



**Scottish & Southern  
Electricity Networks**

**Scottish Hydro Electric Power Distribution plc**

**Metering Point Administration Services Statement**

**Effective from 1st April 2022**

**Version 1.0**

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## **1. INTRODUCTION**

1.1 This statement has been produced by Scottish Hydro Electric Power Distribution plc (“SHEPD”) to inform electricity Suppliers of our Metering Point Administration Services (“MPAS”) charges. Condition 18 of our Distribution Licence requires us to produce a statement, in a form approved by Ofgem, describing the basis upon which the charges will be made and including a schedule of charges for MPAS. The terms and charges contained in this statement will be reviewed at least once a year. Charges shown are current at the time of publication, and are exclusive of VAT.

1.2 If you need to contact SHEPD on any aspect of this document please write to or telephone the DCUSA Contract Manager at:

Scottish Hydro Electric Power Distribution plc  
Inveralmond House  
200 Dunkeld Road  
Perth  
PH1 3AQ  
Telephone: 01738 341325

1.3 Electronic copies of this statement are available, from our website: [www.ssen.co.uk](http://www.ssen.co.uk). Alternatively hard copies can be provided at a cost of £5.00 plus VAT, per copy.

## **2. ENTITLEMENT TO USE MPAS**

2.1 The applicant will be required to be a signatory to the Retail Energy Code (REC) for the provision of registration services.

2.2 In accordance with Licence Condition 37, MPAS are provided under the Retail Energy Code. Users should contact RECCo if they wish to become a party to this agreement.

2.3 RECCo has been established to manage accession to the REC. Parties wishing to use these services should contact:

E-mail: [info@retailenergycode.co.uk](mailto:info@retailenergycode.co.uk)

[www.retailenergycode.co.uk](http://www.retailenergycode.co.uk)

### **3. BASIS OF CHARGES FOR MPAS**

- 3.1 SHEPD provides the MPAS for Metering Points within our Distribution Services Area, unless other distribution network operators operating in our area provide or procure their own MPAS Service to cover the Metering Points within their embedded network. As an MPAS provider, we maintain a register of technical and other data that is necessary to facilitate the supply of electricity by an electricity Supplier to premises connected to our electricity distribution system. In addition, we amend the register to reflect any changes of Supplier registration at each premise. SHEPD provides this data to Suppliers and/or their agents, any person identified in the Balancing and Settlements Code and any person identified by the Retail Energy Code as being entitled to receive such data.
- 3.2 SHEPD also provides an enquiry service (the “MPAS Helpdesk”) for any Customer or electricity Supplier and/or their agents. This provides data to the Customer and Supplier, in relation to the supply of electricity to the premises. The type of data held by the MPAS Helpdesk includes, amongst other things, the identity of the Supplier, the MPAN for each premises, the type of metering installed at the premises and a unique and accurate address for each premises.

The SHEPD MPAS Helpdesk can be contacted on 01738 340627.

E-mail: [mpas@sse.com](mailto:mpas@sse.com)

- 3.3 MPAS charges recover the costs associated with information technology and the resources required to provide this service and are recovered in our Use of System Charges (as advised within our Licence Condition 14 Statement). The additional MPAS activities, as stated in Schedule 1, are charged on a transactional basis, at the request of the electricity Supplier, in accordance with Schedule 21 of the REC.

## SCHEDULE 1 CHARGES FOR MPAS

### SCOTTISH HYDRO ELECTRIC POWER DISTRIBUTION PLC

#### Transactional Charges for Metering Point Administration Services (MPAS) and Data Transfer Services: Effective from 1 April 2022

The charges detailed in this section are for the provision of transactional meter point administration and data transfer services.

	<b>Charge</b>
1 Provision of Contact Notice (per notice)	£ 28.76
2 Manual Amendment of Database (per event).	By Individual Agreement (see note)
3 Full Refresh (other than one per year through the Data Aggregator). Charge per refresh.	£ 969.43
4 Selective Refresh (per Supply Number).	£ 28.76
5 Resend, when an original transmission of data does not reach the intended recipient's gateway (per resend).	£ 28.76
6 Rejections (per rejection).	£ 18.65
7 Report to Settlement System Administrator (per report).	£ 28.76
8 Report to relevant parties (per report).	£ 123.23
9 MPAS Investigations Reports (per report).	By Individual Agreement
10 Report to Data Aggregator detailing last file sequence number (per report).	£ 28.76

Note: Manual amendments of the MPAS database to correct retrospective errors made by Suppliers or their agents requires careful handling to ensure new errors are not introduced. The charges for this activity will depend on the number of data items to be changed and the number of parties whose agreement to the proposed change may be required.

## GLOSSARY OF TERMS

The following definitions are included to aid understanding.

Balancing and Settlement Code or BSC	Balancing and Settlement Code, including all party service lines and BSC Procedures (as therein defined) made under it, established pursuant to the GB System Operator Licence.
Customer	A person whom a User proposes to supply, or for the time being supplies, electricity through an Exit Point, or from whom a User, or any Relevant Exempt Supplier, is entitled to recover charges, compensation or an account of profits in respect of electricity supplied through an Exit Point
Data Aggregator	Has the meaning given to that term in the Balancing and Settlement Code
Distribution Licence	The Electricity Distribution Licence granted, or treated as granted to Scottish Hydro Electric Power Distribution plc, pursuant to section 6 (1) of the Act
Licensed Distribution Network Operator or LDNO	The holder of a licence in respect of electricity distribution activities in Great Britain.
Metering Points	The point, determined according to the principles and guidance given at Schedule 21 of the Retail Energy Code, at which a supply to (export) or from (import) a Distribution System:  (a) is or is intended to be measured; or  (b) where metering equipment has been removed, was or was intended to be measured; or

	(c) in the case of an Unmetered Supply under the Unmetered Supplies Procedure, is deemed to be measured, where in each case such measurement is for the purposes of ascertaining the User's liabilities under the Balancing and Settlement Code.
MPAN	Meter Point Administration Number
RECCo	Has the meaning given to that term in the Retail Energy Code
Retail Energy Code or REC	The Retail Energy Code established pursuant to the distribution Licences of the DNO Parties.
Supply Number	Has the meaning given to that term in the Master Registration Agreement
Unmetered Supply	A supply of electricity the quantity of which Scottish Hydro Electric Power Distribution plc, through the issue of an Unmetered Supplies Certificate, has authorised not to be measured by physical measuring equipment.
Unmetered Supplies Certificate	A Certificate issued by Scottish Hydro Electric Power Distribution plc (at its sole discretion) to a Customer in accordance with the Unmetered Supplies Procedure which states the supply numbers of the metering points by reference to which we have authorised the customer to receive Unmetered Supplies
Unmetered Supplies Procedure	Section S of the Balancing and Settlement Code and BSC Procedure BSCP 520 established under the Balancing and Settlement Code and any replacement or substitute BSC procedure from time to time in force

User	Is a Supplier, Generator or LDNO
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