Energy Market Interface

Submitting, Revising and Cancelling Energy Bids

IESO Training

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This guide has been prepared to assist in the IESO training of market participants and has been compiled from extracts from the market rules or documents posted on the web site of Ontario's Independent Electricity System Operator. Users of this guide are reminded that they remain responsible for complying with all of their obligations under the market rules and associated policies, standards and procedures relating to the subject matter of this guide, even if such obligations are not specifically referred to herein. While every effort has been made to ensure the provisions of this guide are accurate and up to date, users must be aware that the specific provisions of the market rules or particular document shall govern.

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1. Introduction

The purpose of this guide is to provide detailed instructions on submitting, cancelling, and revising *energy bids* using the energy market interface (EMI).

This guide is mainly aimed at market participants who are participating as *dispatchable loads, virtual loads* or *price responsive loads* in the physical market.

Participants in Ontario's physical markets use EMI to do the following actions:

- Submit, review and revise energy and operating reserve bids and offers
- Submit, review and revise energy and operating reserve import offers and export bids
- Submit, review and revise schedules and forecasts
- Submit, review and revise daily dispatch data
- Submit, review and revise forebay dispatch data
- Receive market messages related to submissions made

1.1 Terms

Whenever possible, this document uses terms as defined in the market rules and market manuals. To avoid confusion, a few definitions have been included below:

Dispatch Day

The dispatch day is the actual day the resource is injecting or withdrawing energy. It is also referred to as the trade day or trading day. The dispatch day is defined in the market rules as "a period from midnight EST to the following midnight EST". In EMI, the dispatch day is called the Delivery Date.

Pre-dispatch Day

The pre-dispatch day is defined in the market rules as the day immediately prior to the dispatch day. For example, if the dispatch day is Tuesday, the pre-dispatch day is Monday.

Dispatch Data

Dispatch data is a collective term referring to bid/offer, daily data, schedule and forecast information input by MPs to represent their operational intentions under different economic conditions.

Standing Bid/Offer

A standing bid/offer is a bid/offer that is expected to be the same from day to day, or week to week. For example, MPs may submit a bid/offer that is the same for every Wednesday. If entered as a standing bid/offer, it only has to be submitted once. The system will then ensure that a normal or hourly bid/offer is submitted for every Wednesday thereafter as per the submitted standing bid/offer information.

Initial (or Hourly) Bid/Offer

An Initial bid/offer is a bid/offer that is submitted for any or all hours of one day. This document refers to bids or offers submitted from 6:00 am Eastern Prevailing Time (EPT) on the pre-dispatch day up until ten minutes prior to the dispatch hour as "hourly" bids or offers. Any changes to hourly bids/offers, must follow revision rules, and changed bids/offers are sometimes referred to as "revised" bids/offers.

The EMI designation for Hourly bids/offers is Normal bids/offers.

> **Note:** Restrictions apply to bids/offers submitted after two (2) hours prior to the dispatch hour. See Appendix B: Revising and Cancelling Offer Rules for more information.

Tie Point ID and Tie Line ID

The EMI uses the term Tie Point ID, which is the same as the Tie Line ID.

Day-Ahead Market (DAM)

The DAM allows electricity suppliers, consumers, and traders to buy and sell electricity one day before it is delivered. The market uses forecasts of electricity demand, generation availability, and system conditions to determine schedules and prices for each hour of the following day, helping participants plan ahead and supporting the reliable and efficient operation of Ontario's electricity system. The DAM has specific timeline requirements for submitting and revising dispatch data. For complete details on DAM timelines, please refer to the DAM Market Manual 4.2 Operation of the Day-Ahead Market available on the Market Rules and Manuals Library web page.

Real Time Market (RTM)

The RTM matches electricity supply with demand across the province in real time. Electricity prices are updated every five minutes based on actual market conditions, ensuring reliable grid operation and efficient use of available generation resources. The RTM has specific timeline requirements for submitting and revising dispatch data. For complete details on RTM timelines, please refer to Appendix B: Revising and Cancelling Bid Rules in this document as well as Market Manual 4.3 Operation of the Real-Time Market.

2. Accessing EMI

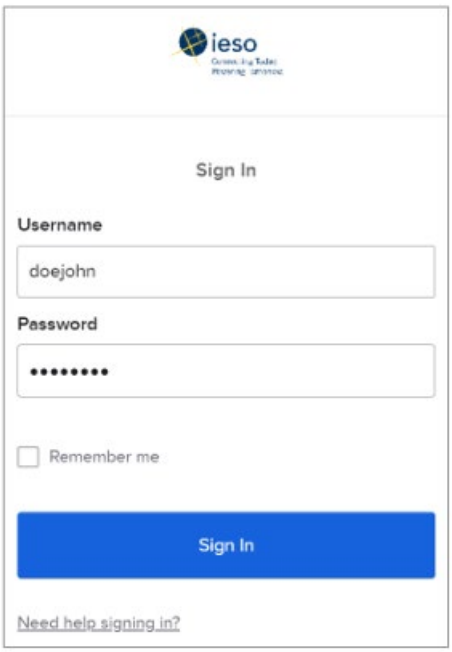
The energy market interface (EMI) is the market participant interface with Ontario's physical markets. The EMI is used for:

- Participating in the day-ahead market, real-time market and operating reserve market: submitting, reviewing and revising dispatch data
- Participating in inter-jurisdictional energy trading: submitting, reviewing and revising import offers and export bids

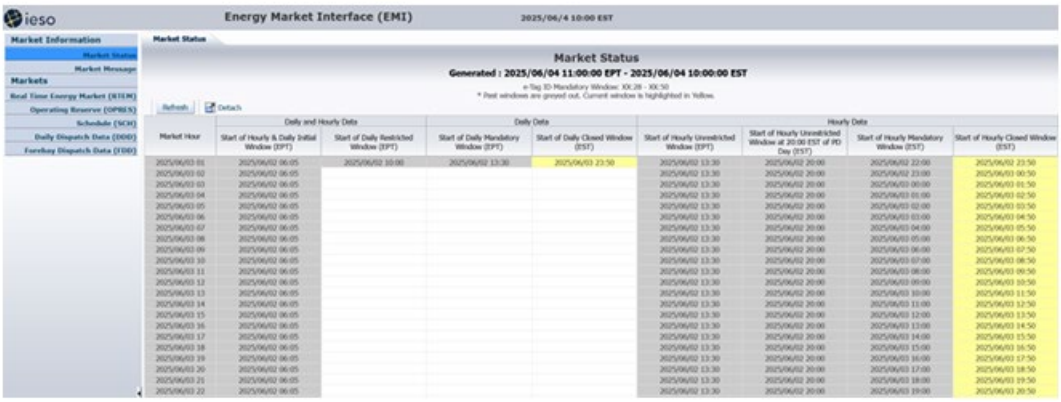
Note: To access EMI, a user needs to be assigned to a dispatch data viewer or dispatch data submitter contact role. In order for a dispatch data submitter to submit bids and offers in EMI, an applicant representative of the organization needs to create a user-resource relationship in Online IESO. Additionally, an active gateway account is required.

To access the EMI, complete the following steps:

1. Open the EMI URL (https://emi.ieso.ca) or open the IESO Gateway URL (https://gateway.ieso.ca) and navigate to EMI.
2. Enter the assigned IESO Gateway Username, Password and click **Sign In**.



The EMI main page displaying the current **Market Status** will appear (shown below). The **Market Status** display continually updates and displays the current status for each of the physical markets.



3. Submitting Energy Bids

There are three types of bids in the day-ahead market or real-time market: initial bids, standing bids, and revised bids.

Dispatchable loads, virtual trading loads, and price responsive loads in Ontario participate in the day-ahead market or real-time market by submitting bids to withdraw energy from the IESO-controlled grid. This is done using the EMI.

It is possible for a dispatchable load facility to designate a portion of its load as dispatchable, and a portion as non-dispatchable. This designation is done through the bidding process.

Bid submissions must follow the market rules regarding price-quantity pairs, timing, ramp rates, revisions and cancellations, etc. set out in Market Rules (MR) Chapter 7 and Market Manuals (MM) 4.1 available on the Market Rules and Manuals Library web page.

See Introduction to Ontario's Physical Markets on the IESO Training Materials web page for more information.

3.1 Energy Bid Parameters, Terms and Timelines

This section describes the appropriate parameters, further defines terms and required timelines that MPs must understand and follow to successfully submit their energy bids.

There are three types of bids MPs may submit and each have associated timeline rules:

- Initial or Hourly Bids,
- Standing Bids, and
- Revised Bids.

Initial (or Hourly Bid)

Also called Normal in the EMI, this is a Bid submitted from 06:00 EPT on the pre-dispatch day up until ten minutes prior to the dispatch hour. Bids submitted within two hours of the dispatch hour require IESO approval.

See Appendix B: Revising and Cancelling Bid Rules for more information.

Note: Under the DAM, dispatchable generators must submit Bids by 10:00 EPT on the pre-dispatch day if they want to participate on the dispatch day. Refer to the DAM Market Manual 4.2 Operation of the Day-Ahead Market available on the Market Rules and Manuals Library web page.

Standing Bid

A standing Bid is a Bid that is expected to be the same from day to day, or week to week. Submitting a Standing Bid ensures that there is always a Bid in the market, and it also decreases the amount of time spent on submissions, since it provides a form of automation.

Standing Bids are converted to Hourly Bids once a day at 06:00 EPT on the pre-dispatch day. For example, at 06:00 EPT on Monday, Standing Bids become Hourly Bids for Tuesday.

A Standing Bid only takes effect after it has been converted to an Hourly Bid.

For example:

- If a Standing Bid is submitted for all days of the week after 06:00 EPT on Monday, the Bid will convert to an Hourly Bid at 06:00 EPT on Tuesday to be effective for the trade date of Wednesday.

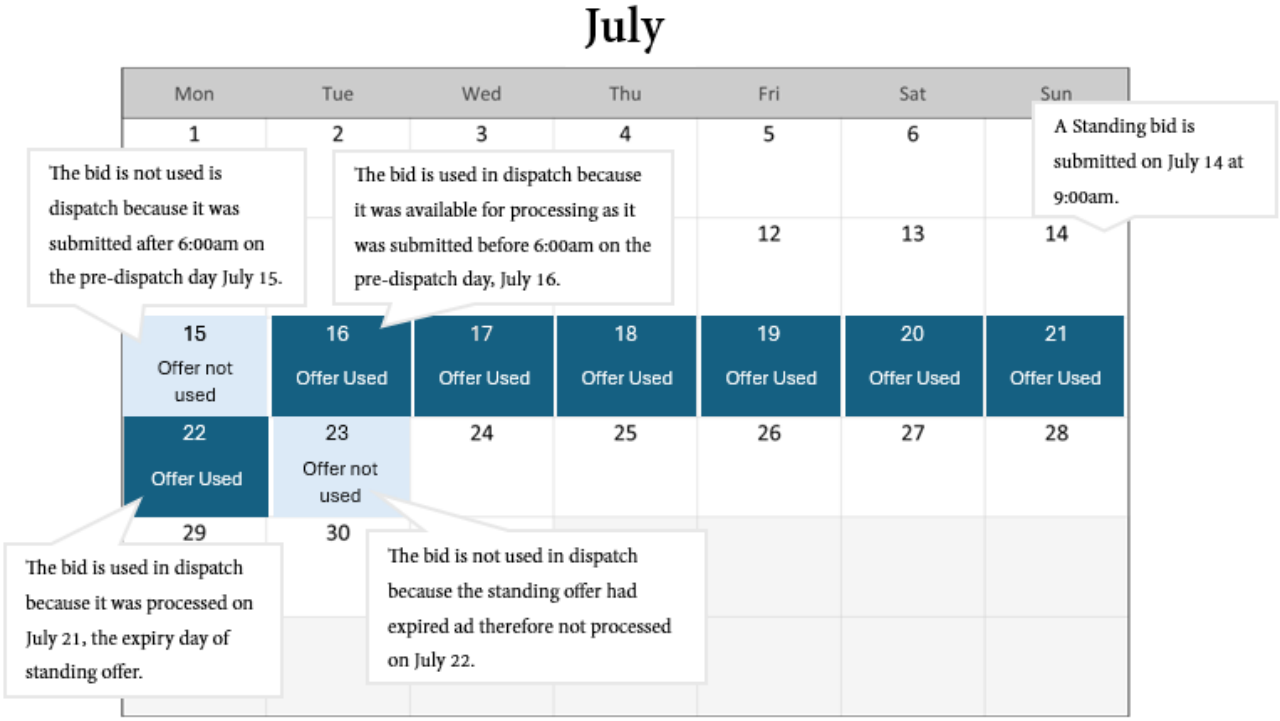
> **Note:** Standing Bids are converted to Hourly Bids for the NEXT day at 06:00 EPT.

- If the same Standing Bid is submitted before 06:00 EPT on Monday, it will be available for the 06:00 EPT conversion on that day and could be used for the Tuesday's dispatch.

Standing Bids for a single day of the week may be submitted as early as one (1) week prior to the first dispatch day covered by the bid.

Standing Bid Example

If an MP wishes to submit a standing bid to be used for July 16, 17, 18, 19, 20, 21 and 22, the MP must submit their standing bids before 06:00 EPT on July 15th, with an expiry date of July 22. In this example, at 09:00 EST on July 15, the MP submits a standing bid for all days, with an expiry date of July 22.



Revised or Cancelling Bids

Both Standing Bids and Hourly Bids may be revised according to the rules for revising Bids. See Section Appendix B: Revising and Cancelling Bid Rules for more information.

Expiry Date

An expiry date can be entered for a Standing Bid. The expiry date is the last date the bid will be converted to an Hourly Bid.

For example, if an expiry date of July 28 entered, the last time the bid will be converted to an Hourly Bid is at 6:00 EPT on July 28 and will be considered effective for the trade day of July 29.

Maximum Daily Energy Limit

The Maximum Daily Energy Limit is the maximum amount of energy (in MWh) that can be scheduled from a generation resource during a given day. This parameter is used in both day-ahead and in pre-dispatch.

Applicable for: Non-Quick Start Generation, Variable Generation, Hydro Electric Generation, Other Quick Start Generation and Electricity Storage (intending to inject) Resources.

Mandatory/Optional: Optional

Data Interval: Daily

When submitting the maximum daily energy limit MPs must select one of the following reason codes from the MAX DEL reason code field to be submitted with the maximum daily energy limit value:

- safety of any person;
- damage to equipment;
- violation of any applicable law; or
- fuel availability

When a maximum daily energy limit is not submitted, a null value will apply for the dispatch day.

Note: Electricity storage participants who are offering energy from an electricity storage resource should use the maximum daily energy limit to reflect their state of charge limitations. Doing so will limit the schedules they receive to inject from the DAM calculation engine and the pre-dispatch (PD) calculation engine, as otherwise the schedules produced from these engines may exceed the ability of the resource to provide energy. Electricity storage participants entering a maximum daily energy limit should use 'fuel availability' as a reason code.

Minimum Daily Energy Limit

The Minimum Daily Energy Limit is the minimum amount of energy (in MWh) that must be supplied from a generation resource during a given day. This parameter is used in both day-ahead and in pre-dispatch.

Applicable for: Hydro Electric

Mandatory/Optional: Optional

Data Interval: Daily

When a minimum daily energy limit is not submitted, a null value will apply for the dispatch day.

Thermal State

The thermal State parameter will be used to provide a thermal state (hot, warm or cold) for use in DAM calculations. It will allow the DAM to select which of the hot, warm, or cold parameters to use when determining which start-up bid and ramp up energy to MLP profile to use in calculations.

The DAM, however, also will use the hot thermal state MGBDT to schedule a second or subsequent commitment for the day regardless of the thermal state submission. This allows the DAM to consider committing a resource to additional periods while ensuring that start-ups are separated by the minimum number of operationally feasible hours. However, the start-up bid and ramp up energy to MLP profile used by the DAM in its evaluation will be based on whatever thermal state was submitted as daily dispatch data. So, for example, if a cold thermal state was submitted, the DAM calculation engine will use the cold start-up bid and ramp up energy to MLP profile when determining if there will be subsequent starts.

Applicable for: Non-Quick Start resources

Mandatory/Optional: Mandatory

Data Interval: Daily

Daily Energy Ramp Rate

The daily energy ramp rate will indicate the speed, in megawatts per minute, at which a resource can increase or decrease its output. MPs may submit laminations that are different from those of the price-quantity pairs included in each hourly energy bid. The daily energy ramp rate will be used in day-ahead and pre-dispatch calculations to determine the allowable difference between hourly schedules.

Applicable for: All dispatchable resources

Mandatory/Optional: Mandatory

Data Interval: Daily

Virtual Transaction Zonal Trading Entity

The virtual transaction zonal trading entity field represents virtual zonal resource. The submission of dispatch data for virtual transactions shall follow the same process that is generally used for physical transactions in the day-ahead market. A registered MP for a virtual trader may submit energy offers and energy bids in the day-ahead market. Dispatch data with respect to virtual transactions must be associated with one of the virtual zonal resources, corresponding to a virtual transaction zone, which have been established in the IESO's market systems. The IESO has established two virtual zonal resources for each virtual transaction zone, one resource for offers and one resource for bids, for which dispatch data can be submitted to facilitate virtual transactions. This means a registered market participant may submit no more than one energy offer or bid, as applicable, for each virtual zonal resource for a dispatch hour. An offer or bid submitted on a virtual zonal resource must specify whether the virtual zonal resource will be conducting a virtual sale ('VIRTUAL-GENERATOR') or a virtual purchase ('VIRTUAL-LOAD') of energy in the "Resource Type" field of the submission.

Applicable for: Virtual Generator & Virtual Load

Mandatory/Optional: Mandatory

Data Interval: hourly

Speed No Load Offer

Speed no-load offers will be the dollar amount offered to operate a resource in a synchronized state while injecting no net active energy to the grid. Speed no-load offers will be considered in both the day-ahead market scheduling process and in pre-dispatch.

Applicable for: Non-Quick Start Generation

Mandatory/Optional: Optional

Data Interval: hourly

Start Up Offer

A start up offer will be the dollar amount offered by the registered market participant to bring an offline resource to its minimum loading point based on the resource's thermal state. Participants will be required to submit offers for a cold, warm or hot start. This information will be used in pre-dispatch as well as in the day-ahead market.

Applicable for: Non-Quick Start Generation

Mandatory/Optional: Optional

Data Interval: hourly

Min Hourly Output

Minimum Hourly Output parameter which indicates the minimum energy output that a resource must produce in an hour, if it is economic. The sum of all minimum hourly output submissions in a given dispatch day is not to exceed the resource's submitted maximum daily energy limit. A minimum hourly output value can only be submitted if: 1) spill restrictions are anticipated to prevent the generation resource from responding to dispatch instructions between zero megawatts and the minimum hourly output value; and 2) it reasonably could be expected that following a dispatch instruction between zero megawatts and the minimum hourly output value would require the resource to operate in a manner that could endanger the safety of any person, damage equipment, or violate any applicable law

Applicable for: Hydro Electric Resource

Mandatory/Optional: Optional

Data Interval: hourly

Hourly Must Run

Hourly Must-Run parameter is the hourly energy that a resource must produce, even if it is uneconomic. It will be used in the DAM and pre-dispatch and reflected as a constraint in real-time.

Applicable for: Hydro Electric Resource

Mandatory/Optional: Optional

Data Interval: hourly

VG Forecast Quantity

For the variable generation forecast quantity MP's may submit a VG Forecast Quantity for each dispatch hour. The VG forecast quantity, if submitted for the dispatch hour, replaces the IESO's centralized forecast quantity for the resource for the dispatch hour. Where no variable generation forecast quantity is submitted, the IESO's centralized forecast quantity for the resource will continue to be used for the dispatch hour

Applicable for: Variable Generation Resource

Mandatory/Optional: Optional

Data Interval: hourly

Hourly Ramp Rates

The hourly ramp rate is the rate at which a unit can increase or decrease its energy output expressed in megawatts per minute. MPs may submit laminations that are different from those submitted as Daily Dispatch Data. The hourly ramp rates will be used only by the Real-Time calculation engine for dispatch schedule creation.

Applicable for: All dispatchable resources

Mandatory/Optional: Mandatory

Data Interval: hourly

3.1.1 Dispatch Data Parameters that are not Applicable

There are a number of dispatch data parameters that are **not** applicable to dispatchable loads, virtual loads or price responsive loads. The input fields for the following parameters should be left blank:

- Maximum Daily Energy Limit (MWh)
- Maximum Daily Energy Reason Code
- Minimum Daily Energy Limit (MWh)
- Thermal State
- NERC Tag ID
- Tie Point
- Speed No Load
- Start Up Offer (Hot)
- Start Up Offer (Warm)
- Start Up Offer (Cold)
- Min Hourly Output
- Hourly Must Run
- VG Forecast Quantity
- Capacity Transaction Flag

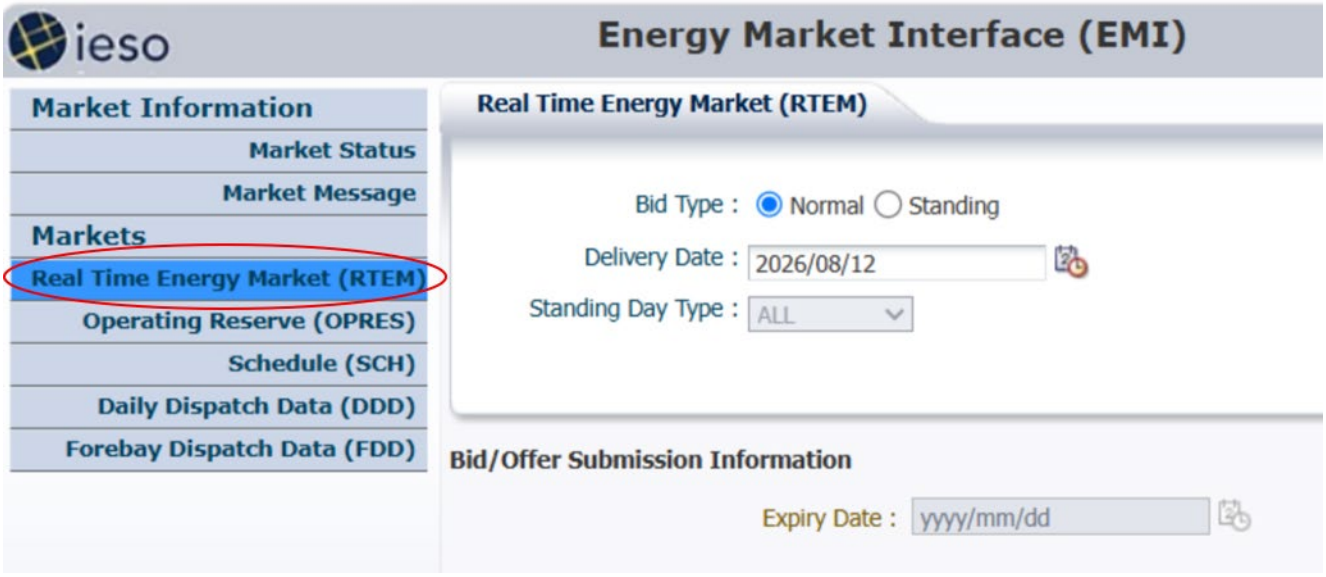
3.2 Preparing Initial or Standing Energy Bids

The following instructions apply to preparing an initial bid or a standing bid using the EMI workspace. See Section 4, Revising and Cancelling Energy Bids, for information on revising or cancelling a previously submitted bid.

For submission timeline information for energy bids, see MM 4.1 s.7 or see Appendix B: Revising and Cancelling Bid Rules.

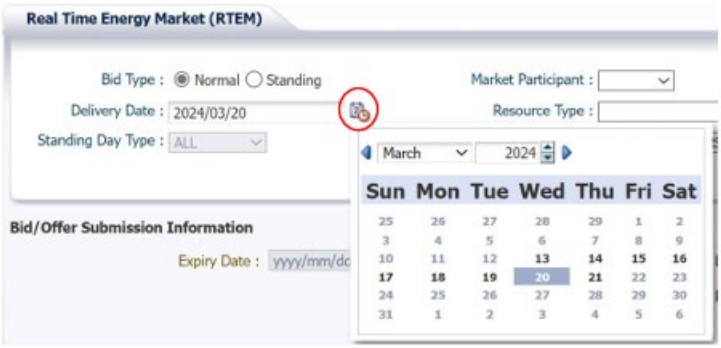
To submit an initial bid (called Normal in the EMI) or a standing bid, complete the following steps:

1. Select **Real Time Energy Market (RTEM)** under **Markets** from the menu on the left side of the EMI.



2. Select the **Bid Type** as either **Normal** or **Standing**.

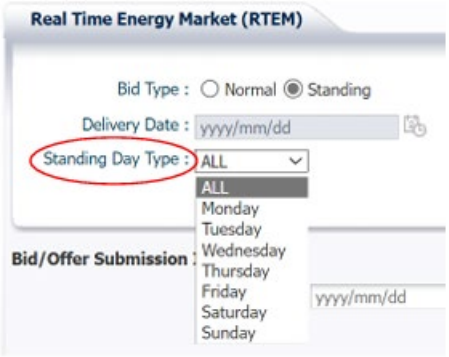
3. If submitting a **Normal** bid, select the **Delivery Date**. For standing bids, this field is not required and is therefore not selectable.



The **Delivery Date** defaults to the current dispatch day. If your bid is for the next dispatch day, click the calendar icon and select the appropriate date from the calendar.

If the **Delivery Date** is selected after having already selected the **Resource Type**, and **Resource Name**, the correct **Resource Type** and **Resource Name** may have to be selected again. EMI changes the resource type and resource name lists based on the delivery date.

4. If submitting a standing bid, select the **Standing Day Type**. If the standing bid is for all days of the week, select **ALL**. Otherwise, select the day of the week to which the standing bid applies.

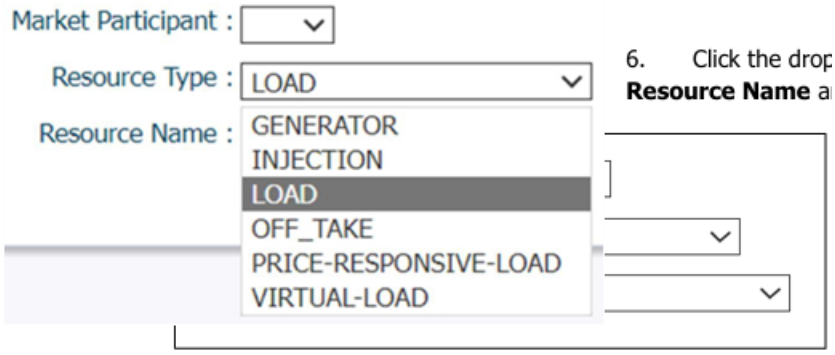


An **Expiry Date** can be included with a standing bid. The **Expiry Date** is the last date the standing bid will be valid for.

For example, if an **Expiry Date** of July 28 is submitted, the last time a standing bid will be converted to a normal bid is at 6:00 am EPT on July 27 and will be considered effective for the trade day of July 28.

5. Click the drop-down next to Market Participant to see a list of the market participants that the user is authorized to enter dispatch data on behalf of.

Choose the desired **Market Participant** to enter an energy bid on behalf of then click the drop-down next to **Resource Type** and select either **LOAD**, **VIRTUAL-LOAD**, or **PRICE-RESPONSIVE LOAD**, as required.



6. Click the drop-down next to Resource Name and select the facility for which you are submitting a bid.

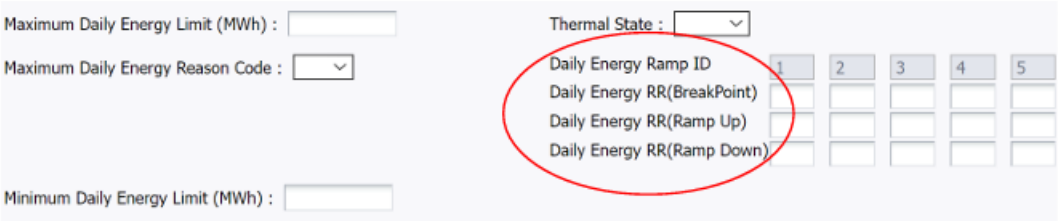
The **Resource Name** is the unique reference for a facility used when submitting bids and offers. It is also called the delivery point and is used as the point of settlement for Ontario's physical markets.

Proceed to Section 3.3, Submitting Bid Information, to complete the empty bid form, or see Section 4.1, Retrieving Energy Bids, to populate the screen with dispatch data from an existing Bid.

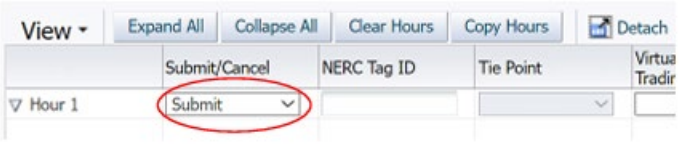
3.3 Submitting Energy Bid Information

To enter bid information, complete the following steps as applicable to the resource. Refer to section 3.1 of this guide to identify the relevant parameter(s) for each resource type:

1. Dispatchable loads may choose to submit daily energy ramp rate information. See Section 3.2.1, Submitting **Daily**, **Hourly** and **Operating Reserve Ramp Rates**, to understand the different components of the ramp rates. Virtual Trading as a load or a Price Responsive load should leave all daily parameter fields blank.

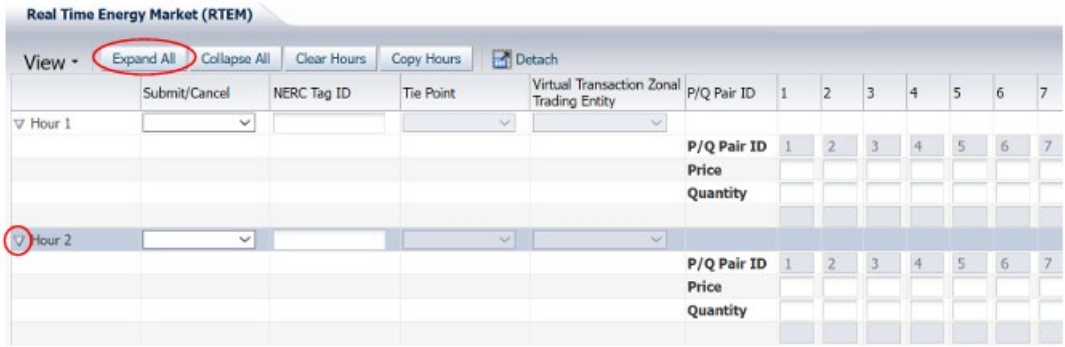


2. Select **Submit** from the drop-down next to the Hour number for the hour that you are submitting a bid

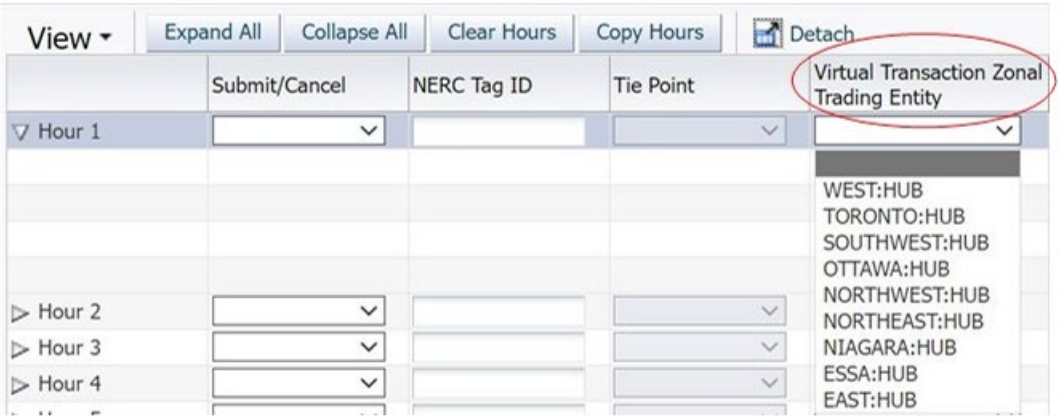


The market software tools use the "hour ending" convention. In other words, Hour 1 is the first hour of the day; it is the hour that starts at midnight and ends at 1:00 am. Hours 10-11 are the hours from 9:00 am to 11:00 am. Hours 1-24 are the hours from midnight one day through midnight the next day. Eastern Standard Time is used year-round.

3. Click the triangle next to the **Hour** number to expand the submission section, to enter up to 20 price-quantity pairs for each hour or click **Expand All** to reveal the submission section for every hour. Clicking **Collapse All** will hide the submission section for all hours.



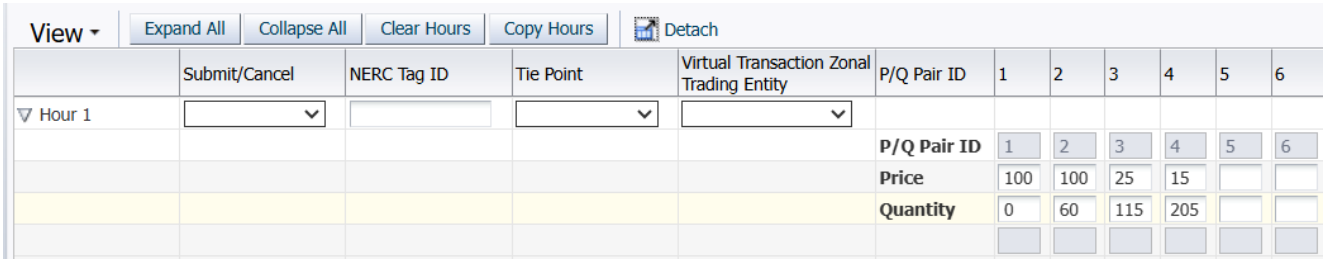
4. If submitting on behalf of a Virtual Trader, select a **Virtual Transaction Zonal Trading Entity** from the drop-down. Refer to MM 4.1 Appendix E for virtual zonal resource and virtual transaction zone relationships.



5. In the **P/Q Pair ID** section, enter:

- **Price** in dollars and cents, up to two decimal places, for each hourly bid. For example, $10 dollars may be entered as 10.00 or 10.0 or 10.
- **Quantity** in megawatts (MW), up to one decimal place, for each hourly bid.

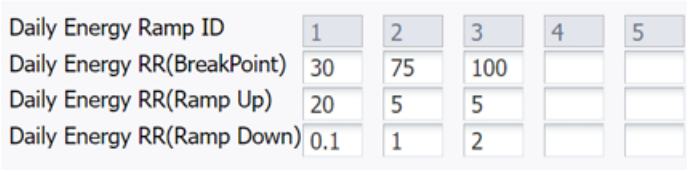
See Appendix A: Rules for Price/Quantity Pairs for more information about PQ pairs.



3.3.1 Submitting Daily, Hourly and Operating Reserve Ramp Rates

Dispatchable loads may choose to enter daily and hourly ramp rates for their bids. Daily and hourly ramp rates are not applicable to virtual loads or price responsive loads. To enter ramp rates complete the following steps. Refer to MM 4.1 s.2.1.4 for more information.

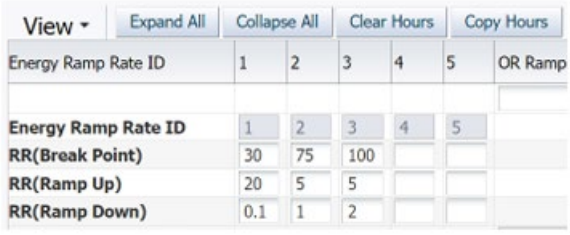
1. Enter up to 5 daily ramp rate breakpoints and associated daily ramp up and daily ramp down values starting with the first column.



Daily Energy Ramp ID	1	2	3	4	5
Daily Energy RR(BreakPoint)	30	75	100		
Daily Energy RR(Ramp Up)	20	5	5		
Daily Energy RR(Ramp Down)	0.1	1	2		

2. For an hour that has a price-quantity pair, enter up to 5 hourly ramp rate breakpoints and associated ramp up and ramp down values starting with the first column.

All ramp rate values are in MW to one decimal place. Ramp up and down MW are per minute values.



For any hour that has a submitted a price-quantity pair, and the resource type is authorized to submit operating reserve offers a corresponding OR Ramp Rate must be submitted. Enter the ramp rate as MW per minute, rounded to one decimal place. Refer to MM 4.1 s.3.1.3 for more information.

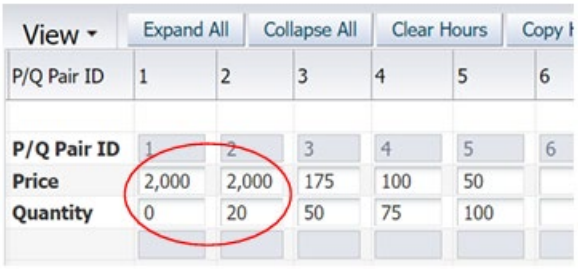
3.4 Designating a Portion of Load as Non-Dispatchable

A facility registered as a dispatchable load is always settled on the locational marginal price. However, an MP may wish to designate a portion of their dispatchable load as non-dispatchable, i.e., not available to follow dispatch instructions.

For example, an MP may operate a 100 MW facility that requires 20 MW to supply critical processes. The MP would be willing to buy 20 MW, no matter what the price. The maximum market clearing price (MMCP) is $2,000. Under normal conditions, a bid at $2,000 will always be dispatched on for at least that 20 MW.

To designate a portion of your load as non-dispatchable, complete the following steps:

1. Enter 2,000 as the first price of a bid.
2. Enter 0 as the quantity that pairs with the first price.
3. Enter the second price as 2,000.
4. Enter the second quantity as the portion of your load that is non-dispatchable.



The MP must also ensure that their operating reserve offer is for 80 MW or less, i.e., MPs may not offer operating reserve for the portion of load that they don't want to be dispatched.

3.4.1 What Happens if the 'Non-dispatchable' Portion is Dispatched Down?

The dispatch algorithm considers any facility registered as 'dispatchable' to be fully dispatchable as long as it has a valid bid; the portion bid at $2000 is not recognized as being unavailable for dispatch. Therefore, if there are constraints on the system, the IESO might send dispatch instructions for the MP's facility to reduce their consumption to a quantity below the amount bid at MMCP (in the example above, to below 20 MW).

If an MP receives a dispatch instruction to reduce consumption below the amount bid at MMCP, they may refuse to comply with this portion of the IESO's instructions, and they will not be considered non-compliant. In the above example, if the IESO instructs the MP to reduce consumption from 100 MW to 10 MW, they would only have to reduce consumption to 20 MW.

The MP must inform the IESO that they will not be complying with the dispatch instructions. They also must consume the full 20 MW that they bid at MMCP; they do not have the option of consuming less than 20 MW.

The option to consume 'as needed' is only available to facilities registered as 'non-dispatchable' and does not apply to dispatchable loads that wish to maintain a minimum consumption level using the method described above.

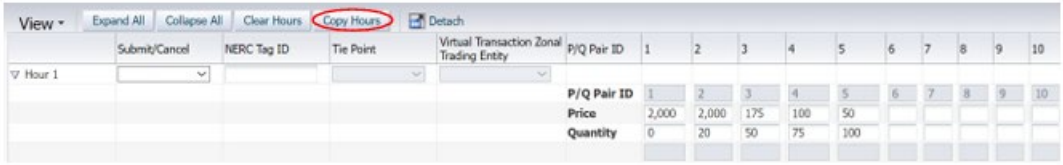
3.4.2 Designating the Entire Load as Non-Dispatchable

An MP can designate their entire load as non-dispatchable by bidding the entire amount at MMCP or by not submitting a bid at all for their load. The IESO recognizes 'no-bid' as a non-dispatchable designation.

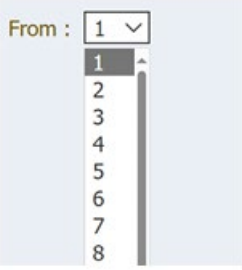
3.4.3 Entering the Same Bid for Multiple Hours

An efficient way to copy the information from a chosen hour to other selected hours is by using the **Copy Hours** button. Therefore, to submit the same hourly bid information for multiple hours in a day, complete the steps below.

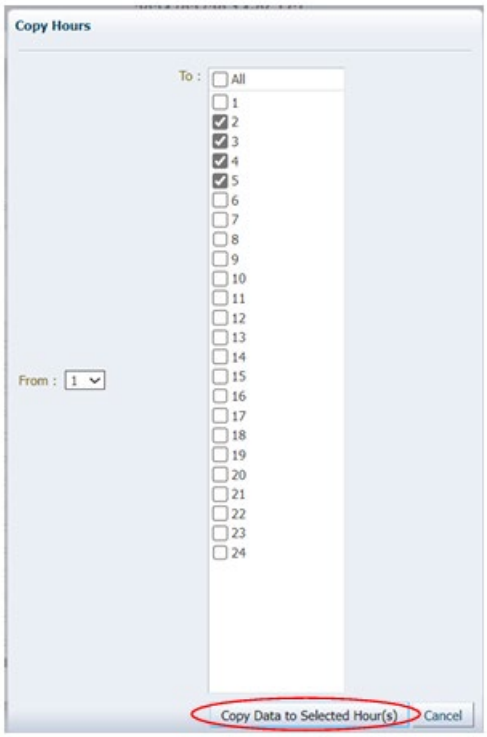
1. Click **Copy Hours** after completing the price-quantity pairs and other dispatch data for a single hour.



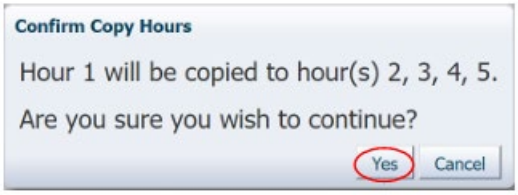
2. In the drop-down next to **From**, select the hour to be copied.



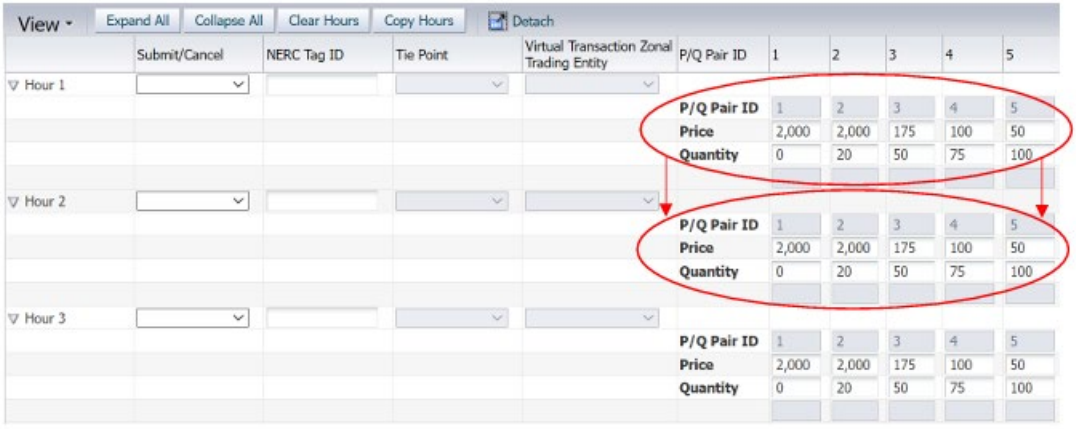
3. Select the hours to copy the bids to or select All, then click **Copy Data to Selected Hour(s)**.



Confirm the selection then click **Yes** to proceed.



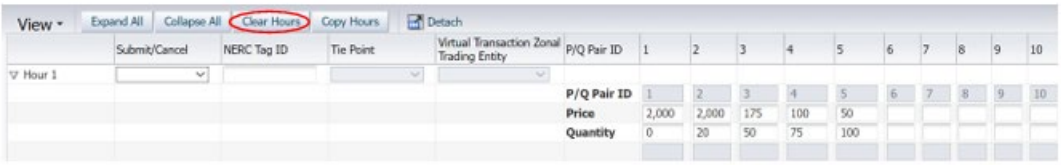
The price-quantity pairs and other dispatch data are copied to the hours selected.



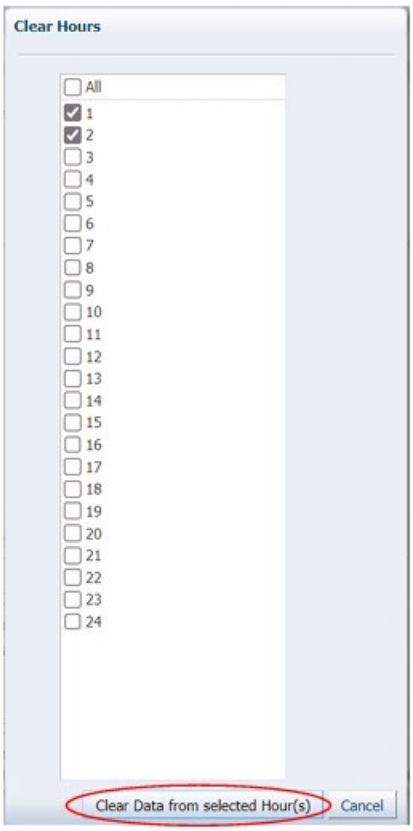
3.5 Clearing Data from Multiple Hours

Rather than deleting each price-quantity pair and other dispatch data for any hour(s) or all hours, you can easily delete all bids using the **Clear Hours** button.

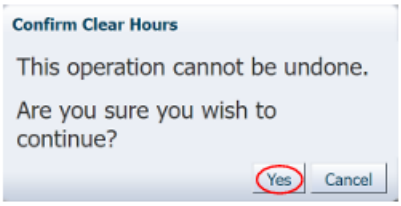
1. Click **Clear Hours** to remove all bid data for any hour(s) or all hours.



2. Select the hours you wish to clear bids for or select **All**, then click **Clear Data from selected Hour(s)**.



3. Click **Yes** to proceed.

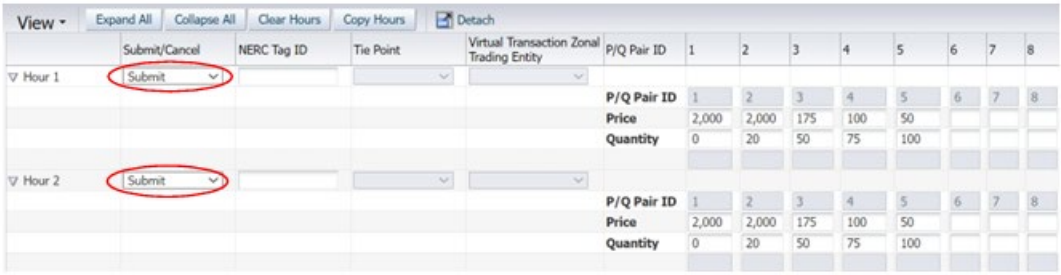


The price-quantity pairs and other dispatch data are cleared from the hours selected.

3.6 Submitting Energy Bids

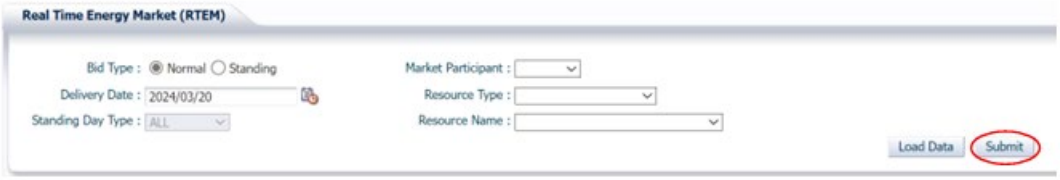
Once the bid data has been fully entered, the bid can be submitted to the IESO. Complete the following steps to submit the bid:

1. Verify that the bid information is correct and complete.
2. Select **Submit** from the drop-down next to the hour number for the hours to be submitted as part of the bid.

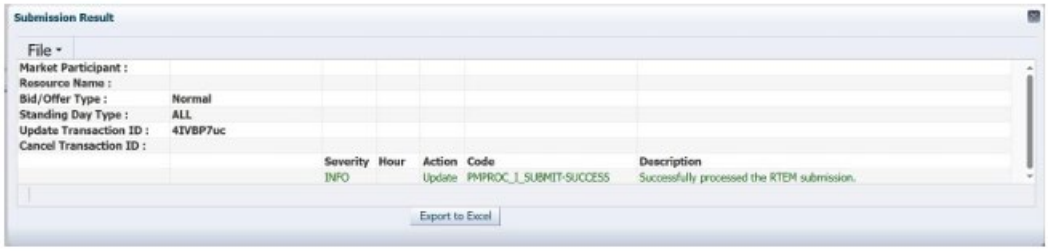


Otherwise, the following error message will appear when attempting to submit the bid to the IESO:

3. Click Submit to send the bid to the IESO.



4. Within a few moments of submitting the bid a pop-up message will appear displaying the status of the bid. **The Submission Result** screen should be reviewed to ensure that the bids for all hours have been successfully updated and applied. Please note that while not applicable to **Normal** bids, **Standing Day Type** will return **ALL** in the output file due to default settings.



Click **Export to Excel** to produce a spreadsheet of the **Submission Result** screen, or take a screen print as a record and/or record the **Update Transaction ID** number. The **Submission Result** screen cannot be retrieved again.

A sample Excel export is included below:

Market Participant :						
Resource Name :						
Bid/Offer Type :	Normal					
Standing Day Type :	ALL					
Update Transaction ID :	4IVBP7uc					
Cancel Transaction ID :						
		Severity	Hour	Action	Code	Description
		INFO		Update	PMPROC_I_SUBMIT-SUCCESS	Successfully processed the RTEM submission.

4. Revising and Cancelling Energy Bids

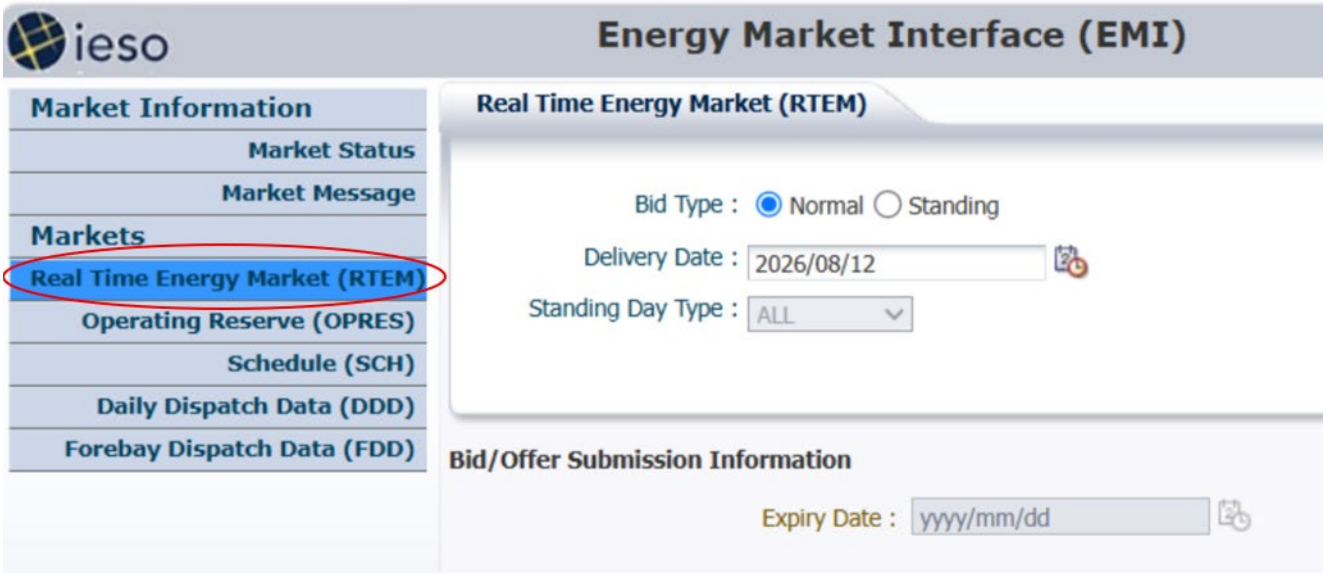
Initial bids may be revised provided the changes follow the rules for revised bids. See Market Rules Chapter 7 and Market Manual 4.1 for more information regarding submitting revised bids or cancelling bids.

> **Note:** If there is an operating reserve offer associated with the energy bid, the MP must cancel the operating reserve offer before the system will allow them to cancel their energy bid.

4.1 Retrieving Energy Bids

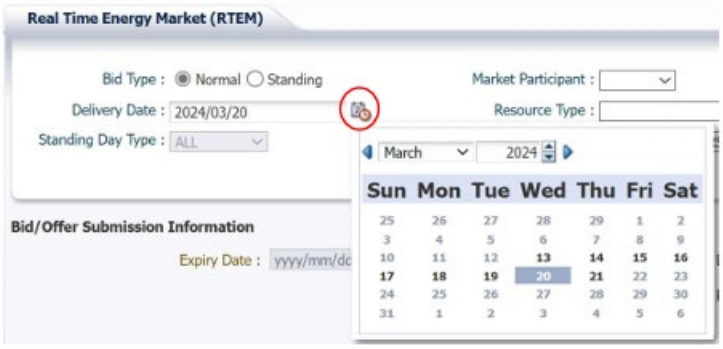
The easiest way to revise or cancel bid is to first retrieve the bid. To retrieve the bid, complete the following steps:

1. Select **Real Time Energy Market (RTEM)** under **Markets** from the menu on the left side of the EMI.



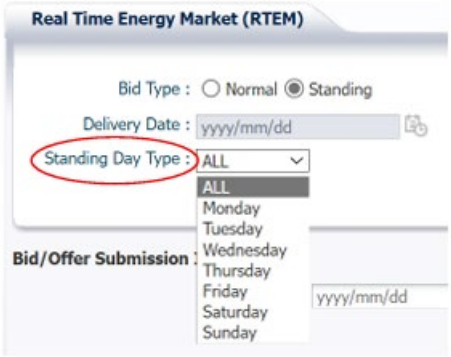
2. Select the **Bid Type** as either **Normal** or **Standing**.

3. If retrieving a **Normal** bid, select the **Delivery Date** for the bid to be retrieved. For standing bids, this field is not required and is therefore not selectable.

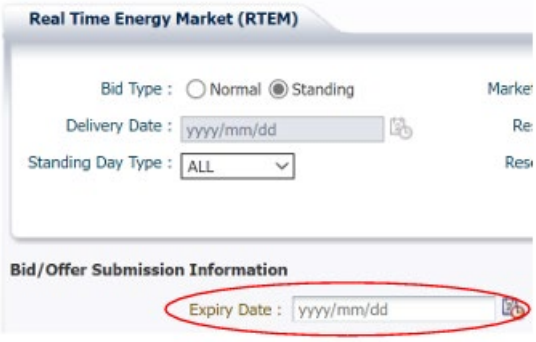


If the **Delivery Date** is selected after having already selected the **Resource Type**, and **Resource Name**, the MP may have to select the correct Resource Type and Resource Name again. EMI changes the resource type and resource name lists based on the delivery date.

4. If retrieving a standing bid, select the **Standing Day Type**. If the standing bid is for all days of the week, select **ALL**. Otherwise, select the day of the week to which the standing bid applies.

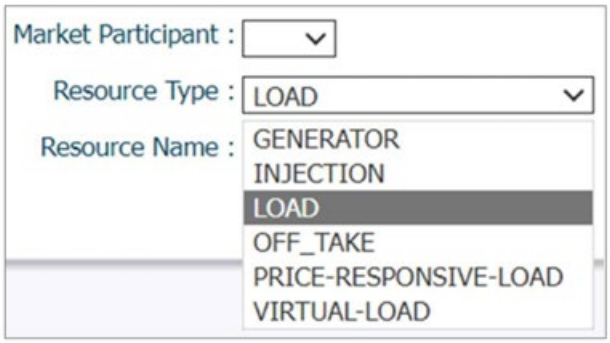


Note: If data had been retrieved previously for another resource on this screen, the Expiry Date field will need to be cleared or input the matching Expiry Date for the resource the data is being retrieved for.

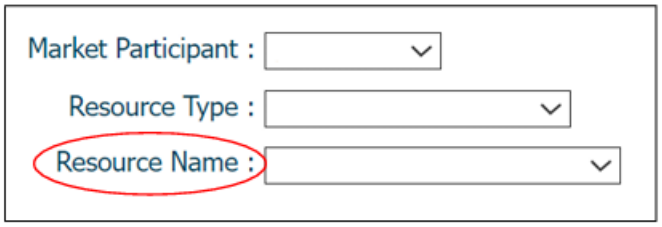


5. Click the drop-down next to Market Participant to see a list of the market participants on whose behalf you are authorized to enter dispatch data.

Choose the Market Participant to retrieve an energy bid for then click the dropdown next to Resource Type and select either LOAD, VIRTUAL-LOAD, or PRICE-RESPONSIVE LOAD, as required.



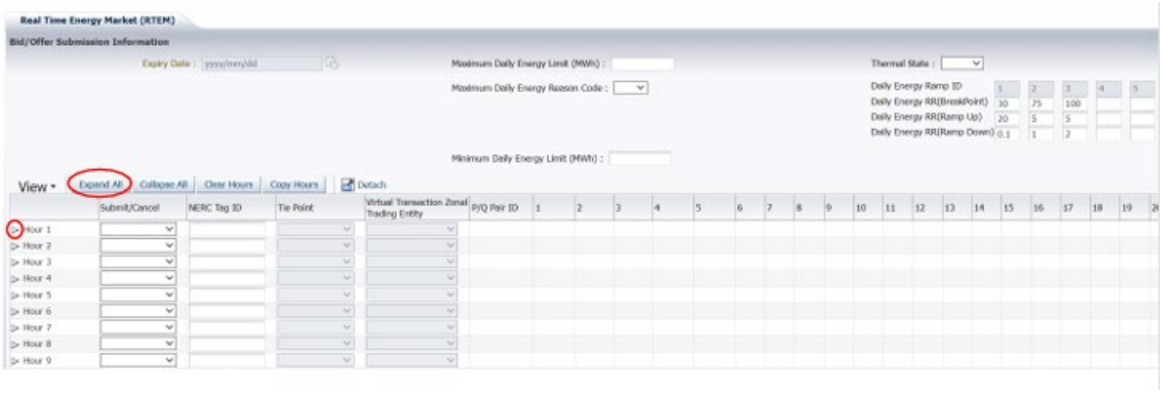
Click the drop-down next to Resource Name and select the facility the data is being retrieved for.



4.2 Revising Energy Bids

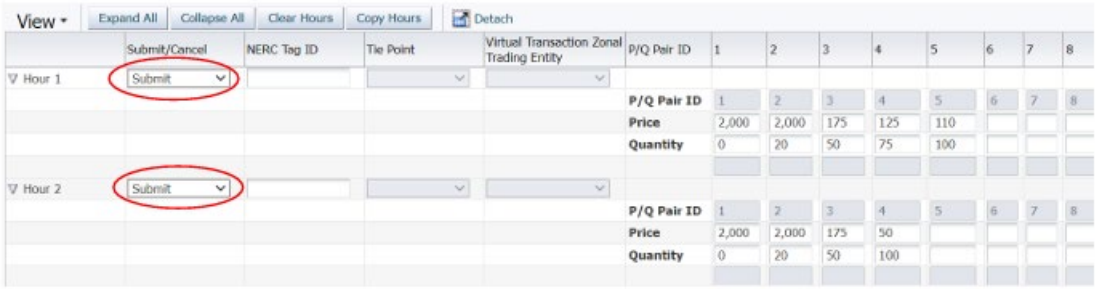
Once a bid is retrieved the data can be revised as necessary. Below is an example of what will be seen after clicking Load Data to retrieve a bid.

Click Expand All to see the submission section for every hour. Alternatively, click the triangle next to the Hour number to expand any individual hours.



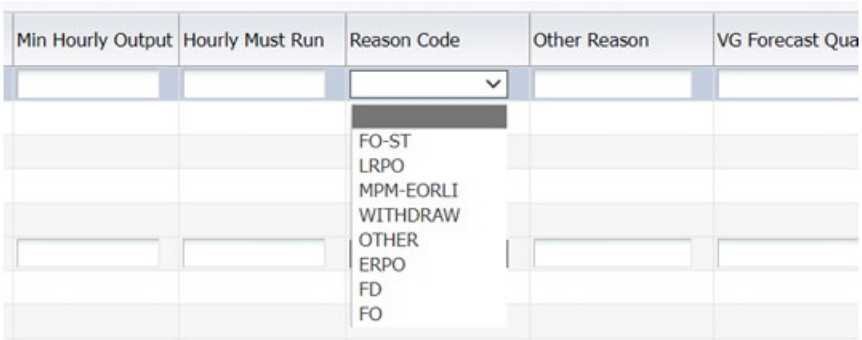
To revise a bid, follow these steps:

1. Ensure the Delivery Date represents the dispatch day of the bid you wish to revise.
2. Select Submit from the drop-down next to the hour number for the hours that you are revising.



Revising a portion of a bid and canceling a portion of a bid can be done in the same submission. Simply select Cancel for those hours to be canceled and follow the steps outlined in Section 4.3, Cancelling Bids.

3. Edit the price-quantity pairs and other dispatch data as required.
4. Select the appropriate Reason Code from the drop-down.



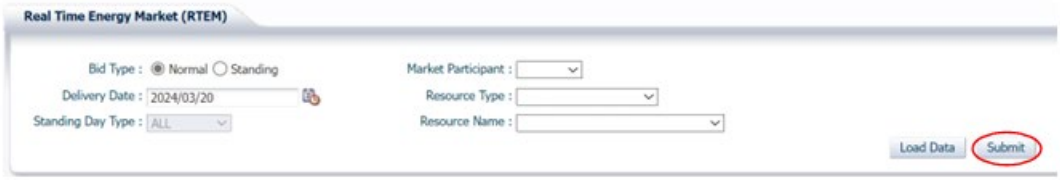
The following table defines the various reason codes available.

Table 1 | Reason Codes for Revising Bid

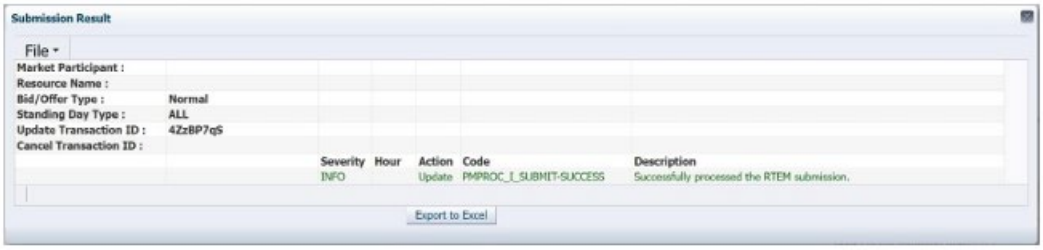
Reason Code	Description
FO	*Forced Outage*
FD	Forced Derating
FO-ST	*Forced Outage* on Steam Turbine of *Pseudo-unit*
ERPO	Early Return from *Planned Outage*
LRPO	Late Return from *Planned Outage*
MPM-EORLI	Market Power Mitigation Energy Offer Reference Level Increase
WITHDRAW	Withdrawal from a commitment for equipment issues and failure
OTHER	Complete the **Other Reason** field

If OTHER is selected, the Other Reason field must also be completed. This is a free text field which allows you to enter a reason in your own words using up to 128 characters.

5. Repeat this process for each hour requiring a reason.
6. Click Submit to send the revised bid to the IESO.



7. A pop-up window will appear within a few moments of submitting a revised bid displaying the status of the bid. The Submission Result screen should be reviewed to ensure that the bids for all hours have been successfully updated and applied. Please note that while not applicable to Normal bids, Standing Day Type will return ALL in the output file due to default settings.



8. Click Export to Excel to produce a spreadsheet of the Submission Result screen, or take a screen print for as a record of the transaction and/or record the Update Transaction ID number. The Submission Result screen cannot be retrieved again.

A sample Excel export is included below:

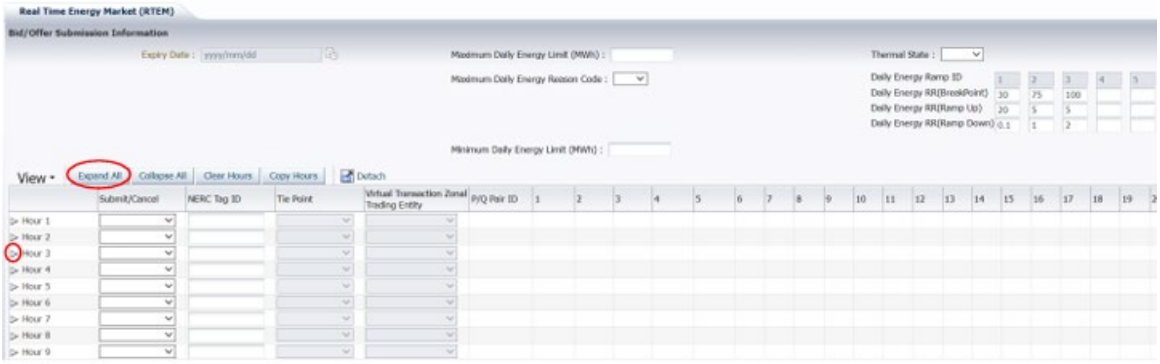
Market Participant :						
Resource Name :						
Bid/Offer Type :	Normal					
Standing Day Type :	ALL					
Update Transaction ID :	4ZzBP7qS					
Cancel Transaction ID :						
		Severity	Hour	Action	Code	Description
		INFO		Update	PMPROC_I_SUBMIT-SUCCESS	Successfully processed the RTEM submission.

Review the day-ahead, pre-dispatch and 5-minute reports, as applicable, to see which of the bids have been scheduled.

4.3 Cancelling Energy Bids

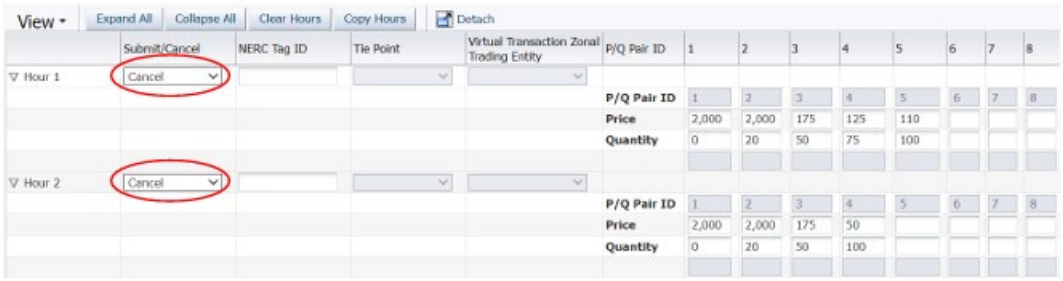
Once a bid has been retrieved, the data can be cancelled as necessary. Below is an example of what is seen after clicking Load Data to retrieve the bid.

Click Expand All to see the price-quantity pairs and other dispatch data for every hour. Alternatively, click the triangle next to the Hour number to expand any individual hours.



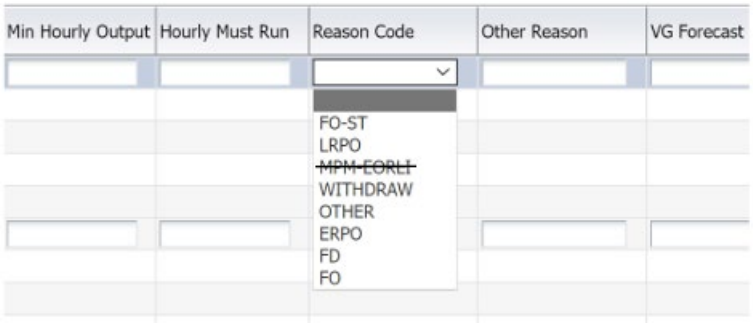
To cancel your bid, follow these steps:

1. Ensure the Delivery Date represents the date of the bid to be cancelled.
2. Select Cancel from the drop-down next to the hour number for the hours to be cancelled. Use Copy Hours after selecting Cancel for one hour to copy that selection for every hour if planning to cancel the entire bid.



Revising and cancelling a portion of a bid can be done in the same submission. Simply select Submit for those hours being revised and follow the steps outlined in Section 4.2, Revising Energy Bids.

3. Select the appropriate Reason Code using the drop-down. The following reason code, MPMEORLI, is not valid for cancellations, only for revisions.



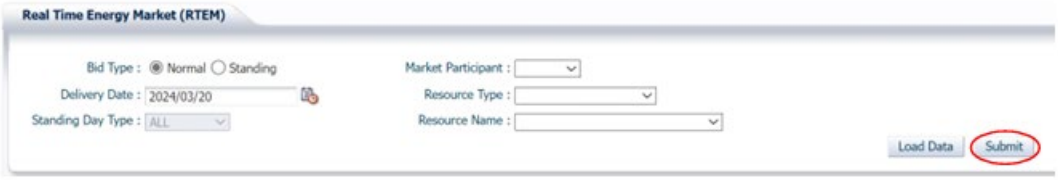
The following table defines the various reason codes available.

Table 2 | Reason Codes for Cancelling Bids

Reason Code	Description
FO	*Forced Outage*
FD	Forced Derating
FO-ST	*Forced Outage* on Steam Turbine of *Pseudo-unit*
ERPO	Early Return from *Planned Outage*
LRPO	Late Return from *Planned Outage*
WITHDRAW	Withdrawal from a commitment for equipment issues and failure
OTHER	Complete the **Other Reason** field

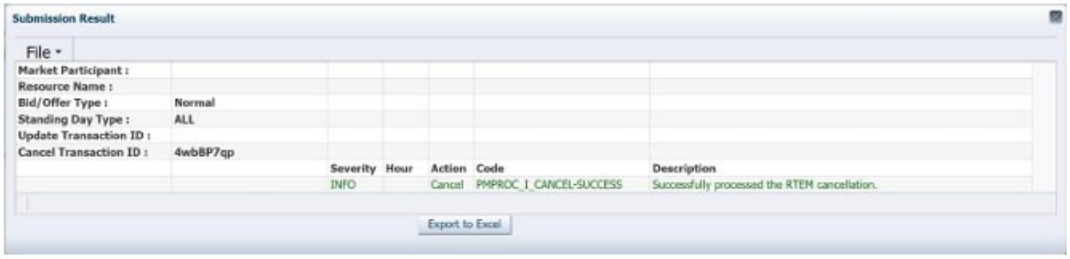
If OTHER is selected, the Other Reason field must also be completed. This is a free text field which allows for the reason to typed in using up to 128 characters.

4. Repeat this process for each hour requiring a reason.
5. Click Submit to send the cancelled bid to the IESO.



6. A pop-up window will appear within a few moments of submitting a cancelled bid displaying the status of the bid. The Submission Result screen should be reviewed to ensure that the bids for all applicable hours have been successfully cancelled.

Note: while not applicable to Normal bids, Standing Day Type will return ALL in the output file due to default settings.



7. Click Export to Excel to produce a spreadsheet of the Submission Result screen, or take a screen print for a record of the transaction and/or record the Cancel Transaction ID number. The Submission Result screen cannot be retrieved again.

A sample Excel export is included below:

Market Participant :						
Resource Name :						
Bid/Offer Type :	Normal					
Standing Day Type :	ALL					
Update Transaction ID :						
Cancel Transaction ID :	4wbBP7qp					
		Severity	Hour	Action	Code	Description
		INFO		Cancel	PMPROC_I_CANCEL-SUCCESS	Successfully processed the RTEM cancellation.

Review the day-ahead, pre-dispatch and 5-minute reports, as applicable, to see which of the bids have been scheduled.

5. Appendix A: Rules for Price/Quantity Pairs

5.1 Price/Quantity Pairs

In the Day-Ahead and Real-time Energy Markets, bids are submitted in price/quantity pairs. A price/quantity pair specifies the amount of energy offered for a given hour. The price listed is the highest price that the MP will accept for the energy bid. MPs may submit sets of price/quantity pairs for any or all hours of the dispatch day.

Bids are submitted separately for each facility. An MP may submit only one energy bid for each registered facility for any dispatch hour, but each energy bid may contain up to 20 price/quantity pairs.

See Market Manual 4:1 Submitting Dispatch Data in the Physical Markets for more information.

5.2 Rules for Bids: Price

The price must not increase as the quantity increases.

The price in each price/quantity pair cannot be greater than Maximum Market Clearing Price (MMCP), nor lower than negative Maximum Market Clearing Price.

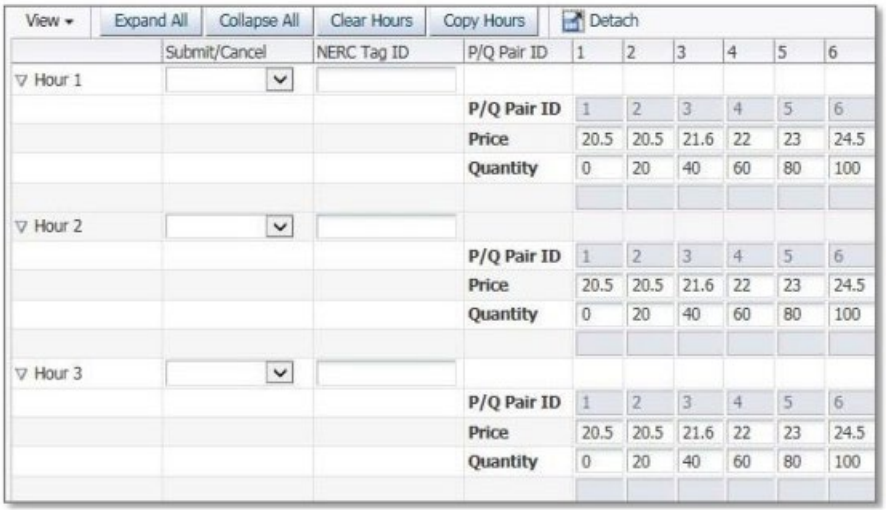
5.3 Rules for Bids: Quantity

The largest quantity in an energy bid cannot be greater than:

- The maximum consumption of energy in an hour for the facility, according to facility registration information.
- The maximum allowed consumption in the dispatch hour through the relevant connection point. This quantity is limited by the following:
- The capacity of any radial line connecting the registered facility to the connection point,
- The maximum consumption as specified in the connection agreement,
- The maximum consumption permitted by the relevant transmitter.
    - Each bid must contain at least two price/quantity pairs.
    - The first price/quantity pair always shows a quantity of zero, with an associated price. The second price/quantity pair always shows a quantity greater than zero (0) as well as the same price as included with the first price/quantity pair.

5.4 Example of Bid Price/Quantity Pairs

Consider the following example:



In this example, the first two price/quantity pairs for Hours 1-3 are (20.5, 0) and (20.5, 20). This means that from 0 to 20 MW, energy is bid at $20.50/MW.

The remaining price/quantity pairs in the example are interpreted as follows:

- The bid from 20 to 40 MW is $21.60/MW
- The bid from 40 to 60 MW is $22.00/MW
- The bid from 60 to 80 MW is $23.00/MW
- The bid from 80 to 100 MW is $24.50/MW

6. Appendix B: Revising and Cancelling Bid Rules

6.1 Normal/Hourly Bids

Normal/hourly Bids can be revised, keeping in mind the restrictions in place for the Day-Ahead Market (DAM), the 2-hour mandatory window and the close of the mandatory window.

Refer to Market Manual 4.1: Submitting Dispatch Data in the Physical Markets – Section 7 Submitting Dispatch Data, for information on restrictions that apply to the submission of dispatch data during the DAM (10:00 EPT to 13:30 EPT).

Unrestricted Window

After 13:30 EPT, MPs may continue to submit dispatch data and revisions for any dispatch hour or hours in the dispatch day subject to the restrictions set out in Market Manual 4.1, until two hours prior to the dispatch hour for which the dispatch data or revision is being submitted. This is referred to as the unrestricted window.

Mandatory Window

2 Hours before the dispatch hour is referred to as the Mandatory window. During the 2-hour mandatory window, if the amount to be consumed differs from the quantity expected to be delivered by more than the greater of 2% or 10 MW, the MP is required to inform the IESO (call the Control Room) promptly.

Refer to Market Manual 4.1 for details on the mandatory window.

Close of the Mandatory Window

10 minutes before the dispatch hour is referred to as the close of the mandatory window. During the close of the mandatory window MPs cannot make any changes to their bids, so if the MP's ability to materially meet their bid changes within this window, they must notify the IESO (call the Control Room) promptly.

MPs must submit Revised bids for future hours if the ability to produce is expected to continue to fall short of their current bid.

Reliability of the IESO-controlled Grid

If the IESO determines that a revision to bid data will not allow it to maintain the reliability of the IESO-controlled grid, the IESO may refuse to accept a revision, or it may direct dispatchable loads to submit revisions.

6.2 Standing Bids

A Standing Bid can be updated; the new Standing Bid supersedes the previous submission. Be aware of when a revised Standing Bid will take effect. See the definition of a standing bid in Section 3.1 of this document for an example of when a Standing Bid converts to a Normal Bid.

7. Additional Resources

Training resources can be found on the Marketplace Training and Participant Tool Training web pages:

Workbooks

- Introduction to Ontario's Physical Markets
- Introduction to the IESO Settlement Process
- Interjurisdictional Energy Trading
- Revenue Metering

Participant Tool Guides

- Submitting, Revising and Cancelling Import Offers and Export
- Web Based Dispatch Service
- Outage Coordination and Scheduling System (OCSS) CROW Web Client User Guide

Market Rules & Manuals

- Market Rules Chapter 7 System Operations and Physical Markets
- Market Manual 4: Market Operations, Part 4.1: Submitting Dispatch Data in the Physical Markets

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