# USER GUIDE: SYSTEM MANAGEMENT'S MARKET PARTICIPANT INTERFACE

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| PREPARED BY: | AEMO System Management (WA) |
| VERSION: | 1.0 |
| EFFECTIVE DATE: | 1 February 2020 |
| STATUS: | FINAL |

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## VERSION RELEASE HISTORY

| Version | Effective Date | Summary of Changes |
|---|---|---|
| 1.0 | 1 February 2020 | Initial AEMO release |

## CONTENTS

# 1. INTRODUCTION

## 1.1. Purpose

The purpose of this user guide is to assist Market Participants communicate with System Management using the Market Participant Interface (MPI).

## 1.2. Definitions and Glossary

### 1.2.1. Glossary

The words, phrases and abbreviations in the table below have the meanings set out opposite them when used in this user guide.

| Term | Definition |
|---|---|
| MPI | Market Participant Interface |
| POP | Proposed Outage Plan |
| WEM | Wolesale Electricity Market |

# 2. LOGGING ON

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

To access MPI, go the following web page:
https://services.westernpower.com.au/online/nbu/do/restricted/Home

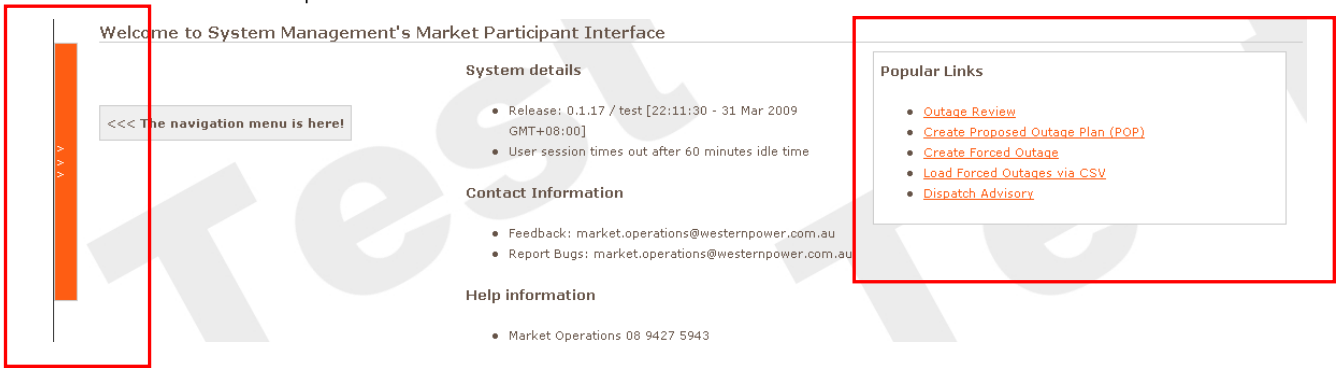
Enter your *User Id* and *Password* to login.

# 3. MAIN MENU

Once logged on, the following page will appear.

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

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




Moving the mouse over the grey box will allow a menu to appear.


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

## 4. OUTAGE REVIEW

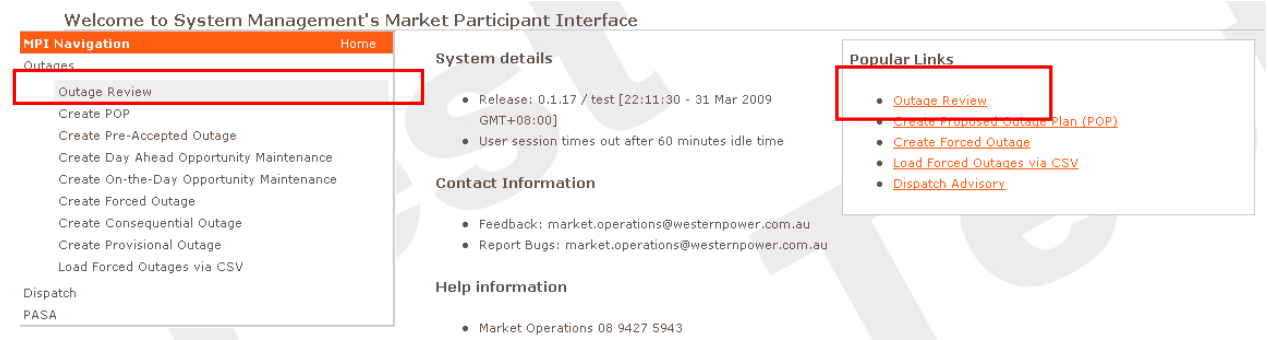
All market participants can view all other market participant outages, but only when the outages are in their *Approved* or *Approved with Conditions* stage.

When an item in a category is selected, to unselect it, hold *Ctrl* and click on the previously selected resources.

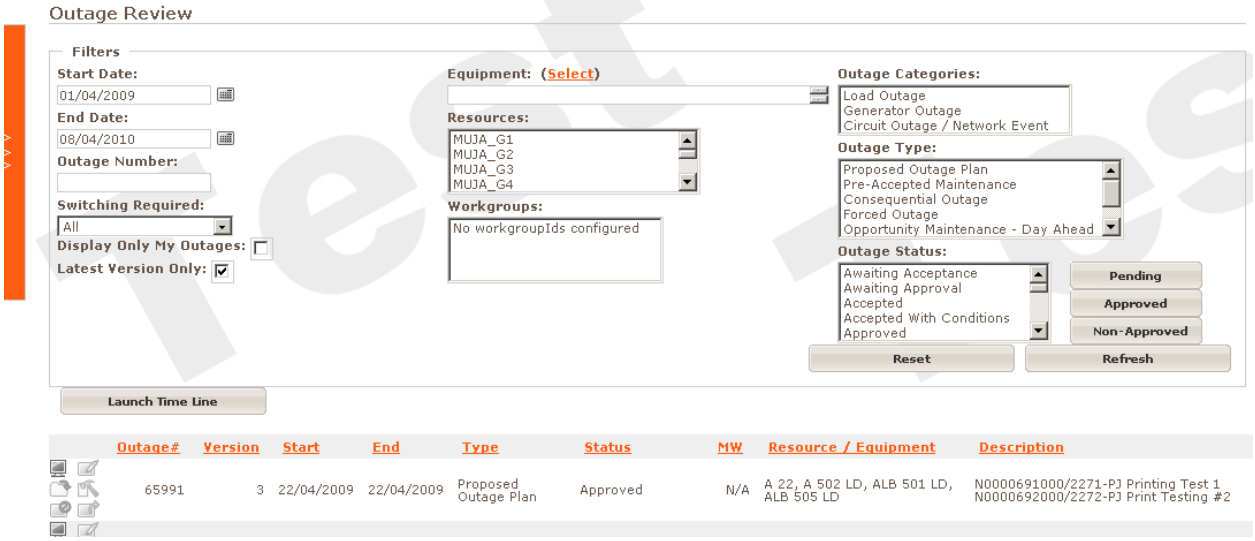
Searching based upon a nominated *Outage Number* or *Equipment Description* will cause other search criteria to be ignored, and *Wildcard* searching is supported in description fields using either * (asterisk) or % (percent) characters to represent multiple missing characters.

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

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



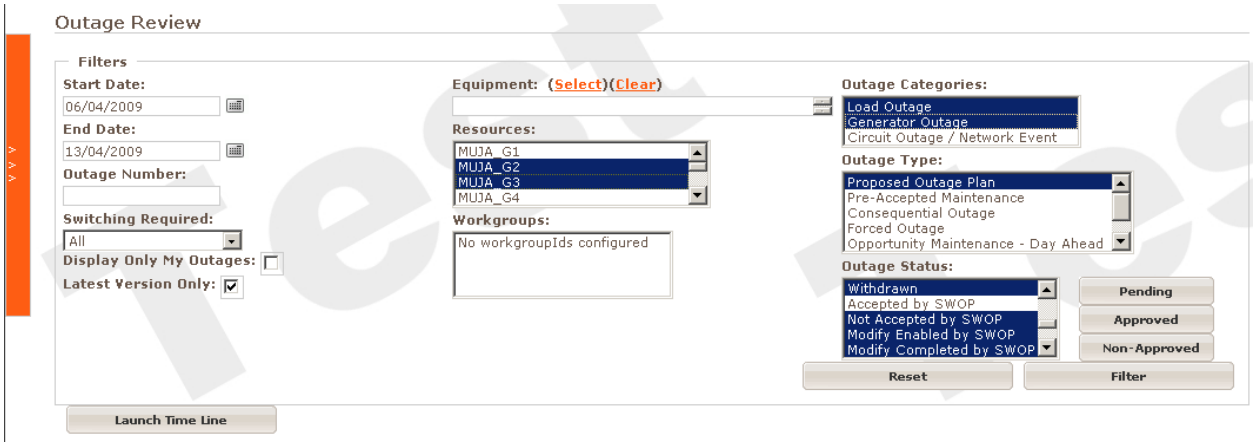

The following page will appear.




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

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

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




## 5. TYPES OF OUTAGE REQUESTS

There are two main types of outage requests that can be entered in the MPI: Proposed Outage Plan and Opportunistic Maintenance. The type of request to select depends on how far in advance of the outage the request is made. For specific timeframes, refer the Power System Operation Procedure (PSOP): Facility Outages[1].

Note that for all Opportunistic Maintenance requests lodged after 8 AM on 1 February 2020, the "Outage Type" field will define this request as "Opportunity Maintenance - On the Day".

## 6. CREATING A PROPOSED OUTAGE PLAN

The process for Proposed Outage Plans (POP) follows:

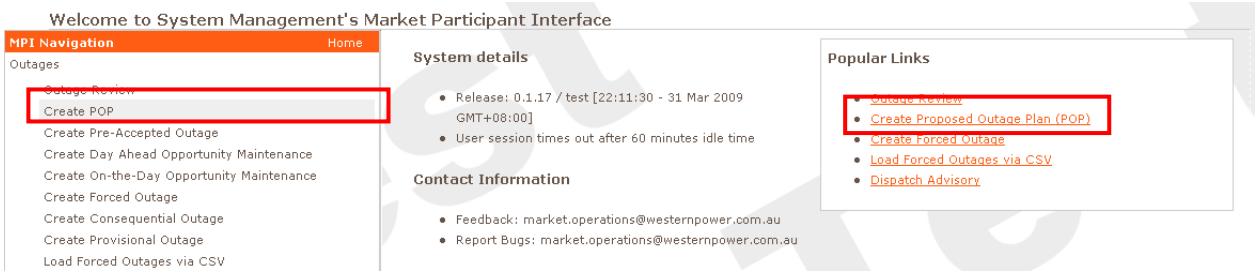
1. *Outage Scheduling:* Market Participants advise System Management of an intention to conduct a Planned Outage.

[1] AEMO. Available at: https://aemo.com.au/-/media/files/stakeholder_consultation/consultations/wa_wem_consultation_documents/2018/aepc_2018_04/psop-facility-outages-final-clean.pdf

2. *Outage Approval:* Market Participants request approval from System Management for a Scheduled Outage or Opportunistic Maintenance.

## 6.1. Outage Scheduling

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




The following page will display.


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

This information is also in the Appendix.

Below is a description of each field:

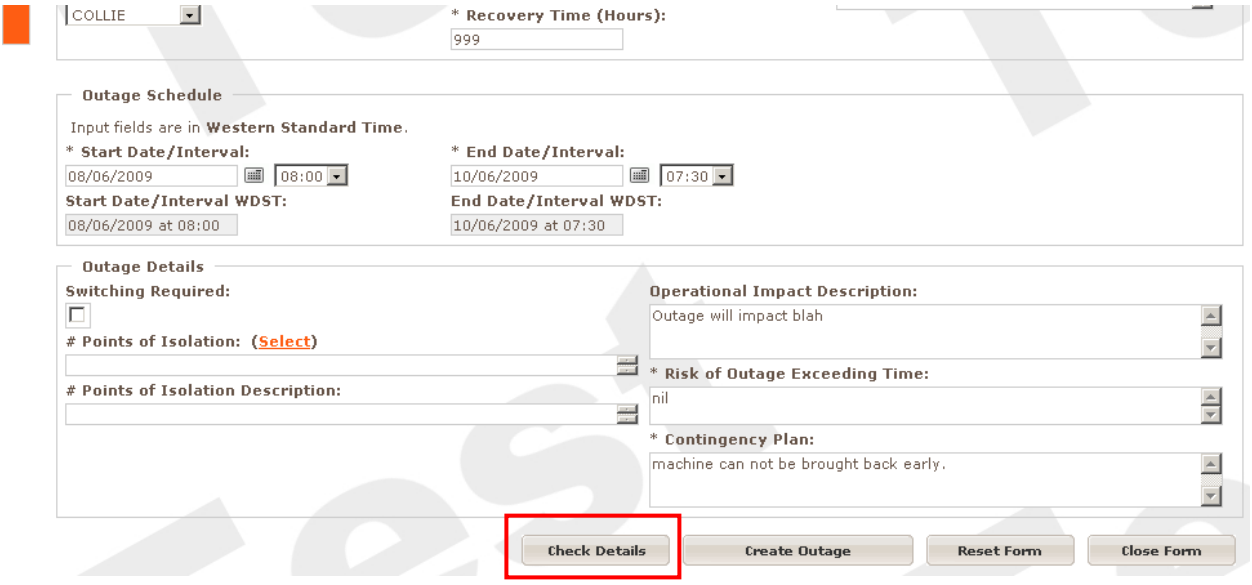
- **Outage Type:** Type of outage the user would like to submit. No matter the type of outage, the information submitted is the same
- **Status Type:** The Status Type appears once the outage has been created
- **Workgroup:** Select from a dropdown list. It is the authority group link to this Outage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

- **End Date (Calendar Day):** Select from the calendar. Indicates the end date for the Outage (Mandatory)
- **Start time interval:** Use drop down box. Indicates the start time Interval of the Outage (Mandatory)
- **End time interval:** Use drop down box. Indicates the end time Interval of the Outage. In all other screens this field is (Mandatory)

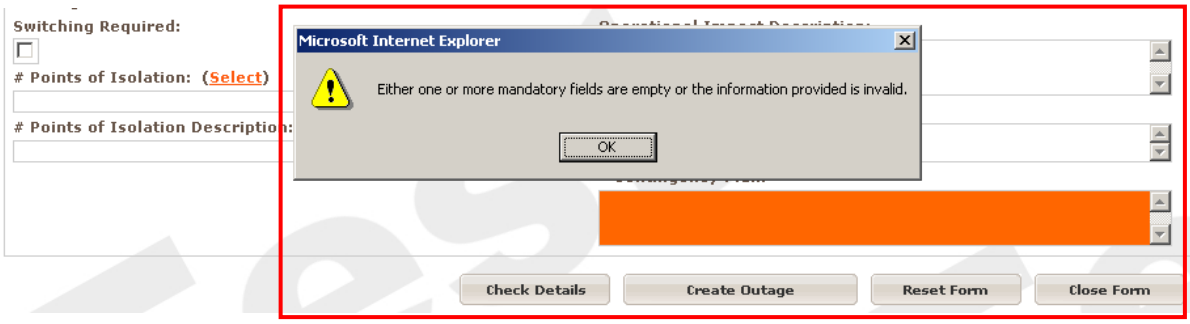
Note that Start and End times are based on Trading Interval. That is, interval 08:00 is anytime between 08:00:00 and 08:29:59. If the outage is to finish at 16:20, then interval 16:00 must be selected. Outages to System Management are reported only in whole intervals.

- **Outage Description:** A descriptive text of the Outage being requested (Mandatory). Maximum characters allowed in this field are 100
- **Related Outages:** 'Select' any outages that may correspond to and impact the outage. This may be a transmission line entering the power station or a transformer
- **Risk of outage extending beyond requested end time:** Textual description indicating the risk assessment of the Outage extending past the requested End Date and End Time (Mandatory). Maximum characters allowed in this field are 250
- **Contingency Plan:** Textual description indicating the approach if the unit is requested by System Management to return from Outage sooner than scheduled (Mandatory). Maximum characters allowed in this field are 250
- **Operational Information:** Textual description indicating the impact on the operation (Mandatory). Maximum characters allowed in this field are 720 – in this field:
    - Participants should include their availability declaration
    - If applicable, Participants should include information on whether the proposed outage is Mandatory Routine Maintenance
- **Switching required:** This is to determine whether a Switching Operator will be required to isolate the outage equipment
- **Points of Isolation:** Required if a Switching Operator is required to do switching. Click on the 'Select' link for options
- **Points of Isolation Description:** A textual description of the Points of Isolation if specific Points of Isolation aren't known to user

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



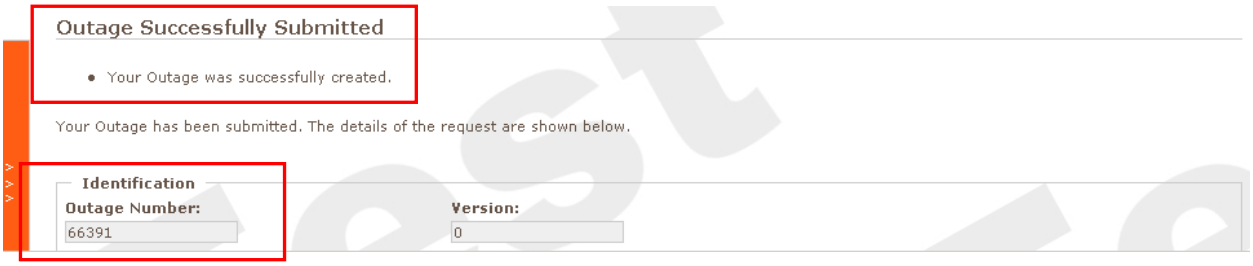

Any errors will be trapped in orange. A description may appear at the top of the page depending on the error.




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


The Outage Successfully Submitted screen should appear.

Once submitted, an outage number will appear at the top of the page.




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

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

System Management will evaluate the outage and advise the Participant by email whether the proposal is acceptable.

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

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

## 6.2. Outage Approval

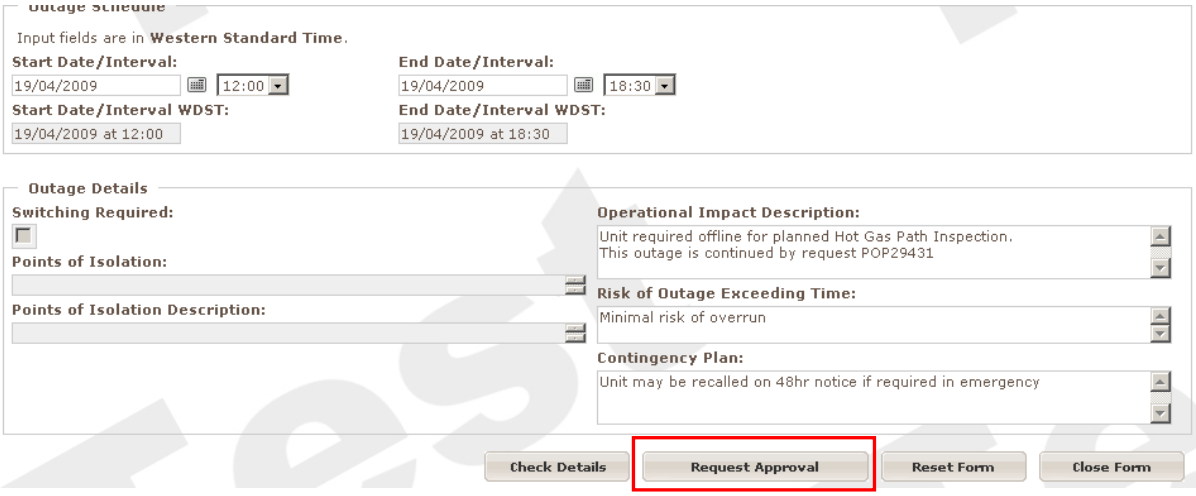
After an outage has been *Accepted* and it is still the intention of the Market Participant to go ahead with the outage, the Market Participant is then required to seek *Approval*.

Note that these times are Western Standard Time.

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

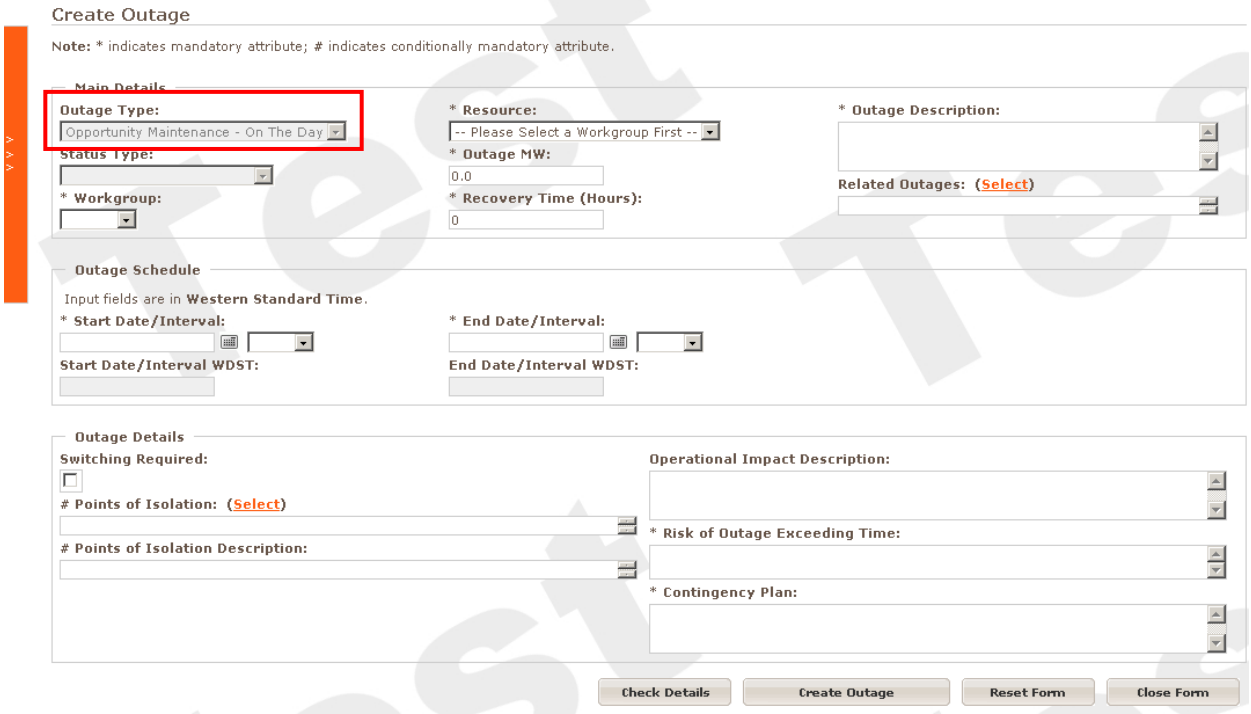
The icon will take the user to the *Outage Approval Request* page.

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




A message saying *Outage Successfully Submitted* will appear at the top of the page.

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




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

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

The *Outage Successfully Submitted* screen should appear if there are no errors.

# 7. FORCED OUTAGES

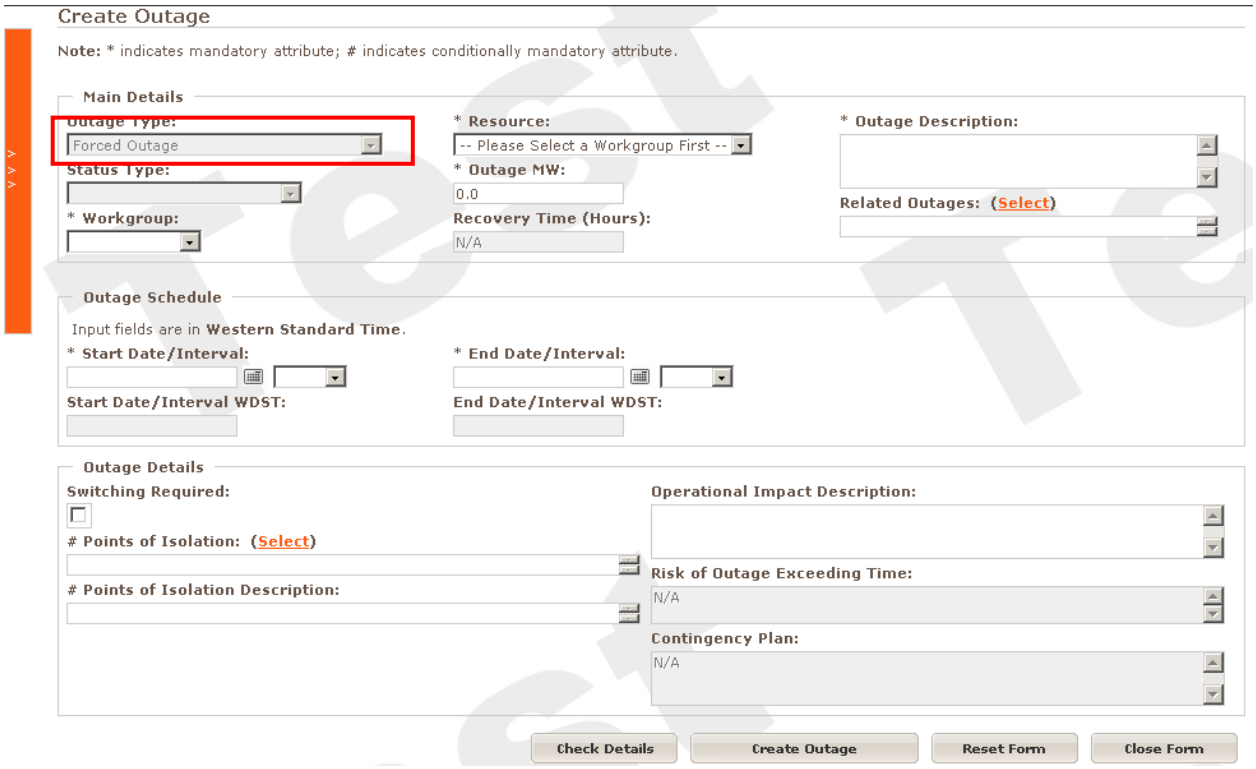
*Forced Outages* are outages without approval (refer Market Rule 3.21).

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

## 7.1. Creating a Forced Outage

Select *Create Forced Outage* from the left-hand menu.


The following screen should appear.




Enter details in the appropriate fields (refer Market Rule 3.21.4).

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

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

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

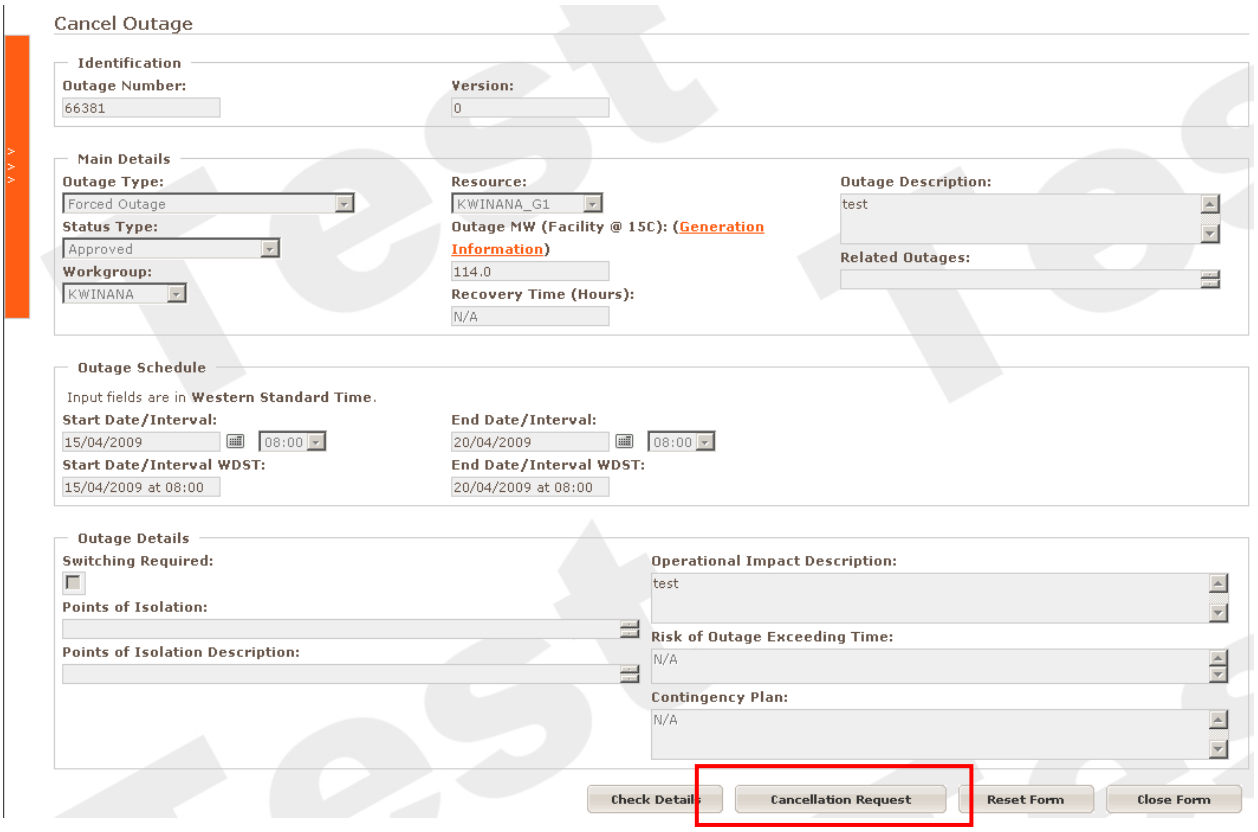

## 7.2. Cancelling a Forced Outage

A Forced Outage may be cancelled up to 15 Trading Days after the outage has been submitted.

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

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

The *Cancel Request Screen* will appear.




Select the Cancellation Request button.

The Outage Successfully Submitted screen should then appear.

## 8. LOADING FORCED OUTAGES VIA CSV

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

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


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

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

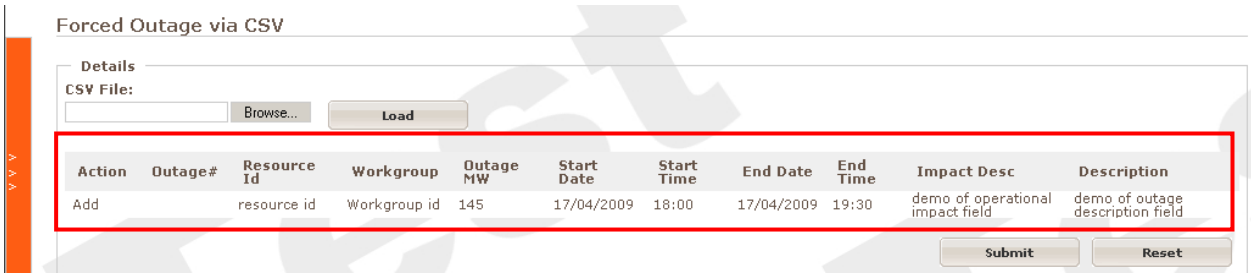
Below is a screenshot of the created CSV file.

```
ACTION,OUTAGE_NUMBER,RESOURCE_ID,WORKGROUP,OUTAGE_MW,START_DATE,START_INTERVAL,END_DATE,END_INTERVAL,OPERATIONAL_IMPACT_DESC,OUTAGE_DESCRIPTION
Add,,resource id,Workgroup id,145,12/11/2007,18:00,12/11/2007,19:30,demo of operational impact field, demo of outage description field
```

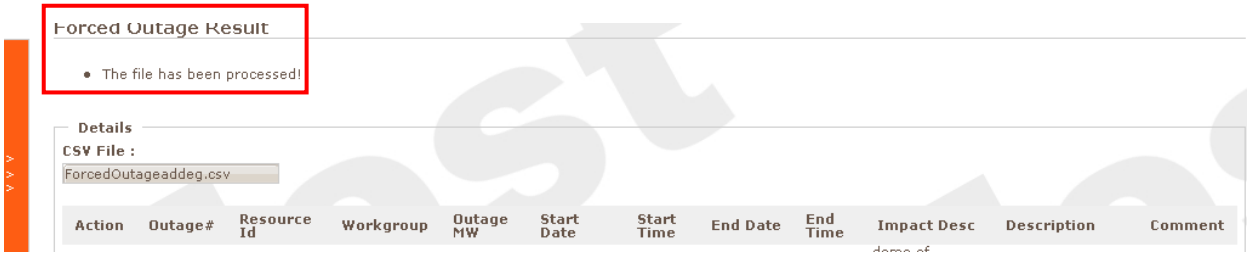
Once the CSV file has been created, save it to a designated area.

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


*Load* the file the following screen should appear.

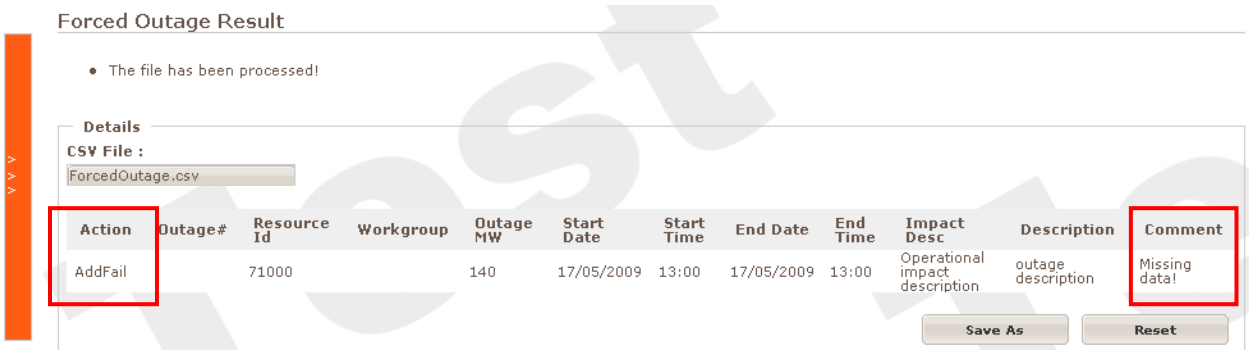



Click on the *Submit* button once the file has loaded and the following confirmation will appear.




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

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




# 9. DISPATCH

## 9.1. Acknowledging Dispatch Instruction

Dispatch Instructions are made via telephone call between control rooms. An email will be sent to the market participant confirming the details (refer Market Rule 7.7.3).

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


Click the *Acknowledge* button.

An acknowledgement *Success* screen will appear.

# 10. CONTACTING SYSTEM MANAGEMENT

For queries regarding System Management's Market Participant Interface, please contact System Management Operations on 1300 989 797 (Option 2).