

WP31 – Amending EMR

Party Details

EMRS Working Practice

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1. Change Amendment Record

Version	Date	Description
1.0	27 Apr 2015	Go-Live Version
2.0	20 Nov 2015	Updates to reflect operational feedback, capacity providers & supplier information, bank information controls.
3.0	18 Jul 2017	Document transfer to new template, and cosmetic changes
4.0	28 November 2017	Housekeeping changes
5.0	3 December 2018	Annual review and updates to clarify bodies.
6.0	26 November 2019	Minor Content Updates
7.0	22 December 2020	Updates related to the EMR Registration & Amendment Form

2. Introduction

2.1 Scope and Purpose

This working practice details how any organisations involved in Electricity Market Reform (EMR parties) can manage their EMR Party details to ensure they receive accurate and timely notifications and invoices from EMRS. Please note that the scope of this working practice is limited to updating information held by EMRS, as described in section 3.

2.2 Main Users of this Document and Responsibilities

Name	Responsibilities
EMR Settlement Ltd (EMRS)	The responsibilities of EMR Settlement Ltd (EMRS) are to maintain information required for EMR settlement and to validate requests to amend this information.
EMR Party	The responsibility of the EMR Party is to ensure that they maintain accurate information with EMRS for the purposes of EMR settlement.

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 (as applicable):

- Contracts for Difference (Electricity Supplier Obligation) Regulations 2014¹ , and all subsequent amendments
- The Electricity Capacity (Supplier Payment etc.) Regulations 2014¹, and all subsequent amendments
- The Electricity Capacity Regulations 2014¹, and all subsequent amendments
- Contracts for Difference: standard terms and conditions²
- EMRS Guidance G4: Settlement Authorisations³

¹ <http://www.legislation.gov.uk/>

² <https://www.gov.uk/government/publications/contracts-for-difference-standard-terms-and-conditions>

³ <https://emrsettlement.co.uk/publications/guidance/>

3. EMR Party Details

3.1 Required information

EMRS holds data about each EMR Party, dependent on the type of party and their level of involvement with EMR. Of this, certain information is maintained by various bodies including the Low Carbon Contracts Company, Electricity Settlement Company, Delivery Body, Ofgem, and The Balancing and Settlement Code Company (BSCCo). All other information is the Party's responsibility to maintain with EMRS and includes:

- Company information⁴, such as company name and emails;
- Bank information; and
- Contact information for Authorised Contacts

This information is further defined in the EMRS Settlement Authorisations Guidance document⁵.

3.2 Amending EMR Party information

To enable parties to manage their information, requests can be made to amend their details by using the relevant (for the type of EMR Party) EMR Party Details Amendment Form⁶ and submitting a PDF scan of the signed form along with the digital version to the EMRS team at contact@emrsettlement.co.uk.

EMRS will validate these requests to ensure EMR settlements are based on accurate and valid data, checking that:

- A request has come from a suitable representative of the organisation

Requests need to come from, and be signed, by registered authorised contacts for that organisation. All information amendments need to be signed by an 'Authority' contact as a minimum with more stringent requirements for certain requests (e.g. bank information). Further details can be found in the EMRS Settlement Authorisations Guidance document.

- Requested amendments are accurate and reliable for settlement purposes

Certain information needs to align with that held by other organisations to ensure consistency across EMR.

In addition, amendments to bank information need to be submitted via a dual-signed request on letter headed paper stating current and requested bank information. We will then look to confirm any amendments to bank information with the relevant Authorised Contacts prior to use.

⁴ This includes a unique EMR Party ID which is defined by the Party but cannot be subsequently amended

⁵ <https://emrsettlement.co.uk/publications/guidance/>

⁶ <https://emrsettlement.co.uk/publications/working-practices/>

3.3 Restricted amendments

For CfD Generators, their company name/number, CfD ID, project name and address are maintained by LCCC as part of the contract and requests to amend this information should be made to them. Similarly, company name/number for Suppliers and company name for Capacity Providers are maintained by Ofgem and National Grid respectively and any requested amendments will be validated with these organisations. These items are detailed in the relevant registration forms and the EMR party details amendment form.

4. Amend Party Information

4.1 Update EMR Party details via EMRS

When a Party has recognised that the information held by EMRS will become, or already is, inaccurate they should request an amendment to ensure they receive accurately determined settlement information. All requests should be emailed to contact@emrsettlement.co.uk

Table 1: Updating Party Details.

Ref	When	Action	From	To	Input Information Required	Method
3.1.1	As required	Complete relevant EMR Party Details Amendment form ⁷	EMR Party	-	New/amended details	Internal process
3.1.2	Following 3.1.1	Submit request to update EMR Party information	EMR Party	EMRS	Scanned and signed EMR Party Details Amendment Form; Digital version of EMR Party Details Amendment Form	Email
3.1.3	Within 5 WD of 3.1.2	Validate: Accuracy of amended information EMRS will hold the minimum required information Amended information is not restricted The request has come from a suitable Authorised Contact	EMRS	-	Completed EMR Party Details Amendment Form; EMR Party Authorised Contacts	Internal Process

⁷ The scanned copy of the EMR Party Details Amendment Form (available at <https://emrsettlement.co.uk/publications/working-practices/>) should be signed by the relevant Authorised Contacts in line with the Authorisations Guidance. As a minimum, this will be one of the registered Primary Party Authority, Finance Authority or Operating Authority roles

Ref	When	Action	From	To	Input Information Required	Method
		If the request fails validation go to 3.1.4. For validated bank information, go to 3.1.5 and for all other validated amendments, go to 3.1.6.				
3.1.4	Following 3.1.3	Where request has not passed validation checks, issue notification of amendment rejection End of process	EMRS	EMR Party	Rationale for rejection	Email
3.1.5	Following 3.1.3	If bank information is being amended, notify relevant Authorised Contacts that request has been made and wait for confirmation	EMRS	Relevant Authorised Contacts ⁸	EMR Party Authorised Contacts	Email
3.1.6	Following 3.1.5	Confirm bank information request is intended	Authorised Contact ⁹	EMRS		Email
3.1.8	Within 1 WD of 3.1.3 or following 3.1.6	Where request valid, amend Party record and notify relevant Authorised Contacts that information has been amended End of process	EMRS	Authorised Contacts	Amendment request EMR Party Authorised Contacts	Email

⁸ Relevant Authorised Contacts are those that have the authority to request amendment of the amended information

⁹ Confirmation must be given from an authorised contact independent of the original request (i.e. not one of the original signatories)

5. Contact Information

For all queries, please contact:

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

6. Acryonyms and Definitions

A full list of acronyms and definitions included within this document can be found on the EMRS website¹⁰.

¹⁰ <https://emrsettlement.co.uk/publications/guidance/>

7. Appendix 1 – Registration Form

The EMR Registration & Amendment Form can be found on the EMRS website¹¹.

The form is in Excel format¹². There is a Supporting Information tab within the workbook and the form itself contains question marks which when selected provide some guidance as well.

Where the fields are coloured this information is mandatory before payments can be made in the delivery year. Where bank details cannot be provided at the time of initial registration these can be provided using the amendment process. Please see EMRS Working Practice WP31 - Amending EMR Party Details¹¹.

Image 1: Location of EMR Registration & Amendment Form

WP31 – Amending EMR Party Details

Revision: 6

[Download PDF \[380.19 KB\]](#)

Revision: 3

[Download XLSM \[104.20 KB\]](#)

¹¹ <https://emrsettlement.co.uk/publications/working-practices/>

¹² Excel spreadsheet available under WP31 as shown in the above image on Appendix 1 - <https://www.emrsettlement.co.uk/publications/working-practices/>

