

# Scheduling Agent

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## BPA Transmission Business Practice

**Version 3**

**11/13/2012**

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## Version 3

This Business Practice defines the roles and responsibilities of the Scheduling Agent and the process for designating a Scheduling Agent. Previously, this Business Practice had been combined with the Reservation Agent Business Practice to comprise the Reservation & Scheduling Agent Business Practice. The now separate Reservation Agent Business Practice can be found in the Requesting section of this website.

For more information, visit the [BPA Transmission Business Practices page](#) or submit questions to [techforum@bpa.gov](mailto:techforum@bpa.gov).

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### A. Scheduling Agent

1. There is no limit to the number of Scheduling Agents a Customer may designate to schedule Transmission Service under all of its CONFIRMED TSRs. Designation of a Scheduling Agent for CDE scheduling data entry allows the Scheduling Agent to access all of the Customer's CDE scheduling data, including data unrelated to the transactions for which the Scheduling Agent is designated.
2. BPA Transmission Services will determine if the party the Eligible Customer has designated to be their Scheduling Agent has a 24/7 desk code in NAESB Electric Industry Registry (EIR). If the Scheduling Agent is not designated, the Eligible Customer will need to give BPA Transmission Services 60 days' notice of signing a qualified Scheduling Agent prior to scheduling.
3. The Customer may add or change its Scheduling Agent with 60 day's prior written notice to its Account Executive (see contact information on the [Becoming a New Transmission Services Customer](#) website), with a maximum of two Scheduling Agent changes per resource during any FY (October through September).

### B. Contact Information

U.S. Postal Service	Bonneville Power Administration Transmission Marketing and Sales - TSE-TPP-2, P.O. Box 61409, Vancouver, WA 98666-1409
Overnight Express	Bonneville Power Administration – Attn: (Addressee) Organization Mailstop: (e.g. TSE/TPP-2; TPC/TPP-4,

	TPP/OPP-3) 905 NE 11th Avenue Portland, OR 97232
Facsimile (fax) to:	(360) 619-6940
OATI	OATI 3660 Technology Drive Minneapolis, Minnesota 55448 Fax to: (763) 201-2000