

## CP1352 – Remove option of postal FAA invoices

CP1352 proposes changes to BSCP301 sections 4.2, 4.5.1 and 5.1.4.

We have redlined these changes against version 14.0 of the BSCP.

*[Sections 1.1-4.1 are unchanged]*

### 4.2 Calculate and Arrange Payments

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.1	To be received by 10:00 on Notification Date.	Send SAA Settlement Results for each relevant Settlement Day (i.e. all Settlement Days with this Notification Date as per the Payment Calendar).	SAA	FAA	Credits and Debits Report for Initial, Reconciliation and Post-Final Settlement Runs (where applicable) For each Settlement Day and for each Trading Party: <ul style="list-style-type: none"> <li>• Daily Party BM Unit Cashflow</li> <li>• Daily Party Non-Delivery Charge</li> <li>• Daily Party Energy Imbalance Cashflow</li> <li>• Daily Party Information Imbalance Charges</li> <li>• Daily Party Residual Settlement Cashflow</li> </ul> For each Settlement Day: <ul style="list-style-type: none"> <li>• Daily System Operator BM Cashflow</li> </ul>	Electronic

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.2	If SAA Settlement Results not received by 10:00.	Send notification of non-receipt and liaise with SAA to attempt to obtain data in time to run production and despatch processes.	FAA	SAA BSCCo	Notification of non-receipt	Tel/Fax
4.2.3	If final Reconciliation postponed.	Reschedule final Reconciliation.	FAA			Internal Process
4.2.4	If SAA Settlement Results received on time.	Validate results for completeness, against Standing Data and for balance (within £10) between total debits and total credits.	FAA		Credits and Debits Report	Internal Process
4.2.5	If SAA Settlement Results are invalid (£10 difference or more) or data is missing then notify as soon as possible after receipt from SAA	Notify invalidity or missing data as soon as aware of invalidity. (If this is not done by close of business on Notification Date, SAA will assume that the data are valid).	FAA	SAA	Notification of invalidity	Tel/Fax
4.2.6	Using its best endeavours	Resolve problem and send revised SAA Settlement Results.	SAA	FAA	Revised Credits and Debits Report	Electronic
4.2.7	If valid results available in time for production and despatch processes to be run	Run FTS.	FAA			Internal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.8	<ul style="list-style-type: none"> <li>No later than the Notification Date, if the Advice Note Threshold Limit has been exceeded; or</li> <li>on a Quarter Date<sup>1</sup>; or</li> <li>as requested by BSCCo or by a Payment Party in accordance with Section N7.1.8 of the Code; or</li> <li>as determined by the Panel</li> </ul>	Send Advice Note with combined charges <sup>2</sup> .	FAA	Each Payment Party	Advice Note showing the combined amount that is to be paid by the Party to the Code Clearer or to that Payment Party by the Code Clearer on that Payment Date. Sample in Appendix 5.1.1.	Email <del>and optionally by First Class Post</del>
4.2.9	When Trading Charges are incurred and no later than the Notification Date	Send Trading Charges backing sheets.	FAA	Each Payment Party	Backing Documentation for Trading Charges. Sample in Appendix 5.1.5.	Email <del>and optionally by First Class Post.</del>
4.2.10	<ul style="list-style-type: none"> <li>When Default Charges have accrued; and</li> <li>either the monetary or time thresholds have been exceeded; and</li> <li>no later than the Notification Date.</li> </ul>	Send Default Charges backing sheet.	FAA	Each Payment Party	Backing Documentation for Default Charges. Sample in Appendix 5.1.5.	Email <del>and optionally by First Class Post</del>

<sup>1</sup> Where a Quarter Date falls on a non-Working Day, Advice Notes will be sent on the last Working Day prior to the Quarter Date.

<sup>2</sup> The FAA will include ad-hoc charges into the Advice Note where the Payment Date for the Advice Note matches the ad-hoc charge Payment Date.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.11	When an ad-hoc charge occurs, and no later than the Notification Date	Send ad-hoc charges backing sheets.	FAA	Each Payment Party	Backing Documentation for ad-hoc charges. Sample in Appendix 5.1.5.	Email <del>and optionally by First Class Post</del>
4.2.12	If Payment Date postponed	Resume at 4.2.6 above on the next Business Day (so that the postponed Payment Date is the second Business Day after valid Settlement Results received).				
4.2.13	10 WD after the FAA receives notification of ad-hoc payment, or as otherwise agreed by the Panel	Include ad-hoc payment in Advice Note for Payment Date in question. <sup>3</sup>	FAA	Payment Party		Email <del>and optionally by First Class Post</del>
<b><i>Where an undeliverable return receipt is received relating to the electronic delivery of an Advice Note/Confirmation Notice/Advice Note Backing Sheet</i></b>						
4.2.14	If electronic delivery of an Advice Note / Confirmation Notice / backing sheet fails	Contact affected Party and either: a) request a temporary email address to deliver the file electronically; b) request a fax number to fax to the document to the Party; c) advise the Party of the amount payable or receivable and post the document.	FAA	Payment Party		Telephone
4.2.15	If electronic delivery of an Advice Note / Confirmation Notice / backing sheet fails and telephone contact is not possible	Send document to Party by post until such time as the FAA can contact the Party and confirm the situation or resolve the email non-delivery problem.	FAA	Payment Party		First Class Post

<sup>3</sup> An Advice Note will not be issued unless the ad-hoc payment breaches the Monetary Threshold or if the Payment Date is on a Quarter Date.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.16	If Payment Party suspects they should have received an Advice Note / Confirmation Notice / backing sheet	Contact FAA and advise of non-receipt of expected document.	Payment Party	FAA		Telephone, Email
4.2.17	Following 4.2.16	Investigate and advise Payment Party as necessary.	FAA	Payment Party		Internal process, telephone, email

*[Sections 4.3-4.4 are unchanged]*

## **4.5 Maintain Arrangements with Banks**

### **4.5.1 Obtain new and changed banking details and authorisations**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.5.1.1	As required and no later than 5 WD before a change in VAT status that alters the liability of the Party to UK VAT	Send completed and authorised “Funds Accession” form or “Amendments to Funds Accession Details” form, as necessary.	Party	FAA, BSCCo	Sample forms in Appendix 5.1.4 Signatory must be authorised as per BSCP38 BSCP301/04(a) if new details BSCP301/04(b) if details have been changed	Manual

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.5.1.2	Within 1 WD of 4.5.1.1 where notice of a change in VAT status that alters liability of the Party to UK VAT, has been given	Check “Amendments to Funds Accession Details.” Where VAT declaration is complete, notify consent to change in VAT status.  Where VAT declaration is incomplete or believed to be erroneous <sup>4</sup> contact Party and resolve.	BSCCo  BSCCo	FAA  Party	Completed  BSCP301/04 (a); or  BSCP301/04 (b).	Manual
4.5.1.3	No later than 3 WD before the Payment Date on which the change in VAT status takes effect, and prior to calculation of payments, where BSCCo has consented to change in VAT status	Validate Funds Accession Form or Funds Accession Details Form & update VAT details	FAA		Consent to change in VAT status from BSCCo	Internal Process
<del>4.5.1.4</del>	<del>Within 3 WD of 4.5.1.1, as appropriate</del>	<del>Update record of Payment Parties who have opted to receive posted Advice Notes, Confirmation Notices and backing sheets, on Funds Accession Form or Amendments to Funds Accession Details Form.</del>	<del>FAA</del>		<del>BSCP301/04(a) if new details BSCP301/04(b) if details have been changed.</del>	<del>Internal Process</del>
4.5.1. <del>4</del> <sup>5</sup>	Within 4 WD of 4.5.1.1	Check Payment Party’s contact details against those received from CRA.	FAA			Internal Process
4.5.1. <del>5</del> <sup>6</sup>	Within 10 WD of 4.5.1.1	Establish / revise transfer details.	FAA	Party Banks	Direct Debit instructions, CHAPS, BACS	Manual

<sup>4</sup> Examples of incomplete or erroneous VAT declarations may include (but may not be restricted to): where a Party has declared that they are not liable for UK VAT but provided an UK address (or vice versa); or has given an address within the EU but has not declared a VAT number and/or the two-letter country identifier Code for the relevant EU member state.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.5.1.67	Before the new Party can take part in Trading Arrangements	Set up banking communication links.	FAA	BSC Banker, Collection Account	As required	Internal Process

*[Sections 4.5.2-5.1.3 are unchanged]*

## 5.1.4 BSCP301/04(a) Funds Accession Form

<b>To: FAA, BSCCo</b>	<b>Date Sent:</b> _____
<b>From: Participant Details</b>	Participation Capacity: _____
Party ID: _____	Name of Sender: _____
Sender email address: _____	
Our Ref: _____	Contact Tel. No. _____
<b>Name of Authorised Signatory:</b> _____	
Authorised Signature <sup>5</sup> : _____	Password: _____

PARTY NAME:			
Party Address:			
Company Registered Number:			
<u>Point of Contact Name<sup>6</sup>:</u>			
<u>Point of Contact Postal Address<sup>7</sup> Address details for Advice/Confirmation Note:</u>			
Point of Contact Telephone Number:			
Point of Contact Facsimile Number:			
Point of Contact email address (for general queries) <sup>8</sup> :			
Payment Notice email address <sup>9</sup>			
Collection Account:	Barclays Bank	Elect Method of Payment	CHAPS/BACS Direct Debit
<del>Receive copy Advice Notes, Confirmation Notices and Advice Note Backing Sheets in hard copy by First Class pre-paid post?</del>		<del>Yes / No (delete as applicable)</del>	

For the purposes of Council of the European Union Directive 2003/92/EC as regards the rules on the place of supply of gas and electricity, should the place of supply of electricity for this Party ID be considered to be in the UK or not?	UK / Non-UK (delete as applicable)
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<sup>5</sup> Refer to BSCP38 for authorised signatory category details.

<sup>6</sup> This must be a department name (e.g. 'Accounts Payable') or, if this is not possible, a job title (e.g. 'Finance Director').

<sup>7</sup> If the FAA is unable to deliver Advice Notes, Confirmation Notices and/or Advice Notes Backing Sheets to the Payment Notice email address specified below, it may deliver these to this postal address in accordance with section 4.2 of this Procedure.

<sup>8</sup> This email address will be used as the first point of contact for the FAA.

<sup>9</sup> This email address will be used for the delivery of all Advice Notes, Confirmation Notices and Advice Note Backing Sheets, except in the event of an email delivery failure as described in section 4.2 of this Procedure. This email address must be an anonymised email address which should be accessible to more than one individual recipient e.g. bscpaymentnotice@nameofparty.co.uk



VAT Number:	
If for the purposes of Council of the European Union Directive 2003/92/EC as regards the rules on the place of supply of gas and electricity, the place of supply of electricity for this Party ID is within the European Union, please supply the two-letter identifier code for the place of supply country.	
Type of Credit Cover:	

Settlement Bank Name:

Settlement Bank Address:

Settlement Bank Sort Code:

Settlement Account Number:

Settlement Name of Account:

Settlement Bank Contact Details

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# BSCP301/04(b) Amendments to Funds Accession Details<sup>10</sup>

<b>To: FAA, BSCCo:</b>	<b>Date Sent:</b> _____
<b>From: Participant Details</b>	Participation Capacity: _____
Party ID: _____	Name of Sender: _____
Sender email address: _____	
Our Ref: _____	Contact Tel. No. _____
<b>Name of Authorised Signatory:</b> _____	
Authorised Signature <sup>11</sup> : _____	Password: _____

	Current Details	New Details	Effective Date
PARTY NAME:			
Party Address:			
Company Registered Number:			
<u>Point of Contact Name</u> <sup>6</sup> :			
<u>Point of Contact Postal Address</u> <sup>7</sup> <del>Address details for Advice/Confirmation Note:</del>			
Point of Contact Telephone Number:			
Point of Contact Facsimile Number:			
Point of Contact e-mail (for general queries) <sup>8</sup> :			
Payment Notice email address <sup>9</sup>			
Collection Account:	Barclays Bank		
Elect Method of Payment	CHAPS/BACS Direct Debit		
<del>Receive Advice Notes, Confirmation Notices and backing sheets in hard copy by First Class pre-paid post?</del>	<del>Yes / No (delete as applicable)</del>		
For the purposes of Council of the European Union Directive 2003/92/EC as regards the rules on the place of supply of gas and	UK / Non-UK (delete as applicable)		

<sup>10</sup> It is the responsibility of each Party to notify the FAA and BSCCo immediately upon any changes to its Funds Accession Details by submitting this BSCP 301/04(b) form. In the absence of such notification, and any notice or other communication given in connection with the Code or relevant BSC Procedure(s) and sent to the Funds Accession Details provided by a Party shall be treated as valid for the purposes of the Code, except where otherwise expressly provided in the Code or relevant Code Subsidiary Document.

<sup>11</sup> Refer to BSCP38 for authorised signatory category details.

	<b>Current Details</b>	<b>New Details</b>	<b>Effective Date</b>
electricity, should the place of supply of electricity for this Party ID be considered to be in the UK or not?			
VAT Number:			
If for the purposes of Council of the European Union Directive 2003/92/EC as regards the rules on the place of supply of gas and electricity, the place of supply of electricity for this Party ID is within the European Union, please supply the two-letter identifier code for the place of supply country.			
Type of Credit Cover:			

	<b>Current Details</b>	<b>New Details</b>	<b>Effective Date</b>
Settlement Bank Name:			
Settlement Bank Address:			
Settlement Bank Sort Code:			
Settlement Account Number:			
Settlement Name of Account:			
Settlement Bank Contact Details			

*[Sections 5.1.5-5.3 are unchanged]*