**Virtual Lead Party (VLP) - Market Entry Process video transcript**

Welcome to the market entry process for the virtual lead party role. Over the next 10 or 15 minutes, I’m going to run you through the requirements for the market entry as a virtual lead party.

The first step is to accede to the BSC, we will provide you with access to the Elexon Kinnect customer solution. From there you can accede to the BSC by completing the online accession form which asks for company information and there will also be a section for you to upload the accession agreement which is the legal framework and this needs to be signed, but not dated by a registered company director who should be verifiable by Companies House.

We also require a one off **£500 accession fee** which is an admin fee, payment can made either by cheque or bank transfer. Once you have completed the company details in Elexon Kinnect we can send you an invoice for this amount if you require one.

Once have that information from you, we can agree an Accession date and it’s from that point you will be paying a **Base monthly charge which is £125 per month**. The base monthly charges is not pro rata, so most Parties choose to accede at the start of the month but it is up to you when you wish to accede.

The access at this stage will be given to one person and granted at an assistant level until you setup your Authorised Signatories which we will discuss on the next slide.

Once you’re signed up, the next step is to set up you Authorised signatories. The first one will need to be created outside of Elexon Kinnect.

Authorised Persons need to be created to ensure that we are aware of who within your company is authorised to carry out specific BSC activities.

Further information regarding Authorised Persons and the different levels of authorisations can be found within the form BSCP38.

To set up your first set of authorised signatories, we need a director’s letter on company stationery nominating the first signatory and a form BSCP38 with Parts A and C completed by the person nominated in the letter.

Once authorised that person will gain access to the Elexon KInnect Customer solution and can add or amend authorised signatories. A Category ‘A’ Authorised Signatory can act on behalf of all categories. Unless there is a specific person you would like to authorise for a specific category, then please just tick Category A.

You will need to register your intended market role and go-live date in order to create the tasks relevant to your role.

As a VLP you will need to have Performance Assurance Board approval before you are able to register in the role so please take this into consideration when adding in the effective from date (although this can be changed at a later date if there are any delays).

We will set your role registration to live at the end of the process once we know that you have completed all of the market entry stats.

As a party operating within the BSC arrangements you will need to be able to send and receive communications to and from ELEXON and the BSC agents systems. Some communications are manual (via post and email) but most are sent via electronic data flows.

The electronic data flows are sent and received via one of two communication methods,

* the High Grade Service and
* the Low Grade Service.

The Low Grade Service provides access to all services and data through the public internet, with consequently no guarantees on access times or availability. We use Data Push to deliver the data and you will have to download Xsec Software to decrypt the files. The Low Grade Service is free of charge for all Parties and takes ELEXON around 5 working days to process your request.

The High Grade Service is a dedicated comms line to our private wider area network (WAN) and involves having a router installed. You will use TIBCO to stream the data and the data is pushed to you. The charges for the High Grade Service can be found within the Schedule of specified communications charges on our website and we have this on the next slide. High Grade Lines in the UK take around 60 working days to install

Most parties choose the low grade line as it’s just as sufficient.

Once you have decided which service you require you will need to complete a communication line request form which can be found on our website.

All BSC Parties must demonstrate their ability to communicate with BSC central systems and comply with the requirements in Section O of the BSC by completing CVA Qualification Testing as part of the market entry process.

There 3 options for this testing:

* **Full testing** - consists of a half day booked out with our service provider, CGI, who will send you valid and invalid files, your systems will pick up flows from the FTP, load into your systems and send ACK (acknowledged) or NACK (negatively acknowledged) depending on validity.
* **Waiver** – second option is to waiver that testing and this is if you were to reach an agreement with an existing BSC party to use their already qualified system. You can only apply for the waiver if the Supporting Participant you intend to use, has previously tested the flows relevant to your role, as stated in the BSCP70. We would require a signed letter from the system owner and then you would be able to waiver testing on basis that the system was already tested when they went through the Market Entry process.
* **Opt out** – we do not recommend the third option which is to opt out as we have no assurance that you’re able to pick up all the settlement data. But it is listed in the code, so we have to mention it. Opting out of testing is done at Parties own risk

You will also need to refer to the CVA Qualification Checklist within BSCP70 to ensure you are prepared for testing and have the necessary validation software and business systems in place before arranging a test date. Once you’re ready to carry out testing please complete the relevant test booking forms in BSCP70 along with a date you would like the testing to take place (bare in mind the 10 working day lead time).

BSCP70 gives an overview of the CVA Qualification process and the appendix (booking form) lists what flows you would need to test for your role.

The files are just flat files and we have example files to send if you want to build your own system.

If you did want to build your own system, then the Communications Required Document and Interface Definition Document contain specs of what the system needs to be capable of and a written description of the flow structures.

If you didn’t want to build your own, there are third party providers. We can send a list of the ones we know of, but not exhaustive and we don’t recommend any one provider.

There is no cost associated with testing as part of Market Entry, so if you don’t pass on first try you can book a second test slot – just bear in mind the 10 working day lead time.

If you wanted to also register as a Notification Agent there is some additional testing required as detailed in BSCP70/01(b)

The P-flows highlighted in grey are listed in the Interface Definition Document and will also be sent over the same FTP as the CVA flows. These P-flows can also be tested at the same time as you complete CVA Qualification.

The results of the testing will be provided to you so you can include them in Section 3 of the Self Assessment Document, which is part of SVA Qualification.

The **Funds Administration Agent (FAA)** manage the funds transfer between ELEXON and BSC Parties for any Trading Charges owed to or by BSC Parties during the Balancing & Settlement of the market.

The process and forms to complete are within BSCP301. The FAA will require some company financial details from you to ensure they are ready to be able to invoice you for any trading charges owed or payable after go-live.

Please note that the FAA bank account for your trading charges is separate to the two bank accounts in to which you pay BSC Charges and lodge Credit Cover. For the trading charges we require a bank that has a UK branch in order to make payments to you in GBP.

Trading charge payments are made to or by parties 29 days after a settlement day. **Credit Cover** ensures that ELEXON has enough collateral from you to cover these payments if you cannot make them.

Lodging credit is optional while going through the market entry process. However, should you choose to lodge credit during market entry then this can be sent in cash, through a letter of credit, or through an Approved Insurance Product.

You will also need to register 2 out of hours credit contacts on the Elexon Kinnect customer soluiton in case an urgent issue arises out of normal working hours (e.g., Credit cover breaches etc.)

The credit default team can help run through some credit scenarios with you if you are unsure. We have provided their contact details at the end of this presentation.

**BM Units**

* BM Units are the units used to represent all energy export and import in Settlement. There are specific BM Units assigned to each Party and we sum up their volumes and contracts, for each Party, when we carry out the Settlement calculations.
* VLPs will be required to register Secondary BM Units in accordance with Section K of the BSC.
* Secondary BM Units are charged at £60 per month per GSP group.

After PAB approval and once live in the VLP role you will be able to register your BMUs and MSID Pairs in Elexon Kinnect customer solution under the My Assets section. The dates will need to be aligned with the National Grid as we will get approval from them.

As we work with National Grid we will need you to submit your BM Unit details at least 15 working days prior to your BM Unit registration date. The Effective from Date on the form need to align with the national grid BM Unit Effective from date.

Any queries should be sent to the BM Unit team at Elexon.

And finally on this slide we just have a few contact details that people often find useful.