
Energy Market Interface

Submitting and Revising Forebay Dispatch Data
IESO Training
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This training manual 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 training manual 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 training manual, even if such obligations are not specifically referred to herein. While every effort has been made to ensure the provisions of this training manual 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 and revising forebay *dispatch data* using the energy market interface (EMI).

This guide is mainly aimed at *market participants* who are submitting on behalf of hydro resources registered to a forebay.

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

2. Accessing EMI

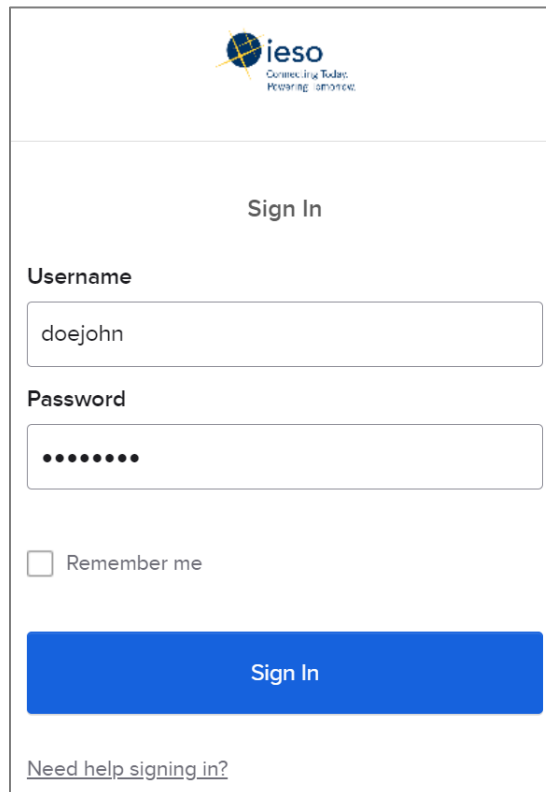
The energy market interface (EMI) is the *market participant* interface with Ontario's *physical markets*. The EMI is used for:


- 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 your IESO Gateway Username, Password and click **Sign In**.

A screenshot of the IESO Sign In page. At the top is the IESO logo with the tagline "Connecting Today. Powering Tomorrow." Below the logo is the heading "Sign In". There are two input fields: "Username" with the text "doejohn" and "Password" with masked characters "••••••••". Below the password field is a checkbox labeled "Remember me". At the bottom is a large blue button labeled "Sign In". Below the button is a link that says "Need help signing in?".

 Connecting Today. Powering Tomorrow.

Sign In

Username

doejohn

Password

••••••••

☐ Remember me

Sign In

[Need help signing 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.

Screenshot to be included after WebService update

3. Submitting Forebay Dispatch Data

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

Submissions must follow the *market rules* (MR) set out in Chapter 7 and *market manual* (MM) 4.1.

3.1 Preparing a Forebay Dispatch Data Submission

The following instructions apply to preparing an initial forebay *dispatch data* submission and standing forebay *dispatch data* submission using the EMI. See Section 4, Revising Forebay Dispatch Data, for information on revising a previous forebay *dispatch data* submission.

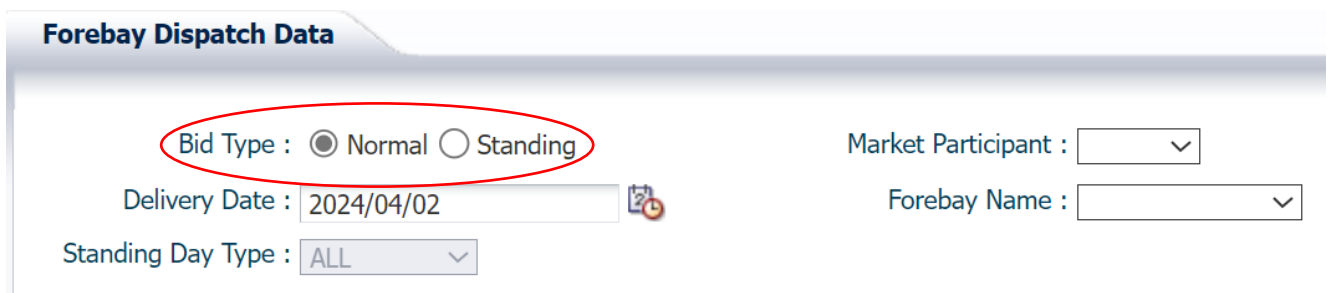
For submission timeline information for forebay *dispatch data*, see MM 4.1 s.7.

To make an initial submission (called **Normal** in the EMI) or a standing submission, complete the following steps:

1. Select **Forebay Dispatch Data (FDD)** under **Markets** from the menu on the left side of the EMI.

Screenshot to be included after WebService update

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



Forebay Dispatch Data

Bid Type : ☒ Normal ☐ Standing

Delivery Date : 2024/04/02

Standing Day Type : ALL

Market Participant :

Forebay Name :

3. If you are making a **Normal** submission, select the **Delivery Date**. For standing submissions, the **Delivery Date** field is not required and is therefore not selectable.

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

Forebay Dispatch Data

Bid Type : ☒ Normal ☐ Standing

Market Participant :

Delivery Date : 2024/04/02

Standing Day Type : ALL

Forebay Submission Information

Expiry Date : yyyy/

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

If you select the **Delivery Date** after having already selected the **Market Participant** and **Forebay Name**, you may have to select the correct **Market Participant** and **Forebay Name** again. EMI changes the market participant and forebay name lists based on the delivery date.

- If you are making a standing submission, select the **Standing Day Type**. If your standing submission is for all days of the week, select **ALL**. Otherwise, select the day of the week to which the standing submission applies.

Forebay Dispatch Data

Bid Type : ☐ Normal ☒ Standing

Delivery Date : yyyy/mm/dd

Standing Day Type : ALL

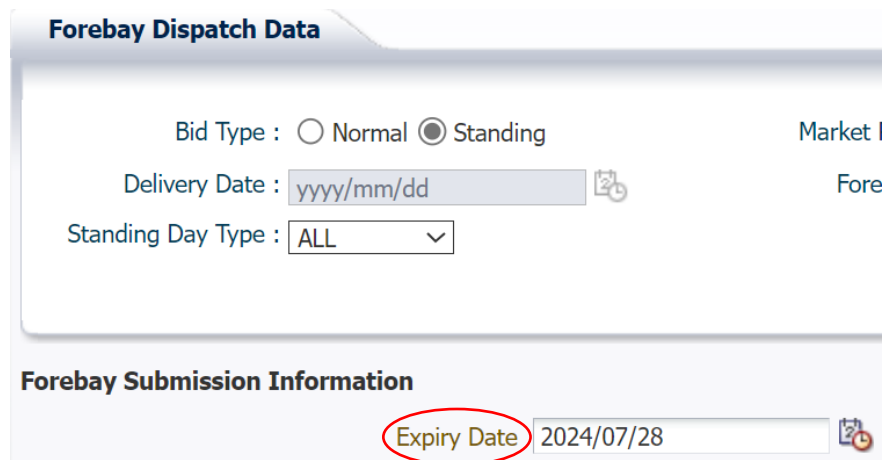
Forebay Submission Information

Expiry Date : yyyy/mm/

- ALL
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

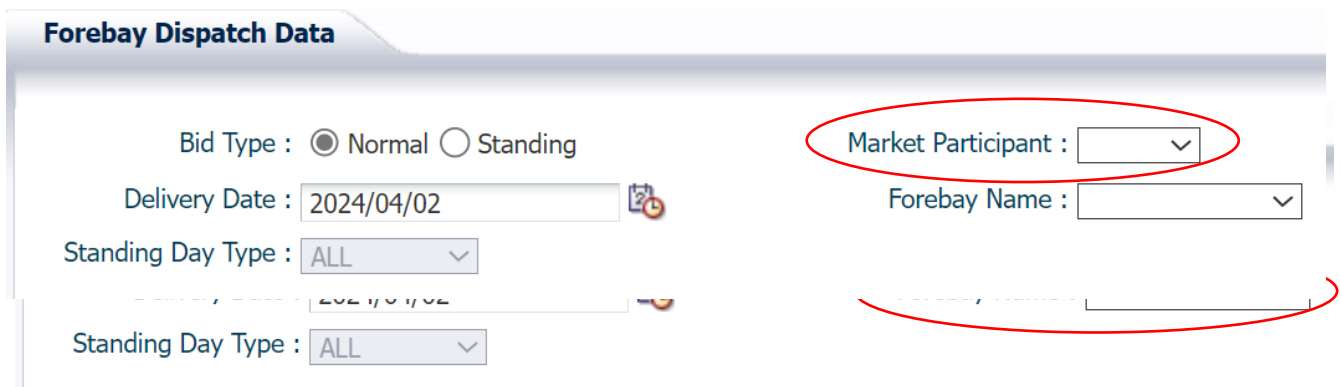
If you wish, you may include an **Expiry Date** with a standing submission. The **Expiry Date** is the last date the submission will be valid for.

For example, if you enter an **Expiry Date** of July 28, the last time your standing submission will be converted to an initial submission is at 6:00 am EPT on July 27 and will be considered effective for the trade day of July 28.



The screenshot shows the 'Forebay Dispatch Data' form. It includes fields for 'Bid Type' (Normal/Standing), 'Delivery Date' (yyyy/mm/dd), 'Standing Day Type' (ALL), and 'Market I' (Fore). Below this is the 'Forebay Submission Information' section, where the 'Expiry Date' field is highlighted with a red circle and contains the value '2024/07/28'.

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*, and select one as applicable.



The screenshot shows the 'Forebay Dispatch Data' form with several fields filled out: 'Bid Type' (Normal), 'Delivery Date' (2024/04/02), 'Standing Day Type' (ALL), and 'Expiry Date' (2024/07/28). The 'Market Participant' and 'Forebay Name' drop-down menus are highlighted with red circles. A red arrow points to the 'Forebay Name' field.

6. Click the drop-down next to **Forebay Name** and select the forebay for which you are submitting *dispatch data* for.
7. Proceed to Section 3.2, Making a Submission, to complete the empty submission form, or see Section 4.1, Retrieving Your Submission, if you have previously made a submission and would like to populate the screen with *dispatch data* from that existing submission.

3.2 Making a Forebay Dispatch Data Submission

To enter your forebay *dispatch data* submission information, complete the following steps:

1. You may choose to submit **Linked Forebay, Time Lag and MWh Ratio**. If you submit any one of the parameters, you must submit information for all three of the fields. Refer to MM 4.1 s.2.1.8 for more information.

Linked Forebay, Time Lag and MWh Ratio

Linked Forebay (Down Stream Forebay) :

Time Lag (hr) :

MWh Ratio :

2. You may choose to enter a **Maximum Daily Energy Limit (MWh)**, up to one (1) decimal place, and select a **Maximum Daily Energy Limit Reason Code** from the drop-down. A reason code must be provided if maximum daily energy limit is not blank. Refer to MM 4.1 s.2.1.10 for more information.

Maximum Daily Energy Limit (MWh) :

Minimum Daily Energy Limit (MWh) :

Reason Code :

Reason Description :

Maximum Daily Energy Limit Reason Code :

DE
FA
SP
VAL

The only way to remove a submitted maximum daily energy limit, is to delete the existing value, leaving the field blank, and making the submission again. Entering a value of zero (0) does not remove the limit. Instead, it indicates that the facility has no energy at all that can be scheduled.

Table 1 | Maximum Daily Energy Limit Reason Codes

Reason Code	Description
DE	Damage to equipment
FA	Fuel availability
SP	Safety of any person
VAL	Violation of any <i>applicable law</i>

3. You may choose to enter a **Minimum Daily Energy Limit (MWh)**, up to one (1) decimal place. Refer to MM 4.1 s.2.1.11 for more information.

Maximum Daily Energy Limit (MWh) :

Minimum Daily Energy Limit (MWh) :


Maximum Daily Energy Limit Reason Code :

- Click **Submit** to send your submission to the IESO.

Forebay Dispatch Data

Bid Type : ☒ Normal ☐ Standing

Market Participant :

Delivery Date : 2024/04/02 

Forebay Name :

Standing Day Type :

- You will receive a pop-up within a few moments of making your submission, displaying the status of your submission. Review the **Submission Result** screen to ensure that everything has been successfully updated and applied. Please note that while not applicable to **Normal offers**, **Standing Day Type** will return **ALL** in the output file due to default settings.

Forebay Submission Result

File ▾

HeaderInfo	Upload Transaction ID :				
Market Participant :					
Forebay Name :					
Bid/Offer Type :	Normal				
Standing Day Type :	ALL				
Maximum Daily Energy Limit :	null				
Minimum Daily Energy Limit :	null				
Update Transaction ID :	VKpBYPYA				
		Severity	Action	Code	Description
		INFO	Update	PMPROC_I_SUBMIT-SUCCESS	Successfully processed the FOREBAY submission.

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

A sample Excel export is included below:

HeaderInfo	Upload Transaction ID :				
Market Participant :					
Forebay Name :					
Bid/Offer Type :	Normal				
Standing Day Type :	ALL				
Maximum Daily Energy Limit :	null				
Minimum Daily Energy Limit :	null				
Update Transaction ID :	VKpBYPYA				
		Severity	Action	Code	Description
		INFO	Update	PMPROC_I_SUBMIT-SUCCESS	Successfully processed the FOREBAY submission.

4. Revising Forebay Dispatch Data

Initial submissions may be revised provided the changes follow the rules for revised submissions. See *Market Rules* Chapter 7 and *Market Manual* 4.1 for more information regarding submission revisions.

4.1 Retrieving Your Forebay Dispatch Data

The easiest way to revise a submission is to first retrieve the submission. To retrieve your submission, complete the following steps:

1. Select **Forebay Dispatch Data (FDD)** under **Markets** from the menu on the left side of the EMI.

Screenshot to be included after WebService update

2. Select the **Bid Type** as either **Normal** or **Standing**. In EMI, **Normal** refers to initial submissions.

The screenshot shows the 'Forebay Dispatch Data' form. The 'Bid Type' section has two radio buttons: 'Normal' (selected) and 'Standing'. The 'Delivery Date' is set to '2024/04/02' with a calendar icon. The 'Standing Day Type' is set to 'ALL'. The 'Market Participant' and 'Forebay Name' fields are dropdown menus.

3. If you are retrieving a **Normal** submission, select the **Delivery Date**. For standing submissions, the **Delivery Date** field is not required and is therefore not selectable.

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

The screenshot shows the 'Forebay Dispatch Data' form with the calendar icon next to the 'Delivery Date' field circled in red. The calendar is open, showing the month of April 2024. The date '2' is highlighted. The 'Forebay Submission Information' section is visible below the form.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

If you select the **Delivery Date** after having already selected the **Market Participant** and **Forebay Name**, you may have to select the correct **Market Participant** and **Forebay Name** again. EMI changes the market participant and forebay name lists based on the delivery date.

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

The screenshot shows the 'Forebay Dispatch Data' form. The 'Bid Type' is set to 'Standing'. The 'Delivery Date' is a text field with a calendar icon. The 'Standing Day Type' dropdown menu is open, showing options: 'ALL', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. The 'ALL' option is highlighted. Below the dropdown, the 'Forebay Submission Information' section is partially visible, showing an 'Expiry Date' field.

Note that if you have previously retrieved data for another forebay on this screen, you will need to clear the **Expiry Date** field or input the matching **Expiry Date** for the forebay you are retrieving data for.

The screenshot shows the 'Forebay Dispatch Data' form. The 'Bid Type' is set to 'Standing'. The 'Delivery Date' is a text field with a calendar icon. The 'Standing Day Type' dropdown menu is set to 'ALL'. Below the dropdown, the 'Forebay Submission Information' section is visible, showing an 'Expiry Date' field with a calendar icon. The 'Expiry Date' field is circled in red.

- 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*, and select one as applicable.

Forebay Dispatch Data

Bid Type : ☒ Normal ☐ Standing

Delivery Date : 2024/04/02

Standing Day Type : ALL

Market Participant :

Forebay Name :

- Click the drop-down next to **Forebay Name** and select the forebay for which you are retrieving *dispatch data* for.

- Click **Load Data** to populate the screen with the data from the submission you are retrieving.

Forebay Dispatch Data

Bid Type : ☒ Normal ☐ Standing

Delivery Date : 2024/04/02

Standing Day Type : ALL

Market Participant :

Forebay Name :

4.2 Revising Your Forebay Dispatch Data

Once you have retrieved your submission, you can revise the data as necessary by following these steps:

- Ensure the **Delivery Date** represents the *dispatch day* of the submission you wish to revise.
- Edit the *dispatch data* on the form as required.
- Select the appropriate **Reason Code** from the drop-down.

Reason Code :

Reason Description : OTHER
NT
T

The following table defines the various reason codes available.

Table 2 | Reason Codes for Revising Forebay Dispatch Data¹

Reason Code	Description
OTHER	Complete the Other Reason field
NT	<i>Non-technical</i>
T	<i>Technical</i>

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

- Click **Submit** to send your revised submission to the IESO.

Forebay Dispatch Data

Bid Type : ☒ Normal ☐ Standing

Market Participant :

Delivery Date : 2024/04/02

Forebay Name :

Standing Day Type :

Load Data Submit

- You will receive a pop-up within a few moments of making your submission, displaying the status of your submission. Review the **Submission Result** screen to ensure that your submission has been successfully updated. Please note that while not applicable to **Normal offers**, **Standing Day Type** will return **ALL** in the output file due to default settings.

Forebay Submission Result

File ▾

HeaderInfo	Upload Transaction ID :				
Market Participant :					
Forebay Name :					
Bid/Offer Type :	Normal				
Standing Day Type :	ALL				
Maximum Daily Energy Limit :	3000				
Minimum Daily Energy Limit :	0				
Update Transaction ID :	V5kBYPYe				
		Severity	Action	Code	Description
		INFO	Update	PMPROC_I_SUBMIT-SUCCESS	Successfully processed the FOREBAY submission.

Export to Excel

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

¹ Refer to MM 4.1 Appendix B for the conditions under which a reason code is required, and additional information and requirements for each condition.

A sample Excel export is included below:

HeaderInfo	Upload Transaction ID :				
Market Participant :					
Forebay Name :					
Bid/Offer Type :	Normal				
Standing Day Type :	ALL				
Maximum Daily Energy Limit :	3000				
Minimum Daily Energy Limit :	0				
Update Transaction ID :	V5kBYPYe				
		Severity	Action	Code	Description
		INFO	Update	PMPROC_I_SUBMIT-SUCCESS	Successfully processed the FOREBAY submission.



References

Document Title	Document ID
Introduction to Ontario's Physical Markets	
Market Rules Chapter 7 System Operations and Physical Markets	MDP_RUL_0002_07
Market Manual 4: Market Operations, Part 4.1: Submitting Dispatch Data in the Physical Markets	MDP_PRO_0027

Related Documents

Document Title	Document ID
Energy Market Interface - Submitting, Revising and Cancelling Energy Offers	
Energy Market Interface - Submitting, Revising and Cancelling Energy Bids	
Energy Market Interface - Submitting, Revising and Cancelling Import Offers and Export Bids	
Energy Market Interface - Submitting, Revising and Cancelling Schedules and Forecasts	
Energy Market Interface - Submitting, Revising and Cancelling Operating Reserve Offers	
Energy Market Interface – Submitting and Revising Daily Dispatch Data	

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