

## Balancing and Settlement Code

### BSC PROCEDURE

### Supplier Charges

BSCP536

Version 14.0~~Version 13.0~~

Date : 7 November 2013~~7 November 2013~~~~1 November 2010~~

**BSCP536**  
**relating to**  
**SUPPLIER CHARGES**

1. Reference is made to the Balancing and Settlement Code, and, in particular, to the definition of “BSC Procedure” in Section X, Annex X-1 thereof.
2. This is BSCP536, [Version 14.0](#)~~Version 13.0~~ relating to Supplier Charges.
3. This BSC Procedure is effective from [7 November 2013](#)~~1 November 2010~~.
4. This BSC Procedure has been approved by the Panel.

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## AMENDMENT RECORD

Version	Effective Date	Description of Changes	CRs Included	MODS / Panel Ref
1.1	Code Effective Date	Re-badged AP536 to form BSCP536	NCR313	
2.0	27 March 2001	Approved by the Panel 22 February 2001		P/013/008
3.0	01 November 2002	Changes for Modification P68	P68	NPAB19/210
4.0	01 March 2003	Update to reflect the terminology used in the BSC Update Reports BSCP536/02, BSCP536/03, BSCP536/04, BSCP536/05, BSCP536/06	CP851, CP852	NPAB22/244
5.0	1 July 2004	Changes for Modification P99.	P99	SVG41/002
6.0	BETTA Effective Date	BETTA 6.3 and SVA February 2005 Release CPs agreed by SVG	BETTA 6.3, CP1091	SVG/48/004
7.0	30 June 2005	SVA June 05 Release	CP1103	SVG/52/005
8.0	03 November 2005	SVA November 05 Release	CP1141	SVG/56/004
9.0	26 June 2008	June 08 Release	CP1176 (part) CP1223	ISG86/02, SVG76/02 ISG84/01, SVG84/02, PAB84/11, TDC109/01
10.0	26 Nov 2008	P207 Release	P207	PAB91/12 SVG91/06
11.0	5 November 09	November 2009 Release	CP1287	SVG100/02
12.0	24 June 2010	June 2010 Release	CP1316	SVG106/01
13.0	01 November 10	November 2010 Release	CP1339	SVG116/05 PAB116/06
<a href="#">14.0</a>	<a href="#">7 November 13</a>	<a href="#">CGI Rebranding</a>	<a href="#">CP1399</a>	<a href="#">TBC</a>

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## **1. Introduction**

### **1.1 Scope of the Procedure**

This BSC Procedure (BSCP) defines the process of applying Supplier Charges to Suppliers operating under Supplier Volume Allocation. It describes the key interfaces and timetable responsibilities for Suppliers, SVAA, PARMS, the Performance Assurance Administrator (PAA) and BSC Finance.

### **1.2 Risk Based Performance Assurance Framework**

Performance Assurance Techniques (PAT)s will be applied to a Performance Assurance Party (PAP) based on the net significance of the applicable Settlement Risk and an assessment of the PAP's contribution to the Settlement Risk.

Settlement Risks and their net significance are captured on the Risk Evaluation Register (RER). All the Settlement Risks identified are rated in terms of severity of impact and probability (including a weighting for the strength of controls).

The Settlement Risks are assigned Performance Assurance Techniques to mitigate those risks and these PATs are recorded in the Risk Operating Plan (ROP) against each Settlement Risk.

The Risk Evaluation Register and the ROP are produced for a Performance Assurance Operating Period in accordance with the Annual Performance Assurance Timetable and the agreed Risk Evaluation Methodology (REM), which details the processes used to identify and evaluate the Settlement Risks and assess their materiality.

A Risk Management Plan (RMP) is created for each PAP based on the Risk Evaluation Register and the Risk Operating Plan and in accordance with the Risk Evaluation Methodology. The Risk Management Plan will detail the Performance Assurance Techniques that will be deployed to a PAP during the course of a Performance Assurance Operating Period based on the Settlement Risks that are applicable to that PAP and the extent that the Settlement Risk applies to the PAP. If a PAP disagrees with their Risk Management Plan, then there are provisions within the Code for them to query or appeal against it.

'Supplier Charges' is a Performance Assurance Technique and is therefore identified on the relevant PAP's Risk Management Plan. The menu of Supplier Charges, including performance levels are detailed in Annex S-1 of the BSC.

### **1.3 Main Users of the Procedure**

This BSC Procedure should be used by Suppliers, the PAA, the Performance Assurance Board (PAB) and BSC Finance. It will also be of general interest to all Trading Parties who will receive Supplier Charges from Suppliers.

## 1.4 Use of the Procedure

The purpose of this procedure is to enable Suppliers to understand the application of Supplier Charges, their responsibilities with regard to payment of these and the query process available to them.

Throughout this procedure, timetables reflect the number of Working Days following defined events by which an activity should be completed.

## 1.5 Balancing and Settlement Code Provision

This BSC Procedure has been produced in accordance with the provisions of the Balancing and Settlement Code (BSC), in particular Section S-1. In the event of an inconsistency between the provisions of this BSC Procedure and the Balancing and Settlement Code, the provisions of the Balancing and Settlement Code shall prevail.

## 1.6 Associated BSC Procedures

This BSC Procedure interfaces with:

BSCP533      PARMS Data Provision, Reporting and Publication of Peer Comparison Data

## 1.7 Acronyms and Definitions

### 1.7.1 Acronyms

The terms used in this BSC Procedure are defined as follows:

BSC	Balancing and Settlement Code (The “Code”)
BSCCo	Balancing and Settlement Code Company
SCs	Supplier Charges
PAA	Performance Assurance Administrator
PAB	Performance Assurance Board
PAP	Performance Assurance Party
PAT	Performance Assurance Technique
PARMS	Performance Assurance Reporting and Monitoring System
REM	Risk Evaluation Methodology
RER	Risk Evaluation Register
RMP	Risk Management Plan
ROP	Risk Operating Plan

SVAA	Supplier Volume Allocation Agent
WD	Working Day

### 1.7.2 Definitions

Full definitions of the acronyms in Section 1.7.1 are, where appropriate, included in the Balancing and Settlement Code.

## 2. Not Used



### 3. Interface and Timetable Information

#### 3.1 Application of SCs

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	Monthly, 26 WD after the last day of the calendar month and following receipt of the Funding Share as per 4.5.3	Calculate SCs and determine the manner in which they should be re-distributed. Produce reports and payment authorisation forms and issue to PAA.	PARMS	PAA	Performance data as specified in BSCP533. Forms BSCP536/01, /02,/03,/04 and BSCP536/05,/06	Email
3.1.2	With output data report as per BSCP533, 3.2.1	Send notification of extenuating circumstances (e.g. claiming Force Majeure against SCs)	Supplier	PARMS	Details of extenuating circumstances	BSC Service Desk
3.1.3	PAB Paper Day	Send report to PAB (incorporating information from 3.1.2)	PAA	PAB	Performance data as specified in BSCP533.	Paper
3.1.4	Next PAB meeting	Authorise reports and payment.	PAB	PAA	Form BSCP536/06 and cover paper.	Paper

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.5	2 WD after 3.1.4	Distribute reports & payment authorisation	PARMS	Suppliers/ Trading Parties/ BSC Finance	Forms BSCP536/01/03 (to Suppliers), Form BSCP 536/02 (to Suppliers where applicable), Form BSCP536/04 (to Trading Parties ) and Form BSCP536/06 to BSC Finance (electronic copy & paper)	Email
3.1.6	Next BSCCo Bill run	Issue BSCCo Bill, ref. 4.7 for payment rules	BSC Finance	Suppliers/ Trading Parties	Net figure for amount owed/owing	Paper
3.1.7	In line with BSC Co Finance procedures	Make payment	Supplier	BSC Finance	BSCCo Bill	Electronic
3.1.8	In line with BSC Co Finance procedures	Receive funds.	BSC Finance	Suppliers/ Trading Parties	Payment due information	Electronic

### 3.2 Raising a Query on SC reports

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	Within 10 WD of receipt of report	Raise Queries on SC Reports	Suppliers/ Trading Parties	PARMS	Query Form BSCP536/07	BSC Service Desk
3.2.2	Within 1 WD of 3.2.1	Log, check completeness of information and acknowledge Query	PARMS	Supplier/ Trading Parties	Query Form BSCP536/07	BSC Service Desk
3.2.3	Within 5 WD of 3.2.2	Assess Query and request additional information where required.  If no additional information required, go to 3.2.5	PARMS	Supplier/ Trading Parties/ SVAA, as appropriate	Query Form BSCP536/06 Request for Information Form F536/08	BSC Service Desk
3.2.4	Within 4 WD of 3.2.3	Receive Information Request and respond.	Supplier/ Trading Parties/ SVAA	PARMS	Request for Information Form F536/08 (Supplier's response on this form)	BSC Service Desk
3.2.5	Within 5 WD of 3.2.4	Receive additional information, if required, analyse Query and notify Supplier of response.  If Query resolved, go to 3.2.6. If Query not resolved, go to 3.2.7	PARMS	Supplier	Query Form BSCP536/07 Request for Information Form F536/08 and response (if required)	BSC Service Desk

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6	Within 5 WD of 3.2.5	For those Queries that have been resolved and action is necessary, either (a) adjust SCs in next month or (b) send revised report to PAB for authorisation (refer to 3.1.1 or 3.1.3).	PAA	(a) BSC Finance (b) PAB	Decision on Query. Query Decision Form BSCP536/10, if appropriate	Paper
3.2.7	Within 5 WD of 3.2.5	For those Queries that have not been resolved, request escalation of Query.	Supplier	PAA	Request for escalation and supporting evidence	Paper
3.2.8	PAB Paper Day	Escalate Query and notify Supplier of action taken.	PAA	PAB	Query Escalation Form BSCP536/09, plus evidence from Supplier and PAA	Paper (to PAB) Telephone/ E-mail (to Supplier)
3.2.9	Next PAB Meeting	PAB makes decision on escalated Queries and notifies PAA.	PAB	PAA	Query Escalation Form BSCP536/09 & Query Decision Form BSCP536/10	Paper
3.2.10	Within 1 WD of 3.2.9	PAA notifies Supplier and proceeds to 3.2.6	PAA	Supplier	Query Decision Form BSCP536/10	Paper

## 4. Appendices

The information in sections 4.1 – 4.5 is provided for guidance only and details can be found in Annex S-1 of Section S of the Code which takes precedence over this BSCP.

### 4.1 Supplier Standards Subject to SCs

Paragraph 2 of Annex S-1 of the Code details five Serials with related Standards, of which four Serials are associated with Supplier Charges.

### 4.2 Levels of SCs

The financial value of SCs is determined by what Trading Parties have agreed is “a genuine pre-estimate of the loss likely to be suffered by other Trading Parties”. The agreed charges are detailed in paragraph 3 in Annex S-1 of Section S of the Code.

### 4.3 Collection of Performance Data

4.3.1 Information from the Supplier. As detailed in BSCP533, all Suppliers are required to submit a performance report to the BSCCo 20 WD after the end of the month. The information in this report that will be used in the calculation of SCs relates to Serial SP04.

4.3.2 Information from SVAA. As detailed in BSCP533, SVAA will submit a performance report to BSCCo 7 working days after the end of the month. This report will contain details of Settlement data provided (the mix of actual and estimated data) and will be used in the calculation of SCs relating to Serial SP08.

Information on GSP Group Take and Supplier Deemed Take (needed for the calculation of the SCs) is provided from SVAA 20 WD after the last calendar day of the month.

4.3.3 Information from PARMS. Serials SP01 & SP02 relate to the timely submission of performance reports (every month) and performance logs (only on request from the PAA). Performance against these Standards is monitored by PARMS and the SC will be charged in the following month. For example, if the performance report for February’s performance is not received on the due date in March, the SC will be included in the batch run in April. All Serials provided by a Supplier's appointed agent, on behalf of that Supplier shall be subject to SP01, with the exception of those Serials referred to in BSCP533 Appendix B: PARMS Calculation Guidelines.

In the instance where SVAA provides performance data late, Suppliers will not be liable for an SC against Serial SP01 as long as their own monthly performance report was received on time.

#### 4.4 Calculation of SCs

- 4.4.1 Calculation of SCs is a mechanical process carried out by PARMS on the data provided under BSCP533. Details of the calculations performed can be found in Annex S-1 of Section S of the Code.
- 4.4.2 Liability Caps. There is a limit set on each GSP Group liability by the PAB, in accordance with paragraph 3.8 of Annex S-1 of Section S of the Code. In addition, each Supplier has a cap set for each month for each GSP Group in which it trades, derived from Supplier Cap Take within the GSP Group. Details of this calculation can be found in Annex S-1 of Section S of the Code.
- 4.4.3 Retrospective SCs. SCs will be applied retrospectively within the parameters laid down by Annex S-1 of Section S of the Code. Interest will be due on retrospective SCs at Base Rate from the deemed due payment date.

#### 4.5. Calculation of Re-Distribution of SCs

- 4.5.1 Supplier – Trading Party Allocation. Of the total SCs payable, 90% is re-distributed to Suppliers trading NHH energy in the GSP Group where the SC was incurred and 10% is re-distributed to Trading Parties.
- 4.5.2 GSP Group Re-distribution. Funds are re-distributed to all Suppliers who are NHH traders in the GSP Group as per that Supplier's share of the total quantity of energy attributable to Non Half Hourly Metering Systems (after adjustment for Line Loss Factors) taken by all Suppliers in the GSP Group during the relevant month.
- 4.5.3 Trading Party Re-distribution. The funds due to Trading Parties (including the Supplier who incurred the SC) will be re-distributed on the basis of their Funding Shares. This information will be provided by BSCCo, on a monthly basis.

BSCCo calculates the Main Funding Share on the final Working Day of the third month after the month for which the Main Funding Share is to be calculated. For example the Main Funding Share for the January period is calculated on 30 April.

For this reason Supplier Charges for a reporting period cannot be calculated until the fourth month after the reporting period itself, when the Main Funding Share is available for that reporting period. For example the Supplier Charges for the January period will be calculated on or after 1 May.

#### 4.6. Report Authorisation and Distribution

- 4.6.1 SC Reports and a Payment Instruction will be produced monthly at the monthly batch run of PARMS (end of the month + 26 WD, as in accordance with BSCP533).
- 4.6.2 All SC Reports and the Payment Instruction will be submitted to the next PAB meeting for approval. (paragraph 1.4.2 (c) of Section J of the Code).
- 4.6.3 Once approved, the SC Reports will be distributed to the appropriate Suppliers and Trading Parties. The Payment Instruction will be passed to BSC Finance on the day after the PAB meeting.

#### 4.7 Invoicing

- 4.7.1 BSC Finance will incorporate a net figure for Supplier Charges for each Trading Party in its next BSCCo Bill.
- 4.7.2 Typically, BSCCo Bills are issued monthly and rules for payment are in accordance with Annex S-1 of Section S of the Code.

#### 4.8 Adjustments

- 4.8.1 Adjustments may be required as a result of the need to apply interest to an earlier months payment or as a result of an error in an earlier months SCs calculation. BSC Finance will record overdue (late) payments and apply interest from date at which payment should have occurred. Adjustments required to payment will be carried out by BSC Finance on the basis of notification provided by the PAA. These will be determined on a case by case basis.
- 4.8.2 Query resolution adjustments to data will be input manually into PARMS, so that the data in the System is correct. Reports will be re-run as necessary.

#### 4.9 Collection and Re-distribution of Funds

- 4.9.1 Responsibility for collecting funds and adding interest for late payment rests with BSC Finance. A Payment Instruction form will be issued by the PAA to BSC Finance detailing the individual net payments/receipts applicable for each Trading Party– this will form the basis of the item in the BSCCo Bill.

The Payment Instruction form will include in the net figure any adjustments relating to previous months. These adjustments may arise as a result of the need to apply Interest to an earlier months payment or as a result of an error in an earlier months SC calculation.

- 4.9.2 Interest may be applied in the event that:



- (i) A Supplier fails to submit its Routine Performance Monitoring Report within the required timescales and the report identifies that Supplier Charges are due as a result of a failure to comply with SP04;
- (ii) A Supplier fails to pay its Supplier Charges on the due date;
- (iii) A change is made to an amount due to or from a Supplier or Trading Party as a result of an error being identified and corrected.

4.9.3 For (i) and (ii) Interest is applied at the Default Interest Rate from the date on which payments were due (which in the case of (i) is the date on which payments of the SC's would have been due had the report been delivered within the required timescales) to the date on which payments are actually made. In the case of (iii), interest is applied at Base Rate.

4.9.4 The PAA is responsible for applying interest in the case of (i) and (iii) and incorporating these in the net figure advised to BSC finance in the Payment Instruction. BSC Finance is responsible for applying interest in the case of (ii).

In the event of default, the PAA will be responsible for re-calculating the distribution of funds and will ensure that the revised figures are incorporated in the Payment Instruction to BSC finance.

#### 4.10 Queries

- 4.10.1 If a Supplier wishes to query their SC Report for a particular month, they must do so within 10 WD of receipt of the SC Report. Receipt of the report is deemed to be 1 WD after electronic submission of reports by PARMS.
- 4.10.2 A Supplier can only raise a query in relation to a GSP Group in which it trades.
- 4.10.3 All queries will be logged on the PAA Supplier Charges Queries Log.
- 4.10.4 Queries that cannot be resolved by mutual agreement between the PAA and party/parties concerned within 16 WD of receipt of the query by the BSC Service Desk, will be escalated to the PAB.
- 4.10.5 In response to a PAB Query resolution, adjustments may be made as per section 4.8, above or the PAB may instruct the PAA to amend and rescale liability or waive payment.

#### 4.11 NOT IN USE

## 4.12 Forms

Copies of all forms follow below

**4.12.1 Trading Party Summary Receipts – to be sent with Supplier Summary Trading Report & Supplier Trading Reports.****BSCP536/01**

[Contact Name]

[Contact Address line 1]

[Contact Address line n]

**SUPPLIER CHARGES****Trading Party Summary Receipts, [SC Reporting Period]****[Party Name]**

Charges payable as a Supplier (including interest)	£
Receipts as a NHH Trader	£
Receipts as a Trading Party	£
Net Position	£ *

*\* This is the figure that appears on your BSCCo Bill and which will be added to/deducted from amounts owing, as appropriate*

#### 4.12.2 Supplier Charge Apportionment Report – one provided for each Supplier as front sheet to Supplier Trading Reports (4.12.3)

BSCP536/02

### PARMS – Supplier Charge Apportionment

Party Id [party id], Reporting Period [period] in [SC Period]

**Supplier** [Supplier ID], [Supplier Name]

**GSP Group** [GSP Group ID], [GSP Group Name]

**Supplier Ownership from** [From]

**To** [To]

#### Apportionment Ratios

Ref		Supplier	[party id]
		Total	Share
1	HH 100kW MSID Counts at SF (CCCs 1 and 9) for HHDA Runs		
2	HH 100kW Energy (MWh) at SF (CCCs 1 and 9) for SVA Runs		
3	HH 100kW MSID Counts at R1 (CCCs 1 and 9) for HHDA Runs		
4	HH 100kW Energy (MWh) at R1 (CCCs 1 and 9) for SVA Runs		
5	HH non-100kW MSID Counts at SF (CCCs 23 and 28) for HHDA Runs		
6	HH non-100kW Energy (MWh) at SF (CCCs 23 and 28) for SVA Runs		
7	NHH Energy (MWh) at SF (CCCs 17, 18 and 19) for SVA Runs		
8	Days in Reporting Month		
9	Serial 10 Days Late		
10	SP01 Days Late		
11	HH 100kW Energy (SP08B) at SF		
12	HH 100kW Energy (SP08B) at R1		
13	HH non-100kW Energy (SP08C) at RF		
14	NHH Energy at R3 (SP08A)		
15	NHH Energy at RF (SP08A)		
16	NHH Energy at R3 (Serial 1)		

17 NHH Energy at RF (Serial 1)

**Apportioned Charges**

Charge	Ratio	Supplier	[party id]
	Ref	Total	Share
Serial SP01 Late Days	10		
Serial SP02 Late Days	8		
Serial SP04	8		
Serial SP08A R3	14		
Serial SP08A RF	15		
Serial SP08B SF	11		
Serial SP08B R1	12		
Serial SP08C	13		
Serial 1 R3	16		
Serial 1 RF	17		
Serial 2	1		
Serial 3	2		
Serial 4	3		
Serial 5	4		
Serial 6	5		
Serial 7	6		
Serial 9	8		
Serial 10 Late Days	9		

**Uncapped Serial Charge**

Capped Serial Charge

Interest	8
Supplier Receipt	7

**Total Supplier Charge****Queries**

Any query on this report must be raised in by logging an incident with the BSC Service Desk (email: [bscservicedesk@logicaacgi.com](mailto:bscservicedesk@logicaacgi.com); telephone: 0870 010 6950).

## Funds Collection and Distribution

Funds are collected and distributed via your BSCCo bill, in accordance with BSCP536.

#### 4.12.3 Supplier Trading Report – one to be provided for each GSP Group within which the Supplier is trading.

BSCP536/03

#### PARMS – Supplier Trading Report

Party Id [party id], Reporting Period [period] in [SC Period]

GSP Group [GSP Group ID], [GSP Group Name]

Total GSP Group Take MWh

Total NHH Energy in GSP Group MWh

GSP Group Monthly Liability Cap £

Total Supplier Cap take £

Supplier [Supplier ID], [Supplier Name]

Supplier Cap Take MWh

Supplier NHH Energy in GSP Group MWh

Supplier Group Monthly Liability Cap £

#### Performance Analysis

Serial Id	Performance Target	Achieved	Under Performance	Serial Charge
SP01				
SP02				

Serial Id	Metering System	Performance Target	Achieved	Under Performance	Serial Charge
SP04					
SP04					

Serial Id	Settlement Date	Type	Performance Target	Achieved	Under Performance	Serial Charge
SP08a			97 %	%		
SP08b			99 %	%		

Uncapped Supplier Charge	£
Supplier Own Uncapped Monthly Receipts	£
Supplier Net Liability	£
Late Submission Interest	£
Adjustment Interest	£
Supplier Charge Adjusted for Cap Breach and Interest	£
GSP Group Total	£
Party Total	£

This report details performance against Supplier Serials SP01, SP02, SP04, SP08, and Pre-P99 Serials 1, 2, 3, 4, 5, 6, 7, 9, 10 & 11. Omission of any Serial indicates that performance data was not received and related SCs (including Serial 10 charges) will appear in subsequent monthly reports.

Any query on this Report must be raised by logging an incident with the BSC Service Desk (email: [bscservicedesk@logieacgi.com](mailto:bscservicedesk@logieacgi.com); telephone: 0870 010 6950) no later than 10 WD from the date of receipt.



**4.12.4 Trading Party Trading Report.**

BSCP536/04

**PARMS – Trading Party Trading Report****Party Id [party id] [Party Name]****Reporting Period [period] in [SC Period]**

Supplier Charges

**Total Supplier Charges for all Suppliers in all GSP****Groups:** £  
(incl. interest)**Total Trading Party Allocation:** £

Trading Party Entitlement

**Funding Share:****Total Receipts due to [Party] \*(in accordance with Annex** £  
**S1 4.1.14 of the BSC)****Funds Collection**

Funds due from/ to you will be credited against your statement of costs for the BSCCo budget.

\*Note: This payment is over and above any Supplier Charges you may receive as a NHH Supplier within a given GSP Group

**Queries**You have 10 WD from the date of receipt to raise any queries about this report by logging an incident with the BSC Service Desk (email: bscservicedesk@[logicaacgi.com](mailto:bscservicedesk@logicaacgi.com); telephone: 0870 010 6950).

**4.12.5 PAA Summary Supplier Charges Report**

BSCP536/05

**PAA Summary Supplier Charges Report****Monthly Breakdown of Supplier Charges by GSP Group**

For Period Ending: 'Month End'

Date of Issue: dd Month yyyy

GSP Group Id: 'GSP Id'

GSP Group: 'GSP Group Name'

**Breakdown of Charges by Supplier for this GSP Group**

Supplier Id	Supplier Name	Supplier Charges	Late Sub. Interest	Adjustment Interest	Total Supplier Charges
'Supplier Id'	'Supplier Name'	£	£	£	£
Total for this GSP Group		£	£	£	£
Total Receipts to NHH Traders within this GSP Group:		£	£	£	£
Trading Party Receipts within this GSP Group:		£	£	£	£

**Summary of Supplier Charges by GSP Group**

For Period Ending: 'Month End'

Date of Issue: dd Month yyyy

GSP Id	GSP Group Name	Total Supplier Charges this Month	Total Receipts due to NHH Traders Year to Date	Total Trading Party Receipts Year to Date
'GSP Id'	'GSP Name'	£	£	£
Total for all GSP Groups		£	£	£

**Total Supplier Charges across all GSP Groups**

For Period Ending: 'Month End'

Date of Issue: dd Month yyyy

Supplier Id	Supplier Name	Total charges this Month	Total Charges Year to Date (inc. this report)
'Supplier PARMS Id'	'Supplier PARMS Name'	£	£

**Summary of Supplier Charges for all GSP Group**

For Period Ending: 'Month End'

Date of Issue: dd Month yyyy

	Supplier Charges	Late Sub. Interest	Adjustment Interest	Total Supplier Charges
Total for all GSP Groups	£	£	£	£

**4.12.6 BSCCo Finance Payment Instructions and Authorisation****BSCP536/06****PARMS - Payment Instructions**

[Reporting Period]

Trading Party Id	Trading Party Name	Total Supplier Charges	Total Supplier Receipts	Total Trading Party Receipts	Net Position
'Trading Party PARMS Id'	'Trading Party PARMS Name'	£	£	£	£
Check Total:					£

**These funds are to be collected and distributed by BSCCo Finance in accordance with the procedures outlined in BSCP536.**

**AUTHORISED BY****Signed:** \_\_\_\_\_**Performance Assurance Board Chairman****Date:** \_\_\_\_\_

**4.12.7 Query Form****BSCP536/07****QUERY FORM**

To: PARMS

Date:

From:

Authorised:

Telephone No:

Signature:

Fax No:

E-mail:

Category of Data Provider: Supplier:

Log No:

Description of Query:

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Explanatory Documentation Attached:

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Please raise this query by logging an incident with the BSC Service Desk (email: [bscservicedesk@legiacgi.com](mailto:bscservicedesk@legiacgi.com); telephone: 0870 010 6950).

**4.12.8 Request for Information Form****BSCP536/08****REQUEST FOR INFORMATION**

To: \_\_\_\_\_

Company Name: \_\_\_\_\_

From: \_\_\_\_\_

Performance Assurance Administrator

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Log/Query \*No. \_\_\_\_\_

*\*delete as appropriate***Description/Request**

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**Query Response**

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Please send information/data to PAA at ELEXON Limited, 4<sup>th</sup> Floor, 350 Euston Road,  
London NW1 3AW or E-Mail: [paa@elexon.co.uk](mailto:paa@elexon.co.uk)

**4.12.9 Query Escalation Form****BSCP536/09****QUERY ESCALATION FORM**

To: Performance Assurance Board Query No. \_\_\_\_\_

From: Performance Assurance Administrator Date: \_\_\_\_\_

Query Raised By: \_\_\_\_\_

**Description of Query:**

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**Explanatory Documentation Attached:**

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**4.12.10 Query Decision Form****BSCP536/10****QUERY DECISION FORM**

Decision made at PAB Meeting held on \_\_\_\_\_ relating to Query No. \_\_\_\_\_

Brief description of Query:

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**Decision:**

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Authorised by:

\_\_\_\_\_  
PAB Chairman

Date:

To be forwarded to PAA immediately.



**4.12.11 SUPPLIER CHARGE CONTACT FORM**

BSCP536/11

**SUPPLIER CHARGES: NOMINATION OF CONTACT PERSON****To:** PARMS**From:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Company Name:** \_\_\_\_\_

I would like to nominate the following person as our company's contact for all matters relating to Supplier Charges

**Name:** \_\_\_\_\_**Job Title:** \_\_\_\_\_**Company Name:****Party ID:** \_\_\_\_\_**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_**Email:** \_\_\_\_\_

Please submit this form by logging an incident with the BSC Service Desk (email: [bscservicedesk@logiacgi.com](mailto:bscservicedesk@logiacgi.com); telephone: 0870 010 6950).