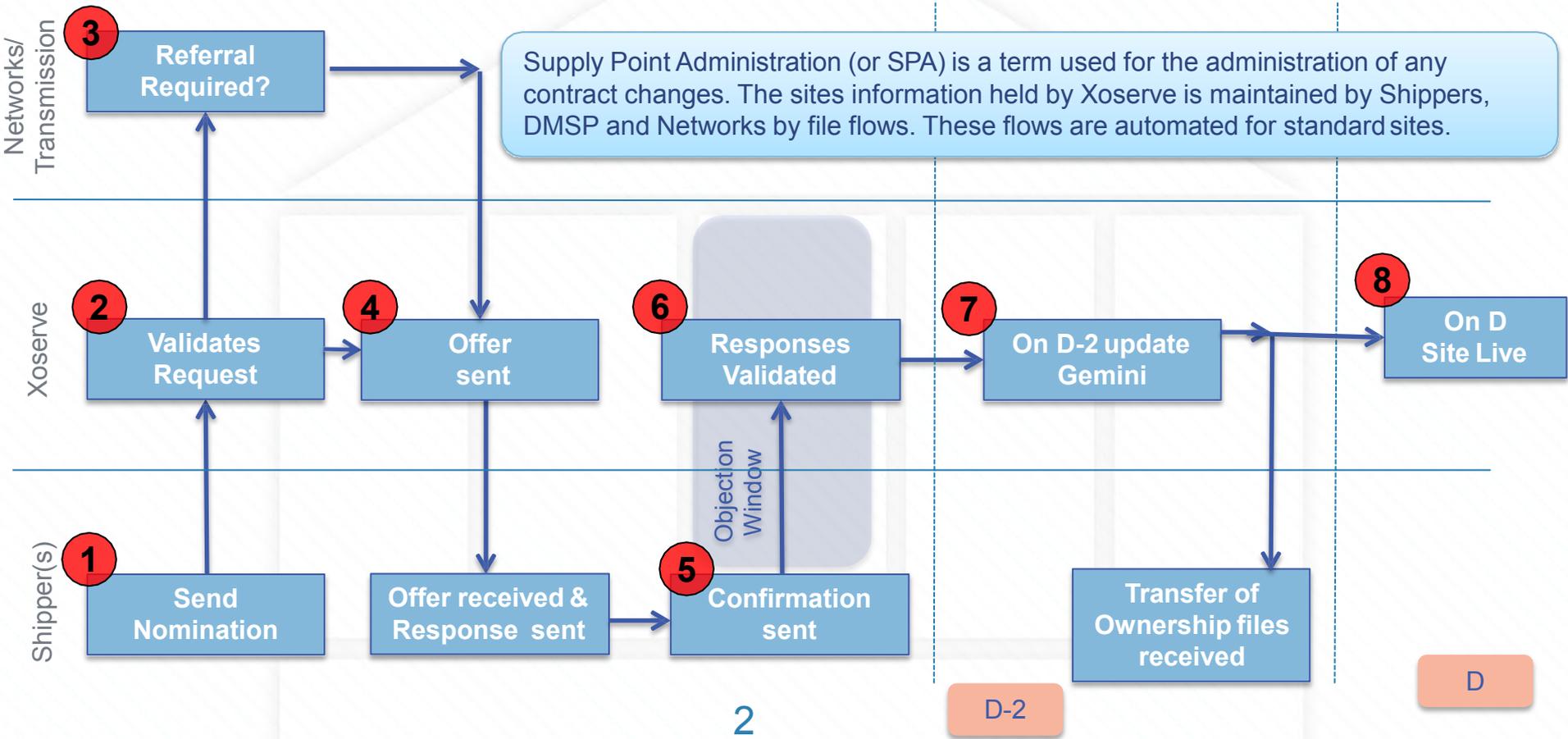# Supply Point Administration (SPA) Process

XRN4534 Amendment to RGMA Rules for Asset Install Date. This change applies to validation rules surrounding the RGMA and SPA processes. The pack provides a high level overview of these processes before introducing the change.

Nomination & Confirmation Process

Networks/Transmission

3 Referral Required?

Supply Point Administration (or SPA) is a term used for the administration of any contract changes. The sites information held by Xoserve is maintained by Shippers, DMSP and Networks by file flows. These flows are automated for standard sites.

Xoserve

2 Validates Request

4 Offer sent

6 Responses Validated

7 On D-2 update Gemini

8 On D Site Live

Objection Window

Shipper(s)

1 Send Nomination

Offer received & Response sent

5 Confirmation sent

Transfer of Ownership files received

D-2

D

Nomination & Confirmation Process

1 Nominations required for sites that have AQ above 73,200 kwh. Confirmation Only Process for sites that have AQ less than 73,200 kwh.

2 On receipt of a file of any format, Xoserve will undertake validations with all details to ensure that the request is valid and all fields have been completed correctly.

Once the validations are complete a response file is sent via file format to confirm whether the request has been successful, rejected (with reasons) or has been referred.

All files are subject to validation. If any file sent is rejected then the originator will need to ensure that the reason is mitigated and resent if applicable (see final slide for list of reasons)

Nomination & Confirmation Process

3 There are circumstances where permission needs to be granted by the Network (DN or IGT), termed a referral. The referral is automatically generated by UK Link when required.

The referral is accepted, rejected or amended by the Network in the Xoserve Services Portal. The Network Responses are automatically issued to the relevant parties by the system.

4 If there is no referral or nomination has been accepted UKLink calculates the relevant transportation charges and issues an offer automatically and once the offer has been posted, shipper may confirm the offer.

5 The Shipper will send in Confirmation requests to accept the terms quoted in the offer. For a small supply point (SSP with AQ less that 73,200kwh) this is where the process starts(confirmation Only Process).

Nomination & Confirmation Process

6 UKLink validates all incoming files to ensure the request is valid and all fields have been supplied correctly.

- UKLink automatically sends flows to all relevant customers and the objection window will open (if applicable*). The objection window will close on the confirmation date -2 business days or the file submission date +7 business days (whichever comes first)

- *As an objection is not applicable for greenfield/ brownfield sites, reconfirmation request from same shipper or where a shipper has posted a withdrawal request the effective date can be as little as 5 business days.

7 At D-2 date Gemini is updated & files to confirm transfer of ownership are sent to all relevant stakeholders.

8 The site is live in UKLink on the Confirmation Effective Date (D)
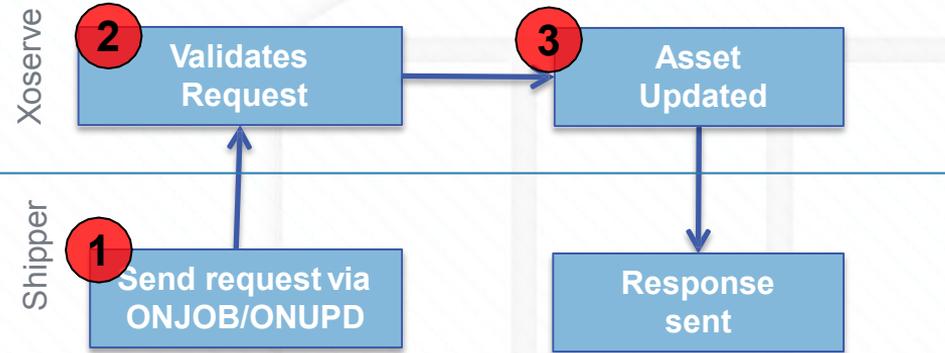
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RGMA (Asset/Device Updates)

Overview of RGMA Process

An ONJOB is a notification of any asset installation, removal and exchange.

An ONUPD is a update to the asset detail.

Xoserve

(2) Validates Request

(3) Asset Updated

Shipper

(1) Send request via ONJOB/ONUPD

Response sent

(1) Files are used by the Shipper for all RGMA activity and are flowed to Xoserve

(2) Validations are performed i.e. mandatory fields filled in, correct data used and rejects sent accordingly

(3) The details are updated and the files flowed back to the Shipper

Once the confirmation has progressed to a Live status, the Registered User cannot record the actual asset installation date if it pre-dates the confirmation effective date.

XRN4534 Amendment to RGMA Validation Rules for Meter Asset Installation Date

Under current RGMA validation rules, a registered user is unable to install an asset to a Supply Meter Point prior to their confirmation effective date once the confirmation status becomes Live.

This change is to enable the registered user to record an accurate asset installation date for a first registration or a registration following a shipper-less and isolated period.

This will allow the Registered User to correctly record the asset installation details for the correct date, the validation rule within UK Link will be amended for both the ONJOB and ONUPD files:

On first registration or a registration following an isolated and shipper-less period the Registered User with a Live confirmation status can record the asset installation for a date prior to their confirmation effective date where there is no other Registered User on or after the asset installation date.

Validations are already in place for ONJOB and ONUPD files at RQ and CO stages of the confirmation period and these will remain unchanged

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