

Guidelines for Submitting Gas Meter Readings

Version 1

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xserve

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1. Introduction

Meter Readings are used to measure and calculate the volume and energy of gas going through the meter at a Supply Meter Point. They are a key aspect of the gas industry.

Meter readings are used to calculate and derive Annual Quantity (AQ), energy allocation for Class 1 and 2 Supply Meter Points, Reconciliation for Class 3 and 4 Supply Meter Points and used to calculate Shipper transportation charges and the gas bill of an end user.

Meter reads are obtained by:

- a 'pedestrian read'/eyeball read, which is in person
- remotely via Automated Meter Read equipment (AMR) or smart meters

The following pages provides information on the different types of meter readings and the Uniform Network Code (UNC) obligations for providing meter reads to the Central Data Services Provider (CDSP, i.e. Xoserve).

Further information can be found on Xoserve.com:

- [E-learning materials \(xoserve.com\)](https://www.xoserve.com)
- [Submitting Reads \(xoserve.com\)](https://www.xoserve.com)

Uniform Network Code obligations can be found on the Joint Office of Gas Transporters:

- [UNC Document | Joint Office of Gas Transporters \(gasgovernance.co.uk\)](https://www.gasgovernance.co.uk)

Note: all UNC references in this document have been taken from Transportation Principles Document (TPD):

- Section E - Version 5.73 10 March 2022
- Section M CSS UNC DRAFTING – DOCUMENT 6 – 4 March 2022 legal drafting for Modification 0804 Consequential UNC changes for Switching SCR (REC 3.0) [0804 - Consequential UNC changes for Switching SCR \(REC 3.0\) | Joint Office of Gas Transporters \(gasgovernance.co.uk\)](https://www.gasgovernance.co.uk)

2. Summary of Obligations and Responsibility for Submission of Meter Readings

Below is a summary of the different classification of meter readings and the UNC obligations for submission of the read to the CDSP and performance standards. This is covered in more detail under section 3 of this document.

Note: The Transporter has the obligation for Class 1 reads.

	Class 1	Class 2	Class 3	Class 4 Monthly Read	Class 4 Annually Read
Cyclic read – Submission obligations (3.1)	Daily read submitted by 12:00 or latest by 14:00 on GFD+1	Daily by end of GFD+1	Daily reads submitted in batches, weekly or monthly	Meter reading submitted at least once every 4 months	Meter reading submitted annually
Cyclic read - to be submitted by	12:00 or latest by 14:00 on GFD+1	By end of GFD+1	By 10th calendar day	By 25th business day	By 25th business day
Cyclic Read - Performance	97.5% daily	97.5% daily	90% of daily reads in a calendar month	90% in a calendar month	100% submitted every 12 months
Opening Read (3.2)	Read submitted by GFD+5	Read submitted by GFD+5	Read submitted by 10th business day	Read submitted by 10th business day	Read submitted by 10th business day
Opening Read - Performance	Satisfied by daily read	Satisfied by daily read	100%	100%	100%
Check Read - Obligation (3.4)	Every 12 months	Every 12 months	Every 12 months	Every 12 months	Every 24 months
Check Read - Performance	100%	100%	100%	100%	100%
Must Read Trigger (3.5)	No actual read for 4 consecutive months	No actual read for 4 consecutive months	No actual read for 4 consecutive months	No actual read for 4 consecutive months	No actual read for 24 consecutive months

3. Types of Meter Readings

3.1 Cyclic Meter Readings (UNC TPD Section M5.6 – M5.9)

A cyclic meter reading is a meter reading other than an Opening Meter Reading, Check Read, Must Read or a meter reading submitted as part of an asset update.

Cyclic meter readings are submitted periodically to ensure consumption for the Supply Meter Point is calculated and allocated. The submission of cyclic meter readings will depend on the 'Class' of the Supply Meter Point:

- Class 1: meter readings required to be submitted daily for gas allocation and energy balancing processes
- Class 2: meter readings required to be submitted daily for gas allocation and energy balancing processes
- Class 3: daily meter readings submitted weekly in batches of 7 for Smaller Supply Meter Points and monthly for all reads in the calendar month for Larger Supply Meter Points
- Class 4:
 - Monthly read: 90% of meter points each month to have a valid meter reading submitted and submitted not less than every 4 months for each Supply Meter Point
 - Annual read: a valid meter reading required at least once in every 12 months for each Supply Meter Point

The number of reads that can be submitted within a period for Class 4 is dependent on the Meter Read Frequency:

- Class 4:
 - Monthly read – meter reading will only be accepted if the read date is greater than 7 calendar days of the previous meter reading
 - Annual read - Larger Supply Meter Point (LSP), meter reading will only be accepted if the read date is greater than 14 calendar days of the previous meter reading,
 - Annual Read - Smaller Supply Meter Point (SSP), meter reading will only be accepted if the read date is greater than 25 calendar days of the previous meter reading

3.2 Opening Meter Readings (UNC TPD Section M5.13)

Opening meter readings, or transfer meter readings, are reads obtained at change of Supplier, Shipper or change of Class. The procurement and submission of the opening meter reading will depend on the Class:

- The Proposing Shipper, in the case of a Class 2, 3 or 4 Supply Meter Point, and the Transporter in the case of a Class 1 Supply Meter Point, will ensure that a valid Opening Meter Reading is obtained for the Supply Point Registration Date; and submitted (as an Opening Meter Reading) to the CDSP.
- The Meter Reading must be submitted to the CDSP by not later than:
 - where the Supply Point Registration relates to a Class 1 or Class 2 Supply Meter Point is (whether before or following the Supply Point Registration), 16:00 hours on the 5th Day (GFD+5) after the Supply Point Registration Date.
 - where the Supply Point Registration relates to a Class 3 or Class 4 Supply Meter Point: by 16:00 hours on the 10th Business Day after the Supply Point Registration Date.
- Where the meter reading is accepted, a notification will be sent to the Withdrawing Shipper providing the same read as a Final Meter Reading.

Table below provides a summary of the Opening Read obligations by Class of the Supply Meter Point.

	To Class 1	To Class 2	To Class 3	To Class 4
From Class 1	Obtained on D, submitted by GFD+5	Obtained on D, submitted by GFD+5	Obtained on D, submitted by GFD+5	Obtained on D, submitted by GFD+5
From Class 2	Obtained on D, submitted by GFD+5	Obtained on D, submitted by GFD+5	Obtained on D, submitted by GFD+5	Obtained on D, submitted by GFD+5
From Class 3	Obtained on D, submitted by GFD+5	Obtained on D, submitted by GFD+5	Obtained on D, submitted by D+10 business days	Obtained on D, submitted by D+10 business days
From Class 4	Obtained on D, submitted by GFD+5	Obtained on D, submitted by GFD+5	Obtained on D, submitted by D+10 business days	Obtained on D, submitted by D+10 business days

D = registration date GFD = Gas Flow Day

3.3 Agreed Opening Meter Readings, also known as Shipper Agreed Reads (SARs) (UNC TPD Section M5.11 to M5.14)

A Registered Shipper can submit to the CDSP a revised Opening Meter Reading to replace the Shipper transfer meter reading: an “Agreed Opening Meter Reading”. The meter reading must be agreed between the Proposing (new)/Registered Shipper and the Withdrawing Shipper (previous Shipper) as being valid prior to submission to the CDSP’s systems. If accepted, the meter reading will replace the existing Opening Meter Reading, actual or estimated, unless the Opening Meter Reading was submitted by the Registered Shipper where the read date of the meter was the Supply Point Registration Date.

Where the meter reading is accepted, a notification will be sent to the Withdrawing Shipper providing the Agreed Opening Meter Reading.

3.4 Check Read (UNC TPD Section M5.12)

A “Check Read” is an On-Site Meter Read carried out where datalogger equipment or Automated Meter Reading (AMR) equipment that submits a derived meter reading is installed at a Supply Meter. Equipment installed at the Supply Meter Point that derives the read using pulses from the meter, not a direct reading, requires the meter and the AMR/datalogger to be re-synchronised.

The Site Visit aligns the read on the meter to the read on the daily read equipment. Any variance between the meter and the daily read equipment requires the two to be re-synchronised. The variance between the two is known as ‘drift’. Drift can be positive, negative or zero. The reads taken from the Site Visit are known as a ‘Check Read’.

A Check Read applies in respect of each Class 1 Supply Meter (at which Transporter Daily Read Equipment is installed), and each Class 2, 3 or 4 Supply Meter at which Remote Meter Reading Equipment is installed, where the equipment provides a derived reading rather than a direct meter reading.

A Check Read is required to be submitted:

- Class 1 - by the Transporter every 12 months
- Class 2 - by the Shipper every 12 months
- Class 3 - by the Shipper every 12 months
- Class 4 monthly read - by the Shipper every 12 months
- Class 4 annual read - by the Shipper every 24 months

On receipt of the Check Read a reconciliation will be carried out to apportion any ‘drift’ back to the previous:

- Check Read
- Meter or Convertor installation
- AMR installation
- Shipper transfer read
- Class change read from Class 2, 3 or 4 to Class 1 or vice versa.
- Bypass Closing Read

The diagram in Appendices shows how drift is apportioned, diagram 1 shows an example for Class 1 and 2 Supply Meter Points, diagram 2 shows an example for Class 3 and 4 Supply Meter Points

3.5 Must Reads (UNC TPD Section M5.109)

A Must Read is a meter reading obtained by the Transporter where the Shipper has failed to submit a valid meter reading within the UNC timescales for the Supply Meter Point.

The Must Read is triggered where a Valid Meter Reading has not been submitted with a Read Date within:

- Class 2 – the preceding 4 months
- Class 3 - the preceding 4 months
- Class 4 Monthly read - the preceding 4 months
- Class 4 Annually read - the preceding 24 months

The Must Read is triggered at the end of the month and the registered Shipper is notified prior to the Must Read being issued to the Transporter's Meter Reading Agency (MRA) to allow the Shipper time to procure a meter reading and submit to the CDSP.

Where a meter reading has not been provided, the Must Read will be issued to the MRA to obtain a meter reading. When the read has been procured, this will be submitted to the CDSP and recorded in the CDSP's systems, the Shipper will be notified of the meter reading.

Must Reads are currently only obtained for Larger Supply Points (AQ above 73,200 kWh) unless the Supply Meter Point is on an IGT network, in which case, all Supply Meter Points trigger a Must Read.

3.6 Updated Meter Readings (UNC TPD Section M5.16)

A Shipper may submit an updated (also referred to as a replacement meter reading) to replace an existing valid meter reading recorded on the CDSP's systems.

A Shipper may want to replace a meter reading if the previous reading submitted was not correct. This would include the submission on an Agreed Opening Meter Reading (Incoming/new Shipper replaces the opening / transfer meter reading) or

A Shipper can only replace meter readings in their period of ownership and the read date of the updated meter reading must be the same as the meter reading being replaced and must be the same as or higher than the previous meter reading and the same as or lower than the next meter reading.

The following meter readings cannot be replaced:

- Where a consumption adjustment exists, a meter reading within the period of the consumption adjustment cannot be replaced.
- A meter reading within a Check-to-Check reconciliation period cannot be replaced.
- The Shipper can only replace meter readings within their period of ownership.

3.7 Estimated Meter Reads (UNC TPD Section M5.4)

Estimated meter reads are calculated by the CDSP where:

- A valid daily meter reading is not received for a Class 1 and 2 Supply Meter Point.
- An Opening Meter Reading has not been received and accepted in the CDSP's systems
- For the Code Cut-Off Date (also known as Line in the Sand (LiS)) where a valid meter reading has not been received for the period back to three years prior to the Code Cut-Off date.

Code Cut-Off Date is a date set annually that limits the duration of retrospective charges and credits issued to Shippers. The date is re-set annually to a date three years in the past and rolls forward once a year on 1 April. Therefore, the date is always between three and four years in the past.

4. Validation of Meter Readings (UNC TPD Section M5.3)

The validation of meter readings means the testing, by tolerance checks, based on the AQ/SOQ of the Supply Meter Point. The read validation tolerances compare the energy calculated from the meter reading to the previous meter reading against the Supply Meter Points System Offtake Quantity (SOQ) or Annual Quantity (AQ) divided by 365. If the result falls outside agreed levels of tolerance, the meter reading will be rejected.

The validation of meter readings submitted is described in the UNC Validation Rules (published on Joint Office website), link to document; [1 \(gasgovernance.co.uk\)](http://1(gasgovernance.co.uk))

Meter Readings must be validated prior to submitting to the CDSP's systems by:

- the Transporter for Class 1 Supply Meter Points.
- the Shipper for Class 2, 3 and 4 Supply Meter Points.

On submission to the CDSP, the validations described in the UNC Validation Rules are performed as a check on the Shipper and Transporter's validation by the CDSP and any that fail validation will be rejected.

In summary the following validations are performed by the CDSP, these are fully explained under the link to the document above:

- Validations at Shipper and file level are:
 - the Shipper submitting the read is the registered Shipper on the date of the meter read
 - Correct file submitted and mandatory fields complete
- Validations performed at Supply Meter Point level are split into 3 groups, in the following order:
 - Set 1: Read Submission –
 - readings received within the read submission timescales, including the transfer reading (Opening read) and Check Read
 - Set 2: Asset –
 - all expected readings are received e.g., corrected and uncorrected reads where a Converter is recorded
 - meter point status is 'Live' and asset status is not 'Removed'
 - asset serial number matches the serial number held on the CDSP's systems
 - reading(s) provided must equal the number of dials and digits recorded for the asset, meter and converter if installed
 - Set 3: Read Validation
 - Read validation tolerances
 - Converter tolerance check
 - for replacement readings, a reading exists for the same date on the CDSP's system

- for replacement readings, the Shipper submitting the reading was the registered Shipper on the date of the reading
- for replacement readings, the reading is not within the period of a consumption adjustment
- for replacement readings, the reading is not within the Check Read period
- For each group all relevant validations within the set will be performed and rejections provided in the notification to the Shipper.

5. Read Performance (UNC TPD Section M5.6 to 5.9)

There are obligations in UNC and read performance standards for Transporters and Shippers, these are described below:

5.1 Cyclic Read Performance (UNC TPD Section M5.6 to 5.9)

The below performance standards are defined in UNC;

- Class 1: Transporters must submit 97.5% of valid meter reads for Class 1 Supply Meters every Day
- Class 2: Shippers must submit 97.5% of valid meter reads for Class 2 Supply Meters every Day
- Class 3: Shippers must submit, in each calendar month, 90% of Daily Meter Readings
- Class 4: Shippers must submit:
 - Monthly read meters: 90% of meter readings within a month
 - Annual read meters: 100% of meter readings every 12 months

5.2 Opening Read Performance (UNC TPD Section M5.13)

Opening meter read performance targets are 100% of Opening Meter Reads must be submitted by the Incoming Shipper.

5.3 Check Read Performance

Check Read performance is 100% target on the Transporter for Class 1 and Shipper for Class 2, 3 and 4 Supply Meter Points.

6. Outcome of Submitting a Valid Meter Reading (UNC TPD Section M5.1.1 and Section E1.3)

On submission and acceptance of a valid meter reading the following will take place:

- Class 1 and 2
 - The meter reading will be used for daily allocations if accepted within GFD+5
 - Where an estimated meter reading is replaced by a valid actual meter reading before Gas Flow Day + 5, the actual meter reading will be used for daily allocation processes.
 - Where an estimated meter reading is replaced by a valid meter reading is received after GFD+5, a reconciliation will be carried out from the new actual read to the previous actual read.
 - Annual Quantity (AQ) will be re-calculated and revised monthly
- Class 3 and 4
 - Reconciliation will take place to reconcile the difference between the original (initial) daily energy measurements and actual measurements based on the meter reading.
 - Where an updated meter reading is accepted and a reconciliation has already been carried out on the original meter reading, a re-reconciliation will be triggered. This will recalculate the consumption and energy to the previous actual reading and later reading, if applicable.
 - Annual Quantity (AQ) will be re-calculated and revised when a valid meter reading is received i.e., monthly where a read is received or annual if a read is only submitted and accepted once every 12 months.
- The new AQ will go live on the 1st of the following month (or second following month if the read was received after the 10th of the month).
- The Formula Year AQ (FYAQ) is revised annually, not as part of the 'rolling' / monthly AQ process.
- If there is no previous valid meter reading between 9 and 36 months, the monthly AQ process will not calculate a new value.
- A revised SOQ will also be calculated based on the updated AQ.
- The updated AQ / SOQ may also change the End User Category (EUC) of the Supply Meter point

7. How to Improve Read Performance / What to Look Out For

7.1 Reason for Meter Reads being Rejected

When a meter reading is rejected, the rejection code and reason will be provided on the 'URS' file for Class 2, 3 and 4 meter points. The below table explains the most common meter reading rejections and possible actions that can be taken:

Rejection Code	Description	Reason for Rejection	Possible Actions
MRE00419	The meter serial number on the read does not agree with the meter serial number held on the Transporter Database	The meter serial number provided with the meter reading is different to the meter serial number held on the CDSP's systems.	If the serial number provided is correct, an asset update is required to update the details on the CDSP's systems. If there has been a meter exchange, update the details of the exchange and re-submit the meter reading.
MRE00427	The converter corrected read has not been supplied where there is a converter fitted and the converter reads are usable	The CDSP has a Converter recorded as installed at the Supply Meter Point and therefore a reading is required.	Re-submit the meter reading with the Corrected Read. If the Converter has been removed, submit an asset update to the CDSP and then re-submit the meter reading.
MRE00457	New Meter Reading is less than previous meter reading	The meter reading is less than the previous actual meter reading.	If the meter reading is correct, replace the previous meter reading.
MRE00482	Meter point has no read to be replaced	The meter reading has been submitted as a replacement but a reading for the same read date does not exist on the CDSP's systems.	If the meter reading is correct, submit the meter reading as a 'Non-Opening Read' ('N')
MRE00489	Non-opening reading received outside the read receipt window	The reading submitted is outside the read submission window; time between the date the reading was taken and the date the read was submitted.	See section 3.1 for read submission timescales by Class.

Rejection Code	Description	Reason for Rejection	Possible Actions
MRE00490	A breach of the allowed reading submission frequency occurred	Meter reading date is less than the submission timescales for the Supply Meter Point Class.	Meter reading cannot be re-submitted. See section 3.1. for read submission frequency.
MRE01016	Actual read can only be replaced by a replacement read.	An actual meter reading already exists for the same read date in the CDSP's systems.	If the meter reading and date of the reading are correct, re-submit the meter reading as a replacement reading (R).
MRE01026	Reading breached the lower Outer tolerance.	The meter reading has failed the outer tolerance check, the consumption created from the read is negative (usually seen with rejection code MRE00457 - Meter read is lower than last meter reading).	The read cannot be submitted as the reading is lower than the previous actual reading. If the meter reading is correct, the previous meter reading will need to be replaced before the reading can be re-submitted.
MRE01027	Reading breached the Upper Outer tolerance.	The meter reading has failed the outer tolerance check.	The read cannot be submitted until the AQ of the Supply Meter Point reflects the consumption. If the meter reading is correct, submit an AQ Correction (via 'AQI' file) to update the AQ.
MRE01029	Reading breached the lower Inner tolerance value and no override flag provided.	The meter reading has failed the 'inner tolerance' validations and an override flag has not been provided.	Re-submit the read with the override flag to confirm that the read has been validated and is correct.
MRE01032	MPRN received in an incorrect file based on its class on the read date	The meter reading has been submitted on the incorrect file format for the Class of the Supply Meter Point.	Re-submit the read on the correct file format: Class 4 – 'UMR' Class 3 – 'UBR' Class 2 - 'UDR'

7.2 Data Discovery Platform (DDP)

The Data Discovery Platform (DDP) is an intuitive data visualisation tool for the gas industry to instantly access reporting information. It is also used for identifying anomalies, complying with regulatory obligations, and taking informed decisions.

DDP enables Shippers to monitor their portfolio daily. The Portfolio Insights Dashboards contains analysis and summaries on all Meter Point Reference Numbers (MPRN) in their portfolio.

Shippers can track portfolio performance via trend analysis by:

- Gas Transporters/Independent Gas Transporters,
- Network,
- Class,
- Site Type and
- Market Segment.

By drilling down to MPRN level, the information provided will allow the user to diagnose, assess and take appropriate action against the information provided, if required.

The 'Reads Insight' suite of dashboards will enable Shippers to monitor read performance against industry standards. The information provided will allow Shippers to view current performance and historical trends with granular MPRN level detail.

Details within the dashboards include:

- transfer read performance,
- read rejections,
- reads by LDZ (Local Distribution Zone),
- percentage view of your portfolio which have had no reads,
- age since last actual read,
- check reads,
- replaced reads,
- reads accepted and reads not received.

Below is a link to the information and training material on Xoserve.com for DDP:
[DDP Shippers e-learning - XOSERVE](#)

8. Where to Go for More Information

Further information and training can be found on Xoserve.com:

- [E-learning materials \(xoserve.com\)](#)
- [Submitting Reads \(xoserve.com\)](#)
- [Data Discovery Platform for Shippers - Overview | Rise 360 \(articulate.com\)](#)

The CDSP file formats can be found on Xoserve.com

- [Accessing secure documents - XOSERVE](#)

Access and information to gain access to Data Discovery Platform (DDP)

- [Data Discovery Platform \(DDP\) \(xoserve.com\)](#)

Uniform Network Code obligations can be found on the Joint Office of Gas Transporters website:

- [UNC Document | Joint Office of Gas Transporters \(gasgovernance.co.uk\)](#)

Uniform Network Code Validation Rules (validation on meter readings) can be found on the Joint Office of Gas Transporters website:

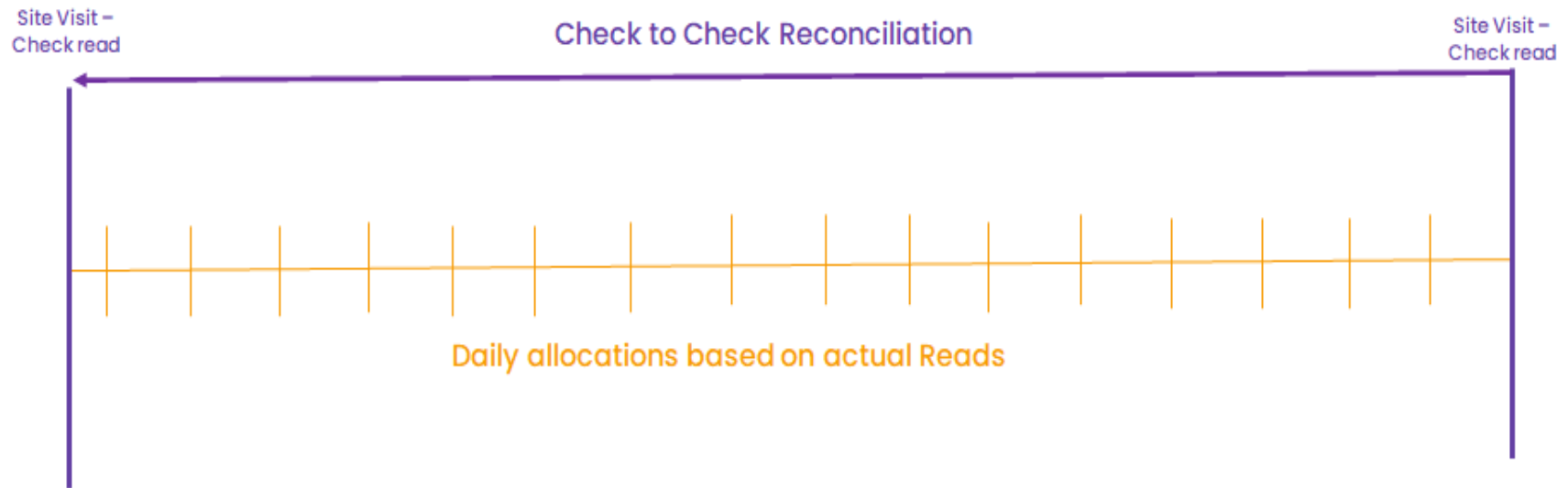
- [UNC Read Validation Rules \(gasgovernance.co.uk\)](#)

Link to Performance Assurance Committee where further information can be found on the Performance Assurance Framework and scope.

- [Performance Assurance Committee | Joint Office of Gas Transporters \(gasgovernance.co.uk\)](#)

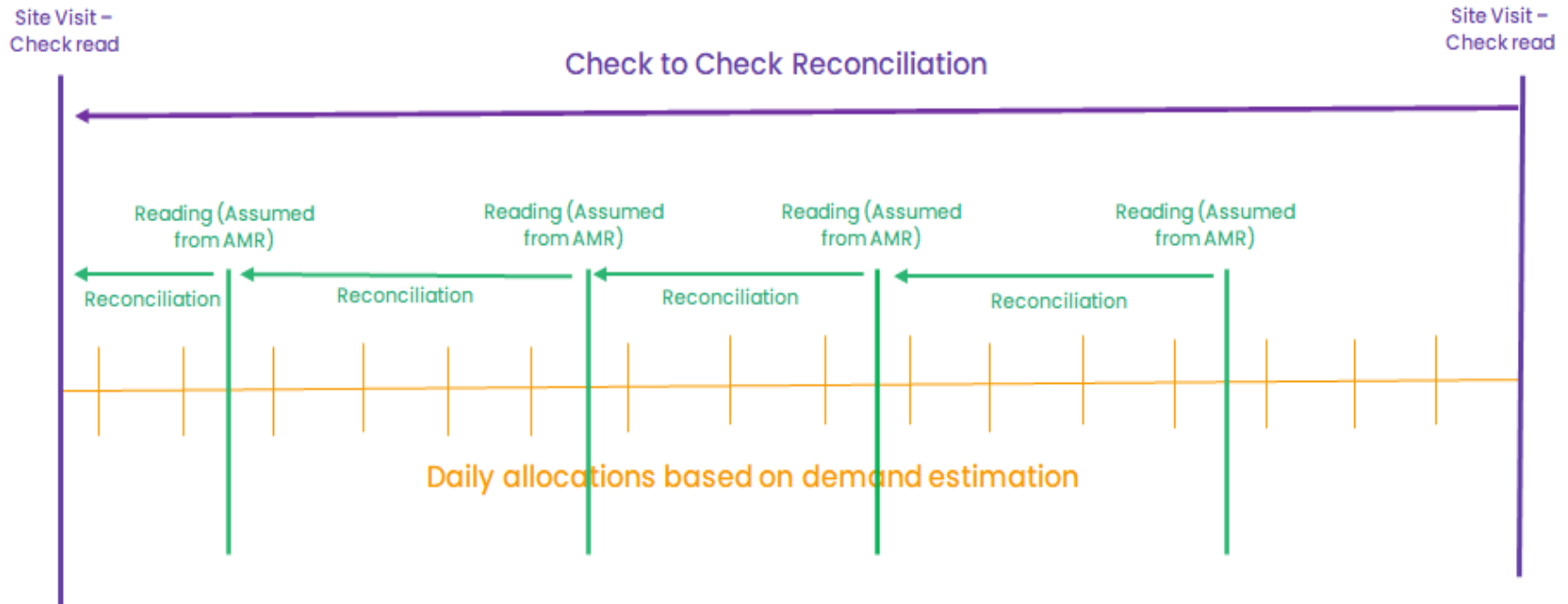
9. Appendices

Appendix A: Diagram 1: Check to Check Reconciliation, Drift Apportionment for Class 1 and 2 Supply Meter Points



The Check to Check reconciliation apportions any 'drift' between the meter & the AMR to the previous Check Read

Appendix B: Diagram 2: Check to Check Reconciliation, Drift Apportionment for Class 3 and 4 Supply Meter Points



The Check to Check reconciliation apportions any 'drift' between the meter & the AMR to the previous Check Read

Appendix C: File Types for Submission of Reads and Response Files

Read Type	File Type for Submission	File Description	Response File Type	Response File Description
Cyclic Read Class 1	DLC	DAILY_READ_EQUIPMENT_READS Note: this file is sent from DMSP to the CDSP	MDR	DAILY DATALOGGER READINGS FILE Note: MDR file sent to Shipper to notify them of their daily reads for Class 1 Supply Meter Points
Cyclic Read Class 2	UDR	CLASS 2 READS FILE	URS	UNBUNDLED METER READING RESPONSE FILE
Cyclic Read Class 3	UBR	CLASS 3 READS FILE	URS	UNBUNDLED METER READING RESPONSE FILE
Cyclic Read Class 4	UMR	UNBUNDLED METER READ FILE	URS	UNBUNDLED METER READING RESPONSE FILE
Opening Meter Readings Class 1	DLC	DAILY_READ_EQUIPMENT_READS Note: this file is sent from DMSP to the CDSP, this will be the daily meter reading for the registration date	MDR	DAILY DATALOGGER READINGS FILE Note: .MDR file sent to both Incoming & Withdrawing Shipper to notify them of the Opening Meter Reading

Read Type	File Type for Submission	File Description	Response File Type	Response File Description
Opening Meter Readings Class 2	UDR	CLASS 2 READS FILE Note: submitted as 'meter reading reason' "O".	URN	New Shipper receives MDR - DAILY DATALOGGER READINGS FILE Withdrawing Shipper receives URN
Opening Meter Readings Class 3	UBR	CLASS 3 READS FILE Note: submitted as 'meter reading reason' "O".	URN	READ NOTIFICATION FILE Note: New Shipper will receive the read on a U03 record. Withdrawing Shipper will receive the read on the U04 record.
Opening Meter Readings Class 4	UMR	UNBUNDLED METER READ FILE Note: submitted as 'meter reading reason' "O".	URN	READ NOTIFICATION FILE Note: New Shipper will receive the read on a U03 record. Withdrawing Shipper will receive the read on the U04 record.
Agreed Opening Meter Readings Class 1	N/A	DMSP submits meter reading for Class 1 Supply Meter Points	N/A	
Agreed Opening Meter Readings Class 2	UDR	CLASS 2 READS FILE Note: submitted as 'meter reading source' as "A" and 'meter reading reason' "O".	URN	READ NOTIFICATION FILE Note: New Shipper will receive the read on a U03 record. Withdrawing Shipper will receive the read on the U04 record.

Read Type	File Type for Submission	File Description	Response File Type	Response File Description
Agreed Opening Meter Readings Class 3	UBR	CLASS 3 READS FILE Note: submitted as 'meter reading source' as "A" and 'meter reading reason' "O".	URN	READ NOTIFICATION FILE Note: New Shipper will receive the read on a U03 record. Withdrawing Shipper will receive the read on the U04 record.
Agreed Opening Meter Readings Class 4	UMR	UNBUNDLED METER READ FILE Note: submitted as 'meter reading source' as "A" and 'meter reading reason' "O".	URN	READ NOTIFICATION FILE Note: New Shipper will receive the read on a U03 record. Withdrawing Shipper will receive the read on the U04 record.
Check Read – Class 1 and 2	N/A	Check Reads submitted via the Xoserve Portal by the DMSP for Class 1 and Shipper for Class 2	N/A	N/A
Check Read – Class 3 and 4	SFN	SITE VISIT AND FAULT NOTIFICATION	SFR	SITE VISIT AND FAULT RESPONSE
Must Read	N/A		MBR	BILLABLE METER READINGS
Updated Meter Readings Class 1	DLC	DAILY_READ_EQUIPMENT_READS Note: this file is sent from DMSP to the CDSP	MDR	DAILY DATALOGGER READINGS FILE Note: .MDR file sent to Shipper to notify them of their daily reads for Class 1 Supply Meter Points

Read Type	File Type for Submission	File Description	Response File Type	Response File Description
Updated Meter Readings Class 2	UDR	CLASS 2 READS FILE Note: submit as 'meter reading source' of "M" or "E" and 'meter reading reason' as "R".	URS	UNBUNDLED METER READING RESPONSE FILE
Updated Meter Readings Class 3	UBR	CLASS 3 READS FILE Note: submit as 'meter reading source' of "M" or "E" and 'meter reading reason' as "R".	URS	UNBUNDLED METER READING RESPONSE FILE
Updated Meter Readings Class 4	UMR	UNBUNDLED METER READ FILE Note: submit as 'meter reading source' of "M" or "E" and 'meter reading reason' as "R".	URS	UNBUNDLED METER READING RESPONSE FILE
Estimated Meter Readings for Class 1 & 2	N/A		MDR	DAILY DATALOGGER READINGS FILE
Estimated Meter Readings for Class 3 & 4	N/A		MBR	BILLABLE METER READINGS

10. Version Control

Version	Date	Author	Updates
1.0	20 September 2022	Xoserve	First edition, prepared by Xoserve Meter Reads team