System Management

Market Participant Interface

User Guide-

Generators and Loads- Public

1 April 2009

Document release information

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Document prepared by:

Western Power

ABN 18540492861

8 Joel Terrace, East Perth, WA, 2004

Prepared by:	Type: Reviewed by OR Approved by:
Lorne Smith	Neil Hay:

Disclaimer

Please note that this document has no legal status and Market Participants should always refer to the Market Rules and Market Procedures.

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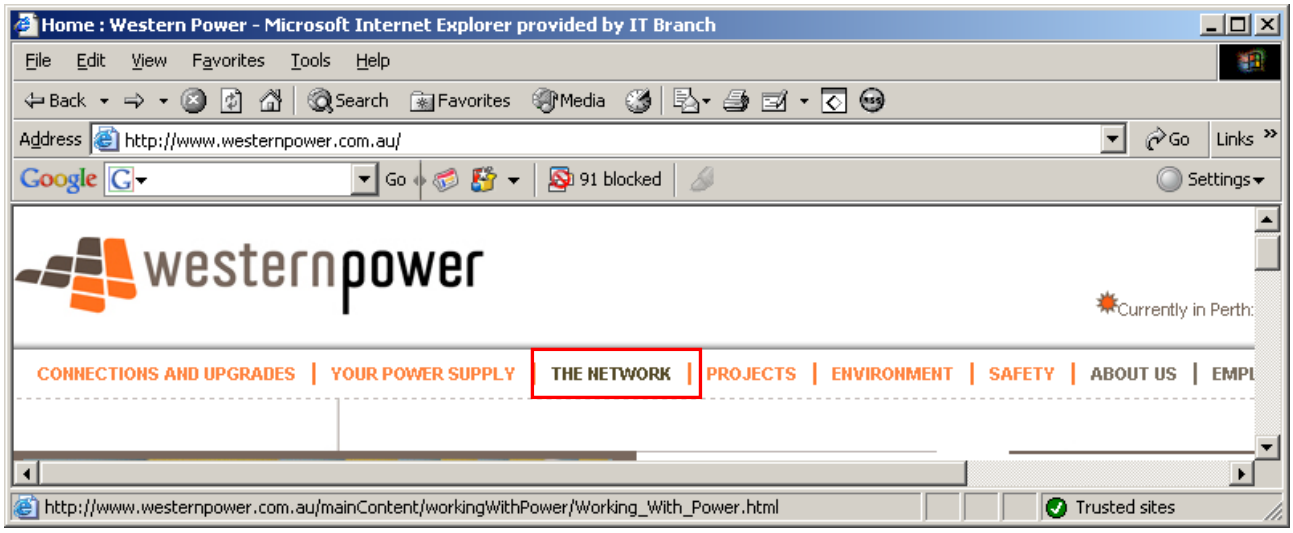
Purpose

The purpose of this User Guide is to help Market Participants communicate with System Management.

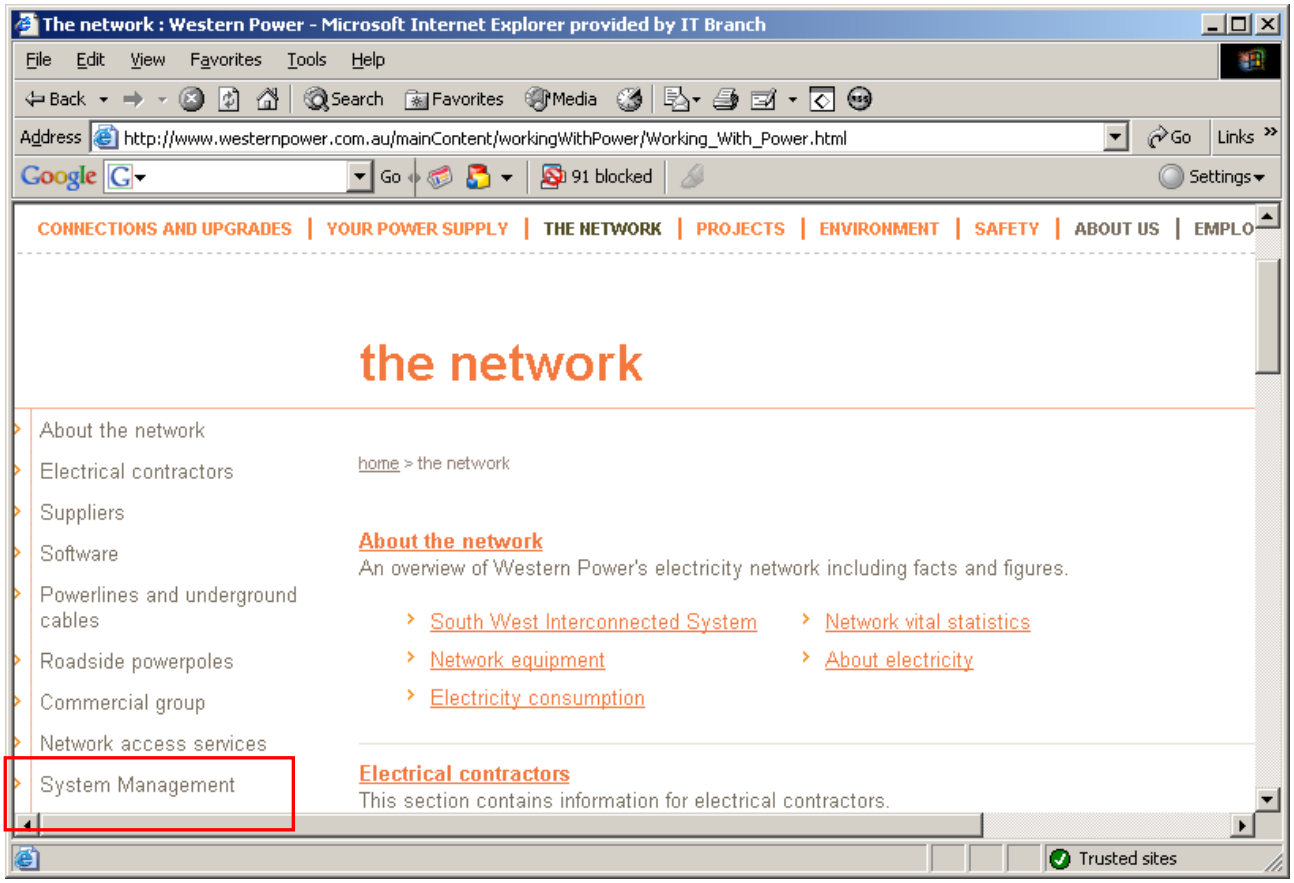
1. Logging on to the MPI

Please note that for security purposes, the system will log you out if there is no user to MPI interaction made for 60 minutes and so unsaved data entered will be lost. A keystroke is not classified as interaction; a link must be selected within the application for it to remain active.

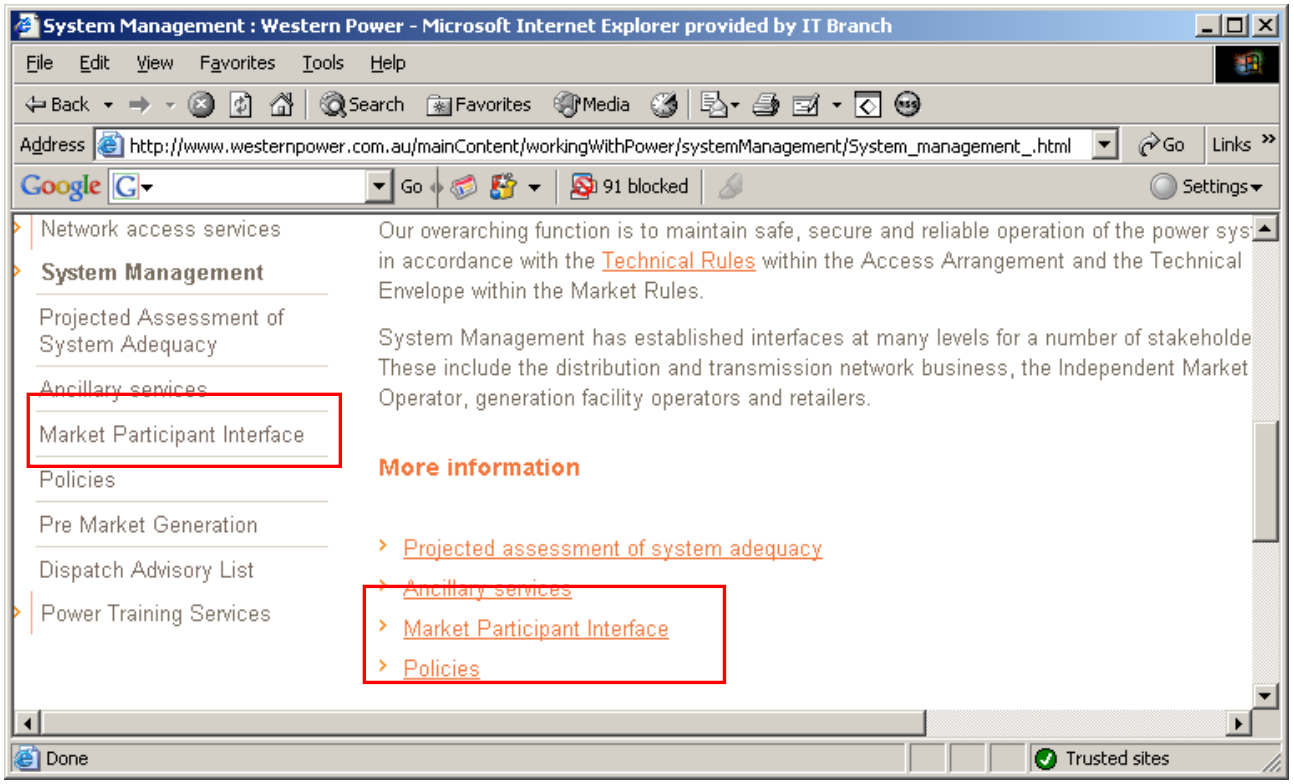
To Log on to the Western Power website, select 'The Network' heading as shown below.



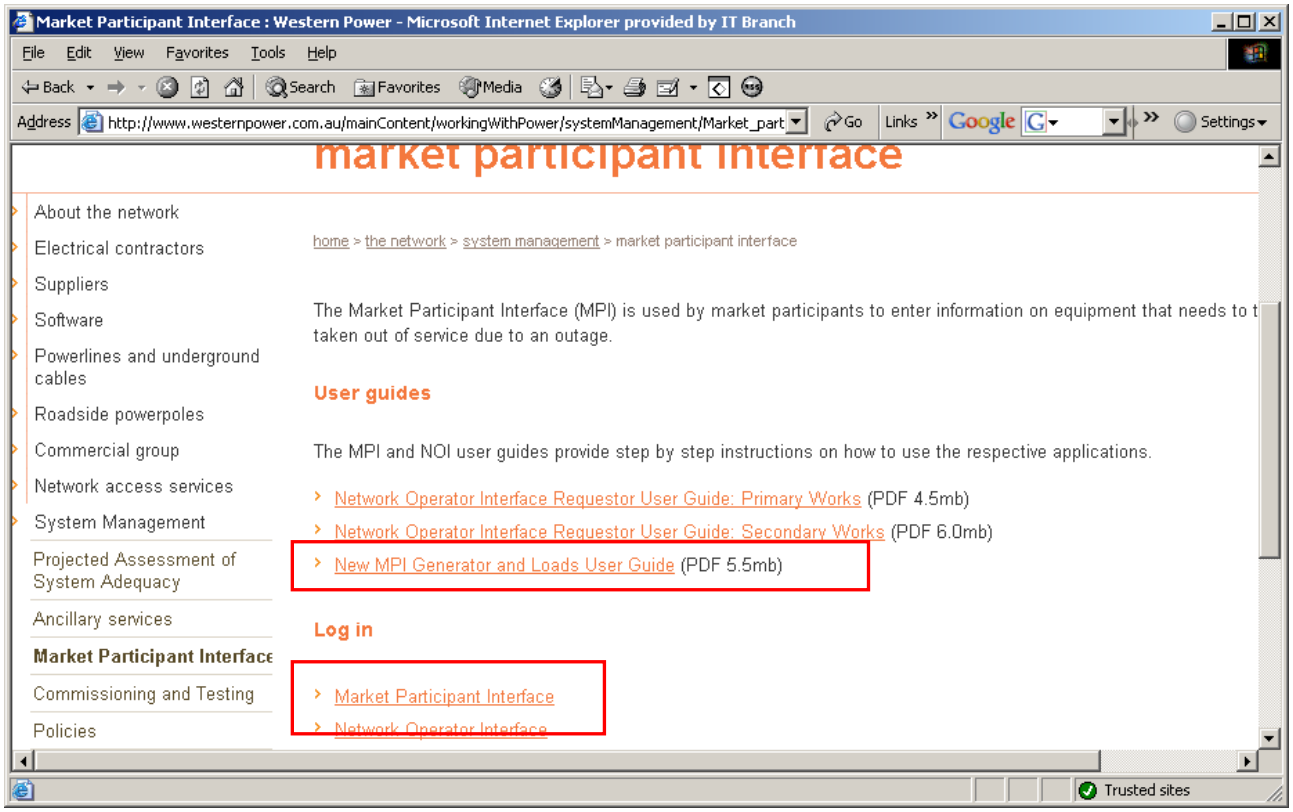
Either scroll down the page to the System Management section or select the System Management link on the left hand side as has been highlighted.



Select *Market Participant Interface* from the left hand menu.

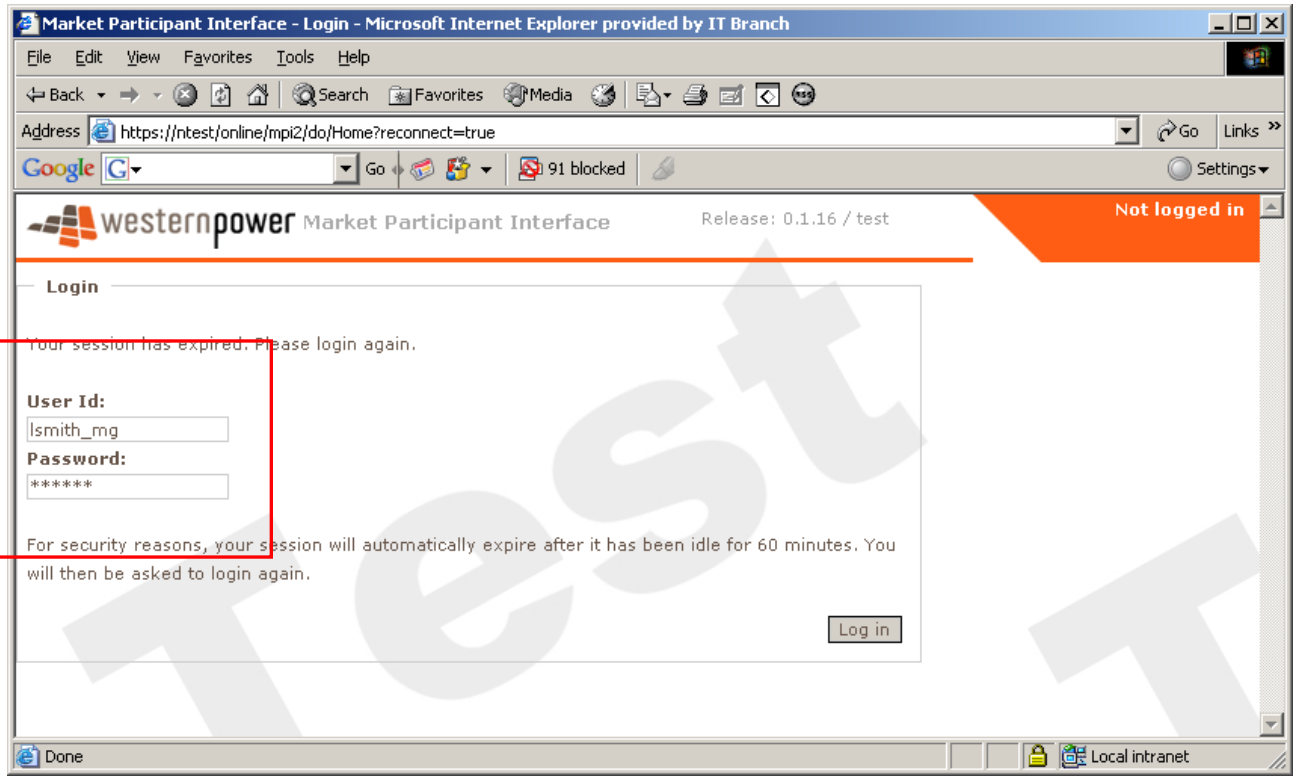


This will take the user to the Market Participant Interface link and User Guides. The page is shown below.



Select the *Market Participant Interface* link. This will guide the user to the Western Power Portal.

Enter your *User Id* and *Password*.

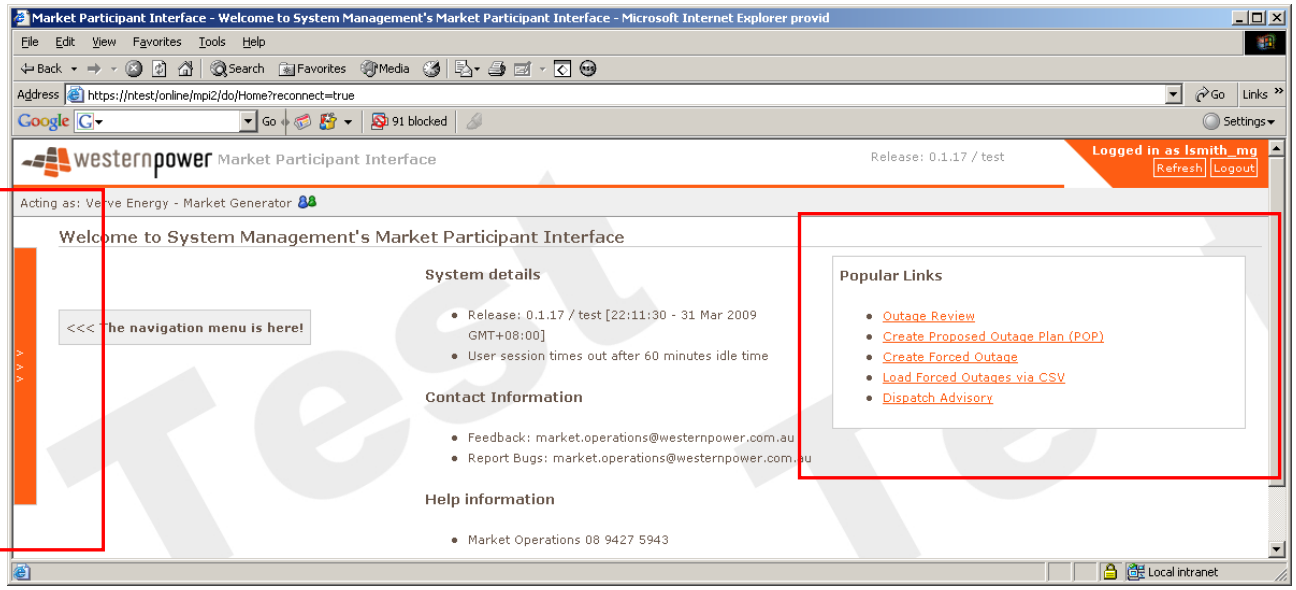


2. Main Menu

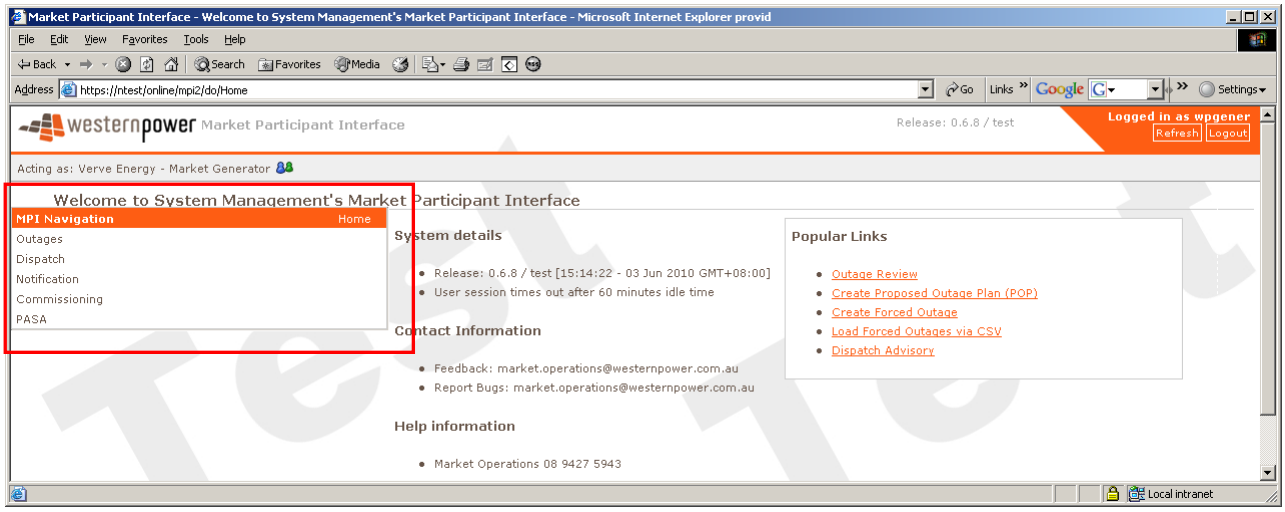
Once logged on, the following page is displayed.

The new version of the MPI has some different features such as *Popular Links* for quick searching or entering of outages.

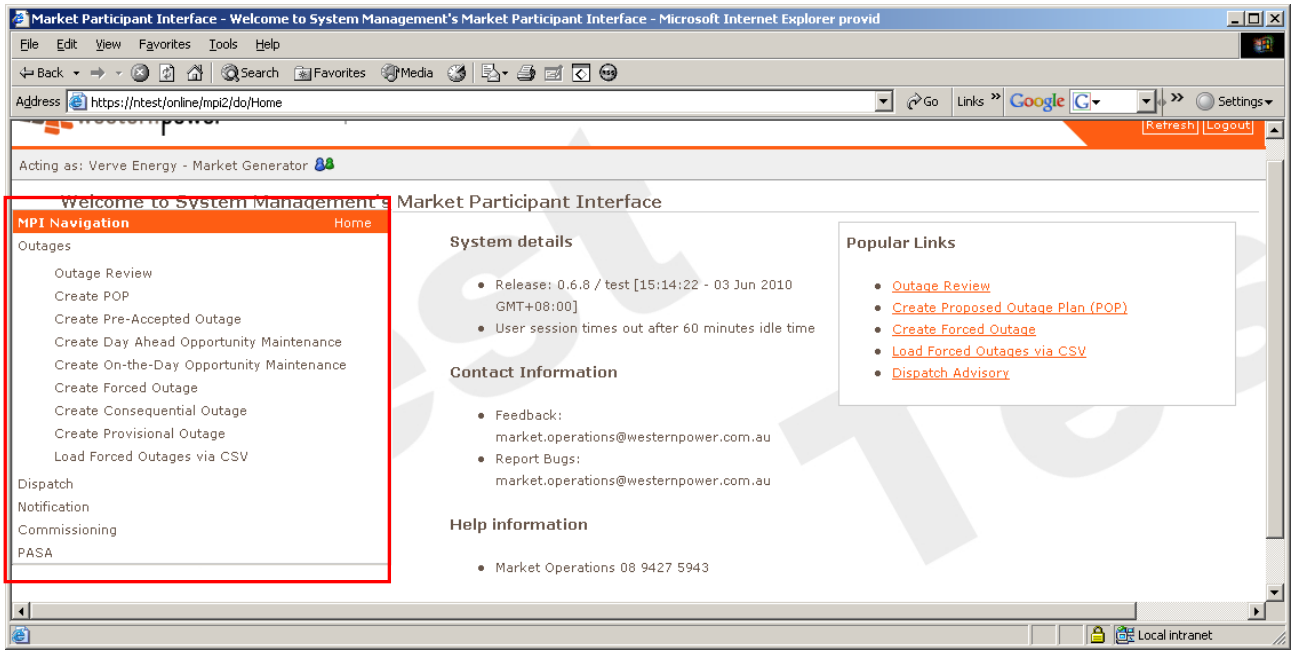
There is also a hidden navigation menu. To view this menu, move the mouse above the orange box and white arrow tips.



Moving the mouse over the orange box will allow a menu to be displayed.



Select one of the options to expand the selection i.e. click on *Outages* to expand the selection as shown below.



3. Outage Review

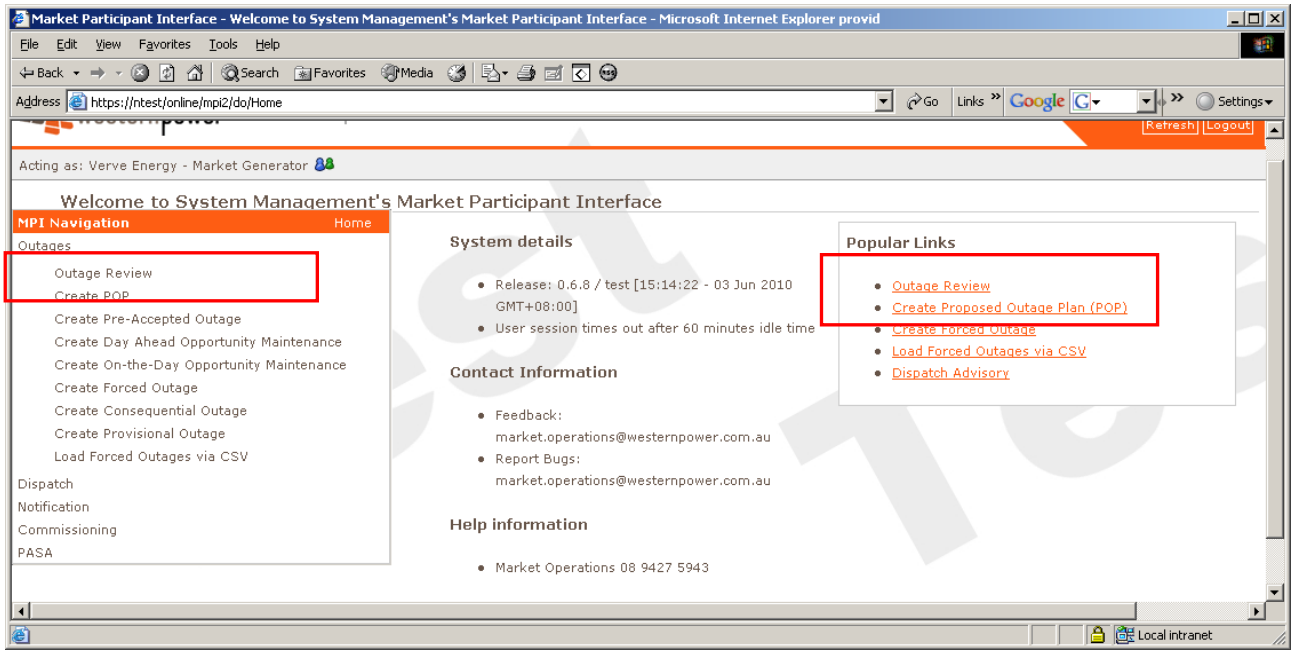
<u>Points to note when in the Outage Review screen.</u>

- **All market participants can view all other market participant outages, but only when the outages are in their *Approved* or *Approved with Conditions* stage.**
- **When an item in a category is selected, to unselect it, hold *Ctrl* and click on the previously selected resources.**

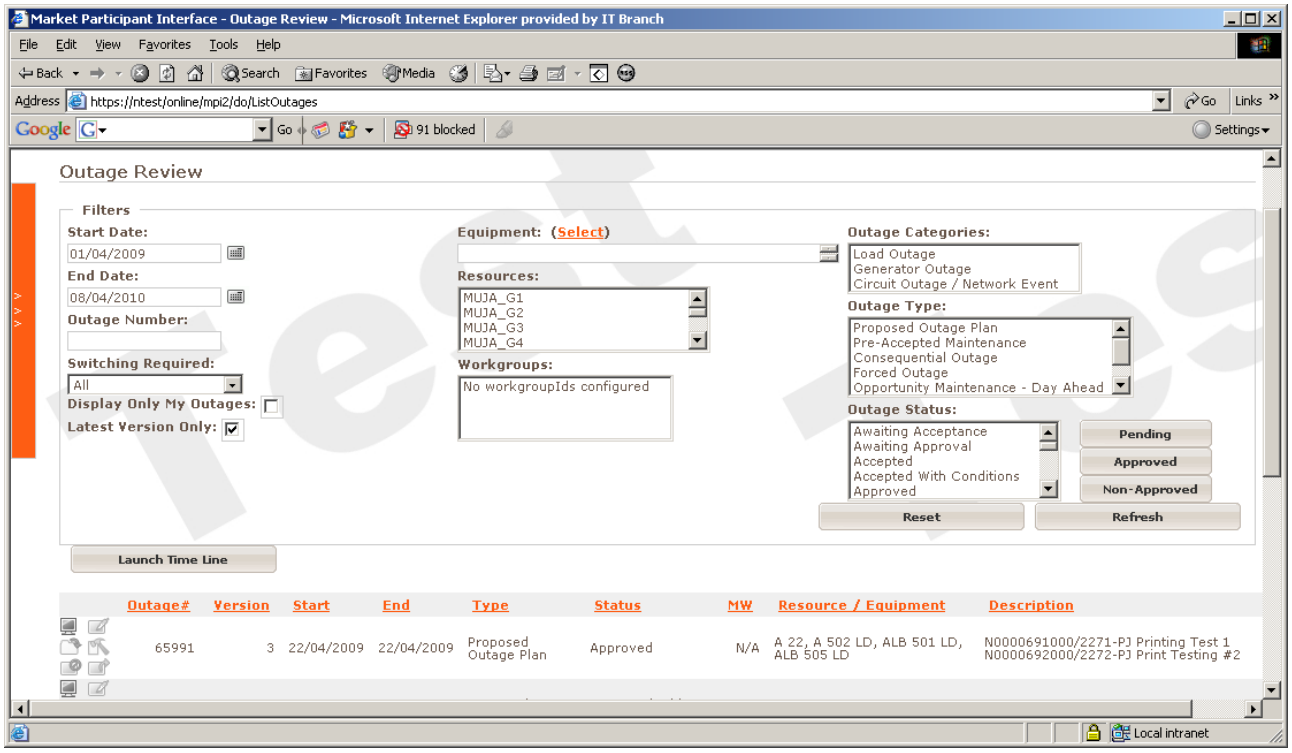
- **Searching based upon a nominated *Outage Number* or *Equipment Description* will cause other search criteria to be ignored, and *Wildcard* searching is supported in description fields using either * (asterisk) or % (percent) characters to represent multiple missing characters.**

  e.g.
  Searching for a description of *clearing* will cause search results to include all records where "clearing" appears anywhere in the description field, whereas searching for a description of *clearing (note no trailing asterisk) will cause search results to include records where the description field ends with "clearing".

To view outages, select *Outage Review* from either the hidden menu or the *Popular Links*.



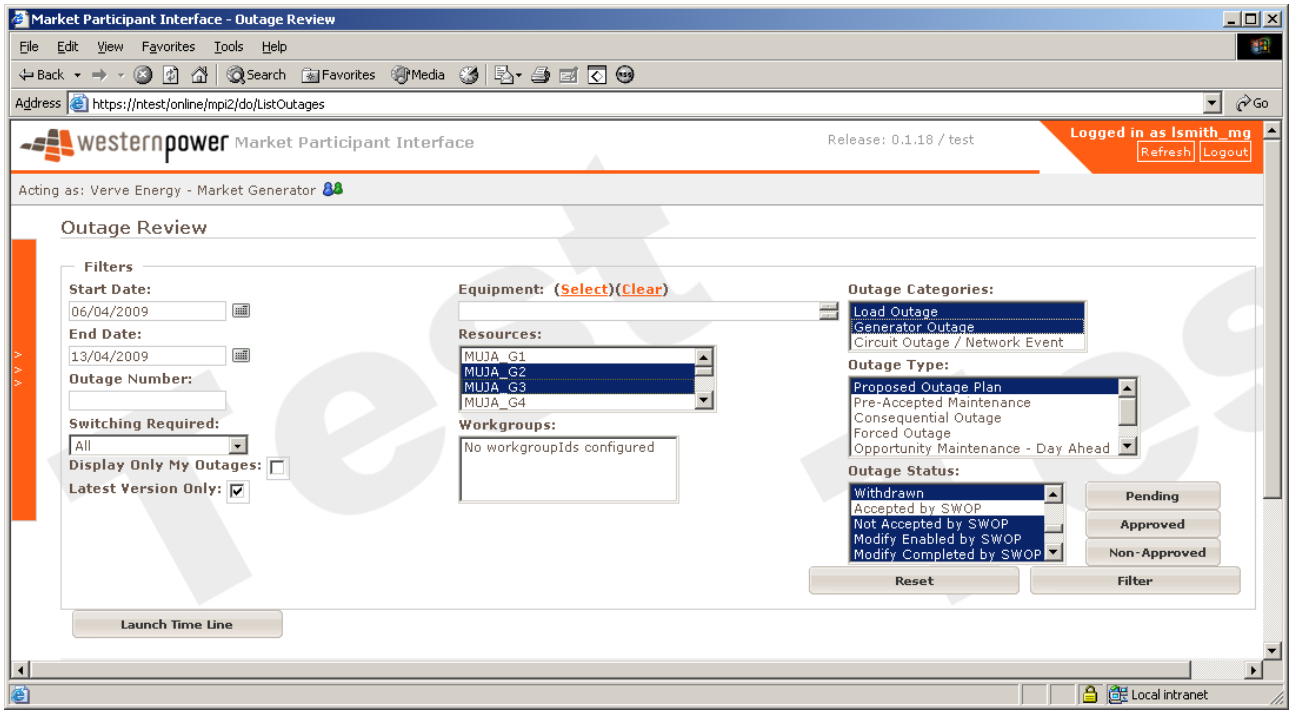
The following page is displayed.



Fill out the search criteria to suit desired outages to view.

As shown below, more than one criterion can be selected within each field.

As mentioned earlier, to unselect a selection, hold *Ctrl* and click on the selection with the mouse.



4. Types of Planned Outage Requests

There are four types of outage planned outage request that are entered via the MPI. The type of request to select is dependent on how far in advance of the outage the request is made.

1. **POP (Proposed Outage Plan) –** 3 years to 1 week in advance of the outage

2. **Pre-accepted outage –** The Generation SOPE is to be contacted before the outage is entered. Entered 10 calendar days to 2 days in advance of the outage

3. **Day-Ahead-Opportunity Maintenance –** The Market Participant can enter this type of outage between 10am the day before the Scheduling Day, and 10am on the Scheduling Day (the Trade Day before the outage is to start). The Market Participant needs to recognise that the outage may not be sent to the IMO if this outage type is utilised.

4. **On the Day Opportunity Maintenance –** The Senior Controller is to be contacted by phone at least 1hour before the outage begins. The outage is then to be put in to the MPI. This can be done ahead of time or entered into the MPI retrospectively up to 15 days after the event.

5. Creating a POP (Proposed Outage Plan)

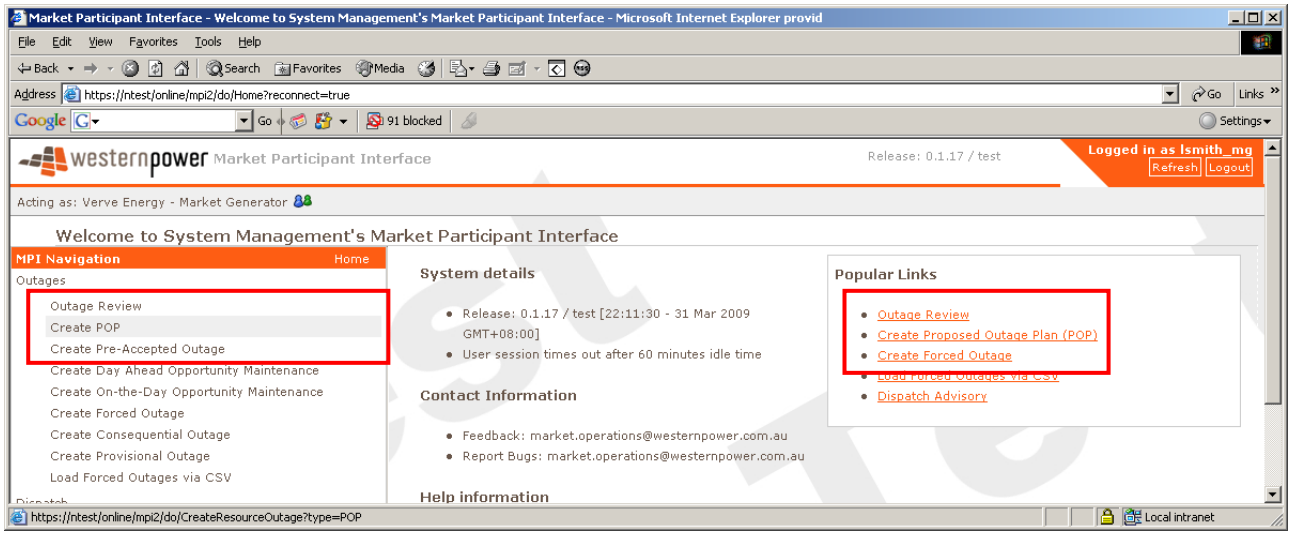
The POP type of outage is a **2 step** process.

1. *Outage Scheduling:* advising of an intended outage, up to 3 years in advance, preferably no less than 1 year in advance (refer market rule 3.18).

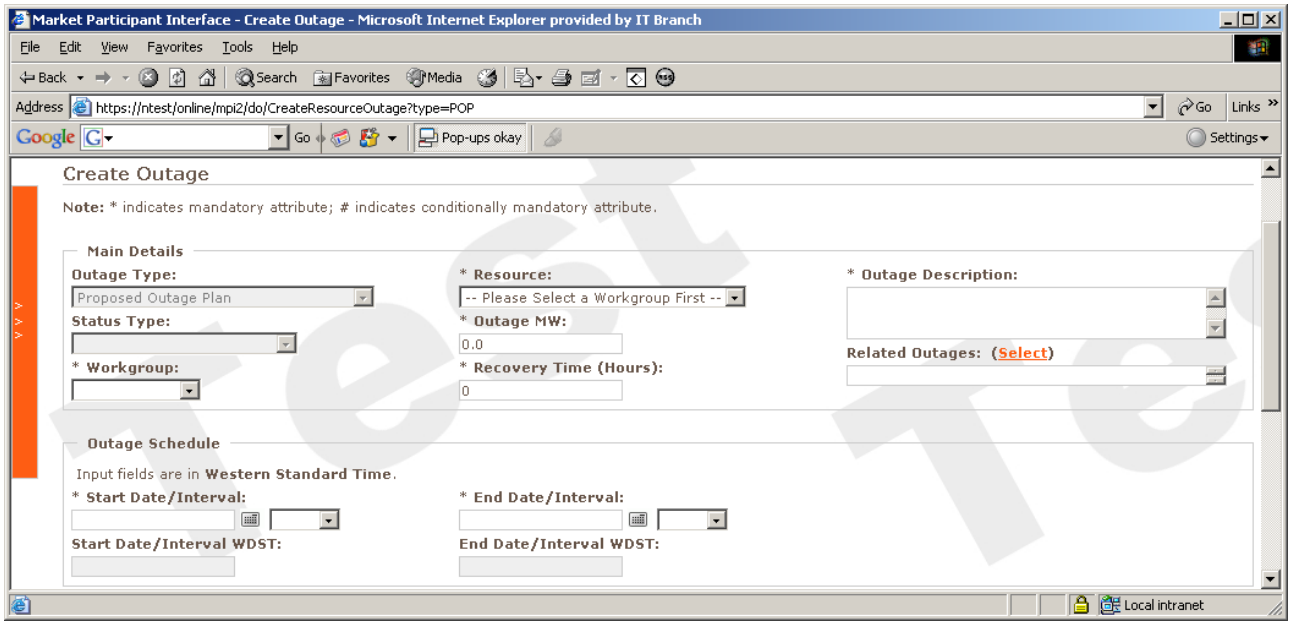
2. *Outage Approval:* obtaining approval to go ahead (refer market rule 3.19). Outage approval is required to be requested at least 2 days ahead of the Trade Day in which the outage is to occur.

5(a). STEP 1 - Outage Scheduling

An outage can be created by selecting either *Create POP* from the left hand side hidden menu or *Create Proposed Outage Plan (POP)* from the *Popular Links* list.



The following page will display.



Complete the details (refer Market rule 3.18.6) using the drop down boxes where applicable.

This information is also in the Appendix.

Below is a description of each field:

- **Outage Type:** Type of outage the user would like to submit. No matter the type of outage, the information submitted is the same
- **Status Type:** The Status Type is displayed once the outage has been created
- **Workgroup:** Select from a dropdown list. It is the authority group link to this Outage (Mandatory)
- **Resource:** Selected from a drop down list. This is the resource that will be used in the Outage (Mandatory)
- **Outage MW:** This is the value in MW that will be removed from the Market. It is **not** the remaining capacity of the unit (Mandatory). **Please be aware of the min and max capabilities of the generator when entering the amount. A remaining amount that puts the unit below its minimum capabilities will force an error.**
- **Recovery Time:** This is the time it will take to bring the resource back from Outage. The time unit of measure is Hours (Mandatory)
- **Start Date:** Select from the calendar. Indicates the start date for the Outage (Mandatory)
- **End Date:** Select from the calendar. Indicates the end date for the Outage (Mandatory)
- **Start time interval:** Use drop down box. Indicates the start time Interval of the Outage (Mandatory)

- **End time interval:** Use drop down box. Indicates the end time Interval of the Outage. In all other screens this field is (Mandatory)

Note Start and End times are based on intervals. That is interval 08:00 is anytime between 08:00:00 and 08:29:59. If the outage is to finish at 16:20, then interval 16:00 is selected. Outages to the IMO are reported only in whole intervals.

- **Outage Description:** A descriptive text of the Outage being requested (Mandatory). Maximum characters allowed in this field are 100

- **Related Outages:** 'Select' any outages that may correspond to and impact the outage. This may be a transmission line entering the power station or a transformer

- **Risk of outage extending beyond requested end time:** Textual description indicating the risk assessment of the Outage extending past the requested End Date and End Time (Mandatory). Maximum characters allowed in this field are 250

- **Contingency Plan:** Textual description indicating the approach if the unit is requested by System Management to return from Outage sooner than scheduled (Mandatory). Maximum characters allowed in this field are 250

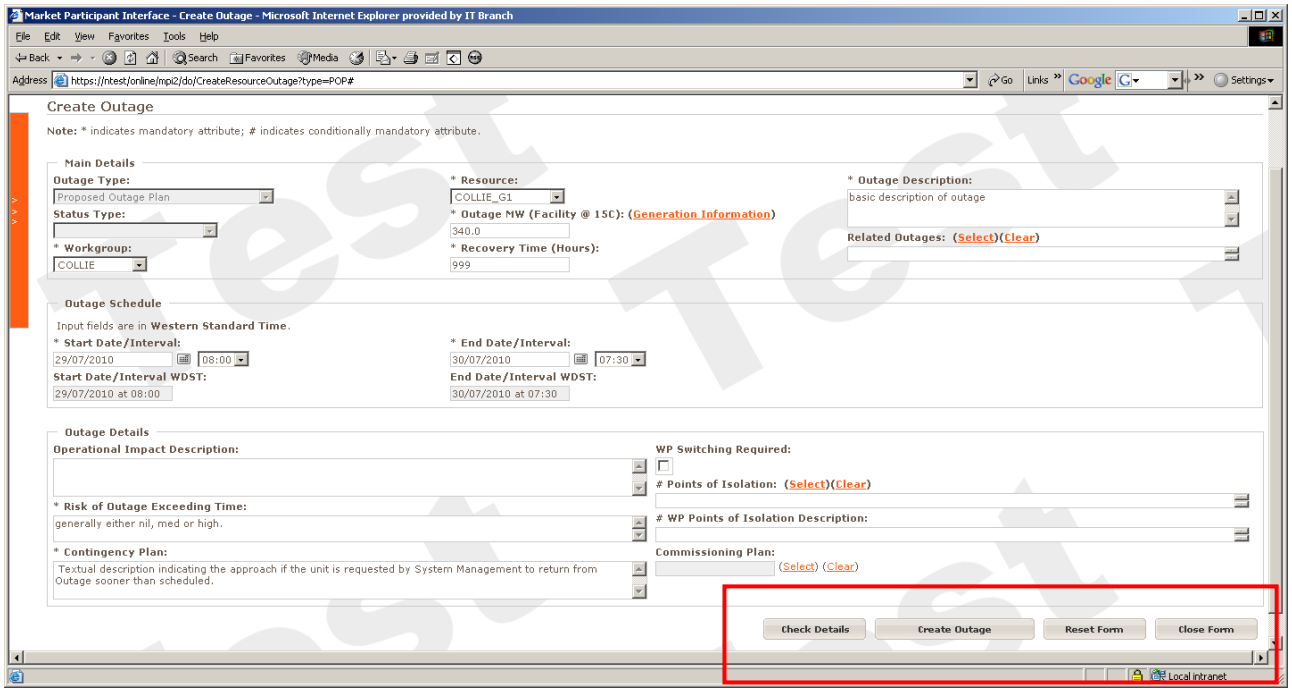
- **Operational Information:** Textual description indicating the impact on the operation (Mandatory). Maximum characters allowed in this field are 720

- **Switching required:** This is to determine whether a Switching Operator will be required to isolate the outage equipment

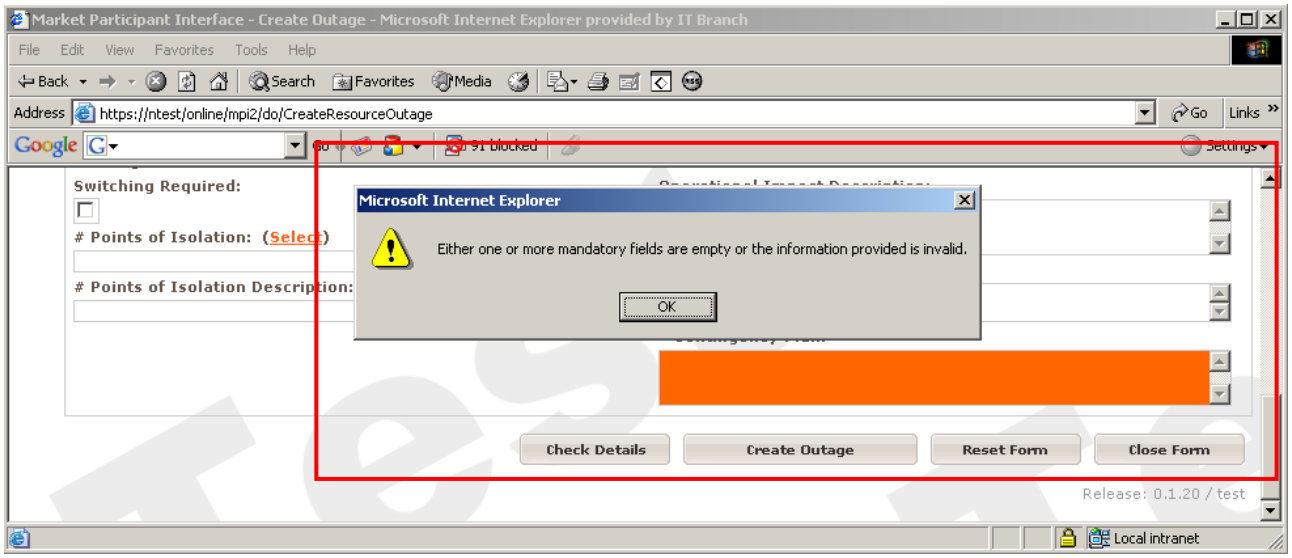
- **Points of Isolation:** Required if a Switching Operator is required to do switching. Click on the 'Select' link for options

- **Points of Isolation Description:** A textual description of the Points of Isolation if specific Points of Isolation aren't known to user

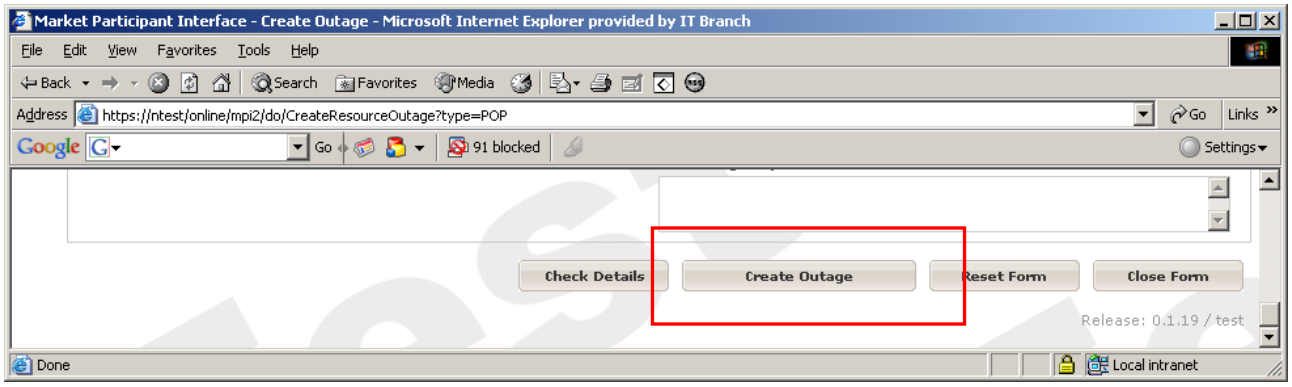
Select the *Check Details* button once details are completed. This will bring up any errors before submission.



Any errors will be trapped in orange. A description will be displayed at the top of the page.

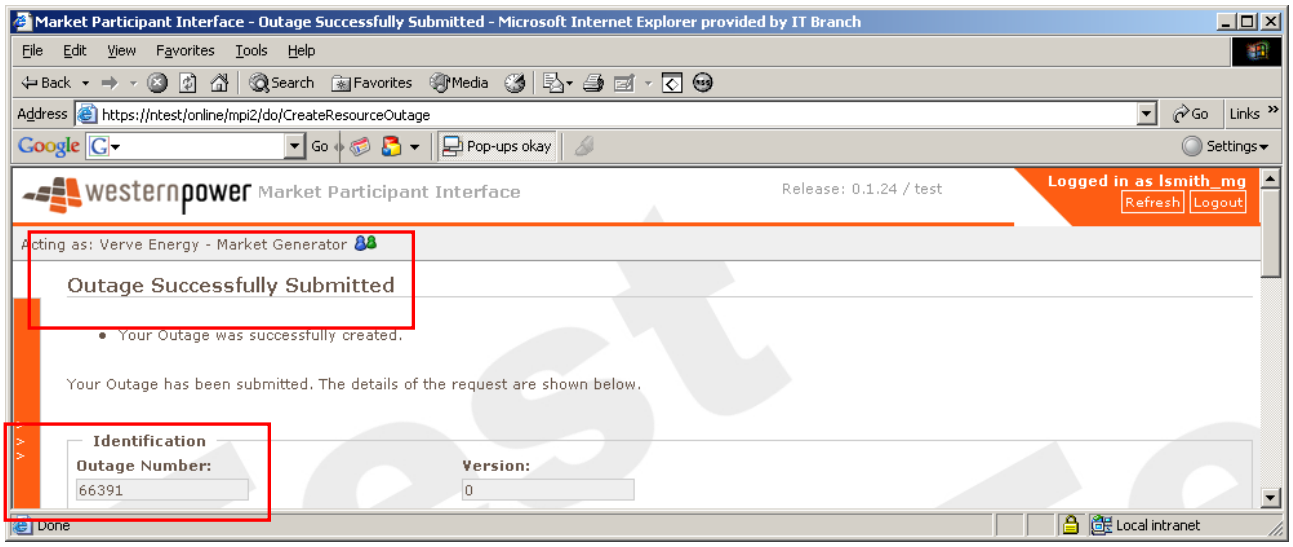


Once all errors have been corrected, select the *Create Outage* button to submit the outage.



The *Outage Successfully Submitted* screen is displayed

Once submitted, an outage number is displayed at the top of the page.



Please quote this number when calling System Management about any outage information.

The end time is the interval during which the outage ends. Should the facility be dispatched at this point, it must be able to synchronise onto the system within the times indicated in the *Standing Data*.

System Management will evaluate the outage and advise the Market Participant by email whether the proposal is acceptable or unacceptable (rejected) (refer Market rule 3.18.13)

Once the outage has been submitted, an email will be sent to the user's inbox confirming any details of the outage along with its current status.

```
**********************************************************************
***** NOTE: This email was generated in the ' test' environment ****
**********************************************************************


Your new outage definition has been submitted to System Management:

        Business Associate: [40542] WPGENER / Verve Energy
                Entered By: lsmith_mg
                 Lodged By: lsmith_mg @ 17/04/2009 14:53:46 WST
                 Workgroup:
                  Outage #: 66395
                 Version #: 0
               Outage Type: [POP] Proposed Outage Plan
             Outage Status: [0001] Awaiting Acceptance
               Description: test
                    Starts: 07/04/2010 01:00:00 WST
                            07/04/2010 01:00:00 WDST
                       End: 07/04/2010 02:00:00 WST
                            07/04/2010 02:00:00 WDST
    Operational Information: test
                   Resource:
                Outage MW:


For any queries, please contact Market Operations:

    Email: market.operations@westernpower.com.au
    Phone: +61 8 9427 5943
```

If the outage has been *Accepted* and the user wishes it to be cancelled, the outage may be cancelled from the outage review screen by selecting the red cancel icon under the action column  .

5(b) STEP 2 Outage Approval

After an outage has been *Accepted* and it is still the intention of the Market Participant to go ahead with the outage, the Market Participant is then required to seek *Approval*.

Outage Approval must be requested before 10 am, 2 days before the outage is to commence. For example, for any outage starting between Wednesday 8 am and Thursday 8 am, the request for approval must be made before 10 am on Monday.

The following table lists the latest time that approval must be sought.

Outage Starting	
8.00 am Monday – 8.00 am Tuesday	10.00 am Saturday
8.00 am Tuesday – 8.00 am Wednesday	10.00 am Sunday
8.00 am Wednesday – 8.00 am Thursday	10.00 am Monday

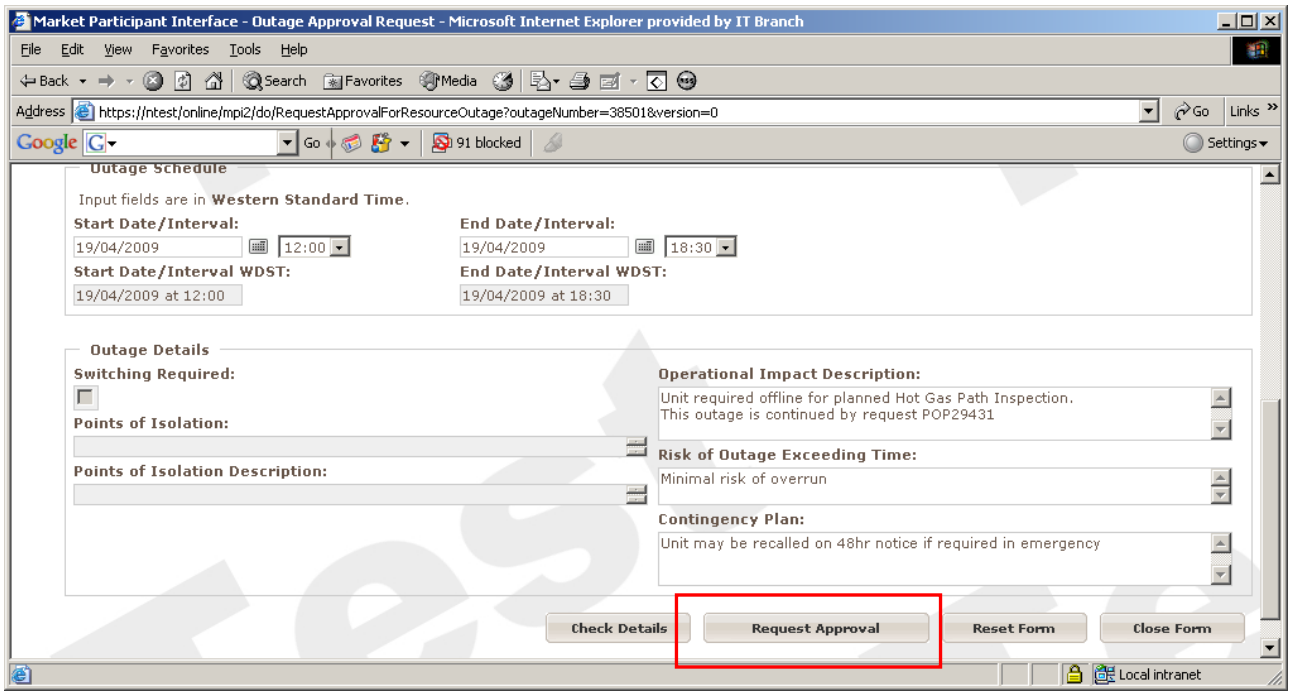
8.00 am Thursday – 8.00 am Friday	10.00 am Tuesday
8.00 am Friday – 8.00 am Saturday	10.00 am Wednesday
8.00 am Saturday – 8.00 am Sunday	10.00 am Thursday
8.00 am Sunday – 8.00 am Monday	10.00 am Friday

Note that these times are Western Standard Time.

Once the relevant outage has been found, click the *Approval* icon to the left hand side of the outage number. The icon has an orange arrow protruding from the box .

The icon will take the user to the *Outage Approval Request* page.

If the details of the outage are still correct, scroll to the bottom of the page and select the *Request Approval* button. This is shown below.



A message saying *Outage Successfully Submitted* is displayed at the top of the page.

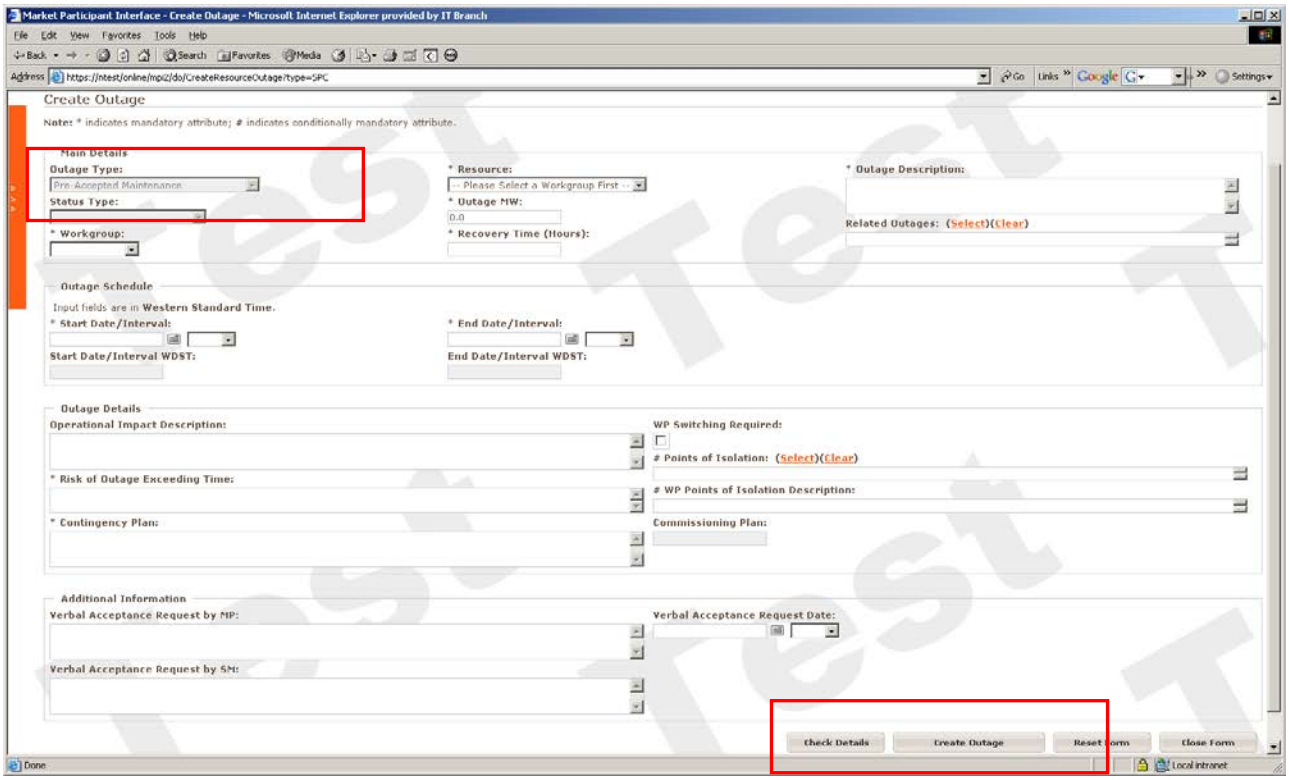
Once approval has been selected, select the *Close Form* button at the bottom right hand corner.

6. Pre-Accepted Outages

This is similar to the second step of the Proposed Outage Plan and can only be entered between 2 days in advance of outage start, and up to 10 calendar days in advance of the outage start time. After the maximum of 10 days, a POP is required to be used.

Note: The Generation SOPE is required to be contacted before the outage is entered for verbal confirmation.

Select Pre-Accepted outage from the left hand menu and the following screen is displayed.



The majority of the information for this outage is the same bar for the *Additional Information*.

The *Additional Information* fields in the *Pre-Acceptance Maintenance* outage refers to the conversation the outage requestor had with the Generation SOPE previous to entering the outage.

Enter the details and click *Check Details*, then *Create Outage* button.

The *Outage Successfully Submitted* screen is displayed.

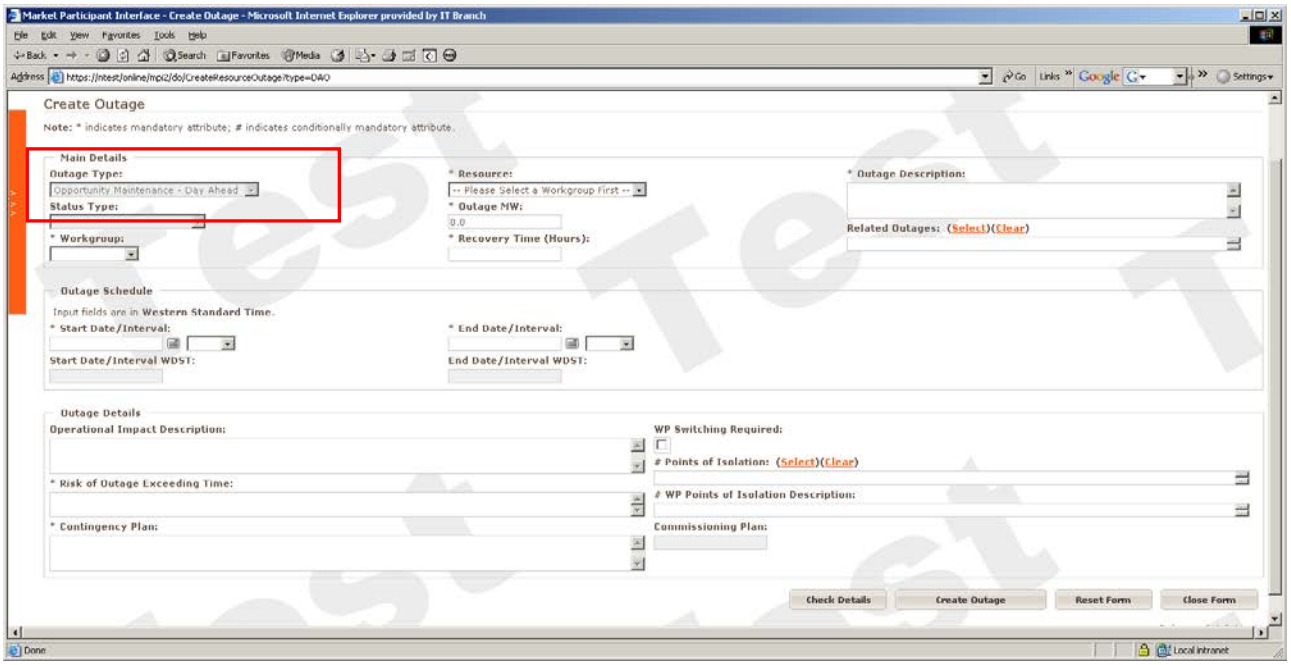
Once the outage has been submitted, an email will be sent to the user's inbox confirming any details of the outage along with its current status.

```
Your new outage definition has been submitted to System Management:

         Business Associate: [40542] WPGENER / Verve Energy
                Entered By: lsmith_mg
                 Lodged By: lsmith_mg @ 17/04/2009 14:46:30 WST
                 Workgroup:
                  Outage #: 56394
                 Version #: 0
               Outage Type: [SPC] Pre-Accepted Maintenance
             Outage Status: [0002] Awaiting Approval
               Description: test
                    Starts: 20/04/2009 08:00:00 WST
                            20/04/2009 08:00:00 WDST
                       End: 20/04/2009 10:00:00 WST
                            20/04/2009 10:00:00 WDST
    Operational Information: test
                   Resource:
                 Outage NW:


For any queries, please contact Market Operations:

    Email: market.operations@westernpower.com.au
    Phone: +61 8 9427 5943
```

7. Day-Ahead Opportunity Maintenance

A *Day-Ahead Opportunistic Maintenance* (refer Market Rule 3.19.2(a)) request is strictly for maintenance outages only and can be requested between 10am the day before the Scheduling Day, and 10am on the Scheduling Day (the Trading Day before the outage start). The outage must be 24 hours or less and within the same *Trading Day* (ie from 8 am to 7:59:59 am the following Calendar Day) and can not be scheduled on two consecutive Trading Days.

Select *Day Ahead Opportunity Maintenance* from the left hand menu and the following screen is displayed.



The information required for this form of outage is the same as the *Proposed Outage Plan*.

Enter the details and click *Check Details*, then the *Create Outage* button.

The *Outage Successfully Submitted* screen should is displayed.

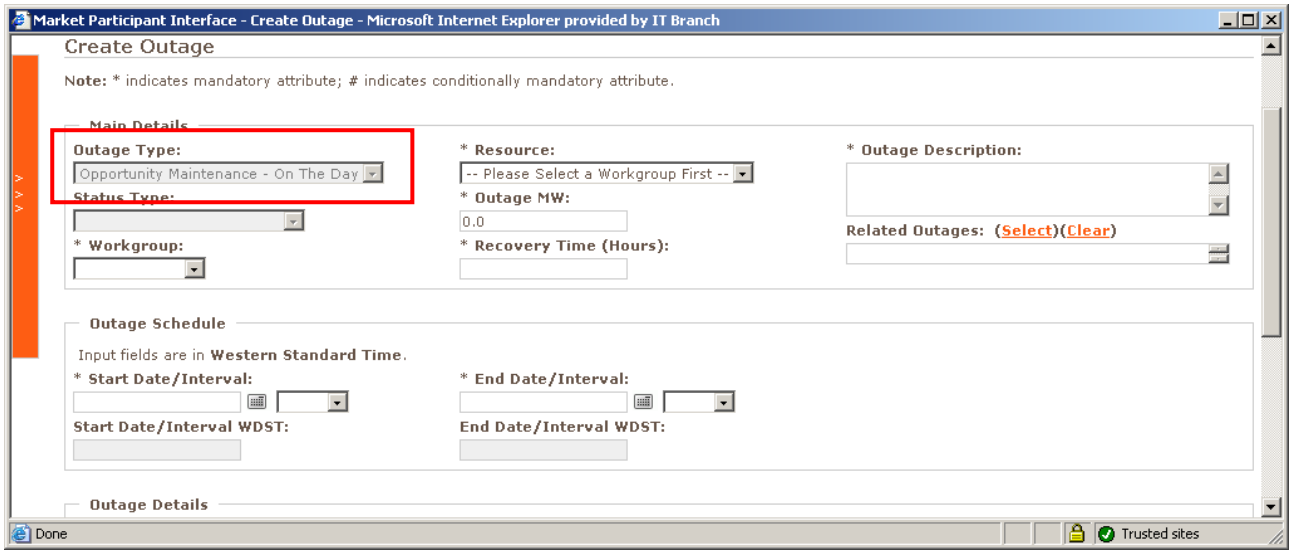
8. On-the-Day Opportunity Maintenance

On-the-Day Opportunity Maintenance (refer Market Rule 3.19.2(a)) can be requested by contacting SOCC (System Operations Control Centre) at least 1 hour before the start of the outage, and then entering the request in to the MPI retrospectively.

Note that the user has 15 business days to enter the outage in to the MPI after the event.

The maintenance must be 24 hours or less in duration and within the same *Trading Day* (ie from 8 am to 7:59:59 am the following Calendar Day). It cannot be scheduled on two consecutive Trading Days.

Select *On-the-Day Opportunity Maintenance* from the left hand menu.



The information required for this form of outage is the same as the *Proposed Outage Plan*.

Enter the details and click *Check Details*, then the *Create Outage* button.

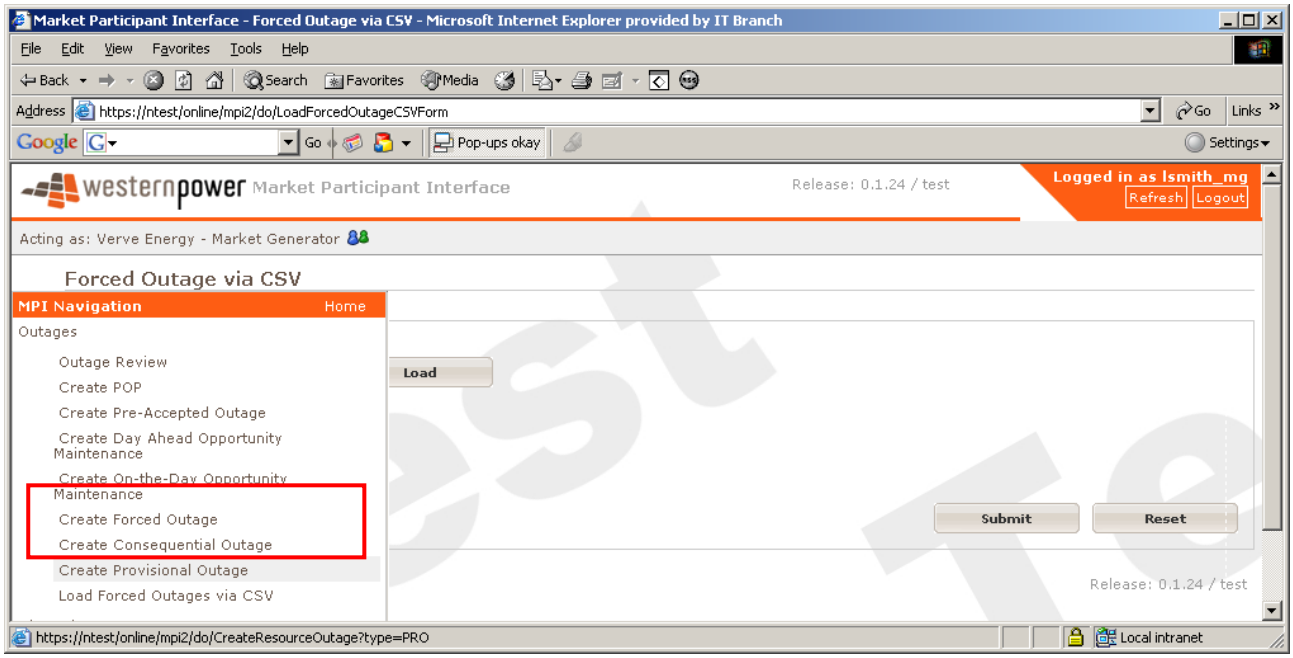
The *Outage Successfully Submitted* screen is displayed.

9. Forced/Consequential Outages

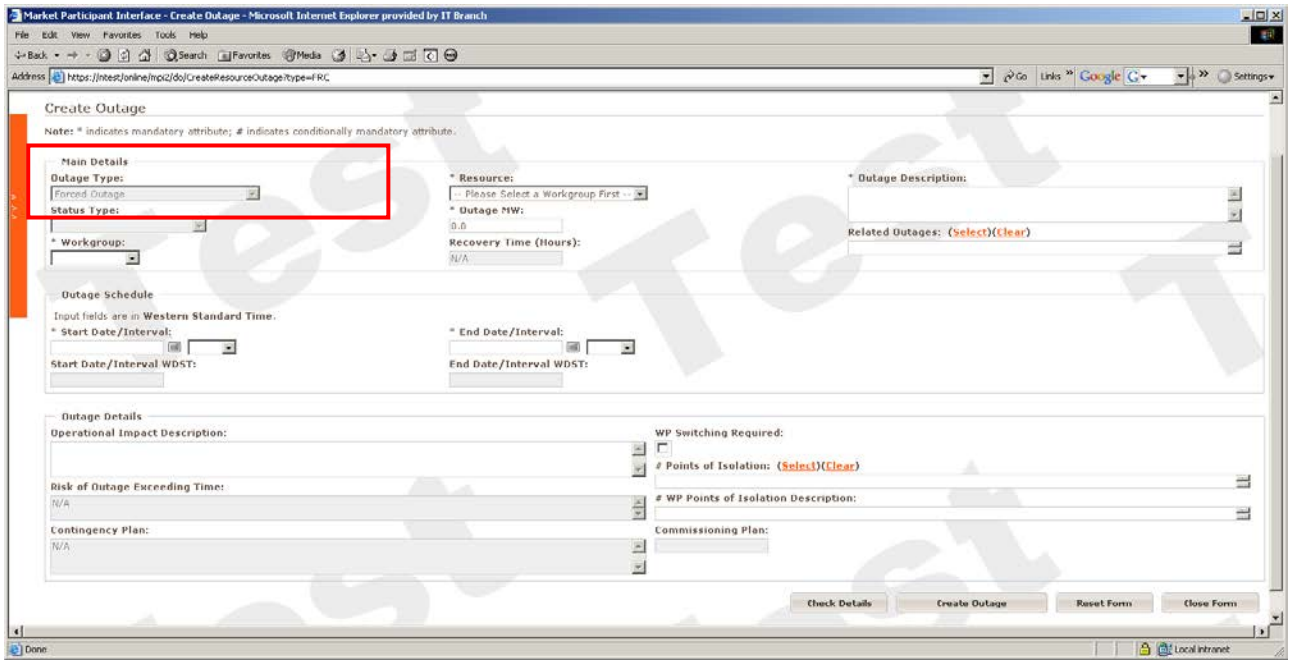
Forced Outages are outages without approval (refer Market Rule 3.21)

***Forced Outages* and *Consequential Outages* can be submitted via the MPI a maximum of 15 business days after the event.**

Select *Create Forced Outage* or *Create Consequential Outage* from the left hand menu.



The following screen is displayed.



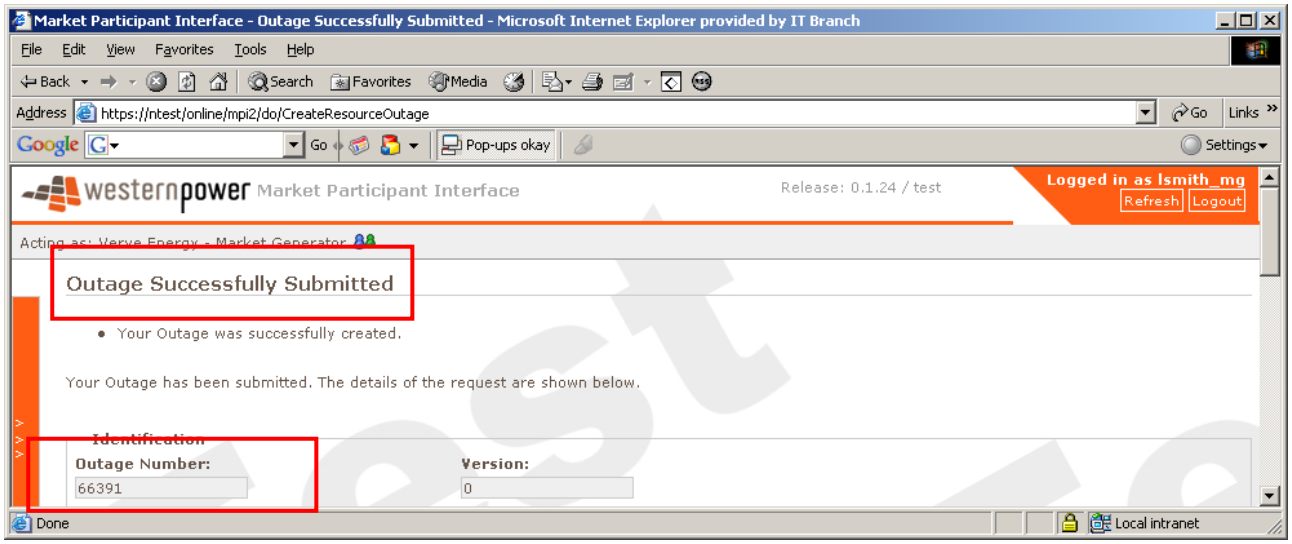
Enter details in the appropriate fields (refer Market rule 3.21.4)

The information required for both *Forced* and *Consequential* outages are the same.

NOTE: If the end time interval of the outage is estimated due to outage circumstances, the end time can be later shrunk by clicking on the *Shrink Outage Dates* icon. The icon has a blue arrow protruding from a white folder .

Once the details have been entered, click on the *Create Outage* button.

The *Outage Successfully Submitted* screen is displayed. The outage number is the reference to be used in communication with System Management. This screen is shown below.



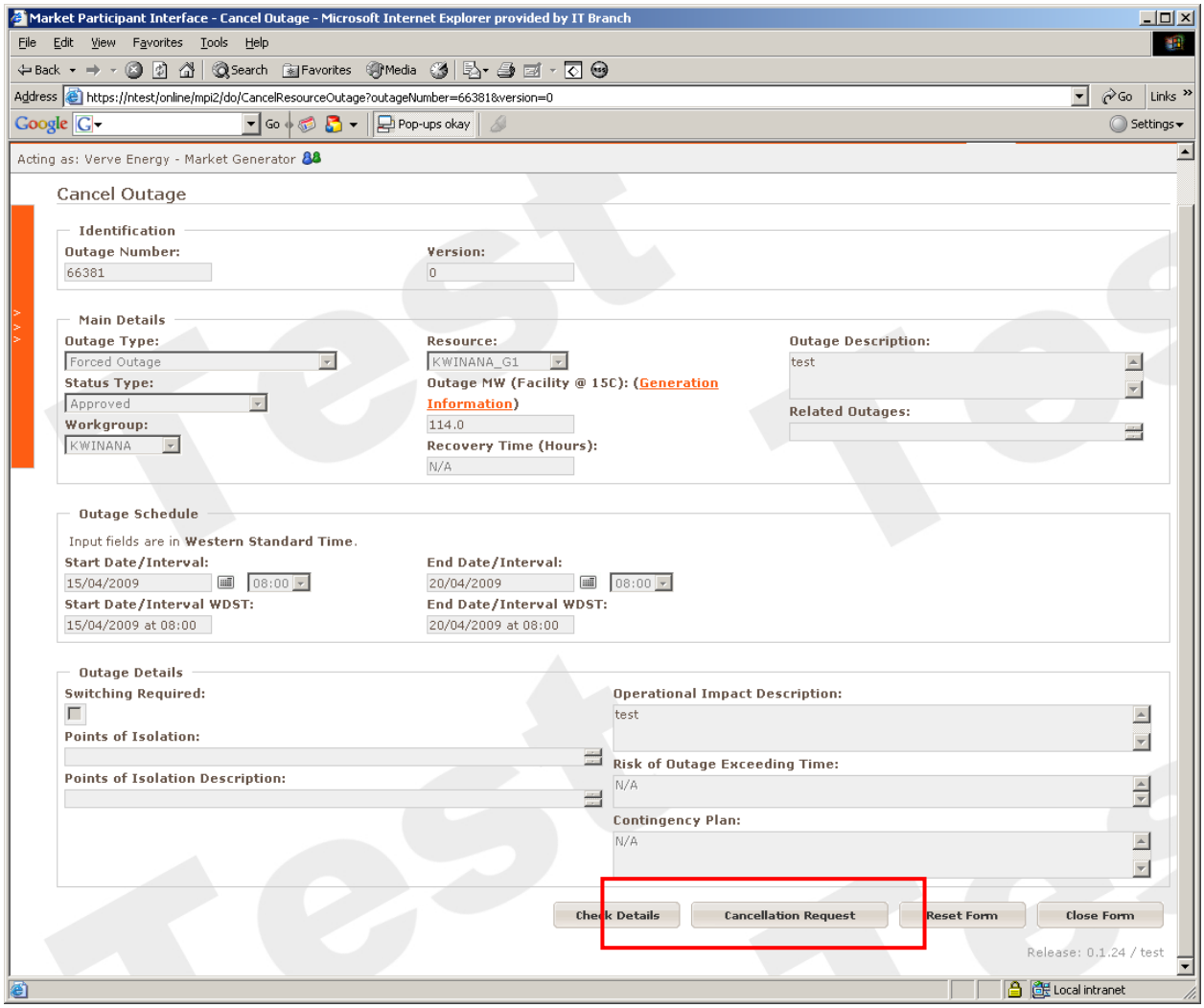
Forced Outage Cancellation

A Forced Outage may be cancelled up to 15 days after the trading day.

The outage may be cancelled from the outage review screen, by selecting the red cancel icon under the action column .

Note that the red icon may not appear until approximately 5 minutes after the outage is entered and will be disabled if it is after 15 days.

The *Cancel Request Screen* is displayed.



Select the *Cancellation Request* button

The *Outage Successfully Submitted* screen is displayed.

10. Creating Provisional Outages

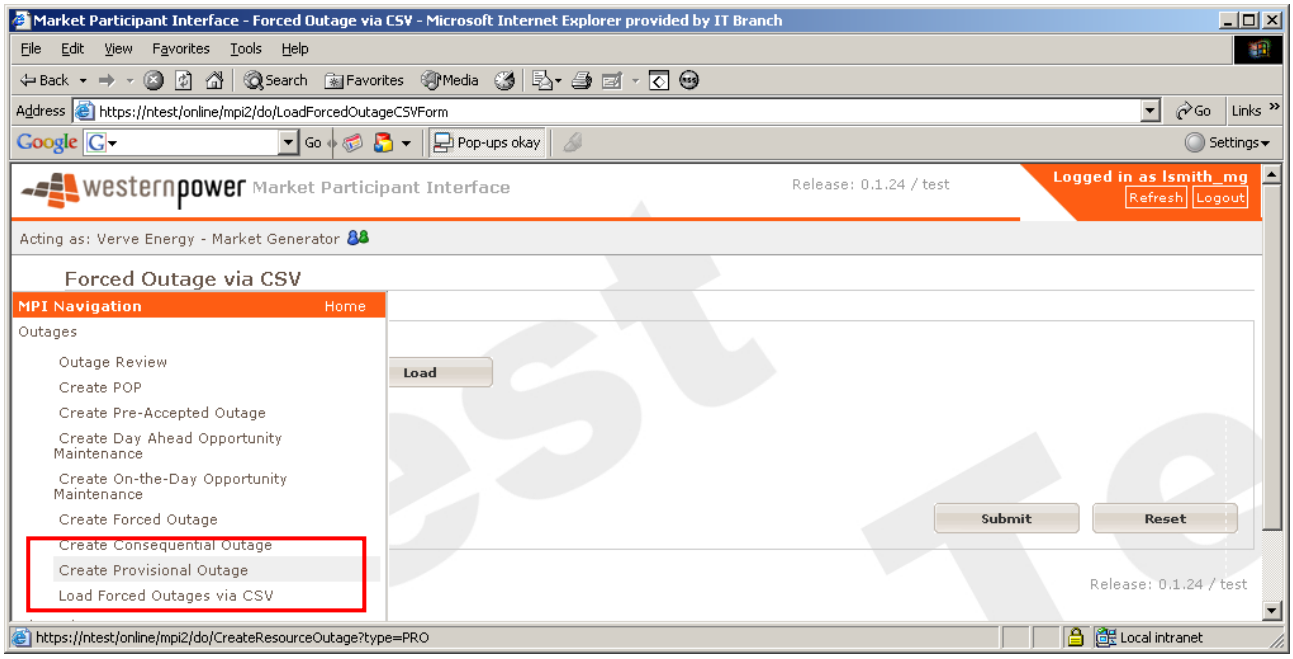
A *Provisional Outage* is utilised when the Participant requires System Management to be informed about an outage but does not require the information to go to the Independent Market Operator.

An example of this would be a 0MW outage or a *Forced Outage* that has an unknown end date. The *Provisional Outage* can be entered allowing System Management to plan ahead knowing that the unit is unavailable.

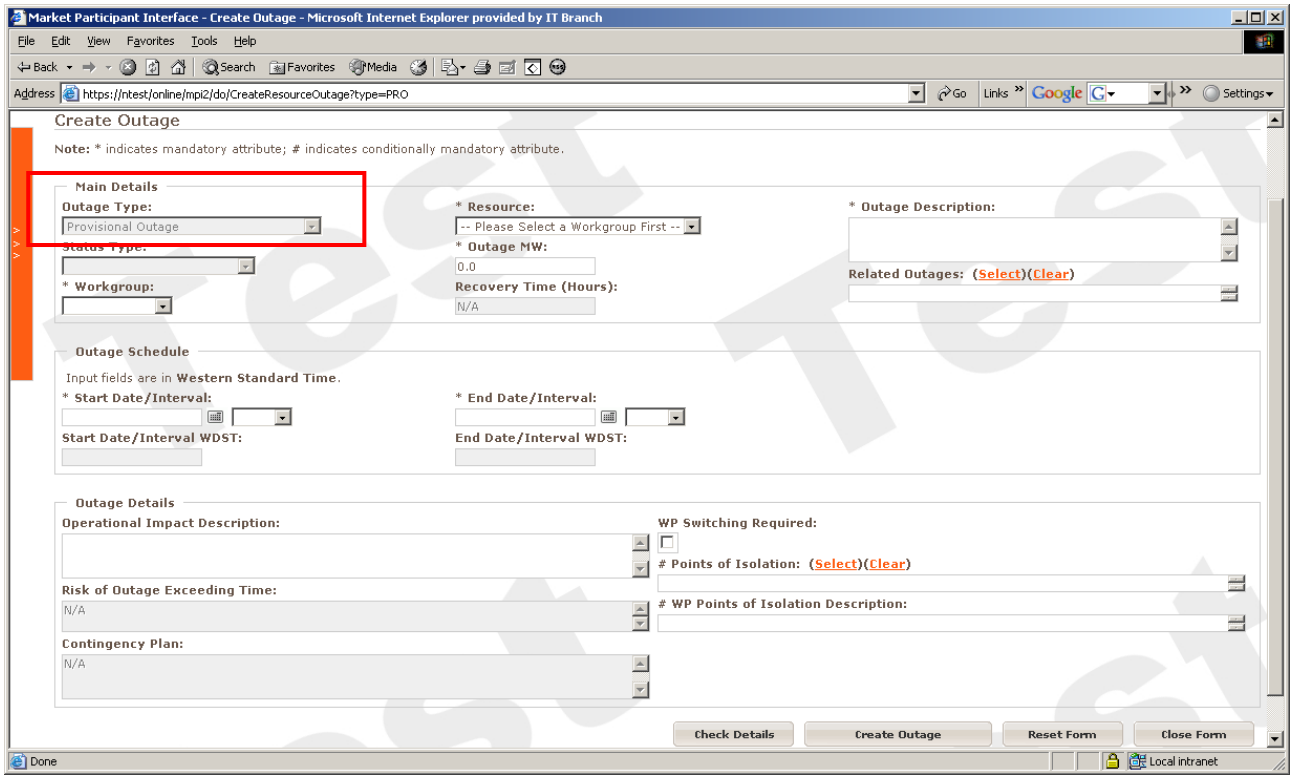
A *Provisional Outage* could also be used if the MW output is not affected by any maintenance or testing.

The information in a *Provisional Outage* is only used for System Management's planning purposes- it does not get sent to the IMO.

Select the *Create Provisional Outage* from the left hand menu.



The following screen is displayed.



The details to be entered for a *Provisional Outage* are the same as a *Forced* or *Consequential* outage.

Once the details have been entered, click on the *Create Outage* button.

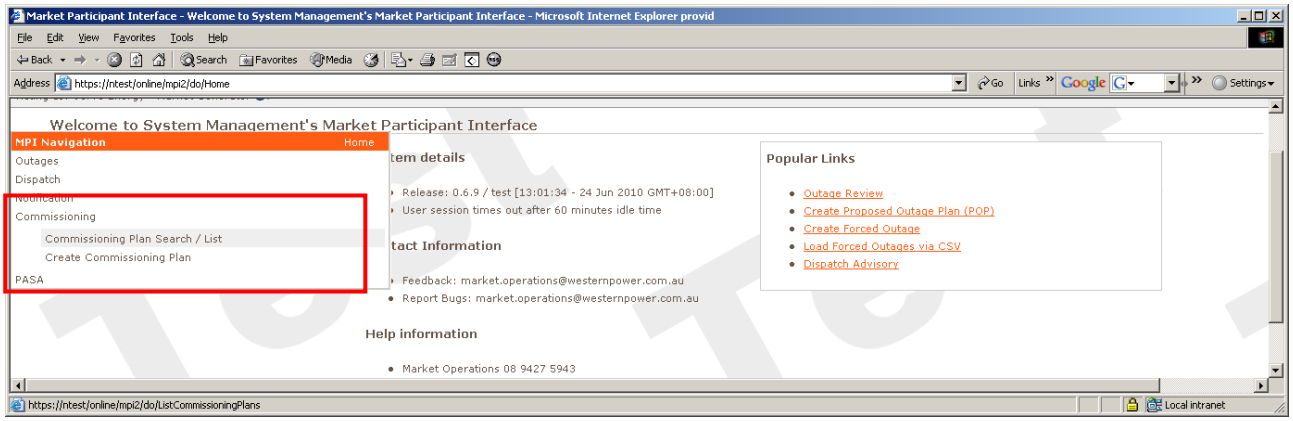
The *Outage Successfully Submitted* screen is displayed. The outage number is the reference to be used in communication with System Management.

11. Commissioning

11(a) Viewing Commissioning Plans

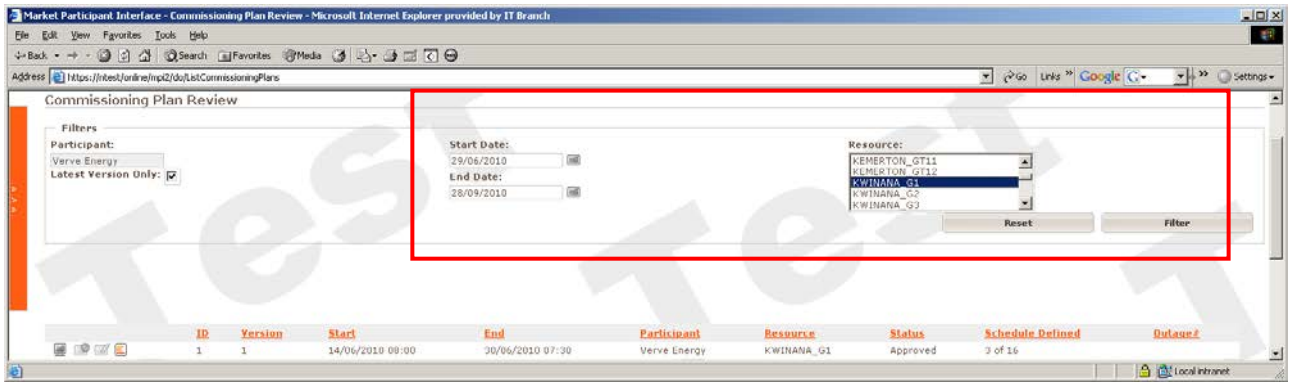
A Market Participant's Commissioning Plan can only be viewed by the Market Participant that entered the plan.

To view a Commissioning Plan, select *Commissioning Plan Search / List* from the left hand side menu.



Filter the date range and select the resource to specify a particular commissioning period.

Select the *Filter* button.

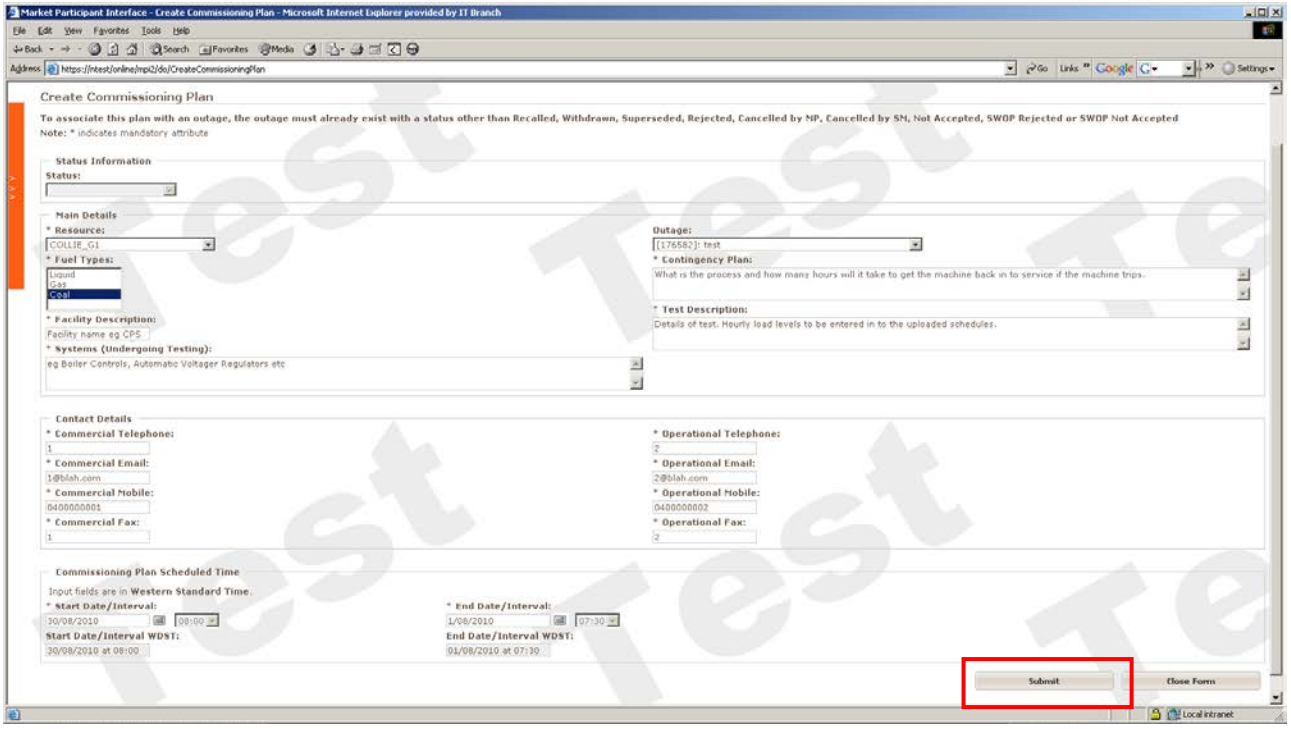


11(b) Creating Commissioning Plans

To enter a Commissioning Plan, an outage must already exist with a status other than Recalled, Withdrawn, Superseded, Rejected, Cancelled by MP, Cancelled by SM, Not Accepted, SWOP Rejected or SWOP Not Accepted. To enter a POP, please see section 5.

To Create a Commissioning Plan, select *Create Commissioning Plan* from the left hand side menu and complete the screen details. This is shown below.

The Commissioning Plan can also be created from the outage screen once the outage has been submitted.



Below is a description of each field:

- **Status Type:** The Status Type is displayed once the outage has been created
- **Resource:** Selected from a drop down list. This is the resource that will be used in the Outage.
- **Outage:** Selected from the dropdown list. Select the outage that precedes the Commissioning Plan.
- **Fuel Types:** Select the Fuel Type the Resource will be run on.
- **Facility Description:** This is the name of the facility rather than the Resource Name.
- **Systems (Undergoing Testing):** e.g. Boiler Controls, Automatic Voltage Regulators
- **Contingency Plan:** Textual description indicating the process and how many hours it will take to get the machine back in to service if the unit trips.
- **Test Description:** Details of test. Hourly load levels to be entered in to the uploaded schedules.
- **Start Date:** Select from the calendar. Indicates the start date for the Commissioning.
- **End Date:** Select from the calendar. Indicates the end date for the Commissioning.
- **Start time interval:** Use drop down box. Indicates the start time Interval of the Commissioning.

- **End time interval:** Use drop down box. Indicates the end time Interval of the Commissioning.

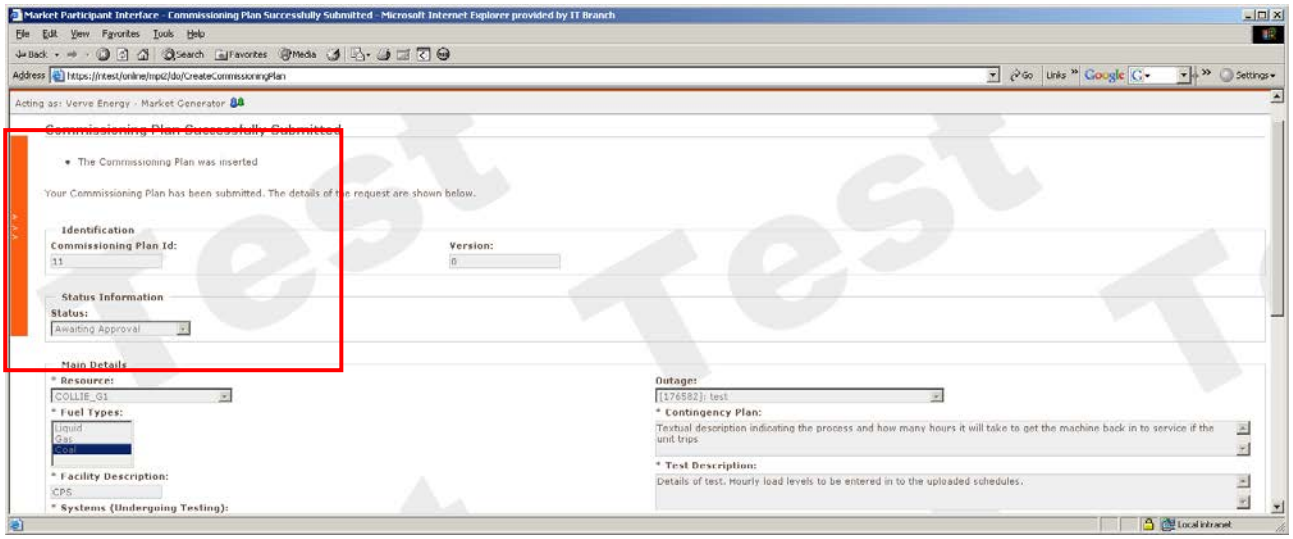
All fields are mandatory except for the Status (autopopulated) and Outage.

Start and End times are based on trading intervals (e.g. 08:00 is anytime between 08:00:00 and 08:29:59). If the outage is to finish at 16:20, then interval 16:00 is selected. Outages sent to the IMO are reported in whole intervals only.

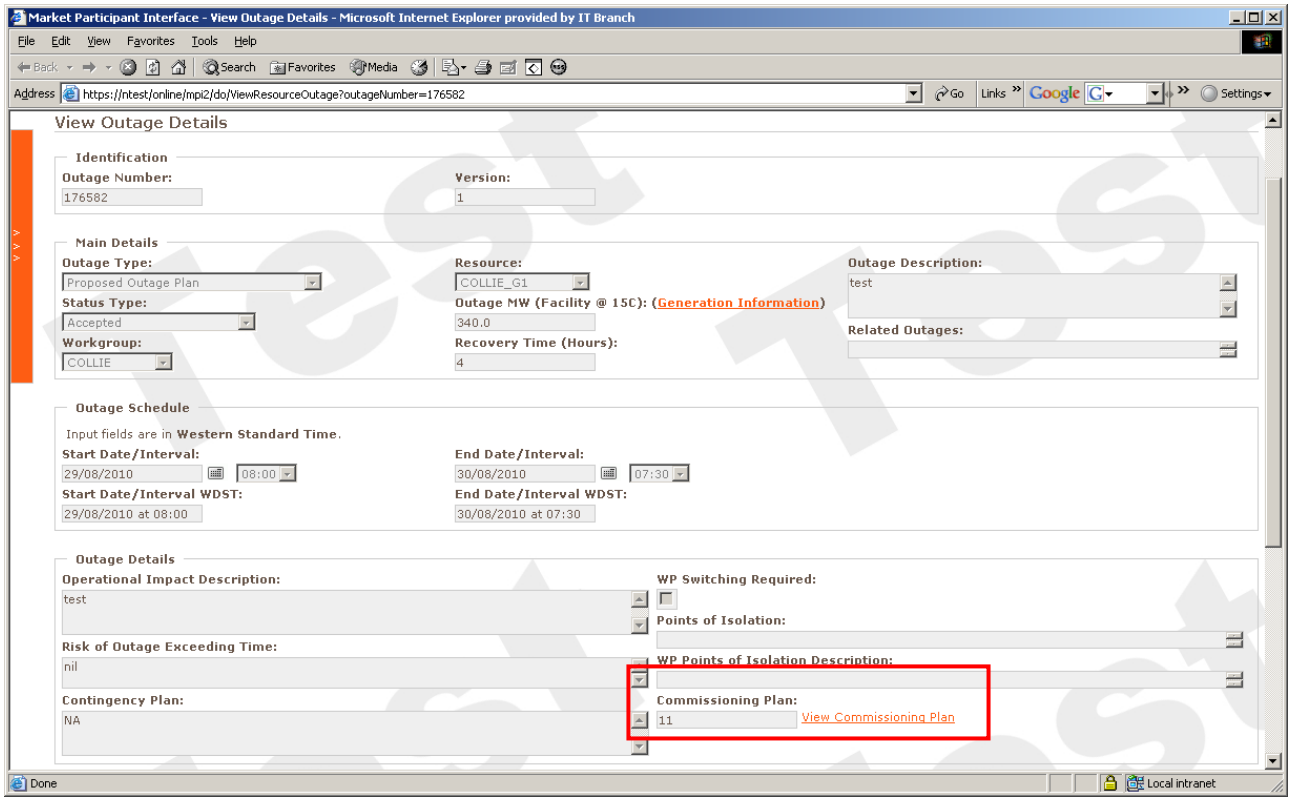
Select the *Submit* button once details are completed.

If there are no errors displayed, a message stating *The Commissioning Plan was inserted* will be displayed at the top of the screen and a *Commissioning Plan Id* will be displayed underneath.

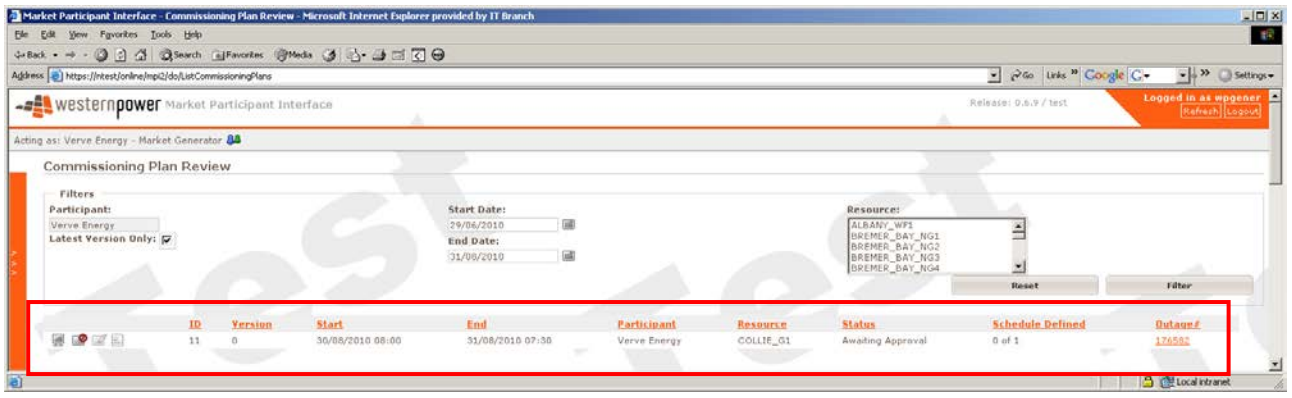
The *Status* of Awaiting Approval will be displayed until System Management Approves the dates and details of the plan.



The *Commissioning Plan Id* will also be displayed in the associated outage details.

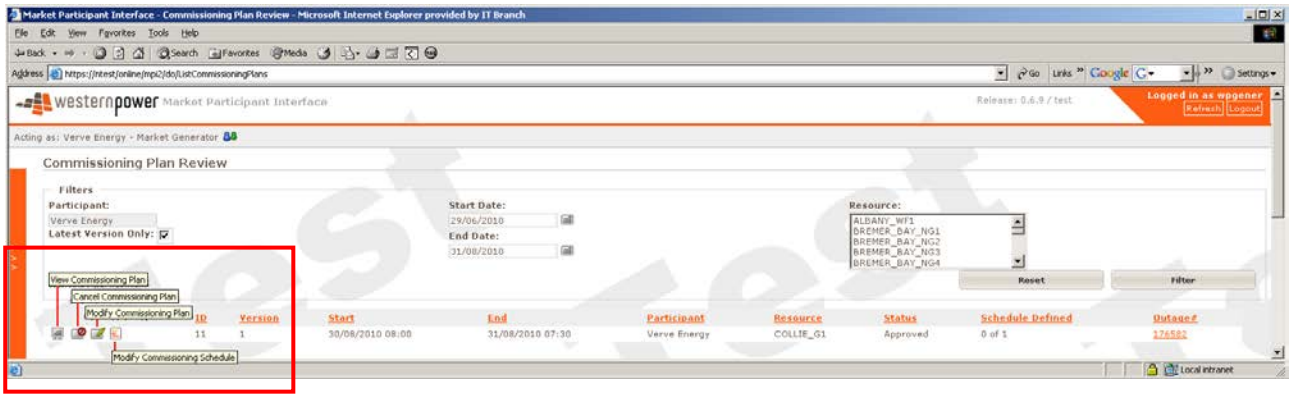


A link to the associated outage can be seen when the Commissioning Plan Review screen is displayed.



Once the Commissioning Plan has been Approved by System Management, the user is able to *Cancel Commissioning Plan, Modify Commissioning Plan* and *Modify Commissioning Schedule*. The plan may be viewed at any stage.

Any of the above options can be initiated by selecting one of the highlighted icons shown in the below screenshot.

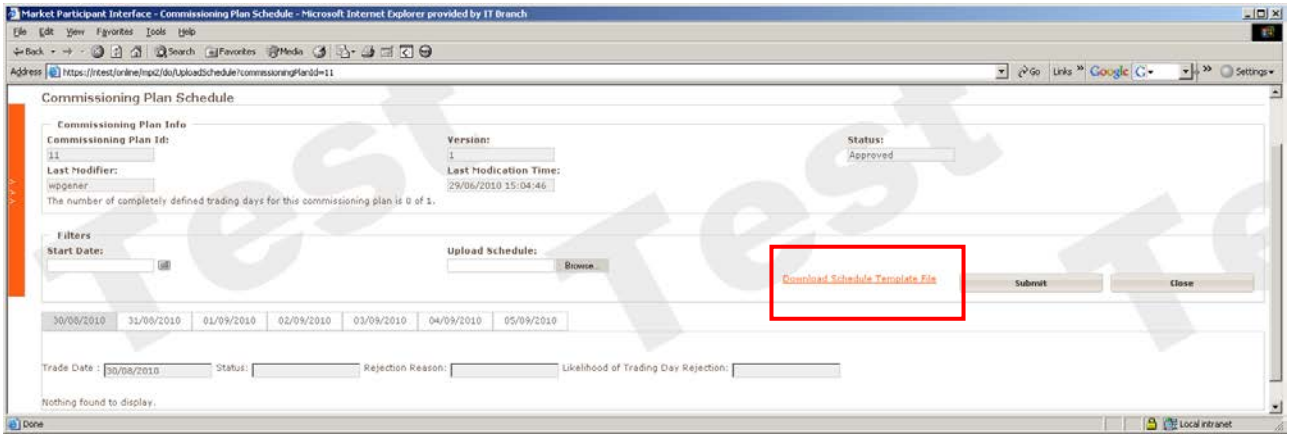


11(c) Uploading Commissioning Schedules

Once the Commissioning Plan has been Approved, the Commissioning Schedule can be uploaded.

The Commissioning Schedule provides expected generation data for each individual trading day of the Commissioning Plan.

Select the *Modify Commissioning Schedule* icon  . The following page will be displayed.



To enter the data for each Trading Day, select the *Download Schedule Template File* link.

Save the file and then modify the template with the data to be used in Commissioning Schedule.

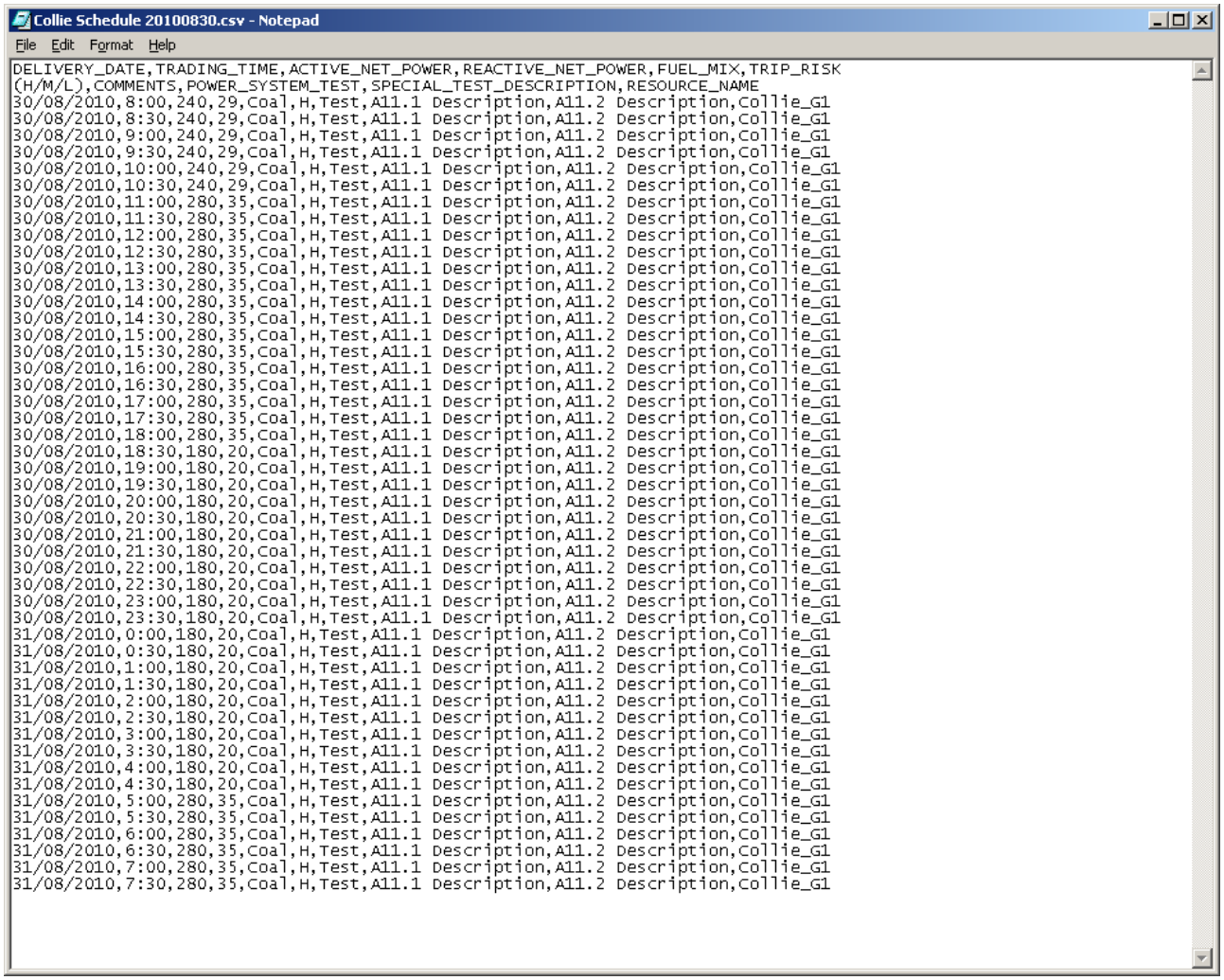
The template has the following headings that describe what data is be used in the template.

<<DELIVERY_DATE,TRADING_TIME,ACTIVE_NET_POWER,REACTIVE_NET_POWER,FUEL_MIX,TRIP_RISK(H/M/L),COMMENTS,POWER_SYSTEM_TEST,SPECIAL_TEST_DESCRIPTION,RESOURCE_NAME>>

Below is a description of each field:

- **Delivery Date:** The date that the Commissioning Plan is to commence.
- **Trading Time:** This is the start of the half hour interval.
- **Active_Net_Power:** This is a zero or positive integer in MW
- **Reactive_Nett_Power:** This is a zero, positive or negative integer in MVars
- **Fuel Mix:** Either Gas, Coal, Liquid, or combinations of two different fuels
- **Trip Risk:** Either H/M/L (High/Medium/Low)
- **Comments:** Extra information
- **Power_System_Test:** From Table A11.1 of the Technical rules
- **Special_Test_Description :** Table A11.2 of the Technical rules

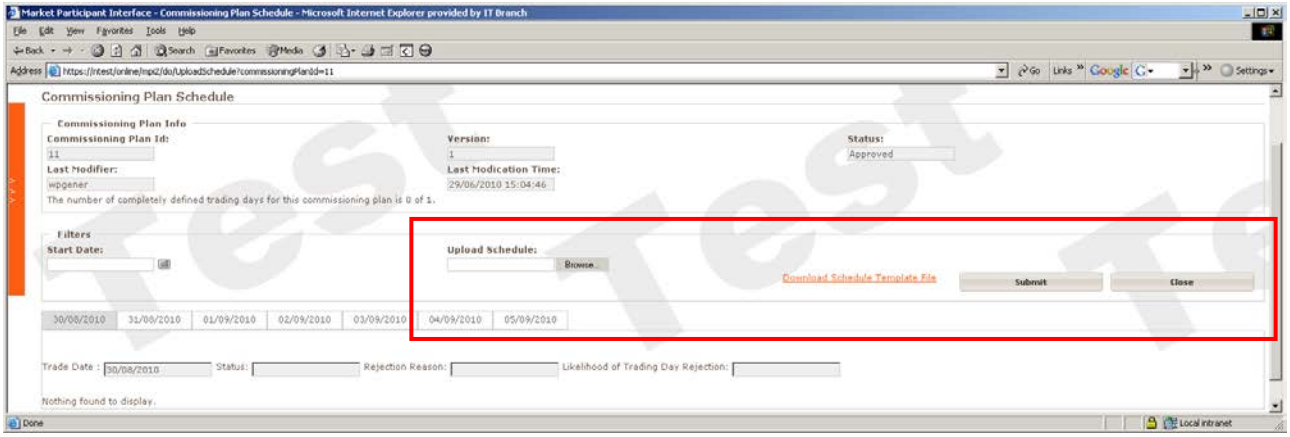
The data can be entered either in the template CSV or into an Excel Spreadsheet and saved to a CSV file.


Collie Schedule 20100830.csv - Notepad

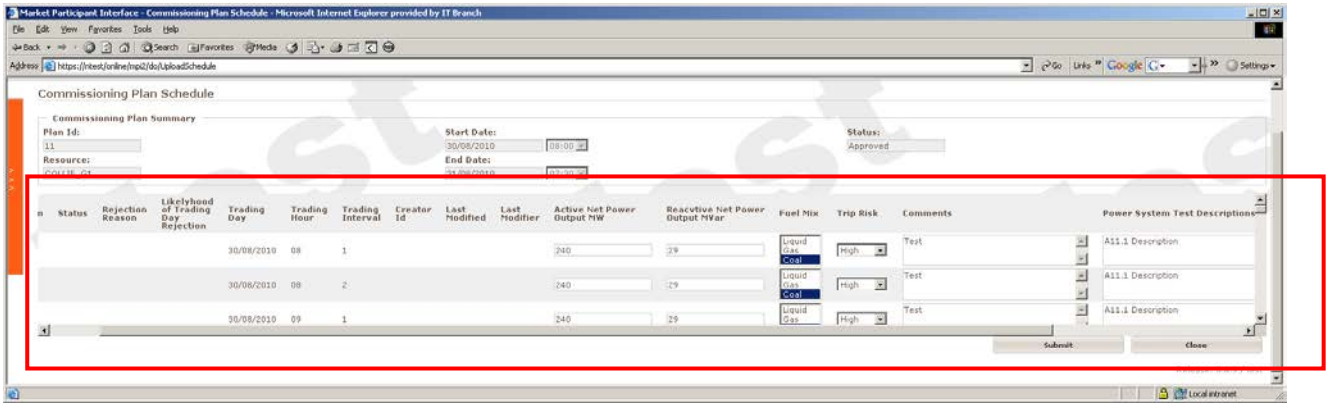
File Edit Format Help

```
DELIVERY_DATE,TRADING_TIME,ACTIVE_NET_POWER,REACTIVE_NET_POWER,FUEL_MIX,TRIP_RISK
(H/M/L),COMMENTS,POWER_SYSTEM_TEST,SPECIAL_TEST_DESCRIPTION,RESOURCE_NAME
30/08/2010,8:00,240,29,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,8:30,240,29,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,9:00,240,29,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,9:30,240,29,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,10:00,240,29,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,10:30,240,29,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,11:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,11:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,12:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,12:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,13:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,13:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,14:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,14:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,15:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,15:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,16:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,16:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,17:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,17:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,18:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,18:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,19:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,19:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,20:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,20:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,21:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,21:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,22:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,22:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,23:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
30/08/2010,23:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,0:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,0:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,1:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,1:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,2:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,2:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,3:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,3:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,4:00,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,4:30,180,20,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,5:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,5:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,6:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,6:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,7:00,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
31/08/2010,7:30,280,35,Coal,H,Test,A11.1 Description,A11.2 Description,Collie_G1
```

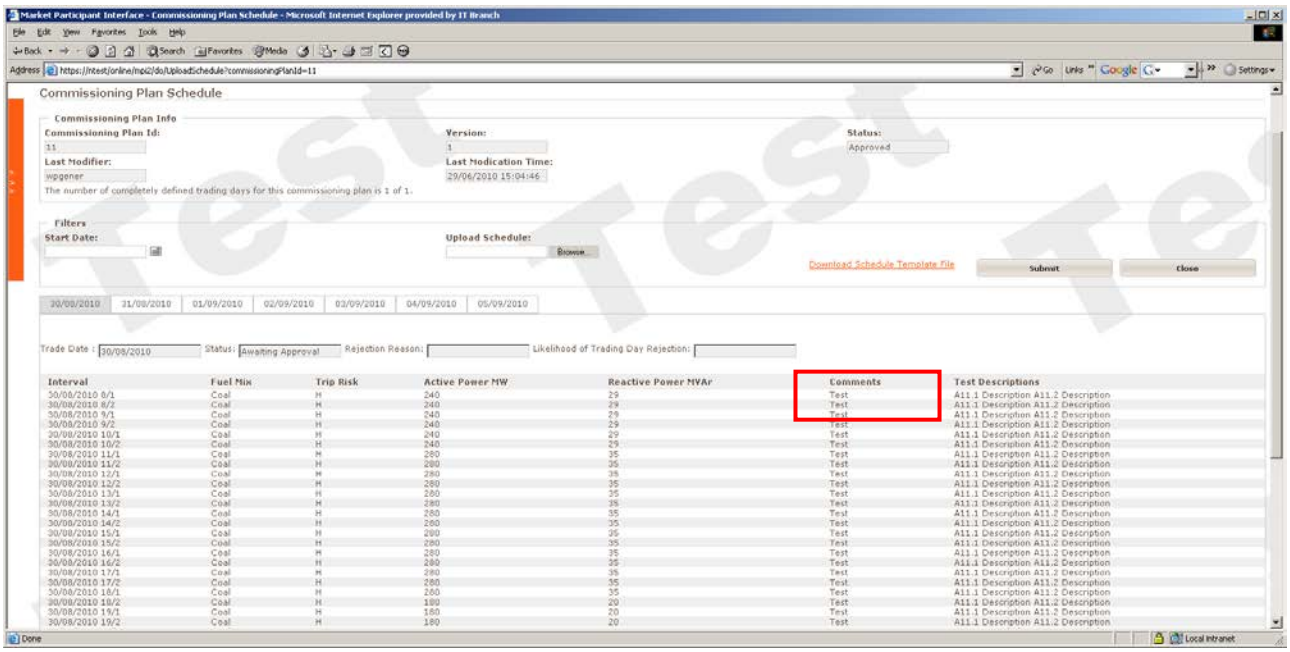
Select the *Browse* button next to the *Upload Schedule* field and select the saved file. Select the *Submit* button to upload the file.



The data will be uploaded and displayed on screen.

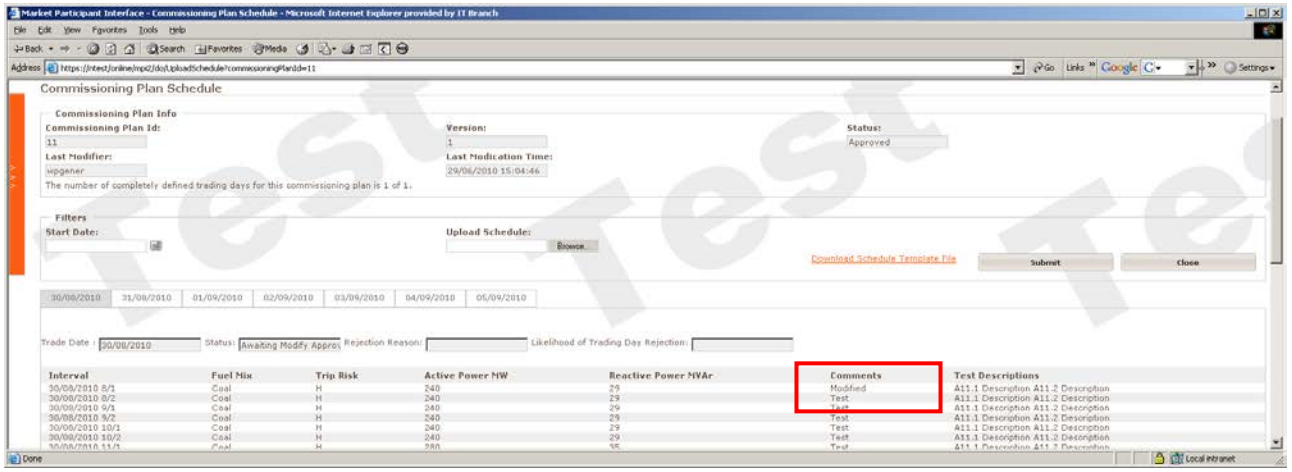


Select the *Submit* button again once happy with the uploaded data.



Once submitted, the Status will show Awaiting Approval. The data will then be assessed by System Management.

The information can be modified by uploading and resubmitting the information. The changes are outlined in the highlighted section below.

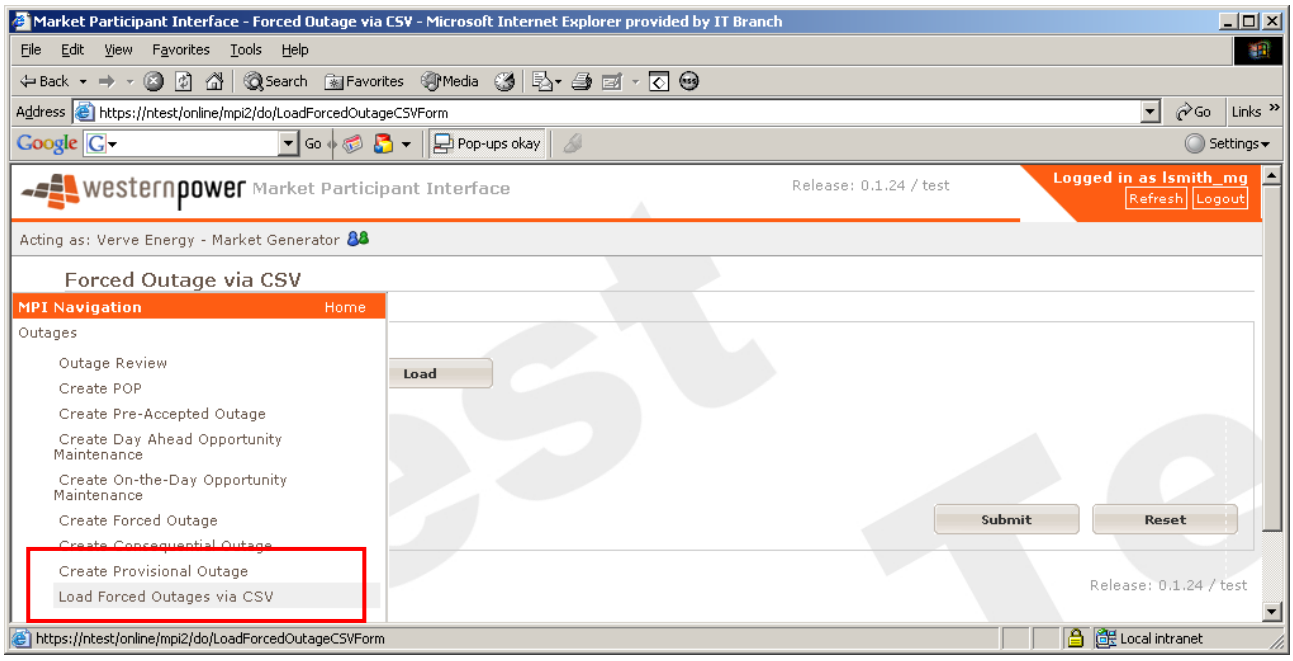


Please note that up to 7 days worth of data can be uploaded at any one time.

12. Loading Forced Outages via CSV

A list of forced outages can be submitted via a CSV upload if the file is in the correct format.

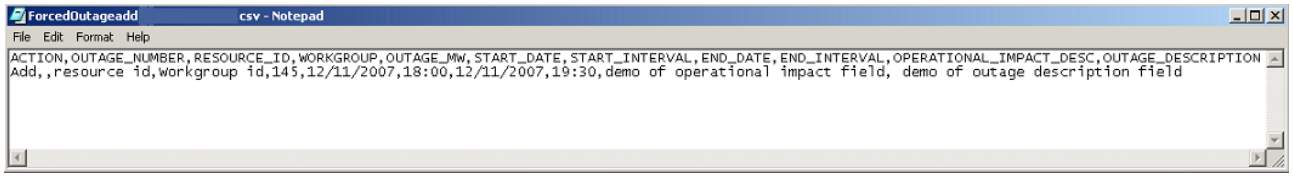
Select the *Load Forced Outages via CSV* from the left hand menu.



The information entered in to the CSV file should be in the format as seen in the below text string.

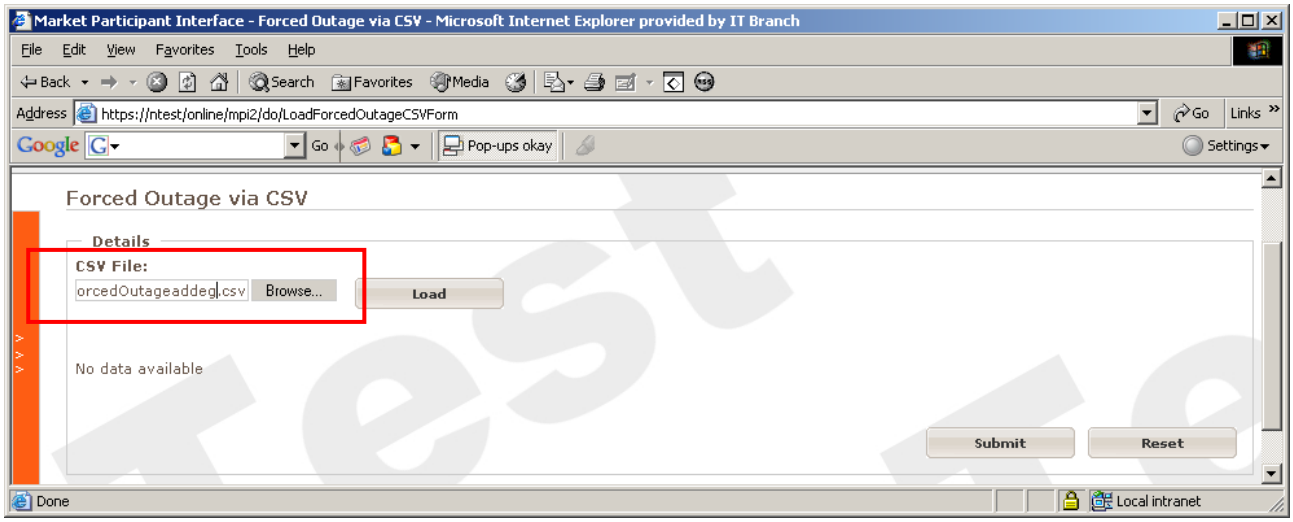
<<ACTION,OUTAGE_NUMBER,RESOURCE_ID,WORKGROUP,OUTAGE_MW,START_DATE,START_INTERVAL,END_DATE,END_INTERVAL,OPERATIONAL_IMPACT_DESC,OUTAGE_DESCRIPTION>>

Below is a screenshot of the created CSV file.

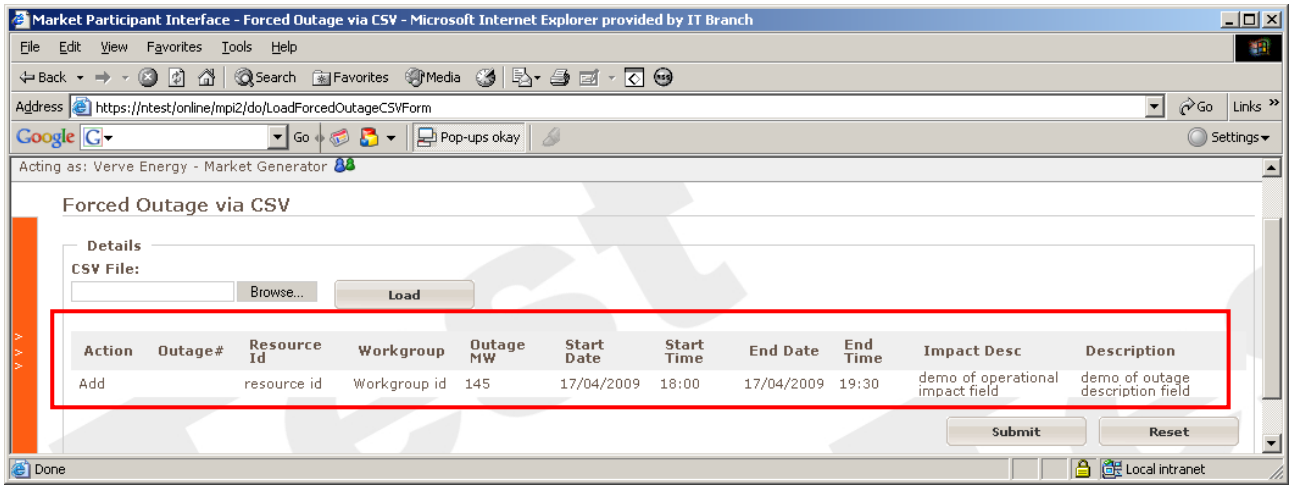


Once the CSV file has been created, save it to a designated area.

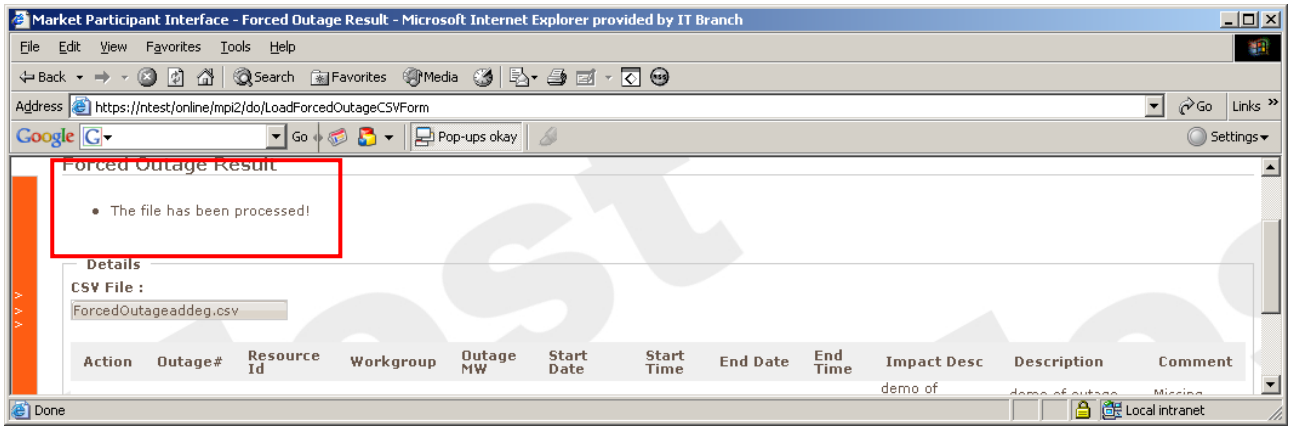
Select the *Browse* button and collect the CSV file to upload from the designated area.



Load the file the following screen is displayed.

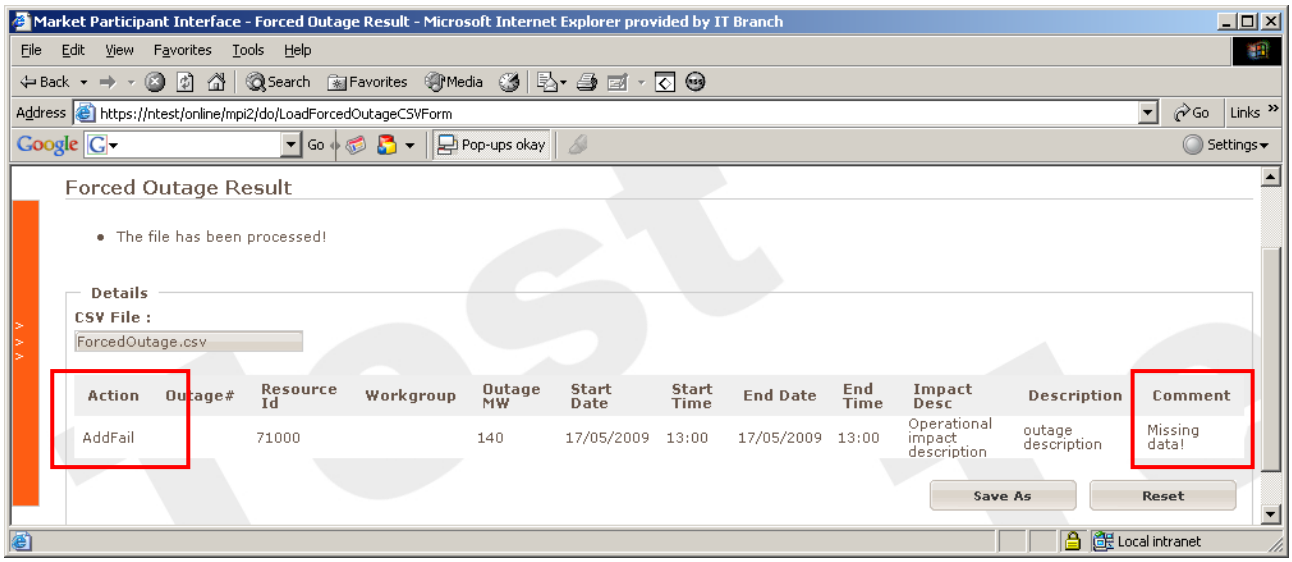


Click on the *Submit* button once the file has loaded and the following confirmation is displayed.



An outage number will be created once the correct confirmation has been received.

If the upload is not successful, the result will state *AddFail* under *Action*, and the reason will be explained under the *Comment* field. An example is shown in the below screenshot.

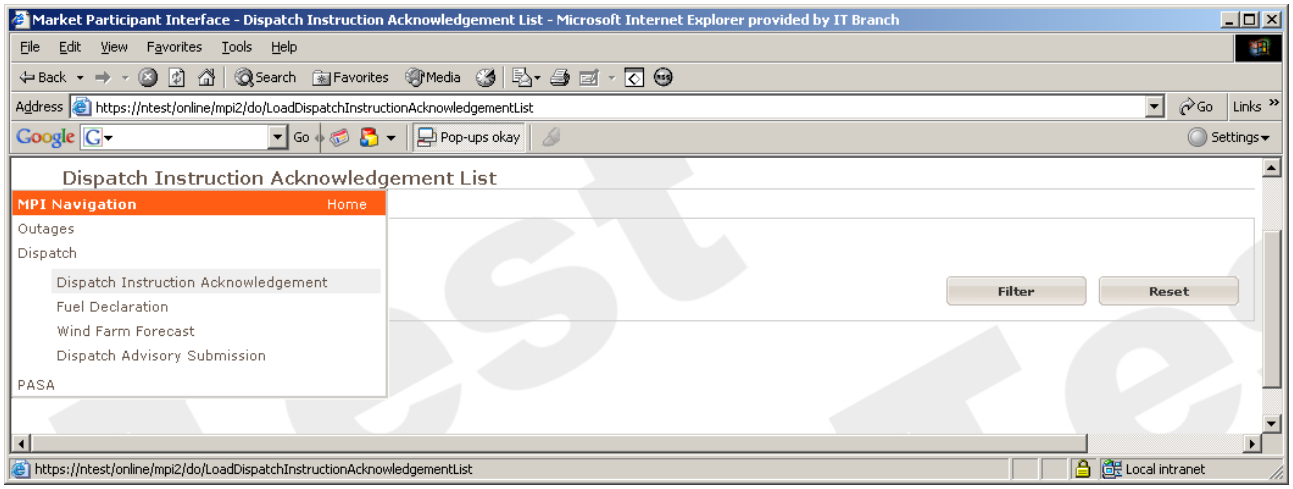


13. Dispatch

13(a) Dispatch Instruction Acknowledgement

Dispatch Instructions are made via telephone call between control rooms. An email will be sent to the Market Participant confirming the details (refer Market Rule 7.7.3). The Market Participant is to acknowledge the instruction via the MPI.

Select the *Dispatch Instruction Acknowledgement* link from the hidden menu.



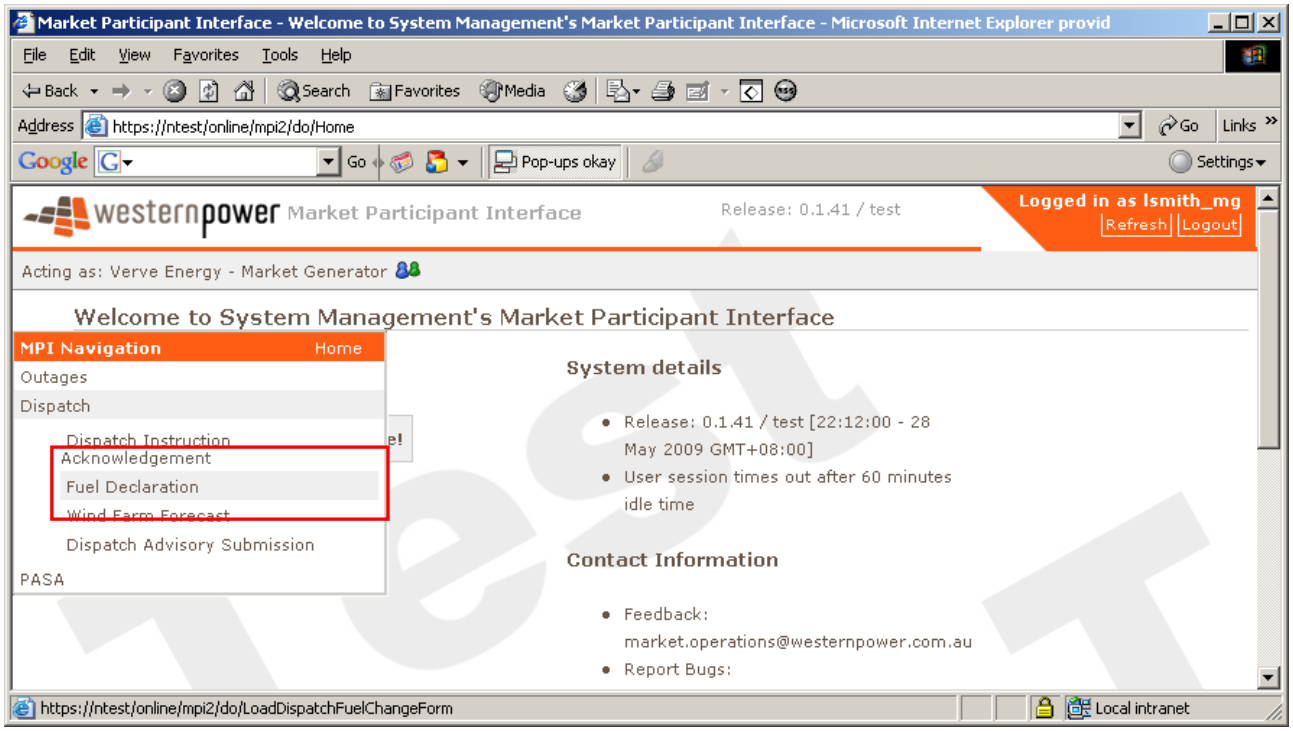
Click the *Acknowledge* button

An acknowledgement *Success* screen is displayed.

13(b) Dispatch Fuel Change submission

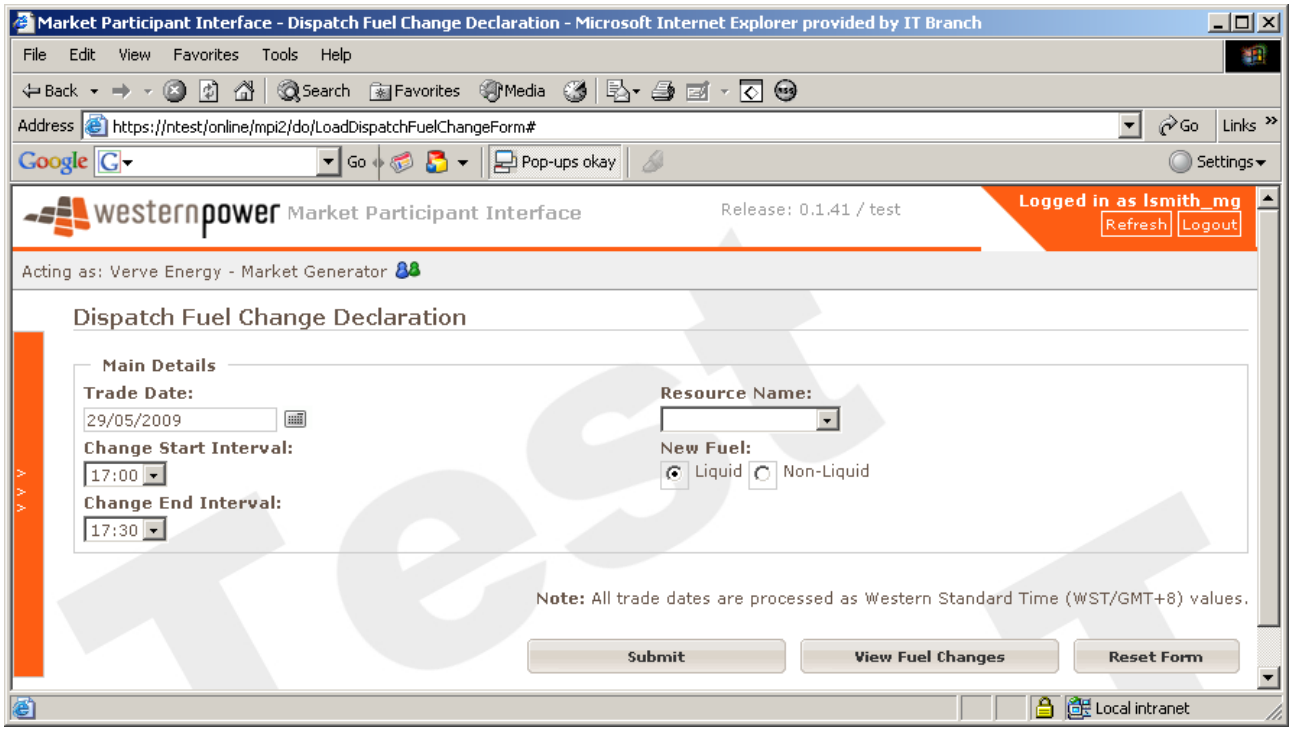
A *Fuel Change* submission is required to be entered into the MPI at least 1hr before the fuel change is to commence.

Select *Fuel Declaration* from the hidden menu.

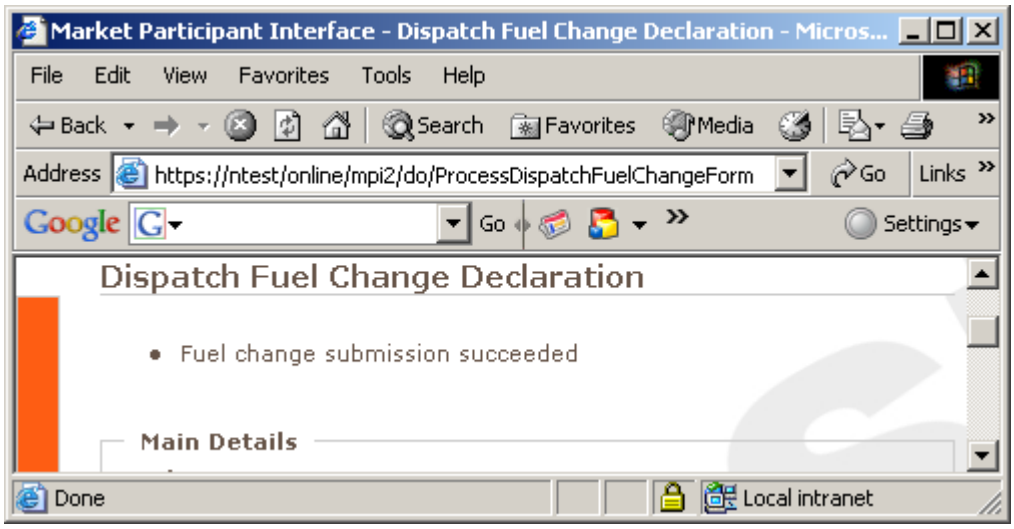


The following screen will appear.

Enter the *Trade Date, Change Start Interval, Change End Interval, Resource Name and New Fuel.*



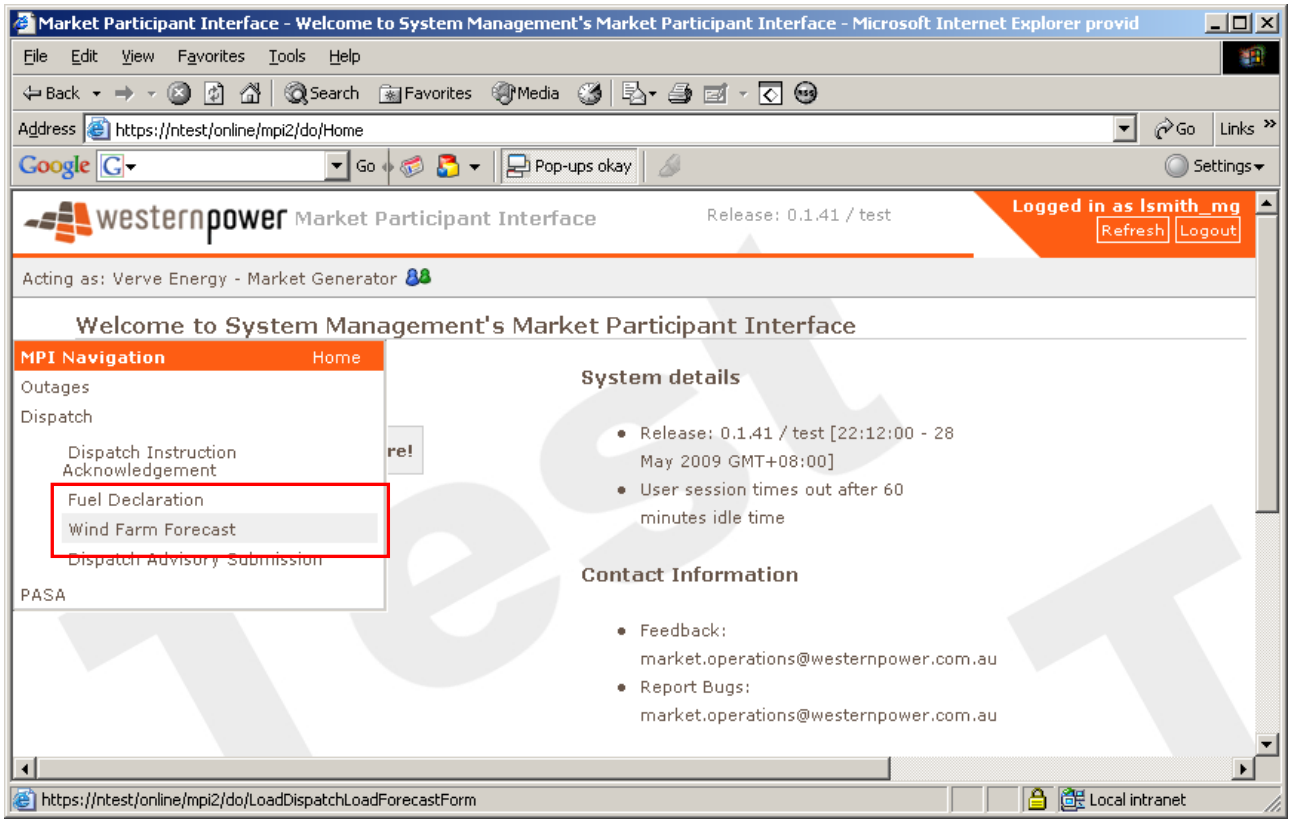
Click on the *Submit* button and the message *Fuel change submission succeeded* will appear if no errors are displayed.



13(c) Wind Farm Forecast

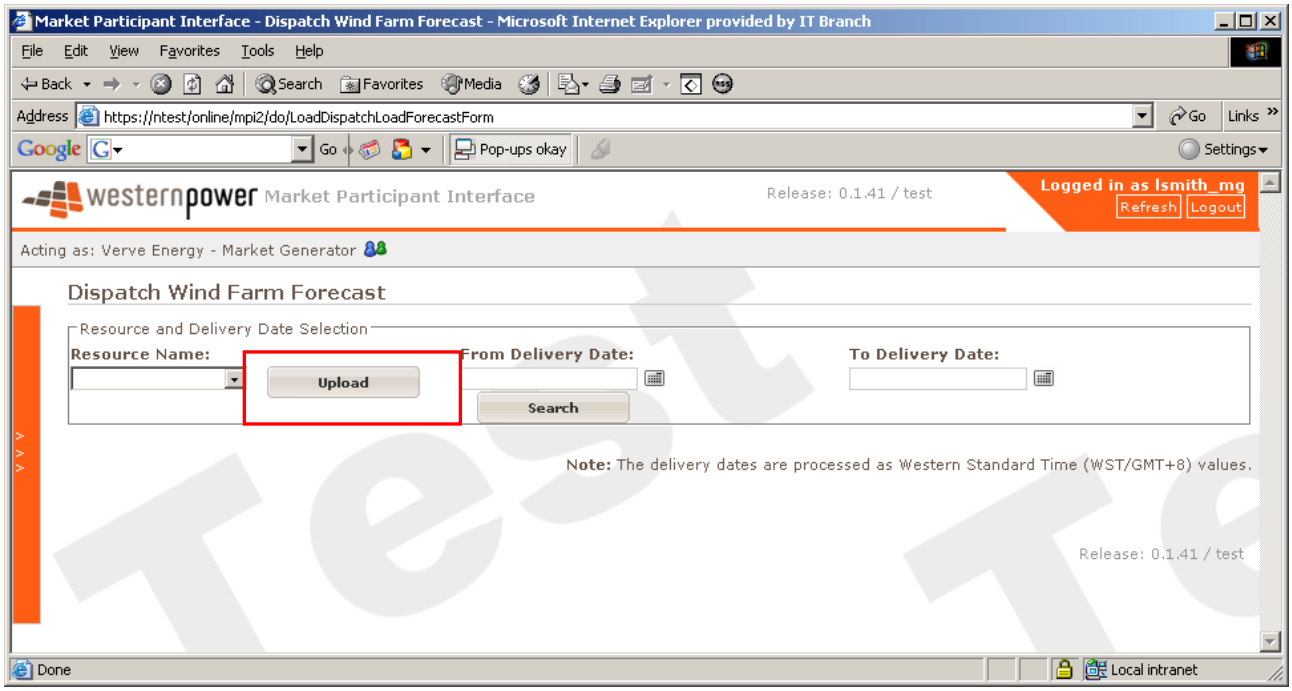
A Participant must advise System Management of the forecast windfarm output between 12:00 on the scheduling day to the end of the next trading day by 10:00 on the scheduling day (ref Market Rule 7.2.5). This covers 88 trading intervals. This is entered as a comma separated variable (csv) file for each wind facility.

Select *Wind Farm Forecast* from the hidden menu.



Enter the *Resource Name, From Delivery Date* and *To Delivery Date.*

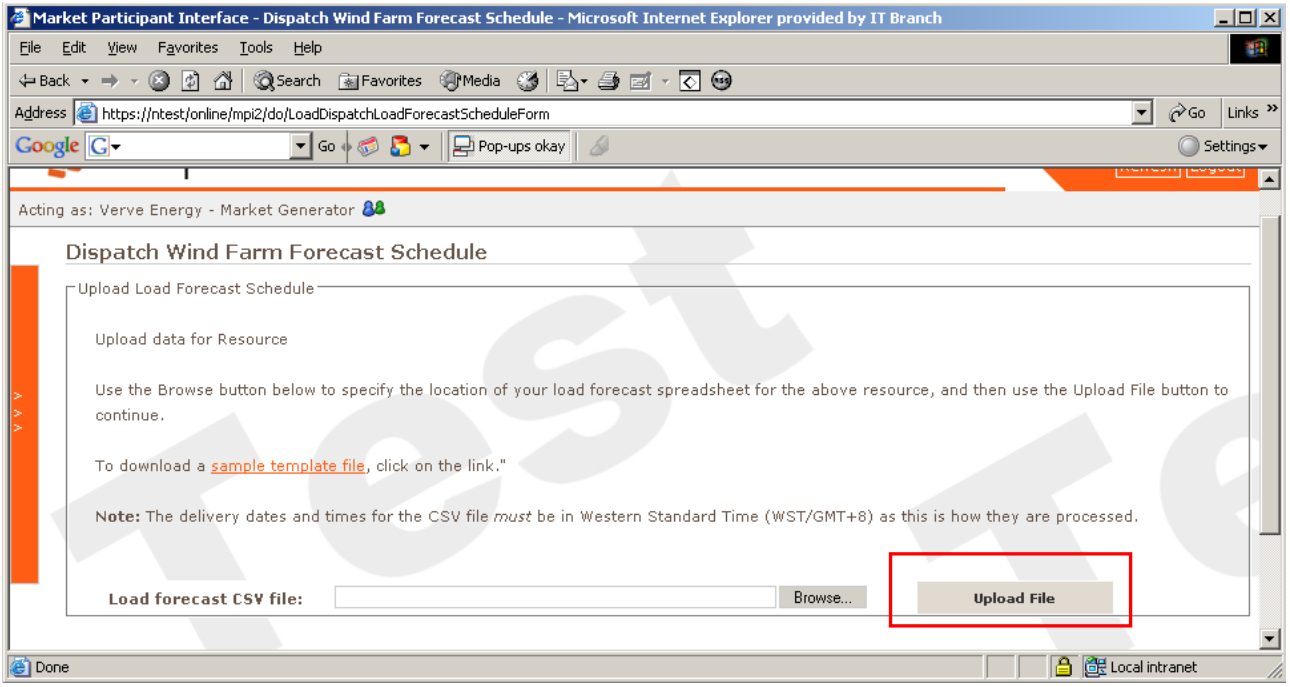
Select the *Upload* button.



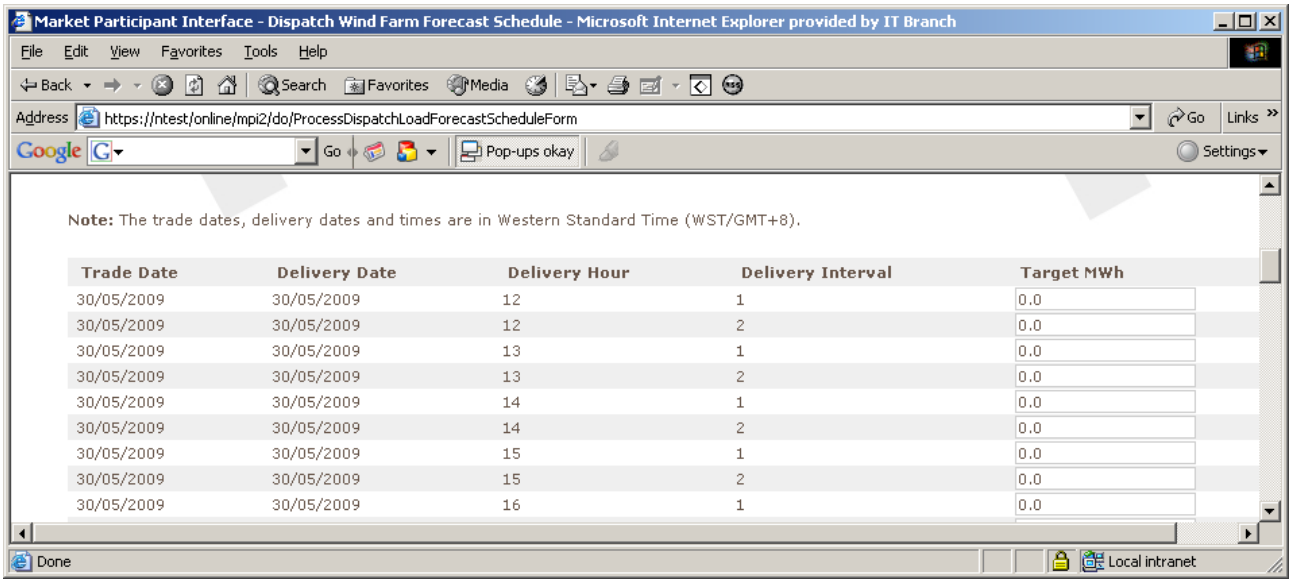
A *sample template file* can be downloaded for the correct format.

Select *Browse* to find the forecast file to upload.

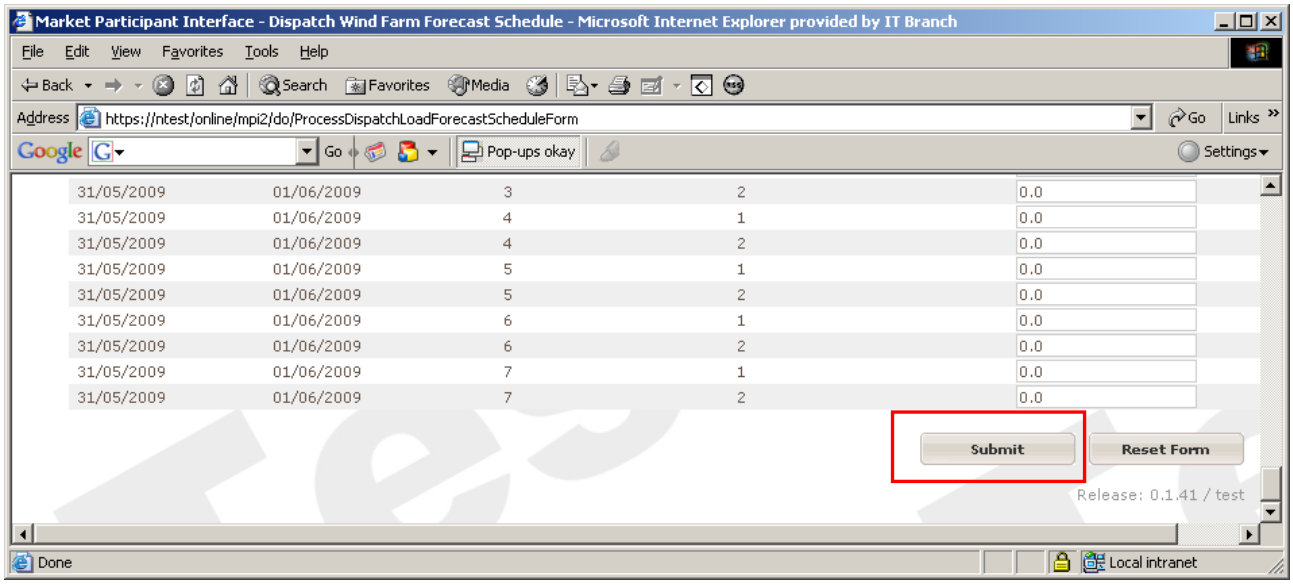
Select the *Upload File* button.



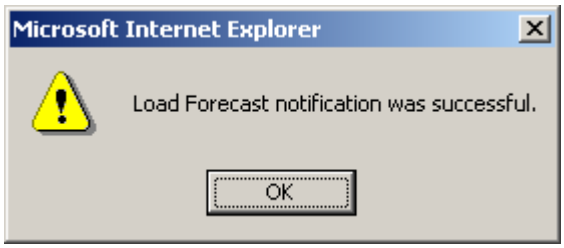
The data uploaded will be displayed as shown below.



If the user is satisfied with the data, scroll to the end and *Submit* the data.



The following message box will appear if the upload was successful.

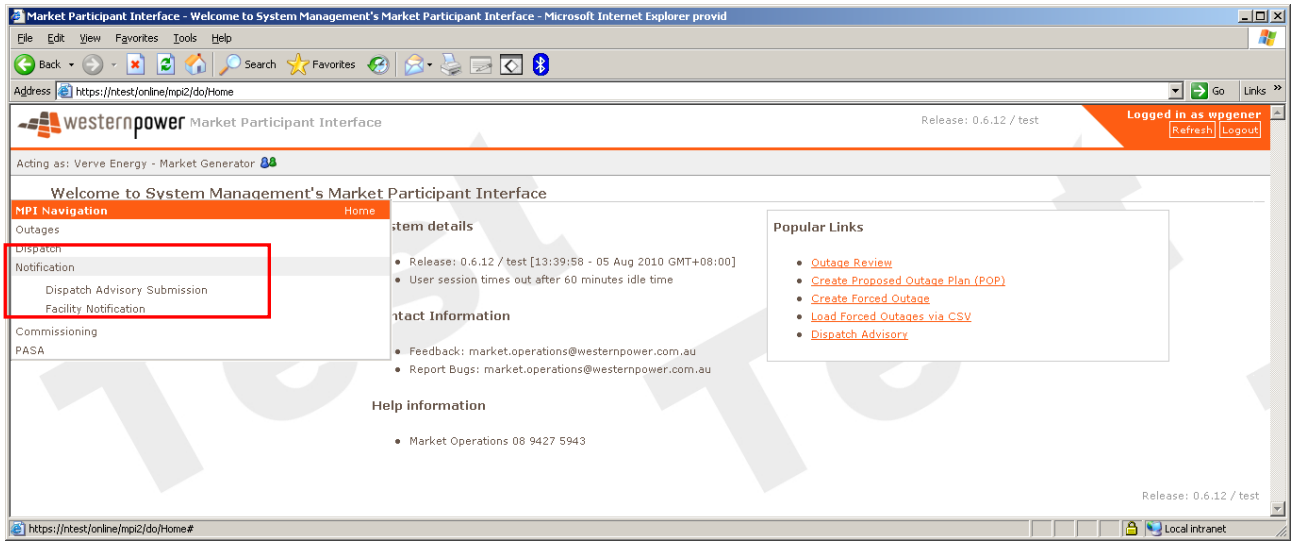


14. Notifications

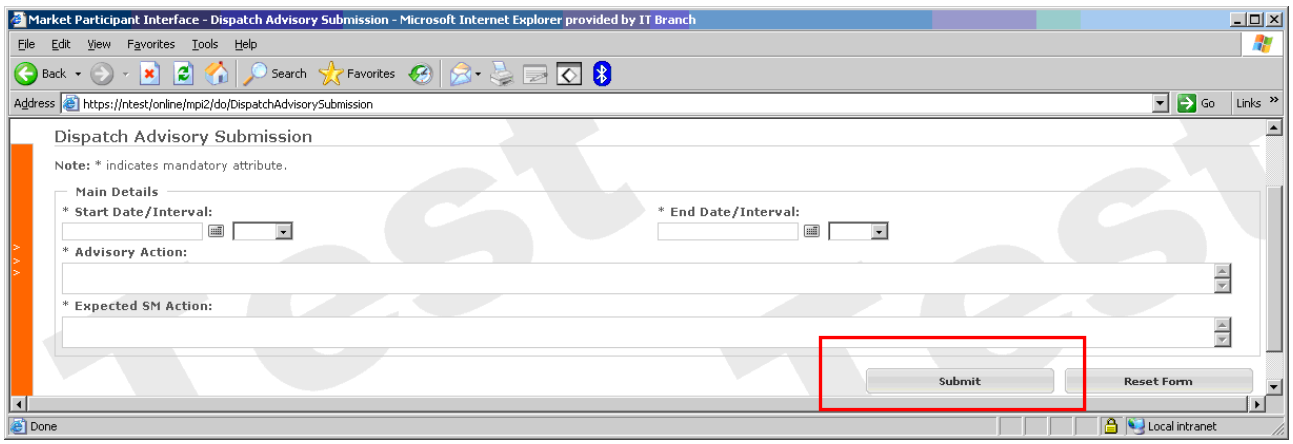
14(a) Dispatch Advisory Submission

The Dispatch Advisory Submission can be used by a Market Participant to notify System Management of any external circumstances that may affect their facility, but is not related to the facility itself.

Select *Notification* and *Dispatch Advisory Submission* from the left hand menu.



The following page will be displayed.

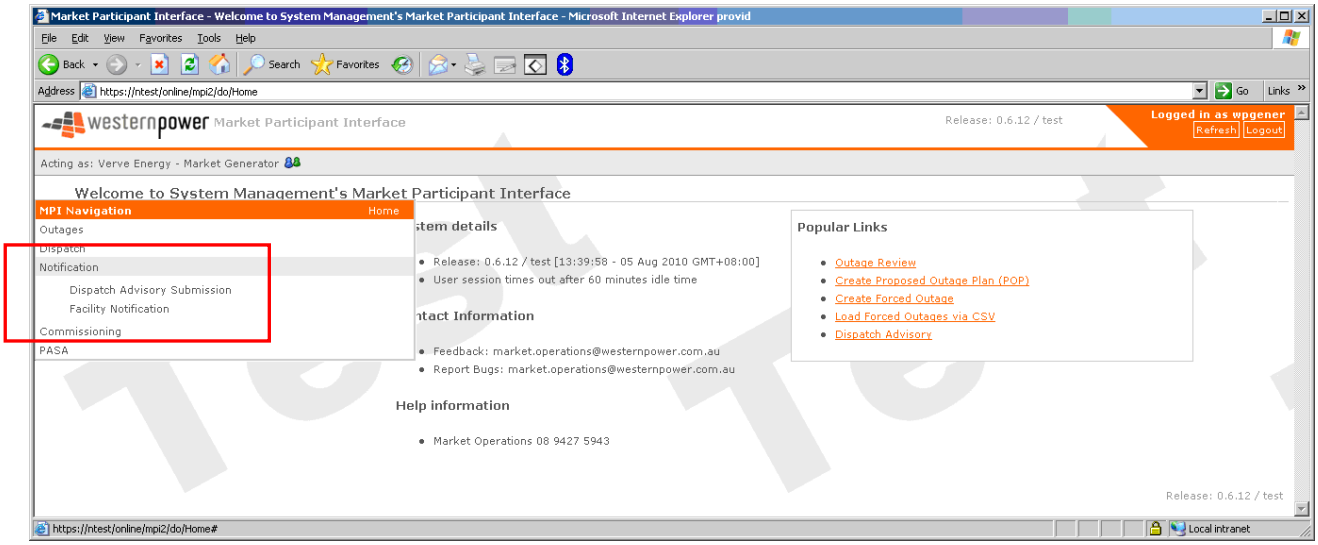


Enter the required details and submit the notification.

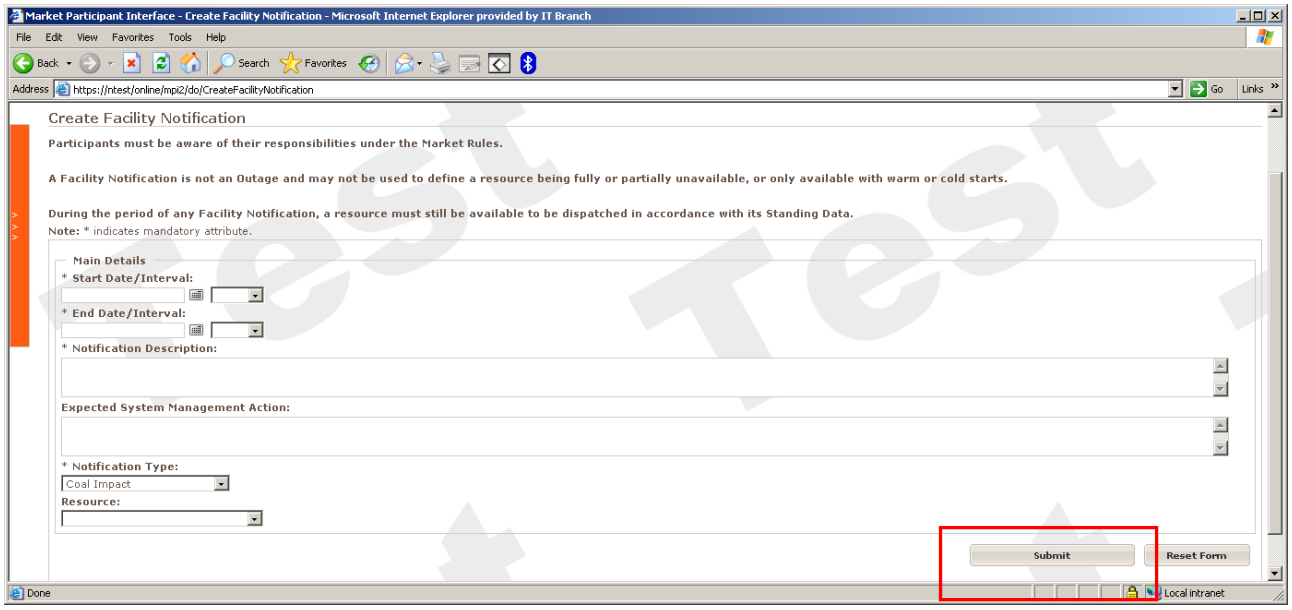
14(b) Facility Notification

The *Facility Notification* can be used by a Market Participant to notify System Management of any circumstances that may affect their facility, but do not affect the facility's MW capabilities.

Select *Facility Notification* from the left hand menu.



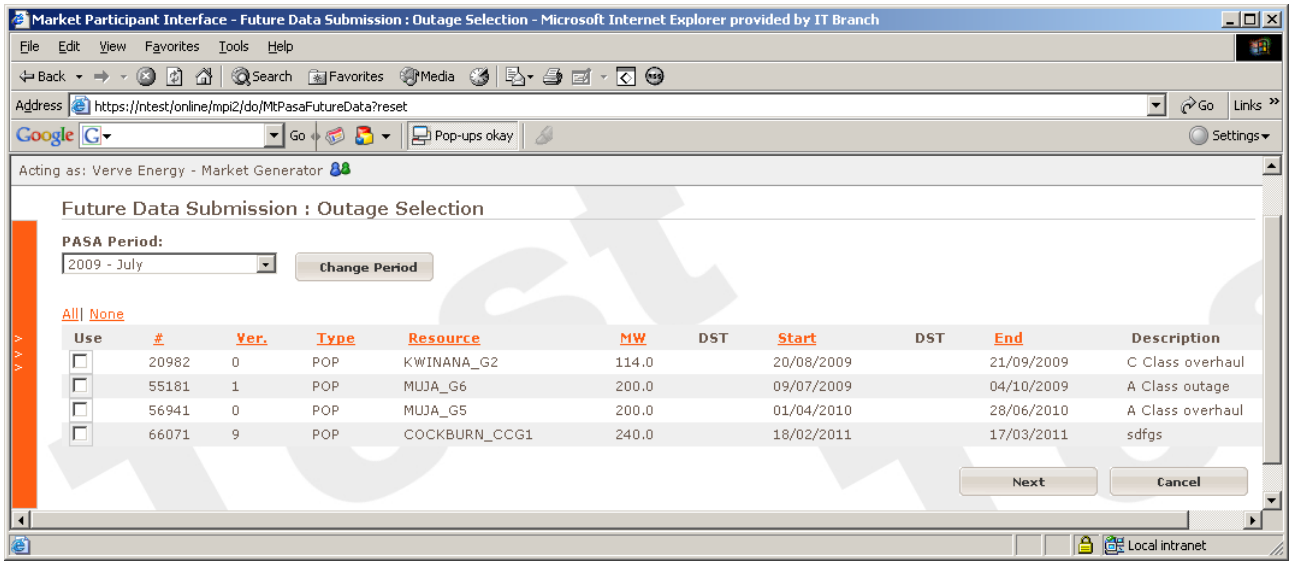
The following page will be displayed.



Enter the required details and submit the notification.

15. MT PASA

The market particpant must provide availability and change to facility data to System Management so System Management can perform the MT PASA study each month (refer Market rule 3.16.4). Note the MT PASA covers the next 3 years.



Confirm outages by ticking the relevant outages (or select all) that are confirmed then click *Next.*

Upload any or all of 5 csv files relating to changes, energy constraints, non-scheduled (e.g.windfarm) production. Choose *Next* if no information.

16. ST PASA

The market participant must provide availability data to System Management so System Management can perform the ST PASA study each week (refer Market rule 3.17.5). Note the ST PASA covers the next 3 weeks

The process is the same as for the MT PASA.

17. Appendix

Information required to enter an outage:

- **Outage Type:** Type of outage the user would like to submit. No matter the type of outage, the information submitted is the same
- **Status Type:** The Status Type appears once the outage has been created
- **Workgroup:** Select from a dropdown list. It is the authority group link to this Outage (Mandatory)
- **Resource:** Selected from a drop down list. This is the resource that will be used in the Outage (Mandatory)
- **Outage MW:** This is the value in MW that will be removed from the Market. It is **not** the remaining capacity of the unit (Mandatory)
- **Recovery Time:** This is the time it will take to bring the resource back from Outage. The time unit of measure is Hours (Mandatory)
- **Start Date:** Select from the calendar. Indicates the start date for the Outage (Mandatory)
- **End Date:** Select from the calendar. Indicates the end date for the Outage (Mandatory)
- **Start time interval:** Use drop down box. Indicates the start time Interval of the Outage (Mandatory)
- **End time interval:** Use drop down box. Indicates the end time Interval of the Outage. In all other screens this field is (Mandatory)

Note Start and End times are based on intervals. That is interval 08:00 is anytime between 08:00:00 and 08:29:59. If the outage is to finish at 16:20, then interval 16:00 is selected. Outages to the IMO are reported only in whole intervals.

- **Outage Description:** A descriptive text of the Outage being requested (Mandatory).
- **Related Outages:** 'Select' any outages that may correspond to and impact the outage. This may be a transmission line entering the power station or a transformer
- **Risk of outage extending beyond requested end time:** Textual description indicating the risk assessment of the Outage extending past the requested End Date and End Time (Mandatory). Maximum characters allowed in this field are 250
- **Contingency Plan:** Textual description indicating the approach if the unit is requested by System Management to return from Outage sooner than scheduled (Mandatory). Maximum characters allowed in this field are 250
- **Operational Information:** Textual description indicating the impact on the operation (Mandatory). Maximum characters allowed in this field are 720
- **Switching required:** This is to determine whether a Switching Operator will be required to isolate the outage equipment
- **Points of Isolation:** Required if a Switching Operator is required to do switching. Click on the *Select* link for options
- **Points of Isolation Description:** A textual description of the Points of Isolation if specific Points of Isolation aren't known to user

18. Contact System Management

For queries regarding the Market Participant Interface

By email ; market.operations@westernpower.com.au

By phone: (08) 9427 5943

By fax: (08) 9427 4228

By email ; sope@westernpower.com.au

By phone: (08) 9427 4285

By fax: (08) 9427 4228

19. Special Notes

Maximum Supply Capability – Market Rule 6.3A.2

System Management sends the IMO data on all approved planned and forced outages for the trading day at 8.00 am on the scheduling day (as per market rule 7.3.4). As Opportunity Maintenance requests can only be entered between 6.00 am and 10 am on the scheduling day it is unlikely to be approved prior to this time and so these requests may not be used in the determination of the Maximum Supply Capability.

Outage Quantities

All outages should be entered as the reduction in capacity at a temperature of 15 degrees Celsius, irrespective of the forecast ambient temperature at site during the outage. It must be noted System Management reports all outages to the IMO at 41 degrees Celsius, based on the ratio of the facility capability at 41 deg C and its capability at 15 deg C. This generally accounts for variations on outage quantities between IMO reports and the System Management MPI.

Appendix 1 :

Which Outage Type should be requested? This diagram is in accordance with the market rules. Please read above information for Networks outage period information.