Retail Market Procedure NI 29
Change of Supplier Grouped Unmetered

06/06/2012

<table>
<thead>
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<th>Current Status:</th>
<th>Baseline</th>
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<tbody>
<tr>
<td>Issue Date:</td>
<td>06/06/2012</td>
</tr>
<tr>
<td>Version:</td>
<td>2.1</td>
</tr>
</tbody>
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1. Introduction

1.1 Scope

This document describes the Retail Market Procedure for a Change of Supplier for Grouped Unmetered Meter Points in Northern Ireland.

This process will be followed when a Registration application is received for a Grouped Unmetered Meter Point whose status is ‘Energised’ or ‘De-Energised’.

Where a Registration application is received for a Grouped Unmetered Meter Point whose status is ‘Assigned’ then the MP NI 27 New Grouped MPRN 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 grouped unmetered sites and contains the following sub-processes:

- Registration Validation
- Completion

This procedure excludes:

- Requests to SEM-O by an existing Supplier for changes to or additional Supplier Units.
1.2 History of Changes

<table>
<thead>
<tr>
<th>Version</th>
<th>Source of Change</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>0.1</td>
<td>P Merkens</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>0.91</td>
<td>P Merkens</td>
<td>Updated following NIE review and ready for SIG Workshop</td>
</tr>
<tr>
<td>0.92</td>
<td>P Merkens</td>
<td>Updated following SIG Workshop</td>
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<tr>
<td>0.93</td>
<td>A Ferguson</td>
<td>Final Draft Issued for Supplier Review prior to SIG Approval</td>
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<td>1.0</td>
<td>A Ferguson</td>
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<td>2.0</td>
<td>J-E Smith</td>
<td>Baseline CDA Board Approved</td>
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<td>Updated to reflect MP NI 39 Glossary of Terms</td>
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1.3 Document References

<table>
<thead>
<tr>
<th>Document Reference</th>
<th>Document name</th>
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<tr>
<td>MG NI 23</td>
<td>Supplier Data Requests</td>
</tr>
<tr>
<td>MP NI 27</td>
<td>New Grouped MPRN</td>
</tr>
<tr>
<td>MP NI 39</td>
<td>NI Market Procedures - Glossary of Terms</td>
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1.4 Outstanding Issues
None
2. Procedure Description

2.1 Registration Validation

2.1.1 Process Flow Diagram

Change of Supplier – Grouped Unmetered Registration Validation

<table>
<thead>
<tr>
<th>Old Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Supplier</td>
</tr>
<tr>
<td>Interface</td>
</tr>
<tr>
<td>NIE</td>
</tr>
</tbody>
</table>

1. Submit Registration Application
2. Validate Registration Application
3. Notify Old Supplier
4. Send Registration Acceptance

Change of Supplier Completion

Process Notification

MP NI 3 Objections and Cancellations

Process Acceptance

Registration Acceptance

Registration Rejection

Validation Status?

Valid

Invalid

End

Object to Change of Supplier?

Yes
## Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered

### 2.1.2 Process Description

<table>
<thead>
<tr>
<th>Step</th>
<th>Role</th>
<th>Action</th>
<th>Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>New Supplier</strong></td>
<td>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). NIE will provide a record of the unmetered inventory associated with each unmetered Meter Point on the Market Website. <strong>Change of Supplier registration</strong>&lt;br&gt;The New Supplier will request Registration of a Meter Point by providing a Registration application by email to NIE completed in accordance with the applicable rules. The Supplier is responsible for the validity of all information provided for the purposes of registering a Grouped MPRN.&lt;br&gt;Fieldwork is not permitted as part of the Change of Supplier process for an unmetered Meter Point.</td>
<td>Registration Application to NIE</td>
</tr>
<tr>
<td>2</td>
<td>NIE</td>
<td>NIE will validate the Registration application (see section 2.1.3 for validation).</td>
<td>Registration Rejection to New Supplier</td>
</tr>
<tr>
<td>A1</td>
<td>NIE</td>
<td>Where a Registration application fails validation NIE will reject the Registration application and inform the New Supplier by email of the reasons.</td>
<td>Registration Rejection to New Supplier</td>
</tr>
<tr>
<td>3</td>
<td>NIE</td>
<td>Where the Registration application is accepted NIE will advise the Old Supplier by email of the Registration application</td>
<td>Change of Supplier Notification to Old Supplier</td>
</tr>
<tr>
<td>4</td>
<td>NIE</td>
<td>Where the Registration application is accepted NIE will inform the Supplier by email of the acceptance.</td>
<td>Registration Acceptance to Supplier</td>
</tr>
</tbody>
</table>
Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered

2.1.3 Registration 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 MPRN is not a Grouped MPRN.
- 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
- The Supplier Unit is a trading site Supplier Unit
- The Supplier submitting the Registration is already registered to this MPRN
- 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.
- 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.
- The required date if provided is more than 15 days in the future.
- The required date if provided is less than three business days in the future.
2.2 Completion
2.2.1 Process Flow Diagram

Change of Supplier – Grouped Unmetered Completion

Old Supplier

New Supplier

Interface

NIE

Change of Supplier Confirmation

Process Change of Supplier Confirmation

Process Consumption Details

Process Change of Supplier Confirmation

Process Inventory Details

Change of Supplier Confirmation

Change of Supplier Confirmation

Unmetered Consumption 701

Unmetered Inventory 700

Send Change of Supplier Confirmations

Provide Unmetered Inventory and Consumption

End

End
## Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered

### 2.2.2 Process Description

<table>
<thead>
<tr>
<th>Step</th>
<th>Role</th>
<th>Action</th>
<th>Interface</th>
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</table>
| 1, 2 | NIE  | NIE will complete the Change of Supplier when all the following conditions are satisfied:  
- The objection period for debt or contract default has expired; and  
- An Unmetered Agreement is in place.  
On completion NIE will:  
- Advise the New Supplier by email of the effective date of the New Supplier Registration, together with confirmation of the connection and Customer details held by NIE.  
- Send an Unmetered Characteristics and AUF market message to the New Supplier to advise details of unmetered inventory.  
On completion NIE will:  
- Advise the Old Supplier by email of the final date of the Old Supplier Registration; and  
- Send an Unmetered Consumption market message to the Old Supplier to advise unmetered consumption to the final date of the Old Supplier Registration | Confirmation of Change of Supplier to New Supplier  
700 to New Supplier  
Confirmation of Change of Supplier to Old Supplier  
701 to Old Supplier |
|     |      | NIE will record any new Customer details collected as part of the Registration process. |          |

### Festive Lighting

Unmetered sites associated with Christmas festive lighting will be manually activated at an agreed date (typically in early November) and subsequently de-activated at an agreed date (typically early January).

When re-activated:  
- Consumption will be calculated for each MPRN based on the type of lighting at the site  
- Send an Unmetered Characteristics and AUF market message to the New Supplier to advise details of unmetered inventory  
- Send an Unmetered Consumption market message to the Registered Supplier to advise unmetered consumption to the final date of the Registered Supplier Registration  

700 to New Supplier  
701 to Registered Supplier
## Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered

<table>
<thead>
<tr>
<th>Step</th>
<th>Role</th>
<th>Action</th>
<th>Interface</th>
</tr>
</thead>
</table>
|      |      | When de-activated:  
- Supplier will not receive 701 market message for these sites  
- Send an Unmetered Characteristics and AUF market message to the Registered Supplier to advise details of unmetered inventory. | 700 to Registered Supplier |

### 2.2.3 Completion Rules

The Old Supplier Registration will be effective until the end of the calendar day before the effective date of the New Supplier Registration.