

## UMSUG paper – Use of Excel format for inventory submission

### 1. Introduction

The Operational Information Document (OID) specifies a standard file format submission of inventories.

### 2. Considerations

The OID section 8.1 limits the standard file format to either fixed format text, or CSV. Often inventories are submitted as Excel files. Excel files have the benefit that they retain the formatting of leading zeros on charge codes, which can be removed when submitting as CSV.

The section 8 is referring to detailed inventories, yet there is a paragraph referring to summary Inventory. It is not clear why this paragraph is included. It is suggested to remove it as it is irrelevant.

Similarly, the use of a CD for submission of data is now probably redundant, so suggest the reference.

### 3. Recommendation

The UMSUG is invited to:

- **Recommend** to that the OID is changed as shown in Appendix 1.

**Tom Chevalier**

Wednesday, 11 March 2020

## Appendix 1

Proposed changes to the OID:

### 8.1 General comments

The inventory shall be submitted either as a fixed format text file, **Excel spreadsheet** or as a comma separated file with a line for each item of inventory. **Submissions made as a comma separated file should be checked carefully to ensure formatting includes leading zeros as necessary.**

The file format below is that which shall be supplied by the Customer or as otherwise agreed with the UMSO. The file format shall contain, as a minimum, the following information:

- a) a list of items of unmetered equipment providing a unique identification and geographical location of each item;
- b) the number of items of each category of unmetered equipment, classified by Charge Code and Switch Regime. Items not able to be so classified shall be identified and quantified separately;
- c) the nominal rating for each Charge Code shall be indicated; and
- d) the Switch Regime for each UMS equipment. Items not able to be so classified shall be identified separately.

~~For the purposes of this Unmetered Supplies Operational Information Document, reference to the Summary Inventory means only the summarised information identified in (b), (c) and (d) above.~~

*After the table...*

The data, with the originator clearly identified, shall be ~~either on a CD or~~ attached to an email. It may be a compressed .ZIP file but NOT a 'self-extracting .EXE' archive.