

User Guide: New and Partial SPIDs report (NAPS)

Introduction

This is an informal guide on how to use and interpret the information provided in the *New and Partial SPIDs* report (NAPS). NAPS has been designed to produce information to Trading Parties (TP) to facilitate the process of making Supply Points tradable.

How to read the CSV file

Notice when using spreadsheet software such as Microsoft Excel to read CSV files, there are issues with the rounding of SPID numbers. Thus when working with a spreadsheet use the appropriate import function. For example, for Microsoft Excel 2007 do the following: From the Data tab import From Text, select *delimited*, then untick the *Tab* checkbox and instead tick the *Comma* checkbox. In the next step select the columns W_spid and S_spid and, importantly, apply *Text* as the Column Data Format. Alternatively you may use a standard text editor (e.g. Notepad).

Content of report

The report uses abbreviations in the field names. Here is a list of used abbreviations:

- W = Water SPID
- S = Sewerage SPID
- ti_flag = Metering Programme
- rv = Rateable Value
- se = Service Element

The information in the report is extracted by SPID core (Spid_core). The crucial condition for extracting SPIDs from the database is its status (W_status, S_status), which needs to be either new or partial. In the case of paired Water and Sewerage SPIDs, one of the SPIDs needs to be new or partial for the SPID pair to be included in the report. The [W/S]_earliest_..._date fields are extracted by the earliest date a specific condition holds true. The [W/S]_earliest_ti_flag_date shows the date at which a SPID had its first Metering Programme set, irrespectively of any subsequent changes to it. The [W/S]_earliest_pos_rv_date extracts the date at which a SPID has had its first positive RV, irrespectively of any subsequent changes to it. The same applies to

[W/S]_earliest_rv_based_se_date, which picks up the date of the first RV based SE, and

[W/S]_earliest_non_rv_based_se_date which takes the date of the first non-RV based SE.

Making a SPID Tradable

CSD 0101 lays out the standard connection process for new SPIDs (both New Connections and New Supply Points). The standard trigger to make a SPID tradable is the connection flow. Connection flows are sent in by

- Scottish Water – for Water SPIDs and for paired Water and Sewerage SPIDs
- LPs – Sewerage only SPIDs.

When a connection flow is submitted, the SPIDs are connected, but are only made tradable if the necessary conditions (below) are satisfied. In the case of paired Water and Sewerage SPIDs, it is necessary that both the Water and Sewerage SPIDs can be made tradable for either of them to be made tradable. The Central System will also try to make the SPID tradable in the receipt of:

- a Partial acceptance from the LP,
- a Customer Name update from the LP, and
- a T006.0 Water SPID update by the LP.

Necessary Conditions for Tradable SPIDs

The following conditions have to be met to make a SPID tradable. In the case of a paired Water and Sewerage SPID both the Water and Sewerage SPID must pass these conditions:

- the SPID(s) must be Partial – i.e. the LP has submitted a T003.0,
- the SPID(s) must have a customer name,
- the SPID(s) must have at least one Service Element or a Metering Programme flag at the date of connection, and
- if the SPID has either an RV based Service Element or a Metering Programme flag set at the date of connection, then the SPID must have a RV greater than zero at the date of connection.