

# **MARKET PROCESS DESIGN**

**MPD 02 – Change of Supplier QH**

# TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>3</b>
1.1 SCOPE.....	3
1.2 HISTORY OF CHANGES.....	3
<b>2. PROCESS MAP.....</b>	<b>6</b>
2.1 PROCESS DESCRIPTION.....	8
<b>3. SUPPLEMENTARY INFORMATION .....</b>	<b>11</b>

# 1. Introduction

## 1.1 Scope

2 This Procedure describes the Change of Supplier QH.

## 2.1 History of Changes

This Procedure includes the following changes:-

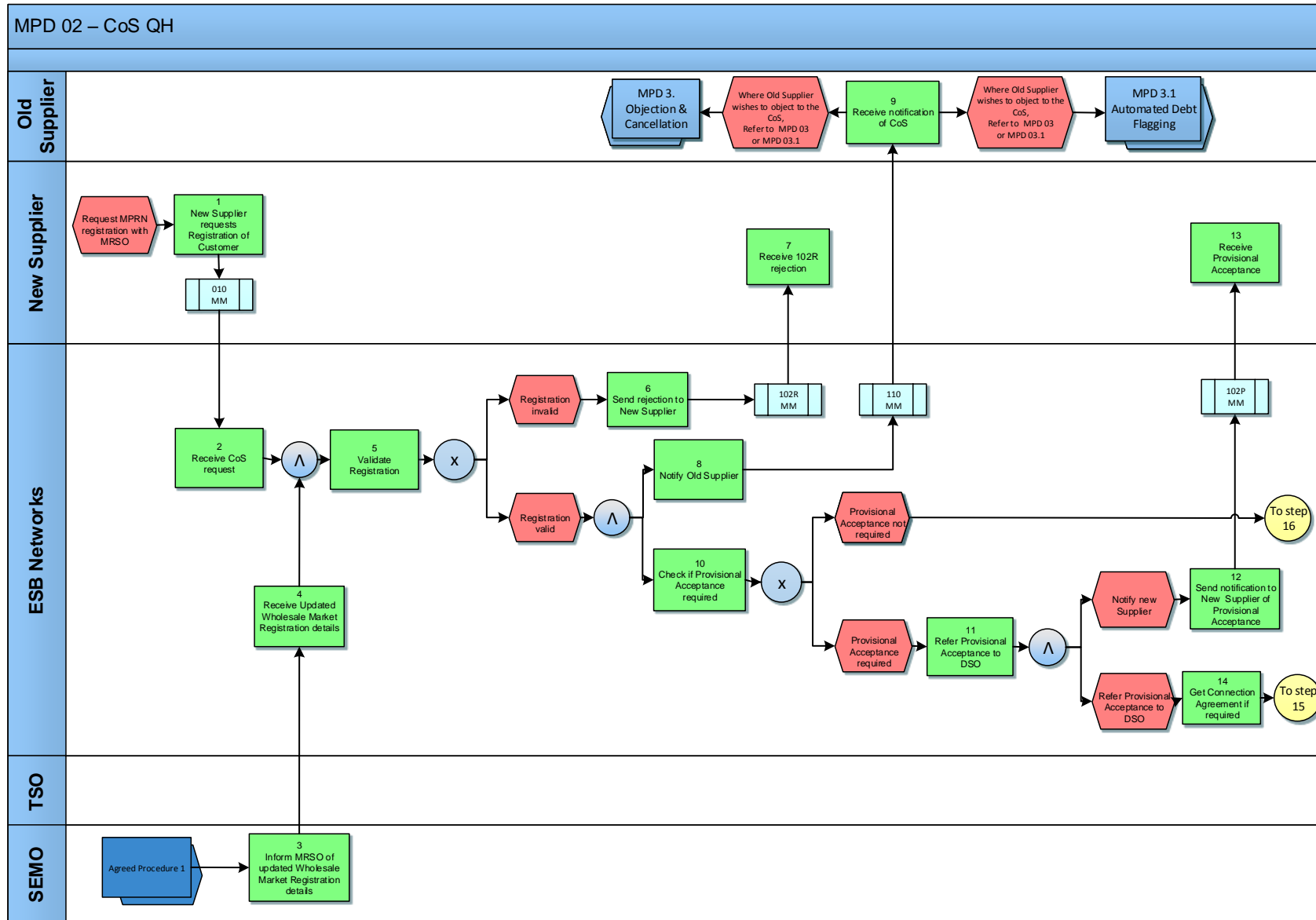
Version in which last change Implemented	Source of Change	Description of Change
Draft	235	Changes to Provisional Acceptance criteria for Change of legal entity
Draft	B037	Message 010 is used for Registrations
Draft	B041	Removal of customer type
Draft	B041	Removal of 103 flow to New Supplier to inform of delay in processing due to need for additional information
		<i>Further Changes since version 3.1</i>
Draft	MIG September 3rd	Standardisation of use of QH/NQH Terminology
Draft	Written Supplier Clarifications 4	Updated text on page 6 to Provisionally Accepted rather than Registration
Draft	Written Supplier Clarifications 2	Updated section on MPRN assignment (Page 4)
		Changes applied after version 4.1
Version 4.2	MCR 0010	Update to include business rules re: provision of EAI code. The validation of EAI on 010 Message is included
Version 6.0	MCR 0094	Amendments to MDP2 to satisfy new requirements of SEM implementation regarding the Supplier Unit ID and additional validation rules and processing required surrounding Trading

MPD 02 CoS QH  
Market Design Version 11.0

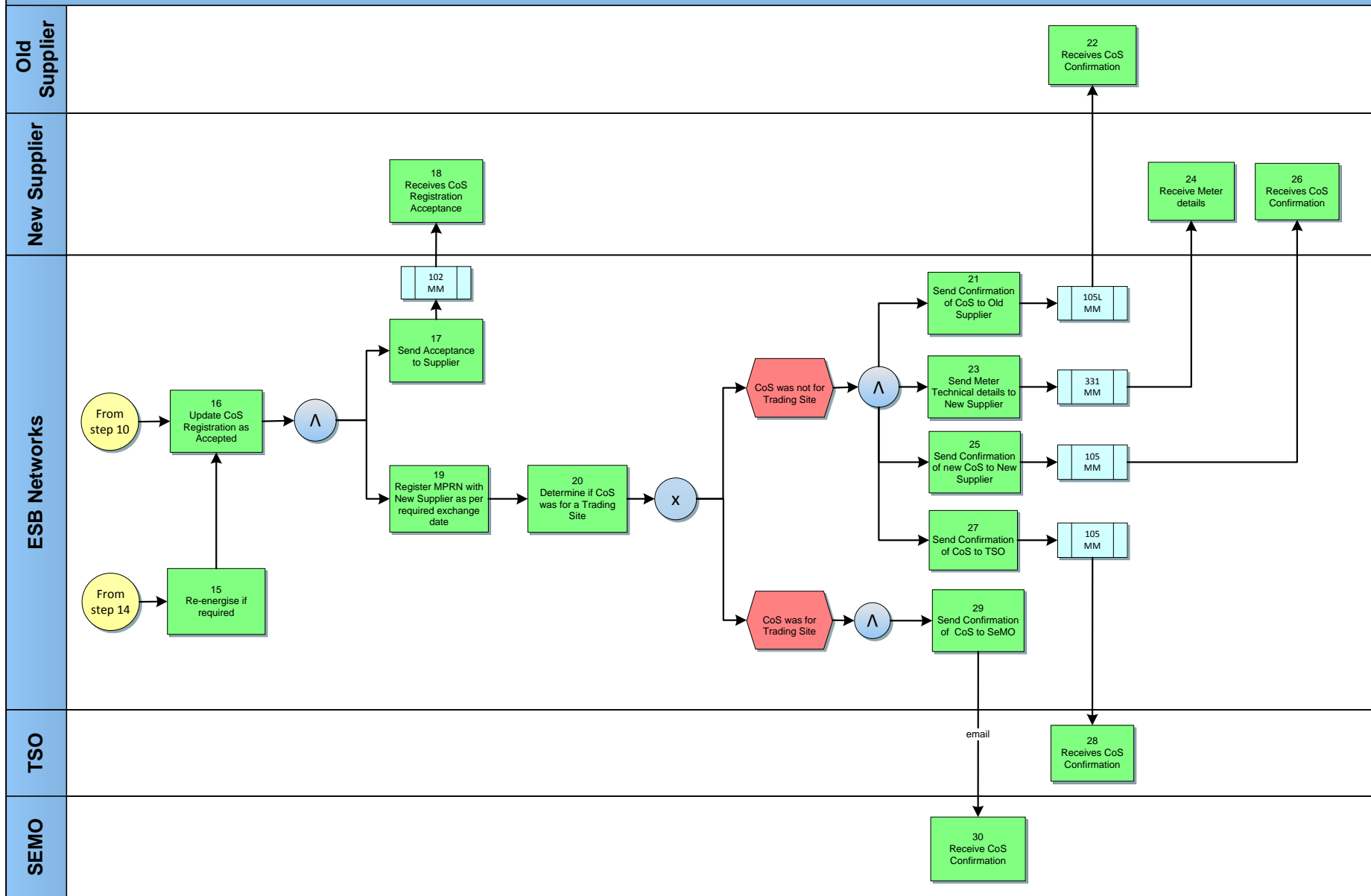
Version in which last change Implemented	Source of Change	Description of Change
		Sites. This will necessitate changes to :- ARIS Process Flow Diagram (ARIS screenshot) ARIS Process Flow Diagram – Supporting Text Supplementary Information Market Messages Web-Form
Version 6.1	MCR 0145	Update to the validation rules within MPD 2 – QH CoS
		Supplementary Information
Version 8.0	RMDS QA	No business changes applied. MPD clean-up: objects enlarged to make text readable, swimlane actors shifted left, swimlanes tightened.
Version 8.0a	MCR 0161	Updated to reflect implementation of "MCR 0161 - Increasing the threshold for connection agreement return". Changed references of threshold from "100 kVA" to "MV (Medium Voltage)" in Supplementary Information for this MPD. Updated description of the step 'Check if prov. Acceptance is required'.
Version 10.2	MCR 1019	Supplementary Information only updated with section for Processing of outstanding Meter Works Requests. This section has been updated to include process where initial MRSO check shows an open Service Order for De-Energisation and where the 010MM has a CoLE (either Explicit or Implicit).

Version in which last change Implemented	Source of Change	Description of Change
Version 10.5	MCR 1165 – Conversion of MPDs from ARIS to document format.	ARIS Process flow converted to Visio format and Step Table included.  AIQ 2930 - Supplementary Information reference to MIC replaced with Connection Voltage
Version 11.0	MCR 1111	Updated Supplementary information regarding Automated Debt Flagging Solution. Amended Visio format to include reference to MPD 03 Objection & Cancellation & MPD 3.1 Automated Debt Flagging Solution. Referenced MPD 03 & MPD 3.1 in Step Table (Step 7) – Process Description

## 2. Process Map



MPD 02 CoS QH  
Market Design Version 11.0



### 3. Process Description

Process Step		Role	Process Step Description	Interface
1	New Supplier requests Registration of Customer	New Supplier	The new Supplier provides a Registration application, completed in accordance with the applicable rules, to Meter Registration System Operator (MRSO). The Supplier is responsible for the validity of all information provided for the purposes of registering a Meter Point.	010MM
2	Receive CoS request	ESBN	MRSO receive Change of Supplier (CoS) Registration request.	
3	Inform MRSO of updated Wholesale Market Registration details	SEMO	Single Electricity Market Operator (SEMO) informs MRSO of updated Wholesale Market Registration details per Agreed Procedure 1.	
4	Receive Updated Wholesale Market Registration details	ESBN	ESB Networks Ltd (ESBN) receives updated Wholesale Market Registration Details from SEMO.	
5	Validate Registration	ESBN	MRSO will validate the Registration in accordance with the applicable validation rules (see section Supplementary Information). <ul style="list-style-type: none"> <li>• If Registration Invalid - <b>Next Step 6</b></li> <li>• If Registration is Valid - <b>Next Step 8 &amp; 10</b></li> </ul>	
6	Send rejection to New Supplier	ESBN	Where the Registration is rejected the requesting Supplier is informed of the Rejection with the reasons.	102R MM
7	Receive rejection Message	New Supplier	New Supplier receives Rejection Message.	
8	Notify Old Supplier	ESBN	If the Registration is not automatically rejected then MRSO will notify the old Supplier that a Registration has been received.	110 MM
9	Receive notification of CoS	Old Supplier	Old Supplier receives notification of a CoS. At this stage in the process the Old Supplier may object to the CoS. Refer to MPD 03 - Objection & Cancellation or MPD 03.1 - Automated Debt Flagging if the objection is on the grounds of debt.	
10	Check if Provisional Acceptance required	ESBN	MRSO will check to see if Provisional Acceptance is needed to progress the CoS. (See Supplementary Information for more details of validation checks). <ul style="list-style-type: none"> <li>• If Provisional Acceptance is not required - <b>Next Step 16</b></li> <li>• If Provisional Acceptance is required - <b>Next Step 11</b></li> </ul>	



Process Step		Role	Process Step Description	Interface
11	Refer Provisional Acceptance to DSO	ESBN	<p>If the Registration is Provisionally Accepted then MRSO will make available the Registration details to Distribution System Operator (DSO) and notify New Supplier.</p> <ul style="list-style-type: none"> <li>Notify New Supplier - <b>Next Step 12</b></li> <li>Refer Provisional Acceptance to DSO - <b>Next Step 14</b></li> </ul>	
12	Send notification to New Supplier of Provisional Acceptance	ESBN	If the Registration is Provisionally Accepted the New Supplier will be informed of the Provisional Acceptance, with reasons.	102P MM
13	Receive Provisional Acceptance	New Supplier	New Supplier receives Provisional Acceptance Notification.	
14	Get Connection Agreement if required	ESBN	DSO will get Connection Agreement if required.	
15	Re-energise if required	ESBN	<p>Where a Registration is Provisionally Accepted pending energisation, and providing a Connection Agreement has been agreed, then DSO will energise the site.</p> <p>* Where the CoS does not have an explicit, or implied, CoLE and the DUoS Group is applicable to Debt Flagging, the automated raising of the Service Order will be suspended until the Debt Flagging process has run its course for the MPRN. Refer to MPD03.1 - Automated Debt Flagging.</p>	
16	Update CoS Registration as Accepted	ESBN	MRSO will update CoS Registration as Accepted.	
17	Send Acceptance to Supplier	ESBN	If the Registration is accepted the New Supplier will be informed of the Acceptance. The Registration request will not be fully accepted until all conditions for Provisional Acceptance have been met.	102 MM
18	Receives CoS Registration Acceptance	New Supplier	New Supplier receives CoS Registration Acceptance.	
19	Register MPRN with New Supplier as per required exchange date	ESBN	<p>MRSO will complete the CoS, within the permitted period, when all the following are satisfied:-</p> <ul style="list-style-type: none"> <li>Five days have elapsed after the notification to the old Supplier.</li> <li>Metering and communications are in place and the details are recorded sufficient to allow QH data processing and aggregation to take place</li> <li>Any necessary connection agreement is in place.</li> </ul>	

Process Step		Role	Process Step Description	Interface
20	Determine if CoS was for a Trading Site	ESBN	MRSO will determine if CoS was for a Trading Site. <ul style="list-style-type: none"> <li>If CoS is not for a Trading Site - <b>Next Step 21, 23, 25 &amp; 27</b></li> <li>If CoS is for a Trading Site - <b>Next Step 29</b></li> </ul>	
21	Send Confirmation of CoS to Old Supplier	ESBN	MRSO will confirm the completion of the CoS to the Old Supplier and New Supplier.	105L MM
22	Receives CoS confirmation	Old Supplier	Old Supplier receives CoS Confirmation.	
23	Send Meter Technical details to New Supplier	ESBN	MRSO will send Meter Technical details to New Supplier.	331 MM
24	Receive Meter details	New Supplier	New Supplier receives meter details.	
25	Send Confirmation of new CoS to New Supplier	ESBN	MRSO will send confirmation of new CoS to New Supplier.	105 MM
26	Receives CoS Confirmation	New Supplier	New Supplier receives confirmation of new CoS.	
27	Send Confirmation of CoS to TSO	ESBN	MRSO will send Confirmation of CoS to TSO.	105 MM
28	Receives CoS Confirmation	ESBN	TSO receives confirmation of CoS.	
29	Send Confirmation of CoS to SEMO	ESBN	MRSO send Confirmation of CoS, via email, to SEMO.	Email
30	Receive CoS confirmation	ESBN	SEMO will receive an email Confirmation of new CoS.	

## 4.0 Supplementary Information

### ***Registration Validation Rules for a Change of Supplier (QH Metered)***

Failure of the following validations will cause the Registration to be rejected.

- The Supplier must have provided all mandatory information.
- The MPRN must have been assigned and not terminated.
- The Supplier Id is a valid one and the Supplier has a DUoS agreement.
- The Supplier must be entitled to register a Meter Point under the legislation and in accordance with the Trading and Settlement Code.
- The Supplier must warrant that a supply agreement exists with the customer at the Meter Point being registered.
- The Supplier must provide a Supplier Unit that is valid for the Supplier.
- The Supplier must provide a sub-aggregation code (SSAC) that is valid for the Supplier Unit and for the class of metering.
- Where the CoS contains a Trading Site the Registration Request must be consistent with the Wholesale Market Registration details.
- The required date must be no less than five and no more than forty days after the Registration receipt date.
- The Supplier may not provide a read arrangement.
- A separate Change of Supplier may not be in progress for this meter point.
- A Change of Supplier was completed with an effective date less than 20 days before the required date for the requested Change of Supply. This rule does not apply if the Change of Supplier includes a change of tenancy or legal entity.
- Meter point is listed as eligible to change Supplier only if QH metering is installed and QH metering and communications have not yet been installed. In this instance DSO will be requested to prioritise QH meter and communications installation and, following this, the Supplier will be asked to re-submit the Registration as a QH Metered Registration.
- EAI must be valid and not blank for sites over 30kVA.

Failure of the following validations will cause the Registration to be rejected unless the new information is approved by the Distribution System Operator:-

- Meter Point Address advised by Supplier is materially inconsistent with Meter Point Address known to MRSO. DSO may accept or reject the new address submitted by the Supplier.

Failure of the following validations will cause the Registration to be Provisionally Accepted, unless rejected above, pending approval by the DSO:-

- The Meter Point is de-energised. In this case the Change of Supplier will be effected upon re-energisation.
- The MIC is equal to or exceeds MV (Medium Voltage) and there is no Connection Agreement in place or there is a change of customer name or registered company number. In this case the DSO must confirm the existence of a signed Connection Agreement before the Registration is accepted.

## ***CoS for Generators***

The market process as detailed for Change of Supplier Quarter Hourly sites can also be applied to Participant and Non Participant Generators.

## ***Objection & Cancellation***

### **MPD 03 - Market Process for Objection & Cancellation**

This Procedure describes the process for the objections to and cancellations to registrations for a meter point.

This process applies to NQH Meter Points and Single Point Unmetered sites. The process to handle Objections and Cancellations for Group Unmetered sites will be a manual one.

***The Objection Process needs to be read in conjunction with Working Practice 24 'Guidelines for Handling Objections to Change of Supplier'.***

[Refer to MPD 03.](#)

[Refer to Working Practice 24.](#)

## MPD 03.1 - Market Process for Automated Debt Flagging

This MPD describes the process for Automated Debt Flagging via the Objection/Cancellation process using existing Messages.

DUoS Groups applicable to Debt Flagging are: DG1, DG2, DG3, DG4, DG5, DG5A, DG5B, DG6, DG6A, DG6B.

The introduction of two automated timelines to monitor the sending of a Debt Flag by the losing supplier and the sending of a corresponding cancellation of the CoS by the new supplier. There are two '48' hour wait periods. The wait periods are timed so that the Debt Flagging process finishes within the current 5 day CoS window.

- First Wait Period (FWP) starts from when the 110 MM is outbound and ends a max. of 48hrs later.
- Second Wait Period (SWP) starts from when the 112 MM is outbound and ends a max. of 48hrs later.

Days are Working days and therefore Weekends and Bank Holidays are not counted within the wait period timelines

At the end of the SWP, unless the Gaining Supplier has not cancelled the Registration Request, the CoS process will complete.

[Refer to MPD 03.1.](#)