Balancing and Settlement Code

BSC PROCEDURE

Submission of ECVNs and MVRNs

BSCP71

Version 13.0

Date: 2 November 2017

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BSC Procedure 71

relating to

Submission of ECVNs and MVRNs

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of "BSC Procedure" in Section X, Annex X-1 thereof.

2. This is BSC Procedure 71 Version 13.0 relating to the submission of Energy Contract Volume Notifications (ECVNs) and Metered Volume Reallocation Notifications (MVRNs).

3. This BSC Procedure is effective from 2 November 2017.

4. This BSC Procedure has been approved by the Panel.

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AMENDMENT RECORD

Version	Date	Description of Changes	Changes Included	Mods/ Panel/ Committee Refs
1.0	Code Effective Date	Designated version	n/a	n/a
2.0	14/12/00	Work outstanding at Go Active resolution of inconsistencies inclusion of consultation comments	210, 230	09/006
3.0	22/02/01	ECVNA termination of authorisations to be effective the next Working Day and inconsistencies identified	289 & 299	13/007
4.0	13/08/02	Change Proposals for BSC Systems Release 2	CP503, 547, 546, 726	ISG16/166 ISG18/193
5.0	24/06/03	Change Proposals for CVA Programme June 03 Release	CP571, CP756, CP878	
6.0	05/11/03	November 03 Release	P110 CP888	59/011 ISG/24/269
7.0	03/11/04	CVA Programme Nov 04 Release	CP502, P98	
8.0	23/02/05	CVA Programme Feb 05 Release	BETTA 6.3, P159	78/007
9.0	05/02/07[1]	Urgent Modification Proposal P210	P210	125/10g
10.0	26/06/08	June 08 Release	CP1223	SVG84/02 ISG84/01 TDC109/01 PAB84/11
11.0	04/11/10	November 10 Release	CP1328 CP1331	ISG112/01 SVG112/03 ISG112/01 SVG112/03
12.0	05/11/15	November 2015 Release	CP1430 P309	ISG168/01 ISG172/04
13.0	02/11/17	November 2017 Release	P342 Alternative	ISG198/04

[1] P210 was approved by the Authority on 29 March 2007 with the retrospective implementation date of 5 February 2007.

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1 Introduction

1.1 Purpose and Scope of the Procedure

The purpose of this BSCP is to enable the submission of Energy Contract Volume Notifications (ECVNs) and Metered Volume Reallocation Notifications (MVRNs) to the Energy Contract Volume Aggregation Agent (ECVAA). It describes the process for submitting notifications, and replacing previously submitted notifications.

The procedure enables participants who wish to become Energy Contract Volume Notification Agents (ECVNA) or Meter Volume Reallocation Notification Agents (MVRNA) to register as such Party Agent types with the Central Registration Agent (CRA). It then enables each Party to authorise an ECVNA or MVRNA for the purpose of providing ECVNs or MVRNs to the ECVAA.

Notification authorisation may be established on a single or dual basis: a single notification authorisation is where the same ECVNA or MVRNA is appointed by both Parties; a dual notification authorisation is where a different ECVNA or MVRNA is appointed by each Party. In addition the procedure also caters for a single Party wishing to provide to ECVAA, ECVNs related to its two Energy Accounts.

In the case of ECVNA Authorisations, Parties must also use this procedure to specify whether for a given Authorisation, notification amendments should be processed on an additional or replacement basis, or whether both amendment types should be accepted. Whether an Authorisation allows an ECVNA to submit additional, replacement or both types of ECVN is its Notification Amendment Type.[2] This procedure explains how Parties may change the status of an Authorisation's Notification Amendment Type.

The procedure describes the process by which ECVNs and MVRNs are submitted by ECVNAs and MVRNAs, and provides details of the data required in a valid notification. It also provides details of the rules for:

- Refusal or rejection of an otherwise valid notification because of Credit Default;
- Termination of ECVNA and MVRNA Authorisations; and
- Procedures to allow Contract Trading Parties to nullify all notified volumes between two accounts providing all authorisations between those accounts have already been terminated. (Note that this nullification procedure is not selective: specification occurs at the BSC Party level and is for use when it is imperative to nullify all notified volumes between a Party and Counter Party).

In addition, the procedure allows Parties, ECVNAs and MVRNAs to specify changes to their ECVAA notification feedback reporting options for each authorisation (including the ability to opt out of receiving reports).

[2] It is assumed that the Notification Amendment Type for any Authorisation pre-dating the P309 implementation date is set to 'both' unless it is updated by an Authorisation Change or a successor Authorisation.

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Upon successful completion of registration, applicants will be able to access the ECVAA Web Service. For further information contact the BSC Service Desk.

Where a Party has access to the Self-Service Gateway and an equivalent online form is provided, the Party may use the online form as an alternative to the paper forms defined in this BSCP.

Where a Party has provided data using the Self-Service Gateway, BSCCo may use the service to validate and confirm the input data or to request additional data. Where this is the case, these online transactions will represent a valid equivalent to the transactions defined in this BSCP.

1.2 Main Users of Procedure and their Responsibilities

This BSCP should be used by:

- ECVNAs and MVRNAs to register with the CRA;
- Contract Trading Parties and ECVNAs/MVRNAs to submit joint authorisations or individual terminations including reporting requirements;
- BSCCo and CRA to receive and process registration applications;
- ECVAA to receive and validate authorisations and terminations and to process requests to ban / unban EWS users.
- ECVNAs and MVRNAs to submit ECVNs and MVRNs to the ECVAA;
- ECVNAs and MVRNAs to change their registration details (including de-registration); and
- Contract Trading Parties to request the nullifications of any outstanding volumes between two accounts when all authorisations between those accounts have been terminated.

1.3 Balancing and Settlement Code Provisions

This procedure should be read in conjunction with the Code and in particular Section P.

This BSCP has been produced in accordance with the provisions of the Code. In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

1.4 Associated BSC Procedures

This procedure interfaces with the following BSCPs:

BSCP38	Authorisations
BSCP41	Report Requests and Authorisation
BSCP70	CVA Qualification Testing for Parties and Party Agents

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2 Acronyms and Definitions

2.1 Acronyms

The terms used in this BSCP are defined as follows.

BSCCo	Balancing and Settlement Code Company
CRA	Central Registration Agent
ECVAA	Energy Contract Volume Aggregation Agent
ECVN	Energy Contract Volume Notification
ECVNA	Energy Contract Volume Notification Agent (the sole agent under single notification or the ECVNA for Trading Party 1 under dual notification)
ECVNAA	ECVNA Authorisation
ECVNA2	ECVNA for Trading Party 2 under dual notification (not used under single notification)
EWS	ECVAA Web Service
MVRN	Metered Volume Reallocation Notification
MVRNA	Meter Volume Reallocation Notification Agent (the sole agent under single notification or the MVRNA for the Lead Trading Party under dual notification)
MVRNAA	MVRNA Authorisation
MVRNA2	MVRNA for Subsidiary Trading Party under dual notification (not used under single notification)
TC	Transmission Company
VNNR	Volume Notification Nullification Request

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2.2 Definitions

Where appropriate full definitions of the above acronyms are included in the Code.

Authorisation Key	A system generated authentication password issued in association with an ECVNA ID or MVRNA ID, which is used by ECVAA to determine the validity of the originator of a notification.
Dual notification	Optional notification process, whereby both Parties to the notification (each via their nominated notification agent) submit their agreed contract volumes to the BSC Central Service Agent. The volumes are then matched and submitted to settlement as an agreed position.
ECVN Identifier	An identifier for a particular Energy Contract Volume Notification, comprising: • The ECVNAA Identifier of the ECVNAA under which it was submitted; and • An ECVN Reference Code provided by the ECVNA.
MVRN Identifier	An identifier for a particular Metered Volume Reallocation Notification, comprising: • The MVRNAA Identifier of the MVRNAA under which it was submitted; and • An MVRN Reference Code provided by the MVRNA.
Qualification	Recognition that a BSC Party or Party Agent has satisfied the communication requirements specified under Section O of the BSC, and that these systems have been tested according to the Communication Requirements Document.
Qualification Statement	Certificate of Qualification issued by BSCCo on completion of Qualification Tests.
Qualification Tests/ Qualification Test	Tests undertaken by a Qualifying Participant. The tests provide assurance that the necessary communication links between the Qualifying Participant and BSC Agents will function correctly under operational conditions.
Self-Service Gateway	An online portal, accessible through the BSC Website, that allows authorised users to provide and maintain registration data, including (but not limited to) the data defined in this BSCP.
Submission Deadline	The notification deadline for the purposes of submitting ECVNs and MVRNs for each Settlement Period as defined in Annex X-1
Trading Party 1	Trading Party 1 represents the Energy 'from' account. ECVNA notifies on behalf of Trading Party 1.
Trading Party 2	Trading Party 2 represents the Energy 'to' account. ECVNA2 notifies on behalf of Trading Party 2.

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3 Interface and Timetable Information

3.1 ECVNA Authorisation[3]

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	As required	ECVNA completes ECVNA Authorisation Request Form (without its password or signature). For single notification Authorisation requests, ECVNA issues copies of the form or its online equivalent to each relevant Contract Trading Party for their passwords and signatures. For dual notification Authorisation requests, either ECVN Agent may initiate the ECVNA Authorisation process. The initiating ECVN Agent issues the Authorisation Request Form to its Contract Trading Party and, on the same day, notifies the non-initiating ECVN Agent. Within 1 WD, the non-initiating ECVNA issues the Authorisation Request Form to its Contract Trading Party.	ECVNA(s)	Relevant Contract Trading Parties	For Single Notification Authorisation: ECVNA Authorisation Request Form for Single Notifications (Form BSCP71/01). For Dual Notification Authorisation: ECVNA Authorisation Request Form for Dual Notification (Form BSCP71/01a).	Email, Fax
3.1.2	On same day as 3.1.1	For single notification ECVNA signs and passwords its own copy of the Form and sends it to the ECVAA.[4] For dual notification, each ECVNA specifies its reporting requirement[5], signs and passwords the form and sends its own copy of its Form to the ECVAA.	ECVNA(s)	ECVAA	Form BSCP71/01 (for single notification) or BSCP71/01a (for dual notification), signed by an authorised person, registered as such using BSCP38 OR ECVNAA Request using ECVAA-I002 ECVNAA Data	Fax (with original to follow by post) Electronic

[3] If an Authorisation is requested using Electronic File Data Transfer, the passwords and signatures are not required as the access control to the participant system is sufficient authentication. Where faxes are used, participants are required to submit hard copies of the forms by post in case the faxed signatures are illegible.
[4] Please note that Parties and Party Agents must first request to receive reports using flexible reporting as detailed in BSCP41. These reports will be the default versions of the feedback reports. Subsequently, the reporting requirements at an authorisation level can be changed using form BSCP71/11 as detailed in section 3.12.
[5] Please note that Parties and Party Agents must first request to receive reports using flexible reporting as detailed in BSCP41. Thereupon they can specify their reporting requirements for a new dual notification authorisation request using form BSCP71/01a. Subsequently, the reporting requirements at an authorisation level can be changed using form BSCP71/11 as detailed in section 3.12.

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.3	Within 4 WD of 3.1.2	Each Contract Trading Party signs and passwords ECVNA Authorisation Request Form and submits to the ECVAA~~[44]~~. For dual notification, each Contract Trading Party specifies its reporting requirement~~[55]~~, signs and passwords the form and sends it to the ECVAA.	Relevant Contract Trading Parties	ECVAA	For Single Notification Authorisation Completed ECVNA Authorisation Request Forms for single notification (Form BSCP71/01) including authorised signatures and passwords from both relevant Contract Trading Parties. For Dual Notification Authorisation: Completed ECVNA Authorisation Request Forms for dual notification (Form BSCP71/01a) including authorised signatures and passwords from both relevant Contract Trading Parties. OR ECVNAA Request using ECVAA-I002 ECVNAA Data	Fax (with originals to follow by post) Electronic
3.1.4	As soon as reasonably practicable and in any case no later than 1 WD after receipt of all forms	Match up the forms submitted by the three (for single notification Authorisations) or four (for dual notification Authorisations) participants and check whether the details are correct. If not, respond to the ECVNA(s) and the two relevant Contract Trading Parties rejecting the request and providing reasons for rejection.	ECVAA	ECVNA(s) and relevant Contract Trading Parties	ECVAA-I007: ECVNAA Feedback specifying the reasons for rejection.	Email, Fax

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.5	At the same time as 3.1.4	If a successor Authorisation (i.e. same Trading Parties, Energy Accounts and ECVNA(s) to an existing Authorisation and which overlaps the existing Authorisation in terms of Effective Dates) is received and an existing Authorisation is in force, i.e. has an Effective From Date of the Current or a previous Settlement Day then a new Authorisation Key will be issued in accordance with steps 3.10.5 and 3.10.6. The new Authorisation will become effective from the required date, while the original will remain active until the point at which the new one starts. If the existing Authorisation is not yet in force, i.e. has an Effective From date of a future Settlement Day then it will be deleted and the ECVNA(s) and relevant Trading Parties will be informed.	ECVAA	ECVNA(s) and relevant Contract Trading Parties	Notice of deletion of existing Authorisation	Email, Fax
3.1.6	At the same time as 3.1.4	If the details on the ECVNA Authorisation Request Forms are correct, respond to the ECVNA(s) and the relevant Contract Trading Parties confirming the acceptance of the request.	ECVAA	ECVNA(s) and relevant Contract Trading Parties	ECVAA-I007: ECVNAA Feedback specifying the Authorisation ID. Response(s) to ECVNA(s) should specify the Authorisation key.	Electronic
3.1.7	5 WD after receipt of first BSCP71/01 or BSCP71/01a form	If matching forms have still not been received, respond to the ECVNA(s) and the two relevant Contract Trading Parties, rejecting the Authorisation request and specifying the reasons for rejection.	ECVAA	ECVNA(s) and relevant Contract Trading Parties	ECVAA-I007: ECVNAA Feedback with reasons for ECVNA Authorisation rejection	Email, Fax

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3.1A ECVNA Authorisation Changes

The Relevant Contract Parties may submit an Authorisation Change to change the Notification Amendment Type of an existing Authorisation. This process is different to the submission of a successor Authorisation as envisaged by BSC Section P2.2 and step 3.1.5 above.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1A.1	As required	ECVNA completes ECVNA Authorisation Request Form (without its password or signature) with revised Notification Amendment Type and the date on which the amendment should take effect from. ***All other details should be identical to the existing Authorisation.*** Otherwise the request will be treated as a successor Authorisation. For single notification Authorisation change requests, ECVNA issues copies of the form to each relevant Contract Trading Party for their passwords and signatures. For dual notification Authorisation change requests, either ECVN Agent may initiate the ECVNA Authorisation Change process. The initiating ECVN Agent issues the Authorisation Request Form to its Contract Trading Party and, on the same day, notifies the non-initiating ECVN Agent. Within 1 WD, the non-initiating ECVNA issues the Authorisation Request Form to its Contract Trading Party.	ECVNA(s)	Relevant Contract Trading Parties	For Single Notification Authorisation: ECVNA Authorisation Request Form for Single Notifications (Form BSCP71/01). For Dual Notification Authorisation: ECVNA Authorisation Request Form for Dual Notification (Form BSCP71/01a).	Email, Fax

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1A.2	On same day as 3.1A.1	For single notification ECVNA signs and passwords its own copy of the Form and sends it to the ECVAA.[6] For dual notification, each ECVNA specifies its reporting requirement[7], signs and passwords the form and sends its own copy of its Form to the ECVAA.	ECVNA(s)	ECVAA	Form BSCP71/01 (for single notification) or BSCP71/01a (for dual notification), signed by an authorised person, registered as such using BSCP38 OR ECVNAA Request using ECVAA-I002 ECVNAA Data	Fax (with original to follow by post) Electronic
3.1A.3	Within 4 WD of 3.1A.2	Each Contract Trading Party signs and passwords ECVNA Authorisation Request Form and submits to the ECVAA~~4~~4.	Relevant Contract Trading Parties	ECVAA	For Single Notification Authorisation: Completed ECVNA Authorisation Request Forms for single notification (Form BSCP71/01) including authorised signatures and passwords from both relevant Contract Trading Parties.	Fax (with originals to follow by post)
		For dual notification, each Contract Trading Party specifies its reporting requirement~~5~~5, signs and passwords the form and sends it to the ECVAA.			For Dual Notification Authorisation: Completed ECVNA Authorisation Request Forms for dual notification (Form BSCP71/01a) including authorised signatures and passwords from both relevant Contract Trading Parties. OR ECVNAA Request using ECVAA-I002 ECVNAA Data	Electronic

[6] Please note that Parties and Party Agents must first request to receive reports using flexible reporting as detailed in BSCP41. These reports will be the default versions of the feedback reports. Subsequently, the reporting requirements at an authorisation level can be changed using form BSCP71/11 as detailed in section 3.12.

[7] Please note that Parties and Party Agents must first request to receive reports using flexible reporting as detailed in BSCP41. Thereupon they can specify their reporting requirements for a new dual notification authorisation request using form BSCP71/01a. Subsequently, the reporting requirements at an authorisation level can be changed using form BSCP71/11 as detailed in section 3.12.

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1A.4	As soon as reasonably practicable and in any case no later than 1 WD after receipt of all forms	Match up the forms submitted by the three (for single notification Authorisations) or four (for dual notification Authorisations) participants and check whether the details are correct. If not, respond to the ECVNA(s) and the two relevant Contract Trading Parties rejecting the request and providing reasons for rejection.	ECVAA	ECVNA(s) and relevant Contract Trading Parties	ECVAA-I007: ECVNAA Feedback specifying the reasons for rejection.	Email, Fax
3.1A.6	At the same time as 3.1A.4	If the details on the ECVNA Authorisation Request Forms are correct, respond to the ECVNA(s) and the relevant Contract Trading Parties confirming the acceptance of the request.	ECVAA	ECVNA(s) and relevant Contract Trading Parties	ECVAA-I007: ECVNAA Feedback specifying the Authorisation ID.	Electronic
3.1A.7	5 WD after receipt of first BSCP71/01 or BSCP71/01a form	If matching forms have still not been received, respond to the ECVNA(s) and the two relevant Contract Trading Parties, rejecting the Authorisation request and specifying the reasons for rejection.	ECVAA	ECVNA(s) and relevant Contract Trading Parties	ECVAA-I007: ECVNAA Feedback with reasons for ECVNA Authorisation rejection	Email, Fax

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3.2 MVRNA Authorisation[33]

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	As required	MVRNA completes MVRNA Authorisation Request Form (without its password or signature). For single notification Authorisation requests, MVRNA issues copies of the form to each relevant Contract Trading Party for their passwords and signatures. For dual notification Authorisation requests, either MVRN Agent may initiate the MVRNA Authorisation process. The initiating MVRN Agent issues the Authorisation Request Form to its Contract Trading Party and, on the same day, notifies the non-initiating MVRN Agent. Within 1 WD, the non-initiating MVRNA issues the Authorisation Request Form to its Contract Trading Party.	MVRNA(s)	Lead and Subsidiary Parties	For Single Notification Authorisations: MVRNA Authorisation Request Form for Single Notifications (Form BSCP71/02) For Dual Notification Authorisations: MVRNA Authorisation Request Form for dual notifications (Form BSCP71/02a)	Email, Fax
3.2.2	On same day as 3.2.1	MVRNA(s) signs and passwords its own copy of the form and sends it to the ECVAA.[8] For dual notification, each MVRNA specifies its reporting requirement[9], signs and passwords the form and sends its own copy of its Form to the ECVAA.	MVRNA(s)	ECVAA	Form BSCP71/02 (for single notification) or BSCP71/02a (for dual notification). Signed by an authorised person, registered as such via BSCP38. OR MVRNAA Request using ECVAA-I003 MVRNAA Data	Fax (with original to follow by post) Electronic

[8] Please note that Parties and Party Agents must first request to receive reports using flexible reporting as detailed in BSCP41. These reports will be the default versions of the feedback reports. Subsequently, the reporting requirement can be changed using form BSCP71/11 as detailed in section 3.12.

[9] Please note that Parties and Party Agents must first request to receive reports using flexible reporting as detailed in BSCP41. Thereupon they can specify their reporting requirements for a new dual notification authorisation request using form BSCP71/02a. Subsequently, the reporting requirements at an authorisation level can be changed using form BSCP71/11 as detailed in section 3.12.

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3	Within 4 WD of 3.2.2	Each Party completes, signs and passwords MVRNA Authorisation Request Form and submits to the ECVAA~~88~~. For dual notification, each Party specifies its reporting requirement~~99~~, signs and passwords the form and sends its own copy of its Form to the ECVAA.	Relevant Lead and Subsidiary Party	ECVAA	For Single Notification Authorisations: Completed MVRNA Authorisation Request Form for single notification (Form BSCP71/02) including authorised signatures and passwords from both relevant Lead and Subsidiary Parties. For Dual Notification Authorisations: Completed MVRNA Authorisation Request Form for dual notification (Form BSCP71/02a) including authorised signatures and passwords from both relevant Lead and Subsidiary Parties. OR MVRNAA Request using ECVAA-I003 MVRNAA Data	Fax (with originals to follow by post) Electronic
3.2.4	As soon as reasonably practicable and in any case no later than 1 WD after receipt of all forms	Match up the forms submitted by the three (for single notification Authorisations) or four (for dual notification Authorisations) participants and check whether the details are correct. If not, respond to the MVRNA(s) and the relevant Lead and Subsidiary Parties rejecting the request and providing reasons for rejection.	ECVAA	MVRNA(s) and relevant Lead and Subsidiary Parties	ECVAA-I008: MVRNAA Feedback specifying the reasons for rejection.	Email, Fax

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.5	At the same time as 3.2.4	If a successor Authorisation (i.e. same Lead and Subsidiary Parties, Energy Accounts and MVRNA(s) to an existing Authorisation and which overlaps the existing Authorisation in terms of Effective Dates) is received and an existing Authorisation is in force, i.e. has an Effective From Date of the Current or a previous Settlement Day then a new Authorisation Key will be issued in accordance with steps 3.10.5 and 3.10.6. The new Authorisation will become effective from the required date, while the original will remain active until the point at which the new one starts. If the existing Authorisation is not yet in force, i.e. has an Effective From date of a future Settlement Day then it will be deleted and the MVRNA(s) and relevant Trading Parties will be informed.	ECVAA	MVRNA(s) and relevant Lead and Subsidiary Parties	Notice of deletion of existing Authorisation	Email, Fax
3.2.6	At the same time as 3.2.4	If the details on the MVRNA Authorisation Request Forms are correct, respond to the MVRNA(s) and the relevant Lead and Subsidiary Parties confirming the acceptance of the request.	ECVAA	MVRNA(s) and relevant Lead and Subsidiary Parties	ECVAA-I008: MVRNAA Feedback. Response to MVRNA should specify the Authorisation key.	Electronic
3.2.7	5WD after receipt of first BSCP71/02 or BSCP71/02a form	If matching forms have still not been received, respond to the MVRNA(s) and the relevant Lead and Subsidiary Trading Parties, rejecting the Authorisation request and specifying the reasons for rejection.	ECVAA	MVRNA(s) and relevant Lead and Subsidiary Parties	ECVAA-I008: MVRNAA Feedback with reasons for MVRNA Authorisation rejection	Email, Fax

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3.3 Termination of ECVNA Authorisation by Request

NB. Users of this procedure should note due to the differing processing service levels between Authorisation terminations (one business hour) and Energy Contract Volume Notifications (15 minutes), it is possible that during the hour processing time for an Authorisation termination, Energy Contract Volume Notifications could be submitted by the ECVNA and would stand, in addition where an Authorisation termination request was submitted out of Business hours Energy Contract Volume Notifications submitted during this time would also stand, as Energy Contract Volume Notifications can be submitted and processed 24 hours a day.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	At any time	Any Party or ECVNA in the authorisation submits an ECVNA Authorisation Termination Request Form (which will be effective immediately).	Party 1, Party 2 or either ECVNA	ECVAA	Completed ECVNA Authorisation Termination Request Form (Form BSCP71/03), Signed by authorised person, as per BSCP38 OR ECVNAA termination request using ECVAA-I002 ECVNAA Data	Fax Electronic
3.3.2	within 1 hour of receipt[10]	Check the details on the termination form are correct: If details are correct go to 3.3.3 If details are incorrect go to 3.3.4	ECVAA		ECVNA Authorisation Termination Request Form (Form BSCP71/03) (which will be effective immediately).	Internal
3.3.3	At the same time as 3.3.2	Update the ECVAA system with the termination and advise all relevant parties of termination	ECVAA	Party 1, Party 2 and ECVNA(s)	ECVAA-I007: ECVNAA Feedback specifying the termination effective date[11] and reason for termination	Electronic
3.3.4	At the same time as 3.3.2	If the details on the termination form are incorrect, reject the termination request.	ECVAA	Raising Party or Raising ECVNA	ECVAA-I007: ECVNAA Feedback specifying reasons for rejection.	Email, Fax

[10] The ECVAA will process Authorisation termination requests within 1 business hour of receipt when received between 8:00am and 5:00pm on Working Days (Monday-Friday) and 8:00am to 11:00am on all other days. Authorisation termination requests received outside these working hours will be processed immediately at the start of the next Working Day

[11] The termination effective date will be set to the calendar day on which the termination request is processed.

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3.4 Termination of ECVNA Authorisation for Other Reasons

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	On receipt of information from CRA that a Party has ceased to be a Contract Trading Party.	Identify all current ECVNA Authorisations for the relevant Party and issue termination notification to all affected parties.	ECVAA	Relevant Parties and ECVNAs	ECVAA-I007 ECVNAA Feedback	Electronic

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3.5 Termination of MVRNA Authorisations by Request

NB. Due to the differing processing service levels between Authorisation terminations (one business hour) and Metered Volume Reallocation Notifications (15 minutes), it is possible that during the hour processing time for an Authorisation termination, Metered Volume Reallocation Notifications could be submitted by the MVRNA and would stand, in addition where an Authorisation termination request was submitted out of Business hours, Metered Volume Reallocation Notifications submitted during this time would also stand, as Metered Volume Reallocation Notifications can be submitted and processed 24 hours a day.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	At any time	Any participant in the authorisation submits an MVRNA Authorisation Termination Request Form (which will be effective immediately).	Lead Party, Subsidiary Party or either MVRNA	ECVAA	Completed MVRNA Authorisation Termination Request Form (Form BSCP71/04), Signed by an authorised person, registered as such via BSCP38. OR MVRNAA termination request using ECVAA-I003 MVRNAA Data	Fax Electronic
3.5.2	Within 1 hour of receipt[12]	Check the details on the termination form are correct. If details are correct go to 3.5.3 If details are incorrect go to 3.5.4	ECVAA		MVRNA Authorisation Termination Request Form (Form BSCP71/04) (which will be effective immediately)	Internal
3.5.3	At the same time as 3.5.2	Update the ECVAA system with the termination and advise all parties of termination.	ECVAA	Lead Party, Subsidiary Party and MVRNA(s)	ECVAA-I008: MVRNAA Feedback specifying termination effective date[1111] and reason for termination.	Electronic
3.5.4	At the same time as 3.5.2	If the details on the termination form are incorrect, reject the termination request.	ECVAA	Raising Party or Raising MVRNA	ECVAA-I008: MVRNAA Feedback specifying reasons for rejection.	Email, Fax

[12] The ECVAA will process all Authorisation termination requests within 1 hour of receipt when received between 8:00am and 5:00pm on Business Days (Monday- Friday) and 8:00am and 11:00am on all other days. Authorisation termination requests received outside of these working hours will be processed immediately at the start of the next day

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3.6 Termination of MVRNA Authorisations for Other Reasons

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	On receipt of information from CRA that (a) a BM Unit is to cease to be registered; or (b) a Lead Party is to cease to be registered as Lead Party of a BM Unit; or (c) a Subsidiary Party is to cease to be a Contract Trading Party.	Identify all current MVRNA Authorisations for which in the case of (a) the BM Unit is specified; (b) the Lead Party is specified; or (c) the Subsidiary Party is specified and issue termination notification to all affected parties.	ECVAA	Relevant Parties and MVRNAs	ECVAA-I008 MVRNAA Feedback	Electronic
3.6.2	On receipt of information from CRA that (a) a Production BM Unit is to become a Consumption BM Unit; or (b) a Consumption BM Unit is to become a Production BM Unit	Identify all current MVRNA Authorisations for which the BM Unit is specified and if in the case of (a) the Subsidiary Energy Account is a Consumption Energy Account; or (b) the Subsidiary Energy Account is a Production Energy Account issue termination notification Forms to all affected parties.	ECVAA	Lead Party, Subsidiary Party and MVRNA(s)	ECVAA-I008 MVRNAA Feedback	Electronic

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3.7 Registration of ECVNA or MVRNA

Upon successful completion of registration, applicants will also be able to access the ECVAA Web Service via the BSC Service Desk.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1	As required	Applicant submits application form or its online equivalent applying to be an ECVNA or MVRNA.	ECVNA / MVRNA	CRA	Completed Registration Form for ECVNA or MVRNA (Form BSCP71/05 or its online equivalent).	Letter, Fax, Email, Self-Service Gateway.
3.7.2	Following receipt of information from 3.7.1~~form~~	Verify application form or its online equivalent and request CVA Qualification status from BSCCo. (If notice has not already been received). Where applicant has not completed CVA Qualification testing, CRA refers Party to the process within BSCP70.	CRA	BSCCo Party	BSCP70 – CVA Qualification Communication Requirements Document	Email, Fax, Self-Service Gateway
3.7.3	Within 1 WD of 3.7.2	BSCCo confirms CVA Qualification Status (if notice has not been sent already)	BSCCo	CRA		Email, Fax, Self-Service Gateway
3.7.4	If necessary following 3.7.2	Applicant qualifies in accordance with BSCP70	ECVNA/ MVRNA		As 3.7.2 above	
3.7.5	Within 1 WD of receiving notice from BSCCo that the applicant has completed necessary CVA Qualification testing	Register new ECVNA or MVRNA details in CRS. Send registration details.	CRA	Qualified Party Agent, BSC Agents, TC BSCCo, TC	Registration details of new ECVNA or MVRNA registration in CRS CRA-I014 (Registration Report) CRA-I013 (Authentication Report) CRA-I020 (Operations Registration Report)	Electronic

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3.8 De-registration of ECVNA or MVRNA

Prior to any de-registration detailed in this section, the relevant ECVNA or MVRNA is required to terminate all enduring Authorisations with the ECVAA.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.1	As required	Applicant submits ECVNA / MVRNA de-registration form~~.~~[13] or its online equivalent.	ECVNA / MVRNA	CRA	ECVNA or MVRNA De-registration form BSCP71/06 or its online equivalent, OR BSC Party Agent Registration Data (CRA-I003) with effective date of de-registration of ECVNA / MVRNA	Letter, Fax, Email, Self-Service Gateway Electronic
3.8.2	Upon receipt of information from 3.8.1~~form~~	Validate request and clarify details with ECVNA / MVRNA if necessary	CRA	ECVNA / MVRNA		Fax, Phone
3.8.3	Within 2 WD of 3.8.1	Check with the ECVAA whether there are any enduring ECVNA / MVRNA Authorisations affected by the de-registration	CRA	ECVAA	Details of de-registration	Fax, Email
3.8.4	Within 1 WD of 3.8.3	Confirm status of ECVNA / MVRNA Authorisations relating to the applicant	ECVAA	CRA	Details of any ECVNAAs or MVRNAAs outstanding for that Party Agent	Fax, Email, Self-Service Gateway
	in case of outstanding Authorisations					
3.8.5	Within 1 WD of 3.8.4	Inform applicant that existing Authorisations must be terminated with the ECVAA prior to any de-registration of ECVNA / MVRNA	CRA	ECVNA / MVRNA	Confirm the rejection of de-registration and Authorisation Report (ECVAA-I013) containing details of relevant outstanding Authorisations[14]	Fax, Email, Self-Service Gateway Electronic

[13] Applicants with access to the ECVAA Web Service should set the effective to date on any credentials files to a date no later than the effective to date entered on the De-registration form. It should be noted that a participant without a current registration for the role it is logging into the ECVAA Web Service with, will be denied access. However, it is good practice to end date credentials files to before or on the de-registration date.

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
	if no outstanding Authorisations					
3.8.6	Within 1 WD of 3.8.4	Remove ECVNA or MVRNA in CRS	CRA			Internal Process
3.8.7	Within 1 WD of 3.8.4	Issue details of change / de-registration to BSCCo and affected ECVNA / MVRNA	CRA	ECVNA / MVRNA BSCCo	Details of de-registration (Registration Report CRA-I014)	Electronic (Fax, Email to BSCCo)

[14] Authorisation Report (ECVAA-I013): Although this is an ECVAA flow, this is shown as a CRA responsibility in this process as the CRA co-ordinates the Party Agent de-registration process.

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3.9 Change of ECVNA or MVRNA Registration Details (excluding de-registration)

Changes to contact details (as listed in form BSCP71/07 or its online equivalent) may be processed without the need to replace any existing Authorisations.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.1	As required	Applicant submits Change of ECVNA or MVRNA Registration Details form or its online equivalent	ECVNA / MVRNA	CRA	Change of ECVNA or MVRNA Registration Details form BSCP71/07 or its online equivalent, OR BSC Party Agent Registration Data (CRA-I003) with effective date of change of registration details of ECVNA / MVRNA	Letter, Fax, Email, Self-Service Gateway Electronic
3.9.2	Upon receipt of information from 3.9.1~~form~~	Validate request and clarify details with ECVNA / MVRNA if necessary	CRA	ECVNA / MVRNA		Fax, Phone
3.9.3	Within 1 WD of 3.9.2	Update ECVNA/MVRNA registration details	CRA		As 3.9.1 and 3.9.2	Internal Process
3.9.4	Within 1 WD of 3.9.2	Issue details of change / de-registration to BSCCo and affected ECVNA / MVRNA	CRA	ECVNA / MVRNA BSCCo	Details of change of registration (Registration Report CRA-I014)	Electronic (Fax, Email to BSCCo, Self-Service Gateway)

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3.10 ECVNA or MVRNA Authorisation Key Change Request

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.1	As required	Complete form BSCP71/09 and send to ECVAA	ECVNA or MVRNA	ECVAA	ECVNA or MVRNA Authorisation Key change request (Form BSCP71/09). OR Authorisation Key Change Request using ECVAA-I002 ECVNNA Data or ECVAA-I003 MVRNAA Data	Email, Fax, Post Electronic
3.10.2	Within 1 WD of receipt	Check form and validate details	ECVAA			Internal Process
3.10.3	Within 1 WD of receipt	Query any details on form with the appropriate Party Agent	ECVAA	ECVNA or MVRNA		Email, Fax, Phone
3.10.4	Within 1 WD of receipt	If the request is invalid notify Party Agent of rejection including reasons for rejection	ECVAA	ECVNA or MVRNA	ECVNAA or MVRNAA Feedback (ECVAA-I007 or ECVAA-I008) including reasons for rejection.	Email, Fax
3.10.5	Within 1 WD of receipt	Create new and unique Authorisation Key and update internal records	ECVAA			Internal Process
3.10.6	Within 1 WD of receipt	Issue new Authorisation Key and notify the Party Agent of the date and time that the new Authorisation Key becomes effective	ECVAA	ECVNA or MVRNA	ECVNAA or MVRNAA Feedback (ECVAA-I007 or ECVAA-I008) including Authorisation Key and Effective From Date	Electronic

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3.11 Nullification of Notification Volumes by Request

Parties should be aware that when using this procedure it is not possible to be selective about which set of notified volumes to nullify. This procedure is intended to be used when it is imperative to nullify all notified volumes between the two specified Party Energy Accounts on form BSCP71/10. Parties must ensure that all ECVNA and/or MVRNA Authorisations have been terminated as any outstanding ECVNA and or MVRNA Authorisations will result in the request being rejected.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.11.1	At any time; or after step 3.11.5 for a previous failed request; or prior to step 3.11.4 for a previous request in process	Submit a VNNR (Volume Notification Nullification Request).[15] Form must specify the Nullification Effective Period. If a resubmission of a previously submitted VNNR, ensure that the previous "Our Ref" reference is specified, and that the amendment is flagged correctly.	Contract Trading Party and / or Lead Party, Subsidiary Party	ECVAA	Completed Volume Notification Nullification Request Form (Form BSCP71/10), signed by an authorised person, registered as such via BSCP38.	Email, Fax
3.11.2	Within 1 Business hour of receipt of Nullification Request Form[16]	Check the details on the Volume Notification Nullification Request Form are correct. If so, check that all ECVNAAs and MVRNAAs between the two accounts have been terminated. If all Authorisations have been terminated then validate and confirm the Valid Nullification Effective Period., advise all relevant Parties of commencement of nullification process ECVAA-I038: Issue Notification Nullification Confirmation Report.	ECVAA	Contract Trading Parties and / or Lead Party, Subsidiary Party	ECVAA-I038: Volume Notification Nullification Confirmation Report specifying Valid Nullification Effective Period	Email, Fax

[15] If there are associated Authorisation Termination Requests with this Volume Notification Nullification Request, then the Authorisation termination requests must be faxed/emailed first, the associated Authorisation termination field on form BSCP71/10 is a guide only, the ECVAA will not wait to receive both before it starts processing the forms.
[16] This hour, and the time of issue, must fall within a Business Day (9am – 5pm) and requests must always be processed in 60 minutes.

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.11.3	At the same time as 3.11.2 (previous step)	If the details on the Volume Notification Nullification Request Form are incorrect, reject the request. If all ECVNAA and MVRNAA between the two accounts have not been terminated, reject the request ECVAA-I038: Volume Notification Nullification Request.	ECVAA	Requesting Party	ECVAA-I038: Volume Notification Nullification Confirmation Report specifying reason for rejection	Email, Fax
3.11.4	After step 3.11.2	ECVAA will contact both Requesting Party and Counter Party to inform them that ECVAA-I038 Notification Nullification Confirmation Report has been issued.[17]	ECVAA	Requesting Party and Counter Party	Contact details for Requesting Party and Counter Party	Telephone
3.11.5	After step 3.11.3	ECVAA will contact the Requesting Party to inform them that ECVAA-I038 Notification Nullification Confirmation Report has been issued.	ECVAA	Requesting Party	Contact details for Requesting Party	Telephone
3.11.6	After step 3.11.2	The ECVAA will nullify all relevant volumes within the ECVAA system				
3.11.7	Once step 3.11.6 is complete	ECVAA will issue a report confirming that the process is completed ECVAA-I039 Issue Nullification Completion Report.	ECVAA	Contract Trading Parties and / or Lead Party, Subsidiary Party	ECVAA-I039 Issue Nullification Completion Report stating the Time and date that the process finished	Email, Fax
3.11.8	As necessary after receiving completion report	BSC Party may request an Extended Forward Contract Report to notify them of their actual position, as described in BSCP41	BSC Party	BSC Service Desk	Request for Extended Forward Contract Report	Telephone
3.11.9	As requested during Business Hours.	Issue Extended Forward Contract Report ECVAA-I022.	ECVAA	BSC Party	ECVAA-I022 Extended Forward Contract Report.	Electronic

[17] Please note that failure on ECVAA's part to contact either the Requesting Party or Counter Party will not cancel or delay the nullification processing.

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3.12 Report Requirement Change Request

Note that a notification agent who uses this process to indicate that they do not require Feedback Reports (EVCAA-I009, ECVAA-I010) will lose the right to resubmit notifications if feedback reports are not received (in accordance with Sections P2.3.11 and P3.3.11 of the BSC).

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.12.1	At any time	Any Party or notification agent in an Authorisation requests change to its notification reporting requirements. Party or notification agent completes form BSCP71/11 and sends to ECVAA.	Contract Trading Party, Lead Party, Subsidiary Party, ECVNA or MVRNA	ECVAA	Completed Report Requirement Change Request Form (Form BSCP71/11), signed by an authorised person, registered as such via BSCP38.[18] OR Report Requirement Change Request using ECVAA-I002 ECVNAA Data or ECVAA-I003 MVRNAA Data	Email, Fax, Post Electronic
3.12.2	Upon receipt of form	Validate request and clarify details with participant if necessary. If request is invalid, go to 3.12.5.	ECVAA	Requesting Party or notification agent	As 3.12.1	Email, Phone, Fax
3.12.3	Within 1 WD of receipt of form	Update requesting Party or notification agent report requirements.	ECVAA		As 3.12.1	Internal Process
3.12.4	After step 3.12.3	Details issued of changed reporting options to requesting Party or notification agent.	ECVAA	Requesting Party or notification agent	ECVAA-I007 ECVNAA Feedback or ECVAA-I008 MVRNAA Feedback	Electronic
3.12.5	Within 1 WD of receipt of form	If request is invalid notify requesting Party or notification agent of rejection including reasons for rejection.	ECVAA	Requesting Party or notification agent	Details of rejection	Email, Fax

[18] An authorised person registered under category K in BSCP38 (Submission of ECVNA or MVRNA Authorisations)

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3.13 This section is no longer in use

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3.14 Request to Ban / Un-ban Credential File of User of the ECVAA Web Service

Note that Parties and Party Agents should normally maintain access to the ECVAA Web Service by administering their own credentials files, and that the banning process described here should be treated as a method of last resort for denying access. This process when invoked will only be processed during business hours.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.14.1	At any time	Contract Trading Party, ECVNA or MVRNA requests banning or un-banning of ECVAA Web Service User Credential File; completes form BSCP71/13.	Contract Trading Party, ECVNA or MVRNA	ECVAA	Completed ECVAA Web Service Ban Request Form (Form BSCP71/13), sent by an authorised person, registered as such via BSCP38 with authorisation category Z.	Fax, Email
3.14.2	Upon receipt of form	ECVAA verifies that the requesting Party, ECVNA or MVRNA is a valid Party or Party Agent and verifies authorised signature. If request is invalid ECVAA advises requesting Party, ECVNA or MVRNA and exit process, otherwise proceed to 3.14.3.	ECVAA	Requesting Party, ECVNA or MVRNA	Reason request for access to ECVAA Web Service refused	Internal Process Fax, Email
3.14.3	Within 1 hour of 3.14.2	ECVAA bans / un-bans specified Credentials File(s) for the requesting Party ECVNA or MVRNA.	ECVAA		Credentials File(s) to be banned / un-banned as detailed on form BSCP71/13.	Internal Process
3.14.4	As soon as practical and following 3.14.3	Notify requesting Party, ECVNA or MVRNA Confirmation that the Credentials File(s) have been banned/unbanned.	ECVAA	Requesting Party, ECVNA or MVRNA.	Confirmation of access blocked / un-blocked.	Fax, Email

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3.15 Submission of ECVN or MVRN

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.15.1	At any time	Submit ECVN/MVRN	ECVNA/ MVRNA	ECVAA	ECVAA-I004: Receive ECVN or ECVAA-I005: Receive MVRN Submission prepared in accordance with Appendix 4.16 Notification Submission	Electronic[19]
3.15.2	Following 3.15.1 (for all notifications other than those submitted via the ECVAA Web Service)	Send response file indicating either that the file has been received and is syntactically correct ('ACK'); or that it is syntactically incorrect ('NACK').	ECVAA	ECVNA/ MVRNA	ECVAA-I019: Issue Acknowledgement	Electronic
3.15.3	Following 3.15.2	Validate notification	ECVAA		Appendix 4.17 Notification Validation Appendix 4.18 Credit Checking	Internal process
3.15.4	If validation successful	Input notification into systems and issue Acceptance Feedback Report, where appropriate[20] Note that Acceptance Feedback Reports are produced only when the Effective From Date of the notification is within the next 36 hours.	ECVAA	ECVNA/ MVRNA, Contract Trading Parties	ECVAA-I028: Issue ECVN Acceptance Feedback or ECVAA-I029: Issue MVRN Acceptance Feedback	Electronic
3.15.5	If validation unsuccessful, within 20 minutes of receipt of notification[21]	Withhold notification from further processing and issue rejection feedback report, where appropriate[20~~20~~]	ECVAA	ECVNA/ MVRNA, Contract Trading Parties	ECVAA-I008: Issue ECVN Feedback or ECVAA-I009: Issue MVRN Feedback	Electronic

[19] The electronic submission may be generated either by the ECVNA's or MVRNA's own notification system, or by using the EWS. Submissions made through the EWS are validated and acknowledged by the online screens, and for that reason electronic ACKs and NACKs (as described in step 3.15.2) are not sent for EWS submissions.

[20] ECVNAs, MVRNAs and Contract Trading Parties may specify their feedback reporting requirements in accordance with Section 3.12 Report Requirement Change Request and BSCP41 ('Report Requests and Authorisation').

[21] In the event that ECVAA does not send rejection feedback within 20 minutes of receipt, the ECVNA/MVRNA may be entitled to resubmit the notification in accordance with paragraphs P2.3.10 and P3.3.10 of the BSC.

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REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.15.6	After end of each Settlement Day[22]	Issue Notification Report detailing all notifications submitted and accepted for each Settlement Day	ECVAA	ECVNA/ MVRNA, Contract Trading Parties	ECVAA-I014 Notification Report	Electronic
3.15.7	Each day (at times agreed by the BSC Panel)	Issue Forward Contract Reports (if requested) detailing notifications submitted and accepted[23] for the current Settlement Day and the next 7 days [24]	ECVAA	Contract Trading Parties	ECVAA-I022 Forward Contract Report	Electronic

[22] Following an ECVAA System Failure, a Party may request transmission of corrected Notification Reports in relation to a Settlement Day (via the BSC Service Desk).
[23] An 'empty' Forward Contract Report will be sent if no notifications have been made for the Party.
[24] The default Forward Contract Report starts from the first Settlement Period that has not Gate Closed. An alternative report format, which starts from Settlement Period 1 on each Settlement Day, may be requested via BSCP41 Flexible Reporting.

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4 Appendices

Summary of forms:

BSCP71/01	ECVNA Authorisation Request Form for Single Notification
BSCP71/01a	ECVNA Authorisation Request Form for Dual Notification
BSCP71/02	MVRNA Authorisation Request Form for Single Notifications
BSCP71/02a	MVRNA Authorisation Request Form for Dual Notification
BSCP71/03	ECVNA Authorisation Termination Request Form
BSCP71/04	MVRNA Authorisation Termination Request
BSCP71/05	Registration Form for ECVNA or MVRNA
BSCP71/06	ECVNA or MVRNA De-Registration Form
BSCP71/07	Change of ECVNA or MVRNA Registration Details Form
BSCP71/09	ECVNA / MVRNA Authorisation Key Change Request Form
BSCP71/10	Volume Notification Nullification Request Form
BSCP71/11	Party / ECVNA / MVRNA Report Requirement Change Request Form
BSCP71/12	Party – This form is no longer used.
BSCP71/13	Party / ECVNA / MVRNA ECVAA Web Service Ban Request Form

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4.1 BSCP71/01 ECVNA Authorisation Request Form for Single Notification

ECVNA Authorisation Request for Single Notification

Please tick to identify whether this form is:	a new/successor Authorisation Request	
	an Authorisation Change Request	

ECVNA to be Authorised:

To: ECVAA		**Date Sent:**			
From: ECVNA to be Authorised					
Party Agent ID:		Name of Sender:			
Contact email address:					
Our Ref:		Contact Tel. No.			
Notification Amendment Type (select one)					
Additional		Replacement		Both	
Notification Amendment Type Effective From Date: (only necessary for Authorisation Changes)					
Name of Authorised Signatory:					
Authorised Signature:			Password:		

Energy (From) Account Details – (equivalent to Party I Energy Account Details):

To: ECVAA	**Date Sent:**
From: Party 1 (From Account)	
Energy Production / Consumption Flag:	
Party ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:

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Energy (To) Account Details - (equivalent to Party 2 Energy Account Details):

To: ECVAA	**Date Sent:**
From: Party 2 (To Account)	
Energy Production / Consumption Flag:	
Party ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:

Implementation Details:

Effective From Date : _____/_____/_____ Effective to Date (Optional) : _____/_____/_____

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4.2 BSCP71/01a ECVNA Authorisation Request Form for Dual Notification

ECVNA Authorisation Request for Dual Notifications

Please use this form to set up or change an authorisation for Dual Notification.

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Note that the ECVNA for Party1 will be deemed "ECVNA", and the ECVNA for Party2 will be deemed "ECVNA2" by the ECVAA

ECVNA to be Authorised (to be completed by the ECVNA):

Please state which Party you are requesting to notify on behalf of, by ticking the appropriate box in this Dual Notification Authorisation:

Party 1 (From account)	

Party 2 (To Account)	

Please tick to identify whether this form is:	a new/successor Authorisation Request	
	an Authorisation Change Request	

To: ECVAA		**Date Sent:**			
From: ECVNA to be Authorised					
Party Agent ID:		Name of Sender:			
Contact email address:					
Our Ref:		Contact Tel. No.			
Report Requirement					
Feedback Reports (ECVAA-I0028, ECVAA-I009) Required?		Yes/No (Delete as appropriate)			
Include Matching in Acceptance Feedback Reports?		Yes/No (Delete as appropriate)			
Notification Amendment Type (tick one)					
Additional		Replacement		Both	
Notification Amendment Type Effective From Date: (only necessary for Authorisation Changes)					
Name of Authorised Signatory:					
Authorised Signature:		Password:			

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Party to be Authorised (to be signed and password by Parties):

Energy From (Party 1) / Energy To (Party 2)* Account Details:

To: ECVAA	**Date Sent:**	
From: Party 1 (From) / Party 2 (To) *		
Energy Production / Consumption Flag:		
Party ID:	Name of Sender:	
Contact email address:		
Our Ref:	Contact Tel. No.	
Report Requirement		
Feedback Reports (ECVAA-I0028, ECVAA-I009) Required?		Yes/No (Delete as appropriate)
Include Matching in Acceptance Feedback Reports?		Yes/No (Delete as appropriate)
Name of Authorised Signatory:		
Authorised Signature:		Password:

*** Delete as Appropriate, this should match what has been specified by the Agent in the tick boxes above.**

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Please fill in the details of the Other Party participating in this Authorisation (to be complete ECVNA):

Other Party details	
Other Party Agent ID:	Other Party ID:
Energy Production / Consumption Flag:	
Name of Contact:	
Contact email address:	
Party Ref:	Contact Tel. No.

Implementation Details:

Effective From Date : _____/_____/_____ Effective to Date (Optional) : _____/_____/_____

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4.3 BSCP71/02 MVRNA Authorisation Request Form for Single Notifications

MVRNA Authorisation Request for Single Notifications

MVRNA to be Authorised:

To: ECVAA	**Date Sent:**
From: MVRNA to be Authorised	
Party Agent ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Feedback Reports (ECVAA-I029, ECVAA-I010) Required?	Yes/No (Delete as appropriate)
Name of Authorised Signatory:	
Authorised Signature:	Password:

Lead Party Details:

To: ECVAA	**Date Sent:**
From: Lead Party Details	
Energy Account Production / Consumption Flag:	
Party ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Feedback Reports (ECVAA-I029, ECVAA-I010) Required?	Yes/No (Delete as appropriate)
Name of Authorised Signatory:	
Authorised Signature:	Password:

Subsidiary Party Details:

To: ECVAA	**Date Sent:**
From: Subsidiary Party Details	
Energy Production / Consumption Flag:	
Party ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Feedback Reports (ECVAA-I029, ECVAA-I010) Required?	Yes/No (Delete as appropriate)
Name of Authorised Signatory:	
Authorised Signature:	Password:

Implementation Details:

BM Unit ID: _____

Effective From Date : _____/_____/_____ Effective to Date (Optional) : _____/_____/_____

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4.4 BSCP71/02a MVRNA Authorisation Request Form for Dual Notification

MVRNA Authorisation Request for Dual Notifications

Please use this form to set up an authorisation for Dual Notification.

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Note that the MVRNA for the Lead Party will be deemed "MVRNA", and the MVRNA for the Subsidiary Party will be deemed "MVRNA2" by the ECVAA.

MVRNA to be Authorised:

Please state which Party you are requesting to notify on behalf of, by ticking the appropriate box in this Dual Notification Authorisation:

Lead Party	

Subsidiary Party	

To: ECVAA	**Date Sent:**
From: MVRNA to be Authorised	
Party Agent ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Report Requirement	
Feedback Reports (ECVAA-I029, ECVAA-I010) Required?	Yes/No (Delete as appropriate)
Include Matching in Acceptance Feedback Reports?	Yes/No (Delete as appropriate)
Name of Authorised Signatory:	
Authorised Signature:	Password:

Lead/Subsidiary* Party Details:

To: ECVAA	**Date Sent:**
From: Lead/Subsidiary* Party Details	
Energy Account Production / Consumption Flag:	
Party ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Report Requirement	
Feedback Reports (ECVAA-I029, ECVAA-I010) Required?	Yes/No (Delete as appropriate)
Include Matching in Acceptance Feedback Reports?	Yes/No (Delete as appropriate)
Name of Authorised Signatory:	
Authorised Signature:	Password:

*** Delete as appropriate, should match what has been specified by the Agent in the tick box above**

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Please fill in the details of the Other Party participating in this Authorisation (to be complete MVRNA):

Other Party details	
Other Party Agent ID:	Other Party ID:
Energy Production / Consumption Flag:	
Name of Contact:	
Contact email address:	
Party Ref:	Contact Tel. No.

Implementation Details:

BM Unit ID: _____

Effective From Date : _____/_____/_____ Effective to Date (Optional) : _____/_____/_____

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4.5 BSCP71/03 ECVNA Authorisation Termination Request Form

ECVNA

Authorisation Termination Request

To: ECVAA	**Date Sent:**
From: Participant Details Party/Party Agent ID: Participation Capacity: Contact email address:	Name of Sender:
Our Ref:	Contact Tel. No.
Name of Authorised Signatory: Authorised Signature:	Password:

I request the termination of the Authorisation relating to the ECVNA and Credited/Debited Parties indicated below, effective immediately.

There **is / is not** a Nullification request associated with this termination. (DELETE AS APPLICABLE)

ECVNA Details:

Company Name :	ECVNA ID :
ECVNA2 Details (for Dual Notification Authorisations only):	
Company Name :	ECVNA ID :
Party 1 Details:	
Company Name :	Party ID :
Energy Production / Consumption Flag:	
Party 2 Details:	
Company Name :	Party ID :
Energy Production / Consumption Flag:	

Authorisation Details:

Authorisation ID: _____

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4.6 BSCP71/04 MVRNA Authorisation Termination Request

MVRNA

Authorisation Termination Request

To: ECVAA	**Date Sent:**
From: Participant Details	
Party/Party Agent ID:	Name of Sender:
Lead Party / Subsidiary Party / MVRNA / MVRNA2 (Delete as Appropriate):	
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:

I request the termination of the Authorisation relating to the MVRNA and Lead/Subsidiary Parties indicated below, effective immediately.

There **is / is not** a Nullification request associated with this termination. (DELETE AS APPLICABLE)

☐ I understand that all MVRNs subject to this authorisation will remain in place unless I submit a VNNR form (BSCP71/10)

MVRNA Details	Company Name:
	MVRNA Id:
MVRNA2 Details (for Dual Notifications Only)	Company Name:
	MVRNA Id:
Lead Party:	Company Name:
	Party Id:
BM Unit Id:	
Subsidiary Party:	Company Name:
	Party Id:
Subsidiary Energy Account:	Production / Consumption (Delete as Appropriate)

Authorisation Details:

Authorisation ID: _____

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4.7 BSCP71/05 Registration Form for ECVNA or MVRNA

ECVNA or MVRNA Registration Form

(Form completed by company applying to be registered as an ECVNA or MVRNA with the CRA)

To: CRA	**Date Sent:**
From: Participant Details	
Party Agent ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:
Company Name:	
Address:	
Postcode:	Telephone:
	Fax:
Contact email address:	
Contact Phone Number :	

Capacity in which company wishes to be registered with the CRA:

	Party Agent Capacity *Tick appropriate box / boxes*	Party Agent ID	Effective From	Effective To
ECVNA				
MVRNA				

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4.8 BSCP71/06 ECVNA or MVRNA De-Registration Form

ECVNA or MVRNA De-registration Form

(Form completed by company applying to be de-registered as an ECVNA or MVRNA with the CRA)

To: CRA	**Date Sent:**
From: Participant Details	
Party Agent ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:

Capacity in which company wishes to be de-registered with the CRA:

	Party Agent Capacity *Tick appropriate box / boxes*	Party Agent ID[25]	Effective To Date
ECVNA			
MVRNA			

[25] A Party Agent registering as an ECVNA and MVRNA can elect to allocate the same Party Agent ID to both Party Agent capacities

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4.9 BSCP71/07 Change of ECVNA or MVRNA Registration Details Form

Change of ECVNA or MVRNA

Registration Details (excluding de-registration)

(Form completed by company wishing to amend registration details of an existing ECVNA or MVRNA)

To: CRA	**Date Sent:**
From: Participant Details	
Party Agent ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:

The following changes apply to the above Party Agent's registration details in the role of:

[ ] ECVNA

[ ] MVRNA

(Tick either or both as appropriate)

	Current details	New Details (where applicable)
Company Name		
Contact Name		
Email address		
Address		
Postcode		
Telephone		
Fax		

Requested effective date of change : _____

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4.10 Not used

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4.11 BSCP71/09 ECVNA / MVRNA Authorisation Key Change Request Form

ECVNA / MVRNA

Authorisation Key Change Request

To: ECVAA	**Date Sent:**
From: Participant Details	
Party Agent ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Name of Authorised Signatory:	
Authorised Signature:	Password:

If you are a Party Agent representing a Party in Dual Notification, please state which Party you are notifying on behalf of, by ticking the appropriate box:

Party 1	
Party 2	

Authorisation Key Change required for
ECVNA Authorisation ID(s), MVRNA Authorisation ID(s)*
.....
* Delete as Appropriate

Implementation Details:

Effective From Date : _____/_____/_____ Effective to Date (Optional) : _____/_____/_____

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4.12 BSCP71/10 Volume Notification Nullification Request Form

Volume Notification Nullification Request

To: ECVAA	**Date Sent:**
From: Participant Details	
Party ID:	Name of Sender:
Contact email address:	Contact Tel. No.
Our Ref:	Amendment Yes/No if yes, 'Ref' must be the same as for the original
Name of Authorised Signatory:	
Authorised Signature:	Password:

I request the nullification of all outstanding notifications (both Energy Contract Volume Notifications and Meter Volume Reallocation Notifications) between the Energy Accounts detailed in the table below.

☐ I understand that in order for this process to be carried out all authorisations between these Energy Accounts must have been terminated. I also understand that the nullification, with respect to Meter Volume Reallocation Notifications, will be carried out for all BM Units for which there are outstanding notifications between the Energy Accounts previously mentioned.

I request that this process be initiated from Settlement Period ____on ____/_____/_____

Counterparty Details	
Party ID:	
Company Name:	

Please indicate in the table below the Energy Accounts between which you wish to nullify all volumes. Note only one account combination can be specified per form.

Submitting Party	**Counterparty**	Nullify Volumes
Production Account	Production Account	YES / NO
Production Account	Consumption Account	YES / NO
Consumption Account	Production Account	YES / NO
Consumption Account	Consumption Account	YES / NO

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4.13 BSCP71/11 Party / ECVNA / MVRNA Report Requirement Change Request Form

Party / ECVNA / MVRNA*

(*Delete as appropriate)

Report Requirement Change Request

To: ECVAA	**Date Sent:**
From: Authorisation Participant Details	
Party or Party Agent ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
New Report Requirement:	
ECVNA Authorisation Id(s):	
Feedback Reports (ECVAA-I0028, ECVAA-I009) Required?	Yes/No (Delete as appropriate)
Include Matching in Acceptance Feedback Reports?	Yes/No (Delete as appropriate)
MVRNA Authorisation Id(s):	
Feedback Reports (ECVAA-I029, ECVAA-I010) Required?	Yes/No (Delete as appropriate)
Include Matching in Acceptance Feedback Reports?	Yes/No (Delete as appropriate)
Name of Authorised Signatory:	
Authorised Signature:	Password:

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4.14 Not Used

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4.15 BSCP71/13 Party / ECVNA / MVRNA ECVAA Web Service Ban Request Form

Party / ECVNA / MVRNA*

(*Delete as appropriate)

Request to ban / un-ban an ECVAA Web Service Credentials File

To: ECVAA	**Date Sent:**
From: Participant Details	
Participant Name: :	Participant Role(s): Party/ECVNA/MVRNA
Party or Party Agent ID:	Name of Sender:
Contact email address:	
Our Ref:	Contact Tel. No.
Credentials File ID:	
Action Required: Ban / Un-ban (delete as required)	
Other Details:	
Name of Authorised Signatory:	
Authorised Signature:	Password:

Implementation Details:

Effective Date: _____/_____/_____

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4.16 Notification Submission

4.16.1 Notification Data

Whenever submitting an ECVN or MVRN, the following data must be submitted to the ECVAA by the relevant Notification Agent, or it will fail validation and will not be entered into the ECVAA database for use in Settlement (as described in section 4.17.1 of this BSCP).

For ECVNs:

- ECVNA identifier(s);
- ECVNAA Identifier under which the ECVN is being submitted;
- ECVNAA Key(s);
- ECVN Identifier;
- Effective From Date and if required, Effective To Date;
- Energy Contract Volume Period Data in MWh for each Settlement Period affected by the notification and corresponding to each Energy Account identifier. (Any omitted Settlement Periods will be treated as having an Energy Contract Volume of zero).

The MWh values in an ECVN represent an amount of energy transferred from the first Energy Account identified in the ECVNAA, to the second Energy Account identified in the ECVNAA.

For MVRNs

- MVRNA identifier(s);
- MVRNAA Identifier under which the MVRN is being submitted;
- MVRNAA Key(s);
- MVRN Identifier;
- Effective From Date and if required, Effective To Date;
- Metered Volume Reallocation expressed as a fixed reallocation and a percentage reallocation for each Settlement Period. (Any omitted Settlement Periods will be treated as having a Metered Volume Reallocation of zero).

Note that an ECVN or MVRN contains two Authorisation Identifiers: one identifying the Authorisation under which the notification is being submitted, and one contained within the ECVN Identifier or MVRN Identifier. These will be the same, except when a notification is intended to replace a notification submitted under a different Authorisation (as described in 4.16.3 below).

In respect of notifications that cover more than one day, defaulting rules will be applied by the ECVAA for any clock change days covered by the notification, which for short days will

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ignore values submitted in respect of third and fourth Settlement Periods, and for long days will repeat values submitted for the third and fourth Settlement Periods.

4.16.2 Addition Notifications

A new notification with a different notification identifier (ECVN Identifier or MVRN Identifier) to a previously-submitted notification will add to any existing notifications submitted with the same authorisation identifier.

4.16.3 Replacement Notifications

An existing ECVN or MVRN may be replaced by submitting a notification with the same ECVN Identifier or MVRN Identifier as an existing notification, for any valid range of effective dates. This will then be treated by the ECVAA as an amendment to the original notification, and will be processed as follows:

- Any data contained within a replacement notification for Settlement Periods that have passed the Submission Deadline will be disregarded.
- The notification amendment will overwrite the previously-submitted notification from the Effective From Date of the new notification. The effect of the original notification will therefore be terminated for all Settlement Periods from the Effective From Date of the new notification, including any Settlement Dates and Settlement Periods after the Effective To Date of the new notification.
- A replacement notification in which data for specific Settlement Periods is omitted will result in the Energy Contract Volumes or Metered Volume Reallocations previously notified for those periods being withdrawn.
- A replacement notification with no Energy Contract Volume or Metered Volume Reallocation data for any Settlement Periods will result in the original notification being withdrawn in its entirety from the Effective From Date of the new notification.

While an ECVNAA or MVRNAA remains in force, notifications submitted under that Authorisation can only be replaced by notifications submitted under the same Authorisation. However, once an ECVNAA or MVRNAA has been terminated, notifications previously submitted under it can be replaced by notifications submitted under another Authorisation, provided that it relates to the same Energy Accounts (for an ECVNAA) or Lead Party, Subsidiary Party and BM Unit (for an MVRNAA).

4.16.4 Notification Amendment Type

In the case of an ECVN, where the associated ECVNAA has a Notification Amendment Type of either ‘Additional’ or ‘Replacement’, the ECVAA shall reject any notifications that do not contain the appropriate combination of ECVN and ECVNAA identifiers in accordance with the rules in Sections 4.16.2 and 4.16.3 above. This ensures that an ECVNA cannot submit an additional notification in error when it was intending to effect a replacement, or vice versa.

It is assumed that the Notification Amendment Type for any Authorisation pre-dating the P309 implementation date is set to ‘both’ unless the Relevant Contract Parties and agents update it by an Authorisation Change or a successor Authorisation.

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4.17 Notification Validation

Upon receipt of an ECVN or MVRN, the ECVAA carries out a series of checks to confirm the validity of the notification. These checks include the following:

- confirmation that the notification contains the data as required above;
- checks on the consistency of the identifiers and keys against those held by the ECVAA;
- check on validity of the ECVNAA/MVRNAA for the Calendar Day on which the notification was received;
- confirmation that the notification Effective To Date (if specified) is not before the current day, and not before the Effective From Date;
- confirmation that the ECVN/MVRN for each Settlement Period has been received at or before the Submission Deadline, with any data for Settlement Periods for which the Submission Deadline has passed being disregarded by the ECVAA;
- checks on the value of the Contract Volumes or Volume Reallocations requested in the ECVN/MVRN to ensure they are within permissible ranges;
- for ECVNs, where the associated ECVNAA has a Notification Amendment Type of 'Additional' or 'Replacement', check that the use of ECVN and ECVNAA identifiers is consistent with the rules in Section 4.16 for additional and replacement notifications respectively.

Where any data for a Settlement Period is omitted from a notification, the notification is accepted but an Energy Contract Volume or Metered Volume Reallocation of zero being applied to the affected Settlement Periods.

In all other instances, where data for any Settlement Period within the notification fails validation, the notification is rejected in its entirety.

4.18 Credit Checking

The ECVAA continually checks the effect of ECVN/MVRNs on the associated Parties' Energy Indebtedness and refuses or rejects notifications which have the effect of increasing a Party's Energy Indebtedness while their Credit Cover Percentage is greater than 90% and the Credit Default Authorisation Flag has been set by BSCCo. These processes of refusal and rejection are described in sections 4.18.1 and 4.18.2 below.

In the case of both refusal and rejection, a valid notification that has a neutral effect on Energy Indebtedness, or which consists of Energy Contract Volumes or Metered Volume Reallocations with zero values, will not be considered as increasing a Party's Energy Indebtedness.

4.18.1 Refusal of Entire Notifications

When a Party is in Level 2 Credit Default (i.e. has Credit Cover Percentage greater than 90% and the Credit Default Authorisation Flag set, as described in 4.18 above), and a notification

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is received during the Credit Default Refusal Period that has the effect of increasing Energy Indebtedness in any Settlement Period, the notification is refused in its entirety and is not entered into Settlement, regardless of whether the notification is otherwise valid.

4.18.2 Rejection of Notifications in Respect of a Settlement Period

For notifications already in the ECVAA system and relating to Settlement Periods within the Credit Default Rejection Period, any valid notifications that increase Energy Indebtedness are rejected on an individual Settlement Period basis. Any notifications for Settlement Periods within the Rejection Period that are valid and do not increase the Parties' Energy Indebtedness are accepted.

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