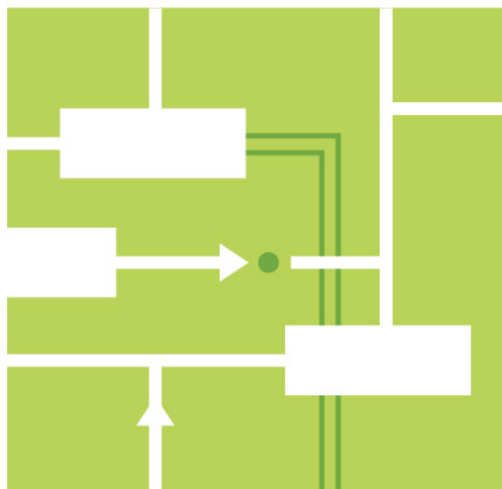
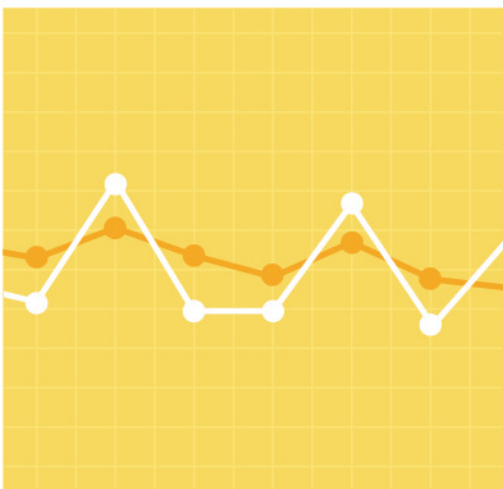




User Guide for the Forward Capacity Market CSO Bilateral Contracts User Interface

© ISO New England Inc.
Monthly Market Operations

ISO-NE PUBLIC



Important Notice

- This User Guide is provided as a service to facilitate participation in the CSO Bilateral Contracts. ISO New England's (The ISO) administration of the CSO Bilateral Contracts is governed by the Transmission, Markets and Services Tariff (the "Tariff") as filed with the Federal Energy Regulatory Commission. The ISO endeavors to ensure that the information in this User Guide is accurate, but in the event of any inconsistency between this User Guide and the Tariff, the Tariff shall govern. Furthermore, this User Guide does not address all of the issues and requirements associated with participation in the Bilateral Contracts. For these reasons, it is important that any party participating in a Bilateral Contract carefully review the relevant portions of the Tariff.
- Examples in this User Guide do not constitute advice to participants.
- Each participant of a bilateral contract (acquiring and/or transferring entity) is responsible for assessing the reliability and relevance of any information provided in the User Guide and/or in the Forward Capacity Market CSO Bilateral Contract User Interface.

Preface

Purpose

This user guide is designed to serve as the reference document for participating in CSO Bilateral Contracts associated with the Forward Capacity Market (FCM) in ISO New England (ISO-NE). The document introduces the functionality and the structure of the application. In most instances, screen captures have been used to illustrate the explanations.

Assumptions

An assumption has been made that the reader is familiar with using applications and navigation. The CSO Bilateral Contract participant should have a comprehensive understanding of the ISO-NE Market Rule, Manuals and other governing documents in order to properly use this User Guide in the conduct of CSO Bilateral Contracts such that the CSO Bilateral Contract participant may complete desired business transactions.

Change Summary

Revision	Date	Comments
Version 1.0	November 23, 2009	Initial release
Version 2.0	July 3, 2018	Periodic update
Version 2.1	April 30, 2019	Periodic update
Version 2.2	March 29, 2022	Updated for NCC Trading FA

Contents

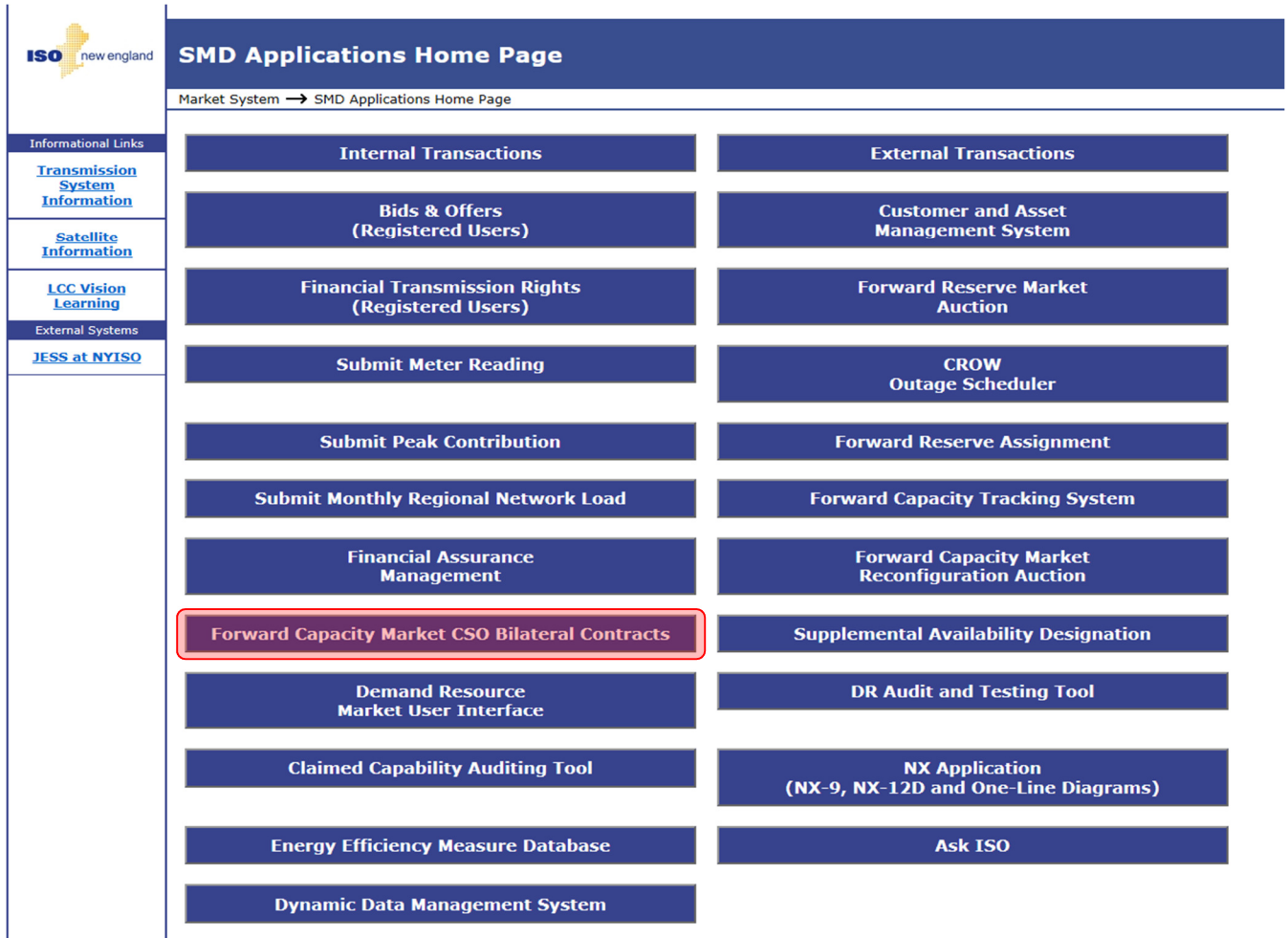
Important Notice	ii
Preface	iii
<i>Purpose</i>	<i>iii</i>
<i>Assumptions.....</i>	<i>iii</i>
<i>Change Summary.....</i>	<i>iii</i>
Contents	iv
Introduction.....	5
Accessing the Forward Capacity Market CSO Bilateral Contracts User Interface	6
Figure 1: SMD Applications Home Page.....	6
Screen Definitions.....	7
Figure 2: Forward Capacity Market CSO Bilateral Contract Management (UI)	7
Figure 3: My Pending Confirmations Tab.....	8
Figure 4: Contract Summary Tab	8
Figure 5: Resource Summary Tab	9
Figure 6: Provisional Summary Tab	10
Figure 7.1: Bilateral Contract Submittal Screen (Submitting Type is Transferring)	11
Figure 7.2: Bilateral Contract Submittal Screen (Submitting Type is Acquiring).....	12
Figure 8.1: Provisional Bilateral Contract Submittal Screen (Submitting Type is Transferring).....	13
Figure 8.2: Provisional Bilateral Contract Submittal Screen (Submitting Type is Acquiring)	14
Figure 9: Example of a Success Message	15
Figure 10: Example of an Error Message	15
Figure 11.1: CSO Bilateral Contract Details View Screen (Transferring Resource View)	16
Figure 11.2: CSO Bilateral Contract Details View Screen (Acquiring Resource View).....	17
Figure 12: CSV File Export	18
Contract Submission Examples	19
Examples Instruction Tables	19
Example 1.1: Submitting (as the acquiring resource) and Confirming (as the transferring resource) a CSO Bilateral Contract during an open Bilateral Period	22
Example 1.2: Submitting (as the transferring resource) and Confirming (as the acquiring resource) a CSO Bilateral Contract during an open Bilateral Period	28
Example 2: Withdrawing a Contract	34

Introduction

CSO Bilaterals allow the transfer of CSO between two resources for a given period. CSO Bilateral windows open to allow submission of CSO Bilateral Contracts. Prior to CSO Bilateral window open, participants may provisionally submit CSO Bilateral Contracts. CSO Bilateral Contracts may be rejected based on inadequate financial assurance or reliability impact.

Accessing the Forward Capacity Market CSO Bilateral Contracts User Interface

Figure 1: SMD Applications Home Page



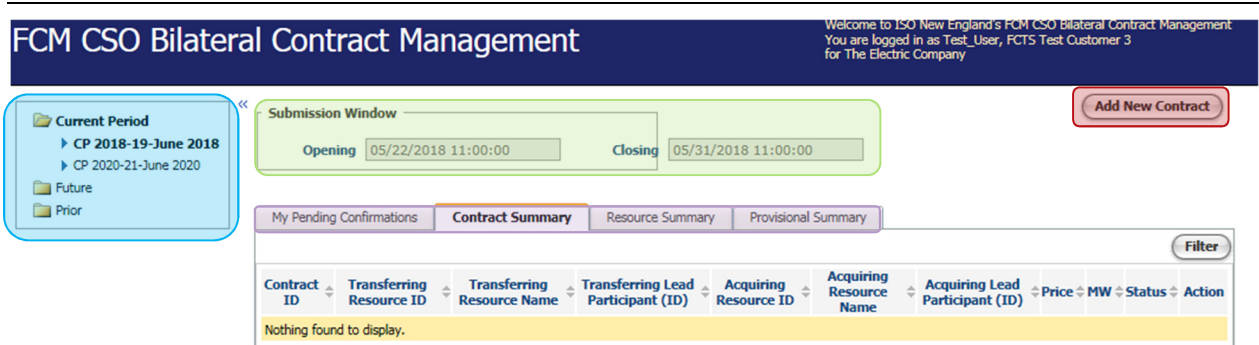
The Forward Capacity Market CSO Bilateral Contract Management User Interface (UI) provides the user with the ability act as the submitting or confirming entity to either transfer or acquire capacity

Click on **Forward Capacity Market CSO Bilateral Contracts** to navigate to the user interface. A user must have a valid digital certificate with the following credentials:

- Application title: FCM Bilateral Contracts UI
 - External Maintainer Role / External Viewer Role

Screen Definitions

Figure 2: Forward Capacity Market CSO Bilateral Contract Management (UI)



The Forward Capacity Market CSO Bilateral Contract Management User Interface (UI) has the following information and functionality:

- View current, future, or prior commitment periods for the Bilateral Transactions.
- The **Submission Window** for the bilateral transactions displaying the opening and closing date and time.
- Access the CSO Bilateral Contract Submission Screen via the **Add New Contract** button. When in future periods this button will allow you to create new provisional contracts.
- **My Pending Confirmations, Access Contract Summary, Resource Summary, or Provisional Summary** tabs.

Figure 3: My Pending Confirmations Tab

Contract ID	Transferring Resource ID	Transferring Resource Name	Transferring Lead Participant (ID)	Acquiring Resource ID	Acquiring Resource Name	Acquiring Lead Participant (ID)	Price	MW	Status	Action
8405	4	Generic Peaker	Generic Electric Company (7)	12	Generic EE Program	The Electric Company (3)	5,000	5,000	Pending Confirmation	Confirm

My Pending Confirmation tab provides information related to contracts that have not been confirmed by the confirming entity.

- **Contract ID:** The automated identification number of the contract. Users can access the contract details screen by clicking on the contract ID number.
- **Transferring Resource Information:** Identification information for the resource transferring capacity for the specific contract.
- **Acquiring Resource Information:** Identification information for the resource acquiring capacity for the specific contract.
- **Price/MW Details of the Contract:** The price and MW for the specific contract.
- **Status/Action button section:** Displays the confirmation status of the contract. A confirmation button displays when there is a contract to confirm.

Figure 4: Contract Summary Tab

Contract ID	Transferring Resource ID	Transferring Resource Name	Transferring Lead Participant (ID)	Acquiring Resource ID	Acquiring Resource Name	Acquiring Lead Participant (ID)	Price	MW	Status	Action
8405	4	Generic Peaker	Generic Electric Company (7)	12	Generic EE Program	The Electric Company (3)	5,000	5,000	Pending Confirmation	Confirm

- Contract Summary Tab contains the same columns as “My Pending Confirmations” shown above except that you can now **filter** the resources displayed by various fields.

Figure 5: Resource Summary Tab

Welcome to ISO New England's FCM CSO Bilateral Contract Management
You are logged in as Test_User, FCTS Test Customer 4
for Generic Electric Company

Current Period
 ▶ CP 2018-19-June 2018
 ▶ CP 2020-21-June 2020
 Future
 Prior

Submission Window
 Opening: 05/22/2018 11:00:00
 Closing: 05/31/2018 11:00:00

Add New Contract

My Pending Confirmations | Contract Summary | **Resource Summary** | Provisional Summary

2 items found, displaying all items. Filter

Resource ID	Resource Name	Type	Capacity Zone/Interface	Eligible	Max Transferring Capacity	Submitted Transferring MW	Max Acquiring Capacity	Submitted Acquiring MW	Active Contract
4	Generic Peaker	Generator	Rest-of-Pool	Y	8,000		0,000		N
10	Some PV	Generator	Rest-of-Pool	Y	1,800		0,000		N

Resource Summary tab provides the lead participant with detailed resource information.

- **Resource Identification Information:** displays the ID, name, type, and zone of the specific resource.
- **Eligible:** displays the eligibility status of the resource for bilateral contracts.
- **Transferring/Acquiring Capacity:** Displays the maximum amount of MW that can be transferred or acquired via a bilateral contract by the resource. Also displays the amount transferred or acquired from previous contracts if applicable.
- **Active Contract:** Displays if the resource has an active contract or not for the bilateral period.
- **Filter:** Allows you to filter the resources displayed by various criteria.

Figure 6: Provisional Summary Tab

The screenshot displays the 'FCM CSO Bilateral Contract Management' interface. At the top right, a welcome message reads: 'Welcome to ISO New England's FCM CSO Bilateral Contract Management. You are logged in as Test_User, FCTS Test Customer 4 for Generic Electric Company.' On the left, a 'Current Period' sidebar shows 'CP 2018-19-June 2018' selected. The main area features a 'Submission Window' with 'Opening' and 'Closing' dates set to 05/22/2018 11:00:00 and 05/31/2018 11:00:00 respectively. Below this, a navigation bar includes 'My Pending Confirmations', 'Contract Summary', 'Resource Summary', and 'Provisional Summary' (which is highlighted). A table header is visible with columns: 'Contract ID', 'Transferring Resource ID', 'Transferring Resource Name', 'Transferring Lead Participant (ID)', 'Acquiring Resource ID', 'Acquiring Resource Name', 'Acquiring Lead Participant (ID)', 'Price/MW', and 'Status'. A 'Filter' button is located to the right of the table. The table content area currently displays 'Nothing found to display.'

Provisional Summary tab shows the provisional bilateral contracts available to the participant for the selected bilateral period.

- **Contract ID:** The automated identification number of the contract. Users can access the contract details screen by clicking on the contract ID number.
- **Transferring Resource Information:** Identification information for the resource transferring capacity for the specific contract.
- **Acquiring Resource Information:** Identification information for the resource acquiring capacity for the specific contract.
- **Price/MW Details of the Contract:** The price and MW for the specific contract.
- **Status section:** Displays the confirmation status of the contract.
- **Filter:** Allows you to filter the resources displayed by various fields.

Figure 7.1: Bilateral Contract Submittal Screen (Submitting Type is Transferring)

CSO Bilateral Contract Addition Cancel

Commitment Period: 2022-23 Bilateral Period: June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)*

Available MW

MW*

Price

Reference ID

Related Side Transaction(s) Exist?*

Acquiring Counterparty an Affiliate fields?*

Comments

Confirming Entity Information

Lead Participant (ID)*

Resource Name*

Submit

Bilateral Contract Submittal Screen during open bilateral window.

- **Type:** the submitter can either be the transferring entity (reducing CSO) or the acquiring entity (increasing CSO).
- **Submitting Resource ID:** the user must enter the Resource ID or Name for the bilateral transaction. User must select resource from a drop down menu.
- **Available MW:** displays the maximum MW available to submit on this bilateral for the specific resource (this field automatically populates based on Resource Name, Type, and bilateral period).
- **MW:** the CSO MW amount transferring in the bilateral transaction.
- **Price:** price in \$/kW-Month, if the value is left blank, the price will default to \$0.000. This field has an upper limit of \$50.000/kW-Month
- **Reference ID:** free form participant submitted value (100 characters allowed) which allows the lead participant to create their own reference for the contract. The Reference ID and Comments are specific to the lead participant.
- **Related Side Transaction(s) Exist?:** A related side transaction is any contract or other transaction with another party regarding the pricing of such CSO Bilateral Contract (other than those to be settled by the ISO) that has the effect of decreasing its NCC Trading FA.
- **Acquiring Counterparty an Affiliate?:** The term affiliate is defined as “any person or entity that controls, is controlled by, or is under common control by another person or entity. For purposes of this definition, "control" means the possession, directly or indirectly, of the authority to direct the management or policies of an entity. A voting interest of ten percent or more shall create a rebuttable presumption of control.” [Section 1.2.2 of [the ISO Tariff](#)]
Transactions between the same lead participant are considered affiliate transactions.
- **Comments:** free form participant submitted value (4000 characters allowed).
- **Confirming Entity (Lead Participant) ID:** the submitting participant must type in either the lead participant ID or Name and select the confirming lead participant from the dropdown.

- **Resource Name:** once the lead participant information is selected, a list of resources available to select appears in the Resource Name drop down box.

Figure 7.2: Bilateral Contract Submittal Screen (Submitting Type is Acquiring)

CSO Bilateral Contract Addition Cancel

Commitment Period: 2022-23 Bilateral Period: June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)*

Available MW

MW*

Price

Reference ID

Comments

Confirming Entity Information

Lead Participant (ID)*

Resource Name*

Submit

Bilateral Contract Submittal Screen during open bilateral window.

- **Type:** the submitter can either be the transferring entity (reducing CSO) or the acquiring entity (increasing CSO).
- **Submitting Resource ID:** the user must enter the Resource ID or Name for the bilateral transaction. User must select resource from a drop down menu.
- **Available MW:** displays the maximum MW available to submit on this bilateral for the specific resource (this field automatically populates based on Resource Name, Type, and bilateral period).
- **MW:** the CSO MW amount transferring in the bilateral transaction.
- **Price:** price in \$/kW-Month, if the value is left blank, the price will default to \$0.000. This field has an upper limit of \$50.000/kW-Month
- **Reference ID:** free form participant submitted value (100 characters allowed) which allows the lead participant to create their own reference for the contract. The Reference ID and Comments are specific to the lead participant.
- **Comments:** free form participant submitted value (4000 characters allowed).
- **Confirming Entity (Lead Participant) ID:** the submitting participant must type in either the lead participant ID or Name and select the confirming lead participant from the dropdown.
- **Resource Name:** once the lead participant information is selected, a list of resources available to select appears in the Resource Name drop down box.

Figure 8.1: Provisional Bilateral Contract Submittal Screen (Submitting Type is Transferring)

Provisional Bilateral Contract Addition Cancel

Commitment Period Bilateral Period

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)*

MW*

Price

Reference ID

Related Side Transaction(s) Exist?*

Acquiring Counterparty an Affiliate fields?*

Comments

Confirming Entity Information

Lead Participant (ID)*

Resource Name*

Submit

When there are no open bilateral windows, Provisional Bilateral Contracts may be submitted. The fields of this window are the same as the Bilateral Contract Submission Screen as displayed in figure 7.1, except Available MW is not displayed.

Figure 8.2: Provisional Bilateral Contract Submittal Screen (Submitting Type is Acquiring)

Provisional Bilateral Contract Addition Cancel

Commitment Period Bilateral Period

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)*

MW*

Price

Reference ID

Comments

Confirming Entity Information

Lead Participant (ID)*

Resource Name*

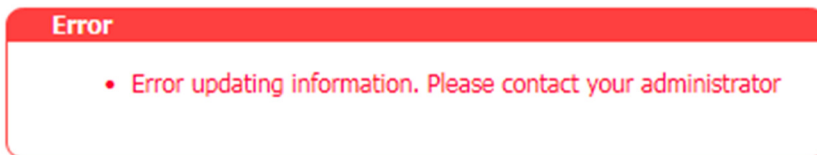
When there are no open bilateral windows, Provisional Bilateral Contracts may be submitted. The fields of this window are the same as the Bilateral Contract Submission Screen as displayed in figure 7.2, except Available MW is not displayed.

Figure 9: Example of a Success Message



Success messages (displayed in green text) are provided to notify the user that the action taken was successful.

Figure 10: Example of an Error Message



Error messages (displayed in red text) are provided to ensure that input and contract parameters are not violated.

Figure 11.1: CSO Bilateral Contract Details View Screen (Transferring Resource View)

CSO Bilateral Contract Details View
CLOSE X

Commitment Period	<input type="text" value="2022-23"/>	Bilateral Period	<input type="text" value="June 2022"/>
Contract ID	<input type="text" value="10122"/>	Duration	<input type="text" value="June 2022"/>
MW	<input type="text" value="1.250"/>	Price	<input type="text" value="2.510"/>

Type	<input type="text" value="TRANSFERRING"/>
Transferring Resource Name (ID)	<input type="text" value="Generic Peaker (4)"/>
Transferring Lead Participant	<input type="text" value="Generic Electric Company (7)"/>
Related Side Transaction(s) Exist?	<input type="text" value="Yes"/>
Acquiring Counterparty an Affiliate?	<input type="text" value="No"/>
Acquiring Resource Name (ID)	<input type="text" value="Generic EE(38)"/>
Acquiring Lead Participant	<input type="text" value="The Electric Company (3)"/>
Reference ID	<input type="text" value="123"/>
Comments	<input type="text" value="Allows up to 4000 Characters"/>
Current Status	<input type="text" value="Confirmed"/>

CSO Bilateral Contract View screen contains information entered for the selected contract in the bilateral Contract Submittal Screen.

Figure 11.2: CSO Bilateral Contract Details View Screen (Acquiring Resource View)

CSO Bilateral Contract Details View CLOSE X

Commitment Period	2022-23	Bilateral Period	June 2022
Contract ID	10121	Duration	June 2022
MW	2,500	Price	1.856

Type	ACQUIRING
Transferring Resource Name (ID)	Generic Peaker (4)
Transferring Lead Participant	Generic Electric Company (7)
Acquiring Resource Name (ID)	Generic EE(38)
Acquiring Lead Participant	The Electric Company (3)
Reference ID	456
Comments	Allows up to 4000 characters
Current Status	Confirmed

CSO Bilateral Contract View screen contains information entered for the selected contract in the bilateral Contract Submittal Screen.

Figure 12: CSV File Export

The screenshot displays the 'FCM CSO Bilateral Contract Management' interface. At the top right, a welcome message states: 'Welcome to ISO New England's FCM CSO Bilateral Contract Management. You are logged in as Test_User, FCTIS Test Customer 4 for Generic Electric Company'. On the left, a navigation menu includes 'Current Period' (with sub-items 'CP 2018-19-June 2018' and 'CP 2020-21-June 2020'), 'Future', and 'Prior'. The main area features a 'Submission Window' with 'Opening' and 'Closing' date/time fields set to 05/22/2018 11:00:00 and 05/31/2018 11:00:00 respectively. Below this are tabs for 'My Pending Confirmations', 'Contract Summary', 'Resource Summary', and 'Provisional Summary'. The 'Contract Summary' tab is active, showing a table with the following data:

Contract ID	Transferring Resource ID	Transferring Resource Name	Transferring Lead Participant (ID)	Acquiring Resource ID	Acquiring Resource Name	Acquiring Lead Participant (ID)	Price	MW	Status	Action
8403	3	Generic Power Plant	The Electric Company (3)	4	Generic Peaker	Generic Electric Company (7)	5.000	5.000	Pending Confirmation	Confirm Update

At the bottom of the table, there is an 'Export to: CSV' button, which is highlighted with a red box in the original image.

In the **Resource Summary**, **Contract Summary**, and **Provisional Summary** tabs, the information can be exported from these tabs to Microsoft Excel by hitting the **CSV export button** at the bottom of the screens.

Contract Submission Examples

Examples Instruction Tables

Submitting a CSO Bilateral Contract as the Acquiring Entity Instruction Table

Step	Screen/Section	Actions
1	Resource Information Tab	Review the details of the designated resource which includes the maximum transferring capacity and maximum acquiring capacity.
2	Add New Contract button	Click the "Add New Contract" button to access the contract submittal screen.
3	Contract Submittal Screen (Type)	Select transfer if submitting resource is transferring, acquire if submitting resource is acquiring.
4	Contract Submittal Screen (Submitting Resource Name (ID))	Type either the Resource Name or ID for the designated resource. A list of resources will drop down. Click the specific resource for the contract. The "Available MW" section populates.
5	Contract Submittal Screen (MW)	Type the MW being transferred (the value cannot be greater than the qualified capacity)
6	Contract Submittal Screen (Price)	The Price field is optional; user can submit a price in \$/kW-Month. Price defaults to \$0/kW-Month if no price is submitted
7	Contract Submittal Screen (Reference ID and Comment)	Optional field users are able to create their own Reference ID and submit a comment about the specific contract.
8	Contract Submittal Screen (Confirming Participant)	Type either the ID or the Name of counterpart to the contract in the Confirming Entity Section. All resources for which the participant is the Lead Participant are displayed in the Resource ID section.
9	Contract Submittal Screen (Resource name)	Select the specific resource included in the bilateral contract.
10	Contract Submittal Screen (Submit Button)	Click the submit button to submit the contract. If no price was submitted a pop-up box displays to ensure the user intends to submit and offer without a price.

Submitting a CSO Bilateral Contract as the Transferring Entity Instruction Table

Step	Screen/Section	Actions
1	Resource Information Tab	Review the details of the designated resource which includes the maximum transferring capacity and maximum acquiring capacity.
2	Add New Contract button	Click the "Add New Contract" button to access the contract submittal screen.
3	Contract Submittal Screen (Type)	Select transfer if submitting resource is transferring, acquire if submitting resource is acquiring.
4	Contract Submittal Screen (Submitting Resource Name (ID))	Type either the Resource Name or ID for the designated resource. A list of resources will drop down. Click the specific resource for the contract. The "Available MW" section populates.
5	Contract Submittal Screen (MW)	Type the MW being transferred (the value cannot be greater than the qualified capacity)
6	Contract Submittal Screen (Price)	The Price field is optional; user can submit a price in \$/kW-Month. Price defaults to \$0/kW-Month if no price is submitted
7	Contract Submittal Screen (Reference ID and Comment)	Optional field users are able to create their own Reference ID and submit a comment about the specific contract.
8	Contract Submittal Screen (Related Side Transaction(s) Exist? Acquiring Counterparty an Affiliate?)	Select "Yes" or "No" from the dropdown for each question
9	Contract Submittal Screen (Confirming Participant)	Type either the ID or the Name of counterpart to the contract in the Confirming Entity Section. All resources for which the participant is the Lead Participant are displayed in the Resource ID section.
10	Contract Submittal Screen (Resource name)	Select the specific resource included in the bilateral contract.
11	Contract Submittal Screen (Submit Button)	Click the submit button to submit the contract. If no price was submitted a pop-up box displays to ensure the user intends to submit and offer without a price.

Confirming a CSO Bilateral Contract as the Acquiring Entity Instruction Table

Step	Screen/Section	Actions
1	My Pending confirmations Tab	View all pending contracts and click the confirm button for the specific contract you wish to confirm.
2	CSO Bilateral Contract Confirmation Screen	The details of the contract are pre-populated. The fields for Reference ID and Comments are optional. Click the confirm button to confirm the specific contract or cancel to cancel the confirmation.
3	My Pending confirmations Tab	Upon successfully confirming the contract, the user interface automatically navigates to the My Pending Confirmation tab.

Confirming a CSO Bilateral Contract as the Transferring Entity Instruction Table

Step	Screen/Section	Actions
1	My Pending confirmations Tab	View all pending contracts and click the confirm button for the specific contract you wish to confirm.
2	CSO Bilateral Contract Confirmation Screen	The details of the contract are pre-populated. The fields for Reference ID and Comments are optional. Responses must be provided to the Related Side Transaction(s) Exist? and Acquiring Counterparty an Affiliate? questions. Click the confirm button to confirm the specific contract or cancel to cancel the confirmation.
3	My Pending confirmations Tab	Upon successfully confirming the contract, the user interface automatically navigates to the My Pending Confirmation tab.

Withdrawing a CSO Bilateral Contract Instruction Table

Step	Screen/Section	Actions
1	Contract Summary	On the contract summary tab, click "Withdraw" on contract to be withdrawn.

Confirming Withdrawal of a CSO Bilateral Contract Instruction Table

Step	Screen/Section	Actions
1	My Pending Confirmations	On the Pending Confirmations tab, click "Confirm" to confirm the withdrawal.

In each example, the participant performing the steps will be noted by displaying:

 Submitting Participant

 Confirming Participant

Example 1.1: Submitting (as the acquiring resource) and Confirming (as the transferring resource) a CSO Bilateral Contract during an open Bilateral Period

 **Step 1 - 2: View the Resource Summary details on the Resource Summary tab and Click Add New Contract button**



The screenshot shows a web interface for resource management. At the top, there is a 'Submission Window' section with 'Opening' and 'Closing' date/time pickers. To the right is a red 'Add New Contract' button. Below this is a navigation bar with tabs: 'My Pending Confirmations', 'Contract Summary', 'Resource Summary' (selected), and 'Provisional Summary'. A 'Filter' button is on the right. The main area displays a table with the following data:

Resource ID	Resource Name	Type	Capacity Zone/Interface	Eligible	Max Transferring Capacity	Submitted Transferring MW	Max Acquiring Capacity	Submitted Acquiring MW	Active Contract
38	Generic EE(38)	Demand Resource	Rest-of-Pool	Y	7.659		7.029	2.500	Y

Below the table, it says 'One item found.' and 'Export to: CSV'.

The resource acquiring capacity in this example is Resource ID 38. The maximum Acquiring Capacity of this resource is 7.029 MW but the remaining available MW to be transferred is 4.529 MW (Max Acquiring Capacity – Submitted Acquiring MW).

Click on the **Add New Contract** button in the top right of the screen to display the Bilateral Contract Submittal screen.

Step 3: Select Acquiring MW in Type section

CSO Bilateral Contract Addition

Cancel

Commitment Period 2022-23 Bilateral Period June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)*

Available MW

MW*

Price

Reference ID

Comments

Confirming Entity Information

Lead Participant (ID)*

Resource Name*

Submit

The Bilateral Contract Submittal screen defaults to **Transferring MW** Type. If the submitter is transferring MW, no action is necessary. Otherwise, click the **Acquiring MW** button.

Step 4: Select the Submitting Resource Name or ID

CSO Bilateral Contract Addition

Cancel

Commitment Period 2022-23 Bilateral Period June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)* Gener

Available MW Generic EE(38)

MW*

Price

Reference ID

Comments

Confirming Entity Information

Lead Participant (ID)*

Resource Name*

Submit

Type either the submitting resource's name or ID. All of the participant's available resources will display.

Step 5 - 7: Completing Submitting Resource Details

CSO Bilateral Contract Addition

Cancel

Commitment Period 2022-23 Bilateral Period June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)* Generic EE(38)

Available MW 4,529

MW* 2.5

Price 1.856

Reference ID 456

Comments Allows up to 4000 characters

Confirming Entity Information

Lead Participant (ID)*

Resource Name*

Submit

Available MW will auto populate based on resource selected.

Input the agreed upon **MW** for the contract. This cannot exceed **Available MW**.

Price is optional, if no **Price** is selected, the price will default to \$0.000. This field cannot exceed \$50.00/kW-Month.

Reference ID and **Comment** fields are optional. **Reference ID** field allows up to 100 characters and the **Comments** field allows 4000 characters.

Step 8-9: Select Confirming Resource Information

CSO Bilateral Contract Addition

Cancel

Commitment Period 2022-23 Bilateral Period June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)* Generic EE(38)

Available MW 4,529

MW* 2.5

Price 1,856

Reference ID 456

Comments Allows up to 4000 characters

Confirming Entity Information

Lead Participant (ID)* Generic Electric Company (7)

Resource Name* Generic Electric Company (7)

Submit

Type the **Lead Participant Name or ID** and select the appropriate participant from the drop-down.

CSO Bilateral Contract Addition

Cancel

Commitment Period 2022-23 Bilateral Period June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)* Generic EE(38)

Available MW 4,529

MW* 2.5

Price 1,856

Reference ID 456

Comments Allows up to 4000 characters

Confirming Entity Information

Lead Participant (ID)* Generic Electric Company (7)

Resource Name* Generic Peaker (4)

Submit

Once the **Lead Participant (ID)** is selected, the **Resource Name** drop-down is populated. Select the confirming resource.

Step 10: Submit Contract

The screenshot shows the 'Submit Contract' interface. On the left, there is a 'Current Period' dropdown menu with options for 'CP 2022-23-June 2022', 'Future', and 'Prior'. The main area is titled 'Submission Window' and includes 'Opening' and 'Closing' date/time fields. A green message box displays two success messages: 'Successfully inserted CSO Bilateral Contract Status to Pending Confirmation' and 'Successfully added new CSO Bilateral Contract with a Contract ID of 10121'. Below the message is a table with 2 items found. The table has columns for Contract ID, Transferring Resource ID, Transferring Resource Name, Transferring Lead Participant (ID), Acquiring Resource ID, Acquiring Resource Name, Acquiring Lead Participant (ID), Price, MW, Status, and Action. The data row shows Contract ID 10121, Transferring Resource ID 4, Transferring Resource Name 'Generic Peaker (4)', Transferring Lead Participant (ID) 'Generic Electric Company (7)', Acquiring Resource ID 38, Acquiring Resource Name 'Generic EE(38)', Acquiring Lead Participant (ID) 'The Electric Company (3)', Price 1.856, MW 2.500, and Status 'Pending Confirmation'. The Action column contains 'Withdraw' and 'Update' buttons. An 'Export to CSV' link is at the bottom right.

Once the confirming resource is selected, click the submit button. If contract passes the user interface validations, a success message for a pending submitted contract will display. The User can either **Withdraw** the contract or **Update** the contract by clicking on the respective buttons.

If both resources have the same Lead Participant and the submission passes the UI validations, the CSO bilateral contract will auto-confirm upon submission.

Step 11: Review the Contract details and select the Confirm button.

The screenshot shows the 'Review the Contract details' interface. It features the same 'Current Period' dropdown menu and 'Submission Window' section as Step 10. The 'My Pending Confirmations' tab is active, showing a table with one item found. The table has columns for Contract ID, Transferring Resource ID, Transferring Resource Name, Transferring Lead Participant (ID), Acquiring Resource ID, Acquiring Resource Name, Acquiring Lead Participant (ID), Price, MW, Status, and Action. The data row shows Contract ID 10121, Transferring Resource ID 4, Transferring Resource Name 'Generic Peaker (4)', Transferring Lead Participant (ID) 'Generic Electric Company (7)', Acquiring Resource ID 38, Acquiring Resource Name 'Generic EE(38)', Acquiring Lead Participant (ID) 'The Electric Company (3)', Price 1.856, MW 2.500, and Status 'Pending Confirmation'. The Action column contains a 'Confirm' button.

This is the pending confirmations tab for the confirming entity. The status for this contract is **Pending Confirmation**.

Click on the **Confirm** button to access the Confirm Contract screen.

Step 12: Confirm the contract.

CSO Bilateral Contract Confirmation

[Cancel](#)

Commitment Period: 2022-23 Bilateral Period: June 2022

Contract ID: 10121

MW: 2,500 Price: 1.856

Type: Transferring MW Acquiring MW

Transferring Resource Name (ID): Generic Peaker (4)

Transferring Lead Participant: Generic Electric Company (7)

Acquiring Resource Name (ID): Generic EE(38)

Acquiring Lead Participant: The Electric Company (3)

Confirming Entity Information

Available MW: 3,816

Reference ID: 456

Related Side Transaction(s) Exist?*: Yes

Acquiring Counterparty an Affiliate?*: Yes

Comments: The Confirming Party can put in their own comments too. Allows up to 4000 Characters.

[Submit](#)

Reference ID and **Comment** fields are also optional for confirming party. **Reference ID** field allows up to 100 characters and the **Comments** field allows 4000 characters.

Provide “Yes” or “No” responses to the **Related Side Transaction(s) Exist?** and **Acquiring Counterparty an Affiliate?** questions.

After confirming party reviews the contract details, click the **Submit** button to confirm the contract or **Cancel** to back out of the screen.

Current Period: CP 2022-23-June 2022

Submission Window: Opening 03/15/2022 00:00:00 Closing 03/25/2022 00:00:00

[Add New Contract](#)

My Pending Confirmations

Message: **Successfully confirmed CSO Bilateral Contract with a Contract ID of 10121**

Contract ID	Transferring Resource ID	Transferring Resource Name	Transferring Lead Participant (ID)	Acquiring Resource ID	Acquiring Resource Name	Acquiring Lead Participant (ID)	Price	MW	Status	Action
Nothing found to display.										

If all contract specifications are valid, a **Success Message** for a confirmed contract is displayed and the contract is removed from the Pending Confirmations tab.

Example 1.2: Submitting (as the transferring resource) and Confirming (as the acquiring resource) a CSO Bilateral Contract during an open Bilateral Period

Step 1 - 2: View the Resource Summary details on the Resource Summary tab and Click Add New Contract button

The screenshot shows a web interface for resource management. On the left, there is a sidebar with a tree view containing 'Current Period', 'CP 2022-23-June 2022', 'Future', and 'Prior'. The main area has a 'Submission Window' section with 'Opening' and 'Closing' date-time pickers. A red 'Add New Contract' button is in the top right. Below this are tabs for 'My Pending Confirmations', 'Contract Summary', 'Resource Summary' (which is selected), and 'Provisional Summary'. A 'Filter' button is in the top right of the table area. The table displays one resource with the following data:

Resource ID	Resource Name	Type	Capacity Zone/Interface	Eligible	Max Transferring Capacity	Submitted Transferring MW	Max Acquiring Capacity	Submitted Acquiring MW	Active Contract
4	Generic Peaker (4)	Generator	Rest-of-Pool	Y	3.816	2.500	0.515		Y

At the bottom of the table, there is an 'Export to: CSV' link.

The resource transferring capacity in this example is Resource ID 4. The maximum Transferring Capacity of this resource is 3.816 MW but the remaining available MW to be transferred is 1.316 MW (Max Transferring Capacity – Submitted Transferring MW).

Click on the **Add New Contract** button in the top right of the screen to display the Bilateral Contract Submittal screen.

Step 3: Select Transferring MW in Type section

CSO Bilateral Contract Addition

Cancel

Commitment Period: 2022-23 Bilateral Period: June 2022

Type: Transferring MW Acquiring MW

Submitting Resource Name (ID)*: _____

Available MW: _____

MW*: _____

Price: _____

Reference ID: _____

Related Side Transaction(s) Exist?*: _____

Acquiring Counterparty an Affiliate?*: _____

Comments: _____

Confirming Entity Information

Lead Participant (ID)*: _____

Resource Name*: _____

Submit

The Bilateral Contract Submittal screen defaults to **Transferring MW** Type. If the submitter is transferring MW, no action is necessary. Otherwise, click the **Acquiring MW** button.

Step 4: Select the Submitting Resource Name or ID

CSO Bilateral Contract Addition

Cancel

Commitment Period: 2022-23 Bilateral Period: June 2022

Type: Transferring MW Acquiring MW

Submitting Resource Name (ID)*: Generic Peaker (4)

Available MW: Generic Peaker (4)

MW*: _____

Price: _____

Reference ID: _____

Related Side Transaction(s) Exist?*: _____

Acquiring Counterparty an Affiliate?*: _____

Comments: _____

Confirming Entity Information

Lead Participant (ID)*: _____

Resource Name*: _____

Submit

Type either the submitting resource's name or ID. All of the participant's available resources will display.

Step 5 - 8: Completing Submitting Resource Details

CSO Bilateral Contract Addition

Cancel

Commitment Period 2022-23 Bilateral Period June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)* Generic Peaker (4)

Available MW 1.316

MW* 1.25

Price 2.51

Reference ID 123

Related Side Transaction(s) Exist?* Yes

Acquiring Counterparty an Affiliate?* No

Comments Allows up to 4000 Characters

Confirming Entity Information

Lead Participant (ID)*

Resource Name*

Submit

Available MW will auto populate based on resource selected.

Input the agreed upon **MW** for the contract. This cannot exceed **Available MW**.

Price is optional, if no **Price** is selected, the price will default to \$0.000. This field cannot exceed \$50.00/kW-Month.

Reference ID and **Comment** fields are optional. **Reference ID** field allows up to 100 characters and the **Comments** field allows 4000 characters.

Provide “Yes” or “No” responses to the **Related Side Transaction(s) Exist?** and **Acquiring Counterparty an Affiliate?** questions.

Step 9-10: Select Confirming Resource Information

CSO Bilateral Contract Addition

Cancel

Commitment Period 2022-23 Bilateral Period June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)* Generic Peaker (4)

Available MW 1.316

MW* 1.25

Price 2.51

Reference ID 123

Related Side Transaction(s) Exist?* Yes

Acquiring Counterparty an Affiliate?* No

Comments Allows up to 4000 Characters

Confirming Entity Information

Lead Participant (ID)* The Electric Company (3)

Resource Name* The Electric Company (3)

Submit

Type the **Lead Participant Name or ID** and select the appropriate participant from the drop-down.

CSO Bilateral Contract Addition

Cancel

Commitment Period 2022-23 Bilateral Period June 2022

Type* Transferring MW Acquiring MW

Submitting Resource Name (ID)* Generic Peaker (4)

Available MW 1.316

MW* 1.25

Price 2.51

Reference ID 123

Related Side Transaction(s) Exist?* Yes

Acquiring Counterparty an Affiliate?* No

Comments Allows up to 4000 Characters

Confirming Entity Information

Lead Participant (ID)* The Electric Company (3)

Resource Name* Generic EE(38)

Submit

Once the **Lead Participant (ID)** is selected, the **Resource Name** drop-down is populated. Select the confirming resource.

Step 11: Submit Contract

The screenshot shows the 'Submit Contract' interface. On the left, there is a 'Current Period' dropdown menu with options for 'CP 2022-23-June 2022', 'Future', and 'Prior'. The main area is titled 'Submission Window' and includes 'Opening' and 'Closing' date/time fields. A green message box displays two success messages: 'Successfully inserted CSO Bilateral Contract Status to Pending Confirmation' and 'Successfully added new CSO Bilateral Contract with a Contract ID of 10122'. Below the message is a table with 2 items found. The table has columns for Contract ID, Transferring Resource ID, Transferring Resource Name, Transferring Lead Participant (ID), Acquiring Resource ID, Acquiring Resource Name, Acquiring Lead Participant (ID), Price, MW, Status, and Action. The first row (Contract ID 10122) has a status of 'Pending Confirmation' and 'Withdraw' and 'Update' buttons. The second row (Contract ID 10121) has a status of 'Confirmed' and an 'Update' button. An 'Add New Contract' button is in the top right, and a 'Filter' button is in the top right of the table area.

Once the confirming resource is selected, click the submit button. If contract passes the user interface validations, a success message for a pending submitted contract will display. The User can either **Withdraw** the contract or **Update** the contract by clicking on the respective buttons.

If both resources have the same Lead Participant and the submission passes the UI validations, the CSO bilateral contract will auto-confirm upon submission.

Step 12: Review the Contract details and select the Confirm button.

The screenshot shows the 'Review the Contract details' interface. It features the same 'Current Period' dropdown menu and 'Submission Window' section as Step 11. The 'My Pending Confirmations' tab is active, showing a table with one item found. The table has columns for Contract ID, Transferring Resource ID, Transferring Resource Name, Transferring Lead Participant (ID), Acquiring Resource ID, Acquiring Resource Name, Acquiring Lead Participant (ID), Price, MW, Status, and Action. The single row (Contract ID 10122) has a status of 'Pending Confirmation' and a 'Confirm' button. An 'Add New Contract' button is in the top right.

This is the pending confirmations tab for the confirming entity. The status for this contract is **Pending Confirmation**.

Click on the **Confirm** button to access the Confirm Contract screen.

Step 13: Confirm the contract.

CSO Bilateral Contract Confirmation

Cancel

Commitment Period

Contract ID

MW

Bilateral Period

Price

Type Transferring MW Acquiring MW

Transferring Resource Name (ID)

Transferring Lead Participant

Acquiring Resource Name (ID)

Acquiring Lead Participant

Confirming Entity Information

Available MW

Reference ID

Comments

Submit

Reference ID and **Comment** fields are also optional for confirming party. **Reference ID** field allows up to 100 characters and the **Comments** field allows 4000 characters.

After confirming party reviews the contract details, click the **Submit** button to confirm the contract or **Cancel** to back out of the screen.

Current Period

- CP 2022-23-June 2022
- Future
- Prior

Submission Window

Opening Closing

Add New Contract

My Pending Confirmations | Contract Summary | Resource Summary | Provisional Summary

Message ✕

✔ Successfully confirmed CSO Bilateral Contract with a Contract ID of 10122

Contract ID	Transferring Resource ID	Transferring Resource Name	Transferring Lead Participant (ID)	Acquiring Resource ID	Acquiring Resource Name	Acquiring Lead Participant (ID)	Price	MW	Status	Action
Nothing found to display.										

If all contract specifications are valid, a **Success Message** for a confirmed contract is displayed and the contract is removed from the Pending Confirmations tab.

Example 2: Withdrawing a Contract

Step 1: Withdrawal Process Initiator views the Contract they wish to withdraw from in Contract Summary tab.

The screenshot shows the 'Contract Summary' tab in the system. At the top, there is a 'Submission Window' section with 'Opening' on 05/22/2018 11:00:00 and 'Closing' on 05/31/2018 11:00:00. Below this are tabs for 'My Pending Confirmations', 'Contract Summary', 'Resource Summary', and 'Provisional Summary'. The 'Contract Summary' tab is active, displaying a table with columns: Contract ID, Transferring Resource ID, Transferring Resource Name, Transferring Lead Participant (ID), Acquiring Resource ID, Acquiring Resource Name, Acquiring Lead Participant (ID), Price, MW, Status, and Action. The table contains one row for Contract ID 8405, with status 'Confirmed'. The 'Action' column for this row has two buttons: 'Withdraw' (highlighted in red) and 'Update'.

To withdraw a confirmed bilateral contract, both participants must confirm the withdrawal. The submitting participant must initiate the withdraw process for contracts during an open bilateral period. Confirmed Provisional contracts can have either party initiate the withdrawal process, and the counterparty confirms the withdrawal.

To initiate the withdraw process, select the contract to withdraw on the Contract Summary tab and click the **Withdraw** button.

The screenshot shows the 'Contract Summary' tab after the withdrawal process. A green message box at the top of the table area displays: 'Successfully updated CSO Bilateral Contract (8405) Status to Pending Withdrawal'. The table below shows the contract status has changed to 'Pending Withdrawal'. The 'Action' column now has two buttons: 'Reset to Confirmed' (highlighted in purple) and 'Update'.

Once Withdrawn, a success message should appear and the status of the contract should change to **Pending Withdrawal**, and the counterparty can confirm the withdrawal.

To stop the withdrawal process, click the **Reset to Confirmed** button. This cannot be done when withdrawing contracts where both resources have the same Lead Participant.

If both resources have the same Lead Participant, the CSO bilateral contract will auto-withdraw upon initiating withdrawal.

Step 2: Withdrawal Process Confirming Participant views the Contract in the My Pending Confirmations tab

The screenshot shows the 'My Pending Confirmations' tab in the user interface. At the top, there is a 'Submission Window' section with 'Opening' and 'Closing' dates set to 05/22/2018 11:00:00 and 05/31/2018 11:00:00 respectively. Below this is a table with columns: Contract ID, Transferring Resource ID, Transferring Resource Name, Transferring Lead Participant (ID), Acquiring Resource ID, Acquiring Resource Name, Acquiring Lead Participant (ID), Price, MW, Status, and Action. The table contains one row with the following data: Contract ID 8405, Transferring Resource ID 4, Transferring Resource Name Generic Peaker, Transferring Lead Participant (ID) Generic Electric Company (7), Acquiring Resource ID 12, Acquiring Resource Name Generic EE Program, Acquiring Lead Participant (ID) The Electric Company (3), Price 5,000, MW 5,000, Status Pending Withdrawal, and Action Confirm. The 'Confirm' button in the Action column is highlighted with a red box.

The confirming participant now has the contract pending withdrawal in their My Pending Confirmations tab. If they wish to confirm the withdrawal, click the **Confirm** button.

The screenshot shows the 'My Pending Confirmations' tab after the 'Confirm' button was clicked. A green message box at the top of the table area displays the text: 'Successfully updated CSO Bilateral Contract (8405) Status to Withdrawn'. Below the message, the table is empty, with the text 'Nothing found to display.' at the bottom of the table area. The table headers remain the same as in the previous screenshot.

Once the confirm button is clicked, the contract's status will change to **Withdrawn** and will only be displayed in the **Contract Summary** tab.