

Redlined BSCP504 for Proposed Modification P302 ‘Improving the Change of Supplier Meter read process for smart Meters’.

P302 Proposed Modification proposes changes to BSCP504 sections 1.6, 3.2.6, 3.3.6 and 4.4.4.

We have redlined these changes against Version 34.0.

1.6 Acronyms and Definitions

1.6.1 Acronyms

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

AA(s)	Annualised Advance(s)
BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
CoMC	Change of Measurement Class
CoP	Code of Practice
CoS	Change of Supplier
CT	Current Transformer
CTCU	Central Teleswitching Control Unit
<u>DCC</u>	<u>Data and Communications Company</u>
DTS	Data Transfer Service
EAC(s)	Estimated Annual Consumption(s)
GSP	Grid Supply Point
HH	Half Hourly
HHDC	Half Hourly Data Collector
HV	High Voltage
Id	Identifier
kVA	Kilo-Volt-Amperes
kW	Kilowatt
kWh	Kilowatt Hour
LDSO	Licensed Distribution System Operator
LF	Load Factor
LTV	Long Term Vacant
MAP	Meter Advance Period
MC(s)	Measurement Class(es)
MD	Maximum Demand
MDD	Market Domain Data
MDDM	Market Domain Data Manager
MDR	Maximum Demand Register
ME	Metering Equipment
MOA(s)	Meter Operator Agent(s)
MS	Metering System
MSID	Metering System Identifier
MTD	Meter Technical Details

NHHDA(s)	Non-Half Hourly Data Aggregator(s)
NHHDC(s)	Non-Half Hourly Data Collector(s)
NOSI	Notification of Old Supplier Information
PA	Profile Administrator
PC	Profile Class
PFSR	Post Final Settlement Run
PoS	Point of Sale (or early reading)
Ref	Reference
RF	Reconciliation Final (Final Reconciliation Run)
RPS	Revenue Protection Service
SAR	Supplier Agreed Read
SD	Settlement Day
SFIC	Systems Fault Information Centre
SSC(s)	Standard Settlement Configuration(s)
SSD	Supply Start Date
SVAA	Supplier Volume Allocation Agent
SVAS	Supplier Volume Allocation System
TPR(s)	Time Pattern Regime(s)
UMS	Unmetered Supplies
UMSO	Unmetered Supplies Operator
<u>UTC</u>	<u>Coordinated Universal Time</u>
WD	Working Day

1.6.2 Definitions

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

Deemed Meter Reading	A Meter reading calculated by adding or subtracting a Deemed Meter Advance from a Meter register reading.
Supplier Agreed Reading	A Meter reading which is agreed between the new Supplier and the old Supplier in accordance with Annex S-2 4.2.1(c)(i) of the Code, and in the specific circumstances when a CoS (Change of Supplier) Reading has not been obtained at least 30WD after the CoS but no more than 12 months after the CoS (i.e. not a disputed read or an old Supplier Estimated read).
Point of Sale Reading	A Meter reading obtained by the new Supplier during the period between the customer entering into the contract and the start of the CoS meter reading window.
<u>CoS Unallocated Units</u>	<u>For DCC-serviced smart Meters, the difference, in kWh, between a total cumulative register reading taken at midnight UTC and the total cumulative reading taken on initial configuration by the new Supplier between SSD and SSD+5WD, inclusive.</u>
Last Valid EAC	defined in section 4.5
Crystallised Period	defined in section 4.14
Error Freezing Reading	defined in section 4.14
Fluid Period	defined in section 4.14
Realistic Reading	defined in section 4.14
RF Window	defined in section 4.14

3.2.6 Change of Supplier for an existing SVA Metering System.¹

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>For all SVA NHH Metering Systems</u>						
3.2.6.1	As required.	Send appointment. The Supplier will notify the New NHHDC if the Metering System has a smart Meter using the Contract Reference (or by other means, as agreed). <u>The Supplier will notify the new NHHDC if the Metering System has a DCC-serviced smart Meter.</u>	New Supplier.	New NHHDC.	D0155- Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.2.6.2	If appointment rejected and within 2 WD of 3.2.6.1	Send notification of rejection of appointment including the reason why the request has been rejected.	New NHHDC	New Supplier	D0261 Rejection of Agent Appointment. Go to 3.2.6.1 if required	Electronic or other method, as agreed.
3.2.6.3	If appointment accepted and within 2 WD of 3.2.6.1	The new NHHDC will confirm appointment with the new Supplier.	New NHHDC.	New Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.6.4	On appointment of NHHMOA and within 1 WD of 3.2.6.3 ²	Send notification of old NHHDC, new NHHDA and new NHHMOA (as applicable). If the new NHHDC is the same as the old NHHDC, then proceed to 3.2.6.9 for non DCC serviced SVA NHH Metering Systems or 3.2.6.40 for DCC serviced SVA NHH Metering Systems.	New Supplier	New NHHDC	D0148 Notification of Change to Other Parties.	Electronic or other method, as agreed.
<u>For non DCC serviced SVA NHH Metering Systems</u>						

¹ Refer to Appendix 4.4 – Change of Supplier Activities.

² Note that if there is also a concurrent Change of NHHMOA and/or NHHDA, and the Supplier waits for all D0011 flows before sending a D0148, the New Supplier shall send the D0148 within 1 WD of the receipt of all applicable D0011 flows.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.5	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
3.2.6.6	If applicable and within 1 WD of 3.2.6.4, 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.
3.2.6.7	If applicable and within 2 WD of 3.2.6.6 provided an EAC has been calculated for latest valid reading or within 1 WD of EAC being calculated for latest valid reading if an EAC has yet to be calculated ³ .	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. ⁴	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 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.

⁴ 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
3.2.6.8	Within 1 WD of receipt of the D0148 (if no concurrent change of NHHMOA) or within 1 WD of receipt of MTD from Old NHHMOA (if concurrent change of NHHMOA).	Send the MTD to the new NHHDC.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 4.20)	Electronic or other method, as agreed.
3.2.6.9	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 3.2.6.10 below.	New Supplier / Old Supplier.	Old Supplier / New Supplier.		Manual Process.
3.2.6.10	In time to achieve a read within SSD-5 and SSD+5.	Where actual Meter register reading required: Send request to obtain an actual Meter register reading. The new NHHDC will obtain a Meter register reading where instructed by the new Supplier ⁵ .	New Supplier. New NHHDC. New Supplier.	New NHHDC. New NHHDC. New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading. D0071 Customer Own Reading or Supplier Estimate Reading on Change of Supplier. D0010 Meter Readings.	Electronic or other method, as agreed. Internal Process. Electronic or other method, as agreed.

⁵ The CoS reading is assumed to be correct by the Old Supplier, until the Old Supplier disputes the CoS reading.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		<p>Otherwise:</p> <p>Provide a remotely retrieved reading or the customer Meter register reading (which may include a PoS reading or an old Supplier Estimated reading)⁶.</p> <p>The MOA may send a Meter register reading to the new NHHDC.</p>	<p>MOA.</p> <p><u>New NHHDCMOA.</u></p>	<p><u>New NHHDC.</u></p>		
3.2.6.11	By SSD+8 and once profile coefficients received.	<p>Select the CoS reading.</p> <p>Process and validate the Meter register reading, using the historic data provided by old NHHDC, where applicable (from 3.2.6.7) and the MTD provided by the MOA (from 3.2.6.8).</p>			Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.6.12	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report ⁷ .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings ⁸ .	Electronic or other method, as agreed.
3.2.6.13	Where the Supplier ceases to be responsible at the same time as the NHHDC is also ceasing to trade	Prepare and maintain plans that will enable the Panel to fulfil the obligations of the Supplier under the Code.	Old NHHDC	Panel	Plans should detail how the NHHDC will upon termination or expiry; make arrangements for the immediate transfer of data and other information to the Panel.	Electronic or other method, as agreed.

⁶ An old Supplier Estimated reading may not be provided by the new Supplier to the new NHHDC earlier than SSD+5WD.

⁷ 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”.

⁸ 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
3.2.6.14	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 3.2.6.11.	New Supplier. New NHHDC.	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Readings ⁹ .	Electronic or other method, as agreed. Internal Process.
3.2.6.15	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 ¹⁰ . D0086 Notification of Change of Supplier Readings ¹¹ . 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.

~~⁹ This data flow is used for both valid and invalid readings produced from the Change of Supplier process.~~

¹⁰ 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).

¹¹ 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
3.2.6.16	<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 3.2.6.8), 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 3.2.6.7)¹². <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>

¹² 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
3.2.17	Following 3.2.6.16 and in sufficient time to enable the reading to be included in the Initial Settlement Run relating to the last Settlement Day for which the old Supplier is responsible.	Send this Deemed change of Supplier reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method, as agreed
3.2.6.18	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.
3.2.6.19	Within 10 WD of 3.2.6.18	Send Meter reading history	Old NHHDC	New NHHDC	D0010 Meter Readings D0152 Metering System EAC/AA Historical Data	Electronic or other method, as agreed
3.2.6.20	If 3.2.6.19 has not taken place and at least 10 WD after 3.2.6.18	New NHHDC may request Metering System Related Details	New NHHDC	New Supplier	D0170 Request for Metering System Related Details ¹³	Electronic or other method, as agreed
3.2.6.21	Within 5 WD of 3.2.6.20.	Send the EAC Details and Last Actual or Customer Register Reading (if available) ¹⁴	New Supplier ¹⁵	New NHHDC	D0311 Notification of Old Supplier Information (NOSI) Flow	Electronic or other method, as agreed.

¹³ The NHHDC should clearly indicate in the D0170 that a D0311 is expected in return.

¹⁴ 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.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.22	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 3.2.6.8). 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
3.2.6.23	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report ⁷	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings ⁹ .	Electronic or other method, as agreed.
3.2.6.24	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 ¹⁰ . D0086 Notification of Change of Supplier Readings ¹⁶ . 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.
3.2.6.25	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
3.2.6.26	Following 3.2.6.23	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

¹⁵ 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.

¹⁶ 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
3.2.6.27	If appropriate and at least 30 WD after the CoS but no more than 12 months after CoS.	Send SAR. ¹⁹	New Supplier	New NHHDC	D0300 Disputed Readings or Missing Readings on Change of Supplier	Electronic or other method, as agreed.
3.2.6.28	Following 3.2.6.27 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
3.2.6.29	Following 3.2.6.28 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.
3.2.6.30	Following 3.2.6.29	Send validated SAR.	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings.	Electronic or other method, as agreed.
3.2.6.31	Following 3.2.6.28 and if SAR is invalid.	Inform of invalid SAR. Go back to step 3.2.6.14, if appropriate.	New NHHDC	New Supplier	D0300 Disputed Readings or Missing Readings on Change of Supplier	Electronic or other method, as agreed.
3.2.6.32	At least 20 WD after 3.2.6.18 and no more than 12 months after 3.2.6.18, if no Meter reading history or reading have been received and if no valid reading obtained in 3.2.6.27-.3.2.6.31	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
3.2.6.33	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
3.2.6.34	Following 3.2.6.33	Send change of Supplier Deemed Meter Reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method as agreed.
3.2.6.35	No later than 12 months after SSD, if the new Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run ¹⁷ .	Disagree reading and: a) Provide an actual or customer Meter register reading. b) Agree this Meter register reading with the old Supplier ¹⁸ . c) Send the agreed Meter register reading to the new NHHDC. Refer to 3.2.6.38.	New Supplier. New Supplier. New Supplier.	Old Supplier ¹⁹ Old Supplier New NHHDC.	D0300 Disputed Readings or Missing Readings on Change of Supplier ¹⁹ . D0300 Disputed Readings or Missing Readings on Change of Supplier. D0300 Disputed Readings or Missing Readings on Change of Supplier.	Manual Process.
3.2.6.36	No later than 12 months after SSD if the old Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run ¹⁸	Disagree reading and: a) Send a request to the new Supplier to provide an actual Meter register reading or; (If option (a) selected, refer to 3.2.6.38.) b) Provide an actual or customer Meter register reading or c) Agree an alternative Meter register reading, to be used as the CoS reading, with the new Supplier ¹⁷ . d) Send the agreed Meter register reading to the new NHHDC. (If option b) or c) and d) selected, refer to 3.2.6.35.)	Old Supplier. Old Supplier. Old Supplier. New Supplier.	New Supplier. New Supplier ¹⁹ . New Supplier. New NHHDC.	D0300 Disputed Readings or Missing Readings on Change of Supplier. D0300 Disputed Readings or Missing Readings on Change of Supplier ¹⁹ . D0300 Disputed Readings or Missing Readings on Change of Supplier D0300 Disputed Readings or Missing Readings on Change of Supplier	Manual Process.
3.2.6.37	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.

¹⁷ 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.

¹⁸ 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
3.2.6.38	When Meter register reading has been agreed between Suppliers and is outside previous timescales but in time for the Final Volume Allocation Run.	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.
		a) If valid, produce and send a Valid Data Report. Calculate a deemed Meter register reading ^{19,20} 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 ²¹ .	Internal Process.
		b) If invalid, produce and send an Invalid Data Report. Return to 3.2.6.29 or 3.2.6.30.	New NHHDC.	New Supplier, LDSO, Old NHHDC ²² , 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 D0086 Notification of Change of Supplier Readings ⁹ .	Electronic or other method as agreed.
3.2.6.39	Following 3.2.6.38	Send change of Supplier Deemed Meter Reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method as agreed.

¹⁹ As a result of agreeing a revised CoS reading, the new NHHDC will withdraw the original CoS reading.

²⁰ 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.

²¹ Revised AA/EAC values will be calculated as a result of amending the CoS reading.

²² Upon receipt of the revised CoS reading, the old NHHDC will replace the previous CoS reading with the deemed CoS reading

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>For DCC serviced SVA NHH Metering Systems</u>						
<u>3.2.6.40</u>	<u>From SSD.²³</u>	<u>Old Supplier retrieves and checks the SSD midnight²⁴ register reading(s).</u>	<u>Old Supplier.</u>		<u>Appendix 4.4 – Change of Supplier Activities</u>	<u>Internal Process.</u>
<u>3.2.6.41</u>	<u>Within 1WD of 3.2.6.40 and by SSD+3WD.</u>	<u>If SSD midnight register reading(s) retrieved:²⁵</u> <u>Send the SSD midnight register reading(s).²⁶</u>	<u>Old Supplier.</u>	<u>Old NHHDC.</u> <u>New Supplier.</u>	<u>D0010 Meter Readings.</u> <u>D0311 Notification of Old Supplier Information (NOSI) Flow.</u>	<u>Electronic or other method, as agreed.</u>
<u>3.2.6.42</u>	<u>By SSD+3WD</u>	<u>If SSD midnight register reading(s) not retrieved:²⁷</u> <u>Send estimated reading(s).²⁸</u>	<u>Old Supplier.</u>	<u>New Supplier.</u>	<u>D0311 Notification of Old Supplier Information (NOSI) Flow.</u>	<u>Electronic or other method, as agreed.</u>
<u>3.2.6.43</u>	<u>Within 1WD of 3.2.6.41 and by SSD+4WD.</u>	<u>If received, process and validate the Meter register reading(s).</u>	<u>Old NHHDC.</u>		<u>Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities, Appendix 4.6 – Manual Adjustment of Meter Reading(s).</u>	<u>Internal Process.</u>
<u>3.2.6.44</u>	<u>If invalid Meter register reading obtained by SSD+5WD.</u>	<u>Produce and send an Invalid Data Report.^{7,27,29}</u>	<u>Old NHHDC.</u>	<u>Old Supplier, LDSO.</u>	<u>D0010 Meter Readings.</u>	<u>Electronic or other method, as agreed.</u>

²³ The first attempt to obtain the SSD midnight read should be on SSD.

²⁴ The DCC and DCC serviced Meters use UTC dates and times.

²⁵ The old Supplier may validate the reading itself and will raise a query with the new Supplier at this point if the reading doesn't match its billing history.

²⁶ If SSD midnight register reading(s) retrieved, the Old Supplier will send the New Supplier the Total Cumulative and any Settlement Registers from the Daily Read Log. The old Supplier; they will send the NHHDC reads for the registers on the D0150. In both cases the "Reading Type" will be flagged as "R – Routine".

²⁷ If no D0086 has been received by SSD+10WD, the old Supplier will initiate the Missing Reads process using the D0300 as per MRA Agreed Procedure (MAP) 08.

²⁸ If SSD midnight register reading(s) are not retrieved, the Old Supplier will send the New Supplier the latest Total Cumulative and any Settlement Registers from the Daily Read Log. The "Reading Type" will be flagged as "O - Old Supplier's Estimated CoS Reading".

²⁹ It is unlikely that the Old NHHDC would have cause to invalidate a reading from the smart Meter (unless there is a register mapping issue). It is expected that this would be resolved via a dialogue between Supplier and NHHDC. In the unlikely event that validation identifies an issue with the reading from the smart Meter, the Supplier may issue a further request to the DCC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.45	If valid Meter register reading obtained.	Produce and send a Valid Data Report. ³⁰	Old NHHDC.	Old Supplier, LDSO.	D0086	Electronic or other method, as agreed.
3.2.6.46	From SSD. ²³	New Supplier retrieves the SSD midnight register reading(s), reconfigures the Meter and retrieves the reconfiguration register reading(s).	New Supplier.		Appendix 4.4 – Change of Supplier Activities	Internal Process.
3.2.6.47	If the new Supplier has been unable to communicate with the smart Meter by SSD+4WD	Notify the new NHHDC that the process for non DCC-serviced NHH Metering Systems should be followed.	New Supplier	New NHHDC	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.2.6.48	Within 2WD of 3.2.6.47	Confirm reversion to process for non DCC-serviced NHH Metering Systems.	New NHHDC.	New Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.6.49		Proceed from 3.2.6.9 if the new NHHDC is the same as old NHHDC. Otherwise proceed from 3.2.6.6.	New NHHDC			
3.2.6.50	Within 1WD of the later of 3.2.6.42 and 3.2.6.46	Check SSD midnight register reading(s) against the Old Supplier’s SSD midnight register reading(s). If the new Supplier’s SSD midnight register read does not match an actual midnight read in the D0311 for any reason, the new Supplier should raise a dispute with the old Supplier to agree the CoS read within 1WD of receipt of the old Supplier’s reading(s).	New Supplier.		D0300 Disputed Readings or Missing Readings on Change of Supplier	Internal Process. Electronic or other method, as agreed.
3.2.6.51	Within 1WD of 3.2.6.46	If discrepancy between the SSD midnight total cumulative register reading and the total cumulative register reading taken on reconfiguration, then adjust the CoS reading(s) in accordance with Appendix 4.4.	New Supplier		Appendix 4.4 -Change of Supplier Activities	

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.52	Following 3.2.6.51.	Send adjusted CoS reading(s) to new NHHDC in accordance with Appendix 4.4.4.	New Supplier.	New NHHDC.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.2.6.53	Within 1 WD of the later of -receipt of the MTD from Old NHHMOA (if concurrent change of NHHMOA) or receipt of Configuration Details from the New Supplier.	Send the MTD to the new NHHDC, New Supplier and LDSO:	New MOA.	New NHHDC, New Supplier, LDSO:	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.2.6.54	Within 1 WD of 3.2.6.53	Send initial (class average) EAC for each Settlement Register associated with the new SSC and the new Profile Class. -Send the date for which any change of SSC has been registered. (On change of SSC, the Supplier will also notify the SMRA using a D0205 Update Registration Details flow in accordance with BSCP501 3.3.1).	New Supplier.	New NHHDC.	D0052 Affirmation of Metering Settlement Details. See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Electronic or other method, as agreed.
3.2.6.55	Within 1WD of the later of 3.2.6.52, 3.2.6.53 and 3.2.6.54.	Select the CoS reading. Process and validate the Meter register reading, using the MTD provided by the MOA (from 3.2.6.53).	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.
3.2.6.56	If invalid Meter register reading obtained.	Produce and send an Invalid Data Report.⁷	New NHHDC.	New Supplier, LDSO.	D0010 Meter Readings.¹⁰	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.57	If valid Meter register reading obtained.	Produce and send Valid Data Report.	New NHHDC.	New Supplier, LDSO.	D0086 Notification of Change of Supplier Readings.³⁰ Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.2.6.58	If the new NHHDC invalidates the midnight SSD reading.³¹	The New Supplier should either: (a) obtain a new read and repeat steps 3.2.6.50 to 3.3.6.52; or (b) raise a dispute with the Old Supplier to agree a common read to settle on – if the Old Supplier was able to obtain a read, then this may be used. Advise of next steps.	New Supplier.		D0300 Disputed Readings or Missing Readings on Change of Supplier	Internal. Electronic or other method, as agreed.
3.2.6.59	Within 1WD of 3.2.6.58.	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

3.3.6. Change of Standard Settlement Configuration not concurrent with change of Supply.

³⁰ This data flow only includes the CoS reading. The “Reading Date & Time” will be set to SSD.

³¹ It is unlikely that the New NHHDC would have cause to invalidate a reading from the smart Meter (unless there is a register mapping issue). It is expected that this would be resolved via a dialogue between Supplier and NHHDC. In the unlikely event that validation identifies an issue with the reading from the smart Meter, the Supplier may issue a further request to the DCC.

4.4.4 Adjusting CoS readings for DCC-serviced smart Meters

The following process will apply when the new Supplier configures a smart Meter on the SSD. If the new Supplier is unable to configure the Meter until after the SSD, but is able to do so by SSD+5WD, for example due to a communications failure, the new Supplier will re-date any SSC change (and associated) readings to the SSD. If the new Supplier is unable to configure the Meter until after SSD+5WD, the new Supplier will use the change of SSC process in 3.3.6 and will adopt the old Supplier's SSC for the intervening period.

The old Supplier will retrieve the set of readings taken at midnight UTC on the new Supplier's SSD. The old Supplier will then pass the Settlement Register readings to the NHHDC.

The new Supplier will also retrieve the set of readings taken at midnight UTC on the SSD.

On initial configuration of the smart Meter, the new Supplier will retrieve the set of readings taken at the time of the configuration. In both cases, the set of readings will include a reading from the total cumulative register.

The new Supplier will then subtract the total cumulative register reading taken at midnight UTC from the total cumulative register reading taken on configuration to give the CoS Unallocated Units.

The new Supplier will assign the CoS Unallocated Units to one or more Time Pattern Regimes by subtracting the units from the instantaneous reading(s) for the corresponding register(s) taken on configuration.

The new Supplier must ensure that the CoS Unallocated Units are assigned to a Time Pattern Regime which is active on the SSD (i.e. not an inactive seasonal register). Otherwise the new Supplier may select the appropriate TPR(s).

The new Supplier will send the adjusted CoS reading(s) to the new NHHDC.