New Customer Application Requirements for Transmission Service, Version 7

Effective: TBD

This Business Practice describes the requirements that must be satisfied to become a BPA Transmission Services' Point to Point (PTP) or Network Integration (NT) Customer who may request transmission service.

Version 7 has been updated to provide clarity in the process of becoming a new transmission customer with BPA and update information.

This Business Practice is out for comment through September 6, 2013. Changes have not been captured in redline due to the volume of updates.

Submit comments to techforum@bpa.gov.

A. General Requirements

1. In order to become a BPA Transmission Services' Customer, an entity must qualify as an Eligible Customer as defined in BPA's Open Access Transmission Tariff (OATT) prior to requesting Transmission Service with BPA.

2. For assistance in the BPA application process, call BPA Transmission Services (360) 619 - 6016 and request the assignment of a BPA Transmission Services Account Executive.

B. Eligible Customer Registration Requirements

1. An Eligible Customer must complete the registration requirements below prior to submitting an application to become a Transmission Services' Customer as listed in Section C. **Note:** The entities listed below with whom an eligible customer must register are not affiliated with BPA. BPA does not manage or maintain instructions for the registration processes of these organizations.
   a. Obtain a D-U-N-S® number: A D-U-N-S® number is obtained from Dun and Bradstreet at http://fedgov.dnb.com/webform.
   b. Register with North American Energy Standards Board (NAESB) for an Electric Industry Registry (EIR) number at http://www.naesb.org, The NAESB EIR is in the left hand column. An EIR number is a unique code that is associated with an Entity's particular role within the industry. To request PTP Service or NT Service an entity must obtain an EIR number by completing the OATI webRegisty at: https://www.naesbwry.oati.com/NAESBWRY/sys-index.wml, as either a Transmission Contract Holder (TCH) or Purchase-Selling Entity (PSE), as applicable. This NAESB User guide may be helpful before you start the registration process: http://www.naesb.org/ . **Note:** This step must be completed prior to step c.
   c. Register with Open Access Technology International, Inc. (OATI) digital certificate: Access the OATI site at www.oatioasis.com/bpat/ and click the registration option in the upper left hand corner or contact OATI at (763) 201 - 2000.

C. BPA Application Requirements

An Eligible Customer must complete, print, sign, and submit all applicable Customer application forms and required documentation listed under Additional Information/Forms below. Submit forms and required documentation to the assigned Transmission Account Executive using one of the following methods:

US Postal Service:	Bonneville Power Administration Transmission Marketing and Sales – TSE/TPP-2 P.O. Box 61409 Vancouver, WA 98666-1409
Overnight Delivery Service:	Bonneville Power Administration Transmission Marketing and Sales – TSE/TPP-2 7500 NE 41st Street, Suite 130 Vancouver, WA 98662 Required Phone Number (360) 619 - 6016
Facsimile (fax):	(360) 619 - 6940
Email:	TxRequests@bpa.gov. Enter APPLICATION in the subject line of the email. This email address provides an automated reply indicating that the application was received.

Note: If the forms and required documentation are faxed or emailed, BPA Transmission Services must receive the original signed hard copies of the forms and required documentation within five Business Days after the date BPA receives the fax or email.

D. Execution of a Transmission Agreement

1. After an Eligible Customer satisfies all of the requirements above, a BPA Transmission Services Account Executive will coordinate the offer of a Transmission Agreement (Agreement) to the Customer which includes applicable Exhibits (See Attachments A and F of the OATT for examples of PTP and NT Agreements and Exhibits). BPA Transmission Services requires separate Agreements for PTP and NT Transmission Service.
2. An Eligible Customer must sign and return the hardcopy Agreement to BPA Transmission Services at the address listed above by Close of Business on the 15th calendar day after the Date of Tender. The due date for the Agreement will be included in a cover letter accompanying the Agreement.

3. After the Eligible Customer meets all requirements above and receives an original executed Agreement between BPA Transmission Services and the Eligible Customer, the Customer will be able to complete transactions via OASIS. See the Requesting Transmission Service Business Practice for submittal procedures.

E. Additional Information
Policy Reference

- OATT: Sections 1.12, 17, 29, Attachment A and Attachment F

Related Business Practices

- Customer Data Entry
- Real Power Loss Return
- Requesting Transmission Service
- Reservation Agent
- Scheduling Agent
- Scheduling Transmission Service

Forms

Forms and Required Documentation:	Required For:
Articles of Incorporation **OR** State-Issued Documentation	All Customers
Transmission Credit Application	All Customers
Transmission Customer Contact Information	All Customers
BPA form 4220.01f , Federal Tax Withholding for Foreign Entities Applied to Payment and BPA form 4220.01b, New Foreign Vendor Profile Request (both forms are in one attachment). **OR** Substitute IRS form W9e, Request for Taxpayer Identification Number and Certification (BPA form 03-2007) and BPA form 4220.01ae, New Vendor Profile Request, (both forms are in one attachment).	For customers with a parent company headquartered in a foreign country. For customers headquartered in the United States. As a Federal Agency, BPA is required to wire all Customer refunds, so this form must include bank wiring account information (under Vendor Express Enrollment).

Additional Reference Forms & Required Documentation, as applicable.

Notification of Real Power Loss Return Type	If applicable, email form to **RPLPForm@bpa.gov.** The form is available under the Real Power Loss Return Business Practice under Forms. The form must be received according to the timeframe stated in the Real Power Loss Return Business Practice.

A Customer Date Entry (CDE) Agreement	Available from your Account Executive.
Reservation Agent Agreement	Available from your Account Executive.
Scheduling Agent Agreement	Available from your Account Executive.
Metering Data Management Reporting (MDMR)Access	Available from your Account Executive.

Version History

Version 7	Xx/xx/xx Version 7 has been updated to provide clarity in the process of becoming a new transmission customer with BPA and update information.
Version 6	1/25/13 Version 6 replaces forms: Substitute W9e: Request for Taxpayer Identification Number and Certification dated 03/2007 and BPA form 2440.02ae New Vendor Profile Request dated 10/2006 W-8BEN: Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding with the following updated forms in Section D under Forms: Substitute IRS form W9e: Request for Taxpayers Identification Number and Certification dated 01/2013 and BPA form 4220.01ae: Certification and New Vendor Profile Request dated 01/2013 (both forms are in one attachment) BPA form 4220.01f: Federal Tax Withholding for Foreign Entities Applied to Payments dated 01/13 and BPA form 4220.01b: New Foreign Vendor Profile Request dated 01/13 (both forms are in one attachment)
Version 5	11/13/12 Version 5 replaces NERC's online TSIN registration in A.2.b with the NAESB Electric Industry Registry (EIR) as the sole registry source. The TSIN Registry site has been decommissioned effective November 13, 2012 making the NAESB Electric Industry Registry (EIR) the official source of registry data.
Version 4	05/01/12 Version 4 includes the requirement of new customers to register with the Electric Industry Registry (EIR) in addition to TSIN Registry in step A.2.b. The TSIN Registry requirement will be decommissioned and will occur after successful completion of a parallel operations period. This date will be determined by NAESB and result in a revision to this business practice.
Version 3	11/30/10 Version 3 of this business practice includes the following update due to Customer Data Entry (CDE) replacing Customer Web Interface (CWI): • Deleted step 3.2.4.3
Version 2	07/30/10 Version 2 of this business practice includes the following changes:-Step 3.2.4.7 moved to step 3.2.4.6, -Step 3.2.4.6 moved to step 3.2.4.6.1 and added "If the Eligible Customer is headquartered in a foreign country, submit the" to the beginning of the step and "instead of the Substitute IRS Form W9e." to the end of the step for clarity. Also, "a parent company of" was deleted.
Version 1	04/10/09 The New Customer Application Process for Transmission Service, version 1, Business Practice is the result of separating the Application Process for Transmission Service into two business practices: New Customer Application Process for Transmission Service and Requesting Transmission Service. This Business Practice replaces the Becoming a New BPA Transmission Services Customer web page and includes all the web page information.