New Entrant Documents

Scope:

 This document is to be used as a reference document to assist New Entrants in finding information to facilitate their company’s operations within the ERCOT Retail Electric Market.

* TDSPs

When there is a new TDSP, RMS leadership should ensure that market wide notification is provided to TAC and its appropriate subcommittees.

1. Complete ERCOT Opt-In Checklist.
2. Participate in a task force to focus on a TDSP’s entrance into the market. The task force will:
	* Create a transition plan
	* Create a FAQ document
		1. New entrant TDSP to create a Lessons Learned document consisting of internal decisions and reasoning in preparation for potential market wide Q & A.
	* In support of the task force the TDSP will provide the following (but not limited to):
		1. Cycle Read Calendar
		2. Holiday Calendar
		3. IDR and Non-IDR Letter Of Authorization (LOA) forms
		4. Customer Classes and Rates
		5. Service Territory Boundaries
		6. Service Territory Zip Codes
		7. ESI ID Attributes and Characteristics
		8. Power Factor, if applicable
		9. Clarify treatment of Unmetered premises
		10. Notifications of public meetings, if applicable
3. Adherence to the Retail Market Guide (RMG) Section 7, Market Processes.
4. Adherence to the RMG Section 11, Solution to Stacking
5. Adherence to the Texas Standard Electronic Transactions(SETs) processing timelines and Swim Lanes
6. Adherence to the Commercial Operations Market Guide Section 5, Market Notice Communication Process.
7. Develop email distribution lists and coordinated ERCOT sponsored conference calls during go-live to ensure high engagement with ERCOT, PUCT staff and REPs.
8. New entrant TDSP to distribute Mass Customer List (MCL).
9. Refer to Web based training (WBT) modules listed under the ERCOT Learning Management System (LMS) (MarkeTrak Training, Retail 101, Nodal 101, etc.).
* Competitive Retailers
1. Complete Pre-Flight activities in accordance with the Texas Market Test Plan (TMTP) Section 2, Pre-Flight Activities.
2. Complete Market Flight Testing in accordance with the TMTP.
3. Complete Post-Flight activities in accordance with the TMTP Section 4, Flight Responsibilities.
4. Adherence to the Retail Market Guide (RMG) Section 7, Market Processes.
5. Adherence to the RMG Section 11, Solution to Stacking
6. Adherence to the Texas Standard Electronic Transactions(SETs) processing timelines and Swim Lanes
7. Adherence to the Commercial Operations Market Guide Section 5, Market Notice Communication Process.
8. Refer to Web based training (WBT) modules listed under the ERCOT Learning Management System (LMS) (MarkeTrak Training, Retail 101, Nodal 101, etc.)

MOU/ECs

1. Complete ERCOT Opt-In Checklist.
2. Participate in a task force to focus on a MOU/EC’s entrance into the market. The task force will:
	* + Create a transition plan
		+ Create a FAQ document
			1. New entrant MOU/EC to create a Lessons Learned document consisting of internal decisions and reasoning in preparation for potential market wide Q & A.
		+ In support of the task force the MOU/EC will provide the following (but not limited to):
			1. Cycle Read Calendar
			2. Holiday Calendar
			3. IDR and Non-IDR Letter Of Authorization (LOA) forms
			4. Customer Classes and Rates
			5. Service Territory Boundaries
			6. Service Territory Zip Codes
			7. ESI ID Attributes and Characteristics
			8. Power Factor, if applicable
			9. Clarify treatment of Unmetered premises
			10. Notifications of public meetings, if applicable
3. Adherence to the Retail Market Guide (RMG) Section 7, Market Processes.
4. Adherence to the Retail Market Guide (RMG) Section 8, Municipally Owned Utilities and Electric Cooperatives
5. Adherence to the RMG Section 11, Solution to Stacking
6. Adherence to the Texas Standard Electronic Transactions(SETs) processing timelines and Swim Lanes
7. Adherence to the Commercial Operations Market Guide Section 5, Market Notice Communication Process.
8. Develop email distribution lists and coordinated ERCOT sponsored conference calls during go-live to ensure high engagement with ERCOT, PUCT staff and REPs.
9. New entrant MOU/EC to distribute Mass Customer List (MCL).
10. Refer to Web based training (WBT) modules listed under the ERCOT Learning Management System (LMS) (MarkeTrak Training, Retail 101, Nodal 101, etc.)