SMARTQ 1.2

AQ DELIVERY POINT ADDITION (DPA) REQUEST

FEBRUARY 16, 2021

WHAT IS SMARTQ DPA?

- The SmartQ Delivery Point Addition online request form is the foundation for a new, automated DPA request submission tool.
- You may continue to submit requests by email if you prefer to do so. The current DPA Request Form can be found here: http://opsportal.spp.org/Studies/Delivery .

HELPFUL ITEMS TO REMEMBER

- Google Chrome is the preferred browser for SmartQ. Use of Internet Explorer is not advised.

- Links to this training tutorial and a SmartQ AQ-DPA Sample Request can be found at the bottom of the Delivery Point Addition Dashboard.

- The RMS ticketing system is available at https://spprms.issuetrak.com for submitting questions or concerns regarding the SmartQ Delivery Point Addition request tool. See more at the end of this tutorial.

ACCOUNT SET UP

HTTPS://SMARTQ.SPP.ORG

If you are a new user of SmartQ, select "Sign Up" to create your account.

ACCOUNT SET UP

When all fields are complete, click "Add User."
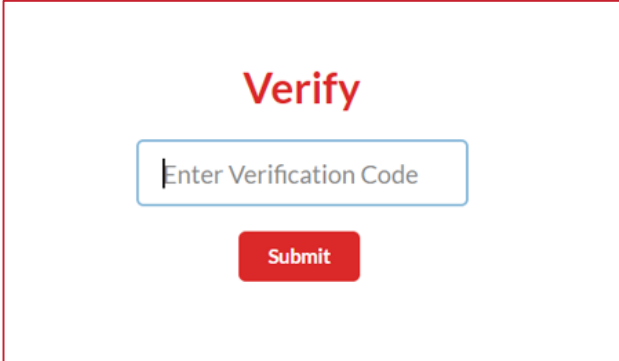
SECURITY QUESTIONS

Security questions are the last step before submitting account registration.

ACCOUNT APPROVAL

- You will receive an email notification from SmartQ that an Administrator will approve your user account

- Please note we will approve your user account asap, from 8:00AM to 5:00PM CST

- When your account is approved, you will receive an email notification from SmartQ

LOGGING IN

- Return to https://smartq.spp.org and choose "Login"

- Enter User ID and Password and click "Submit"

- You'll receive an email with a verification code. Enter the code and click "Submit"

- A verification code is issued at each login.

NOTE: Login expires after a period of inactivity. When this happens, SmartQ automatically returns you to the login screen so you can get a new verification code.

CREATE YOUR REQUEST
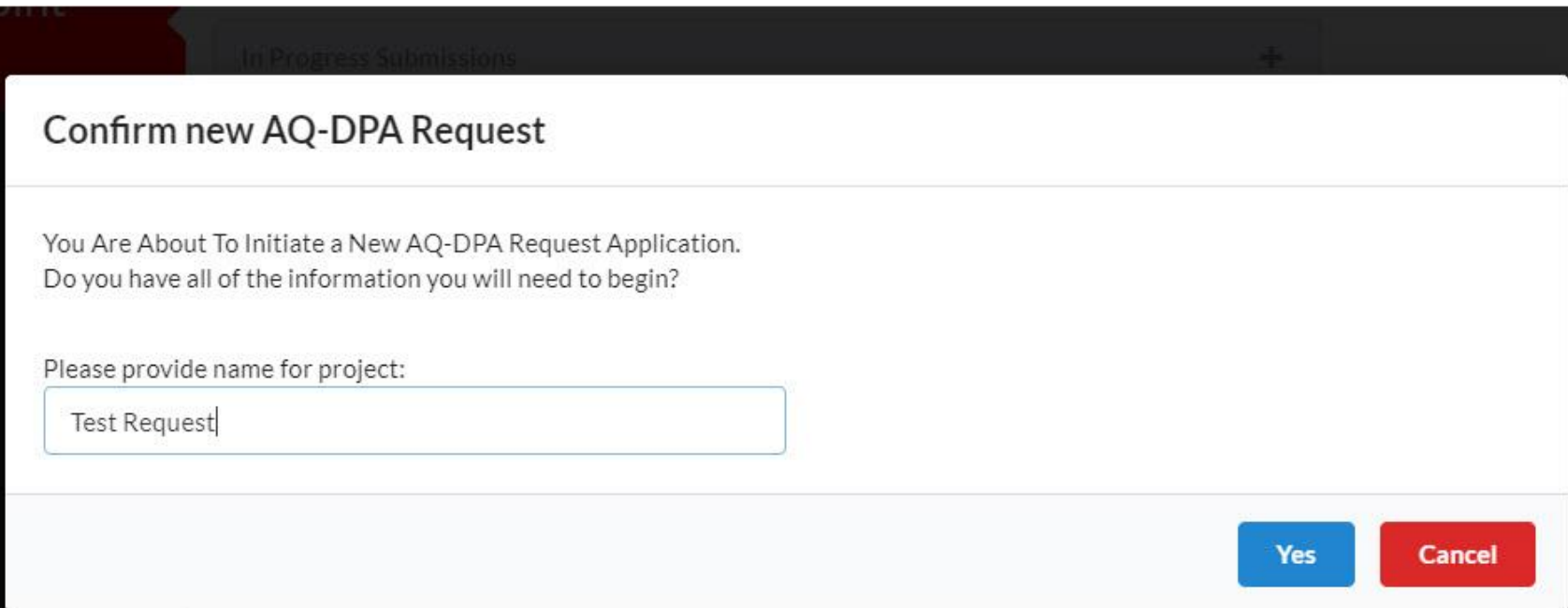
Click the Delivery Point Addition bar at left to choose the AQ-DPA Dashboard. Click the Create Request button.

NAME YOUR REQUEST

Give your request a project name and click "Yes" to begin filling in the request form.
NOTE: This project name will become part of the DPA number (DPA-2021-Feb-####
Project Name) assigned by the SPP AQ-Delivery team.

ONLINE REQUEST FORM

Your request form is ready to fill in.
The Date of Notice is automatic and will be final when you submit your request.

REQUIRED RESPONSE FIELDS

Description of Delivery Point

Submitter Name

Vanessa Johnson

Date of Notice

December 29, 2020

Host Transmission Owner *

Response required.

Description *

Response required. If all information is covered in the following fields, enter N/A.

Type of Change *

New Load at Existing Delivery Point ✕

A response is required for all fields with *****. If you have no information for a required field, please respond with N/A.

LOAD TRANSFER & FORECAST TABLE

A Ten Year Load Forecast table is available when "Load transfer from another delivery point is selected. Maximize your browser's window to expand the table cells.
If you need to customize your table or submit additional tables, you may add them as attachments at the end of your request form.

ANTICIPATED MODIFICATIONS

Select "Anticipated Modifications" to enter details of changes needed for other delivery points and list the facilities involved.

NEW DELIVERY POINT

New Delivery Point Information

Facility Information

Constructed by Host Transmission Owner

300 character max...

Constructed by Transmission Customer

300 character max...

If adding a new Delivery Point, please respond with all relevant information in the remaining fields of the form. We ask that you respond N/A in the fields that don't apply to your request.

COMMENTS AND DOCUMENT UPLOAD

Other Pertinent Information

500 character max...

File Uploads - One-line diagrams, IDV files, and additional ten-year load forecasts as needed

Choose File   No file chosen

Other Pertinent Information is your opportunity to add final comments about any part of your request. You may also include the email addresses of all parties who should receive communications regarding your request.

In **File Uploads**, please attach all needed documentation such as a One-line Diagram, IDV file and any additional Ten-year Forecast tables. You may attach multiple individual documents, or a Zipped file if your documents are large.

REQUIRED FIELDS REMINDER

The Warning disappears when all required fields (*) are completed. Also, the "Generate Form" button will become available for reviewing your request.

GENERATED REQUEST

Delivery Point Addition Form

Request for Change in Local Delivery Facilities

Request Name: Lake Village Substation

Submitter Name: Vanessa Johnson

Submission Date: 12/29/2020

Pursuant to the Delivery Point Addition Process in Attachment AQ of the Tariff notice is hereby provided on 12/29/2020 (date of notice) to Friendly Transmission (the Host Transmission Owner) and Transmission Provider that Transmission Customer requests changes in delivery point(s) under the agreement.

Review the generated request form to see if you included all information; Scroll to the bottom of the form to verify your attachments. Click **Back** to make changes or click **Print** to save a copy of your form for your files.

SUBMIT YOUR REQUEST

File Uploads - One-line diagrams, IDV files, and additional ten-year load forecasts as needed

| Choose File | No file chosen |

Ten-year load table.jpg ✖

One-Line Diagram Lake Village I.JPG ✖

LakeVillageI.idv ✖

☐ I have generated and reviewed the final form and understand that any changes will require SPP approval.

Generate Form **Submit**

SmartQ Tutorial • SPP Tariff Attachment AQ • DPA Request Form • DPA Sample Request • DPA Flowchart • Delivery Point Additions Guidelines • Contact Us

When you are ready to submit your request, click the checkbox confirming you have reviewed it. The **Submit** button is then available. If changes are needed to your DPA request after you click Submit, contact the SmartQ Administrator at SmartQ@spp.org.

Your submitted request is now found in the Submissions Pending Review tab.

QUESTIONS ABOUT SMARTQ?

For general questions about SmartQ, please use the RMS ticketing system. You'll find instructions for setting up your RMS account and using the system on the following slides.

USER SETUP IN THE REQUEST MANAGEMENT SYSTEM (RMS)

CREATE YOUR REQUEST MANAGEMENT SYSTEM (RMS) ACCOUNT

- From your browser enter URL https://spprms.issuetrak.com

- Select "Register Now"

- Enter your User ID which will be your company work email address

- Create a password then click "Sign In"

If you already have an RMS account, you may simply login.

SUBMITTING YOUR TICKET

Click, "**Submit Request**" from the left side of the screen to begin the request submittal process. Your screen will look like the example below.

SUBMITTING YOUR TICKET

- From the "Quick Pick" drop down, select "Project Inquires"
- Subtype 1, select "SmartQ"
- Complete your inquiry by completing the Subject and Full Description fields

Quick Pick: Project Inquiries ▾

* Class: PMO ▾

Request Status: Open ▾ ▾

This Request is used to submit an inquiry regarding current SPP Projects.

Do NOT change Request Type. Doing so will delay a response to your inquiry.

In *Subtype 1* select the appropriate project. Your selection ensures timely assignment of your inquiry to the appropriate project owner.

* Request Type: Project Inquiries ▾

* Subtype 1: SmartQ Release 1.2 ▾

RMS CONTACT

Sonya Hall

SPP Customer Relations

Please feel free to contact me at shall@spp.org if you need help with submitting your testing results via the Request Management System (RMS).

https://spprms.issuetrak.com/login.asp