

CP1325 Attachment - BSCP504 v24.1 Redlined Text v0.2

1.1.1 NHHDC BSC Requirement Specifications

For each Metering System that the NHHDC is responsible for, the NHHDC will:

- ~~1.~~ Collect the Metered Data (in accordance with this BSCP);
- ~~2.~~ Check the Metered Data and provide reports (in accordance with this BSCP);
- ~~3.~~ Enter the Metered Data in kWh into the relevant data collection system and calculate Meter Advance values for each Settlement Register;
- ~~4.~~ receive Daily Profile Coefficients from the SVAA;
- ~~5.~~ Investigate inconsistencies in EAC/AA data as provided by the NHHDA, MOA or Supplier;
- ~~6.~~ Update standing entries and Meter Technical Details to take account of new information;
- ~~7.~~ Determine EAC and AA data;
- ~~8.~~ Provide AA data including their Effective From and To Settlement dates, EAC data including their Effective From Settlement date and Metering system details to the NHHDA;
- ~~9.~~ Provide validated Metered Data and Metering System Reports to the Supplier and LDSO;
- ~~10.~~ Calculate a Meter Advance or Deemed Meter Advance values for each Settlement Register, in accordance with Annex S-2 of the BSC and this BSCP);
- ~~11.~~ For a change of Supplier, the old Supplier and old NHHDC shall provide historical data as required by the BSC Annex S-2 and this BSCP to the new Supplier and new NHHDC;
- ~~12.~~ For Unmetered Supplies which are not subject to Equivalent Metering, the NHHDC shall set values of EAC to be defined in the relevant UMS (Unmetered Supply) certificate, pass such values unadjusted to the NHHDA responsible for such Unmetered Supply, together with the Effective from Settlement Dates of the EAC; and
- ~~13.~~ When advised by a Supplier that a site is Long Term Vacant site, calculate a Metered Advance or Deemed Meter Advance and an EAC for each Settlement Register and thereafter replace the EAC with an EAC of zero value. When a site can no longer be treated as Long Term Vacant, calculate Metered Advance, a Deemed Meter Advance and an EAC for each Settlement Register and use these to replace the zero value EAC for future calculations.

In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

Section 1.2 – no changes

1.2.1 Non-Half Hourly Data Collector Responsibilities

The appointment of a NHHDC in SMRS by the Associated Supplier to a SVA MS is effective from a specified calendar day. From that calendar day onwards the NHHDC is responsible for all Settlement Days (SDs) within the period of its Associated Supplier's registration, until superseded by a new NHHDC, providing there is no Change of Measurement Class (CoMC) from Non-Half Hourly (NHH) to Half Hourly (HH) metering or vice versa. If there is a CoMC, there will be no transfer in responsibility or historic data from the old NHHDC to the new HHDC or vice versa.

The NHHDC shall use systems and processes approved in accordance with BSCP537 which are capable of processing the following:

1. Positive and negative Meter advances;
2. Positive and negative EACs and AAs;
3. Positive and negative Daily profile coefficients.

These systems and processes must comply with all other applicable requirements set out in the Code, the Supplier Volume Allocation Rules, the Party Service Line (PSL100) and the relevant BSCP.

The equipment/system communicating with any AMR Meter shall be set in accordance with the Co-ordinated Universal Time (UTC) at least once every day.

The NHHDC shall provide data for any adjustments to Volume Allocation Runs required in accordance with BSCP11.

The NHHDC shall record all meter readings collected or received for each SVA Metering System (relating to Import consumption and/or Export generation) for which it is responsible. Such meter readings may be:-

- a. Collected as a regular schedule read;
- b. Collected when a meter reading is obtained outside the collection schedule agreed by its Associated Supplier;
- c. Collected by an outgoing Non-Half Hourly Data Collector and passed to the incoming Non-Half Hourly Data Collector as the change of Supplier meter reading;
- d. Received when Customer own meter readings are provided by its Associated Supplier or Customer;
- e. Received when prepayment meter readings are provided by its Associated Supplier;
- f. Deemed readings established on appropriate occasions;
- g. Received when initial or final readings are provided by the Associated Meter Operator Agent or related LDSO;
- h. Received when final readings are provided by the incoming NHHDC on a change of Supplier; and

- i. Received when estimates of a change of Supplier read generated by the old Supplier are provided by its Associated Supplier.

The NHHDC shall ensure that, for each SVA Metering System for which it is responsible, the metering data for Settlement and for use by the LDSO is retrieved from the SVA Metering System, and is validated, processed and transmitted to its Associated NHHDA and the relevant LDSO, in each case using systems and processes so approved in accordance with BSCP537 and in time for the related Final Reconciliation Volume Allocation Run.

The NHHDC shall ensure:-

- a. That the Metering System and register being read are the ones intended to be read.
- b. The Settlement register reading shown on the display of the Metering System is consistent with the value that is entered into Settlement i.e. data integrity exists between the readings obtained remotely and readings obtained locally¹.
- c. That readings used for Settlement purposes are passed from the Metering System to the NHHDC, logically unchanged, and that suitable controls are in place such that the final format of the data and the manner in which it is interpreted are consistent and accurate¹. The NHHDC shall validate in accordance with section 4.2 (Validate Meter Data) and process all readings collected (or received) in accordance with paragraph 1.2.1 above. The process shall be followed except in the case of readings from pre-payment and/or remotely read Metering Systems where the provisions of sections 4.11 and 4.20 shall apply.

Section 1.2.2 – 1.6 no changes

1.6.1 Acronyms

The terms used in this BSC Procedure are defined as follows.

AA(s)	Annualised Advance(s)
BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
CoMC	Change of Measurement Class
CoP	Code of Practice
CoS	Change of Supplier
CT	Current Transformer
CTCU	Central Teleswitching Control Unit
DTS	Data Transfer Service
EAC(s)	Estimated Annual Consumption(s)
GSP	Grid Supply Point
HH	Half Hourly
HHDC	Half Hourly Data Collector
HV	High Voltage
Id	Identifier
kVA	Kilo-Volt-Amperes
kW	Kilowatt
kWh	Kilowatt Hour
LDSO	Licensed Distribution System Operator
LF	Load Factor
LTV	Long Term Vacant
MAP	Meter Advance Period
MC(s)	Measurement Class(es)

¹ This requirement is to be met through software and data transfer controls and not by performing individual checks on a per-Metering System basis

MD	Maximum Demand
MDD	Market Domain Data
MDDM	Market Domain Data Manager
MDR	Maximum Demand Register
ME	Metering Equipment
MOA(s)	Meter Operator Agent(s)
MS	Metering System
MSID	Metering System Identifier
MTD	Meter Technical Details
NHHDA(s)	Non-Half Hourly Data Aggregator(s)
NHHDC(s)	Non-Half Hourly Data Collector(s)
NOSI	Notification of Old Supplier Information
PA	Profile Administrator
PC	Profile Class
<u>[CP1310]PFSR</u>	<u>Post Final Settlement Run</u>
PoS	Point of Sale (or early reading)
Ref	Reference
RF	Reconciliation Final (Final Reconciliation Run)
RPS	Revenue Protection Service
SAR	Supplier Agreed Read
SD	Settlement Day
SFIC	Systems Fault Information Centre
SSC(s)	Standard Settlement Configuration(s)
SSD	Supply Start Date
SVAA	Supplier Volume Allocation Agent
SVAS	Supplier Volume Allocation System
TPR(s)	Time Pattern Regime(s)
UMS	Unmetered Supplies
UMSO	Unmetered Supplies Operator
WD	Working Day

Section 1.6.2 - 3.2.2 no changes

3.2.3 Change of NHHDC for an existing SVA Metering System not concurrent with a Change of Supplier².

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.1	By 12 WD prior to effective date of DC appointment.	Send notification of appointment.	Supplier.	New NHHDC.	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.2.3.2	By 7 WD prior to effective date of DC appointment.	Send confirmation of appointment acceptance.	New NHHDC.	Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.3.3	By 5 WD prior to effective date of DC appointment.	Send associated Agent details.	Supplier ³ .	New NHHDC, MOA	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed.
3.2.3.4	By 3 WD prior to effective date of DC appointment.	Send notification of de-appointment.	Supplier.	Old NHHDC ⁴ .	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.
3.2.3.5	Between –7 WD and the de-appointment date.	Send request to provide Meter register reading and associated AA/EAC history to new NHHDC.	Supplier.	Old NHHDC.	D0170 Request Metering System Related Details.	Electronic or other method, as agreed.

² Where a bulk change of agent is being initiated, BSCP513 must have been completed prior to triggering this process.

³ The Supplier will inform the MOA that the NHHDC has been appointed, via D0148 Notification of Change to Other Parties, and this notification will take place prior to step 3.2.3.4.

⁴ The old NHHDC will retain responsibility for the MSID until all instructions generated have been accepted and applied by the NHHDA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.6	Within 5 WD of de-appointment ⁵ .	Send Meter register reading and associated AA/EAC history ⁶ . In addition, if an actual or customer Meter register reading(s) is obtained by 8WDs (i.e. profile coefficients have been received) before the appointment date change, then this reading(s) will be validated and processed prior to it being sent to the new NHHDC. If an actual or customer Meter register reading(s) is obtained but less than 8WDs before the appointment date change, then this reading(s) will, wherever possible, be validated and sent to the new NHHDC.	Old NHHDC.	New NHHDC.	Appendix 4.8 – Historical Data Requirements. D0010 Meter Readings. D0152 Metering System EAC/AA Historical Data.	Electronic or other method, as agreed.
3.2.3.7	Within 1 WD of 3.2.3.6.	If Meter register reading and associated AA/EAC history not received as expected, request this data.	New NHHDC.	Supplier ⁷ or old NHHDC	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
3.2.3.8	Within 1 WD of 3.2.3.7.	Send Meter register reading and associated AA/EAC history.	Old NHHDC or Supplier ⁷	New NHHDC.	Appendix 4.8 – Historical Data Requirements. D0010 Meter Readings. D0152 Metering System EAC/AA Historical Data.	Electronic or other method, as agreed.

⁵ The old NHHDC will send the meter register reading and associated EAC/AA history on request via a D0170, irrespective of whether a 'Termination of Appointment or Contract by Supplier' (D0151) flow has been received from the Supplier. Where no D0151 flow has been received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) data item on the D0170 flow.

⁶ If the old NHHDC receives Meter register reading(s) from the MOA after history has been passed to the new NHHDC, then the old NHHDC will manually inform the MOA that the Meter register reading(s) will need to be sent by the MOA to the new NHHDC.

⁷ The Supplier will provide this data either directly or via the old NHHDC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.9	If further meter readings are received by the old NHHDC after historical information has been transferred to the new NHHDC	Old NHHDC to send additional information to the New NHHDC	Old NHHDC	New NHHDC		Electronic or other method, as agreed.
3.2.3.10	If required	Request SVA MS data	NHHDC	Supplier	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
3.2.3.11	Only following 3.2.3.10 or if concurrent change of MS Settlement Details	The Supplier will provide this data to the new NHHDC via the D0052 Affirmation of SVA MS Settlement Details.	Supplier	New NHHDC SMRA	D0052 Affirmation of Metering Settlement Details D0205 Update Registration Details See also Appendix 4.12 - Usage and Validation of Affirmation of Metering System Settlement Details (D0052) flow.	Electronic or other method, as agreed
3.2.3.12	Following request from Supplier and within 10 WD of effective date of DC appointment.	Send current MTD. Send details of any current faults.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
3.2.3.13	Within 1 WD of 3.2.3.10.	If MTD not received as expected, request this data.	New NHHDC.	MOA.	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.14	Within 1 WD of 3.2.3.11 request from new NHHDC.	Send current MTD.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.2.3.15	As soon as practical.	Confirm inclusion of SVA MS in Meter register reading schedule.	New NHHDC.	Supplier, LDSO.	D0012 Confirmation of the Inclusion of the Metering Point in the Reading Schedules.	Electronic or other method, as agreed.

Section 3.2.4 – 3.2.5 no changes

3.2.6 Change of Supplier for an existing SVA Metering System.⁸

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.1	By SSD.	Send appointment details to the new NHHDC, including the details of the old Supplier's Agents.	New Supplier.	New NHHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.2.6.2	By SSD	The new NHHDC will confirm appointment with the new Supplier. If the new NHHDC is the same as the old NHHDC, then proceed to 3.2.6.8.	New NHHDC.	New Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.6.3	If concurrent change of MS Settlement Details	The Supplier will provide this data to the NHHDC.	New Supplier	New NHHDC SMRA	D0052 Affirmation of Metering Settlement Details D0205 Update Registration Details See also Appendix 4.12 - Usage and Validation of Affirmation of Metering System Settlement Details (D0052) flow.	Electronic or other method, as agreed
3.2.6.4	If applicable, once registration notification received.	Send request to old NHHDC to send Meter register reading and associated EAC.	New NHHDC.	Old NHHDC.	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.

⁸ Refer to Appendix 4.4 -- Change of Supplier Activities.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.5	If applicable, prior to SSD+8 ⁹ .	Send Meter register reading and associated EAC. In addition, if the old NHHDC obtains an actual or a customer Meter register reading before the SSD, then ensure this reading(s) will be validated and processed prior to it being sent to the new NHHDC. Send the revised Meter register reading history to the new NHHDC. ¹⁰	Old NHHDC.	New NHHDC.	Appendix 4.8 – Historical Data Requirements. D0010 Meter Readings. D0152 Metering System EAC/AA Historical Data.	Electronic or other method, as agreed.
3.2.6.6	Once appointed to SVA MS by new Supplier.	Send the MTD to the new NHHDC.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.2.6.7	In time to achieve a read within SSD-5 and SSD+5.	Where desired by both Suppliers, for the purposes of correcting an erroneous registration, both Suppliers shall agree a Meter register reading equivalent to a 1kWh advance, since the erroneous registration, and provide the Meter register reading via 3.2.6.8 below.	New Supplier / Old Supplier.	Old Supplier / New Supplier.		Manual Process.

⁹ The old NHHDC will send the meter register reading and associated EAC/AA history on request via a D0170, irrespective of whether a 'Termination of Appointment or Contract by Supplier' (D0151) flow has been received from the Supplier. Where no D0151 flow has been received, the Supply Start Date can be derived from the 'Date Action Required By' (J0028) data item on the D0170 flow.

¹⁰ The old NHHDC should always send the latest valid set of Meter readings, together with the EAC value(s) calculated from those Meter reading(s).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.8	In time to achieve a read within SSD-5 and SSD+5.	<p>Where actual Meter register reading required: Send request to obtain an actual Meter register reading. The new NHHDC will obtain a Meter register reading where instructed by the new Supplier¹¹. Otherwise: Provide the customer Meter register reading (which may include a PoS reading or an old Supplier Estimated reading)¹².</p> <p>The MOA may send a Meter register reading to the new NHHDC.</p>	<p>New Supplier. New NHHDC.</p> <p>New Supplier. MOA.</p>	<p>New NHHDC.</p> <p>New NHHDC. New NHHDC.</p>	<p>D0072 Instruction to Obtain Change of Supplier Reading.</p> <p>D0071 Customer Own Reading or Supplier Estimate Reading on Change of Supplier. D0010 Meter Readings.</p>	<p>Electronic or other method, as agreed.</p> <p>Internal Process.</p> <p>Electronic or other method, as agreed.</p>
3.2.6.9	By SSD+8 and once profile coefficients received.	<p>Select the CoS reading. Process and validate the Meter register reading, using the historic data provided by old NHHDC, where applicable (from 3.2.6.5) and the MTD provided by the MOA (from 3.2.6.6).</p>	New NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities,, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.6.10	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report ¹³ .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings ¹⁴ .	Electronic or other method, as agreed.

¹¹ The CoS reading is assumed to be correct by the Old Supplier, until the Old Supplier disputes the CoS reading.

¹² An old Supplier Estimated reading may not be provided by the new Supplier to the new NHHDC earlier than SSD+5.

¹³ If there are other non-CoS readings dated after the new NHHDC appointment, which have been validated and are invalid, the new NHHDC will send the invalid Meter register reading(s) via the D0010 Meter Readings data flow. The “Reading Type” will not be flagged as “A – Actual Change of Supplier Read”.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.11	Where the Supplier ceases to be responsible at the same time as the NHHDC is also ceasing to trade	Prepare and maintain plans that will enable the Panel to fulfil the obligations of the Supplier under the Code.	Old NHHDC	Panel	Plans should detail how the NHHDC will upon termination or expiry; make arrangements for the immediate transfer of data and other information to the Panel.	Electronic or other method, as agreed.
3.2.6.12	On receipt of Invalid Data Report.	Send a request to the new NHHDC to provide a Meter register reading to replace the invalid one already received. The new NHHDC will collect a Meter register reading, based on the request from the new Supplier. Return to 3.2.6.9.	New Supplier. New NHHDC.	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.	Electronic or other method, as agreed. Internal Process.
3.2.6.13	If valid Meter register reading obtained within SSD-5 and SSD+5 window. For prepayment Metering Systems refer to Appendix 4.11 - Prepayment Meters	Produce and send Valid Data Report.	New NHHDC.	New Supplier, LDSO. Old NHHDC, if applicable.	D0010 Meter Readings ¹⁵ . D0086 Notification of Change of Supplier Readings ¹⁶ . D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.

¹⁴ This data flow is used for both valid and invalid readings produced from the Change of Supplier process.

¹⁵ This includes all Meter register readings successfully validated during the CoS process, including the CoS reading (with the CoS "Reading Date & Time" set to the actual date of the CoS reading as opposed to SSD).

¹⁶ This data flow only includes the CoS reading. The "Reading Date & Time" will be set to Effective from Settlement Date {REGI}.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.15	Following 3.2.6.14 and in sufficient time to enable the reading to be included in the Initial Settlement Run relating to the last Settlement Day for which the old Supplier is responsible.	Send this Deemed change of Supplier reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method, as agreed
3.2.6.16	If no Meter reading history provided by the old NHHDC by SSD+8 or Meter reading history received but NHHDC not able to load it after making reasonable endeavours to do so.	Request Meter reading history	New NHHDC	Old NHHDC		Post / Fax / Email or other method as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.17	Within 10 WD of 3.2.6.16	Send Meter reading history	Old NHHDC	New NHHDC	D0010 Meter Readings D0152 Metering System EAC/AA Historical Data	Electronic or other method, as agreed
3.2.6.18	If 3.2.6.17 has not taken place and at least 10 WD after 3.2.6.16	New NHHDC may request Metering System Related Details	New NHHDC	New Supplier	D0170 Request for Metering System Related Details ¹⁸	Electronic or other method, as agreed.
3.2.6.19	Within 5 WD of 3.2.6.18.	Send the EAC Details and Last Actual or Customer Register Reading (if available) ¹⁹	New Supplier ²⁰	New NHHDC	D0311 Notification of Old Supplier Information (NOSI) Flow	Electronic or other method, as agreed.
3.2.6.20	When Meter reading history is provided, if a CoS reading is available	Select the CoS reading. Process and validate the Meter register reading, using the historic data provided by old NHHDC or the new Supplier and the MTD provided by the MOA (from 3.2.6.6). Calculate associated EAC / AA(s)	New NHHDC		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities, Appendix 4.6 – Manual Adjustment of Meter Reading(s). Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.6.21	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report ¹³ .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings ¹⁴ .	Electronic or other method, as agreed.

¹⁸ The NHHDC should clearly indicate in the D0170 that a D0311 is expected in return.

¹⁹ The NOSI flow may contain the Old Supplier's Last EAC Details and / or the Last Actual or Customer Register reading. If the NOSI flow contains an Old Supplier's Estimated CoS Reading this must not be used by the new NHHDC.

²⁰ For domestic premises only, the new Supplier will forward the NOSI flow received from the old Supplier, which may or may not contain the EAC Details and Last Actual or Customer Register Reading. If the old Supplier failed to provide a NOSI flow, the new Supplier should indicate this by sending an 'empty' NOSI flow.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.22	If valid Meter register reading obtained within SSD-5 and SSD+5 window. For prepayment Metering Systems refer to Appendix 4.11 - Prepayment Meters	Produce and send Valid Data Report.	New NHHDC.	New Supplier, LDSO. Old NHHDC, if applicable.	D0010 Meter Readings ¹⁵ . D0086 Notification of Change of Supplier Readings ²¹ . D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.2.6.23	When Meter reading history is provided, if a CoS reading is not available	Deem Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance, Appendix 4.6 - Manual Adjustment of Meter Reading(s) Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.6.24	Following 3.2.6.23	Send resulting change of Supplier Meter Reading	New NHHDC	New Supplier, LDSO	D0086 Notification of Change of Supplier Readings.	Electronic or other method as agreed
3.2.6.25	If appropriate and at least 30 WD after the CoS but no more than 12 months after CoS.	Send SAR. ²³	New Supplier	New NHHDC	D0300 Disputed Readings or Missing Readings on Change of Supplier	Electronic or other method, as agreed.

²¹ This data flow only includes the CoS reading. The “Reading Date & Time” will be set to SSD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.26	Following 3.2.6.25 and when Meter reading history and MTDs are available.	Validate SAR.	New NHHDC		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities.	Internal Process
3.2.6.27	Following 3.2.6.26 and if SAR is valid.	Send validated SAR.	New NHHDC	New Supplier, LDSO, old NHHDC if applicable.	D0086 Notification of Change of Supplier Readings.	Electronic or other method, as agreed.
3.2.6.28	Following 3.2.6.27	Send validated SAR.	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings.	Electronic or other method, as agreed.
3.2.6.29	Following 3.2.6.26 and if SAR is invalid.	Inform of invalid SAR. Go back to step 3.2.6.13, if appropriate.	New NHHDC	New Supplier	D0300 Disputed Readings or Missing Readings on Change of Supplier	Electronic or other method, as agreed.
3.2.6.30	At least 20 WD after 3.2.6.16 and no more than 12 months after 3.2.6.16, if no Meter reading history or reading have been received and if no valid reading obtained in 3.2.6.25-.3.2.6.29	Obtain Meter register reading, deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.31	Once Deemed Meter Reading has been calculated	Send this change of Supplier Deemed Meter Reading.	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method as agreed
3.2.6.32	Following 3.2.6.31	Send change of Supplier Deemed Meter Reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method as agreed.
3.2.6.33	No later than 12 months after SSD, if the new Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run ²² .	Disagree reading and: a) Provide an actual or customer Meter register reading. b) Agree this Meter register reading with the old Supplier ²³ . c) Send the agreed Meter register reading to the new NHHDC. Refer to 3.2.6.36.	New Supplier. New Supplier. New Supplier.	Old Supplier ²³ . Old Supplier. New NHHDC.	D0300 Disputed Readings or Missing Readings on Change of Supplier ²³ . D0300 Disputed Readings or Missing Readings on Change of Supplier. D0300 Disputed Readings or Missing Readings on Change of Supplier.	Manual Process.

²² The Supplier may choose to raise a dispute where, in the Supplier's view, there is difference of more than 250kWh from the original CoS reading.

²³ Refer to MRA Agreed Procedure 08 'The Procedure for Agreement of Change of Supplier Readings and Resolution of Disputed Change of Supplier Readings'.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.34	No later than 12 months after SSD if the old Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run ²² .	<p>Disagree reading and:</p> <p>a) Send a request to the new Supplier to provide an actual Meter register reading or; (If option (a) selected, refer to 3.2.6.36.)</p> <p>b) Provide an actual or customer Meter register reading</p> <p>or</p> <p>c) Agree an alternative Meter register reading, to be used as the CoS reading, with the new Supplier²³.</p> <p>d) Send the agreed Meter register reading to the new NHHDC. (If option b) or c) and d) selected, refer to 3.2.6.33.)</p>	<p>Old Supplier.</p> <p>Old Supplier.</p> <p>Old Supplier.</p> <p>New Supplier.</p>	<p>New Supplier.</p> <p>New Supplier²³.</p> <p>New Supplier.</p> <p>New NHHDC.</p>	<p>D0300 Disputed Readings or Missing Readings on Change of Supplier.</p> <p>D0300Disputed Readings or Missing Readings on Change of Supplier²³.</p> <p>D0300 Disputed Readings or Missing Readings on Change of Supplier</p> <p>D0300 Disputed Readings or Missing Readings on Change of Supplier</p>	Manual Process.
3.2.6.35	On receipt of request from old Supplier.	Send request to new NHHDC to obtain a Meter register reading.	New Supplier.	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.	Electronic or other method, as agreed.
3.2.6.36	When Meter register reading has been agreed between Suppliers and is outside previous timescales but in time for the Final Volume Allocation Run.	Process and validate Meter register reading.	New NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.4 - Change of Supplier Activities; Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		a) If valid, produce and send a Valid Data Report. Calculate a deemed Meter register reading ^{24 25} for the CoS date and send.	New NHHDC.		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier ²⁶ .	Internal Process.
			New NHHDC.	New Supplier, LDSO, Old NHHDC ²⁷ , if applicable.	D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier	Electronic or other method, as agreed.
		b) If invalid, produce and send an Invalid Data Report. Return to 3.2.6.27 or 3.2.6.28.	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings ¹⁴ .	
3.2.6.37	Following 3.2.6.36	Send change of Supplier Deemed Meter Reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method as agreed.

²⁴ As a result of agreeing a revised CoS reading, the new NHHDC will withdraw the original CoS reading.

²⁵ If there is a difference between the original CoS Meter reading, deemed to SSD, and the proposed replacement CoS reading of less than 250 kWh, the NHHDC will accept the originally proposed CoS reading for use in Settlements.

²⁶ Revised AA/EAC values will be calculated as a result of amending the CoS reading.

²⁷ Upon receipt of the revised CoS reading, the old NHHDC will replace the previous CoS reading with the deemed CoS reading.