

# Retail Market Procedure NI 29

## Change of Supplier Grouped Unmetered

**31/08/2016**

<i>Current Status:</i>	Baseline
<i>Issue Date:</i>	31/08/2016
<i>Version:</i>	3.0

# Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered

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# **Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered**

## **1. Introduction**

### **1.1 Scope**

This document describes the Retail Market Procedure for a Change of Supplier for Grouped Unmetered Meter Points in Northern Ireland.

This process will be followed when a Registration application is received for a Grouped Unmetered Meter Point whose status is 'Energised' or 'De-Energised'.

Where a Registration application is received for a Grouped Unmetered Meter Point whose status is 'Assigned' then the MP NI 27 New Grouped MPRN process is followed. Registrations for Meter Points that are 'Terminated (De-Commissioned)' or that are not yet 'Assigned' will be rejected.

The Procedure applies to all grouped unmetered sites and contains the following sub-processes:

- Registration Validation
- Completion

This procedure excludes:

- Requests to SEM-O by an existing Supplier for changes to or additional Supplier Units.

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## 1.2 History of Changes

Version	Source of Change	Description of Change
0.1	P Merkens	Initial Draft
0.91	P Merkens	Updated following NIE review and ready for SIG Workshop
0.92	P Merkens	Updated following SIG Workshop
0.93	A Ferguson	Final Draft Issued for Supplier Review prior to SIG Approval
1.0	A Ferguson	Baseline SIG Approval
2.0	J-E Smith	Baseline CDA Board Approved <ul style="list-style-type: none"><li>• Updated for DR1110/CRID163</li></ul>
2.1	J-E Smith A Ferguson	Baseline CDA Board Approved <ul style="list-style-type: none"><li>• Updated for DR1118/CRID167</li></ul> Updated to reflect MP NI 39 Glossary of Terms
3.0	NIE Networks	Updated to incorporate change of name from NIE to NIE Networks

## 1.3 Document References

Document Reference	Document name
MG NI 23	Supplier Data Requests
MP NI 27	New Grouped MPRN
MP NI 39	NI Market Procedures - Glossary of Terms

## 1.4 Outstanding Issues

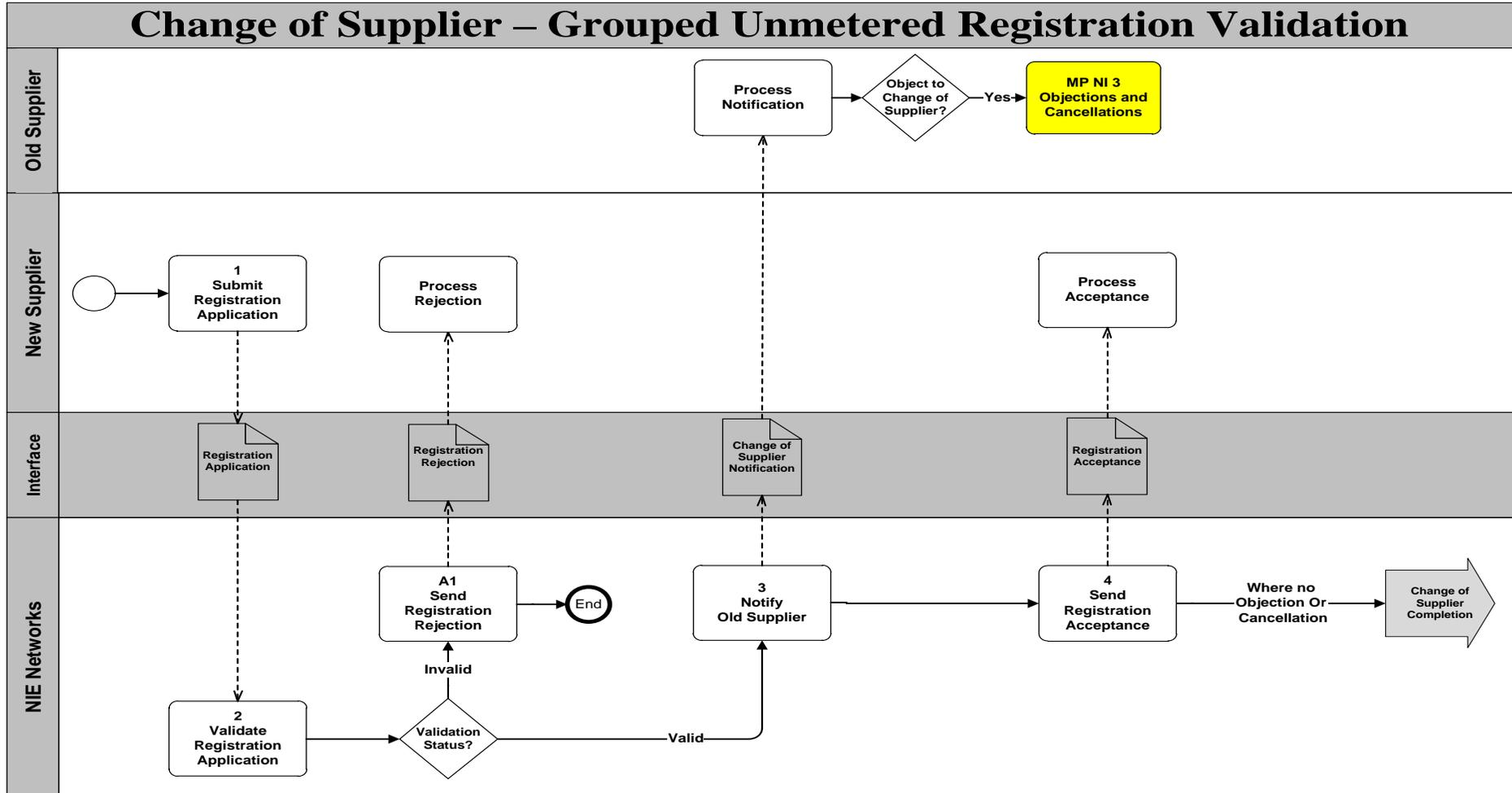
None

# Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered

## 2. Procedure Description

### 2.1 Registration Validation

#### 2.1.1 Process Flow Diagram



## Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered

### 2.1.2 Process Description

Step	Role	Action	Interface
1	<b>New Supplier</b>	<p>A Supplier may validate the details of a Meter Point by reference to information published on the Market Website (see MG NI 23 Supplier Data Requests). NIE Networks will provide a record of the unmetered inventory associated with each unmetered Meter Point on the Market Website.</p> <p><b>Change of Supplier registration</b></p> <p>The New Supplier will request Registration of a Meter Point by providing a Registration application by email to NIE Networks completed in accordance with the applicable rules. The Supplier is responsible for the validity of all information provided for the purposes of registering a Grouped MPRN.</p> <p>Fieldwork is not permitted as part of the Change of Supplier process for an unmetered Meter Point.</p>	Registration Application to NIE Networks
2	<b>NIE Networks</b>	NIE Networks will validate the Registration application (see section 2.1.3 for validation).	
A1	<b>NIE Networks</b>	Where a Registration application fails validation NIE Networks will reject the Registration application and inform the New Supplier by email of the reasons.	Registration Rejection to New Supplier
3	<b>NIE Networks</b>	Where the Registration application is accepted NIE Networks will advise the Old Supplier by email of the Registration application.	Change of Supplier Notification to Old Supplier
4	<b>NIE Networks</b>	Where the Registration application is accepted NIE Networks will inform the Supplier by email of the acceptance.	Registration Acceptance to Supplier

## **Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered**

### 2.1.3 Registration Validation

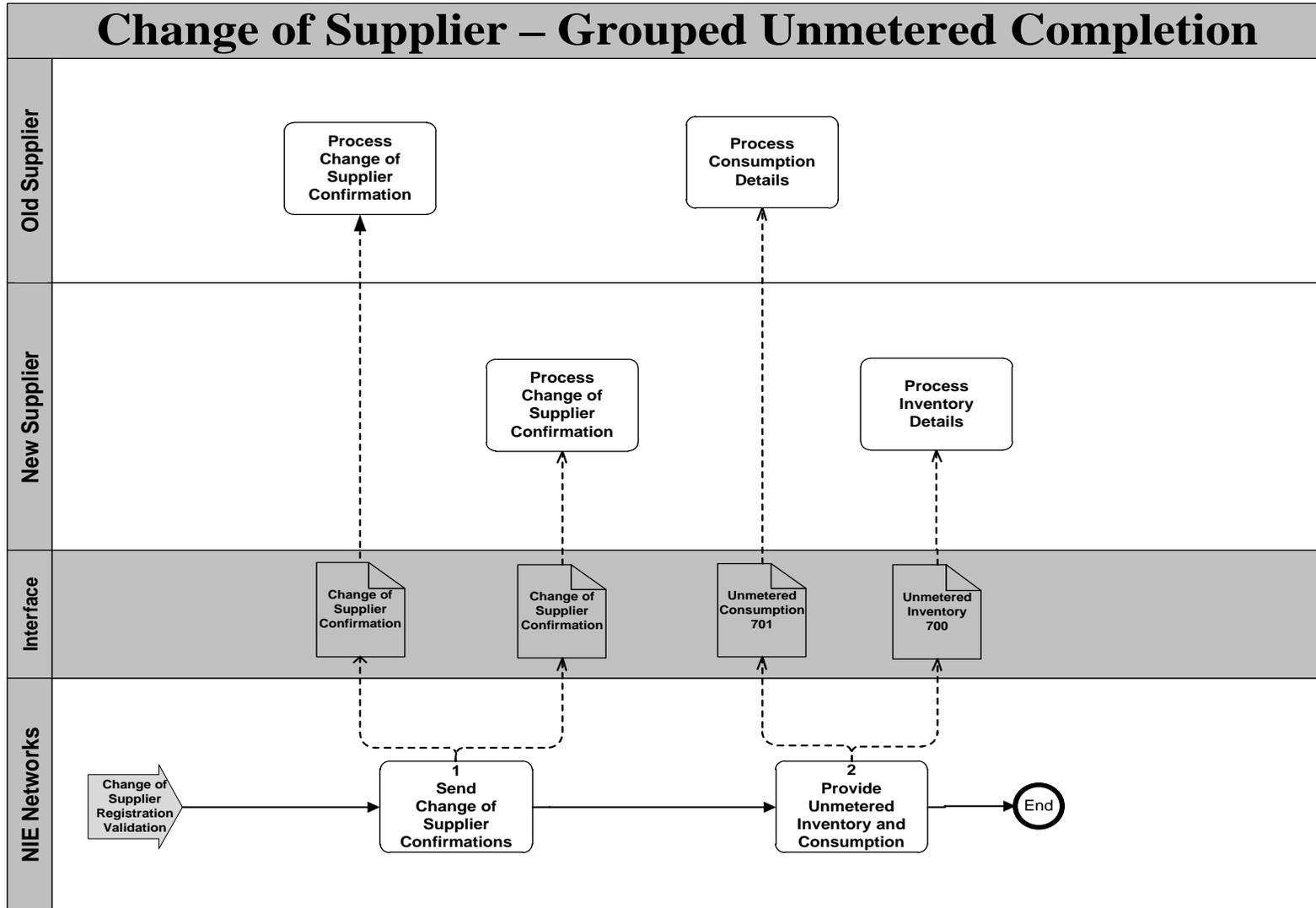
A Registration will be rejected and the New Supplier advised if:

- The MPRN does not exist.
- The MPRN status is Terminated or Assigned.
- The MPRN is not a Grouped MPRN.
- The Meter Point Address Postal Code provided does not exactly match the data held by NIE Networks; where such data is held by NIE Networks. The matching is case sensitive.
- The Supplier ID is not recognised by NIE Networks
- The Supplier ID and Supplier Unit combination is not recognised by NIE Networks
- The Supplier Unit is a trading site Supplier Unit
- The Supplier submitting the Registration is already registered to this MPRN
- The current Supplier has been registered at the Meter Point for less than 20 days as at the required date where a required date is specified or as at the receipt date in other cases.
- A Registration from another Supplier is pending completion.
- The SSAC is not a valid arrangement for the Supplier Unit with respect to the Settlement Class of the Meter Point.
- The Supplier has not indicated that a Supply Agreement exists with the customer. .
- The required date if provided is more than 15 days in the future.
- The required date if provided is less than three business days in the future.

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## 2.2 Completion

### 2.2.1 Process Flow Diagram



## Retail Market Procedure NI 29 – Change of Supplier – Grouped Unmetered

### 2.2.2 Process Description

Step	Role	Action	Interface
1, 2	<b>NIE Networks</b>	<p>NIE Networks will complete the Change of Supplier when all the following conditions are satisfied:</p> <ul style="list-style-type: none"> <li>• The objection period for debt or contract default has expired; and</li> <li>• An Unmetered Agreement is in place.</li> </ul> <p>On completion NIE Networks will:</p> <ul style="list-style-type: none"> <li>• Advise the New Supplier by email of the effective date of the New Supplier Registration, together with confirmation of the connection and Customer details held by NIE Networks.</li> <li>• Send an Unmetered Characteristics and AUF market message to the New Supplier to advise details of unmetered inventory.</li> </ul> <p>On completion NIE Networks will:</p> <ul style="list-style-type: none"> <li>• Advise the Old Supplier by email of the final date of the Old Supplier Registration; and</li> <li>• Send an Unmetered Consumption market message to the Old Supplier to advise unmetered consumption to the final date of the Old Supplier Registration</li> </ul> <p>NIE Networks will record any new Customer details collected as part of the Registration process.</p> <p><b>Festive Lighting</b></p> <p>Unmetered sites associated with Christmas festive lighting will be manually activated at an agreed date (typically in early November) and subsequently de-activated at an agreed date (typically early January).</p> <p>When re-activated:</p> <ul style="list-style-type: none"> <li>• Consumption will be calculated for each MPRN based on the type of lighting at the site</li> <li>• Send an Unmetered Characteristics and AUF market message to the New Supplier to advise details of unmetered inventory</li> <li>• Send an Unmetered Consumption market message to the Registered Supplier to advise unmetered consumption to the final date of the Registered Supplier Registration</li> </ul>	<p style="text-align: center;">Confirmation of Change of Supplier to New Supplier 700 to New Supplier</p> <p style="text-align: center;">Confirmation of Change of Supplier to Old Supplier 701 to Old Supplier</p> <p style="text-align: center;">700 to New Supplier</p> <p style="text-align: center;">701 to Registered Supplier</p>

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Step	Role	Action	Interface
		When de-activated: <ul style="list-style-type: none"><li>• Supplier will not receive 701 market message for these sites</li><li>• Send an Unmetered Characteristics and AUF market message to the Registered Supplier to advise details of unmetered inventory.</li></ul>	700 to Registered Supplier

### 2.2.3 Completion Rules

The Old Supplier Registration will be effective until the end of the calendar day before the effective date of the New Supplier Registration.