Business Requirements Definition

for

Project Nexus

submitted to

Project Nexus Workgroup

Retrospective Updates

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1. Glossary

Term / Acronym	Definition
Allocation Profiles	Annual demand algorithms used in determining NDM allocation
Asset	Meter, Convertor, or a device attached to the meter for recording gas consumption
CSEPs	Connected System Exit Points (iGT sites)
Confirming Shipper	Shipper who's Confirmation for ownership of a Supply Point will become effective (currently this is known at D-7 days of the Confirmation effective date).
Current Shipper	Registered User for an MPRN as per UNC
Cyclic Reading	A valid meter reading submitted in line with the meter reading frequency which is not a transfer reading, meter fix reading, meter removal reading or a read obtained via a Must Read.
DCC	DataCommsCo
DECC	Department of Energy and Climate Change
DESC	Demand Estimation Sub Committee
Dumb Metered	Meter which does not have a facility to transmit reads remotely
GFD	Gas Flow Day
GT	Gas Transporter
iGT	Independent Gas Transporter
LDZ	Local Distribution Zone
LSP	Larger Supply Point (AQ equal to or greater than 73,201 kWh)
NTS	National Transmission System
Previous Shipper	Any previous Registered Users for an MPRN
Proposing Shipper	Shipper requesting to take ownership of a Supply Point
Site	Supply Meter Point
SMIP	Smart Metering Implementation Programme
SSP	Smaller Supply Point (AQ equal to or less than 73,200 kWh)
Supply Point Register	A register of the large Gas Transporters meter points. The register includes address, asset and read history for the meter point.

2. Document Purpose

The purpose of this document is to ensure that the business requirements associated with the referenced change have been accurately captured and to clearly specify these requirements to the Project Nexus UNC Workgroup (PN UNC). Adequate information should be provided to enable the industry to approve the documented requirements for Cost benefit Analysis at a later stage.

The contents refer to the business scope of the change and provide descriptions of the business requirements and the relevant existing and future process maps.

Until the approved version, this document will contain draft business rules for the different options identified by PN UNC Workgroup regarding retrospective update processes. These options have been documented for further discussion and clarification at the Workgroup.

2.1 Intended Audience

- Gas Shippers/Suppliers
- Large Gas Transporters & iGTs
- Xoserve
- Customer Representative

3. Executive Summary

3.1 Introduction to the change

This document defines the timescales and processes associated with the retrospective updates to data held in the Supply Point Register and the financial adjustment as a result of the update for all gas meter points.

The document has been based on presentations and discussions at the Project Nexus UNC Workgroup and considering the high level principles agreed at the Retro Updates Principle Workgroup in June 2010.

All square brackets [] indicates values that can be parameterised for the purposes of the BRD although will require confirming for system design or system design or system development.

3.1.1 Business Principles

The following general principles were agreed for retrospective updates;

- All data updates are recorded correctly, for the correct effective date, where possible and subject to validation.
- Only the current Shipper can update data with the exception of meter reads whereby only the Shipper who submitted the read can replace it.
- Financial adjustments following a replacement read are automatically processed for both the previous and current Shipper
- Financial adjustments following an asset or Meter/Supply Point update during the current Shippers period of ownership are automatically processed
- Financial adjustments following an asset update or Meter/Supply Point update during the previous Shippers period of ownership are only processed following a request and if the update has been submitted by the current Shipper and processed

3.2 Implementation Timescales

Implementation of the developed solution will be confirmed once all requirements are captured following the Project Nexus Requirements Definition Phase.

3.3 Change Drivers and Business Goals

3.3.1 Drivers

1. To improve the accuracy and quality of the data held on the Supply Point Register
2. To provide accurate data to an Enquiring, Proposing Shipper or a new Shipper on transfer of ownership

3. To enable the processing and receipt of any financial adjustments as a result of a data update
4. Accurate energy allocation and transportation charging

3.3.2 Business Goals

1. To develop a robust regime to allow historical data to be accurately corrected on the Supply Point Register to ensure the data held by the GTs reflects the actual position of a Supply Meter Point at any point in time.

3.4 Change Background

The changes have been identified as a result of Xoserve's Project Nexus consultation for the replacement of UKLink systems and following DECC's consultation on Smart metering and Supplier licence obligation for the installation of advanced meters.

3.4.1 Areas Identified in the Initial Requirements Register (IRR)

Ref	Requirement	Source	Outcome
9.1	Shippers should be allowed to submit retrospective updates, in particular for the SSP market.	EDF Energy	Included
9.2	The ability to amend incorrect meter read data after the submission of a later meter read.	Npower Total Gas & Power Shell Gas Direct	Included
9.3	Allow for retrospective data to be updated.	Scottish Power	Included
9.4	Easier submission of data update requests.	Corona Energy	Non Functional Workgroup
9.5	More flexible processing of meter reads.	GDF Suez	Included
9.6	Make validation rules fit business requirement.	Scottish & Southern Energy	Included
11.7	Review data updates and who is able to submit updates at any point in time.	British Gas	Included
13.3	Data updates from non registered shippers	British Gas	Closed
13.10	A thorough review of data flows and data validation.	Shell Gas Direct	Included in Non-functional

Ref	Requirement	Source	Outcome
13.12	The process for shippers to revise standing data for sites on their portfolio should be streamlined and allow for the registered shipper to complete data changes quickly.	GDF Suez	Non-Functional Workgroup
13.18	Systemised data changes.	Corona Energy	Non-Functional Workgroup
13.22	Direct amendment of data held in xoserve's database.	British Gas Scotia Gas Networks	Non-Functional Workgroup
13.29	The ability to update inaccurate data items for all supply points, domestic and industrial/commercial should be enhanced.	Scotia Gas Networks	Included

3.4.2 UNC and Licence Impacts

- UNC Section M3.7.3
- UNC Section S4.3 & 4.4

3.4.3 UNC Process Impacts

- Query process
- Invoicing process

3.4.4 Interaction with Project Nexus High Level Principles

In June 2010 the following high level principles were agreed at the Project Nexus Principle Workgroup. The principles covered;

- Standing data, relating to sites and to meters attached to sites
- Transactional data, such as consumptions

Shippers would have the ability to update/amend/correct both standing and transactional data, within a set time-frame. After expiry of that time limit, probably aligned to the Reconciliation cut-off date (which has not yet been set) no further amendments would be accepted.

The following aspects of retrospective updates were raised, but required further discussion or consideration before any conclusion could be reached.

- Any validation of data updates to prevent/detect errors
- Any direct linkage to financial adjustments or to other data items, such as AQ
- The ability of Shippers to amend data for periods outside of their ownership
- The ability of Gas Transporters to amend data
- Amendments by parties other than the incumbent (e.g. previous/subsequent Shippers or GTs) require further consideration, because of the impact on the incumbent's records, and the potential for those records to be out of line with the GTs.

3.5 Related Documents

Document Title	Location
Meter Read Submission and Processing and Settlement Arrangements BRD	Joint Office Website
Reconciliation BRD	Joint Office Website

4. Benefits

4.1 Industry Benefits

The following benefits will need to be aligned with the Transporter relevant objectives;

4.1.1 Accurate data held on the Supply Point Register

4.1.2 Shippers would receive correct Supply Point data to provide end consumers with accurate quotes

4.1.3 Accurate data submitted to Shippers on transfer of ownership

4.1.4 Accurate energy allocation and transportation charges

4.2 Disadvantages

4.2.1 The requirement to allow retrospective updates and financial adjustments may involve complex processes

4.2.2 Automated financial adjustments may discourage Shippers to submit an update which would result in a debit adjustment.

5. Change Scope

5.1 In Scope

Function:

- Retrospective update of;
  - Asset data
  - Meter reads
  - Address data
  - Meter Point data
- Who can update
- How the update is carried out
- Timeframe
- Processing of financial adjustments

Market Sector:

- All directly connected gas meter points
- DM Mandatory CSEPs
- NDM CSEPs (aspiration for all sites to be treated the same)

5.2 Out of Scope

Function:

- Any data items derived by the GT
- Replacement of any daily read before end of GFD+5 (close out)

Market Sector:

- None

6. Assumptions and Concerns

6.1 Project Assumptions

6.1.1 The business rules will need to be appropriate for dumb metered sites as well as remotely read sites

6.1.2 The processes described in the Settlement and Reconciliation Workgroups are approved

6.1.3 The proposed validations carried out by the GT at read receipt will ensure that any significant erroneous reads are rejected.

6.2 Process Assumptions

6.2.1 A retrospective adjustment to a meter read is only after;

1. GFD+5 for Product 1 & 2 sites
2. M+10 for Product 3 & 4 sites

6.2.2 There will not be any retrospective adjustment to the Annual Quantity (AQ)

6.2.3 A Shipper will submit a request to retrospectively update data on the Supply Point Register.

6.2.4 All data updates will be subject to the relevant GT validations. Validations performed on the meter read will be those described under the 'Meter Read Submission and Processing and Settlement Arrangements' BRD. Any failures will be rejected back to the Shipper requesting the update with the reason for rejection.

6.2.5 All financial adjustments, once confirmed and calculated, will be billed on the next available invoice.

6.2.6 The principle agreed by PN UNC is that the Supply Point Register should accurately reflect the historical and current position of a Supply Meter Point and therefore all data updates are recorded correctly, where known and where feasible.

6.2.7 The rules described in this document apply to all sites

6.2.8 Where an adjustment to energy is carried out the share of unidentified energy will need to be amended. The methodology for this share will be the same as the 'Unidentified Gas Reconciliation' which is described in the 'Reconciliation BRD'.

6.2.9 Any financial adjustments will follow the 'line in the sand' principles, i.e. adjustments will only be processed as far back as 'Line in the Sand'.

6.2.10 By submitting an update to data Shippers warrant that validation of the data has been carried out. The Shipper will record their investigation details and retain the evidence, not Xoserve.

6.2.11 If a previous Shipper subsequently re-confirms the site this does not change the requirements for processing a financial adjustment, i.e. the appropriate process for the previous Shipper will need to be followed.

6.2.12 Existing processes for submitting updates will be used where possible, e.g. RGMA flows, Query process.

6.2.13 Shippers will need to agree how they communicate with current/previous Shippers. Xoserve will not be required to pass on details between Shippers with regards to the data updates described in this document.

6.2.14 Where the GT or a third party identifies a 'missing meter', the details will be recorded and the MPRN will follow the relevant 'un-registered/shipperless sites' process

6.2.15 It will be the Shippers responsibility to identify if existing reads are still valid as a result of an update either by re-submitting the reads or submitting a latest read in order for reconciliation to be processed.

6.2.16 Where a transfer read is replaced this will be treated as a Shipper Agreed read and will result in a Reconciliation (where a charge is created) to the previous Shipper.

6.3 Dependencies

6.3.1 The baselined processes described within the Settlement Workgroup, AQ and Reconciliation Workgroup are unchanged.

6.3.2 Approval of the requirements by PN UNC

6.3.3 Approval by Ofgem following the appropriate UNC Modification process.

6.4 Risks / Issues

6.4.1 Complex processes are introduced to provide the facility to retrospectively amend data and carry out financial adjustments

6.5 Constraints

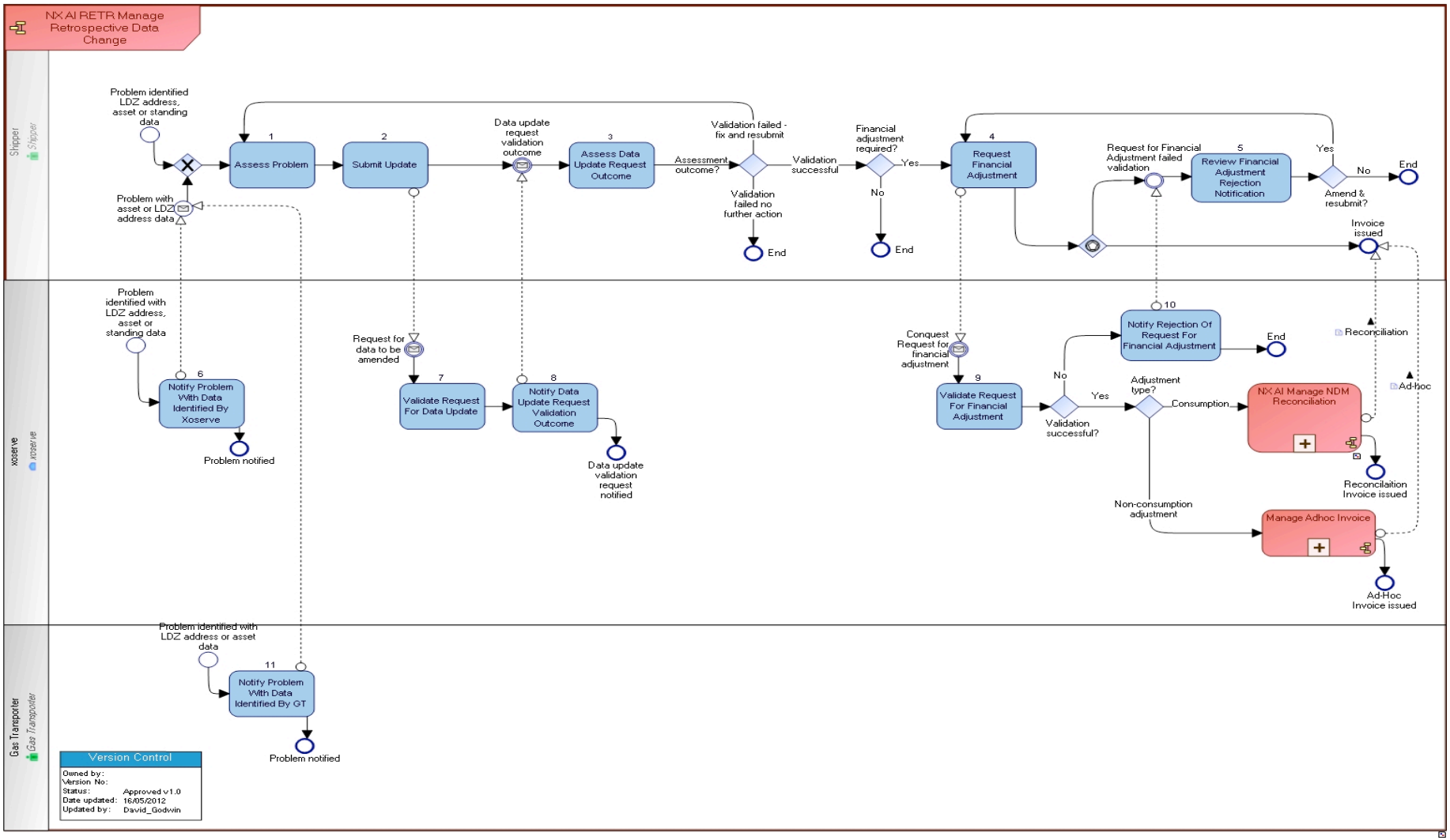
None identified at present.

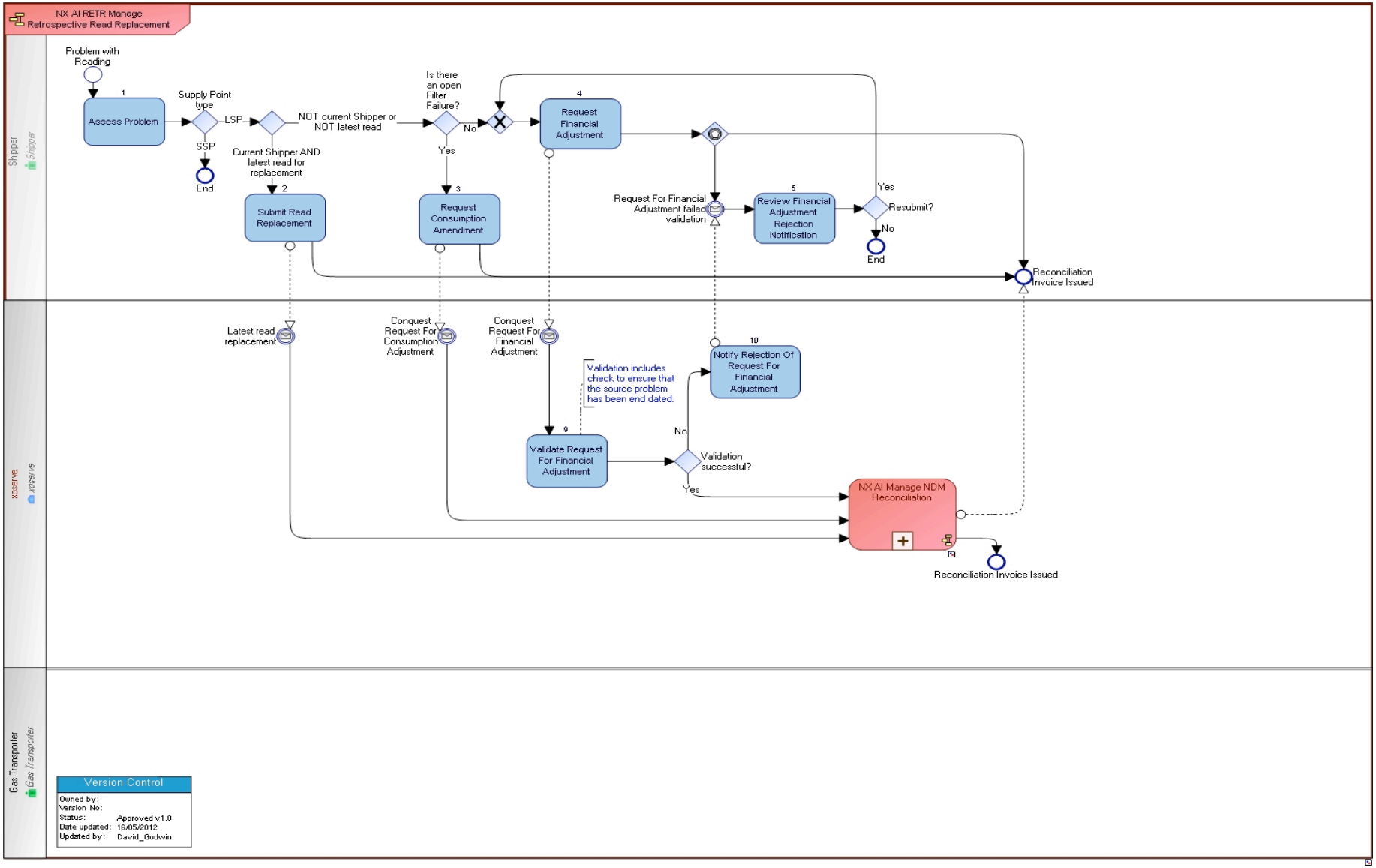
6.6 Design Considerations

None identified at present.

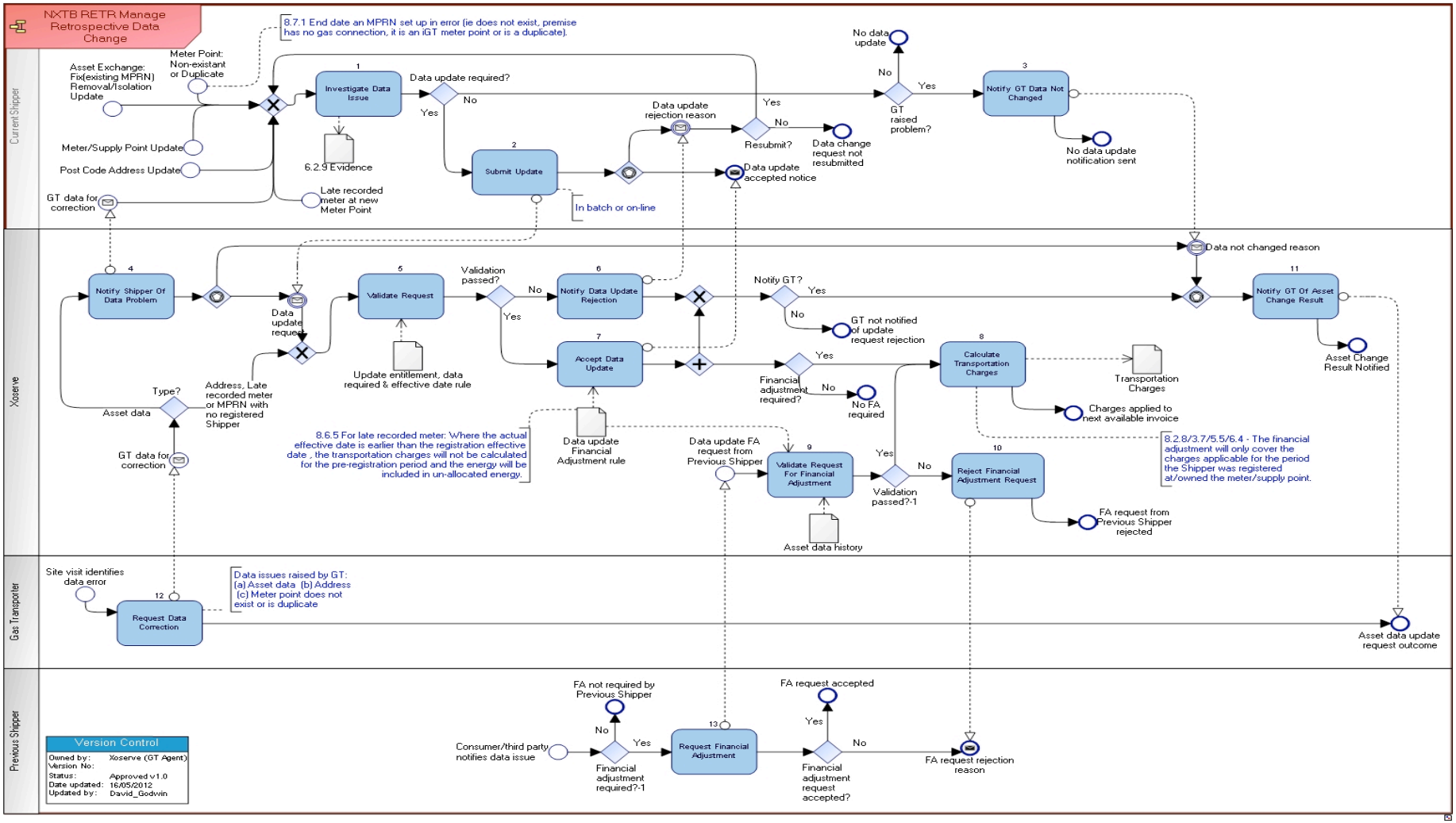
7. Overview of Business Processes

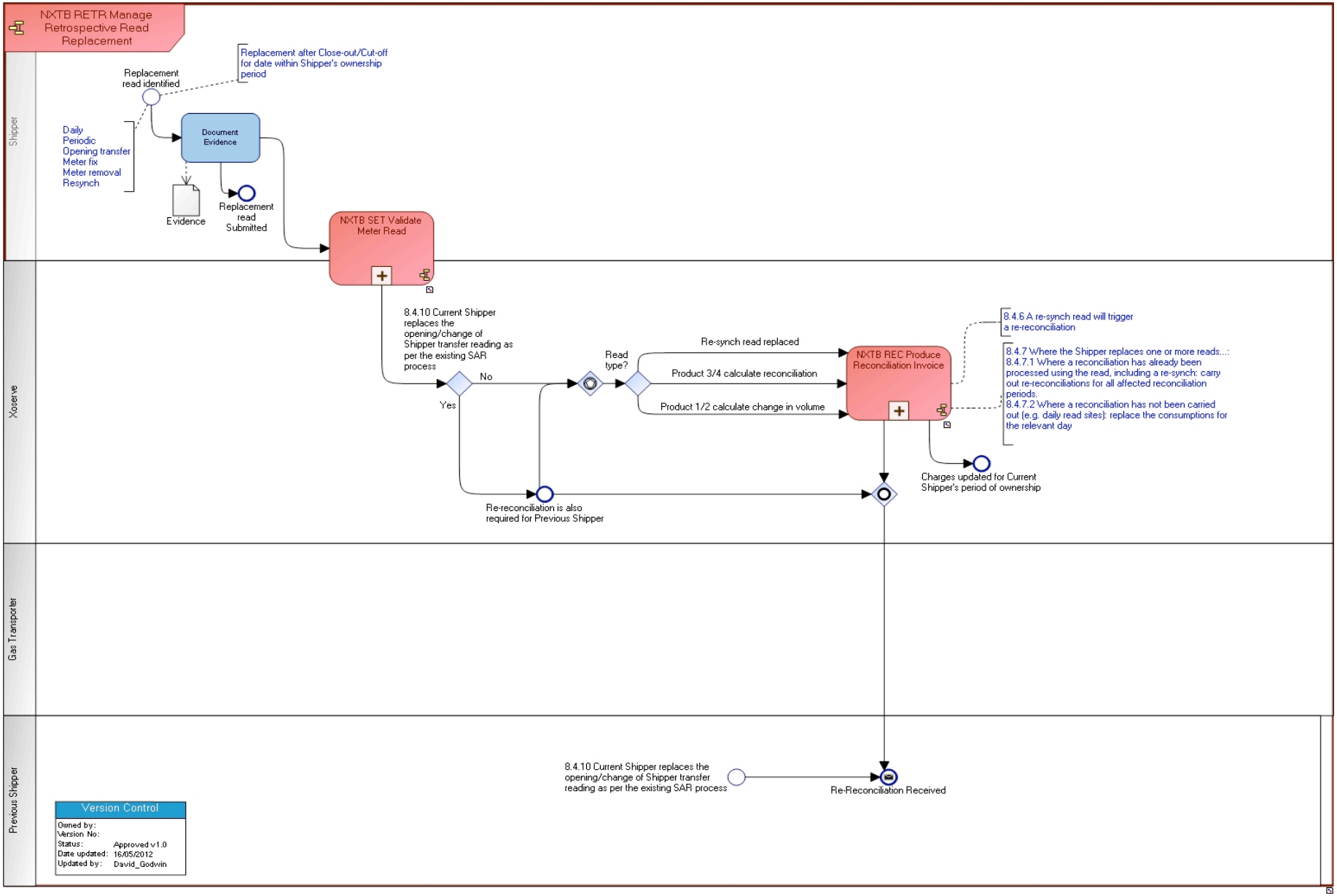
7.1 Current Processes and Process Maps




NX AI RETR Manage Retrospective Read Replacement
Shipper
xoserve
Gas Transporter
Problem with Reading
1
Assess Problem
Supply Point type
LSP
SSP
End
NOT current Shipper or NOT latest read
Current Shipper AND latest read for replacement
2
Submit Read Replacement
Is there an open Filter Failure?
No
Yes
3
Request Consumption Amendment
4
Request Financial Adjustment
Request For Financial Adjustment failed validation
5
Review Financial Adjustment Rejection Notification
Yes
Resubmit?
No
End
Reconciliation Invoice Issued
Latest read replacement
Conquest Request For Consumption Adjustment
Conquest Request For Financial Adjustment
Validation includes check to ensure that the source problem has been end dated.
9
Validate Request For Financial Adjustment
Validation successful?
No
Yes
10
Notify Rejection Of Request For Financial Adjustment
NX AI Manage NDM Reconciliation
Reconciliation Invoice Issued
Version Control
Owned by:
Version No:
Status: Approved v1.0
Date updated: 16/05/2012
Updated by: David_Godwin

7.2 To-Be Processes and Process Maps




NXTB RETR Manage Retrospective Read Replacement
Shipper
Xoserve
Gas Transporter
Previous Shipper
Replacement read identified
Replacement after Close-out/Cut-off for date within Shipper's ownership period
Daily
Periodic
Opening transfer
Meter fix
Meter removal
Resynch
Document Evidence
Evidence
Replacement read Submitted
NXTB SET Validate Meter Read
8.4.10 Current Shipper replaces the opening/change of Shipper transfer reading as per the existing SAR process
No
Yes
Read type?
Re-synch read replaced
Product 3/4 calculate reconciliation
Product 1/2 calculate change in volume
NXTB REC Produce Reconciliation Invoice
8.4.6 A re-synch read will trigger a re-reconciliation
8.4.7 Where the Shipper replaces one or more reads...:
8.4.7.1 Where a reconciliation has already been processed using the read, including a re-synch: carry out re-reconciliations for all affected reconciliation periods.
8.4.7.2 Where a reconciliation has not been carried out (e.g. daily read sites): replace the consumptions for the relevant day
Charges updated for Current Shipper's period of ownership
Re-reconciliation is also required for Previous Shipper
8.4.10 Current Shipper replaces the opening/change of Shipper transfer reading as per the existing SAR process
Re-Reconciliation Received
Version Control
Owned by:
Version No:
Status: Approved v1.0
Date updated: 16/05/2012
Updated by: David_Godwin

8. Business Requirements

Throughout this section reference is made to four new processes designed in the Project Nexus Settlement Workgroup for the submission and processing of meter readings and settlement arrangements. These four processes are summarised below;

Product 1, 'Daily Metered Time Critical'

- Service for DM Mandatory sites only
- Daily reads obtained and submitted by the GTs DMSP daily before 11.00 am.
- The reads are submitted to the Shipper
- The latest read loaded at GFD+5 will be used for allocation and energy balancing purposes.

Product 2, 'Daily Metered Not Time Critical'

- Daily reads obtained and submitted to the GT daily.
- If the reads are submitted before 11.00 am they will be used for allocation purposes otherwise a read must be received before end of the GFD+1.
- Actual reads will be submitted by the Shipper
- The latest read loaded at GFD+5 will be used for final allocation and energy balancing purposes.

Product 3, 'Batched Daily Readings'

- Daily readings are obtained for each day but are not submitted daily
- The daily reads are received in batches to a pre-notified frequency
- Actual reads will be submitted within the batch by the Shipper
- Reconciliation will be carried out based on the daily reads received
- Allocation and energy balancing is based on Allocation profiles and AQ.

Product 4; 'Periodic Readings'

- An actual meter reading is submitted periodically. The read will be used for reconciliation purposes.
- Reconciliation is carried out using the methodology determined within the Reconciliation Workgroup
- Allocation and energy balancing is based on Allocation profiles and AQ.

Figure 2 below provides a summary of the processes by Settlement Product;

Figure 2: Summary of the 4 Settlement processes

Product Description	Read Used for Allocation	Read used for Energy Balancing	Estimation Methodology	Shipper Read Submission	Timing of AQ calculation	Reads used for AQ calculation	Reconciliation
Product 1: Daily Metered Time Critical Readings	Daily Read	Daily Read	D-7	Daily by 11.00 am on GFD+1	Monthly	Optimum read: 2 reads a minimum of 9 months & max of 36 months apart	Meter Point level following a re-synch or estimate
Product 2: Daily Metered not Time Critical Readings	GT estimate (unless read rec'd before 11.00 am)	Daily Read	D-7	Daily by end of GFD+1	Monthly	Optimum read: 2 reads a minimum of 9 months & max of 36 months apart	Meter Point level following a re-synch or estimate
Product 3: Batched Daily Readings	Allocation profiles	Allocation profiles	Allocation profiles (methodology to be agreed by DESC)	Daily Reads in Batches	Monthly	Optimum read: 2 reads a minimum of 9 months & max of 36 months apart	Daily Rec at Meter Point level on receipt of a batch of daily reads
Product 4: Periodic Readings	Allocation profiles	Allocation profiles	Allocation profiles (methodology to be agreed by DESC)	Periodically	Monthly	Optimum read: 2 reads a minimum of 9 months & max of 36 months apart	Meter Point level at receipt of a read

8.1 Data Items

The attached document is a summary of the requirements for retrospectively updating data.

The document is split into three categories (shown as tabs on the spreadsheet) as detailed below;

1. Data amendments that may trigger a financial adjustment (under tab 'FA')

The spreadsheet summarises the data items that may trigger a financial adjustment, the potential impacts and whether a financial adjustment is automatically processed.

2. Data amendments that will not trigger a financial adjustment (under tab 'No FA')

A summary of data items identified that do not affect transportation charges.

3. Data items where a retrospective update to the data is not permitted (under tab 'No RU').

There are a number of data items which can not be amended retrospectively.

The data items listed on the spreadsheet for categories 2 & 3 may not be complete; more may be identified during the analysis stage. Although these are included on the spreadsheet the details are not described within this document as charges are not affected and so a financial adjustment is not applicable.

Y:\Shared\
NGSRV51H003\Teaml

8.2 Retrospective Update to Asset Data

8.2.1 A facility to allow for retrospective updates to data held on the Supply Point Register relating to the asset.

Note:

- This section does not include the set up and meter fix of a new MPRN, this scenario is covered under section 8.6.
- The relevant data items and scenarios are defined in the document under section 8.1.

8.2.2 Asset data includes:

- Meter
- Convertor
- Datalogger
- AMR equipment

8.2.3 Scenarios for this section (8.2) include:

- Asset exchange
- Asset fix (existing MPRN)/re-established
- Asset removal/isolation
- Updates to the asset

8.2.4 Only the current or Confirming Shipper can submit a request to update the data relating to the asset.

8.2.5 Where a previous Shipper identifies the update they will need to liaise with the current Shipper. Asset updates will not be accepted from a Shipper who is no longer the Registered User.

8.2.6 The update will be validated by the GT and a notification issued on whether the request was accepted or rejected. Accepted requests will be processed.

8.2.7 The update will be carried out for the correct effective date, where known, even if this is during a previous Shippers ownership. Where the actual effective date is not known the Shipper will take a decision on the effective date of the update, based on their investigations and the data/reads held.

8.2.8 Any financial adjustments will be automatically processed for the current Shipper.

8.2.9 The adjustment will only cover the charges applicable for the period the Shipper was registered at the Meter Point.

8.2.10 The charges will be processed on the next available invoice.

8.2.11 The GT will not notify the previous Shipper(s) of the update.

8.2.12 Any financial adjustments for a previous Shipper will need to be requested separately and will only be processed if the update has been carried out.

8.2.13 Where the GT identifies the asset data held on the Supply Point Register is incorrect a notification will be issued to the current Shipper providing the details. The Shipper will notify the GT of the outcome of their investigations and whether the asset update has been carried out. A report will be issued to the relevant GT If the update has not been carried out and a response has not been sent from the Shipper to the GT within [3] months.

8.3 Retrospective Update to Meter Point/Supply Point

8.3.1 A facility to allow for retrospective updates to data held on the Supply Point Register relating to the Meter Point/Supply Point.

Note:

- This section does not include updates to address data which is covered under section 8.5.
- The relevant data items are defined in the document under section 8.1.

8.3.2 Meter Point/Supply Point data for this section (8.3) includes:

- Conversion factor
- Meter Point status (live/dead)

8.3.3 Only the current or Confirming Shipper can submit a request to update the data.

8.3.4 Where a previous Shipper identifies the update they will need to liaise with the current Shipper.

8.3.5 The update will be validated by the GT and a notification issued on whether the request was accepted or rejected. Accepted requests will be processed.

8.3.6 The update will be carried out for the correct effective date, which will be the MPRN creation date, even if this is during a previous Shippers ownership. Where the actual effective date is not known the Shipper will take a decision on the effective date of the update, based on their investigations.

8.3.7 Any financial adjustments will be automatically processed for the current Shipper.

8.3.8 The adjustment will only cover the charges applicable for the period the Shipper was registered at the Meter Point.

8.3.9 The charges will be processed on the next available invoice.

8.3.10 The GT will not notify the previous Shipper(s) of the update.

8.3.11 Any financial adjustments for a previous Shipper will need to be requested separately and will only be processed if the update has been carried out.

8.3.12 Where the GT identifies the details held on the Supply Point Register are incorrect a notification will be issued to the current Shipper providing the details. The Shipper will notify the GT of the outcome of their investigations and whether the asset update has been carried out. A report will be issued to the relevant GT If the update has not been carried out and a response has not been sent from the Shipper to the GT within [3] months.

8.4 Replacement of Meter Readings

8.4.1 A facility to replace one or more meter readings regardless of whether any subsequent reads have been loaded, subject to 8.4.2, 8.4.3 and 8.4.4. .

Note:

- The relevant data items are defined in the document under section 8.1.
- All replacement reads will be subject to GT validations as described in the Meter Reading Submission and Processing and Settlement BRD.

8.4.2 Reads that can be replaced are;

- Estimated daily meter reads for Products 1 and 2
- Re-synch read
- Actual meter reads for Product 3 and 4
- Transfer meter reads
- Meter installation, isolation or removal read

8.4.3 Actual meter reads can not be replaced after GFD+5 for Product 1 and 2 sites, with the exception of a re-synch read, asset fix, removal and isolation reads, a consumption adjustment is used to replace the consumption for a gas day(s).

8.4.4 For Product 3 and 4, reads can not be 'inserted' where a read has not already been loaded with the exception of a read associated to an asset fix, removal or isolation i.e meter installation or removal reading.

8.4.5 A Shipper can only replace reads in their period of ownership i.e. not reads provided by the GT, e.g. Must Reads, or reads provided by another Shipper.

8.4.6 A notification will be issued to the Shipper advising if the read has been accepted or rejected. Accepted requests will be processed.

8.4.7 Product 1 sites: Where a DMSP replaces an estimated daily read(s) the consumption from the new read will be used to re-calculate the charges for the relevant days. Note: The Shipper will have been made aware of the update via the DMSP

8.4.8 Product 2 & 3 sites: Where a Shipper replaces a daily read(s) the consumption from the new read will be used to re-calculate the charges for the relevant days.

8.4.9 Product 4 sites: Where a Shipper replaces an actual read this will trigger a re-reconciliation

8.4.10 Where a Shipper replaces a re-synch read this will trigger a re-reconciliation.

8.4.11 Where the Shipper replaces one or more reads within their ownership;

8.4.11.1 Where a reconciliation has already been processed using the read, including a re-synch: carry out re-reconciliations for all affected reconciliation periods.

8.4.11.2 Where a reconciliation has not been carried out: replace the consumptions for the relevant day.

8.4.12 The financial adjustment will only affect the charges for the requesting Shippers period of ownership except in the case of a replaced transfer read.

8.4.13 Where the current Shipper replaces the opening/change of Shipper transfer reading (as per the existing Shipper Agreed Reads (SAR) process) a re-reconciliation is automatically processed for both Shippers for the relevant periods.

8.4.14 Where a read has been replaced, subject to 8.4.2, 8.4.3 and 8.4.4) the replaced read will be flagged as 'invalid' and will not be used in any other process from the date it was replaced e.g. AQ calculation.

8.5 Address – Post Code Updates

8.5.1 A facility to enable the Shipper or the GT to update address details including the post code for an MPR.

Note:

The relevant data items are defined in the document under section 8.1.

8.5.2 Where the address update is requested by the GT the update will be carried out, subject to validation. For accepted requests a notification will be issued to the current Shipper advising them of the update.

8.5.3 Except for the GT, only the current or Confirming Shipper can submit a request to update the data relating to the meter point address.

8.5.4 Where a previous Shipper identifies the update they will need to liaise with the current Shipper.

8.5.5 The request will be validated by the GT and a notification issued on whether the request was accepted or rejected. For accepted requests the update will be processed.

8.5.6 The update will be carried out for the correct effective date, where known, even if this is during a previous Shippers ownership. Where the actual effective date is not known the Shipper will take a decision on the effective date based on their investigations and the data held.

8.5.7 Where an update to the Post Code results in a change to the LDZ or Exit Zone this may affect the transportation charges applied. The financial adjustment will be automatically processed for the current Shipper.

8.5.8 Any adjustment will be processed for the current Shippers period of ownership only and issued on the next available invoice.

8.5.9 A notification will not be issued to any previous Shippers of the update.

8.5.10 Any financial adjustment for previous Shippers(s) will need to be requested separately and will only be processed if the update has been carried out.

8.6 Late Recorded Meter

8.6.1 A facility to accurately record the details of the asset and Meter Point following a request by the Shipper or the GT. This scenario only relates to new Meter Points where there has been no previous history of the MPRN.

Note:

A summary of the relevant data items are defined in the document under section 8.1.

8.6.2 Only the current or Confirming Shipper can submit a request to amend the data.

8.6.3 The Shipper will notify the GT of the MPRN and relevant address and asset details including the correct date when the meter was installed and the meter reading when installed.

8.6.4 The request will be validated by the GT and a notification issued on whether the request was accepted or rejected. Accepted requests will be processed.

8.6.5 The details will be accurately recorded on the Supply Point Register, where known. Where the correct/actual effective date is not known the Shipper will take a decision on the effective date based on their investigations and the data/reads held.

8.6.6 Transportation charges will be automatically calculated and invoiced to the current Shipper based on the meter reading (actual or estimated) and effective date of the Shippers ownership (effective date of registration).

8.6.7 For clarification, where the actual effective date is earlier than the registration effective date, the transportation charges will not be calculated for the pre-registration period and the energy will be included in un-allocated energy.

8.6.8 The charges will be processed on the next available invoice.

8.6.9 Any financial adjustments for a previous Shipper will need to be requested separately and will only be processed if the update has been carried out.

8.7 Meter Point does not Exist/Duplicate Meter Point

8.7.1 Facility to end date an MPRN which has been set up in error, either it does not exist, premise exists but there is not a gas connection, it is an iGT meter point or it has been identified as a duplicate. .

8.7.2 The notification may be submitted by the current Shipper or the GT and will be subject to validation.

8.7.3 A notification will be issued to the requester advising if the request was accepted or rejected. Accepted requests will be processed.

8.7.4 Where a previous Shipper identifies the update they will need to liaise with the current Shipper.

8.7.5 Where the GT has submitted the request and there is no Registered Shipper the request will be processed, subject to validation. Where a Shipper is registered at the Meter Point the Shipper will be notified of the details by the GT and no further action taken by the GT.

8.7.6 The end date of the Meter Point will be the same date as the MPRN start date.

8.7.7 Any financial adjustments to transportation charges will be automatically processed to the current Shipper.

8.7.8 The adjustment will be processed on the next available invoice.

8.7.9 The GT will not notify the previous Shipper(s) of the update.

8.7.10 Transportation charges for a previous Shipper will be processed following a request and only where the update has been carried out.

8.8 Treatment of existing Reads and Consumptions following a Retrospective Update

Note: This section describes the general principles for the treatment of meter reads and consumptions that exist after the retrospective update to meter asset data that may affect reads and/or consumptions calculated from the reads. Further analysis will be required and any clarifications or issues identified as a result of the analysis will be discussed and agreed at PN UNC.

The following table summarises the data items and if there is a potential impact on historical reads and consumptions.

	Column A	Column B	Column C

Data Item where a Retrospective Update is carried out	No Impact to Reads or Consumption	Impact to Consumption only	Impact to Reads & Consumption
Metric/Imperial Indicator		✓	
Read Factor		✓	
Read Units		✓	
Conversion factor		✓	
Number of Dials			✓
Date of Meter installation			✓
Date of Meter Exchange	✓		
Date of Asset Removal			✓
Meter Status (e.g. clamp/capped)			✓
Meter model, meter type	✓		
Meter Mechanism	✓		
Meter location	✓		
Meter serial number	✓		
Manufacturer/ Year of manufacturer	✓		
Address, not changing LDZ	✓		
Address, changing LDZ		✓	
Supplier ID	✓		
Meter Asset Manager, Gas Act Owner, MRA	✓		
Market Sector Code	✓		
Emergency Contact or End Consumer details	✓		
Business rules described in paragraph:	8.8.1	8.8.2	8.8.3

Note: If multiple data items have been updated, the tests described in 8.8.1, 8.8.2 & 8.8.3 would apply, and the rules from the highest impacted Column

Data Item where a Retrospective Update is carried out	Column A **No Impact to Reads or Consumption**	Column B **Impact to Consumption only**	Column C **Impact to Reads & Consumption**

(where A is the lowest and C is the highest) would prevail. See 8.8.5 for further clarification.

8.8.1 Where meter asset data is updated that does not impact the historical reads or consumptions held (Column A); the reads and consumptions will be assumed to be correct. No consumption adjustments are required for any Shipper.

8.8.2 Where meter asset data is updated that impacts the consumptions only (Column B) from the reads loaded since the effective date of the update;

8.8.2.1 The consumptions are incorrect and are recalculated based on the updated information.

8.8.2.2 The recalculated consumptions will be subject to ['Market Breaker'] validations and any that fail will not be loaded and the Shipper advised and the read invalidated.

8.8.2.3 A financial adjustment will be automatically processed for the current Shipper for their period of ownership only.

8.8.3 Where meter asset data is updated that impacts both the meter reads and consumptions held (Column C) since the effective date of the update;

8.8.3.1 The reads and consumptions, and any reconciliations calculated from the reads, will be marked as invalid.

8.8.3.2 Reads marked as invalid will not be used for AQ calculation

8.8.3.3 Where the Shipper submits replacement meter reads the consumptions are re-calculated based on the updated information

8.8.3.4 The recalculated consumptions will be subject to ['Market Breaker'] validations and any that fail will not be loaded, the Shipper advised and the read invalidated.

8.8.3.5 A financial adjustment will be automatically processed for the current Shipper for their period of ownership only.

8.8.3.6 Where there has been a change of Shipper since the retrospective update and the transfer read has not been replaced: Shipper must submit a read for the transfer day + 1 calendar day which will be used as a 'back-stop read' for the purposes of AQ calculation and reconciliation. AQ review will not consider any reads previous to this date.

8.8.3.7 Any reads between the two reads submitted will be invalidated.

8.8.4 If an asset update is carried out where the reads are not impacted but the Shipper identifies that the reads are incorrect, the Shipper must replace the reads after processing the asset update using the read replacement facility.

8.8.5 If multiple data items have been updated the tests described above in 88.1, 88.2 & 88.3 would apply, the rules from the highest impacted Column (where A is the lowest and C is the highest) would prevail. E.g. if meter location and metric/imperial indicator were to be changed on the same update, these would impact Columns A and B respectively. As B is the higher of those two columns, the business rules for Column B would apply in that instance.

9. Transitional Rules

Transitional rules may be required to deal with the period immediately before and after the implementation of these rules. If any are identified during the analysis stage they will be raised and discussed at PN UNC.

10. Non-Functional

10.1 Submission of Updates

Updates can be submitted via existing batch methods or directly via on-line portal.

11. Document Control

Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Initial Draft	18/10/2011	Xoserve	First draft
0.2	Draft	20/11/2011	Xoserve	Amendments following PN UNC on 01/11/2011
0.3	Draft	07/12/2011	Xoserve	Amendments following PN UNC on 06/12/2011
0.4	Draft	12/01/2012	Xoserve	Amendments following PN UNC on 10/01/2012
0.5	Draft	26/01/2012	Xoserve	Amendments following PN UNC on 24/01/2012
0.6	Draft	07/02/2012	Xoserve	Amendments following PN UNC on 07/02/2012
0.7	Draft	13/03/2012	Xoserve	Amendments following PN UNC on 13/03/2012
0.8	Draft	05/04/2012	Xoserve	Amendments following PN UNC on 03/04/2012
0.9	Draft	16/05/12	Xoserve	Agreed amendments following industry review of version 0.7. Version of document baselined & published.
1.0	Baselined	16/05/12	Xoserve	Baselined version agreed at PN UNC on 15/05/12
1.1	Updated for Approval	11/03/2013	Xoserve	Updated as agreed at PN UNC
1.2	Updated for Approval	20/03/2013	Xoserve	Further clarification added to section 8.4
2.0	Baselined	07/05/2013	Xoserve	Baselined version of 1.2
2.1	Updated for approval	13/05/2013	Xoserve	Assumption added & 8.4.4 re-worded for clarity & changed version of supporting document to 1.0
3.0	Baselined	17/06/2013	Xoserve	Baselined version of 2.1 as agreed at PN UNC on 17/06/2013

3.1	Updated for approval	01/10/2013	Xoserve	Updated to clarify process where a transfer read is replaced (SAR) & updates following review of legal text
4.0	Baselined	25/10/2013	Xoserve	Baselined & clean version of 3.1

Reviewers

Name	Version	Date
PN UNC	All versions	

Approval

Name	Version	Date
PN UNC	1.0	15/05/2012
PN UNC	2.0	07/05/2013
PN UNC	3.0	17/06/2013
PN UNC	4.0	22/10/2013