

Market Change Request 1140			Introduction of Eircodes into the Retail Market in Ireland		
Status	Issued to Market	Priority	High	Status Date	02/03/2015

Date	Version	Reason for Change	Version Status
02/03/2015	1.0	Issued to Market	Final

Part 1 DETAIL OF DISCUSSION REQUEST / MARKET CHANGE REQUEST			
Requesting Organisation(s)	ESB Networks	Originating Jurisdiction	Rol
Request Originator Name	Theresa O Neill		
Date Raised	02/03/2015		

Classification of Request			
Jurisdictional Applicability	Rol	Jurisdictional Implementation	Rol Specific
If jurisdictional implementation is for one jurisdiction only – is the other jurisdiction required to effect any changes?	No	Co-Ordinated Baseline Version No.	TBC
Change Type	Non-Schema Impacting		

Detail of Request
Reason for Request
<p>In 2015, Ireland will implement a postcode system called Eircode (see the Eircode Website <a href="http://www.eircode.ie">http://www.eircode.ie</a>)</p> <p>2.2million addresses will get an Eircode, for example each house on a street, each flat in an apartment block, each house in a rural townland, both units in a duplex unit.</p> <p>Whilst 2.2million addresses will be assigned an Eircode by the Eircodes project not every MPRN Meter Point Address will get one for example Unmetered MPRNs will not get an Eircode.</p> <p>An Eircode is unique to a house/commercial premise, and not to a person or organisation. This means that where there is a COLE, the Eircode will not move with the customer rather it stays with the MPRN Meter Point Address.</p> <p>The Eircode has a structure A65F4E2 (there is one allowable exception for the first three characters viz.D6W). Each Eircode is comprised of seven alpha/numeric characters that are unique to each mailing address. The seven characters are logically made up of two parts – a Routing Key and a Unique Identifier.</p> <p>The first three characters of each Eircode, called the “Routing Key”, are designed to benefit the postal and logistics industry. The Routing Key will be used to help sort mail, however it is not directly linked to counties, towns, or geographic features.</p> <p>The second part of the Eircode, called the “Unique Identifier,” is comprised of four characters drawn from a set of letters and numbers that identify each individual address.</p> <p>The Eircode, when <b>printed for posting</b>, should appear at the end of an address, and the Routing Key should be displayed separately from the Unique Identifier by displaying a blank space after the 3rd value of the Eircode e.g. A65 F4E2</p> <p>All letters in an Eircode are in an uppercase format.</p>

## Proposed Solution

### A. Eircodes

The proposal is to introduce Eircodes into the Retail Market in Ireland and to start to utilise the Postal Code field in the MPRN Meter Point Address.

Meter Point Addresses will not be changing other than an Eircode will be populated into the Postal Code field.

A Data Sharing Agreement is in place between the Eircode Project and ESB Group to allow data from the Central Market System to be made available for Eircodes. Once Eircodes have been allocated these will be made available back to ESBN for every MPRN where data matching against the MPRN Meter Point Address has been possible.

Eircodes will be recorded in the Central Market System as a string field which should contain 7 uppercase alpha/numeric characters. This applies to the three fields where Postal Codes are available in the Central Market System viz the Postal Code field in the Meter Point Address, the Postal Code field in the Notification Address and the Postal Code field in the Technical Contact Details. There should be no blank character between the 3<sup>rd</sup> and 4<sup>th</sup> value when it is stored in any of these three Postal Code fields in the Central Market System or when any of these Postal Codes that are used for Eircodes is exchanged in Market Messages.

### B. Meter Point Address Postal Code – Specific Details

It is proposed that there will be an initial population schedule which ESBN will agree with the IGG involving mass uploads of Eircodes into the **Meter Point Address** Postal Code field in the Central Market System, and which will result in a 114MM issuing to the Registered Supplier.

Where a Meter Point does not have a Registered Supplier but it's Meter Point Address has been matched by the Eircodes project then ESBN will upload the Eircode into the Postal Code field in the Meter Point Address for that MPRN in the Central Market System but no 114MM will issue (say for example for an MPRN with Meter Point Status at Assigned)

Once a Meter Point Address Postal Code field has been populated it will be visible on the Retail Market Participant Extranet and will appear in a 7 alpha/numeric character format without a blank between the 3<sup>rd</sup> and 4<sup>th</sup> value.

After the initial Upload and where Suppliers advise changes to the Meter Point Address Postal Code via the 013MM they will be accepted as long as they conform to the Eircode structure of 7 uppercase alpha/numeric characters otherwise they will be rejected via MM014R.

### C. Notification Address Postal Code, Technical Contact Details Postal Code - Specific Details

There will be no initial population by ESBN of Eircodes into any Notification Address Postal Code or Technical Contact Details Postal Code field.

### D. Changes to Document : Retail Electricity Market Address and Customer Name Data Standards

#### D.1 Change text in section **6.2.8 Postal Code** as follows:

Postal Code is an optional field that identifies an Address as being physically located in a particular predefined area. Postal codes are **currently** used in Foreign Notification Addresses e.g. UK Post Code and US Zip code.

**In 2015, Ireland will implement a postcode system called Eircode and where available it is recommended that Postal Codes for Meter Point Addresses are communicated in Market Messages. They should conform to the Eircode structure A65F4E2 (there is one allowable exception for the first three characters viz.D6W) where each Eircode is comprised of seven uppercase alpha/numeric characters. The Department of Communications, Marine and Natural Resources is currently looking at the feasibility of introducing Postal Codes in the Republic of Ireland. The Postal Code should not be used for Republic of Ireland addresses until further notice.**

The current Dublin Post codes e.g. Dublin 4, **do not need to go in this field but** should be placed in the City field **and specifically should not be placed in the Postal Code field.**

#### D.2 Change text in section **8.2 Other Print Rules** as follows:

1. The maximum number of characters per line is 32.
2. The maximum number of Person/Organisation lines is 2.
3. The maximum number of Address lines is 6. §
4. The Care Of name should be prefixed with 'C/O'.
5. A PO Box address will always take priority over a street address.
6. The County is prefixed with 'CO '.
7. The County text should only be printed if it is not the same as the City field AND if the Country is Ireland.
8. The Country should only be printed if it is not Ireland.
9. The Eircode should appear on the bottom line.

D.3 Change text in section **Appendix 1 Customer Name and Address Job Aid** as follows:

In the **Address Details** table

Address Structure	Allowed Formats	Note	Examples
Postal Code	MPAS, NAS, TCAS, NAPO, A65F4E2, D6WX1B1	<p>The Eircode has a structure A65F4E2 There is one allowable exception for the first three characters viz.D6W</p> <p>For Meter Point Address Postal Code fields, Eircodes will be recorded in the Central Market System as a string field containing 7 uppercase alpha/numeric characters. There will be no blank character between the 3<sup>rd</sup> and 4<sup>th</sup> value when it is stored in the Central Market System or transmitted in Market Messages.</p> <p>The Eircode, when printed for posting, should appear at the end of an address. The Routing Key should be displayed separately from the Unique Identifier by displaying a blank space after the 3<sup>rd</sup> value of the Eircode e.g. A65 F4E2</p> <p>The current Dublin Post codes e.g. Dublin 4 should be placed in the City field and specifically should not be placed in the Postal Code field.</p> <p>The Dublin Post codes e.g. Dublin 4, should be placed in the City field.</p>	CO4 3SQ, S6 3AF, NY 10705, A65F4E2, D6WX1B1

**E: Changes to Document : Address and Customer Name Job Aid**

The changes are Identical to changes in **Appendix 1 Customer Name and Address Job Aid** in document **Retail Electricity Market Address and Customer Name Data Standards** as follows:

In the **Address Details** table

Address Structure	Allowed Formats	Note	Examples
Postal Code	MPAS, NAS, TCAS, NAPO, A65F4E2, D6WX1B1	<p>The Eircode has a structure A65F4E2 There is one allowable exception for the first three characters viz.D6W</p>	CO4 3SQ, S6 3AF, NY 10705, A65F4E2, D6WX1B1

		<p>For Meter Point Address Postal Code fields, Eircodes will be recorded in the Central Market System as a string field containing 7 uppercase alpha/numeric characters. There will be no blank character between the 3<sup>rd</sup> and 4<sup>th</sup> value when it is stored in the Central Market System or transmitted in Market Messages.</p> <p>The Eircode, when printed for posting, should appear at the end of an address. The Routing Key should be displayed separately from the Unique Identifier by displaying a blank space after the 3<sup>rd</sup> value of the Eircode e.g. A65 F4E2</p> <p>The current Dublin Post codes e.g. Dublin 4 should be placed in the City field and specifically should not be placed in the Postal Code field.</p> <p>The Dublin Post codes e.g. Dublin 4, should be placed in the City field.</p>	
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**F: Changes to Document : Throughout all relevant Co-Ordinated Retail Market Message Guides**

- Meter Point Details , Meter Point Address Segment, Postal code Field

This is the postal or Zip code given as part of address where appropriate for example UK notification Addresses In 2015, Ireland will implement a postcode system called Eircode and where available it is recommended that Postal Codes for Meter Point Address are communicated in Market Messages. They should conform to the Eircode structure A65F4E2 (there is one allowable exception for the first three characters viz.D6W) where each Eircode is comprised of seven uppercase alpha/numeric characters.

- Notification Address ,Street Type Address Segment ,Postal code Field

This is the postal or Zip code given as part of address where appropriate for example UK notification Addresses In 2015, Ireland will implement a postcode system called Eircode and where available it is recommended that Postal Codes for Notification Address are communicated in Market Messages. They should conform to the Eircode structure A65F4E2 (there is one allowable exception for the first three characters viz.D6W) where each Eircode is comprised of seven uppercase alpha/numeric characters.

- Notification Address , P.O. Box Type Address Segment ,Postal code Field

This is the postal or Zip code given as part of address where appropriate for example UK notification Addresses In 2015, Ireland will implement a postcode system called Eircode and where available it is recommended that Postal Codes for Notification Address are communicated in Market Messages. They should conform to the Eircode structure A65F4E2 (there is one allowable exception for the first three characters viz.D6W) where each Eircode is comprised of seven uppercase alpha/numeric characters.

- Technical Contact Details , Street Type Address (Technical) Segment, Postal code Field

This is the postal or Zip code given as part of address where appropriate for example UK notification Addresses In 2015, Ireland will implement a postcode system called Eircode and where available it is recommended that Postal Codes for Technical Contact Details are communicated in Market Messages. They should conform to the Eircode structure A65F4E2 (there is one allowable exception for the first three characters viz.D6W) where each Eircode is comprised of seven uppercase alpha/numeric characters.

**G: Sundry:**

**Separate DRs and agreement on the timeline for implementation for the following items will be needed:**

- Downloadable Meter Point Details files on the SFTS to include MPRN Meter Point Address Postal Code fields.
- Population of the Meter Point Address Postal Code on Market Message 116A Change Of Legal Entity Confirmation.
- Allow for Multi-Site MPRN Meter Point Address Postal Code field to be populated with an Eircode.
- Revision of **MCR0175 New Reject Reasons for Address Change** to incorporate a further additional new address rejection code 'AD8 Invalid Postal code'

**Scope of Change**

Jurisdiction	Design Documentation	Business Process	DSO Backend System Change	MP Backend System Change	Tibco	Supplier EIMMA	Schema	Webforms	Extranet/NI Market Website
<b>ROI</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>NI</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Co-Ordinated Baseline Market Design Documents Impacted by Request**

**Market Messages**

Message No.	Message Name	CoBL	ROI	NI
<b>No Impact</b>	No Impact	No Impact	No Impact	No Impact

**Data Definitions**

*No Impact*

**Data Codes**

*No Impact*

Market Message Implementation Guides			
ROI	Yes/No	NI	Yes/No
Common Data Segments	Yes		
Customer and Data Agreements	Yes		
Meter Registration	Yes		
Meter Works	Yes		
ROI Market Message Guide – Unmetered	Yes		

Comments

ROI - Market Process Diagrams – MPDs		
Market Process Diagram Number	Market Process Diagram Description	Affected
None	None	None

NI - Market Procedures		
Market Process Number	Market Procedure	Affected
No Impact	No Impact	No Impact

ROI Guidance Documentation		
Document	Version	Affected
No impact		No Impact

ROI Briefing Documents		
Document/Paper	Version	Affected
No impact		No Impact

User and Technical Documents			
Reference	Name	Version	Affected
Retail Electricity Market Address and Customer Name Data Standards		1.0	Yes
Address and Customer Name Job Aid		N/A	Yes

Part 2 - Performance and Data Changes	
Market Messages volume, processing etc.	
Data	
Details of Data changes e.g. cleansing	

<b>Part 3 - ReMCoSG / CER Approval</b>		
<b>Approved by</b>	<b>ReMCoSG</b>	<b>CER</b>
<b>Comments</b>		