

Market Process for Changes to meter configuration

1. Introduction

1.1 Scope

This process covers the procedure for changes to meter configurations requested by the registered supplier at a meter point. In addition, the process covers DSO initiated meter asset management programmes.

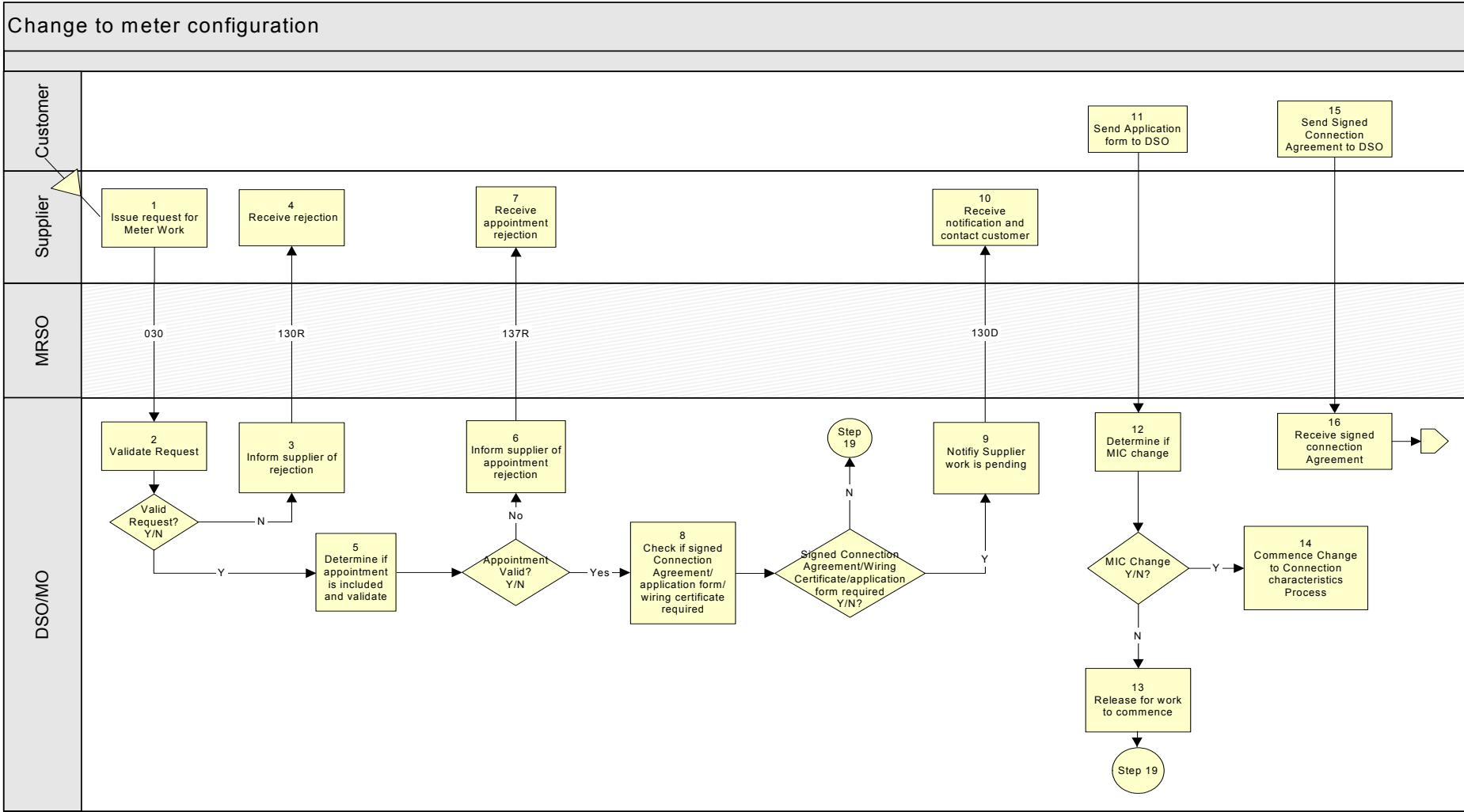
1.2 History of Changes

This Procedure includes the following changes

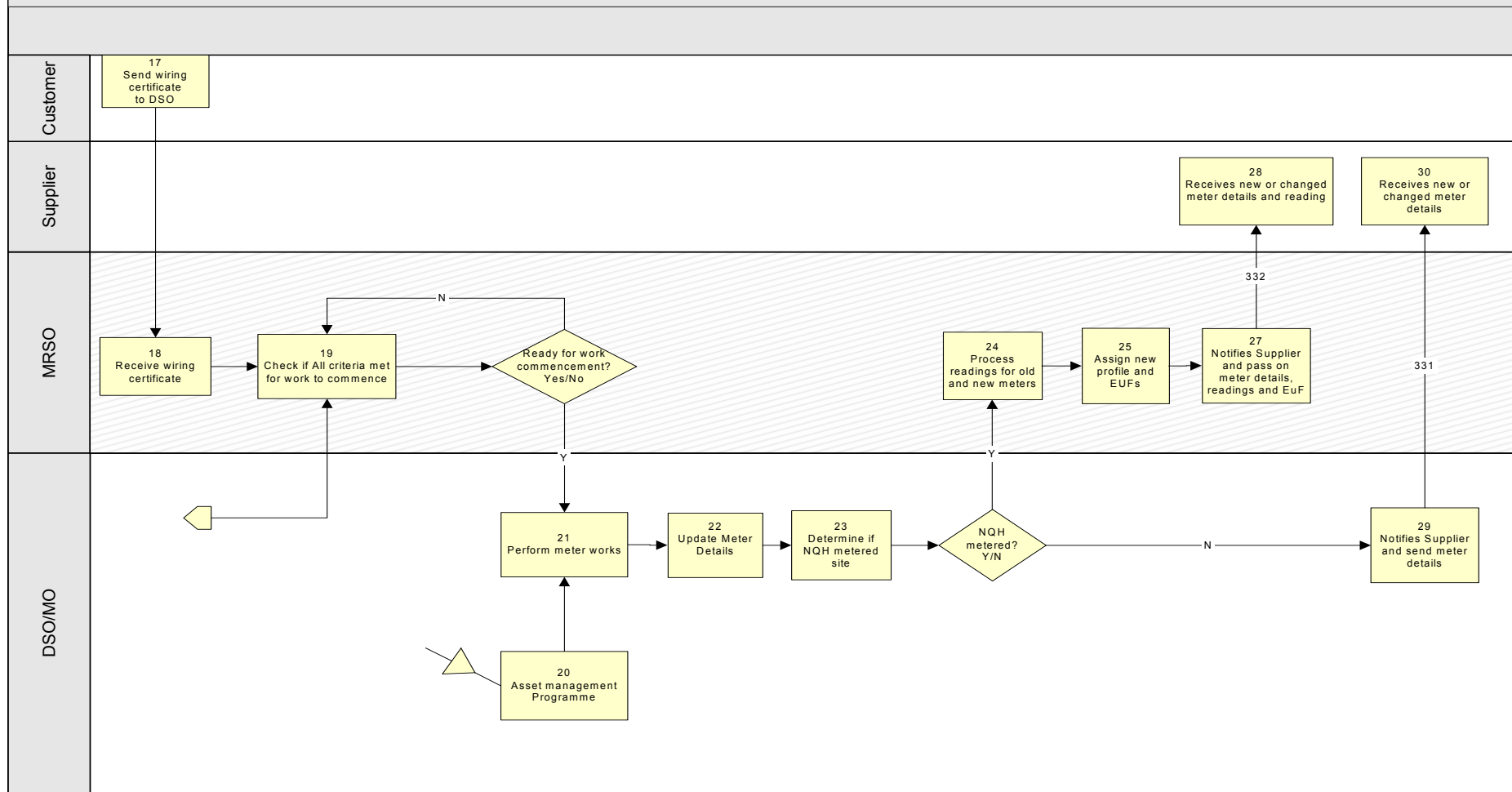
Source of Change	Description of Change
B40	Request for change to MCC will be taken as an implicit request for energisation if the MRPN is de-energised Changes of legal entity should be flagged in message 030
B19	New flow, 130D, to signal a delay in completion of change to MCC due to requirement for wiring certificate/application form or signed Connection Agreement
	<i>Further Changes since version 3.1</i>
Design	Inclusion of process to handle cancellation of request to change MCC
MIG September 17 th	Standardised on use of QH/NQH terminology Reference in text to step 8 under DSO/MO role corrected to step 6
B138	Updated to include handling of Meter Works requests while a Change of Supplier is in progress
Design	Message 331 and 333 to be combined into one market message (a revised 331) to communicate all QH meter removals, exchanges
	<i>Updates arising from Supplier clarifications</i>
Proposed	Step 19 re-worded

Modification 1	
Proposed Modification 2	Re-worded Step 25 as per proposed modification
	Changes arising following V 4.0 DRAFT
CR 167	Removal of Change of Legal entity as part of MCC change process
Design	Inclusion of 137R flow. This flow is sent by DSO to Suppliers when a Meter Works request is valid but the included appointment is not.

2. Process Map



Change to meter configuration



2.1 Process Description

Step	Role	Action	Interface
Step 1	Supplier	The supplier will request changes to metering through DSO	030 to DSO
Step 2, 3, 4	DSO/MO	<p>The DSO will validate the request and notify the supplier of any rejection.</p> <p>Validation is based on the following criteria:</p> <ul style="list-style-type: none"> • The request is from the supplier registered to that meter point. • All requests for meter works installation must be for a Standard MCC. Only meter configurations selected from the agreed standard set will be installed. • A change of supplier must not already be in progress for that meter point. Where this occurs due to a Change of Legal Entity the old supplier should notify a Change of Legal Entity on flow 016 – see MPD 25 – Change of Legal Entity 	130R to Supplier
Step 5,6,7		<p>If an appointment is flagged on the meter works request, the appointment will be validated. Where the appointment is valid it will be scheduled. Where the appointment is not valid, the Supplier will be notified.</p> <p>The appointment may be considered invalid where, for example:</p> <ul style="list-style-type: none"> • A meter works delay caused by an outstanding Connection Agreement or Wiring Cert, • If the appointments route/time combination or call type is invalid for the appointment. <p>If an appointment has been rejected due to the proposed timeslot being no longer available, a new appointment will be made by Networks with the customer if it is required to complete the meter works.</p> <p>Where an appointment is rejected for a reason other than the time slot being no longer available, the onus is on the Supplier or Customer to contact the call centre with a preferred appointment. Other wise, the meter works request will be progressed and Networks will schedule an appointment with the Customer, if required.</p> <p>If no appointment is included on the meter works request, but Networks consider an appointment is necessary to carry out the meter works, Networks will contact the customer to schedule an appointment.</p> <p>Networks can be contacted by a Supplier or Customer at any point to arrange or reschedule an appointment, up to the point at which the work is considered to be in progress. This will supersedes any previous appointments made.</p>	137R to Supply

Step	Role	Action	Interface
<p>Step 8</p> <p>Step 9</p> <p>Step 12, 14</p>		<p>DSO will analyse all valid requests to determine if a Connection Agreement is required. This may be the case where:</p> <ul style="list-style-type: none"> • A Change in DUoS Group but no change in MIC is requested. <p>DSO will also perform a check to determine if wiring certificate and/or Application form is required e.g. in the case of new night storage heating load.</p> <p>Where the request will be delayed due to the need for a wiring certificate, application form or signed Connection Agreement the Supplier will be notified of this. A signed Connection Agreement will be required for customers with MIC greater than or equal to 100 kVA only</p> <p><u>Changes to MIC</u></p> <p>When an application form is received DSO will determine whether a change to MIC is involved. If this is the case the Market Process for Changes to Connection Characteristics (MPD 8) will be followed rather than the Market Process for a change to meter configuration.</p>	<p>130D to Supplier</p>
<p>Step 19, 21</p> <p>Step 22</p> <p>Step 20</p>	<p>DSO</p>	<p>Work will not commence until the following criteria have been met:</p> <ul style="list-style-type: none"> • Where required a wiring certificate has been received • Where required an application form has been signed and returned • Where required a connection agreement has been signed and returned <p>DSO will update meter details when work has been completed.</p> <p>For NQH sites this information will be made available to MRSO to allow the meter works reading to be validated.</p> <p>A supplier request for changes to meter configuration will be taken as an implicit request for energisation where the site is de-energised.</p> <p><u>DSO Initiated changes</u></p> <p>The DSO may initiate changes to metering, for example as part of a planned replacement programme. Suppliers will be informed of these changes.</p>	

Step	Role	Action	Interface
Step24 Step 25, 26, 27	MRSO	<p><u>NOH Metered</u> MRSO will process readings for old and new NQH meters based on meter details received from DSO.</p> <p>MRSO will assign new Profile and Estimated Usage Factor (EUF) and pass this information, along with the NQH meter details, onto Supplier. (See MPD 14 Readings Processing - NQH meter reads)</p>	332 to Supplier
Step 28	DSO	<p><u>QH Metered</u> DSO shall inform the Supplier of details of details of changes to meter configuration..</p>	331 to Supplier

3. Supplementary Information

3.1 Cancellation of Meter Configuration Change Request

The Supplier may contact DSO to request the cancellation of a request to change the MCC using flow 030 with a request status set to 'Withdrawn'. DSO will cancel the meter works where the work has not already been scheduled.

Otherwise DSO will endeavour to cancel the meter works – however if it cannot be cancelled and the meter work is carried out then the charge will be applied in the normal way.