Topic 3: Timelines and process for submitting a Settlement Query

Timelines and process for submission

- A Settlement Query for data in a period can be submitted at any time after the publication of indicative Settlement Statements relevant to that period **up to 20 working days after the publication of the last Settlement Statements** relevant to that period (i.e., for the M+13 settlement re-run or any additional ad-hoc run that has taken place afterwards).

- Formal Queries must be submitted using the form to be made available on the SEMO website.

- This will follow the format used under Part A (set out in the relevant Agreed Procedure) of the TSC.

- Submissions are accepted by e-mail or Fax.

Timelines and process for submission

- Participant must include:

  1. *Date submitted,*

  2. *Participant details,*

  3. *Settlement Statement details (dates, references number),*

  4. *Description of the Query (i.e., Imbalance Component not calculated correctly),*

  5. *Query Details (i.e., set out specifics to identify which component of the calculation was applied incorrectly),*

  6. *Additional supporting documents,*

  7. *Signed by appropriate Authorised Representative.*

1 | SETTLEMENT / DATA QUERY FORM
To be completed by Market Operator
Market Operator's Query Ref _____
Date Received _____ Accepted / Rejected *(delete as appropriate)*
Form Checked

Type of Query
SETTLEMENT / DATA
To be completed by Participant
Participant's Query Ref _____
Date Sent _____

2 PARTICIPANT INFORMATION
Participant Name _____
Participant id _____

3 SETTLEMENT STATEMENT DETAILS
Settlement Statement Number _____   Run Type   Initial / Rerun 1 / Rerun 2 / Adhoc
(Only for Settlement Query -Delete as appropriate)
Settlement Days in Statement _____
For Capacity month/year; For Energy dd/mm/yy to dd/mm/yy ; For Data Query dd/mm/yy

4 Descriptive Overview of Query
(Provide a description of what the issue is e.g. the Units affected, the data items concerned, the incorrect charges, whether it is input data or the calculation the basis of the query(the evidence)

5 Query Details
Provide specific details of the items in the Settlement Statement being queried including where appropriate the Supplier/ Generator Unit, the meter ids, the half hours (day and half hour ending time), the specific charge item affected)

6 Additional Supporting   Title   No of Pages
Documents provided:
Specify Title and number of pages for each supporting document

7 Authorised Representative (on behalf of Participant)   Date _____
Name   Signature   Password

Timelines and process for submission

- On "**Additional Supporting Documents**", these are not required but can prove extremely helpful in a speedy resolution of your Query.

- The more data provided to the Market Operator, the quicker the issue can be identified and resolved.

- Additional Supporting Documents could be system screenshots, shadow settlement calculations in spreadsheets, word documents, etc.

- Once all relevant sections have been completed, the Market Operator will log and acknowledge the Query within 1 working day.

- Where the submission is incomplete, this will be rejected by the Market Operator.

- Rejected queries **may be resubmitted** as appropriate once the reasons for rejection have been addressed.