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**To**                            EMR Circular List  
**From**                        EMR Settlement Limited  
**Purpose**                      For Action

## Supplier Implementation Event on Tuesday 27 January 2015

This circular informs **licensed electricity suppliers** that the Low Carbon Contracts Company (LCCC) and the EMR Settlement Services (EMRS) Provider is holding an event on **Tuesday 27 January 2015**.

This event will focus on providing further detail on the invoicing and payment processes for EMR. Similarly to previous Implementation Events you'll receive a general update from LCCC and EMRS on its implementation of EMR.

### Who should attend this event?

**Licensed electricity suppliers** should attend this event.

We'd encourage those individuals who have been allocated responsibility to implement the processes for managing EMR payments and invoicing to attend this event. This will likely be an individual within your **finance team**.

### What will this event cover?

Here is a summary agenda for the event:

- What do I need to pay, when and how?
- What will I receive?
- Managing cash flow position
- What happens in the event of non-payment?
- EMR Settlement Portal

### When is the event?

**Tuesday 27 January 2015**, starting at 9.30am and scheduled to finish at 2pm.

### Where is the event being held?

The event will take place at [EMR Settlement Limited, 350 Euston Road, London NW1 3AW](#)

### How do I register for this event?

Please use this link [Book Online](#) to request your place by **midday Friday 23 January 2015** if you wish to attend.

Places are limited and will be allocated on a strictly first come, first served basis. Initially attendance will be limited to one person per organisation, however if you need more than one representative to attend, please email your request and we will do our best to accommodate your requirements if there are spaces available. If you have any queries please do email [cfpreparations@lowcarboncontracts.uk](mailto:cfpreparations@lowcarboncontracts.uk).

# CIRCULAR

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## **What material can I read in advance of this event?**

If you haven't attended any previous supplier Implementation Events, we'd suggest you familiarise yourself with the material we presented at the November 2014 event. The material is available [here](#), which will support you at this forthcoming event.

## **Where can I get more information?**

Find out more about our role in EMR on the [EMR Settlement website](#). If you have any further questions about this Circular, please email [contact@emrsettlement.co.uk](mailto:contact@emrsettlement.co.uk).