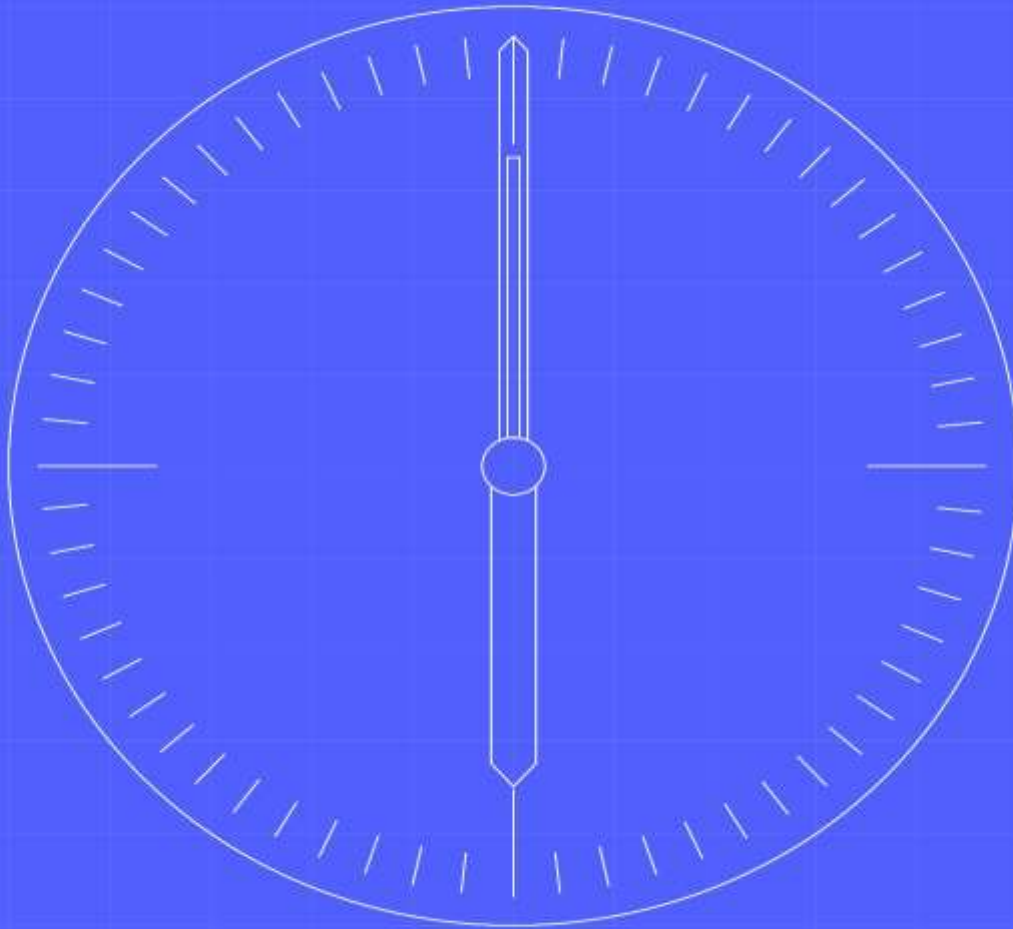


Migration Supplier Envelope and Plan Submission Guide



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1.1 Change Record

| Date | Author | Version | Change Detail |
|------------|----------------|---------|-----------------|
| 29/07/2024 | Migration Team | V1.0 | Initial version |
| | | | |
| | | | |
| | | | |

2 Introduction

2.1 Purpose of the Document

This document provides guidance for Suppliers on how to complete the Submission Template for the MHHS Programme Migration workstream.

The Migration Control Centre (MCC) will use the submitted data to calculate capacity allocations, agree the Migration schedule, monitor migration progress, and coordinate with Service Providers.

The Submission Templates and related information provided are based on an Electricity Enquiry Service (EES) Data Extract taken at the beginning of June 2024.

The Submission Templates capture the Supplier's expected Migration Initiation Submissions and provide a view of the Supplier's available capacity in the form of:

- 1) Envelopes that are produced based on Envelope Market Participant ID (MPID) – **%ENV_MPID%**:
 - a. Envelope MPIDs are derived by the following rules:
 - i. The Supplier MPID is part of a group of MPIDs that have the same Migration start date
 - ii. Migration start dates for non-SIT Suppliers are derived from the Supplier Pre-Qualification Submission (PQS) and aligned to the nearest first of the month for the given Supplier MPID
 - iii. Migration start date for SIT suppliers is assumed to be 7 April 2025
 - iv. Where multiple Supplier MPIDs exist under the ownership of a Supplier entity, a Supplier MPID that has the largest number of Trading Meter Points in EES is set as the Envelope MPID
 - v. **%DATE%**. – Reverse format date on which the MCC created the file yyyy/mm/dd

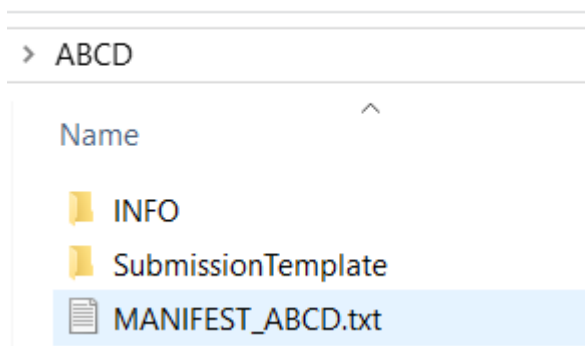
2.2 Envelope MPIDs are a primary unique identifier for the Submission Template files

Submission Template Files Structure and Submission Requirements

The MCC will provide a Zipped Archive file with the Envelope MPID for the Supplier as the Name of the Zip File. e.g. ABCD.zip

The Zip file is encrypted and password protected, and the password to open the zip file will be emailed separately.

The folder structure within the Zip File is as follows:



- The files in the **INFO** folder are for information and reference. See section Appendix – INFO Files.
- The files in the **SubmissionTemplate** folder must be reviewed and completed as per the instructions in this guide.
- The MANIFEST file lists all the files contained in the Zip file.

2.3 Submission Requirement Indicators:

| Requirement Type | Code | Description |
|------------------|------|---|
| Mandatory | M | Data must be provided |
| Optional | O | Data may be populated and helps aid understanding |
| Conditional | C | Based on certain business rules and/or the values of other data the item can become mandatory |
| Informational | I | Additional information provided by the MCC to assist in Supplier Submission. |

2.4 High Level Summary – “SubmissionTemplate” Folder

| Logical File Name | File Name | Description |
|---|--|---|
| A-Supplier Weekly Envelope and Plan Submission | A- %ENVMPID% _Weekly_Env_ %DATE% .xlsx | <p>The Weekly Envelopes for each LDSO where a Supplier has trading MPANs.</p> <p>Contains a column for Suppliers to provide the planned total submission for each week.</p> <p>Provides an indicator where Envelope Submission Rules should be followed or</p> <p>De-minimis Submission Rules should be followed for each row.</p> |
| B-Envelopes By LDSO / De-minimis by LDSO | B- %ENVMPID% _LDSO_ENV_MPC_ %DATE% .xlsx | <p>The MCC view of the Supplier Portfolios of Trading Meter Point Administration Numbers (MPANs) by Envelope MPID and LDSO</p> <p>With indicators for:</p> <ul style="list-style-type: none"> De-minimis LDSO Portfolios (< 150K Trading MPANs across all Suppliers) De-minimis Supplier Portfolios in LDSO (< 35K Trading MPANs) |
| C-Envelope MPID to Supplier MPID Map | C- %ENVMPID% _ENV_SUPP_ %DATE% .xlsx | The MCC Mapping of Envelope MPID to Supplier MPIDs where applicable |
| D-Supplier Contact List by Supplier MPID | D- %ENVMPID% _Contacts_ %DATE% .xlsx | List of Supplier Contacts by Envelope MPID and Supplier MPID |

| | | |
|--|--|--|
| E-Supplier Service Providers by Envelope MPID | E-%ENVMPID%_Service_Providers_% DATE%.xlsx | Supplier to provide a list of expected MHHS Services Providers and % of portfolio by Envelope MPID |
|--|--|--|

3 Submission Template Files

3.1 A-Supplier Weekly Envelope and Plan Submission

- In this file you will share your Migration plan with the MCC
- You will be required to provide your expected weekly volumes of Supplier Change of Agent (CoA) Initiation submissions for your entire MPAN portfolio, starting from the Suppliers Target Migration Start Date – as per the Pre-Qualification Submission or SIT schedule
- In this submission we are not asking for a weekly breakdown of your Service Provider provisions, but rather a view of the percentage breakdown of your MPAN portfolio across your anticipated Service Providers (see section 3.6). In the future submissions we will be seeking a more granular breakdown of Expected volumes by your Service Providers (Data Service Providers and Metering Service Providers)

Systems Integration Testing (SIT) Suppliers ONLY

We have included ramp-up period values for Early Life Support within the envelopes. These values are currently indicative and may change as we discuss incremental success criteria and system stabilisation metrics. There is an indicator “Industry Ramp-up day” for those days applicable to Early Life Support.

Currently, we assume that parties will migrate 10% of their portfolio during this period, based on high-level assumptions. Please ensure your submissions reflect this assumption.

During Early Life Support, large volumes will be required to test systems at full capacity. We will coordinate with you on timing for these high-load periods and appreciate your support in this effort.

How to populate this file:

- Provide planned weekly migration initiation volumes for each LDSO_MPID
- Ensure submissions are within the " Weekly_ENVELOPE" column value when IsEnvelope_Rules = 1

Ensure submissions follow

c. De-minimis Submission Rules when Is_Demin_Rules = 1

| Column Name | Description | MOCI |
|---------------------------|---|------|
| LDSO_ENV_KEY | Composite Key ENV_MPID + "_" + LDSO_MPID | I |
| ENV_MPID | Primary Supplier MPID, used to refer to the Supplier's Plan Submission which includes where the MCC has provided Envelopes or requires a De-minimis submission. | I |
| LDSO_MPID | LDSO MPID for given Weekly Envelope Value, and ENV_MPID | I |
| Week_ID | Unique identifier for the Migration Week. Format: YYYY-WK%Migration Week Number% -S%Sprint_Number% | I |
| IsEnvelope_Rules | For the given Row (LDSO_ENV_KEY), The Supplier must follow the Envelope Rules when completing the Supplier_Planned_Subm_Vol Column. The value in the Supplier_Planned_Subm_Vol must not exceed the value in the Weekly_ENVELOPE column. 1= Envelope Submission Rules apply 0 – Envelope Submission do not apply NOTE: This is the inverse of the Is_Demin_Rules flag. | I |
| Is_Demin_Rules | For the given Row (LDSO_ENV_KEY), The Supplier must follow the De-minimis Submission Rules when completing the Supplier_Planned_Subm_Vol Column. 1= De-minimis Submission Rules apply 0 – De-minimis Submission Rules do not apply | I |
| Count_Migration_Day | Total Number of active Migration days in the given Week_ID. Days on which a Supplier may plan migrations initiations. | I |
| Count_IndustryRampup_Day | Total Number of active Industry Ramp-up / (Early Life Support) days in the given Week_ID. Please see note in introduction. The Industry Ramp-up period is currently three months. | I |
| Count_SupplierRampUp_Day | Total Number of active Supplier Ramp-up / (Early Life Support) days in the given Week_ID. This is where a scaling factor is applied for a given period to allow Suppliers to ensure system stability before exercising larger submission volumes during the Core Migration Window. The Supplier Ramp-up period is currently one month. | I |
| Count_CoreMigWindow_Day | Main period of Migration for Supplier's to undertake this migration of at least 90% of their portfolio where Envelopes are provided as outlined in the Migration Framework. The Core Migration Period is currently six months. | I |
| Week_StartDate | Date on which week the given Week-ID commences | I |
| Week_EndDate | Date on which week the given Week-ID ends | I |
| Weekly_ENVELOPE | Weekly total of: the maximum number of daily migrations for a given ENV_MPID in a LDSO that may be undertaken. NOTE: For de-minimis submissions this value = 0 and Is_Demin_Rules = 1. | I |
| Supplier_Planned_Subm_Vol | Supplier must provide the Weekly Total Submissions, migration initiations for the given Week_ID. This value must apply the appropriate rule based on the flags: IsEnvelope_Rules Is_Demin_Rules | M |

3.2 B-Envelopes By LDSO / De-minimis by LDSO

Suppliers are required to review this information and advise if there are any material discrepancies.

| Column Name | Description | MOCI |
|-------------------------|---|------|
| LDSO_ENV_KEY | Composite Key ENV_MPID + “_” + LDSO_MPID | I |
| LDSO_MPID | LDSO MPID for given Weekly Envelope Value, and ENV_MPID | I |
| ENV_MPID | Envelope MPID of Supplier | I |
| IsDemin_ENV_MPID_inLDSO | For the given LDSO the total Supplier Portfolio based on the ENV_MPID is less than 35,000 Trading MPANs based on the EES data extract used. | I |
| IsDemin_LDSO | For the given LDSO the total of all Supplier Portfolios is less than 150,000 Trading MPANs based on the EES data extract used. | I |
| ENV_LDSO_MPC | The Total number of Trading MPANs (Meter Point Count) for the given ENV_MPID and LDSO_MPID. | I |
| Supplier_Update | Where the Supplier identifies a discrepancy in the MCC data provided in the information column a “Y” is used to indicate | C |
| Comment | Mandatory where Supplier_Update = “Y” Information to indicate the information that may require updating or investigation by the MCC and reasons why. | C |

3.3 C-Envelope MPID to Supplier MPID Map

Suppliers are required to review this information and advise if there are any material discrepancies.

| Column Name | Description | MOCI |
|--------------------------|---|------|
| ENV_SUPP_KEY | Composite Key ENV_MPID + “_” + SUPP_MPID | I |
| ENV_MPID | Envelope MPID of Supplier | I |
| SUPP_MPID | A Supplier MPID associated with ENV_MPID | I |
| ENV_MigrationStartDate | MCC derived Migration Start Date | I |
| Has_PQS_Migration_T_Date | A PQS Migration Start date has been provided | I |
| PQS_MigrationTDate | PQS Migration Start Date | I |
| IsSUPP_MPID_Retiring | PQS Submission Is Retiring | I |
| PQS_QualifyMPID | PQS Submission Qualification MPID | I |
| PQS_Organisation | PQS Submission Qualification Organisation | I |
| GroupName | MCC Derived Group Name | I |
| SupplierName_MDD | MDD Supplier Name | I |
| PQS_QWPref1 | PQS Submission Wave Preference 1 | I |
| Supplier_Update | Where the Supplier identifies a discrepancy in the MCC data provided in the information column a “Y” is used to indicate | C |
| Comment | Mandatory where Supplier_Update = “Y” Information to indicate the information that may require updating or investigation by the MCC and reasons why. | C |

3.5 D-Supplier Contact List by Supplier MPID

Suppliers are required to review this information and advise if there are any material discrepancies.

| Column Name | Description | MOCI |
|------------------|---|------|
| Contact_Key | Unique Ref for Contact – Composite Key | I |
| Contact_Type | 01_Primary 02_Deputy 03_Other | I |
| Contact_Name | Name of Contact for Supplier MPID | I |
| Contact_Email | Emali of Contact for Supplier MPID | I |
| From_Date | Effective Date for Contact for Supplier MPID | I |
| To_Date | End Date for Contact for Supplier MPID= | I |
| Status | Active Inactive | I |
| ENV_MPID | Envelope MPID of Supplier | I |
| SUPP_MPID | A Supplier MPID associated with ENV_MPID | I |
| GroupName | MCC Derived Group Name | I |
| PPC_SupplierName | PPC Supplier Name | I |
| MDD_SupplierName | MDD Supplier Name | I |
| Supplier_Update | Where the Supplier identifies a discrepancy in the MCC data provided in the information column a “Y” is used to indicate | C |
| Comment | Mandatory where Supplier_Update = “Y” Information to indicate the information that may require updating or investigation by the MCC and reasons why. | C |

3.6 E-Supplier Service Providers by Envelope MPID

Suppliers are required to provide information on your anticipated Service Providers and their associated percentage of your MPAN portfolio.

| Column Name | Description | MOCI |
|-----------------------------|--|------|
| LDSO_ENV_KEY | Composite Key ENV_MPID + “_” + LDSO_MPID | M |
| ENV_MPID | ENV_MPID | M |
| LDSO_MPID | LDSO MPID for SERVICE_PROVIDER_MPID | M |
| SERVICE_PROVIDER_MPID | Service Provider MPID UNKNOWN if unknown | M |
| SERVICE_PROVIDER_ROLE_ID | Service Provider Role ID for SERVICE_PROVIDER_MPID UNKNOWN if unknown | M |
| SERVICE_PROVIDER_NAME | Service Provider Name for SERVICE_PROVIDER_MPID | M |
| SERVICE_PROVIDER_REL_TYPE | Service Provider Relationship Type to Supplier either: INTERNAL EXTERNAL | M |
| Share_of_Supplier_PF_in_LDS | Percentage of Supplier Portfolio supported by the Service Provider UNKNOWN if unknown [Decimal Value. E.g. 1= 100% share] | M |
| Supplier_Update | FUTURE USE: | I |
| CommentUSE: | FUTURE USE | I |
| ROLE_ID | Initial Example Value in Template for 1 row | I |
| Service_Name | Initial Example Value in Template for 1 row | I |

4 De-minimis Submission Rules

Where a Supplier's MPAN count within an LDSO is less than 35,000 OR if the Supplier's portfolio exists within an LDSO with a portfolio less than 150,000 the following applies:

N.B. These are described in the spreadsheet "B-Envelopes BY LDSO / De-minimis by LDSO" via the attributes "IsDemin_ENV_MPID_inLDSO", "IsDemin_LDSO" and "ENV_LDSO_MPC"

- Non-SIT Suppliers should include within their submission 5%-10% of their portfolio within a calendar month following their migration start date
- SIT Suppliers should assume the same proportion within the Industry Ramp-up Period
- These items are analogous to the Industry Ramp-up and Individual Supplier Ramp-up periods for Suppliers with Capacity Envelopes
- The residual portfolio must be migrated using no less than 20 days
- The number of migrated MPANs within any given day must not exceed 10% of the LDSO upper threshold as specified in the Thresholds document
- Where the portfolio size is less than 500 MPANs Suppliers may migrate as they see fit

5 Zipping, Naming and returning of Files

Please follow these steps after completing the required Submission Files.:

5.1 Zip the Files and Encrypt the Zip File

After completing all relevant worksheets, gather these files into a single folder archive.

1. Name the folder as follows:
%Your-ENV_MPID%_Submission_%Date_of_Submission%
e.g. **ABCD_Submission_20240731**
2. Create and encrypt a zip file using the password that was originally provided and used to decrypt the zip file from the MCC
3. Ensure the Zip file has the same name as the Folder in Step 1.
e.g. **ABCD_Submission_20240731.zip**

5.2 Send the ZIP File

1. Email the encrypted ZIP file to:
migration@mhhsprogramme.co.uk
2. In the body of the email, confirm the key contacts from your team that the MCC can contact directly in the case of any questions or clarifications.
3. Please use the following convention for the Subject line in your email to ensure that we can quickly identify and process your submission:
%Your-ENV_MPID% Submission - %Supplier Name%
E.g. **ABCD Envelope Submission – ABCD Energy**

5.3 Await Confirmation:

1. After submitting your file, wait for an acknowledgment email from the Migration Team.
2. This email confirms that your submission has been received and is being processed.
3. If you do not receive confirmation within 2 days, please follow up with the MCC to ensure your submission was received.

6 Appendix – INFO Files

In addition to the submission templates, we have provided information to aid understanding and processing of your weekly submission templates.

6.1 High Level Summary – “INFO” Folder

| Logical File Name | File Name | Description |
|--|--|--|
| INFO A –Envelope Base Data | INFO_A_%ENVMPID%_BASE_% DATE%.xlsx | The base data with which the Weekly Submission Template and Envelope data has been derived |
| INFO B – Envelope Scaling Factor and Central Service Thresholds | INFO_B_%ENVMPID%_ENV_SCF_CSTH_% DATE%.xlsx | Scaling Factors and Central Service Thresholds applied by the MCC by Migration day for the given Envelope MPID |
| INFO C – Total Envelopes by LDSO by Migration Period | INFO_C_%ENVMPID%_ENV_LDSO_PIVOT_% DATE%.xlsx | Split of Total Envelope allocation by: <ol style="list-style-type: none"> 1) Industry ramp-up (Early Life Support Period) 2) Supplier ramp-up period 3) Core Migration window Period beyond core Migration window |
| INFO D – Supplier Envelope Portfolio by LDSO | INFO_D_LDSO_% DATE%.xlsx | Summary view of LDSOs. |
| INFO E – Migration Calendar | INFO_E_rd_Calendar_% DATE%.xlsx | Migration calendar days with: <ol style="list-style-type: none"> 1) Migration days 2) Non-Migration days 3) Migration Week_ID Migration Sprint_Execution_ID |
| INFO E – Migration Calendar Day Type5 | INFO_F_rd_Calendar_Day_Type.xlsx | Definition of Migration day types used in Migration calendar |
| INFO F – Service Provider Role IDs Description | INFO_G_rd_Service_Provider_Role_ID_% DATE%.xlsx | Definition of MHHS Service Provider Role ID Extract from: MHHS TOM- End-to-End Solution Architecture |

6.2 INFO A –Envelope Base Data

| Column Name | Description | MO CI |
|-------------------------|---|----------|
| LDSO_ENV_KEY | Composite Key ENV_MPID + “_” + LDSO_MPID | I |
| ENV_MPID | Envelope MPID of Supplier | I |
| LDSO_MPID | LDSO MPID for given Daily Envelope Value, and ENV_MPID | I |
| Week_ID | Unique identifier for the Migration Week. Format: YYYY-WK%Migration Week Number% -S%Sprint_Number% | I |
| D_Num | Sequential day number within the migration period. Day 1 is 07/04/2025 | I |
| D_Date | Calendar Date | I |
| IsENV_REQ | Indicates if an envelope submission is required and also is provided for the given date (Boolean). | I |
| IsMigrationDay | Indicates if the date is designated as a migration day (Boolean). | I |
| IndustryRampUp_Day | Indicates if the date is designated as an Industry Ramp-up / (Early Life Support) day. (Boolean) | I |
| SupplierRampUp_Day | Indicates if the date is designated as a Supplier Ramp –up day for the given ENV_MPID. (Boolean) | I |
| CoreMigWindow_Day | Indicates if the date is designated as a Core Migration Window day for the given ENV_MPID. | I |
| IsDemin_LDSO | For the given LDSO the total of all Supplier Portfolios is less than 150,000 Trading MPANs based on the EES data extract used | I |
| IsDemin_ENV_MPID_inLDSO | For the given LDSO the total Supplier Portfolio based on the ENV_MPID is less than 35,000 Trading MPANs based on the EES data extract used. | I |
| Daily_ENVELOPE | The maximum number of daily migrations for a given ENV_MPID in an LDSO that may be undertaken. Note: For de-minimis submissions, this value is 0 and Is_Demin_Rules is set to 1. | I |

6.3 INFO B – Envelope Scaling Factor and Central Service Thresholds

| Column Name | Description | MOCI |
|------------------------|---|------|
| ENV_MPID | Envelope MPID of Supplier | I |
| D_Date | Calendar Date | I |
| D_Num | Sequential day number within the migration period. Day 1 is 07/04/2025 | I |
| SCF_PhaseNum_D_Num_Key | Unique Identifier for Scaling Factor to be applied to a given migration day SCF_Phase_ID + ” ”+ D_Num | I |
| SCF_Phase_ID | The MCC assigns a Scaling Factor Phase for each period that Suppliers start Migration. SCF_Phase_ID D_Date 1 07/04/2025 2 01/10/2025 3 01/11/2025 4 01/12/2025 5 01/01/2026 6 01/02/2026 7 01/03/2026 | I |
| IsIndustryRampUp | Indicates if the date is designated as an Industry Ramp-up / (Early Life Support) day. (Boolean) | I |
| IsSupplierRampUpI | Indicates if the date is designated as a Supplier Ramp –up day for the given ENV_MPID. (Boolean) | I |
| SCF_Value | Scaling Factor to be applied to the given ENV_MPID with the assigning Scaling Factor Phase ID | I |
| IsCoreMigWindow | Indicates if the date is designated as a Core Migration Window day for the given ENV_MPID. | I |
| DailyMigrationTH | The gross Migration Threshold | I |
| Adj_CS_MigrationTH | The Adjusted Central Service Migration Threshold adjusted less the Reserved Capacity. | I |

6.4 INFO C – Total Envelopes by LDSO by Migration Period

| Column Name | Description | MOCI |
|------------------|--|------|
| ENV_MPID | Envelope MPID of Supplier | I |
| IsIndustryRampUp | Indicates if the date is designated as an Industry Ramp-up / (Early Life Support) day.(Boolean) | I |
| IsSupplierRampUp | Indicates if the date is designated as a Supplier Ramp –up day for the given ENV_MPID. (Boolean) | I |
| IsCoreMigWindow | Indicates if the date is designated as a Core Migration Window day for the given ENV_MPID. | I |
| Peiod_StartDate | The aggregated period Start Date for each of the combinations for: <ul style="list-style-type: none"> IsIndustryRampUp IsSupplierRampUp IsCoreMigWindow` e.g. <ol style="list-style-type: none"> Industry Ramp-up Suppler Ramp-up Core Migration Window Remaining Period Beyond Core Migration Window | I |
| Period_EndDate | The aggregated period End Date. | I |
| LDSO_MPID | Column Heading represents LDSO MPID Pivot shows values for Total Envelopes by LDSO for the given period 5) | I |

6.5 INFO D – Suppler Envelope Portfolio by LDSO

| Column Name | Description | MOCI |
|------------------------|---|------|
| LDSO_MPID | LDSO MPID | I |
| LDSO_Name | LDSO Name (in MDD) | I |
| MPRC | Market Role ID (in MDD) | I |
| LDSO_TH_BAND | LDSO TH Band as set out in the Migration Thresholds document. | I |
| LDSO_Reserved_Capacity | LDSO Reserved Capacity calculated as per the Migration Capacity Calculations Method Statement | a |
| IsDemin_LDSO | For the given LDSO the total of all Supplier Portfolios is less than 150,000 Trading MPANs based on the EES data extract used | I |

6.6 INFO E – Migration Calendar

| Column Name | Description | MOCI |
|----------------|--|------|
| D_Date | Calendar Date | I |
| D_Num | Sequential day number within the migration period. Day 1 is 07/04/2025 | I |
| IsMigrationDay | Indicates if the date is designated as a migration day (Boolean). | I |
| Week_ID | Unique identifier for the Migration Week. Format: YYYY-WK%Migration Week Number% -S%Sprint_Number% | I |
| SPRINT_Exec_ID | Sprint Number assigned to Date. NOTE: This is an initial early view of the potential Sprint allocations, which is still work in progress. | I |
| Day Type ID | Day Type as defined in rd_Calendar_Day_Type file. | I |
| M_MonthNum | Ordinal Month Number for Current year | I |
| M_WeekNum | Ordinal Week Number for current year | I |
| DoW | Day of the week in 'ddd' format | I |

6.7 INFO F – Migration Calendar Day Type

| Column Name | Description | MOCI |
|----------------------|----------------------------|------|
| Day Type ID | Day Type Identifier | I |
| Day Type Description | Description of Day Type ID | I |

6.8 INFO G – Service Provider Role IDs Description

| Column Name | Description | MOCI |
|-------------------------|--|------|
| ROLE_ID | DIP Market Role | I |
| Service_Name | Name of Service for the Market Role Code | I |
| Market_Segment_Role | Market Segment of the Role Code | I |
| Market_Participant_Role | Market Participant Role in MDD | I |