

Market Access Equipment/Data Request Form Instructions

Purpose of this Form: This form provides information on phone connections and how to handle hourly data for customers that have interval data recorders (IDR) that are used in the billing and settlement processes.

When to Use this Form: This form should be used whenever a Transmission or Substation level customer is signed up for market access service. It should also be used whenever any other customer with an average billing demand over 500 KW goes to market service. The form may also be used if a supplier wishes to request and pay for installation of an IDR on a customer smaller than 500 KW or if a supplier wishes to request installation of other special equipment.

Supplier Contact for this Site: These fields should be filled out with the name, address, phone number, and E-mail of the supplier's primary contact for this site. This person should be knowledgeable about and able to answer questions on the supplier's interval data and other data needs for the customer site.

Customer Premise/Site Information: These fields should contain the customer name, address, MPC account number, and meter number (if known) for the site where the IDR and/or other special equipment are or will be installed.

Contact for Phone Installation and Questions: These fields should contain the name, address, phone number, and Email (or Fax) of the person who is responsible for seeing that a phone line to the IDR is installed and maintained. This person will typically be a representative of the customer and should be familiar customer's physical location phone line or system.

Notification of Phone Line Installation: This box should be checked if the form is being used to provide notification of an actual phone line installation to an IDR or of an estimated date for a phone line installation to an IDR. Note that it is the customer/supplier's responsibility to provide a phone connection to all Transmission, Substation, and any other customer locations above 500 KW. If the phone line has been installed the phone number should be provided. An estimated installation date should be provided if the phone line has not yet been installed. A representative from the NWE Load Research Section or Meter Shop will contact the Supplier Contact and/or Phone Contact listed above to help coordinate the phone connection process.

Equipment Installation Request: This box should be checked if the supplier is requesting that special equipment other than an IDR be installed or if the supplier/customer wishes to have an IDR installed on a site that is under the 500 KW threshold. A representative from the NWE Load Research Section or Meter Shop will contact the Supplier Contact to discuss the installation if this box is checked. Note that this box does not need to be checked for Transmission, Substation, or any customer above 500 KW since NWE has or will install IDR's on these sites.

Provide Interval Data to Supplier: If the supplier desires to receive interval data from an IDR they should check this box and the appropriate option(s). An E-mail address(es) should be supplied. NWE will provide interval data to up to two separate Email addresses (1 supplier & 1 customer).

Request Direct Access to Telemetered Interval Data Recorder: If a supplier has the appropriate software and wishes to call an IDR directly they should check this box. A Load Research representative will contact the supplier to discuss this option.

[Press the **Back** button on the browser to return to the form.]