

# **MAM Manual**


## **Asset Works**

Version 19



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## Version Control

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19	02/09/14	Ian Seaman	<ul style="list-style-type: none"> <li>Version number of document amended from V18 to V19 to reflect updates required as per Modification 54 I&amp;C SAP system implementation.</li> <li>Additional File Headers and Transactions required for the new I&amp;C SAP System.</li> <li>Reference to Rainbow be construed and read as a reference to the I&amp;C SAP System.</li> <li>Reference to a Rainbow file in the MAM Manual will also be construed and read as a reference to the equivalent I&amp;C SAP System file as per appendix 3.43</li> </ul>
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# 1 Asset Work Requests

## 1.1 Asset Work Requests Overview

This section of the manual explains the processes related to asset work requests. The processes detailing how to request work or change the request are:

- Request a Quotation
- Asset Installation
- Asset Exchange
- Asset Removal
- Replan Work
- Cancel Work
- Suspend Work

Standard Work Requests can be submitted via batch (ORJOB), WEB or facsimile. Manual requests must be submitted on the standard template (See Appendix Section 3.1). The following table details the work currently classed as standard, meaning there is a standard price and service level for the work.

Standard Work - Job Description
Fix Credit Meter <11 scmh
Fix Prepayment Meter
Exchange Credit <11 scmh for ET Meter
Exchange ET Meter <11 scmh for Credit <11 scmh
Exchange MT Meter <11 scmh for Credit <11 scmh
Exchange MT Meter <11 scmh for ET Meter
Exchange Thrift Meter for Credit Meter <11 scmh
Exchange Thrift Meter for ET Meter
Exchange Coin Meter for CR Meter <11 scmh
Exchange Coin Meter for ET Meter
Customer Requested Exchange Credit <11 scmh for Domestic ET Meter
Customer Requested Exchange ET Meter for Credit <11 scmh
Customer Requested Exchange MT Meter for Credit <11 scmh
Customer Requested Exchange MT Meter for ET Meter
Customer Requested Exchange Thrift Meter for Credit Meter <11 scmh
Customer Requested Exchange Thrift Meter for ET Meter
Customer Requested Exchange Coin Meter for CR Meter <11 scmh
Customer Requested Exchange Coin Meter for ET Meter
Ofgem Accuracy Test (standard meter with a badge capacity not exceeding 160 scmh)
Exchange Damaged Meter (standard meter with a badge capacity not exceeding 160 scmh)
Alteration of Meter Position only (below 11scmh)
Reconnect following GT Service Alteration
Reconnect following GT Service Alteration – no Meter Control Move
Remove Meter <11 scmh
Fit Clamp & Remove Meter
Fit Clamp
Remove Clamp
Fit Security Collar to Meter
Recommission ET Meter following change of tenant
Fix standard meter with a badge capacity not exceeding 160 scmh
Remove standard meter with a badge capacity not exceeding 160 scmh
Fit Low Pressure standard Meter with a badge capacity >=11scmh + Box
Re-establish meter standard work – non-debt related
Re-establish meter standard work – following debt
Exchange Faulty Meter

- For details of work types and SLAs please see the <7 barg Meter Works Contract.
- For details surrounding Primes & Subs please see Appendix, 3.42
- Appointment Time To and From;
  - Appointment Time To = A0141: Format HHMMSS
  - Appointment Time From = A0140: Format HHMMSS
- Where any time is selected (AT) Suppliers should provide additional detail in transaction comment

## Transaction Codes

The table below shows various scenarios: using the following attributes.

- Transaction Type Code (Transaction Record)
- Transaction Type Reason Code (Transaction Record)
- Transaction Status Code (Transaction Record)
- Role Code (Meter Record)

For standard work each Transaction requested should be for one specific work type, for example where a supplier requires an "installation" and also an "Other Visit" this should be sent within two separate transactions.

This also applies to the asset dataset, where a supplier wishes to request an installation of a **meter** and a **converter**, these must be requested via a quotation (see section 1.2) as standard work only allows for one asset class code (i.e. METER) per transaction. The exception to this rule is where a supplier wishes to request installation of a standard **Meter** and **Box**. Only in this case for standard work can the supplier request two asset classes within one transaction.

Supplier cannot submit reported asset records (Transaction Type Code = REPR). Where a reported asset record is presented, Rainbow will reject the transaction.

Scenario	Transaction Type Code (A0144)	Transaction Type Reason Code (A0167)	Transaction Status Code (A0142)	Role Code (A0126)	
				Existing Meter	New Meter
Install Asset, following new supply	INSTL	NEWCN	REQST		T
Install Asset	INSTL		REQST		T
Re-establish job for standard meters, excluding clamped meters	INSTL	RECON	REQST		T
Remove Asset	REMVE		REQST	T	
Exchange Asset	EXCHG		REQST	T	T
Replace 3 <sup>rd</sup> party meter with regulated meter	EXCHG		REQST	S	T
Replace consumer's meter with regulated meter	EXCHG		REQST	S	T
Meter Accuracy Test (OFMAT)	EXCHG	EXT	REQST	T	T
Reposition Meter	REPSN		REQST	T	
Reconnection following disconnection for debt	OTVST	RECON <sup>#</sup>	REQST	T	
Battery Replacement	OTVST	BAT	REQST	T	
Unclamp Meter	OTVST	UNCLP	REQST	T	
Clamp Meter	OTVST	CLAMP*	REQST	T	
Fit Collar	OTVST	FTCOL*	REQST	T	
Remove Collar	OTVST	RMCOL*	REQST	T	
Replan Work Request	As per request	As per request	REVRQ		
Cancel Work Request	As per request	As per request	CANCL		

## Quotation Process

A quotation is necessary where the work required is not covered by a standard charge, as published in the National Grid Metering Charges book or where standard conditions do not apply (e.g. no standard service level). Any job that is not detailed in the table above is subject to quotation, for which a manual request is required (see Section 9 for template). Once a quotation has been obtained, then work can be requested through batch transfer providing the request is cross-referenced with the quotation reference (A0058). This electronic request constitutes an acceptance of the quoted price. Alternatively, the quotation can be accepted by returning the acceptance form (see Section 3.7 ) and progressing the job manually.

## Asset Installation

This process covers assets being installed on:

- An existing supply where a meter had been removed some time previously
- A supply that has never had a meter before

A meter that is being disconnected and connected as part of the same job, is considered an exchange, and therefore is not included in this process.

The Meter Point Reference should be available to the Connection Company<sup>\*\*</sup>, regardless of whether a meter or other asset is requested at the same time; hence MPRN is a mandatory data field.

National Grid Metering will only accept batch transfer meter installation requests from suppliers who are signatories to the Transactional Meter Works contract.

National Grid Metering do not install any assets supplied by a third party. All installation work uses assets from stock, or specially ordered material for specific, complex jobs.

Any installation that is not included in the list of standard work is subject to a quotation.

Where a supplier requests National Grid Metering to install a specific type of meter (e.g. model code = u6 and payment method code = PP), National Grid Metering may install a generic meter of its own choosing e.g. meter mechanism code = ET (electronic Token Meter).

## Asset Removal

This process covers assets being removed. Where a removal and installation are undertaken as part of the same job, the work is treated as an exchange.

National Grid Metering will only accept batch transfer meter removal requests from suppliers who are signatories to the Transactional Meter Works contract.

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\* Refer to Glossary in RGMA Baseline for details

# Issue being debated by Industry sub group



National Grid Metering will only remove meters where the Gas Act Owner (GAO) is the GT, unless the removal is part of an exchange and the GT is the GAO of the meter being installed.

### **Asset Exchange**

Where a supplier requests National Grid Metering to install a specific type of meter (e.g. model code = u6 and payment method code = PP), National Grid Metering may install a generic meter of its own choosing e.g. meter mechanism code = ET (electronic Token Meter).

This process covers several scenarios:

- An asset is changed for another asset e.g. meter exchange
- An asset is removed, and the asset is re-installed after the pipework has been repositioned by a 3<sup>rd</sup> party
- A combination of the above, where the pipe is repositioned and the original asset is replaced with another one

National Grid Metering will only accept batch transfer meter asset exchange requests from suppliers who are signatories to the Transactional Meter Works contract.

National Grid Metering does not install any assets supplied by a third party. All exchange work uses assets from stock, except where custom made equipment is required for specific, complex jobs, where it may be specially ordered.

Any exchange that is not included in the list of standard work is subject to a quotation.

### **Replan Work**

This section provides the information necessary to replan asset work.

National Grid Metering will accept replan requests from consumers or the requesting supplier for standard work. Where a consumer request is received, then notification of the new appointment date is sent via batch (ONJOB) to the supplier.

The same lead times as the original job request apply for replanning; e.g. if a 2 day lead time applies for the work requested, then a replan request must be at least 2 days in the future.

For further information on replans see section 1.26.

### **Cancel Work**

National Grid Metering will only accept cancellations for standard work from the organisation that requested the work via the batch or web.

For non standard work requests, cancellation will only be acceptable by fax or Email.

Where a quotation has been accepted and specialist equipment ordered to fulfil a request, a reasonable charge may be made for subsequently cancelling the request. For further information on cancellations see section 1.30

### **Other Visit**

There may be occasions when National Grid are required to carry out work other than Install, Exchange or Remove. For details refer to section 1.22, page 70.

### Suspend Work

There may be occasions when National Grid attends site to carry out work but is prevented from substantially completing the work due to site conditions. Where this work involves a meter with a capacity in excess of 11 scmh, National Grid will not automatically cancel the appointment and reschedule the work, as it is the case for smaller meters, but will contact the supplier to discuss the reasons for the suspension and to agree a new physical commencement date and substantial completion date. National Grid will then confirm these details in writing, including any changes to the contract sum resulting from such changes. The supplier will be required to agree these changes in writing before the work can recommence.

## 1.2 The Quotation Process

National Grid publishes prices for standard work. Quotations should only be requested for non-standard work, or specialist work where certain criteria extend the scope beyond the standard specification, for example the work requires the provision of special equipment. In these cases, whilst the work may be subject to a standard price, the associated conditions attract a further charge.

Where the originator requests non-standard work without requesting a quotation, National Grid will reject the request. The originator will then need to follow the quotation process.

Generally, a quotation is necessary where the work required is not covered by a standard charge, as published in the National Grid Metering Charges book. The following criteria determines whether a quotation is required.

ORJOB Field	Criteria	Parameter
A0164	Metering Pressure	> 21mbar
A0024	Asset Class Code	Work on any asset other than METER (e.g. fit bypass, fit converter)
A0025	Meter Type Code	Anything other than diaphragm meters
A0122	Measuring Capacity	> 160 scmh
	Service Pressure	Anything other than low pressure
	Increase in Load	Information regarding meter housing and service pipe termination size is required. This and other details are captured in the Non standard manual template (See section 3.3) however, where an exchange involves a diaphragm to diaphragm, this is treated as standard work.
	Charge	Work for which there is no standard charge in the National Grid Metering Charges book

A quotation is requested by using the template provided (See Section 3.7). As much detail as possible is required, and where the minimum information is not provided, the request may be rejected. The originator must provide a Transaction Reference Number, which can be used to track the job from origin if it is used for the subsequent work request. As with all Transaction References, this number must be unique to the originator within role, else subsequent work requests may be rejected.

National Grid allocates a unique reference (Quotation Reference Number) and requests costs from the relevant sources. A site visit is organised, where required, using the site contact details provided, and the completed quotation is then sent to

the originator (see Section 3.7). All the details are captured electronically to enable future cross-referencing with associated work requests.

The originator then has three options:

- Return the Acceptance slip provided with the quotation (see Section 3.7)
- Accept the terms of the quotation by raising a work request via the batch file (ORJOB)
- Ignore – Quote lapses after 90 days

If the **Acceptance slip is returned**, the work request will proceed using a manual process. National Grid will record the details, using the Transaction Reference provided on the original quotation request. In all cases, the Quotation Reference Number is cross referenced. Once the job is completed, National Grid will record the work details, which will generate a notification via batch file (see Section 2, Work Notifications).

Where the work quotation is **accepted (electronically) via batch file**, the following minimum information is required (ORJOB):

Transaction data set  
Meter Point data set

Within the Transaction dataset the originator **must** include the Quotation Reference Number within attribute **Cross-Ref Other Internal Job Ref** (A0058). All other mandatory data items within these two data sets must be provided otherwise the request may be rejected.

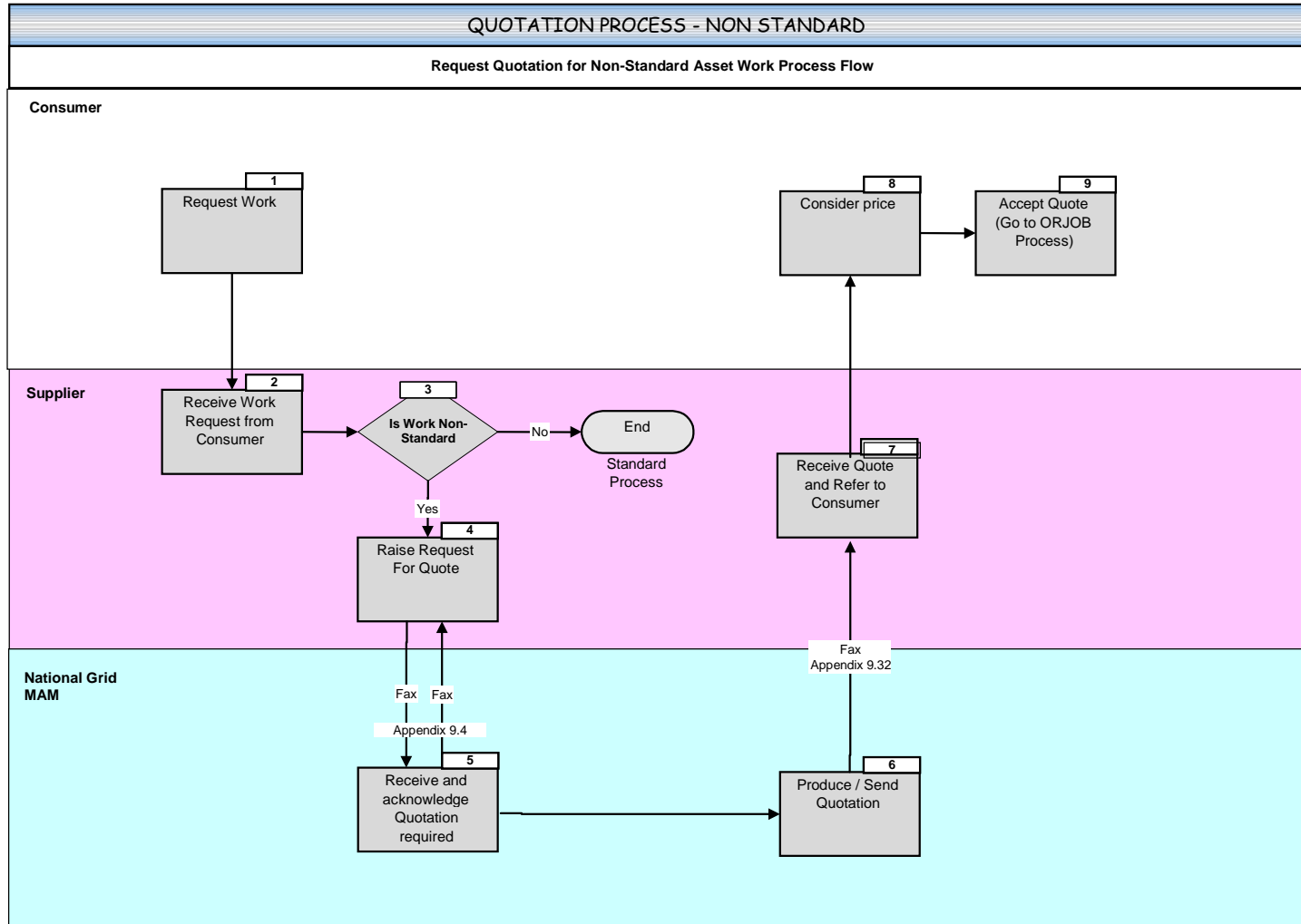
The provision of this information will enable Rainbow to cross reference the request to the original quotation thereby precluding the need to provide any other data sets.

The appointment requested should reflect the minimum lead time specified for the work, and will be defined on the quotation. All work requests referencing a quotation will be outsourced by National Grid Metering to ensure that the work is allocated to a Meter Worker with the necessary skills. At the same time, the appointment requested will be assessed in line with the lead time to obtain the materials for the work. Where it is not possible to satisfy the appointment requested, National Grid Metering will contact the Customer and agree a new date. Where it is agreed that National Grid Metering may contact the consumer directly, then it will do so as soon as is reasonably practicable.

Once the work is completed, the completion details will be sent via batch file (see Section 2, Work Notifications).

Where Purging is required as part of the quotation process, Suppliers should include this requirement in the quotation request.

### 1.3 Request Quotation for Non-Standard Asset Work Process Flow



## 1.4 No MPRN Process

The No MPRN process has been developed for the situation where an MPRN is not available at the point of quotation acceptance for rotary meters where the metering pressure >75 mbar and all turbines. The assumption is that this should occur very infrequently, and only for large Non-Standard I&C New Install requests. Work which falls into this category is defined as standard work where the installation lead time is greater than D + 15 from acceptance and rotary or turbine meters. However, it is recognised that in exceptional circumstances an MPRN may not always be available for other standard work and in these instances Suppliers are requested to contact National Grid Metering to discuss individual cases.

The most likely situation would be where a long lead-time is quoted for the provision of the meter.

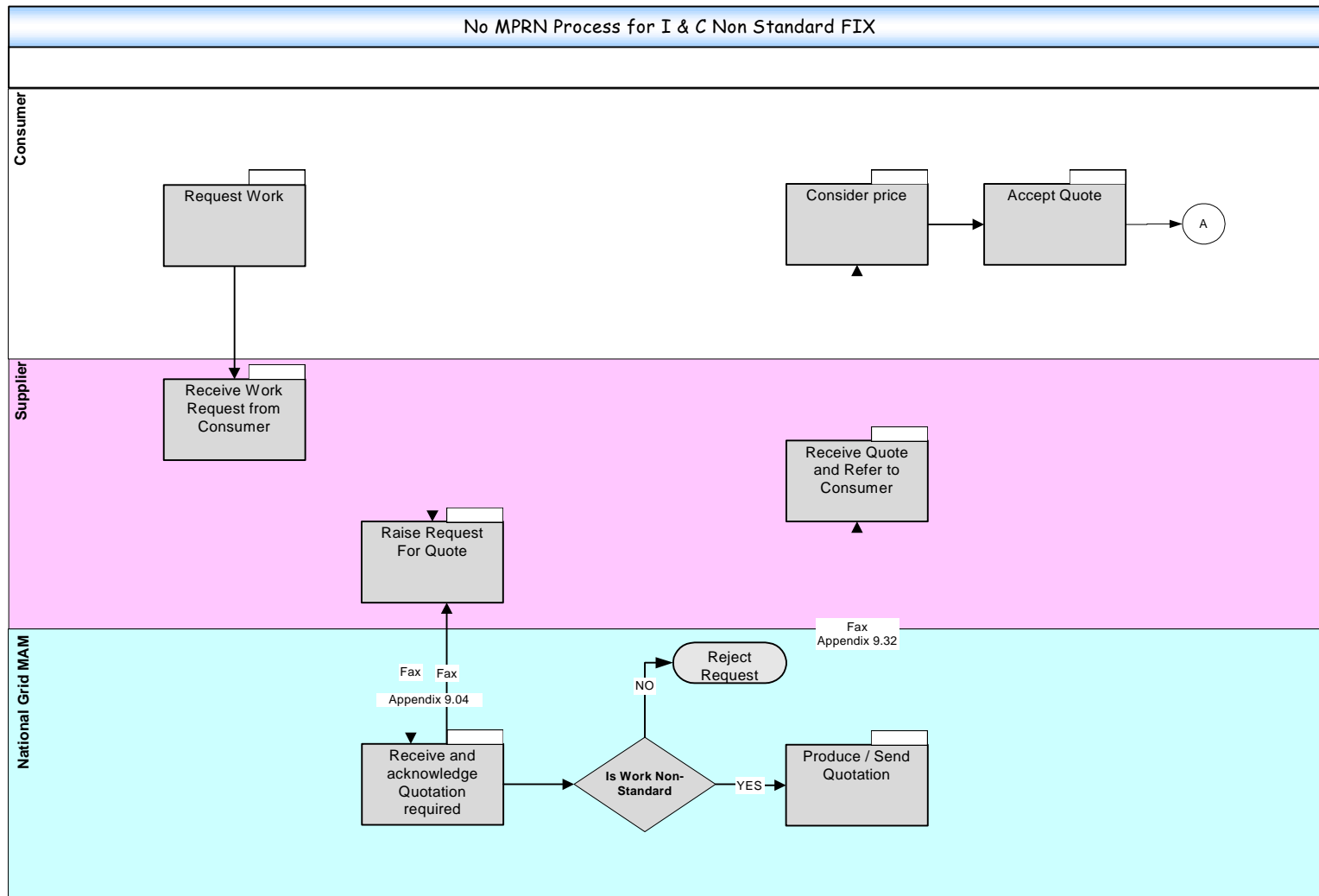
If the MPRN is unknown, the Supplier should obtain the MPRN from the GT, Connections Provider or consumer wherever possible.

At the point where the MPRN is not present all flows will be manual via Fax/e-mail. If the supplier provides an MPRN by D-3, (where D is the Planned Physical Commencement Date), National Grid Metering will raise a notification in Rainbow prior to work completion. The remaining steps of the process will then follow the standard flows.

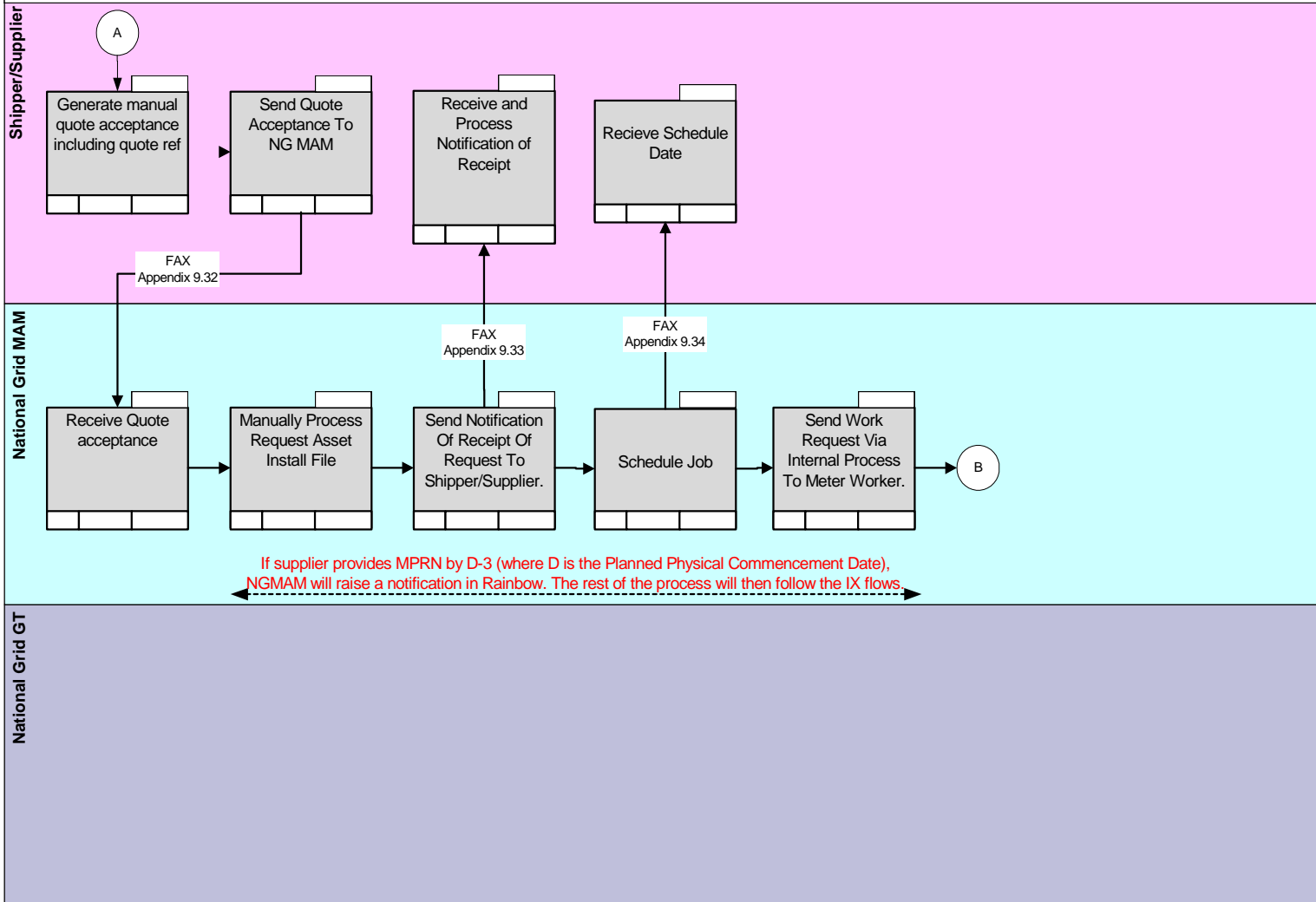
If the MPRN cannot be supplied by D-3, the Work Completion Notifications will be manual. A notification will be created in Rainbow retrospectively, once the MPRN is provided to National Grid Metering. This will trigger the provision of the electronic ONJOB.

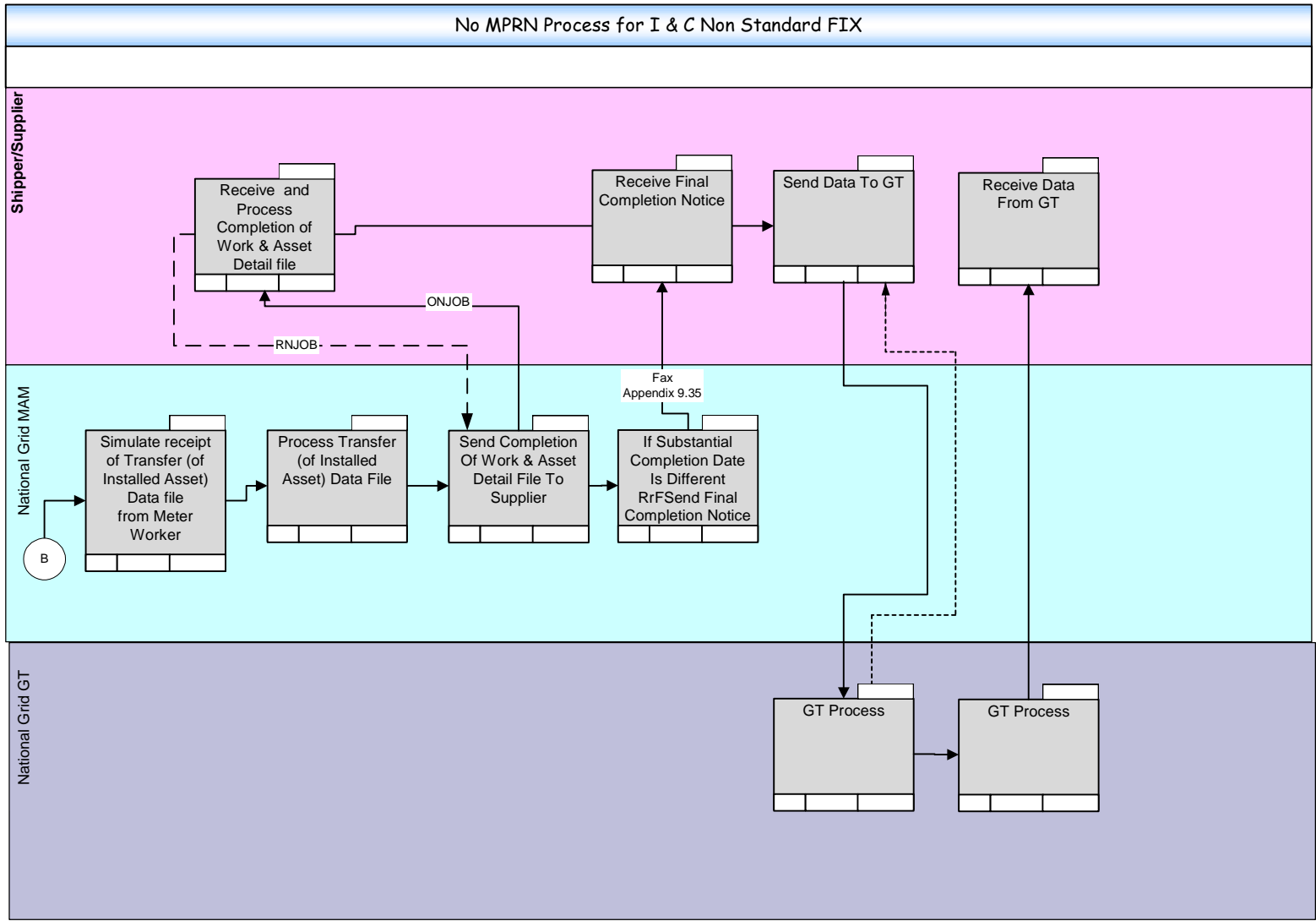
For a copy of the fax template to provide the MPRN prior to work, see section 3.26.

### 1.5 No MPRN Process Flow



No MPRN Process for I & C Non Standard FIX







## 1.6 Asset Installation Summary

A request to install an asset covers several scenarios:

- Fit a meter to a property with a recently installed gas supply
- Fit a meter where the meter has been removed at some time previously
- Install ancillary equipment, e.g. a converter

An installation request does not include asset exchanges, where a new asset is being installed in place of an existing asset.

National Grid accepts asset installation requests by batch file, through the WEB or via facsimile from suppliers with an active Works Contract. If the originator is requesting non-standard work without requesting a quotation, National Grid will reject the request. The supplier will need to follow the quotation process (see Section 1.2, Quotation Process).

Standard work requests are only accepted via manual routes in exceptional circumstances. Manual installation requests should be sent via facsimile, using the template provided (See section 3). If the minimum information is not provided, the request may be rejected. National Grid will record the work details, which will generate a notification via batch file (see Section 2, Work Notifications).

Batch file meter installation requests must include the following as a minimum:

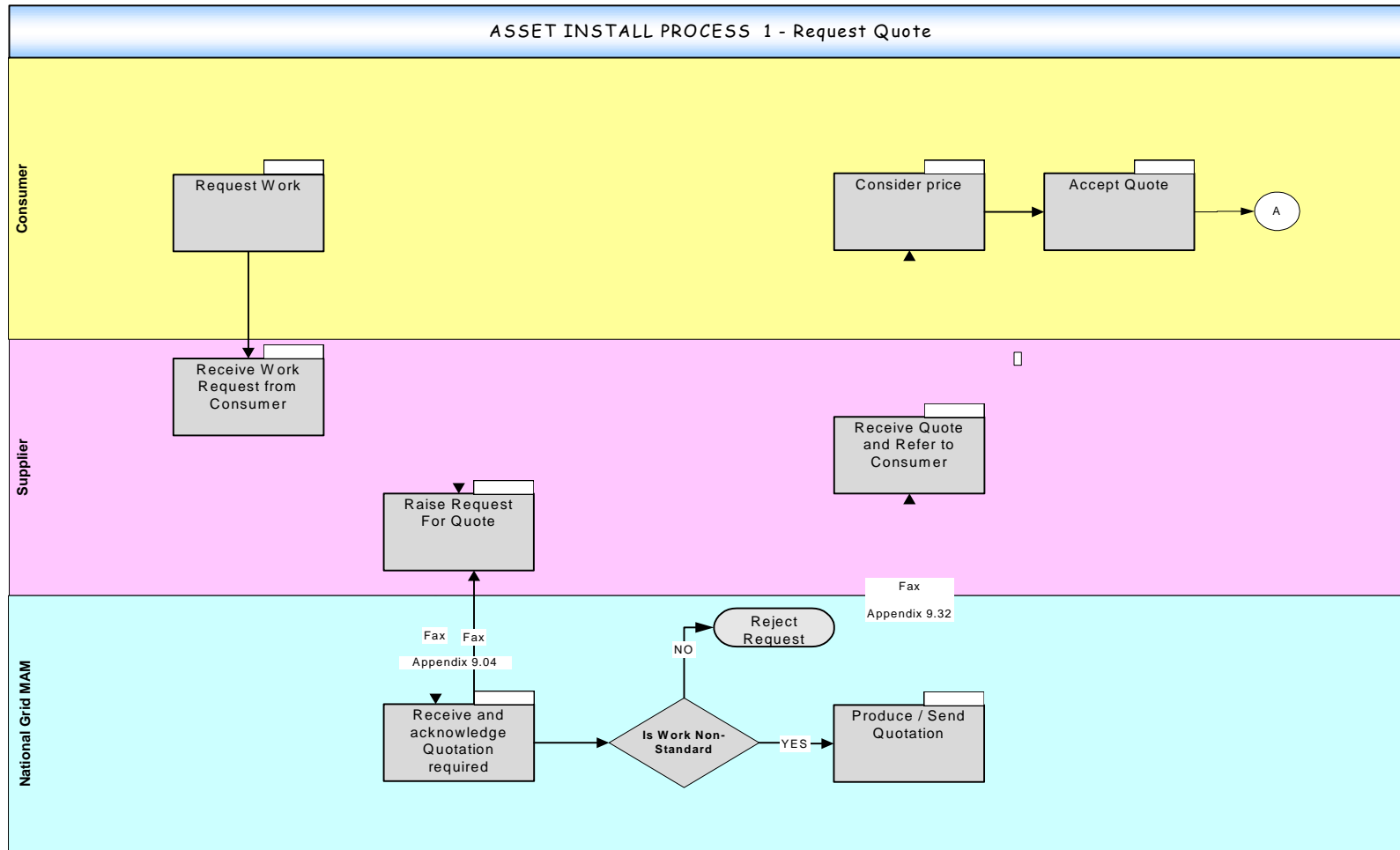
Record	Information
Transaction	Record Identifier (TRANS) Transaction Reference Contract Reference Transaction Type Code (e.g. INSTL) Transaction Status Code (e.g. REQST) Market Sector Code
Meter Point	Record Identifier (MTPNT) Meter Point Reference Number  Meter Link Code
Address	Record Identifier(ADDRS) Meter Point Address
Asset	Record Identifier (ASSET) Transaction Type Code (INSTL) Asset Class Code (e.g. METER) Model Code (e.g. U6) Payment Method Code (e.g. PP)
Meter	Record Identifier (METER) Meter Type Code (e.g. U) Meter Mechanism Code (e.g. ET) Role Code (defines Gas Act Owner) – Will always be T - GT
Appointment	Record Identifier (APPNT) Appointment Date From

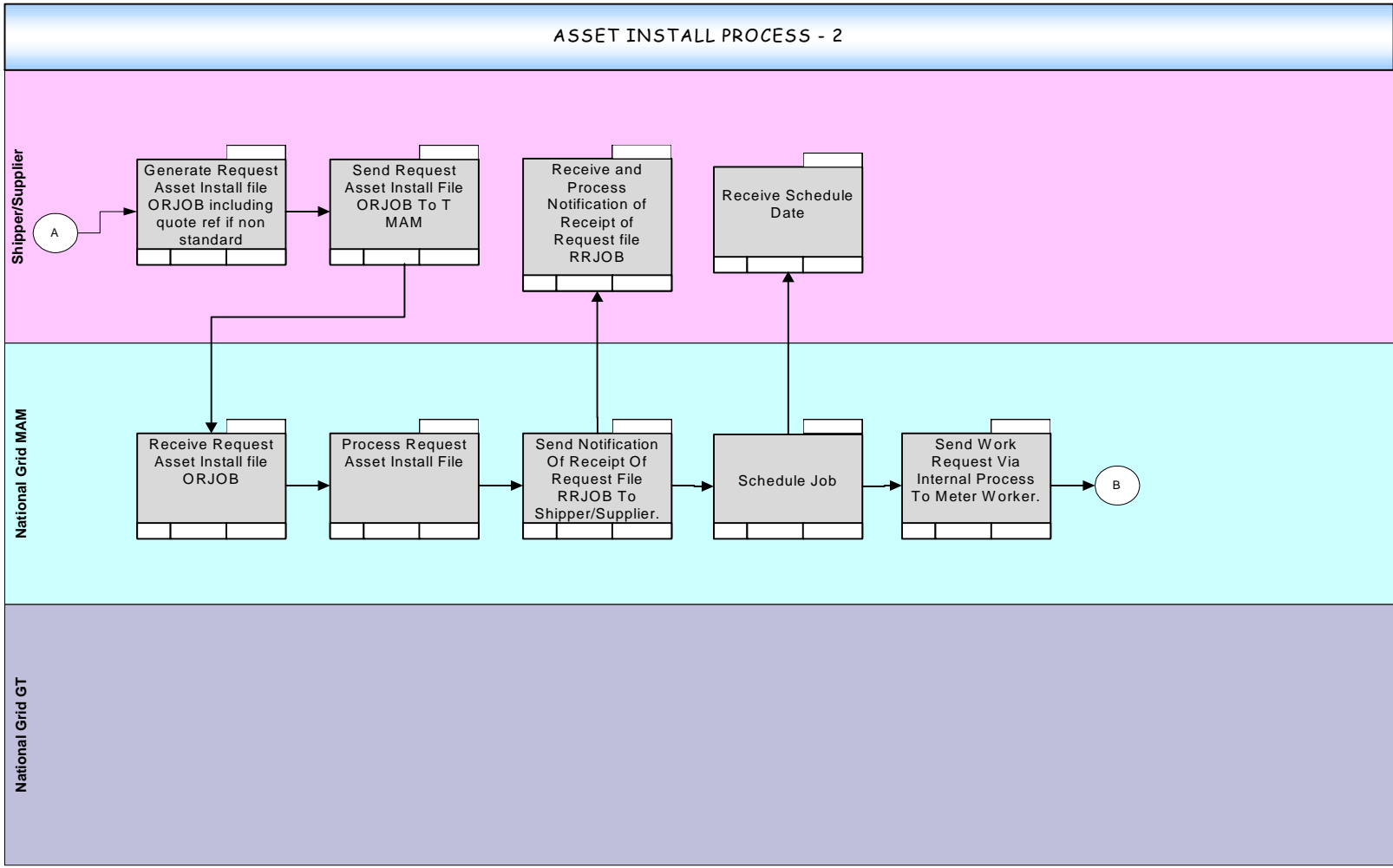
Optionally, information can be supplied defining the capacity of the required meter, or providing consumer details such as name or password information. Where a quotation has been obtained, then the Quotation Reference Number should be included in the request,(A0058)

Once the work is completed, the completion details will be sent via batch file (see Section 2, Work Notifications).

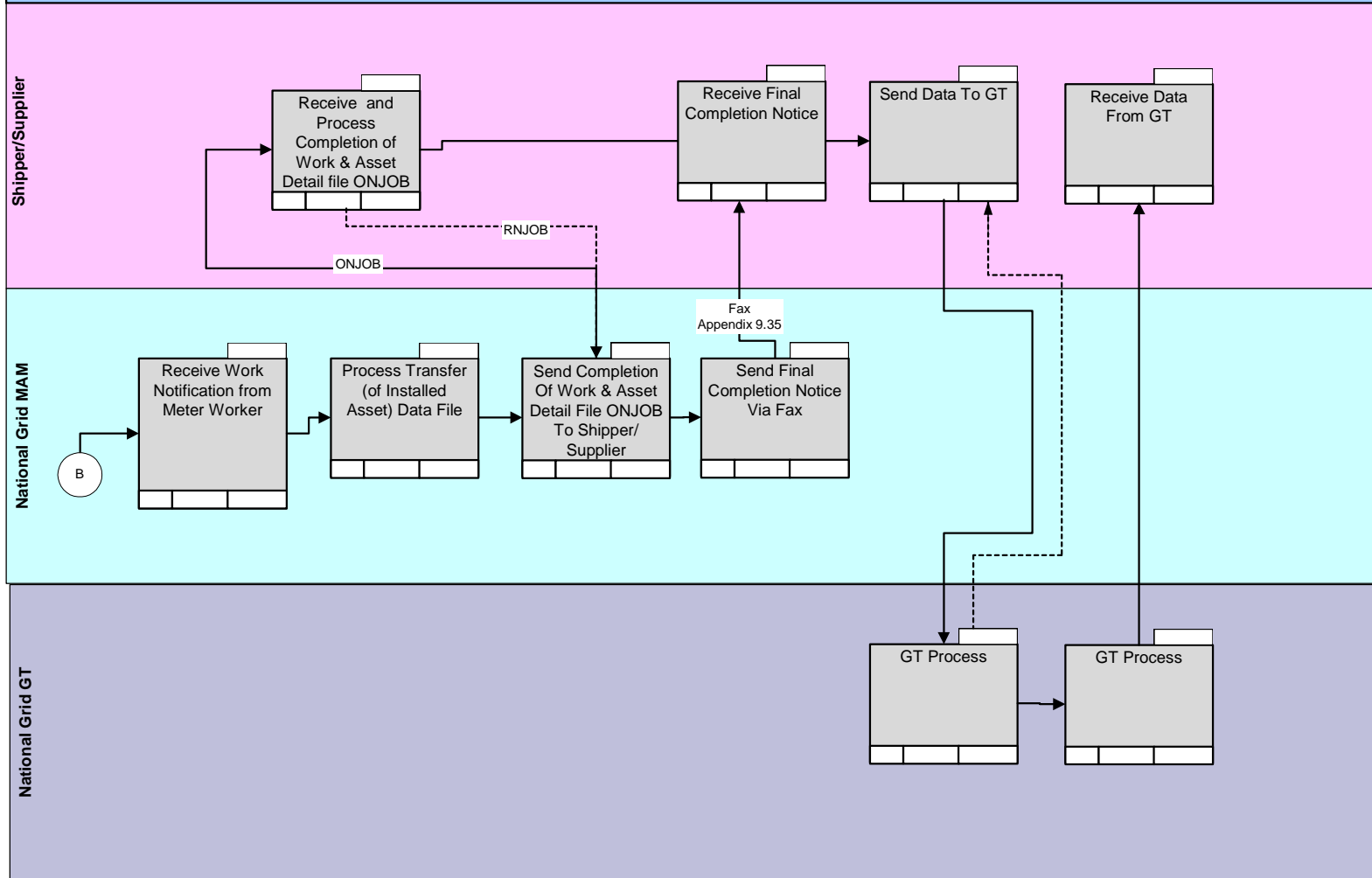
**For details of how to derive Meter Model from Qmax, please refer to table in Appendix 3.27**

### 1.7 Install Asset Process Flow (ORJOB)

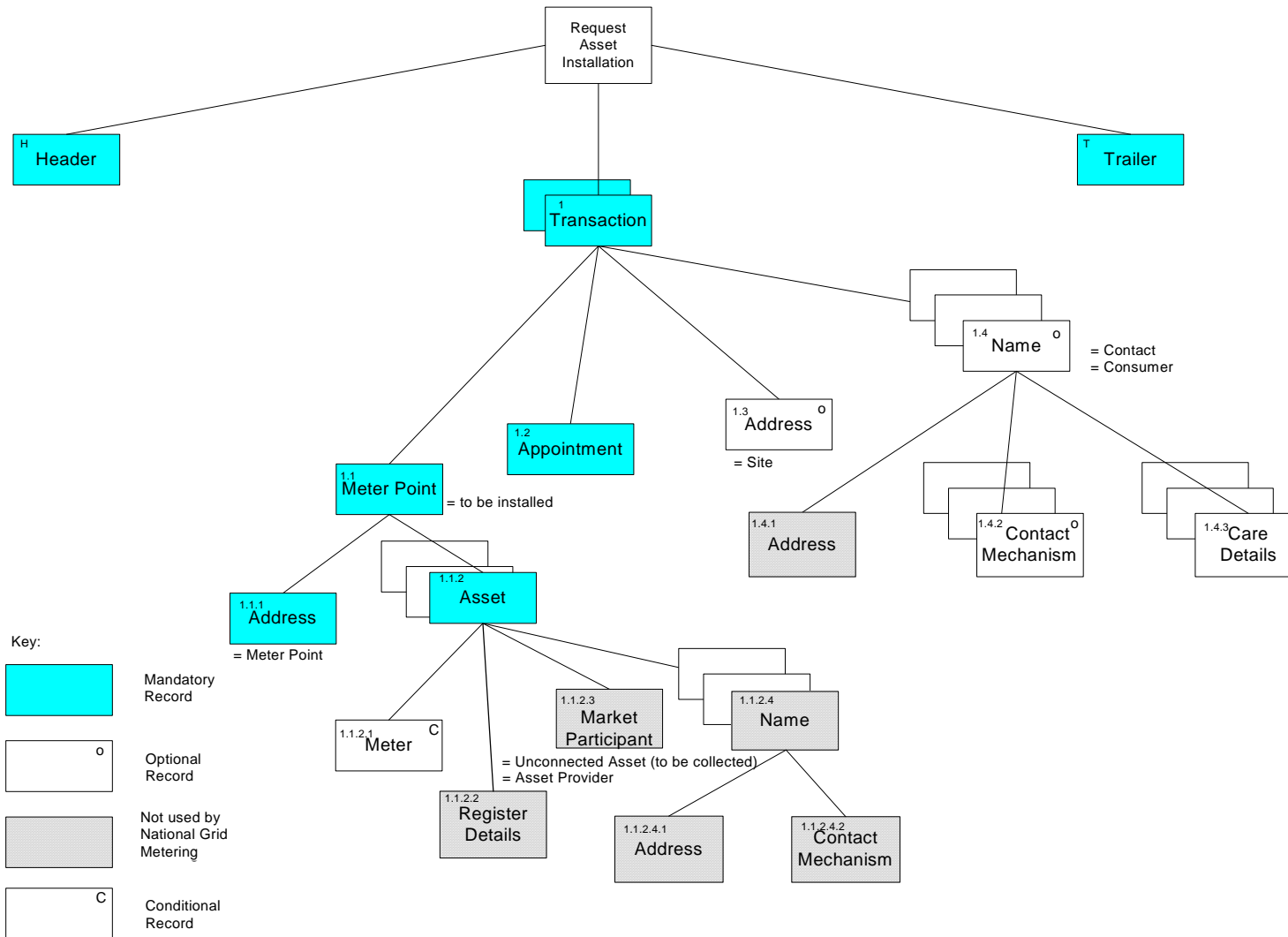




### ASSET INSTALL PROCESS - 3



## 1.8 Install Asset Data Hierarchy – (ORJOB)



### 1.9 Install Asset Work Request File Format (ORJOB)

1 Transaction		1 to many (per File)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference		A unique reference for the request within participant role.	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	Values: INSTL – Install.	MDD
A0167	M	5	Char	Transaction Type Reason Code	*	Values: NEWCN – New Connection. RECON – Reconnect RCNDT – Reconnect after Debt	MDD
A0058	C	15	Char	Cross-Ref Other Internal Job Reference		Quotation reference mandated where a quotation is being accepted	
A0122	O	15	Char	Cross-Ref Other External Job Reference	*	For Supplier's use (to be returned via ONJOB)	
A0142	M	5	Char	Transaction Status Code	*	Values: REQST – Request	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	M	1	Char	Market Sector Code		Values: D (Domestic as defined by the Utilities Act). I (Industrial & Commercial as defined by the Utilities Act).	MDD
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	M	1	Char	Meter Link Code	*	Values: F (Freestanding), P (Prime) & S (Subs) will be dropped into WIP for batch submission requests.	MDD
A0077	O	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	O	100	Char	Meter Point Location Notes	*	Should be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions			
A0074	O	9,6	Number	Conversion Factor		Values: 0.000001 to 999.999999	
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

1.1.1 Address		1 (per Meter Point)		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Value: MTRPT – Meter Point Address	MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated.	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This field should be populated	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	This field must be populated	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

1.1.2 Asset		1 to many (per Meter Point)		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	X	5	Char	Data Update Code			MDD
A0144	M	5	Char	Transaction Type Code	*	Values: INSTL – Install.	MDD
A0024	M	5	Char	Asset Class Code	*	<p><b>Values for a standard request:</b>            METER (Meter),            BOX (Box e.g. Meter Box can only be submitted along with a METER)</p> <p><b>Can only be submitted as part of quote acceptance:</b>            BYPAS (Bypass)            CONVR (Converter),</p>	MDD
A0109	X	10	Char	Product Id			MDD
A0163	C	5	Char	Payment Method code	*	Mandated where A0024 = METER Values: CR – Credit, PP – Prepayment	MDD
A0083	M	10	Char	Model Code		<b>Values:</b> U6 U16 U25 U40 U65 U100 U160	MDD
A0060	O	3	Char	Manufacturer Code			MDD
A0021	O	4	Integer	Year of Manufacture			
A0022	O	14	Char	Serial Number			
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This should be entered if the location code is 'Other'.	
A0037	O	2	Char	Asset Status Code	*	<b>Values:</b> AC- Active, CA – Capped, CD – Closed, CL – Clamped, DM – Damaged, FA – Faulty, IN – Inactive, LI – Live, OP- Open, PD – Phone Line Down, RE – Removed,  UN – Unknown	MDD



1.1.2.1 Meter		0 to 1 (per Asset)		<i>Conditional Record, Mandated where A0024 = METER</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	X	5	Char	Data Update Code			
A0025	M	5	Char	Meter Type Code	*	<u>Values:</u> D - Diaphragm of Unknown Material, L _ Leather Diaphragm, S – Synthetic Diaphragm, U – Ultrasonic, Z – Unknown <u>The following values should only be submitted as part of a quote acceptance:</u> R – Rotary, T – Turbine,	MDD
A0085	M	5	Char	Meter Mechanism code	*	<u>Values:</u> CR – Credit, ET – Electronic Token Meter,  PP – PrePayment,	MDD
A0112	O	10,4	Number	Measuring Capacity		<u>Values:</u> 0 to 999999,999	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code	*	<u>Values:</u> B (Broken), I (Intact),	MDD
A0149	X	8	Date	OAMI Inspection Date			
A0126	M	5	Char	Role Code	*	<u>Values:</u> T – Gas Act Owner GT.	MDD
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

1.1.2.2 Register Details		0 to 2 (per Measuring Asset being removed or reported on)		<i>Record not required</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	X	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			MDD
A0121	O	2	Integer	Number of Dials or Digits			
A0123	O	5	Char	Units of Measure			MDD
A0120	O	6,3	Number	Multiplication factor			

1.1.2.3 Market Participant		0 to 1 (per Asset)		<i>Record not required</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD

A0126	M	5	Char	Role Code			MDD
A0064	M	3	Char	Market Participant Abbreviated Name			

1.1.2.4 Name		0 to many (for each Asset)		<i>Record not required</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			MDD
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

1.1.2.4.1 Address		0 to 1 (per name related to the Asset)		<i>Record not required</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009		40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

1.1.2.4.2 Contact Mechanism		0 to many (per Name per Transaction)		<i>Record not required</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

1.2 Appointment		1 per Transaction		<i>Mandatory Record, unless accepting a quote</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD

Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
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A0177	M	5	Char	Record Identifier		APPNT	MDD																				
A0019	X	5	Char	Appointment Qualifier Code																							
A0138	M	8	Date	Appointment Date From																							
A0139	O	8	Date	Appointment Date To																							
A0019	X	5	Char	Appointment Qualifier Code																							
A0140	O	6	Char	Appointment Time From	*	Start time of a range: If left blank AT will be assumed.	TDD																				
						<table border="1"> <thead> <tr> <th>Value</th> <th>Slot time</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>8am to 1pm</td> </tr> <tr> <td>PM</td> <td>12pm to 8pm</td> </tr> <tr> <td>AT</td> <td>Any Time between 8am and 8 pm</td> </tr> <tr> <td>080000</td> <td>8-10am</td> </tr> <tr> <td>100000</td> <td>10-12am</td> </tr> <tr> <td>120000</td> <td>12-2pm</td> </tr> <tr> <td>140000</td> <td>2-4pm</td> </tr> <tr> <td>160000</td> <td>4-6pm</td> </tr> <tr> <td>180000</td> <td>6-8pm</td> </tr> </tbody> </table>	Value	Slot time	AM	8am to 1pm	PM	12pm to 8pm	AT	Any Time between 8am and 8 pm	080000	8-10am	100000	10-12am	120000	12-2pm	140000	2-4pm	160000	4-6pm	180000	6-8pm	
Value	Slot time																										
AM	8am to 1pm																										
PM	12pm to 8pm																										
AT	Any Time between 8am and 8 pm																										
080000	8-10am																										
100000	10-12am																										
120000	12-2pm																										
140000	2-4pm																										
160000	4-6pm																										
180000	6-8pm																										
A0141	O	6	Char	Appointment Time To																							

1.3 Address		0 to 1 (per transaction)		<i>Optional record N.B. Information only used for this job, not stored for future use.</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Indicates that it is a site address. Value: 'SITE'.	MDD
A0003	X	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated.	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This field should be populated	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	This field must be populated	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4 Name		0 to many (per Transaction)		<i>Optional record- where provided, this information is captured on an individual transactional basis.</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code	*	Values: ASSPR-Asset Provider, CCMP-Connection Company, CKEY-Contact for Key, CLAND-Contact land lord, CONS-Consumer/Customer, CONT-Contact, CREP-Contact to report to, CSITE-Site Contact, CTENT-Contact Tenant, GAO-Gas Act Owner, KEYH-Key Holder, MAM-Meter Asset Manager, MTWK-Meter Worker, REQ-Requestor of job or query, TOWN-Title Owner, UNCON-Unconnected asset address	MDD
A0088	O	6	Char	Title	*	Provide where possible	
A0089	O	4	Char	Initials			
A0090	M	30	Char	Surname			
A0100	O	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

1.4.1 Address		0 to 1 (for each name for a transaction)		<i>Record not required, Contact Details not used by National Grid Metering</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4.2 Contact Mechanism		0 to many (per name per transaction)		<i>Optional record- where provided, this information is captured on an individual transactional basis.</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code	*	<u>Values:</u> EMAIL – Email, FAX – Facsimile, MOBIL – Mobile Phone, PAG – Pager, TEL – Telephone, TEX – Telex, POST – Letter sent land/sea/airmail, VISIT – Visit.	MDD
A0106	M	100	Char	Contact Mechanism Value			

1.4.3 Care Details		0 to many (for each name associated to a transaction)		<i>Optional record- where provided, this information is captured on an individual transactional basis.</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CARE	MDD
A0039	M	2	Char	Care Category Code	*	<u>Values:</u> 03 SEUC Unclassified 04 Aged 60+ 05 Blind 06 Braille User 07 Poor Sight 08 Deaf 09 Poor Hearing 10 Poor Speech 11 Poor Sense of Smell 12 Arthritic Hands 13 Arthritic All 14 Poor Walking 15 Wheelchair 16 Bedridden 17 Mental Handicap 18 Confused 19 Serious Illness 20 Other 21 Heart Condition 22 Breathing Difficulty	MDD



## 1.10 Asset Removal Summary

National Grid accepts asset removal requests from suppliers with an active Works Contract. If the originator is requesting non-standard work without requesting a quotation, National Grid will reject the request. The supplier will then need to follow the quotation process (see Section 1.2, Quotation Process).

A removal request does not include asset exchanges, where a new asset is replacing an existing asset.

Standard requests will only be accepted for manual requests in exceptional circumstances. Manual removal requests should be sent via facsimile, using the template provided (see Section 3). Where the minimum information is not provided, the request may be rejected. National Grid will record the work details, which and generate a notification via batch file (see Work Notifications).

Batch file meter removal requests must include the following minimum information:

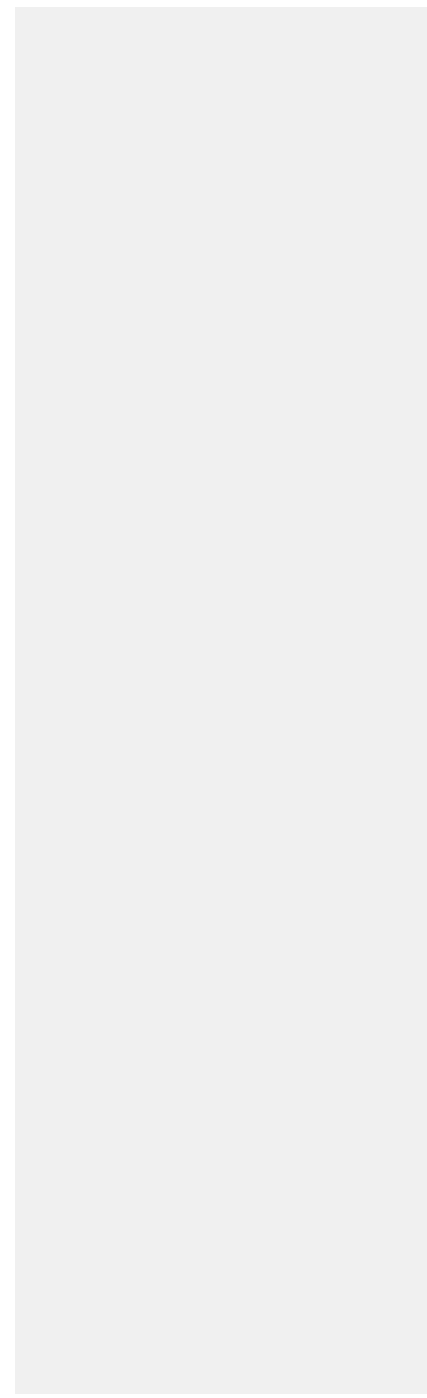
Record	Information
Transaction	Record Identifier (TRANS) Transaction Reference Contract Reference Transaction Type Code (e.g. REMVE) Transaction Status Code (e.g. REQST)
Meter Point	Record Identifier (MTPNT) Meter Point Reference Meter Link Code
Asset	Record Identifier (ASSET) Transaction Type Code (e.g. REMVE) Asset Class Code (e.g. METER) Model Code (e.g. U6)
Appointment	Record Identifier (APPNT) Appointment Date From

Optionally, information can be supplied providing consumer details such as name or password information. Where a quotation has been obtained, then the Quotation Reference Number must be included in the request.

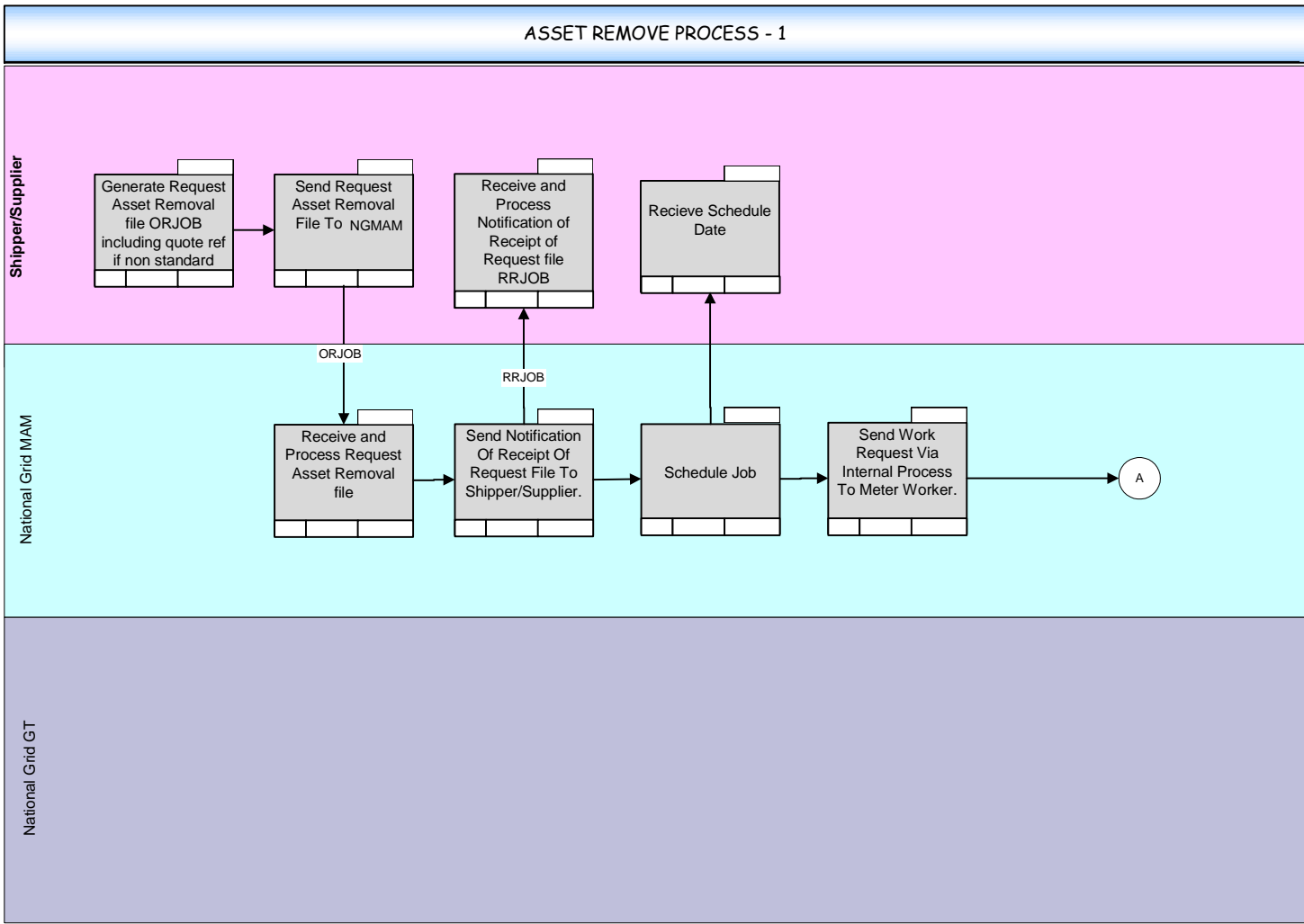
Once the work is completed, the completion details will be sent via batch file (see Section 6, Work Notifications).

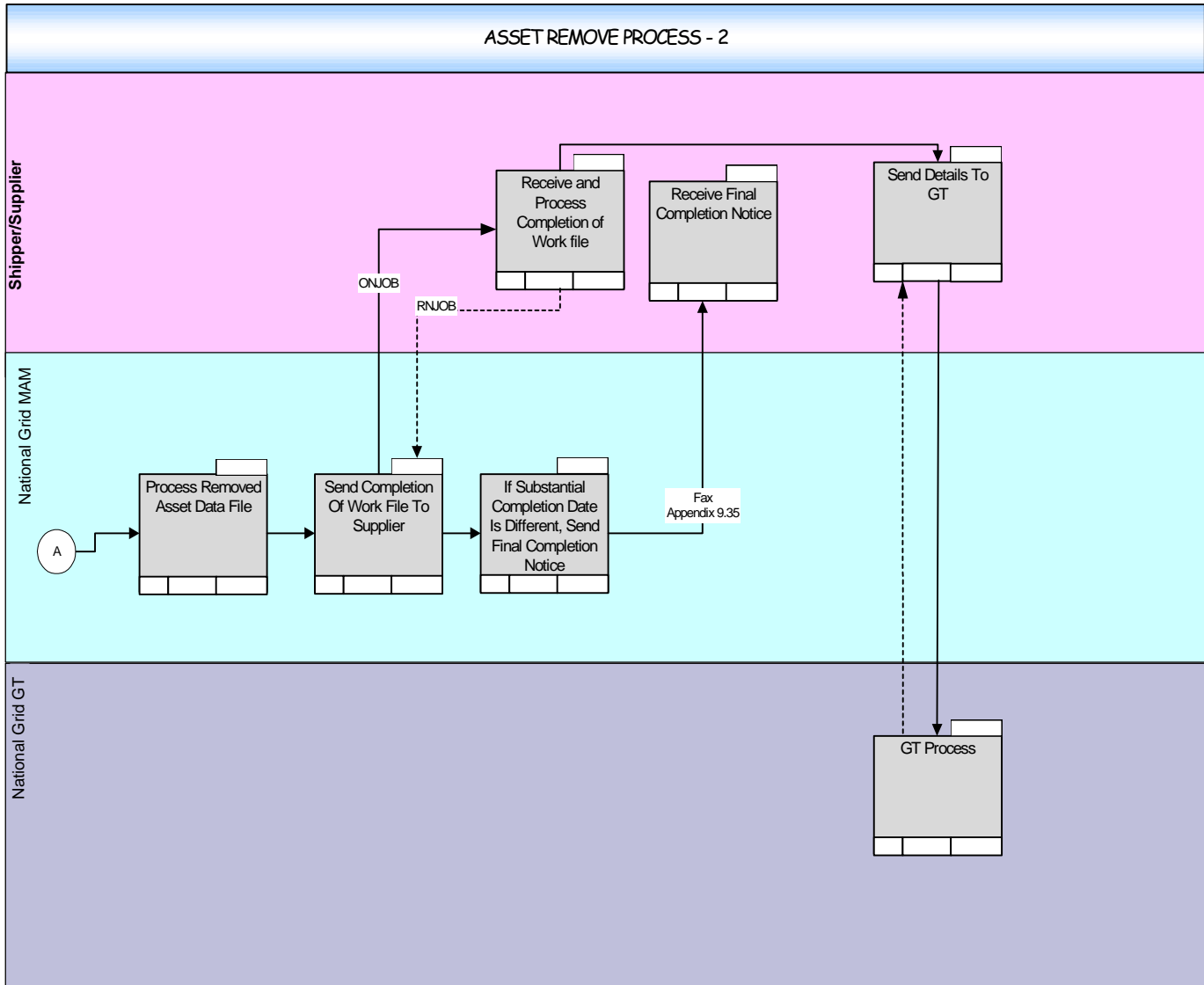
## 1.11 Asset Removal Process Flows

Please see the following pages

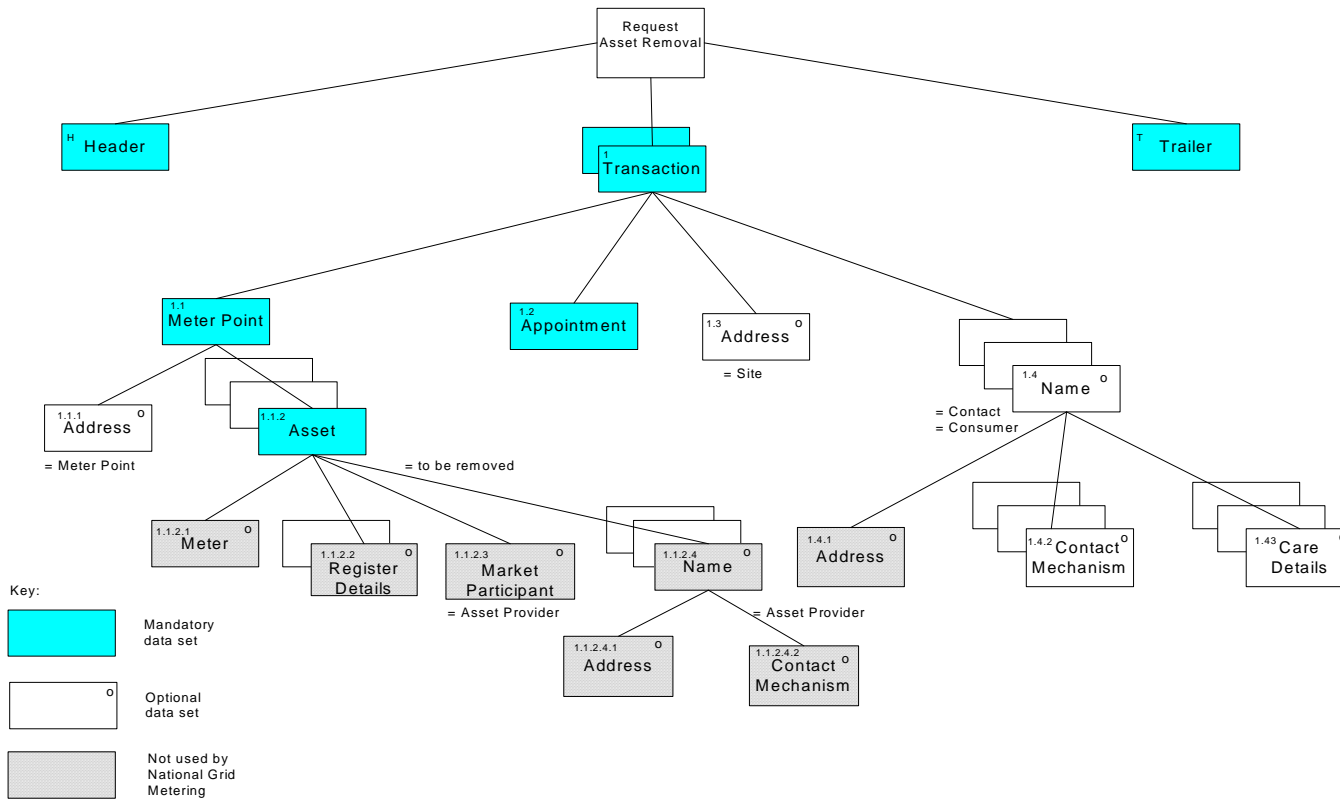








## 1.12 Remove Asset Data Hierarchy (ORJOB)



### 1.13 Remove Asset File Format – (ORJOB)

1 Transaction		1 to many (per File)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	This must be a reference unique to the request.	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	Values: REMOVED – Remove.	MDD
A0167	O	5	Char	Transaction Type Reason Code		No values are expected for remove request however attribute will be left as optional.	MDD
A0058	C	15	Char	Cross-Ref Other Internal Job Reference	*	Quotation reference mandated where a quotation is being accepted	
A0122	O	15	Char	Cross-Ref Other External Job Reference	*	For Supplier's use (to be returned via ONJOB)	
A0142	M	5	Char	Transaction Status Code	*	Values: REQST – Request	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	O	1	Char	Market Sector Code	*	Values: D (Domestic), I (Industrial & Commercial) as defined by the Utilities Act	MDD
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	M	1	Char	Meter Link Code	*	Values: F (Freestanding), P (Prime) & S (Subs) will be dropped into WIP for batch submission requests.	MDD
A0077	O	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	O	100	Char	Meter Point Location Notes	*	Should be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions	*	May contain a contact address	

A0074	O	9,6	Number	Conversion Factor		Values: 0.000001 to 999.999999	
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

1.1.1 Address		0 to 1 (per Meter Point)		<b>Optional record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Value: MTRPT – Meter Point Address	MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated.	
A0006	O	40	Char	Building Name_Number	*	This or the previous should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This should be populated.	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	This <b>must</b> be populated	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

1.1.2 Asset		1 to many (per Meter Point)		<i>Mandatory Record, unless accepting a quote</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	X	5	Char	Data Update Code			MDD
A0144	M	5	Char	Transaction Type Code	*	Values: REMOVED – Remove.	MDD
A0024	M	5	Char	Asset Class Code	*	<b>Values for a standard request:</b> METER (Meter),  <b>Can only be submitted as part of quote acceptance:</b> BYPAS (Bypass) CONVR (Converter),	MDD
A0109	X	10	Char	Product Id			MDD
A0163	C	5	Char	Payment Method code	*	Mandated where A0024 = METER Values: CR – Credit, PP – Prepayment	MDD
A0083	M	10	Char	Model Code		<u>The valid MDD value.</u>	MDD
A0060	O	3	Char	Manufacturer Code			MDD
A0021	O	4	Integer	Year of Manufacture			
A0022	O	14	Char	Serial Number			
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This should be entered if the location code is 'Other'.	
A0037	O	2	Char	Asset Status Code	*	Values: AC- Active, CA – Capped, CD – Closed, CL – Clamped, DM – Damaged, FA – Faulty, IN – Inactive, LI – Live, OP- Open, , PD – Phone Line Down, RE – Removed,  UN – Unknown	MDD

1.1.2.1 Meter		0 to 1 (per Asset)		<i>Record not required</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	X	5	Char	Data Update Code			
A0025	O	5	Char	Meter Type Code			
A0085	O	5	Char	Meter Mechanism code			
A0112	O	10,4	Number	Measuring Capacity			
A0079	X	1	Char	Meter Usage Code			

A0044	O	5	Char	Collar Status Code			
A0149	O	8	Date	OAMI Inspection Date			
A0126	O	5	Char	Role Code			
A0160	O	8	Date	Last Refurbished Date			
A0194	O	7,2	Number	Pulse Value			

<b>1.1.2.2 Register Details</b>		0 to 2 (per Measuring Asset being removed)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	
A0178	X	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			
A0121	O	2	Integer	Number of Dials or Digits			
A0123	O	5	Char	Units of Measure			
A0120	O	6,3	Number	Multiplication factor			

<b>1.1.2.3 Market Participant</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.2.4 Name</b>		0 to many (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.2.4.1 Address</b>		0 to 1 (for each Name related to the Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	O	5	Char	Address Type Code			MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			

A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2.4.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 per Transaction		<b>Mandatory Record, unless accepting a quote</b>																							
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD																				
A0177	M	5	Char	Record Identifier		APPNT	MDD																				
A0019	X	5	Char	Appointment Qualifier Code																							
A0138	M	8	Date	Appointment Date From																							
A0139	O	8	Date	Appointment Date To																							
A0019	X	5	Char	Appointment Qualifier Code																							
A0140	O	6	Char	Appointment Time From	*	Start time of a range: If left blank AT will be assumed. <table border="1"> <thead> <tr><th>Value</th><th>Slot time</th></tr> </thead> <tbody> <tr><td>AM</td><td>8am to 1pm</td></tr> <tr><td>PM</td><td>12pm to 8pm</td></tr> <tr><td>AT</td><td>Any Time between 8am and 8 pm</td></tr> <tr><td>080000</td><td>8-10am</td></tr> <tr><td>100000</td><td>10-12am</td></tr> <tr><td>120000</td><td>12-2pm</td></tr> <tr><td>140000</td><td>2-4pm</td></tr> <tr><td>160000</td><td>4-6pm</td></tr> <tr><td>180000</td><td>6-8pm</td></tr> </tbody> </table>	Value	Slot time	AM	8am to 1pm	PM	12pm to 8pm	AT	Any Time between 8am and 8 pm	080000	8-10am	100000	10-12am	120000	12-2pm	140000	2-4pm	160000	4-6pm	180000	6-8pm	TDD
Value	Slot time																										
AM	8am to 1pm																										
PM	12pm to 8pm																										
AT	Any Time between 8am and 8 pm																										
080000	8-10am																										
100000	10-12am																										
120000	12-2pm																										
140000	2-4pm																										
160000	4-6pm																										
180000	6-8pm																										
A0141	O	6	Char	Appointment Time To																							

<b>1.3 Address</b>		0 to 1 (per transaction)		<b>Optional record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Indicates that it is a site address. Value: 'SITE.'	MDD
A0003	X	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated.	



A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated.	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated.	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This should be provided	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	This must be provided	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

<b>1.4 Name</b>		0 to many (per Transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis .</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code	*	Values: ASSPR-Asset Provider, CCMP-Connection Company, CKEY-Contact for Key, CLAND-Contact land lord, CONS-Consumer/Customer, CONT-Contact, CREP-Contact to report to, CSITE-Site Contact, CTENT-Contact Tenant, GAO-Gas Act Owner, KEYH-Key Holder, MAM-Meter Asset Manager, MTWK-Meter Worker, REQ-Requestor of job or query, TOWN-Title Owner, UNCON-Unconnected asset address	MDD
A0088	O	6	Char	Title	*	Provide where possible	
A0089	O	4	Char	Initials			
A0090	M	30	Char	Surname			
A0100	O	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

<b>1.4.1 Address</b>		0 to 1 (for each name for a Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Identifies this is a Consumer or type of contact	MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent			

				Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4.2 Contact Mechanism		0 to many (for each name associated to a transaction)		<i>Optional record- where provided, this information is captured on an individual transactional basis</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code	*	Values: EMAIL – Email, FAX – Facsimile, MOBIL – Mobile Phone, PAG – Pager, TEL – Telephone, TEX – Telex, POST – Letter sent land/sea/airmail, VISIT – Visit.	MDD
A0106	M	100	Char	Contact Mechanism Value			

1.4.3 Care Details		0 to many (for each name associated to a transaction)		<i>Optional record- where provided, this information is captured on an individual transactional basis</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CARE	MDD
A0039	M	2	Char	Care Category Code	*	Values: 03 SEUC Unclassified 04 Aged 60+ 05 Blind 06 Braille User 07 Poor Sight 08 Deaf 09 Poor Hearing 10 Poor Speech 11 Poor Sense of Smell 12 Arthritic Hands 13 Arthritic All 14 Poor Walking 15 Wheelchair 16 Bedridden 17 Mental Handicap 18 Confused 19 Serious Illness 20 Other 21 Heart Condition 22 Breathing Difficulty	MDD

## 1.14 Asset Exchange Summary

A request to exchange an asset covers the following scenarios:

- A regulated asset is exchanged for another regulated asset, e.g. meter exchange
- A commercial asset is exchanged for a regulated asset

NB This is the only scenario where National Grid will work upon a 3rd party asset, i.e. remove a competitive meter and replace it with a regulated (GAO = GT) meter. For further details with regards to MAM to MAM communications for removal of a third party meter, see section 2.13 Asset Portfolio Volume.

National Grid accepts asset exchange requests by batch file, through the WEB or via facsimile from suppliers with an active Works Contract. If the originator is requesting non-standard work without requesting a quotation, National Grid will reject the request. The Supplier will need to follow the quotation process (see Section 5.2, Quotation Process).

Installation requests are only accepted via manual routes in exceptional circumstances or where the work is classified as non standard. Manual requests should be sent via facsimile or email, using the template provided (see Section 9). As much detail as possible is required, and where the minimum information is not provided, the request may be returned to the originator for completion. For manual work requests, National Grid will record the work details, and generate a notification via batch file (see Section 6, Work Notifications).

Batch file meter exchange requests must include the following information:

Record	Information
Transaction	Record Identifier (TRANS) Transaction Reference Contract Reference Transaction Type Code (e.g. EXCHG) Transaction Status Code (e.g. REQST)
Meter Point	Record Identifier (MTPNT) Meter Point Reference Meter Link Code
Asset (Removed)	Record Identifier (ASSET) Transaction Type Code (e.g. REMVE) Asset Class Code (e.g. METER) Payment Method Code (e.g. PP) Model Code (e.g. U6)
Meter	Record Identifier (METER) Meter Mechanism Code (e.g. PP) Role Code (defines Gas Act Owner)
Asset (Install)	Record Identifier (ASSET) Transaction Type Code (e.g. INSTL) Asset Class Code (e.g. METER) Payment Method Code (e.g. CR) Model Code (e.g. U6)
Meter	Record Identifier (METER) Meter Type Code (e.g. S) Meter Mechanism Code (e.g. CR) Role Code (defines Gas Act Owner)
Appointment	Record Identifier (APPNT) Appointment Date From

Information can be supplied defining the capacity of the required meter, or providing consumer details such as name or password information.

Where a quotation has been obtained, then the Quotation Reference Number must be included in the work request.

Where the meter being replaced is a competitive meter, then the Market Participant details should be provided so National Grid can contact the relevant party to collect their asset.

Once the work is completed, the completion details will be sent via batch file (see Section 6, Work Notifications).

National Grid Metering do not work on 3<sup>rd</sup> party meters, unless this is a removal, as part of an exchange to a regulated meter. The instruction to undertake this work would be received by batch file, through the WEB or on the work request template (see Section 9) and all these methods incorporate the requirement to identify the GAO (Gas Act Owner) of the meter.

If the meter is regulated (GAO = T {Transporter – In this case always National Grid}), then the meter will be removed and returned to National Grid's store.

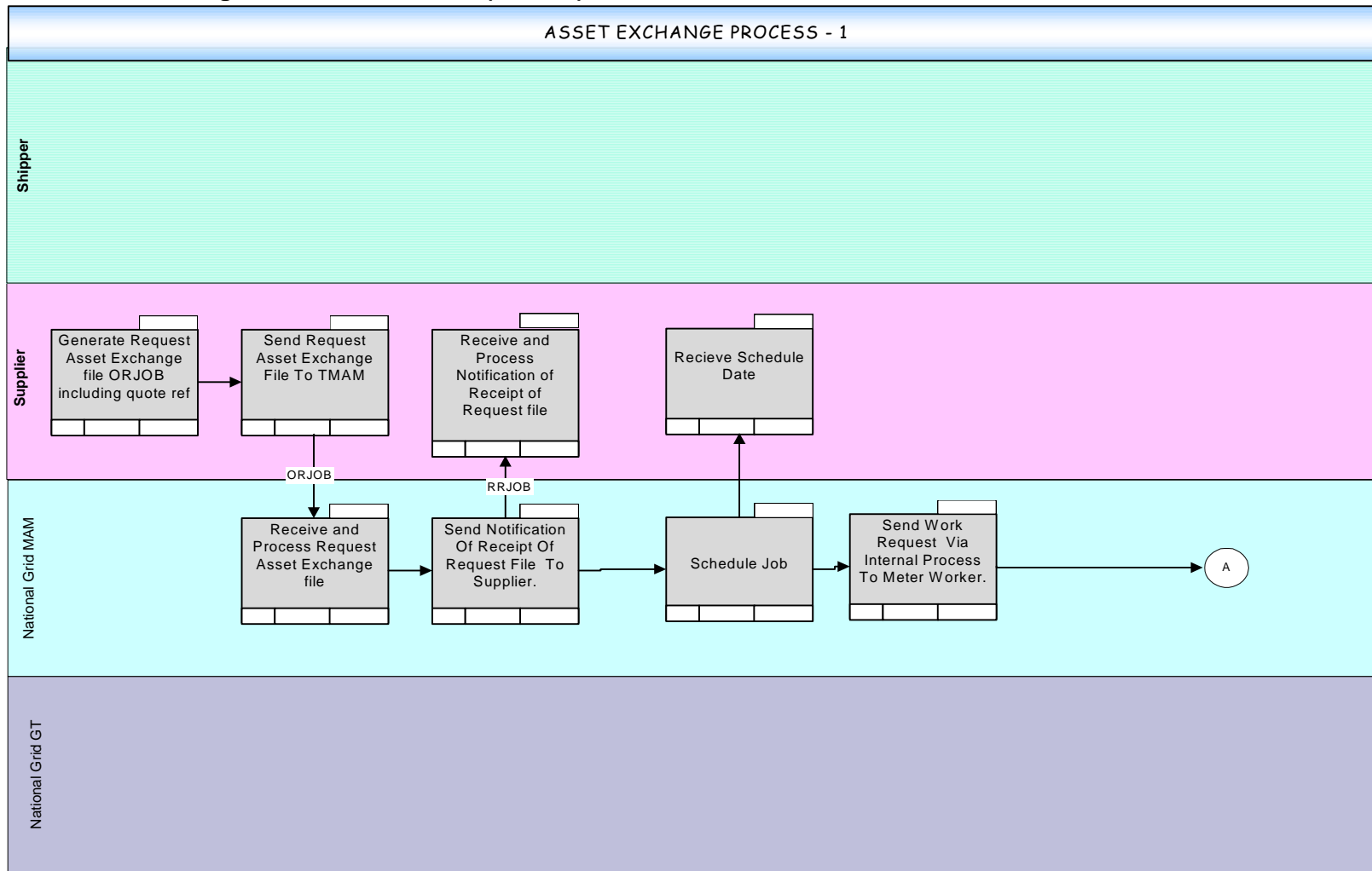
If the consumer owns the meter (GAO = C {consumer}), the Supplier should request the work using the role code of **S**. If necessary additional information relating to consumer ownership should be provided by a manual means.

Rainbow does not recognise consumer owned meters (e.g. Role Code = C).

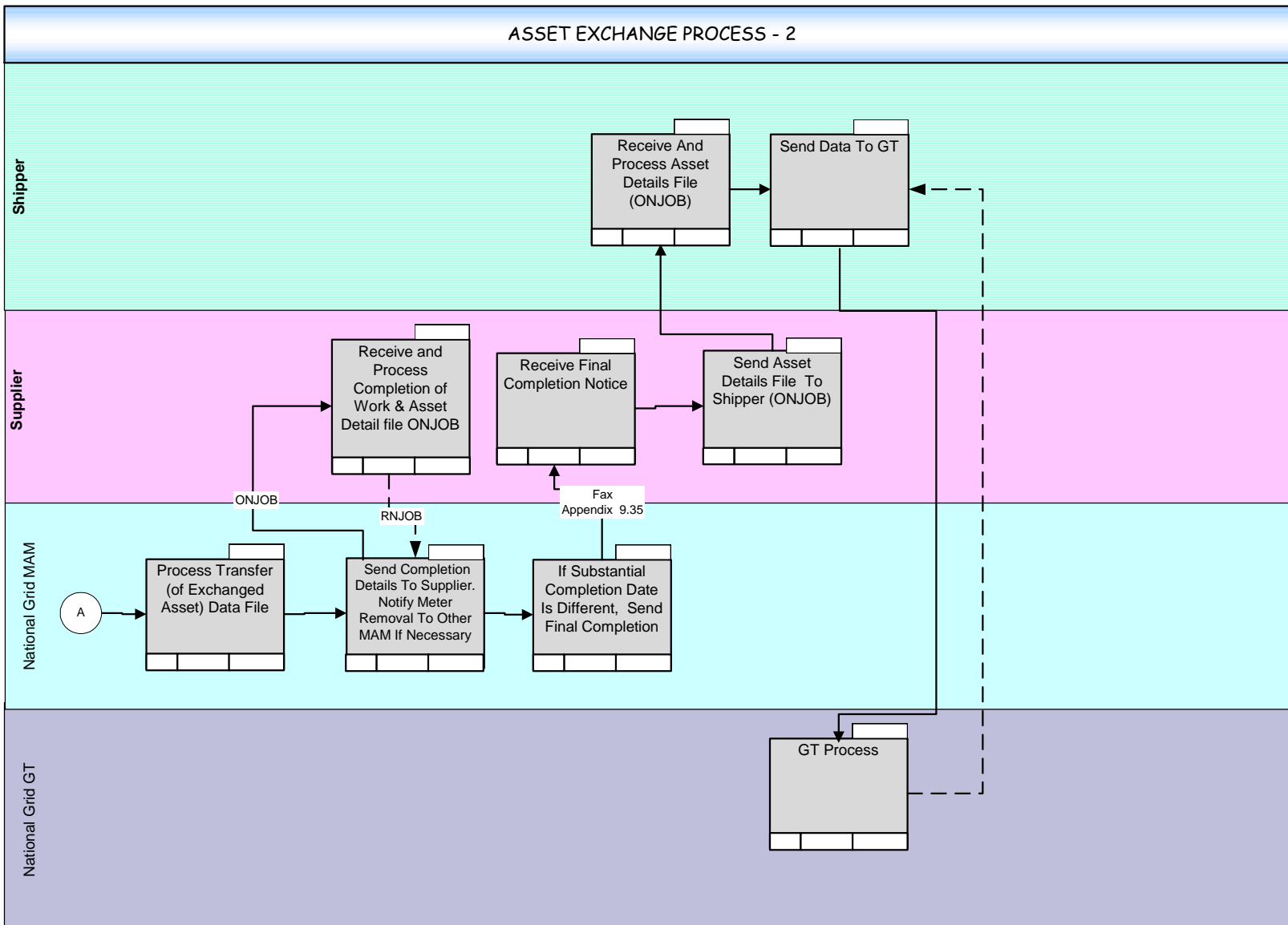
With this information the Meter Worker may then leave the removed meter at the job address.

If the Supplier is the Gas Act Owner (GAO = S {Supplier}), the Meter Worker will remove the meter, and return it to National Grid's stores. National Grid Metering will contact the relevant MAM to arrange collection (the MAM will be identified by information provided in the Market Participant record).

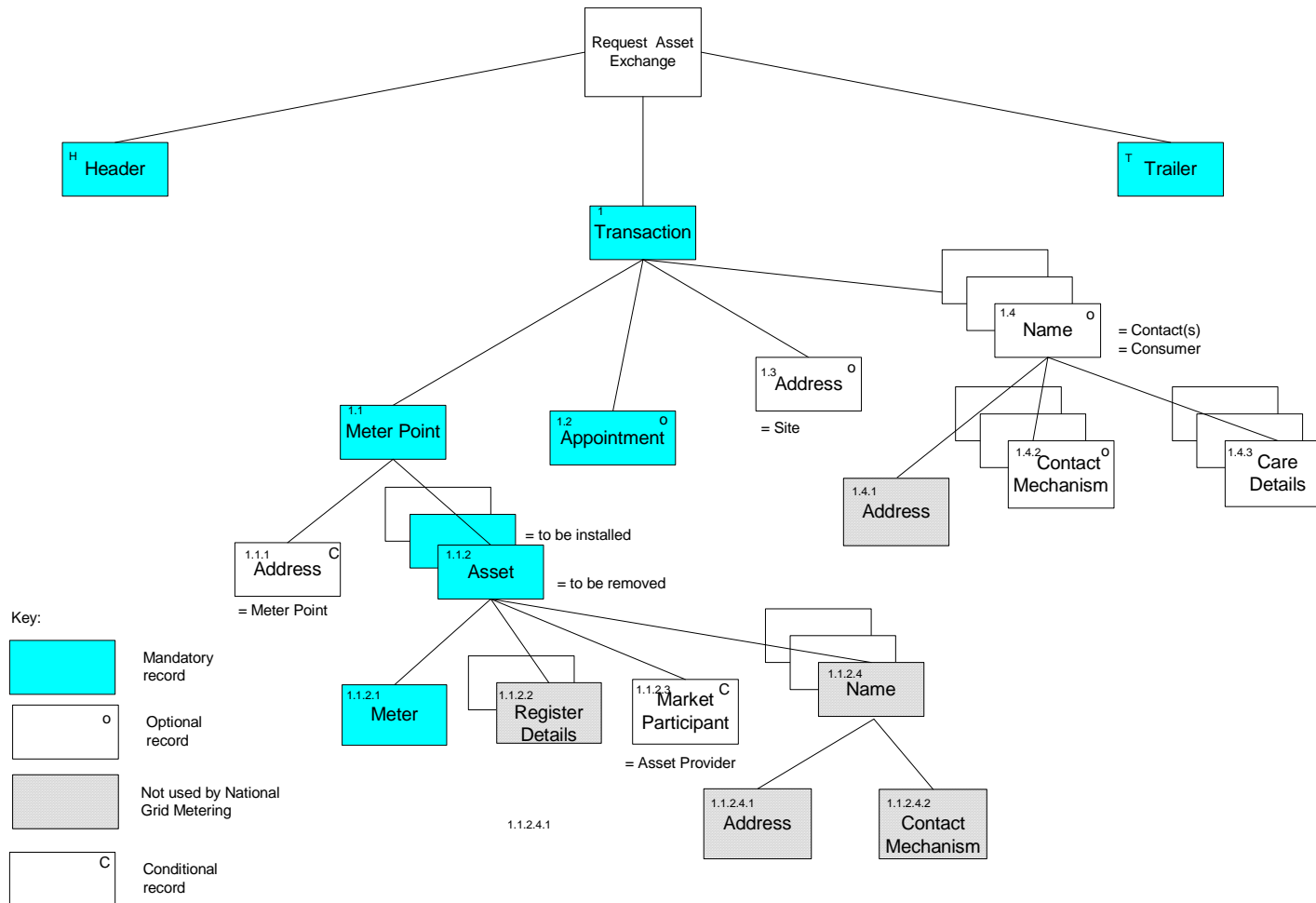
# 1.15 Exchange Asset Process Flow (ORJOB)



## ASSET EXCHANGE PROCESS - 2



# 1.16 Asset Exchange Data Hierarchy



### 1.17 Asset Exchange File Format – (ORJOB)

1 Transaction		1 to many (per File)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	This must be a reference unique to the request	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	Values: EXCHG – Exchange	MDD
A0167	O	5	Char	Transaction Type Reason Code	*	Values: EXT – EXC=Ofgem Test DMGMT – Damaged Meter FULTY – Faulty Meter	MDD
A0058	C	15	Char	Cross-Ref Other Internal Job Reference	*	Mandatory where a quotation is being accepted	
A0122	O	15	Char	Cross-Ref Other External Job Reference	*	For Suppliers use to be returned via ONJOB	
A0142	M	5	Char	Transaction Status Code	*	Value: REQST – Request	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	C	1	Char	Market Sector Code	*	Values: D (Domestic as defined by the Utility Act), I (Industrial & Commercial as defined by the Utility Act). Mandatory when exchanging an unregulated Meter.	MDD
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			



1.1 Meter Point		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	M	1	Char	Meter Link Code	*	Values: F (Freestanding), P (Prime) & S (Subs) will be dropped into WIP for batch submission requests.	MDD
A0077	O	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	O	100	Char	Meter Point Location Notes	*	Should be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions			
A0074	O	9,6	Number	Conversion Factor		Values: <b>0.000001 to 999.999999</b>	
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

1.1.1 Address		0 to 1 (per Meter Point)		<b>Mandatory Record where TMAM do not have the information, i.e. for the exchange of an unregulated meter with a regulated meter.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Value: MTRPT – Meter Point Address	MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated.	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This field should be populated	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	Must be populated.	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

1.1.2 Asset		2 to many (per Meter Point)		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	X	5	Char	Data Update Code			MDD
A0144	M	5	Char	Transaction Type Code	*	<u>Values:</u> INSTL – Install, REMVE - Remove	MDD
A0024	M	5	Char	Asset Class Code	*	<b><u>Values for a standard request:</u></b> METER (Meter)  <b><u>Can only be submitted as part of quote acceptance:</u></b> BOX , BYPAS (Bypass) CONVR (Converter),	MDD
A0109	X	10	Char	Product Id			MDD
A0163	C	5	Char	Payment Method code	*	Mandated where A0024 = METER <u>Values:</u> CR – Credit, PP Prepayment	MDD
A0083	M	10	Char	Model Code		<b><u>Removed Asset</u></b> <b><u>Any valid MDD Value</u></b>  <b><u>Installed Asset</u></b> <u>Values:</u> U6 U16 U25 U40 U65 U100 U160	MDD
A0060	C	3	Char	Manufacturer Code		Mandated where existing meter role code is not T	MDD
A0021	O	4	Integer	Year of Manufacture			
A0022	C	14	Char	Serial Number		Mandated when A0144 = REMVE & A0024 = METER	
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This should be entered if the location code is 'Other'.	
A0037	O	2	Char	Asset Status Code	*	<u>Values:</u> AC- Active, CA – Capped, CD – Closed, CL – Clamped, DM – Damaged, FA – Faulty, IN – Inactive, LI – Live,	MDD

						OP- Open, PD – Phone Line Down, RE – Removed,  UN – Unknown	
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1.1.2.1 Meter		0 to 1 (per Asset)		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	X	5	Char	Data Update Code			
A0025	C	5	Char	Meter Type Code	*	<u>Mandated for asset to be installed.</u> <u>Values:</u> D - Diaphragm of Unknown Material, L _ Leather Diaphragm, S – Synthetic Diaphragm, U – Ultrasonic, Z – Unknown  <u>The following values should only be submitted as part of a quote acceptance:</u> R – Rotary, T – Turbine,	MDD
A0085	M	5	Char	Meter Mechanism code	*	<u>Values:</u> CM – Coin Meter, CR – Credit, ET – Electronic Token Meter, MT – Mechanical Token Meter, PP – PrePayment, TH – Thrift, U – Unknown Mandatory for an exchange.	MDD
A0112	O	10,4	Number	Measuring Capacity		<u>Values:</u> <u>0 to 999999.999</u>	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code	*	<u>Values:</u> B (Broken), I (Intact),	MDD
A0149	X	8	Date	OAMI Inspection Date			
A0126	M	5	Char	Role Code	*	<u>Values:</u> S – Gas Act Owner (Supplier), T – Gas Act Owner (GT).	MDD
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.2.2 Register Details</b>	0 to 2 (per Measuring	<b>Record not required</b>
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		Asset being removed or reported on)					
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	X	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			MDD
A0121	O	2	Integer	Number of Dials or Digits			
A0123	O	5	Char	Units of Measure			MDD
A0120	O	6,3	Number	Multiplication factor			

<b>1.1.2.3 Market Participant</b>		0 to 1 (per Asset)		<b>Mandatory record where A0126= "S"</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code	*	This indicates it is for the Asset Provider <u>Values:</u> ASSPR – MAM (This is the MAM)	MDD
A0064	M	3	Char	Market Participant Abbreviated Name		For full list of values, see section "3.28"	

<b>1.1.2.4 Name</b>		0 to many (for each Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.2.4.1 Address</b>		0 to 1 (for each Name related to the Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*		MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			

A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2.4.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 per transaction		<b>Mandatory Record, unless accepting a quote</b>																							
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD																				
A0177	M	5	Char	Record Identifier		APPNT	MDD																				
A0019	X	5	Char	Appointment Qualifier Code																							
A0138	M	8	Date	Appointment Date From																							
A0139	O	8	Date	Appointment Date To																							
A0019	X	5	Char	Appointment Qualifier Code																							
A0140	O	6	Char	Appointment Time From	*	Start time of a range: If left blank AT will be assumed. <table border="1"> <thead> <tr> <th>Value</th> <th>Slot time</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>8am to 1pm</td> </tr> <tr> <td>PM</td> <td>12pm to 8pm</td> </tr> <tr> <td>AT</td> <td>Any Time between 8am and 8pm</td> </tr> <tr> <td>080000</td> <td>8-10am</td> </tr> <tr> <td>100000</td> <td>10-12am</td> </tr> <tr> <td>120000</td> <td>12-2pm</td> </tr> <tr> <td>140000</td> <td>2-4pm</td> </tr> <tr> <td>160000</td> <td>4-6pm</td> </tr> <tr> <td>180000</td> <td>6-8pm</td> </tr> </tbody> </table>	Value	Slot time	AM	8am to 1pm	PM	12pm to 8pm	AT	Any Time between 8am and 8pm	080000	8-10am	100000	10-12am	120000	12-2pm	140000	2-4pm	160000	4-6pm	180000	6-8pm	TDD
Value	Slot time																										
AM	8am to 1pm																										
PM	12pm to 8pm																										
AT	Any Time between 8am and 8pm																										
080000	8-10am																										
100000	10-12am																										
120000	12-2pm																										
140000	2-4pm																										
160000	4-6pm																										
180000	6-8pm																										
A0141	O	6	Char	Appointment Time To																							

<b>1.3 Address</b>		0 to 1 (per Transaction)		<b>Optional record N.B. Information only used for this job – not stored for future use.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD

A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Indicates that it is a site address. Value: 'SITE'.	MDD
A0003	X	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	At least this or the field above should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This should be populated.	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	This must be populated.	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4 Name		0 to many (per Transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code	*	Values: ASSPR-Asset Provider, CCMP-Connection Company, CKEY-Contact for Key, CLAND-Contact land lord, CONS-Consumer/Customer, CONT-Contact, CREP-Contact to report to, CSITE-Site Contact, CTENT-Contact Tenant, GAO-Gas Act Owner, KEYH-Key Holder, MAM-Meter Asset Manager, MTWK-Meter Worker, REQ-Requestor of job or query, TIOWN-Title Owner, UNCON-Unconnected asset address	MDD
A0088	O	6	Char	Title	*	Provide where possible	
A0089	O	4	Char	Initials			
A0090	M	30	Char	Surname			
A0100	O	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

<b>1.4.1 Address</b>		0 to 1 (for each name for a transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

<b>1.4.2 Contact Mechanism</b>		0 to many (for each name associated to a transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code	*	Values: EMAIL – Email, FAX – Facsimile, MOBIL – Mobile Phone, PAG – Pager, TEL – Telephone, TEX – Telex, POST – Letter sent land/sea/airmail, VISIT – Visit.	MDD
A0106	M	100	Char	Contact Mechanism Value			

1.4.3 Care Details		0 to many (for each name associated to a transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CARE	MDD
A0039	M	2	Char	Care Category Code	*	<u>Values:</u> 03 SEUC Unclassified 04 Aged 60+ 05 Blind 06 Braille User 07 Poor Sight 08 Deaf 09 Poor Hearing 10 Poor Speech 11 Poor Sense of Smell 12 Arthritic Hands 13 Arthritic All 14 Poor Walking 15 Wheelchair 16 Bedridden 17 Mental Handicap 18 Confused 19 Serious Illness 20 Other 21 Heart Condition 22 Breathing Difficulty	MDD



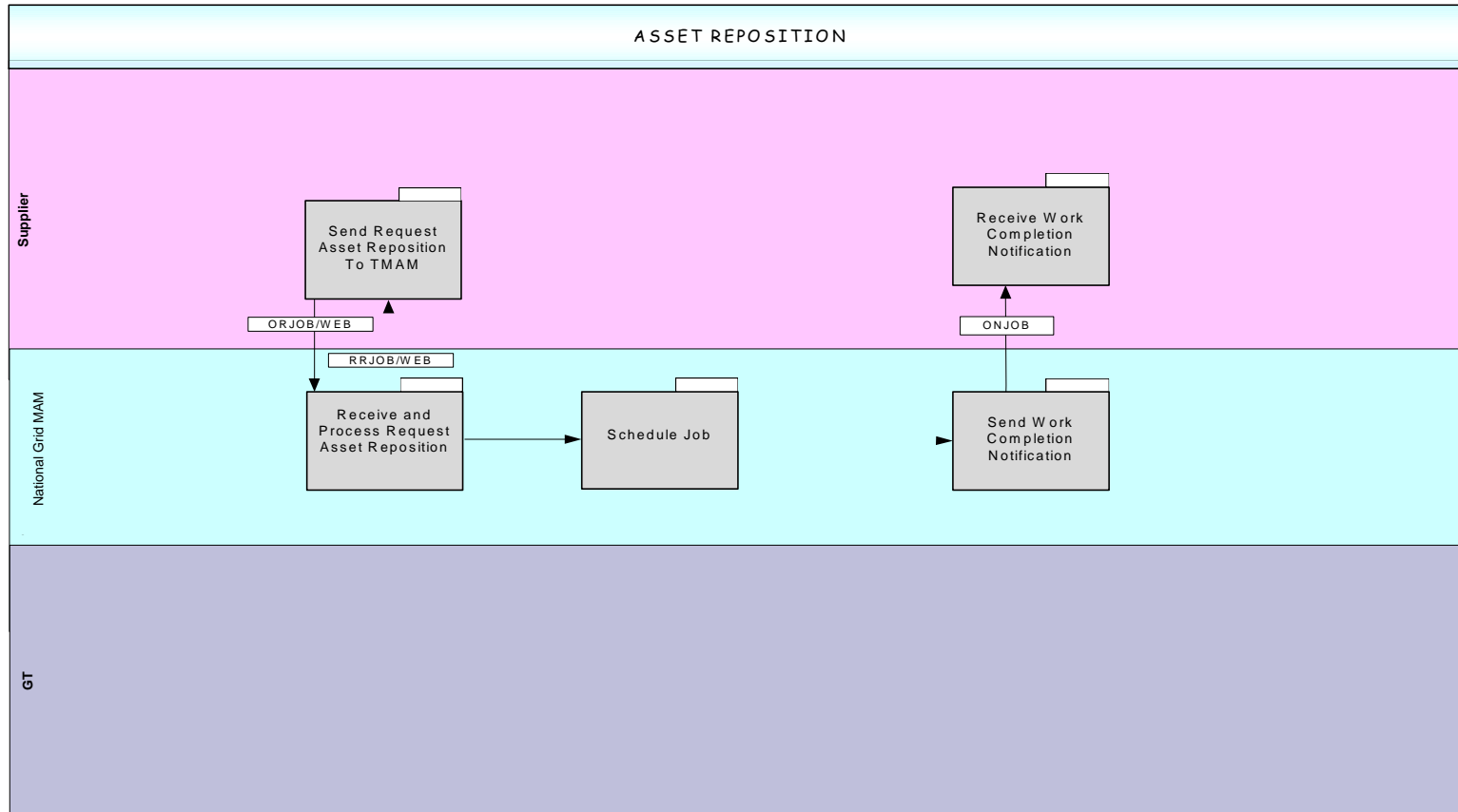
### 1.18 Asset Reposition Summary

National Grid Metering will undertake reposition work either by quotation or in the case of standard work (meters with a badge capacity of <11 scmh) by batch or Web.

Record	Information
Transaction	Record Identifier (TRANS) Transaction Reference Contract Reference Transaction Status Code (e.g. REQST) Transaction Type Code (e.g. REPSN) Market Sector Code (e.g. D)
Meter Point	Record Identifier (MTPNT) Meter Point Reference Meter Link Code
Address	Record Identifier (ADDRS) Meter Point Address
Asset	Record Identifier (ASSET) Transaction Type Code (e.g. RESPN) Asset Class Code (e.g. METER) Payment Method Code (e.g. CR) Model Code (e.g. U6)
Appointment	Record Identifier (APPNT) Appointment Date From



### 1.19 Asset Reposition Process Flow - (ORJOB)





### 1.21 Asset Reposition File Format – (ORJOB)

1 Transaction		1 to many (per File)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	This must be a reference unique to the request	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	REPSN – Reposition	MDD
A0167	O	5	Char	Transaction Type Reason Code	*		MDD
A0058	C	15	Char	Cross-Ref Other Internal Job Reference	*	Mandatory where a quotation is being accepted	
A0122	O	15	Char	Cross-Ref Other External Job Reference	*	For Suppliers use to be returned via ONJOB	
A0142	M	5	Char	Transaction Status Code	*	Values: REQST – Request	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	M	1	Char	Market Sector Code	*	D (Domestic as defined by the Utility Act), I (Industrial & Commercial as defined by the Utility Act).	MDD
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

<b>1.1 Meter Point</b>		<b>1 (per Transaction)</b>		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	M	1	Char	Meter Link Code	*	Values: F (Freestanding), P (Prime) & S (Subs) will be dropped into WIP for batch submission requests.	MDD
A0077	O	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	O	100	Char	Meter Point Location Notes	*	Should be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions		Information relating to the requested reposition of the meter.	
A0074	O	9,6	Number	Conversion Factor		Values: <b>0.000001 to 999.999999</b>	
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

<b>1.1.1 Address</b>		<b>0 to 1 (per Meter Point)</b>		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Value: MTRPT – Meter Point Address	MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated.	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town		This field should be populated	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code		Must be populated.	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

1.1.2 Asset		2 to many (per Meter Point)		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	X	5	Char	Data Update Code			MDD
A0144	M	5	Char	Transaction Type Code	*	Value: REPSN - Reposition	MDD
A0024	M	5	Char	Asset Class Code	*	<b>Values for a standard request:</b> METER (Meter)  <b>Can only be submitted as part of quote acceptance:</b> <u>BOX</u> , BYPAS (Bypass) CONVR (Converter),	MDD
A0109	X	10	Char	Product Id			MDD
A0163	C	5	Char	Payment Method code	*	Mandated where A0024 = METER <b>Values:</b> CR – Credit, PP Prepayment	MDD
A0083	M	10	Char	Model Code		A valid MDD value	MDD
A0060	O	3	Char	Manufacturer Code			MDD
A0021	O	4	Integer	Year of Manufacture			
A0022	C	14	Char	Serial Number		Mandated when A0024 = METER	
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This should be entered if the location code is 'Other'.	
A0037	O	2	Char	Asset Status Code	*	<b>Values:</b> AC- Active, CA – Capped, CD – Closed, CL – Clamped, DM – Damaged, FA – Faulty, IN – Inactive, LI – Live, OP- Open, PD – Phone Line Down, RE – Removed,  UN – Unknown	MDD

1.1.2.1 Meter		0 to 1 (per Asset)		<b>Optional Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	X	5	Char	Data Update Code			

A0025	O	5	Char	Meter Type Code	*	Values: D - Diaphragm of Unknown Material, L - Leather Diaphragm, S - Synthetic Diaphragm, U - Ultrasonic, Z - Unknown  <u>The following values should only be submitted as part of a quote acceptance:</u> R - Rotary, T - Turbine.	MDD
A0085	M	5	Char	Meter Mechanism code	*	Values: CM - Coin Meter, CR - Credit, ET - Electronic Token Meter, MT - Mechanical Token Meter, PP - PrePayment, TH - Thrift, U - Unknown	MDD
A0112	O	10,4	Number	Measuring Capacity		Values: 0 to 999999,999	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code	*	Values: B (Broken), I (Intact),	MDD
A0149	X	8	Date	OAMI Inspection Date			
A0126	M	5	Char	Role Code	*	Values: T - Gas Act Owner (GT).	MDD
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

1.1.2.2 Register Details		0 to 2 (per Measuring Asset being removed or reported on)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	X	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			
A0121	O	2	Integer	Number of Dials or Digits			
A0123	O	5	Char	Units of Measure			
A0120	O	6,3	Number	Multiplication factor			

1.1.2.3 Market Participant		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD



A0177	M	5	Char	Record Identifier			
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.2.4 Name</b>		0 to many (for each Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.2.4.1 Address</b>		0 to 1 (for each Name related to the Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*		MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2.4.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>	1 per transaction	<b>Mandatory Record, unless accepting a quote</b>					
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Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD																				
A0177	M	5	Char	Record Identifier		APPNT	MDD																				
A0019	X	5	Char	Appointment Qualifier Code																							
A0138	M	8	Date	Appointment Date From																							
A0139	O	8	Date	Appointment Date To																							
A0019	X	5	Char	Appointment Qualifier Code																							
A0140	O	6	Char	Appointment Time From	*	Start time of a range: If left blank AT will be assumed. <table border="1"> <thead> <tr> <th>Value</th> <th>Slot time</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>8am to 1pm</td> </tr> <tr> <td>PM</td> <td>12pm to 8pm</td> </tr> <tr> <td>AT</td> <td>Any Time between 8am and 8pm</td> </tr> <tr> <td>080000</td> <td>8-10am</td> </tr> <tr> <td>100000</td> <td>10-12am</td> </tr> <tr> <td>120000</td> <td>12-2pm</td> </tr> <tr> <td>140000</td> <td>2-4pm</td> </tr> <tr> <td>160000</td> <td>4-6pm</td> </tr> <tr> <td>180000</td> <td>6-8pm</td> </tr> </tbody> </table>	Value	Slot time	AM	8am to 1pm	PM	12pm to 8pm	AT	Any Time between 8am and 8pm	080000	8-10am	100000	10-12am	120000	12-2pm	140000	2-4pm	160000	4-6pm	180000	6-8pm	TDD
Value	Slot time																										
AM	8am to 1pm																										
PM	12pm to 8pm																										
AT	Any Time between 8am and 8pm																										
080000	8-10am																										
100000	10-12am																										
120000	12-2pm																										
140000	2-4pm																										
160000	4-6pm																										
180000	6-8pm																										
A0141	O	6	Char	Appointment Time To																							

1.3 Address		0 to 1 (per Transaction)		<b>Optional record</b> <b>N.B. Information only used for this job – not stored for future use.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Indicates that it is a site address. Value: 'SITE'.	MDD
A0003	X	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	At least this or the field above should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This should be populated.	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	This must be populated.	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			

A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4 Name		0 to many (per Transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code	*	Values: ASSPR-Asset Provider, CCMP-Connection Company, CKEY-Contact for Key, CLAND-Contact land lord, CONS-Consumer/Customer, CONT-Contact, CREP-Contact to report to, CSITE-Site Contact, CTENT-Contact Tenant, GAO-Gas Act Owner, KEYH-Key Holder, MAM-Meter Asset Manager, MTWK-Meter Worker, REQ-Requestor of job or query, TOWN-Title Owner, UNCON-Unconnected asset address	MDD
A0088	O	6	Char	Title	*	Provide where possible	
A0089	O	4	Char	Initials			
A0090	M	30	Char	Surname			
A0100	O	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

1.4.1 Address		0 to 1 (for each name for a transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4.2 Contact		0 to many (for		<b>Optional record- where provided, this information is</b>			
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<b>Mechanism</b>		each name associated to a transaction)		<b>captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code	*	<u>Values:</u> EMAIL – Email, FAX – Facsimile, MOBIL – Mobile Phone, PAG – Pager, TEL – Telephone, TEX – Telex, POST – Letter sent land/sea/airmail, VISIT – Visit.	MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.4.3 Care Details</b>		0 to many (for each name associated to a transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CARE	MDD
A0039	M	2	Char	Care Category Code	*	<u>Values:</u> 03 SEUC Unclassified 04 Aged 60+ 05 Blind 06 Braille User 07 Poor Sight 08 Deaf 09 Poor Hearing 10 Poor Speech 11 Poor Sense of Smell 12 Arthritic Hands 13 Arthritic All 14 Poor Walking 15 Wheelchair 16 Bedridden 17 Mental Handicap 18 Confused 19 Serious Illness 20 Other 21 Heart Condition 22 Breathing Difficulty	MDD

## 1.22 Other Visit - Summary

A request for "Other Visit" covers many scenarios as shown in the table below:

Value (A0167)	Description
&TSE	Hire TSE
BAT	Battery Change
UNCLP	Unclamp Meter
CLAMP	Clamp Meter
FTCOL	Fit Collar only
*CARDM	Gas Card Related problem – Meter Fault
*CARDC	Gas Card Related problem – Consumer Issue
#RECOM	Re-Commission(Change of Tenancy COT)
#TAMPC	Reset PPM – Consumer Issue
#TAMPM	Reset PPM – Meter Fault

Batch file "Other Visit" requests must include the following information:

Record	Information
Transaction	Record Identifier (TRANS) Transaction Reference Contract Reference Transaction Type Code (e.g. OTVST) Transaction Type Reason Code (e.g. CLAMP) Transaction Status Code (e.g. REQST) Market Sector Code (e.g. D)
Meter Point	Record Identifier (MTPNT) Meter Point Reference Meter Link Code
Address	Record Identifier (ADDRS) Meter Point Address
Asset	Record Identifier (ASSET) Transaction Type Code (e.g. OTVST) Asset Class Code (e.g. METER) Payment Method Code (e.g. CR) Model Code (e.g. U6)
Appointment	Record Identifier (APPNT) Appointment Date From

The above summary tables shows the mandated datasets required for all other visits except for TSE (Adversarial Meter Work) as this process has its own specific file format (see section 1.35). Where a quotation has been obtained, then the Quotation Reference Number must be included in the work request.

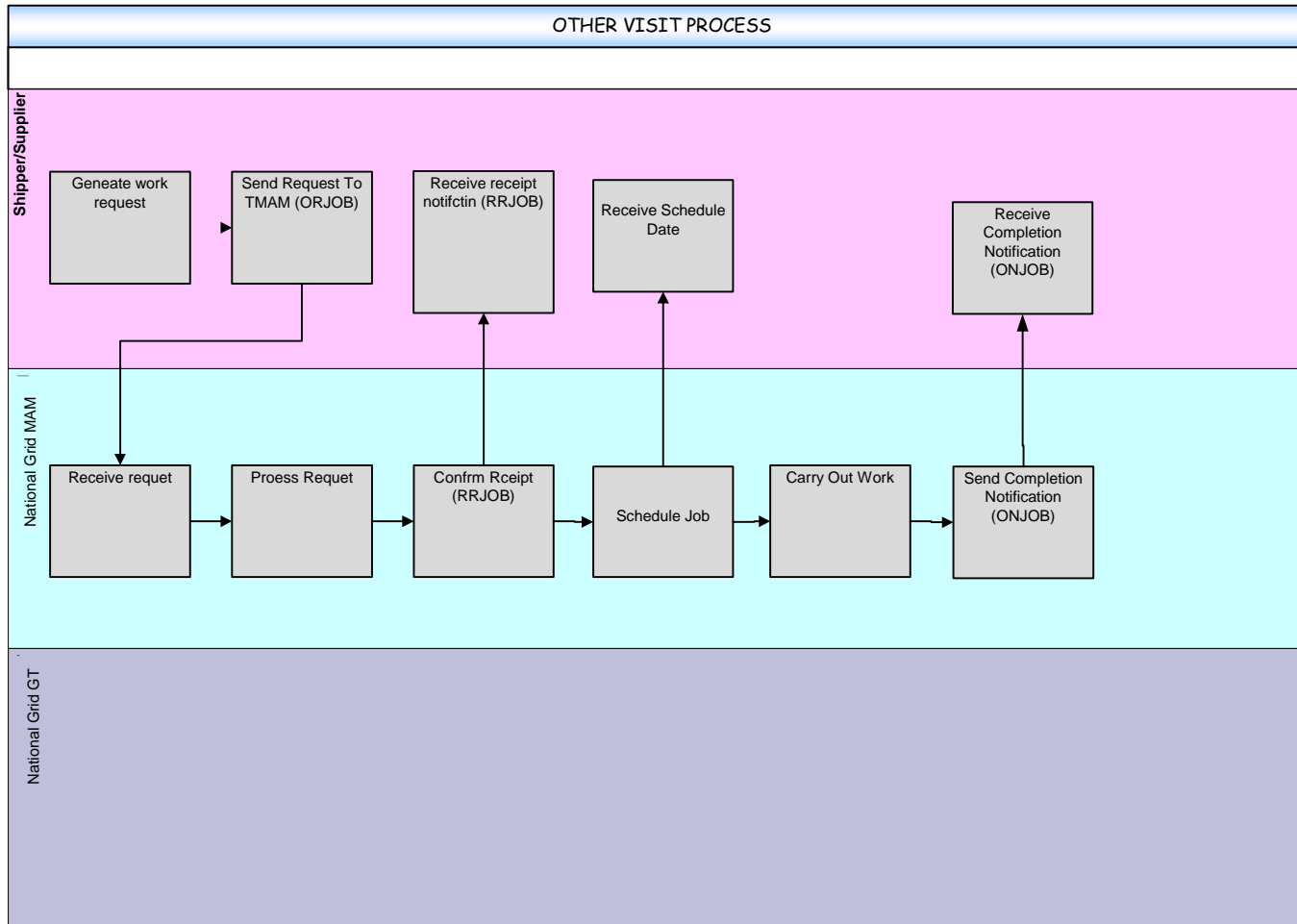
Once the work is completed, the completion details will be sent via batch file (see Section2, Work Notifications).

For examples of how to map ONJOB information into an ONUPD file see section 3.38 ONJOB to ONUPD Mapping Document.

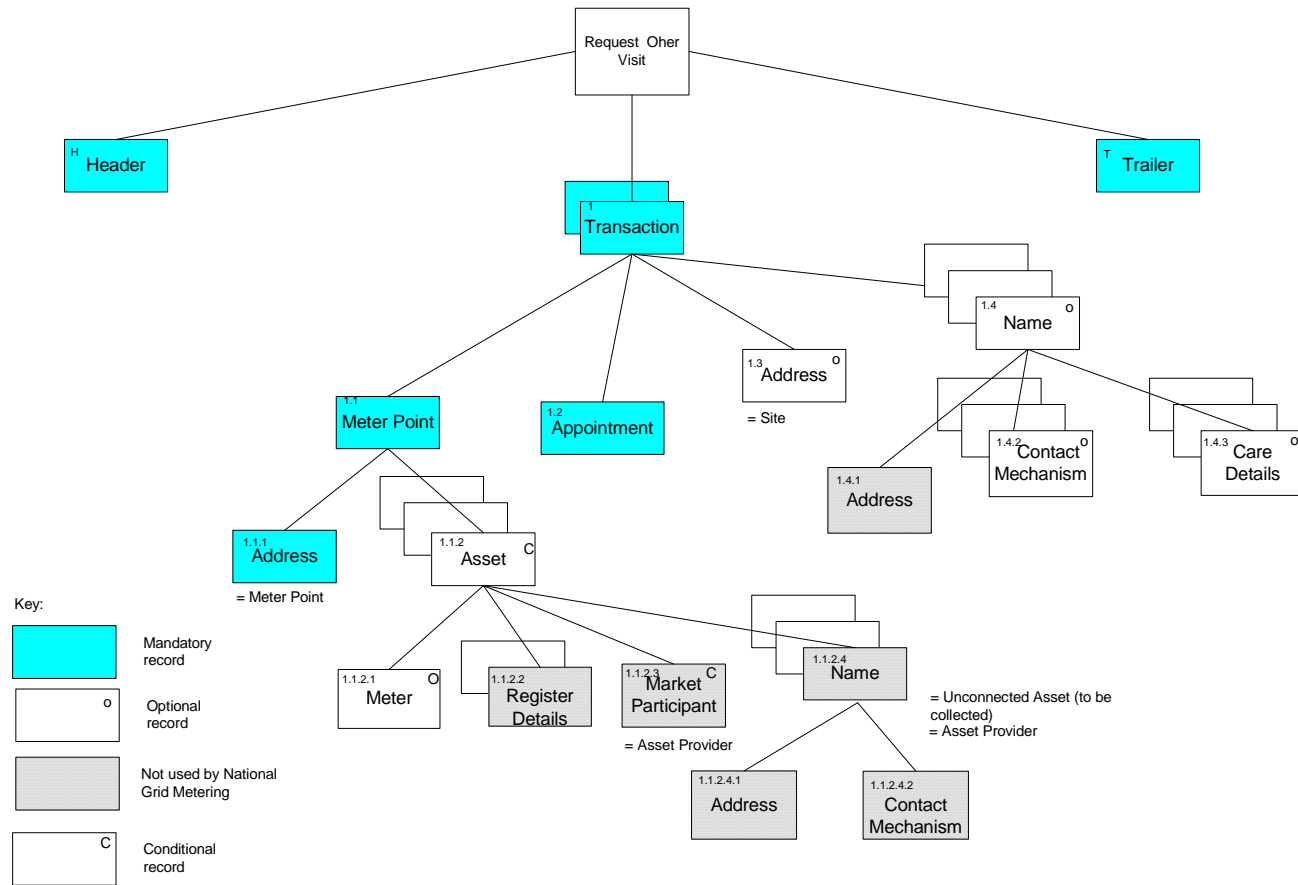
& Cannot be requested via web

# Requests cannot be submitted via batch if same day appointment

### 1.23 Other Visit Process Flow (ORJOB)



## 1.24 Other Visit Data Hierarchy



### 1.25 Other Visit File Format – (ORJOB)

1 Transaction		1 to many (per File)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	This must be a reference unique to the request	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference			
A0144	M	5	Char	Transaction Type Code	*	OTVST – Other Visit,	MDD
A0167	M	5	Char	Transaction Type Reason Code	*	Values: TSE (See Section 1.35), BAT, UNCLP, CLAMP, FTCOL, RECOM,	MDD
A0058	C	15	Char	Cross-Ref Other Internal Job Reference	*	Mandatory where a quotation is being accepted	
A0122	O	15	Char	Cross-Ref Other External Job Reference	*	For Suppliers use to be returned via ONJOB	
A0142	M	5	Char	Transaction Status Code	*	Values: REQST – Request	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	M	1	Char	Market Sector Code	*	D (Domestic as defined by	MDD



						the Utility Act), I (Industrial & Commercial as defined by the Utility Act).	
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	M	1	Char	Meter Link Code	*	Values: F (Freestanding), P (Prime) & S (Subs) will be dropped into WIP for batch submission requests.	MDD
A0077	O	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	O	100	Char	Meter Point Location Notes	*	Should be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions			
A0074	O	9,6	Number	Conversion Factor		Values: <b>0.000001 to 999.999999</b>	
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

1.1.1 Address		0 to 1 (per Meter Point)		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Value: MTRPT – Meter Point Address	MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building	*	This or the next field should	

				Name_Number		be populated.	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town		This field should be populated	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code		Must be populated	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

1.1.2 Asset		2 to many (per Meter Point)		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	X	5	Char	Data Update Code			MDD
A0144	M	5	Char	Transaction Type Code	*	Value: – OTVST – Other Visit	MDD
A0024	M	5	Char	Asset Class Code	*	<b>Values for a standard request:</b> METER (Meter), <b>Can only be submitted as</b>	MDD

						<b>part of quote acceptance:</b> BYPAS (Bypass) CONVR (Converter),	
A0109	X	10	Char	Product Id			MDD
A0163	M	5	Char	Payment Method code	*	<u>Values:</u> CR – Credit, PP Prepayment	MDD
A0083	M	10	Char	Model Code		<u>A Valid MDD value</u>	MDD
A0060	O	3	Char	Manufacturer Code			MDD
A0021	O	4	Integer	Year of Manufacture			
A0022	C	14	Char	Serial Number		When A0144 = OTVST & A0024 = METER	
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This should be entered if the location code is 'Other'.	
A0037	O	2	Char	Asset Status Code	*	<u>Values:</u> AC- Active, CA – Capped, CD – Closed, CL – Clamped, DM – Damaged, FA – Faulty, IN – Inactive, LI – Live, OP- Open, PD – Phone Line Down, RE – Removed,  UN – Unknown	MDD

1.1.2.1 Meter		0 to 1 (per Asset)		Optional Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	X	5	Char	Data Update Code			
A0025	O	5	Char	Meter Type Code	*	<u>Values:</u> D - Diaphragm of Unknown Material, L _ Leather Diaphragm, S – Synthetic Diaphragm, U – Ultrasonic, Z – Unknown  <u>The following values should only be submitted as part of a quote acceptance:</u> R – Rotary, T – Turbine,	MDD
A0085	M	5	Char	Meter Mechanism code	*	<u>Values:</u> CM – Coin Meter, CR – Credit, ET – Electronic Token Meter, MT – Mechanical Token Meter, PP – PrePayment, TH – Thrift, U – Unknown	MDD
A0112	C	10,4	Number	Measuring Capacity		<u>Values:</u> <u>0 to 999999.999</u>	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code	*	<u>Values:</u> B (Broken), I (Intact),	MDD

A0149	X	8	Date	OAMI Inspection Date			
A0126	M	5	Char	Role Code	*	Values: T – Gas Act Owner (GT).	MDD
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.2.2 Register Details</b>		0 to 2 (per Measuring Asset being removed or reported on)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	X	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			MDD
A0121	O	2	Integer	Number of Dials or Digits			
A0123	O	5	Char	Units of Measure			MDD
A0120	O	6,3	Number	Multiplication factor			

<b>1.1.2.3 Market Participant</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.2.4 Name</b>		0 to many (for each Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.2.4.1 Address</b>		0 to 1 (for each Name related to the Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*		MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			

A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2.4.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 per transaction		<b>Mandatory Record, unless accepting a quote</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		APPNT	MDD
A0019	X	5	Char	Appointment Qualifier Code			
A0138	M	8	Date	Appointment Date From			
A0139	O	8	Date	Appointment Date To			
A0019	X	5	Char	Appointment Qualifier Code			
A0140	O	6	Char	Appointment Time From	*	Start time of a range: If left blank AT will be assumed.	TDD
				Value		Slot time	
				AM		8am to 1pm	
				PM		12pm to	



							8pm	
						AT	Any Time between 8am and 8 pm	
						08:00	8-10am	
						10:00	10-12am	
						12:00	12-2pm	
						14:00	2-4pm	
						16:00	4-6pm	
						18:00	6-8pm	
A0141	O	6	Char	Appointment Time To				

1.3 Address		0 to 1 (per Transaction)		<i>Optional record</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Indicates that it is a site address. <u>Value:</u> 'SITE'.	MDD
A0003	X	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	At least this or the field above should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This should be populated.	

A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	This must be populated.	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4 Name		0 to many (per Transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code	*	Values: ASSPR-Asset Provider, CCMP-Connection Company, CKEY-Contact for Key, CLAND-Contact land lord, CONS-Consumer/Customer, CONT-Contact, CREP-Contact to report to, CSITE-Site Contact, CTENT-Contact Tenant, GAO-Gas Act Owner, KEYH-Key Holder, MAM-Meter Asset Manager, MTWK-Meter Worker, REQ-Requestor of job or query, TOWN-Title Owner, UNCON-Unconnected asset address	MDD
A0088	O	6	Char	Title	*	Provide where possible	
A0089	O	4	Char	Initials			
A0090	M	30	Char	Surname			
A0100	O	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

<b>1.4.1 Address</b>	0 to 1 (for each	<b>Record not required</b>
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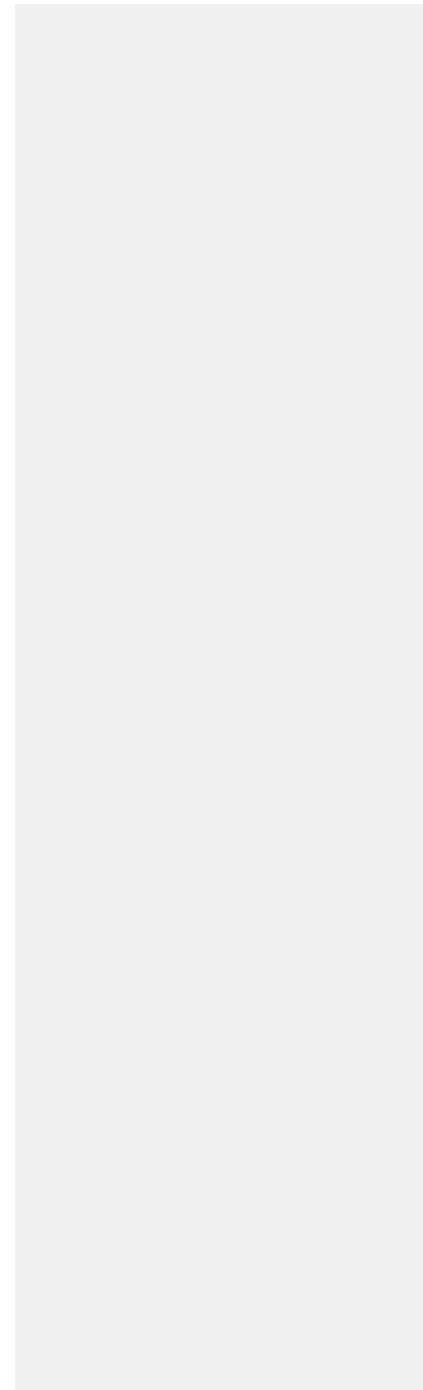
		name for a transaction)					
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

<b>1.4.2 Contact Mechanism</b>		0 to many (for each name associated to a transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code	*	Values: EMAIL – Email,	MDD

					FAX – Facsimile, MOBIL – Mobile Phone, PAG – Pager, TEL – Telephone, TEX – Telex, POST – Letter sent land/sea/airmail, VISIT – Visit.	
A0106	M	100	Char	Contact Mechanism Value		

1.4.3 Care Details		0 to many (for each name associated to a transaction)		<b>Optional record- where provided, this information is captured on an individual transactional basis.</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CARE	MDD
A0039	M	2	Char	Care Category Code	*	Values: 03 SEUC Unclassified 04 Aged 60+ 05 Blind 06 Braille User 07 Poor Sight 08 Deaf 09 Poor Hearing 10 Poor Speech 11 Poor Sense of Smell 12 Arthritic Hands 13 Arthritic All 14 Poor Walking 15 Wheelchair 16 Bedridden 17 Mental Handicap 18 Confused 19 Serious Illness 20 Other	MDD

						21 Heart Condition 22 Breathing Difficulty	
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## 1.26 Replan Work Request Summary

It may be necessary to replan a work request. Where a replan is requested, the appointment date and/or time must be different from that of the original request. A replan request for standard work can also be submitted via the Web.

The following details can be provided when replanning a job:

- A new appointment date (A0138)
- A new appointment time (A0140)
- Consumer password (A0101)
- Special end user category details (A0039)
- Access details (A0075)

For replan requests only the first set of consumer password, Special end user categories and access details will be passed to the meter worker. If there is a change in details and no change in date and/or time the work request must be cancelled, (see section 1.30, Work Request Cancellations) and a new work request must be raised. Alternatively suppliers may provide changes in consumer details by telephone.

When the original work was requested, the originator supplied a Transaction Reference, which is a unique reference for the job. This reference must be quoted when replanning work, in order for the system to retrieve and amend the correct work request.

For non standard work requests, a replan will only be acceptable by fax or Email.

Replanning requests via batch file must include the following information as a minimum:

Record	Information
Transaction	Record Identifier (TRANS) Transaction Reference Transaction Type Code (e.g. INSTL) Transaction Status Code (e.g. REVRQ)
Meter Point	Record Identifier (MTPNT) Meter Point Reference Number

Appointment	Record Identifier (APPNT) The appointment date (and time if required) must be provided, even when there is no change to the original request
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A minimum lead time of [1] working days prior to planned appointment/physical commencement date is required to replan a work request as once the request is issued to the meter worker there is no means of cancellation.

The appointment date (from) must be completed, even if it has not changed from the original request.

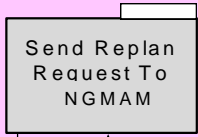
The contractual lead times agreed will apply.

Once the work is completed, the completion details will be sent via batch file (see Section2, Work Notifications).

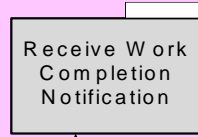
**1.27 Supplier Requested Replan**

# SUPPLIER REQUESTED REPLAN

Supplier

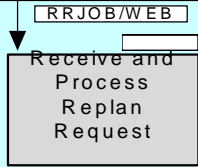


ORJOB/WEB

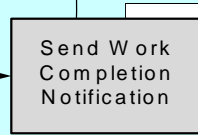
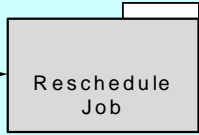


ONJOB

National Grid MAM



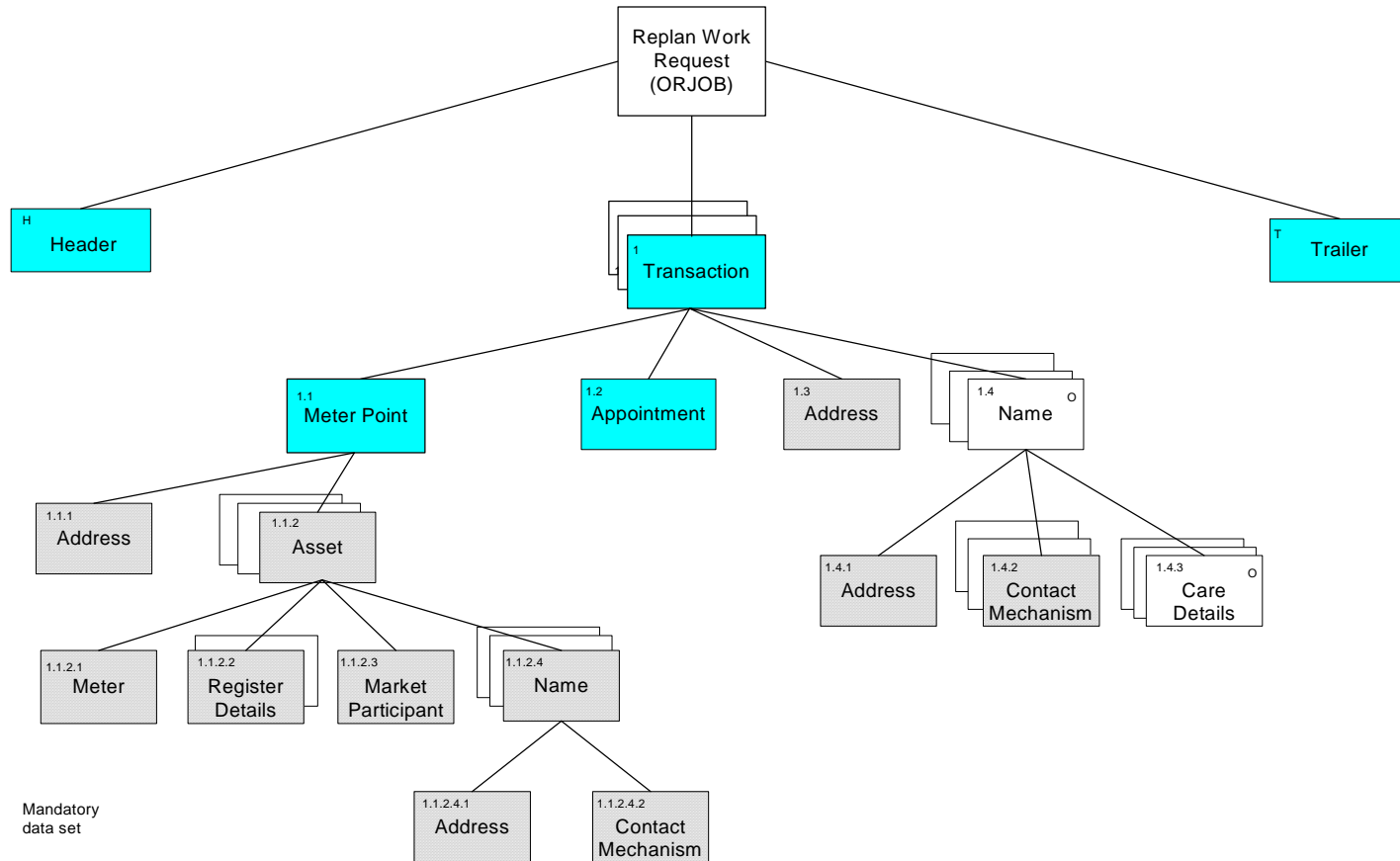
RRJOB/WEB



GT



### 1.28 Replan Work Request Data Hierarchy (ORJOB)



- Mandatory data set
- Optional data set
- Not used by National Grid Metering

## 1.29 Replan Work Request File Format (ORJOB)

1 Transaction		1 to many (per File)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	Should be the transaction reference of the original request.	
A0056	O	210	Char	Transaction Comment			
A0053	O	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	Values: EXCHG – Exchange, INSTL – Install, OTVST – Other Visit, REMV E – Remove, REPSN – Reposition.	MDD
A0167	X	5	Char	Transaction Type Reason Code			MDD
A0058	X	15	Char	Cross-Ref Other Internal Job Reference			
A0122	X	15	Char	Cross-Ref Other External Job Reference			
A0142	M	5	Char	Transaction Status Code	*	Values: REVRQ – Revised Request.	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	X	1	Char	Market Sector Code			MDD
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	X	1	Char	Meter Link Code		Values: F (Freestanding), P (Prime) & S (Subs) will be dropped into WIP for batch submission requests.	MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	X	2	Char	Location Code			MDD
A0157	X	100	Char	Meter Point Location Notes			
A0075	O	210	Char	Access Instructions			
A0074	X	9,6	Number	Conversion Factor			
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

<b>1.1.1 Address</b>		0 to 1 (per Meter Point)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2 Asset</b>		1 to many (per Meter Point)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	X	5	Char	Data Update Code			
A0144	M	5	Char	Transaction Type Code			
A0024	M	5	Char	Asset Class Code			
A0109	O	10	Char	Product Id			
A0163	O	5	Char	Payment Method code			
A0083	O	10	Char	Model Code			
A0060	O	3	Char	Manufacturer Code			
A0021	O	4	Integer	Year of Manufacture			
A0022	O	14	Char	Serial Number			
A0059	O	2	Char	Location Code			
A0158	O	100	Char	Asset Location Notes			
A0037	O	2	Char	Asset Status Code			

<b>1.1.2.1 Meter</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	X	5	Char	Data Update Code			
A0025	O	5	Char	Meter Type Code			
A0085	C	5	Char	Meter Mechanism code			
A0112	O	10,4	Number	Measuring Capacity		Values: 0 to 999999.999	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code			
A0149	X	8	Date	OAMI Inspection Date			
A0126	O	5	Char	Role Code			
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.2.2 Register Details</b>		0 to 2 (per Measuring Asset being removed or reported on)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	X	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			
A0121	O	2	Integer	Number of Dials or Digits			
A0123	O	5	Char	Units of Measure			
A0120	O	6,3	Number	Multiplication factor			

<b>1.1.2.3 Market Participant</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.2.4 Name</b>		0 to many (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

<b>1.1.2.4.1 Address</b>		0 to 1 (for each name related to the Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2.4.2 Contact Mechanism</b>		0 to 1 (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			

<b>1.2 Appointment</b>		1 per transaction		<b>Mandatory record</b>																							
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD																				
A0177	M	5	Char	Record Identifier		APPNT	MDD																				
A0019	X	5	Char	Appointment Qualifier Code																							
A0138	M	8	Date	Appointment Date From																							
A0139	O	8	Date	Appointment Date To																							
A0140	O	6	Char	Appointment Time From	*	Start time of a range: If left blank AT will be assumed. <table border="1" data-bbox="917 1563 1177 1883"> <thead> <tr> <th>Value</th> <th>Slot time</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>8am to 1pm</td> </tr> <tr> <td>PM</td> <td>12pm to 8pm</td> </tr> <tr> <td>AT</td> <td>Any Time between 8am and 8 pm</td> </tr> <tr> <td>080000</td> <td>8-10am</td> </tr> <tr> <td>100000</td> <td>10-12am</td> </tr> <tr> <td>120000</td> <td>12-2pm</td> </tr> <tr> <td>140000</td> <td>2-4pm</td> </tr> <tr> <td>160000</td> <td>4-6pm</td> </tr> <tr> <td>180000</td> <td>6-8pm</td> </tr> </tbody> </table>	Value	Slot time	AM	8am to 1pm	PM	12pm to 8pm	AT	Any Time between 8am and 8 pm	080000	8-10am	100000	10-12am	120000	12-2pm	140000	2-4pm	160000	4-6pm	180000	6-8pm	
Value	Slot time																										
AM	8am to 1pm																										
PM	12pm to 8pm																										
AT	Any Time between 8am and 8 pm																										
080000	8-10am																										
100000	10-12am																										
120000	12-2pm																										
140000	2-4pm																										
160000	4-6pm																										
180000	6-8pm																										

A0141	O	6	Char	Appointment Time To			
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1.3 Address		0 to 1 (per transaction)		Record not required			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4 Name		0 to many (per Transaction)		Optional record- where provided, this information is captured on an individual transactional basis			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code	*	Values: ASSPR-Asset Provider, CCMP-Connection Company, CKEY-Contact for Key, CLAND-Contact land lord, CONS-Consumer/Customer, CONT-Contact, CREP-Contact to report to, CSITE-Site Contact, CTENT-Contact Tenant, GAO-Gas Act Owner, KEYH-Key Holder, MAM-Meter Asset Manager, MTWK-Meter Worker, REQ-Requestor of job or query, TOWN-Title Owner, UNCON-Unconnected asset address	MDD
A0088	O	6	Char	Title	*	Provide where possible	
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	O	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

1.4.1 Address		0 to 1 (for each name for a transaction)		Record not required			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD

A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4.2 Contact Mechanism		0 to many (for each Name associated to a Transaction)		<i>Record not required</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

1.4.3 Care Details		0 to many (for each Name associated to a Transaction)		<i>Optional record- where provided, this information is captured on an individual transactional basis</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CARE	MDD
A0039	M	2	Char	Care Category Code	*	<u>Values:</u> 03 SEUC Unclassified 04 Aged 60+ 05 Blind 06 Braille User 07 Poor Sight 08 Deaf 09 Poor Hearing 10 Poor Speech 11 Poor Sense of Smell 12 Arthritic Hands 13 Arthritic All 14 Poor Walking 15 Wheelchair 16 Bedridden 17 Mental Handicap 18 Confused 19 Serious Illness 20 Other 21 Heart Condition 22 Breathing Difficulty	MDD

### 1.30 Cancel Work Request Summary

A cancellation request can be submitted via batch or web for standard work for a number of reasons i.e.

- The request was made in error
- The work is no longer required
- The details were incorrectly provided and a new work request is required

For non standard work requests, cancellation will only be acceptable by fax or Email.

When the original work was requested, the originator supplied a Transaction Reference, which is a unique reference for the job. This reference must be quoted when cancelling work, in order for the system to retrieve and cancel the correct work request.

Whilst the Transaction Type Code (A0144) is a mandatory field, no validation will take place against the Transaction Type Code on the original work request.

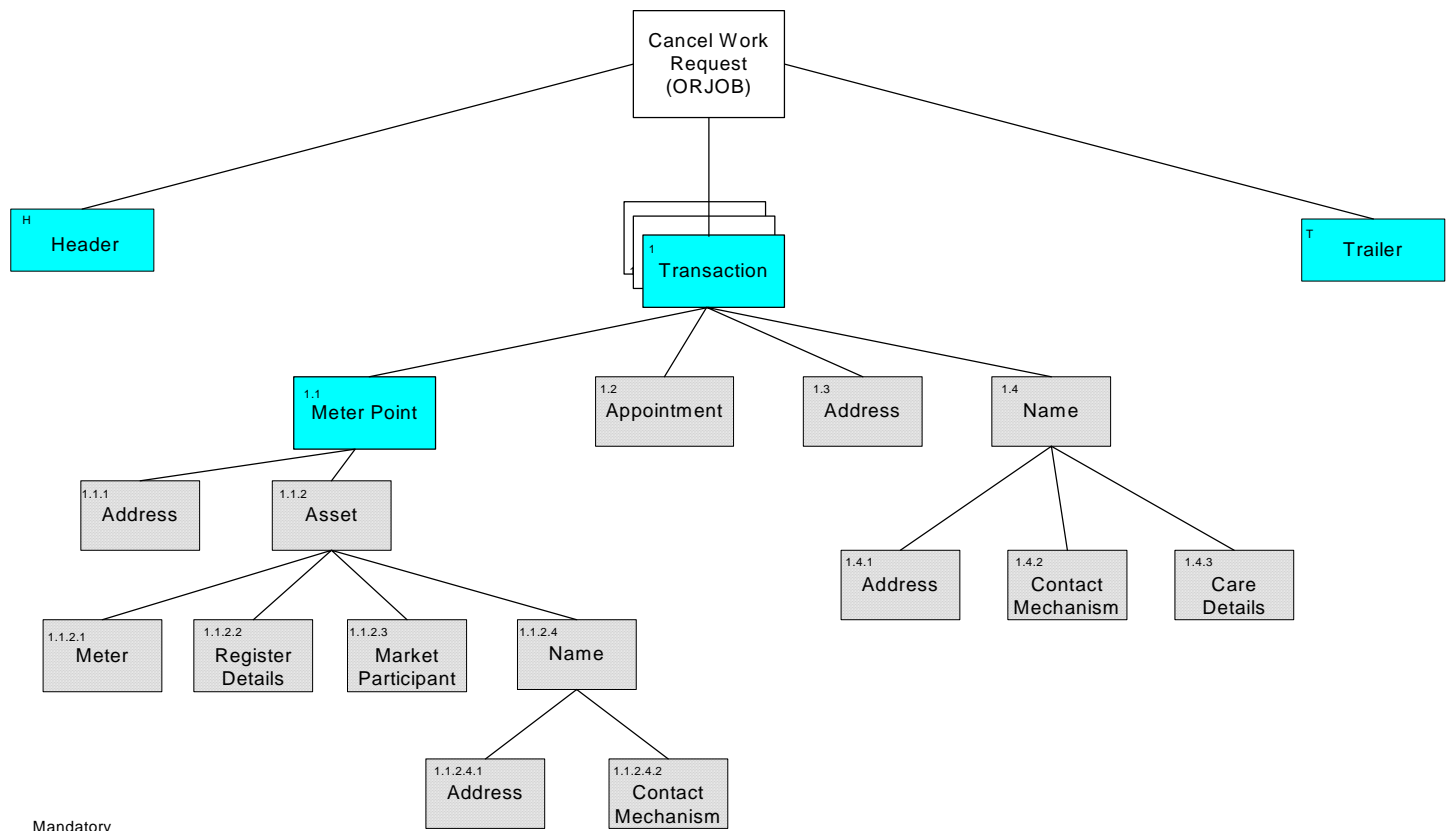
Cancellations via batch file must include the following information as a minimum:

Record	Information
Transaction	Record Identifier (TRANS) Transaction Reference (will be validated against original request) Transaction Type Code (e.g. INSTL) Transaction Status Code (e.g. CANCL)
Meter Point	Record Identifier (MTPNT) MPRN (will be validated against original request)

A minimum lead time of [1] working days prior to planned appointment/physical commencement date is required to cancel a work request. Should a Supplier wish to cancel a request once a job has been submitted to the meter worker, it can only be cancelled by sending notification by email or fax. Please note that late cancellations may incur an aborted call charge.



### 1.31 Cancel Work Request Data Hierarchy - (ORJOB)



- Mandatory data set
- Optional data set
- Not used by National Grid Metering



### 1.32 Cancel Work Request File Format – (ORJOB)

1 Transaction		1 to many (per File)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	This reference must be the same as on the original work request.	
A0056	O	210	Char	Transaction Comment			
A0053	O	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	<u>Values:</u> EXCHG – Exchange, INSTL – Install, OTVST – Other Visit, REMVE – Remove, REPSN – Reposition, NB: A relevant value must be provided, however, there will be no validation against the original job request i.e. the cancellation will NOT be rejected where the Transaction Type in the cancellation request does not match the original job request	MDD
A0167	X	5	Char	Transaction Type Reason Code			MDD
A0058	X	15	Char	Cross-Ref Other Internal Job Reference			
A0122	X	15	Char	Cross-Ref Other External Job Reference			
A0142	M	5	Char	Transaction Status Code	*	<u>Values:</u> CANCL – Requestor Cancels	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	X	1	Char	Market Sector Code			MDD
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

<b>1.1 Meter Point</b>		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	X	1	Char	Meter Link Code	*	Values: F (Freestanding), P (Prime) & S (Subs) will be dropped into WIP for batch submission requests.	MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	X	2	Char	Location Code			MDD
A0157	X	100	Char	Meter Point Location Notes			
A0075	X	210	Char	Access Instructions			
A0074	X	9,6	Number	Conversion Factor			
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

<b>1.1.1 Address</b>		0 to 1 (per Meter Point)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2 Asset</b>		0 to many (per Meter Point)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	X	5	Char	Data Update Code			
A0144	M	5	Char	Transaction Type Code			
A0024	M	5	Char	Asset Class Code			
A0109	O	10	Char	Product Id			
A0163	O	5	Char	Payment Method code			
A0083	O	10	Char	Model Code			
A0060	O	3	Char	Manufacturer Code			
A0021	O	4	Integer	Year of Manufacture			
A0022	O	14	Char	Serial Number			
A0059	O	2	Char	Location Code			
A0158	O	100	Char	Asset Location Notes			
A0037	O	2	Char	Asset Status Code			

<b>1.1.2.1 Meter</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	X	5	Char	Data Update Code			
A0025	O	5	Char	Meter Type Code			
A0085	C	5	Char	Meter Mechanism code			
A0112	O	10,4	Number	Measuring Capacity			
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code			
A0149	X	8	Date	OAMI Inspection Date			
A0126	O	5	Char	Role Code			
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.2.2 Register Details</b>		0 to 2 (per Measuring Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	X	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			
A0121	O	2	Integer	Number of Dials or Digits			
A0123	O	5	Char	Units of Measure			
A0120	O	6,3	Number	Multiplication factor			

<b>1.1.2.3 Market Participant</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.2.4 Name</b>		0 to many (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.2.4.1 Address</b>		0 to 1 (for each Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2.4.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		0 to many (for each Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		APPNT	MDD
A0019	O	5	Char	Appointment Qualifier Code			MDD
A0138	M	8	Date	Appointment Date From			
A0139	O	8	Date	Appointment Date To			
A0019	O	5	Char	Appointment Qualifier Code			
A0140	O	6	Char	Appointment Time From			
A0141	O	6	Char	Appointment Time To			

<b>1.3 Address</b>		0 to 1 (per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

<b>1.4 Name</b>		0 to many (per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	O	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

<b>1.4.1 Address</b>		0 to 1 (for each name for a transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

<b>1.4.2 Contact Mechanism</b>		0 to many (per name, per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.4.3 Care Details</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CARE	MDD
A0039	M	2	Char	Care Category Code			



### 1.33 Validation for Work Request Files – (ORJOB)

Any mandatory data missing in a transaction would lead to the entire work request being rejected. All missing mandatory items will be reported.

- New = MPRN not on National Grid Meterings’ database e.g. “green field” or where a regulated meter is replacing a competitive meter.
- Existing = MPRN is on National Grid Meterings’ database, i.e. there is a regulated meter in situ.

	Install	Remove	Exchange (New)	Exchange (Existing)	Replan	Cancel
<b>Transaction</b>						
Record Identifier	Y	Y	Y	Y	Y	Y
Transaction Reference	Y	Y	Y	Y	Y	Y
Transaction Type Code	Y	Y	Y	Y	Y	Y
Transaction Status Code	Y	Y	Y	Y	Y	Y
Market Sector Code	Y		Y			
<b>Meter Point</b>						
Record identifier	Y	Y	Y	Y	Y	Y
Meter Point Reference Number	Y	Y	Y	Y	Y	Y
Meter Point Status	Y		Y			
<b>Address</b>						
Record Identifier	Y		Y			
Building Name or Number	Y		Y			
Thoroughfare or Dependent thoroughfare	Y		Y			
Post Town	Y		Y			
Post Code	Y		Y			
<b>Asset</b>						
Record Identifier	Y	Y	Y	Y		
Transaction Type Code	Y	Y	Y	Y		
Asset Class Code	Y	Y	Y	Y		

	Install	Remove	Exchange (New)	Exchange (Existing)	Replan	Cancel
<b>Meter</b>						
Record Identifier	Y	Y	Y	Y		
Meter Mechanism Code	Y		Y	Y		
Role Code	Y	Y	Y	Y		
<b>Market Participant</b>			Y			
Record Identifier			Y			
Role Code			Y			
Market Participant Abbreviated Name			Y			
<b>Appointment</b>						
Record Identifier	Y	Y	Y	Y	Y	
Appointment Date From	Y	Y	Y	Y	Y	

Certain validations are hierarchically structured, i.e., are dependent on a higher-level validation being successful. For example, if the Customer id is invalid, validations relating to contracts cannot be carried out.

Validation Level	Data item	RGMA Reference	RGMA Record	Condition Required to Pass Validation
Customer and Contract Validation	Contract	Contract Reference	Transaction	Contract Number is provided in transaction
Customer and Contract Validation	Contract	Contract Reference	Transaction	Contract Number provided is valid
Customer and Contract Validation	Contract	Contract Reference	Transaction	Contract Number provided is valid for the Customer
Customer and Contract Validation	Contract Line item	Originator ID Contract Ref Job Type Code Payment Mechanism	Transaction Meter	Requested activity is a part of the contract
Customer and Contract Validation	Contract validity	Originator ID Contract Ref Appointment Date	Transaction Appointment	Contract is valid on the "appointment from" date
Customer and Contract Validation	Contract Line item validity	Originator ID Contract Ref Job Type Code Appointment Date Payment Mechanism	Transaction Appointment Asset Meter	Requested activity is valid on the "appointment from" date

Validation Level	Data item	RGMA Reference	RGMA Record	Condition Required to Pass Validation
Requested Activity Validation	Contract line Item (Material)	Job type Code Job Type Reason Code Payment Mechanism	Transaction Asset Meter	Requested activity has not been discontinued
Requested Activity Validation	Contract line Item (Material)	Contract Ref Job type Code Job Type Reason Code Payment Mechanism	Transaction Asset Meter	Requested activity has not been discontinued
Job Status Validation	Customer Reference Number	Transaction Reference	Transaction	Customer Reference Number is not a duplicate
Job Status Validation	Notification Status	Job Status	Transaction	For Replans / Cancellations: Job is not already completed.
Job Status Validation	Notification Status	Job Status	Transaction	For Replans / Cancellations: Job is not already cancelled.
Job Status Validation	Notification Status	Job Status	Transaction	For Replans / Cancellations: Job is not already issued.
MPRN Validations	MPRN	Meter Point Reference Number	Meter Point	Meter Point Reference Number exists (in the National Grid database)
MPRN Validation	MPRN	Meter Point Reference Number	Meter Point	Meter Point Reference Number is valid (passes check digit validation)
MPRN Validation	MPRN Status	Meter Point Status	Meter Point	Meter Point status is a valid value
Asset Data Validation	Model Code	Model Code	Asset	Model Code is a valid value
Asset Data Validation	Manufacturer Code	Manufacturer code	Asset	Manufacturer code is a valid value
Asset Data Validation	Meter Status	Asset Status	Asset	Meter Status is a valid value
Asset Data Validation	Location Code	Location Code	Asset	Component Location Code is a valid value
Date and Timeslot Validation	Start Date	Appointment Date	Appointment	Appointment date is in the future
Date and Timeslot Validation	Start Date	Appointment Date	Appointment	Appointment date is not on a bank holiday (or Sunday)
Date and Timeslot Validation	Start Date / Timeslot	Appointment Date Appointment Time Code	Appointment	Timeslot and Date compatibility (for example, EV timeslots on Saturday)
Date and Timeslot Validation	Start Date	Appointment Date Job type Code Job Type Reason Code Payment Mechanism	Transaction Asset Meter Appointment	Sufficient lead time provided for work

### 1.34 Work In Progress

Most work requests result in either an acceptance or a rejection, based upon the validation undertaken at file and transaction level.

The following transactions are transferred to WIP (Work in Progress) for investigation by a Customer Services representative. A standard acceptance response is generated (see Section 4 Asset Portfolio Volume):

- **Other live jobs on the same MPRN have been detected on the system**
  - This will be dependent upon if a valid MPRN exists.
  - CS rep will need to investigate what live jobs exist on system and make a decision as to what job is to be accepted or rejected. This will be done by system interrogation and liaising with the requesting supplier.
- **Work Requests for a Primary or Sub deduct Meter**
  - Where Meter Link Code = P or S the request will not be rejected but passed to WIP for CS to investigate.

If, following investigation, it is not possible to process the work request, then Customer Services will contact the originator to try and resolve the problem. If the request is subsequently cancelled, a Work Notification (ONJOB) will be sent, Transaction Status Reason Code ABORT and the reason in the Transaction Status Change Reason Code.

### 1.35 Adversarial Meter Works (AMW)

A Supplier may request Adversarial Meter Works (TSE Hire) subject to the conditions defined in the Adversarial Meter Works Contract.

At the point of requesting AMW, Suppliers will provide a work request, either by email or fax, in a form specified in section 3.29 of the MAM Manual, or by sending an electronic request in the form of an ORJOB. Where the request is received via ORJOB, the form specified in section 9.8 must still be provided with details of individual jobs by D-4. Regardless of the medium used to request AMW the Supplier must provide a unique Transaction Reference Number for the request, however, receipt of work requests will be returned by the same medium. The work will then be progressed as per the MAM Manual AMW process flow chart.

In the case of multiple jobs, for each job completed, National Grid Metering will provide an electronic notification (ONJOB). To identify individual jobs, the Transaction Ref Number within each ONJOB will be made up of three elements (i) a prefix of "TSE" (ii) the original Transaction Ref Number provided in the work request and (iii) a unique digit.

#### Example:

Transaction reference number within original work request = 12345

Number of jobs requested as part of AMW hire period = 3

Transaction reference numbers within work notifications (ONJOBS) would be:

Job 1 TSE-12345-01  
Job 2 TSE-12345-02  
Job 3 TSE-12345-03

Please note that the address details contained in the original work request need not necessarily form part of the final list of addresses submitted at D-4, but for each address provided a full postal address, including post code, is required.

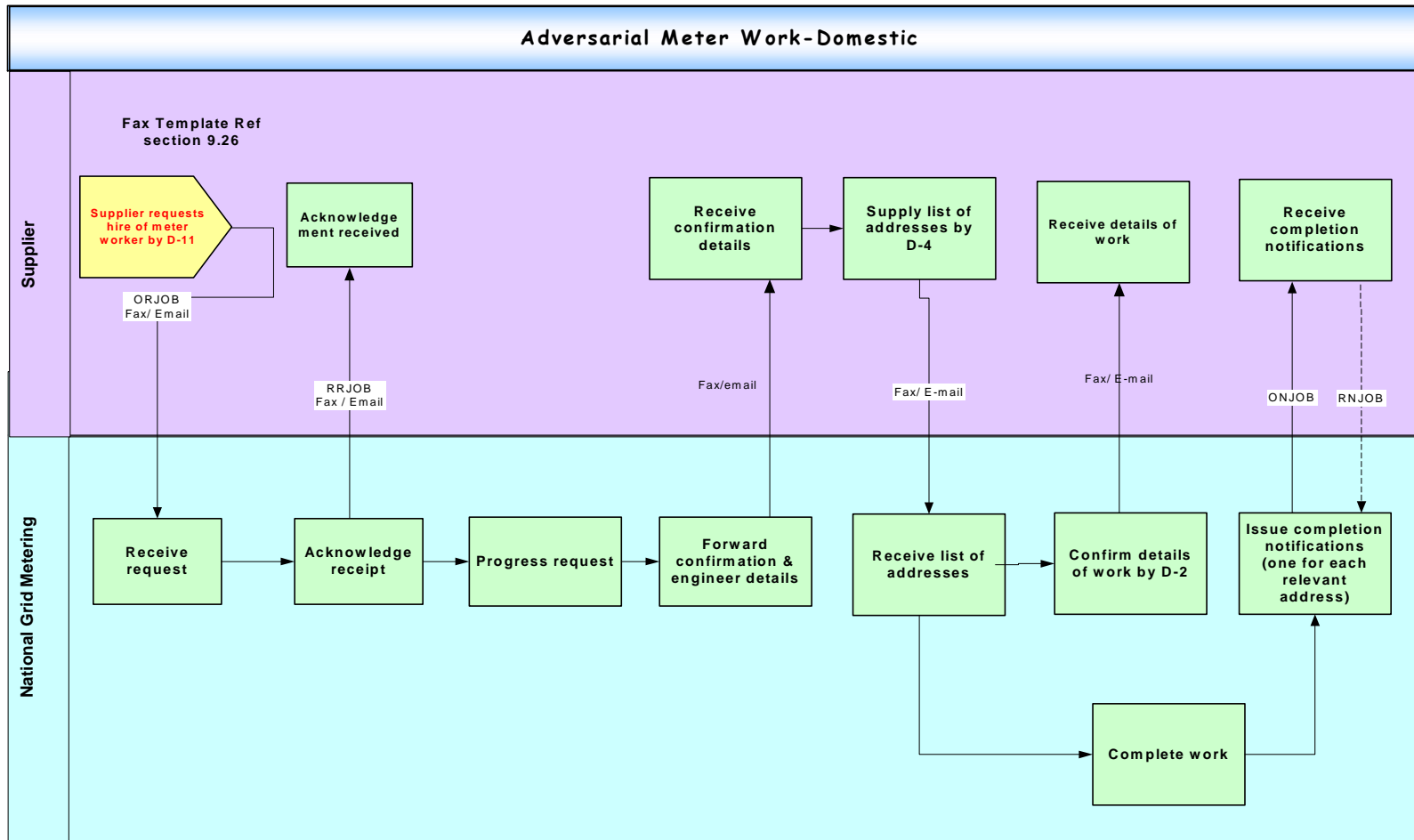
Individual addresses can be withdrawn from the list up to 17:00 hrs on the day before the work is due to be carried out.

To submit a request for a particular time of day, use the following table:

Request	File Format
Half Day Morning	Complete A0140 "appointment time from" as "AM"
Half Day afternoon	Complete A0140 "appointment time from" as "PM"
Full Day	Leave A0140 "appointment time from" blank
Multi Day	Leave A0140 "appointment time from" blank and include comments in A0056 "Transaction Comments"
2 Hour Slot	Complete A0140 "appointment time from" as "AT", and include start time of 2 hour period

Where AMW is requested via batch National Grid Metering may on occasion reject such a request if the appointment time requested by the Supplier is not available, should this be the case, the Supplier will be contacted by telephone and offered 3 alternative dates. Following confirmation by the Supplier of an acceptable alternative (via fax or email) the work request will be manually amended by National Grid Metering.

### 1.36 Adversarial Meter Work Process Flow





### 1.38 Adversarial Meter Works File Format (ORJOB)

1 Transaction		1 to many (per File)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference		A unique reference for the request within participant role.	
A0056	C	210	Char	Transaction Comment		Mandated where more than one day is requested. Should include the name of the AMW originator.	
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	OTVST – Other Visit	MDD
A0167	M	5	Char	Transaction Type Reason Code	*	TSE – “OTV – Hire National Grid Service Engineer”	MDD
A0058	O	15	Char	Cross-Ref Other Internal Job Reference			
A0122	O	15	Char	Cross-Ref Other External Job Reference	*	For Supplier’s use (to be returned via ONJOB) Will be returned for each job carried out.	
A0142	M	5	Char	Transaction Status Code	*	Values: REQST – Request	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	M	1	Char	Market Sector Code		Values: D (Domestic as defined by the Utilities Act), I (Industrial & Commercial as defined by the Utilities Act).	MDD
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			



1.1 Meter Point		1 (per Transaction)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	M	1	Char	Meter Link Code	*	Values: F (Freestanding),P (Prime) & S (Subs) will be dropped into WIP for batch submission requests.	MDD
A0077	O	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	O	100	Char	Meter Point Location Notes	*	Should be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions			
A0074	O	9,6	Number	Conversion Factor		Values: 0.000001 to 999.999999	
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

1.1.1 Address		1 (per Meter Point)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Value: MTRPT – Meter Point Address	MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated.	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This field should be populated	
A0012	X	40	Char	County			
A0013	M	10	Char	Post Code	*	This field must be populated	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.2 Asset</b>		1 to many (per Meter Point)		<b>Optional Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	X	5	Char	Data Update Code			MDD
A0144	M	5	Char	Transaction Type Code	*	Values: OTVST – Other Visit.	MDD
A0024	M	5	Char	Asset Class Code	*	<b>Values</b> METER (Meter)	MDD
A0109	X	10	Char	Product Id			MDD
A0163	O	5	Char	Payment Method code	*	<b>Values:</b> CR – Credit, PP – Prepayment	MDD
A0083	O	10	Char	Model Code			MDD
A0060	O	3	Char	Manufacturer Code			MDD
A0021	O	4	Integer	Year of Manufacture			
A0022	O	14	Char	Serial Number			
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This should be entered if the location code is 'Other'.	
A0037	O	2	Char	Asset Status Code	*	<b>Values:</b> AC- Active, CA – Capped, CD – Closed, CL – Clamped, DM – Damaged, FA – Faulty, IN – Inactive, LI – Live, OP- Open, PD – Phone Line Down, RE – Removed,  UN – Unknown	MDD

<b>1.1.2.1 Meter</b>		0 to 1 (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	X	5	Char	Data Update Code			
A0025	O	5	Char	Meter Type Code			
A0085	M	5	Char	Meter Mechanism code			
A0112	C	10,4	Number	Measuring Capacity		<b>Values:</b> <u>0 to 999999.999</u>	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code			
A0149	X	8	Date	OAMI Inspection Date			
A0126	M	5	Char	Role Code			
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.2.2 Register Details</b>		0 to 2 (per Measuring Asset being removed or reported on)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	X	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			
A0121	O	2	Integer	Number of Dials or Digits			
A0123	O	5	Char	Units of Measure			
A0120	O	6,3	Number	Multiplication factor			

<b>1.1.2.3 Market Participant</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.2.4 Name</b>		0 to many (for each Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.2.4.1 Address</b>		0 to 1 (per name related to the Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			MDD
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009		40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			

A0018	X	12	Char	Unique Property – Reference Number			
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<b>1.1.2.4.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 per transaction		<b>Mandatory record</b>											
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD								
A0177	M	5	Char	Record Identifier		APPNT	MDD								
A0019	X	5	Char	Appointment Qualifier Code											
A0138	M	8	Date	Appointment Date From											
A0139	O	8	Date	Appointment Date To											
A0019	X	5	Char	Appointment Qualifier Code											
A0140	O	6	Char	Appointment Time From	*	Start time of a range: If left blank full day will be assumed. <table border="1"> <thead> <tr> <th>Value</th> <th>Slot time</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>8:30 - 13:00</td> </tr> <tr> <td>PM</td> <td>12:00 - 16:30</td> </tr> <tr> <td>AT</td> <td>Any Time between 8:30 - 16:30</td> </tr> </tbody> </table>	Value	Slot time	AM	8:30 - 13:00	PM	12:00 - 16:30	AT	Any Time between 8:30 - 16:30	TDD
Value	Slot time														
AM	8:30 - 13:00														
PM	12:00 - 16:30														
AT	Any Time between 8:30 - 16:30														
A0141	O	6	Char	Appointment Time To											

<b>1.3 Address</b>		0 to 1 (per transaction)		<b>Record Not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code	*	Indicates that it is a site address. Value: 'SITE'.	MDD
A0003	X	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number	*	This or the next field should be populated.	
A0006	O	40	Char	Building Name_Number	*	This or the previous field should be populated	
A0007	O	40	Char	Dependent Thoroughfare	*	This or the next field should be populated	
A0008	O	40	Char	Thoroughfare	*	This or the previous field should be populated.	
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town	*	This field should be populated	
A0012	O	40	Char	County			

A0013	M	10	Char	Post Code	*	This field must be populated	
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

<b>1.4 Name</b>		0 to many (per Transaction)		<b>Optional Record- where provided, this information is captured on an individual transactional basis</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code	*	<u>Values:</u> ASSPR-Asset Provider, CCMP-Connection Company, CKEY-Contact for Key, CLAND-Contact land lord, CONS-Consumer/Customer, CONT-Contact, CREP-Contact to report to, CSITE-Site Contact, CTENT-Contact Tenant, GAO-Gas Act Owner, KEYH-Key Holder, MAM-Meter Asset Manager, MTWK-Meter Worker, REQ-Requestor of job or query, TIOWN-Title Owner, UNCON-Unconnected asset address	
A0088	O	6	Char	Title	*	Provide where possible	
A0089	O	4	Char	Initials			
A0090	M	30	Char	Surname			
A0100	O	100	Char	Person Notes			
A0101	O	30	Char	Access Password			

<b>1.4.1 Address</b>		0 to 1 (for each name for a transaction)		<b>Record not required, Contact Details not used by National Grid Metering</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference No.			

1.4.2 Contact Mechanism		0 to many (per name per transaction)		<i>Optional record- where provided, this information is captured on an individual transactional basis</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

1.4.3 Care Details		0 to many (for each name associated to a transaction)		<i>Optional record- where provided, this information is captured on an individual transactional basis</i>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CARE	MDD
A0039	M	2	Char	Care Category Code	*	Values: 03 SEUC Unclassified 04 Aged 60+ 05 Blind 06 Braille User 07 Poor Sight 08 Deaf 09 Poor Hearing 10 Poor Speech 11 Poor Sense of Smell 12 Arthritic Hands 13 Arthritic All 14 Poor Walking 15 Wheelchair 16 Bedridden 17 Mental Handicap 18 Confused 19 Serious Illness 20 Other 21 Heart Condition 22 Breathing Difficulty	MDD

## 2 Work Notifications - ONJOB

## 2.1 Work Notifications Summary

When a work request is submitted via a batch file, a standard response is returned, which either accepts or rejects the file and transaction (see Standard Response).

Once the request is accepted, there are three potential types of ONJOB notifications:

- Job completion details
- No Access Details
- Rescheduled appointment notification date/time

### Job completion

Once the job is completed, then a completion notification will be sent. This includes the details of the work undertaken and also includes all assets details.

### No Access/Replan Details

For standard domestic work where no access was available when the visit was made, a status update will be provided, notifying of the time and date of the visit. The notification will include the Transaction Reference "A0055" of the original work request

If the first call was an unsuccessful visit or a replan has been requested, then the Meter Worker will make a new appointment, and details will be forwarded to the Supplier in an appointment notification with the Status Code "PCOML" and the appropriate status change reason code(). If it is the second no access visit, then the job will be cancelled and a notification will be generated with the transaction status Code "ABORT"

### Rescheduled appointment notification

For standard domestic work each work request submitted includes an appointment date. Where a consumer requests a change to this date a rescheduled appointment date and time is sent. In this scenario, it is necessary to notify the change to the originator of the work and therefore, an appointment notification is sent via batch file. The transaction Status Code is "SCHED" and the status change reason code "RESCD".

The notification will include the Transaction Reference "A0055" of the original work request.

### Unsolicited notifications

There may be occasions where National Grid Metering may need to send a notification other than for supplier requested work i.e. policy exchanges. Section 2.10 "[Unsolicited Work Notifications Summary](#)" outlines the details.

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### Additional Information

Within the ONJOB notification the attribute "Transaction Comment" (A0056) contains additional information relating to the transaction. The following shows how the contents of this field is used for work notifications.

The contents of the field are made up of a concatenation of information which is subject to the limitation of the field length, e.g.

**Inspection not done:** <Reason> **Description :** <description text> **Additional Info**  
<Additional information text>

Note that :-

1. The field is limited in length to 210 characters.
2. **'Inspection not done'** and associated '<Reason>' is only sent if that is true, so **'Description'** may be the start of the field.
3. <Reason> is a variable which is associated to **'Inspection not done'**
4. **'Description'** is present if the Transaction Status Change Reason Code is 'OTHER'
5. **Additional Info** - Additional information text is provided by the meterworker, sent to SAP by WMS





## 2.3 Notify Metering Job (Completion): ONJOB File Format

1 Transaction		1 to Many (per File)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	Values: Work Request Reference from the original request.	
A0056	O	210	Char	Transaction Comment		Will contain any relevant information from the job.	
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	As Per original request.	MDD
A0167	C	5	Char	Transaction Type Reason Code	*	Mandated where provided in original request.	MDD
A0058	C	15	Char	Cross-Ref Other Internal Job Reference	*	Mandatory where supplied in Work Request (Quotation Reference Number).	
A0122	C	15	Char	Cross-Ref Other External Job Reference	*	Mandatory where supplied in Work Request.	
A0142	M	5	Char	Transaction Status Code	*	Values: COMLT – Completed. PCOML – Partially Completed	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	M	1	Char	Market Sector Code	*	Values: D – Domestic, I _ Industrial & Commercial (as defined by the Utility Act)	MDD
A0166	X	8	Date	Date of Notice			
A0068	C	5	Char	Registration Body	*	Values: OAMI, Mandatory for Connections & Disconnections. Negates the need for 1.4	
A0069	C	20	Char	Registration Reference	*	Mandatory for Connections & Disconnections. Negates the need for 1.4	
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	M	1	Char	Meter Link Code			MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	X	2	Char	Location Code			
A0157	X	100	Char	Meter Point Location			

				Notes		
A0075	O	210	Char	Access Instructions		
A0074	M	9,6	Number	Conversion Factor		Any allowable value within the domain For domestic meter will be defaulted to 1.022640
A0073	C	8	Date	Last Inspection Date		Will be provided where a successful visit takes place. Mandatory for C&D
A0164	X	9,3	Number	Metering Pressure		

1.1.1 Asset		0 to many (per Meter Point)		<b>Mandatory Record where work is carried out</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	C	5	Char	Data Update Code	*	Must be provided if any of the data is being updated <u>Values:</u> FOUND – Found, RMOVD – Removed or Missing, UPDTE – Updates Contained Within-	MDD
A0144	M	5	Char	Transaction Type Code	*	<u>Values:</u> INSTL – Install, REMVE – Remove, REPRT – Report, REPSN – Reposition	MDD
A0024	M	5	Char	Asset Class Code	*	<u>Values:</u> BOX (Box e.g. Meter Box) BYPAS (Bypass), CONVR (Converter), DTLGR (Datalogger), METER (Meter),	MDD
A0109	X	10	Char	Product Id			MDD
A0163	O	5	Char	Payment Method code	*	<u>Values:</u> CR - Credit, PP - Prepayment.	MDD
A0083	C	10	Char	Model Code	*	Mandated for Exchanges, Removals, Installations and Repositions where work is carried out except where the asset is third party.	MDD
A0060	C	3	Char	Manufacturer Code	*	Mandated for Exchanges, Removals, Installations and Repositions where work is carried out except where the asset is third party.	MDD
A0021	C	4	Integer	Year of Manufacture	*	Mandated for Exchanges, Removals, Installations and Repositions where	

						work is carried out except where the asset is third party.	
A0022	C	14	Char	Serial Number	*	Mandated for Exchanges, Removals, Installations and Repositions where work is carried out except where the asset is third party.	
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This must be entered if the location code is 'Other'.	
A0037	C	2	Char	Asset Status Code	*	Mandatory for Meter/Converter/Bypass for Installation and Exchanges. Values: AC=Active, CA=Capped, CD=Closed, CL=Clamped, DM=Damaged, FA=Faulty, IN=Inactive, LI=Live, OP=Open,  PD=Phone Line down, RE=Removed, UN=Unknown	MDD

1.1.1.1 Meter		0 to 1 (per Asset)		Mandatory Record for Meter Installations & Exchanges			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	C	5	Char	Data Update Code	*	Must be provided if any of the data is being updated Values: FOUND – Found, RMOVD – Removed or Missing, UPDTE – Updates Contained Within	
A0025	C	5	Char	Meter Type Code	*	Mandatory for Installation and exchanges Values: D - Diaphragm of Unknown Material, L - Leather Diaphragm, R – Rotary, S – Synthetic Diaphragm, T – Turbine, U – Ultrasonic, Z – Unknown	MDD

A0085	C	5	Char	Meter Mechanism code	*	Mandatory for Installation and exchanges <u>Values:</u> CM – Coin Meter, CR – Credit, ET – Electronic Token Meter, MT – Mechanical Token Meter, PP – Pre Payment, TH – Thrift, U – Unknown	MDD
A0112	M	10,4	Number	Measuring Capacity	*	Must be provided to the Supplier if it cannot be deduced. <u>Values:</u> 0 to 999999,999	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code	*	<u>Values:</u> B (Broken), I (Intact),	MDD
A0149	C	8	Date	OAMI Inspection Date		Always provided for new installations	
A0126	C	5	Char	Role Code	*	Mandatory for install records, i.e. A0144 = INSTL <u>Values:</u> T - GAO GT.	MDD
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.1.2 Converter</b>		0 to 1 (per Asset)		<b>Mandatory for Converter Installations &amp; Exchanges</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONVE	MDD
A0178	C	5	Char	Data Update Code	*	Must be provided if any of the data is being updated <u>Values:</u> FOUND – Found, RMOVD – Removed or Missing, UPDTE – Updates Contained Within	
A0036	M	5	Char	Conversion basis Code	*	<u>Values:–</u> T - Temperature PT – Pressure & Temperature CPT – Compressibility, Pressure & Temperature	MDD
A0027	M	9,6	Number	Converter Conversion factor			

<b>1.1.1.3 Register Details</b>		0 to 2 (per Asset)		<b>Mandatory record for meter/converter installations, exchanges, removals and repositions</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD

A0178	C	5	Char	Data Update Code	*	Must be provided if any of the data is being updated <u>Values:</u> FOUND – Found, RMOVD – Removed or Missing, UPDTE – Updates Contained Within	
A0124	M	5	Char	Register Type Code	*	<u>Values:</u> CORR – Corrected Converter Register, METER – Meter Register, UNCOR – Uncorrected Converter Register	MDD
A0121	C	2	Integer	Number of Dials or Digits	*	Mandatory for meter/converter exchanges or installations  <u>Values:</u> 4 to 10	
A0123	C	5	Char	Units of Measure	*	Mandatory for meter exchanges or installations <u>Values:</u> SCFH – Standard Cubic Feet per hour, SCMH – Standard Cubic Metres per hour	MDD
A0120	C	6,3	Number	Multiplication factor	*	Mandatory for meter/converter exchanges or installations	

<b>1.1.1.3.1 Reading</b>		0 to 1 (per Register Details)		<b>Mandatory for Meter/Converter Installations, Repositions, Removals &amp; Exchanges</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		READG	MDD
A0031	C	8	Date	Reading Date	*	Mandatory unless it is being sent to the GT.	
A0034	X	2	Integer	Round the Clock			
A0033	M	12	Char	Reading Index			

<b>1.1.1.4 Market Participant</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.1.5 Name</b>		0 to many (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			

A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.1.5.1 Address</b>		0 to 1 (per Name)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.1.5.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 to 1 (for each Transaction)		<b>This record will be provided where a visit has been made, even where no access was available</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		APPNT	MDD
A0019	X	5	Char	Appointment Qualifier Code			
A0138	M	8	Date	Appointment Date From	*	Date the work commenced	
A0139	O	8	Date	Appointment Date To	*	Date the work was completed. Where the job was completed within 1 working day, then only the appointment from date will be populated	
A0019	X	5	Char	Appointment Qualifier Code			
A0140	M	6	Char	Appointment Time	*	Time the work commenced.	

				From		HHMMSS	
A0141	M	6	Char	Appointment Time To	*	Time the work was completed. HHMMSS	

<b>1.3 Name</b>		0 to 2 (per Transaction)		<b>Record not required, Catered for in Transaction Dataset A0068 and A0069</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.3.1 Address</b>		0 to 1 (per name, per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.3.2 Contact Mechanism</b>		0 to many (per Name, per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.4 Market Participant</b>		0 to 1 (per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant			



			Abbreviated Name		
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## 2.4 Work Notification Scenarios

The following matrix shows the different scenarios which could affect the work completion (ONJOB) File which is returned to a Supplier as a result of requested work.

- Completed ONJOBS
- Aborted ONJOBS as a result of Asset Works request



"22\_Data  
Mismatches\_Work Sc

For guidance on the actions that the meter worker would take under exception work scenarios refer to Appendix 3.31.

### Site information relating to previously removed assets:

In instances where work is done (e.g. a meter exchange) and there is written evidence on site of a previous meter removal, (e.g. tag details), the meter worker will, where possible provide relevant details within the transaction comments (A0056) of the resulting ONJOB. The format agreed at MDIG, which should capture details of the removal date, the removal read, the installation read and the serial number, is as follows:

**TAG:DDMMCCYYOFFNNNNNONNNNNN-XXXXXXXXXX**

## 2.5 Notify No Access or Replan confirmation or Aborted Job

When National Grid Metering attend a work request, there may be a possibility that access to the site cannot be gained. In these situations National Grid will:

- At the first call: notify the Supplier of **no access** in one transaction using the Transaction Status Code of "**PCOML**" with the date and time of the attempted visit.
- Send a second transaction to **replan** the job (For Replan File Format see Section 2.9).
- At the second call: National Grid Metering will either complete the job or if no access, **abort** the job, in the case the Transaction Status Code will be "**ABORT**"

Where a Supplier has requested a **replan** prior to work being carried out, National Grid Metering will:

- Send one transaction with the Transaction Status Code of "**PCOML**". Transaction Status Change Reason Code will remain blank.
- Send a second transaction with the replan details for the job (For Replan File Format see Section 2.9).

### For Example

Where a Supplier has requested a replan they would receive the following:

	Transaction Status Code	Transaction Status Change Reason Code
Transaction 1	PCOML	Null
Transaction 2	SCHED	RESCD

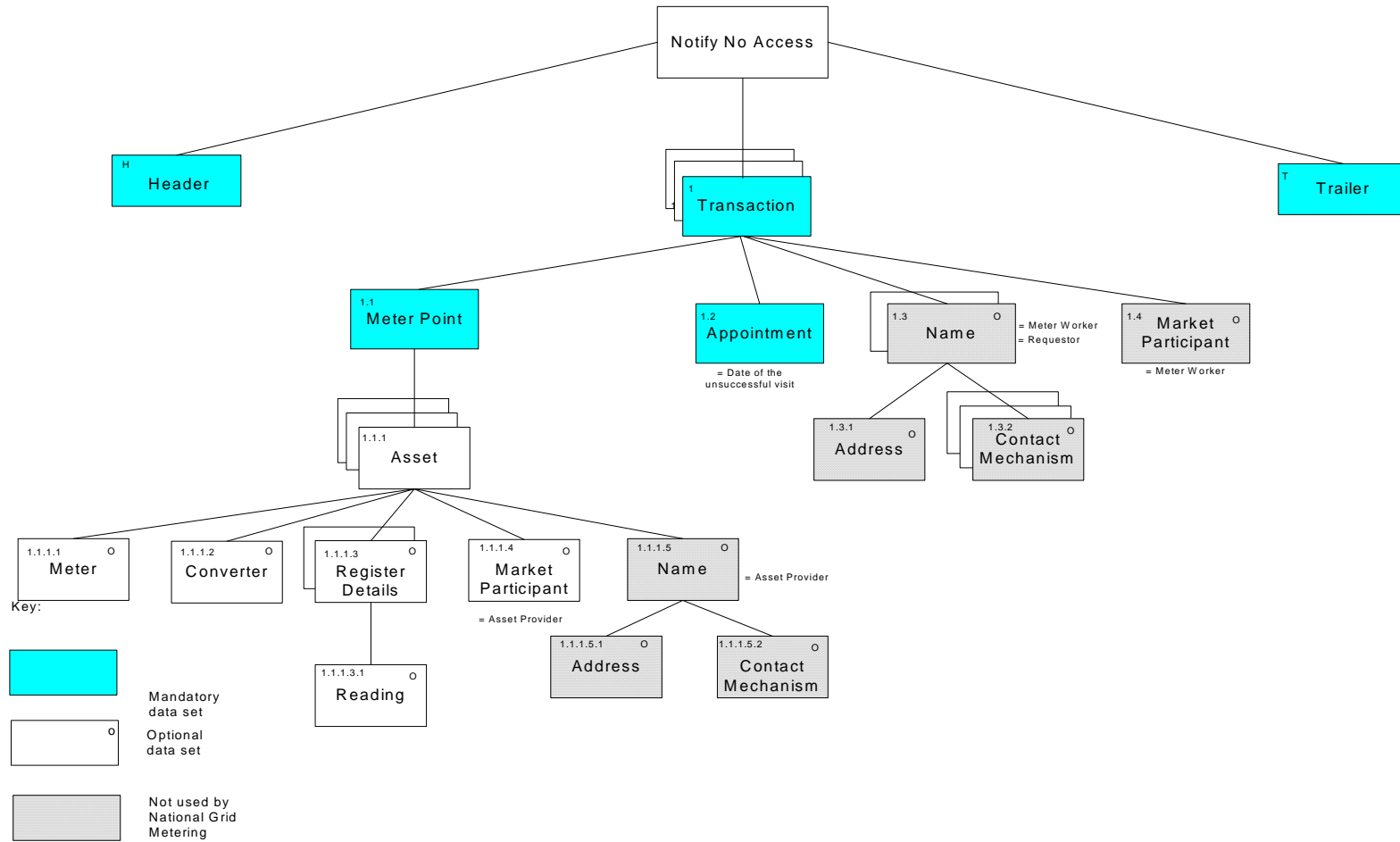
Transaction 1 is covered in the following file format, for the file format for transaction 2, see section 2.9

There is also a possibility that National Grid Metering may **abort** a job due to wrong details found on site, in this case the job would be **aborted**. A notification would be sent to the supplier with details of the assets found on site provided wherever possible. For further information of work scenarios see section 2.4.

The key attributes which will change for either a **no access** or **aborted** visit) are:

- a) Transaction Status Code – **A0142**
- b) Transaction Status Change Reason Code – **A0057**

## 2.6 Notify No Access or Replan confirmation or Aborted Job :- (ONJOB) Data Hierarchy



## 2.7 Notify No Access or Replan confirmation or Aborted Job : ONJOB File Format

1 Transaction		1 to many (per File)		<b>Mandatory Record</b>																															
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD																												
A0177	M	5	Char	Record Identifier		TRANS	MDD																												
A0055	M	15	Char	Transaction Reference		Reference Number of the original request.																													
A0056	O	210	Char	Transaction Comment																															
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract																													
A0144	M	5	Char	Transaction Type Code	*	Values: EXCHG – Exchange, INSTL – Install, OTVST – Other Visit, REMOV – Remove, REPSN – Reposition	MDD																												
A0167	C	5	Char	Transaction Type Reason Code	*	As per original request: Mandated where provided in the original request	MDD																												
A0058	X	15	Char	Cross-Ref Other Internal Job Reference																															
A0122	C	15	Char	Cross-Ref Other External Job Reference	*	Mandatory where supplied in Work Request.																													
A0142	M	5	Char	Transaction Status Code	*	Values: ABORT – Aborted Job PCOML – Partially Completed.	MDD																												
A0057	M	5	Char	Transaction Status Change Reason Code		<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>APATS</td> <td>Animal Prevents Access</td> </tr> <tr> <td>CONRP</td> <td>Consumer Initiated Replan</td> </tr> <tr> <td>CRATS</td> <td>Refused Access</td> </tr> <tr> <td>JFTBD</td> <td>Job found done</td> </tr> <tr> <td>MTFOS</td> <td>Meter tamper</td> </tr> <tr> <td>NOACC</td> <td>No Access</td> </tr> <tr> <td>NTTVJ</td> <td>No time to visit job</td> </tr> <tr> <td>OAEMR</td> <td>Other equipment required</td> </tr> <tr> <td>OBSAC</td> <td>Obstructed Access</td> </tr> <tr> <td>OTHER</td> <td>Other reason</td> </tr> <tr> <td>PUNOC</td> <td>Property Unoccupied</td> </tr> <tr> <td>UADOR</td> <td>Unsafe access / safety grounds</td> </tr> <tr> <td>UTTEV</td> <td>Unable to turn Emergency Valve</td> </tr> </tbody> </table> <p>For a full list of scenarios and combinations of A0142 &amp; A0057 see</p>	Code	Description	APATS	Animal Prevents Access	CONRP	Consumer Initiated Replan	CRATS	Refused Access	JFTBD	Job found done	MTFOS	Meter tamper	NOACC	No Access	NTTVJ	No time to visit job	OAEMR	Other equipment required	OBSAC	Obstructed Access	OTHER	Other reason	PUNOC	Property Unoccupied	UADOR	Unsafe access / safety grounds	UTTEV	Unable to turn Emergency Valve	
Code	Description																																		
APATS	Animal Prevents Access																																		
CONRP	Consumer Initiated Replan																																		
CRATS	Refused Access																																		
JFTBD	Job found done																																		
MTFOS	Meter tamper																																		
NOACC	No Access																																		
NTTVJ	No time to visit job																																		
OAEMR	Other equipment required																																		
OBSAC	Obstructed Access																																		
OTHER	Other reason																																		
PUNOC	Property Unoccupied																																		
UADOR	Unsafe access / safety grounds																																		
UTTEV	Unable to turn Emergency Valve																																		
A0161	M	1	Char	Market Sector Code	*	Values: D – Domestic, I_ Industrial & Commercial (as defined by the Utility	MDD																												

						Act)	
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

<b>1.1 Meter Point</b>		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			
A0072	M	10	Integer	Meter Point Reference Number			
A0076	X	1	Char	Meter Link Code			MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	C	100	Char	Meter Point Location Notes	*	Must be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions			
A0074	M	9,6	Number	Conversion Factor		Values: 0.000001 to 999.999999	
A0073	O	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

<b>1.1.1 Asset</b>		1 to many (per Meter Point)		<b>Optional Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	O	5	Char	Data Update Code			
A0144	M	5	Char	Transaction Type Code			
A0024	M	5	Char	Asset Class Code			
A0109	X	10	Char	Product Id			
A0163	O	5	Char	Payment Method code			
A0083	C	10	Char	Model Code			
A0060	C	3	Char	Manufacturer Code			
A0021	C	4	Integer	Year of Manufacture			
A0022	C	14	Char	Serial Number			
A0059	O	2	Char	Location Code			
A0158	C	100	Char	Asset Location Notes			
A0037	C	2	Char	Asset Status Code			

<b>1.1.1.1 Meter</b>		0 to 1 (per Asset)		<b>Optional Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	O	5	Char	Data Update Code			
A0025	C	5	Char	Meter Type Code			
A0085	C	5	Char	Meter Mechanism code			
A0112	C	10,4	Number	Measuring Capacity		Values: 0 to 999999.999	

A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code			
A0149	O	8	Date	OAMI Inspection Date			
A0126	M	5	Char	Role Code			
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.1.2 Converter</b>		0 to 1 (per Asset)		<b>Optional Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONVE	MDD
A0178	O	5	Char	Data Update Code			
A0036	M	5	Char	Conversion basis Code			
A0027	M	9,6	Number	Converter Conversion factor			

<b>1.1.1.3 Register Details</b>		0 to 2 (per Asset)		<b>Optional Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	O	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			
A0121	C	2	Integer	Number of Dials or Digits		Values: 4-10	
A0123	C	5	Char	Units of Measure			
A0120	C	6,3	Number	Multiplication factor			

<b>1.1.1.3.1 Reading</b>		0 to 1 (per Register Details)		<b>Optional Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		READG	MDD
A0031	C	8	Date	Reading Date			
A0034	X	2	Integer	Round the Clock			
A0033	M	12	Char	Reading Index			

<b>1.1.1.4 Market Participant</b>		0 to 1 (per Asset)		<b>Optional Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.1.5 Name</b>		0 to many (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			

A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.1.5.1 Address</b>		0 to 1 (per Name)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.1.5.2 Contact Mechanism</b>		0 to 1 (per Name per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		0 to 1 (for each Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		APPNT	MDD
A0019	X	5	Char	Appointment Qualifier Code			
A0138	M	8	Date	Appointment Date From	*	Date of the unsuccessful visit.	
A0139	X	8	Date	Appointment Date To			
A0019	X	5	Char	Appointment Qualifier Code			
A0140	M	6	Char	Appointment Time From	*	Where a status update is being provided (eg no access) then the time of the unsuccessful visit will be provided in this field	
A0141	X	6	Char	Appointment Time To			

<b>1.3 Name</b>		0 to 2 (per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

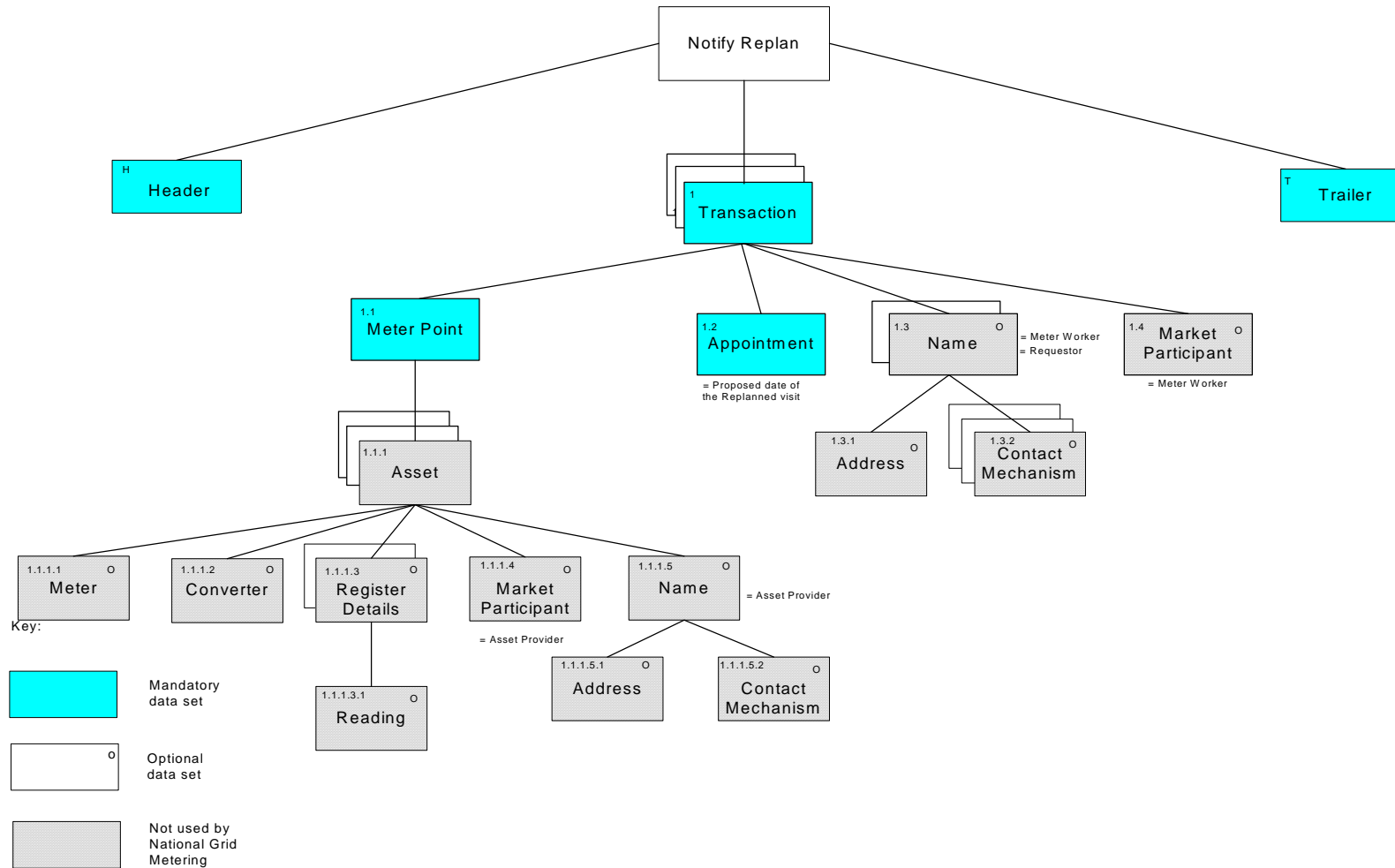
<b>1.3.1 Address</b>		0 to 1 (per name, per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.3.2 Contact Mechanism</b>		0 to many (per name, per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.4 Market Participant</b>		0 to 1 (per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			



## 2.8 Notify Replan (ONJOB) Data Hierarchy



## 2.9 Notify Replan File Format - ONJOB

1 Transaction		1 to many (per File)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference		As per original request	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	As per original request:	MDD
A0167	C	5	Char	Transaction Type Reason Code	*	Mandated where provided in original request.	MDD
A0058	X	15	Char	Cross-Ref Other Internal Job Reference			
A0122	C	15	Char	Cross-Ref Other External Job Reference	*	Mandatory where supplied in Work Request.	
A0142	M	5	Char	Transaction Status Code	*	SCHED	MDD
A0057	M	5	Char	Transaction Status Change Reason Code		RESCD See page 28 under A0057 for allowable values	
A0161	M	1	Char	Market Sector Code	*	Values: D – Domestic, I _ Industrial & Commercial (as defined by the Utility Act)	MDD
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	X	1	Char	Meter Link Code			MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	C	100	Char	Meter Point Location Notes	*	Must be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions			
A0074	M	9,6	Number	Conversion Factor		Values: 0.000001 to 999.999999	
A0073	O	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

1.1.1 Asset		0 to many (per Meter)		<b>Record not Required</b>			
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Attribute Number	Optional or Mandatory	Point)		Description	Key	Rules	MDD or TDD
		Field Length	Field Format				
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	O	5	Char	Data Update Code			
A0144	M	5	Char	Transaction Type Code			
A0024	M	5	Char	Asset Class Code			
A0109	X	10	Char	Product Id			
A0163	O	5	Char	Payment Method code			
A0083	C	10	Char	Model Code			
A0060	C	3	Char	Manufacturer Code			
A0021	C	4	Integer	Year of Manufacture			
A0022	C	14	Char	Serial Number			
A0059	C	2	Char	Location Code			
A0158	C	100	Char	Asset Location Notes			
A0037	C	2	Char	Asset Status Code			

1.1.1.1 Meter		0 to 1 (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	O	5	Char	Data Update Code			
A0025	C	5	Char	Meter Type Code			
A0085	C	5	Char	Meter Mechanism code			
A0112	C	10,4	Number	Measuring Capacity		Values: <b>0 to 999999.999</b>	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code			
A0149	O	8	Date	OAMI Inspection Date			
A0126	M	5	Char	Role Code			
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

1.1.1.2 Converter		0 to 1 (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONVE	MDD
A0178	O	5	Char	Data Update Code			
A0036	M	5	Char	Conversion basis Code			
A0027	M	9,6	Number	Converter Conversion factor			

1.1.1.3 Register Details		0 to 2 (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	O	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			
A0121	C	2	Integer	Number of Dials or Digits			
A0123	C	5	Char	Units of Measure			

A0120	C	6,3	Number	Multiplication factor			
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<b>1.1.1.3.1 Reading</b>		0 to 1 (per Register Details)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		READG	MDD
A0031	C	8	Date	Reading Date			
A0034	X	2	Integer	Round the Clock			
A0033	M	12	Char	Reading Index			

<b>1.1.1.4 Market Participant</b>		0 to 1 (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			MDD
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.1.5 Name</b>		0 to many (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.1.5.1 Address</b>		0 to 1 (per name)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.1.5.2 Contact</b>		0 to many (per Name per Transaction)		<b>Record not Required</b>			
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<b>Mechanism</b>							
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 (for each Transaction)		<b>Mandatory Record</b>																							
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD																				
A0177	M	5	Char	Record Identifier		APPNT	MDD																				
A0019	X	5	Char	Appointment Qualifier Code																							
A0138	M	8	Date	Appointment Date From	*	Start date of Replanned Visit.																					
A0139	X	8	Date	Appointment Date To																							
A0019	X	5	Char	Appointment Qualifier Code																							
A0140	M	6	Char	Appointment Time From	*	<table border="1"> <thead> <tr> <th>Value</th> <th>Slot time</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>8am to 1pm</td> </tr> <tr> <td>PM</td> <td>12pm to 8pm</td> </tr> <tr> <td>AT</td> <td>Any Time between 8am and 8 pm</td> </tr> <tr> <td>080000</td> <td>8-10am</td> </tr> <tr> <td>100000</td> <td>10-12am</td> </tr> <tr> <td>120000</td> <td>12-2pm</td> </tr> <tr> <td>140000</td> <td>2-4pm</td> </tr> <tr> <td>160000</td> <td>4-6pm</td> </tr> <tr> <td>180000</td> <td>6-8pm</td> </tr> </tbody> </table>	Value	Slot time	AM	8am to 1pm	PM	12pm to 8pm	AT	Any Time between 8am and 8 pm	080000	8-10am	100000	10-12am	120000	12-2pm	140000	2-4pm	160000	4-6pm	180000	6-8pm	
Value	Slot time																										
AM	8am to 1pm																										
PM	12pm to 8pm																										
AT	Any Time between 8am and 8 pm																										
080000	8-10am																										
100000	10-12am																										
120000	12-2pm																										
140000	2-4pm																										
160000	4-6pm																										
180000	6-8pm																										
A0141	X	6	Char	Appointment Time To																							

<b>1.3 Name</b>		0 to 2 (per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.3.1 Address</b>		0 to 1 (per name, per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			

A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.3.2 Contact Mechanism</b>		0 to many (per name, per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.4 Market Participant</b>		0 to 1 (per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

## 2.10 Unsolicited Work Notifications Summary

Where the Supplier has not initiated a work request, the Transaction Reference within the ONJOB, will be a number generated by National Grid.

The transaction Reference will have a pre-fix which will identify the reason for this unsolicited flow. For Web and Fax requests submitted by a Supplier, National Grid Metering will return whatever data the Supplier provides within either the manual template or through the web. If a Supplier wished to prefix all Web requests with WEB, the prefix would be returned in the IX ONJOB.

- POLIC = policy meter exchange
- CONSU = consumer initiated work
- EMERG = meter exchanged by GT following emergency report
- TSE = Adversarial Meter Works Request
- UPD = Found or removed update
- CONV = Convertor reset

### **POLICY**

This prefix will be used where National Grid has identified an asset exchange is required in accordance with the policy replacement programme. A pre notification will be sent to the Supplier prior to the work and a completion notification will be sent once work has been completed.

### **Consumer**

This prefix is used where a consumer has requested a visit which results in work being undertaken. Typically, the call will be made in response to faulty equipment being reported.

### **Emergency**

This prefix indicates that a regulated meter has been replaced following an emergency visit, e.g. a reported gas escape. See PEMS section.

### **Non-requested meter works**

In the case where a Supplier requests work at a meter point and (i) either the requesting Supplier is not the appointed supplier or (ii) there is more than one supplier appointed to the meter point, the requesting Supplier will receive and electronic notification and the non requesting suppliers will receive notice by manual means.

### **Adversarial Meter Works (TSE)**

Where A Supplier has requested Adversarial Meter Works, an unsolicited ONJOB will be sent for each job completed.

The Transaction Reference Number will be prefixed with **TSE**. The Cross Ref (A0122) attribute will include the Transaction Reference Number from the original Request.

### **Found and Removed Updates (UPD)**

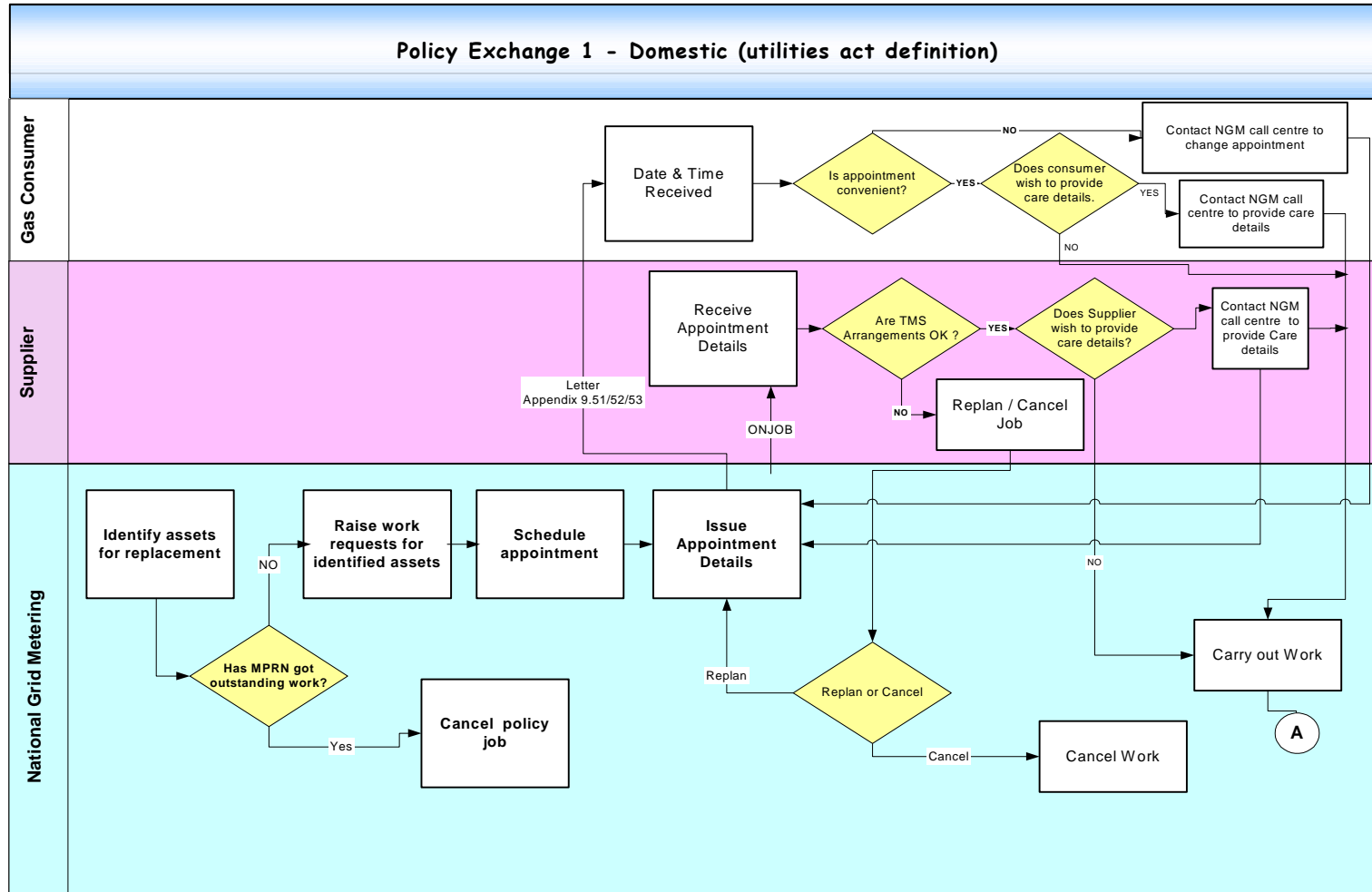
Where NGM needs to provide the Supplier with found or removed asset details not resulting from work, the industry agreement is that NGM will provide the Supplier with an ONJOB with a transaction status code of ABORT. Within the ONJOB the asset dataset will contain data updates. To identify this type of transaction the Transaction Reference will be prefixed with **UPD**.

**Convertor Reset**

Where NGM need to tell the Supplier of a resynchronisation from Imperial to Metric, NGM will create a dummy exchange ONJOB transaction and prefix the transaction reference with **CONV**. This will then be followed by the transaction reference from which this dummy exchange originated.



## 2.11 Policy Exchange Process Flow

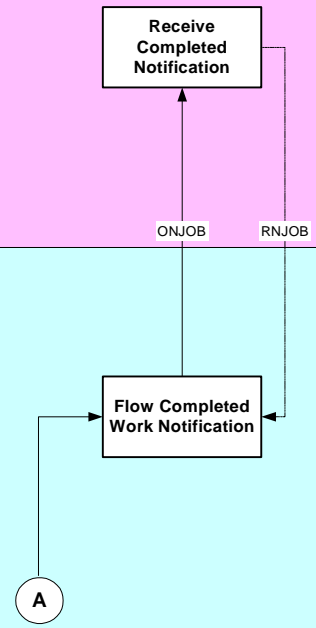


Policy Exchange 2 - Domestic (utilities act definition)

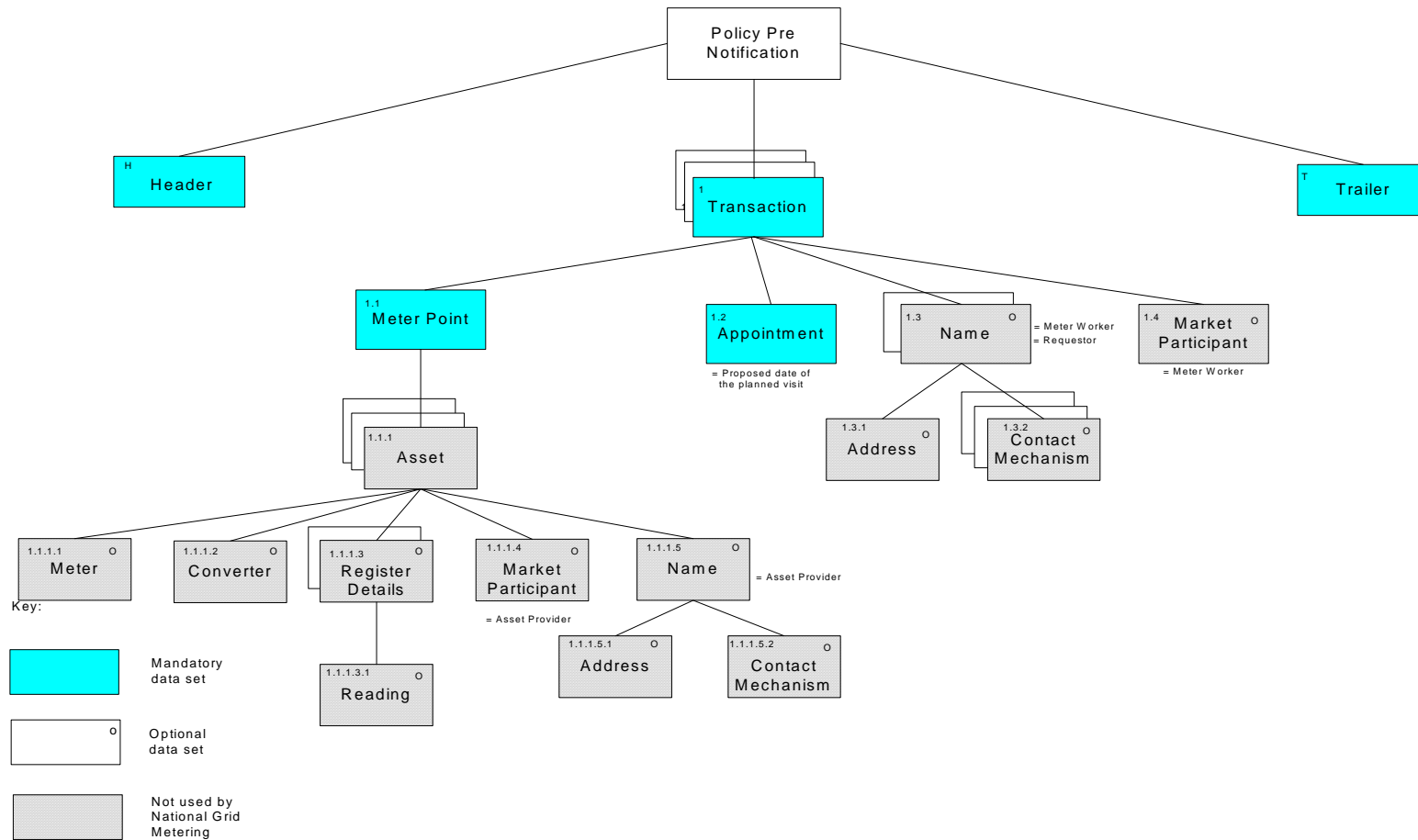
Gas Consumer

Supplier

National Grid Metering



## 2.12 Policy Pre-Notification Data Hierarchy (ONJOB)



## 2.13 Policy Pre-Notification File Format (ONJOB)

1 Transaction		1 to many (per File)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	Prefix with POLIC – Policy	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code		Value: EXCHG OTVST	
A0167	O	5	Char	Transaction Type Reason Code		Valid MDD Value. POLIC – this is the same as the prefix used within transaction ref A0055.	
A0058	O	15	Char	Cross-Ref Other Internal Job Reference			
A0122	O	15	Char	Cross-Ref Other External Job Reference			
A0142	M	5	Char	Transaction Status Code	*	Value: PRENT	MDD
A0057	C	5	Char	Transaction Status Change Reason Code		Where A0059 is other	
A0161	O	1	Char	Market Sector Code		D – Domestic, I – Industrial & Commercial	
A0166	X	8	Date	Date of Notice			
A0068	X	5	Char	Registration Body			
A0069	X	20	Char	Registration Reference			
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			
A0072	M	10	Integer	Meter Point Reference Number			
A0076	O	1	Char	Meter Link Code	*	Values: <b>F (Freestanding)</b>	MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	O	100	Char	Meter Point Location Notes			
A0075	O	210	Char	Access Instructions			
A0074	M	9,6	Number	Conversion Factor		Values: <b>0.000001 to 999.999999</b>	
A0073	O	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

<b>1.1.1 Asset</b>		1 to many (per Meter Point)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	O	5	Char	Data Update Code			
A0144	M	5	Char	Transaction Type Code			
A0024	M	5	Char	Asset Class Code			
A0109	X	10	Char	Product Id			
A0163	M	5	Char	Payment Method code			
A0083	C	10	Char	Model Code			
A0060	C	3	Char	Manufacturer Code			
A0021	C	4	Integer	Year of Manufacture			
A0022	C	14	Char	Serial Number			
A0059	C	2	Char	Location Code			
A0158	O	100	Char	Asset Location Notes			
A0037	C	2	Char	Asset Status Code			

<b>1.1.1.1 Meter</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	O	5	Char	Data Update Code			
A0025	C	5	Char	Meter Type Code			
A0085	C	5	Char	Meter Mechanism code			
A0112	C	10,4	Number	Measuring Capacity		Values: 0 to 999999.999	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code			
A0149	C	8	Date	OAMI Inspection Date			
A0126	C	5	Char	Role Code			
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.1.2 Converter</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONVE	MDD
A0178	O	5	Char	Data Update Code			
A0036	M	5	Char	Conversion basis Code			
A0027	M	9,6	Number	Converter Conversion factor			

<b>1.1.1.3 Register Details</b>		0 to 2 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	O	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code			
A0121	C	2	Integer	Number of Dials or Digits			
A0123	C	5	Char	Units of Measure			
A0120	C	6,3	Number	Multiplication factor			

<b>1.1.1.3.1 Reading</b>		0 to 1 (per Register Details)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		READG	MDD
A0031	C	8	Date	Reading Date			
A0034	X	2	Integer	Round the Clock			
A0033	M	12	Char	Reading Index			

<b>1.1.1.4 Market Participant</b>		0 to 1 (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.1.5 Name</b>		0 to many (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.1.5.1 Address</b>		0 to 1 (per name)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD

A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.1.5.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 to 1 (for each Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		APPNT	MDD
A0019	X	5	Char	Appointment Qualifier Code			
A0138	M	8	Date	Appointment Date From		Date the work is planned	
A0139	O	8	Date	Appointment Date To			
A0019	X	5	Char	Appointment Qualifier Code			
A0140	M	6	Char	Appointment Time From		Value	Slot time
						AM	8am to 1pm
						PM	12pm to 8pm
						AT	Any Time between 8am and 8 pm
						080000	8-10am
						100000	10-12am
						120000	12-2pm
140000	2-4pm						
160000	4-6pm						

A0141	O	6	Char	Appointment Time To		180000	6-8pm	
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<b>1.3 Name</b>		0 to 2 (per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

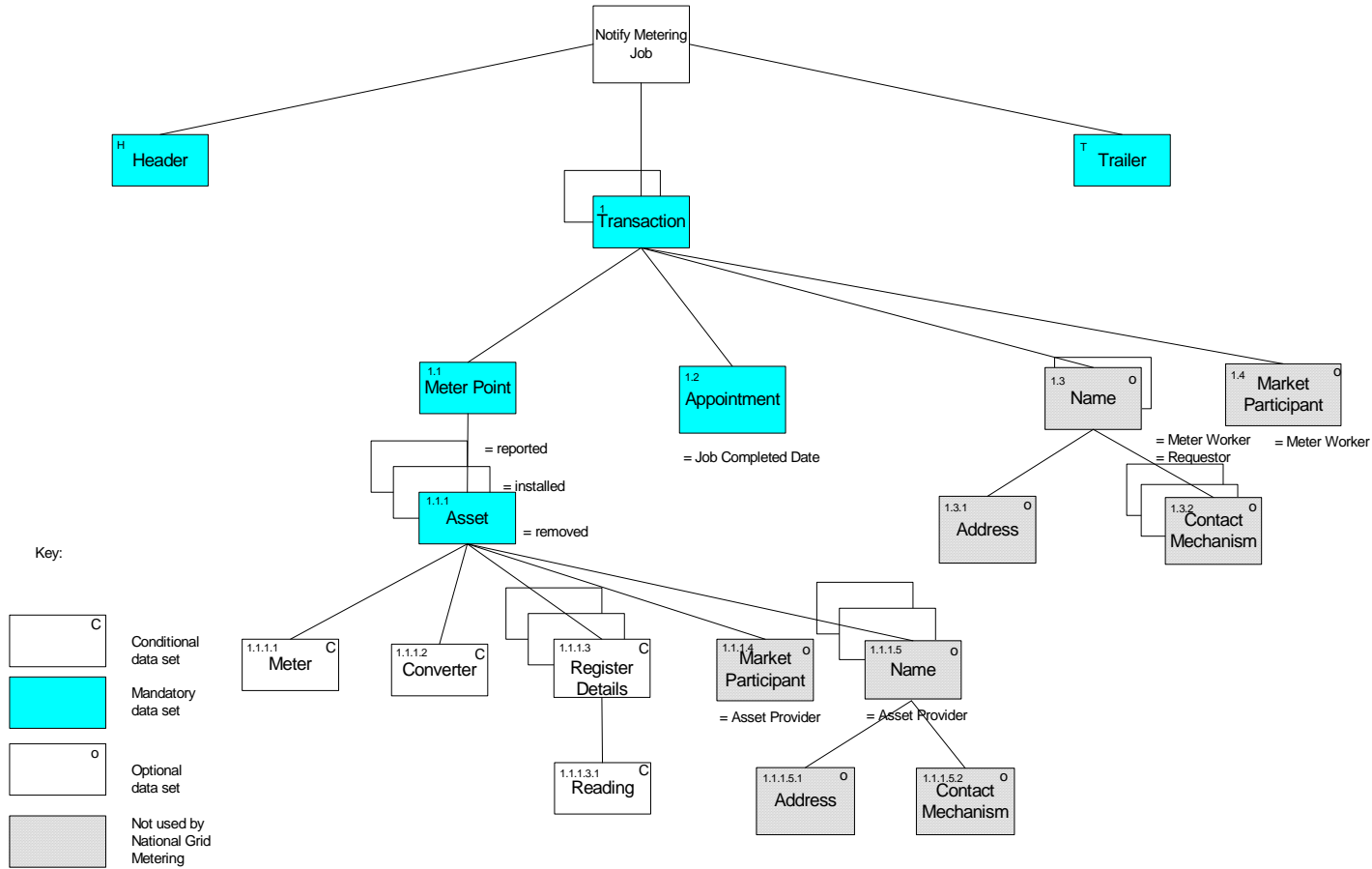
<b>1.3.1 Address</b>		0 to 1 (per name, per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.3.2 Contact Mechanism</b>		0 to many (per name, per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.4 Market Participant</b>		0 to 1 (per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			



## 2.14 Unsolicited Work Notification Data Hierarchy (ONJOB)



## 2.15 Unsolicited Work Notification File Format (ONJOB)

1 Transaction		1 to many (per File)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	National Grid generated reference with a prefix relevant to the origin of the job: CONSU – Consumer, EMERG – Following Emergency Visit, POLIC – Policy Exchange,	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference		<7 Bar Works Contract	
A0144	M	5	Char	Transaction Type Code	*	Values: EXCHG – Exchange, INSTL – Install, OTVST – Other Visit, REMOVED – Remove.	MDD
A0167	O	5	Char	Transaction Type Reason Code	*	Values: <u>BAT</u> <u>DMGMT</u> <u>FULTY</u> <u>CARDM</u> <u>POLIC</u> <u>TSE</u> A valid MDD value dependant upon the type of work carried out.	MDD
A0058	O	15	Char	Cross-Ref Other Internal Job Reference			
A0122	O	15	Char	Cross-Ref Other External Job Reference			
A0142	M	5	Char	Transaction Status Code	*	Values: ABORT – Abort, COMLT – Completed.	MDD
A0057	O	5	Char	Transaction Status Change Reason Code		See page 28 under A0057 for allowable values	
A0161	X $\ominus$	1	Char	Market Sector Code	*	Values: D – Domestic, I – Industrial & Commercial (as defined by the Utility Act)	MDD
A0166	O	8	Date	Date of Notice			
A0068	C	5	Char	Registration Body	*	Values: OAMI Mandatory for Connections & Disconnections.	
A0069	C	20	Char	Registration Reference	*	Mandatory for C&D flows	
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

<b>1.1 Meter Point</b>		1 (per Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code			
A0072	M	10	Integer	Meter Point Reference Number			
A0076	O	1	Char	Meter Link Code	*	Values: <b>F (Freestanding)</b>	MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	C	100	Char	Meter Point Location Notes	*	Must be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions			
A0074	M	9,6	Number	Conversion Factor		Values: <b>0.000001 to 999.999999</b>	
A0073	C	8	Date	Last Inspection Date		Mandatory for C&D	
A0164	X	9,3	Number	Metering Pressure			

<b>1.1.1 Asset</b>		1 to many (per Meter Point)		<b>Optional Record, Will always be provided when available</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	O	5	Char	Data Update Code	*	Values: FOUND (Found), UPDTE (Updates contained within), RMOVD (Removed or Missing)	MDD
A0144	M	5	Char	Transaction Type Code	*	Values: INSTL – Install,  REMVE – Remove REPRT - Report	MDD
A0024	M	5	Char	Asset Class Code	*	Values: BYPAS (Bypass), CONVR (Converter), DTLGR (Datalogger), METER (Meter),	MDD
A0109	X	10	Char	Product Id			MDD
A0163	M	5	Char	Payment Method code	*	Values: CR (Credit), PP (Pre-Payment).	MDD
A0083	C	10	Char	Model Code	*	Mandated for Exchanges, Removals, Installations and Repositions where work is carried out except where the asset is third party	MDD
A0060	C	3	Char	Manufacturer Code	*	Mandated for Exchanges, Removals, Installations and Repositions where work is carried out except	MDD

						where the asset is third party	
A0021	C	4	Integer	Year of Manufacture	*	Mandated for Exchanges, Removals, Installations and Repositions where work is carried out except where the asset is third party	
A0022	C	14	Char	Serial Number	*	Mandated for Exchanges, Removals, Installations and Repositions where work is carried out except where the asset is third party	
A0059	O	2	Char	Location Code	*	Mandatory for New/Repositioned Meter.	MDD
A0158	C	100	Char	Asset Location Notes	*	This must be entered if the location code is 'Other'.	
A0037	C	2	Char	Asset Status Code	*	<u>Values:</u> AC (Active), CA (Capped), CD (Closed), CL (Clamped), DM (Damaged), FA (Faulty), IN (Inactive), LI (Live), OP (Open),  PD (Phone Line Down), RE (Removed),  UN (Unknown). Mandatory for Meter/Converter/Bypass, Installation/Exchanges.	MDD

<b>1.1.1.1 Meter</b>		0 to 1 (per Asset)		<b>Mandated Record for Meter Installations &amp; Exchanges</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	O	5	Char	Data Update Code	*	<u>Values:</u> FOUND – Found, UPDTE – Updates contained within, RMOVD – Removed or Missing.	
A0025	C	5	Char	Meter Code Type	*	Mandatory for Meter Installations/Exchanges. <u>Values:</u> D (Diaphragm Meter of Unknown material), L (Leather Diaphragm),	MDD

						R (Rotary), S (Synthetic Diaphragm), T (Turbine), U (Ultrasonic), Z (Unknown).	
A0085	C	5	Char	Meter Mechanism code	*	Mandatory for Meter Installations/Exchanges. <u>Values:</u> CM – Coin Meter, CR – Credit, ET – Electronic Token Meter, MT – Mechanical Token Meter, PP – PrePayment, TH – Thrift, U – Unknown	MDD
A0112	C	10,4	Number	Measuring Capacity	*	Must be provided if it cannot be deduced. <u>Values:</u> 0 to 999999.999	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code	*	Must be provided if there is a collar. <u>Values:</u> B (Broken), I (Intact),	MDD
A0149	C	8	Date	OAMI Inspection Date	*	Mandated for installations & exchanges	
A0126	M	5	Char	Role Code	*	Value: T – Gas Act Owner GT.	MDD
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.1.2 Converter</b>		0 to 1 (per Asset)		<b>Conditional Record. Mandated where Asset Class Code = CONVR</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONVE	MDD
A0178	O	5	Char	Data Update Code	*	Must be provided if any of the data is being updated <u>Values:</u> FOUND – Found, RMOVD – Removed or Missing, UPDTE – Updates Contained Within	
A0036	M	5	Char	Conversion basis Code	*	<u>Values–</u> T - Temperature PT – Pressure & Temperature	MDD

						CPT – Compressibility, Pressure & Temperature	
A0027	M	9,6	Number	Converter Conversion factor			

<b>1.1.1.3 Register Details</b>		0 to 2 (per Asset)		<b>Mandated Record where Asset Class Code = CONVR or METER</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	O	5	Char	Data Update Code	*	Values: FOUND – Found, RMOVD – Removed or Missing, UPDTE – Updates Contained Within	
A0124	M	5	Char	Register Type Code	*	Mandatory for meter/converter exchanges or installations Values: CORR – Corrected Converter Register, METER – Meter Register, UNCOR – Uncorrected Converter Register	MDD
A0121	C	2	Integer	Number of Dials or Digits	*	Mandatory for meter/converter exchanges or installations Values: 4-10	
A0123	C	5	Char	Units of Measure	*	Mandatory for meter exchanges or installations Values: SCFH – Standard Cubic Feet per hour, SCMH – Standard Cubic Metres per hour	MDD
A0120	C	6,3	Number	Multiplication factor	*	Mandatory for meter/converter exchanges or installations	

<b>1.1.1.3.1 Reading</b>		0 to 1 (per Register Details)		<b>Conditional, Mandatory for Meter/Converter Installations &amp; Exchanges</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		READG	MDD
A0031	C	8	Date	Reading Date	*	Mandatory unless it is being sent to the GT.	
A0034	X	2	Integer	Round the Clock			
A0033	M	12	Char	Reading Index			

<b>1.1.1.4 Market Participant</b>		0 to 1 (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD

A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.1.5 Name</b>		0 to many (per Asset)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.1.5.1 Address</b>		0 to 1 (per name)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.1.1.5.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 to 1 (for each Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		APPNT	MDD

A0019	X	5	Char	Appointment Qualifier Code			
A0138	M	8	Date	Appointment Date From	*	Date the work commenced	
A0139	C	8	Date	Appointment Date To	*	Mandated where work exceeds one day. Date the work was completed. Where the job was completed within 1 working day, then only the appointment from date will be populated	
A0019	X	5	Char	Appointment Qualifier Code			
A0140	M	6	Char	Appointment Time From	*	Time the work commenced. Format: HHMMSS	
A0141	M	6	Char	Appointment Time To	*	Time the work was completed. Format: HHMMSS	

1.3 Name		0 to 2 (per Transaction)		Record not Required			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

1.3.1 Address		0 to 1 (per name, per Transaction)		Record not Required			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

1.3.2 Contact Mechanism		0 to many (per name, per Transaction)		Record not Required			
Attribute	Optional or	Field	Field	Description	Key	Rules	MDD or



Number	Mandatory	Length	Format			TDD
A0177	M	5	Char	Record Identifier		MDD
A0049	M	5	Char	Contact Mechanism Code		
A0106	M	100	Char	Contact Mechanism Value		

<b>1.4 Market Participant</b>		0 to 1 (per Transaction)		<b>Record not Required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

## 2.16 Partially Completed Work

### Partially completed non standard work

A quotation request may capture a number of linked jobs e.g.,

Quote Ref : 999

- Exchange meter
- Install Converter.

Within Rainbow each element of the work is captured as an individual notification but all the work is linked by one quotation reference number. For example the above two transactions would be linked by quote number 999 which was quoted at a fixed price.

Where all the work is completed in one visit, National Grid Metering will provide as part of an ONJOB file, a transaction for each element of the work containing the same transaction reference (i.e. Exchange Meter in one transaction, Install Converter in a separate transaction).

Where, in exceptional circumstances there is a delay between the removal of a meter and the installation of the new meter and convertor, National Grid Metering will where necessary meet its obligations under the Connection and Disconnection Regulations by providing individual transactions at the time that each element of the work is completed. Both transactions will contain the same transaction reference

In either of the above scenarios, each transaction except the last will have a transaction status code of **PCOML** The last transaction will be sent with the transaction status code of **COMLT**.

Using the example from above a Supplier would receive the following if the meter were completed on one day and the convertor on another.

	Job Type	Transaction Status Code	Work Date
Transaction 1	Exchange meter	PCOML	21/11/2003
Transaction 2	Install Converter.	COMLT	23/11/2003

**In addition to the above information, for partially completed work the following principles apply:**

- Partially Completed Work applies to all MPRNs where more than one asset exists and where work is being carried out on more than one asset. For these scenarios bypass is not classed as an asset
- In addition to the provision of the ONJOB, quoted work requires the sending of a manual final completion notice. This is an E Mail or FAX and does not require to be forwarded to National Grid GT
- Where a Converter is connected after an ONJOB has been sent, the final completion notice implies the convertor has been re-connected.
- Where work on multiple assets is completed in the same day, Supplier will receive two separate transactions, in different files and the appointment dates will

be manipulated to ensure that they are recorded on different days. This includes all assets being worked upon. All asset class codes will be treated consistently.

The following examples help to explain how partially completed work is treated by Rainbow:

### Scenario 1

Meter exchange only, no convertor present on site

Meter removed on 14 Jan 2004, new meter installed 17 Jan 2004

Meter removal	Meter Install
<ul style="list-style-type: none"> <li>➤ TMS removes meter on 14/01/04</li> <li>➤ TMS sends manual C&amp;D notice to Supplier (email) &amp; meter reading</li> <li>➤ If applicable, a new planned completion date will be recorded in manual notice</li> <li>➤ Supplier forwards manual C&amp;D notice to GT</li> <li>➤ GT records C&amp;D notice in C&amp;D store</li> <li>➤ Sites and Meters is <b>NOT</b> updated at this stage</li> </ul>	<ul style="list-style-type: none"> <li>➤ TMS installs new meter on 17/01/04</li> <li>➤ TMS sends completed ONJOB, for meter exchange</li> <li>➤ ONJOB records full exchange i.e. removal &amp; install details including remove and install readings</li> <li>ONJOB records that entire exchange happened on 17/1/04</li> <li>➤ Supplier forwards ONJOB to GT</li> <li>➤ GT records exchange on Sites and Meters &amp; C &amp; D Store</li> <li>➤ Date of exchange recorded as 17/1/04</li> </ul>

### Scenario 2

Meter exchange only, convertor present on site, but convertor not reset

Meter removed on 14 Jan 2004, new meter installed on 17 Jan 2004

Meter removal	Meter Install
<ul style="list-style-type: none"> <li>➤ TMS removes meter on 14/01/04</li> <li>➤ TMS sends manual C&amp;D notice to Supplier (email) and meter reading</li> <li>➤ No convertor details provided, since not required at this stage</li> <li>➤ If applicable, a new planned completion date will be recorded in manual notice</li> <li>➤ Supplier forwards manual C&amp;D notice to GT</li> <li>➤ GT records C&amp;D notice in C&amp;D store</li> <li>➤ Sites and Meters is <b>NOT</b> updated at this stage</li> </ul>	<ul style="list-style-type: none"> <li>➤ TMS installs new meter on 17/01/04</li> <li>➤ TMS sends completed ONJOB, for meter exchange</li> <li>➤ ONJOB: <ul style="list-style-type: none"> <li>➤ records meter removal &amp; reading</li> <li>➤ records meter install &amp; reading</li> <li>➤ reports convertor – asset status “live” even if the convertor is not connected at this point</li> <li>Reads will be as at removal date, corrected reading, &amp; uncorrected reading</li> </ul> </li> <li>➤ ONJOB records that exchange happened on 17/1/04</li> <li>➤ Supplier forwards ONJOB to GT</li> <li>➤ GT records exchange on Sites and Meters</li> <li>➤ Date of exchange recorded as 17/1/04</li> </ul>

### Scenario 3

Meter exchange only, convertor present on site  
Meter Exchange started and completed on 14 Jan 2004

#### Meter Exchange

- TMS exchanges meter on 14/01/04
- TMS sends completed ONJOB, for meter exchange
- ONJOB:
  - records meter removal & reading
  - records meter install & reading
  - reports convertor –asset status “live”, corrected & uncorrected reading
- ONJOB records that entire exchange happened on 14/1/04
- Supplier forwards ONJOB to GT
- GT records exchange on Sites and Meters
- Date of exchange recorded as 14/1/04

### Scenario 4

Exchange meter and install convertor  
Meter exchanged on 14 Jan 2004, convertor installed 15 Jan 2004

#### Meter exchange

- TMS exchanges meter on 14/01/04
- TMS sends partially completed ONJOB (PCOML)
- ONJOB:
  - records meter removal & reading
  - records meter install & reading @ 14/1
- Supplier forwards PCOML ONJOB to GT
- GT accepts as a completed ONJOB
- GT records meter exchange on Sites and Meters
- Date of exchange recorded as 14/1/04

#### Convertor Install

- TMS installs convertor on 15/01/04
- TMS sends completed (COMLT) ONJOB, for convertor install
- Transaction ref number same as that used for PCOML meter exchange
- ONJOB:
  - records convertor install, corrected & uncorrected reading
  - reports on meter present & reading @ 15/1
- Supplier forwards ONJOB to GT
- GT will accept ONJOB with same transaction ref number as meter exchange provided that appointment date is different – TMS will ensure that this is the case when producing ONJOB

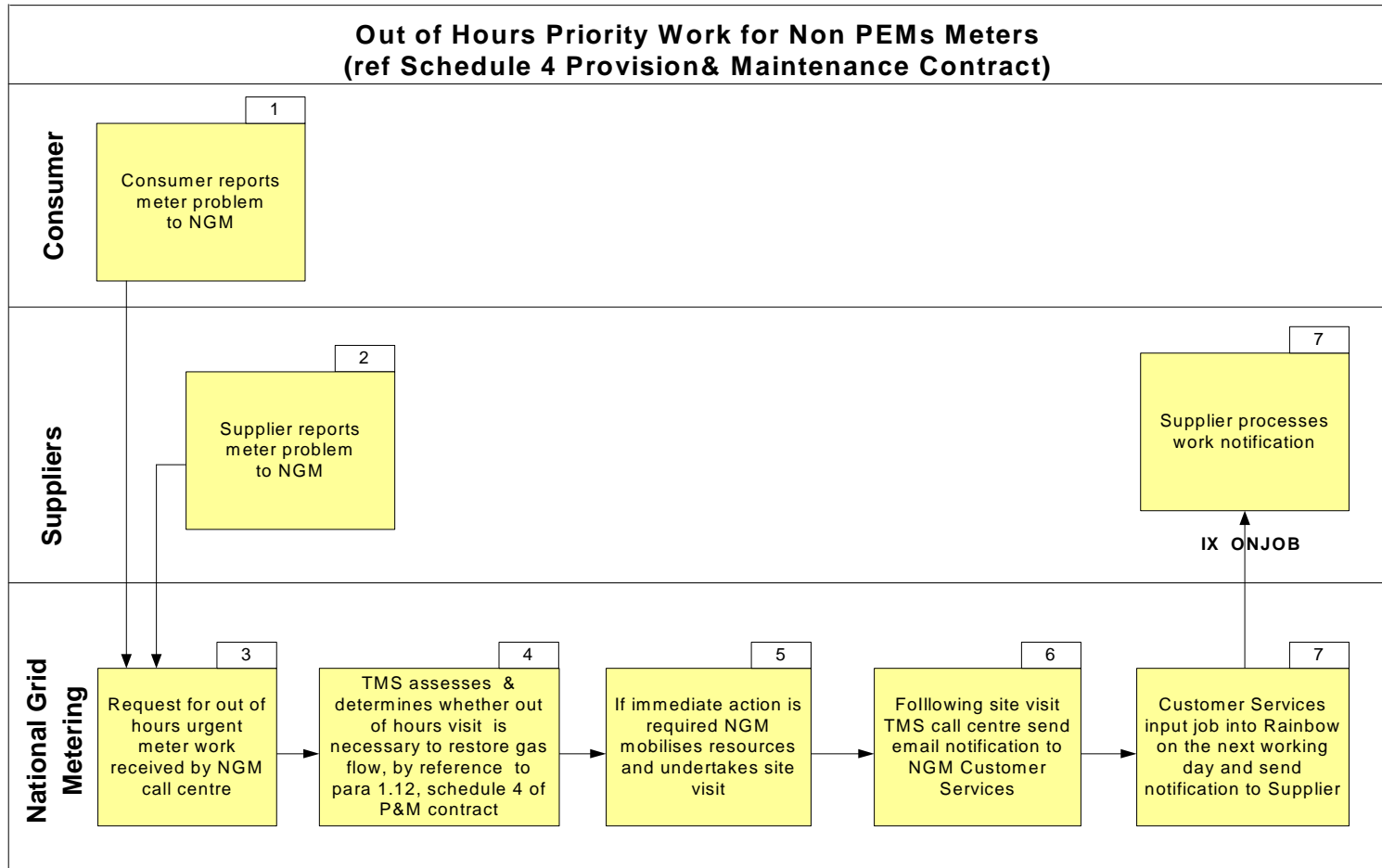
## Scenario 5

Reset existing convertor as a result of meter work

Meter exchange	Convertor "Exchange"
<ul style="list-style-type: none"><li>➤ TMS exchanges meter on 14/01/04</li><li>➤ TMS sends completed ONJOB, for meter exchange</li><li>➤ ONJOB:<ul style="list-style-type: none"><li>➤ records meter removal &amp; reading</li><li>➤ records meter install &amp; reading</li><li>➤ reports convertor – asset status "live", corrected &amp; uncorrected readings</li></ul></li><li>➤ Supplier forwards ONJOB to GT</li><li>➤ GT records exchange on Sites and Meters</li><li>➤ Date of exchange recorded as 14/1/04</li></ul>	<ul style="list-style-type: none"><li>➤ TMS creates dummy ONJOB for convertor exchange using prefix of "CONV" plus original transaction ref</li><li>➤ ONJOB:<ul style="list-style-type: none"><li>➤ records convertor remove - with imperial Readings, corrected &amp; uncorrected</li><li>➤ records convertor install ~ with metric readings corrected &amp; uncorrected reading</li><li>➤ reports on meter present &amp; reading @ date &amp; time of resync</li></ul></li><li>➤ Supplier forwards ONJOB to GT</li><li>➤ GT will accept ONJOB with same transaction ref number as meter exchange, provided that appointment date is different – TMS will ensure that this is the case</li><li>➤ when producing ONJOB</li></ul>

For File Hierarchy and File Formats please see Work Completion ONJOB.

2.17 Urgent Meter Work Not Covered By PEMS



## 2.18 PEMS / Post Emergency Meter Work Process (Reference Provision & Maintenance Contract Schedule 4)

National Grid GT's, Emergency Service has developed a contract (PEMS) with Suppliers to undertake chargeable meter works identified during the course of an emergency visit, typically a reported gas escape. This service only applies to meters with a capacity of less than 11 scmh, such as the E6 and U6 meter models and is available to Suppliers who are signatories to the contract with National Grid GT. Following the emergency visit National Grid GT will notify the Supplier of the meter work that has been carried out.

Where the emergency visit involves work to a regulated meter, National Grid Metering will reimburse the Supplier for certain categories of work (Reference Provision and Maintenance Contract Schedule 4). These are listed below:

- Meter exchange due to leaking meter
- Meter exchange due to faulty meter
- Upgrade substandard meter installation
- Gas Card related problem due to meter fault
- Reset PPM due to meter fault

Where the supplier requires National Grid Metering to adopt the meter exchanged as a result of a PEMS or where any other category of work listed above is carried out, National Grid Metering will reimburse the Supplier for such work .

### Process:

- National Grid Emergency Services undertake the work and generate a work notification to the Supplier. The Supplier will notify National Grid Metering of the PEMS exchange jobs for which reimbursement of costs are applicable, on an ongoing basis throughout the month. This notification is sent by encrypted email and, subject to the following paragraph, must contain all mandatory data items as specified in section 0 "Receipt of PEMS (ONJOB) File Format".
- Wherever possible, National Grid Metering will accept the Supplier's notification in instances where National Grid GT fails to provide a data item which it regards as optional (but has stated it will always send) and which is regarded as mandatory by National Grid Metering. This position is subject to review in the event that PEMS notifications are automated in the future.
- National Grid Metering will process this information and, for meter exchanges, will generate an ONJOB back to the Supplier as specified in section 2.25 "Notify Metering Job Completion (PEMS) ONJOB~~Notify Metering Job Completion (PEMS) ONJOB~~". The Transaction Reference Number in the completion ONJOB (A0055) is prefixed with "EMERG" to facilitate easy identification of such jobs.
- An ONJOB will not be sent to Suppliers for any PEMS work other than meter exchanges and this work is not required to be notified to National Grid Metering other than through monthly invoicing.

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Where the work involves a meter exchange and the Supplier does not wish for National Grid Metering to adopt the meter. It will take steps to de-appoint National Grid Metering as its service provider by sending an ONAGE de-appointment flow.

### Reimbursement of Costs

Where National Grid Metering agrees that the Supplier is entitled to be reimbursed for work carried out under the PEMS contract and the Supplier has provided all the relevant information, it will do so by means of the off-line invoicing process identified in Appendix 1.1.

### **2.19 GT Reportable Work**

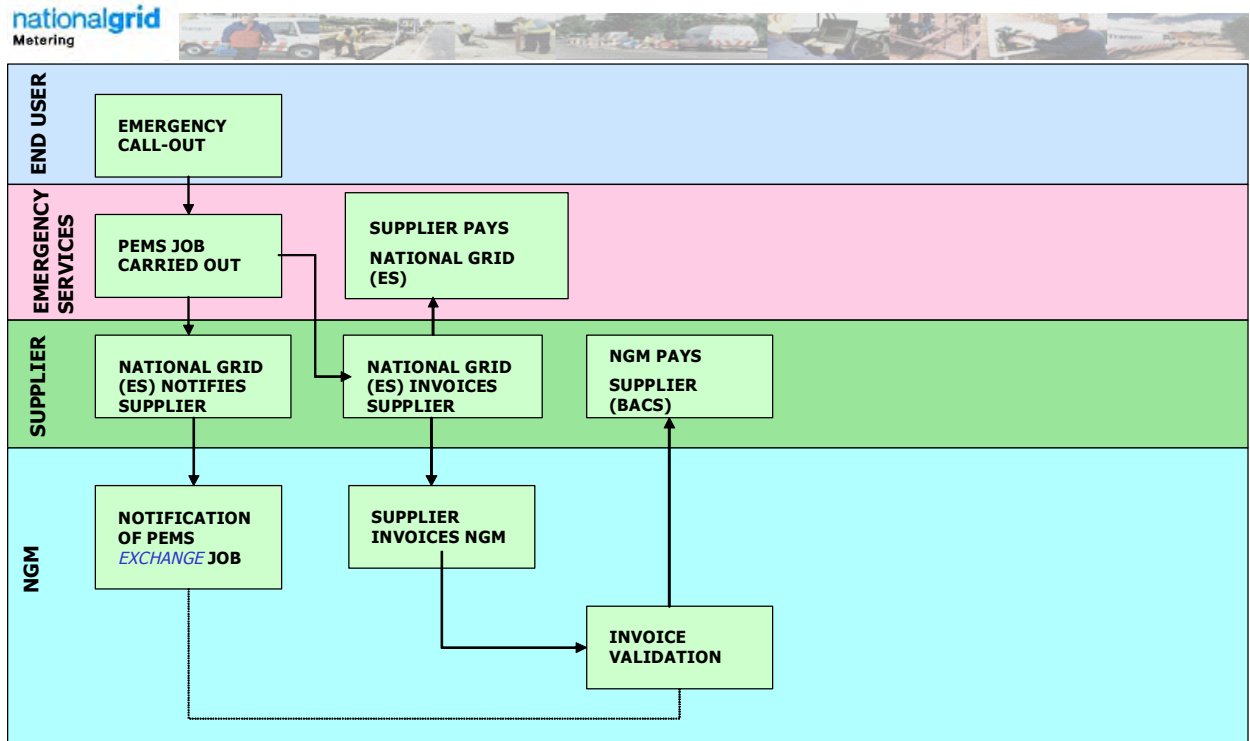
For GT reportable work it is suggested that Suppliers use the same process for notifying National Grid Metering, but identify this work by providing a transaction comment (A0056), of "GT Reportable". Where this is the case, National Grid Metering will, on a reasonable endeavours basis, update Rainbow to take account of meter exchanges and will flow details of the exchange back to the Supplier via ONJOB. Details of PEMs reimbursable jobs and GT reportable jobs are captured in Appendix 3.32.

Any queries relating to the management of the encrypted email service should be directed National Grid Metering Customer Services.

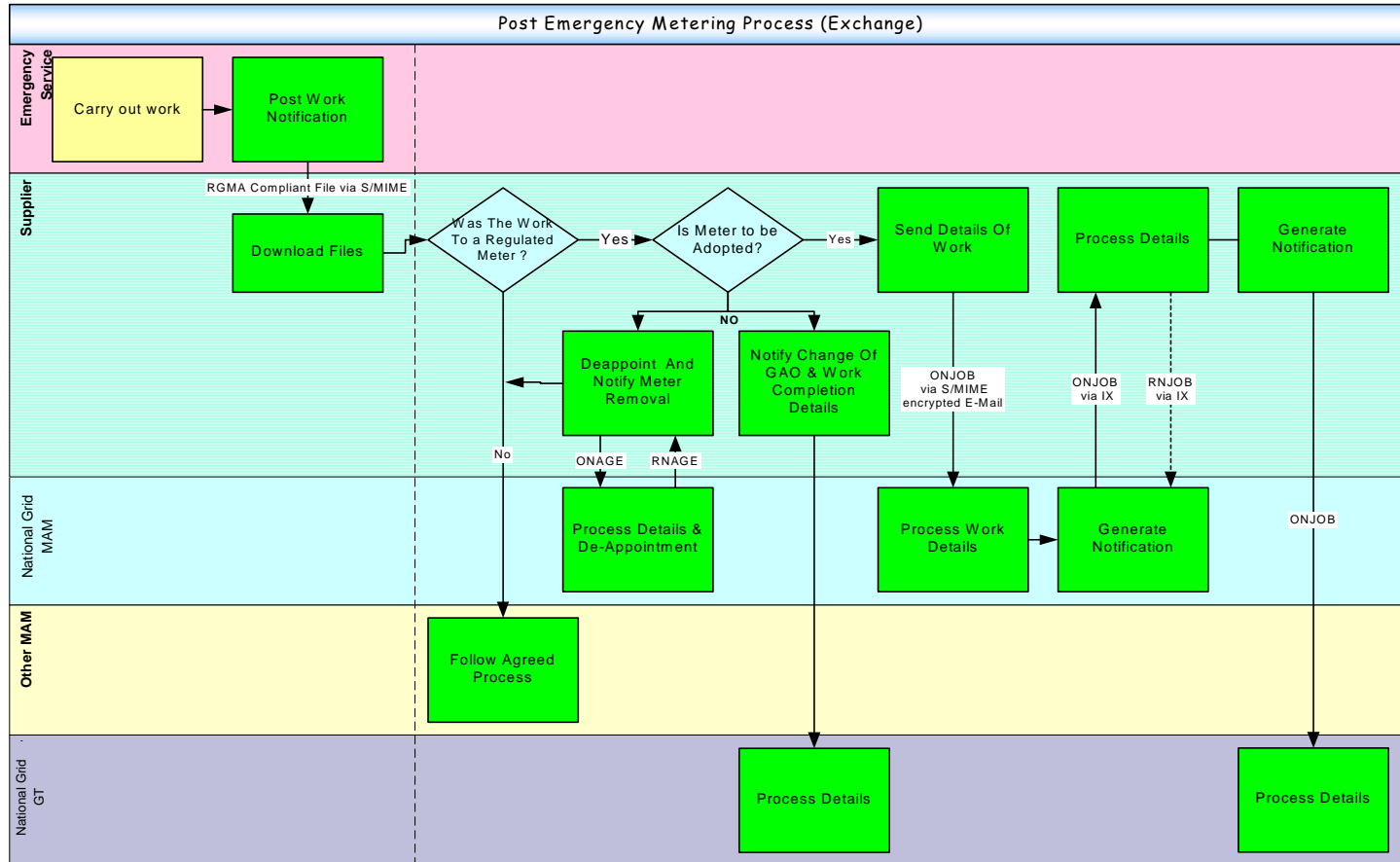


2.20 PEMS High Level Process Flow

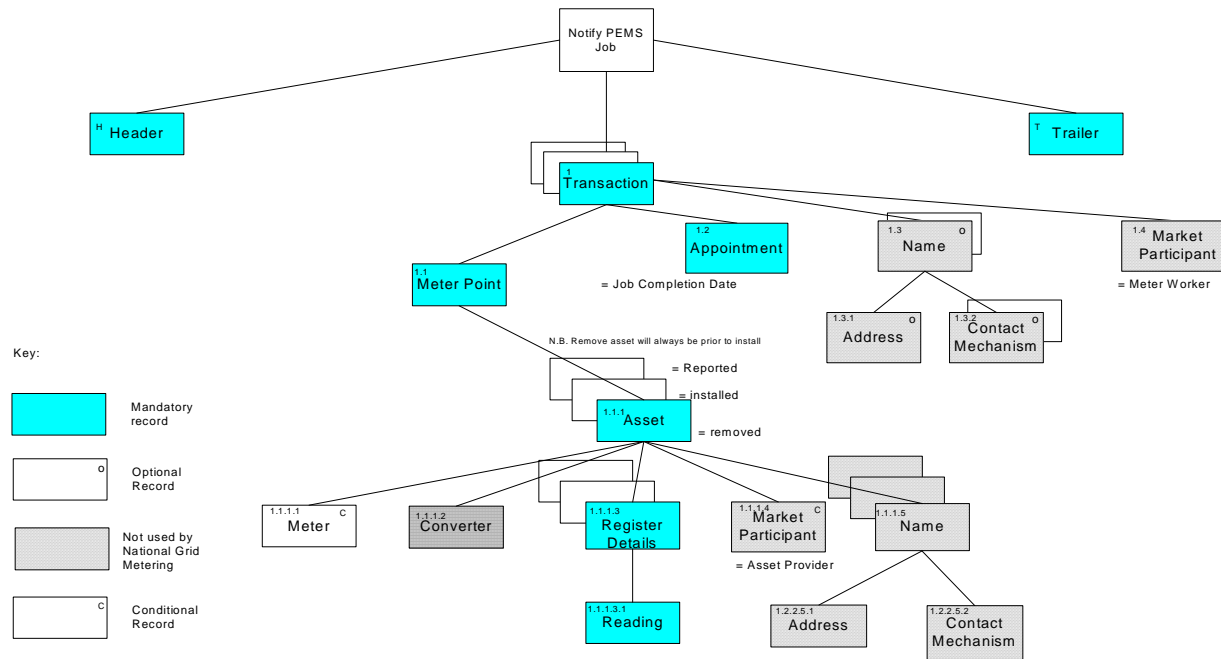
# PEMS – HIGH LEVEL PROCESS



## 2.21 PEMS Process Flow



## 2.22 Receipt of PEMS Heirarchy (ONJOB)



## 2.23 Receipt of PEMS (ONJOB) File Format

The following file format is the expected format of the file which is to be sent to retrospectively to insert the PEMS job into Rainbow. As this is a manual process in this case the header is not validated.

1 Transaction		1 to Many (per File)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*		
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference			
A0144	M	5	Char	Transaction Type Code	*	Values: EXCHG – Exchange	MDD
A0167	O	5	Char	Transaction Type Reason Code	*	Should be populated with valid MDD Values which should specify the reason for the exchange or other visit type.	MDD
A0058	O	15	Char	Cross-Ref Other Internal Job Reference			
A0122	O	15	Char	Cross-Ref Other External Job Reference			
A0142	M	5	Char	Transaction Status Code	*	Values: COMLT – Completed.	MDD
A0057	O	5	Char	Transaction Status Change Reason Code			
A0161	M	1	Char	Market Sector Code	*	Values: D – Domestic	MDD
A0166	O	8	Date	Date of Notice	*		
A0068	O	5	Char	Registration Body	*	Values: OAMI - Value will be returned if provided	
A0069	O	20	Char	Registration Reference	*	OAMI Registration	
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	O	5	Char	Data Update Code	*		MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	O	1	Char	Meter Link Code			MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code		Should be populated with valid MDD Values.	MDD
A0157	C	100	Char	Meter Point Location Notes		Should be populated if A0059 = OTHER	
A0075	O	210	Char	Access Instructions			
A0074	X	9,6	Number	Conversion Factor			
A0073	X	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

1.1.1 Asset		0 to many (per Meter Point)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	O	5	Char	Data Update Code			MDD
A0144	M	5	Char	Transaction Type Code	*	Values: INSTL – Install, REMOVED – Remove	MDD
A0024	M	5	Char	Asset Class Code	*	Values: METER (Meter),	MDD
A0109	X	10	Char	Product Id			MDD
A0163	C	5	Char	Payment Method code	*	Mandated for installations. Values: CR - Credit, PP - Prepayment.	MDD
A0083	C	10	Char	Model Code	*	Mandatory for meter exchanges	MDD
A0060	C	3	Char	Manufacturer Code	*	Mandatory for meter exchanges	MDD
A0021	C	4	Integer	Year of Manufacture	*	Mandatory for meter exchanges	
A0022	C	14	Char	Serial Number	*	Mandatory for meter exchanges	
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This must be entered if the location code is 'Other'.	
A0037	C	2	Char	Asset Status Code	*	Mandatory for Meter/Converter for Installation and Exchanges. Values: AC=Active, CA=Capped, CD=Closed, CL=Clamped,	MDD

						DM=Damaged, FA=Faulty, IN=Inactive, LI=Live, OP=Open, , PD=Phone Line down, RE=Removed, UN=Unknown	
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1.1.1.1 Meter		0 to 1 (per Asset)		Conditional Record, Mandated for the installed asset			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	O	5	Char	Data Update Code			
A0025	M	5	Char	Meter Type Code	*	Values: D _ Diaphragm of Unknown Material, L _ Leather Diaphragm,  S – Synthetic Diaphragm, U – Ultrasonic, Z – Unknown	MDD
A0085	M	5	Char	Meter Mechanism code	*	Values: CM – Coin Meter, CR – Credit, ET – Electronic Token Meter, MT – Mechanical Token Meter, PP – PrePayment, TH – Thrift, U – Unknown	MDD
A0112	O	10,4	Number	Measuring Capacity	*	Values: 0 to 999999,999	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code	*	Values: B – Broken, I – Intact,	MDD
A0149	O	8	Date	OAMI Inspection Date			
A0126	O	5	Char	Role Code	*	T – GAO GT	MDD
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

1.1.1.2 Converter		0 to 1 (per Asset)		Record Not Required			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONVE	MDD
A0178	C	5	Char	Data Update Code			
A0036	M	5	Char	Conversion basis Code			
A0027	M	9,6	Number	Converter Conversion factor			

1.1.1.3 Register Details		0 to 2 (per Asset)		Mandatory record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	O	5	Char	Data Update Code			
A0124	M	5	Char	Register Type Code	*	Values:	MDD

						METER – Meter Register,	
A0121	M	2	Integer	Number of Dials or Digits			
A0123	M	5	Char	Units of Measure			MDD
A0120	M	6,3	Number	Multiplication factor	*		

<b>1.1.1.3.1 Reading</b>		0 to 1 (per Register Details)		<b>Mandatory record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		READG	MDD
A0031	M	8	Date	Reading Date			
A0034	X	2	Integer	Round the Clock			
A0033	M	12	Char	Reading Index		Opening or Closing read	

<b>1.1.1.4 Market Participant</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.1.5 Name</b>		0 to many (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.1.5.1 Address</b>		0 to 1 (per Name)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			

A0018	X	12	Char	Unique Property – Reference Number			
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<b>1.1.1.5.2 Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 to 1 (for each Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		APPNT	MDD
A0019	X	5	Char	Appointment Qualifier Code			
A0138	M	8	Date	Appointment Date From	*	Date the work commenced	
A0139	M	8	Date	Appointment Date To	*	Date the work was completed	
A0019	X	5	Char	Appointment Qualifier Code			
A0140	M	6	Char	Appointment Time From	*	Time the work commenced.	
A0141	M	6	Char	Appointment Time To	*	Time the work was completed	

<b>1.3 Name</b>		0 to 2 (per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

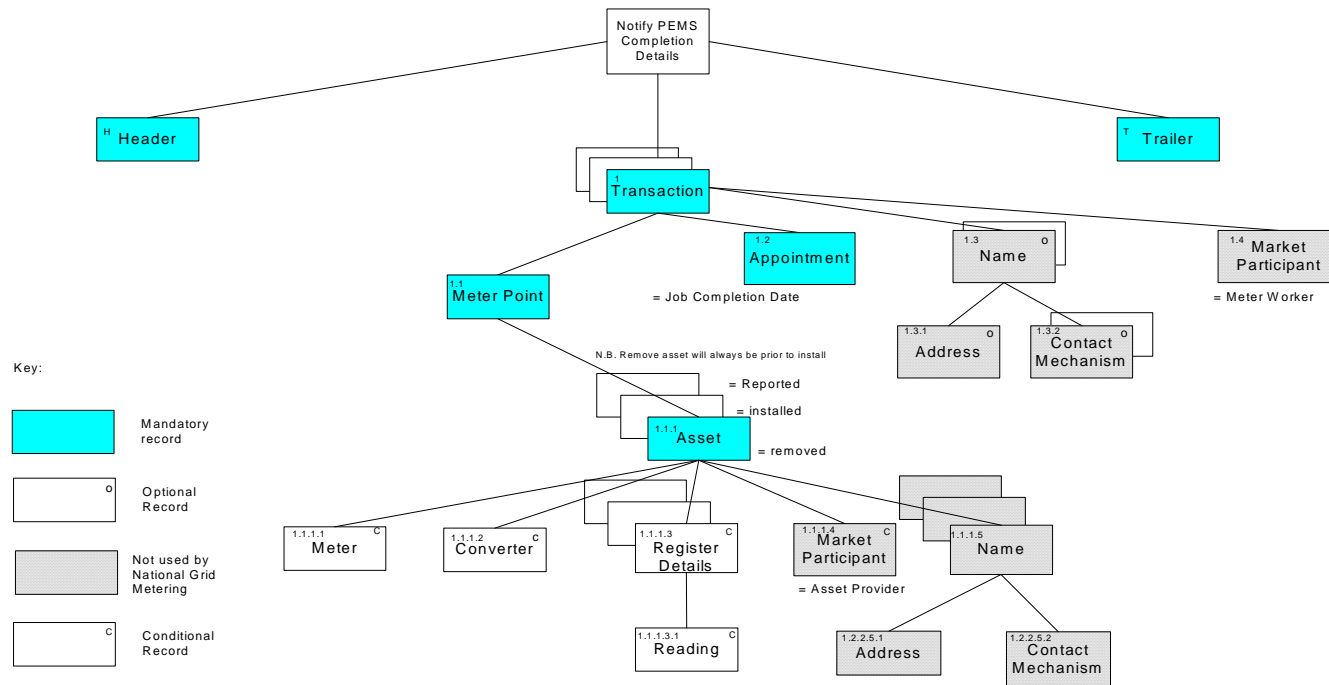


<b>1.3.1 Address</b>		0 to 1 (per name, per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.3.2 Contact Mechanism</b>		0 to many (per Name, per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			
A0106	M	100	Char	Contact Mechanism Value			

<b>1.4 Market Participant</b>		0 to 1 (per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

## 2.24 Notify Work Completion Data Hierarchy (PEMS) ONJOB



## 2.25 Notify Metering Job Completion (PEMS) ONJOB

The following is the format of the file which will be sent once the retrospective job has been input into Rainbow.

1 Transaction		1 to Many (per File)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		TRANS	MDD
A0055	M	15	Char	Transaction Reference	*	Prefix of EMERG	
A0056	O	210	Char	Transaction Comment			
A0053	M	25	Char	Contract Reference			
A0144	M	5	Char	Transaction Type Code	*	Values: EXCHG	MDD
A0167	O	5	Char	Transaction Type Reason Code	*	This value is never returned for PEMS	MDD
A0058	O	15	Char	Cross-Ref Other Internal Job Reference	*		
A0122	O	15	Char	Cross-Ref Other External Job Reference	*	Could be used to reference the original transaction. i.e. GT Job Number	
A0142	M	5	Char	Transaction Status Code	*	Values: COMLT – Completed.	MDD
A0057	X	5	Char	Transaction Status Change Reason Code			
A0161	M	1	Char	Market Sector Code	*	Values: D – Domestic	MDD
A0166	X	8	Date	Date of Notice	*		
A0068	C	5	Char	Registration Body	*	A0068 & A0069 negates the need for block 1.4 Values: OAMI Mandatory for Connections & Disconnections.	
A0069	C	20	Char	Registration Reference	*	The relevant registration reference.	
A0081	X	8	Date	Effective From Date			
A0082	X	8	Date	Effective To Date			

1.1 Meter Point		1 (per Transaction)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MTPNT	MDD
A0178	X	5	Char	Data Update Code	*		MDD
A0072	M	10	Integer	Meter Point Reference Number			
A0076	M	1	Char	Meter Link Code			MDD
A0077	X	2	Char	Meter Point Status			MDD
A0059	O	2	Char	Location Code			MDD
A0157	C	100	Char	Meter Point Location Notes	*	Must be entered if the Location Code is 'Other'.	
A0075	O	210	Char	Access Instructions			
A0074	M	9,6	Number	Conversion Factor		Values: 0.000001 to 999.999999	
A0073	O	8	Date	Last Inspection Date			
A0164	X	9,3	Number	Metering Pressure			

1.1.1 Asset		0 to many (per Meter Point)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ASSET	MDD
A0178	C	5	Char	Data Update Code	*	Must be provided if any of the data is being updated Values: FOUND – Found, RMOVD – Removed or Missing, UPDTE – Updates Contained Within-	MDD
A0144	M	5	Char	Transaction Type Code	*	Values: INSTL – Install, REMOV – Remove,	MDD
A0024	M	5	Char	Asset Class Code	*	Values: METER (Meter),	MDD
A0109	X	10	Char	Product Id			MDD
A0163	O	5	Char	Payment Method code	*	Values: CR - Credit, PP - Prepayment.	MDD
A0083	C	10	Char	Model Code	*	Mandatory for meter installations and exchanges	MDD
A0060	C	3	Char	Manufacturer Code	*	Mandatory for meter installations and exchanges	MDD
A0021	C	4	Integer	Year of Manufacture	*	Mandatory for meter installations and exchanges	
A0022	C	14	Char	Serial Number	*	Mandatory for meter installations and exchanges	
A0059	O	2	Char	Location Code			MDD
A0158	C	100	Char	Asset Location Notes	*	This must be entered if the location code is 'Other'.	
A0037	C	2	Char	Asset Status Code	*	Mandatory for Meter for Installation and Exchanges. Values: AC=Active, CA=Capped, CD=Closed,	MDD

						CL=Clamped, DM=Damaged, FA=Faulty, IN=Inactive, LI=Live, OP=Open,  PD=Phone Line down, RE=Removed, UN=Unknown	
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1.1.1.1 Meter		0 to 1 (per Asset)		Mandatory Record			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		METER	MDD
A0178	C	5	Char	Data Update Code	*	Must be provided if any of the data is being updated <u>Values:</u> FOUND – Found, RMOVD – Removed or Missing, UPDTE – Updates Contained Within	
A0025	C	5	Char	Meter Type Code	*	Mandated for installed asset. <u>Values:</u> D - Diaphragm of Unknown Material, L - Leather Diaphragm,  S – Synthetic Diaphragm, U – Ultrasonic, Z – Unknown	MDD
A0085	C	5	Char	Meter Mechanism code	*	Mandated for installed asset. <u>Values:</u> CM – Coin Meter, CR – Credit, ET – Electronic Token Meter, MT – Mechanical Token Meter, PP – PrePayment, TH – Thrift, U – Unknown	MDD
A0112	C	10,4	Number	Measuring Capacity	*	Must be provided to the Supplier if it cannot be deduced. <u>Values:</u> 0 to 999999,999	
A0079	X	1	Char	Meter Usage Code			
A0044	O	5	Char	Collar Status Code	*	<u>Values:</u> B (Broken), I (Intact),	MDD
A0149	O	8	Date	OAMI Inspection Date		Always provided for new installations	
A0126	C	5	Char	Role Code	*	Mandatory for install records, i.e. A0144 = INSTL or EXCHG. <u>Values:</u> T - GAO GT.	MDD
A0160	X	8	Date	Last Refurbished Date			
A0194	X	7,2	Number	Pulse Value			

<b>1.1.1.2 Converter</b>		0 to 1 (per Asset)		<b>Record will not be sent</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONVE	MDD
A0178	C	5	Char	Data Update Code			
A0036	M	5	Char	Conversion basis Code			
A0027	M	9,6	Number	Converter Conversion factor			

<b>1.1.1.3 Register Details</b>		0 to 2 (per Asset)		<b>Mandatory record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		REGST	MDD
A0178	C	5	Char	Data Update Code	*	Must be provided if any of the data is being updated <u>Values:</u>  UPDTE – Updates Contained Within	
A0124	M	5	Char	Register Type Code	*	<u>Values:</u>  METER – Meter Register,	MDD
A0121	C	2	Integer	Number of Dials or Digits	*	Mandatory for meter exchanges or installations <u>Values:</u> 4-10	
A0123	C	5	Char	Units of Measure	*	Mandatory for meter exchanges or installations <u>Values:</u> SCFH – Standard Cubic Feet per hour, SCMH – Standard Cubic Metres per hour	MDD
A0120	C	6,3	Number	Multiplication factor	*	Mandatory for meter exchanges or installations	

<b>1.1.1.3.1 Reading</b>		0 to 1 (per Register Details)		<b>Mandatory</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		READG	MDD
A0031	M	8	Date	Reading Date			
A0034	X	2	Integer	Round the Clock			
A0033	M	12	Char	Reading Index			

<b>1.1.1.4 Market Participant</b>		0 to 1 (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			

<b>1.1.1.5 Name</b>		0 to many (per Asset)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		NAME	MDD
A0107	M	5	Char	Person Type Code			
A0088	O	6	Char	Title			
A0089	O	4	Char	Initials			
A0090	O	30	Char	Surname			
A0100	X	100	Char	Person Notes			
A0101	X	30	Char	Access Password			

<b>1.1.1.5.1 Address</b>		0 to 1 (per Name)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>Contact Mechanism</b>		0 to many (per Name per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.2 Appointment</b>		1 to 1 (for each Transaction)		<b>Mandatory Record</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		APPNT	MDD
A0019	X	5	Char	Appointment Qualifier Code			
A0138	M	8	Date	Appointment Date From	*	Date the work commenced	
A0139	M	8	Date	Appointment Date To	*	Date the work was completed. Where the job was completed within 1 working day, then only the appointment from date will be populated	

A0019	X	5	Char	Appointment Qualifier Code			
A0140	M	6	Char	Appointment Time From	*	Time the work commenced. Format: HHMMSS	
A0141	M	6	Char	Appointment Time To	*	Time the work was completed Format: HHMMSS	

<b>1.3.1 Address</b>		0 to 1 (per name, per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		ADDRS	MDD
A0102	M	5	Char	Address Type Code			
A0003	O	210	Char	Address Text			
A0004	O	40	Char	Sub Building Name_Number			
A0006	O	40	Char	Building Name_Number			
A0007	O	40	Char	Dependent Thoroughfare			
A0008	O	40	Char	Thoroughfare			
A0009	O	40	Char	Double Dependent Locality			
A0010	O	40	Char	Dependent Locality			
A0011	O	40	Char	Post Town			
A0012	O	40	Char	County			
A0013	M	10	Char	Post Code			
A0015	X	7	Integer	Grid Co-ord X			
A0016	X	7	Integer	Grid Co-ord Y			
A0017	X	7	Integer	Grid Co-ord Z			
A0018	X	12	Char	Unique Property – Reference Number			

<b>1.3.2 Contact Mechanism</b>		0 to many (per Name, per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		CONTM	MDD
A0049	M	5	Char	Contact Mechanism Code			MDD
A0106	M	100	Char	Contact Mechanism Value			

<b>1.4 Market Participant</b>		0 to 1 (per Transaction)		<b>Record not required</b>			
Attribute Number	Optional or Mandatory	Field Length	Field Format	Description	Key	Rules	MDD or TDD
A0177	M	5	Char	Record Identifier		MKPRT	MDD
A0126	M	5	Char	Role Code			
A0064	M	3	Char	Market Participant Abbreviated Name			



### 3 Appendix

#### 3.1 Standard Work Request Template

The completion notes that follow the templates explain the conditionality of the fields and the attribute(s) upon which they are dependant.

MARKET PARTICIPANT		JOB INFORMATION	
Market Participant ID (A0064)		Transaction Reference (A0055)	
Market Participant Location		Job type	
Contact Name (A0088, A0089, A0090)		<b>GAO (Gas Act Owner):</b>	
Contact Mechanism (A0049)		<b>MAM ID</b>	
Contact Mechanism Value (A0106)		<b>MPRN (A0072)</b> Provide Additional information if MPRN n/a:	
Contract Reference (A0053)		<b>Existing Meter Serial Number (A0022):</b>	
CONSUMER DETAILS		Market Sector Code	
Contact Name (A0088, A0089, A0090)		Order Date	
Contact Mechanism (A0049)		Appointment Date (A0138)	
Contact Mechanism Value (A0106)		Time Band (A0140)	
		Specific conversion factor required? Y/N	
		<b>Additional Information:</b>	
JOB ADDRESS		ALTERNATIVE CONTACT/ADDRESS DETAILS	
Sub-Building Name/Number (A0004)		Address Type Code (A0102)	
Building Name (A0006)		Contact Name (A0088, A0089, A0090)	
Building Number (A0006)		Building Name/Number (A0006)	
Thoroughfare (A0008)		Thoroughfare (A0008)	
Post Town (A0011)		Post Town (A0011)	
Postcode (A0013)		Postcode (A0013)	
Meter Location Code (A0059)		Contact Mechanism (A0049)	
<b>Asset Location Notes (A0158)</b>		Contact Mechanism Value (A0106)	
ACCESS INSTRUCTIONS (A0075)			
ACCESS PASSWORD (A0101)		CARE CATEGORY (A0039)	
HOUSING required? (Y):			
Meter Capacity Above 11scmh			
EXISTING DETAILS:		REQUIRED DETAILS:	
METER TYPE (A0025)			
METER CAPACITY (A0112)		METER MODEL	
Meter Capacity Below 11 scmh			
EXISTING DETAILS:		REQUIRED DETAILS:	
Meter Mechanism (A0085):		Meter Mechanism (A0085):	
<b>JOB DESCRIPTION/SPECIAL INSTRUCTIONS:</b>			
<b>DECLARATIONS:</b> SEPARATE ARRANGEMENTS WILL NEED TO BE MADE FOR ALL ON SITE PURGING & APPLIANCE RECOMMISSIONING FOLLOWING NEW INSTALLATION WORK BY NATIONAL GRID METERING.			
<b>Signed:</b> ..... <b>Date:</b> .....			
The Supplier warrants that this request is made in accordance with the conditions set out in the Agreement and General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar Gauge and, if applicable, The General Conditions of Contract for Adversarial Meter Works.			

### 3.2 Standard Work Request Template Completion Notes

To be used for Standard Work and Adversarial Meterworks for the removal of a diaphragm meter having a capacity greater than 11 scmh, but not exceeding 160 scmh.

1. All mandatory information must be provided
2. A shaded background indicates that the field is mandatory
3. Bold text within an attribute field indicates that the field is conditional

<b>MARKET PARTICIPANT</b>	
M	MARKET PARTICIPANT ID: The Supplier Name (Shortcode).
O	MARKET PARTICIPANT LOCATION: Where the Originator operates from more than one location.
M	CONTACT NAME: The Full Name of the originator of the Work Request.
M	CONTACT MECHANISM: The contact details of the originator, e.g. Tel, Facsimile.
M	CONTACT MECHANISM VALUE: The contact details of the originator, e.g. Telephone Number/Facsimile Number.
M	CONTRACT REFERENCE: The contract reference the supplier has with the service provider.

<b>CONSUMER DETAILS or details of Supplier Rep on site for adversarial meter work</b>	
C	CONTACT NAME: The Title, Initials and Surname of the Consumer/Supplier Rep . Mandatory for AMW.
C	CONTACT MECHANISM: The contact details for the Consumer/Supplier Rep, e.g. Tel. Mandatory for AMW.
C	CONTACT MECHANISM VALUE: The contact details of consumer/Supplier Rep e.g. Telephone Number/Facsimile Number. Mandatory for AMW.

<b>JOB INFORMATION</b>	
M	TRANSACTION REFERENCE: The Work Request Reference, which must be unique to each Supplier & can be used to track the work & order the job.
M	JOB TYPE: i.e. install, exchange, remove or other visit.
C	GAO (Gas Act Owner): This field is mandatory if the meter to be removed, as part of a meter exchange, is owned by a 3 <sup>rd</sup> Party.
C	MAM ID: Mandatory if GAO = S.
C	MPRN: Meter Point Reference Number (if unavailable, the reason must be provided in the 'additional information' field).
C	EXISTING METER SERIAL NUMBER: MSN of the meter currently in situ. Mandatory for remove and exchange.
O	ORDER DATE: Date that the Work Request is raised.
M	APPOINTMENT DATE: The date that the Appointment should take place on.
O	TIME BAND: The time slot within which work is to commence (e.g. 10:00 – 12:00) for D. If this is not specified, the job will be booked at any time.
M	MARKET SECTOR CODE: D: Domestic, I: I&C, as defined under the Utility Act.
M	SPECIFIC CONVERSION FACTOR REQUIRED: Y/N response required
C	ADDITIONAL INFORMATION: This field is mandatory where the MPRN cannot be provided (e.g. The reason the MPRN was not available, details to assist in locating the asset, or any other additional information to support the request).

<b>JOB ADDRESS</b>	
C	SUB-BUILDING NAME/NUMBER: The Name and/or Number of a recognised subdivision of the job address. Either this, or one of the next two fields should be completed.
C	BUILDING NAME: The Name of the job address. Either this or the next field should be completed.
C	BUILDING NUMBER: The number of the job address. Either this or the previous field should be completed.
M	THOROUGHFARE: The main street associated with the job address.
M	POST TOWN: The name of the town in which the address lies.
M	POSTCODE: The postcode of the job address.
O	METER LOCATION CODE: The code representing the location of the asset.

C	ASSET LOCATION NOTES: Additional to Meter Location Code. Must be added if the Location Code is 'Other', or for new install, enough info should be provided to facilitate installation.
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ALTERNATIVE CONTACT/ADDRESS DETAILS	
O	ADDRESS TYPE CODE: Code, which defines the type of address usage, e.g. CONT – Contact.
O	CONTACT NAME: The Title, Initials and Surname of the Alternative Contact.
O	BUILDING NAME/NUMBER: The Name and/or Number of the Alternative Contact Address.
O	THOROUGHFARE: The main street associated with the Alternative Contact Address.
O	POST TOWN: Town.
O	POSTCODE: The postcode of the Alternative Contact Address.
O	CONTACT MECHANISM: The contact details for the Alternative Contact, e.g. Tel.
O	CONTACT MECHANISM VALUE: The contact details for the Alternative Contact e.g. Telephone number

ACCESS INSTRUCTIONS	
O	ACCESS INSTRUCTIONS: Information to facilitate a site visit.

ACCESS PASSWORD/PERSON NOTES	
O	ACCESS PASSWORD: The Password required to gain access to the person's property.
O	CARE CATEGORY/DESCRIPTION: Code or text to define the type of condition a person may have, e.g. Code 04 – Aged 60+ (see MDD values for alternatives)

HOUSING	
O	HOUSING required? 'Yes' indicating that Housing is required. If blank then assume not required. Only for above 11scmh requests.

ABOVE 11scmh ONLY	
<b>EXISTING DETAILS:</b>	
O	METER TYPE: Code defining the type of the existing meter, e.g. Diaphragm.
O	METER CAPACITY: The QMAX of the existing meter (maximum volume of gas that can be passed through the asset per hour).
<b>REQUIRED DETAILS:</b>	
M	METER MODEL: The required diaphragm meter model.

BELOW 11scmh ONLY	
<b>EXISTING DETAILS:</b>	
O	METER MECHANISM: Code describing the payment mechanism of the existing meter.
<b>REQUIRED DETAILS:</b>	
M	METER MECHANISM: Code describing the payment mechanism of the required meter.

JOB DESCRIPTION/SPECIAL INSTRUCTIONS	
C	A full explanation of the work required if work = "other visit" e.g. clamp.

### 3.3 Quotation Request for Non-Standard Work Template

The completion notes that follow the templates explain the conditionality of the fields and the attribute(s) upon which they are dependant.

MARKET PARTICIPANT		JOB INFORMATION	
Market Participant ID (A0064)		MPRN (A0072)	
Market Participant Location		Job Type	
Contact Name (A0088, A0089, A0090)		National Grid to provide housing? Y	
Contact Mechanism (A0049)		National Grid to provide base? Y	
Contact Mechanism Value (A0106)		Is installation to existing housing? Y	
Transaction Reference (A0055)		Service Pressure	
Contract Reference (A0053)		Metering Pressure (A0164)	
		Specific conversion factor required? Y/N	
CONSUMER DETAILS		Booster/Compressor Y/N	
Contact Name (A0088, A0089, A0090)		Appointment Date (A0138)	
Contact Mechanism (A0049)		Project Reference	
Contact Mechanism Value (A0106)		Load Control Type	
JOB ADDRESS		ALTERNATIVE CONTACT/ADDRESS DETAILS	
Sub-Building Name/Number (A0004)		Address Type Code (A0102)	
Building Name (A0006)		Building Name/Number (A0006)	
Building Number (A0006)		Thoroughfare (A0008)	
Thoroughfare (A0008)		Post Town (A0011)	
Post Town (A0011)		Postcode (A0013)	
Postcode (A0013)		Contact Name (A0088, A0089, A0090)	
Asset Location Code (A0059)		Contact Mechanism (A0049)	
Asset Location Notes (A0158)		Contact Mechanism Value (A0106)	
ACCESS INSTRUCTIONS (A0075):			
ACCESS PASSWORD:	CARE CATEGORY / DESCRIPTION:		
ADDITIONAL INFORMATION:			
EXISTING ASSETDETAILS		REQUIRED ASSET DETAILS	
Existing Asset Serial Number (A0022)		Measuring Capacity (A0112) = QMAX for meter	
Model Code (A0083)		Measuring Capacity (A0112) = QMIN for meter	
Logger/Converter?		Converter?	
Meter Type (A0025)		Enhancements	
Gas Act Owner			
Asset Provider			
JOB DESCRIPTION/SPECIAL INSTRUCTIONS:			
Signed:..... Date: .....			
The Supplier warrants that this request is made in accordance with the conditions set out in the Agreement and General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar Gauge and, if applicable, The General Conditions of Contract for Adversarial Meter Works			

### 3.4 Quotation Request for Non-Standard Work Template Completion Notes

1. All mandatory information must be provided
2. A shaded background indicates that the field is mandatory for at least one work type (i.e. Install, exchange, remove, alteration.)
3. Bold text within an attribute field indicates that the field is conditional for at least one work type
4. Bold text and shaded background means that the field is either mandatory or conditional for at least one job type.
5. On submission of the quotation National Grid Metering will allocate a Quotation Reference, which must be provided by the customer when submitting a subsequent Work Request.

MARKET PARTICIPANT				
Install	Exchange	Remove	Alteration	

Conditionality				Attribute
M	M	M	M	MARKET PARTICIPANT ID: The Supplier Name (Shortcode).
O	O	O	O	MARKET PARTICIPANT LOCATION: Relevant when the Originator operates from more than one location.
M	M	M	M	CONTACT NAME: The Full Name of the originator of the Quotation Request.
M	M	M	M	CONTACT MECHANISM: The contact details for the Originator, e.g. Tel, Facsimile.
M	M	M	M	CONTACT MECHANISM VALUE: The contact details for the Originator, e.g. Telephone Number, Facsimile Number.
O	O	O	O	TRANSACTION REFERENCE: The Work Request Reference, which must be unique to each Supplier & can be used to track the work & order the job.
M	M	M	M	CONTRACT REFERENCE: The contract reference the supplier has with the service provider.

CONSUMER DETAILS				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
C	C	C	C	CONTACT NAME: The Title, Initials and Surname of the Consumer. Must be provided unless contact is to be made via supplier contact details given above.
C	C	C	C	CONTACT MECHANISM: The contact details for the Consumer, e.g. Tel/Facsimile. Must be provided unless contact is to be made via supplier contact details given above.
C	C	C	C	CONTACT MECHANISM VALUE: The contact details for the Consumer, e.g. Telephone Number, Facsimile Number. Must be provided unless contact is to be made via supplier contact details given above.

JOB INFORMATION				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
C	C	C	C	MPRN: Meter Point Reference Number. (If unavailable, the reason must be provided in the 'Additional Information' field).
M	M	M	M	JOB TYPE: Confirm whether install, exchange, remove or, alteration. Note: where an alteration job is in connection with a new gas service, please provide details within the "Additional Information" field.
O	O	O	O	NATIONAL GRID TO PROVIDE HOUSING? If left blank National Grid will assume "no".
O	O	O	O	NATIONAL GRID TO PROVIDE BASE? If left blank National Grid will assume "no".
O	O	O	O	IS INSTALLATION TO EXISTING HOUSING? If left blank National Grid will assume "no".
M	C	O	C	SERVICE PRESSURE: LP (Low Pressure), MP (Medium Pressure), IP (Intermediate Pressure). Must be provided for Exchange or Alteration if new service is installed.

M	M	X	X	METERING PRESSURE: The Metering Pressure required at the inlet of the meter; measured in millibars.
M	M	X	C	SPECIFIC CONVERSION FACTOR REQUIRED? Y/N response required.
O	O	O	O	APPOINTMENT DATE: Indicative substantial completion date.
O	O	O	O	PROJECT REFERENCE: Allows Suppliers to advise National Grid Metering of other related jobs which may require a coordinated approach. i.e. concurrent work at other MPRNS at the same site.
M	M	X	X	LOAD CONTROL TYPE: Indicate Constant, Modulating or On/Off to assist in validating meter type.
M	M	X	X	BOOSTER/COMPRESSOR: Confirm if a booster is present or is going to be installed, as this may determine the type of meter installed.

JOB ADDRESS				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
C	C	C	C	SUB-BUILDING NAME/NUMBER: The Name and/or Number of a recognised sub-division of the job address. Either this, or one of the next two fields should be completed.
C	C	C	C	BUILDING NAME: The Name of the job address. Either this or the next field should be completed.
C	C	C	C	BUILDING NUMBER: The Number of the job address. Either this or the previous field should be completed.
M	M	M	M	THOROUGHFARE: The main street associated with the job address.
M	M	M	M	POST TOWN: The name of the town in which the address lies.
M	M	M	M	POSTCODE: The postcode of the job address.
O	O	O	O	ASSET LOCATION CODE: The relevant RGMA code.
M	C	X	M	ASSET LOCATION NOTES: A Map/DRAWI/IWIng is required. For exchanges if new service.

ALTERNATIVE CONTACT/ADDRESS DETAILS				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
O	O	O	O	ADDRESS TYPE CODE: Code, which defines the type of address usage, e.g. CONT – Contact.
O	O	O	O	CONTACT NAME: The Title, Initials and Surname of the Alternative Contact.
O	O	O	O	BUILDING NAME/NUMBER: The Name and/or Number of the Alternative Contact Address.
O	O	O	O	THOROUGHFARE: The main street associated with the Alternative Contact Address.
O	O	O	O	POST TOWN: Town.
O	O	O	O	POSTCODE: The postcode of the Alternative Contact Address.
O	O	O	O	CONTACT MECHANISM: The contact details for the Alternative Contact, e.g. Tel.
O	O	O	O	CONTACT MECHANISM VALUE: The contact details for the Alternative Contact, e.g. Telephone Number.

ACCESS INSTRUCTIONS				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
C	C	C	C	ACCESS INSTRUCTIONS: Information to facilitate a site visit if any special access instructions are necessary.

ACCESS PASSWORD/PERSON NOTES	
O	ACCESS PASSWORD: The Password required to gain access to the person's property.
O	CARE CATEGORY/DESCRIPTION: Code or text to define the type of condition a person may have, e.g. Code 04 – Aged 60+ (see + MDD values for alternatives)

ADDITIONAL INFORMATION				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
C	C	C	O	ADDITIONAL INFORMATION: This field is mandatory where the MPRN cannot be provided (e.g. the reason why the MPRN was not available, details to assist in locating the asset, or any other additional information deemed necessary to support the request).

EXISTING ASSET DETAILS				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
X	C	C	O	EXISTING METER SERIAL NUMBER: MSN of the meter currently in situ.
X	C	O	O	MODEL CODE: Model Name of the Meter currently in Situ.
O	O	O	O	LOGGER/CONVERTOR? Indicate whether a logger/convertor is present on site.
X	O	O	O	METER TYPE: Code defining the Type of the Existing Meter, e.g. Diaphragm.
X	C	X	X	GAO(Gas Act Owner) mandatory where a 3 <sup>rd</sup> party meter is exchanged for a National Grid owned meter.
X	C	X	X	ASSET PROVIDER Mandated for exchanges where GAO owner is Supplier or Consumer.

REQUIRED METER DETAILS				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
C	C	X	O	MEASURING CAPACITY: The <u>QMAX</u> required for the new meter (maximum volume of gas that can be passed through the asset per hour).For meter only.
C	C	X	C	MEASURING CAPACITY: The <u>QMIN</u> required for the new meter (minimum volume of gas that can be passed through the asset per hour).For meter only.
M	M	X	O	CONVERTER? Indicate whether the asset requires a Converter.
O	O	X	O	ENHANCEMENTS: Specify any enhancements required, e.g BMS interface for Energy Management capability.

JOB DESCRIPTION/SPECIAL INSTRUCTIONS				
Conditionality				Attribute
Install	Exchange	Remove	Alteration	
M	M	M	M	A full explanation of the work required, e.g. specific instructions including on site purging & appliance recommissioning etc.

### 3.5 Supplier Request for Standard OFGEM Meter Accuracy Test (OFMAT)

V 2.1

The completion notes that follow the templates explain the conditionality of the fields and the attribute(s) upon which they are dependant.

MARKET PARTICIPANT		JOB INFORMATION	
Market Participant ID (A0064)		Transaction Reference (A0055)	
Market Participant Location		Job type	<u>OFMAT</u>
Contact Name (A0088, A0089, A0090)		<b>MPRN (A0072) Provide Additional information if MPRN n/a:</b>	
Contact Mechanism (A0049)		Existing Meter Serial Number (A0022):	
Contact Mechanism Value (A0106)		Market Sector Code	
Contract Reference (A0053)		Order Date	
<b>CONSUMER DETAILS</b>		Appointment Date (A0138)	
Contact Name (A0088, A0089, A0090)		Time Band (A0140)	
Contact Mechanism (A0049)		<b>Additional Information:</b>	
Contact Mechanism Value (A0106)			
<b>JOB ADDRESS</b>		<b>ALTERNATIVE CONTACT/ADDRESS DETAILS</b>	
<b>Sub-Building Name/Number (A0004)</b>		Address Type Code (A0102)	
<b>Building Name (A0006)</b>		Contact Name (A0088, A0089, A0090)	
<b>Building Number (A0006)</b>		Building Name/Number (A0006)	
Thoroughfare (A0008)		Thoroughfare (A0008)	
Post Town (A0011)		Post Town (A0011)	
Postcode (A0013)		Postcode (A0013)	
Meter Location Code (A0059)		Contact Mechanism (A0049)	
<b>Asset Location Notes (A0158)</b>		Contact Mechanism Value (A0106)	
ACCESS INSTRUCTIONS (A0075)			
ACCESS PASSWORD (A0101)		CARE CATEGORY (A0039)	
<b>Signed:..... Date: .....</b>			
As per contract			



### 3.6 Ofgem Meter Accuracy Test (OFMAT) Completion Notes

1. All mandatory information must be provided
2. A shaded background indicates that the field is mandatory.
3. Bold text within an attribute field indicates that the field is conditional.
4. Bold text and shaded background means that the field is either mandatory or conditional

<b>MARKET PARTICIPANT</b>	
M	MARKET PARTICIPANT ID: The Supplier Name (Shortcode).
O	MARKET PARTICIPANT LOCATION: Where the Originator operates from more than one location.
M	CONTACT NAME: The Full Name of the originator of the Work Request.
M	CONTACT MECHANISM: The contact details of the originator, e.g. Tel, Facsimile.
M	CONTACT MECHANISM VALUE: The contact details of the originator, e.g. Telephone Number/Facsimile Number.
M	CONTRACT REFERENCE: The contract reference the supplier has with the service provider.

<b>CONSUMER DETAILS or details of Supplier Rep on site for adversarial meter work</b>	
M	CONTACT NAME: The Title, Initials and Surname of the Consumer/Supplier Rep .
M	CONTACT MECHANISM: The contact details for the Consumer/Supplier Rep, e.g. Tel.
M	CONTACT MECHANISM VALUE: The contact details of consumer/Supplier Rep e.g. Telephone Number/Facsimile Number.

<b>JOB INFORMATION</b>	
M	TRANSACTION REFERENCE: The Work Request Reference, which must be unique to each Supplier & can be used to track the work & order the job.
M	JOB TYPE: i.e. install, exchange, remove or other visit.
C	MPRN: Meter Point Reference Number (if unavailable, the reason must be provided in the 'additional information' field).
M	EXISTING METER SERIAL NUMBER: MSN of the meter currently in situ.
M	MARKET SECTOR CODE: D: Domestic, I: I&C, as defined under the Utility Act.
O	ORDER DATE: Date that the Work Request is raised.
M	APPOINTMENT DATE: The date that the Appointment should take place on.
O	TIME BAND: The time slot within which work is to commence (e.g. 10:00 – 12:00) for D. If this is not specified, the job will be booked at any time.
M	SPECIFIC CONVERSION FACTOR REQUIRED: Y/N response required
C	ADDITIONAL INFORMATION: This field is mandatory where the MPRN cannot be provided (e.g. The reason the MPRN was not available, details to assist in locating the asset, or any other additional information to support the request).

<b>JOB ADDRESS</b>	
C	SUB-BUILDING NAME/NUMBER: The Name and/or Number of a recognised subdivision of the job address. Either this, or one of the next two fields should be completed.
C	BUILDING NAME: The Name of the job address. Either this or the next field should be completed.
C	BUILDING NUMBER: The number of the job address. Either this or the previous field should be completed.
M	THOROUGHFARE: The main street associated with the job address.
M	POST TOWN: The name of the town in which the address lies.
M	POSTCODE: The postcode of the job address.
O	METER LOCATION CODE: The code representing the location of the asset.
C	ASSET LOCATION NOTES: Additional to Meter Location Code. Must be added if

	the Location Code is 'Other', or for new install, enough info should be provided to facilitate installation.
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<b>ALTERNATIVE CONTACT/ADDRESS DETAILS</b>	
<input type="checkbox"/>	ADDRESS TYPE CODE: Code, which defines the type of address usage, e.g. CONT – Contact.
<input type="checkbox"/>	CONTACT NAME: The Title, Initials and Surname of the Alternative Contact.
<input type="checkbox"/>	BUILDING NAME/NUMBER: The Name and/or Number of the Alternative Contact Address.
<input type="checkbox"/>	THOROUGHFARE: The main street associated with the Alternative Contact Address.
<input type="checkbox"/>	POST TOWN: Town.
<input type="checkbox"/>	POSTCODE: The postcode of the Alternative Contact Address.
<input type="checkbox"/>	CONTACT MECHANISM: The contact details for the Alternative Contact, e.g. Tel.
<input type="checkbox"/>	CONTACT MECHANISM VALUE: The contact details for the Alternative Contact e.g. Telephone number

<b>ACCESS INSTRUCTIONS</b>	
<input type="checkbox"/>	ACCESS INSTRUCTIONS: Information to facilitate a site visit.

<b>ACCESS PASSWORD/PERSON NOTES</b>	
<input type="checkbox"/>	ACCESS PASSWORD: The Password required to gain access to the person's property.
<input type="checkbox"/>	CARE CATEGORY/DESCRIPTION: Code or text to define the type of condition a person may have, e.g. Code 04 – Aged 60+ (see MDD values for alternatives)

### 3.7 Examples of Letters used for Quotations

#### 3.8 I&C - QUOTATION LETTER

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic (where provided)*

Supplier Contact Name  
*Supplier Company Name*  
*Supplier Address*  
Supplier Address  
*Supplier Address*  
*Postal Town*  
*Postcode*

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

I am pleased to provide you with a quotation for works in accordance with the National Grid General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar.

This quotation is produced on the basis that the information provided in the request is correct. Your acceptance of the quotation will be taken to mean that you also accept that the stated assumptions are correct. If it is later determined, by either party prior to works commencing on site, that any stated assumption is significantly incorrect, National Grid Metering will determine whether the quotation shall be varied or withdrawn. Works will only then commence if any variation is agreed in line with the relevant General Conditions of Contract.

To accept the quotation please submit a work request via IX, as outlined in the Rainbow Manual, or complete the enclosed Acceptance Form and return it to the above National Grid Metering's office.

Please note that this quotation is valid for 90 days from the date specified in the quotation.

Please use the National Grid Metering's Reference, which is at the top of the letter, on any future correspondence relating to this request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

QUOTATION

National Grid Metering's Reference: *italic*  
Customer Reference: *italic (where provided)*

Date: *dd/month name/yy (date of printing document)*

Re: *Site Name and Address*

Full Description of Works to be carried out by National Grid Metering:

*(free text from offline system)*

Full Description of Works to be carried out by Third Parties:

*(free text from offline system)*

Indicative Lead Time from Acceptance to Physical Commencement: *italic*

**Contract sum (excluding V.A.T.): £ *italic***

**Analysis of Costs (all costs exclude V.A.T.)**

Labour:	£ <i>italic</i>
Meter Bypass:	£ <i>italic</i>
Meter Housing:	£ <i>italic</i>
Ancillary Materials: <i>italic</i>	£ <i>italic</i>
Other: <i>italic</i>	£ <i>italic</i>
Other: <i>italic</i>	£ <i>italic</i>
Other: <i>italic</i>	£ <i>italic</i>
Total costs:	£ <i>italic (same as contract sum)</i>

Meter Housing Details (if required):

Length: *italics* mm      Depth: *italic* mm      Height: *italic* mm  
Minimum Ventilation: *italic* sq. cm

Meter Housing Base (if required):

Length: *italics* mm      Depth: *italic* mm      Height: *italic* mm

Outlet Termination Size: *italic* mm

Special Features/Terms/Conditions:

*Italic*

Liquidated Damages (sum per day)(excluding V.A.T.):      £ *italic*

Liquidated Damages (monetary cap)(excluding V.A.T.):      £ *italic*

QUOTATION ACCEPTANCE FORM

National Grid Metering's Reference: *italic*  
Customer's Reference:

F.A.O.  
I&C Work Planning Team  
National Grid Metering Ltd  
Abbott's Lane  
Coventry  
CV1 4AY

Re: *Site Name and Address*

Contract sum (excluding V.A.T.): £ *italic*

\* I confirm on behalf of my Company that I accept the above referenced quotation for the conduct of works as detailed therein, and here by certify on behalf of my Company that no additional terms and conditions (other than those set out in the quotation) are required.

OR

\* I confirm on behalf of my Company that the above referenced quotation for the conduct or works as detailed therein is acceptable to my Company provided that (in addition to the conditions set out in the quotation [if any]) the General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar in respect of the works are modified by the incorporation of the terms and conditions annexed hereto.

**(\* Delete as appropriate)**

Save as set out above, I confirm that my Company agrees to be bound in connection with the works by the National Grid General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar (as amended by the quotation).

Commencement

Permission to organise directly with site contact Yes / No

Earliest date site ready for work to commence  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Anticipated date gas required on site \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed on behalf of the Company

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Signature:  
\_\_\_\_\_

### 3.9 I&C - ACKNOWLEDGEMENT OF ACCEPTANCE

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

Thank you for returning the Quotation Acceptance Form for the above quotation. This was received on *dd/month name/yy*.

A Planning Letter will be issued to you within 5 working days of the above receipt date.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.10 I&C - PLANNING LETTER

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

In accordance with National Grid's General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar applicable on date of issue, I am please to advise you of the following dates under contract:

**Physical Commencement Target Date:** *italic*

**Substantial Completion Target Date:** *italic*

**Final Completion Target Date:** *italic*

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd



### 3.11 I&C - FINAL COMPLETION

National Grid Metering's Ref: *italic*

Customer's Ref: *italic*

*Supplier Contact Name*

*Supplier Company Name*

*Supplier Address*

*Supplier Address*

*Supplier Address*

Postal Town

*Postcode*

Date: *dd/month name/yy*

Telephone Number: *italic*

Fax Number: *italic*

e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

I am pleased to confirm that Final Completion for the above reference work was achieved on *dd/month name/yy*.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith

Customer Services Manager

National Grid Metering Ltd

### 3.12 I&C - JOB CANCELLED

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic (where provided)*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

Please be aware that the works referenced above have been cancelled because:

*free text from offline system*

If you wish for the works to proceed, a new quotation request must be received by National Grid Metering.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.13 I&C - MANUFACTURER REQUEST

I&C - Manufacturer Request

National Grid Metering's Ref: *italic*

*Manufacturer Contact Name*  
*Manufacturer Company Name*  
*Manufacturer Address*  
*Manufacturer Address*  
*Manufacturer Address*  
*Postal Town*  
*Postcode*

Date: *dd/month name/yy*

Telephone Number: *italic*

Fax Number: *italic*

e-mail address: *italic*

Re: *Site Name and Address*

Please find attached a request, and necessary information, for the design and quotation of a meter installation for the above site.

**Please note that the design and quotation must be returned to the above contact by *dd/month name/yy*. (the following working day after the date of this letter)**

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.14 I&C - PLANNING DATES REQUEST

I&C - Planning Dates Request

National Grid Metering's Ref: *italic*

Date: *dd/month name/yy*

Telephone Number: *italic*

Fax Number: *italic*

e-mail address: *italic*

Re: *Site Name and Address*

Please be aware that the above quotation was accepted on *dd/month name/yy*. Please provide dates for the fields below (in line with contractual Standards of Service for work completion):

**Planned Date for Physical Commencement:**

**Planned Date for Substantial Completion:**

**Planned Date for Final Completion:**

**Please note that the above dates must be returned by *dd/month name/yy*. (two working days after the date of this letter)**

An indicative lead time, from Acceptance to Physical Commencement, of **(numeric value, entered manually)** working days was provided at the time of quotation.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.15 I&C - QUOTATION EXPIRED

I&C - Quotation Expired

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic (where provided)*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

The above quotation was issued by National Grid Metering on *dd/month name/yy (date of printing quote)*. The quotation was valid for a period of 90 days.

Please be aware that this period has now lapsed, and consequently, the quotation has expired. If you wish for the works to proceed, a new quotation request must be received by National Grid Metering.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.16 I&C - QUOTATION VARIATION

National Grid Meterings' Ref: *italic*  
Customer's Ref: *italic (where provided)*

Supplier Contact Name  
*Supplier Company Name*  
*Supplier Address*  
Supplier Address  
*Supplier Address*  
*Postal Town*  
*Postcode*

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

Please find below a quotation variation for works in accordance with the National Grid General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar Transactional Meter Works contract.

The variation is as a result of:

*free text from offline system*

**Variation sum: £ *italics***

To accept the quotation, please complete the enclosed Variation Acceptance Form and return it to the above National Grid Metering's office.

Please note that this quotation variation is valid for 10 working days from the date above.

Please use the National Grid Metering's Reference, which is at the top of the letter, on any future correspondence relating to this request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

QUOTATION VARIATION ACCEPTANCE FORM

National Grid Metering's Reference: *italic*  
Customer's Reference:

F.A.O.  
I&C Work Planning Team  
National Grid Metering Ltd  
Abbott's Lane  
Coventry  
CV1 4AY

Re: *Site Name and Address*

Variation sum (excluding V.A.T.): £ *italic*

I confirm on behalf of my Company that I accept the above referenced quotation variation for the conduct of works as detailed therein on behalf of my Company.

I confirm that my Company agrees to be bound in connection with the works by the National Grid General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar (as amended by the quotation).

Signed on behalf of the Company

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 3.17 I&C - REJECTION OF ACCEPTANCE

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

Thank you for returning the Quotation Acceptance Form for the above quotation. This was received on *dd/month name/yy*.

Unfortunately, we are unable to process your acceptance for the following reason(s):

*free text from offline system*

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd



### 3.18 I&C - RE-PLANNED DATES REQUEST

National Grid Metering's Ref: *italic*

Date: *dd/month name/yy*

Telephone Number: *italic*

Fax Number: *italic*

e-mail address: *italic*

Re: *Site Name and Address*

Following notification of a delay in works, please provide new dates for the fields below (in line with contractual Standards of Service for work completion):

**New Physical Commencement Target Date:**

**New Substantial Completion Target Date:**

**New Final Completion Target Date:**

**Please note that the above dates must be returned by *dd/month name/yy*. (two working days after the date of this letter)**

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.19 I&C - RE-PLANNING LETTER

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

In accordance with National Grid's General Conditions of Contract for Transactional Meter Works Not Exceeding 7 Bar applicable on date of issue, I am please to advise you of the following dates under contract:

These dates have been replanned and supersede any previous notification

**Physical Commencement Target Date:** *italic*

**Substantial Completion Target Date:** *italic*

**Final Completion Target Date:** *italic*

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.20 I&C - REQUEST ACCEPTED

National Grid Metering's Ref: *italic*  
Customer Ref: *italic (where provided)*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
*Postal Town*  
*Postcode*

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

Thank you for your quotation request for meterworks at the above site. The request was received by National Grid Metering on the *dd/month name/ccyy*. Your request is being progressed and you will be contacted in due course.

Please use the National Grid Metering's Reference, which is at the top of the letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.21 I&C - REQUEST DEFERRED

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic (where provided)*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
*Postal Town*  
*Postcode*

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

Thank you for your quotation request for meterworks at the above site. The request was received by National Grid Metering on the *dd/month name/ccyy*.

Unfortunately, we are currently unable to process your quotation request for the following reason(s):

*free text from offline system*

Your request will remain deferred for a period of two working days from the date of this letter (D+2). If the requested information is not returned within this period, the request will be rejected.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.22 I&C - REQUEST REJECTED

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic (where provided)*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

Thank you for your quotation request for meterworks at the above site. The request was received by National Grid Metering on the *dd/month name/ccyy*.

Unfortunately the request has been rejected for the following reason(s):

*free text from offline system*

If you wish to receive a quotation please submit a new request.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.23 I&C - SITE SURVEY REQUEST

National Grid Metering's Ref: *italic*

Date: *dd/month name/yy*

Telephone Number: *italic*

Fax Number: *italic*

e-mail address: *italic*

Re: *Site Name and Address*

Please find attached a Site Survey request for the above address.

**Please note that the Site Survey details must be returned to the above contact by *dd/month name/yy*. (two working days after the date of this letter)**

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this quotation request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.24 I&C - SUBSTANTIAL COMPLETION

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

I am pleased to confirm that Substantial Completion for the above reference work was achieved on *dd/month name/yy*.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd

### 3.25 I&C - WORK DELAY

National Grid Metering's Ref: *italic*  
Customer's Ref: *italic*

*Supplier Contact Name*  
*Supplier Company Name*  
*Supplier Address*  
*Supplier Address*  
*Supplier Address*  
Postal Town  
Postcode

Date: *dd/month name/yy*

Telephone Number: *italic*  
Fax Number: *italic*  
e-mail address: *italic*

Dear *Supplier Contact Name*

Re: *Site Name and Address*

I am writing with regard to the quotation accepted on *dd/month name/yy* for the above site.

Unfortunately, a site delay has occurred due to the following reason(s):

*free text from offline system*

A new Planning Letter will issued to you as soon as possible.

Please use the National Grid Metering Reference, which is at the top of this letter, on any correspondence relating to this request.

If you have any queries, please contact the team on the number above.

Yours sincerely

Jane Smith  
Customer Services Manager  
National Grid Metering Ltd



**3.26 Provision of MPRN following acceptance of work and before commencement of work**



NATIONAL GRID ONLY
Date Received:
Ref:

**Provision of MPRN following acceptance of work and before commencement of work**

Supplier Information	Work information
Supplier name or Short Code:	Supplier ref no.
Originator (name of person):	NGM Quote/Job Ref:
	Date of submission:
Phone No:	MPRN

Job Address	
Property No:	
Property Name:	
Street Name:	
District:	
Postal Town:	
Postcode:	

Signed:..... Print
Name:.....

**3.27 Table for determining Meter Model from Q max**

Meter Size	Design Capacity (Qnom)			Max Capacity (Qmax)		
	ft3/hr	m3/hr	kW/hr	ft3/hr	m3/hr	kW/hr
U6	212	6	63	212	6	63
U16	565	16	169	565	16	169
U25	883	25	264	883	25	264
U40	1412	40	422	1412	40	422
U65	2160	61	646	2296	65	686
U100	3530	100	1055	3530	100	1055
U160	4830	137	1444	5650	160	1689

**CV**

**38 MJ/m3**

### 3.28 MDD / TDD Values

Contained below is a comprehensive list of the MDD / TDD values which will be used by Rainbow. Where a \* appears this item will be TDD.

Data Item Reference	Data Item Name	Values Code	Description
A0102	Address Type Code		
A0103	Address Type Description	CONS MTRPT SITE	Customer/Consumer Meter Point Site

The address can be for different locations, this field indicates which location it refers to.

Data Item Reference	Data Item Name	Values Code	Description
A0019	Appointment Qualifier Code		
A0020	Appointment Qualifier Description		

Catered for in A0140 Slot times therefore the codes as specified by RGMA will not be used in Rainbow.

Data Item Reference	Data Item Name	Values Code	Description
A0024	Asset Class Code		
A0152	Asset Class Description	BOX BYPAS CONVR DTLGR METER	Box e.g. Meter box Bypass Converter Data logger Meter

The asset record can refer to different asset types, this data item provides the type of asset.

Data Item Reference	Data Item Name	Values Code	Description
A0037	Asset Status Code		
A0038	Asset Status Description	AC CA CD CL DM FA IN LI OP  PD RE  UN	Active Capped Closed Clamped Damaged Faulty InActive Live Open  Phone Line Down Removed  Unknown

This data item provides information as to the status of the asset.

Data Item Reference	Data Item Name	Values Code	Description
A0039	Care Category Code		
A0040	Care Category Description	03	SEUC Unclassified
		04	Aged 60+
		05	Blind
		06	Braille User
		07	Poor Sight
		08	Deaf
		09	Poor Hearing
		10	Poor Speech
		11	Poor Sense of Smell
		12	Arthritic Hands
		13	Arthritic All
		14	Poor Walking
		15	Wheelchair
		16	Bedridden
		17	Mental Handicap
		18	Confused
		19	Serious Illness
		20	Other
		21	Heart Condition
		22	Breathing Difficulty

This record provides customer care information which is passed to the meter worker.

Data Item Reference	Data Item Name	Values Code	Description
A0044	Collar Status Code		
A0045	Collar Status Description	B	Broken
		I	Intact

This data item provides collar status.

Data Item Reference	Data Item Name	Values Code	Description
A0049	Contact Mechanism Code		
A0050	Contact Mechanism Description	EMAIL	E-Mail
		FAX	Facsimile
		MOBIL	Mobile Phone
		PAG	Pager
		POST	Letter sent land/sea/airmail
		TEL	Telephone
		TEX	Telex
		VISIT	Visit

This data item is used to indicate the contact mechanism, the field A0106 contains the detail e.g. if the contact mechanism code is EMAIL, A0106 would contain the e-mail address.

Data Item Reference	Data Item Name	Values Code	Description
A0036	Conversion Basis Code	T	Temperature
		PT	Pressure & Temperature
		CPT	Compressibility, Pressure & Temperature

Indicates the variables the Converter compensates for.

Data Item Reference	Data Item Name	Values Code	Description
A0178	Data Update Code		
A0014	Data Update Code Description	FOUND	Found
		UPDTE	Updates contained within
		RMOVD	Removed or Missing

Indicates the reason for the data update.

Data Item Reference	Data Item Name	Values Code	Description
A0187	File Usage Code		
A0169	File Usage Description	PRDCT	Production
		TST01	Test 01
		TST02	Test 02
		TST03	Test 03

Used in the file header to indicate whether the contents are actual production files or test files.

Data Item Reference	Data Item Name	Values Code	Description
A0179	File Type Code		
A0196	File Type Description	ORJOB	Request Job
		ONJOB	Notify Metering Job
		RNJOB	Response to Work Completion
		ORQUO	Request Metering Quote
		ONQUO	Notify Metering Quote
		RNQUO	Response to Quotation
		ONAGE	Notify Change of Agent
		ONUPD	Notify Update Metering Details
		RNUPD	Reponses to Notify Update Metering Details
		*OSENQ	Query Submission File
		*ONENQ	Query Notification File
		*RNENQ	Response to Query Notification File
		*OSUPD	Customer Data Updates
		MAP	Meter Asset Prices Report
		*AWH/IWH	Asset Works Ad-Hoc Adjustment Invoice
		*AWI/IWI	Asset Works Invoice
		*MAH/IAH	Metering Asset Ad Hoc Adjustment Invoice
		*MAJ/IAJ	Metering Asset Standard Adjustment Invoice
		*MAV/IAV	Metering Asset Invoice
		*MDA/GDA	Invoice Asset Detail File - Adjustments
		*MDC/GDC	Invoice Asset Daily Count File
		*MDN/GDN	Invoice Asset Detail File
		RESPN	Responses
		*MFV/IFV	Pre Appointment Liquidated Damages (PALD) Invoice

\*MFN/GFN PALD Invoice Asset Detail File  
 \*MFC PALD Asset Daily Count File

Used in the file header to indicate the contents of the associated records.  
 Files RNJOB, RNQUO, RNUPD, RNENQ are all Supplier response files. These are optional files which the Supplier can use if they choose to reject a file.  
 ORQUO, ONQUO, RRQUO and RNQUO are all out of scope for Separation.

Data Item Reference	Data Item Name	Values Code	Description
A0059	Location Code		
A0150	Location description		
		00	Unknown
		01	Cellar
		02	Under Stairs
		03	Hall
		04	Kitchen
		05	Bathroom
		06	Garage
		07	Canteen
		08	Cloakroom
		09	Cupboard
		10	Domestic Science
		11	Front Door
		12	Hall Cupboard
		13	Kitchen Cupboard
		14	Kitchen under sink
		15	Landing
		16	Office
		17	Office Cupboard
		18	Outside WC
		19	Pantry
		20	Porch
		21	Public Bar
		22	Rear of Shop
		23	Saloon Bar
		24	Shed
		25	Shop Front
		26	Shop Window
		27	Staff Room
		28	Store Room
		29	Toilet
		30	Under Counter
		31	Waiting Room
		32	Meter box Outside
		98	Other
		99	Outside

Indicates the location of the Meter Point or Asset.

Data Item Reference	Data Item Name	Values Code	Description
A0060	Manufacturer Code		
A0061	Manufacturer Description		
		AM	Alder & MacKay
		AS	Adcock & Shipley
		BGW	Begwaco
		BGL	British Gas Light Ind
		BRA	Braddock
		BW	Bradley & West
		CHE	Cheltenham Meters

DEL	Delta
DR	Dresser
EMI	Thorn EMI
EUR	Eurometers
GG	George Glover
GL	Glynwed
GMC	Gas Meter Co Ltd
GW	George Wilson
HIL	Holmes-In-Line
HOC	Holmes Connorsville
IGA	IGA
IGT	IGA Turbines
IMA	IMAC
INS	Instromet
INV	Invensys
JEA	Jeavons/ Krom/Schroder
JR	J Robinson & Co
KRO	Krom/Schroder
LG	Landis and Gyr
MAG	Magnol Computers
MET	Metropolitan Gas Meters Ltd
MM	Milnes Meters
MTL	Meters Ltd
NFC	Nottigham Flows Ltd
NP	Nuovo Pignone
ORM	George Orme
OT	Other – not codified
PC	Parkinson Cowan
PCC	PC Computers
PE	Peebles & Co Ltd
RCK	Rockwell
RMG	RMG
ROM	Roment
ROO	Roots Ltd
SCH	Schlumberger Industries
SGR	Singer
SIE	Siemens
SM	Smith Meters
SP	Sawer & Purves
TB	T Braddock
TG	T Glover
UGI	UGI
UNK	Unknown
VAL	Valor
VAN	Vanda Meters Ltd
WBC	W B Cowan
WCH	W.C. Holmes & Co
WLK	Wilkinsons
WLN	Wilson
WLY	Willey

List of meter manufacturer codes

**N.B** The following list of Market Participants will be updated prior to Cutover once RGMA has been updated.

Data Item Reference	Data Item Name	Values Code	Description
A0064	Market Participant Name	Abbreviated	
A0065	Market Participant Name	Abbreviated	418 Scottish and Southern Energy
		ACC	Accord
		AEG	Atlantic Electric & Gas Ltd

AGA	Total FinaElf Gas & Power Ltd
AGI	AGIP UK Ltd
AGM	Midlands Gas Ltd
AGS	TXU Europe AH Online Ltd
AMD	TXU Europe AHGD Ltd
AME	Amerada Gas Supply Service Ltd
ANG	Enron Direct
BGR	Belgrave Gas Ltd
BPG	BP Gas Ltd
BUS	British Gas Trading
CNG	Contract Natural Gas Ltd
CUS	Customer
CWF	Countrywide Energy
EAS	Ownlabel Energy Ltd
ELT	Elf Trading Sa
EME	Powergen Energy Plc
EMI	East Midlands Ind Shipper Ltd
ENP	Enron Capital&Trade Ltd
ENG	Eastern Natural Gas RTL Ltd
FLO	Flogas Uk Plc
GDI	Gas-Direct Ltd
GUK	Npower Northern Ltd
GLC	Fortum Energy Plus Ltd
GTM	National Grid Metering
IEU	Independent Energy UK Ltd Npower Business Services
KER	Kerr-McGee Gas UK Ltd
KIN	Powergen Gas Ltd
LED	EDF Trading Ltd
LEP	London Electricity Plc
MFE	Meterfit North East
MFW	Meterfit North West
MID	Midland Sales Ltd
MGS	Morgan Stanley & Co Int Ltd.
MOB	Mobile Gas Ltd
MeterPlus	MeterPlus
MUL	Monal Utilities Ltd
NES	Fortum Gas Ltd
NGD	Npower Commercial Gas Ltd Npower Business Accounts
NGS	Natural Gas Shipping Services
NOR	International Power Ltd
NPO	Powergen UK Plc
NPW	Innogy
NSG	North Dea Gas Ltd
OFG	Ofgas
POW	Powergen UK Plc
QED	Quantum Gs Management Plc
QGM	Quantum Energy Distribution Ltd
QUA	Shell Gas Direct Ltd
RAG	Rhurgas A.K.Tienge Sellschaft
REE	Reepham Ltd
REW	Gaz de France Marketing Ltd
RGG	Regent Gas
SCP	Scottish Power Energy Trading Ltd
SEM	Sema Energy Europe Ltd
SGL	Sterling Gas Ltd
SMS	Siemens Metering
SOG	Beacon Gas Ltd
STA	Statoil UK Gas Ltd
STE	TXU Europe AHST Ltd
STT	Statoil UK GasLtd



	SWE	Western Gas Ltd
	TCG	Npower Gas Ltd
	TEX	Shell Gas Direct 2
	TOT	Total Gas Marketing Ltd
	TRA	National Grid
	UMS	Utility Metering Service
	UNI	TXU Europe AET Ltd
	UTG	Union Texas Gas Ltd
	UUL	United Utilities Plc
	VEC	Vector Gas Ltd
	VOL	Gaz de France solutions Ltd
	YKE	Yorkshire Energy Ltd

List of market participants

Data Item Reference	Data Item Name	Values Code	Description
A0161	Market Sector Code		
A0162	Market Sector Description		
		D	Domestic as defined by the Utility Act
		I	Industrial & Commercial as defined by the Utility Act

Used in the transaction record to indicate whether the consumer is domestic or I & C.

Data Item Reference	Data Item Name	Values Code	Description
A0076	Meter Link Code		(Freestanding, Prime, Sub)
		F	Free Standing

Primes and Subs work requests will not be rejected, requests will be dropped into WIP.

Data Item Reference	Data Item Name	Values Code	Description
A0085	Meter Mechanism Code		
A0086	Meter Mechanism Description		
		CM	Coin Meter
		CR	Credit
		ET	Electronic Token Meter
		MT	Mechanical Token Meter
		PP	Prepayment
		TH	Thrift
		U	Unknown

Data item is used to indicate the payment method of the meter.

Data Item Reference	Data Item Name	Values Code	Description
A0077	Meter Point Status Code		
A0078	Meter Point Status Description		
		CA	Capped
		DE	Dead
		LI	Live
		OT	Other
		PL	Planned
		SP	Spin Capped

Data item is used to provide information on the status of the meter point.

Data Item Reference	Data Item Name	Values Code	Description
A0079	Meter Usage Code		

A0080 Meter Usage Code Description

Not used by

Data Item Reference	Data Item Name	Values Code	Description
A0025	Meter Type Code		
A0026	Meter Description	D	Diaphragm of unknown material
		L	Leather diaphragm
		R	Rotary
		S	Synthetic Diaphragm
		T	Turbine
		U	Ultrasonic
		Z	Unknown

Data item indicates the meter measurement mechanism

Data Item Reference	Data Item Name	Values Code	Description
A0083	Model Code		
A0084	Model Description		
			As per RGMA

Data Item Reference	Data Item Name	Values Code	Description
A0193	Outcome Code		
		ACCPT	Accepted
		REJCT	Rejected

Used in the response file to indicate whether the file was accepted or rejected

Data Item Reference	Data Item Name	Values Code	Description
A0163	Payment Method Code		
A0168	Payment Method Description		
		CR	Credit
		PP	Pre-payment

Data item is used to indicate payment method.

Data Item Reference	Data Item Name	Values Code	Description
A0107	Person Type Code		
A0108	Person Type Description		
		ASSPR	Asset Provider
		CCMP	Connection Company
		CKEY	Contact for Key
		CLAND	Contact land lord
		CONS	Consumer/Customer
		CONT	Contact
		CREP	Contact to report to
		CSITE	Site Contact
		CTENT	Contact Tenant
		GAO	Gas Act Owner
		KEYH	Key Holder
		MAM	Meter Asset Manager
		MTWK	Meter Worker
		REQ	Requestor of job or query
		TIOWN	Title Owner
		UNCON	Unconnected asset address

This information is used in the **Name** dataset for works and is not passed to the meter worker. Only the Surname and other details in the dataset are sent to meter worker.

Data Item Reference	Data Item Name	Values Code	Description
A0201	Price Type Code		
A0202	Price Type Description		
		I	Installation
		M	Maintenance
		P	Provisional
		T	Total summed amount

Data item used to provide indication of what the price information relates to.

Data Item Reference	Data Item Name	Values Code	Description
A0203	Price Unit Code		
A0204	Price Unit Description		
		PPD	Pence per day

Data item provides details of the pricing unit in the Price records.

Data Item Reference	Data Item Name	Values Code	Description
A0177	Record Identifier		
A0165	Record Identifier Description		
		ACTON	Action
		ADDRS	Address
		APPNT	Appointment
		ASSET	Asset
		CARE	Care Detail
		CONTM	Contact Mechanism
		CONVE	Converter
		HEADR	Header
		METER	Meter
		MKPRT	Market Participant
		MTPNT	Meter Point
		NAME	Name
		PRDCT	Product
		PRICE	Price (Quote)
		READG	Reading
		REGST	Register Detail
		REJFL	Reject File
		REJRS	Reason – Rejected Records
		RESPN	Response
		TRAIL	Trailer
		TRANS	Transaction
		TROUT	Transaction Outcome
		*CHRG	Charge Details
		*CONTM	Requestor's Details
		*BNKAC	Bank Account
		*INSUM	Invoice Summary
		*INVAT	VAT Rate Summary
		*INGSM	Geographic Area Summary
		*INJVS	Job Type/VAT Rate Summary
		*INBSM	Charge Band Invoice Summary
		*INBAS	Charge Band Standard Adjustment Summary
		*INBHS	Charge Band Ad Hoc Adjustment Summary
		*INRAD	Invoice Remittance Advice

	*INJBD	Work Invoice Job Detail
	*INJHA	Work Invoice Ad Hoc Adjustment Summary
	*INRID	Invoice Remittance Advice Item Detail
	*INVOI	Invoice Identifier
	*JOBIN	Job
	*QUERY	Query Details
	*INIVS	Charge Item / VAT Rate Summary

This data item is used to indicate the type of record

Data Item Reference	Data Item Name	Values Code	Description
A0124	Register Type Code		
A0125	Register Type Description		
		CORR	Corrected Converter Register
		METER	Meter Register
		UNCOR	Uncorrected Converter Register

This data item is used to indicate which register the reading relates to.

Data Item Reference	Data Item Name	Values Code	Description
A0068	Registration Body		
		OAMI	Ofgem Authorised meter Installer
		CORGI	

Data Item Reference	Data Item Name	Values Code	Description
A0190	Response Code		
A0191	Response Description		

TM ref.

**ADVERSARIAL METER WORK OPERATIVE HIRE REQUEST**  
(for Meters with a capacity of less than 11scmh)

<p><b>1. Customer's Request Order</b></p> <p>Originator: Market Participant Code: Contact: Contact's telephone No: Market Sector Code:</p>	<p>Contract Ref: Order Number (Transaction Reference): Order Date: Fax Number: Email address: Meter Link Code:</p>
--	--

**2. Type of Request (tick one box)**

2 Hour Appt (Time.....)
  AM only
  PM only
  All Day

**3. Date of Hire:** \_\_\_\_\_

Agent: \_\_\_\_\_  
Agent's Contact No: \_\_\_\_\_

**4. Geographical Area:**  
e.g. town, borough, district etc

5. Job Address(s)	6. MPRN	7. M.S. No.	8. Action Taken
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

<p><b>TRANSCO USE ONLY</b></p> <p>Hire Date: Cust Advised Date: Transco Operative:</p>	<p>Transco Contact: Fax. No.: Telephone No. Invoiced Date:</p>
--	--

10. AMW Hire Site Verification/Variation				
TRANSCO				
			<b>CUSTOMER REPRESENTATIVE</b>	
			Arrival time:	
			Departure Time:	
			Operative Name:	
			Signature:	

Submit for application and return on completion to Transco Metering

**3.29 Adversarial Meter Works Request Form (< 11scm)**

### **3.30 Adversarial Meter Works Request Form (> 11scm)**

For diaphragm meters up to 160 scmh use Standard Request form. For other meters use Quotation form.

### 3.31 Exceptions Procedures re below 7 bar meter works

#### 1. Job requested as 'Standard' meter work – site conditions found to be more complicated than expected

##### Medium pressure service

##### a) U6/E6 size meters

It will normally be possible for the National Grid Craftsperson (TCP) to complete the meter work in one visit, as the TCP carries one MP regulator as part of his normal materials. If it is not possible, due for example to the TCP having already used the MP regulator elsewhere, the job will be rescheduled to take place as soon as possible, and this shall count as a reason for an extension of time, i.e. G&OS compensation or LDs shall not apply.

##### b) Large diaphragm meters

It will not be possible to complete the meter work in one visit as a quotation will be required (and the TCP does not carry the necessary equipment). The original work request will be terminated, and the Supplier will be informed of this within D+1 of the site visit. Where practicable with the information available, National Grid will subsequently produce a quotation (as soon as possible, and in any event within D+6) and send to the Supplier who requested the work. The quotation will reference the Supplier's work request number.

If any additional information is required to produce a quotation, the Supplier would be informed within D+1 of the further data items needed. If the additional information is not supplied within 5 Working Days of the notification the request will be terminated. If the Supplier wishes to accept the quotation, National Grid will require a new 'Supplier's work request number' as Rainbow will not allow the same request number on two jobs.

##### Non-standard termination / flange

National Grid will attempt to complete the installation and exchange in one visit. If this is not possible (for example due to the need to fabricate a bespoke adapter), the job will be rescheduled to take place as soon as possible, and this shall count as a reason for an extension of time, i.e. G&OS compensation or LDs shall not apply.

National Grid will inform the supplier that it has been unable to carry out the work with D+1 (by means of a manual notification). National Grid will subsequently inform the Supplier of the revised date for the meter work, as agreed with the consumer (again by means of a manual notification).

#### 2. Alterations required in respect of the existing service pipe and / or building work or joinery in the consumer's premises

##### a) U6/E6 size meters

**The job will be terminated and the supplier will be informed within D+1 of the site visit. An abortive visit charge will apply**

b) Large diaphragm meters

**The work will be suspended and the Supplier will be informed of this within D+1 of the site visit. The Supplier will inform National Grid when the meter work can go ahead, such notification to be within 30 Working Days of the site visit, otherwise the job will be terminated. In the event that the job goes ahead, the delay due to the need for modifications at the site will be a reason for an extension of time. So as not to delay the works, National Grid will reserve any long lead time materials for the specific job until the revised date specified by the Supplier.**

**If National Grid is unable to complete the work on the 2<sup>nd</sup> visit due to the alterations not being completed, an abortive call charge will apply.**

### **3. MPRN on service tag found to be different from MPRN on job instructions**

The TCP will undertake an informal 'fuzzy match' of the MPRNs to ascertain if the numbers can easily be reconciled (e.g. two numbers transposed). This will be carried out in conjunction with checking address and consumer details. For new installs and exchanges from competitive to regulated, the MPRN will have been validated on input by the 'base 11 check' (number pattern). For existing National Grid meters, the MPRN will have been validated on input and rejected by Rainbow if a match was not found. Supplier-provided consumer addresses and names would be used in preference to the details on Rainbow.

If it is not possible to reconcile the MPRNs as above, i.e. the numbers are grossly different, the TCP will only go ahead with the work if it is possible to reconcile the job instructions with site conditions by reference to the following additional information:

Consumer name  
Consumer confirms he/she is expecting the job  
Consumer address  
Meter serial number and other meter details of existing meter (if any)

Not all of the above information needs to match absolutely; in particular it may not be possible to reconcile the consumer address in the case of new developments. What is required is a combination of factors that gives the TCP reasonable assurance that the job should proceed. In general, consumer expectation that the work is to be carried out is a key determining factor.

In general, it will not be possible for the TCP to contact the Supplier from site to receive any further information to validate the work instruction, due to the time it is expected to take to contact the relevant Supplier representative (and it is not clear what further information, other than consumer name and address, could be provided by the Supplier). An exception to is large I&C installations where the supplier might be able to provide further information. If the consumer or his representative on site is not able to provide the necessary information, the National Grid meter worker will attempt to contact the relevant Supplier to seek further instructions.

If the TCP goes ahead with the work, National Grid will ensure that the difference between the MPRN in the job instruction and the MPRN found on site is identified back to the Supplier in the comment field on the ONJOB work completion notification. In the case of a multi-day job, National Grid will inform the Supplier of the MPRN mismatch as soon as reasonably practicable (i.e. prior to the work completion notification). If the job does not proceed, the work request will be terminated, and the Supplier will be informed within D+1 of the site visit.

### **4. Meter asset details found to be different from details on job instruction**



If the meter serial number (MSN) is found to be different from that on the job instructions, the TCP will carry out an informal 'fuzzy match' to ascertain if the numbers can be reconciled. This will be carried out in conjunction with checking address and consumer details.

If it is not possible to reconcile the MSNs as above, i.e. the numbers are grossly different, the TCP will only go ahead with the work if it is possible to reconcile the job instructions with site conditions by reference to the following additional information:

Consumer name  
Consumer confirms he/she is expecting the job  
Consumer address  
Existing meter details (type and size)

Not all of the above information needs to match absolutely; in particular it may not be possible to reconcile the consumer address in the case of new developments. What is required is a combination of factors that gives the TCP reasonable assurance that the job should proceed. In general, consumer expectation that the work is to be carried out is a key determining factor.

In general, it will not be possible for the TCP to contact the Supplier from site to receive any further information to validate the work instruction, due to the time it is expected to take to contact the relevant Supplier representative (and it is not clear what further information, other than consumer name and address, could be provided by the Supplier). An exception to this is large I&C installations where the supplier might be able to provide further information. If the consumer or his representative on site is not able to provide the necessary information, the National Grid meter worker will attempt to contact the relevant Supplier to seek further instructions.

If the TCP goes ahead with the work, the fact that there was a difference between the MSN in the job instruction and the MSN found on site will be identified back to the Supplier on the ONJOB work completion notification, identified by the update flag in the relevant dataset. If the job does not proceed, the work request will be terminated, and the Supplier will be informed within D+1 of the site visit.

## 5. Work 'Found Done' etc

The following scenarios apply where the TCP attends site and typically finds that the work requested is not possible because the job has already been carried out.

- Installation of meter requested; asset found on site - job "terminated" with code FD (found done) and meter details updated with those found on site
- Exchange CR meter to PP; PP found on site - as above
- Exchange PP meter to CR; CR found on site - as above
- Exchange CR to CR (i.e. upsize or downsize); different asset found on site - if existing meter is same as that requested then completion will be as above (FD); if existing meter differs from what is recorded on system but is not what has been requested then, subject to the rules in 4 above, the exchange will take place and details of "brought away" meter will be updated with what was found on site.
- Exchange CR to CR (i.e. upsize or downsize); no asset found on site - job terminated as WD (wrong details) and passed back to shipper for query
- Remove meter; no asset found on site - job "terminated" with code FD (found done).

## 6. Consumer refuses meter work

In any case where National Grid attends the premises at the time specified by the Supplier and the consumer refuses to allow the TCP to undertake the meter work as outlined on the job instruction, the job will be terminated, and reported back to the Supplier as 'access denied'. In these circumstances, an abortive call charge would be payable.

7. Standard Meter Exchange requested, where the meter to be exchanged is found to be clamped.

**National Grid and 3rd Party Owned Meters**

Where a meter worker attends site to exchange a meter and finds that a clamp is fitted, the meter worker will, where reasonably practical to do so, remove the clamp in the course of carrying out the exchange work, in accordance with the provisions of the relevant meter works arrangements (Below 7bar and Adversarial).

3.32 PEMS

Invoice Example

National Grid Metering Ltd  
 35 Homer Road  
 Solihull  
 B91 3JQ

**Acme Gas & Electric Ltd**  
 London Road  
 Chalfont St Giles  
 Bucks HP8 1XX  
 VAT Reg No 456123987

Invoice Date 15 Feb 2004

Invoice Number 9000001

**PEMS Invoice – January 2004**

<u>Transaction Type</u>	<u>Transaction Reason</u>	<u>Volume</u>	<u>Unit Rate</u>
<u>Amount Due</u>			
EXCHG	LEAKY	2	40.00
80.00			
EXCHG	FULTY	1	50.00
50.00			
OTVST	UPGRAD	3	50.00
150.00			
OTVST	TAMPM	4	30.00
120.00			
OTVST	CARDM	1	40.00

**Sub-Total 440.00**  
**VAT @ 17.5% 77.00**  
**TOTAL 517.00**

**NB. Unit Rates are for illustrative purposes only.**



Supporting Data Example

**PEMS Invoice – January 2004**

Invoice Number 9000001

**Supporting Data**

<b><u>Notification</u></b>	<b><u>MPR</u></b>	<b><u>ADDRES</u></b>	<b><u>DATE/TIM</u></b>	<b><u>JOB</u></b>
EMERG	1234	23 RAILWAY CUTTINGS, EAST CHEAM,	1/1/04 12:00	EXCHG
EMERG	1235	15TH FLOOR, 100 NELSON MANDELA HOUSE, PECKHAM,	1/1/04 12:00	EXCHG
EMERG	1239	5 BROOKSIDE CLOSE, LIVERPOOL,	5/1/04 12:00	EXCHG
	1236	MEWS COTTAGE, OILDRUM LANE, SHEPHERDS BUSH,	2/1/04 12:00	OTVST
	1237	22B BAKER STREET, LONDON	3/1/04 12:00	OTVST
	1238	10 DOWNING STREET, LONDON,	4/1/04 12:00	OTVST
	1245	43 ALBERT SQUARE, WALFORD, LONDON,	6/1/04 12:00	OTVST
	54612	17 CORONATION STREET, WETHERFIELD,	7/1/04 12:00	OTVST
	54712	41 ALBERT SQUARE, WALFORD, LONDON,	8/1/04 12:00	OTVST
	54812	7 BROOKSIDE CLOSE, LIVERPOOL,	10/1/04 12:00	OTVST
	76532	1 ACACIA AVENUE, SURBITON, SURREY	1/11/04 3:00	OTVST

**Credit Note Example**

**Acme Gas & Electric Ltd**  
London Road  
Chalfont St Giles  
Bucks HP8 1XX

VAT Reg No 456123987

Supporting Data Example

**Credit Note Supporting Data**

Invoice Number 9000002

**Supporting Data**

<b><u>Notification Reference</u></b>	<b><u>MPRN</u></b>	<b><u>ADDRESS</u></b>	<b><u>DATE/TIME</u></b>	<b><u>JOB CODE</u></b>
12367		MEWS COTTAGE, OILDRUM LANE, SHEPHERDS BUSH, LONDON W12 1PP	2/1/04 12:00 AM	OTVST UPGRAD
12378		22B BAKER STREET, LONDON W1N 1NN	3/1/04 12:00 AM	OTVST UPGRAD
765321		1 ACACIA AVENUE, SURBITON, SURREY KT1 1VV	1/11/04 3:00 AM	OTVST CARDM





### 3.33 PEMS Reimbursable/ GT Reportable Table

Columns marked in yellow denote reportable work which the GT carries out within the scope of its license and therefore is not chargeable to Shippers.

#### Work carried out by National Grid emergency services

JOC	NOT ON CONTRACT Category of work	Result	Chargeable to supplier	Reportable to supplier	PEMS Reimbursable
NOC	EMERGENCY WORK	MADE SAFE ONLY,CUST ADVISED TO CONTACT SUPPLIER	EMERG	X	
ECR	EXCHANGED CREDIT METER	DUE TO ESCAPE	LEAKY	X	X
ECR	EXCHANGED CREDIT METER	DUE TO FAULT	FULTY	X	X
ECR	EXCHANGED CREDIT METER	DUE TO DAMAGE	DAMAG	X	
ECR	EXCHANGED CREDIT METER	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
EPP	EXCHANGED PP METER	DUE TO ESCAPE	LEAKY	X	X
EPP	EXCHANGED PP METER	DUE TO DAMAGE	DAMAG	X	
EPP	EXCHANGED PP METER	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
CIG	EXCHANGED CREDIT METER,INLET &REG	DUE TO ESCAPE	LEAKY	X	X
CIG	EXCHANGED CREDIT METER,INLET &REG	DUE TO FAULT	FULTY	X	X
CIG	EXCHANGED CREDIT METER,INLET &REG	DUE TO DAMAGE	DAMAG	X	
CIG	EXCHANGED CREDIT METER,INLET &REG	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
PIG	EXCHANGED PP METER, INLET & REG	DUE TO ESCAPE	LEAKY	X	X
PIG	EXCHANGED PP METER, INLET & REG	DUE TO FAULT	FULTY	X	X
PIG	EXCHANGED PP METER, INLET & REG	DUE TO DAMAGE	DAMAG	X	
PIG	EXCHANGED PP METER, INLET & REG	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
CMI	EXCHANGED CREDIT METER & INLET	DUE TO ESCAPE	LEAKY	X	X
CMI	EXCHANGED CREDIT METER & INLET	DUE TO FAULT	FULTY	X	X
CMI	EXCHANGED CREDIT METER & INLET	DUE TO DAMAGE	DAMAG	X	
CMI	EXCHANGED CREDIT METER & INLET	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
CMG	EXCHANGED CREDIT METER & REG	DUE TO ESCAPE	LEAKY	X	X
CMG	EXCHANGED CREDIT METER & REG	DUE TO FAULT	FULTY	X	X
CMG	EXCHANGED CREDIT METER & REG	DUE TO DAMAGE	DAMAG	X	
CMG	EXCHANGED CREDIT METER & REG	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
PMI	EXCHANGED PP METER & INLET	DUE TO ESCAPE	LEAKY	X	X
PMI	EXCHANGED PP METER & INLET	DUE TO FAULT	FULTY	X	X
PMI	EXCHANGED PP METER & INLET	DUE TO DAMAGE	DAMAG	X	
PMI	EXCHANGED PP METER & INLET	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
PMG	EXCHANGED PP METER & REG	DUE TO ESCAPE	LEAKY	X	X
PMG	EXCHANGED PP METER & REG	DUE TO FAULT	FULTY	X	X
PMG	EXCHANGED PP METER & REG	DUE TO DAMAGE	DAMAG	X	
PMG	EXCHANGED PP METER & REG	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
RIG	REPLACED INLET AND REGULATOR	DUE TO ESCAPE	LEAKY	X	X
RIG	REPLACED INLET AND REGULATOR	DUE TO FAULT	FULTY	X	X
RIG	REPLACED INLET AND REGULATOR	DUE TO DAMAGE	DAMAG	X	
RIG	REPLACED INLET AND REGULATOR	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
RIN	REPLACED INLET	DUE TO ESCAPE	LEAKY	X	X
RIN	REPLACED INLET	DUE TO FAULT	FULTY	X	X
RIN	REPLACED INLET	DUE TO DAMAGE	DAMAG	X	
RIN	REPLACED INLET	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X
REG	REPLACED REGULATOR	DUE TO ESCAPE	LEAKY	X	X
REG	REPLACED REGULATOR	DUE TO FAULT	FULTY	X	X
REG	REPLACED REGULATOR	DUE TO DAMAGE	DAMAG	X	
REG	REPLACED REGULATOR	DUE TO PLANT FAILURE/WATER INGRESS	DAMAG		X

USM	UPGRADED SUB STANDARD METER INSTALLATION	SAFETY ISSUE			X	
URM	UPGRADE REQ'D OF METER INSTALLATION	ADVICE ONLY			X	
URM	UPGRADE REQ'D OF METER INSTALLATION	METER DAMAGED			X	
NSI	NON STANDARD METER INSTALLATION	MADE SAFE ONLY,CUST ADVISED TO CONTACT SUPPLIER			X	
MNC	METERWORK NOT COMP ENG CALLED AWAY	MADE SAFE ONLY,CUST ADVISED TO CONTACT SUPPLIER			X	
MNM	METERWORK NOT COMP NO MATS AVAILABLE	MADE SAFE ONLY,CUST ADVISED TO CONTACT SUPPLIER			X	
MNR	METERWORK NOT COMP RE SITE REQUI	MADE SAFE ONLY,CUST ADVISED TO CONTACT SUPPLIER			X	
TZ0	T ZERO ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
TZ0	T ZERO ON SCREEN	RESET F&TAMPS,WOUND ON CREDIT TILT TAMP METER	TAMPM	X		X
TZ0	T ZERO ON SCREEN	RESET F&TAMPS,WOUND ON CREDIT TILT TAMP CUST	TAMPC	X		
TZ0	T ZERO ON SCREEN	RESET F&TAMPS ON METER TILT TAMP METER	TAMPM	X		X
TZ0	T ZERO ON SCREEN	RESET F&TAMPS ON METER TILT TAMP CUSTOMER	TAMPC	X		
F11	F 11 ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F11	F 11 ON SCREEN	RESET F&TAMPS ON METER	TAMPM	X		X
F12	F 12 ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F12	F 12 ON SCREEN	RESET F&TAMPS ON METER	TAMPM	X		X
T04	T 04 ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T04	T 04 ON SCREEN	RESET F&TAMPS ON METER	TAMPM	X		X
CNA	CARD NOT ACCEPTED ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
CNA	CARD NOT ACCEPTED ON SCREEN	RESET F&TAMPS ON METER	TAMPM	X		X
CNA	CARD NOT ACCEPTED ON SCREEN	SUPPLIER CARD REQUESTED	CARDM	X		X
CDA	CARD DAMAGED	SUPPLIER CARD REQUESTED	CARDM	X		X
CDA	CARD DAMAGED	EXCH METER DUE TO FAULT,WOUND ON, SUPP CARD REQ	FULTY	X		X
CDA	CARD DAMAGED	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
DCR	DECOM RECOM METER	DECOMM RECOMM COMPLETE	RECOM	X		
DCR	DECOM RECOM METER	SUPPLIER CARD REQUESTED	RECOM	X		
DCR	DECOM RECOM METER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
NCR	NO CREDIT ON CARD	RESET F&TAMPS,WOUND ON CREDIT, SUPP CARD REQ	CARDC	X		
BLO	BATTERY LOW ON SCREEN	EXCHANGED BATTERY(S)	FULTY	X		X
BLO	BATTERY LOW ON SCREEN	EXCH HIGH CURRENT METER, SUPP CARD REQ	FULTY	X		X
FOS	FAIL ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
FOS	FAIL ON SCREEN	EXCHANGED BATTERY(S)	FULTY	X		X
F35	CARD FAIL 35 ON SCREEN	KLEEN CARD USED RESET F&TAMPS ON METER	CARDM	X		X

F35	CARD FAIL 35 ON SCREEN	DECOMM RECOMM COMPLETE	DECOM	X		
F35	CARD FAIL 35 ON SCREEN	DECOMM RECOMM, SUPPLIER CARD REQUESTED	DECOM	X		
F35	CARD FAIL 35 ON SCREEN	DECOMM RECOMM, EXCH METER, SUPP CARD REQ	DECOM	X		
5DA	5 DASHES ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
FCS	FAULTY CARD SLOT	KLEEN CARD USED RESET F&TAMPS ON METER	TAMPM	X		X
FCS	FAULTY CARD SLOT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
BSC	BLANK SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
BSC	BLANK SCREEN	EXCHANGED BATTERY(S)	FULTY	X		X
MDA	METER DAMAGED	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
ICU	INSTRUCT CUSTOMER IN CORRECT USE	ADVICE ONLY	CARDC	X		
CJM	COIN JAM ON METER	RESET F&TAMPS ON METER	TAMPM	X		X
CJM	COIN JAM ON METER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
TJM	TOKEN JAM ON METER	RESET F&TAMPS ON METER	TAMPM	X		X
TJM	TOKEN JAM ON METER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T01	LEAKY VAVLE TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T02	EXCESSIVE FLOW TAMPER	RESET F&TAMPS ON METER CUST TO CONTACT SUPP	TAMPM	X		X
T02	EXCESSIVE FLOW TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T03	BATTERY COMPARTMENT TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T03	BATTERY COMPARTMENT TAMPER	RESET F&TAMPS ON METER	TAMPM	X		X
T05	VALVE OPEN TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T06	VALVE CLOSE TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T06	VALVE CLOSE TAMPER	RESET F&TAMPS ON METER	TAMPM	X		X
FAU	FAULT ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F07	REAL TIME CLOCK FAULT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F08	SOFTWARE FAULT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F09	HARDWARE FAULT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F10	EEPROM FAULT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F13	TEMPERATURE FAULT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F14	CARD SLOT DAMAGED FAULT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F14	CARD SLOT DAMAGED FAULT	RESET F&TAMPS ON METER	TAMPM	X		X
F15	SHORT CIRCUIT ON CARD SLOT FAULT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F15	SHORT CIRCUIT ON CARD SLOT FAULT	RESET F&TAMPS ON METER	TAMPM	X		X
T16	REPEATED INSERTION-NO CREDIT TAMP	EXCH METER DUE TO FAULT, SUPP CARD REQ	CARDC	X		
T16	REPEATED INSERTION-NO CREDIT TAMP	RESET F&TAMPS ON METER	CARDC	X		
T17	TOO MANY NEW CARDS USED TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	CARDC	X		
T17	TOO MANY NEW CARDS USED TAMPER	RESET F&TAMPS ON METER	CARDC	X		
T18	AUTHORISATION INVALID TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T18	AUTHORISATION INVALID TAMPER	RESET F&TAMPS ON METER	TAMPM	X		X
T19	METER CODE FORGED TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T19	METER CODE FORGED TAMPER	RESET F&TAMPS ON METER	TAMPM	X		X
T20	REGIONAL DATA CORRUPT TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T20	REGIONAL DATA CORRUPT TAMPER	RESET F&TAMPS ON METER	TAMPM	X		X
T21	CUSTOMER DATA CORRUPT TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T21	CUSTOMER DATA CORRUPT TAMPER	RESET F&TAMPS ON METER	TAMPM	X		X
T21	CUSTOMER DATA CORRUPT TAMPER	RESET F&TAMPS ON METER, SUPP CARD REQ	TAMPM	X		X
T22	COLD BOOT TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
T22	COLD BOOT TAMPER	RESET F&TAMPS ON METER	TAMPM	X		X
T23	IDENTICAL NEW CARDS TAMPER	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X

T23	IDENTICAL NEW CARDS TAMPER	RESET F&TAMPS ON METER	CARDC	X		
F26	E6 FAILED TO ACTION COMMAND FAULT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
F26	E6 FAILED TO ACTION COMMAND FAULT	RESET F&TAMPS ON METER	TAMPM	X		X
F28	WRONG REGION FAULT	SUPPLIER CARD REQUESTED	CARDM	X		X
F53	MULTIPLE INSERTION FAULT	RESET F&TAMPS ON METER	CARDC	X		
F53	MULTIPLE INSERTION FAULT	RESET F&TAMPS ON METER, SUPP CARD REQ	CARDC	X		
MMM	METER MODULE MARRIED	RECOMMISIONED MODULE	RECOM	X		
MMM	METER MODULE MARRIED	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
MMU	METER MODULE UNMARRIED	REMARRIED MODULE	FULTY	X		X
MMU	METER MODULE UNMARRIED	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
PWA	PLEASE WAIT ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
VPI	VALVE POSITION INCORRECT	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
B01	PP MODULE BATT LOW ON SCREEN	EXCHANGED BATTERY(S)	FULTY	X		X
B01	PP MODULE BATT LOW ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
B02	E6 METER BATT LOW ON SCREEN	EXCHANGED BATTERY(S)	FULTY	X		X
B02	E6 METER BATT LOW ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X
B03	PP AND E6 BATT LOW ON SCREEN	EXCHANGED BATTERY(S)	FULTY	X		X
B03	PP AND E6 BATT LOW ON SCREEN	EXCH METER DUE TO FAULT, SUPP CARD REQ	FULTY	X		X

### **3.34 Geographical Areas By Outcode**

This spreadsheet provides mapping between the postcode outcodes contained within each invoicing geographical area and the corresponding three letter code used in Rainbow to represent each outcode.



"Post Code - IDN  
Reference File (7th A

### **3.35 New Post Code Process**

Where a new service has been laid and the postcode in-code does not yet exist, National Grid Metering requires Suppliers to use a default value of "1VV". At this point however, a postcode out-code should generally be available.

Suppliers should therefore be able to join the known out-code and default in-code to form a complete postcode. The out-code and in-code must be separated by a space.

E.g. B91 1VV

Suppliers can then flow an install request providing this postcode and Rainbow will process the install request. The postcode will first be subject to format validation. The format validations carried out on the postcode in ORJOB, Portal and Online Data entry screens are as follows:

**A=Alpha**

**N=Numeric**

- AN NAA
- ANN NAA
- AAN NAA
- AANN NAA
- ANA NAA
- AANA NAA

Rainbow also holds a table of valid out-codes. Post Code Out codes change very infrequently and therefore, when on the incoming request, the Supplier Requested out-code cannot be found in the Rainbow lookup table, Rainbow will drop the request into WIP. This will enable Customer Services to validate the out-code either by contacting the post office or by other means. Once validated, the out-code can be added to the lookup table and the request can be processed as normal. Once the request has been completed Suppliers will receive an ONJOB containing the meter work details, the postcode will be the same as the default postcode requested in the ORJOB. If after this time the Supplier wishes to update the postcode on Rainbow, this can be done via OSUPD or the Portal.



### 3.36 Population of Multiplication Factor (A0120) for Measuring Assets

The RGMA Processes and Data Document introduces the Multiplication Factor attribute. This is described in the Data Dictionary - Appendix D2 (v3.01 (sic) p43/89) – as:

“The multiplication factor to apply to the resultant index advance indicated by the current reading.”

This equates to the existing industry value of the Reading Factor, as described within the National Grid GT Meter Reading Instruction (\*.MRI) file – on the U06 (N90) record - as:

“The factor which converts the metered volume into hundreds of cubic feet or cubic meters...”

At change of supplier, the GT shall send the \*.MRI file to Shippers at D-7. Within this file the detail of the metering equipment as recorded by the GT at such meter point is provided.

Suppliers must understand what information is held by National Grid GT in order to ascertain whether an update to the GT data is required following MAM appointment.

#### Meter Assets Multiplication Factor Derivation

Since the U06 (and N90) records contain the Meter\_Reading\_Factor, then the value populated in this record may be applied as the Meter Multiplication Factor.

i.e.  $\text{Meter\_Reading\_Factor} = \text{Multiplication Factor (A0120) for Meter Assets}$

#### Converter Assets Multiplication Factor Derivation – Unconverted and Converted Registers

For the converter (or as alternatively referred to, the corrector) the reading factor is not provided, however, the information to enable derivation is provided.

Note, for a converter two registers are required, the unconverted and the converted.

Since RGMA Appendix A2 (v3.01 p13/89) states that the multiplication factor: "will be the same for both the converters unconverted and converted readings" Multiplication Factor for both registers of the converter are derivable from the following values in the U06 (N90).

Imperial\_Meter\_Indicator<sup>1</sup>  
Corrected\_Reading\_Units

#### Converters attached to Metric Meters

If the meter is metric, then the converter shall be registering metric units, and the reading units and factor enjoy a 1:1 relationship. As a consequence this may be mapped directly across.

i.e.  $\text{Corrected\_Reading\_Units} = \text{Multiplication Factor (A0120) for Converted Register of converters attached to metric meters.}$

Since "will be the same for both the converters unconverted and converted readings", then it follows that:

---

<sup>1</sup> The Converter measures in pulses from the meter so the units that the meter registers are relevant, so as to interpret the pulses.



i.e.  $\text{Corrected\_Reading\_Units} = \text{Multiplication Factor (A0120)}$  for Unconverted Register of converters attached to metric meters.

**Converters attached to Imperial Meters**

If the meter is imperial, then the converter shall be registering in imperial units, and the reading units and factor have a 100:1 relationship.

i.e.  $\text{Corrected\_Reading\_Units} / 100 = \text{Multiplication Factor (A0120)}$  for Converted Register of converters attached to metric meters.

i.e.  $\text{Corrected\_Reading\_Units} / 100 = \text{Multiplication Factor (A0120)}$  for Unconverted Register of converters attached to metric meters.

Alternatively, the above can be expressed as the following table. This represents the Allowable Values within *existing* GT model table for live models within Sites and Meters.

Note: RGMA Attribute references and values in red.

Imperial_Meter_Indicator / Units of Measure (A0123)	[ASSET] Reading_Units / (No RGMA Equivalent)	[ASSET] Reading_Factor / Multiplication_Factor (A0120)
Y / SCFH	1	0.01
Y / SCFH	10	0.1
Y / SCFH	100	1
Y / SCFH	1000	10
N / SCMH	1	1
N / SCMH	10	10
N / SCMH	100	100

### 3.37 Multiplication Factor – National Grid Metering

Suppliers requested clarification of how to populate the Multiplication Factor for NGM Appointment File (ONAGE ). This appears within the RGMA file formats, within the register dataset as attribute A0120. The register dataset exists for both the METER asset block and the CONVR asset block and therefore this document is divided into two sections to explain how to generate this information.

#### Multiplication Factor for the METER

- Reading Factor from the U06 File = Multiplication factor on the ONAGE file
- Reading Units = the units the meter will register (99% of meter imperial will advance one unit for every 100 cubic feet of gas measured)
- Reading unit is 100 times the reading factor, for all imperial meters
- NGM Owns this data
- Units of measure (A0123) = Imperial indicator Y/N from the U06 file

#### MAPPING

- (SCMH) = Metric (i.e. Imperial indicator =N)
- (SCFH) = Imperial (i.e. Imperial indicator =Y)

**Remember:** Within the U06, National Grid GT provide the reading factor for the meter (not reading units).

#### Multiplication Factor for the CONVR

- To determine the CONVR reading factor you need
  - a) **Meter** Imperial/Metric indicator
  - b) The corrected reading units for the Convertor.
- If Imperial indicator = **No** then
  - Corrected read units = Convertor multiplication factor
  - Unit of Measure = SCMH
- If Imperial indicator = **Yes** then
  - Divide the corrected reading units by 100 to determine the multiplication factor
  - Unit of Measure = SCFH

The converted (corrected) and un-converted (un-corrected) reading factor will always be the same as per RGMA.

### 3.38 ONJOB to ONUPD Mapping Document

The following matrix illustrates how Supplier can create ONUPD update files from ONJOB files received from NGM.



"28\_ONJOB\_Mapping  
v.2.xls"

### 3.39 Material Masters Version 0.5

Area	Job Code	Job code description	Chargeable?	SLA
DOM	BAT E6 XX	Battery Replacement - E6	N	D+5
DOM	BAT ET XX	Battery Replacement - Electronic Token	N	N/A (i.e as above)
DOM	CJM XX XX	Coin Jam	Y	N/A
DOM	COT ET XX	Change of Tenancy - Existing ETM	Y	N/A
DOM	EXC CR CR	Exchange Credit Meter	Y	D+5
DOM	EXC CR ET	Exchange Credit for ET Meter	Y	D+1
DOM	EXC DM CR	Exchange Damaged Credit Meter	Y	D+5 (U6)
DOM	EXC DM PP	Exchange Damaged Pre-payment Meter	Y	D+5
DOM	EXC FT PP	Exchange Faulty Prepayment Meter	N	D+5
DOM	EXC FT CR	Exchange faulty credit meter	N	D+5
DOM	EXC PP CR	Exchange PP for Credit Meter	Y	D+1 All Day
DOM	EXC PP ET	Exchange PP for ET Meter	Y	D+1 All day or D+5 for am/pm/2hr scheduled attendance
DOM	EXT CR XX	Exchange Credit Meter for OFMAT	Y but only subject to a charge if meter found to be accurate	D+5 (U6)
DOM	EXT PP XX	Exchange Prepayment Meter for OFMAT	Y but only subject to a charge if meter found to be accurate	D+5
DOM	FAU XX XX	Faulty credit meter	N	gas on D+5 / gas off T+4
DOM	FE6 BS XX	Faulty E6 meter - blank screen	N	gas on D+5 / gas off T+4
DOM	FET 35 XX	Faulty ETM - card fail 35	N	gas on D+5 / gas off T+4
DOM	FET CF XX	FAULTY ETM - CARD FAIL	N	gas on D+5 / gas off T+4
DOM	FET CH XX	Faulty ETM Call Help	N	gas on D+5 / gas off T+4
DOM	FET CN XX	Faulty ETM Card Not Accepted	N	gas on D+5 / gas off T+4
DOM	FET CS XX	Change Of Supplier - Card not accepted	Y	gas on D+5 / gas off T+4
DOM	FET FF XX	Faulty ETM - Fail/Fault	N	gas on D+5 / gas off T+4
DOM	FET NM XX	Faulty ETM noisy meter	N	gas on D+5 / gas off T+4
DOM	FIT LO 01	Fit Security Collar to Meter	Y	D+2
DOM	FIX RD CR	Fix Credit Meter Re-establish after debt	Y	D+1
DOM	FIX RD ET	Fix ETM Re-Establish after debt	Y	D+1
DOM	FIX RE CR	Fix Credit Meter Re-establish	Y	Non-debt D+2
DOM	FIX RE ET	Fix ETM Re-Establish	Y	Non-debt D+2
DOM	FIX XX CR	Fix Credit Meter	Y	D+5
DOM	FIX XX ET	Fix Electronic Token Meter	Y	D+5
DOM	FIX ED ET	Install and reconnect PP meter	Y	D+2
DOM	FIX ED CR	Install and reconnect CR meter	Y	D+2
DOM	FPT XX XX	Faulty prepayment meter	N	D+0
DOM	LOC E6 XX	Lock E6 meter	Y	D+2
DOM	LOC ET XX	Lock electronic token meter	Y	D+2
DOM	LOC CR XX	Lock credit meter	Y	D+2
DOM	LOC PP XX	Lock prepayment meter	Y	D+2
DOM	MOV CR XX	Move Credit Meter	Y	D+5 (U6)
DOM	MOV ET XX	Move Electronic Token Meter	Y	D+5
DOM	POL PP PP	Policy Exchange Prepayment Meter	N	N/A
DOM	POL CR CR	Policy exchange domestic credit	N	N/A
DOM	REM CR XX	Remove Credit Meter	Y	D+5
DOM	REM PP XX	Remove Pre-Payment Meter	Y	D+5
DOM	TAM E6 XX	Diagnostic Flag on E6 Meter	N	D+10
DOM	TAM ET XX	Diagnostic Flag on ET Meter	N	D+10
DOM	TJM MT XX	Token Jam on Mechanical Meter	N	N/A
DOM	TSE X1 01	TSE Half Day AM Hire by Supplier	Y	D+11
DOM	TSE X1 02	TSE Half Day PM Hire by Supplier	Y	D+11
DOM	TSE X1 03	TSE Two Hours Hire by Supplier	Y	D+11
DOM	TSE X1 04	TSE Half Day Hire with 1 Hour OT-Supp	Y	D+11
DOM	TSE X1 05	TSE Half Day Hire with 2 Hours OT-Supp	Y	D+11
DOM	TSE X1 06	TSE Half Day Hire with 3 Hours OT-Supp	Y	D+11
DOM	TSE X1 07	TSE Half Day Hire with 1Hour Extra-Supp	Y	D+11
DOM	TSE X1 08	TSE Half Day Hire with 2Hrs Extra-Supp	Y	D+11
DOM	TSE X1 09	TSE Half Day Hire with 3 Hrs Extra-Supp	Y	D+11
DOM	TSE X1 10	TSE Day Hire with 1 Hour OT -Supp	Y	D+11
DOM	TSE X1 11	TSE Day Hire with 2 Hours OT-Supp	Y	D+11
DOM	TSE X1 12	TSE Day Hire with 3 Hours OT-Supp	Y	D+11
DOM	TSE XX XX	TSE Day Hire By Supplier	Y	D+11
DOM	UNL CR XX	Unlock Credit Meter	Y	D+1
DOM	UNL E6 XX	Unlock E6 meter	Y	D+1
DOM	UNL PP XX	Unlock Pre-Payment Meter	Y	D+1
DOM	WOC XX XX	Wind On Meter - Consumer Request	Y	N/A
DOM	WOM XX XX	Wind on meter	Y	N/A
DOM	WOS XX XX	Wind On Meter - Supplier Request	Y	N/A

I&C	DIS PL XX	Discon Meter Pulse Utilisation Equipment	Y	N/A
I&C	EXC CR 16	Exchange U6 CR for U16 CR	Y	D+5
I&C	EXC CR 25	Exchange U6 CR for U25 CR	Y	D+10
I&C	EXC CR 40	Exchange U6 CR for U40 CR	Y	D+15
I&C	EXC CR 65	Exchange U6 CR for U65 CR	Y	D+15
I&C	EXC C1 00	Exchange U6 CR for U100 CR	Y	D+20
I&C	EXC C1 60	Exchange U6 CR for U160 CR	Y	D+20
I&C	EXC 16 16	Exchange U16 Meter	Code not applicable	N/A
I&C	EXC 16 25	Exchange U16 CR for U25 CR	Y	D+10
I&C	EXC 16 40	Exchange U16 CR for U40 CR	Y	D+15
I&C	EXC 16 65	Exchange U16 CR for U65 CR	Y	D+15
I&C	EXC 16 10	Exchange U16 CR for U100 CR	Y	D+20
I&C	EXC 16 60	Exchange U16 CR for U160 CR	Y	D+20
I&C	EXC 25 25	Exchange U25 Meter	Code not applicable	N/A
I&C	EXC 25 40	Exchange U25 CR for U40 CR	Y	D+15
I&C	EXC 25 65	Exchange U25 CR for U65 CR	Y	D+15
I&C	EXC 25 10	Exchange U25 CR for U100 CR	Y	D+20
I&C	EXC 25 60	Exchange U25 CR for U160 CR	Y	D+20
I&C	EXC 40 40	Exchange U40 CR for U40 CR	Y	D+15
I&C	EXC 40 65	Exchange U40 CR for U65 CR	Y	D+15
I&C	EXC 40 10	Exchange U40 CR for U100 CR	Y	D+20
I&C	EXC 40 60	Exchange U40 CR for U160 CR	Y	D+20
I&C	EXC 65 65	Exchange U65 CR for U65 CR	Y	D+15
I&C	EXC 65 10	Exchange U65 CR for U100 CR	Y	D+20
I&C	EXC 65 60	Exchange U65 CR for U160 CR	Y	D+20
I&C	EXC 10 10	Exchange U100 CR for U100 CR	Y	D+20
I&C	EXC 10 60	Exchange U100 CR for U160 CR	Y	D+20
I&C	EXC 60 60	Exchange U160 CR for U160 CR	Y	D+20
I&C	EXC CO XX	Exchange Convertor	Code not applicable	N/A
I&C	EXC DM 65	Exchange U6 due to Damage	Y	D+15
I&C	EXC DM 16	Exchange U16 due to Damage	Y	D+5
I&C	EXC DM 25	Exchange U25 due to Damage	Y	D+10
I&C	EXC DM 40	Exchange U40 due to Damage	Y	D+15
I&C	EXC D1 00	Exchange U100 due to Damage	Y	D+20
I&C	EXC D1 60	Exchange U160 due to Damage	Y	D+20
I&C	EXC DM CO	Exchange damaged convertor	Y	Quoted work
I&C	EXC DM HI	Generic exchange damaged HP meter	Y	Quoted work
I&C	EXC DM RO	Exchange damaged rotary	Y	Quoted work
I&C	EXC DM TU	Exchange damaged turbine	Y	Quoted work
I&C	EXC FT 16	U16 Large diaphragm faulty mtr exchange	N	D+5
I&C	EXC FT 25	U25 Large diaphragm faulty mtr exchange	N	D+10
I&C	EXC FT 40	U40 Large diaphragm faulty mtr exchange	N	D+15
I&C	EXC FT 65	U65 Large diaphragm faulty mtr exchange	N	D+15
I&C	EXC F1 00	U100 Large diaphragm faulty mtr exchange	N	D+20
I&C	EXC F1 60	U160 Large diaphragm faulty mtr exchange	N	D+20
I&C	EXC FT CO	Exchange faulty convertor	N	N/A
I&C	EXC FT HI	Generic exchange faulty HP meter	N	Quoted work
I&C	EXC FT RO	Generic exchange faulty rotary meter	N	Quoted work
I&C	EXC FT TU	Generic exchange faulty turbine meter	N	Quoted work
I&C	EXC GP 16	Exchange U16 Meter for GPS	Y	D+5
I&C	EXC GP 40	Exchange U40 Meter for GPS	Y	D+15
I&C	EXC GP 65	Exchange U65 Meter for GPS	Y	D+15
I&C	EXC G1 00	Exchange U100 Meter for GPS	Y	D+20
I&C	EXC HO GC4	Exchange Housing GC4	Y	Quoted work
I&C	EXC HO GC5	Exchange Housing GC5	Y	Quoted work
I&C	EXC HO GC6	Exchange Housing GC6	Y	Quoted work
I&C	EXC PP 16	Exchange U6 PP for U16 CR	Y	D+5
I&C	EXC PP 25	Exchange U6 PP for U25 CR	Y	D+10
I&C	EXC PP 40	Exchange U6 PP for U40 CR	Y	D+15
I&C	EXC PP 65	Exchange U6 PP for U65 CR	Y	D+15
I&C	EXC P1 00	Exchange U6 PP for U100 CR	Y	D+20
I&C	EXC P1 60	Exchange U6 PP for U160 CR	Y	D+20
I&C	EXC QI MP	Pressure Increase of MP Meter Module	Y	Quoted work
I&C	EXC QI IP	Pressure Increase of IP Meter Module	Y	Quoted work
I&C	EXC QO LP	Exchange LP Meter Module	Y	Quoted work
I&C	EXC QO MP	Exchange MP Meter Module	Y	Quoted work
I&C	EXC QO IP	Exchange IP Meter Module	Y	Quoted work
I&C	EXC QO HI	Exchange HP Meter Module	Y	Quoted work
I&C	EXC QO RO	Exchange rotary Meter Module	Y	Quoted work
I&C	EXC QO TU	Exchange turbine Meter Module	Y	Quoted work
I&C	EXC QI IP	Pressure Increase of IP Meter Module	Y	Quoted work
I&C	EXC 2V LP	Meter Install and Removal LP - 2 Visits	Y	Quoted work
I&C	EXC 2V MP	Meter Install and Removal MP - 2 Visits	Y	Quoted work
I&C	EXC 2V IP	Meter Install and Removal IP - 2 Visits	Y	Quoted work

I&C	EXH PP 16	Exchange with housing U6 PP for U16 CR	Y	Quoted work
I&C	EXH PP 25	Exchange with housing U6 PP for U25 CR	Y	Quoted work
I&C	EXH PP 40	Exchange with housing U6 PP for U40 CR	Y	Quoted work
I&C	EXH PP 65	Exchange with housing U6 PP for U65 CR	Y	Quoted work
I&C	EXH P1 00	Exchange with housing U6 PP for U100 CR	Y	Quoted work
I&C	EXH CR 16	Exchange with housing U6 CR for U16 CR	Y	Quoted work
I&C	EXH CR 25	Exchange with housing U6 CR for U25 CR	Y	Quoted work
I&C	EXH CR 40	Exchange with housing U6 CR for U40 CR	Y	Quoted work
I&C	EXH CR 65	Exchange with housing U6 CR for U65 CR	Y	Quoted work
I&C	EXH C1 00	Exchange with housing U6 CR for U100 CR	Y	Quoted work
I&C	EXH 16 25	Exchange with housing U16 CR for U25 CR	Y	Quoted work
I&C	EXH 16 40	Exchange with housing U16 CR for U40 CR	Y	Quoted work
I&C	EXH 25 40	Exchange with housing U25 CR for U40 CR	Y	Quoted work
I&C	EXH 25 65	Exchange with housing U25 CR for U65 CR	Y	Quoted work
I&C	EXH 25 10	Exchange with housing U25 CR for U100 CR	Y	Quoted work
I&C	EXH 25 60	Exchange with housing U25 CR for U160 CR	Y	Quoted work
I&C	EXH 40 40	Exchange with housing U40 CR for U40 CR	Y	Quoted work
I&C	EXH 40 65	Exchange with housing U40 CR for U65 CR	Y	Quoted work
I&C	EXH 40 10	Exchange with housing U40 CR for U100 CR	Y	Quoted work
I&C	EXH 40 60	Exchange with housing U40 CR for U160 CR	Y	Quoted work
I&C	EXH 65 65	Exchange with housing U65 CR for U65 CR	Y	Quoted work
I&C	EXH 65 10	Exchange with housing U65 CR for U100 CR	Y	Quoted work
I&C	EXH 65 60	Exchange with housing U65 CR for U160 CR	Y	Quoted work
I&C	EXH 10 10	Exchange with housing U100 CR for U100 CR	Y	Quoted work
I&C	EXH 10 60	Exchange with housing U100 CR for U160 CR	Y	Quoted work
I&C	EXH 60 60	Exchange with housing U160 CR for U160 C	Y	Quoted work
I&C	EXI MR 03	Pressure Inc MP Rotary Meter 80mm/3IN	Y	Quoted work
I&C	EXI MR 04	Pressure Inc MP Rotary Meter 100mm/4IN	Y	Quoted work
I&C	EXI MR 06	Pressure Inc MP Rotary Meter 150mm/6IN	Y	Quoted work
I&C	EXI MT 03	Pressure Inc MP Turbine Meter 80mm/3IN	Y	Quoted work
I&C	EXT 02 XX	Rotary meter accuracy test (OFMAT)	Y but only subject to a charge if meter found to be accurate	Quoted work
I&C	EXT 03 XX	Turbine meter accuracy test (OFMAT)	Y but only subject to a charge if meter found to be accurate	Quoted work
I&C	EXT 04 XX	High Pressure meter accuracy test	Y but only subject to a charge if meter found to be accurate	Quoted work
I&C	EXT 16 XX	Exchange - Ofgem Test U16	Y but only subject to a charge if meter found to be accurate	D+5
I&C	EXT 25 XX	Exchange - Ofgem Test U25	Y but only subject to a charge if meter found to be accurate	D+10
I&C	EXT 40 XX	Exchange - Ofgem Test U40	Y but only subject to a charge if meter found to be accurate	D+15
I&C	EXT 65 XX	Exchange - Ofgem Test U65	Y but only subject to a charge if meter found to be accurate	D+15
I&C	EXT X1 00	Exchange - Ofgem Test U100	Y but only subject to a charge if meter found to be accurate	D+20
I&C	EXT X1 60	Exchange - Ofgem Test U160	Y but only subject to a charge if meter found to be accurate	D+20
I&C	FIX 0X 10	U100 Large Diaphragm mtr installation	Y	D+20
I&C	FIX 0X 16	U160 Large Diaphragm mtr installation	Y	D+25
I&C	FIX BX 16	Fit Meter & Housing U16	Y	D+22
I&C	FIX BX 25	Fit Meter & Housing U25	Y	D+10
I&C	FIX BX 40	Fit Meter & Housing U40	Y	D+15
I&C	FIX BX 65	Fit Meter & Housing U65	Y	D+15
I&C	FIX BX 10	Fit Meter & Housing U100	Y	D+20
I&C	FIX BX 60	Fit Meter & Housing U160	Y	D+20
I&C	FIX HO GC4	Install Housing GC4	Y	Quoted work
I&C	FIX HO GC6	Install Housing GC6	Y	Quoted work
I&C	FIX HO GC8	Install Housing GC8	Y	Quoted work
I&C	FIX QO LP	Install LP Meter Module	Y	Quoted work
I&C	FIX QO MP	Install MP Meter Module	Y	Quoted work
I&C	FIX QO IP	Install IP Meter Module	Y	Quoted work
I&C	FIX RE 16	Reconnect - Fit U16 CR Meter	Y	D+5
I&C	FIX RE 25	Reconnect - Fit U25 CR Meter	Y	D+10
I&C	FIX RE 40	Reconnect - Fit U40 CR Meter	Y	D+15
I&C	FIX RE 65	Reconnect - Fit U65 CR Meter	Y	D+15
I&C	FIX R1 00	Reconnect - Fit U100 CR Meter	Y	D+20
I&C	FIX R1 60	Reconnect - Fit U160 CR Meter	Y	D+20

I&C	FIX XX 16	Fix U16 Meter	Y	D+5
I&C	FIX XX 25	Fix U25 Meter	Y	D+10
I&C	FIX XX 40	U40 Large Diaphragm mtr installation	Y	D+15
I&C	FIX XX 65	U65 Large Diaphragm mtr installation	Y	D+15
I&C	FIX XX CO	Install Convertor	Y	Quoted work
I&C	FIX HO GC5	Install Housing GC5	Y	Quoted work
I&C	FIX HO KP5	Install Housing KP5	Y	Quoted work
I&C	FIX QO HP	Install HP Meter Module	Y	Quoted work
I&C	FIX HO KP2	Install Housing KP2	Y	Quoted work
I&C	FIX QO HI	Cust req gen install HP meter quoted	Y	Quoted work
I&C	FIX QO RO	Cust Req Gen Ins Rotary - Quoted	Y	Quoted work
I&C	FIX QO TU	Cust req gen ins Turbine - quoted	Y	Quoted work
I&C	FIX XX DL	Install Datalogger	Y	Quoted work
I&C	GOM XX XX	Medium pressure governor maintenance	N	N/A
I&C	HO GC8	Housing GC8	Y	Quoted work
I&C	MNT CO XX	Maintain convertor	N	N/A
I&C	MNT MT X1	Mnt Mtr & apparatus >75mbar up to 7bar	N	N/A
I&C	MNT MT X2	Mnt Mtr & apparatus >7bar up to 70bar	N	N/A
I&C	MNT MT XX	Mnt Mtr & apparatus up to 75mbar	N	N/A
I&C	MOV 2V LP	Reposition of LP Meter Module 2 Visits	Y	Quoted work
I&C	MOV 2V MP	Reposition of MP Meter Module 2 Visits	Y	Quoted work
I&C	MOV 2V IP	Reposition of IP Meter Module 2 Visits	Y	Quoted work
I&C	MOV LD 16	Reposition LP Diaphragm U16 Meter	Y	Quoted work
I&C	MOV LD 25	Reposition LP Diaphragm U25 Meter	Y	Quoted work
I&C	MOV LD 40	Reposition LP Diaphragm U40 Meter	Y	Quoted work
I&C	MOV LD 65	Reposition LP Diaphragm U65 Meter	Y	Quoted work
I&C	MOV LD 00	Reposition LP Diaphragm U100 Meter	Y	Quoted work
I&C	MOV LD 60	Reposition LP Diaphragm U160 Meter	Y	Quoted work
I&C	MOV LR 03	Reposition LP Rotary Meter 80mm/3IN	Y	Quoted work
I&C	MOV LT 10	Reposition LP Turbine Meter 250mm/10IN	Y	Quoted work
I&C	MOV MD 25	Reposition MP Diaphragm U25 Meter	Y	Quoted work
I&C	MOV MR 06	Reposition MP Rotary Meter 150mm/6IN	Y	Quoted work
I&C	MOV QO LP	Reposition of LP Meter Module	Y	Quoted work
I&C	MOV QO MP	Reposition of MP Meter Module	Y	Quoted work
I&C	MOV QO IP	Reposition of IP Meter Module	Y	Quoted work
I&C	MOV LT 03	Reposition LP Turbine Meter 80mm/3IN	Y	Quoted work
I&C	MOV LR 04	Reposition LP Rotary Meter 100mm/4IN	Y	Quoted work
I&C	MOV 2V IP	Reposition of IP Meter Module 2 Visits	Y	Quoted work
I&C	MOV QO IP	Reposition of IP Meter Module	Y	Quoted work
I&C	MOV DM 16	U16 cus req alter pos diaphragm mtr	Y	Quoted work
I&C	MOV DM 25	U25 cus req alter pos diaphragm mtr	Y	Quoted work
I&C	MOV DM 40	U40 cus req alter pos diaphragm mtr	Y	Quoted work
I&C	MOV DM 65	U65 cus req alter pos diaphragm mtr	Y	Quoted work
I&C	MOV D1 00	U100 cus req alter pos diaphragm mtr	Y	Quoted work
I&C	MOV D1 60	U160 cus req alter pos diaphragm mtr	Y	Quoted work
I&C	MOV RO 01	Cust Req Gen Alter Pos Rot Mtr Only	Y	Quoted work
I&C	MOV RO 02	Cust Req Gen Reconnect Rot Mtr Only	Y	Quoted work
I&C	MOV DL 01	Cust Req alter position datalogger	Y	Quoted work
I&C	MOV HI 02	Cust Req Gen rec HP meter	Y	Quoted work
I&C	MOV TU 01	Cust req Gen alter pos turbine meter only	Y	Quoted work
I&C	MOV TU 02	Cust req Gen reconnetc turbine meter only	Y	Quoted work
I&C	OIL XX XX	Non domestic meter oiling	N	N/A
I&C	POL CO CO	Policy exchange convertor	N	N/A
I&C	POL DI DI	Policy Exchange Diaphragm Meter	N	N/A
I&C	POL DL DL	Policy Exchange datalogger	N	N/A
I&C	POL IB IB	Policy exchange isolation barrier	N	N/A
I&C	POL RO RO	Policy exchange rotary meter	N	N/A
I&C	POL TU TU	Policy exchange turbine meter	N	N/A
I&C	REM 16 XX	U16 Large diaphragm meter removal	Y	D+5 (without purging)
I&C	REM 25 XX	U25 Large diaphragm meter removal	Y	D+10 (without purging)
I&C	REM 40 XX	U40 Large diaphragm meter removal	Y	D+15 (without purging)
I&C	REM 65 XX	U65 Large diaphragm meter removal	Y	D+15 (without purging)
I&C	REM 10 0X	U100 Large diaphragm meter removal	Y	D+20 (without purging)
I&C	REM 16 0X	U160 Large diaphragm meter removal	Y	D+20 (without purging)
I&C	REM AD LP	Removal of LP Meter Module -Adversarial	Y	Quoted work
I&C	REM CO XX	Remove Convertor	Y	Quoted work
I&C	REM LD 16	Remove LP Diaphragm U16 Meter	Y	Quoted work
I&C	REM LD 25	Remove LP Diaphragm U25 Meter	Y	Quoted work
I&C	REM LD 40	Remove LP Diaphragm U40 Meter	Y	Quoted work
I&C	REM LD 65	Remove LP Diaphragm U65 Meter	Y	Quoted work
I&C	REM LD 00	Remove LP Diaphragm U100 Meter	Y	Quoted work
I&C	REM LD 60	Remove LP Diaphragm U160 Meter	Y	Quoted work
I&C	REM LR 02	Remove LP Rotary Meter Size 50mm / 2IN	Y	Quoted work
I&C	REM LR 03	Remove LP Rotary Meter Size 80mm / 3IN	Y	Quoted work
I&C	REM LR 04	Remove LP Rotary Meter Size 100mm / 4IN	Y	Quoted work
I&C	REM LR 06	Remove LP Rotary Meter Size 150mm / 6IN	Y	Quoted work
I&C	REM LR 08	Remove LP Rotary Meter Size 200mm / 8IN	Y	Quoted work
I&C	REM LR 10	Remove LP Rotary Meter Size 250mm / 10IN	Y	Quoted work

I&C	REM LT 04	Remove LP Turbine Meter Size 100mm / 4IN	Y	Quoted work
I&C	REM LT 06	Remove LP Turbine Meter Size 150mm / 6IN	Y	Quoted work
I&C	REM LT 08	Remove LP Turbine Meter Size 200mm / 8IN	Y	Quoted work
I&C	REM LT 10	Remove LP Turbine Meter Size 250mm / 10I	Y	Quoted work
I&C	REM LT 12	Remove LP Turbine Meter Size > 250mm / 1	Y	Quoted work
I&C	REM MD 16	Remove MP Diaphragm U16 Meter	Y	Quoted work
I&C	REM MD 25	Remove MP Diaphragm U25 Meter	Y	Quoted work
I&C	REM MD 40	Remove MP Diaphragm U40 Meter	Y	Quoted work
I&C	REM MD 65	Remove MP Diaphragm U65 Meter	Y	Quoted work
I&C	REM MD 00	Remove MP Diaphragm U100 Meter	Y	Quoted work
I&C	REM MD 60	Remove MP Diaphragm U160 Meter	Y	Quoted work
I&C	REM MR 02	Remove MP Rotary Meter Size 50mm / 2IN	Y	Quoted work
I&C	REM MR 03	Remove MP Rotary Meter Size 80mm / 3IN	Y	Quoted work
I&C	REM MR 04	Remove MP Rotary Meter Size 100mm / 4IN	Y	Quoted work
I&C	REM MR 06	Remove MP Rotary Meter Size 150mm / 6IN	Y	Quoted work
I&C	REM MR 10	Remove MP Rotary Meter Size 250mm / 10IN	Y	Quoted work
I&C	REM MR 12	Remove MP Rotary Meter Size > 250mm / 10	Y	Quoted work
I&C	REM MT 06	Remove MP Turbine Meter Size 150mm / 6IN	Y	Quoted work
I&C	REM MT 10	Remove MP Turbine Meter Size 250mm / 10I	Y	Quoted work
I&C	REM PU HP	Removal of HP Meter Module with Purging	Y	Quoted work
I&C	REM PU IP	Removal of IP Meter Module with Purging	Y	Quoted work
I&C	REM PU LP	Removal of LP Meter Module with Purging	Y	Quoted work
I&C	REM PU MP	Removal of MP Meter Module with Purging	Y	Quoted work
I&C	REM QO IP	Removal of IP Meter Module	Y	Quoted work
I&C	REM QO LP	Removal of LP Meter Module	Y	Quoted work
I&C	REM QO MP	Removal of MP Meter Module	Y	Quoted work
I&C	REM MT 08	Remove MP Turbine Meter Size 200mm / 8IN	Y	Quoted work
I&C	REM MT 02	Remove MP Turbine Meter Size 50mm / 2IN	Y	Quoted work
I&C	REM MR 08	Remove MP Rotary Meter Size 200mm / 8IN	Y	Quoted work
I&C	REM QO HI	Cust Req Gen Rem HP - Quoted	Y	Quoted work
I&C	REM QO RO	Cust Req Gen Rem Rotary - Quoted	Y	Quoted work
I&C	REM QO TU	Cust req gen rem Turbine - quoted	Y	Quoted work
I&C	REM DL XX	Remove Datalogger	Y	Quoted work
I&C	REP GP 65	Repair U65 Meter for GPS	Y	D+15
I&C	SVT IC XX	Site visit for enquiry or complaint -I+C	Y	N/A
I&C	ADD PU LB	Additional Purging Labour	Y	Quoted work
I&C	ADD PU MA	Additional Purging Materials	Y	Quoted work
I&C	EXT OF LP	Exchange - Ofgem Test Low Pressure	Y but only subject to a charge if meter found to be accurate	Quoted work
I&C	EXT OF MP	Exchange - Ofgem Test Med Pressure	Y but only subject to a charge if meter found to be accurate	Quoted work
I&C	EXT OF IP	Exchange - Ofgem Test Intermediate Pressure	Y but only subject to a charge if meter found to be accurate	Quoted work
I&C	CHK TQ XX	Check Mtr Details(transco query)	N	See operational guidelines
I&C	INS EM 01	Ins energy manage sys term to iso dev	Y	N/A
I&C	INS EM 02	Ins energy manage sys term with iso dev	Y	N/A
I&C	INS XX IS	Install Isolation Device	Y	N/A
MISC	MIS CO NA1	Collection for abortive visit	Y	N/A
MISC	MIS CO RD1	Collection from end consumer for repeated damage	Y	N/A
MISC	MIS CP CM1	Compensation to Supplier	Y (Credit)	N/A
MISC	MIS IT CH1	Interest charge	Y	N/A
MISC	MIS LIA PAY 01	Payment to Supplier: I&C Liquidated Damages	Y (Credit)	N/A
MISC	MIS LIA PAY 02	Payment to Supplier: I&C Quote Compensation - National Level	Y (Credit)	N/A
MISC	MIS LIA PAY 04	Payment to Supplier: I&C Quote Compensation - Additional	Y (Credit)	N/A
MISC	MIS LIA PAY 06	Payment to Supplier: I&C Planning Letters	Y (Credit)	N/A
MISC	MIS LIA PAY 07	Payment to Supplier: GOSP (Guaranteed Standards)	Y (Credit)	N/A
MISC	MIS LIA PAY 08	Payment to Supplier: Query Performance Liability payments	Y (Credit)	N/A
MISC	MIS LIA PAY 09	Payment to Supplier: C&D Regulations	Y (Credit)	N/A
MISC	MIS LS MT1	Lost/stolen meter	Y unless police crime reference number provided	N/A
MISC	MNT MT X1	Mnt Mtr & apparatus >75mbar up to 7bar	N	N/A
MISC	MOV CO 01	Cust req alter position convertor	Y	Quoted work
MISC	MOV CO 02	Cust req alter reconnect convertor	Y	Quoted work
MISC	MTR PL IN	Meter Pulse Connection Inspection	Y	Quoted work
MISC	REM PL XX	Remove Meter Pulse Utilisation Equip	Y	Quoted work
MISC	REM QO PU	Remove Meter & Purge Downstream Inst'n	Y	Quoted work
MISC	SAP IA HI	SAP Initial Access Read/Write	Y	N/A
MISC	SAP IA LO	SAP Initial Access Read only	Y	N/A
MISC	SAP LF HI	SAP Annual Licence Fee Read/Write	Y	N/A
MISC	SAP LF LO	SAP Annual Licence Fee Read only	Y	N/A
MISC	SVT XX XX	Site visit for enquiry or complaint	N	N/A
MISC	TSE X1 13	Invoice supplier 2 hrs NGM standing charge, when supplier has given < 2 days notice	Y	N/A
MISC	TSE X1 16	TSE Late Cancellation Charge 2 Hours re 2 Hours	Y	N/A
MISC	TSE X1 17	TSE Late Cancellation Charge 2 Hours re Half Day	Y	N/A



MISC	TSE X1 18	TSE Late Cancellation Charge Half Day re Full Day	Y	N/A
MISC	TSE X1 20	Payment to Supplier TSE No Show 2 Hours re 2 Hours	Y (Credit)	N/A
MISC	TSE X1 21	Payment to Supplier TSE No Show 2 Hours re Half Day	Y (Credit)	N/A
MISC	TSE X1 22	Payment to Supplier TSE No Show Half Day re Full Day	Y (Credit)	N/A
MISC	TSE CL XX	TSE Hire Child job - Meter Clamped	Y	D+10
MISC	TSE RE XX	TSE Hire Child job - Meter Removal	Y	D+10



**3.40 Provision of MPRN following acceptance of work and before commencement of work**



V1.1

NATIONAL GRID ONLY
Date Received:
Ref:

**Provision of MPRN following acceptance of work and before commencement of work**

Supplier Information	Work information
Supplier name or Short Code:	Supplier ref no.
Originator (name of person):	NGM Quote/Job Ref:
	Date of submission:
Phone No:	MPRN

Job Address	
Property No:	
Property Name:	
Street Name:	
District:	
Postal Town:	
Postcode:	

Signed:..... Print
Name:.....

### 3.41 Calculation of Meter Point Conversion Factor

Please provide as much relevant information as possible

NATIONAL GRID ONLY

Date Received:

Ref:

<b>Supplier Information</b>	
Supplier name or Short Code:	Supplier Ref no:
Enquiry Originator (name of person):	Date of submission:
	Transaction Type Code:
Phone No:	Reason for calculation (e.g. AQ review)

<b>Consumer Details</b>	
Name:	Daytime Contact Number:
	Evening Contact Number:
Access Instructions (in case site visit required)	

<b>Job Address</b>	
Property No:	
Property Name:	
Street Name:	
District:	
Postal Town:	
Postcode:	

<b>MPRN(s)</b>

<b>Other Comments:</b>	
------------------------	--

Signed:..... Print
Name:.....

### **3.42 Examples of Policy Exchange Letters:**

#### **Initial contact letter**

Dear Sir/Madam

Re: : s Meter Exchange Programme

We are writing to advise you that as part of National Grid's license obligations we must ensure that all gas meters are in good order. To comply with this requirement the Gas Regulator, Ofgem has approved that we undertake a meter replacement programme to ensure continued meter accuracy.

To this end, we would like to inspect and if necessary, exchange your gas meter on the xx/xx/xx.

We would like to stress that there will be no charge for this work. It will take approximately 30 minutes to carry out and during this time we will need to gain access to your property (even if your meter is in an outside box) and temporarily turn off your gas supply. As part of this work we will also carry out a soundness test on the internal pipework.

If the planned date shown above is inconvenient, or you would like to provide us with any special access instructions, then please contact us on 0845 606 6766 where upon we will be happy to make the necessary arrangements.

We thank you in advance for your co-operation in allowing this necessary work to be completed.

Yours faithfully

**“Reschedule appointment before calling” Letter**

Our Ref : LPR

Date: 03<sup>rd</sup> July 2003

The Occupier  
ADDRESS1  
ADDRESS2  
ADDRESS3  
ADDRESS4

Job Number: JOB NUMBER

Dear Sir/Madam

METER EXCHANGE PROGRAMME

I refer to the letter you were sent recently from National Grid informing you that we would be calling at your property to inspect and if necessary exchange your gas meter.

Unfortunately, due to an error on our part, this visit will not now take place.

I would like to reassure you that any delay in the completion of this work does not affect your safety. The Policy Meter Exchange Programme will re-commence at a later date. Once a new visit has been rescheduled, a Meter Exchange Programme letter will be forwarded to you indicating the date National Grid will call to your premises. If this arrangement is not suitable, please do not hesitate to contact National Grid on 0845 606 67 66.

Please accept my apologies for any inconvenience caused.

Yours faithfully

**“Missed Appointment” Letter:**

Date: 26<sup>th</sup> May 2004

Our Ref: PMEMA  
Job No: «Job\_Number»

The Occupier  
«ADDR1»  
«ADDR2»  
«ADDR3»  
«ADDR4»  
«ADDR5»

Dear Sir/Madam

**METER EXCHANGE PROGRAMME**

I regret that due to unforeseen circumstances we were unable to keep our appointment to change your gas meter on \* as arranged in our previous correspondence. I have rescheduled your appointment for \* between the hours of 8am – 8pm.

If the above date is not convenient please telephone us on 0845 606 67 66 quoting the above Job Number.

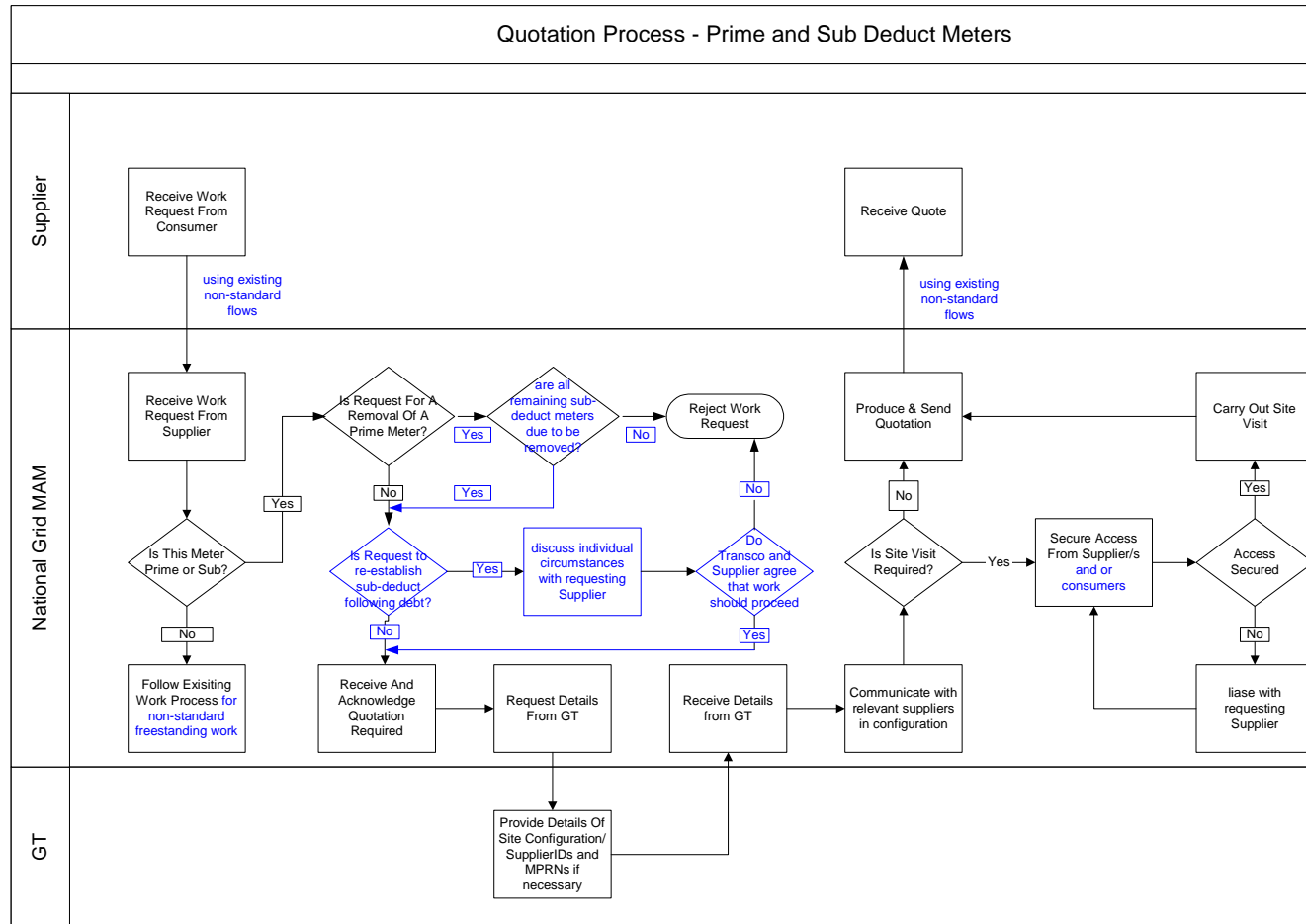
Meanwhile I can assure you that this work is of a non-urgent nature and in no way compromises your safety or the security of your gas supply.

Please accept my sincere apologies for any inconvenience we may have caused you.

Yours faithfully

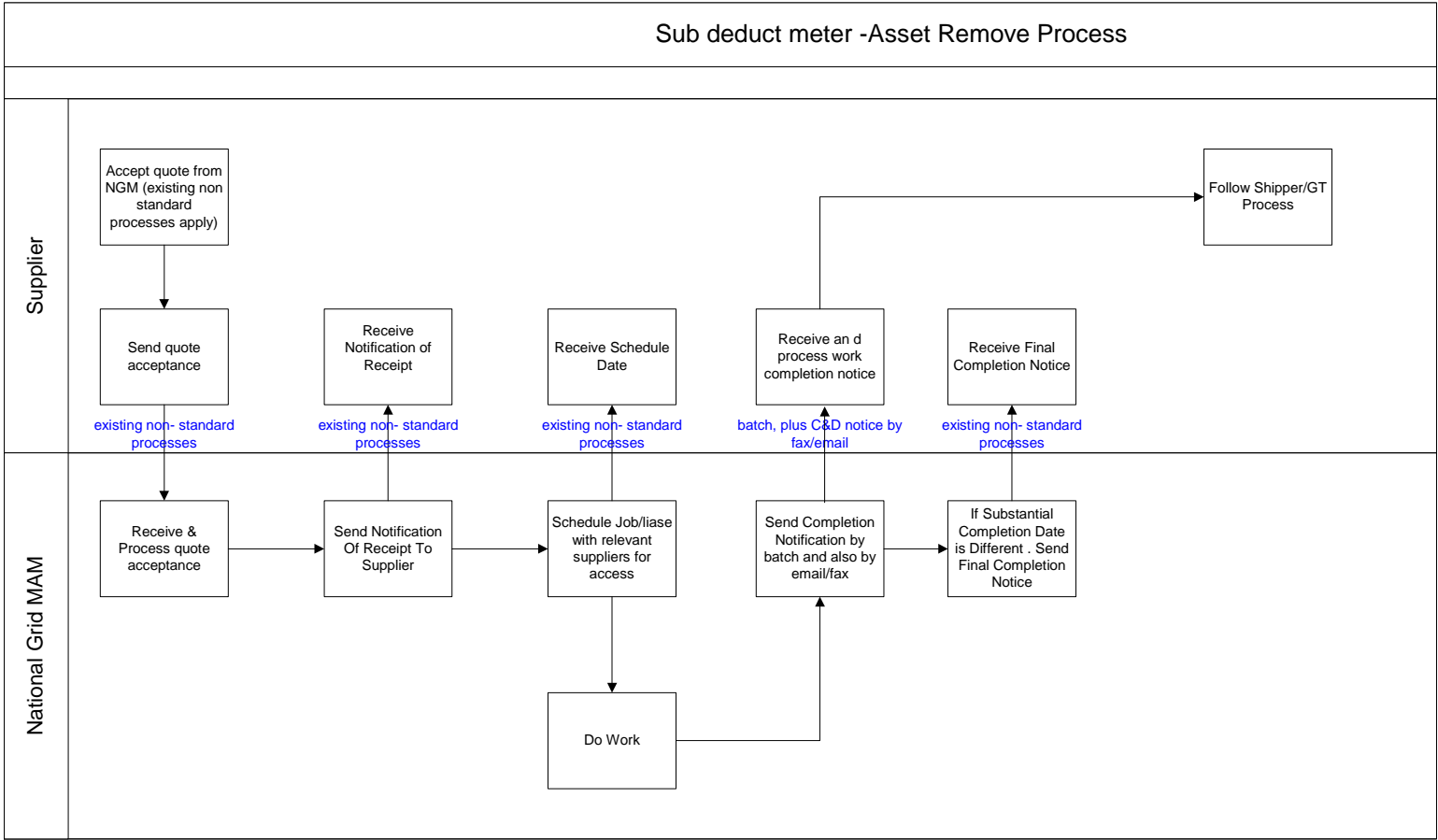
Duty Emergency Operations Manager

### Quotation Process - Prime and Sub Deduct Meters

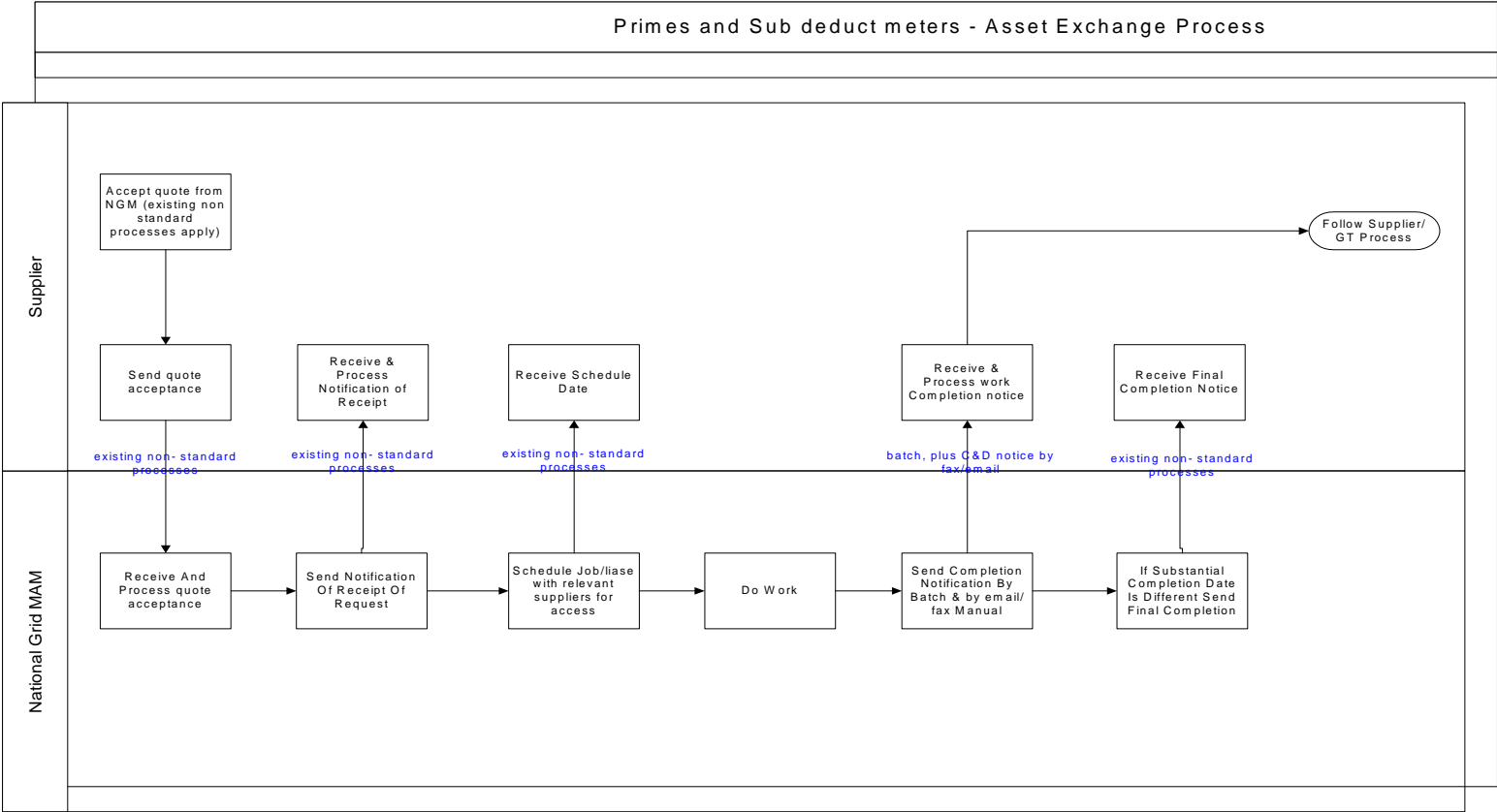




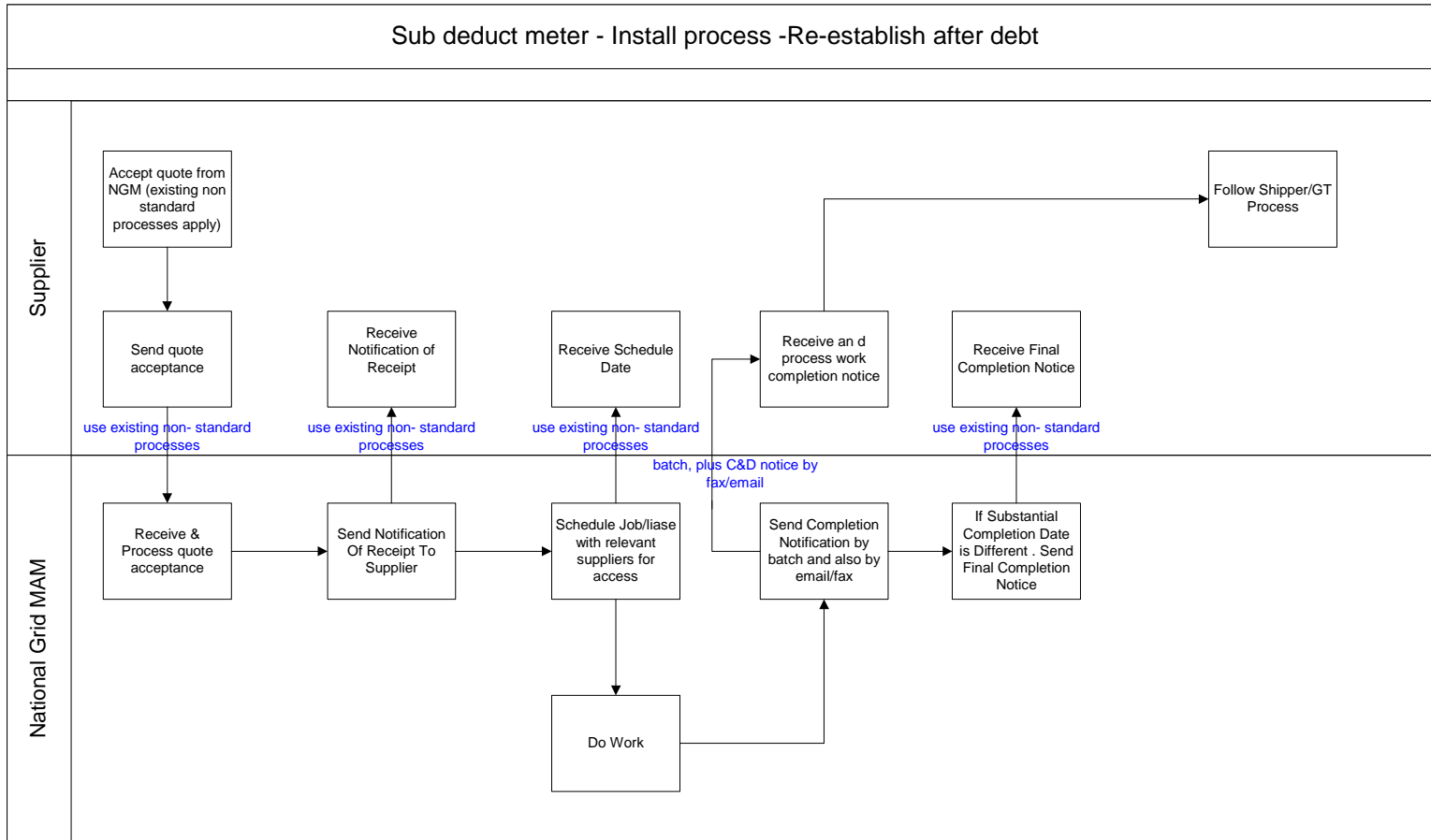
Sub deduct meter -Asset Remove Process



Primes and Sub deduct meters - Asset Exchange Process



Sub deduct meter - Install process -Re-establish after debt



## CONNECTION/DISCONNECTION NOTIFICATION

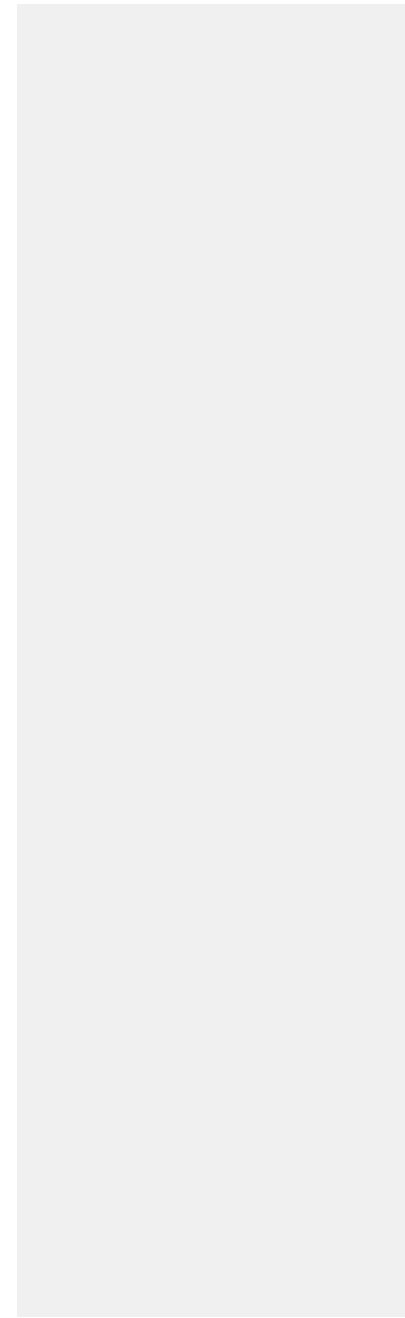
### Meter Installation/Exchange/Remove & Reposition

(Under Paragraph 12 of Schedule 2B of the Gas Act, this information is to be submitted at least 48 hours before the work is carried out. Where it is not reasonably practicable to provide all the mandatory information in advance, the missing information can be provided within 48 hours of the work being completed.) For the purposes of National Grid's Metering Agreements, a request from a relevant Supplier satisfies the requirement in respect of pre-notification

Please Note: Shaded areas indicate legal requirements	
<b>To:</b>	
<b>This form will be sent by National Grid Metering to the requesting SUPPLIER</b>	

<b>Competence Level</b>		
<b>Complete appropriate Level</b>	Registered Gas Meter Installer (OAMI) - Ofgem Registration No	
	CORGI Registered Gas Meter Installer (GMI) - Registration No	
	Non-registered Competent person (Please tick)	

<b>Details of Meter Installer / Remover</b>	
<b>Company Name (if applicable)</b>	
<b>Address</b>	



<b>Postcode</b>	
<b>Telephone number</b>	
<b>Installers name (Engineer resource no.)</b>	

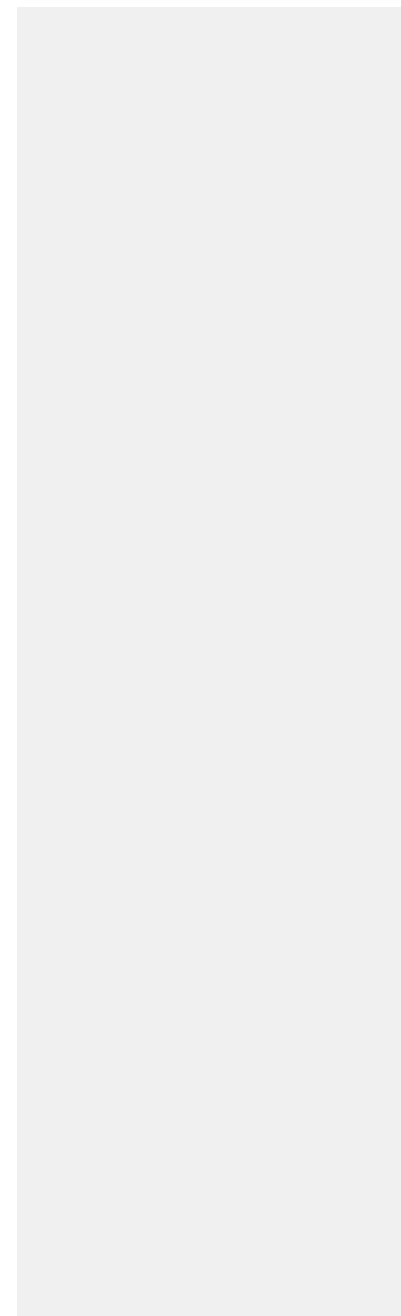
<b>Requestor of Meter Work</b> (e.g. name of Gas Supplier or user)	
---	--

<b>Place of Installation / Removal</b>	
<b>Site/Address</b>	
<b>Postcode</b>	

<b>Meter Point Reference Number</b>	
-------------------------------------	--

<b>Customer's Name:</b>	
<b>Account Number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone Number:</b>	

<b>Proposed Date Work:</b>	/ /	<b>Time (delete as appropriate):</b>	<b>AM / PM</b>
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*Customer Signature: National Grid warrants that the work has been carried out on the date and time specified in this C&D notice	Date: / /
Position in Company (if applicable):	

Work Description (please tick box)				
Meter Installed:	Meter Removed:	Meter Exchanged:	Meter Repositioned:	4

Meter Details		
	New Meter Details	Old Meter Details
Date of Installation/Removal:	/ /	/ /
Time of Installation/Removal:	AM / PM	AM / PM
Final/Start Reading:		
Meter Serial No:		
Manufacturer:		
Type: <i>Delete as appropriate</i>	Diaphragm Ultrasonic Turbine Rotary	Diaphragm Ultrasonic Turbine Rotary
Meter Model: i.e. U6, U16		
Max. Badged Capacity:		
Year of Manufacture:		
No. of reading dials:		
Index Scaling: i.e. x1, x10, x100		

<b>Reading Units:</b> i.e. 10's, 100's, 1000's		
<b>Registration Units:</b> <i>Delete as appropriate</i>	Cubic Ft / Cubic Metres	Cubic Ft / Cubic Metres
<b>Prepayment Meter:</b>	Y / N	Y / N
<b>Meter Collar Fitted:</b>	Y / N	
<b>Bypass Fitted:</b>	Y / N	
<b>Converter Fitted:</b> (If yes, complete section on page 3)	Y / N	
<b>Bracket Fitted:</b>	Y / N	
<b>Meter Pulse Value:</b>		

<u>Meter Owner Details</u>		
	<b>New Meter</b>	<b>Old Meter</b>
<b>Name of owner:</b>		
<b>Address of Owner:</b>		
<b>Postcode:</b>		
<b>Telephone No.</b>		
<b>Emergency Contact No.</b>		
<b>Meter Owner Indicator</b> i.e. Transporter, Supplier or Customer <i>Delete as appropriate</i>	T/S/C	T/S/C

<b>*Installers Signature: (Engineer resource no.)</b> National Grid warrants that the work has been carried out on the date and time specified in this C&D notice	<b>Date:</b> /    /
<b>Position in Company (if applicable):</b>	

<b>Converter Details</b> <i>(where applicable)</i>		
	<b>On Connection to Meter</b>	<b>On Disconnection From Meter</b>
<b>Manufacturer</b>		
<b>Year of Manufacture</b>		
<b>Serial No.</b>		
<b>Reading (unconverted)</b>		
<b>Reading (converted)</b>		
<b>Temperature Conversion</b>		
<b>Pressure Conversion</b>		
<b>Compressibility Conversion</b>		
<b>Density Conversion</b>		
<b>No. of dials (unconverted)</b>		
<b>No. of dials (converted)</b>		
<b>Converter Model</b>		
<b>Index Scaling:</b> i.e. x1, x10, x100		
<b>Converter Reading Units</b> i.e. 10's, 100's, 1000's		

<b>For Meters With An Annual Load Above 25,000 Tpa / 732,000 KWh</b>	
<b>Gas Meter Height Above Sea-level (Metres)</b>	
<b>Meter Pressure (milli-bars)</b>	



### **3.43 Modification 54 – I&C SAP System changes (September 2014)**

This Modification demonstrates the system changes required based on the introduction of the enhanced I&C SAP system.

An appendix will indicate the specific changes/additions, which are as follows:

Following the introduction of a new SAP system for National Grid Metering's Industrial and Commercial business ("I&C SAP System"):

- a reference to the Rainbow System in the MAM Manual will also, where applicable, be construed and read as a reference to the I&C SAP System; and
- a reference to a Rainbow file in the MAM Manual will also, where applicable, be construed and read as a reference to the equivalent I&C SAP System file as set out below.