
AGREED PROCEDURE No. 8

**SECOND TIER CUSTOMER
REGISTRATION**

**for the electricity industry in
Northern Ireland**

AGREED PROCEDURE No 8

SECOND TIER REGISTRATION

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1. SCOPE OF PROCEDURE

- 1.1 This Agreed Procedure (the "Procedure") defines the process of registration of Tariff Metering, for Second Tier Supply, for the purposes of Settlement. It describes the key interfaces and timetable responsibilities for the submission of registration details to NIE and in particular the standing data relating to each set of Tariff Metering.
- 1.2 The procedure only applies to Second Tier Customer Tariff Metering. For a given set of Tariff Metering it covers the following:
- (a) Notification of Tariff Metering details;
 - (b) Registration of Tariff Metering;
 - (c) Changes to Tariff Metering details.
- 1.3 The Procedure supplements the Main Code and Sub-Codes of the Metering Code to which reference should be made. In the event of an inconsistency between the provisions of the Procedure and the Main Code or a Sub-Code the provisions of the Main Code or such Sub-Code shall prevail. The provisions of the Main Code shall prevail over the provisions of any Sub-Code.
- 1.4 The Procedure is part of the Grid Code and terms and expressions defined in the Grid Code have the same meaning in the Procedure.

2. USE OF THE PROCEDURE

- 2.1 The Procedure is to be used by NIE and Registrant staff.
- 2.2 Throughout this Procedure timetables reflect the number of Business Days (BD) before the ~~operational date~~ **Operational Date** (OD) or change date (CD) by which an activity should be completed.
- 2.3 The strict timing requirements in this Procedure may be waived by NIE, in its absolute discretion.

3. AMENDMENTS TO FORMS

Forms set out in the Appendices to this Procedure may be amended from time to time by NIE upon reasonable notice to all Registrants. NIE shall also take into account reasonable comments of Registrants.

4. INTERFACE AND TIMETABLE INFORMATION

Section: SECOND TIER CUSTOMER REGISTRATION

Subject: Interface and Timetable Information

4.1 Notification from Supplier

4.1.1 Registration of Tariff Metering for Second Tier Supply

REF	WHEN	ACTION	FROM/BY	TO	INFORMATION REQUIRED	METHOD
1.	By OD-22	Request information from NIE	STS	NIE	Form P1	Fax / Post
2.	Within 2 BD of request	Provide information to STS	NIE	STS	Form P1	Fax / Post
3.	By OD-20	Provide details of Tariff Metering to be registered	STS	NIE	Forms P2 and P3	Fax / Post
4.	By OD-19	Confirm details of Tariff Metering to be registered	NIE	STS	Forms P2 and P3	Fax / Post

4. INTERFACE AND TIMETABLE INFORMATION

Section: SECOND TIER CUSTOMER REGISTRATION

Subject: Interface and Timetable Information

4.1.2 De-Registration of Tariff Metering from Second Tier Supply

REF	WHEN	ACTION	FROM/BY	TO	INFORMATION REQUIRED	METHOD
1.	By OD-20	Provide details of Tariff Metering where registration is to cease	STS	NIE	Form P4	Fax / Post
2.	By OD-19	Confirm details of Tariff Metering where registration is to cease	NIE	STS	Form P4	Fax / Post

4. INTERFACE AND TIMETABLE INFORMATION

Section: SECOND TIER CUSTOMER REGISTRATION

Subject: Interface and Timetable Information

4.2 Changes to Tariff Metering Details

4.2.1 Request for Tariff Metering Details

REF	WHEN	ACTION	FROM/BY	TO	INFORMATION REQUIRED	METHOD
1.	At any time	Request Tariff Metering details	STS	NIE	Form P5	Fax / Post
2.	Within 1BD of Ref (1) above	Provide Tariff Metering details	NIE	STS	Forms P2 and P3	Fax / Post

4. INTERFACE AND TIMETABLE INFORMATION

Section: SECOND TIER CUSTOMER REGISTRATION

Subject: Interface and Timetable Information

4.2.2 Changes to Tariff Metering Details

REF	WHEN	ACTION	FROM/BY	TO	INFORMATION REQUIRED	METHOD
1.	By CD + 3	Notify NIE of changes to Tariff Metering details	STS	NIE	Forms P6 and P7	Fax/Post
2.	Within 1BD of notification in Ref (1) above	Confirm changes to Tariff Metering details	NIE	STS	Forms P6 and P7	Fax/Post

APPENDIX A

GUIDE TO USE OF AP8 FORMS

AP8	Description	Use Form
4.1.1.1	STS requests site specific Tariff Metering ID's from NIE	P1
4.1.1.2	NIE provides requested site specific Tariff Metering ID's to STS	P1
4.1.1.3	STS provides NIE with details of Tariff Metering to be registered	P2/P3
4.1.1.4	NIE confirms and acknowledges receipt of details of Tariff Metering being registered by STS	P2/P3
4.1.2.1	STS provides NIE with details of Tariff Metering where STS ceases to be the Registrant	P4
4.1.2.2	NIE confirms details of Tariff Metering where STS ceases to be the Registrant and in so doing acknowledges receipt of de-registration of Tariff Metering from that STS	P4
4.2.1.1	STS requests registered Tariff Metering details from NIE prior to making changes and in so doing notifies intent to make changes to existing Tariff Metering	P5
4.2.1.2	NIE provides registered Tariff Metering details to STS prior to changes being made and in so doing acknowledges an intent by STS to change existing Tariff Metering	P2/P3
4.2.2.1	STS notifies NIE of changes to existing Tariff Metering details and the date the changes come into effect	P6/P7
4.2.2.2	NIE confirms and acknowledges receipt of details of changes to existing Tariff Metering	P6/P7

For forms completed by the Registrant, please fax or post to the following address:

Northern Ireland Electricity plc (Attn: Manager, Customer Service Revenue)
 120 Malone Road
 Belfast BT9 5HT
 FAX NO: 01232 689280
 or such other address and /or recipient as NIE may notify from time to time.

P1

Serial No:.....

REQUEST FOR TARIFF METERING ID'S

Requesting Party - to be completed by STS	
STS Name _____	
STS Address: _____ _____	
_____	Post Code _____
STS Fax No. _____	STS Telephone No. _____

Site Details - to be completed by requesting STS	
Site Name _____	
Site Address _____ _____	
Postcode _____	

Tariff Metering Details - to be completed by NIE.	
Number of sets of Tariff Metering on Site (if more than 6, please continue list on further sheet)	
Tariff Metering id _____	Tariff Metering id _____
Tariff Metering id _____	Tariff Metering id _____
Tariff Metering id _____	Tariff Metering id _____
NIE CRN _____	

Signed (on behalf of STS)		Signed (on behalf of NIE)	
Name _____	<u>Name</u>	_____	
Designation _____	<u>Designation</u>	_____	
Date _____	<u>Date</u>	_____	

P2

Serial No:.....

TARIFF METERING TO BE REGISTERED FOR SUPPLY

Note that form P3 must be completed to give details of the Tariff Metering .

Registrant for the Tariff Metering	
STS Name	_____
Registration Start Date	_____

Site Details	
Tariff Metering id	_____
STS Own Ref	_____
Site Name	_____

Site Address	_____

Post Code	_____
Site Contact Name	_____
Site Contact Fax	_____
NIE CRN	_____

_____ Signed (on behalf of Supplier)		_____ <u>Signed (on behalf of NIE)</u>	
_____ Name of Signatory (please print)		_____ Name of Signatory (please print)	
_____ Designation		_____ Designation	
_____ Date		_____ Date	

Serial No:.....

DETAILS OF TARIFF METERING TO BE REGISTERED FOR SUPPLY

Tariff Metering Details			
STS Name	Tariff Metering ID	Equipment Owner	
Effective Date	Customer Comms Available	Y or N	Metering Sub Code
Outstation Type		Outstation Serial No	
Outstation id	Read Password	Outstation Tel No	

Meter Channel Details							
Chan	Unit of Measure	Flow Dir	Pulse Offset	Meter Serial No	Feeder No	Omit on Upload	Redundant Channel
				(Register Category)			
Chan	Meter Type	Meter Constant	Pulse Multiplier	Commission Date	Meter Manufacturer		

P4

Serial No:

TARIFF METERING TO BE DE-REGISTERED FROM SUPPLY

Registrant for the Tariff Metering	
STS Name	_____
Registration End Date	_____

Registration Details	
Tariff Metering id	_____
STS Own Ref	_____
Site Name	_____

Site Address	_____

NIE CRN	_____

_____	_____
Signed (on behalf of Supplier)	Signed (on behalf of NIE)
_____	_____
Name of Signatory (please print)	Name of Signatory (please print)
_____	_____
Designation	Designation
_____	_____
Date	Date
_____	_____

P5

Serial No:

REQUEST FOR TARIFF METERING DETAILS

Requester Party	
STS Name	_____

Site Details	
Tariff Metering id	_____
Site Name	_____

Site Address	_____

NIE CRN	_____

Signed (on behalf of Supplier)	Name of Signatory (please print)
Designation	Date
_____	_____

P6

Serial No:.....

CHANGES TO REGISTERED TARIFF METERING DETAILS

Note that form P7 must also be completed to give full details of the Tariff Metering.

Registrant for the Tariff Metering	
STS Name	_____
Effective Date	_____

Site Details	
Tariff Metering id	_____
STS Own Ref	_____
Site Name	_____

Site Address	_____
Post Code	_____
Site Contact Name	_____
Site Contact Phone	_____
Site Contact Fax	_____
NIE CRN	_____

Signed (on behalf of Supplier)	Signed (on behalf of NIE)

Name of Signatory (please print	Name of Signatory (please print)
Designation _____	Designation _____
Date _____	Date _____

Serial No:.....

TARIFF METERING TO BE REGISTERED FOR SUPPLY

Tariff Metering Details			
STS Name	Tariff Metering ID	Equipment Owner	
Effective Date	Customer Comms Available	Y or N	Metering Sub Code
Outstation Type		Outstation Serial No	
Outstation id	Read Password	Outstation Tel No	

Meter Channel Details						
Chan	Unit of Measure	Flow Dir	Pulse Offset	Meter Serial No	Feeder No	Omit on Upload
						Redundant Channel
				(Register Category)		
Chan	Meter Type	Meter Constant	Pulse Multiplier	Commission Date	Meter Manufacturer	