

4 **INTERFACE AND TIMETABLE INFORMATION**

Section: METER ADVANCE RECONCILIATION (GENERATION)

Subject: Interface and Timetable Information - Reconciliation of Meter Readings with Accumulated Settlement Values

REF	WHEN	ACTION	FROM/BY	TO	METHOD
1	Annually	For each calendar month draw up a plan of the meter readings which are to take place and issue to the Interested User. Such readings to be scheduled at intervals not exceeding 3 months. <u>Setup the data collection system to remotely read the registers of all relevant meters at the selected date and time, at intervals not exceeding 12 months.</u>	TSO	Interested User	Fax <u>Data Collection System</u>
2	At least 5 days before reading date	Advise the Interested User of date and time for reading to take place.	TSO	Interested User	Fax on standard form (Appendix A) <u>Email</u>
3	Within <u>3-12</u> months of last reading	Read meter registers (in the presence of the Interested User representative if attending) as close as is practicable to the end of a Settlement Period. Record time and date of reading and meter register values. The TSO and Interested User representative sign record sheet. (Note 1)	TSO and Interested User		Manual record (Appendix B) <u>Data Collection System</u>
4	Before leaving site	Sign off and hand copy of actual meter values with time and date of reading to the Interested User.	TSO	Interested User	Manual record (Appendix B)

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REF	WHEN	ACTION	FROM/BY	TO	METHOD
54	Within 3 Business Days of meter reading	(i) Input meter register values, time and date of reading to the <u>Configure the</u> meter register comparison process of within the TSO Data Collection System (ii) Run meter register comparison process which compares the difference between the latest actual and the previous actual <u>register</u> reading with the electronically recorded total delivered energy for the known time interval (iii) Print out meter register comparison report (Appendix C) <u>from the TSO Data Collection System for all relevant meters. (This may in the form of secure PDF for transmission via e-mail, and also hard copy if requested by the Interested User)</u>	TSO	Interested User	On line entry to the Data Collection System

EITHER:

6a5a	Within 5 Business Days of meter reading	Where the relevant meter register comparison report shows a difference of less than 0.02%: - issue copy of report to the Interested User (Note 2)	TSO	Interested User	<u>Fax or Email</u>
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OR:

6b5b	Within 5 Business Days of meter reading	Where meter register comparison report shows a difference of 0.02% or greater: - prepare a Meter Reconciliation Statement and issue to the Interested User, together with copies of the relevant meter register comparison reports (Note 2)	TSO	Interested User	<u>Fax or Email</u>
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REF	WHEN	ACTION	FROM/BY	TO	METHOD
<u>7a6a</u>	Within 14 Business Days of receipt of Meter Reconciliation Statement	Review Meter Reconciliation Statement and either: (i) advise the TSO that the Meter Reconciliation Statement is agreed OR (ii) discuss areas of concern with the TSO, providing supporting evidence as necessary	Interested User	TSO	
<u>7b6b</u>		Where revisions to the initial Meter Reconciliation Statement are agreed, prepare a replacement Meter Reconciliation Statement and issue to Interested User	TSO	Interested User	Fax <u>or</u> <u>Email</u>
<u>8a7a</u>	On or before 15th Business Day after receipt of Meter Reconciliation Statement	Where the Meter Reconciliation Statement is agreed, indicate agreement on form and sign and return to the TSO	Interested User	TSO	Fax <u>or</u> <u>Email</u>
<u>8b7b</u>		Where the Meter Reconciliation Statement is disputed, indicate non-agreement on form and sign and return to the TSO. Immediately thereafter raise a formal dispute as per the Disputes Procedure of the <u>relevant PPA or SEM.</u>	Interested User	TSO	Fax <u>or</u> <u>Email</u>

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REF	WHEN	ACTION	FROM/BY	TO	METHOD
98	Within 14 days of receipt of agreed Meter Reconciliation Statement	Issue invoice for agreed payment adjustment	Interested User	TSO	As per PPA
109	Within 14 days of receipt of invoice	Make payment	Interested User or TSO	TSO or Interested User	BACS

Note 1: time of reading shall be taken from the radio clock or data collector associated with the meter being read

Note 2: 0.02% is the maximum error due to 1 Settlement Period in 3 months (i.e. this tolerance allows for the fact that meter readings will not be taken precisely at the end of a Settlement Period).
This tolerance is in itself tighter than the relevant accuracy of the metering system (0.5%)