

# **MARKET PROCESS DESIGN**

**MPD 32 – CoLE Group Unmetered**

# 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>4</b>
2.1 PROCESS DESCRIPTION.....	5
<b>3. UNMETERED TEMPLATES.....</b>	<b>6</b>

# 1. Introduction

## 1.1 Scope

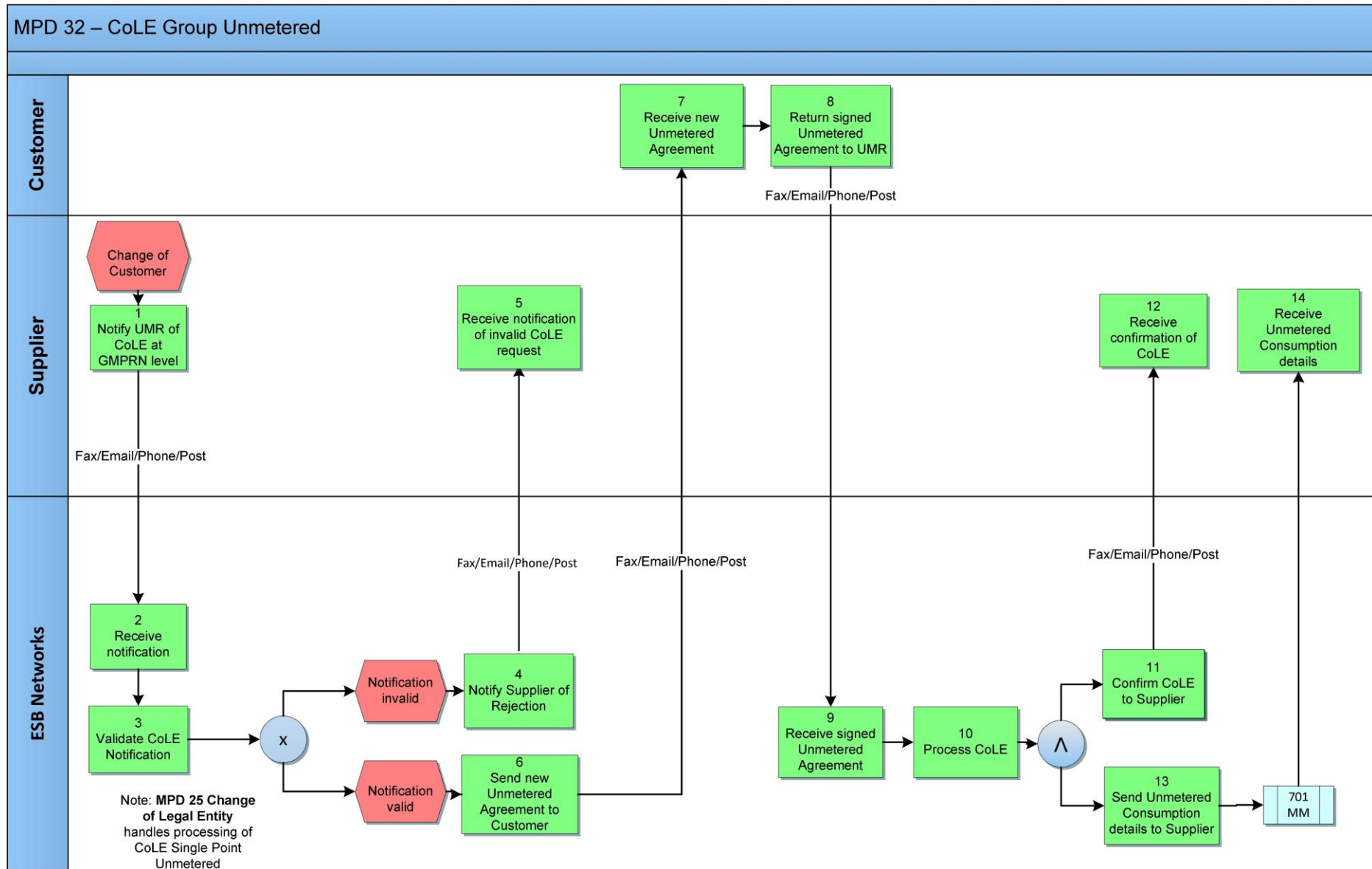
This Market Procedure describes the process for Change of Legal Entity (CoLE) Group Unmetered. MPD 25 Change of Legal Entity handles the processing of CoLE for Single Point Unmetered.

## 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
		No Changes since Version 2.1
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-1419: CoLE process for Single Point Unmetered sites)	Following a Supplier query regarding the need for a "COLE Single Point Unmetered MPD" a footnote was added to MPD32 to explain:  "Note: 'MPD 25 Change of Legal Entity' handles processing of CoLE Single Point Unmetered"
Version 10.4	MCR 1155 – Conversion of MPDs from ARIS to document format.	ARIS Process flow converted to Visio format and Step Table included.

## 2. Process Map



## 2.1 Process Description

Process Step		Role	Process Step Description	Interface
1	Notify UMR of CoLE at GMPRN level	Supplier	The Supplier notifies the Unmetered Registrar (UMR) in ESNB of Change of Legal Entity (CoLE) at Group MPRN (GMPRN) level	Fax/Email/Phone/Post
2	Receive notification	ESBN	ESBN receives notification of the CoLE	
3	Validate CoLE notification	ESBN	On receipt of a CoLE notification from the Supplier the UMR will validate the request. Validation will include checks to ensure that: <ul style="list-style-type: none"> <li>The MPRN is a valid Grouped GMPRN</li> <li>The Supplier is registered to the MPRN</li> </ul> Where the CoLE is invalid - <b>next step 4</b> Where the CoLE is valid - <b>next step 6</b>	
4	Notify Supplier of Rejection	ESBN	The Supplier will be informed of the rejection of any request manually, together with the reasons for the rejection	Fax/Email/Phone/Post
5	Receive notification of invalid CoLE request	Supplier	The Supplier receives notification of the rejection of the CoLE request	
6	Send new Unmetered Agreement to Customer	ESBN	Where a valid request has been received by the UMR a new Unmetered Agreement will be issued to the new legal entity with responsibility for the Grouped MPRN	Fax/Email/Phone/Post
7	Receive new Unmetered Agreement	Customer	The Customer receives the Unmetered Agreement for completion	
8	Return signed Unmetered Agreement to UMR	Customer	The Customer completes the Unmetered Agreement and returns it to UMR	Fax/Email/Phone/Post
9	Receive signed Unmetered Agreement	ESBN	The UMR receives the signed Unmetered Agreement from the Customer	
10	Process CoLE	ESBN	Upon receipt of the signed Unmetered Agreement, the UMR will process the CoLE. A CoLE will be processed for the Required Date unless billing has occurred between the Required and the Current Date. If billing has occurred the CoLE will be processed for a date after the last Distribution Use of System (DUoS) bill.	
11	Confirm CoLE to Supplier	ESBN	The UMR will confirm the CoLE to the Supplier	Fax/Email/Phone/Post
12	Receive confirmation of CoLE	Supplier	The Supplier receives confirmation of the CoLE from the UMR	
13	Send Unmetered consumption details to Supplier	ESBN	The UMR will send the Unmetered Consumption details to the Supplier	701MM
14	Receives Unmetered Consumption details	Supplier	The Supplier receives the Unmetered Consumption details	

### 3. Unmetered Templates

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