

**SCHEDULE 23**

**Supply Point Administration Agreement:**

**Provision and Utilisation of Single Centralised Online Gas Enquiry Service  
(SCOGES) and other Supply Point Information Services**

**Version :** Final

**Status :** Mandatory for Gas Transporters  
Elective for Suppliers

**Date :** 07 November 2008

### Change History:

<b>Version Number</b>	<b>Status</b>	<b>Date of Issue</b>	<b>Reason for Change</b>
0.1	First Draft	1 <sup>st</sup> September 2005	First Review
0.2	Second Draft	4 <sup>th</sup> October 2005	Updated following review and discussion at SCOGES Working Group Meeting on 03/10/2005
1.0	Final	14 <sup>th</sup> October	Baseline following review
1.1	Final	9 <sup>th</sup> December	Version and Date updated to reflect 2 <sup>nd</sup> Change Proposal submitted into December 2005 Change Pack.
2.0	Final	14 February 2006	Revised to reflect Change Proposal submitted in February 2006 Change Pack
2.1	Final	28 June 2007	Updated to reflect CP 07/074
2.2	Draft	24 October 2007	Updated following SCOGES Review 26/09/07
2.3	Final	07 November 2008	Updated to reflect CP 07/109

# 1. INTRODUCTION

## 1.1 Background

- 1.1.1 Work carried out by the Customer Transfer Programme (CTP) industry project identified a requirement for the implementation of a national online meter point enquiry service, the Single Centralised Online Gas Enquiry Service (SCOGES);
- 1.1.2 The SCOGES working group, at the request of the SPAA EC, developed this requirement into a formal Business Requirements Specification;
- 1.1.3 Under Standard Special Condition A31 of the Large Transporter's licences and Condition 31 of the Small Transporter's licences, the Transporters are required to provide a Supply Point information service.

## 1.2 Purpose

- 1.2.1 The requirement for SCOGES is to implement, provide and utilise a national repository of all gas Meter Points in Great Britain, covering all Transporters. The purpose of this Schedule is to define a means to deliver this in industry governance;
- 1.2.2 In accordance with and subject to the provisions contained within Standard Special Condition A31 of the Large Transporter's licences and Condition 31 of the Small Transporter's licences, Transporters are required to implement, operate and maintain Supply Point information services. One of the ways this obligation is being met is through use of SCOGES;
- 1.2.3 In accordance with Standard Special Condition A15(7) of the Large Transporters' licences services provided in accordance with Standard Special Licence Condition 31 and acknowledged under Schedule 23 shall be performed on a 'User Pays' basis as set out in the Large Transporters' Agency Charging Statement (ACS). The ACS will set out the scope for 'User Pays' services and the prices associated with such services;
- 1.2.4 The operation of SCOGES requires regular data inputs from all Transporters to make sure that the information is relevant and therefore an obligation is placed in this Schedule on all Transporters to provide this data.

## 1.3 Scope

- 1.3.1 The scope of this Schedule is limited to the Gas Market in England, Wales and Scotland;
- 1.3.2 SCOGES is available to all Transporters, Shippers and Suppliers, and some non-domestic Customers, and it provides the primary route for accessing Transporter data. All organisations will be subject to a charge for services set out under this Schedule 23 and specified in the ACS. Small Transporters' access to SCOGES will be set at a zero charge with a maximum of two accounts per Small Transporter provided where required;
- 1.3.3 This Schedule requests Suppliers to utilise SCOGES to access Transporter data prior to contacting the Transporter by email or telephone although it is acknowledged these alternate methods are available to Suppliers and, for Large Transporters only, are detailed as such in the ACS including the price for such services;
- 1.3.4 Transporters also provide supply point information services in addition to those within the remit of SCOGES, namely a telephone enquiry facility, E-Mail services and the periodic issue of Meter Point data on DVD-ROMs. This Schedule incorporates the provision of these additional services within the Agreement and, for Large

Transporters only, such services are performed on a 'User Pays' basis and are detailed in the ACS;

- 1.3.5 This Schedule defines the data requirements for SCOGES but not how that data is actually delivered to the Large Transporters' Agency, i.e. file formats and transmission method, is out of scope.

#### 1.4 Conditions Precedent

- 1.4.1 The SCOGES service is currently provided by the Large Transporters' Agency on behalf of both Large and Small Transporters. Any new Transporters wishing to make use of this service must first become signatories to the relevant service provider contract;
- 1.4.2 Suppliers can access SCOGES via the Large Transporters' Agency's web portal. Details of the web portal address can be found on the SPAA website under 'Operational Information'.

## **2. OBLIGATION FOR TRANSPORTERS TO PROVIDE SCOGES**

Subject to Sections 1.2, 1.3 and 1.4 above Transporters will implement, operate and maintain SCOGES, as defined by this Schedule.

## **3. OBLIGATION FOR TRANSPORTERS TO PROVIDE DATA FOR SCOGES**

3.1 All Small Transporters will provide data to the Large Transporters' Agency to support SCOGES, as defined in Section 6 of this Schedule.

3.2 All Large Transporters will make data available to the Large Transporters' Agency to support SCOGES, as defined in Section 6 of this Schedule.

## **4. OBLIGATION FOR SUPPLIERS TO USE SCOGES AS THE PRIMARY ROUTE FOR ACCESSING TRANSPORTER DATA**

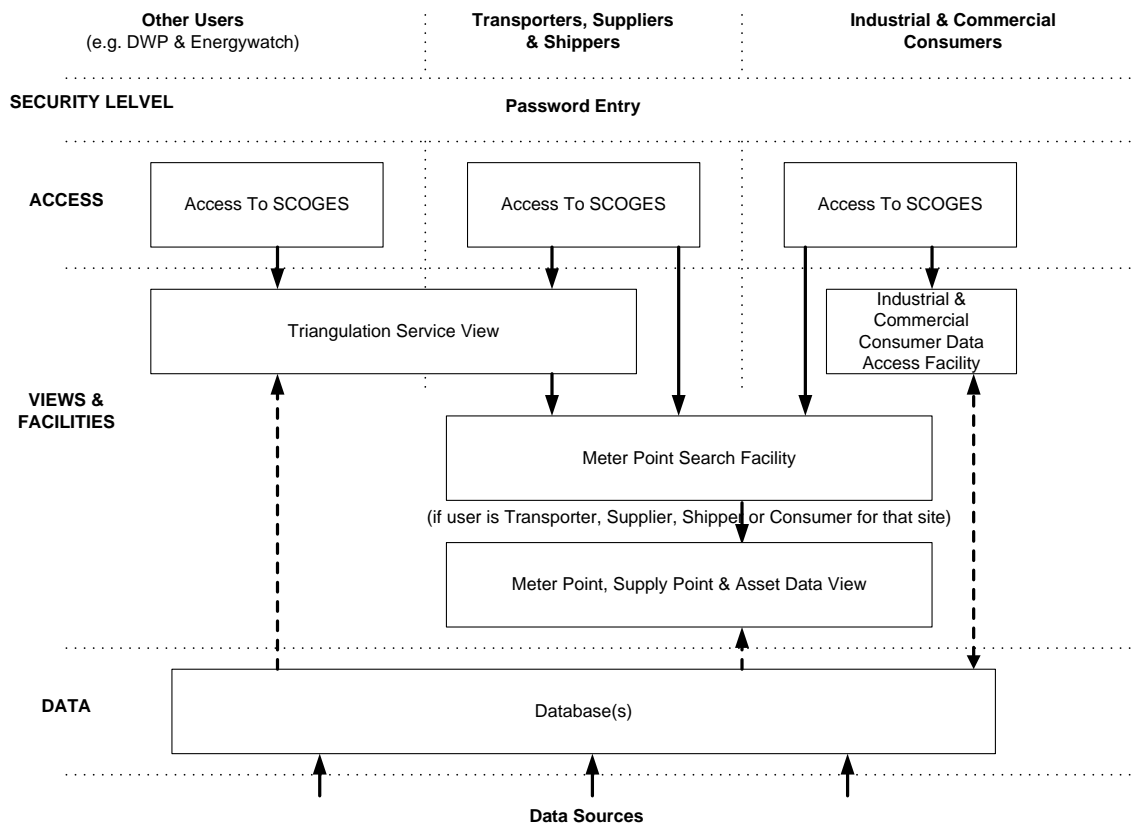
Where a Supplier wishes to access Transporter data, it is requested that, subject to SCOGES availability, Suppliers use SCOGES prior to contacting the Large Transporters' Agency by telephone or email.

## **5. OBLIGATION FOR TRANSPORTERS TO PROVIDE ADDITIONAL SUPPLY POINT INFORMATION SERVICES**

All Transporters to provide via the Large Transporters' Agency the following services to Shippers and Suppliers:

- 5.1 Telephone services;
- 5.2 E-Mail services; and
- 5.3 Periodic issue of storage media (e.g. DVD-Rom, etc.).

## 6. SERVICE ARCHITECTURE



**Figure 1 - Service Overview**

### 6.1 Views and Facilities

The service will provide a link between Meter Serial Number, Site Address and Postcode, using the MPRN as the key data item.

#### 6.1.1 SCOGES Home Page

The options presented to the user when accessing SCOGES will depend on the type of user logged into the system.

#### 6.1.2 'Triangulation Service' View

- (A) Users are able to search the Triangulation Service using one or any combination of the following variables:
- (i) MPRN; and
  - (ii) Site Address; and
  - (iii) Postcode; and
  - (iv) Meter Serial Number.
- (B) Users are presented with all records containing the data searched for. Users can then select the appropriate record or refine their search further.

- (C) Upon selection of a record, the user is presented with an initial high level summary of the basic site data – the Transporter that supports that site, site address, MPRN, MSN, MAM Id, Gas Act Owner, Market Designation and LDZ ID. The Triangulation Service data items list can be found in Section 6.4.
- (D) To view the current and incoming Supplier information fields, the user must confirm that it has permission from the Customer to view that data.
- (E) If the user is a Transporter, Supplier or Shipper, an option to view further data will then take the user through to the ‘Meter Point Search’ facility.

#### 6.1.3 ‘Meter Point Search’ Facility

This facility allows the user to access the ‘Meter Point, Supply Point & Asset Data’ view for single MPRNs. If the user is the registered Transporter, Supplier, Shipper or Customer for that Meter Point (determined from the password used by the user to log on to the system) it is presented with the ‘Meter Point, Supply Point & Asset Data’.

#### 6.1.4 ‘Meter Point, Supply Point & Asset Data’ View

Upon completion of a search from the ‘Meter Point Search’ facility, the user is presented with a detailed view of the ‘Meter Point, Supply Point & Asset Data’ view (see Section 6.5 for a list of the data items in this view), but only for sites connected to Large Transporter networks. Only the ‘Triangulation Service’ view is available for sites connected to Small Transporter networks.

#### 6.1.5 ‘Industrial and Commercial Consumer Data Access’ Facility

Industrial and Commercial Customers are provided with access to SCOGES to view Meter Point, Supply Point and Asset Data for their portfolio of Meter Points.

### 6.2 Data Requirements

6.2.1 The data defined in Sections 6.4 and 6.5 of this Schedule must be provided by Transporters for users of SCOGES to view.

6.2.2 The full data file specification, including field designation and valid value sets is defined by the Large Transporters’ Agency. The Large Transporters’ Agency will also define the transmission method for sending data files to it for upload to SCOGES.

#### 6.2.3 Data Sources

- (A) All data items defined in Section 6.4 will be provided by all Transporters where available.
- (B) Small Transporters are obliged to provide Triangulation view data only, on a monthly basis before the last business day of the month.
- (C) The data mapping shall be linked to the MPRN, and data providers shall ensure that the MPRN is a key data item in any upload to the SCOGES service.
- (D) For future enhancements, data items should not be considered to be sourced from Transporters only, but may be sourced from Shippers, Suppliers or their Agents.

#### 6.2.4 Data Quality

- (A) The SCOGES service will not undertake validation of data items. Existing validation will be applied at source before data is submitted to the SCOGES service.
- (B) The SCOGES service is not intended to replace any existing industry procedures and should not be used as a 'shortcut' measure in place of sending dataflows or following the correct procedure. Its purpose is to assist users in viewing data in a common repository. Users should note that if data on line does not match the data that it holds, this should be a trigger for the user to investigate the inconsistency.

#### 6.2.5 Data Updates, Latency and Refresh

- (A) For Large Transporter data, the data displayed on the SCOGES service must be no greater than 48 hours old. The Large Transporter data viewable on 'D' will be the data as held on the Transporter's systems at 'D-1' (where 'D' is a Business Day). The Large Transporters receive Meter Point, Supply Point and asset data from Shippers for update to UK-Link systems. This data is processed in accordance with UK-Link performance standards. When data has been updated in the UK-Link systems, it will be populated on SCOGES for view on the following Business Day.
- (B) Small Transporters must submit data to the Large Transporters' Agency on a monthly basis. Please refer to the reference document held on the website [www.spaa.co.uk](http://www.spaa.co.uk) which shows when each Transporter last updated SCOGES. Small Transporters should use reasonable endeavours to submit their files within the first 2 weeks of the month. The Small Transporter needs to assure itself that should the data fail it has the time to correct and resubmit within the month.

6.2.6 For Small Transporter data, the Large Transporters' Agency will load data the working day after receipt (i.e. on or before the first working day of the next month). The Large Transporters' Agency will load late files (i.e. those received after midnight on the last business day of the month) on a reasonable endeavours basis.

6.2.7 SCOGES should be updated daily overnight. When users log into the service, the date of the last data refresh will be shown.

#### 6.3 Data Extract

The Large Transporters' Agency will make available a quarterly data extract to Suppliers, in a loadable file on DVD-Rom, containing the following data items:

<b>Data Item</b>	<b>Description &amp; Notes</b>	<b>Requirement Priority</b>
MPRN	Unique identifier for a point at which a meter is, has been, or, will be connected to the gas network	required
Meter Point Address & Postcode	The address that relates to the Meter Point	required
Meter Serial Number	Manufacturer's Serial Number for the meter	Conditional
LDZ ID	Reference code for the Local Distribution Zone	required



#### 6.4 'Triangulation Service' View

All data items defined in Sections 6.4 and 6.5 will be displayed on SCOGES, however not all data fields will be populated.

##### 1<sup>st</sup> Level 1 (Returned to user as a search result)

Data Item	Description & Notes	Requirement Priority
MPRN	Unique identifier for a point at which a meter is, has been, or, will be connected to the gas network	required
Address & Postcode	The address that relates to the entered Meter Point	required
Meter Serial Number	Manufacturer's Serial Number for the meter	Conditional
LDZ ID	Reference code for the Local Distribution Zone	required
Gas Act Owner	Indicating Gas Act Owner of the asset	Conditional
MAM ID	Identification of the Meter Asset Manager responsible	Conditional
[Market] Designation	Identifies whether the site is domestic or industrial and commercial, as defined by the Supplier	required

##### 2<sup>nd</sup> Level 1 (Returned to user after selection of an MPRN) – Larger Transporter Sites only

Data Item	Description & Notes	Requirement Priority
Transition Meter Point	Indicates whether this Meter Point is currently in the process of transferring LDZ	required
[Meter Point] Status	The status of the Meter Point, e.g. Live, Capped, etc.	required
Meter Type	The type of meter fitted at the Meter Point, Rotary, Synthetic Diaphragm...	Conditional
Meter Capacity	The maximum amount of gas that can be passed through the meter	Conditional
Number of Dials	The number of dials or digits present on the meter	Conditional
Imperial Indicator	Indicates whether the meter measures the volume of gas in imperial or metric units	Conditional
Current Supplier	The identity of the current Supplier for the Meter Point, where applicable	Conditional
Incoming Supplier	The identity of the incoming supplier for the Meter Point, where applicable	Conditional

## 6.5 'Meter Point, Supply Point & Asset Data' View

In addition to all Data Items from the 'Triangulation Service', the 'Meter Point, Supply Point & Asset Data' Service will also contain the following Data Items **for Larger Transporter Sites only**.

<b>Data Item</b>	<b>Description &amp; Notes</b>	<b>Requirement Priority</b>
MAM ID	Identification of the Meter Asset Manager responsible	Conditional
Aggregated Meter	Identifies if the Meter Point forms part of a multiple Meter Point Supply Point; aggregation	required
MPAQ	Annual Quantity of the Meter Point in kWh	required
Link Code	Defines the functional relationship between meters, i.e. Prime, Sub, Freestanding...	required
Gas Nomination Type	A code to indicate which portion of the Supply Point the Meter Point belongs; DM or NDM	required
Supply Type	A code which identifies whether the gas is to be delivered Firm or Interruptible	required
Reading Frequency	The Frequency that Shippers define to read all the meters on Non Daily Metered (NDM) Meter Points in the Supply Point	required
Bypass Fitted	Indicates whether a bypass is fitted to the Meter	required
Latest Reading Date	Date of the last Meter Reading	required
Latest Reading	Latest read from the meter	required
Reading Type	Read type of the latest meter read, i.e. Normal, Customer...	required
Previous Supplier	Name of supplier who previously owned the Supply Point	required
Supply Point Number	A unique system generated number that identifies the Meter Point configuration on UK-Link	required
Confirmation Effective Date	Date on which Ownership of the Supply Point became effective	required
Confirmation Reference Number	A sequential number that uniquely identifies the Confirmation	required
Shipper	Name of the organisation responsible for the Supply Point	required
Annual Quantity – NDM	Annual Quantity for the NDM portion of the Supply Point	required
End User Category	A unique reference for the End User Category (EUCs are used in the definition of the estimated peak daily load for NDM Supply Points)	required
Standard Offtake Quantity – NDM	The maximum rate of gas flow per day (measured in kWh), for the NDM portion of the Supply Point	required
Exit Zone	The relevant code for the Exit Zone of the Supply Point	required
Bottom_Stop_SOQ	The minimum acceptable rate of gas flow for the DM portion of the Supply Point on an individual gas day (kWh)	required
Device Type	The meter type, i.e. Rotary, Synthetic Diaphragm...	required
Fitted Date	Date meter was physically fitted	required
Manufacturer	Name of organisation who manufactured the meter	required
Model	The model type of the meter	required
Units	The units applicable to the meter read	required
Correction Factor	The correction factor that needs to be applied to meter reads	required
Year of Manufacture	The year of manufacture for the Meter	required
Device Status	The current status of the meter, i.e. Live, Removed...	required
Location	The location of the meter	required

## **7. PRINCIPLES FOR GRANTING ACCESS TO SCOGES**

### **7.1 Transporter Access**

Transporters will have full access to all elements of the SCOGES service for sites connected to their own transportation network. They will also have access to the Triangulation Service view for all sites on other transportation networks. This will enable the Transporter to use the service to respond appropriately to any enquiries received from Customers. The establishment of the SCOGES service does not oblige the Transporter to respond to any enquiries relating to another Transporter's network, but will help to provide a better service to the caller by enabling the Transporter to direct them to the appropriate Transporter.

### **7.2 Supplier Access**

7.2.1 Access will be granted by the Large Transporters' Agency by providing the Supplier with a user account. The user account will provide access for the user to:

- (A) Search for and view all the data in the Triangulation Service and
- (B) Search for and view only those records currently registered to that user in the 'Meter Point, Supply Point & Asset Data' level through the 'Meter Point Search' facility (Large Transporter data only)

7.2.2 Suppliers will be responsible for controlling their own security settings, with one user capable of controlling access to data by other users within the company.

### **7.3 Other Users Access**

7.3.1 Users other than Parties may apply for access through the SPAA E C who will consider the application in accordance with the following principles:

- (A) An applicant who has a legal entitlement to access the data on SCOGES;
- (B) By accessing SCOGES data, the applicant will be fulfilling a licence obligation on Parties;
- (C) There must be a clear benefit to Parties;
- (D) A specific use must be identified;
- (E) The intended use should relate to processes governed by the Agreement or its products or should assist in data quality;
- (F) The applicant cannot obtain the information via an official route from a Party;
- (G) Terms and conditions should be signed which will include the following restrictions:
  - (i) Data should not be stored or passed to other parties;
  - (ii) Data should not be assumed to be accurate;
  - (iii) Data must not be used for any purposes other than that specified by the intended use;
  - (iv) Data may only be used for business within the UK;
  - (v) The applicant's use of SCOGES can be audited by SPAA Ltd at any time; and

(H) Access should be restricted to required data items only.

7.3.2 Provision of access will be subject to the authorisation of the SPAA E C and granted by the Large Transporters' Agency (subject to compliance with their terms of use) giving the other user an ID and password to be used. In considering such a request, Transporters will advise the SPAA E C of any costs associated with the provision of the access (as advised by the Large Transporters' Agency). The password will provide access for the user to search for and view all the data in the Triangulation Service. Access will not be granted to search for and view records at the 'Meter Point, Supply Point & Asset Data' level.

#### 7.4 Industrial and Commercial Customer Data Access

7.4.1 Industrial and Commercial consumers are provided with access to SCOGES to view Meter Point, Supply Point and Asset Data for their portfolio of Meter Points. Access is granted by use of MPRN and Confirmation Reference Number (provided by the Supplier). The Industrial and Commercial consumer enters its portfolio of MPRNs and manages changes to this through the 'Industrial and Commercial Customer Data Access' facility; and

7.4.2 Full access will be given for all sites either owned or occupied by the user where they are connected to a Large Transporter network and above the 73,200kWh per annum threshold. Customers will only be able to view MPRNs that relate to premises they own or occupy and not others that may exist within the same building; and

7.4.3 For the avoidance of doubt, this will not include sites connected to Small Transporter networks; and

7.4.4 Access will be authorised by a Supplier<sup>1</sup> and granted by the Large Transporters' Agency, providing a password to be used by all its users. The password will provide access to the 'Customer Portfolio Entry' facility to allocate and remove MPRNs from their portfolio; and

7.4.5 Access to the 'Meter Point, Supply Point & Asset Data' level is available via the 'Meter Point Search' facility; and

7.4.6 Searches will only be able to be conducted using the MPRN, and only for those sites that form part of the user's portfolio (as allocated by the user in the 'Customer Portfolio Entry' facility). An error message stating "Meter Point not found" will be displayed should an invalid MPRN be used.

### 8. SERVICE AVAILABILITY

8.1 Normal operational hours are 06:00 to 22:00 Monday to Saturday (excluding bank and public holidays).

8.2 The SCOGES service is required to be available to users between the core hours of 08:00 to 20:00 Monday to Friday (Business Days) and 08:00 to 12:00 Saturday (excluding Christmas Day, Boxing Day or New Years Day where these dates fall on a Saturday) on a service availability of 97%.

8.3 Should the service be required to be taken down for planned maintenance, the Large Transporters' Agency shall provide all users with at least 5 Working Days notice. The

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<sup>1</sup> It is recognised that a user might have sites supplied by more than one Supplier, authorisation however is only required from one current Supplier.

proposed downtime should be broken down into each planned task with the addition of a reasonable amount of contingency.

8.4 It is desirable that the number of planned outages should be limited to 6 per year.

8.5 Query Response Times

8.5.1 Query responses should be returned within 10 seconds, however, it is recognised that as query response speed is dependent on a variety of factors including the user's communications speed, this may be difficult to measure.

## **9. SERVICE REPORTING**

9.1 Access to the service will be recorded at a suitable level to ensure misuse of the service can be reported.

9.2 Monthly reports showing missing data files from Small Transporters will be made available<sup>2</sup>.

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<sup>2</sup> The current Large Transporters' Agency report is entitled 'SCOGES SPAA Monthly Update'