
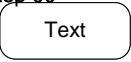










Version	Description	Author	Date
0.01	First draft based on AWG Consultation Documentation	MHHS Programme	23/09/2021
0.02	Updates following Design Team Reviews	MHHS Programme	05/11/2021
0.03	Updates following BPRWG	MHHS Programme	19/11/2021
0.05	Updates following comments from BPRWG and Advanced & UMS WG	MHHS Programme	27/01/2022
0.07	Update to include new Interface numbers	MHHS Programme	18/02/2022
1.0	Issued for BPRWG Review	MHHS Design Team	21/02/22
1.10	Re-Issued for BPRWG Review	MHHS Design Team	25/03/22
2.00	Issued for DAG Review	MHHS Design Team	26/04/22
3.00	Issued for T4 Review	MHHS Design Team	05/08/22
3.5	Issued for Industry Review	MHHS Design Team	14/10/22
4.0	Baselined DAG Approval	MHHS Design Team	31/10/22
4.5	issued for M5 Work Off Plan assurance review	MHHS Design Team	16/12/22
4.6	issued for M5 Work Off Plan approval	MHHS Design Team	20/01/23
4.7	Updated with BPRWG feedback	MHHS Design Team	31/01/23
5.0	DAG Baseline	MHHS Design Team	16/02/2023
5.1	MHHS-DIN-160	MHHS Design Team	20/06/2023
5.2	MHHS-DIN-187	MHHS Design Team	04/07/23
5.3	MHHS-DIN-335 (Add IF/PUB-004)	MHHS Design Team	18/07/23
5.4	MHHS-DIN-682 ( Removed D0383/D0384 to Data Service )	MHHS Design Team	18/10/23



Item	Description
	Process
Step.00 	Task
	Decision gateway
	Initiate multiple steps
	Collapsed sub-process
	Message
	Start BPM
	End BPM
	Sequence flow – Black = Process Step / Blue = DIP Output
	Message flow – Orange = 3 <sup>rd</sup> Party / Red = TBD / Grey = Optional

MHSP-BP-009 – Change of Metering (Install / Remove / Exchange) – v5.4

**Business Process Description**  
This BPMN diagram describes the 'Change of Meter' Business Process. For a detailed description of each step in the BPM, please refer to the accompanying Business Process Descriptions [BPD] document for this Business Process.

**Actors**  
Supplier  
LDSO  
Registration Service  
Data Integration Platform  
Data Service (SDS, ADS)  
Metering Service (MSS, MSA)  
EES

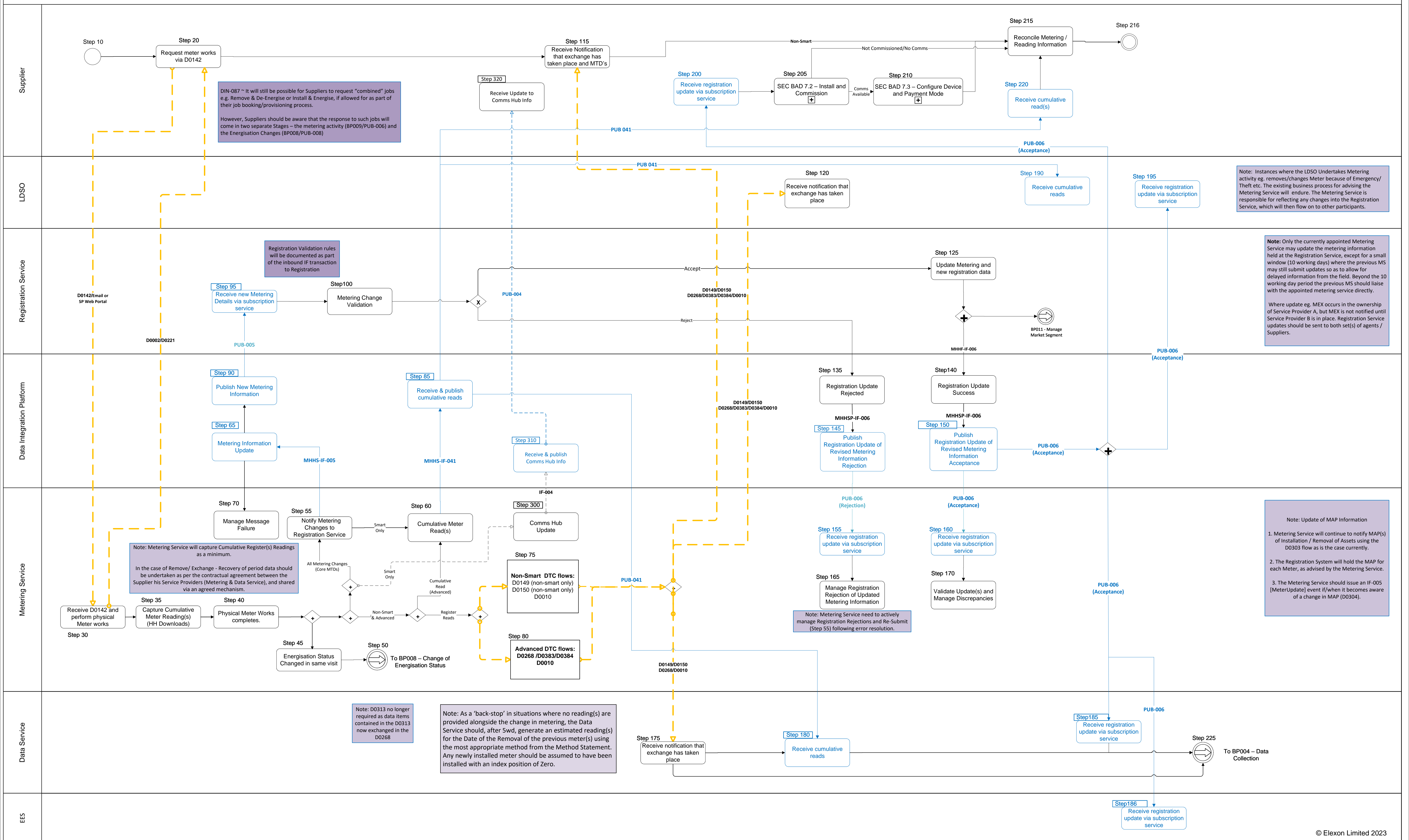
**MHHS Interfaces**  
MHHS-IF-005 Metering Service MTD Updates to Registration  
MHHS-IF-006 Registration Service Notification of MTD Update(s)  
MHHS-IF-041 Cumulative Meter Reading

**Publication List**  
PUB-005 Metering Service MTD Updates  
PUB-006 Registration Service Notification of MTD Updates  
PUB-041-Cumulative Meter Readings

**BPM included as part of the process**  
MHHS-BP008-Change of Energisation

**BPM Entry**  
MHHS-BP001- Change of Supply  
MHHS-BP007-Disconnection  
MHHS-BP011-Change of Market Segment

**Exit BPM**  
MHHS-BP004-Data Collection



Note: Instances where the LDSO Undertakes Metering activity eg. removes/changes Meter because of Emergency/Theft etc. The existing business process for advising the Metering Service will endure. The Metering Service is responsible for reflecting any changes into the Registration Service, which will then flow on to other participants.

Note: Only the currently appointed Metering Service may update the metering information held at the Registration Service, except for a small window (10 working days) where the previous MS may still submit updates so as to allow for delayed information from the field. Beyond the 10 working day period the previous MS should liaise with the appointed metering service directly.

Where update eg. MEX occurs in the ownership of Service Provider A, but MEX is not notified until Service Provider B is in place. Registration Service updates should be sent to both set(s) of agents / Suppliers.

Note: Update of MAP Information

- Metering Service will continue to notify MAP(s) of Installation / Removal of Assets using the D0303 flow as is the case currently.
- The Registration System will hold the MAP for each Meter, as advised by the Metering Service.
- The Metering Service should issue an IF-005 [MeterUpdate] event if/when it becomes aware of a change in MAP (D0304).

Note: D0313 no longer required as data items contained in the D0313 now exchanged in the D0268

Note: As a 'back-stop' in situations where no reading(s) are provided alongside the change in metering, the Data Service should, after 5wd, generate an estimated reading(s) for the Date of the Removal of the previous meter(s) using the most appropriate method from the Method Statement. Any newly installed meter should be assumed to have been installed with an index position of Zero.

Note: Metering Service need to actively manage Registration Rejections and Re-Submit (Step 55) following error resolution.