
Energy Market Interface

Submitting and Revising Daily Dispatch Data
IESO Training
June 2024



AN IESO TRAINING PUBLICATION

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 daily *dispatch data* using the energy market interface (EMI).

This guide is mainly aimed at *market participants* who are *dispatchable* generators 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

2. Accessing EMI

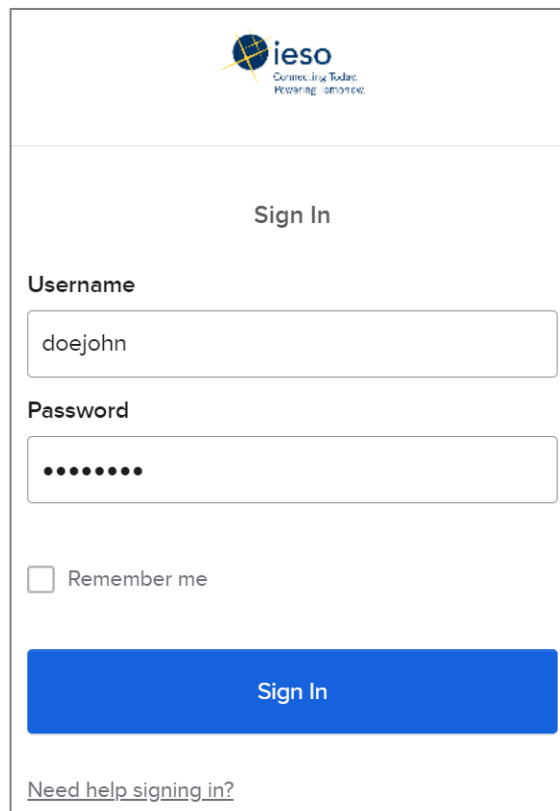
The energy market interface (EMI) is the *market participant* interface with Ontario's *physical markets*. The EMI is used for:

- 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**.



The screenshot shows 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?".

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. Making Daily Dispatch Data Submissions

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 Initial or Standing Daily Dispatch Data Submissions

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

For submission timeline information for daily *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 **Daily Dispatch Data (DDD)** 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**.

Daily Dispatch Data (DDD)

Bid Type : ☒ Normal ☐ Standing

Market Participant :

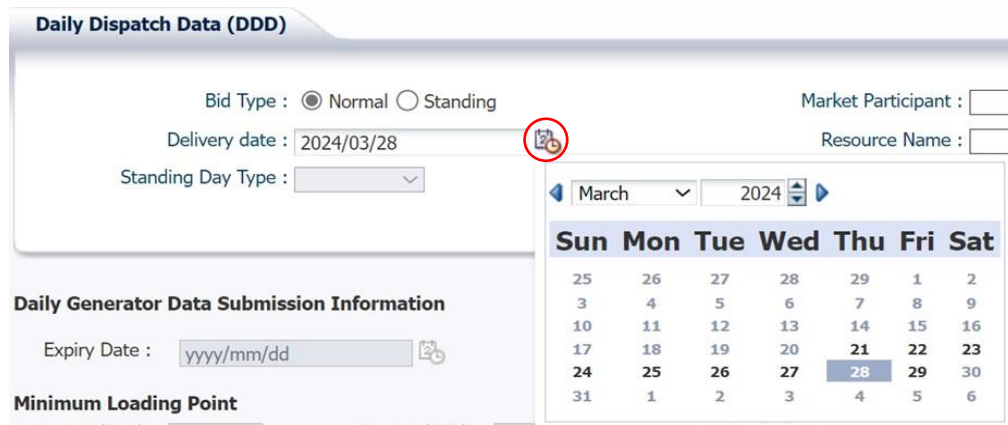
Delivery Date : 2024/03/28

Resource Name :

Standing Day Type : ALL

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.



Daily Dispatch Data (DDD)

Bid Type : ☒ Normal ☐ Standing

Delivery date : 2024/03/28

Standing Day Type :

Market Participant :

Resource Name :

Daily Generator Data Submission Information

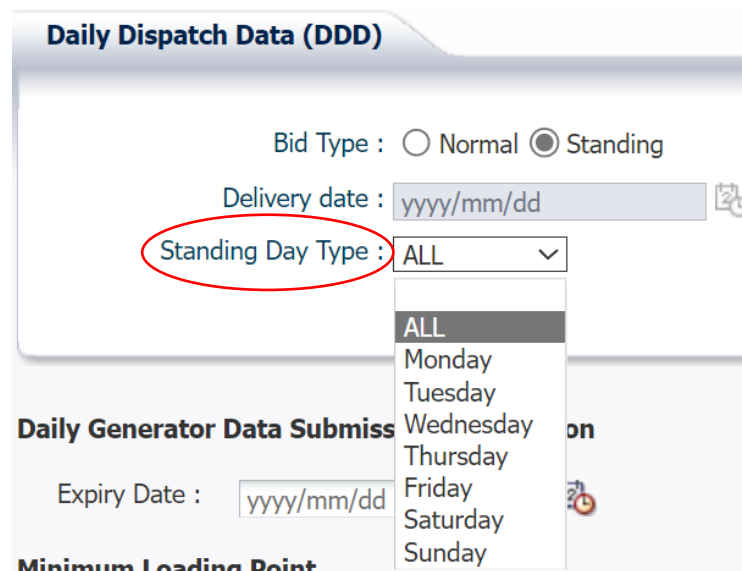
Expiry Date :

Minimum Loading Point

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	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
31	1	2	3	4	5	6

If you select the **Delivery Date** after having already selected the **Resource Type**, and **Resource Name**, you 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.

- 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.



Daily Dispatch Data (DDD)

Bid Type : ☐ Normal ☒ Standing

Delivery date :

Standing Day Type :

Daily Generator Data Submission Information

Expiry Date :

Minimum Loading Point

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.

Daily Dispatch Data (DDD)

Bid Type : ☐ Normal ☒ Standing

Delivery date :

Standing Day Type :

Daily Generator Data Submission Information

Expiry Date :

- 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.

Daily Dispatch Data (DDD)

Bid Type : ☒ Normal ☐ Standing

Delivery Date :

Standing Day Type :

Market Participant :

Resource Name :

- Click the drop-down next to **Resource Name** and select the facility for which you are submitting a daily *dispatch data* submission for.

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 3.2, 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 Submitting Daily Dispatch Data

To enter your daily *dispatch data* submission information, complete the following steps, as applicable:

1. Enter up to four **Minimum Loading Point**, up to one (1) decimal place. Refer to MM 4.1 s.2.1.13 for more information.

Minimum Loading Point

1-on-1 (MW) :

2-on-1 (MW) :

3-on-1 (MW) :

4-on-1 (MW) :

2. Select from the drop-down, a time in hours for each of the thermal states, the **Minimum Generation Block Down Time (Hr)**. Refer to MM 4.1 s.2.1.15 for more information.

Minimum Generation Block Down Time (Hr):

Hot: Warm: Cold:

Minimum Generation Block Run Time (Hr):

Maximum Number of Starts per Day :

A null minimum generation block down time is not the same as a selection of zero (0). If a selection for **Minimum Generation Block Down Time (Hr) Hot** has been made, then a selection for **Warm** and **Cold** should also be made.

3. Enter your **Maximum Number of Starts per Day**, as a whole number. Refer to MM 4.1 s.2.1.12 for more information.
4. Enter up to twelve **Ramp Up Energy to MLP**, for any or all of the thermal states, in megawatts up to one (1) decimal place. Refer to MM 4.1 s.2.1.18 for more information.

Ramp Up Energy to MLP:

Ramp Hours to MLP:	1	2	3	4	5	6	7	8	9	10	11	12
Hot(MW):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Warm(MW):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cold(MW):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Select your **Single Cycle Mode** from the drop-down. Refer to MM 4.1 s.2.1.16 for more information.

Single Cycle Mode :

Forbidden Regions:

- Submit up to five sets of Forbidden Regions, each consisting of an **Upper Bound** and **Lower Bound** in MW. Refer to MM 4.1 s.2.1.9 for more information.


Forbidden Regions:

Forbidden Region Set ID:	1	2	3	4	5
Upper Bound(MW):					
Lower Bound(MW):					

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

Daily Dispatch Data (DDD)

Bid Type : ☒ Normal ☐ Standing Market Participant :

Delivery Date : 2024/03/28  Resource 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.

Submission Result : Daily Display Data (DDD)

File ▾

Market Participant :				
Resource Name :				
Transaction ID :	4o8BPA0U			
		Code	Action	Message
		PMPROC_I_SUBMIT-SUCCESS	Update	Successfully processed the DDD 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:

Market Participant :				
Resource Name :				
Transaction ID :	4o8BPA0U			
		Code	Action	Message
		PMPROC_I_SUBMIT-SUCCESS	Update	Successfully processed the DDD submission.

4. Revising Daily Dispatch Data Submissions

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 Daily 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 **Daily Dispatch Data (DDD)** 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 'Daily Dispatch Data (DDD)' form. The 'Bid Type' section has two radio buttons: 'Normal' (selected) and 'Standing'. The 'Delivery Date' is set to '2024/03/28'. The 'Market Participant' and 'Resource Name' fields are empty. The 'Standing Day Type' is set to 'ALL'. There are 'Load Data' and 'Submit' buttons at the bottom right.

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 'Daily Dispatch Data (DDD)' form with the calendar icon next to the 'Delivery date' field highlighted. The calendar is open, showing the month of March 2024. The date '28' is selected. The 'Bid Type' section shows 'Normal' selected. The 'Market Participant' and 'Resource Name' fields are empty. The 'Standing Day Type' is set to 'ALL'. Below the form, there is a section for 'Daily Generator Data Submission Information' with an 'Expiry Date' field and a 'Minimum Loading Point' field.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	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
31	1	2	3	4	5	6

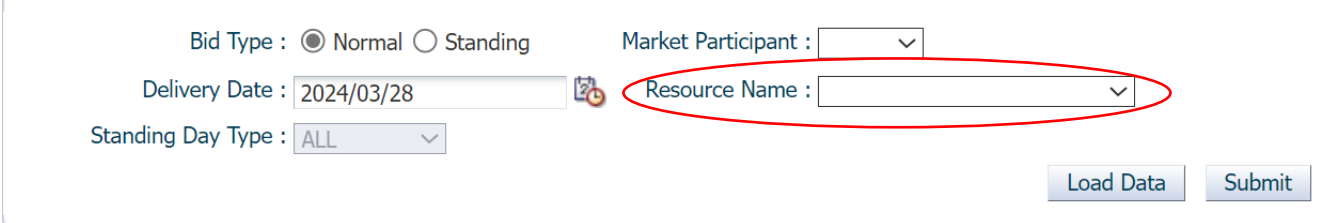
If you select the **Delivery Date** after having already selected the **Resource Type**, and **Resource Name**, you may have to select the correct **Resource Type** and **Resource Name** again. EMI changes the resource type and resource name lists based on the delivery date.

4. If 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 'Daily Dispatch Data (DDD)' form. The 'Bid Type' is set to 'Standing'. The 'Delivery date' field contains 'yyyy/mm/dd'. 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 'Daily Generator Data Submission' section is partially visible, showing an 'Expiry Date' field with 'yyyy/mm/dd' and a 'Minimum Loading Point' label.

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

The screenshot shows the 'Daily Dispatch Data (DDD)' form. The 'Bid Type' is set to 'Standing'. The 'Delivery Date' field contains 'yyyy/mm/dd'. The 'Standing Day Type' dropdown menu is set to 'ALL'. Below the dropdown, the 'Daily Generator Data Submission Information' section is visible, showing an 'Expiry Date' field with 'yyyy/mm/dd' highlighted by a red oval. A 'Minimum Loading Point' label is also visible.

5. The screenshot shows the 'Daily Dispatch Data (DDD)' form. At the top, there are input fields for 'Delivery Date' (2024/03/28) and 'Resource Name'. Below these, there are radio buttons for 'Bid Type' (Normal selected, Standing unselected), a 'Market Participant' dropdown, and a 'Standing Day Type' dropdown (ALL selected). The 'Resource Name' dropdown is circled in red. At the bottom right, there are 'Load Data' and 'Submit' buttons.

6. Click the drop-down next to **Resource Name** and select the facility for which you are retrieving a daily *dispatch data* submission for.

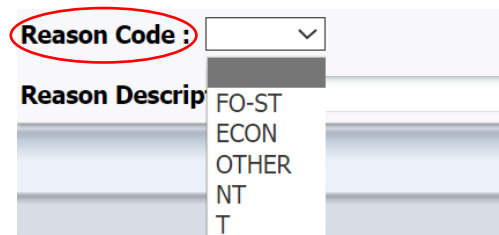
7. Click **Load Data** to populate the screen with the data from the submission you are retrieving.

This screenshot shows the same 'Daily Dispatch Data (DDD)' form, but the 'Load Data' button at the bottom right is now circled in red, indicating it has been clicked.

4.2 Revising Your Daily Dispatch Data

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

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

This screenshot shows a close-up of the 'Reason Code' dropdown menu. The label 'Reason Code' is circled in red. The dropdown menu is open, displaying a list of options: FO-ST, ECON, OTHER, NT, and T.

The following table defines the various reason codes available.

Table 1 | Reason Codes for Revising Daily Dispatch Data¹

Reason Code	Description
FO-ST	<i>Forced Outage on Steam Turbine of Pseudo-unit</i>

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.

Reason Code	Description
ECON	Economics
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.

Daily Dispatch Data (DDD)

Bid Type : ☒ Normal ☐ Standing Market Participant :

Delivery Date : 2024/03/28 Resource 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 your submission has been successfully updated.

Submission Result : Daily Display Data (DDD)

File ▾

Market Participant :

Resource Name :

Transaction ID : WRjBPA00

Code	Action	Message
PMPROC_I_SUBMIT-SUCCESS	Update	Successfully processed the DDD 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 **Update Transaction ID** number. The **Submission Result** screen cannot be retrieved again.

A sample Excel export is included below:

Market Participant :				
Resource Name :				
Transaction ID :	WRjBPA00			
		Code	Action	Message
		PMPROC_I_SUBMIT-SUCCESS	Update	Successfully processed the DDD 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 Forebay Dispatch Data	

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