

Exit Offline Solution: Application Procedural stages –ExAppAdhoc001

This document should be read in conjunction with the following document:
2009 Exit Offline Solution Adhoc Finalv3.0 PROCESS FLOW-Ext.pdf

Process No.	Process	Procedure	Owner
1.	Is the NTS Exit Point in the NTS Licence?	Check the National Grid NTS Licence for the Exit location that the user wishes to apply for exit capacity. If the NTS Exit Point is already listed in the licence then go to 1b otherwise go to 1a.	User
1a.	User initiates Initial Enquiry Process to National Grid by contacting National Grid Customer Services	<p>Where a user wishes to apply for exit capacity at a new NTS Exit Point then the user needs to initiate the 'Initial Enquiry Process' to inform National Grid NTS (NGNTS) of the details relating to the new NTS Exit Point.</p> <p>Contact National Grid NTS customer services for information regarding this process. http://www.nationalgrid.com/uk/Gas/Connections/ntsenquiry/requestingquot/</p> <p>As New NTS Exit Points need Ofgem approval it could take a number of months before the new NTS Exit Point is listed in the NTS Licence. This has to be done before the user can then apply for exit capacity via an ad hoc application.</p>	User
1b.	<p>Submit application via form AdCAF. Each form submitted will have a unique ID with a date and timestamp.</p> <p>Submit Ad hoc Application for Enduring Exit (Flat) Capacity to be released 6months to 1st October Y+4 following the application date.</p> <p>The Ad hoc application window is open between the 1st October and the 30th June.</p>	<p>Check that the criteria is met for increases via an Ad hoc application across all tranches of:</p> <ul style="list-style-type: none"> • A New NTS Exit Point • An increase of the aggregated users holdings of enduring Annual NTS Exit (Flat) Capacity of 25% or greater above baseline. • An increase of 10 GWh/day or more <p>Up to 4 Tranches can be applied for in an application and the above criteria relate to the aggregated quantities of these.</p> <p>If the above criteria cannot be met then consider the Enduring Annual NTS Exit (Flat) Capacity application window in July or the Annual NTS Exit (Flat) Capacity window also in July each year.</p> <p>If the criterion above is met then complete AdCAF appropriately. The form should then be e-mailed and faxed to the capacity team.</p> <p>Fax no. 01926 654 059 Phone No. 01926 654 058 e-mail: nts.exitcapacity@uk.ngrid.com</p>	User

		<p>*****</p> <p>How to use the AdCAF form</p> <p>The user needs to enter information into the following fields in the form header.</p> <table border="1" data-bbox="639 367 1198 1458"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <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 NTS</td> </tr> <tr> <td>Time</td> <td>The time the form was sent to National Grid NTS</td> </tr> <tr> <td>Email</td> <td>The E-mail address of the sender, this is the address the acknowledgement will be sent to.</td> </tr> <tr> <td>Tel No</td> <td>The user's telephone number</td> </tr> <tr> <td>Fax No</td> <td>The user's fax number</td> </tr> </tbody> </table> <p>Once the header is complete the user should select the following</p> <ol style="list-style-type: none"> a) The NTS Exit Point, being one of the names provided within National Grid's NTS Gas Transportation Licence, from the drop down list provided. <ol style="list-style-type: none"> i) If the site is not in the list then it will need to get it added to the licence and so users should fill out the initial enquiry proforma available on the customer services site:- http://www.nationalgrid.com/uk/Gas/Connections/ntsenry/reque stingquot/ 	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	Date	The date the form was sent to National Grid NTS	Time	The time the form was sent to National Grid NTS	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	
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		<p>b) The Baseline NTS Exit (Flat) Capacity for the NTS Exit Point will automatically pre populate based on the NTS Exit Point selected in the form.</p> <p>c) Increase Request</p> <p>The user will need to fill in the extra amount that (in kWh/day) their Capacity Holding at the specific NTS Exit Point is to be increased by, against the date that the increase is to start from (this should be between 6 months and 1st Oct Y+4 from application).</p> <p>This can be done in 4 tranches as long as the aggregate capacity quantities in the application meets the following criteria:</p> <ul style="list-style-type: none"> • An increase of the aggregated users holdings of enduring Annual NTS Exit (Flat) Capacity of 25% or greater above baseline. • An increase of 10 GWh/day or more • Or its a New NTS Exit Point <p>Increase applications will be valid for submitting between 1st October and 30th June each year.</p> <p>Once the form is completed 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.</p> <p>This form will need to be sent to National Grid NTS 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.</p>	
2.	Receive Ad hoc Application via fax and email and Validate	<p>Receive, validate and log all forms on Business days.</p> <p>Paper (Faxed) copies will be reconciled with electronic versions (E-mail).</p>	NGNTS
3.	Is application accepted?	<p>Note: Validations at this stage will be to confirm that the completed forms contain all the required data for the Mandatory fields and that the Ad hoc meets the Criteria of being a new site or 10GWh/day or an increase of the aggregated users holdings of enduring Annual NTS Exit (Flat) Capacity of 25% or greater above baseline.</p> <p>Validations will NOT be done regarding the volume of capacity requested and the periods it is requested for.</p>	NGNTS
3a.	Inform user of rejection	Incorrectly completed forms will be rejected and user contacted to resolve any issues	NGNTS

4.	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, the NTS Exit Point and tranche information).	NGNTS
5.	User Receive application Details – Is the information Correct?	User should check the details are correct in the receipt. Note: If submitted on the last business day of June the timestamp of National Grid NTS fax machine will be used in determining the time an Application is received.	User
5a.	Contact National Grid and resolve where appropriate. Should the user send a new application?	User needs to contact National Grid NTS where there is a discrepancy on the receipt compared to their application. This may involve the user re-submitting a new Ad hoc application.	User
6.	Are works Required or is the Application a new site or above MSPOR??	National Grid NTS will check what the application involves; whether this includes works to the NTS or whether there are other commercial requirements (other than works) that could be identified. In cases where the NTS Exit (Flat) Capacity requested is above MSPOR then there will be communication with the user regarding any additional connection work that may be required. Where applications are above the obligated baseline these will need a revenue driver, National Grid NTS will provide this to Ofgem to be consulted upon/implemented. In both cases, it may take longer for the application to be processed. If works are not needed then continue with the process onto 7. Otherwise go to 6a.	NGNTS
6a.	Contact user to discuss requirements	If works are required or the application is above MSPOR, then National Grid NTS will contact the user to discuss requirements and agree when they will receive their offer (15days, 90days or more than 90days). In cases where a new connection is required National Grid NTS will contact the user as there may be additional charges for all design works in relation to a new connection or an NTS Exit Point above MSPOR.	NGNTS/ User
6b.	National Grid Agree Revenue Driver requirements with	For applications above baseline National Grid NTS will agree and confirm the revenue driver and liaise with Ofgem.	NGNTS

	Ofgem		
7.	Check Satisfactory Credit, Is there a credit sanction?	Credit checks will be carried out and where a credit sanction is invoked, the application will be rejected (go back to 3a.) otherwise continue to 8.	NGNTS
8.	Carry out Network and Connection Analysis where necessary	Network analysis of the application to decide whether the ad hoc application requires works to the NTS or not. Where the aggregate application value at a site is greater than MSPOR or the request is for a new site, a new connection may be required. National grid NTS will carry out Connection analysis to assess what is required to deliver the capacity requirements.	NGNTS
9.	User provides additional information if application for a new NTS Exit Point	If required, the user may be asked to supply additional information to National Grid NTS to support their application. This is usually in the case when an application is above MSPOR or a new connection.	User
10.	National Grid NTS make an offer and specifies the Demonstration Date and Demonstration information required.	National Grid NTS will make an offer to the user regarding their application for capacity using the following time scales: <ul style="list-style-type: none"> • 15 business days if no works required • 90 business days if works or capacity substitution may be required • More than 90 business days where National Grid NTS and user agrees Details of how the user accepts the offer will also be included.	NGNTS
11.	Does User accept National Grid's offer?	User has 30 days to accept National Grid's offer, unless otherwise agreed. 'Yes' go to 11a, 'No' or 'no response' in the time limit then go to 11c.	User
11a.	User sends letter confirming acceptance with the unique reference of the ad hoc application	User to accept in writing the offer, they should include their contact details, signature and the unique reference to their ad hoc application that is found on the offer letter.	User
11b.	User entitlement updated	If user accepted the offer, The users Enduring NTS Exit (Flat) Capacity entitlement is updated as per the offer.	NGNTS
11c.	Ad Hoc Application is declined.	User does not respond to National Grid NTS or declines the offer.	User
12.	Publish information to the user about the	National Grid NTS publishes information within 10 days of acceptance on: <ul style="list-style-type: none"> • The NTS Exit Point which capacity is to 	NGNTS

	NTS Exit Point, Start date and the users Enduring Annual Exit (Flat) Capacity entitlement	<p>be registered</p> <ul style="list-style-type: none"> • The amount of Enduring Annual NTS Exit (Flat) Capacity registered • The Registration Date(s) • The Demonstration Date (if applicable) 	
13.	Is the Demonstration information and dates met by the user?	The user needs to provide the agreed Demonstration information to National Grid by the agreed demonstration date otherwise National Grid NTS may delay commencement of the works required and the Enduring Annual NTS Exit (Flat) Capacity registration date.	User
13a.	Is this the 3rd Demonstration Date?	Is this the third Demonstration date? ie. Their initial Demonstration Date and two subsequent demonstration dates.	NGNTS
13b.	Set a new Demonstration Date	<p>If a user has not met their demonstration date, National Grid NTS will set a new demonstration date which shall apply one year after the previous demonstration date (it can be earlier if agreed by the National Grid NTS and the user).</p> <p>National Grid NTS may treat the user's application as being made for a Registration Date(s) of up to one year later than the Registration Date(s) specified in the application or the previous Registration Date</p>	NGNTS
13c.	Notify User of new Demonstration date and Registration Date(s) (if applicable)	National Grid NTS notifies the user of the new Demonstration Date and Registration Date(s) no later than 10 business days following the previously notified Demonstration Date.	NGNTS
13d.	Recover costs for Works and design works up to latest demo date and cancel application.	<p>If the user has not met three demonstration dates, National Grid NTS are entitled to recover from the user all cost and expenses incurred in performing design work in respect of the Works prior to the latest demonstration date.</p> <p>User will cease to hold Enduring Annual NTS Exit (Flat) Capacity at the NTS Exit Point unless otherwise agreed with the user.</p>	NGNTS/ User
14.	Capacity Allocated	Enduring Annual NTS Exit (Flat) Capacity available to the user. No earlier than 6 months following application date and no later than 1st October Y+4	NGNTS
15.	Users Entitlement Confirmed	Users will be aware that their exit capacity entitlement has been updated to reflect the new Enduring NTS Exit (Flat) Capacity.	User