



# Non-Household Invoicing timetable for 2021/2022

As a wholesaler, we aim to be as helpful as possible to the retailers who operate in our area.

A key part of our ongoing relationship with our retailers are the invoices we issue, containing our charges for primary and non-primary, services. For the avoidance of doubt, “primary charges” refers to our wholesale water tariff, and “non primary charges” refer to the miscellaneous services we provide to our retailers’ non-household customers.

Details of our wholesale tariffs and non-primary charges can be found in the document entitled “Wholesale Charges Schedule 21-22”, located in the “retailers” section of our website.

<https://www.bristolwater.co.uk/retailers/>

We’ve therefore drawn up this timetable, containing details of when we intend to issue our invoices to retailers. We’ve also included a reminder of the dates by which retailers need to have paid their invoices. We hope that retailers find this information to be useful.

The dates included in our invoicing timetable have been arrived at following a review of MOSL’s published settlement timetable for year commencing April 1<sup>st</sup>, 2021.

As retailers must ensure that they pay invoices relating to primary and non-primary settlement charges within the timescales set out by the market operator, we know that it’s important for retailers to know when they can expect to receive invoices from us.

As a reminder, retailers need to settle any invoices issued in relation to the pre-payment of primary charges no later than 10 business days prior to the start of the month, whereas “post-payment” invoices need to be settled by the later of the 30<sup>th</sup> day of the month in which the invoices are issued, or 15 days after the invoice was issued. The attached timetable confirms that we intend to issue our invoices early in the month, as in previous years, so we anticipate that the due date for payment of our invoices will be the 30<sup>th</sup> day of the month, as shown in the timetable. Please note that our timetable for the financial year 2020-2021 includes the invoices

covering the backlog of RF reports which are due to be issued by MOSL during financial year 2021-22.

As before, our timetable includes details of dates for retailers who wish to pre-pay their primary charges, based upon the estimated P1 reports to be issued by MOSL prior to the month in question, and a different set of dates for retailers who wish to post-pay.

Retailers should note that they are free to choose which of the two options they wish to pursue and are free to amend their choice at any time. Changes will take effect from the start of the month following their decision.

**Timetable one – for retailers who wish to pre-pay their primary settlement charges**

| <b><u>Chargeable Month</u></b><br><b>2020/21</b> | <b><u>Settlement report</u></b> | <b><u>Invoice dates</u></b><br><b>(for estimated charges)</b> | <b><u>Invoice due date</u></b>      |
|--|---------------------------------|---|-------------------------------------|
| <b>April</b>                                     | April P1                        | Tuesday March 9th 2021  | <b>Tuesday March 16th 2021</b>      |
| <b>May</b>                                       | May P1                          | Friday April 9th 2021   | <b>Friday April 16th 2021</b>       |
| <b>June</b>                                      | June P1                         | Tuesday May 11th 2021   | <b>Tuesday May 18th 2021</b>        |
| <b>July</b>                                      | July P1                         | Wednesday June 9th 2021                                       | <b>Wednesday June 16th 2021</b>     |
| <b>August</b>                                    | August P1                       | Friday July 9th 2021  | <b>Friday July 16th 2021</b>        |
| <b>September</b>                                 | September P1                    | Monday August 9th 2021  | <b>Monday August 16th 2021</b>      |
| <b>October</b>                                   | October P1                      | Friday September 10th 2021                                    | <b>Friday September 17th 2021</b>   |
| <b>November</b>                                  | November P1                     | Monday October 11th 2021                                      | <b>Monday October 18th 2021</b>     |
| <b>December</b>                                  | December P1                     | Tuesday November 9th 2021                                     | <b>Tuesday November 16th 2021</b>   |
| <b>January</b>                                   | January P1                      | Tuesday December 7th 2021                                     | <b>Tuesday December 14th 2021</b>   |
| <b>February</b>                                  | February P1                     | Monday January 10th 2022                                      | <b>Monday January 17th 2022</b>     |
| <b>March</b>                                     | March P1                        | Wednesday February 9th 2022                                   | <b>Wednesday February 16th 2022</b> |
| <b>April</b>                                     | April P1                        | Wednesday March 9th 2022                                      | <b>Wednesday March 16th 2022</b>    |

Timetable two, on the following page, contains details of the dates relating to post-payment invoices.

Timetable two – post-month invoices, (applicable to all retailers)

| <u>Chargeable Month</u><br><u>2020/21</u> | <u>Settlement reports</u>                                 | <u>Proposed invoice date</u>              | <u>Invoice due date</u>      |
|---|---|---|------------------------------|
| April                                     | March 2021 R1, Jan 2021 R2, Jul 2020 R3, November 2019 RF | Monday May 17 <sup>th</sup> 2021          | Friday May 21st 2021         |
| May                                       | April 2021 R1, Feb 2021 R2, Aug 2020 R3, December 2019 RF | Monday June 14 <sup>th</sup> 2021         | Tuesday June 29th 2021       |
| June                                      | May 2021 R1, Mar 2021 R2, Sept 2020 R3, Jan 2020 RF       | Thursday July 15 <sup>th</sup> 2021       | Friday July 30th 2021        |
| July                                      | June 2021 R1, April 2021 R2, October 2020 R3, Feb 2020 RF | Friday August 13 <sup>th</sup> 2021       | Friday August 27th 2021      |
| August                                    | Jul 2021 R1, May 2021 R2, Nov 2020 R3, Mar 2020 RF        | Wednesday September 15 <sup>th</sup> 2021 | Thursday September 30th 2021 |
| September                                 | Aug 2021 R1, June 2021 R2, December 2020 R3, Apr 2020 RF  | Friday October 15 <sup>th</sup> 2021      | Friday October 29th 2021     |
| October                                   | Sept 2021 R1, Jul 2021 R2, Jan 2021 R3, May 2020 RF       | Friday November 12th 2021                 | Tuesday November 30th 2021   |
| November                                  | Oct 2021 R1, Aug 2021 R2, Feb 2021 R3, June 2020 RF       | Wednesday December 8 <sup>th</sup> 2021   | Thursday December 30th 2021  |
| December                                  | Nov 2021 R1, Sept 2021 R2, Mar 2021 R3, Jul 2020 RF       | Monday January 10 <sup>th</sup> 2022      | Monday January 31st 2022     |
| January                                   | December 2021 R1, Oct 2021 R2, Apr 2020 R3, Aug 2020 RF   | Friday February 11 <sup>th</sup> 2022     | Wednesday March 2nd 2022     |
| February                                  | Jan 2022 R1, Nov 2021 R2, May 2021 R3, Sept 2020 RF       | Tuesday March 15 <sup>th</sup> 2022       | Wednesday March 30th 2022    |
| March                                     | Feb 2022 R1, December 2021 R2, June 2021 R3, Oct 2020 RF  | Friday April 15 <sup>th</sup> 2022        | Friday April 29th 2022       |