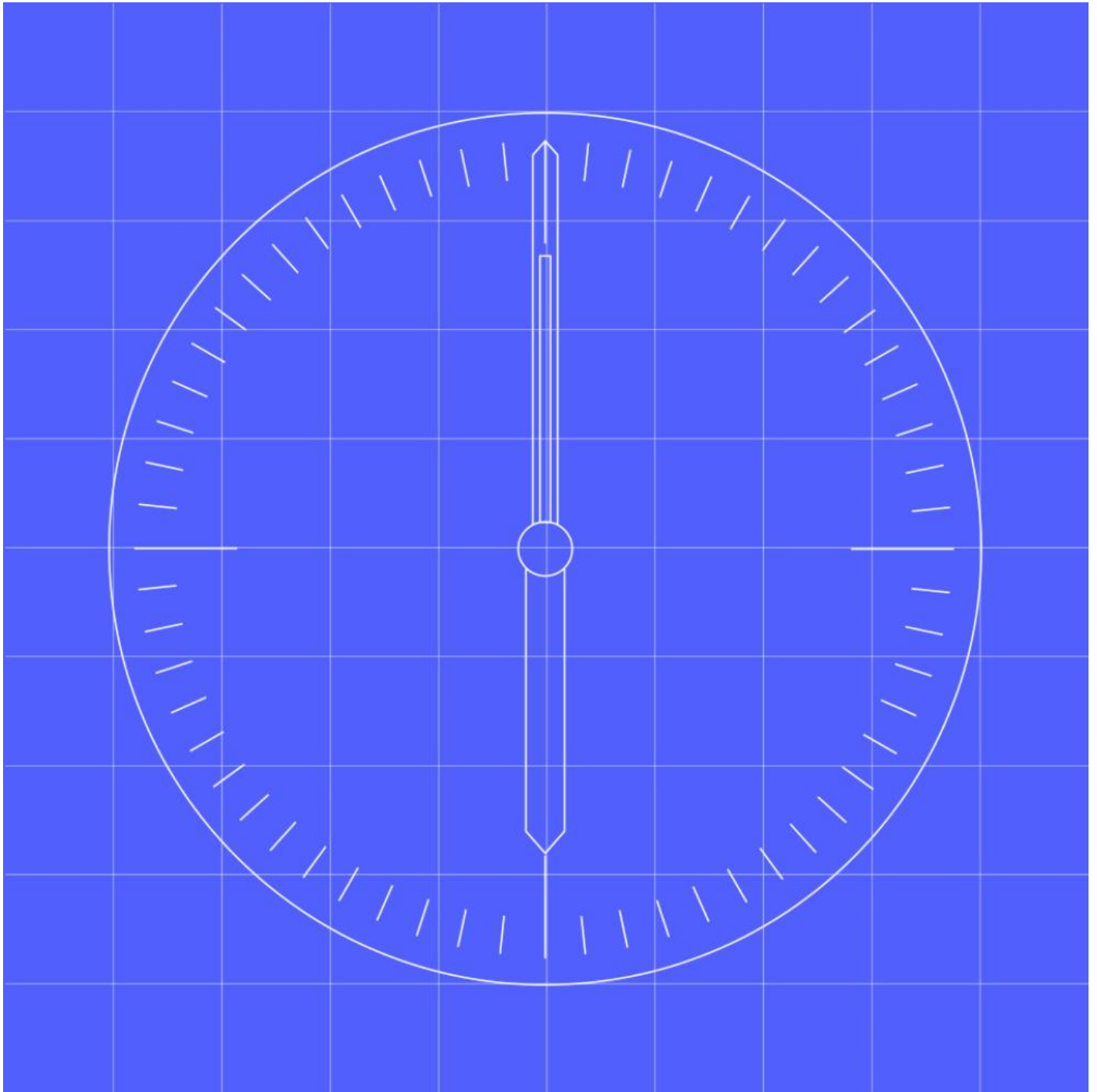




Unmetered Supplies Operator Service: Method Statement

Version 5.1 31 May 2023



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1. Background

- 1.1 This document sets out the Unmetered Supplies Operator Service (UMSO) requirements for Market-wide Half Hourly Settlement. It also defines the responsibilities of the LDSO in relation to UMS under MHHS.
- 1.2 This document differentiates between the responsibilities of the Licensed Distribution Operators (LDSO) and the UMSO since it is recognised that these services could potentially be provided by different parties. However, it is noted that in many cases the UMSO and LDSO are synonymous.
- 1.3 The following scenarios are covered in this document:
- Responsibilities of the LDSO;
 - Responsibilities of the UMSO;
 - Inventory of Unmetered Apparatus
 - Allocation of MSIDs
 - UMS Certificates
 - MHHS Trading
 - 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

2. Responsibilities of the LDSO

- 2.1 Each LDSO shall be responsible for the following:
- 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 MPAN 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 MPAN data to SMRA; and
 - f) Providing any other additional information required to enable the Supplier to determine the Distribution Use of System (DUoS) charges.
 - 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.

3. Responsibilities of the UMSO

- 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 UMSDS. Agreed updates to the UMS Inventory (as appropriate) will be similarly passed to the appointed UMSDS;

- c) c) providing Unmetered Supply Certificates, where requested by the Supplier or Customer. informing the Supplier and UMSDS 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 UMSDS the location of any associated photo-electric cell unit (PECU) arrays in accordance with the siting procedures;
- e) agreeing with the UMSDS 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 UMSDS 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 UMSDS on discovering that any Settlement data for which the UMSO is responsible is potentially incorrect or missing;
- j) retaining Settlement data in accordance with this Method Statement 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; and
- m) ensuring that MPANs and inventory data for Measured Central Management Systems (mCMS) are kept separate from, and are not combined with, MPANs or inventories for other UMS Apparatus.

The following data items are not required by the UMSO and should be ignored:

- a) Consent Granularity
- b) Domestic/Non-domestic Indicator
- c) Distributor Id
- d) DUoS
- e) LLF Data
- f) Domestic Premise Indicator
- g) Metered Indicator

3.2 The UMSO shall record and use such Industry Standing Data (ISD) as is considered appropriate by the Panel (having regard to the UMSO'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 UMSO where such information does not conflict with ISD.

4. Inventory of Unmetered Apparatus

- 4.1 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 UMSO.
- 4.2 Any requirement for additional classifications of Apparatus, load rating information and Switch Regimes shall be referred to BSCCo.
- 4.3 Following approval by the Panel, the UMSO 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.
- 4.4 The UMSO shall also implement any Charge Codes issued by BSCCo.

Allocation of MSIDs

4.5 Where applicable the UMISO will obtain a unique MPAN from the LDSO.

UMS Certificate

- 4.6 The UMISO 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.
- 4.7 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 MPAN, and DUoS Tariff id;

5. MHHS Trading

- 5.1 The Supplier shall appoint the UMISO and send the registration details to SMRA. In addition the Supplier shall appoint the UMISO as the Metering Service.
- 5.2 The Supplier shall advise the UMISO of the appointed UMISO. The UMISO shall send a copy of the current D0388 UMS Inventory to the UMISO appointed for an MSID for all non-CMS controlled equipment. Where the UMISO requires more than one PECU array to be installed for an MPAN, 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 UMISO shall send a copy of the D0388 UMS Inventory to the UMISO appointed for an MPAN.
- 5.3 In addition, any agreed updates to the D0388 UMS Inventory shall be advised to the appointed UMISO.

6. PECU Arrays

PECU Array Siting Procedure

- 6.1 The UMSDS shall maintain and operate the PECU array or, as the case maybe, PECU arrays used for a particular MPAN. 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.

7. UMSO Validation of the Detailed UMS Inventory

- 7.1 UMSO shall validate the Detailed Inventory and create a subsequent D0388 UMS Inventory.
- 7.2 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.

Creation of D0388 - UMS Inventory

- 7.3 The D0388 will contain information forming the UMS Inventory (as appropriate).
- 7.4 Information for multiple MPANs can be included in a single D0388 submission.
- 7.5 Each submission of the D0388 for an MPAN to a UMSDS shall have an incremented Inventory Sequence Number for that MPAN, which will not reset during the life of the MPAN.
- 7.6 The submission of D0388 UMS Inventory can include information for one or more Sub-Meters for that MPAN.
- 7.7 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.
- 7.8 On change of Supplier, with no change of UMSDS, the UMSO does not need to resend any information to the UMSDS.
- 7.9 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.
- 7.10 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.
- 7.11 Where registration activity is complete and all parties are appointed following a change of UMSDS or the commencement of a new MPAN, the UMSO should send a D0388 UMS Inventory with an effective from date set to be the registration start date of the new MPAN 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 MPAN.

Festive Lighting

- 7.12 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.

Processing of the D0389 by the UMSO

- 7.13 The UMSDS will validate the D0388 and provide D0389 UMS Response.
- 7.14 The UMSO should review the D0389 responses.
- 7.15 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.

Energised MPANs with no Inventory

- 7.16 Where the UMSO has identified to the UMSDS that an MPAN 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.

De-energised MPANs

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

Change Record

Date	Author	Version	Change Detail
16/02/2023	SI Design	V5.0	Initial Version
31/05/2023	SI Design	V5.1	DIN 93