. Select Contract ID to display transaction status.

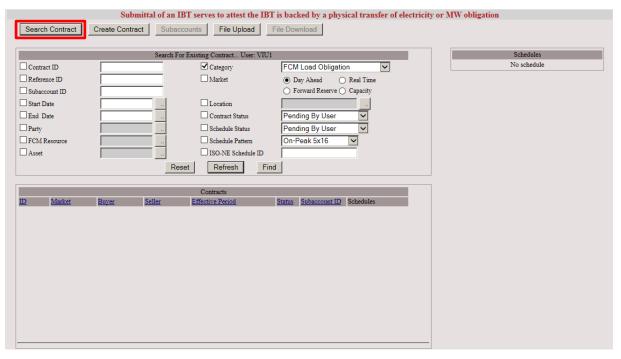


Available Statuses:

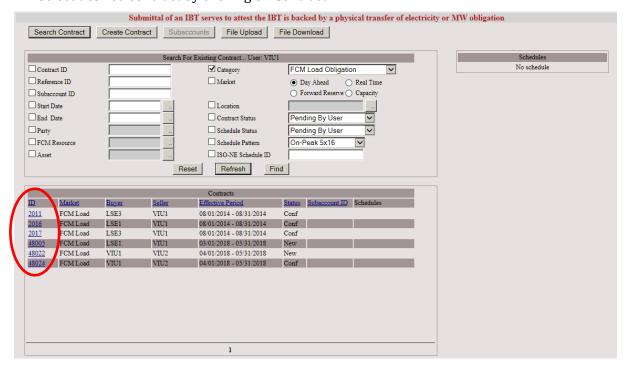
- New The transaction has been entered by either party of the transaction and is pending confirmation by the counterparty.
- Conf (Confirmed) The counterparty has acknowledged the transaction or a modification to the transaction.
- Pend (Pending) The transaction has been edited by either party of the transaction and is pending confirmation by the counterparty.
- Term (Terminated) The transaction has been terminated by either party of the transaction and the counterparty has confirmed the termination date.
- Cncl (Canceled) Either party of the transaction at the start date has canceled the transaction and the termination date has been confirmed by the counterparty or confirmed automatically if its previous Status was New.

5.4 Terminate Capacity Load Obligation Bilateral

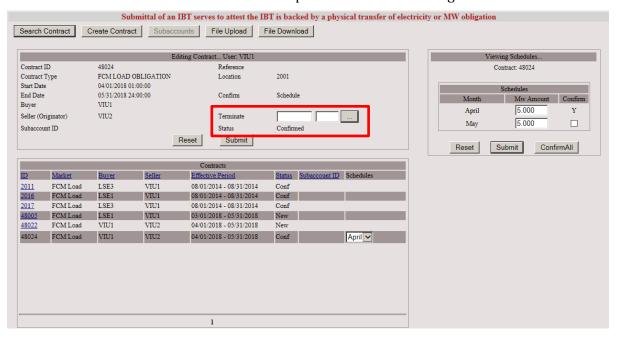
1. Using the Search function retrieve Capacity Load Obligation Bilateral contracts. Fill in identifying fields; click the Find button.



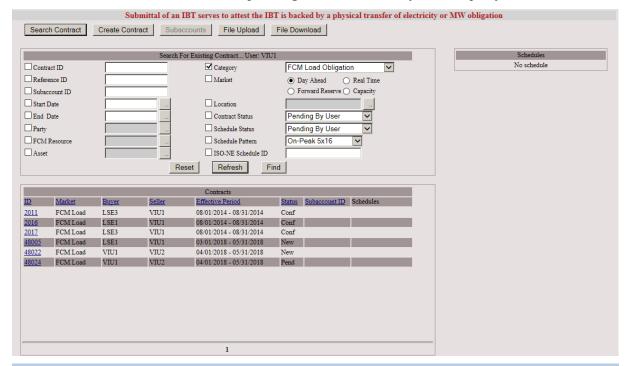
2. Select desired contract by clicking on Contract ID.



3. Enter the termination start date and start interval or use the Helper button. Click Submit. The contract will be terminated from the specified start time through the contract end date.



4. The Contract Status will revert to pending until confirmed by counterparty.

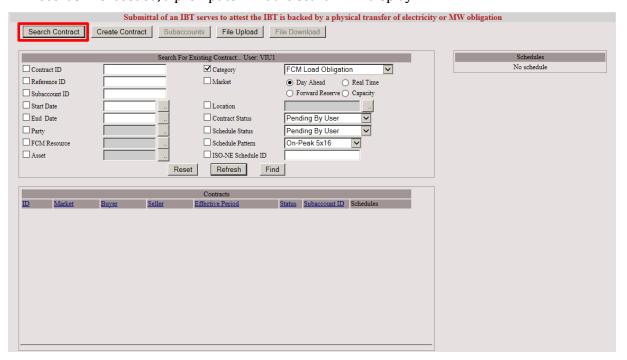


IMPORTANT

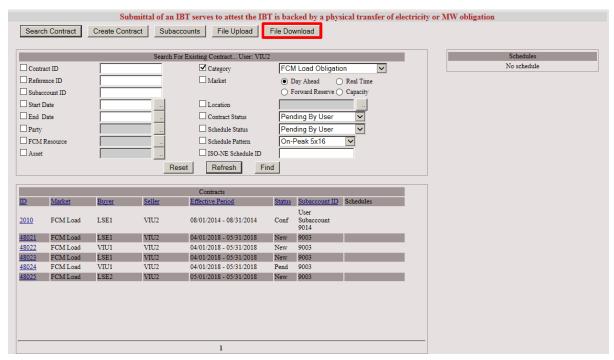
❖ A contract terminated only by one party is considered live if left pending. It needs to be confirmed by the counterparty to complete the termination process.

5.5 Download

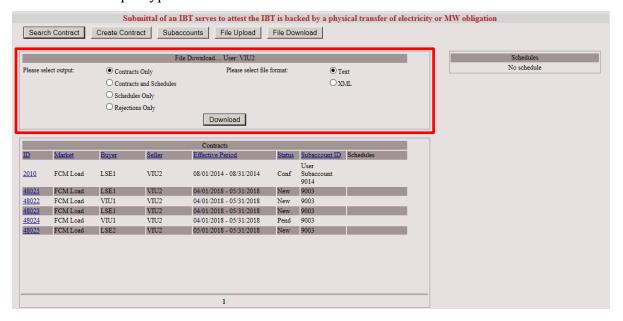
1. Use the Search Contract function and Search filters, retrieve Capacity Load Obligation Bilateral contracts to be included in the download file. If no filters are selected, then the download file will include data for all contracts listed. Maximum search return is 100 records. If exceeded, a prompt to limit the search will display.



2. Select the File Download button.



3. Select the output type and file format. Select Download.



4. View or Save downloaded file as applicable.

Example of download file using above parameters.

```
File Edit Format View Help

Contracts
***
48021, FCM_LOAD_OBLIGATION, 3, 2, 08/01/2018 01:00:00, 05/31/2018 24:00:00, 2001, ., C, NEW, ., B, ., .,
***
48022, FCM_LOAD_OBLIGATION, 3, 1, 04/01/2018 01:00:00, 05/31/2018 24:00:00, 2001, ., P, NEW, ., B, ., .,
***
48023, FCM_LOAD_OBLIGATION, 3, 2, 04/01/2018 01:00:00, 05/31/2018 24:00:00, 2001, ., P, NEW, ., B, ., .,
***
48023, FCM_LOAD_OBLIGATION, 3, 2, 04/01/2018 01:00:00, 05/31/2018 24:00:00, 2001, 10.000, ., C, NEW, ., B, ., .,
***
48024, FCM_LOAD_OBLIGATION, 3, 1, 04/01/2018 01:00:00, 05/31/2018 24:00:00, 2001, ., P, PENDING, ., 05/01/2018 01:00:00, S, ., .,
***
48025, FCM_LOAD_OBLIGATION, 3, 5, 05/01/2018 01:00:00, 05/31/2018 24:00:00, 2001, ., P, PENDING, ., 05/01/2018 01:00:00, S, ., ., .

48025, FCM_LOAD_OBLIGATION, 3, 5, 05/01/2018 01:00:00, 05/31/2018 24:00:00, 2001, ., P, NEW, ., B, ., ., .
```

5.6 Subaccounts

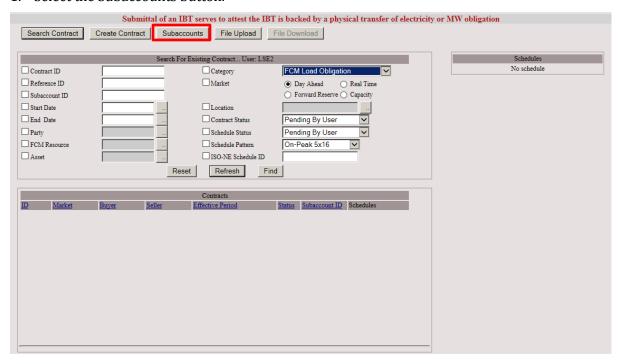
5.6.1 Submission

Subaccount information can be submitted in 3 ways:

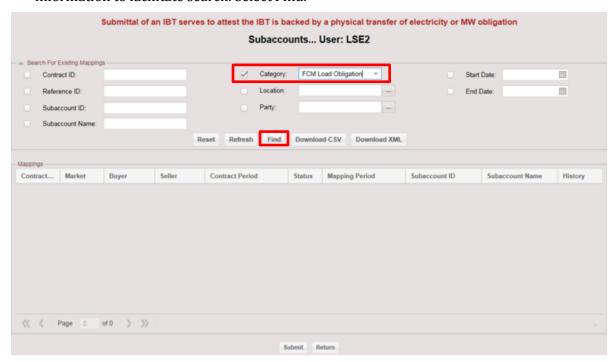
- 1. The submitting party will include their subaccount information in a file upload if they have subaccounts enabled.
- 2. Manually enter the subaccount information during the contract creation or confirmation.
- 3. Submit subaccount information via Web Services. For specification, click here.

Subaccount information can be changed using the subaccount feature in the UI.

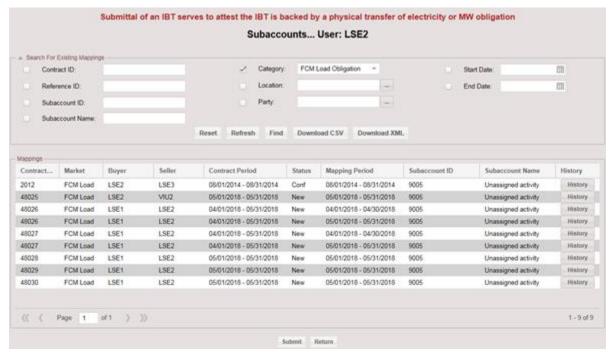
1. Select the Subaccounts button.



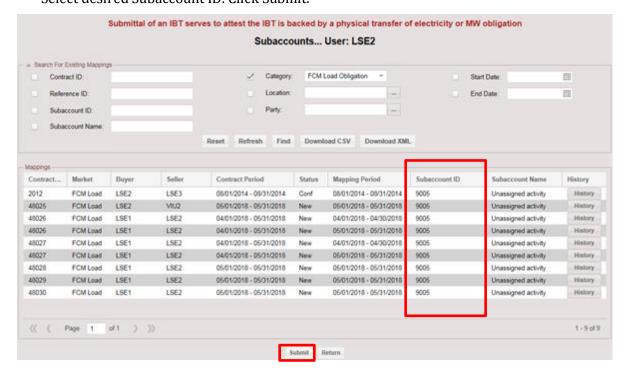
2. Check Category box and select type from drop-down box. Enter additional identifying information to facilitate search. Select Find.



3. A list of available contracts with Subaccount information will be displayed.



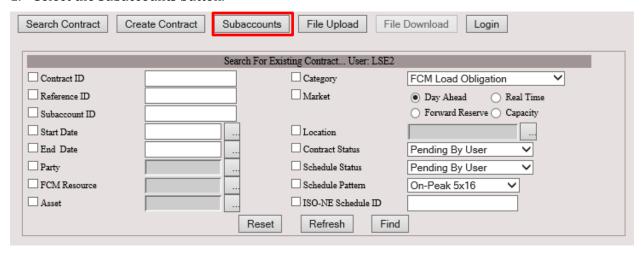
4. User may select Subaccount ID from the drop-down box for single or multiple contracts. Select desired Subaccount ID. Click Submit.



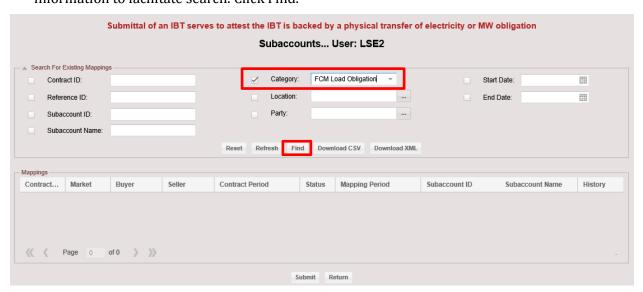
5.6.2 Download

Subaccount information can be downloaded using the subaccount feature in the UI.

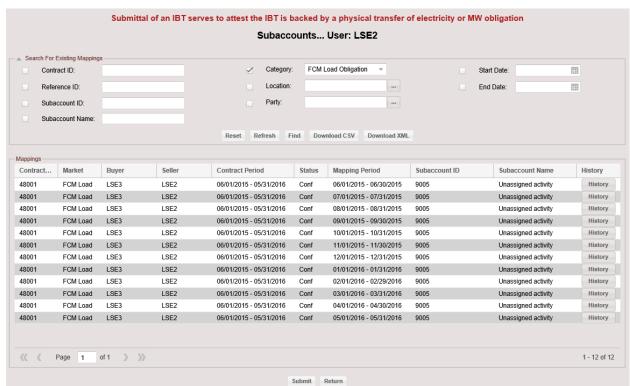
1. Select the Subaccounts button.



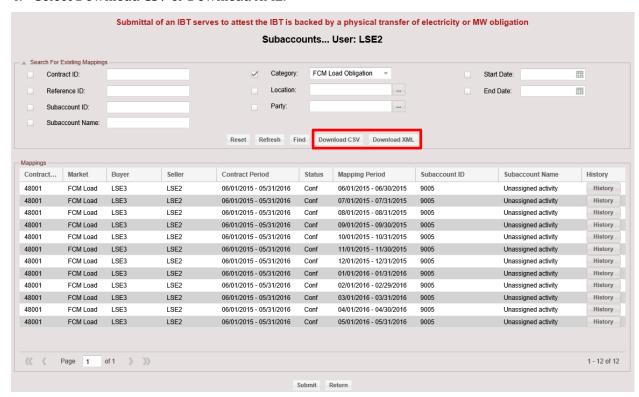
2. Check Category box and select type from drop-down box. Enter additional identifying information to facilitate search. Click Find.



3. A list of available contracts with Subaccount information will be displayed.

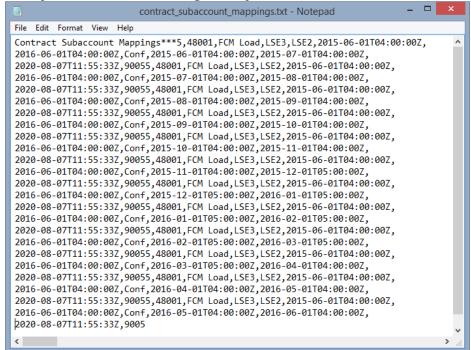


4. Select Download CSV or Download XML.



5. View or save download file as applicable.

Example of download file using above parameters.



6 Capacity Performance Bilaterals:

This section provides the guide to the submittal and maintenance of the Forward Capacity Market contracts used for transferring performance capacity during Capacity Scarcity Conditions. All Performance Bilateral contracts are submitted manually through the Internal Transactions user interface in the ISO New England SMD application.

Summary: The Use of Capacity Performance Bilaterals

These transactions are a feature of the ISO New England Forward Capacity Market (FCM).

- The FCM performance incentive design uses a performance score calculation.
- This calculation determines the MW of energy and reserves provided by all resources during Capacity Scarcity Conditions (CSC).
- The final performance score is a MW value which is equal to the excess or deficiency of the resource's adjusted FCM Capacity Supply Obligation during the CSC.
- Participants can trade performance score MW capacity via performance bilaterals. The MW would offset deficient MW in the buyer's FCM settlement.
- The user interface will accept bilateral contracts after ISO-NE has published the preliminary performance score reports for a CSC.
- The deadline for submittal of these transactions for the initial settlement is noon on the second business day of the month following the operating month.
- The deadline for submittal of these transactions for the Data Reconciliation Process resettlement is 5:00 pm on the 101st day following the operating month.
- Participants will be able to perform the following during the Data Reconciliation
 Process resettlement:
 - o Terminate a Contract
 - Shorten a Contract
 - o Edit a schedule (if it was not rejected by FA review)
 - o Create a new contract
 - o Confirm the above where applicable
- The seller enters the contract, and the buyer confirms the contract.
 - The exception to this rule is if a participant uses the bilateral to trade excess MW between resources in its own portfolio.
 - In this case, the contract will be automatically confirmed when contract entry is complete.

Summary: The Mechanics of Capacity Performance Bilaterals

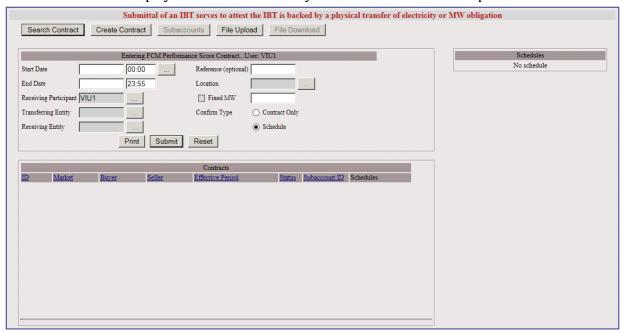
- Submit Capacity Performance Bilaterals manually.
- Only the contract seller can create contract.
- Confirmation of Capacity Performance Bilaterals is done manually.
- Subaccount mapping is implicit in the Divisional Accounting design. If the receiving or transferring entity in the participant's portfolio is mapped to a subaccount, the Capacity Performance Bilateral contract will be reported in the subaccount.

6.1 Create FCM Capacity Performance Bilateral

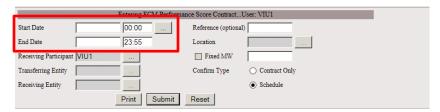
1. Select FCM Performance Score from the drop-down list and click OK. Only the contract seller can create this type of contract.



2. The next screen displayed allows for the entry of contract details. See steps 3 - 9 for detail.



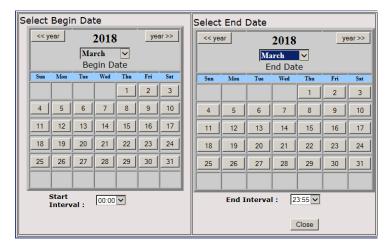
3. Start Date and End Date fields for the contract.



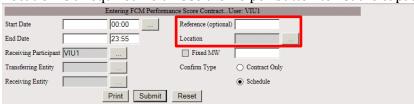
4. To enter the start date for the contract, click the Helper button.



5. Select the desired Begin Date and Interval by using the appropriate dropdown boxes. Click Close after date and intervals are selected.



- The Reference field is for an optional description.
- 7. Location is a required field. Use the Helper button to list the capacity zone locations.



Note: When the location is selected, a warning message will appear if the Preliminary Performance Score MIS reports have not been generated for the applicable Capacity Scarcity Condition (CSC). No contract can be submitted under this warning state.

8. Confirm Type must be selected.

For Contract Only, user may select Fixed MW and enter MW value (up to 3 decimal places). Contract Only may also be used for contracts with schedules.

Confirm Type Schedule will require counterparty to confirm contract and schedule.



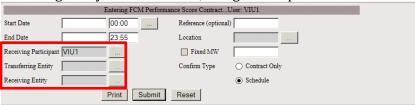
9. Enter the Receiving Participant (buyer), using the Helper button.

Enter the Transferring Entity, using the Helper button.

Entity is the resource/asset/import that had a performance score during the CSC.

The Receiving Entity will be entered by the buyer.

If seller = buyer (participant is transferring performance inside its own portfolio), then the Receiving Entity is entered now, using the Helper button.



10. Select Print, Submit, or Reset the contract. Print is optional choice. Click Submit to submit contract to ISO-NE.

If the Confirm Type is Schedule, schedule entry will be available after submittal.

Click Reset to clear all fields; no contract submittal.



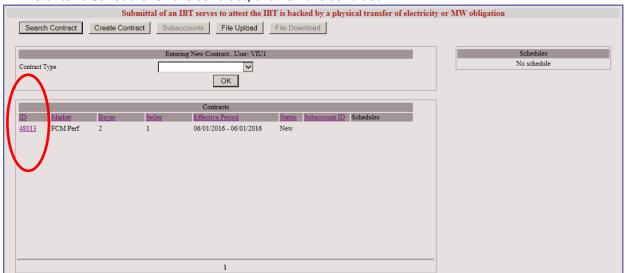
11. After submittal, the contract ID and information is displayed.

If user is both the Transferring and the Receiving Participant (seller=buyer):

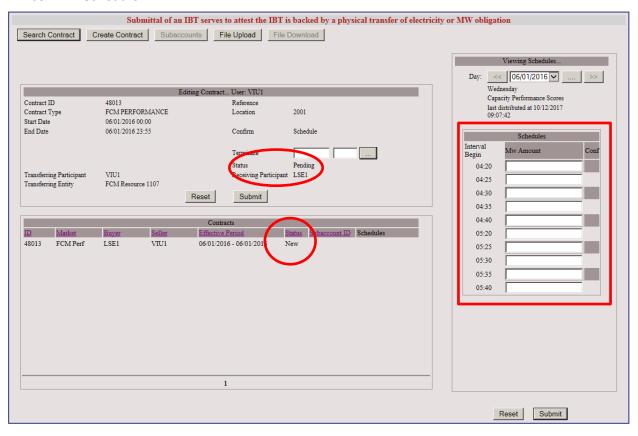
Contract is automatically confirmed.

If contract is for Fixed MW, submittal is complete. To enter schedule, see steps 12-13.

12. To enter a schedule for the contract, click on the contract ID.

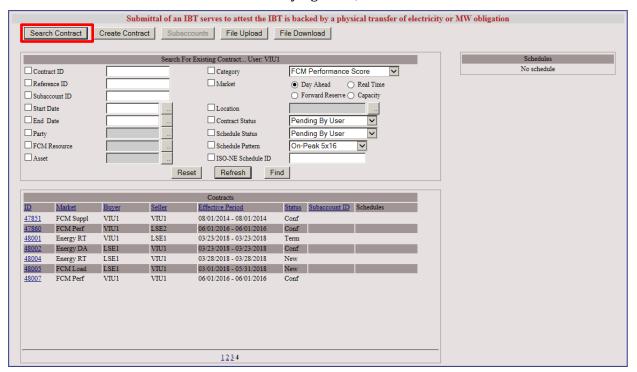


13. Enter MW schedule values (up to 3 decimal places) for any intervals in the contract. Click Submit. If seller=buyer, schedule is automatically confirmed. Otherwise, buyer must confirm schedule.



6.1.1 Enter or Edit Schedule for a Capacity Performance Bilateral

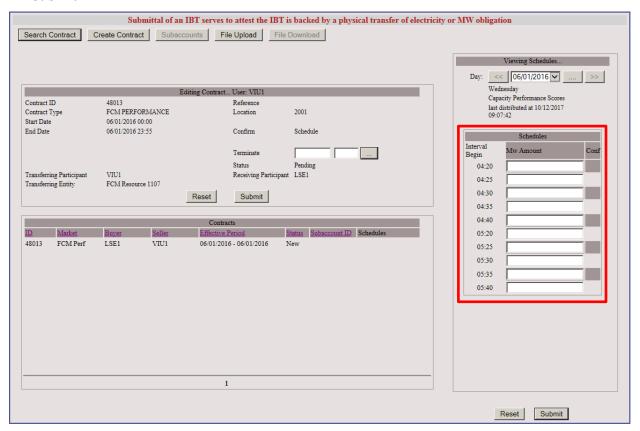
1. Use Search Contract button. Fill in identifying fields; click the Find button.



2. Click on desired contract ID for scheduling.

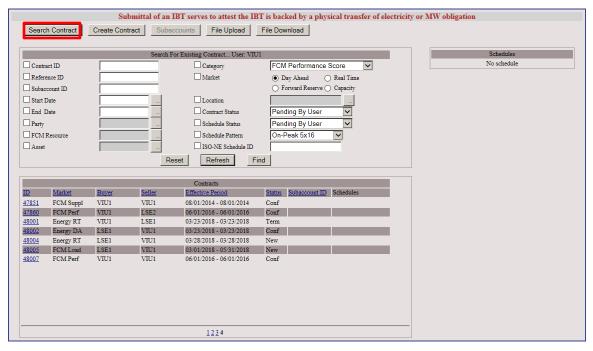


3. Enter MW schedule values (up to 3 decimal places) for any intervals in the contract. Click Submit.

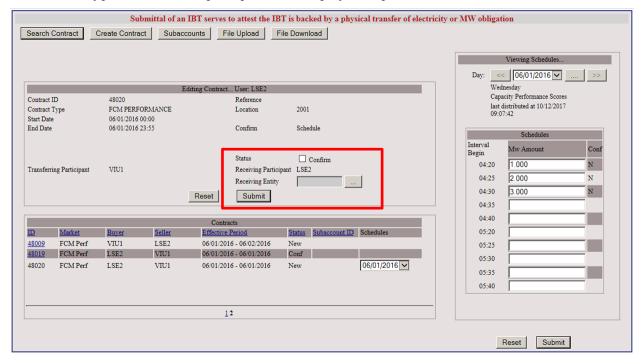


6.2 Confirm Contract for Capacity Performance Bilateral

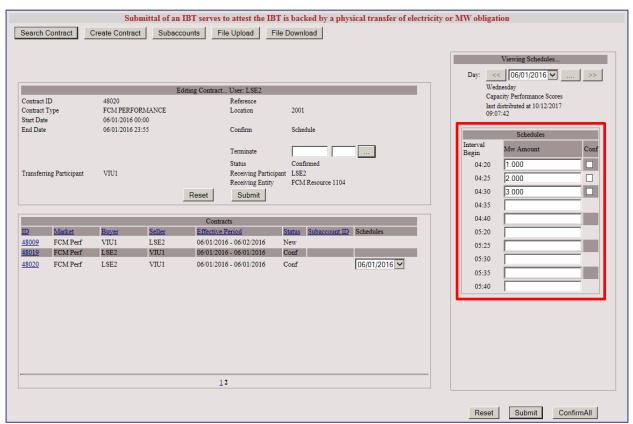
1. Use Search Contract button. Fill in identifying fields; click the Find button. Click on contract ID.



2. Check the Confirm box. Enter the Receiving Entity using the Helper button. Click Submit to confirm the contract. If the Confirm type is Contract Only, confirmation is complete. If the Confirm type is Schedule, a prompt will be displayed to proceed to schedule confirmation.

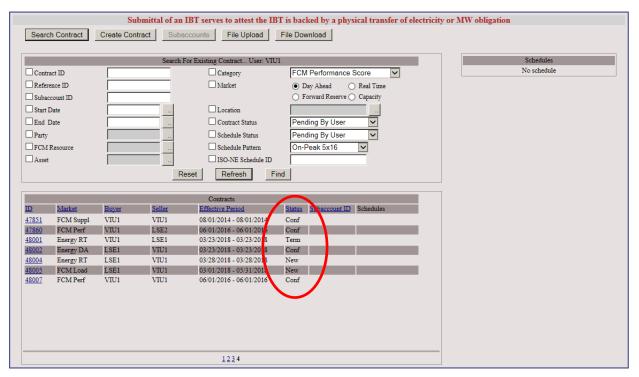


3. For Contract with Schedule, schedule is automatically displayed. Click the Confirmation check boxes in the schedule, or use the "ConfirmAll" button, and then click Submit.



6.3 View Confirmation Status of Capacity Performance Bilateral

1. Use Search Contract button. Fill in identifying fields; click the Find button. Click on contract ID.

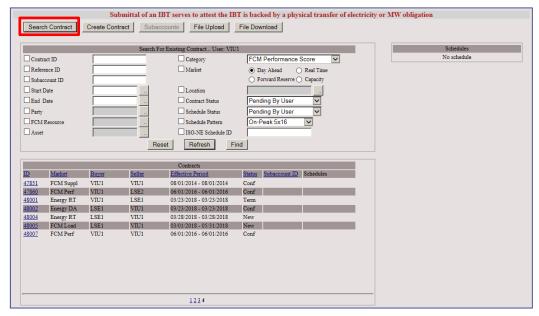


Available Statuses:

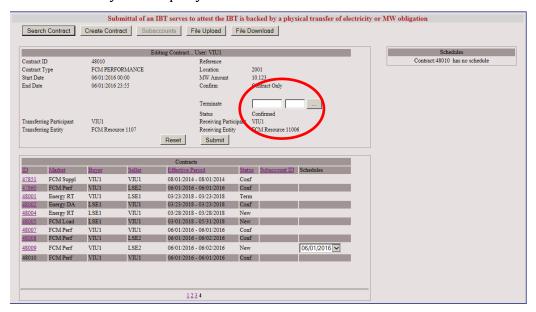
- New The transaction has been entered by either party of the transaction and is pending confirmation by the counterparty.
- Conf (Confirmed) The counterparty has acknowledged the transaction or a modification to the transaction.
- Pend (Pending) The transaction has been edited by either party of the transaction and is pending confirmation by the counterparty.
- Term (Terminated) The transaction has been terminated by either party of the transaction and the counterparty has confirmed the termination date.
- Cncl (Canceled) Either party of the transaction at the start date has canceled the transaction and the termination date has been confirmed by the counterparty or confirmed automatically if its previous Status was New.

6.4 Terminate Capacity Performance Bilateral

1. Use Search Contract button. Fill in identifying fields; click the Find button. Click on contract ID.



2. Enter the termination start date and start interval using the Helper button. Click Submit. Note: The contract will be terminated from the specified start time through the contract end date if the buyer and seller are the same customer. However, the Contract Status will revert to pending if the contract is between two different customers and will remain pending until confirmed by counterparty.



IMPORTANT

❖ A contract terminated only by one party is considered live if left pending. It needs to be confirmed by the counterparty to complete the termination process.

6.5 Divisional Accounting

Subaccount mapping for Capacity Performance Bilateral contracts is implicit in the Divisional Accounting design. The contracts will be associated with the receiving or transferring entity in the participant's portfolio. If that entity is mapped to a subaccount, the Capacity Performance Bilateral contract will be reported in the subaccount.

7 Web Services

- Web Services is designed to allow machine to machine communication.
- A more comprehensive guide explaining process is available and provided online under the <u>Internal Bilateral Transactions (IBT) Web Services Data Exchange Specification</u>.
- Web Services is only available for subaccount mapping and not for contract entry.

8 Participant Support

8.1 By Internet



http://www.iso-ne.com/support/index.html

8.2 By Telephone



Days of Operation

During Regular Business Hours, Monday through Friday: 8:00 A.M. to 5:00 P.M. ET: **(413) 540-4220**

The Participant Support Hotline is **NOT** staffed on the following days:

New Year's Day Labor Day

Martin Luther King Day Columbus Day

Presidents Day Veterans Day

Good Friday Thanksgiving Day

Patriots Day Day After Thanksgiving

Memorial Day Christmas Eve Afternoon (12:00 to 17:00)

Juneteenth Christmas Day

Independence Day

For after-hours business emergencies, contact Participant Support at (877) 226-4814 (pager).

8.3 By Email



AskISO@iso-ne.com

8.4 Ask ISO Manager

Ask ISO is available to anyone that wants to submit an inquiry or information to ISO New England. The Ask ISO Manager role is managed in CAMS and is granted access to users by their company security adminiatrotor. This role allows the user to view all cases for all users within their organization. Ask ISO can be accessed by clicking the link on the ISO New England Participant Support landing page or for those with active digital certificates via link at the left of the SMD homepage.

9 Links

9.1 ISO New England Home Page

http://www.iso-ne.com/index.html

9.2 ISO New England Training Page

http://www.iso-ne.com/support/training/index.html

9.3 ISO New England FAQ Page

http://www.iso-ne.com/support/faq/index.html

9.4 SMD Site for ISO Applications

https://smd.iso-ne.com/

9.5 SMD Site for ISO Sandbox Applications

https://sandboxsmd.iso-ne.com/

9.6 ISO New England Glossary and Acronyms

http://www.iso-ne.com/participate/support/glossary-acronyms

9.7 References used in this Guide

Manual 28 - Data Submission Timing and Responsibilities:

https://www.iso-ne.com/participate/rules-procedures/manuals/

Metering and Resettlement Deadlines:

https://www.iso-ne.com/markets-operations/settlements/deadlines/

Internal Bilateral Transactions (IBT) Web Services Data Exchange Specification:

https://www.iso-ne.com/static-

assets/documents/2015/07/IBT Web Services Data Exchange Specification.pdf