

Service Definition for the Electricity Enquiry Service

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Technical Specification Document

Service Definition for the Electricity Enquiry Service ([EES](#))

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Change History

Version Number	Implementation Date	Reason for Change
0.1	N/A	For consultation in December 2020
2.0	1 September 2021	Finalisation for Retail Code Consolidation

1 Description of Service

- 1.1. The [Electricity Enquiry Service \(EES\)](#) allows [EES Users](#) to access market data where they are entitled to do so in accordance with the [Data Access Matrix](#) defined within the [Data Access Schedule](#). Data is sourced from each [Metering Point Administration Service \(MPAS\)](#).
- 1.2. The [EES](#) consists of:
 - a) an online portal to view data for all electricity [Metering Points](#);
 - b) an Application Programming Interface (API) service which allows [EES Users](#) to gather information from the service in a specified manner;
 - c) a prepayment transaction processing function to match [Meter Serial Numbers](#) for [Prepayment Meters](#) to the associated [Metering Point](#) and [Registered Supplier](#); and
 - d) a reporting function enabling defined data sets to be downloaded by individual [EES Users](#).
- 1.3. The [EES](#) is a tool for viewing and accessing information sourced from [Data Items](#) already held in industry systems and does not prescribe any further validation of those [Data Items](#). In some cases, data is derived from one or more [Data Items](#) by the [EES](#) in accordance with the rules set out in the [Data Specification](#).
- 1.4. The [EES Provider](#) takes no responsibility for the accuracy of data other than ensuring that it reflects the data received, or has been derived from data received, in accordance with the [Data Specification](#). Identified inaccuracies shall be notified to the relevant Data Master identified within the [Data Specification](#) and corrected at source via standard industry processes.
- 1.5. This [Service Definition](#) should be read in conjunction with:
 - a) the [Data Access Schedule](#), which defines the governance rules relating to data

access via the [EES](#);

b) the [Prepayment Arrangements Schedule](#), which defines the process for allocating prepayment transactions;

c) the [Green Deal Arrangements Schedule](#) and [Green Deal Central Charging Database Service Definition](#), which define the process for validating data relating to [Green Deal Plans](#); and

d) the [Data Specification](#) (including the [Data Access Matrix](#)), which defines the [Data Items](#) accessible to each category of [EES User](#), the means by which data is made available to [EES Users](#), and the content and format of API messages.

1.6. The [EES Provider](#) shall produce and maintain a user guide which defines the lower level operational processes and articulates the functionality of the service to [EES Users](#).

2 Definition of [Users](#)

2.1. In this [Service Definition](#), the term "[EES User](#)" refers to the organisation granted access to data in accordance with the [Data Access Schedule](#); and the term "[Authorised Person](#)" refers to the individual representative of an [EES User](#) accessing the [EES](#) on behalf of the [EES User](#).

2.2. The [EES](#) provides access to data to [EES Users](#), in accordance with the process specified in the [Data Access Schedule](#). The [Data Items](#) that each [Authorised Person](#) can access, and any conditions of access relating to specific [Data Items](#), are defined by the access afforded to the [EES User](#) on behalf of which that [Authorised Person](#) is acting. The [EES User](#) access is set out in the [Data Access Matrix](#) which forms part of the [Data Specification](#).

2.3. In addition, the [EES](#) interfaces with the following services:

a) data is provided by each [MPAS Provider](#) to the [EES](#) via a synchronisation on each [Working Day](#) using a secure File Transfer Protocol (FTP) interface;

b) [Prepayment Meter Infrastructure Provider](#)s ([PPMIP](#)s) request data relating to the [Registered Supplier](#) for prepayment [Meter Serial Number](#)s using a secure FTP interface (and responses from the [EES](#) are also provided via the same route); and

c) the [GDCC](#) Provider uses the [EES](#) to validate the [Registered Supplier](#) for [Green Deal Plans](#) using the API service. The [EES](#) also provides information to the [GDCC Provider](#) where a [Switch](#) occurs in relation to a [Metering Point](#) with an associated [Green Deal Plan](#).

2.4. For [PPMIP](#)s, the [Energy Supplier](#) shall ensure that the [PPMIP](#) provides the relevant data in accordance with this [Service Definition](#) and the [Prepayment Arrangements Schedule](#).

3 Service Functionality

Online portal

- 3.1. The online portal is an interface designed to give [Authorised Person](#) access to data. It is not to be used to support automatic extraction capability e.g. data scraping. [EES Users](#) must engage with the [EES Provider](#) where large scale data access is required.
- 3.2. Online portal users can search for data relating to a specific Metering Point using one or more of the following:
 - (a) [Meter Point Administration Number](#);
 - (b) elements of the [Metering Point](#) Location Address;
 - (c) [Metering Point](#) postcode; or
 - (d) [Meter Serial Number](#).
- 3.3. Search results are provided where the search information matches the data associated with one or more [Metering Points](#) within the [EES](#). Where search information does not result in a match, the [EES](#) will return a message showing that no data was found.
- 3.4. [Authorised Persons](#) can enter multiple or partial search criteria (e.g. multiple postcodes and/or multiple [Meter Serial Numbers](#)). A maximum of 200 search results will be shown). If there are more than 200 matches, a system message will be displayed to the user.
- 3.5. Once a search has been performed, the online portal will display all matched [Metering Points](#) in a list, with the associated Meter Point Location Address, [GSP Group](#), [Distribution Network Operator](#) and trading status.
- 3.6. The [Authorised Person](#) must confirm each time they sign into the online portal, that they will comply with the terms of use, which includes the requirement to have a legitimate reason for accessing data. A limited data set may be available based on any restrictions in the [Data Access Matrix](#).
- 3.7. Once a [Metering Point](#) has been selected, data is displayed on the [Metering Point](#) page. The following information is displayed:
 - (a) registration data provided by each [MPAS Provider](#);
 - (b) meter data including the meter history of a [Metering Point](#) - the currently appointed [Metering Equipment Manager](#) will have a view of the meter history that will begin on the date of the first installed meter at the [Metering Point](#), through to the present day;
 - (c) whether the [Meter Serial Number](#) is associated with more than one [Metering Point](#) – all associated [Metering Points](#) and addresses will be listed;
 - (d) when the data was last updated;
 - (e) the [Supply Number](#), in the format set out in the [Data Specification](#) (in addition to

- the individual [Data Items](#) that make up the [Supply Number](#)); and
- (f) icons will be visible to identify where data has been derived by the [EES](#).
- 3.8. Where the [Authorised Person](#) clicks on the telephone icon button on the [Metering Point](#) page the following contact details relating to the [Registered Supplier](#) and associated [Distribution System](#) will be displayed:
- (a) [Distribution Network Operator](#) emergency telephone number;
 - (b) [Distribution Network Operator](#) general telephone number;
 - (c) [MPAS](#) customer support telephone number; and
 - (d) [MPAS Electricity Supplier](#) support telephone number.
- 3.9. [Distribution Network Operators](#) have the ability to create letters for [Consumers](#) in relation to [Supply Number](#) enquiries. The [Authorised Person](#) shall use the search facility and select the [Metering Points](#) that they wish to be included in the letter. Only [Metering Points](#) associated with the respective [Distribution Network Operator](#) can be selected. The [Authorised Person](#) may also choose which address should be included in the letter and can subsequently amend this. Once created, the letters will be stored to allow the [Authorised Person](#) to download as required. All letters produced will be deleted from the system 7 calendar days after creation. A number of letter templates will be available to the [Authorised Person](#), who may enter the customer name and modify the postal address. Only the [Master Admin User](#) (see Paragraph 4) will have the ability to create, delete and amend letter templates.
- 3.10. A [Non-Domestic Consumer](#) will be able to access data in accordance with the following:
- (a) [Non-Domestic Consumers](#) shall have the ability to add [Metering Points](#) to their portfolio through an online form in the system or by bulk uploading a CSV file, provided the [Metering Point](#) is not associated with another [Non-Domestic Consumer](#)'s portfolio (either in an authorised or pre-authorised state). [Non-Domestic Consumers](#) can mark [Metering Points](#) for deletion from their portfolio on the service, however they cannot bulk delete through uploading a CSV file;
 - (b) [Non-Domestic Consumers](#) will be able to search within their portfolio by [Meter Point Administration Number](#), [Meter Serial Number](#), Metering Point Location Address or postcode. The search results will only contain [Metering Points](#) that are part of that [Consumer](#)'s portfolio; being the [Metering Points](#) for premises owned and/or occupied by the [Non-Domestic Consumer](#) or its [Affiliates](#). Other than this, the search facility will work in the same way as for other [EES Users](#) with the exception that they will only be able to view [Energy Supplier](#) registration information for the period during which the [Metering Point](#) was part of their portfolio;
 - (c) any [Metering Point](#) that a [Non-Domestic Consumer](#) adds to their portfolio must be authorised by the [Energy Supplier](#). If the [Energy Supplier](#) refuses authorisation, the [Metering Point](#) will become in a blocked state for that individual [Non-Domestic Consumer](#) and cannot be requested again;

- (d) any change to a [Non-Domestic Consumer](#)'s portfolio shall be stored, including the user ID, [Meter Point Administration Number](#), date and time of the change and where appropriate the name of the upload file that created the entry. This data shall be stored on-line for a minimum of 1 year; and
- (e) a [Non-Domestic Consumer](#) will have the ability to remove themselves from being an [EES User](#), by terminating their [Access Agreement](#).

API service

- 3.11. Each API service is an interface designed to give machine-to-machine access to data.
- 3.12. An API service user can search via the API using a [Meter Point Administration Number](#), [Meter Serial Number](#) or Metering Point Location Address. The available web service methods are detailed in the [EES API Technical Specification](#) and can be used for the following:
 - (a) retrieval of the technical details for a given Metering Point Administration Number;
 - (b) retrieval of the Meter Point Address data matching the specified criteria;
 - (c) requests for a list of error codes used by the web service;
 - (d) requests for the list of method limits and current usage for a particular EES User; and
 - (e) retrieval of relationship data for a given Metering Point Administration Number.
- 3.13. The [Data Items](#) returned in response to an API search are defined in the [Data Specification](#).
- 3.14. [EES Users](#) that are not required by [Energy Licences](#) to accede to this [Code](#), will be required to select a usage level, with a monthly lookup limit linked to a service charge. There is no restriction on [EES Users](#) changing usage levels.
- 3.15. [EES Users](#) accessing the API service can find out how many searches have been performed by its [Authorised Persons](#) in the current month using the relevant web method.
- 3.16. In addition to the standard API available to [EES Users](#), there is a separate API which is used by the [GDCC Provider](#) to validate the [Registered Supplier](#) for [Green Deal Plans](#) and to notify the [GDCC Provider](#) where a [Switch](#) occurs in relation to a [Metering Point](#) with an associated [Green Deal Plan](#).

Prepayment Transaction Processing

- 3.17. The [EES](#) includes a facility which allows [PPMIPs](#) to submit bulk transaction files listing [Meter Serial Numbers](#) and transaction date to the [EES](#). The [EES](#) will process these bulk transaction files and return a response indicating the identity of the [Registered Supplier](#) and [Meter Point Administration Number](#)(s) associated with each provided [Meter Serial Number](#) at the point at which the prepayment transaction was made.

- 3.18. This [Registered Supplier](#) information will then be used by the [PPMIP](#) to allocate prepayment transactions in accordance with the [Prepayment Arrangements Schedule](#).
- 3.19. The provisions relating to prepayment transaction processing are set out below:
- (a) Electricity Prepayment Supplier Files will be uploaded by [PPMIPs](#) in the format defined in the [Data Specification](#);
 - (b) each [PPMIP](#) that uses the service shall have its own directory to upload and download files using secure FTP. This connection will also be used to retrieve the resultant response files;
 - (c) the [EES](#) shall validate each Electricity Prepayment Supplier File to confirm it reflects the format defined in the [Data Specification](#). If a file fails validation, a rejection file will also be provided to the [PPMIP](#) containing the reason for rejection;
 - (d) the [EES](#) will process each Electricity Prepayment Supplier File and seek to identify the [Metering Points](#) and [Registered Supplier](#) associated with each provided [Meter Serial Number](#) and [Consumer](#) payment date using the meter matching process detailed in Appendix 1. For the avoidance of doubt if one or more [Meter Serial Numbers](#) in the uploaded file are not found, this will not prevent the file from being processed. The response file will indicate those records that have not been matched to current data held in the [EES](#);
 - (e) a single Electricity Prepayment Supplier Response File will be provided to the [PPMIP](#) in relation to each Electricity Prepayment Supplier File submitted by the [PPMIP](#), in the format defined in the [Data Specification](#);
 - (f) the Electricity Prepayment Supplier Response File will either contain details of the [Meter Point Administration Number\(s\)](#), [Registered Supplier](#) and its registration date and Meter Type (as defined in the [Data Specification](#)) for the [Meter Serial Number](#) at the [Consumer](#) payment date, or a code to show the [Meter Serial Number](#) was not located on the [EES](#). Given that [Meter Serial Numbers](#) are not always unique it is possible that multiple instances could be returned by the [EES](#);
 - (g) where the [EES](#) identifies instances where multiple [Meter Serial Numbers](#) exist for a single entry on the Electricity Prepayment Supplier File, the [EES](#) shall perform two further validation processes:
 - (i) any [Meter Serial Numbers](#) classified as [Credit Meters](#) (Meter Type N or H), will be disregarded from the set of returned records; and
 - (ii) if the [Transaction Routing Flag](#) is set (in accordance with Paragraph 3.23) then only that record shall be returned; and
 - (h) the [PPMIP](#) will be responsible for pulling the Electricity Prepayment Supplier Response Files from the [EES](#) directory. Electricity Prepayment Supplier Response Files will be stored on the [EES](#) directory for 28 days and after this time will be deleted by the [EES Provider](#).
- 3.20. The [EES](#) will include a facility for transaction routing where multiple [Meter Serial Number](#) records relating to [Prepayment Meters](#) exist on the [EES](#). This facility will allow [Electricity Suppliers](#) to apply a [Transaction Routing Flag](#), which shall be used to

identify which [Electricity Supplier](#) is entitled to prepayment transactions relating to that [Meter Serial Number](#). The provisions relating to transaction routing are set out below:

- (a) a [Transaction Routing Flag](#) can be attributed to any [Meter Serial Number](#) in the [EES](#) where multiple records of a [Meter Serial Number](#) exist;
- (b) [Authorised Persons](#) can search for [Meter Serial Numbers](#), restricted to relevant [Prepayment Meter](#) Types (K, S or T);
- (c) a separate screen within the online portal is available for [Electricity Suppliers](#) to manually apply a [Transaction Routing Flag](#). The [Electricity Supplier](#) may log into this screen and search for the [Meter Serial Number](#). The screen will identify whether the [Meter Serial Number](#) is valid for a [Transaction Routing Flag](#) (i.e. more than one record exists for that [Meter Serial Number](#));
- (d) the [Electricity Supplier](#) may declare “not responsible” for a period at the beginning, the end or the entire registration if the [Electricity Supplier](#) believes it has no legitimate claim for the transactions associated with that [Meter Serial Number](#). The [EES](#) will retain the date and user details associated with the amendment of a status;
- (e) a [Transaction Routing Flag](#) will occur in the [EES](#) only when all but one [Electricity Supplier](#) has determined that it is “not responsible” for a [Meter Serial Number](#); and
- (f) if new information becomes available to any [Electricity Supplier](#) involved with a [Transaction Routing Flag](#), the [Electricity Supplier](#) may change its status at any point. This will have the effect of removing the [Transaction Routing Flag](#) until the [Electricity Suppliers](#) involved agree a solution.

4 System Access and User Management

- 4.1. Once a new [EES User](#) has been [Qualified](#) as an [EES](#) in accordance with the [Data Access Schedule](#) and the [Qualification and Maintenance Schedule](#), the [Code Manager](#) will inform the [EES Provider](#) who will provide access within 5 [Working Days](#) to the online portal and/or the API service.

Online portal

- 4.2. Each [Authorised Person](#) shall have an individual user account, which shall only be accessed via entry of the correct username and password. On creation of the user account with an email address, the [EES](#) shall send a link to the email address allowing the [Authorised Person](#) to set their password. When creating an account that does not have an email address, the account creator is presented with a temporary password on screen, who will then be responsible for securely communicating it to the created user. An [Authorised Person](#) can only be granted access to the [EES](#) for one [EES User](#).
- 4.3. The default for any [EES User](#) is for their [Authorised Persons](#) to have their own individual email address and set a password up associated to it. An [EES User](#) can decide whether to enforce the use of email addresses as usernames or not. If an [EES User](#) has elected to enforce this, verification emails will be sent to the chosen email address (username). Either way, usernames must be unique in the [EES](#).

- 4.4. The [EES Provider](#) shall create for each [EES User](#) a single 'Master Admin User' ([MAU](#)). The [MAU](#) must be a named individual with an identifiable email address which will be their username.
- 4.5. The [MAU](#) shall have the ability to:
- (a) create more [Authorised Persons](#);
 - (b) grant privileges associated with other [Authorised Persons](#) e.g. allowing them to reset passwords, enable and disable accounts and create new [Authorised Persons](#);
 - (c) search for [Authorised Persons](#);
 - (d) arrange the resetting of passwords, disabling, re-enabling, deleting or reinstating accounts, and controlling what functionality users have access to (deleted accounts will not be visible to [Authorised Persons](#) or user-run reports; however, they will continue to be recorded by the [EES](#) for audit purposes).
- 4.6. Where the [EES User](#) has enforced the use of email addresses as usernames, the [MAU](#) may control access by adding valid email domains. This will restrict new [Authorised Persons](#) to those only with access to email addresses within a valid email domain. An [EES User](#) can have multiple valid email domains or none.
- 4.7. Where the [EES User](#) has not enforced the use of emails as usernames, an [Authorised Person](#) can either have their email associated to the user account or a proxy email address can be associated with the account to facilitate account verification and password resets. Proxy email addresses must belong to a verified user account within the [EES User](#) and there is no limit to the number of [Authorised Persons](#) the proxy can be associated to.
- 4.8. Inactive accounts will be deleted after 90 days. If an account is deleted, [Authorised Persons](#) will be able to re-create the account using the same username (or email address). [MAUs](#) are exempt from account auto-deletion.
- 4.9. Each [Authorised Person](#) shall only be able to log on via one session at a time to prevent password sharing. Once logged in, the [Authorised Person](#) may open the online portal multiple times using separate tabs in their browser, as this will use the same single session.

API service

- 4.10. To enable users of the API service to authenticate themselves with the service, the request for all web service methods must contain a service subscription licence key provided by the [EES Provider](#) to determine:
- (a) the web service methods that are available to the [EES User](#);
 - (b) the request limits of the web service and web service methods for the [EES User](#);
 - (c) the response limits of the web service and web service methods for the [EES User](#); and

(d) the [Data Items](#) that are available to the [EES User](#).

4.11. The API service can be accessed via endpoints detailed in the [EES API Technical Specification](#).

5 User Limits

Online portal access

5.1. All [Authorised Persons](#) using the online portal shall by default, be limited to 600 [Metering Point](#) searches per day. Once this limit has been reached, access to view data will be removed for the remainder of that day. This limit is a configurable parameter per [Authorised Person](#) and can be amended by the [EES Provider](#).

API access

5.2. All [EES Users](#) shall be limited to a certain number of requests per calendar month. The maximum number of requests that can be made for a given web service method, per calendar month, is determined by the service plan associated with the subscription licence key. A hard stop may be applied per [EES User](#), based upon the service plan. If a hard stop is set and the maximum number of requests is exceeded, the web service will return an error code that indicates this; and the web service will not return any of the requested data.

5.3. The API service counts all requests made to each accessible web service method, per calendar month, for each [EES User](#). Where a web service method allows multiple requests to be made through a single transaction, the web service will count each individual requested as a separate request.

Prepayment transaction processing

5.4. Each [PPMIP](#) shall submit no more than 5 Electricity Prepayment Supplier Files per day, with a maximum of 500,000 transactions in total in all files submitted per day.

5.5. [PPMIPs](#) that require abnormal volumes above the 500,000 transaction limit shall contact the [EES Provider](#) directly to discuss options for processing.

6 Service Availability

6.1. The [EES](#) online portal and API service shall be available 24 hours a day, 7 days a week, except during scheduled maintenance periods and unplanned outages. In addition, the [EES Provider](#) shall ensure that [PPMIPs](#) are able to submit files 24 hours a day, 7 days a week.

6.2. The EES online portal and API service shall have 99% availability between 08:00 and 18:00 hours on Working Days over each calendar month.

6.3. Where reasonably possible, the [EES Provider](#) shall notify the [Code Manager](#) with a minimum 10 days' notice of scheduled maintenance. The [Code Manager](#) will notify [EES Users](#) as soon as reasonably practicable.

6.4. Any unplanned suspension in the availability of the [EES](#) shall be notified by the EES Provider to the [Code Manager](#) as soon as is practicable. Such notification shall also

include an estimate for the restoration of services, with further confirmation provided when services are restored.

7 User Support

7.1. The [EES Provider](#) shall provide a service desk to provide technical support. This service desk will manage all user service contacts such as reporting issues and queries.

7.2. The [EES Provider](#) shall ensure that the EES service desk is available:

Item	Requirement
Standard Operational Hours	08:00 to 18.00 on Working Days .
Out of Hours Critical Support	For supporting critical severity issues outside of standard operating hours.

7.3. Issues will be categorised as follows:

Severity	Description	Target Response Time	Target Resolution Time
Critical	The service is not usable. Primary functions do not work and there is no known workaround. Business is impacted severely. All critical severity issues must be reported by telephone.	1 hour (95%) 2 hours (100%)	4 hours (95%) 1 WD (100%)
Major	The software is still functional, but at least one primary function has been impacted and a workaround, if available, is severely time consuming.	2 hours (95%) 3 hours (100%)	1 WD (95%) 2 WDs (100%)
Minor	Inconvenience increased. Functionality not highly affected and workaround is an acceptable alternative	4 hours (95%) 8 hours (100%)	3 WDs (95%) 5 WDs (100%) or fix in next software release

Severity	Description	Target Response Time	Target Resolution Time
Cosmetic	Intended functionality not impacted Including fonts, colours, labels, etc and involving workarounds / patches that can be held in abeyance pending a combined release.	4 hours (95%) 8 hours (100%)	Fix in next software release

8 Service Levels

8.1. The online portal will provide the following response time to an enquiry:

<i>Responding to a query from an <u>EES User</u></i>	
Average hourly volume	mean response time of 3 seconds or less
Average hourly volume	90th percentile response time of 6 seconds or less
Peak hourly volume	mean response time of 5 seconds or less
Peak hourly volume	90th percentile response time of 8 seconds or less

8.2. The API service will provide the following response time to an enquiry:

<i>Responding to an API query from an <u>EES User</u></i>	
Average hourly volume	mean response time of 3 seconds or less
Average hourly volume	90th percentile response time of 6 seconds or less
Peak hourly volume	mean response time of 5 seconds or less

Responding to an API query from an [EES User](#)

Peak hourly volume	90th percentile response time of 8 seconds or less
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Prepayment transaction processing

- 8.3. The [EES](#) shall poll the upload directory every 15 minutes and shall perform the file validation checks immediately after polling has completed, allowing almost immediate feedback of success or failure of this validation to be notified to [PPMIPs](#).
- 8.4. For successfully uploaded files; results files shall be available within four hours of transmission to the [EES](#), within the constraints of an [EES](#) working day.

Processing of data from [MPAS Providers](#)

- 8.5. The [EES](#) shall process data received from [MPAS Providers](#) in accordance with the following service levels:
 - (a) data shall be available via the [EES](#) by 08.00 hours on the following [Working Day](#) in relation to 100% of files if received by 23:59 the previous day; and
 - (b) data shall be available via the [EES](#) by 08.00 hours on the relevant [Working Day](#) in relation to 75% of files if received between 00:00 and 04:00 that day.

9 Maximum Design Volumes

- 9.1. The [EES](#) has been designed based on the requirements set out below. Where the values are breached, the service received by users may not be subject to the expected service levels. This will not constitute a breach by the [EES Provider](#).
- 9.2. Where Maximum Design Volumes are breached within a given month the [EES Provider](#) shall report the breach incident to the [REC Performance Assurance Board](#), and any impacts reported against the service. Where this becomes a frequent breach, the [Code Manager](#) may initiate a [Change Proposal](#) to increase the maximum design volumes.
- 9.3. The [EES](#) shall allow for 4 million searches per month and 16,000 concurrent [Authorised Persons](#) without detrimental effect to performance. This volume of concurrent users includes both [EES Users](#) and [SDES Users](#).

Receipt of data from [MPAS Providers](#)

- 9.4. The [EES](#) shall have the capability to process a full extract or an incremental update from [MPAS Providers](#).
- 9.5. Full extracts are sent when an [MPAS Provider](#) sends its first MPAS Upload File to the [EES](#) or on agreement between the [EES Provider](#) and the [MPAS Provider](#) if necessary. The file will contain all information for all [Metering Points](#) registered within that [MPAS](#).

- 9.6. Incremental updates are usually sent every [Working Day](#) via the MPAS Upload File and include every [Metering Point](#) registered within that [MPAS](#), for which one or more data items have changed since the last MPAS Upload File was sent.

Prepayment transaction processing

- 9.7. The [EES](#) shall not be required to deliver the results of more than 100 Electricity Prepayment Supplier Files on a daily basis.

10 Business Continuity/Disaster Recovery

- 10.1. Penetration testing of the [EES](#) infrastructure shall be undertaken at least once in each 12 month period, and a report provided to the [Code Manager](#) regarding the outcomes of this test, to include any observations or findings, and recommendations for any required remedial actions.
- 10.2. A test of the business continuity plan for the [EES](#) shall be undertaken at least once in every 12 month period, and a report provided to the [Code Manager](#) regarding the outcomes of this test, to include any observations or findings, and recommendations for any required remedial actions.

11 Reporting

- 11.1. The following reports will be generated by the [EES](#) and provided to the recipient on request, or as part of a defined schedule:

Report Name	Timescale	Description
Performance Reporting	Monthly	The EES shall provide data relating to the use of the service for consideration by the REC Performance Assurance Board .
User Detail Report	Where required	<p>A user with the ‘user reports’ system function can download this report which contains information relating to all the actual searches that have been performed by the EES by Authorised Person for the time period, where a Metering Point has been selected.</p> <p>The user running the report shall be able to search by an individual username as well as by the whole EES User.</p> <p>The report shall provide details of the Electricity Supplier and address of the Metering Points viewed; and the user detail information such as the e-mail address, phone number and place of work.</p>

Report Name	Timescale	Description
User Summary Report	Where required	A user with the 'user reports' system function can download this report which contains details for each Authorised Person that has made searches within a given time period, where a Metering Point has been selected. The report shall display all the user details as in the User Detail Report, but only display totals instead of information about the specific reports.
Metering Point Limit Breach	Where required	A report will be sent to the relevant MAU where an Authorised Person reached the limit of Metering Point views on two or more days within the previous 30 days.
Monthly Consolidated Report	Where Required	This report provides a full set of the data defined in the Data Specification . The data available within the report will be identical to the online view at the time of report creation. Data will be made available to EES Users by the EES Provider or the Code Manager (as determined by RECCo).
Non-Domestic Consumer Full Portfolio Report	Where required	<p>The Non-Domestic Consumer shall be able to download their full portfolio into a CSV file. The data available within the report will be similar to the online view.</p> <p>The download will not include historic registration(s), including unsuccessful registrations, up to and including the date that the Metering Point was submitted by the Non-Domestic Consumer to be included within the portfolio.</p> <p>Any Metering Points that have been deleted from the portfolio shall not be included in this report.</p>
Non-Domestic Consumer Portfolio Download Report	Where required	A Non-Domestic Consumer with the 'user reports' system function can download this report which returns a list of all instances of the EES User's portfolio having been downloaded, including the Authorised Person that actioned the download and the number of MPANs in the portfolio at that time.

Report Name	Timescale	Description
Code Manager Non-Domestic Consumer Portfolio Download Report	Where required	The Code Manager can download this report which returns a list of all instances of a Non-Domestic Consumer 's portfolio having been downloaded, including the Authorised Person that actioned the download and the number of MPANs in the portfolio at that time. This report returns data for all active Non-Domestic Consumer EES Users.
Unallocatable Prepayment Transaction Report	On request	<p>The EES shall provide data required by the Code Manager to calculate the market share figures for the Unallocatable Transactions process as described in the Prepayment Arrangements Schedule.</p> <p>Calculation of these market share figures shall be based on a daily electricity Metering Point count from all GSP Groups by Meter Type which will be aggregated to form a single value for market share for each Electricity Supplier. The EES Provider shall provide separate market share figures for each prepayment technology.</p>

12 Additional Services

- 12.1. In addition to the standard service defined in Paragraphs 1 to 11, the [EES Provider](#) may agree to provide additional services to [EES Users](#), based on data received in its role as [EES Provider](#).
- 12.2. Additional services may include the provision of reports and API services to individual [EES Users](#) on a bilateral basis. Reports may be made available to the [Authorised Person](#) via secure FTP or other secure method as agreed with the [EES User](#).
- 12.3. The data and reports made available via such additional services must only contain [EES](#) provisioned data that is accessible by the relevant category of [EES User](#), as defined in the [Data Access Matrix](#).
- 12.4. Paragraph 12.3 does not prevent the use of data provided by the [EES User](#), or other publicly available data, from being used as part of any such additional services.

13 System Audit

- 13.1. The application audits data for each [MPAN](#) that a user views (i.e. each search result that a user clicks on). The application does not audit data for searches performed by a

user. For each [MPAN](#) viewed within the application, the following data is stored:

- (a) user identifier
- (b) search parameter (e.g. [MPAN](#))
- (c) audit type
- (d) possible audit type values:
- (e) [MPAN](#) details (viewing an [MPAN](#)); or
- (f) NDC Portfolio Download (An NDC user downloading information relating to an [MPAN](#) in their portfolio; and
- (g) audit date and time.

13.2. The system must be capable of accommodating the scrutiny of formal and informal audits by [RECCo](#) (or its agent), or any other person legally entitled to carry out such an audit.

14 Data Handling

14.1. The [EES](#) shall be capable of storing information related to all [Metering Points](#) in Great Britain.

14.2. The [EES](#) shall be capable of detecting loss and duplication of MPAS Upload Files transferred from / to it and shall have facilities for rectification. This will be through raising a query to the relevant [MPAS Provider](#)'s service helpdesk.

Receipt of MPAS data

14.3. Data is transferred using secure FTP via an MPAS Upload File from each [MPAS Provider](#) upon completion of its Total Daily Processing.

14.4. The MPAS Upload File will include a sequence number, sender ID, date and time.

14.5. The [EES](#) shall validate headers and footers included in the file but will not validate the data included in the file. In the case of an error within the header or footer, the [EES](#) will communicate directly with the [MPAS Provider](#) that sent the file.

14.6. Two types of MPAS Upload File can be sent, a full extract or an incremental update:

- (a) full extracts are sent when the [MPAS Provider](#) sends its first MPAS Upload File to the [EES](#) or on agreement between [EES Provider](#) and the [MPAS Provider](#) if necessary. It will contain a refresh of all data items for all [Metering Points](#) registered within the relevant [Distribution System](#), for which the sender is responsible, that needs to be made available to the [EES](#); or
- (b) incremental updates are sent every [Working Day](#). It will contain all data items for all [Metering Points](#) registered within the relevant [Distribution System](#), for which the sender is responsible, that have changed since the last upload that needs to be made available to the [EES](#).

14.7. When an MPAS Upload File is received, the data held for each [Metering Point](#) will be overwritten with the data provided within the MPAS Upload File. The [EES](#) will not keep a history of any overwritten data.

15 Security

15.1. Both the RESTful and SOAP endpoints of the API service are available over HTTPS only, thereby ensuring that all communication between the web service and the client is secured at the transport level.

15.2. The SSL certificate issued for this service is 2048bit SHA2 256 encrypted and as such any server communicating with the [EES](#) API must be capable of understanding this type of certificate.

15.3. Within the certificate the web service URL, suds-ws.candc-uk.com, is referenced as a “Subject Alternate Name”, rather than the “Subject” of the certificate.

Appendix 1 - Meter Matching in [PPMIP](#) Allocation Process

1 Process

- 1.1 Where an Electricity Prepayment Supplier File is received in accordance with Paragraph 3.19, the [EES](#) will perform a matching routine (“Algorithm”) where an exact match, character by character, will be sought. When an exact match is found, the [EES](#) will return the information associated with this [Meter Serial Number](#) to the [PPMIP](#) regardless of the meter type.
- 1.2 In all instances, the [EES](#) will perform a series of Algorithms to try and identify the correct [Meter Serial Number](#).
- 1.3 If after applying the Algorithms to the [Meter Serial Number](#) provided by a [PPMIP](#), a match is found, the [EES](#) will return the information associated with this [Meter Serial Number](#) to the [PPMIP](#).

Algorithms

(a) **Exact match:** The [Meter Serial Number](#) provided by the [PPMIP](#) must match exactly, character for character, with that in the [EES](#).

(b) **Remove all Non-Alphanumeric Characters:** Algorithm 1 will remove any character that is not A-Z and 0-9 from the [Meter Serial Number](#).

For example, all of the following will be treated as ‘ABC1234’

Meter ID	Will be treated as	Note
‘ABC_1234’	‘ABC1234’	

Meter ID	Will be treated as	Note
' ABC1234'	'ABC1234'	
'ABC1234 '	'ABC1234'	
'AB_C1234.'	'ABC1234'	
'AB.C.1234'	'ABC1234'	

(c) **Alpha instead of Numeric used:** For [Meter Serial Numbers](#) that are intended to be 9 characters in length and conform to the following pattern: X99X99999

Where:

- X is an alpha character (A-Z)
- 9 is a numeric value (0-9)

Replace the letters with digits where it is a numeric field, replacing:

- with 0
- I with 1
- S with 5

Note: all non-alphanumeric characters will be removed for this Algorithm.

(d) **Extra Zero after Board Code:** For [Meter Serial Numbers](#) that are intended to be 9 characters in length and conform to the following patterns:

Element:	a	b	C	d
Format:	X	99	X	99999

Where:

- X is an alpha character (A-Z)
- 9 is a numeric value (0-9)

After removing all non-alphanumeric characters, for [Meter Serial Numbers](#) whose character count is greater than 9 and for which element d is greater than 5 characters in length, remove any left padding zero characters such that element d is 5 characters in length. For example

Meter ID	Will be treated as	Note
S98L012345	S98L12345	
S98L0012345	S98L12345	
S98L067890	S98L67890	
S 98-L_067890	S98L67890	
F97S1234	F97S1234	No change
F97S123456	F97S123456	No change

Note: All non-alphanumeric characters will be removed for this algorithm.

(e) **Missing zero after Board Code:** For [Meter Serial Numbers](#) that are intended to be 9 characters in length and conform to the following patterns:

a	b	c	d
X	99	X	999 99

Where:

- X is an alpha character (A-Z)
- 9 is a numeric value (0-9)

After removing all non-alphanumeric characters, for [Meter Serial Numbers](#) whose character count is less than 9 and for which element d is less than 5 characters in length, add left padding zero characters such that element d is 5 characters in length. For example

Meter ID	Will be treated as	Note
S98L1234	S98L01234	
S98L12	S98L00012	
S98L0012	S98L00012	
S 98-L_6789	S98L06789	
F97S01234	F97S01234	No change
F97S123456	F97S123456	No change

Note: All non-alphanumeric characters will be removed for this Algorithm.

(f) **Missing 'B' Board Code:** Remove all [Meter Serial Number](#) non-alphanumeric characters.

Where the [Meter Serial Number](#) is 8 characters in length and the 4th character from the left is not an alpha, insert character B into character position 4, making the [Meter Serial Number](#) 9 characters in length. For example; S0612345 will be treated as S06B12345.

Following the application Algorithms above, where there has not been a unique match on [Meter Serial Number](#) and transaction date for transactions older than 6 months, the [EES](#) will look for matches by moving the transaction date by +/- 5 days.