



Market Manual 3: Metering

**Part 3.8: Creating and
Maintaining Delivery
Point Relationships**

Issue 10.0

This procedure details the procedures to be followed by *market participants* to enable the creation and maintenance of *delivery point* relationships, after the *market commencement date*.

Disclaimer

The posting of documents on the Web site is done for the convenience of *market participants* and other interested visitors to the *IESO* Web site. Please be advised that, while the *IESO* attempts to have all posted documents conform to the original, changes can result from the original, including changes resulting from the programs used to format the documents for posting on the Web site as well as from the programs used by the viewer to download and read documents. The *IESO* makes no representation or warranty, express or implied, that the documents on this Web site are exact reproductions of the original documents listed. In addition, the documents and information posted on this Web site are subject to change. The *IESO* may revise, withdraw or make final these materials at any time at its sole discretion without further notice. It is solely your responsibility to ensure that you are up-to-date documents and information. This *market manual* may contain a summary of a particular *market rule*. Where provided, the summary has been used because of the length of the *market rule* itself. The reader should be aware, however, that where a *market rule* is applicable, the obligation that needs to be met is as stated in the *market rules*. To the extent of any discrepancy or inconsistency between the provisions of a particular *market rule* and the summary, the provision of the *market rule* shall govern.

Document ID	IMP_PRO_0057
Document Name	Part 3.8: Creating and Maintaining Delivery Point Relationships
Issue	Issue 10.0
Reason for Issue	Updated for Baseline 28.0
Effective Date	September 12, 2012

Document Change History

Issue	Reason for Issue	Date
1.0	Unapproved version released for Baseline 5.0	January 8, 2001
2.0	Board Approved version released for Baseline 6.0	February 19, 2001
3.0	Baseline 6.3	July 16, 2001
4.0	Baseline 7.0	January 16, 2002
5.0	Baseline 8.0	August 22, 2002
6.0	Issue released for Baseline 9.1	June 4, 2003
7.0	Issue released for Baseline 11.1	June 2, 2004
8.0	Issue released for Baseline 18.0	September 12, 2007
9.0	Updated for Baseline 23.1	June 2, 2010
10.0	Updated for Baseline 28.0	September 12, 2012

Related Documents

Document ID	Document Title
MDP_MAN_0003	Market Manual 3: Metering, Part 3.0: Metering Overview
MDP_PRO_0013	Market Manual 3: Metering, Part 3.2: Meter Point Registration and Maintenance
IMP_PRO_0047	Market Manual 3: Metering, Part 3.7: Totalization Table Registration

Table of Contents

Table of Contents	i
List of Figures	iii
List of Tables	iv
Table of Changes	v
Market Manuals	1
Market Procedures	1
Structure of Market Procedures	1
Conventions	1
1. Introduction	3
1.1 Purpose.....	3
1.2 Scope	3
1.3 Overview	3
1.4 Terminology Associated with this Process.....	4
1.4.1 Meter Point ID	4
1.4.2 Delivery Point.....	4
1.4.3 Metered Market Participant Relationship with the Delivery Point	4
1.4.4 Metered Market Participant Relationship with a Meter Point	5
1.4.5 Metering Service Provider Relationship with a Delivery Point	5
1.5 IT Applications that Support the Process	5
1.5.1 MV-STAR and MV-WEB	5
1.5.2 CDMS	5
1.6 Roles and Responsibilities	6
1.7 Contact Information.....	7
2. Procedural Work Flow	8
3. Procedural Steps	17
3.1 Creating Relationships for an Energy Market Delivery Point	18
3.2 Creating Relationships for a Transmission Tariffs Delivery Point	21
3.3 Changing the MMP for an Energy Market Delivery Point.....	26
3.4 Changing the MMPT for a Transmission Tariffs Delivery Point	30

3.5	Changing the MSP for an Energy Market / Transmission Tariff Delivery Point.....	33
3.6	An Embedded Generation Facility registered under the Alternative Metering Installation Standards for Embedded Generation Facilities.....	37
3.7	De-registering an Energy Market Delivery Point and their Relationships	40
3.8	De-registering an Embedded Energy Market Delivery Point and their Relationships	43
Appendix A: Forms		A-1
Appendix B: Sample of Transmitters List		B-1
References		1

List of Figures

Figure 2-1: Work Flow for Creating EM DP Relationships	9
Figure 2-2: Work Flow for Creating Transmission Tariffs Delivery Points and Relationships	10
Figure 2-3: Work Flow for Change of MMP for an EM Delivery Point.....	11
Figure 2-4: Work Flow for Change of MMPT for a TT Delivery Point.....	12
Figure 2-5: Work Flow for Change of MSP for a Delivery Point.....	13
Figure 2-6: Work Flow for an <i>Embedded Generation Facility</i> registered under the Alternative Metering Installation Standards for Embedded Generation Facilities	14
Figure 2-7: Work Flow for De-registering an EM DP and their Relationships	15
Figure 2-8: Work Flow for De-Registering an Embedded EM DP and their Relationships ...	16

List of Tables

Table 2-1: Legend for Procedural Work Flow Diagrams	8
Table 3-1: Procedural Steps for Creating Relationships for an Energy Market Delivery Point	18
Table 3-2: Procedural Steps for Creating Relationships for a Transmission Tariffs Delivery Point	21
Table 3-3: Procedural Steps for Changing the MMP for an Energy Market Delivery Point..	26
Table 3-4: Procedural Steps for Changing the MMPT for a Transmission Tariff Delivery Point	30
Table 3-5: Procedural Steps for Changing the MSP for an Energy Market / Transmission Tariffs Delivery Point.....	33
Table 3-6: Procedural steps for an Embedded Generation Facility registered under the Alternative Metering Installation Standards for Embedded Generation Facilities.....	37
Table 3-7: Procedural Steps for De-registering an Energy Market Delivery Point and their Relationships	40
Table 3-8: Procedural Steps for De-registering an Embedded Energy Market Delivery Point and their Relationships	43

Table of Changes

Reference (Section and Paragraph)	Description of Change
Section 1.5.2 and throughout document	Replaced references to the PLC (Participant Lifecycle) with CDMS (Customer Data Management System).

Market Manuals

The *market manuals* consolidate market procedures and associated forms, standards, and policies that define certain elements relating to the operation of the *IESO-administered markets*. Market procedures provide more detailed descriptions of the requirements for various activities than is specified in the *market rules*. Where there is a discrepancy between the requirements in a document within a *market manual* and the *market rules*, the *market rules* must prevail. Standards and policies appended to, or referenced in, these procedures provide a supporting framework.

Market Procedures

The “Metering Manual” is Volume 3 of the *market manuals*, and this document is “Part 3.8: Creating and Maintaining Delivery Point Relationships”.

A list of the other component parts of the “Metering Manual” is provided in “Part 3.0: Metering Overview”, in Section 2, “About This Manual”.

Structure of Market Procedures

Each market procedure is composed of the following sections:

1. **“Introduction”**, which contains general information about the procedure, including an overview, a description of the purpose and scope of the procedure, and information about roles and responsibilities of the parties involved in the procedure.
2. **“Procedural Work Flow”**, which contains a graphical representation of the steps and flow of information within the procedure.
3. **“Procedural Steps”**, which contains a table that describes each step and provides other detail related to each step.
4. **“Appendices”**, which may include such items as forms, standards, policies, and agreements.

Conventions

The *market manual* standard conventions are as defined in the “Market Manual Overview” document.

– End of Section –

1. Introduction

1.1 Purpose

This procedure describes the steps *market participants* must follow to register and maintain both *energy market* and *transmission tariff delivery points* (DPs).

Registering an *energy market delivery point* is part of *market entry* and the first step in *metering installation* registration (see “Part 3.2: Meter Point Registration and Maintenance”).

Registering a *transmission tariff (TT) delivery point* allows the *IESO* to collect transmission charges from *market participants* on behalf of the *transmitter*, as detailed in Section 3.2.

1.2 Scope

This procedure covers the steps to create and maintain *delivery point* relationships. Some of the steps in this procedure are related to, and are part of, procedures for *facilities* and *metering installation* registration not covered in this manual:

- Information about *market entry* can be found in “Market Manual 1: Market Entry, Maintenance, and Exit, Part 1.2: Market entry, Maintenance, and De-registration”.
- Information about *metering installation* registration can be found in Market Manual 3: Metering, Part 3.2: Meter Point Registration and Maintenance” and “Market Manual 3: Metering, Part 3.7: Totalization Table Registration”.

1.3 Overview

This document covers the registration and maintenance of *delivery points* for the *energy market* and *transmission tariffs*.

Energy market delivery points are created during *market entry*, but not accepted until *delivery point* registration is performed in this procedure. After the *delivery point* is accepted, *meter point* registration can proceed (Chapter 6, Section 6.1.2). The *IESO* uses the *delivery point* to settle market transactions with participants.

Transmission tariff delivery points are not created during *market entry*. These *delivery points* are communicated to the *IESO* from the *transmitter*, and are created and accepted in accordance with this procedure. The *IESO* collects *transmission tariffs* on behalf of the *transmitter* (Chapter 10, Section 2.1 of the *market rules*), but is not responsible for the accuracy or integrity of *delivery point* information (Chapter 10, Section 6.1.3.1 of the *market rules*).

For *embedded generators* connected after October 30, 1998 with a unit rating of 1 MW or higher, their *metering installations* will need to be registered by the *transmission customer* with the *IESO* (Refer to “Market Manual 3: Metering, Part 3.2: Meter Point Registration and Maintenance”).

Additional sub-procedures included in this document describe how to change relationships of a *metered market participant* or a *metering service provider* for a *delivery point*.

1.4 Terminology Associated with this Process

During the sub-procedures in this manual, several terms are used by the *IESO* in order to identify physical or logical features related to metering, *settlement* or *transmission tariffs*.

1.4.1 Meter Point ID

This ID identifies the physical location of the *metering installation* with a unique numerical code. During this registration procedure, the *IESO* marks the *meter point* ID(s) on the Single Line Diagram and the “Single Line Diagram-Submission Form”, before returning these documents to the *metering service provider*.

1.4.2 Delivery Point

The *delivery point* is the logical reference point for *settlements* in the wholesale *energy market*, and for the *transmission tariff* market. Totalization tables submitted during MI registration are always associated with a *delivery point*. Separate *delivery points* are created for *transmission tariffs* customers, as described in “Market Manual 3: Metering, Part 3.7: Totalization Table Registration”.

There are two categories of *transmission tariff delivery points*, namely *Network delivery points* and *Connection delivery points*. *Network delivery points* are used to determine charges that load customers must pay for the use of the *transmission system*. *Connection delivery points* are used to determine charges that customers, in addition to paying for the use of the *transmission system*, also pay for the transmission line and/or the step-down transformer through which they are fed.

Separate *delivery points* are created for *transmission customers* of either a *Network* or *Connection* type. Totalization tables are submitted for both the *Network* or *Connection delivery points*.

1.4.3 Metered Market Participant Relationship with the Delivery Point

The *market participant* that registers a *facility* must assign a *metered market participant* for each *delivery point* created in the process. This entitles the *metered market participant* to access *metering data* pertaining to, and to be settled at, the relevant *delivery point* (Chapter 6, Section 10.1.3 of the *market rules*). Also, the appointed *metered market participant* shall assign further relationships required for the complete definition of a *delivery point* as described in Sections 2 and 3.

1.4.4 Metered Market Participant Relationship with a Meter Point

During the process of Meter Point Registration, the *metered market participant* (on whose behalf the *metering service provider* registers the *meter point*) is associated with the newly created *meter point* that uniquely identifies the *metering installation*. This relationship reflects the responsibilities of the *metered market participant* with regard to the *metering installation*.

1.4.5 Metering Service Provider Relationship with a Delivery Point

Once a *metered market participant* has been assigned for a *delivery point*, the *metered market participant* must appoint, in turn, a *metering service provider* for the same *delivery point*. This relationship enables the appointed *metering service provider* to provide registration information to the IESO and to access *metering data* pertaining to that *delivery point*. (Chapter 6, Section 3.1.2.1 of the *market rules*, if the *metered market participant* is a *metering service provider*; Chapter 6, Section 3.1.3 of the *market rules*, if the *metered market participant* is not a *metering service provider*).

1.5 IT Applications that Support the Process

The process of creating and maintaining *delivery point* relationships is supported by several applications.

1.5.1 MV-STAR and MV-WEB

MV-Star receives *metering data* validated by MV-90 and generates totalization tables. The *delivery points* created and/or activated in this procedure are required for the totalization tables. The association between a *delivery point* and the relevant *meter points* is made in MV-Star, based on the totalization tables submitted by the *metering service provider*.

MV-WEB is the tool *market participants* can use to view and download market transactions.

1.5.2 CDMS

The Customer Data Management System (CDMS) is designed to meet the business requirements for the following business groups: System Capability, Market Entry and Metering Installation. The CDMS system is used by the three groups for the creation and maintenance of facility technical data:

- Registration of *market participants* and other organization types
- Registration of facilities and resources
- Registration of *metering installations*

The CDMS system maintains relationships between *Metered Market Participants* (MMP), *Metering Service Providers* (MSP), *transmitters* and/or *distributors*, and a *delivery point* (Resource).

Also, the CDMS system maintains profiles, permissions, privileges and accounts for MSP's, and MMP's. Once created and validated in CDMS, *metering*-relevant information, such as the *delivery point* relationships, is replicated to other *IESO* systems, such as MV-STAR.

1.6 Roles and Responsibilities

Market participants are responsible for:

- assigning/changing the *metered market participant* for the relevant *delivery point* and submitting this information, to the *IESO*;
- requesting the appointed *metered market participant* to assign/re-assign other relationships, as listed below, for a *delivery point* and submit them to the *IESO*; and
- requesting a newly-appointed *metered market participant* to identify all *meter point* IDs affected by its appointment and to communicate them to the *IESO*.

The *metered market participant* is responsible for:

- assigning a *metering service provider* and a *distributor* for a newly-created *energy market delivery point* as well as setting the target start date and submitting them to the *IESO* on the appropriate form;
- changing the *metering service provider* for a specific *delivery point*, identifying all *meter points* affected by the change, and communicating to the *IESO* changes as they relate to the *delivery point* and to the *meter points*, respectively; and
- when appointed to an existing *delivery point*, identifying all *meter points* affected by its appointment and communicating them to the *IESO*.

The *transmitter* is responsible for (Chapter 10, Sections 2, 3, 5 and 6; and Appendix 6.5, Section 1.3A of the *market rules*)

- providing to the *IESO* a list of all *transmission customers*, including the specific type: Network, Line Connection and/or Transformation Connection, as well as setting the target start date;
- informing all *transmission customers* of their obligation to register with the *IESO* as a *market participant for transmission tariffs*;
- resolving with the customer any discrepancies regarding the *transmission tariff delivery points* and communicating to the *IESO* relevant info thereof; and
- communicating to the *IESO* any changes in the list or in the configuration of *transmission customers*.

The *transmission customer* is responsible for:

- if not a *market participant* with the *IESO*, securing authorization with the *IESO* as a *market participant for transmission tariffs*;
- verifying in CDMS their assignment as MMPTs (Metered Market Participant Transmission) for the relevant *delivery point* and resolving any discrepancies with the *transmitter*;
- assigning a *metering service provider* for the *transmission tariff delivery point* and submitting the assignment to the *IESO*; and

- instructing the appointed *metering service provider* to register with the *IESO* any *meters* that are required for building *transmission tariff* totalization tables pertaining to the *delivery point* (Chapter 6, Section 6.1.2A of the *market rules*).
- instructing the appointed *metering service provider* to register with the *IESO* any *embedded generation facility* under the Alternative Metering Installation Standards for Embedded Generation Facilities as defined by the *transmitter* using IMO-FORM-1563.

The *IESO* is responsible for:

- receiving information from the *metered market participant*, *metering service provider* or *transmitter*, as mentioned earlier in this section, and entering relevant data into CDMS and filing information within Business Information & Records Management System (BIRM).
- communicating with *metered market participants*, *metering service providers* or *transmitters* to resolve inconsistencies in the information submitted;
- creating *transmission tariff delivery points*; and
- enabling the relationships and the start date for a *delivery point* (Chapter 10, Section 2.1 of the *market rules*).

1.7 Contact Information

If the *market participant* wishes to contact the *IESO*, the *market participant* can contact the *IESO* Customer Relations via email at customer.relations@ieso.ca or via telephone, mail or courier to the numbers and addresses given on the *IESO*'s Web site (www.ieso.ca - or click on 'Have a question?' to go to the 'Contacting the IESO' page). If *IESO* Customer Relations is closed, telephone messages or emails may be left in relevant voice or electronic *IESO* mail boxes, which will be answered as soon as possible by Customer Relations staff.

Standard forms that participants must complete for this procedure are listed in Appendix A. These forms are generally available for downloading on the *IESO*'s Web site. These signed forms as well as the accompanying supporting documentation must be transmitted to the *IESO* via mail or courier by using the appropriate address provided on the *IESO*'s Web site or on the form. All correspondence relating to this procedure shall identify the subject: **Delivery Point Creation or Maintenance**.

– End of Section –

2. Procedural Work Flow

The diagrams in this section represents the flow of work and information related to the *metering service provider* Registration procedure between the *IESO*, the primary external participant involved in the procedure, and any other parties.

For tasks/steps that imply the use of IT applications such as CDMS details can be found in the associated user guides, as listed in the Reference section, at the end of the document

The steps illustrated in the diagrams are described in detail in Section 3.

Table 2-1: Legend for Procedural Work Flow Diagrams

Legend	Description
Oval	An event that triggers task or that completes task. Trigger events and completion events are numbered sequentially within procedure (01 to 99).
Task Box	Shows reference number, party responsible for performing task (if “other party”), and task name or brief summary of task. Reference number (e.g. 1A.02) indicates procedure number within current <i>market manual</i> (1), sub-procedure identifier, if applicable, (A), and task number (02).
Solid horizontal line	Shows information flow between the <i>IESO</i> and external parties.
Solid vertical line	Shows linkage between tasks.
Broken line	Links trigger events and completion events to preceding or succeeding task.

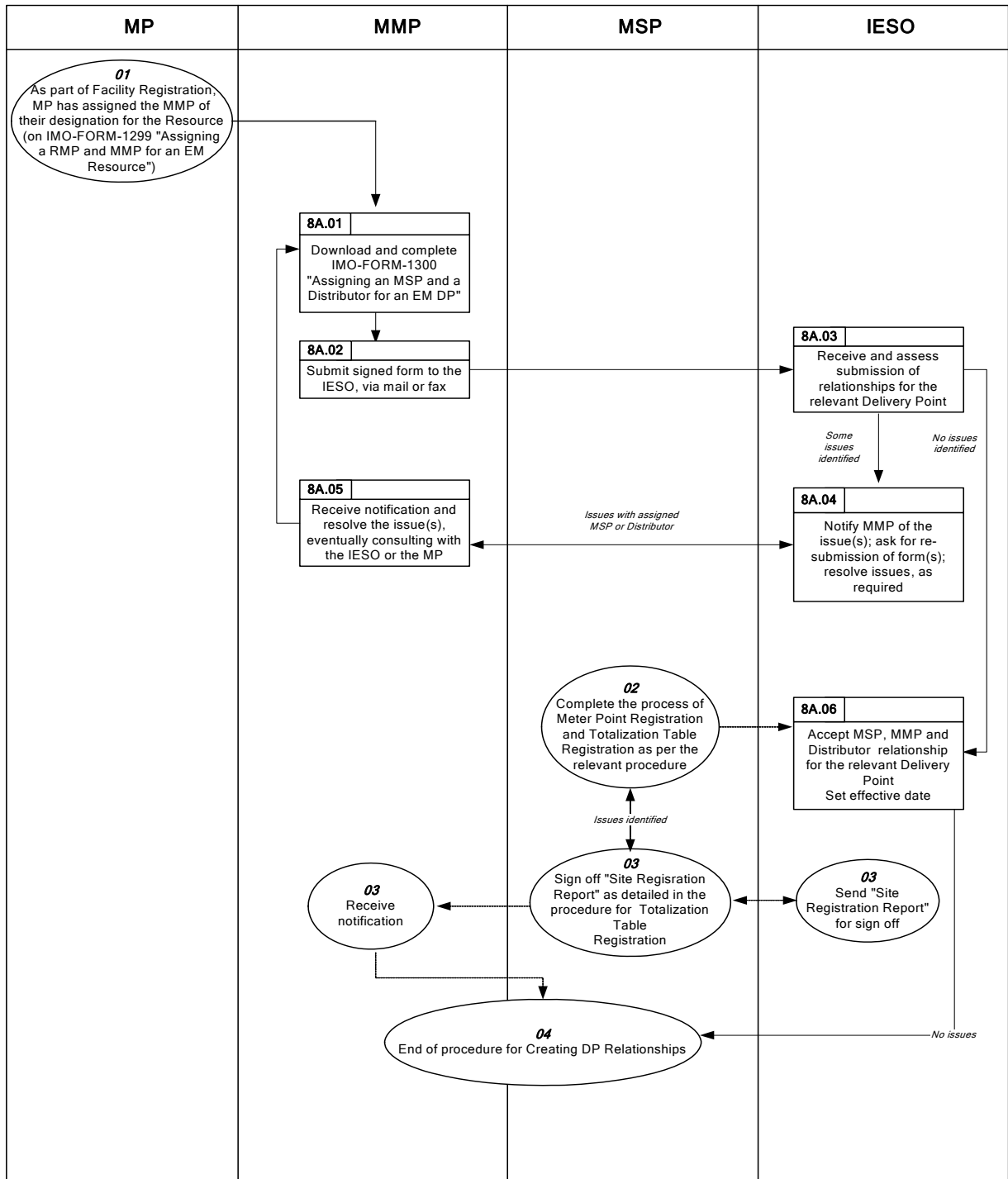


Figure 2-1: Work Flow for Creating EM DP Relationships

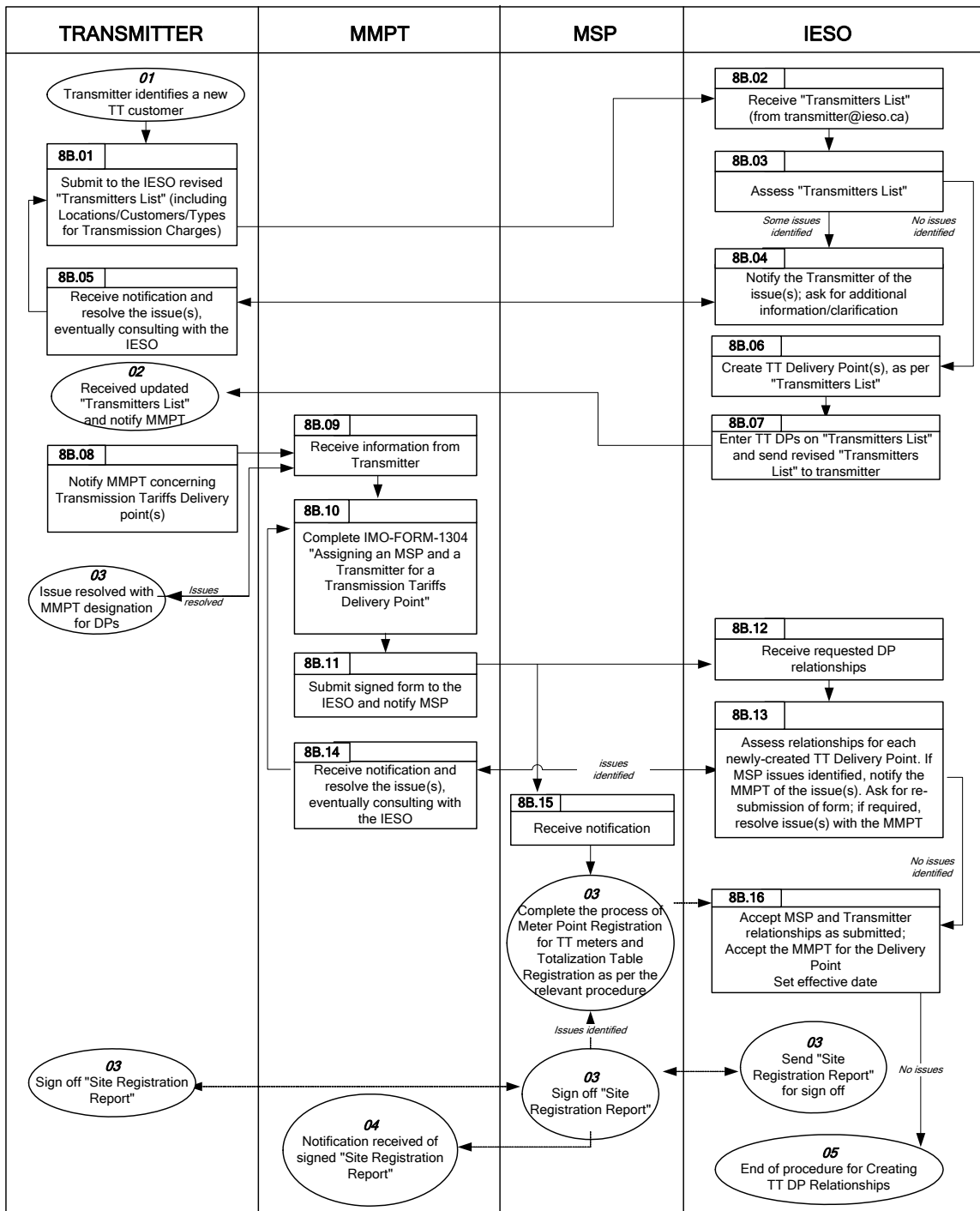


Figure 2-2: Work Flow for Creating Transmission Tariffs Delivery Points and Relationships

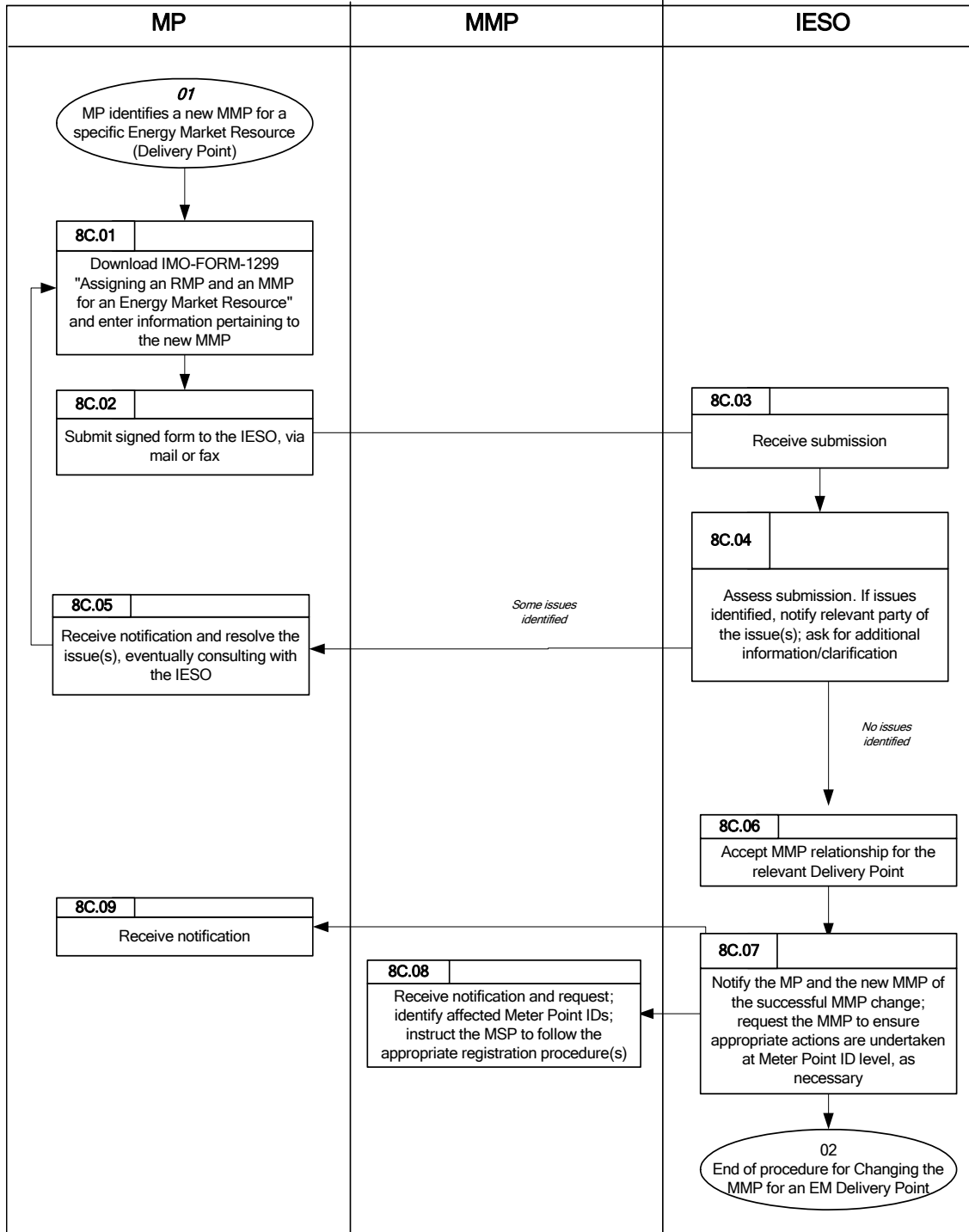


Figure 2-3: Work Flow for Change of MMP for an EM Delivery Point

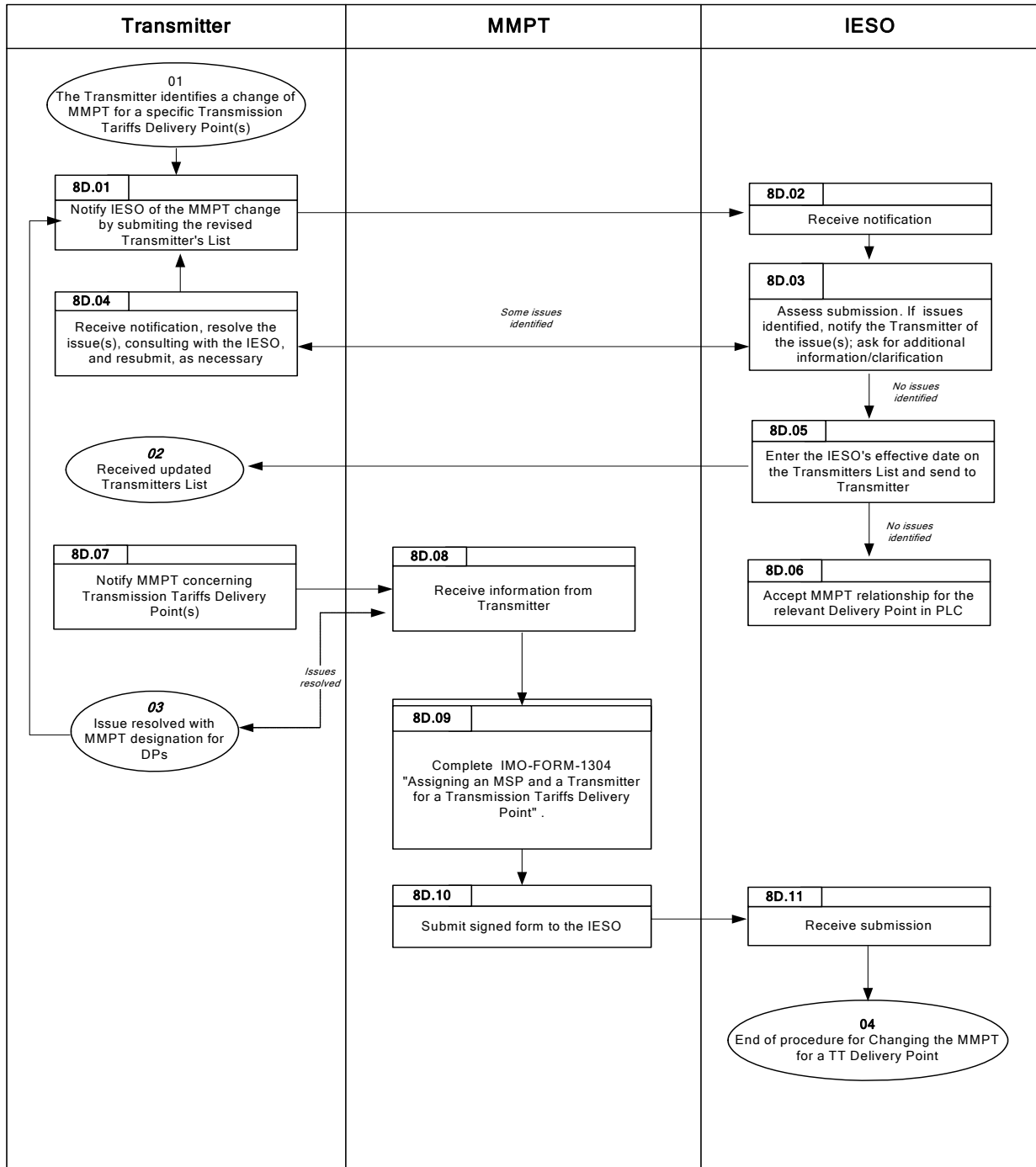


Figure 2-4: Work Flow for Change of MMPT for a TT Delivery Point

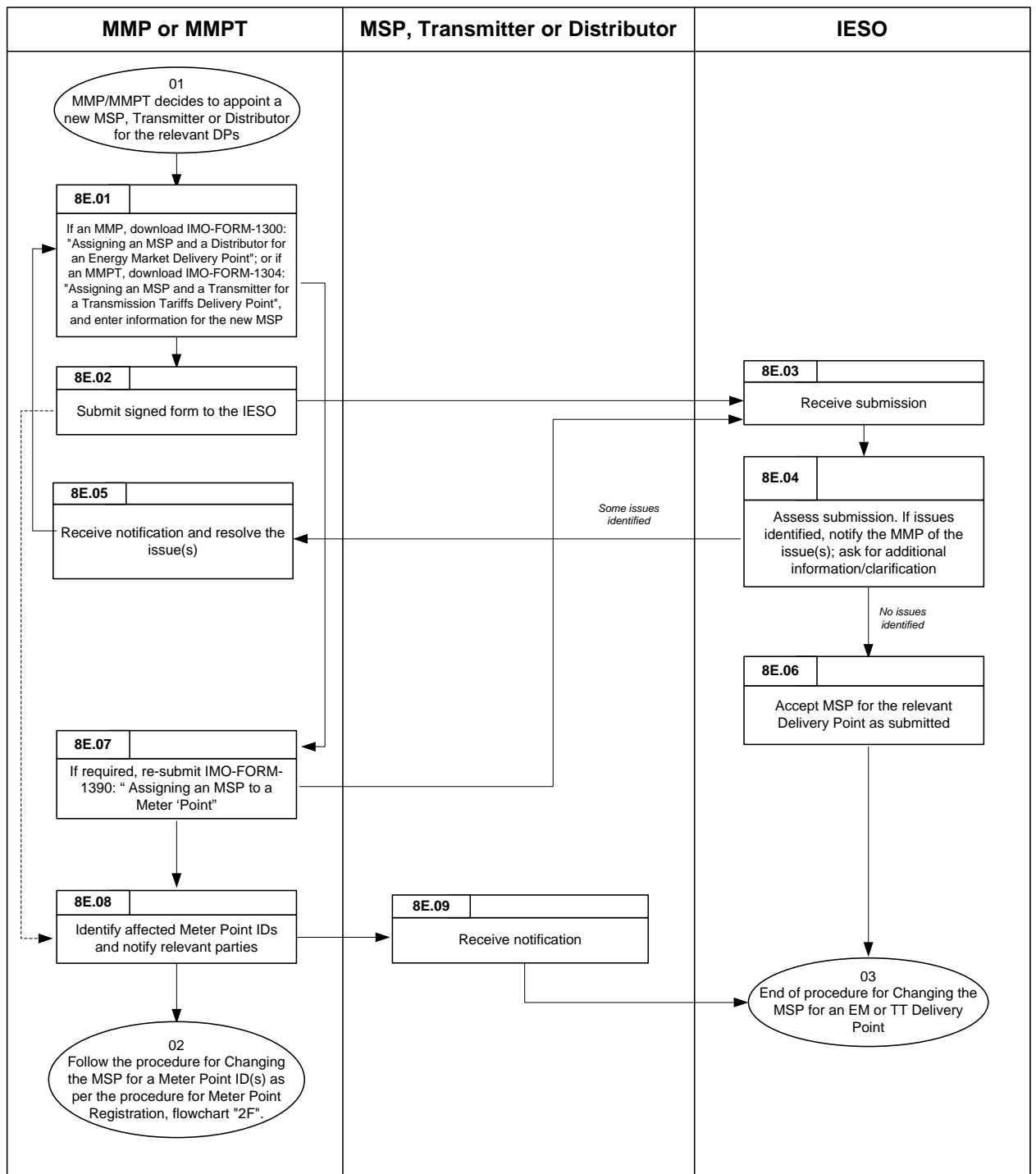


Figure 2-5: Work Flow for Change of MSP for a Delivery Point

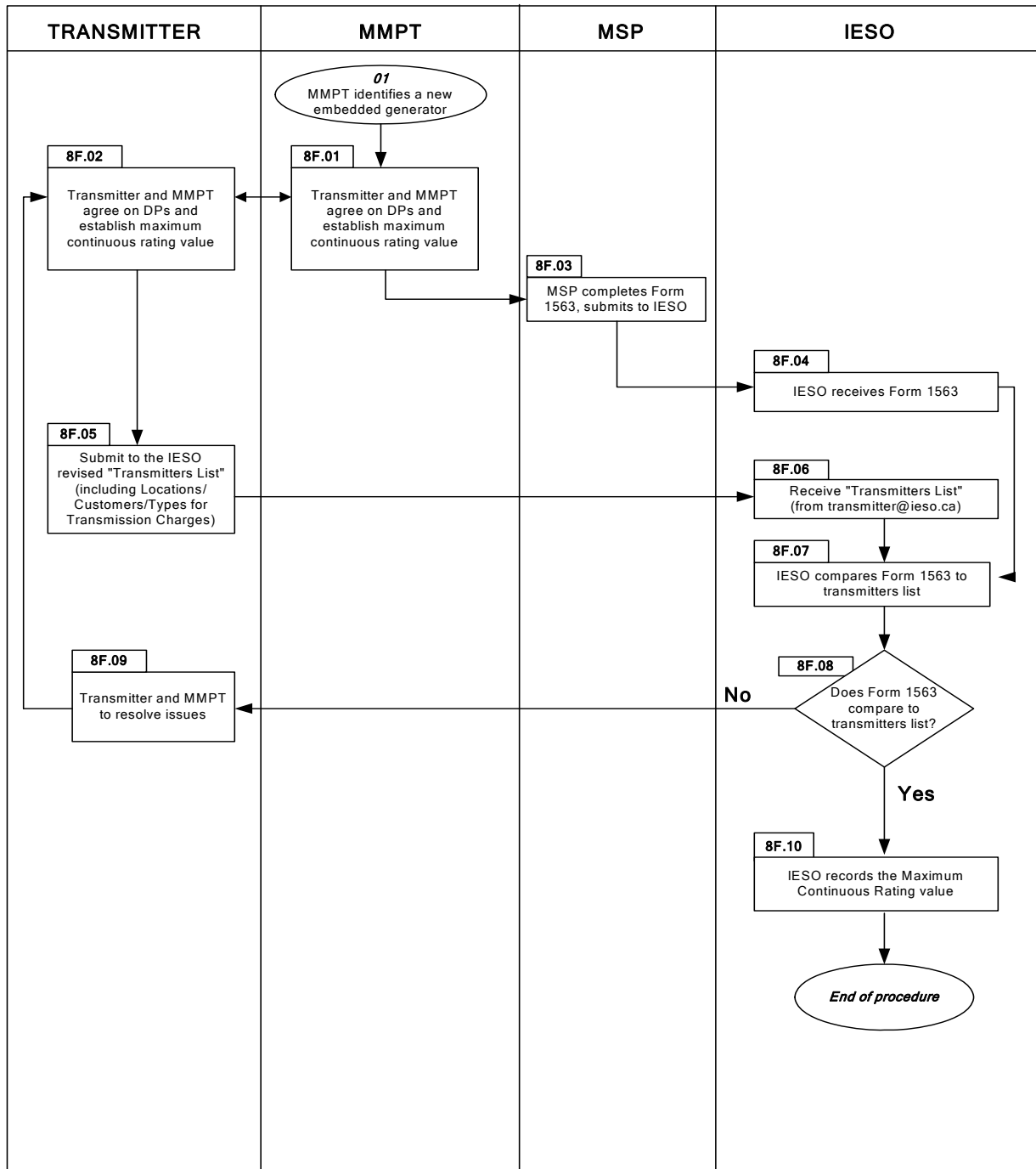


Figure 2-6: Work Flow for an *Embedded Generation Facility* registered under the Alternative Metering Installation Standards for Embedded Generation Facilities

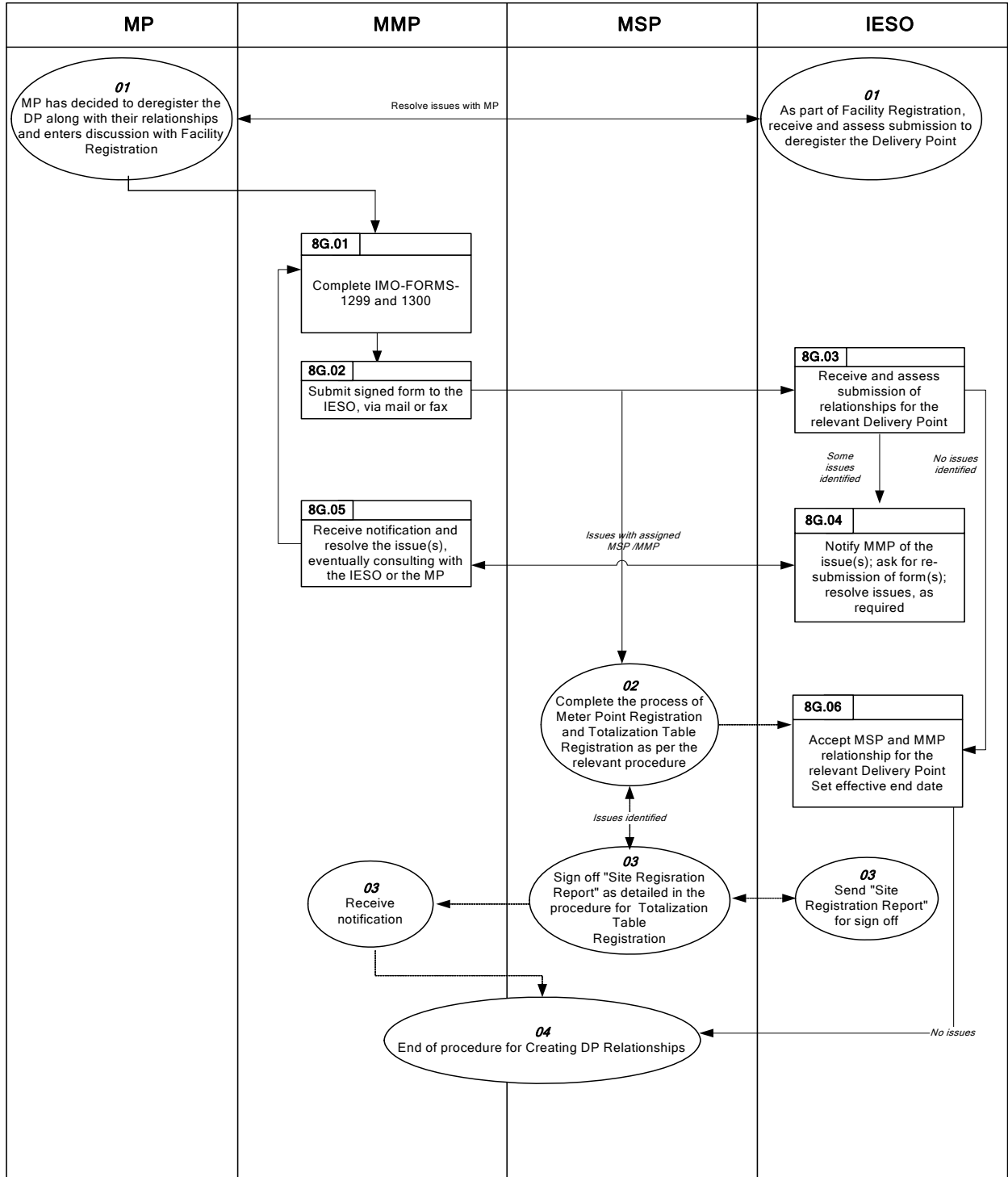


Figure 2-7: Work Flow for De-registering an EM DP and their Relationships

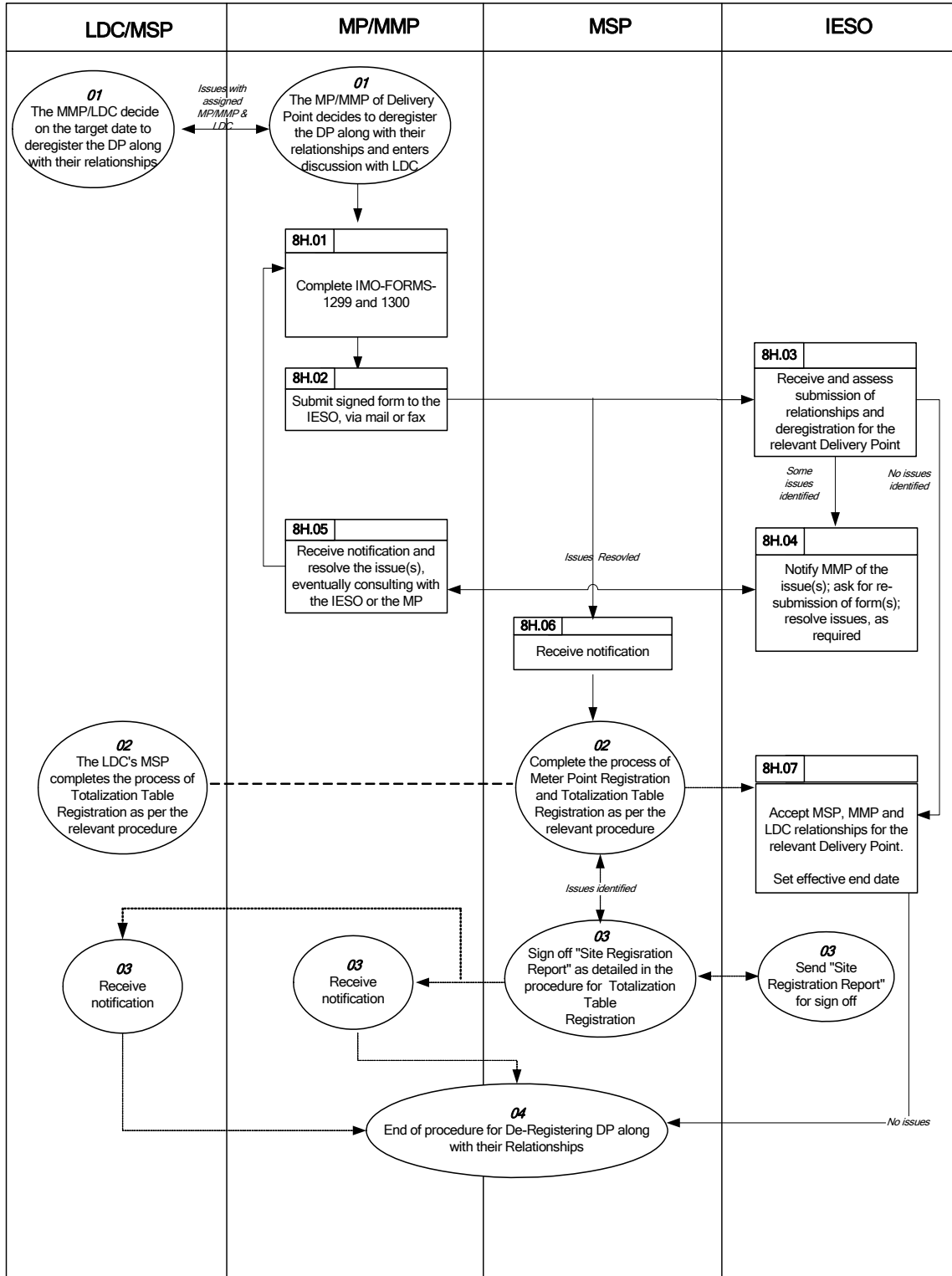


Figure 2-8: Work Flow for De-Registering an Embedded EM DP and their Relationships

– End of Section –

3. Procedural Steps

This section contains details on the tasks (steps) associated with creating and maintaining *delivery point* relationships. The steps described in each table of this section are illustrated in the corresponding flowcharts in Section 2.

The following table contains seven columns, as follows:

Ref

The numerical reference to the task.

Task Name

The task name as identified in Section 3.

Task Detail

Detail about the task.

When

A list of all the events that can trigger commencement of the task.

Resulting Information

A list of the information flows that may or must result from the task.

Method

The format and method for each information flow are specified.

Completion Events

A list of all the circumstances in which the task should be deemed finished.

3.1 Creating Relationships for an Energy Market Delivery Point

The following table is illustrated in Section 2, Figure 2-1.

Table 3–1: Procedural Steps for Creating Relationships for an Energy Market Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8A.01	Download and complete IMO-FORM-1300 “Assigning a Metering Service Provider and a Distributor for an Energy Market Delivery Point”.	<i>Metered market participant</i> downloads the form (IMO-FORM-1300) from the <i>IESO’s</i> Web site and completes the information against the relevant <i>delivery point</i> . The <i>metered market participant</i> then signs the form.	During the process of <i>market entry</i> , following the <i>IESO’s</i> creation of the relevant <i>delivery point</i> and the assignment of the <i>metered market participant</i> . For details, see “Market Manual 1: Market Entry, Maintenance and Exit, Part 1.2: Market entry, Maintenance and De-registration”. After Step 8A.01 or, in case of a re-submission, Step 8A.05.			IMO-FORM-1300 submitted to <i>IESO</i> .

Table 3–1: Procedural Steps for Creating Relationships for an Energy Market Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8A.02	Submit signed form to the <i>IESO</i> via mail or fax.	The <i>metered market participant</i> submits signed IMO-FORM-1300 to the <i>IESO</i> via mail or fax.	After Step 8A.01 or, in case of a re-submission, Step 8A.05.	IMO-FORM-1300 “Assigning a Metering Service Provider and a Distributor for an Energy Market Delivery Point” completed and signed.	Mail or fax.	“Assigning a Metering Service Provider and a Distributor for an Energy Market Delivery Point” sent to the <i>IESO</i> .
8A.03	Receive and assess submission of relationships for the relevant <i>delivery point</i> .	Upon receipt of the submission from the <i>metered market participant</i> , the <i>IESO</i> assesses <i>delivery point</i> relationships as submitted, including the assignment of the <i>metered market participant</i> that has been communicated during the process of <i>market entry</i> (see “Market Manual 1: Market Entry, Maintenance and Exit, Part 1.2: Market entry, Maintenance and De-registration”).	After Step 8A.02.	IMO-FORM-1300 “Assigning a Metering Service Provider and a Distributor for an Energy Market Delivery Point” received.		
8A.04	Notify <i>metered market participant</i> of the issue(s); ask for re-submission of form(s); resolve issues, as required.	The <i>IESO</i> notifies the <i>metered market participant</i> if the issues identified relate to relationships. The <i>IESO</i> may also advise the <i>metered market participant</i> on resolving the issues.	After Step 8A.03, if some issues with the submitted relationships have been identified.		Mail fax or email.	<i>Metered market participant</i> notified.

Table 3–1: Procedural Steps for Creating Relationships for an Energy Market Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8A.05	Receive notification and resolve the issue(s), eventually consulting with the <i>IESO</i> or the <i>market participant</i> .	The <i>metered market participant</i> receives <i>IESO's</i> notification and resolves the issue(s), eventually consulting with the <i>IESO</i> or the <i>market participant</i> .	After Step 8A.04, if notified.			
8A.06	Accept <i>metering service provider</i> , <i>metered market participant</i> and a <i>distributor</i> for the relevant <i>delivery point</i> Set effective date.	The <i>IESO</i> enters and accepts the <i>metering service provider</i> , <i>metered market participant</i> and <i>distributor</i> relationships for the relevant <i>delivery point</i> for the effective date. If issues with the sign off of the “Site Registration Report” will extend beyond the effective date, the date is adjusted accordingly.	After Step 8A.03, if no issues with the submitted relationships have been identified and after sending the <i>metering service provider</i> the “Site Registration Report” for sign off as part of the Totalization Table Registration process. See “Market Manual 3: Metering, Part 3.7: Totalization Table Registration”.		CDMS entry.	CDMS status of <i>metering service provider</i> , <i>metered market participant</i> and <i>distributor</i> relationships for the relevant <i>delivery point</i> is now ACCEPTED. The signed “Site Registration Report” completes the process. On the effective date, the approved <i>metered market participant</i> will have its <i>energy</i> account activated. The overall process of <i>metering installation</i> Registration is now complete.

3.2 Creating Relationships for a Transmission Tariffs Delivery Point

The following table is illustrated in Section 2, Figure 2-2.

Table 3–2: Procedural Steps for Creating Relationships for a Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8B.01	Submit to the <i>IESO</i> revised ‘Transmitters List’ (including Locations/Customers/Types for Transmission Charges).	The <i>transmitter</i> notifies the <i>IESO</i> of a new <i>transmission customer</i> including specific details. Refer to Appendix B for a sample ‘Transmitters List’.	Upon the <i>transmitter</i> identifying a new <i>transmission customer</i> .		Email to transmitter@theIESO.com.	‘Transmitters List’ sent to the <i>IESO</i> .
8B.02	Receive ‘Transmitters List’.	The <i>IESO</i> receives ‘Transmitters List’ from the <i>IESO</i> mailbox transmitter@theIESO.com.	After Step 8B.01.			‘Transmitters List’ received by <i>IESO</i> .
8B.03	Assess ‘Transmitters List’.	The <i>IESO</i> assesses the ‘Transmitters List’ submission. If there are no issues, go to Step 8B.06. If any issues have been identified, go to Step 8B.04.	After Step 8B.02.			
8B.04	Notify the <i>transmitter</i> of the issue(s); ask for additional information/clarification.	The <i>IESO</i> notifies the <i>transmitter</i> of the issues identified and requires additional information/clarification.	After Step 8B.03, if some issues have been identified by the <i>IESO</i> .			

Table 3–2: Procedural Steps for Creating Relationships for a Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8B.05	Receive notification and resolve the issue(s), eventually consulting with the <i>IESO</i> .	The <i>transmitter</i> receives the notification and resolves the issues identified, eventually consulting with the <i>IESO</i> .	After Step 8B.04.			Re-submission (Step 8B.01).
8B.06	Create <i>transmission tariff delivery point(s)</i> , as per ‘Transmitters List’.	The <i>IESO</i> creates and accepts <i>transmission tariff delivery point(s)</i> , as per ‘Transmitters List’.	After Step 8B.03, if no issues have been identified.	New <i>transmission tariff delivery point(s)</i> .	CDMS entry.	New <i>transmission tariff delivery point(s)</i> created and accepted in CDMS. <i>Transmission customer</i> identified by the <i>transmitter</i> becomes the proposed MMPT.
8B.07	Enter <i>transmission tariff delivery point(s)</i> , on ‘Transmitters List’ and send revised ‘Transmitters List’ to <i>transmitter</i> .	The <i>IESO</i> enters the <i>transmission tariff delivery point(s)</i> , on ‘Transmitters List’ and sends the revised ‘Transmitters List’ to <i>transmitter</i> .	After Step 8B.06.	Revised ‘Transmitters List’.	Email.	
8B.08	Notify MMPT concerning Transmission Tariffs Delivery Point.	<i>Transmission tariff delivery point(s)</i> are provided to MMPT.	After Step 8B.07.		<i>Transmitter’s</i> method.	
8B.09	Receive information from <i>Transmitter</i> .	The proposed MMPT receives <i>Transmitter’s</i> information.	After Step 8B.08.			

Table 3–2: Procedural Steps for Creating Relationships for a Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8B.10	Complete IMO-FORM-1304 “Assigning a Metering Service Provider and a Transmitter for a Transmission Tariffs Delivery Point”.	The MMPT completes and signs IMO-FORM-1304 “Assigning a Metering Service Provider and a Transmitter for a Transmission Tariffs Delivery Point” for each <i>transmission tariff delivery point</i> created at step 8B.06. If the MMPT is not the correct MMPT for the DP, this issue is resolved with the <i>transmitter</i> .	After Step 8B.09 or Step 8B.14.	“Assigning a Metering Service Provider and a Transmitter for a Transmission Tariffs Delivery Point” completed and signed.		
8B.11	Submit signed form to the <i>IESO</i> and notify the <i>metering service provider</i> .	The proposed MMPT submits signed IMO-FORM-1304 to the <i>IESO</i> .	After Step 8B.10.		Mail, courier or fax.	“Assigning a Metering Service Provider and a Transmitter for a Transmission Tariffs Delivery Point”, sent to the <i>IESO</i> .
8B.12	Receive requested <i>delivery point</i> relationships.	The <i>IESO</i> receives IMO-FORM-1304 containing the requested <i>delivery point</i> relationships.	After Step 8B.11.			

Table 3–2: Procedural Steps for Creating Relationships for a Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8B.13	Assess relationships for each newly-created <i>transmission tariff delivery point</i> . If <i>metering service provider</i> issues identified, notify the MMPT of the issue(s); ask for re-submission of form; if required, resolve issue(s) with MMPT.	The <i>IESO</i> assesses the relationships, as submitted, for each newly-created <i>transmission tariff delivery point</i> . If any <i>metering service provider</i> issues have been identified, the <i>IESO</i> notifies the MMPT of the issues and requests the re-submission of the form. Go to Step 8B.14. If there are no issues, go to Step 8B.17.	After Step 8B.12.			
8B.14	Receive notification and resolve the issue(s) eventually consulting with the <i>IESO</i> .	The MMPT receives the notification and resolves the issue(s) with the <i>IESO</i> or re-submits IMO-FORM-1304, as appropriate.	After Step 8B.13.			Issues resolved or IMO-FORM-1304 re-submitted.
8B.15	Receive MMPT's notification.	The MMPT notifies the <i>metering service provider</i> that it has been assigned to <i>transmission tariff delivery points</i> and to proceed with <i>meter point</i> registration, if applicable.	After Step 8B.11.			

Table 3–2: Procedural Steps for Creating Relationships for a Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8B.16	Accept <i>metering service provider</i> and <i>transmitter</i> relationships as submitted. Accept the MMPT for the <i>delivery point</i> . Set effective date.	<p>The <i>IESO</i> creates and accepts <i>metering service provider</i> and <i>transmitter</i> relationships, as submitted. The <i>IESO</i> creates and accepts the MMPT in CDMS for the effective date.</p> <p>If issues with the sign off of the “Site Registration Report” will extend beyond the effective date, the date is adjusted accordingly.</p>	<p>After Step 8B.13, if no issues with the submitted relationships have been identified and after sending the <i>metering service provider</i> the “Site Registration Report” for sign off as part of the Totalization Table Registration process. See "Market Manual 3: Metering, Part 3.7: Totalization Table Registration”.</p>		CDMS entry.	<p>CDMS status of <i>metering service provider</i>, <i>transmitter</i> and MMPT relationships for the relevant <i>delivery point</i> is now ACCEPTED.</p> <p>The signed “Site Registration Report” by the <i>metering service provider</i> and <i>Transmitter</i> completes the process.</p> <p>On the effective date, the approved <i>metered market participant</i> will have its transmission account activated.</p> <p>End of procedure for creating <i>transmission tariff delivery points</i> and associated relationships.</p>

3.3 Changing the MMP for an Energy Market Delivery Point

The following table is illustrated in Section 2, Figure 2-3.

Table 3–3: Procedural Steps for Changing the MMP for an Energy Market Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8C.01	Download IMO-FORM-1299 “Assigning an RMP and a Metered Market Participant for an Energy Market Resource” and enter information pertaining to the new <i>metered market participant</i> .	The <i>market participant</i> downloads IMO-FORM-1299 “Assigning a Registered Market Participant and a Metered Market Participant for an Energy Market Resource”, enters information pertaining to the new <i>metered market participant</i> for the relevant <i>energy market delivery point</i> and signs the form.	When <i>market participant</i> identifies a new <i>metered market participant</i> for the relevant <i>energy market Resource (delivery point</i> or after Step 8C.06, if re-submission required.	IMO-FORM-1299 “Assigning a Registered Market Participant and a Metered Market Participant for an Energy Market Resource” completed with <i>metered market participant</i> information and signed.	<i>IESO</i> Web site.	
8C.02	Submit signed form to the <i>IESO</i> via mail or fax.	The <i>market participant</i> submits “Assigning an RMP and a Metered Market Participant for an Energy Market Resource”; thus notifying the <i>IESO</i> of the new <i>metered market participant</i> .	After Step 8C.01.	New <i>metered market participant</i> for the relevant <i>delivery point</i> identified to the <i>IESO</i> .	Mail or fax.	“Assigning an RMP and a Metered Market Participant for an Energy Market Resource” sent to the <i>IESO</i> .
8C.03	Receive submission.	The <i>IESO</i> receives <i>market participant’s</i> submission.	After Step 8C.02.	New <i>metered market participant</i> relationship.		

Table 3–3: Procedural Steps for Changing the MMP for an Energy Market Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8C.04	Assess submission. If issues identified, notify relevant party of the issue(s); request additional information /clarification.	The <i>IESO</i> assesses the submission. If there are no issues, go to Step 8C.06. If any issues have been identified, the <i>IESO</i> notifies the relevant party of the issue(s) and requests additional information / clarification. Go to Step 8C.05.	After Step 8C.03.			
8C.05	Receive notification and resolve the issue(s), eventually consulting with the <i>IESO</i> .	The <i>market participant</i> receives <i>IESO's</i> notification and resolves the issue(s), eventually consulting with the <i>IESO</i> .	After Step 8C.04 if issues with <i>market participant's</i> submission have been identified.			
8C.06	Accept <i>metered market participant</i> relationship for the relevant <i>delivery point</i> .	The <i>IESO</i> approves the <i>metered market participant</i> relationship for the relevant <i>delivery points</i> by changing the CDMS status of the corresponding relationships to ACCEPTED.	After Step 8C.04 if no issues with <i>market participant's</i> submission have been identified.	New <i>metered market participant</i> accepted.		

Table 3–3: Procedural Steps for Changing the MMP for an Energy Market Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8C.07	Notify the <i>market participant</i> and the new <i>metered market participant</i> of the successful <i>metered market participant</i> change; request the <i>metered market participant</i> to ensure appropriate actions are undertaken at <i>meter point ID</i> level, as necessary.	The <i>IESO</i> notifies the <i>market participant</i> and the new <i>metered market participant</i> of the success of <i>metered market participant</i> change and requests the <i>metered market participant</i> to ensure appropriate actions are undertaken at <i>meter point ID</i> level.	After Step 8C.06, if no issues have been identified with regard to the submission.		Mail or fax.	End of procedure for Changing <i>metered market participant</i> for an <i>energy market</i> and <i>delivery point</i> . CDMS status of <i>metered market participant</i> relationships for the relevant <i>delivery point</i> is now ACCEPTED. On the effective date, the new <i>metered market participant</i> will have its <i>energy</i> account activated.

Table 3–3: Procedural Steps for Changing the MMP for an Energy Market Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8C.08	Receive notification and request; identify affected <i>meter point</i> IDs; instruct the <i>metering service provider</i> to follow the appropriate procedure(s).	<p>The <i>metered market participant</i> receives <i>IESO’s</i> notification and request. The <i>metered market participant</i> identifies the affected <i>meter point</i> IDs and instructs the <i>metering service provider</i> to follow the procedure for Changes to MV-90 Master File that do not affect <i>metering data</i>, as described in Table 3-4 of “Meter Point Registration”.</p> <p>If, at this point, the new <i>metered market participant</i> intends to also change the <i>metering service provider</i> for the relevant <i>delivery points</i>, the procedure detailed in Table 3-5 must be followed in parallel.</p>	After Step 8C.07.			

3.4 Changing the MMPT for a Transmission Tariffs Delivery Point

The following table is illustrated in Section 2, Figure 2-4.

Table 3–4: Procedural Steps for Changing the MMPT for a Transmission Tariff Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8D.01	Notify <i>IESO</i> of the MMPT change. by submitting the revised <i>transmission tariff</i> Customer List.	The <i>transmitter</i> notifies the <i>IESO</i> of the MMPT change.	When the <i>transmitter</i> identifies a new MMPT for the relevant <i>transmission tariff delivery point</i> .		Mail or fax.	Notification sent to the <i>IESO</i> .
8D.02	Receive notification.	<i>IESO</i> receives <i>transmitter's</i> notification.	After Step 8D.01.	New MMPT.		
8D.03	Assess submission. If issues identified, notify <i>transmitter</i> of the issue(s); request additional information /clarification.	The <i>IESO</i> assesses the submission. If there are no issues, go to Step 8D.05. If any issues have been identified, the <i>IESO</i> notifies the relevant party of the issue(s) and requests additional information / clarification. Go to Step 8D.04.	After Step 8D.02.			

Table 3–4: Procedural Steps for Changing the MMPT for a Transmission Tariff Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8D.04	Receive notification and resolve the issue(s), eventually consulting with the <i>IESO</i> .	The <i>transmitter</i> receives <i>IESO</i> 's notification and resolves the issue(s).	After Step 8D.03 if issues with 'Transmitters List' submission have been identified.			
8D.05	Enter the <i>IESO</i> 's effective date on the 'Transmitters List' and send to <i>transmitter</i> .	The <i>IESO</i> enters the effective date on 'Transmitters List' and sends the revised 'Transmitters List' to <i>transmitter</i> .	After Step 8D.03.	Revised 'Transmitters List'.		
8D.06	Accept MMPT relationship for the relevant <i>delivery point</i> in CDMS.	The <i>IESO</i> creates and accepts a new MMPT relationship in CDMS.	After Step 8D.05 if no issues have been identified with regard to the submission.		CDMS.	New MMPT relationship accepted for the relevant <i>delivery points</i> .
8D.07	Notify MMPT concerning Transmission Tariffs Delivery Point(s).	Transmission tariff delivery point(s) are provided to the MMPT.	After Step 8D.06.		<i>Transmitter's</i> method.	
8D.08	Receive information from <i>Transmitter</i> .	The proposed MMPT receives <i>Transmitter's</i> information.	After Step 8D.08.	.		
8D.09	Complete IMO-FORM-1304 "Assigning an MSP and a Transmission Tariffs Delivery Point".	The MMPT completes the Form.	After Step 8D.08.	Completed IMO-FORM-1304.		

Table 3–4: Procedural Steps for Changing the MMPT for a Transmission Tariff Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8D.10	Submit signed form to the <i>IESO</i> .	The MMPT sends the signed and completed IMO-FORM-1304 to the <i>IESO</i> .	After Step 8D.09.	Signed IMO-FORM-1304.	Fax, mail or courier.	IMO-FORM-1304 submitted to the <i>IESO</i> .
8D.11	Receive submission.	The <i>IESO</i> receives signed IMO-FORM-1304.	After Step 8D.10.			<p>IMO-FORM-1304 received by the <i>IESO</i>.</p> <p>End of procedure for Changing MMPT for a <i>transmission tariff delivery point(s)</i>.</p> <p>CDMS status of MMPT relationship for the relevant <i>delivery points</i> is now ACCEPTED.</p> <p>On the effective date, the accepted MMPT will have its transmission charges activated.</p>

3.5 Changing the MSP for an Energy Market / Transmission Tariff Delivery Point

The following table is illustrated in Section 2, Figure 2-5.

Table 3–5: Procedural Steps for Changing the MSP for an Energy Market / Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8E.01	If a <i>metered market participant</i> , download standard form “Assigning a Metering Service Provider and a Distributor for and Energy Market Delivery Point”, or if an MMPT, download form “Assigning an MSP and a Transmitter for a Transmission Tariffs Delivery Point”, and enter information pertaining to the new <i>metering service provider</i> .	The <i>metered market participant</i> or MMPT downloads the relevant form, enters information pertaining to the new <i>metering service provider</i> , and signs the form.	When the <i>metered market participant</i> decides to appoint a new <i>metering service provider</i> for the relevant <i>delivery point</i> .	Completed form.	<i>IESO</i> Web site.	
8E.02	Submit signed form to the <i>IESO</i> .	The <i>metered market participant</i> submits the signed form to the <i>IESO</i> .	After Step 8E.01.		Mail or fax.	Form sent to the <i>IESO</i> .
8E.03	Receive submission.	The <i>IESO</i> receives the form submitted by the <i>metered market participant</i> .	After Step 8E.02.			Form received by the <i>IESO</i> .

Table 3–5: Procedural Steps for Changing the MSP for an Energy Market / Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8E.04	Assess submission. If issues identified, notify the <i>metered market participant</i> of the issue(s); ask for additional information /clarification.	The <i>IESO</i> assesses the submission of the new <i>metering service provider</i> If there are any issues with regard to the submission; the <i>IESO</i> notifies the <i>metered market participant</i> of the issue(s) and requests additional information/clarification. Go to Step 8E.05. If there are no issues, go to Step 8E.06.	After Step 8E.03.	Information assessed.	Mail, fax or email.	
8E.05	Receive notification and resolve the issue(s).	The <i>metered market participant</i> receives <i>IESO's</i> notification, resolves the issues and retakes step 8E.01, as appropriate.	After Step 8E.04.			Notification received by the <i>metered market participant</i> ; issues resolved.
8E.06	Accept <i>metering service provider</i> for the relevant <i>delivery point</i> as submitted.	The <i>IESO</i> creates and accepts the <i>metering service provider</i> relationship for the relevant <i>delivery point</i> by changing the CDMS status of the corresponding relationships to ACCEPTED.	After Step 8E.04, if no issues, with regard to the submission, have been identified.	New <i>metering service provider</i> accepted as relationship for the relevant <i>delivery point</i> .		CDMS status of <i>metering service provider</i> relationship for the relevant <i>delivery point</i> is now ACCEPTED. On the effective date, the approved <i>metering service provider</i> can access relevant <i>metering data</i> .

Table 3–5: Procedural Steps for Changing the MSP for an Energy Market / Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8E.07	If required, re-submit IMO-FORM-1390: “Assigning a Metering Service Provider to a Meter Point”.	The <i>metered market participant</i> or MMPT downloads the relevant form, enters information pertaining to the new <i>metering service provider</i> , and submits the form.	After Step 8E.01. when the <i>metered market participant</i> decides to appoint a new <i>metering service provider</i> for the relevant <i>delivery point</i> , all <i>meter points</i> under that <i>delivery point</i> will now be assigned to the new <i>metering service provider</i> . However, if a <i>meter point</i> has a different <i>metering service provider</i> assigned to it, then the <i>metered market participant</i> must re-submit IMO-FORM-1390 to re-establish the correct assignment to the <i>meter point</i> .	Correct assignment of a <i>metering service provider</i> to a <i>meter point</i> under the relevant <i>delivery point</i> .		Form sent to the <i>IESO</i>

Table 3–5: Procedural Steps for Changing the MSP for an Energy Market / Transmission Tariffs Delivery Point

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8E.08	Identify affected Meter Point IDs and notify relevant parties.	The <i>metered market participant</i> /MMPT proceeds to identify the <i>meter point</i> IDs affected. The <i>metered market participant</i> /MMPT notifies the new <i>metering service provider</i> of its successful appointment to the <i>delivery point</i> .	After Step 8E.02.			Changes at <i>meter point</i> level are initiated.
8E.09	Receive notification.	The new <i>metering service provider</i> receives the notification.	After Step 8E.08.			End of procedure for Changing <i>metering service provider</i> for an <i>energy market</i> or <i>transmission tariffs delivery point</i> .

3.6 An Embedded Generation Facility registered under the Alternative Metering Installation Standards for Embedded Generation Facilities.

The following table is illustrated in Section 2, Figure 2-6.

Table 3–6: Procedural steps for an Embedded Generation Facility registered under the Alternative Metering Installation Standards for Embedded Generation Facilities

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
01	MMPT identifies a new <i>embedded generator</i> .	Upon the MMPT identifying a new <i>embedded generator</i> for which they are the <i>transmission customer</i> , the MMPT advises the <i>transmitter</i> of the new <i>generator</i> .				
8F.01 and 8F.02	MMPT and <i>transmitter</i> agree on DPs and establish <i>maximum continuous rating</i> .	The MMPT and the <i>transmitter</i> agree on the <i>maximum continuous rating</i> of the <i>embedded generator</i> and the relevant <i>transmission delivery points</i> .				
8F.03	MSP completes Form 1563, and submits to the <i>IESO</i> .	<i>Metering service provider</i> downloads the form (IMO-FORM-1563) from the <i>IESO</i> 's Web site and completes the information against the relevant <i>delivery point</i> .	30 days prior to the start of generation.		Mail or fax.	IMO-FORM-1563 completed.
8F.04	<i>IESO</i> receives Form 1563.	<i>IESO</i> receives the completed IMO-FORM-1563, reviews for completeness.	After step 8F.03.			

Table 3–6: Procedural steps for an Embedded Generation Facility registered under the Alternative Metering Installation Standards for Embedded Generation Facilities

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8F.05	<i>Transmitter</i> submits revised ‘Transmitters List’ to the <i>IESO</i> .	<i>Transmitter</i> revises the ‘Transmitters List’ to include information relating to the changes to the transmission <i>delivery points</i> .	After step 8F.02.		Email to transmitter@ieso.ca.	‘Transmitters List’ sent to the <i>IESO</i> .
8F.06	<i>IESO</i> receives ‘Transmitters List’.	<i>IESO</i> receives revised ‘Transmitters List’.	After step 8F.05.			‘Transmitters List’ received at the <i>IESO</i> .
8F.07	<i>IESO</i> compares Form 1563 to ‘Transmitters List’.	The <i>IESO</i> compares the MMPT name, the <i>embedded generation facility</i> name, the <i>delivery points</i> and the <i>maximum continuous rating</i> received on IMO-FORM-1563 to the information received on the ‘Transmitters List’.	After steps 8F.04 and 8F.06.			Comparison completed.
8F.08	If the ‘Transmitters List’ and Form 1563 do not compare go to 8F.09, and if they do compare go to 8F.10.	If the information on IMO-FORM-1563 does not match the ‘Transmitters List’, the <i>IESO</i> advises the <i>transmitter</i> of the mismatch and the <i>transmitter</i> and the MMPT work to resolve the mismatch – go to 8F.09. If they do match, then this is a satisfactory outcome – go to 8F.10.	After step 8F.07.			Mismatch or match identified.

Table 3–6: Procedural steps for an Embedded Generation Facility registered under the Alternative Metering Installation Standards for Embedded Generation Facilities

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8F.09	<i>Transmitter</i> and MMPT to resolve issues.	The <i>transmitter</i> and the MMPT resolve the mismatch between the ‘Transmitters List’ and IMO-FORM-1563.	After step 8F.08.			Issues resolved.
8F.10	<i>IESO</i> records the <i>maximum continuous rating</i> .	<i>IESO</i> records the IMO-FORM-1563 information for use when the <i>transmitter</i> and MMPT do not agree on the annual consumption.	After step 8F.09.			Information recorded.

3.7 De-registering an Energy Market Delivery Point and their Relationships

The following table is illustrated in Section 2, Figure 2-7.

Table 3–7: Procedural Steps for De-registering an Energy Market Delivery Point and their Relationships

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8G.01	Complete IMO-FORMS-1299 and 1300.	<i>Metered market participant</i> completes the information against the relevant <i>delivery point</i> and then signs the forms (IMO-FORMS-1299 and 1300).	After the <i>Market Participant</i> has discussion with <i>market entry</i> . For details, see “Market Manual 1: Market Entry, Maintenance and Exit, Part 1.2: Market entry, Maintenance and De-registration”. After Step 8G.01 or, in case of a re-submission, Step 8G.05.			IMO-FORMS-1299 and 1300 submitted to <i>IESO</i> .
8G.02	Submit signed forms to the <i>IESO</i> via mail or fax.	The <i>metered market participant</i> submits the signed forms to the <i>IESO</i> via mail or fax.	After Step 8G.01 or, in case of a re-submission, Step 8G.05.	IMO-FORMS-1299 and 1300, completed and signed.	Mail or fax.	Completed and signed forms sent to the <i>IESO</i> .

Table 3–7: Procedural Steps for De-registering an Energy Market Delivery Point and their Relationships

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8G.03	Receive and assess submission of relationships for the relevant <i>delivery point</i> .	Upon receipt of the submission from the <i>metered market participant</i> , the <i>IESO</i> assesses <i>delivery point</i> relationships as submitted, including the assignment of the <i>metered market participant</i> that has been communicated during the process of <i>market entry</i> (see “Market Manual 1: Market Entry, Maintenance and Exit, Part 1.2: Market entry, Maintenance and De-registration”).	After Step 8G.02.	IMO-FORMS-1299 and 1300 received.		
8G.04	Notify <i>metered market participant</i> of the issue(s); ask for re-submission of form(s); resolve issues, as required.	The <i>IESO</i> notifies the <i>metered market participant</i> if the issues identified relate to relationships. The <i>IESO</i> may also advise the <i>metering service provider</i> on resolving the issues.	After Step 8G.03, if some issues with the submitted relationships have been identified.		Mail fax or email.	<i>Metered market participant</i> notified.
8G.05	Receive notification and resolve the issue(s), eventually consulting with the <i>IESO</i> or the <i>market participant</i> .	The <i>metered market participant</i> receives <i>IESO’s</i> notification and resolves the issue(s), eventually consulting with the <i>IESO</i> or the <i>market participant</i> .	After Step 8G.04, if notified.			

Table 3–7: Procedural Steps for De-registering an Energy Market Delivery Point and their Relationships

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8G.06	Accept <i>metering service provider</i> and <i>metered market participant</i> Relationships for the relevant <i>delivery point</i> Set effective end date.	The <i>IESO</i> enters and accepts the <i>metering service provider</i> and <i>metered market participant</i> relationships for the relevant <i>delivery point</i> for the effective end date. If issues with the sign off of the “Site Registration Report” will extend beyond the effective date, the date is adjusted accordingly.	After Step 8G.03, if no issues with the submitted relationships have been identified and after sending the <i>metering service provider</i> the “Site Registration Report” for sign off as part of the Totalization Table Registration process. See “Market Manual 3: Metering, Part 3.7: Totalization Table Registration”.		CDMS entry.	CDMS status of <i>metering service provider</i> and <i>metered market participant</i> relationships for the relevant <i>delivery point</i> is now End Dated. The signed “Site Registration Report” completes the process. On the effective end date, the approved <i>metered market participant</i> will have its <i>energy</i> account deactivated. The overall process of <i>Delivery Point</i> Deregistration and their Relationships is now complete.

3.8 De-registering an Embedded Energy Market Delivery Point and their Relationships

The following table is illustrated in Section 2, Figure 2-8.

Table 3–8: Procedural Steps for De-registering an Embedded Energy Market Delivery Point and their Relationships

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8H.01	Complete IMO-FORMS-1299 and 1300.	<i>Metered market participant</i> completes the information against the relevant <i>delivery point</i> and then signs the forms (IMO-FORMS-1299 and 1300).	After the <i>Market Participant</i> has discussion with LDC. After Step 8H.01 or, in case of a re-submission, Step 8H.05.			IMO-FORMS-1299 and 1300 submitted to <i>IESO</i> .
8H.02	Submit signed forms to the <i>IESO</i> via mail or fax.	The <i>metered market participant</i> submits the signed forms to the <i>IESO</i> via mail or fax.	After Step 8H.01 or, in case of a re-submission, Step 8H.05.	IMO-FORMS-1299 and 1300, completed and signed.	Mail or fax.	Completed and signed forms sent to the <i>IESO</i> .
8H.03	Receive and assess submission of relationships for the relevant <i>delivery point</i> .	Upon receipt of the submission from the <i>metered market participant</i> , the <i>IESO</i> assesses <i>delivery point</i> relationships as submitted.	After Step 8H.02.	IMO-FORMS-1299 and 1300 received.		

Table 3–8: Procedural Steps for De-registering an Embedded Energy Market Delivery Point and their Relationships

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8H.04	Notify <i>metered market participant</i> of the issue(s); ask for re-submission of form(s); resolve issues, as required.	The <i>IESO</i> notifies the <i>metered market participant</i> if the issues identified relate to relationships. The <i>IESO</i> may also advise the <i>metering service provider</i> on resolving the issues.	After Step 8H.03, if some issues with the submitted relationships have been identified.		Mail fax or email.	<i>Metered market participant</i> notified.
8H.05	Receive notification and resolve the issue(s), eventually consulting with the <i>IESO</i> or the <i>market participant</i> .	The <i>metered market participant</i> receives <i>IESO's</i> notification and resolves the issue(s), eventually consulting with the <i>IESO</i> or the <i>market participant</i> .	After Step 8H.04, if notified.			
8H.06	Receive MMP notification.	The MMP notifies the <i>metering service provider</i> that it has been assigned to de-register the <i>delivery point</i> .	After Step 8H.02.			

Table 3–8: Procedural Steps for De-registering an Embedded Energy Market Delivery Point and their Relationships

Ref.	Task Name	Task Detail	When	Resulting Information	Method	Completion Events
8H.07	Accept <i>metering service provider</i> , <i>metered market participant</i> and <i>LDC</i> Relationships for the relevant <i>delivery point</i> Set the effective end date.	The <i>IESO</i> enters and accepts the <i>metering service provider</i> , <i>metered market participant</i> and <i>LDC</i> relationships for the relevant <i>delivery point</i> for the effective end date. If issues with the sign off of the “Site Registration Report” will extend beyond the effective date, the date is adjusted accordingly.	After Step 8H.03, if no issues with the submitted relationships have been identified and after sending to both <i>metering service providers</i> the “Site Registration Reports” for sign off as part of the Totalization Table Registration process. See “Market Manual 3: Metering, Part 3.7: Totalization Table Registration”.		CDMS entry.	CDMS status of <i>metering service provider</i> , <i>metered market participant</i> and <i>LDC</i> relationships for the relevant <i>delivery point</i> is now End Dated. Both the signed “Site Registration Reports” complete the process. On the effective date, the approved <i>metered market participant</i> will have its <i>energy</i> account de-activated. The overall process of <i>Delivery Point</i> Deregistration and their Relationships is now complete.

– End of Section –

Appendix A: Forms

This Appendix contains a list of forms used in this procedure, which are available on the *IESO's* Web site (<http://www.theieso.ca/>). The forms included are listed in the table below.

Form Name	FORM No.
Single Line Diagram - Submission Form	IMO-FORM-1041
Assigning a Registered Market Participant and a Metered Market Participant for an Energy Market Resource	IMO-FORM-1299
Assigning a Metering Service Provider and a Distributor for an Energy Market Delivery Point	IMO-FORM-1300
Assigning a Metering Service Provider and a Transmitter for a Transmission Tariffs Delivery Point	IMO-FORM-1304
Assigning a Metering Service Provider to a Meter Point	IMO-FORM-1390
Registration of an Embedded Generation Facility	IMO-FORM-1563

– End of Section –

Appendix B: Sample of Transmitters List

This Appendix contains a sample of a ‘Transmitters List’ submitted to the *IESO* by a *transmitter*. The list informs the *IESO* of *transmission customers* associated with a *delivery point*. The list is sent by email as: XYZ_YYYY_MM_DD

TRANSMITTER: (e.g. XYZ)

Facility Name (Station)	Transmission Customer Name	Transmission Network DP	Transmission Connection DP	Pays Transformation Connection Pool?	Pays Line Connection Pool?	Embedded Generator				IESO Effective Date	Transmitter Effective Date
						Generator Name	Maximum Continuous Rating (MW)	Wholesale Registered Meter/Form 1563	Start Date of Generator		
Station TS	Town Utilities Corporation	100001	100002	Yes	Yes	Town District Energy		WRM	2002/05/01	2007/01/01	2006/11/01
						General Hospital Co-Generation	4.5	Form 1563	2007/01/01		

– End of Section –

References

Document ID	Document Title
MDP_RUL_0002	Market Rules for the Ontario Electricity Market
MDP_PRO_0016	Market Manual 1: Market Entry, Maintenance, and Exit, Part 1.2: Market entry, Maintenance and De-Registration
MDP_MAN_0003	Market Manual 3: Metering, Part 3.0: Metering Overview
MDP_PRO_0007	Market Manual 3: Metering, Part 3.1: Metering Service Provider (MSP) Registration, Revocation, and De-registration
MDP_PRO_0013	Market Manual 3: Metering, Part 3.2: Meter Point Registration and Maintenance
IMP_PRO_0047	Market Manual 3: Metering, Part 3.7: Totalization Table Registration

– End of Document –