

WP21 – Supplier Registration

EMRS Working Practice

Public

Version: 5.0
Date: 29 June 2020



Table of Contents

Change Amendment Record	3
1. Introduction	4
1.1 <i>Scope and Purpose</i>	4
1.2 <i>Main Users of this Document and Responsibilities</i>	4
1.3 <i>Associated Documents</i>	4
2. Required Supplier Information	5
3. Supplier Registration	7
3.1 <i>New Supplier</i>	7
4. Contact Information	9
5. Acronyms and Definitions	9

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

1. Introduction

Under the Electricity Supplier Obligations, Suppliers are liable for the costs, relative to their market share¹, of providing Contracts for Difference (CFD) 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 EMR. This includes certain minimum data such as the provision of a proper address² for notifications and invoices as defined in the regulations.

1.1 Scope and Purpose

The purpose of this Working Practice is to detail how new Suppliers register their EMR Party Details with the EMR settlement services³ to enable them to meet their supply licence obligations.

1.2 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) and Capacity Market (CM) respectively ⁴ .
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.

1.3 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

¹ 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

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

³ EMRS is under contract to deliver EMR settlement services to the Low Carbon Contracts Company (LCCC) and the Electricity Settlement Company (ESC), for the CFD and CM mechanisms respectively

⁴ Please see <https://emrsettlement.co.uk/> for more information

Electricity Capacity (Supplier Payment) Regulations and all subsequent amendments

The Electricity Capacity Regulations and all subsequent amendments
--

2. 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 a Supplier must within two working days of first making an electricity supply provide an email address to EMRS at which it can be contacted⁵
- For CM a Supplier must provide EMRS with an address for electronic service of invoices and credit notes⁶

In addition, EMRS requires additional information to accurately and effectively settle EMR costs and for Suppliers to meet their EMR obligations. The information that must be registered within two working days of first making a supply of electricity, collectively referred to as EMR Party Details, is

- Company information (including method for receiving backing data (portal, DTS, email), and EMR Party ID);
- Bank information; and
- Contact information for Authorised Persons and representatives of the Party for different roles. Each EMR Party must have one primary party authority and a least two finance authorities. An individual will only be able to hold one authorised role.

These details are initially collected via a Supplier Registration form that will be issued to new Suppliers for completion. An example Supplier registration form is available from EMRS. Subsequent amendments can be made via a request to EMRS⁷.

EMR Party ID

An EMR Party ID is an identifier for a legal entity, which is unique to that legal entity, and supports effective management of the Party within EMR Settlement. Where an EMR party is a BS Party, the EMR Party ID must match the Party's BSC Party ID. For further information on BSC Party IDs please refer to the ELEXON website⁸.

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.

⁵ The Contracts for Difference (Electricity Supplier Obligations) Regulations 2014 – Regulation 29(3)

⁶ The Electricity Capacity Regulations 2014 – Regulation (38(3))

⁷ See WP31 – Amending EMR Party Details: <https://emrsettlement.co.uk/publications/working-practices/>

⁸ <https://www.elexon.co.uk/bsc-related-documents/bsc-signatories-qualified-persons/>

EMR Settlement Portal

The EMR Settlement Portal provides a safe and secure environment for EMR Parties to easily view, download, save and print their settlement files. Due to the nature of the files available, access will be restricted to the following registered EMR Authorised Contacts:

- Finance Authority
- Primary Authority
- Operating Authority
- User
- Company Email

Once EMRS has received and processed a registration form for an EMR Party, any new Authorised Contacts will receive an email asking them to register for the portal. Please note that when access to the portal is granted it is based on when a user is registered as an Authorised Contact with EMRS, they may therefore have access to the portal before there are settlement files available for their organisation.

It is the responsibility of the Supplier to inform EMRS when an Authorised Contact(s) leaves their organisation and therefore should no longer have access to the portal as a registered user. Without notification (via an amendment form), existing registered users of the portal will retain access to it.

3. Supplier Registration

3.1 New Supplier

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 EMRS⁹. Once a Supplier has a supply licence, certain information¹⁰ is required by EMRS. Prior to supplying electricity for the first time, and where all of the details were not fully provided on gaining a supply licence, further details¹¹ will be required to be provided by the Supplier.

Ref	When	Action	From	To	Input Information Required	Method
3.1.1	Upon identification of a newly licenced Supplier through Ofgem	Issue Supplier registration form	EMRS	Supplier	Notification of a newly licenced Supplier; Ofgem published licenced Suppliers list	Email or Post
3.1.2	Within 5 WD of 3.1.1	Complete notification details and submit	Supplier ¹²	EMRS	Supplier Registration Form	Email ¹³
3.1.3	Within 5 WD of 3.1.2	Validate the complete Supplier registration form Identify or create unique EMR Party ID and confirm EMR Party ID to Supplier	EMRS	Supplier	Existing BSC Party IDs; Requested EMR Party ID from new Supplier; Supplier Registration Form	Email
3.1.4	Following 3.1.3 and where full registration details not provided and within 2 WD of first making an electricity supply ¹⁴	Provide missing information	Supplier	EMRS	Supplier Registration Form ¹⁵	Email ¹⁶

⁹ <https://www.ofgem.gov.uk/publications-and-updates/list-all-electricity-licensees-registered-or-service-addresses>.

¹⁰ The mandatory information that a Supplier should provide is detailed in the Example Supplier Registration Form

¹¹ EMRS will confirm with the Supplier any further information required

¹² Must be signed by a representative of the company such as a director, or company secretary. In the case of bank details, an additional Finance Authority signature is required

¹³ This email should contain a scanned copy of the registration form, signed by a company representative along with the supporting excel version

¹⁴ The Contracts for Difference (Electricity Supplier Obligations) Regulations 2014 – Regulation 29(3)

Ref	When	Action	From	To	Input Information Required	Method
3.1.5	Within 1 WD of 3.1.4	Validate the completed Supplier registration form	EMRS		As provided in 3.1.4	Internal process
3.1.6	Following 3.1.5	Create Supplier record	EMRS		As provided in 3.1.4	Internal process
3.1.7	Following 3.1.6	Registration email for the EMR Settlement Portal sent to authorised contacts. END PROCESS	EMRS	Supplier	As submitted in 3.1.2	Email

¹⁵ Available on request by emailing: contact@emrsettlement.co.uk

¹⁶ This email should contain a scanned copy of the registration form, signed by a company representative, such as a Primary Party Authority or a Finance Authority, along with the supporting excel version.

4. Contact Information

Contact Organisation	Contact
Settlement Services Provider (EMR Settlement Ltd)	Telephone: 020 7380 4333 Email: contact@emrsettlement.co.uk

5. Acronyms and Definitions

A list of acronyms and definitions can be found in the 'Acronyms and Definitions' document on our website¹⁷.

¹⁷ The Acronyms and Definitions document can be found in the Related documents section on the Working Practice page on the EMRS website: <https://www.emrsettlement.co.uk/publications/working-practices/>

