

# **Scheduling Agent**

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## **BPA Transmission Business Practice**

Version 4

5/4/2021

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This business practice defines the roles and responsibilities of the Customer and Scheduling Agent and the process for Customers to follow to designate a Scheduling Agent.

For more information, visit the [BPA Transmission Business Practices webpage](#) 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 to enter scheduling data in the Customer Data Entry (CDE) system 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 will confirm that the party the 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 Customer will need to give BPA 60 Calendar Days notice of signing a qualified Scheduling Agent prior to scheduling.
3. The Customer may add or change its Scheduling Agent with 60 Calendar Days prior written notice to its assigned Transmission Account Executive either through email or by one of the methods listed in Section B, with a maximum of two (2) 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 Delivery Service (physical delivery: UPS, Fed Ex, etc.)	Bonneville Power Administration – Attn: (Addressee) Organization Mailstop: TSE/TPP-2 905 NE 11th Avenue Portland, OR 97232
Facsimile (fax) to:	(360) 619-6940