

**Balancing and Settlement Code**

**BSC PROCEDURE**

**ENTRY PROCESS - SUPPLIER**

**BSCP512**

Version 3.10

Date : ~~1 August 2003~~ 30 September 2003

**AMENDMENT RECORD**

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>CRs included</b>	<b>Mod Panel ref</b>
1.1	Code Effective Date	Re-badged AP 512 to form BSCP 512	NCR313	n/a
2.0	27 March 2001	Approved by the Panel 22 <sup>nd</sup> February 2001		P/13/008
3.0	1 August 2003	Updated for Modification P62 and CP889	CP889	SVG/29/390
<u>3.1</u>	<u>18/09/03</u>	<u>Draft changes associated with issue raised on implementation of P62.</u>	<u>CP1007</u>	

because of irreconcilable differences between the participants and the EPC; the report may still be sent to the PAB even when the completion criteria have not been met. The PAB will decide whether the Entry Processes have been completed satisfactorily.

Where Readiness Checklists identify elements to be completed in the future, the PAB decisions will be conditional on the entrant providing Confirmation of Readiness to the EPC. The EPC notifies PAB if acceptable confirmation is not received from the entrant by the planned entry date. PAB then has to decide a revised entry date. The entrant may invoke the standard appeals procedure in the event of any disagreement with the Entry Process.

The EPC ensures that tests common to SMRS entry and Supplier entry are carried out only once. The EPC keeps a record of tests already successfully carried out by participants and reference is made to these for all applications.

### 1.1.5 General Changes

In the situation where Entry Processes are being carried out as part of a general change affecting Supplier and / or agent systems, the set of tests to be carried out will be identified as part of the change process (BSCP40) and agreed by the Panel or other authorised body. These tests will be administered by the Entry Process Co-ordinator (EPC).

Additional Entry Processes have been or are required in accordance with the circumstances below:

#### 1.1.5.1 *NHH Agent Competition* ~~CP889~~

In 2000, it was required that NHH Suppliers who had entered the market under the 1998 Trading Arrangements and their Agents carry out further Supplier Entry Processes to demonstrate their ability to support the introduction of NHH Agent competition. This obligation continues for any Suppliers and Agents who have not yet complied with it.

New Suppliers applying to enter the Trading Arrangements since March 2000 are required to run the updated set of tests as defined in Section 4 of this BSC Procedure which will then allow them to enter the Trading Arrangements including Agent competition.

#### 1.1.5.2 *Modification Proposal P62 'Changes to Facilitate Competitive Supply on the Networks of New Licensed Distributors'*

This Modification has been created to make changes to the BSC to facilitate competitive supply on the networks of new LDSOs.

Suppliers are required to undertake new testing as defined within this BSC Procedure. Supplier Hubs that existed prior to P62 implementation on 1 August 2003 will be deemed discontinued and concurrently re-issued as being valid for "LDSO in its original GSP Group only", that is only able to operate within the TA as defined prior to the commencement of competitive supply on the networks of new LDSOs. For the avoidance of doubt, this means that a

Supplier Hub already trading in a GSP Group where a new LDSO begins operation, will not be allowed to supply MPANs in the new LDSO area until all hub members have passed the additional tests detailed in this BSC Procedure. Nor will a Supplier Hub be allowed to supply an MPAN for a LDSO operating in a different GSP Group until all additional tests have been passed.

New Supplier or Supplier Agents must individually complete all Entry Process testing as defined in this BSCP before PAB approval is sought.

New Supplier Hubs for Suppliers and Supplier Agents that have not undertaken the additional testing required under P62 may still be approved by PAB as being valid for the “LDSO in its original GSP Group only”. However the Supplier and Supplier Agents in these Supplier Hubs, and all Supplier Hubs that existed prior to 1 August 2003, must be re-approved as fully P62 Compliant prior to 1 August 2004.

The exception to this concerns an existing LDSO obtaining PAB approval to operate across all GSP Groups prior to 1 August 2004. In this situation:

- no further Supplier Hubs may be approved as being valid for this LDSO on an “LDSO in its original GSP Group only” basis after the date upon which such an LDSO has been granted PAB approval.



## 1.2 Main Users of Procedure and their Responsibilities

This Procedure is of direct relevance to the EPC who is responsible for co-ordinating the entry process.

This Procedure is of direct relevance to the PAB which is responsible for deciding the entry results.

This BSC Procedure is of direct relevance to all Suppliers planning the entry of their Supplier Hubs into the TA. The Supplier has the responsibility for initiating the entry process.

## 1.3 Equivalence with SESL Procedures

SESL have an equivalent set of Entry Processes to those described herein. In order to minimise the overall amount of testing required, in relation to the entry of Supplier Hubs into the TA for a Licensed Distribution System Operator in England & Wales, use will be made in the Entry Process, in relation to a Supplier Hub, of relevant test results from the testing carried out in Scotland by SESL.

EPC reports will be based on the results from the testing carried out in Scotland by SESL and participants acknowledge and agree that the PAB will rely on those results without repeating any tests in producing an EPC Report.

Where there is no SESL equivalent for one or more tests in this BSC Procedure, the participant will be required to run these additional tests according to the rules for a new entrant.

### 3.1 Supplier initiates Entry Process for Supplier Hub

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD	DURATION
3.1.1	When ready to enter Entry Process, or as a result of General Changes in section 1.1.5.	Send entry request.	Supplier. <sup>1</sup>	EPC.	Completed F512/01 as per Appendix 4.8.	Fax / Letter.	
3.1.2	After receipt of F512/01 and accreditation status/ plan for Agents.	Based on information in F512/01, and accreditation status / plan for Agents, check whether entry criteria have been met as per Appendix 4.1.	AA.  BSCCo.	EPC.  EPC.	Accreditation Dates (forecast or actual) of Supplier's Agents.  Code party status of Supplier.	Fax / Letter / e-mail.	
3.1.3	Within 1 WD of receipt of F512/01.	Send confirmation of acceptance or rejection of entry request.	EPC.	Supplier.	If rejection, reasons for rejection and advice on how entry criteria may be met.	Fax / Letter.	1 WD
3.1.4	If entry criteria met and within 5 WD of receipt of entry request.	Determine relevant tests according to Appendix 4.3 and overall entry schedule and advise Supplier.	EPC.	Supplier	<ul style="list-style-type: none"> <li>• Relevant tests &amp; readiness checklists;</li> <li>• date for receipt of Readiness Checklists;</li> <li>• date for start of interface tests;</li> <li>• schedule of interface tests;</li> <li>• date for sending EPC report to Supplier;</li> <li>• date for sending EPC report to PAB;</li> <li>• date of PAB meeting;</li> <li>• Proposed go-live date.</li> </ul>	Internal Process.	5 WD

<sup>1</sup> Where a Supplier Agent wishes to initiate their element of an Entry Process as a result of General Changes as defined in section 1.1.5, the Agent may complete their section of F512/01 to initiate their testing.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD	DURATION
3.1.11	Within 5 WD of receiving EPC report.	Send comments on EPC report.  Send EPC report together with Supplier comments unless the Supplier chooses to withdraw it.	Supplier.  EPC.	EPC.  PAA.	Mitigation details.	Fax / Letter.	1 week
3.1.12	Following 3.1.11.	Decide entry results (success or failure). In the event of failure the PAB will communicate reason for failure and the steps it requires to overcome the failure.  <del>{CP889}</del>	PAB.	EPC.	Pass or Fail.  Conditions / caveats.	Internal Process.	up to 4 weeks
3.1.13	After 3.1.12.	Send notification of PAB decision.	EPC.	Supplier.	Pass or Fail.  Conditions / Caveats.	Fax / Letter.	
3.1.14	Prior to go live date.	Send readiness confirmation.	Supplier	EPC	Readiness Checklist, revised to show complete readiness.	Fax / Letter.	
3.1.15	If acceptable readiness confirmation not received.	Send notification.	EPC.  EPC.	PAB.  Supplier.	Reason for notification <ul style="list-style-type: none"> <li>No readiness checklist</li> <li>Incomplete readiness checklist</li> </ul>	Fax / Letter.	
3.1.16	When acceptable confirmation of readiness received or if no confirmation is required.	Send notification of PAB decision of pass.	EPC.	BSC Agents / BSC Auditor / Authority / Supplier.	PAB authorised go live date.	Fax / Letter.	

#### 4.4 Functional Tests

The Tables below list the Test Scripts required for the testing of a new Supplier Hub entering the TA. Where more than one participant enters as part of the Supplier Hub the Functional Tests done are an addition of the set of Functional Tests for each.

Where a Functional Test involves an old and a new Agent or Supplier, the participant will take both roles, see Section 4.4.4.

SVAA, SAA and FAA will not be involved in Supplier Entry Processes.

Execution of the Functional Tests will be co-ordinated by the EPC, who will also supply the relevant logical data.

Where the Supplier or Supplier Agents have previously been operating in the Supplier Volume Allocation Trading Arrangements then the number of Functional Tests required is reduced.

##### 4.4.1 HH Functional Tests

New entrants must execute all the scripts listed shown below with a ‘Y’ in the appropriate column. Existing Suppliers and NHH Supplier Agents with a status of ‘LDSO in its original GSP Group only’ who wish to gain approval to operate with alternative LDSOs need only execute those identified additionally with a ‘D’ in their column.

Script	Description	Supplier (1)	DA (2)	DC (3)	MOA (4)
2D01	Initial Settlement	-	YD	YD	-
2D05	Long and Short day	-	Y	Y	-
4D01	Change of Supplier	-	Y	Y	Y
4D02	Change of Supplier HHDC, HHDA and HHMOA	=	Y	Y	Y
4D03	Change of HHDC, HHDA, consumption data estimate	-	Y	Y	
4D05	New metering system, initial registration, energisation	=	Y	Y	Y
4D08	Change of Supplier and HHMOA	-	-	-	Y
4D09	Change of Supplier and HHDC	-	-	Y	-
4D10	Change of Supplier and HHDA	-	Y	-	-
4D14	Change of line loss factor class for metering system	=	Y	-	-
4D15	Existing metering system estimate data using EAC	-	-	Y	-
4D17	De-energisation of a metering system	=	Y	Y	Y
4D18	Replacement of meter (by equivalent meter type), proving	-	-	Y	Y
4D21	Energisation of metering system		Y	Y	Y
4D26	Change of Supplier, HHDC not notified by new Supplier	-	Y	Y	-
4D29	Change of Supplier and HHDC, new Supplier registers liability but does not notify SMRA of new HHDC	-	Y	-	-
4D34	Change of Supplier and HHDA, new Supplier registers liability but does not notify SMRA of new HHDA	-	Y	-	-
4D42	De-energisation of metering system, HHDC not notified	-	-	Y	-
4D45	Re-energisation of metering system, HHDC not notified	-	Y	Y	-
4D59	Change of measurement class (NHH to HH)	-	Y	Y	Y