

**REQUEST FOR ADDITIONAL SUPPORTING INFORMATION TEMPLATE**

**Version 1.0**

Xoserve

Lansdowne Gate

65 New Road

Solihull

Birmingham

B91 3DL

Request to be submitted via email to [uklink@xoserve.com](mailto:uklink@xoserve.com)

Request Date:

Received Date:

*All fields below are mandatory unless specified otherwise.*

**SECTION ONE – SUPPORTING INFORMATION REQUEST – SCHEDULED**

*NB: If you take this service no additional request will be processed for Adhoc or selection of MPRN’s (greater than 5,000) for the same time period.*

|  |  |
| --- | --- |
| Shipper Short Code | Shipper Name |
|  |  |

**Full Data Set – Scheduled**

|  |  |  |
| --- | --- | --- |
| Invoice Type  (CAZ, COM, AMS or All) | Billing Period From\* | Billing Period To\* |
|  | DD/MM/YYYY | DD/MM/YYYY |

**Partial Data Set – Scheduled**

|  |  |  |
| --- | --- | --- |
| Invoice Type  (CAZ, COM, AMS or All) | Billing Period From\* | Billing Period To\* |
|  | DD/MM/YYYY | DD/MM/YYYY |

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**SECTION TWO – UNSCHEDULED FOR SPECIFIC METER POINTS (MAX 5000)**

|  |  |  |
| --- | --- | --- |
| Invoice Type  (CAZ, COM, AMS or All) | Billing Period From\* | Billing Period To\* |
|  | DD/MM/YYYY | DD/MM/YYYY |

File Attached (*For this request it is mandatory to attach a file)*: Yes  No

Full Data Set *(if no, please complete details below)*: Yes  No

|  |  |  |
| --- | --- | --- |
| Supplier Short Code | Network Operator | LDZ |
|  |  |  |
| Invoice Number | End User Category | Market Category |
|  |  |  |
| Class (3 or 4 or Both) |  |  |
|  |  |  |

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**ADDITIONAL INFORMATION**

* Only data from confirmed charges and after the scheduled issue date for second level Supporting Information has passed with individual meter point date be available.
* Retrospective requests for data are not available. Files will only be sent from the date of submission onward.
* \*Start Date – Future date only
* \*End Date – can be left blank for continuous issue of files requesting month on month or date must be populated if you require specific time period).
* Earliest Start Date June Billing Period, so first Billing Period will be 1st June 2017.
* Attached is an example of the file which is documented in Section Two.

