aeso

Imports and Exports
Participant Manual

Date: December 8, 2022

Prepared by: Market Support

Prepared for: Market Participants

Classification: Public

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1 Introduction

Currently the AESO only offers import and export opportunity service on the interties. This is considered opportunity as it is made available when there is Available Transfer Capability and is curtailed as a priority for reliability reasons.

Transmission access is required for parties wishing to arrange for electricity imports or exports to or from adjacent jurisdictions. At this time the Alberta Interconnected Electric System has transmission interconnections or interties with British Columbia (rated capability of 1,600 MW for both import and export), Saskatchewan (rated capability of 306 MW for both export and import), and Montana (rated capability of 600 MW for both export and import). The actual operating capability of these interties is less than the rated capability in many cases due to reliability requirements and constraints on Alberta's transmission system.

From an energy perspective, imports and exports interact with the energy market merit order today as price takers because they are not dispatchable in real-time. Importers offer at $0/MWh and exporters bid at $999.99/MWh.

2 System Requirements

The supported platform for the Energy Trading System is Microsoft Edge.

Certain communication with the AESO is handled through the internet, including the process to submit bids and offers, register or accept net settlement instructions, and retrieve statements. To ensure that the internet-based communication between pool participants and the AESO is secure, pool participants cannot receive access to the Energy Trading System without purchasing a digital certificate.

3 Navigation and Initial Set Up

3.1 Navigate to the Submission Screen

(a) Through the AESO website, log on to the system by clicking on the [ETS Login] icon on the top right corner of the screen.
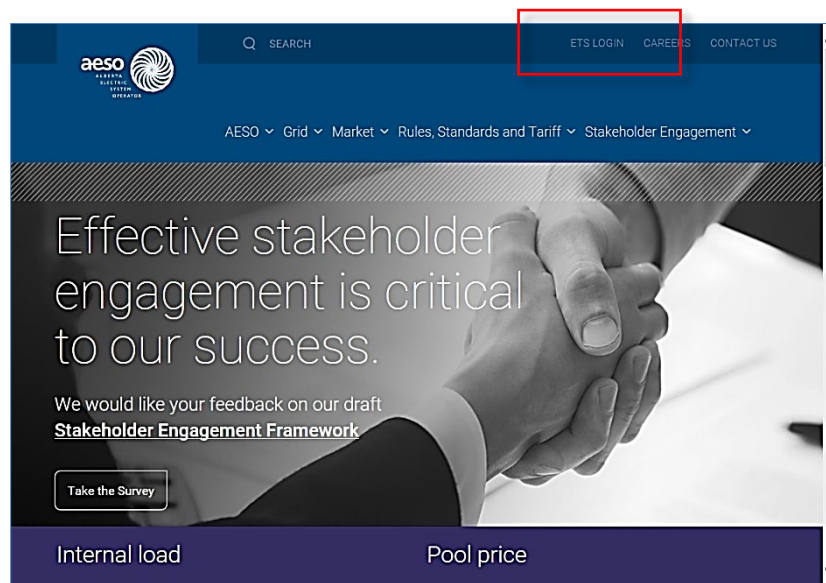
(b) Select the desired digital certificate and click on the [OK] button.

(c)   Select the ETS menu.

> **Note:** The left side of the screen populates with links to which the pool participant has access.

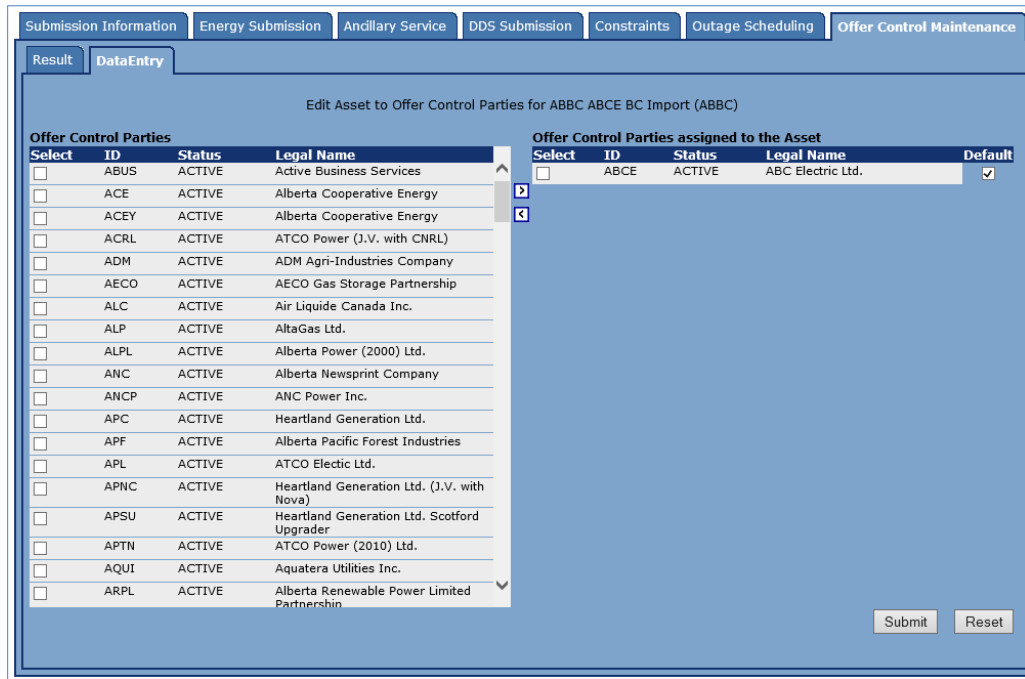## 3.2   Link Offer Control and Default Offer Control Parties to Asset

(a)   Under the ETS menu, select [Submission] tab.

> **Note:** The screen opens to the [Submission Information] tab by default.

(b)   Click on the [Offer Control Maintenance] tab and select the asset using the adjacent checkboxes. All active offer control parties are listed and are not specific to any one company.

(c)   Select one or more offer control party from the [Offer Control Parties] list and use the arrows to remove and add an offer control party, as applicable. The offer control parties listed have been active in the last 30 days.

(d)   Select the [Submit] button. The Offer Control Party or Parties are now mapped to the asset.

Note: Offer control parties are to be linked to specific assets, including import and export assets, prior to inputting energy submissions, dispatch down service submissions or historical offer control party submissions in the Energy Trading System.

(e)   A pool participant may also optionally select one or more of the linked offer control parties selected, using procedure described below, to be designated as default offer control parties for energy submissions.

This is done by checking the [Default] checkbox beside each linked offer control party that is to be designated as a default Offer Control Party and selecting the [Submit] button.

Submission applies all default offer control party designations.
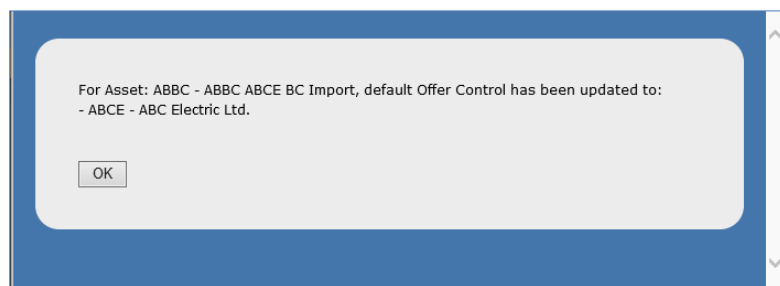
Note: If any default Offer Control Party is designated, the Energy Trading System will apply the default Offer Control Party to future energy submissions and dispatch down service submissions where no offer control party is specified in the Energy Trading System submission or restatement. The default offer control party will not

be applied to any offer for which the offer control party has already been specified at the time of submission.

Note: The application of a default offer control party at the time of submission will be evident from the Energy Trading System submission acknowledgement window.

Note: The designation of default offer control parties does not add offer control parties to any current submissions that are missing offer control, nor does it add offer control parties to historical submissions. Details on updating historical offer control can be found in Section 6.

3.3 Initial 0 MW Standing Offer of a New Import Asset

Once gate close has passed each day (12:00 pm Mountain Time), a pool participant's offer submissions for the following day are set and can only be modified by using the Restatement functionality in the Energy Trading System. The Energy Trading System requires that data exist in the system for the restatement function to be used. Therefore, it is recommended that pool participants set up an initial 0MW offer when the asset is first added to the Energy Trading System to enable the system to accept restatement submissions when a pool participant has obtained an e-tag and will be flowing energy.

The steps below describe how to set up the optional initial standing submission:

(a) Under the ETS menu, select [Submission] tab.

(b) Click on the [Energy Submission] tab.

(c) From the [Select Submission Type] list box, choose [New Submission] from the list.

(d) From the [Select Submission Action] list box, choose Create [New from Scratch] from the list.

   Note: From the [Select Submission Action] list, the user also has the option to modify an existing submission, create a new submission from an existing one, or edit an existing energy submission.

(e) From the [Select Dispatch Date] list box, choose a date.

   Note: The dispatch date defaults to the next effective submission date. The next 7 days are accessible to create new from scratch, create new from existing and edit existing for energy submissions. These 7 days are deemed the forecast scheduling period.

Note: Under [Choose Asset Type], the default of [Source] will be selected.

(f) Click the [Next] button.

(g) From the [Select Asset] list box, choose the desired pool asset.

Note: The [Data Entry] tab screen displays the submission filler to the left and the submission entry grid is enabled when all fields are empty. Pool participants may optionally use the filler to enter its price and offer, and then select offer control parties[1], available capability, and acceptable operational reason.

Note: The user will see the above message if there are no offer control parties linked to the asset. The user must map offer control parties to the asset before an offer control party will be available for selection in the filler area. Offer control parties are linked using the [Offer Control Maintenance] tab.

Note: Importers and Exporters currently only have one block of energy for their energy submissions per Section 201.5.

Note: The default $0 and 0MW will be populated in the operating block 0 columns in the submission entry grid for all hour endings.

Note: The default of '01' will be selected in the [Begin (hour ending)] list box, and '24' in the [End (hour ending)] list box on the [Filler] tab.

(h) On the [Filler] tab, enter '0' available capability in the [AC (MW)] field.

(i) Enter the reason "Not Importing" in the [Reason] field.

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1 See section 8 to determine how to identify one or more offer control party

(j) Select the [Fill AC/MSG] button.

Note: You may also enter information directly into each cell. To add data individually to each cell, click on the cell and add the data. Remember to exit that cell before exiting the screen, or the data from that cell will not be added.

(k) Click on the [Yes] radio button beside [Standing Submission] at the bottom of the screen.

Selecting [Yes] allows the system to populate the $0/0MW submission each day and prime the system to allow for restatement when a pool participant has obtained an e-tag to flow energy.

Note: Pool participants may optionally set up a standing submission that becomes the default offer structure that will automatically populate the next day in the forecast scheduling period. Each day, the Energy Trading System will automatically look back a maximum of 10 days from the current day for the most recent offer where [Yes] was selected for [Standing Submission]. If one is found, the Energy Trading System will automatically duplicate this offer structure going forward to the 7th day of the forecast scheduling period.

Note: The Maximum Capability for imports is equal to the Available Capability (the maximum quantity (MW) that the importer is prepared to provide during each settlement interval of the trading day). The Maximum Capability indicated on the submission screen for import and export assets is tied to the operational capacity of the tie line and is not an expectation of what the asset will be able to import.

The top of the screenshot shows a browser interface with tabs: **Start | Result | Data Entry**

Enter New Submission for ABC Electric Ltd., ABBC ABCE BC Import(ABBC) Source for Jun 16,2021

Begin (hour ending): 01
End (hour ending): 24

Flex Block - Check box to turn on

6. Enter Pricing — Block 0
Price($):
Amount(MW):

Offer Control Parties linked to this Asset:

Select	ID	Legal Name
☐	ABCE	ABC Electric Ltd.

Fill Price & MW and/or Offer Control
Clear Offer Control

7. Enter Availability
AC(MW):
MSG(MW):
Reason:
Fill AC/MSG

Hourly table (rows 01–24), each row: $/MWh = 0.0, MW = 0, DDS Offer = 0, AC = (blank), MSG = (blank), Not Importing

HE	Block 0 $/MWh	Block 0 MW	...	DDS Offer	AC	MSG	
01	0.0	0		0			Not Importing
02	0.0	0		0			Not Importing
03	0.0	0		0			Not Importing
04	0.0	0		0			Not Importing
05	0.0	0		0			Not Importing
06	0.0	0		0			Not Importing
07	0.0	0		0			Not Importing
08	0.0	0		0			Not Importing
09	0.0	0		0			Not Importing
10	0.0	0		0			Not Importing
11	0.0	0		0			Not Importing
12	0.0	0		0			Not Importing
13	0.0	0		0			Not Importing
14	0.0	0		0			Not Importing
15	0.0	0		0			Not Importing
16	0.0	0		0			Not Importing
17	0.0	0		0			Not Importing
18	0.0	0		0			Not Importing
19	0.0	0		0			Not Importing
20	0.0	0		0			Not Importing
21	0.0	0		0			Not Importing
22	0.0	0		0			Not Importing
23	0.0	0		0			Not Importing
24	0.0	0		0			Not Importing

Standing Submission: ● Yes ○ No   Maximum Capability(MW): 1600

Submit   Clear All   Reset

(l) Select the [Submit] button.

ETS Energy Submission Acknowledgement - Internet...

```
submission
energy
*********
*Asset Identifier: ABBC
*Asset Name: ABBC ABCE BC Import
*AssetType: Source
*Begin Date: Wed Jun 16 00:00:00 MDT 2021
*End Date: Thu Jun 17 00:00:00 MDT 2021
*Submitted On:Mon Jun 14 16:16:34 MDT 2021
*Dispatch Date: 06/16/2021
*********
1,06/16/2021
2,ABBC
3,Y
4,Y,Y,Y,Y,Y,Y,Y
5,1,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,2,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,3,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,4,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,5,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,6,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,7,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,8,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,9,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,10,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,11,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,12,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,13,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,14,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,15,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,16,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,17,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,18,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,19,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,20,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,21,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,22,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,23,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
5,24,0.0,0,,,,,,,,,,,,,,,,0,,Not Importing
```

Save   Print   Close

Once the [Submit] button has been selected, a confirmation screen appears containing the acknowledgement results of the submission.

Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(m) Select the [Save], [Print], or [Close] button. The AESO recommends each pool participant retain a copy of the acknowledgement for its records.

(n) If applicable, complete the same steps above for any dates within the forecast scheduling period that the pool participant is planning to import energy.

3.4 Initial 0 MW Standing Bid of a New Export Asset

Once gate close has passed each day (12:00 pm Mountain Time), a pool participant's bid submissions for the following day are set and can only be modified by using the Restatement functionality in the Energy Trading System. The Energy Trading System requires that data exist in the system for the restatement function to be used. Therefore, it is recommended that pool participants set up an initial 0MW bid when the asset is first added to the Energy Trading System to enable the system to accept restatement submissions when a pool participant has obtained an e-tag and will be flowing energy.

The steps below describe how to set up the optional initial standing submission:

(a)   Under the ETS menu, select [Submission] tab.

(b)   Click on the [Energy Submission] tab.

(c)   From the [Select Submission Type] list box, choose [New Submission] from the list.

(d)   From the [Select Submission Action] list box, choose Create [New from Scratch] from the list.

   Note: From the [Select Submission Action] list, the user also has the option to modify an existing submission, create a new submission from an existing one, or edit an existing energy submission.

(e)   From the [Select Dispatch Date] list box, choose a date.

   Note: The dispatch date defaults to the next effective submission date. The next 7 days are accessible to create new from scratch, create new from existing and edit existing for energy submissions. These 7 days are deemed the forecast scheduling period.

(f)   Under [Choose Asset Type], click on the [Sink] radio button. Click the [Next] button.

(g)   From the [Select Asset] list box, choose the desired pool asset.

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	Block 0				Block 1			Offer	Block 2			Offer	Block 3			Offer	Block 4			Offer	Block 5			Offer	Block 6			Offer

Screenshot: [Data Entry] tab — "Enter New Submission for ABC Electric Ltd., ABXB ABCE BC Export(ABXB) Dispatchable Sink for Jun 16,2021"

Left panel:
- Begin (hour ending): 01
- End (hour ending): 24
- 6. Enter Pricing — Block 0
- Price($):
- Amount(MW):
- Offer Control Parties linked to this Asset:
  - Select | ID | Legal Name
  - [ ] | ABCE | ABC Electric Ltd.
  - [Fill Price & MW and/or Offer Control]
  - [Clear Offer Control]
- Reason:
- [Fill Reason]

Grid header: Flex Block - Check box to turn on. Columns: Block 0, Block 1, Block 2, Block 3, Block 4, Block 5, Block 6 (each $/MWh, MW) with Offer Control. Rows 01–24 show 0.0 / 0 in Block 0.

Bottom: Standing Submission ( ) Yes ( ) No   Maximum Capability(MW) 1600
[Submit]   [Clear All]   [Reset]

Note: The [Data Entry] tab screen displays the submission filler to the left and the submission entry grid is enabled when all fields are empty. Pool participants may optionally use the filler to enter its price and MW bid, offer control parties[2], and acceptable operational reason.

Offer Control Parties linked to this Asset:

No Offer Control Parties are linked.
Please use the Offer Control Maintenence tab to map Offer Control Parties to this asset.

[Fill Price & MW and/or Offer Control]
[Clear Offer Control]

Note: The user will see the above message if there are no offer control parties linked to the asset. The user must map offer control parties to the asset before an offer control party will be available for selection in the filler area. Offer control parties are linked using the [Offer Control Maintenance] tab.

Note: The Maximum Capability indicated on the submission screen for import and export assets is tied to the operational capacity of the tie line and is not an expectation of what the asset will be able to export.

Note: The default of '01' will be selected in the [Begin (hour ending)] list box, and '24' in the [End (hour ending)] list box on the [Filler] tab.

Note: The default of 'Block 0' will be selected in the [Enter Pricing] section on the [Filler] tab.

(h) On the [Filler] tab, enter a price of $999.99 on the [Price ($)] field. Press the [Tab] key to move to the next field. In the [Amount (MW)] field, enter '0'.

Note: Importers and Exporters currently only have one block of energy for their energy submissions per Section 201.5.

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[2]   See section 8 to determine how to identify one or more offer control party

(i)   Select the [Fill Price & MW and/or Offer Control] button.

(j)   Enter the reason 'Not Exporting' in the [Reason] field. Select the [Fill] button.

Note: You may also enter information directly into each cell. To add data individually to each cell, click on the cell and add the data. Remember to exit that cell before exiting the screen, or the data from that cell will not be added.

(k)   Click on the [Yes] radio button beside [Standing Submission] at the bottom of the screen.

Selecting [Yes] allows the system to populate the $999.99/0MW submission each day and prime the system to allow for restatement when a pool participant has obtained an e-tag to flow energy.

Note: Pool participants may optionally set up a standing submission that becomes the default offer structure that will automatically populate the next day in the forecast scheduling period. Each day, the Energy Trading System will automatically look back a maximum of 10 days from the current day for the most recent offer where [Yes] was selected for [Standing Submission]. If one is found, the Energy Trading System will automatically duplicate this offer structure going forward to the 7th day of the forecast scheduling period.

(l)   Select the [Submit] button.

submission
energy
****
*Asset Identifier: ABXB
*Asset Name: ABXB ABCE BC Export
*AssetType: Sink
*Begin Date: Wed Jun 16 00:00:00 MDT 2021
*End Date: Thu Jun 17 00:00:00 MDT 2021
*Submitted On:Mon Jun 14 16:52:36 MDT 2021
*Dispatch Date: 06/16/2021
****
1,06/16/2021
2,ABXB
3,Y
4,Y,Y,Y,Y,Y,Y,Y
5,1,999.99,0,ABCE,Not Exporting
5,2,999.99,0,ABCE,Not Exporting
5,3,999.99,0,ABCE,Not Exporting
5,4,999.99,0,ABCE,Not Exporting
5,5,999.99,0,ABCE,Not Exporting
5,6,999.99,0,ABCE,Not Exporting
5,7,999.99,0,ABCE,Not Exporting
5,8,999.99,0,ABCE,Not Exporting
5,9,999.99,0,ABCE,Not Exporting
5,10,999.99,0,ABCE,Not Exporting
5,11,999.99,0,ABCE,Not Exporting
5,12,999.99,0,ABCE,Not Exporting
5,13,999.99,0,ABCE,Not Exporting
5,14,999.99,0,ABCE,Not Exporting
5,15,999.99,0,ABCE,Not Exporting
5,16,999.99,0,ABCE,Not Exporting
5,17,999.99,0,ABCE,Not Exporting
5,18,999.99,0,ABCE,Not Exporting
5,19,999.99,0,ABCE,Not Exporting
5,20,999.99,0,ABCE,Not Exporting
5,21,999.99,0,ABCE,Not Exporting
5,22,999.99,0,ABCE,Not Exporting
5,23,999.99,0,ABCE,Not Exporting
5,24,999.99,0,ABCE,Not Exporting

[Save]   [Print]   [Close]

Once the [Submit] button has been selected, a confirmation screen appears containing the acknowledgement results of the submission.

Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(m)   Select the [Save], [Print], or [Close] button. The AESO recommends each Pool Participant retain a copy of the acknowledgement for its records.

(n)   If applicable, complete the same steps above for any dates within the forecast scheduling period that the a pool participant is planning to export energy.

4   Energy Submissions of an Import Asset

4.1   Submit/Restate an Energy Submission

A pool participant needs to submit a revised offer for its pool asset to represent the operating state of the pool asset according to their e-tags. There are two functionalities in the Energy Trading System to accomplish this and is dependent on the current time the submission is being entered in relation to the hour endings being submitted:

-   The restatement option in the Energy Trading System can only be used for hour endings past gate close (12:00 pm Mountain Time). If a user is restating after 12:00pm MT, they will be able to restate for the current day and the next trading day. If a user is restating before 12:00pm MT, they may only restate for the current trading day.

-   The new submission option in the Energy Trading System is used for any hour endings outside of gate close. If a user is submitting before 12:00pm MT, they will be able to submit for the next trading day and up to 7 days from the current date (end of the forecast scheduling period). If a user is submitting after 12:00pm MT, they will only be able to submit for the trading day following the next trading day up to 7 days from the current date (end of the forecast scheduling period).

Please see Section 203.3 and Section 203.6 for the conditions under which a restatement can be made.

For further clarification on acceptable operational reasons, please refer to the AESO's *Consolidated Authoritative Document Glossary* and ID #2009-003R.

(a)   Click on the [Energy Submission] tab.

(b)   To modify a submission for hour endings that are past gate close, choose Restatement from the [Select Submission Type] list box. To modify a submission for hour endings prior to gate close, choose New Submission from the [Select Submission Type] list box and Edit Existing from the [Select Submission Action] list box.

(c)   From the [Select Dispatch Date] list box, choose a date.

Note: Under [Choose Asset Type], the default of [Source] will be selected.

(d)   From the [Choose Asset] list box, choose the desired pool asset from the list.

(e)   Use the [Filler], or manually enter the amounts (MW) that correspond to the users e-tag(s) in operating block 0. Also enter the Offer Control Party for these blocks, if required.

(f)   Under the [AC] column, enter the desired restated available capability and the associated reason under the [Reason] column.

	Block 0		□	Offer Control	Block 1	☑	Offer Control	Block 2	☑	Offer Control	Block 3	☑	Offer Control	Block 4	☑	Offer Control	Block 5	☑	Offer Control	Block 6	☑	Offer Control	DDS Offer	AC	MSG	Reason
	$/MWh	MW			$/MWh	MW			$/MWh	MW			$/MWh	MW			$/MWh	MW			$/MWh	MW						
01	0.0	0																							0	0	
02	0.0	0																							0	0	
03	0.0	0																							0	0	
04	0.0	0																							0	0	
05	0.0	0																							0	0	
06	0.0	0																							0	0	
07	0.0	0																							0	0	
08	0.0	0																							0	0	
09	0.0	0																							0	0	
10	0.0	0																							0	0	
11	0.0	0																							0	0	
12	0.0	0																							0	0	
13	0.0	0																							0	0	
14	0.0	25	ABCE																						25	0	Importing based on approved e-tag
15	0.0	25	ABCE																						25	0	Importing based on approved e-tag
16	0.0	25	ABCE																						25	0	Importing based on approved e-tag
17	0.0	0																							0	0	
18	0.0	0																							0	0	
19	0.0	0																							0	0	
20	0.0	0																							0	0	
21	0.0	0																							0	0	
22	0.0	0																							0	0	
23	0.0	0																							0	0	
24	0.0	0																							0	0	

Note: To add or modify data in an individual cell, click on the cell, add the data and press enter. Remember to exit that cell before exiting the screen or the data from that cell will not be added.

Note: The [Begin (hour ending)] field in the [Filler] is only accessible outside of the T-2 period. All changes to operating blocks, available capability, or reason within T-2 must be manually entered on the grid.

(g)   At the bottom of the screen, click on the [Submit] button to complete the submission.

WARNING: Confirm that this submission meets the applicable requirements as defined in the ISO rules. Press Yes to proceed with the submission.
WARNING: Import Volume restated to exceed value at T-2 for one or more settlement hour(s). Are you sure?.

[Yes]   [No]

Note: When a pool participant makes a restatement during T-2, the user may see one of more of the above warnings. If the submission meets the applicable requirements as defined in the ISO rules, select [Yes] to continue with the submission. Select [No] to return to the energy grid to revise the restatement.

Once the [Submit] button has been selected, a confirmation screen appears containing the acknowledgement results of the submission. Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(h)   [Save], [Print] or [Close] the acknowledgement. The AESO recommends each Pool Participant retains a copy of the acknowledgement for its records.

5   Energy Submissions of an Export Asset

5.1   Submit/Restate an Energy Submission

A pool participant needs to submit a revised bid for its pool asset to represent the operating state of the pool asset according to their e-tags. There are two functionalities in the Energy Trading System to accomplish this and is dependent on the current time the submission is being entered in relation to the hour endings being submitted:

-   The restatement option in the Energy Trading System can only be used for hour endings past gate close (12:00 pm Mountain Time). If a user is restating after 12:00pm MT, they will be able to restate for the current day and the next trading day. If a user is restating before 12:00pm MT, they may only restate for the current trading day.

- The new submission option in the Energy Trading System is used for any hour endings outside of gate close. If a user is submitting before 12:00pm MT, they will be able to submit for the next trading day and up to 7 days from the current date (end of the forecast scheduling period). If a user is submitting after 12:00pm MT, they will only be able to submit for the trading day following the next trading day up to 7 days from the current date (end of the forecast scheduling period).

Please see Section 203.3 and Section 203.6 for the conditions under which a restatement can be made.

For further clarification on acceptable operational reasons, please refer to the AESO's *Consolidated Authoritative Document Glossary* and ID #2009-003R.
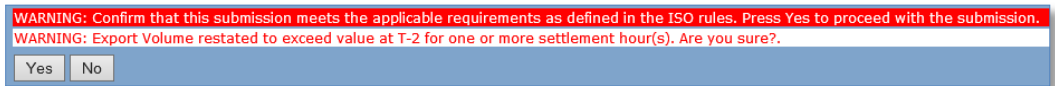
(a) Click on the [Energy Submission] tab.

(b) To modify a submission for hour endings that are past gate close, choose Restatement from the [Select Submission Type] list box. To modify a submission for hour endings prior to gate close, choose New Submission from the [Select Submission Type] list box and Edit Existing from the [Select Submission Action] list box.

(c) From the [Select Dispatch Date] list box, choose a date.

(d) Under [Choose Asset Type], click on the [Sink] radio button. Click the [Next] button.

(e) From the [Choose Asset] list box, choose the desired pool asset from the list.

(f) Use the [Filler], or manually enter the amounts (MW) that correspond to the users e-tag(s) in operating block 0. Also enter the Offer Control Party for these blocks, if required.

(g) Under the [Reason] column, enter the reason for the corresponding hour endings.

Note: To add or modify data in an individual cell, click on the cell, add the data and press enter. Remember to exit that cell before exiting the screen or the data from that cell will not be added.

Note: The [Begin (hour ending)] field in the [Filler] is only accessible outside of the T-2 period. All changes to operating blocks or reason within T-2 must be manually entered on the grid.

	Flex Block - Check box to turn on																								
	Block 0		☑	Offer Control	Block 1		☑	Offer Control	Block 2		☑	Offer Control	Block 3		☑	Offer Control	Block 4		☑	Offer Control	Block 5		☑	Offer Control	Block 6	☑ Offer Control Reason
	$/MWh	MW			$/MWh	MW			$/MWh	MW			$/MWh	MW			$/MWh	MW			$/MWh	MW			$/MWh MW	Reason
01	999.99	0		ABCE																						Not Exporting
02	999.99	0		ABCE																						Not Exporting
03	999.99	0		ABCE																						Not Exporting
04	999.99	0		ABCE																						Not Exporting
05	999.99	0		ABCE																						Not Exporting
06	999.99	0		ABCE																						Not Exporting
07	999.99	0		ABCE																						Not Exporting
08	999.99	0		ABCE																						Not Exporting
09	999.99	0		ABCE																						Not Exporting
10	999.99	0		ABCE																						Not Exporting
11	999.99	0		ABCE																						Not Exporting
12	999.99	0		ABCE																						Not Exporting
13	999.99	0		ABCE																						Not Exporting
14	999.99	0		ABCE																						Not Exporting
15	999.99	0		ABCE																						Not Exporting
16	999.99	0		ABCE																						Not Exporting
17	999.99	0		ABCE																						Not Exporting
18	999.99	0		ABCE																						Not Exporting
19	999.99	0		ABCE																						Not Exporting
20	999.99	25		ABCE																						Exporting based on approved e-tag
21	999.99	25		ABCE																						Exporting based on approved e-tag
22	999.99	25		ABCE																						Exporting based on approved e-tag
23	999.99	0		ABCE																						Not Exporting
24	999.99	0		ABCE																						Not Exporting

(h)   At the bottom of the screen, click on the [Submit] button to complete the submission.

WARNING: Confirm that this submission meets the applicable requirements as defined in the ISO rules. Press Yes to proceed with the submission.
WARNING: Export Volume restated to exceed value at T-2 for one or more settlement hour(s). Are you sure?.
[Yes] [No]

Note: Pool participants are responsible for ensuring their submissions meet all requirements under the ISO rules. When a pool participant makes a restatement during T-2, the user may see one of more of the above warnings. If the submission meets the applicable requirements as defined in the ISO rules, select [Yes] to continue with the submission. Select [No] to return to the energy grid to revise the restatement.

Once the [Submit] button has been selected, a confirmation screen appears containing the acknowledgement results of the submission. Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(i)   [Save], [Print] or [Close] the acknowledgement. The AESO recommends each pool participant retains a copy of the acknowledgement for its records.

6   Energy Historical Offer Control

Pool participants have the ability to submit Offer Control Party information on a historical basis if they are unable to submit the Offer Control Party at the same time as their submission data. Participants can edit historical offer control parties up to 30 days from the dispatch date.

Offer Control Party information is required to be submitted for both offers (import assets) and bids (export assets) in accordance with the criteria listed Section 201.3 subsection (2).

6.1   Edit Offer Control

(a)   Click on the [Energy Submission] tab.

(b)   From the [Select Submission Type] list box, choose the Historical Offer Control.

(c)   From the [Select Submission Action] list box, choose Edit Offer Control.

(d)   From the [Select Dispatch Date] – choose any date up to 30 days from the current date.

(e)   Under [Choose Asset Type], click on [Sink] or [Source] radio button. Click [Next].

   Note: All cells are greyed out because the Offer Control Party is being entered historically (i.e. after the dispatch date).

   Note: Participant cannot edit historical Offer Control Party information for the current day. Edits are only available after midnight.

(f)   Use the [Filler], or manually enter the ID(s) of one or more Offer Control Parties to the applicable hour endings. For manual entry of multiple parties, enter a semi-colon between each party.

   Note: To add or modify data in an individual cell, click on the cell, add the data and press enter. Remember to exit that cell before exiting the screen or the data from that cell will not be added.

(g)   Select [Submit].

Once the [Submit] button has been selected, a confirmation screen appears containing the acknowledgement results of the submission. Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(h)   [Save], [Print], or [Close] the acknowledgement. The AESO recommends pool participants retain a copy of the acknowledgement for their records.

7   Troubleshooting

Why can't I access the Energy Trading System?

A valid digital certificate is required to access the Energy Trading System. Please view our website for more information about digital certificates using the following path: www.aeso.ca > Market > Energy Trading System Tools > Accessing ETS.

What is T-2?

T-2 is the current hour ending plus (2 hour endings). For example, if the current time is 10:05 a.m. it is considered Hour Ending 11. Add 2 hours to the current hour ending; in this example the T-2 period is Hour Ending 11, 12 and 13.

The acknowledgement indicates that the submission failed and that there was a validation error. What does this mean?

A validation error is displayed when the submission did not meet the correct criteria. The cause of the error will be displayed in the confirmation. For example, if the price in operating block 0 is greater than zero for an import asset, a validation error will occur. Import assets must offer a price of zero dollars as per subsection 3(3)(a)(ii) of Section 203.1.

If I make changes to an existing submission does it change my standing submission going forward?

No, making an edit to an existing submission does not change the standing submission.

How much detail should I provide for my appropriate acceptable operational reason?

The ETS has up to 1024 characters to record and communicate an acceptable operational reason. AESO Compliance Monitoring should understand the purpose of the update and be able to differentiate the reasons from an available capability restatement or a MW restatement.

An offer control party is no longer active, but it is showing up in the Offer Control Parties List. Why?

It is up to pool participants to contact the AESO via info@aeso.ca and advise of the "inactive" status of its offer control party. The change is implemented by the AESO as soon as practicable, but it is the sole responsibility of the pool participant to ensure that it cleans up any future submissions, standing submissions, and operating reserve default offer control information where the inactive offer control party resides.

I've removed a default offer control party from a pool asset, but it is still showing up in the pool asset standing submission. Why?

When a pool participant removes, or un-maps, an offer control party from a pool asset, it receives a message similar to the one below. Each pool participant should ensure that it removes the offer control party from all future submissions, any standing submissions, and operating reserves default offer control.

8   How to Identify an Offer Control Party

The AESO collects Offer Control Party information from pool participants at an operating block level. That means that for every price and quantity pair in an offer to the energy market (up to 7 operating blocks) and in an offer to the dispatch down service market (1 operating block), pool participants provide the identity of the Offer Control Party or Parties for each operating block. For offers made to the ancillary

services market (operating reserves for the purpose of compliance with section 6 of the *Fair, Efficient and Open Competition Regulation* (the "FEOC Regulation"), the AESO collects Offer Control Party information for each transaction that has been cleared by the Watt Exchange (or alternative market) that is available to be issued a dispatch by the AESO. This includes offers for both standby and active operating reserves.

It is anticipated that in the majority of situations a single Offer Control Party exists for each operating block and that relationship may never change. In the instance that the Offer Control Party does change, the market participant submits the identity of such party to the AESO.

If more than 1 party has an ownership stake in a pool asset, the AESO only needs to receive the identity of the party or parties that take an active role in the determination of the offers (on an operating block specific basis) for that pool asset. "Active role" also includes a party that may not be involved in day-to-day offer determinations but has a standing position on the make-up of the offer.

Examples:

(a) A pool asset is jointly owned by Company A and Company B. However, Company B's interest is purely financial, and it has absolutely no influence in the determination of offers for the pool asset. The market participant should show offer control for each operating block as Company A.

(b) A pool asset is owned by a partnership/joint venture, etc.

   (i) If a delegation of authority has been agreed to between the parties, formally or implicitly, then the delegate is the Offer Control Party. In the absence of such an agreement the parties need to determine if 1 or more parties is behaving in such a manner that suggests that they are the ultimate decision maker and they should then identify themselves as the Offer Control Party accordingly.

   (ii) If the decisions are made collectively amongst more than 1 party then the market participant should show each of the Offer Control Parties on an operating block specific basis, as applicable.

(c) If individual operating blocks within an offer are controlled by different parties then the market participant should show the respective parties for each operating block.

In all situations regarding coordinated efforts between market participants for submitting offers for energy into the power pool, market participants are reminded to avail themselves of the complete set of requirements under the FEOC Regulation.

The focus is on collecting the identity of the pool participants that function as Offer Control Parties. This approach aids in ensuring that the identities collected are reflective of the actual active players in the market.

Hypothetical Examples:

(a) Alberta Generator Company Ltd. (AGC) is a pool participant and a wholly owned subsidiary of FEOC Alberta Ltd. AGC is the entity that decides how the energy from the generating pool asset is offered and as such they would be identified as the Offer Control Party, not AGC's parent company.

(b) Canada Electricity Ltd. (CE) is not a pool participant, but it alone decides how the energy from the generating pool asset it owns is offered. CE is a wholly owned subsidiary of 06XX29 Alberta Ltd., which is owned entirely by 12YY56 Alberta Ltd. In this situation, the Offer Control Party would be identified as the highest company in that corporate hierarchy (the ultimate parent company, 12YY56 Alberta Ltd.) as none of the companies in the hierarchy are pool participants. However, as the search moves up the corporate structure in search of the ultimate parent company, if any of the entities is a pool participant then that company is reported as the Offer Control Party.

9   Contact Information

For additional clarification or further questions, please call the AESO FirstCall at 1-888-588-AESO (2376), or email info@aeso.ca. The Market Support team would be happy to provide further assistance.