

# 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

## 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) 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 address<sup>2</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 EMR Party Details with the EMR settlement services<sup>3</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) and Capacity Market (CM) respectively <sup>4</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.

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

<sup>3</sup> 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

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

## 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
G4 - EMR Settlement Authorisations Guidance <sup>5</sup>
G25 - My EMRS Registration User Guide <sup>6</sup>

<sup>5</sup> <https://emrsettlement.co.uk/publications/guidance> - All EMRS guidance documents

<sup>6</sup> <https://emrsettlement.co.uk/publications/guidance> - All EMRS guidance documents

### 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 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>7</sup>
- For CM a Supplier must provide EMRS with an address for electronic service of invoices and credit notes<sup>8</sup>.

In addition, EMRS requires additional information to accurately and effectively settle EMR costs and for Suppliers to meet their EMR obligations. The registration information that must be submitted via [My EMRS](#), (see G25 - My EMRS Registration User Guide<sup>9</sup>) within two working days of first making a supply of electricity. The information you will need to submit is collectively referred to as EMR Party Details, and is outlined as follows;

- Company information (including method for receiving backing data (EMRS Portal, 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 EMR Party must have one Primary Party Authority and at least two Finance Authorities. 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<sup>10</sup>.

#### My EMRS

My EMRS provides a secure and simple way for EMR Parties to view, submit and amend the Party Details that are used to support settlement activities.

Please see G4 EMR Settlement Authorisations<sup>11</sup> for further guidance on Authorised roles.

Access to [My EMRS](#) registration details will be restricted to the following registered EMR Authorised Contacts:

- Primary Authority
- Finance Authority
- Operating Authority

<sup>7</sup> The Contracts for Difference (Electricity Supplier Obligations) Regulations 2014 – Regulation 29(3)

<sup>8</sup> The Electricity Capacity Regulations 2014 – Regulation (38(3))

<sup>9</sup>

<sup>10</sup>

<sup>11</sup> <https://www.emrsettlement.co.uk/publications/guidance/>

- Trading Contact

Please note that the following contact types will not have access to My EMRS:

- User
- Credit Contact

Once EMRS has received and processed the submitted Party Details for an EMR Party, 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 the Party Details 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 Party Details, existing registered users of My EMRS will retain access to it. Guidance on completing a registration is provided in G25 - My EMRS Registration User Guide<sup>12</sup>.

### **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 BSC 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 website<sup>13</sup>.

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.

### **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:

- Primary Authority
- Finance Authority
- Operating Authority
- Credit Contact
- Trading Contact (only for CMVRN submissions)

<sup>12</sup> <https://www.emrsettlement.co.uk/publications/guidance/>

<sup>13</sup> Further details on EMR Privacy Policy can be found in <https://www.emrsettlement.co.uk/privacy-policy/ied-persons/>

- User

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

It is the responsibility of the Supplier to amend the Registration details via My EMRS when an Authorised Contact(s) leaves their organisation and therefore should no longer have access to the EMR Settlement Portal as a registered user. Without the amendment of Party Details, existing registered users of the EMR Settlement Portal will retain access to it.



## 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>14</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>15</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>16</sup>	EMRS	EMR Party	EMR Party Details	My EMRS
4.2.4	Following 4.2.3	The Authorised Contact must validate the submitted EMR Party	EMR Party	EMRS	EMR Party Details	My EMRS

<sup>14</sup> <https://www.ofgem.gov.uk/publications-and-updates/list-all-electricity-licensees-registered-or-service-addresses>.

<sup>15</sup> EMRS will confirm with the Supplier any further information required

<sup>16</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

		Details and approve them on My EMRS				
4.2.5	Within 8 WD	<p>Validate:</p> <p>Accuracy of Party details</p> <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 4.1.6.</p> <p>If the request passes validation, go to 4.1.8.</p>	EMRS			My EMRS/ Phone
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 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 bank information, EMRS will contact a relevant authority (either a Primary Party Authority or a Finance Authority) to verbally confirm the bank details.

It is the responsibility of the Supplier to maintain the EMR Party 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
5.2.2	Within 5 WD of 5.2.1 if the	Validate: Accuracy of amended information	EMRS	-	Review EMR Party Details Amendments	My EMRS

Ref	When	Action	From	To	Input Information Required	Method
	amendment does <b>not</b> include Bank information; or within 8 WD of 5.2.1 if the amendment includes Bank information	Amended information is not restricted  Any Bank detail amendments have been approved by a Primary Party Authority or Finance Authority.  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.			; EMR Party Authorised Contacts	
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 rational and correct details.  <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	Confirmation of EMRS Registration Details Approved. Any newly added Authorised Contacts will receive Registration Approval Email for My EMRS.  <b>End of process</b>	EMRS	EMR Party	Approved Amendment details  EMR Party Authorised Contacts	My EMRS

## 6. Contact Information

Contact Organisation	Contact
Settlement Services Provider (EMR Settlement Ltd)	Telephone: 020 7380 4333 Email: <a href="mailto:contact@emrsettlement.co.uk">contact@emrsettlement.co.uk</a>

## 7. Acronyms and Definitions

A list of acronyms and definitions can be found in the 'Acronyms and Definitions' document on our website<sup>17</sup>.

<sup>17</sup> 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/>