

# Memo

**To** Distributors and traders  
**From** Saki Hannah  
**Date** 2 November 2021  
**Subject** Reminder of compliance obligations under EIEP12  
**For your action**

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## **EIEP12 must conform to the file format and business rules**

- 1.1 The Authority would like to remind distributors that [EIEP12](#) is regulated under the Electricity Industry Participation Code 2010 (Code). The file format, business requirements, and protocol specifications must be followed.
- 1.2 Many participants have automated systems that upload the information from EIEPs received, so it is important the file format is correct.
- 1.3 We encourage distributors to review their EIEP12 files and if unsure whether their file meets the file format requirements, to discuss with traders. In the long-term, the Authority is planning to provide a file format checker for EIEPs, which would be attached to the registry EIEP transfer hub (Hub). We also encourage distributors to submit their files via the Hub.
- 1.4 The Authority is aware of some issues that have occurred with provision of EIEP12, which is making automation difficult including:
  - (a) The file:
    - (i) is in the wrong format. EIEP12 must be a comma delimited text file.
    - (ii) has extra fields, or missing fields.
    - (iii) does not contain the correct data for the that field. For example, text or commentary in a field that is numeric only.
  - (b) Incorrect file name. All EIEPs must conform to a file naming convention, with a file name that is unique to the month to which the file relates:

Sender + Utility Type (only “E” must be used) + Recipient + File Type (only “PRICE” must be used) + Report Month + Report Run Date + UniqueID# (e.g. hhmm run time, or ICP but limited to Char (60)) with an extension of .TXT and with the components concatenated using the underscore character, to assist readability.

e.g. NETA\_E\_RETA\_PRICE\_200007\_20000802\_UniqueID.TXT  
[Char4\_Char1\_Char4\_Char7\_yyyymm\_yyyymmdd\_Char60.TXT]

- 1.5 If you have any questions or concerns about EIEP12, please contact [marketoperations@ea.govt.nz](mailto:marketoperations@ea.govt.nz).

### **What is EIEP12 and does my organisation need to use it?**

- 1.6 The Authority provides Electricity Information Exchange Protocols (EIEPs) to enable the low cost, standardised and reliable exchange of information between:
- (a) traders and distributors
  - (b) traders and their field services providers for faults and new connections
  - (c) retailers and consumers (or their authorised agents)
  - (d) retailers and any person who requests generally available retail pricing plan information.
- 1.7 EIEP12 provides a standard format for the notification of delivery price changes. Distributors must use EIEP12 when providing delivery price change notifications to traders, including by introducing or removing 1 or more delivery prices, for ICPs which have category 1 or 2 metering installations.<sup>1</sup> EIEP12 does not apply to distributors who send accounts for network services to consumers directly.
- 1.8 Distributors generally provide delivery price change notifications to traders in January/February of each year. The timing may vary slightly and depend on the contractual arrangement with the trader to allow traders sufficient time to provide customer notice for the change to come into force on or after 1 April of that year.
- 1.9 Embedded network owners will provide EIEP12 once the parent distributors have set their pricing. Many embedded network owners set their delivery price changes to come into effect on or after 1 May of that year.
- 1.10 Unless agreed between the distributor (or embedded network owner) and trader, distributors are required to use EIEP12 version 11.

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<sup>1</sup> Distributors may, but are not required to, use EIEP12 when changing its delivery prices for consumers who have category 3, 4, 5, or 6 metering installations.