

Tariff data upload – Guidance

(Year 2022-2023)

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1 INTRODUCTION

The CSD 0208 (Creation and update of Wholesaler tariff data) sets out the processes for the creation and update of Wholesaler tariff data by Wholesaler each Year in accordance with their Wholesale Tariff Document. Wholesaler tariff data is stored within CMOS as individual tariff and tariff standing data.

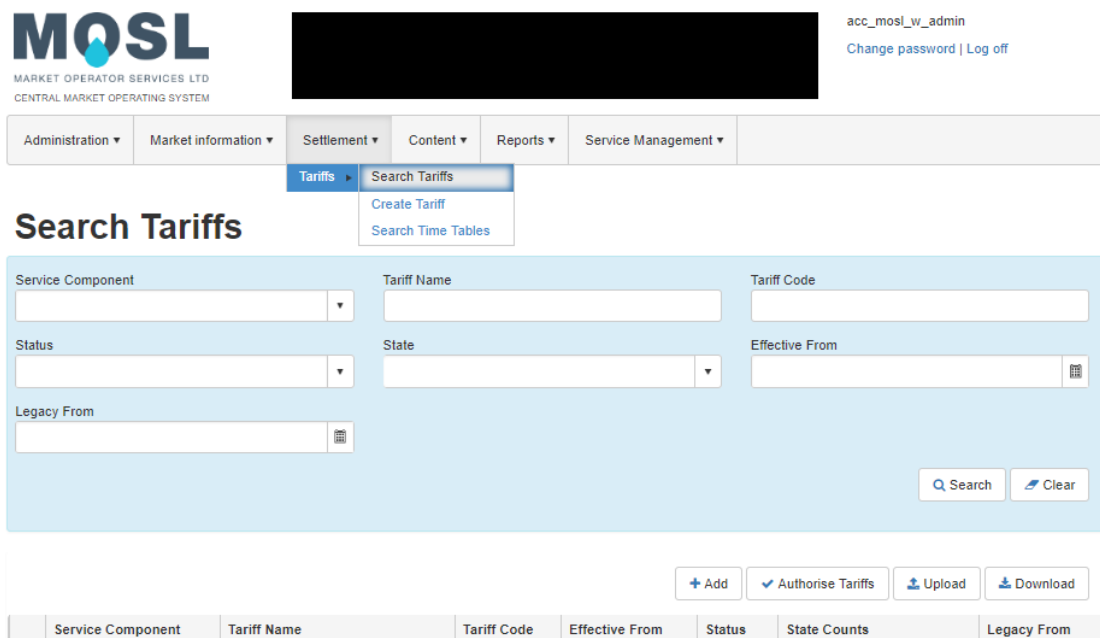
As part of the annual tariff upload process, each Wholesaler Trading Party is required to upload and maintain the tariff data to CMOS. This document describes the process to follow for preparing tariff XML and uploading tariff data for the year 2022-2023.

2 ACCESSING EXISTING TARIFF AND STANDING DATA

The Wholesaler tariff data can be accessed via CMOS portal search tariff option or tariffs report using Jaspersoft reporting tool. However, the tariff standing data can be viewed only via CMOS portal.

View existing Tariff / Standing Data : Log-on To CMOS portal / LVI and navigate to;

Settlement > Tariffs > Search Tariffs (see screenshot below)



- Select service component as 'Standing Data' and then click on the search button (see screenshot below);

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Administration ▾ Market information ▾ Settlement ▾ Content ▾ Reports ▾ Service Management ▾

Search Tariffs

Service Component:

Tariff Name:

Tariff Code:

Status:

State:

Effective From:

Legacy From:

Service Component	Tariff Name	Tariff Code	Effective From	Status	State Counts	Legacy From
Standing Data	Standing Data	MOSL_SD_1	2016-04-01	ACTIVE	• AUTHORISED (2)	

1 - 1 of 1 items

- The search will display the available Standing Data tariff for that Wholesaler. To view the tariff data, select the standing data tariff by selecting the tariff (click on the Tariff Name field and the 'View Tariff' screen will be shown – see screenshot below).

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View Tariff

Service Component: Standing Data

Name: Standing Data

Code: MOSL_SD_1

Effective From: 2016-04-01

Status: ACTIVE

Legacy Effective From:

Tariff Data

Effective From	State
2016-04-01	AUTHORISED
2018-04-01	AUTHORISED

- On 'View Tariff' screen, select the Standing Data tariff charge element to view the value (see screenshots below).

View Tariff Data: Standing Data (MOSL_SD_1)

[Return](#)

Effective From	2018-04-01
State	AUTHORISED
Set to Draft	
Standing Data	
Name	Is Applicable
Vacancy Charging Method Water	<input checked="" type="checkbox"/>
Temporary Disconnection Charging Method Water	<input checked="" type="checkbox"/>
Default Return to Sewer	<input checked="" type="checkbox"/>
Vacancy Charging Method Sewerage	<input checked="" type="checkbox"/>
Temporary Disconnection Charging Method Sewerage	<input checked="" type="checkbox"/>

Standing Data - MOSL_SD_1

[Return](#)

Standing Data - Vacancy Charging Method Water

[\[Vacancy Charging Method Water\]](#) [VWC](#)

- To view tariff, select service components and search for tariff code or tariff name.

3 YEARLY TARIFF UPLOAD PROCESS

The Trading Party can upload the tariff data into CMOS using XML upload functionality available on CMOS LVI portal. The upload functionality can be used to add new tariff or to add new tariff data of the existing tariff.

The tariff functionalities available are;

1. To upload the 2022-2023 tariff data to the existing tariff as per the tariff charge scheme
2. Create the new (additional) tariffs which are applicable from the year 2022-2023.

Preparing tariff XML for Year 2022-2023 tariffs;

The tariff XML needs to be prepared considering the following key points;

- Include all 2022-2023 tariff data for existing tariffs (every Active tariff and every Legacy* tariff) in accordance with Trading Party's Wholesale Tariff Document.
- Include the tariffs which are newly introduced from the Year 2021-2022
- Update tariff Effective From Date as "**2022-04-01**" (except where the Wholesaler has an Alternative Tariff Year, the update shall have an Effective From Date of the start of that Alternative Tariff Year)
- Update tariff "state" as "**Draft**"

*A Legacy tariff can't be added to a new Service Component and can't be added newly to an existing Service Component.

4 STEPS TO UPLOAD TARIFF DATA

Step-1: Trading Party to prepare the tariff XML file which should include every active tariff for year 2022-2023 tariffs.

The year 2022-2023 should include the tariff data applicable only for that year. Do not include the previous tariff data to tariff xml.

***Note:** Even when the 'charge elements/values' of the existing tariff data (year 2021-2022) are not changing for next tariff year (2022-2023) i.e. tariff remains unchanged, the Trading Party needs to include the tariff data (2022-2023) of that tariff to the tariff XML.

The Appendix-B provides the examples of completed XML for each Service Component which can be used for reference purposes. This section also provides tariff schema file, which can be used to validate the tariff XML before uploading it to CMOS.

Step-2: Trading Party admin user can upload new tariffs using the XML Upload functionality available on 'Search Tariffs' screen.

Search Tariffs

Service Component
Tariff Name
Tariff Code
Status
State
Effective From
Legacy From

Search Clear

+ Add Authorise Tariffs Upload Download

Once the tariff XML is successfully uploaded, the Upload Result screen displays Result as **Success**.

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Administration Market information Settlement Content Reports Service Management

Upload Result

Cancel

Result	Success
--------	---------

Step3: Trading Party can review and edit newly uploaded tariff data by selecting tariff on CMOS portal. Tariff data needs to be reviewed before changing the tariff state to “VERIFIED”.

View Tariff

[Delete](#) [Cancel](#) [Edit](#)

Service Component	Unmeasured Water
Name	MOSL-UW-3
Code	UW-3
Effective From	2018-04-01
Status	ACTIVE
Legacy Effective From	

Tariff Data [+ Add](#)

Effective From	State
2018-04-01	AUTHORISED
2019-04-01	DRAFT

The screenshot below shows the ability to review the newly uploaded tariff and editing the charge element applicability or edit charge element values as required:

View Tariff Data: MOSL-UW-3 (UW-3)

[Delete](#) [Return](#) [Edit](#)

Effective From	2019-04-01
State	DRAFT

Unmeasured Water

Name	Is Applicable
Miscellaneous Charges	<input checked="" type="checkbox"/>
Unmeasured Water Pipe Fixed Charges	<input checked="" type="checkbox"/>

MOSL-UW-3 - UW-3

[Return](#) [Edit](#)

Unmeasured Water - Unmeasured Water Pipe Fixed Charges


(UWPF): Tariff Lookup Table	Lower Meter Size	Upper Meter Size	Charge (€/a)
	0	0	0
	1	20	55
	21	60	310
	61	300	550
	301	∞	2600

View/Edit tariff charge element value

Step 4: Once the Trading Party is satisfied with the year 2022-2023 tariff data, they need to change the tariff state from “DRAFT” to “VERIFIED”.

The screenshot below shows the option available on ‘Update Tariff Data’ screen which allows updating the tariff state from “DRAFT” to “VERIFIED”.

Update Tariff Data: MOSL-UW-3 (UW-3) Save Cancel

Effective From* 

State DRAFT VERIFIED

Unmeasured Water

Name	Is Applicable
Miscellaneous Charges	<input checked="" type="checkbox"/>
Unmeasured Water Pipe Fixed Charges	<input checked="" type="checkbox"/>

- Any Verified tariff can be changed back to Draft to perform necessary edit to the tariff data. Following the update, the Wholesaler shall again verify the tariff or tariff standing data and then mark the tariff as Verified.
- The tariff can be Verified upto the period of “Final Update Date” specified in the “Tariff Update Timetable”. Tariff cannot be changed to Verified state after this date.

Step 5: Once the tariffs are updated to “Verified” state, the Trading Party can set them to “Authorised” by selecting the “Authorise Tariffs” button available on ‘Search Tariffs’ screen and providing the necessary authorisation code.

- Any tariff data which has the state “Draft” can be edited up to the final update date and then authorised at a later time within the update windows even if other tariffs have already been updated and set to Authorised.
- The tariff can be Verified up to the period of “Final Update Date” specified in the “Tariff Update Timetable”. Tariff cannot be changed to Verified state after this date.

Search Tariffs

Service Component	Tariff Name	Tariff Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status	State	Effective From
<input type="text"/>	<input type="text"/>	<input type="text"/>
Legacy From		
<input type="text"/>		

Once the user authorises the tariffs, all "VERIFIED" state tariffs are updated to "AUTHORISED" state.

Successfully Authorised Tariffs ×

Search Tariffs

Service Component	Tariff Name	Tariff Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

5 OBSERVATIONS

- **OBSERVATION-1: SCREEN REFRESH**

- ✓ **Summary:**

When a user updates the state of the new Tariff data from “Draft” to “Verified” or set tariff from “Active” to “Legacy”*, upon successful update the screen does not refresh with updated information. This can be misleading as an update is made but it doesn’t automatically appear to take effect on the screen after making the change.

Update Tariff Data: MOSL-AS-2 (AS-2) Save Cancel

Effective From* 🗑️

State DRAFT VERIFIED

Assessed Sewerage

Name	Is Applicable
Assessed Fixed Charges	<input checked="" type="checkbox"/>
Assessed Meter Fixed Charges	<input type="checkbox"/>
Assessed Volumetric Charges	<input type="checkbox"/>
Assessed Band Charge	<input type="checkbox"/>

*To change the state of a tariff from Active to Legacy, the trading party will need to request an ad-hoc period window to be open for this purpose (contact Operations at operations@mosl.co.uk)

Successfully updated Tariff Data ×

View Tariff Data: MOSL-AS-2 (AS-2) Delete Return Edit

Effective From

State DRAFT

Assessed Sewerage

Name	Is Applicable
Assessed Fixed Charges	<input checked="" type="checkbox"/>
Assessed Meter Fixed Charges	<input type="checkbox"/>
Assessed Volumetric Charges	<input type="checkbox"/>
Assessed Band Charge	<input type="checkbox"/>

CMOS Version 5.0.4 (36132)

This is a usability characteristic as CMOS has always worked this way and users have been trained to use F5 to refresh the screen. The user needs to perform manual screen refresh to see the updated value.

- **OBSERVATION-2: INCORRECT EFD ISSUE**

- ✓ Summary:

- ✓ When a user tries to create a new Tariff in the portal for Tariff Year 2023-2024 i.e. do not update the default populated Effective From date, the error below is displayed.

Administration ▾ Market information ▾ Settlement ▾ Content ▾ Reports ▾ Service Management ▾

Error:
 This action can only be performed before the final update date.

Create Tariff Data: MOSL-AS-1 (AS-1) Save Cancel

Effective From*

Assessed Sewerage

Name	Is Applicable
Assessed Fixed Charges	<input checked="" type="checkbox"/>
Assessed Meter Fixed Charges	<input type="checkbox"/>
Assessed Volumetric Charges	<input type="checkbox"/>
Assessed Band Charge	<input type="checkbox"/>

- ✓ This is not a defect. As tariff data update window is only open for the Year 2022-2023, it is not possible to add the tariff data for the Year 2023-2024.

APPENDIX-A: KEY POINTS, COMMON XML ERRORS AND FAQs

- KEY POINTS TO NOTE

- ✓ The Service Component, Charge Element, and Charge Element fields are **case sensitive**; hence any other supplied value will result in XML upload failure.
- ✓ At a time of preparing the tariff XML, it is recommended to include all charge elements (as per respective XML example in Appendix A of this document) irrespective of whether they are applicable or not. If they are not applicable, then set the field **isapplicable** to 'false'

Example for Metered Potable Water tariff can have following charge elements defined;

- a) Metered Fixed Charges (D7101)
 - b) Supply Point Fixed Charges (D7102)
 - c) Metered Volumetric Charges (D7103)
 - d) Standby Capacity Charges (D7104)
 - e) Standby Usage Charges (D7105, D7106, and D7107)
 - f) Maximum Demand Charges (D7108)
- ✓ It is not mandatory to include all charge elements in tariff XML. However, when the charge elements are included in XML, Trading Party gets the flexibility to update the mapping to the tariff on portal during tariff review/verification process (CMOS portal only displays charge elements which are uploaded in XML for that tariff)
 - ✓ Charge elements which are not applicable or in use by a Wholesaler, it is possible to omit the complete section relating to that charge element from the submission. In this case, charge element would not be loaded for that tariff and therefore not visible on the Portal. NB it is necessary to remove all references to the charge element fields
 - ✓ Seasonal tariffs: for Seasonal tariffs the first set of tariff data must have effective from date (EFD) as 'YYYY-04-01' and subsequent tariff data can have different EFD (e.g. YYYY-10-01) to cover seasonal charging.
 - ✓ If the table input requires a row with no upper limit, then a 'nil' value can be used to define the upper limit (i.e. infinity is represented by nil). Refer below example where Infinity is represented by **nil**.

- COMMON XML ERRORS

- ✓ If the field is of type BlockTable then the last row must have infinity in Column1_Value. (Infinity is represented by `xsi:nil="true"`)
- ✓ For 'SWComBand' and 'HDComBand' charge element fields the minimum expected value is 1 and the maximum expected value is 99.
- ✓ For Meter Fixed Charges -'MWMFC' the first row values are expected to start from 0 (column 1, column 2 and column 3 values as 0)
- ✓ Charge Element Dependencies: there are a number of Charge Elements that have dependencies on the number of Charge Fields that are required to be supplied. See CSD0208, Appendix A, Page 19, Standby Capacity Charges where Charge Field D7104 should be supplied but Fields D7107, D7106, D7105 should also be included. Another example would be Rateable Value charges. See CSD0208, Appendix A, Page 22 Unmeasured Water, Rateable Value Charges where D7252, `D7253, D7254, D7255 should` all be supplied.
- ✓ Schema Location declaration: recommended to declare the Schema Location at line two of the XML file. Namespace is optional. The below example is shown without it.

```
<?xml version="1.0" encoding="UTF-8"?>
```

```
<tarifflist xmlns="http://tempuri.org/XMLSchema.xsd"
```

```
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
```

```
xsi:schemaLocation="http://tempuri.org/XMLSchema.xsd TariffUpload.xsd">
```

- **FAQs**

Q. Is there a way to upload tariffs via HVI?

A. No, as per CSD0404 and CSD0208, wholesalers can only use the LVI to update their tariffs.

Q. Can the tariff timetable be extended for any reason?

A. No. The tariff timetable is agreed prior to the tariff window to be open, in compliance with CSD0208 and CSD0201. Along with code compliance the dates are also agreed to ensure the authorisation of tariffs can be processed successfully before April P1, without impacting the rest of settlement.

Q. The tariff window is closed but I have not finished updating my tariffs. What do I do?

A. Please contact our Operations team via operations@mosl.co.uk. They will arrange for an ad hoc window to be opened. Please note, that to comply with CSD0208 and CSD0201, MOSL can only reopen the windows after April P1 has been published.

Q. April P1 has run and I have noticed the tariff column is not reflecting the new tariffs. Who do I contact?

A. Please raise a ticket with the Service Desk to investigate, either directly in Remedy or via email (moslservicedesk.uk@cgi.com).

Q. I have added the tariffs incorrectly and now April P1 has reported inaccurate settlement. What do I do?

A. Please contact the Operations team via operations@mosl.co.uk with the below information:

- Name of the tariffs required to be updated
- How long the windows are required to be opened
- Which years need to be opened

Operations will arrange for an ad hoc window to be opened, so these updates can be made. You may also request a rerun of April P1 for yourself and the affected retailers. This is subject to agreement between retailers. Please refer to the Market Terms, section 4.13.4 for information on Unplanned Settlement.

Q. Instead of running an Unplanned Settlement could April P1 be rerun in general?

A. No. On a successful publication of April P1, MOSL is not responsible for any manual errors that may have occurred when updating tariffs. Trading parties are responsible for their own data. For a new April P1 report, you must follow the Unplanned Settlement process, as stated within Market Terms, section 4.13.4.

Q. I suspect inaccurate settlement has occurred due to a defect relating to the tariffs. What do I do?

A. If you suspect a tariff defect has caused inaccurate settlement please raise a ticket with the Service Desk (directly in Remedy or via email), so this can be investigated. MOSL and the

affected trading party should follow the Inaccurate Settlement process as described within the Market Terms, Section 5 to resolve the issue.

Q. I need to update tariffs from previous tariff years. What do I do?

A. Please contact the Operations team via operations@mosl.co.uk with the below information:

- Name of tariffs required to be updated
- How long the windows are required to be opened
- Which years need to be opened

Operations will arrange for an ad hoc window to be opened. Please note that if these additional changes affect your wholesale tariff document then you will need to get Ofwat's permission first for these changes.

Q. Can a non-Contract Manager authorised tariffs?

A. No. As per CSD0208 only Contract Managers can authorise their company's tariffs. In a Contract Manager's absence, a Deputy Contract Manager may authorise these tariffs on their behalf.

Q. I am a Contract Manager but when I tried to authorise the tariff it says I am not authorised. What do I do?

A. It's possible that your CMOS access has not been set up correctly. First, speak with your internal admin team/IT team (depending on who is responsible in setting up accounts – this is stated in the Proforma sent to MOSL) they will confirm if your settings need to be updated. If your settings are set up correctly, please raise a ticket with the Service Desk (directly in Remedy or via email) to investigate.

Q. I'm struggling to update my tariffs. Who do I contact for assistance?

A. For any queries or issues you have around tariffs, please contact the Operations team via operations@mosl.co.uk

Q. What is the allowance for decimal places with tariffs?

A. The maximum number of decimal places is four. If you try to put in tariffs past this point, CMOS will automatically round up these numbers to the 4th decimal place. As per CSD0207.

Q. Can I change the name of my tariffs?

A. Yes. You will need to contact Operations and request an ad hoc window to be opened for all years the tariff has existed for in order to update.

Q. Can I change the name of the Service Components?

A. No. Service components are data items tied to the calculation of settlement, these names are pre-set, as per CSD0207 and CSD0301.

Q. Can I change the name of the Charging Elements?

A. No. Charging elements are data items tied to the calculation of settlement, these names are pre-set, as per CSD0207 and CSD0301.

Q. The settlement report and the tariff report are showing different tariff displays? What is the difference?

A. The settlement report displays the breakdown of a monthly average while the tariff search display shows the daily price that has been inputted.

Q. I have come across an error in CMOS which I think is a defect. Who do I contact?

A. If you suspect a defect, then you must raise a ticket with the Service Desk (directly in Remedy or via email) to investigate.

Q. What is the difference between legacy and retired status on a Tariff?

A. Legacy – Wholesalers will no longer be able to allocate new supply points or discharge points to this tariff past the effective from date (EFD). You may assign these tariffs to any SPIDs that are active before the EFD of the legacy tariff takes place.

Retired – When a service component is no longer associated to a legacy tariff, CMOS will deactivate the tariff, so it is no longer usable.

More details can be found with CSD 0208.

Q. I have an open ad hoc window as required to update old tariffs to legacy, but it will not let me revert it to the year I want. What do I do?

A. When setting a legacy date, please ensure that the date is either the next financial year or the next alternative tariff year. Legacy dates cannot be set earlier, as per CSD0208. If you are putting in the correct dates but are still receiving an error, please raise a ticket with the Service Desk (directly in Remedy or via email).

Q. I keep receiving an error saying there is something wrong with the tariffs I am uploading via XML. How do I find out which tariff is causing the error?













A. With bulk requests, MOSL recommends submitting 30 tariffs at a time. If an error is found within the upload, then you can split the tariff further down until you are able to isolate the tariff causing the issue.

Q. I have found the isolated tariff that is causing the error, but I cannot find what the issue is. Who can assist me?

A. If you are struggling to find the issue that is causing the error message, please send a screenshot of the error message and the xml file to our Operations team via operations@mosl.co.uk to investigate.

APPENDIX-B: EXAMPLE XML FILES

This section provides the examples of completed XML for each Service Component which can be used for reference purposes. The XML files are split according to service components to provide clarity, but the live tariff XML could be submitted in a single file covering all applicable tariff entries or separately, but it is recommended to submit the live tariff XML in a single file.

Sr. No.	Service component	XML example
1	Metered Potable Water	 MeteredPotableWater.xml
2	Metered Non-Potable Water	 MeteredNonPotableWater.xml
3	Assessed Water	 AssessedWater.xml
4	Unmeasured Water	 UnmeasuredWater.xml
5	Metered Sewerage	 MeteredSewerage.xml
6	Assessed Sewerage	 AssessedSewerage.xml
7	Unmeasured Sewerage	 UnmeasuredSewerage.xml
8	Surface Water Drainage	 SurfaceWaterDrainage.xml
9	Highway Drainage	 HighwayDrainage.xml
10	Trade Effluent	 TradeEffluent.xml
11	Charge Adjustment Water	 ChargeAdjustmentWater.xml
12	Charge Adjustment Sewerage	 ChargeAdjustmentSewerage.xml

13	Standing Data	 StandingData.xml
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Tariff XML validation Schema

The XML schema file can be used to validate the XML before uploading it to CMOS.

