## SCHEDULE XX

## Data Management Schedule

Version: 0.2          Effective Date:          N/A

| | |
|---|---|
| Domestic Suppliers | Mandatory |
| Non-Domestic Suppliers | Mandatory |
| Gas Transporters | Mandatory |
| Distribution Network Operators | Mandatory |
| DCC | Mandatory |

## *Change History*

| Version Number | Implementation Date | Reason for Change |
|:---:|:---:|:---:|
| 0.1 | N/A | Version agreed for industry consultation 5 June 2018 |
| 0.2 | N/A | Version agreed for industry consultation 15 October 2018 |

*Note: Where drafting has been included in square brackets, this indicates that a change or clarification is required to the design baseline described in Design Baseline 4 (DB4). These potential changes to DB4 will be considered by the Switching Programme over the coming months.*

## *Contents Table*

# 1    Introduction

1.1    This REC Schedule describes the structure and categorisation of CSS Messages and CSS Message Variants, and the Receipt Responses required for different categories of CSS Message Variants. A CSS Message Variant is a sub-category of a CSS Message, as set out in the Technical Specification.

1.2    This REC Schedule also describes the Switching Domain Data which is most relevant to the identification and governance of Market Participants, the role of the Code Manager in informing Market Participants of changes to that data and the role of Data Masters in providing that data to the CSS Provider.

1.3    Finally, this REC Schedule describes the process for creating and updating RMP Records.

# 2    CSS Messages

2.1    Each CSS Message must comply with the relevant requirements of the Technical Specification, including in respect of its structure and data elements.

2.2    Each CSS Message must be submitted by the method specified in the relevant Interface and Timetable section of the applicable REC Schedule.

2.3    The CSS Message Variant required to be utilised for each specific interaction between Market Participants and the Switching Data Service Providers is detailed in the relevant Interface and Timetable section of the applicable REC Schedule.

2.4    Each CSS Message shall only be validly sent for the purposes of this Code if sent in accordance with this Paragraph 2.

2.5    Each CSS Message can be categorised as one of the following types:

(a)    "Notification" – a message from the CSS Provider which informs the recipient of a change in Registration Status or a Registration Event, and which may provide the recipient with some related information;

(b)    "Enquiry" – a message that informs the recipient of a change in Registration Status or a Registration Event, and provides the recipient with an obligation or opportunity to respond in a structured form (within a fixed timescale);

(c)    "Synchronisation Message" – a message designed to keep information in one Switching Data Service in line with that information recorded on another Switching Data Service; and

(d)    "Update" - a message to the CSS Provider, including Registration Requests.

## 3      CSS Message Receipt Responses

3.1    Each CSS Message has a specified Receipt Response, as defined in the Technical Specification.

3.2    Each Market Participant or Switching Data Service Provider which receives a CSS Message must respond to that message in accordance with the specified Receipt Response.

3.3    The required Receipt Responses differ by reference to the CSS Message Type, as follows:

(a)      Notifications – no requirement to send a response;

(b)      Enquiries – (i) a mandatory acknowledgement of receipt; and (ii) a mandatory or non-mandatory response to the enquiry (as detailed in the Technical Specification);

(c)      Synchronisation Messages – (i) an acknowledgement of receipt; and (ii) the updating of the recipient's Switching Data Service; and

(d)      Updates - as specified in the relevant Interface and Timetable or Technical Specification.

## 4      Switching Domain Data

4.1    Switching Domain Data is fully described in the Technical Specification.

4.2    Each Switching Data Element is assigned a single Data Master, as described in the Technical Specification. The Data Master assigned to each Switching Data Element is responsible for the accuracy of that Switching Data Element.

4.3    The Data Master for a Switching Data Element may be a Market Participant (in respect of an RMP for which it is Registered or Appointed), or a Switching Data Service Provider, the Code Manager, the body responsible for data under another Energy Code, or any other person as described in the Technical Specification.

4.4    Each Data Master shall take all reasonable steps to ensure that its Switching Data Elements are and remain correct and up-to-date.

## 5      Provision of Switching Domain Data

5.1    The Code Manager shall be responsible for, among other things, the collation and provision of data in respect of the following Switching Object Classes: Energy Company and Energy Company Groups.

5.2     The BSCCo and the Gas Retail Data Agent shall be responsible for the collation and provisions of electricity and gas Market Participant Data respectively, including the associations between Market Participant Roles and legal entities.

5.3     Each Data Master shall provide, the Switching Domain Data for which it is responsible to the CSS Provider, and to the Code Manager where the data is needed by the Code Manager to perform its functions under this Code. The Switching Domain Data should be provided through a mechanism agreed between the Data Master and the CSS Provider or Code Manager (as applicable).

5.4     Where this Paragraph 5 contains Switching Data Elements which relate to Market Participants, these Switching Data Elements are either (as identified in the Technical Specification):

    (a)     commercially confidential in nature and will only be shared with specific Market Participants; or

    (b)     shared with all Market Participants without any restrictions.

5.5     This REC Schedule describes the processes, interfaces and timetables related to the update of Switching Domain Data by the Code Manager and the relevant Data Master for each of the Switching Object Classes and their associated Switching Data Elements described in Paragraph 5.6.

5.6     The Switching Object Classes are categorised as follows:

    (a)     "**Market Role**" means one of: an Electricity Supplier; a Gas Supplier; a Shipper; a Meter Equipment Manager; a Data Aggregator; a Data Collector; a Meter Asset Provider, a Gas Transporter or a Distribution Network Operator. For all electricity Market Roles, the BSCCo shall be the Data Master; for all gas Market Roles, the Gas Retail Data Agent shall be the Data Master.

    (b)     "**Market Participant Identifier**" means the unique identifier by which each Market Participant is identified. For all electricity Market Participant Identifiers, the BSCCo shall be the Data Master; for all gas Market Participant Identifiers, the Gas Retail Data Agent shall be the Data Master.

    (c)     "**Market Participant Roles**" are a concatenation, for each Market Participant, of its Market Participant Identifier and its Market Role. For all electricity Market Participant Roles, the BSCCo shall be the Data Master; for all gas Market Participant Roles, the Gas Retail Data Agent shall be the Data Master[1].

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[1] [Note that, as described in Chapter 5 of the October 2018 Ofgem consultation "Regulation and Governance - way forward and statutory consultation on licence modifications", further consideration is being given to the role of SPAA and UNC in providing elements of market domain data. We have drafted this schedule on the basis that any requirements will be met solely under the UNC.]

(d)     The "**Energy Company**" is the legal entity which holds the licence, accreditation, or qualification required in order to perform a Market Role.  It is possible for a Market Participant Role to change association from one Energy Company to another. The Code Manager is the Data Master for this Switching Object Class.

(e)     "**Energy Company Groups**" Energy Companies may form Energy Company Groups as determined by the [REC Governance]. The Code Manager is the Data Master for this Switching Object Class.

(f)     "**Market Participant Events**", which identify certain events that may occur within the lifecycle of a Market Participant Role:

(i)     "**Unqualified**": a new Market Participant Role is created and exists within Switching Domain Data. This may be for the purposes of Entry Assessment testing, but the Switching Data Services will not hold the Market Participant Role as a permissible value. The Code Manager is the Data Master for this Switching Object Class.

(ii)    "**Qualified**": a Market Participant Role becomes operational on successful completion of Entry Assessment, and the Switching Data Services will hold the Market Participant Role as a permissible value. The Code Manager is the Data Master for this Switching Object Class.

(iii)   "**Market Sanctioned**": a Shipper or Energy Supplier is operational and the Switching Data Services will hold the Market Participant Role as a permissible value; however, new Registrations shall not be made for the Market Participant Role whilst the Market Sanction exists. For Market Sanctions under this Code, the Code Manager is the Data Master. For Market Sanctions under the UNC and the IGT UNC, the Gas Retail Data Agent is the Data Master. For Market Sanctions under the BSC, the BSCCo is the Data Master. For Market Sanctions under the MRA and the DCUSA, MEC is the Data Master.

(iv)    "**Market Exited**": a Market Participant Role is ended in accordance with this Code (where the Energy Company is a Party) and the UNC, the IGT UNC or the BSC (depending which person is the Data Master for that Market Participant Role); and Switching Data Services will not hold the Market Participant Role as a permissible value other than for historical records. The Code Manager is the Data Master for this Switching Object Class.

(v)     "**Green Deal Qualified**": an Energy Supplier Market Participant Role which is permitted to make Registrations for RMPs which have an associated Green Deal Plan. The Code Manager is the Data Master for this Switching Object Class.

(g)     Each "**Commercial Association**" identifies a commercial association which exists between Market Participants. Commercial Associations are confidential in nature and only those Market Participants subject to the specific association and the CSS Provider shall be notified when associations are created or terminated. The only current such Commercial Association is the Shipper / Gas Supplier Commercial Association. Shippers declare

under the UNC, or the IGT UNC, which Gas Suppliers are permitted to register the Shipper in respect of an RMP. The Gas Retail Data Agent shall be the Data Master for the Shipper / Gas Supplier Commercial Associations.

(h) Each "**Regulatory Association**" identifies whether the necessary regulatory arrangements exist between Market Participants. Regulatory Associations are confidential in nature and only the CSS Provider and those Market Participants subject to the specific association shall be notified when associations are created or terminated. Such Regulatory Associations comprise:

(i) Gas Transporter / Shipper Regulatory Associations: which Shippers are permitted to make Registrations for RMPs on the networks of which Gas Transporters. The Gas Retail Data Agent shall be the Data Master for Gas Transporter / Shipper Regulatory Associations.

(ii) Distribution Network Operator / Electricity Supplier Associations: which Electricity Suppliers are permitted to make Registrations for RMPs on the networks of which Distribution Network Operators. The MRA shall be the Data Master for Distribution Network Operator / Electricity Regulatory Associations.

(i) "**Switching Reference Data**": The Technical Specification catalogues the Switching Reference Data, the Switching Data Elements and the permissible value domain of each Switching Data Element. Switching Reference Data includes but is not limited to the following Switching Object Classes (as further described in the Technical Specification):

Market Role Type
RMP Status Type
RMP Association Type
RMP Event Type
Market Participant Role Event Type
Registration Event Type
Registration Status Type
Registration Intervention Type
Registration Request Type
Registration Request Rejection Reason Type
Registration Request Status Type

The Code Manager shall be the Data Master for the Switching Reference Data.

(j)    "**Switching Parameter Data**": The Technical Specification catalogues the Switching Parameter Data which includes objection window durations, standstill period durations and minimum switch period. The Switching Parameter Data is further described in the Technical Specification. The Code Manager shall be the Data Master for Switching Parameter Data.

5.7    The detailed process and timings for the management of the Switching Domain Data covered by this Paragraph 5 are further described in the following Interface and Timetable:

5.8    Market Participant Event

| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 5.8.1 | As part of the next release of Market Participant Data under the BSC and UNC respectively. | Notify new Market Participant Data, including changes to existing data. | • Gas Retail Data Agent; or <br> • BSCCo | • CSS Provider <br> • Code Manager | SwitchingDomainData – Variant – 'Market Participant Role' <br><br> SwitchingDomainData – Variant – 'Energy Company' | As agreed under Paragraph 5.3 |
| 5.8.2 | On receipt of data described in 5.8.1. | Record new or changed data | • CSS Provider | | Internal Process | |
| Where a new Market Participant becomes Qualified | | | | | | |
| 5.8.3 | When Market Participant becomes Qualified. | Issue updated Market Qualified data. | • Code Manager | • CSS Provider <br> • All Market Participants | SwitchingDomainData – Variant – 'Market Participant Role Event' | [To be defined] |
| 5.8.4 | On receipt of data described in 5.8.3. | Record new or changed data | • CSS Provider | | Internal Process | |
| Where the Code Manager becomes aware of a new Energy Company Group | | | | | | |
| 5.8.5 | When it becomes aware of a new Energy Company Group or a change to an existing Energy Company Group | Issue updated Energy Company Group data. | • Code Manager | • CSS Provider <br> • All Market Participants | SwitchingDomainData – Variant – 'Market Participant Role' <br><br> SwitchingDomainData – Variant – 'Energy Company' <br><br> SwitchingDomainData – Variant – 'Energy Company Group' | [To be defined] |

| 5.8.6 | On receipt of data described in 5.8.5. | Record new or changed data. | • CSS Provider | | Internal Process | |

## 5.9    Update of Shipper / Gas Supplier Commercial Associations

| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 5.9.1 | Within 1WD of notification from Shipper of requirement to update Commercial Association. | Notify new or changed Commercial Association. | • Gas Retail Data Agent | • CSS Provider<br>• Code Manager | SwitchingDomainData – Variant – 'Commercial Association' | [To be defined] |
| 5.9.2 | On receipt of data described in 5.9.1 | Record new or changed Commercial Association | • CSS Provider | | Internal Process | |
| 5.9.3 | Within 1 WD following 5.9.1. | Notify new or changed Commercial Association. | • Code Manager | • Shipper<br>• Gas Supplier[2] | SwitchingDomainData – Variant – 'Commercial Association' | [To be defined] |

## 5.10   Update of Regulatory Associations

| Where a Regulatory Association between a Shipper and Gas Transporter is created or changed | | | | | | |
|---|---|---|---|---|---|---|
| 5.10.1 | Within 1 WD of notification from Gas Transporter of a change to a Regulatory Association with a Shipper[3]. | Notify new or changed Regulatory Association. | • Gas Retail Data Agent | • CSS Provider<br>• Code Manager | SwitchingDomainData – Variant – 'Regulatory Association' | [To be defined] |
| 5.10.2 | On receipt of data described in 5.10.1 | Record new or changed Regulatory Association | • CSS Provider | | Internal Process | |
| 5.10.3 | Within 1 WD following 5.10.1. | Notify new or changed Regulatory Association. | • Code Manager | • Shipper<br>• Gas Supplier[4] | SwitchingDomainData – Variant – 'Regulatory Association' | [To be defined] |

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[2] Only the relevant Shipper and the Gas Supplier related to the Commercial Association will be notified

3 The activities conducted prior to this step are defined within the UNC and the IGT UNC. The Code Manager will receive instruction and apply the required changes without the involvement of the REC PAB or REC Panel.

4 Only Gas Suppliers who have a Commercial Association with the Shipper will be notified.

| | | | | • Gas Transporter | | |
|---|---|---|---|---|---|---|
| — *Where a Regulatory Association between an Electricity Supplier and Distribution Network Operator is created or changed* | | | | | | |
| 5.10.4 | Within 1 WD of notification from Distribution Network Operator of a change to a Regulatory Association with an Energy Supplier[5]. | Notify new or changed Regulatory Association. | • MRA | • CSS Provider • Code Manager | SwitchingDomainData – Variant – 'Regulatory Association' | [To be defined] |
| 5.10.5 | On receipt of data described in 5.10.4 | Record new or changed Regulatory Association | • CSS Provider | | Internal Process | |
| 5.10.6 | Within 1 WD following 5.10.4. | Notify new or changed Regulatory Association. | • Code Manager | • Electricity Supplier • Distribution Network Operator | SwitchingDomainData – Variant – 'Regulatory Association' | [To be defined] |

## 5.11   Update to Market Sanction Status

| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| *Where a Market Sanction is applied or removed under the UNC or the IGT UNC for a Shipper* | | | | | | |
| 5.11.1 | Within [x] of notification by a Gas Transporter of a change to a Shipper's Market Sanction status[6]. | Notify new or changed Market Sanction. | • Gas Retail Data Agent | • CSS Provider • Code Manager | SwitchingDomainData – Variant – 'Market Participant Event' | [To be defined] |
| 5.11.2 | On receipt of data described in 5.11.1 | Record new or changed Market Sanction Status | • CSS Provider | | Internal Process | |

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5 The activities conducted prior to this step are defined within the MRA. The Code Manager will receive instruction and apply the required changes without the involvement of the REC PAB or REC Panel.

6 The activities conducted prior to this step are defined within the UNC and the IGT UNC. The Code Manager will receive instruction and apply the required changes without the involvement of the REC PAB or REC Panel.

| 5.11.3 | Within 1 WD following 5.11.1. | Notify new or changed Market Sanction. | • Code Manager | • Shipper<br>• Gas Supplier[7] | SwitchingDomainData – Variant – 'Market Participant Event' | [To be defined] |
|---|---|---|---|---|---|---|
| Where a Market Sanction is applied or removed from a Party under this Code | | | | | | |
| 5.11.4 | Within 1 WD following instruction from the [REC PAB / REC Panel]. | Notify new or changed Market Sanction. | • Code Manager | • Energy Supplier<br>• CSS Provider | SwitchingDomainData – Variant – 'Market Participant Event' | [To be defined] |
| Where a Market Sanction is applied or removed from an Electricity Supplier under the BSC, DCUSA or MRA | | | | | | |
| 5.11.5 | Within [x] of a change to an Electricity Supplier's Market Sanction status[8]. | Notify new or changed Market Sanction. | • Relevant Data Master | • CSS Provider<br>• Code Manager | SwitchingDomainData – Variant – 'Market Participant Event' | [To be defined] |
| 5.11.6 | On receipt of data described in 5.11.5 | Record new or changed Market Sanction | • CSS Provider | | Internal Process | |
| 5.11.7 | Within 1 WD following 5.11.5. | Notify new or changed Market Sanction. | • Code Manager | • CSS Provider<br>• Electricity Supplier | SwitchingDomainData – Variant – 'Market Participant Event' | [To be defined] |

## 5.12   Update of Switching Parameter Data and Switching Reference Data

| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 5.12.1 | Within 1WD of an approval of a change to any of the Switching Parameter Data or Switching Reference Data specified within the | Notify new Switching Parameter Data and Switching Reference Data, including date at which changes will become effective. | • Code Manager | • CSS Provider<br>• All Market Participants | SwitchingDomainData – Variant – 'Switching Reference Data'<br><br>SwitchingDomainData – Variant – 'Switching Parameters' | [To be defined] |

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7 Only the relevant Shipper and Energy Suppliers who have a Commercial Association with that Shipper will be notified
8 The activities conducted prior to this step are defined within the BSC or MRA. The Code Manager will receive instruction and apply the required changes without the involvement of the REC PAB or REC Panel.

| | Switching Domain Data. | | | | | |
|---|---|---|---|---|---|---|
| 5.12.2 | On effective date of change. | Apply new Switching Parameter Data and Switching Reference Data. | • CSS Provider<br>• All Market Participants | | Internal Process | |

# 6 RMP Records

6.1 The Switching Data Elements for each RMP Record are defined within the Technical Specification and will include an RMP Reference (the electricity MPAN or gas MPRN) and an RMP Status.

6.2 Where the Gas Retail Data Agent or an Electricity Retail Data Agent creates a record of a new MPAN or MPRN, the Gas Retail Data Agent or Electricity Retail Data Agent shall send the CSS Provider the relevant Synchronisation Message in respect of that new MPAN or MPRN.

6.3 Provided such Synchronisation Message passes validation, the CSS Provider shall then create a new RMP Record based on the data contained in the Synchronisation Message. In creating this RMP Record, the CSS Provider shall use the MPAN or MPRN as the RMP's identification number.

6.4 Once an RMP Record has been created by the CSS Provider, a Registration Request can be submitted in respect of the RMP, in accordance with the Registration Services Schedule.

6.5 Once an RMP Record has been created by the CSS Provider, the CSS Provider shall associate the RMP to a REL Address in accordance with the Address Management Schedule.

6.6 The detailed process and timings for the creation of an RMP Record is further described in the following Interface and Timetable:

| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 6.6.1 | Upon creation of a new MPRN, and within [X days]. | Send 'Supply Meter Point' Synchronisation Message for new MPRN. | • Gas Retail Data Agent | • CSS Provider | SupplyMeterPointSync – Variant – 'New Supply Meter Point' | Switching Network |
| 6.6.1.1 | Following receipt of a valid Supply Meter Point Synchronisation Message, and within | Create the RMP Record and record the RMP Status as 'Operational'. | • CSS Provider | | Internal Process | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | timings defined in the Technical Specification. | | | | | |
| 6.6.2 | Upon creation of a new MPAN, and within [X days]. | Send 'Metering Point' Synchronisation Message for the new MPAN. | • Electricity Retail Data Agent | • CSS Provider | MeteringPointSync – Variant – 'New Metering Point' | Switching Network |
| 6.6.2.1 | Following receipt of a valid 'Metering Point' Synchronisation Message, and within timings defined in the Technical Specification. | Create the RMP Record and record the RMP Status as 'Operational' or 'Created' (in accordance with the data contained in the Synchronisation Message). | • CSS Provider | | Internal Process | |

**RMP Record Update**

6.7 Where the Gas Retail Data Agent or an Electricity Retail Data Agent becomes aware of an amendment to the data that forms the RMP Record[9], including a change in circumstances in respect of an RMP such that the RMP Status needs to be updated, then the Gas Retail Data Agent or Electricity Retail Data Agent shall provide the updated information to the CSS Provider via the relevant Synchronisation Message.

6.8 The following RMP Statuses indicate the following:

(a) Created - indicates that an RMP has been created but is not yet Operational;

(b) Operational - indicates: (a) for gas RMPs, that the RMP is capable of offtaking gas (and not, for the avoidance of doubt, Isolated or no longer capable of flowing gas); or (b) for electricity RMPs, that the RMP has been energised and has not been disconnected;

(c) Dormant - indicates that the RMP has been Isolated. This RMP Status only applies to gas RMPs.

(d) Terminated – indicates that an RMP has been: (a) in the case of gas RMPs, no longer capable of offtaking gas; or (b) in the case of electricity RMPs, disconnected.

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[9] [RMP Reference] and [RMP Fuel Type] shall not be amended using this process.

6.9 The circumstances described in Paragraph 6.7 shall include relevant actions of the Gas Transporter, Distribution Network Operator, Registered Supplier or Appointed Shipper for the RMP.

6.10 The detailed process and timings for updating an RMP Record are further described in the following Interface and Timetable:

| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 6.10.1 | Where Paragraph 6.8 applies to the Gas Retail Data Agent, and within [X days]. | Send 'Supply Meter Point' Synchronisation Message to notify the revised RMP Status. | • Gas Retail Data Agent | • CSS Provider | SupplyMeterPointSync – Variant – 'Revised RMP Status' | Switching Network |
| 6.10.1.1 | Following receipt of a valid 'Supply Meter Point' Synchronisation Message, and within timings defined in the Technical Specification. | Amend RMP Status of specified RMP. | • CSS Provider | | Internal Process | |
| 6.10.2 | Where Paragraph 6.8 applies to an Electricity Retail Data Agent, and within [X days]. | Send 'Metering Point' Synchronisation Message to notify the revised RMP Status. | • Electricity Retail Data Agent | • CSS Provider | MeteringPointSync – Variant – 'Revised RMP Status' | Switching Network |
| 6.10.2.1 | Following receipt of a valid 'Metering Point' Synchronisation Message, and within timings defined in the Technical Specification. | Amend RMP Status of specified RMP. | • CSS Provider | | Internal Process | |

6.11    The following table shows how information held in UK Link relates to RMP Statuses:

| Status recorded in UK Link system | Typical Physical State | Mapped CSS Status | Registration Permitted | Deregistration Permitted | Permitted Reversion Status(es) |
|---|---|---|---|---|---|
| Live | Service laid with gas up to ECV | Operational | Yes | No | N/A |
| Isolated | Meter removed or flow of gas through meter disabled, in accordance with MAMCOP | Dormant | Yes | Yes | Operational |
| Dead | Service Cut Off – no gas at ECV | Terminated | No | Yes | Dormant or Operational |
| Extinct | Created in error and flagged so can never be registered | Terminated | No | Yes | None |

6.12    The following table shows how information held in a Metering Point Administration Service relates to RMP Statuses:

| Electricity Status | Typical Physical State | Mapped CSS Status | Registration Permitted | Deregistration Permitted | Permitted Reversion Status(es) |
|---|---|---|---|---|---|
| New | New MPAN created but no Energy Supplier registered | Created | Yes | No | N/A |
| Registered | MPAN has an Energy Supplier registered but not all the MPAS data has been provided | Created | Yes | No | N/A |
| Traded | MPAN has an Energy Supplier registered and all the data is provided | Operational | Yes | Yes | N/A |
| Disconnected | The service cable has been removed and the MPAN will not be reused. | Terminated | No | Yes | None |