



Market Manual 5: Settlements

Part 5.8: Settlement Invoicing

Issue 17.2
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This *market manual* is provided for stakeholder engagement purposes. Please note that additional changes to this document may be incorporated as part of future engagement in MRP or other *IESO* activities prior to this *market manual* taking effect.

This procedure provides information required by the *IESO* to prepare and issue *settlement invoices* to *market participants* and for *market participants* to retrieve and process *settlement invoices* for the *IESO-administered markets*.

Document Change History

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17.0	Updated for May 1, 2023 in advance of Baseline 49.1. This document merges content from Market Manuals 5.6: Physical Market Settlement Invoicing and 5.8: Financial Markets Settlement Invoicing	May 1, 2023
17.1	Updated for MRP	September 7, 2023
17.2	Updated for MRP – Final Alignment	June 7, 2024

Related Documents

Document ID	Document Title

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Table of Changes

Reference	Description of Change
Throughout	Changes made to conform to the new MRP style and convention for <i>market manuals</i> .
Section 1.3	Table 1-1 updated language for reference to rounds of any <i>TR auction</i> to align with <i>market rules</i> .

Market Transition

- A.1.1 This *market manual* is part of the *renewed market rules*, which pertain to:
- A.1.1.1 the period prior to a *market transition* insofar as the provisions are relevant and applicable to the rights and obligations of the *IESO* and *market participants* relating to preparation for participation in the *IESO administered markets* following commencement of *market transition*; and
 - A.1.1.2 the period following commencement of *market transition* in respect of all the rights and obligations of the *IESO* and *market participants*.
- A.1.2 All references herein to chapters or provisions of the *market rules* or *market manuals* will be interpreted as, and deemed to be references to chapters and provisions of the *renewed market rules*.
- A.1.3 Upon commencement of the *market transition*, the *legacy market rules* will be immediately revoked and only the *renewed market rules* will remain in force.
- A.1.4 For certainty, the revocation of the *legacy market rules* upon commencement of *market transition* does not:
- A.1.4.1 affect the previous operation of any *market rule* or *market manual* in effect before the *market transition*;
 - A.1.4.2 affect any right, privilege, obligation or liability that came into existence under the *market rules* or *market manuals* in effect prior to the *market transition*;
 - A.1.4.3 affect any breach, non-compliance, offense or violation committed under or relating to the *market rules* or *market manuals* in effect prior to the *market transition*, or any sanction or penalty incurred in connection with such breach, non-compliance, offense or violation
 - A.1.4.4 affect an investigation, proceeding or remedy in respect of,
 - (a) a right, privilege, obligation or liability described in subsection A.1.4.2, or
 - (b) a sanction or penalty described in subsection A.1.4.3.
- A.1.5 An investigation, proceeding or remedy described in subsection A.1.4.3 may be commenced, continued or enforced, and any sanction or penalty may be imposed, as if the *legacy market rules* had not been revoked.

Market Manual Conventions

The standard conventions followed for *market manuals* are as follows:

- The word 'shall' denotes a mandatory requirement;
- References to *market rule* sections and sub-sections may be abbreviated in accordance with the following representative format: '**MR Ch.1 ss.1.1-1.2**' (i.e. *market rules*, Ch.1, sections 1.1 to 1.2);
- References to *market manual* sections and sub-sections may be abbreviated in accordance with the following representative format: '**MM 1.5 ss.1.1-1.2**' (i.e. *market manual* 1.5, sections 1.1 to 1.2);
- Internal references to sections and sub-sections within this manual take the representative format: 'sections 1.1 – 1.2';
- Terms and acronyms used in this *market manual* in its appended documents that are italicized have the meanings ascribed thereto in **MR Ch.11**;
- All user interface labels and options that appear on the *IESO* gateway and tools are formatted with the bold font style; and
- Data fields are identified in all capitals.

– End of Section –

1. Introduction

1.1. Purpose

This *market manual* provides administrative and procedural details to the *market rules* governing the issuance of *settlement invoices*, including supplementary information relevant to understanding the rights and obligations of the *IESO* and *market participants*.

Market manuals must be read in conjunction with the applicable *market rules*. Where there is a conflict between a *market manual* and the *market rules*, the *market rules* shall prevail.

1.2. Scope

This *market manual* describes the process for the *IESO* to prepare and issue *settlement invoices* relating to the *physical markets* and financial markets, and *market participants* to retrieve, interpret and process payment for the respective *settlement invoice*.

This *market manual* supplements the following *market rules*:

- MR Ch.9 s.6.3: Settlement Cycles
- MR Ch.9 s.6.12: Settlement Invoices
- MR Ch.9 s.6.13: Payment of Invoices

1.3. Overview

The following markets form the *IESO-administered markets*:

Table 1-1: IESO-Administered Markets

Market Type	Transactions
<i>Physical market</i>	<ol style="list-style-type: none"> 1. <i>Day-Ahead Market</i> <ol style="list-style-type: none"> a. <i>energy</i> transactions b. <i>operating reserve</i> transactions 2. <i>Real-Time Market</i> <ol style="list-style-type: none"> a. <i>energy</i> transactions b. <i>operating reserve</i> transactions 3. <i>Procurement Market</i> <ol style="list-style-type: none"> a. <i>Contracted ancillary services</i>, including <i>regulation</i>, <i>voltage control</i> and <i>reactive support services</i>, <i>black-start capability</i>, and for <i>reliability must-run contracts</i>

Market Type	Transactions
	4. Payments to <i>TR holders</i> ¹ 5. <i>Virtual Transactions</i> ²
Financial market	1. <i>Transmission Rights Market (TR Market)</i> a. transactions for all rounds of any <i>TR auction</i> ³

1.4. Contact Information

Changes to this *market manual* are managed via the [IESO Change Management process](#). Stakeholders are encouraged to participate in the evolution of this *market manual* via this process.

As part of the participant authorization and registration process⁴, *market participants* are required to identify a Settlements Contact. If a *market participant* has not identified a specific contact, the *IESO* will seek to contact the Primary Contact for activities within this procedure, unless alternative arrangements have been established between the *IESO* and the *market participant*.

To contact the *IESO*, *market participants* can email *IESO* Customer Relations at customer.relations@ieso.ca or use telephone or mail. Telephone numbers and the mailing address can be found on the [IESO website](#). *IESO* Customer Relations staff will respond as soon as possible. *Market participants* are to use this contact information if there is a specific inquiry regarding a *settlement invoice*.

Market participants should note that *invoice* payments are due on the *market participant payment date* regardless of any outstanding queries or disputes regarding the *settlement invoice*, except where the *invoice* relates to financial penalties⁵.

– End of Section –

¹ Excludes *settlement amounts* relating to transactions in all rounds of any *TR auction* which will appear on the financial market *settlement statement* and *invoice*.

² *Virtual transactions*, although part of the financial market, will be *settled* as part of the *physical market* and will appear on the *physical market settlement statements* and *invoices*.

³ For more information on the *TR auction* process, refer to **MM 4.4**. Only those *settlement amounts* relating to transactions for all rounds of any *TR auction* will appear on the financial market *settlement statement*.

⁴ Refer to **MM 1.5** for adding and updating contact roles with the *IESO*.

⁵ In the case of a dispute relating to a financial penalty, the obligation to settle the penalty payment may be deferred until the dispute is resolved in accordance with the dispute resolution process set out in **MM 2.1**.

2. Issuance and Payment of Settlement Invoices

(MR Ch.9 ss.6.12-6.13)

Location of SSPC - The *IESO Settlement Schedule and Payments Calendars (SSPC)* is published in accordance with **MR Ch.9 s.6.2**, and specifies the dates for:

- issuance of *settlement invoices*, and
- payment dates of *settlement invoices*.

The SSPCs for both markets are posted on the [Calendars](#) page of the [IESO website](#).

2.1. Issuing Settlement Invoices

(MR Ch.9 s.6.12)

Invoice data - The *IESO* must, on the date specified in the *SSPC*, issue an *invoice* to each *market participant* who has undertaken a transaction in the *physical markets* or financial market during the *billing period*. The *billing period* is determined as follows:

- *physical market*: a calendar month
- financial market: a trading week ⁶.

All *settlement* transactions are *invoiced*⁷ according to the available *settlement* data, as previously issued on *preliminary settlement statements*, *final settlement statements*, and/or *recalculated settlement statements*, during the applicable *billing period* in accordance with **MR Ch.9 s.6.12**.

Charge type details - For details on which *charge types* will appear on a *physical market settlement invoice* and a financial market *settlement invoice*, refer to **MM 5.5** and **MM 5.6**.

For a complete listing of all *charge types*, refer to **IESO Charge Types and Equations**.

Debit/credit invoices - The *IESO* will issue a:

- debit *settlement invoice* where a net payment is due to the *IESO* from a *market participant*, and the *market participant* is required to submit payment to the *IESO*;
- credit *settlement invoice* where a net payment is due to the *market participant* from the *IESO* and is for information only as the *market participant* is not required to submit payment to the *IESO*.

⁶ A *trading week* is seven consecutive *trading days* starting on, and including, the Sunday.

⁷ Refer to [Introduction to the IESO Settlement Process](#) available on the [IESO Marketplace Training](#) webpage.

Manual invoices - The *IESO* may also produce manual *invoices*, on an as-needed basis, for various costs that are not addressed by the *settlement charge types* that form part of the applicable *settlement statements*, including:

- interest charged on late payments;
- default charges;
- costs relating to arbitration; and
- compliance penalties.

Invoices for physical market - The *IESO* will issue a *settlement invoice* for the *physical market* in accordance with **MR Ch.9 s.6.3.19**. The *physical market settlement invoice* will include all *market participant* payments due to the *IESO* and all *IESO* payments due to *market participants* for all *settlement charge types* that appear on a *physical market settlement statement*.

Where a *final settlement statement* is not yet available for days within the *billing period*, *preliminary settlement statements* will be used to prepare the *invoice*. Any net difference between the *preliminary settlement statements* and the subsequent *final settlement statements* will be reflected in the *invoice* for the next *billing period*.

Invoices for financial market - The *IESO* will issue a *settlement invoice* for the financial market in accordance with **MR Ch.9 s.6.3.8**. The financial market *settlement invoice* will include all *market participant* payments due to the *IESO* and all *IESO* payments due to *market participants* for all *settlement charge types* that appear on a financial market *settlement statement*.

2.2. Payment of Settlement Invoices

(MR Ch.9 s.6.13)

Overview of payment dates - *Market participants* should note that *invoice* payments are due on the *market participant payment date* regardless of any outstanding queries or disputes regarding the *settlement invoice*, in accordance with **MR Ch.9 s.6.13.1**, except where the *invoice* relates to financial penalties⁸. The *market participant payment date* is as follows:

- financial market: second *business day* following the issuance of the *invoice*, in accordance with **MR Ch.9 s.6.3.9**
- *physical market*: second *business day* following the issuance of the *invoice*, in accordance with **MR Ch.9 s.6.3.20**.

Payment process - The process by which payments are made for all *settlement invoices* issued by the *IESO* is detailed in **MM 5.9**.

– End of Section –

⁸ In the case of a dispute relating to a financial penalty, the obligation to settle the penalty payment may be deferred until the dispute is resolved in accordance with the dispute resolution process set out in **MM 2.1**.

3. Retrieving Settlement Invoices

Retrieving settlement invoices - *Market participants* are responsible for retrieving and downloading their *settlement invoices* from the [IESO Reports site](#).

For information on how to download *settlement invoices*, refer to [Retrieving Reports via the IESO Reports Site](#) available under the Quick Takes section on the [IESO Marketplace Training](#) webpage.

For additional information on using an application programming interface (API) to automatically retrieve reports from the IESO Reports site, refer to the following documents:

- [IESO Reports Site – Access Interfaces for Confidential Reports](#) available under the IESO Reports API Guide section on the [Technical Interfaces](#) webpage;
- [Outbound Automated Document -Application Programming Interface](#) available under the XML and Automated Documents section on the [Technical Interfaces](#) webpage; and
- **MM 6** available on the [Market Rules and Manuals](#) webpage.

3.1. Failure in Accessing Settlement Invoice

(MR Ch.9 ss.6.12.4-6.12.5)

Contacting the IESO about missing settlement invoices - To notify the IESO, in accordance with **MR Ch.9 s.6.12.4**, that an *invoice* was not received, *market participants* can contact IESO Customer Relations at customer.relations@ieso.ca or by calling the telephone number provided on the [IESO website](#) on the [Contact](#) page. The IESO will assume that a *market participant* has been able to retrieve their *settlement invoice* from the IESO Reports site unless the *market participant* notifies the IESO to the contrary.

Investigation into missing settlement invoices - When a *market participant* notifies the IESO that no *settlement invoice* was issued for a given *billing period* in accordance with the *SSPC*, the IESO will investigate the matter. The IESO will provide the *market participant* with an explanation and, if necessary re-issue the appropriate *invoice* in accordance with **MR Ch.9 s.6.12.5**. The *settlement invoice* will be considered to be received on the date that the re-issued *invoice* is submitted to the *market participant*.

– End of Section –

4. Interpreting and Reviewing Settlement Invoices

(MR Ch.9 s.6.12.2)

Content of invoices - At a minimum, the *settlement invoice* will contain a unique *invoice* number and, in accordance with **MR Ch.9 ss. 6.12.1-6.12.2**, the following information:

- the dollar amounts which are to be paid by, or to the *market participant*, identified by *charge type* and a description of the charge;
- the *market participant payment date* by which such amounts (if any) are to be paid by the *market participant*, no later than the *close of banking business* of the bank at which the *IESO settlement* clearing account is held; and
- details of the *IESO settlement* clearing account - including the bank name, the account number and *electronic funds transfer* instructions - to which any amounts owed by the *market participant* are to be paid.

For a sample *settlement invoice* and additional information regarding the *settlement invoice*, refer to [The Market Participant Invoice - Report Format](#) document located under Funds Administration on the [Technical Interfaces](#) webpage.

Manual *invoices* will have the same format as regular *settlement invoices* but will have manual line entries in place of the standard *charge types*, except where the *invoice* relates to financial penalties⁹. *Market participants* will be notified that a *manual invoice* is available for retrieval when released by the *IESO* via the *IESO* Reports Site.

4.1. Reviewing Settlement Invoices

It is the responsibility of the *market participant* to review the *settlement invoice* and:

- identify any payment errors, and/or
- determine if there are any questions regarding the *invoice*.

Any questions or other inquiries regarding the *settlement invoice* may be directed to *IESO* Customer Relations as per [section 1.4](#).

– End of Section –

⁹ In the case of a dispute relating to a financial penalty, payment may be deferred until the dispute is resolved in accordance with the dispute resolution process set out in **MM 2.1**.

5. Invoice Delays and Estimated Invoices

(MR Ch.9 ss.6.3.27-6.3.29 and Ch.9 s.6.3.32)

Invoice delay process - Where the *IESO* determines that significant inaccuracies exist in a *preliminary settlement statement* for a *trading day* (or another, unrelated reason), it may delay the issuance of one or more *settlement statements* in accordance with **MR Ch.9 ss.6.3.24-6.3.26**. In such a situation, the *IESO* will *publish* a notice of delay. Refer to **MM 5.7** for more information on this process.

In accordance with **MR Ch.9 s.6.3.27**, the *IESO* may determine that a delay in issuing a *settlement statement* will prevent the *IESO* from issuing the *invoice* for a *billing period* on, or within one *business day* of, the date specified in the *SSPC*¹⁰. In such situations, the *IESO* will issue an estimated *invoice* to *market participants* within two *business days* of the date specified in the *SSPC* in accordance with **MR Ch.9 s.6.3.29**.

Where the *IESO* delays issuing an *invoice*, as described above, it will *publish* a notice that indicates whether the *IESO* intends to delay the *market participant payment date* and the *IESO payment date* associated with the delayed *invoice* by one *business day* from that specified in the *SSPC*. The notice of revised *payment dates* will be *published* on the *IESO* website.

Reconciliation of estimate invoices - Where an estimated *invoice* is issued to a *market participant*, the *IESO* will adjust the *invoice* for the *market participant* covering the next *billing period* in accordance with **MR Ch.9 s.6.3.32** to reflect any net difference between the estimated *invoice* and the *invoice* that would have been issued if the estimating process had not been required.

– End of Section –

¹⁰ Part of the information provided in the notice of delay for a *settlement statement* is whether the *IESO* intends to invoke the estimated *invoice* process. Other reasons for delaying an invoice would include market system problems.

Appendix A: Forms

This appendix contains a list of forms associated with this procedure, which are available on the [IESO website](#). The forms included are as follows:

Table A-1: Forms

Form Name	Form Number
N/A	

– End of Section –

References

Document ID	Document Title
MDP_RUL_0002	Market Rules
PRO-408	Market Manual 1: Connecting to Ontario's Power System, Part 1.5: Market Registration Procedures
MDP_PRO_0017	Market Manual 2: Market Administration, Part 2.1: Dispute Resolution
MDP_PRO_0029	Market Manual 4: Market Operations, Part 4.4: Transmission Rights Auction
MDP_PRO_0033	Market Manual 5: Settlements, Part 5.5: IESO-Administered Markets Settlement Amounts
MDP_PRO_0035	Market Manual 5: Settlements, Part 5.6: Non-Market Settlement Programs
MDP_PRO_0046	Market Manual 5: Settlements, Part 5.7: Settlement Process
MDP_PRO_0036	Market Manual 5: Settlements, Part 5.9: Settlement Payment Methods and Schedule
IMP_LST_0001	IESO Charge Type and Equations
IMO_MAN_0024	Market Manual 6: Participant Technical Reference Manual
IMP_REP_0049	The Market Participant Invoice – Report Format
Quick Take	Retrieving Reports via the IESO Reports Site
IMO_SPEC_0100	Outbound Automated Document: Application Programming Interface
Training Guide	IESO Reports Site – Access Interfaces for Confidential Reports
Training Guide	Introduction to the IESO Settlement Process

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