

Redlined Extract of BSCP504 v18.0 showing changes proposed by CP1223

3.1 MARKET DATA ACTIVITIES.

3.1.1 'No Changes'

3.1.2 Process Daily Profile Coefficients received from SVAA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.1	On demand when appointed to SVA MS.	Request relevant Daily Profile Coefficients.	NHHDC.	SVAA.	P0040 Request Daily Profile Coefficient Data.	Electronic Interface Manual Process.
3.1.2.2	a) After Profile Production Run - by 5:00pm on SD+1 or b) Re-submit or withdraw profiles already sent or c) Upon request from NHHDC via 3.1.2.1.	Send accepted Daily Profile Coefficients, for the Settlement Day(s) ¹ for one or more GSP Group(s). The data flows produced and sent will contain data which is a number of days in arrears of the Settlement Day to which they relate.	SVAA.	NHHDC. Supplier.	D0029 Standard Settlement Configuration Report. D0018 Daily Profile Data Report. D0029 Standard Settlement Configuration Report. P0043 Teleswitch Report.	Electronic Interface.

¹ Normally a single file (type 1 file) will be loaded for each Settlement Day, which will invalidate any previous data for that Settlement Date. However, the AA/EAC system will also support the loading of files for up to 2 years (type 2 file), in order to allow for the NHHDC being appointed to a SVA MS in another GSP Group, which will not invalidate any previous data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.3	If required.	Request Standing Profile Data Report	NHHDC, Supplier	SVAA		Manual Process.
3.1.2.4	Following 3.1.2.3 ⁴	Send Standing Profile Data Report by manual method.	SVAA	NHHDC, Supplier	D0028 Standing Profile Data Report	Manual Process

3.1 REGISTRATION ACTIVITIES.

3.2.1 Supplier requests New Connection - Metered Supply.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.1		Send notification of appointment and associated Agent details to the NHHDC.	Supplier ² .	NHHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms. D0302 Notification of Customer Details	Electronic or other method, as agreed.
3.2.1.2	Within 10WD of completion of Meter installation.	Send NHH Metered Data, including MTD, energisation status and initial Meter register reading, where obtained.	MOA. ³	NHHDC. NHHDC, Supplier, LDSO.	D0010 Meter Readings. D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

² The Supplier will state the class and type of SVA MS required and the data collection period for each SVA MS.

³ Whenever installing new, replacement and re-configured NHH meters or carrying out work requiring the re-registration of the metering system, the MOA shall ensure that the meter registers are clearly identified and that the Meter Register ID (J0010) used in all relevant DTN data flows (e.g. D0149 and D0150) clearly identifies the registers on the metering asset read. See PSL110 sections 1.4.2 and 1.5.1 for details.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.3	Within 5 WD of receipt of D0150 from the MOA	Send SVA Metering System details, including initial (class average) EAC to the NHHDC.	Supplier	NHHDC SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow.	Electronic or other method, as agreed.
3.2.1.4	On receipt of D0052 and D0150	Validate D0052. Check for discrepancies between the Metering System Settlement Details provided by the Supplier and the Meter Technical Details provided by the MOA.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal
3.2.1.5	If D0052 invalid	Send notification of invalid Metering System Settlement details to Supplier	NHHDC	Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details ⁴	Electronic or other method, as agreed.
3.2.1.6	On receipt of D0310	Supplier should resolve the problem by re-sending or revising the D0052 as required or by instructing the MOA to re-send the D0150.	Supplier	NHHDC SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.2.1.7	On receipt of valid D0052	Send the initial (class average) EAC for each Settlement register of the SVA MS to the NHHDA. Process EAC/AA data in accordance with section 3.5.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.

⁴ Manual rejection solutions agreed by both the Supplier and NHHDC may be used in place of the D0310 flow

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.8		Process and validate Meter register reading.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.1.9	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.2.1.10	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.2.1.11	If required and no valid Meter register reading received within 10WD of the installation of the Meter	Request initial Meter register reading	NHHDC	MOA, Supplier		Post / Fax / Email
3.2.1.12	Within 10WD of 3.2.1.11	Send initial Meter register reading	MOA, Supplier	NHHDC ⁵	D0010 Meter Readings	Electronic or other method, as agreed

⁵ If more than one Meter register reading is provided, the NHHDC shall process and use the first reading provided.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.13	If required and at least 10WD after 3.2.1.11 and by 10WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.1.14	Following 3.2.1.13	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

3.2.2 ‘No Changes’

3.2.3 Change of NHHDC for an existing SVA Metering System not concurrent with a Change of Supplier⁶.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.1	By 12WD prior to effective date of DC appointment.	Send notification of appointment.	Supplier.	New NHHDC.	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.2.3.2	By 7WD prior to effective date of DC appointment.	Send confirmation of appointment acceptance.	New NHHDC.	Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.3.3	By 5WD prior to effective date of DC appointment.	Send associated Agent details.	Supplier ⁷ .	New NHHDC, MOA	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed.
3.2.3.4	By 3WD prior to effective date of DC appointment.	Send notification of de-appointment.	Supplier.	Old NHHDC ⁸ .	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.

⁶ Where a bulk change of agent is being initiated, BSCP513 must have been completed prior to triggering this process.

⁷ The Supplier will inform the MOA that the NHHDC has been appointed, via D0148 Notification of Change to Other Parties, and this notification will take place prior to step 3.2.3.4.

⁸ The old NHHDC will retain responsibility for the MSID until all instructions generated have been accepted and applied by the NHHDA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.5	Between –7WD and the de-appointment date.	Send request to provide Meter register reading and associated AA/EAC history to new NHHDC.	Supplier.	Old NHHDC.	D0170 Request Metering System Related Details.	Electronic or other method, as agreed.
3.2.3.6	Within 5WD of de-appointment ⁹ .	<p>Send Meter register reading and associated AA/EAC history¹⁰.</p> <p>In addition, if an actual or customer Meter register reading(s) is obtained by 8WDs (i.e. profile coefficients have been received) before the appointment date change, then this reading(s) will be validated and processed prior to it being sent to the new NHHDC.</p> <p>If an actual or customer Meter register reading(s) is obtained but less than 8WDs before the appointment date change, then this reading(s) will, wherever possible, be validated and sent to the new NHHDC.</p>	Old NHHDC.	New NHHDC.	<p>Appendix 4.8 – Historical Data Requirements.</p> <p>D0010 Meter Readings.</p> <p>D0152 Metering System EAC/AA Historical Data.</p>	Electronic or other method, as agreed.
3.2.3.7	Within 1WD of 3.2.3.6.	If Meter register reading and associated AA/EAC history not received as expected, request this data.	New NHHDC.	Supplier ¹¹ .	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.

⁹ The old NHHDC will send the meter register reading and associated EAC/AA history on request via a D0170, irrespective of whether a ‘Termination of Appointment or Contract by Supplier’ (D0151) flow has been received from the Supplier. Where no D0151 flow has been received, the de-appointment date can be derived from the ‘Date Action Required By’ (J0028) data item on the D0170 flow.

¹⁰ If the old NHHDC receives Meter register reading(s) from the MOA after history has been passed to the new NHHDC, then the old NHHDC will manually inform the MOA that the Meter register reading(s) will need to be sent by the MOA to the new NHHDC.

¹¹ The Supplier will provide this data either directly or via the old NHHDC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.8	Within 1WD of 3.2.3.7.	Send Meter register reading and associated AA/EAC history.	Old NHHDC or Supplier ¹² .	New NHHDC.	Appendix 4.8 – Historical Data Requirements. D0010 Meter Readings. D0152 Metering System EAC/AA Historical Data.	Electronic or other method, as agreed.
3.2.3.9	If required	Request SVA MS data	NHHDC	Supplier	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
3.2.3.10	Only following 3.2.3.9 or if concurrent change of MS Settlement Details	The Supplier will provide this data to the NHHDC via the D0052 Affirmation of SVA MS Settlement Details.	Supplier	NHHDC <u>SMRA</u>	D0052 Affirmation of Metering Settlement Details D0205 Update Registration Details See also Appendix 4.12 - Usage and Validation of Affirmation of Metering System Settlement Details (D0052) flow.	Electronic or other method, as agreed
3.2.3.11	Following request from Supplier and within 10WD of effective date of DC appointment.	Send current MTD. Send details of any current faults.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details. D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
3.2.3.12	Within 1WD of 3.2.3.11 ¹⁹ .	If MTD not received as expected, request this data.	New NHHDC.	MOA.	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
3.2.3.13	Within 1WD of 3.2.3.12 ²⁰ request from new NHHDC.	Send current MTD.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

¹² The Supplier will provide this data either directly or via the old NHHDC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.14	As soon as practical.	Confirm inclusion of SVA MS in Meter register reading schedule.	New NHHDC.	Supplier, LDSO.	D0012 Confirmation of the Inclusion of the Metering Point in the Reading Schedules.	Electronic or other method, as agreed.

3.2.4 'No Changes'

3.2.5 'No Changes'

3.2.6 Change of Supplier for an existing SVA Metering System.¹³

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.1	By SSD.	Send appointment details to the new NHHDC, including the details of the old Supplier's Agents.	New Supplier.	New NHHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.2.6.2	By SSD	The new NHHDC will confirm appointment with the new Supplier. If the new NHHDC is the same as the old NHHDC, then proceed to 3.2.6.8.	New NHHDC.	New Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.6.3	If concurrent change of MS Settlement Details	The Supplier will provide this data to the NHHDC .	New Supplier	New NHHDC SMRA	D0052 Affirmation of Metering Settlement Details D0205 Update Registration Details – See also Appendix 4.12 - Usage and Validation of Affirmation of Metering System Settlement Details (D0052) flow.	Electronic or other method, as agreed

¹³ Refer to Appendix 4.4 - – Change of Supplier Activities.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.4	If applicable, once registration notification received.	Send request to old NHHDC to send Meter register reading and associated EAC.	New NHHDC.	Old NHHDC.	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
3.2.6.5	If applicable, prior to SSD+8 ¹⁴ .	Send Meter register reading and associated EAC. In addition, if the old NHHDC obtains an actual or a customer Meter register reading before the SSD, then ensure this reading(s) will be validated and processed prior to it being sent to the new NHHDC. Send the revised Meter register reading history to the new NHHDC. ¹⁵	Old NHHDC.	New NHHDC.	Appendix 4.8 – Historical Data Requirements. D0010 Meter Readings. D0152 Metering System EAC/AA Historical Data.	Electronic or other method, as agreed.
3.2.6.6	Once appointed to SVA MS by new Supplier.	Send the MTD to the new NHHDC.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

¹⁴ The old NHHDC will send the meter register reading and associated EAC/AA history on request via a D0170, irrespective of whether a ‘Termination of Appointment or Contract by Supplier’ (D0151) flow has been received from the Supplier. Where no D0151 flow has been received, the Supply Start Date can be derived from the ‘Date Action Required By’ (J0028) data item on the D0170 flow.

¹⁵ The old NHHDC should always send the latest valid set of Meter readings, together with the EAC value(s) calculated from those Meter reading(s).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.7	In time to achieve a read within SSD-5 and SSD+5.	Where desired by both Suppliers, for the purposes of correcting an erroneous registration, both Suppliers shall agree a Meter register reading equivalent to a 1kWh advance, since the erroneous registration, and provide the Meter register reading via 3.2.6.8 below.	New Supplier / Old Supplier.	Old Supplier / New Supplier.		Manual Process.
3.2.6.8	In time to achieve a read within SSD-5 and SSD+5.	<p>Where actual Meter register reading required:</p> <p>Send request to obtain an actual Meter register reading.</p> <p>The new NHHDC will obtain a Meter register reading where instructed by the new Supplier¹⁶.</p> <p>Otherwise:</p> <p>Provide the customer Meter register reading (which may include a PoS reading or an old Supplier Estimated reading)¹⁷.</p> <p>The MOA may send a Meter register reading to the new NHHDC.</p>	<p>New Supplier.</p> <p>New NHHDC.</p> <p>New Supplier.</p> <p>MOA.</p>	<p>New NHHDC.</p> <p>New NHHDC.</p> <p>New NHHDC.</p>	<p>D0072 Instruction to Obtain Change of Supplier Reading.</p> <p>D0071 Customer Own Reading or Supplier Estimate Reading on Change of Supplier.</p> <p>D0010 Meter Readings.</p>	<p>Electronic or other method, as agreed.</p> <p>Internal Process.</p> <p>Electronic or other method, as agreed.</p>

¹⁶ The CoS reading is assumed to be correct by the Old Supplier, until the Old Supplier disputes the CoS reading.

¹⁷ An old Supplier Estimated reading may not be provided by the new Supplier to the new NHHDC earlier than SSD+5.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.9	By SSD+8 and once profile coefficients received.	Select the CoS reading. Process and validate the Meter register reading, using the historic data provided by old NHHDC, where applicable (from 3.2.6.5) and the MTD provided by the MOA (from 3.2.6.6).	New NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities,, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.6.10	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report ¹⁸ .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings ¹⁹ .	Electronic or other method, as agreed.
3.2.6.11	On receipt of Invalid Data Report.	Send a request to the new NHHDC to provide a Meter register reading to replace the invalid one already received. The new NHHDC will collect a Meter register reading, based on the request from the new Supplier. Return to 3.2.6.9.	New Supplier. New NHHDC.	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.	Electronic or other method, as agreed. Internal Process.

¹⁸ If there are other non-CoS readings dated after the new NHHDC appointment, which have been validated and are invalid, the new NHHDC will send the invalid Meter register reading(s) via the D0010 Meter Readings data flow. The “Reading Type” will not be flagged as “A – Actual Change of Supplier Read”.

¹⁹ This data flow is used for both valid and invalid readings produced from the Change of Supplier process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.12	<p>If valid Meter register reading obtained within SSD-5 and SSD+5 window.</p> <p>For prepayment Metering Systems refer to Appendix 4.11 - Prepayment Meters</p>	Produce and send Valid Data Report.	New NHHDC.	<p>New Supplier, LDSO.</p> <p>Old NHHDC, if applicable.</p>	<p>D0010 Meter Readings²⁰.</p> <p>D0086 Notification of Change of Supplier Readings²¹.</p> <p>D0086 Notification of Change of Supplier Readings.</p> <p>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</p>	Electronic or other method, as agreed.

²⁰ This includes all Meter register readings successfully validated during the CoS process, including the CoS reading (with the CoS “Reading Date & Time” set to the actual date of the CoS reading as opposed to SSD).

²¹ This data flow only includes the CoS reading. The “Reading Date & Time” will be set to Effective from Settlement Date {REGI}.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.13	<p>a) If valid Meter register reading obtained outside SSD-5 and SSD+5 window but before SSD+8 and no valid Old Supplier Estimated reading was received between SSD+5 and SSD+8; or</p> <p>b) If no valid Meter register reading obtained by SSD+8 and no valid Old Supplier Estimated reading was received between SSD+5 and SSD+8.</p>	<p>Calculate a Deemed Meter Reading for the SSD using:</p> <ul style="list-style-type: none"> the MTD provided by the MOA (via 3.2.6.5), the PoS reading if appropriate (refer to Appendix 4.4.3) and if a coincident Change of Supplier and Change of Data Collector, the historical data provided by the old NHHDC (via 3.2.6.4)²². <p>Send this Deemed Meter change of Supplier reading.</p>	<p>New NHHDC.</p> <p>New NHHDC.</p>	<p>New Supplier, LDSO, Old NHHDC, if applicable.</p>	<p>Appendix 4.5 – Deemed Meter Advance.</p> <p>D0086 Notification of Change of Supplier Readings.</p> <p>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</p>	<p>Internal Process.</p> <p>Electronic or other method, as agreed.</p>
3.2.6.14	Following 3.2.6.13	Send this Deemed change of Supplier reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method, as agreed

²² Where a deemed reading is to be generated for a coincident Change of Supplier and Change of Data Collector, this deemed reading must be calculated using the historical data provided from the old NHHDC provided this is available and / or the PoS reading.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.15	If no Meter reading history provided by the old NHHDC by SSD+8 or Meter reading history received but NHHDC not able to load it after making reasonable endeavours to do so.	Request Meter reading history	New NHHDC	Old NHHDC		Post / Fax / Email or other method as agreed.
3.2.6.16	Within 10WD of 3.2.6.15	Send Meter reading history	Old NHHDC	New NHHDC	D0010 Meter Readings D0152 Metering System EAC/AA Historical Data	Electronic or other method, as agreed
3.2.6.17	If 3.2.6.16 has not taken place and at least 10WD after 3.2.6.15	New NHHDC may request Metering System Related Details	New NHHDC	New Supplier	D0170 Request for Metering System Related Details ²³	Electronic or other method, as agreed.
3.2.6.18	Within 5WD of 3.2.6.17.	Send the EAC Details and Last Actual or Customer Register Reading (if available) ²⁴	New Supplier ²⁵	New NHHDC	D0311 Notification of Old Supplier Information (NOSI) Flow	Electronic or other method, as agreed.

²³ The NHHDC should clearly indicate in the D0170 that a D0311 is expected in return.

²⁴ The NOSI flow may contain the Old Supplier's Last EAC Details and / or the Last Actual or Customer Register reading. If the NOSI flow contains an Old Supplier's Estimated CoS Reading this must not be used by the new NHHDC.

²⁵ For domestic premises only, the new Supplier will forward the NOSI flow received from the old Supplier, which may or may not contain the EAC Details and Last Actual or Customer Register Reading. If the old Supplier failed to provide a NOSI flow, the new Supplier should indicate this by sending an 'empty' NOSI flow.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.19	When Meter reading history is provided, if a CoS reading is available	Select the CoS reading. Process and validate the Meter register reading, using the historic data provided by old NHHDC or the new Supplier and the MTD provided by the MOA (from 3.2.6.6). Calculate associated EAC / AA(s)	New NHHDC		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities, Appendix 4.6 – Manual Adjustment of Meter Reading(s). Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.6.20	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report ²⁶ .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings ²⁷ .	Electronic or other method, as agreed.
3.2.6.21	If valid Meter register reading obtained within SSD-5 and SSD+5 window. For prepayment Metering Systems refer to Appendix 4.11 - Prepayment Meters	Produce and send Valid Data Report.	New NHHDC.	New Supplier, LDSO. Old NHHDC, if applicable.	D0010 Meter Readings ²⁸ . D0086 Notification of Change of Supplier Readings ²⁹ . D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.

²⁶ If there are other non-CoS readings dated after the new NHHDC appointment, which have been validated and are invalid, the new NHHDC will send the invalid Meter register reading(s) via the D0010 Meter Readings data flow. The “Reading Type” will not be flagged as “A – Actual Change of Supplier Read”.

²⁷ This data flow is used for both valid and invalid readings produced from the Change of Supplier process.

²⁸ This includes all Meter register readings successfully validated during the CoS process, including the CoS reading (with the CoS “Reading Date & Time” set to the actual date of the CoS reading as opposed to SSD).

²⁹ This data flow only includes the CoS reading. The “Reading Date & Time” will be set to SSD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.22	When Meter reading history is provided, if a CoS reading is not available	Deem Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance, Appendix 4.6 - Manual Adjustment of Meter Reading(s) Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.6.23	Following 3.2.6.22	Send resulting change of Supplier Meter Reading	New NHHDC	New Supplier, LDSO	D0086 Notification of Change of Supplier Readings.	Electronic or other method as agreed
3.2.6.24	If appropriate and at least 30WD after the CoS but no more than 12 months after CoS.	Send SAR. ³¹	New Supplier	New NHHDC	D0300 Disputed Readings or Missing Readings on Change of Supplier	Electronic or other method, as agreed.
3.2.6.25	Following 3.2.6.24 and when Meter reading history and MTDs are available.	Validate SAR.	New NHHDC		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities.	Internal Process
3.2.6.26	Following 3.2.6.25 and if SAR is valid.	Send validated SAR.	New NHHDC	New Supplier, LDSO, old NHHDC if applicable.	D0086 Notification of Change of Supplier Readings.	Electronic or other method, as agreed.
3.2.6.27	Following 3.2.6.26	Send validated SAR.	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.28	Following 3.2.6.25 and if SAR is invalid.	Inform of invalid SAR. Go back to step 3.2.6.13, if appropriate.	New NHHDC	New Supplier	D0300 Disputed Readings or Missing Readings on Change of Supplier	Electronic or other method, as agreed.
3.2.6.29	At least 20WD after 3.2.6.15 and no more than 12 months after 3.2.6.15, if no Meter reading history or reading have been received and if no valid reading obtained in 3.2.6.24-.3.2.6.28	Obtain Meter register reading, deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.6.30	Once Deemed Meter Reading has been calculated	Send this change of Supplier Deemed Meter Reading.	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.31	Following 3.2.6.30	Send change of Supplier Deemed Meter Reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method as agreed.
3.2.6.32	No later than 12 months after SSD, if the new Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run ³⁰ .	Disagree reading and: a) Provide an actual or customer Meter register reading. b) Agree this Meter register reading with the old Supplier ³¹ . c) Send the agreed Meter register reading to the new NHHDC. Refer to 3.2.6.35.	New Supplier. New Supplier. New Supplier.	Old Supplier ³¹ . Old Supplier. New NHHDC.	D0300 Disputed Readings or Missing Readings on Change of Supplier ³¹ . D0300 Disputed Readings or Missing Readings on Change of Supplier. D0300 Disputed Readings or Missing Readings on Change of Supplier.	Manual Process.

³⁰ The Supplier may choose to raise a dispute where, in the Supplier's view, there is difference of more than 250kWh from the original CoS reading.

³¹ Refer to MRA Agreed Procedure 08 'The Procedure for Agreement of Change of Supplier Readings and Resolution of Disputed Change of Supplier Readings'

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.33	No later than 12 months after SSD if the old Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run ³⁰ .	<p>Disagree reading and:</p> <p>a) Send a request to the new Supplier to provide an actual Meter register reading or;</p> <p>(If option (a) selected, refer to 3.2.6.35.)</p> <p>b) Provide an actual or customer Meter register reading</p> <p>or</p> <p>c) Agree an alternative Meter register reading, to be used as the CoS reading, with the new Supplier³¹.</p> <p>d) Send the agreed Meter register reading to the new NHHDC.</p> <p>(If option b) or c) and d) selected, refer to 3.2.6.32.)</p>	<p>Old Supplier.</p> <p>Old Supplier.</p> <p>Old Supplier.</p> <p>New Supplier.</p>	<p>New Supplier.</p> <p>New Supplier³¹.</p> <p>New Supplier.</p> <p>New NHHDC.</p>	<p>D0300 Disputed Readings or Missing Readings on Change of Supplier.</p> <p>D0300 Disputed Readings or Missing Readings on Change of Supplier³¹.</p> <p>D0300 Disputed Readings or Missing Readings on Change of Supplier</p> <p>D0300 Disputed Readings or Missing Readings on Change of Supplier</p>	Manual Process.
3.2.6.34	On receipt of request from old Supplier.	Send request to new NHHDC to obtain a Meter register reading.	New Supplier.	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.	Electronic or other method, as agreed.
3.2.6.35	When Meter register reading has been agreed between Suppliers	Process and validate Meter register reading.	New NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.4 - Change of Supplier Activities; Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
	and is outside previous timescales but in time for the Final Volume Allocation Run.	a) If valid, produce and send a Valid Data Report. Calculate a deemed Meter register reading ^{32 33} for the CoS date and send.	New NHHDC.		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier ³⁴ .	Internal Process.
			New NHHDC.	New Supplier, LDSO, Old NHHDC ³⁵ , if applicable.	D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier	Electronic or other method, as agreed.
		b) If invalid, produce and send an Invalid Data Report. Return to 3.2.6.26 or 3.2.6.27.	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings ³⁶ .	
3.2.6.36	Following 3.2.6.35	Send change of Supplier Deemed Meter Reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method as agreed.

³² As a result of agreeing a revised CoS reading, the new NHHDC will withdraw the original CoS reading.

³³ If there is a difference between the original CoS Meter reading, deemed to SSD, and the proposed replacement CoS reading of less than 250 kWh, the NHHDC will accept the originally proposed CoS reading for use in Settlements.

³⁴ Revised AA/EAC values will be calculated as a result of amending the CoS reading.

³⁵ Upon receipt of the revised CoS reading, the old NHHDC will replace the previous CoS reading with the deemed CoS reading.

³⁶ This data flow is used for both valid and invalid readings produced from the Change of Supplier process.

3.2.7 Change of LDSO

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.1		Send appointment details to the new NHHDC, including the details of the current Agents.	Supplier	New NHHDC <u>SMRA</u>	D0155 Notification of Meter Operator or Data Collector Appointment and Terms D0148 Notification of Change to Other Parties D0052 Affirmation of Metering System Settlement Details <u>D0302 Notification of Customer Details</u> D0205 Update Registration Details D0302 Notification of Customer Details	Electronic or other method, as agreed.
3.2.7.2	Once appointed to SVA MSID by Supplier.	Send the MTD to the new NHHDC.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.3	On date of change of LDSO	<p>Where actual Meter register reading required:</p> <p>Send request to obtain an actual Meter register reading. The old NHHDC will obtain a Meter register reading where instructed by the Supplier. Otherwise:</p> <p>If an appropriate Customer own reading has been received, provide this.</p> <p>The MOA may send a Meter register reading to the old NHHDC.</p>	<p>Supplier.</p> <p>Old NHHDC.</p> <p>Supplier.</p> <p>MOA.</p>	<p>Old NHHDC.</p> <p>Old NHHDC.</p> <p>Old NHHDC.</p>	<p>D0170 Request for Metering System Related Details</p> <p>D0010 Meter Readings.</p>	<p>Electronic or other method, as agreed. Internal Process.</p> <p>Electronic or other method, as agreed.</p>
3.2.7.4	Following date of change of LDSO	<p>Select the final reading for old MSID³⁷.</p> <p>Process and validate the Meter register reading.</p>	Old NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.7.5	If invalid Meter register reading	Produce and send an Invalid Data Report.	Old NHHDC.	Supplier, old LDSO.		Electronic or other method, as agreed.
3.2.7.6	On receipt of Invalid Data Report.	Send a request to the old NHHDC to provide a Meter register reading to replace the invalid one already received.	Supplier.	Old NHHDC.		Electronic or other method, as agreed.

³⁷ The order of precedence is as follows: Remote reading, MOA final, NHHDC, Customer own reading

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.7	Following 3.2.7.6	The old NHHDC will collect a Meter register reading, based on the request from the Supplier. Return to 3.2.7.4	Old NHHDC.			Internal Process.
3.2.7.8	If valid Meter register reading obtained for date of change of LDSO	Produce and send Valid Data Report.	Old NHHDC.	Supplier, old LDSO.	D0010 Meter Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.2.7.9	If valid Meter register reading not obtained for date of Change of LDSO	Calculate a final Deemed Meter Reading for the old MSID Send this Deemed Meter Reading.	Old NHHDC. Old NHHDC.	Supplier, old LDSO,	Appendix 4.5 – Deemed Meter Advance D0010 Meter Readings Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process. Electronic or other method, as agreed.
3.2.7.10	Within 10WD of 3.2.7.9	Send final Meter register reading (whether actual or deemed) for old MSID. This shall be used as the initial Meter reading for the new MSID.	Old NHHDC	New NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.11	Once final Meter reading for Old MSID received	Send this Meter reading	New NHHDC	New LDSO	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.12	If no Meter reading provided by 10WD after change of LDSO	Request final Meter reading for old MSID.	New NHHDC	Old NHHDC, Supplier		Post / Fax / Email

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.13	Following 3.2.7.12	Send final Meter reading for old MSID. This shall be used as the initial Meter reading for the new MSID.	Old NHHDC, Supplier	New NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.14	Once final Meter reading for Old MSID received	Send this Meter reading	New NHHDC	New LDSO	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.15	At least 10WD after 3.2.7.12 and no more than 12 months after 3.2.7.12, if no final Meter reading has been received for old MSID	Obtain Meter register reading, deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.7.16	Once Deemed Meter Reading has been calculated	Send this Deemed Meter Reading.	New NHHDC.	Supplier, new LDSO, Old NHHDC	D0010 Meter Readings Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed
3.2.7.17	Following 3.2.7.16	Send Deemed Meter Reading	Old NHHDC	Old LDSO	D0010 Meter Readings	Electronic or other method as agreed.

3.3 METERING ACTIVITIES.

3.3.1 'No Changes'

3.3.2 Coincident Change of Supplier and Measurement Class from a Half Hourly to a Non Half Hourly SVA Metering System Error!

Bookmark not defined..

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.1		Send notification to NHHDC of appointment to NHH SVA MS. Also send details of the NHHDA and NHH MOA for the SVA MS to the NHHDC.	New Supplier.	NHHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of new Meter Operator or Data Collector Appointment and Terms. D0302 Notification of Customer Details	Electronic or other method, as agreed.
3.3.2.2	Within 10WD of installation of Metering system.	Send MTD. Send initial Meter register reading	NHHMOA	Supplier, NHHDC, LDSO. NHHDC	D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details. D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.2.3	Within 5 WD of receipt of D0150 from the MOA	Send notification of SVA Metering System details, including initial (class average) EAC to the NHHDC.	Supplier.	NHHDC. SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Electronic or other method, as agreed.
3.3.2.4	On receipt of D0052 and D0150	Validate D0052. Check for discrepancies between the Metering System Settlement Details provided by the Supplier and the Meter Technical Details provided by the MOA.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.5	If D0052 invalid	Send notification of invalid Metering System Settlement details to Supplier	NHHDC	Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details ⁴	Electronic or other method, as agreed.
3.3.2.6	On receipt of D0310	Supplier should resolve the problem by re-sending or revising the D0052 as required or by instructing the MOA to re-send the D0150.	Supplier	NHHDC <u>SMRA</u>	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.3.2.7	On receipt of valid D0052	Send the initial (class average) EAC for each Settlement register of the SVA MS to the NHHDA. Process EAC/AA data in accordance with section 3.5.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.
3.3.2.8		Process and validate Meter register reading.	NHHDC.		Appendix 4.2 – Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.2.9	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	LDSO, Supplier.	D0010 Meter Readings.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.10	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	LDSO, Supplier.	D0010 Meter Readings. Refer to section 3.3.11 Calculate AA/EAC and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.2.11	If no Meter register reading received within 10WD of CoMC and initial reading required ³⁸	Request initial Meter register reading	NHHDC	MOA, Supplier, Old HHDC (where possible and if same Metering Equipment is in use)		Post / Fax / Email
3.3.2.12	Within 10WD of receipt of request for initial Meter Register reading	Send initial Meter register reading	MOA , Supplier, Old HHDC	NHHDC ⁵	D0010 Meter Readings	Electronic or other method, as agreed
3.3.2.13	If required and at least 10WD after 3.3.2.11 and no more than 12 ³⁹ months after 3.3.2.11, if no initial valid Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process

³⁸ An initial Meter reading is required for a co-incident CoS and CoMC. It is optional for a CoMC only

³⁹ By 10 Working Days before the Final Reconciliation Run for the relevant Settlement Date if no concurrent Change of Supplier

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.14	Following 3.3.2.13	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

3.3.3 ‘No Changes’

3.3.4 ‘No Changes’

3.3.5 ‘No Changes’

3.3.6 Change of Standard Settlement Configuration.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.6.1		<p>Send notification that MOA is to re-program Meter registers. If necessary, agree revised contractual terms with NHHDC.</p> <p>Pass final Meter register reading for old register configuration and initial Meter register reading for new register configuration, including MTD and the mapping of these onto each Settlement Register⁴⁰.</p>	<p>Supplier⁴¹.</p> <p>MOA.</p>	<p>NHHDC.</p> <p>NHHDC, Supplier, LDSO.</p>	<p>P0027 Notification of Pending Work.</p> <p>D0010 Meter Readings.</p> <p>D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.</p>	Electronic or other method, as agreed.

⁴⁰ Settlement Registers must not ‘double count’ electricity. If two physical registers record the same consumption, then the NHHDC must perform a process of differencing.

⁴¹ If necessary the Supplier and NHHDC agree revised terms for retrieval and processing of data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.6.2	Within 5 WD of receipt of D0150 from the MOA	Send initial (class average) EAC for each Settlement Register associated with the new SSC and the new Profile Class ⁴² (where appropriate). Send the date for which any change of SSC has been registered.	Supplier	NHHDC <u>SMRA</u>	D0052 Affirmation of Metering Settlement Details. D0205 Update Registration Details See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Electronic or other method, as agreed.
3.3.6.3	On receipt of D0052 and D0150	Validate D0052. Check for discrepancies between the Metering System Settlement Details provided by the Supplier and the Meter Technical Details provided by the MOA.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow.	Internal
3.3.6.4	If D0052 invalid	Send notification of invalid Metering System Settlement details to Supplier	NHHDC	Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details ⁴	Electronic or other method, as agreed.
3.3.6.5	On receipt of D0310	Supplier should resolve the problem by re-sending or revising the D0052 as required or by instructing the MOA to re-send the D0150.	Supplier	NHHDC <u>SMRA</u>	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.3.6.6	On receipt of valid D0052	Send the initial (class average) EAC for each Settlement register of the SVA MS to the NHHDA. Process EAC/AA data in accordance with section 3.5.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.

⁴² On change of Profile Class for a SVA MS, a class average EAC will be submitted in preference to an EAC calculated from the AA for the Meter Advance Period spanning the change of Profile Class. An EAC will not be calculated if the Profile Class has changed during the Meter Advance Period.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.6.7		Process and validate Meter register readings.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.6.8	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.6.9	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 Calculate AA/EAC and send to NHHDA and Supplier.	Electronic or other method, as agreed.

3.3.7 Reconfigure or Replace SVA Metering System - No Change of Measurement Class.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.7.1	Within 10WD of replacing / reconfiguring MS	Send final Meter register reading for replaced / reconfigured MS or notify that Meter register reading not obtainable. Send Meter register reading for replacement MS / new configuration. Send MTD for replacement MS / new configuration.	MOA. ^{43 44}	NHHDC. NHHDC, Supplier, LDSO.	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action D0149 Notification of Mapping Details D0150 Non Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.3.7.2	If Meter register reading obtained from replaced / reconfigured MS.	Process and validate Meter register reading(s).	NHHDC.		Appendix 4.2 – Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.7.3	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.

⁴³ A change of Meter due to safety reasons may lead to a different type of Meter being put in. This would require the MOA to determine a permanent solution, in conjunction with the NHHDC as necessary.

~~⁴³ With reference to 3.3.7.1, whenever installing new, replacement and re-configured NHH meters or carrying out work requiring re-registration of the metering system, the MOA shall ensure that the Meter registers are clearly identified and that Meter Register Id (J0010) to be used in all relevant DTN Data Flows (e.g. D0149 & D0150) clearly identifies the registers on the metering asset read. See PSL110 sections 1.4.2 and 1.5.1 for details~~

⁴⁴ With reference to 3.3.7.1, whenever installing new, replacement and re-configured NHH meters or carrying out work requiring re-registration of the metering system, the MOA shall ensure that the Meter registers are clearly identified and that Meter Register Id (J0010) to be used in all relevant DTN Data Flows (e.g. D0149 & D0150) clearly identifies the registers on the metering asset read. See PSL110 sections 1.4.2 and 1.5.1 for details

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.7.4	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 – Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.7.5	If no valid Meter register reading(s) received 10WD of the replacement / reconfiguration and initial and / or final reading required	Request initial and / or final Meter register reading	NHHDC	MOA, Supplier		Post / Fax / Email
3.3.7.6	Within 10WD of 3.3.7.5	Send initial and / or final Meter register reading	MOA / Supplier	NHHDC ⁵	D0010 Meter Readings	Electronic or other method, as agreed
3.3.7.7	If required and no valid final Meter register reading received within 10WD of 3.3. 7 5.6	Deem final Meter register reading and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.7.8	If required and at least 10WD after 3.3.7.3.4 and by 10WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.7.9	Following 3.3.7.8	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

3.3.8 Withdrawing Meter Readings.

3.3.8.1 'No Changes'

3.3.8.2 Withdrawal of Meter Reading following Fault Rectification – Change of SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.2.1	As soon as possible after installation of new SVA MS.	<p>Send:</p> <ul style="list-style-type: none">notification of fault and period affected⁴⁵;confirmation of rectification of fault following installation of new SVA MS;final Meter register reading for removed SVA MS where obtained⁴⁶; andMTD, including Meter register reading for replacement SVA MS. <p>If there is a change of SSC as a result of installing new SVA MS, send the revised SVA MS details and the initial (class average) EAC.</p>	MOA. Supplier.	NHHDC ⁴⁷ ⁴⁸ . NHHDC. <u>SMRA</u>	<p>D0002 Fault Resolution Report or Request for Decision on Further Action.</p> <p>D0010 Meter Readings.</p> <p>D0149 Notification of Mapping Details.</p> <p>D0150 Non Half Hourly Meter Technical Details.</p> <p>D0052 Affirmation of Metering System Settlement Details.</p> <p>D0205 Update Registration Details</p>	Electronic or other method, as agreed.

⁴⁵ If the period of the fault is not known then the MOA will notify the NHHDC that this period cannot be determined by the MOA.

⁴⁶ If the NHHDC receives a final Meter register reading for the removed SVA MS the NHHDC will record but will not use this Meter register reading in Settlement as the NHHDC will deem an advance for the period of the fault.

⁴⁷ The NHHDC must ensure that there is no change to the original reading collected from the SVA MS as a result of SVA MS faults notified by the MOA. Invalidated readings must be retained for reference.

⁴⁸ Where the NHHDC receives notification of a fault from someone other than the MOA, the NHHDC will report the fault to the MOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.2.2	If there is a change of SSC.	Validate D0052. Check for discrepancies between the Metering System Settlement Details provided by the Supplier and the Meter Technical Details provided by the MOA. Notify Supplier of any exceptions in accordance with 3.3.6.6 to 3.3.6.8.	NHHDC	Supplier	See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow. D0310 Notification of Failure to Load or Receive Metering System Settlement Details ⁴ .	Electronic or other method, as agreed.
3.3.8.2.3	By 1 WD after 3.3.8.2.1.	Process and validate Meter register reading(s) for replacement SVA MS.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 - Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.8.2.4	By 1 WD after 3.3.8.2.2.	If invalid Meter register reading, produce and send Invalid Data Report for replacement SVA MS. If invalid Meter register reading then obtain alternative Meter register reading and return to 3.3.8.2.2.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.8.2.5	By 1 WD after 3.3.8.2.2.	If valid Meter register reading, produce and send Valid Data Report for replacement SVA MS.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.2.6	By 1 WD after 3.3.8.2.4.	<p>For the removed SVA MS:</p> <ul style="list-style-type: none"> Determine which Meter register reading(s) / AA/EAC(s) affected by the period of the fault. Withdraw the Meter register reading(s) (back to last valid Meter register reading which was obtained prior to the period of the fault) and the AA/EAC(s) (relating to the period of the fault). <p>Complete a Site Visit Report.</p> <p>For the replacement SVA MS:</p> <ul style="list-style-type: none"> If change of SVA MS requires change of SSC retrieve the initial class average EAC (because the TPR(s) will be different). <p>If change of SVA MS with no change of SSC retrieve the EAC calculated for the removed SVA MS together with the AA.</p>	NHHDC.		<p>Appendix 4.1 - Site Checks of SVA Metering System - Site Visit Report.</p> <p>Appendix 4.3 - Withdrawing Meter Reading(s) / AA/EAC(s).</p>	Internal Process.

3.3.8.2 'No Changes'

3.3.8.3 'No Changes'

3.3.9 'No Changes'

3.3.10 Changes to SVA Metering System Standing Data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.10.1	On change of Profile Class.	Send notification of intended change of Profile Class, including the initial value EAC, and if required, request that the NHHDC collects a Meter register reading. Await confirmation of the effective date of the Profile Class change from the NHHDC.	Supplier.	NHHDC. <u>SMRA</u>	D0005 Instruction on Action. D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.10.2	Within 10WD of notification from Supplier.	<p>Either:</p> <p>a) Obtain a Meter register reading⁴⁹, or receive Meter register reading from MOA, if there is a change of SSC.</p> <p>b) Send the Meter register reading to the Supplier together with the Meter register reading date. This date will become the effective date of the Profile Class change. If unable to obtain Meter register reading, the NHHDC will inform the Supplier and await further instructions.</p> <p>Supplier will inform NHHDC of next course of action.</p> <p>or</p> <p>If no Meter register reading required, confirm the effective date of the Profile Class change.</p>	<p>NHHDC, MOA.</p> <p>NHHDC.</p> <p>Supplier.</p> <p>NHHDC.</p>	<p>NHHDC.</p> <p>Supplier⁵⁰.</p> <p>NHHDC.</p> <p>Supplier⁷¹ Supplier⁸⁰.</p>	<p>D0010 Meter Readings.</p> <p>D0004 Notification of Failure to Obtain Reading. D0010 Meter Readings.</p> <p>D0005 Instruction on Action.</p> <p>D0010 Meter Readings.</p>	Internal Process. Electronic or other method, as agreed.

⁴⁹ Valid reasons for requiring a Meter register reading are:

- the NHHDCs system constraints;
- the change of Profile Class requires a change of SSC or change of Meter or reprogramming of the Meter; or
- as a result of a Supplier request.

⁵⁰ The NHHDC will indicate there has been a change of Profile Class by sending a D0010 Meter Reading to the Supplier. In particular the following fields will be completed by the NHHDC : 'Additional Information' field - the NHHDC will confirm that the flow is a Profile Class change flow; if Meter register reading obtained, additionally the 'Reading Type' field will be completed - the NHHDC will select the 's' - for 'Special' value. This combination of data will enable the Supplier to identify that this is a change of Profile Class flow.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.10.3		Send initial (class) average EAC. See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Supplier.	NHHDC. <u>SMRA</u>	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details	Electronic or other method, as agreed.
3.3.10.4		Validate D0052.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal
3.3.10.5	If D0052 invalid	Send notification of invalid Metering System Settlement details to Supplier	NHHDC	Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details ⁴	Electronic or other method, as agreed.
3.3.10.6	On receipt of D0310	Supplier should resolve the problem and re-send or revise D0052 as required	Supplier	NHHDC <u>SMRA</u>	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.3.10.7	If Meter register reading not obtained for Profile Class change.	Send the initial value EAC which is effective from the Profile Class change. Process EAC/AA data in accordance with section 3.5.	NHHDC. NHHDA.	NHHDA, Supplier.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.10.8	Once Meter register reading obtained.	Calculate an AA based on the MAP. Send the AA and the initial value EAC. Process EAC/AA data in accordance with section 3.5.	NHHDC. NHHDC. NHHDA.	NHHDA, Supplier.	D0019 Metering System EAC/AA Data.	Internal Process. Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.10.9	On change of GSP Group.	<p>Send notification of a change to the GSP Group.</p> <p>Validate D0052 and notify Supplier of any exceptions as per 3.3.10.4 to 3.3.10.6 above.</p> <p>Process in accordance with 2.3.5 - Disconnection of a SVA Metering System and 2.2.1 - Supplier requests New Connection.</p>	<p>Supplier.</p> <p>NHHDC</p> <p>NHHDC.</p>	<p>NHHDC.</p> <p><u>SMRA</u></p> <p>Supplier</p>	<p>D0052 Affirmation of Metering System Settlement Details.</p> <p>D0205 Update Registration Details</p> <p>D0310 Notification of Failure to Load or Receive Metering System Settlement Details⁴.</p> <p>See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow</p>	<p>Electronic or other method, as agreed.</p> <p>Internal Process.</p>

3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.11.1	In accordance with SVAA Calendar.	Send Daily Profile Coefficients (via section 3.1.2 - Process Daily Profile Coefficients received from SVAA).	SVAA.	NHHDC ⁵¹ .	D0039 Daily Profile Coefficient File.	Electronic Interface.
3.3.11.2	If profile data not received.	Inform SVAA and await receipt of profile data.	NHHDC.	SVAA.	P0040 Request Daily Profile Coefficient	Electronic Interface Manual Process.
3.3.11.3	Following receipt of profile data.	Calculate the AA and or EAC for the MAP, based on the valid Meter data ⁵² .	NHHDC ⁵³ .		Check that the date and version stamps on sets of Daily Profile Coefficients received are consistent with those on data sets already received. Appendix 4.9 - EAC/AA Calculation.	Internal Process.

⁵¹ The NHHDC must ensure that initial sets of Daily Profile Coefficients are loaded into the AA/EAC system in ascending Settlement Date order (i.e. a file must already have been loaded for the previous Settlement Day) and in correct version sequence (although version numbers may not be sequential) for any file type/GSP Group combination.

⁵² If the CoS business event is triggering this process, then the old NHHDC will provide an AA up to and including SSD-1 and the new NHHDC will provide an EAC from SSD.

⁵³ The NHHDC will be required to store and retrieve the smoothing parameter for use in calculating the EACs. The NHHDCs system must validate that the value provided for the smoothing parameter is a positive number.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.11.4	If AA and or EAC calculation fails.	Correct and re-run AA and or EAC calculation.	NHHDC.			Internal Process.
3.3.11.5	If AA and or EAC calculation successful. By the next Volume Allocation Run, if the D0023 data flow was received from the NHHDA at least 14WD before that Run, Or by the Volume Allocation Run after next if the D0023 data flow from the NHHDA was received less than 14WD before the next Reconciliation Run.	Send AA and or EAC If problem with file not caused by NHHDA notify NHHDC Generate a revised file and send or resend an exact copy of file.	NHHDC ⁷⁴ NHHDC ⁵⁴ . NHHDA. NHHDC ⁵⁴ .	NHHDA, Supplier ⁵⁵ . NHHDC. NHHDA, Supplier.	D0019 Metering System EAC/AA Data. P0035 Invalid Data (for physical integrity problems) or D0023 Failed Instructions (for instruction level problems). D0019 Metering System EAC/AA Data.	Electronic Interface.

⁵⁴ This may be an old NHHDC in the case where there has been a change of NHHDC.

⁵⁵ The NHHDC will send the data (AA and or EAC) only to their respective Supplier / NHHDA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.11.6	After 3.3.11.5 and by 20 WD after AA/EAC calculation.	Determine whether the AAs, which are outside the tolerances and have been included in the exception log, are invalid. Proceed in accordance with section 3.3.8.3 Withdrawal of Meter Reading following Review if any AA is invalid.	NHHDC.		Determine whether AA value is genuine. Appendix 4.9 - EAC/AA Calculation.	Internal Process.
3.3.11.7	By the 20 th day of the month ⁵⁶ .	Send notification of those AAs which were included in the excessively large AAs exception log in 3.3.11.6, and the status of each exception following investigation ⁵⁷ .	NHHDC	Supplier ⁵⁸	P0191 Excessively Large AA.	Manual Process

⁵⁶ Or if the 20th is not a working day, the next working day.

⁵⁷ If specified by the Supplier, the report may contain only the valid AAs from the exception log.

⁵⁸ The NHHDC will send the exceptions to their respective supplier.

3.3.12 'No Changes'

3.3.13 'No Changes'

3.3.14 'No Changes'

3.4 COLLECTION ACTIVITIES.

3.4.1 NHHDC collects and sends consumption / generation data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.1		<u>Metered Supply:</u> Collect Meter register reading(s) ⁵⁹ for designated SVA MS(s) either directly or via Supplier. Send customer Meter register reading or prepayment Meter register reading(s) to NHHDC. Send customer reading(s) directly to NHHDC. Inform of possible safety problem(s). Inform of possible irregularities. <u>Unmetered Supply:</u> Send UMS EAC	NHHDC. Supplier. Customer. NHHDC. NHHDC.	NHHDC. NHHDC. SFIC. Supplier. NHHDC MRA	Complete Site Visit of SVA Metering System – Site Visit Report - Appendix 4.1. D0010 Meter Readings. Prepayment Meters – Appendix 4.11 D0135 Report Possible Safety Problem. D0136 Report to Supplier of Possible Irregularity. D0052 Affirmation of Metering System Settlement Details ⁶⁰ D0205 Update Registration Details	Internal Process. Electronic or other method, as agreed. Electronic or other method, as agreed.

⁵⁹ The NHHDC will inform the Supplier if the SVA MS equipment is inadequate or that insufficient data about a SVA MS is available. The Supplier will investigate the situation and ensure that the SVA MS and the information provided are adequate. Where a SVA MS is de-energised the NHHDC shall make visits to the site concerned every 12 months.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.2	If Meter register reading(s) unobtainable.	Add SVA MS(s) to next collection rota.	NHHDC.			Internal Process.
3.4.1.3	On receipt of D0052 from UMSO.	Validate D0052.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal Process.
3.4.1.4	If D0052 is invalid.	Send notification of invalid Metering System Settlement details.	NHHDC	UMSO, Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details ⁶¹	Electronic or other method, as agreed.
3.4.1.5	If Meter register reading(s) obtained.	Process ⁶² and validate Meter register reading(s). If SVA MS recorded as de-energised but consumption identified either remotely or by visiting the site record and process this data.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 - Manual Adjustment of Meter Reading(s).	Internal Process
3.4.1.6	If invalid Meter register reading(s).	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO	D0010 Meter Readings.	Electronic or other method, as agreed.
3.4.1.7	If valid Meter register reading(s).	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO	D0010 Meter Readings. Refer to section 3.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.

⁶⁰ Where a D0052 Affirmation of Metering System Settlement Details, electronic or otherwise, is received from UMSO or Supplier for an Unmetered Supply, this value must be sent to the NHHDA on a D0019 Metering System EAC/AA Data for use in Settlement. The D0052 Affirmation of Metering System Settlement Details received from UMSO should be used in preference where available.

⁶¹ Manual rejection solutions agreed by both the Supplier and NHHDC may be used in place of the D0310 flow

⁶² The NHHDC will always apply the 'Meter Register Multiplier' and the 'Pulse Multiplier', as provided by the MOA in the D0150 Non-Half Hourly Meter Technical Details data flow.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.8	By 7 th calendar day of each month.	Produce and send report relating to previous calendar month detailing whether 100kW demand was identified in Metering Systems for which the NHHDC is the appointed NHHDC within the period of the report.	NHHDC.	Panel, Supplier.	P0028 100kW Demand Report - if no 100kW demand is identified, a 'nil' P0028 report.	Electronic or other method, as agreed.