

**Balancing and Settlement Code**

**BSC Procedure**

**Unmetered Supplies Operations**

**BSCP70X**

**Version 0.2**

**Date: 8 February 2023**

**BSCP70X relating to the Unmetered Supplies Operations**

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of “BSC Procedure” in Section X, Annex X-1 thereof.
2. This is BSC Procedure 70X, Version 0.2 relating to the Unmetered Supplies Operations.
3. This BSC Procedure is effective from DD MM YYYY.
4. This BSC Procedure has been approved by the BSC Panel or its relevant delegated Panel Committee(s).

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**Amendment Record**

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Changes Included</b>	<b>Mods/Panel/Committee Refs.</b>
0.1	20/01/2023	First Draft	MHHS Programme	
0.2	08/01/2023	Following initial review	MHHS Programme	

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## 1 Introduction

### 1.1 Scope and Purpose of the Procedure

All energy transfers at points of connection and/or supply via circuits connected to the Licensed Distribution System shall be metered, except in a limited number of defined circumstances. These exceptions, known as Unmetered Supplies (UMS), shall be at the discretion and approval of the Unmetered Supplies Operator (UMSO) acting on behalf of the Licensed Distribution System Operator (LDSO). The UMSO shall only consider providing an UMS at an exit point in accordance with Statutory Instrument (SI) 2001 No. 3263 which states:

- (1) Subject to sub-paragraphs (2) and (3), an unmetered supply may be given where:
  - (a) the electrical load is of a predictable nature, and
  - (b) either:
    - (i) the electrical load is less than 500W; or
    - (ii) it is not practical for a supply of electricity to be given through an appropriate meter at the premises due to:
      - the anticipated metering costs in the particular case being significantly higher than the usual metering costs associated with that size of electrical load;
      - technical difficulties associated with providing such a meter in the particular case; or
      - operation of law so as to prohibit or make excessively difficult the provision of such a meter in the particular case.
- (2) Subject to regulation 4, an unmetered supply shall only be given where the authorised distributor, authorised supplier and the customer have agreed to such a supply.
- (3) An unmetered supply which does not fall into the categories given in sub-paragraph 1) and which is first given prior to the date on which these Regulations came into force and which has been so supplied since that date, may continue to be an unmetered supply where the authorised distributor, authorised supplier and customer concerned agree to such continuation.

The SI also gives details to the Disputes process.

#### 1.1.1 UMS Connection Agreements and National Terms of Connection

The LDSO shall appoint an UMSO to manage unmetered supplies on its behalf. The provision of an UMS, at an exit point, is dependent upon the UMSO having information of sufficient quality to enable the annual energy consumed (by all of the Apparatus connected to the exit point) to be determined and maintained to the level of accuracy

required by the Code. It is the responsibility of the UMSO to establish appropriate arrangements with the Customer for the procuring and maintenance of such information. It is expected that this will normally be done through a UMS Connection Agreement issued by the UMSO on behalf of the LDSO or will be in accordance with the National Terms of Connection, which among other things, should contain clauses covering:

- (a) the periodic submission by the Customer of a Detailed Inventory, the frequency of the submission and its format;
- (b) the right of the LDSO to audit the Customer's Unmetered equipment;
- (c) the right of the LDSO to install metering and/or data loggers on the Customer's Unmetered equipment; and
- (d) a provision that the Customer shall not permit any third party to connect equipment to the Customer's Unmetered installation without the agreement of the LDSO.

### **1.1.2 Existing Exit Points**

Existing exit points are permitted to retain their UMS status provided the consumption from such exit points can be accurately determined. The UMSO will review the unmetered status of such exit points where there is significant work to modify the exit point or there is significant change to the size and nature of the load.

### **1.1.3 BSC Procedure**

This BSC Procedure (BSCP) sets out the requirements for UMS Operations including the Unmetered Supplies Operator (UMSO) and the Licenced Distribution System Operator (LDSO) in relation to Unmetered Supplies registered in Supplier Meter Registration Service (SMRS). This procedure differentiates between the responsibilities of the LDSO and the UMSO since it is recognised that these services could potentially be provided by different parties. It is noted that in many cases the UMSO and LDSO are synonymous.

## **1.2 Main Users of Procedure and their Responsibilities**

This BSCP should be used by Suppliers, Unmetered Supplies Data Services (UMSDSs), LDSOs and UMSOs.

The SVAA will be managing the Industry Standing Data in addition to performing the Supplier Volume Allocation (SVA) role, and therefore SVAA is the Industry Standing Data Manager (ISDM).

## **1.3 BSCP Content**

The following scenarios are covered in this procedure:

- Responsibilities of the LDSO;
- Responsibilities of the UMSO;

- Inventory of Unmetered Apparatus
- Allocation of MSIDs
- UMS Certificates
- Trading
- Interface and Timetable Information
- PECU Array Siting Procedure
- UMSO Validation of the Detailed UMS Inventory
- Creation of D0388 - UMS Inventory
- Processing of the D0389 by the UMSO
- Energised Sites with no Inventory

#### **1.4 Use of the Procedure**

This BSCP shall be followed when it is agreed that the exit point qualifies to be energised without a Meter and is therefore an UMS.

#### **1.5 Balancing and Settlement Code Provision**

This BSCP has been produced in accordance with the provisions of the Balancing and Settlement Code (the Code), and in particular the provisions of Section S8 'Unmetered Supplies'.

#### **1.6 Associated BSC Procedures**

BSCP40 Change Management.

**BSCP501 Supplier Meter Registration Service.**

BSCPXXX Changes to Industry Standing Data.

BSCP515 Licensed Distribution.

BSCP537 Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs.

BSCP700 Unmetered Supplies Data Services

#### **1.7 Acronyms and Definitions**

##### **1.7.1 Acronyms**

The terms used in this BSCP are defined as follows:



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BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
BSCP	Balancing and Settlement Code Procedure
CMS	Central Management System
DIP	Data Integration Platform
EFD	Effective From Date
EM	Equivalent Meter
GSP	Grid Supply Point
HH	Half Hourly
Id	Identifier
ISD	Industry Standing Data
kWh	Kilowatt Hour
LDSO	Licensed Distribution System Operator
<b>MDS</b>	<b>Market-wide Data Service</b>
mCMS	Measured Central Management System
MSID	Metering System Identifier
MPL	Meter Point Location
OID	Operational Information Document
PECU	Photo Electric Control Unit
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
SSD	Supply Start Date
SVA	Supplier Volume Allocation
UMS	Unmetered Supplies
UMSDS	Unmetered Supplies Data Service
UMSO	Unmetered Supplies Operator of the LDSO

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UMSUG	Unmetered Supplies User Group
UTC	Co-ordinated Universal Time
W	Watts
WD	Working Day

### 1.7.2 Definitions

Full definitions of the above acronyms and other defined terms used in this BSCP are, where appropriate, included in the Code. For clarification, definitions are provided below for terms specifically associated with UMS:-

“Apparatus” means all equipment in which electrical conductors are used, supported or of which they may form part;

“Astronomical Almanac” means the Astronomical Almanac published annually by the Stationery Office or other suitable publication;

“Central Management System” means a system that is able to dynamically control and manage the electrical load used by Apparatus registered as an Unmetered Supply;

“CMS Manufacturer” means a person marketing a Central Management System;

“CMS Test Agent” means a Meter Administrator appointed to carry out testing of a CMS in accordance with the relevant test specification;

“Detailed Inventory” means an inventory of Apparatus as specified in the Section titled Standard File Format for Detailed Inventories in the Operational Information Document;

“Equivalent Meter” means the hardware and software Operated by the UMSDS;

“UMSDS System” means the software and hardware operated by the UMSDS and used to calculate half hourly consumption or export;

“Measured Central Management System” means a subset of Central Management System that is able to use feedback from an active measuring device to dynamically control and manage the electrical load used by UMS Apparatus;<sup>1</sup>

“PECU Array” means the hardware agreed by the UMISO with the UMSDS;

“Sub-Meter” means that within an Equivalent Meter there is more than one PECU array or more than one UMS Inventory or CMS Control File associated with an MSID;

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<sup>1</sup> Measured Central Management Systems (mCMS) shall not be used for controlling street lighting. Apparatus that controls street lighting can use active measurement but must follow the testing and approval process for CMS rather than mCMS. BSCCo may from time to time update the Operational Information Document (OID) to provide further guidance on the uses of mCMS.

“Switch Regime” means a 3 digit numeric code assigned to unmetered Apparatus that specifies the switching times and other technical information for the Apparatus; and

“UMS Inventory” means a summarised version of the Detailed Inventory provided to the UMSO by the Customer including the CMS controlled Apparatus where appropriate.

## 2 Responsibilities of the LDSO and the UMSO

### 2.1 LDSO activity:

- a) Appointing an UMSO to carry out the responsibilities required by the Code;
- b) Ensuring that all new UMS connections are either included in an existing inventory or a new inventory has been agreed with the UMSO;
- c) Arranging physical connection once an MSIDs has been registered in the Supplier Meter Registration Service (SMRS), disconnection, energisation, de-energisation of unmetered supplies;
- d) Where connection work is carried out by a Customer's Independent Connection Provider (ICP) ensuring that suitable arrangements to manage the ICP are in place such that the requirements described in b) and c) above are met;
- e) Where a new UMS is agreed by the UMSO, submitting the new MSIDs data to SMRA;
- f) Providing any other additional information required to enable the Supplier to determine the Distribution Use of System (DUoS) charges; and
- g) Where applicable if changes are made to SMRA registration data, the details of these changes shall also be notified to the UMSO by the LDSO. An electronic method of communication shall be agreed by the parties to include relevant data items and shall be provided on a regular agreed timetable.

### 2.3 Responsibilities of the UMSO

The UMSO must be qualified to operate as a Service in line with the Qualification Process set out in the BSC. [\[MHHS-BR-MS-069\]](#)

#### 2.3.1 The UMSO is responsible for the following:

- a) Checking and validating the Detailed Inventory provided by the UMS Customer;
- b) Providing a copy of the D0388 UMS Inventory (as appropriate) to the appointed UMSSDS. Agreed updates to the UMS Inventory (as appropriate) will be similarly passed to the appointed UMSSDS;
- c) providing Unmetered Supply Certificates, where requested by the Supplier or Customer. informing the Supplier and UMSSDS of the type of Equivalent Meter (EM) (i.e. whether passive or dynamic) to be used in the LDSO's area;
- d) agreeing with the UMSSDS the location of any associated photo-electric cell unit (PECU) Arrays in accordance with the siting procedures;
- e) agreeing with the UMSSDS the latitude and longitude information for the installed Apparatus for each Sub-Meter;
- f) for supporting the Trading Dispute process as required by Section W of the Code;
- g) for responding to any queries raised by the Panel, Supplier, the Supplier Volume Allocation Agent, the LDSO, the UMSSDS and / or the BSC Auditor;

- h) providing Suppliers with the data that will enable them to fulfil their obligations under the Code;
- i) notifying Suppliers and UMSSDs on discovering that any Settlement data for which the UMSSO is responsible is potentially incorrect or missing;
- j) retaining Settlement data in accordance with this BSCP and **Party Service Line (PSL) 100** 'Non Functional Requirements for Licensed Distribution System Operators and Party Agents:
- k) ensuring that the Customer continues to comply with the conditions for an Unmetered Supply;
- l) validating all Charge Codes, Switch Regimes and Variable Power Switch Regimes against the Operational Information Document (OID) and associated Industry Standing Data;
- m) informing the LDSO of any Meter Point Location (MPL) address updates; and **[MHHS-BR-MS-064][BP010 Step 21]**
- n) ensuring that MSIDs and inventory data for Measured Central Management Systems (mCMS) are kept separate from, and are not combined with, MSIDs or inventories for other UMS Apparatus.

The UMSSO shall record and use such Industry Standing Data (ISD) as is considered appropriate by the Panel (having regard to the UMSSO's functions) and shall, in particular, use only ISD for those items in relation to which there is a ISD entry or other information determined by the UMSSO where such information does not conflict with ISD.

### 2.3.2 Inventory of Unmetered Apparatus

One of the criteria for agreeing an UMS is that the Customer shall be required to provide and maintain an accurate, Detailed Inventory as agreed with the UMSSO.

Any requirement for additional classifications of Apparatus, load rating information and Switch Regimes shall be referred to BSCCo.

Following approval by the Panel, the UMSSO shall implement any revisions applicable to changes of classifications of Apparatus, Switch Regimes and load ratings (including dimming level load rating where appropriate) relating to UMS.

The UMSSO shall also implement any Charge Codes issued by BSCCo.

### 2.3.3 Allocation of MSIDs

Where applicable the UMSSO will obtain a unique MSIDs from the LDSO.

### 2.3.4 UMS Certificate

The UMSSO shall issue an UMS Certificate to the Customer for each agreed Detailed Inventory if requested, which may cover multiple exit points. A copy of the UMS Certificate shall be provided to the appointed Supplier, as required.

If required the UMS Certificate will contain the following minimum information:

- a) name of the LDSO;
- b) issue date;
- c) Effective From Date; and
- d) the MSIDs, and DUoS Tariff id;

### 2.3.5 Trading

The Supplier shall appoint the UMSO and send the registration details to SMRA. In addition the Supplier shall appoint the UMSO as the Metering Service.

The Supplier shall advise the UMSO of the appointed UMSDS. The UMSO shall send a copy of the current D0388 UMS Inventory to the UMSDS appointed for an MSID for all non-CMS controlled equipment. Where the UMSO requires more than one PECU Array to be installed for an MSIDs, the UMS Inventory shall identify the Apparatus, suitably codified with a different Sub-Meter assigned to each PECU Array. Where a CMS is required, the UMS Inventory shall detail the Apparatus that is to be managed by the CMS. The UMSO shall send a copy of the D0388 UMS Inventory to the UMSDS appointed for an MSIDs.

In addition, any agreed updates to the D0388 UMS Inventory shall be advised to the appointed UMSDS.

## 2.4 General UMSO Service Requirements

### 2.4.1 Message addressing [MHHS-BR-DS-71.2]

The UMS must derive and populate the DIP addressing (primary recipients) for all outbound interfaces in line with the rules described in the [interface specification: Document].

### 2.4.2 Process data in a timely manner [MHHS-BR-MS-072]

The UMSO must process data and share outputs with other parties in line with timescales set as defined in the [Document]

### 2.4.3 Qualification for DIP access [MHHS-BR-MS-73.0]

The UMSO must undergo Qualification in order to realise operational access to the DIP.

### 2.4.4 Manage DIP error messages [MHHS-BR-MS-073.1]

All Services must obtain DIP error messages in line with the [End to End Solution Architecture: Document?], review the impacted data and re-issue corrected messages/transactions as required.

### 2.4.5 Inbound DIP message validation [MHHS-BR-MS-073.1]

All services must return DIP error messages in line with the [End to End Solution Architecture: Document?]. Unexpected and/or un-processable messages should be returned to the DIP/ originating party

#### 2.4.6 Ensure responses received [MHHS-BR-MS-074]

The UMSO, when transacting via the DIP, must ensure that they implement monitoring so as to identify where expected responses are not received within standard DIP SLA's, as outlined in the [Operational Choreography: Document], so that the appropriate investigative/ resolution activity can be undertaken.

#### 2.4.7 DIP activity/ performance dashboard [MHHS-BR-MS-075]

The UMSO must have familiarity with and actively monitor any DIP tools for tracking flows, as outlined in the [End to End Solution Architecture: Document], so that the necessary investigative action can be taken when required.

#### 2.4.8 Reporting requirements [MHHS-BR-MS-076]

The UMSO must provide and receive reports in line with agreed reporting requirements and delivery methods.

#### 2.4.9 Ability to use existing DTC flows [MHHS-BR-MS-081]

The UMSO requires the continued use of DTC flows, UMSOs should ensure that if they plan to service customer types that utilise these processes then a mechanism will be required for transmitting/receiving DTC flows.

#### 2.4.10 Validate data [MHHS-BR-MS-083]

The UMSO should implement data validation steps and techniques that they feel are appropriate to ensure the most accurate and efficient delivery of the service.

#### 2.4.11 Electricity Enquiry Service [MHHS-BR-MS-090]

UMSOs could choose to take advantage of the Electricity Enquiry Service (EES previously known as ECOES) in order to obtain the current data associated with an MSIDs in cases where a query arises around the accuracy of data held.

#### 2.4.12 Manage data on receipt of interfaces [MHHS-BR-MS-091]

The UMSO must maintain and update their records with any data received on interfaces to ensure the most accurate and efficient delivery of the service.

### 3 Interface and Timetable Information

#### 3.1 Appointment of the UMSO and Establishment of a New UMS Inventory

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1		Agree that the application for UMS meets the requirements of Section 1.1.	UMSO.	Customer.	Signed UMS Connection Agreement.	Paper, fax or electronic media, as agreed.
3.1.2 [BP004 Step 119]	Within 15 WD of completing 43.1.1 or receiving the Customer's proposed Detailed Inventory, whichever occurs later.	Validate all Charge Codes and Switch Regimes against the OID and associated spreadsheets.  If the proposed Detailed Inventory passes validation, agree the inventory and proceed to step 3.1.3.  Otherwise reject the inventory and, if subsequently resubmitted by the Customer, repeat this step within 15 WD of the resubmission.	UMSO.	Customer.	Customer's proposed Detailed Inventory.  Confirmation that Detailed Inventory is valid or, if invalid, reasons for rejection.	Paper, fax or electronic media, as agreed.
3.1.3 [BP001 Step 10]  [MHHS-BR-MS-033]	Following 3.1.2	UMSO requests new MSID.	UMSO.	LDSO.	GSP Group ID, DUoS Tariff Id, Address	Electronic or other agreed method
3.1.4	Following 3.1.3	LDSO allocates MSID per UMS Certificate and notifies SMRA of MSID data.	LDSO.	SMRA	MSID, GSP Group Id, DUoS Tariff Id, 1998 TA Indicator and Metering Point Address as per BSCP501	Electronic or other agreed method
3.1.5	Following 3.1.4	Send MSID to UMSO.	LDSO	UMSO.	P0171 Request Creation of UMS Skeleton SMRS Record.	Electronic or other agreed method
3.1.6	Following 3.1.5	Complete UMS Certificate.  Issue to Customer.  Issue to Supplier, if appointed by the Customer earlier on in the process.	UMSO.	Customer, Supplier.	P0170 HH Unmetered Supply Certificate.	Paper, fax or electronic media, as agreed.



REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.7 [BP002 Step 70]	Upon successful validation of Initial Appointment Request	UMSO receives and validates initial Appointment Request	SMRS	UMSO	IF/PUB-033 SMRS Appointment Request	DIP Interface
3.1.8 [BP-002 Step 75]	Within [1 hour] following receipt of Initial Appointment Request	Provide Response to Appointment Request. If accepted, proceed to 3.1.9, otherwise proceed to 3.1.10.	UMSO	SMRS	IF/PUB-034 Response to Appointment Request	DIP Interface
3.1.9 [BP-002 Step 75]	Within [1 hour] of receipt of the notification in 3.1.7 where Appointment is rejected	Reject Appointment.	UMSO	SMRS	IF/PUB-034 Rejection	DIP Interface
3.1.10 [BP-002 Step 75]	Within [1 hour] of receipt of the notification in 3.1.7 where Appointment is accepted	Accept Appointment.	UMSO	SMRS	IF/PUB-034 Acceptance	DIP Interface
3.1.11 [BP-002 Step 92]	Following 3.1.10	Manage UMSO Proposed Appointment Outcome Response	SMRS	UMSO	IF/PUB-035 Registration Service Appointment Status Notification	DIP Interface
3.1.12 BP-002 Step 790 [MHHS- BR-MS- 077]	For the prospective Appointment,	UMSO Notified Pending Appointment as Effective. The notification will also include details of any linked Associated Export MSIDs.	SMRS	UMSO	IF/PUB-036 Notification of Appointment & Supporting Info	DIP Interface

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.13 [BP-003 Step 281]  [MHHS-BR-MS-029]	Following 3.1.12	UMSO receives request from UMSDS for the type of EM (Passive or Dynamic) and agree the location, if any, of the PECU Array(s) and other factors relevant to the PECU Array Siting Procedure in 4.3.	UMSDS	UMSO.		Electronic or other agreed method
4.1.14 [MHHS-BR-DS-017]	Following 4.1.13	Agree the Sub-Meter ID(s), type of EM (Passive or Dynamic) and the location, if any, of the PECU Array(s) in accordance with the provision of the PECU Array Siting procedures in 4.3  Provide latitude and longitude information to UMSDS. In the absence of more specific information, the latitude and longitude for the geographic centre of the GSP Group should be used (see OID).	UMSO.	UMSDS	Type of EM and agreed latitude and longitude or geographic co-ordinates.	Electronic or other agreed method
3.1.15 [BP-010B Step 370]	If associated export MSIDs	UMSOS receives and manages notification of Export MSIDs	SMRS	UMSO	IF/PUB-020 Manage Meterpoint Relationships Response	DIP Interface
3.1.15 [BP-004B Step120]  [MHHS-BR-MS-031]	Within 2 hours of Confirmation of UMSO Appointment	UMSO sends UMS Inventory	UMSO.	UMSDS.	D0388 – UMS Inventory	Electronic or other agreed method

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.17 [BP-004B Step123]  [MHHS-BR-MS-032]	Within 5 WD validate UMS Inventory against OID. If inventory fails validation.	UMSDS rejects UMS and await new UMS Inventory.	UMSDS.	UMSO.	D0389 – UMS Response	Electronic or other agreed method.
3.1.18 [BP-004B Step123]  [MHHS-BR-MS-032]	If UMS Inventory passes validation.	UMSDS processes using EM and sends response to UMSO and where appropriate, send a copy of UMS Inventory extracted from the EM to the Customer.	UMSDS	UMSO, Customer.	D0389 – UMS Response Report of UMS Inventory content.	Electronic or other agreed method  Paper, fax or electronic media, as agreed.
3.1.19  [BP-010 Step60]	At any time	UMSO receives Notification of Registration Data Item Changes	SMRS	UMSO	IF/PUB-018 Notification of Registration Data Item Changes	DIP Interface

## 3.2 Amendment to Inventory

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	When change(s) to unmetered Apparatus.	Send proposed revised Detailed Inventory to UMISO.	Customer.	UMISO.	Customer's proposed revised Detailed Inventory.	Paper, fax or electronic media, as agreed.
3.2.2	Within 15 WD of 3.2.1.	Validate all Charge Codes and Switch Regimes against the OID and associated spreadsheets.  If the proposed revised Detailed Inventory passes validation, agree the inventory and proceed to step 3.2.3. Otherwise reject the inventory and repeat steps 3.2.1 and 3.2.2 as required.	UMISO.	Customer.	If validation passed, Customer's Approved Detailed Inventory with agreed EFD.  If validation failed, reasons for rejection.	Paper, fax or electronic media, as agreed.
3.2.3 [BP-004 Step120] [MHHS-BR-DS-061]	When UMISO has agreed amendments to Detailed Inventory with Customer	Send revised UMS Inventory to UMSDS	UMISO.	UMSDS	D0388 – UMS Inventory	Electronic or other agreed method.
3.2.4 [BP-004 Step123] [MHHS-BR-DS-063]	If items exist in the updated UMS Inventory for which no data on load and switching times have been defined.	Reject updated UMS Inventory, listing invalid Charge Codes and/or Switch Regimes to the UMISO and/or reasons as detailed in <a href="#">Section 4.9</a>	UMSDS.	UMISO.	D0389 – UMS Response	Electronic or other agreed method.
3.2.5 [BP-004 Step123] [MHHS-BR-DS-063]	Within 5 WD of 3.2.1 or by the EFD [whichever is the later date].	Process using EM and send response to UMISO and where appropriate, send a copy of UMS Inventory extracted from the EM to the Customer.	UMSDS.	UMISO, Customer.	D0389 – UMS Response  Report of UMS Inventory content.	Electronic or other agreed method.  Paper, fax or electronic media, as agreed.

### 3.3 Change of Supplier

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1 [BP002 Step 70]	Upon successful validation of Initial Appointment Request	UMSDS receives initial Appointment Request Response from new Supplier	SMRS	UMSO	IF/PUB-033 SMRS Appointment Request	DIP Interface
3.3.2 [BP-002 Step 75]	Within [1 hour] following receipt of Initial Appointment Request	Provide Response to Appointment Request. If accepted, proceed to 3.3.4, otherwise proceed to 3.3.3.	UMSO	SMRS	IF/PUB-034 Response to Appointment Request	DIP Interface
3.3.3 [BP-002 Step 75]	Within [1 hour] of receipt of the notification in 3.3.1 where Appointment is rejected	Reject Appointment.	UMSO	SMRS	IF/PUB-034 Rejection	DIP Interface
3.3.4 [BP-002 Step 75]	Within [1 hour] of receipt of the notification in 3.3.1 where Appointment is accepted	Accept Appointment.	UMSO	SMRS	IF/PUB-034 Acceptance	DIP Interface
3.3.6 [BP-002 Step 92]	Following 3.3.4	Manage UMSO Proposed Appointment Outcome Response	SMRS	UMSO	IF/PUB-035 Registration Service Appointment Status Notification	DIP Interface
3.3.7 BP-002 Step 790 [MHHS-BR-DS-029]	For the prospective Appointment,	UMSO Notified Pending Appointment as Effective. The notification will also include details of any linked Associated Export MSIDs.	SMRS	UMSO	IF/PUB-036 Notification of Appointment & Supporting Info	DIP Interface
3.3.8 BP-003 Step 96]	Following 3.3.7	UMSO Receives De-appointment from old Supplier	SMRS	UMSO	IF/PUB-037 Notification of Service De-Appointment	DIP Interface

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.9 [MHHS- BR-DS- 017]	If Change of Supplier concurrent with changes to EM or PECU Array siting	Request from the UMSO the type of EM (Passive or Dynamic) and agree the location, if any, of the PECU Array(s) and other factors relevant to the PECU Array Siting Procedure in 4.5.	UMSDS	UMSO.		Electronic or other agreed method
3.3.10 [MHHS- BR-DS- 017]	Following 3.3.9	Agree the Sub-Meter ID(s), type of EM (Passive or Dynamic) and the location, if any, of the PECU Array(s) in accordance with the provision of the PECU Array Siting procedures in 4.5  Provide latitude and longitude information to UMSDS. In the absence of more specific information, the latitude and longitude for the geographic centre of the GSP Group should be used (see OID).	UMSO.	UMSDS	Type of EM and agreed latitude and longitude or geographic co-ordinates.	Electronic or other agreed method
3.3.11	If New UMSDS	Go to Section 3.1.14				

## 3.4 Change of UMSDS

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1 [BP-003 Step 250]	For the prospective Appointment,	UMSO Notified Pending UMSDS Appointment as Effective	SMRS	UMSO	IF/PUB-036 Notification of Appointment & Supporting Info	DIP Interface
3.4.2 [MHHS- BR-DS- 017]	Following 3.4.1	UMSO receives request from UMSDS for the type of EM (Passive or Dynamic) and agree the location, if any, of the PECU Array(s) and other factors relevant to the PECU Array Siting Procedure in 4.5.	New UMSDS	UMSO.		Electronic or other agreed method
3.4.3 [MHHS- BR-DS- 017]	Following 3.2.2	Agree the Sub-Meter ID(s), type of EM (Passive or Dynamic) and the location, if any, of the PECU Array(s) in accordance with the provision of the PECU Array Siting procedures in 4.5  Provide latitude and longitude information to UMSDS. In the absence of more specific information, the latitude and longitude for the geographic centre of the GSP Group should be used (see OID).	UMSO.	New UMSDS	Type of EM and agreed latitude and longitude or geographic co-ordinates.	Electronic or other agreed method
3.4.4 [BP-004 Step124]  [MHHS- BR-DS- 061]		UMSO sends UMS Inventory details.	UMSO.	New UMSDS.	D0388 – UMS Inventory	Electronic or other agreed method

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.5 [BP-004 Step128]  [MHHS- BR-DS- 062]  [MHHS- BR-DS- 063]	Within 5 WD validate UMS Inventory against OID. If inventory fails validation.	UMSDS rejects UMS Inventory and await new UMS Inventory .	New UMSDS.	UMSO.	D0389 – UMS Response	Electronic or other agreed method.
3.4.6 [BP-004 Step128]  [MHHS- BR-DS- 062]  [MHHS- BR-DS- 063]	If UMS Inventory passes validation.	UMSDS processes using EM and sends response to UMSO and where appropriate, send a copy of UMS Inventory extracted from the EM to the Customer.	New UMSDS	UMSO, Customer.	D0389 – UMS Response Report of UMS Inventory content.	Electronic or other agreed method  Paper, fax or electronic media, as agreed.



## 3.5 Change of Energisation Status of an MSID

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1 [MHHS-BR-MS-036] MHHS-BR-MS-047 [BP-001 Step15] [BP-008 Step 65]		When LDSO completes physical work and confirms to UMSO change in energisation status of MSID as appropriate.  When Customer notifies of logical changes to MSID requiring a change of energisation status.  When Supplier requests change of energisation.	LDSO  Customer  Supplier	UMSO  UMSO  UMSO	MSID, details of energisation status change	Electronic or other agreed method.
3.5.2 [MHHS-BR-MS-037] [BP-001 Step25] [BP-008 Step80]		UMSO manages and confirms to Supplier and UMSDS actual energisation or de-energisation date.	UMSO.	SMRS	IF/PUB-007 Change of Energisation Status	DIP Interface
3.5.3 [BP-008 Step155]		UMSO receives notification of Change of Energisation Status.	SMRS	UMSO	IF/PUB-008 Registration Service Change of Energisation Status Notification	DIP Interface
3.5.4 [MHHS-BR-MS-048] [BP-008 Step 70]	If energised	If required UMSO must update the Unmetered Supplies Inventory in line with the energisation change and provide it to the UMSDS.	UMSO	UMSDS	D0388 – UMS Inventory	Electronic or other agreed method
3.5.3 [METH004 Section 10.1]	If de-energised	UMSO sends a D0388 UMS Inventory with a zero Charge Code.	UMSO	UMSDS	D0388 – UMS Inventory	Electronic or other agreed method

## 3.6 Disconnection of an MSID

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	Where an UMSO determines that an MSID is no longer required	UMSO advises Supplier that MSID is no longer required and can be disconnected	UMSO	Supplier	Details of MSID to be Disconnected	Electronic or other agreed method.
3.6.2 {BP-007 Step50} [MHHS-BR-MS-038]	Following 3.6.1	Supplier or customer confirms to UMSO that MSID can be disconnected	Supplier Customer	UMSO	Details of MSID(s) to be Disconnected	Electronic or other agreed method.
3.6.3	After 3.6.2 or where there is no Associated Meter status	UMSO advises LDSO that MSID is no longer required and can be disconnected.	UMSO	LDSO	MSID, Disconnection Date, Disconnection Type	Electronic or other agreed method.
3.6.4	When advised by the UMSO	Complete any physical work as required. Send actual Disconnection date.	LDSO.	SMRA. Supplier.	P0175 Request to SMRA to Disconnect a UMS Metering Point.  D0125 Confirmation of Disconnection of Supply.	Electronic or other agreed method.
3.6.5 [BP-007 Step150]	SMRS Auto de-appointment	UMSO receives de-appointment from SMRS relating to a disconnection	SMRS	UMSO	IF/PUB-037 Notification of Service De-Appointment	DIP Interface

## 3.7 UMSO accesses Industry Standing Data

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1 [BP004 Step 136] [MHHS-BR-MS-071]		UMSO Receives notification of ISD Update	ISD	UMSO	IF/PUB-047 Notification of the Publication of a Downloadable Asset	DIP Interface
3.7.2 [BP004 Step135] [MHHS-BR-DS-069]	Following 3.7.1	UMSO Accesses ISD data using Distribution Delivery URI	UMSO	ISD	Distribution Delivery URI	
3.7.3 [BP004 Step132]	Following 3.7.2	UMSO Validates and Stores ISD Data <sup>2</sup>	UMSO		Internal Process	
3.7.4	If data not readable and / or incomplete.	Send notification and await receipt of ISD data flows.	UMSO.	ISDM.	P0035 Invalid Data.	Electronic or other method, as agreed.
3.7.5	Following 3.7.3	Ensure all ISD affecting the accuracy of Settlement is accurately entered and used in performing its functions.	UMSO.			Internal Process.
3.7.6 [BP004 Step 136]	After re-publish of ISD.	UMSO Receives notification of ISD Update	ISD	UMSO	IF/PUB-047 Notification of the Publication of a Downloadable Asset	DIP Interface
3.7.7		UMSO accesses revised ISD data.	ISDM.	UMSO.	Distribution Delivery URI	Electronic or other method, as agreed.

<sup>2</sup> The UMSO must utilise Industry Standing Data to identify the relevant DIP ID/Role or DTN Market Participant ID/Role, as appropriate, to be used when communicating over the DIP/DTN. [MHHS-BR-DS-71.1]

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<b>REF</b>	<b>WHEN</b>	<b>ACTION</b>	<b>FROM</b>	<b>TO</b>	<b>INFORMATION REQUIRED</b>	<b>METHOD</b>
3.7.8	As soon as possible after data in correct format.	Update database.	UMSO.			Internal Process.

### 3.8 Approval of Unmetered Industry Standing Data

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.1	When required	Receive application for a new Charge Code and/or Switch Regime.	Applicant <sup>3</sup>	BSCCo	Details of new Apparatus or Switch Regime.	Electronic or other method as agreed.
3.8.2	Following 3.8.1, if more information is required	Request more testing evidence or additional information from Applicant.	BSCCo	Applicant	Details of information or evidence required.	Electronic or other method as agreed.
3.8.3	Following 3.8.1 or 3.8.2 (if required)	Construct Charge Code and/or Switch Regime (seeking input from industry experts if required)  Or Inform Applicant that a suitable Charge Code and/or Switch Regime cannot be constructed and discuss next steps.	BSCCo  BSCCo	Applicant	Details of new Apparatus or Switch Regime.  Notification and possible next steps.	Internal Process.  Electronic or other method as agreed.
3.8.4	Following 3.8.3 if Charge Code and/or Switch Regime constructed	Raise and progress ISD change in accordance with <b>BSCP509</b> in relation to proposed new Charge Code and/or Switch Regime.	BSCCo		<b>BSCP509</b> .	Internal Process.
3.8.5	Following 3.8.4 if change to ISD is not approved.	Inform Applicant of decision and discuss next steps.	BSCCo	Applicant	SVG decision.	Electronic or other method as agreed.
3.8.6	Following 3.8.5 if Change to ISD is approved	Inform Applicant of decision.  Send notification of decision, in accordance with <b>BSCP509</b>	BSCCo	Applicant  UMSO	<b>BSCP509</b> .	Internal Process.

<sup>3</sup> Although Charge Codes are published via ISD, "Applicant" in this case does not relate to ISD authorised signatories.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.7 [BP004 Step 136]	After re-publish of ISD.	UMSO Receives notification of ISD Update	ISD	UMSO	IF/PUB-047 Notification of the Publication of a Downloadable Asset	DIP Interface
3.8.8		UMSO accesses revised ISD data.	ISDM.	UMSO.	Distribution Delivery URI	Electronic or other method, as agreed.
3.8.9	As soon as possible after data in correct format.	Update database.	UMSO.			Internal Process.

**3.9 Equivalent Meter Fault Reporting - UMSO Notification [MHHS-BR-MS-080]**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.1	As soon as reasonably practical	Report the fault and the dates covered by the fault and the date and time of rectification.	UMSDS.	Supplier, UMSO,	Details of the fault, including the dates covered by the fault and the date and time of rectification.	Electronic or other agreed method.

### 3.10 Central Management System - Fault Reporting to the UMSO

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.1	Following notification of a fault where fault is with CMS data being provided to the UMSDS.	If fault is with Customer's control files  If fault is with data received in CMS event logs, proceed to 3.10.4	UMSDS,	Customer, UMSO.	Details of the potential fault or inconsistency. e.g. mismatched CMS Unit References, invalid control files, etc.	Email, fax, post
3.10.2	Within 20 WD	Investigate fault and rectify it as required.  If fault not rectified within 20 WD proceed to 3.10.3.	Customer, UMSO.	UMSDS.	Corrected data including updated control files as appropriate.	Electronic or other agreed method.
3.10.3	Following 3.10.2 where fault has not been rectified within 20 WD.	If fault is with Customer's inventory or with the inventory details in the CMS, UMSO shall take action to ensure the UMSO and Customer comply with Section 1.1.1 of this BSCP.	UMSO.	Customer, UMSDS.	Details of fault and actions required by Customer to rectify fault.	Email, fax, post.
4.10.4	Following 3.10.3 where fault is with event logs	If fault is with single Customer's CMS data e.g. missing/invalid event logs, time discrepancies, erroneous switching patterns, etc.  If fault is with multiple customer instances of CMS proceed to 3.17.10.	UMSDS.	CMS Manufacturer, Customer, UMSO	Details of the CMS fault causing errors in the energy calculations.	Email, fax, post.



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.5	Within 20 WD	CMS Manufacturer to liaise with UMSDS, Customer and UMSO (as necessary) to send corrected event logs that rectify fault.	CMS Manufacturer	UMSDS	Corrected event logs.	Electronic or other agreed method.
3.10.6	Following 3.10.5 where fault has not been rectified within 20 WD or same fault occurring in multiple instances of CMS	UMSDS to send details of fault and discussions with CMS Manufacturer to rectify fault.	UMSDS.	BSCCo, CMS Manufacturer, UMSO	Report details of the CMS fault causing errors in the energy calculations being provided to Settlement including list of Customers using the faulty CMS and affected UMSOs.	Email, fax, post.
3.10.7	Within 20 WD	BSCCo to liaise with CMS Manufacturer and UMSDS and UMSO to agree action plan to resolve fault.	BSCCo	CMS Manufacturer, UMSDS, UMSO.	Agreed action plan.	Email, fax, post
3.10.8	If fault not rectified in accordance with action plan.	BSCCo to advise CMS Manufacturer of failure to meet action plan requirements	BSCCo	CMS Manufacturer, UMSDS, UMSO	Notification of failure and intention to refer to UMSUG.	Email, fax, post
3.10.9	At next opportune UMSUG meeting	Prepare and present report to UMSUG to consider removal of CMS approval.	BSCCo	UMSUG	UMSUG Paper.	Internal process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.10	Within 5 WD following <a href="#">3.10.9</a>	<p>If UMSUG recommendation is to remove approval, notify CMS Manufacturer, affected Customers, UMSOs, and UMSDSs. Proceed to <a href="#">3.10.11</a>.</p> <p>If recommendation of UMSUG is to retain approval of CMS, subject to fault rectification and/or repeat of CMS approval process.</p>	BSCCo  BSCCo	<p>CMS Manufacturer Customers, UMSOs UMSDSs</p> <p>CMS Manufacturer Customers, UMSOs UMSDSs</p>	<p>UMSUG recommendation and any supporting information.</p> <p>UMSUG recommendation and any supporting information.</p>	<p>Email, fax, post.</p> <p>Email, fax, post.</p>
3.10.11	At next opportune SVG meeting	Prepare and present report to SVG recommending removal of CMS approval.	BSCCo	SVG	SVG Paper.	Internal process
3.10.12	Within 5 WD of 3.10.11	<p>Notify CMS Manufacturer of SVG decision.</p> <p>If CMS approval removed, proceed to <a href="#">3.10.13</a>.</p> <p>If decision of SVG is to retain approval of CMS, subject to fault rectification and/or repeat of CMS approval process.</p>	BSCCo	<p>CMS Manufacturer Customers, UMSOs UMSDSs</p>	SVG decision and any supporting information.	Email, fax, post
3.10.13	Within 5 WD of 3.10.12	Update Approved CMS list on BSC Website with details of approved EM	BSCCo		CMS Approval Details.	Internal Process

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<b>REF</b>	<b>WHEN</b>	<b>ACTION</b>	<b>FROM</b>	<b>TO</b>	<b>INFORMATION REQUIRED</b>	<b>METHOD</b>
3.10.14	Where CMS approval has been withdrawn	UMSO shall take action to ensure the UMSO and Customer comply with Section 1.1.1 of this BSCP.	UMSO	Customer	Details of CMS approval removal and actions required by Customer to rectify fault.	Email, fax, post.

### **3.11 Change of Connection type or Change of Segment**

On change of connection type from unmetered the UMSO will be de-appointed and the MSID will be disconnected as per Section 3.6. If the connection type and Market Segment has changed to unmetered the new connection process set out in Section 3.1 will be followed.

## **4 Appendices**

### **4.1 Categories of Unmetered Apparatus**

The categories of Unmetered Apparatus can be found in the OID and associated Charge Codes obtained in the Industry Standing Data:

- UMS Charge Codes (Entity M9)
- UMS Manufacturer Equipment LED Range Charge Codes (Entity M10)

### **4.2 Switch Regimes**

The Switch Regime is described in the OID and a complete list may be found on the Industry Standing Data:

- UMS Switch Regimes (Entity M11)
- UMS Variable Power Switch Regimes (Entity M12)

### **4.3 PECU Arrays**

#### **4.3.1 PECU Array Siting Procedure**

The UMSDS shall maintain and operate the PECU Array or, as the case maybe, PECU Arrays used for a particular MSIDs. The siting of the PECU Arrays will be agreed between the UMSO and the UMSDS and be located in an area with a high density of Apparatus unless otherwise agreed between the UMSO and the UMSDS.

### **4.4 UMSO Validation of the Detailed UMS Inventory**

#### **4.4.1 UMSO Validation**

UMSO shall validate the Detailed Inventory and create a subsequent D0388 UMS Inventory.

The UMSO shall use both the Operational Information Document (OID) and the ISD to ensure the Detailed Inventory is complete and all items within the Detailed Inventory are valid and correctly formatted.

### **4.5 Creation of D0388 - UMS Inventory**

The D0388 will contain information forming the UMS Inventory (as appropriate).

Information for multiple MSIDs can be included in a single D0388 submission.

Each submission of the D0388 for an MSIDs to a UMSDS shall have an incremented Inventory Sequence Number for that MSIDs, which will not reset during the life of the MSIDs.

The submission of D0388 UMS Inventory can include information for one or more Sub-Meters for that MSIDs.

When there are historic updates for any Sub-Meter then the entry in the D0388 UMS Inventory should include inventory information for the earliest effective from date. Inventories for subsequent effective from dates should be submitted with an incremented Inventory Sequence Number. For example, a retrospective update effective from 1st Dec 2020, would replace information already held by the UMSDS effective from 1st Jan 2021, 1st Feb 2021, etc.; so, the UMSO will need to resend the information for all later effective from dates.

On change of Supplier, with no change of UMSDS, the UMSO does not need to resend any information to the UMSDS.

If the UMSO receives a statement from the customer, or otherwise determines that the inventory has not changed, the UMSO is not limited from sending an update (even including the same inventory details) to the UMSDS.

The effective from date of an inventory shall be within a valid range defined as not more than 4 calendar months in the past and not more than 30 calendar days in the future of the submission date. The UMSO should remind the customer in a timely manner where UMS Inventory updates are required.

Where registration activity is complete and all parties are appointed following a change of UMSDS or the commencement of a new MSIDs, the UMSO should send a D0388 UMS Inventory with an effective from date set to be the registration start date of the new MSIDs or the appointment date of the new UMSDS; the flow should be sent prior to the commencement date, but no more than 30 days prior to the commencement date. Following a change of UMSDS or the commencement of a new MSID the UMSDS will require information for all the Sub-Meters for the MSIDs.

#### **4.6 Festive Lighting**

Festive lightning shall treated as energised, but only de-energised if it is disconnected. In the scenario where festive lighting is not active, a zero Watt Charge Code should be submitted to the UMSDS on the D0388 UMS Inventory, and it will be up to the appointed UMSO to manage.

#### **4.7 Processing of the D0389 by the UMSO**

The UMSDS will validate the D0388 and provide D0389 UMS Response.

The UMSO should review the D0389 responses.

If the Inventory Sequence Number is shown as Accepted, then the submission has been accepted and no further action is required. If the Inventory Sequence Number is shown as Rejected, then the reasons for rejection should be considered and resolved. Where necessary a revised submission should be prepared.

##### **4.7.1 UMSDS Response Reason Codes on the D0389**

a) File received from incorrect UMSO or invalid MSID

If received from the incorrect UMSO, identified from MSID initial two digits and UMSO MPID; or if the MSID is invalid (e.g. wrong length or check digit does not

validate) then the Inventory is rejected. If it fails these tests then it is rejected with Response Reason Code = B

b) Inventory Sequence Number error.

If the Inventory Sequence Number is equal to, or lower, than the Inventory Sequence Number currently recorded as processed (accepted or rejected) by the EM for that MSID then the Inventory is rejected; or there are two identical Inventory Sequence Numbers for a MSID in the process queue, it is therefore uncertain which set of data is correct, both will be rejected. If it fails these tests then it is rejected with Response Reason Code = C

c) Invalid Effective From Date.

If the effective from date is outside the valid range, then it will be rejected. If it fails these tests then it is rejected with Response Reason Code = D

d) No appointment

If the UMSDS is not appointed to the MSID for the effective from date of the inventory, then it is rejected. If it fails this test then it is rejected with Response Reason Code = E

e) Invalid Sub-Meter

If the Sub-Meter is not valid for the MSID, then it is rejected. If it fails these tests then it is rejected with Response Reason Code = F

f) Invalid Switch Regime

A single entry of any invalid Switch Regime identified in any of the Sub-Meters, identified with UMS Error Code = A.

g) Invalid Charge Code

A single entry of any invalid Charge Code identified in any of the Sub-Meters, identified with UMS Error Code = B.

h) Invalid combination of a valid Charge Code associated with a valid Switch Regime

Where the combination of a valid Charge Code (including controllers) or a valid Switch Regime are identified as an invalid combination as defined in current OID and MDD, then a single entry of the invalid combination is identified with UMS Error Code = C.

Invalid Switch Regime and invalid Charge Codes will have been reported against Error Code A & B respectively and will not be reported again in this group.

i) Invalid CMS Unit Reference

CMS Unit Reference which are duplicated, have the incorrect number of characters, or commence with an H or T are deemed to be invalid and identified with UMS Error Code = D.

If all the detailed checks are passed, then the Inventory Sequence Number will be Response Reason Code = A, for accepted. The information provided will be applied to the EM.

If any of the detailed checks fail, then the Inventory Sequence Number will be Response Reason Code = G, for Errors with Charge Code, Switch regime or CMS Unit Reference. The information provided will not be applied to the EM.

#### **4.8 Energised MSIDs with no Inventory**

Where the UMSO has identified to the UMSDS that an MSIDs is energised but the Detailed Inventory is not available from the customers the UMSO must submit a D0388 UMS Inventory to the UMSDS with the best estimate of the installed Apparatus. Otherwise a D0388 must be sent with a zero Charge Code. The D0388 must be re-sent promptly once the Detailed Inventory has been received from the customer and validated. This requirement is to avoid the UMSDS having to default to a Load Shape which may be significantly different from the load of the customer's Apparatus.

#### **4.9 De-energised MSIDs**

Where an MSIDs is de-energised the UMSO shall submit a zero Charge Code using the D0388 UMS Inventory.