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# Beacon FIT Supplier

Digital User Guide  
Supplier Management



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# Getting Started

## Disclaimer

This document shall be used for guidance purposes only and does not amend the FIT Contract or FIT Rules under any circumstances. In the event of a discrepancy between this guidance document and the FIT Contract or FIT Rules, the FIT Contract or FIT Rules, as applicable, will prevail. Nothing in this document shall be binding on the IESO.

## What is Beacon?

Beacon is a new tool that the IESO introduced in 2019 that enables you to manage all of your active FIT Contracts online. Beacon consolidates all FIT Contract information into one place and integrates the Contract management functions of the FIT program, creating a single comprehensive and secure system that allows for accurate and efficient data management.

Beacon is used to view information, manage contractual obligations, and send and receive notifications for existing FIT Contracts.

## FIT Program Roles

Beacon allows for the following FIT Program Roles for the purpose of managing the FIT contract as described below.

### Beacon Program Roles

Role	Description
Supplier Approver	<p>The Supplier Approver is the FIT Contract counterparty or an individual who has the authority to act on behalf of the Supplier (i.e. a director or executive of a corporation, estate trustee, etc.). References to “you” and “your” throughout this user guide are references to a Supplier Approver.</p> <p><b>Only the Supplier Approver can submit or review requests to the IESO and are responsible for the management of the FIT Contract.</b></p>
Supplier Agent	<p>The Supplier Agent is an optional role assigned by the Supplier Approver in relation to a FIT Contract. When assigned to a FIT Contract, a Supplier Agent can view the FIT Contract and related information.</p> <p><b>A Supplier Agent cannot submit or review requests to the IESO.</b></p>
IESO	<p>The IESO is represented by the Contract Management team that reviews, approves and/or rejects requests submitted by the Supplier Approver to the IESO. The IESO can also initiate certain requests that are to be reviewed by the Supplier Approver.</p>

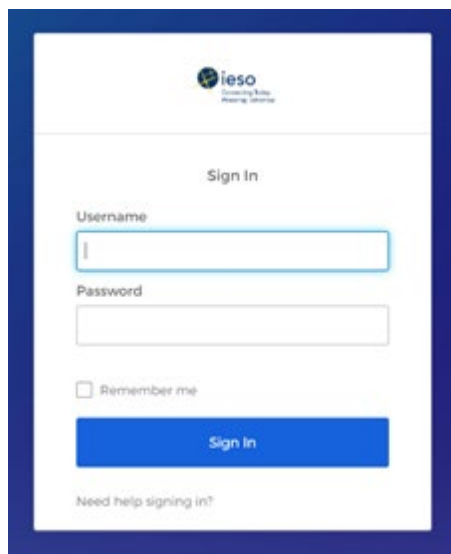
Role	Description
IESO CM FIT Senior Analyst	The IESO CM FIT Senior Analyst is responsible for regular review and processing of requests submitted by the Supplier Approver to the IESO. The IESO CM FIT Senior Analyst can also initiate certain requests that are to be reviewed by the Supplier Approver.
IESO CM FIT Approver	The IESO CM FIT Approver is responsible for final review and approval of certain requests after the completion of the initial review by the IESO CM FIT Senior Analyst.

## Sign in to Beacon

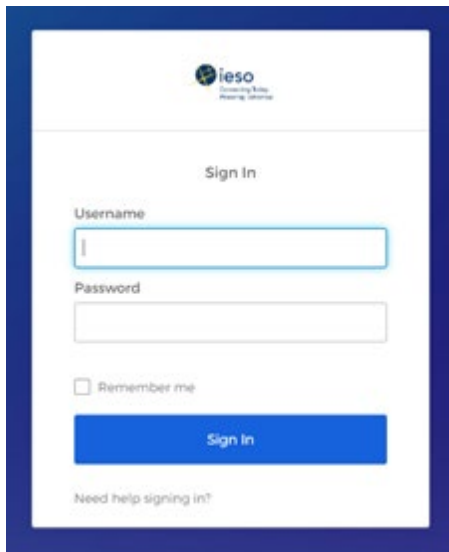
To begin managing your FIT Contracts, sign in to Beacon. You can sign in to Beacon on your computer, mobile, or tablet device.

### Procedure

1. Go to <http://www.ieso.ca/Get-Involved/FIT/login>.

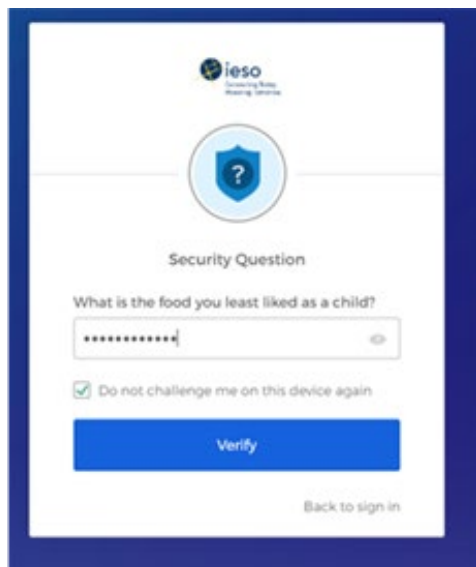


2. Enter your account username (your email address) and password



The screenshot shows the IESO Sign In page. At the top is the IESO logo with the tagline "Securing Today. Powering Tomorrow." Below the logo is the heading "Sign In". There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom, there is a link that says "Need help signing in?".

3. If you have set up Security Question Authentication you will be prompted to provide the answer to your security question. Note that the answer is case sensitive. Type in the answer to your security question that you set when you initially registered and click "Verify".



The screenshot shows the IESO Security Question page. At the top is the IESO logo with the tagline "Securing Today. Powering Tomorrow." Below the logo is a circular icon containing a question mark. The heading "Security Question" is centered. Below it is the question "What is the food you least liked as a child?". There is a text input field with a masked password (dots) and a toggle icon on the right. Below the input field is a checked checkbox labeled "Do not challenge me on this device again". A blue "Verify" button is positioned below the checkbox. At the bottom right, there is a link that says "Back to sign in".

4. If you have set up SMS Authentication in addition to Security Question Authentication, you can choose which factor you will verify to login. One of the two will appear by default and you can switch to the other factor by selecting the drop-down menu arrow next to the authentication icon. You only have to verify one factor to login.

To continue with SMS Authentication, select "send code". You will receive a numeric code via text message to your mobile phone.

ieso  
Connecting Today.  
Powering Tomorrow.

SMS

SMS Authentication  
(+1 XXX-XXX-XXXX)

Enter Code

Send code

☒ Do not challenge me on this device again

Verify

[Back to sign in](#)

5. Then enter the code you receive through text message and click "Verify".

ieso  
Connecting Today.  
Powering Tomorrow.

SMS

SMS Authentication  
(+1 XXX-XXX-XXXX)

Enter Code

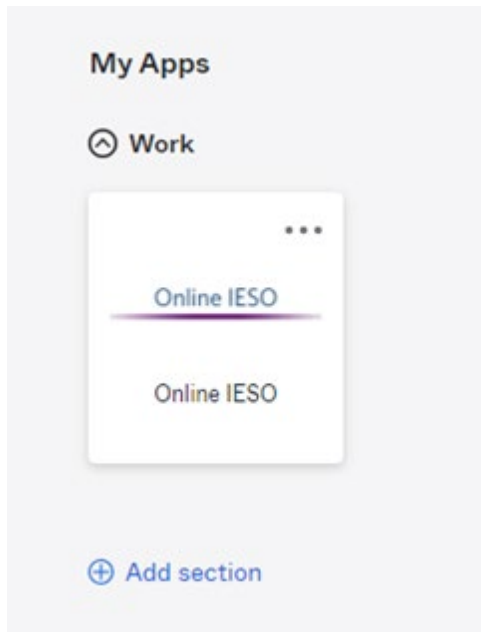
Sent

☒ Do not challenge me on this device again

Verify



[Back to sign in](#)

6. On your user dashboard, select the tile that says "Online IESO".



7. Next you will be brought to the Available Programs dashboard. Select the FIT-microFIT Supplier program tile. This will then bring you to the **MY TASKS** page in Beacon.

Welcome to the IESO Programs dashboard. Please select the program you wish to participate in below to proceed to the appropriate site.

<p><b>FIT-microFIT Supplier</b></p>  <p><b>Start Supplier Request</b></p> <p><i>The Feed-In Tariff (FIT) Program was developed to encourage and promote greater use of renewable energy sources.</i></p> <p><i>The microFIT Program supports the development of small or "micro" renewable electricity generation projects (10 kilowatts (kW) or less in size) such as solar panel installations.</i></p>	<p><b>Retrofit</b></p>  <p><b>Register for Retrofit</b></p> <p><i>The Retrofit program is designed to provide a variety of options for businesses, so you can find the right fit for your operations, regardless of your industry.</i></p>
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# New Supplier Registration

## Registering a New Supplier

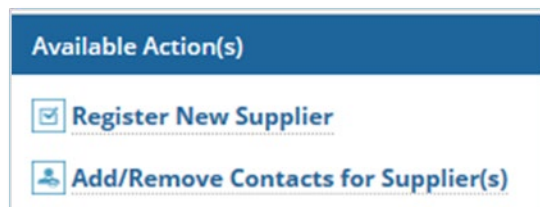
During the lifecycle of your FIT Contract(s), there might be changes to the ownership of the project. In some instances, you might be required to register a new Supplier. To register a new Supplier, you can submit a Supplier Registration Request. Once a Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete Supplier Registration Request in Beacon.

### Procedure

1. Select the **MANAGE SUPPLIERS** tab.



2. Select **Register New Supplier**. This brings you to the **Register New Supplier** page.



3. Choose from the **Supplier Type**, **Legal Entity Type**, and **Reason for Registration** menus.

**Note:** The Supplier Type you choose determines what fields and validations are required during registration for the Supplier entity and Supplier related entities.

4. Enter the information for the new Supplier.
5. Select **NEXT**.



## Register New Supplier

### About the Supplier

**Supplier Type \***

----- Please Select -----

**Legal Entity Type \***

-- Select Legal Entity Type --

**Reason for Registration \***

----- Please Select -----

**Supplier Legal Name (as it will appear on the Contract) \***

**Are you a GST/HST Registrant? \***

☐ Yes ☐ No

**Are you a Non-Resident of Canada? \***


☐ Yes ☐ No

**CANCEL REQUEST** **NEXT >**

- On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

### Supporting Documents [Empty - 1 Pending]

**Select Document to Upload**

UPLOAD  Drop file here

File size limit upto: 30 MB

**Document Type \***

----- Please Select -----

**Description**

0 out of 200 characters entered: 200 remaining.

**CANCEL** **ADD DOCUMENT**

**Note:** When you register a new Supplier, you might be required to submit supporting documentation as evidence of certain Supplier information (e.g. legal entity type, resident status, etc.).

- On the Review page, confirm your information, and then select **SUBMIT REQUEST**. If you didn't make any changes, select **VERIFY NO CHANGES**.

### Register New Supplier

Supplier Information
Supplier Partners
Supporting Documents
Review

#### Registration Summary

**Request Type:** New Supplier Registration  
**Requested By:** John Smith  
**Submission Reason:** Registering Supplier for a Contract Assignment

#### Supplier Information

**Supplier Legal Name:** 123 Joint Venture  
**Supplier Type:** microFIT  
**Legal Entity Type:** Joint Venture - No Legal Personality  
**GST/HST Registrant?** ☒ Yes ☐ No  
**Non-Resident of Canada?** ☐ Yes ☒ No

#### Supplier Partners [1]

Are there any partners?  
☒ Y ☐ N

Partner A

Partner Type  
Partnership

Parents?  
No

#### Uploaded Attachment(s)

Document	Document Description	Document Type
New-attachment.jpg	Supporting documents for supplier registration	New Supplier Registration Supporting Document
African_Lion.jpg	Supporting documents 2	Other

CANCEL REQUEST
< BACK
SUBMIT REQUEST

- A dialog box is opened, select **YES**. Once the Request is submitted, a confirmation page is displayed. The Request is now under IESO review. Please wait for further instructions from the IESO.

Submit Changes?

NO
YES

**Note:** The Request now has a **Request ID** that you can use to track its progress.

## Supplier Registration Submitted

Thank you! Your request has been submitted

**Request S3387**

➡ Complete Supplier Registration - Submit

## Cancelling the Registration of a New Supplier

You can cancel a Supplier Registration Request that you submitted.

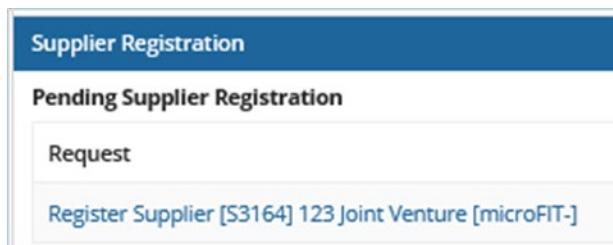
**Note:** You can cancel a Supplier Registration Request only before the IESO has accepted the Request for review.

### Procedure

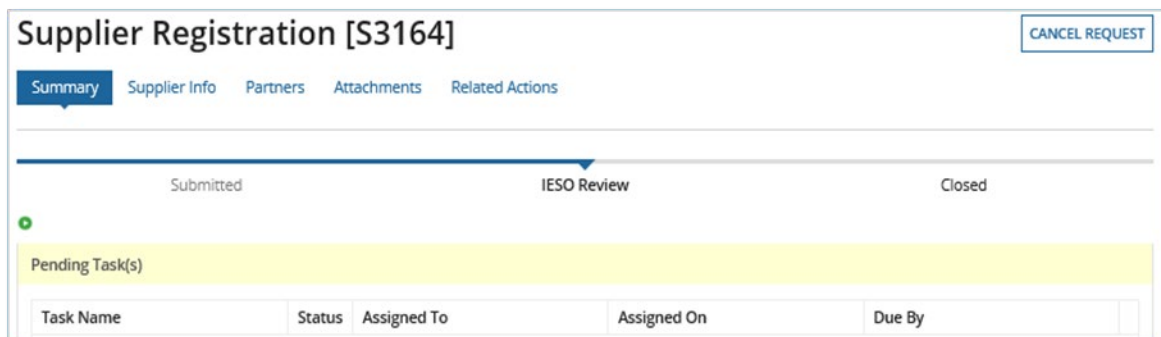
1. Select the **MANAGE SUPPLIERS** tab.



2. Select the pending request that you want to cancel. This brings you to the Request Record for the Supplier registration.



3. Select CANCEL REQUEST.



4. On the **Confirm Cancellation** page, enter the reason for cancelling the Request.

### Confirm Cancellation of Request S3164

Please confirm that you would like to cancel this request. You will lose all information and will not be able to recover the request.

Complete Supplier Registration - Submit			
Time	Performed By	Role	Reason
Jul 16, 2019 09:16 AM EST	John Smith	Supplier Requestor	Registering Supplier for a Contract Assignment
<b>Comment</b> < No Comment >			

Request - New Supplier Registration >

Describe Reason for Cancelling Request \*

0 out of 4000 characters entered: 4000 remaining.

5. Select **CANCEL REQUEST**.
6. A dialog box will open, select **Yes**.

Are you sure?

7. Refresh your page.
8. The Request status is now **closed** and the outcome is **Cancelled**.

Submitted	IESO Review	Closed															
<p> Close Request - Closed</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Performed By</th> <th>Role</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Jul 16, 2019 09:21 AM EST</td> <td>SYSTEM - AUTO</td> <td>IESO</td> <td></td> </tr> <tr> <td colspan="4"> <b>Comment</b>            &lt; No Comment &gt;         </td> </tr> </tbody> </table> <p>Request - New Supplier Registration</p> <table border="1"> <tr> <td> <b>Request ID:</b> S3164  <b>Request Type:</b> New Supplier Registration  <b>Requested On:</b> Jul 16, 2019 09:16 AM EST  <b>Requested By:</b> John Smith  <b>Submission Reason:</b> Registering Supplier for a Contract Assignment         </td> <td> <b>Supplier:</b> 123 Joint Venture  <b>Supplier ID:</b> 316856  <b>Supplier Type:</b> microFIT  <b>Legal Entity Type:</b> Joint Venture - No Legal Personality         </td> <td> <b>Outcome:</b> Cancelled  <b>Reviewed On:</b> Jul 16, 2019 09:21 AM EST  <b>Completed On:</b> Jul 16, 2019 09:21 AM EST         </td> </tr> </table> <p>Task History</p> <ul style="list-style-type: none"> <li>&gt;  Close Request - Closed</li> <li>&gt;  Cancel Request - Cancel</li> </ul>			Time	Performed By	Role	Reason	Jul 16, 2019 09:21 AM EST	SYSTEM - AUTO	IESO		<b>Comment</b> < No Comment >				<b>Request ID:</b> S3164 <b>Request Type:</b> New Supplier Registration <b>Requested On:</b> Jul 16, 2019 09:16 AM EST <b>Requested By:</b> John Smith <b>Submission Reason:</b> Registering Supplier for a Contract Assignment	<b>Supplier:</b> 123 Joint Venture <b>Supplier ID:</b> 316856 <b>Supplier Type:</b> microFIT <b>Legal Entity Type:</b> Joint Venture - No Legal Personality	<b>Outcome:</b> Cancelled <b>Reviewed On:</b> Jul 16, 2019 09:21 AM EST <b>Completed On:</b> Jul 16, 2019 09:21 AM EST
Time	Performed By	Role	Reason														
Jul 16, 2019 09:21 AM EST	SYSTEM - AUTO	IESO															
<b>Comment</b> < No Comment >																	
<b>Request ID:</b> S3164 <b>Request Type:</b> New Supplier Registration <b>Requested On:</b> Jul 16, 2019 09:16 AM EST <b>Requested By:</b> John Smith <b>Submission Reason:</b> Registering Supplier for a Contract Assignment	<b>Supplier:</b> 123 Joint Venture <b>Supplier ID:</b> 316856 <b>Supplier Type:</b> microFIT <b>Legal Entity Type:</b> Joint Venture - No Legal Personality	<b>Outcome:</b> Cancelled <b>Reviewed On:</b> Jul 16, 2019 09:21 AM EST <b>Completed On:</b> Jul 16, 2019 09:21 AM EST															

# Supplier Overview

## Manage Suppliers Page

After the Supplier Registration process is complete, you'll see all of your Suppliers on the **MANAGE SUPPLIERS** page.

You can search for Suppliers by using these filters

To register a new Supplier, select **Register New Supplier**.

To add or remove Contacts from Supplier(s), select **Add/Remove Contacts for Supplier(s)**.

The screenshot shows the 'MANAGE SUPPLIERS' page. At the top is a navigation bar with tabs: MY TASKS, REQUESTS, MANAGE SUPPLIERS (active), MANAGE CONTRACTS, and MANAGE PROFILE. On the right of the navigation bar are icons for a grid, a user profile, and the 'ieso' logo. Below the navigation bar is a section titled 'Available Action(s)' with two options: 'Register New Supplier' (with a plus icon) and 'Add/Remove Contacts for Supplier(s)' (with a person icon). Below this is a section titled 'My Suppliers' containing search filters: 'Supplier Type' (a dropdown menu with 'Show All' selected), 'Supplier Legal Name' (a text input with placeholder 'Enter partial text to search Supplier Legal Name'), 'Locked By' (a text input with placeholder 'Request Id or DRAFT'), 'Supplier ID' (a text input with placeholder 'Enter partial text to search Supplier ID'), and a checkbox for 'Show Locked?'. Below the filters is a pagination bar showing 'Paging: 10 | 25 | 50 | Show All'. The main content is a table with the following headers: 'Supplier ID', 'Supplier Legal Name', 'Legal Entity Type', and 'Supplier Type'. The first row of data shows '531340', 'ABC Joint Venture', 'Joint Venture - No Legal Personality', and 'microFIT'. A red square icon is in the first column of this row. A callout bubble points to this icon, showing a zoomed-in view of the 'Supplier ID' column header and the first row of data, highlighting the '531340' and a 'LOCKED: 53170' status.

Supplier ID	Supplier Legal Name	Legal Entity Type	Supplier Type
531340	ABC Joint Venture	Joint Venture - No Legal Personality	microFIT

To see a Supplier Record, select the **Supplier ID**.

Select any header to sort your Suppliers by those criteria.

To see the status of the Supplier, hover over the icon.

## Supplier Record Overview

When you select a **Supplier ID**, this brings you to the Supplier Record's **Summary** page.

If there is an active Request or a draft related to a Supplier, the Record will be locked.

To see all the active and closed Requests that are related to the Supplier, select the **Request** tab.

To view and download documents related to the Supplier, select the **Documents** tab.

To see the available actions that you can take, select the **Related Actions** tab.

### Supplier: ABC Joint Venture [531340]

- Summary
- Partners
- Requests
- Contracts
- Notes
- Documents
- Contacts
- Related Actions

RECORD LOCKED

	Request ID	Request Type	Date Requested	Requested By
<input checked="" type="checkbox"/>	S3170	Change to Supplier Legal Name	Jul 16, 2019 09:44 AM EST	John Smith

#### Supplier Information

**Supplier Legal Name:** ABC Joint Venture

**Supplier Id:** 531340

**Supplier Type:** microFIT

**Legal Entity Type:** Joint Venture - No Legal Personality

**GST/HST Registrant?** ☒ Yes ☐ No

**Non-Resident of Canada?** ☐ Yes ☒ No

The Record Locked table shows information about the Request that is locking the Supplier. For more details, select the **Request ID**.

# Managing Supplier Requests

## Submitting a Request to Change a Supplier Record

To update the Record information for a Supplier, you can submit a Change to Supplier Request. You can submit a Supplier Request for the following actions:

- Change to Supplier Address
- Change to Supplier Banking Information
- Change to Supplier HST-GST Status/Number
- Change to Supplier Legal Name
- Change to Supplier Ownership Information, Partners, Parents
- Change to Supplier Resident Status
- Supplier Change of Control
- Other

Once a Request has been submitted, it will be reviewed by the IESO. The following instructions will guide you through how to complete a Supplier Request in Beacon.

### Procedure

1. Select the **MANAGE SUPPLIERS** tab.



2. **Optional:** Use the filters to search for the Supplier that you want to change.

A filter section titled 'My Suppliers' with a blue header. It contains four search filters: 'Supplier Type' (dropdown menu showing 'Show All'), 'Supplier Legal Name' (text input with placeholder 'Enter partial text to search Supplier Legal Name'), 'Locked By' (text input with placeholder 'Request Id or DRAFT'), and 'Supplier ID' (text input with placeholder 'Enter partial text to search Supplier ID'). There is also a checkbox labeled 'Show Locked?'.

3. Select the **Supplier ID** for the Supplier that you want to change.

	Supplier ID	Supplier Legal Name	Legal Entity Type	Supplier Type
	934358	ABC Corporation	Corporation	FIT

4. Select **Related Actions > Submit Change Request**.

Summary Partners Requests Contracts Notes Documents Contacts **Related Actions**

- Submit Change Request**  
Submit request to update supplier information
- Add Contacts**
- Remove Contacts**

- On the **Submit Change Request** page, choose what type of Request you want to submit.

**Note:** Different entity types will have different change Requests to select from.

- Choose a reason for submitting the change, enter a description for your Request, and then select **NEXT**.

What type of request would you like to submit? \*

Other

Use this request to inform the IESO about any other changes. Be as detailed as possible.

**Reason for Change \***

----- Please Select -----

**Describe Reason for Change \***

0 out of 4000 characters entered: 4000 remaining.

**CANCEL REQUEST** **NEXT**

- A dialog box will open, select **CONTINUE**.
- On the **Supplier Information page**, make the updates to the Supplier information, and then select **NEXT**.
- Optional:** To upload supporting documents, select **+UPLOAD NEW DOCUMENT**. Attach a document, choose a document type, enter a description, and then select **ADD DOCUMENT**.

**Note:** When you submit a Supplier Change Request, you might be required to submit supporting documentation as evidence of certain information (e.g. legal entity type, resident status, etc.).

- On the **Review** page, look over all your changes, and then select **SUBMIT REQUEST**.



11. A dialog box is opened, select **Yes**. Once the Request is submitted, a confirmation page will be displayed.

Submit Changes?

---


**Note:** The Request now has a **Request ID** that you can use to track its progress.

## Change Request Submitted

---

**Thank you! Your request has been submitted**

**Request S3170**

 *Prepare Change Request - Submit*

## Adding or Removing Contacts from Suppliers or Contracts

During the term of your FIT Contract(s), there might be changes to the Contacts who manage your Supplier(s) and/or Contract(s).

The following instructions will guide you through how to Add and/or Remove Contacts from Supplier(s) in Beacon. For instructions on how to Add and/or Remove Contacts from a Contract, please refer to the Contract Management user guide document.

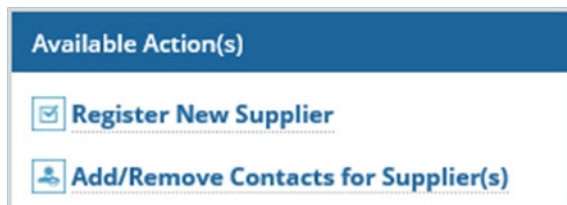
### Adding Supplier Contacts to Suppliers

#### Procedure

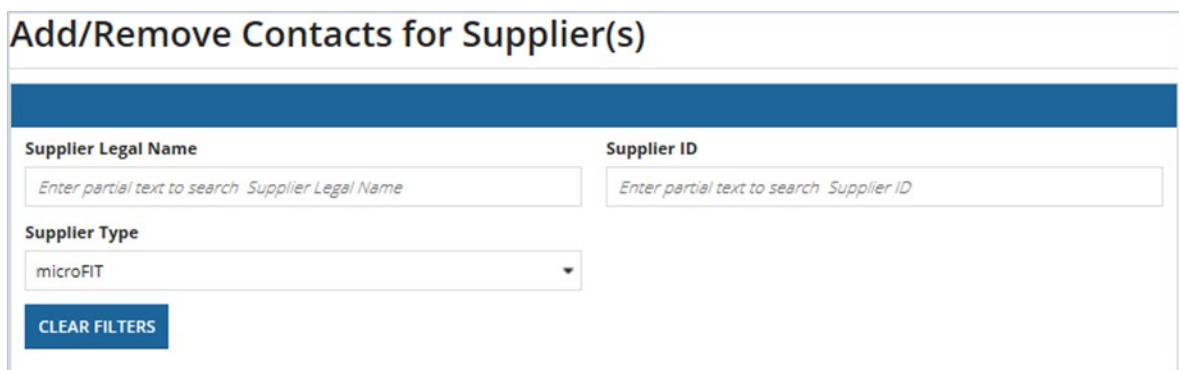
1. Select the **MANAGE SUPPLIERS** tab.



2. Select **Add/Remove Contacts for Supplier(s)**. This brings you to the **Add/Remove Contacts for Supplier(s)** page.



3. **Optional:** Use the filters to search for the Supplier(s) that you want to add.

The page has a title 'Add/Remove Contacts for Supplier(s)' in a blue header. Below is a white form area with a blue header bar. The form contains two search fields: 'Supplier Legal Name' and 'Supplier ID', each with a placeholder text 'Enter partial text to search Supplier Legal Name' and 'Enter partial text to search Supplier ID' respectively. Below these is a 'Supplier Type' dropdown menu with 'microFIT' selected. At the bottom left is a blue button labeled 'CLEAR FILTERS'.

**Note: Supplier(s) can be selected of same Supplier Type only. Locked suppliers excluded.**

	Supplier Id	Supplier Legal Name	Supplier Type	Legal Entity Type
<input checked="" type="checkbox"/>	284207	123 Corporation	FIT	Corporation
<input type="checkbox"/>	836486	123 University	FIT	University
<input checked="" type="checkbox"/>	934358	ABC Corporation	FIT	Corporation

**CLEAR SELECTION**

**Supplier(s) Selected [ 2 ]**

**Contact Request Type? \***

☒ Add Contacts ☐ Remove Contacts

**CANCEL** **NEXT >**

4. Check the box(es) for the Supplier(s) that you want to add.

5. Select Add Contacts and then select **NEXT**.

6. A dialog box is opened, select **YES**.

This will lock all suppliers selected and their contracts. Continue?

**NO** **YES**

7. On the **Add Contacts to Supplier** page, choose a reason for submitting the Request, and then enter a description for your Request.

### Submit Add Contact Person to Supplier/Contract

Add Contacts to Supplier    Add to Contracts (Optional)    Supporting Documents    Review

**Request - Add Contact Person to Supplier/Contract**

**Request Type:** Add Contact Person to Supplier/Contract    **Supplier:** Multiple Supplier(s) selected

**Requested On:** Jul 8, 2019 08:52 AM EST

**Requested By:** John Smith

**Reason for Change \***

----- Please Select -----

**Describe Reason for Change \***

0 out of 4000 characters entered: 4000 remaining.

8. Enter the **Person ID** and email address for the Contact that you want to add, and then select **SEARCH**.
9. Select **+Add Person**.

Search Contacts

Person Id

229149

Email Address

john\_smith@simplemail.in

CLEAR

SEARCH

Contact Details

Click on +ADD button to add into the queue below

Person Id	Person Name	Email Address	
229149	John Smith	john_smith@simplemail.in	+Add Person

10. Choose a Role.

Selected Contacts - [1]

Person Id	Person Name	Email Address	Role	
229149	John Smith	john_smith@simplemail.in	<div>Select Role</div> <div>Supplier Agent</div> <div>Supplier Approver</div>	<div>X</div>

CANCEL REQUEST

NEXT >

11. You can add more Contacts or select **NEXT**.

12. **Optional:** On the **Add to Contracts (Optional)** page, select the Contracts related to the Supplier that you want to add the Contact(s) to.

Add Contracts to Supplier    **Add to Contracts (Optional)**    Supporting Documents    Review

Find available contracts engaged with selected Supplier(s)

**Available Contracts**

For the selected contact(s) to be added in the contract(s), please select one or more contracts

	Business Contract ID	Status	Contract Version
<input type="checkbox"/>	~ 123 Corporation (1 Contracts)		
<input type="checkbox"/>	F-001234-SPV-123-123	COD	4.1
<input type="checkbox"/>	~ ABC Corporation (1 Contracts)		
<input checked="" type="checkbox"/>	F-001234-SPV-456-456	COD	2.0

**Selected Contacts - [1]**

Person Id	Person Name	Email Address	Role
229149	John Smith	john_smith@simplemail.in	Supplier Agent

**CANCEL REQUEST**    < BACK    **NEXT >**

13. Select **NEXT**.

14. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

**Supporting Documents [Empty - 1 Pending]**

**Select Document to Upload**

**UPLOAD** Drop file here

File size limit upto: 30 MB

**Document Type \***

----- Please Select -----

**Description**

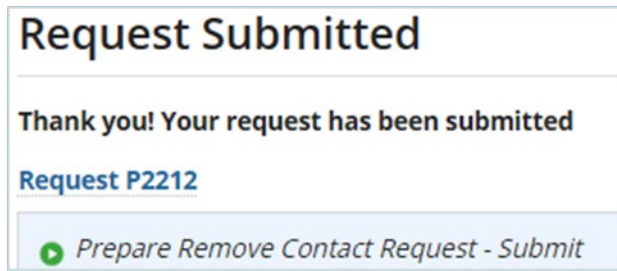
0 out of 200 characters entered: 200 remaining.

**CANCEL**    **ADD DOCUMENT**

**Note:** When you add additional Contacts to Suppliers or Contracts, you might be required to submit supporting documentation as evidence of certain information (e.g. prescribed forms, director's register, etc.).

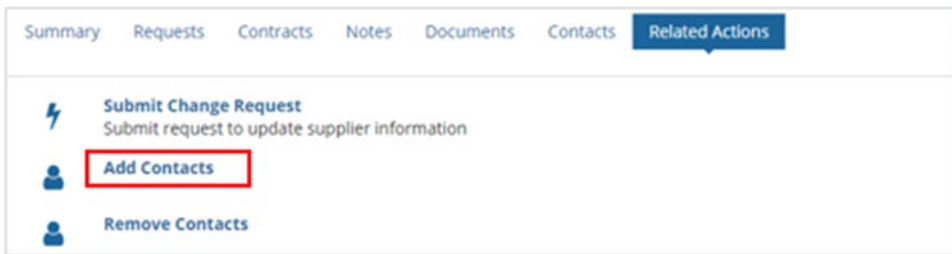
15. On the Review page, look over all your changes, and then select **SUBMIT REQUEST**.

16. A dialog box is opened, select **Yes**. Once the Request is submitted, a confirmation page is displayed.



**Note:** The Request now has a **Request ID** that you can use to track its progress

Alternatively, you can initiate a Request to add Supplier Contacts from a Supplier by going to a Supplier Record and selecting **Related Actions** > **Add Contacts**.



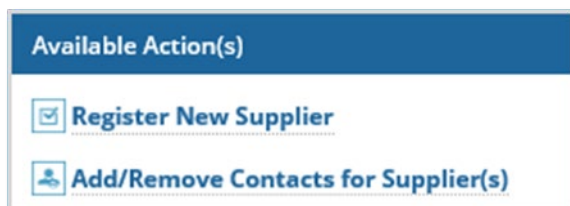
## Removing Supplier Contacts from Suppliers

### Procedure

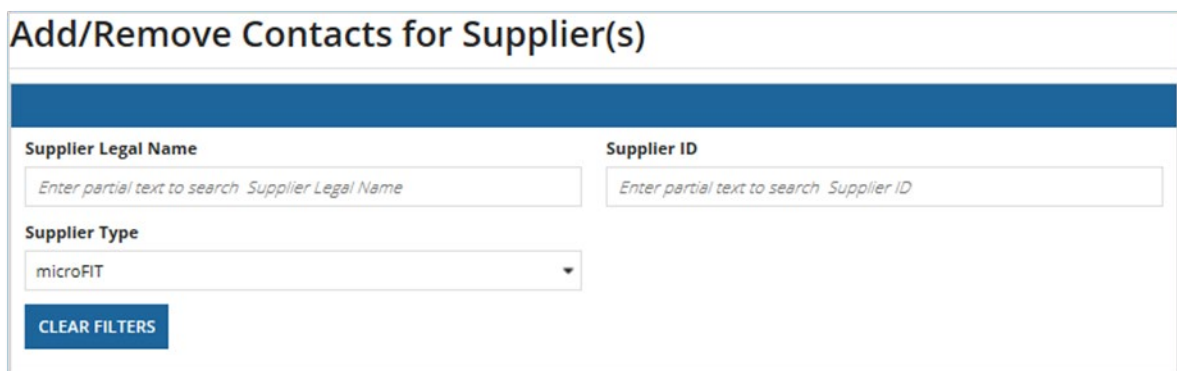
1. Select the **MANAGE SUPPLIERS** Suppliers tab.



2. Select **Add/Remove Contacts for Supplier(s)**. This brings you to the **Add/Remove Contacts for Supplier(s)** page



3. **Optional:** Use the filters to search for the Supplier(s) you want to remove.

The page has a title 'Add/Remove Contacts for Supplier(s)' in a blue bar. Below is a white filter section with a blue header. It contains two search boxes: 'Supplier Legal Name' and 'Supplier ID', both with placeholder text 'Enter partial text to search Supplier Legal Name' and 'Enter partial text to search Supplier ID' respectively. Below these is a 'Supplier Type' dropdown menu with 'microFIT' selected. At the bottom left is a blue button labeled 'CLEAR FILTERS'.

4. Check the box(es) for the Supplier(s) that you want to remove.

Note: Supplier(s) can be selected of same Supplier Type only. Locked suppliers excluded.

	Supplier Id	Supplier Legal Name	Supplier Type	Legal Entity Type
<input checked="" type="checkbox"/>	284207	123 Corporation	FIT	Corporation
<input type="checkbox"/>	836486	123 University	FIT	University
<input checked="" type="checkbox"/>	934358	ABC Corporation	FIT	Corporation

CLEAR SELECTION

Supplier(s) Selected [ 2 ]

Contact Request Type? \*

☐ Add Contacts ☒ Remove Contacts

CANCEL NEXT >

5. Select Remove Contacts and then Select **NEXT**.

6. A dialog box is opened, select **Yes**.

This will lock all suppliers selected and their contracts. Continue?

NO YES

7. On the **Remove Contacts to Supplier** page, choose a reason for submitting the change, and then enter a description for your Request.

### Submit Remove Contact Person from Supplier/Contract

Remove Contacts from Supplier Remove from Contracts (Mandatory) Supporting Documents Review

Request - Remove Contact Person from Supplier/Contract

**Request Type:** Remove Contact Person from Supplier/Contract **Supplier:** Multiple Supplier(s) selected

**Requested On:** Jul 30, 2019 10:15 AM EST

**Requested By:** John Smith

**Reason for Change \***

----- Please Select -----

**Describe Reason for Change \***

0 out of 4000 characters entered: 4000 remaining.



8. Check the box(es) for the Contact(s) that you want to remove from the selected Contract(s), and then select **NEXT**.

**Note:** You cannot remove all Contacts with the Supplier Approver role. Contracts that have only one Approver cannot be selected.

Available Contacts				
NOTE: Select at least one contact from selected supplier(s). Suppliers having one Approver cannot be selected				
<input type="checkbox"/>	Person Id	Person Name	Email Address	Role
<input type="checkbox"/>	- ABC Corporation (4 Contacts)			
<input type="checkbox"/>	• 001234	Jane Doe Supplier	email123@sharklasers.com	Supplier Approver
<input checked="" type="checkbox"/>	• 001235	John Smith	emailabc@sharklasers.com	Supplier Approver
<input checked="" type="checkbox"/>	• 001236	Paul Smith	email456@sharklasers.com	Supplier Approver

9. On the **Remove from Contracts (Mandatory)** page, review the Contracts associated with the selected Supplier(s). All the selected Contacts will be removed from these Contracts.
10. Select **NEXT**.
11. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

Supporting Documents [Empty - 1 Pending]

Select Document to Upload

UPLOAD

Drop file here

File size limit upto: 30 MB

Document Type \*

----- Please Select -----

Description

0 out of 200 characters entered: 200 remaining.

CANCEL

ADD DOCUMENT

**Note:** When you remove Contacts from Suppliers or Contracts, you might be required to submit supporting documentation as evidence of certain information (e.g. prescribed forms, director's register, etc.).

12. On the Review page, look over all your changes, and then select **SUBMIT REQUEST**.
13. A dialog box is opened, select **Yes**.

Are you sure you want to remove the selected contacts from supplier(s) and their respective contracts?

NO


YES

14. Once the Request is submitted, a confirmation page is displayed.

## Request Submitted

Thank you! Your request has been submitted


[Request P2212](#)


 *Prepare Remove Contact Request - Submit*


**Note:** The Request now has a **Request ID** that you can use to track its progress.

Alternatively, you can initiate a Request to remove Supplier Contacts from a Supplier by going to a Supplier Record and selecting **Related Actions** > **Remove Contacts**.

SummaryRequestsContractsNotesDocumentsContactsRelated Actions

**Submit Change Request**  
Submit request to update supplier information

**Add Contacts**

**Remove Contacts**

## Supplier Request Tasks

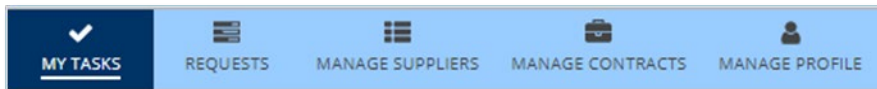
### Reviewing Requests Submitted by a Supplier Approver

If you are a Supplier Approver for a Supplier, you may receive a Supplier Approver Review Request task to review any Requests submitted by other Supplier Approvers of those Suppliers.

If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you on the **MY TASKS** tab.

### Procedure

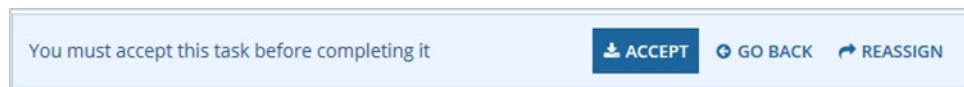
1. Select the **MY TASKS** tab.



2. Select the **Active Task** for the Request that you want to review. This brings you to the **Review** page.

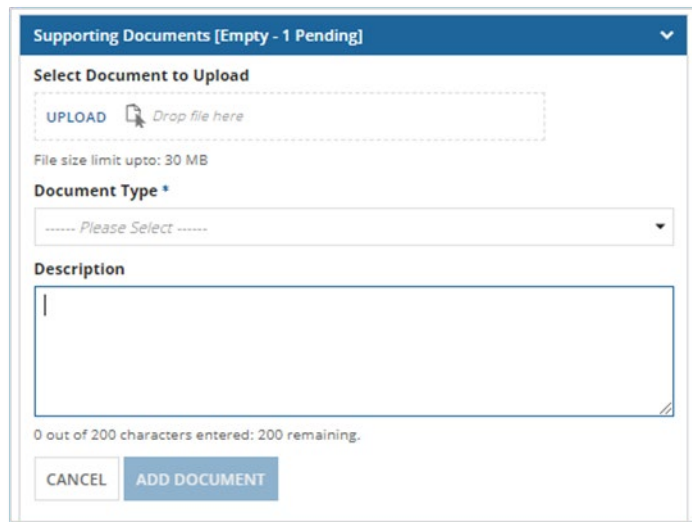
Active Request Tasks In-Progress					
Request ID	Request Type	Status	Source	Active Task	Status
53026	Change to Supplier Address	[DRAFT]	Supplier	<a href="#">Supplier Approver Review Request</a>	

3. To begin working on the task, select **ACCEPT**.



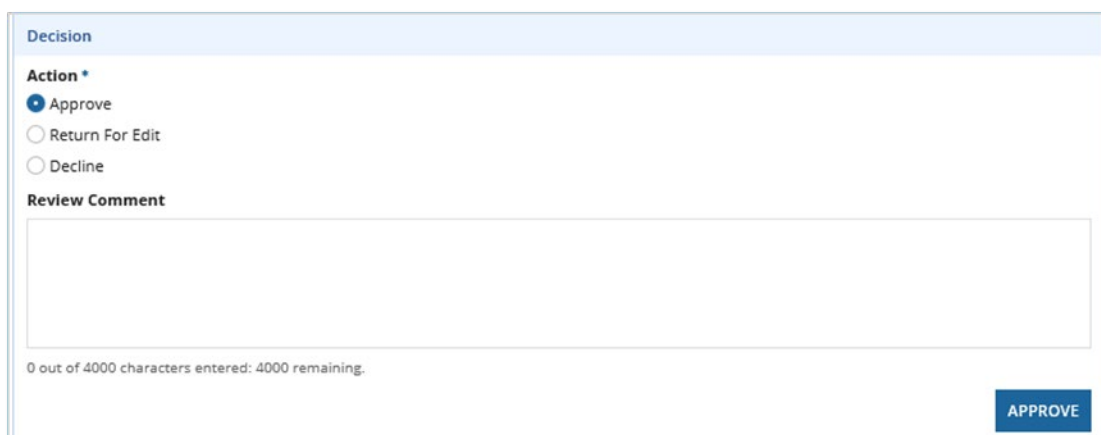
4. Review the values entered and the documents in the Request.

5. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.



The screenshot shows a form titled "Supporting Documents [Empty - 1 Pending]". It includes a "Select Document to Upload" section with an "UPLOAD" button and a "Drop file here" instruction. Below this is a "File size limit upto: 30 MB" note. The "Document Type \*" field is a dropdown menu currently showing "----- Please Select -----". The "Description" field is a text area with a character count "0 out of 200 characters entered: 200 remaining." At the bottom are "CANCEL" and "ADD DOCUMENT" buttons.

6. Under **Decision**, choose either **Approve**, **Return for Edit** or **Decline**.
- a. If you select **Approve**, you can enter an explanatory note or comment to provide additional context to the review task, and then select **Approve**.
  - b. If you select **Return for Edit**, you can enter an explanatory note or comment to provide additional context to what needs clarification, and then select **Return for Edit**.
  - c. If you select **Decline**, you can enter an explanatory note or comment to provide additional context for why you declined the Request, and then select **Decline**.



The screenshot shows a form titled "Decision". It has an "Action \*" section with three radio buttons: "Approve" (selected), "Return For Edit", and "Decline". Below this is a "Review Comment" text area with a character count "0 out of 4000 characters entered: 4000 remaining." An "APPROVE" button is located at the bottom right.

7. A dialog box is opened, select **Yes**.

Depending on your decision, the Request may be under IESO review, returned to the Request initiator for edits, or the Request may be closed, respectively.

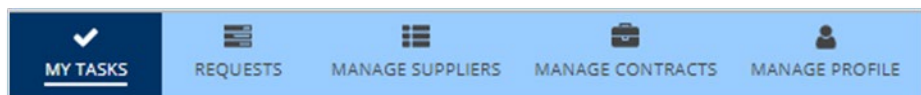
## Providing Clarification for Returned Requests

The IESO or a Supplier Approver may return a Request that you submitted back to you for further review.

If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you on the **MY TASKS** tab.

### Procedure

1. Select the **MY TASKS** tab.



2. Select the **Active Task** for the Request you want to work on.

The screenshot shows a table titled 'Active Request Tasks In-Progress'. The first row is highlighted, showing a task for Request ID S3170. A red box highlights the 'Active Task' column, which contains the text 'Review Returned Change Request'. A yellow line connects this box to a zoomed-in view of the same task details below.

Request ID	Request Type	Status	Source	Active Task	Status
S3170	Change to Supplier Legal Name	IESO Review	Supplier	Review Returned Change Request	<input checked="" type="checkbox"/>

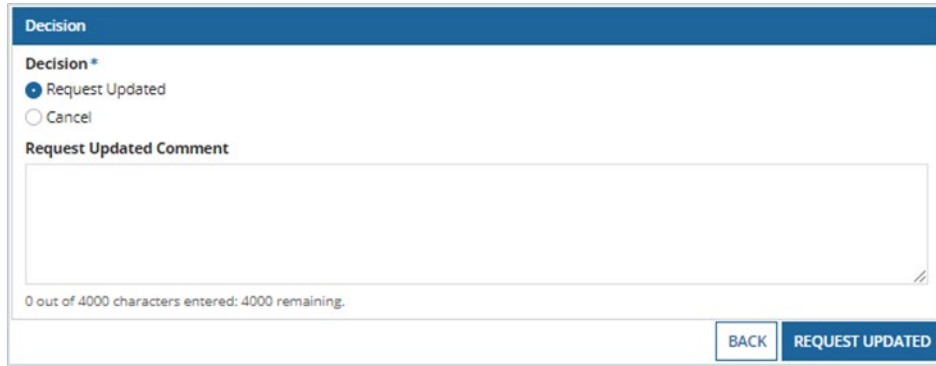
Source	Active Task	Status
Supplier	Review - Supplier Rejected Request	<input checked="" type="checkbox"/>

3. On each page, make changes to the fields that require updates.
4. On the **Supporting Documents** page, review any documents added by other users.
5. **Optional:** To upload supporting documents, select **+UPLOAD NEW DOCUMENT**. Attach a document, choose a document type, enter a description, and then select **ADD DOCUMENT**.

**Note:** When you respond to a Request to provide clarification, you might be required to submit supporting documentation as requested by the IESO. This will be specified in the task details.

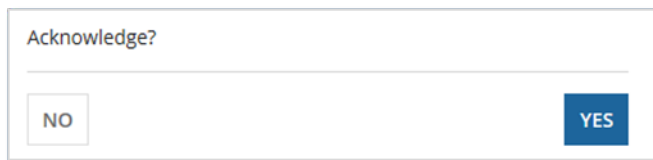
6. Review the changes summarized on the **Review** page.
7. Under **Decision**, choose either **Request Updated** or **Cancel**.
  - a. If you select Request Updated, you can enter an explanatory note or comment to provide additional context on what was clarified, and then select **Request Updated**.

- b. If you select **Cancel**, you can enter an explanatory note or comment to provide additional context for why you cancelled the Request, and then select **Cancel**.



The screenshot shows a dialog box titled "Decision" with a blue header. Below the header, there is a section labeled "Decision \*" with two radio button options: "Request Updated" (which is selected) and "Cancel". Below these options is a text area labeled "Request Updated Comment". At the bottom left of the text area, it says "0 out of 4000 characters entered: 4000 remaining.". At the bottom right of the dialog box, there are two buttons: "BACK" and "REQUEST UPDATED".

8. A dialog box is opened, select **Yes**.



The screenshot shows a dialog box titled "Acknowledge?". Below the title is a horizontal line. At the bottom of the dialog box, there are two buttons: "NO" on the left and "YES" on the right.

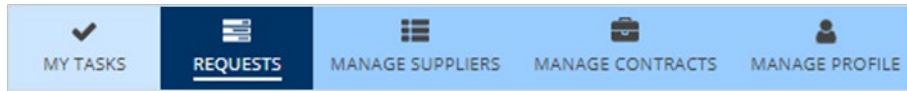
## Cancelling a Submitted Request

You can cancel a Request that you have submitted.

**Note:** You can cancel a Request only if you initiated the Request and before the IESO has accepted the Request for review.

### Procedure

1. Select the **Requests** tab.



2. **Optional:** Use the filters to search for the Request that you want to cancel.

<b>Status</b> OPEN	<b>Supplier ID</b> Enter partial text to search Supplier ID
<b>Request ID</b> 	<b>Contract ID</b> Enter partial text to search Contract ID
<b>Request Category</b> ----- Show All -----	<b>Prepared By</b> ----- Show All -----
<b>Request Type</b> ----- Show All -----	<b>Source</b> ----- Show All -----
<b>Requested From</b> mm/dd/yyyy	<b>Requested Thru</b> mm/dd/yyyy
7 Requests Found	

3. Select the **Request ID** to view the Request Record that you want to cancel.

1 Requests Found		
		Request ID
OPEN	➡	53172

4. Select **CANCEL REQUEST**.

Supplier Request [S3172] CANCEL REQUEST

Summary Attachments Related Actions

Submitted IESO Review Closed

OPEN

5. On the **Confirm Cancellation of Request** page, enter the reason for cancelling the Request.

Confirm Cancellation of Request S3172

Please confirm that you would like to cancel this request. You will lose all information and will not be able to recover the request.

Prepare Change Request - Submit

Time	Performed By	Role	Reason
Jul 16, 2019 10:27 AM EST	John Smith	Supplier Approver	Changing the Legal Name of the Supplier

Comment  
Updating legal name

Request - Change to Supplier Legal Name

Describe Reason for Cancelling Request \*

0 out of 4000 characters entered: 4000 remaining.

BACK CANCEL REQUEST

6. Select **CANCEL REQUEST**.
7. A dialog box is opened, select **Yes**.

Are you sure?

NO YES

8. Refresh your page.
9. The Request status is now "CLOSED" and the outcome is "Cancelled".



Submitted	IESO Review	Closed								
<div style="border: 2px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">CLOSED</div>										
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">➤</div> <div>Close Request - Closed</div> </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Time</th> <th style="width: 25%;">Performed By</th> <th style="width: 25%;">Role</th> <th style="width: 25%;">Reason</th> </tr> </thead> <tbody> <tr> <td>Jul 16, 2019 10:30 AM EST</td> <td>SYSTEM - AUTO</td> <td>IESO</td> <td></td> </tr> </tbody> </table> <p><b>Comment</b> &lt; No Comment &gt;</p>			Time	Performed By	Role	Reason	Jul 16, 2019 10:30 AM EST	SYSTEM - AUTO	IESO	
Time	Performed By	Role	Reason							
Jul 16, 2019 10:30 AM EST	SYSTEM - AUTO	IESO								
<b>Request - Change to Supplier Legal Name</b> <span style="float: right;">▼</span>										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>Request ID:</b> S3172  <b>Request Type:</b> Change to Supplier Legal Name  <b>Requested On:</b> Jul 16, 2019 10:27 AM EST  <b>Requested By:</b> John Smith  <b>Submission Reason:</b> Changing the Legal Name of the Supplier  <b>Submission Explanation:</b>            Updating legal name         </td> <td style="width: 33%; vertical-align: top;"> <b>Supplier:</b> ABC Joint Venture  <b>Supplier ID:</b> <a href="#" style="color: #0070c0;">531340</a>  <b>Supplier Type:</b> microFIT  <b>Legal Entity Type:</b> Joint Venture - No Legal Personality         </td> <td style="width: 33%; background-color: #ffe6e6; vertical-align: top; padding: 10px;"> <b>Outcome:</b> <div style="border: 2px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">Cancelled</div>  <b>Reviewed On:</b> Jul 16, 2019 10:30 AM EST  <b>Completed On:</b> Jul 16, 2019 10:30 AM EST         </td> </tr> </table>			<b>Request ID:</b> S3172 <b>Request Type:</b> Change to Supplier Legal Name <b>Requested On:</b> Jul 16, 2019 10:27 AM EST <b>Requested By:</b> John Smith <b>Submission Reason:</b> Changing the Legal Name of the Supplier <b>Submission Explanation:</b> Updating legal name	<b>Supplier:</b> ABC Joint Venture <b>Supplier ID:</b> <a href="#" style="color: #0070c0;">531340</a> <b>Supplier Type:</b> microFIT <b>Legal Entity Type:</b> Joint Venture - No Legal Personality	<b>Outcome:</b> <div style="border: 2px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">Cancelled</div> <b>Reviewed On:</b> Jul 16, 2019 10:30 AM EST <b>Completed On:</b> Jul 16, 2019 10:30 AM EST					
<b>Request ID:</b> S3172 <b>Request Type:</b> Change to Supplier Legal Name <b>Requested On:</b> Jul 16, 2019 10:27 AM EST <b>Requested By:</b> John Smith <b>Submission Reason:</b> Changing the Legal Name of the Supplier <b>Submission Explanation:</b> Updating legal name	<b>Supplier:</b> ABC Joint Venture <b>Supplier ID:</b> <a href="#" style="color: #0070c0;">531340</a> <b>Supplier Type:</b> microFIT <b>Legal Entity Type:</b> Joint Venture - No Legal Personality	<b>Outcome:</b> <div style="border: 2px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">Cancelled</div> <b>Reviewed On:</b> Jul 16, 2019 10:30 AM EST <b>Completed On:</b> Jul 16, 2019 10:30 AM EST								

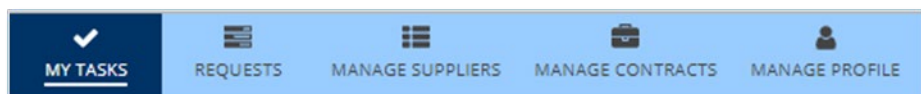
## Providing Acknowledgement of a Request Outcome

If the IESO approves or declines your Request, you may receive a **Provide Acknowledgement** task where you must acknowledge the IESO's decision.


If you are assigned a task, you will receive an email notification. You can view active tasks assigned to you under **MY TASKS**.

### Procedure

1. Select the **MY TASKS** tab.



2. Select the Provide Acknowledgement task. This brings you to the **Pending Acknowledgement** page.

Active Request Tasks In-Progress					
Request ID	Request Type	Status	Source	Active Task	Status
S3370	Change to Supplier HST-GST Status/Number	Pending Acknowledgement	Supplier	Provide Acknowledgement	

3. Review the information and any documents added by other users.
4. **Optional:** On the Upload Supporting Documents page, select the **+UPLOAD NEW DOCUMENT** icon. Attach a document, choose a document type, enter a description, and then select the **ADD DOCUMENT** icon.

Supporting Documents [Empty - 1 Pending]

Select Document to Upload

UPLOAD

Drop file here

File size limit upto: 30 MB

Document Type \*

Please Select

Description

0 out of 200 characters entered: 200 remaining.

CANCEL

ADD DOCUMENT

5. **Optional:** You can enter an explanatory note or comment to provide additional context to the Request for acknowledgement in the comment field provided.

Provide feedback or comments below as necessary (If issues, please document below and submit a separate request):

0 out of 4000 characters entered: 4000 remaining.

ACKNOWLEDGED

6. Select **Acknowledged**.
7. A dialog box is opened, select **Yes**.

Acknowledge?

NO

YES

## Viewing Request Notifications

When a decision has been made by the IESO for a Request, you may receive a notification message and/or document that can be found in your Request records.

### Procedure

1. Select the **REQUESTS** tab.
2. In the **Request Search** section, change Status to **CLOSED**.
3. **Optional:** Use the other filters to search for the Request record you want to view.

Status CLOSED	Supplier ID Enter partial text to search Supplier ID	Final Outcome ----- Show All -----
Request ID 53212	Contract ID Enter partial text to search Contract ID	Final Outcome Decision Date From mm/dd/yyyy
Request Category ----- Show All -----	Prepared By ----- Show All -----	Final Outcome Decision Date Thru mm/dd/yyyy
Request Type ----- Show All -----	Source ----- Show All -----	
Requested From mm/dd/yyyy	Requested Thru mm/dd/yyyy	

1 Requests Found


		Request ID	Request Type	Requested	Requested By	Prepared By	Supplier ID	Final Outcome Decision Date	Final Outcome Decision By
CLOSED	✓	53212	Change to Supplier Legal Name	Jul 23, 2019 12:36 PM EST	John Smith	John Smith	284207	Jul 23, 2019 12:37 PM EST	Arya Analyst

4. Select the **Request ID** to view the Request Record.

1 Requests Found			
		Request ID	Request Type
CLOSED	✓	53212	Change to Supplier Legal Name

5. To see notification messages from IESO, select the **Message to Supplier** tab.

Summary	Message To Supplier	Attachments	Related Actions
---------	---------------------	-------------	-----------------



Notification to Supplier [Change to Supplier Legal Name]

Dear John Smith,

The Change to Supplier Legal Name has been Approved by the IESO.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Amet risus nullam eget felis eget nunc lobortis. Imperdiet dui accumsan sit amet nulla facilisi morbi tempus.

If you have any questions, don't hesitate to contact the IESO Contract Management Team via your FIT/microFIT LDC Account or email as required.

Regards,

6. To download and see notification documents sent from the IESO, select the **Attachments** tab.

Summary Message To Supplier **Attachments** Related Actions

---

Select any documents below and click on **DOWNLOAD DOCUMENTS** to access them

<input checked="" type="checkbox"/>	Document Name	IESO Updated Document Name	Document Description	Document Type	Submitted By
<input checked="" type="checkbox"/>	SUPPLIER NOTIFICATION [123 Hospital [microFIT-221524]]			Supplier Notification Document	IESO

Documents selected - [ 1 ]

[DOWNLOAD DOCUMENT](#) [CLEAR SELECTION](#)

7. Check the box for the notification document, and then select **DOWNLOAD DOCUMENT**.

8. A dialog box is opened, select **Yes**.

A Task will be created to Download document. Refresh the page to view the task link below

[NO](#) [YES](#)

9. Refresh your page.

10. Select **DOWNLOAD DOCUMENTS**.

Download Documents

☒ **Note: Click on any available links below to view document task**

Task Name	Created On
<a href="#">Download Documents</a>	7/25/2019 10:49 AM EST

11. Select a document name to begin downloading it.

**Note:** These documents will be available for download for 24 hours.

## Download Documents

This task will be available for 24 hours . Please make sure to download the documents before that.

Document Name	
	Document #1

DONE

12. Select **DONE**.

13. A dialog box is opened, select **Yes**.

The task will be cleared and you will have to generate a new request to download these documents. Are you sure you want to close it?

NO

YES

## Downloading and Saving Documents

For your records, you can download and save documents related to your Suppliers, your Contracts, your profile account and/or any related Requests submitted.

### Procedure

1. Select the tab that contains the Record you want to view.
  - a. To download a Supplier document, select the **Manage Suppliers** tab.
  - b. To download a Contract document, select the **Manage Contracts** tab.
  - c. To download a Person document, select the **Manage Profile** tab.
2. Select the **ID** for the Record that you want to view.

	Supplier ID
	531340

3. Select the **Documents** tab.

Summary	Requests	Contracts	Notes	<b>Documents</b>	Contracts	Related Actions
---------	----------	-----------	-------	------------------	-----------	-----------------

4. **Optional:** Use the filters to find a document that you want to download.

Summary	Requests	Contracts	Notes	<b>Documents</b>	Contracts	Related Actions
<b>Request ID</b> <input type="text" value="Enter partial text to search for Request Id"/>		<b>Document Type</b> <input type="text" value="----- Please Select -----"/>				
<b>Document Name</b> <input type="text" value="Enter partial text to search for Document Name"/>		<b>Document Description</b> <input type="text" value="Enter partial text to search for description"/>				
<b>IESO Document Name</b> <input type="text" value="Enter partial text to search for IESO Document Name"/>						
<input type="button" value="CLEAR FILTERS"/>						

5. Check the box(es) for the document(s) that you want to download.

Select any documents below and click on 'DOWNLOAD DOCUMENTS' to access them

<input checked="" type="checkbox"/>	Request ID	Document Name	IESO Updated Document Name	Document Description	Document Type	Submitted By	Available On
<input checked="" type="checkbox"/>	S3167	African_Lion	Document 2	Supporting document 2	New Supplier Registration Supporting Document	John Smith	Jul 16, 2019 09:25 AM EST
<input checked="" type="checkbox"/>	S3167	New-attachment	Document 1	Supporting document 1 for new supplier registration	New Supplier Registration Supporting Document	John Smith	Jul 16, 2019 09:25 AM EST


Documents selected - [ 2 ]

6. Select **DOWNLOAD DOCUMENT**.
7. A dialog box is opened, select **Yes**.

A Task will be created to Download document. Refresh the page to view the task link below

8. Refresh your page.
9. Select **Download Documents**.

**Download Documents**

 **Note:** Click on any available links below to view document task

Task Name	Created On
<a href="#">Download Documents</a>	7/4/2019 2:23 PM EST

10. To begin saving documents, select the document name for the document(s) that you want to download.

**Download Documents**

This task will be available for 24 hours . Please make sure to download the documents before that.

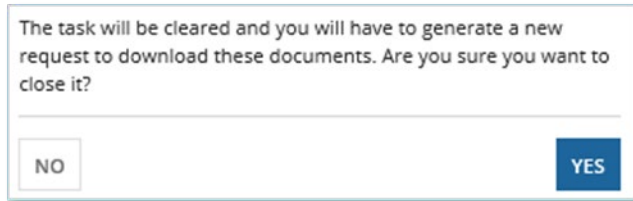
Document Name
<a href="#">Document #1</a>
<a href="#">Document #2</a>



**Note:** These documents will be available for download for 24 hours.

11. Select **DONE**.

12. A dialog box is opened, select Yes.



## Additional Resources

Additional resources can be found at the following links:

FIT Homepage: <http://www.ieso.ca/Get-Involved/FIT/news-overview>

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**Independent Electricity  
System Operator**

1600-120 Adelaide Street West  
Toronto, Ontario M5H 1T1

E-mail: [FIT.Contract@ieso.ca](mailto:FIT.Contract@ieso.ca)

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[linkedin.com/company/IESO](https://linkedin.com/company/IESO)