**4.12 Forms**

**Copies of all forms follow below**

**4.12.1 Trading Party Summary Receipts – to be sent with Supplier Summary Trading Report & Supplier Trading Reports.**

**BSCP536/01**

**[Contact Name]**

**[Contact Address line 1]**

**[Contact Address line n]**

**SUPPLIER CHARGES**

**Trading Party Summary Receipts, [SC Reporting Period]**

**[Party Name]**

|  |  |
| --- | --- |
| Charges payable as a Supplier(including interest) | £ |
| Receipts as a NHH Trader  | £ |
| Receipts as a Trading Party | £ |
| Net Position | £ \* |

*\* This is the figure that appears on your BSCCo Bill and which will be added to/deducted from amounts owing, as appropriate*

**4.12.2 Supplier Charge Apportionment Report – one provided for each Supplier as front sheet to Supplier Trading Reports (4.12.3)**

**BSCP536/02**

**PARMS – Supplier Charge Apportionment**

**Party Id [party id], Reporting Period [period] in [SC Period]**

|  |  |
| --- | --- |
| **Supplier** | [Supplier ID], [Supplier Name] |

|  |  |
| --- | --- |
| **GSP Group** | [GSP Group ID], [GSP Group Name] |
| **Supplier Ownership from** | [From] |
| **To** | [To] |

**Apportionment Ratios**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** |  | **Supplier** | **[party id]** |
|  |  | **Total** | **Share** |
|  | Where CCC IDs have a metered / unmetered indicator value of ‘M’ and a consumption component indicator value of ‘C’ |  |  |
| 1 | HH 100kW MSID Counts at SF for HHDA Runs |  |  |
| 2 | HH 100kW Energy (MWh) at SF for SVA Runs |  |  |
| 3 | HH 100kW MSID Counts at R1 for HHDA Runs |  |  |
| 4 | HH 100kW Energy (MWh) at R1 for SVA Runs |  |  |
| 5 | HH non-100kW MSID Counts at SF for HHDA Runs |  |  |
| 6 | HH non-100kW Energy (MWh) at SF for SVA Runs |  |  |
|  |  |  |  |
| 7 | Where CCC IDs have a consumption component indicator value of ‘C’ |  |  |
|  | NHH Active Import Energy (MWh) at SF for SVA Runs |  |  |
|  |  |  |  |
| 8 | Days in Reporting Month |  |  |
| 9 | Serial 10 Days Late |  |  |
| 10 | SP01 Days Late |  |  |
| 11 | HH 100kW Energy (SP08B) at SF |  |  |
| 12 | HH 100kW Energy (SP08B) at R1 |  |  |
| 13 | HH non-100kW Energy (SP08C) at RF |  |  |
| 14 | NHH Energy at R3 (SP08A) |  |  |
| 15 | NHH Energy at RF (SP08A) |  |  |
| 16 | NHH Energy at R3 (Serial 1) |  |  |
| 17 | NHH Energy at RF (Serial 1) |  |  |
| 18 | HH non-100kW Energy (SP08C) at R1 |  |  |
| 19 | HH non-100kW Energy (SP08C) at R2 |  |  |
| 20 | HH non-100kW Energy (SP08C) at R3 |  |  |

**Apportioned Charges**

| **Charge** | **Ratio** | **Supplier** | **[party id]** |
| --- | --- | --- | --- |
|  | **Ref** | **Total** | **Share** |
| Serial SP01 Late Days | 10 |  |  |
| Serial SP02 Late Days | 8 |  |  |
| Serial SP04 | 8 |  |  |
| Serial SP08A R3 | 14 |  |  |
| Serial SP08A RF | 15 |  |  |
| Serial SP08B SF | 11 |  |  |
| Serial SP08B R1 | 12 |  |  |
| Serial SP08C R1 | 18 |  |  |
| Serial SP08C R2 | 19 |  |  |
| Serial SP08C R3 | 20 |  |  |
| Serial SP08C RF | 13 |  |  |
| Serial 1 R3 | 16 |  |  |
| Serial 1 RF | 17 |  |  |
| Serial 2 | 1 |  |  |
| Serial 3 | 2 |  |  |
| Serial 4 | 3 |  |  |
| Serial 5 | 4 |  |  |
| Serial 6 | 5 |  |  |
| Serial 7 | 6 |  |  |
| Serial 9 | 8 |  |  |
| Serial 10 Late Days | 9 |  |  |
| **Uncapped Serial Charge** |  |  |  |
|  |  |  |  |
| Capped Serial Charge |  |  |  |
| Interest | 8 |  |  |
| Supplier Receipt | 7 |  |  |
| **Total Supplier Charge** |  |  |  |

Queries

Any query on this report must be raised in by logging an incident with the BSC Service Desk (email: bscservicedesk@cgi.com ; telephone: 0870 010 6950).

**Funds Collection and Distribution**

Funds are collected and distributed via your BSCCo bill, in accordance with BSCP536.

**4.12.3 Supplier Trading Report – one to be provided for each GSP Group within which the Supplier is trading.**

**BSCP536/03**

**PARMS – Supplier Trading Report**

**Party Id [party id], Reporting Period [period] in [SC Period]**

|  |  |
| --- | --- |
| **GSP Group** | [GSP Group ID], [GSP Group Name] |
| **Total GSP Group Take** | MWh |
| **Total NHH Energy in GSP Group** | MWh |
| **GSP Group Monthly Liability Cap**  | £  |
| **Total Supplier Cap take** | £ |

|  |  |
| --- | --- |
| **Supplier** | [Supplier ID], [Supplier Name] |
| **Supplier Cap Take** | MWh |
| **Supplier NHH Energy in GSP Group** | MWh |
| **Supplier Group Monthly Liability Cap**  | £  |

**Performance Analysis**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial** |  |  | **Performance** |  | **Under** |  | **Serial Charge** |
| **Id** |  |  | **Target** | **Achieved** |  | **Performance** |  |  |
| SP01 |  |  |  |  |  |  |  |  |  |
| SP02 |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial** | **Metering System** |  | **Performance** |  | **Under** |  | **Serial Charge** |
| **Id** |  |  | **Target** | **Achieved** |  | **Performance** |  |  |
| SP04 |  |  |  |  |  |  |  |  |  |
| SP04 |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial** | **Settlement** |  | **Performance** |  | **Under** |  | **Serial Charge** |
| **Id** | **Date** | **Type** |  | **Target** | **Achieved** |  | **Performance** |  |  |
| SP08a |  |  |  | 97 % |  % |  |  |  |  |  |
| SP08b |  |  |  | 99 % |  % |  |  |  |  |  |

|  |  |
| --- | --- |
| **Uncapped Supplier Charge** | £ |
| **Supplier Own Uncapped Monthly Receipts** | £ |
| **Supplier Net Liability** | £ |
| **Late Submission Interest** | £ |
| **Adjustment Interest** | £ |
| **Supplier Charge Adjusted for Cap Breach and Interest** | £ |

|  |  |
| --- | --- |
| **GSP Group Total** | £ |

|  |  |
| --- | --- |
| **Party Total** | £ |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SP08c |  |  |  | 99 % |  % |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Uncapped Supplier Charge** | £ |
| **Supplier Own Uncapped Monthly Receipts** | £ |
| **Supplier Net Liability** | £ |
| **Late Submission Interest** | £ |
| **Adjustment Interest** | £ |
| **Supplier Charge Adjusted for Cap Breach and Interest** | £ |

|  |  |
| --- | --- |
| **GSP Group Total** | £ |

|  |  |
| --- | --- |
| **Party Total** | £ |

This report details performance against Supplier Serials SP01, SP02, SP04, SP08, and Pre-P99 Serials 1, 2, 3, 4, 5, 6, 7, 9, 10 & 11. Omission of any Serial indicates that performance data was not received and related SCs (including Serial 10 charges) will appear in subsequent monthly reports.

Any query on this Report must be raised by logging an incident with the BSC Service Desk (email: bscservicedesk@cgi.com ; telephone: 0870 010 6950) no later than 10 WD from the date of receipt.

**4.12.4 Trading Party Trading Report.**

**BSCP536/04**

**PARMS – Trading Party Trading Report**

**Party Id [party id] [Party Name]**

**Reporting Period [period] in [SC Period]**

Supplier Charges

|  |  |
| --- | --- |
| **Total Supplier Charges for all Suppliers in all GSP Groups:****(incl. interest)** | £ |
| **Total Trading Party Allocation:** | £ |

Trading Party Entitlement

|  |  |
| --- | --- |
| **Funding Share:** |  |
| **Total Receipts due to [Party] \*(in accordance with Annex S1 4.1.14 of the BSC)** | £ |

**Funds Collection**

Funds due from/ to you will be credited against your statement of costs for the BSCCo budget.

\*Note: This payment is over and above any Supplier Charges you may receive as a NHH Supplier within a given GSP Group

**Queries**

You have 10 WD from the date of receipt to raise any queries about this report by logging an incident with the BSC Service Desk (email: bscservicedesk@cgi.com ; telephone: 0870 010 6950).

**4.12.5 PAA Summary Supplier Charges Report**

**BSCP536/05**

**PAA Summary Supplier Charges Report**

**Monthly Breakdown of Supplier Charges by GSP Group**

For Period Ending: ‘Month End’

Date of Issue: dd Month yyyy

GSP Group Id: ‘GSP Id’

GSP Group: ‘GSP Group Name’

**Breakdown of Charges by Supplier for this GSP Group**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Supplier Id | Supplier Name | Supplier Charges | Late Sub. Interest | Adjustment Interest | Total Supplier Charges |
| ‘Supplier Id’ | ‘Supplier Name’ | £ | £ | £ | £ |
| Total for this GSP Group | £ | £ | £ | £ |
| Total Receipts to NHH Traders within this GSP Group: | £ | £ | £ | £ |
| Trading Party Receipts within this GSP Group: | £ | £ | £ | £ |

**Summary of Supplier Charges by GSP Group**

For Period Ending: ‘Month End’

Date of Issue: dd Month yyyy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GSP Id | GSP Group Name | Total Supplier Charges this Month | Total Receipts due to NHH Traders Year to Date  | Total Trading Party Receipts Year to Date |
| ‘GSP Id’ | ‘GSP Name’ | £ | £ | £ |
| Total for all GSP Groups | £ | £ | £ |

**Total Supplier Charges across all GSP Groups**

For Period Ending: ‘Month End’

Date of Issue: dd Month yyyy

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier Id | Supplier Name | Total charges this Month | Total Charges Year to Date (inc. this report) |
| ‘Supplier PARMS Id’ | ‘Supplier PARMS Name’ | £ | £ |

**Summary of Supplier Charges for all GSP Group**

For Period Ending: ‘Month End’

Date of Issue: dd Month yyyy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Supplier Charges | Late Sub. Interest | Adjustment Interest | Total Supplier Charges |
| Total for all GSP Groups | £ | £ | £ | £ |

**4.12.6 BSCCo Finance Payment Instructions and Authorisation**

**BSCP536/06**

**PARMS - Payment Instructions**

[Reporting Period]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trading Party Id | Trading Party Name | Total Supplier Charges | Total Supplier Receipts | Total Trading Party Receipts | Net Position |
| ‘Trading Party PARMS Id’ | ‘Trading Party PARMS Name’ | £ | £ | £ | £ |
| Check Total: | £ |

**These funds are to be collected and distributed by BSCCo Finance in accordance with the procedures outlined in BSCP536.**

**AUTHORISED BY**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Assurance Board Chairman**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.12.7 Query Form**

**BSCP536/07**

**QUERY FORM**

To: PARMS Date:

From: Authorised:

Telephone No: Signature:

Fax No: E-mail:

Category of Data Provider: Supplier:

Log No:

Description of Query:

Explanatory Documentation Attached:

Please raise this query by logging an incident with the BSC Service Desk (email: bscservicedesk@cgi.com ; telephone: 0870 010 6950).

**4.12.8 Request for Information Form**

**BSCP536/08**

**REQUEST FOR INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| To: |  |  |  |
| Company Name: |  |  |  |
| From: | Performance Assurance Administrator  | Date: |  |
|  |  |  |  |
| Contact Name: |  |  |  |
|  |  |  |  |
| Reporting Period:From: |  | To: |  |
|  |  |  |  |
| Log/Query \*No. |  |  |  |
| *\*delete as appropriate* |  |  |  |
|  |  |  |  |
| **Description/Request** |
|  |
|  |
|  |
|  |
|  |
| **Query Response** |
|  |
|  |
|  |
|  |

**Please send information/data to PAA at ELEXON Limited, 4th Floor, 350 Euston Road, London NW1 3AW or E-Mail:** paa@elexon.co.uk

**4.12.9 Query Escalation Form**

**BSCP536/09**

**QUERY ESCALATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Performance Assurance Board | Query No. |  |
| From: | Performance Assurance Administrator  | Date: |  |
|  |  |  |  |
| Query Raised By: |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Description of Query:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Explanatory Documentation Attached:**

|  |
| --- |
|  |
|  |

**4.12.10 Query Decision Form**

**BSCP536/10**

**QUERY DECISION FORM**

|  |
| --- |
| Decision made at PAB Meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_relating to Query No. \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Brief description of Query:  |  |
|  |
|  |
|  |
|  |
| **Decision:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Authorised by: |  |
|  | PAB Chairman |

Date:

To be forwarded to PAA immediately.

**4.12.11 Supplier Charge Contact Form**

**BSCP536/11**

**SUPPLIER CHARGES: NOMINATION OF CONTACT PERSON**

To: PARMS

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to nominate the following person as our company’s contact for all matters relating to Supplier Charges

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Name:**

**Party ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit this form by logging an incident with the BSC Service Desk (email:** **bscservicedesk@cgi.com** **; telephone: 0870 010 6950).**