

## CMA ADDITIONAL SERVICES

### DOCUMENT CONTROL

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### VERSION HISTORY

Version	Date	Description	Author	Review	Approval
1.0	2012-06-11	Published Version	Kevin Milne	Neil Cohen	Jeremy Atkinson
2.0	2013-07-15	Remove Scripts with connection date and SE's	Neil Cohen	Amanda Hancock	Jeremy Atkinson
3.0	2014-01-14	2013 September Software Release v3.6.0	Kevin Milne	Neil Cohen	Jeremy Atkinson
4.0	2014-03-20	2014 March Software Release v3.7.0 + training	Neil Cohen	Kevin Milne	Jeremy Atkinson
5.0	2014-05-14	Adds in cloud test environments	Neil Cohen	Kevin Milne, Gary Craig	Jeremy Atkinson
6.0	2015-03-26	Automation of RAs and note on invoicing	Neil Cohen	Gary Craig, Kevin Milne, Lesley Donaldson	Jeremy Atkinson
7.0	2016-03-19	RA Error Code Refinements (MCCP175)	Neil Cohen	Gary Craig, Lesley Donaldson, Amanda Hancock	Jeremy Atkinson

Version	Date	Description	Author	Review	Approval
8.0	2016-06-16	Addition of Ad-Hoc Reporting	Neil Cohen	Gary Craig, Kevin Milne, Lesley Donaldson	Jeremy Atkinson
9.0	2016-10-31	Addition of SLP training	Neil Cohen	Andy Millar	Jeremy Atkinson
10.0	2017-03-17	Addition of standing test environments	Neil Cohen	Andrew Morris	Jeremy Atkinson
11.0	2017-09-29	Addition of the Invalid Data Item Rpt	Neil Cohen	Andrew Morris	Jeremy Atkinson
12.0	2018-02-01	Live RV items added to the SPID History Rpt and projected settlement runs	Neil Cohen	Andrew Morris	Jeremy Atkinson
13.0	2018-04-01	GDPR Reporting	Neil Cohen	Andrew Morris	Jeremy Atkinson
14.0	2018-09-27	TTRAN SPIDs and Landlord SPIDs	Neil Cohen	Andrew Morris	Jeremy Atkinson
15.0	2018-12-06	Name change; Landlord to MT	Neil Cohen	Andrew Morris	Jeremy Atkinson
16.0	2020-03-26	Inclusion of Surface Area Data Items	David Candlish	Andrew Morris	Jeremy Atkinson
17.0	2020-05-14	Changes to accommodate the Wholesale Charge Deferral Scheme	Neil Cohen	Amanda Hancock, Jon Grassie	Jeremy Atkinson
18.0	2020-09-24	Additional RA error codes and requirements for POs.	Neil Cohen	Jon Grassie	Jeremy Atkinson
19.0	2020-01-01	MNAssoc and MDAssoc RAs	Neil Cohen	Jon Grassie, Amanda Hancock	Jeremy Atkinson

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## INTRODUCTION

The Market Code defines Additional Services as follows:

‘The carrying out of any activity or providing any service or report by the CMA for a Trading Party or any other party where such activity, service or report is not a requirement of the Market Code or where the Market Code specifies that the CMA may charge a specific charge.’

Clause 7.3.5 identifies that the CMA may establish a schedule in which Additional Services are set down. Clause 7.3.5 also identifies that the CMA may charge a fee for the provision of such services. In particular, the Market Code identifies that reports not specifically required by the Code may be provided as Additional Services (Clause 6.7.3) and ERRA processing may also be defined as an Additional Service (Clause 5.5.2 (ii)). Where a fee is to be charged, the participant should submit a Purchase Order to cover that charge. Any such Purchase Order must only contain the following characters:

- a-z
- A-Z
- 0-9
- ( ) . - \ / \_ & \$ % \* ! | : ; @ #

This document constitutes the CMA schedule of Additional Services.

## AD-HOC REPORTING

The following reports are currently available:

Report Title	Report Content	Report Format	Comments
Domestic Meters Report	D3001 Meter ID Meter EFD/ETD Meter Status	CSV	

	D3017 GIS X D3018 GIS Y D3027 Main Meter ID Main Meter EFD/ETD D5001 – D5013 Address Data		
R8 Report	Measure Year/Quarter/Month MID Message Type D3001 Meter ID Number of Failures	Excel	
Non-HVI Data Feed Report	D2001 SPID Incoming MID/XML/Created at Date/Msg User/GUID/Msg Type Incoming Process Finished Outgoing MID/RMID/Created at Date/GUID/Msg Type	CSV	
SPID History Report	Changes to any of the following: D2001 SPID D2013 Connection Date D4001 LP Org ID, being the LP associated to the SPID. SPID Status D2015 SPID Vacant D2011 RV D2042 Live RV D2044 RV Transition Flag D2014 Farm/Croft D2018 Troughs and Drinking Bowls D2020 Outside Taps D2016 Property Drainage D2048 Surface Area Indicator D2012 Surface Area D2017 Roads Drainage	XML	Updated each day.

	<p>D2003 Sch3  D2006 29e  D2007 Large User Volume Agreement  D2022 Phasing Transitional Arrangement  Effective From Date (which would be the D4002 RSD for a change of LP, a D4006 EFD for the Dxxxx data items and the effective from date for a change of SPID Status)  D4002 RSD for pending transfers.</p>		
RA Summary Report	<p>Report From/To Dates  RA Number  RA Type  RA Status  RA Upload Date  RA Submitted By  RA Applied Date</p>	XML	Updated each day, for the previous 30 days.
Trading Party CS Usage Report	<p>Org ID; being the Org ID for the requesting Trading Party  Month; being the month over which the usage refers  User Name; identifying all Users who had logged on once or more within the reporting month  Date; being each day in the reporting month when the identified User had logged on  First Log In Time; for the User for the given day  Last Log In Time; for the User for the given day  Total Page Hits; for the User for the given day  First Page Hit; being the time of the first hit for the User on the given day  Last Page Hit; being the time of the last hit for the User on the given day  Total Page Hits for the Trading Party for the given day.</p>	csv	Produced on the 2 <sup>nd</sup> . BD of each month, for the previous month.
Meter Read Performance Report	<p>D2001 SPID  D3001 Meter ID</p>	XML	Produced on the 5 <sup>th</sup> . BD of each month, for the previous month.

	T005.1 MID (for each successful T005.1 for the identified Meter ID) T005.1 HVI Received at Date; for the identified T005.1 D3008 Meter Read D3009 Meter Read Date (for the reads in the identified T005.1) D3010 Meter Read Type (for the identified meter read date (being one of T, S, C, U or R) Elapsed Time; being the number of Business Days from the read to the submission (excluding the meter read date, but including the submission date)		
Non-Compliant Data Report	Trading Party. SPID. Data item Number. Data Item Name. Data Item Value. Description of non-compliance	csv	Produced quarterly for each data owner.
SGES Costs Report	R1 settlement run with SGES active R1 settlement run with SGES de-activated	As for ad-hoc settlement	Produced for SW, monthly.
Multi-Tenancy Details Report	D2045 Multi-Tenancy SPID D2001 Unit SPID	csv	Updated each day/month.

Parties may request any of the above reports, or other reports, to be provided as a one-off, or as an ongoing service. Where such a report is provided, a development cost may be charged, along with any ongoing operational costs.

## Notes

- All charges are quoted, exclusive of VAT
- Charges reflect ongoing costs incurred in producing a report that has been previously created. Typically, where such reports are made available on the LVI, the ongoing production cost will be £0.00
- Where a report needs to be developed, this development would need to be costed and charged accordingly.

## DATA SUBJECT REPORTS and DATA SUBJECT PROCESS CHANGE REQUESTS

The following data extracts will be provided by the CMA to Parties, in response to a duly submitted Data Subject Request form (available on the CMA website), as part of the regime for compliance with Data Protection Laws, at no cost:

- CMA Enquiry Listing, to include; Contact Name, e-mail, contact number, Trading Party and enquiry history
- CMA CS Trading Party Listing, to include; Contact Name, e-mail categories and Trading Party.
- SLP Org Details Listing, to include; Landlord Name, Landlord Type, Contact Number and web address.
- CMA CS Customer Name/SPID Data, to include; Customer Name, SPID and SPID Address, GIS X, Y and Z, Meter IDs, DPIDs, Main SPIDs and Sub SPIDs.
- SLP Landlord Name/SPID Data, to include; Landlord Name, SPID, SPID Address, Customer Name and Vacancy Status (as presented via the Current Data pages).

The following changes to processing will be considered on a case-by-case basis, in concert with Trading Parties, in accordance with Data Protection Laws, in response to a duly submitted Data Subject Processing Change Request form (available on the CMA website), at no cost:

- Cease Processing Request
- Restrict Processing Request
- Erasure Request

## AD-HOC TRAINING

The CMA may provide training to a party on various aspects of the Market Code and the CSDs, or on the Scottish Landlord Portal. The following standard charges will apply, subject to any variations as agreed with the party:

- For each half-day of training provided; £500.00, excluding VAT
- Any travelling and subsistence expenses will be charged at cost

The cost for any presentational material will be subject to agreement.



## AD-HOC TEST ENVIRONMENTS

The CMA may provide a test environment for the CMA Central Systems, or for the SLP, to a party, on request. The environment will be cloud based and will operate with similar access arrangements as for other CMA environments. The following standard charges will apply:

- Set-up cost; £1.14k
- Operational cost; £980.00 per month.

The following additional items may also be provided:

- **Support:** ½ day per month is included in the above price to monitor and support infrastructure, backup and restore databases. Additional support will be charged at £150 per hour.
- **Bandwidth:** Up to 100GB per month is included. Additional bandwidth will be charged at £25.00 per 100GB (*It is considered that this will only be required should copies of VM's or Databases need to be transferred*).
- **FTP Server:** Should this be required, there will be an additional set-up cost of £300.00 and a monthly charge of £60.00.

The CMA, at its own discretion, may also make a test environment for the CMA Central Systems and/or for the SLP generally available for use by participants, at no cost.

## AD-HOC SETTLEMENT

The CMA may provide an ad-hoc settlement run for a party, on request, based on the latest dataset for the requested period. The requesting party should specify;

- Run Type
- Run Period (a Financial Year for an RF or a month for an Invoice Period)

- The scope of the run (i.e. which Trading Parties, Supply Points etc. the run should include)
- Any required data changes.

An operational cost will be charged for any such runs. With no additional data changes, the charge will be £750.00 (excluding VAT). Further charges will be subject to agreement, based on any required data changes.

In addition, the following RF runs will be provided to all Trading Parties, unless already published on Production, at no cost:

RF Run	Dataset	Issue Date
2017/18	<ul style="list-style-type: none"> <li>• Actual and Projected SW Data, as known on the 9<sup>th</sup> BD of January 2018/January 2019.</li> <li>• SPID Data as of the 9<sup>th</sup>. /10<sup>th</sup>. or 11<sup>th</sup>. BD of January 2018/January 2019</li> </ul>	Last BD of January 2018 & last BD of January 2019
2018/19	<ul style="list-style-type: none"> <li>• Projected SW Data, as known on the 9<sup>th</sup> BD of January 2018/January 2019/January 2020.</li> <li>• SPID Data as of the 9<sup>th</sup>. /10<sup>th</sup>. or 11<sup>th</sup>. BD of January 2018/January 2019/January 2020.</li> </ul>	Last BD of January 2018, last BD of January 2019 & last BD of January 2020
2019/20	<ul style="list-style-type: none"> <li>• Projected SW Data, as known on the 9<sup>th</sup> BD of January 2018/January 2019/January 2020.</li> <li>• SPID Data as of the 9<sup>th</sup>. /10<sup>th</sup>. or 11<sup>th</sup>. BD of January 2018/January 2019/January 2020.</li> </ul>	Last BD of January 2018, last BD of January 2019 & last BD of January 2020
2020/21	<ul style="list-style-type: none"> <li>• Projected SW Data, as known on the 9<sup>th</sup> BD of January 2018/January 2019/January 2020</li> <li>• SPID Data as of the 9<sup>th</sup>. /10<sup>th</sup>. or 11<sup>th</sup>. BD of January 2018/January 2019/January 2020</li> </ul>	Last BD of January 2018, last BD of January 2019 & last BD of January 2020

## RETROSPECTIVE AMENDMENTS

Data Item/Group	Charge	Comments
<p><b>Chargeable Data for a SPID:</b>            D2001 SPID,            D2003 Schedule 3,            D2005 Customer Classification,            D2006 29e,            D2007 Large User Volume Agreement,            D2008 SIC Code,            D2011 Rateable Value,            D2014 Farm/Croft,            D4006 Effective From,            Effective To Date.</p>	<p>£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less. During the period of the Wholesale Charge Deferral Scheme, the charge for this RA will be zero.</p>	<p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p> <p>Where there is a SPID pair, changes should be submitted for the WS SPID and will then be made to both SPIDs, as appropriate.</p>
<p><b>WCDS Vacancy:</b>            D2001 SPID            D4006 Effective Date, being the EFD for the change to vacancy status to apply            D2015 SPID Vacant.            D2049 WCDS Code            Effective To Date</p>	<p>The charge for this RA will be zero.</p>	<p>This RA will only be available during the period of the Wholesale Charge Deferral Scheme.</p> <p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p> <p>Where there is a SPID pair, changes should be submitted for the WS SPID and will then be made to both SPIDs, as appropriate.</p>

<p><b>Chargeable Data for a Sewerage SPID:</b>  D2001 SPID,  D2016 Property Drainage,  D2048 SA Indicator,  D2012 Surface Area,  D2017 Roads Drainage,  D2024 Unmeasurable,  D4006 Effective From,  Effective To Date.</p>	<p>£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.</p>	<p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p>
<p><b>Chargeable Data for a Meter:</b>  D2001 SPID,  D3001 Meter ID,  D3002 Chargeable Meter Size,  D3005 Sewerage Chargeable Meter Size,  D3007 Non-Return to Sewer Allowance,  D4006 Effective From Date,  Effective To Date.</p>	<p>£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.</p>	<p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p>
<p><b>Meter Details:</b>  D2001 SPID,  D3001 Meter ID  D3003 Physical Meter Size,  D3004 Number of Digits,  D3011 Meter Read Frequency</p>	<p>£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.</p>	<p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p>
<p><b>Meter Read:</b>  D2001 SPID,  D3001 Meter ID,  D3008 Meter Read,  D3009 Meter read Date,  D3021 Rollover Flag</p>	<p>£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.</p>	<p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p>

<p><b>Chargeable Data for a DPID:</b>  D2001SPID,  D2003 Schedule 3,  D6001 Discharge Point ID,  D6003 CDV,  D6004 sBODL,  D6005 TSSL,  D6006 Ot,  D6007 St,  D6009 Non-domestic Allowance,  D6010 SDT Indicator,  D6012 Pcent Allowance,  D6013 Fixed Allowance  D4006 Effective From,  Effective To Date.</p>	<p>£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.</p>	<p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p>
<p><b>Meter Network Deletion:</b>  D2035 Main SPID.  D2036 Sub-SPID, if applicable.  D3027 Main Meter.  D3006 Sub Meter.</p>	<p>£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.</p>	<p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p>
<p><b>Meter Network Creation:</b>  D2035 Main SPID  D2036 Sub-SPID  D3027 Main Meter  D3006 Sub Meter  D4006 Effective from Date.  Effective To Date, if required.</p>	<p>£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.</p>	<p>Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.</p> <p>It should be noted that this RA may only be used when the Main SPID, Sub SPID, or both have a D2025 SPID Status of PDISC, DEREK, or REJ and/or the D4006 Effective From Date is prior to the D3009 Meter Read Date of the O Read for the D3001 meter ID that is the current Head of the T17 Meter Chain.</p>

		Furthermore, the submitted Main Meter and Sub Meter must be the latest Head of the relevant T17 Meter Chains, regardless of the effective dates.
<b>Meter DPID:</b> D2001 SPID D6001 DPID D3001 Meter ID D3024 MDVol D4006 Effective From Date, being a modified EFD. Effective To Date, being a modified ETD, if required.	£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.	Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.  It should be noted that the submitted Meter must be the latest Head of the relevant T17 Head of Chain, regardless of the effective dates.
<b>DPID:</b> D2001 SPID D6001 DPID D4006 Effective From Date, being a modified EFD. Effective To Date, being a modified ETD, or the word DELETE, if required.	£125.00 for 51 records or more, and £2.50 per record for submissions of 50 records or less.	Data should be submitted via the LVI, as identified under the Additional Services tab. Changes can only be made by a Party that is the Data Owner over the period when the change is effective.

## Notes

- All charges are exclusive of VAT
- Charges reflect estimates of costs incurred.
- Where a change to an existing Data Group, or a new Data Group needs to be developed, this development would need to be costed and charged accordingly.
- Data items submitted for retrospective amendment should be provided as described in the comments column, as that is the form in which they would be loaded in to the CMA CS.
- Where changes are required with Effective From Dates that are later than the last change made to a SPID/Meter, then such changes can be made via the relevant transactions.

- Invoicing will be done separately for RAs from other Additional Services. The CMA will invoice for RAs on a monthly basis, unless a Party has not reached a *de-minimis* level. In such cases, charges will be rolled forward to following months until such time as the *de-minimis* level has been reached; an invoice will then be raised. The *de-minimis* level is set at £25.00.
- Where an RA record fails validation, error codes will be used to identify the nature of the failure. Error codes will either be those identified in CSD0301, or will be one of the following:

Error Code	Message Text
DA	RA; Rollover Indicator must not be present on an I or F read.
DB	RA; Logical Water meters must have either a zero value I read or a zero value F read
JI	RA; Data Item must be specified.
JJ	RA; Value must be specified.
JK	RA; EFD must be specified.
JL	RA; DPID must be specified.
JM	RA; the specified Data Item is not updatable. Please check that the Data Item is valid for the selected template.
JN	RA; the provided Value must be consistent with the specified Data Item.
JO	RA; invalid date provided.
JP	RA; Physical Meter Size must be between 1 and 9999.
JQ	RA; record must be for a SS SPID.
JR	RA; D2024_Unmeasurable is incompatible with existing Metered Service Elements - cannot be effective during a Water Metered Period.
JS	RA; D2024_Unmeasurable is incompatible with existing Metered Service Elements - cannot be effective during a Foul Water Metered Period (with RTS > 0).
JT	RA; Effective From date must be after database entry.
JU	RA; Existing Meter Read Date must be specified.
JV	RA; at least one updatable field needs to be provided.
JW	RA; I and F reads for Pseudo Meters must be zero.
JX	RA; invalid Meter Read value provided.
JY	RA; No Meter Read exists for specified existing read date.
JZ	RA; the specified Meter Read Type is not updatable via the RA Process.
KA	RA; this Read Type cannot be deleted.
KB	RA; Meter Read date must be before a different meter reading.
KC	RA; Meter Read must be lower than subsequent meter reading.
KD	RA; Meter Read must be after SPID Connection Date.
KE	RA; the Final Meter Read should be the last meter reading.
KF	RA; Meter Read date must be after different meter reading.
KG	RA; Meter Read must be greater than previous meter reading.
KH	RA; the Final read must be before the Disconnection/Deregistration Date.
KI	RA; the Opening Meter Read should be the first meter reading.
KJ	RA; Meter is not in a SWAP chain.

KK	RA; the End Meter Read should be the last meter reading.
KL	RA; SPID updates are only allowed to be made by the owning LP between the specified date ranges.
KM	RA; the incoming LP is only allowed to amend T and S Reads.
KN	RA; invalid Rollover value provided.
KY	RA; The I read date must be on or prior to the earliest Meter Network Association Effective From Date.
MA	RA; Effective From Date must be prior to the current day.
MC	RA; The F read date must be after the latest Meter Network Association Effective To Date
MM	RA; D2035 Main SPID must be specified
MN	RA; Property Drainage must be False if SA Indicator is N/A
MP	RA; SA Indicator must be RV if Surface Area is zero
MQ	RA; SA Indicator must be SA if Surface Area is greater than zero
MT	RA; D4006 EFD must be prior to D2035 Main SPID or D2036 Sub SPID having a D2025 SPID Status of DEREK or PDISC
MU	RA; ETD must be specified.
MV	RA; ETD must be prior to any D3009 F Read Date for both the D3027 Main Meter and the D3006 Sub Meter
MW	RA; ETD must be prior to D2035 Main SPID or D2036 Sub SPID having a D2025 SPID Status of DEREK or PDISC
MX	RA; ETD must be after D4006 Effective From date
MY	RA; Effective to date must be on or before the SPID becomes DEREK or PDISC
MZ	RA; Effective From Date must be on or after the SPID Connection Date
NA	RA; Effective from date must be before the SPID becomes DEREK or PDISC
NB	RA; Effective from date must be on or after the I read date
NC	RA; D2035 Main SPID or D2036 Sub SPID SPID Status must be PDISC, DEREK or REJ, or the D4006 Effective Date must be prior to the O Read Date for the Head of the T17 Meter Chain
ND	RA; MDVol must be specified
NE	RA; Effective to date must be before the F read date