

RETAIL ENERGY CODE

ACTIVE RELATIONSHIP REPORTS GUIDANCE DOCUMENT

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CHANGE HISTORY

Version	Issue Date	Author	Comments
1.0	July 2022	REC Code Manager	Initial version following transition of reporting to REC Code Manager arrangements
1.1	March 2023	REC Code Manager	<p>Addition of Report AR3F – Active Relationship / Domestic Premise Indicator Mismatch</p> <p>Updates to AR2A and Report AR2B criteria to account for the inclusion of the Domestic Premise Indicator</p>

CLARIFICATIONS

1. An active relationship within these reports is considered using an “Active” RelationshipStatusIndicator flag.
2. MPANs may be duplicated within a single report if more than 1 MSN is in situ
3. A Split Supply is considered where a relationship is across multiple Supplier MPIDs regardless of company group name.
4. Where a supply is split all affected MPANS will be shown in the reports, so other suppliers MPANs may be present.
5. MPANs may be present in more than one report
6. Data is correct as of last working day of the previous month
7. The reporting logic will force an order of activity unless it is otherwise scoped and coded not to. Report AR3A (MTC) and Report AR3C (SSC) are looking for all MPANs in a related group to have a specific data item. The presence of a disconnected MPAN which would not have either of these two data items would preclude a group from this report, until the Disconnected MPAN has been cleansed.

ASSUMPTIONS

1. MPANs in an active relationship with a disconnected MPAN will have had the relationship information rejected as part of the migration activity to CSS.
2. It is assumed that the CSS does not reject any of the relationships in the other reporting scenarios described, however, they will cause erroneous transfers and rejections (customer detriment) due to the CSS automatically switching an entire related group.

ACTIVE RELATIONSHIP REPORTS

REPORT AR1 – ACTIVE RELATIONSHIP REPORT

Description

All MPANs in an active relationship that are not classed as an unmetered supply.

Criteria for Report

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D

Rationale

This report is the initial driver report for all subsequent reports, [Appendix A](#) provides an overview of the structure.

As the cleanse progresses, this report should eventually end up with MPANs that fall into the Cleansed to Acceptance Criteria Report.

Action Required

For information only. This report requires no specific action.

REPORT AR2A – CLEANSED TO ACCEPTANCE CRITERIA

Description

Of those MPANs in **REPORT AR1**, all those that meet the acceptance criteria.

Criteria for Report

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D
3. All MPANs within relationship are registered with the same supplier MPID.
4. At least one of the MTCs in the relationship falls between 500-783.
5. At least one of the MPANs in the relationship have an SSC outside of 393/801/922-4.
6. There are no Disconnected ('X') MPANs in the relationship
7. All postcodes in relationship group have an exact match
8. All [Domestic Premise Indicators \(DPIs\)](#) in relationship group match

REPORT AR2B – CONTAINS DATA ISSUES

Description

All other MPANs in **REPORT AR1**, that do not meet the criteria for **REPORT AR2A**.

Criteria for Report

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D
3. AND / OR:
 - a. All MPANs in the relationship are not registered with the same supplier MPID.
 - b. All MTC's in the relationship fall outside of 500-783.
 - c. All MPANs in the relationship have an SSC of 393/801/922-4.
 - d. There are Disconnected ('X') MPAN(s) in the relationship
 - e. At least one MPAN in the relationship group has a postcode that does not match
 - f. At least one MPAN in the relationship group has a DPI that does not match

Rationale

As shown in [Appendix A](#), the reports are split into two branches. This report is provided as an overall view, as with **AR2A**. Eventually all MPANs contained in this report should have met the agreed acceptance criteria and be removed, or have a valid exemption claimed against them.

Action Required

For information only. This report requires no specific action.

REPORT AR3A – ALL MTC’S IN UNRELATED RANGE**Description**

Of those MPANs in REPORT AR2B where all MPANs in the relationship group have an MTC in the unrelated range.

Criteria for Report

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D
3. All MTC's in the relationship fall outside of 500-783.

Rationale

All related meters should have an MTC within the related range, unless there is a valid exemption for that MPAN.

Action Required

- MPAN relationship needs removing; or
- If it is identified that the relationship should exist, then the MTC for the MPANs needs amending to one that is in the related MTC range (500-783)

REPORT AR3B – SPLIT SUPPLY**Description**

Of those MPANs in REPORT AR2B where there are MPANs in the relationship split between two Supplier MPIDs

Criteria for Report

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D
3. All MPANs in relationship group are not registered with the same supplier MPID (split supply).

Rationale

This report provides parties with a view of their MPANs linked via an Active relationship flag. This report will allow Suppliers to engage and work together to resolve the issue by providing each affected party with information of the other associated MPAN(s).

Action Required

- Work with the other affected Supplier(s) to determine which Supplier the customer wishes to continue to supply the related MPANs. This involves transferring the MPANs onto the same Supplier MPID and set the relationship flag; or

- If it is identified that the relationship should not exist, then the MTC for the MPANs needs amending to one that is not in the related MTC range (500-783) and the relationship flag needs removing.

REPORT AR3C - UNRESTRICTED SSC/ ACTIVE RELATIONSHIP FLAG

Description

Two or more MPANs that have unrestricted Standard Settlement Configuration (SSC) where the Relationship Flag has been made active and no MPAN in the relationship has an SSC outside of the unrestricted range.

Criteria for Report

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D
3. All MPANs in the relationship have a Standard Settlement Configuration that equals: 393/801/922-4.
4. All MPAN(s) in the related group are provided in this report

Rationale

This report highlights instances where MPAN(s) with an unrestricted SSC have been entered into a relationship without an MPAN with a restricted SSC.

Action Required

If it is identified that the MPAN(s) should not be in a relationship:

- MPAN relationship needs to be deleted; and
- The MTC for the MPAN needs amending to one that is not in the related MTC range (500-783), if required.

If it is identified that the relationship should exist:

- The MTC for the MPANs needs amending to one that is in the related MTC range (500-783)

If one or more of the MPAN(s) should not be in the relationship:

- If it is identified that the SSC for the MPAN is incorrect, then the SCC needs to be updated to one that is not Unrestricted.
- If the MPAN that needs removing from the group is the Primary, the MPAN relationship needs deleting and setting up again.
- If the MPAN that needs removing is a Secondary, the MPAN relationship needs amending to remove the MPAN and
- the MTC for the removed MPAN needs amending to one that is not in the related MTC range (500-783), if required

Note: In a very minimal number of cases, the MPAN(s) may also be a part of a split supply situation. These MPANs will already be highlighted within the MTC reports and should be worked according to the instructions under the relevant pot in the first instance.

REPORT AR3D - DISCONNECTED METERING POINTS/ ACTIVE RELATIONSHIP

Description

MPAN(s) where the Relationship Flag has been made active and Disconnected MPAN(s) exist within the declared Relationship.

Criteria for Report

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D
3. At least one other MPAN at the address in the related group has a trading status='X'
4. All MPAN(s) in the related group are provided in this report

Rationale

This report highlights where Disconnections have taken place without ending an MPAN relationship, which is prerequisite for making a Disconnection.

Action Required

- The MPAN relationship needs updating to remove the disconnected MPAN from the related group; or
- If it is identified that the relationship should exist, then the MTC for the MPANs needs amending to one that is in the related MTC range (500-783)

REPORT AR3E – ACTIVE RELATIONSHIP/ POSTCODE MISMATCH

Description

Of those MPANs in **REPORT AR2B** where the postcodes in the relationship group do not match.

Criteria for Report

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D
3. At least one MPAN in the relationship group has a postcode that does not match

Rationale

There are several MPAN relationships that been established between properties that have no geographical relationship to each other. While some MPANs in a relationship can quite validly have a slightly different postcode, there are some that are in separate counties.

This report provides an overview of those MPANs that have been potentially related incorrectly.

Action Required

- Identify if the MPAN(s) should be in a different relationship, if this is the case then the relationship flag needs removing from the current group and established under the proper pairing, or
- If it is identified that the relationship should not exist, then the relationship flag needs removing and the MTC for the MPANs needs amending to one that is not in the related MTC range (500-783).

REPORT AR3F - DOMESTIC PREMISES INDICATOR MISMATCH

Description

Of those MPANs in **REPORT AR2B** where the DPIs in the relationship group do not match.

Rationale

Domestic and non-domestic MPANs should not be related as this causes confusion of what Objection Period applies in a Change of Supplier event.

Report Criteria

1. The relationship flag is 'Active'.
2. NOT Measurement Class B OR D
3. The DPI is not the same for all MPANs in the relationship group

Action Required

- Identify whether the DPI of any MPAN in the relationship is incorrect and update to the correct DPI status in CSS; or
- Identify whether the MPANs with differing DPIs should be in a relationship, and if not, end the relationship.

MOVEMENT REPORT

Report title	Reported in Summary
REPORT AR3A – ALL MTC'S IN UNRELATED RANGE	<ol style="list-style-type: none"> 1. Count of all Primary MPANs that meet the reporting criteria 2. Count of all MPANs that meet the reporting criteria
REPORT AR3B – SPLIT SUPPLY	<ol style="list-style-type: none"> 1. Count of all Primary MPANs that meet the reporting criteria 2. Count of all MPANs that meet the reporting criteria
REPORT AR3C - UNRESTRICTED SSC/ ACTIVE RELATIONSHIP FLAG	<ol style="list-style-type: none"> 1. Count of all Primary MPANs that meet the reporting criteria 2. Count of all MPANs that meet the reporting criteria
REPORT AR3D - DISCONNECTED METERING POINTS/ ACTIVE RELATIONSHIP	<ol style="list-style-type: none"> 1. Count of all Primary MPANs that meet the reporting criteria 2. Count of all MPANs that meet the reporting criteria
REPORT AR3E - ACTIVE RELATIONSHIP/ POSTCODE MISMATCH	<ol style="list-style-type: none"> 1. Count of all Primary MPANs that meet the reporting criteria 2. Count of all MPANs that meet the reporting criteria
REPORT AR3F – DOMESTIC PREMISE INDICATOR MISMATCH	<ol style="list-style-type: none"> 1. Count of all Primary MPANs that meet the reporting criteria 2. Count of all MPANs that meet the reporting criteria

APPENDIX A – ACTIVE RELATIONSHIP REPORTS

Key
■ Information Only
■ Action Required

