

New Customer Application Process for Transmission Service

Version 7

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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.

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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 webRegistry 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 - 2020.

C. BPA Application Requirements

An Eligible Customer must complete, print, sign, and submit all applicable Customer application forms and required documentation listed below. Submit forms and required documentation to the assigned Transmission Account Executive using one of the methods listed on the [Becoming a BPA Transmission Services Customer](#).

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.

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. 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	For customers with a parent company headquartered in a foreign country.

<p>are in one attachment).</p> <p>OR</p> <p><u>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).</u></p>	<p>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).</p>
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Additional Reference Forms & Required Documentation, as applicable

<p>Notification of Real Power Loss Return Type</p>	<p>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.</p>
<p>A Customer Date Entry (CDE) Agreement</p>	<p>Available from your Account Executive</p>
<p>Reservation Agent Agreement</p>	<p>Available from your Account Executive</p>
<p>Scheduling Agent Agreement</p>	<p>Available from your Account Executive</p>
<p>Metering Data Management Reporting (MDMR)Access</p>	<p>Available from your Account Executive</p>