



Market Code Schedule 12
Code Subsidiary Document
CSD 0104

Maintain SPID Data

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Version Control

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1.1	FINAL	31 August 07	See Change History	

Change History

CP Ref	Title	Affected Sections	Effective Date	Version Implementation
Pre market	Remove TE references and point to CSD0206	Throughout	31/08/07	1.1
Pre market	Revisions to align with CSD0205 transition and non-standard arrangements	Section 7	31/08/07	1.1

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1. Purpose and Scope

The SPID Data held in the Central Systems should accurately reflect the circumstances at each Supply Point. Accordingly, under Section 5.5.1 of the Market Code, Data Owners have a duty to maintain and keep the SPID Data up to date.

Certain key events will always result in a change to SPID Data, and therefore trigger the requirement for such SPID Data to be updated in the Central Systems. Specifically, there are processes in this CSD for the following scenarios:

- Temporary Disconnection and reconnection and Permanent Disconnection – section 3
- Meter Replacement – section 4
- Addition of a new meter to existing Supply Point - section 5
- Removal of a meter from an existing Supply Point – section 6
- Updates to other SPID Data and other events that may affect Wholesale Charges – section 7

Section 2.2 provides direction to the relevant process for the maintenance of SPID Data in respect of each scenario.

Where SPID Data has not been provided within the requisite timescales, or is being submitted to correct an error made in the original submission, the process set out in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed. This may result in additional cost to the Data Owner.

Note: References in this document shown thus [T005.0] relate to the associated Data Transaction Flow, as set out in CSD 0301 (Data Transaction Catalogue).

2. Maintain SPID Data - Overview

2.1 Process Description

2.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 2.2 and the Interface and Timetable Requirements in Section 2.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

Step a: Data Owner identifies data requiring update

This step represents the point at which the Data Owner identifies SPID Data that requires to be updated within the Central Systems. This will generally be as a result of a process related change.

Step b: CMA identifies a data error

This step represents the point at which the CMA becomes aware of an error in SPID Data.

In some instances missing or incorrect data is identified, and dealt with, within another process. For instance, data missing at a New Supply Point is identified and sourced as part of the CSD0101 (Registration: New Connections and New Supply Points).

Decision c: Is the data late/corrective?

Data Owners should send modifications to SPID Data to the Central Systems in accordance with the timescales and Data Transactions set out in this CSD, CSD0101 (New Connections and New Supply Points), CSD 0202 (Meter Read Submission) and CSD0206 (Trade Effluent Processes), as relevant to the SPID Data being modified. Where SPID Data has not been provided within the requisite timescales, or is being submitted to correct an error made in the original submission, the process set out in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed. For ease of reference, decision d, below, represents the considerations required to determine processing.

Decision d: Is the Settlement Process affected?

Data Owners need to consider how the late or corrective data should be updated and whether it will enter the Settlement Process.

- If the late/corrective data maintenance has an impact on the calculation of Wholesale Charges or is outside the Settlement Timetable (see CSD0201) then the

Retrospective Amendments process in CSD0105 (Error Rectification & Retrospective Amendments) should be followed.

- If the late/corrective data maintenance has an impact on the calculation of Wholesale Charges and is within the Settlement Calendar (CSD0201), the Error Rectification process in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed.
- If the late/corrective data maintenance does not have an impact on the calculation of Wholesale Charges, the Error Rectification process (CSD0105) (Error Rectification & Retrospective Amendments) should be followed.

Decision e: Disconnection data?

Where maintenance of SPID Data is required as a result of a Disconnection, it is dealt with in the Temporary or Permanent Disconnection process (Section 3 of this document).

Decision f: Meter data?

Where maintenance of SPID Data is required as a result of a meter change, it is dealt with either as part of the Change Meter process (Section 4 of this document); Add Meter process (Section 5 of this document) or Remove Meter process (section 6 of this document) or Other Updates (specifically Scottish Water updating Meter details on an ad hoc basis) process (section 7 of this document) as appropriate.

Decision g: New Connection/Supply Point

Where maintenance of SPID Data relates to a New Connection or New Supply Point prior to the Connection Date, it is dealt with under CSD0101 (Registration: New Connections and New Supply Points).

Decision h: Registration?

Where maintenance of SPID Data is required in relation to a Registration, it is dealt with under CSD0102 (Registration: Transfers). In the event of Designated Circumstances, it is dealt with under CSD0003 (Provider of Last Resort).

Decision i: Trade Effluent Services

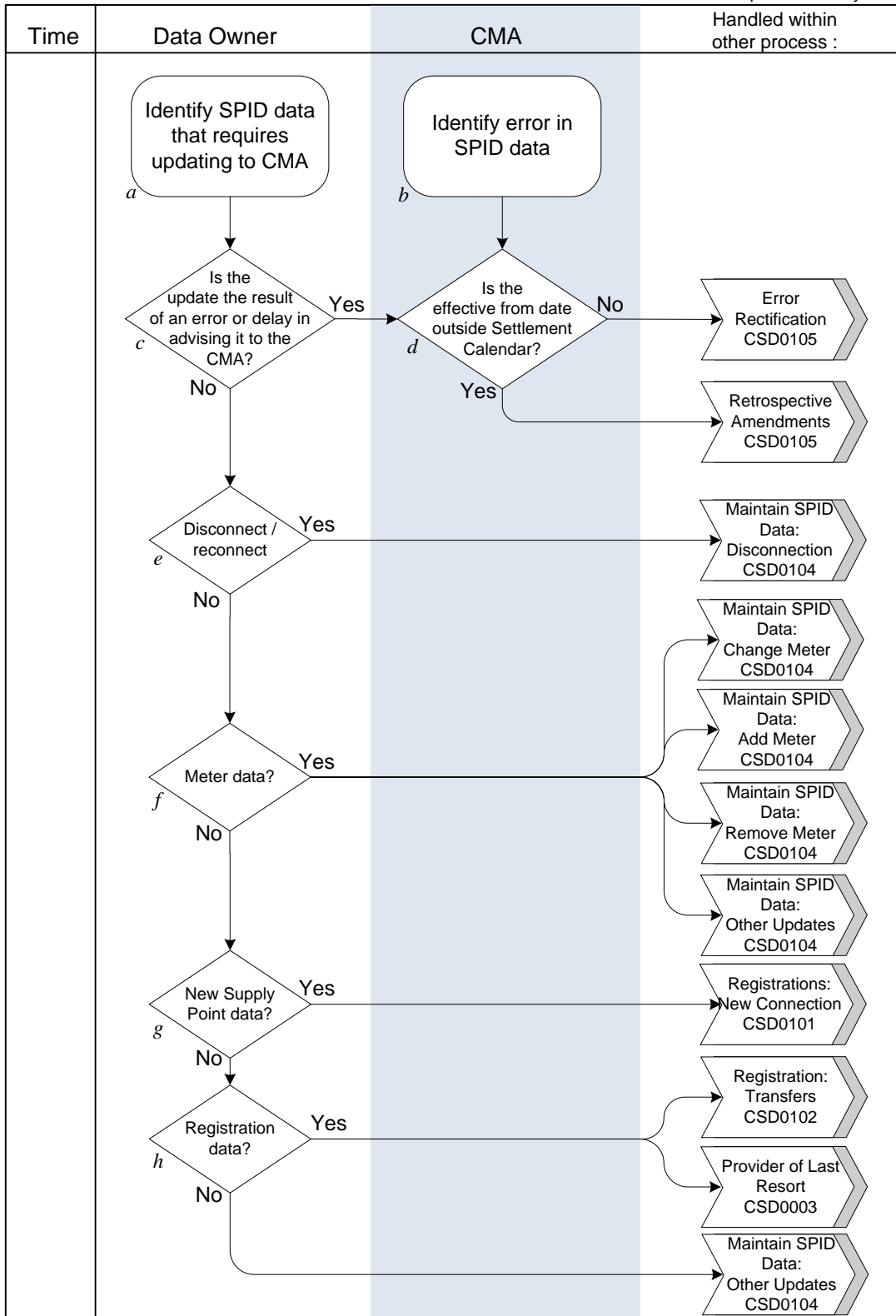
Where maintenance of SPID Data relates to Trade Effluent Services at a sewerage Supply Point, it is dealt with under CSD0206 (Trade Effluent Processes).

Where maintenance of SPID Data is not required as a result of any of the other categories/events listed above, it is dealt with in the Other Updates process, (Section 7 of this document).

2.2 Process Diagram

Maintain SPID data : Overview

Updated 11 May 2007



2.3 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Mkt code Ref	Clause
a	S	Identify SPID Data that requires updating to CMA	Data Owner	internal	Ad hoc			
b	S	Identify error in SPID Data	CMA	internal	Ad hoc			
c	D	Is the data update the result of an error or delay in notification?	Data Owner	internal		Late or corrective data should not be sent to the CMA unless the Data Owner has considered the means of implementing the change via CSD0105 Error Rectification or Retrospective Amendments	5.5.2	
d	D	If late or corrective, is the Settlement affected or is change effective date outside Settlement Timetable?	n/a	internal		go to either CSD0105 Error Rectification or Retrospective Amendments		
e	D	SP Disconnection data?	Data Owner	internal		go to Disconnection section of this CSD	5.7.2	iii
f	D	Meter data?	Data Owner	internal		go to Change Meter, Add Meter, Remove Meter or Other Updates section of this CSD	5.5.1	i
g	D	New Supply Point data?	Data Owner	internal		go to CSD0101 Registration: New Connections and New Supply Points)		
h	D	Registration data?	Data Owner	internal		go to CSD0102 Registration: Transfers or CSD003 Provider of Last Resort	5.3.6	iv
l	D	Trade Effluent Services	Data Owner	Internal		Go to CSD0206 Trade Effluent Processes		
i	P	If none of the above data types	Data Owner	internal		go to Other Updates section of this CSD		

3. Temporary Disconnection and Reconnection and Permanent Disconnection

3.1 Process Description

The process detailed in this section should be used when a Temporary or Permanent Disconnection of a Supply Point(s) is undertaken pursuant to the Disconnections document and sets out the following actions in relation to the Market Code.

This section sets out two processes; one to be followed for Temporary Disconnection and reconnection and one to be followed for Permanent Disconnection, i.e. those that will not be reconnected, either because the Temporary Disconnection has been in place for a period in excess of that allowed for a Temporary Disconnection or because a change in circumstances at the Supply Point(s) means that the Supply Point(s) is no longer required in the Central Systems, i.e. where an Exit Change of Use at a Supply Point means that the premises no longer qualify as Eligible Premises

A Supply Point(s) that has been Disconnected, will not be permitted to Transfer i) in the case of a Temporary Disconnection until it is reconnected or becomes a Permanent Disconnection; and ii) in the case of a Permanent Disconnection no Transfers will be allowed at that Supply Point.

Where one particular Service Element at a Supply Point is discontinued and other Service Elements remain in place at that Supply Point, this will not be treated as either a Temporary or Permanent Disconnection and such information shall be notified in accordance with section 7 of this CSD, or CSD0206 (Trade Effluent Processes)..

3.2 Description of Temporary Disconnection and Reconnection Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 3.1.2 and the Interface and Timetable Requirements in Section 3.1.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

It should be noted that the Temporary Disconnection of a Supply Point(s) can only be applied where that Temporary Disconnection affects all metered sources at a Supply Point. For example, in the case of a Multi Meter Supply Point, the Temporary Disconnection must apply

to all the metered sources. In the case of removal of one or some of the meters at a Multi Meter Supply Point this would be updated using the Removal of Meter process under Section 6 of this CSD.

Step a: Update CMA with Disconnection data: [T015.0, T005.0, T026.0]

Within 2 Business Days of undertaking a Temporary Disconnection of a Water Services Supply Point, Scottish Water will notify the CMA of such Temporary Disconnection using Data Transaction T015.0 (Declare Disconnection/Reconnection). At the same time, Scottish Water will provide the Temporary Disconnection Read(s) taken at the time of undertaking the Temporary Disconnection, using Data Transaction T005.0 (Meter Read). The Read Type used in the T005.0 will depend on whether the meter(s) remain in situ during the period of Temporary Disconnection or is removed. In the event of removal, Scottish Water should follow the Removal of Meter process (Section 6) and notify a Final Read(s). If the meter(s) remains in situ, Scottish Water shall notify a Temporary Disconnection Read(s).

Scottish Water shall ensure that it notifies the CMA of all relevant information in respect of the Temporary Disconnection, e.g. they shall have due regard to the Service Category(ies) at the Supply Point. If the Temporary Disconnection is in respect of a Water Services Supply Point with a Related Water Supply Meter, the information will also apply to the associated Sewerage Services SPID.

In the event that a Temporary Disconnection also gives effect to a discontinuation of Trade Effluent Services, Scottish Water shall notify the CMA of this, using the Data Transaction T026.0 ((Discontinue DPID), at the same time as it sends the T015.0 (Declare Disconnection/Reconnection) and T005.0 (Meter Read).

Step b: Update Central Systems:

The CMA will update the Central Systems with the Temporary Disconnection data and the revised circumstances at the Supply Point(s) will be reflected in the Settlement Process in accordance with CSD 0205 (Charge Calculation, Allocation and Aggregation).

Step c: CMA confirms Disconnection & Meter Read [T015.1, T0015.2, T005.2, T026.1]

Within 1 Business Day of receipt by the CMA of the T015.0 (Declare Disconnection/Reconnection), the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Temporary Disconnection, using Data Transaction T015.1 (Notify Disconnection/Reconnection) and the Temporary Disconnection Read using Data Transaction T005.2. In the event that a Final Read(s) is notified in the T005.2, the Licensed Provider(s) should take due note of the removal of the meter(s).

The CMA will also confirm to Scottish Water within 1 Business Day that it has implemented the Temporary Disconnection in the Central Systems, using Data Transaction T015.2 (Confirm Disconnection/Reconnection).

In the event that Scottish Water notified a discontinuation of Trade Effluent Services, at step a above, the CMA will inform the Licensed Provider(s) of this using the data transaction T026.1 (Discontinue DPID) at the same time as it sends the T015.1 and T005.2.

Step d: No Transfers allowed during the period of Temporary Disconnection

The CMA will reject Transfers Registration Applications at the Supply Point while it is Temporarily Disconnected.

Step e: Reconnection [T015.0, T005.0]

When the Supply Point is reconnected Scottish Water shall inform the CMA of the reconnection date within 2 Business Days of undertaking the reconnection using the Data Transaction T015.0 (Declare Disconnection/Reconnection). At the same time Scottish Water will provide the Reconnection Read(s) taken at the time of undertaking the reconnection, using Data Transaction T005.0 (Meter Read) if the meter(s) remained in situ during the period of Temporary Disconnection. If the meter(s) was removed, Scottish Water will notify the new meter(s) details and Initial Read(s) using the Addition of Meter process (Section 5) and Data Transactions (T004.0 and T005.0).

Scottish Water shall ensure that it notifies the CMA of all relevant information in respect of the reconnection, e.g. they shall have due regard to the Service Category(ies) at the Supply Point(s) when notifying a reconnection.

In the event that a reconnection cannot be undertaken following the Temporary Disconnection due to either the Temporary Disconnection being in place for a period in excess of that allowed for a Temporary Disconnection, or because a change in circumstances at the Supply Point(s) means that the Supply Point(s) is no longer required in the Central Systems, Scottish Water shall notify the Permanent Disconnection of the Supply Point(s) (see the following section) and any future connection of the Supply Point(s) will be managed under CSD0101 (Registration: New Connections and New Supply Points).

Step f: Update Central Systems:

The CMA will update the Central Systems with the reconnection data and the revised circumstances at the Supply Point(s) will be reflected in the Settlement Process in accordance with CSD 0205 (Charge Calculation, Allocation and Aggregation). The CMA will no longer reject Transfers Registration Applications at the Supply Point from the date of the reconnection.

Step g: CMA confirms Reconnection & Meter Read [T015.1, T0015.2, T005.2]

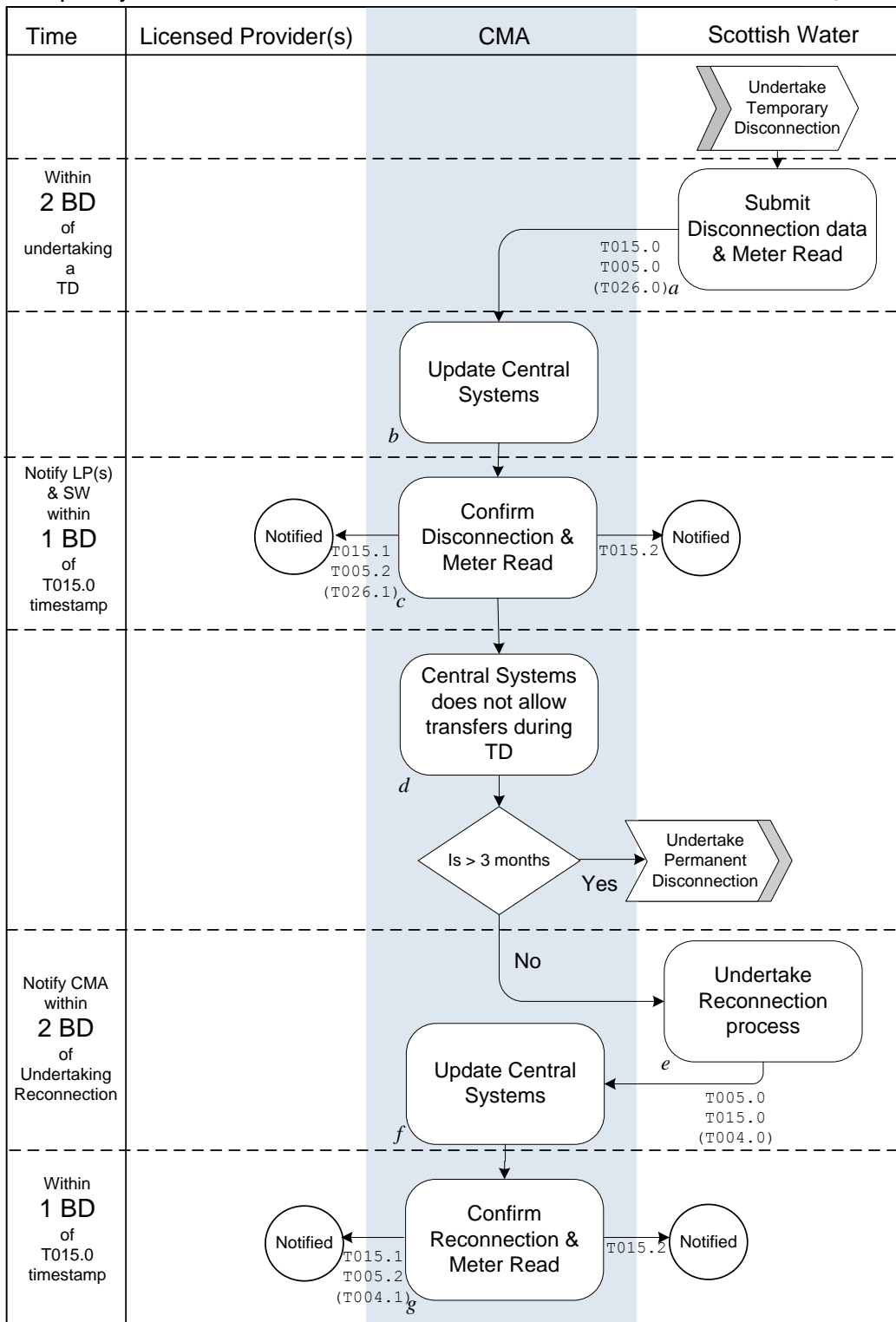
Within 1 Business Day of receipt by the CMA of the T015.0 (Declare Disconnection/Reconnection) the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the reconnection, using Data Transaction T015.1 (Notify Disconnection/Reconnection) and the Reconnection Read(s) using Data Transaction T005.2 (Meter Read), and the installation of the new meter(s), using Data Transaction T004.1 (Notify Meter Details) if applicable.

The CMA will also confirm to Scottish Water within 1 Business Day that it has implemented the reconnection in the Central Systems, using Data Transaction T015.2. (Notify Disconnection/Reconnection)

3.3 Process Diagram

Temporary Disconnection and Reconnection

Updated 31 August 2007



3.4 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Mkt code Ref	Clause	Data Transaction ID
a	S	Notify CMA of date of Temporary Disconnection Date, & Temporary Disconnection Read	SW	CMA	Within 2BD of Temp Disconnection	T015.0 with Temporary Disconnection Data Item T005.0 with Read Type of Temporary Disconnection or Final if meter removed	5.7.2		T015.0 T005.0 T026.0 (If TE)
b	S	Update Central Systems.	CMA	internal			5.7.2		
c	S	Confirm Temporary Disconnection implemented in Central Systems	CMA	SW	1BD of Step a		5.7.2		T015.2
c	S	Notify Temporary Disconnection to LP(s)	CMA	LP	1BD of Step a	If DPIDs at Supply Point, refer to CSD0206	5.7.2		T015.0 T005.2
d	S	No Transfers Accepted while Supply Point is Temporarily Disconnected	CMA	internal			5.7.2		
	D	If Temporary Disconnection in place for 3 months, a Permanent Disconnection should be effected			-	Go to Section 3.1.4 of this CSD	5.7.2		
e	S	Reconnection & Meter Read	SW	CMA	Within 2BD of Reconnection	T015.0 with Reconnection Data Item T005.0 with Read Type Reconnection (if meter(s) not removed) If Addition of Meter process also send T004.0	5.7.2		T015.0 T005.0
f		Update Central Systems.	CMA	internal		Transfers enabled at SPID	5.7.2		
g		Confirm Reconnection and Meter Read	CMA	LP	1BD of Step e	If meter replaced at step e, send T004.1	5.7.2		T015.1, T005.2
g		Confirm Reconnection implemented in Central Systems	CMA	SW	1BD of Step e		5.7.2		T015.2

3.5 Description of the Permanent Disconnection Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 3.1.5 and the Interface and Timetable Requirements in Section 3.1.6. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

It should be noted that the Permanent Disconnection of a Supply Point(s) can only be applied where all Water Services and/or Sewerage Services are to cease at that Supply Point(s). In the event that a Supply Point retains any active Service Element(s) or meter(s), the changed circumstances would be updated through the relevant Section of this CSD. For example:

- A Multi Meter Supply Point, where one (or some) meter is permanently removed from the configuration, this would be updated following the Removal of Meter process under Section 6 of this CSD.
- If Trade Effluent Services are discontinued at a Supply Point, but other Sewerage Service Elements remain this would not be a Permanent Disconnection and should be updated in accordance with CSD0206 (Trade Effluent Processes)

Step a: Update CMA with Disconnection data: [T005.0 & T015.0]

Within 2 Business Days of undertaking a Permanent Disconnection of a Supply Point(s), Scottish Water will notify the CMA of the Permanent Disconnection using Data Transaction T015.0 (Declare Disconnection/Reconnection). At the same time Scottish Water will provide the Final Read(s) taken at the time of undertaking the Permanent Disconnection, using Data Transaction T005.0 (Meter Read). Scottish Water shall ensure that it notifies the CMA of the correct Permanent Disconnection information, e.g. they shall have due regard to the Services Category(ies) at the Supply Point when submitting Permanent Disconnection data, having in mind the following:

- i. If the Permanent Disconnection is in respect of a Water Services Supply Point and the associated Sewerage Services Supply Point, Scottish Water must notify the Permanent Disconnection at each of the Supply Point(s) at the same time.
- ii. If the Permanent Disconnection is in respect of a Water Services Supply Point where the associated Sewerage Services Supply Point is to remain connected, Scottish Water must notify the CMA of the revised Service Elements at the Sewerage Services Supply Point, using the Data Transaction as appropriate for the SPID Data that is to be modified (see CSD0301 (Data Transaction Catalogue) for details).
- iii. If the Permanent Disconnection is in respect of a Sewerage Services Supply Point associated to a Water Services Supply Point which is to remain connected, Scottish

Water must send notification of the Permanent Disconnection in respect of the Sewerage Services Supply Point only.

- iv. If the Permanent Disconnection of a Water Services Supply Point is as a consequence of a Temporary Disconnection that has been in place for a period greater than that allowed Scottish Water must notify the CMA of the Permanent Disconnection of the Supply Point(s) and future connection of that Supply Point(s) will be managed under CSD0101 (Registration: New Connections and New Supply Points). In this event, new Supply Points will be required for the Water Services Supply Point and the Sewerage Services Supply Point.

A Permanent Disconnection of a Water Services Supply Point or a Sewerage Services Supply Point will cease all Services at that Supply Point in the Central Systems. No further Transfers will be allowed at the Supply Point(s), and that Supply Point(s) may not be used again in the Central Systems. In the event that, in the future, a Supply Point that has been Permanently Disconnected is to be reinstated this will be undertaken as a New Connection under CSD0101 (Registration: New Connections and New Supply Points). Where the Permanent Disconnection related to only the Water Services Supply Point or Sewerage Services Supply Point and the New Connection will relate to both these Services, then new Supply Points for each category of Service will be required, and the existing Water Services Supply Point or Sewerage Services Supply Point shall be Permanently Disconnected in the Central Systems by Scottish Water notifying a Permanent Disconnection in respect of that existing Supply Point.

Step b: Update Central Systems:

The CMA will update the Central Systems and no further Wholesale Charges will be applied for that Supply Point(s) from the date of the Permanent Disconnection.

Step c: CMA confirms Disconnection & Final Read [T015.1, T005.2, T015.2]

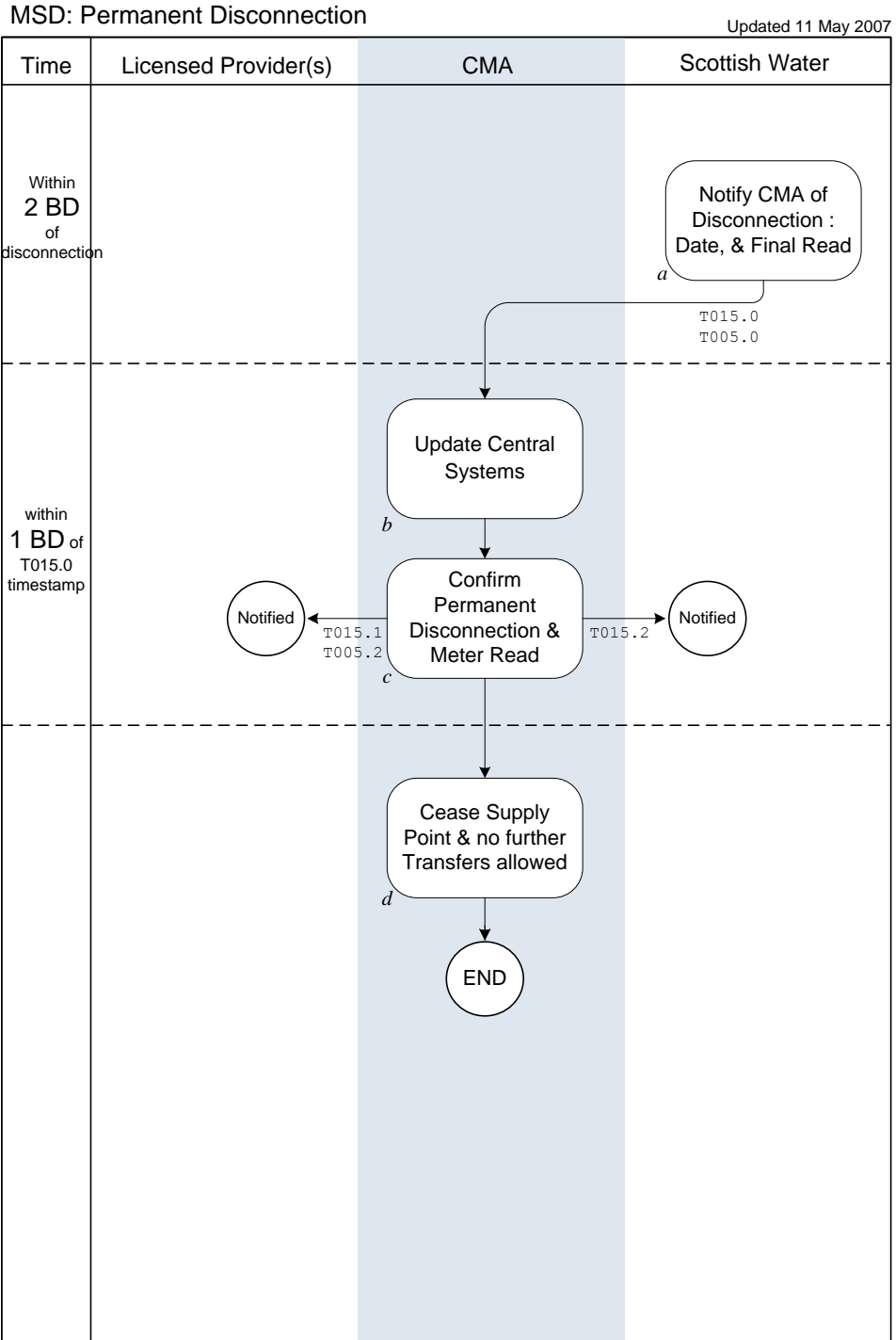
Within 1 Business Day of receipt by the CMA of the T015.0, the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Permanent Disconnection and Final Read(s), using Data Transactions T015.1 (Notify Disconnection), and T005.2 (Meter Reads). At the same time, the CMA will also confirm to Scottish Water that it has implemented the Disconnection, using Data Transaction T015.2 (Notify Disconnection/Reconnection).

In the event that there is a pending Transfer, i.e. an Incoming Licensed Provider with a Registration Start Date later than the date of the Permanent Disconnection, this will not take effect and the CMA will notify the Incoming LP of the Disconnection using the Data Transaction T015.1 (Notify Disconnection/ Reconnection)

Step d: No future Registrations possible

The CMA will reject any Transfers Registration Applications at the Supply Point after the Permanent Disconnection and the Supply Point(s) shall not be re-used in Central Systems. In the event that Water and/or Sewerage Services are to be recommenced, the process should follow CSD0101 (Registration: New Connections and New Supply Points).

3.6 Process Diagram



3.7 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Mkt code Ref	Clause	(indicative) Data Transaction ID
a	S	Notify CMA of date of Permanent Disconnection Date, & Final Read	SW	CMA	Within 2BD of Disconnection		5.7.2		T015.0 T005.0
b	S	Update Central Systems.”	CMA	internal			5.7.2		
c	S	Confirm Permanent Disconnection implemented in Central Systems	CMA	SW	1BD		5.7.2		T015.2
c	S	Notify Disconnection & Final Read to LP(s)	CMA	LP	1BD	Send T015.0 to Incoming LP with an RSD later than the disconnection date, if any	5.7.2		T015.1 T005.2
d	S	Cease Supply Point in Central Systems and Wholesale Charges from date of Disconnection. No further Transfers allowed	CMA	internal		The Supply Point cannot be used again in the Central Systems and any reinstatement of a Supply Point is handled under CSD0101 (Registration: New Connections and New Supply Points)	5.7.2		

4. Meter Change

4.1 Process Description

The process described here covers a “like for like” meter replacement i.e. there is no change to the meter configuration that would result in alteration to the Wholesale Charges.

If a change is made to a meter size (e.g. it is “right-sized” at replacement), then the Add Meter & Remove Meter (section 5 & 6 of this document) should be followed.

If a change of meter affects the Trade Effluent Services, the updated details for Trade Effluent Services shall be notified in accordance with CSD0206 (Trade Effluent Processes).

A Change of Meter is undertaken in accordance with the Operational Code (Processes 9, 10, 11, 12). Following a meter replacement, the meter data for the new meter shall be notified to CMA by Scottish Water within 2 Business Days of the meter replacement. In addition, the meter data for the replacement meter and End and Opening Reads for the meters shall be notified to CMA by Scottish Water. The CMA passes these to the Registered Licensed Provider(s) in accordance with the Meter Read Submission process (CSD0202).

4.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 4.2 and the Interface and Timetable Requirements in Section 4.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

For the purpose of clarification:

- Steps a and c apply when the Licensed Provider has requested the meter change.
- Steps b and c apply when Scottish Water has initiated the change.
- Steps d and e apply in both instances.

Step a: Licensed Provider requests meter change

Where a Licensed Provider wishes to initiate a meter change, it will submit a request to Scottish Water in accordance with the relevant process in the Operational Code.

Step b: Scottish Water notifies Licensed Provider of requirement to replace meter

If the requirement to replace the meter originates from Scottish Water, it will request the identity of the Licensed Provider from the CMA in order that it can advise the Licensed

Provider of the meter replacement in accordance with the relevant process in the Operational Code.

Step c Replacement meter installed

Scottish Water will replace the meter in accordance with the relevant process in the Operational Code.

Step d: Update data to CMA: [T004.0, T017.0]

Within 2 Business Days of the meter replacement, Scottish Water will provide the CMA with the new meter details, using Data Transaction T004.0 (Notify Meter Details).

Scottish Water will then issue the CMA with Data Transaction T017.0 (Notify Swap Meter), which includes details of the End and Opening Meter Reads.

Scottish Water should note that the T017.0 must be sent after the T004.0, otherwise the new meter will not be recognised in the Central Systems and will result in a Data Transaction T009.1 (Error Notification) being issued to Scottish Water.

Step e: Update Central Systems and notify Licensed Provider(s) [T004.1, T017.1]

The End Read will be subject to the validation requirements set out in CSD 0203 (Meter Read Submission: Validation). The CMA will then update the Central Systems, and notify the Licensed Provider(s) of the new meter information using the Data Transaction T004.1 (Notify Meter Details) and the End Read and Opening Read using Data Transaction T017.1 (Notify Swap Meter).

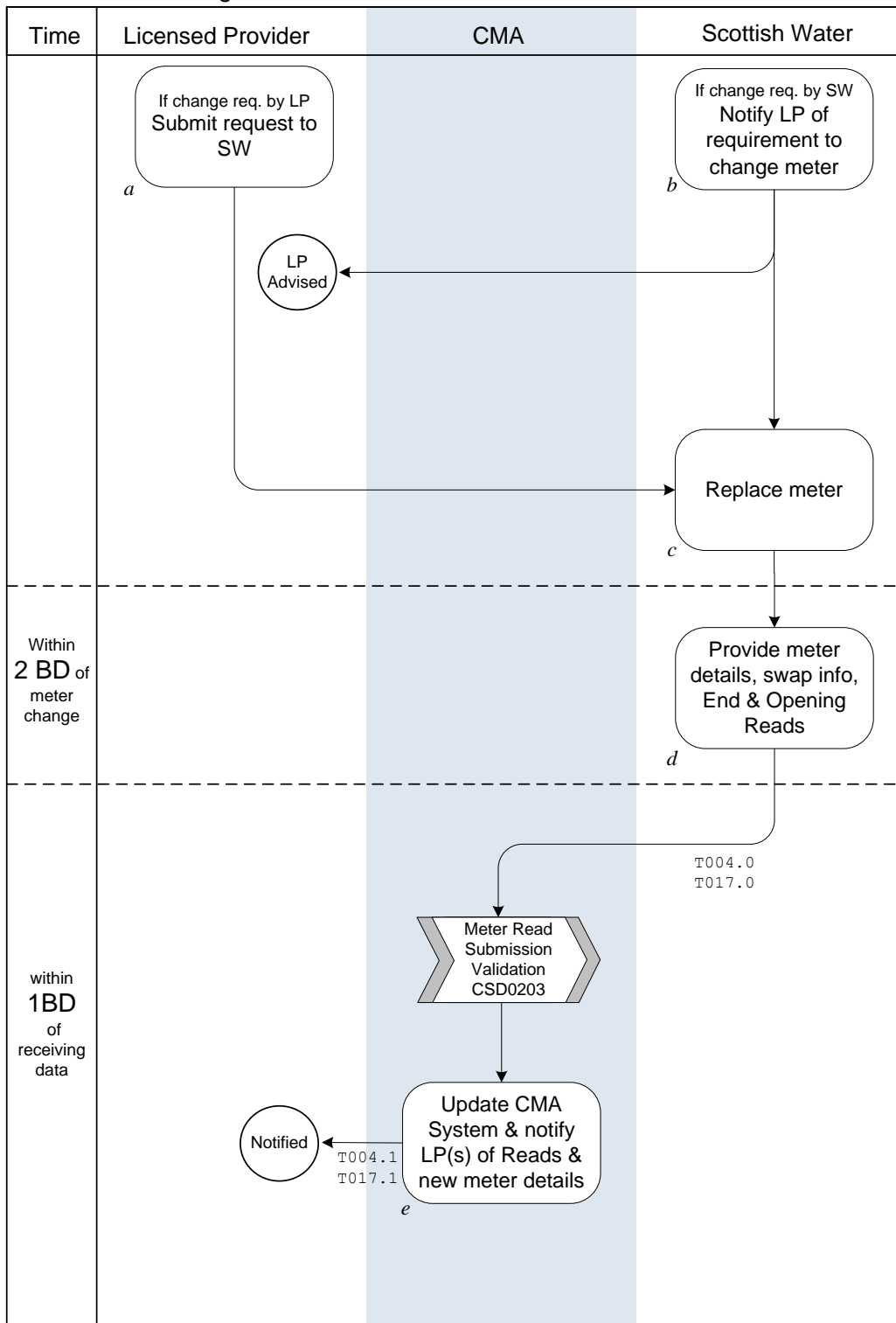
In the case of a meter replacement at a Supply Point where the meter is in respect of the Water or Sewerage Services only, the CMA will only send notification of the new meter details and the Meter Reads to the Licensed Provider Registered to that Supply Point, using Data Transaction T004.1

In the case of a meter replacement where that meter is a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new meter details and the Meter Reads at the same time that it notifies the Water Services Licensed Provider, using the Data Transactions listed above.

4.2 Process Diagram

MSD: Meter Change

Updated 11 May 2007



4.3 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Mkt code Ref	Clause	(indicative) Data Transaction ID
a	S	Submit request to SW	LP	SW		Operational Code			
b	S	Notify LP of requirement to change meter	SW	LP		Operational Code			
c	S	Replacement Meter installed	SW	internal	within 30 BD of confirmation	Operational Code			
d	S	Provide meter details, swap info, End & Opening Reads	SW	CMA	within 2 BD of meter change	All transactions must be present and must be sent in this order: T004.0 Meter details for new meter T017.0 Swap notification (old, new)	5.5.1	i	T004.0 T017.0
e	S	Update Central System & notify LP(s) of reads & new meter details	CMA	LP	1BD	If Related Water Supply Meter, also advise SS LP of WS meter change and End & Opening Reads			T004.1 T017.1

5. Addition of Meter to an Existing Supply Point

5.1 Process Description

This section applies when a meter is added to an existing Supply Point under Process 8 of the Operational Code.

5.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 5.2 and the Interface and Timetable Requirements in Section 5.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

Step a: Scottish Water installs meter

This step represents the point at which a meter is installed at an existing Supply Point in accordance with Process 8 of the Operational Code.

Step b: Update SPID Data to CMA: [T004.0, T005.0]

Within 2 Business Days of the installation, Scottish Water will provide the CMA with the new meter details, using Data Transaction T004.0 (Notify Meter Details). Scottish Water will also provide the CMA with an Initial Read for that meter using Data Transaction T005.0 (Meter Read) within 2 BD of the installation of the meter, in accordance with CSD 0202 (Meter Read Submission: Process). Scottish Water should note that the T005.0 must be sent after the T004.0, otherwise the new meter will not be recognised in the Central Systems and will result in a Data Transaction T009.1 (Error Notification) being issued to Scottish Water.

Scottish Water must take account of the implications of such an installation at a Supply Point and shall ensure that any other SPID Data which requires modification following the installation, is notified to the CMA, in particular; the impact on any Service Element(s) arising from the installation of a meter(s) or where the meter relates to Trade Effluent Services at a Supply Point (in which case the process in CSD0206 (Trade Effluent Processes) should be followed) and shall ensure that all relevant updates are notified to the CMA.

Where a meter is installed at a Supply Point previously designated as Unmeasurable, Scottish Water shall, within 1 Business Day of determining that that the Supply Point is now to be treated as Measurable, notify the CMA using Data Transaction T016.0 modifying the Unmeasurable status, prior to notifying the meter details in accordance with this section 5.

Step c: CMA notifies Licensed Provider(s) [T004.1, T005.2]

Within 1 Business Day of receipt of the T004.0 (Notify Meter Details), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider(s) of the meter details, using Data Transaction T004.1 (Notify Meter Details), and of the Meter Read using Data Transaction T005.2.(Meter Read).

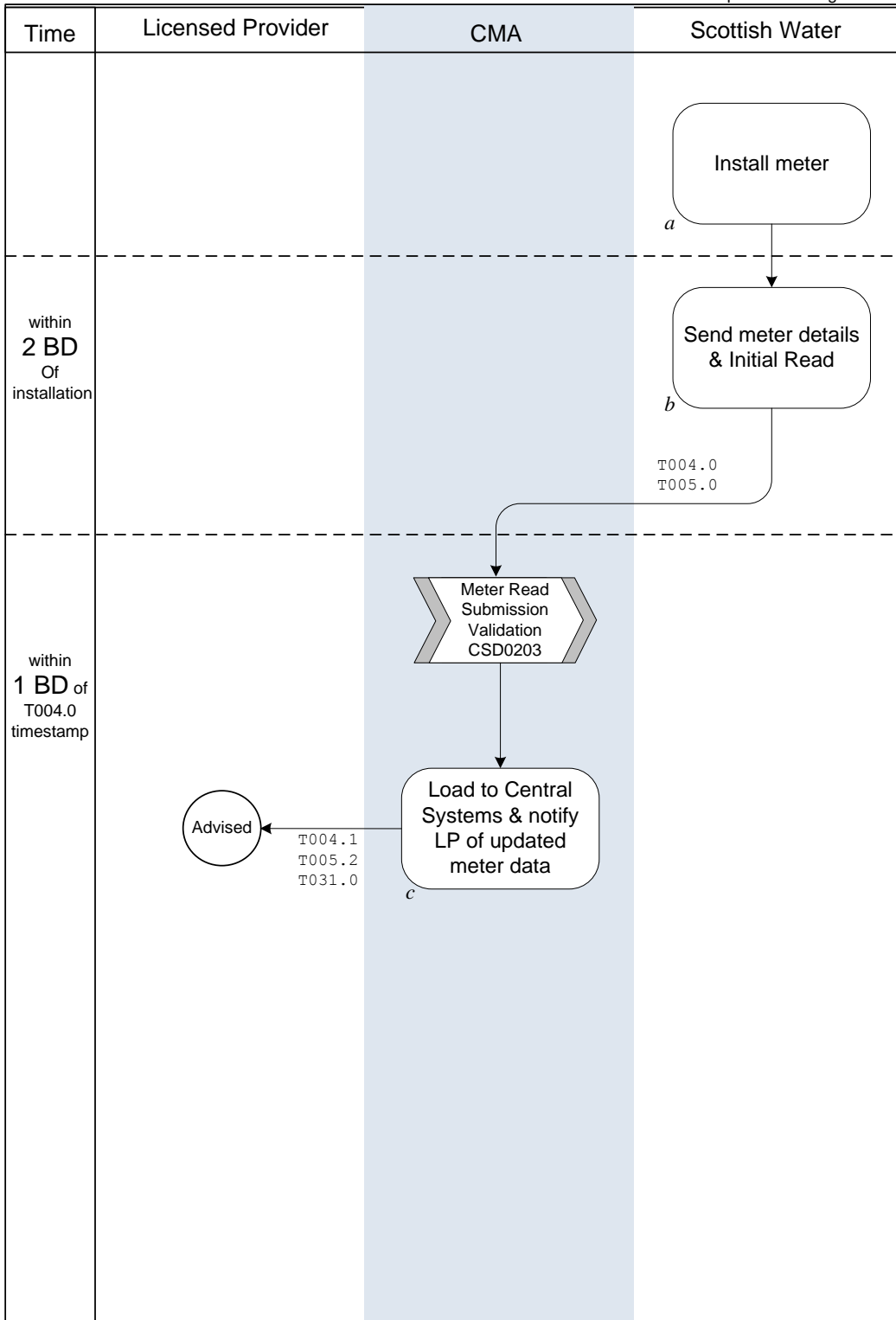
In the event that the addition of the meter gives rise to a modification of the Estimated Weighted Average Unit Rate (EWA), the CMA will notify the Licensed Provider of the revised EWA using Data Transaction T031.0 (Notify EWA).

In the case of an addition of a meter where that meter is a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new meter details, Meter Reads, and other details as above (if applicable), at the same time that it notifies the Water Services Licensed Provider, using the data transactions listed above.

5.2 Process Diagram

MSD: Addition of Meter to an Existing Supply Point

Updated 31 August 2007



5.3 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Mkt code Ref	Clause	(indicative) Data Transaction ID
a	S	Install meter	SW	internal		Operational Code			
b	S	Send meter data & Initial Read	SW	CMA	within 2 BD of meter installation	Ensure that Meter Read Type is Initial. Update any associated Service Elements, e.g. Trade Effluent in accordance with CSD0206 If meter installed at a SPID previously declared Unmeasurable, revise Unmeasurable status prior to notifying meter installation.			T004.0 T005.0
c	S	Update Central Systems & notify LP of updated meter data	CMA	LPs	1 BD	If EWA revised, notify LP If Related Water Supply Meter, also advise SS LP of WS meter addition & Initial Read			T004.1 T005.2 T031.0

6. Removal of Meter from an Existing Supply Point

6.1 Process Description

This process for maintaining SPID Data should be followed when a meter is permanently removed from the metering configuration at a Supply Point, where such removal does not constitute a Permanent Disconnection.

6.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 6.2 and the Interface and Timetable Requirements in Section 6.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

Step a: Remove Meter

This step represents the point at which Scottish Water removes or permanently shuts off the meter.

Step b: Update SPID Data to CMA [T005.0]

Within 2 BD of the removal/permanent shut off, Scottish Water will send a Final Read for that meter to the CMA, using Data Transaction T005.0 (Meter Read). Provision of a Final Read constitutes notification that the meter has been removed from the Supply Point.

Where such removal gives rise to a modification of the Estimated Weighted Average are Unit Rate (EWA), the CMA will notify the Licensed Provider of the revised EWA using Data Transaction T031.0 (Notify EWA).

Where the removal relates to Trade Effluent Services, and such removal modifies the data regarding a Discharge Point, Scottish Water shall also send the CMA notification of this in accordance with CSD0206, Trade Effluent Processes.

Step c: CMA notifies Licensed Provider [T005.2]

The Final Read will be subject to the validation requirements set out in CSD 0203 (Meter Read Submission: Validation). Within 1 Business Day of receipt of the T005.0, the CMA will

update the Central Systems, and notify the Licensed Provider(s) of the Final Read, using Data Transaction T005.2 (Meter Read).

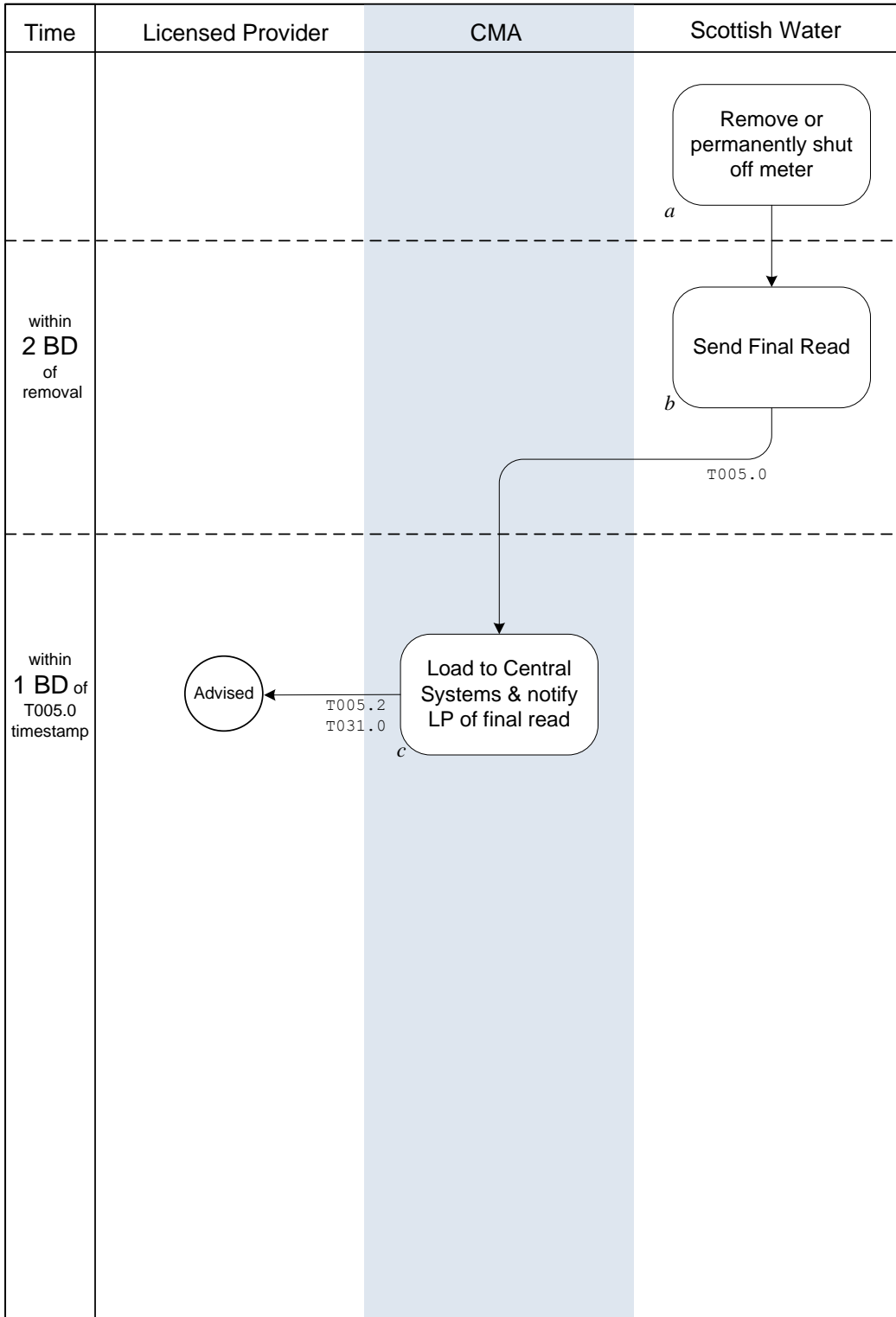
In the event that the CMA also received any update of Trade Effluent Services it will notify the Licensed Provider using Data Transaction T026.1 or T027.1 within 1 Business Day.

In the case of meter removal where that meter is a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the removal and the Meter Read as well at the same time that it notifies the Water Services Licensed Provider, using the data transactions listed above.

6.2 Process Diagram

MSD: Remove Meter from Existing Supply Point

Updated 31 August 2007



6.3 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Mkt code Ref	Clause	(indicative) Data Transaction ID
a	S	Remove or permanently shut off meter	SW	internal					
b	S	Send Final Read	SW	CMA	within 2 BD of meter removal	Ensure that Meter Read Type is Final If Meter Chargeable Size at the SPID modified, update SPID Data If TE Meter, also notify any modified SPID Data at the Discharge Point (go to CSD0206)			T005.0
c	S	Update Central Systems & notify LP of Final Read	CMA	LP	1BD	If EWA revised notify LP. If Related Water Supply Meter, also advise SS LP of WS meter removal & Final Read			T005.2 T031.0

7. Other Updates

7.1 Process Description

Where maintenance of SPID Data is required and does not fall within any of the processes outlined in Sections 2 to 6, the process set out in this Section should be followed.

These “other” updates fall into three groups:

- Updates required where Scottish Water declares a Water Services SPID Unmeasurable;
- Ad hoc updates of specific SPID Data; and
- Updates of SPID Data that may affect the Settlement Process.

CSD 0301 (Data Transaction Catalogue) contains the specific Data Items that can be updated in these Maintain SPID Data transactions.

7.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 7.2 and the Interface and Timetable Requirements in Section 7.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

Update Supply Point Unmeasurable status

Supply Point designated Unmeasurable [T016.0]

Scottish Water will notify the CMA that a Water Services Supply Point is Unmeasurable, using Data Transaction T016.0 (Declare WS Unmeasurable).

This may be required for legacy sites where, after assessment, it is determined that installing a meter will not be feasible. Please refer to the Operational Code for further details.

CMA validates & load [T016.1]

Before updating the Central Systems, the CMA will make the usual data checks that data is complete and consistent, for example that the Central Systems do not hold meter information at the Supply Point. In the event that the data is not complete or consistent, the CMA will issue a T009.1 (Error Notification) to Scottish Water. Where the update is accepted, the CMA will notify the Licensed Provider(s) using the Data Transaction T016.1 (Notify SPID Unmeasurable)

Where there is an associated Sewerage Services Supply Point, that Supply Point shall be deemed similarly Unmeasurable.

Subsequent meter installation

In the event that the Supply Point is Metered at a later date, for example if the circumstances at the Supply Point change and meter installation is feasible, Scottish Water shall, within 1 Business Day of determining that the Supply Point is now to be treated as Measurable, notify the CMA using Data Transaction T016.0 modifying the Unmeasurable status, followed by the Add Meter process (Transactions T004.0 (Notify Meter Details) and T005.0 ((Meter Read) within 2 Business Days of the meter installation.

Updates of data that may affect the Settlement Process

Service Elements

Licensed Provider updates Service Elements [T012.1]

A Licensed Provider should use Data Transaction T012.1 (Update Chargeable SPID Data) to provide the CMA with updates to Service Elements, and should send these updates within 2 Business Days of becoming aware of the change.

The relevant data is listed in Section 4.3 of the Data Transaction Catalogue.

Meter Chargeable Details

Scottish Water updates meter chargeable details [T014.0]]

If the Chargeable Meter Size or the Non Return to Sewer Allowance at a Supply Point changes, Scottish Water shall notify the revised details to the CMA using Data Transaction T014.0 (Update Meter Chargeable) within 2 Business days of becoming aware of the changed circumstances.

The sequence and timing set out in CSD0206 (Trade Effluent: Processes) should be followed for updating the CMA regarding Trade Effluent Services if the revised meter chargeable details affect those Services.

Accept or Reject Updates

The CMA will accept or reject the SPID Data updates within 1 Business Day of receipt. of the update.

In the event of a rejection, Scottish Water will be notified using the Data Transaction T009.1 (Error/Notification).

Notify changes [T014.1]

If the T014.0 is accepted, the CMA will upload the relevant data to the Central Systems and notify the Licensed Provider(s) that the changes have been made, using the Data Transaction T014.1 (Notify Meter Chargeable) within 1 Business day of receiving the Data Transaction.

In the event that any updates to Trade Effluent Services are also provided, these will be notified to the Licensed Provider(s) in accordance with CSD0206 (Trade Effluent Services).

Other events that may affect charging

Vacant Premises

Licensed Providers should notify the CMA of any Vacant Premises, using Data Transaction T012.1 (Update Chargeable SPID Data). Market Code Schedule 1 defines the period for which premises must be unoccupied before it may be notified as a Vacant Premises.

Where a Licensed Provider becomes aware that any Vacant Premises have been reoccupied, it should notify this to the CMA, using Data Transaction T012.1 (Update Chargeable SPID Data) within 2 Business Days of becoming so aware. This will reactivate Wholesale Charges.

Licensed Providers shall follow the rules in CSD0301 (the Data Transaction Catalogue) in relation to the update of the vacant status to the CMA.

Maintain Exempt Customer¹ SPID Data

When an Exempt Customer either ceases to occupy the premises, or ceases to qualify as an Exempt Customer, the Licensed Provider shall ensure that it notifies the revised circumstances to the CMA. Data Transaction T029.2 (Set SPID Special Arrangements) shall be sent by the Licensed Provider Registered at the Supply Point within 2 Business Days of it becoming aware of the change. An update regarding the Exempt Customer will apply to the Water Services and Sewerage Services Supply Points.

Departures granted under section 29E of the 2002 Act

Notify 29E arrangements

Scottish Water shall notify the CMA of any consent granted by the Commission to Scottish Water to depart from the Wholesale Charges Scheme under section 29E of the 2002 Act in respect of a Supply Point using the Data Transaction T029.1 (Set SPID Special

¹ The Water and Sewerage Services Charges (Exemption) (Scotland) Regulations 2002 as amended

Arrangements) within 10 Business Days of being informed of the Commission's approval of such arrangements.

CMA processes T029.1

Within 1 Business Day of receipt of the T029.1, the CMA shall either;

- i. reject that transaction and will notify Scottish Water of that rejection and the reason using the Data Transaction T009.1 (Error Notification); or
- ii. accept that transaction and notify the Licensed Provider of the details using Data Transaction T029.0 (Notify SPID Special Arrangements).

Update 29E arrangements

Any updates to the 29E details shall be notified by Scottish Water using Data Transaction T029.1 (Set SPID Special Arrangements) within 10 Business Days of such modification being made to those arrangements.

Notify termination of 29E arrangements

Upon the termination of the 29E arrangements, Scottish Water shall notify the CMA using Data Transaction T029.1 (Set SPID Special Arrangements). Within 1 Business Day of receipt, the CMA shall either;

- i. reject that transaction and will notify Scottish Water of that rejection and the reason using the Data Transaction T009.1 (Error Notification); or
- ii. accept that transaction and notify the Licensed Provider of the details using Data Transaction T029.0 (Notify SPID Special Arrangements).

Schedule 3 Agreements

The CMA will be notified of all Supply Points affected by a Schedule 3 Agreement by Scottish Water or Scottish Water Business Stream, as appropriate as part of the dataset provided under the Transitional Duties (Schedule 5 of the Market Code).

Within 2 Business Days of the date of the termination of a Schedule 3 Agreement, Scottish Water shall notify the CMA using Data Transaction T029.1 (Set SPID Special Arrangements) unless the termination of a Schedule 3 Agreement is in relation to Trade Effluent Services only (see CSD 0206 Trade Effluent Services), in which case the Data Transaction T028.1 should be sent. Within 1 Business Day of receipt, the CMA shall either;

- i. reject that transaction and will notify Scottish Water of that rejection and the reason using the Data Transaction T009.1 (Error Notification); or
- ii. accept that transaction and notify the Licensed Provider of the details using Data Transaction T029.0 (Notify SPID Special Arrangements) or T028.0 (Notify TE Schedule 3) as appropriate..

Supply Points affected by Scottish Water's Meter Installation Programme

Supply Points at premises affected by Scottish Water's meter installation programme will be subject to phased adjustments, as set out in the Wholesale Charges Scheme. In order that the CMA can apply the appropriate proportions, the CMA shall be notified of all Measurable and Metered Supply Points by Scottish Water or Scottish Water Business Stream, as appropriate, as part of the dataset provided under the Transitional Duties in Schedule 5 of the Market Code.

Following notification of the installation of a meter(s), see Section 5 of this CSD, the relevant phasing shall be applied at the Supply Point from the date of the Initial Meter Read(s) in accordance with CSD0205 (Charge Calculation, Allocation & Aggregation).

Formerly large-user volume agreements (LUVA)

Supply Points at premises that were formerly under a large user volume agreement will be subject to phased adjustment, as set out in the Wholesale Charges Scheme. In order that the CMA can apply the appropriate proportions, the CMA shall be notified of Supply Points subject to this phasing by Scottish Water or Scottish Water Business Stream, as appropriate, as part of the dataset provided under the Transitional Duties in Schedule 5 of the Market Code.

The CMA shall continue to apply the relevant percentage in accordance with CSD0205 (Charge Calculation, Allocation & Aggregation), unless notified by Scottish Water, using the Data Transaction T029.1. In the event that CMA is notified of such termination, it shall notify the Licensed Provider(s) using the Data Transaction T29.0 (Notify SPID Special Arrangements)

Ad hoc updates of specific data

Licensed Provider updates miscellaneous SPID Data [T012.0]

The Licensed Provider is able to update certain SPID Data Items on an ad hoc basis, using Data Transaction T012.0 (Update Misc SPID Data). The relevant data is listed in Section 4.3 of the Data Transaction Catalogue.

Scottish Water updates certain meter details [T013.0]

Scottish Water is able to update certain meter data on an ad hoc basis, using Data Transaction T013.0 (Update Meter Data).

In the case of a Trade Effluent Services, the sequence and timing of updates to the CMA are set out in CSD 0206 (Trade Effluent: Process).

CMA updates Central Systems

Within 1 Business Day of receiving the T013.0 (Update Meter Data) the CMA will check that the data is complete and consistent before processing the update in the Central Systems. In the event that the data is not complete or consistent, the CMA will issue a T009.1 (Error Notification) to Scottish Water.

CMA notifies Licensed Provider [T013.1]

Within 1 Business Day of accepting the T013.0 the CMA will notify the Licensed Provider of any changes made, using Data Transaction T013.1 (Update Meter Details),

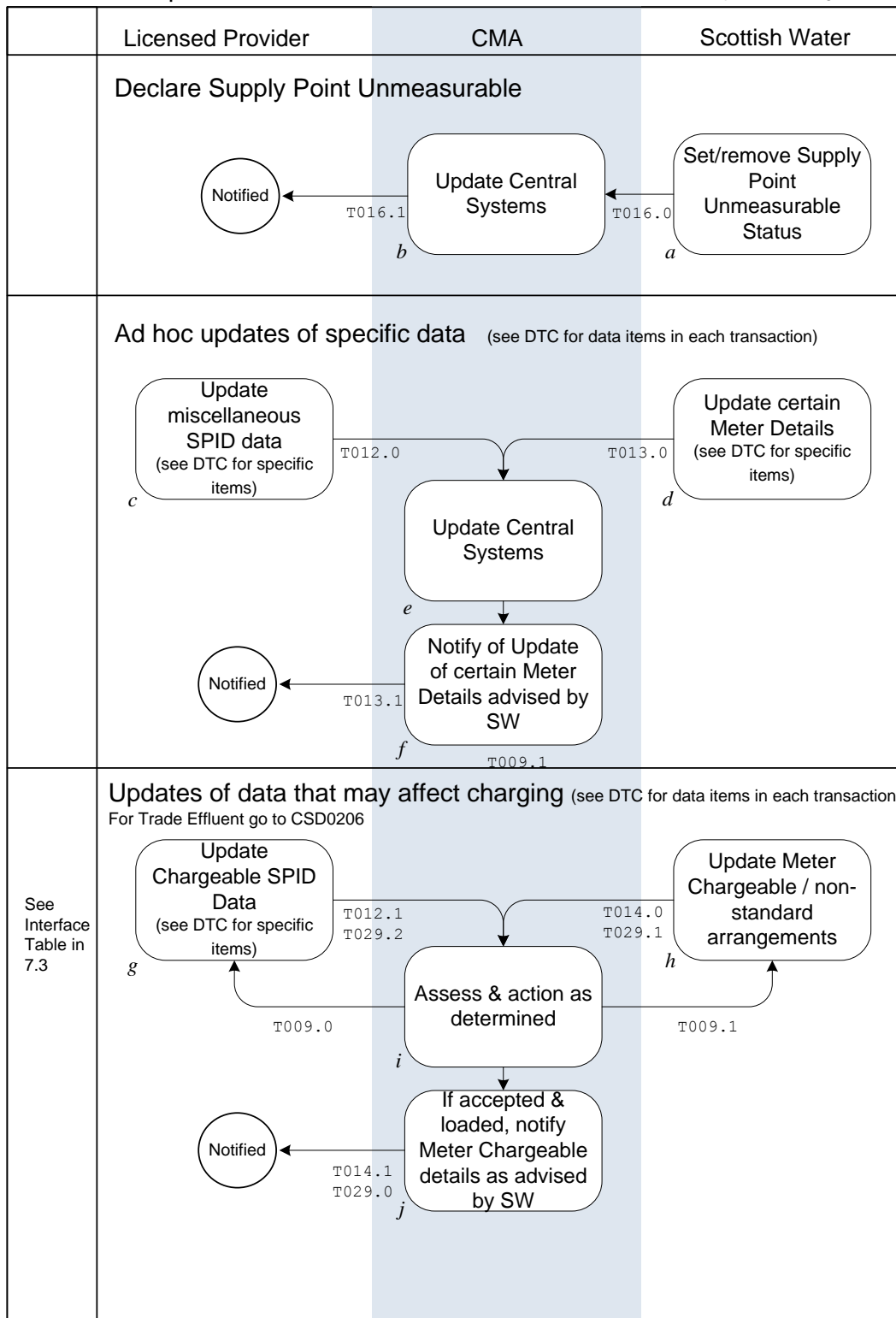
Correcting inaccurate consumption from a Faulty/Damaged Meter

Where a faulty meter is identified following a meter fault investigation arising under Process 10 of the Operational Code, or where Scottish Water become aware of a damaged meter, Scottish Water will confirm this to the Licensed Provider(s) and the CMA. The period and extent of the under or over recording from the faulty or damaged meter will be determined by the CMA and Scottish Water shall provide information from their investigation on request of the CMA.

7.2 Process Diagram

MSD: Other Updates

Updated 31 August 2007

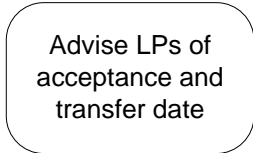
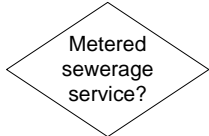
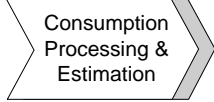

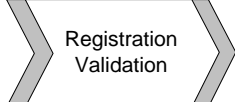

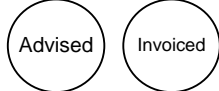


7.3 Interface and Timetable Requirements

	Process Step	From	To	Time Parameter	Comments	Indicative Data Transaction ID
Update Unmeasurable Status	Set or remove Unmeasurable Status	SW	CMA	2 BDS of becoming aware	See Ops Code	T016.0
	Validate and load	CMA	Internal		If meters exist, send T009.1 Subsequent meter installation requires Unmeasurable status to be updated	
	Accept or reject	CMA	Internal		If accepted inform LP	T016.1
Service Elements	Update revised Service Elements	LP	CMA	2 BDs of becoming aware of the revised circumstances	If TE, go to CSD0206 (Trade Effluent Processes).	T012.1
	Accept or reject	CMA	Internal		If rejected, send T009.0 Ends	
Meter Chargeable Details	Update revised details	SW	CMA	2 BDs of becoming aware of the revised circumstances	If TE, go to CSD0206 (Trade Effluent Processes).	T014.0
	Accept or reject	CMA	Internal		If rejected, send T009.1	
	Notify changes	CMA	LP		If accepted inform LP	T014.1
Vacant Premises	Notify Vacant/reoccupied	LP	CMA	2 BDs of becoming aware of the revised circumstances	Vacant status can only be applied after the timescale set out in the Market Code. When premises reoccupied, the T012.1 should be sent to the CMA revising the Vacant status	T012.1
Exempt Customer Data	Update exempt status	LP	CMA	2 BDs of becoming aware of the revised circumstances		T029.2
	Notify commencement/termination of 29E arrangements	SW	CMA			T029.1
29E	Accept or reject	CMA	internal	1 BD of T029.1	If rejected, send T009.1 Ends	

					If accepted, update Central Systems	
	Notify LP	CMA	LP	1 BD of T029.1		T029.0
Schedule 3 Agreements	Notify termination of Schedule 3 Agreement	SW	CMA	2 BDs of termination date	If TE only, go to CSD0206 (Trade Effluent Processes)	T029.1
	Accept or reject	CMA	internal	1 BD of T029.1	If rejected, send T009.1 Ends If accepted, update Central Systems	
	Notify LP	CMA	LP	1 BD of T029.0		T029.0
Former LUVA	Notify termination of former LUVA	SW	CMA	2 BDs of termination date		T029.1
	Accept or reject	CMA	internal	1 BD of T029.1	If rejected, send T009.1 Ends If accepted, update Central Systems	
	Notify LP	CMA	LP	1 BD of T029.0		T029.0
Updates to other SPID Data	Updates to miscellaneous SPID Data/meter data	Data Owner	CMA			T012.0 T013.0
	Accept or reject	CMA	internal	1 BD of T012.0 or T013.0	If rejected, send T009.1 Ends If accepted, update Central Systems If T012.0 accepted: Ends	
	Notify LP	CMA	LP	1 BD of T013.0		T013.1
Correcting information from a faulty meter	Following meter fault investigation or becoming aware of a damaged meter	SW	CMA		CMA to determine the extent and period of under or over recording.	Direct contact with CMA

Appendix 1 – Process Diagram Symbols

Symbol	Name	Details
	Step	An action step. It appears in the “swimlane” of the party responsible for performing the action.
	Decision	A decisive question rather than an action. Followed by Yes or No, or occasionally WS (Water Service) or SS (Sewerage Service) the process splits depending on the answer to the question in the decision diamond.
	To another process	A flow in, or input to, another documented process
	From another process	A flow in, or output from another documented process.
	To and from another process	Used where a process is embedded within another. At this point, go to the embedded process chart before returning to the one in which it is embedded.
	End	Used after a decision diamond, generally to mean “do nothing” as it is the end of the process.
	Advised/Invoiced	Used after a process step to show “passive” action on the part of a data flow receiver e.g. to represent “Advised” or “Invoiced”
<i>g</i>	Step/Decision reference	An alphabetic reference beside each step and decision. This reference appears on the table in each section to facilitate reading the table against the process flowcharts.
T005.2	Transaction reference	Reference to the Data Transaction occurring as an output from the step it appears next to.