Market Participant Welcome Guide

Table of Contents

Welcome to SEMO 5

1 SEMO Communication Channels 6

1.1 Contacting SEMO Helpdesk 6

1.2 Emergency Communications 6

1.3 Market Messages 6

1.4 Market Notifications 7

1.5 Market Participant Engagement Meetings 7

1.6 SEMO Calendar (Events) 8

2 Market Data and Publications 9

3 Market Rules and Modifications 10

3.1 Trading & Settlement Code 10

3.2 Agreed Procedures 10

3.3 Modifications Committee 10

4 Registration 11

4.1 Party Accession 11

4.2 Participant Registration 12

4.3 Unit Registration 13

4.3.1 Application (BM Registration Pack) 14

4.3.2 Review and Validation 15

4.3.3 Participant Readiness 15

4.3.4 Go Live 16

4.4 Communication Chanel Qualification Testing (CCQT) 16

5 Market Participant Interface (MPI) System 17

5.1 Party Administrative User 17

5.1.1 Key Contacts 18

5.1.2 Adding New Users 18

5.2 MPI Technical Support 21

6 Trading 22

Balancing Market Data Submissions 22

6.1 Data Submission Timings 22

6.2 Commercial Offer Data 22

6.3 Technical Offer Data 25

6.4 Physical Notifications 26

6.5 Imbalance Price and Imbalance Settlement Price Publications 28

6.5.1 Website Reports 28
6.5.2 MPI Reports 31
Trading - Market Participant Interface (MPI) System 33
6.6 Simple Offer Data 33
6.6.1 Generator Units 33
6.6.2 Demand Units 34
6.7 Complex Offer Data 35
6.7.1 Generator Units 35
6.7.2 Demand Units 35
6.8 VTOD Submission – Trading Screen 36
6.8.1 Generator Units 36
6.8.2 Demand Units 39
6.8.3 Amending VTOD submission 40
6.8.4 Selecting approved VTOD submissions 41
6.9 Physical Notifications 42
6.10 Reports Screen 43
7 Credit 44
7.1 Management of Credit Cover requirements 44
7.2 Changes to Posted Credit Cover 45
7.3 Funds Transfer 46
7.3.1 SEM Bank Accounts 46
7.3.2 Transfer from SEM Collateral Reserve Account to make a payment due under a Settlement Document 47
7.4 SEM Collateral Reserve Account Standing Request 48
7.5 Collateral Account Refund Requests 49
8 Settlements 50
8.1 Payments and Charges in the Single Electricity Market 50
8.2 Settlement Timings 51
8.3 Settlement Calendar 52
8.4 Resettlement and Ad hoc Resettlement 52
8.5 Accessing the MPI for Statements and Settlement Documents (Invoices) 52
8.6 Querying Settlement Data 54
Formal Settlement Query Process 54
8.6.1 Why submit a Formal Settlement Query (FSQ)? 54
8.6.2 How do I submit a Formal Settlement Query? 54
8.6.3 Who can submit a FSQ? 54

8.6.4 Where do I find the authentication code? 57
8.6.5 What is the response time? 57
8.6.6 Possible outcomes of a FSQ? 57
9 Dispute Process 59
9.1 Why submit a Dispute? 59
9.2 How do I submit a Dispute? 59
9.3 Who can submit a Dispute? 59
9.4 Referral to the Dispute Resolution Board 59
10 Useful Contacts and Website References 60

Welcome to SEMO

SEMO is the Single Electricity Market Operator for the island of Ireland.

On 1 October 2018 the revised Single Electricity Market (SEM) went live. We manage the wholesale market for Ireland and Northern Ireland. By integrating the all-island and European electricity markets, it enables the free flow of energy across borders.

SEMO is licensed and regulated cooperatively by the Commission for Regulation of Utilities (CRU) in Ireland and the Utility Regulator for Northern Ireland (UREGNI, previously named NIAUR).

For further information about the Single Electricity Market, please see here.

1 SEMO Communication Channels

As a Market Participant it is important to know the various methods of communication provided by the Single Electricity Market Operator (SEMO).

1.1 Contacting SEMO Helpdesk

The SEMO Helpdesk is your first point of contact if you do have any questions or if in need of assistance. The Stakeholder Engagement team manages daily queries between 9am-5pm Monday to Friday and can be contacted via info@sem-o.com or by our dedicated Helpdesk phone numbers below;

- Republic of Ireland: 1800 726 772,
- Northern Ireland: 0800 072 6772

Please see our 'Contact' page for further information.

1.2 Emergency Communications

In the event that you cannot submit bids and need to contact Market Operations urgently, please call +44 (0) 28 90 707415 or email LCF@sem-o.com

It is important your key staff in the relevant areas have these contact details. This should only be used for emergency operational issues relating to Limited Communication Failures (LCF). This process is facilitated by the Market Operator 24/7, on a reasonable effort basis.

The latest LCF procedure and supporting LCF tool are available to download.

1.3 Market Messages

SEMO aims to keep our Participants and Stakeholders informed of all our activities and operations. The Market Messages section of our website notifies subscribers of any issues affecting the operation of the Single Electricity Market (SEM) on a daily basis.

Prior to your effective date in SEM, we would advise that all relevant staff visit the Subscribe page on our website and sign up to receive these essential communications and notifications.

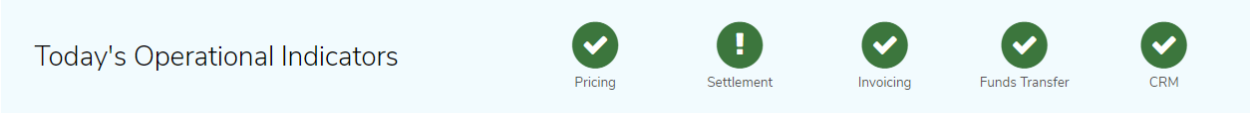
A link to Subscribe to the Market Messages can be found here and please use the following guide here detailing all the distribution lists.

1.4 Market Notifications

SEMO will notify any subscribed Participants via email of any issues/updates affecting Market Operations via Market Messages; these are separated into the following Operational areas:

- Pricing
- Settlement
- Invoicing
- Funds Transfer
- Credit Relationship Management (CRM)

You can also view the Operational Indicators dashboard at any point on the homepage of our website.



The above indicators refer to the operational day. If the area is highlighted in green this means operations are normal, if red this means there is a current issue and if green with an exclamation mark there has been an issue earlier.

1.5 Market Participant Engagement Meetings

- **Weekly Market Participant Call**

On Thursday mornings at 09:30 (Irish Time), SEMO host a Market Participant call via Microsoft Teams. Operational updates will be provided by the Trading and the Settlement teams.

- **Market Operator User Group (MOUG)**

We also host bi-monthly meetings to update Participants on Market Operations and upcoming Releases. It is a forum for Participants to interact with the SEMO Team.

Market Participants are encouraged to attend these meetings, if you do wish to register your interest, please contact info@sem-o.com

1.6 SEMO Calendar (Events)

The SEMO Calendar/ Events will notify you of any meetings or events that are taking place.

The main types of events are:

- Market Operator User Group (MOUG) Meetings
- Modification Committee Meetings and Workshops

2 Market Data and Publications

SEMO hosts a range of Market Data that can be accessed for research and informational purposes. Depending on the frequency of our report publications the current retention period is between 2 weeks to 3 months. All report time zones are in UTC.

You can view the Market Data as flat files or customise key reports to create your own charts and data tables for download provided your systems are compatible.

- Static Reports houses data in .xml format. This is the only format available.
- The Dynamic Reporting environment allows you to view key market data in online charts or to download the data.

A full list of all publications available publicly on the SEMO website can be found in the SEMO Data Publication guide.

The Settlement Calendar details the key operational dates for the Balancing Market.

- This page displays publication dates for Settlement Statements and Documents, and Payments In and Out due dates for the Balancing Market.

You have the opportunity also to read market related documentation such as monthly, quarterly, and annual market operator performance reports as well as technical guides. These can all be found in the Publications section of our website.

3 Market Rules and Modifications

3.1 Trading & Settlement Code

All Parties in the market have signed up to and agree to be governed by a set of rules to allow the SEM to work. These rules are known as **"The Trading and Settlement Code"** otherwise referred to as **"The Code"**. This is a legal document, that defines each Participants legal obligations.

The Market Rules consist of the latest approved Trading and Settlement Code Part B, Agreed Procedures Part B and any approved Modifications which have not yet been incorporated into the main body of The Code or the Agreed Procedures.

3.2 Agreed Procedures

There are 18 Agreed Procedures (APs) which provide further information on specific areas. Please familiarise yourself with the sections and APs relevant to you. Please note that should there be a discrepancy between an AP and The Code, The Code shall take precedence.

3.3 Modifications Committee

The Modifications Committee meet every two months to progress Modification Proposals. Their aim is to achieve the code objectives for each market.

In accordance with the provisions of the Trading and Settlement Code, the Modifications Committee exists to progress Modification Proposals with a view to better facilitating the achievement of the Code Objectives of efficiency, development, financial security, participation, competition, transparency, and equity within the Market.

If a Participant feels The Code or an AP should be amended, they can raise a Modification Proposal through the Modifications Procedure. This will then be brought before the Modifications Committee for consideration. You should be aware of this process, please see the Modifications Committee section of the website for more information here.

The Secretariat may be contacted via balancingmodifications@sem-o.com

4 Registration

All parties intending to buy or sell energy in the wholesale Single Electricity Market must be registered. The Registration team facilitates and educate applicants as they complete the registration process.

Registration is covered under the Trading and Settlement Code (T&SC), Capacity Market Code (CMC) and SEMOpx Rules. Participants must register in the Balancing Market if registering in the Capacity Market or SEMOpx.

Please see the below guides for registrations;

- Part B Agreed Procedure 1 (AP 1): Registration deals with all aspects of the registration process. Potential Participants should be familiar with this document before applying to register in the Single Electricity Market.

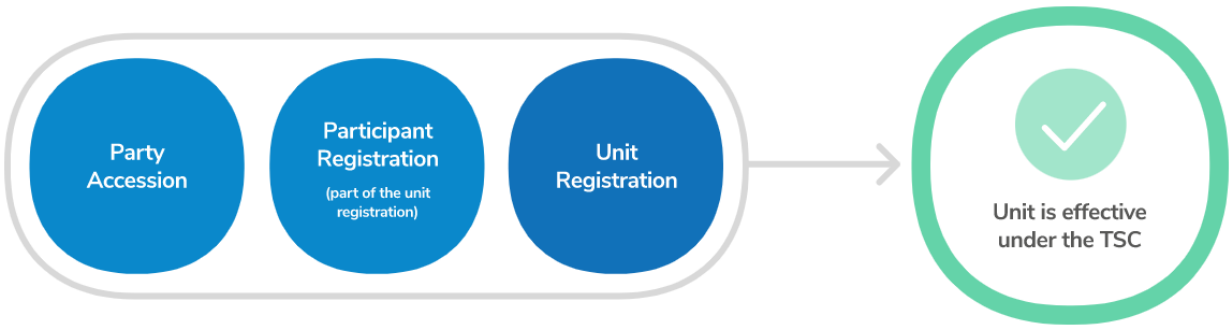
- Party Registration Guide

- Unit Registration Guide

4.1 Party Accession

To become a Party to the T&SC, the company applying must:

- Submit a Party application form
- Submit supporting information (e.g. proof of company register)
- Pay the relevant accession fee (confirmed by the Registration team)
- Provide details of the users who will access the Market Participant Interface (MPI) via the B92 Balancing Market – User Access Form
- Once approved by SEMO, execute an Accession Deed



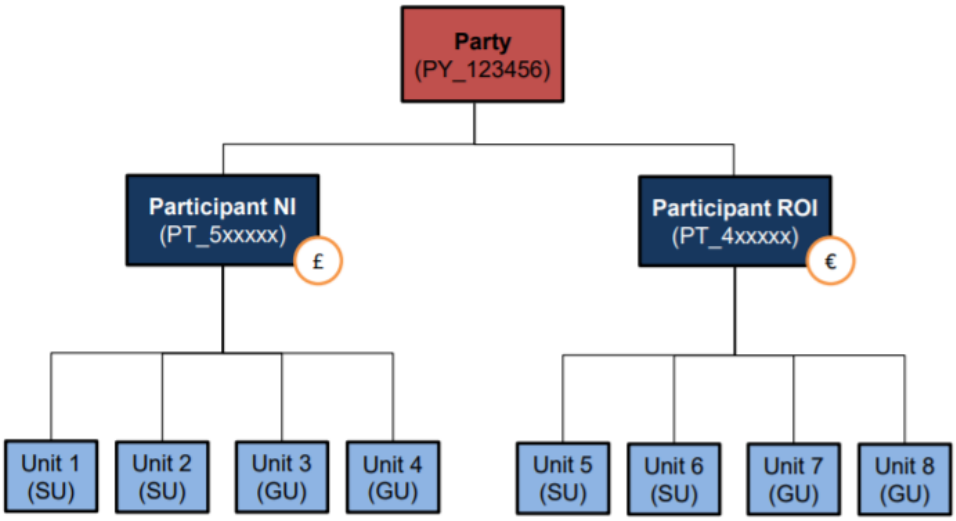
4.2 Participant Registration

A Participant is registered alongside the new unit as NI or ROI jurisdiction.

The Participant is the entity at which invoicing, and credit cover are calculated.

In most circumstances a Party will have one Participant in each jurisdiction to which all the units in the jurisdiction are assigned. There are special circumstances under which more than one Participant per jurisdiction can be setup, but these require Regulatory approval.

SEMO will arrange for the collateral account to be opened at this stage along with setup of Authorised Signatories.



4.3 Unit Registration

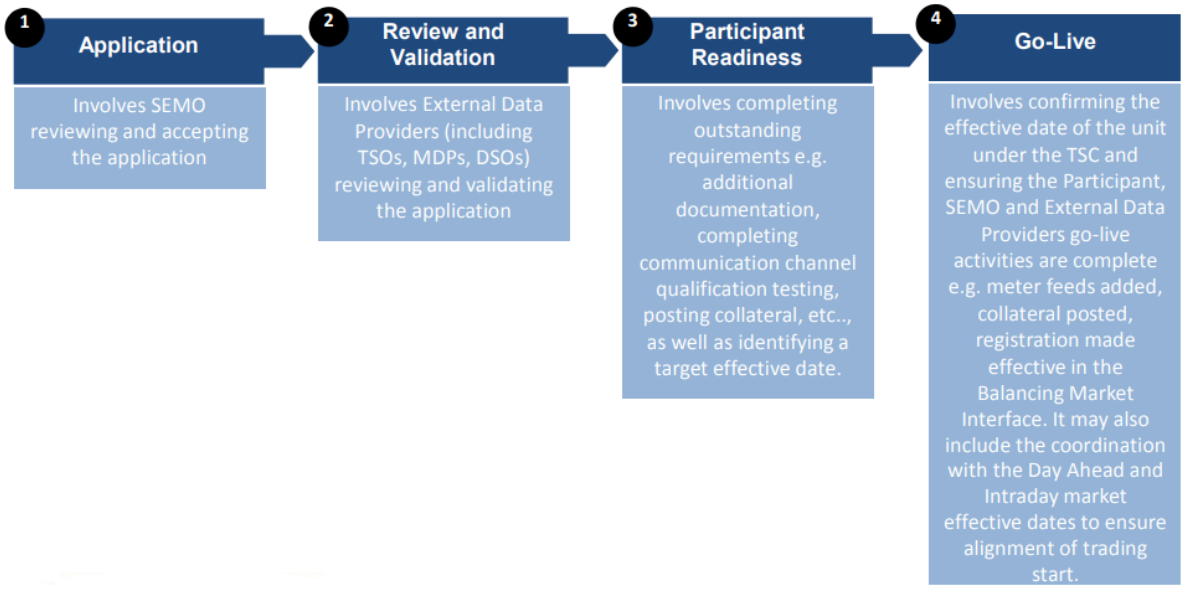
Under the Trading and Settlement Code, unit registration is:

Mandatory for:	***Optional*** for:
• all units that are ***greater than the de-minimis threshold*** (10 MW)	• all units below the de minimis threshold. However, not having a unit registered under the TSC means that a unit will not be able to participate in the Day Ahead/Intraday Market nor be settled for the Capacity Market.

Unit registration can run concurrently with Party registration.

Applicants must submit a registration pack to initiate the unit registration process. The fee will then be confirmed.

All information is provided here.



4.3.1 Application (BM Registration Pack)

The requirements are different for each registration and this is dependent on whether it is for a new Party, new Participant, Unit type etc.

There is a 60 working day timeline for the processing of registrations, which begins once a completed pack with supporting documents and fees are received.

The registration pack can be found on the SEMO website here.

Document ID	Document Name	Relevance	Submission Format	Complete
B01	Balancing Market - Party Application	Mandatory	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	☐
B02	Balancing Market - Party Administrative User (PAU) Authorisation	Mandatory (must be completed by the time of signing Accession Deed)	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	☐
B11	Balancing Market - Unit Participation Notice	Mandatory	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	☐
B12	Unit Data Form	Mandatory (must use the relevant form for the type of Unit being registered)	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	☐
B15	Forecast Data	Mandatory	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	☐
B92	User Access	Mandatory	Form completed in Excel and returned by email with signed "Confirmation and Signature" sheet included	☐
B17	Settlement Reallocation Agreement (SRA)	Optional	Signed, scanned copy of the SRA Agreement must be emailed to SEMO with the Unit Application. In addition, 1x original signed copy of the SRA Agreement must be sent via registered post to SEMO.	☐
	Confirmation and Signa	**Mandatory**	**This form must be signed and returned by email with the Excel forms**	☐

Supporting Documents	Relevance	Submission Format	Complete
Proof of Company Register	Mandatory - requirement dependant on jurisdiction of company.	Scanned copy emailed to SEMO	☐
Accession Deed (B04 a, b or c)	Mandatory - use of B04 a, b or c dependent on jurisdiction of company.	Signed, scanned copy emailed to SEMO plus 3x original sent via registered post to SEMO	☐
Balancing Market - Unit Participation Fee	Mandatory	Electronic Funds Transfer to I-SEM bank	☐
Proof of Regulatory Consent - DSU or AGU	DSU or AGU only in ROI	Scanned copy emailed to SEMO	☐

4.3.2 Review and Validation

Once a registration pack is received SEMO will assess it and provide the Unit ID within 5 working days, along with request for further information such as bank account setup where required.

When submitting the B11 form (Participation Notice), a beneficiary bank account containing an IE IBAN or GB IBAN (depending on the jurisdiction of the unit) must be provided in order to proceed with Market registration.

Please familiarize yourself with **section G.18.1.1** of the Trading and Settlement Code with regard to the management of VAT and Taxes. The relevant VAT agreement links can be found at:

- Irish Revenue
- HMRC

Please note however the below;

For the avoidance of doubt and referenced in the Trading and Settlement Code - **section G.18.1.8**; each Party and Participant must obtain their own independent VAT/indirect tax advice in relation to the implications of any transaction envisaged by and under this Code and there is no obligation on the Market Operator to provide such advice or guidance if requested by any Party or Participant.

4.3.3 Participant Readiness

During this stage additional information may be required.

The Registration team will confirm with the relevant stakeholders that agreements are in place for example TUoS (Transmission Use of System), Connection Agreement, DUoS (Distribution Use of System).

If it's a new Party registration, Communication Chanel Qualification Testing (CCQT) must be completed.

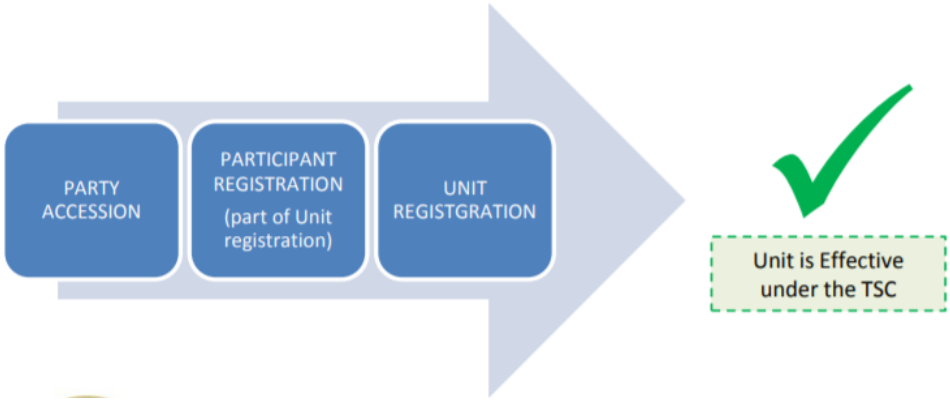
4.3.4 Go Live

During this stage a call is arranged with Participant, Meter Data Provider and System Operator to agree an effective date and discuss anything outstanding.

Effective dates in the market always occur on a Wednesday.

Once the effective date is agreed, the Registration team will complete testing and submit all changes in the Market Participant Interface (MPI) for the Unit.

A Commencement Notice will be issued before the effective date



4.4 Communication Chanel Qualification Testing (CCQT)

Access to the MPI is required before a Market Participant can register in the market.

As part of the Registration process, CCQT must be completed. This is a requirement for you to test and confirm that your computer systems can successfully connect with ours.

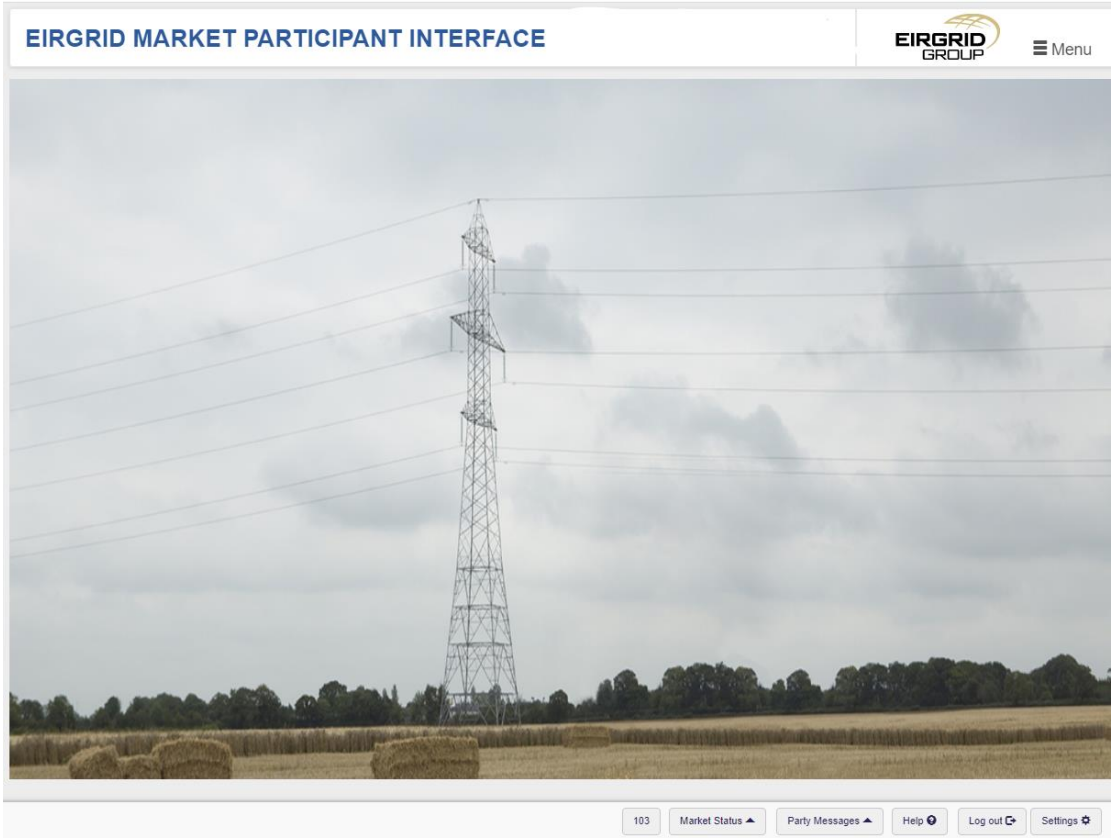
The CCQT Market Participant Guide can be found here.

Please refer to our Market Message here which details the protocol if you wish to use the CCQT environment.

5 Market Participant Interface (MPI) System

The MPI is a key tool in retrieving and sending Market data which can be accessed via the following link: https://mms.sem-o.com/mpi/, supported by using Microsoft Edge in Internet Explorer (IE) mode.

Once CCQT is successfully completed, the registration can progress and an MPI certificate will be issued to the Users as requested via the **B02** and **B92** Balancing Market Forms.



5.1 Party Administrative User

A Party Administrative User (PAU) is an MPI user who is permitted to nominate and change the authorisations of other staff from that party. The **B02 Balancing Market – PAU Authorisation form** can be filled out to request this with our Registrations team.

It is recommended that 2 Party Administrative Users (PAUs) should be registered on the MPI at all times for each party.

Where a Party does not have any valid Party Administrative User(s) then a new nomination must be submitted by using the **B02 form** and signed by a director or administrator within the company.

As noted in Agreed Procedure 11 there are a number of tasks which can only be performed by an Authorised Person. This is an individual(s) who is authorised to perform all or any of the tasks below. These are key tasks, and it is essential that you have the correct people registered before you should need to use them.

Category	Description	Agreed Procedure
A	Submit Settlement Queries and Settlement Disputes	AP13
B	Declare Limited Communication Failure Request	AP7
C	Request return of Collateral	AP9

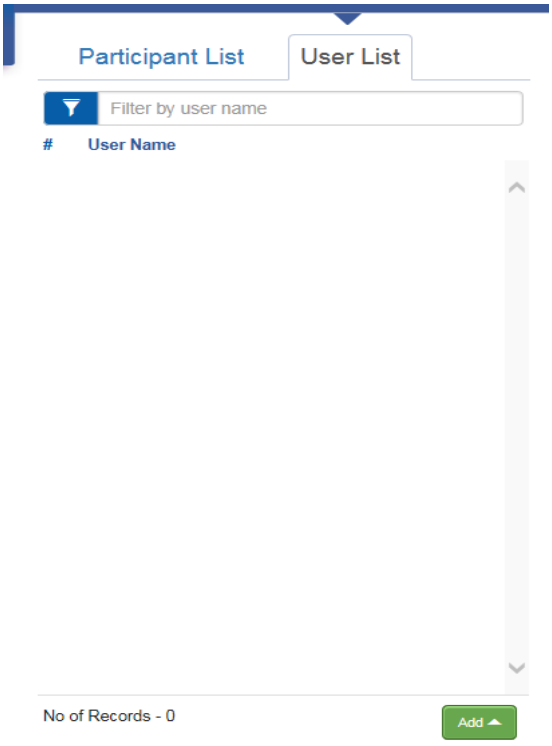
5.1.1 Key Contacts

It is important you update and maintain the key contact section within the MPI. In the event of an issue for example Banking, Invoicing, SEMO will contact the Key Contact listed. If this section hasn't been updated or is incorrect the delay in contacting, you may be critical.

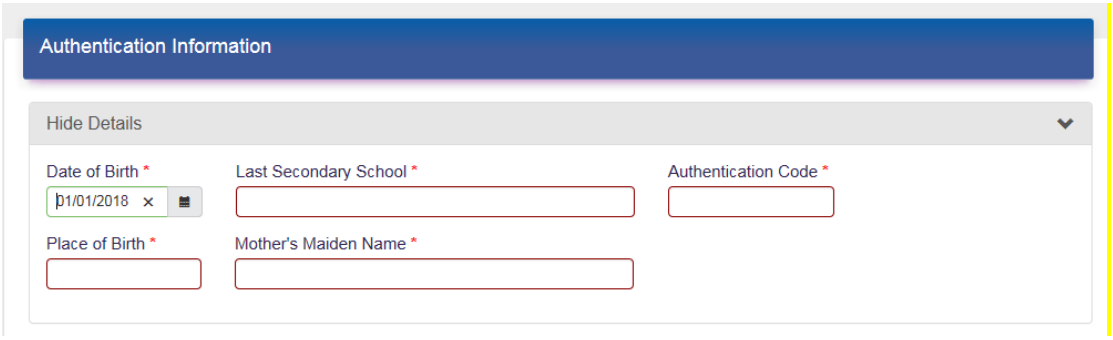
5.1.2 Adding New Users

As a PAU, you can add new Users to the MPI system;

- Please go to Settings at the bottom right-hand corner of the screen, load your MPI certificate and enter your certificate password. (This would be separate to your MPI login password)
- Go to Menu (Top right) – select Participant List
- Go to User List
- To add a new user, click "Add"
- The username must be all capitals in format BLOGGS_J
- Usernames should not have any spaces or special characters e.g. '! ,*. etc.
- The user start date must always be in the future (i.e. the following day)
- Enter General Information for user as required.
- All fields are mandatory.



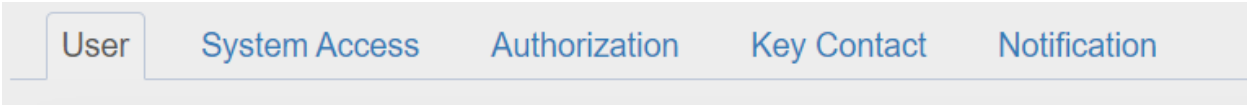
- The authentication code needs to have a minimum of 1 uppercase letter, 1 lowercase letter and 1 numeric value. Special characters are not accepted.
- Select Submit and the User has been added



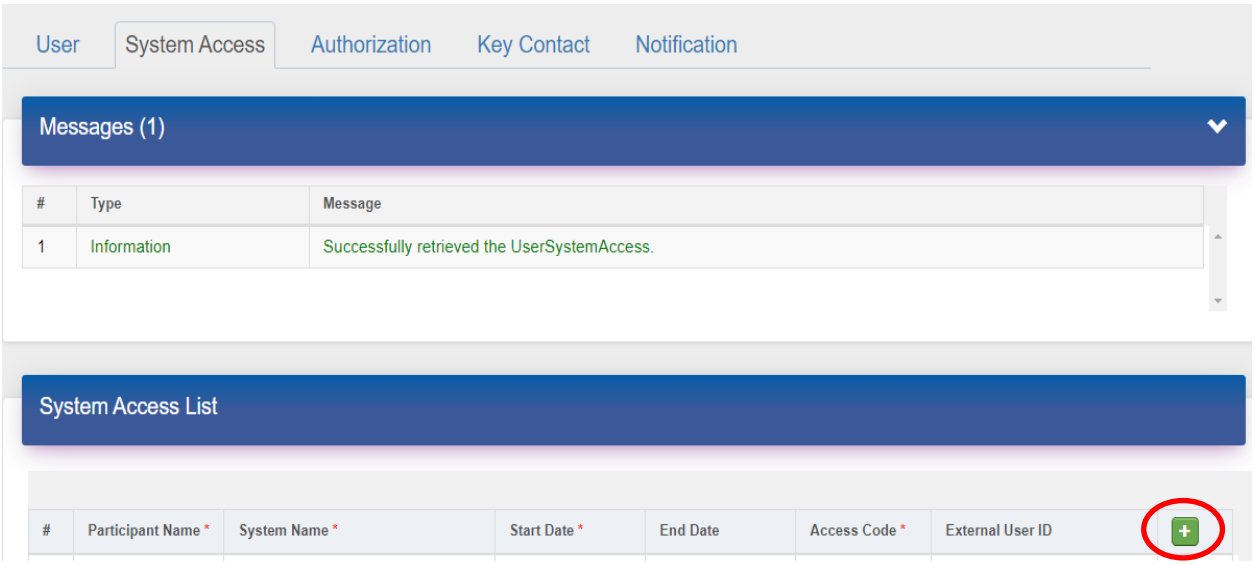
- System Access

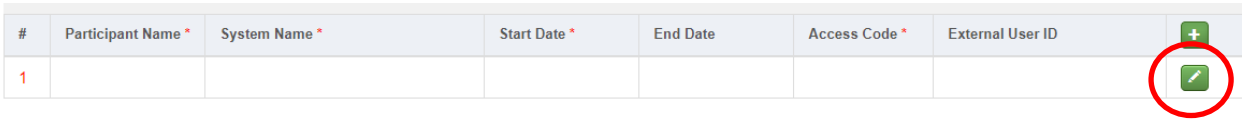
System Access (recommended), Authorization and Key Contact (at discretion of Party Administrative User) should be submitted for each user.

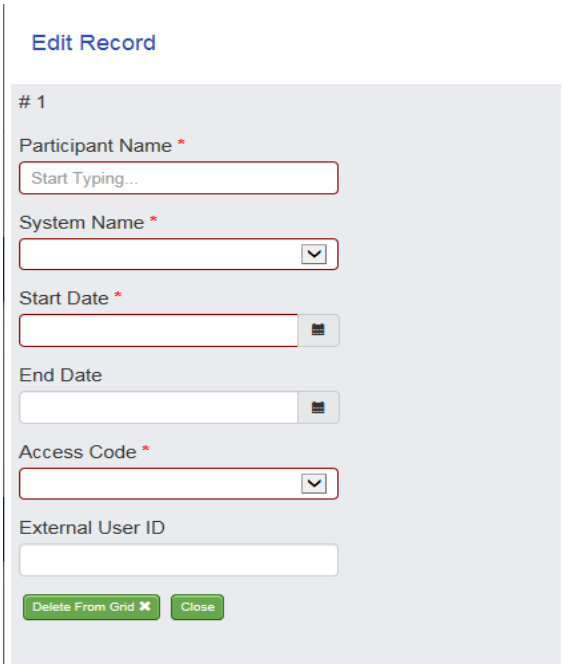
After the basic profile has been set up and submitted, double click on the Participant's name in the User List and the below tabs will be listed.



Navigate to System Access, select the plus button and then the pencil icon.







- Select the Participant Name and a drop down should appear with the relevant PT_ID(s)
- Under System Name select BAL_TRADER and/or BAL_CRM_SETTLEMENT
- The Start Date should be a future date and the End Date can be left blank.
- Under Access Code please select the required access (please select READ for settlement, WRITE access will be amended internally if selected for settlement).
- Leave External User ID blank
- Select Close
- Click Submit

- Digital Certificates

Once the new User is added successfully, an MPI certificate can be requested. This is a User's unique access to the MPI. It is very important that certificates are not shared. Please email info@sem-o.com to make this request.

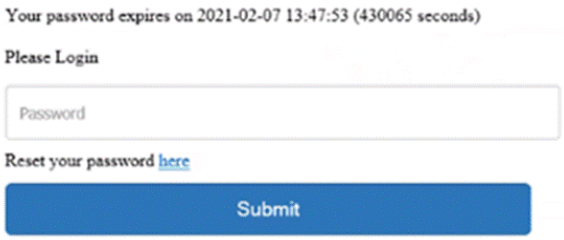
Please specify the Participant's Name, Email address that is linked to their MPI profile and their account username (SURNAME_INITIAL@PY_XXXXXX)

First Name	Last Name	Email	Common Name
Name	*Name*	*Name.Name@[insert].[insert]*	*NAME_N@PY_nnnnnn*

If the User is experiencing any issues while attempting to install their certificate, please use the following guide for assistance.

5.2 MPI Technical Support

Each MPI certificate is valid for 1 year, however your login password does need to be changed for security reasons. MPI passwords are generally valid up to 180 days.



- If an MPI password is due to expire, the message on the left will be displayed for 5 days.
- Once this message appears, you should click on the 'Reset your password here'.

Unfortunately, if you do not log into the MPI during these 5 days, you will be unaware of the upcoming password expiration and you will then receive "User account has expired" when logging into the MPI. Please email info@sem-o.com along with your account username (SURNAME_INITIAL@PY_XXXXXX).

For all other MPI technical issues, please log these with info@sem-o.com and include screenshots to help us in finding a solution.

6 Trading

Balancing Market Data Submissions

There are core data submissions that Participants are required to make, in order to participate in the Balancing Market. These submissions must be made in accordance with specific timings set out under the Trading and Settlement Code (TSC). This section outlines these core data submission parameters, including Commercial Offer Data, Technical Offer Data and Physical Notifications; a detailed overview of these can be found below.

6.1 Data Submission Timings

Gate Opening is a term that defines when the first submission may be made with respect to a specific Trading Day. Data transactions for a Trading Day may be submitted and accepted for use from 12:00, 19 days prior to the Trading Day.

Gate Closure is the time after which, particular data transactions may no longer be submitted and accepted. There are two gates that govern the submission of data.

- **Gate Closure 1** in respect of a Trading Day is 13:30 on the day prior to the Trading Day (so that, for example, where a Trading Day commences at 23:00 on a Thursday, Gate Closure 1 is 13:30 on that Thursday). This gate represents the cut-off time by which submissions must be made covering the entire Trading Day; and

- **Gate Closure 2** in respect of an Imbalance Settlement Period is one hour before the start of that Imbalance Settlement Period. After this time, no further submissions can be made for the associated Imbalance Settlement Period. An Open Imbalance Settlement Period is an Imbalance Settlement Period for which Gate Closure 2 has not yet passed.

6.2 Commercial Offer Data

Each Participant may submit Commercial Offer Data (COD) to the Market Operator in respect of each of its Generator Units as follows:

- before Gate Closure 1 in respect of the Trading Day; and
- before Gate Closure 2 in respect of an Open Imbalance Settlement Period.

An Assetless Unit, Trading Unit or a Generator Unit that is not Dispatchable shall not submit COD; more detail on this can be found on the Balancing Market Rules page of the SEMO website. All other types of Generator Unit are required to submit COD.

Northern Ireland registered Participants shall submit COD in GBP, whereas Ireland registered Participants shall submit COD in EUR. GBP prices are converted to EUR using the Trading Day Exchange Rate. The Imbalance Price and Imbalance Settlement price are calculated and published in EUR only.

A Participant submitting Commercial Offer Data for a Generator Unit in respect of a Trading Day may submit:

- **Complex Bid Offer Data:** the same data must be submitted for the entire Trading Day, or the remainder of the Trading Day depending on how long is left to trade.
- **Simple Bid Offer Data:** if submitted, the submission must be made for the entire day, or the remainder of the day, depending on how long is left to trade. An important distinction between Complex and Simple Commercial Offer Data is that Simple allows for submission of different INCs and DECs for each individual Imbalance Settlement Period.
- **Default/Standing Data:** refers to contingency data which will be selected for use, if for any reason a Participant fails to submit COD in advance of Gate Closure 2.

Complex Offer Data

Demand Side Units and Generator Units (excluding those previously listed above) submit Complex Bid Offer Data.

A Participant submitting Commercial Offer Data in respect of a Generator or Demand Unit shall:

a) include a set of Incremental Price Quantity Pairs; and

b) include a set of Decremental Price Quantity Pairs.

Each set of Incremental Price Quantity Pairs and Decremental Price Quantity Pairs shall include a minimum of one and a maximum of ten Price Quantity Pairs, each comprising a Price and a Quantity.

There are additional specific requirements for Generator Units and Demand Side Units to submit:

Generator Units submit Complex Bid Offer Data which shall comprise of

- Start Up Costs and
- No Load Costs

Demand Side Units submit Complex Bid Offer Data which shall comprise of

- A single Shut Down Cost

Other submission requirements exist for Generator Unit sub-categories such as Energy Limited Units, Pumped Storage Units and Priority Dispatch Units. These specific submission criteria can be found under Chapter D, as well as Appendix I of the Trading and Settlement Code.

Steps on how to submit Complex Offer Data through MPI can be found in section 6.7 of this document.

The Bidding Code of Practice (BCOP) applies to all units in the Balancing Market because all such units must submit Complex Bid Offer Data meeting these principles as a Generator Unit license condition. Units can then decide if they want to submit Simple Bid Offer Data which doesn't have to meet this requirement. Any enquiries into the details of the BCOP and how they are applied should be directed to the Market Monitoring Unit at the Regulatory Authorities.

Simple Offer Data

Simple Bid Offer Data shall comprise Incremental Actions (INCs) and Decremental Actions (DECs) for a specified Open Imbalance Settlement Period. Both Demand Side Units and Generator Units (excluding those listed previously) may submit Simple Offer Data.

A Participant submitting Commercial Offer Data in respect of a Generator Unit shall:

a) include a set of INCs; and

b) include a set of DECs.

Each set of INCs and DECs shall include a minimum of one and a maximum of ten Price Quantity Pairs, each comprising a Price and a Quantity.

Steps on how to submit Simple Offer Data through MPI can be found in section 6.6 of this document.
Each Price can be either positive or negative but cannot exceed the Market Price Cap (PCAP, set to Volume of Lost Load (VoLL) or be lower than the Market Price Floor (PFLOOR, set to -€1,000).

Forecast Availability

Participants are also required to submit Forecast Availability, Forecast Minimum Output and Forecast Minimum Stable Generation as per section D.4.2.8 – D.4.2.10 of the TSC. This data should be maintained as correctly as possible; the information is used as part of scheduling process.

Default bids/Standing Data

Standing Data is the COD which will be used, if for any reason you fail to submit your COD on time either through the MPI or the Limited Communication Failure process. This data will be used to reflect a Participant's commercial position in the instance that they are unable to submit Complex and/or Simple COD.

Default COD is submitted as part of the registration process to ensure it is effective for the first day of trading within the Balancing Market. Subsequent to this initial submission, each Participant that is required to submit Default Data shall review its submitted Default Data at least once per quarter and update it as necessary to ensure that the Default Data for each of the Participant's Units continues to comply with the requirements set out in the TSC.

For full disclosure on Commercial Offer Data submission, please refer to the TSC and associated Agreed Procedures.

COD Submission Issues

If a Participant is unable to access the MPI platform to submit offer data prior to gate closure, they can follow the Limited Communication Failure guide here. This guide outlines the steps to submitting a valid Limited Communication Failure (LFC) to the Market Operator, who will attempt to submit the relevant offer data on the Participant's behalf before the next available gate closure.

There are additional Limited Communication Failure guides to cover the Long Day and Short Day which can be found by following the links attached.

6.3 Technical Offer Data

TOD Set Selection

Each Participant is required to submit Technical Offer Data (TOD) to the Market Operator in respect of each Trading Day and each of its Generator Units, including Demand Side Units. This data relates to the technical parameters of your unit. A number of Generator subtypes are not required to submit TOD, details of which can be found in section 11 of the Trading and Settlement Code Appendices I.

A Unit may have a **minimum of one** and a **maximum of six** approved Technical Offer Data sets, otherwise referred to as Validation Data Sets.

The Participant may select a pre-approved Validated Data Set by Gate Closure 1, 13:30; a different data set may no longer be selected after this timeframe.

If no data set is selected by Gate Closure 1, the primary approved Validation Data Set will be applied within the Balancing Market Systems. In this case the primary set refers to set number 1.

The Participant guide to updating Technical Offer Data can be found on the SEMO website here. Steps on how to submit VTOD through MPI can be found in section 6.8 of this document. Should any issues occur please use the VTOD workaround guide which is available here.

Unit Data Change

Upon registration, a Participant is required to submit their Technical Offer Data for use in the Market. Following registration, and thereafter as required, a Participant can request to amend the data to one or more of their pre-approved TOD Sets. Upon confirmation of the TSO, this request can be made directly through the market systems; via MPI.

The Market Operator will send on each submitted Validation Data Set to the relevant System Operator for approval, who shall assess within 10 working days. The submission will either be approved or rejected, and the Market Operator will be advised within one working day.

For full disclosure on Technical Offer Data submissions, please refer to the Trading and Settlement code section D.5

6.4 Physical Notifications

Physical Notification Data shall be submitted to reflect the Output intended by the Participant for each of its Generator Units within each Imbalance Settlement Period, excluding Accepted Offers and Accepted Bids. This typically reflects the Ex-Ante position of the Generator Unit. Participants shall ensure that all Physical Notification Data submitted in respect of a Generator Unit are consistent with the Technical Offer Data for that Generator Unit. This shall comprise one or more of the following data components:

(a) From MW Level;
(b) From MW Time;
(c) To MW Level;
(d) To MW Time; and
(e) Under Test Flag

There are a number of Generator Units that are not required to submit Physical Notification Data, for more detail please refer to section 15 of the Trading and Settlement Code Appendices I.

Timing of Submissions

Each Participant may submit Physical Notification Data to the Market Operator in respect of each of its Generator Units and Supplier Units in line with Gate Closure 1 and Gate Closure 2 requirements, as set out in 6.1 of this document.

Note: When submitting PNs after 13:30 Gate Closure 1 for the remainder of the open Trading Day, it is required to submit the PNs for the remainder of the existing Trading Day and all of the subsequent Trading Day.

PN Submission Format

PNs are submitted in either stepwise (A01) linear profile or piecewise (A04) linear profile formats, depending on the type of unit as set out below.

A01	A04
a) AOLR Unit	All other Unit types, not listed under A01 format, must use curve type A04must be used. Units providing A01 cannot submit A04 and vice versa.
b) Supplier Unit	
c) Generator Unit with registered capacity < 10MW	
d) Demand Side Unit with dispatchable capacity of < 10MW	
e) Generator Unit that is not Dispatchable	

For full disclosure on Physical Notification Data submissions, please refer to the Trading and Settlement code section D.7. Further information on submission validations can be found on the SEM Technical Specification Document.

Additionally, steps on how to submit Physical Notifications through MPI can be found in section 6.9 of this document.

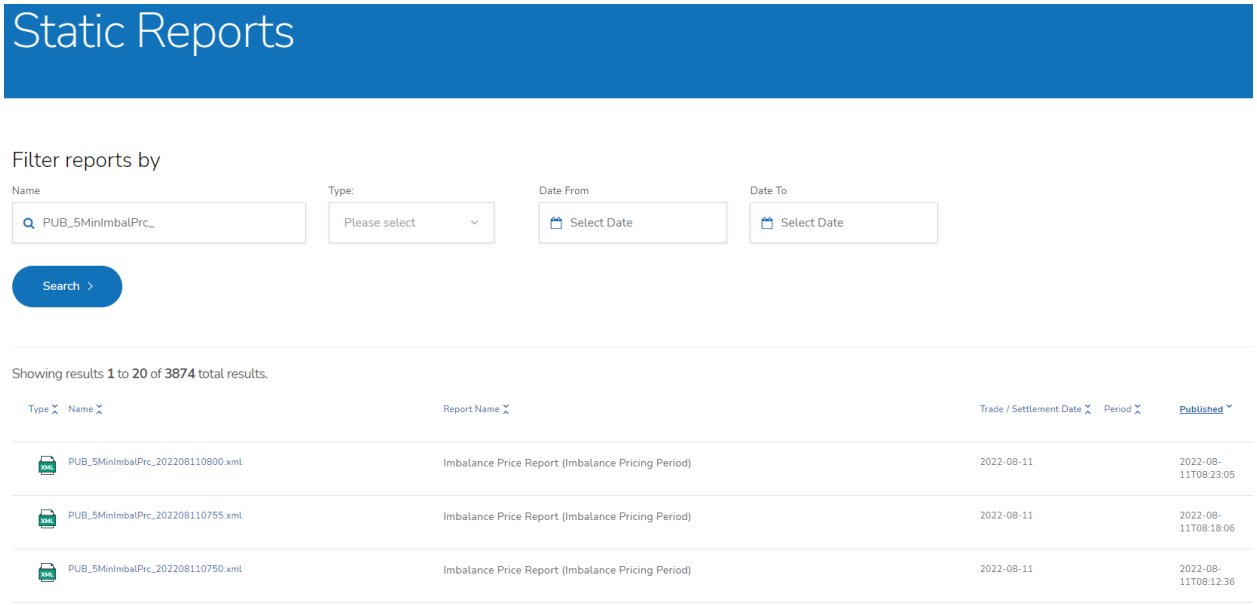
6.5 Imbalance Price and Imbalance Settlement Price Publications

6.5.1 Website Reports

The Imbalance Price and Imbalance Settlement Price Documents are published to the SEMO website throughout the day. These reports can be found under the Static Reports section of the SEMO Website here.

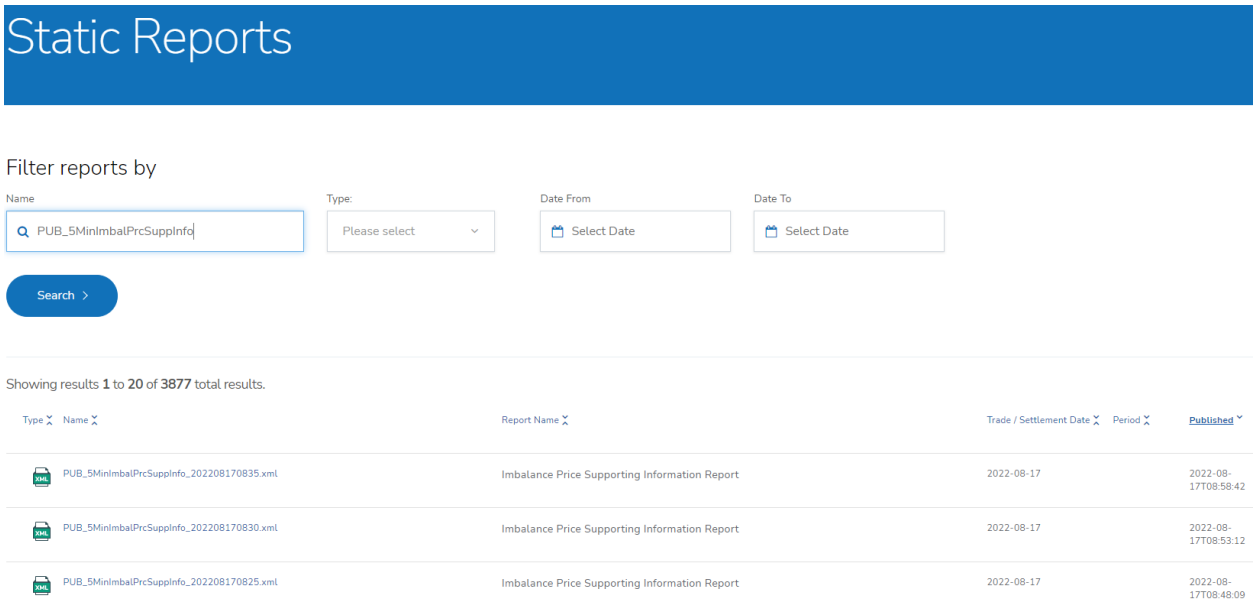
- Imbalance Price Report – PUB_5MinImbalPrc

This report contains the Imbalance Price and quantity for BOA (QBOA/PBOA) based on the schedule outputs from RTD runs and real time dispatch instructions for the Imbalance Pricing Period. The report is published at the end of each Imbalance Price calculation process for the corresponding Imbalance Pricing Period. This report will appear approximately 20mins after the Imbalance Period.



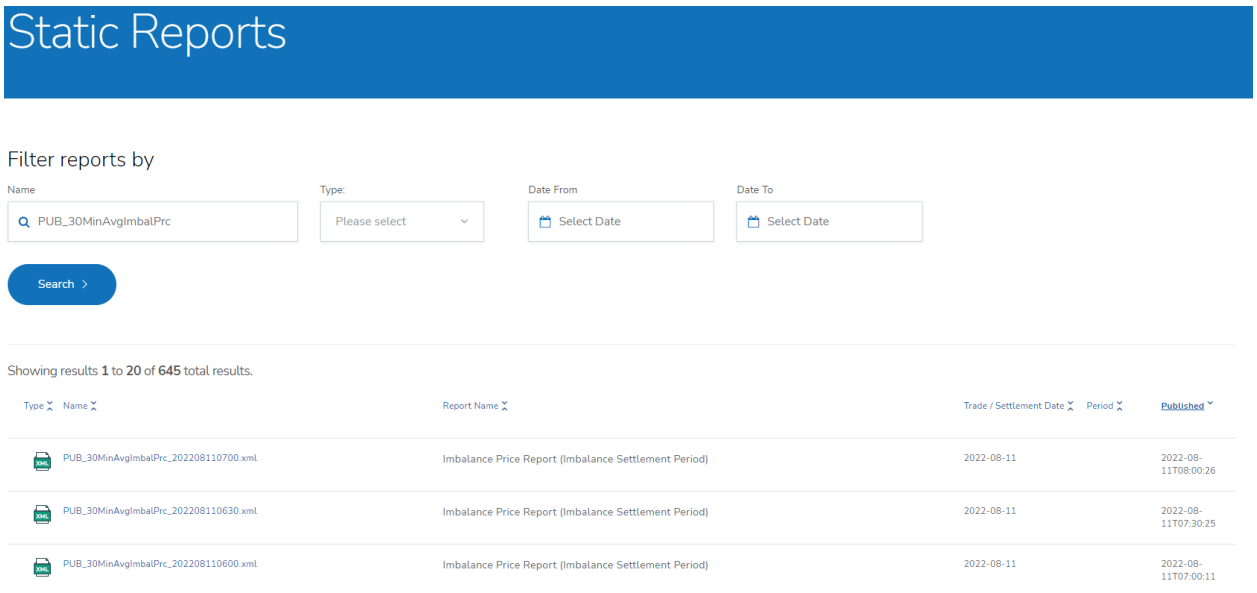
- Imbalance Price Supporting Information Report - PUB_5MinImbalPrcSuppInfo

This report contains the supporting information used to calculate the Imbalance Price and Net Imbalance Volume, as published in the PUB_5MinImbalPrc Report. This report is published after every Imbalance Pricing run.



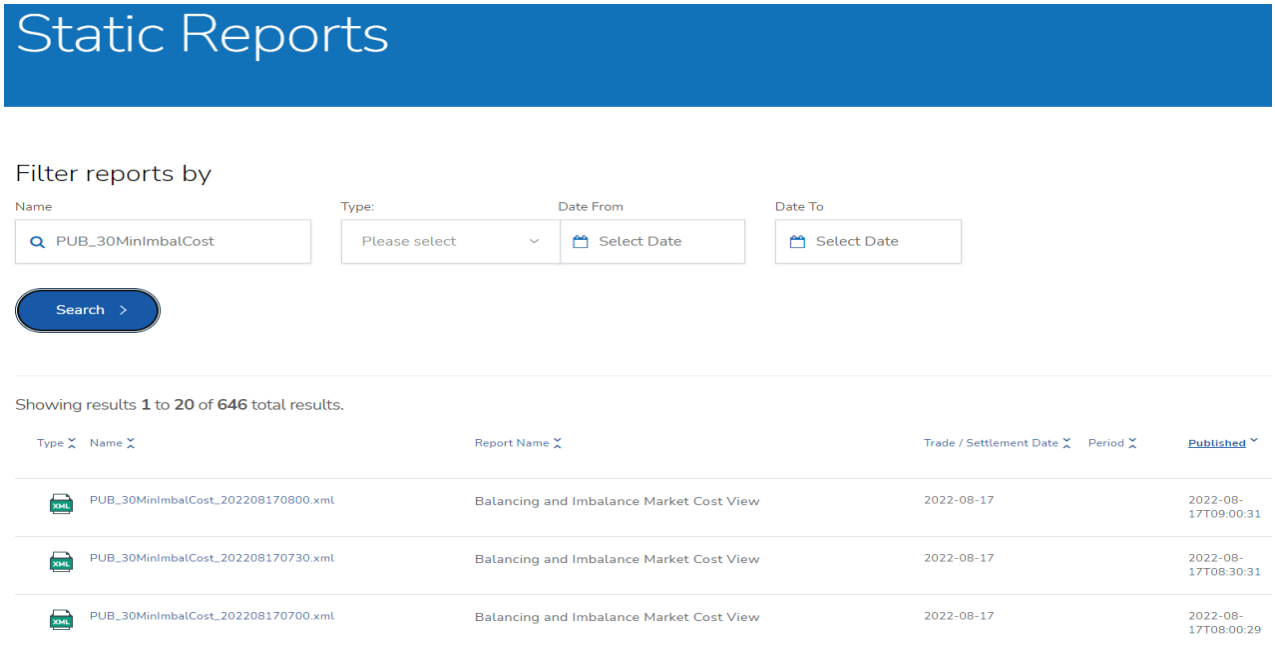
- Imbalance Settlement Price Report (Imbalance Settlement Period) – PUB_30MinAvgImbalPrc

This report contains the time weighted average Imbalance Price and Net Imbalance Volume for each Trading Period (Imbalance Settlement Period). The report is published once after the end of each Imbalance Settlement Period on the Trading Day, usually appearing one hour from the Imbalance Settlement Period.



- Balancing and Imbalance Market Cost View Report - PUB_30MinImbalCost

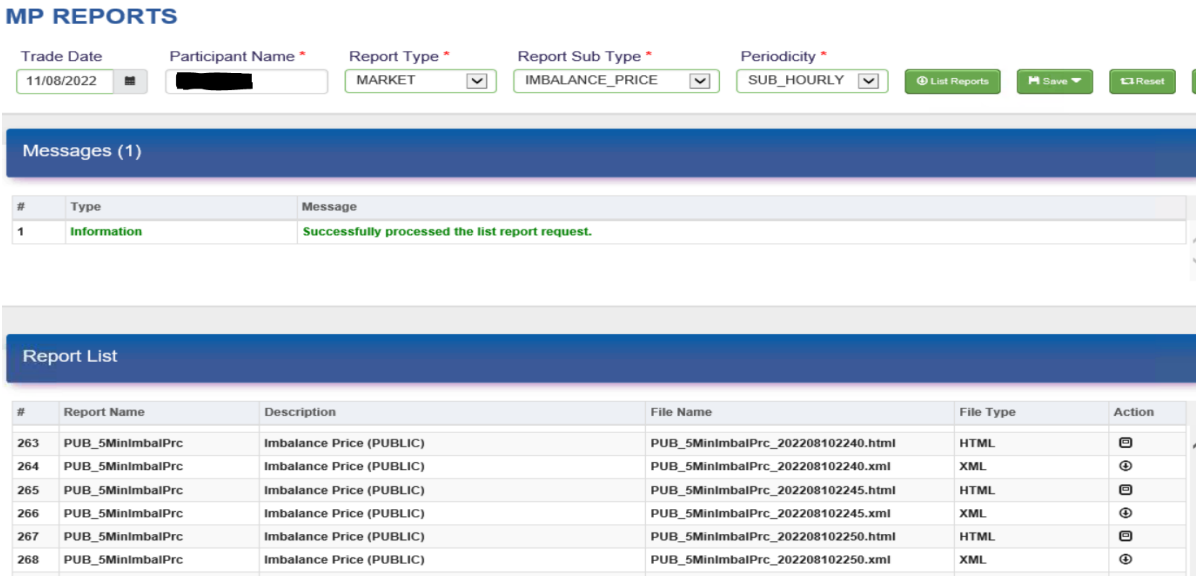
This report contains the total Imbalance Settlement Period Imbalance Volume (MWh) times the Imbalance Period Price. It is available for all the Participants and is run at half hourly intervals every day for the previous Imbalance Settlement Period.



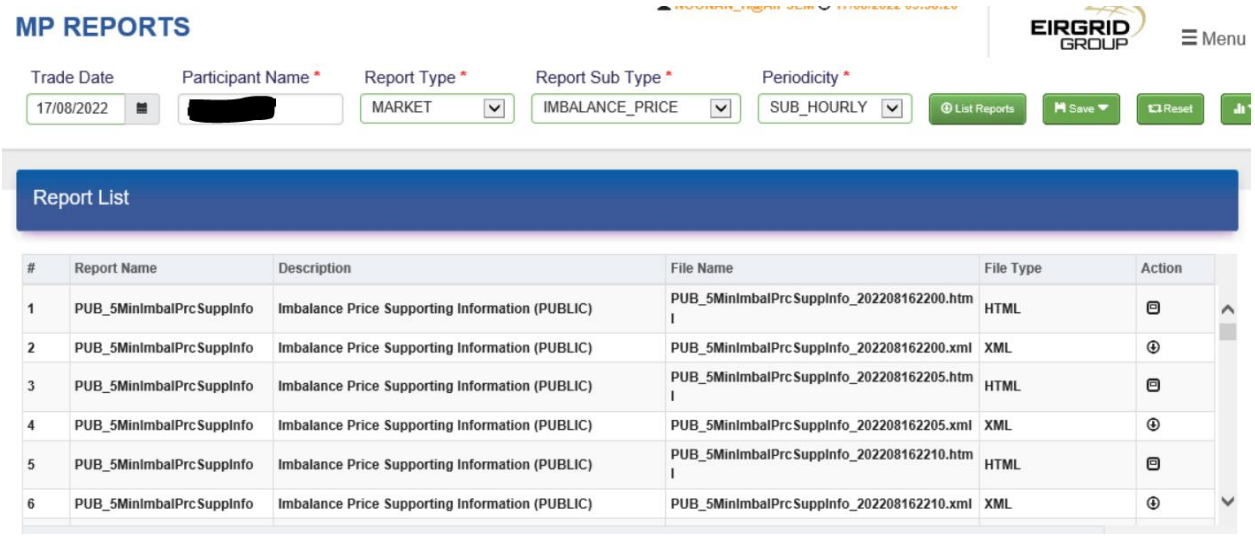
6.5.2 MPI Reports

Pricing publications can be found in the MPI under the reporting section, under Type 'Market' and Sub Type 'Imbalance Price'

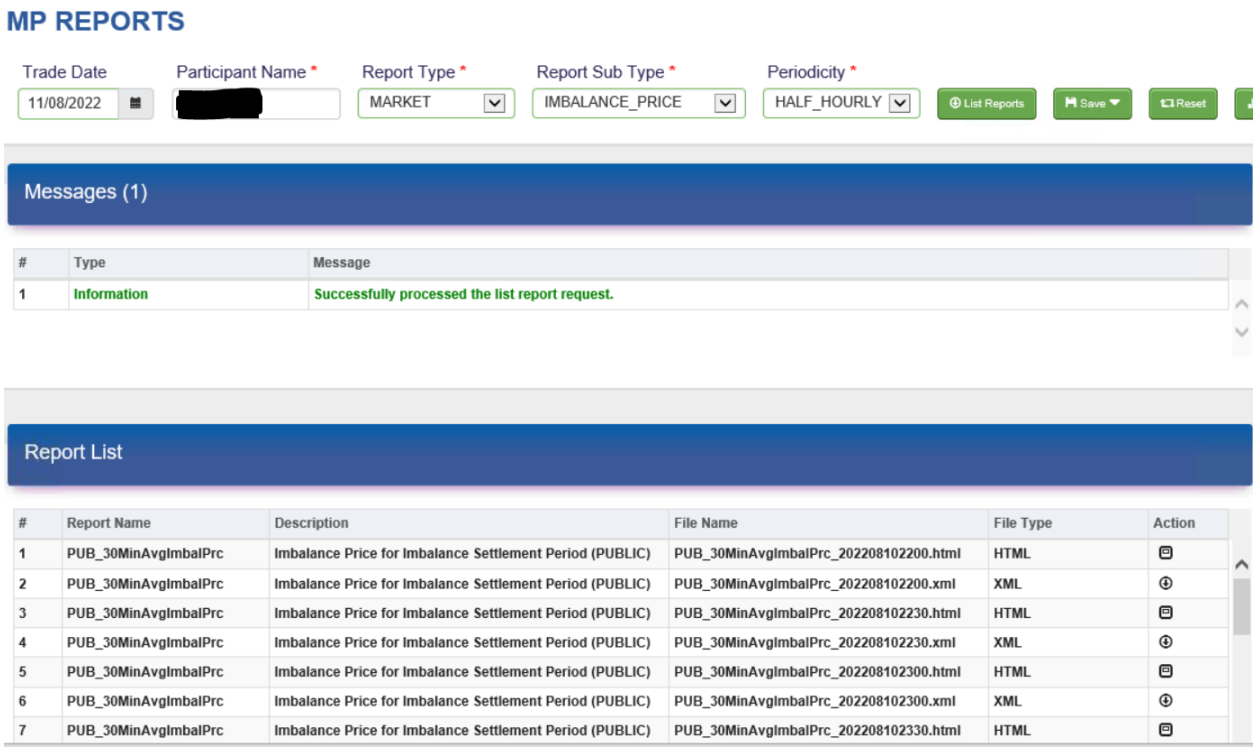
- PUB_5MinImbalPrc



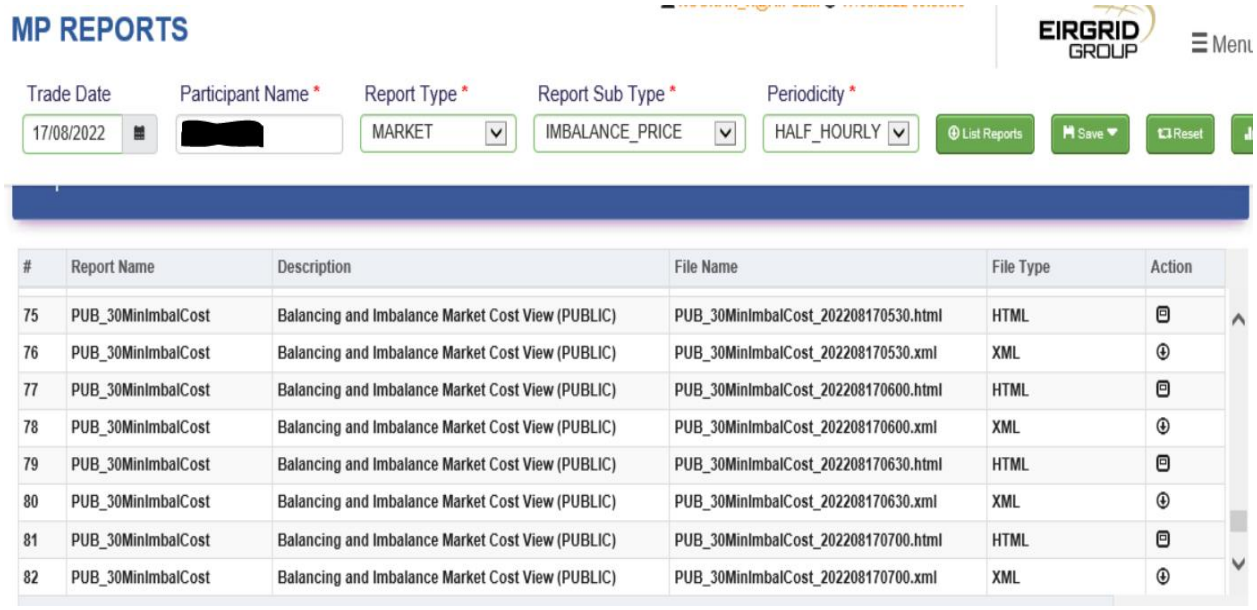
- PUB_5MinImbalPrcSuppInfo



- PUB_30MinAvgImbalPrc



- PUB_30MinImbalCost

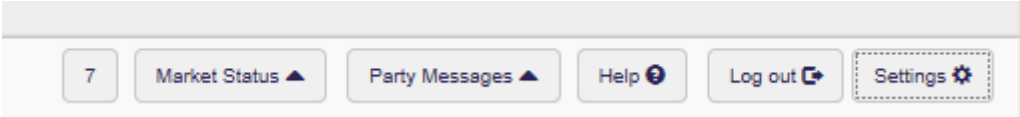


6.6 Simple Offer Data

6.6.1 Generator Units

Log into MPI - https://mms.sem-o.com/mpi/ using Microsoft Edge in Internet Explorer (IE) mode and select the appropriate User - account certificate by following the below.

Select Settings on the bottom right of the screen:

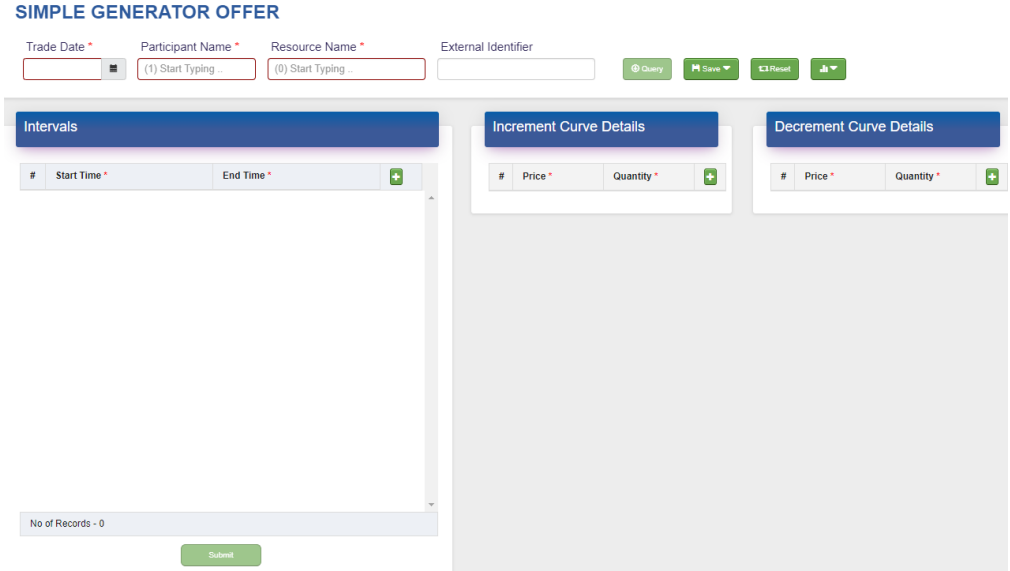


Browse to a saved copy of your digital certificate, enter the certificate password, and click Close:

Select the **'Menu'** dropdown in right hand corner of the screen.

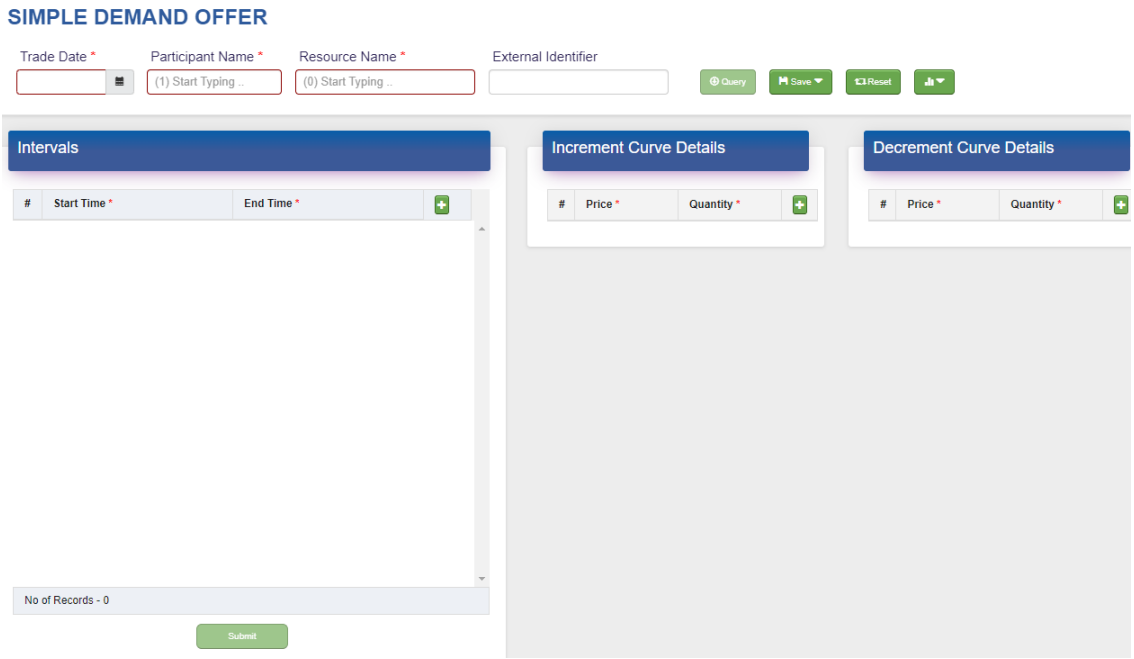
Select the **'Simple Generator Offer'** option.

Fill out relevant details below and click the **'Submit'** button:



6.6.2 Demand Units

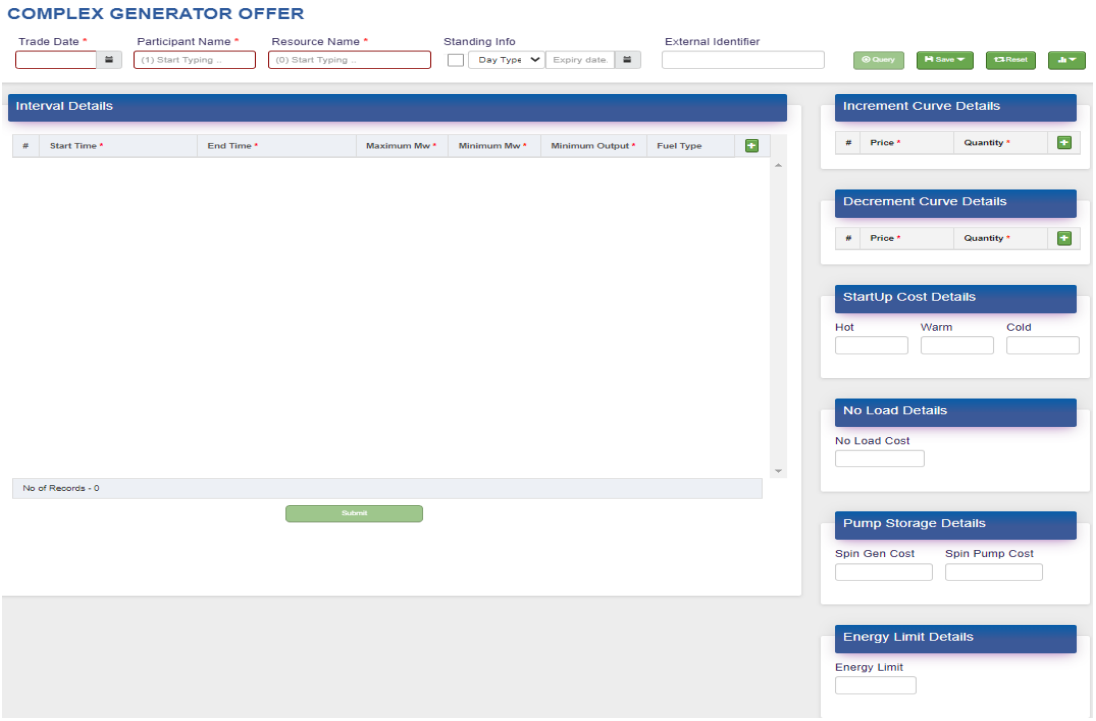
Log into MPI, open the dropdown menu, select **'Simple Demand Offer'** and fill out all relevant details below before clicking **'Submit'** button:



6.7 Complex Offer Data

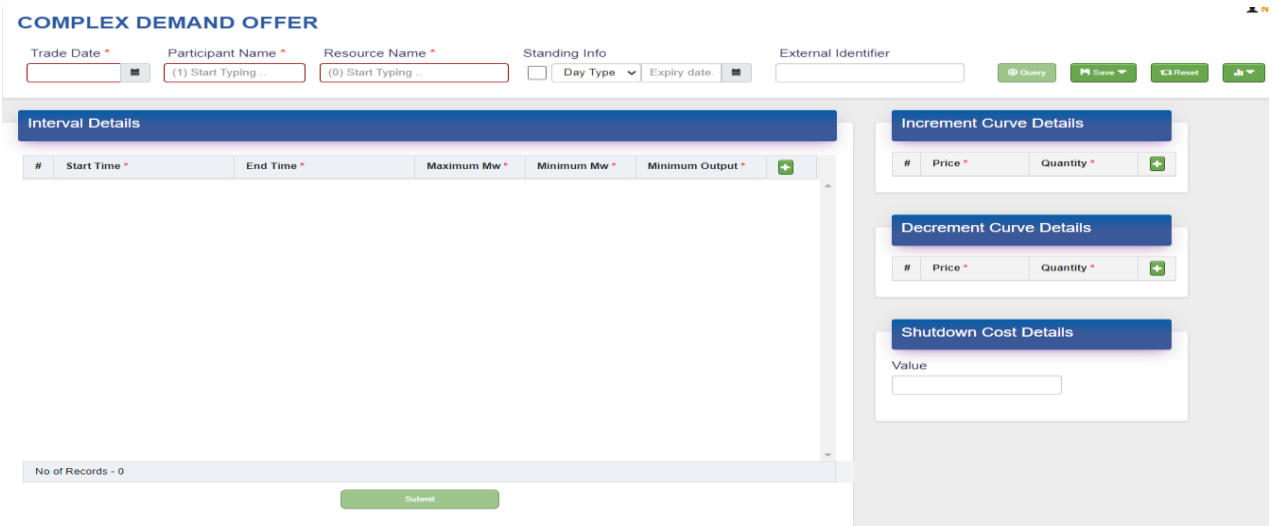
6.7.1 Generator Units

Log into MPI, open the dropdown menu, select **'Complex Generator Offer'** and fill out all relevant details below before clicking '**Submit'** button:



6.7.2 Demand Units

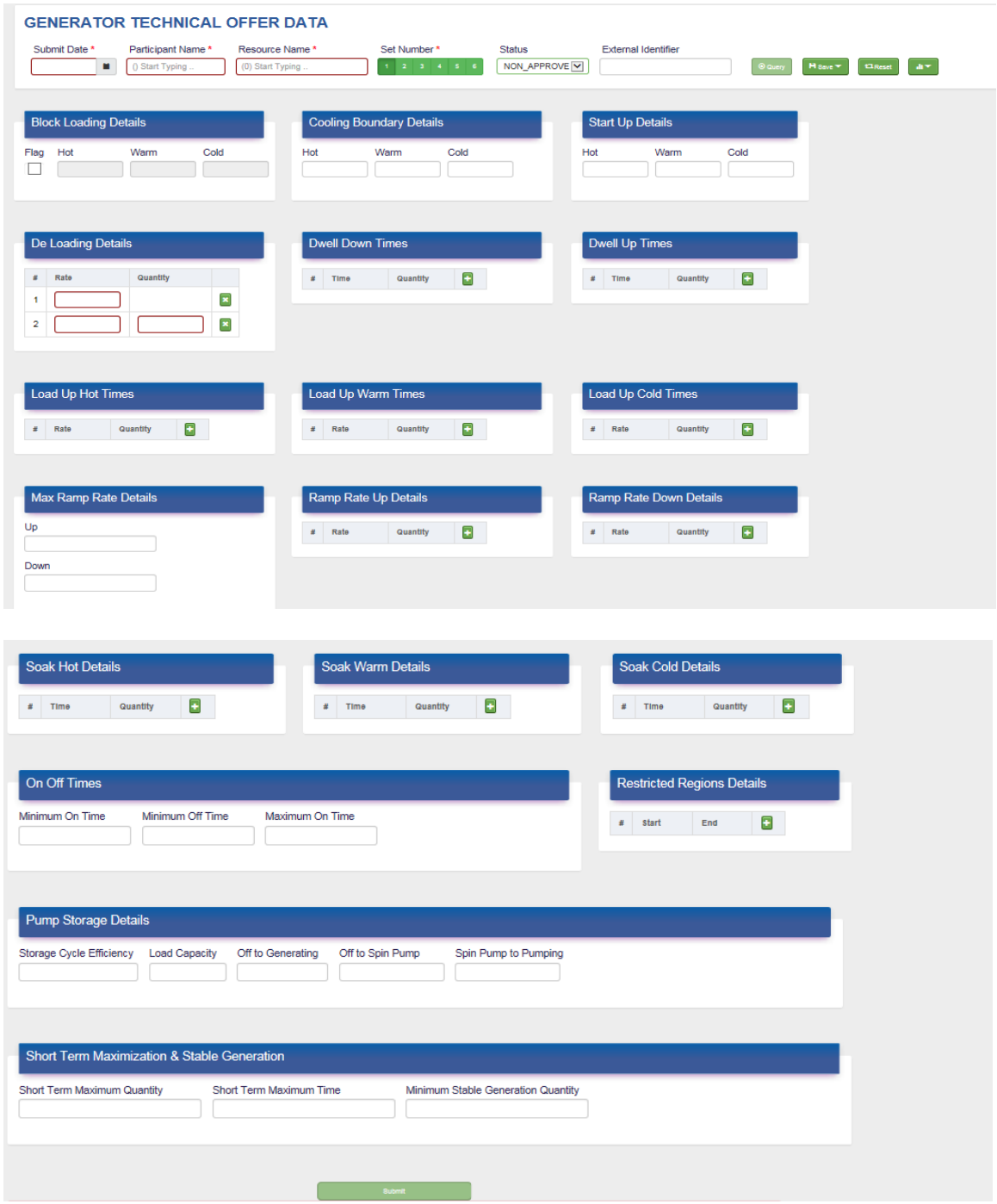
Log into MPI, open the dropdown menu, select **'Complex Demand Offer'** and fill out all relevant details below before clicking '**Submit'** button:



6.8 VTOD Submission – Trading Screen

6.8.1 Generator Units

Log into MPI, open the dropdown menu and select the **'Generator Technical Offer'** option. This will present the **'Generator Technical Offer Data'** screen below:

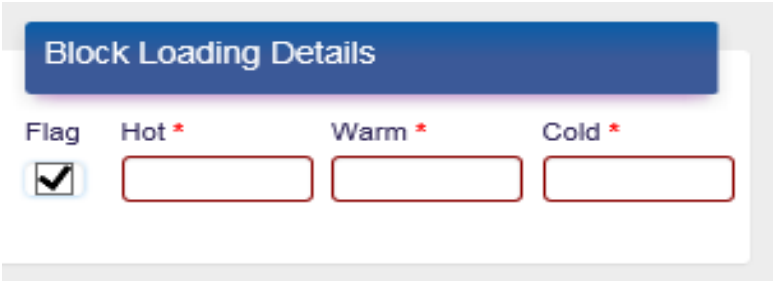


Enter the following details:

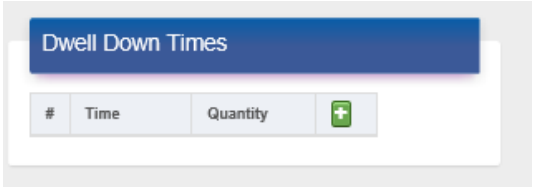
Submit Date: Trading Day
Participant Name: Enter PT_ID
Resource Name: Enter the Generator Unit ID (GU_ID)
Set Number: Select the set number you want to submit
Status: NON_APPROVED
External Identifier: (optional)

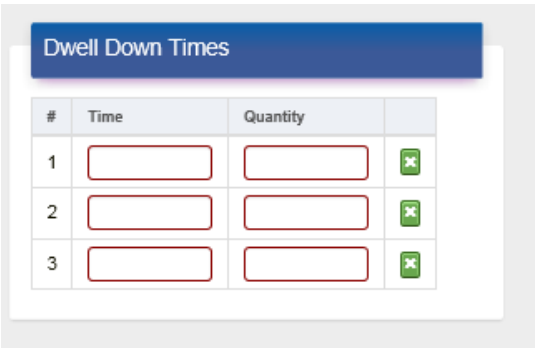
The below sections must be completed in full – **no NULL values will be accepted by the System Operator.**

If Block Loading is applicable for the GU_ID, check the 'Block Loading Flag' check Box to enable the 'Hot, Warm & Cold' fields.

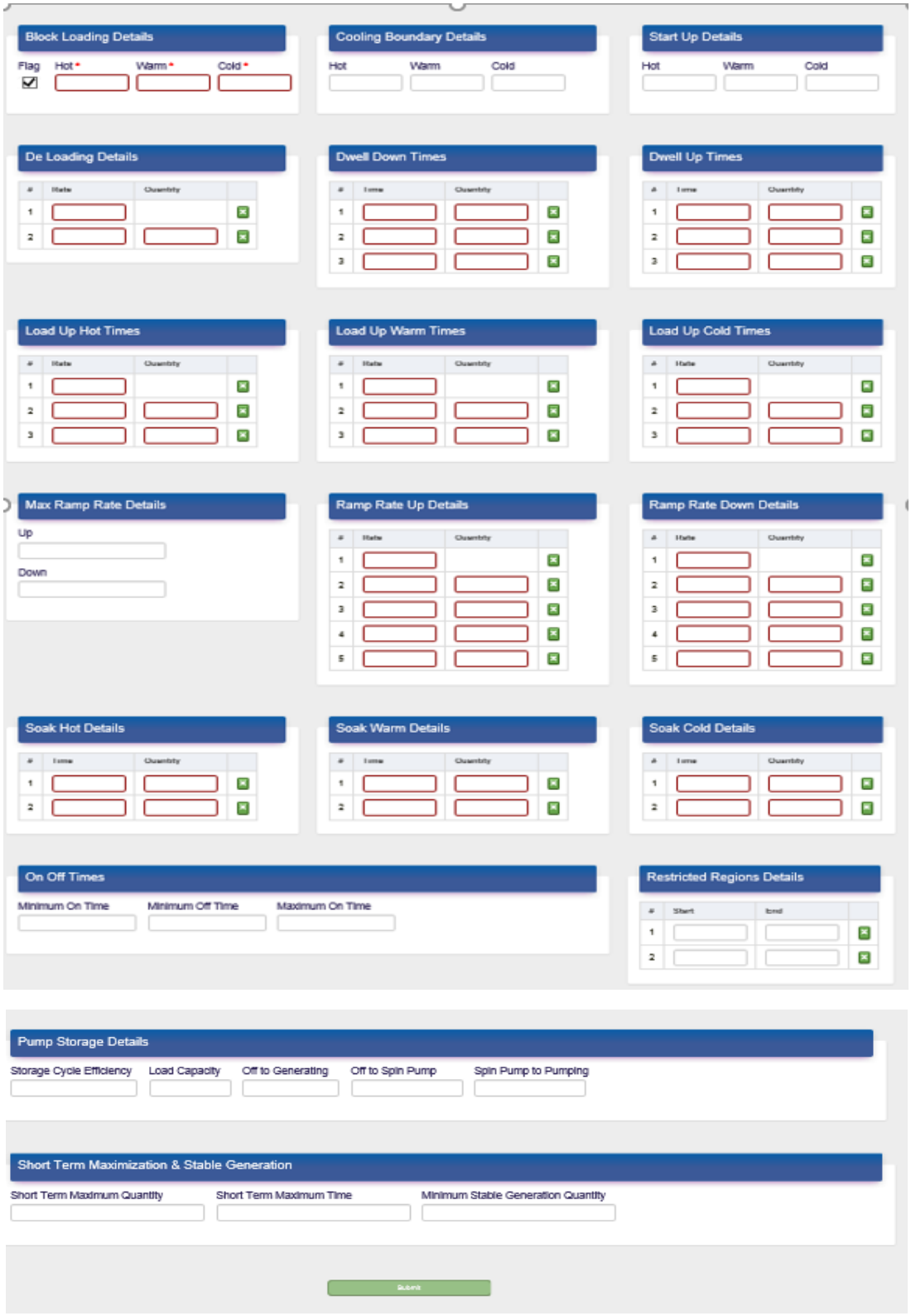


For each section that has an add button you must add the maximum number of fields and enter data in each field. Click the Add button until all the maximum additional fields are added. See below example:



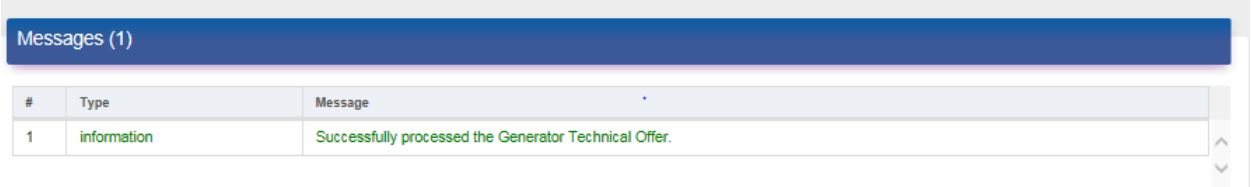


The table should show as below (with maximum no. of boxes added):



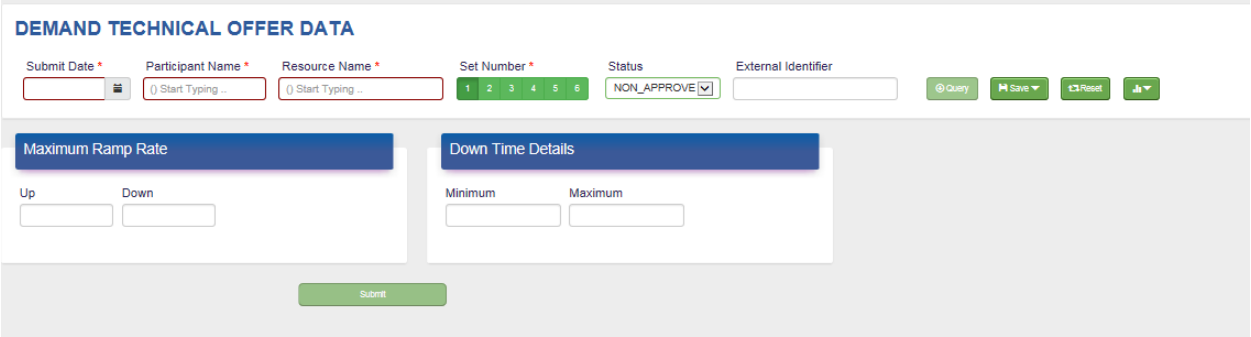
When all fields have been updated the VTOD can be submitted. Select a valid User account certificate and correct certificate password, the **'Submit'** button under the VTOD set will now be enabled and you can submit your VTOD set.

This will populate a confirmation message which can be seen below:



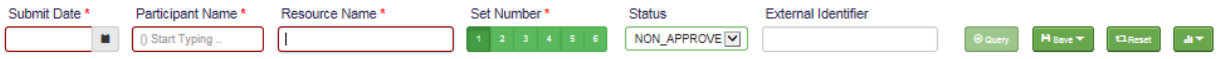
6.8.2 Demand Units

Log into MPI, open up the dropdown menu and select the **'Demand Technical Offer'** option:

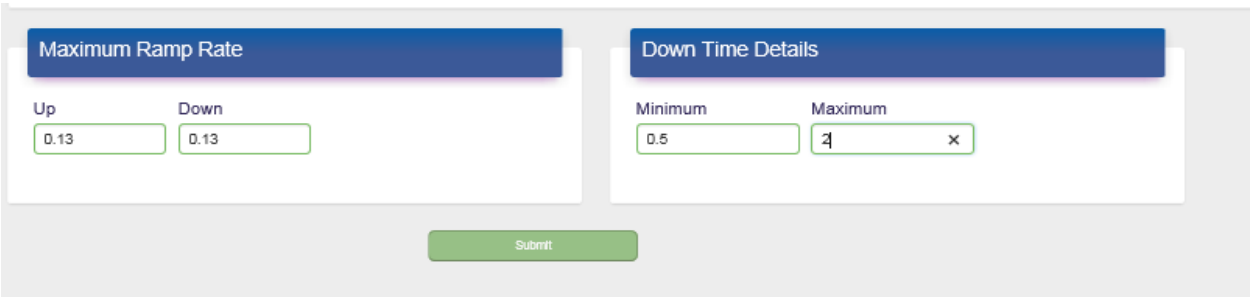


Enter the following:

Submit Date: Trading Day
Participant Name: Enter PT ID
Resource Name: Enter the DSU Unit ID (DSU_ID)
Set Number: Select the set that you wanting to submit
Status: NON_APPROVED
External Identifier: (optional)

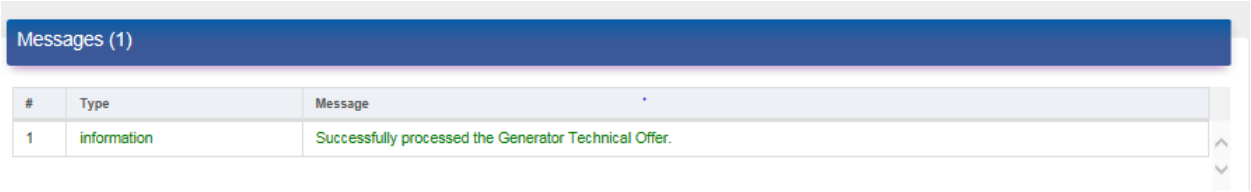


The below sections must be completed in full **– no NULL values will be accepted by the System Operators.**



When all fields have been updated the VTOD can be submitted. Select a valid User account certificate and correct certificate password, the **'Submit'** button under the VTOD set will now be enabled and you can submit your VTOD set.

This will populate a confirmation message which can be seen below:



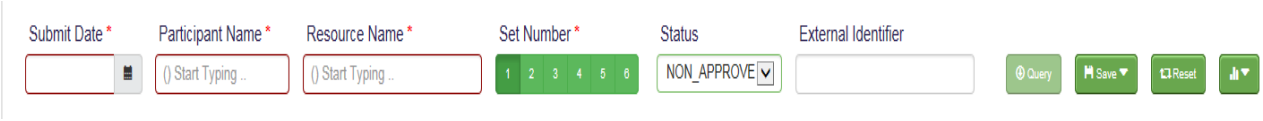
6.8.3 Amending VTOD submission

Log into MPI, open up the dropdown menu and select the **'Demand Technical Offer'** option. This will present the 'Demand or Generator Technical Offer Data' screens (screenshots provided previously).

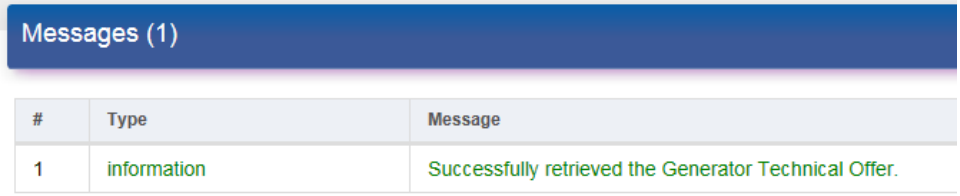
Enter the following:

Submit Date: Trading Day
Participant Name: Enter PT ID
Resource Name: Enter the DSU Unit ID (DSU_ID) or GU Unit ID (GU_ID)
Set Number: Select the set that you want to update
Status: APPROVED
External Identifier: (optional)

Click Query;

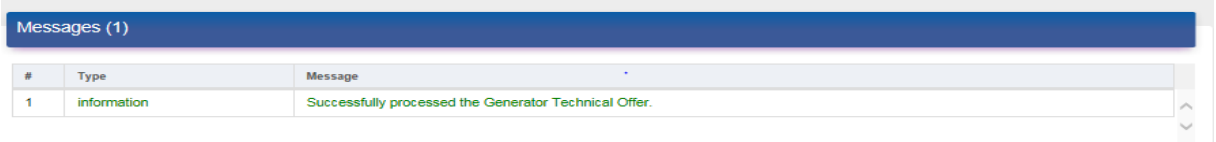


This should successfully retrieve the VTOD set for the GU_ID or DSU_ID in question;



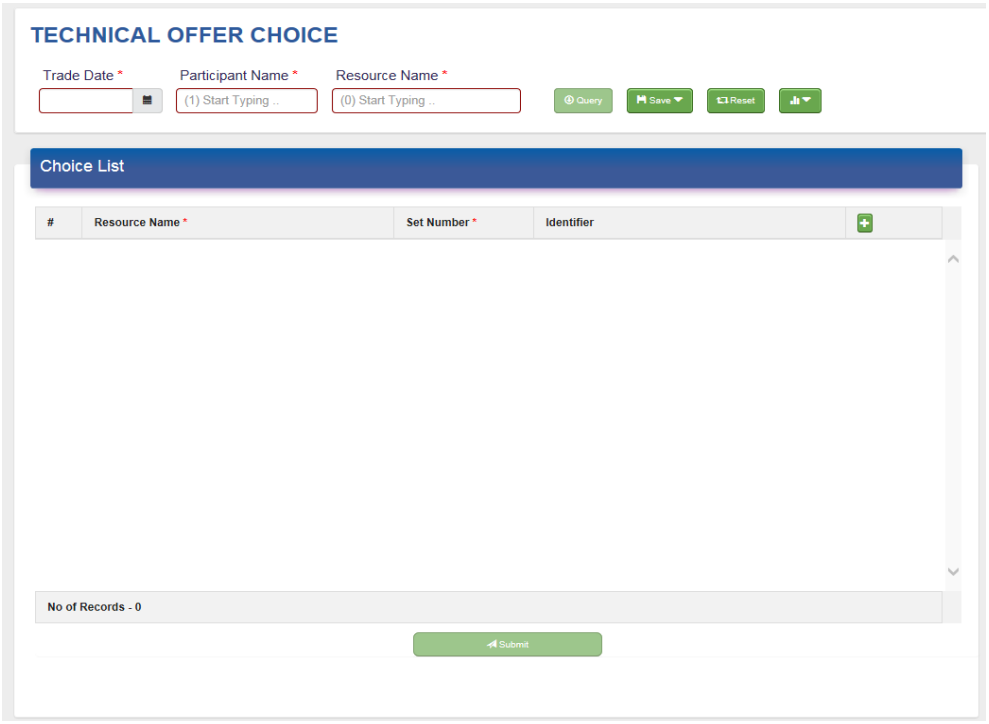
You can then proceed to amend the relevant VTOD values that require update, and when set is ready, click **'Submit'** (this is enabled by selecting a valid User account certificate and correct certificate password under Settings).

This will populate a confirmation message which can be seen below:

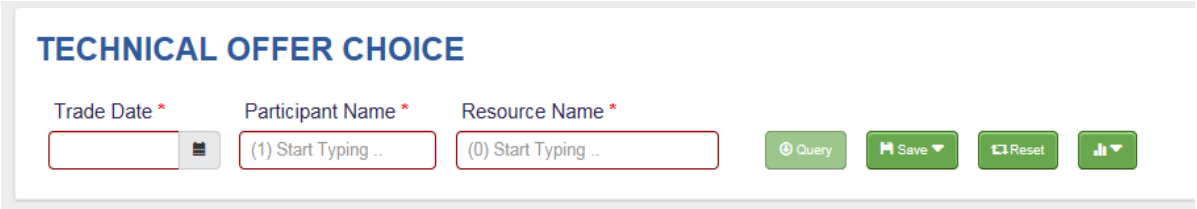


6.8.4 Selecting approved VTOD submissions

Log into MPI, open the dropdown menu and select the **'Technical Offer Choice'** option:

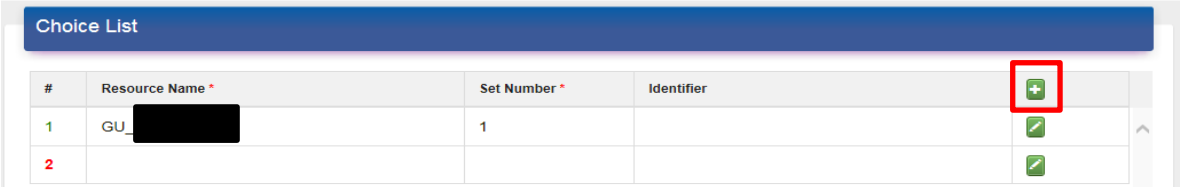


Select **'Trade Date'**, **'Participant Name'**, **'Resource Name'** and click **'Query'**;

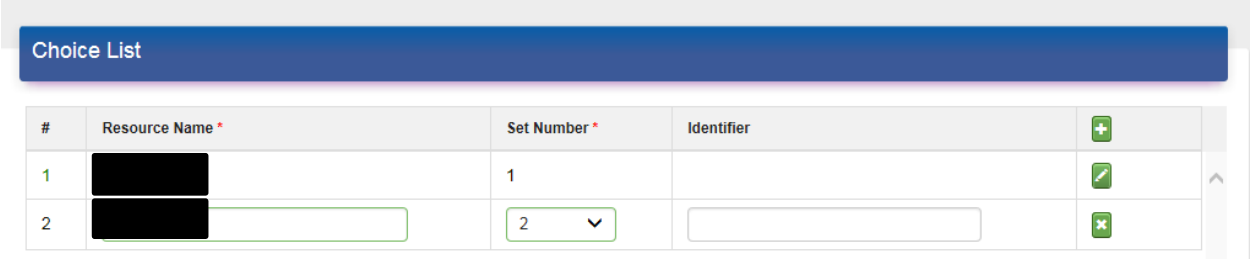


The screen will populate with the Validation Technical Offer Data Set Number selected for that Trade Date. If no selection has been made for the Trade Date, the Default Validation Technical Offer Data Set will automatically be populated.

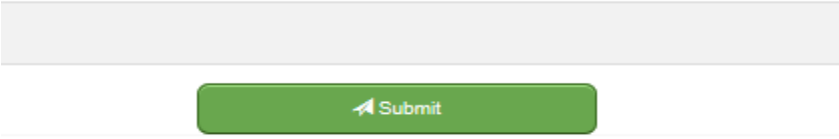
Select the '**Plus'** button;



Enter **'Resource Name'** and select the **'Set Number'** you wish to select for the Trade Date prior to Gate Closure 1 (13:30);

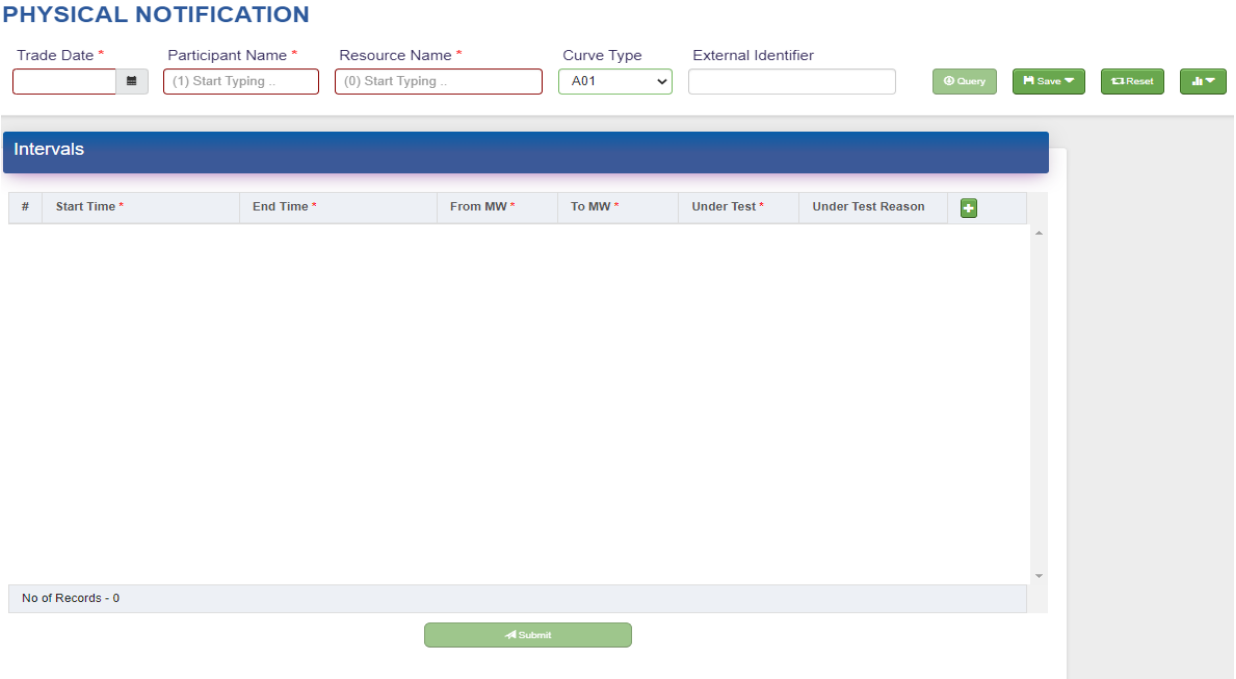


Select **'Submit'**;



6.9 Physical Notifications

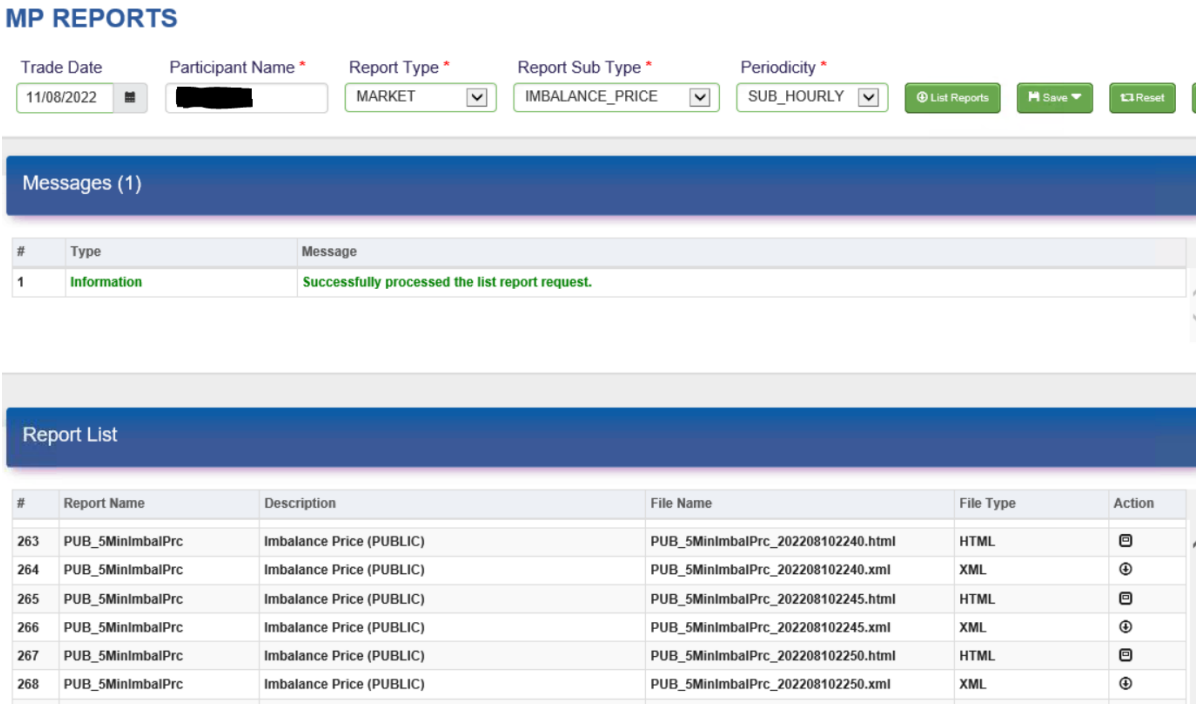
Log into MPI, from the dropdown menu, select **'Physical Notification'** and fill out all relevant details below before clicking **'Submit'** button;



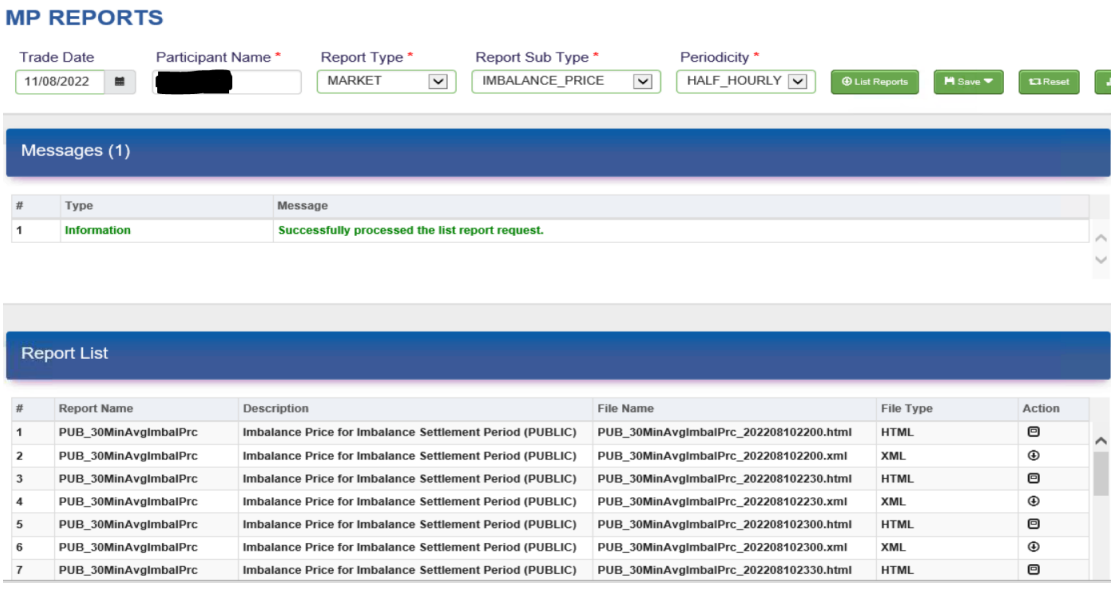
6.10 Reports Screen

Log into MPI, from the dropdown menu, select **'MP Reports'** - Pricing publications can be found, under Type **'Market'** and Sub Type **'Imbalance_Price'**;

- PUB_5MinImbalPrc



- PUB_30MinAvgImbalPrc



7 Credit

7.1 Management of Credit Cover requirements

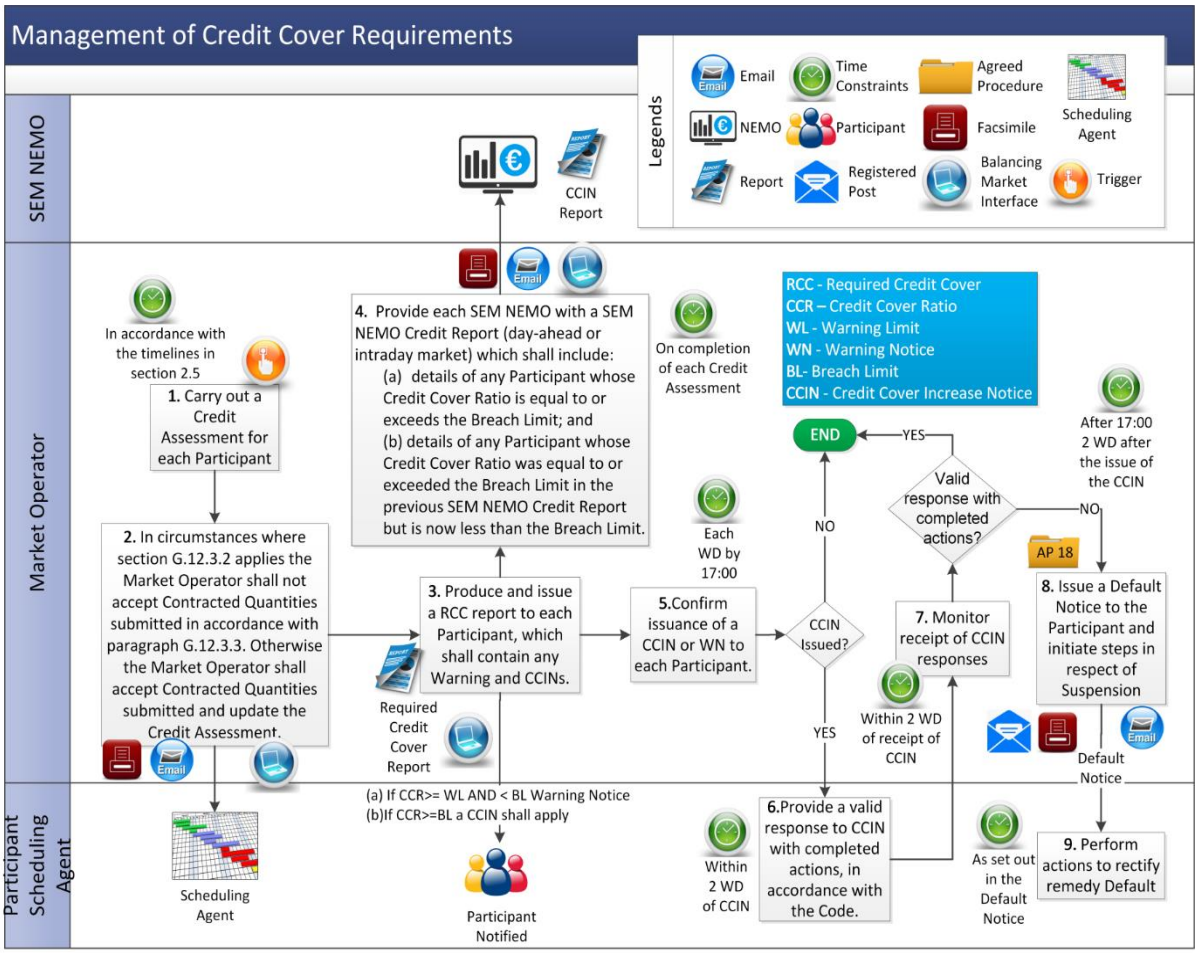
The Market Operator will carry out one Credit Assessment on the first Working Day following a Non-Working Day which will be carried out at 15:30 and three Credit Assessments on all other Working Days.

These will be carried out at 09:00, 12:00 and 15:30. As part of the Credit Cover assessment, the Credit Cover Ratio is compared against the following defined values to determine whether the Market Operator shall issue a Warning Notice or Credit Cover Increase Notice to the Participant:

- **Warning Limit:** If the Credit Cover Ratio equals to or exceeds the Warning Limit but does not exceed the Breach Limit, a Warning Notice shall be sent to the Participant by the Market Operator.

- **Breach Limit:** If the Credit Cover Ratio exceeds the Breach Limit, a Credit Cover Increase Notice shall be sent to the Participant by the Market Operator.

The Warning Limit and Breach Limit are parameters set by the Regulatory Authorities from time to time under paragraph G.10.1.1 of the Code.



7.2 Changes to Posted Credit Cover

Where a Participant requires or is required to change its Posted Credit Cover, this can be achieved by:

(a) Registering a new Letter of Credit;

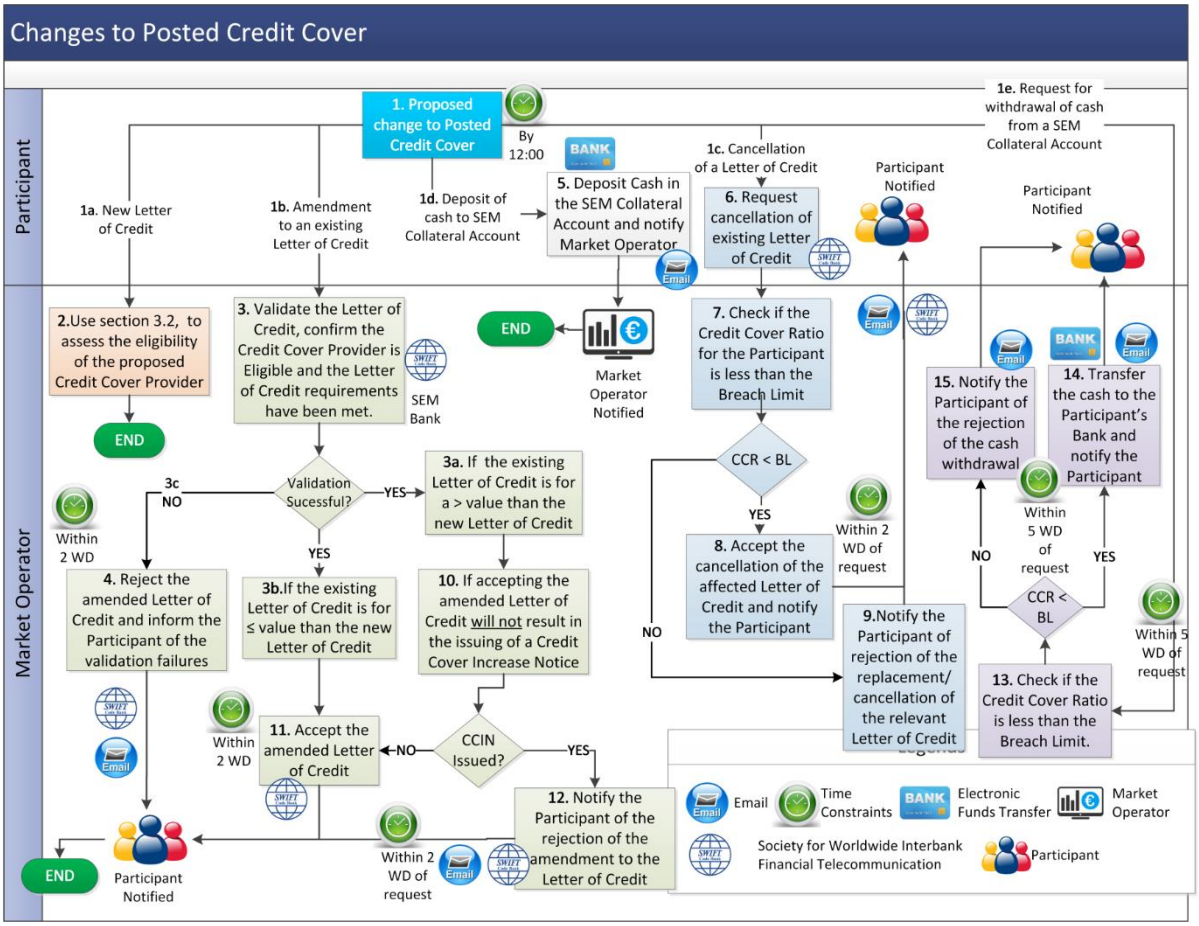
(b) Amending an existing Letter of Credit;

(c) Cancelling a Letter of Credit;

(d) Depositing cash in its SEM Collateral Account and providing the Market Operator with a Deed of Charge and Account Security; or

(e) Withdrawing cash from its SEM Collateral Account.

Procedural steps below:

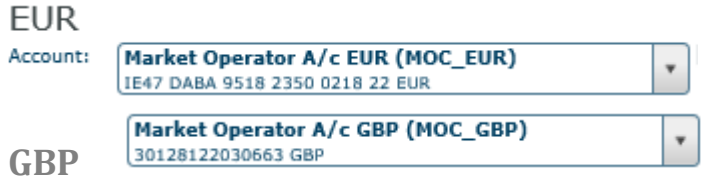


7.3 Funds Transfer

7.3.1 SEM Bank Accounts

The SEM Bank accounts for each type of bank account are listed below, both for Euro and GBP, Participants must pay the correct currency to the correct account:

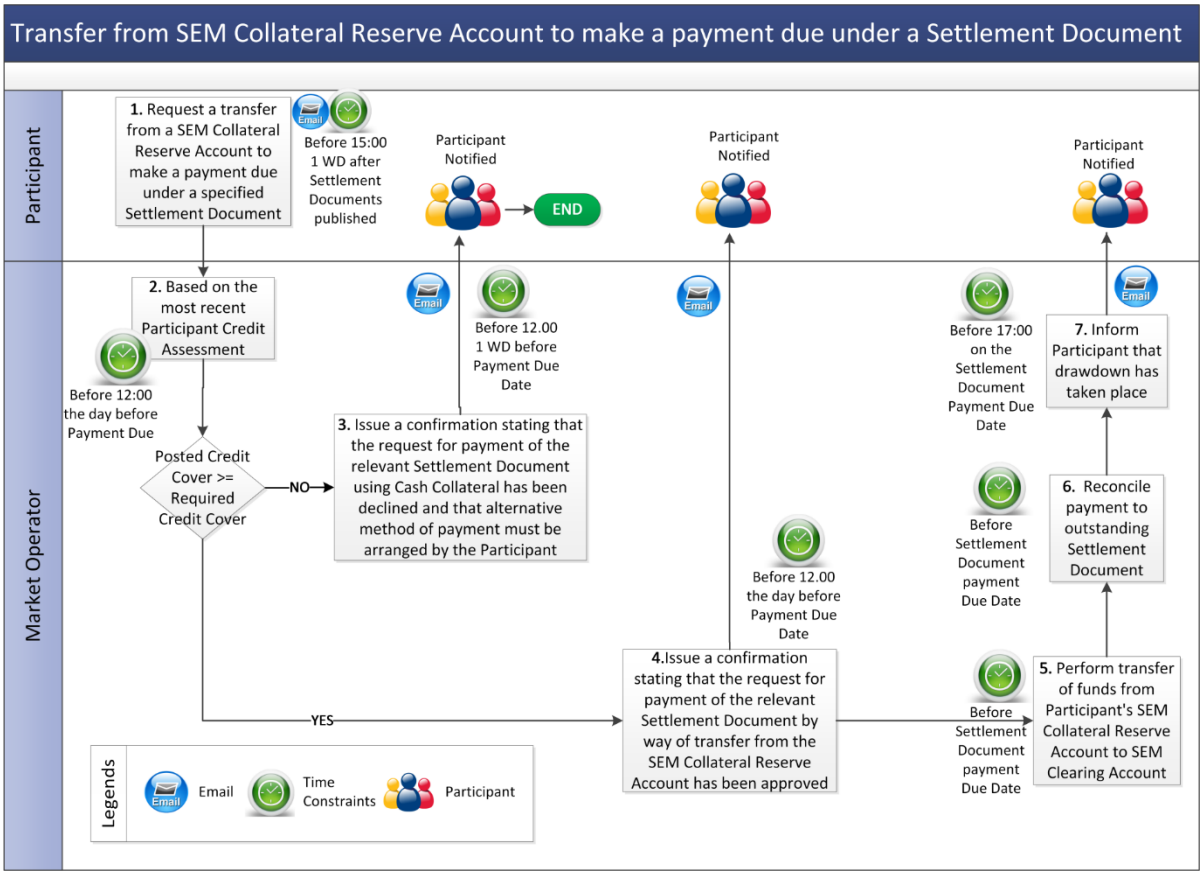
MO Invoicing (Market Operator Charges)



BMCRM (Balancing Market Invoicing)

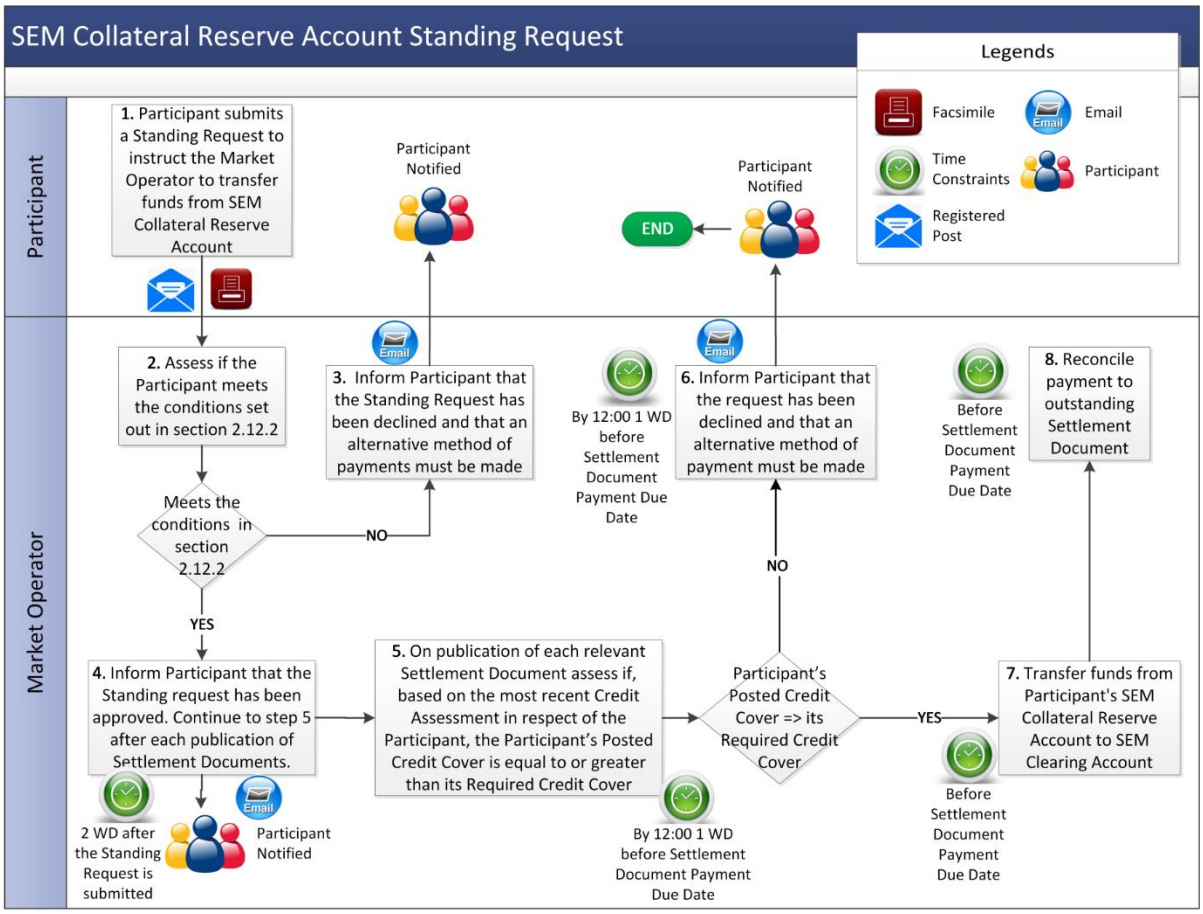
7.3.2 Transfer from SEM Collateral Reserve Account to make a payment due under a Settlement Document.

The Participant requests a transfer from a SEM Collateral Reserve Account to make a payment due under a specified Settlement Document.



7.4 SEM Collateral Reserve Account Standing Request

A Standing Cash Collateral Agreement is available to Participants so that invoices can be paid automatically from their Cash Collateral Account. Participant submits a Standing Request to instruct the Market Operator to transfer funds from SEM Collateral Reserve Account to pay all qualifying amounts due under Settlement Documents.



7.5 Collateral Account Refund Requests

To request a refund, this is prepared by an authorised MPI User and sent to info@sem-o.com

The User will need the following access and authorisation on the MPI for that specific Participant ID (PT_XXXXXX) they are requesting the refund for.

System Access: BAL_CRM_SETTLEMENT and
BAL_CRM_OTHER

Authorisation: BAL_CRM_REQUEST_COLLATERAL_REFUND

The authorised user must submit the following details for the refund to be processed:

- Amount:
- Company Name:
- PT Number:
- Authorised Person:
- Authentication Code:
- Bank Account No:
- IBAN:

The person requesting the refund must be the authorised MPI User listed in the request. The bank details must also match what is held on the MPI.

The Party Administrative User (PAU) can add the Participant as an MPI User, grant BAL_CRM_SETTLEMENT/BAL_CRM_OTHER system access and can update the authorizations within their MPI.

To update a User's authorisations for refund request's, please follow the below steps:
1) Log into MPI
2) Select Menu
3) Select Participant List
4) Go to User List
5) Double click on the User you want to nominate for the authorisation
6) Select Authorization (right after User, System Access)
7) Add record (+)
8) Edit Record
9) Populate the mandatory fields in the below pop up - the required authorisation type for this request is 'REQUEST_COLLATERAL_REFUND'
10) Close.

8 Settlements

8.1 Payments and Charges in the Single Electricity Market

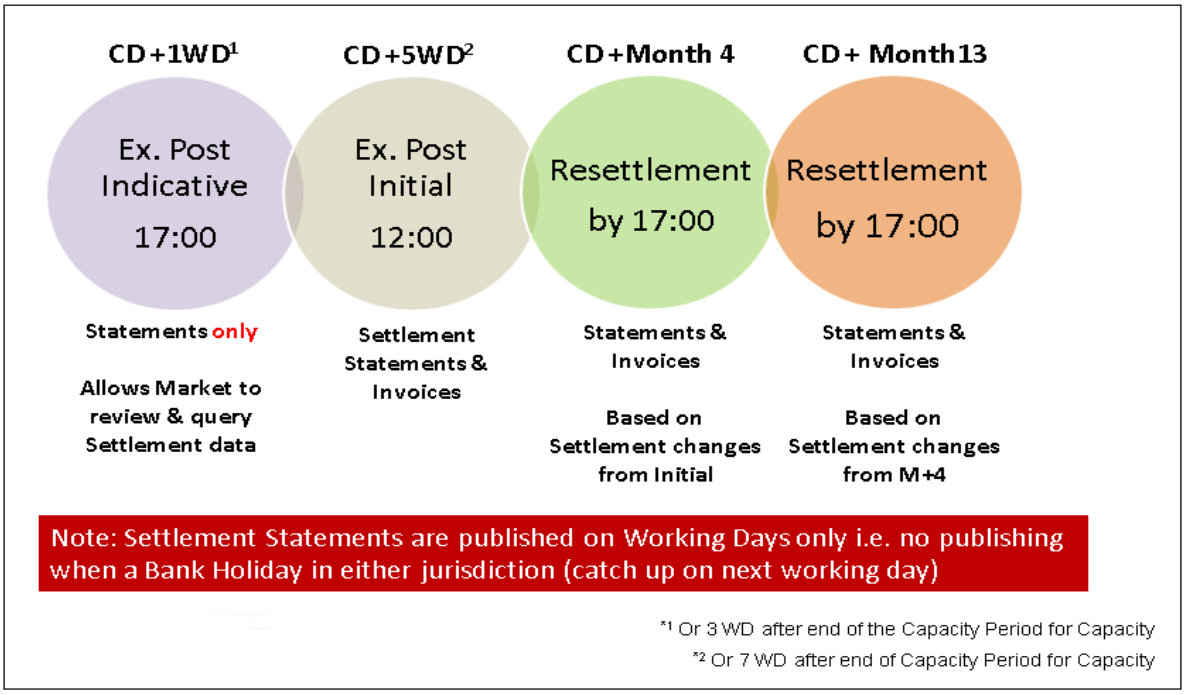
Below is a table summarising the various payments and charges that exist within the SEM.

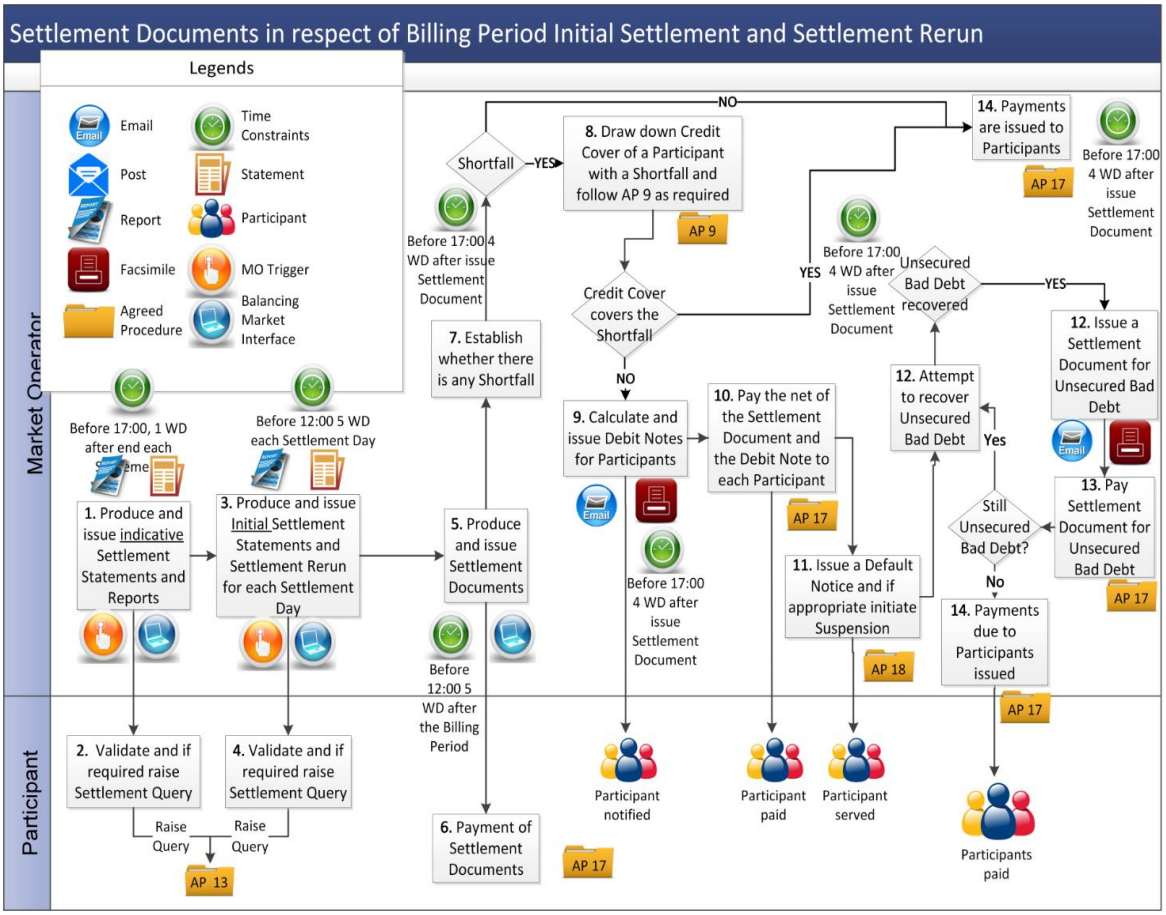
$CIMB_{y}$	All differences between meter and trades at imbalance price.
$CPREMIUM_{uy}$	Extra for TSO inc actions if offer price better than imbalance price.
$CDISCOUNT_{uy}$	Extra for TSO dec actions if bid price is better than imbalance price.
$CAOOPO_{uy}$	If there is an undo of a TSO dec action, ensure unit gets inc/dec price difference.
$CABBPO_{uy}$	If there is an undo of a TSO inc action, ensure unit gets inc/dec price difference.
$CCURL_{uy}$	Pay back revenue for output turned down for system stability reasons.
$CUNIMB_{uy}$	Adjust settlement price if dispatch instruction was not followed within tolerance.
CII_{uy}	Charge changes in Physical Notifications affecting efficiency of schedules.
CFC_{ub}	Make-whole extra fixed costs incurred, pay back fixed costs saved.
$CTEST_{uy}$	Extra risk due to test = extra reserve = cost to be recovered.
$CIMP_{uy}$	Charge suppliers to ensure money in = money out.
$CREV_{vy}$	Recover cost of differences between generator and supplier meters.
CCA_{vy}	Cost or benefit created through different exchange rates.
$CMOA_{py}$ / $CVMO_{vb}$	Pay for administrative costs of the Market Operator.

For more information on how the market operates, please visit our training section here.

8.2 Settlement Timings

Below is an illustration of the Settlement Timings in the SEM based on a cycle per Calendar Date (CD):





8.3 Settlement Calendar

The Settlement Calendar is an intuitive interface, which allows you to filter to retrieve information on Statements, Settlement Documents (Invoices), Payments etc. It is important that you know how to access and understand the Settlement Calendar. It should be checked on a daily basis and can be found here.

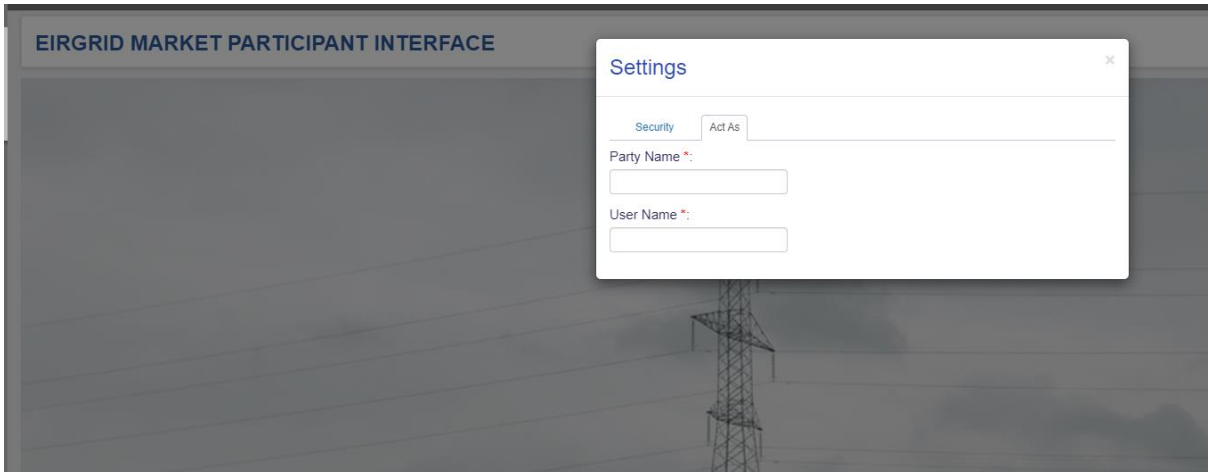
8.4 Resettlement and Ad hoc Resettlement

As per the Settlement Timings section above, timetabled resettlement occurs at M+4 and M+13. If a high materiality Settlement Query (over €50,000 for a single Participant) or a Post M+13 Settlement Query is upheld, this will result in an Ad hoc Resettlement. Any low materiality Settlement Queries will be resolved as part of the next timetables Resettlement for that date.

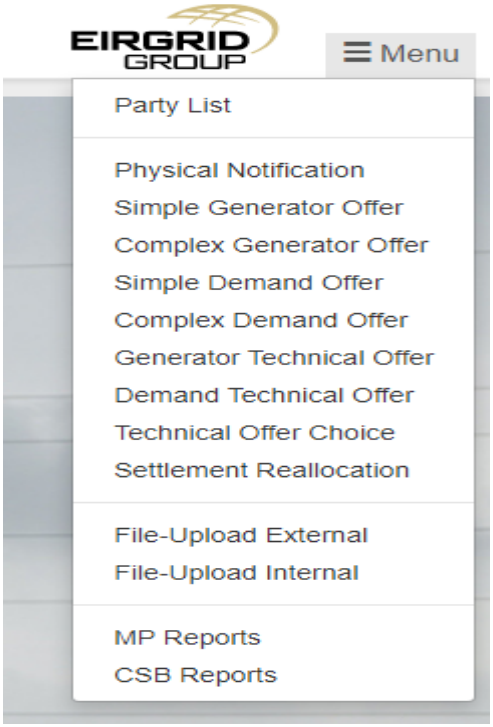
All participants will be made aware of any upcoming Ad hoc Resettlement and an updated version of the Settlement Calendar will be published.

8.5 Accessing the MPI for Statements and Settlement Documents (Invoices)

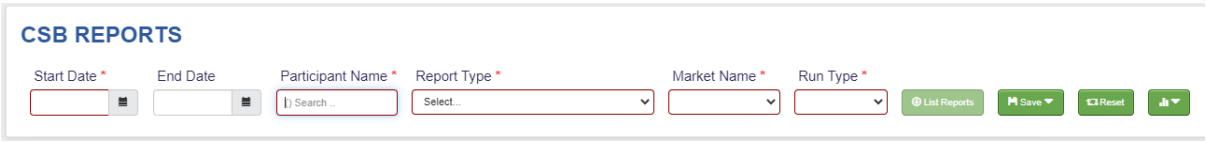
- Log into MPI using Microsoft Edge in Internet Explorer (IE) mode.
- Click on **'Settings'** at the bottom right corner to bring up the 'Act As' screen, this is where you enter your party name and username.



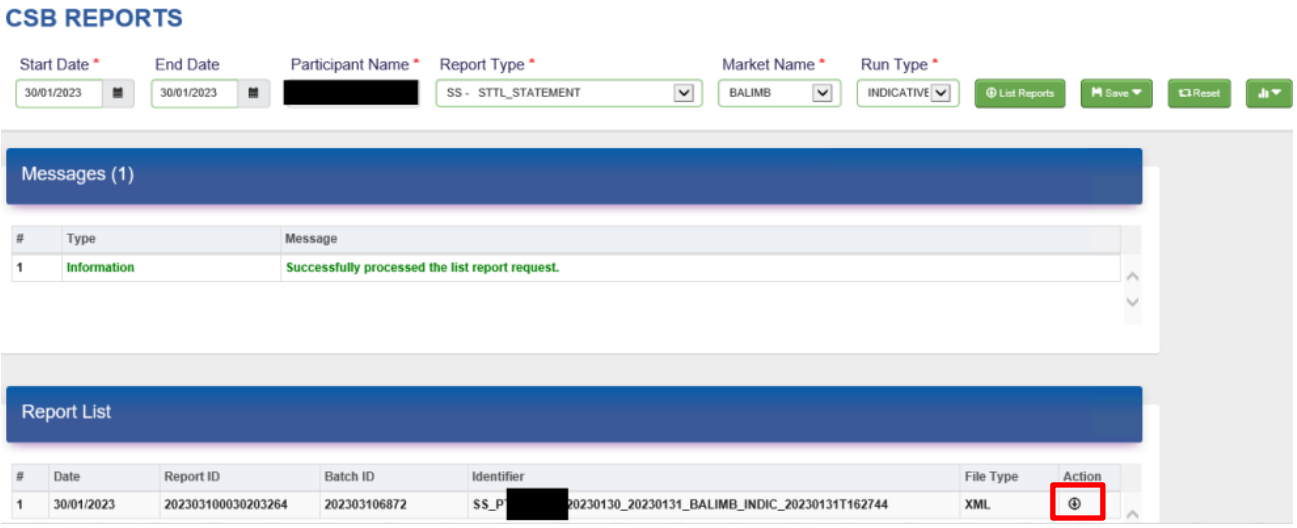
- To access your Settlements data, please select “CSB Reports” option from the menu in the top right of the screen.



- For Settlement Statements and reports, please select the correct report from the **‘Report Type’** field and fill in all other relevant data in the search fields.



- Statements are published daily and can be downloaded by ticking the box to the left of the statement and hitting download circled below in red. This is the same as the other reports including the Settlement Documents.



- For more information on settlement statements, reports and invoices and what they detail, please consult [SEM Technical Specification (ITS)].

8.6 Querying Settlement Data

If you believe that your settlement data or statement is incorrect you have the right to raise a Formal Query which will allow the investigation of the issue and, should the Query be upheld, the queried data will be recalculated.

Formal Queries must be submitted using a Formal Query Form that is available on the SEMO website here. Submissions are accepted by e-mail via info@sem-o.com.

Formal Settlement Query Process

8.6.1 Why submit a Formal Settlement Query (FSQ)?

This is a type of query that can be raised in respect to the correctness of any amounts or data in a Settlement Statement.

Formal Settlement Queries are managed in accordance with the provisions set out at section G.3 of T&SC and Agreed Procedure 13 “Settlement Queries”.

8.6.2 How do I submit a Formal Settlement Query?

A formal query can be submitted by completing a Formal Settlement Query Form which is available to download on the SEMO website here. Once populated this can then be delivered to the Stakeholder Engagement Team by registered Post or via email info@sem-o.com

Please note formal queries cannot be accepted by telephone.

It is important that the date noted on the form correctly reflects the date of submission or the form cannot be accepted for processing. Please include as much evidence as possible on the form or in an attachment, for processing.

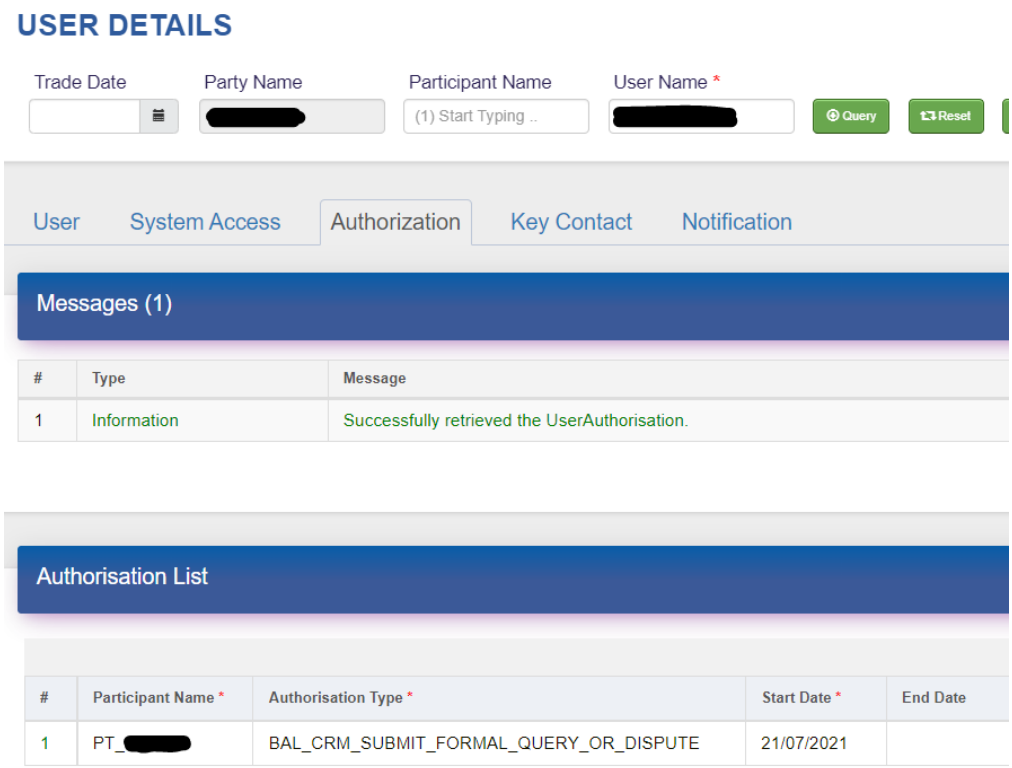
A formal query must be raised before 17:00 of the 20th working day after issuing the last set of scheduled Settlement Statements (M+13) or before 17:00 of the 20th working day if ad-hoc resettlement is processed after M+13.

8.6.3 Who can submit a FSQ?

A formal query can be raised by a Participant, an External Data Provider, or the Market Operator.

In order to log a formal query, you must be an Authorised Person. An Authorised Person is a Party representative that has been nominated in the MPI for a formal query submission on behalf of a Party and specific Participant ID (PT_XXXXXX).

Please see below screenshot of how this authorisation can be seen on the MPI under the 'Authorization' tab of User Details.

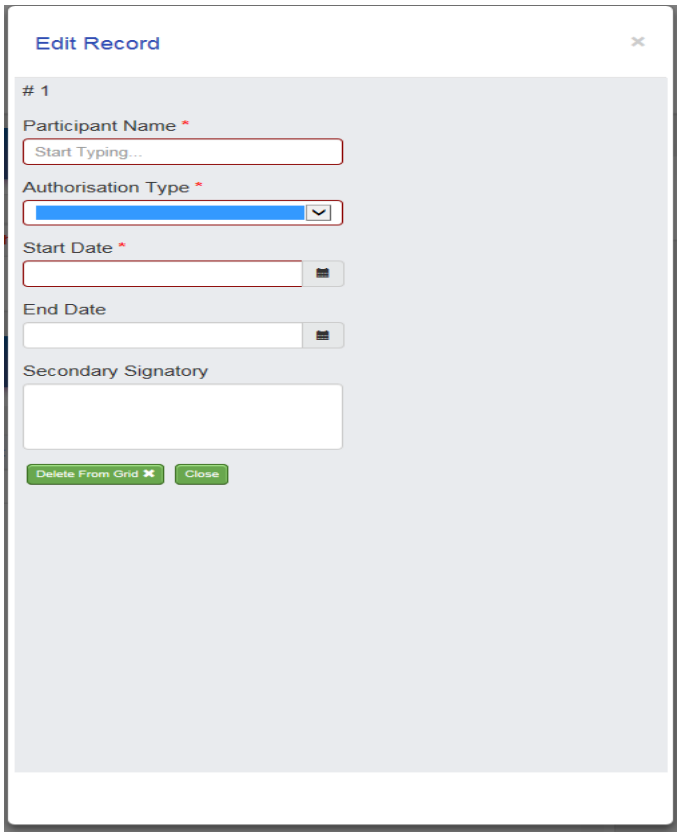


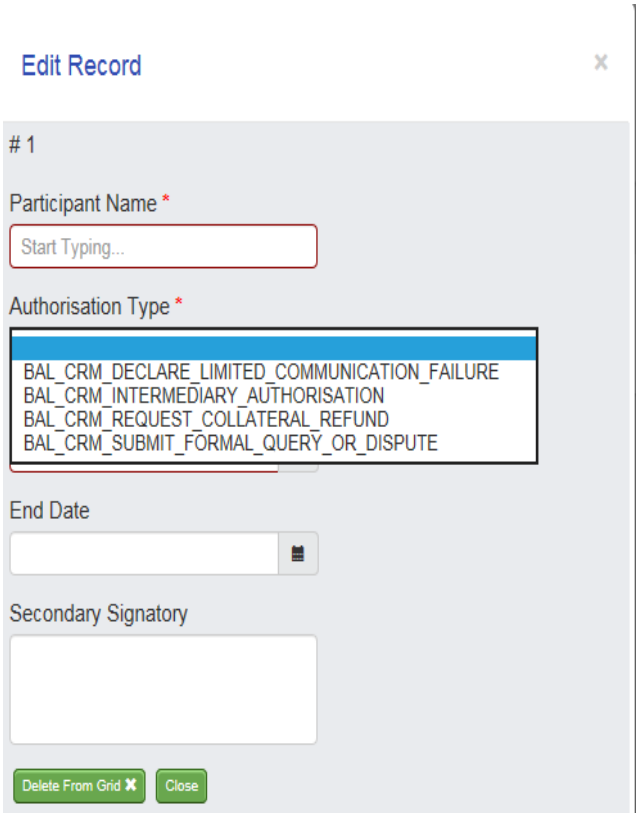
The authorisation of a user can be updated by the Party representative who has the role of a Party Administrative User (PAU) in the MPI.

Please see below short guide how a PAU can nominate a MPI User for a formal query submission for a specific Participant ID (PT_XXXXXX);

This can be processed via MPI, following these steps:

1) Log into MPI
2) Select Menu
3) Select Participant List
4) Go to User List
5) Double click on the User you want to nominate for this authorisation
6) Select Authorization (right after User, System Access)
7) Add record (+)
8) Edit Record
9) Populate the mandatory fields in the below pop up
10) Close.

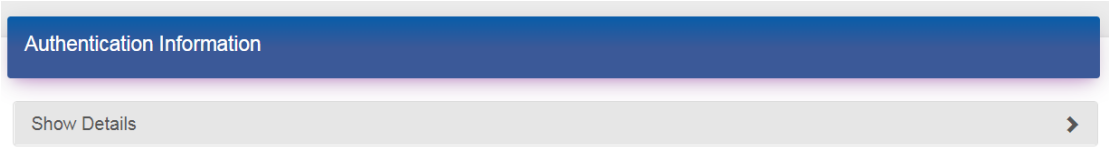




8.6.4 Where do I find the authentication code?

The Authorised Person submitting the formal query will be verified with a password (Authentication Code) that has been provided in the MPI.

To locate the Authentication Code in the MPI please navigate to User -> Authentication Information -> Show Details -> Authentication Code.



Authentication Code *

This code is required on the Formal Settlement Query form to be accepted for processing.

8.6.5 What is the response time?

Formal queries will be resolved in 20 working days (one month) unless the Raising Party agrees in writing, upon request from the Market Operator, to extend this time by up to 10 working days.

If the Settlement query is not resolved during the initial one-month period, or during the extended ten working day period, the Settlement Query then becomes a Settlement Dispute.

8.6.6 Possible outcomes of a FSQ?

There are three options for the resolution of formal queries, these are broken down below;

- **Upheld**
  - High Materiality: greater than or equal to €50k per settlement document
  - Low Materiality: less than €50k per settlement document
- **Not Upheld**
- **Rejected**
  - Usually due to Raising Party querying dispatch instructions or other areas not covered by formal settlement queries.

Please refer to Agreed Procedure 13: Settlement Queries for more information on a Formal Queries process.

Where a formal query is not resolved to the satisfaction of the party raising, the raising party may raise a Settlement Dispute. Please refer to Agreed Procedure 14 – Disputes.

9 Dispute Process

9.1 Why submit a Dispute?

A Dispute is raised under the Trading and Settlement Code (the Code) where:

(a) one Party serves a Notice of Dispute within the applicable timeframes, as set out at paragraph B.19.1.3 of the code: or
(b) a Dispute is deemed to arise under paragraph G.3.2.15 following a Settlement Query.

9.2 How do I submit a Dispute?

A Party will serve the suitable Notice of Dispute form and submitting this to info@sem-o.com

The Dispute Notice must be signed by an Authorised Person and shall include the following:

- details of the Dispute including the paragraphs of the Code relevant to the matters being disputed;
- additional supporting documentation;
- counterparties to the Dispute;
- the proposed negotiation timeframe; and
- any corrective actions sought.

Following the raising of a Dispute, the Market Operator will assign a unique identifier (a new service record number) and will coordinate a meeting with the Disputing Parties in an attempt to resolve the Dispute by negotiation.

9.3 Who can submit a Dispute?

A Dispute must be submitted and signed by an Authorised Person. An authorized Person is a representative of a Party that has been nominated in the MPI for a Dispute submission on behalf of a Party.

9.4 Referral to the Dispute Resolution Board

If a Dispute is not resolved by negotiation between the Dispute Counterparties within the required timelines specified for each type of a Dispute it may, subject to the provisions set out in the Code, be referred to a Dispute Resolution Board through the issuing of a Referral Notice by any Disputing Party.

For more information on the Dispute process please refer to the Code and Part B of the Agreed Procedure 14: Disputes.

10 Useful Contacts and Website References

Contacts	
SEMO	info@sem-o.com
SEMOpx	info@semopx.com
Registration	BalancingMarketRegistration@sem-o.com
Capacity Market	CapacityMarket@sem-o.com
Eirgrid Customer Relations	info@eirgrid.com
Modifications	balancingmodifications@sem-o.com
SEMO Website	https://www.sem-o.com/
SEMOpx Website	https://www.semopx.com/
SEMO Training Section	https://www.sem-o.com/training/
About SEMO	https://www.sem-o.com/about/
SEMO Communication Channels	
Contact Us	https://www.sem-o.com/contact/
Market Messages	https://www.sem-o.com/market-messages/
Market Messages Subscribe Page	https://www.sem-o.com/subscribe/
Market Messages Distribution Lists	https://www.sem-o.com/documents/general-publications/SEMO-Website-Market-Messages-Subscription-Guide.pdf
SEMO Calendar/Events	https://www.sem-o.com/events/
Market Data and Publications	
Market Data	https://www.sem-o.com/market-data/
SEMO Data Publication guide	https://www.sem-o.com/documents/general-publications/SEMO-Data-Publication-Guide-Issue-3.3.pdf.zip
Settlement Calendar	https://www.sem-o.com/market-data/settlement-calendar/
Publications	https://www.sem-o.com/publications/
Market Rules and Modifications	
Trading and Settlement Code (T&SC) Part B	https://www.sem-o.com/rules-and-modifications/balancing-market-modifications/market-rules/
Agreed Procedures Part B	https://www.sem-o.com/rules-and-modifications/balancing-market-modifications/market-rules/#comp_00005b053977_0000002074_6ac5
Modifications Committee section	https://www.sem-o.com/rules-and-modifications/
Registration	
Trading and Settlement Code (T&SC) Part B Agreed Procedure 1: Registration	https://www.sem-o.com/rules-and-modifications/balancing-market-modifications/market-rules/Part-B-Agreed-Procedure-1-Registration.docx
Treatment of Revenue	https://www.sem-o.com/documents/general-publications/I-SEM-VAT-Treatment-Revenue.pdf

HM Revenue & Customs (HMRC)	https://www.sem-o.com/documents/general-publications/I-SEM-VAT-Agreement-HMRC.PDF
Balancing Market – Party Registration Guide	https://www.sem-o.com/documents/general-publications/B00-Balancing-Market-Party-Registration-Guide.pdf
Balancing Market - Unit Registration Guide	https://www.sem-o.com/documents/general-publications/B10-Balancing-Market-Unit-Registration-Guide.pdf
Joining the Balancing Market	Joining the Balancing Market (sem-o.com)
List of Registered Parties	https://www.sem-o.com/documents/general-publications/List-of-Registered-Parties.pdf
List of Registered Units	https://www.sem-o.com/documents/general-publications/List-of-Registered-Units.xlsx
Registered Capacity Report (monthly) can be searched under General Publications	https://www.sem-o.com/publications/general-publications/
Communication Channel Qualification Testing (CCQT)	
CCQT Market Participant Guide	https://www.sem-o.com/documents/general-publications/I-SEM-CCQT-Market-Participant-Guide-V3.1.pdf
CCQT Market Message Protocol	https://www.sem-o.com/market-messages/message/index.xml?message=775
MPI System	
MPI Login screen	https://mms.sem-o.com/mpi/
T&SC Part B Agreed Procedure 11: Market System Operation, Testing, Upgrading and Support	Part-B-Agreed-Procedure-11-Market-System-Operation-Testing-Upgrading-and-Support.docx (live.com)
Export/Import/Renew MPI Certificates	https://www.sem-o.com/documents/general-publications/Export-Import-and-Renew-Security-Certificates_PKI.pdf
Trading	
Limited Communication Failures (LCF) procedure – Long Day	https://www.sem-o.com/documents/general-publications/I-SEM-LCF-Long-Day-Guide.pdf
Limited Communication Failures (LCF) procedure – Short Day	https://www.sem-o.com/documents/general-publications/I-SEM-LCF-Short-Day-Guide.docx
Submitting Technical Offer Data	https://www.sem-o.com/documents/general-publications/Participant-Guide-to-updating-VTOD-v1.1.pdf
Technical Offer Data workaround guide	https://www.sem-o.com/documents/general-publications/VTOD-Workaround-Participant-Guide-v1.0.pdf
I-SEM Technical Specification (ITS)	https://www.sem-o.com/documents/general-publications/I-SEM-Technical-Specification-(ITS)-Release-9.4.zip

SEMO website - Static Reports	https://www.sem-o.com/market-data/static-reports/index.xml
Settlements	
Formal Settlement Query Agreed Procedure 13	https://www.sem-o.com/rules-and-modifications/balancing-market-modifications/market-rules/Part-B-Agreed-Procedure-13-Settlement-Queries.docx
Formal Settlement Query form	https://www.sem-o.com/documents/general-publications/Formal-Settlement-Query-Form.docx
Disputes	
Disputes Agreed Procedure 14	https://www.sem-o.com/rules-and-modifications/balancing-market-modifications/market-rules/Part-B-Agreed-Procedure-14-Disputes.docx
Notice of Dispute forms	https://www.sem-o.com/publications/general-publications/index.xml?market=&keyword=Dispute_Notice_to_a_Counterparty&date-from=&date-to=&category=
Referral Notice Dispute Resolution Board (DRB)	https://www.sem-o.com/documents/general-publications/Dispute-Referral-Notice-to-DRB-Form.docx