



respect > commitment > teamwork

## User Pays Invoicing

# Proposal for a Standardised Single Supporting Information File Format



## Background

- Charges associated with Type 1 (UNC) User Pays services are issued via the IX via a single Adhoc invoice (.ADH) per Shipper on a monthly basis
- This includes charges for:
  - Must Reads, Shipper Agreed Reads, USRV's, DME, AUGE Charges and Meter Read Asset Report
- The associated invoice supporting information (SI) for User Pays charges is issued via email to Shipper operational contacts
  - Shippers receive one supporting information file per service line
  - SI enable's Shippers to validate charges
- The SI received includes multiple file formats (.xls, .csv), structures and content
- Data is diverse and there are limited common elements in each SI file due to the varied services

## Background - Current Initiatives: ADW

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- Xoserve are currently reviewing the Adhoc invoicing process, specifically the associated charge types, SI file formats and how SI is issued
- With the increase in the number of User Pays services in the last 12 months (DME, MOD279, MOD229 / 317), focus has been given to the User Pays Adhoc invoicing process
- As previously discussed at UK Link Committee - this review has initially resulted in the creation of the Adhoc ADW invoice type (within the .ADH invoice) specifically for all User Pays charge types
  - MOD229 / 317 & MOD279 charges have been created using ADW
  - The intention is to transfer all other current User Pays charge types from ADN (a 'generic' Adhoc charge type) to ADW
  - All new User Pays charge types will be created using ADW

## Background - Current Initiatives: SI Review

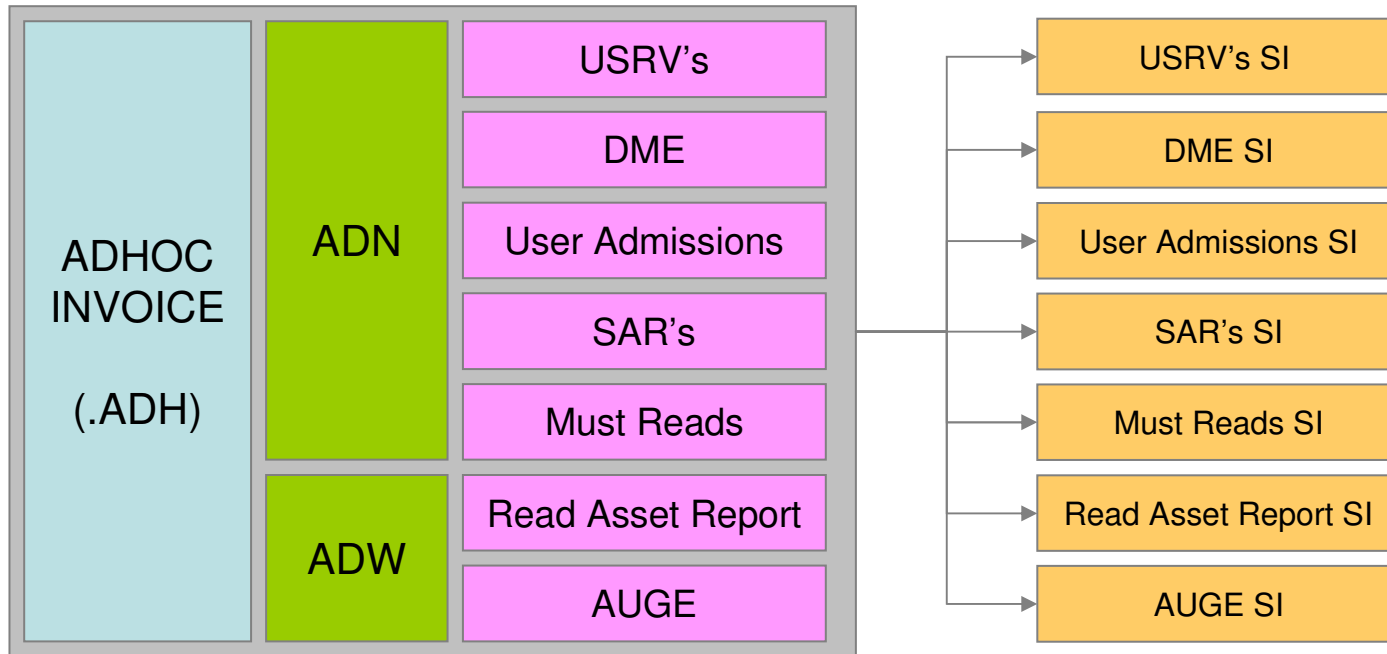
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- This has presented the opportunity to review
  - How Shippers receive user pays SI (currently email)
  - The format of the user pays SI
- And propose a change to the User Pays SI process
- An overview of the current, proposed transitional and proposed future process has been provided to aid discussion and understanding
- Xoserve are proposing the following...

# User Pays Adhoc Invoicing: Current Process

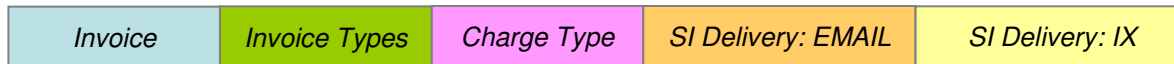
Invoice (IX): One per Shipper

SI (E-mail): Multiple per Shipper



• Note: The Adhoc invoice can also incorporate other Adhoc invoice types & charge types however the User Pays adhoc invoice will only include the above.

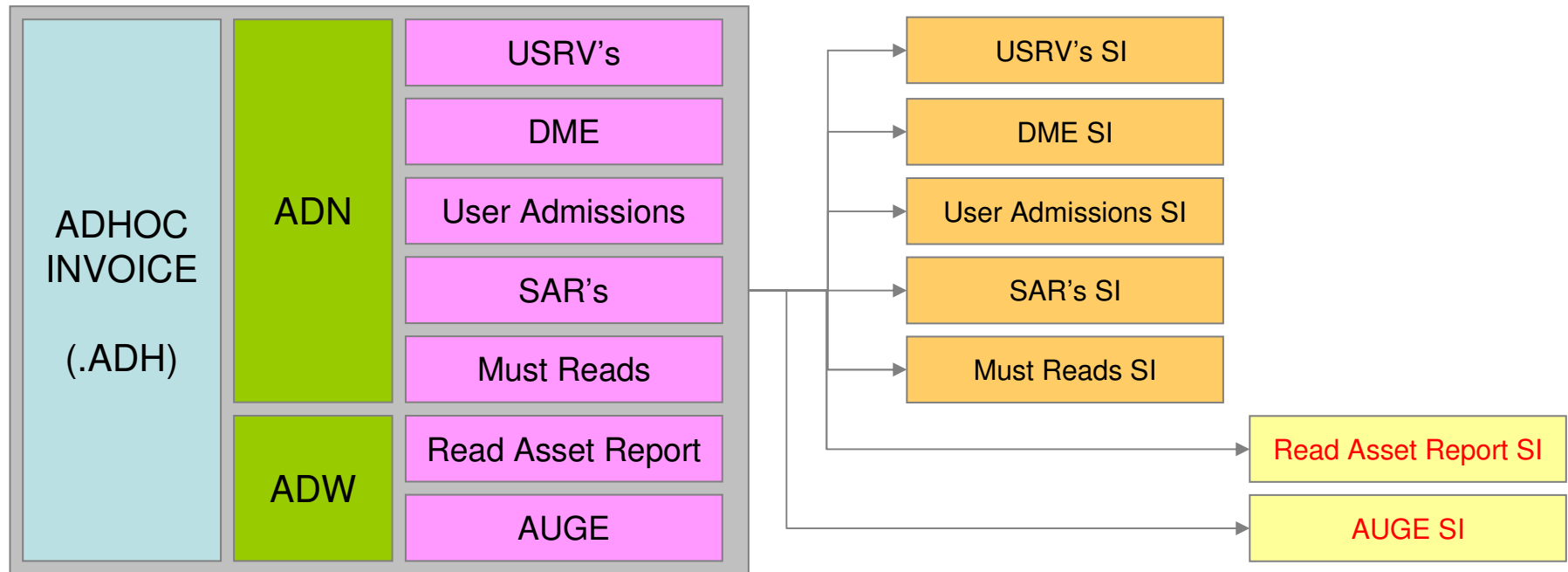
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# User Pays Adhoc Invoicing: Transitional Process (1)

Invoice (IX): One per Shipper

SI (E-mail & IX): Multiple per Shipper



- Services associated to ADW SI to be sent via IX and not email

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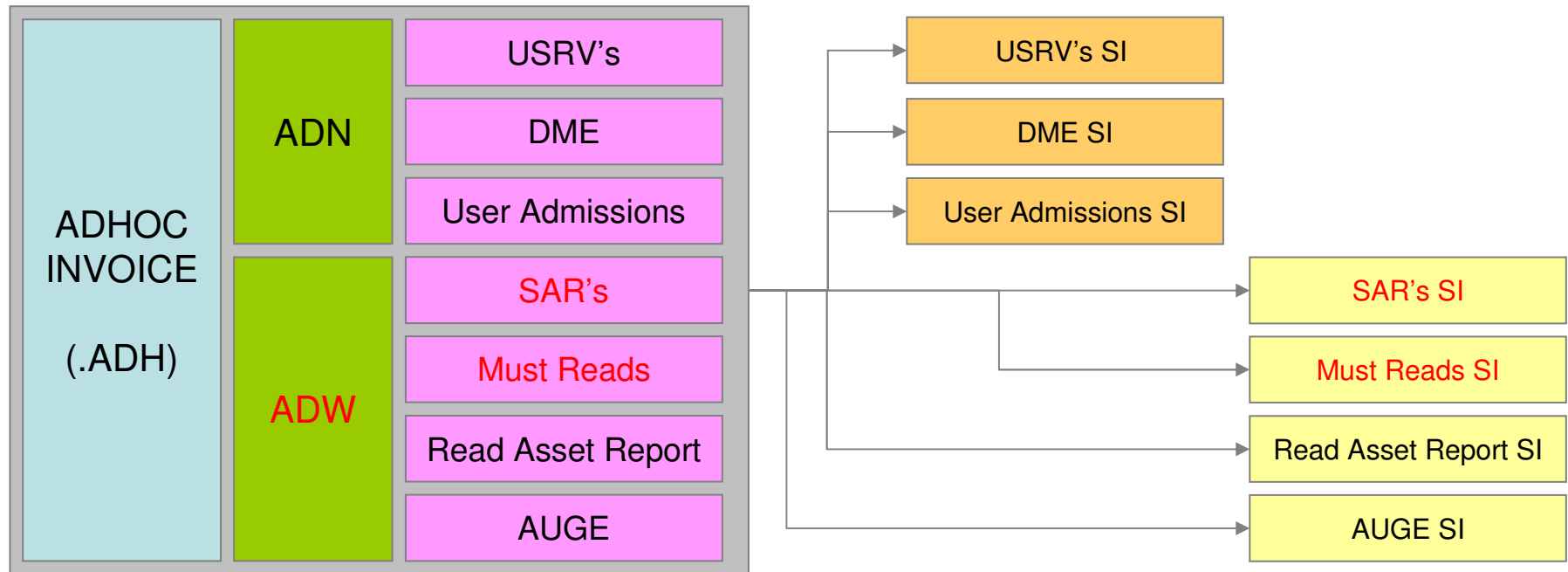
Invoice	Invoice Types	Charge Type	SI Delivery: EMAIL	SI Delivery: IX
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# User Pays Adhoc Invoicing: Transitional Process (2)

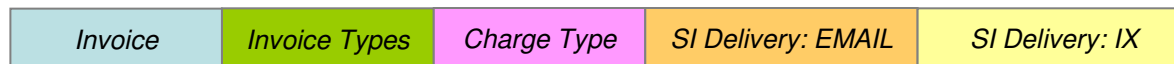
Invoice (IX): One per Shipper

SI (E-mail & IX): Multiple per Shipper



- Move current ADN services to ADW and send SI via IX and not email

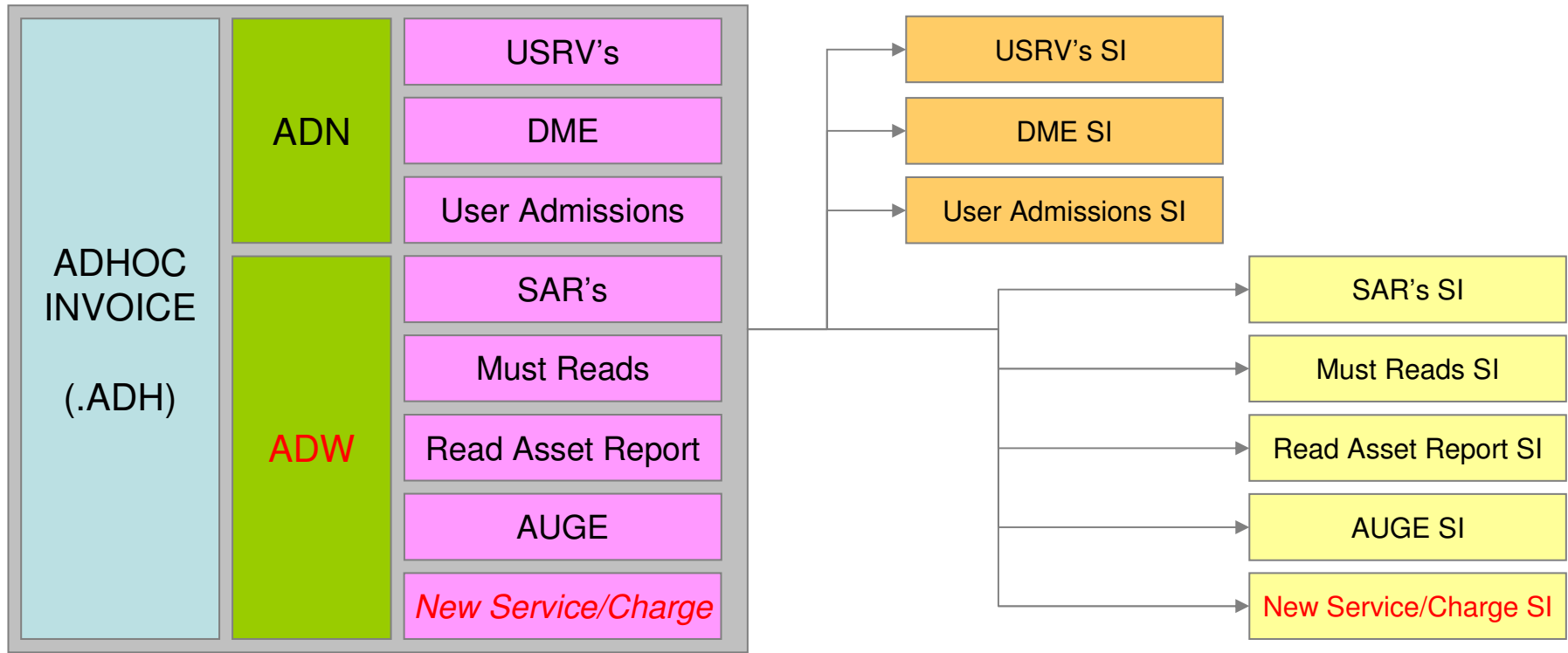
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# User Pays Adhoc Invoicing: Transitional Process (3)

Invoice (IX): One per Shipper

SI (E-mail & IX): Multiple per Shipper



- New services & charge types to utilise the ADW invoice type and SI to be sent via IX



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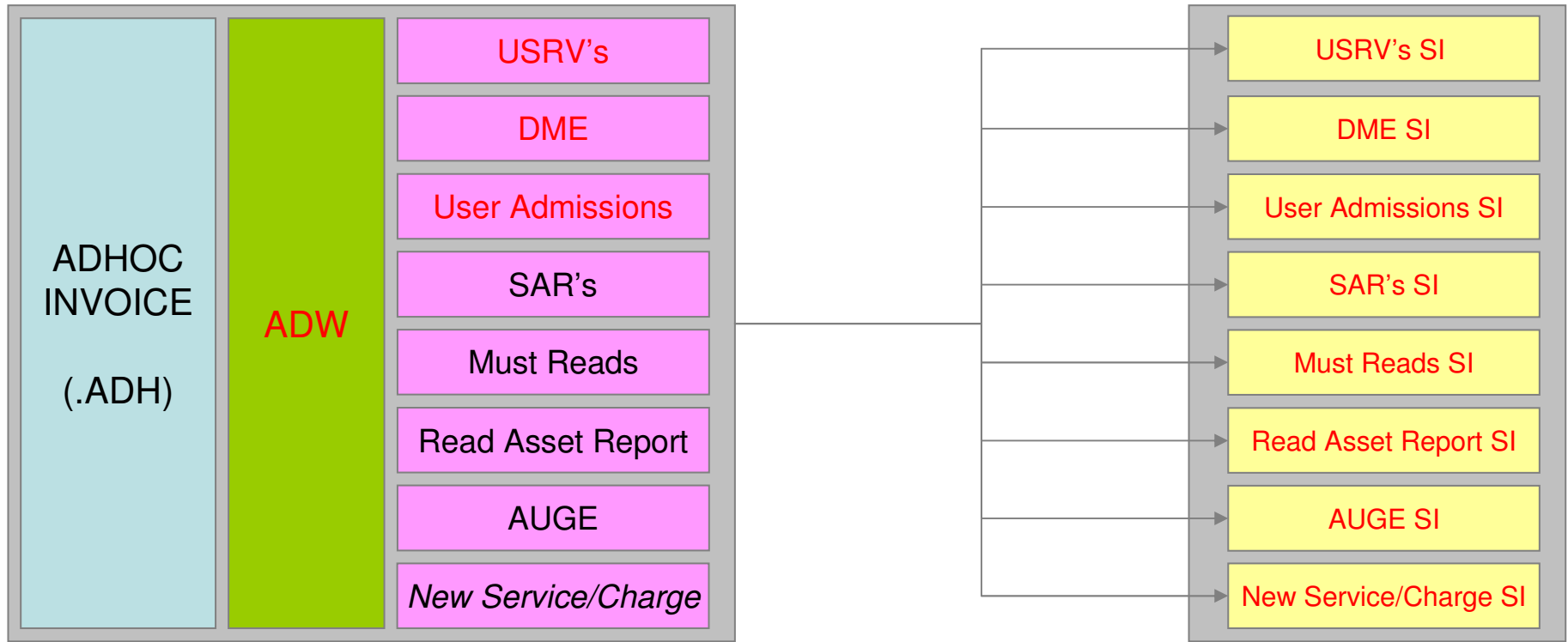
Invoice	Invoice Types	Charge Type	SI Delivery: EMAIL	SI Delivery: IX
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# User Pays Adhoc Invoicing: Future Process

Invoice (IX): One per Shipper

SI (E-mail & IX): One per Shipper



- All User Pays services to be ADW and all SI to be sent via IX in a SINGLE SI file resulting in a single invoice file and single SI file for User Pays charges



**KEY**

Invoice	Invoice Types	Charge Type	SI Delivery: EMAIL	SI Delivery: IX
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## Proposed Enabling Strategy: New User Pays Services

- New User Pays services / charges will be set up utilising ADW invoice type
  - MOD279 Read Asset History Report & MOD229 / 317 AUGE first to utilise
- A standardised file format that will be suitable to send via the IX will be developed for each new service line
  - A proposed format has been issued for MOD279 & MOD229 / 317 (provided)
  - Contains common 'elements' that will support a future single SI file format
    - Standard Header
    - Standard Invoice Summary
    - Standard Charge Type Summary
    - Service Charge Type Detail Record/s
    - Standard Trailer
- All new service charges SI to be sent via IX (no transitional period) following relevant industry agreement / notification
- *Note – MOD279 & MOD 229 / 317 SI to be issued via email initially until agreement and industry notification is concluded*

## Proposed Enabling Strategy: Current User Pays Services

- For current User Pays service charges associated to ADN invoice type:
  - Stage 1 - New charge types will be set up and subsequent invoicing will be done using ADW
  - Stage 2 – New file formats will be developed that are IX suitable, incorporating the same ‘common’ / standardised structure as the new services / charges previously discussed
    - Change therefore will only be associated to the detail record
    - Changes to data items should be minimal (based on current SI)
    - Continue to send via email **if required** until Stage 3
  - Stage 3 - Following industry agreement and notification, files will subsequently be issued via the IX
- Changes to the current service charge types will be determined by either other changes associated with the services or targeted projects
- Once all services are ADW and utilising ‘common’ file format
- Propose a single SI file is issued incorporating all charges

## Points for Consideration

- Proposal that is seeking discussion / direction / support from the industry
- Each change will be presented to the UK Link Committee and agreement sought including the relevant notification timescales
- Time to transfer current service charges to a common file format and issue via the IX will be required for both xoserve and Shippers
  - Multiple systems creating SI data, dispersed systems, time requirements to amend systems and produce (and accept) SI files
  - Move to a single SI file will take time – envisage shippers will continue to receive multiple individual SI files for some time but also receive some files via IX and some via email for the immediate future

## Points For Consideration cont.

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- In regards to the common file format:
  - MOD279 and MOD229 / 317 have been created with this proposal in mind
    - Standardised Header / Invoice Type Summary / Charge Type Summary / Trailer
    - Unique / Individual detail record/s specific to the service charge
  - Where possible, new record types (i.e. detail records) will only be created if required – current detail record types will be utilised wherever possible
    - E.G. For MOD279, record type R11 will be amended to be a generic User Pays report SI detail record (change title and include a report name)
  - Envisage that the creation of single record type/s for multiple services will be difficult due to the diversity of the services provided and the data required for the SI
  - As illustrated at a high level...

## Points For Consideration cont.

- Example: Diversity of SI data provided resulting in the requirement for individual detail records

SI Data Type / Content	User Pays Service / Charges		
	Must Reads	MOD279 Asset Read Report	MOD229/317 AUGE
Meter Point Data	✓	X	X
Read Data	✓	X	X
Market Share Data	X	X	✓
Portfolio Data	X	X	✓
Report Issue Data	X	✓	X
Charge Data *	✓	✓	✓

- \* Would be included in the Charge Type summary record
- Example – R11 Record type in MOD279 has been amended to create a generic report record type

## Proposed Timescales for Notification

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- If the proposal and standard file format is agreed:
- For New Services – propose 1 months industry notification of file format and send via IX
  - New detail record/s will be required
  - Example: The AUGÉ invoice is due to be issued in August however confirmation from the industry regarding the calculation and invoicing method was not received until June
  - Contingency – issue via email in the interim and later by IX
- For changes to current services – propose 3 months notification
  - Envisage Shippers and Xoserve current systems / process will need to be changed
  - Data item changes will be kept to minimum unless they support the creation of a generic record type
- Welcome industry views on this

# Proposed Timescales for Notification

- Perceived Benefits
  - The agreement for the creation of ADW allows clearer identification of specific charge types (responding to industry request for clearer identification of Adhoc charge types)
  - A standardised, common SI file is envisaged to provide improved visibility and understanding of current and new file formats to the industry
  - All SI files being sent via the IX rather than email improves security, reduces manual processing and administration and moves towards a single method rather than multiple processes
  - A single SI file would reduce the volume of files being issued and received
  - Ultimately creation of a single SI file for User Pays could be utilised for the creation of a similar single SI file for all Adhoc invoices
- Possible Issues / Concerns
  - Timescales to achieve
  - Impact of changes to Xoserve and Shipper systems & processes
  - Continuation of two different methods during the transition



## Next Steps

- Request UK Link Committee review the proposal and identify any additional issues or options for further discussion
- Propose comments received in July UKLC meeting are considered, and incorporated into a communication to trigger the standard representation process
  - Communication to be sent following this meeting giving 10 days representation period for the principles covered in this presentation
    - Transfer of existing SI to IX from e-mail with reduced notice period (3 months)
    - Introduce new User Pays service lines with 1 month notice period and issued via the IX
  - Committee asked to note that the transition period is not a defined period – changes will be undertaken as other changes are identified
  - If agreed Xoserve would be seeking to move MOD279, 229 / 317 and DME to the common file format and issue via the IX as soon as possible
  - Xoserve would then begin to schedule the change with other current service charge types and any new service charges
- Welcome and request industry views on this proposal