

# **MARKET PROCESS DESIGN**

**MPD 29 – CoS Group Unmetered**

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# 1. Introduction

## 1.1 Scope

This Procedure describes the process for the Change of Supplier (CoS) of a Group MPRN (GMPRN).

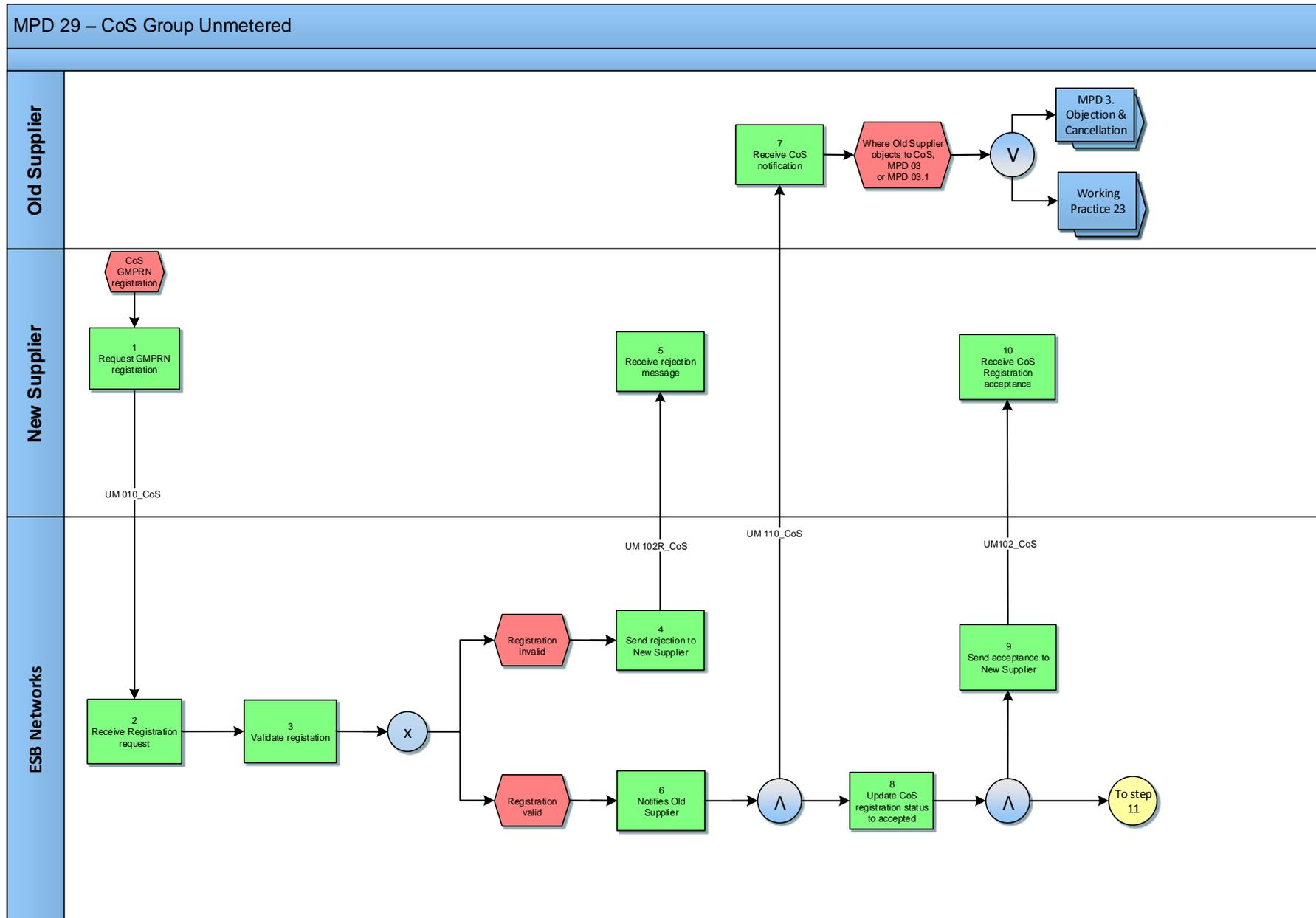
## 1.2 History of Changes

This Procedure includes the following changes:

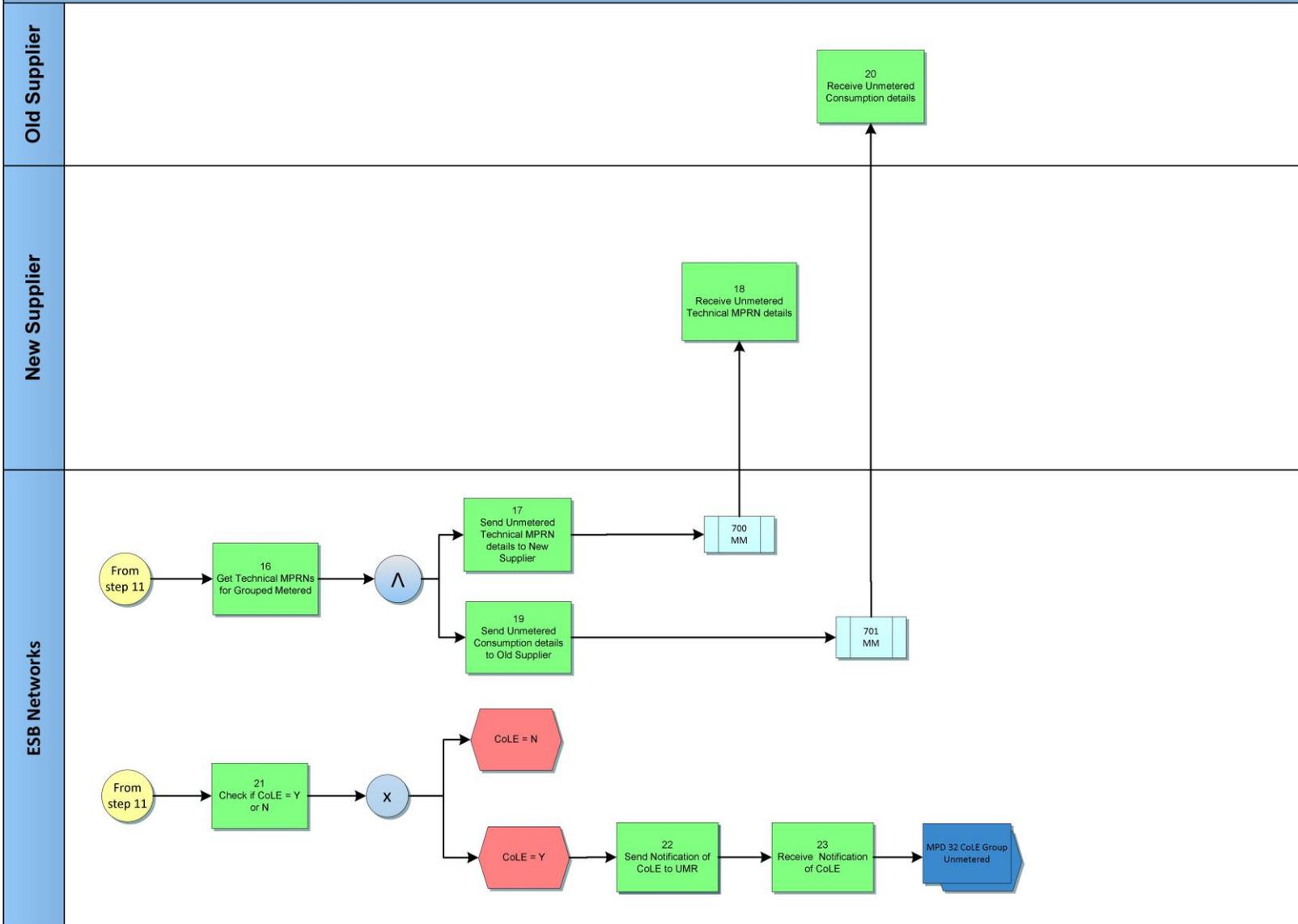
Version in which Implemented	Source of Change	Description of Change
Draft	Design	First draft of Process
Draft	Written Supplier Clarifications	Additional Step "receive Registration" added.
Version 6.0	MCR 0092	Amendments to satisfy the new requirements for SEM implementation. The reasons for the change are two fold:- <ul style="list-style-type: none"><li>• A Supplier Unit entity has been added to the Data Model and will be required within Group Unmetered CoS Processing.</li><li>• Additional validation rules will be required surrounding Trading Site Supplier Units</li></ul> This will necessitate changes to:- 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	Non-conformance (AIQ-1440: Error in decision flow - CoS Group Unmetered)	Error flagged by Assurance Body, the two events immediately following "Validates Registration" were mis-labelled, fixed by swapping names around.
Version 9.2	Unmetered Process Review - MCR 1085	New Email templates added. Supplementary information enhanced and MPD amended to reflect CoS with Change of Legal Entity (CoLE)
Version 10.4	MCR 1155 – Conversion of MPDs from ARIS to document format.	ARIS Process flow converted to Visio format and Step Table included.

Version in which Implemented	Source of Change	Description of Change
Version 11.0	MCR 1111	Updated Supplementary information regarding Automated Debt Flagging Solution. Amended process map to include reference to MPD 03 - Objection & Cancellation & Working Practice 23 Debt Flagging Solution. Referenced MPD 03 & Working Practice 23 in Step Table (Step 7) – Process Description

## 2. Process Map



MPD 29 – CoS Group Unmetered



## 2.1 Process Description

Process Step		Role	Process Step Description	Interface
1	Request GMPRN Registration	New Supplier	The New Supplier sends a manual Registration application for the GMPRN via email. The New Supplier is responsible for the validity of all information provided.	UM 010_COS
2	Receive Registration request	ESBN	Meter Registration System Operator (MRSO) receives Registration request	
3	Validate Registration	ESBN	MRSO will validate the Registration in accordance with the applicable validation rules (see Section 3: Supplementary Information) and advise the New Supplier of the outcome. <ul style="list-style-type: none"> <li>• Registration invalid - <b>next step 4</b></li> <li>• Registration valid - <b>next step 6</b></li> </ul>	
4	Send Rejection to New Supplier	ESBN	MRSO will inform the New Supplier of the Registration Rejection and the reason. This is sent manually via email to the New Supplier.	UM 102R_COS
5	Receive Rejection Message	New Supplier	The New Supplier receives the manual Rejection email message.	
6	Notify Old Supplier	ESBN	MRSO will manually, via email, notify the Old Supplier that a valid Registration has been received for a GMPRN.	UM 110_COS
7	Receive CoS Notification	Old Supplier	The Old Supplier receives a manual email message advising them of the loss of the GMPRN. Where the Old Supplier objects to CoS refer to MPD 03 Cancellation & Objection or Working Practice 23 for Debt Flagging.	
8	Update CoS Registration status to Accepted	ESBN	MRSO updates CoS Registration request.	
9	Send Acceptance to New Supplier	ESBN	MRSO will manually notify the New Supplier of Acceptance of Registration via email.	UM 102_COS
10	Receive CoS Registration Acceptance	New Supplier	The New Supplier receives a manual email message advising them of acceptance of the CoS Registration.	
11	Register GMPRN with New Supplier	ESBN	MRSO will complete the CoS when all the following criteria are satisfied: <ul style="list-style-type: none"> <li>• Five days have elapsed after the notification to the old Supplier.</li> <li>• Any outstanding objection expires or is withdrawn.</li> <li>• Any necessary Unmetered Agreement is in place.</li> </ul> The CoS will take place at 00h00 on the Required Date or such later date if any Unmetered Agreements are in place. All Technical MPRNs (TMPRN) associated with the GMPRN will be registered to the New Supplier	

Process Step		Role	Process Step Description	Interface
12	Send confirmation of CoS to New Supplier	ESBN	MRSO will confirm the completion of the CoS to the New Supplier via email.	UM 105_COS
13	Receive CoS confirmation	New Supplier	The New Supplier receives a manual email message advising them of completion of CoS Registration.	
14	Send confirmation of CoS to Old Supplier	ESBN	MRSO will confirm the completion of the CoS to the Old Supplier via email.	UM 105L_COS
15	Receive CoS Loss confirmation	Old Supplier	The Old Supplier receives a manual email message advising them of completion of CoS Registration.	
16	Get Technical MPRNs for Grouped Metered	ESBN	MRSO acquires all TMPRN details associated with the GMPRN <ul style="list-style-type: none"> <li>• Send details to New Supplier - <b>next step 17</b></li> <li>• Send details to Old Supplier - <b>next step 19</b></li> </ul>	
17	Send Unmetered Technical MPRN details to New Supplier	ESBN	700 Market Message with details of all TMPRN's associated with the GMPRN (e.g. EUF, Profile, burning hour calendar etc.) is sent to the New Supplier.	700 MM
18	Receive Unmetered Technical MPRN details	New Supplier	The New Supplier receives details of the TMPRN's associated with the GMPRN.	
19	Send Unmetered Consumption details to Old Supplier	ESBN	701 Market Message is sent to the Old Supplier advising them of the closing consumption for the TMPRN's associated with the GMPRN.	701 MM
20	Receive Unmetered Consumption details	Old Supplier	The Old Supplier receives details of the TMPRN's associated with the GMPRN.	
21	Check if CoLE = Y or N	ESBN	MRSO will check if the CoS has a CoLE included. <ul style="list-style-type: none"> <li>• No CoLE - <b>no further action</b></li> <li>• CoLE - <b>next step 22</b></li> </ul>	
22	Send Notification of CoLE to UMR	ESBN	MRSO notifies the Unmetered Registrar (UMR) of the CoLE.	
23	Notification of CoLE received	ESBN	UMR receives Notification and processes CoLE – see MPD 32 - Change of Legal Entity – Grouped Unmetered	MPD 32

### 3. Supplementary Information

#### CoS Scenarios

The CoS Grouped Unmetered Process must be followed under the following circumstances:

1. An existing Customer wishes to change from their existing Supplier to a New Supplier (CoS)
2. A new Customer is taking ownership of a site and also wishes to change to a New Supplier (CoS with COLE)

Therefore, there are 2 main CoS scenarios that can take place. They are:

- Grouped UNM CoS with CoLE
- Grouped UNM CoS with No COLE

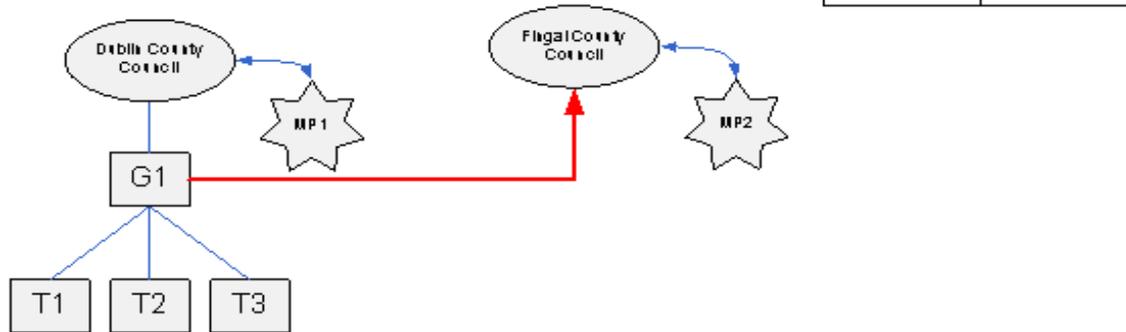
It is important for the Market Participant to determine at the outset (i.e. before sending the 010 email template) which CoS scenario they wish to process.

The following describes the 2 scenarios in more detail.

## Diagram Illustrating CoS with CoLE for GMPRN

### MPD 29 CoS Grouped Unmetered

#### Scenario 1: CoS with CoLE



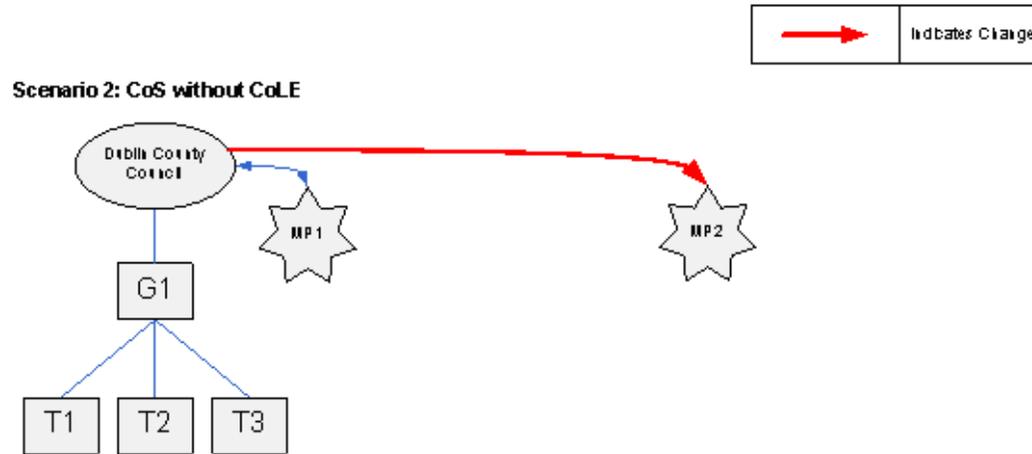
The key for the above diagram is as follows:

- MP1 = Market Participant 1
- G1 = GMPRN 1
- T1 – T3 = TMRPN 1 – 3

#### Scenario 1 Walkthrough

- Dublin County Council is registered to a Supplier called MP1.
- The business partner Dublin County Council is the registered Customer for the GMPRN G1.
- A new Customer who is registered to a different Supplier (MP2) wishes to register the GMPRN G1.
- MP2 will contact MRSO by submitting the UM 010\_CoS template with all relevant information completed.
- MRSO will perform the CoS and will notify MP2 by submitting a UM 105\_CoS template of success of gain. MRSO will notify MP1 by submitting a UM 105L\_CoS template of Customer loss.
- MRSO will then contact the UMR to effect the CoLE. The CoLE will take place as per MPD 32 – Change of Legal Entity - CoLE Grouped Unmetered

## Diagram Illustrating CoS with NO COLE for GMPRN



### Scenario 2 Walkthrough

- Dublin County Council is registered to a Supplier called MP1.
- The business partner Dublin County Council is the registered Customer for the GMPRN G1.
- The Customer wishes to change Supplier and become registered to MP2.
- MP2 will contact MRSO by submitting a UM 010\_CoS template with all relevant information completed.
- MRSO will perform the CoS and will notify MP2 by submitting a UM 105\_CoS template of success of gain. MRSO will notify MP1 by submitting a UM 105L\_CoS template of Customer loss.

## CoS versus New Registration

- It is important for the requesting Supplier to distinguish between a CoS and a New Registration.
- It is necessary to indicate on the UM 010\_CoS template whether a request is a CoS or New Registration. The New Supplier must ensure that one of the check boxes is ticked.
- What is the difference between a CoS and New Registration?
  - A - CoS is already registered to a Supplier
  - B - A New Registration is one which is currently not registered to a Supplier.

You can identify the difference between a New Registration and CoS by looking at the RMP Extranet, on the MPRN enquiry tab. See below.

The image displays two screenshots of the ESB Networks RMP Extranet interface, specifically the MPRN enquiry tab. Both screenshots show the same customer information: COUNCIL PEDESTRIAN LIGHTS, NAVAN, MH, IE. The key difference is the 'GMPRN Status' field, which is circled in red in both images.

Field	Left Screenshot (Registered)	Right Screenshot (Unregistered)
Customer Name	COUNCIL PEDESTRIAN LIGHTS	COUNCIL PEDESTRIAN LIGHTS
Registration Status	Registered	Unregistered
Connection Agreement	Active	Active
Associated Technical MPRNs	Click for TMPRNs Press to display the list of associated Technical MPRNs	Click for TMPRNs Press to display the list of associated Technical MPRNs
City	NAVAN	NAVAN
Country	MH	MH
Country	IE	IE

## Registration Validation Rules for a CoS (Group Unmetered)

### Failure of any of the following validations will cause the Registration to be rejected:

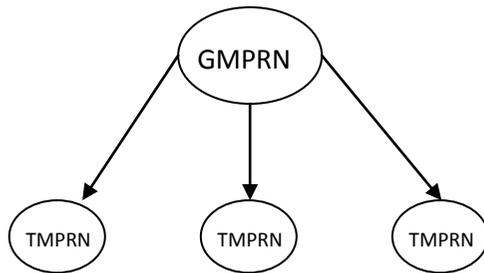
- The Supplier must have provided all mandatory information on the UM 010\_CoS template.
- The MPRN provided must be a **GMPRN**.
- The GMPRN must have been Assigned.
- The Supplier ID is a valid one and the Supplier has a DUoS Agreement.
- The Supplier must be entitled to register a GMPRN under the Legislation and in accordance with the Trading and Settlement Code.
- The Supplier must warrant that a Supply Agreement exists with the Customer at the GMPRN being registered.
- The Supplier must provide a Supplier Unit that is valid for the Supplier.
- The Supplier Unit must not be a Trading Site Supplier Unit.
- The Supplier must provide a Sub-Aggregation Code (SSAC) that is valid for the Supplier Unit.
- The Required Date must be more than five working days and no more than forty days after the Registration receipt date. The UMR 010\_CoS Registration Request will fail if the Required Date on the message is equal to or less than five working days.
  - The Required Date is counted as follows:
    - Today is day 0
    - Tomorrow is day 1
    - The actual effective date for CoS would be 00:00 on working day 7
  - An Example
    - Message received by ESNB on 21.06.2011
    - Required Date must be = or > 29.06.2011
- A separate CoS must not be in progress for this GMPRN.
- A CoS has already been completed with an Effective Date less than 20 days before the Required Date for the newly requested Change of Supply.

## Objection/Cancellation Process for a CoS (Group Unmetered)

- Any Objections/Cancellations will be handled manually by MRSO.
- Reversal/Cancellation of the original CoS does not take place rather a “corrective” CoS will be effected from a current date, re-instating the Old Supplier. This will only take place after investigation by MRSO and communication between both Old and New Suppliers.
- Please contact MRSO via email to discuss any issues of this nature.

## General Information

### Data Structure



#### TMPRN

- Will be used to represent each individual connection point (TMPRNs can represent each 'street' for Unmetered connection points).
- TMPRNs will be grouped collectively under GMPRNs.

#### GMPRN

- A GMPRN can have many streets/connection points and could therefore be linked to many TMPRNs.
- The Grouped CoS takes place at the GMPRN level and filters down (performing CoS) at each linked TMPRN. A New?? Supplier cannot request a CoS on specified TMPRNs. The CoS must be requested at the GMPRN level and will be completed on all the TMPRNs associated with the requested GMPRN.
- For a Grouped site undergoing CoS, a 700 Market Message will issue for each TMPRN.  
If 1 GMPRN has 1,000 TMPRNs, the Supplier will receive 1,000 individual 700 Market Messages.

#### Billing

- The Grouped Unmetered CoS process does not handle billing reversals and therefore cannot complete a Move-Out for a date on or earlier than the last billed date. This means that a CoS for Unmetered cannot normally be done for the 1<sup>st</sup> of the month if the billing for the previous month has already completed.

### Market Participant Contact Point for Issues with MPD 29

- All queries relating to the operation of this process must be directed to **MRSO** at email [MRSO@esb.ie](mailto:MRSO@esb.ie)
- Process or Market Design questions/issues in relation to this process are to be directed to **RMDS** at [info@rmdservice.com](mailto:info@rmdservice.com)

## 4. Unmetered Templates

The current templates associated with this MPD can be found on the RMDS website [here](#).

[Working Practice 23](#) describes the process of Debt Flagging via the Objection/Cancellation process and using Email Templates.

There are two '48' hour wait periods.

- 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.

The **First Wait Period** (FWP) starts when the Old Supplier receives the 110 MM, the Old Supplier must perform the Debt Flagging checks and submit a Debt Flag where conditions are met before expiration of this 48Hr Period.

Following receipt of the 110 MM Template(s) the Old Supplier may send a list of GMPRN's over threshold via Secure File Transfer Service (SFTS) to MRSO.

MRSO will check that the Debt Flag files have been received within 48 hours of the 110 MM Email Template being sent from MRSO to the Old Supplier, if the Debt Flag files have been received outside FWP, a 112R MM Email Template will be sent to Old Supplier by MRSO.

MRSO will group the GMPRN's by New Supplier and forwarded to the relevant New Supplier.

The **Second Wait Period** (SWP) begins when the New Supplier receives this notification of debt.

If the New Supplier decides to cancel the CoS, an 011 MM Email Template will be forwarded to MRSO with Cancellation Reason 'DE' (Objection for Debt).

If MRSO received the 011 MM Email Template outside the 48 hours, the Old Supplier will receive the 111R MM Email Template with Reason code 'TIM'.

If the Cancellation Notification is received within the SWP, MRSO will send a 111 MM Email Template to the New Supplier confirming cancellation of the CoS.

MRSO will notify the Old Supplier of the CoS cancellation. This is done by sending a 111L MM email template. The Customer will remain with the Old Supplier.

At the end of the SWP if the Gaining Supplier has not cancelled the Registration Request, the CoS process completes

The wait periods are timed so that the Debt Flagging process finishes within the current 5 day COS window

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