Retail Market Procedure NI 29

Change of Supplier Grouped Unmetered

31/08/2016

<table>
<thead>
<tr>
<th>Current Status:</th>
<th>Baseline</th>
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<tr>
<td>Issue Date:</td>
<td>31/08/2016</td>
</tr>
<tr>
<td>Version:</td>
<td>3.0</td>
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</table>
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>
</tr>
<tr>
<td>0.93</td>
<td>A Ferguson</td>
<td>Final Draft Issued for Supplier Review prior to SIG Approval</td>
</tr>
<tr>
<td>1.0</td>
<td>A Ferguson</td>
<td>Baseline SIG Approval</td>
</tr>
<tr>
<td>2.0</td>
<td>J-E Smith</td>
<td>Baseline CDA Board Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Updated for DR1110/CRID163</td>
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<td>J-E Smith</td>
<td>Baseline CDA Board Approved</td>
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<td></td>
<td>A Ferguson</td>
<td>• Updated for DR1118/CRID167</td>
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<tr>
<td></td>
<td></td>
<td>Updated to reflect MP NI 39 Glossary of Terms</td>
</tr>
<tr>
<td>3.0</td>
<td>NIE Networks</td>
<td>Updated to incorporate change of name from NIE to NIE Networks</td>
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1.3 Document References

<table>
<thead>
<tr>
<th>Document Reference</th>
<th>Document name</th>
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<tbody>
<tr>
<td>MG NI 23</td>
<td>Supplier Data Requests</td>
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<tr>
<td>MP NI 27</td>
<td>New Grouped MPRN</td>
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<tr>
<td>MP NI 39</td>
<td>NI Market Procedures - Glossary of Terms</td>
</tr>
</tbody>
</table>

1.4 Outstanding Issues

None
2. Procedure Description

2.1 Registration Validation

2.1.1 Process Flow Diagram

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**Change of Supplier – Grouped Unmetered Registration Validation**

- **Old Supplier**
  - 1. Submit Registration Application
  - 2. Validate Registration Application
  - 3. Notify Old Supplier

- **New Supplier**
  - 1. Submit Registration Application
  - 2. Process Rejection

- **Interface**
  - 3. Notify Old Supplier
  - 4. Send Registration Acceptance

- **NIE Networks**
  - 1. Send Registration Rejection
  - 2. Validate Registration Application

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**Decision Points:***

- Process Notification
- Change of Supplier Notification
- Registration Rejection
- Registration Acceptance
- MP NI 3 Objections and Cancellations

**Flow***

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

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**Additional Information:***

- Where no Objection Or Cancellation
- Change of Supplier Completion

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*MP NI 29 Change of Supplier Grouped Unmetered - v3.0*
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>New Supplier</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 Networks will provide a record of the unmetered inventory associated with each unmetered Meter Point on the Market Website.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Change of Supplier registration</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The New Supplier will request Registration of a Meter Point by providing a Registration application by email to NIE Networks 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fieldwork is not permitted as part of the Change of Supplier process for an unmetered Meter Point.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NIE Networks</td>
<td>NIE Networks will validate the Registration application (see section 2.1.3 for validation).</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NIE Networks</td>
<td>Where the Registration application is accepted NIE Networks 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 Networks</td>
<td>Where the Registration application is accepted NIE Networks will inform the Supplier by email of the acceptance.</td>
<td>Registration Acceptance to Supplier</td>
</tr>
</tbody>
</table>
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 Networks; where such data is held by NIE Networks. The matching is case sensitive.
- The Supplier ID is not recognised by NIE Networks
- The Supplier ID and Supplier Unit combination is not recognised by NIE Networks
- 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

New Supplier

Old Supplier

Send Change of Supplier Confirmations

Process Change of Supplier Confirmation

Process Consumption Details

Provide Unmetered Inventory and Consumption

Change of Supplier Registration/Validation

Process Change of Supplier Confirmation

Unmetered Inventory 700

Unmetered Consumption 701

Change of Supplier Confirmation

Change of Supplier Confirmation
## 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>
</tr>
</thead>
</table>
| 1, 2 | NIE Networks | NIE Networks 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 Networks 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 Networks.  
- Send an Unmetered Characteristics and AUF market message to the New Supplier to advise details of unmetered inventory.  

On completion NIE Networks 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  

NIE Networks will record any new Customer details collected as part of the Registration process. | Confirmation of Change of Supplier to New Supplier  
700 to New Supplier  
701 to Old Supplier |

### 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  

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

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

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.