



Procedure for Error Resolution and Retrospective Manual Amendments

MAP04

Version: 6.6

Status: Final

Issue Date: 5th November 2015

Document Reference: MAP04_6.6

©1998 MRA Service Company Limited, 5th Floor, 8 Fenchurch Place, London EC3M 4AJ. Tel: +44-(0)20-7090-1029. All rights reserved. No part of this publication may be reproduced or transmitted in any material form (including photocopying or storing it in any medium, by electronic means and whether or not transiently or incidentally to some other use or publication) without the permission of MRA Service Company Limited, whose address is set out above.

I. AMENDMENT RECORD

Issue	Date	Version	Changes
#	23/07/98	0.0	Initial Working Draft GD12
#	30/07/98	0.1	First Draft GD12
#	08/09/98	0.2	Second Draft MAP04
#	01/10/98	0.3	Third Draft MAP04
#	28/10/98	0.4	Fourth Draft for MEC Approval
1	10/11/98	1.0	First issue following MEC Approval
#	19/01/99	1.1	Draft incorporating MEC decision regarding manual amendments
#	27/01/99	1.2	Draft incorporating Commercial Issues Group comments on v1.1
#	05/02/99	1.3	Draft incorporating Commercial Issues Group comments on v1.2
#	12/02/99	1.4	Draft for MRA Parties' review
#	02/03/99	1.5	Draft for MEC Approval
2	25/03/99	2.0	Second issue following MEC Approval
3	20/12/00	3.0	Alterations to sequences of decision trees and inclusion of the GD17 calculated rates
#	17/1/01	3.1	Textual Amendments
4	25/01/01	4.0	Following MDB Approval
5	31/1/02	5.0	Draft for MDB approval
			Draft Retrospective Amendment changes
6.0			Update in light of market experience
#	28/03/03	6.0	Update following Retrospective Amendment Working Group meeting and comments. Version 6.0 was Rejected by MDB and the MRA Forum, but at the present time this decision is under Appeal to Ofgem
6.1	Jul-Aug 03	6.1	Updates following the Retrospective Amendment convened after MDB_03_06 subsequent to the rejection of MCP124 and MAPCP009. Additional amendments following from the Service Provider Forum (per teleconference 12/8/03). Additional amendments following from IREG 28 (19/08/03). This version of the MAP supersedes version 6.0 proposed in the aforementioned Change Proposals Modifications agreed at MDB_03_09 based on parties' impact assessments
6.2	31/01/05	6.2	Updated after MAPCP0032 was approved by MDB_04_12 to remove the preclusion of RMAs effected for a date >14 months after SSD; to allow for communication other than via pro-formas and to allow either suppliers or DBs to commence a RMA notification should they identify an error.
6.3	3/01/06	6.3	Retrospective Error Correction examples added (MAP CP0039 v1.1 as modified at MDB 05_10)
6.4	31/03/06	6.4	Updates for SAS Termination

Version: 6.6

Date: 5th November
2015

Status: Final

Document Reference: MAP04_6.6

6.5	06/11/2014	6.5	References Updated
6.6	05/11/2015	6.6	Changes made in line with MAP CP 0247

TABLE OF CONTENTS

1	INTRODUCTION.....	5
1.1	GLOSSARY.....	5
1.2	PREFACE.....	7
1.3	THE ROLE OF RETROSPECTIVE MANUAL AMENDMENTS.....	7
1.4	OBJECTIVES & PURPOSE.....	7
1.5	SCOPE.....	8
1.6	EXCLUSIONS.....	9
1.7	PRINCIPLES.....	9
2	PROCEDURE.....	11
2.1	STATUS OF THE PROCEDURE.....	11
2.2	REFERENCES.....	11
2.3	CONDITIONS PRECEDENT.....	11
3	SCENARIOS FOR DATA MAINTENANCE USING RETROSPECTIVE MANUAL AMENDMENT	13
3.1	DISCONNECTION DATE (DATA ITEM 20 OF MRA SCHEDULE 2).....	13
3.2	AMENDING A DE-REGISTRATION NOTICE PREVIOUSLY ADVISED TO MPAS.....	14
3.3	WHERE THE ERRONEOUS OR TRUE DISCONNECTION DATE SPAN THE FINAL VOLUME ALLOCATION RUN DATE	14
3.4	CORRECTIONS TO OTHER DISTRIBUTION BUSINESS OWNED MPAD DATA ITEMS.....	15
3.5	AMENDING A NEW CONNECTION SSD (DATA ITEM 10 OF MRA SCHEDULE 2 EFFECTIVE FROM SETTLEMENT DATE {REGI}).....	15
3.6	CANCELLATION OF AN INITIAL REGISTRATION - REMOVING A SUPPLIER ID FOR A NEW CONNECTION (DATA ITEM 8 OF MRA SCHEDULE 2).....	17
3.7	CORRECTIONS TO MPAN SUPPLEMENTARY DATA (REFER TO APPENDIX 1).....	17
4	COMMUNICATIONS FOR REQUESTING, QUOTING AND AUTHORISING A RETROSPECTIVE MANUAL AMENDMENT.....	18
4.1	SUPPLIER.....	18
4.2	DISTRIBUTION BUSINESS.....	19
4.3	ADVISING AMENDMENTS TO DATA AGGREGATORS, DISTRIBUTION BUSINESSES AND FUTURE SUPPLIERS	20
5	CONTACTS.....	21
6	SETTLEMENTS AUDIT REQUIREMENTS.....	22
	APPENDIX 1 – MRA SCHEDULE 2 EXTRACT OF METERING POINT ADMINISTRATION DATA ITEMS RELEVANT TO THIS MAP.....	23
	APPENDIX 2: REQUESTING, AUTHORISING AND CONFIRMING A RETROSPECTIVE MANUAL AMENDMENT.....	24
	APPENDIX 3: MAP SECTION 4 COMMUNICATIONS TIMETABLE SUMMARY.....	33
	APPENDIX 4 – RETROSPECTIVE ERROR CORRECTION EXAMPLES.....	35

1 INTRODUCTION

1.1 Glossary

Acronym	Term	Definition
BSC	Balancing and Settlement Code	As defined in the MRA.
CoS	Change of Supplier	In the context of this MAP means a Registration, submitted to MPAS by a Supplier, to take over responsibility for the Metering Point from a particular date.
	Current EFD	The corresponding EFD that the Current Value for a data item in MPAS is in force.
	Current Value	In the context of this MAP, the value in force in MPAS for data items 4, 5, 6, 8, 11, 11A, 12, 12A, 13, 13A, 14, 15, 16, 17 and 20 of Schedule 2 of the MRA.
D0055	the 'Registration of Supplier to Specified Metering Point' DTC flow	As defined in the DTC.
D0205	the 'Update Registration Details' DTC Flow	As defined in the DTC.
D0209	Instructions to Data Aggregator	As defined in the DTC. The relevant instruction types are set out in Schedule 3 of the MRA.
DA	Data Aggregator	As defined in the MRA.
DB	Distribution Business	As defined in the MRA.
	Day+0 changes	A change to a data item in the MPAN Supplementary Data for the same effective date already held for that value in MPAS, which is updated to MPAS on a D0205.
	Disputes Committee	In the context of this MAP, this is the Settlements Disputes Committee who determines Trading Disputes.
EFD	Effective From Date	As the context requires in this MAP, data items 4A, 5A, 6A, 10, 11B, 12B, 13B, 14A, 15A, 16A and 17A of Schedule 2 of the MRA.
ETD	Effective To Date	In the context of this MAP, the date on which a data value ceases to be effective in MPAS, as it has been superseded by another data value, or is no longer required.
ES	Energisation Status	Data Item 14 of MRA Schedule 2
RF	Final Volume Allocation Run	As defined in the MRA as Final Reconciliation Run.
FVAR	Final Volume Allocation Run Date	In this MAP will mean the date applicable in accordance with BSCP01
MPID	Market Participant Id	As defined in the MRA.
	Metering Point	As defined in the MRA.
MTC	Meter Timeswitch Code	Data Item 5 of MRA Schedule 2.

Acronym	Term	Definition
MPAD	Metering Point Administration Data	As defined in the MRA.
MPAN	Metering Point Administration Number	Data items 1, 2 & 3 of MRA Schedule 2 and defined in the MRA as the Supply Number Core Data.
	MPAN Supplementary Data	In the context of this MAP, the data items in MPAN Supplementary Data which a Supplier may change (as defined in MRA Schedule 2) which, for the avoidance of doubt, excludes the Supplier Id; the EFSD {Regi}; and the CoT Indicator
MPAS	Metering Point Administration Service	As defined in the MRA.
	MPAS Provider	As defined in the MRA.
	MPAS Validation Procedures	As defined in the MRA and shown in Schedule 16
MEC	MRA Executive Committee	As defined in the MRA.
	New Connection	A New Metering Point as defined in the MRA.
	Pseudo Metering Point	As defined in the MRA.
	Registration	As defined in the MRA.
	Retrospective Error	An incorrect value for an MPAD data item that has been recorded in MPAS where the correct value is prior to the Effective From Date held in MPAS.
RMA	Retrospective Manual Amendment	The manual amendment in MPAS of incorrect data where the date from which the correction is effective is prior to the Current EFD held in MPAS.
	Selective Refresh	As defined in the MRA.
SSD	Supply Start Date (also known as Effective From Settlement Date {REGI})	As defined in the MRA.
	Trading Query	As defined in the BSC
	Untraded Status	In the context of this MAP is an incomplete Registration for a New Connection, as the Energisation Status has not yet been updated in MPAS.
WDs	Working Days	As defined in the MRA.

1.2 Preface

On 12 January 1999, MEC decided that generalised¹ procedures for Retrospective Manual Amendments should be neither specified nor implemented. MEC further agreed that restricted² procedures for Retrospective Manual Amendments covering certain scenarios only should be specified to a “ready to review” state and then frozen. If, following actual market experience, the incidence of errors and/or the materiality of those errors relating to those certain scenarios gave cause for market concern then the relevant procedure(s) could be unfrozen, reviewed and implemented. This restriction on processes is removed with this version of the MAP, and the circumstances where a Retrospective Manual Amendment may be undertaken by a Supplier or Distribution Business (i.e. the respective data owner) is now applicable to all MPAD items, notwithstanding the exclusions set out in Section 1.6 of this MAP.

1.3 The role of Retrospective Manual Amendments

Retrospective Manual Amendments are an aspect of wider error resolution processes and the respective data owner should always use reasonable endeavours to update a change into MPAS in an accurate and timely manner, in accordance with the requirements of the MRA and the BSC. Retrospective Manual Amendments are intended for use in exceptional circumstances only. Existing methods for the resolution of data errors under the MRA and BSC, should be employed wherever possible to prevent the need for a Retrospective Manual Amendment.

1.4 Objectives & Purpose

This MRA Agreed Procedure (MAP) is for use by Suppliers and Distribution Businesses for the manual correction of errors to data in MPAS that cannot be resolved using the DTC instructions specified in MRA Schedule 3. The approach to error correction set out in the MAP provides for the inter-operation between:

- Suppliers and Distribution Businesses in their capacity as the respective parties responsible for data in MPAD; and,
- Suppliers and Distribution Businesses in the latter’s capacity as the providers of the MPAS Services under the MRA.

The purpose of the MAP is to:

¹ Generalised refers to procedures for correcting an error in the MPAS Registration System and also corresponding errors in the Supplier Hub and Distribution Business where applicable.

² Restricted refers to procedures for correcting an error in the MPAS Registration System only i.e. its application is limited to circumstances where the required data is already held in the Supplier Hub and the Supplier wishes to reflect this status in the MPAS Registration System by requesting a Retrospective Manual Amendment of that system.

- Provide Suppliers and Distribution Businesses/MPAS Providers with a framework for agreement for errors in MPAS to be corrected (including New Connection and De-Registration errors) using a Retrospective Manual Amendment;
- Provides for a Supplier or Distribution Business, to initiate a request for a Retrospective Manual Amendment and progress that Retrospective Manual Amendment where this is required. An initial request for a Retrospective Manual Amendment does not compel the conclusion of that particular Retrospective Manual Amendment, and appropriate authorisation(s) must be in place within the framework of this MAP before these Retrospective Manual Amendment can be concluded;
- Provide the process for use by MPAS Providers to notify the Data Aggregator(s) of any Retrospective Manual Amendment(s) upon implementation; and,
- Provide the process for use by MPAS Providers to advise any subsequent Suppliers of any Retrospective Manual Amendment(s) that has been implemented.

1.5 Scope

This MAP supports the progression of changes to data in MPAS only under Clause 19 (Retrospective Amendment of MPAS Registration System) and sets out a mechanism to be used in the circumstances where an error has been identified for a date prior to the Current EFD in MPAS for a data item (a '**Retrospective Error**') necessitating the rectification of that error through a manual amendment in MPAS (a '**Retrospective Manual Amendment**').

This MAP does not establish the circumstances whereby a Retrospective Manual Amendment shall be implemented in MPAS, since the factors that contribute to such a resolution are diverse. This MAP enables the data owner, or a Supplier or Distributor who identifies a need for a Retrospective Manual Amendment, to instigate the procedures under this MAP where this has been determined appropriate for error resolution. In this respect, attention is drawn to the requirements of the BSC, which may also be significant in the decision to implement a Retrospective Manual Amendment in MPAS.

Retrospective Errors under this MAP are only considered within the Settlement timescales for the Final Volume Allocation Run timetable. Any Retrospective Manual Amendment that is required outside of the normal 14 month Settlement timetable, and which has an impact on Settlements can only be considered if supported by a BSC Trading Disputes Committee determination. If, as stated in section 2.3, the technical controls or MPAS Validation Procedures of the MPAS Registration System require the RMA to be effected for a date greater than 14 months old (for example to enable contiguous data-logic) then the error correction is not a requirement of the BSC Trading Disputes Committee (because a dispute for the relevant FVAR has not been authorised).

Where a data item has been cancelled in MPAS using a Retrospective Manual Amendment, this MAP does not preclude the use of a D0205, rather than manual input, to update the correct data, and/or to reinstate historic data that was cancelled in order to implement the Retrospective Manual Amendment.

1.6 Exclusions

This section is to provide background in relation to the omission of some MPAD data items from the list defined in Appendix 1.

Changes to the Change of Tenancy (“CoT”) indicator are not considered to be relevant since this is a circumstance relevant only at the time a Registration is sent and relates to the potential to raise an Objection to the CoS. Since this is a time-bound event, a Retrospective Manual Amendment would not be applicable.

The MRA sets out that changes to SSD and Supplier Id should be undertaken through the use of the Retrospective Manual Amendment procedures under Clause 19. Whilst this MAP has provided for amendments to this data item for a New Connection Registration, no provision has been made for a CoS, since this error is under the scope of MAP10 ‘Procedure for the resolution of Erroneous Transfers’.

The MPAD data items ‘1998 Trading Arrangement Indicator’ (data item 18 of Schedule 2 of the MRA) and ERS MSID (data item 19 of Schedule 2 of the MRA) have not been considered under this procedure since these values are outmoded in the context of error correction.

It is not possible to change the address (data items 9 and 9A of MRA Schedule 2) under this MAP as address changes are covered exclusively in the MRA.

1.7 Principles

This MAP sets out the expectations and processes to be followed when an error in MPAS data has been identified that may be corrected using a Retrospective Manual Amendment. It does not mandate the correction of all Retrospective Errors by a Retrospective Manual Amendment, and anticipates that parties will make an informed decision as to whether a Retrospective Manual Amendment is appropriate. Having made such a decision, this MAP sets out the framework and mechanisms for the authorisation and progression of a Retrospective Manual Amendment in MPAS.

- (i) In the case of Suppliers this MAP is designed for the correction of individual Registrations only, i.e. relating to resolution of error(s) associated with a particular Registration³ and the pro-formas supporting this MAP are designed accordingly. Errors across multiple Registrations should be handled as a set of individual errors, unless otherwise agreed bi-laterally between the parties concerned. Suppliers are responsible for their respective MPAD during their Registration only and can only effect changes for this period.
- (ii) MPAD for which the Distribution Businesses is responsible may span multiple Suppliers’ Registrations. Therefore they may be required to make Retrospective Manual Amendments which are effective for >1 Registration period. In this case, the Distribution Business will ensure that it liaises with all affected Suppliers prior to implementing the change.

³ For the avoidance of doubt, a Registration is in respect of a particular MPID, and Suppliers who operate multiple MPIDS, or who have more than one Registration for the particular MPAN, should bear this in mind.

- (iii) Where a Supplier or Distribution Business requires a Retrospective Manual Amendment, and that change will also have an effect on the others data, then both data owners should agree to the change, since it is an objective that data is corrected consistently. In the event of a failure to reach such agreement, the MRA Conciliation Service (see MRA Guideline GD20) or the MRA Disputes Procedure (MAP 01) should be followed (N.B. these documents can be downloaded from www.mrasco.com).
- (iv) In the case of a Retrospective Manual Amendment to MPAN Supplementary Data made by a Supplier, MPAS will inform other Suppliers who may be affected by such a change of data, but no change to a data item will be made for any other Registration without the registered Supplier's authorisation. In the event that another Supplier's Registration is impacted by this Retrospective Manual Amendment, and they wish to effect a similar change, they shall instigate the process under this MAP using either the pro-forma in Appendix 1 or another means by bi-lateral agreement. In the case of the latter, an adequate audit trail shall be maintained between the previous data and the corrected data, and the appropriate authorisations, in keeping with the pro forma.
- (v) Where a Retrospective Manual Amendment has been implemented, MPAS will inform all relevant DAs of the change using a D0209 instruction to DA, which may be in the form of a Selective Refresh. Should a Retrospective Manual Amendment cancel a DAs appointment, then the use of a single MPAN refresh to the DA(s) to advise them of this is still an appropriate means of communication, unless otherwise determined by the MPAS Provider.
- (vi) The data owner, or any Supplier or Distribution Business who identifies a need for a Retrospective Manual Amendment, is responsible for instigating a request for a Retrospective Manual Amendment and this MAP sets no timescales in that regard.
- (vii) Where the EFD for a Retrospective Error is near the Final Volume Allocation Run Date, the Supplier and Distribution Business shall discuss the schedule required to implement any Retrospective Manual Amendment, having in mind that the typical timescales anticipated in Section 4 and Appendix 3 of this MAP may not be suitable.

2 PROCEDURE

2.1 Status of the Procedure

This MAP responds to the obligation on MEC, contained in MRA Clause 19, to establish procedures for the correction of erroneous MPAD by means of Retrospective Manual Amendments to MPAS systems.

2.2 References

- Master Registration Agreement (MRA) in particular Clauses 19 and 24;
- BSCP01 – Overview of Trading Arrangements;
- BSCP11 – Volume Allocation and Settlement Run Queries;
- BSC Section S.

2.3 Conditions Precedent

Prior to requesting a correction to a Retrospective Error, the Supplier will reference BSCP01 and MDD and establish the latest date for which changes can be made and still be included in the Final Volume Allocation Run. This MAP shall not be used for the amendment of a Retrospective Error where the Effective From Date for that correction would be a date pre-dating the Final Volume Allocation Run as set out in the BSC & BSCP01 (i.e. the EFD would be greater than 14 months old), except where the BSC Trading Disputes Committee has authorised a dispute to allow the data to be corrected.

Notwithstanding the above, in some circumstances the technical controls or MPAS Validation Procedures of the MPAS Registration System may require the RMA to be effected for a date greater than 14 months old (for example to enable contiguous data-logic). In this case, the error correction for an EFD > 14 months is not a requirement of the BSC Trading Disputes Committee (because a dispute for the relevant FVAR has not been authorised), however such RMA may be effected in order to enable the correction of data for the ongoing integrity of that Metering Point and any pertinent Settlement Days.

Indicative examples where the above scenario might apply are given below:

Correction of a Disconnection Date – MPAS would not anticipate an MPAN being Disconnected for a period, then 'Reconnected', and would therefore only allow the existing Disconnection Date to be cancelled and a corrected Disconnection Date being updated to MPAS. Therefore, if the Disconnection Date to be amended is >14 months ago, the RMA will need to be made to that date in order to allow for any correction to be undertaken.

Incomplete Registration – where the MPAS Validation Procedures require all MPAD effective dates to align with the SSD, and that SSD is >14 months old, the RMA can only be made where the EFD for any missing/incorrect MPAD is the same as the SSD, i.e. Effective from Settlement Date {REGI}.

Where a Supplier or Distribution Business requires to correct a Retrospective Error, and that correction affects the others data items, the agreement of the other data owner should be obtained prior to implementing the Retrospective Manual Amendment – see section 1.7(iii) of this MAP.

The obligation remains with the Supplier to ensure that, where a Retrospective Manual Amendment is made to MPAD at their request, then the relevant Data Collector(s), Meter Operator(s) and any other relevant systems operated on the Supplier's behalf, are updated as necessary with the correct information so that consistency is maintained.

A Supplier, having authorised the implementation of a change in MPAS, shall ensure that arrangements to correct data in the Supplier Hub should be matched with suitable arrangements to ensure that incorrect data is removed from, and corrected data is updated in, impacted systems within Settlements and the relevant Supplier Hub.

Notwithstanding the MPAS Validation Procedures applied to updates, the MPAS Provider shall not be obliged to check the validity or accuracy of any data items provided by a data owner in its instruction for a Retrospective Manual Amendment.

3 SCENARIOS FOR DATA MAINTENANCE USING RETROSPECTIVE MANUAL AMENDMENT

This section sets out the use of Retrospective Manual Amendments for particular scenarios.

3.1 Disconnection Date (Data Item 20 of MRA Schedule 2)

Any changes to Disconnection Date must be undertaken following this procedure.

As the Supplier needs to ensure that the data is removed or restored into Settlements for the period between the erroneous and the amended Disconnection Date, it is important that agreement between the Supplier and Distribution Business is established prior to the implementation of any Retrospective Manual Amendment in relation to the Disconnection Date.

Where a Supplier or a Distribution Business becomes aware that a Disconnection Date in MPAS is in error, the Distribution Business shall confirm the actual Disconnection Date to its MPAS for the relevant Metering Point. The Distribution Business shall issue MAP04/02 (see Appendix 2), or communicate with the Supplier using a bilaterally agreed method, noting the correct Disconnection Date, from which date further Registrations are to be prevented.

Note: Amending the Disconnection Date will impact ETD for all data in the Registration, which includes Supplier MPAD. It is important that agreement between the Supplier and Distribution Business is established prior to the implementation of any Retrospective Manual Amendment in relation to the Disconnection Date.

In all instances where a change to Disconnection Date is made, the MPAS will ensure that affected Supplier(s) are notified of the Distribution Business changes to Metering Point details. Affected Data Aggregators will be notified by MPAS sending a D0209 instruction to DA, which may be in the form of a Selective Refresh.

Where the Trading Disputes Committee has not authorised a dispute and the FVAR has already occurred, a Disconnection may be cancelled where this overcomes the technical controls within an MPAS Registration System. For example, a Disconnection cannot be in place for a period in the MPAS Registration System and then superseded so that the MPAN is 'connected' again, since system logic would preclude such an event. This MAP does not seek to introduce a need for system changes for exceptional situations that require resolution using an RMA.

3.2 Amending a De-Registration Notice previously advised to MPAS(a) Actual Disconnection Date differs from that previously advised in the Deregistration Notice

The erroneous Disconnection Date shall be cancelled and the correct Disconnection Date provided by the Distribution Business shall be updated into the MPAS Registration System. The Effective To Dates (ETD) of the Registration and all other relevant MPAD shall also be amended in line with the revised Disconnection Date. The MPAS will ensure that further Registrations are prevented in accordance with the revised date notified in MAP04/02.

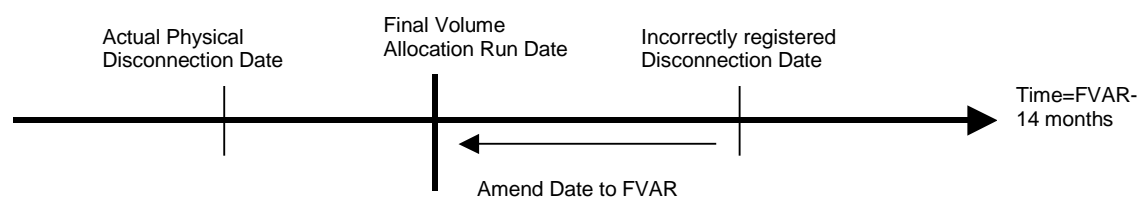
(b) Cancelling a Disconnection Date

Where an MPAN which was previously Registered has been disconnected in error (e.g. the wrong MPAN was notified in a De-Registration Notice, or the wrong MPAN was Disconnected in MPAS), then the Distribution Business will have to review the appropriate means of effecting the continuance of the Registration of the last Supplier based on their system functionality. This might be achieved by restoring the original MPAN to a Registered status or through creating a new MPAN and 'reinstating' the Registration details. In the latter case parties might also consider the use of the New Connections SSD resolution (see Section 3.3 of this procedure) in order to effect a continuous Registration.

Where the remedy involves the use of a new MPAN, records will be kept in the MPAS Registration System and the Supplier's systems, including the Hub, as to the relationship between the old and new MPAN.

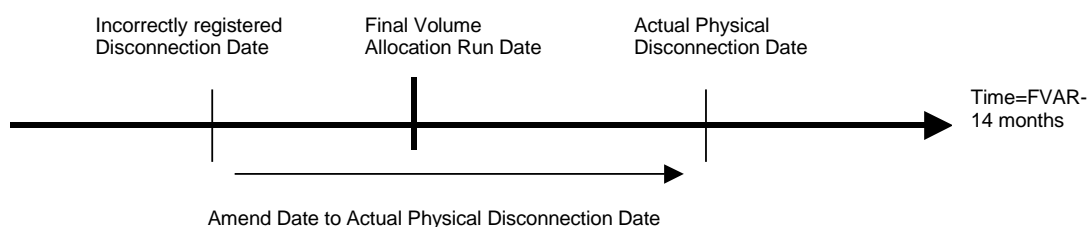
3.3 Where the erroneous or true Disconnection Date span the Final Volume Allocation Run Date(a) Actual Disconnection Date is prior to Final Volume Allocation Run Date but erroneous Disconnection Date is post Final Volume Allocation Run Date

If the Metering Point was physically disconnected on a date pre-dating the Final Volume Allocation Run date (i.e. It has already been subject to a Final Volume Allocation Run) but the registered Disconnection Date held in MPAS is post the Final Volume Allocation Run date, then the Distribution Business will modify the Disconnection Date to the Final Volume Allocation Run date, notwithstanding any technical constraint within its MPAS System that prevents this action (see Section 2.3).



(b) Actual Disconnection Date post-dates Final Volume Allocation Run but erroneous Disconnection Date pre-dates Final Volume Allocation Run

If the Metering Point was physically disconnected on a date post the Final Volume Allocation Run date, but the registered Disconnection Date in MPAS is pre-dating the Final Volume Allocation Run date, then the MPAS will set the disconnection date to the actual Disconnection Date provided by the Distribution Business, notwithstanding any technical constraint within its MPAS System that prevents this action (see Section 2.3).



Note: In some of these scenarios the Supplier should consider if they need to raise a Trading Query under BSCP11 related to the period where the MPAN may have been missing from Settlement.

3.4 Corrections to other Distribution Business owned MPAD data items

In correcting other Distribution Business owned data items, it is possible that the period of the error may span more than one Suppliers Registration. In this situation, the Distribution Business shall liaise with all affected Suppliers when considering the implementation of a Retrospective Manual Amendment and agreement of the Supplier(s) should be obtained in order to implement the Retrospective Manual Amendment.

3.5 Amending a New Connection SSD (Data Item 10 of MRA Schedule 2 Effective From Settlement Date {REGI})

Where a Supplier becomes aware that its SSD for a New Connection Registration differs from the SSD previously advised to MPAS that Supplier may issue a notice (MAP04/01) to the Distribution Business under this procedure such that the SSD, notified in the Application for Registration to the relevant MPAS, should be corrected to the actual date from which the Registration is to be effective.

Note: Amending the SSD will impact EFD for all data in the Registration, which includes Distribution Business MPAD. It is important that agreement between the Supplier and Distribution Business is established prior to the implementation of any Retrospective Manual Amendment in relation to the SSD.

Where the Registration has not been completed by the Supplier, often referred to as an Untraded Status, the Supplier shall ensure that this Registration is completed within 10 Working Days of the implementation of the Retrospective Manual Amendment.

The procedures to follow when the SSD is either earlier or later than previously Registered are set out below. A Retrospective Manual Amendment in respect of SSD may not span a CoS event.

(a) Actual SSD is effective for a date earlier than previously advised

The erroneous SSD shall be cancelled and the revised SSD⁴ provided by the Supplier in MAP04/01 shall be updated into the MPAS Registration System. Other MPAD that has been provided for that registration may be impacted by the revision of the SSD, and the Supplier should ensure that these items are included in their MAP04/01 request.

(b) Actual SSD is effective for a date later than previously advised

The erroneous SSD shall be cancelled and the revised SSD provided by the Supplier in MAP 04/01 shall be updated into the MPAS Registration System. Other MPAD that has been provided for that Registration may be impacted by the revision of the SSD, and for the avoidance of doubt, the Supplier should ensure that these items are included in their MAP04/01 request.

An alternative resolution to a Retrospective Manual Amendment for this error might be to update the Energisation Status (Data Item 14 of Schedule 2 of the MRA) for the Registration to be de-energised for the period up to the actual SSD using a D0205, and then submit a subsequent D0205 to correct the Energisation Status from the actual date the meter was energised.

(c) Removing the SSD

In circumstances where the Registration relates to an MPAN that was issued in error, this may be resolved through use of a De-Registration Notice (MRA Clause 21), whereby the MPAN is disconnected in MPAS, and in this circumstance the Supplier should contact the Distribution Business using current business practices.

3.5.1 Changes to the SSD that span the Final Volume Allocation Run date

If either the actual or erroneous SSD pre-dates the Final Volume Allocation Run date (i.e. data has already been subjected to final reconciliation and is older than 14 months old) then the following will apply:

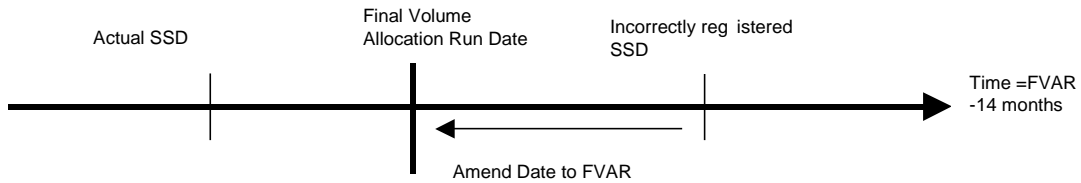
(a) Erroneous and actual SSD pre-date Final Volume Allocation Run

No change will be made unless authorised by the BSC Trading Disputes Committee.

(b) Actual SSD pre-dates Final Volume Allocation Run but erroneous SSD post-dates Final Volume Allocation Run

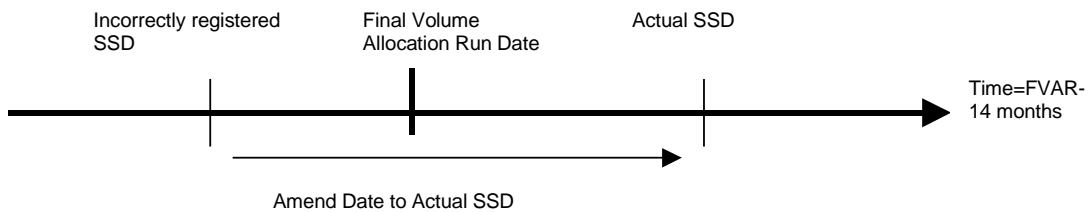
⁴ Notwithstanding that in some MPAS Registration Systems the SSD cannot be earlier than the date that the MPAN was created on the MPAS Registration System.

The Supplier will request that MPAS will modify the SSD to the Final Volume Allocation Run date.



(c) Actual SSD post-dates Final Volume Allocation Run but erroneous SSD pre-dates the Final Volume Allocation Run date

The Supplier will request that MPAS will revise the SSD to the actual SSD.



Note: In some of these scenarios the Supplier should consider if they need to raise a Trading Query under BSCP11 related to the period where the MPAN may have been erroneously included in Settlements.

3.6 Cancellation of an Initial Registration - removing a Supplier Id for a New Connection (Data Item 8 of MRA Schedule 2)

In the circumstances of the initial Registration for a New Connection only, the Supplier Id and associated SSD may be cancelled using Retrospective Manual Amendments. In this situation, the agreement of the Distribution Business will also be required for the first Registration to be annulled.

3.7 Corrections to MPAN Supplementary Data (refer to Appendix 1)

The Supplier shall provide data combinations in the MAP04/01 request in accordance with the rules contained in the MPAS Validation Procedures.

Where the Retrospective Manual Amendment is in respect of a cancellation of an Agent appointment, the Supplier shall ensure that both the incorrect and correct agents align data with the Retrospective Manual Amendment. Particular care should be taken when a Retrospective Manual Amendment involves the cancellation of an incorrect agent and the appointment of another for a period due to the extra complexity of informational exchange.

4 COMMUNICATIONS FOR REQUESTING, QUOTING AND AUTHORISING A RETROSPECTIVE MANUAL AMENDMENT

The following process should be followed with regard to communications for requesting, quoting and authorising a Retrospective Manual Amendment. Appendix 3 of this MAP provides a summary of the timings discussed below.

4.1 Supplier

- 4.1.1 The Supplier will forward a request to the appropriate Distribution Business, which may be in the form of email, fax or post. The request shall be made using Part A of the pro-forma MAP04/01 (see Appendix 2 of this MAP), duly completed with the data items to be changed, together with their EFD. In the event that an alternative method of communication has been agreed between the Supplier and Distribution Business⁵, the appropriate information, authorisations and audit-trail shall be maintained in keeping with the pro forma. The principles for data combinations in data flows to MPAS should be applied when completing the data update tables in MAP04/01 Part A, or in any bi-laterally agreed communication method.
- 4.1.2 Subject to Step 4.1.3 below, the Distribution Business will provide within 10 Working Days a quotation for any charges under Schedule 7 of the MRA regarding the proposed Retrospective Manual Amendment to be made. This information shall be included into the relevant MAP04/01 form, or in any bi-laterally agreed communication method, and returned to the Supplier. In the event that 4.1.3 (a) is applicable, the Distribution Business will also indicate this.
- 4.1.3 Within 10 Working Days of receiving the MAP04/01 Part A, or a bi-laterally agreed alternative communication, if the Distribution Business' data is also impacted by the proposed Retrospective Manual Amendment, then, as the respective data owner, they will either;
- (a) Confirm their agreement to the Retrospective Manual Amendment by returning the MAP04/02 form, or a bi-laterally agreed alternative communication, indicating any data items that will be amended in MPAS consequent upon the Retrospective Manual Amendment; or
 - (b) Return a rejection of the proposed Retrospective Manual Amendment using the rejection section in Part B of the MAP04/01 if this was submitted at Step 4.1.1. In this event, the parties will progress the matter in accordance with Principle iii in Section 1.6 of this MAP. When a resolution is reached, the Distribution Business will continue in accordance with Steps 4.1.2 and 4.1.3A.
- 4.1.4 Upon receipt of the information at step 4.1.2, and 4.1.3A if applicable, the Supplier shall consider whether they wish to proceed with the Retrospective Manual Amendment. If they wish to continue, they shall, within 10 Working Days of receiving the information in 4.1.2 above confirm to the Distribution Business their agreement to that charge and to proceed with the implementation of the Retrospective Manual Amendment by returning either the MAP04/01 with the authorisation field in Part C completed or a bi-laterally agreed alternative communication. In the absence of any response

⁵ It has been recognised that, for example, where a data cleansing exercise has been undertaken, the pro-formas may be superfluous.

after 10 Working Days, the Retrospective Manual Amendment request may be considered closed, and will not be implemented by the Distribution Business.

- 4.1.5 The Distribution Business shall acknowledge the authorisation and ensure that the Retrospective Manual Amendment is completed in their MPAS System within 20 Working Days, or other date as agreed with the Supplier, of receiving MAP04/01 Part C, or a bi-laterally agreed alternative communication. Suppliers need to be mindful of the BSC obligations that require them to prevent a recurrence of the anomaly during the next Volume Allocation Run. Billing and payment for Retrospective Manual Amendments shall be undertaken in accordance with MRA Clause 32.

4.2 Distribution Business

- 4.2.1 The Distribution Business will forward a notification to the appropriate Supplier(s), which may be in the form of email, fax or post, using the pro-forma MAP04/02 Part A (see Appendix 2 of this MAP), duly completed with the data item(s) to be changed, together with the EFD(s), and an indicative date on which the Retrospective Manual Amendment is scheduled to be implemented in MPAS. In the event that an alternative method of communication has been agreed between the Distribution Business and the Supplier(s)⁶, the appropriate information, authorisations and audit-trail shall be maintained in keeping with the pro forma.

- 4.2.2 The Supplier(s) shall use reasonable endeavours to acknowledge the Distributor's notification within 10 Working Days using Part B of MAP04/02, if this was provided under 4.2.1, or a bi-laterally agreed alternative communication. In the event that the Supplier(s) fails to send such acknowledgement, this shall not delay the progression of the Retrospective Manual Amendment by the Distribution Business, providing that the Retrospective Manual Amendment relates solely to Distribution Business owned data items, but in this situation the Distribution Business should use reasonable endeavours to contact the Supplier to advise them that the Retrospective Manual Amendment is proceeding in the absence of such acknowledgement. Supplier(s) shall ensure that they inform their agents of the intended Retrospective Manual Amendment. In the event that Suppliers do not agree with the proposed Retrospective Amendment, or where their data is impacted by the proposed Retrospective Manual Amendment, they should act in accordance with Step 4.2.3.

- 4.2.3 Within 10 Working Days of the Distribution Business notification under 4.2.1, if the Supplier's data is also impacted by the proposed Retrospective Manual Amendment, then, as the respective data owner, they will either:

- (a) Confirm their agreement to the Retrospective Manual Amendment by returning the MAP04/01 form or by an agreed communication method, indicating any data items that will be amended in MPAS consequent upon the Retrospective Manual Amendment; or
- (b) Return a rejection of the proposed Retrospective Manual Amendment using the rejection section in Part B of the MAP04/02, if this was submitted at Step 4.2.1 or a bi-laterally agreed alternative communication,. In this event, the parties will progress the matter in accordance with Principle iii in Section 1.7 of this MAP. When a resolution is reached, the Supplier(s) will continue in accordance with Steps 4.2.2 and 4.2.3A.

⁶ It has been recognised that, for example, where a data cleansing exercise has been undertaken, the pro-formas may be superfluous.

4.2.4 The Distribution Business shall ensure that the Retrospective Manual Amendment is completed in their MPAS System:

4.2.4.1 within 20 Working Days of the acknowledgement at Step 4.2.2 above, if received, and, if applicable, the MAP04/01 Part A , if applicable, from the Supplier; or

4.2.4.2 in accordance with the scheduled date indicated in the relevant pro forma or bi-laterally agreed alternative communication.

4.3 Advising amendments to Data Aggregators, Distribution Businesses and Future Suppliers

Once the record is updated under a Retrospective Manual Amendment, the MPAS will:

- Send a D0209 instruction to DA, which may be in the form of a Selective Refresh, to all affected Data Aggregators;
- advise the Distribution Business of the changes⁷; and
- advise subsequent Suppliers of the changes.

⁷ MPAS to DB communications are treated as internal flows under the MRA and this procedure anticipates notification of the changes in this instance to be an internal communication

5 CONTACTS

The principle contact for each company will be the Contract Manager or another authorised designate as nominated to MRASCo.

Each Distribution Business shall appoint a dedicated contact who will be responsible for Retrospective Manual Amendments under this MAP.

Each Supplier shall appoint a dedicated contact who will be responsible for Retrospective Manual Amendments under this MAP and who will be the point of contact for MPAS Providers in fulfilling the requirement to notify future Suppliers, where applicable.

The contact details above should also specify the MPID(s), which each contact represents. This list will be published, and maintained, on the MRA website. Each Distribution Business and Supplier is responsible for providing MRASCo with up-to-date information.

6 SETTLEMENTS AUDIT REQUIREMENTS

All documents associated with a particular Retrospective Manual Amendment should be retained in keeping with the general requirements under Clause 32 of the MRA.

MPAS Providers should maintain a log of all Retrospective Manual Amendments that are implemented, which log shall record:

- The unique log number for the Retrospective Manual Amendment;
- The Supplier or Distribution Business Id (as appropriate to the data item that has been amended) and name and designation (e.g. MRA Contract Manager) of the person who authorised the Retrospective Manual Amendment;
- The reference number specific to the Manual Retrospective Amendment; and
- The date the Retrospective Manual Amendment was implemented.

The MPAN History should demonstrate the User Id and relevant access level of the operator who implements the particular Retrospective Manual Amendment. A data integrity check should be conducted prior to and after implementing the Retrospective Manual Amendment, which should be recorded either electronically or noted on the 'scratchpad' and/or log. A file note should also be made against the relevant MPAN confirming the reference number used for the Retrospective Amendment as appropriate so that this can be cross-checked.

**APPENDIX 1 – MRA SCHEDULE 2 EXTRACT OF METERING POINT
ADMINISTRATION DATA ITEMS RELEVANT TO THIS MAP**

MPAD Item No.	Data Item	Responsibility for provision and maintenance
4	Profile Class Id	Supplier
4A	Effective from Settlement Date (MSPC)	Supplier
5	Meter Timeswitch Code	Supplier
5A	Meter Timeswitch Code Effective From Date	Supplier
6	Line Loss factor Class Id	Distribution Business
6A	Effective from Settlement Date (MSLLFC)	Distribution Business
8	Supplier Id ⁶	Supplier
10	Effective from Settlement Date {REGI} ⁸	Supplier
11	Meter Operator Id	Supplier
11A	Meter Operator Type	Supplier
11B	Effective From Date (MOA)	Supplier
12	Data Collector Id	Supplier
12A	Data Collector Type	Supplier
12B	Effective From Date (DCA)	Supplier
13	Data Aggregator Id	Supplier
13A	Data Aggregation Type	Supplier
13B	Effective From Settlement Date (DAA)	Supplier
14	Energisation Status	Supplier
14A	Effective From Settlement Date (MSES)	Supplier
15	GSP Group Id	Distribution Business
15A	Effective From Settlement Date (MSGG)	Distribution Business
16	Measurement Class Id	Supplier
16A	Effective From Settlement Date (MSMC)	Supplier
17	Standard Settlement Configuration Id	Supplier
17A	Effective From Settlement Date (SCON)	Supplier
20	Disconnection Date	Distribution Business

APPENDIX 2: REQUESTING, AUTHORISING AND CONFIRMING A RETROSPECTIVE MANUAL AMENDMENT

The following must be sent to the appropriate MPAS when requesting a Retrospective Amendment.

MAP 04/01 – Supplier

MAP04/01 – Request and Confirmation of a Retrospective Manual Amendment

PART A – REQUESTER INFORMATION

MAP04/01A Requester Must Select ONE Choice

Change to Registration Data Item(s):	
Change to Effective From Settlement Date {REGI} (new connection only):	

MAP04/01A Requester Must Complete All Parts

Supplier Name:	
Amendments Unique Id:	
Name/Designation:	
Tel. No.:	
Fax No.:	
Email Address:	
Date of Request:	

MAP04/01A REASON FOR AND DETAILS OF THE REQUEST

Reasons for the Change (mandatory field) and any additional information:

Disputes Ref. No. (if applicable):	
Suppliers who are responsible for more than one MPID should confirm here the MPID relevant to the registration/RMA	

Requester must complete the section below, replicating how the registration *should* look, including updates to data items where necessary.

Please indicate whether the requested changes will impact and require agreement from the Distribution Businesses.	YES / NO
---	----------

MAP04/01A – SUPPLIER Data Update	Data Input for Retrospective Manual Amendment	
	FROM (i.e. existing data held)	TO (i.e. corrected data to be held)
Profile Class Id		
Effective from Settlement Date {MSPC}		
Meter Timeswitch Code		
Meter Timeswitch Code Effective From Date		
Meter Operator Id		
Meter Operator Type		
Effective From Settlement Date {MOA}		
Data Collector Id		
Data Collector Type		
Effective from Settlement Date {DCA}		
Data Aggregator Id		
Data Aggregator Type		
Effective From Settlement Date {DAA}		
Energisation Status		
Effective from Settlement Date {MSES}		
Measurement Class ID		
Effective from Settlement Date {MSMC}		
Standard Settlement Configuration ID		
Effective from Settlement Date {SCON}		

MAP04/01A – SUPPLIER New Connections Only	Data input for Retrospective Manual Amendment	
	FROM	TO
Supplier Id		
Effective from Settlement Date {REGI}		

PART B – QUOTE AND/OR AGREEMENT/REJECTION

Distributor to complete following section:

If the request for a Retrospective Manual Amendment is rejected, the reasons must be stated here:

MAP04/01B

DISTRIBUTION BUSINESS QUOTE AND/OR AGREEMENT/REJECTION	
Company Name:	
Authenticator's Name and designation:	
Tel. No.:	
Fax No.:	
Email Address:	
Date Retrospective Manual Amendment Will Be Completed By (subject to Authorisation to proceed):	dd/mm/yyyy
Quote Price:	
Distribution Business data in MPAS affected?	If Yes, MAP04/02 attached.
Any other information:	
Signature:	
Date:	

Part C: SUPPLIER CONFIRMATION AND AUTHORISATION

In order to prevent the return of the pro forma second time, the Supplier Confirmation and Authorisation should be by return email and should contain the following information.

Name of Authoriser:	
Designation:	
Tel. No.:	
Fax No.:	
Email Address:	
Confirm scheduled date: Dd/mm/yyyy	
Any other information:	

MAP04/02 - Distribution Business

MAP04/02 – Distribution Business notification of a Retrospective Manual Amendment

This form should also be used to confirm changes associated with a Retrospective Manual amendment initiated by a Supplier, where applicable. Once a Retrospective Manual Amendment has been made MPAS will send a D0209 instruction to DA, which may be in the form of a Selective Refresh to all affected DAs.

PART A – REQUESTER INFORMATION

MAP04/02A – Requester must complete all parts

Distributor name	
Amendments Unique Id	
MPAN	
Name/Organisation	
Tel. No.	
Fax No.	
Email address	
Date of request	

MAP04/02A REASON FOR AND DETAILS OF THE REQUEST

Reason for the Change (mandatory field).and any additional information

--

--

Disputes Ref. No. (if applicable):	

Requester must complete the section below, replicating how the Distributor MPAD *should* look, including updates to data items where necessary. Notes on completion of the fields below:

--

Please indicate whether the requested changes will impact and require agreement from Supplier.	YES / NO
--	----------

	MAP04/02A – DISTRIBUTION BUSINESS data update	
	FROM (i.e. existing data help in MPAS)	TO (i.e. corrected data to be updated in MPAS)
Line Loss Factor Class ID		
Effective from Settlement Date {MSLLFC}		
GSP Group ID (in England & Wales)		
Effective from Settlement Date {MSGG}		
Disconnection Date		

MAP04/02A Scheduled Date for RMA to be implemented in MPAS	dd/mm/yyyy
--	------------

PART B –SUPPLIER ACKNOWLEDGEMENT OF REQUEST

In the absence of an acknowledgement to this MAP04/02A, the Distribution Business may commence the implementation of the RMA. It is strongly recommended that Suppliers acknowledge the RMA notification.

Supplier to complete following section:

If the notification of a Retrospective Manual Amendment is rejected, the reasons must be stated here:

MAP04/02B – Supplier data in MPAS affected by the RMA?	Yes / No	If Yes, MAP04/01A attached.	
--	----------	-----------------------------	--

In order to prevent the return of the pro forma second time, the Supplier Confirmation and Authorisation should be by return email and should contain the following information

MAP04/02B – SUPPLIER ACKNOWLEDGEMENT	
Agree/Reject:	
Date Retrospective Amendment will be completed by (subject to authorisation to proceed): Dd/mm/yyyy	
Authenticator name and designation:	
Tel. No.:	
Fax No.:	
Email Address:	

APPENDIX 3: MAP SECTION 4 COMMUNICATIONS TIMETABLE SUMMARY

RMA Communication initiated by Supplier using MAP04/01

All references to the MAP04 pro formas should also be read as if an alternative method of communication has been bi-laterally agreed.

MAP REF	Action	Timing
4.1.1	Supplier requests Retrospective Manual Amendment using MAP04/01 Part A (MAP04/01A).	As required
4.1.2	Subject to 4.1.3, Distribution Business provides a quote for any charges using MAP04/01 Part B (MAP04/01B) and includes indication of Associated Distribution Business' data items that require change(s)	Within 10 WDs of receipt of MAP04/01A.
4.1.3	If the Distribution Business's data in MPAS is also impacted by the RMA, A) Confirm agreement using MAP04/02 Part A (MAP04/02A), or B) Reject RMA using Part B of MAP04/01 (MAP04/01B)	Within 10 WDs of receipt of MAP04/01A
4.1.3B)	Supplier contacts Distribution Business to discuss way forward in accordance with Section 1.7 iii	Ongoing
4.1.4	Supplier considers whether to proceed with the Retrospective Manual Amendment:	Within 10 WDs of receipt of MAP04/01B
	In the event that they wish to proceed, a MAP04/01 Part C (MAP04/01C) must be returned to the Distribution Business in order to authorise the RMA..	Within 10 WDs of receipt of MAP04/01B
	RMA Request lapses.	After 10 WDs of sending MAP04/01B
4.1.5	Distribution Business schedules and implements the Retrospective Manual Amendment in MPAS and confirms this to the Supplier(s).	Within 20 WDs of MAP04/01C, unless a MAP04/01C has not been received; or the Supplier and Distribution Business have agreed a scheduled date later than this timescale; or. a MAP04/01B rejection has been sent; or the Supplier and Distribution Business are in discussion in pursuant to 4.2.3.B

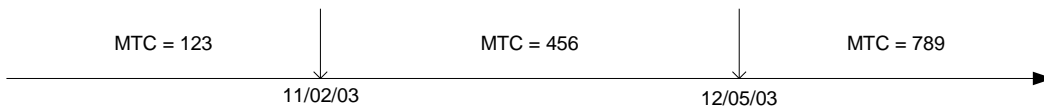
RMA Communication initiated by Distribution Business using MAP04/02

MAP REF	Action	Timing
4.2.1	Distribution Business requests Retrospective Manual Amendment using MAP04/02 Part A (MAP04/02A). Include indication of Scheduled date, if necessary.	As required
4.2.2	Supplier uses reasonable endeavours to acknowledge the RMA using Part B of the MAP04/02 (MAP04/02B)	Within 10 WDs of receipt of MAP04/02A
	Distribution Business proceeds with RMA in the absence of an acknowledgement, providing that the Retrospective Manual Amendment relates solely to Distribution Business owned data items, but should use reasonable endeavours to contact Supplier to confirm this	After 10 WDs of 4.2.1 in the event of a failure to acknowledge the MAP04/02A
	Subject to 4.2.3B, Supplier informs agents of the intended Retrospective Manual Amendment.	By scheduled date for RMA as indicated in MAP04/02A, or otherwise agreed with Distribution Business
4.2.3	If the Supplier's data in MPAS is also impacted by the RMA, A) Confirm agreement using MAP04/01 Part A (MAP04/01A), or B) Reject RMA using Part B of MAP04/01 (MAP04/02B)	Within 10 WDs of receipt of the MAP04/02.
4.2.3B)	Distribution Business contacts the Supplier(s) to discuss way forward in accordance with Section 1.7 iii	Ongoing
4.2.4	Distribution Business schedules and implements the Retrospective Manual Amendment in MPAS and confirms this to the Supplier(s).	Within 20 WDs of 4.2.2, unless the Distribution Business and Supplier may have agreed a scheduled date later than this timescale; or a MAP04/02B rejection has been received; or the Distribution Business and Supplier are in discussion in pursuant to 4.2.3.B.

APPENDIX 4 – RETROSPECTIVE ERROR CORRECTION EXAMPLES

1. Error in current data value only

Current MPAS Details:



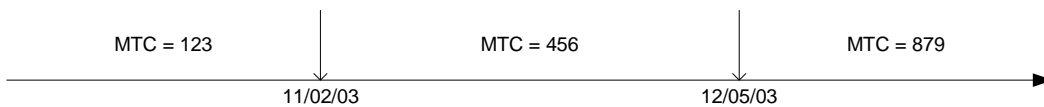
Problem @12/05/03:

Incorrect MTC Value @ 12/05/03
Should be MTC = 879

Resolution:

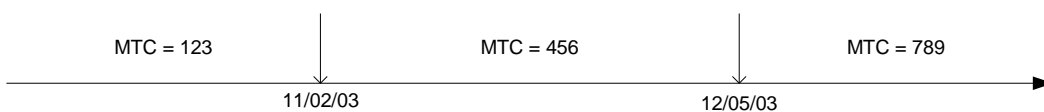
Send D0205 to change MTC Value to MTC 879
wef 12/05/03 (Day + 0 change)

Revised MPAS Details:



2. Retrospective Error - previous data value unnecessary

Current MPAS Details:



Problem @ 11/02/03:

Value MTC 456 wef 11/02/03 was updated in error and is not relevant to this
Registration

Resolution:

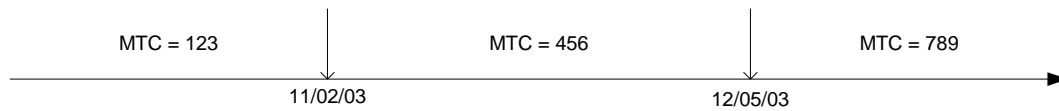
Retrospective Manual Amendment - Cancel MTC 456 & EFD

Revised MPAS Details:



3. Error in EFD for current data value - should be earlier

Current MPAS Details:



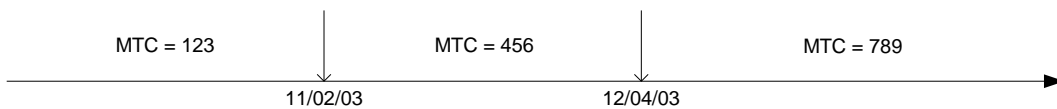
Problem @ 12/05/03

Incorrect EFD for MTC 789, should be wef 12/04/03.

Resolution:

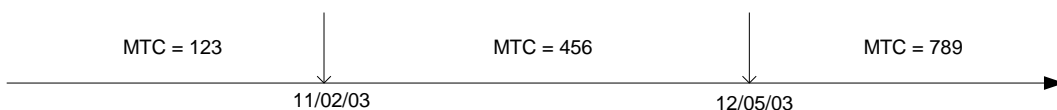
Retrospective Manual Amendment - Cancel MTC 789 & EFD 12/05/03 and
EITHER include revised values (MTC 789, EFD 12/04/03) in MAP 04/
01 pro forma;
OR send D0205 (after RMA cancelling MTC 789, EFD 12/05/03)
updating MPAS with MTC 789, EFD 12/04/03.

Revised MPAS Details:



4. Error in Value of a Previous Data Item

Current MPAS Details:



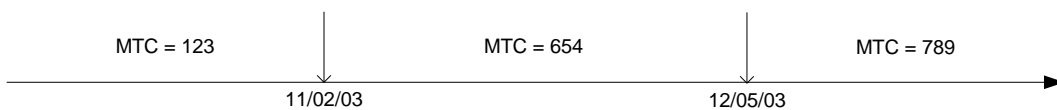
Problem @ 11/02/03

Incorrect value for MTC, should be 654.

Resolution:

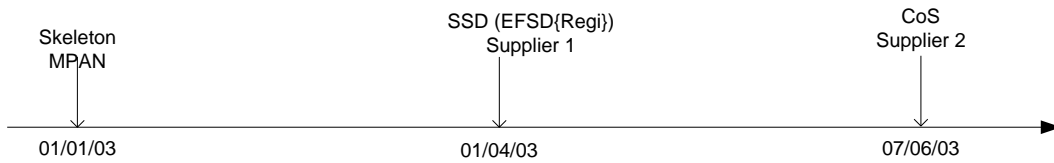
Retrospective Manual Amendment - Cancel data value 456 & replace with MTC654.

Revised MPAS Details:



5. New Connection

Current MPAS Details:



Problem @ 01/04/03

Incorrect SSD for New Connection Registration

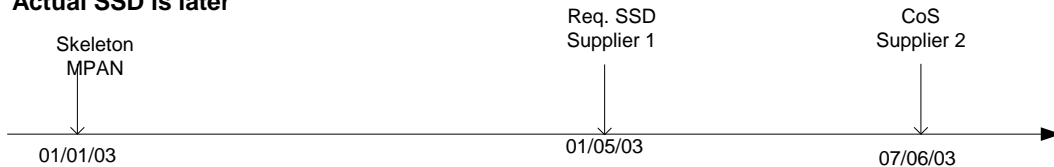
Resolution - Retrospective Manual Amendment with revised SSD for Supplier 1

Revised MPAS details:

Actual SSD is earlier



Actual SSD is later

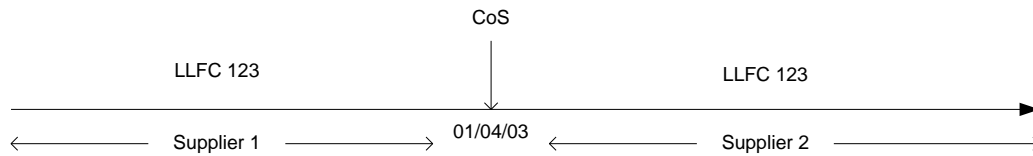


Note:

- 1) Other data changes consequent upon a change to SSD and any Retrospective Manual Amendment a Distribution Business may be required to effect to their data are not represented in this example.
- 2) If New Connection Registration is incomplete; Suppliers should ensure the full registration details are updated to MPAS within 10 WDs as noted in Section 3.3 of MAP04.

6. Retrospective Error in Distribution Business data and correction spans multiple Supplier Registrations

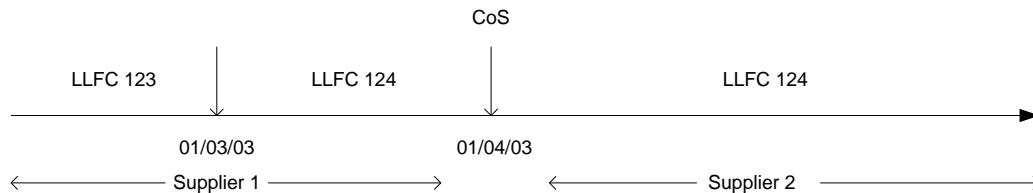
Current MPAS Details:



Problem @ 01/03/03:

LLFC Value & EFD incorrect, should be LLFC 124, wef 01/03/03.

Resolution : Retrospective Manual Amendment for revised EFD & data value.



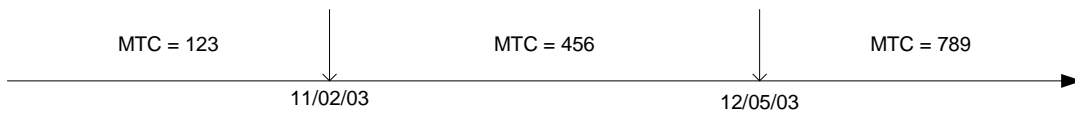
Note:

The Distribution Business should contact both suppliers prior to effecting the correction for the period shown in the above example. Example does not reflect any related amendment the supplier might require consequent upon the LLFC change.

Example of where MAP04 RMA should not be made:

Error in EFD for current data value - should be later

Current MPAS Details:



Problem @ 12/05/03:

Incorrect EFD for MTC 789, should be wef 12/06/03

Resolution: As existing functionality can be used no Retrospective Manual Amendment should be made

- Automated**
- Send D0205 updating data value @ 12/05/03 to MTC 456 (Day + 0 change) ;
 - Send second D0205 to update value to MTC 789 , wef 12/06/03.

Revised MPAS Details:

