

The MRA Agreed Procedure for the initial population of Bill Payer Details in the GDCC

MAP 25

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1 Introduction

Background

- 1.1 GDAA CP 0091 introduces new obligations where the Green Deal Licensee shall send a notification to the Green Deal Central Charge database (GDCC) with details of the relevant Green Deal Bill Payer's name, address, telephone number, mailer address and company number.
- 1.2 From 3rd November 2016, the GDCC must interpret a D0326 Data Flow and translate it into a D0338 Data Flow to the Green Deal Provider, as set out in the GDC 131- Changes to manage Change of Bill Payer Information.
- 1.3 For GDC 131 to work, the GDCC will be required to retain details of the current Bill Payer(s) for each Green Deal plan. Therefore 'baseline' Bill Payer details need to be uploaded for GDCC Release 12.0 go-live date; 3rd November 2016.
- 1.4 GDEG agreed on 14th July 2016 to facilitate an initial bulk upload of all current Bill Payer details to the GDCC prior to go-live date.

Purpose

- 1.5 This MRA Agreed Procedure (MAP) describes the process and actions Suppliers and GDCC Central Administration Service (CAS) are required to undertake and manage to ensure that the details of current Bill Payers of Green Deal Metering Point Administration Numbers (MPANs) are uploaded to the GDCC prior to GDCC Release 12.0.

Document Scope and Objectives

- 1.6 The scope of this MAP is limited to the uploading of current Bill Payers details to the GDCC. Bill Payer details comprise of the data items found in data flow D0326 - Green Deal Licensee Update to Bill Payer Details.
- 1.7 The objectives of this procedure are to ensure that on 3rd November 2016 (GDCC Release 12.0 go-live) all Green Deal plans have the current Bill Payer details held in the GDCC. A current Bill Payer is classed as the Bill Payer(s) paying the electricity charges for a Green Deal MPAN on the date that the Supplier submits the data to GDCC CAS on a date set out later in this procedure.

Associated references

- 1.8 The following are referenced within this MAP in relation to the procedures set out herein:
 - (a) GDAA CP 0091 - Notification of Bill Payer Names
 - (b) DTC CP 3480 - Introduction of new Valid Set Codes to J1745 (Change of Account Indicator)
 - (c) DTC CP 3481 - Introduction of new Valid Set Code to J1745 (Change of Account Indicator)

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Defined terms

1.9 Unless otherwise stated in this section, all defined terms within this MAP shall have the meaning ascribed to them in the MRA or the Data Transfer Catalogue.

1.9.1 In this MAP, the following terms shall have the following meanings:

Data Transfer Catalogue	Means the catalogue of data flows, data definitions and data formats in the form approved under this Agreement, as amended from time to time in accordance with Clause 9;
Green Deal Arrangements Agreement	The agreement providing for the entry of data relating to Green Deal Plans onto the Green Deal Central Charge Database and the collection and remittance of Green Deal Charges as referred to and providing for such other matters as are set out in the Supply Licence.
Green Deal Change	Change Reference Number assigned to Technical changes to the GDCC
Green Deal Central Charge Database Central Administration Service	Administration Team of the GDCC
GDCC Technical Service Provider	Organisation providing technical service in relation to the GDCC
MDD	Market Domain Data, as defined in the Data Transfer Catalogue
MPID	Market Participant Identifier, as defined in the Data Transfer Catalogue

2 Procedure

Provision of data by Green Deal Licensees

- 2.1 The Green Deal Licensee shall provide a standard pipe delimited CSV file. This file shall:
- (a) have a flow header and footer, in the same format as would be sent via the DTN; and
 - (b) contain the below fields for each Green Deal MPAN supplied:
 - (i) Green Deal MPAN Core, (Mandatory);
 - (ii) Party Instruction Number, (Optional) – where a Supplier cannot provide this data item, the CSV file must show this; by the use of two consecutive pipe characters (||), see example in Annex 1;
 - (iii) Bill Payer Details Effective From Date, (Mandatory) – EFDs can predate Green Deal LIVE EFDs – GDCC will default to Green Deal LIVE EFDs;
 - (iv) Change of Account Indicator (to be set to “N”), (Mandatory);
 - (v) Bill Payer Name, (Mandatory);
 - (vi) Bill Payer Telephone Number, (Optional) – One ‘Preferred’ Telephone number per Bill Payer;
 - (vii) Company Registration Number, (Optional);
 - (viii) Delete Mailing Address Data Held (to be blank);
 - (ix) Mailing Address Lines 1-9 (Optional);
 - (x) Mailing Address Postcode (Optional).
- 2.2 All Green Deal Licensees with a LIVE Green Deal Plan shall send the Bill Payer data in the format of a D0326 (*Green Deal Licensee Update to Bill Payers Details*) data flow, whereby
- (a) Groups 11H (items i-iv) and 12H (v-vii) shall be mandatory, apart from Party Instruction Number (item ii);
 - (b) Group 13H (items viii-x) shall be optional; and
 - (c) Mailing Address lines shall be optional, but where provided, all lines shall be provided.
- 2.3 Green Deal Licensees shall not use a D0326 ‘N’ type Data Flow within GDOP09 to populate the GDCC in any circumstances other than when a new plan has gone LIVE after November 3rd 2016, in keeping with GDAA Clauses 10.2.10, 10.2.11 and 10.2.13.
- 2.4 The Green Deal Licensee shall upload each file created by them into a folder set up on a specified Huddle workspace within the timelines defined in section 3 of this MAP.
- 2.5 If a Green Deal Licensee fails to provide the data on time and in the correct format, they shall perform a separate bulk upload.

GDCC CAS procedure

- 2.6 GDCC CAS shall perform basic validation of the received files; ensuring that
- (a) the D0326 format is correct;
 - (b) each MPAN supplied has a corresponding LIVE plan; and
 - (c) no duplicate MPANs are provided by the same or multiple Suppliers.

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- 2.7 If any Data fails validation as outlined in 2.6, GDCC CAS shall work with the relevant Green Deal Licensees to rectify any mistakes.
 - 2.7.1 Where the relevant Green Deal Licensee does not rectify mistakes by 5pm on 1st November, those MPANs shall not be included in the initial data load.
- 2.8 GDCC CAS shall send the validated files to the GDCC TSP via a secure file transfer protocol after 5pm on 1st November 2016.
- 2.9 After 5pm 3rd November 2016, in order to ensure that the data upload is 'up-to-date', GDCC CAS shall work with the GDCC TSP to identify all D0326 data flows sent by Green Deal Licensees between 9am on 31st October 2016 and 5pm 3rd November 2016.
- 2.10 GDCC CAS shall make suitable amendments to the upload data before the GDCC TSP uploads the Bill Payer Details before midnight 3rd November 2016, in line with the scheduled go-live date for GDCC Release 12.0.
- 2.11 GDCC CAS shall perform a reconciliation exercise on 7th November 2016 to identify which Green Deal Plans (and therefore MPANs) have no Bill Payer details. and
- 2.12 Following the reconciliation exercise outlined in step 2.11, GDCC CAS will work with the relevant Green Deal Licensees to populate the GDCC within 2 weeks after GDCC Release 12.0 (3rd November 2016).

3 Timeline

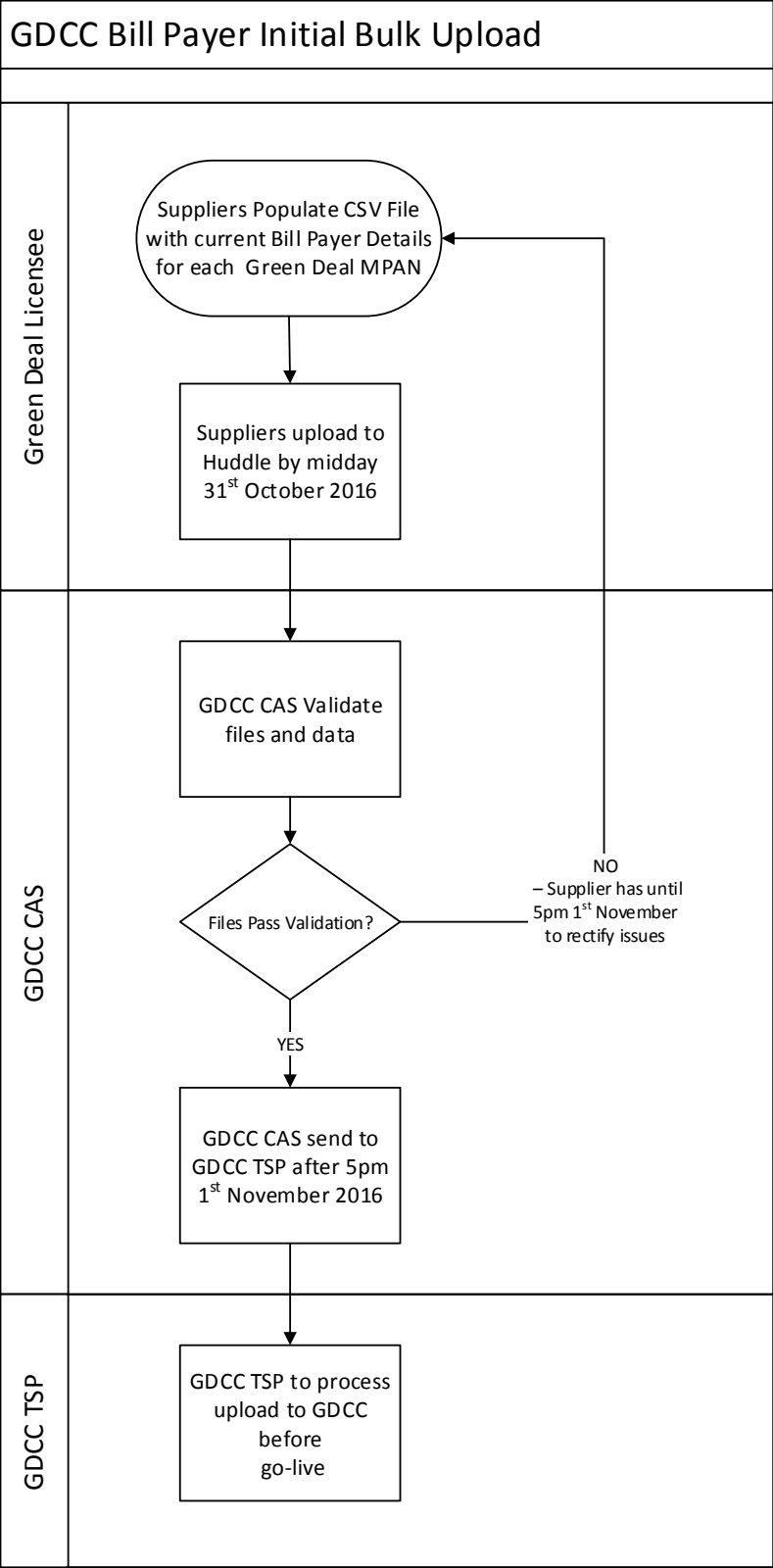
3.1 The procedure set out in this MAP shall have 2 phases:

3.1.1 A 'Dry Run' shall be performed 2 weeks prior to the actual procedure, during which:

- (a) Green Deal Licensees shall provide the Bill Payer Details data to GDCC CAS via Huddle by 5pm on 17th October 2016 in line with steps 2.1 to 2.3 to ensure that all Green Deal Licensees and GDCC CAS can access the Huddle workspace to upload/download the documents.
- (b) GDCC CAS shall validate the data submitted to highlight any formatting or data issues and shall work with Green Deal Licensees to address these issues as outlined in steps 2.6 and 2.7 before the 'Actual Procedure'.

3.1.2 The actual procedure, during which:

- (a) Green Deal Licensees shall provide the data as to GDCC CAS via Huddle by midday 31st October 2016, three working days before Go-live (3rd November 2016). The extract should be correct as of 9.00am 31st October 2016; and
- (b) The GDCC CAS shall follow the procedures as outlined in steps 2.6 to 2.12.



Annex 1: Format and Naming of CSV files

CSV file contents format for Installing Suppliers

Data items in CSV file:

Reference	Item Name
J1813	Green Deal MPAN Core
J1818	Party Instruction Number
J1742	Bill Payer Details EFD
J1745	Change of Account Indicator
J1743	Bill Payer Name
J1744	Bill Payer Telephone Number
J1746	Company Registration Number
J1674	Delete Mailing Address Data Held
J1046	Mailing Address Line 1
J1047	Mailing Address Line 2
J1048	Mailing Address Line 3
J1049	Mailing Address Line 4
J1050	Mailing Address Line 5
J1051	Mailing Address Line 6
J1052	Mailing Address Line 7
J1053	Mailing Address Line 8
J1054	Mailing Address Line 9
J0566	Mailing Address Postcode

Example of CSV file content:

```
ZHV|123456|D0326001|0|MPID|Z|GDCC|20160715120000|||TR01|  
11H|8010011035359||20150818|N|  
12H|Bill Payer|01234567898||  
12H|Ben Payer|||  
12H|Lillian Weed|||  
13H||1 Flowerpot Road|London||||EC3M 4AJ|  
ZPT|123456|5|1|20160715120000|
```

The following additional conditions apply regarding the number of the CSV files:

For each Green Deal Licensee group, where relevant they must submit one file per MPID. There should be a maximum of one file for each Green Deal Licensee MPID.

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CSV file naming convention

Each CSV file shall be named as the MPID of the relevant Green Deal Licensee:

MPID.csv

Therefore, the maximum length for the file name is 4 letters (in keeping with MPID naming convention) and must be a Valid MPID as set out in the latest version of the MDD.

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Document Controls

Change History

Version:	Status:	Date of Issue:	Reason for Issue:
0.1	Draft	07/07/2016	Initial outline draft presented to GDEG
0.2	Draft	15/07/2016	Amendments after GDEG review and submitted to GDEG parties
0.3	Draft	20/07/2016	Amendments after internal review and feedback from GDEG parties
0.4	Draft	21/07/2016	Amendments after internal review
1.0	Final	06/10/2016	Published as final

Quality Assurance

Review:			
Name	Role	Responsibility	Date of review
Michael Barlow	MRA Delivery Team		06/10/2016
Approval for Issue to Industry:			
Name	Role	Responsibility	Date

MRA Approvals

Approval for recommendation to authority		
Name:	Recommendation:	Date
MDB		

Change Approvals and Consents

Name	Organisation	Responsibility	Date