

# WP21 – Supplier Registration

## EMRS Working Practice

Public

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## 1. Change Amendment Record

| Version | Date              | Description   |
|---------|-------------------|---|
| 1.0     | 27 April 2015     | Go-live version   |
| 2.0     | 28 February 2017  | Updated to include the EMR Settlement Portal process                          |
| 3.0     | 28 November 2017  | Document transfer to new template and cosmetic changes                        |
| 4.0     | 12 September 2019 | Annual Review   |
| 5.0     | 29 June 2020      | Authorised Contact changes  |
| 6.0     | 13 October 2020   | Update to include the link to EMR Privacy Policy                              |
| 7.0     | 22 December 2020  | Updates relating EMR Registration & Amendment Form                            |
| 8.0     | 1 June 2021       | Updates for My EMRS   |
| 9.0     | 14 September 2022 | Updates for the consolidation of My EMRS and the EMR Settlement Portal        |
| 10.0    | 30 June 2023      | Include Regulated Asset Base (RAB) to Supplier Registration and annual review |
| 11.0    | 10 October 2023   | Update to Authorised Contacts permissions                                     |

## 2. Introduction

Under the Electricity Supplier Obligations, Suppliers are liable for the costs, relative to their market share,<sup>1</sup> of providing Contracts for Difference (CfD),<sup>2</sup> Nuclear Regulated Asset Base (RAB) and the Capacity Market (CM) schemes. All Suppliers are required to register with EMR Settlement Ltd (EMRS) to enable the effective distribution and recovery of the costs of CfD, CM and RAB schemes. This includes certain minimum data such as the provision of a proper address<sup>3</sup> for notifications and invoices as defined in the regulations.

### 2.1 Scope and Purpose

The purpose of this Working Practice is to detail how new Suppliers register their organisation’s details with the EMRS<sup>4</sup> to enable them to meet their supply licence obligations.

### 2.2 Main Users of this Document and Responsibilities

Table 1: Main Users and Responsibilities

| Name                       | Responsibilities  |
|----------------------------|---|
| EMR Settlement Ltd         | EMR Settlement Ltd (EMRS) is a wholly owned subsidiary of ELEXON Ltd and was set up in March 2014 to deliver settlement services, under contract (the Settlement Services Provider Agreement or SSPA), to the Low Carbon Contracts Company (LCCC) and the Electricity Settlements Company (ESC), for the Contract for Difference (CfD) / Nuclear Regulated Asset Base (RAB) and Capacity Market (CM) respectively. <sup>5</sup> |
| IT Service Provider (ITSP) | The IT Service Provider will operate the settlement system on behalf of EMR Settlement Ltd.   |
| Supplier                   | Supplier has the meaning given to the term “electricity supplier” in The Electricity Capacity (Supplier Payment etc.) Regulations 2014 and the term “electricity supplier” in The Contracts for Difference (Electricity Supplier Obligations) Regulations 2014 and the Nuclear Regulated Asset Base Model (Revenue Collection) Regulations 2023.  |

<sup>1</sup> The Contracts for Difference (Electricity Supplier Obligations) Regulations 2014, The Electricity Capacity (Supplier Payment etc.) Regulations 2014, The Electricity Capacity Regulations 2014 and all subsequent amendments

<sup>2</sup> [The Nuclear Regulated Asset Base Model \(Revenue Collection\) Regulations 2023](#)

<sup>3</sup> 29 (2) of The Contracts for Difference (Electricity Supplier Obligations) Regulations 2014 and Schedule 2, 1 – 7 of The Electricity Capacity Regulations 2014

<sup>4</sup> EMRS is under contract to deliver EMR settlement services to the Low Carbon Contracts Company (LCCC) and the Electricity Settlements Company (ESC), for the CfD/RAB and CM mechanisms respectively

<sup>5</sup> <https://emrsettlement.co.uk/>

## 2.3 Associated Documents

This working practice is based upon, but does not replace the regulations overseeing EMR and should be read in conjunction with the following:

| Document   |
|--|
| Contracts for Difference (Electricity Supplier Obligation) Regulations and all subsequent amendments |
| Electricity Capacity (Supplier Payment) Regulations and all subsequent amendments                    |
| The Electricity Capacity Regulations and all subsequent amendments                                   |
| Nuclear Regulated Asset Base Regulations and all subsequent amendments                               |
| G4 - EMR Settlement Authorisations Guidance <sup>6</sup>   |
| G25 - My EMRS User Guide <sup>7</sup>  |

<sup>6</sup> <https://emrsettlement.co.uk/publications/guidance>

<sup>7</sup> <https://emrsettlement.co.uk/publications/guidance>

### 3. Required Supplier Information

Upon being granted a licence by Ofgem, a Supplier should register some contact details with EMRS to ensure they receive notifications to suitable representatives in a timely manner.

- For CfD and RAB a Supplier must within two working days of first making an electricity supply provide an email address to EMRS at which it can be contacted<sup>8</sup>
- For CM a Supplier must provide EMRS with an address for electronic service of invoices and credit notes<sup>9</sup>.

In addition, EMRS requires additional information to accurately and effectively settle CfD, CM and RAB costs and for Suppliers to meet their obligations. The registration information that must be submitted via [My EMRS](#), (see [G25 - My EMRS User Guide](#)) within two working days of first making a supply of electricity. The information you will need to submit is collectively referred to as Party Details, and is outlined as follows:

- Company information (including method for receiving backing data (My EMRS, DTS and email), and EMR Party ID);
- Bank information (including Primary Bank details and Credit Cover Return details); and
- Contact information for Authorised Persons and representatives of the Party for different roles. Each organisation must have at least three contacts in the roles of Primary Party Authority and Finance Authority – at least one of which must be a Primary Party Authority. An individual will only be able to hold one authorised role.

EMRS will send a Welcome email for you to register your details on [My EMRS](#).

The registration details will be shared with LCCC and ESC in order for them to communicate with Suppliers directly for key updates, events, and significant information regarding the schemes.

#### 3.1 My EMRS

My EMRS provides a secure and simple way for users to:

- View, submit and amend the organisations details that are used to support settlement activities; and
- Download information, such as invoices and backing data.

Access to [My EMRS](#) registration details will be available to the following Authorised Contact roles:

- Primary Authority
- Finance Authority
- Operating Authority

<sup>8</sup> The Contracts for Difference (Electricity Supplier Obligations) Regulations 2014 – Regulation 29(3) or [The Nuclear Regulated Asset Base Model \(Revenue Collection\) Regulations 2023](#)

<sup>9</sup> The Electricity Capacity Regulations 2014 – Regulation (38(3))

- Trading Contact
- User
- Credit Contact

Please see [G4 – EMR Settlement Authorisations](#) for further guidance on Authorised roles.

Once EMRS has received and processed the submitted information for an organisation, any new Authorised Contacts will receive an email asking them to create an account on My EMRS.

It is the responsibility of the Supplier to amend their company information via My EMRS when an Authorised Contact(s) leaves their organisation and therefore should no longer have access to My EMRS as a registered user. Without the amendment of details, existing registered users of My EMRS will retain access to it. Guidance on completing a registration is provided in [G25 - My EMRS User Guide](#).

### **3.2 EMR Party ID (for RAB also)**

An EMR Party ID is an identifier for a legal entity, which is unique to that legal entity, and supports effective management of the organisation in relation to the CfD, CM and RAB. Where an organisation is a BSC Party, the EMR Party ID must match the organisations BSC Party ID. For further information on BSC Party IDs, please refer to the [BSC Website](#).

The EMR Party ID will be confirmed and issued by EMRS in conjunction with Supplier requests, but cannot be amended once in place. Where a Supplier does not have a BSC Party ID because it has not acceded to the BSC, the EMR Party ID will be the Supplier's BSC Party ID when the Supplier accedes to the BSC.

### **3.3 EMR Party Data**

My EMRS also provides a safe and secure environment for organisations to easily view, download, save and print their settlement files.

## 4. Supplier Registration

### 4.1 Submitting New Supplier registration details

To support and allow EMRS to provide notices to appropriate individuals in a timely manner a new Supplier should follow this process to register with EMRS.<sup>10</sup> Once a Supplier has a supply licence, Party Details are required by EMRS to support settlement activities. Prior to supplying electricity for the first time, and where all of the details were not fully provided on gaining a supply licence, further details<sup>11</sup> will be required to be provided by the Supplier.

### 4.2 Registration process timeline

| Ref   | When   | Action  | From      | To        | Input Information Required   | Method            |
|-------|--|---|-----------|-----------|--|-------------------|
| 4.2.1 | Upon identification of a newly licenced Supplier through Ofgem | Issue Registration Invitation email.  | EMRS      | EMR Party | Notification of a newly licenced Supplier; Ofgem published licenced Suppliers list | Email             |
| 4.2.2 | Following 4.2.1  | Submit EMR Party Details via <a href="#">My EMRS.</a>   | EMR Party | EMRS      | EMR Party Details  | My EMRS           |
| 4.2.3 | Following 4.2.2  | Issue Request to an Authorised Contact for approving party details. <sup>12</sup>                       | EMRS      | EMR Party | EMR Party Details  | My EMRS           |
| 4.2.4 | Following 4.2.3  | The Authorised Contact must validate the submitted details and approve them on <a href="#">My EMRS.</a> | EMR Party | EMRS      | EMR Party Details  | My EMRS           |
| 4.2.5 | Within 8 WD  | Validate:<br>Accuracy of Party details  | EMRS      |           |  | My EMRS/<br>Phone |

<sup>10</sup> <https://www.ofgem.gov.uk/publications-and-updates/list-all-electricity-licensees-registered-or-service-addresses>.

<sup>11</sup> EMRS will confirm with the Supplier any further information required

<sup>12</sup> One of the Primary Party Authority or Finance Authority (other than the person submitting the Party Details) must review and approve the Party Details



| Ref   | When                 | Action  | From      | To        | Input Information Required  | Method  |
|-------|----------------------|---|-----------|-----------|---|---------|
|       |                      | <p>Bank details have been approved by a Primary Party Authority or Finance Authority, and EMRS to contact a second Authority to confirm the Bank details provided.</p> <p>If the request fails validation, go to 4.2.6.</p> <p>If the request passes validation, go to 4.1.8.</p> |           |           |   |         |
| 4.2.6 | Following 4.2.5      | Where request has not passed validation checks, issue notification of Registration rejection.   | EMRS      | EMR Party | Rationale for rejection   | My EMRS |
| 4.2.7 | Following 4.2.6      | <p>Review rejection rational and correct details.</p> <p><b>End of process</b></p>  | EMR Party | EMRS      | Corrected details via My EMRS   | My EMRS |
| 4.2.8 | Within 1 WD of 4.2.5 | <p>Confirmation of EMRS Registration Details Approved. Added Authorised Contacts will receive Registration Approval Email for My EMRS.</p> <p><b>End of process</b></p>   | EMRS      | EMR Party | <p>Approved Registration details</p> <p>EMR Party Authorised Contacts</p> | My EMRS |

## 5. Amending Party Details/ Adding New Contacts

To enable parties to manage their information, company details and authorised contacts can be amended and added any time via My EMRS.

Any amendments made on My EMRS will require approval and validation by an authorised contact listed on the company’s account and EMRS to ensure EMR settlements are based on accurate and valid data, checking that:

- Details are correctly completed
- Requested amendments are accurate and reliable for Settlement purposes

For amendments to any company details, EMRS will contact a relevant authority (all contacts listed as Primary Party Authority or a Finance Authority) to request approval of the amendments. The authority who approves the amendments must be a different user from the one who submitted the amendments.

Please note that the Registration User will not be able to amend any details unless they are listed as a relevant authority.

It is the responsibility of the Supplier to maintain its organisation details to ensure the Company information, Bank information and Contact information for Authorised Persons are up-to-date to support the settlement activities.

The Supplier should amend the Party Details via My EMRS when any of the submitted information has changed.

### 5.1 Restricted amendments

For Suppliers the company name/number are maintained by Ofgem and National Grid respectively and any requested amendments will be validated with these organisations.

### 5.2 Amendment process timeline

| Ref   | When                           | Action   | From      | To   | Input Information Required      | Method  |
|-------|--------------------------------|--|-----------|------|---------------------------------|---------|
| 5.2.1 | EMR Party Details have changed | Submit updated EMR Party Details via <a href="#">My EMRS</a> | EMR Party | EMRS | New/amended details via My EMRS | My EMRS |

| Ref   | When  | Action  | From      | To        | Input Information Required  | Method     |
|-------|---|---|-----------|-----------|---|------------|
| 5.2.2 | Within 5 WD of 5.2.1 if the amendment does <b>not</b> include Bank information;<br>or within 8 WD of 5.2.1 if the amendment includes Bank information | Validate:<br>Accuracy of amended information<br>Amended information is not restricted<br>Any amendments have been approved by a Primary Party Authority or Finance Authority.<br>If the request fails validation go to 5.2.3. For validating bank information, go to 5.2.5 and for all other validated amendments, go to 5.2.6. | EMRS      | -         | Review EMR Party Details Amendments ; EMR Party Authorised Contacts | My EMRS    |
| 5.2.3 | Following 5.2.2   | Where request has not passed validation checks, issue notification of amendment rejection.  | EMRS      | EMR Party | Rationale for rejection   | My EMRS    |
| 5.2.4 | Following 5.2.3   | Review rejection rationale and correct details.<br><b>End of process</b>  | EMR Party | EMRS      | Corrected details via My EMRS                                       | My EMRS    |
| 5.2.5 | Following 5.2.2   | If bank information is being amended, validate that relevant Authorised Contacts have approved amendment request and contact a second Authority to complete a Bank details amendment confirmation.  | EMRS      | EMR Party | EMR Party Authorised Contacts                                       | Phone call |
| 5.2.6 | Within 1 WD of 5.2.2 or following 5.2.5   | For any other details being amended, except Bank details, validate that relevant Authorised Contacts have approved the amendment request.   | EMRS      | EMR Party | Approved Amendment details<br>EMR Party Authorised Contacts         | My EMRS    |

| Ref | When | Action   | From | To | Input Information Required | Method |
|-----|------|--|------|----|----------------------------|--------|
|     |      | Any newly added Authorised Contacts will receive Registration Approval Email for My EMRS.<br><b>End of process</b> |      |    |                            |        |

## **6. Need more information?**

If you would like any additional information or support with My EMRS, please email [contact@emrsettlement.co.uk](mailto:contact@emrsettlement.co.uk) or call us on 020 7380 4333.

## **7. Acronyms and Definitions**

A list of acronyms and definitions can be found in the [Glossary](#) on the EMRS website.

