



# Billing Guide

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## Introduction

This document explains the stages and the timescales associated with the billing process for DNO Flexibility Services which are operated through the Flexible Power Portal (the Portal). This document does not cover the wider topics that explain the mechanics of how the payments are calculated which are provided in detail in the CMZ payment and contract assistance notes.

Flexibility services are based on performance contracts. As such the Portal has to collect all the appropriate data relating to services over a calendar month. After all the data is present for a month of service it must then be processed to create event performance summaries, billing statements then finally invoices as part of the self-billing arrangement. This process also includes an opportunity for participants to review and approve the reports before payments are finalised and settled.

Company billing details will need to be provided for payments to take place. Submission of these will be coordinated by your contracting DNO.

## Applicability

The Flexible Power Portal is used by the following UK DNOs to administer their flexibility operations;

1. Scottish & Southern Electricity Networks; [flexible.services@sse.com](mailto:flexible.services@sse.com)
2. Scottish Power Energy Networks; [flexibility@spenergynetworks.co.uk](mailto:flexibility@spenergynetworks.co.uk)
3. Northern Powergrid; [flexibility@northernpowergrid.com](mailto:flexibility@northernpowergrid.com)
4. National Grid Electricity Distribution; [nged.flexiblepower@nationalgrid.co.uk](mailto:nged.flexiblepower@nationalgrid.co.uk)
5. Electricity North West: [Flexible.contracts@enwl.co.uk](mailto:Flexible.contracts@enwl.co.uk)

## Background

As part of the contract set up, the contracting DNO will create a user account that will provide a participant with access to the Portal. This is the primary point of communication and fulfils multiple functions vital to the provision of services. The Portal identifies all the Constraint Management Zones in which a participant has contracted capacity and allows them to make the week-ahead declarations of service that can then be assessed by DNO's control engineers to determine if they can assist with an optimised network configuration. The outcome of the analysis and the decision as to whether service declarations are to be accepted or rejected are notified to participants via the portal and they will need to log in after midday Thursday to access this.

When a Flexibility Service Providers capacity is accepted for service the following week it will then need to be scheduled for use the following week if for 'Secure' or held in a state of readiness at the appropriate times for 'Dynamic' and 'Restore'. Dynamic and Restore are both dispatch services which is notified to the participant with 15 minutes notice.

For all three service variants the operating week then commences on the following Monday. This aspect of service provision is outlined in the diagram below.

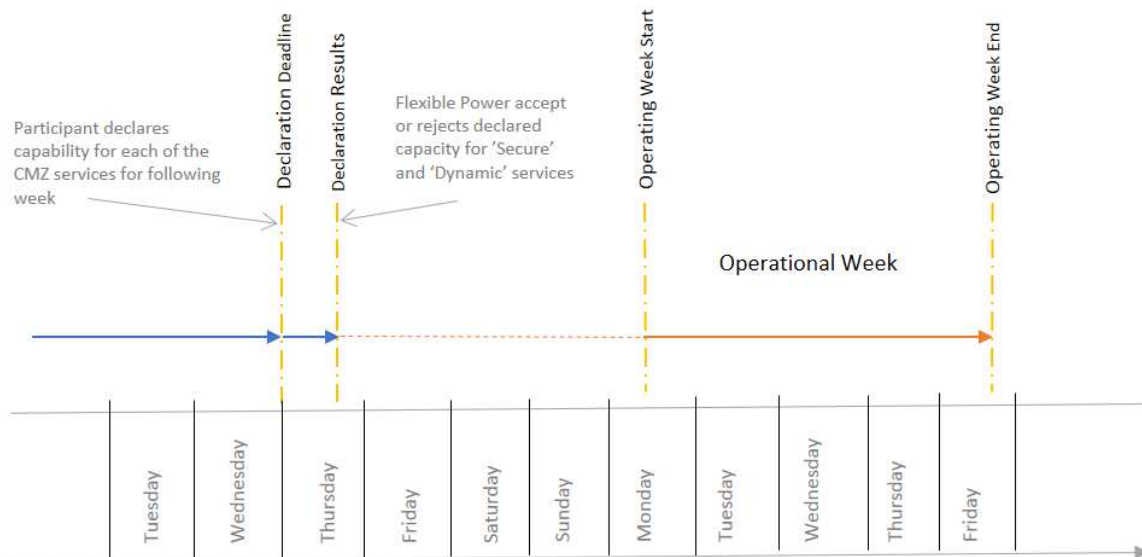


Fig.1 Flexible Power declaration and operation timeline

## Billing stages and timeline

Flexibility services require constant metering with data collected throughout the course of the month. This is collected via the API and confirms that we have operational communications, but also facilitates the acquisition of background data to calculate the historic consumption, used for establishing a baseline. The service and payment cycles are based on a calendar month and therefore we operate a total of 12 billing cycles within a year.

After the end of each event a performance report is created and provided to the participant via the web portal, this allows the participant to review their results. At the end of the month the performance reports are then compiled along with the availability / arming payments and reconciliations for any shortfall of delivery.

A full earnings statement will be produced on the 1<sup>st</sup> of every month. Once the statement has been created and provided to the participant there is then a further 14 days during which they can raise a query against any aspect if there is any dispute over performance or subsequent earnings calculations. If a query is raised, then the earnings statement is placed on hold until any concerns have been resolved. We would endeavour to try and complete this within a 14 day window so as to avoid deviating from the standard payment timeline. If however this can't be achieved we will defer the payment to the following months billing cycle.

If however no query is raised within the 14 day window it is then assumed to be correct and the portal will generate a self-billing invoice which can be downloaded for financial records, the portal automatically sends a duplicate to DNO accounts payable for processing. This should then be paid directly into the bank account provided within each DNOs applicable payment term timescales.

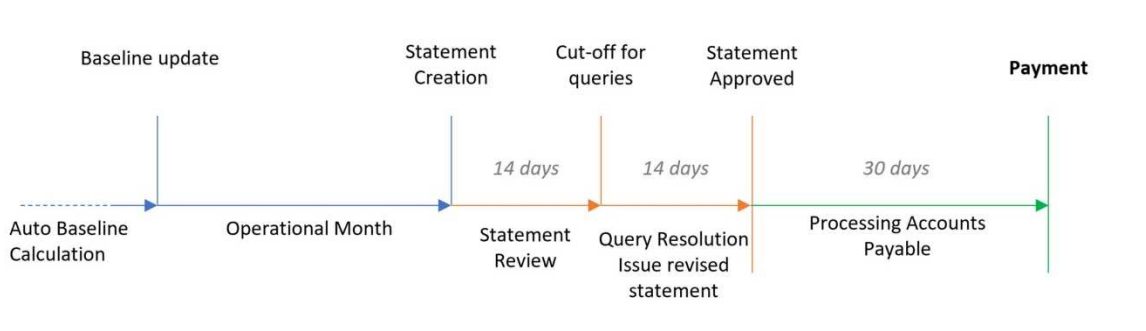


Fig.2 Flexible Power invoicing & payment timeline



# Flexible Power