



**Code Subsidiary Document
No. 0202:**

Meter Read Submission: Process

Change History

Version Number	Date of Issue	Reason For Change	Change Control Reference	Sections Affected
Draft 20141107	07 Nov 2014	For industry workshops 12/13 Nov 2014		
Draft 20141211	11 Dec 2014	For industry consultation		
20150511	11 May 2015	For industry consultation		
20150714	14 July 2015	For pre-vendor MAP		
ICP Housekeeping	25 August 2015	Non -material housekeeping changes	ICP/WRC/CP001	All
ICP Use of Remote Meter Reads	22 September 2015	Changes to reflect ICP Change Proposal ICP/WRC005	ICP/WRC005	2.3; 2.4; 3.4; 3.5; 3.6; and 4.1
ICP Quality Assurance	22 September 2015	Clarificatory and syntax changes following review of the texts	ICP/WRC009	2.4.2; 3.3.2; 3.4.5 (removed); 3.5.6; 3.6.1; 3.8.1; and 4.1.1
ICP Reasons for Meter	28 September 2015	Addition of a reason code when a meter	ICP/WRC013	3.3

Version Number	Date of Issue	Reason For Change	Change Control Reference	Sections Affected
Removal and Install		is removed or installed		
20150930	30 September 2015	For post-vendor MAP		As per Use of Remote Meter Reads, Quality Assurance, and Reasons for Meter Removal and Install versions
ICP Housekeeping changes	23 February 2016	Non -material housekeeping changes	ICP/WRC019	3.3.4
20160223	23 February 2016	For 20160223		As per ICP/WRC019
ICP Alignment with Customer Protection Code of Practice	18 August 2016	Changes to reflect ICP Change Proposal ICP/WRC042	ICP/WRC042	2.4.1; 2.4.4; added 2.4.9 and 2.4.10; 3.6.1.
20160830	30 August 2016	For 20160830		As per ICP/WRC042
ICP Housekeeping	21 September 2016	Changes to reflect ICP Change Proposal ICP/WRC049	ICP/WRC049	3.6.1

Version Number	Date of Issue	Reason For Change	Change Control Reference	Sections Affected
20160921	21 September 2016	For 20160921		As per ICP/WRC049

Table of Contents

1.	Purpose and scope	7
1.1	Purpose	7
1.2	Scope	7
2.	Meter Read Types and Meter Read Methods	8
2.1	Overview.....	8
2.2	Meter Read Types	8
2.3	Meter Read Methods	9
2.4	Valid Meter Read Type and Method combinations.....	10
3.	Submission of Meter Reads	15
3.1	Units of measurement.....	15
3.2	Initial Reads (Meter Read Type I)	15
3.3	Final Reads (Meter Read Type F).....	15
3.4	Temporary Disconnection and Reconnection Reads (Meter Read Types X and Y).....	15
3.5	Regular Cyclic Reads (Meter Read Type C)	16
3.6	Transfer Reads (Meter Read Type T)	18
3.7	Re-Reads and corrected Meter Reads.....	19
3.8	Pre-loaded Read (Meter Read Type P).....	20
3.9	Central Systems Estimated Read (Meter Read Type G)	20
4.	Meter Read Submission	21
4.1	Process description.....	21
4.2	Process diagram.....	24
4.3	Interface and timetable requirements	25
5.	Meter Read distribution	26
5.1	Process description.....	26
5.2	Process diagram.....	29
5.3	Interface and timetable requirements	30

Definitions

Unless expressly stated otherwise, for the purposes of this CSD:

- (a) terms defined in the Wholesale-Retail Code Part 1 (Objectives, Principles and Definitions) shall apply; and
- (b) capitalised terms relating to the titles of Data Items or Data Transactions described in CSD 0301 (Data Catalogue) shall have the meaning attributed therein.

1. Purpose and scope

1.1 Purpose

1.1.1 This CSD sets out the processes for the submission and distribution of Meter Reads.

1.2 Scope

1.2.1 This CSD describes:

- (a) the available Meter Read Types and Meter Read Methods, and the circumstances in which permitted combinations of these should be submitted to the Market Operator;
- (b) the process for the submission of Meter Reads to the Market Operator for the purposes of the Settlement Process; and
- (c) the process for the distribution of Meter Reads to relevant Trading Parties, based on the associations between meters, Service Components and Trading Parties in effect on the date of the Meter Read.

2. Meter Read Types and Meter Read Methods

2.1 Overview

2.1.1 This section outlines the various different types of Meter Reads that must be obtained and submitted to the Market Operator under the Market Terms and this CSD. It also describes the valid Meter Read Methods that may be used in relation to each of these Meter Read Types.

2.1.2 Section 3 of this CSD describes the process for the submission of the different Meter Read Types and Meter Read Methods.

2.2 Meter Read Types

2.2.1 Meter Read Type is a mandatory Data Item that must be submitted with every Meter Read, and denotes the circumstance in which the submitted Meter Read was taken (or estimated, where permissible).

2.2.2 The available Meter Read Types are as follows:

Meter Read Type	
I	Initial Read
F	Final Read
X	Temporary Disconnection Read
Y	Reconnection Read (following Temporary Disconnection)
C	Regular Cyclic Read
T	Transfer Read
P	Pre-loaded Read
G	Central Systems Generated Read

2.2.3 For the avoidance of doubt, Central Systems Generated Reads are not submitted by Trading Parties.

2.3 Meter Read Methods

2.3.1 Meter Read Method is a mandatory Data Item that must be submitted with every Meter Read, and denotes the method used to obtain the Meter Read value that is being submitted. Section 2.4 of this CSD describes the valid combinations of Meter Read Type and Meter Read Method.

2.3.2 The available Meter Read Methods are as follows:

- (a) Visual;
- (b) Customer;
- (c) Remote; and
- (d) Estimated.

Description of Meter Read Methods

Visual

2.3.3 A Meter Read Method of “Visual” denotes that the Meter Read was obtained by means of a visual read of the register of the meter.

2.3.4 If at the time of taking a Visual read, the meter is found to be under-recording, then the Meter Read should be submitted with the same value as the previous Meter Read, and any adjustment required to change the relevant Volume should be submitted to the Market Operator by way of a Volumetric Adjustment in accordance with CSD 0104 (Maintain SPID Data).

Customer

2.3.5 A Meter Read Method of “Customer” denotes that the Meter Read was obtained by means of the relevant Non-Household Customer at the Eligible Premises

providing the Meter Read value to the Trading Party responsible for the submission of the Meter Read to the Market Operator.

Remote

2.3.6 A Meter Read Method of “Remote” denotes that the Meter Read was obtained by means of:

- (a) an electronic outreader (e.g. touchpad) where the meter sends an encoded volumetric reading of the register to the outreader; or
- (b) an AMR (automatic meter reader) where an encoded reading of the register of the meter is transmitted to a walk-by, drive-by or fixed network reading system; or
- (c) a smart meter or AMI (advanced meter infrastructure) where an encoded reading of the register is transmitted by way of a communications link to the meter; or
- (d) a data logging device where pulsed output from the meter is logged by the data logging device and retransmitted (either in raw pulses or calculated flow-rates or volumes).

2.4 Valid Meter Read Type and Method combinations

2.4.1 The table below summarises the valid combinations of Meter Read Type and Meter Read Method. Certain combinations are only permissible in limited circumstances, as set out in this CSD.

Meter Read Type		Valid Meter Read Methods
I	Initial Read	Visual
F	Final Read	Visual
X	Temporary Disconnection Read	Visual Remote

Meter Read Type		Valid Meter Read Methods
Y	Reconnection Read	Visual Remote Estimated
C	Regular Cyclic Read	Visual Customer Remote
T	Transfer Read	Visual Remote Estimated Customer
P	Pre-loaded Read	Visual Customer Remote Estimated
G	Central Systems Generated Read	Estimated

Remote

2.4.2 A Meter Read with a Meter Read Method of “Remote” shall be accepted in the case of the following Meter Read Types:

- (a) Regular Cyclic Read;
- (b) Transfer Read;
- (c) Temporary Disconnection Read;

- (d) Reconnection Read; or
- (e) Pre-loaded Read.

2.4.3 A Meter Read with a Meter Read Method of “Remote” shall not be accepted in the case of the following Meter Read Types:

- (a) Initial Read;
- (b) Final Read; or
- (c) Central Systems Generated Read.

Estimated - Transfer Reads

2.4.4 An "Estimated" Transfer Read may only be submitted by a Retailer in the following circumstances:

- (a) Where the following conditions apply, a Transfer Read (Meter Read Type T) may be submitted by a Retailer using the Meter Read Method “Estimated”, instead of a Transfer Read with a Meter Read Method of “Visual” or “Remote”;
 - (i) A different meter is found at the Eligible Premises to that Registered to the relevant Supply Point, or the meter is inaccessible, or cannot be read (e.g. due to fogged glass), or no meter can be found although a meter is Registered to the Supply Point, or there is no access to the Eligible Premises; and
 - (ii) The Incoming Retailer has initiated remedial action to resolve the matter, such as submitting an appropriate form to the relevant Wholesaler, in accordance with the Operational Terms.
- (b) If the Transfer Read is to be submitted by a Retailer, a Meter Read Method of "Estimated" may only be submitted in place of a Meter Read Method of "Customer" if:

- (i) The Incoming Retailer has agreed with the Non-Household Customer to take a Customer Read within an agreed timescale; and
- (ii) The Transfer Read provided by the Non-Household Customer is incorrect or has not been provided within the agreed timescale.

2.4.5 A Transfer Read with a Meter Read Method of “Estimated” must be derived by the Data Owner using equivalent logic to that identified for estimated meter advances in CSD 0207 (Charge Calculation, Allocation and Aggregation).

Estimated - Reconnection Reads

2.4.6 A Meter Read Method of “Estimated” shall be used in exceptional circumstances where it has not been possible to gain access to the relevant Eligible Premises in order to obtain a visual Reconnection Read and where there is also no means of obtaining a Meter Read with a Meter Read Method of “Remote”. In such cases, a Trading Party must submit a Reconnection Read with the same value as the preceding Temporary Disconnection Read if one had been submitted.

Estimated - Central Systems Generated Reads

2.4.7 A Meter Read Method of “Estimated” shall be applied where the Market Operator generates a Central Systems Generated Read as part of the preliminary stage of the Final Settlement Run, in accordance with CSD 0207 (Charge Calculation, Allocation and Aggregation). For the avoidance of doubt, Central Systems Generated Reads are not submitted by Trading Parties.

Estimated - Pre-loaded Reads

2.4.8 A Meter Read Method of “Estimated” denotes that a Pre-loaded Read (Meter Read Type “P”) provided for the purposes the initial upload of Meter Data in advance of the Go Live Date was based on an estimate generated by the submitting Trading Party.

Customer- Transfer Reads

2.4.9 A Transfer Read (Meter Read Type T) may be submitted by a Retailer using the Meter Read Method “Customer” instead of a Transfer Read with a Meter Read

Method of “Visual” where the Incoming Retailer has agreed (for example during the contract signing process) with the Non-Household Customer that it will provide a Transfer Read within an agreed timescale to the Incoming Retailer, providing the Incoming Retailer is satisfied that the read is provided by the Non-Household Customer.

- 2.4.10 The Incoming Retailer shall make reasonable endeavours to ensure that the Transfer Read of “Customer” is correct (in addition to the requirements in CSD 0102) before this is submitted by the Incoming Retailer.

3. Submission of Meter Reads

3.1 Units of measurement

3.1.1 Meter Read values may only be submitted in cubic metres, for all Meter Read Types.

3.2 Initial Reads (Meter Read Type I)

3.2.1 An Initial Read shall be provided by the relevant Wholesaler in respect of a new meter that is installed or exchanged in accordance with the Operational Terms.

3.2.2 A Wholesaler shall only submit an Initial Read using the Data Transaction T104.W (Submit Meter Details) or a T117.W (Submit Meter Exchange) as appropriate.

3.2.3 The only permitted Meter Read Method for an Initial Read is “Visual”.

3.3 Final Reads (Meter Read Type F)

3.3.1 The relevant Wholesaler shall be responsible for providing the Final Read when a meter is removed or when the Supply Point to which the meter is Registered is Permanently Disconnected or Deregistered.

3.3.2 A Wholesaler shall only submit a Final Read using the Data Transaction T105.W (Submit Meter Details) or a T117.W (Submit Meter Exchange) as appropriate.

3.3.3 The only permitted Meter Read Method for a Final Read is “Visual”.

3.3.4 The Wholesaler shall include a Meter Removal Reason with each Final Read which is submitted using the Data Transaction T105.W (Submit Meter Read).

3.4 Temporary Disconnection and Reconnection Reads (Meter Read Types X and Y)

3.4.1 The relevant Wholesaler shall be responsible for providing a Temporary Disconnection Read (Type X) when an individual meter, or the Supply Point to which the meter is Registered, is Temporarily Disconnected, other than in exceptional circumstances, where it has not been possible to gain access to the relevant Eligible Premises.

- 3.4.2 The relevant Wholesaler shall be responsible for providing a Reconnection Read (Type Y) wherever practicable when an individual meter is reconnected, or for a meter Registered to a Supply Point which is reconnected in accordance with the Operational Terms following Temporary Disconnection.
- 3.4.3 If the Wholesaler is undertaking a Temporary Disconnection of a Supply Point, a Temporary Disconnection Read (Type X) must be submitted for each of the meters Registered to the Supply Point, and the Supply Point Temporary Disconnection must also be notified to the Market Operator as described in CSD 0104 (Maintain SPID Data).
- 3.4.4 The Meter Read Method for a Temporary Disconnection Read (Type X) must always be either "Visual" or "Remote". In exceptional circumstances, where it has not been possible to gain access to the relevant Eligible Premises in order to provide a visual Temporary Disconnection Read and where there is also no means of obtaining a Meter Read with a Meter Read Method of "Remote", the relevant Wholesaler shall not provide any Temporary Disconnection Read.
- 3.4.5 The Meter Read Method for a Reconnection Read (Type Y) shall normally be "Visual" or "Remote". In exceptional circumstances, where it has not been possible to gain access to the relevant Eligible Premises in order to provide a visual Reconnection Read and where there is also no means of obtaining a Meter Read with a Meter Read Method of "Remote", a Trading Party shall submit a Reconnection Read (Type Y) with the same value as the preceding Temporary Disconnection Read (Type X) in respect of the relevant Disconnection, and this should be denoted using the Meter Read Method of "Estimated".

3.5 Regular Cyclic Reads (Meter Read Type C)

- 3.5.1 The Retailer shall provide Regular Cyclic Reads to the Market Operator for all meters related to Supply Points Registered to the Retailer to an agreed frequency in accordance with Section 4.9.6 of the Market Terms, as follows:
- (a) the minimum Regular Cyclic Read frequency for Twice-yearly Read Meters shall be at intervals of between one hundred (100) and one hundred and

forty (140) Business Days, provided that there are at least two (2) such Meter Reads in every period of twelve (12) Months; and

- (b) the minimum Regular Cyclic Read frequency for Monthly Read Meters shall be at intervals of between fifteen (15) and twenty five (25) Business Days, provided that there are at least twelve (12) such Meter Reads in every period of twelve (12) Months.

3.5.2 The Wholesaler shall provide Regular Cyclic Reads to the Market Operator for all Non-Market Meters as follows:

- (a) the minimum Regular Cyclic Read frequency for Twice-yearly Read Meters that are Non-Market Meters shall be at intervals of between one hundred (100) and one hundred and forty (140) Business Days, provided that there are at least two (2) such Meter Reads in every period of twelve (12) Months; and
- (b) the minimum Regular Cyclic Read frequency for Monthly Read Meters that are Non-Market Meters shall be at intervals of between fifteen (15) and twenty five (25) Business Days, provided that there are at least twelve (12) such Meter Reads in every period of twelve (12) Months.

3.5.3 For the avoidance of doubt, the minimum Regular Cyclic Read frequency requirements set out above do not prohibit a Trading Party providing more frequent Meter Reads, and no such Meter Read shall be rejected so long as it passes validation in accordance with CSD 0203 (Meter Read Submission: Validation).

3.5.4 Where a Regular Cyclic Read is required in respect of Sewerage Services and there is an associated Water Meter for the purposes of calculating the relevant Primary Charges, the Regular Cyclic Read shall be submitted by the relevant Water Retailer, on request by the Sewerage Retailer.

3.5.5 Subject to validation under CSD 0203 (Meter Read Submission: Validation), the Market Operator shall inform each Registered Retailer and the relevant

Wholesaler of a Regular Cyclic Read, using Data Transaction T105.M (Notify Meter Read).

- 3.5.6 The Retailer may submit a remote Regular Cyclic Read using Meter Read Method "Remote".
- 3.5.7 The Wholesaler may submit a remote Regular Cyclic Read (using Meter Read Method "Remote" for a Non-Market Meter.
- 3.5.8 The Retailer may submit a Regular Cyclic Read using the Meter Read Method of "Customer" on up to ten (10) occasions in any period of twelve (12) Months for a meter designated as a Monthly Read Meter. Where more than two (2) "Customer" Meter Reads are submitted in a period of twelve (12) Months, the "Visual" or "Remote" Meter Reads shall be separated by no more than seven (7) Months.
- 3.5.9 The Retailer may submit Regular Cyclic Read using the Meter Read Method of "Customer" on up to one (1) occasion in any period of twelve (12) Months for a meter that is designated as a Twice-yearly Read Meter.
- 3.5.10 The Wholesaler may supply a "Customer" Meter Read in place of a Regular Cyclic Read for a Non-Market Meter in place of a Regular Cyclic Read on up to ten (10) occasions in any period of twelve (12) Months for a Non-Market Meter that is designated as a Monthly Read Meter, and on up to one (1) occasion in any period of twelve (12) Months for a Non-Market Meter that is designated as a Twice-yearly Read Meter.

3.6 Transfer Reads (Meter Read Type T)

- 3.6.1 Other than where the conditions described in Section 2.4.4 of this CSD apply, a Transfer Read shall always be a Meter Read with a Meter Read Method of any of "Visual", "Remote" or "Customer".
- 3.6.2 Following a Transfer, it is the responsibility of the Incoming Retailer to ensure that a Transfer Read(s) is submitted to the Market Operator in accordance with CSD 0102 (Registration: Transfers). Each Trading Party shall co-operate with the other Trading Parties in connection with the provision of Transfer Reads. In particular, the Incoming Retailer shall ensure that all relevant Transfer Reads for Water

Services and/or Sewerage Services are provided, including where necessary requesting that the Other Retailer submits a Transfer Read to the Market Operator, or otherwise by making arrangements with the Non-Household Customer and obtaining the Transfer Read directly and submitting it to the Market Operator. It shall be noted that in these circumstances the Other Retailer can choose whether to take a Transfer Read on behalf of the Incoming Retailer, but is not obliged to do so.

- 3.6.3 Where the Transfer relates to a Main Meter in a Meter Network then the Data Owner for any associated Sub Meter at the level below the Main Meter is also required to provide a Transfer Read. The Incoming Retailer shall be responsible for notifying the relevant Data Owner for the Sub Meter that a Transfer Read is required, in accordance with CSD 0102 (Registration: Transfers) and, where applicable, the Operational Terms. For the avoidance of doubt, where the Sub Meter is a Non-Market Meter, the Data Owner shall be the relevant Wholesaler, and in all other cases the Data Owner shall be the Retailer in respect of the Supply Point to which the Sub Meter is Registered.
- 3.6.4 The requirements in relation to the submission of Transfer Reads in respect of allocated Interim Duty Supply Points are set out in CSD 0004 (Interim Supplier Allocation Process).

3.7 Re-Reads and corrected Meter Reads

- 3.7.1 In the event that a Meter Read submitted to the Market Operator fails validation in accordance with CSD 0203 (Meter Read Submission: Validation) the relevant Wholesaler or Retailer (as applicable) may submit a Re-Read if the Meter Read is believed to be valid after investigation.
- 3.7.2 The Re-Read submission must contain all the same Data Item values as the previously failed Meter Read submission that it replaces and also be flagged as a Re-Read in the T105.W / T105.R (Submit Meter Read) or T117.W (Submit Meter Exchange) Data Transaction, as applicable.
- 3.7.3 For the avoidance of doubt, if, after investigation of a rejected Meter Read, it is found that the wrong Meter Read value, Meter Read Type or Meter Read Method

was sent, then this must be resolved by sending a Meter Read with the correct value, Meter Read Type and Meter Read Method. The correction must not be submitted as a Re-Read in this event, as it would not comply with the requirement for the resubmitted values to be identical.

3.8 Pre-loaded Read (Meter Read Type P)

- 3.8.1 A Pre-loaded Read relates to a Meter Read Date prior to the Go Active Date provided for the purposes of the initial upload of Meter Data in advance of the Go Live Date. Pre-loaded Reads shall be used to estimate volumes for the purposes of settlement. In respect of each meter, the Meter Read with the earliest Meter Read Date (and only the Meter Read with the earliest Meter Read Date) shall be designated by the Market Operator as the Initial Read for that meter.
- 3.8.2 A Pre-loaded Read shall have been submitted in accordance with any relevant obligations and processes in relation to the initial upload of data in advance of the Go Active Date.

3.9 Central Systems Estimated Read (Meter Read Type G)

- 3.9.1 The Market Operator may generate a Central Systems Generated Read as part of the preliminary stage of the Final Settlement Run, in accordance with CSD 0207 (Charge Calculation, Allocation and Aggregation).
- 3.9.2 For the avoidance of doubt, Central Systems Generated Reads are not submitted by Trading Parties.
- 3.9.3 A Central Systems Generated Read shall always have the Meter Read Method value set to "Estimated", denoting that it was estimated by the Market Operator.

4. Meter Read Submission

4.1 Process description

Step a – Submit Meter Read (T104.W (Submit Meter Details) or T105.W / T105.R (Submit Meter Read) or T117.W (Submit Meter Exchange))

- 4.1.1 The process descriptions in this CSD should be read in conjunction with the process diagrams and the interface and timetable requirements in each subsequent section. The step references appear beside each action or decision symbol in the process diagram. References shown thus TXXX.M relate to the associated Data Transaction, as set out in the CSD 0301 (Data Catalogue).
- 4.1.2 The Market Operator responds to all Data Transactions submitted by Trading Parties with a T109.M (Accept or Reject). The T109.M notifies either rejection of the Data Transaction submitted or acceptance of the Data Transaction submitted. If the Data Transaction is rejected an appropriate error code is provided in the T109.M. If the Data Transaction is accepted and the Market Operator needs to provide additional information back to the Trading Party, it will send the relevant information in a different Data Transaction in addition to the T109.M sent to notify acceptance. For simplicity of presentation, the T109.M may not be identified explicitly in the process steps, process diagrams and interface and timetable requirements.
- 4.1.3 All Meter Reads shall be submitted to the Market Operator using Data Transaction T104.W (Submit Meter Details) or T105.W / T105.R (Submit Meter Read) or T117.W (Submit Meter Exchange).
- 4.1.4 A Rollover Indicator may be provided as an optional Data Item for all Meter Reads Types except for Meter Read Type I. If a Rollover Indicator is submitted with a Meter Read Type I, the Meter Read shall be rejected and the Market Operator shall send a Data Transaction T109.M (Accept or Reject) with the appropriate error code.
- 4.1.5 Although the Rollover Indicator is generally an optional field on the Meter Read, should the Market Operator reject the Meter Read due to being unable to

determine the rollover status, the Market Operator shall not accept a subsequently submitted Meter Read containing otherwise identical Data Items unless the Rollover Indicator is specified. For the avoidance of doubt, such a Meter Read shall be resubmitted without the Re-Read flag being specified.

4.1.6 The deadlines for the submission of Meter Reads by Retailers are:

- (a) in the case of Regular Cyclic Reads, within five (5) Business Days from the date the Meter Read is taken (the Meter Read Date specified in the relevant Data Transaction);
- (b) in the case of Transfer Reads submitted using Meter Read Method "Visual" or "Remote", within two (2) Business Days of the date the Meter Read is taken (the Meter Read Date specified in the relevant Data Transaction). The Meter Read Date must be within +/- two (2) Business Days of the relevant Registration Start Date (in accordance with CSD 0102 (Registration: Transfers)); and
- (c) in the case of Transfer Reads submitted using Meter Read Method "Estimated", within five (5) Business Days of the relevant Registration Start Date.

4.1.7 The deadlines for the submission of Meter Reads by Wholesalers are:

- (a) in the case of Initial Reads and Final Reads, within five (5) Business Days of meter installation or removal where this was undertaken by the Wholesaler or within eight (8) Business Days where the work was undertaken by an Accredited Entity;
- (b) in the case of Temporary Disconnection Reads and Reconnection Reads, within two (2) Business Days of the Disconnection or reconnection;
- (c) in the case of Private Trade Effluent Meters and Private Water Meters, the relevant deadline for the submission of Initial Reads and Final Reads shall be as specified in the Operational Terms;

- (d) in the case of Regular Cyclic Reads (for Non-Market Meters), within five (5) Business Days from the date the Meter Read is taken (the Meter Read Date specified in the relevant Data Transaction); and
- (e) in the case of Transfer Reads (for Non-Market Meters), within two (2) Business Days of the date the Meter Read is taken (the Meter Read Date specified in the relevant Data Transaction). The Meter Read Date must be within +/- two (2) Business Days of the relevant Registration Start Date (in accordance with CSD 0102 (Registration: transfers)).

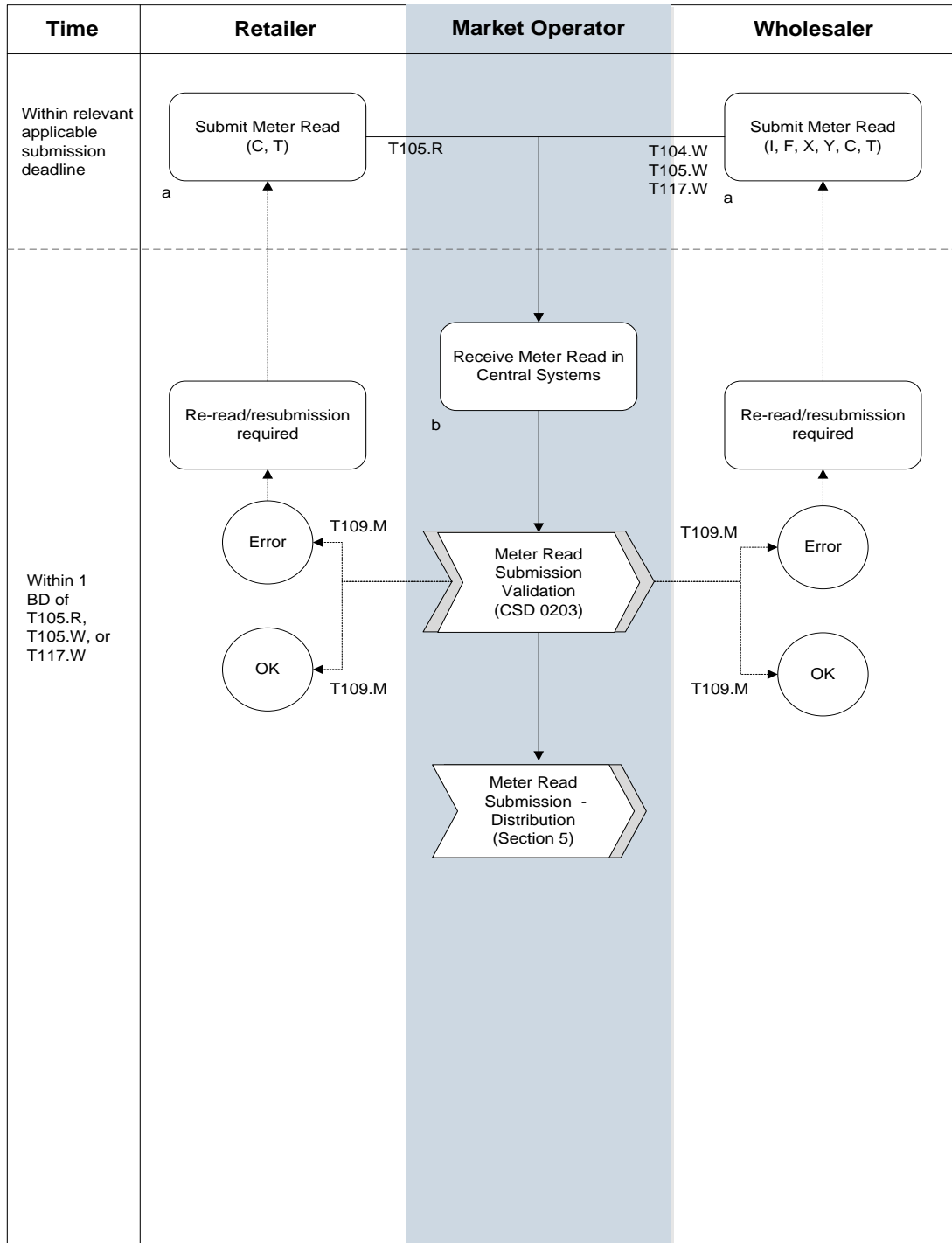
4.1.8 In relation to the timescale for the submission of Re-Reads or corrected Meter Reads following validation failure, it shall be noted that where a Re-Read or a Meter Read with the correct Meter Read value, Meter Read Type and Meter Read Method is required to be submitted following a validation failure, and this is submitted and accepted outside the relevant timescale permitted for the original Meter Read, then the date of the Data Transaction containing the Re-Read or corrected Meter Read shall be used for the purpose of calculation of any relevant Market Performance Standard in respect of late Meter Reads (rather than the date of the original Data Transaction containing the rejected Meter Read).

Step b – Market Operator actions

- 4.1.9 The Market Operator shall receive the Meter Read(s) and apply validation in accordance with CSD 0203 (Meter Read Submission: Validation).
- 4.1.10 In the event that a Meter Read fails validation the Market Operator shall send a Data Transaction T109.M (Accept or Reject) with the appropriate error code. The Trading Party that submitted the rejected Meter Read shall then take the appropriate action required under CSD 0203 (Meter Read Submission: Validation).
- 4.1.11 The Market Operator shall distribute Meter Read(s) which have passed validation to the appropriate Trading Parties as detailed in Section 4 of this CSD.

4.2 Process diagram

1. Meter Read submission



4.3 Interface and timetable requirements

Meter Read submission process

Step	Action/ Decision	Process Step	From	To	Time parameter	Comments	Data Transaction
a	A	Submit Meter Read	Retailer or Wholesaler	Market Operator	Within 2/5 BD of date Meter Read taken		T105.R, T105.W, T104.W T117.W
b	A	Receive Meter Read	Market Operator		On receipt		

5. Meter Read distribution

5.1 Process description

5.1.1 Meter Read distribution shall be based on the relevant associations between meters, Service Components and Trading Parties in effect on the Meter Read date.

5.1.2 Within one (1) Business Day of receipt of a Meter Read in a Data Transaction T104.W (Submit Meter Details) or T105.W / T105.R (Submit Meter Read) or T117.W (Submit Meter Exchange), as applicable, and upon successful registration validation and content validation as well as successful rollover detection and validation in accordance with CSD 0203 (Meter Read Submission: Validation), the Market Operator shall distribute the Meter Read to the appropriate Trading Parties, using Data Transaction T104.M (Notify Meter Details), T105.M (Notify Meter Read) or T117.M (Notify Meter Exchange), as applicable, as follows:

- (a) the Market Operator shall include the value of the Rollover Flag as determined by the rollover detection and validation process;
- (b) where an Initial Read, Final Read, Temporary Disconnection Read or Reconnection Read is submitted by a Wholesaler, the Market Operator shall notify it to the Registered Retailer(s), and to any Other Wholesaler;
- (c) where a Transfer Read is submitted by an Incoming Retailer, the Market Operator shall notify it to the Outgoing Retailer and relevant Wholesaler(s). If the Transfer Read relates to Water Services, and the Sewerage Retailer is a different Retailer, then the Market Operator shall also notify it to the Sewerage Retailer;
- (d) where a Transfer Read is submitted by the Water Retailer on request by the incoming Sewerage Retailer, the Market Operator shall notify it to the Incoming Sewerage Retailer, the Outgoing Sewerage Retailer and relevant Wholesaler(s);
- (e) where a Regular Cyclic Read is submitted by the Water Retailer, the Market Operator shall distribute it to the relevant Wholesaler(s). If the

Meter Read relates to Water Services, and the Sewerage Retailer is a different Retailer, the Market Operator shall also notify it to the Sewerage Retailer;

- (f) where a Re-Read is submitted for any of the above Meter Read Types, the Market Operator shall notify it to the relevant Wholesaler(s) and the relevant Retailer(s); and
- (g) where a Central Systems Estimated Read is generated by the Market Operator as part of the preliminary stage of the Final Settlement Run, the Market Operator shall notify the Wholesaler and Retailer (including the Wholesaler and Retailer of any paired Sewerage Service Supply Point) of the Central System Estimated Read using the Data Transaction T105.M (Notify Meter Read).

5.1.3 It shall be noted that in all of the above instances:

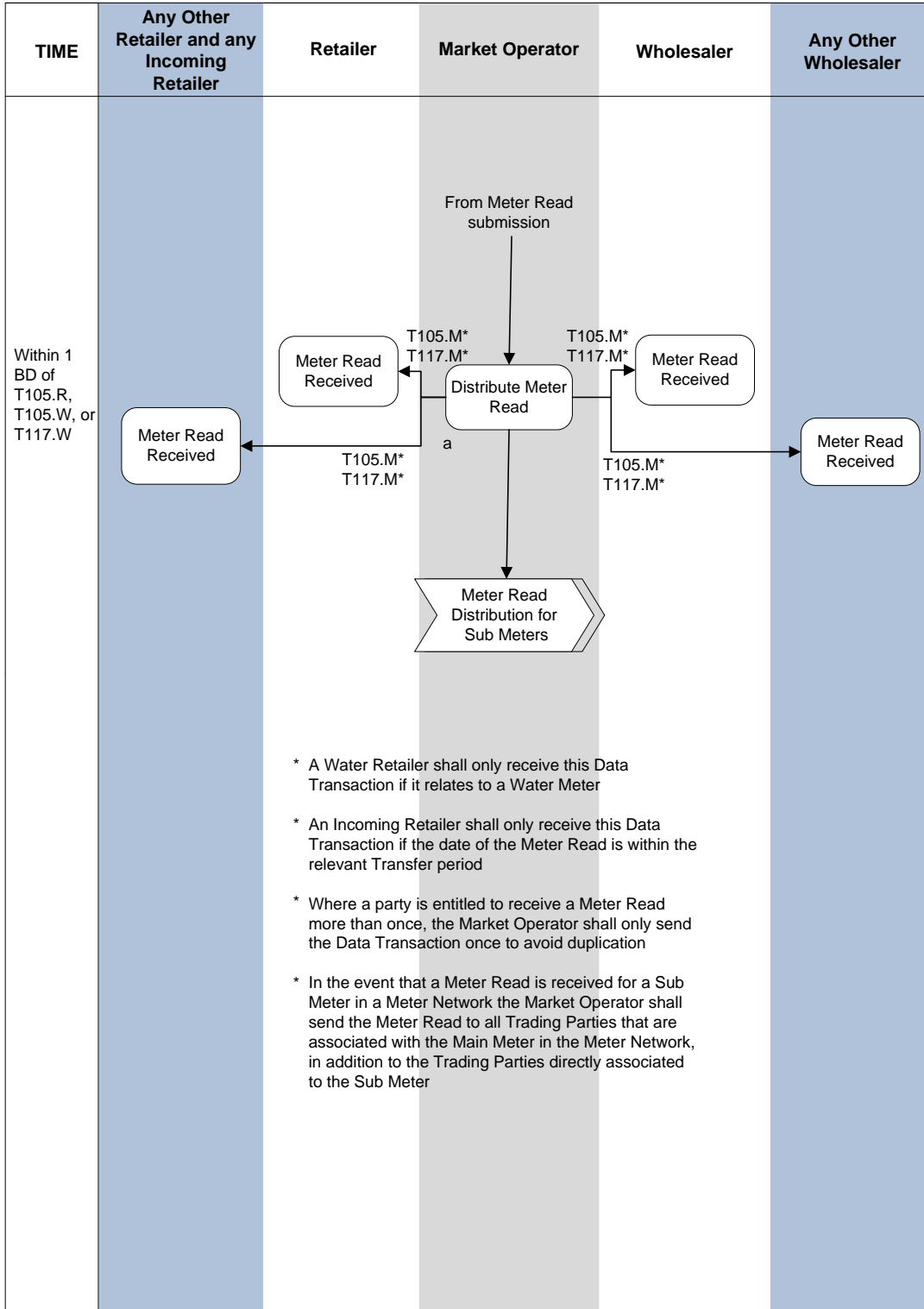
- (a) in the event that a Meter Read is received for a Sub Meter in a Meter Network the Market Operator shall send the Meter Read to all Trading Parties that receive notification of a Meter Read in respect of the Main Meter in the Meter Network. The Market Operator shall also notify the Meter Read to the Trading Parties directly associated to the Sub Meter;
- (b) the Water Retailer shall only receive a Meter Read upon distribution if it relates to a Water Meter;
- (c) a Meter Read shall always be notified to a relevant Incoming Retailer;
- (d) where the Wholesaler and the Other Wholesaler is the same Trading Party, only one (1) notifying Data Transaction is sent to the Wholesaler by the Market Operator;
- (e) where the Retailer and the Other Retailer is the same Trading Party, only one (1) notifying Data Transaction is sent to the Retailer by the Market Operator;



- (f) where the Incoming Retailer and the Other Retailer is the same Trading Party, only one (1) notifying Data Transaction is sent to the Incoming Retailer by the Market Operator; and
- (g) where a SPID is not paired, there is no Other Wholesaler or Other Retailer, so no notifications are sent to such Trading Parties.

5.2 Process diagram

2. Meter Read distribution



5.3 Interface and timetable requirements

Meter Read distribution process

Step	Action/ Decision	Process Step	From	To	Time parameter	Comments	Data Transaction
a	A	Distribute Meter Read	Market Operator	Retailer Wholesaler Other Retailer Other Wholesaler Incoming Retailer	Within 1 BD of T105.W or T117.W	Water Retailer only receives if relates to a Water Meter Incoming Retailer only receives if date of Meter Read is within Transfer period Where party entitled to receive more than once, Market Operator shall only send once	T105.M or T117.M

Step	Action/ Decision	Process Step	From	To	Time parameter	Comments	Data Transaction
						If Meter Read is for Sub Meter, send to all Trading Parties associated with Main Meter in Meter Network, in addition to the Trading Parties directly associated to the Sub Meter	