

## California ISO Readiness Notes

**Title:** Interim Solution for webWheel Contract Submission for Daily Process

**Request Window Opens:** May 25, 2024 for starting effective date June 1, 2024

**Link to associated training documents:** [Daily Process Presentation](#) | [Video](#)

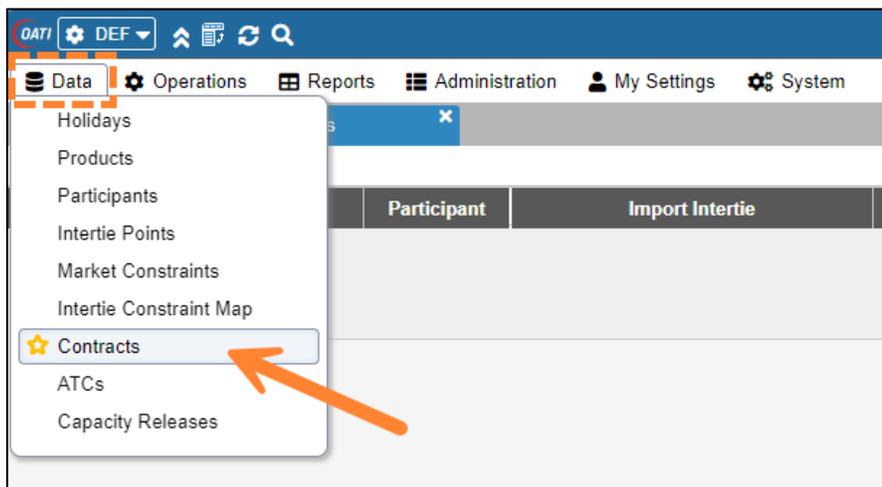
**Contact:** Submit a CIDI ticket with the title “PWT Daily Contract.”

**Project Associated:** [Transmission Service and Market Scheduling Priorities – Phase 2](#)

If a user has a monthly contract and it was submitted during the monthly window, that contract will allow them to submit priority-wheelthrough (PWT) requests for both the monthly and daily process. Please disregard the below instruction.

If a user has a contract less than a month in duration, that contract will be able to submit a daily PWT request, but must follow a different interim process. Below are instructions for users to follow as a current interim solution for submitting a daily PWT request.

1. Users will need to create a new contract in webWheel for the entire month where the days of the contract fall under. Users can do this by accessing **Market Participant Portal (MPP)** >> **webWheel** >> navigate to the **Data** section >> select **Contracts**.



**Note:** For steps on how to submit a power contract, please refer to the linked [presentation](#) starting on slide 29 – “Registering a Power Contract.”

2. When creating a new contract, users will enter their corresponding information. This information will later be used for submitting a CIDI ticket in step 3.
  - For a new contract request enter: Name, participant, import/export intertie, product, periods, profile type, capacity MWs, and attestation (*please see below*).

**New Contract**

Name:

Participant:

Import Intertie:

Export Intertie:

Product:

Periods:

Profile Type:

Capacity MW:

> Additional Attributes

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**Legal Attestation**

I,  with my knowledge and experience given my position with , attest that this submission meets the applicable attestation requirements of CA/ISO Tariff Section 23. I declare under penalty of perjury pursuant to 28 U.S.C. 1746 and the laws of the State of California that I have reviewed these requirements and the foregoing is true and correct.

Signature

3. Once the new contract has been submitted into webWheel, users will open a **CIDI Inquiry ticket** for the **production functional environment** with the subject **PWT Daily Contract**.

**CONTACT CUSTOMER SUPPORT**  
TELL US HOW WE CAN HELP

\* SCID

\* Functional Environment

Review for Price Correction

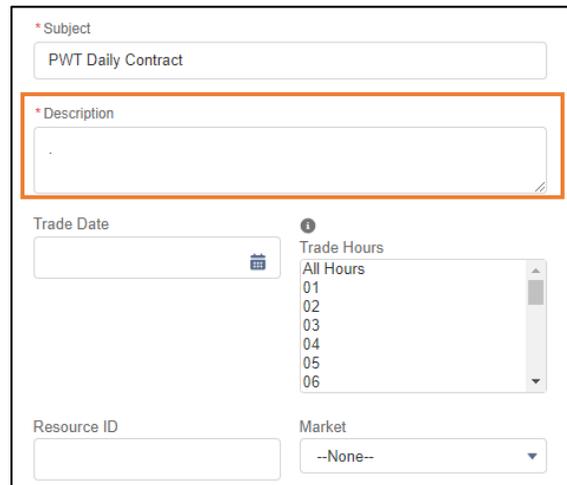
Metering Inquiry

Manual Reference Level Change Request

Assistance Energy Designation Request

\* Subject

4. In the CIDI ticket **description**, users will copy and paste their contract details, attestation (see *step 2*), and request that the contract be re-synced.
  - By including the attestation in the CIDI ticket, this will ensure both the CAISO and the user have the correct information in compliance with the tariff. It will also kick-off the manual workaround to begin.



The screenshot shows a form for creating a CIDI ticket. The 'Subject' field contains 'PWT Daily Contract'. The 'Description' field is highlighted with an orange border and contains a single period. Below the description field are fields for 'Trade Date' (with a calendar icon), 'Trade Hours' (a dropdown menu showing 'All Hours', '01', '02', '03', '04', '05', and '06'), 'Resource ID' (an empty text box), and 'Market' (a dropdown menu showing '--None--').

5. If users are requesting for contracts to be re-synced **over the weekend or holidays**, they will need to call the ISO Service Desk at (916) 351-2309 or (888) 889-0450 and escalate this as a “webWheel Issue.”
6. Once the CIDI ticket is submitted, it will be routed to CAISO for the manual trigger of the re-sync action in webWheel on the designated contract. The manual re-sync will activate the user’s contract in webWheel to allow them to submit daily requests for PWT.
7. Next, CAISO will respond back to the user’s CIDI ticket informing them that their contract is now active/usable.
8. The user will then be able to submit daily requests in webWheel and the process will flow automatically as usual.
9. This interim solution will apply until the CAISO notifies market participants the underlying issue has been resolved and these above procedures are not longer necessary to submit a daily request in webWheel.