

# **Modification Report**

Modification 0005

24th September 1996

**This modification is made pursuant to Rule 8.12 of the Modification Rules and follows the format required under Rule 8.12.4.**

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**1.0 The Modification Proposal**

Date: 4 March 1996

Proposed implementation Date: 1 October 1996

Urgency: Non Urgent

**AREA OF NETWORK CODE CONCERNED**

Areas of Section M Section G and UK Link Manual which have an impact on the provision of Meter Reading Services.

**NATURE OF PROPOSAL**

To ensure that Unbundled Choice of Meter Reading Service is available for October 1996. Modifications will include the following issues:

- Change of Service
- Transfer of Ownership
- Responsibility for Must Reads
- Audit Reading
- Information Flow
- Validation

**PURPOSE OF PROPOSAL**

The Shipper Community and TransCo have expectations that Unbundled Choice will be available for October 1996. Significant systems development is already underway. The changes to the Code will establish the detailed contractual obligations to allow Unbundled Choice to take place.

**IDENTITY OF PROPOSER'S REPRESENTATIVE ; Neil Pennington**

|          |                |                            |
|----------|----------------|----------------------------|
| PROPOSER | (PLEASE PRINT) | NEIL PENNINGTON            |
| POSITION |                | CONTRACT MANAGER, METERING |
| COMPANY  |                | TRANSCO                    |

MODIFICATION PANEL SECRETARY'S USE ONLY

Reference Number: 0005

Date Received 5/3/96

**2.0 Text provided pursuant to Rule 8.14**

**Meter Reading Unbundling: Network Code Textual Modifications**

**SECTION M**

**Paragraph 1.5**

Amend paragraph 1.5.2 to read:

"...**"validation"** means the testing, by tolerance checking in accordance with and..."

**Paragraph 3.1.4**

Amend paragraph (b) to read:

"except in the case of an Opening Meter Reading, the Meter Reading has .."

Amend paragraph (d) to read:

"...Meter Reader) the Meter Reading together with the details required pursuant to are provided to TransCo in accordance with that paragraph;"

Add a new paragraph (e):

"(e) the details provided pursuant to paragraph 3.3.1 are consistent with the equivalent Meter Information appearing in the Supply Point Register."

**Paragraph 3.2**

Amend title to "Meter Information"

Delete paragraphs 3.2.1 and 3.2.2

Insert the following:

"3.2.1 For the purposes of the Code, "**Meter Information**" is the information maintained by TransCo in the Supply Point Register in relation to a Supply Meter Installation, comprising the details (insofar as TransCo has been informed of or otherwise holds such details) set out in the UK Link Manual, including:

- (i) the location of the Supply Meter Installation at the Supply Point Premises;
- (ii) number of dials and serial numbers of the Supply Meter and any corrector;

- (iii) meter access details, being details intended to facilitate the obtaining by Meter Readers of access to the Supply Meter.
- 3.2.2 Where TransCo is not to be Meter Reader in respect of a Supply Meter Point comprised in a Proposed Supply Point in respect of which the Supply Point Confirmation becomes effective, TransCo will provide to the Proposing User the Meter Information on or as soon as reasonably practicable after the 7th Business Day, but not later than the 4th Business Day, before the Proposed Supply Point Registration Date.
- 3.2.3 After providing Meter Information to a User pursuant to paragraph 3.2.2, TransCo will not be required to resubmit such information to the User; and accordingly each User is required to maintain (after the Supply Point Registration Date), and keep up to date (having regard to paragraphs 3.2.4 to 3.2.7), such information in relation to each Relevant Supply Meter as is necessary to enable the User to arrange for Meter Readings to be obtained and provided to TransCo and otherwise to comply with the Code; provided that TransCo will not unreasonably decline to resubmit Meter Information to a User where the User has been unable as a result of exceptional circumstances to comply with the foregoing requirement and is willing to pay the costs reasonably incurred by TransCo in doing so.
- 3.2.4 A User may inform TransCo of any respect in which the User considers that the Meter Information is incorrect by submitting a notification ("**Meter Information Notification**") in accordance with the UK Link Manual specifying what the User believes to be the correct details.
- 3.2.5 In order to ensure that Meter Information is as accurate as practicable, the Registered User shall:
  - (i) in accordance with Section G1.9.8 (ii), use reasonable endeavours to secure that it becomes aware, insofar as it might reasonably be expected to become aware, of any respect in which the Meter Information provided to it by TransCo is or becomes incorrect or out of date, including giving appropriate instructions to the Meter Reader for the time being;
  - (ii) submit to TransCo a Meter Information Notification as soon as reasonably practicable if, at the time at which TransCo provides the Meter Information or at any later time at which the User remains the Registered User, the User becomes aware that the Meter Information is or has become incorrect or out of date.
- 3.2.6 As soon as reasonably practicable after a Meter Information Notification is submitted, TransCo will revise the Meter Information in accordance with such notification, unless TransCo is not satisfied that the details contained in the notification are correct, in which case it will so notify the User and TransCo and the User shall co-operate with a view to establishing the correct details, and once such details are established TransCo will make any required revision of the Meter Information; and a Meter Information Notification shall be "**outstanding**" for the purpose of the Code until

the Meter Information has been revised pursuant thereto or it has been established that the details in such notification were incorrect.

- 3.2.7 If TransCo becomes aware that any Meter Information is incorrect, TransCo will as soon as reasonably practicable so inform the Registered User and revise the Meter Information accordingly."

Paragraph 3.3

Amend paragraph 3.3.1 to read:

- 3.3.1 "Meter Readings are required to be provided to TransCo by way of UK Link Communication by the means and in the form described in the UK Link Manual, and accompanied by the details specified in the UK Link Manual (but where ..."

Insert at the end of paragraph 3.3.2:

", provided that TransCo will not be required to accept a Meter Reading which is not a Valid Meter Reading."

Insert new paragraphs 3.3.3 to 3.3.7 as follows:

"3.3.3 Each User shall use best endeavours to comply with the requirement in paragraph 3.3.4.

3.3.4 The requirement referred to in paragraph 3.3.3 is that, of the Valid Meter Readings obtained by a User pursuant to paragraphs 3.4 and 3.5 in respect of Relevant Non-daily Read Supply Meters on any particular Day:

- (i) not less than 50% are provided (in accordance with paragraph 3.3.1) by the 5th Business Day after the Meter Read Date;
- (ii) not less than 100% are provided (in accordance with paragraph 3.3.1) by the 10th Business Day after the Meter Read Date.

3.3.5 Subject to paragraphs 3.3.6 and 3.3.7, TransCo will not be required to accept any Meter Readings in respect of which the requirement in paragraph 3.3.4 is not complied with.

3.3.6 Where :

- (i) a User submits to TransCo any Meter Reading in respect of which the requirement in paragraph 3.3.4 is not complied with, and
- (ii) it is feasible for TransCo to accept such Meter Reading and in TransCo's reasonable opinion the circumstances make it appropriate that it should do so, and

- (iii) if the number of such Meter Readings submitted on a Day exceeds 1% of the total number of Meter Readings submitted by the User on that Day, the User has first requested TransCo to do so

TransCo will accept such Meter Reading pursuant to paragraph 3.3.2.

- 3.3.7 Where in relation to a Supply Meter a Meter Information Notification is outstanding at the Meter Read Date or is submitted not later than the 10th Business Day after the Meter Read Date, paragraph 3.3.5 shall not apply upon the submission or resubmission, following resolution of the Meter Information Notification, of a Meter Reading in respect of such Supply Meter.

Renumber paragraph 3.3.3 to 3.3.8

Delete paragraph 3.3.4

Renumber paragraph 3.3.5 as 3.3.9

#### Paragraph 3.5

Amend paragraph 3.5.3 to read:

"... does not exceed the greater of 5,000 or 1/6th of the number...."

Delete paragraph 3.5.4

Renumber paragraph 3.5.5 as 3.5.4 (note the cross-reference in M3.5.1 becomes correct) and amend to read as follows:

"... not less than 1 nor more than 12 months after..."

#### Paragraph 3.6

Amend paragraph 3.6.1 to commence:

"Subject to paragraphs 3.6.4 and 3.6.5, where ..."

Amend paragraph (a) to read:

- (a) "TransCo will, unless in the case of a Monthly Read Meter it appears to TransCo (in its sole discretion) that the circumstances are such that it would be inappropriate to do so, use reasonable..."

Amend paragraph (b) to read:

"the User shall, irrespective of whether the User remains the Registered User of the relevant Meter, pay (in accordance with Section S) to TransCo the

amount shown as payable in such circumstances in the prevailing Transportation Statement."

Insert new paragraphs 3.6.2 to 3.6.5 as follows:

"3.6.2 TransCo will not initiate a Meter Read pursuant to paragraph 3.6.1 for a Meter Read Date earlier than the 10th Business Day of the calendar month (the "**following month**") following the month of the failure referred to in that paragraph.

3.6.3 Where TransCo has initiated a Meter Read pursuant to paragraph 3.6.1(a), and (before such Meter Read takes place) the User subsequently provides a Valid Meter Reading in respect of the relevant Supply Meter, TransCo will endeavour to cancel the Meter Read, but the User will be liable to make payment pursuant to paragraph 3.6.1(b) irrespective of whether such Meter Read is so cancelled.

3.6.4 Where not less than 10 Business Days before the beginning of the following month the User has submitted a Meter Information Notification in respect of the relevant Supply Meter, paragraph 3.6.1 shall not apply until the expiry of a period of 10 Business Days after the Meter Information Notification ceases to be outstanding.

3.6.5 If:

- (i) before TransCo has initiated a Meter Read pursuant to paragraph 3.6.1, the User notifies TransCo (by Conventional Notice) that the User is taking steps to obtain a Meter Reading in respect of the relevant Supply Meter, specifying the expected date of the Meter Read;
- (ii) not later than the 10th Business Day of the following month the User provides to TransCo a copy of a warrant (granted under the Rights of Entry (Gas and Electricity Boards) Act 1954, as amended) authorising entry to the relevant premises, or a copy of an application for such a warrant, or demonstrates to TransCo's reasonable satisfaction that a Meter Reading can be obtained without such a warrant; and
- (iii) a Valid Meter Reading is provided to TransCo in respect of the relevant Supply Meter not later the 20th Business Day after the start of the following month

then paragraph 3.6.1 shall not apply."

Renumber paragraphs 3.6.2 and 3.6.3 as 3.6.6 and 3.6.7

In paragraph 3.6.3 (renumbered 3.6.7) delete the words "Subject to paragraph 3.6.4".

### Paragraph 3.8

Amend paragraph 3.8.3 to read:

"For the purposes of this paragraph 3.8 the required date range..."

Delete paragraphs 3.8.4 and 3.8.6

Insert new paragraphs 3.8.4 to 3.8.8 as follows:

"3.8.4 TransCo will not accept an Opening Meter Reading which is not obtained in accordance with paragraph 3.8.2(i)

3.8.5 Where an Opening Meter Reading is not provided to TransCo by the date required under paragraph 3.8.2 (ii), a notional Meter Reading will be used for the purposes of NDM Reconciliation in accordance with Section E6.1.7, and TransCo will within 5 Business Days after such required date provide such notional Meter Reading to the Proposing User and the Withdrawing User as an estimated Meter Reading.

3.8.6 The Withdrawing User may (if it has bona fide and material grounds for doing so) notify TransCo that it objects to the Opening Meter Reading (or the estimated Meter Reading under paragraph 3.8.5), in which case:

- (i) TransCo will inform the Withdrawing User of the identify of the Proposing User, but (except as provided in paragraph 3.8.8 (ii)) will not be further concerned with the objection;
- (ii) if the Withdrawing User notifies the Proposing User of its objection, the Proposing User agrees to use reasonable endeavours (without thereby being in breach of any provision of the Code) to secure that no other Meter Reading (in respect of the relevant Supply Meter) is provided to TransCo until the objection has been resolved between such Users, and Section V1.5.1 shall not apply in respect of this paragraph (ii) (but TransCo shall not be concerned with this paragraph (ii)).

3.8.7 Subject to paragraph 3.8.9, the Proposing User may notify to TransCo a revised value of a Meter Reading (an "**Agreed Opening Meter Reading**") for a Non-Daily Read Supply Meter which is agreed between the Proposing User and the Withdrawing User as being valid for a date within the required date range and is to replace the Opening Meter Reading (or estimated Meter Reading under paragraph 3.8.5).

3.8.8 Subject to paragraph 3.8.9, where a User notifies to TransCo an Agreed Opening Meter Reading under paragraph 3.8.7:

- (i) the User shall be deemed thereby to warrant to TransCo and to the Withdrawing User that such reading has been agreed by the Withdrawing User (and Section V1.5.1 shall not apply in respect of this paragraph (i));
- (ii) TransCo will accept such reading;
- (iii) the NDM Reconciliation in relation to the Withdrawing User (determined under Section E6.2 in accordance with the original Opening Meter Reading or estimated Meter Reading under paragraph 3.8.5) will be revised in accordance with Section E6.7.2; and

- (iv) TransCo will notify the Agreed Opening Meter Reading to the Withdrawing User."

Renumber paragraph 3.8.5 as 3.8.9 and amend to read as follows:

"A User may not give notice under paragraph 3.8.7, and TransCo will not accept (under paragraph 3.8.8 (ii)) an Agreed Opening Meter Reading which is notified to it, at any time..."

## TRANSITION DOCUMENT - PART V

### Paragraph 1.1.6

Amend paragraph 1.1.6 to read:

"... the following paragraphs of Section M: 1.9.2, 3.1.2, 3.1.4(c), 3.1.5, 3.2.3, 3.3.3, 3.3.8, 3.4.1, 3.5.1, 3.5.3, 3.5.4, 3.8.2, and (insofar as it requires the User to give instructions to its Meter Reader, or relates to information obtained by its Meter Reader) paragraph 3.2.5"

### Paragraph 1.3

Amend paragraph 1.3.1(i) to read as follows:

- "(i) elect that, with effect from a date (the "**cessation date**") not less than two months after such election, TransCo (MR) shall..."

Amend paragraph 1.3.1 (ii) to read as follows:

- "(ii) at the time of submitting a Supply Point Nomination or (in the case of a Current Smaller Supply Point) a Supply Point Confirmation (other than a Supply Point Renomination or Supply Point Reconfirmation) elect..."

Amend paragraph 1.3.2 to read as follows:

"...specifying the relevant Supply Meter Point Reference Number and the cessation date and ..."

Delete paragraph 1.3.4

Insert new paragraphs 1.3.4 to 1.3.6 as follows:

"1.3.4 Where a User gives notice to TransCo that TransCo (MR) is to cease to be Meter Reader in relation to a Relevant Meter pursuant to paragraph 1.3.1(i), TransCo will provide to the User the Meter Information referred to in Section M3.2.2:

- (i) as soon as reasonably practicable after the User's notice, or if later 2 months before the cessation date; and
  - (ii) as soon as reasonably practicable after the cessation date
- 1.3.5 Where a User has elected (pursuant to paragraph 1.3.1) that TransCo shall not be Meter Reader in relation to a Relevant Meter, the User may later by notice to TransCo re-engage TransCo as Meter Reader in accordance with this Part V (subject to paragraph 1.3.6) in relation to the Relevant Meter with effect from the date (**the "recommencement date"**) which is specified in the notice, or if later is the earliest date (notified by TransCo to the User, but not more than two months after the User's notice) from which it is reasonably practicable for TransCo to recommence the provision of meter reading services hereunder.
- 1.3.6 Where (in accordance with paragraph 1.3.5) a User re-engages TransCo as Meter Reader:
- (a) the Supply Meter shall not be a Relevant Monthly Read Meter for the purposes of paragraphs 3.3.3 to 3.3.7 or (as the case may be) a Relevant Annual Read Meter for the purposes of paragraphs 3.4.3 to 3.4.7 until the expiry of a period of 5 months after the User's notice under paragraph 1.3.5;
  - (b) in the case of an Annual Read Meter, the engagement shall be for a minimum period of 6 months from the recommencement date (during which no election may be made by the User under paragraph 1.3.1(i) in relation to the relevant Supply Meter);
  - (c) where the recommencement date is less than two months after the notice is given, from such date until the expiry of such 2 month period the amounts payable pursuant to paragraph 1.5 shall be the higher amounts specified (in respect of such a short notice re-engagement) in the Transportation Statement.
- 1.3.7 A User may not make an election under paragraph 1.3.1 until there have been satisfactorily completed the tests described in the UK Link Manual of the User's ability to give and receive (in accordance with Section U) Code Communications of the kinds required where such an election has been given."

Paragraph 2.4

Insert at the end of paragraph 2.4.2 the following:

", and will be consistent with the equivalent Meter Information appearing in the Supply Point Register".

**SECTION E**

Amend paragraph 6.7.1 to read as follows:

"Where in relation to an NDM Supply Meter Point:

- (i) upon the NDM Reconciliation in respect of an Opening Meter Reading, or (in the absence of such a reading) in accordance with paragraph 6.1.7, Reconciliation Values (the "original" Reconciliation Values are determined under this paragraph 6, and
- (ii) TransCo subsequently accepts an Agreed Opening Meter Reading pursuant to Section M3.8.8

then paragraph 6.7.2 shall apply."

**SECTION F**

Delete paragraph 5.2.4 and replace with the following:

"5.2.4 The Reconciliation Clearing Charge shall be treated as payable in respect of the Day on which there was provided to or obtained by TransCo the later of the two Meter Readings on the basis of which the DM Reconciliation, NDM Reconciliation or (as the case may be) CSEP Reconciliation was carried out, or if later the 5th Day following the Meter Read Date in respect of such Meter Reading."

**Section G**

Amend paragraph 3.3.1 to read as follows:

"...referred to in Section M3.3.8."

**SECTION S**

Amend paragraph 1.1.3 (f) to read as follows:

- "(f) a "**Reconciliation Billing Period**" is the period of one month (or in the event of a change in the last reconciliation day a shorter or longer period) ending on the last reconciliation day; for which purposes the last reconciliation day is the Day of the month (not more than 8 Business Days before the prevailing date on which the relevant Reconciliation Invoice is to be submitted pursuant to paragraph 1.4), from time to time advised by TransCo to Users as being the last Day on which TransCo is able to undertake calculations of NDM Reconciliations for inclusion in the next Reconciliation Invoice to be submitted."

### **3.0 Amendments to other Documents referred to in the Network Code**

#### **3.1 Network Code Validation Rules**

In accordance with the Transition Document (Part II, paragraph 8, M1.5.3), the Network Code validation Rules are amended to reflect the requirements of TransCo for the quality of data exchanged from unbundled shippers, and the obligations on shippers to validate meter data prior to transmission to TransCo. These are contained in Appendix A.

#### **3.2 UK Link Manual**

The detailed modification proposal is contained in Appendix B.

##### **3.2.1 Shipper Interface Document**

New interface files have been developed "In parallel with the contractual changes"; as agreed in the terms of reference (Appendix C). The files are consistent with the agreed new business processes.

##### **3.2.2 Self Study Guides**

The SPA, Invoicing '95 and Metering self study guides will be changed. The exact changes are not detailed in the report, however a timetable for delivery can be seen in 14.0

##### **3.2.3 Procedures Documentation**

The Process Hierarchies Diagrams, Process Flow Diagrams and Procedures Documentation will also be amended.

### **4.0 TransCo's Opinion**

The modification should be made. TransCo is committed to providing customer choice and clear direction from the Development Workgroup suggests that October 1996 is the required implementation timescale.

**5.0 Extent to which the modification would better facilitate the relevant objectives**

At time of writing, TransCo is the sole provider of meter reading services under the Network Code Regime. The modification will facilitate customer choice and competition as required under condition 36A of the 1986 Gas Act, as amended in 1995, under which TransCo are required to develop competition in ancillary services.

**6.0 The Implications for TransCo of Implementing the Modification Proposal**

6.1 Implications for the Operation of System and any BG Storage Facility

None

6.2 Development and Capital and Operating Cost Implications

TransCo will not be looking for specific cost recovery in this case. It is believed that this is covered by the current price control.

6.3 Consequence of Implementing the Modification Proposal on the level of contractual risk to TransCo

- With choice on a supply point basis, the TransCo meter reading service may experience an increase in unit price for procurement of the service from its contractor, as overheads are recovered over a decreasing workload.
- The level of rebate to a shipper is at a supply point level. TransCo may be left in a position where it is left with reading "multi-meter" supply points. Thus there will be a mismatch between the revenue obtained through Transportation Charges and the costs of service provision (which is paid for on an individual meter basis)
- Should shippers choose to target "easy to read" supply points for unbundling, TransCo may be left with problem supply points and the possibility of an increased level of liability exposure for the remaining supply points, due to a drop in reading performance.

**7.0 The Development Implications and other Implications for Computer Systems of TransCo and related Computer Systems of Relevant Shippers**

7.1 TransCo

The implications for TransCo systems are significant. Current functionality for meter reading is geared around exchanging requests and readings within the TransCo service; changes are necessary to exchange files with unbundled shippers for the reading and enquiry process; changes are necessary to the degree of validation required for the new processes; system enhancements are necessary to monitor and control activity across the new processes.

7.2 Shippers Remaining with TransCo Service

For shippers who remain with the TransCo service, there are some minor changes to file formats. (No field changes; new values within existing fields)

7.3 Shippers Choosing the Unbundled Service for all or part of their Portfolio.

For these shippers the changes are more significant:-

- Shippers will be required to adopt new file formats for the receipt of meter related data from TransCo; for the transmission of reading data to TransCo; for the exchange of meter asset enquiry data with TransCo.
- Shippers will need to enhance databases and exchange data with third party meter reading companies. (This includes the management of the read request process)
- Shippers will be required to subject readings to validation according to the amended validation rules.

The above changes have been developed in accordance with the terms of reference and will be detailed in the modification report.

## **8.0 The Implications of Implementing the Modification for Relevant Shippers**

### **8.1 Administrative and Operational Implications**

One member of the Development Workgroup expressed a desire, in writing, to opt for unbundled choice in October; a shipper invitation trial start date of the middle of September was requested - the S.I.T. will therefore be scheduled to commence from 23 September 1996.

### **8.2 Cost Implications and level of contractual risk**

TransCo has received no notification from shippers regarding these factors. However Development Workgroup opinion has always been that a key driver, in the decision to opt for unbundled choice, is the level of rebate available on Transportation charges.

## **9.0 Implications of Implementation for Terminal Operators, Suppliers and Producers, and any Non-Network Code Party**

The Development Workgroup has not been informed of any impact for the above parties. However, it is recognised that Suppliers will have a key role in the procurement of unbundled meter reading services.

## **10.0 Consequences on the Legislative and Regulatory Obligations and Contractual Relationships of TransCo and each Relevant Shipper**

As mentioned in 1.0 above, TransCo has a Regulatory Obligation to facilitate competition in meter reading ; the modification proposal is consistent with complying with that obligation.

TransCo has discussed with the Development Workgroup the effect on the relationship with TransCo's meter reading service provider. In particular the effect of "churn" away from and back to the meter reading service provided by TransCo. A principle of a relaxation of liabilities and/or a premium price has been agreed to address the risk that TransCo carries with regard to shippers returning at short notice. TransCo has not been made aware of the implications for shippers in this area.

## **11.0 Analysis of Advantages or Disadvantages of the Implementation of the Modification Proposal**

The Development Workgroup have not been informed of advantages or disadvantages, other than those discussed above.

## 12.0 Summary of Representation Received

A summary of the representations received can be seen in Appendix E. The following is the TransCo response.

### Amerada Hess Gas

Section 1: Modified drafting to section M3 of the Network Code.

Amerada Hess Gas strongly oppose the changes to the drafting on the Agreed Opening Meter Reads. Furthermore they fail to understand why this drafting is necessary to achieve unbundled meter reading.

### **TransCo Response**

The proposed changes to the drafting do not change the already agreed and accepted process whereby an Opening Read can only be amended if both the Confirming and Withdrawing System Users agree to the revised read. The revised process systematizes the process where the Confirming System User has opted for the Unbundled service. Clearly, it is undesirable for duplicate electronic files to be sent by both Confirming and Withdrawing System Users, and indeed would not be possible if the Withdrawing Shipper had opted for the bundled service.

The pragmatic solution agreed within the Development Workgroup was for one file to be sent by the Confirming System User and for them to verify that this had been agreed with the Withdrawing System User. TransCo will then forward this Agreed Opening Read to the Withdrawing System User.

For Confirming System Users that have selected the bundled service, Agreed Opening Meter Reads will still have to be forwarded using the cumbersome fax method. This fax can still be jointly signed to confirm the withdrawing Shippers Agreement to the Agreed Opening Read, should the shippers so wish.

Section 2: Interaction with SPA

Amerada Hess Gas are concerned about the impact of the systems development work required to facilitate Modification 0005 on the operation of the SPA system and wanted assurance that sufficient time would be allowed for thorough system testing.

### **TransCo Response**

TransCo do not believe that the minor changes in the SPA system can be regarded as fundamental. One of the fundamental principles agreed when developing this modification was that there would be the minimum of system changes for those System Users not wishing to select the unbundled service. These changes will be limited to some new values in existing fields in existing file formats. No new file formats need be developed.

TransCo will not release the unbundled functionality unless it has been trialed and tested to TransCo's satisfaction.

Shipper Invitation Trials will be organized for System Users wishing to undertake interactive testing of the unbundled functionality. The Modification Panel of 12th September decreed that participation in Shipper Trial should be a prerequisite of taking the unbundled option; this is referred to in new legal drafting and changes to the UK Link Manual.

**Section 3: Provision of Information by BG TransCo**

Amerada Hess Gas state that System Users obligations to maintain meter data should be contingent on TransCo fulfilling its obligations to provide this in the first instance.

**TransCo Response**

TransCo oppose this view. It is in the industry's interest that accurate meter data is maintained. It is both TransCo's and the System Users' responsibility to ensure that any changes that they become aware of are notified to the other party and that the supply point register is undated. This is already a Code requirement.

**BP Gas and Quadrant Gas**

Both BP Gas and Quadrant Gas raised representations about the incorporation of the revised drafting on invoice linkage.

**TransCo Response**

This issue was extensively debated by the Modification Workgroup but no consensus was reached. TransCo still has concerns about the impact that invoice linkage may have on the introduction of competition in the provision of meter read services but has noted the arguments presented by the Workgroup and by these representations. TransCo now agrees that no changes will be made to the existing drafting of invoice linkage by this modification. TransCo will monitor the introduction of unbundled meter reading and will, if appropriate, raise this issue again as a modification proposal.

Section 13.0 of the Modification Report (in draft) has been deleted as a result.

**BGT**

**Legal Drafting**

3.2.1 (iii) BGT require clarification on TransCo's position regarding the use of meter access information.

### **TransCo Response**

The Development Workgroup agreed that meter access details would be maintained by TransCo and passed on to any System User selecting an unbundled meter reading service. These details are primarily for the purpose of gaining access to read meters. It is impossible to prevent this data being used for other purposes within the law. In TransCo's opinion the provision of this data would not be subject to the Data Protection Act. By selecting a supplier who uses a non TransCo meter reader the end user is deemed to have given permission for the access details to be passed on.

3.3.3 and 3.3.4 (ii) BGT raised concerns that best endeavours had to be undertaken to provide 50% of meter reads within 5 business days of the read date and 100% within 10 business days. BGT say it should be reasonable endeavours and 99% within 10 days.

### **TransCo Response**

This issue was extensively debated at the legal drafting session of the Development Workgroup. The proposed drafting was agreed by the Workgroup (including BGT) and represents a relaxation on the previously agreed position. The proposed drafting is a compromise which allows sufficient time for BGT to resolve any problems with forwarding a meter reading to TransCo but prevents TransCo having to design a system to accommodate unreasonably peaky flows of meter read data. It was considered that if a reading cannot be verified within 10 business days then a further site visit will probably be required. As a further concession TransCo agreed that up to 1% of reads older than 10 days could be submitted as long as TransCo could accommodate them.

3.6.5 (ii) and 3.6.5 (iii) BGT had concerns about the timing for the provision and exercising of warrants to obtain a Must Read.

### **TransCo Response**

Again this issue was extensively debated by the Development Workgroup. The point made several times was that the System User should expect to have completed its own must read undertakings before the TransCo must read require is initiated. This means that for annual read meter points the System User's must read should be programmed to be complete, including the obtaining and exercising of any warrant of entry, before the end of 24 months after the last valid read. The obtaining of a warrant should not be left until the TransCo must read is due. This being so the proposed time scales for annual read meters are generous.

The situation for monthly read meters is different, in that warrants of entry are not a typical occurrence within the Gas Industry for this type of meter. The drafting reflects the Network Code and the discussions within the Development Workgroup. TransCo reserves the right to obtain warrants of entry where appropriate and to review the arrangements with its customers in the light of experience.

Modification Report

13.0 Invoice Linkage As with BP Gas and Quadrant Gas, BGT had concerns about the affect that the proposed drafting on invoice linkage would have on the introduction of unbundled meter reading.

**TransCo Response**

TransCo has agreed to withdraw Section 13.0 for invoice linkage.

14.0 The Timetable: BGT queried the timing of the release of "Must Read" and how must read requirements were affected by the bundled service presently provided by TransCo.

**TransCo Response**

The reference point for Must Reads will be the point at which unbundled functionality is implemented ie. 1st October 1996. (The Must Read "Clock" will start ticking). The earliest date required for release of the Must Read functionality is therefore January 1997.

Upon taking the Service, Shippers will be provided with the date of the last actual reading. Shippers should be mindful that this date is in order to assist in compliance with the Suppliers' Licence and is different to the Network Code requirement mentioned above. The existing TransCo service has performance criteria built into the conditions of contract. This includes compensation for failure to provide a read which is set at such levels that incentivise TransCo to ensure a must read never becomes a requirement; hence 1.1.6 of the Part V Transition Document deems TransCo to have complied with the Must Read requirement detailed in Section M3.4.1 and M3.5.1. TransCo therefore rejects that once an unbundled service is selected it has any responsibility for any TransCo must read that becomes due.

The TransCo must read is a bundled service. The must read is thus passed to the incumbent shipper using bundled meter read functionality (MRBILLREADS).

UK Link & Training Manuals

BGT requested confirmation as to how TransCo would be providing updates to the UK Link Manuals. BGT objected to having to pay for these updates.

**TransCo Response**

Further information will be provided as to the frequency of providing UK Link Manual updates. The objective will be to do this in an efficient and cost effective manner.

The proposal to charge for updates to UK Link manuals is consistent with TransCo's requirement to be cost reflective in its charges where practical.

Appendix D - Principles

BGT raised several queries about the principles, most of which are reflected in the legal drafting. These have been addressed as representations to the legal draft. The additional comment related to existing provisions to potential must reads if certain percentage targets for cyclic reads are not achieved.

**TransCo Response**

No changes are proposed to a potential must read requirement arising from a failure to provide certain percentage targets for cyclic reads. This requirement is already in the Code.

**13.0 Any other matters that need to be addressed for production of the Modification Report**

None

**14.0 Timescale for Implementation**

The nature of the modification has been to progress system changes in parallel with the business principles (as specified in the terms of reference). This approach has been adopted in order to achieve the Ofgas deadline of 1 October 1996 for system functionality to be available. The following implementation timetable has been adopted:

|                |   |
|----------------|---|
| 24 June        | File Formats to all Shippers                            |
| 10 July        | Finalise Business Principles                            |
| Mid September  | Produce changes to Self Study Guide & Training material |
| 1 October      | System available : first S.I.T                          |
| 1 January 1997 | Must Read released                                      |
| 1 April 1997   | Risk Assessment   |

**15.0 Recommendation for the Implementation of the Modification:**

TransCo recommend that the proposal is implemented in accordance with this report.

**16.0 Restrictive Trade Practices Act**

If implemented this proposal will constitute an amendment to the Network Code. Accordingly the proposal is subject to the Suspense Clause set out in the attached Annex.

**17.0 TransCo Proposal**

This Modification Report contains TransCo's proposal to modify the Network Code and TransCo now seeks a direction from the Director General in accordance with this report.

**Signed for and on behalf of British Gas TransCo**

Signature: *N. Pennington*

Date: *24/9/96*

Name: *NEIL PENNINGTON*

Position: *CONTRACT MANAGER, METERING*

Director General of Gas Supply Response

In accordance with Condition 7 (10) (b) of the Standard conditions of Public Gas Transporters' Licences dated 21 February 1996 I hereby direct British Gas TransCo that the above proposal be made as a modification to the Network Code.

**Signed for and on behalf of the Director General of Gas Supply.**

Signature:

Date:

Name:

Position:

ANNEX

Restrictive Trade Practices Act - Suspense Clause

For the purposes of the Restrictive Trade Practices Act 1976, this document forms part of the Agreement relating to the Network Code which has been exempted from the Act pursuant to the provisions of the Restrictive Trade Practices (Gas Conveyance and Storage) Order 1996. Additional information inserted into the document since the previous version constitutes a variation of the Agreement and as such, this document must contain the following suspense clause.

1 Suspense Clause

1.1 Any provision contained in this Agreement or in any arrangement of which this Agreement forms part by virtue of which this Agreement or such arrangement is subject to registration under the Restrictive Trade Practices Act 1976 shall not come into effect:

- (i) if a copy of the Agreement is not provided to the Director General of Gas Supply (the "Director") within 28 days of the date on which the Agreement is made; or
- (ii) if, within 28 days of the provision of the copy, the Director gives notice in writing, to the party providing it, that he does not approve the Agreement because it does not satisfy the criterion specified in paragraph 2(3) of the Schedule to The Restrictive Trade Practices (Gas Conveyance and Storage) Order 1996.

provided that if the Director does not so approve the Agreement then Clause 1.2 shall apply.

1.2 Any provision contained in this Agreement or in any arrangement of which this Agreement forms part by virtue of which this Agreement or such arrangement is subject to registration under the Restrictive Trade Practices Act 1976 shall not come into effect until the day following the date on which particulars of this Agreement and of any such arrangement have been furnished to the Office of Fair Trading under Section 24 of the Act (or on such later date as may be provided for in relation to any such provision) and the parties hereto agree to furnish such particulars within three months of the date of this Agreement.



# **Appendix A**

## **Network Code Validation Rules**

# **VALIDATION AND TOLERANCE CHECKING FOR UK LINK**

## **NETWORK CODE MODIFICATION 0005**

### **Contents**

**PART A: TransCo Meter Reading Service**

**PART B: Non-TransCo Meter Reading Service**

MB 26.7.96

**PART A: TRANSCO METER READING SERVICE**

# **METER READING VALIDATION**

## **FOR UK LINK**

Version: 2.0  
M Brewer 18.5.95

### **1. Introduction**

- 1.1 This document describes the validation rules which will be applied to meter and corrector readings and associated data before it is applied to the Sites and Meters Database of UK Link. All parameterised values

are subject to amendment. Any changes will be notified to System Users.

- 1.2 The validation described in this paper will be in addition to that used to determine that the data is in accordance with the file specification and system requirements.
- 1.3 The validation refers to cyclic and non cyclic meter readings.
- 1.4 The validation will be undertaken by the UK Link system. It is also the standard that will be required as a minimum for any meter reading files provided by a System User opting for an Unbundled meter reading service.
- 1.5 There are five potential entry points for meter readings. These are:
  - 1.5.1 Hand Held Terminal (HHT) TransCo Bundled Service
  - 1.5.2 Meter Reading File (MRREADS) provided by a System User, Unbundled or Part Bundled
  - 1.5.3 Single Input Manual Entry, used for re-input of rejected readings
  - 1.5.4 Bulk Screen Input (Contingency only)
  - 1.5.5 Dataloggers

## **2. TransCo Meter Reading Agency HHT (on Site) Validation**

- 2.1 Validation for this input will be performed at the time of data capture on the HHT.
- 2.2 The meter reading will be checked to ensure that it is within a specified range either side of an estimated reading. This is known as an Inner Tolerance Range (ITR). The estimated reading will be calculated using the consumption history and the AQ of the meter.
- 2.3 If the meter reading input is outside the ITR, the meter reader will be required to re-input the meter serial number. If this number is that on the HHT (the correct meter) then he will be required to re-input the reading. This confirms the accuracy of the first reading or corrects an error on the first attempted input. If the meter number differs a meter exchange will be initiated. Similar checks are to be performed on corrector readings.
- 2.4 A check will be made on the number of digits for a meter reading i.e. six digits must be input for a six dial meter. No alteration to the number of dials can be made on the HHT. Any anomalies discovered will be reported as they generally signify meter exchanges.

### 3. UK Link Validation

- 3.1 All readings from HHT's or MRREADS files (including those supplied by System Users using an Unbundled or Part Bundled meter reading service) will be subject to tolerance checking on UK Link when received. Any failures will be reported on the MRREJECT tabulation for examination and correction. For System Users providing their own MRREADS using the Unbundled meter reading service tolerance checking will not result in a reject. The examined rejections will be input to the Sites and Meters Database using a single screen manual input. The same validation will be performed but at this stage it will be possible to override the check.
- 3.2 All 4 dial meter readings will be subjected to a round the clock test to detect possible instances where a meter has made a complete revolution of the dials between readings. It will also check for negative consumptions if a meter reading follows an over-estimate.
- The term Round the Clock (RTC) refers to the number of times the meter or corrector has gone "through the zero's" i.e. has moved from 9999 to 0001. The use of this indicator and the reading will permit the volume of gas to be calculated as well as detecting any reversal of readings following an earlier over-estimate. A detailed explanation of the logic is given in Appendix A.
- 3.3 For consumptions up to 10,000 cf there will be no tolerance checking.
- 3.4 For consumptions over 10,000 cf a further tolerance check will be applied to ensure that the reading is within a wider tolerance range of the estimated reading. This will be known as the Outer Tolerance Range (OTR). If the reading fails this test it will not be applied to the system but will be reported on MRREJECT for clerical examination. Readings that have been confirmed as correct although outside the ITR will be applied to the system unless they fail the OTR check.
- 3.5 Tolerance ranges will be based on the volume of gas passed through the meter and will be parameterised. The proposed initial settings for UK Link are shown in Appendix B.

3.6 Where a corrector is fitted additional checks will be performed.

3.6.1 To ensure that the corrector is functioning accurately a check will be made against the corrector tolerance limits. If the following calculation produces a result that is outside the parameters of the corrector tolerance limits the corrector reading will be rejected.

Calculated Correction Factor

-----  
Fixed Correction Factor

Where:

Calculated Correction Factor is the factor calculated by the corrector based on measured conditions i.e.:

Corrector Corrected Volume

-----  
Meter Volume

and,

The Fixed Correction Factor is that established for the site.

Typical tolerance ranges for UK Link are shown in Appendix B. The values used in UK Link will be similar to these.

3.6.2 To ensure that the corrector is reading meter pulses correctly the following calculation will be performed.

Meter Volume - Uncorrected Corrector Volume

Where this results in an out of tolerance figure the reading will be rejected.

The tolerance check applied in this test will be dependent upon the pulse value of the meter. The initial values for UK Link are shown in Appendix B. The values will be parameterised

#### 4. Dataloggers

Dataloggers provide daily readings. The following tests will be performed:

- 4.1 A completeness test to ensure that all the readings expected have been received from either Metretek or Metscan. A report will be issued if any expected readings are not received. In addition a report will be issued if an unsolicited reading is received.
- 4.2 An instrument configuration test i.e. to ensure that the corrector and the meter reading are received where a corrector is fitted. A report will be issued if any expected readings are not received. In addition a report will be issued if an unsolicited reading is received.
- 4.3 The calculation in 3.6.1 (above) will be performed using the Uncorrected Corrector Volume in place of the Meter Volume. If this calculation produces a value outside the parameters of the corrector tolerance limit the corrector reading will be rejected. Typical tolerance ranges for UK Link are shown in Appendix B.
- 4.4 If 3 or more consecutive zero consumption readings are received a test will be performed to compare with the corresponding period in the previous year. If the consumption in the previous year was not zero then a report will be produced for investigation.
- 4.5 Any daily consumption outside the 30 day average non zero consumption by + [3.5] Standard Deviations will be rejected and reported for investigation. A [D-7] estimate will be used whilst the investigation takes place.
- 4.6 Any daily consumption in excess of twice the average daily consumption for that meter i.e.  $((AQ/365) * 2)$  will be rejected and reported for investigation. A [D-7] estimate will be used whilst the investigation takes place. As data is built up this test will be based upon the maximum daily consumption in the previous year and the tolerance factor adjusted accordingly.

## 5. Non Cyclic Meter Readings

- 5.1 Non cyclic meter and corrector readings (including opening readings and check readings) will be validated with the same rules as cyclic readings.
- 5.2 The consumption tolerance limits set out in Appendix B will be used for all non cyclic readings whether received from System Users using the Unbundled or Part Bundled meter reading service or from TransCo's own meter reading service provider.
- 5.3 The RTC test as described in Appendix A will be applied to non cyclic readings.
- 5.4 A reading received from a System User will be treated as a firm reading. Any previously received customer reading will be treated as a firm reading for tolerance checking purposes.

## "ROUND THE CLOCK" INDICATORS

### REQUIREMENTS AND DEFINITIONS

1. The term "round the clock" will be used in a single context to denote that a meter or corrector has passed through all its zero's and will not necessarily imply that the meter or corrector has made a complete revolution of all its dials (i.e. more than 10,000 hundred cubic feet (hcf) on a four dial meter, 100,000 hcf on a five dial meter etc.).

The indicator is to be used for all meters and correctors but in the remainder of the text the term meter will be used for ease of understanding.

2. This means that in the circumstance:

|                     |      |
|---------------------|------|
| 2.1 Present Reading | 6000 |
| Previous Reading    | 5000 |

If the volume passing through the meter is 1,000hcf then the RTC indicator will be 0.

If the volume passing through the meter is 11,000hcf (because the meter has made one complete revolution of all its dials) the RTC indicator will be 1. Here the meter has gone through the zero's once.

If the volume passing through the meter is 21,000hcf (because the meter has made two complete revolutions of all its dials) the RTC indicator will be 2. Here the meter has gone through its zeros twice.

|                     |      |
|---------------------|------|
| 2.2 Present Reading | 0999 |
| Previous Reading    | 9999 |

If the volume passing through the meter is 1,000hcf then the RTC indicator will be 1 as the meter has gone through the zero's once.

If the volume passing through the meter is 11,000hcf (because the meter has made one complete revolution of the dials) the RTC indicator will be 2 as the meter has gone through the zero's twice.

If the volume passing through the meter is 21,000hcf (because the meter has made two complete revolutions of all the dials) the RTC indicator will be 3 as the meter has gone through the zero's three times.

3. All RTC indicators of 2 or above will be reported for investigation on MRREJECT.

4. The test will also look for readings moving backwards because of a previous over-estimate.

|                     |      |          |
|---------------------|------|----------|
| 4.1 Present Reading | 9910 | Actual   |
| Previous Reading    | 0010 | Estimate |

If the present meter reading is lower than the previous meter reading this requires the meter to have passed backwards through the zero's the RTC indicator will be -1.

The previous estimate is clearly an over estimate if the test shows that a volume of -100hcf is more credible than a consumption of +9900hcf.

|                     |      |          |
|---------------------|------|----------|
| 4.2 Present Reading | 5900 | Actual   |
| Previous Reading    | 6000 | Estimate |

If the present meter reading is lower than the previous meter reading this does not require the meter to have passed backwards through the zero's the RTC indicator will be 0.

The previous estimate is clearly an over estimate if the test shows that a volume of -100hcf is more credible than a consumption of +9900hcf.

**NB:** A customer reading will be treated as an actual reading for the purpose of this test. The negative consumption indicator will only be used if the previous reading is an estimate.

5. The test to detect whether a meter has made more than one complete revolution of its dials will be applied only to 4 dial meters or where the previous reading is an estimate. For meters with 5 or more dials the reading will assumed to have gone forward unless the previous reading is an estimate.

mb: 4.5.95

**INITIAL TOLERANCE RANGES**

**A: Consumption Tolerance Ranges**

Inner Tolerance Range

| Estimated Consumption cf | Tolerance ( $\pm$ %) |
|--------------------------|----------------------|
| 10,001 - 50,000          | 150                  |
| 50,001 - 100,000         | 120                  |
| 100,001 - 200,000        | 90                   |
| 200,001 - 350,000        | 60                   |
| 350,001 - 500,000        | 30                   |
| 500,001 - 99,999,999     | 10                   |

Outer Tolerance Range

| Estimated Consumption cf | Tolerance ( $\pm$ %) |
|--------------------------|----------------------|
| 10,001 - 50,000          | 300                  |
| 50,001 - 100,000         | 240                  |
| 100,001 - 200,000        | 180                  |
| 200,001 - 350,000        | 150                  |
| 350,001 - 500,000        | 150                  |
| 500,001 - 99,999,999     | 75                   |

**B: Corrector Tolerance Limits**  
(Typical Values)

| Month | Lower Limit | Upper Limit |
|-------|-------------|-------------|
| Jan   | 1.02        | 1.05        |
| Feb   | 1.02        | 1.05        |
| Mar   | 1.02        | 1.04        |
| Apr   | 1.01        | 1.03        |
| May   | 1.00        | 1.02        |
| Jun   | 0.99        | 1.01        |
| Jul   | 0.98        | 1.01        |
| Aug   | 0.98        | 1.01        |
| Sep   | 0.99        | 1.02        |
| Oct   | 1.00        | 1.03        |
| Nov   | 1.01        | 1.04        |
| Dec   | 1.02        | 1.05        |

**C: Meter/Corrector Pulse Validation**

| Meter Pulse Value | Meter and Uncorrected Corrector Gas Consumption Difference |
|-------------------|--|
| 10cf              | ±400cf (40 pulses)   |
| 100cf             | ±800cf (80 pulses)   |
| 1000cf            | ±3000cf (3 pulses)   |

If the Meter Pulse value is unknown the default test will be on 1000cf/Pulse tolerances.

**PART B: Non-TransCo Meter Reading Service**

# **UNBUNDLED METER READING**

## **VALIDATION AND TOLERANCE CHECKING**

### **FOR UK LINK**

#### Contents:

1. Introduction
2. File Validation
3. Record Level Validation
4. Opening Meter Reads UK Link Tolerance Checking
5. Checks Performed by System Users
6. System User On Site Validation

Version: v1  
**M Brewer 1.7.96**

## **1. Introduction**

- 1.1 This document describes the validation rules and the tests that will be applied to meter reads and associated data supplied to TransCo by System Users using the Unbundled meter reading service. It also describes the tolerance checking and tests that System Users must perform before submitting reads to TransCo.
- 1.2 The validation described in this paper will be used to determine that the data is in accordance with the file specification and system requirements as well as tolerance checking on Opening Reads.
- 1.3 The tests will be applied at file and record level. There are separate tolerance checking rules for Opening Meter Reads as required by the Network Code Principal Document 1 March 1996. All parameterised values are subject to amendment. Any changes will be notified to System Users giving the required period of notice.
- 1.4 TransCo may subject any meter read to tolerance checking. These reads will be accepted even if they fail that tolerance check.
- 1.5 Throughout this document although the term "meter read" is often used for brevity, rules and checks will also apply to corrector reads where a corrector is fitted.

## **2. File Validation**

- 2.1 System Users will submit meter reads on the Unbundled Meter Read file. This file will be transferred to TransCo using the Information Exchange Network.
- 2.2 Standard Header and Trailer Validation will take place. Failure will result in the whole file being rejected to the System User.
- 2.3 The file will undergo standard file CSV conversion and data format validation. Format validation failure will result in the whole file being rejected to the System User. A record of the rejection will be retained within the IX system.

- 2.4 For an Unbundled meter read received from a System User only the following details will be required:

- M System User Identifier (Header only)
- M Actual Read Date
- M Meter Serial Number
- M Meter Point Reference
- M Meter Read Index
- M Meter Read Source
- M Meter Read Reason
- O Corrector Uncorrected Read
- O Corrector Corrected Read
- O Corrector Reads Usable
- O Corrector Serial Number
- O Meter Round The Clock Count
- O Corrector Round The Clock Count
- O Meter Read Verified
- O Corrector Read Verified

M indicates a mandatory input,

O indicates input which may not be required in certain circumstances.

- 2.5 The purpose and explanation of the file contents are contained in the file specification agreed with System Users via the Development Workgroup set up by the Network Code Modifications Panel . To assist in reading this document a brief description is given here for the less obvious items.

2.5.1 The Actual Read Date is the date on which the read was taken, which for an opening read need not be the transfer date.

2.5.2 Meter Read Source indicates whether the read is an Agreed Opening Read an End Customer read or a Meter Reading Organisation read. Accepted values for this field are:

- A Agreed Opening Read
- E End Customer Read
- M Meter Reading Organisation

2.5.3 The Meter Read Reason will identify the purpose for providing the meter read. It may be an Opening Read an Agreed Replacement Opening Read or a Non Opening Read. Accepted values for this field are:

- O Opening Read
- R Agreed Replacement Opening Read
- N Non Opening Read

2.5.4 The following combinations of read reason and read source are permitted:

| <b>Read Reason</b>              |         | <b>Read Source</b>  |
|---------------------------------|---------|---|
| Non-Opening Read                | may be  | Taken by Meter Reading Organisation                       |
| Opening Read                    | may be  | Taken by End Customer                                     |
|                                 |         | Taken by MRO  |
|                                 |         | Taken by End Customer Arrived at by System User Agreement |
| Agreed Replacement Opening Read | must be | Arrived at by System User Agreement                       |

Although the principal expectation is that an Agreed Opening Read will be replacing an opening read taken by a Meter Reading Organisation or a Customer it is possible that an Agreed Opening Read may be provided as the opening read. For this reason therefore the distinction is made between an Agreed Opening Read and an Agreed Replacement Opening Read the latter being the most likely occurrence.

2.5.5 Corrector Reads Usable allows the System User to indicate whether the corrector reads should be used for a meter which has a corrector fitted. Corrector reads, if Supplied will be assumed to be usable unless otherwise specified.

2.5.6 Round the clock counts must be provided when the System User is in a position to provide them. That is for all reads except an opening read with a source of End Customer or Meter Reading Organisation. In these circumstances, Meter Round The Clock Count is mandatory, Corrector Round The Clock Count is only required when the corrector reading will be used to calculate consumption.

2.5.7 The Meter (and Corrector) Read Verified indicators are to be set when a read has failed the Outer Tolerance test but has been examined, checked and confirmed as correct by the System User. Reads within the Outer Tolerance Limits should not be accompanied by Tolerance Failed Indicators

### 3 Record Level Validation

- 3.1 The meter read record will be distinguished by the TRANSACTION\_TYPE.
- 3.2 Every rejected meter read will be notified to the originating System User accompanied by all identified rejection reasons. If a read is valid, the System User will not be notified of its acceptance by TransCo.
- 3.3 On receipt of a valid opening read, the withdrawing System User will be notified of the read and also that the read is Unbundled and therefore provided by the confirming System User. The identity of the confirming System User will not be disclosed on this file. If the reading would have failed the TransCo inner or outer tolerance check it is marked accordingly and is also forwarded to the confirming System User.
- 3.4 For a valid read all details received from the System User will be recorded on the database.
- 3.5 For an invalid read, a record of the read will be made on the database. This will consist of all input details and all rejection reasons.
- 3.6 A list of rejection reasons and codes has been agreed with the System Users in the Development Workgroup.
- 3.7 Before an Unbundled meter read is accepted, it must pass all of the checks specified in this Paragraph. Failure of one or more check will result in the read being rejected. In this case TransCo will make as many checks as possible with the usable data provided. All failures will be notified to the System User and will be recorded on the database.

#### **General:**

- 3.7.1 The Meter Point Reference must exist on the TransCo database.
- 3.7.2 A previous meter read must exist for the meter point.
- 3.7.3 The meter read must have the same number of digits as recorded for that meter index on the TransCo database.
- 3.7.4 An End Customer read or Meter Reading Organisation read may be either an Opening Read or a Non-Opening Read, but may not be an Agreed Replacement Opening Read.
- 3.7.5 Meter Read Source must identify the read as either: Agreed by the System Users, Provided by an End Customer or, provided by a Meter Reading Organisation.

**Date:**

The System User must supply as the Actual Read Date the date on which the reading was taken. TransCo will record this date on the database for Non Opening Reads. For Opening Reads the date recorded on the Database will be the Transfer Date although the Actual Read Date may be two days either side of the Transfer Date.

3.7.6 The meter point must be subject to an Unbundled service on the Actual Read Date. For an Opening Read, where the Actual Read Date may be up to two days either side of the transfer date, the metering service on the transfer date will be used for validation.

3.7.7 The System User submitting the record must have responsibility for supplying the meter point on the Actual Read Date. For an Opening Read, where the Actual Read Date may be up to two days either side of the transfer date, the responsibility for supplying the meter on the transfer date will be used for validation.

3.7.8 The Gas Nomination Type of a Meter Point for which an unbundled reading is received must be Non-Daily Metered on the Actual Read Date. For an Opening Read, where the Actual Read Date may be up to two days either side of the transfer date, the Gas Nomination Type on the transfer date will be used for validation.

3.7.9 The meter at the meter point must not have been removed on the Actual Read Date. For an Opening Read, where the Actual Read Date may be up to two days either side of the transfer date, the presence of a meter on the transfer date will be used for validation.

3.7.10 The Meter Serial Number must be that of the meter shown on the TransCo database to be at the meter point on the Actual Read Date. For an Opening Read, where the Actual Read Date may be up to two days either side of the transfer date, the serial number of the meter present on the transfer date will be used for validation.

3.7.11 The Actual Read Date must be no later than the date on which the read was received by TransCo.

3.7.12 A meter read cannot be accepted where a read already exists for the same meter point with a later read date. This applies irrespective of the source of the existing read. For an Opening Read the transfer date is used as the read date.

3.7.13 A Non Opening Read cannot be accepted when another Non-Opening Read or an opening read already exists for that meter point for that date.

**Opening Read:**

3.7.14 The Actual Read Date for an Opening Read or an Agreed Replacement Opening Read must be within the required date range for opening reads.

3.7.15 An Opening Read or an Agreed Replacement Opening Read will not be accepted where an Agreed Opening Read already exists for that meter point.

3.7.16 A Non-Opening read will not be accepted until an Opening Read has been recorded for the Confirmation. This may be an estimated opening read generated by TransCo.

3.7.17 If an Agreed Replacement Opening Read is received and no Opening Read currently exists, the Agreed Replacement Opening read will be rejected.

3.7.18 Meter Read Reason must identify the read as an Opening Read, Agreed Replacement Opening Read or Non-Opening read.

3.7.19 Only one Opening Read will be accepted for a transfer. Any subsequent Opening Read will be rejected. An Opening Read cannot be changed other than by an Agreed Replacement Opening Read. This also applies where an Opening Read is input and a TransCo estimated opening read already exists. The input read will be rejected.

**Correctors:**

3.7.20 If TransCo records show that a corrector is present at the meter point, the Corrector Serial Number must be input, unless the Corrector Reads Usable indicator is set to 'No'.

3.7.21 If TransCo records show that no corrector is present at the meter point, the Corrector Serial Number must be absent from the input.

3.7.22 The Corrector Serial Number supplied must be that of the corrector which TransCo records show to be at the meter point at the read date of the meter read. For this purpose the read date of an opening read is the transfer date.

3.7.23 The Corrector Reads Usable indicator must be set to Yes or No. If this field is not specified any corrector readings provided will be used if TransCo records show that a corrector is present at the meter point.

3.7.24 If TransCo records show that a corrector is present at the meter point, the Corrector Corrected Read **and** the Corrector Uncorrected Read must be input, unless the Corrector Reads Usable indicator is set to No.

3.7.25 If TransCo records show that a corrector is not present at the meter point, the Corrector Corrected Read **and** the Corrector Uncorrected Read must be absent from the input.

3.7.26 The Corrector Corrected Read and Corrector Uncorrected Read, where provided, must have the same number of digits as recorded for that corrector index on the TransCo database.

3.7.27 Meter Read Verified and Corrector Read Verified must be Yes or No. Only present for correctors if a corrector is fitted.

3.7.28 If the Corrector Read Verified indicator is set to Yes, the Corrector Reads Usable indicator must **NOT** be No.

3.7.29 If TransCo records show no corrector present a Corrector Usable Indicator must **NOT** be set.

3.7.30 If TransCo records show no corrector present a Corrector Read Verified Indicator must **NOT** be set

3.7.31 If a Corrector Read Verified indicator has been set has been supplied the Corrector Usable Indicator must not be set to N.

3.7.32 If a Corrector Read Verified indicator is present, a corrector read must also be present.

**Round The Clock:**

3.7.33 If a Corrector Round The Clock Count has been supplied where the Corrector Usable Indicator must not be set to N.

3.7.34 For an Opening Read a Corrector Round the Clock Count must only be provided when it is a read agreed by System Users.

3.7.35 If TransCo records show no corrector present a Corrector Round The Clock Count must **NOT** be supplied.

3.7.36 For all reads other than an Opening Read with a source of End Customer or Meter Reading Organisation, the Meter Round The Clock Count must be input. For an Opening Read with a source of End Customer or Meter Reading Organisation, the System User will not be able to provide round the clock counts.

3.7.37 A Meter Round the Clock Count must not be provided for a Non Agreed Opening Read.

3.7.38 Where the Corrector Corrected Read is to be used to calculate consumption and the read is not an Opening Read with a source of End Customer or Meter Reading Organisation, the Corrector Round the Clock Count must be input.

For an Opening Read with a source of End Customer or Meter Reading Organisation, the System User will not be able to provide round the clock counts.

#### 4. Opening Meter Read UK Link Tolerance Checking

- 4.1 All opening reads received from System Users using an Unbundled meter reading service will be subject to the tolerance checking that TransCo employs for the Bundled Service. Any failures will be marked as failing the Inner or Outer tolerance checks when sent to the confirming and withdrawing System User on Unbundled Read Notification file. The read will be accepted on to the database.
- 4.2 All 4 dial meter reads will be subjected to the Round the Clock test to detect possible instances where a meter has made a complete revolution of the dials between readings.

The term Round the Clock (RTC) refers to the number of times the meter or corrector has gone "through the zero's" i.e. has moved from 9999 to 0001. The use of this indicator and the reading will permit the volume of gas to be calculated. The RTC test applied by TransCo to opening reads will also be used to detect any reversal of reads following an earlier over-estimate.

- 4.3 Tolerance ranges will be based on the volume of gas estimated to have passed through the meter and will be parameterised. The values for UK Link are shown in Appendix A.

## 5. Checks Performed by System Users

System Users opting for the Unbundled service will be required to perform the checks contained in this section on all reads (other than opening reads) submitted to TransCo.

- 5.1 Outer tolerance checks must be performed using the parameters defined in Appendix A of this document. Any meter read that is rejected as a result of this validation and, following appropriate investigation, is subsequently confirmed as correct, must be marked on the Unbundled Meter Read file accordingly.
- 5.2 Round the Clock tests as described in Appendix B of this document must be performed on all meter reads, other than opening reads, submitted to TransCo and the Round The Clock Count must be submitted with the read.
- 5.3 Where a corrector is fitted additional checks must be performed.

5.3.1 To ensure that the corrector is functioning accurately a check will be made against the corrector tolerance limits. If the following calculation produces a result that is outside the parameters of the corrector tolerance limits the corrector reading must be outsorted and an appropriate investigation made before submitting the reads to TransCo.

Calculated Correction Factor

-----

Fixed Correction Factor

Where:

Calculated Correction Factor is the factor calculated by the corrector based on measured conditions i.e.:

Corrector Corrected Volume

-----

Meter Volume

and,

The Fixed Correction Factor is that established for the site.

Typical tolerance ranges for UK Link are shown in Appendix A. The values used in UK Link will be notified to System Users periodically.

5.3.2 To ensure that the corrector is reading meter pulses correctly the following calculation will be performed.

Meter Volume - Uncorrected Corrector Volume

Where this results in an out of tolerance figure the read should be outsourced and an appropriate investigation made before submitting the read to TransCo.

The tolerance check applied in this test will be dependent upon the pulse value of the meter. The values for UK Link are shown in Appendix A. The values will be parameterised and changes will be agreed with System Users periodically giving the required period of notice.

5.3.3 The purpose of these corrector checks is to detect malfunctioning of the corrector. Where investigation shows a potentially faulty corrector the Corrector Reads Usable indicator must be marked accordingly and the potentially faulty corrector should be reported to TransCo for investigation.

## **6. System User On Site Validation**

As the meter reading service provider, TransCo requires on site validation to ensure the quality, accuracy and appropriateness of the meter read and associated data collected. All System Users opting for the Unbundled service are strongly recommended to adopt similar validation as a minimum requirement.

**UK LINK TOLERANCE RANGES**

**A: Consumption Tolerance Ranges**

Inner Tolerance Range\*

| Estimated Consumption of | Tolerance ( $\pm$ %)        |
|--------------------------|-----------------------------|
| 0 - 2500                 | No Inner Tolerance Checking |
| 2501 - 10,000            | 30                          |
| 10,001 - 50,000          | 150                         |
| 50,001 - 100,000         | 120                         |
| 100,001 - 200,000        | 90                          |
| 200,001 - 350,000        | 60                          |
| 350,001 - 500,000        | 30                          |
| 500,001 - 99,999,999     | 10                          |

Outer Tolerance Range

| Estimated Consumption of | Tolerance ( $\pm$ %)  |
|--------------------------|-----------------------|
| 0 - 10,000               | No Tolerance Checking |
| 10,001 - 50,000          | 300                   |
| 50,001 - 100,000         | 240                   |
| 100,001 - 200,000        | 180                   |
| 200,001 - 350,000        | 150                   |
| 350,001 - 500,000        | 150                   |
| 500,001 - 99,999,999     | 75                    |

\* TransCo will perform Inner and Outer Tolerance checking on opening reads received from System Users using the Unbundled meter reading service.

**B: Corrector Tolerance Limits**  
(Typical Values)

| Month     | Lower Limit | Upper Limit |
|-----------|-------------|-------------|
| January   | 1.02        | 1.05        |
| February  | 1.02        | 1.05        |
| March     | 1.02        | 1.04        |
| April     | 1.01        | 1.03        |
| May       | 1.00        | 1.02        |
| June      | 0.99        | 1.01        |
| July      | 0.98        | 1.01        |
| August    | 0.98        | 1.01        |
| September | 0.99        | 1.02        |
| October   | 1.00        | 1.03        |
| November  | 1.01        | 1.04        |
| December  | 1.02        | 1.05        |

**C: Meter/Corrector Pulse Validation**

| Meter Pulse Value | Meter and Uncorrected Corrector Gas Consumption Difference |
|-------------------|--|
| 10cf              | ±400cf (40 pulses)   |
| 100cf             | ±800cf (8 pulses)  |
| 1000cf            | ±3000cf (3 pulses)   |

If the Meter Pulse value is unknown the default test is to be on 1000cf/Pulse tolerances.

**"ROUND THE CLOCK" INDICATORS**  
**SUBMISSION OF UNBUNDLED METER READS BY SYSTEM USERS**  
**REQUIREMENTS AND DEFINITIONS**

1. The term "Round the Clock" (RTC) is used in a single context to denote that a meter or corrector has passed through all its zero's and will not necessarily imply that the meter or corrector has made a complete revolution of all its dials (i.e. more than 10,000 hundred cubic feet (hcf) on a four dial meter, 100,000 hcf on a five dial meter etc.). The indicator is to be used for all meters and correctors but in the remainder of the text the term meter will be used for ease of understanding. The meter readings compared for this test are the present read and the previous read accepted by TransCo.

2. This means that in the circumstance:

|                                   |      |
|-----------------------------------|------|
| 2.1 Present Read                  | 6000 |
| Previous Read Accepted by TransCo | 5000 |

If the volume passing through the meter is 1,000hcf then the RTC indicator will be 0.

If the volume passing through the meter is 11,000hcf (because the meter has made one complete revolution of all its dials) the RTC indicator will be 1. Here the meter has gone through the zero's once.

If the volume passing through the meter is 21,000hcf (because the meter has made two complete revolutions of all its dials) the RTC indicator will be 2. Here the meter has gone through its zeros twice.

|                                   |      |
|-----------------------------------|------|
| 2.2 Present Read                  | 0999 |
| Previous Read Accepted by TransCo | 9999 |

If the volume passing through the meter is 1,000hcf then the RTC indicator will be 1 as the meter has gone through the zero's once.

If the volume passing through the meter is 11,000hcf (because the meter has made one complete revolution of the dials) the RTC indicator will be 2 as the meter has gone through the zero's twice.

If the volume passing through the meter is 21,000hcf (because the meter has made two complete revolutions of all the dials) the RTC indicator will be 3 as the meter has gone through the zero's three times.

3. The test to detect whether a meter has made more than one complete revolution of its dials must be applied to 4 dial meters. For meters with 5 or more dials the reading can be assumed to have moved forward unless the previous reading was an estimated opening read provided by TransCo.

4. As System Users will not send estimated reads to TransCo there is only a need to perform the test to determine whether the previous reading was over estimated where the previous reading was an estimated opening read provided by TransCo. If System Users detect that a previous reading was over-stated, including a TransCo-provided estimated opening read, causing the meter to pass through the zeros in reverse between submitted readings, a negative value for RTC can be submitted.

# **Appendix B**

## **UK Link Manual**

# **MODIFICATION REPORT**

**in respect of**

**UK LINK MANUAL Documentation Set**

**to accommodate the introduction of**

**COMPETITIVE (UNBUNDLED)  
METER READING**

Barry Webber  
UK Link Business Implementation  
WLD g:\home\shr\_p&p\projects\prj0004\impact11.sam

## INTRODUCTION

This document defines the modifications which will be necessary to the "UK Link Manual" to support the introduction of Meter Reading Choice by TransCo's Customers.

These modifications are a Class 1 Modification, as detailed in Section U8.2.2(b) (i) of the Network Code, which will arise as a consequence of implementing Network Code Modification 0005.

The "UK Link Manual" documentation set comprises the following items. Changes to these items are discussed in this document in the order listed:

UK Link Overview Manual

Training Material

- AT-Link Training Manual
- SPA Self-Study Guide
- Invoicing Self-Study Guide
- Calculations Self-Study Guide
- Metering Self-Study Guide

CFTM File Transfer User Guide

SIS User Guide

Active Notification User Guide

Procedures Documentation For TransCo's Customers

- Volume 1 - Process Hierarchy Diagrams
- Volume 2 - Process Flow Diagrams
- Volume 3 - Procedures Documentation

Code Contingency Manual

UK Link Standards Guide

UK Link Security Policy

UK Link IS Service Definition

{Appendix A:}

Shipper Interface Documents: File Layouts and Formats [S&M and Invoicing]

Supply Point Administration (SPA) Shipper Interface Document: Current File Formats

## **UK LINK OVERVIEW MANUAL**

The UK Link Overview manual makes specific references to sections of the Network Code, both in the body of the manual and at Appendix A. The Network Code document will be amended for Competitive Meter Reading. Where required, the UK Link Overview manual will be updated to ensure correct references to the Network Code are maintained.

## **TRAINING MATERIAL**

Some updates to the Training Material components will be required. These are identified below. The revisions will be incorporated in the next Release of these manuals.

### **AT-Link Training Manual**

No changes will be made to this item.

### **SPA Self-Study Guide**

#### **Metering Self-Study Guide**

These guides will be updated to reflect the fact that TransCo's Customers have choice over who provides their meter reads. Choice is to be made at Supply Point Nomination (above 2,500 tpa) or Supply Point Confirmation (below 2,500 tpa). Choice will not be extended to those DM meter points which are NDM for the transitional period.

The Metering Self-Study Guide already has an introduction to Meter Reading Competition in (Version 1 - September 1995, Section 1/22). This will be amended to reflect:

- a) the different communication routes for meter reads and enquiries
- b) the information that is provided by TransCo when an unbundled service is selected
- c) changes to the opening read process
- d) changes to the Must Read process.

### **Invoicing Self-Study Guide**

The Invoicing Self-Study Guide will be updated to discuss the rebate if TransCo's Customers elect not to take the TransCo meter reading service.

### **Calculations Self-Study Guide**

This will be amended to show the different customer charges that may arise if TransCo's Customers elect not to take the TransCo meter reading service.

### **CFTM File Transfer User Guide**

No changes will be made to this item.

### **SIS User Guide**

No changes will be made to this item.

## **ACTIVE NOTIFICATION USER GUIDE**

No changes will be required to this item.

## **SHIPPER INTERFACE DOCUMENT - FILE FORMATS & LAYOUTS [S&M and Invoicing]**

**AND**

## **SUPPLY POINT ADMINISTRATION (SPA) SHIPPER INTERFACE DOCUMENT: CURRENT FILE FORMATS**

Refer to Appendix A for details of the changes to these items.

## **PROCEDURES DOCUMENTATION FOR TRANSCO'S CUSTOMERS VOLUME 1 - PROCESS HIERARCHY DIAGRAMS**

### **Deletions**

None

### **Amendments**

None

### **Additions**

A new Process Hierarchy Diagram will be introduced to demonstrate the relationship between the procedures written for TransCo's Customers.

## **PROCEDURES DOCUMENTATION FOR TRANSCO'S CUSTOMERS VOLUME 2 - PROCESS FLOW DIAGRAMS**

### **Deletions**

None

### **Amendments**

None

### **Additions**

There will be a new Process Flow Diagram to define the business processes between TransCo and TransCo's Customers.

## **PROCEDURES DOCUMENTATION FOR TRANSCO'S CUSTOMERS VOLUME 3 - PROCEDURES DOCUMENTATION**

### **Deletions**

The following procedures will no longer be required and will be deleted from the Procedure Documentation:

02/081 Notify Meter Reading Agency Change

02/082 Cancel Change Meter Reading Agency Request

### **Amendments**

None of the existing procedures within the Procedure Documentation will be amended.

### **Additions**

The following new procedures will be written to define the activities to be undertaken by TransCo's customers:

- a) "Notify TransCo Of Election For non-TransCo Meter Reading" to describe the activities associated with an initial election by TransCo Customers to obtain meter readings for their Nominated Supply Points by way of a non-TransCo Meter Reading Organization.
- b) "Request TransCo To Provide Bundled Meter Reading Service" to describe the activities associated with TransCo's Customers requesting a reversion to the Bundled Meter Reading Service provided by TransCo.
- c) "Receive Meter Reading Details For non-TransCo Meter Reading" which relates to the reception from TransCo of the information needed to undertake meter readings independently e.g. instructions for gaining access to the meter, the date of the last reading taken from that meter.
- d) "Provide Meter Readings From non-TransCo Meter Reading" which covers the provision to TransCo of the meter readings obtained by TransCo's Customer's Meter Reading Organization.
- e) "Receive Rejection Notices For Meter Readings Obtained Independently" which defines the activities associated with receiving rejection details for some of the meter readings previously submitted to TransCo.
- f) "Send Enquiry For Meter Readings Obtained Independently" which describes the procedure for making Enquiries to TransCo about meter assets associated with rejected meter readings obtained independently.
- g) "Receive Reply To Enquiry Related To Independently Obtained Meter Reading" which defines the activities relevant to receiving TransCo's answer to previously submitted Enquiries about rejected meter readings obtained independently.
- h) "Provide TransCo With Meter Details From non-TransCo Meter Reading Organization" which relates to information obtained by the Meter Reading Organization about any noteworthy details of the meter.

i) "Receive Notification Of Intention To Undertake A 'Must Read'" which describes the procedure for receiving TransCo's notice that TransCo will be carrying out a Must Read at a particular Supply Point.

j) "Receive Notification Of 'Must Read' Undertaken" which describes the procedure for receiving TransCo's notice that a 'Must Read' has been undertaken.

k) Details of the UK-LINK SHIPPER TRIAL for Unbundled Meter Reading will also be presented in "Volume 3 - Procedures Documentation". The details are as follows:

*Any system user who requires an Unbundled Meter Reading Service must successfully participate in the UK-Link Unbundled Meter Reading Trial as stated within the Network Code ( see paragraph 1.3.7, Part V, Transition Document).*

*The Unbundled Meter Reading Trial will normally start on the first Monday of each calendar month (except where the first Monday of the calendar month is a Bank Holiday or other non-business day).*

*A system user wishing to participate in a specific Unbundled Meter Reading Trial must register their intent to participate with UK-Link Services Support at least 10 working days before the appropriate trial start date.*

*TransCo will keep Ofgas informed of the progress of Shipper trials.*

*Shippers will need to comply, to TransCo's satisfaction, with the success criteria detailed below in order to operate within the Unbundled Meter Reading Service.*

*The success criteria for the Unbundled Meter Reading Trial are as follows:*

- 1. Successful receipt by TransCo of the record types indicated in the document "Unbundled Meter Reading : Shipper Interface Document version 1.0" which indicate a requirement by the Shipper to transfer to the Unbundled Meter Reading Service.*
- 2. Successful completion of the Offer / Confirmation process.*
- 3. Shipper successfully receives and processes the U06 record type - Additional Meter Data from TransCo and is able to process the record.*
- 4. Shipper successfully transmits a U01 record type - Opening Meter Read - to TransCo and TransCo are able to process the record.*
- 5. Confirming Shipper successfully receives a U03 record type - Opening Meter Read validation & tolerance report - from TransCo and is able to process the record.*
- 6. Shipper successfully transmits a U01 record type - Cyclic Read - to TransCo and TransCo are able to process the record.*
- 7. Successful production and transmission, by the Shipper, of an Unbundled Meter Reading Query using record type U09.*

8. *Successful receipt and processing of the Query record, type U05, by TransCo.*

## CODE CONTINGENCY MANUAL

There are several new files which need to be transferred between TransCo and Transco's Customers. Contingency procedures will be produced to define the actions to be taken to sustain the transfer of information in the event of system failure.

These additions to the contingency procedures are only applicable to those TransCo Customers selecting a non-TransCo Meter Reader and do not materially worsen the ability of TransCo and UK Link Users to communicate pursuant to the Contingency Procedures.

In keeping with established practice, there will be one procedure for each file that needs to be transferred:

- a) "Send non-TransCo Meter Readings File (U01)" - this file contains the meter readings obtained by TransCo's Customer's Meter Reading Organization and is sent by TransCo's Customer.
- b) "Send non-TransCo Meter Readings Rejections File (U02)" - this file contains the rejection details for any meter readings received by TransCo via file U01. It is sent from TransCo to TransCo Customers.
- c) "Send Notification Of Received Opening Read (U03)" - this file confirms receipt of Opening Reads previously submitted to TransCo, associated with transfer of ownership. It is sent by TransCo to the Confirming (incoming) Customer.
- d) "Send Notification Of Received Final Read (U04)" - this file contains the meter readings for Supply Points where there has been a transfer of ownership. It is sent by TransCo to the Withdrawing (outgoing) Customer.
- e) "Send Enquiry On Meter Asset (U09)" - this file holds enquiries from TransCo Customer to TransCo about meter assets.
- f) "Send Meter Asset Enquiry Resolution (U05)" - this file contains information from TransCo in reply to meter asset enquiries from TransCo Customer.
- g) "Send Instructions For Meter Reading (U06)" - this file from TransCo holds the information required by TransCo Customer in order to obtain non-TransCo meter readings.
- h) "Send Notification That 'Must Read' Is Required (U07)" - a file with notice from TransCo to TransCo Customer that the 'Must Read' policy is to be invoked by TransCo.
- i) "Send Notification That 'Must Read' Policy Has Been Invoked (U08)" - a file with notice from TransCo that the 'Must Read' policy has been invoked by TransCo.

**UK LINK STANDARDS GUIDE**

There will be no changes to this item.

**UK LINK SECURITY MANUAL**

There will be no changes to this item.

**UK LINK IS SERVICE DEFINITION**

There will be no changes to this item.

**APPENDIX A**

**SHIPPER INTERFACE DOCUMENT**

UNBUNDLED METERING PROJECT  
SHIPPER INTERFACE DOCUMENT

**CONTENTS**

|  | <u>Affected Shipper<br/>Interface Document</u> | <u>Page</u> |
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**AMENDMENTS TO  
EXISTING SHIPPER INTERFACES**

**Amendments to AILDZ CAPACITY INVOICE FILE**

**RT\_I11\_CAP\_INV\_DETAIL**

*(Capacity Invoice Detail Record)*

| <u>RECORD/FIELD NAME</u> | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u> (old / new)   |
|--------------------------|------------|------------|------------|------------|--|
| IIT_CMV_AMOUNT_DUE       | M          | N          | 11         | 2          | DEFINITION: Holds the sum of the charges of a particular charge type calculated during the Billing Period. Nett of VAT. PERMITTED VALUES: Monetary values 0 to 999999999.99.<br><br><b>Holds the sum of the charges of a particular charge type calculated during the Billing Period. Nett of VAT. The Meter Reading charge is a rebate given for 'unbundled' supply points.</b> |

**RT\_I19\_CAP\_INV\_MTR\_GT\_73200**

*(Meter Reading Charge > or = 73200 kWh - one per Supply Point)*

| <u>RECORD/FIELD NAME</u> | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u> (old / new)   |
|--------------------------|------------|------------|------------|------------|--|
| LCH_RATE                 | M          | N          | 10         | 4          | The rate in pence which was used to calculate the charge.<br><br><b>The rate in pence which was used to calculate the charge. As the Meter Reading charge is a rebate, this will be a negative value.</b>  |
| LCH_AMOUNT               | M          | N          | 12         | 2          | The cash amount, in pounds, of a particular charge item over the billing period.<br><br><b>The cash amount, in pounds, of a particular charge item over the billing period. For the Meter Reading charge, this is the rebate given for a supply point that is 'unbundled'.</b> |

## RT\_I20\_CAP\_INV\_MTR\_LT\_73200

*(Meter Reading Charge < 73200 kWh - one per Supply Point Group)*

| <u>RECORD/FIELD NAME</u>             | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u> (old / new)   |
|--------------------------------------|------------|------------|------------|------------|--|
| GRF_SUPPLY_POINT_<br>FREQUENCY_COUNT | M          | N          | 8          | 0          | The number of supply points, read by Transco of a particular Meter Reading Frequency in a group.<br><br><b>The number of supply points, not read by Transco, of a particular Meter Reading Frequency in a group.</b>   |
| LCH_RATE                             | M          | N          | 10         | 4          | The rate in pence which was used to calculate the charge.<br><br><b>The rate in pence which was used to calculate the charge. As the Meter Reading charge is a rebate, this will be a negative value.</b>  |
| LCH_AMOUNT                           | M          | N          | 12         | 2          | The cash amount, in pounds, of a particular charge item over the billing period for meter reading.<br><br><b>The cash amount, in pounds, of a particular charge item over the billing period. For the Meter Reading charge, this is the rebate given for the 'unbundled' supply points in a group.</b> |

## TR\_Z04\_CAP\_INV\_TRAILER

*(Specific Trailer Record for Capacity Invoice File)*

| <u>RECORD/FIELD NAME</u> | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u> (old / new)  |
|--------------------------|------------|------------|------------|------------|---|
| CMR_CHARGE_TOTAL         | M          | N          | 12         | 2          | Total of meter reading capacity charge type amounts in supporting information.<br><br><b>Total of meter reading capacity charge type amounts in supporting information. The Meter Reading charge is a rebate given for 'unbundled' supply points.</b> |

**Amendments to AILDZ CAPACITY ADJUSTMENT INVOICE FILE**

**RT\_I45\_ACA\_INV\_MRC\_GT\_73200**

*(Meter Reading Charge Adjustment for Supply Points > or = 73200 kWh)*

| <u>RECORD/FIELD NAME</u> | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION (old / new)</u>  |
|--------------------------|------------|------------|------------|------------|---|
| LCH_ORIG_RATE            | M          | N          | 10         | 4          | The rate in pence which was used to calculate the charge.<br><br>The rate in pence which was used to calculate the charge. As the Meter Reading charge is a rebate, this will be a negative value.  |
| LCH_NEW_RATE             | M          | N          | 10         | 4          | Old and new descriptions as above.  |
| LCH_ORIG_AMOUNT          | M          | N          | 12         | 2          | The cash amount, in pounds, of a particular charge item over the billing period.<br><br>The cash amount, in pounds, of a particular charge item over the billing period. For the Meter Reading charge, this is the rebate given for a supply point that is 'unbundled'. |
| LCH_NEW_AMOUNT           | M          | N          | 12         | 2          | Old and new descriptions as above.  |

**RT\_I46\_ACA\_INV\_MRC\_LT\_73200**

*(Meter Reading Charge Adjustment for Supply Point Groups)*

| <u>RECORD/FIELD NAME</u>         | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION (old / new)</u>  |
|----------------------------------|------------|------------|------------|------------|---|
| GRF_ORIG_SUPPLY_POINT_FREQ_COUNT | M          | N          | 8          | 0          | The number of supply points, read by Transco of a particular Meter Reading Frequency in a group.<br><br>The number of supply points, not read by Transco, of a particular Meter Reading Frequency in a group. |
| GRF_SUPPLY_POINT_FREQ_COUNT      | M          | N          | 8          | 0          | Old and new descriptions as above.  |

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|                 |   |   |    |          |  |
|-----------------|---|---|----|----------|--|
| LCH_ORIG_RATE   | M | N | 10 | 4        | The rate in pence which was used to calculate the charge.<br><br><b>The rate in pence which was used to calculate the charge. As the Meter Reading charge is a rebate, this will be a negative value.</b>  |
| LCH_NEW_RATE    | M | N | 10 | 4        | Old and new descriptions as above.   |
| LCH_ORIG_AMOUNT | M | N | 12 | 2        | The cash amount, in pounds, of a particular charge item over the billing period.<br><br><b>The cash amount, in pounds, of a particular charge item over the billing period. For the Meter Reading charge, this is the rebate given for the 'unbundled' supply points in a group.</b> |
| LCH_NEW_AMOUNT  | M | N | 12 | <u>2</u> | Old and new descriptions as above.   |

### TR\_Z07\_ACA\_INV\_TRAILER

*(Specific Trailer Record for Capacity Adjustment Invoice File)*

| <u>RECORD/FIELD NAME</u> | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u> (old / new)  |
|--------------------------|------------|------------|------------|------------|---|
| CMR_CHARGE_TOTAL         | M          | N          | 12         | 2          | Total of meter reading capacity charge type amounts in supporting information. Total LCH_NEW_AMOUNT on both I45 and I46 records where CTP_TYPE = 'CMR' i.e. 'CM1' & 'CM2'.<br><br><b>Total of meter reading capacity charge type amounts in supporting information. Total LCH_NEW_AMOUNT on both I45 and I46 records where CTP_TYPE = 'CMR' i.e. 'CM1' &amp; 'CM2'. The Meter Reading charge is a rebate given for 'unbundled' supply points.</b> |

Sites and Meters

MR BILLREAD's Amendments

No format changes are required to the MRBILLREADS file.

However, Unbundled Metering functionality will introduce some additional values to existing fields on the MRBILLREAD's records.

These are as follows :-

**Field : READ\_REASON\_CODE**

| <u>Value</u> | <u>Description</u>                                       |
|--------------|--|
| MRUN         | Must Read obtained by TransCo for Unbundled Meter Point. |

*(This change will only impact upon the UNBUNDLED service)*

**Field : READ\_TYPE**

| <u>Value</u> | <u>Description</u>  |
|--------------|---|
| A            | Agreed between System Users.  |
| U            | Meter Reading Organisation read provided by System User.                            |
| K            | End Consumer read provided by System User   |
| J            | Further read agreed between System Users. Used for final unbundled meter reads.     |
| L            | Further read not agreed between System Users. Used for final unbundled meter reads. |
| B            | TransCo estimated unbundled opening read.   |
| D            | TransCo estimated unbundled final read.   |

*(This change will only impact on those Shippers sites which remain with the BUNDLED service but receive final reads taken by a Shipper using the UNBUNDLED service)*

Supply Point Administration  
Additional Meter Reading Agencies.

A number of SPA activities contain details of the Meter Reading Agency used to read meters at a particular site and indicates whether the meter is to be read by TransCo or by an external agency.

These fall into two area's

- a) Where the System User advises TransCo whether they wish TransCo to read the meters or whether they intend to use a different Meter Reading Agency
- b) Where TransCo advises the System User whether the meter is currently read by TransCo or another Meter Reading Agency.

At present, TransCo is the only agency quoted (value TRAN) which indicates that the site is Bundled. However with the advent of Unbundled Metering, should the system user require the site to be Unbundled, they will be allowed to specify that they wish to use another agency. This will be signified by using the value SHIP in the Meter Reading Agency fields on all applicable records.

No values other than TRAN and SHIP will be permitted.

Records affected are :

System User to TransCo

S32 MRA\_CHANGE\_REQUEST  
S33 CANCEL\_MRA\_CHANGE\_REQ  
S42 CONFIRM\_NON\_COMPETVE\_SP  
S48 CURRENT\_SP\_NOMINATION\_REQ  
S49 NEW\_SP\_NOMINATION\_REQ

TransCo to System User

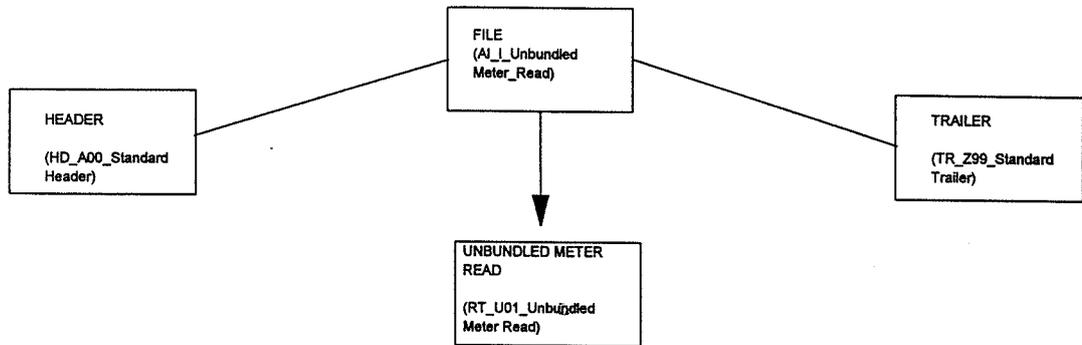
S01 SP\_MRA\_CHANGE  
S02 SP\_MRA\_CHG\_CANCELLATION  
S07 ACCEPTED\_CONFIRMATION  
S10 WITHDRAWAL\_NOTICE  
S15 TRANSFER\_OF\_OWNERSHIP  
S16 REJECT\_NON\_COMPETITIVE\_CONF  
S17 MP\_ISOLATION\_REQ\_DETAILS  
S18 MP\_ISOLATION\_REQ\_CANCELTN  
S19 MP\_RECONNECTION\_REQ\_DETS  
S20 MP\_RECONNECTION\_CANCELTN  
S21 CUR\_SP\_NOM\_REJ\_OR\_REF  
S22 NEW\_SP\_NOM\_REJ\_OR\_REF  
S28 PRICE\_CHG\_FOR\_SUPPLY\_TYP  
S29 SUPPLY\_TYPE\_CHANGE\_NOTICE  
S61 SUPPLY TYPE CHANGE DETS  
S64 OFFER\_DETAILS

## **NEW SHIPPER INTERFACES**

### **RECEIVE AND RECORD UNBUNDLED METER READ**

# SYSTEM USER TO TRANSCO

## Unbundled Meter Read File



File Type : UMR

**RT\_U01\_UNBUNDLED\_METER\_READ**

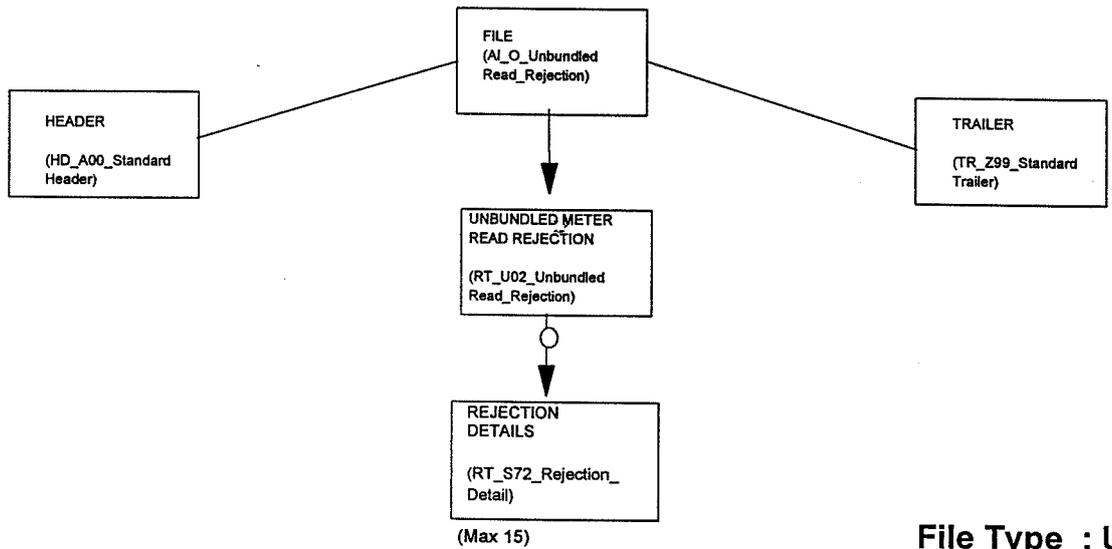
*(System User supplied Unbundled Meter Read)*

| <u>RECORD/FIELD NAME</u> | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>  |
|--------------------------|------------|------------|------------|------------|---|
| TRANSACTION_TYPE         | M          | T          | 3          | 0          | DEFINITION: A code identifying the type of transaction that this record represents.<br>VALUE: U01   |
| METER_POINT_REFERENCE    | M          | N          | 10         | 0          | DEFINITION: A unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is related to a different position.<br>CONTEXT: The reference of the Meter Point which the meter / corrector reads relate to. |
| ACTUAL_READ_DATE         | M          | D          | 8          | 0          | DEFINITION: The date on which the read was taken.<br>FORMAT: YYYYMMDD   |
| METER_READING_SOURCE     | M          | T          | 1          | 0          | DEFINITION: The source from which the read was taken.<br>VALUES: M - Meter Read Organisation<br>E - Supplied by the End User<br>A - Agreed Opening Read   |
| METER_READING_REASON     | M          | T          | 1          | 0          | DEFINITION: The reason why the read was taken.<br>VALUES: O - Opening Read<br>R - Replacement Opening Read<br>N - Non Opening Read<br>VALIDATION: Must not be R if the Meter Reading Source is M or E. Must be O or R if the Meter Reading Source is A.   |
| METER_SERIAL_NUMBER      | M          | T          | 14         | 0          | DEFINITION: The manufacturers meter serial number.<br>CONTEXT: The serial number of the meter from which the meter read was taken.  |
| METER_READING            | M          | T          | 12         | 0          | DEFINITION: The actual index read from the meter.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the meter. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 4 digit dial display the index would be formatted as ' 0012'             |

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|                                     |   |   |    |   |  |
|-------------------------------------|---|---|----|---|--|
| METER_ROUND_THE_CLOCK<br>_COUNT     | O | T | 2  | 0 | DEFINITION: Number of times the meter has gone round the clock i.e. through the zeros.<br>VALUES: blank, -9 through to 99<br>VALIDATION: Must be supplied when Meter Reading Reason is N or R.   |
| METER_READ_VERIFIED                 | O | T | 1  | 0 | DEFINITION: Indicates whether the meter read has failed the System User tolerance checking but is being accepted.<br>VALUES: Y or blank  |
| CORRECTOR_SERIAL_NUMBER             | O | T | 14 | 0 | DEFINITION: The manufacturers corrector serial number.<br>CONTEXT: The serial number of the corrector from which the corrector reads were taken.   |
| CORRECTOR_UNCORRECTED<br>_READING   | O | T | 12 | 0 | DEFINITION: The uncorrected index taken from the corrector.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the corrector. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 7 digit dial display the index would be formatted as ' 0012345' |
| CORRECTOR_CORRECTED<br>_READING     | O | T | 12 | 0 | DEFINITION: The corrected index taken from the corrector.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the corrector. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 7 digit dial display the index would be formatted as ' 0012345'   |
| CORRECTOR_ROUND_THE_CLOCK<br>_COUNT | O | T | 2  | 0 | DEFINITION: The number of times the corrector has gone round the clock i.e. through the zeros.<br>VALUES: blank, -9 through to 99<br>VALIDATION: Must be supplied when Meter Reading Reason is N or R and a corrector is fitted.   |
| CORRECTOR_USABLE_IND                | O | T | 1  | 0 | DEFINITION: Indicates whether the corrector reads are usable for billing purposes.<br>VALUES: Y, N or blank. If blank and corrector is fitted, Y will be assumed. Must be blank if no corrector fitted.  |
| CORRECTOR_READ_VERIFIED             | O | T | 1  | 0 | DEFINITION: Indicates whether the corrector read has failed the System User tolerance checking but is being accepted.<br>VALUES: Y or blank  |

# TRANSCO TO SYSTEM USER Unbundled Meter Read Rejection File



## RT\_U02\_UNBUNDLED\_READ\_REJECTION

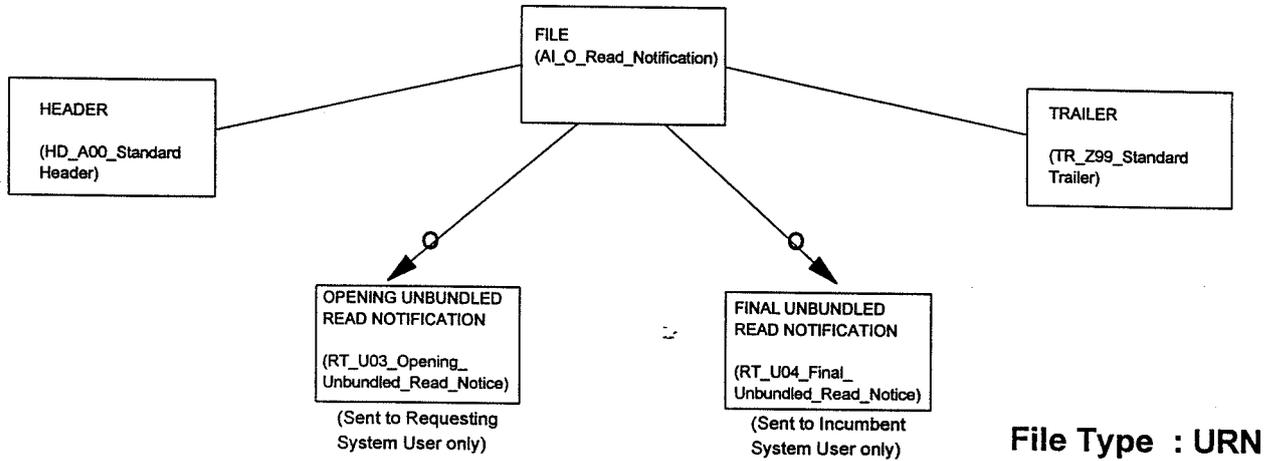
*(Rejection details for a System User supplied Unbundled Meter Read)*

| <u>RECORD/FIELD NAME</u>    | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>  |
|-----------------------------|------------|------------|------------|------------|---|
| TRANSACTION_TYPE            | M          | T          | 3          | 0          | DEFINITION: A code identifying the type of transaction that this record represents.<br>VALUE: U02   |
| METER_POINT_REFERENCE       | M          | N          | 10         | 0          | DEFINITION: A unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is related to a different position.<br>CONTEXT: The reference of the Meter Point which the meter / corrector reads relate to. |
| ACTUAL_READ_DATE            | M          | D          | 8          | 0          | DEFINITION: The date on which the read was taken.<br>FORMAT: YYYYMMDD   |
| METER_READING_SOURCE        | M          | T          | 1          | 0          | DEFINITION: The source from which the read was taken.<br>VALUES: M - Meter Read Organisation<br>E - Supplied by the End User<br>A - Agreed Opening Read   |
| METER_READING_REASON        | M          | T          | 1          | 0          | DEFINITION: The reason why the read was taken.<br>VALUES: O - Opening Read<br>R - Replacement Opening Read<br>N - Non Opening Read  |
| METER_SERIAL_NUMBER         | M          | T          | 14         | 0          | DEFINITION: The manufacturers meter serial number.<br>CONTEXT: The serial number of the meter from which the meter read was taken.  |
| METER_READING               | M          | T          | 12         | 0          | DEFINITION: The actual index read from the meter.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the meter. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 4 digit dial display the index would be formatted as ' 0012'             |
| METER_ROUND_THE_CLOCK_COUNT | O          | T          | 2          | 0          | DEFINITION: Number of times the meter has gone round the clock i.e. through the zeros.<br>VALUES: blank, -9 through to 99   |

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|                                 |   |   |    |   |  |
|---------------------------------|---|---|----|---|--|
| METER_READ_VERIFIED             | O | T | 1  | 0 | DEFINITION: Indicates whether the meter read has failed the System User tolerance checking but is being accepted.<br>VALUES: Y or blank  |
| CORRECTOR_SERIAL_NUMBER         | O | T | 14 | 0 | DEFINITION: The manufacturers corrector serial number.<br>CONTEXT: The serial number of the corrector from which the corrector reads were taken.   |
| CORRECTOR_UNCORRECTED_READING   | O | T | 12 | 0 | DEFINITION: The uncorrected index taken from the corrector.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the corrector. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 7 digit dial display the index would be formatted as ' 0012345' |
| CORRECTOR_CORRECTED_READING     | O | T | 12 | 0 | DEFINITION: The corrected index taken from the corrector.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the corrector. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 7 digit dial display the index would be formatted as ' 0012345'   |
| CORRECTOR_ROUND_THE_CLOCK_COUNT | O | T | 2  | 0 | DEFINITION: The number of times the corrector has gone round the clock i.e. through the zeros.<br>VALUES: blank, -9 through to 99  |
| CORRECTOR_USABLE_IND            | O | T | 1  | 0 | DEFINITION: Indicates whether the corrector reads are usable for billing purposes.<br>VALUES: Y, N or blank. If blank and corrector is fitted, Y will have be assumed during the validation process.   |
| CORRECTOR_READ_VERIFIED         | O | T | 1  | 0 | DEFINITION: Indicates whether the corrector read has failed the System User tolerance checking but is being accepted.<br>VALUES: Y or blank  |

# TRANSCO TO SYSTEM USER Read Notification



## RT\_U03\_OPENING\_UNBUNDLED\_READ\_NOTICE

*(Notification to the requesting System User of an Opening Read for a Meter Point)*

| <u>RECORD/FIELD NAME</u> | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>  |
|--------------------------|------------|------------|------------|------------|---|
| TRANSACTION_TYPE         | M          | T          | 3          | 0          | DEFINITION: A code identifying the type of transaction that this record represents.<br>VALUE: U03   |
| METER_POINT_REFERENCE    | M          | N          | 10         | 0          | DEFINITION: A unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is related to a different position.<br>CONTEXT: The reference of the Meter Point which the meter / corrector reads relate to. |
| ACTUAL_READ_DATE         | M          | D          | 8          | 0          | DEFINITION: The date on which the read was taken.<br>FORMAT: YYYYMMDD   |
| METER_READING_SOURCE     | M          | T          | 1          | 0          | DEFINITION: The source from which the read was taken.<br>VALUES: M - Meter Read Organisation<br>E - Supplied by the End User<br>A - Agreed Opening Read<br>T - Transco Estimate   |
| METER_READING_REASON     | M          | T          | 1          | 0          | DEFINITION: The reason why the read was taken.<br>VALUES: O - Opening Read<br>R - Replacement Opening Read  |
| METER_SERIAL_NUMBER      | M          | T          | 14         | 0          | DEFINITION: The manufacturers meter serial number.<br>CONTEXT: The serial number of the meter from which the meter read was taken.  |
| METER_READING            | M          | T          | 12         | 0          | DEFINITION: The actual index read from the meter.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the meter. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 4 digit dial display the index would be formatted as ' 0012'             |
| CORRECTOR_SERIAL_NUMBER  | O          | T          | 14         | 0          | DEFINITION: The manufacturers corrector serial number.<br>CONTEXT: The serial number of the corrector from which the corrector reads were taken.  |

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|                                   |   |   |    |   |   |
|-----------------------------------|---|---|----|---|---|
| CORRECTOR_UNCORRECTED<br>_READING | O | T | 12 | 0 | DEFINITION: The uncorrected index taken from the corrector.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the corrector. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 7 digit dial display the index would be formatted as<br>' 0012345' |
| CORRECTOR_CORRECTED<br>_READING   | O | T | 12 | 0 | DEFINITION: The corrected index taken from the corrector.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the corrector. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 7 digit dial display the index would be formatted as<br>' 0012345'   |
| CORRECTOR_USABLE_IND              | O | T | 1  | 0 | DEFINITION: Indicates whether the corrector reads are usable for billing purposes.<br>VALUES: Y, N or blank. If blank and corrector is fitted Y was assumed on validating the meter read.<br>Will always be blank if no corrector fitted.   |
| TOLERANCE_CHECK_FAILURE           | O | T | 1  | 0 | DEFINITION: Identifies whether the opening read has failed Transco tolerance checking and if so, whether inner or outer tolerance checking was failed.<br>VALUES: blank - Passed tolerance checking<br>I - Failed inner tolerance<br>O - Failed outer tolerance   |

**RT\_U04\_FINAL\_UNBUNDLED\_READ\_NOTICE**

*(Notification to the Incumbent System User of the Final Read for a Meter Point)*

| <u>RECORD/FIELD NAME</u>    | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>  |
|-----------------------------|------------|------------|------------|------------|---|
| TRANSACTION_TYPE            | M          | T          | 3          | 0          | DEFINITION: A code identifying the type of transaction that this record represents.<br>VALUE: U04   |
| METER_POINT_REFERENCE       | M          | N          | 10         | 0          | DEFINITION: A unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is related to a different position.<br>CONTEXT: The reference of the Meter Point which the meter / corrector reads relate to. |
| ACTUAL_READ_DATE            | M          | D          | 8          | 0          | DEFINITION: The date on which the read was taken.<br>FORMAT: YYYYMMDD   |
| METER_READING_SOURCE        | M          | T          | 1          | 0          | DEFINITION: The source from which the read was taken.<br>VALUES: M - Meter Read Organisation<br>E - Supplied by the End User<br>A - Agreed Opening Read<br>T - Transco Estimate   |
| METER_READING_REASON        | M          | T          | 1          | 0          | DEFINITION: The reason why the read was taken.<br>VALUES: O - Opening Read<br>R - Replacement Opening Read  |
| METER_SERIAL_NUMBER         | M          | T          | 14         | 0          | DEFINITION: The manufacturers meter serial number.<br>CONTEXT: The serial number of the meter from which the meter read was taken.  |
| METER_READING               | M          | T          | 12         | 0          | DEFINITION: The actual index read from the meter.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the meter. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 4 digit dial display the index would be formatted as ' 0012'             |
| METER_ROUND_THE_CLOCK_COUNT | O          | T          | 2          | 0          | DEFINITION: Number of times the meter has gone round the clock i.e. through the zeros.<br>VALUES: blank, -9 through to 99   |

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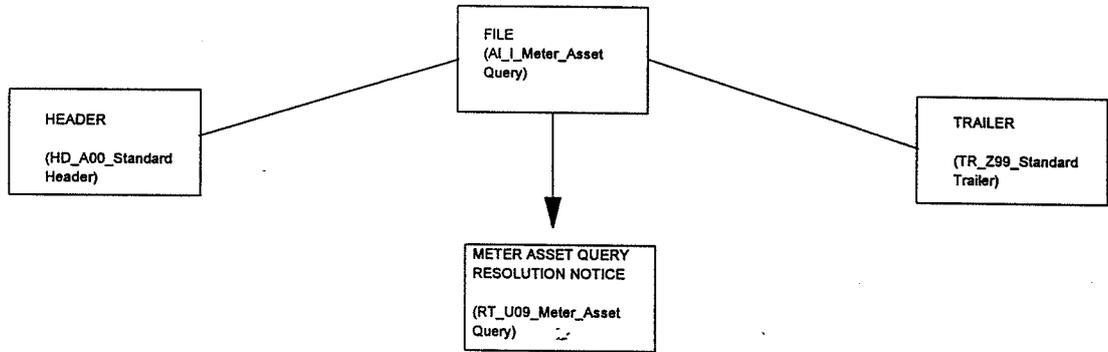
|                                 |   |   |    |   |  |
|---------------------------------|---|---|----|---|--|
| CORRECTOR_SERIAL_NUMBER         | O | T | 14 | 0 | DEFINITION: The manufacturers corrector serial number.<br>CONTEXT: The serial number of the corrector from which the corrector reads were taken.   |
| CORRECTOR_UNCORRECTED_READING   | O | T | 12 | 0 | DEFINITION: The uncorrected index taken from the corrector.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the corrector. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 7 digit dial display the index would be formatted as ' 0012345' |
| CORRECTOR_CORRECTED_READING     | O | T | 12 | 0 | DEFINITION: The corrected index taken from the corrector.<br>FORMAT: The index should be right justified and be the same length as the number of digits/dials present on the corrector. This may mean the index provided is left padded with zeros to equate the length of the values to the actual number of digits/dials. Where the number of digits/dials is less than 12 the remaining characters should be set to spaces e.g. for a 7 digit dial display the index would be formatted as ' 0012345'   |
| CORRECTOR_ROUND_THE_CLOCK_COUNT | O | T | 2  | 0 | DEFINITION: The number of times the corrector has gone round the clock i.e. through the zeros.<br>VALUES: blank, -9 through to 99  |
| CORRECTOR_USABLE_IND            | O | T | 1  | 0 | DEFINITION: Indicates whether the corrector reads are usable for billing purposes.<br>VALUES: Y, N or blank. If blank and corrector is fitted Y was assumed on validating the meter read. Will always be blank if no corrector fitted.   |
| TOLERANCE_CHECK_FAILURE         | O | T | 1  | 0 | DEFINITION: Identifies whether the opening read has failed Transco tolerance checking and if so, whether inner or outer tolerance checking was failed.<br>VALUES: blank - Passed tolerance checking<br>I - Failed inner tolerance<br>O - Failed outer tolerance  |

## **NEW SHIPPER INTERFACES**

### **METER ASSET QUERIES**

# SYSTEM USER TO TRANSCO

## Meter Asset Query



**File Type : MAQ**

## RT\_U09\_METER\_ASSET\_QUERY

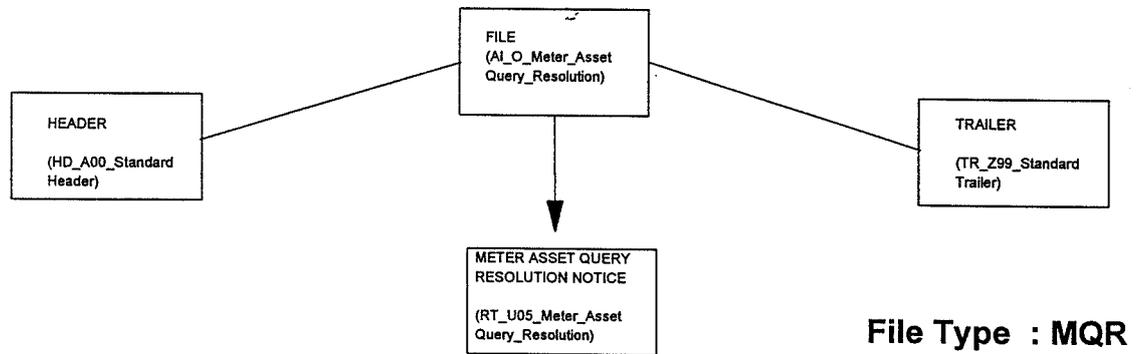
*(Meter Asset Query)*

| <u>RECORD/FIELD NAME</u>    | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>   |
|-----------------------------|------------|------------|------------|------------|--|
| TRANSACTION_TYPE            | M          | T          | 3          | 0          | DEFINITION: A code identifying the type of transaction that this record represents.<br>VALUE: U09  |
| METER_POINT_REFERENCE       | M          | N          | 10         | 0          | DEFINITION: A unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is related to a different position.<br>CONTEXT: Identifies the Meter Point whose configuration includes the meter assets which are the subject of the query.   |
| ORGANISATION_ID             | M          | N          | 10         | 0          | DEFINITION: System Users Identification Number   |
| PREVIOUS_QUERY_NUMBER       | O          | N          | 7          | 0          | DEFINITION: Previous query number for a related query on this meter point.   |
| QUERY_TYPE_CODE             | M          | T          | 4          | 0          | DEFINITION: A code which uniquely identifies a System User Unbundled Meter Asset Query type.<br>ACCEPTABLE VALUES (for Competitive Meter Reading) are:<br>ACCI - New Access Instructions<br>BYPP - By-pass problem<br>CAPP - Cap problem<br>COLP - Collar problem<br>CORF - Corrector Faulty<br>CORN - Corrector Number Differs<br>CORX - Corrector Exchange details<br>LOCI - New Meter Location Instructions<br>MTRD - Property Demolished<br>MTRF - Meter Faulty<br>MTRN - Meter Number Differs<br>MTRR - Meter Removed<br>MTRX - Meter Exchange details<br>MTRY - Meter Year differs<br>NUCD - Number of corrector dials differ<br>NUMD - Number of meter dials differ |
| SYSTEM_USER_QUERY_REFERENCE | O          | T          | 20         | 0          | DEFINITION: A query reference assigned by the System User for their own use.   |
| CONTACT_NAME                | O          | T          | 40         | 0          | DEFINITION: The contact name provided by the System User.  |

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|                          |   |   |     |   |   |
|--------------------------|---|---|-----|---|---|
| CONTACT_TELEPHONE_NUMBER | O | T | 30  | 0 | DEFINITION: The telephone number of the contact.  |
| CONTACT_DEPARTMENT       | O | T | 30  | 0 | DEFINITION: The department name of the contact.   |
| QUERY_DESCRIPTION_TEXT   | M | T | 252 | 0 | DEFINITION: A textual description detailing the query regarding Meter Assets for the Meter Point specified. |

## TRANSCO TO SYSTEM USER Meter Asset Query Resolution



## RT\_U05\_METER\_ASSET\_QUERY\_RESOLUTION

*(Meter Asset Query Resolution)*

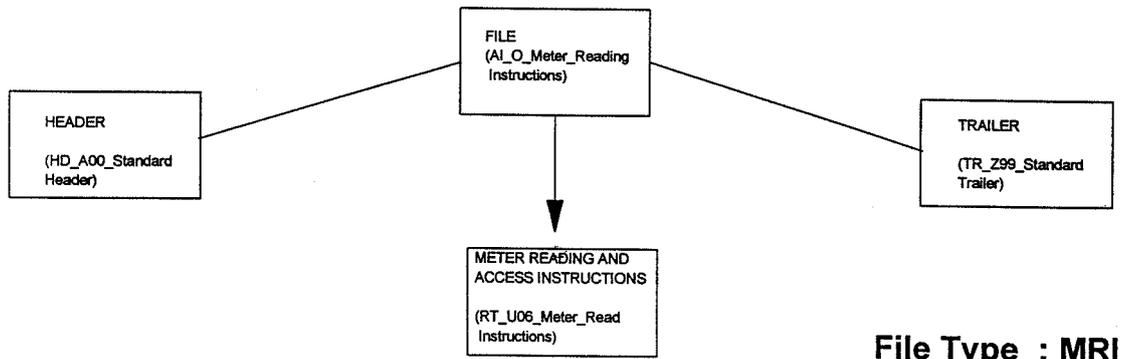
| <u>RECORD/FIELD NAME</u>    | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>   |
|-----------------------------|------------|------------|------------|------------|--|
| TRANSACTION_TYPE            | M          | T          | 3          | 0          | DEFINITION: A code identifying the type of transaction that this record represents.<br>VALUE: U05  |
| METER_POINT_REFERENCE       | M          | N          | 10         | 0          | DEFINITION: A unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is related to a different position.<br>CONTEXT: Identifies the Meter Point whose configuration includes the meter assets which are the subject of the query. |
| QUERY_TYPE_CODE             | M          | T          | 4          | 0          | DEFINITION: A code which uniquely identifies a System User Unbundled Meter Asset Query type.<br>VALUES: to be advised.   |
| TRANSCO_QUERY_REFERENCE     | M          | N          | 7          | 0          | DEFINITION: A unique query reference number assigned by TransCo.   |
| SYSTEM_USER_QUERY_REFERENCE | O          | T          | 20         | 0          | DEFINITION: A query reference assigned by the System User for their own use.   |
| QUERY_RESOLUTION_TEXT       | M          | T          | 252        | 0          | DEFINITION: A textual description of the resolution to the System User's query on the Meter Assets for the Meter Point.  |

## **NEW SHIPPER INTERFACES**

### **SUPPLY POINT CHANGES**

# TRANSCO TO SYSTEM USER

## Meter Reading and Access Instructions



## RT\_U06\_METER\_READ\_INSTRUCTIONS

### *(Meter Reading and Access Instructions)*

| <u>RECORD/FIELD NAME</u>   | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>   |
|----------------------------|------------|------------|------------|------------|--|
| TRANSACTION_TYPE           | M          | T          | 3          | 0          | DEFINITION : A code identifying the type of transaction that this record represents.<br>VALUE : U06  |
| CONFIRMATION_REFERENCE     | M          | N          | 9          | 0          | DEFINITION: A sequential number that uniquely identifies the Confirmation.   |
| METER_POINT_REFERENCE      | M          | N          | 10         | 0          | DEFINITION: A unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is relayed to a different position.<br>CONTEXT: The Meter Point reference for which the meter reading and access instructions are applicable.  |
| EFFECTIVE_DATE             | M          | D          | 8          | 0          | DEFINITION: The date on which the selection of the Unbundled Meter Reading service becomes effective<br>FORMAT : YYYYMMDD  |
| METER_LOCATION_CODE        | M          | N          | 2          | 0          | DEFINITION: A code representing the location of a meter.<br>VALUES: 00 - Other, 01 - Cellar, 02 - Under Stairs, 03 - Hall, 04 - Kitchen, 05 - Bathroom, 06 - Garage, 07 - Canteen, 08 - Cloakroom, 09 - Cupboard, 10 - Domestic Science, 11 - Front Door, 12 - Hall Cupboard, 13 - Kitchen Cupboard, 14 - Kitchen under Sink, 15 - Landing, 16 - Office, 17 - Office Cupboard, 18 - Outside WC, 19 - Pantry, 20 - Porch, 21 - Public Bar, 22 - Rear of Shop, 23 - Saloon Bar, 24 - Shed, 25 - Shop Front, 26 - Shop Window, 27 - Staff Room, 28 - Store Room, 29 - Toilet, 30 - Under Counter, 31 - Waiting Room, 32 - Meter Box (Outside), 99 - Outside |
| METER_LOCATION_DESCRIPTION | O          | T          | 40         | 0          | DEFINITION: Descriptive text which may provide further information on the location of the meter other than that provided by the Meter Location Code.   |
| METER_INSTRUCTIONS         | O          | T          | 210        | 0          | DEFINITION: Additional instructions necessary to support meter reading and/or meter maintenance activities e.g. key instructions, meter access information, special tools required etc.  |
| BUILDING_NUMBER            | O          | T          | 10         | 0          | DEFINITION: Populated if the meter/corrector location address is different to that of the premise address for the Meter Point.   |

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|                                   |   |   |    |   |  |
|-----------------------------------|---|---|----|---|--|
| BUILDING_NAME                     | O | T | 35 | 0 | DEFINITION: Populated if the meter/corrector location address is different to that of the premise address for the Meter Point.   |
| DEPENDENT_STREET                  | O | T | 35 | 0 | DEFINITION: Populated if the meter/corrector location address is different to that of the premise address for the Meter Point.   |
| PRINCIPAL_STREET                  | O | T | 35 | 0 | DEFINITION: Populated if the meter/corrector location address is different to that of the premise address for the Meter Point.   |
| DEPENDENT_LOCALITY                | O | T | 35 | 0 | DEFINITION: A named, geographically defined area within a POST TOWN area (a Postal District). Populated if the meter/corrector location address is different to that of the premise address for the Meter Point.   |
| POST_TOWN                         | O | T | 35 | 0 | DEFINITION: The post town in which the street lies. Populated if the meter/corrector location address is different to that of the premise address for the Meter Point.   |
| COUNTY                            | O | T | 35 | 0 | DEFINITION: The county in which the post town lies. Populated if the meter/corrector location address is different to that of the premise address for the Meter Point.   |
| METERING_SET_REFERENCE<br>_NUMBER | M | N | 9  | 0 | DEFINITION: When metering equipment is installed at a site, a unique identifier (the metering set reference number) is allocated to the configuration (i.e. the meter plus any corrector, datalogger etc). Any change to the configuration will result in the allocation of a new Metering Set Reference Number). The number can be used by system users to detect a change in the meter configuration and allows them to allocate the reading to the correct configuration. CONTEXT: The reference representing the current configuration at the Meter Point. |
| BYPASS_FITTED_INDICATOR           | M | T | 1  | 0 | DEFINITION: Indicates whether a bypass has been fitted to the meter.<br>VALUES: Y, N or U (Unknown)  |
| METER_SERIAL_NUMBER               | M | T | 14 | 0 | DEFINITION: The manufacturers meter serial number.<br>CONTEXT: The serial number of the meter from which the meter read should be taken.   |
| METER_MODEL_NAME                  | M | T | 10 | 0 | DEFINITION: The model type of the meter e.g. U6, U16, 102M12.  |
| IMPERIAL_METER_INDICATOR          | M | T | 1  | 0 | DEFINITION : Indicates whether the meter measures the volume of gas in imperial or metric units.<br>VALUES : Y - Imperial, N - Metric  |

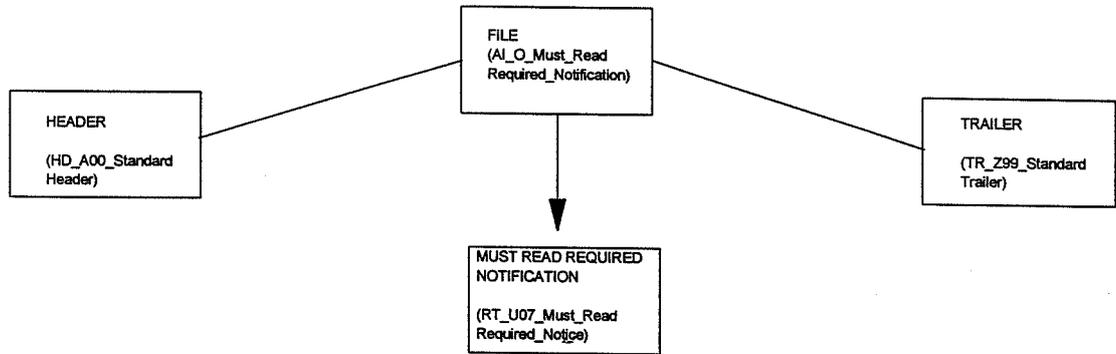
## Modification Report - Impacts of Competitive Meter Reading on UK Link Manual

|                               |   |   |    |   |   |
|-------------------------------|---|---|----|---|---|
| METER_NO_OF_DIGITS_OR_DIALS   | M | N | 2  | 0 | DEFINITION: The number of dials or digits present on the meter which must be taken into account when recording the meter read.  |
| METER_MECHANISM               | M | T | 3  | 0 | DEFINITION: A code which indicates the mechanism type of the meter.<br>VALUES: CR - Credit, MT - Mechanical Token, ET - Electronic Token, CM - Coin, PP - Prepayment, TH - Thrift, U - Unknown  |
| METER_STATUS                  | M | T | 2  | 0 | DEFINITION: The current status of the operability of the meter.<br>VALUES: LI - Live, FA - Faulty, IN - Inactive, CU - Cut off Meter, CL - Clamped, CA - Capped, MM - Meter Missing, SP - Spin Cap, RE - Removed, RT - Removed for test, OT - Other, UM - Unknown |
| METER_COLLAR_FITTED_INDICATOR | M | T | 1  | 0 | DEFINITION: Indicates whether a collar has been fitted to the meter.<br>VALUES: Y, N or U (Unknown)   |
| METER_PULSE_VALUE             | O | N | 5  | 0 | DEFINITION: The value that one pulse from the meter represents e.g. 10, 100 or 1000 cubic feet.   |
| METER_READING_FACTOR          | M | N | 6  | 3 | DEFINITION: The factor which converts the metered volume into units of hundreds of cubic feet or metres e.g. 1, 10, 0.1   |
| CORRECTOR_SERIAL_NUMBER       | O | T | 14 | 0 | DEFINITION: The manufacturers corrector serial number.<br>CONTEXT: The serial number of the corrector from which the corrector read should be taken.  |
| NO_OF_CORRECTED_DIALS         | O | N | 2  | 0 | DEFINITION: The number of dials or digits present on the corrector which must be taken into account when recording the corrector corrected read.  |
| NO_OF_UNCORRECTED_DIALS       | O | N | 2  | 0 | DEFINITION: The number of dials or digits present on the corrector which must be taken into account when recording the corrector uncorrected read.  |
| CORRECTOR_CORRECTION_FACTOR   | O | N | 9  | 6 | DEFINITION: Correction factor to be applied in addition to the correction performed by a Corrector.   |
| LAST_READ_DATE                | O | D | 8  | 0 | DEFINITION: The date the meter/corrector was last read.   |

## **NEW SHIPPER INTERFACES**

### **MUST READS**

# TRANSCO TO SYSTEM USER Must Read Required Notification



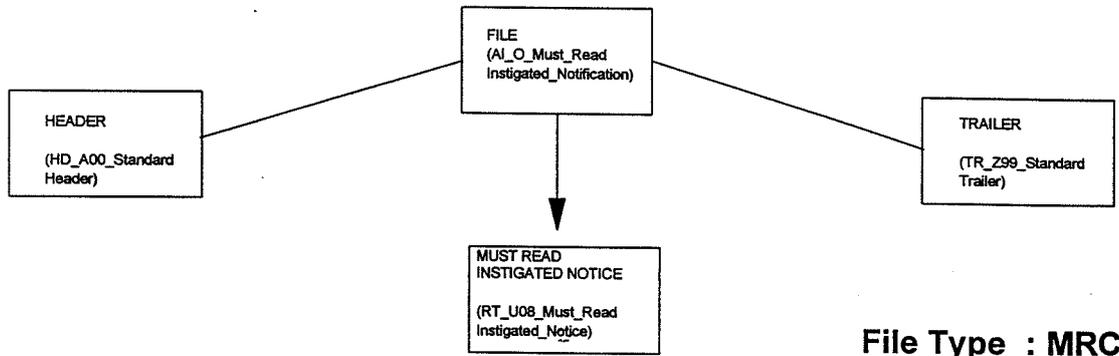
**File Type : MRN**

## RT\_U07\_MUST\_READ\_REQUIRED\_NOTICE

*(Must Read Required Notice)*

| <u>RECORD/FIELD NAME</u>   | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>  |
|----------------------------|------------|------------|------------|------------|---|
| TRANSACTION_TYPE           | M          | T          | 3          | 0          | DEFINITION: A code identifying the type of transaction that this record represents.<br>VALUE: U07   |
| METER_POINT_REFERENCE      | M          | N          | 10         | 0          | DEFINITION: An unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is relayed to a different position.<br>CONTEXT: The Meter Point reference which is subject to a Must Read. |
| SYSTEM_USER_RESPONSIBILITY | M          | T          | 1          | 0          | DEFINITION: Indicates whether the System User was responsible for the must read condition.<br>VALUES: Y or N  |
| CAUSE_OF_CONDITION         | M          | T          | 1          | 0          | DEFINITION: Identifies the cause of the must read<br>VALUES: C - Missing Cyclic Read<br>F - Missing First Read  |
| DATE_MUST_READ_DUE         | M          | D          | 8          | 0          | DEFINITION: The date the must read became due .i.e. the last day of the Must Read Period.<br>FORMAT: YYYYMMDD   |
| DATE_MUST_READ_IDENTIFIED  | M          | D          | 8          | 0          | DEFINITION: The date on which the must read condition was identified.<br>FORMAT: YYYYMMDD   |

# TRANSCO TO SYSTEM USER Must Read Instigated Notification



## RT\_U08\_MUST\_READ\_INSTIGATED\_NOTICE

*(Must Read Instigated Notice)*

| <u>RECORD/FIELD NAME</u>  | <u>OPT</u> | <u>DOM</u> | <u>LNG</u> | <u>DEC</u> | <u>DESCRIPTION</u>   |
|---------------------------|------------|------------|------------|------------|--|
| TRANSACTION_TYPE          | M          | T          | 3          | 0          | DEFINITION: A code identifying the type of transaction that this record represents.<br>VALUE: U08  |
| METER_POINT_REFERENCE     | M          | N          | 10         | 0          | DEFINITION: An unique identifier for the point at which a meter is, has been or will be connected to the gas network. These references are less volatile than meter or service identifiers and do not change if the meter is replaced or the service is relayed to the same position. New Meter Point References will only be created for new services or when a service is relayed to a different position.<br>CONTEXT: The Meter Point reference which was subject to a Must Read. |
| CAUSE_OF_CONDITION        | M          | T          | 1          | 0          | DEFINITION: Identifies the cause of the must read<br>VALUES: C - Missing Cyclic Read<br>F - Missing First Read   |
| DATE_MUST_READ_DUE        | M          | D          | 8          | 0          | DEFINITION: The date the must read became due i.e. the last day of the Must Read Period.<br>FORMAT: YYYYMMDD   |
| DATE_MUST_READ_INSTIGATED | M          | D          | 8          | 0          | DEFINITION: The date on which the must read was recorded on the system.<br>FORMAT: YYYYMMDD  |
| CHARGE_FOR_MUST_READ      | M          | N          | 10         | 4          | DEFINITION: The charge to the paid to Transco for obtaining the must read.   |

## **REJECTION DETAILS**

**ERROR MESSAGE  
CODES AND TEXT**

| <b>Message Class</b> | <b>Message Number</b> | <b>Message Text</b>  |
|----------------------|-----------------------|--|
| MRE                  | 00400                 | The meter read index is invalid.   |
| MRE                  | 00401                 | The corrector uncorrected index is invalid.  |
| MRE                  | 00402                 | The corrector corrected index is invalid.  |
| MRE                  | 00403                 | The meter read source is invalid.  |
| MRE                  | 00404                 | The corrector read usable indicator is invalid.  |
| MRE                  | 00405                 | The meter read reason is invalid for an agreed meter read.   |
| MRE                  | 00406                 | The meter read source is invalid for a replacement opening read.   |
| MRE                  | 00407                 | The meter read verified indicator is invalid.  |
| MRE                  | 00408                 | The corrector read verified indicator is invalid.  |
| MRE                  | 00409                 | The corrector read verified indicator is set but no corrector corrected read has been supplied.                          |
| MRE                  | 00410                 | The corrector read verified indicator is set to 'Y' but the corrector reads usable indicator is set to 'N'.              |
| MRE                  | 00413                 | The meter round the clock count has not been supplied.   |
| MRE                  | 00414                 | The System User is not responsible for the Meter Point.  |
| MRE                  | 00415                 | The Meter Point is not subject to an unbundled meter reading service.  |
| MRE                  | 00416                 | The Meter Point is not subject to a Non Daily Metered Gas Nomination.  |
| MRE                  | 00417                 | The opening read is outside the permitted read window.   |
| MRE                  | 00418                 | The meter was removed on the actual read date.   |
| MRE                  | 00419                 | The meter serial number on the read does not agree with the meter serial number held on the TransCo Database.            |
| MRE                  | 00420                 | The meter read does not have the expected number of digits.  |
| MRE                  | 00421                 | A corrector serial number has been supplied where no corrector is fitted.  |
| MRE                  | 00422                 | Corrector corrected read has been supplied where no corrector is fitted.   |
| MRE                  | 00423                 | Corrector corrected read has been supplied where the corrector reads are unusable.                                       |
| MRE                  | 00424                 | The corrector serial number on the read does not agree with the corrector serial number held on the TransCo Database.    |
| MRE                  | 00425                 | The corrector corrected read does not have the expected number of digits.  |
| MRE                  | 00426                 | The corrector uncorrected read does not have the expected number of digits.  |
| MRE                  | 00427                 | The corrector corrected read has not been supplied where there is a corrector fitted and the corrector reads are usable. |
| MRE                  | 00428                 | The corrector serial number has not been supplied where there is a corrector is fitted.                                  |
| MRE                  | 00429                 | The corrector round the clock count has not been supplied.   |
| MRE                  | 00430                 | The Meter Point has no previous read.  |
| MRE                  | 00431                 | The Meter Point has a missing opening read.  |

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| <b>Message Class</b> | <b>Message Number</b> | <b>Message Text</b>  |
|----------------------|-----------------------|--|
| MRE                  | 00432                 | The Meter Point already has a read for a later date.   |
| MRE                  | 00433                 | The Meter Point already has an opening read for this date.   |
| MRE                  | 00434                 | The Meter Point already has an agreed replacement opening read for this date.  |
| MRE                  | 00435                 | The Meter Point has no opening read to be replaced.  |
| MRE                  | 00436                 | The Meter Point already has a read for this date.  |
| MRE                  | 00437                 | The meter read has a future read date.   |
| MRE                  | 00438                 | The meter read reason is invalid.  |
| MRE                  | 00439                 | The corrector uncorrected read has not been supplied where there is a corrector fitted and the corrector reads are usable. |
| MRE                  | 00440                 | Corrector uncorrected read has been supplied where the corrector reads are unusable.                                       |
| MRE                  | 00441                 | Corrector uncorrected read has been supplied where no corrector is fitted.   |
| MRE                  | 00442                 | Cannot replace an unbundled meter read.  |
| MRE                  | 00443                 | Cannot add an unbundled meter read.  |
| MRE                  | 00444                 | Cannot re-enter a rejected unbundled meter read.   |
| MRE                  | 00445                 | Meter Round The Clock Count must be numeric if supplied.   |
| MRE                  | 00446                 | Corrector Round The Clock Count must be numeric if supplied.   |
| MRE                  | 00448                 | Corrector Usable Indicator should not be provided where a corrector is not fitted.   |
| MRE                  | 00449                 | Corrector Read Verified should not be provided where a corrector is not fitted   |
| MRE                  | 00450                 | Corrector Round the Clock Count should not be provided where a corrector is not fitted                                     |
| MRE                  | 00451                 | Corrector Round the Clock Count should not be provided where a corrector is unusable                                       |
| MRE                  | 00452                 | Meter Round the Clock Count should not be provided for non-agreed opening reads  |
| MRE                  | 00453                 | Corrector Round the Clock Count should not be provided for non-agreed opening reads  |
| MRE                  | 00454                 | Opening read has not yet been processed by TransCo or has already been replaced  |
| MRE                  | 00455                 | Opening read can not be provided for a Confirmation effective before 01/10/96  |

# **Appendix C**

## Terms of Reference

# **Choice of Unbundled Meter Reading Service Provision**

(Modification Proposal 0005)

## **Terms of Reference**

### **Scope**

TransCo are committed to providing Customers with choice over the provision of Meter Reading Services under the Network Code. The intended implementation date is October 1996. There are a number of Critical Success Factors for unbundled choice to take place

- Unbundled prices available in October 1996  
Transportation Charging Statement
- Customers fully aware of business impact
- TransCo and Customer systems tested and delivered within timescale
- Network Code modified to reflect agreed contractual and UK Link changes

The provision of unbundled meter reading services will impact on various sections of the Network Code, principally Sections G, M, U, and the UK Link Manual. Systems development is underway to enable October 1996 to be a realistic and achievable date.

A Development Workgroup will be formed, in accordance with Section 8 of the Modification Rules, initially meeting fortnightly with the following aims:

- Assess impact of 1st October Implementation date and consider feasibility
- Agree Implementation plan
- Develop and agree business principles
- Develop and agree changes to UK Link functionality and interface file formats
- Develop and agree detailed legal text changes to Network Code
- Deliver modification report

## **Composition of Development Workgroup**

Given the broad range of Sections to be addressed, the following composition is suggested

|                 |   |
|-----------------|---|
| Neil Pennington | ( Chairman : TransCo Metering<br>Competition & Development Manager) |
| John Lockett    | (TransCo Commercial Manager, Network Code)                          |
| Phil Monk       | (TransCo Service Development)                                       |
| Mike Brewer     | (TransCo UK Link Unbundled Metering Project)                        |
| Michelle Ward   | (TransCo Contract Manager)  |
| Richard Nickels | (Quadrant, SPA)   |
| Michael Foley   | (BGS, SPA)  |
| Beverly Pitman  | (Alliance, SPA) [Pending Panel Approval]                            |
| Rob Barnett     | (ENG, SPA)  |
| Ian Whatton     | (United : Norweb) [Pending Panel Approval]                          |
| Andy Frewin     | (Ofgas)   |

## **Proceedings of Workgroup**

In order that the group has a framework from which to operate, TransCo will develop and submit a series of "Unbundled Principles". These principles will be used by the group to develop the rules, data requirements, and systems changes from which the detailed contractual obligations can be derived.

It is proposed that definition and development of the UK Link changes are progressed in parallel with the contractual changes; as such, the group will prioritise the agreement of data requirements and interface formats early in the process thus allowing maximum time for Shipper system changes to be developed ensuring that an October implementation is achievable.

The workgroup may, from time to time, consult with persons external to the group particularly in the area of systems development requirements.

### **Modification Timetable**

|               |  |
|---------------|--|
| 28th March    | Panel Meeting  |
| 25th April    | Report to Panel  |
| 23rd May      | Report to Panel to include feasibility of<br>1st October and Implementation Plan |
| 20th June     | Report to Panel  |
| 18th July     | Draft Modification Report<br>Legal Text to Panel                                 |
| 19th July     | Circulate to Shippers  |
| 5th August    | Responses from Shippers  |
| 19th August   | Finalise Modification Report   |
| 1st September | Final Report to Director General<br>Circulate report                             |
| 1st October   | Implement Changes  |

## Additions & Replacement to Development Group

|                  |                                 |
|------------------|---------------------------------|
| Claire Robinson  | (Ofgas)                         |
| Kieron Farry     | (PanEnergy)                     |
| Eden Swithinbank | (Quadrant)                      |
| Rob Wallace      | (ENG)                           |
| Neil Graveson    | (United :Vertek)                |
| Dawn Wetherall   | (Quadrant) Legal Representative |
| Charles Wood     | (TransCo) Legal Representative  |

## **Appendix D**

### Commercial Principles

# Unbundled Meter Reading Principles

## 1. Introduction

The Supply Point Metering section of the Network Code has been drafted on the basis of the Shippers being responsible for providing the meter reads that the PGT requires in order to ensure that transportation charges are levied on a reasonably cost reflective basis. E.g. sufficient meter reads are provided to ensure that AQs are accurate.

The Meter Reading terms define the service that TransCo offers to meet both the requirements of the PGT and that of the Shippers/Suppliers for their customers.

When drafting the Code no recognition was given to the fact that, as part of the bundled service, as well as providing meter reads, the meter reader also provides information concerning the offtake facility. This requirement needs to be reflected in the unbundled principles.

Although the Network Code details the requirements for the provision of meter reads, the validation of meter reads and the frequency of meter reads, the requirements need to be reviewed to ensure that they are consistent with providing an unbundled service.

1.1 There are two distinct sets of information that need to be transferred between TransCo and the Shippers as part of the unbundled meter read service:-

- (1) The meter reads.
- (2) Information concerning the location of the meter and any other information concerning details of the asset or the correct functioning of that asset.

1.2 The unbundled service only relates to the provision of cyclic and opening meter reads for NDM meter points. It does not allow for the unbundling of daily meter reads.

Supply meter points that are classified as NDM for an interim period (i.e. those meter points having an AQ of 25,000 therms or more comprised in a supply point having an AQ of 75,000 therms or more) will not be subject to the unbundled service provisions.

Those meter points having an AQ of less than 25,000 therms, but which have a datalogger fitted, will be allowed to select the unbundled service and this will be deemed to be an election under the Transition Document Part II, 2.4.4(a) that the meter shall cease to be daily read.

Similarly, where appropriate, selection of an unbundled service will be deemed to be an election under the Transition Document Part II, 2.4.4(b) that a datalogger should not be fitted at TransCo's expense.

- 1.3 One other basic principle that it is wished to adopt is that the changes proposed should have minimum impact on those shippers not wanting to go unbundled. e.g. develop additional files rather than modify existing file.

## **2. Notification of MRO**

- 2.1 An election by a Shipper to select an unbundled meter read service for a supply point will be deemed to be an election to terminate the requirement for TransCo to provide the service as details in Part V of the Transition Document for those supply points.
- 2.2 TransCo will offer an alternative Meter Read Contract for those Shippers re-selecting a bundled service. This will include terms for those Shippers wishing to re-select a bundled service as a matter of urgency. The initial terms will be based on those detailed in Part V of the Transition Document. Subsequent terms may be the matter of individual negotiation.
  - 2.2.1 Shippers electing for a bundled service at the time of a supply point transfer will be offered the standard service.
  - 2.2.2 Shipper re-selecting a bundled service other than at a supply point transfer will be offered the standard service, but without the liabilities on standards of service, subject to them giving TransCo a minimum of 2 months notice. Liabilities on standards of service will apply 5 months after the notice to re-select the bundled service.
  - 2.2.3 Shippers wanting to re-select the bundled service on giving TransCo less than 2 months notice will be offered the service detailed in 2.2.2 but subject to "re-select" prices as published in the statement of Gas Transportation Charges. These re-select prices will only apply to the period up until TransCo has had the 2 months notice.
  - 2.2.4 Shippers re-selecting a bundled service, other than at a supply point transfer, will not be allowed to select an unbundled service for those supply points until at least 6 months after the resumption of the bundled service.
- 2.3 For a Shipper opting out of the TransCo bundled service the Shipper needs to give TransCo two months notice of change of meter reader (Transition Document Part V 1.3.1(i)). This notice needs to identify every supply point that is to go unbundled. (This will need to be reviewed for after March 1997 when the present TransCo meter read contract expires.)

For newly acquired supply points the unbundled service can be selected at the time a nomination is made (Transition Document Part V 1.3.1(ii)) or, for domestic supply points, as part of the Confirmation Notice (G2.6.1(d)).

2.4 For the present the MRO will not have access to UK Link.

### **3. Information to be Exchanged**

#### **3.1 Information Flows at Commencement**

3.1.1 For a newly confirmed supply point selecting an unbundled service (e.g. changing from TransCo to unbundled MRO, or previously unbundled) TransCo will forward an electronic file containing information to allow the correct meter to be located and identified.

Having elected to adopt the unbundled service, the additional information will be sent as soon as reasonably practical after D-7, but not later than D-4.

3.1.2 Where no transfer of ownership is involved the above information will be sent in response to the notification from the Shipper that the supply point is to go unbundled at D-2 months and again at D.

3.1.3 Where no transfer of ownership is involved, and the incumbent Shipper is changing its unbundled MRO, then the Shipper is responsible for providing information to the new MRO to allow them to read the meters.

3.1.4 The Shipper is responsible for maintaining changes to the details of how access to read the meter is obtained. e.g. key at No 26.

3.1.5 The Shipper is responsible for passing the above access details to TransCo such that TransCo can maintain an accurate database.

3.1.6 The use of information provided to the MRO for the purpose of gaining access to the meter is subject to legislation including the Data Protection Act.

#### **3.2 Ongoing Information Flows**

3.2.1 Should any of the data provided by TransCo prove to be inaccurate or out of date (e.g. corrector serial number, access details) then the Shipper shall provide corrected details.

3.2.2 The Shipper shall also provide details of faulty equipment, suspected malpractice (e.g. by-pass open)

3.2.3 Corrections/comments on the assets, as outlined above, need to be provided on a separate enquiry file.

3.2.4 Should TransCo discover that data is inaccurate or out of date then updated details will be provided to the Shipper.

### **3.3 Enquiry Procedures**

- 3.3.1 TransCo will publish a list of asset details that can be queried.
- 3.3.2 The same standards of service will apply to the resolution of unbundled queries as to bundled queries.

### **4. Obtaining of Meter Reads**

- 4.1 A Shipper opting for the unbundled service will be responsible for the arrangements for the scheduling of the meter reads and of issuing meter read request to its MRO.
- 4.2 A Shipper opting for the unbundled service is responsible for complying with the requirements under the Network Code, currently detailed in the Transition Document Part V 1.1.6.

### **5. Provision of Meter Reads**

#### **5.1 General**

- 5.1.1 For the present, unbundled meter reads are to be forwarded to TransCo by the Shipper.
- 5.1.2 Only validated reads are to be forwarded to TransCo. (Those that fail the tolerance check but which are confirmed as being correct should be indicated so M3.1.4 (c))
- 5.1.3 The read source is to be indicated e.g. customer read, MRO; and the read reason e.g. opening read, cyclic read.
- 5.1.4 Shippers will use best endeavours to provide 50% of all cyclic reads to TransCo within 5 Business Days of being taken, with 100% of those not subject to an outstanding enquiry being forwarded within 10 Business Days.
- 5.1.5 For any readings supplied after 10 business days TransCo will only accept such readings provided that
  - (i) in TransCo's opinion it is reasonable to do so
  - (ii) if the number of reads submitted exceeds 1% of the total number of reads submitted on that day, the shipper has requested TransCo to do so.

**5.2 Annual Reads**

- 5.2.1 Shippers may only forward to TransCo whichever is the higher of 5,000 meter reads or 1/6th of their annual read portfolio each month.

**5.3 Opening Reads**

The Network Code allows a Withdrawing Shipper to object to the closing read provided to it by the Confirming Shipper. The two Shippers can then agree an opening/closing read that should be used. Such an agreed read can be substituted for the previous read supplied so long as it is provided before the next cyclic read.

- 5.3.1 Opening reads taken outside of  $\pm 2$  days of the transfer date will be rejected. These reads can be resubmitted as a cyclic read.
- 5.3.2 Opening reads cannot be replaced except by an agreed opening read.
- 5.3.3 Where an opening read is not provided by D+7 Business Days (where D is the date of transfer) a TransCo estimate will be generated. This estimated read will be forwarded to the Withdrawing Shipper (and Confirming Shipper) within 5 Business Days of being generated.
- 5.3.4 Where a Withdrawing Shipper objects to either a Confirming Shipper's opening read or a TransCo estimate then it shall request TransCo to provide the details of the Confirming Shipper.
- 5.3.5 Once the Withdrawing and Confirming Shippers have agreed an opening read then, if both Shippers agree, the Confirming shipper shall forward the agreed opening read to TransCo indicating that it is an Agreed Replacement Opening Read. This read will be forwarded by TransCo to the Withdrawing Shipper.
- 5.3.6 By submitting an Agreed Replacement Opening Read the Confirming Shipper warrants that it has agreed the read with the Withdrawing Shipper.
- 5.3.7 An opening read provided by a Confirming Shipper will remain valid, irrespective of the fact that the Withdrawing Shipper has objected to it, until it is replaced by an Agreed Replacement Opening Read. It cannot be replaced once a cyclic read has been received. The Confirming Shipper will use reasonable endeavours to ensure that a cyclic read is not submitted until the objection has been resolved.

## 5.4 **Must Reads**

5.4.1 The Network Code defines the Must Read requirements as:-

- (i) For monthly reads, that a valid meter reading is obtained not less frequently than once every three calendar months; and
- (ii) For annual read meters, that a valid meter reading is obtained not less frequently than once every 24 months.
- (iii) For new supply meter points, that a valid read is obtained not less than 1 month nor more than 12 months after the First Supply Point Registration Date. (M3.5.5)

A Must Read may also be required where:-

- (iv) For monthly reads, less than 90% of the reads are provided each month; or
- (v) For annual read meters comprised in a Supply Point having an AQ of 73,200 kWh or more, less than 90% of the reads are provided in any 12 months; or
- (vi) For annual read meter comprised in a Supply Point having an AQ of less than 73,200 kWh, less than 70% of the reads are provided in any 12 months.

5.4.2 A Must Read obtained by TransCo will be an Inspection Read consistent with Condition 23 of the Supplier's Licence.

Some additional rules are required to supplement these existing requirements.

5.4.3 A customer read is not a valid read for the purpose of the must read requirements detailed in 5.4.1(i)-(iii) above.

5.4.4 TransCo will not initiate a Must Read, to be taken by TransCo's MRO, until 10 Business Days after the due date. The due date is three months (for monthly read meters) and 24 months (for annual read meters) after the date of the last valid read received by TransCo. If a read is provided to TransCo after TransCo has initiated a Must Read, but with a read date within the Must Read requirement, then the TransCo Must Read will be chargeable.

5.4.5 The incumbent Shipper at the time a Must Read is due will be responsible for the cost of TransCo undertaking a Must Read.

- 5.4.6 A Must Read will not be initiated where the Shipper has an unresolved enquiry concerning the meter point. Such an unresolved enquiry must have been submitted at least 10 Business Days before the Must Read due date.
- 5.4.7 A TransCo Must Read will not be initiated where the Shipper has, prior to the TransCo Must Read being initiated, advised TransCo via a conventional notice that the Shipper is undertaking a Must Read. This notice must indicate when the Shipper anticipates that the Must Read will be obtained. A copy of the signed Warrant of Entry or a copy of the application for the warrant for the meter point premise must be provided with the notice or forwarded within 10 Business Days of the Must Read due date. The actual Must Read must be provided within 20 Business Days of the Must Read due date. If the above is not complied with then the TransCo Must Read will be initiated.
- 5.4.8 Confirming Shippers will have been notified of the date of the last valid read received by TransCo at confirmation.

## **6. Validation**

- 6.1 Shippers are required to undertake validation to ensure compliance with the Network Code validation rules.
- 6.2 Shippers are only required to tolerance check to the outer tolerance in the validation rules.
- 6.3 TransCo will validate all opening reads to both the inner and outer tolerance.
- 6.4 Shippers are not required to tolerance check opening reads.

## **7. Invoicing**

### **7.1 Meter Reading Charges**

- 7.1.1 Meter reading charges are included within the Customer Fixed Charge (for supply points with an AQ of up to 732,000 kWh per annum), or the Customer Capacity Charge (AQ of more than 732,000 kWh per annum) on the LDZ Capacity Invoice.
- 7.1.2 Any LDZ Capacity Invoice covering supply points which are unbundled will also show a Meter Reading Rebate, i.e. the reduction in customer charges a Shipper receives for selecting an unbundled meter reading service.

- 7.1.3 The rebate received for a supply point will be as published in the statement of Gas Transportation Charges.

## **7.2 Must Read Charges**

- 7.2.1 There will be a fixed charge for a Must Read, charged when the read is taken, based on the average cost of obtaining a Must Read.
- 7.2.2 Aggregate Must Read charges will be shown on the Ad-Hoc Invoice, supported by a separate schedule showing a detailed supply point breakdown.

## **8. Miscellaneous**

- 8.1 TransCo will undertake a trend analysis to highlight any inconsistencies in the quality of meter reads provided. This trend analysis may include monitoring reconciliation quantities resulting from a meter read taken at the time of a meter exchange, a must read and change of ownership read. Inconsistencies highlighted by the trend analysis will be discussed with the Shipper. TransCo and the Shipper will work together in good faith to identify the cause of any apparent inconsistency and, where appropriate, put in place a remedy. In accordance with section M3.3.3, TransCo will continue to accept valid reads from the Shipper until the possible problem is resolved. TransCo will have the right to undertake check read to verify inconsistencies in the quality of meter reads.
- 8.2 For the present, meters comprising a Sub-deduct arrangement will not be allowed to opt for the unbundled service, subject to TransCo's terms for the reading of such meters to be reasonable.
- 8.3 There is a need to review the meaning of "a significant proportion of the User's Monthly Read Meters" as detailed in Transition Document, Part II S1.4.2(3).
- 8.4 The reconciliation accrual date is to be the date when the meter reading is submitted to TransCo. (This allows for late meter reads to be processed.)
- 8.5 The reconciliation billing period is the date that TransCo closes the process to further incoming reads in order to prepare the month's reconciliation invoice. (At the moment TransCo closes the reconciliation billing period 8 days before the invoice submission date. This may again exclude reads for that billing period that might otherwise have been included.)

## **Appendix E**

### Summary of Shipper Representations