

1 METERING SCHEDULES REPORTING GUIDANCE

This document is to help participants in understanding the requirements outlined in the Suppliers Reporting Obligations Section of the Metering Schedules.

Whenever a timescale is defined then this is given in a number of working days from a particular date. This timescale will be measured from the time on the start date and will expire at the same time on the end date.

For the avoidance of doubt:

'date the file was sent' means the date and time the file was generated and will equate to the Created Date (A0184) and the Created Time (A0185) in the header of the file generated.

The 'Date of Notice' (A0166) identifies the date that the C&D notice was sent by the meter worker. National Grid Metering do not populate this field and will equate to the Appointment Date To' (A0139) and the 'Appointment Time To' (A0141) fields of completed job visit Appointment Dataset. Where the 'Appointment Date To' (A0139) field is not populated then the 'Appointment Date From' (A0138) field will be used

1.1. Reports

The reports are designed to give an indication of any problems that may arise in the area covered by the obligation and not whether the supplier is adhering to the specific obligation. Therefore the reports are defined as follows:

1. the number of K08 transactions sent to the GT in the '.MAM' file, calculated as follows:

- a) count the number of K08 transactions in each MAM file sent within the calendar month where the date the MAM file was sent was > than 2 Working Days after the MAM Effective from Date included within the K08 transaction and report the figure
- b) count the total number of K08 transactions included within MAM files that have been sent within the calendar month and report the figure
- c) divide a by b and report the result as a percentage

If the reported percentage is greater than 1% then the comments field should be populated with a reason. The provision of a comment is recommended as it is critical in assisting the EC's understanding of the nature and reason for the failure.

2. the number of 'ONJOB' transactions sent to the GT, calculated as follows:

- a) count the number of ONJOB transactions that have been sent within the calendar month where the date the file was sent was > than 6 Working Days after the Date of Notice included within the ONJOB and report the figure
- b) count the total number of ONJOB transactions that have been sent within the calendar month and report the figure
- c) divide a by b and report the result as a percentage

If the reported percentage is greater than 5% then the comments field should be populated with a reason. The provision of a comment is recommended as it is critical to assisting the EC's understanding of the nature and reason for the failure.

3. the number of 'ONDET' transactions sent by our MAM(s) to other MAMs and shall be as follows:

- a) for each Supply Meter Point for which an ORDET transaction was received during the calendar month count the instances where an ONDET transaction was sent in response > 2 Working Days later and report the figure
- b) count the number of ORDET transactions that have been received in the calendar month and report the figure
- c) divide a by b and report the result as a percentage

Parties are recommended to provide a comment if they have reported a ONDET failure as the provision of a comment is crucial as it enables the EC to understand the nature and reason for the failure.

4. the number of 'ONUPD' transactions sent by our MAMS to other MAPS, and shall be calculated as follows:

- a) for each Supply Meter Point for which an ONUPD transaction was sent to a MAP during the calendar month count and report the instances where an ONUPD transaction was sent within 2 Working Days of receiving notification of the event of a change of supplier, change of MAM, or an exchange/removal of meter asset, provided that an ORDET/ONDET has been received as appropriate.
- b) count the number of ONUPD transactions that have been sent to MAPs in the calendar month and report the figure; and
- c) divide a by b and report the result as a percentage

If the reported percentage is greater than 5% then the comments field should be populated with a reason. The provision of a comment is recommended as it is critical to assisting the EC's understanding of the nature and reason for the failure.

If for any of the reports detailed in 1.1 above no transactions have been made and therefore no report submitted, notification should be sent to the SPAA Secretary to confirm the reason for not reporting.

Where a supplier's reporting indicates persistent failure to meet the targets detailed in 1.1 above, the SPAA Executive Committee may request additional information to be provided to the Secretariat, including further details on the reasons for the failure and action being take to remedy the failure. Persistent failure is deemed to be failure to meet the target for any 3 months in the 6 month period preceding and including the reporting month.

The Executive Committee in determining whether to request such additional information and explanation will assess the comments provided by the party with their report as well as the impact of the failure on the market.

Where a supplier has failed to provide a report(s), the SPAA Executive Committee may request details of the reason for this failure.

1.2. Reporting Template

Suppliers should use the standard template to submit the reports to the secretary. A fixed excel template will be used and that reports will be submitted by email. The template includes the following fields:

- Supplier Name (by licensed supplier);
- Reporting Period;
- Actual numbers of transactions sent
- % figures for the three performance indicators; and
- Comments Field (to include any justification for the performance as required)



draft Reporting
Template 1.2.xls

1.3. Timetable

The reports should be sent, via email, to SPAA@electralink.co.uk at the end of the month following the reporting month.

One report for each licensed party needs to be submitted to the SPAA Secretary. If a participant has a number of different licenses then they will be expected to submit separate reports for each license held.