

1.0 Introduction

The Newfoundland and Labrador System Operator (NLSO) requires that all transmission service reservations be made on the NLSO's Open Access Same-Time Information System (OASIS). This *NLSO OASIS User Guide* provides guidance to using the NLSO OASIS to find transmission service information and to reserve transmission service from the NLSO. This guide is not intended to be a user manual for Open Access Technology International's (OATI) webSmartOASIS. For information on using webSmartOASIS please refer to the applications on-line help.

Only NLSO Transmission Customers have access to the transmission services offered by the NLSO. To become a Transmission Customer of the NLSO, refer to the "Procedure to Become an Eligible Customer" and "Procedure to Become a Transmission Customer" found on the NLSO OASIS. A Transmission Service Agreement must be in place.

Capitalized terms in this document are defined in Section 2.0 of the *NL Transmission Policies and Procedures* found in the documents section of the NLSO OASIS.

2.0 Access to the NLSO's OASIS - Public

The NLSO utilizes OATI's webSmartOASIS to make its transmission services commercially available and requires that all transmission service reservations be made on webSmartOASIS. webSmartOASIS can be found at <https://www.oasis.oati.com>.

To access the NLSO's public page, click on the Newfoundland and Labrador Hydro logo (shown at the top of this page) on the left hand side of the webSmartOASIS home page. This page contains public information relating to the NLSO's transmission services. However, in order for a Transmission Customer to submit a transmission reservation, it must first register with OATI. Registration forms can be found under the 'Registration' menu on the top left hand side of the public page of webSmartOASIS. Access to the OATI webSmartOASIS System also requires that a Transmission Customer obtain an OATI Digital Certificate(s) and create an individual user account(s). The registration process is coordinated by the OATI Help Desk (763-201-2020). After the customer registration process with OATI has been completed, it is recommended that Transmission Customers ensure they have been set up as an active Transmission Customer by contacting the NLSO's Manager, Reliability Standards and Commercial Compliance by phone at

(709) 570-5906 or by email at transmissionservices@nlh.nl.ca. Only active Transmission Customers will be permitted to submit a Transmission Service Reservation.

3.0 NLSO Homepage – Non-Public

Once registered, Transmission Customers can access the non-public webSmartOASIS page by clicking the Login button and providing a user name and password. Once logged in to webSmartOASIS, the NLSO's non-public homepage can be accessed by clicking on the Newfoundland and Labrador Hydro logo on the top of the page (users may have to scroll to the left or right to locate the logo). It is on the NLSO Homepage that the NLSO will post transmission-related notices, documents and required links for Transmission Customers. Transmission related information will be posted on the left side of the homepage under the 'Documents' tab of the menu panel. General news and notices will be posted on the right side of the home page under the 'NLSO News and Updates' section.

4.0 NLSO Transmission Data

The NLSO's Transmission Service data, Ancillary Service data, transmission paths, Point(s) of Receipt (POR)/Point(s) of Delivery (POD), and source/sink points can be found under the 'Base Data' menu. Select the menu item for the data to be displayed and set the Provider filter to 'NLSO'.

5.0 Transfer Capability

Total Transfer Capability (TTC) data and Available Transfer Capability (ATC) data are posted on OASIS for each transmission path and POR/POD combination. The methodology for calculating TTC and ATC is described in the Methodology to Assess Available Transfer Capability document posted in the 'Documents' section of the NLSO Homepage. Transmission Customers can access the NLSO's TTC, TRM, CBM values and other ATC related information from the System Data Summary display under the 'ATC/AFC' menu by setting the Provider Filter to 'NLSO'. Click on the Posting Ref link to see the details.

6.0 Transmission Service Offerings

Transmission Customers can see the NLSO's transmission service offerings for each transmission path on the Transmission Offering Summary display under the 'ATC/AFC' menu and by setting the Provider Filter to 'NLSO'. A detailed view of each offering is available by clicking on the Posting Ref number. Transmission Service Reservations can be created directly from the transmission service offering. An offering corresponds to the capacity offered over a specific path for a particular increment.

7.0 Transmission Service Reservation (TSR)

Transmission Customers may reserve transmission service on the NLSO OASIS. To reserve transmission service, a Transmission Customer must create a Transmission Service Reservation (TSR). A TSR can be created from an existing TSR or from a blank TSR entry form. The blank TSR entry form can be accessed under the 'Transactions' menu by clicking the 'New TSR' menu item. New TSR's can be created from an existing TSR on the Reservation Summary. TSRs are received and processed according to the path and chronological order in which they are queued. The status of a TSR can be monitored on the Reservation Summary Display found under the 'Transactions' menu. The status of a request corresponds to the last step it has gone through in the process leading to its acceptance or rejection. It is the Transmission Customer's responsibility to monitor the status of TSRs on OASIS and to act accordingly (for example, once the NLSO has changed the status of a TSR to ACCEPTED, the Transmission Customer must then assign a status of CONFIRMED within a set time). The NLSO will not contact the Transmission Customer to notify them that a confirmation is required. A detailed view of each reservation is available by clicking on the Assign Ref number.

8.0 Notices

Transmission Customers may view notices posted by the NLSO under the 'Notices' menu, selecting the applicable menu item (i.e., Messages, Discretion, Standards of Conduct, or Personnel) and by setting the Provider filter to 'NLSO'. General news and notices will be posted on the right side of the home page under the 'NLSO News and Updates' section.