

Retail Market Guide NI 30

Change of Unmetered Inventory

06/06/2012

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Retail Market Guide NI 30 – Change of Unmetered Inventory

Table of Contents

1.	Introduction.....	3
1.1	Scope	3
1.2	History of Changes	4
1.3	Document References.....	4
2.	Procedure Description.....	5
2.1	Change of Unmetered Inventory	5
2.1.1	Process Flow Diagram	5
2.1.2	Process Description	6

Retail Market Guide NI 30 – Change of Unmetered Inventory

1. Introduction

1.1 Scope

This document describes the Retail Market Guide for a Change of Unmetered Inventory for an unmetered site in Northern Ireland.

Unmetered inventory is managed at the level of the Technical MPRN.

This process will be followed when a Customer requests an update to the unmetered inventory for an existing Technical MPRN, or performs such an update themselves.

The guide applies to all unmetered sites and contains the following sub-process:

- Change of Unmetered Inventory

This guide excludes:

- Unmetered Connections. Refer to MP NI 27 New Grouped MPRN and MG NI 28 New Technical MPRN.
- Unmetered Inventory Splits. Refer to MP NI 36 Change of Group MPRN.

Retail Market Guide NI 30 – Change of Unmetered Inventory

1.2 History of Changes

Version	Source of Change	Description of Change
0.1	NIE	Initial Draft
0.2	P Merkens	Removal of inventory requests and splits and new connections
0.91	P Merkens	Updated following NIE review and ready for SIG Workshop
0.92	P Merkens	Updated following SIG Workshop
0.93	A Ferguson	Final Draft Issued for Supplier Review prior to SIG Approval
1.0	A Ferguson	Baseline SIG Approval
2.0	A Ferguson	Baseline CDA Board approved <ul style="list-style-type: none">• DR1110/CRID163
2.1	A Ferguson	Updated to reflect MP NI 39 Glossary of Terms

1.3 Document References

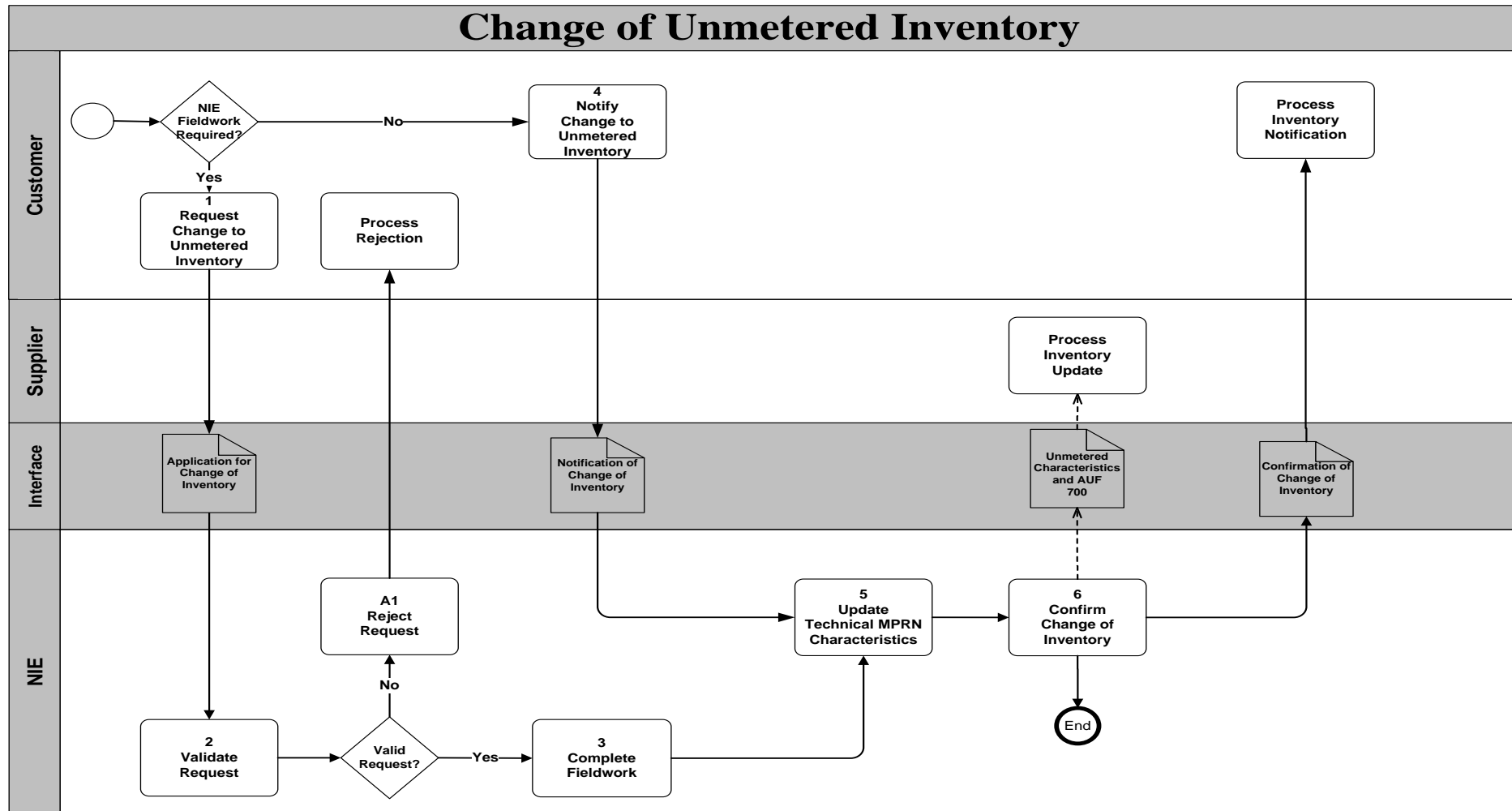
Document Reference	Document name
MP NI 27	New Grouped MPRN
MG NI 28	New Technical MPRN
MP NI 36	Change of Grouped MPRN
MP NI 39	NI Market Procedures - Glossary of Terms

Retail Market Guide NI 30 – Change of Unmetered Inventory

2. Guide Description

2.1 Change of Unmetered Inventory

2.1.1 Process Flow Diagram



Retail Market Guide NI 30 – Change of Unmetered Inventory

2.1.2 Process Description

Step	Role	Action	Interface
1	Customer	<p>There are two possible scenarios as to how a request for an update to unmetered inventory will be handled by NIE as follows:</p> <ul style="list-style-type: none"> Scenario 1: The Customer is not responsible for undertaking their own unmetered Fieldwork Scenario 2: The Customer has an agreement with NIE that the Customer is responsible for their own unmetered Fieldwork¹ (see step 4). <p>In scenario 1 where a Customer is not responsible for undertaking their own unmetered Fieldwork requires modifications to their unmetered inventory they should apply to NIE for the Fieldwork to be carried out.</p>	Application for Change of Inventory
2	NIE	NIE will validate the request.	
A1	NIE	If the request is invalid NIE will reject the request and inform the Customer of the reasons.	
3	NIE	Where NIE receive a valid request from a Customer for an update to unmetered inventory which requires Fieldwork to be performed by NIE then NIE will carry out the Fieldwork subject to payment of appropriate charges.	
4	Customer	<p>Where a Customer is responsible for undertaking their own unmetered Fieldwork then the Customer will provide to NIE a notification of changes to unmetered inventory. According to the Customer agreement this may be either:</p> <ul style="list-style-type: none"> A notification detailing the specific Fieldwork performed including the number of items of each item type installed, energised, de-energised or removed and the date of the work; or A periodic notification, provided according to a schedule agreed between the Customer and NIE, detailing the entire record of unmetered inventory held against each Technical MPRN 	Notification of Change of Inventory to NIE

¹ Certain Customers, such as Department of Regional Development in respect of Public Lighting, are entitled to carry out unmetered Fieldwork and maintain their own inventory. Such Customers will be required to provide a customer inventory update to NIE according to an agreed schedule. Typically the schedule will be monthly or quarterly but can be of a different periodicity. Where such an arrangement is in place it is not required that the Customer record and notify to NIE the dates of individual items of Fieldwork. NIE will advise Suppliers of Fieldwork schedules by email.

Retail Market Guide NI 30 – Change of Unmetered Inventory

Step	Role	Action	Interface
		NIE will retain the right to inspect any Fieldwork performed by a Customer or audit any element of the unmetered inventory.	
5	NIE	<p>Following completion of the Fieldwork performed by NIE for an update to unmetered inventory, or where a Customer responsible for performing their own Fieldwork on unmetered inventory has provided NIE with a valid notification of updated inventory, NIE will update the unmetered inventory records for each affected Technical MPRN in line with the changes made.</p> <p>NIE will recalculate the MIC and AUF for the Technical MPRN.</p> <p>The AUF for the Technical MPRN is the sum of the AUF for each unmetered item type. The AUF for the unmetered item type will be calculated as the product of:</p> <ul style="list-style-type: none"> the billing value wattage of an individual instance of the item type (circuit wattage will be used where appropriate (e.g. for public lighting); the annual burning hours expected according to the applicable burning hours calendar; and The item count, or repetition factor, for the connected and energised items for the item type. 	
6	NIE	<p>NIE will send the Customer an inventory notification of the unmetered inventory held against each affected Technical MPRN, including details of the changes made with effective dates set as per the Fieldwork date. The inventory notification will be provided within ten days of Fieldwork completion by NIE or receipt by NIE of an inventory update from a Customer that performs their own Fieldwork.</p> <p>For Customers that maintain their own inventory the effective date of any changes will generally be the mid-point between the effective date of the current Customer inventory update (i.e. the update including the changes) and the effective date of the previous Customer inventory update. Where the Customer inventory update is provided on a quarterly (or less frequent) basis, the effective date will be the first day of the month following the mid-point.</p> <p>NIE will send to the Supplier for each affected Technical MPRN a statement of the updated inventory using the Unmetered Characteristics and AUF market message.</p>	<p>Confirmation of Change of Inventory to Customer</p> <p>700 to Supplier</p>