

Short Term DRSEC Auction Request: Procedural stages

Process No.	Process	Procedure	Owner
1.	Shippers complete standard DRSEC (Short Term) request form and send it to the capacity team via box account.	Email the form to: capacityauctions@uk.ngrid.com Subject matter header: ' DRSEC (Short Term) Auction Request '	Shipper
2.	Has the request been received before the deadline for the relevant period?	Deadline: 12:00 10 business days prior to the first day of the transaction period required. <ul style="list-style-type: none"> If NO proceed to step 3. If YES proceed to step 4. 	National Grid
3.	Send response to relevant shipper declining the request due to the missed deadline		National Grid
4.	Has the Request complied with ALL the requirements of the DRSEC (Short Term) Auction Request Form	<ul style="list-style-type: none"> If NO proceed to Step 5. If YES proceed to Step 6. 	National Grid
5.	Send response to relevant shipper declining the request outlining reasons why & if time allows requesting that they resubmit the Auction Request.		National Grid
6.	Send acknowledgement email and process request within 3 business days	Decide whether the auction will be held within 3 business days.	National Grid
7.	Is auction to be held?	<ul style="list-style-type: none"> If request is unsuccessful proceed to step 8. If request is successful proceed to step 9. 	National Grid
8.	Send response to relevant shipper declining the request		National Grid
9.	Update DRSEC invitation to include relevant ASEP/period etc.	Letter can be accessed from: S:\OandT\OptRisk\Incentive_Scheme\04_Capacity\01_Entry\02_RGTA\07_DRSEC_Auctions\	National Grid
10.	Publish invite to all shippers informing that the Bid Window will open in 7 calendar days.	Distribute invitation by email via Joint Office and by webfax via the internet.	National Grid
11.	Proceed with auction set up	Set up auction in Gemini and proceed as usual.	National Grid