



## **Change of CVA BM Unit Lead Party (CoBLP) and Supplier ID Transfer Process**

This document will assist Balancing and Settlement Code (BSC) Parties who want to complete the:

- Change of CVA BM Unit Lead Party (CoBLP) process, either within Balancing and Settlement Code Procedure (BSCP) timescales or in shorter timescales than specified within the relevant BSCPs.
- Transfer of Supplier ID process.

A **CoBLP** is the procedure used to transfer one or more BM Units with Central Volume Allocation (CVA) Metering from one registered BSC Party (the existing Lead Party) to another (the new Lead Party).

A **Transfer of Supplier ID** is the procedure which transfers all the **BM Units** associated with a Supplier ID from one Supplier (the Supplier ID Transferor) to another Supplier (Supplier ID Transferee). The number of Supplier IDs obtained through the Transfer of Supplier ID process (change of SVA BM Unit Ownership) is unlimited. All BM Units associated with the Supplier ID are linked and will be transferred together.

### **Change of CVA BM unit lead party process**

#### **Pre-requisite Actions and Registration**

To undertake the CoBLP process the new Lead Party must first assure ELEXON that the following criteria have been met. BSC Parties who undertake the CoBLP process in the specified timescales can undertake some activities in parallel.

## Party Registration and Qualification

The new Lead Party must have:

- Acceded to the BSC.
- Registered with the correct participation capacity and BSC Party role on Central Registration Agent (CRA) Systems for the BM Units being transferred.
- Passed the relevant qualification tests for the type of BM Unit. These requirements are outlined in the table below:

| Type of BM Units being transferred  | Party Registration Requirements   | Qualification Requirements  |
|---|---|---|
| Transmission Connected Demand BM Units. (These BM Units have a prefix of T_).   | The new Lead Party must be registered in Central Systems as a Supplier and/or Generator. The Party should have a Supply Licence or should be able to assure ELEXON that they are exempt from that requirement (please contact Ofgem for guidance on this matter).     | The new Lead Party must have successfully tested the following scripts: <ul style="list-style-type: none"> <li>• Registration Activity Flows</li> <li>• Trading Flows</li> <li>• Metering Activity Flows</li> </ul> |
| BM Units associated with Generating Plant and Apparatus (these BM Units will have a prefix of E_ if the Plant is embedded in the Distribution System or T_ if the Plant is connected to the Transmission System). | The new Lead Party must be registered in Central Systems as a Supplier and/or Generator. The Party should have a Generation Licence or should be able to assure ELEXON that they are exempt from that requirement (please contact Ofgem for guidance on this matter). | The new Lead Party must have successfully tested the following scripts: <ul style="list-style-type: none"> <li>• Registration Activity Flows</li> <li>• Trading Flows</li> <li>• Metering Activity Flows</li> </ul> |

## Transmission Company Grid Code Requirements

If the BM Unit being transferred has a capacity of over 50MW in England and Wales, 30MW in South Scotland or 10MW in North Scotland the Grid Code obliges the Lead Party to submit Final Physical Notifications (FPNs). To meet this obligation the new Lead Party needs Electronic Data Transfer (EDT) capability. Therefore, before any CoBLP process that involves BM Units with these capacities the new Lead Party must assure ELEXON that EDT systems are in place. ELEXON will confirm this information with the Transmission Company.

## Reduced Timescales

Suppliers that have customers directly connected to the Transmission System can register and de-register the BM Unit associated with that customer premises within five Working Days (WD) if the following criteria are satisfied:

- The new or gaining Supplier has acceded to the BSC and completed Party registration in the role of Supplier.
- The new or gaining Supplier has successfully completed registration and trading flows to register CVA BM Units.
- The new or gaining Supplier has appropriate registration on Transmission Company systems and use of a qualified Trading Agent and Trading Point.

- The BM Unit should not be associated with any Trading Unit except a Sole Trading Unit.
- The de-registration and registration forms from the respective Suppliers must be submitted and consecutive Effective To and Effective From Dates entered on the forms (in order to demonstrate that both the outgoing and incoming Supplier are aware of the change of ownership and agree with it).
- ELEXON will publish and maintain a list on the [BSC Website](#) of the Party Name and ID of those Suppliers, who satisfy the first of the above criteria, and who have submitted a completed **BSCP15/4.10 Part A form** to ELEXON following the process detailed in **Section 3.15 of BSCP15**.

Any other reduction of the specified thirty WD timescale needs the agreement of all parties (the existing Lead Party, new Lead Party, ELEXON, CRA and Transmission Company (TC)).

ELEXON, the TC and the CRA may agree to reduce timescales for a CoBLP under certain circumstances, although each case must be considered individually. Some examples of the possible reduction in timescales, when TC requirements apply, are detailed below. Further reductions are possible when BM Units do not have a capacity greater than 50MW in England and Wales, 30MW in South Scotland or 10MW in North Scotland.

- If the new Lead Party already has EDT, which has passed National Grid Company (NGC) Qualification tests, or has made arrangements for a third party to make EDT submissions on its behalf (act as the Trading Agent), a CoBLP can be processed in ten WD.
- If EDT submissions will continue to be made by the same Trading Agent as they are before the CoBLP, the TC will normally be able to accommodate a CoBLP in five WD.
- Under exceptional circumstances the timescales for CoBLPs involving BM Units with a capacity greater than 50 MW in England and Wales, 30MW in South Scotland or 10MW in North Scotland can be reduced further.

## Submitting Documents for the CoBLP Process

### When to submit documents

If the CoBLP process occurs in the timescales specified in **BSCP15** the following documents should be received at least 30WD prior to the Effective From Date of the new ownership. However, when it has been agreed that a CoBLP can take place in reduced timescales the following documents must be submitted, where applicable, on the first Working Day of the agreed lead-time. This ensures the maximum time for validation checks.

The change of Lead Party for the requisite BM Unit happens by the existing Lead Party deregistering the BM Unit and by the new Lead Party (re) registering the BM Units. Parties must co-ordinate the transfer between themselves to ensure that the correct information is received by CRA. The CoBLP will take place at midnight on the Effective From Date.

### BSCP38 – Authorisations

An authorisation procedure (**BSCP38**) ensures that data for documents listed below is submitted by authorised personnel in each BSC Party.

### BSCP15 – BM Unit De-registration and registration

To transfer the BM Units on Central Systems the existing Lead Party must submit a **BSCP15/4.11 Part A form**. The form should contain the existing Lead Party's details and all standing data associated with the BM Unit. The Existing Party must enter the 'Effective To' Date, which is the final

Settlement Day that the BM unit is the responsibility of the existing Lead Party. The form should be signed by a category A or F authorised person (**BSCP38**) and sent to the CRA.

The new Lead Party must also submit a **BSCP15/4.11 Part B form**. The form should contain the new Lead Party's details and all of the relevant details regarding the BM Unit. The new Lead Party must enter the 'Effective From' Date, which is the first Settlement Day that the BM Unit is the responsibility of the new Party. The 'Effective From' Date must be the day after the 'Effective To' Date. The form should be signed by a category A or F authorised person (**BSCP38**) and sent to the CRA.

### **Meter Volume Reallocation Notification Agent (MVRNA) Authorisations**

The CoBLP procedure will invalidate any MVRN submitted by the existing Lead Party for the transferred BM Unit(s). If the new Lead Party wishes to submit a new MVRN for the BM Unit(s) after they become responsible for it, a valid MVRNA Authorisation needs to be set up. The new Lead Party can set up this Authorisation before the 'Effective From' Date of the BM Unit but after the submission of the **BSCP15/4.1 form** by completing a **BSCP71/02 form**, which should be submitted to the Energy Contract Volume Aggregation Agent (ECVAA) and signed by a category K authorised signatory (**BSCP38**).

It should be noted that on the rare occasions that CoBLP and **BSCP71/02 forms** will be submitted with a one WD lead time (to become effective the following day) a three Settlement Period (SP) gap in the MVRN (for SP 1-3) will appear due to the short timescales.

The MVRN cannot be sent until the Metered Volume Reallocation Notification Agent Authorisation (MVRNAA) is effective (i.e. midnight) and Gate Closure will have passed for SP 1 -3. The new Lead Party may need to address this issue.

### **Assumptions**

ELEXON will assume that the CoBLP will not result in any change to Meter Technical Details (**BSCP20/4.3**), Meter Operator Agent (MOA), Aggregation Rules (**BSCP75**) or BM Unit data (**BSCP15** – except the change of Lead Party). The new Lead Party must inform ELEXON if it wants to change this data before a lead-time for the CoBLP is agreed.

## Transfer of Supplier ID

### Prerequisite actions and registration

To undertake the Transfer of Supplier ID process the Supplier ID Transferee will need to ensure that the following criteria have been met.

### Party Registration and Qualification

The new Lead Party must have acceded to the BSC and registered with the correct participation capacity and Party role on the CRA Systems for the BM Units being transferred. It must also have passed the relevant qualification tests for the type of BM Unit.

| Type of BM Units being transferred  | Party Registration Requirements   | Qualification Requirements  |
|---|---|---|
| Supplier BM Units/SVA BM Units (these are BM Units which have a prefix of 2__). | The new Lead Party must be registered in Central Systems as a Supplier. The Party should have a Supply Licence or should be able to assure ELEXON that they are exempt from that requirement. | The new Lead Party must have successfully tested: <ul style="list-style-type: none"><li>• Registration Activity Flows</li><li>• Trading Flows</li></ul> |

### Transmission Company Grid Code Requirements

If the BM Unit being transferred has a capacity of over 50MW in England and Wales, 30MW in South Scotland or 10MW in North Scotland the Grid Code obliges the Lead Party to submit Final Physical Notifications (FPNs). To meet this obligation the new Lead Party needs Electronic Data Transfer (EDT) capability. Therefore before any Transfer of Supplier ID process that involves BM units with these capacities the new Lead Party must assure ELEXON that EDT systems are in place. ELEXON will confirm this information with the Transmission Company.

## Submitting Documents for the Transfer of Supplier ID process

### When to submit documents

If ELEXON receives notice before midday on a Working Day a Supplier ID transfer can take effect the following day. If the request is after midday on a Working Day the transfer will take place on the second day following. This is the minimum lead-time for the process. The transfer will take place at midnight on the 'Effective From' Date.

### BSCP38 – Authorisations

An authorisation procedure (**BSCP38**) has been established to ensure that data for documents listed below is submitted by authorised personnel within each BSC Party.

### BSCP15 – Transfer of Supplier ID

To transfer the Supplier ID(s), the Supplier ID Transferor must complete a **BSCP15/4.6 Part A form** signed by a Category A or F authorised signatory (**BSCP38**) and submit it to ELEXON. If the Supplier ID being transferred is the Supplier ID Transferor's last Supplier ID (i.e. they will no longer be a Supplier), they must also complete a **BSCP65/4.1 form** to de-register as a Supplier.

At the same time the Supplier ID Transferee must complete a **BSCP15/4.6 Part B form**, signed by a Category A or F Authorised Signatory (**BSCP38**) and submit it to ELEXON.

The 'Effective From' Date is the first Settlement Day that the Supplier ID will be treated as the responsibility of the new Supplier. It is essential that the 'Effective From' Date specified by the new Supplier is the day after the Effective To Date specified by the existing Supplier.

### **Market Domain Data (MDD)**

As a result of the Supplier ID Transfer, Party address details in Market Domain Data (MDD) may need to be changed. This is achieved by completing a change request in **BSCP509** and submitting it to ELEXON.

### **Communications**

ELEXON will inform all BSC Parties and the Authority of the transfer details in accordance with

**Section S1.4 of the BSC** via circular.

### **BSCP31 – Trading Unit Transfer**

BM Units associated with a Supplier ID will be allocated to the Base Trading Unit for the GSP Group in accordance with **Section K4.7 of the BSC**. SVA Exempt Export BM Units can opt out of the Base Trading Unit through the process detailed in **BSCP31**. Exempt Export BM Unit status must first be applied for by completing a **BSCP15/4.9 form**. Contact ELEXON for further information regarding this process.

### **BSCP32 - Transfer of Metering Dispensation Ownership**

Where Metering Dispensations have been endorsed previously and the Registrant associated with the Metering Equipment changes, ownership of any dispensations may be transferred where the Metering Equipment is registered either for SVA or CVA. This can be achieved by both the Supplier ID Transferee and the Supplier ID Transferor completing the relevant sections of the **BSCP32/4.1 form** and submitting them to ELEXON. Category A or R authorised signatories should sign this form.

### **Meter Volume Reallocation Notification Agent (MVRNA) Authorisations**

The CoBLP procedure will invalidate any MVRNs submitted by the existing Lead Party for the transferred BM Unit(s). If the new Lead Party wishes to submit a new MVRN for the BM Unit(s) after they become responsible for it, a valid MVRNA authorisation needs to be set up. The new Lead Party can set up this authorisation prior to the Effective From Date of the BM Unit but after the submission of the **BSCP15/4.6 form** by the completion of a **BSCP71/02 form**, which should be signed by a category A or K authorised signatory (**BSCP38**) and submitted to the ECVA.

It should be noted that on the rare occasions that CoBLP and **BSCP71/02 forms** will be submitted with a one WD lead time (to become effective the following day) a three Settlement Period gap, for SP 1-3, in the MVRN will appear. The MVRN cannot be sent until the Metered Volume Reallocation Notification Agent Authorisation (MVRNAA) is effective (i.e. midnight) and Gate Closure will have passed for SP 1-3. The new Lead Party may need to address this issue

## Checklists

The following checklists should assist Parties completing the CoBLP and Supplier ID Transfer processes. It would be beneficial if Parties could submit these checklists to ELEXON, with the relevant documentation in order to demonstrate their preparedness.

### CVA CoBLP – Existing Lead Party Checklist

Party ID

---

BM Units

---

---

| Action/Information Required  | Yes/No/N/A |
|--|------------|
| Has the <b>BSCP15/4.11 form</b> been completed with the correct Effective To Date (as agreed with the new Party), BM Unit details and submitted to the CRA?  |            |
| If the BM Unit(s) being transferred is part of a Trading Unit, have the forms to transfer the Trading Unit or de-register been completed in accordance with <b>BSCP31</b> and in agreement with the new Party and submitted to ELEXON? |            |
| Has all the documentation been signed by the authorised signatories?   |            |
| Have you reviewed the impact this CoBLP may have on your Credit Cover?   |            |
| Have you reviewed your reporting requirements, including where you have given other parties permission to see your reports?  |            |

### CVA CoBLP – New Lead Party Checklist

Party ID \_\_\_\_\_

BM Units \_\_\_\_\_

\_\_\_\_\_

| Action/Information Required   | Yes/No/N/A |
|---|------------|
| Has the <b>BSCP15/4.11 – Part B form</b> been completed with the correct Effective From Date (as agreed with new existing Party), and relevant BM Unit details and submitted to the CRA?  |            |
| Has ELEXON been informed if you wish to alter any of the following: <ul style="list-style-type: none"> <li>• Meter Technical Details (<b>BSCP20/4.3</b>)</li> <li>• MOA</li> <li>• Aggregation Rules (<b>BSCP75</b>)</li> <li>• BM Unit data (<b>BSCP15</b> – except the change of Party)?</li> </ul> |            |
| If the BM Unit(s) being transferred is part of the Trading Unit and it has been agreed that the Trading Unit will be transferred, have the relevant <b>BSCP31 forms</b> been submitted?   |            |
| If applicable will the necessary MVRNA Authorisations been set up through <b>BSCP71/4.2?</b>  |            |
| Has all the documentation been signed by the authorised signatories?  |            |
| Have you reviewed the impact this CoBLP may have on your Credit Cover?  |            |
| Have you reviewed your reporting requirements, including where you have given other parties permission to see your reports?   |            |



## Supplier ID Transfer – Supplier ID Transferor Checklist

Party ID

---

BM Units

---



---

| Action/Information Required   | Yes/No/N/A |
|---|------------|
| Has the <b>BSCP15/4.6 - Part A form</b> been completed with the correct Effective From Date (as agreed with the Transferee), Supplier ID details, Party ID details (both of the Transferor and Transferee) and submitted to ELEXON? |            |
| If this the last of the Supplier ID's registered to the Party, have the <b>BSCP65/4.1 forms</b> been submitted to de-register as a Supplier?  |            |
| Has all the documentation been signed by the authorised signatories?  |            |
| Have you reviewed the impact this transfer may have on your Credit Cover?   |            |
| Have you reviewed your reporting requirements, including where you have given other parties' permission to see your reports?  |            |

## Supplier ID Transfer – Supplier ID Transferee Checklist

Party ID

---

BM Units

---



---

| Action/Information Required  | Yes/No/N/A |
|--|------------|
| Has the <b>BSCP15/4.6 – Part B form</b> been completed with the correct Effective From Date (as agreed with the Transferor), Supplier ID details, Party ID details (both Transferor's and Transferee's) and submitted to ELEXON? |            |
| Has ELEXON been informed if you wish to alter the BM Unit data ( <b>BSCP15</b> ) except the change of Party?   |            |
| If applicable will the necessary MVRNA authorisations have been set up through <b>BSCP71/4.2 forms</b> ?   |            |
| Has all the documentation been signed by the authorised signatories?   |            |
| Have you reviewed the impact this transfer may have on your Credit Cover   |            |
| Have you reviewed your reporting requirements, including where you have given other parties' permission to see your reports?   |            |

## Need more information?

You can contact **ELEXON** or your [Operational Support Manager \(OSM\)](#) using the details below; or email [OSMmanagement@elexon.co.uk](mailto:OSMmanagement@elexon.co.uk)

### Contact Information

| Name                      | Description   | Email  | Telephone                      |
|---------------------------|---|--|--------------------------------|
| Katie Wilkinson<br>ELEXON | The CoBLP and Supplier ID Transfer process and BSCP15   | <a href="mailto:bm.unit@elexon.co.uk">bm.unit@elexon.co.uk</a>   | 020 7380 4376                  |
| Mike Smith<br>ELEXON      | Metering Dispensations (BSCP32) and Trading Units (BSCP31)                                      | <a href="mailto:dispensations@elexon.co.uk">dispensations@elexon.co.uk</a>   | 020 7380 4033                  |
| Sarah Ross<br>ELEXON      | Market Entry, BSCP65 and BSCP71   | <a href="mailto:market.entry@elexon.co.uk">market.entry@elexon.co.uk</a>   | 020 7380 4322                  |
| National Grid Helpdesk    | National Grid Company: Transmission Company Registration issues/queries (including EDT and EDL) | <a href="mailto:bm.registration@nationalgrid.com">bm.registration@nationalgrid.com</a><br><a href="mailto:isservicecentre@ngtuk.com">isservicecentre@ngtuk.com</a> | 01189 36 3911<br>0800 085 4806 |
| IMServ                    | IMServ: CRA and ECVA  | <a href="mailto:neta@imserv.com">neta@imserv.com</a>   | 0870 833 5602                  |

You can find out more in **BSC Sections K and S** and the **Balancing and Settlement Code Procedures (BSCPs)** listed below:

|                |   |
|----------------|---|
| <b>BSCP15</b>  | BM Unit Registration  |
| <b>BSCP20</b>  | Registration Metering Systems for Central Volume Allocation |
| <b>BSCP31</b>  | Registration of Trading Units                               |
| <b>BSCP32</b>  | Metering Dispensations                                      |
| <b>BSCP38</b>  | Authorisations  |
| <b>BSCP65</b>  | Registration of parties and Exit Procedures                 |
| <b>BSCP71</b>  | ECVNA and MVRNA Registration, Authorisation and Termination |
| <b>BSCP509</b> | Changes to Market Domain Data                               |

For more information please contact the **BSC Service Desk** at [bscservicedesk@cgi.com](mailto:bscservicedesk@cgi.com) or call **0870 010 6950**.

### Intellectual Property Rights, Copyright and Disclaimer

The copyright and other intellectual property rights in this document are vested in ELEXON or appear with the consent of the copyright owner. These materials are made available for you for the purposes of your participation in the electricity industry. If you have an interest in the electricity industry, you may view, download, copy, distribute, modify, transmit, publish, sell or create derivative works (in whatever format) from this document or in other cases use for personal academic or other non-commercial purposes. All copyright and other proprietary notices contained in the document must be retained on any copy you make.

All other rights of the copyright owner not expressly dealt with above are reserved.

No representation, warranty or guarantee is made that the information in this document is accurate or complete. While care is taken in the collection and provision of this information, ELEXON Limited shall not be liable for any errors, omissions, misstatements or mistakes in any information or damages resulting from the use of this information or action taken in reliance on it.