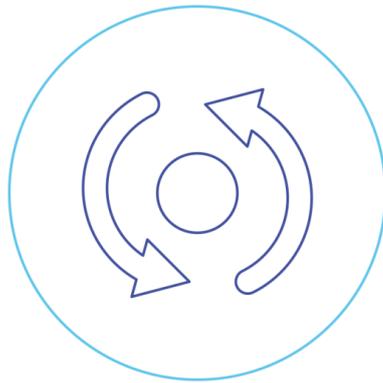


Business Requirements Document

Ofgem Switching Programme Shipper Consequential Change Requirements Overview



Author (for this version):	Xoserve
Version:	0.32
Status:	Draft – For Workgroup Discussion
Date:	5 th December 6 th November 2018

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Highlight – candidate for DSG discussion following Xos discussion

Highlight – cross reference to check

Highlight – possible Abacus error

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1 Introduction

1.1 Document Purpose

The purpose of this business requirements document (BRD) is to ensure that the high level business requirements associated with the design baseline 4 phase of the switching programme changes have been captured, and to clearly specify these requirements to DSG to provide an understanding of the consequential change impacts.

To provide adequate information to enable **the industry to undertake analysis of the impacts to Shipper systems** and business processes.

This version of the document is intended for discussion at the DSG CSS Workgroup. It is intended as a working document based upon discussions in the 20th November 2018 DSG CSS and extrapolation of discussions.

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The contents refer to the business scope of the change and provide descriptions of the business requirements and the relevant 'As Is' and 'To Be' process maps.

1.2 Related Documents

The underlying source documents and further details about the Switching Programme can be found on Ofgem's website:

<https://www.ofgem.gov.uk/gas/retail-market/market-review-and-reform/smarter-markets-programme/switching-programme>

2 Executive Summary

2.1 Introduction to the Change

This document defines the consequential changes that are required to be undertaken for gas Shipper facing processes to support the implementation of the new Central Switching Service.

The details contained within the document are currently based on the Ofgem switching programme E-2-E design products that have been produced to support faster and more reliable switching within the energy market and provide an indicative view of the changes that will be required within Xoserve's systems to support.

2.2 Change Background

This change relates to the consequential changes required to the gas shipper / supplier switching process required to support the wider Ofgem Switching Programme. This programme is an Ofgem initiative within a broader set of energy market reforms that aim to encourage consumers engagement with the energy market (especially switching), and to improve their experiences of doing so through a faster more reliable centralised set of industry processes.

The overarching ambition of the Switching Programme is to “improve customers' experience of switching, leading to greater engagement in the retail energy market by designing and implementing a new switching process that is reliable, fast and cost-effective. In turn this will build consumer confidence and facilitate competition, delivering better outcomes for consumers”.

UNC modification review workgroup (630R) was formed back in October 2017 to conduct a review and assessment of the consequential impacts to the UNC, DSC and associated UK Link processes as a result of the Ofgem Switching Programme (OSP). This workgroup has now concluded and its output has been used to inform this Business Requirements Document (please note that this document supersedes the version created under this workgroup).

2.3 Process Issues

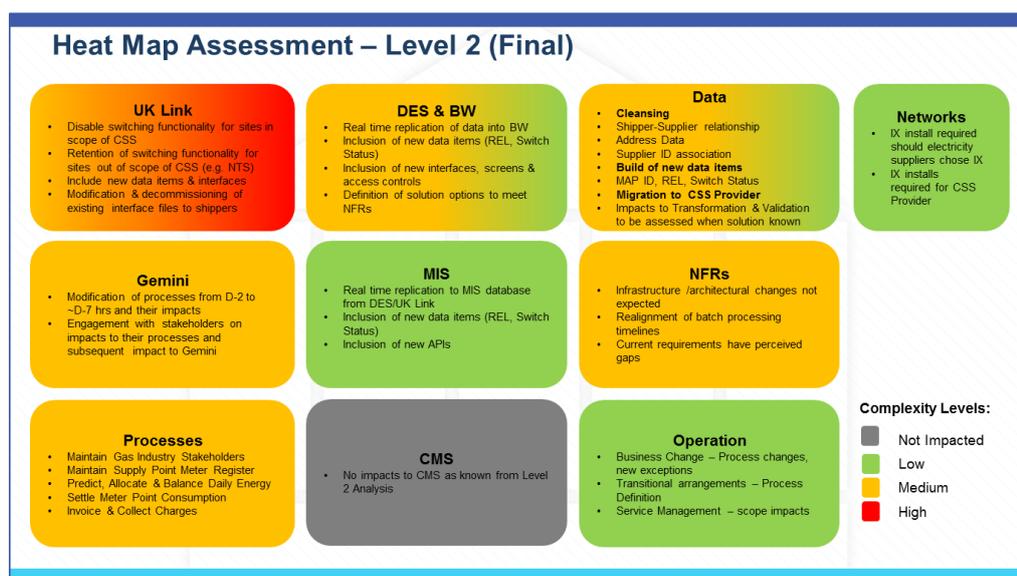
This leads to a number of changes having to be made within UK Link, as summaries below:

- Moving to a Supplier lead switching process via CSS and removing the shipper lead confirmation process within UK Link
- Provision and capture of settlement parameters for an incoming Supplier registration
- Stakeholder changes required to support new CSS processes
- Capture of Meter Asset Provider details for all installed meters

- SPA data update for Supply Meter Points

Below is a draft heat map which represents the areas of Xoserve that are impacted by the Ofgem Switching Programme. This provides a visual view of the scope and scale of change across the current CDSP value chain / processes.

The sections that are highlighted red within this heat map signify considerable substantial, high impact changes to his area; the yellow areas will create medium impact and no impacts have been identified within the green areas.



2.4 Scope

2.4.1 In Scope

The following areas are included with the scope of this requirements document:

- Consequential changes to the interactions between Shippers and the CDSP resulting from the implementation of the new Central Switching Service

2.4.2 Out of Scope

Requirements relating to the following areas have been deemed as out of scope of this document:

- Consequential change to the Gemini system (this will be covered by a separate BRD)
- Consequential changes to Data Enquiry (this will be covered by a separate BRD)
- Changes to any interfaces or interactions between Shippers and gas Suppliers as a result of the switching programme
- Any process being managed or maintained by the new CSS
- Any processes that are not impacted by the implementation of the new CSS

- Any other areas of change that are not a direct consequence of the new CSS implementation

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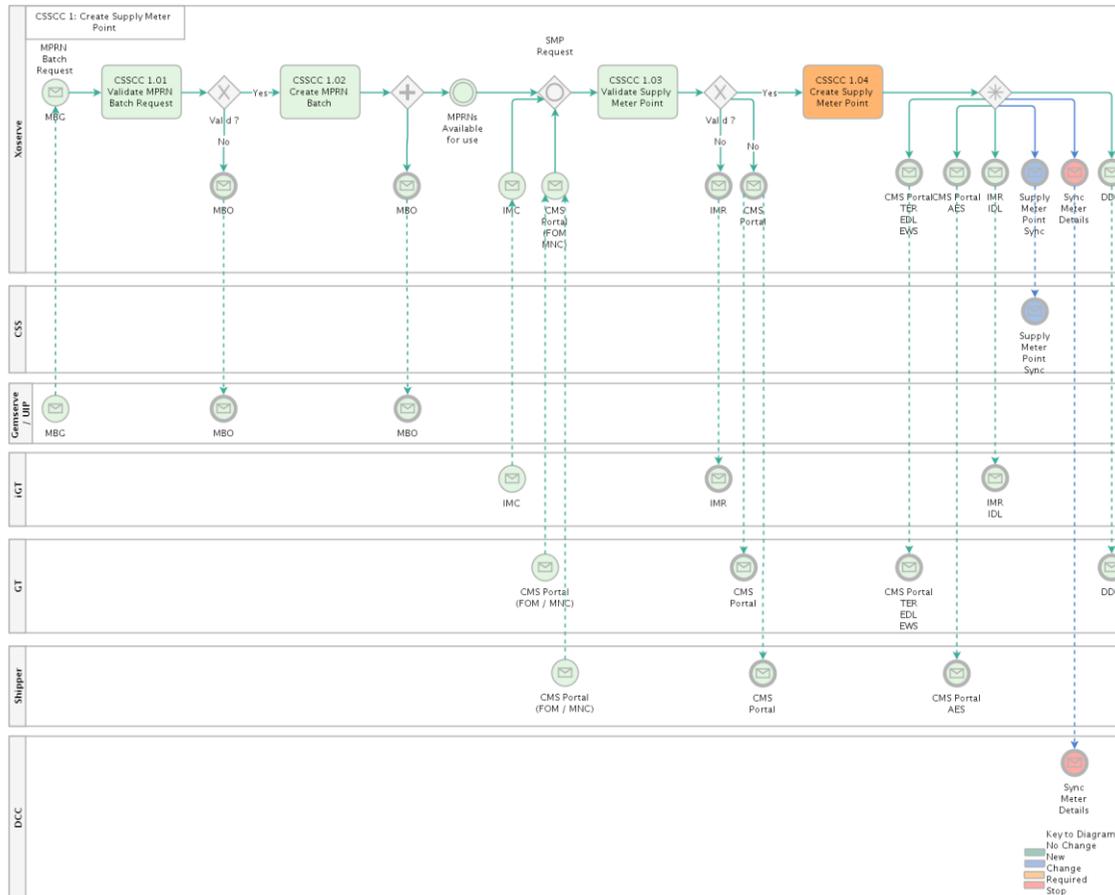
3 Design Considerations

Design considerations will be captured as industry design continues to progress.

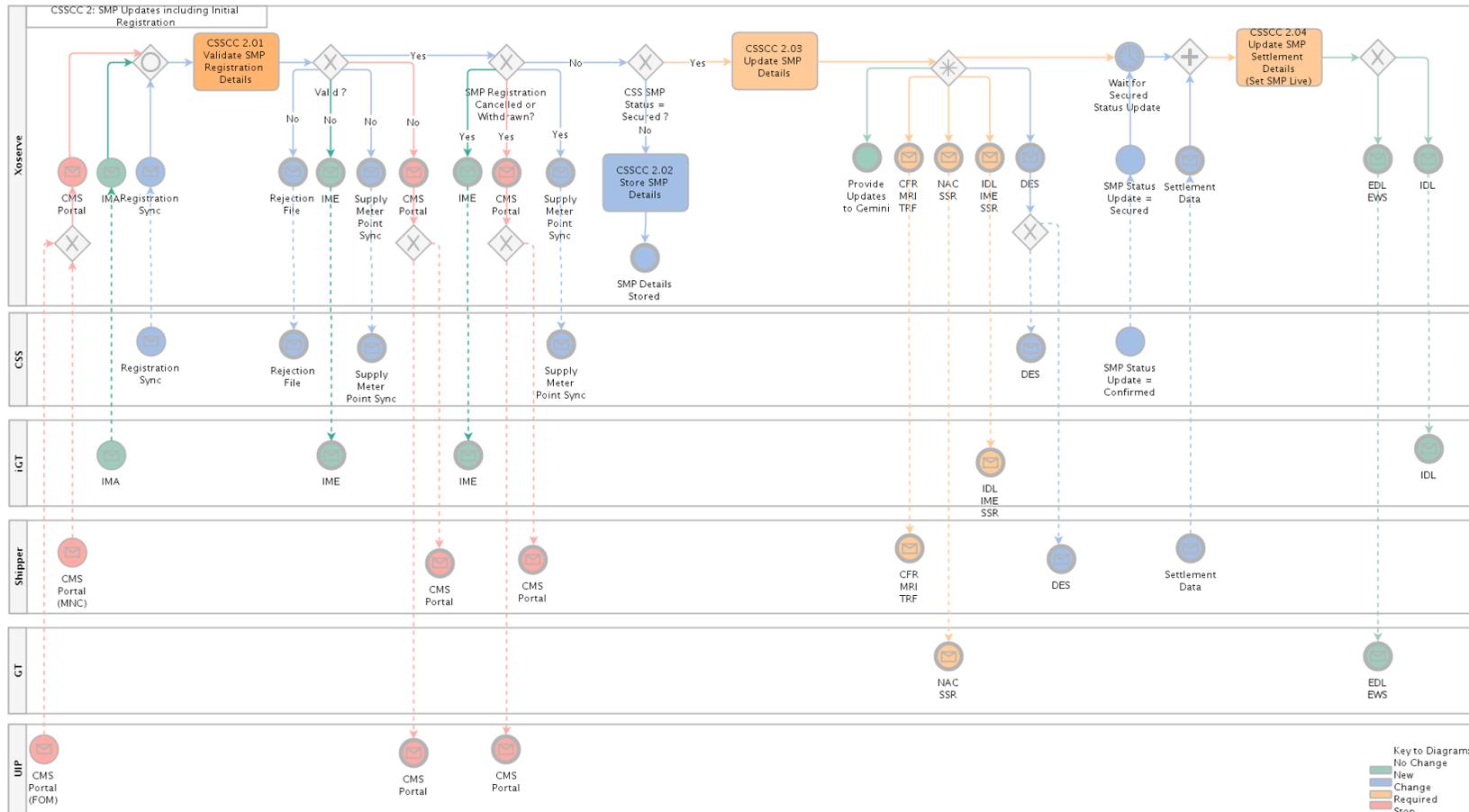
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4 Business Process

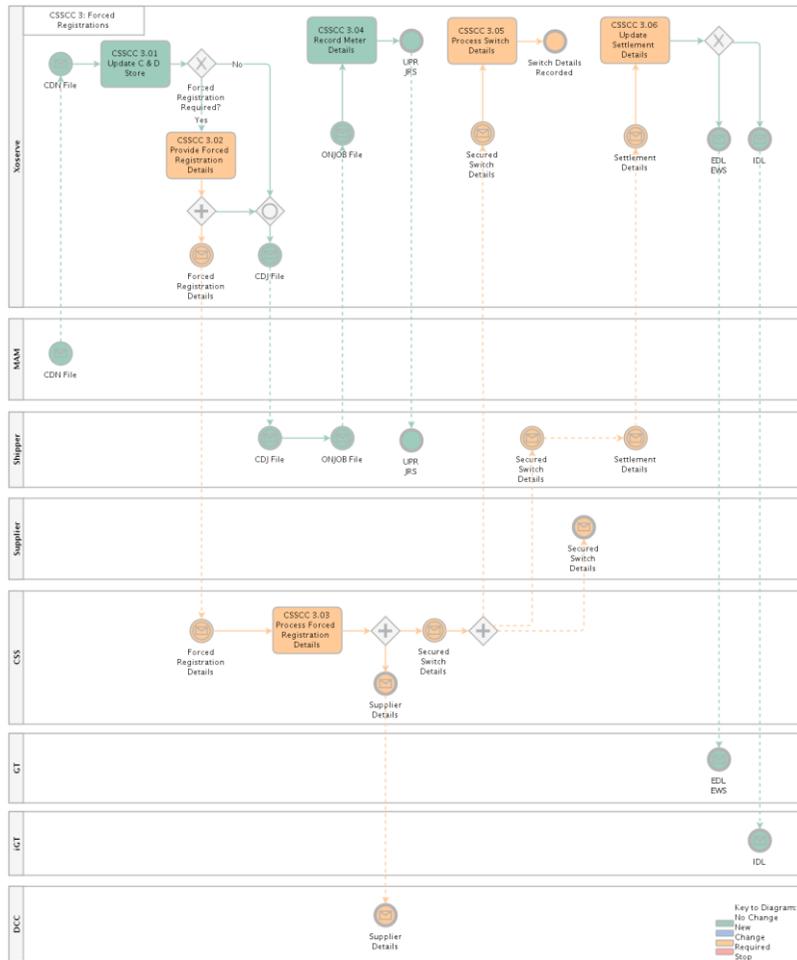
4.1 Create Supply Meter Point



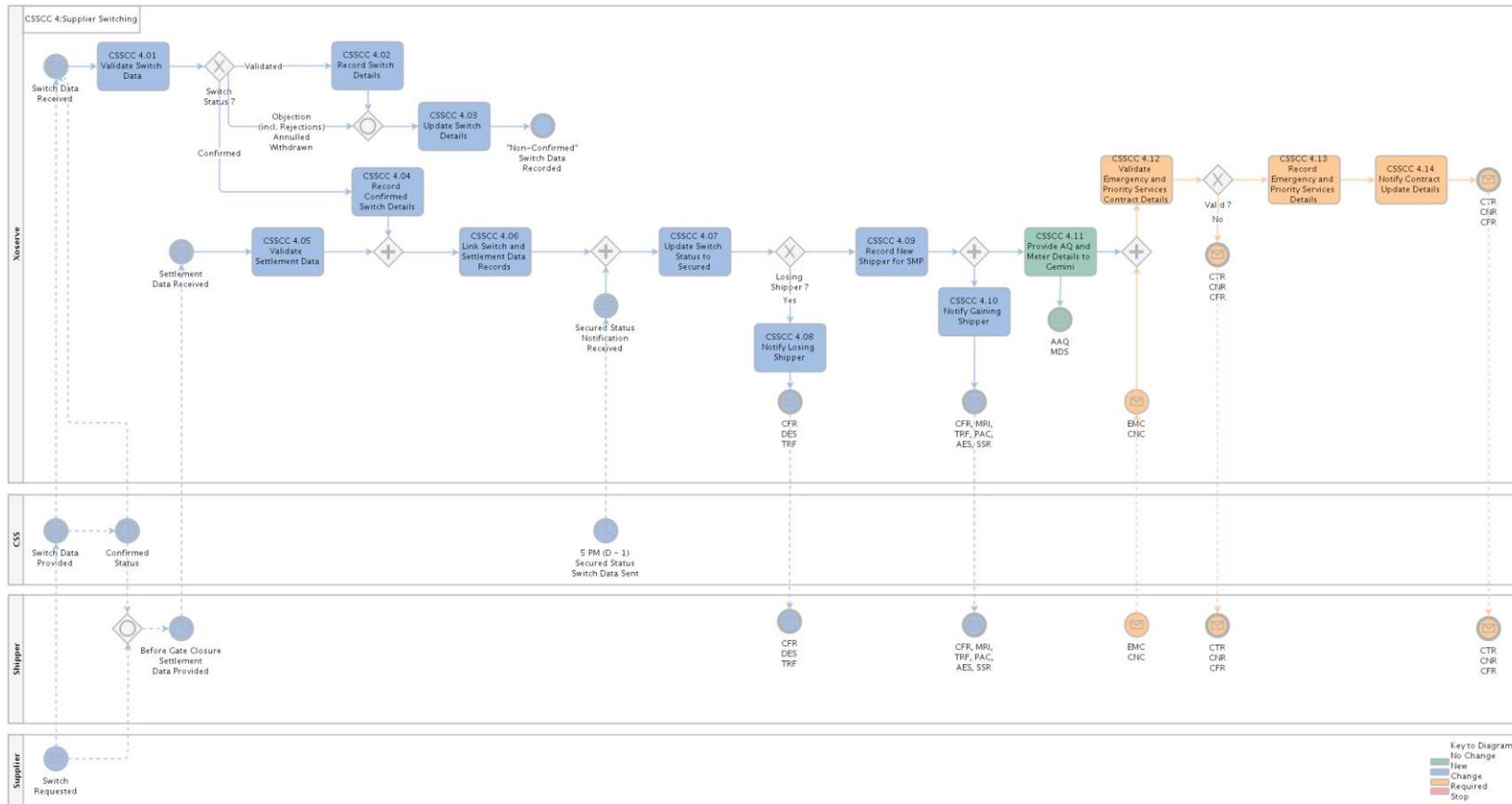
4.2 SMP Updates including Initial Registration



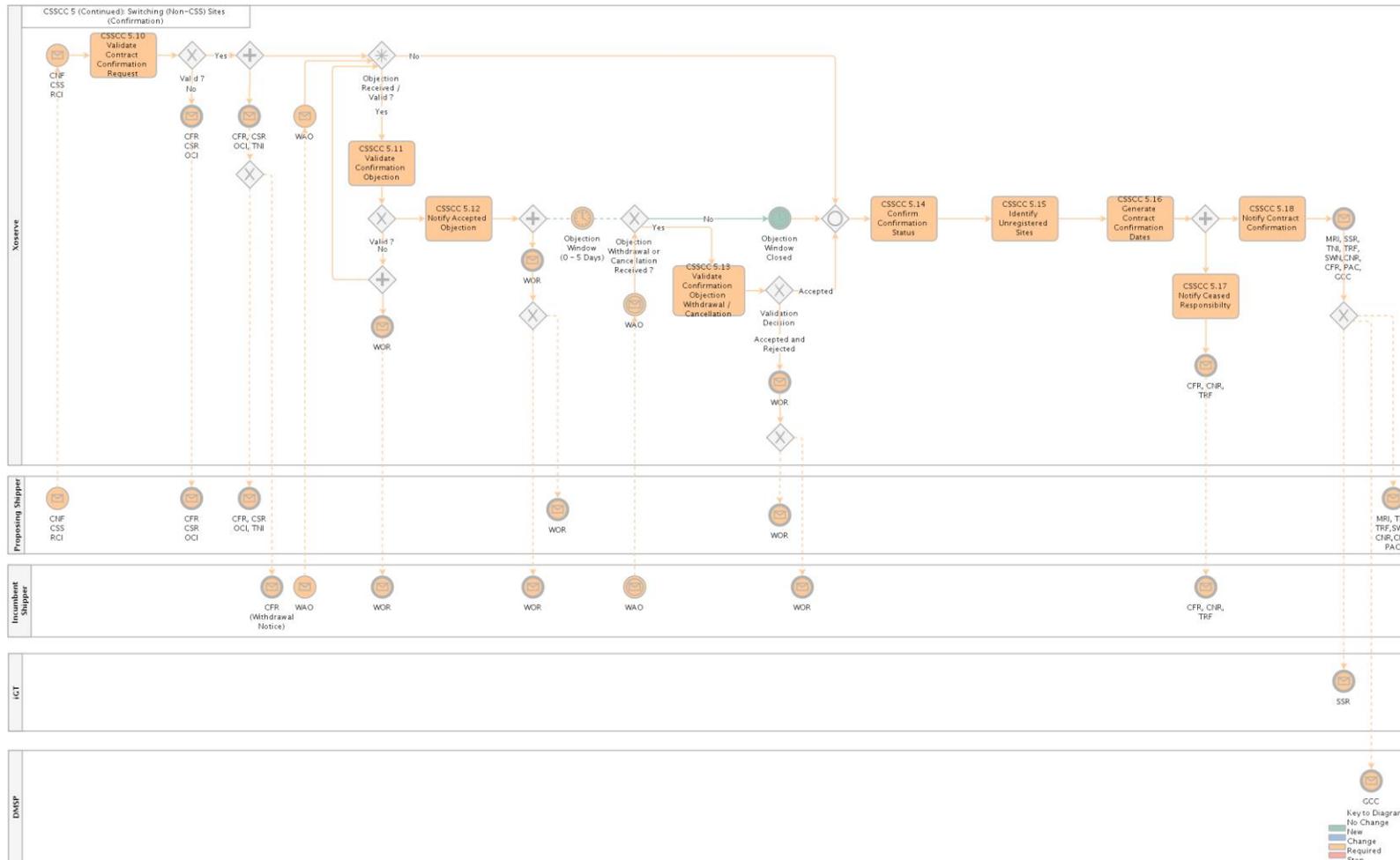
4.3 Forced Registrations



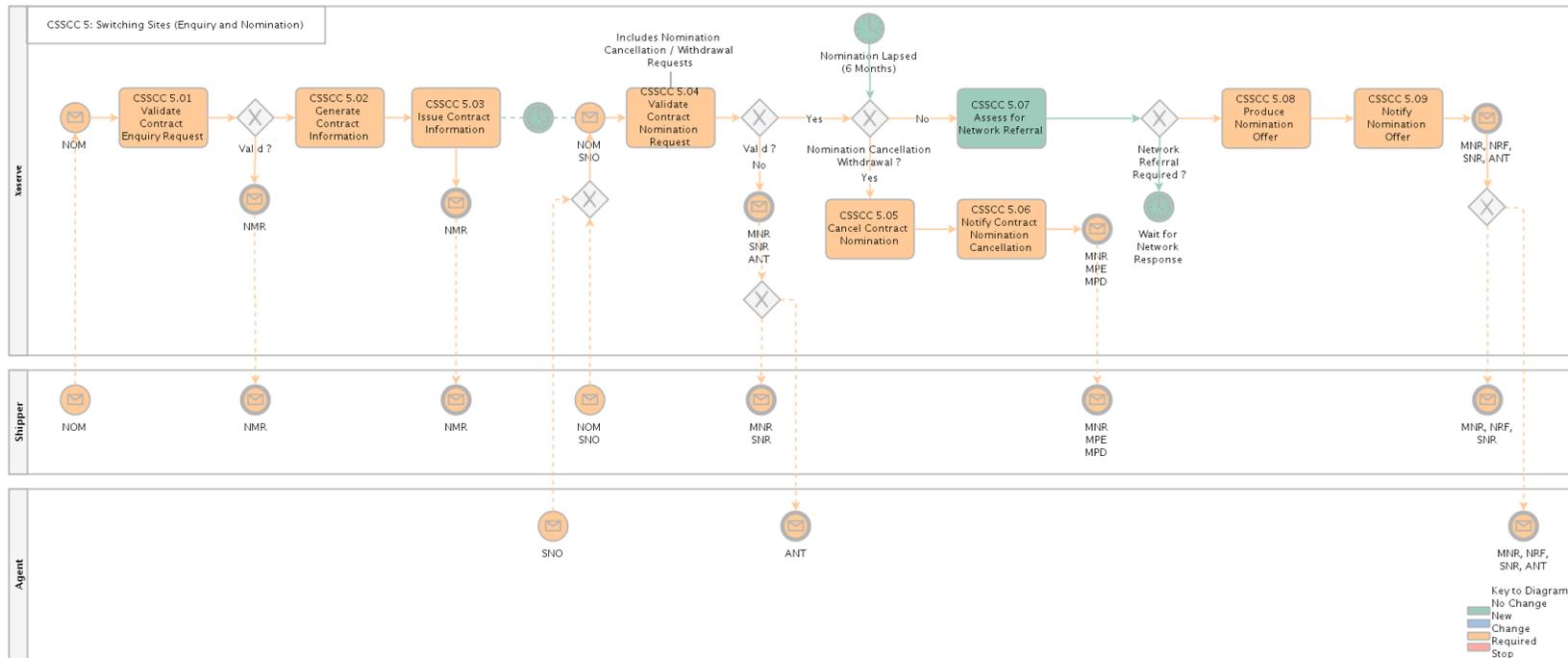
4.4 Supplier Switching



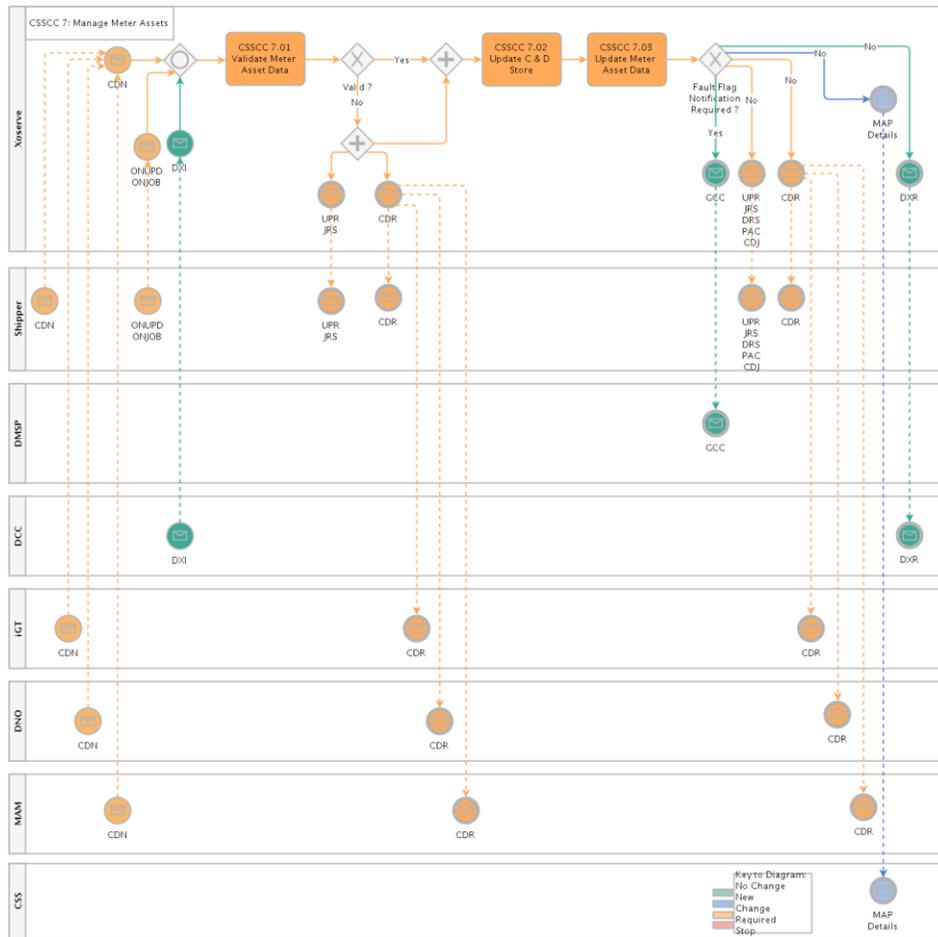
4.5 Switching (Non-CSS) Sites (Confirmation)



4.6 Switching Sites (Enquiry and Nomination)



4.8 Manage Meter Assets



5 Business Requirements Definition

The following sections of the document provide a summary of the requirements that are a direct consequence of the implementation of the new switching regime; these are broken down into the areas of change and are derived requirements from the Ofgem Switching Programme Design Baseline 4 set of documentation. A full list of the source documents analysed can be found in Appendix 7.1.

5.1 Stakeholder Management

5.1.1 The CDSP shall continue to master the gas market participant data, details of which are defined within the new Retail Energy Code, and will be responsible for the provision and maintenance of the gas stakeholder data to the new CSS service provider and REC code manager. This will continue to include the following role types that are required to support the new switching processes:

- Gas Shippers
- Gas Suppliers
- Gas Transporters (including gas distribution network operators, independent gas transporters, etc.)
- Meter Asset Managers (MAMs)
- Meter Asset Providers (MAPs)

#	Description	Trigger	Output	Timescale	Comments
1.1	CDSP shall be responsible for maintaining and publishing the MDD Market Participant List.	Ongoing	Published MP MDD List		Expect that this detail will be in GT-D
1.2	The MDD Market Participant List shall contain Organisation Type, Organisation Name, Short Code, and any other data necessary.				Defined in a UK Link Manual equivalent.
1.3	Any party whose Organisation Type is controlled in the Market Participant List	Application by MP (including for Shippers		Timescales for add /	This will probably be in a guidance document outside of UNC as some of

Comment [DA1]: DISCUSSION POINT – MAIN MEETING FOR THIS SPAA/ UNC JOINT GROUP – 13TH December 2018

	may approach the CDSP to add / amend / delete their Market Participant entry.	- UNC accession).		amend / delete MP will vary by Organisation Type, and also whether this is add / amend / delete.	these will not be Code parties. Caveat is that the Shipper User process will be initiated by UNC Accession / exit by other Code processes.
1.3	ADD - CDSP will maintain and publish a list of criteria (e.g. Shipper Licence / Companies House) for adding a market participant, by Organisation Type.	Application by MP.		Varied by MP Type.	This will be maintained in a guidance document. Suggest that this is a UNCC or DSC controlled document. We need to avoid this being a barrier to entry. Trying to articulate that this will be checking against facts, and existing MPs should have no say in a given entity entering the market.
1.4	ADD – issue of the updated Market Participant MDD List following an entry will be made available to Market Participants and the CSS Service Provider.	Following meeting the criteria above.	Notification. Technical Solution TBC.	[within 2 SPSBDs] of the list update.	This will be outside the regular cycle [monthly process].
1.5	AMEND / DELETE – a MP can apply to amend or delete their entry in the MDD MP List, Applications to amend / delete a MDD MP Id will be via a [monthly process].	Application by MP.		Within [Monthly] process.	NB: We may not allow amendment of a Short Code. This may require application.
1.6	AMEND / DELETE - The timescales of the process – deadline for applications / issue to Market Participants for impact assessment / deadline for Market Participants responses / responses by CDSP / note at DSC Committee / publication by CDSP– will be published by the CDSP [on an annual basis].	Annual process (NB: aligns to existing notification of UK Link Releases / Non Business Days] notify by September each year.	Published timetable	In line with timetable / DSC Committee timescale	NB: I think that the DSC Committee is likely to be both Change and Contract. I think that Change will be asked to review this for impact assessment to systems, then they make a recommendation to Contract to accept.

1.7	CDSP shall be entitled to also raise changes on the MP behalf where the CDSP becomes aware that the MP MDD List is out of date. Where it is done so on the MP behalf, the CDSP shall attempt to contact the MP, where they have been unable to do so this must be stated within the change notification to MPs.	When CDSP becomes aware.	Published timetable	In line with timetable / DSC Committee.	Expect this is only amend / delete – but this should not be limited.
1.7	Any comments / representations provided to the CDSP will be made available to the DSC Committee. The DSC Committee may uphold objections received in representations to Market Participant amendments / deletions, but provided the guidance document has been followed additions should not be blocked unless there are technical reasons for doing so (e.g. that the use of a Short Code will cause issues for parties).	On receipt of reps.	Published timetable	In line with timetable / DSC Committee.	
1.8	In the event of escalation from DSC Committee this will go to UNCC, as DSC is a sub group of UNCC.	As determined by DSC Party / CDSP.	UNCC Paper.	UNCC Timescales.	
1.9	The CDSP must notify the CSS Service Provider of the revised MDD MP Id List.		Form of this will be in the REC Tech Spec.	Within [2 SPSBDs]	
1.10	The CDSP must publish the revised MDD MP Id List.		Form to be determined.	Within [2 SPSBDs]	

5.1.2 The CDSP will hold and maintain details of Shipper and gas Supplier relationships to ensure that only valid combinations are received and process as part of the central switching processes.

#	Description	Trigger	Output	Timescale	Comments
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2.1	The Shipper is responsible for notifying the CDSP of any Suppliers who may make a Switch Request via the CSS on the Shipper's behalf. The Shipper may also revoke the Supplier from doing so.	Shipper request.			Form of this is to be confirmed.
2.2	The CDSP must record the updates to the Shipper / Supplier relationship within the UK Link system.	As above.	Notify the requesting Shipper of acceptance (or rejection).	Within [2 SPSBDs]	Form of this is to be confirmed.
2.3	Within [2 SPSBDs] the CDSP must notify the CSS Service Provider of this revised relationship.	On acceptance of the Shipper request.	Form of this will be in the REC Tech Spec.	Within [2 SPSBDs]	

5.1.3 Where the Gas Transporter applies sanctions to a Shipper organisation then the CDSP will provide these details to both the REC Code Administrator/Manager and to the central switching service (as required under REC) to ensure the sanctions are replicated within the central registration service systems.

#	Description	Trigger	Output	Timescale	Comments
3.1	The Transporter will notify the CDSP of any Shippers for whom a Switch Request cannot be accepted, and may reverse this.	Transporter request.			Form of this is to be confirmed.
3.2	The CDSP must record the updates to the Transporter / Shipper relationship.	As above.	Notify the requesting Transporter of acceptance (or rejection).	Within [X working hours]	Form of this is to be confirmed.
3.3	The CDSP must notify the CSS Service	On acceptance of the	Form of this	Within [X	

	Provider of this revised relationship.	Transporter request.	will be in the REC Tech Spec.	Working Hours]	
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5.2 Supply Meter Point Creation and Maintenance

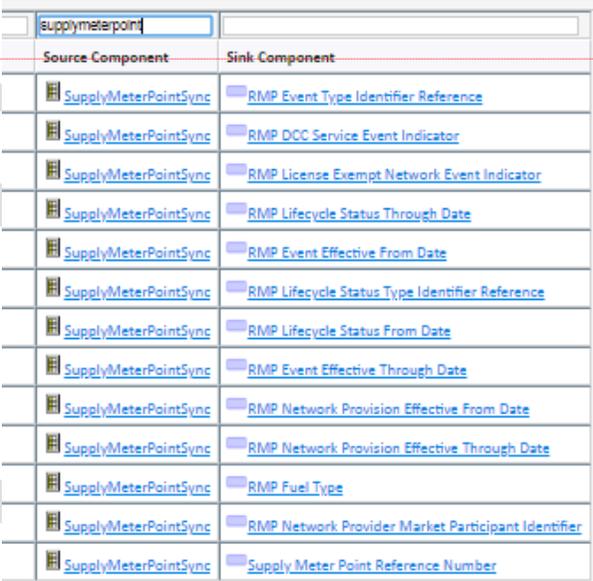
5.2.1 The Supply Meter Point creation process will continue to operate within UK Link as per the current processes.

#	Description	Trigger	Output	Timescale	Comments
1.1	The CDSP shall be responsible for notifying the CSS Service Provider of Supply Meter Point creation.	Upon creation of a valid Supply Meter Point in the UK Link system	Provide 'SupplyMeterPointSync'	Within [X SPSBDs]	
1.2					There is then shown a requirement in CSS to show this data in DES. Assume we'll cover this via existing obligations as this is done currently.

Comment [DA2]: Timings must already be defined.

5.2.2 The CDSP will be responsible for the synchronisation of all required Supply Meter Point data elements to the new CSS provider for all meter points that are within scope of the Central Registration Service.

#	Description	Trigger	Output	Timescale	Comments
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2.1	Notify the CSS Service Provider of amendment to Supply Meter Point information	Upon amendment of data related to the Supply Meter Point in the UK Link system: <ul style="list-style-type: none"> - Meter Point Status / Isolation Status + Effective (and End Dates) - LEN Indicator - Amendment to SMP / Network Relationship - <u>Other data as specified in the SupplyMeterPointSync]</u> 	Provide 'SupplyMeterPointSync'	Within [X SPSBDs]	 <table border="1"> <thead> <tr> <th>Source Component</th> <th>Sink Component</th> </tr> </thead> <tbody> <tr><td>SupplyMeterPointSync</td><td>RMP Event Type Identifier Reference</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP DCC Service Event Indicator</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP License Exempt Network Event Indicator</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Lifecycle Status Through Date</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Event Effective From Date</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Lifecycle Status Type Identifier Reference</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Lifecycle Status From Date</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Event Effective Through Date</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Network Provision Effective From Date</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Network Provision Effective Through Date</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Fuel Type</td></tr> <tr><td>SupplyMeterPointSync</td><td>RMP Network Provider Market Participant Identifier</td></tr> <tr><td>SupplyMeterPointSync</td><td>Supply Meter Point Reference Number</td></tr> </tbody> </table>	Source Component	Sink Component	SupplyMeterPointSync	RMP Event Type Identifier Reference	SupplyMeterPointSync	RMP DCC Service Event Indicator	SupplyMeterPointSync	RMP License Exempt Network Event Indicator	SupplyMeterPointSync	RMP Lifecycle Status Through Date	SupplyMeterPointSync	RMP Event Effective From Date	SupplyMeterPointSync	RMP Lifecycle Status Type Identifier Reference	SupplyMeterPointSync	RMP Lifecycle Status From Date	SupplyMeterPointSync	RMP Event Effective Through Date	SupplyMeterPointSync	RMP Network Provision Effective From Date	SupplyMeterPointSync	RMP Network Provision Effective Through Date	SupplyMeterPointSync	RMP Fuel Type	SupplyMeterPointSync	RMP Network Provider Market Participant Identifier	SupplyMeterPointSync	Supply Meter Point Reference Number
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SupplyMeterPointSync	RMP Fuel Type																																
SupplyMeterPointSync	RMP Network Provider Market Participant Identifier																																
SupplyMeterPointSync	Supply Meter Point Reference Number																																

Comment [DA3]: Timings must already be defined.

5.3 Change of Shipper

5.3.1 The CDSP will receive the Shipper ownership details of all Supply Meter Points being managed by the new Central Registration Service directly from the new CSS service provider and will not operate a Shipper confirmation process for these sites. This Change of Shipper event section considers the following circumstances where a Change of Shipper Registration Request may be communicated:

Comment [DA4]: DISCUSSION POINT: STANDARD TREATMENT OF CHANGE OF SHIPPER (INCL INITIAL REG?).

5.3.1.1 Switch Request – Change of Supplier + Shipper – minimum timescale will be submission by 17:00 by CD-2 with switch effective at 00:00 on D. (assumes domestic Supply Meter Point, one business day included within the period for objection).

5.3.1.2 Registration Event – Change of Shipper only – minimum timescale will be submission by 17:00 on CD-1, effective by 00:00 on D (i.e. 7 hours later). Minimum timescale does not require any objection period therefore can be executed in a calendar day.

5.3.1.3 Initial Registration Requests – First association of Shipper + Supplier to a Supply Meter Point - minimum timescale will be submission by 17:00 on CD-1, effective by 00:00 on D (i.e. 7 hours later). Minimum timescale does not require any objection period therefore can be executed in a calendar day

5.3.1.4 Transporter Initiated Registrations – .where the CDSP or Transporter identify that a Registration Request is necessary these will be submitted in accordance with the REC. These events are typically not expected to require any Objection, therefore can be executed in a calendar day.

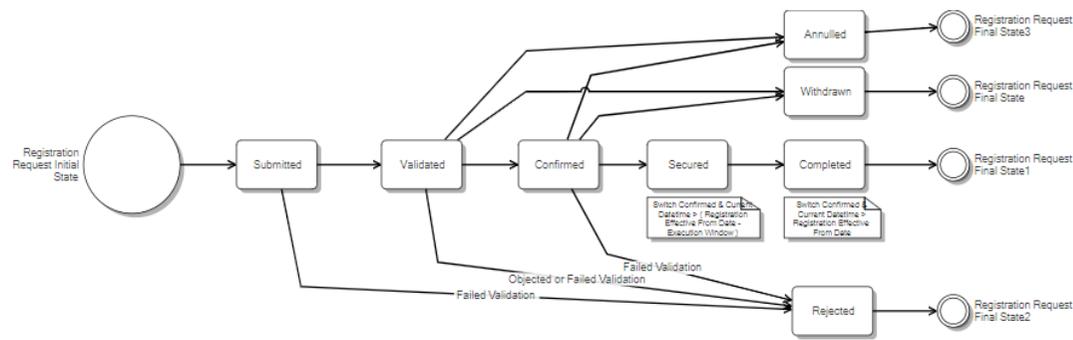
5.3.15.3.2 The CDSP will however continue to operate a Shipper Confirmation process for all Supply Meter Points that are deemed out of scope of the new Central Registration Service, this is currently expected to include the following Supply Meter Point site types:

- Sites directly connected to the National Transmission System (NTS Sites)
- [Shared Supply Meter Points]
- [Twinstream Metering Arrangements]

The current Nomination and Confirmation processes and associated file formats will continue to be used for these sites operating under the current processes, but may need to change to support other site processing requirements. Business Rules Commentary: As this does not represent a change these are not referenced in the Business Rules.

5.3.3 Registration Requests from Suppliers will progress through various stages within CSS which have Registration Statuses associated to them. Notifications and Sync Messages are issued to various industry parties. This is illustrated below:

Comment [DA5]: DISCUSSION POINT: THESE SITES UNDERSTOOD TO BE IN SCOPE. NEED TO DEFINE BUSINESS RULES FOR SUCH EXCEPTION SITES.



Source: Abacus / Switching State Diagram

5.3.4 The parties receiving the messages at each stage are detailed in the Registration Schedule in the REC so are not reproduced here, but points to note:

5.3.4.1 The CDSP (referred to as the Gas Retail Data Agent in CSS) will receive a Sync Message from CSS when a Registration Request progresses to a Registration Status of Validated, Confirmed and Secured.

5.3.4.2 The Losing and Gaining Shipper will receive Notifications from CSS when a Registration Request progresses to a Registration Status of Validated, Confirmed and Secured

5.3.4.3 The Transporters (DNs and iGTs) do not receive any direct messages from CSS.

5.3.5 Following receipt of a 'Validated' Registration Request-, the CDSP shall issue a notification to the incoming Shipper of the [prospective Settlement Details]. This will provide the Settlement Detail that will be associated to the Registration, unless further Settlement Details are provided. Provision of Settlement Details are considered in Section [6] below. Where the CDSP has associated Settlement Details provided by the prospective Shipper User to a Validated Registration Request the CDSP shall provide a unique reference from the Settlement Detail Notification Response.

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Comment [DA6]: REQUIREMENT 20181120 - issuing notices to the NEW shipper from validated.

5.3.6 Following the receipt of a 'Secured' registration message from the CSS, a notification will be issued from UK Link to the incoming Shipper to provide the required Supply Meter Point details; this notification is expected to include the details currently contained within the CFR, TRF, MRI and PAC files. Please note that the actual mechanism / file format(s) that will be used for this are still to be confirmed. Business Rules Commentary: **See table X – line X.**

5.3.7 These UK Link to Shipper User communications shall include:

5.3.7.1 The Settlement Details associated to the Registration Request. Where the CDSP has associated Settlement Details provided by the prospective Shipper User to a Validated Registration Request the CDSP shall provide a unique reference from the Settlement Detail Notification Response.

5.3.7.2 Existing information related to the Supply Meter Point – e.g. details contained in the MRI.

5.3.8 Following receipt of a 'Confirmed' Registration Request, provided that the Registration Request does not also progress to 'Secured Status' on the same [calendar] day, the CDSP shall issue a notification to the incoming Shipper of the [prospective Settlement Details]. This will provide the Settlement Detail that will be associated to the Registration, unless further Settlement Details are provided. Provision of Settlement Details are considered in Section [6] below. Where the CDSP has associated Settlement Details provided by the prospective Shipper User to a Validated Registration Request the CDSP shall provide a unique reference from the Settlement Detail Notification Response.

Comment [DA7]: REQUIREMENT 20181120 - issuing notices to the NEW shipper from validated. CONFIRM THAT THIS IS CORRECT REQUIREMENT FOR CONFIRMED.

~~5.3.25~~ 5.3.9 The file formats that are issued to Shippers are part of the current transfer process contain mandatory change of tenancy / occupier information, this data will now become part of the CSS registration process and therefore should no longer continue to be a mandatory data item within any retained in the UK Link file format structure. ~~This needs to be discussed further.~~ Business Rules Commentary: The Change of Tenancy indicator is only used within the SPA process to indicate to the existing Shipper whether certain reasons for rejection are valid or not. CDSP shall no longer receive this information.

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~~5.3.35~~ 5.3.10 In order to ensure that a unique confirmation reference number is maintained within UK Link for each Shipper confirmation period a unique reference number will still be generated by UK Link and issued to Shippers for each change of Supplier and/or Shipper event. This is expected to remain in the same format as the current Confirmation Reference Number, and is expected to be a different value to any registration identifier that is generated by CSS as part of the new Supplier registration process. Business Rules Commentary: **See table X – line X.**

5.3.45.3.11 The gaining Shipper will retain responsibility for the provision of emergency contacts and end consumer details to UK Link in line with the current processes; the mechanism for the provision of this information still needs to be defined and discussed.

5.3.55.3.12 The gaining Shipper will still be responsible for the provision of settlement data (as per the UNC requirements) to UK Link. This is covered in more detail in section 5.6 below.

5.3.65.3.13 The CSS will be responsible for providing the losing Shipper with the notification that a Supply Meter Point will be transferring to a new Shipper and it is currently assumed that an additional notification will not be required to be issued to the losing Shipper from UK Link, this needs to be discussed and defined.

5.3.75.3.14 A gaining Shipper will continue to provide opening reading data on the back of a secured switch, and where not provided UK Link shall continue to generate an estimated reading.

Comment [DA8]: DISCUSSION POINT – SHIPPERS ASKED TO CONSIDER RECEIPT OF CEASED RESPONSIBILITY.

5.4 Transporter Forced Registrations

5.4.1 The CDSP will continue to monitor both iGT and GT Supply Meter Points under the current rules to ensure that where required a Shipper Confirmation is in place. This includes, for example, the initial shipper registration on iGT sites following the first meter installation, and forced confirmations following a gas safety regulations visit undertaken by gas transporters.

5.4.2 The current processes will change to remove the automatic Shipper confirmation of these sites, and will be updated to trigger a Supplier registration within the new Central Registration Service, as per the rules defined in REC.

5.5 Nomination Process- Request for Transportation Offers / Network Assessment

5.5.1 A mechanism will be required, similar to or the current Nomination process, to remain operational for relevant-all sites types to enable prospective Shipper to enquire (via NOM / S47 flow). The current Nomination process services three purposes:

5.5.1.1 Nominations enable Shipper Users to define Settlement Details in advance of Confirmation submission. Since the Registration Request from CSS will master the registration detail any requirement to provide this data can be provided by a consolidated Settlement Detail communication. Therefore an explicit requirement to maintain this capability is not envisaged for this purpose.¹

5.5.1.2 Nominations enables the Shipper to obtain explicit ~~and to obtain T~~ransportation ~~Offers~~. The response to Settlement Details are expected to fulfil this function for the majority of Supply Meter Points. ~~independently to a CSS registration. This needs to be discussed further.~~

~~5.5.1.4~~5.5.1.3 Nominations are currently used in order to request Network assessment of the Settlement Details. A requirement to initiate such assessments is expected to prevail.

5.5.2 A mechanism is expected to still be utilised to support ~~requests for a~~Network ~~Assessment~~ (i.e. ~~r~~Referrals). Network Assessment is expected for:

5.5.2.1 ~~e~~Capacity changes (SOQ and SHQ) and for

5.5.2.2 ~~S~~seasonal capacity requests

5.5.2.3 Supply Meter Points requesting the Optional Commodity Tariff (Shorthaul)

5.5.2.4 Network Exit Agreements (NExAs)

5.5.2.5 [Others].

¹

5.5.3 Any Network Assessment Requests ~~This~~ will be issued through to the Gas Transporters for their approval in that same way as today. The Network Assessment Request Responses (Referral) response timescales are not expected to change as a consequence of CSS., ~~and~~ The chronology of this in relation to a Registration Request via CSS is not mandated, but due to Referral response timings it is still expected that this shall to be submitted by a proposing shipper ahead of the submission of a CSS Registration Request. ~~This needs to be discussed further.~~

5.5.4 Currently Shippers may submit more than one Network Assessment Request, this need is expected to endure. As a consequence, multiple Referral responses may be live for a given Supply Meter Point for the Shipper / Supplier combination at any time. As such the CDSP needs a mechanism to enable the Shipper to select the relevant Referral response and associate this to the Registration Request.

5.5.25.5.5 Where a Shipper has not provided an explicit Referral response reference for the Registration Event, then the prevailing defaults will be used. Consideration was given to using the latest Referral Response, but due to the risk that Referral responses being received out of sequence / late it is proposed that this explicit association is created by the Shipper.

~~Consideration and discussion needs to be given to how this mechanism could work in conjunction with the CSS registration process, in particular in respect to linking the details together and how invalid transportation offers could be handled. Nomination Equivalent /~~

5.5.6 The existing Nomination process is expected to be retained for the Supply Meter Points out of scope of the CSS.

5.6 Provision of Settlement ~~Data~~Details

5.6.1 The CSS registration process does not include all of the information that is required by UK Link (which are provided as part of the current Nomination and Confirmation processes, for example Class, MRF, SOQ and SHQ), as a result it will still be the gaining Shipper's responsibility to provide all required Settlement Detailsvalues for their registration period.

5.6.2 The Settlement Details are provided as an appendix to this document.~~This needs to be discussed further.~~

5.6.3 The Settlement Detail Notification may be submitted by a Shipper in advance of the Supplier submission of the Registration Request.

Comment [DA9]: DISCUSSION POINT: REQUIREMENT WILL BE CLEAR ASSOCIATION WITH REFERRAL RESPONSE, SHOULD NOT BE INFERRED? AGREED?

5.6.4 The Shipper may cancel Settlement Detail Notifications provided. Once cancelled these cannot be associated to any Registration Request. Receipt by the CDSP of a subsequent Settlement Detail Notification will cancel / lapse any previous Settlement Detail Notifications.

5.6.5 Submissions of Settlement Detail Notification following the receipt of the validated Registration Request should include the [Registration Reference] provided by the CSS in order to unambiguously associate the transactions submitted to CSS by the Supplier and those submitted by the Shipper to the UK Link system.

5.6.6 The Latest valid [RECEIVED] Settlement Detail transaction shall be associated to the Registration Request.

5.6.7 The basis for association will be:

5.6.7.1 The Registration Reference from the CSS Registration Request. Registration Reference quoted in the Settlement Details must have the same Shipper / Supplier / Supply Meter Point relationship in Registration Request notified from the CSS with that same reference, else the Settlement Detail Notification shall be rejected

5.6.7.2 In the absence of the Registration Request, the combination of Supply Meter Point / Shipper / Supplier in the Settlement Details matching the CSS Registration Request. If the Effective Date is provided within the Settlement Details, this must match the Registration Request Effective Date in order to be considered for association.

5.6.8 The [Registration Reference] in the Settlement Detail Notification creates the unambiguous referencing to the Registration Request however the latest valid (i.e. has not lapsed / been cancelled) Settlement Details [RECEIVED] will be used. i.e. if this includes a combination of Supply Meter Point / Shipper / Supplier (without the [Registration Reference]) such Settlement Details will be associated.

5.6.9 Receipt of a valid subsequent Settlement Detail Notification (prior to association deadline [15:00 hrs on D-1]) shall cancel the previous Settlement Detail Notification.

Comment [DA10]: DISCUSSION POINT :Think that we should include this FOR EXPLICIT ASSOCIATION BY UKL. NB: issue here will be that if the Supplier has to resubmit the Switch Request (e.g. erroneous Objection / Annulment) will mean that the Reg Ref is no longer valid. ☹

Comment [DA11]: DISCUSSION POINT that responses will not be in the order received... this okay?

Comment [DA12]: DISCUSSION POINT: responses MAY not be in the order received... this okay?

Comment [DA13]: DISCUSSION POINT: This assumes that the LAST one prevails. Other options exist that we should elaborate – e.g. ability to cancel. NB: I think that by separating the DM from the NDM then the latest

Comment [DA14]: DISCUSSION POINT: Need to get this so agreed – this is the point that we are prepared to guarantee that any SDN will be associated to a CoSh prior to it being 'Secured' at 17:00.

Comment [DA15]: DISCUSSION POINT: WHAT ABOUT THE REG EVENTS (CoSh / Initial Reg / Forced – where submission deadline is 17:00 D-1)?

5.6.10 In response to Settlement Details, the CDSP shall provide the [Registration Reference] that the CDSP has associated to these Settlement Details where we have created this association. The Settlement Detail Notification Response shall assign a unique reference for the Settlement Detail.

5.6.11 Settlement Detail Notifications will be available for association with Registration Requests for [28 days]. Where this association has not been created within this period, they will lapse. As such, maximum period from Settlement Detail Notification submission by the shipper and the Switch Request / Change of Shipper Registration can become effective is 56 days (as max Switch lead time is 28 CD)s. The Settlement Detail Notification Lapse date will be stated. Business Rules Commentary: Settlement Detail Notifications must be associated to a Change of Shipper within 28 days.

Comment [DA16]: Need to balance this with the Networks requirement not to do repeat referrals for the same thing, but us not having too many to trawl through.

5.6.12 Where the CDSP lapse a Settlement Detail Notification the CDSP will not notify the Shipper who submitted the Settlement Detail

Comment [DA17]: DISCUSSION POINT: IS THIS CORRECT?

5.6.13 Where the Settlement Details values are not provided by the gaining Shipper, or the CDSP has been unable to create this association, a set of default values (which may mean carrying forward the previous Shippers values) will need to be defined., then the CDSP shall use the default values derived in line with UNC Business Rules Commentary: Proposed Business Rules for default are defined below.

Data Item	Comments
Class	If Class 1 and AQ above 58,600,000 kWh then this would remain as Class 1 else it would be defaulted to Class 4 regardless of AQ
SOQ	For Class 1 & 2 sites the current value would be carried forward, N/A for Class 3 & 4
SHQ	For Class 1 & 2 sites the current value would be carried forward, N/A for Class 3 & 4
Meter Read Frequency	Would be defaulted based on the prevailing AQ value (as per UNC Section M)
Meter Read Batch Frequency	Not required as would be defaulted to Class 1 or 4
Shipper Short Code	As provided on the CSS synchronisation message received into UK Link
Supplier Short Code	As provided on the CSS synchronisation message received into UK Link
Registration Effective Date	As provided on the CSS synchronisation message received into UK Link
Supplier Generated Reference	As provided on the CSS synchronisation message received into UK Link, else blank
Customer / Contact Details	Old details will be end dated and will not carry forward

5.6.4

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~~5.6.25~~ 5.6.14 UK link will continue to provide shipper portfolio updates through to Gemini to support gas nominations, allocations and energy balancing process. This will be triggered following the secured switch notification (or Shipper update notification) received from the CSS shortly after gate closure at 5pm on D-1. Full details of the consequential changes are contained within a separate Gemini specific BRD.

~~5.6.3~~ To enable the new settlement parameters to be associated to the CSS registration notification the data provided by the gaining shipper would require the CSS generated registration identifier to be contained within it.

~~5.6.15~~ If the effective date of any settlement parameters is provided by a Shipper within Settlement Details, this must match the effective date within the Registration Request in order to be considered for association. Once that effective date is reached, if this has not been associated with a Registration Request the Settlement Details shall lapse and cannot be associated to a subsequent Registration Request. If that Registration Request lapses, then the Settlement Details Effective Date.

~~5.6.16~~ Settlement Details can only be associated to a Registration Request. Any amendment separate to a Registration Request can be undertaken, if allowed, as part of the Supply Point Amendment Process.

~~5.6.45~~ 5.6.17 For the avoidance of doubt, any Settlement Details provided in advance of a CSS registration will become effective at the need to align to the corresponding CSS registration effective date and would not be applied in advance.

5.7 Supplier Change – No Shipper Change

5.7.1 The Registration Requests relate specifically to a Change of Supplier event, but it is possible that a Change of Supplier is undertaken but the Shipper is not amended.

5.7.2 The Switch Request from CSS will be issued to UK Link systems. Notifications shall be issued to participants – i.e. Losing / Gaining Shipper and the UK Link systems. It is proposed to treat these transactions in the same way as a Change of Shipper event. The Confirmation Reference Number shall increment.

5.7.3 In these circumstances, the Shipper Settlement Details will be rolled forward from the previous Confirmation in the UK Link system (i.e. any default Settlement Details rules that are rules based (i.e. not rolling forward prevailing) will not apply).

Comment [DA18]: DISCUSSION POINTS – what do we want to do here?

Shipper Users shall be informed at Validated / Confirmed / Secured as with Change of Shipper Registration Events. Shipper Users will have the same opportunity to provide Settlement Details.

5.75.8 Supplier Switching

5.7.15.8.1 The Supplier switching process will be mastered and managed by CSS and therefore should no longer be undertaken as a process by UK Link, other than updates to any sites that are out of scope of the new switching service.

5.7.25.8.2 As a consequence of the above, for any CSS managed sites the S96 record (submitted as part of the GEA - Generic Organisation Entity Amendment file) would no longer support the provision or amendment of Supplier details that is associated to a Supply Meter Point. The S96 record will continue for all other organisation updates.

Comment [DA19]: planning to extend this for MAP? MAM isn't via the GEA - extend this?

5.7.35.8.3 The CDSP will receive the Gas Supplier ownership details throughout the registration lifecycle for all Supply Meter Points being managed by the new Central Registration Service directly from the new CSS service provider and will no longer receive this information directly from the registered Shipper.

5.7.45.8.4 The CDSP will no longer be responsible for the provision of Supplier portfolio data over to DCC (including the provision of elected supplier details) as this will transfer over to the new CSS provider as part of the new switching arrangements.

5.85.9 Supply Point Amendments Updates

5.9.1 UNC defines circumstances where Shippers may update the Supply Point Register by means of a Supply Point Amendment. Any Supply Point Amendments updates that are required to be submitted by the gaining Shipper are only expected to be received into UK Link once the status of the CSS registration has reached a Completed status (unless specifically described below) processes); any request provided prior to this point will be rejected and not applied in UK Link.

Comment [DA20]: DISCUSSION POINT: Changed from Secured.

5.9.2 It is expected that the Supply Point Amendment functionality will allow amendment to the following data items (Note, this is an extract from Annex G-1 of UNC – markups shown to reflect proposed changes):

- Change in Supply Point Capacity

- Change in Supply Point Offtake Rate
- Change in Meter Read Frequency
- Change of Meter Reader
- Change in User Emergency Contacts
- Change in any details maintained pursuant to Standards Special Condition A50(8)
- ~~Change in supplier where there is no change of Registered User~~
- ~~Change in Market Sector Code~~
- Change of Class User
- Meter Asset Manager ID
- Gas Act Owner
- Any other detail specified in the UK Link Manual as capable of being modified by Supply Point Amendment
- Change in Meter Post Code
- Change in NTS Optional Commodity Rate

5.8.15.9.3 Shippers will still need to provide all relevant emergency contact details as per the current UNC rules. Primarily this information is received currently via the Confirmation process. The mechanism for the provisions of this data needs to be discussed and defined.

5.8.25.9.4 Shippers will still provide priority register details as per the current process. The mechanism for the provisions of this data needs to be discussed and defined.

~~5.8.3 Any SPA updates that are required to be submitted by the gaining Shipper are only expected to be received into UK Link once the status of the CSS registration has reached a secured status; any request provided prior to this point will be rejected and not applied in UK Link.~~

5.9.5 Market Sector Code – For the in-scope Supply Meter Points, Following the implementation of the CSS Shippers should no longer be able to submit changes to the market sector code as all updates should to be requested by the Supplier through the new CSS process. As a result changes are expected to be made to inbound file formats to prevent these updates from being requested. This needs to be discussed further.

5.9.6 Change of Supplier (No Change of Shipper) – as described in Section 5.7.

Comment [DA21]: Moved up.

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5.9.7 Supply Point Amendments that shall be accepted from Shipper Users when the Registration Request is NOT at Completed status are:

5.9.7.1 Change of MAM Id [and Change of Gas Act Owner] from Secured

5.9.7.2 RGMA transactions in line with the following:

5.95.10 RGMA Process

5.9.15.10.1 Any RGMA updates received from a gaining Shipper in relation to their pending CSS initial registration prior to it having a “Validated” status (as notified by CSS to UK Link) will be rejected and therefore not applied in UK Link as per the current process. The current rules for sites not being in-scope of the central switching service will remain unchanged.

5.9.25.10.2 Any RGMA updates received from a gaining Shipper in relation to their pending registration (switch) request prior to it having a “Secured” (as notified by CSS to UK Link) will be rejected and therefore not applied in UK Link as per the current process. The current rules for sites not being in-scope of the central switching service will remain unchanged.

5.105.11 Meter Asset Provider Details

5.10.15.11.1 The registered/gaining Shipper will ensure that identification of the Meter Asset Provider (MAP) is provided for each meter asset recorded with UK Link, this is expected to be provided in conjunction with any meter installation (or exchange) notifications.

5.10.25.11.2 Any changes to meter assets or Meter Asset Provider details will be provided to the CDSP by the relevant Shipper. The actual mechanism used for the provision of this information is still to be confirmed.

5.115.12 Shipper Withdrawal Process

5.11.15.12.1 There are expected impacts to the current Shipper withdrawal process for all site types that will be managed by CSS, as Shipper updates for these sites should be managed via the new CSS registration processes. This needs to be discussed further.

5.125.13 Address Updates

5.12.15.13.1 Any address updates that are received from a registered Shipper for a Supply Meter Point address, via the current processes, will not have any impact on the CSS change of Supplier process even if this results in a change of LDZ / Exit Zone within UK Link, which under the current process would invalidate any outstanding transportation offers. This area needs to be discussed further.

5.135.14 Transitional Requirements

5.13.15.14.1 There is a transitional requirement from the Switching Programme to support the transition from the current Shipper Confirmation process to the new Supplier Registration process the objection window for all gas confirmations will need to be aligned to the electricity objection window of 5 working days.

5.13.25.14.2 In line with the switching programme transition plan the submission of confirmation requests from Shipper will cease and will be rejected by UK Link for all sites that are transitioning over to the new central switching service. The date for this is still to be defined.

5.13.35.14.3 In line with the switching programme transition plan the submission of SPA update requests for data elements that will be part of the new CSS processes (for example Market Sector Code and Supplier updates) will be rejected by UK Link for all sites that are transitioning over to the new central switching service. The date for this is still to be defined.

5.145.15 Perceived File Format Changes

The following provides an indicative view of the file format changes that might be required to support the consequential changes being made to support the implementation of CSS. This list may change as further analysis is undertaken.

File Type	Record Type	Impact Type	Impact Summary
GEA		Change	Can not be used to update UK Link with updated Supplier Details as this will be managed via the CSS processes
CNF		Change	This file can no longer be used to support a change of Shipper request as this activity will be undertaken by the CSS (however the process may need to remain for any out of scope sites)

File Type	Record Type	Impact Type	Impact Summary
TRF		Change	This is no longer required to be issued to the incumbent/losing Shipper of the back of a change in shipper/supplier; this notification will be issued by CSS. This may also apply to other files issued to the losing Shipper. Timings for the generation of this file will need to be looked at to align to the new CSS switching timelines
MRI		No Change	Timings for the generation of this file will need to be looked at to align to the new CSS switching timelines
PAC		No Change	Timings for the generation of this file will need to be looked at to align to the new CSS switching timelines
MSI		Change	The amendment of the Market Sector Code will be undertaken by the CSS and not via UK Link (however the process may need to remain for any out of scope sites)
DCF		Change	This file can no longer be used to support a change of Shipper request as this activity will be undertaken by the CSS (however the process may need to remain for any out of scope sites)
NMR	S59	Change	Withdrawal Status field is currently Mandatory, however we will not be able to populate for CSS managed sites so will may need to change to optional or defaulted to "N" (or another value)
GCC		Change	The reasons for sending to the DMSP may need to be amended to incorporate ant new CSS triggers
CFR	S07, S09, S16, S10	Change	The CHANGE_OF_TENANCY_IND can no longer be a mandatory data item as this will not be provided to UK Link from the CSS

File Type	Record Type	Impact Type	Impact Summary
TBC		New	New file needed to capture MAP ID, this could be via the MAM, GEA file, or RGMA files

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6 Non-Functional Business Requirements

A number of non-functional requirements have been defined by the switching programme that will have a direct impact on Xoserve's systems. Full details of these can be found in the switching programme E2E Non-Functional Requirements document on Ofgem's website ([link](#)).

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7 Appendix 1 – Integrated business rules with CSS Change of Shipper / Nomination / Settlement Details

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8 Appendix 2 – Settlement Details List

Add to this list, perhaps extract this from file formats.

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79 Glossary

Term / Acronym	Definition
CSS	Central Switching Service
<u>Switch Request</u>	<u>A Request generated by the Supplier to CSS in the event of requirement to change Supplier.</u>
<u>First Registration</u>	
<u>Registration Request</u>	<u>Term used to cover a Switch Request, First Registration and a Change of Shipper Registration Event.</u>

810 Document Control

8.110.1 Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Initial Draft	Oct 2018	Xoserve	N/A
0.2	Draft	06/11/2018	Xoserve	5.7.4 added regarding ceasing the provision of supplier portfolio data to the DCC Process models added
<u>0.3</u>	<u>Draft</u>	<u>05/12/2018</u>	<u>Xoserve</u>	<u>Version for discussion for 6th December 2018</u>

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8.210.2 Reviewers

Name	Version	Date

8.310.3 Approval

Name	Role	Date

Name	Role	Date

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