

## Stage 02: Workgroup Report

# 0431S:

## Shipper/Transporter - Meter Point Portfolio Reconciliation

At what stage is this document in the process?



This Modification Proposal seeks to improve the completeness of the data held by Transporters on behalf of industry parties by carrying out a MPRN portfolio reconciliation between Shipper records and Sites & Meters.



The Proposer recommends that this modification should be referred to a Workgroup for further assessment.



High Impact:  
Shippers



Medium Impact:



Low Impact:

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## About this document:

This report will be presented by the Workgroup to the panel on 16 July 2013.

The panel will consider whether the modification is sufficiently developed to proceed to Consultation and to submit any further recommendations in respect of the definition and assessment of this self-governance modification.



### 3 Any questions?

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4



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# 1 Summary

## Is this a Self-Governance Modification

The Modification Panel determined that this is a self-governance modification.

## Why Change?

Due to the large number of Shipperless and Unregistered sites which are currently held on the Transporters agents system SGN believes there is the potential to improve the completeness of the data currently held in Sites and Meters database by comparing Shipper held data with that managed by the Transporters agent. The proposed change to the UNC will permit the Transporters to carry out a Supplier portfolio reconciliation to ensure Supplier MPRN data matches that held by the Transporters, thus improving the completeness of the data set that is held for the UK gas industry. This is being carried out in order to potentially identify sites billed by Suppliers but which are not registered to a Shipper on the Sites and Meters database hence not receiving the correct allocation of settlement costs.

## Solution

It is proposed that Shippers will obtain from their Supply businesses a dataset of their billable mprn portfolio and provide this to Xoserve to enable a match of the portfolio against the MPRN data currently stored in Sites and Meters database.

## Relevant Objectives

The modification would better facilitate the objective a) above by improving the data held by Xoserve which will allow better network planning to take place due to gas being allocated to the correct networks.

The reconciliation of the data held by Xoserve will reduce the number of unregistered sites and will improve the targeting of costs thus meeting the Transporters licence obligations and therefore further relevant objective C).

## Implementation

As this modification was determined to follow self-governance procedures, implementation could be 15 Days following a Modification Panel decision to do so. However the Workgroup expect that once a decision to implement this modification has been made then a lead time of 20 business days would be required to produce the required data extracts, this notice period would be given in advance of the 1<sup>st</sup> Non business day in November 2013, if a decision to implement the modification is made before the 1<sup>st</sup> October 2013. If the modification is implemented after the 1<sup>st</sup> October then the first extract will be scheduled for the 1<sup>st</sup> Non Business Day in February 2014.

# 2 Why Change?

## Overview

This modification seeks to align the MPRN data held by the Transporters agent on behalf of industry parties with the billable MPRN data held by Shippers' Supply businesses. By carrying out a portfolio reconciliation exercise against MPRN's the subsequent reconciliation of data will help to avoid any undue costs that are associated

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with the investigation and unallocated energy of Shipperless and unregistered sites that the industry may otherwise have experienced.

### 3 Solution

The proposed solution will introduce a UNC obligation on Shippers to provide information from their Supply business' billing systems to allow the Transporters agent to carry out a portfolio reconciliation (on behalf of the Transporters) against the current information that is registered in the Sites and Meters database, thus improving the completeness of the data set that is held for the UK gas industry. For clarity, the Transporters agent is only required under this modification to identify live/billable MPRNs on the Suppliers portfolio which are not present or registered to a Shipper on Sites & Meters i.e. unregistered or shipperless. They will not be required to also identify sites registered to a Shipper on Sites & Meters but which is not present in the Suppliers portfolio as this is an exercise which Suppliers/Shippers can easily carry out themselves at present.

The content of the dataset which will be required from the Shippers' Supply business (s) billing systems will include the MPRN, Meter Serial Number, Full Postcode and the Shipper & Supplier short codes.

Once the Transporters agent has completed the portfolio reconciliation exercise a report will be provided back to the Shipper detailing the MPRN's on their system which are not registered against that Shipper on Sites and Meters to allow them to investigate the findings further. Where the Transporters agent has identified MPRN's from the reconciliation exercise which should be registered against the individual Shipper on Sites and Meters but are not, the Shipper concerned shall be expected to register the MPRN's within 25 business days or where the Shipper does not consider this action to be appropriate provide a reason for non-registration to the Transporters agent within 25 business days from the report issue date. If Shippers need to carry out further investigations then the Transporters agent will grant up to an additional 50 business day for these investigations. If the Shipper does not respond to the request to register the site then the Transporters agent will register the site on behalf of the shipper.

The data set that is expected to be provided from the Shippers will exclude iGT sites hence those MPRN's beginning with 74xxxx and 75xxxx will be excluded.

Detailed business rules:

1. Shippers will be obligated to take a data extract from a Non Business Day, for the avoidance of doubt this report will only be taken once in any gas year and will typically take place in November, however if the implementation is delayed the first report will be taken in February. The request for a report will be given with 20 business days notice as and when the transporters deem a reconciliation exercise is necessary. Reports will be scheduled from all Shippers at the same time and will require the extract date to be the date given by the Transporter's agent.
2. The data extract will be sourced from the current live billable customer database supply portfolio of the associated Supplier for each Shipper. The data extract will include all MPRNs which are currently live in the database where an end user supply contract is in place. Shippers will use all reasonable endeavours to provide the data extract to the transporters agent within 15 business days of the agreed extract date and will specify a reason should this not be possible.

The data extract which is provided to the Transporter's agent will detail the following:

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- MPRN
- Meter serial number
- Post Code
- Shipper & Supplier Short Codes

The data extract which is provided will be extracted from the Suppliers billable customer database. If sites have been aggregated then the data will show the relevant MPRNs with the relevant meter serial numbers.

The report that is provided to the Transporters agent will state the date when the data extract was taken.

3. Shippers shall use reasonable endeavours to secure the supply portfolio of a Supplier with which it has a shipping arrangement. Where a Shipper is not the same legal entity as the supplier or within the same group of companies and is unable to secure the supply portfolio the Shipper shall report the fact, together with the reason why the Supplier is unable to fulfil the request. This response to the Transporters agent shall be given within 15 business days of the agreed extract date.
4. In the event that the Shipper has been unsuccessful in securing the supply portfolio of a Supplier to whom it is contractually associated with then the Shipper will provide the Supplier's contact details to enable the Transporters agent to make a direct request to the Supplier for this information.
5. The Transporters agent will complete a portfolio reconciliation exercise using the business rule 2 data provided by the Shipper and the MPRN data held on the Supply Point Register
6. Where the Transporters agent identifies an MPRN detailed on the Shipper's report which is unregistered, Shipperless, not present at all on the Supply Point Register database or duplicated, then they will provide a report to each relevant Shipper specifying these MPRN's. If a new MPRN is identified on the Shippers report then they will be expected to follow the current procedures for creating & registering a new MPRN.
7. The Transporters agent will provide the Business Rule 6 report to each Shipper as soon as is reasonably practicable from the provision of the Business Rule 2 data extract by the Shipper.
8. The relevant Shipper will commence the registration of any MPRNs on the Business Rule 6 report within 25 business days from receipt of the business rule 6 report. Alternatively where the Shipper considers it would not be appropriate to register an MPRN, it will provide a reason to the Transporters agent for not completing this exercise.
9. If the Shipper is unable to commence the registration of the MPRN within the provision of Business Rule 8 due to further investigations being required then they will provide a reason for requiring additional time to the Transporters agent who will then grant up to an extra 50 business days (25+50 = 75 business days in total) to commence the registration of the MPRN. If within the original 25 day period or within the additional 50 day period, the Shipper fails to provide a reason for not having commenced the registration of the MPRN and the Supply Point remains un-registered, the Transporters agent may register the MPRN on the Shipper's behalf. Sites which are not present at all on the Supply Point Register database will be updated by the Transporters' agent on the Supply Point Register database.
10. This rule will apply if there is a need to automatically register the site. Should any additional information be required to register the MPRN by the Transporters agent then an additional request for data items will be submitted to the relevant Shipper. The Shipper will provide any additional information within 15 business days from the Transporters agent.

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11. Once the portfolio reconciliation exercise has been completed by the Transporter's agent an anonymised report will be generated indicating the following by Shipper organisation:

The number of MPRNs provided by the Shipper to the Transporters agent which on the extract date were:

- (i). At an unregistered status on Sites and Meters.
- (ii). At a Shipperless status on Sites and Meters.
- (iii). Not present at all on Site and Meters.
- (iv). Are duplicated.

The Shipper organisation names will be anonymised on this report.

A non-anonymised report will be provided to Ofgem.

### Time Line of Events

Business Days	20	Extract Date	15		25	50	15
Process	Notification	Extract	Report Provision / Non Delivery	User Data Reconciliation and Provision of Report	Shipper Registration / Reason for non Registration	Transporter Grants Additional Time	Provision of Additional Data Items

#### User Pays

##### Classification of the modification as User Pays or not and justification for classification

We expect that there will be minor costs involved in implementing this change but don't expect any system changes therefore this modification will not be classified as a user pays modification.

##### Identification of Users, proposed split of the recovery between Gas Transporters and Users for User Pays costs and justification

n/a

##### Proposed charge(s) for application of Users Pays charges to Shippers

n/a

##### Proposed charge for inclusion in ACS – to be completed upon receipt of cost estimate from Xoserve

n/a

## 4 Relevant Objectives

Impact of the modification on the <b>Relevant Objectives:</b>	
Relevant Objective	Identified impact
a) Efficient and economic operation of the pipe-line system.	Positive
b) Coordinated, efficient and economic operation of (i) the combined pipe-line system, and/ or (ii) the pipe-line system of one or more other relevant gas transporters.	None
c) Efficient discharge of the licensee's obligations.	Positive
d) Securing of effective competition: (i) between relevant Shippers; (ii) between relevant suppliers; and/or (iii) between DN operators (who have entered into transportation arrangements with other relevant gas transporters) and relevant Shippers.	None
e) Provision of reasonable economic incentives for relevant suppliers to secure that the domestic customer supply security standards... are satisfied as respects the availability of gas to their domestic customers.	None
f) Promotion of efficiency in the implementation and administration of the Code	None
g) Compliance with the Regulation and any relevant legally binding decisions of the European Commission and/or the Agency for the Co-operation of Energy Regulators	None

### Objective a)

The modification would better facilitate the objective a) above by improving the data held by the Transporters agent which will allow better network planning to take place due to gas being allocated to the correct networks. [how does this help system ops?]

### Objective c)

The reconciliation of the data held by the Transporters agent will reduce the number of unregistered sites and will improve the targeting of costs thus meeting the Transporters licence obligations.

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## 5 Implementation

As this modification was determined to follow self-governance procedures, implementation could be 15 Days following a Modification Panel decision to do so. However the Workgroup expect that once a decision to implement this modification has been made then a lead time of 20 business days would be required to produce the required data extracts, this notice period would be given in advance of the 1<sup>st</sup> Non business day in November 2013, if a decision to implement the modification is made before the 1<sup>st</sup> October 2013. If the modification is implemented after the 1<sup>st</sup> October then the first extract will be scheduled for the 1<sup>st</sup> Non Business Day in February 2014.

## 6 Legal Text

### Text

The following Text has been prepared at the request of the Modification Panel.

#### *Instruction*

*Please insert as Paragraphs 2.12, 2.13 and 2.14 in Section G of the Transportation Principal Document under Paragraph 2.11.4.*

### 2.12 Supply Portfolio

2.12.1 The Transporter shall be entitled to request a copy of the current live billable supply portfolio ("**Supply Portfolio**") of each Supplier with whom a User is contracted. Extracts will be taken on a Non Business Day ("**Portfolio Date**"). For the avoidance of doubt the Transporter will only be able to request the Supply Portfolio once in any gas year.

2.12.2 If the Transporter requires a Users Supply Portfolio(s), the Transporter shall place a request for a report no less than 20 Business Days prior to the portfolio date as detailed in the request.

2.12.3 The User must comply with the request unless unable to do so under clause paragraph 2.14.2.

2.12.4 The Users Supply Portfolio(s) will be provided within 15 Business Days of the Portfolio Date and shall include all billable Meter Point Reference Numbers that are currently live in their Supplier's database where an end user Supply Contract is in place and detail the following data:

- (a) meter serial number of the Supply Meter
- (b) Meter Post Code
- (c) Shipper short codes and supplier short codes

2.12.5 Where the Users Supply Portfolio(s) includes Supply Meter Points that are included in a Sub-deduct Arrangement, the data will identify only those Supply Meter Point Reference Numbers in respect of Primary Supply Meter Point along with the relevant meter serial numbers.

2.12.6 The Users Supply Portfolio(s) will confirm the date of the data extract.

2.12.7 On receiving the Users Supply Portfolio, the Transporter will compare the Supply Portfolio against the Supply Meter Point Reference Number data held on the Supply Point Register.

### 2.13 User Data Reconciliation

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- 2.13.1 Where one or more Supply Meter Point Reference Numbers detailed on the Users Supply Portfolio(s) are not identified against that/or any User on the Supply Point Register database, the Transporter Agency shall provide a report to the relevant User identifying these ("**Reconciliation Report**") as soon as reasonably practicable from receipt of the Supplier's Supply Portfolio.
- 2.13.2 The Reconciliation Report will specify to each relevant User the following:
- (a) The Supply Meter Point Reference Number(s) detailed on the Users Supply Portfolio report which are at that time:
    - (i) are at an Unregistered Status on the Supply Point Register.
    - (ii) are at a Shipperless Status on the Supply Point Register.
    - (iii) are not present on the Supply Point Register.
    - (iv) are duplicated on the supply point register.
- 2.13.3 For the avoidance of doubt in relation to 2.13.2 (iii) Shippers will be required to rectify these issues by using existing industry process.
- 2.13.4 For the purposes of 2.13.2(a)(i) a Supply Meter Point Reference Number which is at an Unregistered Status is a Supply Meter Point Reference Number which has not previously held a Supply Point Registration by any User on the Supply Point Register and at the time of the creation of the Reconciliation Report is not subject to a Supply Point Registration.
- 2.13.5 For the purposes of 2.13.2(a)(ii) a Supply Meter Point Reference Number which is at a Shipperless Status is a Supply Meter Point Reference Number which has previously held a Supply Point Registration by a User on the Supply Point Register and at the time of the creation of the Reconciliation Report is not subject to a Supply Point Registration.
- 2.13.6 Subject to paragraph 2.13.7, the User shall commence the registration of any Supply Meter Point Reference Number identified within 25 Business Days of receiving the Reconciliation Report ("**Registration Period**").
- 2.13.7 Where the User considers it would not be appropriate to register any Supply Meter Point Reference Number it will provide a reason to the Transporter for not completing this exercise within the Registration Period.
- 2.13.8 Where the Transporter agrees with the reason provided in 2.13.7 the Transporter will not require the user to take any further action
- 2.13.9 Where the User is unable to commence the registration of the Supply Meter Point Reference Number within the provision of paragraph 2.13.7 due to further investigations being required then they will provide a reason for requiring additional time to the Transporter who shall, at its sole discretion, be entitled to grant the User an additional period of up to 50 Business Days beyond the Registration Period in which to commence the registration of the Supply Meter Point Reference Number ("**Extension Period**").
- 2.13.10 Where the Transporter and the User agree that the User is unable to complete the investigation as per 2.13.9 the User shall be obligated to provide any relevant information that they may have to the Transporter.
- 2.13.11 If within the Registration Period or the Extension Period the User fails to provide substantiated justification for not registering the Supply Meter Point, the Transporter shall be entitled to create and / or register the Supply Meter Point on the Users behalf.

- 2.13.12 Where the Transporter requires additional information to register the Supply Meter Point Reference Number under paragraph 2.13.11 then an additional request for data items will be submitted to the User. The User shall provide any additional information within 15 Business Days from the Transporters request ("**Information Period**").
- 2.13.13 Following the provision of the Reconciliation Report to each User the Transporter will publish a report by User (on a non-attributable basis) detailing the following:
- (a) The number of Supply Meter Point Reference Numbers at an Unregistered Status.
  - (b) The number of Supply Meter Point Reference Numbers at a Shipperless Status.
  - (c) The number of Supply Meter Point Reference Numbers not present on the Supply Point Register.
  - (d) The number of duplicated Supply Meter Point Reference Numbers

## 2.14 Supplier Data

- 2.14.1 The User shall use reasonable endeavours to secure the Supply Portfolio of a Supplier with which it has a shipping arrangement.
- 2.14.2 Where a User is a separate legal entity to the Supplier or is outside of the same group of companies as the Supplier and is unable to secure the Supply Portfolio then, the User shall confirm this to the Transporter along with substantiated justification as to why the Supplier is unable to fulfil the request. Users shall provide this information to the Transporter within 15 Business Days from the Portfolio Date.
- 2.14.3 In the event that the User has been unsuccessful in securing the Supply Portfolio under paragraph 2.14.2 then the User will provide the Supplier's contact details to the Transporter who shall be entitled to make a direct request to the Supplier for this information.
- 2.14.4 Once the Transporter has completed the reconciliation exercise, the Transporter will produce a report that will be submitted to the Joint Office of Gas Transporters and Ofgem indicating the number of Supply Meter Point Reference Numbers provided by the supplier to the Transporter which on the Portfolio Date were:
- (a) at an Unregistered Status on the Supply Point Register.
  - (b) at a Shipperless Status on the Supply Point Register.
  - (c) not present at all on the Supply Point Register.
  - (d) The number of duplicated Supply Meter Point Reference Numbers

## 7 Recommendation

The Workgroup invites the Panel to:

- AGREE that this self-governance modification should be submitted for consultation.

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