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## DIP Trade Sales – Guidance Notes

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### Data Integration Platform (DIP) Manager

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Owner/author **DIP Manager**

Purpose of paper **Information**

Classification **Public**

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Summary **This document provides guidance to DIP Users undergoing a Trade Sale**

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## Introduction

[DSD002 5.4.1] Where a Supplier is able to arrange for another Supplier to purchase their customers, this can be achieved as either:

- a) a change of Supplier event, i.e. the previous Supplier's customers will be transferred to the new Suppliers MPID, or
- b) the new Supplier could subsume the previous Supplier's MPID into their portfolio.

This document outlines the process by which a DIP User should arrange for another Supplier to purchase their customers.

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## Guidance

### 1. Change of Supplier

- 1.1 [DSD002 5.4.2] [Previous Supplier and New Supplier] Contact the BSC and REC Code Bodies to complete the change of Supplier process in accordance with the relevant Industry Code requirements. Once complete, the Code Body will inform the DIP Manager.
- 1.2 [DSD002 5.4.2] [Previous Supplier only] Follow the **DIP Off-Boarding Guidance Notes** to complete Voluntary DIP Off-Boarding.

### 2. New Supplier Subsumes MPID

- 2.1 [DSD002 5.4.3] [Previous Supplier and New Supplier] Email [dipmanager@elexon.co.uk](mailto:dipmanager@elexon.co.uk) to seek advise on the best way to achieve the de-assignment and re-assignment of webhooks, and follow the advise accordingly.