

INTERFACE AND TIMETABLE INFORMATION

Section: METER ADVANCE RECONCILIATION (NON NIE CUSTOMER)

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 Registrant. <u>Setup the data collection system to remotely read the registers of all relevant meters at the selected date and time.</u> Such readings to be scheduled at intervals not exceeding 12 months.	TSO	Registrant	Fax <u>Data Collection System</u>
2.	At least 5 BD before reading date	Advise the Registrant of date and time for reading to take place.	TSO	Registrant	Fax on standard form MR1 <u>Email</u>
3.	Within 3 <u>(or 12 as per ref (1))</u> months of last reading	Read meter registers (in the presence of the Registrant 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 Registrant representative sign record sheet.(Note 1)	TSO and Registrant		Manual record on standard form MR2 <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 Registrant.	TSO	Registrant	Manual record on standard form MR2

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REF	WHEN	ACTION	FROM/BY	TO	METHOD
54	Within 15 BD of meter reading	<p>Input meter register values, time and date of reading to the meter Configure the meter register comparison process in register comparison process of the Data Collection System.</p> <p>Run meter register comparison process which compares the difference between the latest actual and the previous actual reading with the electronically recorded total delivered energy for the known time interval.</p> <p><u>Print meter register comparison report 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 Registrant)</u></p>	TSO		<u>Data Collection System</u>
65	Within 10 BD of comparison process in Ref (5)	Where meter register comparison process shows a discrepancy (as described in Appendix A) - Prepare a Meter Advance Reconciliation Statement and issue to the Registrant.	TSO	Registrant	<u>Fax or Email</u> or standard form MR3
76	Within 5 BD of receipt of statement in Ref (6)	Investigate and take corrective action as necessary (refer to Agreed Procedure 2 'Maintenance, Testing, Inspection and Sealing of Tariff Metering (Non NIE Customer) - report back to the TSO).	Registrant	TSO	<u>Fax or Email</u>

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	WHEN	ACTION	FROM/BY	TO	METHOD
8a7a	On or before 15 BD after receipt of Meter Advance Reconciliation Statement	Where the Meter Reconciliation Statement can be agreed, indicate agreement on form and sign and return to the TSO.	Registrant	TSO	Fax or Email on standard form MR3
8b7b		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 MC15.	Registrant	TSO	Fax or Email on standard form MR3

Note 1: Time of reading shall be taken from the data collector which is synchronised with the Data Collection System