

Capacity Market

Participant Guide for Completing Manual Offer Submissions

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The Oval
160 Shelbourne Road
Ballsbridge
Dublin 4
D04 FW28
Ireland

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)

1. Purpose of this Document

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.**

2. Guidelines

The System Operators (SOs) 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 Capacity Market Code.

The SOs 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 Operators 3 hours ahead of Gate Closure to ensure Offers are correctly entered in the Capacity Auction Platform. The System Operators 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 SOs, complies with the requirements of the Capacity Market Code and that the information contained in it is correct and complete and reflects the Participant’s intentions.

The SOs 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.

3. Manual Offer Submission Steps

All submissions must be signed and dated by a Party Administrative User (PAU) before submitting. The submission should come from the PAU email address. All communications on Manual Offer Submissions will be directly with the PAU.

In line with CMC Agreed Procedure 4, Party Administrative User means the person who creates and maintains the User information pertaining to a Party.

The following steps must be followed in order to complete the Manual Offer Submission:

Step One: Notify the System Operators of the Communication Failure

- When you become aware of a communication failure, notify the SOs 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 Operators on 1800 726772 (ROI) or 0800 0726772 (NI) and / or via email at CapacityMarket@sem-o.com
- The System Operators 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.

Ensure that the PAU knows the Authentication Code as this code will be verified in order for the SOs to accept the Manual Offer Submission. This is the code that was created by the PAU when registering the Party in the Capacity Market.

Step Three: Insert Offers to the Manual Offer Template

Please note that any offers already showing in the CMP will be overwritten with the offers provided in the Manual Offer Template (provided the offer included in the form is valid). Please include all offers you require in the Manual Offer Template.

- Complete all required fields in the Manual Offer Template.
- Complete all cells within each required Offer Step.
- A maximum of five Auction Offers can be submitted per individual Capacity Market Unit.
- Have the form 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 Operators

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

Step Five: Acknowledgement by System Operators

- The SOs will acknowledge receipt of the email received. If you do not receive this acknowledgement you should not assume that your offers have been received.
- The SOs will contact the submitting PAU via the telephone number provided during the registration process and will ask them to confirm their Authentication Code.

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

- The SOs will manually input the data received on behalf of the Participant. Once complete, the SOs will provide the Participant with screenshots of the inputs made.
- If the offers provided by the Participant are not valid, the SOs will contact the PAU to advise that a new signed Manual Offer Template is required.
- If a new Manual Offer Template is not received in sufficient time the SOs will revert to the default offer for that unit in accordance with paragraph F.7.1.3 of the Capacity Market Code. If a new Manual Offer Template is received within the 3 hours before gate closure the SOs will use reasonable endeavors to input offers on behalf of a Participant until gate closure.

Step Seven: Final Validation

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

