

MARKET PROCESS DESIGN

MPD 25 - Market Process for Change of Legal Entity

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1. Introduction

1.1 Scope

. This process describes the procedure for a change of legal entity at a Meter Point and Single Point Unmetered. It includes a change in customer usage type which has a potential impact on DUoS Group.

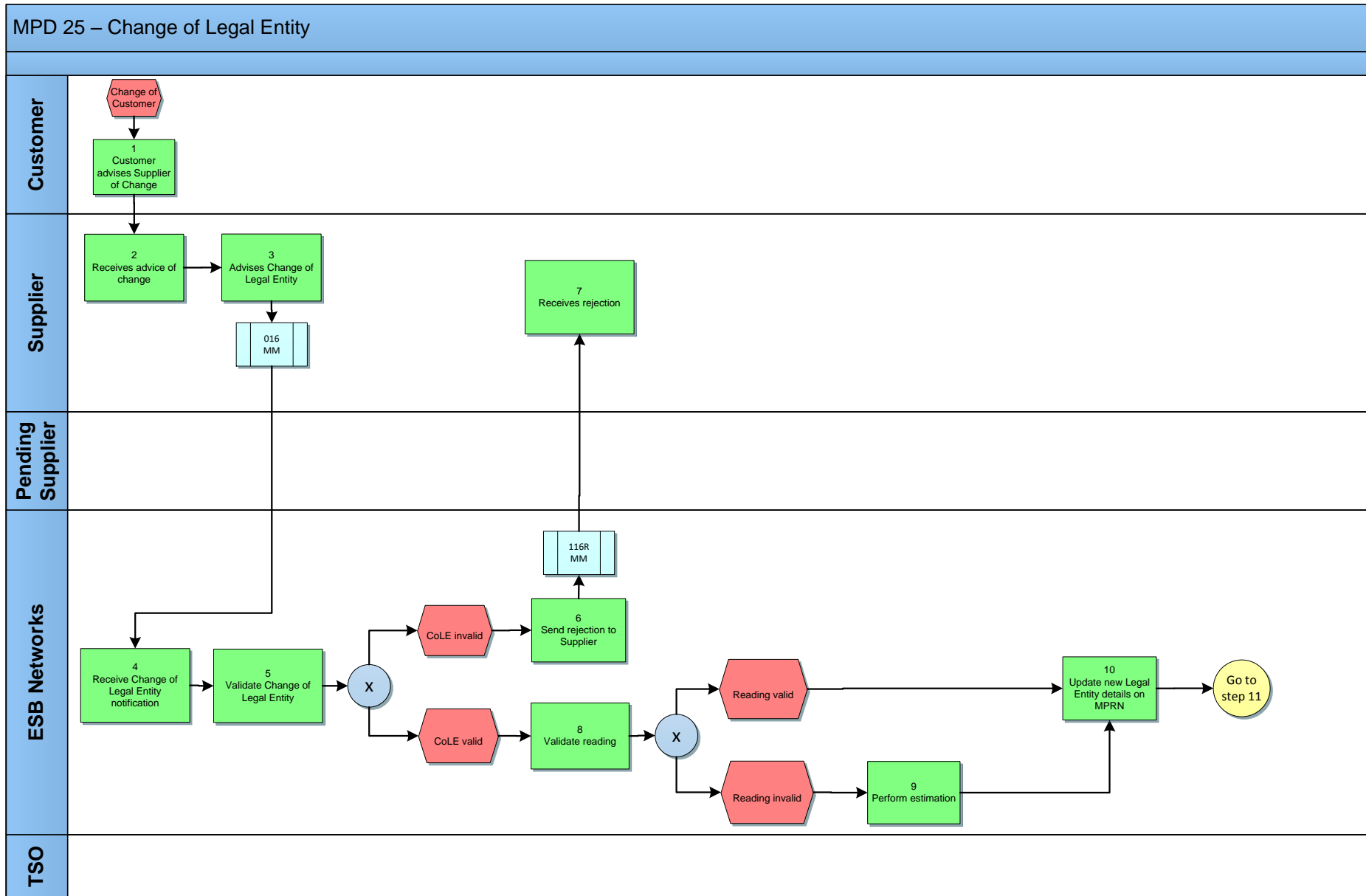
1.2 History of Changes

This Procedure includes the following changes:

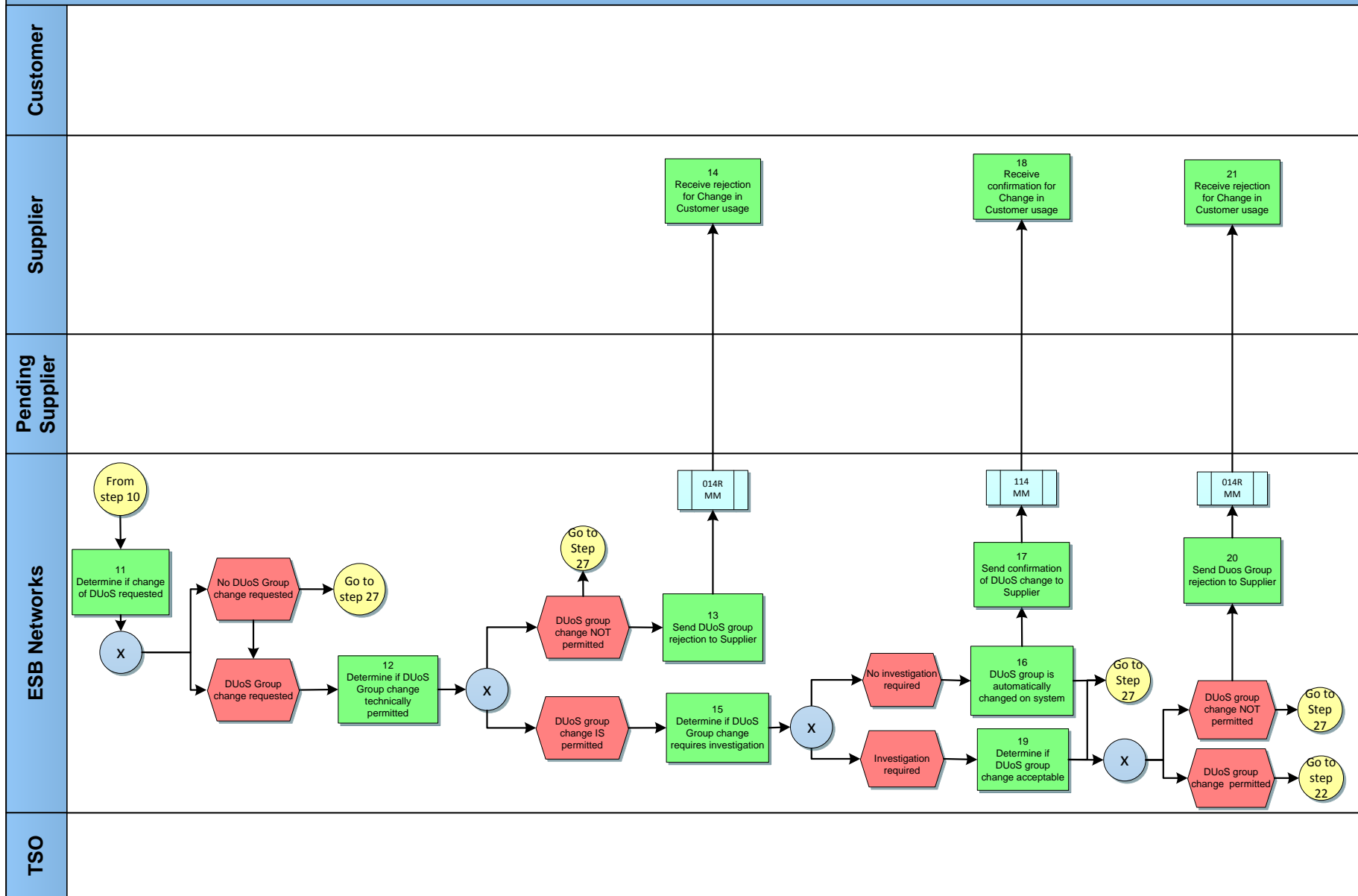
Version in which last change Implemented	Source of Change	Description of Change
Draft	Design	This is a new process separated from the change of customer details process.
Draft	MIG 15/10/03	Customer Usage Type to be used rather than Customer Usage on MPD.
Draft	B117	Updates to the process around effective dates for CoLE
		Updates arising from Supplier clarifications
Draft	Written Supplier Clarifications 4	"" removed from Page 4, row 2
Draft	Written Supplier Clarification 2	Updated text in Paragraph 2, Page 3 to 'has been issued' rather than 'has issued'
		Change arising following version 4.1
Version 4.2	MCR 0029	Update of Market Process Documentation to reflect single point unmetered design
Version 4.2	MCR 0040	Updated text in Process Map, Step 7 which determines if a reading is valid, if the reading is invalid then one should be estimated.
		Change arising following version 4.2
Version 4.3	MCR 0046	ESB National Grid Requirements communicating Changes to Legal Entity
		Change applied since Version 6.0
Version 6.1	Non-Conformance No. 154	MPD flow updated to more accurately reflect process.
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)" the following steps: * Determine Meter Size and Type * Return Signed Connection Agreement for sites >= MV (Medium Voltage)

Version in which last change Implemented	Source of Change	Description of Change
Version 8.0a	Non-Conformance (AIQ-1419: CoLE process for Single Point Unmetered sites)	Following a Supplier query regarding the need for a "COLE Single Point Unmetered MPD" added a footnote to MPD 25 to explain: "Note: this MPD covers processing of CoLE Single Point Unmetered"
Version 8.0a	Non-Conformance (AIQ-1419: CoLE process for Single Point Unmetered sites)	Following a Supplier query regarding the need for a "COLE Single Point Unmetered MPD" created a short-cut to MPD 25 in the Unmetered Folder, so that it can be found by going through both the "Customer Data Changes" route and the "Unmetered" route
Version 10.3	MCR 1145 – Conversion of MPDs from ARIS to document format.	ARIS Process flow converted to Visio format and Step Table included. Corrected SMO listed as a role in the swimlane in ARIS but should be TSO.
Version 10.4	Non-Conformances identified by Smart Metering review	Section 1.1 Scope – 1 st line “This Procedure describes the requirements for the data processing for NQH meter readings” – this line is deleted. Step 28 – Line “ Supplier will also receive the readings used at the change of Legal Entity” – line deleted.
Version 10.5	MCR 1149 – Request that Suppliers ensure that they submit only one active COLE 016MM for an MPRN	Supplementary Information updated with details requesting that Suppliers ensure they submit only one active COLE 016MM for an MPRN.
Version 10.6	Non-Conformances identified by Smart Metering review	Step 12 – Line amended “DUoS group change is not permitted – next steps 13 and 27” Step 19 – Line amended “DUoS group change is not permitted – next steps 20 and 27”

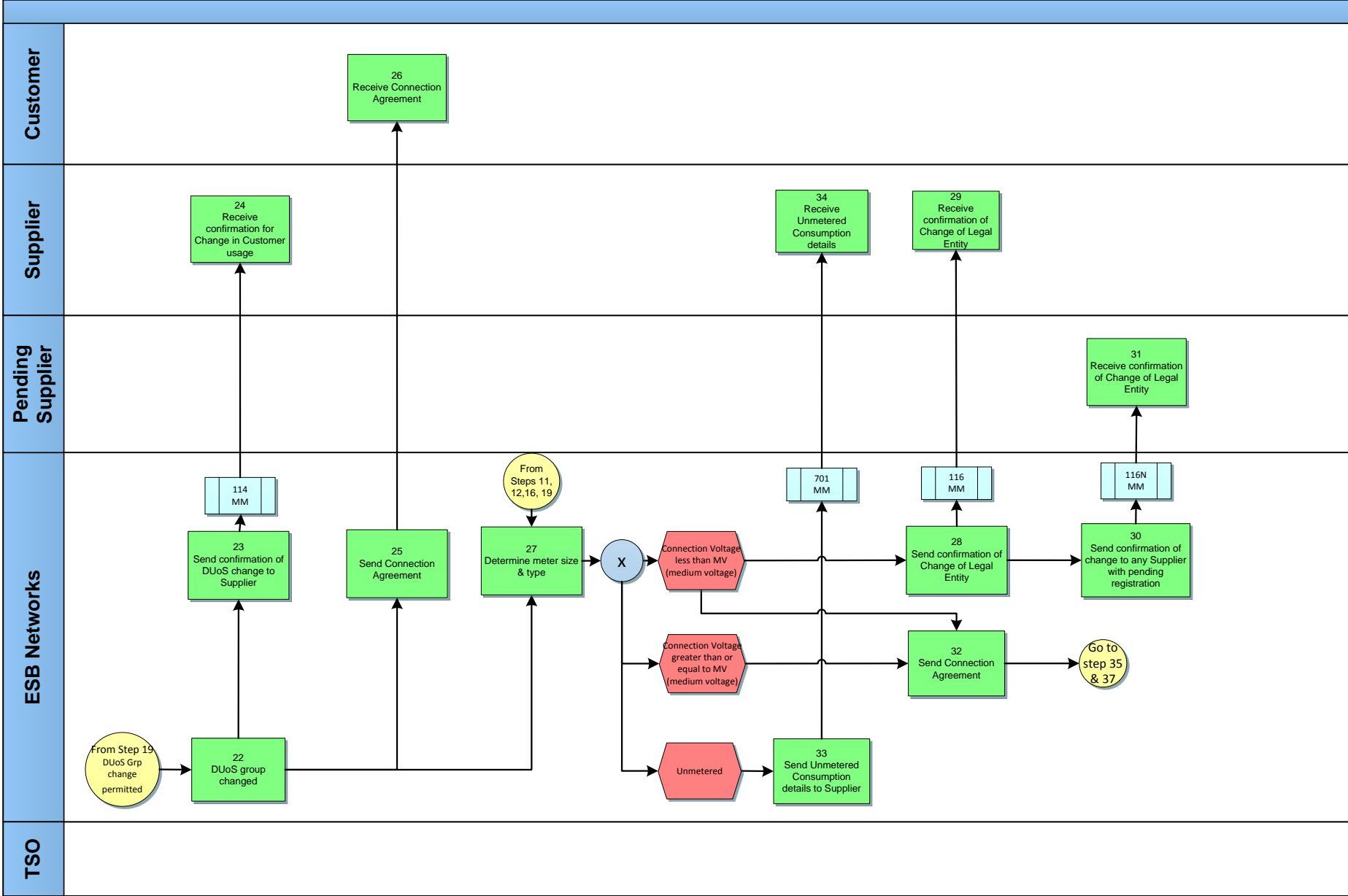
2. Process Map



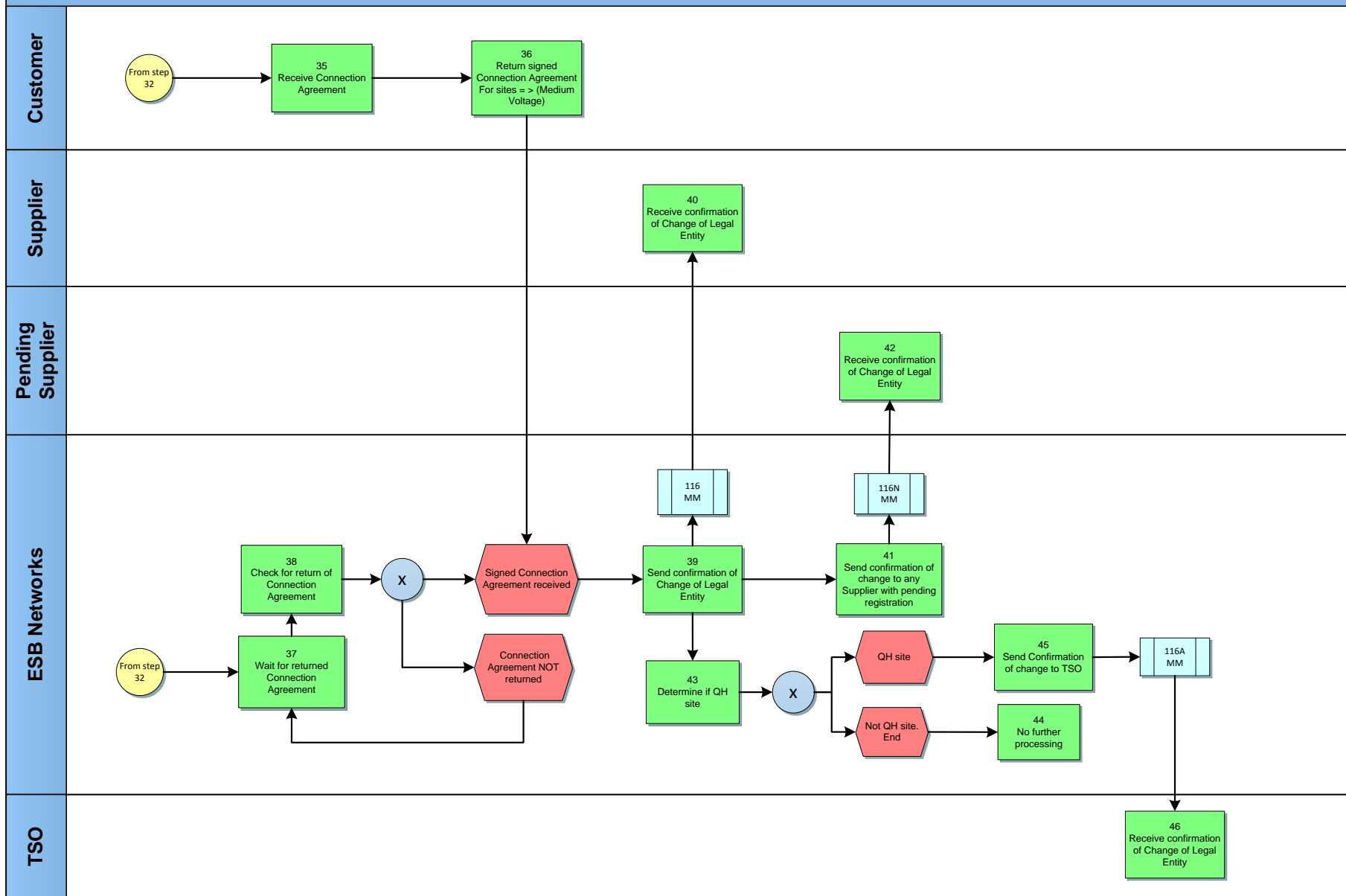
MPD 25 – Change of Legal Entity



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2.1 Process Description

Process Step		Role	Process Step Description	Interface
1	Customer advises Supplier of Change	Customer	Customer contacts Supplier with details of change	
2	Receives advice of change	Supplier	Supplier receives details of change from customer	
3	Advise ESBN of Change of Legal Entity	Supplier	Suppliers send 016 Market Message to ESBN to advise them of the changes to the Legal Entity at a meter point which they are they registered Supplier. As part of this process the Supplier will indicate the new legal entity's Customer Usage Type. This may or may not result in a change of DUoS Group. The only allowable changes in DUoS Group will be from DUoS Group 1 or 2 to DUoS Group 5 and vice versa on the assumption that there are no other changes to meter point characteristics. Other DUoS Group changes will be handled under MPD 8 - Changes to Connection Characteristics.	016 MM
4	Receive Change of Legal Entity Notification	ESBN	ESBN receive 016 Market Message	
5	Validate Change of Legal Entity	ESBN	Upon receipt of the notification for change of Legal Entity, ESBN will validate the Supplier against the meter point and will validate the message content. <ul style="list-style-type: none"> • Where the CoLE fails validation - next step 6 • Where the CoLE passes validation - next step 8 	
6	Send Rejection Message to Supplier	ESBN	In circumstances where the CoLE notification fails validation, ESBN will send a Change of Legal Entity Rejection Market Message to the registered Supplier	116R MM
7	Receive Rejection Message	Supplier	Supplier receives rejection message	
8	Validate reading	ESBN	Where the change of Legal Entity notification passes validation, Data Processing will validate any reading provided by the Supplier for use as the change of Legal Entity reading. If a customer or Supplier provided reading is provided but not is allowable (e.g. in the case of MD customer, QH customers or unmetered customers) the reading will be ignored. <ul style="list-style-type: none"> • Where the reading is valid - next step 10 • if reading is invalid - next step 9 	

Process Step		Role	Process Step Description	Interface
9	Perform Estimation	ESBN	If the readings provided fail validation ESBN will estimate a reading for use as the Change of Legal Entity reading. Meter Read validation and estimation will be processed as per MPD 14 – Readings Processing NQH Meter	
10	Update new Legal Entity details on MPRN	ESBN	ESBN will update its records to reflect the change of Legal Entity	
11	Determine if DUoS change is requested	ESBN	ESBN will determine if DUoS Group change is requested as part of the Change of Legal Entity request. <ul style="list-style-type: none"> • Where no change is requested - next step 27 • If a change is requested - next step 12 	
12	Determine if DUoS Group change is technically permitted	ESBN	ESBN determine if the DUoS group change requested is technically permitted <ul style="list-style-type: none"> • DUoS group change is not permitted - next steps 13 and 27 • Duos group change is technically permitted - next step 15 	
13	Send DUoS Group Rejection Message to Supplier	ESBN	Where a DUoS Group change requested as part of the CoLE is not permitted ESBN will issue a rejection message to the Supplier	014R MM
14	Receive rejection for Change of Customer Usage	Supplier	The Supplier receives the rejection message	
15	Determine if DUoS Group Change requires investigation	ESBN	Where the DUoS change requested is permitted ESBN will determine if further investigation is required. <ul style="list-style-type: none"> • No further investigation is required - next steps 16 and 27 • If further investigation is required - next step 19 	
16	DUoS Group is automatically changed on system	ESBN	DUoS Group is changed for the meter point	
17	Send confirmation of DUoS Change to Supplier	ESBN	ESBN sends confirmation message to the registered Supplier that the DUoS change requested in the CoLE has been updated	114 MM

Process Step		Role	Process Step Description	Interface
18	Receive confirmation message for Change in Customer Usage	Supplier	Supplier receives confirmation that the DUoS change requested as part of the CoLE has been updated	
19	Determine if DUoS Group Change is acceptable	ESBN	Following investigation ESBN determines if the change to the DUoS group requested is permitted <ul style="list-style-type: none"> • DUoS Group change not permitted - next steps 20 and 27 • DUoS Group change permitted - next step 22 	
20	Send DUoS Group Rejection Message to Supplier	ESBN	Where a DUoS group change requested as part of the CoLE is not permitted ESBN will issue a rejection message to the Supplier	014R MM
21	Receive Rejection for Change in Customer Usage	Supplier	The Supplier receives the rejection message	
22	DUoS Group changed	ESBN	DUoS Group is changed for the meter point	
23	Send confirmation of DUoS Change to Supplier	ESBN	ESBN sends confirmation message to the registered Supplier that the DUoS change requested in the CoLE has been updated	114 MM
24	Receive confirmation for Change in Customer Usage	Supplier	Supplier receives confirmation that the DUoS change requested as part of the CoLE has been updated	
25	Send Connection Agreement	ESBN	ESBN issues Connection Agreement to customer	
26	Receive Connection Agreement	Customer	Customer receives Connection Agreement	

Process Step		Role	Process Step Description	Interface
27	Determine Meter Size and Type	ESBN	<p>ESBN determine size and type of meter associated with the meter point</p> <p>(a) Where the Connection Voltage is less than Medium Voltage ESBN:</p> <ul style="list-style-type: none"> • Sends confirmation of change of Legal Entity to the registered Supplier - next step 28 • Where there is a pending CoS, confirmation of the CoLE will be sent to the pending Supplier - next step 30 • A Connection Agreement is sent to the customer - next step 32 <p>(b) Where the connection voltage is equal or greater than Medium Voltage ESBN send a connection agreement (C/A) to the customer - next step 32</p> <p>(c) Where the site is Unmetered - next step 33</p>	
28	Send Confirmation of Change of Legal Entity	ESBN	ESBN sends confirmation of the change of Legal Entity to the registered Supplier.	116 MM
29	Receive confirmation of Change of Legal Entity	Supplier	Supplier receives confirmation message that CoLE has been updated	
30	Send confirmation of change to any Supplier with pending Registration	ESBN	If there is a pending CoS for the meter point, ESBN will issue a confirmation of the CoLE to the pending supplier	116N MM
31	Receive confirmation of Change of Legal Entity	Pending Supplier	Pending Supplier receives confirmation of the CoLE	
32	Send Connection Agreement	ESBN	A Connection Agreement is sent to the customer. Where the Connection Voltage is equal or greater than Medium Voltage, ESBN will await the return of the signed Connection Agreement before completing the CoLE	
33	Send Unmetered Consumption details to Supplier	ESBN	ESBN send unmetered consumption details to the registered Supplier	701 MM
34	Receive Unmetered Consumption details	Supplier	Supplier receives unmetered consumption details	
35	Receive Connection Agreement	Customer	Customer receives the Connection Agreement	

Process Step		Role	Process Step Description	Interface
36	Return signed Connection Agreement for Sites =>(Medium Voltage)	Customer	Customer completes Connection Agreement and returns it to ESNB	
37	Wait return of completed Connection Agreement	ESBN	Where the Connection Voltage is equal to or greater than Medium Voltage, ESNB will await return of completed Connection Agreement	
38	Check	ESBN	ESBN will check for return of completed Connection Agreement <ul style="list-style-type: none"> If Connection Agreement is not returned - back to step 37 When the signed Connection Agreement is returned to ESNB - next step 39 	
39	Send confirmation of Change of Legal Entity	ESBN	ESBN sends confirmation of the change of Legal Entity to the registered Supplier. The Supplier will also receive the readings used at the change of Legal Entity.	116 MM
40	Receive confirmation of Change of Legal Entity	Supplier	Supplier receives confirmation message that CoLE has been updated	
41	Send confirmation of change to any Supplier with pending registration	ESBN	If there is a pending CoS for the meter point, ESNB will issue a confirmation of the CoLE to the pending Supplier	116N MM
42	Receive confirmation of Change of Legal Entity	Pending Supplier	Pending Supplier receives confirmation of the CoLE	
43	Determine if QH Site	ESBN	ESBN will determine if a site is QH <ul style="list-style-type: none"> Non QH site - next step 44 QH site - next step 45 	
44	No further processing	ESBN	If the site is Non QH no further action is required	
45	Send confirmation of change to TSO	ESBN	For QH sites ESNB will confirm new details to TSO	116A MM
46	Receive confirmation of Change of Legal Entity	TSO	TSO will receive confirmation of the Change of Legal Entity	

3. Supplementary Information

Processing of NQH Non MD sites and Single Point Unmetered

The Supplier may provide a required date for the Change of Legal Entity. If no required date is provided then the change of Legal Entity will take effect on the date that DSO receives the message.

The Supplier may provide a reading for the Change of legal Entity on message 016. For sites less than 30 kVA or Single Point Unmetered if the required date is on or before the last day for which a DUoS bill has been issued then the required date, and any readings provided, are ignored. The required date will be deemed to be the receipt date and an estimate will be made as at this time.

Only one active COLE 016MM for an MPRN should be submitted at any one time.

This means that once an 016MM for an MPRN is submitted the supplier should ensure no further 016MM is submitted for that same MPRN and for the same "Effective from Date" that appears on the 116MM until either a 116MM (see MPD25) and its associated 300MM (see MPD14), or else a 116R (see MPD 25) has been received.

The exceptions to this are as follows:-

- Where the supplier has already submitted a valid future dated 016MM, in which case the existing market rules remain in place.
- Where a Landlord/Tenant CoLE is taking place Suppliers may be required to send multiple 016MMs in quick succession for the same MPRN.

In all other cases the required date will be used as the read date.

If no reading is provided then a reading will be estimated as at the required date unless DUoS billing has occurred. If a reading is provided and fails validations then a reading will be estimated as at the required date.

Readings or estimates used for the Change of Legal Entity will be provided on message 300. **See MPD 14 – NQH Readings processing.**

The Change of Legal Entity will be recorded as at the date of the reading or estimate that is used.

Processing of NQH MD sites

The Supplier will not be asked to provide a reading as DSO will use a reading from its own records. This may be a special reading requested by the Supplier or a previous actual scheduled read if a subsequent reading has not been obtained.

The Change of Legal Entity will be recorded as at the date of the reading used.

Processing of QH sites

The Supplier may provide a required date for the Change of Legal Entity. If no required date is provided then the change of Legal Entity will take effect on the date that DSO receives the message.

The Supplier will not be asked to provide a reading.

The Change of Legal Entity will be recorded as at the date of the required date.