

Balancing and Settlement Code

BSC PROCEDURE

SUPPLIER VOLUME ALLOCATION STANDING DATA CHANGES

BSCP507

Version 15.0

Date : 5 November 2015

BSC Procedure 507**relating to****Supplier Volume Allocation Standing Data Changes**

1. Reference is made to the Balancing and Settlement Code (the Code) for the Electricity Industry in Great Britain and, in particular, to the definition of "BSC Procedure".
2. This is BSC Procedure 507, Version 15.0 relating to Supplier Volume Allocation Standing Data Changes.
3. This BSC Procedure is effective from 5 November 2015
4. This BSC Procedure has been approved by the Panel.

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AMENDMENT RECORD

Version	Date	Description of Changes	CRs Included	Mods Panel Ref
1.0	Code Effective Date	Re-badging version.		
2.0	Code Effective Date	Approved for use by the Panel.		
3.0	02/07/02	Changes relating to the reduction in Gate Closure time period embodied for P12.	AR1220	SVG/17/204
4.0	03/02/03	SVA Documentation Batch Release.	CPs 518, 668, 680, 786	SVG/22/275
5.0	24/06/03	Changes for the CVA Programme June 03 Release.	CP695	
7.0 ¹	01/08/03	Updated for Modification P62.	P62	SVG/29/390
8.0	30/06/2004	Change proposal for the CVA Programme June 04 release	CP971	SVG/40/004
9.0	03/11/2004	Change Proposal for the CVA Programme Nov 04 release	CP1032	TDC/58/03
10.0	23/02/2005	SVA February 2005 Release and BETTA 6.3	P159, CP942, CP1091 and BETTA 6.3	SVG/47/004
11.0	23/02/2005	SVA February 2006 Release	CP1093, CP1130	SVG/51/003 SVG/53/002
12.0	22/02/2007	February 2007 Release	CP1156, CP1176	SVG/62/03 SVG67/17 ISG68/02
13.0	23/08/2007	P197 Release	P197	P/115/04
14.0	05/11/09	November 2009 Release	CP1278 v 2.0	ISG100/01 SVG100/02
15.0	05/11/15	November 2015 Release	P300	P228/06

¹ Version 6.0 was not issued due to an administrative error.

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1. Introduction

1.1 Scope and Purpose of the Procedure

The purpose of this procedure is to ensure maintenance of an accurate, up-to-date set of Supplier Volume Allocation standing data. The standing data is used by the Supplier Volume Allocation Agent (SVAA) to ensure the correct working of its internal processing and by the Central Registration Agent (CRA) for use in maintaining a list of BSC Agent details. The procedure covers the management and control of **all** changes made to the standing data in the Supplier Volume Allocation, System with the exceptions of:

- SVA Metering System data registered in SMRS; and
- Market Domain Data (MDD) which is handled exclusively in BSCP509 (Changes to Market Domain Data)²; and
- Data Aggregator standing data changes which are required to be implemented for a Settlement Date only to enable a Supplier Volume Allocation Run to be completed. These changes are processed by the SVAA as contractual obligations and raised as problems with the ~~National Help Desk (NHD)~~[BSC Service Desk](#).

Changes can be as the result of a request to add, change or delete individual standing data items.

1.2 Main Users of Procedure and their Responsibilities

The main users of this procedure are:

- Suppliers, via their relevant authorised signatory or alternatively their nominated Non Half Hourly (NHH) Balancing Mechanism (BM) Unit representative, to raise / confirm Supplier / Supplier Agent and NHH BM Unit changes.
- The Balancing and Settlement Code Company (BSCCo) who authorises Supplier / Supplier Agent related changes.
- The SVAA who notifies the CRA of changes to the SVAA contact details.
- The SVAA who processes any changes to the Supplier / Supplier Agent standing data and notifies the relevant Supplier of such changes via a monthly report; and
- The SVAA who processes any change to the NHH BM Unit Supplier Volume Allocation standing data. Prior to providing any NHH BM Unit data to the SVAA, Suppliers are required to ensure that their relevant authorised signatory or nominated NHH BM Unit representative has been registered as a relevant Authorised Person in accordance with BSCP38.

² MDD also maintains information regarding the GSP Groups in which Licensed Distribution System Operators (LDSOs) and Supplier Meter Registration Agents (SMRAs) are operating.

1.3 Use of the Procedure

The key milestones for changes to standing data are established as follows:

- Following a Supplier's initial entry into the market, Supplier and Supplier Agent related standing data must be provided no later than five Working Days (WD) after the first Supply Start Date (SSD) for the Supplier appointment in the GSP Group.
- Following the initial registration of standing data, subsequent updates must be confirmed by the Supplier no later than ten WD following receipt of a monthly report of Standing Data changes from SVAA.

The Supplier must ensure that Non Half Hourly Balancing Mechanism (BM) Unit changes are received by the SVAA no later than Gate Closure for the period to which the BM Unit applies. BM Unit changes provided after this timescale will not be processed by the SVAA.

The SVAA must ensure that any changes to their contact details must be provided to the CRA within 1 WD of those changes becoming effective.

The remaining sections in this document are :

- Section 2 - This section is no longer in use.
- Section 3 - Interface and Timetable Information: this section defines in detail the requirements of each business process.
- Section 4 - Appendices: this section contains relevant supporting information. In addition, Appendix 4.1.1 Data Flows contains references to the ~~BSC~~ SVA Data Catalogue.

1.4 Balancing and Settlement Code Provision

This BSC Procedure has been produced in accordance with the provisions of the Balancing and Settlement Code (the Code). In the event of an inconsistency between the provisions of this BSC Procedure and the Code, the provisions of the Code shall prevail.

1.5 Associated BSC Procedures

BSCP11	Trading Queries and Trading Disputes
BSCP38	Authorisations
BSCP508	Supplier Volume Allocation Agent
BSCP509	Changes to Market Domain Data
BSCP515	Licensed Distribution
BSCP533	PARMS Data Provision, Reporting and Publication of Peer Comparison Data
BSCP537	Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs

1.6 Acronyms and Definitions

1.6.1 Acronyms

The terms used in this BSC Procedure are defined as follows:

AFYC	Average Fraction of Yearly Consumption
BCA	BSC Change Administrator
BM	Balancing Mechanism
BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
BSCP	Balancing and Settlement Code Procedure
CRA	Central Registration Agent
GSP	Grid Supply Point
LDSO	Licensed Distribution System Operator
MDD	Market Domain Data
NHD	National Help Desk
PARMS	Performance Assurance Reporting and Monitoring System
PC	Profile Class
Ref	Reference
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
SSC	Standard Settlement Configuration
SSD	Supply Start Date
SSR	Supplier Settlement and Reconciliation
SVA	Supplier Volume Allocation
SVAA	Supplier Volume Allocation Agent
WD	Working Day

1.6.2 Definitions

Full definitions of the above acronyms are, where appropriate, included in the Balancing and Settlement Code.

Effective Date - The date from which the SVA Settlement standing data change will become effective.

Self-Service Gateway - An online portal, accessible through the BSC Website, that allows authorised users to provide and maintain registration data, including (but not limited to) the data defined in this BSCP.

All other terms are as defined in the Balancing and Settlement Code.

2. This Section is no longer in use.

3. Interface and Timetable Information

3.1 Supplier / Supplier Agent Standing Data Changes

The following process shall be used upon initial market entry of a Supplier and in cases where a Supplier wishes to notify the SVAA of any subsequent updates. Other changes to standing data are managed through Section 3.4 of this BSCP507, 'Approval of Automatic Standing Data Updates'.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	a) Following initial market entry, no later than 5 WD after the SSD for a Supplier appointment. b) Subsequent to initial market entry, as required by the Supplier.	Authorised signatory to send the BSCP507/01A Form to SVAA.	Supplier.	SVAA.	Details of Supplier / Supplier Agent appointments including the effective date of the relationship starting and (if applicable) ending for the GSP Group(s). Complete Form BSCP507/01A, Part A.	Fax / Email.
3.1.2	Within 1 WD of 3.1.1.	Log details of the Form.	SVAA.		Complete Form BSCP507/01A, Part B.	Internal Process.
3.1.3	Within 1 WD of 3.1.2	Verify authorised signatory details.	SVAA.		Form BSCP507/01A, Part B Relevant authorised signatories list	Internal Process
3.1.4	If required, within 1 WD of 3.1.3	Resolve any problems with the authorised signatory details. If the authorised signatory details cannot be accepted, reject form and inform Supplier of reasons for rejection.	SVAA. SVAA.	BSCCo. Supplier.	Form BSCP507/01A, Part A Relevant authorised signatories list Notification of rejection, including reasons for rejection	As agreed.
3.1.5	Where there are any queries with the changes requested on the form, on same day as 3.1.2.	Liaise with the Supplier to resolve any issues.	SVAA.	Supplier.		Fax / Email

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.6	Within 1 WD of successful verification of both: a) authorised signatory details; and b) changes requested..	Implement changes requested in the SVA System.	SVAA.		Complete Form BSCP507/01A, Part B. Proceed in accordance with BSCP508.	Internal Process.
3.1.7	Within 1 WD of 3.1.6.	Send notification to Supplier that change(s) incorporated in the SVAA. System.	SVAA.	Supplier.	Form BSCP507/01A.	Fax / Post / Email.

3.2 Non Half Hourly Balancing Mechanism Unit Standing Data Changes³

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	To be received by SVAA no later than Gate Closure for the Settlement Period to which BM Unit applies.	Send the NHH BM Unit Allocation / revised NHH BM Unit Allocation change proposal (following rejection of change proposal by SVAA).	Supplier. ⁴	SVAA.	Form BSCP507/02. P0185 NHH BM Unit Allocation.	Fax / email.
3.2.2	Following 3.2.1 and by Gate Closure for the Settlement Period to which BM Unit applies.	Log change proposal.	SVAA.		Confirmation to date and timestamp all change requests received up to and including Gate Closure on every day of the year.	Internal Process.
3.2.3	Within 1 WD of 3.2.2.	Load and validate change.	SVAA.		Check: <ol style="list-style-type: none"> that Supplier is a valid Supplier in Market Domain Data. That change is valid for the Supplier / GSP Group combination. That new BM Unit allocation is not inconsistent with existing BM Unit allocation for same PC/SSC/GSP Group/Supplier combination. That new BM Unit allocation for the PC/SSC/GSP Group combination is associated with AFYC data. The date and timestamp indicated on the confirmation: <ol style="list-style-type: none"> If date and timestamp after Gate Closure then BM Unit invalid for 	Internal Process.

³ Suppliers should note the following:

- If an NHH BM Unit Allocation is only required to be effective for a particular Settlement Day, Form BSCP507/02 should be submitted with dates in both the Effective From and Effective To fields;
- Non Half Hourly consumption will be allocated to the Base BM Unit by default, without any need to submit additional allocations;
- Specifying an Effective To date will terminate an allocation to an additional BM Unit once the date has been reached.

⁴ The originator of the NHH BM Unit data must be authorised in accordance with BSCP38.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
					<p>use for period indicated in change request. Proceed to 3.2.4</p> <p>b) If date and timestamp prior to Gate Closure then BM Unit valid for use for period indicated in change request. Proceed to 3.2.5.</p>	
3.2.4	Within 1 WD of 3.2.2.	If BM Unit Allocation invalid, send rejection of BM Unit Allocation. Return to 3.2.1 if Supplier wishes to provide revised change proposal.	SVAA.	Supplier.	P0035 Invalid Data.	Fax / email.
3.2.5	Within 1 WD of 3.2.2.	If BM Unit Allocation valid send confirmation of acceptance of BM Unit Allocation.	SVAA.	Supplier.	Form BSCP507/02. Proceed in accordance with BSCP508.	Fax / email.
<i>If Supplier notices an error</i>						
3.2.6	Within 1 WD of identifying the error	Notify SVAA of error in BM Unit Allocation.	Supplier.	SVAA.	Details of suspected error.	Fax / email
3.2.7	On same day as 3.2.6	Notify BSCCo of detection of error by Supplier or SVAA.	SVAA	BSCCo	Details of suspected error.	Fax / email
3.2.8	Within 1 WD of 3.2.7	Decide whether the BM Unit Allocation should be modified for the Supplier.	BSCCo			Internal Process
3.2.9	On same day as 3.2.8	Inform SVAA of the decision.	BSCCo	SVAA	Details of change required.	Fax / email
3.2.10	Within 1 WD of 3.2.9	If instructed, modify the BM Unit Allocation for the Supplier.	SVAA			Internal Process
3.2.11	Once every week	Send BSCCo a summary of BM Unit Allocations covering the previous 5 days, listing those BM Unit Allocations entered correctly and those that required additional alteration.	SVAA	BSCCo	P0209 Summary of NHH BM Unit Allocation Standing Data Changes.	Email

3.3 SVAA Contact Detail Standing Data Changes

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	Within 1 WD of change(s) becoming effective.	Send SVAA contact detail change(s).	SVAA.	CRA.	P0194 Receive BSC Agent Details.	Manual Process / Self-Service Gateway .
3.3.2	Within 1 WD of 3.3.1.	Log and validate change proposal.	CRA.			Internal Process.
3.3.3	Within 1 WD of 3.3.2.	Send rejection of change(s).	CRA.	SVAA.	P0035 Invalid Data.	Manual Process.
3.3.4	Within 1 WD of 3.3.2.	Send confirmation of acceptance of change(s).	CRA.	SVAA.	P0195 Issue Registration Report.	Manual Process / Self-Service Gateway .

3.4 Approval of Automatic Standing Data Updates

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	Within 3 WD of any updates to relevant authorised signatories list	Issue relevant authorised signatories list.	BSCCo.	SVAA.	Relevant authorised signatories list	Email
3.4.2	By 3 rd WD of each month	Issue report of all Standing Data changes made in the previous calendar month.	SVAA.	Supplier. BSCCo.	P0219 Standing Data Changes for Supplier in a GSP group P0220 Standing Data Changes for Supplier/Data Aggregator in a GSP group P0219 and P0220 Instructions for Suppliers Form BSCP507/01B	Email
3.4.3	Within 10 WD of 3.4.2	Review P0219 and P0220 data.	Supplier.			As agreed.
3.4.4	Within 10 WD of 3.4.2	If the changes are not consistent with the Supplier's view of the Appointment of the Data Aggregator, Supplier to correct the issue accordingly.	Supplier.	HHDA. NHHDA.	The association marked Y in the Accept Action or Reject Action columns from the P0219 and/or P0220 flow(s)	As agreed.
3.4.5	Within 10 WD of 3.4.2	If the changes are consistent with the Supplier's view of the Appointment of the Data Aggregator, accept or reject each change (providing alternative date ranges if necessary).	Supplier.	SVAA. BSCCo.	P0219 Standing Data Changes for Supplier in a GSP group P0220 Standing Data Changes for Supplier/Data Aggregator in a GSP group Form BSCP507/01B, Part A For details on completing the forms see the Instruction Sheet which is provided with the P0219 and P0220 emails	Email/Fax

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.6	Within 1 WD of receipt of P0219 and P0220	Log P0219 and P0220 forms.	SVAA.		P0219 Standing Data Changes for Supplier in a GSP group P0220 Standing Data Changes for Supplier/ Data Aggregator in a GSP group Form BSCP507/01B	Email/Fax
3.4.7	Within 1 WD of 3.4.6	Verify authorised signatory details.	SVAA.		Form BSCP507/01B, Part B	Internal Process
3.4.8	Within 1 WD of 3.4.6	Resolve any problems with the authorised signatory details. If the authorised signatory details cannot be accepted, reject form and inform Supplier of reasons for rejection.	SVAA. SVAA.	BSCCo. Supplier.	Form BSCP507/01B, Part A Relevant authorised signatories list Notification of rejection, including reasons for rejection	As agreed.
3.4.9	Within 1 WD of 3.4.6	Resolve any problems on P0219 and P0220 flows.	SVAA.	Supplier.	P0219 Standing Data Changes for Supplier in a GSP group P0220 Standing Data Changes for Supplier/ Data Aggregator in a GSP group	As agreed.
3.4.10	Within 5 WD of 3.4.6	Implement changes in SVA System, based upon information provided by Suppliers in the P0219 and P0220 flows. Confirm implementation.	SVAA.	Supplier.	P0219 Standing Data Changes for Supplier in a GSP group P0220 Standing Data Changes for Supplier/ Data Aggregator in a GSP group Form BSCP507/01B, Part C	Email/Fax

3.5 LDSO Standing Data Changes

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	Annually, by 40 Calendar Days before 1 April each year.	Send Standard Settlement Configuration and Time Pattern Regime combination to be used to report aggregated HH data for each relevant Line Loss Factor Class.	LDSO	SVAA	P0239 Mapping Data for HH Aggregated Metering Systems.	Electronic or other method as agreed.
3.5.2	Following 3.5.1.	Enter LDSOs mapping data and validate against the received data.	SVAA		P0239 Mapping Data for HH Aggregated Metering Systems.	Internal Process.
3.5.3	Following 3.5.2.	Notify relevant LDSO that its mapping data has been processed.	SVAA	LDSO		Electronic or other method as agreed.

4. Appendices

4.1 Supplier Volume Allocation Standing Data

4.1.1 Data Flows

The following table contains a list of the data flows which may be changed over time using this BSC Procedure.

The 'DC Flow Ref' column provides the data flow references in the BSC SVA Data Catalogue. References that begin with a 'P' have an equivalent BSC SVA Data Catalogue data flow.

Data Flow	DC Flow Ref	From	To
Supplier in a GSP Group	P0030	Supplier	SVAA
Data Aggregator in a GSP Group	P0031	Supplier	SVAA
Data Collector in a GSP Group	P0032	Supplier	SVAA
Acknowledgement	P0024	SVAA	Supplier
Invalid Data	P0035	SVAA	Supplier
NHH BM Unit Allocation	P0185	Supplier	SVAA
Receive BSC Agent Details	P0194	SVAA	CRA
Issue Registration Report	P0195	CRA	SVAA
Standing Data Changes for Supplier in a GSP group	P0219	SVAA	Supplier, BSCCo
Standing Data Changes for Supplier in a GSP group	P0219	Supplier	SVAA, BSCCo
Standing Data Changes for Supplier/ Data Aggregator in a GSP group	P0220	Supplier	SVAA, BSCCo
Standing Data Changes for Supplier/ Data Aggregator in a GSP group	P0220	SVAA	Supplier, BSCCo

4.1.2 Business Events triggering SVA Settlement Standing Data Changes

The following business events will trigger changes to Supplier Volume Allocation standing data:

4.1.3 Supplier starts or stops trading in a GSP Group

This is triggered, for example, by the Change of Supplier event. This triggers a change at the GSP Group for a given Supplier.

4.1.3.1 Data Aggregator starts or stops operating in a GSP Group

This may be triggered, for example, by the Change of Supplier event or by a Supplier appointing a new Data Aggregator or changing an existing Data Aggregator. This triggers a change for a Data Aggregator / Supplier relationship at a given GSP Group.

4.1.3.2 Data Collector starts or stops operating in a GSP Group

This may be triggered, for example, by the Change of Supplier event or by a Supplier appointing a new Data Collector or changing an existing Data Collector. This triggers a change for a Data Collector / Supplier relationship at a given GSP Group.

4.1.3.3 NHH BM Unit data in a GSP Group

This is triggered by a change to the Profile Class / Standard Settlement Configuration / GSP Group combinations allocated to a BM Unit by the Supplier.

4.1.3.4 SVAA Agent Contact details

The SVAA will notify the CRA of any change to its contact details including e.g. change of address, telephone, e-mail address.

Supplier Volume Allocation Supplier / Supplier Agent Standing Data Change Form BSCP507/01A
PART A - TO BE COMPLETED BY THE SUPPLIER
(Authorisation of changes required)

 AUTHORISED SIGNATORY
 NAME _____

PARTY ID _____

PASSWORD _____

 SIGNATURE
 {Only if sent by Fax} _____

DATE _____

PART B - TO BE COMPLETED BY THE SYA AGENT
(Verification of details / change applied)

DATE RECEIVED _____

 NAME AND PASSWORD /
 SIGNATURE VALID Y/N _____

 DATE CHANGE(S) APPLIED
 TO SVAA SYSTEM _____

NAME _____

 DATE CONFIRMATION
 SENT TO SUPPLIER _____

TO BE COMPLETED BY THE SUPPLIER

Supplier in a GSP Group P0030				Data Aggregator in a GSP Group P0031				Data Collector in a GSP Group P0032				Call No.
GSP Group Id *	Supplier Id *	Effective From Settlement Date (SIGG)	Effective To Settlement Date (SIGG)	Data Aggregator Id	Data Aggregator Type	Effective From Settlement Date (DAIGG)	Effective To Settlement Date (DAIGG)	Data Collector Id	Data Collector Type	Effective From Settlement Date (DCIGG)	Effective To Settlement Date (DCIGG)	Ref No - SVAA to complete
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												

* Note: The GSP Group Id and Supplier Id columns MUST be completed for each record whether it is a P0030, P0031 or P0032

Supplier Volume Allocation System Supplier / Supplier Agent Standing Data Change Form BSCP507/01B	Email or Fax	SVAA Use Only
		Ref No
<p>AUTHORISATION OF CHANGES REQUIRED <i>PART A - SUPPLIER</i></p> <p>FOR P0219 and P0220 FORMS</p> <p>Supplier ID:</p> <p>AUTHORISED SIGNATORY NAME: _____</p> <p>PARTY ID: _____</p> <p>PASSWORD: _____</p> <p>SIGNATURE: _____ (only if sent via FAX)</p> <p>DATE: _____</p>		
<p>VERIFICATION OF DETAILS <i>PART B – SVAA</i></p> <p>DATE RECEIVED _____</p> <p>NAME AND PASSWORD/SIGNATURE VALID (Y/N) _____</p>		
<p>CHANGE APPLIED <i>PART C – SVAA</i></p> <p>NAME _____</p> <p>DATE _____</p> <p>DATE CONFIRMATION SENT TO SUPPLIER _____</p>		

Supplier Volume Allocation Non Half Hourly Balancing Mechanism Unit Allocation Standing Data Change Form BSCP507/02

Supplier Volume Allocation Non Half Hourly Balancing Mechanism Unit Allocation
Standing Data Change Form BSCP507/02

SVAA Use Only

Ref No

DETAILS OF CHANGES REQUIRED

PART A - SUPPLIER

Supplier Id	
GSP Group Id	

A maximum of 30 entries per form. If more than 30 entries, then another form must be completed

Change Type (Ad / Am / De ⁵)	BM Unit Id (maximum of 11 characters)											Profile Class ID (maximum of 1 character)	SSC ID (maximum of 4 characters)	Effective From Settlement Date (NHH BM Unit Allocation)	Effective To Settlement Date (NHH BM Unit Allocation)

⁵ Select one of the following change types: Ad – Addition, Am – Amendment, De - Deletion

[illegible]

NHH BM Unit Nominated Representative:

Signature:

Company:

Date and Time Submitted:

Date and Time Received: _____ **PART B – SVAA**

Received by Gate Closure: Yes / No (select appropriate)

SVAA Representative: _____

Signature: _____

Validation Completed

Date and Time Entered into SVAA System: _____

Validation Successful: Yes / No (select appropriate)

Supplier notified of Outcome of Validation: Yes / No (select appropriate)

Date Supplier Notified: _____

SVAA Representative: _____

Signature: _____ **PART C – ELEXON (Optional)**

Correction to NHH BM Unit Authorised: Yes / No (select appropriate)

Description of Change Required: _____

ELEXON Representative: _____

Signature: _____

Date: _____

Date Notified to SVAA to Implement Correction: _____

Date Authorisation Received from ELEXON:

PART D – SVAA**Date and Time Entered into SVAA System:**

SVAA Representative:

Signature:
