

Manual Application for Qualification Submission

25th August 2025



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Revision History		
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2. 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)

3. 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 an Application for Qualification ahead of the Qualification Application 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.**

4. Guidelines

The System Operators (SOs) shall use reasonable efforts to assist the Participant in submitting an Application for Qualification before the next scheduled Qualification Application Date for a Capacity Auction.

A Participant is responsible for ensuring that each Application for Qualification 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.

5. Manual Offer Submission Steps

The following steps must be followed in order to complete the Manual Application for Qualification 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 an Application for Qualification in accordance with the Capacity Auction Timetable.
- Notifications can be made emailing the System Operators via email at CapacityMarket@sem-o.com
- The System Operators will confirm receipt of the notification via email as soon as practicable.

Step Two: Download Template

- Download the relevant Manual Application for Qualification Template from the SEMO website.

Step Three: Complete the Manual Application for Qualification Template

- Complete all required fields in the Manual Application for Qualification Template.
- Complete the Implementation Plan (if relevant) for the Manual Application for Qualification.
- Complete the Confirmation and Signature form within the Manual Application for Qualification.

Step Four: Submit to the System Operators

- Submit the excel version of the Manual Application for Qualification
- Attach a signed scanned Confirmation and Signature form and all relevant supporting documentation.
- Manual Application for Qualification must be sent to CapacityMarket@sem-o.com.
- Mark the email as important, and insert the title of the email as follows:
 - Capacity Auction Manual Application for Qualification - PY_000XXX

Step Five: Acknowledgement by System Operators

- The SOs will acknowledge receipt of the email received.