Electric Quarterly Report Submission Software Users Guide

March 29, 2004

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INTRODUCTION

In Order 2001, the Federal Energy Regulatory Commission (FERC) requires that all public utilities (including power marketers) file the Electric Quarterly Report (EQR). In the EQR, which is filed via the internet, companies summarize the contractual terms and conditions in all their jurisdictional service agreements (including market-based power sales, cost-based power sales, and transmission service) and provide detailed transaction information for power sales (and merchant transmission negotiated rate transactions) during the most recent calendar quarter.

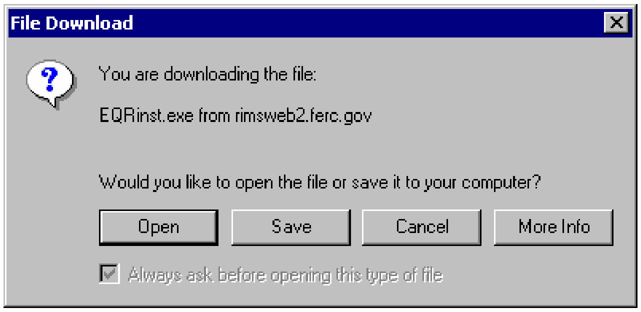
The EQR webpage is at www.ferc.gov/docs-filing/eqr.asp and FERC's EQR Orders and Notices are at www.ferc.gov/docs-filing/eqr/com-order.asp.

The EQR should be submitted in accordance with the following schedule: for the period January 1 through March 31, file by April 30; for the period April 1 through June 30, file by July 31; for the period July 1 through September 30, file by October 31; and for the period October 1 through December 31, file by January 31. If the filing date falls on a weekend or Federal holiday, the next business day is the due date.

DOWNLOADING AND INSTALLING THE EQR SOFTWARE

The file used to install the software application on your workstation can be downloaded from FERC through an Internet connection. Data can be entered into the application manually or it can be imported into the system.

To begin downloading the EQR submission software, click on the "Electric Quarterly Report Submission System Download" link (located on the EQR web page at www.ferc.gov/docs-filing/eqr/eqr-soft.asp) to obtain the software installation file. If you are installing the EQR application on a single workstation, select "Run this program from its current location" and the system will begin the installation.



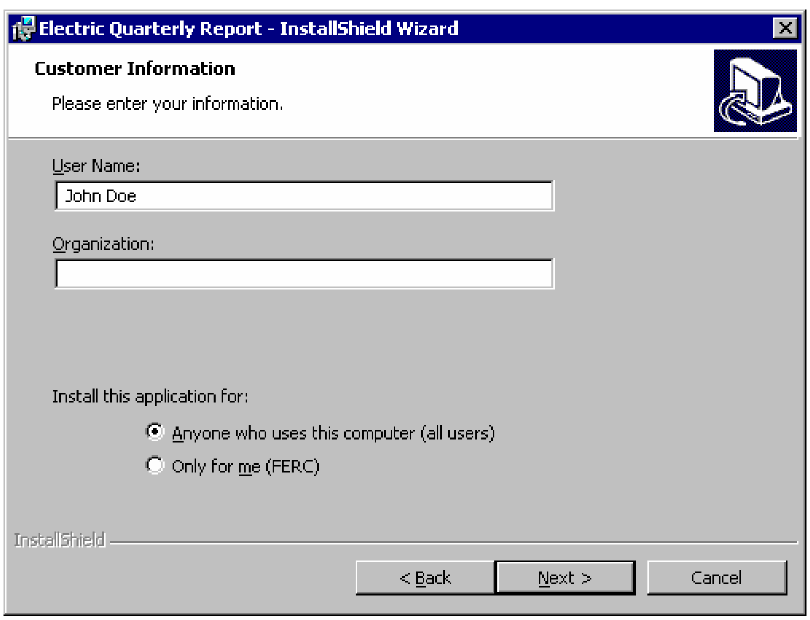
If you want to make multiple and/or subsequent installations, select Save this program to disk. The installation file will be downloaded to a location that you specify and can then be used to make multiple/subsequent EQR installations. Be sure to note the location on the storage device to which you saved the file. After download, start the installation process by locating the file "EQRinst.exe" with Windows Explorer and double-clicking on the file name. If you install the EQR on multiple workstations, you can copy the installation file to a network drive and run it from that location for each workstation.

Performing EQR Software Installation

1. When Installation begins, the system displays the Security Warning dialog box. Select the Yes button.

The system then displays a standard Microsoft Software installation screen with application licensing agreement information. Note: FERC is authorized to distribute this software free of charge.

2. Select the Next button. The system displays the InstallShield Wizard for the EQR software application.



3. Enter your User Name and enter your Organization.

4. Select Anyone who uses this computer as the "Install this application for" value.

Notes:

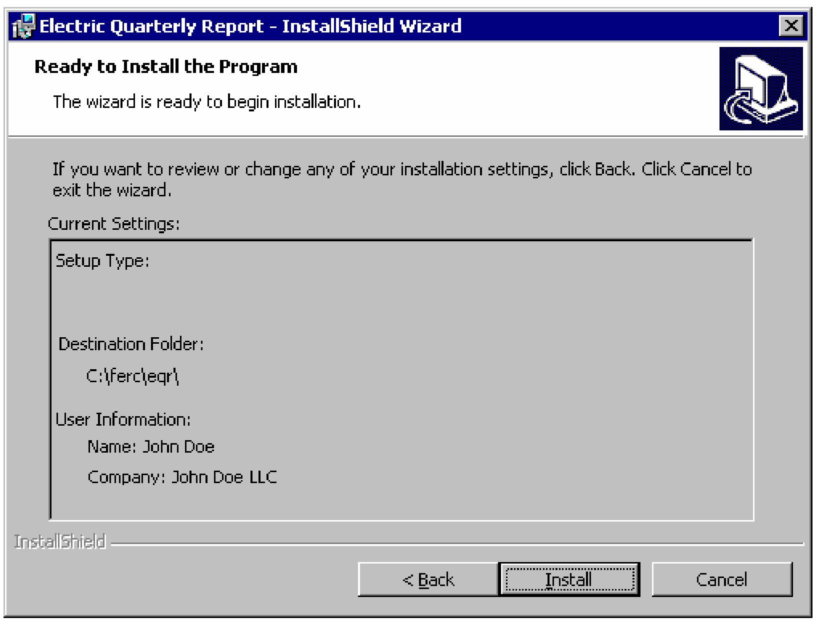
1.) This may not appear on earlier versions of the Windows Operating system.

2.) For Windows 2000/XP systems, an administrator may be installing the software. Therefore, it should be set up so that other regular users on the PC will be able to run the program.

5. Select Next. The system presents the next InstallShield display, allowing you to designate a download destination. The setup program will suggest placement of the application in the FERC/EQR folder on your C drive. If the folder does not exist, setup will ask if you want to create it.

Note: FERC recommends that you not change the folder name or location (this will assist our ability to help resolve operations problems). However, some computer configurations have the C drive 'locked-down', which will not allow the EQR system to function properly, since after installation, files will be created, edited and deleted from the folder where the program is installed. In that case, change the destination to a location where you have been given complete access to folders.

6. Once you have changed or conformed the default Install to location, select the Next button. The system displays the Next InstallShield display, which summarizes the installation details and allows you to run the installation.



7. Select the Install button to run the EQR installation program. After the installation has completed, the system displays the InstallShield Wizard Completed message box.

8. Select Finish to complete the installation and close the message box.

The installation process creates a program group called FERC Applications and a program item called Electric Quarterly Report.

Notes:

1.) The installation may instruct you to restart your computer. This is necessary for proper registration of certain components of the software.

2.) Once the EQR Submission Software is installed at your site, the installation file is no longer needed and should be deleted. Do not save this installation file for future use.

Initial Operation and Setup of EQR Software

Once the EQR application installation is completed, you must set your communications options (if any) and obtain the initial download of your EQR database information.

Note: This process only needs to be performed once. After the first time the database has been downloaded, all data entered is stored at the user's site (either on a local PC drive or on a network drive).

When you first start the software (by clicking the Electric Quarterly Report program item), the system displays the EQR Application's Splash Screen. Note: The version number displayed on the screen changes every time updates and changes are downloaded to your workstation.

Downloading your Initial EQR Database

If you are running the EQR application software for the first time, the system displays the Electric Quarterly Report Data Download screen, allowing you to download the appropriate data for the company or companies for which you file EQR information.

To have your company included in the list of available companies and to receive a Personal Identification Number (PIN) for your submission, send an email to eqr@ferc.gov with "PIN Request" in the subject line. Include your company's full legal name in the body of the message. You will receive an email with the PIN Code (usually the same day). If you do not receive an email response within two business days, contact FERC On line Support at 866-208-3676.

If you filed Electric Quarterly Reports in prior quarters using the EQR software, you should have a copy of your EQR database on your network drive (or on your local drive for a single-user setup). You should use this database version instead of attempting to download a new database.

To Download Company Data…

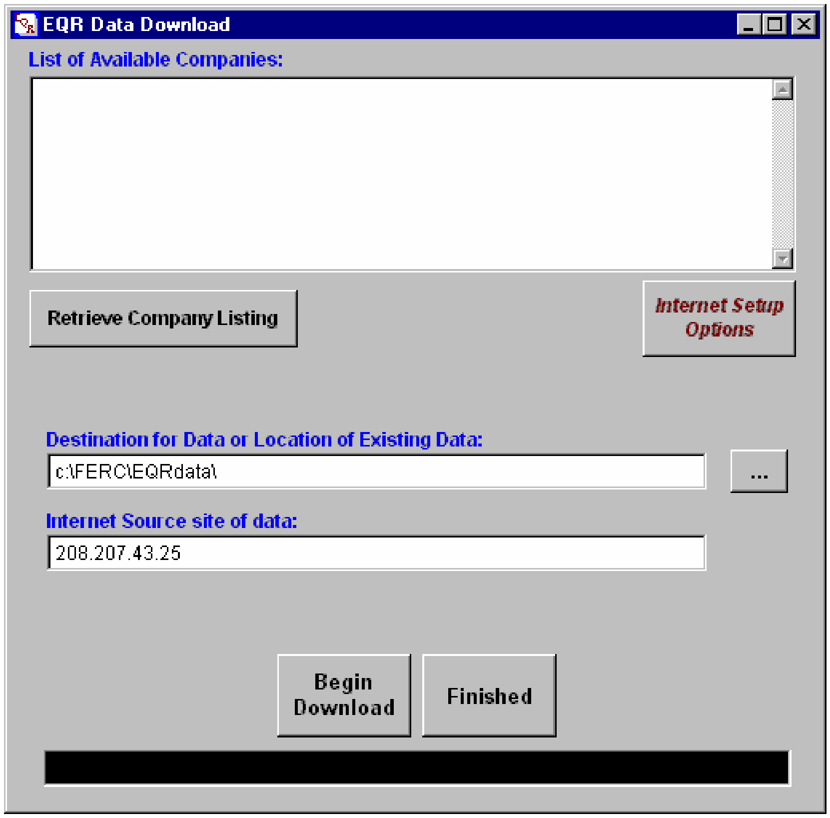
1. Determine a location for your EQR database. The box titled "Destination for Data or Location of Existing Data" shows a proposed default location for your Electric Quarterly Report Database.

Notes: FERC Recommends Network Location of EQR Database: It is highly recommended that you choose a directory on a network drive for the Electric Quarterly Report Database for the following reasons:

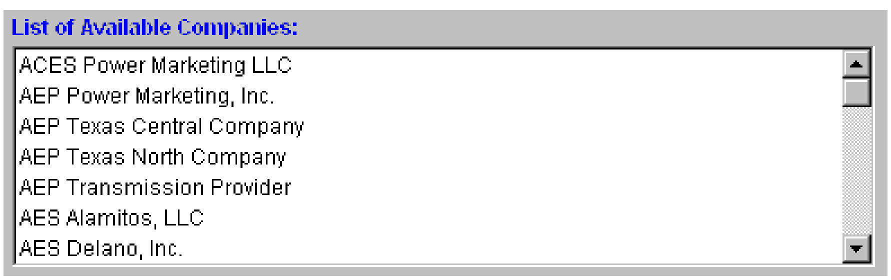
1.) Storing the database on your network permits multiple users of the EQR software to work at the same time. If you desire having multiple users entering data, the database must be on a shared network drive accessible by all users.

2.) You will be protected from losing your work should your workstation have a malfunction since most system administrators back up network data regularly.

If you choose not to use a network drive for your database, you are at risk of losing all your work should something happen to the database because of hardware malfunction. Please consider the ramifications of this happening, and take appropriate action to protect your data.



2. Select the Retrieve Company Listing button. The system retrieves a list of companies available for download from the FERC Server.

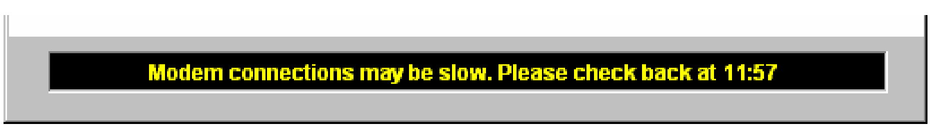


If you do not get the list, select the Internet Setup Options button and set any of the options that apply to your Internet connection. These options can be obtained from your Network/IT Support Personnel. In many cases, no changes are required.

If you still cannot get the List of Available Companies, refer to the EQR Troubleshooting procedures in this Guide.

3. Select your Company name.

4. Select the Begin Download button. If the system encounters any delays or problems during the download process, a message will be displayed within the darkened display-only field along the bottom of the dialog box.



The system begins the download and notifies you when the download is complete by displaying the Download Complete message box.

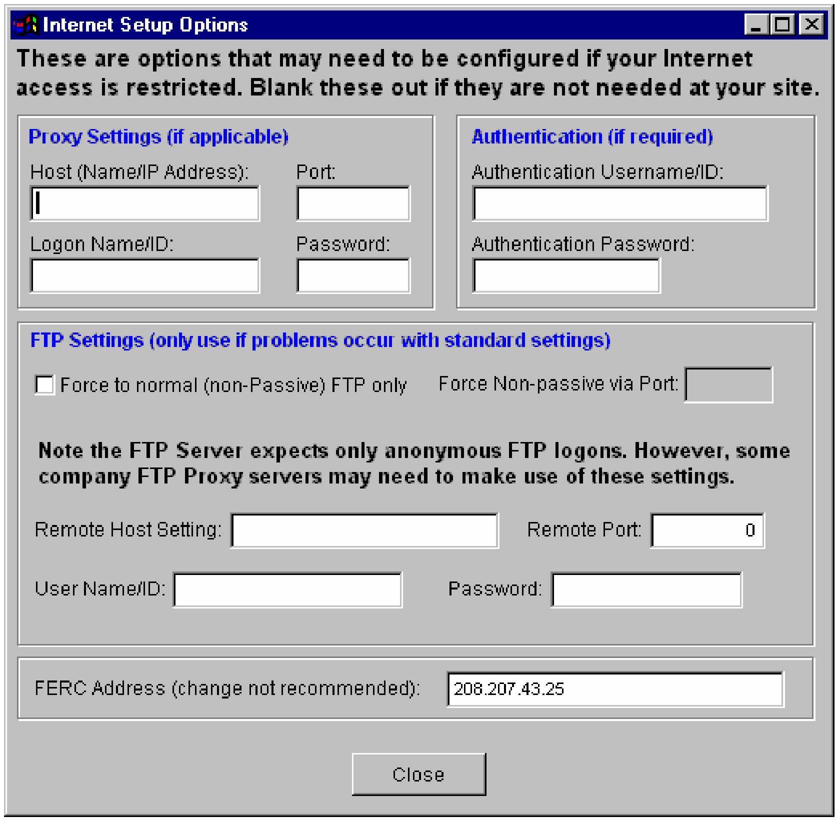
If you file for more than one company, you may now select a different company for download. Repeat the process by selecting another company name and selecting Begin Download again. Continue in this manner until you have downloaded company data for all of the companies for which you file. Once you have completed database download(s), select the Finished button. The system resumes the EQR system startup process.

Note: You only need to select your Company Name and download once. The next time you open the system, if you select your Company name again and download, you risk overwriting any changes you may have made to data that you previously submitted to FERC.

Internet Setup Options

The Internet Setup Options screen is displayed when you click on the “Internet Setup Options” button. Unless you are sure of what to place in these boxes, just leave them blank. If the software cannot communicate with the FERC Forms Server for updates, contact your network support personnel to determine what values belong in these boxes, if any.

Note: If you are having trouble downloading your EQR data, open the Internet Setup Options screen and ensure that the “Force to normal (non-passive) FTP” option is checked. Then restart the EQR application.



Configuring the EQR Application

The Options menu contains items that allow you to access the following program setup functions:

Set EQR DB Location: The database (DB) location is the same as the "Destination Location" that was specified in the data download screen. If the EQR database has been moved or copied (or perhaps the folder renamed), this option can be used to 'point' to another location. Only a folder that has the expected database files in it can be selected.

FERC Communications Setup: Selecting this item displays the Internet Setup options dialog box. If settings are changed, they will take effect the next time the program is executed.

Starting the EQR Application

Each time you start the EQR application, the system uses your Internet connection to check with the FERC server and determine if updated software is available. These application updates will be automatically downloaded to your workstation and installed during the startup process, ensuring your copy of the EQR software is the most current one.

To Start the EQR Application...

1. Click on Start on your desktop.
2. Select Programs.
3. Select FERC Applications.

4. Select Electric Quarterly Report.

On initial startup, the system displays a splash screen that identifies the application version. This splash screen is displayed each time the application is started, and contains the system version number in the top right screen corner, as well as the title text "FERC Electric Quarterly Report," the FERC Seal, and a message display area. Pop-up messages are also periodically displayed as balloon text over the top-right corner of the splash screen during the startup process.

Display of Database Location Warning Message Box

If the database is located on a local drive (such as your workstation's C drive), the system displays the EQR Database Location Warning message box in front of the splash screen, with the following message presented as a reminder of the multi-user requirements of the EQR database file location.

In some rare cases, the system at the user site may have significant data problems. The most frequent cause of this is the accidental deletion of important data files. Therefore, it is very important that data be backed up on a regular basis. Network drives usually already have a backup process in place which is why it is recommended to place the database (e.g. Destination Location) on a network drive.

Startup Message Displays

The splash screen's message display area, in which the messages appear as red text, displays the following information during the startup sequence:

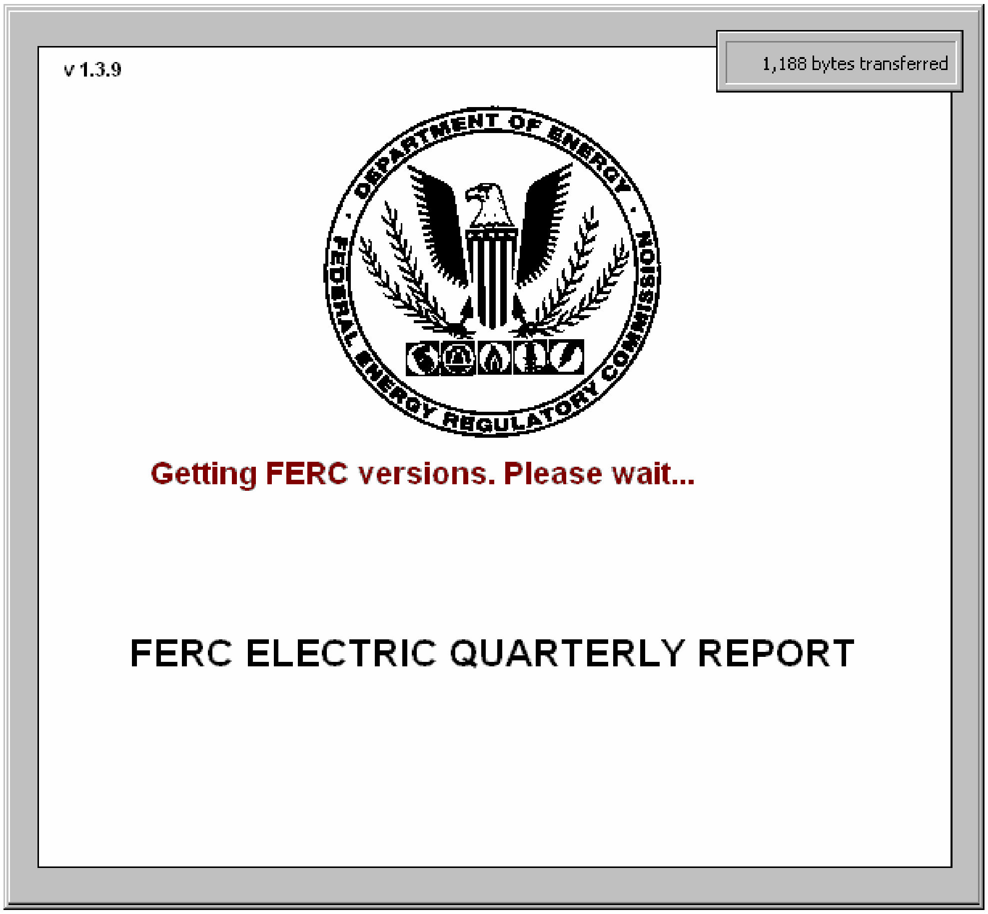
EQR version [Version Number]

Checking Data Download Status

Scanning for version updates...

Getting FERC version. Please wait...

Note: This is accompanied by a balloon message displaying "[Number of] bytes transferred".



Display of the Options/Data Download button

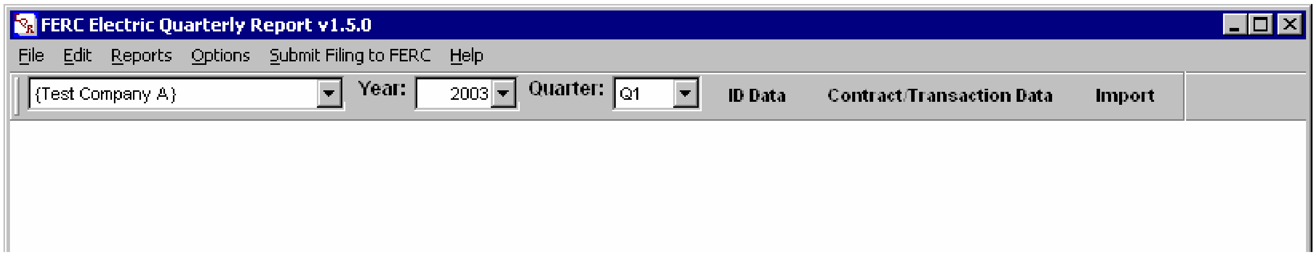
The EQR Application Splash Screen also displays the Options/Data Download button in the bottom right screen corner for several seconds immediately after the user closes the EQR Database Location Warning Message Box.

Selecting this button opens the application's Internet Setup Options dialog box. If not selected, the system continues with the startup process and automatically displays the EQR application window at the end of the startup process.

DESIGNATING RESPONDENT AND FILING YEAR/QUARTER

Before you can enter data by manual or import method, you must first designate the Respondent, filing Year and filing Quarter.

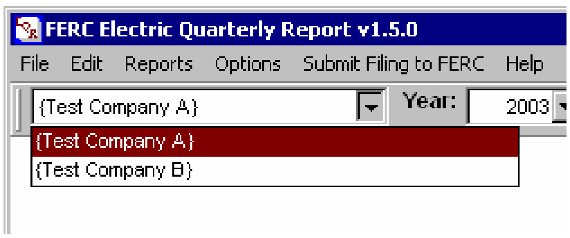
The EQR Application window displays the title bar with the application name and version number, the menu bar and the EQR application tool bar.



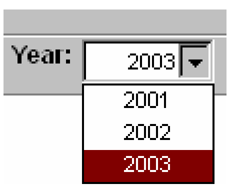
Top portion of EQR Application Window showing menu and tool bars.

To Designate Respondent , Filing Year and Filing Quarter...

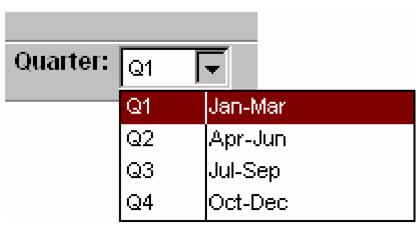
1. Select Respondent. Select the Respondent company name from the Respondent list box, the leftmost box displayed on the toolbar.



2. Select filing Year. Select the appropriate value for the filing year from the Year list box, displayed in the toolbar to the right of Respondent.



3. Select filing Quarter. Select the appropriate value for the filing quarter from the Quarter list box, displayed on the toolbar to the right of Year. For each Quarter value (Q1 through Q4), the list box also displays abbreviations for the months included in the quarter.



You are now set up to perform ID, Contract, and Transaction data entries. Or you may choose to use the Import function.

Notes:

1.) The system will retain the most recently selected Respondent/Year/Quarter values and will load these the next time you start the application.

2.) To import data, refer to the Importing and Appending instructions.

3.). Please be aware that the sequence of data or format may differ between the manual and the import methods of data entry.

PREPARING THE EQR SUBMISSION ON SCREEN

Entering Respondent/Sellers/Agent Identification and Contact Data

Use the Identification and Contact Data screen to identify the Respondent, Sellers and Agent and to provide contact details. The Respondent is the public utility taking responsibility for making the filing. The Agent is the party that physically makes the filing. Sellers are public utilities that have tariffs and/or rate schedules on file at FERC. The Seller data entered on this screen will be used on the Contract/Transactions Data screens.

In most cases, the Respondent, Sellers and Agent data will be the same. However, each must be identified. Detailed contact information is required for the Respondent. In many cases, the filing is on behalf of a single Seller, and the Respondent and Seller are the same. Other possibilities include a parent company making the filing for subsidiary companies listed as Sellers, or a service company making a filing on behalf of affiliated Sellers.

To Open the Identification and Contact Data Screen...

Select the ID Data button, which is located on the tool bar. The system presents the Identification and Contact Data screen with the Respondent tab displayed.

The Identification and Contact Data screen includes the Respondent Name as a display-only field, the DUNS number field, and the Contact Information field group. You can select the Copy Data from Previous Period button to automatically fill the ID Data screens with the previous quarter's data. (See the Copy Data from Previous Period section.)

DUNS: Enter the Respondent Name's nine digit DUNS number, with no dashes. (REQUIRED)

Obtaining a DUNS Number

According to the Dun and Bradstreet Company "assignment of a DUNS number is absolutely free for,... all entities required to register with the federal government by a regulatory agency." FERC is a regulatory agency. Therefore,

-call the DUNS government dedicated, self-request line at: 1-866-705-5711. The process to request a DUNS number takes about 10 minutes; or,

-register for your DUNS number on the Dun & Bradstreet website: https://www.dnb.com. Please note that the registration via the web site may take approximately 14 days to complete. If you already have a DUNS number, the D&B representative will advise you of that over the phone.

Note: DUNS numbers are free only for regulated entities that must file with the government. Numbers for Customers you list in the EQR are available from Dun and Bradstreet for a fee.

Entering Respondent Contact Data

Enter Contact Information using the fields and controls of the Contact Information field group.

To Enter Respondent Contact Data...

1. Name: Enter the contact's complete Name. (REQUIRED)

2. Title: Enter the contact's Title (such as Contract Administrator and Regulatory Affairs Director).

3. Phone: Enter the contact's Phone number. (REQUIRED)

4. Address: Enter the contact's Address. (REQUIRED)

5. City: Enter the contact's City name. (REQUIRED)

6. State: Enter the contact's two character State or Province abbreviation. (REQUIRED)

7. Zip: Enter the contact's Postal Service ZIP code. (REQUIRED)

8. Country: Select the contact's Country name from the list box. (REQUIRED). Valid Values: CA=Canada, MX=Mexico, US=United States.

9. Email: Enter the contact's E-Mail address. (REQUIRED)

10. If you Save before completing all three (Respondent, Seller and Agent) tabs a Validation warning appears. You should save after completing Required data in all three tabs.

11. If you select the Close button, prior to saving, and then select No at the displayed dialog box, the entries made will be canceled.

Entering Sellers Data

Seller Same as Respondent.

If the Seller is the same entity as the Respondent, select the Seller Same As Respondent button, located at the bottom right corner of the screen. The system loads the values from the Respondent screen into the Seller Name, DUNS and Contact Information fields.

To Add Additional Sellers or a Seller different than the Respondent...

If you have more than one Seller or if the Seller Name is different than the Respondent:

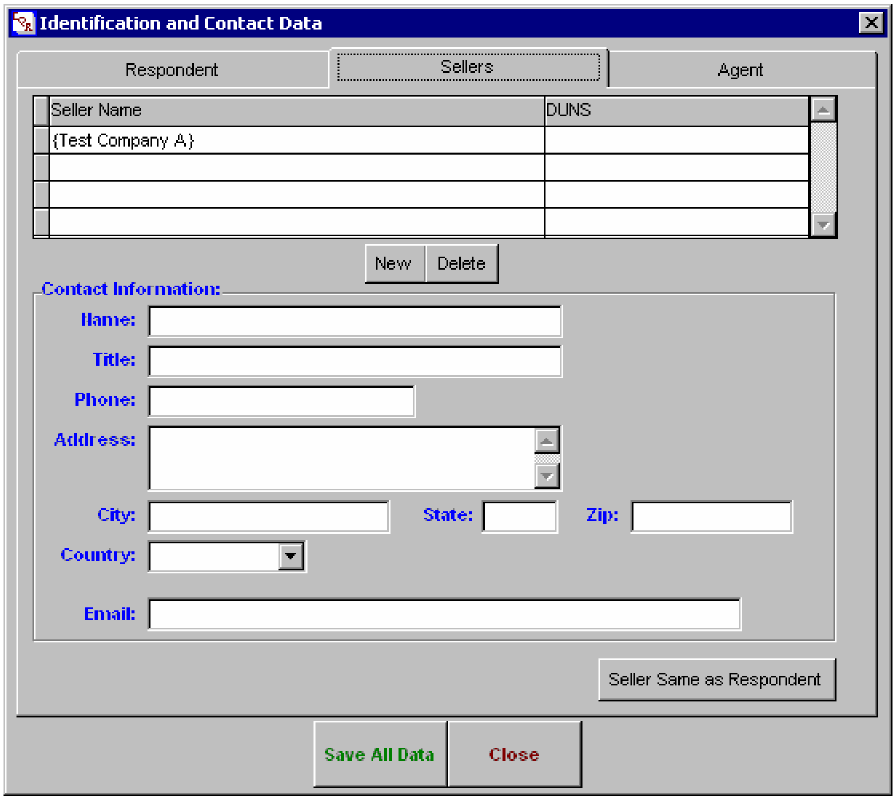
1. Select the New button, located immediately below the Sellers grid. The system highlights the next available Sellers Name field within the grid and activates the Sellers contact data fields.

2. Seller's Name: Type the Seller's name in the highlighted Seller Name field. (REQUIRED)

Note: Duplicate Sellers are not allowed.

3. DUNS: Enter the Seller's nine digit DUNS number with no dashes. (REQUIRED)

Note: In the rare instance that a seller has not yet been assigned a DUNS number, you may leave the "0" value that was automatically generated by the system. You will get a data validation warning when you select Save, but you can still successfully save and file the data with FERC.



Entering Seller Contact Data

When adding an additional Seller or when a Seller Name is different from the Respondent, enter contact information for that Seller using the following fields, located below the Sellers grid.

Note: Do not use the Seller Same as Respondent button to populate the new or additional Seller's contact information fields, since that action will delete any new or additional Seller's name that you have just entered.

1. Name: Enter the contact's complete Name.
2. Title: Enter the contact's Title (such as Contract Administrator, Regulatory Affairs Director).
3. Phone: Enter the contact's Phone number.
4. Address: Enter the contact's Address.
5. City: Enter the contact's City name.
6. State: Enter the contact's two character State or Province abbreviation.
7. Zip: Enter the contact's Postal Service ZIP code.
8. Country: Select the contact's Country name from the list box. Valid Values: CA=Canada, MX=Mexico, US=United States.
9. Email: Enter the contact's E-Mail address.
10. If you Save All Data before entering Agent information, you will get a validation warning that data is missing from the Agent tab.
11. If you select the Close button after entering Seller contact information and then select No at the displayed dialog box, entries made will be canceled.

12. To add additional Sellers, select the New button and repeat the process.

Deleting a Seller from the Sellers Grid

To Delete a Seller from the Grid…

1. Select the desired Seller within the grid.

2. Select the Delete button. The system removes the Seller, DUNS and related contact information for that Seller from the list.

Entering Agent Data

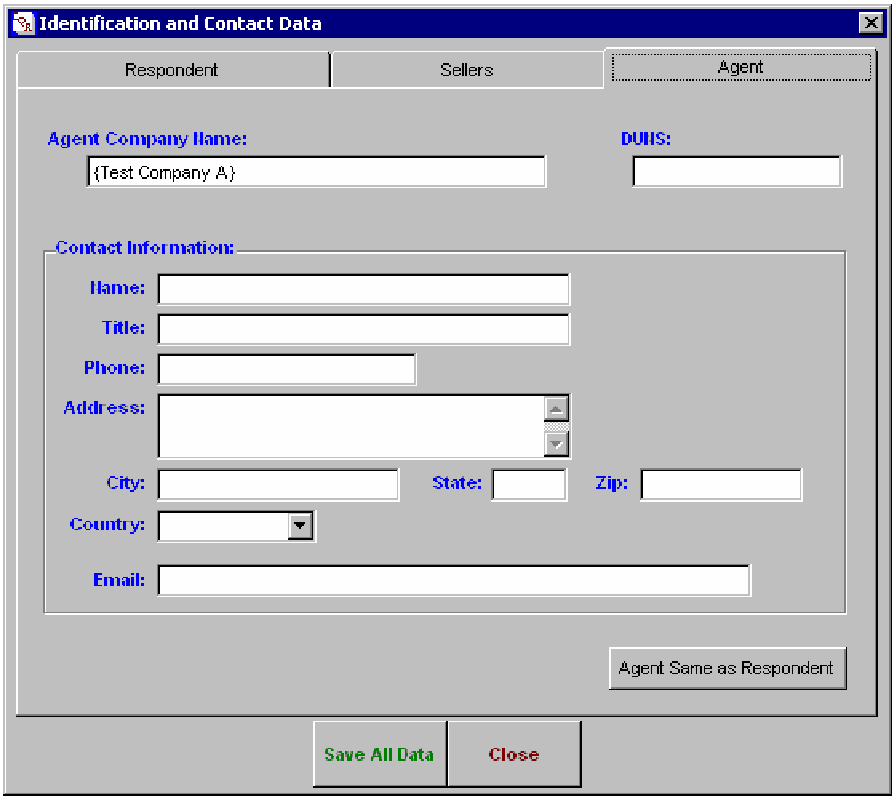
The Agent is the party that physically makes the filing. Display the Agent screen by selecting the Agent tab. You can then use the screen's fields/controls to add an agent and enter agent data. You must enter the agent name; other information is optional. However, it is recommended that contact information for the person who actually files the EQR be entered into the application. When an EQR is submitted to FERC, an email acknowledging receipt is sent to the Respondent and Agent contacts. Also, from time to time, emails are sent to EQR filers with notices of interest to submitters. The EQR email group is created form the email addresses listed in the EQR group of Respondent and Agent contacts.

Note: If you would like more people to receive notification when your EQRs have been successfully submitted, you may add additional email addresses in this field, separated by commas. The field is limited to 100 characters in total.

Select the Agent tab in the ID Data.

If the Agent is the same as the Respondent, click the Agent Same as Respondent on the lower right of the screen. The system loads the contact field values from the Respondent screen into the Agent contact fields.

If the Agent is not the same as the Respondent you will enter the data manually using the fields described below.



To Enter Agent Data…

1. Agent Company Name: Enter the Agent Company's name. Only one agent is allowed. (REQUIRED)

2. DUNS: Enter the Agent's nine digit DUNS number in the DUNS field, with no dashes.

Enter Agent contact information using the fields and controls of the Contact Information field group, if desired. Agent contact data is not mandatory, but is useful when there are questions about the filing.

Enter data using the following fields, located below the Agent grid:

3. Name: Enter the Agent's complete Name.

4. Title: Enter the Agent's Title (such as Contract Administrator, Regulatory Affairs Director).

5. Phone: Enter the Agent's Phone number.

6. Address: Enter the Agent's Address.

7. City: Enter the Agent's City name.

8. State: Enter the Agent's two character State or Province abbreviation.

9. Zip: Enter the agent's Postal Service ZIP code.

10. Country: Select the Agent's Country name from the list box. Valid Values: CA=Canada, MX=Mexico, US=United States.

11. Email: Enter the Agent's E-Mail address.

12. Save: Select the Save button to retain the ID Data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.

Entering Contract Data

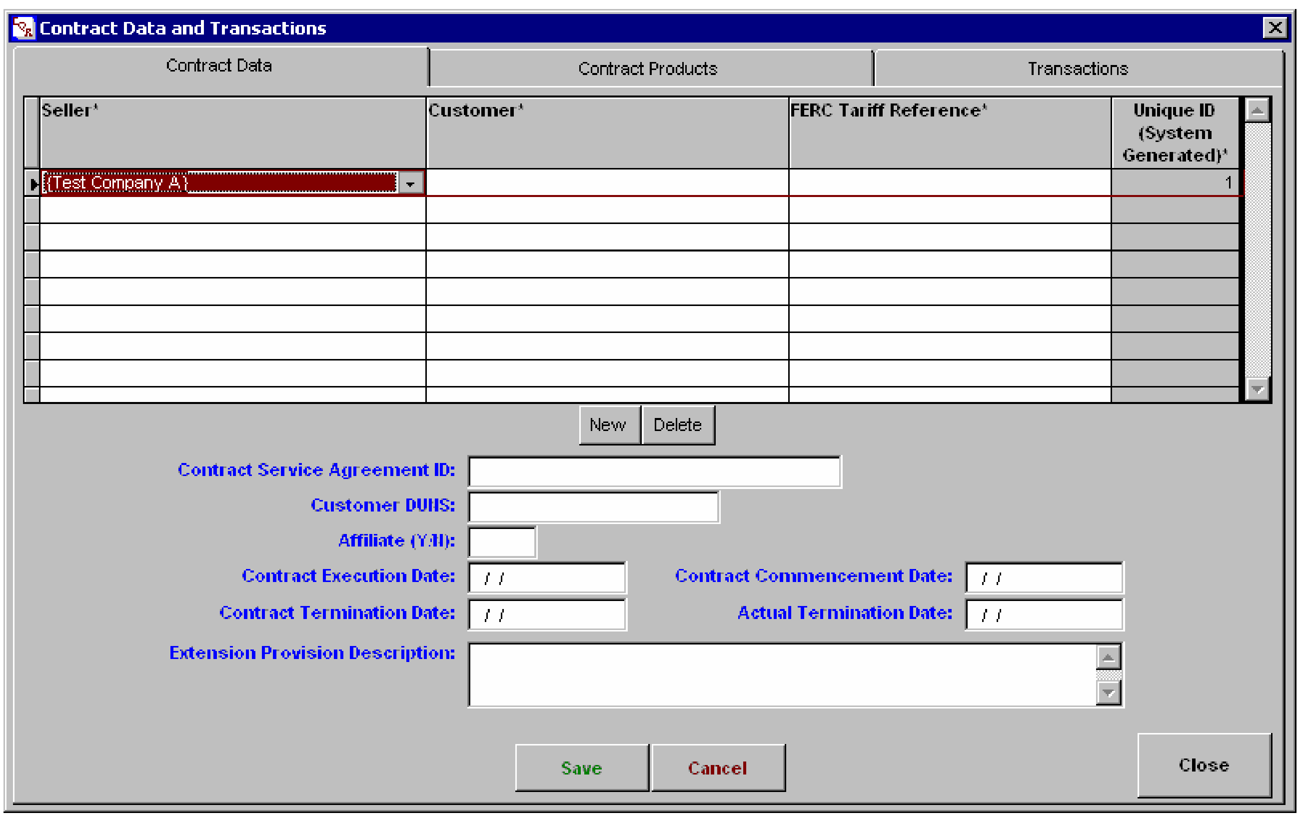
Order 2001 eliminated the need for companies to submit to the Commission, in paper form, all contracts that conform to an approved standard form of service agreement. (Non-conforming contracts and service agreements must still be filed.) In addition, market-based rate service agreements no longer need to be filed on paper. Public utilities are now required to summarize the terms and conditions of all of their contracts and service agreements for all jurisdictional services (including market-based power sales, cost-based power sales, and transmission service) in the EQR.

Use the Contract Data and Transactions screen to enter contract data. A Seller name entered on the ID Data Seller tab is used on the Contract Data and Transaction screens. You must have entered Seller data on the ID screen before you can enter any contract or transaction data for that Seller.

Notes:

1.) The formatting and data entry instructions given in this section apply only to the manual entry of data.

2.) If you want to Import data, go to the Importing or Appending Data section, for data formatting and import instructions.



To Add a New Contract to the Contracts Grid…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Select the New button, located immediately below the Contracts grid. The system highlights the next empty Seller field within the grid. The system generates a new Unique ID for the contract, as displayed in the last field of the new row.

3. Seller: Click on the Seller field. Select a value from the displayed list of Sellers that you have entered or imported. (REQUIRED)

4. Customer: Select the Customer field and type the name of the customer. (REQUIRED)

5. FERC Tariff Reference: Select the FERC Tariff Reference field. Type the contract's FERC tariff reference. (REQUIRED)

Note: The FERC tariff reference should list the tariff and/or rate schedule approved by the Commission. For independent power marketers, this is likely "Rate Schedule No. 1," the rate schedule authorizing sales at market based rates. A FERC Docket Number is not a valid FERC Tariff Reference.

Entering Contract Data

After the initial filing, most filers will want to copy Contract data from the previous quarter, and then make additions or changes as appropriate. (See the Copy Data from Previous Period section.)

To Enter New Contract Data…

Enter data using the following fields:

1. Contract Service Agreement ID: This is an alpha-numeric identifier unique to each contract and service agreement. It may be the number assigned by FERC for those service agreements that have been filed with and approved by the Commission, or it can be an internal numbering system devised by the utility. The filer must be able to readily identify and produce a contract based on the Contract Service Agreement ID. (REQUIRED)

2. Customer DUNS: Enter the customer's nine digit DUNS number, with no dashes. (REQUIRED)

Note: In the rare instance that a customer has not yet been assigned a DUNS number, you may leave the "0" value that was automatically generated by the system. You will get a data validation warning when you select Save, but you can still successfully save and file the data with FERC.

3. Affiliate: Is the contract with a company affiliate? Valid Values: Y=Yes or N=No. (REQUIRED)

4. Contract Execution Date: Enter the Contract Execution Date, the date the contract was signed. If the parties signed on different dates, or there are different contract amendments, use the latest date signed as the contract execution date. Use standard Date/Time format for manual entry (MMDDYYYY). (REQUIRED)

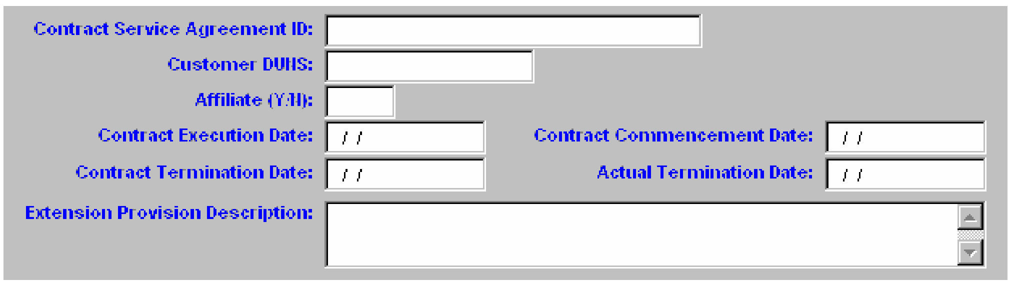
5. Contract Commencement Date: Enter the Contract Commencement Date, the first date the contract was effective - frequently the first date of service under a contract. Use standard Date/Time format for manual entry (MMDDYYYY). (REQUIRED)

6. Contract Termination Date: The date specified (if any) in the contract on which the contract will expire. Use standard Date/Time format for manual entry. (MMDDYYYY). If there is no data, leave this field blank.

7. Actual Termination Date: Enter the date the contract actually terminated, normally within the reporting quarter. Use standard Date/Time format for manual entry. (MMDDYYYY). This could be the contract termination date, or any other date to which the parties agree. It is not a projected date and will be completed only after the contract has been terminated. If no actual termination has occurred, leave this field blank.

8. Extension Provision Description: Enter descriptive text. Can be listed as None, if appropriate. (REQUIRED)

9. Save: Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.



To Amend Contract Data...

Select the field that you want to change and type in the desired data.

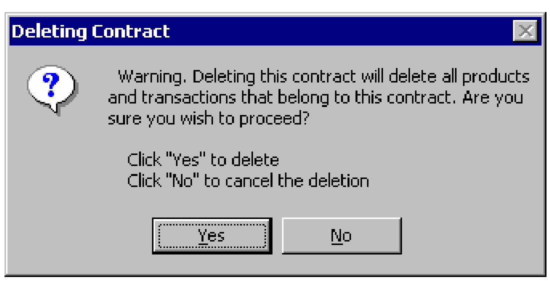
Deleting a Contract from the Contract Grid

If a contract has been terminated or has expired during the previous quarter, the Actual Termination Date field should be filled with the termination date. Then, for the following quarter, the contract may be removed from the filing.

To Delete a Contract from the Grid...

1. Select the desired seller name within the grid.

2. Select the Delete button. Once you confirm the delete, the system removes the contract and associated contract products and transactions from the list.



Entering Contract Products Data

The Contract Products area of the EQR describes the commodities or services available for sale or being agreed to in the contract. All contracts must include at least one contract product.

Use the Contract Data and Transactions screen to enter contract products data. However, you must first select a contract from the Contract Data tab.

Notes:

1.) The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transaction screen. Similarly, the values entered on the Contract Data tab are used on the Contract Products tab.

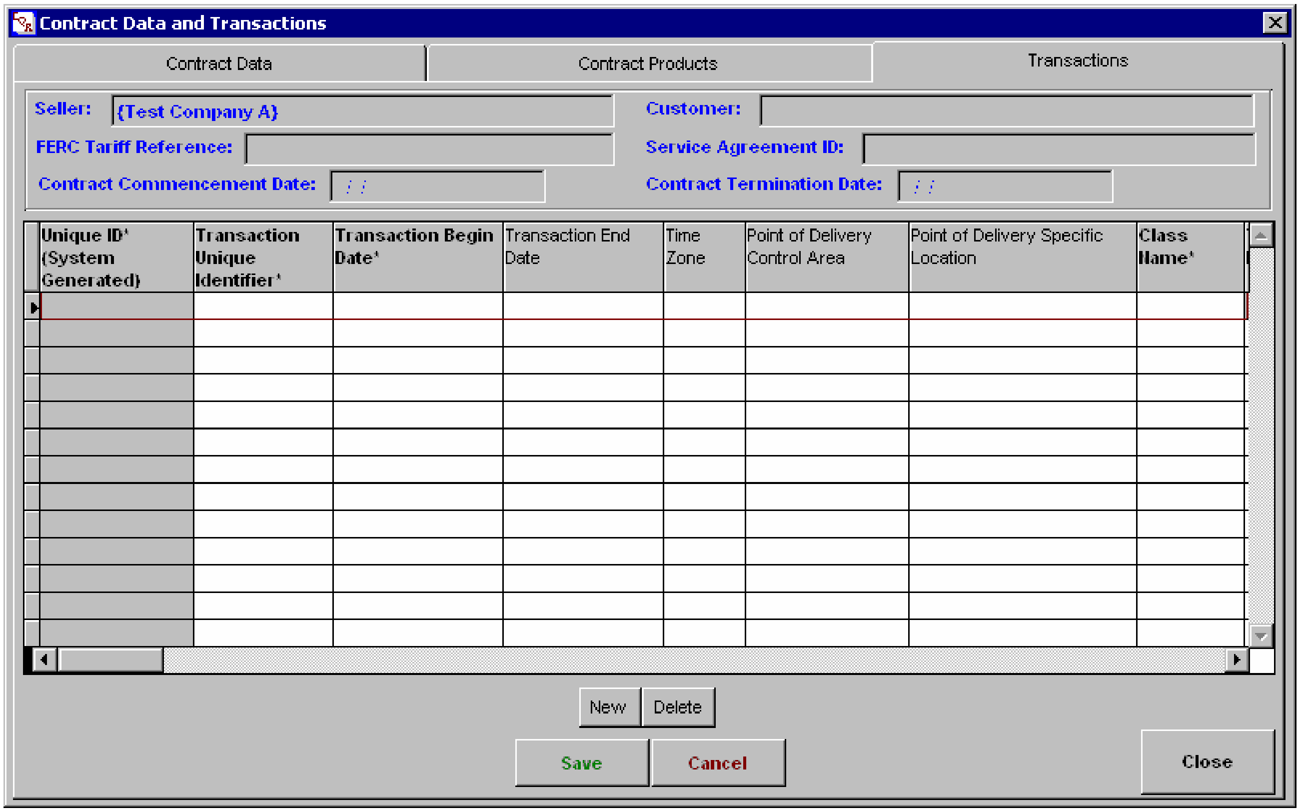
2.) You must have at least one contract product for each contract you list.

To open the Contract Products tab for a specific Contract...

1. With the EQR application window displayed, select the <u>Contract/Transaction Data</u> button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Select a specific Contract, if more than one exists.

3. Select the <u>Contract Products</u> tab. The system displays the Contract Products screen with the previously selected contract's data loaded into the display fields above the Contract Products grid. These display-only fields describe the currently selected contract and include: Seller, Customer, FERC Tariff Reference, Service Agreement ID, Contract Commencement Date, and Contract Termination Date.



To Add A New Contract Product to the Contract Products Grid…

Select the New button, located immediately below the Contract Products grid. The system highlights the next empty Product Type Name field within the grid. The system generates a new Unique ID for the contract product, as displayed in the first field of the new row.

Notes:

1.) The REQUIRED fields are mandatory in all cases. If the contract does not include information pertaining to a required field, enter “N/A” in text fields or a 0 (zero) in a numeric field. See the list of valid values in Appendix A.

2.) If a contract contains pertinent EQR information, entry of the information into the EQR is mandatory for that contract, in accordance with Order 2001, even if a contract product field is not listed as REQUIRED.

3.) If there is no data for a field and it is not a Required field, leave it blank.

To Enter Contract Product Data…

1. Product Type Name: Select a Product Type Name value using the pop-up list displayed when you click on the Product Type Name field. (REQUIRED) Valid Values: CB = Cost-Based, MB = Market-Based, Other = Other, S = Services, T = Transmission.

2. Product Name: Select a Product Name value using the pop-up list displayed when you click on the field. (REQUIRED). A list of definitions and revisions can be found in Appendix B. Valid values: BLACK START SERVICE; CAPACITY; CUSTOMER CHARGE; DIRECT ASSIGNMENT FACILITIES CHARGE; EMERGENCY ENERGY; ENERGY; ENERGY IMBALANCE; EXCHANGE AGREEMENT; FUEL CHARGE; GRANDFATHERED BUNDLED; INTERCONNECTION AGREEMENT; MEMBERSHIP

AGREEMENT; MUST RUN AGREEMENT; NEGOTIATED RATE TRANSMISSION; NETWORK; NETWORK OPERATING AGREEMENT; OTHER; POINT-TO-POINT AGREEMENT; REACTIVE SUPPLY & VOLTAGE CONTROL; REAL POWER TRANSMISSION LOSS; REGULATION & FREQUENCY RESPONSE; REQUIREMENTS SERVICE; SCHEDULE SYSTEM CONTROL & DISPATCH; SPINNING RESERVE; SUPPLEMENTAL RESERVE; SYSTEM OPERATING AGREEMENT; TRANSMISSION OWNERS AGREEMENT.

3. Class Name: Select a Class Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: F = Firm, N/A=Not Applicable, NF = Non-Firm, UP=Unit Power Sale.

4. Term Name: Select a Term Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: LT = Long-Term, N/A=Not Applicable, ST = Short-Term.

5. Increment Name: Select an Increment Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: D=Daily, H = Hourly, M=Monthly, N/A=Not Applicable, W = Weekly, Y = Yearly.

6. Increment Peaking Name: Select an Increment Peaking Name value using the list displayed when you click on the field. (REQUIRED) Valid Values: FP=Full Period, N/A=Not Applicable, Undefined, OP = Off-Peak, P = On-Peak.

7. Quantity: Enter a numeric value. Number of units agreed-to the contract.

8. Units: Select a Units value using the pop-up list displayed when you click on the field. Valid Values: FLAT RATE, KV, KVA, KVR, KW, KWH, KW-DAY, KW-MO, KW-WK, KW-YR, MVAR-YR, MW, MWH, MW-DAY, MW-MO, MW-WK, MW-YR, RKVA.

Notes about Rates:

A.) At least one of the next four rate fields (Rate, Rate Minimum, Rate Maximum, Rate Description) must be completed.

B.) If there is no set rate because the service agreement is market-based, enter "market-based" in the Rate Description field.

C.) If a specific rate or a formula rate has been negotiated under a market-based rate schedule or tariff, that rate or formula should be entered in the rate fields.

D.) If the service does not have a rate, enter N/A in the Rate Description field.

Rate Minimum	Rate Maximum	Rate Description	Rate Units	Point of Receipt Control Area	Point of Receipt Specific Location	Point of Delivery Control Area

9. Rate: Enter a numeric value. (See Note above.)

10. Rate Minimum: Enter a numeric value. (See Note above.)

11. Rate Maximum: Enter a numeric value. (See Note above.)

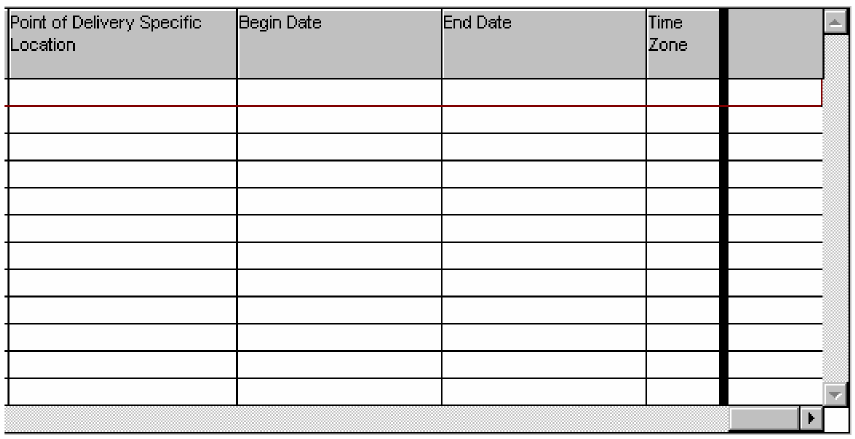
12. Rate Description: Enter descriptive text. (See Note above.)

13. Rate Units: Select a Rate Units value using the pop-up list displayed when you click on the field. Valid Values: $/KV, $/KVA, $/KVR, $/KW, $/KWH, $/KW-DAY, $/KW-MO, $/KW-WK, $/KW-YR, $/MW, $/MWH, $/MW-DAY, $/MW-MO, $/MW-WK, $/MW-YR, $/MVAR-YR, $/RKVA, CENTS, CENTS/KVR, CENTS/KWH, FLAT RATE.

14. Point of Receipt Control Area: See Valid values in Appendix A - Data Elements and Field Lengths Guide.

15. Point of Receipt Specific Location: If “Hub” is used in the PORCA field, data is restricted to items listed in Appendix A. See Valid Values in Appendix A - Data Elements and Field Lengths Guide.

16. Point of Delivery Control Area: See Valid Values in Appendix A - Data Elements and Field Lengths Guide.



17. Point of Delivery Specific Location: If “Hub” is used in the PORCA field, data is restricted to times listed in Appendix A. See Valid Values in Appendix A - Data Elements and Field Lengths Guide.

Notes:

1.) Begin and End Dates apply to contract products, rather than the whole contract, and are to be used when there are multiple time frames addressed in the contract. If all products listed begin and end on the contract commencement and termination dates, there is no need to list dates in these Begin and End Date fields. Therefore, in most cases, these fields will be left blank. Do not enter N/A in these date fields.

2.) Example of Begin and End Date field(s) use: In a five-year energy sales contract with a different quantity and price specified for each year, the product (energy) would be listed on five lines. Each listing would have a unique begin and end date and the price assigned for each year would be listed on the appropriate line.

18. Begin Date: Use standard Date/Time format for manual entry. (MMDDYYYYHHMM) See note and example.

19. End Date: Use standard Date/Time format for manual entry. (MMDDYYYYHHMM) See note and example.

20. Time Zone: Select a Time Zone value using the list displayed when you click on the field. (REQUIRED) Valid Values: AD = Atlantic Daylight, AP = Atlantic Prevailing, AS = Atlantic Standard, CD = Central Daylight, CP = Central Prevailing, CS = Central Standard, ED = Eastern

Daylight, EP = Eastern Prevailing, ES = Eastern Standard, MD = Mountain Daylight, MP = Mountain Prevailing, MS = Mountain Standard, NA = Not Applicable, PD = Pacific Daylight, PP = Pacific Prevailing, PS = Pacific Standard, UT = Universal Time.

21. Save: Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel.

Deleting a Contract Product From The Contract Products Grid

To Delete a Contract Product from the Grid…

1. Select the row containing the desired Contract Product from within the grid.

2. Select the Delete button. The system removes the Contract Product from the grid.

Note: Every contract must have at least one associated contract product before the software will permit a successful submission of the EQR to FERC.

Entering Transaction Data

Transaction data should be filed for all power sales pursuant to 18 CFR Part 35 tariffs on file with the Commission. This includes cost-based and market-based rate sales. Transmission transactions related to power sales (and merchant transmission negotiated rate transactions) must be reported. Traditional transmission sales unrelated to any power sales are not required to be reported.

Enter a new line of data every time the price of a transaction changes. Aggregate or average prices are not permitted in the EQR.

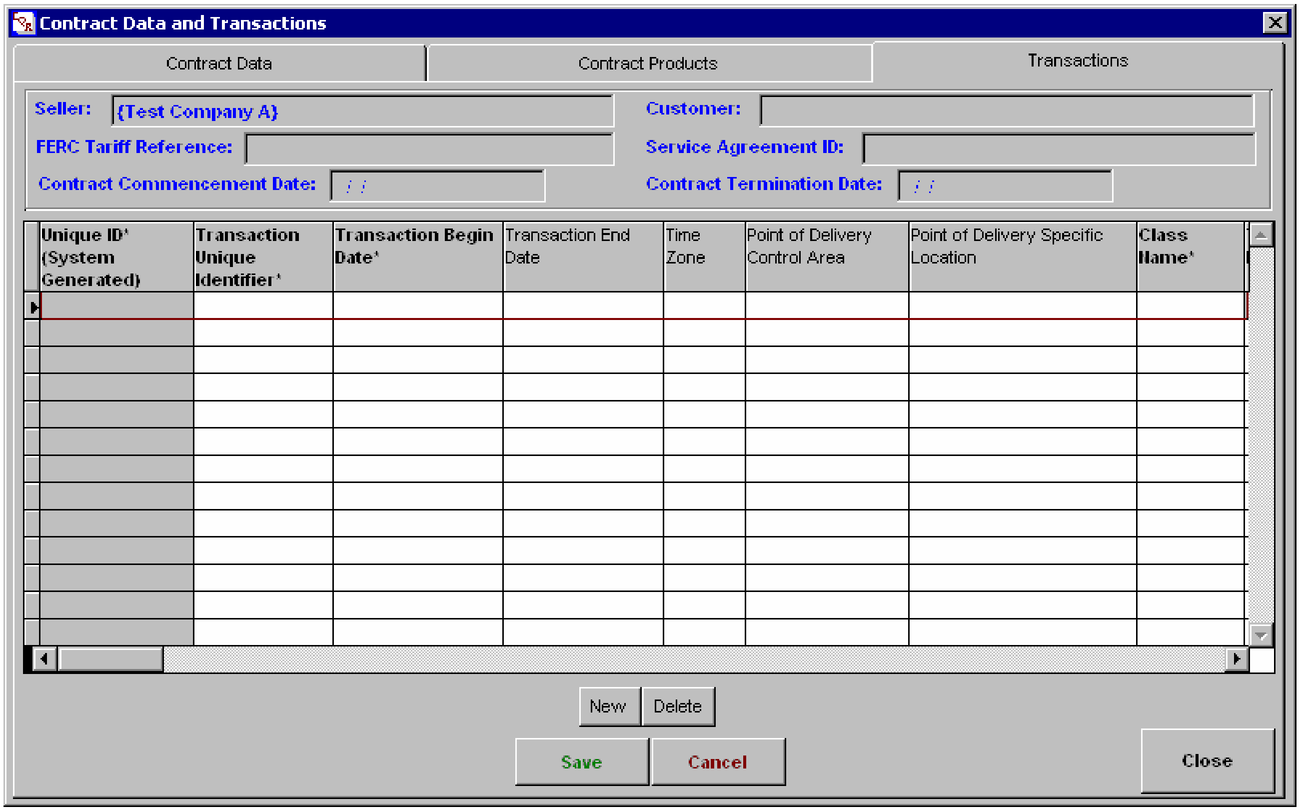
Use the Transactions tab on the Contract Data and Transactions screen to enter transaction data. However, you must first select a contract from the Contract Data tab. The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transactions screen.

To Open the Transactions tab for a specific Contract…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Select a specific contract from the Contract Data tab (if more than one has been entered for the filing).

3. Select the Transactions tab. The system displays the Transactions screen with the selected contract's data loaded into the display fields above the Contract Products grid. These display-only fields describe the currently selected contract and include: Seller, Customer, FERC Tariff Reference, Service Agreement ID, Contract Commencement Date, and Contract Termination Date.



To Enter Transaction Data…

The following information pertains only to manually entered data. For instructions on formatting data to be imported, see the Importing or Appending Data section.

1. Transaction Unique Identifier: Enter an alpha-numeric value. (REQUIRED) Each transaction should be given a unique identifier. All transaction products, sold under a single transaction, should have the same transaction identifier as the rest of the transaction components.

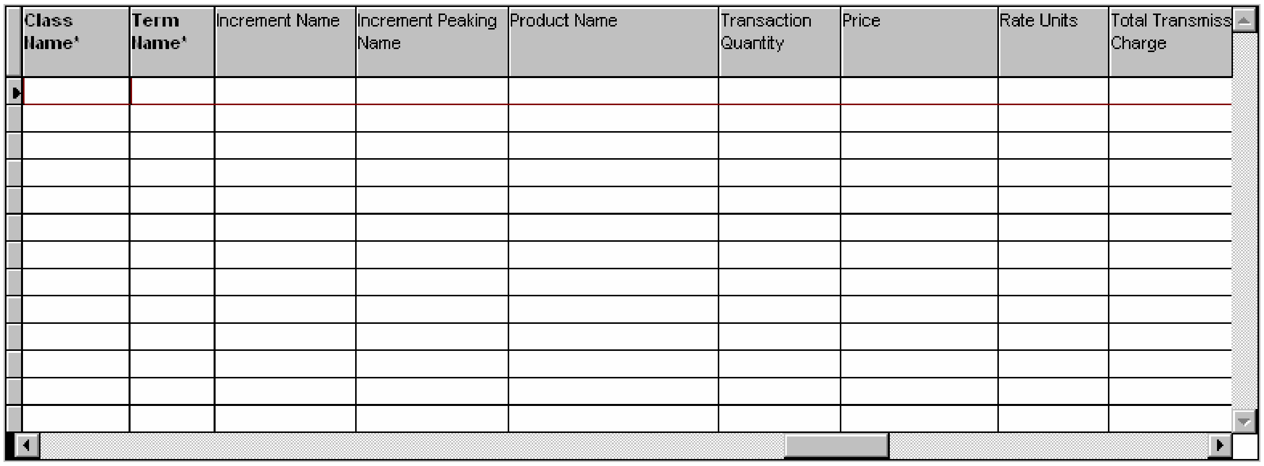
2. Enter a Transaction Begin Date: Use standard Date/Time format for manual entry (MMDDYYYYHHMM). (REQUIRED)

3. Transaction End Date: Use standard Date/Time format for manual entry (MMDDYYYYHHMM). (REQUIRED)

4. Time Zone: Select a Time Zone value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: AD = Atlantic Daylight, AP = Atlantic Prevailing, AS = Atlantic Standard, CD = Central Daylight, CP = Central Prevailing, CS = Central Standard, ED = Eastern Daylight, EP = Eastern Prevailing, ES = Eastern Standard, MD = Mountain Daylight, MP = Mountain Prevailing, MS = Mountain Standard, NA = Not Applicable, PD = Pacific Daylight, PP = Pacific Prevailing, PS = Pacific Standard, UT = Universal Time.

5. Point of Delivery Control Area (PODCA): (REQUIRED). See Appendix A for valid values.

6. Point of Delivery Specific Location (PODSL): If HUB is selected as the PODCA (above), then the PODSL must be selected from the list of valid values. See Appendix A. Otherwise, the PODSL is a free text, field. While not a mandatory field in the software, from a regulatory standpoint, this filed is required if data is available. We believe that data will always be available and expect that this field will be filled.



7. Class Name: Select a Class Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: BA=Billing Adjustment, F = Firm, N/A = Not Applicable, NF = Non-Firm, UP=Unit Power Sale.

8. Term Name: Select a Term Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: LT = Long-Term, N/A = Not Applicable, ST = Short-Term.

9. Increment Name: Select an Increment Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: D=Daily, H = Hourly, M=Monthly, N/A = Not Applicable, W = Weekly, Y = Yearly.

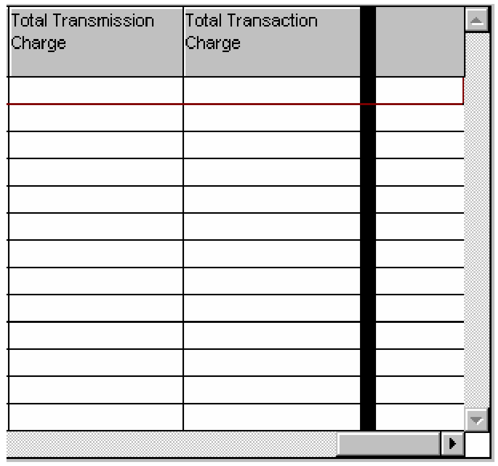
10. Increment Peaking Name: Select an Increment Peaking Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: FP=Full Period, N/A=Not Applicable/Undefined, OP=Off-Peak, P =On-Peak.

11. Product Name: Select a Product Name value using the pop-up list displayed when you click on the field. (REQUIRED). A list of definitions and revisions can be found in Appendix B. Valid Values: BLACK START SERVICE, BOOKED OUT POWER; CAPACITY; CUSTOMER CHARGE; ENERGY; ENERGY IMBALANCE; FUEL CHARGE; GRANDFATHERED BUNDLED; NEGOTIATED RATE TRANSMISSION; OTHER ; REACTIVE SUPPLY & VOLTAGE CONTROL; REAL POWER TRANSMISSION LOSS; REGULATION & FREQUENCY RESPONSE; REQUIREMENTS SERVICE; SCHEDULE SYSTEM CONTROL & DISPATCH; SPINNING RESERVE; SUPPLEMENTAL RESERVE.

12. Transaction Quantity: Enter a numeric value. (REQUIRED). The number of units sold.

13. Price: Enter a numeric value. (REQUIRED) The price at which the named product was sold.

14. Rate Units: Select a Units value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: $/KV, $/KVA, $/KVR, $/KW, $/KWH, $/KW-DAY, $/KW-MO, $/KW-WK, $/KW-YR, $/MW, $/MWH, $/MW-DAY, $/MW-MO, $/MW-WK, $/MW-YR, $/MVAR-YR, $/RKVA, CENTS, CENTS/KVR, CENTS/KWH, FLAT RATE.



15. Total Transmission Charge: Enter a numeric value. (REQUIRED) Transmission related to power sales are required. Traditional transmission transactions are not required. If none, enter a 0 (numeric zero).

16. Total Transaction Charge: Enter a numeric value. (REQUIRED) A single Total Transaction Charge equals the quantity multiplied times the price plus the total transmission charge, if any. If a transaction spans many lines, the Total Transaction Charge should not be repeated on every line. It is permissible to list the total of each line on each line, but the “grand total” should not be repeated. The sum of all entries in the Total Transaction Charge should equal the total amount of power sales for the quarter.

17. Save. Select the Save button to retain the data. To cancel select the Cancel or Close buttons and then select No at the displayed dialog box.

Deleting a Transaction from the Transactions Grid

To Delete a Transaction from the Grid…

1. Select the row containing Transaction to be deleted.
2. Select the Delete button. The system removes the Transaction from the grid.

USING REPORTS

Click on the reports menu to select the type of report you want to view or print.

Validation Report.

Select the Validation Report menu item to validate the data currently entered using the EQR program for a selected quarter. The report is displayed on the EQR screen.

Validation Detail Listing Report.

Select Validation Detail Listing Report to run a validation check of all contract, contract products and transactions. The function checks data and presents a screen showing Data Type and Date Item Identification, and a Jump To Item button which will point to specific errors that may be contained within the data.

Filing Status Report.

If you previously submitted an EQR file to FERC for a selected quarter, the status report indicates when the EQR was last filed and what data, if any, has been revised since that time.

Contract Products Listing.

This report enables you to see in a grid format, all contract and contract product data that have been entered into the system for the selected quarter

To view or print contract and contract products data, select the Contract Products Listing menu item. Select either screen or printer as the destination. If you select screen, you can either view the information or select specific pages to print. If you select Printer, enter the starting and ending page numbers for the print range and then click OK to print or Cancel to exit the print function.

Contract Transactions Listing.

This report enables you to see a grid format, all transaction data that has been entered into the system for the selected quarter.

To view or print transactions data, select the Contract Transactions Listing menu item. Select either screen or printer as the destination. If you select screen, you can either view the information or select a specific page to print. If you select Printer, enter the starting and ending page numbers for the print range and then click OK to print or Cancel to exit the print function.

Export Contract Products.

This report is similar to the import format for contract and contract products data that has been entered into the system, however the resultant Excel spreadsheet data is not importable into the EQR Submission Software.

To download contract data and contract products data into an Excel spreadsheet format, select the Export Contract Products menu item (this data was manually entered using EQR software). A message will show the drive location of the exported file. Make a note of that location, then click OK. To find the exported contact products data, use Windows Explorer to go to the noted drive location.

Export Transactions.

This report is similar to the import format for transactions data that has been entered into the system, however the resultant Excel spreadsheet data is not importable into the EQR Submission Software.

To download transactions data into an Excel spreadsheet format, select the Export Transactions menu item. A message will show the drive location of the exported file. Make a note of that location, then click OK. To find the exported contact products data, use Windows Explorer to go to the noted drive location.

Create CSV Exports.

This function will copy EQR data from a selected quarter into a .csv file that can be imported back into the EQR software. The program will create a separate .csv file for each area containing data (Filer, Contracts/Contract Products, Transactions), and give you an option of the directory into which the files should be saved. For example: (D:/). To create an importable file, go to the drive where the files are located and open the .csv file. From this point you can print the files or make any necessary changes. Resave to .csv. Import following the instructions provided in the Importing or Appending Data section of these instructions.

COPY DATA FROM PREVIOUS PERIOD FUNCTION

The Copy Data function allows you to copy into the current quarter, data filed in the previous quarter. It is can be used for Respondent, Agent, Seller, Contract and Contract Products Data. Transactions cannot be copied from a previous quarter and must be either manually entered or imported each quarter.

Notes:

1.) Edit checks have been enabled to ensure that the company name on your Seller tab in the ID Data exactly matches the Seller name in your Contract. If they do not match, the system may not permit the copying of the data from one quarter to another.

2.) If you do not elect to copy your Contract Products to a new quarter, you will need to manually enter at least one contract product for each contract to satisfy your EQR obligations and to make a successful submission.

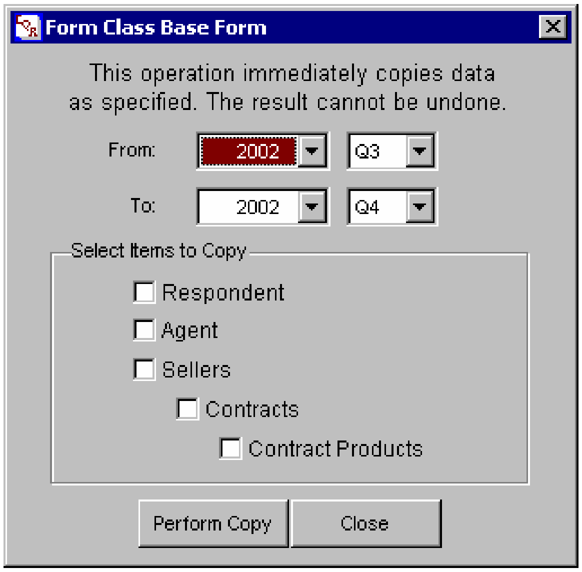
To Copy Data from a Previous Period

1. Verify at the top of the application that the year and quarter shown at the top of the application are the current year and quarter for which you are preparing a report.

2. Select Options from the Menu Bar.

3. Select Copy Data from Previous Period

4. Select the period FROM which you will copy and the period TO which you will copy.



The Copy Data choices are: Respondent, Agent, Sellers, Contracts, and/or Contract Products. If your Copy selection includes Seller, Contract or Contract product information, a message will appear informing you that if you have already entered data in the quarter that you choose to Copy Data into, your previously entered data will be overwritten.

5. Select and check the boxes for the types of data you wish to copy.

Note: If the areas you select were blank in the previous quarter, a warning message will appear indicating that data from the previous quarter was not entered. If you continue, the Copy Data function will delete any data you may have already entered into the current quarter and leave all fields blank.

6. Select Perform Copy. Data from a previous period will copy to your selected quarter and populate selected areas.

7. Select the Save button at the bottom of the screen.

IMPORTING OR APPENDING DATA INTO THE EQR

The EQR System allows the user to import or append formatted .csv files into the system in lieu of manually entering the data using data entry screens. With the exception of formats specifically noted as pertaining only to manual entry, some of the guidance earlier in this document also pertains to imported and appended data when importing. ID Data, Contract/Contract Product, and Transactions data must be prepared in three separate files. CSV files may be generated directly by a utility's internal system or by creating a spreadsheet file and converting it to .csv format. Filers can use more than one method to enter data. For example, ID data may be entered manually while contract and transactions can be imported.

Format

1. At www.ferc.gov/docs-filing/eqr/eqr-soft.asp select Excel Template Conversion Guidance. Files formatted in accordance with these FERC standards can be imported or appended into the EQR system.

2. On the webpage, click on Excel Template Conversion Spreadsheet. Save the template to your directory. An excel template will appear with three gray tabs on bar at the bottom of the screen.

3. Select a tab - Filer (ID Data), Contract Data, or Transactions Data.

4. The chosen spreadsheet includes header data. When your mouse moves over the column heading, the column title, field numbers and other pertinent format information will appear.

5. If you do not use the above described template for preparing your data, ensure that one line of header data is included in every spreadsheet prepared for import. The software program discards this data from each spreadsheet before beginning to load EQR data.

Data Preparation

Filer Information

Filer data consists of 13 Fields on at least three rows. Row one is the Agent data and begins with the letters FA as the Filer Unique Identifier in column one. Row two is the Respondent contact information and begins with the letters FR as the Filer Unique Identifier in column one. Row three is the Seller company name and contact information and begins with the letters FS as the Filer Unique Identifier in column one. A second Seller row would be listed on row four and begin with FS2 in column one, etc.

Filer definitions:

1. The Agent is the party that physically makes the submission to FERC. (After a successful submission to FERC, a confirmation email is sent to the Agent's email address, if different from the Respondent email address.) The Agent Company Name is Required. The other Agent contact information is useful to FERC but is optional to the filer.

2. The Respondent is the public utility taking responsibility for the filing. Complete contact information is Required, except for the respondent's title. Enter FR in the first field on this line.

In many cases, the filing is on behalf of a single Seller, and the Respondent and Seller are the same. Other possibilities include a parent company making the filing for subsidiary companies listed as Sellers, a service company making a filing on behalf of affiliated Sellers, or an RTO/ISO making a filing on behalf of its member utilities. (After a successful submission, a confirmation email is sent to the Respondent's email address.)

3. Sellers are public utilities that have tariffs and/or rate schedules on file at FERC. Every EQR filer has at least one Seller. It is wrong to enter NONE as a Seller. (To be listed as a Seller, the company need only to have a tariff or rate schedule on file with FERC. It does not need to have actually made any power sales.) The Seller name and DUNS number are required. The other Seller contact information is optional. The first field in a seller line should begin with FS. Enter FS1 in the first field of the first Seller listed and increment it by 1 (i.e., FS2, FS3…) for each additional seller listed.

The numbers below correspond to columns for the ID Data Filer fields for the Agent, Respondent and Seller(s) rows:

1. Filer Unique Identifier. Entry must begin with an F. (REQUIRED). Will not be visible after import.

2. Company Name. (REQUIRED). The Seller Company name(s) must match the Seller Company Name(s) on the Contracts and Transactions templates.

3. Company DUNS Number. Valid 9 digit number. No Dashes. Required for Respondent and Seller(s), not for Agent.

4. Contact Name. REQUIRED only for Respondent.

5. Contact Title.

6. Contact Address. REQUIRED only for Respondent.

7. Contact City. REQUIRED only for Respondent.

8. Contact State. REQUIRED only for Respondent. Must be a valid two-character abbreviation of a State or Province.

9. Contact Zip. REQUIRED only for Respondent.

10. Contact Country Name. REQUIRED only for Respondent. (US, CA or MX)

11. Contact Phone. REQUIRED only for Respondent.

12. Contact E-mail. REQUIRED only for Respondent.

13. Filing Quarter. Calendar year and last month of the filing Quarter. Import format is YYYYMM.

Contract and Contract Product Information

Fields 14 through 29 on the Contract Template apply to the entire contract/service agreement. Fields 30 through 45 apply to the contract products. Contract Products describe the commodities or services available for sale or being agreed-to in the contract. All contracts must include at least one contact product. If a contract includes multiple products, each product must be listed on a separate row. While 11 of the 32 fields are not required by the system, if your contract includes information for any of those 11 fields, you are obligated to include it in the EQR.

Note: You must enter the Seller company name(s) before Contract data can be imported.

The numbers of the items below relate to the applicable import field.

14. The Contract Unique ID must begin with the letter C, and is used in a system import algorithm to relate contract products to the correct contract. Once the contract file has been imported, this C number is replaced by a system generated Unique ID. The first Contract should be listed as C1 in this field, and incremented by 1 (i.e., C2, C3, C4) for each additional contract. If a contract is deleted from an import file, it is not necessary to renumber the remaining contracts, as long as the Contract Unique ID is not repeated within a quarter.

Note: Four fields must match exactly between the Contract and Transactions Templates. They are: Seller Company Name, Customer Company Name, FERC Tariff Reference, and Contract Service Agreement ID.

15. The Seller Company Name must be spelled exactly as listed on both the Filer and Transactions spreadsheets.

16. The Customer Company Name must be spelled exactly as listed in any applicable Transactions.

17. The Customer DUNS Number is a required field, as stated in the final rule. Filings that are missing DUNS numbers, for companies which have them, are incomplete.

18. Contract Affiliate. State whether the Seller's contract is with a company affiliate. Enter Y or N.

19. The FERC Tariff Reference should list the tariff and/or rate schedule approved by FERC. For independent power marketers, this is likely to be "Rate Schedule No. 1," the rate schedule authorizing sales at market-based rates.

20. Contract Service Agreement ID is a unique ID given to each service agreement. It may be the number assigned by FERC for those service agreements that have been filed and approved by the Commission, or it can be an internal numbering system. The filer must be able to readily identify and produce a contract based on the Contract Service Agreement ID.

Note: Dates: There are six date fields in the contract template. The first four relate to the contract itself, and the last two address the contract products. The import format for the first four date fields is YYYYMMDD.

21. Contract Execution Date is the date the contract was signed. If the parties signed on different dates, or there are different contract amendments, use the latest date signed as the contract execution date.

22. Contract Commencement Date is the first date the contract was effective - frequently the first date of service under a contract.

23. Contract Termination Date is the date specified (if any) in the contract that its terms will expire.

24. Actual Termination Date is the date the contract actually terminates. This could be the contract termination date, or any other date the parties agree to. This is not a projected date and the field will only be completed after the contract has been terminated.

25. Extension Provision Description. (REQUIRED) Enter descriptive text. Can be listed as None, if appropriate.

26. Class Name: Enter a Class Name. (REQUIRED) Valid Values: F = Firm, N/A=Not Applicable, NF = Non-Firm, UP=Unit Power Sale.

27. Term Name: Enter a Term Name. (REQUIRED) Valid Values: LT = Long-Term, N/A=Not Applicable, ST = Short-Term.

28. Increment Name: Enter an Increment Name. (REQUIRED) Valid Values: D=Daily, H = Hourly, M=Monthly, N/A=Not Applicable, W = Weekly, Y = Yearly.

29. Increment Peaking Name: Enter an Increment Peaking Name. (REQUIRED) Valid Values: FP=Full Period, N/A=Not Applicable, Undefined, OP = Off-Peak, P = On-Peak.

30. Product Type Name: Enter a Product Type Name. (REQUIRED) Valid Values: CB = Cost-Based, MB = Market-Based, Other = Other, S = Services, T = Transmission.

31. Product Name: Enter a Product Name. (REQUIRED). A list of definitions and revisions can be found in Appendix B. Valid Values: BLACK START SERVICE; CAPACITY; CUSTOMER CHARGE; DIRECT ASSIGNMENT FACILITIES CHARGE; EMERGENCY ENERGY; ENERGY; ENERGY IMBALANCE; EXCHANGE AGREEMENT; FUEL CHARGE; GRANDFATHERED BUNDLED; INTERCONNECTION AGREEMENT; MEMBERSHIP AGREEMENT; MUST RUN AGREEMENT; NEGOTIATED RATE TRANSMISSION; NETWORK; NETWORK OPERATING AGREEMENT; OTHER; POINT-TO-POINT AGREEMENT; REACTIVE SUPPLY & VOLTAGE CONTROL; REAL POWER TRANSMISSION LOSS; REGULATION & FREQUENCY RESPONSE; REQUIREMENTS SERVICE; SCHEDULE SYSTEM CONTROL & DISPATCH; SPINNING RESERVE; SUPPLEMENTAL RESERVE; SYSTEM OPERATING AGREEMENT; TRANSMISSION OWNERS AGREEMENT.

32. Quantity. Numeric field . Number of units cited in the agreement. If none is cited, enter 0 (numeric zero).

33. Units. Restricted text field. Valid values. FLAT RATE, KV, KVA, KVR, KW, KWH, KW-DAY, KW-MO, KW-WK, KW-YR, MVAR-YR, MW, MWH, MW-DAY, MW-MO, MW-WK, MW-YR, RKVA.

Notes about Rates:

1.) At least one of the next four rate fields (Rate, Rate Minimum, Rate Maximum, Rate Description) must be completed.

2.) If a rate is market-based, enter "market-based" in the Rate Description field.

3) If the service does not have a rate, enter N/A in the Rate Description field.

34. Rate: Enter a numeric value. (See Note above.)

35. Rate Minimum: Enter a numeric value. (See Note above.)

36. Rate Maximum: Enter a numeric value. (See Note above.)

37. Rate Description: Enter descriptive text. (See Note above.)

38. Rate Units: Valid Values: $/KV, $/KVA, $/KVR, $/KW, $/KWH, $/KW-DAY, $/KW-MO, $/KW-WK, $/KW-YR, $/MW, $/MWH, $/MW-DAY, $/MW-MO, $/MW-WK, $/MW-YR, $/MVAR-YR, $/RKVA, CENTS, CENTS/KVR, CENTS/KWH, FLAT RATE.

39. Point of Receipt Control Area: See Valid Values in Appendix A - Data Elements and Field Lengths Guide.

40. Point of Receipt Specific Location: If "Hub" is used in PORCA, data is restricted to items listed in Appendix A. See Valid Values in Appendix A - Data Elements and Field Lengths Guide.

41. Point of Delivery Control Area: See Valid Values in Appendix A - Data Elements and Field Lengths Guide.

42. Point of Delivery Specific Location: If "Hub" is used in PODCA, data is restricted to items listed in Appendix A. See Valid Values in Appendix A - Data Elements and Field Lengths Guide.

Notes:

1.) Begin and End Dates apply to contract products, rather than the whole contract, and are to be used when there are multiple time frames addressed in the contract.

2.) If all products listed begin and end on the contract commencement and termination dates, there is no need to list dates in these Begin and End Date fields. Therefore, in most cases, these fields will be left blank. Do not enter N/A in numeric date fields.

43. Begin Date: Use standard Date/Time format for manual entry. (YYYYMMDDHHMM) See note and example.

44. End Date: Use standard Date/Time format for manual entry. (YYYYMMDDHHMM) See note and example.

Example of Begin and End Date field(s) use: In a five-year energy sales contract with a different quantity and price specified for each year, the product (energy) would be listed on five lines. Each listing would have a unique begin and end date and the price assigned for each year would be listed on the appropriate line.

45. Time Zone: Enter a Time Zone two digit value. (REQUIRED) Valid Values: AD = Atlantic Daylight, AP = Atlantic Prevailing, AS = Atlantic Standard, CD = Central Daylight, CP = Central Prevailing, CS = Central Standard, ED = Eastern Daylight, EP = Eastern Prevailing, ES = Eastern Standard, MD = Mountain Daylight, MP = Mountain Prevailing, MS = Mountain Standard, NA = Not Applicable, PD = Pacific Daylight, PP = Pacific Prevailing, PS = Pacific Standard, UT = Universal Time.

Note: For a consolidated list of data elements and field lengths, see Appendix A.

Transaction Information

Transaction data must be submitted for all power sales pursuant to 18 CFR Part 35 tariffs on file with FERC including cost-based and market-based rate sales.

Pure transmission transactions unrelated to any power sale are not required, unless so specified in authority granted by FERC. Transmission transactions related to power sales (and merchant transmission negotiated rate transactions) must be reported.

Fields 46 through 67 are transaction fields. All twenty-two fields on the transaction import spreadsheet are REQUIRED fields, with one slight exception. The software does not require an entry in the Point of Delivery Specific Location. However, from a regulatory standpoint, if that information is available, you must enter it.

Four of those fields must match exactly with the Contract Template. They are: Seller Company Name, Customer Company Name, FERC Tariff Reference, and Contract Service Agreement ID.

Note: You must enter Contract and Contract Product information before Transaction data can be imported.

The numbers of the items below relate to the applicable import field.

46. The Unique ID must begin with the letter T, and is used in a system import algorithm to relate transactions to contract and contract products. Once the transaction has been imported, this T number is replaced by a system generated Unique ID. The first Transaction Contract should be listed as T1 in this field, and incremented by 1 (i.e., T2, T3, T4) for each additional transaction. If a transaction is deleted from an import file, it is not necessary to renumber the remaining transactions, as long as the Transaction Unique ID is not repeated within a quarter. (REQUIRED).

47. Seller Company Name. (REQUIRED). Must be spelled exactly as it appears on the ID Data Seller tab and the Contracts Template.

48. Customer Company Name. (REQUIRED). Must be spelled exactly as it appears on the Contracts Template.

49. The company's DUNS number is required. A numeric field. (REQUIRED). Enter no more than nine digits with no dashes.

50. FERC Tariff Reference.(REQUIRED). Must be spelled exactly as it appears on the Contracts Template.

51. Contract Service Agreement ID.(REQUIRED). Must be spelled exactly as it appears on the Contracts Template.

52. Transaction Unique Identifier. Enter an alpha-numeric value. (REQUIRED) Each transaction should be given a unique identifier. All transaction products sold under a single transaction should have the same transaction identifier as the rest of the transaction components.

53. Transaction Begin Date. (REQUIRED) If the transaction began before the period started, enter the first hour of the period. Import format is YYYYMMDDHHMM.

54. Transaction End Date. (REQUIRED). The ending date/time must be after the beginning date. Midnight may be shown as 2359 or as 0000 of the next day. 2400 is not allowed. If the transaction ends after the period ends, enter the last hour of the period (or 0000 of the day after the period ends). Import format is YYYYMMDDHHMM.

55. Time Zone. Identify the time zone in which the transaction look place. (REQUIRED). See Appendix A for valid values.

56. Point of Delivery Control Area (PODCA). (REQUIRED). See Appendix A for valid values.

57. Point of Delivery Specific Location (PODSL). If HUB is selected as the PODCA (above), then the PODSL is required and must be selected from the list of valid values. See Appendix A. Otherwise, the PODSL is a free text, field. If PODSL data is available - and it should be - the field is required.

58. Class Name. (REQUIRED). Valid Values: BA = Billing Adjustment. F = Firm. N/A = Not Applicable. NF = Non-Firm. UP = Unit Power Sale.

59. Term Name. (REQUIRED). Valid Values: LT = Long Term. More than one year. N/A = Not applicable for this transaction. ST = Short Term. Less than one year.

60. Increment Name. (REQUIRED) Valid Values: D=Daily, H = Hourly, M=Monthly, N/A=Not Applicable, W = Weekly, Y = Yearly.

61. Increment Peaking Name. (REQUIRED). Valid Values: FP=Full Period, N/A=Not Applicable, Undefined, OP = Off-Peak, P = On-Peak.

62. Product Name. If a transaction has more than one product, enter each additional product on a separate line. (REQUIRED). A list of definitions and revisions can be found in Appendix B. Valid values: BLACK START SERVICE, BOOKED OUT POWER; CAPACITY; CUSTOMER CHARGE; ENERGY; ENERGY IMBALANCE; FUEL CHARGE; GRANDFATHERED BUNDLED; NEGOTIATED RATE TRANSMISSION; OTHER ; REACTIVE SUPPLY & VOLTAGE CONTROL; REAL POWER TRANSMISSION LOSS; REGULATION & FREQUENCY RESPONSE; REQUIREMENTS SERVICE; SCHEDULE SYSTEM CONTROL & DISPATCH; SPINNING RESERVE; SUPPLEMENTAL RESERVE.

63. Transaction Quantity. Enter a numeric value. (REQUIRED). The number of units sold.

64. Price. Enter a numeric value. (REQUIRED). The price at which the named product was sold.

65. Rate Units. (REQUIRED). Valid Values: $/KV, $/KVA, $/KVR, $/KW, $/KWH, $/KW-DAY, $/KW-MO, $/KW-WK, $/KW-YR, $/MW, $/MWH, $/MW-DAY, $/MW-MO, $/MW-WK, $/MW-YR, $/MVAR-YR, $/RKVA, CENTS, CENTS/KVR, CENTS/KWH, FLAT RATE.

66. Total Transmission Charge. Enter a numeric value. (REQUIRED). Transmission related to power sales are required. Traditional transmission transactions are not required. If none, enter a 0 (numeric zero).

67. Total Transaction Charge. Enter a numeric value. (REQUIRED). The Total Transaction Charge equals the quantity multiplied times the price plus the transmission charge, if any. If a transaction has more than one line, the Total Transaction Charge is listed only once.

Note: The system will allow both positive and negative numbers in the Price, Total Transmission Charge and Total Transaction Charge fields. Parentheses to denote negative numbers are not numeric and are not permitted.

Converting data from Excel to CSV format

Conversion must be done one spreadsheet at a time.

It is critical that each file should have exactly, one row of header data above the first row of actual company data to be imported.

The header data must reflect the same number of columns as data to be imported. (It does not matter what the data is, since the system discards it in the import process.) In the template provided, these are the column headings. Before you convert the data to .csv format, make sure you have saved it in Excel format first, in case changes are necessary later.

To convert a spreadsheet to CSV format:

1. Choose Save as from the file menu.

2. In the Save as Type" box at the bottom of the screen, select .csv (MS-DOS)(*.csv).

3. Enter a file name.

4. Select Save.

5. You will get warnings about data formats being lost and being able to save one sheet at a time. Say Yes to both.

6. Your file should be saved as a .csv file. Make note of the name and location of the file.

7. If you have to make any changes to the file after that, either go back to the original Excel file, make changes, resave, and reconvert. Always work with the .csv file in Notepad - do not pull the .csv file into Excel.

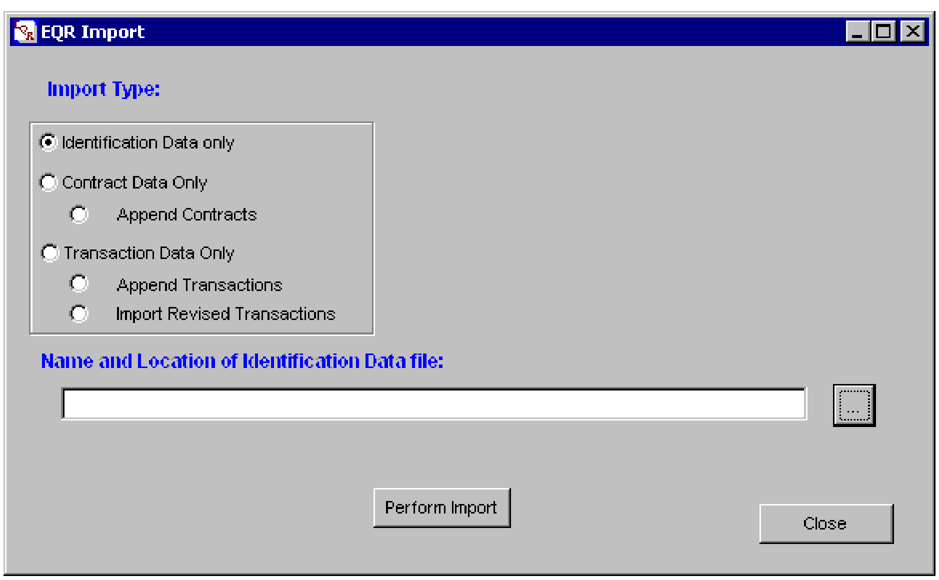
Note: Working with a .csv file in Excel will cause numeric formatting problems, when you resave in .csv. The problems will not permit a successful import of data.

8. Properly formatted, sample .csv files for viewing can be found at www.ferc.gov/docs-filing/eqr/sample-csv.asp

To Import or Append Data into EQR...

The IMPORT function over-writes any existing data that you have entered or imported into a designated database area. (For example, imported contract data will over-write any existing contract data and delete its related transactions.)

The APPEND function does not over-write existing data; it adds to it.



Data to be imported or appended must be saved into three separate files and imported in the following order – ID Data, Contract and Contract Products, and Transaction data – representing the three Excel spreadsheets found in the template.

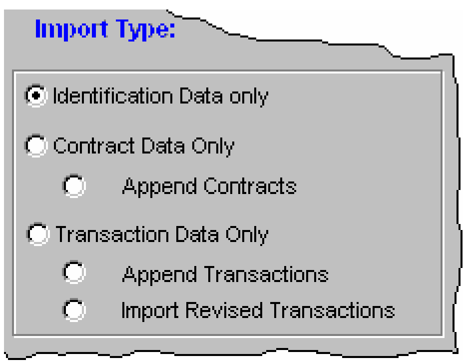
To Import or Append Contract information, complete Respondent, Seller and Agent ID Data must already have been entered or imported, including Seller Company Name.

To Import or Append Transactions, related Contract information must already have been entered or imported.

To Import:

1. Select the Import button to display the EQR Import screen.

2. Use the Import Type fields to designate the import type: Identification Data only; Contract Data Only, Append Contract Data, Transaction Data Only, Append Transactions, or Import Revised Transactions (to import corrective transactions and/or update transactions already submitted to FERC).



3. Enter the desired file name in the Name and Location of Identification Data file field or use the Browse Button (labeled with three dots) and dialog box to locate and designate the source file.

4. Select the Perform Import button to begin the import process.

The system displays the EQR Loading Data Screen with the Processing field and Status display field. The system then displays one of the following displayed prompts:

- The data can now be loaded into the system (by clicking the Load Data button); OR

- Data cannot be loaded. There were critical Import errors detected. If you receive this second message, you must correct the errors in the spreadsheet and reconvert to .csv before data can be successfully imported.

During the import or append process, the system performs numerous validation checks to ensure data integrity. If a validation check finds missing or inconsistent data (e.g., a company name spelled differently between contracts and transactions, or transactions occurring outside of the reporting quarter), the import or append will fail. A report will be generated which explains the failure.

5. To view data import errors, select the View Import Errors button. To view the messages resulting from the system's validation of data, select the View Data Validation message button.

Note: The error report can be a bit overwhelming if you are trying to decipher problems when importing a large amount of data. In many cases, what looks like numerous problems may be one or two problems repeated on many lines of data, resulting in a large error file. It may be easier to try to import the first line or two of data rather than the whole file. If that is also unsuccessful, the error report can be printed out and absorbed more easily. Once the error is diagnosed, the solution can frequently be applied to the whole file.

6. Use the Validation Detail Listing Report function, in the Reports button on the menu bar if the import is unsuccessful, to specifically detail where your data errors are.

7. Correct any errors found or specified on your Excel spreadsheet. Resave to csv and begin the import process again.

Note: Do not open your .csv file in Excel and save again into .csv. It will corrupt the data in our date fields. Go back to you Excel file to make changes.

8. Select the Load Data button to complete the Import or Append process.

9. Click the Close button twice to exit the Import/Append process.

AMENDING EQR DATA

It is possible to load data which contains certain omissions or errors. This was made possible to allow utilities that have automated systems, which may not include all required data elements, to be able to take electronic advantage of what data they do have. This requires them to manually enter only the remaining data elements. Even if the data can load, validation errors must be corrected before the EQR can be submitted to FERC.

Note: When revising contract and/or transaction data, it is necessary to resubmit the data to FERC after the changes have been made in order for FERC to receive those changes. (Simply making the changes in your database does not constitute a submission.)

Revising Contract Data

To revise previously filed contract data, there are two ways to proceed:

1. Open the EQR application and manually make the desired changes and/or additions manually in the system. This method is best used when there are only a few changes to be made.

2. Use the Append Contracts function to import additional data that was missing from the original filing. This will add contracts (and/or contract products) to your EQR without overwriting the data that exists in your system.

Note: If you import contract data by using the Contract Data Only function (as opposed to using the Append function), the system will over-write any previously entered contracts and delete all previously entered transactions for that quarter. Therefore, it is not advisable to change your .csv file and use the Contract Data Only import function to change contract data. If you do so, you will need to re-import all of your transactions.

Revised data filed with the Commission is tagged with a new date indicating that the original file has been amended. This tagging is done on a row-by-row basis. When data is resubmitted, the entire file is sent to FERC. Both the original and the new submission are stored in our database. FERC staff can see which records have been changed. Currently, for the purposes of the public Data Dissemination System, the revised filing replaces the previously submitted EQR.

Revising Transaction Data

There are four ways to revise previously submitted Transaction data.

1. Go into the EQR application, select the appropriate year and quarter, and manually make the desired changes and/or additions. This method is best used when there are only a few changes to be made. Save. Submit filing to FERC.

2. Append Transactions: Format the new transactions in the appropriate .csv format, ensuring that the Unique IDs (T#'s) and Transaction Unique Identifiers were not previously used in the original submission. This function will add transactions to your original EQR submission without overwriting existing data in your application. Select the Import button from the Menu bar. Select the Append Transactions function to import additional data from the .csv file into the application. Submit filing to FERC.

3. Import Revised Transactions: Format the revised transactions in the appropriate .csv format, ensuring that the Transaction Unique Identifiers for the revised data exactly match the Transaction Unique Identifiers for the data you wish to replace. This function will overwrite selected, incorrect data in your original submission. Select the Import button from the Menu bar. Select the Import Revised Transactions function to import revised transactions in a .csv file to correct the original filing. Perform the Import function. The system will replace the "bad" transactions with the new data. (It deletes the existing transactions with Unique Identifiers that match the Identifiers in the new data, and inserts the new data. Be aware that all rows of a transaction with the selected Unique Identifiers will be overwritten. Therefore, if you are just changing one row of a transaction, all the unchanged rows with the same Unique Identifiers will need to be included in the revised data import.) Submit filing to FERC.

The Import Revised Transactions function is useful when you have several transactions to revise. (An example of its use would be if a utility sells into a market (such as California) which does not provide detailed price data for the last month of the quarter in time to file the EQR. The initial EQR filed would use price estimates. When the actuals become available, that block of transactions could be revised using the Import Revised Transactions feature.)

4. Finally, if there is a problem with all of the transactions previously reported, a new import file can be created, according to the FERC format, and imported just as the initial import was performed. The new data will completely overwrite the previously filed transaction data. Submit the new filing to FERC.

Note: In all of these cases, once the original data has been updated, the EQR must be resubmitted to FERC in the same manner as the original submission. (Revising the data in your application on your PC or network does not automatically update your data at FERC. It has to be resubmitted.)

Revised data filed with the Commission is tagged with a new date indicating that the original file has been amended. This tagging is done on a row by row basis. When the data is resubmitted, the entire file is sent to FERC. Both the original and the new submission are stored in our database. FERC staff can determine which records have been changed. Currently, for the purposes of the dissemination system, the revised filing replaces the previously submitted EQR.

SUBMITTING THE FILING OR REFILING TO FERC

Be aware that entering, importing, saving or revising data in your EQR application on your PC or network does not automatically submit or update your data at FERC. You must submit or resubmit data to FERC to have it received by FERC and to fulfill the company's regulatory obligation to make a quarterly filing.

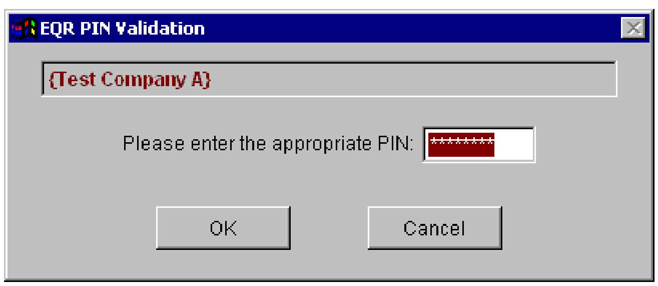
Submitting the Filing to FERC

1. To submit your EQR filing to FERC, select Submit Filing to FERC on the menu bar at the top of the screen.

The process invokes sending your submission to FERC. The data submitted is based on the currently selected Respondent, Year, and Quarter. When you select Submit Filing to FERC, the system displays the EQR PIN Validation screen.

Note: You can also select this function by clicking the Submit Filing to FERC item, located in the Options menu.

2. Enter the PIN code for the Respondent, provided to you by FERC. Without the correct PIN, the system will not send the filing. This ensures that only the appropriate respondents will be able to submit data. The application does not remember your password from quarter to quarter. For security reasons, you will need to retype your PIN code each time you submit a filing to FERC.



3. After the PIN is entered, select OK or Cancel. If OK is selected, a summary screen is presented displaying the data about to be submitted. A text area will present itself. Leave the text area blank. This text is not likely to be read at FERC. It is merely logged and stored. Therefore, do not use this area to communicate data content issues to FERC.

4. Click Submit Filing. The system performs a validation check of the data to be submitted for the quarter selected. If Critical Errors are detected you will have correct the data before submission is possible.

If no error message appears, an status message about the filing will appear. For example, whether it is your first filing for the quarter, etc.

5. If you are ready to proceed, click Yes. If your submission is successful you will receive a message on screen stating that FERC has received your filing.

6. Filings to FERC are staged and then processed overnight by the server. The Respondent and Agent email addresses, if different, will each receive an email the next day informing that FERC has received the filing.

Submitting the Refiling to FERC

Order 2001-E, issued 12/23/03, established the EQR refiling policy. A description of the policy and instructions for implementing it are set forth below, and are posted on the Commission's web site at http://www.ferc.gov/docs-filing/eqr/spec-not.asp.

Order 2001-E states: "…the Commission is requiring that any additions or changes to an EQR filing must be made by the end of the following quarter, at which time, the public utility is expected to file the best available new data. Thereafter, the utility shall file only material changes, either as a full refiling or as a transaction with the class name "Billing Adjustment." The public utility shall add any billing adjustment transaction to the prior quarter in which the change is applicable and then, refile for that quarter."

Refiling the EQR

Any changes to EQR data within three months of an EQR filing deadline should be made in detail to the previously filed data, and the EQR for that period should be resubmitted to FERC containing the amended data. For example, detailed changes to the third quarter 2003 data must be made by 2/2/04, the filing deadline after the original 10/31/03 deadline.

After the subsequent period filing deadline, only material data changes need to be reported. Material changes can be addressed in one of two ways. In either case, you must then refile your data with FERC by selecting "Submit Filing to FERC" and following the instructions on screen.

To report material changes:

1. Either every data change is made in detail to the EQR filing (as required for the first three months after the original filing deadline); or

2. A line (or lines) is (are) added to the transaction portion of the EQR for the billing adjustment. Select Billing Adjustment in the Class Name field. Enter the amount of the adjustment and fill out the other required fields. The billing adjustment data is entered in the quarter in which the transaction occurred.

Note: For example, if in February 2004 you learn that some large transactions made in May 2003 were incorrectly reported on the second quarter 2003 EQR filing, you would go to your EQR software, and open up the Q2 2003 report. From there, you would either: change each transaction to the corrected volumes, rates and charges; or you could add a new transaction with the class name of "Billing Adjustment," show the date range to which the adjustment applied, and enter the product name (i.e., Energy, Capacity, etc.) and all the other required fields. The use of the Billing Adjustment means the inclusion of an incremental positive or negative adjustment that would correct the overall totals in the submission.

3. After completing either of these methods to change the data, refile the EQR for that quarter. Selecting "Submit Filing to FERC" and follow the instructions on screen.

Note: A prior period Billing Adjustment cannot be detailed in a current quarter because the date ranges will not work. By making adjustments to the applicable quarter, FERC's EQR database will more accurately reflect power sales amounts and prices during the proper period.

TROUBLESHOOTING

If you have EQR system problems, **please read the following troubleshooting information carefully!**

You may experience problems downloading your initial database or obtaining the automatic updates mentioned at the beginning of this document. Either of these problems can usually be traced to your Network Firewall which protects your network from outside interference. The software will work well at most locations. However, if you have a problem with these two issues, your only recourse is to contact your Information Technology Specialist to request that an accommodation be made for the FERC EQR application.

If it appears that the software quits unexpectedly, returns a system error, or otherwise acts in an abnormal manner, report these problems to FERC and we will work to resolve them. (See procedures for Contacting FERC below.)

If there is a "bug" in the software, we will fix it and distribute a correctional update to the EQR software which will automatically downloaded to your system when you log on.

If you are unable to receive automatic updates, you will need to download and install the EQR software each time there is an EQR system version update. (The software has version numbers that change as we apply corrections or improvements are applied.)

Contacting FERC

Send e-mails regarding the EQR or suggesting possible software application improvements to ferconlinesupport@ferc.gov.

If you are reporting an error, attach the EQR.log file to your e-mail (see instructions below). In all e-mails, please put the EQR acronym in the e-mail Subject field (with a space on either side). This permits FERC software to categorize your e-mail, resulting in a faster response. A sample subject line might read: Subject: EQR Problem with Updating. Also, you can call the On-Line Support Staff at 866-208-3676 (or in Washington, DC at 202-502-6652).

EQR.log

When you send FERC an e-mail regarding any EQR problems, the EQR.log file must be attached to the e-mail. This file is located in the EQR application directory. To send the log:

1. Prepare your email to ferconlinesupport@ferc.gov. Describe the problem you are experiencing. Put the word "EQR" in the subject line of the email. Be specific in the body of the email. Describe the point at which you were in the data entry, import or submission process when the error occurred. Were you entering data manually? Were you importing data? Which file where you working on? Filer? Contracts? Contract Products? Transactions? Did you receive an error message? If so, what did the message say? If possible, provide a print screen paste-in of the error message in your email. Describe the steps you have taken to determine or correct the problem. Provide your name, phone number and email address.

Then attach the EQR.log to the email. To do so:

2. Click on Insert on the Menu bar.

3. Select File from the Menu. This will allow you to navigate your to the local storage device (such as C drive) and directory (**probably C:\ferc\eqr**) in which the EQR software is installed. Find your file entitled "EQR.log". You can also use Windows Explorer to locate this file.

Your company's IT specialists are welcome to review the log file and help diagnose any problems you may be experiencing.

4. Send the email to ferconlinesupport@ferc.gov.

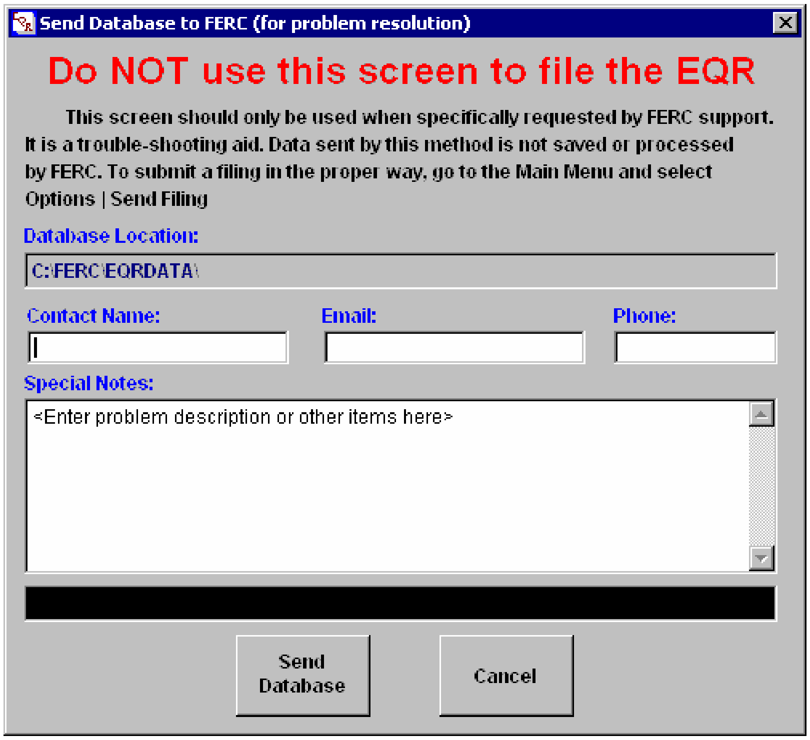
Sending the EQR Database to FERC

This process will only be used when requested by FERC technical support via e-mail or phone. We will recommend using this option when the system cannot be recovered or problems are still occurring after consultation by phone or email.

Note: Data sent to FERC this way **is not** an EQR submission. Do not use this option to submit your EQR filing to FERC. It is not processed and logged - it is simply sent directly to FERC technical support staff to see if a problem can be found and corrected in the database itself.

To send your company's database to FERC:

1. Click on Options on the menu bar at the top of the screen.
2. Click on the Troubleshooting – send DB to FERC option.
3. Enter your name into the Contact Name field.
4. Enter your E-Mail address into the Email field.
5. Enter your telephone number into the Phone field.
6. Enter text describing your problem or specific situation into the Special Notes field, including the name of the FERC staff member with whom you've corresponded or discussed the problem.
7. Select the Send Database button to forward your database to FERC, or select Cancel.


Send Database to FERC (for problem resolution)
Do NOT use this screen to file the EQR
This screen should only be used when specifically requested by FERC support. It is a trouble-shooting aid. Data sent by this method is not saved or processed by FERC. To submit a filing in the proper way, go to the Main Menu and select Options | Send Filing
Database Location:
C:\FERC\EQRDATA\
Contact Name:
Email:
Phone:
Special Notes:
<Enter problem description or other items here>
Send Database
Cancel

APPENDIX A - DATA ELEMENTS AND FIELD LENGTHS GUIDE

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
Respondent Data	Respondent Name	70/Char	Not editable
	DUNS (R)	9/Char	A nine-digit number with no dashes
Respondent Contact Data	Name (R)	50/Char	Seller's Name. Duplicates not allowed
	Title (R)	50/Char	Contact's Title (such as Contract Administrator and Regulatory Affairs Director) .
	Phone (R)	20/Char	Respondent contact's Phone number
	Address (R)	4/Memo	Respondent contact's Address
	City (R)	30/Char	Respondent contact's City name
	State (R)	2/Char	Two character State or Province abbreviation
	Zip (R)	10/Char	Postal Service ZIP code
	Country Name (R)	20/Char	Valid Values: CA - Canada MX - Mexico US - US
	Email (R)	100/Char	Respondent contact's E-Mail address
Sellers Data	Seller Name (R)	70/Char	Seller's Name. Name of Company with Tariff. Duplicates not allowed.
	DUNS (R)	9/Char	A nine-digit number with no dashes
Seller Contact Data	Name	50/Char	Contact's complete name
	Title	50/Char	Seller contact's Title (such as Contract Administrator and Regulatory Affairs Director)
	Phone	20/Char	Contact's Phone number
	Address	4/Memo	Seller's Address
	City	30/Char	Seller's City name
	State	2/Char	Two character State or Province abbreviation

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
	Zip	10/Char	Postal Service ZIP code
	Country Name	2/Char	Valid Values: CA - Canada MX - Mexico US - US
	Email	100/Char	Seller's Contact E-Mail address
Agent Data	Agent Company Name (R)	70/Char	Agent company's name
	DUNS	9/Char	A nine-digit number with no dashes
	Name	50/Char	Agent's complete Name
	Title	50/Char	Agent's Title (such as Contract Administrator and Regulatory Affairs Director)
	Phone	20/Char	Agent's Phone number
	Address	4/Memo	Agent's Address
	City	30/Char	Agent's City name
	State	2/Char	Two character State or Province abbreviation
	Zip	10/Char	Postal Service ZIP code
	Country Name	2/Char	Valid Values: CA - Canada MX - Mexico US - US
	Email	100/Char	Agent contact's E-Mail address
Contracts	Seller (R)	70/Char	Seller value (from list of entries)
	Customer (R)	70/Char	Customer name
	FERC Tariff Reference (R)	60/Char	Contract's FERC tariff reference number
Contract Data	Contract Service Agreement ID (R)	30/Char	Alpha-numeric identifier unique to each contract; Given to each service agreement
	Customer DUNS field (R)	15/Char	A nine-digit number with no dashes
	Affiliate (R)	1/Char	Is contract with a company affiliate? Y or N

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
	Contract Execution Date (R)	8/Date	Date contract was signed. Use latest date signed for multiple dates. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Contract Commencement Date (R)	8/Date	First date contract was effective; frequently the first date of service under a contract. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD)
	Contract Termination Date	8/Date	Date specified in contract on which contract will expire. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD) .
	Actual Termination Date	8/Date	Date contract actually terminated. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Extension Provision Description (R)	4/Memo	Descriptive Text
Contract Product Data	Product Type Name (R)	5/Char	Valid Values: CB - Cost-Based MB - Market-Based Other - Other S - Services T – Transmission
	Product Name (R)	50/Char	Valid Values: BLACK START SERVICE CAPACITY CUSTOMER CHARGE DIRECT ASSIGNMENT FACILITIES CHARGE EMERGENCY ENERGY ENERGY ENERGY IMBALANCE EXCHANGE AGREEMENT FUEL CHARGE GRANDFATHERED BUNDLED INTERCONNECTION AGREEMENT MEMBERSHIP AGREEMENT MUST RUN AGREEMENT NEGOTIATED RATE TRANSMISSION NETWORK NETWORK OPERATING AGREEMENT OTHER POINT-TO-POINT AGREEMENT REACTIVE SUPPLY & VOLTAGE CONTROL REAL POWER TRANSMISSION LOSS REGULATION & FREQUENCY RESPONSE

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
			REQUIREMENTS SERVICE SCHEDULE SYSTEM CONTROL & DISPATCH SPINNING RESERVE SUPPLEMENTAL RESERVE SYSTEM OPERATING AGREEMENT TRANSMISSION OWNERS AGREEMENT
	Class Name (R)	4/Char	Valid Values: F - Firm N/A - Not Applicable NF - Non-Firm UP - Unit Power Sale
	Term Name (R)	4/Char	Valid Values: LT - Long-Term N/A - Not Applicable ST - Short-Term
	Increment Name (R)	4/Char	Valid Values: H - Hourly D - Daily M - Monthly N/A - Not Applicable W - Weekly Y - Yearly
	Increment Peaking Name (R)	4/Char	Valid Values: FP - Full Period N/A - Not Applicable, Undefined OP - Off-Peak P - On Peak
	Quantity	17/Num	Numeric
	Units	10/Char	Valid Values: FLAT RATE KV KVA KVR KW KWH KW-DAY KW-MO KW-WK KW-YR MVAR-YR MW MWH

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
			MW-DAY MW-MO MW-WK MW-YR RKVA
	Rate [1]	17/Num	Numeric
	Rate Minimum	17/Num	Numeric
	Rate Maximum	17/Num	Numeric
	Rate Description	150/Char	Descriptive text
	Rate Units	10/Char	Valid Values: $/KV $/KVA $/KVR $/KW $/KWH $/KW-DAY $/KW-MO $/KW-WK $/KW-YR $/MW $/MWH $/MW-DAY $/MW-MO $/MW-WK $/MW-YR $/MVAR-YR $/RKVA CENTS CENTS/KVR CENTS/KWH FLAT RATE
	Point of Receipt Control Area	50/Char	Valid Values: If the contract lists a Point of Receipt Control Area, it must be entered in this field. Use the Abbreviation from the List of Valid Values.

Abbrev.	Control Area	NERC Region
AEP	AEP Service Corp. -- Transmission System	ECAR
AEBN	AESC, LLC - AEBN	ECAR

[1] At least of the next four fields (Rate, Rate Minimum, Rate Maximum, Rate Description) is Required.

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details		
			AEGL	AESC, LLC - Gleason	SERC
			AELC	AESC, LLC - Lincoln Center	MAIN
			AEWC	AESC, LLC - Wheatland CIN	ECAR
			AEWI	AESC, LLC - Wheatland IPL	ECAR
			AEC	Alabama Electric Cooperative, Inc.	SERC
			AESO	Alberta Electric System Operator	WSCC
			ALEX	Alliant Energy - CA	MAIN
			ALWX	Alliant Energy - CA	MAIN
			ALTE	Alliant Energy - CA - ALTE	MAIN
			ALTW	Alliant Energy - CA - ALTW	MAIN
			AMRN	Ameren Transmission	MAIN
			FE	American Transmission Systems, Inc.	ECAR
			MPS	Aquila Networks - MPS	SPP
			WPEC	Aquila Networks - WPC	WSCC
			WPEK	Aquila Networks - WPK	SPP
			AZPS	Arizona Public Service Company	WECC-AZNMSNV
			AECI	Associated Electric Cooperative, Inc.	SERC
			AVA	Avista Corp.	WECC-NWPP
			BCHA	B.C. Hydro & Power Authority	WECC-NWPP
			BCA	Batesville Control Area	SERC
			BREC	Big Rivers Electric Corp.	ECAR
			KACY	Board of Public Utilities	SPP
			BPAT	Bonneville Power Administration Transmission	WECC-NWPP
			DSK1	BridgeCo	ECAR
			CISO	California Independent System Operator	WECC-CAMX
			CPLE	Carolina Power & Light Company - CPLE	SERC
			CPLW	Carolina Power & Light Company - CPLW	SERC
			CSWS	Central and Southwest	SPP
			CILC	Central Illinois Light Co	MAIN
			CHPD	Chelan County PUD	WECC-NWPP
			CIN	Cinergy Corporation	ECAR
			HST	City of Homestead	FRCC
			INDN	City of Independence P&L Dept.	SPP
			TAL	City of Tallahassee	FRCC
			CWLP	City Water Light & Power	MAIN
			CLEC	Cleco Power LLC	SPP
			CWLD	Columbia Water & Light	MAIN
			CFE	Comision Federal de Electricidad	WECC-CAMX
			CE	Commonwealth Edison	MAIN
			DPC	Dairyland Power Cooperative	MAPP
			DPL	Dayton Power & Light	ECAR

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details		
			BERC	DECA, LLC	WSCC
			DEHA	DECA, LLC	SPP
			DELO	DECA, LLC	ECAR
			DEMG	DECA, LLC	SERC
			DESM	DECA, LLC	SERC
			GRMA	DECA, LLC	WSCC
			HGMA	DECA, LLC	WSCC
			DEAA	DECA, LLC - Arlington Valley	WECC-AZNMSNV
			DEEM	DECA, LLC - Enterprise	SERC
			DELI	DECA, LLC - Lee	MAIN
			DEMT	DECA, LLC - Murray	SERC
			DENL	DECA, LLC - North Little Rock	SERC
			DESG	DECA, LLC - Sandersville	SERC
			DEVI	DECA, LLC - Vermillion	ECAR
			DEWO	DECA, LLC - Washington	ECAR
			VAP	Dominion Virginia Power	SERC
			DUK	Duke Energy Corporation	SERC
			DLCO	Duquesne Light	ECAR
			EKPC	East Kentucky Power Cooperative, Inc.	ECAR
			EPE	El Paso Electric	WECC-AZNMSNV
			EEI	Electric Energy, Inc.	MAIN
			EDE	Empire District Electric Co., The	SPP
			EES	Entergy	SERC
			ERCO	ERCOT ISO	ERCOT
			FMPP	Florida Municipal Power Pool	FRCC
			FPL	Florida Power & Light	FRCC
			FPC	Florida Power Corporation	FRCC
			GVL	Gainsville Regional Utilities	FRCC
			GRDA	Grand River Dam Authority	SPP
			GCPD	Grant County PUD No.2	WECC-NWPP
			GRE	Great River Energy	MAPP
			GREC	Great River Energy	MAPP
			GREN	Great River Energy	MAPP
			GRES	Great River Energy	MAPP
			GA	GridAmerica	ECAR
			HE	Hoosier Energy	ECAR
			HQT	Hydro-Quebec, TransEnergie	NPCC
			HUB	HUB	N/A
			IPCO	Idaho Power Company	WECC-NWPP
			IP	Illinois Power Co.	MAIN
			IPRV	Illinois Power Co.	MAIN
			IID	Imperial Irrigation District	WECC-AZNMSNV
			IPL	Indianapolis Power & Light Company	ECAR
			ISNE	ISO New England Inc.	NPCC
			JEA	JEA	FRCC
			KCPL	Kansas City Power & Light, Co	SPP

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details		
			LAFA	Lafayette Utilities System	SPP
			LGEE	LG&E Energy Transmission Services	ECAR
			LES	Lincoln Electric System	MAPP
			LDWP	Los Angeles Department of Water and Power	WECC-CAMX
			LEPA	Louisiana Energy & Power Authority	SPP
			LAGN	Louisiana Generating, LLC	SERC
			MGE	Madison Gas and Electric Company	MAIN
			MHEB	MHEB, Transmission Services	MAPP
			MECS	Michigan Electric Coordinated System	ECAR
			MEC	MidAmerican Energy Company	MAPP
			MISO	Midwest ISO	ECAR
			MP	Minnesota Power, Inc.	MAPP
			MDU	Montana-Dakota Utilities Co.	MAPP
			MPW	Muscatine Power and Water	MAPP
			NPPD	Nebraska Public Power District	MAPP
			NEVP	Nevada Power Company	WECC-AZNMSNV
			NBPC	New Brunswick Power Corporation	NPCC
			NHC1	New Horizons Electric Cooperative	SERC
			NYIS	New York Independent System Operator	NPCC
			TEST	North American Electric Reliability Council	NERC
			NIPS	Northern Indiana Public Service Company	ECAR
			NSP	Northern States Power Company	MAPP
			NWMT	NorthWestern Energy	WSCC
			MCLN	NRG South Central Generating LLC	SPP
			OVEC	Ohio Valley Electric Corporation	ECAR
			OKGE	Oklahoma Gas and Electric	SPP
			IMO	Ontario - Independent Electricity Market Operator	NPCC
			OPPD	OPPD CA/TP	MAPP
			OTP	Otter Tail Power Company	MAPP
			DOPD	P.U.D. No. 1 of Douglas County	WSCC
			PACE	PacifiCorp-East	WECC-NWPP
			PACW	PacifiCorp-West	WECC-NWPP
			PJM	PJM Interconnection	MAAC
			PGE	Portland General Electric	WECC-NWPP
			PSCO	Public Service Company of Colorado	WECC-RMPA
			PNM	Public Service Company of New Mexico	WECC-AZNMSNV
			PSEI	Puget Sound Energy Transmission	WECC-NWPP

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details		
			RC	Reedy Creek Improvement District	FRCC
			SMUD	Sacramento Municipal Utility District	WECC-CAMX
			SRP	Salt River Project	WECC-AZNMSNV
			SC	Santee Cooper	SERC
			SPC	SaskPower Grid Control Centre	MAPP
			SCL	Seattle City Light	WECC-NWPP
			SEC	Seminole Electric Cooperative	FRCC
			SPPC	Sierra Pacific Power Co. - Transmission	WECC-NWPP
			SCEG	South Carolina Electric & Gas Company	SERC
			SME	South Mississippi Electric Power Association	SERC
			SMEE	South Mississippi Electric Power Association	SERC
			SEHA	Southeastern Power Administration	SERC
			SERU	Southeastern Power Administration	SERC
			SETH	Southeastern Power Administration	SERC
			SOCO	Southern Company Services, Inc.	SERC
			SIPC	Southern Illinois Power Cooperative	MAIN
			SIGE	Southern Indiana Gas & Electric Co.	ECAR
			SMP	Southern Minnesota Municipal Power Agency	MAPP
			SWPP	Southwest Power Pool	SPP
			SPA	Southwestern Power Administration	SPP
			SPS	Southwestern Public Service Company	SPP
			SECI	Sunflower Electric Power Corporation	SPP
			TPWR	Tacoma Power	WECC-NWPP
			TEC	Tampa Electric Company	FRCC
			TVA	Tennessee Valley Authority ESO	SERC
			HUB	Trading Hub	N/A
			TLKN	TRANSLink Management Company	MAPP
			TEPC	Tucson Electric Power Company	WECC-AZNMSNV
			UPPC	Upper Peninsula Power Co.	MAIN
			NSB	Utilities Commission, City of New Smyrna Beach	FRCC
			MOWR	Westar Energy - MoPEP Cities	SPP
			WACM	Western Area Power Administration - CM	WECC-RMPA

<table>
<tr><th>Screen/Parent Element</th><th>Field/Data Element</th><th>Field Length / Data Type</th><th>Value/Details</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>WALC</td><td>Western Area Power Administration - DSW</td><td>WECC-AZNMSNV</td></tr>
<tr><td>WAUE</td><td>Western Area Power Administration - UGPR</td><td>MAPP</td></tr>
<tr><td>WAUW</td><td>Western Area Power Administration - UGPR</td><td>WECC-RMPA</td></tr>
<tr><td>WFEC</td><td>Western Farmers Electric Cooperative</td><td>SPP</td></tr>
<tr><td>WR</td><td>Western Resources dba Westar Energy</td><td>SPP</td></tr>
<tr><td>WEC</td><td>Wisconsin Energy Corporation</td><td>MAIN</td></tr>
<tr><td>WPS</td><td>Wisconsin Public Service Corporation</td><td>MAIN</td></tr>
<tr><td>YAD</td><td>Yadkin, Inc.</td><td>SERC</td></tr>
</table>
</td></tr>
<tr><td></td><td>Point of Receipt Specific Location</td><td>50/Char</td><td>The following Valid Values are Required when HUB is selected for Point of Receipt Control Area. If HUB not selected, free form text is allowed.
AEP (into)
Cinergy (into)
COB
Comed (into)
Entergy (into)
Four Corners
Mead
Mid-C
NEPOOL (Mass Hub)
NOB
NP15
Palo Verde
PJM East Hub
PJM West Hub
SOCO (into)
SP15
TVA (into)
ZP26</td></tr>
<tr><td></td><td>Point of Delivery Control Area</td><td>50/Char</td><td>Valid Values: If the contract lists a Point of Delivery Control Area, it must be entered in this field. Use the Abbreviation from the List of Valid Values shown beginning on page 49.</td></tr>
<tr><td></td><td>Point of Delivery Specific Location</td><td>50/Char</td><td>Valid Values are Required when HUB is selected for Point of Delivery Control Area. If HUB not selected, free form text is allowed. Use the list shown on page 54 of this Guide.</td></tr>
<tr><td></td><td>Begin Date</td><td>14/ Date/Time</td><td>Date/Time format. Format for manual entry is (MMDDYYYYHHMM). Format for .csv import is (YYYYMMDDHHMM).</td></tr>
</table>

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
	End Date	14/ Date/Time	Date/Time format. Format for manual entry is (MMDDYYYYHHMM). Format for .csv import is (YYYYMMDDHHMM).
	Time Zone (R)	2/Char	Valid Values: AD - Atlantic Daylight AP - Atlantic Prevailing AS - Atlantic Standard CD - Central Daylight CP - Central Prevailing CS - Central Standard ED - Eastern Daylight EP - Eastern Prevailing ES - Eastern Standard MD - Mountain Daylight MP - Mountain Prevailing MS - Mountain Standard NA - Not Applicable PD - Pacific Daylight PP - Pacific Prevailing PS - Pacific Standard UT - Universal Time
Transaction Data	Transaction Unique Identifier (R)	24/Char	Alpha-numeric
	Transaction Begin Date (R)	14/ Date/Time	Date/Time format for manual entry is (MMDDYYYYHHMM). Date format for .csv import is (YYYYMMDDHHMM).
	Transaction End Date (R)	14/ Date/Time	Date/Time format for manual entry is (MMDDYYYYHHMM). Date format for .csv import is (YYYYMMDDHHMM)
	Time Zone (R)	2/Char	Valid Values: AD - Atlantic Daylight AP - Atlantic Prevailing AS - Atlantic Standard CD - Central Daylight CP - Central Prevailing CS - Central Standard ED - Eastern Daylight EP - Eastern Prevailing ES - Eastern Standard MD - Mountain Daylight MP - Mountain Prevailing MS - Mountain Standard NA - Not Applicable PD - Pacific Daylight PP - Pacific Prevailing PS - Pacific Standard

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
			UT - Universal Time
	Point of Delivery Control Area (R)	50/Char	Valid Values: A Point of Delivery Control Area must be entered in this field. Use the Abbreviation from the List of Valid Values shown on Page 49 of this Guide.
	Point of Delivery Specific Location	50/Char	The following Valid Values are Required when HUB is selected for Point of Delivery Control Area. If HUB not selected, free form text is allowed. Use the list shown on page 54 of this Guide.
	Class Name (R)	4/Char	Valid Values: BA - Billing Adjustment F - Firm N/A - Not Applicable NF - Non-Firm UP - Unit Power Sale
	Term Name (R)	4/Char	Valid Values: LT - Long-Term N/A - Not Applicable ST - Short-Term
	Increment Name (R)	4/Char	Valid Values: D - Daily H - Hourly M - Monthly N/A - Not Applicable W- Weekly Y - Yearly
	Increment Peaking Name (R)	4/Char	Valid Values: FP - Full Period N/A - Not Applicable, Undefined OP - Off-Peak P - On Peak
	Product Name (R)	50/Char	Valid Values: BLACK START SERVICE BOOKED OUT POWER CAPACITY CUSTOMER CHARGE ENERGY ENERGY IMBALANCE FUEL CHARGE GRANDFATHERED BUNDLED NEGOTIATED RATE TRANSMISSION OTHER

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
			REACTIVE SUPPLY & VOLTAGE CONTROL REAL POWER TRANSMISSION LOSS REGULATION & FREQUENCY RESPONSE REQUIREMENTS SERVICE SCHEDULE SYSTEM CONTROL & DISPATCH SPINNING RESERVE SUPPLEMENTAL RESERVE
	Transaction Quantity (R)	17/Num	Numeric
	Price (R)	17/Num	Numeric
	Rate Units (R)	10/Char	Valid Values: $/KV $/KVA $/KVR $/KW $/KW-DAY $/KW-MO $/KW-WK $/KW-YR $/KWH $/MW $/MW-DAY $/MW-MO $/MW-WK $/MW-YR $/MVAR-YR $/MWH $/RKVA CENTS CENTS/KVR CENTS/KWH FLAT RATE
	Total Transmission Charge (R)	17/Num	Numeric (0 = None)
	Total Transaction Charge (R)	17/Num	Numeric

APPENDIX B- PRODUCT NAMES - DEFINITIONS AND REVISIONS

Order 2001-E, issued on December 23, 2003, refined product names by deleting and/or mapping some previously allowed names to valid product names, by clarifying name usage, and by defining some product names.

Product Name	Contract Product	Transaction Product	Definitions and Notes
BACK-UP POWER			USE "ENERGY"
BILLING SERVICE			USE "OTHER"
BLACK START SERVICE	X	X	Service available after a system-wide blackout where a generator participates in system restoration activities without the availability of an outside electric supply (Ancillary Service)
BOOKED OUT POWER		X	Energy or capacity contractually committed bilaterally for delivery but not actually delivered due to some offsetting or countervailing energy trade (Transaction only)
CAPACITY	X	X	A quantity of demand that is charged on a $/KW or $/MW basis
COST-BASED POWER			USE "ENERGY"
CUSTOMER CHARGE	X	X	Fixed contractual charges assessed on a per customer basis that could include billing service
DEMAND CHARGE			USE "CAPACITY"
DIRECT ASSIGNMENT FACILITIES CHARGE	X		Charges for facilities or portions of facilities that are constructed or used for the sole use/benefit of a particular customer
DYNAMIC TRANSFER			DELETE NAME
ECONOMY POWER			USE "ENERGY"
EMERGENCY ENERGY	X		Contractual provisions to supply energy or capacity to another entity during critical situations
ENERGY	X	X	A quantity of electricity that is sold or transmitted over a period of time
ENERGY FURNISHED WITHOUT CHARGE			USE "ENERGY"
ENERGY IMBALANCE	X	X	Service provided when a difference occurs between the scheduled and the actual delivery of energy to a load obligation
EXCHANGE AGREEMENT	X		Transaction whereby the receiver accepts delivery of energy for a supplier's account and returns energy later at times, rates, and in amounts as mutually agreed
FUEL CHARGE	X	X	Charge based on the cost or amount of fuel used for generation

GRANDFATHERED BUNDLED	X	X	Services provided for bundled transmission, ancillary services and energy under contracts effective prior to Order No 888's OATTs
INTERCHANGE POWER			USE "ENERGY"
INTERCONNECTION AGREEMENT	X		Contract that provides the terms and conditions for a generator, distribution system owner, transmission owner, transmission provider, or transmission system to physically connect to a transmission system or distribution system
LOAD FOLLOWING			USE "ENERGY"
MARGINAL PEAKING			USE "ENERGY"
MEMBERSHIP AGREEMENT	X		Agreement to participate and be subject to rules of a system operator
MUST RUN AGREEMENT	X		An Agreement that requires a Unit to run
NEGOTIATED-RATE TRANSMISSION	X		Transmission performed under a negotiated rate contract (applies only to merchant transmission companies)
NETWORK	X		Transmission service under contract providing network service
NETWORK OPERATING AGREEMENT	X		An executed agreement that contains the terms and conditions under which a network customer operates its facilities and the technical and operational matters associated with the implementation of network integration transmission service
OTHER	X	X	Product name not otherwise included
PEAKING			USE "ENERGY"
POINT-TO-POINT	X		Transmission service under contract between specified Points of Receipt and Delivery
POWER			USE "ENERGY"
REACTIVE SUPPLY & VOLTAGE CONTROL	X	X	Production or absorption of reactive power to maintain voltage levels on transmission systems (Ancillary Service)
REAL POWER TRANSMISSION LOSS	X	X	The loss of energy, resulting from transporting power over the a transmission system
REGULATION & FREQUENCY RESPONSE	X	X	Service providing for continuous balancing of resources (generation and interchange) with load, and for maintaining scheduled interconnection frequency by committing on-line generation whose output is raised or lowered as necessary to follow the moment-by-moment changes in load (Ancillary Service)
REQUIREMENTS SERVICE	X	X	Firm, load-following power supply necessary to serve a specified share of customer's aggregate load during the term of the agreement Requirements service may include some or all of the energy, capacity, and ancillary service products (If the components of the requirements service are priced separately, they should be reported separately in the transactions tab

RETURN IN KIND TRANSACTIONS BETWEEN CONTROL AREAS			USE "EXCHANGE"
SALE WITH EXCHANGE			USE "EXCHANGE"
SCHEDULE SYSTEM CONTROL & DISPATCH	X	X	Scheduling, confirming and implementing an interchange schedule with other Control Areas, including intermediary Control Areas providing transmission service, and ensuring operational security during the interchange transaction (Ancillary Service)
SPECIALIZED AFFILIATE TRANSACTIONS			USE APPROPRIATE PRODUCT NAME AND MARK COUNTERPARTY AS AN AFFILIATE
SPINNING RESERVE	X	X	Unloaded synchronized generating capacity that is immediately responsive to system frequency and that is capable of being loaded in a short time period (Ancillary Service)
SUPPLEMENTAL POWER			USE "ENERGY"
SUPPLEMENTAL RESERVE	X	X	Service needed to serve load in the event of a system contingency, available with greater delay than SPINNING RESERVE (Ancillary Service)
SYSTEM BLACK START CAPABILITY			Renamed. Use "BLACK START SERVICE"
SYSTEM IMPACT AND/OR FACILITIES STUDY CHARGE(S)			Delete. Not subject to reporting under the EQR
SYSTEM OPERATING AGREEMENTS	X		An executed agreement that contains the terms and conditions under which a system or network customer shall operate its facilities and the technical and operational matters associated with the implementation of network
TRANSMISSION OWNERS AGREEMENT	X		The agreement that establishes the terms and conditions under which a transmission owner transfers to an ISO operational control over designated transmission facilities
UNIT CAPACITY			USE "CAPACITY"
UNIT POWER SALE			USE "ENERGY" - Note: Unit Power Sale is now a Class Name