

# **Business Requirement Principles**

for

## **Supply Point Register**

### **Xoserve Project Nexus**

Submitted to

### **Project Nexus Workgroup (PN UNC)**

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## 1. Glossary

Term / Acronym	Definition
C&D	Connections & Disconnections regulations
Check Read	Inspection and a visual check of the meter reading equipment against the meter to identify any differences in the reading dials.
CSEP	Connected System Exit Point; meter points on an iGT network.
DCC	DataCommsCo
DECC	Department Energy Climate Change
iGT	Independent Gas Transporter
LDZ	Local Distribution Zone
LPG	Liquid Petroleum Gas
LSP	Larger Supply Point
MSF	Market Sector Flag
NTS	National Grid Transmission
SME	Small & Medium Sized Enterprises
SMIP	Smart Metering Implementation Programme
SSP	Smaller Supply Point
Unique Sites	Daily Metered sites which are held and processed off-line due to complex administration and billing processes.

## 2. Document Purpose

The purpose of this document is to ensure that the business principles associated with the referenced change have been accurately captured and to clearly specify these requirements to the Project Nexus UNC Workgroup (PN UNC).

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.

This document contains business principles for the different options identified by PN UNC around Supply Point Register arrangements. These principles have been documented following discussion and agreement at the meetings of the PN UNC Workgroups.

This document builds upon the Business Requirements Definition document for Supply Point Register, version 3.0 dated 25/10/2013 published on the Joint Office website:

<http://www.gasgovernance.co.uk/sites/default/files/SP%20Register%20Bus%20Principles%20v3.0.pdf>

Following the Nexus design within the UK Link Programme, further levels of detail have been identified that needed to be presented and agreed by the industry. If necessary supporting UNC modifications will be raised. The greater detail presented in this document does not change the UNC business rules defined in Modification 0432 - Project Nexus – Gas Demand Estimation, Allocation, Settlement and Reconciliation reform.

### 2.1 Updates since the approval of Modification 0432

The following provides a summary of the updates since the BRD was baselined following approval of Modification 0432.

The table will show;

- Updates that have been made to clarify the business requirement
- Updates to reflect Modification 0432 legal text
- New requirements or changes to requirements that have been agreed at PN UNC
- Requirements that will not be delivered for Go Live and will need to be delivered in a later release of UKLink Replacement

Updated Section in BRD	Summary of the Reason for the Update	Source	Date Presented at PN UNC	Date Agreed at PN UNC	Section of UNC that requires update	UNC Mod Required ?	Updated in Version of BRD	Date BRD Updated
8.1.2	Updated to reflect how the initial Check Read due date is set	Q&A X724	N/A	N/A	N/A	No	3.4	17/03/2015
8.1.7 & 8.1.8	Updated the notification timescales & method of a Check Read	Q&A X579 & X663	Clarification only	Clarification only	N/A	No	3.1 & 3.4	17/03/2015
8.3	Added that the requirement was raised via Modification 0428.	Internal review	Clarification only	Clarification only	N/A	No	3.4	17/03/2015
8.4	Clarification regarding the request for consumption history & information issued	Q&A X91, X160, X287, X584	Clarification only	Clarification only	N/A	No	3.1	13/01/2015
8.5.2	Added clarification that the current definitions of a market sector flag have not changed.	Q&A X216	Clarification only	Clarification only	N/A	No	3.4	17/03/2015
8.6	Updates to the notification of customer classification (Vulnerable Customer and Priority Consumer) at transfer of ownership (REQ36)	PN UNC	20/01/2015	20/01/2015	Not in UNC	No	3.2	20/01/2015
8.8	Clarification on the setting of a fault status on the asset and impact to downstream processes	UKLIEF 24/10/14	Clarification only	Clarification only	N/A	No	3.1	13/01/2015
8.8.6 & 8.8.7	Added section on impacts where a Corrector or daily read equipment is exchanged following faulty asset	UKLIEF 24/10/14	Clarification only	Clarification only	N/A	No	3.4	17/03/2015
8.10	Updated the effective date of a Supply Point Update in the table	Internal review	Clarification only	Clarification only	N/A	No	3.4	17/03/2015

8.12	New requirement for the withdrawal status to be visible & issued to Shippers (REQ7)	PN UNC	15/04/2014	15/04/2014	Already in UNC	No	3.1	13/01/2015
8.13	Clarified updates to the Correction Factor & method for a Shipper to update the Correction Factor (REQ9)	PN UNC	10/03/2015	10/03/2015	N/A	No	3.4	17/03/2015
8.14	Set up & processing of Twinstream Meters (REQ30)	PN UNC	09/12/2014	09/12/2014	M3.3	Yes	3.1	13/01/2015
8.15	New processes for withdrawing a Supply Meter Point that was Confirmed in Error (Mod 517) (REQ21)	PN UNC	09/09/2014	09/09/2014	TBC	TBC	3.1	13/01/2015
8.16	Process where an address update results in a change in transportation charges (REQ22)	PN UNC	09/09/2014	09/09/2014	TBC	TBC	3.1	13/01/2015
8.17	SPA processes for Unique Sites	PN UNC	04/11/2014		G	Yes	3.1	13/01/2015
8.18	SPA processes for Shared Supply Meter Points	PN UNC	04/11/2014		G	Yes	3.1	13/01/2015
8.19	SPA processes for Interconnectors	PN UNC	04/11/2014		G	TBC	3.1	13/01/2015
8.20	Removal of the ability to cancel a Nomination (REQ16)	PN UNC	01/09/2014	01/09/2014	Not in UNC	No	3.1	13/01/2015
8.21	Notification of the Gas Nomination ID	PN UNC	09/09/2014	09/09/2014	Not in UNC	No	3.1	13/01/2015
8.22	SPA processes for Primes and Subs	PN UNC	09/09/2014	09/09/2014	G1.8	Yes	3.1	13/01/2015



## 2.2 Intended Audience

- Xoserve
- Gas Shippers/Suppliers
- Gas Transporters (Large and Small)
- Customer Representative

### 3. Executive Summary

#### 3.1 Introduction to the change

This document defines the principles for the requirements relating to the Large Gas Transporters Supply Point Register.

The document has been based on presentations and discussions at the Project Nexus UNC Workgroup.

#### 3.2 Implementation Timescales

Implementation of the developed solution will be with the changes under Modification 0432.

#### 3.3 Change Drivers and Business Goals

##### 3.3.1 Drivers

1. Remove the need to hold industry data on separate systems
2. Provide consumption data to potential new Suppliers
3. Reduce complexity in the aggregation of meter points
4. Provide a monitor for the Check Read obligation
5. Cost reflective charging
6. Alignment with SMIP proposals for recognition of Meter Points only
7. Simplify industry processes

##### 3.3.2 Business Goals

1. All gas meter points to be held on one central database to enable easier reporting, access to industry data and reduce complexities with existing processes.

#### 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)

IRR Reference	Requirement	Workgroup Outcome
1.5	Requirement for basic profile data to be provided to allow accurate quoting and purchasing	Included in principles
1.7	Raise an enquiry on a SSP and receive back the same	Included in principles



IRR Reference	Requirement	Workgroup Outcome
	information as currently received for the LSPs	
1.10	When a consumer exercises their right to change Supplier, the industry needs to consider if it is prepared to share consumption data with other Shippers	Included in principles
10.6	Support multiple Suppliers/Shippers per legal entity	
10.9	Inclusion of CSEPs and Unique Sites within Nexus	Included in principles
11.3	Control of static non-commercial industry data. Data items such as those relating to end users' address details which are considered to be static should have an increased centralisation of maintenance activities to ensure consistency across the industry	Out of scope of Project Nexus
13.11	More direct relationships between the MAM and Xoserve	Agreed to close as no response received
13.25	Remove the manual processes currently associated with Shared Supply Meter Points and Unique Sites	Included in principles
13.27	Systematise processes that are currently managed outside of the core system, e.g. Unique Sites, Prime & Subs etc.	Included in principles

### 3.4.2 Business Issues Raised during the PN UNC Workgroups

Requirement	Workgroup Outcome
Where metering equipment is fitted which derives the meter reading (opposed to those that transmit an actual meter reading), obligations placed on the Shipper to carry out a 'Check Read' to measure any drift between the meter and the equipment	Included in principles
Remove the complexities associated with multi Meter Point Supply Points	Included in principles
Review the current differentiation of the gas market and consider further separation of the I&C sector	Included in principles

## 3.5 Licence and Contract Impacts'

### 3.5.1 UNC Impacts

The following is an initial view of the areas impacted by the principles documented.

- Check Reads
  - TBD Section M4.7
- Market Section Flag

- TBD Section G
- Single Meter Point Supply Points
  - TBD Section G1.4
- Provision of Consumption Data
  - TBD Section G1.17

### 3.5.2 Licence Impacts

## 3.6 Related Documents

<b>Document Title</b>	<b>Location</b>
PN UNC Workgroup	Joint Office Website

## 4. Benefits

These will need to be aligned with the Transporters relevant objectives.

### 4.1 Industry Benefits

#### 4.1.1 Check Reads

- Check Read requirement will be monitored for those Meter Points where metering equipment is fitted that transmits a meter read that is derived from pulses from the meter.
- Any drift as a result of a Check Read visit will be reconciled.

#### 4.1.2 Gas Supply Meter Points

- All gas meter points will be held and maintained on one central register
- Easier reporting
- Access and ability to view all gas meter points

#### 4.1.3 Single Meter Point Supply Points

- Remove system complexity
- Simplifies future system build under Nexus
- Alignment with smart metering / electricity arrangements
- Treatment in Emergency arrangements (e.g. load shedding)
- Supply Point data at Meter Point level (e.g. Market Sector Code)
- More cost reflective charging
  - Aggregated SOQ for Capacity Charges result in “band shift”
  - Use of flat rates for Customer Charges

#### 4.1.4 Provision of Consumption Data

- To provide a potential proposing Shipper with additional information so they can be as equally informed as the existing Shipper
- Encourage competition
- Improve the efficiency of the current market by allowing Shippers to provide consumers with accurate quotes based on historical consumption

#### 4.1.5 Market Sector Flag

- Ability in the future to further classify premises

#### 4.1.6 Consumer Classification

- To provide a central register of vulnerable customers and ‘Priority Consumers’.
- Notification on transfer of ownership if a Supply Point is currently classified as ‘Priority Consumer’ or ‘Vulnerable Customer’

## 4.2 Disadvantages

### 4.2.1 Check Reads

- None identified

### 4.2.2 Gas Supply Meter Points

- Developing functionality which may not be required.

### 4.2.3 Single Meter Point Supply Points

- Misalignment with supply contracts
- Increase in charges for some Meter Points through disaggregation
  - Approx 0.27% of Meter points (15.6% of LSP market)

### 4.2.4 Provision of Consumption Data

- Anticipated that the consumption data may be required in large volumes at certain times of the year, e.g. 1<sup>st</sup> October. This may cause system constraints if a high number of requests are received for daily consumption data.
- Developing functionality which may only be required in the short term.

### 4.2.5 Market Sector Flag

- Developing flexibility within the system which may not be required in the future

### 4.2.6 Consumer Classification

- If the data is not updated a consumer can be classified incorrectly providing false data to new Shippers or Networks.

## 5. Change Scope

### 5.1 In Scope

#### Function:

- Maintenance of asset data - Check Read indicator
- Provision of consumption data
- Composition of a Supply Point
- Market Sector Flag
- Classification of a consumer

#### Market Sector:

- All gas supply meter points;
  - iGT (CSEP) NDM sites
  - Unique Sites including Daily Metered CSEPs (iGT sites above the DM Mandatory threshold)
  - NTS Sites
  - Interconnectors
  - LPG sites

### 5.2 Out of Scope

#### Function:

- Any other function not described as 'in scope'

#### Market Sector:

- None identified.

# Detailed Requirements Analysis

## 6. Assumptions

### 6.1 Project Assumptions

1. The business rules will need to be appropriate for dumb metered sites as well as remotely read sites
2. Continual monitoring to take place of SMIP developments to ensure alignment with parties obligations and DCC services

### 6.2 Process Assumptions

#### 6.2.1 Check Reads

1. The Check Read obligation will not default to the GT where the Shipper has failed to carry out the Check Read or submit the details of the Check Read.
2. The GT will not police the Check Read obligation, reports will be provided to the industry.
3. A re-synchronisation is only required on certain types of metering equipment capable of transmitting derived reads as opposed to actual reads.

#### 6.2.2 Gas Supply Meter Points

None identified

#### 6.2.3 Single Meter Point Supply Points

None identified

#### 6.2.4 Provision of Consumption data

1. The Supplier has gained the relevant permission to obtain the data from the consumer, this could be similar to how data is obtained by ESCOs via the proposed Smart Energy Code governance route for obtaining consumption data from the consumer.
2. The record of the warrant from the consumer will be held by the Supplier/Shipper and not Xoserve.
3. Energy continues to be calculated and recorded at Meter Point level for directly connected sites
4. The data provided will be the data held on the Supply Point Register, Xoserve will not be required to source data from other systems or parties

#### 6.2.5 Market Sector Flag

1. A separate request will be raised to amend or add to the additional MSF codes.

#### 6.2.6 Consumer Classification

1. Notification to a new Shipper that a premise is classified as a 'Priority Consumer' or 'Vulnerable Customer' does not have any issues relating to the Data Protection Act.

#### 6.2.7 Access to Data on the Supply Point Register

1. The Shipper will only have access to data for Supply Points within their ownership.
2. Shippers recognise that there are limited validations on the data held in the C&D store and the content of the C&D store will not be in the same format or have the same quality and standards as those for the Supply Point Register.

### 6.3 Dependencies

1. Approval of the requirements by PN UNC
2. Approval by Ofgem following the appropriate UNC Modification process
3. With respect to the provision of consumption data, outcome of SMIP regarding security of data does not contradict the assumptions made under 6.2.4.

### 6.4 Risks/Issues

#### 6.4.1 Project

1. There may be opposition to any potential Modifications raised, particularly because not all Shippers/Suppliers attend the Workgroups or are represented.

#### 6.4.2 Check Reads

None identified

#### 6.4.3 Gas Supply Meter Points

None identified

#### 6.4.4 Single Meter Point Supply Points

None identified

#### 6.4.5 Provision of Consumption data

1. The volume of data may impact system performance especially during peak periods for contract negotiations

2. The requirement may not be a long term requirement as consumers become more aware of their consumption following the installation of a Smart meter they may have and retain their consumption history.
3. The Supplier may submit a request for a period longer than the consumer has occupied the premise therefore the Shipper may obtain data for the previous consumer where the permission has not been gained.
4. A representative from the Gas Customer Forum raised concerns on behalf of large gas consumers. Attendees of the Gas Customer Forum (as per minutes on 26<sup>th</sup> July 2010) expressed strong concerns that the service should not allow “fishing trips” by Shippers/Suppliers – the customer should be in control of their data. This was supported by some attendees of the AMR Workgroup.

#### 6.4.6 Market Sector Flag

None identified

#### 6.4.7 Consumer Classification

None identified

#### 6.4.8 Access to Data on the Supply Point Register

None identified.

## 6.5 Constraints



## **7. Overview of Business Processes**

Not applicable.

### **7.1 Current Processes and Process Maps**

Not applicable.

### **7.2 To-Be Processes and Process Maps**

Not applicable.

## 8. Business Principles

The business principles below have been derived from the Initial Requirements Register and subsequent discussions at the Project Nexus UNC Workgroup.

These principles are only aspirations at present, which have been expressed by one or more stakeholders, and are not yet supported by the consensus of the Workgroup.

### 8.1 Check Read

The requirement for the GT to monitor the Check Read obligation was identified during the 'Meter Read Submission and Processing and Settlement Arrangements' Workgroup.

A Check Read is only required on certain types of metering equipment where the read transmitted is derived from pulses from the meter as opposed to transmitting an actual meter read.

#### Proposed Process

- 8.1.1 Shipper will notify the GT that the metering equipment fitted at the meter point is the type that will derive the meter read.
- 8.1.2 The data will be stored on the Supply Point Register against the meter point as part of the meter asset data items. This date will set the future anniversary date for the Check Read.
- 8.1.3 The equipment type will trigger the requirement for a Check Read at the required timescale (see Section 5.18 of the 'Meter Read Submission and Processing and Settlement Arrangements' BRD).
- 8.1.4 The Shipper will notify the GT when the Check Read was carried out with the other required information (e.g. reads taken and drift for reconciliation purposes).
- 8.1.5 The date of the Check Read will be recorded and will trigger the due date for subsequent Check Read notices.
- 8.1.6 One (1) month before a Check Read is due the GT will submit a notice notifying the Shipper of the Check Read due date.
- 8.1.7 A further notification will be issued to the Registered Shipper 2 months after the anniversary date of the Check Read.
- 8.1.8 Where there has been a change of Shipper the Check Read obligation will be transferred to the new Shipper.
- 8.1.9 The date of the last Check Read will be issued to the new Shipper (via the Meter Information Notification file: MIN) .
- 8.1.10 A monthly report produced detailing the Meter Points where a Check Read has not been carried out 3 months after the due date. The report will include the Shipper responsible for the MPRN at the time it is produced.

## 8.2 Gas Supply Meter Points

The Supply Point Register currently holds details of the majority of meter points for large GTs directly connected sites only (the exception being 'Unique Sites'). There are a number of separate databases which hold and maintain data for certain meter points.

There is an aspiration for all gas meter points to be held and maintained on one central Supply Point Register.

8.2.1 Potential for the GTs Supply Point Register to hold the relevant details of all gas meter points. This may include (each category of site would be dependent on cost/benefit analysis);

- iGT sites (CSEPs)
- LPG sites
- Unique Sites

8.2.2 The Supply Point Register to be flexible enough to accommodate different types of meter points (e.g. those listed under 8.2.1) and the relevant transportation processes are either switched on or off for those sites.

## 8.3 Single Meter Point Supply Points

Currently a Supply Point can comprise a single Supply Meter Point or multiple Supply Meter Points (UNC G1.1.1a);

A Supply Point must comply with the Single Premises Requirement (UNC G1.4);

- Owned or occupied by one person;
- In close geographical proximity to each other;
- Comprised within a common curtilage; and
- Which serve each other in some necessary or reasonably useful way

8.3.1 Limit a Supply Point to only comprise a single Supply Meter Point (i.e. one MPRN per Supply Point)

Note: This was raised as Modification 0428 and approved for implementation.

## 8.4 Provision of Consumption Data

Currently consumption data for a Supply Point is not issued to a Shipper requesting information relating to a Supply Point. An area some Shippers believed could be enhanced was the provision of data to Shippers. Shippers requested additional information to aid accurate quotes to end consumers and so facilitate a level playing field. Currently only the AQ can be obtained from Xoserve by a non Registered Shipper. Information can also be obtained via Data Enquiry but this does not currently include consumption history.

### Proposed Process

8.4.1 The requirement applies to all sites where consumption data is held by the GT, domestic & I&C.

- 8.4.2 Shippers will submit a request for consumption data for a Meter Point via the Supply Point Enquiry process.
- 8.4.3 Requests will be at Meter Point level.
- 8.4.4 The Shipper submitting the request must be contemplating submitting a Supply Point Nomination (as detailed under UNC Section G1.17).
- 8.4.5 The consumption data provided will be in kWh and will be the latest consumption (following any updates) prior to the date of receipt of the request and upto a maximum of 12 months. The period issued will be aligned to reads held on UKLink.
- 8.4.6 The additional data to be included is;
  - Meter Point Consumption, based on an actual or estimated meter reading in kWh
  - Consumption (reading) dates
  - The Read Type that the consumption was calculated from
- 8.4.7 The consumption data provided by Xoserve will be for a maximum of 12 months or, if 12 months is not available; the maximum available for the Supply Point.
- 8.4.8 The response, whether accepted or rejected, will be issued within the UNC timescales (currently 2 business days although timescales may be reviewed).

## 8.5 Market Sector Flag

Currently a premise can be identified as I&C or Domestic via the Market Sector Flag (MSF). It is mandatory for the flag to be populated & updated as per UNC G1.4.5, 1.9.2 & 1.9.8. The flag is sent to the proposing Shipper on transfer of ownership.

- 8.5.1 Parameterise the field to enable the MSF to include further categories in the future e.g. micro businesses and small medium enterprises.
- 8.5.2 For clarification, the current definitions of the market sector for a Supply Meter Point have not changed: I&C or Domestic.

Note: UNC will need to define the classification of these categories to ensure consistency.

## 8.6 Consumer Classification

Currently Shippers nominate Supply Points as Priority Consumers. The details are held on a separate database and sent to Networks when required.

Shippers also submit 'Special Conditions' for a consumer for use in emergency situations, for example a contact password, code specifying if the consumer is blind, deaf etc and further information relating to the consumers special needs.

- 8.6.1 A facility to identify certain classification of consumers at a premise on UKLink .
- 8.6.2 The categories identified are 'Vulnerable Customer' and 'Priority Consumer'.

- 8.6.3 If the Supply Meter Point is a Priority Consumer this will be sent to the new Shipper D-2 days of the effective date of the transfer of ownership.
- 8.6.4 Priority Consumer status remains with the Supply Meter Point at transfer of ownership.
- 8.6.5 The Priority Consumer status will also be displayed on Data Enquiry for the Registered Shipper only
- 8.6.6 Where Vulnerable Customer details are recorded at a Supply Meter Point this and the personal details relating to the customer, i.e. password, will not be passed to the new Shipper and will not be displayed on Data Enquiry

Note: It will be the Shippers responsibility to update and maintain this data. It is important that the Shippers update the data when the category is no longer applicable.

## 8.7 Access to data on the Supply Point Register

Currently Shippers can access certain data items via the Data Enquiry Service (previously known as IAD). The data held for the Supply Meter Point includes address, read history and asset data. Meter information (asset data) is also held on the Connections & Disconnections database as part of UKLink (C&D store). GTs have a licence obligation to hold meter asset data which may include that sent via the meter worker of where the data has failed UKLink validations.

The requirement to access data has also been recorded in more detail within the Non-Functional BRD. This requirement relates specifically to the data held within the C&D store.

- 8.7.1 Enable Shippers access to data not held on the Supply Point Register,
- 8.7.2 Appropriate controls and audit trail will be required.

Note: During analysis it was found that the data held within the C&D would not be appropriate to send to Shippers. Once the Shipper has Confirmed a Supply Point the Shipper receives the asset update held in C&D where it can be linked to a Supply Meter Point.

## 8.8 Faulty Assets

- 8.8.1 The MPRN will be flagged as 'Faulty' and will apply at meter point level as the fault could be on the meter, daily read equipment or corrector.
  - For Products 1 this will be via the GTs DMSP or the Shipper
  - For Products 2, 3 & 4 this will be via the Shipper
- 8.8.2 Any reads received after the Faulty Meter flag is set will be recorded but not used for allocation (Class 1 and 2), Reconciliation or AQ processes.
  - For Products 1 and 2 an estimated read will be populated by the GT for allocation purposes which can be replaced via a Consumption Adjustment if required.
  - The Shipper will be notified that the read has been 'suspended'.

- 8.8.3 The status of the asset will be re-set once the fault has been resolved.
- For Products 1 and 2 , where applicable, a re-synch will be carried out and the details submitted within D+5
  - For Products 3 and 4 , where applicable, a re-synch will be carried out and the details submitted within D+10
- 8.8.4 If the fault has been set in error or it has been established that there is not a fault, the fault status will be removed and any suspended reads will be re-instated and used for downstream processes.
- 8.8.5 For all Products, where the meter is faulty, a consumption adjustment for the period of the fault to be submitted to adjust the consumption and energy for the period.
- 8.8.6 Where the Convertor is found to be faulty and updated Convertor details are submitted, the meter readings and previous Check Read, where applicable, will be used to reconcile the period.
- 8.8.7 Where the fault is with the daily read equipment (Datalogger or AMR), the details relating to the site visit (Check Read) will be required to allow for the reconciliation to take place back to the previous Check Read.

## 8.9 Shared Supply Meter Points (SSMP's)

- 8.9.1 Where possible, SSMPs will have the same timescales as non SSMP sites, particularly for transfer of ownership processes and updates to the Supply Point register.

Note: There may be some exceptions identified during detailed analysis.

## 8.10 Updates to the Supply Point Register

The table below details the method and timescale required to update data held in the Supply Point Register. This may not be a complete list.

<b>Data that may be modified</b>	<b>Source</b>	<b>Effective date</b>
Request to change Supply Point Capacity	Shipper	As per current rules
Request to change Supply Point Offtake Rate	Shipper	As per current rules
Request to change Meter Read Frequency	Shipper	2 days notice
Change to MRA	Shipper	From date of acceptance
Change in User Emergency Contact details	Shipper	From date of acceptance
Change in Supplier (no change in Shipper)	Shipper	5 days notice (defined by SMIP)
Request to change Market Sector Code	Shipper	From date of acceptance

Change in Product (no change in Shipper or Capacity)	Shipper	Minimum of 5 business days notice & maximum of 30 business days notice
Request to change MAM ID	Shipper	From date of acceptance
Request to change GAO	Shipper	From date of acceptance
Correction Factor	Shipper	As per Section 8.13

## 8.11 Supply Point Confirmation Cancellation

Currently a Supply Point Confirmation can only be cancelled for Smaller Supply Points upto D-8 of the Confirmation effective date.

8.11.1 Ability for a Confirmation to be cancelled for all Supply Points upto the 8<sup>th</sup> business day before the proposed Supply Point Registration Date

## 8.12 Withdrawal Status

8.12.1 Where a Supply Point Withdrawal has been lodged by the Registered Shipper this will be visible to Shippers via Data Enquiry and the status of Withdrawn will be submitted in the Supply Point Enquiry.

## 8.13 Correction Factor

A Correction Factor is applicable to Supply Meter Points where the AQ is expected to exceed 732,000 kWh (The Gas Calculation of Thermal Energy Regulations 1997). A Correction Factor is applied as the volume of gas passed through the meter can be affected by factors such as temperature and pressure. The Correction Factor held will be used to calculate the volume of gas.

8.13.1 A standard Correction Factor of 1.02264 to be applied to all meter points at creation of the MPRN.

8.13.2 It remains the Shippers responsibility to amend the Correction Factor where the AQ for the Supply Meter Points is expected to exceed 732,000 kWh

8.13.3 The Correction Factor can be updated using the following methods;

8.13.3.1 The ONJOB where the Correction Factor will be applied from the asset installation date

8.13.3.2 The ONUPD where the Correction Factor will be applied from the effective date of the update (acceptance of the update)

8.13.3.3 The Retro file where the Correction Factor will be applied from the **retrospective** asset installation date **or retrospective asset update effective date**

## 8.14 Twinstream Meters

A Twinstream Meter is where two or more meters are installed at a single Supply Meter Point connection.

- 8.14.1 There will be one MPRN for the Supply Meter Point
- 8.14.2 All meters installed at the Supply Meter Point will be recorded
- 8.14.3 A Twinstream Meter will be registered with one Shipper and processed under one Class.
- 8.14.4 The AQ, SOQ and SHQ will be calculated and held at the Supply Meter Point level
- 8.14.5 Reads will be submitted at meter level and aggregated at the Supply Meter Point level.
- 8.14.6 Allocation and Reconciliation processes will take place at Supply Meter Point level
- 8.14.7 When an estimate is required it will be generated using the estimation for the Class.

## **8.15 Supply Meter Points Confirmed in Error (Mod 517)**

- 8.15.1 The Shipper will only need to submit a Withdrawal, no requirement to submit an Isolation request, by submitting a Withdrawal the Shipper is warranting that the Supply Meter Point is not capable of flowing gas. Any financial adjustment will be automatically processed once the Withdrawal is confirmed and effective.

## **8.16 Address Updates**

- 8.16.1 Where an address update is submitted and accepted that amends the LDZ and or Exit Zone that the Supply Meter Point is assigned to, an Offer will be issued to the Shipper where there is a change in the transportation charges notifying them of the applicable rates to be applied.
- 8.16.2 The address update and transportation rates will be applicable 2 business days from receipt of the valid update.

## **8.17 SPA Activities on the current portfolio of Unique Sites**

Unique Sites are currently maintained off-line due to complex processes. The type of sites that are processed off-line and known as 'Unique Sites' are;

- Shared Supply Meter Points (SSMPs)
- NTS Optional Tariff (NTS Shorthaul)
- LDZ Optional Tariff (LDZ Shorthaul)
- Variable Pressure
- NTS Telemetered Sites
- Interconnector
- DN Interruption



8.17.1 All existing Unique Sites will be migrated to UKLink from Go Live and maintained on UKLink. All Supply Point Administration processes, with some exceptions as detailed below, will be managed via standard file interface.

8.17.2 All LDZ non-telemetered Supply Meter Points will be allocated a Confirmation Reference instead of a Logical Meter Number (LMN). Telemetered Supply Points (NTS & LDZ) will continue to be allocated an LMN.

8.17.3 Nominations will be submitted via the standard SPA file flows. Nominations will be referred to the appropriate Network/NGT for the following checks;

- Contract i.e. NExA
- MNEPOR (NTS only)
- NExA Max SOQ
- NTS/LDZ Optional Tariff
- Capacity revisions

8.17.4 Confirmations will be submitted via the standard SPA file flows. A Confirmation reference will be allocated and notified via SPA files and for Telemetered Supply Points an LMN will be allocated.

8.17.5 Standard transfer of ownership files will be submitted to the Proposing and Outgoing Shipper.

8.17.6 All updates to the Supply Meter Point will be via the SPA file flows and processes.

8.17.7 Asset updates will be submitted via RGMA flows except for Supply Meter Points with 'Special Metering Arrangements' whereby the GT will continue to submit the asset update.

## **8.18 Shared Supply Meter Points (SSMPs)**

SSMPs will not be included in standard SPA file flows due to the time bound activities and checks required for all sharing Users.

8.18.1 The following activities will be managed by standard templates via email;

- Nomination
- Offers
- Withdrawal
- Confirmation

- Supply Point updates which results in an amendment to the set-up of the SSMP i.e. capacity revision

8.18.2 Where a Withdrawal is submitted by a User, a notification will be issued to all Registered Users via email. If the Withdrawal results in the Supply Meter Point becoming a non SSMP a notification will be issued via SPA flows.

8.18.3 Supply Points with Special Metering Arrangements will be submitted via the GTs.

## 8.19 Interconnectors

8.19.1 Interconnectors will require a Confirmation only process via email. Interconnectors have different data items and contractual agreements therefore the standard files would not be appropriate.

## 8.20 Cancellation of a Nomination

8.20.1 A Shipper will no longer have the ability to cancel a Nomination. Where a Shipper does not wish to continue with transfer of ownership of the Supply Meter Point a Confirmation would not be submitted.

## 8.21 Notification of the Gas Nomination ID (Gemini ID / Meter ID)

The Gas Nomination ID is used on Gemini for Shippers to enter Gas Nominations against. Gas Allocations will also allocated by the ID (See Section 5.21 of the Settlement BRD for further information)

8.21.1 The Gas Nomination ID will be allocated as follows;

- Class 1 will have an ID for each Meter Point, this will be the Confirmation reference
- Class 2 will have an ID for all meter points in Class 2 per Shipper per LDZ
- Class 3 & 4 will have an ID for all meter points in Class 3 & 4 per Shipper per LDZ

8.21.2 The Gas Nomination ID to be submitted to the Incoming Shipper at transfer of ownership

8.21.3 If the Supply Meter Point changes Class, with the exception of between Class 3 & 4 as the ID would not change, the ID will be notified to the Shipper before the effective date of the Class change.

## 8.22 Primes and Subs

8.22.1 Shippers can elect a prime or Sub Supply Meter Point into Product 2, 3 or 4. Unless a Supply Meter Point meets the Product 1 criteria there are no constraints on which Product the Prime or Sub can be processed under.

- 8.22.2 Supply Meter Points in a Prime & Sub configuration do not need to be in the same Product although any in Product 4 must have the same Meter Read Frequency.
- 8.22.3 The DMSP will continue to obtain reads and Check reads for Supply Meter Points in Product 1
- 8.22.4 The Shipper will be responsible for obtaining a Check Read where derivable equipment is fitted on Products 2, 3 & 4
- 8.22.5 The Incoming Shipper will be responsible for the Opening Read on transfer of ownership
- 8.22.6 Must reads will be applicable to Products 2, 3 & 4
- 8.22.7 Meter Inspections remain the responsibility of the Shipper
- 8.22.8 Asset updates will be submitted via RGMA flows

## **9. Transitional Rules**

Transitional rules may be required to deal with the period immediately before and after the implementation of these rules.

Transitional rules will be documented in the 'Transition Business Rules' and published on the Joint Office website.

## 10. Non-Functional Business Requirements

### 10.1 Volumes

The following information is only an estimate at this stage, a more accurate estimate of potential volumes will be required during the analysis phase.

#### 10.1.1 Check Reads

- Between approx. 55,000 and 630,000 meter points.

#### 10.1.2 Gas Supply Meter Points

- Unique Sites: Approx. 200 Meter Points
- CSEPs: Approx. 1.5 million meter points
- LPG sites: Approx. 2,000 meter points

#### 10.1.3 Single Supply Meter Points

- Potential increase of approx. 57,500 Meter Points. The following stats are as at July 2011.

	Supply Points	Meter Points	Difference
SSP	21,336,377	21,342,650	6,273
LSP	276,942	328,250	51,308
Total	21,613,319	21,670,900	57,581

#### 10.1.4 Provision of Consumption Data

- Potentially 400,000 Meter Points (however this may be an over or under estimate as there are approx. 630,000 Meter Points with a MSF of 'I' and 55,600 Meter Points with an AQ above 732,000 kWh).
- On average 3-4 Suppliers may require the data per Meter Point
- Peak demand may be twice a year in April and October

#### 10.1.5 Market Sector Flag

- Currently over 21 million Meter Points of which approx 400,000 are I&C meter points which may require further differentiation.

#### 10.1.6 Consumer Classification

- There are currently approx. 500 Priority Consumers

## Appendices

## 11. Document Control

### Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Draft	07/11/2011	Xoserve	First draft
0.2	Draft	22/11/2011	Xoserve	Updates following agreement at PN UNC on 21/11/2011
0.3	Draft	12/12/2011	Xoserve	Updates following agreement at PN UNC on 07/12/2011. This version of the document will be published for industry review.
0.4	Final	10/01/2012	Xoserve	Updated following final review at PN UNC on 10/01/2012. This version will be baslined for publication as v1.0.
1.0	Final	16/01/2012	Xoserve	Clean version of v0.4
1.1	Updated for Approval	04/03/2013	Xoserve	Updates agreed at PN UNC
1.2	Updated for Approval	02/05/2013	Xoserve	Included facility for a Shipper to cancel a Confirmation for any Supply Point upto D-8
2.0	Baselined	07/05/2013	Xoserve	Baselined version of 1.2
2.1	Updated for approval	07/10/2013	Xoserve	Updates following analysis carried out by Xoserve regarding C&D data & updates following legal text v BRD review
3.0	Baselined	25/10/2013	Xoserve	Baselined & clean version of 2.1
3.1	Updated for Approval	13/01/2015	Xoserve	Updated to reflect UNC legal text for Modification 0432 and changes as agreed at PN UNC.
3.2	Updated for approval	26/01/2015	Xoserve	Updated following PN UNC on 20/01/2015
3.3	Updated for approval	11/02/2015	Xoserve	Updated following PN UNC on 20/02/2015. Additional clarifications to the table under section 2.1

3.4	Updated for approval	17/03/2015	Xoserve	Additional clarifications to the table under section 2.1 & updated section 8.5 & 8.8
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### Reviewers

Name	Version	Date
PN UNC Workgroup attendees	All versions	PN UNC workgroups

### Approval

Name	Version	Date
PN UNC	All	