##### *STCP14-3 Issue 004 Customer Charging Enquiries*

**STC Procedure Document Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Name of Party Representative** | **Signature** | **Date** |
| National Grid Electricity System Operator Ltd |  |  |  |
| National Grid  Electricity Transmission plc |  |  |  |
| SP Transmission Ltd |  |  |  |
| Scottish Hydro-Electric  Transmission Ltd |  |  |  |
| Offshore Transmission Owners |  |  |  |
| Competitively Appointed Transmission Owners |  |  |  |

**STC Procedure Change Control History**

|  |  |  |
| --- | --- | --- |
| Issue 1 | 13/10/2004 | BETTA Go-Live version |
| Issue 2 | 25/10/2005 | Issue 002 incorporating PA034 and PA037 |
| Issue 3 | 18/09/2009 | Issue 003 incorporating changes for Offshore Regime |
| Issue 4 | 01/042019 | Issue 004 incorporating changes for National Grid Legal Separation |
| Issue 5 | Xx/xx/xx | Issue 005 incorporating changes for Competitively Appointed Transmission Owners |

# Introduction

## Scope

### This process defines the data exchange required between the NGESO and TOs for the purposes of charging enquiries.

### This procedure applies to NGESO and each TO.

### For the purposes of this document, the TOs are:

* NGET;
* SPT; and
* SHETL; and
* Offshore Transmission Owners
* Competitively Appointed Transmission Owners

## Objectives

### The objective of this document is to provide for effective data exchange between NGESO and TOs for the purposes of customer charging enquiries.

### This process specifies the following:

* the responsibilities of NGESO and the TOs in relation to charging enquiries;
* the requirements for exchange of information relating to charging enquiries; and
* the lines of communication to be used.

## Background

### NGESO will be responsible, inter alia, for the contractual interface with the Users, and will produce the GBCharging Methodologies and levy charges on Users for use of the National Electricity Transmission System. NGESO will be the point of contact for enquiries from Users concerning charges billed by NGESO. Users who receive bills from NGESO will be referred in this STCP to as customers.

### Enquiries from customers on charging issues may necessitate the provision of information from the TO**s** where NGESOcannot otherwise answer the enquiry.

# Key Definitions

## For the purposes of STCP14-3:

### **GB Charging Methodologies** means the Statement of Use of System Charges, the Statement of the Use of System Charging Methodology and the Statement of the Connection Charging Methodology.

### **NGESO Charging Contact** is the named contact within NGESO for charging issues as advised to TOs from time to time.

### **TO Charging Contact** is the named contact within each TO for charging issues as advised to NGESO from time to time.

# Procedure

## Customer Charging Enquiries

### The NGESO Charging Contact will inform the TO Charging Contact by email of any enquiry received from a customer that NGESO cannot answer without input from the TO. The sample format for this email is set out in Appendix B. NGESO shall advise the customer when discussions with the TO are required prior to contacting the TO. Wherever possible NGESO will request data in advance from the TO where it envisages it would other wise generate a customer enquiry.

### The TO Charging Contact will email the NGESO Charging Contact upon receipt of the request in 3.1.1, to acknowledge receipt and to agree the format required. Five business days will be given for the production of data from the date of request unless a variation to this timescale is agreed by both NGESO and the TO.

### The TOwill provide to NGESOthe information requested in 3.1.1 in the format agreed within the timescales agreed. **NGESO** is responsible for the manner in which the information is sent to the customer.

### Where further queries are received by NGESO from the customer resulting from the information provided by the TO**,** this procedure will begin once again from 3.1.1.

### Where NGESO requires supplementary information or has further queries of the TOthe procedure will begin once again from 3.1.1.

### NGESO will provide all reasonable assistance to respond to any reasonable query from the TO regarding the information request from NGESO.

### The TO will provide all reasonable assistance to respond to any reasonable query from NGESO regarding the information submitted to NGESO by the TO.

# Use of Substitute Data

## Where no information is provided by the TO within the timescales agreed or the information is subject to dispute, NGESO can use information that it believes to be the most accurate whilst the information is verified.

## Where substitute information has been used this will be communicated to each relevant User and the TO.

## Appendix A: Flow Diagram

Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.

***Appendix B***

**Email template**

|  |  |
| --- | --- |
| Charging Enquiry under STCP 14-3 | |
| Request no.: | (Format: YYYY/MM/DD/TO/????) |
| To (at TO): |  |
| From (at NGESO): |  |
| Contact at SO: |  |
| Date of request: |  |
| Date response required: |  |
| User concerned: |  |
| Site: |  |
| Details of enquiry: |  |

## Appendix C: Abbreviations & Definitions

## Abbreviations

SHETL Scottish Hydro-Electric Transmission Limited

SPT SP Transmission Limited

TO Transmission Owner or Offshore Transmission Owner

CATO Competitively Appointed Transmission Owner

## Definitions

**STC definitions used:**

CATO

National Electricity Transmission System

NGESO

NGET

User