

Capacity Market: Participant Guide for Completing Manual Offer Submissions

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Version 1.2



Purpose of this Guide

This guide is intended to provide Participants with the information required and steps to proceed in a situation where a Participant cannot connect to the Capacity Market Platform (CMP) to submit offers ahead of the Submission End Date for a Capacity Auction.

The steps in this process should be followed only in an instance where communication failure has occurred and not as a 'business as usual' process.

Guidelines

The System Operators shall use reasonable efforts to assist the Participant in submitting the Capacity Auction Offers before the next scheduled Capacity Auction, subject to section F.6.2 of the Code.

The System Operator will continue to assist Participants in submitting Capacity Auction Offers until as close to gate closure as possible, however we would advise Participants to submit the manual offers to the System Operator 3 hours ahead of Gate Closure to ensure Offers are correctly entered in the Capacity Auction Platform. The SO will use reasonable endeavors to input offers on behalf of a Participant until gate closure.

A Participant is responsible for ensuring that each Capacity Auction Offer that the Participant submits is received by the System Operators, complies with the requirements of the Code and that the information contained in it is correct and complete and reflects the Participant's intentions.

The System Operators have no obligation to follow up with any Participant that has not submitted a valid Capacity Auction Offer and shall have no liability in respect of any Capacity Auction Offer they have not received or that contains information that is incorrect or incomplete or does not reflect the Participant's intentions.

Capacity Market Contact Details

If you have any questions in relation to this document please contact us using the details below:

Email Correspondence: capacitymarket@sem-o.com

Phone Correspondence: 1800 726772 (ROI) or 0800 0726772 (NI)

+353 (1) 2370584 (International)

Step One: Notify the System Operator of the Communication Failure

- When you become aware of a communication failure, notify the System Operators that there is an issue which impacts submission of Capacity Auction Offers in accordance with the Capacity Auction Timetable.
- Notifications can be made by calling the System Operator on 1800 726772 (ROI) or 0800 0726772 (NI) and / or via email at capacitymarket@semo.com
- The System Operator will confirm receipt of the notification via email, providing a reference number for the notification, as soon as practicable.

Step Two: Download Template

- Download the Manual Offer Template from the SEMO website.

Step Three: Insert Offers to the Manual Offer Template

- Insert Price Quantity pairs into the [Manual Offer Template](#)
- A maximum of five auction offers can be submitted per individual Capacity Market Unit.
- Provide the additional information requested (Party ID, Participant ID, Capacity Year etc).
- Have the data signed off by a duly authorised person. Noting that a duly authorised person would be individuals nominated as Party Administrative Users (PAUs).

Step Four: Submit to the System Operator

- Please submit the excel version of the offer data, and a signed scanned copy of the data.
- Send via email to capacitymarket@semo.com
- Mark the email as important, and insert the title of the email as follows:
 - Capacity Auction Manual Offers – PY000nnn
- Call the System Operator on 1800 726772 (ROI) or 0800 0726772 (NI) and make them aware that a Manual Offer has been submitted.

Step Five: Acknowledgement by System Operator

- The SO will acknowledge receipt of the email received. If you do not receive this acknowledgement you should not assume that your offers have been received.

Step Six: Copy of CMP inputs made by the System Operator

- The SO will manually input the data received on behalf of the Participant. Once complete, the SO will provide the Participant with screenshots of the inputs made.

Step Seven: Final Validation

- The Participant should review the data shown in the screenshots and respond to the email sent through from the SO with approval. If there are any anomalies, the onus is on the Participant to flag them with the SO without delay.

