

Enduring Exit Reform

A User's Guide to 2009 Key Processes

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Enduring Exit Capacity Arrangements and Key Dates (2009)



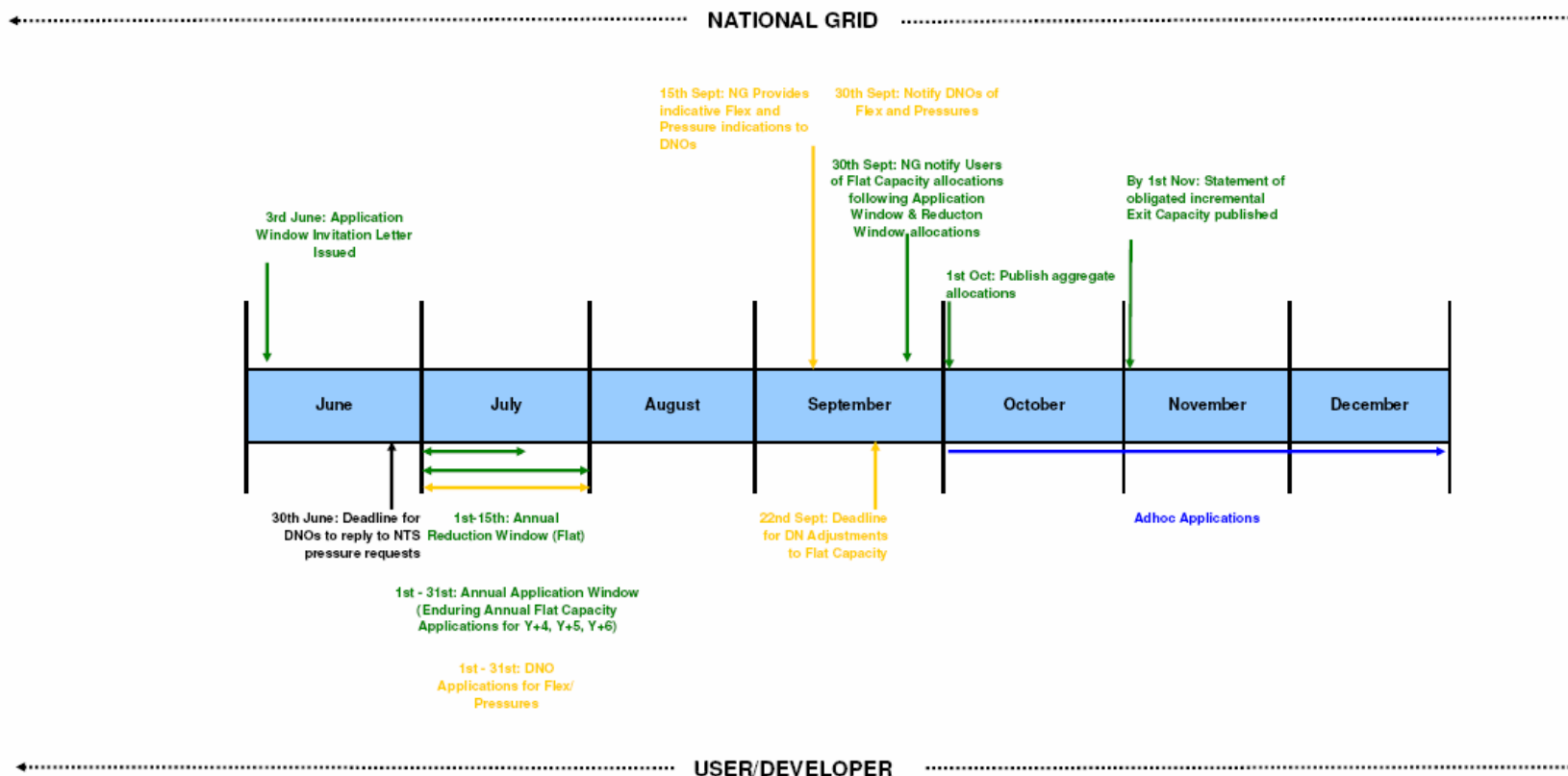
This timeline has been produced as a guide to the process and procedures required to support Modification Proposal 0195/W. Every effort has been made to ensure that the information contained within it is correct. However if there is a conflict with National Grid's Gas Transporter Licence in respect of the NTS (the Licence), or the Uniform Network Code (UNC), then the Licence or the UNC shall prevail.

Key:

Annual Application and Reduction Window

Adhoc & ARCA process

DNO OCS & OPS Process



Enduring Annual NTS Exit (Flat) Capacity Applications (Increases & Reductions)

28 calendar days prior to the first day of the application window:

National Grid will issue an invitation letter via the Joint Office and web fax to all users 28 days prior to the application window. The letter will include all data specified in UNC along with the Capacity Application Form (CAF) which will be used for both increases and decreases.

July Application Window:

In order to apply for an increase or reduction in the July Application Window an application must be submitted via the form CAF. This form can be downloaded via the National Grid Website, <http://www.nationalgrid.com/uk/Gas/Data/excap/>.

The Capacity Application Form can be used for creating an application, modifying and withdrawing. Each form submitted will have a unique ID with a date and timestamp.

Decide if an increase or a decrease (reduction) application is required and complete the CAF appropriately (see below for details).

Completing the Capacity Application Form¹ (CAF):

The user needs to enter information into the following fields in the form header.

Field	Description
Fax Originated By	The user's name
Company	The full name of the company
Gemini BA Code	The 3 letter code used within the Gemini System (i.e. in the create bids screen)
Signature	The users' signature
Position	The user's position within the company
Date	<i>This field will be auto-completed – do not attempt to type in this cell.</i>
Time	<i>This field will be auto-completed – do not attempt to type in this cell.</i>
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 an option from each of the following fields dependent on their perceived requirements:

- **Increase/Reduction¹**
 - If an Increase is selected fill out the **Increase Request** section of the form
 - If a Reduction is selected fill out the **Reduction Request** section of the form
- **'Application' Type:**
 - *Create* – This option must be chosen when creating the first application for a specific Exit Point during the Enduring Annual Window.
 - *Modify* – Any subsequent modification to the original request during the Enduring Annual Window requires the 'modify' option.
 - *Withdraw* – Choose this option if you wish to remove an existing application from consideration by National Grid.²
- **NTS Exit Point:**

¹ This section is best reviewed alongside the CAF itself.

² Please note that if you have submitted more than one form at the same exit point completing a single 'withdraw application' form will remove every form submitted.

- The drop down list is populated with the Exit Points defined in National Grid's NTS Gas Transportation Licence. You must select the relevant exit point from the drop down list provided. Only one application form per Exit Point is permitted.
- **Initialised Capacity:**
 - This is your current Exit (Flat) Capacity entitlement (in kWh/day) as calculated prior to the Enduring Annual application window (for the July 09 window this will be the initialisation value which National Grid sent to each individual user via Fax on 1st May 2009).
- **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 between 1st and 31st July each year
- **Reduction Request**
 - The user will need to fill in the 'Reduce to' field (in kWh/day) in order to indicate the Exit (Flat) Capacity entitlement that they would like to hold after the reduction has taken place. The date the reduction is to take effect from must also be completed. The 'Reduce by' amount will automatically be calculated by the form.
 - Reduction applications will be valid for submitting only between 1st and 15th July each year.

Once the form is completed click the 'Save Form' button (beneath the National Grid logo), this will generate a Unique Reference/File name and the user will be asked where to save a copy of the completed form on their computer.

The form should then be faxed and e-mailed (in the original excel format) to the National Grid Capacity Team.

- Fax no. 01926 654 059
- Phone No. 01926 654 058
- E-mail: nts.exitcapacity@uk.ngrid.com

The contact details are also provided on the form header.

Please note: It is very important that you do not make any changes to the filename that was automatically generated when the form was saved.

Once your application has been received and validated by National Grid you will receive one of the following:

1. A Receipt – this will consist of an E-mail confirming to the user that the application has been received and validated, you should have received this receipt by the business day after submitting the application.
 - a. 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). Once these details have been received you should check that they are correct and contact National Grid if you believe there is a discrepancy.
 - b. Note: If an application is submitted on the last business day of July the timestamp of the National Grid fax machine will be used in determining the time an Application is received.
2. A Rejection notice – for applications which are incomplete, illegible or contain invalid information.
 - a. This will be communicated via E-mail or by phone within 24 hours of receiving the invalid form.

15th July
2009

The Enduring Annual Application Window for reduction requests closes at 17:00 BST.

31st July
2009

The Enduring Annual Application Window for increase requests closes at 17:00 BST.

Business Days,
August –
September 2009

16th Sept

22nd Sept

↓

Request Allocation and Notification Period:

The National Grid Capacity Team will confirm results to each user on an individual basis via E-mail, Fax or Telephone using the contact details supplied by each user at the beginning of May via the 'User Information Form' (UIF)³. If you have any queries at this point you should contact National Grid. The aggregate allocations for each Exit point will be published on the Exit Capacity Applications webpage of the National Grid website, <http://www.nationalgrid.com/uk/Gas/Data/excap/>.

DNO Flat Adjustments

In the event that Flex capacity requirements are rejected/adjusted as part of the Offtake Capacity Statement (OCS) process managed by National Grid, DNO users can submit adjustments to their Flat Capacity requirements. Adjustments to requests should be completed using the CAF (as described earlier in this document) and submitted via fax and email (in excel format) between 16th and 22nd September 2009 (business days only).

³ Please note that if the contact details provided on the UIF in May are different to those provided on the CAF we will still use those provided on the UIF when communicating results.

Offtake Capacity Statements

Flex capacity applications and Flat capacity adjustments– DNO Users only

July Submission Window:

The annual Submission Window will be open from 1st to 31st July 2009 on each business day between the hours of 08:00 BST and 17:00 BST.

Flex and Pressure requirements for Gas Years 2012/13 (Y+4), 2013/14 (Y+5) and 2014/15 (Y+6) must be submitted via Fax and E-mail in the July Submission Window using the Offtake Capacity Statement Form (OCSF). This form can be downloaded via the National Grid Website, <http://www.nationalgrid.com/uk/Gas/Data/excap/>.

Once an enduring OCS application has been submitted National Grid will collate and verify all data, assessing the OCS requests in conjunction with the Flat applications. National Grid will contact the user to clarify any unusual requests found and the user may be requested to resubmit the application.

The annual Application Window for enduring OCS statements closes at 17:00 BST on 31st July 2009.

Analysis Period (UNC B3.7.9(b)):

National Grid will carry out analysis and Indicative allocations for DNO Flex & Pressure requirements during this period.

Indicative Flex and Pressure allocations (UNC B3.7.9(c)):

During this period the DNO (business days only) user will receive their indicative Flex and Pressure allocations via E-mail and Fax. The user should then assess the allocations against the initial OCS requests and contact the National Grid Network Design team (*contact details will be supplied with your preliminary statement*) if any clarification is required.

Once the OCS requirements have been agreed with National Grid, The Network Design Team should verbally finalise the Flex and Pressure requirements. The DNO user can then submit adjustments to their Flat capacity requests by 22nd September using the Capacity Application Form (CAF) discussed in the Enduring Annual NTS Exit (Flat) Capacity Applications section of this document.

Distribution of Offtake Capacity Statements (UNC B3.7.9(d)):

Each individual DNO user will receive their confirmed Offtake Capacity Statements (Flex/Pressure) for Gas Years 2012/13 (Y+4), 2013/14 (Y+5) and 2014/15 (Y+6) via E-mail and Fax.

1st – 31st July 2009

1st August – 15th September 2009

16th – 22nd September 2009

28th – 30th September 2009

Ad-Hoc Application or Reduction for Enduring Annual NTS Exit Capacity

An application for Enduring Annual NTS (Flat) Capacity may be made by a user any time between 1st October and 30th June in any Gas Year Y. Please refer to UNC Section B3.2.3(b) with regard to request information.

The User can apply for up to 4 separate tranches and the first gas flow must not be earlier than 6 months from date of application or later than the default delivery date, 1 October Gas Year Y+4 (applications received during 2009 can only be for 1st October 2012 onwards).

Applications for Ad-Hoc Enduring Annual NTS Exit Capacity will be accepted at any time between 1st October to 30th June in gas year Y.

Ad-Hoc Increase in Enduring Exit (Flat) Capacity:

In order to apply for an increase in Enduring Flat Capacity between October and June in gas year Y, an application must be submitted via the Ad-Hoc Enduring Exit (Flat) Capacity Application Form (ADCAF). Users must contact National Grid NTS via email (NTS.Exitcapacity@uk.ngrid.com) in order to request this form.

Once the User has completed the ADCAF it should be returned to National Grid via E-mail and Fax.

- Fax number to be confirmed in the form.
- Email: NTS.Exitcapacity@uk.ngrid.com

For more information on completing the ADCAF please see the procedure document.

National Grid will E-mail users acknowledging receipt of the application after which an offer must be made (via Fax) within 15 days if no works are required, 90 days if it is believed that Works will be required or more than 90 days if both parties agree. The offer will specify the following:

- The Demonstration Information required and the Demonstration date
- The Capacity Registration Date; reasonable endeavours to meet this date are requested.

Once this offer has been received the User has 30 calendar days in which to send National Grid a letter of acceptance via fax. The letter must include the original offer details.

Publication of Ad-Hoc information post allocation

National Grid is obliged to publish the incremental quantity allocated within the 10 days following allocation. For the 2009/10 Gas Year Ad Hoc Application Window National Grid will publish the allocation information within 10 days of the offer being accepted in accordance with UNC B3.2.13. The information will be published on the National Grid website:
www.nationalgrid.com/uk/Gas/Data/Excap.

Ad-Hoc Reduction in Enduring Exit (Flat) Capacity:

- National Grid may invite Users to submit a notice of reduction in order to support a Capacity request at the same NTS Exit Point. National Grid will issue an invitation by E-mail via the Joint Office.

National Grid will communicate the required process at the time of the request.

1st October 2009 – 30th June 2010

Advanced Reservation of Capacity Agreement (ARCA)

For information on ARCAs please see:

- <http://www.nationalgrid.com/uk/Gas/OperationalInfo/endureexitcap/>

For more details regarding the ARCA process contact:

- *Name:* National Grid Customer Agreements Team
- *Email:* transmission.newgasconnections.nts@uk.ngrid.com
- *Webpage:* http://www.nationalgrid.com/uk/Gas/Connections/ntsentry/exit_conn_processes/

Contact Details

E-mail

General Exit Regime Queries: exitreform.pmo@uk.ngrid.com
NTS.Exitcapacity@uk.ngrid.com

Customer Agreements: transmission.newgasconnections.nts@uk.ngrid.com

Capacity Team – Exit Procedure
Issues and connections: NTS.Exitcapacity@uk.ngrid.com

Web

NTS Exit Reform
Website: www.nationalgrid.com/uk/Gas/OperationalInfo/endureexitcap/

195AV Modification and legal text: www.gasgovernance.com

Capacity Team Info: www.nationalgrid.com/uk/Gas/Data/excap/

Customer Agreements: www.nationalgrid.com/uk/Gas/Connections/ntsentry

Phone

Capacity Team: 01926 654058

Appendices

Useful Links:

For more information on the processes described here please see the following:

- **Exit Reform Shipper Workshop slides.** These can be found on the following website: <http://www.nationalgrid.com/uk/Gas/OperationalInfo/endureexitcap/>.
- **2009 Enduring NTS Exit (Flat) Capacity Process** - Process flows and documents for the 2009 Enduring NTS (Flat) Capacity offline process. These can be found on the Exit Capacity website: <http://www.nationalgrid.com/uk/Gas/Data/excap/>

Enduring Exit Capacity Arrangements and Key Dates (2010)

Key:

Annual Application and Reduction Window

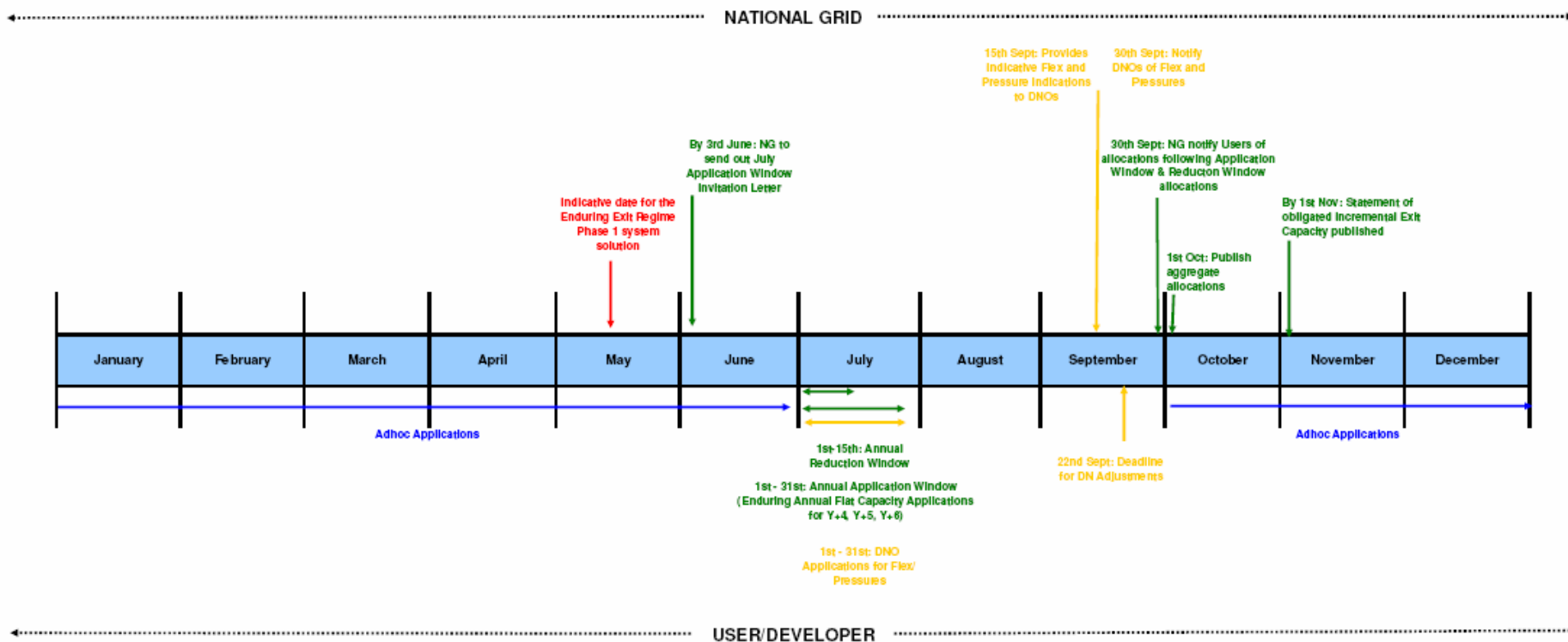
Adhoc & ARCA process

DNO OCS & OPS Process

Enduring Exit Regime Phase 1 system solution



This timeline has been produced as a guide to the process and procedures required to support Model exit Proposal (OCSAV). 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 HTS (the Licence), or the Union's Network Code (UNC), then the Licence or the UNC shall prevail.



Key dates & processes for the future

		GAS YEAR (October - September)									
		Release Year									
		2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
GAS YEAR, Y Application requests can be made	2008-09				EA - Inc	EA - Inc	EA - Inc				
					EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	EA - Red
					DNO Flex	DNO Flex					
	2009-10				Annual	EA - Inc	EA - Inc	EA - Inc			
					EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	EA - Red
					Ad-Hoc						
	2010-11				DNO Flex	DNO Flex	DNO Flex				
					Annual	Annual	EA - Inc	EA - Inc	EA - Inc		
					EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	EA - Red
	2011-12				Ad-Hoc	Ad-Hoc					
					DNO Flex	DNO Flex	DNO Flex	DNO Flex			
					Tr/Assign	Tr/Assign	Tr/Assign	Tr/Assign	Tr/Assign	Tr/Assign	Tr/Assign
				Annual	Annual	Annual	EA - Inc	EA - Inc	EA - Inc		
				EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	EA - Red	
				Ad-Hoc	Ad-Hoc	Ad-Hoc					
			DNO Flex	DNO Flex	DNO Flex	DNO Flex	DNO Flex				
			Tr/Assign	Tr/Assign	Tr/Assign	Tr/Assign	Tr/Assign	Tr/Assign	Tr/Assign		
			Daily								
			DA								

KEY

EA - Inc	Gas years capacity can be released during the Enduring Annual Application Window
Annual	Gas years capacity can be released during the Annual Application Window
EA - Red	Dates capacity can be reduced from during Enduring Annual Application Window
Ad-Hoc	Dates capacity can be released from during Ad-Hoc Window (N.B. The first day of Y+4 can also be chosen)
Tr/Assign	Temporary Transfers & Permanent Assignments of Capacity can be requested
DNO Flex	Exit (Flexibility) Capacity for DNO's
Daily	Daily Unsold Exit Capacity released from
DA	Day Ahead Offpeak released from