

Retail Market Guide NI 30

Change of Unmetered Inventory

31/08/2016

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| <i>Current Status:</i> | Baseline |
| <i>Issue Date:</i> | 31/08/2016 |
| <i>Version:</i> | 3.0 |

Retail Market Guide NI 30 – Change of Unmetered Inventory

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1. Introduction

1.1 Scope

This document describes the Retail Market Guide for a Change of Unmetered Inventory for an unmetered site in Northern Ireland.

Unmetered inventory is managed at the level of the Technical MPRN.

This process will be followed when a Customer requests an update to the unmetered inventory for an existing Technical MPRN, or performs such an update themselves.

The guide applies to all unmetered sites and contains the following sub-process:

- Change of Unmetered Inventory

This guide excludes:

- Unmetered Connections. Refer to MP NI 27 New Grouped MPRN and MG NI 28 New Technical MPRN.
- Unmetered Inventory Splits. Refer to MP NI 36 Change of Group MPRN.

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1.2 History of Changes

| Version | Source of Change | Description of Change |
|---------|------------------|--|
| 0.1 | NIE | Initial Draft |
| 0.2 | P Merkens | Removal of inventory requests and splits and new connections |
| 0.91 | P Merkens | Updated following NIE review and ready for SIG Workshop |
| 0.92 | P Merkens | Updated following SIG Workshop |
| 0.93 | A Ferguson | Final Draft Issued for Supplier Review prior to SIG Approval |
| 1.0 | A Ferguson | Baseline SIG Approval |
| 2.0 | A Ferguson | Baseline CDA Board approved <ul style="list-style-type: none">• DR1110/CRID163 |
| 2.1 | A Ferguson | Updated to reflect MP NI 39 Glossary of Terms |
| 3.0 | NIE Networks | Updated to incorporate change of name from NIE to NIE Networks |

1.3 Document References

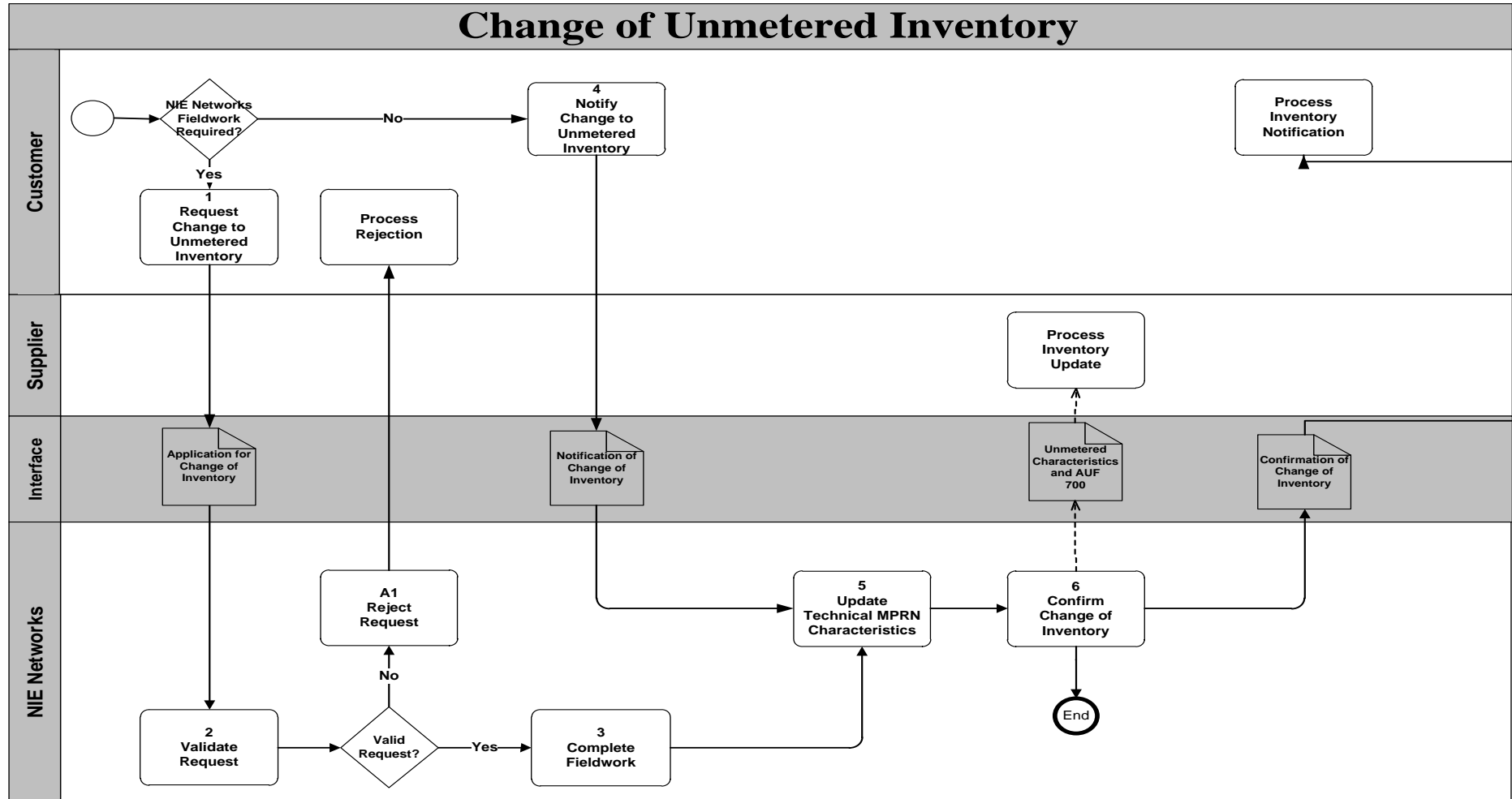
| Document Reference | Document name |
|--------------------|--|
| MP NI 27 | New Grouped MPRN |
| MG NI 28 | New Technical MPRN |
| MP NI 36 | Change of Grouped MPRN |
| MP NI 39 | NI Market Procedures - Glossary of Terms |

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2. Guide Description

2.1 Change of Unmetered Inventory

2.1.1 Process Flow Diagram



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2.1.2 Process Description

| Step | Role | Action | Interface |
|------|---------------------|--|---|
| 1 | Customer | <p>There are two possible scenarios as to how a request for an update to unmetered inventory will be handled by NIE Networks as follows:</p> <ul style="list-style-type: none"> • Scenario 1: The Customer is not responsible for undertaking their own unmetered Fieldwork • Scenario 2: The Customer has an agreement with NIE Networks that the Customer is responsible for their own unmetered Fieldwork¹ (see step 4). <p>In scenario 1 where a Customer is not responsible for undertaking their own unmetered Fieldwork requires modifications to their unmetered inventory they should apply to NIE Networks for the Fieldwork to be carried out.</p> | Application for Change of Inventory |
| 2 | NIE Networks | NIE Networks will validate the request. | |
| A1 | NIE Networks | If the request is invalid NIE Networks will reject the request and inform the Customer of the reasons. | |
| 3 | NIE Networks | Where NIE Networks receive a valid request from a Customer for an update to unmetered inventory which requires Fieldwork to be performed by NIE Networks then NIE Networks will carry out the Fieldwork subject to payment of appropriate charges. | |
| 4 | Customer | <p>Where a Customer is responsible for undertaking their own unmetered Fieldwork then the Customer will provide to NIE Networks a notification of changes to unmetered inventory. According to the Customer agreement this may be either:</p> <ul style="list-style-type: none"> • A notification detailing the specific Fieldwork performed including the number of items of each item type installed, energised, de-energised or removed and the date of the work; or • A periodic notification, provided according to a schedule agreed between the Customer and | Notification of Change of Inventory to NIE Networks |

¹ Certain Customers, such as Department of Regional Development in respect of Public Lighting, are entitled to carry out unmetered Fieldwork and maintain their own inventory. Such Customers will be required to provide a customer inventory update to NIE Networks according to an agreed schedule. Typically the schedule will be monthly or quarterly but can be of a different periodicity. Where such an arrangement is in place it is not required that the Customer record and notify to NIE Networks the dates of individual items of Fieldwork. NIE Networks will advise Suppliers of Fieldwork schedules by email.

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| Step | Role | Action | Interface |
|------|---------------------|--|---|
| | | <p>NIE Networks, detailing the entire record of unmetered inventory held against each Technical MPRN.</p> <p>NIE Networks will retain the right to inspect any Fieldwork performed by a Customer or audit any element of the unmetered inventory.</p> | |
| 5 | NIE Networks | <p>Following completion of the Fieldwork performed by NIE Networks for an update to unmetered inventory, or where a Customer responsible for performing their own Fieldwork on unmetered inventory has provided NIE Networks with a valid notification of updated inventory, NIE Networks will update the unmetered inventory records for each affected Technical MPRN in line with the changes made.</p> <p>NIE Networks will recalculate the MIC and AUF for the Technical MPRN.</p> <p>The AUF for the Technical MPRN is the sum of the AUF for each unmetered item type. The AUF for the unmetered item type will be calculated as the product of:</p> <ul style="list-style-type: none"> • the billing value wattage of an individual instance of the item type (circuit wattage will be used where appropriate (e.g. for public lighting)); • the annual burning hours expected according to the applicable burning hours calendar; and • The item count, or repetition factor, for the connected and energised items for the item type. | |
| 6 | NIE Networks | <p>NIE Networks will send the Customer an inventory notification of the unmetered inventory held against each affected Technical MPRN, including details of the changes made with effective dates set as per the Fieldwork date. The inventory notification will be provided within ten days of Fieldwork completion by NIE Networks or receipt by NIE Networks of an inventory update from a Customer that performs their own Fieldwork.</p> <p>For Customers that maintain their own inventory the effective date of any changes will generally be the mid-point between the effective date of the current Customer inventory update (i.e. the update including the changes) and the effective date of the previous Customer inventory update. Where the Customer inventory update is provided on a quarterly (or less frequent) basis, the effective date will be the first day of the month following the mid-point.</p> <p>NIE Networks will send to the Supplier for each affected Technical MPRN a statement of the updated inventory using the Unmetered Characteristics and AUF market message.</p> | <p style="text-align: center;">Confirmation of Change of Inventory to Customer</p> <p style="text-align: center;">700 to Supplier</p> |