GS **Gavin Statham**

Supply Point Administration (SPA)

XOserve

The processes involved in SPA ensure that all of the 24 million supply points that Xoserve holds on the National Database are up-to-date and reliable.

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Overview

David Stokes

Supply Point Administration

As the Central Data Service Provider (**CDSP**), Xoserve is responsible for ensuring that the correct parties are appointed, connected to and have access to the right information for each supply point on the gas network. Supply Point Administration (SPA) is the maintenance and administration of gas supply points. The processes involved in SPA ensure that all of the **24 million supply points** that Xoserve holds on the National Database are up-to-date and reliable.

SPA processes can cover a range of activities and changes can be triggered for a variety of reasons, such as:

- change of occupier

- change of supplier

- a change to code that affects a given site

- change of meter class

- change in capacity charge

- meter read frequency change

- change of Meter Asset Manager

- change in Smart Metering Service Operator

- shipper withdrawal

The most common change is when a consumer requests a change of supplier and their details must be updated in Xoserve's systems. This triggers the Nomination and Confirmation process.

CONTINUE TO SHIPPER ENQUIRIES

Shipper Enquiries

David Stokes

Enquiries

Following an approach or instruction from a customer, a Shipper can ask Xoserve for details around their site to help them to decide whether to nominate or confirm that site before adopting ownership of the site. This is known as an **enquiry**. They can ask for details such as: capacity values, meter class and smart meter information.

> Further details on when an enquiry can be used are found on UNC section G6.2

Enquiry Process

A Shipper must submit an S47 record (Supply Point Enquiry Request) and an S68 record (Enquiry Supply Meter Point) to enquire about a site, via Xoserve's Information Exchange (IX).

An enquiry can be made by any Shipper for any sites, regardless of their size or class product.

Following an enquiry, Xoserve will send one of the following notifications back to the Shipper:

Notifications

S59 (O) – **Accept SMP Enquiry:** Notification that an enquiry has been accepted

S70 (M) – **Address Details**: Address details provided to the Shipper

S75 (M) – **SMP (Supply Meter Point) Details:** Details about the Meter Point are sent (Meter serial number, AQ values, etc.)

S98 (O) – **Smart Data:** If the site has smart data associated to it, then the relevant information will be sent

Q44 (O) – **CSEP details:** Any CSEP data relating to the site is sent to the Shipper

Q51 (O) - Consumption Information: Information regarding the site's consumption sent to Shipper
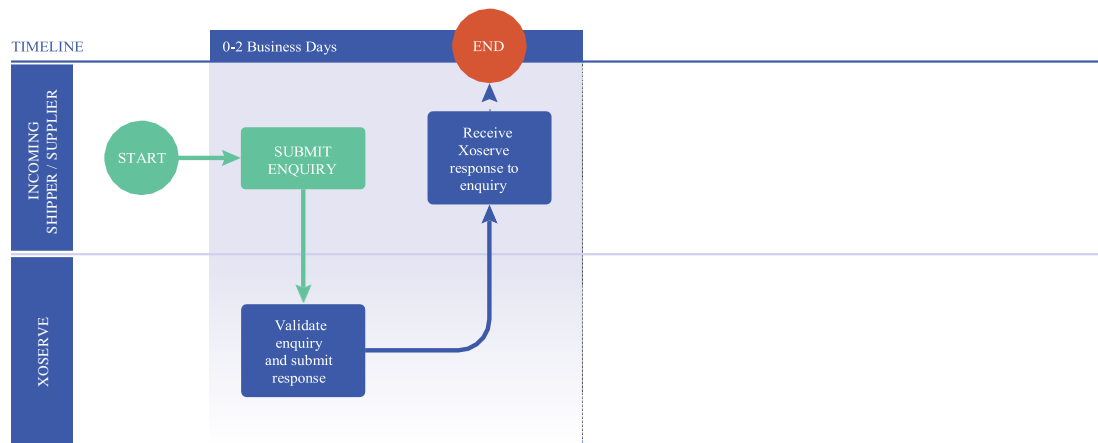
> Please refer to UNC Section G6.2 (Supply point enquiries) for further information on this process

Nomination

David Stokes

Nomination Process

The nomination process is set out in the Uniform Network Code (UNC). A nomination is when a Shipper receives a request to take responsibility for a gas site that has an annual quantity (AQ) greater than 73,200 kWh.

No matter whether it's meter class 1, 2, 3 or 4, if the site AQ surpasses the 73,200kWh threshold, the site must be nominated. Class 1 and class 2 sites, which are all Daily Metered, will need to provide further details around the site's intended capacity requirements, specifically DM SOQ and DM SHQ. If the capacity requirements are particularly high and it's deemed necessary, the nomination may be referred for assessment by the Network. Class 3 and 4 sites will not be referred.

Nomination File

A nomination file (S48 and S69 record) is submitted by a user who wishes to take supply of a large supply point (a site that has an AQ above 73,200 kWh). Following the production of an offer, the user submits a confirmation file, which is also known as an S38 record for large supply points. Offers can remain valid for up to 6 months from the date of submission, although they are subject to cancellation if certain data changes, which might have practical impacts, e.g. a change in exit zone.

Nomination Records

To Xoserve (NOM Hierarchy) —

- **S48 (M)** – Supply Meter Point Nomination Request

- **S69 (M)** – Nomination Supply Meter Point (Submitted alongside the S48)

- **U70 (O)** – Optional File for any NTS (National Grid) optional rate request (Will go to referral)

- **U72 (O)** – Optional file for any LDZ optional rate request (Will go to referral)

From Xoserve (NMR & NRF Hierarchy) —

From Xoserve if Offer submitted to Shipper directly from Xoserve or from Network if Referral Accepted

- **S64** Offer Details

- **S70** – Address Details provided to Shipper

- **S75** – Supply Meter Point Details provided to Shipper (Serial number etc)

- **K12** – MAM (Meter Asset Manager) GAO (Gas Act Owner) Info sent to Shipper

- **K14** – Additional Metering Details (Meter Type, Model Code, Manufacturer Code etc)

- **Q44** – CSEP Details (Optional)

- **S98** – Smart Data (Optional, provides Smart Meter details)

- **U71** – NTS Optional Rate Details (Optional, if requested in the U70)

- **U73** – LDZ Optional Rate Details (Optional, if requested in the U72)

- **U74** – CSO (Connected System Operator) Details (Optional, if relevant)

- **U75** – Meter Asset Details

- **K85** – Generic Organisation Notification

Rejection Files from Xoserve (NMR from SAP, FRJ from AMT)   —

Rejection Files from Xoserve if NOM file is invalid

- **S21** – Nomination Rejection (NMR)
- **S69** – Original Nomination
- **S72** – Nomination Rejection Detail

Rejection Files from Xoserve if Nomination Rejects   —

- **S21** Nomination Rejection (NMR)
- **S69** – Original Nomination
- **U70** – Optional File for any NTS (National Grid) Optional Rate requests
- **U72** – Optional File for any LDZ Optional Rate requests.
- **S72** – Nomination Rejection Detail
- **Q46** – IGT Response (Optional)

A Nomination Response File (.NMR) is submitted to the Shipper within two business days, advising the outcome of the nomination. If accepted, the nomination will produce an Offer. If the offer has been sent for referral a S21 record will be sent with an outcome code of "RF". If rejected, the .NMR will provide the rejection reason code. Nomination requests can be subject to several rejection reasons.

A complete table of rejection codes can be found in the appendices.

Referral Process

There are a number of circumstances during the nomination process where permission needs to be granted by the Networks as adoption has practical implications. Or example, a capacity increase on a Class 1 or 2 site. This is known as a referral.
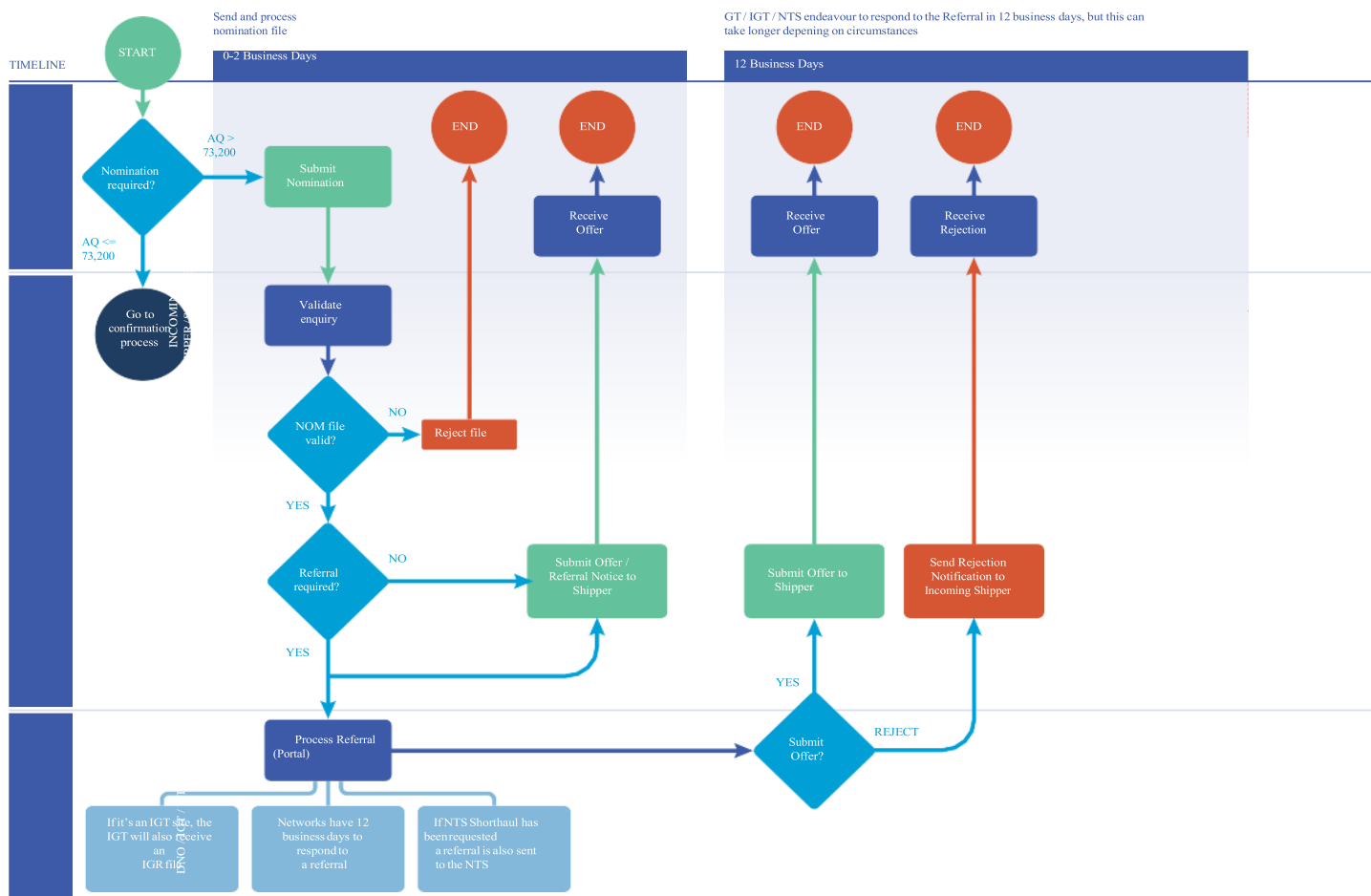
Referrals are automatically generated by the system when required. The referral is accepted (resulting in the Offer being sent to the Shipper), rejected or amended in the Xoserve Services Portal by the Network. This triggers a Nomination Referral response (NRF), which is distributed to the relevant parties.

The Transporter will usually respond to the Shipper within 12 Supply Point Business days, although in some instances this can take longer.

Nomination Offer

Where no referral is necessary and the nomination is accepted, UK Link calculates the transportation charges and provides an offer automatically. Once the nomination has been accepted, the Shipper should check the terms of the offer and then submit a confirmation request to accept the terms quoted in the nomination offer. Multiple nominations can be submitted by Shippers.

Send and process nomination file

GT / IGT / NTS endeavour to respond to the Referral in 12 business days, but this can take longer depening on circumstances

0-2 Business Days

12 Business Days

START

Nomination required?

AQ > 73,200

AQ <= 73,200

Submit Nomination

END

END

Receive Offer

END

END

Receive Offer

Receive Rejection

Go to confirmation process

Validate enquiry

NOM file valid?

NO

Reject file

YES

Referral required?

NO

Submit Offer / Referral Notice to Shipper

Submit Offer to Shipper

Send Rejection Notification to Incoming Shipper

YES

Process Referral (Portal)

Submit Offer?

YES

REJECT

If it's an IGT site, the IGT will also receive an IGR file

Networks have 12 business days to respond to a referral

If NTS Shorthaul has been requested a referral is also sent to the NTS

> **More information can be found in UNC Sections G6.4 (Supply point nomination) and G6.5 (Supply point offers).**

You can download a printable version of the flow charts in this training module below.

PDF

Xoserve SPA Process Diagrams v2.pdf
471 KB

CONTINUE TO CONFIRMATION PROCESS

Confirmation

David Stokes

Confirmation Process

When a user wishes to take control of a Supply Point, they must submit a confirmation file (CNF). A Confirmation Response File (**.CFR**) is sent back to the customer advising whether the confirmation request was successful or unsuccessful. Two days before the requested Confirmation Effective Date (known as D-2), Transfer of Ownership (TRF) and Meter Reader Instruction (MRI) files are issued.

Confirmation Records

To Xoserve (CNF Hierarchy) if AQ below 73,200kWh ⎯

- **S42 (M)** – Small Supply Point Confirmation
- **S66 (O)** – Contact Details
- **S83 (O)** – End Consumer Details
- **S84 (O)** – Priority Service Details

From Incoming Shipper to Xoserve (CNF Hierarchy) if AQ above 73,200 ⎯

From Incoming Shipper to Xoserve (CNF Hierarchy) if AQ above 73,200

- **S38 (M)** Large Supply Point Confirmation
- **S66 (O)** – Contact Details
- **S67 (O)** – Electronic Device Details (Telephone, Fax etc)
- **S83 (O)** – End Consumer Details
- **S84 (O)** – Priority Service Details

From Xoserve to Incoming Shipper (CFR Hierarchy)

From Xoserve to Incoming Shipper if CNF file is accepted.

- **S07 (M)** – Accepted Confirmation (View of details once CNF is accepted)
- **S66 (O)** – Contact Details
- **S67 (O)** – Electronic Device Details
- **S83 (O)** – End Consumer Details
- **S84 (O)** – Priority Services Information
- **S70 (M)** – Address Details
- **S75 (M)** – Supply Meter Point Details
- **K12 (M)** – MAM, GAO Details
- **K14 (M)** – Additional Metering Details
- **K85 (O)** – Generic Organisation Notification
- **S98 (O)** – Smart Data Information
- **Q44 (O)** – CSEP Details
- **Q45 (O)** – DNI Contract Info
- **U71 (O)** – NTS Optional Rate Details
- **U73 (O)** – LDZ Optional Rate Details
- **U74 (O)** – CSO Details

- **U75 (O)** – Meter Asset Details.

From Xoserve to Outgoing Shipper (CFR) —

From Xoserve to Outgoing Shipper if Accepted & Withdrawal Notice processed (CFR)

- **S10 (M)** – Supply Meter Point Withdrawal Notice

- **S66 (O)** – Contact Details

- **S67 (O)** – Electronic Device (Optional)

- **S70 (M)** – Address Details

- **S77 (M)** – Withdrawal Supply Meter Point Details (Location Code, Serial Number etc)

- **S98 (O)** – Any smart data associated to the site

From Xoserve to Shipper if CNF file is Rejected —

- **S09/S16** – Rejected Confirmation

- **S72 (S09 – O / S16 – M)** – Rejection Details (Specifies details of rejection)

- **S66 (O)** – Contact Details

- **S67 (O)** – Electronic Device (Optional)

- **S83 (O)** – End Consumer Details

- **S84 (O)** – Priority Services Details

> For more information, see UNC Sections G6.6 (Supply Point Confirmations: General), G6.7 (Supply Point Confirmations: Smaller Supply Points), G6.8 (Supply Point Confirmations: Larger Supply Points), G6.9 (Effect of Confirmation: Existing Supply Points not already withdrawn) and G6.10 (Effect of Confirmation: Existing Supply Points already withdrawn).

Supply point Reconfirmation

A reconfirmation is simply a nomination request followed by a confirmation. A reconfirmation allows the existing user to endorse, or reconfirm, specific changes for that site in respect of gas supply, e.g. change of meter class, supplier, required capacity.

> More information can be found in sections G3.3 (modify Supply Point registration) and G2.2 (Changes in Supply Point Classification, etc).

Confirmation Timeline

On receipt of a CNF file, Xoserve has two business days to respond with a CFR file.

Where a site is identified as Withdrawn, Greenfield, Brownfield or from the current Shipper, the confirmation's effective date must be at least four business days in the future. In these instances, objection windows do not apply.

Where the confirmation comes from a different Shipper, the Effective Date must be at least 14 calendar days in the future following date of receipt, and 30 business days in the future.

Objection window

If a Shipper is trying to confirm a supply point from a different Shipper, an objection window automatically opens. This gives the outgoing Shipper an opportunity to Object to the new Shipper taking on the site. There could be a number of reasons for this, such as outstanding debt, contract terms or where the customer has requested the objection.

The objection window itself can vary in length, depending on the requested confirmation effective date. The window is open for up to seven business days from confirmation acceptance, or three business days prior to the confirmation effective date.

> Note that a site may also be subject to objection by the Incumbent Shipper

During the objection window period, the outgoing Shipper can submit a Withdrawal and Objection (WAO) file to object to the transferal of site, using the S40 record.

You can see a full list of WAO files here:

WAO File

- **S40** – Object to Withdrawal: a file submitted that objects to a SP withdrawal taking place
- **S54** – Objection Supplementary Details: A file that contains more information regarding an objection to a withdrawal (S40)

Withdrawal and Objection response files are sent to the incoming and outgoing Shippers to advise that an objection has been logged in Xoserve's systems. You can see the file codes in the tables below.

WOR file to incoming Shipper —

- **S65** – Objection Notification
- **S30** – Objection Supplementary Notice

WOR file to outgoing Shipper —

- **S12** – Objection
- **S26** – Objection Supplementary Details

If the outgoing Shipper decides that they no longer wish to object again to the transferral, they can send a WAO file and cancel the objection by using the S41 or S73 record.

WAO File —

- **S41** – Objection Cancellation: a file submitted that cancels an S40 file.
- **S73** – Combined Objection Cancellation & Withdrawal: a file that cancels an S40 objection and submits a withdrawal at the same time

The incoming and outgoing Shippers will receive notifications via the WOR response file to advise the incoming Shipper that the objection has been cancelled.

WOR File to incoming Shipper ─

- **S14** – Objection Cancellation Notice

WOR file to outgoing Shipper ─

- **S13** – Objection Cancellation

If the objection isn't cancelled by the outgoing Shipper, the confirmation will 'lapse' and not go live. In this case, a Discontinued Confirmations File (DCF) is issued to each Shipper affected, notifying them that the confirmation has lapsed.

A DCF or TRF (Supply Point Ownership notification file) can be sent to the Shipper, depending on when the objection window is closed.

DCF File (Incoming Shipper) ─

- **S08** - Lapsed_Confirmation_Dets

- **S70 –** Address

- **S76 –** Lapsed_Conf_Smp_Details

DCF File (Outgoing Shipper)

- **S63 –** Notification of Retained Responsibility

TRF File

Level	Record	Occurrence	Optionality
1	**HD_A00_STANDARD_HEADER**	1	M
1	**RT_S15_TRANSFER_OF_OWNERSHIP**	Up to 1000	O
2	**RT_S66_CONTACT_DETAILS**	Up to 7	O
3	**RT_S67_ELECTRONIC_DEVICE**	Up to 4	O
2	**RT_S70_ADDRESS**	1	O
3	**RT_S75_METER_POINT_DETAILS**	Up to 500	O
4	**RT_S98_SMART_DATA**	1	O

Level	Record	Occurrence	Optionality
4	**RT_K12_MAM_GAO_DETAILS**	Up to 1	M
4	**RT_K85_GENERIC_ORG_NOTIFICATION**	Up to 1000	O
4	**RT_Q44_CSEP_DETAILS**	1	O
4	**RT_Q45_DNI_INFO_RECORD_TYPE**	1	O
4	**RT_U71_NTS_OPTIONAL_RATE_DET**	1	O
4	**RT_U73_LDZ_OPTIONAL_RATE_DET**	1	O
4	**RT_U74_CSO_DET**	1	O
4	**RT_U75_METER_ASSET_DETAILS**	Up to 1000	O
1	**RT_S08_LAPSED_CONFIRMATION_DETS**	Up to 1000	O
3	**RT_S76_LAPSED_CONF_SMP_DETAILS**	1	M
2	**RT_S72_REJECTION_DETAIL**	Up to 15	O
1	**RT_S88_CEASED_RESPONSIBILITY**	Up to 1000	O
2	**RT_K13_SMP_CEASED_OWN_DETS**	1	O
1	**RT_S63_NTFN_OF_RETAINED_RESPSONS**	Up to 1000	O

Level	Record	Occurrence	Optionality
1	**TR_Z99_STANDARD_TRAILER**	1	M

> More information can be found in UNC sections G6.6.7 (Proposed Supply Point Registration date) and G6.9.1b (Supply Point Objection).
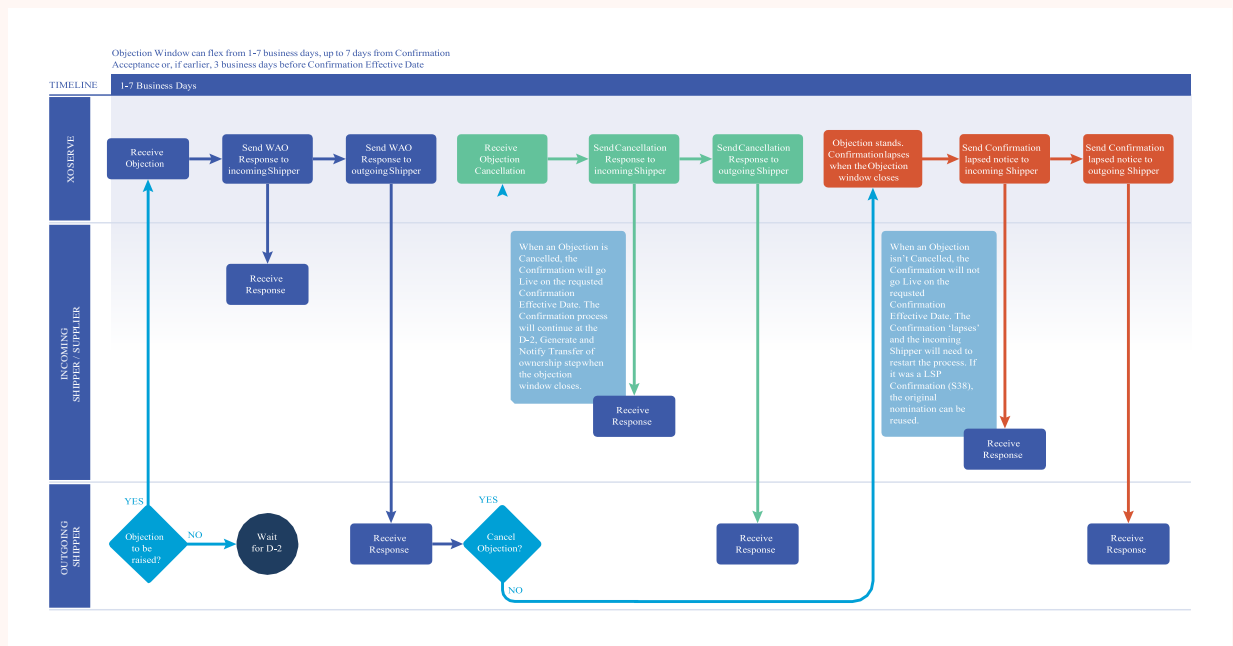
Pre-Go Live (D-2)

If no objections are received, or an objection is cancelled, Transfer of Ownership (TRF) files are issued to both affected Shippers two business days prior to the Confirmation going live –

this is known as D-2. The incoming Shipper will also receive a Meter Reading and Access instructions (MRI) file. From this point, the confirmation cannot be cancelled and will go live on the requested effective date.

The confirmation will then go live in Xoserve's systems on the requested confirmation effective date.

You will see a number of files and codes through this process, shown in the table:

**From Xoserve to Incoming Shipper (TRF)** —

From Xoserve to Incoming Shipper if Withdrawal of previous Shipper successful (TRF)

- **S15 –** Transfer of Ownership (View at D-2)

- **S66 (O) –** Contact Details

- **S67 (O) –** Electronic Device Details

- **S70 (M) –** Address Details

- **S75 (M) –** Supply Meter Point Details

- **K12 (M) –** MAM, GAO Details

- **S98 (O) –** Smart Data Information

- **Q44 (O) –** CSEP Details

- **Q45 (O) –** DNI Contract Info

- **U71 (O) –** NTS Optional Rate Details

- **U73 (O) –** LDZ Optional Rate Details

- **U74 (O) –** CSO Details

- **U75 (O) –** Meter Asset Details.

From Xoserve to Outgoing Shipper (TRF)

From Xoserve to Outgoing Shipper if Withdrawal of previous Shipper successful

- **S88 –** Ceased Responsibilty (View at D-2)

- **K13 (M) –** SMP Cease Own Details
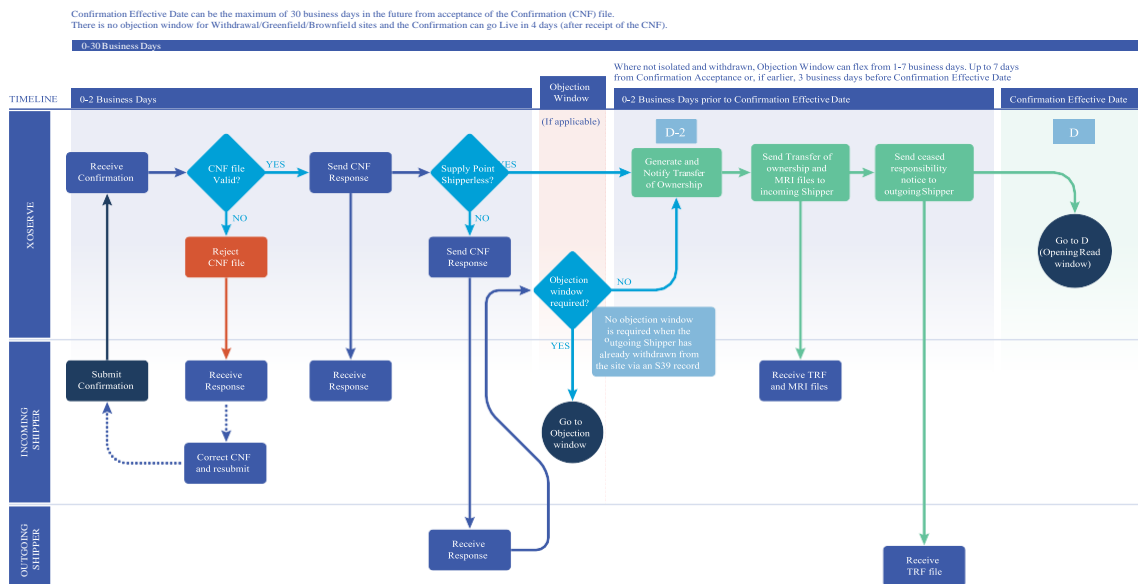
You can download a printable version of the flow charts in this training module below.

PDF

Xoserve SPA Process Diagrams v2.pdf
471 KB

CONTINUE TO WITHDRAWAL

Withdrawal

David Stokes

Withdrawal Process

This is the process in which a Shipper can cease to be the registered user of a Supply Point.

The process can be initiated voluntarily by the Shipper (known as a voluntary withdrawal).

The files involved in this process can be seen in the table:

Files sent to Xoserve: WAO Hierarchy

- **S39** – Withdraw from SP (Supply Point) Request: This record can be submitted when the shipper wishes to withdraw and cease responsibility for the site.

Files sent from Xoserve: WOR Hierarchy

- **S11** – Voluntary SMP Withdrawal: This file is submitted by a Shipper who wishes to withdraw their ownership from one of their sites.

Once the withdrawal request has been accepted, assuming that the asset has been isolated from the network, i.e. removed, clamped or capped, then an end date will be established for the site, at which point it will cease to be owned by the Shipper. Notification is sent via an MPE file to the Shipper, informing them of the registration end date.

If the asset is still live, the site will remain registered to the Shipper until it is isolated.

> **More information can be found in UNC section G6.11 (Supply Point Withdrawal and Isolation).**

CONTINUE TO SHIPPER AGREED READS

Shipper AgreedReads

David Stokes

For Class 3 & Class 4 sites, estimated opening reads can only be replaced by a Shipper Agreed Read (SAR). This read must have a source (A), a reason (R) and a read date (D) to be valid.

For Class 1 & Class 2 Shipper Transfers, estimated opening reads are replaced by normal actual reads received for D (Transfer Date) via the .DLC or .UDR files respectively. Actual opening reads can only be replaced by a Shipper Agreed Read (SAR) for all classes, except Class 1.

UNC Section M 5.13.12 states that the proposing user may provide the CDSP (Xoserve) with a revised meter reading (an Agreed Opening Meter Reading). This must be agreed between the proposing user and the withdrawing user as being valid as an alternative to the opening meter reading (or estimated meter reading under paragraph 5.13.7).

Schedule 11 of SPAA states that the outgoing supplier should create the conditions for the incoming shipper to provide a Shipper Agreed Reading to CDSP. This would imply that the read history in the outgoing shipper's period should be corrected in order for the SAR to be accepted.

Shipper Transfers: Class 4 Sites

An opening read can be read from five business days prior (D-5), up to five business days after (D+5) the effective transfer date, and can be submitted up to 10 business days (D+10) after the effective transfer date.

If an opening read is not received within ten business days, an estimated opening read will be created at the end of the read submission window, i.e. (D+10) business days + 1 calendar day.
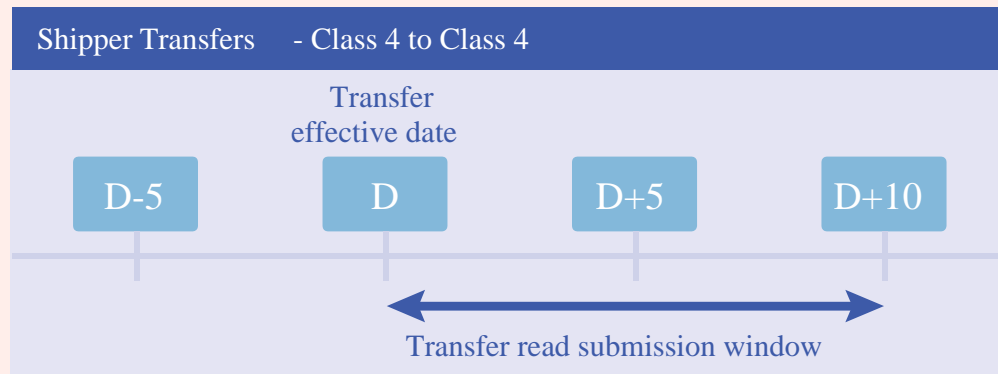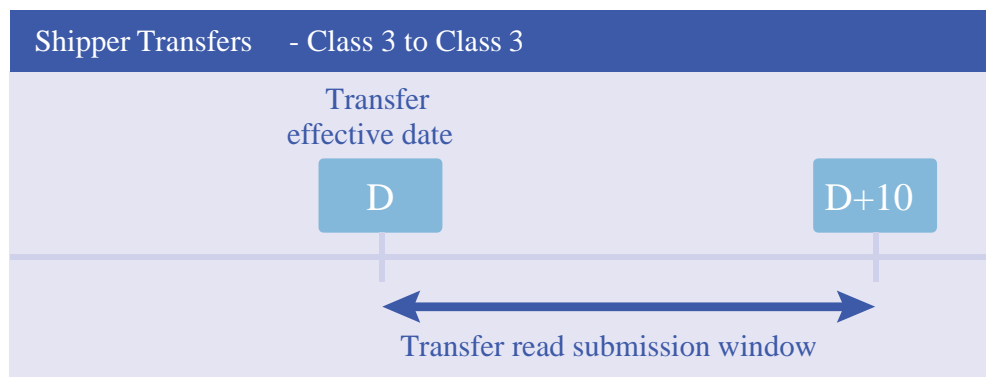

The following list of events (not exhaustive) can trigger an early estimation/fulfilment of the opening read, if received within the mandated 10 days:

- RGMA transaction

- Local Distribution Zone (LDZ) change

- Non opening read/ Must read

Shipper Transfers: Class 3 Sites

An Opening Read must be submitted for the read date (D) and can be submitted up to 10 business days after that (D+10).

If an opening read is not received within ten business days, an estimated opening read will be created at the end of the read submission window, i.e. (D+10) business days + 1 calendar day.

Shipper Transfers - Class 3 to Class 3

Transfer effective date

D ——————————— D+10

Transfer read submission window

The following list of events (not exhaustive) can trigger an early estimation/fulfilment of the opening read, if received within the mandated 10 days:

- RGMA transaction

RGMA & Shipper Transfers: Class 3 & 4 Sites
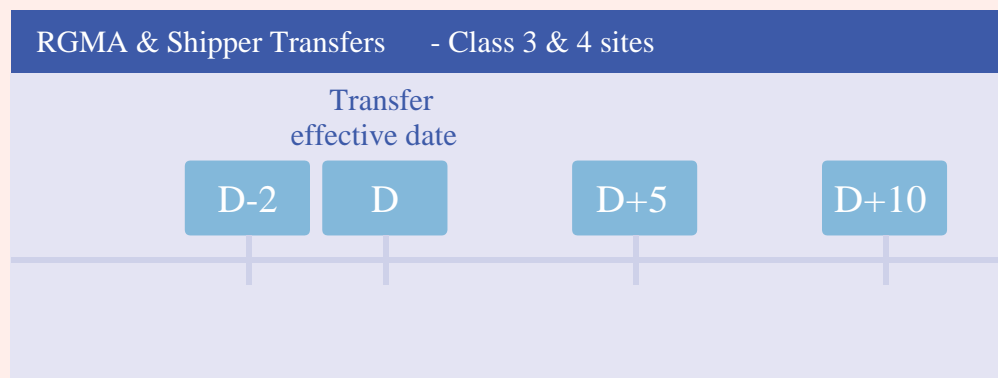
RGMA & Shipper Transfers - Class 3 & 4 sites

Transfer effective date

D-2 | D | D+5 | D+10

Class 4

Where an RGMA transaction is received with reads from the incoming shipper within the transfer read submission window (D+10), for an appointment date between D-2 and D+5 business days, this will be used to satisfy the opening read.

Class 3

Where an RGMA transaction is received with reads from the incoming shipper within the transfer read submission window (D+10), for the appointment date as the transfer date (D),

this can be used as the opening read. Where there is an appointment date between one and five business days following the read date (D+1 and D+5), this can be used to trigger an estimated opening read.

Class 3 & Class 4

Where an RGMA transaction is received with reads from the incoming shipper within the transfer read submission window (D+10), and the appointment date is between 6 and 10 business days from the read date (D+6 to D+10), this will trigger an estimation of the opening read.

Where an RGMA transaction (ONUPD) is received without reads from the incoming shipper within the transfer read submission window (D+10), and the appointment date is between D to D+10 business days, this will be used to trigger an estimation of the opening read.

Shipper Transfers: Class 1 & 2 Sites

Given the higher volume of gas used by these sites, an opening read must be submitted for the transfer read date (D).

Shipper Transfers   - Class 1 & 2 sites

Transfer effective date — D
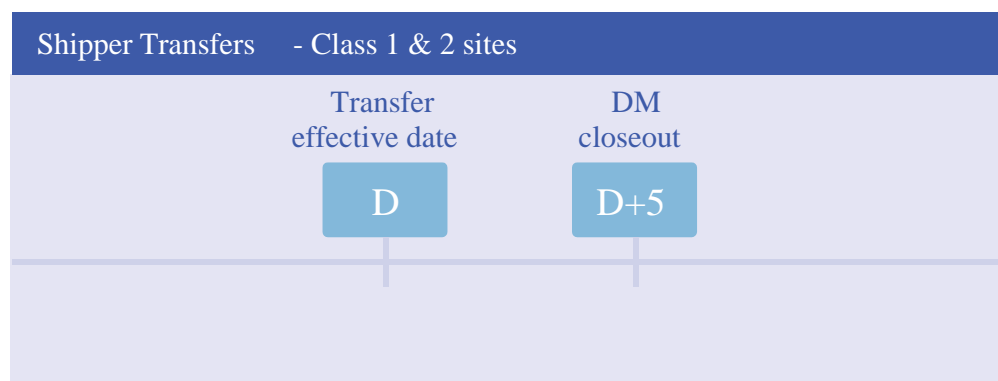
DM closeout — D+5

A daily estimated read is created for the transfer date, which is replaced by an actual transfer read once it is known. Actual read data must be received within five calendar days (D+5), which is used for allocation. Data received after closeout (D+5) is used for reconciliation.

For Class 2 shipper transfers, an actual transfer read can be replaced by a SAR (shipper agreed read).

Opening Read notification

Class 3 & 4 sites

Outgoing and incoming Shippers are notified of estimated opening reads via MBR (M03) files. Actual opening reads or replacements (SARs) are communicated to Shippers via URN (U03 and U04) files.

Class 1 & 2 sites

Outgoing and incoming Shippers are notified of estimated opening reads via MDR (M00) files. Actual opening reads are communicated via URN (U03 and U04) files for class 2 sites and via MDR (M00) files for class 1 shipper transfers.

Opening reads and replacements (SARs) are also visible to the outgoing and incoming shippers on the Data Enquiry Service (DES) via the Read Details and Read History screens.

Potential Issues & Mitigation

Estimated opening reads can only be replaced by a Shipper Agreed Read (SAR) that has a source (A), a reason (R) for the specified read date (D).

1. **The last actual read in the outgoing shippers period is notified to the incoming shipper two business days prior to the transfer via the TRF/MRI files issued at D–2*. If that read is subsequently replaced by the outgoing Shipper or a subsequent read is loaded after D–2 by the outgoing Shipper, that read is not notified to the incoming shipper which may cause a SAR to fail validation and get rejected.**

- XRN 4801 (Nov'20 Release) will allow the last actual read to be visible to the incoming shipper via the Data Enquiry Service (DES).

- In the interim, incoming Shippers can call the RFI line to enquire about the last actual read before submitting a SAR.

  *There may be some instances where the last actual read may not be provided in the TRF/MRI files, such as where the last read is an RGMA estimated read; such cases are being investigated.

2 **AMR Equipment in the outgoing shipper's period may be faulty causing incorrect read history. This may cause a SAR to be rejected.**

- A site visit should be carried out by the outgoing shipper to correct the fault/remove the AMR equipment and provide check reads on the meter and converter where present.

- If an RGMA update is sent for AMR removal, actual meter and converter reads should be provided with the RGMA flow to avoid estimates from getting created which may further prevent SAR or cyclic reads from getting loaded.

3 **If a SAR is not accepted due to the above reasons, the incoming shipper can carry out a dummy meter exchange to allow subsequent reads to load, however the outgoing shipper is unable to raise a Request for Adjustment (RFA) unless the incoming shipper has done a dummy exchange and raised a corresponding RFA.**

- The incoming shipper should inform the outgoing shipper once they carry out the dummy meter exchange and raise a RFA so that the outgoing shipper can also raise an adjustment.

4 **SAR could be rejected due to tolerance validation failure because of an incorrect AQ (AQ too low).**

- The SAR can be re-submitted along with AQ correction (AQI file) as long as the SAR is dated within the last 6 months.

- Potentially submit a RFA, which would require a corresponding RFA from the previous Shipper.

5

SAR could be rejected due to inner tolerance validation failures where a SAR is used to replace a read between 2 reads and one of the 2 periods (forward and backward) requires an override flag.

- An internal Change Request (XRN 5180) has been raised to fix the issue where the SAR should be accepted as long as either of the 2 periods needs an override flag and one has been provided.

6

The outgoing Shipper has agreed a SAR with the incoming Shipper but has not received the updated charges on the Amendment invoice and does not know if the SAR has been accepted.

- If a SAR has been accepted, a notification will be issued to both the parties via a URN file.

- Transfer reads and SARs are also visible to both Shippers on the Data Enquiry Service (DES)

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SAR could be rejected due to erroneous read(s) in the outgoing shippers period.

- The outgoing Shipper should replace the last incorrect read(s) in his period. If unable to do so, the Shipper can submit a query to Xoserve and after a full investigation and agreement on questionable Read history, Xoserve will manually replace erroneous Reads, where possible (exceptional cases)

- Alternatively, a Request for Adjustment (RFA) can be submitted from both Shippers to adjust consumption appropriately.

CONTINUE TO FILE FORMATS AND RECORDS

File Formats and Records

David Stokes

Each individual file that is submitted to Xoserve through the Information Exchange System (IX) is referred to as a **transaction**. Each record is part of a file hierarchy and can consist of multiple records.

Each record has its own file format, which sets out: field names, field types, optionality, length, and so on. Where fields are Mandatory (M), they must be populated with a valid value for the file to be accepted. Some Optional (O) fields can become Mandatory, depending on values provided in other fields.

> File hierarchies and record file formats are available in our **UK Link Documents area** on the **Xoserve website.**

> If you require access to UK Link Documents you can request it using this **Access Request form**.

Each file can have a series of records associated with it. For example, the **CNF** file contains the following records within its file hierarchy:

CNF File Records —

- **A00 –** Header record

- **S38 –** Large Supply Point Confirmation

- **S66 –** Contact Details

- **S67 –** Electronic Device

- **S83 –** End Consumer Details

- **S84 –** Priority Services

- **S42 –** Small Supply Point Confirmation

- **S66 –** Contact Details

- **S83 –** End Consumer Details

- **S84 –** Priority Services

- **T05 –** Confirmation Cancellation Request

- **Z99 –** Footer record

Records are not sent in individually, they are always sent within their relevant files. For example, Xoserve will receive a CNF file containing one or more of the above records. **Header and Footer records are always mandated.**

CONTINUE TO HINTS, TIPS AND USEFUL INFORMATION

Useful Info, Hints and Tips

David Stokes

- If the Annual Quantity is **above 732,000 kWh** then Emergency Contacts will need to be provided. As part of the confirmation a SP_MANNED_24_HOURS_ INDICATOR is required.

- If the Annual Quantity is **above 732,000 kWh** and the MANNED_24_HOURS flag is set to 'Y' then 1 Emergency Contacts record (S66 and S67) within the CNF is required to avoid the file being rejected.

- If the Annual Quantity is **above 732,000 kWh** and the MANNED_24_HOURS flag is set to 'N' then 3 Emergency Contacts records (S66 and S67) within the CNF are required to avoid the file being rejected.

- **Class 4** sites where the **AQ < 293,000 kWh** can have a Meter Read Frequency of Annual (A) or Bi-annual (6).

- **Class 4** sites where the **AQ >= 293,000 kWh** must have a Meter Read Frequency of Monthly (M).

- **Class 3** sites always have a Meter Read Frequency of Monthly (M).

- **Class 1 and 2** sites always have a Meter Read Frequency of Daily (D).

CONTINUE TO NOMINATION RESPONSE FILE CODES

Top SPA Rejections

David Stokes

Rejection Code	Meaning	Remedy
CNF00014	Confirmation effective date does not give the required notice period	Minimum period for confirmation is 14 calendar days plus day of receipt. If the site is not registered currently, this may be reduced to 4 business days. This will also apply if there is a withdrawal posted against the site from the incumbent shipper as no objection will be allowed against these sites
CNF00002	Confirmation already exists	There is an accepted confirmation in progress. We are unable to accept more than one confirmation at a time.
SPO00013	Supply Meter Point has an AQ less than the Competitive Market Threshold	The site is below 73,200 AQ and therefore does not need to be nominated and can be directly confirmed using S42 record in .CNF file

Rejection Code	Meaning	Remedy
MPO00015	Meter Point does not reside within the Postcode provided	The Post code provided does not match with that in our system. Please check DES to see the Post code that we hold and resubmit the request. If you believe the postcode we hold is incorrect please raise UNC query in CMS if the site is unregistered or ADD contact once the site is confirmed live.
MPO00590	Supply meter point is either extinct or duplicate	Request for this MPR is not allowed as it is Dead or marked as extinct. Please check DES for MPR with same address or meter serial number to confirm the Live meter point.
MPO00037	Meter Point is extinct	Request for this MPR is not allowed as it is Dead or marked as extinct. Please check DES for MPR with same address or meter serial number to confirm the Live meter point.
POC00011	Meter Point is extinct	Request for this MPR is not allowed as it is Dead or marked as extinct. Please check DES for MPR with same address or meter serial number to confirm the Live meter point.
CNF00039	Insufficient notice was given to cancel the Confirmation	Confirmation cancelation needs to be accepted prior to Go Live date minus 2 business days.
MPO00001	Meter Point does not exist	We have no record of this MPR in UK Link. If you have been provided this MPR and believe that this is correct please raise a FOM query in CMS so that it may be created.

Rejection Code	Meaning	Remedy
POC00001	Postcode not found	The Post code provided does not match with that in our system. Please check DES to see the Post code that we hold and resubmit the request. If you believe the postcode we hold is incorrect please raise UNC query in CMS if the site is unregistered or ADD contact once the site is confirmed live.
SPO00012	Supply Meter Point has an AQ greater than the Competitive Market Threshold	As the AQ for this site is above 73,200 kwh a nomination is required prior to confirmation. Please submit a .NOM file in order to obtain an offer which may be confirmed using S38 record in .CNF file.

CONTINUE TO GLOSSARY

Glossary

David Stokes

Acronym	Meaning
AQ	Annual Quantity
CDSP	Central Data Services Provider
CFR	Confirmation Response
CNF	Confirmation File
DCF	Discontinued Confirmation File
DES	Data Enquiry Service
DM	Daily Metered
IX	Information Exchange
LDZ	Local Distribution Zone
MPE	Meter Point Status Notification File

Acronym	Meaning
MRI	Access Instructions Notification File
NDM	Non-Daily Metered
NMR	Nomination Response File
NOM	Nomination
RFA	Request For Adjustment
RGMA	Review of Gas Metering Arrangement
SAR	Shipper Agreed Read
SHQ	System Hourly Quantity
SOQ	System Offtake Quantity
SPA	Supply Point Administration
SPAA	Supply Point Administration Agreement
TRF	Supply Meter Point Ownership Notification File
UNC	Uniform Network Code
WAO	Withdrawal & Objection Requests File