

# Retail Market Procedure NI 2

## Change of Supplier Interval

**06/06/2012**

<i>Current Status:</i>	Baseline
<i>Issue Date:</i>	06/06/2012
<i>Version:</i>	2.1

## **Retail Market Procedure NI 2 – Change of Supplier Interval**

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# **Retail Market Procedure NI 2 – Change of Supplier Interval**

## **1. Introduction**

### **1.1 Scope**

This document describes the Retail Market Procedure for a Change of Supplier for a Meter Point that is Interval metered in Northern Ireland.

This process will be followed when a Registration Request is received for a Meter Point whose status is 'Energised' or 'De-Energised'. Where a Registration is received for a Meter Point whose status is 'Assigned' then the MP NI 6 New Interval Connection process is followed. Registrations for Meter Points that are 'Terminated (De-Commissioned)' or that are not yet 'Assigned' will be rejected.

The Procedure applies to all Interval credit metered sites and contains the following sub-processes:

- Registration Validation
- Readings and Fieldwork
- Completion

This Procedure excludes:

- Nomination by Suppliers of Contracted Generation. Refer to MP NI 7 Generator Nominations for details of this procedure.
- Change of Supplier for Non-Interval metered connections. Refer to MP NI 1 Change of Supplier Non-Interval for details of this procedure.
- Change of Supplier for keypad metered connections. Refer to MP NI 37 Change of Supplier - Keypad for details of this procedure.
- Change of Supplier for unmetered connections. Refer to MP NI 29 Change of Supplier Grouped Unmetered for details of this procedure.
- Change of SSAC and/or Supplier Unit. Refer to MP NI 20 Change of SSAC and/or Supplier Unit for details of this procedure.
- Objections and Cancellations – Refer to MP NI 3 for details of this procedure
- Requests to SEM-O by an existing Supplier for changes to or additional Supplier Units.

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### **1.2 History of Changes**

<b>Version</b>	<b>Source of Change</b>	<b>Description of Change</b>
0.1	NIE ES	Initial Draft
0.2	P Merkens	Updated for MCR 1010 Website Publication removed to MG NI 23 Supplier Data Requests
0.3	P Merkens	Updated following NIE review and for MCRs 1053, 1054 and CRID 142
0.91	P Merkens	Issued for SIG Workshop
0.92	P Merkens	Updated following SIG Workshop and for MCR 1057 and CRID 143
0.93	P Merkens	Rejection where an appointment ID is incorrectly provided
0.94	J-E Smith	Final Draft Issued for Supplier Review prior to SIG Approval
0.95	A Ferguson	Corrections – removal of 131[S] sent by NIE to New Supplier, removal of interval metering installation
1.0	A Ferguson	Baseline SIG Approval
2.0	A Ferguson	Baseline CDA Board Approved <ul style="list-style-type: none"><li>• Updated for DR1110/CRID163</li></ul>
2.1	A Ferguson	Updated to reflect MP NI 39 Glossary of Terms

### **1.3 Document References**

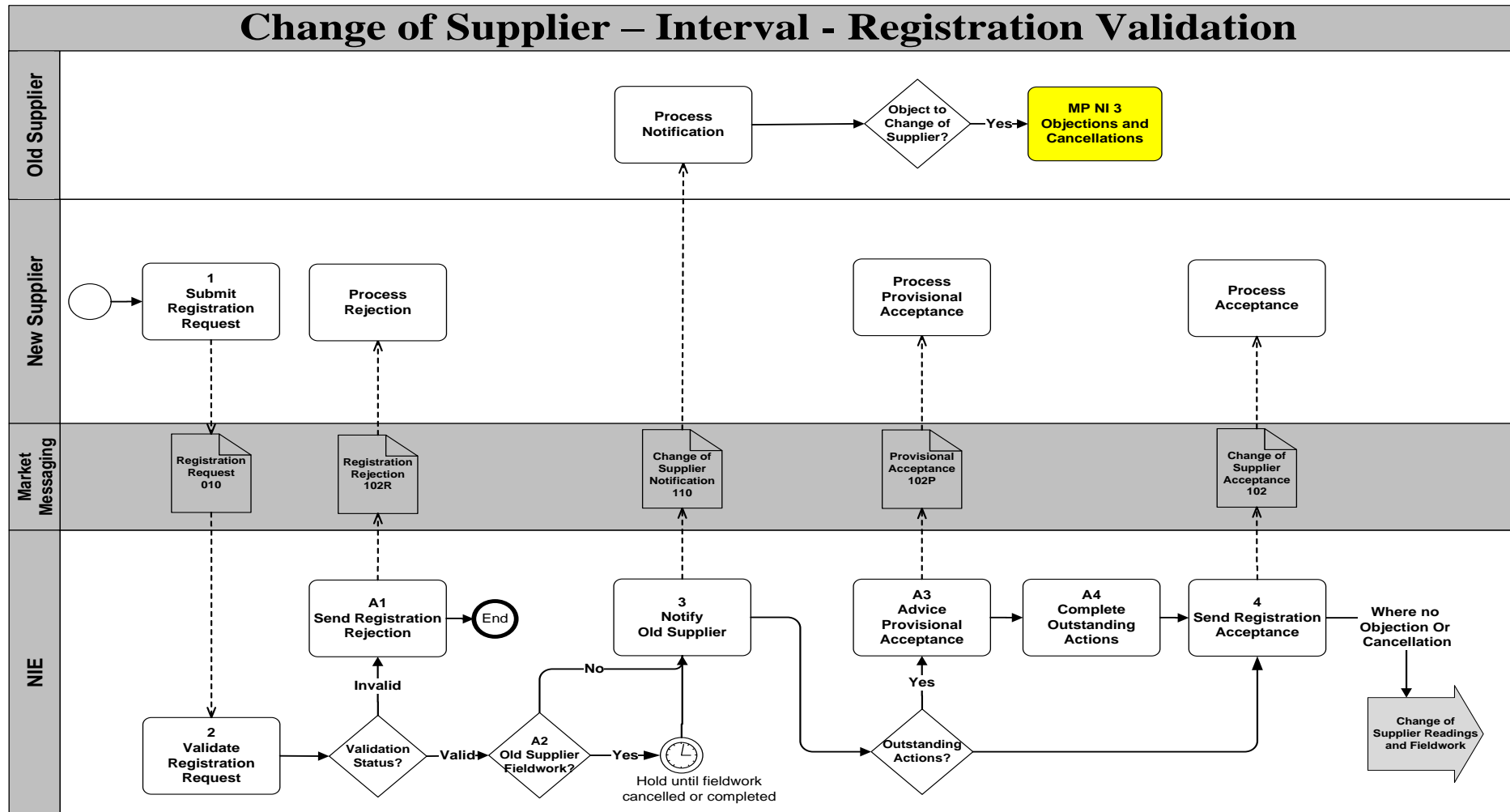
<b>Document Reference</b>	<b>Document name</b>
MP NI 3	Objections and Cancellations
MG NI 23	Supplier Data Requests
MP NI 39	NI Market Procedures - Glossary of Terms

## Retail Market Procedure NI 2 – Change of Supplier Interval

### 2. Procedure Description

#### 2.1 Registration Validation

##### 2.1.1 Process Flow Diagram



## Retail Market Procedure NI 2 – Change of Supplier Interval

### 2.1.2 Process Description

Step	Role	Action	Interface
1	<b>New Supplier</b>	<p>A Supplier may validate the details of a Meter Point by reference to information published on the Market Website (see MG NI 23 Supplier Data Requests).</p> <p><b>Change of Supplier Registration</b></p> <p>The New Supplier will request Registration of a Meter Point by providing a Change of Supplier Registration Request to NIE completed in accordance with the message implementation rules.</p> <p>The CoS Read Arrangement must indicate the requirement for any Fieldwork.</p> <p>Where Interval metering is installed or required, NIE will arrange for Fieldwork Appointments. Fieldwork Appointments are not required to be made by the Supplier.</p> <p>Fieldwork includes:</p> <ul style="list-style-type: none"> <li>Any other form of metering change or re-configuration</li> <li>Energisation. Registration will be treated as an implicit request for energisation.</li> </ul> <p>Where the Supplier requires a metering configuration change from that currently implemented at the Meter Point then the required metering configuration must be indicated. If no change is required it is not required to specify a metering configuration.</p> <p>A required date, if provided, will be interpreted as the date which the New Supplier wishes the change of supplier to take effect.</p>	010 to NIE
2	<b>NIE</b>	NIE will validate the Change of Supplier request (see section 2.1.3 for validation).	
A1	<b>NIE</b>	Where a Change of Supplier request fails validation NIE will send a Change of Supplier Registration Rejection message to the New Supplier.	102R to New Supplier

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Step	Role	Action	Interface
A2	NIE	<p>Where there is outstanding Fieldwork requested by the Old Supplier then, NIE will contact the Old Supplier by email to get any Old Supplier outstanding Fieldwork completed or cancelled.</p> <p>NIE will hold further processing of the Change of Supplier request until this Fieldwork has been cancelled or completed.</p> <p>Where there will be a material delay, change of meter configuration or change of Meter Point status, NIE will also notify the New Supplier by email.</p>	<p>e-mail to Old Supplier</p> <p>e-mail to New Supplier</p>
3	NIE	NIE will advise the Old Supplier of the Change of Supplier request by sending a Change of Supplier Notification message	110 to Old Supplier
A3	NIE	<p>Where the Registration is accepted but there are outstanding actions then NIE will advise the New Supplier by sending a Change of Supplier Provisional Acceptance message together with the actions that are awaited including:</p> <ul style="list-style-type: none"> <li>• Energisation is awaited</li> <li>• Connection Agreement required for connections at HV</li> <li>• Connection Agreement required where the Supply Agreement does not cover Customer acceptance of the NIE Connection Conditions (NIE will need to obtain a Connection Agreement from the Customer where there is a change of tenancy)</li> </ul>	102P to New Supplier
A4	NIE	NIE will complete any outstanding actions.	

## **Retail Market Procedure NI 2 – Change of Supplier Interval**

Step	Role	Action	Interface
4	<b>NIE</b>	<p>Where there are no outstanding actions or where NIE has completed outstanding actions then NIE will advise the New Supplier by sending a Change of Supplier Registration Acceptance message</p> <p>NIE will review all Registration Requests for de-energised sites and will liaise with the Supplier if it is considered that the Registration should not proceed.</p> <p>NIE will manually advise any non-standard charges for Fieldwork to the New Supplier (Standard charges will be published). Non-standard charges cannot be determined until a site visit is made.</p>	102 to New Supplier



## **Retail Market Procedure NI 2 – Change of Supplier Interval**

### **2.1.3 Change of Supplier Interval Validation**

A registration will be rejected and the New Supplier advised if:

- The MPRN does not exist
- The MPRN status is Terminated or Assigned.
- The Meter Point Address Postal Code provided does not exactly match the data held by NIE; where such data is held by NIE. The matching is case sensitive.
- The Supplier ID is not recognised by NIE
- The Supplier ID and Supplier Unit combination is not recognised by NIE for the required date
- The current Supplier has been registered at the Meter Point for less than 20 days as at the required date where a required date is specified or as at the receipt date in other cases.
- The Supplier submitting the Registration is already registered to this MPRN for the same Supplier Unit
- A Registration from another Supplier is pending completion.
- The SSAC is not a valid arrangement for the Supplier Unit with respect to the Settlement Class of the Meter Point.
- The Supplier has not indicated that a Supply Agreement exists with the Customer. Where the Supplier has an agency agreement then for LV connected Customers this must include a clause to cover Customer acceptance of the NIE Connection Conditions.
- The CoS Read Arrangement specified on Registration is not recognised or is not valid for the Metering Class
- The Meter Configuration Code is not valid in combination with the MIC and MEC. An Interval meter is required where the MIC or MEC exceeds 70kVA.
- The Meter Configuration Code is not valid in combination with the existing Usage Type
- The required date is more than fifteen days in the future
- The required date is less than three days in the future for an existing Interval Meter Point
- An Appointment Id is included in the Registration Request message
- A Registration Request for a trading site is not consistent with Registration data obtained from the SEM-O under SEM Agreed Procedure 1

Where import at a participant generator or import for the Actual AGU Supply Point is to be Registered as part of a trading site Supplier Unit then NIE will not proceed with the Registration unless and until:

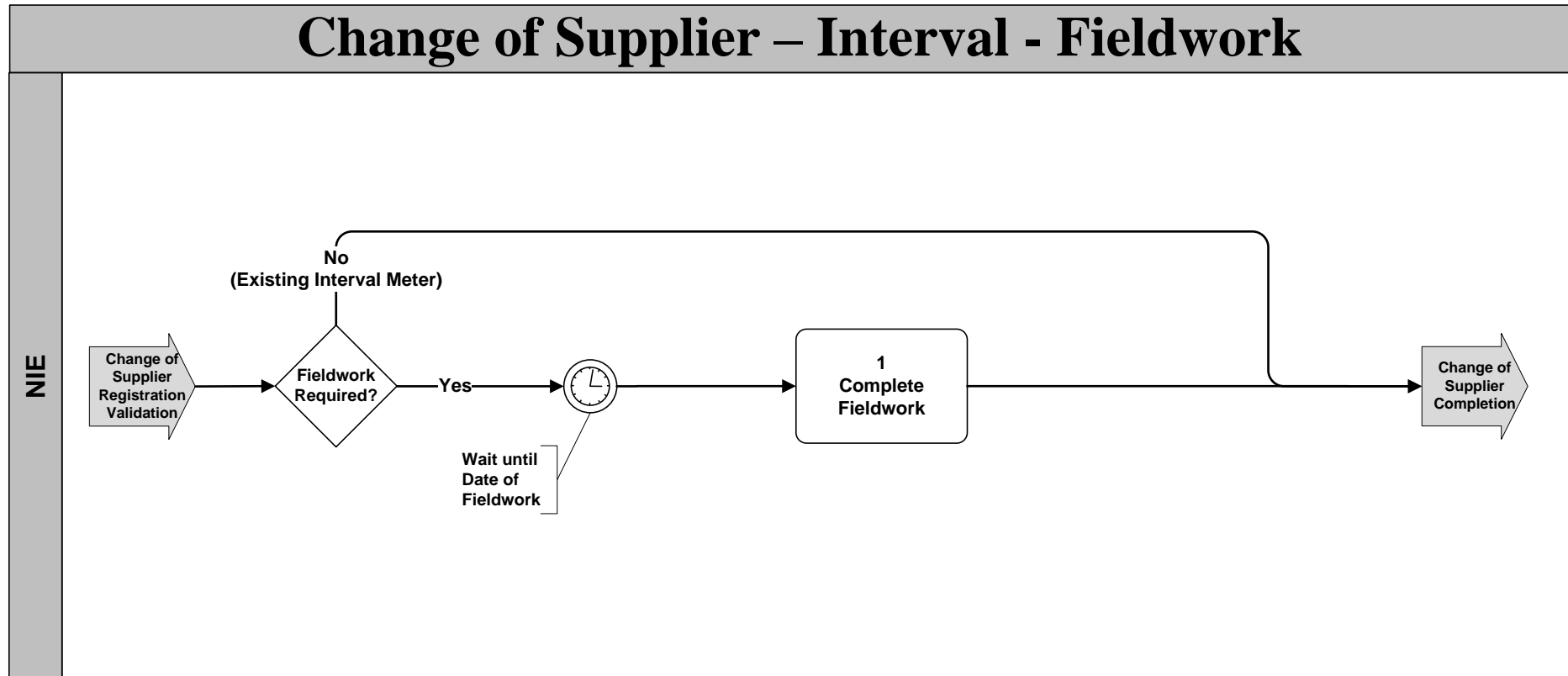
- The SEM-O has verified that the proposed trading site Supplier Unit Registration is consistent with the Supplier Unit Registration for the Generator Unit that the Supplier has made and had accepted by the SEM-O
- The required date for the Registration is consistent with the date advised by the SEM-O for the proposed trading site Supplier Unit Registration

Where NIE is unable to proceed with the Registration due to inconsistency with data held by the SEM-O then NIE will reject the Registration Request.

## Retail Market Procedure NI 2 – Change of Supplier Interval

### 2.2 Fieldwork

#### 2.2.1 Process Flow Diagram



## **Retail Market Procedure NI 2 – Change of Supplier Interval**

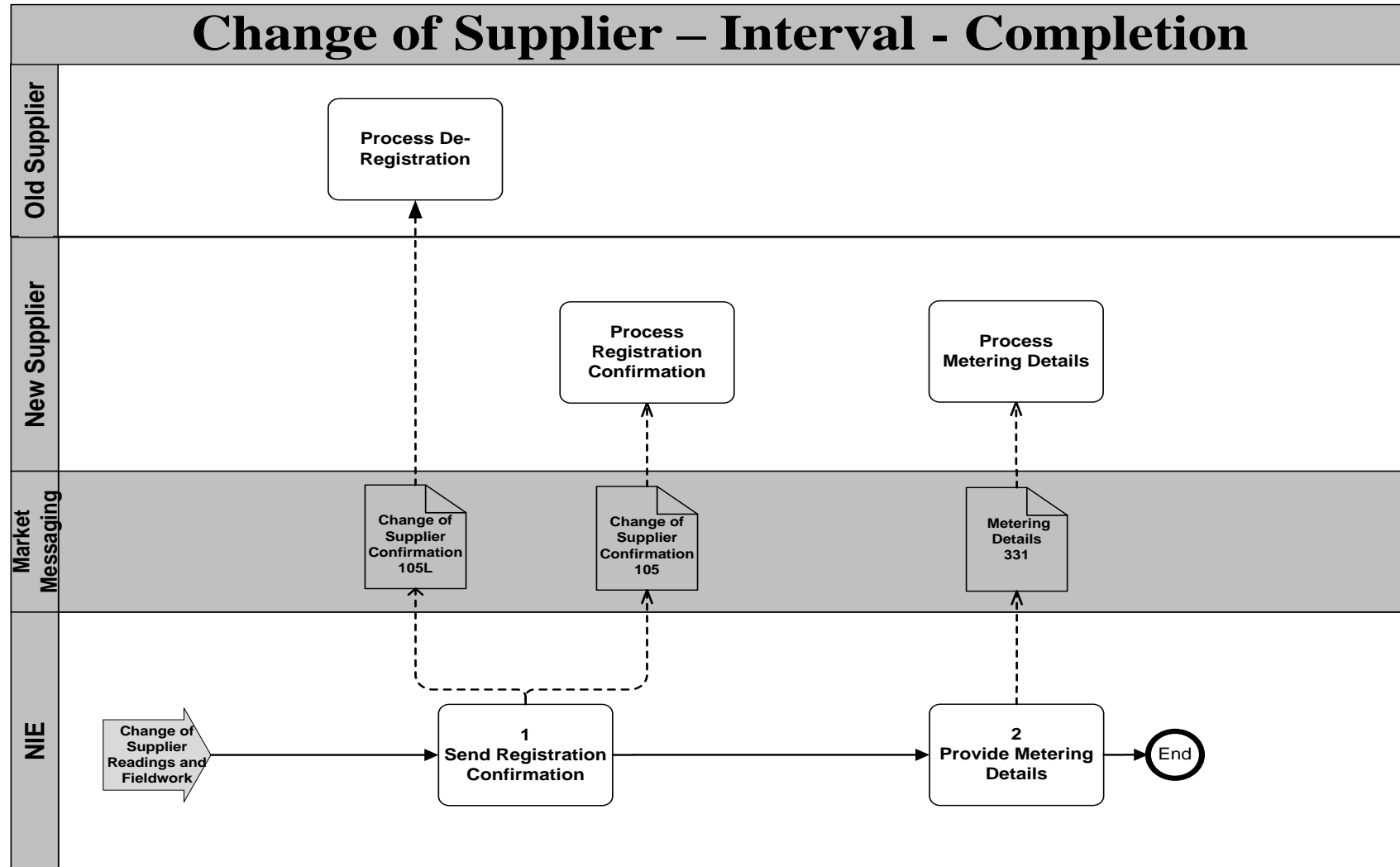
### 2.2.2 Process Activities

Step	Role	Action	Interface
1	<b>NIE</b>	<p>NIE will endeavour to perform Fieldwork on the required date. NIE will not despatch Fieldwork until all the following conditions are satisfied:</p> <ul style="list-style-type: none"><li>• An Appointment has been made; and</li><li>• There is not an outstanding objection; and</li><li>• For connections at HV, a Connection Agreement is in place.</li><li>• For connections at LV where the Supplier does not have an agency agreement; a Connection Agreement is in place</li></ul> <p>Where Fieldwork cannot be completed due to non-standard communications requirements or for any other reason including rewiring, NIE will advise the Supplier of this and of any non-standard charges.</p> <p>Where NIE reschedule Fieldwork NIE will send a Fieldwork Status to the New Supplier</p> <p>When complete, the meter details will be provided to NIE for processing.</p>	<p>Manual advice of non-standard conditions</p> <p>131[R] to New Supplier</p>

## Retail Market Procedure NI 2 – Change of Supplier Interval

### 2.3 Completion

#### 2.3.1 Process Flow Diagram



## Retail Market Procedure NI 2 – Change of Supplier Interval

### 2.3.2 Process Activities

Step	Role	Action	Interface
1,2	<b>NIE</b>	<p>NIE will confirm the completion of a Change of Supplier when all of the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The objection period for debt or contract default has expired</li> <li>• For Interval Meter Points, the required date is reached</li> <li>• Any required Fieldwork has been completed; and closing readings obtained where applicable</li> <li>• For connections at HV; a Connection Agreement is in place</li> <li>• For connections at LV where the Supplier does not have an agency agreement; a Connection Agreement is in place</li> </ul> <p>For Interval Meter Points where no Fieldwork is required the New Supplier Registration will be effective from the start of the calendar day on which the relevant conditions have been satisfied.</p> <p>For Interval Meter Points where Fieldwork is required, the New Supplier Registration will be effective from the start of the calendar day on which the work is completed.</p> <p>On completion, the New Supplier will be advised of:</p> <ul style="list-style-type: none"> <li>• The effective date of the New Supplier Registration, together with confirmation of the connection and Customer details held by NIE and; either</li> <li>• Details of Interval metering</li> </ul> <p>On completion, the Old Supplier will be advised of the final date of the Old Supplier registration; and</p> <p>NIE will record any new Customer details collected as part of the Registration process.</p>	<p>105 to New Supplier 331 to New Supplier</p> <p>105L to Old Supplier</p>