VLTrader Implementation Plan

Introduction

Purpose

This implementation plan describes the steps to be performed to switch from DropChute to VLTrader as the mechanism to transfer files between market participants in the Alberta electric and gas utility market.

Approach

All electric and gas utility companies operating in Alberta will switch from DropChute to VLTrader on Sunday, March 25, 2012.

This implementation plan describes, at a high level, the work to be performed on and before the March 25 transition date. The intent of the plan is to ensure an orderly and trouble-free transition to VLTrader with no lost files and a small as possible backlog of files waiting to be transferred.

On the March 25, 2012 transition day, the switch to VLTrader will occur within a 4 hour timeframe in the morning. The overall approach is to:
1. Stop back-end systems from producing files
2. Have DropChute push, pull, receive all remaining files
3. Allow backend systems to process these files
4. Stop DropChute
5. Start VLTrader

Before the March 25, 2012 implementation day, it is the responsibility of all market participants to ensure that VLTrader is installed and configured properly, that all required back-end system changes are made, and to create a detailed switch-over plan for March 25, 2012 appropriate for their organization. VLTrader must be ready to exchange files on March 25, 2012. It is recommended that technical support staff within your organization are requested to be available on the implementation day in order to resolve issues in a timely manner.

Intended Audience

Technicians and project managers tasked with the responsibility of implementing VLTrader within their organization.

Implementation Steps

Before Sunday, March 25, do the following:

Install VLTrader

Follow the instructions in the Installing and Configuring VLTrader document to install, configure, and test VLTrader. Be sure that the appropriate VLTrader client and server mailboxes for all of your trading partners have been setup, that the <send> and <receive> actions have been scheduled as needed, logging is turned on, notifications are configured, and the copy to AESO functionality is setup.

Perform the Self-Assessment
Follow the instructions in the Test Instructions document to check your readiness to use VLTrader. Self-Assessments must be completed by March 20, 2012.

Modify Back-End Systems
Perform the necessary modifications to have all back-end systems ready to use the VLTrader folders rather than the DropChute folders.

On Sunday, March 25, do the following:

8:00 am   All market participants stop their back-end systems from placing files in folders to be pushed or picked up. At this point-in-time do not stop the back-end systems from processing incoming files.

8:10 am   All retailers perform a final push or pull with DropChute to send or pull any residual files.

9:10 am   All market participants stop Dropchute.

9:20 am   All market participants check that VLTrader is up and running, ready to send or receive files.

9:30 am   Retailers send a file called "ID_TEST.txt" to each of their trading partners where ID is your company name or Retailer ID. This is to ensure that VLTrader is working properly and ports are still open.

9:50 am   All market participants stop their back-end systems from processing incoming files.

10:00 am   All distributors begin the process to switch their back-end systems to use the VLTrader folders.

11:00 am   All retailers begin the process to switch their back-end systems to use the VLTrader folders.

11:00 am   AESO is to be ready to receive files pushed to them.

11:30 am   AESO starts pulling files from their trading partners.

Notes:
1. The period between 8:10 am and 9:10 am is to give DropChute sufficient time to push or pickup all residual files.
2. The period between 8:10 am and 9:50 am is to give the back-end systems sufficient time to retrieve and process all received files.

Problem Resolution

If technical assistance is required, contact Cleo Support at support@cleo.com or 1-866-501-2536. Be sure to have your serial number available. Cleo support staff will be on stand-by on March 25.

If there is a problem getting VLTrader running or switching back-end systems, inform your trading partners and work as quickly as possible to resolve the issue.