

Meter Point Portfolio Reconciliation



The guide has been created to support, Shipper customers, with the annual Shipper/Transporter - Meter Point Portfolio Reconciliation exercise.

This guide will provide a breakdown of all the steps required to be undertaken by Shipper customers to support the exercise.

Modification (0431) was implemented on the 1st April 2014, to Improve the completeness of data held on CDSP (Central Data Service Provider) systems on behalf of industry parties by carrying out a Meter Point portfolio reconciliation between Shipper records and CDSP held records.

Shippers are required to obtain from Supply businesses a dataset of sites (MPRNs-Meter Point Reference Number) that are actively being supplied.

The MPRNs will be provided to the CDSP, and the CDSP will then match the dataset against the MPRN data they hold and identify any MPRNs for which a supply arrangement is in place but; the MPRN is not registered to a Shipper, does not appear on the Supply Point Register, is dead or extinct or appears on one or more Supply Point Portfolios.

Discrepancies will be highlighted to Shippers and active steps will be undertaken to register these MPRNs improving the accuracy of industry held data and cost allocations.

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Key Dates and Key Information

GS Gavin Statham

xserve



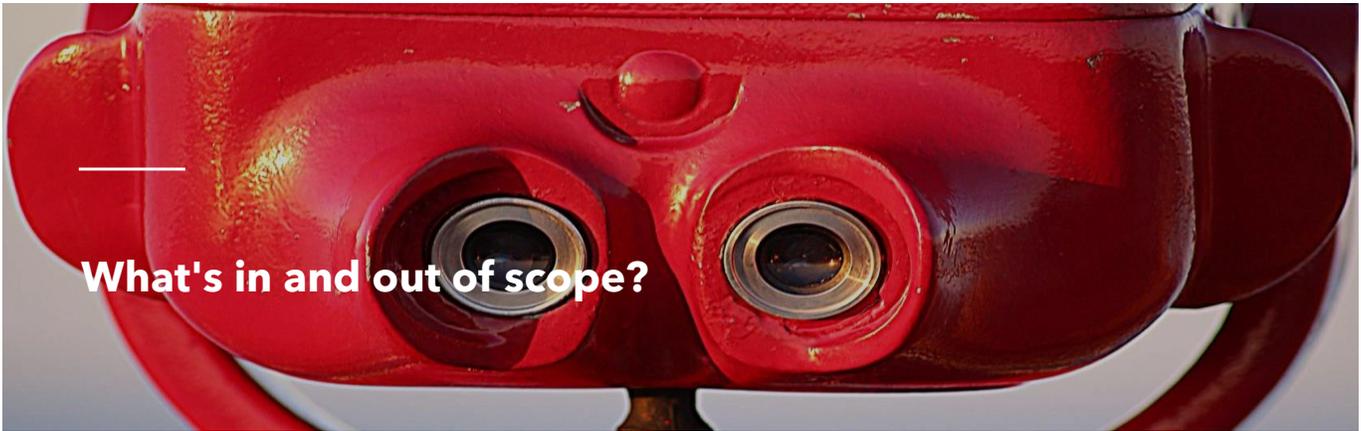
Shipper portfolio extraction must be completed on the **7th November 2020**.

Shippers must submit the extraction to Xoserve, as the Central Data Service Provider (CDSP), by **28th November 2020**

Where a Shipper cannot obtain the Supply Portfolio extract, the CDSP will need to be notified and provided the relevant Supplier contact details within 15 business days of the extract date, together with the reason why the Supplier is unable to fulfil the request.

In the event that the Shipper has been unsuccessful in securing the supply portfolio of a Supplier to whom it is contractually associated with then the Shipper will provide the Supplier's contact details to enable the Transporters agent to make a direct request to the Supplier for this information.

Non-compliance in accordance with the rules outlined in UNC (Uniform Network Code), will be reported to Ofgem.



What's in and out of scope?

In Scope

- GT & IGT Supply Meter points
- Supply Meter Points that have a confirmation of Live 'LI' or Confirmed 'CO'
 - Definition of 'live' supply points is; Supply Meter Point Reference Numbers with the confirmation status 'LI' and 'CO', where a Supply Contract is in place

Out of Scope

Some of the non-standard sites are out of scope, these are-

- Liquid Petroleum Gas (LPG) Supply Meter Points
- Interconnectors
- Shared Supply Meter Points
- Twin Stream Meter Points



What are the responsibilities for CDSP and Shippers?

Responsibilities for the CDSP

- Maintain the Distribution List
- It is important that Shippers notify the CDSP of any changes to contact information, the CDSP recommend using a box account and annually reviewing internal responsibilities for this activity
- Issue communications to industry
- Provide support throughout the process
- Perform the reconciliation process & issue SPO (Supply Point output) files
- Force confirm the Shipperless and Unregistered sites
- Generate the Industry reports

Responsibilities for the Shipper

- Advise CDSP of updates to the contact information

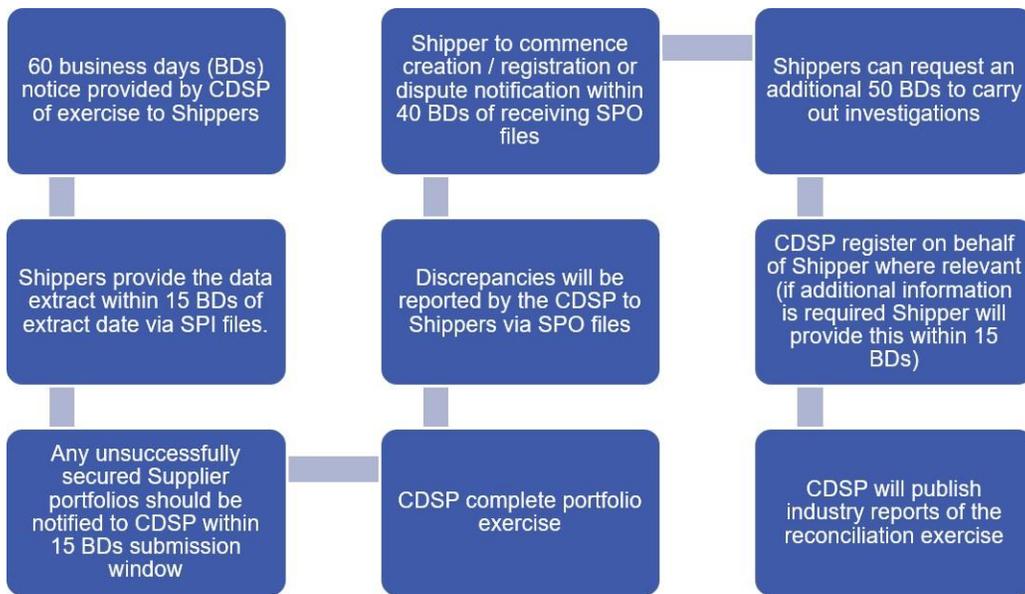
- Submit supply meter point portfolio within the submission window
- Shippers shall use reasonable endeavours to secure the supply portfolio of a Supplier with which it has a shipping arrangement.
- Monitor and investigate SPI (Supply Point Input) file rejections
- Investigate SPO (Supply Point Output) file outputs

Process

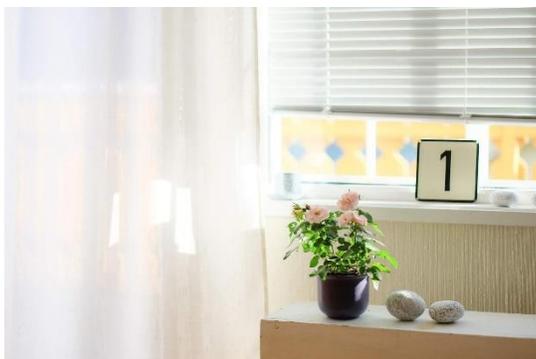
GS **Gavin Statham**



Process flow of Meter Point Portfolio Reconciliation



Step One - Portfolio Extraction:



Shipper Action:

Extract supply meter point portfolio data, from Suppliers customer database (supply portfolio of the associated Supplier for each Shipper)

by 7th November 2020

Important Information

- The portfolios should include all actively supplied Supply Meter Point Reference Numbers (MPRNs) that are currently live in each Supplier's database, where a Supply Contract is in place
- Permitted exclusion supply points from this activity:
 - Shared Supply Points
 - Liquid Petroleum Gas (LPG) Supply MPRNs
 - Twin Stream Supply MPRNs
 - Interconnector
- Only Supply MPRNs with the confirmation status 'LI' and 'CO' should be provided within Supply Portfolios.
- The Confirmation Status 'CO' is an interim status which immediately precedes the Status of 'LI' in the Confirmation process.
- The Meter Point will go to the Status of 'CO' 2 days before the Confirmation Effective Date. Once at the CO Status, the Confirmation is irreversible.

Step Two - Portfolio Submission



Shipper Action:

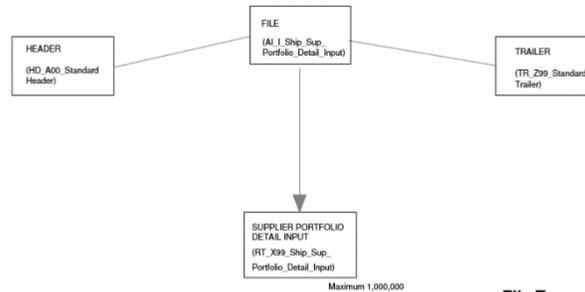
Submit supply meter point portfolio via SPI files within the submission window

7th November 2019 -28th November 2020

The SPI file can be found in UK Link Documentation, the file path is;
Documents → 3. *UK Link Interface Documents* → 3.b *System Interface Documents* → *Shipper* → *File Hierarchies* → *SPI Hierarchy V1*

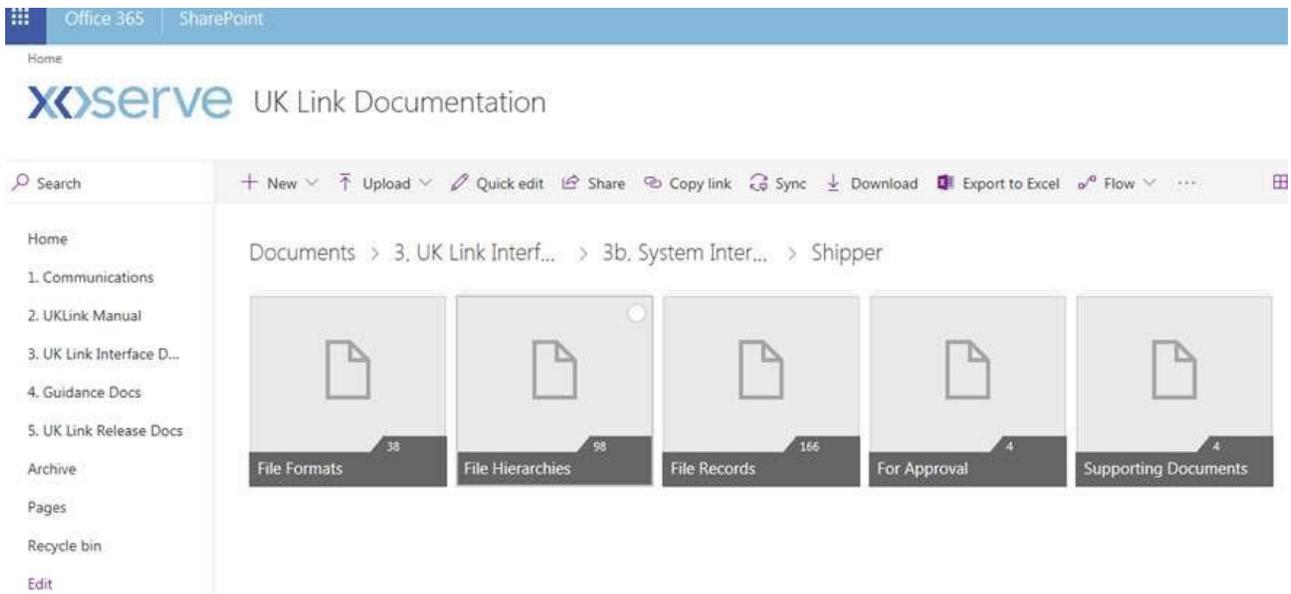
SPI Hierarchy:

SYSTEM USER TO TRANSPORTER Shipper Supply Portfolio Detail Input File



File Type: SPI

Version 1 Live
Issued: 08/05/2014
Implemented: 28/05/14



Screen shot of navigation to file formats

The SPI file records within this hierarchy are;

- Header Record - A00
- Supplier Portfolio Input Record- X99
- Trailer Record - Z99

File Header Record - A00

Record Format Document

HD_A00_STANDARD_HEADER

(UK Link standard header for all files sent between CDSP and other Organisations)

Author:	Xoserve
Owner:	Xoserve
Version:	V1L
Status:	Live
Date:	21/08/2001

Version Control

Version	COR	Issue Date	Implementation Date	Summary of Change
1L		21/08/2001	21/08/2001	Current Live Version

Notes

Note 1

OPT - Optional/Mandatory (O - Optional, M - Mandatory)
 DOM - Domain (T - text, N - Numeric, D - Date (YYYYMMDD), M - Timestamp)
 LNG - Number of characters
 DEC - Number of decimal places

Note 2

All text fields will be enclosed in double quotes ("")

HD_A00_STANDARD_HEADER
Version:

Page 2 of 3
Approved

Issue Date: 21/08/2001
Implementation Date: 21/08/2001

Record Type Definition

RECORD/FIELD NAME	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	A code identifying the type of request that this record represents. VALUE : A00
ORGANISATION_ID	M	N	10	0	An reference which uniquely identifies a System User / Organisation.
FILE_TYPE	M	T	3	0	An application specific code used to identify the structure and the usage of the file.
CREATION_DATE	M	D	8	0	The date on which the file was generated. FORMAT : YYYYMMDD
CREATION_TIME	M	M	6	0	The time at which the file was generated (within the Creation Date). FORMAT : HHMMSS
GENERATION_NUMBER	M	N	6	0	A sequence number which represents an issue of a file from the System User (indicated by the organisation id), and of the file type (indicated by file type) i.e. The first Nominations file from an System User will have the number 1, the second number 2 etc. Each file sent either from a System User to CDSP or from CDSP to a System User within one file type must have consecutive numbers.
Total:			36		

HD_A00_STANDARD_HEADER
Version:

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Approved

Issue Date: 21/08/2001
Implementation Date: 21/08/2001

Supplier Portfolio Input Record- X99

5Record Format Document

X99 SHIPPER SUPPLY PORTFOLIO INPUT

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Author:	Xoserve
Owner:	Xoserve
Version:	2L
Status:	Live
Date:	PNID

Version Control

Version	COR	Issue Date	Implementation Date	Summary of Change
1L				Previous Live Version
2L	1154	12/12/2016	PNID	Live Version at PNID

Notes

Note 1

OPT - Optional/Mandatory (O - Optional, M - Mandatory)
 DOM - Domain (T - text, N - Numeric, D - Date (YYYYMMDD), M - Timestamp)
 LNG - Number of characters
 DEC - Number of decimal places

Note 2

All text fields will be enclosed in double quotes ("")

X99 SHIPPER SUPPLY PORTFOLIO INPUT Page 2 of 3
 Version: 2L

Implementation Date: PNID

Record Type Definition

RECORD/FIELD NAME	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	A code identifying the type of request that this record represents. Value:X99
METER_POINT_REFERENCE	M	N	10	0	A unique identifier for the point at which a meter is, has been or will be connected to the gas network.
METER_SERIAL_NUMBER	O	T	14	0	DEFINITION: The manufacturers meter serial number. This field will be populated with the information provided in the input file.
POSTCODE_OUTCODE	M	T	4	0	Standard PAF outcode as defined in the PAF digest. This field will be populated with the information provided in the input file.
POSTCODE_INCODE	M	T	4	0	Standard PAF incode as defined in the PAF digest. This field will be populated with the information provided in the input file.
SHIPPER_SHORT_CODE	M	T	3	0	This field identifies the 3 digit unique shipper short code. This field will be populated with the information provided in the input file.
SUPPLIER_SHORT_CODE	M	T	3	0	Supplier code for the supply meter point. This field will be populated with the information provided in the input file.
Total			41		

X99 SHIPPER SUPPLY PORTFOLIO INPUT Page 3 of 3
 Version: 2L

Implementation Date: PNID

Trailer Record - Z99

Record Format Document

TR_Z99_STANDARD_TRAILER

(Standard trailer for all files sent between other organisations and CDSP)

Frequency: 1 per file.

Author:	Xoserve
Owner:	Xoserve
Version:	V2L
Status:	Live
Date:	21/08/2001

Version Control

Version	COR	Issue Date	Implementation Date	Summary of Change
2L		21/08/2001	21/08/2001	Current Live Version

Notes

Note 1

OPT - Optional/Mandatory (O - Optional, M - Mandatory)
 DOM - Domain (T - text, N - Numeric, D - Date (YYYYMMDD), M - Timestamp)
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TR_Z99_STANDARD_TRAILER
 Version: 2L

Page 2 of 3
 Live

Issue Date: 21/08/2001
 Implementation Date: 21/08/2001

Record Type Definition

RECORD/FIELD NAME	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	DEF: A code identifying the type of information that this record contains. VALUE: Z99
RECORD_COUNT	M	N	10	0	DEF: The number of detail records contained within the file. This should not include the standard header and the standard trailer but should include any file specific headers if specified for this file ie: only A00 and Z99 records excluded.
Total:			13		

 *247

TR_Z99_STANDARD_TRAILER
 Version: 2L

Page 3 of 3
 Live

Issue Date: 21/08/2001
 Implementation Date: 21/08/2001

Important Information

- Supplier Portfolio Detail Input - X99
 - a. The submission of Supply Portfolios should adhere to the record format: X99 SHIPPER SUPPLY PORTFOLIO INPUT and can only be sent to Xoserve via the IX gateway.
 - b. Following the initial X99 file submission, please check with your IT department that it has not rejected or stuck at your organisations IX gateway.
 - c. It is also worth noting that Xoserve must respond to a file rejection within D+2 of submission

Step Three - Investigate File Rejections

Shipper Action

Shipper to monitor and investigate SPI file rejections from Xoserve, take corrective action and re-submit SPI records if required. The two file level rejection codes for the SPI file are FRJ and ERR

- FRJ is a file level rejection - for example the file contains no records
- ERR is a record based rejection - for example the transaction type is not recognised
- All of the rejection codes and descriptions within FRJ and ERR can be found below



A link to the ERR and FRJ File Formats can be found in UK Link Documentation, the file path is;
Documents → 3. *UK Link Interface Documents* → 3b. *System Interface Documents* -> *All Users* → *File Formats*

File Level Rejection Codes (FRJ rejections)	
FIL00010	File contains no records
FIL00011	Record contains incorrectly formatted data
FIL00012	Records are not in the expected order
FIL00013	Organisation Id on the Header cannot be found
FIL00014	Organisation Id on the Header does not match the Sender's Id in the File Name
FIL00015	File Type on the Header is not the same as that in the File Name
FIL00016	Generation Number on the Header is not the same as that in File Name
FIL00017	A file with this Generation Number has already been received and successfully processed
FIL00018	A physical count of the Detail Records in the File does not match that held in the count field on the Trailer
FIL00019	Invalid Record Type found
FIL00023	Generation number in filename is not numeric
FIL00024	Invalid sub-record transaction type for high-level record transaction type
FIL00124	File rejected and will not be processed

Record Level Rejection Codes (ERR rejections)	
CSV00010	Transaction type not recognized
CSV00011	Invalid character
CSV00012	Invalid numeric field
CSV00013	Premature end of record
CSV00014	Invalid record termination
CSV00015	Invalid text field
CSV00016	Invalid decimal value
CSV00017	Too many digits
CSV00018	Invalid field
CSV00019	Record too short
CSV00020	Mandatory field expected
CSV00021	Invalid Date/Time field

All rejection codes can be found in UK Link Documentation, the file path is;
Documents → 3. *UK Link Documents* → 3b. *System Interface Documents* → *Shipper* → *Supporting Documents* → *Rejection Codes*

Step Four - Investigate SPO outputs



CDSP Action

Once the File submission window closes the CDSP will issue SPO files to Shippers highlighting discrepancies to be investigated

Shipper Action

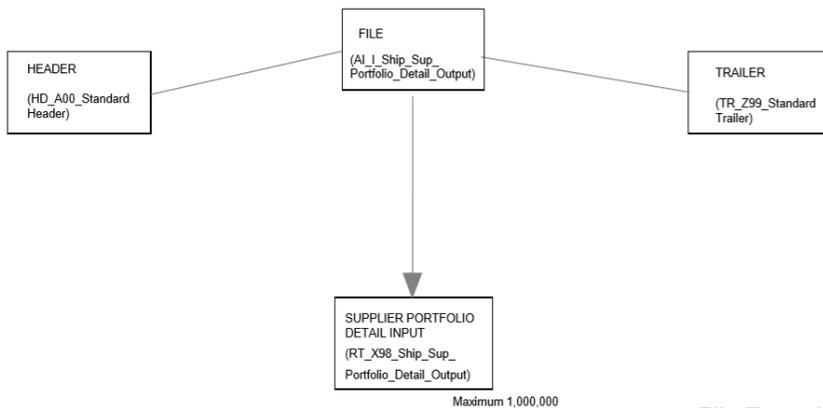
Shipper to investigate output file flags and either take corrective action or dispute within 40 Business Days of receiving SPO files

The SPO file records within this hierarchy are;

- Header Record - A00
- Supplier Portfolio Output Record- X98
- Trailer Record - Z99

SPO Hierarchy - A00

TRANSPORTER TO SYSTEM USER Shipper Supply Portfolio Detail Output File



File Type: SPO

Version 1 Live
Issued: 08/05/2014
Implemented: 13/06/14

File Header Record - A00

Record Format Document

HD_A00_STANDARD_HEADER

(UK Link standard header for all files sent between CDSP and other Organisations)

Author:	Xoserve
Owner:	Xoserve
Version:	V11
Status:	Live
Date:	21/06/2001

Version Control

Version	COR	Issue Date	Implementation Date	Summary of Change
1L		21/06/2001	21/06/2001	Current Live Version

Notes

Note 1
 OPT - Optional/Mandatory (O - Optional, M - Mandatory)
 DOM - Domain (T - text, N - Numeric, D - Date (YYYYMMDD), M - Timestamp)
 LNG - Number of characters
 DEC - Number of decimal places

Note 2
 All text fields will be enclosed in double quotes ("")

HD_A00_STANDARD_HEADER Page 2 of 3 Issue Date: 21/06/2001
 Version: Approved Implementation Date: 21/06/2001

Record Type Definition

RECORD/FIELD NAME	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	A code identifying the type of request that this record represents. VALUE : A00
ORGANISATION_ID	M	N	10	0	An reference which uniquely identifies a System User / Organisation.
FILE_TYPE	M	T	3	0	An application specific code used to identify the structure and the usage of the file.
CREATION_DATE	M	D	8	0	The date on which the file was generated. FORMAT : YYYYMMDD
CREATION_TIME	M	M	6	0	The time at which the file was generated (within the Creation Date) FORMAT : HHMMSS
GENERATION_NUMBER	M	N	6	0	A sequence number which represents an issue of a file from the System User (indicated by the organisation id), and, of the file type (indicated by file type) e.g. The first Nominations file from an System User will have the number 1, the second, number 2 etc. Each file sent either from a System User to CDSP or from CDSP to a System User within one file type must have consecutive numbers.
Total:			36		

HD_A00_STANDARD_HEADER Page 3 of 3 Issue Date: 21/06/2001
 Version: Approved Implementation Date: 21/06/2001

File Header Record - X98

Record Format Document

X98 SHIPPER SUPPLY PORTFOLIO OUTPUT

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Author:	Xoserve
Owner:	Xoserve
Version:	2L
Status:	Live
Date:	PNID

Version Control

Version	COR	Issue Date	Implementation Date	Summary of Change
1L				Previous Live Version
2L	1154	12/12/2014	PNID	Live Version at PNID

Notes

Note 1

OPT - Optional/Mandatory (O - Optional, M - Mandatory)
 DOM - Domain (T - text, N - Numeric, D - Date (YYYYMMDD), M - Timestamp)
 LNG - Number of characters
 DEC - Number of decimal places

Note 2

All text fields will be enclosed in double quotes ("")

Record Type Definition

RECORD/FIELD NAME	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	A code identifying the type of request that this record represents. Value:X98
METER_POINT_REFERENCE	M	N	10	0	DEFINITION: A unique identifier for the point at which a meter is, has been or will be connected to the gas network.
METER_SERIAL_NUMBER	O	T	14	0	DEFINITION: The manufacturers meter serial number. This field will be populated with the information provided in the input file.
POSTCODE_OUTCODE	M	T	4	0	Standard PAF outcode as defined in the PAF digest. This field will be populated with the information provided in the input file.
POSTCODE_INCODE	M	T	4	0	Standard PAF incode as defined in the PAF digest. This field will be populated with the information provided in the input file.
SHIPPER_SHORT_CODE	M	T	3	0	This field identifies the 3 digit unique shipper short code. This field will be populated with the information provided in the input file.
SUPPLIER_SHORT_CODE	M	T	3	0	Supplier code for the supply meter point. This field will be populated with the information provided in the input file.
UNREGISTERED_FLAG	O	T	1	0	Will be populated if the criteria is met Allowable value: Y – report criteria met.
SHIPPERLESS_FLAG	O	T	1	0	Will be populated if the criterion is met. Allowable value: Y – report criteria met.
SMP_UNRECOGNISED_FLAG	O	T	1	0	Will be populated if the criterion is met. Allowable value: Y – report criteria met.
SMP_ON_MULTIPLE_PORTFOLIOS_FLAG	O	T	1	0	Will be populated if the criterion is met. Allowable value: Y – report criteria met.

Trailer Record - Z99

Record Format Document

TR_Z99_STANDARD_TRAILER

(Standard trailer for all files sent between other organisations and CDSP)

Frequency: 1 per file.

Author:	Xserve
Owner:	Xserve
Version:	V2L
Status:	Live
Date:	21/06/2001

Version Control

Version	COR	Issue Date	Implementation Date	Summary of Change
2L		21/06/2001	21/06/2001	Current Live Version

Notes

Note 1

OPT - Optional/Mandatory (O - Optional, M - Mandatory)
 DOM - Domain (T - Text, N - Numeric, D - Date (YYYYMMDD), M - Timestamp)
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TR_Z99_STANDARD_TRAILER
 Version: 2L

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 Live

Issue Date: 21/06/2001
 Implementation Date: 21/06/2001

Record Type Definition

RECORD/FIELD NAME	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	DEF: A code identifying the type of information that this record contains. VALUE: Z99
RECORD_COUNT	M	N	10	0	DEF: The number of detail records contained within the file. This should not include the standard header and the standard trailer but should include any file specific headers if specified for this file ie: only A00 and Z99 records excluded.
Total:			13		

 *247

TR_Z99_STANDARD_TRAILER
 Version: 2L

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 Live

Issue Date: 21/06/2001
 Implementation Date: 21/06/2001

The output file flags are as follows

- **Unregistered Flag:** Shipper to investigate and submit NOM/CNF files where appropriate.
- **Shipperless Flag:** Shipper to investigate and submit NOM/CNF files where appropriate.
- **MPRN Unrecognised Flag:** Shipper to investigate and submit MNC via xoserve.mprncreation@xoserve.com . IGT MPRN's need to be created by iGT' s.
- **MPRN on Multiple Portfolio Flag:** This indicates if a supply meter point has a live/dead account, as it has been submitted across multiple stakeholders' portfolios. It may highlight however, possible evidence of duel billing and this is for informational purposes only.
- **Dead or Extinct MPRN Flag:** If following investigations Shipper believes that supply meter point with DE (Dead) status should be LI (Live) they need to raise a DTL (Dead to Live) contact via the Contact Management Service (CMS) where appropriate. If supply meter point with EX (extinct) status should be LI (Live) submit an MNC via xoserve.mprncreation@xoserve.com where appropriate

If you wish to raise a dispute, please email xoserve.sats.spa@xoserve.com

Step Five - CDSP Obligations



If after 40 business days the Shipper has taken no action, CDSP will force confirm the Shipperless & Unregistered supply meter points on the Shippers behalf. If additional information is required for MPRN creations, the CDSP will

request this and the Shipper will provide this within 15 business days.

The CDSP will publish an anonymised industry report of the reconciliation exercise on [Xoserve.com](https://www.xoserve.com) In parallel a non-anonymised report will also be sent to Ofgem.

If you have any questions about the process, or would like to arrange a call to discuss this activity, please contact Lee Jackson or Matthew Taylor on xoserve.sats.spa@xoserve.com

Handy Hints

 Gavin Statham



We have listed below some handy hints and tips to support the successful completion of this activity!

1

You must include your 6 digit Shipper Organisation ID into the SPI file sent to Xoserve. If you are unsure of your Organisations ID, please contact our Customer Onboarding Life Cycle Team: [.box.xoserve.customerlifecycle.spa](mailto:box.xoserve.customerlifecycle.spa)

2

Prior to the submission of your portfolio extract, we would strongly advise that you check for your last SPI file number sequence (i.e. XXX01.PN000001.SPI). As it is important to ensure that the file number you submit for this year has not be used previously, as it will be rejected.

3

You can only submit 1 million records per X99 record.

4

You must carriage return at the end of the Z99 record

5

The SPI file extension must be in capital letters, with the following structure XXX01.PN000001.SPI. NB: the XXX should relate to your organisations Shipper Short Code

6

Files should be submitted with an ANSI format, they should **not** be submitted in a UTF-8 format

7

There must not be extra commas at the end of a data line (',') and there must not be spaces included within the lines of data

8

If you receive an SPI file rejection, you must re-submit using the next sequential number i.e. XXX01.PN000001.SPI XXX01.PN000002.SPI

9

Please note, if you do receive an .ERR rejection, it can only produce 50 records at a time, therefore, you will receive multiple rejection files relation a single SPI file submission.

10

Please note, the X98 file is not issued until the X99 file submission window is closed.

11

If you want to send us a sample file through prior to the extraction date our team are available to validate via: xoserve.sats.spa@xoserve.com