

Retail Market Procedure NI 2

Change of Supplier Interval

31/08/2016

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

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1. Introduction

1.1 Scope

This document describes the Retail Market Procedure for a Change of Supplier for a Meter Point that is Interval metered in Northern Ireland.

This process will be followed when a Registration Request is received for a Meter Point whose status is 'Energised' or 'De-Energised'. Where a Registration is received for a Meter Point whose status is 'Assigned' then the MP NI 6 New Interval Connection 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 Interval credit metered sites and contains the following sub-processes:

- Registration Validation
- Readings and Fieldwork
- Completion

This Procedure excludes:

- Nomination by Suppliers of Contracted Generation. Refer to MP NI 7 Generator Nominations for details of this procedure.
- Change of Supplier for Non-Interval metered connections. Refer to MP NI 1 Change of Supplier Non-Interval for details of this procedure.
- Change of Supplier for keypad metered connections. Refer to MP NI 37 Change of Supplier - Keypad for details of this procedure.
- Change of Supplier for unmetered connections. Refer to MP NI 29 Change of Supplier Grouped Unmetered for details of this procedure.
- Change of SSAC and/or Supplier Unit. Refer to MP NI 20 Change of SSAC and/or Supplier Unit for details of this procedure.
- Objections and Cancellations – Refer to MP NI 3 for details of this procedure
- 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	NIE ES	Initial Draft
0.2	P Merkens	Updated for MCR 1010 Website Publication removed to MG NI 23 Supplier Data Requests
0.3	P Merkens	Updated following NIE review and for MCRs 1053, 1054 and CRID 142
0.91	P Merkens	Issued for SIG Workshop
0.92	P Merkens	Updated following SIG Workshop and for MCR 1057 and CRID 143
0.93	P Merkens	Rejection where an appointment ID is incorrectly provided
0.94	J-E Smith	Final Draft Issued for Supplier Review prior to SIG Approval
0.95	A Ferguson	Corrections – removal of 131[S] sent by NIE to New Supplier, removal of interval metering installation
1.0	A Ferguson	Baseline SIG Approval
2.0	A Ferguson	Baseline CDA Board Approved <ul style="list-style-type: none">• Updated for DR1110/CRID163
2.1	A Ferguson	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

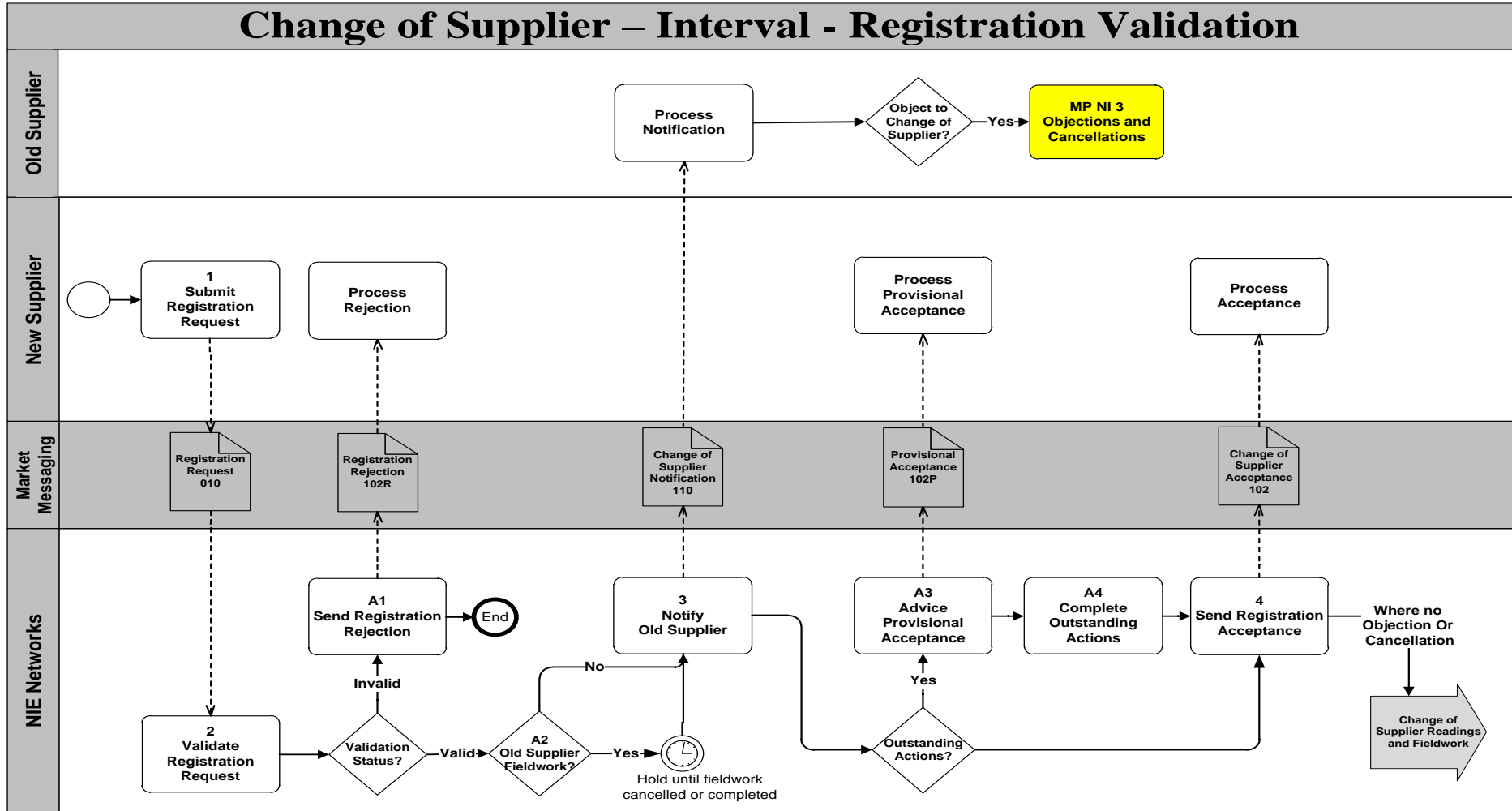
Document Reference	Document name
MP NI 3	Objections and Cancellations
MG NI 23	Supplier Data Requests
MP NI 39	NI Market Procedures - Glossary of Terms

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2. Procedure Description

2.1 Registration Validation

2.1.1 Process Flow Diagram



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2.1.2 Process Description

Step	Role	Action	Interface
1	New Supplier	<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).</p> <p>Change of Supplier Registration</p> <p>The New Supplier will request Registration of a Meter Point by providing a Change of Supplier Registration Request to NIE Networks completed in accordance with the message implementation rules.</p> <p>The CoS Read Arrangement must indicate the requirement for any Fieldwork.</p> <p>Where Interval metering is installed or required, NIE Networks will arrange for Fieldwork Appointments. Fieldwork Appointments are not required to be made by the Supplier.</p> <p>Fieldwork includes:</p> <ul style="list-style-type: none"> • Any other form of metering change or re-configuration • Energisation. Registration will be treated as an implicit request for energisation. <p>Where the Supplier requires a metering configuration change from that currently implemented at the Meter Point then the required metering configuration must be indicated. If no change is required it is not required to specify a metering configuration.</p> <p>A required date, if provided, will be interpreted as the date which the New Supplier wishes the change of supplier to take effect.</p>	010 to NIE Networks
2	NIE Networks	NIE Networks will validate the Change of Supplier request (see section 2.1.3 for validation).	
A1	NIE Networks	Where a Change of Supplier request fails validation NIE Networks will send a Change of Supplier Registration Rejection message to the New Supplier.	102R to New Supplier

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Step	Role	Action	Interface
4	NIE Networks	<p>Where there are no outstanding actions or where NIE Networks has completed outstanding actions then NIE Networks will advise the New Supplier by sending a Change of Supplier Registration Acceptance message</p> <p>NIE Networks will review all Registration Requests for de-energised sites and will liaise with the Supplier if it is considered that the Registration should not proceed.</p> <p>NIE Networks will manually advise any non-standard charges for Fieldwork to the New Supplier (Standard charges will be published). Non-standard charges cannot be determined until a site visit is made.</p>	102 to New Supplier

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2.1.3 Change of Supplier Interval 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 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 for the required date
- 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.
- The Supplier submitting the Registration is already registered to this MPRN for the same Supplier Unit
- 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. Where the Supplier has an agency agreement then for LV connected Customers this must include a clause to cover Customer acceptance of the NIE Networks Connection Conditions.
- The CoS Read Arrangement specified on Registration is not recognised or is not valid for the Metering Class
- The Meter Configuration Code is not valid in combination with the MIC and MEC. An Interval meter is required where the MIC or MEC exceeds 70kVA.
- The Meter Configuration Code is not valid in combination with the existing Usage Type
- The required date is more than fifteen days in the future
- The required date is less than three days in the future for an existing Interval Meter Point
- An Appointment Id is included in the Registration Request message
- A Registration Request for a trading site is not consistent with Registration data obtained from the SEM-O under SEM Agreed Procedure 1

Where import at a participant generator or import for the Actual AGU Supply Point is to be Registered as part of a trading site Supplier Unit then NIE Networks will not proceed with the Registration unless and until:

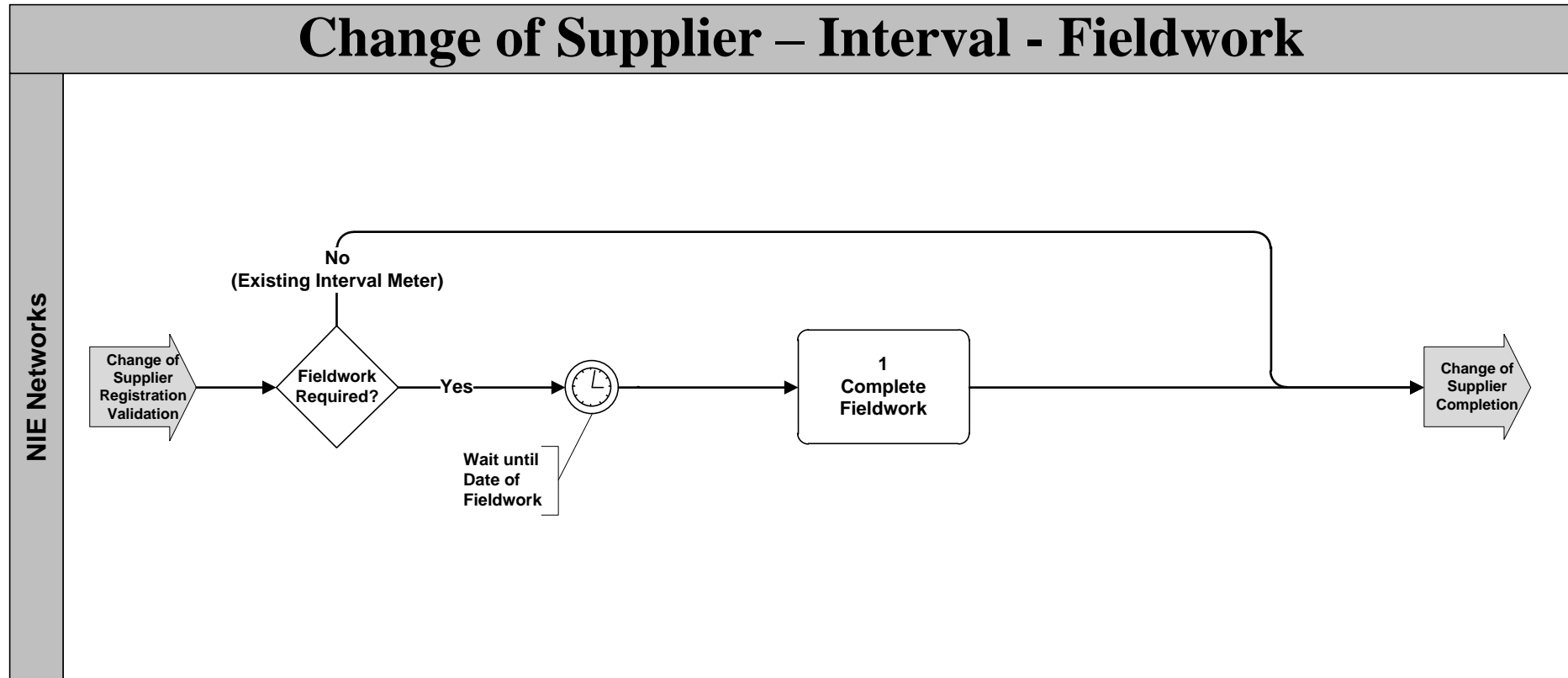
- The SEM-O has verified that the proposed trading site Supplier Unit Registration is consistent with the Supplier Unit Registration for the Generator Unit that the Supplier has made and had accepted by the SEM-O
- The required date for the Registration is consistent with the date advised by the SEM-O for the proposed trading site Supplier Unit Registration

Where NIE Networks is unable to proceed with the Registration due to inconsistency with data held by the SEM-O then NIE Networks will reject the Registration Request.

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2.2 Fieldwork

2.2.1 Process Flow Diagram



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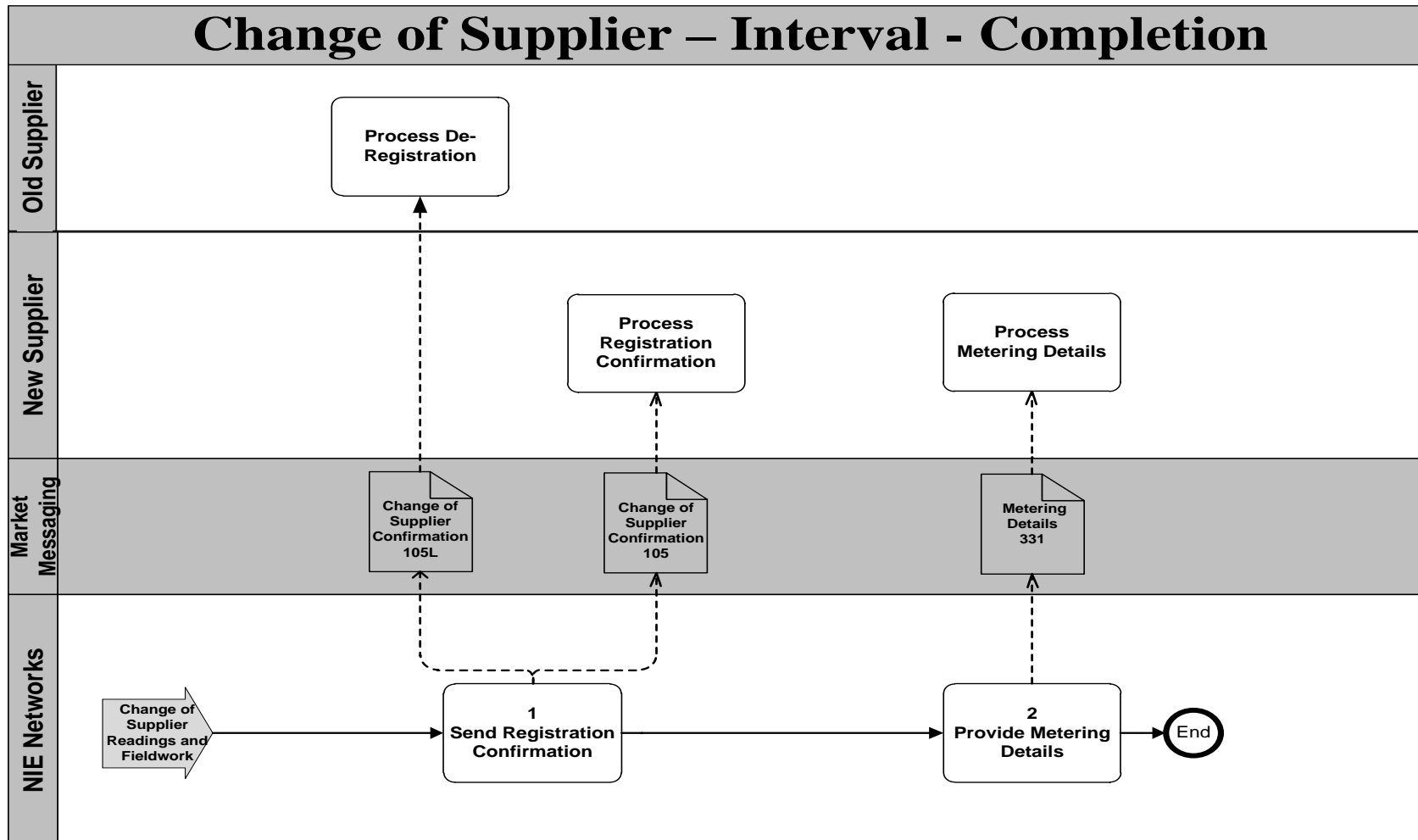
2.2.2 Process Activities

Step	Role	Action	Interface
1	NIE Networks	<p>NIE Networks will endeavour to perform Fieldwork on the required date. NIE Networks will not despatch Fieldwork until all the following conditions are satisfied:</p> <ul style="list-style-type: none"> • An Appointment has been made; and • There is not an outstanding objection; and • For connections at HV, a Connection Agreement is in place. • For connections at LV where the Supplier does not have an agency agreement; a Connection Agreement is in place <p>Where Fieldwork cannot be completed due to non-standard communications requirements or for any other reason including rewiring, NIE Networks will advise the Supplier of this and of any non-standard charges.</p> <p>Where NIE Networks reschedule Fieldwork NIE Networks will send a Fieldwork Status to the New Supplier</p> <p>When complete, the meter details will be provided to NIE Networks for processing.</p>	<p>Manual advice of non-standard conditions</p> <p>131[R] to New Supplier</p>

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2.3 Completion

2.3.1 Process Flow Diagram



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2.3.2 Process Activities

Step	Role	Action	Interface
1,2	NIE Networks	<p>NIE Networks will confirm the completion of a Change of Supplier when all of the following conditions are met:</p> <ul style="list-style-type: none"> • The objection period for debt or contract default has expired • For Interval Meter Points, the required date is reached • Any required Fieldwork has been completed; and closing readings obtained where applicable • For connections at HV; a Connection Agreement is in place • For connections at LV where the Supplier does not have an agency agreement; a Connection Agreement is in place <p>For Interval Meter Points where no Fieldwork is required the New Supplier Registration will be effective from the start of the calendar day on which the relevant conditions have been satisfied.</p> <p>For Interval Meter Points where Fieldwork is required, the New Supplier Registration will be effective from the start of the calendar day on which the work is completed.</p> <p>On completion, the New Supplier will be advised of:</p> <ul style="list-style-type: none"> • The effective date of the New Supplier Registration, together with confirmation of the connection and Customer details held by NIE Networks and; either • Details of Interval metering <p>On completion, the Old Supplier will be advised of the final date of the Old Supplier registration; and</p> <p>NIE Networks will record any new Customer details collected as part of the Registration process.</p>	<p>105 to New Supplier 331 to New Supplier</p> <p>105L to Old Supplier</p>