Shipper Pack Guidance Document

V4.3 (Draft)

Report Title	RGMA Traffic flow (Retail Gas Metering Arrangements)
Report Purpose	This report is provided to give visibility of ONJOB and ONUPD transactions received each month and the volume of accepted transactions which is split by shipper short code and overall industry volume.
Expected Interpretation of the report results	To enable the individual Shipper to compare their performance against the industry performance. Enable the Shipper to monitor their performance as it's a rolling month on month report
Report Structure (actual report headings & description of each heading)	ONJOB and ONUPD Volumes received and volumes accepted by number and % on a month by month basis Month on month at industry level and by Shipper level
Data inputs to the report	Total transactions of ONJOB and ONUPD received Number of ONJOB and ONUPD transactions which have passed validation Rejections would then be categorised and depicted on the data tab
History (e.g. report builds month on month)	12 months details provided. The report consists of data M-2
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/ specification to prepare the report)	ONJOB and ONUPD files count and %. Giving rejection count by rejection type
Obligation	UNC Section M4
Potential actions to take	The Data tab provides a count and % per rejection reason. The Shipper would need to investigate the rejections to identify trends / reasons and re-submit where applicable
Additional comments	There are 2 types of RGMA flow: ONJOB files – these are for actual change of device recorded onsite ONUPD files – these are for "cosmetic" updates to the device details

Report Title	Must Reads
Report Purpose	This details the Shipper's performance related to the Must Read process over a rolling 12 month period. Additionally, it provides the industry performance over the same period. Also detailed are the costs levied against the Shipper as a result of MPRNs in their portfolio entering the Must Read process (for further details regarding charges please see Additional Comments section)
Expected Interpretation of the report results	The Shipper should consider the costs being incurred and improve their read performance in order to see a reduction in costs going forward, comply with code obligations, and contribute towards improved industry data
Report Structure (actual report headings & description of each heading)	Month depicts latest months position and historical position
Data inputs to the report	*Pre Notes Sent count* – GT & IGT LSP Monthly read supply points *Notifications count* – GT & IGT LSP Monthly and non-monthly read supply points; and IGT SSP Monthly & Non Monthly read supply points *Actioned Pre Notes count* – the number of monthly read supply points that appeared in the Pre-Notes, that had a successful read loaded prior to the Notifications generating *Actioned Pre Notes %* - the percentage of monthly read supply points that appeared in the Pre-Notes, that had a successful read loaded prior to the Notifications generating *Industry Total* – the industry percentage of monthly read supply points that appeared in the Pre-Notes, that had a successful read loaded prior to the Notifications generating *Must Read Invoice Total* – The invoiced amount for all GT Supply Points that resulted in a charge following the resolution of the Must Read Contact that month
History (e.g. report builds month on month)	This report provides 12 months data. The report provides M-2 data
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	
Obligation	• NDM demand estimation • UNC Section M5 • Potential inaccurate AQ
Potential actions to take	• Review and track performance within the Must Read process over the last 12 months • Analyse processes of acting upon pre-notifications i.e. avoidance of Must Read generation • Review Contacts in CMS (Contract Management System) that are Forwarded to Shipper following investigations from Meter Read Agency and action accordingly
Additional comments	Shippers will receive a monthly Report notifying of the Must Reads Class 1 MPRNs excluded Note Must Read invoice total contained within the report details GT

	procurement charges only. You should refer to MUR Admin Charges and IGT charges (issued directly by IGTs) in addition
	Networks and IGTs have different charges for Must Read procurement
	These charges are usually reviewed annually and published on DNs websites
	Charges are applied either when a read is procured or when 3 attempted visits are made and a letter issued

Report Title	Meter Point Status
Report Purpose	The meter point status (A code to identify the requested connection status of a meter) determines whether the meter is live (LI), Dead (DE), extinct (EX), Capped (CA) or Clamped (CL)
Expected Interpretation of the report results	Meter Point status shows Capped (CA) or Clamped (CL) but there is still a meter attached and have a Live Status
Report Structure (actual report headings & description of each heading)	Meter Point status with CA and CL, monthly details for each shipper code and industry performance
Data inputs to the report	Meter Point status with CA and CL month on month where the meter status shows live (LI)
History (e.g. report builds month on month)	12 months data provided. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/ specification to prepare the report)	This is a count of the shipper outstanding meter point status month on month; count of MPRNs shipper cleansed each month and Industry outstanding total **Meter Point Status - Service Pipe to the Meter. DNs are in control of Meter Point Status. So if the shipper believes there is an issue then they need to raise a ISO/DTL request to the DNs** Meter Status – Physical Meter: |	Live	Capped	Clamped	Extinct	DE
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Live	Not Applicable for this report	Investigate	Investigate	Not allowed by the system - NA for reporting	Investigate
Capped	Investigate	Not Applicable for this report	Investigate	Not allowed by the system - NA for reporting	Investigate
Clamped	Investigate	Investigate	Not Applicable for this report	Not allowed by the system - NA for reporting	Investigate
RE	Investigate	Investigate	Investigate	Not allowed by the system - NA for reporting	Investigate	
Obligation	• An incorrect status will prevent a number of Data Flows, including Read submissions, AQ • This would contribute to UIG (Unidentified Gas) • UNC Section G3.9
Potential actions to take	1) You can do one of the following via the Contact Management Service (CMS): • Raise isolation contact to change the meter point to Live (LI) or dead (DE) • Raise duplicate contact (DUP) to change the status to EX 2) For meter points which have been set to dead incorrectly do the following via CMS • Raise a dead to live (DTL) request 3) Send an RGMA flow to remove a meter 4) If the meter is not in the shipper portfolio, to raise a .WAO file to withdraw the meter
Additional comments	Shippers will receive a monthly report of Meter Point Status Supporting information provided

Report Title	Dead Report
Report Purpose	The report provides the Shipper with a count of MPRNs depicting a status of dead but the Shipper is still in ownership
Expected Interpretation of the report results	Provide the Shipper a count of MPRNs depicting a status of dead but the Shipper is still in ownership
Report Structure (actual report headings & description of each heading)	Monthly count per Shipper short code
Data inputs to the report	Meter Point Status with a set of dead (DE)
History (e.g. report builds month on month)	1 month data provided
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	The report will take a snap shot of a Shipper where they have Meter Point Status with a status set of dead and provide a number total
Obligation	Over or Under Billing – you will receive charges for this site even if it's not consuming
Potential actions to take	• If site is consuming gas, shipper will need to submit a DTL (Dead to Live) Contact via CMS • If the site is not consuming Gas, isolate appropriately and withdraw (subject to GSR in 12 months' time)
Additional comments	There is supporting information (within the data tab of the original report)

Report Title	Meter Status
Report Purpose	This report signifies if there is a mismatch between meter status and meter point status. This report also provides total industry outstanding value. This report gives a count of Shipper Monthly Cleansed Total value month on month. Need to investigate the discrepancy further
Expected Interpretation of the report results	Validate whether the mismatch is valid or not
Report Structure (actual report headings & description of each heading)	Monthly report at shipper code level based on the meter status whether it is Clamped (CL), Capped (CA) or Removed (RE).
Data inputs to the report	Meter Status (CL, CA, RE) and Meter Point Status as LI
History (e.g. report builds month on month)	12 months data provided. The report consists of M-2 data
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	<table><tr><td colspan="2"></td><td colspan="6">Meter Point Status - Service Pipe to the Meter. DNs are in control of Meter Point Status. So if the shipper believes there is an issue then they need to raise a ISO/DTL request to the DNs</td></tr><tr><td rowspan="8">Meter Status - Physical Meter</td><td></td><td></td><td>Live</td><td>Capped</td><td>Clamped</td><td>Extinct</td><td>DE</td></tr><tr><td>Live</td><td>Not Applicable for this report</td><td>Investigate</td><td>Investigate</td><td>Not allowed by the system - NA for reporting</td><td>Investigate</td></tr><tr><td>Capped</td><td>Investigate</td><td>Not Applicable for this report</td><td>Investigate</td><td>Not allowed by the system - NA for reporting</td><td>Investigate</td></tr><tr><td>Clamped</td><td>Investigate</td><td>Investigate</td><td>Not Applicable for this report</td><td>Not allowed by the system - NA for reporting</td><td>Investigate</td></tr><tr><td>RE</td><td>Investigate</td><td>Investigate</td><td>Investigate</td><td>Not allowed by the system - NA for reporting</td><td>Investigate</td></tr></table>
Obligation	• Change to isolated meter point will prevent a number of Data Flows, including Read submissions, AQ, etc. • This would contribute to UIG (Unidentified Gas) • UNC Section G3.9
Potential actions to take	The ones defined in the above matrix and also RGMA flows for these 2 sites 1. If shipper agree the same device is on the site, then an ONUPD should be submitted to change the status back to Live 2. If shipper believe a new device is on site, it will need to be installed with an ONJOB file
Additional comments	There is supporting information provided with this data item

Report Title	Blank MAM (Meter Asset Manager)
Report Purpose	This report is used to inform shippers of sites where no MAM associated to a meter point. This gives a break up based on <30 Days; >30 Days <1 Year; 1 - 2 Years; 2 - 3 Years; 3 - 4 Years; >4 Years. This report also gives total live MPRNs for the specific shipper code and calculates the percentage of the Blank MAM IDs vs Total
Expected Interpretation of the report results	Device installed but not with a MAM assigned against it
Report Structure (actual report headings & description of each heading)	The report further divides the count of blank MAM based on the time period into: <30 Days >30 Days <1 Year 1 - 2 Years 2 - 3 Years 3 - 4 Years >4 Years
Data inputs to the report	Blank MAM, Shipper portfolio based on shipper code, Live MPRNs, Timelines from when the report is produced month on month
History (e.g. report builds month on month)	12 month data is provided. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	This report provides blank MAMs associated with the live MPRNs
Obligation	• Xoserve holding inaccurate / missing data is a potential safety risk • UNC Section M4.3 and SPAA Schedule 32
Potential actions to take	• Confirm the MAM details using a K08 record in a .MAM file (shipper receives a .MAS response file for this) • Confirm MAM data validation are part of Registration Process • These are only picking up the blanks, so if shippers are not validating the correct information is held, you may need to reconcile your whole portfolio for correct MAM details • Potential support from Third Party to complete and send to Xoserve
Additional comments	There is supporting information provided with this data item

Report Title	Count of Supply Points
Report Purpose	This report is to show the count of supply points for each of the shipper portfolio based on Large Supply, Small Supply and Unique Sites each month for GTs and IGTs
Expected Interpretation of the report results	This is the count of supply points hold by a particular shipper, for GTs and IGTs both to help them to have their own customer profile
Report Structure (actual report headings & description of each heading)	The report split is based on GT and IGT and between large, small and unique sites month on month
Data inputs to the report	- GT - IGT - Large and small supply points - Unique Sites - Month details
History (e.g. report builds month on month)	12 month data provided. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	Count of Supply Points based on GTs and IGTs
Obligation	NA
Potential actions to take	NA
Additional comments	There is no supporting information provided with this data item

Report Title	Theft of Gas
Report Purpose	This report provides Shippers with a view of the volumetric for theft of gas associated with sites in their ownership. It is reporting a view of CMS contacts closed on a rolling monthly frequency per Shipper. The report will detail the number of closed CMS contacts and the number auto closed CMS contacts (not closed within a 80 business day window)
Expected Interpretation of the report results	Understanding if % are auto closing, is the Shipper closing there Theft of Gas CMS contacts within the time period (80 business day). Ideal target percentage of auto closures is 0.
Report Structure (actual report headings & description of each heading)	Rolling month on month per ship giving a count of closed / auto closed and a % which were auto closed
Data inputs to the report	Total number of cleared contacts, Number of auto closures, month
History (e.g. report builds month on month)	12 months data provided. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	NA
Obligation	- UNC Section N1.3 - Theft of Gas is not actioned after 80 business days are auto-closed and reported to Ofgem - Report is published on Joint Office website (schedule 33) - This contributes towards UIG
Potential actions to take	- Additional support may be required if there is a high % of auto closures - Self-serve activity on CMS - There is a support team at Xoserve who can advise how to resolve
Additional comments	There is no supporting information provided with the data item

Report Title	Standard Correction Factor
Report Purpose	This report highlights discrepancies of correction factor against data held on the supply point register. How many of the sites are not having their own size correction factor and used the default industry standard. It provides Intelligence to enable the Shipper to investigate any discrepancies.
Expected Interpretation of the report results	Sites where gas is conveyed to the meter at a rate which is reasonably expected to exceed 732 MWh a year should have a specific correction factor. Therefore any site that has a standard correction factor at this level of consumption for a reasonable period of time may be incorrect.
Report Structure (actual report headings & description of each heading)	Per Shipper giving a month on month count based on: MPRNs with an incorrect correction factor (CF)
Data inputs to the report	MPRNs with an incorrect correction factor (CF)
History (e.g. report builds month on month)	12 month data provided. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	This report aims to give a month on month count of the MPRN with a potentially incorrect correction factor
Obligation	UNC Section M4.3 Contributes towards UIG (Unidentified Gas)
Potential actions to take	The correction factor needs to be amended. Submit an ONUPD RGMA flow to amend the Device's Correction Factor. NOTE: All supplies less than 732,000 kWh should have a standard correction factor of 1.02264. So if AQ =< 732,000 kWh amend to standard factor and if greater than 732,000 kWh assign the correct correction factor.
Additional comments	There is supporting information included in the Shipper Pack Report Tab 'Standard Correction Factor'

Report Title	Confirmed No Asset
Report Purpose	This is a monthly report depicting the monthly count of sites (for the pertinent shipper) where the site is confirmed but there is no asset attached. This also gives a monthly update on the number of sites cleansed and the total count for the whole industry.
Expected Interpretation of the report results	Identify sites where the Shipper will either attach an asset via the RGMA flows or withdraw using the WAO file. Identify sites for further investigation and where appropriate corrective action
Report Structure (actual report headings & description of each heading)	Shipper Outstanding Total based on Class
Data inputs to the report	MPRN count per month
History (e.g. report builds month on month)	12 months data provided. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	There is no asset registered to the site
Obligation	UNC Section G3.9 • Any meter point off taking but not having asset registered will be contributing to Unidentified Gas (UIG) • Without accurate actual reads no consumption is recorded, causing incorrect AQs
Potential actions to take	Investigate the sites to be cleansed: • Determine whether site is actually has an asset • If yes, send an ONJOB file to install the asset from the date the shipper took the site & ensure the site status is set to live • If the site is capped or clamped they may need to do nothing, but this would be established as part of the investigation • Withdraw the site from the portfolio
Additional comments	There is supporting information provided with this data item

Report Title	No reads
Report Purpose	This report provides a view of where shippers have an obligation to submit reads depending on the meter read frequency. The purpose of this report is to highlight to shippers where there has been no read received in the expected period as per their industry obligations.
Expected Interpretation of the report results	This report enables shippers to be notified of the MPRNs which have not been read as per the defined frequency
Report Structure (actual report headings & description of each heading)	No reads based on Meter Class Details Read Outstanding Total 1 Year Read Outstanding Total 2 Years Read Outstanding Total 3 Years Read Outstanding Total 4 YearsThis is count of meter points
Data inputs to the report	AQ Band, No reads, Time period as defined for reporting
History (e.g. report builds month on month)	12 month data provided. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	Time Parameters for reporting Live confirmation within the portfolio Actual Reads
Obligation	• UNC Section M5 • Without accurate actual reads no consumption is estimated causing incorrect AQs and consequently over billing or under billing for the site • This will also contribute to UIG
Potential actions to take	• Determine whether a read is required & submit to UK Link • Arrange removal of asset • Isolate appropriately and withdrawal based on your local process
Additional comments	There is supporting information provided with this data item

Report Title	Incorrect Meter Read Factor and Units
Report Purpose	This report provides a view of where Xoserve have identified a number of MPRNs with incorrect metric and imperial meter reading units and imperial corrector reading units. Imperial Meter logic:-Where the Meter Reading Factor is not 0.01, 0.1,1, or 10 or the Corrector Uncorrected Read Factor is not 0.01, 0.1, 1, 10, or 100 Metric Meter logic:- Where the Meter Reading Factor is not 1, 10, or 100 or the Corrector Uncorrected Read Factor is not 1, 10, or 100
Expected Interpretation of the report results	This shows us how many meters in the shipper portfolio are inaccurate against MDD (market domain data) tables
Report Structure (actual report headings & description of each heading)	This consists of data: Shipper Outstanding Total – How many in the portfolio does not match with MDD table Shipper Monthly Cleansed Total – How many cleansed via RGMA flow Industry Outstanding Total – Total industry outstanding total
Data inputs to the report	Reconciliation of the data in UK Link portfolio and MDD tables
History (e.g. report builds month on month)	12 months data provided. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	NA
Obligation	UNC Section M4.3 UIG contributing to the volume is either under or over stated due to incorrect read factor and/or units will calculate inaccurate AQ
Potential actions to take	Investigate and submit ONUPD RGMA Flow to amend the Device's Read Factor
Additional comments	Supporting document is available

Report Title	No Meter Recorded in Supply Point Register and Data Flow
Report Purpose	Where there is no meter recorded but Xoserve is receiving file flows related to those MPRNs - we notify this to shippers. We notify by sending rejection files
Expected Interpretation of the report results	This shows how many supply points in Xoserve database have no meters recorded but we are receiving file flows on those MPRNs
Report Structure (actual report headings & description of each heading)	Shipper Outstanding Total
Data inputs to the report	Class Details MPRN count per month
History (e.g. report builds month on month)	This provides 12 month data. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	No meter recorded but Xoserve is receiving file flows related to those MPRNs
Obligation	UNC Section G3.9
Potential actions to take	The shipper need to investigate further and take corrective action
Additional comments	

Report Title	Estimated & Check Reads
Report Purpose	Daily read estimates for product 1 and 2 are generated to repeat the consumption from a week ago (7 days previously) and where there is no consumption history an estimate of AQ/365 will be used. The use of estimated reads will only materially affect settlement if there is no replacement read within gas flow day+5. The report assesses the impact of estimated reads being used for daily-metered sites at initial allocation and evaluates where check reads are not completed.
Expected Interpretation of the report results	MPRNs with significant usage can have volatile consumption. Only when an actual read is submitted or when a check read is completed will the correct consumption for a site be determined.
Report Structure (actual report headings & description of each heading)	Month PC1 & PC2 Shipper Short Code Percentage of Estimate Reads by product class Percentage of Check reads not completed by product class Industry Average
Data inputs to the report	Estimated Reads Last Check read date
History (e.g. report builds month on month)	This provides 12 month data. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	
Obligation	UNC Section
Potential actions to take	**Check Reads** - The shippers can take necessary action as it is a legal obligation to get the reads checked for all classes in a defined frequency **Estimated Reads** - The estimated reads report enables the shipper to get a view whether their portfolio reads are estimated reads and take necessary action
Additional comments	

Report Title	Shipper Transfer Read Performance
Report Purpose	To identify the shipper performance of the submission of opening meter readings. The failure to provide an opening meter reading will result in the use of an estimated transfer reading.
Expected Interpretation of the report results	This report is providing the total number of Transfer reads accepted per month as a percentage of total transfer reads per month per class
Report Structure (actual report headings & description of each heading)	This is a PARR topic; we are replicating the PARR topic into shipper pack. Monthly non-cumulative report Peer comparison identifier % of opening meter reads provided following confirmation. Industry Total
Data inputs to the report	Shipper Short Code Count of MPRNs being confirmed. Count of accepted opening reads provided by shippers Industry Total
History (e.g. report builds month on month)	This provides 12 month data. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	The portfolio size is measured as at the last day of the relevant month. Reconfirmations are to be excluded.
Obligation	UNC Section
Potential actions to take	This report provides the customer to take corrective action and also measure them against industry average. If action is not taken may lead to their reputational damage
Additional comments	

Report Title	Read Performance
Report Purpose	To compare shipper reading submission performance to requirements set out in the UNC
Expected Interpretation of the report results	The aim is to understanding whether required UNC standards are being met. The report should identify performance across all market participants
Report Structure (actual report headings & description of each heading)	Monthly non-cumulative report Peer Comparison Identifier Product Class % of anticipated meter reads submitted within target date range Industry Total
Data inputs to the report	SSC Count of anticipated meter reading expected in target report period by product class Count of accepted reads provided by shippers by product class Industry Total
History (e.g. report builds month on month)	This provides 12 month data. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	The portfolio size is measured as at the last day of the relevant month. The relevant months and targets are defined as: Product Class 1: DMSP by 11.00 a.m. – 97.5% Product Class 2: DM Shipper provided reads – 97.5% Product Class 3: Provided within month – 90% Product Class 4: Monthly Read – 90% Annual Read – SSP -70%/LSP 90% The report is built based on read submission deadline having been passed by the end of the target reporting month.
Obligation	UNC Section
Potential actions to take	The shippers can take action on any reads not submitted and take preventive action next time
Additional comments	

Report Title	Meter Read Validity Monitoring
Report Purpose	To compare shipper meter reading submission performance
Expected Interpretation of the report results	The aim is to understanding whether required UNC requirements are being met The report should identify performance across all market participants
Report Structure (actual report headings & description of each heading)	Monthly report Peer comparison identifier
Data inputs to the report	Shipper Short Code Industry Total
History (e.g. report builds month on month)	This provides 12 month data. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	The portfolio size is measured as at the last day of the relevant month. The report is built based on read submission deadline having been passed by the end of the target reporting month.
Obligation	UNC Section
Potential actions to take	
Additional comments	When meter read validation failure occurs individual meter point reconciliation doesn't occur, and the historical AQ remains live. It is likely that as consumption trends are falling, this AQ will be on average higher than actual consumption. The responsible shipper may pay for more gas than the supply point consumes and this will adjust unidentified gas accordingly. A risk to other shippers is created when the shipper pays for less gas than their customers consumes. The principle risk because of meter read failure is inaccurate AQs and delayed reconciliations. There is a corresponding impact of late reconciliation on the unidentified gas reconciliation energy. This risk affects Class 4 only. There is no correlation between the different validation failure reasons.

Report Title	AQ Correction by Reason Code
Report Purpose	To provide an overview of the effectiveness of the meter reading process
Expected Interpretation of the report results	A high proportion of reads requiring the use of the AQ correction process would indicate that the meter reading validation tolerances may need to be reviewed
Report Structure (actual report headings & description of each heading)	Monthly Report Shipper Short Code Count of MPRNs where AQ Correction process Used Reason Code for AQ Correction
Data inputs to the report	Count of MPRNs where AQ Correction process has taken place Reason code for AQ Correction
History (e.g. report builds month on month)	This provides 12 month data. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	
Obligation	UNC Section
Potential actions to take	
Additional comments	This is non-cumulative data month on month

Report Title	Replaced Meter Reads
Report Purpose	To monitor the number of meter readings being replaced which result in reconciliation adjustments
Expected Interpretation of the report results	To understand to what degree settlement is being adjusted after meter readings have been accepted
Report Structure (actual report headings & description of each heading)	Monthly non-cumulative report MPRN Count Shipper Short Code EUC Bands Count of Reads replaced
Data inputs to the report	MPRN Shipper Short Code EUC Bands Count of Reads replaced
History (e.g. report builds month on month)	This provides 12 month data. The report consists of 12 month's data previous to the reporting month
Frequency of the report	Monthly
Rules governing treatment of data inputs (actual formula/specification to prepare the report)	
Obligation	UNC Section
Potential actions to take	
Additional comments	

Version Control

Date	Author	Version	Status
01.05.2019	Xoserve Data Office	0.4	Sent for Internal Review
03.05.2019	Xoserve Data Office	1.0	Internal review comments incorporated
06.05.2019	Xoserve Data Office	1.0	Shared with one external stakeholders for review
14.05.2019	Xoserve Data Office	2.0	Incorporated first external review comments
22.05.2019	Xoserve Data Office	3.0	Approved for Drop1
15.07.2019	Xoserve Data Office	4.0 (Draft)	Updated with the review comments from Emma Smith and EON
24.07.2019	Xoserve Data Office	4.3 (Draft)	Included PARR report topics (As Is) into the Shipper Pack Guidance document and sent for review