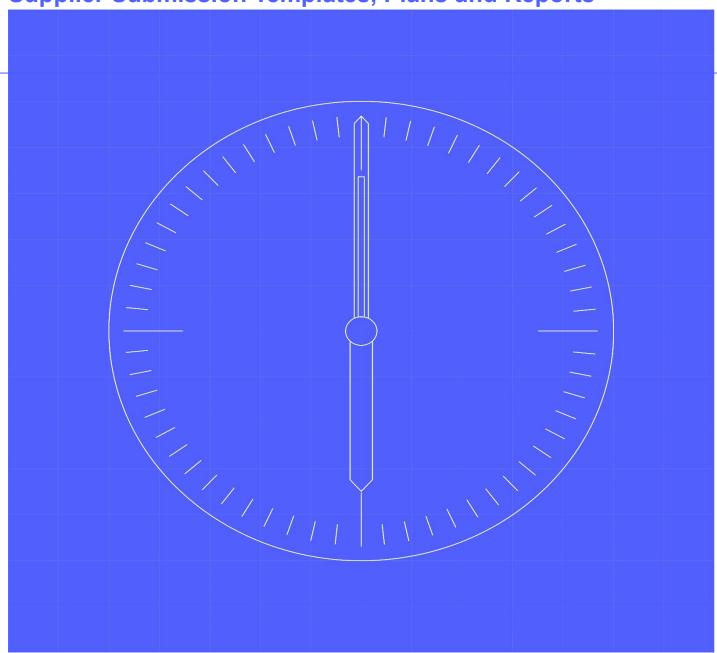


# **Migration Data Exchange Guide**

**Supplier Submission Templates, Plans and Reports** 



Document owner

**Migration Team** 

Status:

C3 Update

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MHHS-DEL2952

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20/12/2024

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2.1

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Public



# 1 Contents

| 1   | Contents  | 1  |
|-----|---|----|
| 1.1 | Change Record   | 2  |
| 2   | Introduction  | 2  |
| 2.1 | Purpose of the Document   | 2  |
| 2.2 | Summary of Contents   | 2  |
| 3   | Data (File) Exchange Pattern                                    | 4  |
| 4   | Submission Templates  | 5  |
| 4.1 | Submission Templates Description                                | 5  |
| 4.2 | Submission Requirement Indicators:                              | 6  |
| 5   | Submission Template Files                                       | 6  |
| 5.1 | A-Supplier Weekly Envelope and Plan Submission                  | 6  |
| 5.2 | B-Envelopes By LDSO / De-minimis by LDSO                        | 8  |
| 5.3 | C-Supplier Group MPID to Supplier MPID Map                      | 8  |
| 5.5 | D-Supplier Contact List by Supplier MPID                        | 9  |
| 5.6 | E-Supplier Service Providers by Supplier Group MPID             | 9  |
| 5.7 | Bulk Change of Agent Request                                    | 10 |
| 6   | Submission Rules and Validation                                 | 11 |
| 6.1 | General Submission Rules  | 11 |
| 6.2 | Submission Rules for Small Portfolio                            | 11 |
| 6.3 | Submission Rules for Deminimis                                  | 11 |
| 6.4 | Submission Rules for Envelope.                                  | 12 |
| 7   | Appendix – INFO Files   | 13 |
| 7.1 | High Level Summary – "INFO" Folder                              | 13 |
| 7.2 | INFO A –Envelope Base Data                                      | 14 |
| 7.3 | INFO B – Envelope Scaling Factor and Central Service Thresholds | 14 |
| 7.4 | INFO C – Total Envelopes by LDSO by Migration Period            | 14 |
| 7.5 | INFO D – Suppler Envelope Portfolio by LDSO                     | 15 |
| 7.6 | INFO E – Migration Calendar                                     | 15 |
| 7.7 | INFO F – Migration Calendar Day Type                            | 15 |
| 7.8 | INFO G – Service Provider Role IDs Description                  | 15 |

© Elexon Limited 2024 Page 1 of 15

#### 1.1 Change Record

| Date       | Author         | Version | Change Detail                            |
|------------|----------------|---------|--|
| 29/07/2024 | Migration Team | V1.0    | Initial version                          |
| 20/12/2024 | Migration Team | V2.1    | Updates in line with MWG 36 Dec 24       |
|            |                |         | Included as Migration Framework appendix |

| Document   | Publisher         | Published          | Additional Information |
|--|-------------------|--------------------|------------------------|
| REF-1 MHHS-DEL2426-[01] Migration Framework Foundations v2.1                     | Migration<br>Team | 20/12/2024 (Draft) | Migration FW           |
| REF-2 MHHS-DEL2427-[02] Migration Framework - Principles and Guidelines v2.1     | Migration<br>Team | 20/12/2024 (Draft) | Migration FW           |
| REF-3 MHHS-DEL2428-[03] Migration Capacity Calculations - Method Statements v2.1 | Migration<br>Team | 20/12/2024 (Draft) | Migration FW           |
| REF-4 MHHS-DEL2429-[03a] Calculations Monitoring and Control – Parameters v2.1   | Migration<br>Team | 20/12/2024 (Draft) | Migration FW           |
| REF-5 MHHS-DEL3359 – Terminology and Glossary v2.1                               | Migration<br>Team | 20/12/2024 (Draft) | Migration FW           |

# 2 Introduction

#### 2.1 Purpose of the Document

This document provides guidance for Suppliers on how to access and complete the Submission Templates for the MHHS Programme Migration workstream. This activity will be carried out before and during the Migration Window and is the driver for all migration planning.

The Migration Control Centre (MCC) will use the submitted data to calculate capacity allocations, agree the Migration schedule, monitor migration progress, and coordinate with Service Providers.

The Submission Templates and related information provided are based on an Electricity Enquiry Service (EES) Data Extract taken just prior to the creation of the submission templates.

### 2.2 Summary of Contents

Where values for Parameters are defined within this document they are for illustrative purposes. The definitive source for the Parameter values is:

- REF-3 MHHS-DEL2428-[03] Migration Capacity Calculations Method Statements v2.1
- Also refer Section Error! Reference source not found. Error! Reference source not found. in MHHS-DEL2426-[01] Migration Framework Foundations v2.1

The Submission Templates capture the Supplier's expected Migration Initiation Submissions and provide a view of the Supplier's available capacity in the form of:

- Envelopes that are produced based on the SUPPLIER GROUPED Market Participant ID (MPID) "SUPP\_GRP\_MPID%:
  - a. Supplier Group MPIDs are derived by the following rules:
    - i. The Supplier MPID is part of a group of MPIDs that have the same Migration start date

© Elexon Limited 2024 Page 2 of 15

- ii. Migration start dates for non-SIT Suppliers are derived from the Supplier Pre-Qualification Submission (PQS) and aligned to the nearest first of the month for the given Supplier MPID
- iii. Migration start date for SIT suppliers is assumed to be 7 April 2025
- iv. Where multiple Supplier MPIDs exist under the ownership of a Supplier entity, a Supplier MPID that has the largest number of Trading Meter Points in EES is set as the Supplier Group MPID
- v. %DATE%. Reverse format date on which the MCC created the file yyyy/mm/dd

Prior to generating the Submission templates the MCC will need a few key data points to be able to do the generation. They are

- Target Migration Start Date with consideration for holiday periods
- Supplier MPIDs Groups and child Supplier MPIDs
- Retiring MPIDs with MPANs and the parent Supplier MPIDs Group any trading MPANs should be considered part
- Any Planned Bulk Change of Agent Dates with LDSO during Migration (more then 20K per Migration Working Day)
- Supplier Ramp-up Period duration

NOTE: The mechanism and process to collect the data items above are still to be determined

© Elexon Limited 2024 Page 3 of 15

# 3 Data (File) Exchange Pattern

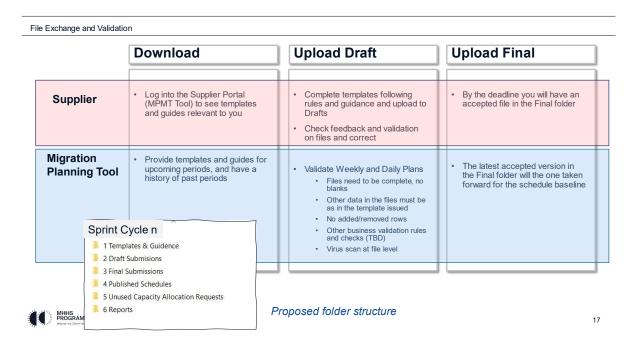
The process of document delivery is evolving; in the proof-of-concept email and zip files were used.

The future state of file exchange will be a web app. This gives greater clarity and controls. The web app is undergoing design and build as of the writing of this document, but the general tenets of file exchange will be described below.

- Log in: Suppliers (and other stakeholders) will be able to log into the web app/Portal using their MHHS
  accounts.
- Structure: There will be different areas to get and upload information as detailed below:

| Area                                | Description   |
|-------------------------------------|---|
| Templates and Guidance              | This is where Suppliers can find the Templates they will need to fill in on a per Sprint basis, as well as guidance for how to fill them in correctly   |
| Submissions (Draft and Final)       | This is where Suppliers will be asked to upload their completed templates. The two folders Draft and Final are there to help achieve validity in the first instance, as validation will be provided on uploaded templates, and control; Suppliers will have control of selecting their final submission once they have their own internal approval in order. Note: you can upload multiple templates. |
| Published Schedules                 | This is where all parties will be able to find schedules relevant to themselves.  Whether they are individual schedules for suppliers, or aggregate schedules for LDSOs and Code bodies.  |
| Unused Capacity Allocation Requests | This is where the Suppliers can request extra capacity in a given sprint, templates and a upload folder will be found here. More detail on this process can be found in the Migration Foundations Document.   |
| Reports                             | This is where you will find Reports on migration progress, such as migrated MPAN counts, and Schedule vs Actual Migrations on a given day   |

Process: Below is an indication for how files are exchanged between Supplies and the MCC.



- Reporting: There will be reports, either in app or downloadable for consumption.
- Logging: There will be a record of action and file changes to make it clear what's happened.

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# 4 Submission Templates

Supplier Group MPIDs are a primary unique identifier for the Submission Template files, Submission Template Files Structure and Submission Requirements.

The MCC will provide a Supplier Submission Templates with the Supplier Group MPID as the primary identifier used when exchanging information related to Suppliers Submission Template and associated reports.

#### 4.1 Submission Templates Description

NOTE: Where values are related to specific values in these are MCC controlled values and may differ from this document.

| Logical File Name  | File Name  | Description   |
|--|--|---|
| A-Supplier Weekly<br>Submission<br>Template and Plan<br>Submission | A- <b>%SUPP_GRP_MPID%</b> _Week _Env_ <b>% DATE%</b> .xlsx | The Weekly Submission Templates for each LDSO where a Supplier has trading MPANs.  Contains a column for Suppliers to provide the planned total submission for each week.  Provides an indicator where Envelope Submission Rules should be followed or  Submission Rules should be followed for each row.                   |
| B-Submission<br>Templates By LDSO<br>/ De-minimis by<br>LDSO       | B-<br>%SUPP_GRP_MPID%_LDS<br>O_ENV_MPC_%<br>DATE%.xlsx     | The MCC view of the Supplier Portfolios of Trading Meter Point Administration Numbers (MPANs) by Supplier Group MPID and LDSO.  With indicators for:  De-minimis LDSO Portfolios (< 150K Trading MPANs across all Suppliers)  De-minimis Supplier Portfolios in LDSO (< 40K Trading MPANS for given Supplier SUPP_GRP_MPID) |
| C-Submission<br>Templates MPID to<br>Supplier MPID Map             | C- %SUPP_GRP_MPID%_EN V_SUPP_% DATE%.xlsx                  | The MCC Mapping of Supplier Group MPID to Supplier MPIDs where applicable.  |
| D-Supplier Contact<br>List by Supplier<br>MPID                     | D- %SUPP_GRP_MPID%_Con tacts_% DATE%.xlsx                  | List of Supplier Contacts by Supplier Group MPID and Supplier MPID.   |
| E-Supplier Service<br>Providers by<br>Supplier Group<br>MPID       | E- %SUPP_GRP_MPID%_Ser vice_Providers _% DATE%.xlsx        | Supplier to provide a list of expected MHHS Services Providers and % of portfolio by Supplier Group MPID.   |
| F-Supplier Bulk<br>Change of Agent<br>Request                      | F-<br>%SUPP_GRP_MPID%_Bulk<br>CoA.xlsx                     | If Supplier needs to bulk change the agent between M11 and M15, then this template should be submitted to request approval.   |

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#### 4.2 Submission Requirement Indicators:

| Requirement<br>Type | Code | Description   |
|---------------------|------|---|
| Mandatory           | M    | Data must be provided   |
| Optional            | 0    | Data may be populated and helps aid understanding   |
| Conditional         | С    | Based on certain business rules and/or the values of other data the item can become mandatory |
| Information         | ı    | Additional information provided by the MCC to assist in Supplier Submission.                  |

# 5 Submission Template Files

### 5.1 A-Supplier Weekly Envelope and Plan Submission

- In this file you will share your Migration plan with the MCC.
- You will be required to provide your expected weekly volumes of Supplier Change of Agent (CoA)
   Initiation submissions for your entire MPAN portfolio, starting from the Suppliers Target Migration Start
   Date as per the Pre-Qualification Submission or SIT schedule.
- In this submission we are not asking for a weekly breakdown of your Service Provider provisions, but rather a view of the percentage breakdown of your MPAN portfolio across your anticipated Service Providers. In the future submissions we will be seeking a more granular breakdown of Expected volumes by your Service Providers (Data Service Providers and Metering Service Providers).

### Systems Integration Testing (SIT) Suppliers ONLY

We have included ramp-up period values for Early Life Support within the envelopes. These values are currently indicative and may change as we discuss incremental success criteria and system stabilisation metrics. There is an indicator "Industry Ramp-up day" for those days applicable to Early Life Support.

Currently, we assume that parties will migrate 10% of their portfolio during this period, based on high-level assumptions. Please ensure your submissions reflect this assumption.

During Early Life Support, large volumes will be required to test systems at full capacity. We will coordinate with you on timing for these high-load periods and appreciate your support in this effort.

#### How to populate this file:

- a. Provide planned weekly migration initiation volumes for each LDSO\_MPID.
- Ensure submissions adhere to the rules for what is stated in the Submission Rule column (i.e. Envelope Rules vs Deminimis vs Small Portfolio and defined in **Submission Rules and Validation** Below).

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# A-Supplier Weekly Submission Template and Plan Submission

| LDSO_ENV_KEY   Composite Key SUPP_GRP_MPID + "_" + LDSO_MPID  | Column Name            | Description   | MOCI |
|---|------------------------|---|------|
| SUPP_GRP_MPID includes where the MCC has provided Envelopes or requires a De-minimis submission.  LDSO_MPID LDSO MPID for given Weekly Envelope Value, and SUPP_GRP_MPID 1  Distributor Short Code The short code for the Distributor 1  Now simplified to an ordinal number from 1 – 80 for each Migration Week    - Each Week will be 7 calendar days and start on a Monday   - Sprint IDs will no longer for part of Week ID  Identifier for weeks in Industry Ramp-up or Supplier Ramp-up where Suppliers are allowed to submit low-volumes that have an initiation Date to Effective Date delta of less than 5 working days  Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules   Values:  Submission Rules - Envelope  | LDSO_ENV_KEY           | Composite Key SUPP_GRP_MPID + "_" + LDSO_MPID   | I    |
| submission.  LDSO_MPID LDSO MPID for given Weekly Envelope Value, and SUPP_GRP_MPID I  Distributor Short Code The short code for the Distributor  Now simplified to an ordinal number from 1 – 80 for each Migration Week  • Each Week will be 7 calendar days and start on a Monday • Sprint IDs will no longer for part of Week ID  Identifier for weeks in Industry Ramp-up or Supplier Ramp-up where Suppliers are allowed to submit low-volumes that have an initiation Date to Effective Date delta of less than 5 working days  Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules  Values:  Submission Rules - Envelope - Deminimis - Small_Portfolio  Velocity Period Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Count_Migration_Day Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  1  Week_StartDate Date on which week the given Week-ID ends I Date on which week the given Week-ID ends I Deso_Weekly_Demini mis_TH WeekBy total of:  the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken.  NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub Supplier must provide the Weekly Total Submissions, migration initiations for the   |                        | Primary Supplier MPID, used to refer to the Supplier's Plan Submission which          |      |
| LDSO_MPID LDSO MPID for given Weekly Envelope Value, and SUPP_GRP_MPID 1  Distributor Short Code The short code for the Distributor   | SUPP_GRP_MPID          | includes where the MCC has provided Envelopes or requires a De-minimis                | I    |
| Distributor Short Code  The short code for the Distributor  Now simplified to an ordinal number from 1 – 80 for each Migration Week  Each Week will be 7 calendar days and start on a Monday  Sprint IDs will no longer for part of Week ID  Identifier for weeks in Industry Ramp-up or Supplier Ramp-up where Suppliers are allowed to submit low-volumes that have an initiation Date to Effective Date delta of less than 5 working days  Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules  Values:  Submission Rules  - Envelope - Deminimis - Small_Portfolio  Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  I DSO_Weekly_Demini mis_TH  Weekly_ENVELOPE  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol supplier must provide the Weekly Total Submissions, migration initiations for the  |                        | submission.   |      |
| Now simplified to an ordinal number from 1 – 80 for each Migration Week   | LDSO_MPID              | LDSO MPID for given Weekly Envelope Value, and SUPP_GRP_MPID                          | I    |
| Past_Feedback_Week  Identifier for weeks in Industry Ramp-up or Supplier Ramp-up where Suppliers are allowed to submit low-volumes that have an initiation Date to Effective Date delta of less than 5 working days  Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules Values:  Submission Rules  Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules Values:  - Envelope - Deminimis - Small_Portfolio  Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  IDSO_Weekly_Demini mis_TH  Working Days (deminimis rules check)  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Sub  Supplier_Planned_Sub Supplier must provide the Weekly Total Submissions, migration initiations for the  | Distributor Short Code | The short code for the Distributor  | I    |
| Fast_Feedback_Week  Identifier for weeks in Industry Ramp-up or Supplier Ramp-up where Suppliers are allowed to submit low-volumes that have an initiation Date to Effective Date delta of less than 5 working days  Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules Values: - Envelope - Deminimis - Small_Portfolio  Velocity Period  Velocity Period  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID ends  LDSO_Weekly_Demini mis_TH  Working Days (deminimis rules check)  Weekly_ENVELOPE  Week_Supplier_Planne d_Subm_Vol  The last value a Supplier Submitsed to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subb  Supplier_Planned_Subp_Vol especially where there is little or no change  Meekly_Envole in the supplier must provide the Weekly Total Submissions, migration initiations for the Meekly_Flanned_Sub  Supplier_Planned_Sub  Supplier_Planned_Sub  Supplier_Planned_Sub  Supplier_Planned_Sub  Identifier for weeks in Industry Ramp-up or Supplier Ramp-up where Suppliers Ramp-up where Suppliers Ramp-up where Suppliers Supplier sale and initiation Date to Effective Date delta of Ital for Migration Window, Ramp-Down  Identifier for weeks in Industry Ramp-up where Supplier Supplier sale and initiation Date to Effective Date delta of Ital for Migration Window, Ramp-Down  Identifier for weeks in Industry Ramp-up where Supplier sale delta of Ital for Migration Week Dased on number of Migration  Identifier for weeks in Industry Ramp-up where Supplier Submitsed to the MCC The purpose is to simplify process of providing update to the  Multiple Supplier Planned_Subm_Vol especially where there is little or no change |                        | Now simplified to an ordinal number from 1 – 80 for each Migration Week               |      |
| Identifier for weeks in Industry Ramp-up or Supplier Ramp-up where Suppliers are allowed to submit low-volumes that have an initiation Date to Effective Date delta of less than 5 working days    Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules  | Week_ID                | <ul> <li>Each Week will be 7 calendar days and start on a Monday</li> </ul>           | I    |
| Fast_Feedback_Week allowed to submit low-volumes that have an initiation Date to Effective Date delta of less than 5 working days  Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules Values:  - Envelope - Deminimis - Small_Portfolio  Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  I Date on which week the given Week-ID ends  I DSO_Weekly_Demini mis_TH  Weekly_ENVELOPE  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  Prev_Supplier_Planned d_Subm_Vol  Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Subm_Vol especially where there is little or no change   |                        | Sprint IDs will no longer for part of Week ID   |      |
| less than 5 working days   Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules  |                        | Identifier for weeks in Industry Ramp-up or Supplier Ramp-up where Suppliers are      |      |
| Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules  Values:  - Envelope - Deminimis - Small_Portfolio  Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  Week_EndDate  Date on which week the given Week-ID ends  LDSO_Weekly_Demini mis_TH  Working Days (deminimis rules check)  Weekly_ENVELOPE  Weekly_ENVELOPE  Weekly_Envelope  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Sub Supplier_Planned_Sub Supplier must provide the Weekly Total Submissions, migration initiations for the M   | Fast_Feedback_Week     | allowed to submit low-volumes that have an initiation Date to Effective Date delta of | I    |
| Submission Rules  - Envelope - Deminimis - Small_Portfolio  Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  I Date on which week the given Week-ID ends  LDSO_Weekly_Demini mis_TH  Date on which week the given Week-ID ends  LDSO_Weekly_Demini mis_TH  Weekly_ENVELOPE  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Subm_Vol especially where there is little or no change  |                        | less than 5 working days  |      |
| Submission Rules  - Envelope - Deminimis - Small_Portfolio  Velocity Period  Velocity Period  Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  I Date on which week the given Week-ID ends  LDSO_Weekly_Demini mis_TH  Understand Days (deminimis rules check)  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  Prev_Supplier_Plqnned_Subm_Vol especially where there is little or no change  Supplier_Planned_Subm_Vol especially where there is little or no change   |                        | Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules                         |      |
| - Deminimis - Small_Portfolio  Velocity Period  |                        | Values:   |      |
| Velocity Period  Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  I Week_EndDate  Date on which week the given Week-ID ends  LDSO_Weekly_Demini mis_TH  Downweekly_Demini mis_TH  Working Days (deminimis rules check)  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  Prev_Supplier_Planned_Sub  Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub  M  Indicates what phase of template submissions a Supplier is in. Values: Industry-Ramp-Down  I was in the given Week_ID. I weekly_ENVELOPE  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub Supplier must provide the Weekly Total Submissions, migration initiations for the  | Submission Rules       | - Envelope  | I    |
| Velocity Period  Indicates what phase of template submission a Supplier is in. Values: Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  I  Week_EndDate  Date on which week the given Week-ID ends  LDSO_Weekly_Demini mis_TH  Working Days (deminimis rules check)  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub  M  I  I  I  I  I  I  I  I  I  I  I  I  |                        | - Deminimis   |      |
| Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down   Total Number of active Migration days in the given Week_ID.   Days on which a Supplier may plan migrations initiations.   I  |                        | - Small_Portfolio   |      |
| Count_Migration_Day  Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  I  LDSO_Weekly_Demini mis_TH  Working Days (deminimis rules check)  Weekly_ENVELOPE  Weekly_ENVELOPE  Weekly_Endone  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier must provide the Weekly Total Submissions, migration initiations for the  I  I  I  I  I  I  I  I  I  I  I  I  I   | Valority Pariod        | Indicates what phase of template submission a Supplier is in. Values: Industry-       |      |
| Count_Migration_Day  Days on which a Supplier may plan migrations initiations.  Week_StartDate  Date on which week the given Week-ID commences  I  Week_EndDate  Date on which week the given Week-ID ends  I  LDSO_Weekly_Demini mis_TH  Working Days (deminimis rules check)  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken.  NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  Prev_Supplier_Planned d_Subm_Vol  Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub  Meekly_Total Submissions, migration initiations for the  | velocity Period        | Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down                                    |      |
| Days on which a Supplier may plan migrations initiations.    Week_StartDate   Date on which week the given Week-ID commences   I  | Count Migration Day    | Total Number of active Migration days in the given Week_ID.                           | т    |
| Week_EndDate  Date on which week the given Week-ID ends  LDSO_Weekly_Demini mis_TH  10% of LDSO Threshold Total for Migration Week based on number of Migration Working Days (deminimis rules check)  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  Prev_Supplier_Plqnne d_Subm_Vol  The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub  Supplier must provide the Weekly Total Submissions, migration initiations for the  | Count_ivilgration_bay  | Days on which a Supplier may plan migrations initiations.                             | 1    |
| LDSO_Weekly_Demini mis_TH  Working Days (deminimis rules check)  Weekly total of: the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  Prev_Supplier_Plqnne d_Subm_Vol  Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub  Supplier must provide the Weekly Total Submissions, migration initiations for the   | Week_StartDate         | Date on which week the given Week-ID commences  | I    |
| mis_TH       Working Days (deminimis rules check)         Weekly total of:       Weekly total of:         the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken.       NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.         Prev_Supplier_Plqnne d_Subm_Vol       The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change         Supplier_Planned_Sub       Supplier must provide the Weekly Total Submissions, migration initiations for the  | Week_EndDate           | Date on which week the given Week-ID ends   | I    |
| mis_TH       Working Days (deminimis rules check)         Weekly total of:       Weekly total of:         the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken.       I         NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.         Prev_Supplier_Plqnne d_Subm_Vol       The last value a Supplier Submitted to the MCC         The purpose is to simplify process of providing update to the supplier_Planned_Subm_Vol especially where there is little or no change         Supplier_Planned_Sub       Supplier must provide the Weekly Total Submissions, migration initiations for the  | LDSO_Weekly_Demini     | 10% of LDSO Threshold Total for Migration Week based on number of Migration           | т    |
| Weekly_ENVELOPE       the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO that may be undertaken.         NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.         Prev_Supplier_Plqnne d_Subm_Vol       The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change         Supplier_Planned_Sub       Supplier must provide the Weekly Total Submissions, migration initiations for the  | mis_TH                 | Working Days (deminimis rules check)  | 1    |
| that may be undertaken.  NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  Prev_Supplier_Plqnne d_Subm_Vol  The purpose is to simplify process of providing update to the  Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub  Supplier must provide the Weekly Total Submissions, migration initiations for the  |                        | Weekly total of:  |      |
| that may be undertaken.  NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1.  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the  Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub Supplier must provide the Weekly Total Submissions, migration initiations for the   | Wooldy ENVELORE        | the maximum number of daily migrations for a given SUPP_GRP_MPID in a LDSO            | T    |
| Prev_Supplier_Plqnne d_Subm_Vol  The last value a Supplier Submitted to the MCC The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub Supplier must provide the Weekly Total Submissions, migration initiations for the   | Weekly_ENVELOPE        | that may be undertaken.   | 1    |
| Prev_Supplier_Plqnne d_Subm_Vol The purpose is to simplify process of providing update to the Supplier_Planned_Subm_Vol especially where there is little or no change Supplier_Planned_Sub Supplier must provide the Weekly Total Submissions, migration initiations for the  |                        | NOTE: For de-minimis submissions this value = 0 and ls_Demin_Rules = 1.               |      |
| The purpose is to simplify process of providing update to the  Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub  Supplier must provide the Weekly Total Submissions, migration initiations for the   | Drov Cumpliar Diana    | The last value a Supplier Submitted to the MCC  |      |
| Supplier_Planned_Subm_Vol especially where there is little or no change  Supplier_Planned_Sub  Supplier must provide the Weekly Total Submissions, migration initiations for the  |                        | The purpose is to simplify process of providing update to the                         | I    |
| M M   | u_Subili_voi           | Supplier_Planned_Subm_Vol especially where there is little or no change               |      |
| m_Vol given Week_ID.  | Supplier_Planned_Sub   | Supplier must provide the Weekly Total Submissions, migration initiations for the     | N/I  |
|   | m_Vol                  | given Week_ID.  | IVI  |

© Elexon Limited 2024 Page 7 of 15

### 5.2 B-Envelopes By LDSO / De-minimis by LDSO

Suppliers are required to review this information and advise if there are any material discrepancies.

| Column Name                        | Description   | MOCI |
|------------------------------------|---|------|
| LDSO_SUP_GRP_KEY                   | Composite Key SUPP_GRP_MPID + "_" + LDSO_MPID   | 1    |
| LDSO_MPID                          | LDSO MPID for given Weekly Envelope Value, and SUPP_GRP_MPID  | - 1  |
| SUPP_GRP_MPID                      | Supplier Group MPID of Supplier   | 1    |
| Distributor Short Code             | The short code for the Distributor  |      |
| IsDemin_SUPP_GRP_MPID<br>_inLDSO   | For the given LDSO the total Supplier Portfolio based on the SUPP_GRP_MPID is less than 35,000 Trading MPANs based on the EES data extract used.                                  | 1    |
| IsDemin_LDSO                       | For the given LDSO the total of all Supplier Portfolios is less than 150,000 Trading MPANs based on the EES data extract used.  | 1    |
| SUPP_GRP_LDSO_MPC_C urrentVal      | The Total number of Trading MPANs (Meter Point Count) for the given SUPP_GRP_MPID and LDSO_MPID.  | 1    |
| SUPP_GRP_LDSO_MPC_S upplier_Update | Where the Supplier identifies a discrepancy in the MCC data supplier provide the Total number of Trading MPANs (Meter Point Count) for the give LDSO for that Supplier Group MPID | С    |
| Comment                            | Information to indicate the information that may require updating or investigation by the MCC and reasons why.  | С    |

## 5.3 C-Supplier Group MPID to Supplier MPID Map

Suppliers are required to review this information and advise if there are any material discrepancies.

| Column Name               | Description  | MOCI |
|---------------------------|--|------|
| SUPP_GRP_SUPP_KEY         | Composite Key SUPP_GRP_MPID + "_" + SUPP_MPID  | I    |
| SUPP_GRP_MPID             | Supplier Group MPID of Supplier  | I    |
| SUPP_MPID                 | A Supplier MPID associated with SUPP_GRP_MPID  | I    |
| MigrationStartDate        | MCC derived Migration Start Date   | I    |
| Has_PQS_Migration_T_Dat e | A PQS Migration Start date has been provided   | I    |
| PQS_MigrationTDate        | PQS Migration Start Date   | I    |
| IsSUPP_MPID_Retiring      | PQS Submission Is Retiring   | I    |
| PQS_QualifyMPID           | PQS Submission Qualification MPID  | I    |
| PQS_Organisation          | PQS Submission Qualification Organisation  | I    |
| Group_Name                | MCC Derived Group Name   | I    |
| Supplier_Name_MDD         | MDD Supplier Name  | I    |
| PQS_QWPref1               | PQS Submission Wave Preference 1   | I    |
| Comment                   | Information to indicate the information that may require updating or investigation by the MCC and reasons why.  Provide column name of item in question. | С    |

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## 5.5 D-Supplier Contact List by Supplier MPID

Suppliers are required to review this information and advise if there are any material discrepancies.

| Column Name       | Description  | MOCI |
|-------------------|--|------|
| Contact_Key       | Unique Ref for Contact – Composite Key   | I    |
| Contact Time      | 01_Primary   | T    |
| Contact_Type      | 02_Deputy<br>03_Other  | 1    |
| Contact_Name      | Name of Contact for Supplier MPID  | I    |
| Contact_Email     | Emali of Contact for Supplier MPID   | I    |
| From_Date         | Effective Date for Contact for Supplier MPID   | I    |
| To_Date           | End Date for Contact for Supplier MPID=  | I    |
| Status            | Active Inactive  | I    |
| SUPP_GRP_MPID     | Supplier Group MPID of Supplier  | I    |
| SUPP_MPID         | A Supplier MPID associated with SUPP_GRP_MPID  | I    |
| Group_Name        | MCC Derived Group Name   | I    |
| PPC_Supplier_Name | PPC Supplier Name  | I    |
| MDD_Supplier_Name | MDD Supplier Name  | I    |
| Comment           | Information to indicate the information that may require updating or investigation by the MCC and reasons why. | С    |

## 5.6 E-Supplier Service Providers by Supplier Group MPID

Suppliers are required to provide information on your anticipated Service Providers and their associated percentage of your MPAN portfolio.

| Column Name                   | Description   | MOCI |
|-------------------------------|---|------|
| LDSO_ENV_KEY                  | Composite Key SUPP_GRP_MPID + "_" + LDSO_MPID   | М    |
| SUPP_GRP_MPID                 | SUPP_GRP_MPID   | M    |
| LDSO_MPID                     | LDSO MPID for SERVICE_PROVIDER_MPID   | M    |
| Distributor Short<br>Code     | The short code for the Distributor  |      |
| SERVICE_PROVI<br>DER_MPID     | Service Provider MPID UNKNOWN if unknown  | М    |
| SERVICE_PROVI<br>DER_ROLE_ID  | Service Provider Role ID for SERVICE_PROVIDER_MPID UNKNOWN if unknown   | М    |
| SERVICE_PROVI<br>DER_NAME     | Service Provider Name for SERVICE_PROVIDER_MPID   | M    |
| SERVICE_PROVI<br>DER_REL_TYPE | Service Provider Relationship Type to Supplier either: INTERNAL EXTERNAL  | M    |
| Share_of_Supplier _PF_in_LDS  | Percentage of Supplier Portfolio supported by the Service Provider UNKNOWN if unknown [Decimal Value. E.g. 1= 100% share] | М    |
| Supplier_Update               | FUTURE USE:   | _    |
| Comment                       | FUTURE USE  | I    |

NOTE: MCC will provide a separate worked example of this sheet.

© Elexon Limited 2024 Page 9 of 15

# 5.7 Bulk Change of Agent Request

Suppliers are required to provide information on your anticipated Service Providers and their associated percentage of your MPAN portfolio. Please refer to the Migration Framework for more information about this process.

| Column Name    | Description   | MOCI |
|----------------|---|------|
| SUPP_GRP_MPID  | SUPP_GRP_MPID   | M    |
| LDSO_MPID      | LDSO MPID where the Bulk Change Agent is planned to be undertaken | M    |
| Agent_ID       | Target Agent ID   | M    |
| Date_of_change | The date planned for the change of agent activity                 | M    |
| MPAN_Volume    | The number of MPAN changing agent                                 | M    |
| Status         | The status of the application e.g.                                | ı    |

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## 6 Submission Rules and Validation

Below are the rules for filling out the template depending on the Value in **Submission\_Rules** column, which will be one of the following:

- Deminimis;
- Small\_Supplier; or
- Envelope.

You can find how these values are derived in the following Migration Framework documents:

- MHHS-DEL2426-[01] Migration Framework Foundations v2.1
- MHHS-DEL2428-[03] Migration Capacity Calculations Method Statements v2.1
- MHHS-DEL2429-[03a] Calculations Monitoring and Control Parameters v2.1

Parameters of note that specifically apply to the **Submission\_Rules** attribute are:

- SSPT Small Supplier Portfolio Threshold;
- DLT Deminimis LDSO Threshold; and
- DSLT Deminimis Supplier LDSO Threshold.

6.1 General Submission Rules

- Supplier\_Planned\_Subm\_Vol must have a value for all rows
  - Where a supplier does not have any planned migrations, they should confirm by entering 0.
  - Blanks are not permitted.
- For each LDSO the total of the Supplier\_Planned\_Subm\_Vol should be equal to the SUPP\_GRP\_LDSO\_MPC\_CurrentVal provided in sheet B.
- Please note that Secondary MPANs (Described in the Migration Foundation document) will also need to be registered as part of the weekly/daily volumes.

#### 6.2 Submission Rules for Small Portfolio

- Suppliers may plan migrations as they see fit.
- Complete Submission Templates for Weekly and Daily Granularity will need to be provided in accordance with the Migration Framework.

#### 6.3 Submission Rules for Deminimis

- Non-SIT Suppliers should include within their submission RURP min RURP max [5%-10%] of their portfolio within the Supplier Ramp Up Window following their migration start date.
- SIT Suppliers should assume the same proportion within the Industry Ramp-up Window.
- The residual portfolio must be migrated using a minimum of DDPRU [20 migration days] following the end of the Ramp-Up Window.
- The number of migrated MPANs within any given day must not exceed DMSP [10%] of the LDSO Upper Threshold which is in the Template.

© Elexon Limited 2024 Page 11 of 15

### 6.4 Submission Rules for Envelope.

- Non-SIT Suppliers should include within their submission
  - o From RURP min to RURP max [5% to 10%] of their portfolio within the Individual Supplier Ramp Up Window following their migration start date.
- SIT Suppliers should include within their submission
  - o RURP max [10%] of their portfolio within the Industry Ramp Up Window following their migration start date.
- The value in the Supplier\_Planned\_Subm\_Vol must not exceed the value in the Weekly\_ENVELOPE column.
- Core Migration Window Completion Percentage [90%] of the portfolio should be planned to be migrated by the end of the Supplier's Core Migration Window.

© Elexon Limited 2024 Page 12 of 15

# 7 Appendix – INFO Files

In addition to the submission templates, we have provided information to aid understanding and processing of your weekly submission templates.

## 7.1 High Level Summary – "INFO" Folder

| Logical File Name   | File Name  | Description  |  |
|---|--|--|--|
| INFO A -Envelope Base<br>Data   | INFO_A_%SUPP_GRP_MPID% _BASE _% DATE%.xlsx           | The base data with which the Weekly<br>Submission Template and Envelope data<br>has been derived   |  |
| INFO B – Envelope Scaling<br>Factor and Central Service<br>Thresholds | INFO_B_%SUPP_GRP_MPID% _ENV_SCF_CSTH _% DATE%.xlsx   | Scaling Factors and Central Service Thresholds applied by the MCC by Migration Day for the given Supplier Group MPID   |  |
| INFO C – Total Envelopes<br>by LDSO by Migration<br>Period            | INFO_C_%SUPP_GRP_MPID% _ENV_LDSO_PIVOT _% DATE%.xlsx | Split of Total Envelope allocation by:  1) Industry ramp-up (Early Life Support Period)  2) Supplier ramp-up period  3) Core Migration window  Period beyond core Migration window |  |
| INFO D – Supplier<br>Envelope Portfolio by<br>LDSO                    | INFO_D_LDSO _% DATE%.xlsx                            | Summary view of LDSOs.   |  |
| INFO E – Migration<br>Calendar  | INFO_E_rd_Calendar _% DATE%.xlsx                     | Migration calendar days with:  1) Migration days  2) Non-Migration days  3) Migration Week_ID  Migration Sprint_Execution_ID   |  |
| INFO E – Migration<br>Calendar Day Type5                              | INFO_F_rd_Calendar_Day_Type.xlsx                     | Definition of Migration Day types used in Migration calendar   |  |
| INFO F – Service Provider<br>Role IDs Description                     | INFO_G_rd_Service_Provider_Role_ID _% DATE%.xlsx     | Definition of MHHS Service Provider Role ID  Extract from: MHHS TOM- End-to-End Solution Architecture  |  |

© Elexon Limited 2024 Page 13 of 15

### 7.2 INFO A -Envelope Base Data

| Column Name                      | Description  | MOCI |
|----------------------------------|--|------|
| LDSO_ENV_KEY                     | Composite Key SUPP_GRP_MPID + "_" + LDSO_MPID  | I    |
| SUPP_GRP_MPID                    | Supplier Group MPID of Supplier  | I    |
| LDSO_MPID                        | LDSO MPID for given Daily Envelope Value, and SUPP_GRP_MPID  | I    |
| Distributor Short Code           | The short code for the Distributor   |      |
|                                  | Unique identifier for the Migration Week.  |      |
| Week_ID                          | Format:  | I    |
|                                  | YYYY-WK%Migration Week Number% -S%Sprint_Number%   |      |
| D_Num                            | Sequential day number within the migration period. Day 1 is 07/04/2025   | I    |
| D_Date                           | Calendar Date  | I    |
| Submission Rules                 | Single Attribute to replace: Is_Demin_Rules, IsEnvelope_Rules  Values: - Envelope - Deminimis - Small_Portfolio  | I    |
| IsMigrationDay                   | Indicates if the date is designated as a migration day (Boolean).  | I    |
| Velocity_Period                  | Indicates what phase of template submission a Supplier is in. Values:  - Industry-Ramp-Up - Ramp-Up - Core-Migration Window - Ramp-Down  |      |
| IsDemin_LDSO                     | For the given LDSO the total of all Supplier Portfolios is less than 150,000 Trading MPANs based on the EES data extract used  | I    |
| IsDemin_SUPP_GRP_MPID<br>_inLDSO | For the given LDSO the total Supplier Portfolio based on the SUPP_GRP_MPID is less than 35,000 Trading MPANs based on the EES data extract used.                                       | I    |
| LDSO_Daily_Deminimis_TH          | The maximum number of daily migrations for a given SUPP_GRP_MPID in an LDSO that may be undertaken.  Note: For de-minimis submissions, this value is 0 and Is_Demin_Rules is set to 1. | I    |

## 7.3 INFO B – Envelope Scaling Factor and Central Service Thresholds

| Column Name        | Description  | MOCI |
|--------------------|--|------|
| SUPP_GRP_MPID      | Supplier Group MPID of Supplier  | I    |
| D_Date             | Calendar Date  | I    |
| D_Num              | Sequential day number within the migration period. Day 1 is 07/04/2025                             | I    |
| Velocity_Period    | Indicates if the date is designated as Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down | I    |
| SCF_Value          | Scaling Factor to be applied to the given SUPP_GRP_MPID with the assigning Scaling Factor Phase ID | I    |
| DailyMigrationTH   | The gross Migration Threshold  | I    |
| Adj_CS_MigrationTH | The Adjusted Central Service Migration Threshold adjusted less the Reserved Capacity.              | I    |

## 7.4 INFO C – Total Envelopes by LDSO by Migration Period

| Column Name            | Description  | MOCI |
|------------------------|--|------|
| SUPP_GRP_MPID          | Supplier Group MPID of Supplier  | I    |
| Velocity_Period        | Indicates if the date is designated as Industry-Ramp-Up, Ramp-Up, Core-Migration Window, Ramp-Down | I    |
| Period+StartDate       | The aggregated period Start Date.  |      |
| Period_EndDate         | The aggregated period End Date.  | I    |
| LDSO_MPID              | Column Heading represents LDSO MPID  | I    |
| Distributor Short Code | The short code for the Distributor   |      |

© Elexon Limited 2024 Page 14 of 15

## 7.5 INFO D – Suppler Envelope Portfolio by LDSO

| Column Name            | Description   | MOCI |
|------------------------|---|------|
| LDSO_MPID              | LDSO MPID   | I    |
| LDSO_Name              | LDSO Name (in MDD)  | I    |
| Distributor Short Code | The short code for the Distributor  |      |
| MPRC                   | Market Role ID (in MDD)   | I    |
| LDSO_TH_BAND           | LDSO TH Band as set out in the Migration Thresholds document.   | I    |
| LDSO_Reserved_Capacity | LDSO Reserved Capacity calculated as per the Migration Capacity Calculations Method Statement                                 | a    |
| IsDemin_LDSO           | For the given LDSO the total of all Supplier Portfolios is less than 150,000 Trading MPANs based on the EES data extract used | I    |

# 7.6 INFO E – Migration Calendar

| Column Name    | Description   | MOCI |
|----------------|---|------|
| D_Date         | Calendar Date   | I    |
| D_Num          | Sequential day number within the migration period. Day 1 is 07/04/2025  | I    |
| IsMigrationDay | Indicates if the date is designated as a migration day (Boolean).   | I    |
|                | The Phase of the Migration:   | I    |
|                | - Pre-Transition Window   |      |
| Primary_Phase  | - SIT [ELS] (MVC)   |      |
|                | - SIT (Non-MVC)   |      |
|                | - NON-SIT Pre-M14   |      |
|                | - NON-SIT Post-M14  |      |
|                | - Post-Transition Window  |      |
| SPRINT_Exec_ID | Sprint Number assigned to Date. NOTE: This is an initial early view of the potential Sprint allocations, which is still work in progress. | I    |
| Day Type ID    | Day Type as defined in rd_Calendar_Day_Type file.   | I    |
| DoW            | Day of the week in 'ddd' format   | I    |

## 7.7 INFO F – Migration Calendar Day Type

| Column Name          | Description                | MOCI |
|----------------------|----------------------------|------|
| Day Type ID          | Day Type Identifier        | I    |
| Day Type Description | Description of Day Type ID | I    |

## 7.8 INFO G – Service Provider Role IDs Description

| Column Name             | Description                              | MOCI |
|-------------------------|--|------|
| ROLE_ID                 | DIP Market Role                          | I    |
| Service_Name            | Name of Service for the Market Role Code | I    |
| Market_Segment_Role     | Market Segment of the Role Code          | Ι    |
| Market_Participant_Role | Market Participant Role in MDD           | I    |

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