



## **Billing Guide & Payment Set-up Form**

**Version 2. February 2019**



## Introduction

This document explains the stages and the timescales associated with the billing process for Flexible Power's CMZ services. 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.

The CMZ services are based on performance contracts. As such Flexible Power 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, the form to submit these is included at the end of this document.

## Background

As part of the contract set up, Flexible Power will create a user account that will provide a participant with access to their Participant Service 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 WPD’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 participant’s 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 dispatchable 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.

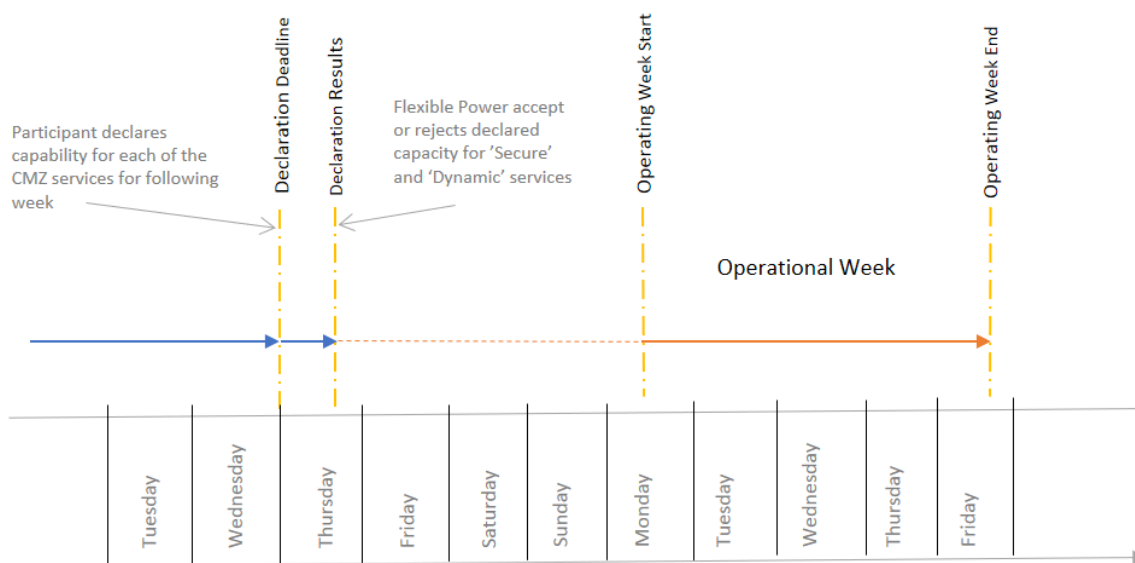


Fig.1 Flexible Power declaration and operation timeline

## Billing stages and timeline

Flexible Power’s 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 WPD accounts payable for processing. This should then be paid directly into the bank account provided within a 30 days.

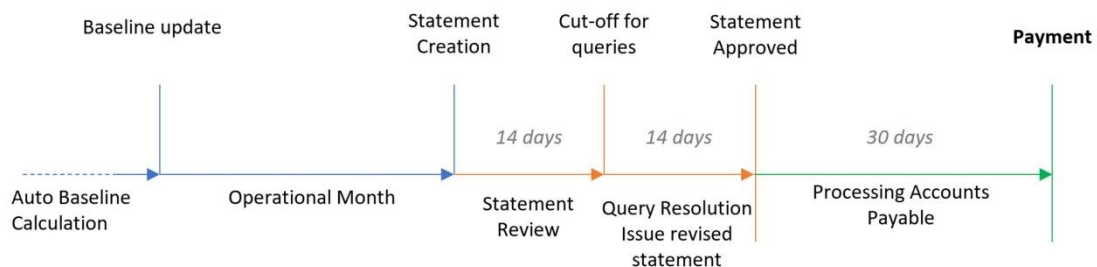


Fig.2 Flexible Power invoicing & payment timeline

**New Supplier Request Form**

Supplier Number	Date created by Accounts Payable	
Invoicing Address – <i>please circle</i>	Plymouth	Pegasus

Full Company Name	
Company Registered Number & Address	
VAT Registration Number	
Purchase Order Address Line 1	
Address Line 2	
Address Line 3	
Town / City	
Post Code	
Telephone number / Fax number	
Service provided by supplier	
Supplier Contact Name	
E-mail address for remittances	
E-mail address for Purchase Orders	
Bank Sort Code	
Bank Account Number	
Bank details provided by (name of person at supplier / company, not name of bank)	

**Please note WPD standard payment terms are net monthly unless otherwise stated. Our terms & conditions are available via [www.wpdpurchasing.co.uk](http://www.wpdpurchasing.co.uk)**

*Verification confirmation - for WPD Accounts Payable use only*

Bank details verified with ( <i>must not the same person who provided details – unless a sole trader</i> )	
Bank details verified by ( <i>in WPD Accounts Payable-pay number &amp; signature or initials</i> )	
Date details verified	