2009 Exit Offline Solution

This has been produced as a guide to the process and procedures required to support Modification Proposal 195AV. Every effort has been made to ensure that the information contained within it is correct. However if there is a conflict with National Grid's Gas Transporter Licence in respect of the NTS('the Licence'), or the Uniform Network Code ('UNC'), then the Licence or the UNC shall prevail.

Exit Offline Solution: Communication Procedural stages – ExCommFlat001

Note: This process covers the work pack references:

ERA 9.3, 9.4, 10.3, 10.4

It should also be noted that the work pack references relating to external communication of processes have been included, but it is assumed that an edited version of the process will need to be developed.

Process No.	Process	Procedure	Owner
1.	Issue communication via Joint Office of Gas Transporters requesting user contact details	Issue an e-mail requesting Exit Capacity users to e-mail two contact names, e-mail addresses , contact numbers and fax number, via the User Information Form (UIF), for all Exit Capacity communications regarding July application window, Adhoc requests, Overrun user and Booking Agent processes, Initialisation, reductions and MSPOR values.	NG
2.	User receives request to issue contact details	Read e-mail/letter to ensure correct details are issued to NG NTS.	User
3.	User issues form UIF to nts.exitcapacity@uk.ngrid.com	E-mail requested details to nts.exitcapacity@uk.ngrid.com using distributed form by specified date. The form should be completed appropriately giving regular company contact details for all Exit Regime issues and information. Capacity Team contact details: Fax no. 01926 654 059 Phone no. 01926 654 058	User
4.	NG receives contact details, validates and records.	Verified against current contact list and recorded in system.	NG
5	Issue Request via JO for users to submit notifications of Booking Agents / Overrun Users	Capacity team will issue an e-mail containing form COF for all Overrun users (ORU) and Booking Agents to complete. ORU should include all details of the users they have an ORU agreement with and also submit a copy of those contracts to National Grid via Fax and E-mail. Note: the form will specify the deadline for receiving Booking agent details is 7th April to allow the data to be collated for initialisation. Overrun user details can be submitted at anytime.	NG
6	Receive request and submit a response using approved form [COF]. Form should be e-mailed and faxed. The faxed copy should include the ORU contract.	As above all ORU and booking agents should complete this form and ORU should include details of all users in agreement of the Overrun User (ORU) status. Using Form - COF The user needs to enter information into the following fields in the form header.	User

Field	Description
Fax Originated By	The user's name
Gemini BA Code	The 3 letter code used within the Gemini System (i.e. in the create bids screen)
Company	The full name of the company
Signature	The users' signature
Position	The user's position within the company
Email	The E-mail address of the sender, this is the address the acknowledgement will be sent to.
Tel No	The user's telephone number
Fax No	The user's fax number

Once the header is complete the user should select the Exit Point, being one of the names provided within National Grid's NTS Gas Transportation Licence, from the drop down list provided.

The user then enters the Overrun User details

Field	Description
Business Associate Gemini 3 Letter Code	The 3 letter code used within the Gemini System (i.e. in the create bids screen)
Business Associate Gemini Name	The name used within the Gemini System (i.e. in the create bids screen)
Overrun User effective from	The date at which the user becomes the overrun user for the named exit point
End Date (if Applicable)	The data at which the user ceases to be the overrun user for the named exit point. This is not a required field

<table>
<tr>
<td></td>
<td></td>
<td>The user then enters the Gemini 3 letter code for all other relevant users at the named exit point.

If the Overrun user is also the booking agent for the named exit point then the Booking Agent Details section of the form must also be completed.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Company Name</td><td>The name used within the Gemini System (i.e. in the create bids screen)</td></tr>
<tr><td>Contact Name</td><td>The name of the contact for any enquires by NG</td></tr>
<tr><td>Contact Number</td><td>The contact telephone number for the contact.</td></tr>
</table>
Once the form is competed click the button ‘Save Form’, this will generate a Unique Reference and the user will be required to save a copy of the completed form.

This form will need to be sent to National Grid by Fax (to the number provided on the form header) and via E-mail (to nts.exitcapacity@uk.ngrid.com in excel format)

Please note that the fax submission to NG must also include evidence of agreement from all Relevant Users at the Exit Point that the user is the Overrun user for that Exit Point.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>NG Receives forms, validates and records</td>
<td>NG will collate all details of ORU and booking agents for future purposes – Oct2012 onwards.

Checks will be made to ensure all relevant users at an Exit point have agreed to the appointed ORU and a copy of the contracts have been submitted.

Where responses are contradictory or all users have not authorised the ORU NG will contact the appointed ORU.

Where no form is submitted it will be assumed that all users at the exit point will be responsible for their overruns from Oct 2012 onwards.</td>
<td>NG</td>
</tr>
<tr>
<td>8</td>
<td>Are there any issues requiring clarification</td>
<td></td>
<td>NG</td>
</tr>
<tr>
<td>9</td>
<td>Contact user and clarify any outstanding issues</td>
<td>NG clarify that to be a booking agent user must also be an Overrun User.</td>
<td>NG</td>
</tr>
</table>

10	Booking Agent/Overrun user clarifies agreements and responds to NG	Booking Agent/ORU clarifies any issues regarding their agreements and responds to National Grid by resubmitting form COF if necessary.	User
11.	Record details in database	All details regarding booking agents and ORU will be held in a system to manage the 2009 Exit regime process. These details will be migrated into the future solution (possibly Gemini). ORU can update these details by resubmitting form COF at any time.	NG
12.	Notify Exit Capacity booking agent of aggregate volumes at relevant exit points	By 16th April NG will inform all identified booking agents of the aggregate capacity to be initialised at the relevant exit point.	NG
13.	Booking agent receives aggregate exit point initial volume [by 16th April]	By 23rd April Booking Agents should notify NG of the capacity to be initialised to each user at the relevant Exit Point using the relevant form (BAF) via e-mail and fax.	User
14.	Booking agent notifies NG of individual shipper volumes at relevant exit point using for BAF by 23rd April		User
15.	NG records initialisation volume for specific users at multi user exit points	Adjust calculated initialisation numbers where necessary. *NG to check aggregate volume is same otherwise contact BA to resolve.*	NG
16.	Validate and collate Initialisation data for communication	National Grid will validate that the Initialisation values are correct and collate the values for communication	NG
17.	Issue initialised volumes and MSPOR volumes to each user via fax	NG to communicate to each individual user their initialisation volume via Fax (and e-mail) using details obtained in steps 1-4.	NG
18.	User receives initialised volume	Review initialised volume.	User
19.	Validate data		User
20.	Is there any issue?		User
21.	Contact Capacity Auctions Team at NG	Contact Capacity auctions at NG if there is an issue.	User
22.	NG explain calculation of initialised volumes.	NG review users dispute/query and confirm the methodology for initialisation.	NG
	GO TO PROCESS ExFlatApp002		

Exit Offline Solution: Application Procedural stages - ExAppFlat002

Note: This process covers the work pack references:

ERA 3.3, 3.4, 4.3, 4.4, 11.3, 11.5, 12.3

It should also be noted that the work pack references relating to external communication of processes have been included, but it is assumed that an edited version of the process will need to be developed.

<table>
<tr><th>Process No.</th><th>Process</th><th>Procedure</th><th>Owner</th></tr>
<tr><td>1.</td><td>User receives initial notifications via process [ExFlatComm001] and awaits receipt of invitation e-mail</td><td>Follow procedures in ExFlatComm001</td><td>User</td></tr>
<tr><td>2.</td><td>Issue an invitation e-mail to all users (as with entry process)</td><td>Issue invitation 28 days prior to the application window via J.O., ANS and web fax. Include all data specified in UNC and the application form for increases and decreases.</td><td>NG</td></tr>
<tr><td>3.</td><td>Submit application via form CAF. The form can be used for creating an application, modifying and withdrawing. Each form submitted will have a unique ID with a date and timestamp.</td><td>Decide if an increase (application) or a decrease (reduction) is required and complete CAF appropriately. Form should then be e-mailed and faxed to the capacity team.

Fax no. 01926 654 059

Phone No. 01926 654 058

e-mail: nts.exitcapacity@uk.ngrid.com

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How to use form CAF

The user needs to enter information into the following fields in the form header.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Fax Originated By</td><td>The user's name</td></tr>
<tr><td>Gemini BA Code</td><td>The 3 letter code used within the Gemini System (i.e. in the create bids screen)</td></tr>
<tr><td>Company</td><td>The full name of the company</td></tr>
<tr><td>Signature</td><td>The users' signature</td></tr>
<tr><td>Position</td><td>The user's position within the company</td></tr>
<tr><td>Date</td><td>The date the form was sent to National Grid</td></tr>
<tr><td>Time</td><td>The time the form was sent to National Grid</td></tr>
<tr><td>Email</td><td>The E-mail address of the sender, this is the address the</td></tr>
</table>
</td><td>User</td></tr>
</table>

	acknowledgement will be sent to.
Tel No	The user's telephone number
Fax No	The user's fax number

Once the header is complete the user should select the following

1. It is to be an Increase or Reduction Application.
    a. If an Increase fill out the Increase Request section of the form
    b. If a Reduction fill out the Decrease Request section of the form
2. Application
    a. Create – The first application for a specific Exit Point during the Annual Window
    b. Modify – Any subsequent application for a specific Exit Point during the Annual Window
    c. Withdraw – The removal of an existing application from consideration by NG

3. The NTS Exit Point, being one of the names provided within National Grid's NTS Gas Transportation Licence, from the drop down list provided.

4. The Initailised Capacity, being the user's current Exit (Flat) Capacity Holdings (in kWh/day) prior to the annual application window.

Increase Request

The user will need to fill in the amount extra (in kWh/day) their Capacity Holding at the specific Exit Point are to be increased by, against the year that increase is to start from (Y+4, Y+5 or Y+6).

Increase applications will be valid for submitting only between 1st and 31st July each year

Decrease Request

The user will need to fill in the Decrease to (in kWh/day) that their holding are to be reduced to and which date the reduction is to take effect from.

Reduction applications will be valid for submitting only between 1st and 15th July each year.

Once the form is competed click the button

		'Save Form', this will generate a Unique Reference and the user will be required to save a copy of the completed form. This form will need to be sent to National Grid by Fax (to the number provided on the form header) and via E-mail (to nts.exitcapacity@uk.ngrid.com in excel format) during business hours only..	
4.	Receive Application via fax and email	Receive, validate and log all forms. Paper (Faxed) copies will be reconciled with electronic versions (E-mail). Note: Validations at this stage will be to confirm that the completed forms contain all the required data. Validations will NOT be done regarding the volume of capacity requested and the periods it is requested for. Where a reduction is requested a validation against any user commitment will be performed but notice of a rejection due to user commitment will not be communicated until final allocation.	NG
5.	Validation of application details (Mandatory Fields).		NG
6.	Is application accepted?		NG
6a.	Inform user of rejection	Incorrectly completed forms will be rejected and user contacted to resolve any issues	NG
6b.	User receives rejection notice		User
7.	Provide receipt to user an e-mail containing the high level details of the original request	Confirm with the user via E-mail that the application has been received and validated. The E-mail will specify the high level details of the application (Volume, dates, exit point and whether it is a Create, Modify or Withdraw application).	NG
7a	Application Window closes 31st July	The annual Application window closes on 31st July 2009	NG/User
8.	User receives application details – Is the information correct? (D+1)	Contact NG where there is a discrepancy. Note: If submitted on the last business day of July the timestamp of NG fax machine will be used in determining the time an Application is received.	User
9	User Awaits allocations		User
9A	Carry out Connection Analysis where application above MSPOR	Where the aggregate application value at a site is greater than the MSPOR, NG will carry out connection analysis.	NG
10.	Process allocations		NG
11	Carry out credit checks and confirm no credit	Credit checks will be carried out and where a credit sanction is invoked the application will be rejected	NG

	sanctions.		
12.	Confirm results to each user on an individual basis.	Capacity Team e-mail/fax/phone results to each individual shipper on 30th Sept.	NG
13	Users receive confirmation of allocations		User
14	Does User have a query?	Contact NG with any queries	User
14a.	NG resolve		NG
15	Publish aggregate results via website	NG collate aggregate Exit point allocations and publish on Exit Capacity Applications webpage of NG website.	NG
16	DNO users communicate adjustment to Flat capacity where Flex/pressure requirements are not met using CAF. NB Requests received for 5 business days following 15th September	In the event that Flex capacity and/or pressure requirements are rejected/adjusted as part of the OCS process managed by NG, users can submit adjustments to their Flat Capacity requirements. Adjustments to requests should be submitted to nts.exitcapacity@uk.ngrid.com in excel format.	User
17	Receive Flat adjustment	NG receive Flat capacity adjustments	NG
18	Analyse Flat adjustments	NG carries out analysis of DNO adjustment requests.	NG
18a	Accept Flat Adjustment?	Where an adjustment is accepted NG amend the allocations	NG
18b	Adjust allocation of relevant DNO	NG make adjustment to allocations.	NG
18c.	Reject Flat adjustment	NG update allocations with any rejections.	NG

Exit Offline Solution: Enduring OCS Procedural stages – ExFlexOCS003

Process No.	Process	Procedure	Owner
1.	Submit Flex and Pressure requirements for Y+4, Y+5, Y+6 (note: Y+6 Flex is indicative only. Y+6 Pressure request is firm).	DNO users should submit their OCS statement requests via Fax and e-mail using form OCSF for the enduring Exit capacity period.	DNO User
2.	Collate all data and Verify	All forms submitted will be collated in the Database for Reform of Exit Arrangements Management.	NG
3.	Does application data pass sense check?	National Grid to assess the OCS requests in conjunction with the Flat requests.	NG
3a.	National Grid contact user to agree request.	As enduring OCS are submitted National Grid to assess and contact user to clarify any unusual requests.	NG
3b.	DNO user agrees to re-submit.	DNO user re-submits their OCS statement after request from National Grid	DNO User
4.	Application Window closes 31st July	Application window for enduring OCS statements is 1st July to 31st July to align with the Flat request window.	-
5.	Carry out network analysis where necessary	National Grid analyse OCS requests in conjunction with Flat applications.	NG
6.	Preliminary allocations for DNO Flex and Pressure requirements	National Grid generate preliminary allocations for DNO Flex and Pressure requirements.	NG
7.	Generate DNO indicative allocations e-mails and faxes. Also notify user of Network Design contact details for any possible queries they may have.	National Grid generates DNO indicative allocations e-mails and faxes. Also notify user of Network Design contact details for any possible queries they may have.	NG
8.	User receives indicative Flex/Pressure allocations and checks against requirements.	DNO User assesses allocations made resulting from initial OCS requests.	DNO User
9.	Does DNO User require any clarifications?	DNO User assesses allocations against original request and contacts NG if there is any issue	DNO User
10.	Contact NG Network Design Department	DNO should contact NG Network Design directly if there are any issues.	DNO User
11.	Network Design clarifies requirements and analyses request	National Grid (Network Design) liaise directly with DNO with regard to any issues raised to ensure expert analysts communicate the correct information and reasons for any differences between the original request and	NG

		final allocation.	
12.	Agree with DNO OCS requirements.	Network Design should finalise verbally the final flex and pressure requirements	NG
12a.	Submit Flat adjustments if required (i.e. where Flex/pressure requests have been rejected).	DNO users can send adjusted Flat capacity requests – See process ExFlatApp002 process box 14	DNO User
12b	Validate Flat Adjustment Requests	Validations are carried out on the Flat capacity requests as per ExAppFlat002 process no 3.	NG
13.	Collate Flex/pressure adjustments	NG collate any adjust DNO flex/pressure requirements resulting from final agreements made with NG Network Design	NG
14.	Re-analyse Flex/pressure (and Flat) adjustments if required.	National Grid carry out final assessments of requests based on final DNO OCS requirements.	NG
15.	Update final Flex/pressure allocations	Final Flex/pressure allocation are confirmed based on process box 14.	NG
16.	Issue Enduring OCS (Flex/pressure) for each DNO for enduring period Y+4, Y+5, Y+6	National Grid collates final OCS, prepares confirmation data, and send E-mail and Fax to each DNO	NG
17.	Confirmation of final OCS allocations	DNO user receives, (via e-mail and fax) their confirmed OCS allocations.	DNO User