

Central Switching Service (CSS) Supply Point Administration (SPA) – frequently asked questions

1. What does CSS mean?

CSS is short for Central Switching Service.

2 What is a CSS site?

A CSS site is a Supply Meter Point that will utilise the Central Switching Service (CSS) for the registration of Suppliers and Shippers.

The majority of sites will be classified as CSS sites with the exception of NTS Sites, Shared Supplied Sites, Supplier Exempted Sites, Interconnectors and LPG sites. For further information [please read our training material](#).

3. How do I process a registration for a CSS site?

You'll need to contact the Data Communications Company (DCC) to initiate a switch.

You can do this through their [website](#).

4. What are the new timescales for registrations for CSS?

Timescales for CSS are documented within the [Retail Energy Code \(REC\)](#) and the effective dates will be validated in Data Communications Company (DCC) systems.

5. Have any new files been introduced? Where can I find them?

You can find file formats for the new switching flows in the [REC Portal](#).

You can find all Shipper files, records and hierarchies in the [UK Link Documentation Library](#). Once you've accessed the library, you can locate the Shipper files by using the below steps:

1. Click on 3. UK LINK Interface Documents
2. Click on 3b System Interface Documents
3. Click on Shipper.

6. Have any new data items been introduced for CSS?

The new data items introduced are the BRN reference number, CSS registration ID and CSS Effective Date.

7. Is the nomination process changing?

The nomination process will no longer be a requirement for all Large Supply Point (LSP) registrations as this process will operate independently to a CSS registration.

For example, Class 3 and 4 do not need a nomination if they are over 73,200 kWh but they can still be sent.

8. How do I process an Initial Registration (for a Greenfield or Brownfield site)?

Gas Suppliers should contact the Data Communications Company (DCC) to initiate the registration.

You can do this through their [website](#).

9. What is an ASN file and why would I receive it?

The ASN file is a new outbound file which provides the settlement data to the proposing user (Shipper) following receipt of a CSS pending registration \ initial registration or Shipper change event.

When a valid BRN is accepted and associated or a previously associated BRN is cancelled by 3pm on D-1 (D is the switch or registration effective date) an ASN file will be sent with the latest settlement data.

ASN Files are sent to inform the Shipper each time new settlement data is applied such as when a new BRN is sent in, when the BRN is cancelled.

10. How do I submit settlement data?

Settlement data can be submitted by the proposing Shipper using a BRN file. This can be sent before the CSS Supplier Switch / change of Shipper event has been accepted or up until 3pm on D-1.

You can find a BRN file in the [UK Link Documentation Library](#).

11. How long is a BRN file valid for?

BRN is valid up to 60 calendar days and must be valid on the date the switch or event is going live.

The BRN can be submitted prior to receiving a CSS switch or change of Shipper event and will not become operative until a CSS instruction has been accepted.

12 Why have I received default information within the ASN (Base Registration Association Notification)?

A site may be provided with default values in the ASN, if a BRN has not been received or has failed validation.

A Shipper may rectify the settlement data by providing a valid BRN, if prior to 3pm on D-1. If received after 3pm on D-1 this will not update the settlement data and, the SPA update files/processes will need to be used once the site is within the Shipper's ownership.

13. What are the default values for class?

Default Settlement Class:

- For the majority of sites, the default Class will be Class 4
- Where the Class is currently DM (Daily Metered), if the AQ is above 58,600,000 kWh and a Datalogger is installed, or if the site is a mandatory Class 1 i.e. DNI, Network Designated Site and SLSP, then the Meter Point will default to Class 1
- If the AQ is above 58,600,000 kWh and has no Datalogger installed it will default to Class 4

14. Why has my site defaulted to a class that I did not request?

The site may have been defaulted to a class not requested for a number of reasons. For example, we may not have received the BRN file or the BRN file may have been rejected and therefore we may have not applied your settlement data.

If any of the following items change between the point of BRN acceptance and the CSS registration or Shipper change event, the BRN data may not be associated to the Supply Meter Point and default data will be provided to the Shipper within the Association Shipper notification (ASN) file:

- Annual Quantity (AQ) at the time of the CSS registration will validate UNC requirements such as MRF, Emergency Contact Data, Class
- Meter Point Status
- Associated offer has been cancelled i.e., LDZ change, Ratchet
- Reduced Capacity outside the Capacity window (1 October - 31 January)
- Supplier or MPRN does not match the CSS notification

15. What is a TMC file?

A TMC file is issued to the Shipper to confirm the switch is taking place. This replaces the TRF and MRI files. It is sent to the incoming Shipper confirming the values to be recorded once the registration becomes effective. A TMC is also sent to the outgoing Shipper confirming that they will cease to supply the site from the effective date.

16. Can I object to a switch or cancel an objection for CSS sites?

A gas Supplier will need to object or cancel a switch via the Data Communications Company (DCC). Any objections or cancellations will need to be completed in accordance with the documented timescales.

17. How do I cancel a switch for a CSS site?

The Supplier will need to contact the Data Communications Company (DCC) directly.

18. Can you tell me about the SAP APIs and where do I find the information on them?

You can find the SAP APIs in the [UK Link Documentation Library](#). Once you've accessed the library, you can locate the APIs by using the below steps:

1. Click on 3. UK LINK Interface Documents
 2. Click on 3a. User Interface Documents
 3. Click on UK Link API Documentation
- (Or you can also find them in the [API training material](#))

19. What are the APIs for settlement data?

The different types of APIs for settlement data are:

- BRN for Nom API - This is the API equivalent of the BRN T90 file (containing the same data) and can be used by Shippers to provide settlement details in relation to a current pending or future CSS registration request. i.e. When a nomination offer has been accepted
- BRN for no Nom API - This is the API equivalent of the BRN T91 file (containing the same data) and can be used by Shippers to provide settlement details in relation to a current pending or future CSS registration request. i.e. when no nomination offer has been accepted
- BRN cancellation API - Can be used to cancel an accepted BRN
- BRN accepted API - Equivalent of BRR file
- BRN association - Equivalent of ASN file
- Transfer of Ownership API - Equivalent of TMC file
- Ceased Responsibility API - Equivalent of TMC S88 file

20. Will Forced Confirmations still occur under CSS? Will I still receive a notification for this?

Yes, Forced Confirmations will still occur through Transporter Initiated Registration Processes such as GSR, MOD410a.

The ASN file will be sent to the Shipper to confirm the settlement data. This will contain default data unless a valid BRN file has been received and validated; the BRN values will be used if it has been processed.

A Nomination Shipper Reference i.e. ManualXXXX will still be populated in the ASN and TMC files to identify where the registration has been carried out on the Shipper's behalf.

21. Can you explain what the RMP status is? How do I update it?

The RMP status is a combination of the Meter Asset and Supply Meter Point status.

O - Operational - indicates a Meter Point Status is LI or CA or CL with an isolation Status is N (or Blank) - Site can be registered via DCC

D- Dormant indicates the meter point is LI or CA or CL with an isolation Status is Y) - site can be registered via DCC or de-registered (withdrawn via DCC)

T - Terminated - indicates that an RMP is no longer capable of off-taking gas i.e. the Meter Point Status is DE or EX sites cannot be registered via DCC, they can only be de-registered (withdrawn via DCC)

If a Shipper needs to correct the Supply Meter Point status, this can be done via the ISO or DTL contacts within the Contact Management Service (CMS) and to amend the asset, this will be via the RGMA files (ONJOB or ONUPD). Once amendments to the Meter Point/Asset status have been accepted, this will be reflected by updating the RMP status.

The RMP status is available to Gas Transporters, Shippers and Suppliers. For more information, please view the Gas Enquiry Service (GES) Matrix. You can access this in the [Retail Energy Code Portal](#).

22. Can you tell me what an REL address is and how would I amend it?

The Retail Energy Location (REL) will be constructed and maintained by the CSS provider and is a composite of a minimum of two elements.

- A Registrable Measurement Point (RMP), which represents the MPRN or MPAN for electricity
- The address where the energy supply is being measured (the consumer's address or premises served)

The REL address will be visible in the Gas Enquiry Service (GES), or available via the Xoserve APIs. It will also be available in ECEOS for electricity.

For more details on the REL Address, please see the training material which describes the REL address. The detail can also be found in the REC Address Management Schedule (via the REC portal).

23 How do I withdraw from a site?

A Shipper cannot withdraw from a Central Switching Service (CSS) site. The Supplier needs to de-activate their registration through the new CSS process.

Please see the registration schedule in the [Retail Energy Code \(REC\) portal](#) for more information.

24 How do I withdraw from a site that has never had a meter associated?

A WAO file, S39 Record can be submitted by the owning Shipper for a site where a meter has never been fitted. Xoserve will validate to ensure there has been no meter activity at the site and a new outcome code of CN will be provided in the WOR file. This will trigger an RMP status of dormant to CSS, which will then enable the registered Supplier to de-activate. This is also known as ECO sites (Erroneous Confirmations).

25 Why is my withdrawal not being accepted?

The Withdrawal Process is no longer utilised with the exception of non-CSS sites and ECO Sites as described in the above question.

All de-activation (Withdrawal) activities should be directed to the DCC (Data Communications Company). The RMP status must be Dormant or Terminated to allow a withdrawal to take place.

26. Why have I not received my lapsed notification or retained responsibility notification?

Xoserve is no longer responsible for the notifying of lapsed or retained notifications. The Data Communications Company (DCC) will notify the relevant Shippers and Suppliers of any cancelled or objected transactions.

A de-activation request will only be accepted if the RMP status is Dormant or Terminated.

27. Can you tell me what rejection codes have been introduced for CSS?

There have been eight rejection codes introduced altogether. Three relate to the BRN file and five relate to CSS changes to files.

The three new rejection codes relating to the BRN file are:

- BRN00001 - BRN was previously cancelled or has expired
- BRN00002 - BRN Reference number does not exist (for cancellation)
- BRN00003 - BRN cannot be submitted for non-CSS sites

The five new rejection codes relating to CSS changes to files are:

- CSS00001 - Confirmation cannot be submitted for CSS sites
- CSS00002 - Supplier change cannot be submitted for CSS sites via GEA process
- CSS00003 - Withdrawal request or objection cannot be submitted for CSS sites
- CSS00004 - MSI cannot be submitted for CSS sites
- CSS00005 - Shipper Supplier combination provided is not valid

You can find all Rejection Codes in the [UK Link Documentation Library](#). Once you've accessed the library, you can locate the Rejection Codes by using the below steps:

1. Click on 3. UK LINK Interface Documents
2. Click on 3b. System Interface Documents
3. Click on Shipper.
4. Click on Supporting Documents.

28. Can I still change the Supplier using the GEA file?

You can no longer use the GEA file to change a Supplier. Any files sent will be rejected with CSS00002.

Following the launch of the Central Switching Service (CSS), you can only change the Supplier through the Data Communications Company (DCC).

29 Why can't I view emergency contacts for my site in the Gas Enquiry Service (GES)?

Where a registration is required to provide emergency contacts (AQ above 732,000kwh) and this data is not associated to the registration, then we will carry over any previously held emergency contacts and these will only be available to the Transporter.

The new Shipper will need to supply their own EMR data via an EMC file after the registration goes live. For Shipper supplied emergency contacts, this data should be available on GES.

30. As an Independent Gas Transporter (IGT), why have I received rejection code CSS00005?

This rejection has been introduced to validate the alliance between the elected Shipper and the Supplier relationship.

To correct the rejection, please amend and resubmit. As an IGT, you may need to contact the relevant Shipper and Supplier to update the information held by Xoserve.

31. How do I update the Market Sector Indicator (MSI)?

The MSI is now known as the Domestic Indicator and will no longer be updated via the SPA UK Link files. The Supplier will update this via the Data Communications Company (DCC).