Offer Data Limited Communication Failure

Participant Guide v1.5

Publication date 13/11/2025

Contents

1 PROCESS REFERENCES

1.1 RELATED RULES REFERENCES

The following table provides references to the documents that govern the design of this business process.

Document Title	Relevant Section	Description
Trading & Settlement Code	Section C.5	This Code sets out the trading and settlement rules and procedures for participation in the Balancing Market.
Agreed Procedure 7	All	This Agreed Procedure describes the specific procedures and directives for Emergency Communications with which Parties to the Trading and Settlement Code (the "Code") must comply.

1.2 RELATED DOCUMENTS

The following table provides a list of documents that are related to this business process.

Document Title	Description
LCF .xml Normal Day	This excel tool is required to create a .xml file of the offer data
LCF short day tool	This excel tool is required to create a .xml file of the offer data for the end of daylight-saving time (DST).
LCF long day tool	This excel tool is required to create a .xml file of the offer data for the beginning of daylight-saving time (DST)

2 DOCUMENT SCOPE AND OVERVIEW

The purpose of this document is to provide clarity and guidance on declaring a Limited Communications Failure (LCF) for Balancing Market participants in the Single Electricity Market (SEM).

This document provides guidance on declaring and submitting an LCF on both standard days (24 hours) and DST-impacted days (Long Days and Short Days).

- Guidance for **Market Participant Interface (MPI) troubleshooting** prior to submitting an LCF can be found in **Section 4**.
- Steps required to **raise an LCF with the Market Operator** and an overview of the process can be found in **Section 5**.
- Data validation rules for Commercial Offer Data, Forecast Data, and Physical Notifications required for Simple, Complex, and Default Bids are detailed in **Section 6**.
- Guidance on using the **LCF XML file generator on standard days** is available in **Appendix A**.
- **Guidance on using the LCF XML file generator on DST-impacted days** is available in **Appendix B.**

3 BACKGROUND

The 'Offer Data Limited Communication Failure' Procedure should be followed in instances where a Party, experiences a Limited Communication Failure (LCF) that impacts their ability to submit Offer Data before Gate Closure. Offer Data refers to Physical Notifications (PNs), Commercial Offer Data (COD) and/or Technical Offer Data (TOD) as appropriate. Participants can update their PNs, COD and TOD up to Gate Closure of the Imbalance Settlement Period.

Gate Closure is the time after which Data Transactions may no longer be submitted and accepted, as follows:

- Gate Closure 1 (GC1) in respect of a Trading Day is 13:30 on the day prior to the Trading Day; and
- Gate Closure 2 (GC2) in respect of an Imbalance Settlement Period is one hour before the start of that Imbalance Settlement Period.

In instances where, one or more Parties, experience an LCF which impacts the submission of Offer Data for the next scheduled Gate Closure, they must immediately notify the Market Operator via the designated communication channels. Upon receipt of an LCF notification the Market Operator will have a responsibility to assess the validity of the LCF notification and use reasonable efforts to submit Offer Data to the Balancing Market Interface before the next scheduled Gate Closure.

The LCF Form including the Offer Data must be received by the Market Operator at least <u>five minutes</u> before the scheduled Gate Closure of the first Imbalance Settlement Period covered by the LCF submission e.g. for the 17:30 to 18:00 Imbalance Settlement Period the data must be received no later than 16:25. If the Offer Data is received less than five minutes before the scheduled Gate Closure the Market Operator shall not submit the Offer Data. It is the responsibility of the Market Operator to confirm receipt of the Offer Data and to notify the affected Party, of whether the Offer Data was successfully submitted to the Balancing Market Interface or whether the Offer Data was not successfully submitted.

The Offer Data Limited Communication Failure Procedure is governed by the *Section C.5* of the *Trading and Settlement Code (TSC)* and the *TSC Agreed Procedure 7: Emergency Communications*. The TSC sets out the trading and settlement rules for participation in the Balancing Market and the Agreed Procedure describes the specific procedures with which parties to the TSC must comply in relation to this process.

This process is facilitated by the Market Operator 24/7, **on a reasonable efforts basis**. To initiate the LCF procedure, the market participant should email <u>LCF@sem-o.com</u> and call the LCF Hotline on **+44 (0)28 90 707415.**

4 MARKET PARTICIPANT INTERFACE LOGIN ISSUES

If a Market Participant is unable to login into the Market Participant Interface (MPI) they should, in the first instance, follow the below steps prior to raising a Limited Communications Failure (LCF).

Step 1) Close all Edge Tabs

Step 2) Open a new Edge Tab

Step 3) Navigate to **Settings > Default Browser**
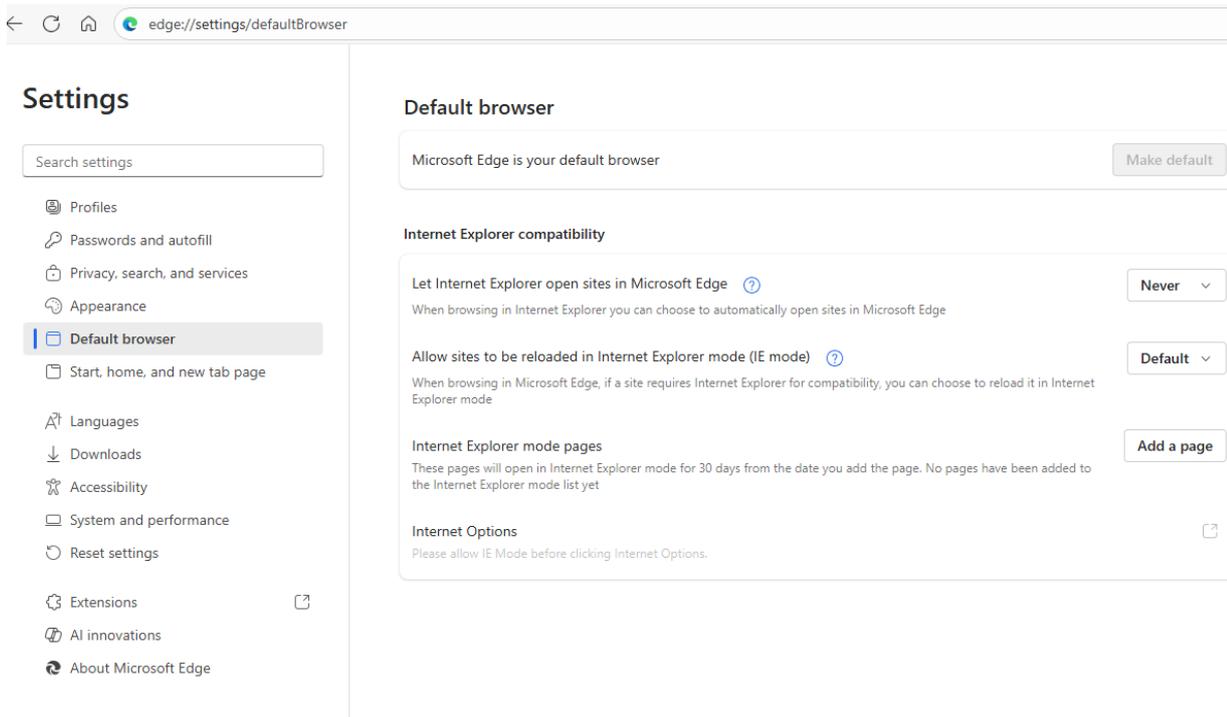
Step 4) Set "Allow sites to be reloaded in Internet Explorer mode (IE mode)" to **allow** and **restart browser.**
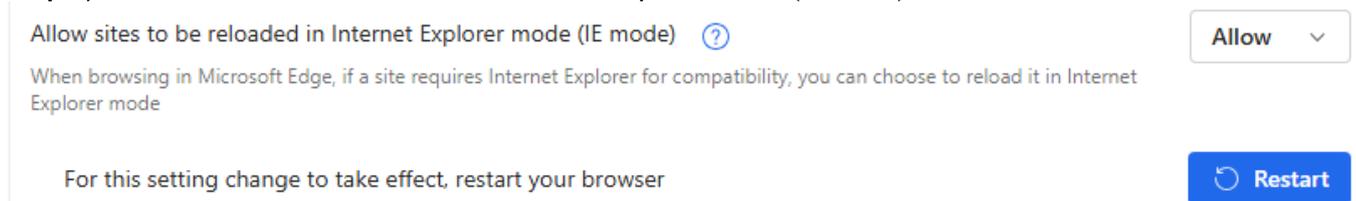
Step 5) Open internet options
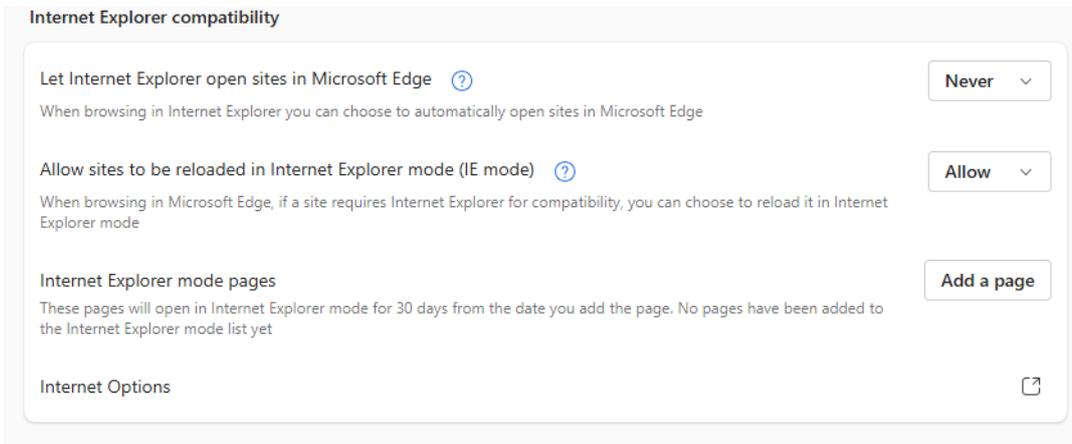
Step 6) Under the **Content** Tab, select **Clear SSL State** and click **OK**
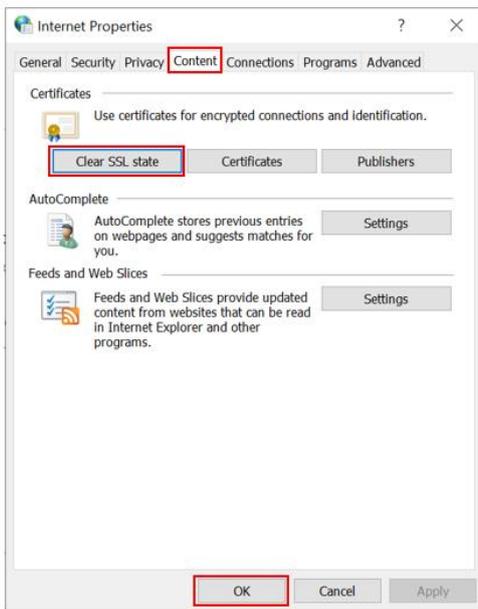
Step 7) Open MPI (https://mms.sem-o.com/mpi/) and enter your password
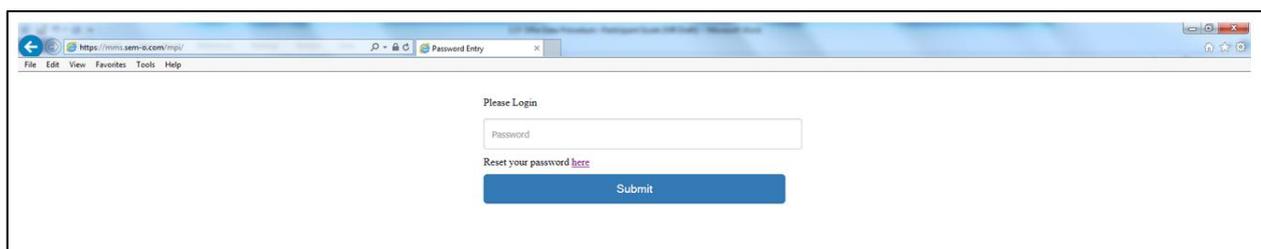
Step 8) Select your Certificate and input your Certificate password when prompted
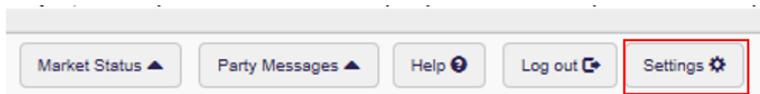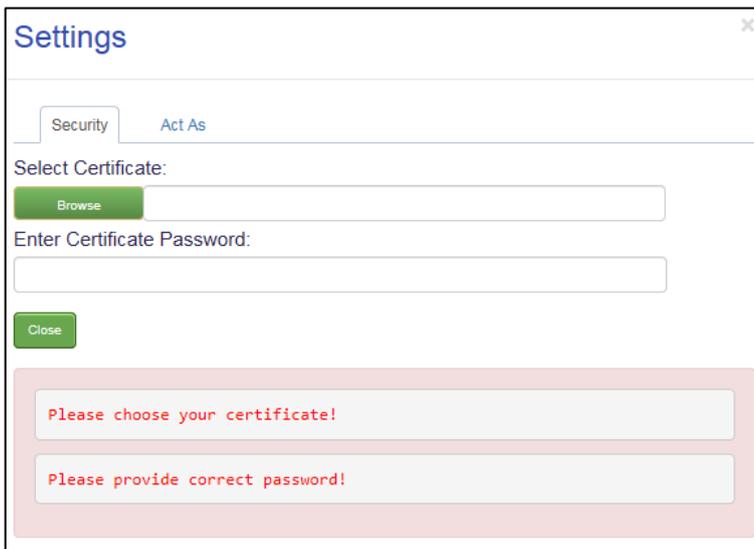
If after completing the above steps, the Market Participant is still unable to login to MPI they should then check that their Market Participant Interface (MPI) Certificate is both valid and has not expired. To check this please follow the below steps:

Step 1) Login into PKI Client by selecting **Start** searching for **PKI** and selecting **DigiCert PKI Client**
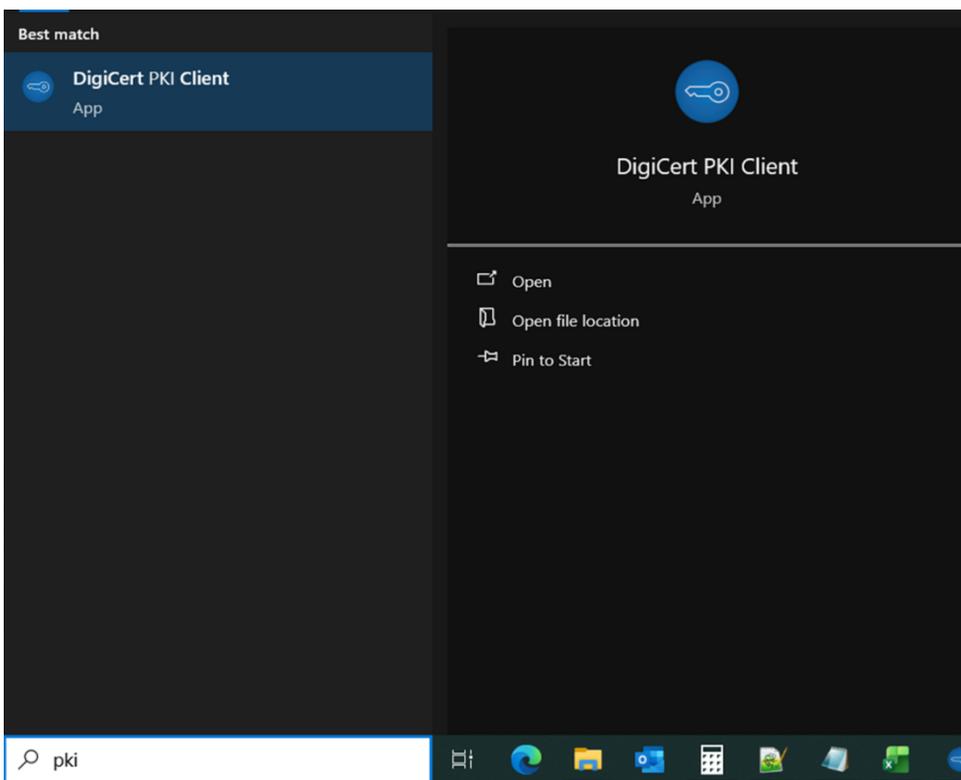
Step 2) Select the **Computer Icon**

Step 3) Select the appropriate Certificate relating to your MPI access (N.B. Certificate names will vary, however under ordinary circumstances the Certificate should begin with 'I_SEM_Balancing).
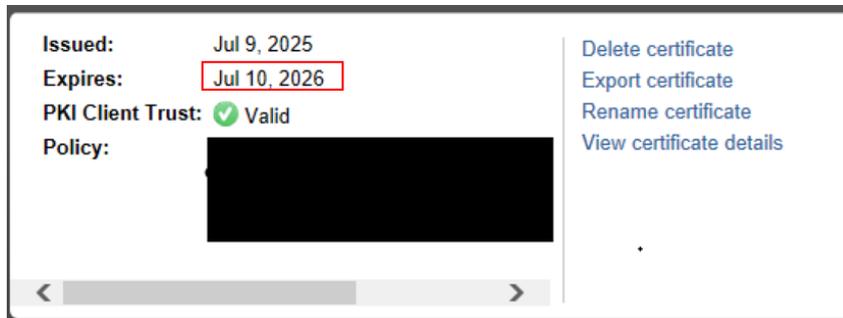
Alternatively, if using Digicert Trust Assistant:

Step 1) Open the Digicert Trust Assistant Dashboard and select Windows CryptoAPI
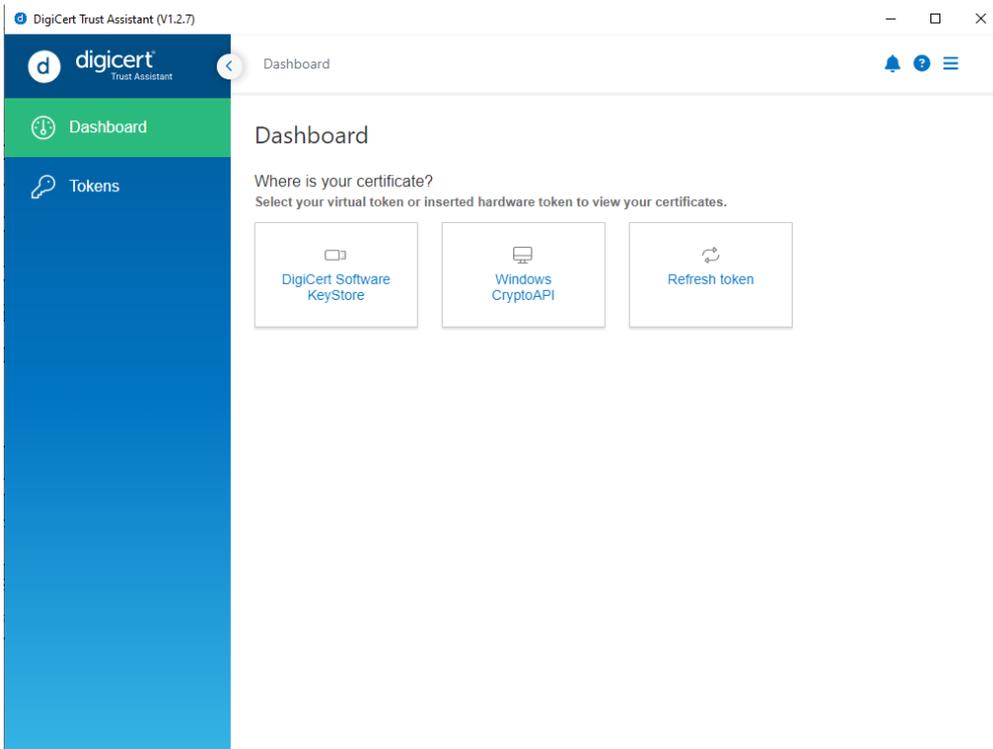
Step 2) Once on this screen, your certificates will be shown with their Valid From and Valid To dates specified.
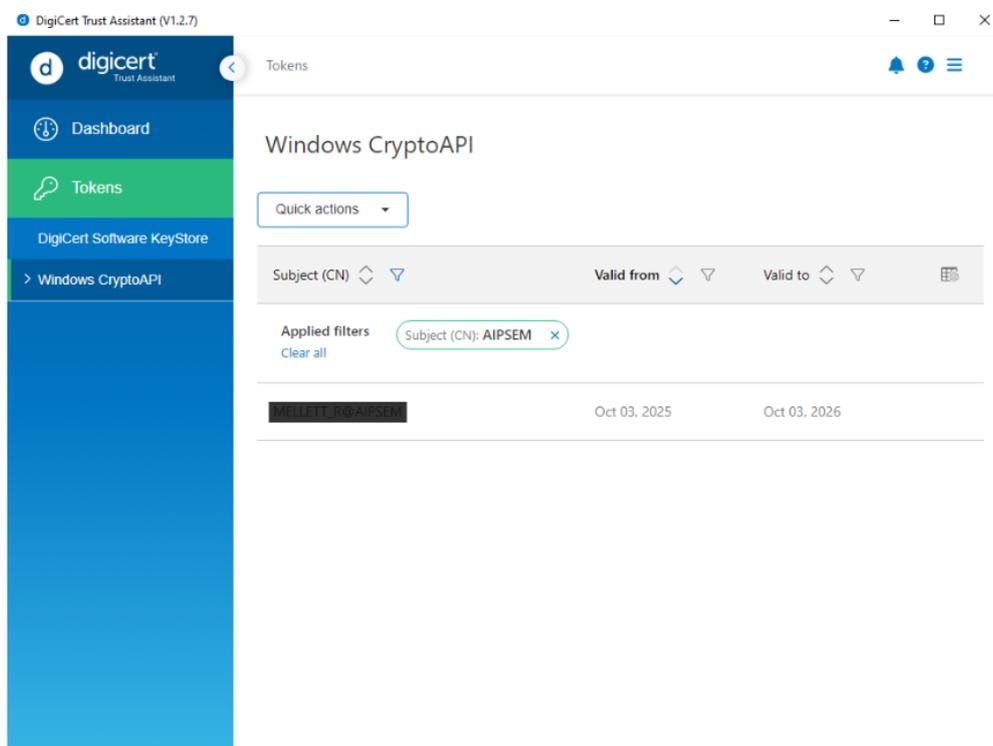
If your Certificate is both valid and has not expired, please notify the Market Operator of a Limited Communication Failure using the contact information provided in the Process Steps on Page 8 of this Guide.

If your Certificate has either expired and/or is showing as revoked, please contact Front Office on the below details:

Email: info@sem-o.com
Telephone: **ROI 1800 726 772 / NI 0800 072 6772 / International +353 1 237 0584**

5 PROCESS

#	Step	Step Description	Responsible Role
1	Notify Market Operator of LCF	Market Participant must immediately on becoming aware of the Limited Communication Failure, notify the Market Operator by the following methods: 1) Phone **+44 (0)28 90 707415.** 2) Email LCF@sem-o.com.	Participant
2	LCF .xml file to be sent to Market Operator	Market Participant to submit the following to LCF@sem-o.com: 1) Party Name **[E.g. PY_00001]** 2) Participant Name **[E.g. PT_00002]** 3) Authentication Code [**Login into MPI: Select Menu > Party List > Double Click on your PY_ID > User List > Double Click on your Username > Authentication Information > Select Show Details > Copy Authentication Code]** 4) User Name**[E.g. BLOGGS_J]** 5) The XML file generated using one of the three LCF XML file generator tools. If submitting an LCF on a Long Day or Short Day, refer to **Appendix B** for the process. For submissions on a standard day, refer to **Appendix A**. Any XML file (or ZIP file) submitted must be password-encrypted. **The participant is responsible for ensuring the data contained in the .xml file satisfies the validation rules outlined in Section 5 of this document.** **Note: The .xml file must be received no later than 5 mins before the gate closure window for the requested submission, to allow for successful processing of the .xml file.**	Participant
3	Provide Password to Market Operator	Market Participant to telephone **+44 (0)28 90 707415** to provide the password to the Market Operator to unlock the XML file.	Participant
4	Validate User Credentials	Market Operator will provide the Participant with an LCF Reference Number (i.e. LCF_XXXX) as confirmation of receipt of the LCF Form The Market Operator will then validate that the requester is on the list of Authorised Persons for raising an LCF. Username, Email and Authentication Code will be verified by the Market Operator. If requesting person cannot be validated, the Market Operator will proceed to Step 5. If requesting person can be validated, the Market Operator will proceed to Step 6.	Market Operator
5	Notify Participant that Username / Password is not valid	If the Participant username, password and/or Party Name is incorrect then the Market Operator will notify the participant that the submission cannot be completed.	Market Operator
6	Does the LCF relate to Offer Data for GC within 5 mins	Has the LCF File been **received no later than 5 mins before the gate closure window for the requested submission?** If no, go to Step 7. If yes, go to Step 8.	Market Operator
7	Notify Participant that insufficient	If the Participant has not given sufficient time, the Market Operator will notify the Participant that the submission was	Market Operator

#	Step	Step Description	Responsible Role
	time was given for LCF	rejected. The Participant will be informed that they can submit an LCF .xml file for open imbalance settlement periods.	
8	Upload LCF .xml file	The Market Operator will upload the LCF .xml file on behalf of the Participant to the Market Participant Interface (MPI). If the file contains an error and has been rejected, proceed to Step 9. If the file is accepted successfully, proceed to Step 10.	Market Operator
9	Notify Participant that the LCF .xml file has been rejected	The Market Operator to notify Participant that the data has been rejected and the error message provided in the MPI. The Participant will be advised to correct the data and resend the updated .xml file to the Market Operator. **Note: The second .xml file must be received no later than 5 mins before the gate closure window for the requested submission.** **The Market Operator will only make <u>one</u> additional submission attempt for this gate window.** If the file contains an error and has been rejected again, the Market Operator will terminate this LCF submission attempt and advise the participant to make another submission for a future gate window. If the file is accepted successfully, proceed to Step 10.	Market Operator
10	Notify Participant that the LCF .xml file has been processed	The Market Operator to notify Participant that the data has been processed, and file has been accepted into the MPI.	Market Operator
11	Provide updates on estimated timescale for resolution	The Market Participant shall provide updates to the Market Operator on estimated timescale for resolution of the issue causing the LCF to the Market Operator.	Participant
12	Notify MO of return to normal channels	Participant to notify Market Operator of return to normal communication channels.	Participant

6 VALIDATION RULES

This section sets out the validation rules applicable to each data submission type that is supported by this LCF Procedure. This document should be used in conjunction with the latest ISEM Technical Specification (Volume C), which can be located on the SEMO Website, under the General Publications section.

6.1 COMMERCIAL OFFER DATA

The following table details the validation rules for the submission of Commercial Offer Data (COD). All entries must follow the criteria as laid out below or COD submissions will be rejected.

Data Element	Summary of Validation Rules	Data Required?
Incremental (Price and Quantity)	• Incremental curve quantities are monotonically non decreasing • All Incremental quantities must be greater than or equal to zero for all Units apart from Pumped Storage Units • Incremental price and quantities may be greater than or equal to zero or less than zero for Pumped Storage Units • Incremental quantity is a number to 3 decimal places • Incremental prices are in £/MWh or €/MWh, to 2 decimal places (noting that currency conversion may apply) • Incremental prices cannot exceed the Market Price Cap or be lower than the Market Price Floor • Incremental prices can be negative or positive (including zero) • 'Simple' Data - If incremental prices and quantities are not submitted, the system will use the corresponding Incremental prices and quantities from their 'Complex' offers • Price and Quantities must both be included in an Incremental/Decremental submission	**Simple** Optional **Complex** Mandatory **Default** Mandatory
Decremental (Price and Quantity)	• Decremental prices and quantities curve are monotonically non decreasing • Decremental quantities must be greater than or equal to zero for all Units apart from Pumped Storage Units • Decremental quantities may be greater than or equal to zero or less than zero for Pumped Storage Units • Decremental quantity is a number to 3 decimal places • Decremental price is in £/MWh or €/MWh, to 2 decimal places (noting that currency conversion may apply) • Decremental prices cannot exceed the Market Price Cap or be lower than the Market Price Floor • Decremental prices cannot exceed Incremental prices for overlapping Quantity bands, they may be equal or less • Decremental prices can be negative or positive (including zero) • 'Complex' Data – If Decremental prices and quantities are not submitted, use 'Complex' Decremental prices and quantities as the Decremental curve • 'Simple' Data - If Decremental prices and quantities are not submitted, the system will use the corresponding Decremental PQ Pairs from their 'Complex' offers. • Price and Quantities must both be included in an Incremental/Decremental submission	**Simple** Optional **Complex** Optional **Default** Optional
No Load Costs	• Single No Load Cost,	**Simple** Not Required

Data Element	Summary of Validation Rules	Data Required?
	o values must greater than or equal to zero o values must be in €/hr or £/hr	**Complex** Mandatory **Default** Mandatory

Start Up Costs	• Up to three Start Up Costs (SUC)
	  o values must be greater than or equal to zero
	  o values must follow the logic such that SUC(hot)>=SUC(warm)>=SUC(cold)
	  o values should be in € or £
	  o applicable to Dispatchable Generator Units and Non-Priority Dispatch Renewable Units.
	  o The value for hot, warm and cold start-up costs must be equal to 0 if the unit is a Non-Priority Dispatch Renewable, Pumped Storage or Battery Storage.
		Simple
		Not Required
		Complex
		Mandatory
		Default
		Mandatory

Shut Down Cost	• Single Shut Down Cost
	  o value must be greater than or equal to zero
	  o values should be in € or £
	  o applicable to Demand Side Units, only.
		Simple
		Not Required
		Complex
		Mandatory
		Default
		Mandatory

Spin Generation Cost	• Only for Pumped Storage Units
	  o value should be in £/MWh or €/MWh
	  o value should be to 2 decimal places (noting that currency conversion may apply)
		Simple
		Not Required
		Complex
		Mandatory
		Default
		Mandatory

Spin Pump Cost	• Only for Pumped Storage Units
	  o value should be in £/MWh or €/MWh
	  o value should be to 2 decimal places (noting that currency conversion may apply)
		Simple
		Not Required
		Complex
		Mandatory
		Default
		Mandatory

Energy Limit MWh	• Only for Energy Limited Units o must be between 999999.99 and -999999.99.	**Simple** Not Required **Complex** Mandatory **Default** Mandatory

Operational Maximum Storage	• Only for Battery Storage Units
	  o Must be between 0 and 99999.999
	  o If not submitted, Registered Maximum Storage Quantity will be used.
		Simple
		Not Required
		Complex
		Mandatory
		Default
		Mandatory

Operational Minimum Storage	• Only for Battery Storage Units
	  o Must be between 0 and 99999.999
	  o If not submitted, Registered Minimum Storage Quantity will be used.
		Simple
		Not Required
		Complex
		Mandatory
		Default
		Mandatory

6.2   FORECAST DATA

The following table details the validation rules for the submission of Forecast Data. All entries must follow the criteria as laid out below or the submissions will be rejected.

Data Element	Summary of Validation Rules	Data Required?
Maximum MW	- Must be >=0. - Maximum MW >= Minimum MW	**Simple** Not Applicable **Complex** Mandatory **Default** Mandatory
Minimum MW	- Must be >=0. - Minimum MW <= Maximum MW - Must be 0 for Battery Storage Unit.	**Simple** Not Applicable **Complex** Optional **Default** Optional
Minimum Output MW	- Must be 0. - Must be <= 0 if Pump Storage or Battery Storage Unit.	**Simple** Not Required **Complex** Mandatory **Default** Mandatory

6.3 PHYSICAL NOTIFICATION

The following table details the validation rules for the submission of Physical Notification data. All entries must follow the criteria as laid out below or the submissions will be rejected.

Data Element	Summary of Validation Rules	Data Required?
Curve Type	- Must be A01 or A04 - If 'A01' format, must be one of: a) - Generator Unit with registered capacity < 10MW - Demand Side Unit with dispatchable capacity of < 10MW - Generator Unit that is not Dispatchable (including Non-Priority Dispatch Renewable Unit regardless of Registered Capacity) - Otherwise, curve type 'A04' must be used. Units providing A01 cannot submit A04.	Mandatory
From MW	- Must be >=0 for all Generators apart from Pumped Storage and Battery Storage Units. - From_MW cannot be less than Minimum Generation and cannot be greater than Maximum Generation for the unit (where Minimum Generation is zero for Generator Units that are not Pumped Storage or Battery Storage Units). - For DSU From_MW cannot be less than zero and cannot be greater than Dispatchable Capacity. - For the first PN segment in any submission for A04 curve type, From_MW must be within a defined tolerance (e.g. 0.02MW, inclusive) of the PN value (rounded to 3dp) at the start_time associated with that From_MW, which may be derived (e.g.	Mandatory

Data Element	Summary of Validation Rules	Data Required?
	• interpolated) from the latest accepted PN segment covering that time. • A01 adheres to the block format validation.	
To MW	• For A04 type, From_MW should equal To_MW of the previous row. (Except for the last row, as there is no next row). • For the last PN segment in any submission for A04 curve type, To_MW must be within a defined tolerance (e.g. 0.02MW, inclusive) of the PN value (rounded to 3dp) at the end_time associated with that To_MW. • To_MW cannot be less than Minimum Generation and cannot be greater than Maximum Generation for the unit (where Minimum Generation is zero for Generator Units that are not Pumped Storage or Battery Storage Units). • For DSU To_MW cannot be less than zero and cannot be greater than Dispatchable Capacity. • A01 adheres to the block format validation.	Mandatory
Under Test Flag	• Must be "true" or "false"	**Optional**

A. APPENDIX

A.1 SETUP OF THE LIMITED COMMUNICATIONS FAILURE (LCF) TOOL

Step 1) Open the attached Tool set out in Section 1.2 of this document.
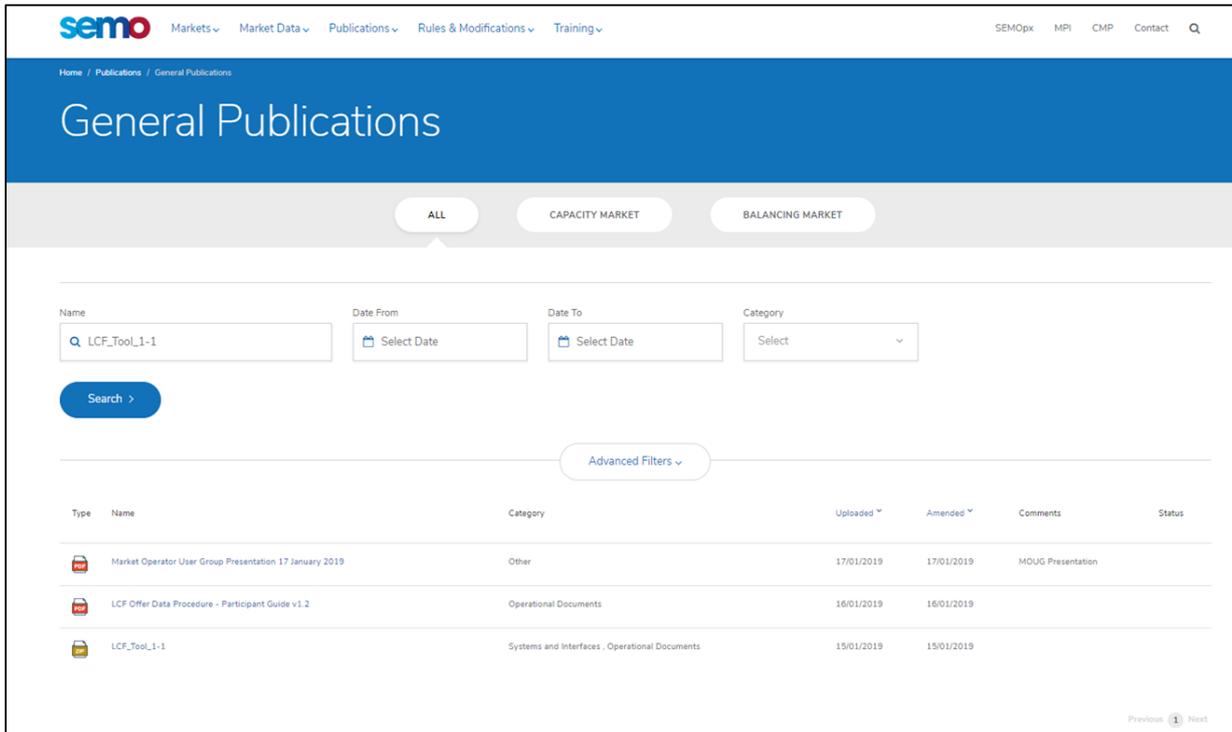
Step 2) Save the LCF Tool in a folder, which also contains a subfolder titled 'xml'.
Note: The .xml files produced by the tool will be automatically save in this location.

- Open LCF Tool Zip File and extract the LCF_Tool Macro into a new folder location
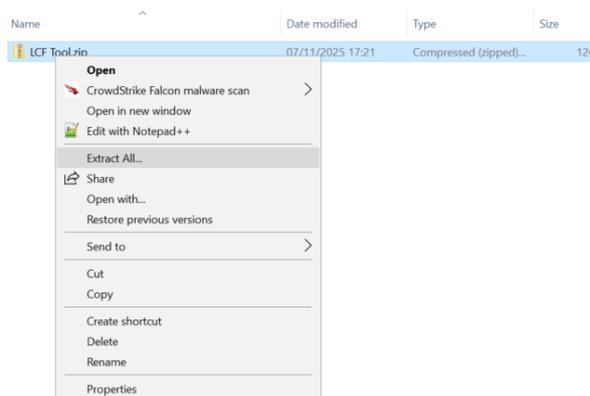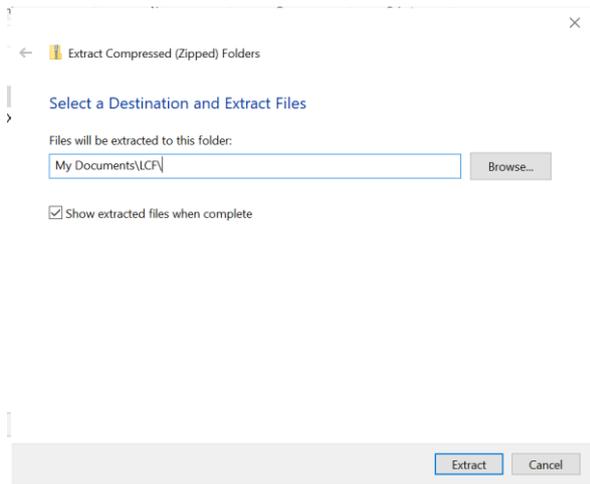
- Within the new folder setup an additional folder entitled 'xml'. The Excel Macro will save the xml file within this folder.

Name	Date modified	Type
📄 LCF Tool.xlsm	07/11/2025 17:28	Microsoft Excel M...
📁 xml	07/11/2025 17:31	File folder

Step 3) In the "Overall_Data" worksheet, enter the participant name, user name, the target trade date and the intended submission time.

Participant Name	e.g. PT_456789	PT_456789
User Name	e.g. a valid User Name	user_name
Trade Date	e.g. 2018-10-01	10/08/2018
Intended Submission Time	e.g. 10/8/2018 14:36	10/08/2018 14:36
Start Time for Forecast Avail/PN	calculated using submission tim	10/08/2018 16:00
End Time for Forecast Avail/PN	calculated using submission tim	11/08/2018 23:00

Note: The start and end times for the Forecast Availability and PNs are populated automatically.

A.2 ENTER RESOURCES FOR SUBMISSION

Step 1) Navigate to the "Resources" worksheet.

Step 2) Enter all Resource Units that will be referred to in the submission*.

2		
Resource ID	**Resource Type**	**PN Curve Type**
GU_456789	GU	A04
GU_456790	GU	A04

1		
Resource ID	**Resource Type**	**PN Curve Type**
DSU_123456	DSU	A01

Note: DSU and GU submission must be made separately.

Permitted Resources include:
- *GEN-STD (This should be used for all generator types, unless otherwise set out below)*
- *GEN-PS (Pumped Storage)*
- *GEN-EL (Energy Limited)*
- *GEN-BAT (Battery Storage)*
- *DSU*

*Data can only be submitted if it adheres to ITS Volume C, located on the SEMO Website.

A.3 SUBMISSION OF COMPLEX COMMERCIAL OFFER DATA

Step 1) Navigate to the "ComplexCOD" worksheet.

Step 2) Complete the required data, use the dropdown list to insert "Resource Type".

Important Notes:

- *If submitting Incremental Curve data, the Decremental Curve data must also be provided, and vice versa.*
- *Complex COD and Simple COD may not be submitted in the same submission, if the spreadsheet contains Simple and Complex data, Simple will be ignored.*

Step 3) To submit additional resources, copy the highlighted cells and paste to the immediate right of the previous resource.

Resource Name	DSU_12345	<<<<
Resource Type	DSU	<<<<
Start Up Cost - Hot	0	<<<<
Start Up Cost - Warm	0	<<<<
Start Up Cost - Cold	0	<<<<
No Load Cost		<<<<
Spin Gen Cost (PS only)		<<<<
Spin Pump Cost (PS only)		<<<<
Energy Limit (EL only, including BAT)		<<<<
Operational Maximum Storage (BAT Only)		<<<<
Operational Minimum Storage (BAT Only)		<<<<
Shutdown Cost	0	<<<<

Incremental Curve	Price (#/MWh)	Quantity (MW)
1	1,5	10
2	2,5	20
3	3,5	30
4		
5		
6		
7		
8		
9		
10		

Decremental Curve	Price (#/MWh)	Quantity (MW)
1	1,5	10
2	2,5	20
3	3,5	30
4		
5		
6		
7		
8		
9		
10		

A.4 SUBMISSION OF SIMPLE COMMERCIAL OFFER DATA

Step 1) Navigate to the "SimpleCOD" worksheet.

| Overall_Data | Resources | ComplexCOD | SimpleCOD | ForecastAvail | PNs |

Step 2) Complete the required data, use the dropdown list to insert "Resource Type".

	0	
Resource Name		
Resource Type	GEN-PS	
Start Time	GEN-STD	
End Time	DSU	
	GEN-PS	
Incremental Curve	GEN-EL	
1	GEN-BAT	
2		

Important Notes:
- *If submitting Incremental Curve data, the Decremental Curve data must also be provided, and vice versa.*
- *Complex COD and Simple COD may not be submitted in the same submission, if the spreadsheet contains Simple and Complex data, Simple will be ignored.*

Step 3) To submit additional resources, copy the highlighted cells and paste to the immediate right of the previous resource.

Resource Name	GU_456789	<<<<
Resource Type	GEN-STD	<<<<
Start Time	10/08/2018 23:00	<<<<
End Time	10/08/2018 23:30	<<<<

Incremental Curve	Price (#/MWh)	Quantity (MW)
1	45	100
2	46	110
3	47	120
4	48	130
5	49	140
6		
7		
8		
9		
10		

Decremental Curve	Price (#/MWh)	Quantity (MW)
1	24	100
2	25	110
3	26	120
4	27	130
5	28	140
6		
7		
8		
9		
10		

A.5 SUBMISSION OF FORECAST AVAILABILITY

Step 1) Navigate to the "ForecastAvail" worksheet.

| Overall_Data | Resources | ComplexCOD | SimpleCOD | ForecastAvail | PNs |

Step 2) Complete the required data.

Resource Name	GU_456789	<<<<	<<<<	<<<<

Start Time	End Time	Fuel Flag (P or S)	Min Output	Min Stable Generation	Max Availability
10/08/2018 23:00	10/08/2018 23:30				
10/08/2018 23:30	11/08/2018 00:00				
11/08/2018 00:00	11/08/2018 00:30				
11/08/2018 00:30	11/08/2018 01:00				
11/08/2018 01:00	11/08/2018 01:30				

Step 3) To submit additional resources, copy the above cells from TD 23:00 through to TD+2 23:00 and paste to the immediate right of the previous resource.

Resource Name	DSU_123456	<<<<	<<<<	<<<<		<<<<	<<<<	<<<<

Start Time	End Time	Fuel Flag (P or S)	Min Output	Min Stable Generation	Max Availability	Fuel Flag (P or S)	Min Output	Min Stable Generation	Max Availability
25/08/2018 23:00	25/08/2018 23:30		30	50	60				
25/08/2018 23:30	26/08/2018 00:00								
26/08/2018 00:00	26/08/2018 00:30								
26/08/2018 00:30	26/08/2018 01:00								
26/08/2018 01:00	26/08/2018 01:30								
26/08/2018 01:30	26/08/2018 02:00								
26/08/2018 02:00	26/08/2018 02:30								
26/08/2018 02:30	26/08/2018 03:00								
26/08/2018 03:00	26/08/2018 03:30								
26/08/2018 03:30	26/08/2018 04:00								
26/08/2018 04:00	26/08/2018 04:30								
26/08/2018 04:30	26/08/2018 05:00								
26/08/2018 05:00	26/08/2018 05:30								
26/08/2018 05:30	26/08/2018 06:00								
26/08/2018 06:00	26/08/2018 06:30								
26/08/2018 06:30	26/08/2018 07:00								
27/08/2018 13:30	27/08/2018 14:00								
27/08/2018 14:00	27/08/2018 14:30								
27/08/2018 14:30	27/08/2018 15:00								
27/08/2018 15:00	27/08/2018 15:30								
27/08/2018 15:30	27/08/2018 16:00								
27/08/2018 16:00	27/08/2018 16:30								
27/08/2018 16:30	27/08/2018 17:00								
27/08/2018 17:00	27/08/2018 17:30								
27/08/2018 17:30	27/08/2018 18:00								
27/08/2018 18:00	27/08/2018 18:30								
27/08/2018 18:30	27/08/2018 19:00								
27/08/2018 19:00	27/08/2018 19:30								
27/08/2018 19:30	27/08/2018 20:00								
27/08/2018 20:00	27/08/2018 20:30								
27/08/2018 20:30	27/08/2018 21:00								
27/08/2018 21:00	27/08/2018 21:30								
27/08/2018 21:30	27/08/2018 22:00								
27/08/2018 22:00	27/08/2018 22:30								
27/08/2018 22:30	27/08/2018 23:00								

Note: "Fuel Flag" will be ignored for DSU submissions.

A.6 SUBMISSION OF PHYSICAL NOTIFICATIONS

Step 1) Navigate to the "PNs" worksheet.

| Overall_Data | Resources | ComplexCOD | SimpleCOD | ForecastAvail | PNs |
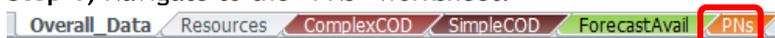
Step 2) Complete the required data. Note that the first "Start MW" must be the same as the last MW submitted in the MPI.

Resource Name	GU_456789	<<<<	<<<<	<<<<

	Start Time	End Time	Start MW	End MW
	24/09/2018 22:00	10/08/2018 19:03	12.5	124
	10/08/2018 19:03	10/08/2018 21:26	124	124
	10/08/2018 21:26	10/08/2018 21:26	124	3

Note: The times are automatically populated based on intended submission time and trade date inputted in the "Overall_Data" worksheet.

Important Note: If the submission is made <u>prior to 13:30</u>, PNs must cover the end of that Trade Date. If the submission is <u>made after 13:30</u>, PNs must cover to the end of the next Trade Date.

Step 3) To submit additional resources, copy the highlighted cells and paste to the immediate right of the previous resource.

A.7 CREATE .XML FILE

Step 1) Go back to the "Overall_Data" worksheet.

| Overall_Data | Resources | ComplexCOD | SimpleCOD | ForecastAvail | PNs |

Step 2) Click "Run Now".

Run Now

Step 3) The LCF .xml file will be created and saved to the "xml" folder.

Name	Date modified	Type
LCF Tool.xlsm	07/11/2025 17:28	Microsoft Excel M
xml	07/11/2025 17:31	File folder

Step 4) Open the .xml file and validate that the data has been captured correctly.

Step 5) Password encrypt the .xml file (or Zip the .xml file and password encrypt) and telephone the Market Operator at **+44 (0)28 90 707415** to provide them with the password to unlock the file. Please note that the encryption method to select must be 256-bit AES.

Method 1) Screenshot below shows the steps to encrypt the .xml file directly. **This will require an encryption software.**

Symantec	▶	Encrypt to self-extracting archive
		Encrypt, rename and email
Share with	▶	
WinZip	▶	
Restore previous versions		
Send to	▶	
Cut		
Copy		
Create shortcut		
Delete		
Rename		
Properties		

Data_Offer_L CF
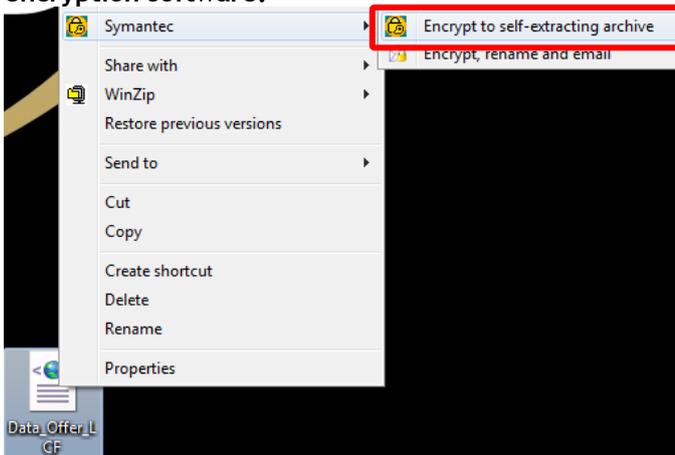
Method 2): Screenshot below shows the steps to take to zip and encrypt the .xml file.

- Right click the xml file, select **WinZip** and **Add to Zip file.** This will save the xml file within a Zip File to your PC.
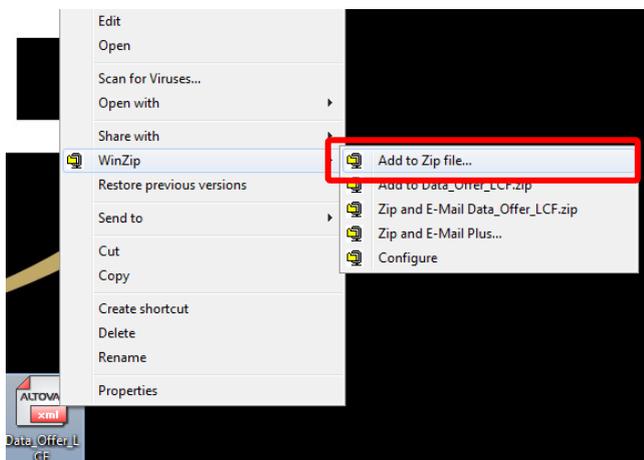
- Right click on the newly created Zip File, select **WinZip** and then select **Encrypt**
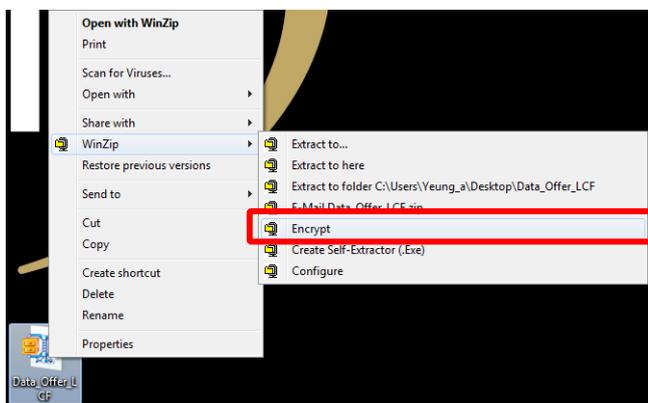
- This will prompt you to setup a password, enter password and select **OK** (N.B. select 256-Bit AES encryption method).

Step 6) Attach and email the .xml file to Market Operator for submission on MPI.

B. APPENDIX

B.1 LONG DAY AND SHORT DAY (DST) TOOL GUIDE

This appendix seeks to provide clarity on how to use the LCF XML generator tools for both the long day and short day clock changes. This appendix includes an example of how to use the tools to create:

- Physical Notifications
- Forecast Availability
- Simple Commercial Offer Data
- Complex Commercial Offer Data

This information does not serve as a guide for participant Balancing Market submissions, for general queries participants should consult the I-SEM Technical Specification, located on the SEMO Website.

In the ROI and NI, wintertime begins at 02:00 IST on the last Sunday in October (changing the clocks to 01:00 GMT), and ends at 01:00 GMT on the last Sunday in March (changing to 02:00 IST). This results in two days each year having a different length than the usual 24 hours; one long day with 25 hours and one short day with 23 hours.

Since the change always happens on the last Sunday of March (Short day) and October (Long day), the exact dates vary each year. For example:

Year	Clocks Go Forward (Summertime Starts)	Clocks Go Back (Wintertime Starts)
2025	30 March (01:00 GMT → 02:00 IST)	26 October (02:00 IST → 01:00 GMT)
2026	29 March (01:00 GMT → 02:00 IST)	25 October (02:00 IST → 01:00 GMT)
2027	28 March (01:00 GMT → 02:00 IST)	31 October (02:00 IST → 01:00 GMT)
2028	26 March (01:00 GMT → 02:00 IST)	29 October (02:00 IST → 01:00 GMT)

Should a participant need to submit an LCF on a Short day or Long day, they must use the respective tools to create their LCF XML file. The tools for both Short Day and Long Day submissions are linked in the table included in Section 1.2 of this document.

B.2 SHORT DAY EXAMPLE

B.2.0 Physical Notifications

This section describes how to create Physical Notifications (PN) using the LCF 'short day' tool. **Note:** The short day from 2023, 26 March is being used as an example for the below, Please use the appropriate short day date for your current year, when using this tool to generate the data.

PN period segments are to be populated by the participant. **Note:** For 'A04' submission format, the participant must manually set the initial PN starting MW value to match the End MW value from the pervious Imbalance Settlement Period, to ensure that a continuous curve is maintained. Please see Section 6 for further information.

From 23:00 (Local Time) 26 March – 00:30 (Local Time) 26 March period segments are to be submitted as normal as seen in the below example:

Start Time	End Time	Start MW	End MW
25/03/2023 23:00	25/03/2023 23:30	0	0
25/03/2023 23:30	26/03/2023 00:00	0	0
26/03/2023 00:00	26/03/2023 00:30	0	0
26/03/2023 00:30	26/03/2023 02:00	0	0
26/03/2023 02:00	26/03/2023 02:30	0	0
26/03/2023 02:30	26/03/2023 03:00	0	0
26/03/2023 03:00	26/03/2023 03:30	0	0
26/03/2023 03:30	26/03/2023 04:00	0	0

- In the hour immediately following Imbalance Settlement Period, the clock change occurs and an adjustment from 01:00 to 02:00 will occur.

- At 01:00 (Local time) on 26 March, the time will be incremented to 02:00 (Local Time) on 26 March. As a result, period segments are to be submitted without the hour of 01:00 to 02:00. In order to maintain a continuous curve, a PN segment that would on normal days be submitted as 00:30-01:00 should be submitted as 00:30 (Local Time) on 26 March to 02:00 (Local Time) on 26 March.

Resource Name	GU_412345	<<<<	<<<<	<<<<

Start Time	End Time	Start MW	End MW
25/03/2023 23:00	25/03/2023 23:30	0	0
25/03/2023 23:30	26/03/2023 00:00	0	0
26/03/2023 00:00	26/03/2023 00:30	0	0
26/03/2023 00:30	26/03/2023 02:00	0	0
26/03/2023 02:00	26/03/2023 02:30	0	0
26/03/2023 02:30	26/03/2023 03:00	0	0
26/03/2023 03:00	26/03/2023 03:30	0	0
26/03/2023 03:30	26/03/2023 04:00	0	0

- PN segments for the 26th March from 02:00 onwards Local Time are to be submitted as for normal days, as seen in below screenshot.

Start Time	End Time	Start MW	End MW
25/03/2023 23:00	25/03/2023 23:30	0	0
25/03/2023 23:30	26/03/2023 00:00	0	0
26/03/2023 00:00	26/03/2023 00:30	0	0
26/03/2023 00:30	26/03/2023 02:00	0	0
26/03/2023 02:00	26/03/2023 02:30	0	0
26/03/2023 02:30	26/03/2023 03:00	0	0
26/03/2023 03:00	26/03/2023 03:30	0	0
26/03/2023 03:30	26/03/2023 04:00	0	0
26/03/2023 04:00	26/03/2023 04:30	0	0
26/03/2023 04:30	26/03/2023 05:00	0	0
26/03/2023 05:00	26/03/2023 05:30	0	0
26/03/2023 05:30	26/03/2023 06:00	0	0
26/03/2023 06:00	26/03/2023 06:30	0	0
26/03/2023 06:30	26/03/2023 07:00	0	0
26/03/2023 07:00	26/03/2023 07:30	0	0
26/03/2023 07:30	26/03/2023 08:00	0	0
26/03/2023 08:00	26/03/2023 08:30	0	0
26/03/2023 08:30	26/03/2023 09:00	0	0
26/03/2023 09:00	26/03/2023 09:30	0	0
26/03/2023 09:30	26/03/2023 10:00	0	0

Start Time	End Time	Start MW	End MW
25/03/2023 23:00	25/03/2023 23:30	0	0
25/03/2023 23:30	26/03/2023 00:00	0	0
26/03/2023 00:00	26/03/2023 00:30	0	0
26/03/2023 00:30	26/03/2023 02:00	0	0
26/03/2023 02:00	26/03/2023 02:30	0	0
26/03/2023 02:30	26/03/2023 03:00	0	0
26/03/2023 03:00	26/03/2023 03:30	0	0

Additional Notes:

- No PN submission can span the clock change boundary time at 01:00 IST (incremented to 02:00 IST).

B.2.1 Forecast Availability

This section describes how to create forecast availability using the LCF 'short day' tool:

For the Short Day, cells are automatically populated with 00:30 (Local Time) 26 March – 02:00 (Local Time) 26 March to take account of the missing hour.

	Resource Name	GU_412345	<<<<	<<<<	<<<<		<<<<	<<<<	<<<<
Start Time	End Time	Fuel Flag (P or S)	Min Output	Min Stable Generation	Max Availability	Fuel Flag (P or S)	Min Output	Min Stable Generation	Max Availability
25/03/2023 23:00	25/03/2023 23:30	P	0	0	100				
25/03/2023 23:30	26/03/2023 00:00	P	0	0	100				
26/03/2023 00:00	26/03/2023 00:30	P	0	0	100				
26/03/2023 00:30	26/03/2023 02:00	P	0	0	100				
26/03/2023 02:00	26/03/2023 02:30	P	0	0	100				
26/03/2023 02:30	26/03/2023 03:00	P	0	0	100				

B.2.2 Simple Offer Data

This section describes how to use the tool to create the LCF 'short day' tool for Simple Offer Data.

- The "Long Day hour submission" flag must be equal to **"No"**
- Additionally, if start time is 02:00 GMT "Long Day hour submission" flag must be equal to **"No"**

Resource Name	GU_412345					
Resource Type	GEN	<<<<		<<<<		<<<<
Start Time	31/03/2024 00:30	<<<<		<<<<		<<<<
End Time	31/03/2024 02:00	<<<<		<<<<		<<<<
Long Day Hour Submission?	No	<<<<		<<<<		<<<<

Incremental Curve	Price (#/MWh)	Quantity (MW)	Price (#/MWh)	Quantity (MW)	Price (#/MWh)	Quantity (MW)
1	50	200				
2	100	400				
3	150	600				
4	200	800				
5						
6						
7						
8						
9						
10						

Decremental Curve	Price (#/MWh)	Quantity (MW)	Price (#/MWh)	Quantity (MW)	Price (#/MWh)	Quantity (MW)
1	45	200				
2	90	400				
3	135	600				
4	150	800				
5						
6						
7						
8						
9						
10						

Notes:
1. Permitted Resource Types	GEN-STD	DSU	GEN-PS	GEN-EL	GEN-BAT	

2. If submitting Incremental Curve data, then Decremental Curve data must also be provided (and vice versa)
3. Complex COD and Simple COD may not be submitted in the same submission, so if the spreadsheet contains Simple and Complex, Simple will be ignored.

Additional Notes:

- No segment can cross the clock change boundary 01:00 IST. As per the PNs and Forecast Availability, Simple COD must be entered as 00:30 (Local Time) 26 March – 02:00 (Local Time) 26 March if covering the period during which the time change occurs.

B.2.3 Complex Offer Data

Please note, Complex Commercial Offer Data submissions are not impacted by DST submissions.The Complex Commercial Offer Data is evergreen, and applies to all open periods within the Trading Day at the point of submission.

B.3 LONG DAY EXAMPLE

B.3.0 Physical Notifications

This section describes how to create Physical Notifications (PN) using the LCF 'long day' tool. **Note:** The long day from 2023, 29 October is being used as an example for the below, please use the appropriate short-day date for your current year.

- PN period segments are to be populated by the participant. **Note:** For 'A04' submission format, the participant must manually set the initial PN starting MW value to match the End MW value from the previous Imbalance Settlement Period, to ensure that a continuous curve is maintained. Please see Section 6 for further information.

- From 23:00 (Local Time) 28 October – 02:00 (Local Time) 29 October period segments are to be submitted as normal as seen in the below example:

Start Time	End Time	Start MW	End MW
28/10/2023 23:00	28/10/2023 23:30	0	0
28/10/2023 23:30	29/10/2023 00:00	0	0
29/10/2023 00:00	29/10/2023 00:30	0	0
29/10/2023 00:30	29/10/2023 01:00	0	0
29/10/2023 01:00	29/10/2023 01:30	0	0
29/10/2023 01:30	29/10/2023 02:00	0	0
29/10/2023 01:00	29/10/2023 01:30	0	0
29/10/2023 01:30	29/10/2023 02:00	0	0
29/10/2023 02:00	29/10/2023 02:30	0	0
29/10/2023 02:30	29/10/2023 03:00	0	0

- At this point the clock change occurs and a repeat hour of 01:00 to 02:00 will need to be submitted.

- For the second period from 01:00 (Local time) 29 October - 02:00 (Local Time) 29 October period segments are to be submitted with 'longday' entered into corresponding column A cell as seen in the below example:

	Start Time	End Time	Start MW	End MW
	28/10/2023 23:00	28/10/2023 23:30	0	0
	28/10/2023 23:30	29/10/2023 00:00	0	0
	29/10/2023 00:00	29/10/2023 00:30	0	0
	29/10/2023 00:30	29/10/2023 01:00	0	0
	29/10/2023 01:00	29/10/2023 01:30	0	0
	29/10/2023 01:30	29/10/2023 02:00	0	0
longday	29/10/2023 01:00	29/10/2023 01:30	0	0
longday	29/10/2023 01:30	29/10/2023 02:00	0	0
longday	29/10/2023 02:00	29/10/2023 02:30	0	0
	29/10/2023 02:30	29/10/2023 03:00	0	0

- For the rest of the segments for the 29th of October (02:30 on Local Time) are to be submitted as normal as seen in below screenshot.

	Start Time	End Time	Start MW	End MW
	28/10/2023 23:00	28/10/2023 23:30	0	0
	28/10/2023 23:30	29/10/2023 00:00	0	0
	29/10/2023 00:00	29/10/2023 00:30	0	0
	29/10/2023 00:30	29/10/2023 01:00	0	0
	29/10/2023 01:00	29/10/2023 01:30	0	0
	29/10/2023 01:30	29/10/2023 02:00	0	0
longday	29/10/2023 01:00	29/10/2023 01:30	0	0
longday	29/10/2023 01:30	29/10/2023 02:00	0	0
longday	29/10/2023 02:00	29/10/2023 02:30	0	0
	29/10/2023 02:30	29/10/2023 03:00	0	0
	29/10/2023 03:00	29/10/2023 03:30	0	0
	29/10/2023 03:30	29/10/2023 04:00	0	0
	29/10/2023 04:00	29/10/2023 04:30	0	0
	29/10/2023 04:30	29/10/2023 05:00	0	0
	29/10/2023 05:00	29/10/2023 05:30	0	0
	29/10/2023 05:30	29/10/2023 06:00	0	0
	29/10/2023 06:00	29/10/2023 06:30	0	0
	29/10/2023 06:30	29/10/2023 07:00	0	0
	29/10/2023 07:00	29/10/2023 07:30	0	0
	29/10/2023 07:30	29/10/2023 08:00	0	0
	29/10/2023 08:00	29/10/2023 08:30	0	0
	29/10/2023 08:30	29/10/2023 09:00	0	0
	29/10/2023 09:00	29/10/2023 09:30	0	0
	29/10/2023 09:30	29/10/2023 10:00	0	0
	29/10/2023 10:00	29/10/2023 10:30	0	0
	29/10/2023 10:30	29/10/2023 11:00	0	0
	29/10/2023 11:00	29/10/2023 11:30	0	0
	29/10/2023 11:30	29/10/2023 12:00	0	0
	29/10/2023 12:00	29/10/2023 12:30	0	0
	29/10/2023 12:30	29/10/2023 13:00	0	0

	Start Time	End Time	Start MW	End MW
	28/10/2023 23:00	28/10/2023 23:30	0	0
	28/10/2023 23:30	29/10/2023 00:00	0	0
	29/10/2023 00:00	29/10/2023 00:30	0	0
	29/10/2023 00:30	29/10/2023 01:00	0	0
	29/10/2023 01:00	29/10/2023 01:30	0	0
	29/10/2023 01:30	29/10/2023 02:00	0	0
longday	29/10/2023 01:00	29/10/2023 01:30	0	0
longday	29/10/2023 01:30	29/10/2023 02:00	0	0
longday	29/10/2023 02:00	29/10/2023 02:30	0	0
	29/10/2023 02:30	29/10/2023 03:00	0	0

Additional Notes:
- No PN submission can cross the clock change boundary at 02:00 IST

B.3.1 Forecast Availability

This section describes how to create forecast availability using the LCF 'long day' tool:

- Forecast Availability Data to be submitted as normal using the LCF 'long day' tool
- For Long day, Cells at bottom represent the times 01:00GMT – 02:00GMT.

- Populate cells at bottom of spreadsheet as required and set "Long Day Submission" to "**yes**"

30/10/2023 18:00	30/10/2023 18:30	P		0	0
30/10/2023 18:30	30/10/2023 19:00	P		0	0
30/10/2023 19:00	30/10/2023 19:30	P		0	0
30/10/2023 19:30	30/10/2023 20:00	P		0	0
30/10/2023 20:00	30/10/2023 20:30	P		0	0
30/10/2023 20:30	30/10/2023 21:00	P		0	0
30/10/2023 21:00	30/10/2023 21:30	P		0	0
30/10/2023 21:30	30/10/2023 22:00	P		0	0
30/10/2023 22:00	30/10/2023 22:30	P		0	0
30/10/2023 22:30	30/10/2023 23:00	P		0	0
Long Day Submission?	yes				
29/10/2023 01:00	29/10/2023 01:30	P		0	0
29/10/2023 01:30	29/10/2023 02:00	P		0	0

◄ ►	Overall_Data	Resources	ComplexCOD	SimpleCOD	ForecastAvail	PNs

B.3.2 Simple Offer Data

This section describes how to use the tool to create the LCF 'long day' tool for Simple Offer Data.

- For periods between 01:00 GMT - 02:00 GMT "Long Day Hour Submission" must be equal to "**yes**"
- Additionally, If start time is 02:00 GMT "Long Day Hour Submission" must be equal to "**yes**"

Resource Name	GU_123456		GU_123456			
Resource Type	GEN-STD	◄◄◄◄	GEN-STD	◄◄◄◄		◄◄◄◄
Start Time	29/10/2023 01:00	◄◄◄◄	29/10/2023 02:00	◄◄◄◄		◄◄◄◄
End Time	29/10/2023 02:00	◄◄◄◄	29/10/2023 23:00	◄◄◄◄		◄◄◄◄
Long Day Hour Submission?	yes	◄◄◄◄	yes	◄◄◄◄		◄◄◄◄

Incremental Curve	Price (#/MWh)	Quantity (MW)	Price (#/MWh)	Quantity (MW)	Price (#/MWh)	Quantity (MW)
1	50	10	50	10		
2	100	20	100	20		
3	150	30	150	30		
4	200	40	200	40		
5						
6						
7						
8						
9						
10						

Decremental Curve	Price (#/MWh)	Quantity (MW)	Price (#/MWh)	Quantity (MW)	Price (#/MWh)	Quantity (MW)
1	45	10	45	10		
2	90	20	90	20		
3	135	30	135	30		
4	150	40	150	40		
5						
6						
7						
8						
9						
10						

Notes:

1. Permitted Resource Types	GEN-STD	DSU	GEN-PS	GEN-EL	GEN-BAT	

2. If submitting Incremental Curve data, then Decremental Curve data must also be provided (and vice versa)
3. Complex COD and Simple COD may not be submitted in the same submission, so if the spreadsheet contains Simple and Complex, Simple will be ignored.

Additional Notes:

- No segment can cross the clock change boundary 02:00 IST (Irish Summer Time). As per the PNs and Forecast Availability, Simple COD must be entered separately as 01:00 (Local Time) 29 Oct – 02:00 (Local Time) 30 Oct and 02:00 (Local Time) 29 Oct – 23:00 (Local Time) 29 Oct if covering the period during which the time change occurs.

B.3.4 Complex Offer Data

Please note, Complex Commercial Offer Data submissions are not impacted by DST submissions. The Complex Commercial Offer Data is evergreen, and applies to all open periods within the Trading Day at the point of submission.