

Market Code Schedule 12

Code Subsidiary Document No. 0104

Maintain SPID Data

Version: Extract Showing Changes for
MCCP 123

Date: 12/04/2013

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Change History

Version Number	Date of Issue	Reason For Change	Change Control Reference	Sections Affected
1.1	31/8/2007	Remove TE references and point to CSD0206	Pre Market	Throughout
1.1	31/8/2007	Revisions to align with CSD0205 transition and non-standard arrangements	Pre Market	Section 7
1.2	17/08/2009	Re-assessed Charges	MCCP035-CC	New Section 7; Old Section 7 becomes Section 8 Other changes related to Pseudo Meters
1.3	29/03/2010	Changes to implement RF Changes to burst allowances	MCCP046-CC MCCP039	Section 8
1.4	28/06/10	Customer Names on Database X, Y Co-ordinates	MCCP041-CC MCCP048-CC	Sections 4.1.1, 4.3, 5.1.1, 5.3, 7.4.1, 7.4.3, 9.1.1 and 9.3.
1.5	27/09/2010	T016 Unmeasurable Status Fix	MCCP055	Section 9.1
		Remove T031 Transaction	MCCP057	Sections 5.1, 6.1, 7.1, 7.2, 7.4, 7.5
		Updating Effective/ Connection Dates	MCCP063	Sections 3.2, 5.1, 7.4.1 and 7.5.3
		T015 SS Supply Point Effective Date	MCCP062	Sections 3.2, 7.3.4
		T004.1 Transfer Information	MCCP056	Sections 4.1, 5.1
1.6	25/03/2011	Data loggers	MCCP070	Sections 4.1.1, 5.1.1, 7.4.1, 7.5.3, 9.1
		GIS Coordinates Flow	MCCP071	Sections 4.1.1, 5.1.1, 7.4.1, 7.5.3, 9.1
		T016 Effective Date and Sewerage Services Supply Point Update	MCCP072, MCCP075	Sections 5.1, 7.1, 7.2.1, 9.1
		March Release Document Update	MCCP075	Section 4.1.1

1.7	11/11/11	Introduction of T033.0, T033.1	MCCP081- CC	Sections 3.2, 4.1, 5.1, 7.4, 7.5, 9.1
1.8	30/03/2012	Introduction of Deregistration Introduction of the T012.2 Clarification on Occupied Premises	MCCP052- MCCP079 MCCP051, MCCP094 MCCP097	Sections 3.2 Sections 7.3.3.1, 7.3.3.2, 7.3.3.3, 9.1.1, 9.2, and 9.3 Section 9.1.1
2.0	12/04/2013	Trade Effluent	MCCP095	

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7.

7.1 Addition of Pseudo Meter to an Existing Supply Point

This section applies when a Pseudo Meter is added to an existing Supply Point, other than a Sewerage Services only Supply Point (see below), to allow for the application of Re-assessed Charges at the Supply Point(s) after the charging arrangements for the Supply Point(s) have been confirmed.

Where Re-assessed Charges are in respect of a Sewerage Services only Supply Point, then Section 7.2 shall be followed.

7.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 7.1.2 and the Interface and Timetable Requirements in Section 7.1.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

Step a: Confirmation of Re-assessed Charges

This step represents the point following confirmation by Scottish Water that Re-assessed Charges are to apply and the CMA must therefore be notified.

Step b: Review existing SPID Data

Scottish Water shall firstly consider the existing status of the Supply Point(s), as follows:

Unmeasurable Status

Where the Water Services Supply Point has previously been declared Unmeasurable by Scottish Water (i.e. using a T016.0 notification or as part of the dataset provided under the Transitional Duties [Schedule 5 of the Market Code]); Scottish Water shall, within 2 Business Days of Step a, notify a revision to this status, using the T016.0 Data Transaction (Set SPID Unmeasurable Status) before proceeding to notify the Pseudo Meter information in Step c below. The effective date in the T016.0 shall be the same date as the date of the Initial Read notified in the T005.0 in Step c below.

Where the T016.0 update is accepted, the CMA will notify the Licensed Provider(s) using the Data Transaction T016.1 (Notify SPID Unmeasurable Status).

~~Transition Status True, but no meter yet installed.~~

~~Where the Water Services Supply Point has been designated under Phasing Transitional Arrangements by Scottish Water (i.e. Data Item D2022 is set to true), but no meter has yet been installed, the revision to this Data Item (i.e. to False) required for use with the Pseudo Meter information should be undertaken at step e below (i.e. after the T004.3 and T005.0)~~

Sewerage Services only Supply Point

In the event that the Supply Point receives Sewerage Services only, and no associated Water Services Supply Point exists, Section 7.2 shall be followed.

Step c: Update Pseudo Meter information to CMA: [T004.3, T005.0]

Within 2 Business Days of Step a, Scottish Water will update the CMA with the relevant details by means of providing Pseudo Meter information, as follows:

- i. Pseudo Meter details will be updated using Data Transaction T004.3 (Notify/Update Virtual Meter Details), as follows
 - a. The meter ID format must conform to the following configuration:
 - 06PSEUDOYYnnnnnn; where YY indicates the calendar year and nnnnnn denotes the unique numeric identifier for the Pseudo Meter
 - b. The Meter Read Frequency: must only be value 'N'. Any other value included within the T004.3 will be rejected.
 - c. The YVE equivalent to the Re-assessed volume confirmed under the Operational Code should be notified to the CMA. Whilst the YVE is a required field in the T004.3, a zero value is not appropriate and should not be used.

For the avoidance of doubt, the YVE value in a T004.3 is not restricted to the permitted annual water volume(s) and Scottish Water shall ensure that they only populate the T004.3 with the relevant values as set out in the Wholesale Charges Scheme.
 - d. The free descriptor D5001 shall note "PSEUDO METER"
- ii. Scottish Water will also provide the CMA with an Initial Read for the Pseudo Meter using Data Transaction T005.0 (Meter Read), which shall:
 - a. be sent within 2 Business Days of the T004.3 above; and
 - b. notify no other read value than zero.

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

Within 1 Business Day of receipt of the T004.3 (Notify/Update Virtual Meter Details), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider of the Pseudo Meter information, using Data Transaction T004.1 (Notify Meter Details). Within 1 Business Day of receipt of the T005.0 (Meter Read), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider using Data Transaction T005.2 (Meter Read).

In the case of a Pseudo Meter which is also a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new Pseudo Meter information, at the same time that it notifies the Water Services Licensed Provider, using the data transactions listed above.

~~**Step e1: Update Phasing Transitional Arrangements applicable for Pseudo Meter [T029.1]**~~

~~Where the Water Services Supply Point was previously designated under Phasing Transitional Arrangements, i.e., D2022=True, Scottish Water shall revise that status to False using the Data Transaction T029.1 with the same effective date as the Initial Read date notified in the T005.0 at step c above. Where there is an associated Sewerage Services Supply Point, that Supply Point will be similarly updated.~~

~~**Step e2: CMA notifies Licensed Provider [T029.0]**~~

~~CMA will load the relevant data into the Central Systems and notify the Licensed Provider(s) using Data Transaction T029.0.~~

Step f: Licensed Provider(s) actions

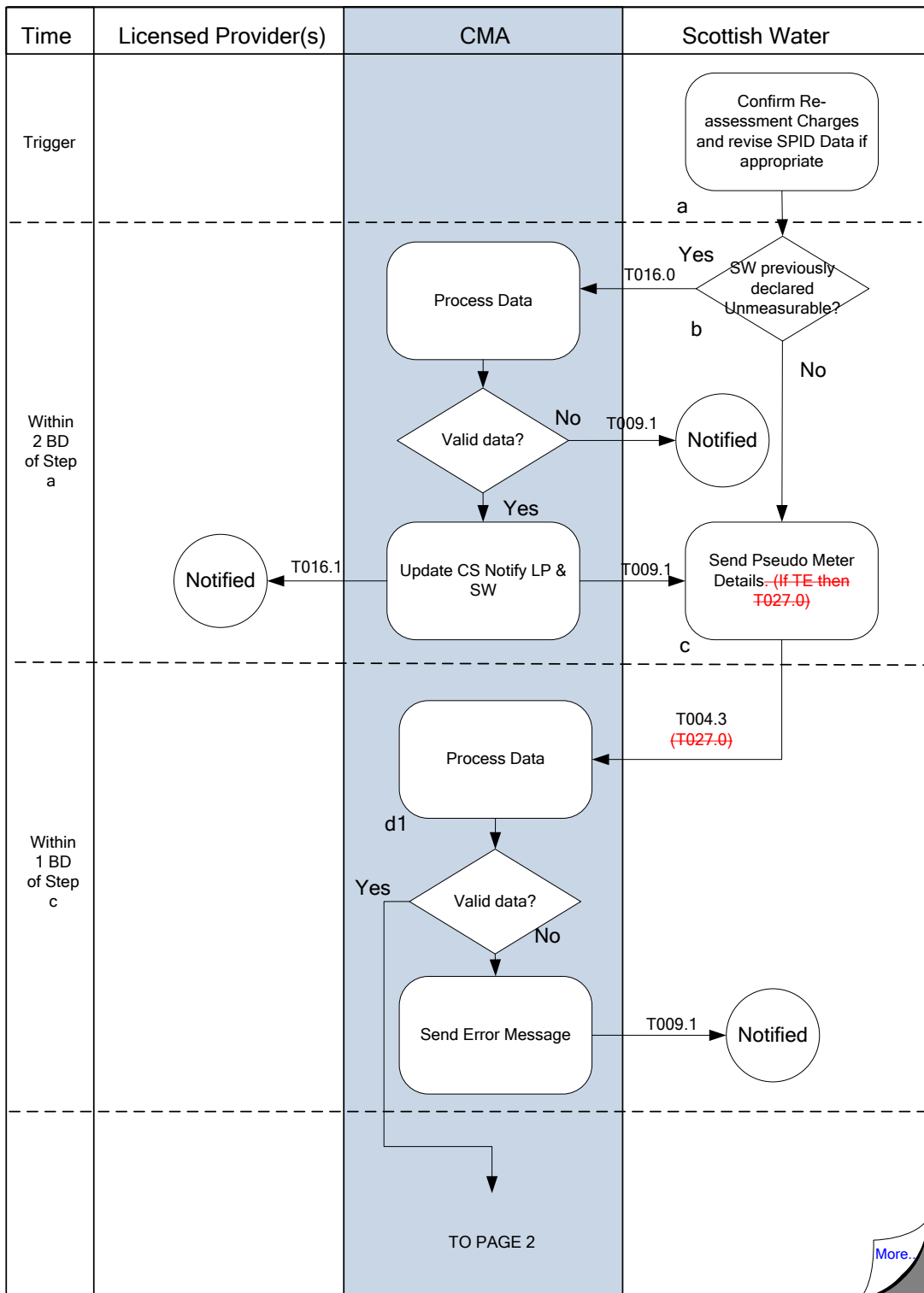
Licensed Providers will take account of the Meter Read Frequency being established as 'N' and shall update their systems and processes accordingly such that they are aware that a Pseudo Meter arrangement is in force and consequently:

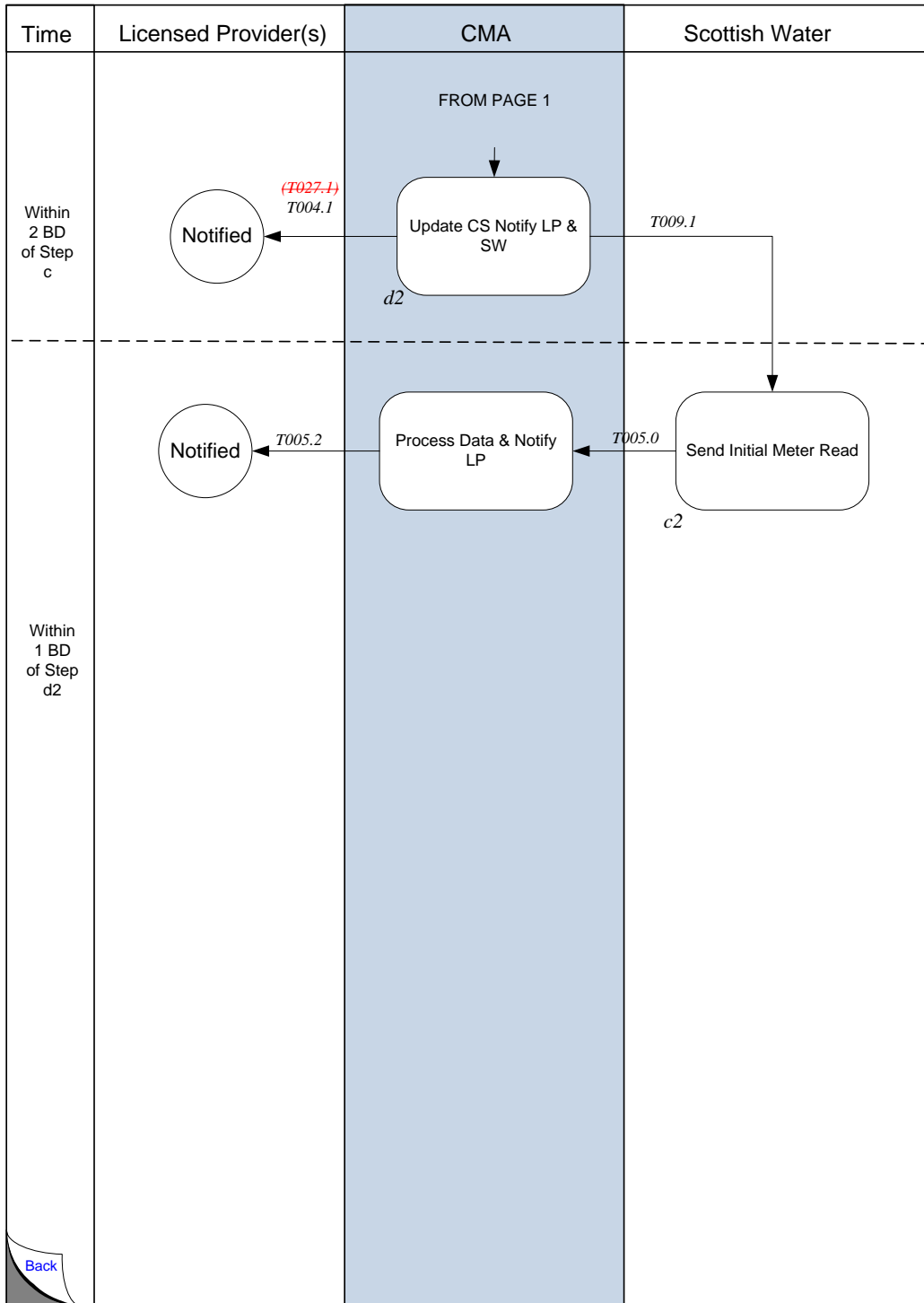
- i. Meter Reads submitted by an LP and an LP provided YVE are not required and will be rejected by the CMA; and
- ii. The volumes derived from the Scottish Water YVE (as notified in the T004.1 above) will be used in the Settlement Reports;

7.1.2 Process Diagram

Addition of Pseudo Meter to an Existing Supply Point

Created 19 May 09





7.1.3 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	(indicative) Data Txn ID
a	D	Confirm Re-assessed Charges.	SW	internal		Operational Code	-	-
b	S	Revise SPID Data if appropriate	SW	CMA	After step a, and before step c	<p>If Pseudo Meter arrangements apply</p> <ul style="list-style-type: none"> at a SPID previously declared Unmeasurable by Scottish Water, revise Unmeasurable status to False prior to sending T004.3 at step c below; or at a SPID previously declared True under the Phasing Transitional Indicator, revise status to False at step e at a SS only SPID, refer to Section 7.2 of this CSD and follow that process before sending any T004.3. 	5.16.1	(T016.0)
c	S	Send Pseudo Meter data & Initial Read	SW	CMA	T004.3 - following step b above and within [2.] BDs of step a T005.0 – within 2 BDs of T004.3	<p>Ensure that the Pseudo Meter information complies with the requirements in CSD0104</p> <p>Ensure that Meter Read Type is Initial (I) in order to activate the Pseudo Meter information.</p>		T004.3 T005.0

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	(indicative) Data Txn ID
d1	S	Process T004.3 and T005.0 and_notify SW	CMA	SW	Within 1 BD of step c	<p>If invalid send error:</p> <ul style="list-style-type: none"> All REQ fields must be populated or Error Code AB will be returned; If D3002 or D3011 not compliant 'Data value not permitted' [Error Code DJ] will be returned If other invalid data, existing Error Codes will be used. 		T009.1
d2	S	Update Central Systems & notify LP of updated meter data	CMA	LPs	Within 1 BD of step c	If Related Water Supply Meter, also advise SS LP of Pseudo Meter information & Initial Read		T004.1 T005.2
e1	S	Update Phasing Transitional Arrangements as applicable for Pseudo Meter.	SW	CMA	Within 2 DBs of step c	If D2022 Phasing Transitional Indicator is set to True at the SPID, this must be revised to False as that value is applicable for a Pseudo Meter. If T029.1 is applicable, the effective date of the change to the D2022 should be the same as the Initial Read date in the T005.0 at step c above.		T029.1 if applicable
e2		If T029.1 received, update CS and notify LPs	CMA	LPs	Within 1 BD of step e1			T029.0
f	D	LPs update their processes to ensure Meter Reads submitted by an LP are not sent to the CMA and take due note of the YVE to be applied.	LPs	Internal	Following step d	<p>D3011 Meter Read Frequency 'N' shall be the primary indicator that a Pseudo Meter is in place. Other factors are:</p> <ul style="list-style-type: none"> D5001 Free Descriptor information highlights that it is a Pseudo Meter <p>If T027.1 received, take note of Non-Domestic Allowance</p>	-	-

7.2 Addition of a Pseudo Meter to an Existing Sewerage Services only Supply Point

This section applies when a Pseudo Meter is added to an existing Sewerages Services only Supply Point, by the use of a Pseudo Water Services Supply Point, to enable the application of Re-assessed Charges.

This section does not include:

- Reconfiguration of a Pseudo Water Services Supply Point where Water Services are subsequently provided – see Section 7.5;
- Changes to the Pseudo Meter information at a Pseudo Water Services Supply Point, which are set out in sections 7.3.1.1 to 7.3.1.5, as applicable.

7.2.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 7.2.2 and the Interface and Timetable Requirements in Section 7.2.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

Step a: Confirmation of Re-assessed Charges

This step represents the point following confirmation by Scottish Water that Re-assessed Charges are to apply and the CMA must therefore be notified.

For the avoidance of doubt, the Licensed Provider must also send the Partial Registration Application for the full sequence to be completed.

Within 2 Business Days of confirming the Re-assessed Charges, Scottish Water shall notify the CMA as follows.

Step b: Request new Pseudo Water Services SPID

In order to manage Pseudo Meter information at a Sewerage Services only Supply Point, it will be necessary to establish a Pseudo Water Services Supply Point, until such time (if ever) as chargeable Water Services are established.

Scottish Water shall issue a request for a new Supply Point using Data Transaction T001.0 (Request New SPID). The T001 request will include the following information:

- 1 As the application relates to Pseudo Water Services at a Supply Point which previously only received Sewerage Services, the T001.0 will include only the additional Water Services Service Category. Scottish Water shall also notify the CMA of the relevant Licensed Provider in the T001. In addition, the Supply Point for the existing Sewerage Services shall be included in the T001.0 to ensure that the additional Services are associated.

- 2 The Supply Point address, which shall be the same as that held for the Sewerage Services Supply Point (other than Free Descriptor, see 5 below); and.
- 3 Scottish Water shall also provide a connection reference; and
- 4 The Connection Type shall be “CU”, and
- 5 Free Descriptor shall include a reference to a Pseudo Water Services Supply Point namely “PSEUDO WS SPID”. This will ensure that the Licensed Provider can readily identify a Pseudo Water Services Supply Point.

Step c: Notify new SPID [T002.0 and T002.1]

Within 1 Business Day of receipt of the information at step b above, the CMA will create the new Pseudo Water Services Supply Point. The CMA will then send notification of the Supply Point to Scottish Water, using Data Transaction T002.1 (Notify New SPID), and the relevant Licensed Provider using Data Transaction T002.0 (Notify New SPID):

1. In the case of a Licensed Provider, this notification will constitute a request to submit a T003.0, or a T009.2 (see Step d below), and a T006.0 (see step e below). The Licensed Provider will be aware that a Pseudo Water Services Supply Point is involved from the Free Descriptor field in the T002.1, which will note ‘PSEUDO WS SPID’.
2. In the case of Scottish Water, this notification will constitute a request to submit the supporting information for the Supply Point for which they are the Data Owner

Step d: Submit Partial Registration Application [T003.0] or Error Notification [T009.2] Partial Registration Application (T003.0)

Where the Licensed Provider is involved in the New Supply Point it will submit a Partial Registration Application using Data Transaction T003.0 (Partial Registration Application) within 2 Business Days of the issue of the T002.0 by the CMA:

- CMA processes T003.0 and, if accepted, updates Central Systems.

Error Notification (T009.2):

Whilst a Licensed Provider may submit a T009.2 to declare they are not involved in the process, it is not anticipated that they would do so as the preceding steps anticipate liaison in order to avoid this situation.

Step e: Scottish Water and LP updates to WS SPID Data

Step e1: Licensed Provider updates [T006.0]

Within 2 Business Days of receiving confirmation from the CMA that the T003.0 was accepted, the Licensed Provider shall notify the SPID Data for the Pseudo Water Services Supply Point using the Data Transaction T006.0 (Provide WS SPID Data):

- The Licensed Provider will be aware that a Pseudo Water Services Supply Point is involved from the Free Descriptor field in the T002.1 which will note 'PSEUDO WS SPID'.
- The values for the Customer Classification, SIC Code and Rateable Value shall be the same as held on the associated Sewerage Services Supply Point so that the information is aligned.
- For the avoidance of doubt, in the absence of such notification, the Water Services Supply Point will hold a zero Rateable Value; or N/A for Customer Classification; and a null value for SIC Code as the CMA does not use Data from Sewerage Services Supply Points to update Water Services Supply Points. It is therefore recommended that the Licensed Provider submits the T006.0 immediately following confirmation of a successful T003.0 from the CMA.

In the event that Scottish Water complete the Connection prior to the Licensed Provider sending a T006.0 update, the Data Items (Rateable Value/ SIC Code/ Customer Classification) should be sent using the Data Transaction T012.1 (Update Chargeable SPID Data). In this case, the effective date in the T012.1 should be the last effective from date held in the Central Systems (which can be seen in the LVI).

The Licensed Provider shall not send Data Transaction T004.2 (Notify Meter Details) as the YVE applicable to the Supply Point will be notified by Scottish Water in the T004.3 at step f below. If the Licensed Provider does send a T004.2, CMA will reject it.

Step e2: Scottish Water updates

Within 10 Business Days of receiving the T002.0, Scottish Water will update the CMA with the requisite SPID Data, as set out below:

Notify discount for Pseudo Water Services Supply Point [T029.1]

It is necessary to set a discount at the Pseudo Water Services See step i below for updating a discount at the Pseudo Water Services Supply Point. Scottish Water shall notify a discount at the Pseudo Water Services Supply Point using the T029.1 (Set SPID Special Arrangements) using:

- i. the D2003 Data Item within the Data Transaction T029.1; and
- ii. the value shall be 100% only in order to discount any Water Services charges for the Pseudo Water Services Supply Point; and
- iii. the effective date shall be the date from which Re-assessed Charges are to apply unless the charges are to apply from a date prior to the creation of the Pseudo Water Services Supply Point. In these circumstances, Scottish Water will be unable to notify a retrospective effective date using the T029.1 and it will be necessary for the CMA to retrospectively enter this into the Central System. Where Scottish Water is

required to back-date the application of Re-assessed Charges for a Sewerage Services only Supply Point. Scottish Water:

- Shall send the T029.1 notifying the 100% discount using the current date; and
- Shall send the CMA a retrospective amendment request to backdate the 100% discount to the date of application of Re-assessed charges.
- Shall wait until the CMA has completed the request before proceeding to notify the Connection of any Pseudo Water Services Supply Point (see step I below).

For example, to set Re-assessed Charges back to April 1st 2009, Scottish Water should contact the CMA to request that the D2003 discount at the Pseudo Water Services Supply Point is retrospectively updated. It is anticipated such requests will be on an ad hoc basis when the circumstance arises, and that the CMA will implement the request as a Retrospective Amendment under CSD0105 (Error rectification and Retrospective Amendments).

Scottish Water shall ensure that other special arrangements for the Pseudo Water Services Supply Point are commensurate with Re-assessed Charges, that is Large User Volume Agreement and 29e arrangements shall not be notified.

Service Elements [T006.2]

No Service Elements other than water supply shall be applied to the Pseudo Water Services Supply Point, and consequently a T006.2 should not be sent.

Phasing Transitional Indicator

~~D2022 Phasing Transitional Arrangement will default to False in the absence of any T029.1 notification of any value for this Data Item. The CMA will update the value of the Phasing Transitional Arrangement from the Pseudo Water Services Supply Point to the Sewerage Services Supply Point when the SPID Data is provided by the Licensed Provider at step e1.~~

~~If Scottish Water update the Phasing Transitional Arrangement prior to the SPID Data being provided by the Licensed Provider, the values for the Rateable Value, SIC and Customer Classification held at the Pseudo Water Services Supply Point at that time will also be updated to the Sewerage Services Supply Point, which will result in zero values being updated. However, in this case, a T006.0 can still be submitted by the Licensed Provider, which should contain the correct values for those Data Items, provided that it is submitted before Scottish Water complete the Connection at step j below.~~

Unmeasurable [T016.0]

For the avoidance of doubt, the D2024 Unmeasurable Indicator shall not be notified for the Pseudo Water Services Supply Point, unless the Transaction T004.3 notifying the Pseudo Meter at step f below is rejected, for example if the process steps are not followed sequentially. If this occurs, it will be necessary to notify a change to the Unmeasurable status from True to False using the Data Transaction T016.0 (Set SPID Unmeasurable Status). The effective date notified in the T016.0 shall be the same data as the Connection Date notified in the T007.0 Data Transaction at Step i below. Thereafter, Scottish Water should go to step f. Step f: Pseudo Meter Information [T004.3, T005.0 (T027.0)]

- i. Pseudo Meter information will be updated using Data Transaction T004.3 (Notify/Update Pseudo Meter Details), as follows
 - a. the Meter ID format must conform to the following configuration 06PSEUDOYYnnnnnn; where YY indicates the calendar year and nnnnnn denotes the unique numeric identifier for the Pseudo Meter.
 - b. the Meter Read Frequency: must only be value 'N', any other value will be rejected
 - c. the YVE notified to the Pseudo Water Services Supply Point will equate to the relevant Assigned Annual Water Volume having factored the Non Return to Sewer Allowance that was confirmed.
 - d. the relevant Non Return to Sewer Allowance.
 - e. the Chargeable Meter Size and Sewerage Chargeable Meter Size shall be notified as 20mm only, any other value will be rejected.
 - f. the Free Descriptor shall include reference to the fact that Pseudo Meter arrangements apply, namely "PSEUDO METER".
- ii. Scottish Water will also provide the CMA with an Initial Read for the Pseudo Meter using Data Transaction T005.0 (Meter Read), which shall
 - a. be provided in a T005.0 sent within 2 Business Days of the T004.3 above; and
 - b. have a Reading Date no later than the Connection Date to be notified in the T007.0 at step i below, i.e. the date from which Re-assessed Charges are to apply; and
 - c. notify no other read value than zero.

Trade Effluent

A Pseudo Water Supply Point should also be established by Scottish Water where Sewerage Services only are provided and a Private Meter is to be registered for either sewerage or Trade Effluent purposes. In this case, the Pseudo Water Supply Point should be established as described in CSD0101 and should be associated with the relevant Sewerage Services Supply Point.

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

Within 1 Business Day of receipt of the T004.3 (Notify/Update Pseudo Meter Details) and T005.0 (Meter Read), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider(s) of the Pseudo Meter information, using Data Transactions T004.1 (Notify Meter Details), T005.2.(Meter Read).

As the Pseudo Meter is also a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new Pseudo Meter information, at the same time that it notifies the Water Services Licensed Provider, using the Data Transactions listed above.

Step h: Licensed Provider actions

Licensed Providers will take account of the Meter Read Frequency being established as 'N' and shall update their systems and processes accordingly such that they are aware that a Pseudo Meter arrangement is in force and consequently Meter Reads from an LP, are not submitted; and the applicable Non Return to Sewer Allowance (or Non-Domestic Allowance) which will be applied to the YVE (as notified in the T004.1 above) in the Settlement Reports.

Step i: Scottish Water notifies Connection Date to CMA (T007.0)

Scottish Water shall only issue Data Transaction T007.0 (Notify Connection Complete (WS)), after the T004.3 and T005.0 have been accepted and where any CMA action under CSD0105 in respect of the retrospective update to the D2003 discount has been completed. The Data Item D2013 Connection Date in the T007.0 shall be the date from which Re-assessed Charges are to be applied. Scottish Water is reminded of the requirements of Step f2 above, such that the Initial Read date shall not post-date the Connection Date.

Step j: CMA notifies WS Licensed Provider [T007.2]

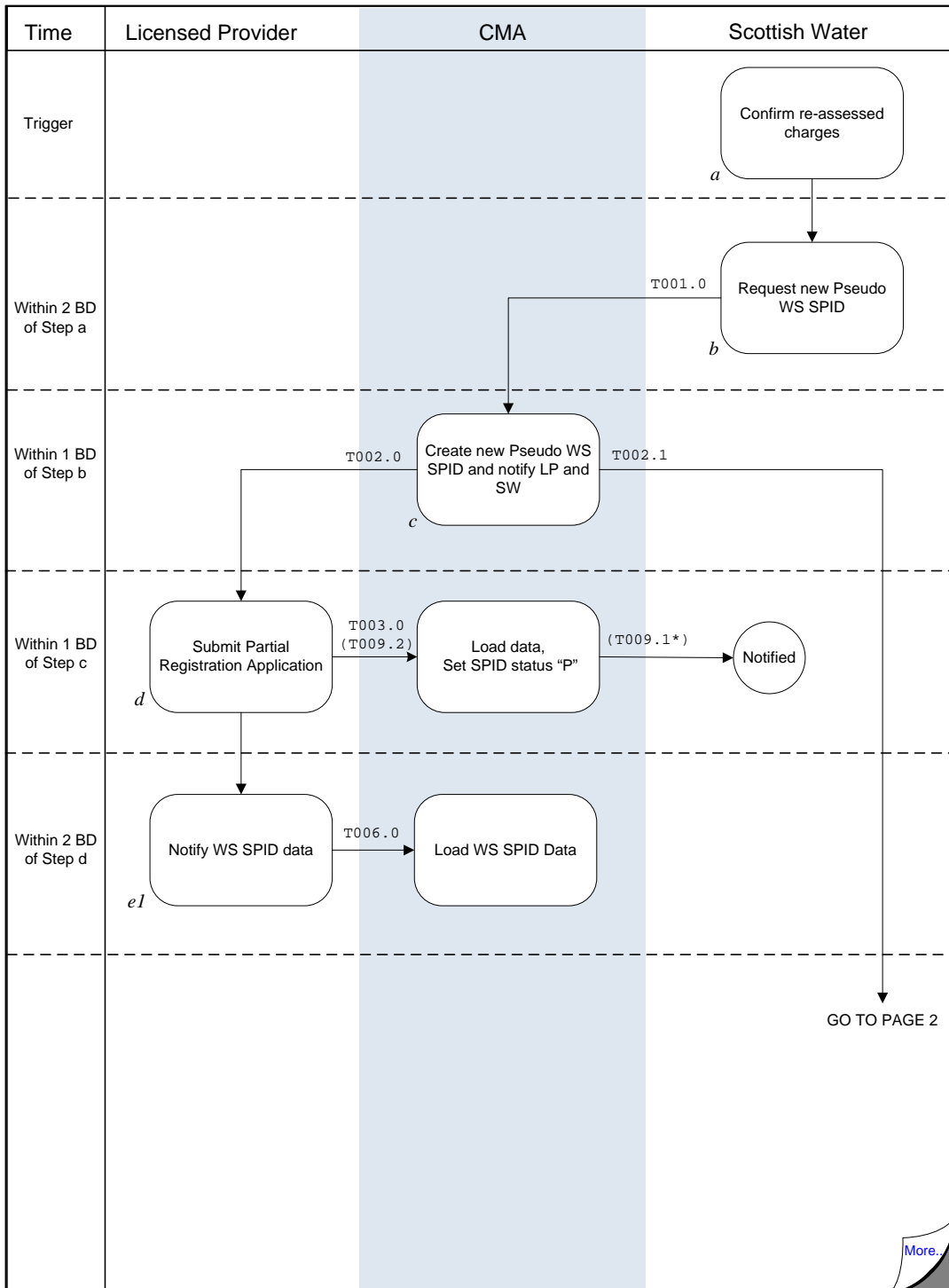
Within 1 Business Day of accepting the T007.0, the CMA shall notify the Licensed Provider Registered to the Pseudo Water Services Supply Point of the Connection Date, using Data Transaction T007.2 (Notify Connection).

As the Pseudo Meter is also a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new Pseudo Meter information, at the same time that it notifies the Water Services Licensed Provider, using the Data Transaction noted above.

7.2.2 Process Diagram

Addition of a Pseudo Meter to an existing Sewerage Services only Supply Point

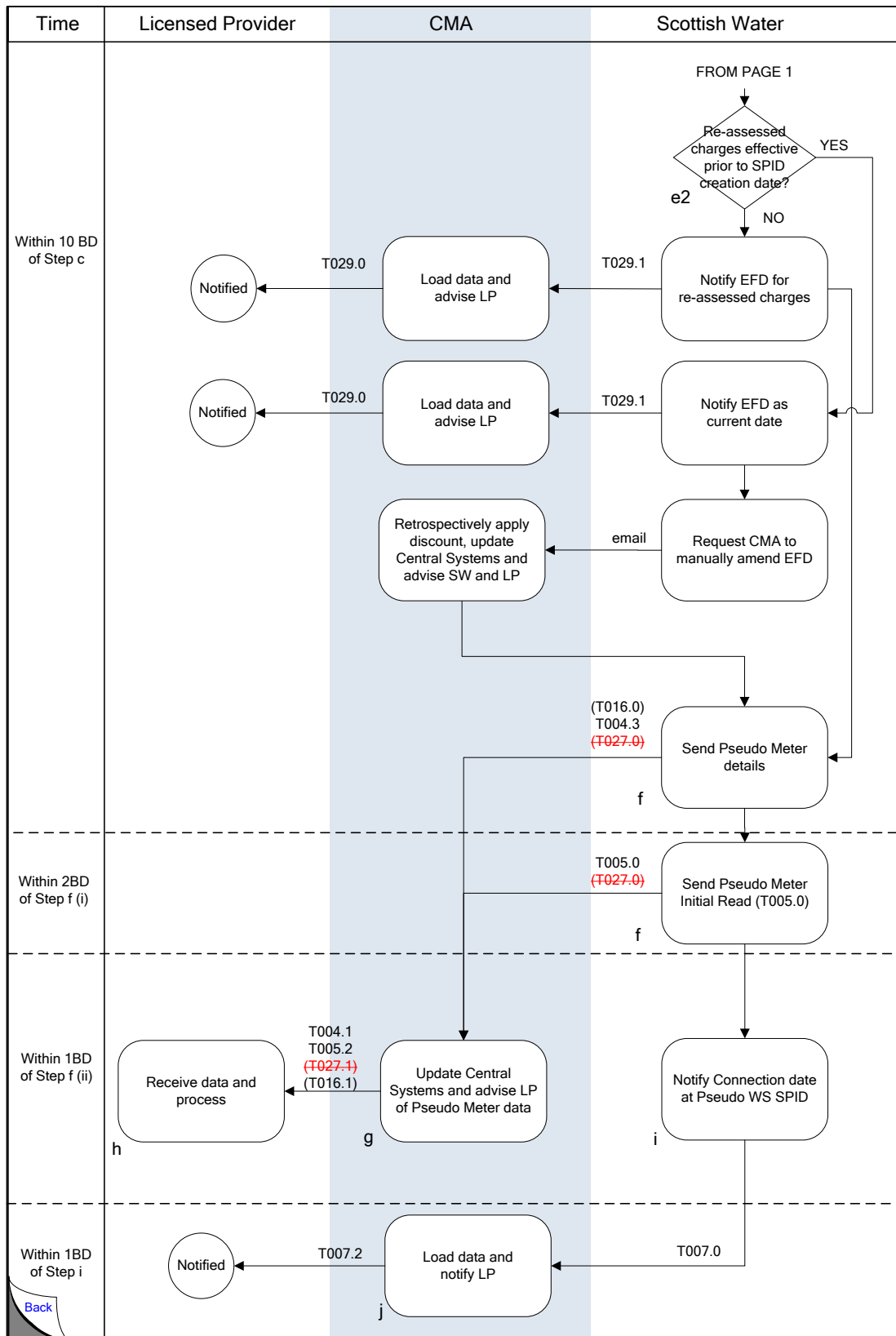
Created 20th May 2009



* Triggered by receipt of T009.2 from LP

Addition of a Pseudo Meter to an existing Sewerage Services only Supply Point

Updated March 2011



7.2.3 Interface and Timetable Requirements

Obtain Pseudo WS SPID and Notify Pseudo Meter information for a SS only SPID

Maintenance of a Pseudo WS SPID shall be managed under Section 7.3 or 7.4, as appropriate. Conversion of a Pseudo WS SPID in the event of it receiving a water supply shall be managed under Section 7.5

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	indicative Data Txn ID
a	D	Successful reassessment request	SW	internal		Operational Code	-	-
b	S	Request new Pseudo WS SPID	SW	CMA	within 2 BD of step a	SW shall only request additional WS SPID and shall reference existing SS SPID. SW shall use the same SPID address as at the SS SPID except for Free descriptor, see below The LP nominated in the T001.0 shall be the same as the LP registered to the SS SPID. D2023 New Connection type shall be CU. D5001 Free Descriptor shall include <u>the information 'PSEUDO WS SPID'</u> to denote that the WS SPID is a Pseudo SPID for SS only Re-assessed volume. <u>This will enable the LP to identify this from the T002.0 sent by the CMA at step c below</u>	5.16.2	T001.0
c	S	Process T001.0 and notify SW and LP	CMA	SW & WS LP	Within 1 BD of step b			T002.0, T002.1
d	S	Submit Partial Registration Application	LP	CMA	Within 2 BD of step c	The LP Registered to the SS SPID shall Register the Pseudo WS SPID		T003.0
e1 & e2	S	Notify WS SPID Data	LP/SW	CMA	Within 2 BD of step c	LP <ul style="list-style-type: none"> D2011 Rateable Value, D2005 Customer Classification and D2008 SIC Code 		T006.0

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	indicative Data Txn ID
						<p>should be sent for the Pseudo WS SPID, using the values as held at the SS SPID.</p> <ul style="list-style-type: none"> Refer to Section 7.2.1 if T006.0 not sent before SW notifies Connection. <p>SW</p> <ul style="list-style-type: none"> D2003 discount 100% should be notified using a T029.1 UNLESS the Re-assessed Charges for the SS only SPID are to be effective prior to the creation date of the Pseudo WS SPID, in which case SW should contact the CMA to request a retrospective update to the D2003. D2022 Phasing Transitional Indicator will default to False T006.2 not required (as Service Elements other than a water supply are not applicable at the Pseudo WS SPID) D2024 Unmeasurable Indicator should not be notified for the Pseudo WS SPID. 		
f	S	Send Pseudo Meter data & Initial Read	SW	CMA	T004.3 - following step b above and within 2 BDs of step a T005.0 – within 2 BDs of T004.3 above	<p>Ensure that the Pseudo Meter information complies with the requirements in CSD0104 and is sent using the Pseudo WS SPID.</p> <ul style="list-style-type: none"> YVE sent to Pseudo WS SPID shall factor in the Non return to Sewer Allowance to be applied to the assigned volume <p>Ensure that Meter Read Type is Initial (I) in order to activate the Pseudo Meter information.</p>		T004.3 T005.0
g	S	Update Central Systems & notify LP	CMA	LPs	Within 1 BD of step c	Also advise SS LP of Pseudo Meter information & Initial Read		T004.1 T005.2

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	indicative Data Txn ID
		of updated Pseudo Meter data						
h	A	LPs update their processes to note Pseudo WS SPID and ensure Meter Reads submitted by an LP, are not sent to the CMA and take due note of the YVE to be applied.	LPs	Internal	Following step g	The D5001 in the T002.0 sent at step c shall indicate that it is a Pseudo WS SPID in the Free Descriptor field D3011 Meter Read Frequency N shall be the primary indicator that a Pseudo Meter is in place. Other factors are: <ul style="list-style-type: none"> D5001 Free Descriptor information highlights that Pseudo Meter arrangements apply; The absence of address details for the meter in the T004.1 	-	-
i	S	Notify Connection Date at Pseudo WS SPID	SW	CMA	Following Step g1, where T009.1 value is OK	Conn Date shall be the date the Re-assessed volume is to be effective.		T007.0
j	S	CMA processes T007.0 and notifies LPs	CMA	LPs	Within 1 BD of Step i	CMA commences charges for Pseudo Meter from Connection Date. Note: Schedule 3 discount of 100% will nullify any charges at Pseudo WS SPID.		T007.2

7.3 Scottish Water provides a water supply at a Pseudo Water Services Supply Point with a Pseudo Meter

Where Scottish Water receives an application to provide a water supply at a Pseudo Water Services Supply Point (i.e. the Supply Point previously only received Sewerage Services) it is necessary to reconfigure the Pseudo Water Services Supply Point to a Water Service Supply Point so that Water Services can commence. The alternatives are:

- Revision to a Water Services Supply Point with no change to the Pseudo Meter information– see 7.5.1; or
- Revision to a Water Services Supply Point with coincident changes to the Pseudo Meter information, namely Assigned Annual water volume(s) and/or Non return to Sewer Allowance – see 7.5.2;
- Revision to a Water Services Supply Point coincident with the installation of a physical meter – see 7.5.3.

It will also be necessary for Scottish Water to consider whether any other changes need to be applied.

7.3.1 Revision to a Water Services Supply Point with no change to the Pseudo Meter information

This section does not include installation of a physical meter - if the meter is to be installed:

- subsequent to the water supply being provided, the process in Section 7.4 (Replace Pseudo Meter with a physical meter) should be followed; or
- at the same time that the water supply is provided, Section 7.5.3 (Reconfiguration to Water Services Supply Point with coincident physical meter installation) should be followed.

This section does not include coincident changes to the Pseudo Meter information. – if the Pseudo Meter information is changed:

- at the same time that the water supply is provided, Section 7.5.3 should be followed
- subsequent to the water supply being provided, the process in Section 7.3.1 (Revise Pseudo Meter parameters) or 7.3.2 (Revise Non Domestic Allowance) should be followed.

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

7.5.1.1 Description of the Process Diagram Steps

Step a: Water supply provided at a Pseudo Water Services Supply Point

Within 2 Business Days of providing a water supply at a Pseudo Water Services Supply Point, Scottish Water shall notify the CMA of the change to the Pseudo Water Services Supply Point as set out below.

Step b: Scottish Water revise discount for water volume [T029.1]:

Scottish Water shall notify a change to the 100% discount using the data transaction T029.1 (Notify SPID Special Arrangements) and updating Data Item D2003 to a value of 0%. The effective date for this change should be the date from which the water supply was provided and therefore Re-assessed Charges should apply for the water volume.

The modification of the Data Item D2003 to a value of 0% means that the Pseudo Water Services Supply Point is to become a Water Service Supply Point

Step c: CMA notifies Licensed Provider [T029.0]:

The CMA will notify the Licensed Provider using the T029.0 (Notify SPID Special Arrangements) within 1 Business Day of accepting the T029.1.

~~Step d: No changes to other Pseudo information are made~~

~~The D2022 Phasing Transition Indicator shall remain as False (as Pseudo Meter Arrangements retained) so no T029.1 update for this Data Item is required.~~

Step e: Licensed Provider (WS) updates SPID Address Free Descriptor details [T012.0]

Within 2 Business Days of receiving notification in the T029.0 (at step c above) of the modification to a 0% discount in the revised Data Item D2003, the Water Services Licensed Provider shall send Data Transaction T012.0 (Update SPID Data) to update the Supply Point Address to amend the reference to a PSEUDO WATER SPID in the D5001 Free Descriptor field. The information notified shall include all relevant address information as applicable to the Supply Point and the D5001 information shall note 'CONVERTED PSEUDO WS SPID' Licensed providers should note that the discount will not be applied to the Water Services Supply Point with effect from the date notified in the T029.0 above, and that the Pseudo Meter has been retained at the Water Services Supply Point and remains a Related Water Supply Meter.

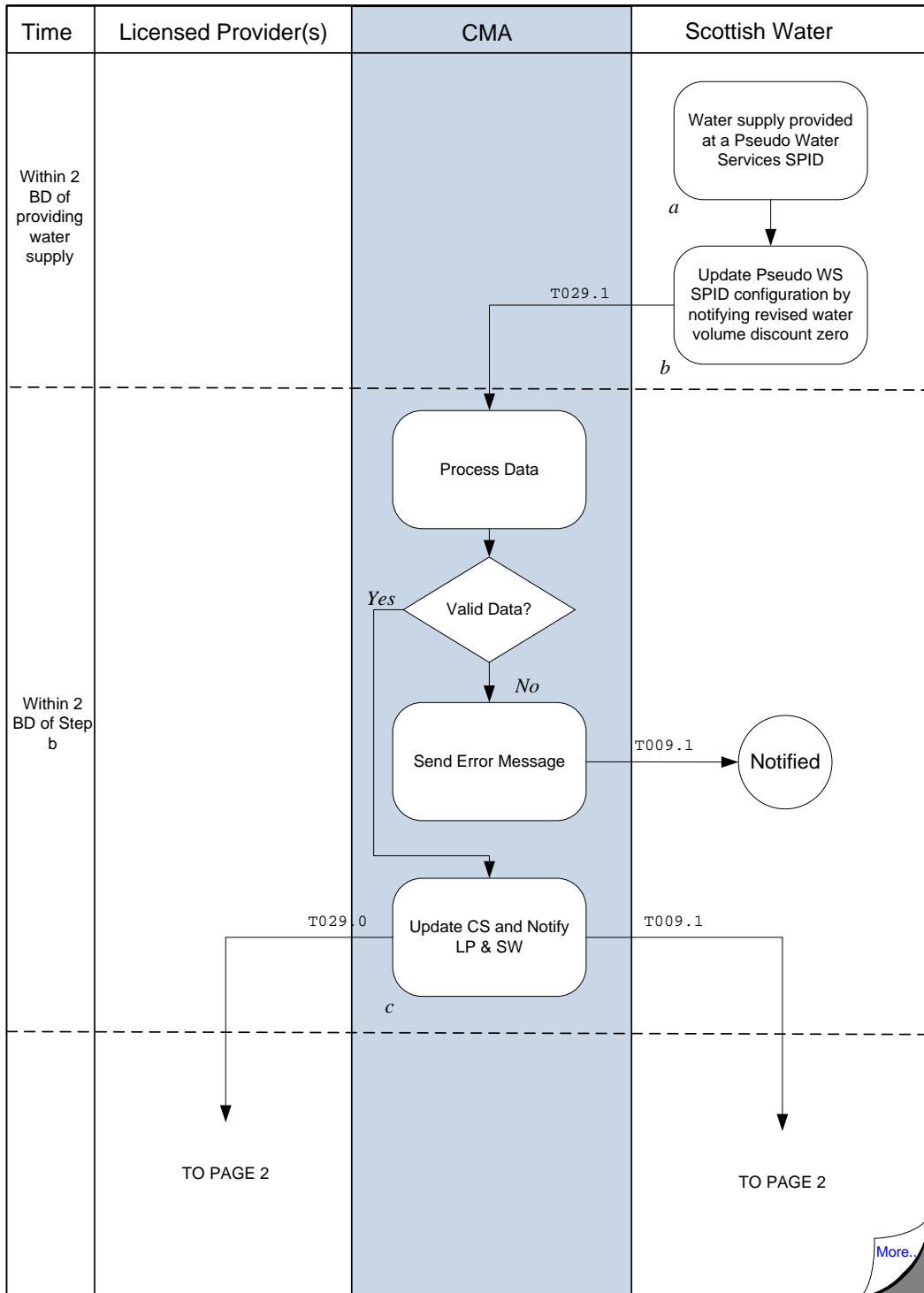
Step f: CMA updates Central Systems

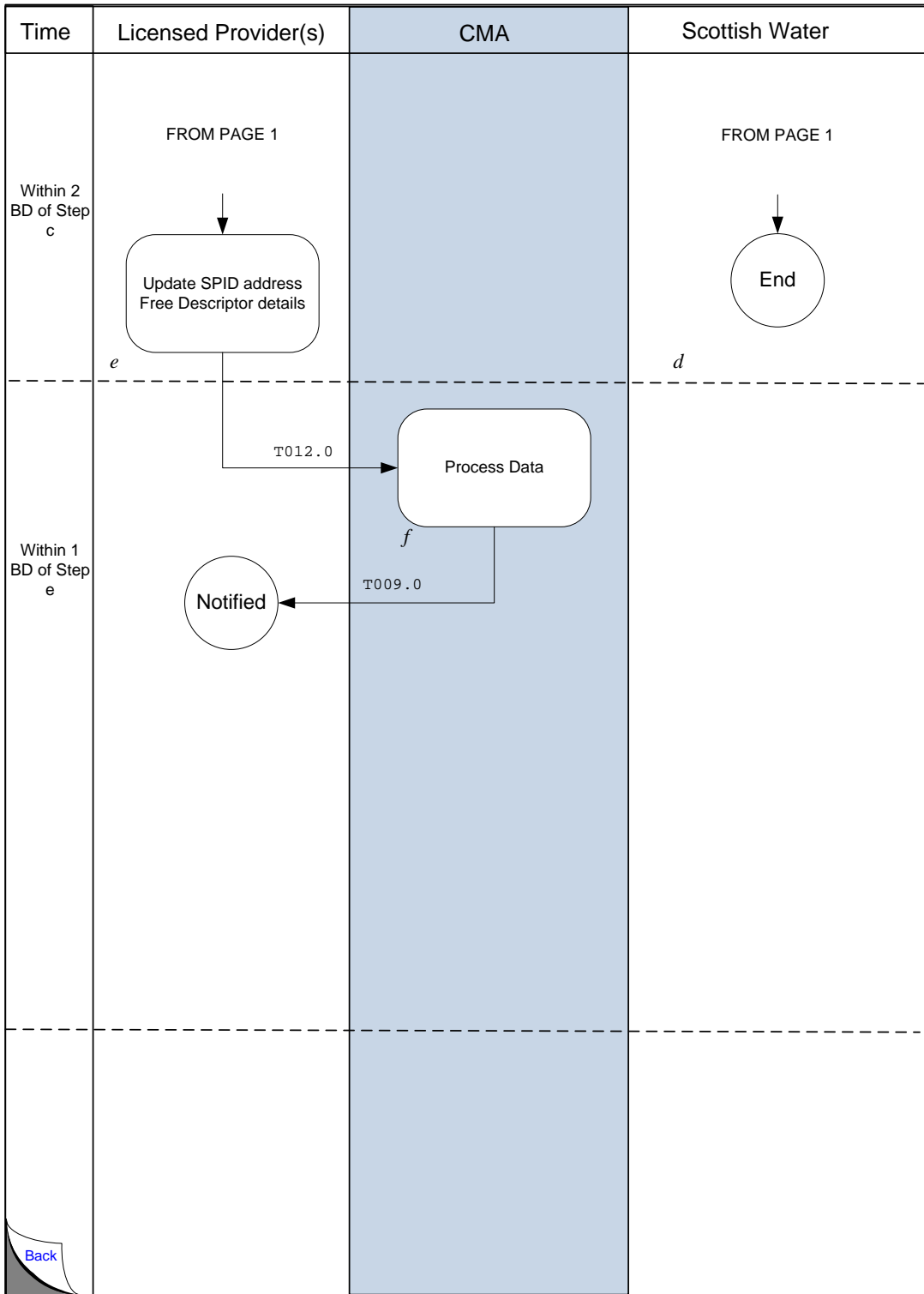
The CMA will update the Central Systems with the revised SPID Address information.

7.5.1.2: Process Diagram:

Revision to Water Services SPID with no change to the Pseudo Meter information

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7.5.1.3: Interface and Timetable Requirements: Revision to a Water Services SPID with no change to Pseudo Meter information

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Indicative Txn ID
a	A	Water supply provided at a Pseudo Water Services SPID	SW	internal	Within 2 BDs of providing water supply	Operational Code Section 7.5.1 only considers provision of a water supply with no change to the Pseudo Meter. Sections 7.5.2 or 7.5.3 should be followed if changes to the Pseudo Meter or installation of a physical meter is undertaken at the same time as provision of a water supply.	5.16.4	N/A
b	S	Scottish Water update Pseudo WS SPID configuration by notifying revised water volume discount details	SW	CMA	Following step a	Data Item D2003 Schedule 3 should be set to 0% with an effective date equivalent to the date from which the discount is to be dis-applied NB the T029.1 at this step shall not revise the Data Item D2022 Phasing Transition Arrangement as the existing Pseudo Meter Arrangements are to remain in place.		T029.1
c	S	Process T029.1 & notify SW and LPs	CMA	SW LPs	Within 1 BD of step B	If T029.1 invalid send error to SW using existing processing.		T009.1 T029.0

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Indicative Txn ID
d	D	All other Pseudo Arrangements details to be retained	SW	Internal	At step A			N/A
e	S	Licensed Provider (WS) updates SPID address Free Descriptor details	WS LP	CMA	Within 2 BDs of Step C	Receipt of T029.0 at step c above modifying Data Item D2003 discount from 100% to 0%, thus indicating that a water supply is now applicable and the Pseudo WS SPID is now converted to a WS SPID. NB All other existing SPID address details must be included in the T012.0 in order to prevent overwrite of address information with blank fields		T012.0
f	A	Process T012.0, notify LP and update Central Systems	CMA	Internal	Within 1 BD of acceptance of T012.0 above	D5001 Free Descriptor should note 'Converted from Pseudo WS SPID'. NB All other existing SPID address details must be included in the T012.0 in order to prevent overwrite of address information with blank fields		T009.0

