Market Code Schedule 15

Code Subsidiary Document No. 0202

Meter Read Submission: Process

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Change History

Version Number	Date of Issue	Reason For Change	Change Control Reference	Sections Affected
1.0	14/05/2007		Working Version	
1.1	31/08/2007		Go Live Version	
1.2	01/06/2008	Revised to permit customer reads to be used for Monthly reads	MCCP010	
1.3	01/12/2008	Revised to permit Re−Reads to be sent using T017.0	MCCP017	
1.4	17/08/2009	Re-assessed Charges	MCCP035-CC	Section 2

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1. Purpose and Scope

This document sets out the process for the submission of Meter Reads to the CMA (as required by the Market Code) in order to allow for the Settlement Process to take place.

In order to ensure that Meter Reads for meters related to Complex Sites are co-ordinated, the CMA will produce and distribute a meter reading schedule to Code Parties who in accordance with the Market Code will read and submit Meter Reads to the CMA to the agreed frequency.

2. Provision of Meter Read(s)

This section outlines the various circumstances in which Meter Reads are required to be submitted to the CMA under the Market Code.

Where Pseudo Meter arrangements are in place, Scottish Water and Licensed Providers shall ensure that they follow the requirements in Section 7 of CSD0104 in respect of the provision of Meter Reads.

The available Meter Read Types are as follows:-

Meter Read Type	Meter Read Name
I	Initial Read
F	Final Read
E	End Read
O	Opening Read
X	Temporary Disconnection
Y	Reconnection
C	Regular Cyclic Read
U	Customer Read
T	Transfer Read

Use of the different types of Meter Reads and Re-Reads is set out below.

2.1 Initial Reads

Meter Read Type – I. Initial Reads will be provided by Scottish Water in respect of New Connections and New Supply Points, and new meters will be installed in accordance with the Operational Code.

Initial Reads are required for Pseudo Meters, and shall be submitted in accordance with CSD0104, Section 7:

2.2 Final Reads

Meter Read Type – F. Scottish Water will be responsible for providing the Final Read(s) when an existing connection to Water Services or Sewerage Services is Permanently Disconnected or when a meter is removed from a Multi Meter Supply Point.

Final Reads are required for Pseudo Meters, and shall be submitted in accordance with CSD0104, Section 7:

2.3 End and Opening Reads

Meter Read Type – E & O. Where a meter is replaced at a Supply Point in accordance with the Operational Code, Scottish Water will be required to provide an End Read for the old meter that has been replaced, and an Opening Read for the replacement meter. These meters reads are provided together on a single Transaction flow (T017.0).

End and Opening Reads are not permitted for Pseudo Meters and will be rejected as set out in CSD0104 Section 7.

2.4 Temporary Disconnection and Reconnection Reads

Meter Read Type – X & Y. Scottish Water will be responsible for providing a Temporary Disconnection Read(s) (Type X) when an existing connection to Water Services or Sewerage Services is temporarily disconnected. Reconnection Read(s) (Type Y) will be provided by Scottish Water in respect of meter(s) related to a Supply Point reconnected in accordance with the Operational Code following Temporary Disconnection.

Temporary Disconnection and Reconnection Reads are not required for Pseudo Meters and will be rejected as set out in CSD0104 Section 7.

2.5 Regular Cyclic Reads

Meter Read Type – C.

Cyclic Reads are not applicable for Pseudo Meters and will be rejected as set out in CSD0104 Section 7.

A Licensed Provider will provide Regular Cyclic Reads to the CMA for all meters related to Supply Points Registered to the Licensed Provider to an agreed frequency (Market Code section 5.9.4), as follows:

- The minimum Regular Cyclic Read periodicity for Bi-annually read meters shall be at six month intervals; and
- The minimum Regular Cyclic Read periodicity for Monthly read meters shall be at monthly intervals.

Where a Regular Cyclic Read is required in respect of Sewerage Services and there is a Related Water Supply Meter, the Regular Cyclic Read will be submitted by the Water Services Licensed Provider, on request by the Sewerage Services Licensed Provider.

Subject to validation under CSD0203, the CMA will inform each Registered Licensed Provider and Scottish Water of a Regular Cyclic Read, using Data Transaction T005.2 or T005.3, as relevant.

2.6 Customer Meter Reads

Meter Read Type – U. The Licensed Provider may supply a Customer Read in place of a Regular Cyclic Read on up to ten (10) occasions in any calendar year for a meter related to Supply Points designated as monthly read, and on up to one (1) occasion per calendar year for those meters related to Supply Points that are designated as biannually read.

Customer Meter Reads are not applicable for Pseudo Meters and will be rejected as set out in CSD0104 Section 7.

2.7 Transfer of Registration Meter Reads

Meter Read Type – T. Following a Transfer of Registration, it is the responsibility of the Incoming Licensed Provider to submit a Transfer Read(s) to the CMA. Where there is a Related Water Supply Meter, the Transfer Read for the associated Sewerage Services Supply Point will be submitted by the Water Services Licensed Provider, upon request by the Incoming Sewerage Services Licensed Provider.

Exceptions

- ~~However w~~Where the Transfer relates to a Complex Site Supply Point, no Meter Read submission is required and the CMA will deem the read based on the deduced Daily Volume applicable; and
- Where the Transfer relates to a Supply Point where a Pseudo Meter is in place, no Meter Read submission is required and the CMA will deem the proportion of the Re-assessed volume applicable to the Outgoing and Incoming Licensed Providers based on the YVe as notified for the Supply Point by Scottish Water in the relevant T004.3 (Notify/Update Virtual Meter).

2.8 Re-Reads

Re-Reads. In the event that a Meter Read submitted to the CMA fails validation in accordance with CSD0203 (Meter Read Submission: Validation) because the Meter Read is out with the allowable Volume Limits Threshold either Scottish Water or the Licensed Provider may submit a Re-Read if the Meter Read is believed to be valid after investigation.

The Re-Read Meter Read submission must contain all the same Data Item Values as the previously failed Meter Read submission that it replaces and also be flagged as a Re-Read in the T005.0, T005.1 or T017.0 Transaction flow, as applicable. (In the T017.0 a Re-Read will only apply to Read Type~~in the T017.0~~).

For the avoidance of doubt, if after investigation of a rejected meter read it is found that the wrong meter reading value or meter reading type was sent then this must be resolved by

sending a meter reading with the correct reading value and read type. The correction must not be submitted as a Re-Read as it would not comply with the requirement for the resubmitted values to be identical.

3. Meter Read Submission

3.1 Process description

Step a – Submit Meter Read [T005.0, T005.1 and T17.0]

All Meter Reads (with the exception of Meter Read Types E and O) should be submitted to the CMA using Data Transaction T005.0 or T005.1 (Meter Read), which must contain the Data Items listed against that Data Transaction under Section 4.3 of the Data Transaction Catalogue.

Meter Read Types E and O should be submitted to the CMA using Data Transaction T017.0 (Notify Swap Meter), which must contain the Data Items listed against that Data Transaction under Section 4.3 of the Data Transaction Catalogue.

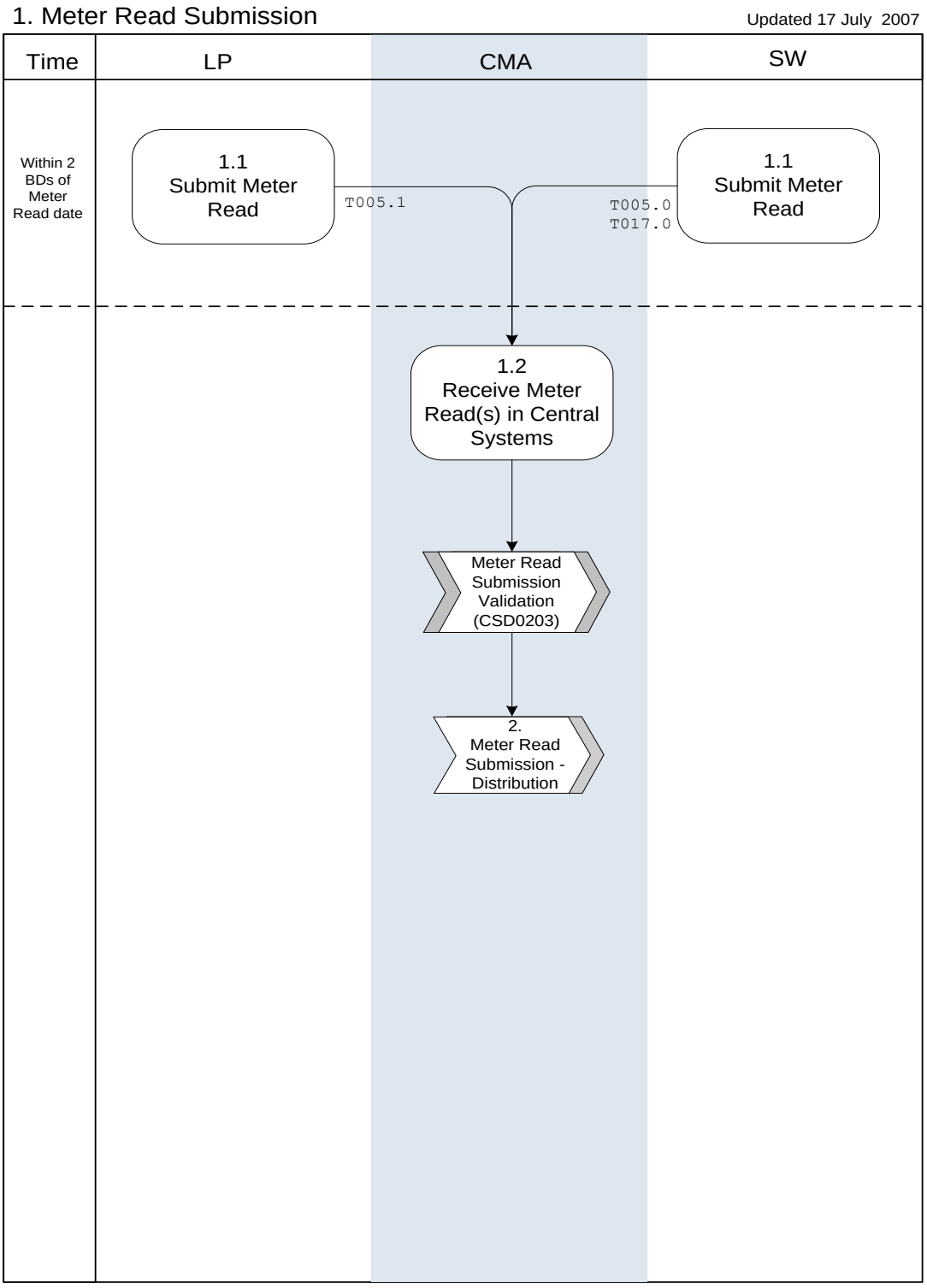
The timescale for the submission of Meter Reads is,

i. in the case of Regular Cyclic Reads, within 4 Business Days from the date the Meter Read is taken; and
ii. in the case of all other Meter Read Types, within 2 Business Days from the point of collection.

Step b – CMA actions

The CMA will receive the Meter Read(s) and apply validation in accordance with CSD0203 (Meter Read Submission Validation). Valid Meter Read(s) will then be distributed to the appropriate Trading Parties as detailed in Section 4 below.

3.2 Process Diagram



3.3 Interface and Timetable Requirements

CMA Meter Read Submission Process

Step Ref	When	Requirement	From	To	Information
1.1	Within 2 BD of Meter Read Provider taking a Meter Read	On taking a Meter Read, the Meter Read must be submitted to CMA for processing **(Step a)**	LP or SW	CMA	For each Meter Read (T017.0 and T005.0 or T005.1)
1.2	On receipt	Receive the Meter Reads **(Step b)** Meter Reads go to validation under CSD0203 (Meter Read Submission: Validation)	CMA		

4. Meter Read Distribution

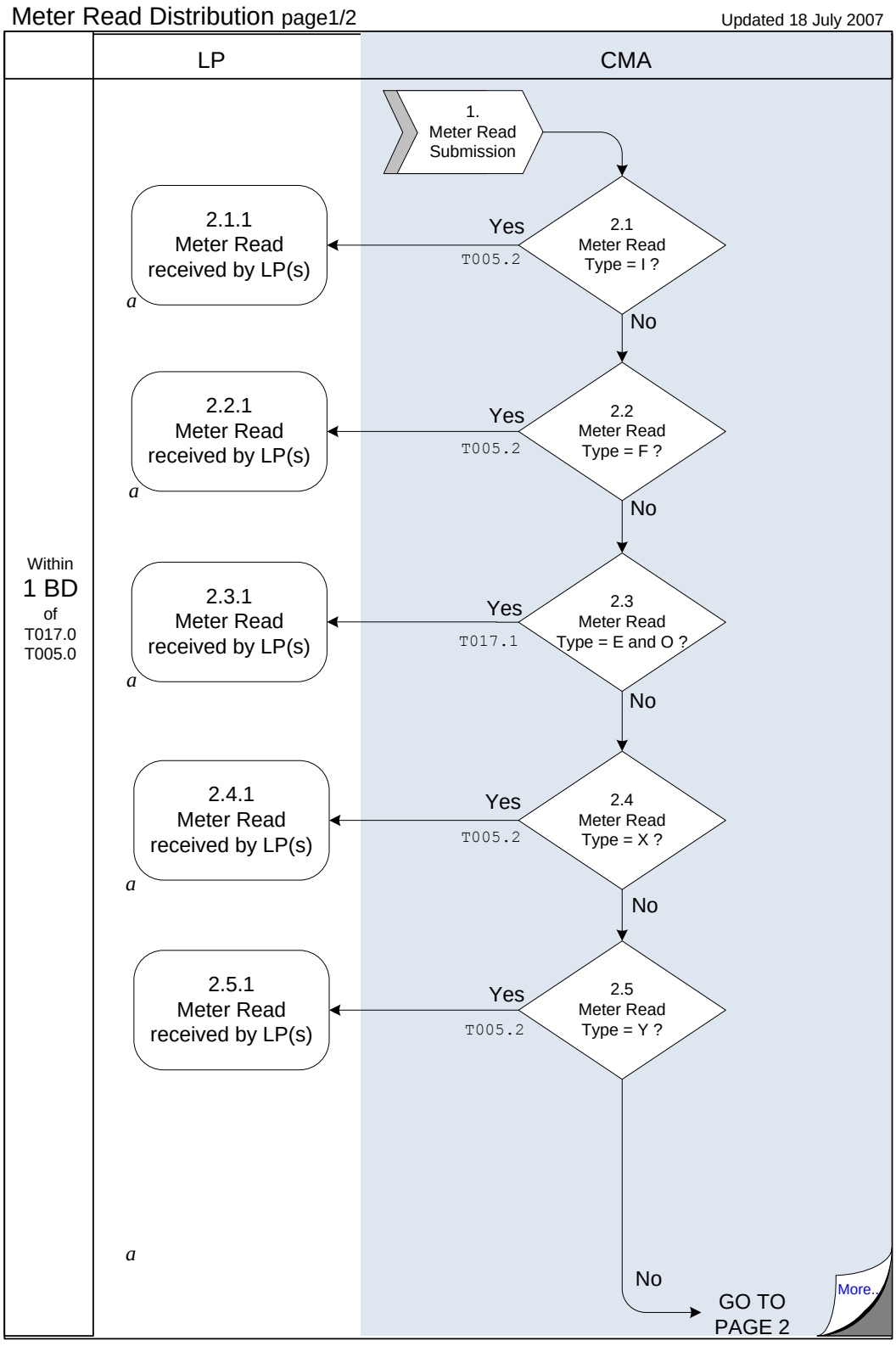
4.1 Meter Read distribution description

Within 1 Business Day of receipt of T017.0, T005.0 or T005.1 Meter Read, as applicable, and upon successful validation in accordance with CSD 0203 (Meter Read Submission: Validation), the CMA will forward the relevant Meter Reads to the appropriate Trading Parties, using Data Transaction T017.1, T005.2 or T005.3 Meter Read, as applicable, as follows:

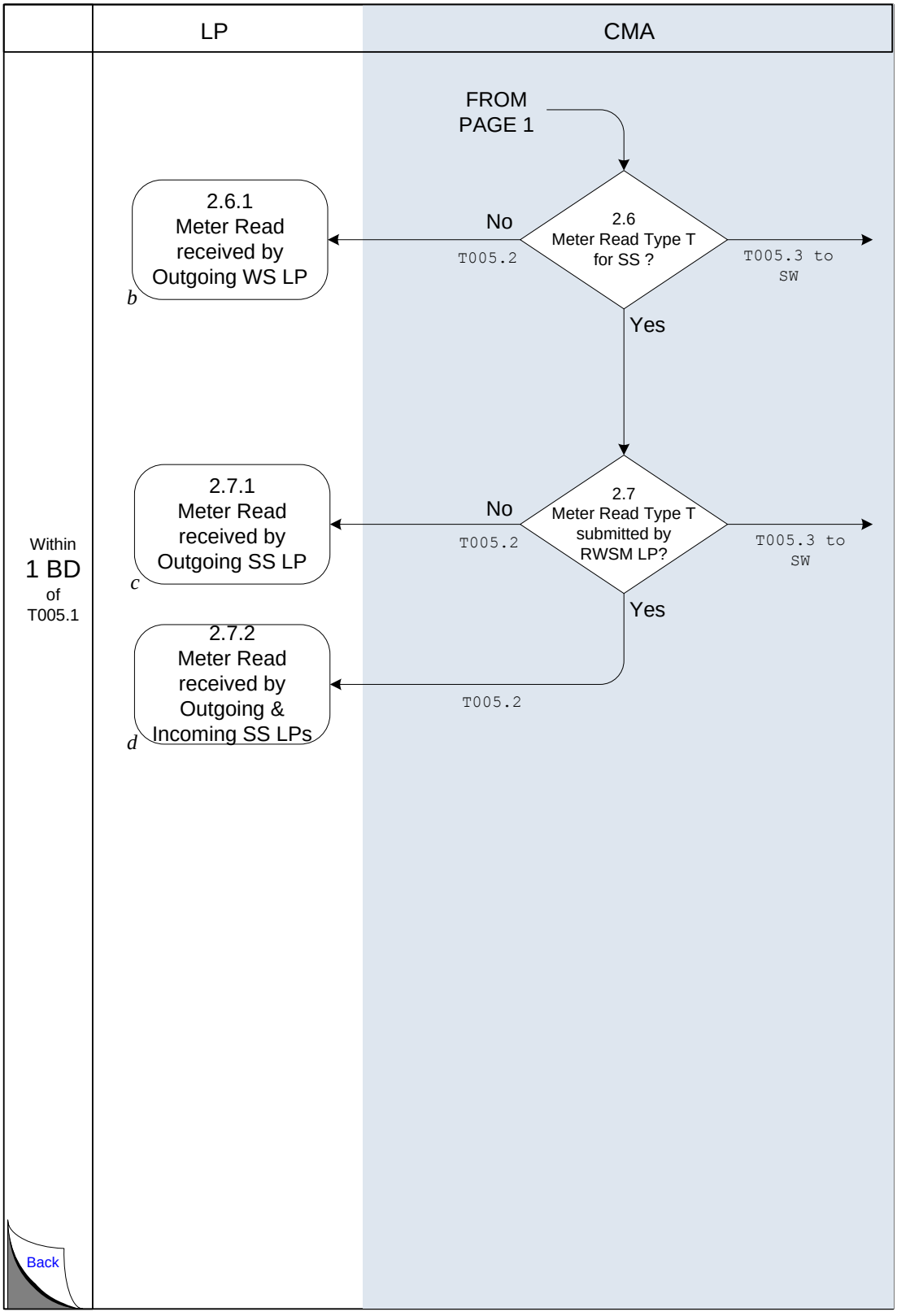
- Where an Initial, Final, End or Opening Read is taken by Scottish Water, the CMA will forward this to the Registered Licensed Provider(s) **(Recipient a)**;
- Where a Transfer Read is taken by an Incoming Licensed Provider, the CMA will forward this to the Outgoing Licensed Provider **(Recipients b & c)**;
- Where a Transfer Read is taken by the Water Services Licensed Provider on request by the Incoming Sewerage Service Licensed Provider, the CMA will forward this to the Incoming Sewerage Services Licensed Provider and Outgoing Sewerage Services Licensed Provider **(Recipient d)**; and
- Where a Re-Read is submitted for any of the above Meter Read Types, the CMA will forward this to the relevant Licensed Providers.

The CMA will check whether there is an associated Discharge Point on Meter's Sewerage Service Supply Point when it receives a Meter Read Submission from the Water Service Licensed Provider for the associated Water Service Supply Point on the T005.1. Where an associated Discharge Point exists, the CMA will provide Scottish Water and the registered Sewerage Service Licensed Provider with the Meter Read detail for the Discharge Point on the T030.0 and T030.1, respectively, within 1 Business Day of receipt of the T005.1 Meter Read submission.

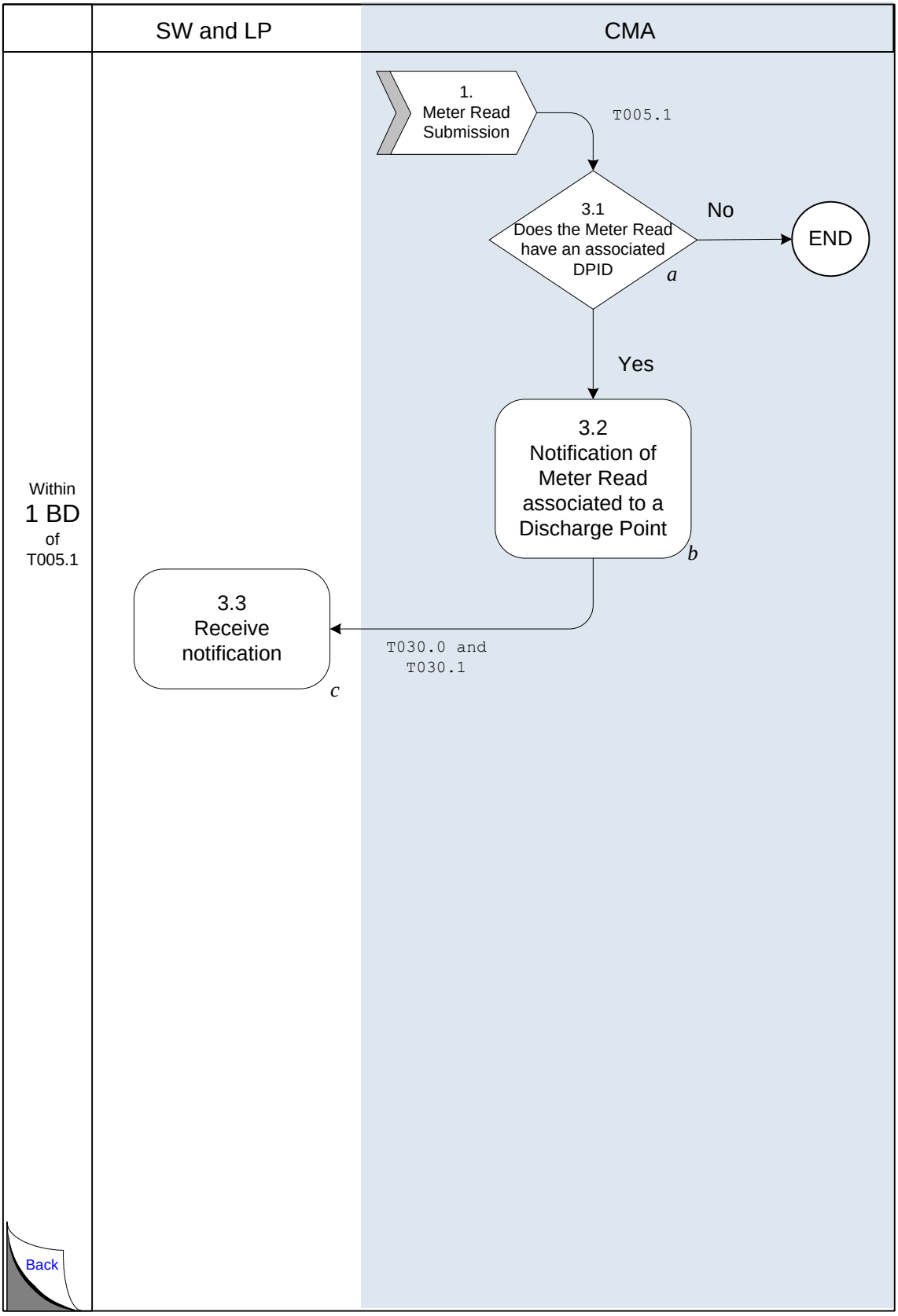
4.2 Process Diagram*



* The numerical references in the diagrams in this section correspond to those in the table in Section 4.3 below. Alpha references refer to the recipients as per Section 4.1 above.


LP
CMA
FROM PAGE 1
2.6 Meter Read Type T for SS ?
No
T005.2
T005.3 to SW
Yes
2.6.1 Meter Read received by Outgoing WS LP
b
2.7 Meter Read Type T submitted by RWSM LP?
No
T005.2
T005.3 to SW
Yes
T005.2
2.7.1 Meter Read received by Outgoing SS LP
c
2.7.2 Meter Read received by Outgoing & Incoming SS LPs
d
Within 1 BD of T005.1
Back

Meter Read Distribution for TE DPIDs page1/1 Updated 10 August 2007



4.3 Interface and Timetable Requirements

CMA Meter Read Distribution Process

Step Ref	When	Requirement	From	To	Information	Method
2.1	On receipt	If the Meter Read Type = 'I' go to 2.1.1, otherwise go to 2.2	CMA		CMA Internal.	
2.1.1	On receipt	Send the Meter Read to the Registered LP **(Recipient a)**	CMA	LP	The validated Initial Meter Read is passed to the Registered LP(s)	
2.2	On receipt	If the Meter Read Type = 'F' perform 2.2.1, otherwise go to 2.3	CMA		CMA Internal.	
2.2.1	On receipt	Send the Meter Read to the Registered LP **(Recipient a)**	CMA	LP	The validated Final Read is passed to the Registered LP(s)	
2.3	On receipt	If the Meter Read Type = 'E' and 'O' go to 2.3.1, otherwise go to 2.4	CMA		CMA Internal.	
2.3.1	On receipt	Send the Meter Read to the Registered LP **(Recipient a)**	CMA	LP	The validated End Read is passed to the Registered LP(s)	
2.4	On receipt	If the Meter Read Type = 'X' go to 2.4.1, otherwise go to 2.5	CMA		CMA Internal.	
2.4.1	On receipt	Send the Meter Read to the Registered LP **(Recipient a)**	CMA	LP	The validated Temporary Disconnection Read is passed to the Registered LP(s)	
2.5	On receipt	If the Meter Read Type = 'Y' go to 2.5.1, otherwise go to 2.6	CMA		CMA Internal.	
2.5.1	On receipt	Send the Meter Read to the Registered LP **(Recipient a)**	CMA	LP	The validated Reconnection Read is passed to the Registered LP(s)	
2.6	On receipt	If the Meter Read Type = 'T' is applicable to a SS go to 2.7 otherwise go to 2.6.1	CMA		CMA Internal.	

2.6.1	On receipt	Send the Meter Read to the Outgoing Registered LP **(Recipient b)**	CMA	LP	The validated Transfer Read is passed to the Registered Outgoing WS LP	
2.7	On receipt	If the Meter Read Type = 'T' is provided by the associated WS LP go to 2.7.2 otherwise go to 2.7.1	CMA		CMA Internal.	
2.7.1	On receipt	Send the Meter Read to the Outgoing Registered SS LP **(Recipient c)**	CMA	LP	The validated Transfer Read is passed to the Registered Outgoing SS LP	
2.7.2	On receipt	Send the Meter Read to the Outgoing Registered SS LP and the Incoming SS LP **(Recipient d)**	CMA	LP	The validated Transfer Read is passed to the Registered Outgoing SS LP and Incoming SS LP	

CMA Meter Read Distribution for TE DPIDs

Step Ref	When	Requirement	From	To	Information	Method
3.1	On receipt	Does the Meter Read have a Discharge Point associated to it? If no end process, if yes go to 3.2.	CMA		CMA Internal.	
3.2	On receipt	Notify Scottish Water of the Meter Read for the DPID	CMA	SW and LP	Notification of Meter Read associated to a Discharge Point (T030.0 and T030.1)	
3.3	On receipt	Receive Notification of Meter Read associated to a DPID	SW and LP		As above.	