



**Non-Standard Sites Administration
Processes
DN & NG Transmission Reference
Guide**

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Chapter 1: Introduction

1 Non Standard Sites Introduction

Unique sites which were maintained offline pre Nexus are all now managed within UKLink and are now referred to as non-standard sites.

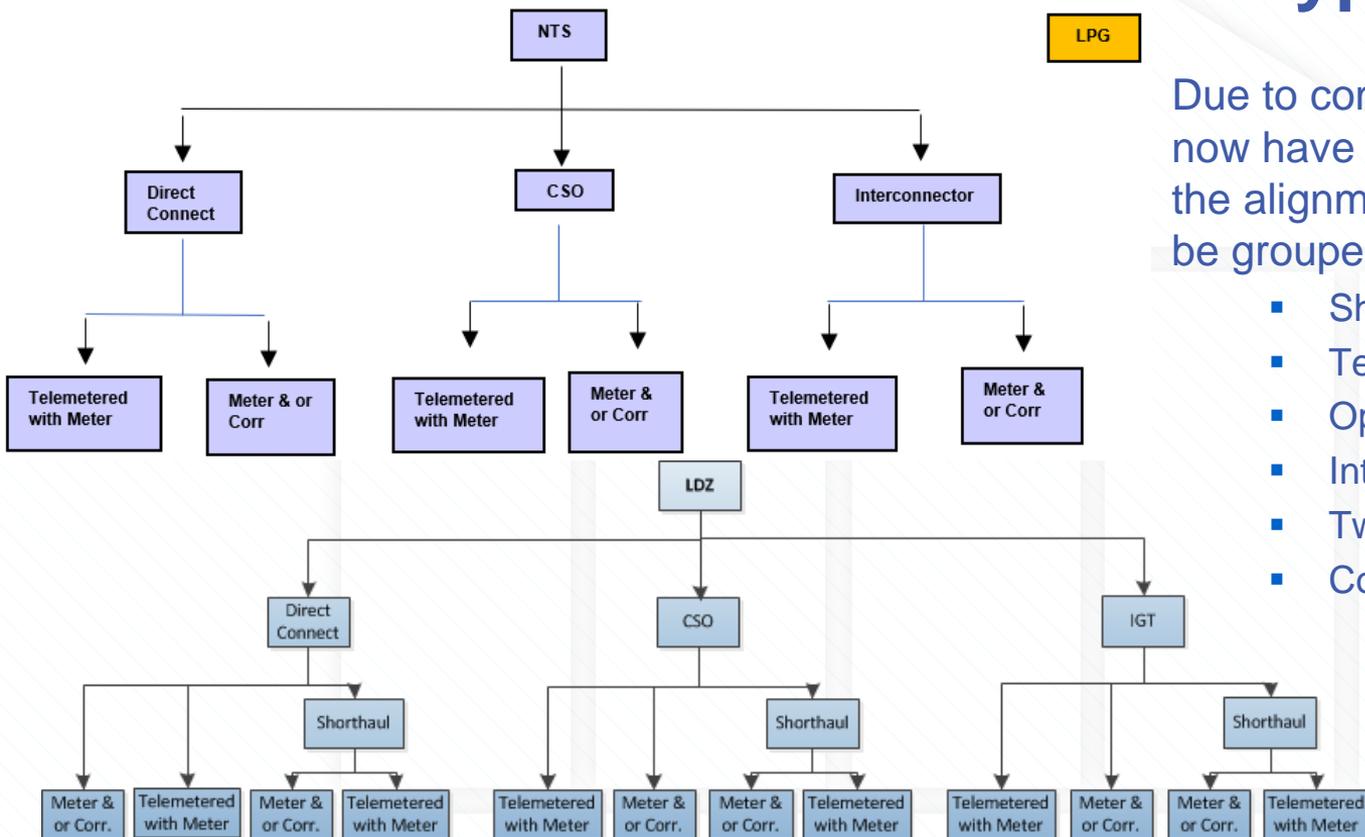
This document identifies the standard processes, outlines the changes, confirms who is impacted and provides an overview of the changes with supporting documentation for the specific customers.

- The standard administration processes can be divided as follows;



- This document covers the Meter Point Reference Number (MPRN) Creation, SPA and RGMA processes. The Read Entry and Invoicing processes will be available in separate documents.

1 Non-Standard Sites Types



Due to combinations of site set up we now have 18 site types however due to the alignment of processes these can be grouped into:

- Shared Supply*
- Telemetered Site
- Optional Tariff
- Interconnectors*
- Twin Stream* (Aggregated)
- Connected System Operator (CSO)

* In DES these sites are not present and you will need to call the contact centre with queries on 0121 713 4901

1 Introduction

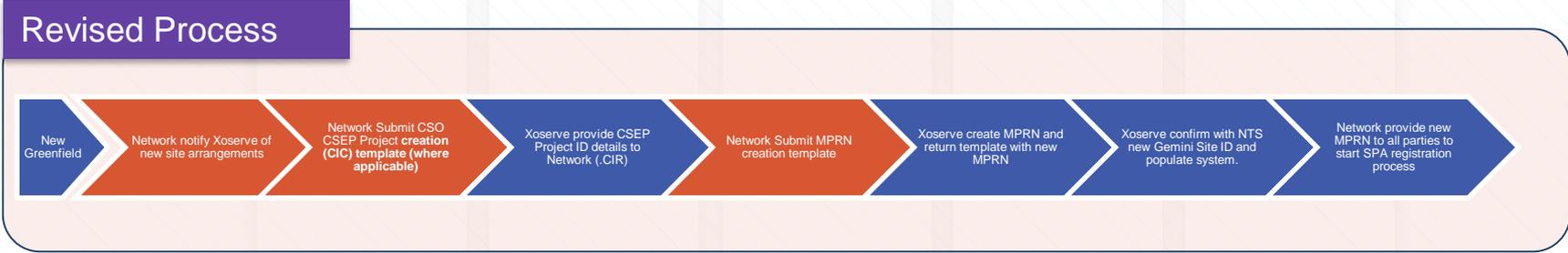
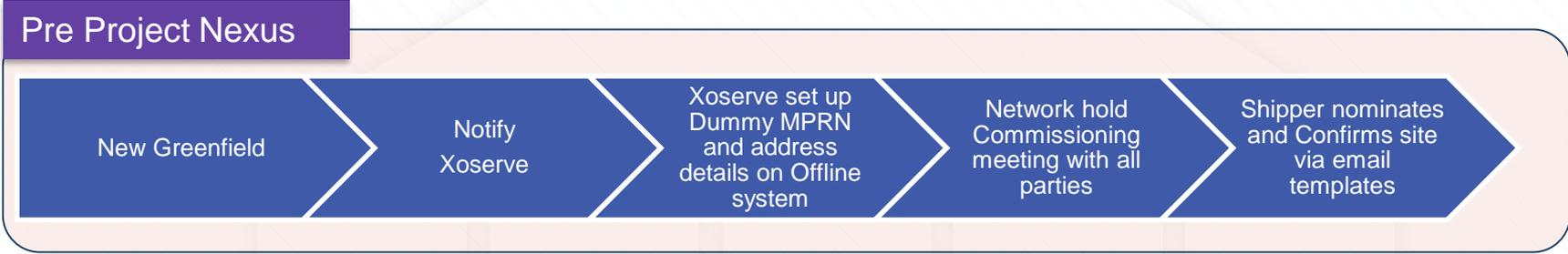
- To understand the Shipper involvement with Non Standard Site Processes and to view the relevant templates please follow the below link:

<https://www.xoserve.com/resources/?customers=&category=&resources=Document;ExternalLink;&topic=Non-Standard%20Sites&search=>



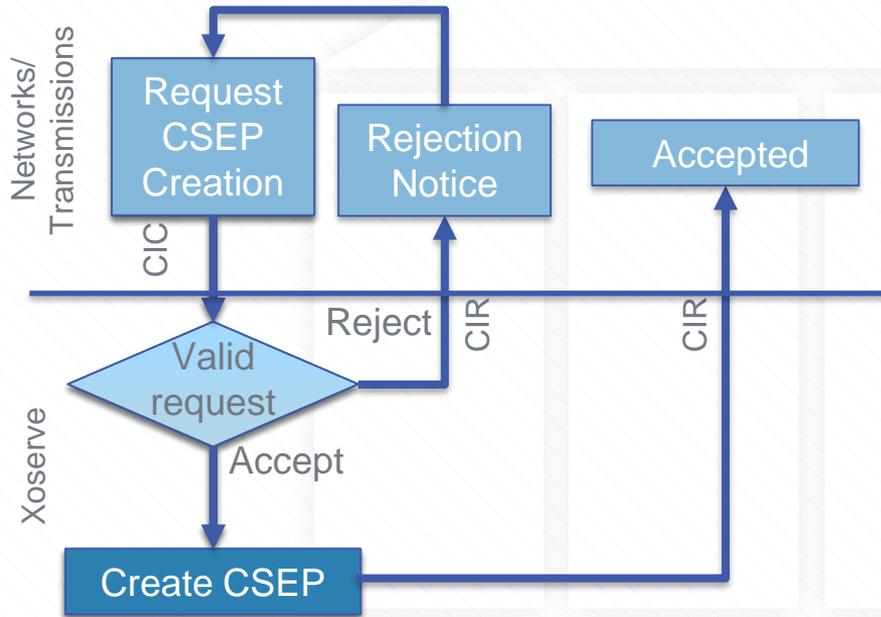
Chapter 2: Create CSEP for CSO site

2.CSO New Site Set Up Process Overview



2 CSEPs

2.1 CSEP Creation MAP OUT



- An individual iGT or CSO network is connected to the DNO's network Connected System Exit Point (CSEP)
- Each CSEP has a unique CSEP ID and will have a downstream connection to one or more SMPs.
- Exit point is based on the Master CSEP not the SMP postcode
- CSEP creation is fully automated within the system
- The CSEP must be created before the meter point is created.

2. CSEPs

2.1 CSO extra steps

Where a new site is a Connected System Operator (CSO) the following activities will need to be followed:

- CSO Organisation - Required to submit request to Customer Lifecycle team to register as a stakeholder on our system. See Appendix 2
- Network submit Connected System CSEP creation template (.CIC) to nonstandardsites@xoserve.com. Xoserve will validate and acknowledge the request copying in the Contract Manager for the relevant Network as agreed delegated authority. Xoserve will then load the file into AMT and monitor the process.



CIC template

If the site is not a CSEP the above is not required and you just need to submit the MPRN creation template. Chapter 3

2. CSEPs

2.1.2 CSO New Site Set Up Process Overview

Where the new site is a Connected System Operator site.

Within the .CIC template there are 4 different Record Types that may need to be completed.

Contains 4 different Record Types

Level	Record Name	Occurrence	Optionally
1	HD_A00_STANDARD_HEADER	1	M
1	RT_C60_CSEP_CREATION_REQUEST	Up to 1000	M
2	RT_C80_CSEP_EUC_DETAILS	Up to 100	O
1	TR_Z99_STANDARD_TRAILER	1	M

The HD_A00_STANDARD_HEADER, RT_C60_CSEP_CREATION_REQUEST,
TR_Z99_STANDARD_TRAILER

are mandatory and must be supplied in all cases.

The RT_C80_CSEP_EUC_DETAILS is optional depending if the CSEP also contains any other sites that are not DM.

2. CSEPs

2.1.3 CSO New Site Set Up Process Overview

The details to be completed for each field.

HD_A00_STANDARD_HEADER Example

TRANSACTION_TYPE	ORGANISATION_ID	FILE_TYPE	CREATION_DATE	CREATION_TIME	GENERATION_NUMBER
A00	800	CIC	20171110	104700	1

2. CSEPs

2.1.4 CSO New Site Set Up Process Overview

The details to be completed for each field.

RT_C60_CSEP_CREATION_REQUEST Example:

TRANSACTION_TYPE	IGT_PROJECT_REFERENCE	GT_REFERENCE_NUMBER	CSEP_SITE_NAME	CSEP_PRINCIPAL_STREET	CSEP_DEPENDENT_LOCALITY	CSEP_POST_TOWN	CSEP_POSTCODE_OUTCODE	CSEP_POSTCODE_IN_CODE	CSEP_LOCATION_EASTING	CSEP_LOCATION_NORTHING
C60	Site name	Site name	Site name	Homer Road	Solihull	West Midlands	B91	3DL	999999	999999
NUMBER_OF_ISEPS	LDZ_IDENTIFIER	CSEP_EXIT_ZONE_IDENTIFIER	CSEP_CONNECTION_MAX_AQ	CSEP_CONNECTION_MAX_SHQ	IGT_SYSTEM_MAX_AQ	CSEP_CONNECTION_DATE	CSEP_EMERGENCY_START_DATE	MRA_SHORT_CODE	CONDITION_1_MAX_AQ	CSEP_PROJECTED_MAX_DM_AQ
1	ABCD	ABC	58600001	58600	58600001	20171110	20171110	GTM	58600001	58600001
CSEP_PROJECTED_MAX_DM_SOQ	CSEP_PROJECTED_MAX_DM_SHQ	SUPPLY_METER_POINT_COUNT			NESTED_CSEP_INDICATOR	PARENT_CSEP_ID NUMBER		PARENT_CSEP_GT_REFERENCE_NUMBER		
586000	58600				1N					

NB:

Please note when submitting the template the information for each Transaction Type including C60 needs to be on 1 line and not split as we have shown here.

2.1.5 CSO New Site Set Up Process Overview

Connected CSEP Response file to CIC

RT_C80_CSEP_EUC_DETAILS Example

TRANSACTION_TYPE	IGT_PROJECT_REFERENCE	EUC_DESCRIPTION	EUC_MAX_AQ	EUC_MAX_SHQ
------------------	-----------------------	-----------------	------------	-------------

This should only be populated if there are other sites within the CSEP that are not DM.

TR_Z99_STANDARD_TRAILER Example:

TRANSACTION_TYPE	RECORD_COUNT
Z99	3

The Lead time to create the CSEP ID is 5 business days from receipt.

2. CSEPs

2.1.6 CSO New Site Set Up Process Overview

- Once the template details are completed you will need to convert the template into .CSV Format.
- Remove all the header rows from the files

A00	800	CIC	20171110	104700	1					
C60	Site name	Site name	Site name	Homer Road	Solihull	West Midlands	B91	3DL	999999	999999
1	ABCD	ABC	58600001	58600	58600001	20171110	20171110	GTM	58600001	58600001
586000	58600	1	N							
Z99	3									

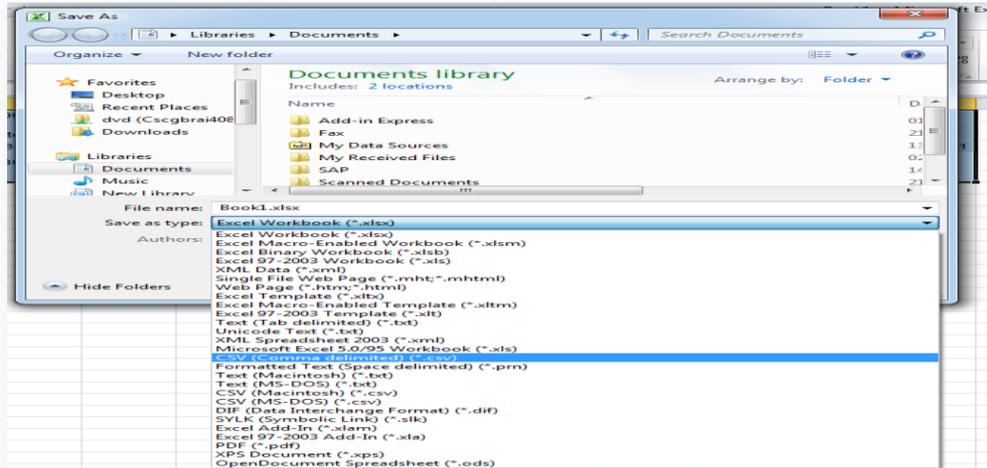
NB:

Please note when submitting the template the information for each Transaction Type including C60 needs to be on 1 line and not split as we have shown here.

2. CSEPs

2.1.7 CSO New Site Set Up Process Overview

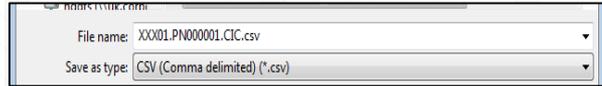
- Under File. Click 'Save As', then select 'CSV (Comma Delimited) (*.csv)' under Save as Type.



2. CSEPs

2.1.8 CSO New Site Set Up Process Overview

- The completed template must be saved in a 5.8.3 format e.g. XXX01.PN000001.YYY
- XXX being the Shipper/Network Short Code and PN000001 incrementing with each submission and .YYY will be the appropriate Template Shortcode.



- The file will then need to be attached to an email and sent to nonstandardsites@xoserve.com. All email submissions will receive an acknowledgement.

2. CSEPs

2.1.9 CSO New Site Set Up Process Overview

Once the CSEP creation has been processed a response file will be sent to the Originator.

CSO_CSEP_CREATION_RESPONSE (.CIR). This file will be received in .CSV Format

Record Types			
Level	Record Name	Occurrence	Optionally
1	A00_STANDARD_HEADER	1	M
1	RT_C61_CSEP_CREATION_RESPONSE	Up To 10000	M
2	RT_S72_REJECTION_DETAIL	Up to 15	O
2	RT_C80_CSEP_EUC_DETAILS	Up To 100	O
3	RT_S72_REJECTION_DETAIL	Up to 15	O
1	Z99_STANDARD_TRAILER	1	M

The HD_A00_STANDARD_HEADER, RT_C61_CSEP_CREATION_RESPONSE, TR_Z99_STANDARD_TRAILER are mandatory and must be supplied in all cases.

The RT_C80_CSEP_EUC_DETAILS will be provided if you submitted one in your input template.

The RT_S72_REJECTION_DETAIL will only be populated if the file is rejected and will provide the rejection reason.

2. CSEPs

2.1.10 CSO New Site Set Up Process Overview

The details will be sent as below:

HD_A00_STANDARD_HEADER Example:

TRANSACTION_TYPE	ORGANISATION_ID	FILE_TYPE	CREATION_DATE	CREATION_TIME	GENERATION_NUMBER
A00	800	CIR	20171112	104700	1

N.B As this file will be received in .CSV format, the header rows will not be present. These have been included for demonstration purposes only.

2. CSEPs

2.1.11 CSO New Site Set Up Process Overview

The details for each field.

RT_C61_CSEP_CREATION_RESPONSE Example:

The record will reflect the details you submitted on the input file with the addition of the record containing the **Outcome code** and **CSEP_ID**

TRANSACTION_TYPE	OUTCOME_CODE	CSEP_ID	IGT_PROJECT_REFERENCES	GT_REFERENCES	CSEP_SITE_NAME	CSEP_PRINCIPAL_STREET	CSEP_DEPENDENCY	CSEP_POSITION	CSEP_POST_CODE	CSEP_LOCALITY	CSEP_LOCALITY_CODE	CSEP_LOCALITY_CODE
C61	AC	C0002305	Site name	Site name	Site name	Homer Road	Solihull	West Midlands	B91	3DL	999999	999999
NUMBER_OF_ISEPS	LDZ_IDENTIFIER	CSEP_EXTENSION	CSEP_CONNECTION_MAX_AQ	CSEP_CONNECTION_MAX_SHQ	CSEP_CONNECTION_MAX_SQ	IGT_SYSTEM_MAX_AQ	CSEP_CONNECTION_DATE	CSEP_EMERGENCY_START_DATE	MRA_SHORT_CODE	CONDITION_16_MAX_AQ	CSEP_PROJECTED_MAX_AQ	
1	ABCD	ABC	58600001	58600	586000	2017111	0	20171110	GTM	58600001	58600001	58600001
CSEP_PROJECTED_MAX_DM_SOQ	CSEP_PROJECTED_MAX_DM_SHQ	SUPPLY_METER_POINT_COUNT	NESTED_CSEP_INDICATOR	PARENT_CSEP_ID	PARENT_CSEP_GT_REFERENCE_NUMBER	CSEP_STATUS						
586000	58600	1	N			RQ						

NB:

Please note when submitting the template the information for each Transaction Type including C60 needs to be on 1 line and not split as we have shown here.

2. CSEPs

2.1.12 CSO New Site Set Up Process Overview

The details for each field.

RT_S72_REACTION_DETAILS Example:

The record will detail the Rejection Reason.

TRANSACTION_TYPE	REJECTION_REASON
S72	CNF00016

RT_C80_CSEP_EUC_DETAILS Example:

TRANSACTION_TYPE	IGT_PROJE CT_REFER ENCE	EUC_DESCR PTION	EUC_MAX_AQ	EUC_MAX_SHQ
C80	C1000202	EUC01B	3995670	456

NB- The details in the C80 record are used in the CAI file

2. CSEPs

2.1.13 CSO New Site Set Up Process Overview

The details for each field.

TR_Z99_STANDARD_TRAILER Example:

TRANSACTION_TYPE	RECORD_COUNT
Z99	3

Next step:

Where you have received the accepted CIR response file providing the CSEP_ID for a new CSO CSEP site.

Or

Require a MPRN for a NTS Direct Connect site. [See section 3](#)

(Where the new site is not a CSEP you can submit the MPRN creation template)

You will need to submit the network MPRN creation template via email.



CSEP amendment

2. CSEPs

2.2.1 CSEP Amendment

Once the CSEP has been created there will be scenarios where the details would require updates.

The most common of these is MAX CSEP AQ/SOQ amendment.

Yesterday

Site A – 150,000kwh

Site B – 150,000kwh

Site C – 175,000kwh

Max CSEP AQ – 500,000 kwh

Tomorrow

Site A – 200,000kwh

Site B – 150,000kwh

Site C – 175,000kwh

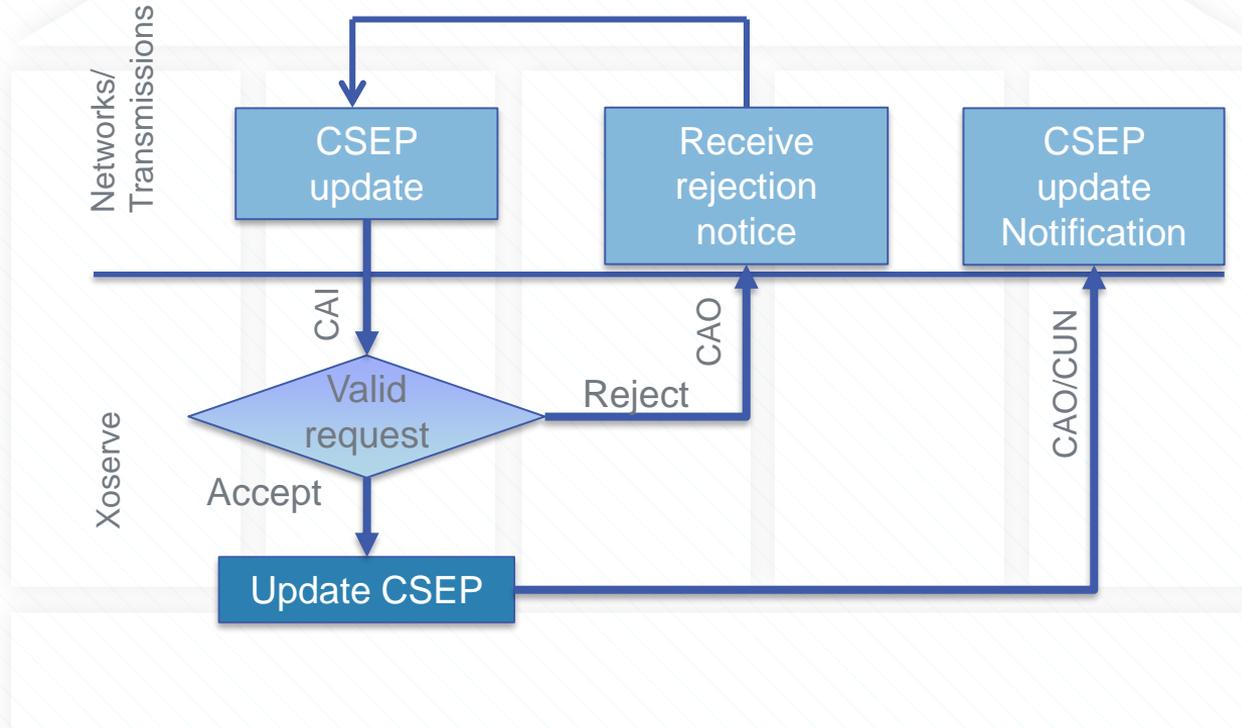
Max CSEP AQ – **500,000 kwh**

In the yesterday scenario, the total of the AQ for the sites is less than the Max AQ value. For tomorrow Site A has increased AQ to 200,000kwh. The site referred and the MAX AQ value is breached. The following process should be followed to resolve this.

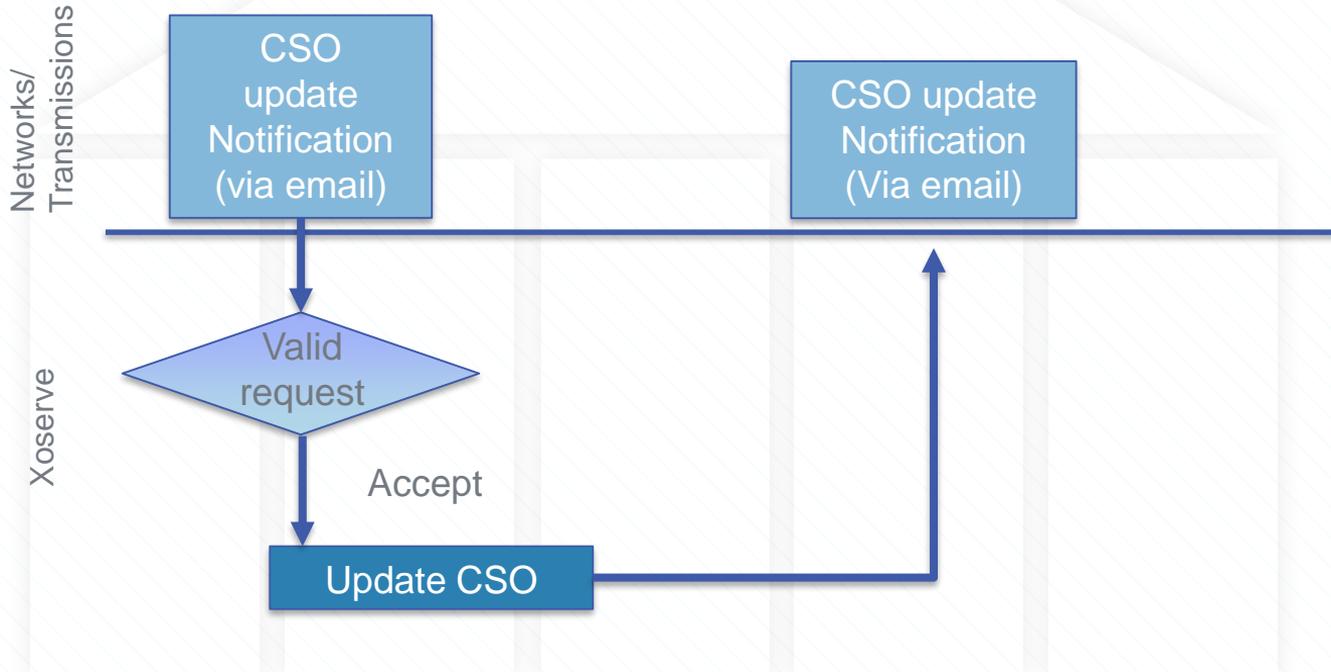
2.2 CSEPs

2.2.2 CSEP Amendments

Process flow for CSEP amendment using the CAI file



2.3.1 Change in CSO Organisation Details



2.3 CSEPs

2.3.2 Change in CSO Organisation Details

Where there is a change in the Connected System Operator (CSO) details the following activities will need to be followed:

- Network Organisation - Required to submit the Site Transfer proforma – CSO via email to **nonstandardsites@xoserve.com**
- Xoserve will validate the request update the system and advise via email notification that the amendment has been completed.



CSO - Site
Transfer Proforma

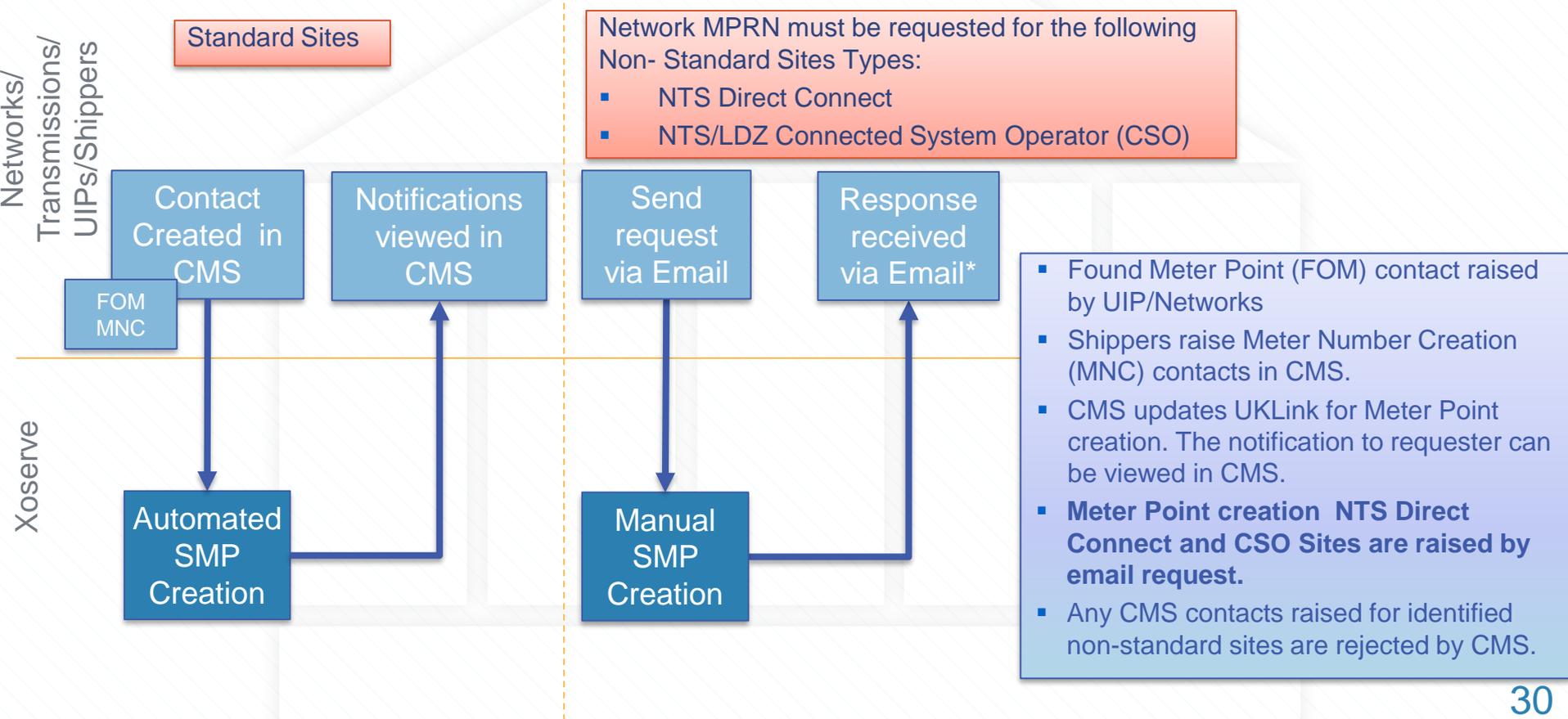


Chapter 3: MPRN Creation

3.1 MPRN Request Process

- The creation of a **standard** SMP is an automated process, triggered by a file flow or CMS.
- Before the introduction of Project Nexus, a UKLink MPRN was not required for NTS sites or DN CSO sites. Instead, a dummy MPRN was created by Xoserve and stored within Xoserve's Unique Sites offline system.
- All sites are now stored in UKLink and requires a MPRN to support all downstream processes. This allows the Users to submit the relevant SPA Registration, Nomination and Confirmation and RGMA processes. As such, the Network MPRN creation process has been introduced.
- For CSO sites, the CSEP Project must be created before the MPRN creation request is made.

3.2 MPRN Request Process



3.3 MPRN Request Process

- The MPRN creation request is made using an Excel template.
- The template is then submitted to nonstandardsites@xoserve.com for processing.
- The following slides details the required information.



Example MPRN
Template

Template

Network Operator Meter Point Creation Template

Address Details

Field name:	Gemini Site ID	NTS Exit Point	Site Name	Building Number	Delivery Point Alias	Sub Building name	Principle Street Name	Dependant Street	Dependent Locality	Post Town	Postcode	Location Description	Location Code	LDZ	Exit Zone	Meter Point AQ	MNEPOR value (If NTS site)
Mandatory(M)/Optional(O)/Special Mandatory(SM)	S/M	S/M	M	M	O	O	M	M	M	M	M	O	O	M	M	M	SM
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

*Completed template to be sent to nonstandardsites@xoserve.com

3.3 New MPRN Request Template

3.3.1 Site Name & Address

Field	M/O/SM*	Example	Comments
Gemini Site ID	SM	ABCD	This value is the unique 4 letter character to assign in Gemini for this site.
NTS Exit Point	SM		NTS Sites: This is the unique value you assign to an NTS site in the contract to allow capacity to be booked.
Site Name	M	Lansdowne Gate	This is the name that you wish for the site to be recorded as.
Building Number	M	65	Number of the property where applicable
Delivery Point Alias	O		Optional field: Address of site
Sub Building name	O		Optional Field: Sub Building Name
Principle Street Name	M	New Road	Address of Site
Dependant Street	M	New Road	Same value in Principle street field
Dependent Locality	M	Solihull	Town in which the site is located
Post Town	M	West Midlands	Town in which the site is located
Postcode	M	B91 3DL	Full post code required
Location Description	O		Location of the emergency control valve
Location Code	O		Location of the emergency control valve

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.2 LDZ & Exit Zone

Field	M/O/SM*	Example	Comments
LDZ	M		NTS sites Notional 4 character LDZ
Exit Zone	M		NTS sites notional 3 character Exit

NTS Sites

LDZ = Notional 4 character alpha unique reference LDZ
Exit Zone = 3 character alpha unique reference for the exit zone

LDZ Sites

LDZ = Standard LDZ unique reference
Exit Zone = Standard exit zone unique reference

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.3 Meter Point Reference Section

Field	M/O/SM*	Example	Comments
Meter Point AQ	M	1,533,000,000 kwh	
MNEPOR value	SM	4,933,000 kWh/d	NTS Sites Only
Shipper Short Code	M	ABC	
Meter Point Creation Reason	M	New NTS connection	
Network Operator Short Code	M	NTS – Transmission	TGT-Cadent NTS-Transmission GT2 GT3 GT4 GT5

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.4 NEXA Agreement

Field	M/O/SM*	Example	Comments
Type of NeXa agreement	M	Shipper Ancillary signatory required	Network Site Operator CSEP Shipper Ancillary signatory required

Type of NEXA will depend on whether a site is referred to the Network during any SPA registration/Amendment processes.

Network Site Operator – This is a contract between the Site Operator and the Network. A User is not required to sign onto this type of NEXA, therefore as part of the Nomination process it will not refer to the network.

CSEP – All sites will always refer if there is a CSEP NeXa as per Network agreements.

Shipper Ancillary signatory required – Where a Shipper is required to sign onto any NEXA agreements then this is the type of NEXA you need to advise. This will then ensure that any movement on the MPRN will trigger a referral to the Network.

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.5 Twin Stream/Special Metering

Field	M/O/SM*	Example	Comments
Twin Stream	M	Y	Is new site Twin Stream Y or N?
Special Metering Flag	M	N	Are there special metering arrangements Y or N?

If the Network own the Assets and wish Xoserve to invoice the Asset Rental charges applicable and not the MAM then the Special Metering Flag is set to Y.

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.6 Asset Charges

For Special Metering (where Xoserve invoices for the assets), the Network will need to provide the charges applicable for the chargeable assets.

Field	M/O/SM*	Example	Comments
Asset charge Provision	SM	24.00	Value or N/A
Asset charge Maintenance	SM	32.50	Value or N/A
Asset charge Installation	SM	55.90	Value or N/A
Corrector charge Provision	SM	N/A	Value or N/A
Corrector charge Maintenance	SM	N/A	Value or N/A
Corrector charge Installation	SM	N/A	Value or N/A
Datalogger charge Provision	SM	N/A	Value or N/A
Datalogger charge Maintenance	SM	N/A	Value or N/A
Datalogger charge Installation	SM	N/A	Value or N/A

Details for each asset; Assets, Corrector & Datalogger can be provided in the template.

Provide either the Charge Value or enter 'N/A' if no special charges are applicable.

Xoserve will setup the charge arrangements when setting up the MPRN.

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.7 Telemetry Equipment

For the section on Telemetry equipment fitted for billing purposes and any Specific Charges requirements, you will need to complete the fields below:

Field	M/O/SM*	Example	Comments
Telemetry Equipment to be fitted for Billing Purposes	M	Y	
Specific Charges requirement	M	N	If set to Y, the agreed Specific Charges will be applied. If set to N, the Specific Charges are not applied.

Specific Charges

Charges will have been previously agreed for a site. To allow these charges to be applied, the Specific Charges flag should be set to 'Y' and the specific charges included.

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.8 CSO Sites Only

For Connected System Operator sites, the following section must be completed. The original CSEP creation response will provide the relevant information for the following fields:

Field	M/O/SM*	Example	Comments
CSEP ID	SM	C0002000	Only applicable if a CSEP
Connected System Operator (CSO) Short Code	SM	ABC	3 character short code
Connected System Operator (CSO) Organisation ID	SM	11000000	

The CSO Short Code and CSO Organisation ID is created as part of CSO Stakeholder creation. The CSO will provide these details once they have completed their stakeholder set up with Xoserve.

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.9 Originator Contact Details

Field	M/O/SM*	Example	Comments
Contact Name	SM		
Contact Tel Number	SM		

The Originator contact details are provided in the template. This will enable Xoserve to contact you should any queries arise whilst processing the request.

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

3.3 New MPRN Request Template

3.3.10 Xoserve Response

Field	M/O/SM*	Example	Comments
Meter Point Reference Number	O	1234567890	MPRN
Date Responded	O	22/11/2017	
Additional Comments	O	Meters are third party owned so no asset charges are applicable as confirmed by the Network.	Feedback from Xoserve including rejection where applicable

Once the template has been submitted to Xoserve, Xoserve will process the request. Once Xoserve has completed the new MPRN process, Xoserve will complete this section of the template.

The new MPRN populated in the template together with any feedback. Xoserve will email the completed template to the originator.

Once the MPRN IS created and the Network is notified, the Network can provide this information to the Shipper. The SPA Registration Process can then be triggered by the Shipper.

*M/O/SM
M-Mandatory
O-Optional
SM-Special Mandatory

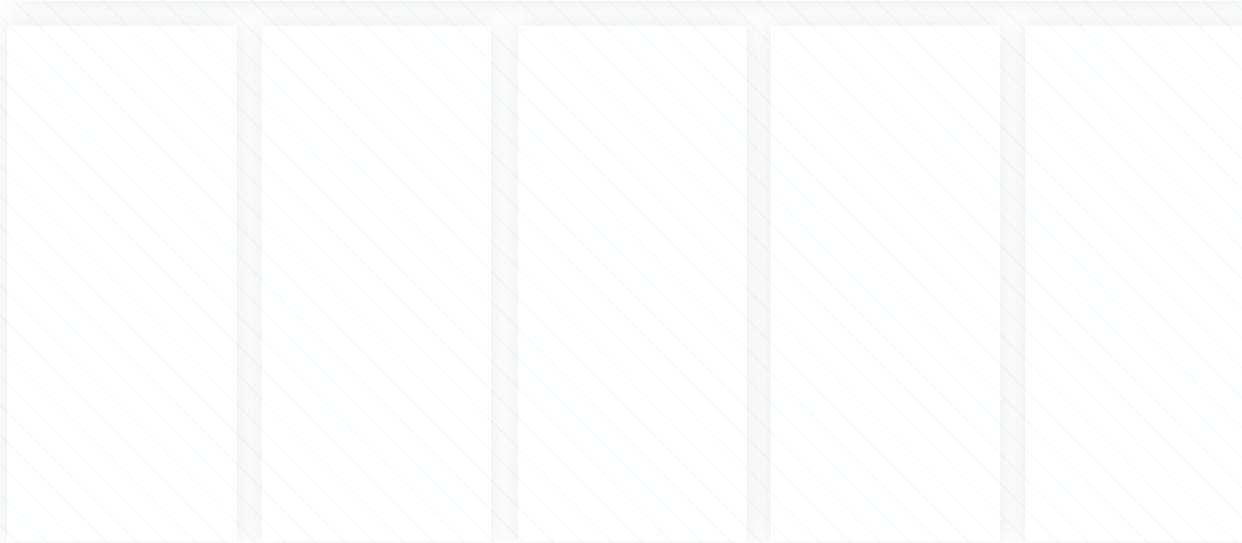


Chapter 4: MNEPOR Amendment

4. MNEPOR Amendment

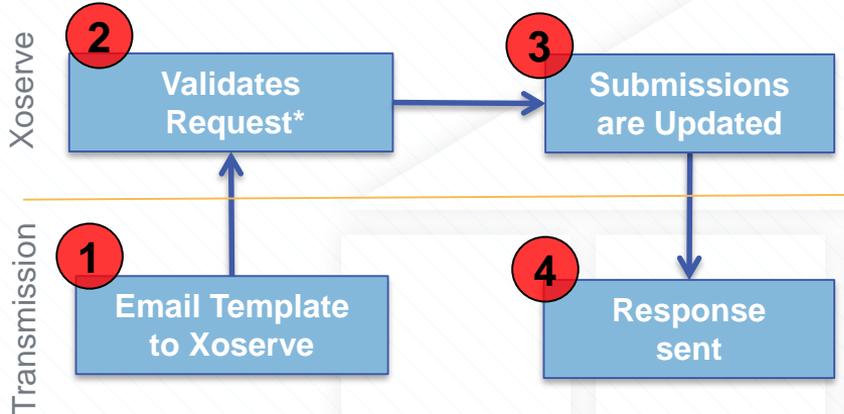
4.1 Introduction to MPRN Request Process

The MNEPOR value (Maximum Network Exit Point Offtake Rate) is used for NTS sites as there is no nominated SOQ value on these sites



4. MNEPOR Amendment

4.2 MNEPOR update process



- 1 When MNEPOR amendment is needed, an Excel request template detailing the Site name, MPRN, MNEPOR Value and date is sent to nonstandardsites@xoserve.com
- 2 Xoserve will undertake validations and all email submissions to Xoserve will be acknowledged, including copying in the Contract managers on the distribution lists.
- 3 If validations are passed, Xoserve will update the information into UKLink and will also advise the Invoicing Team of these changes to enable the team to track movement of invoice charges.
- 4 You will then receive an email from nonstandardsites@xoserve.com advising that the amendments have been actioned.

*If the validations fail then you will receive an email from nonstandardsites@xoserve.com advising why the request has been rejected. NTS should make the necessary amendments and then re-submit the request.

Gemini will also be required to be updated - details later in pack



Chapter 5: Supply Point Administration (SPA) Process

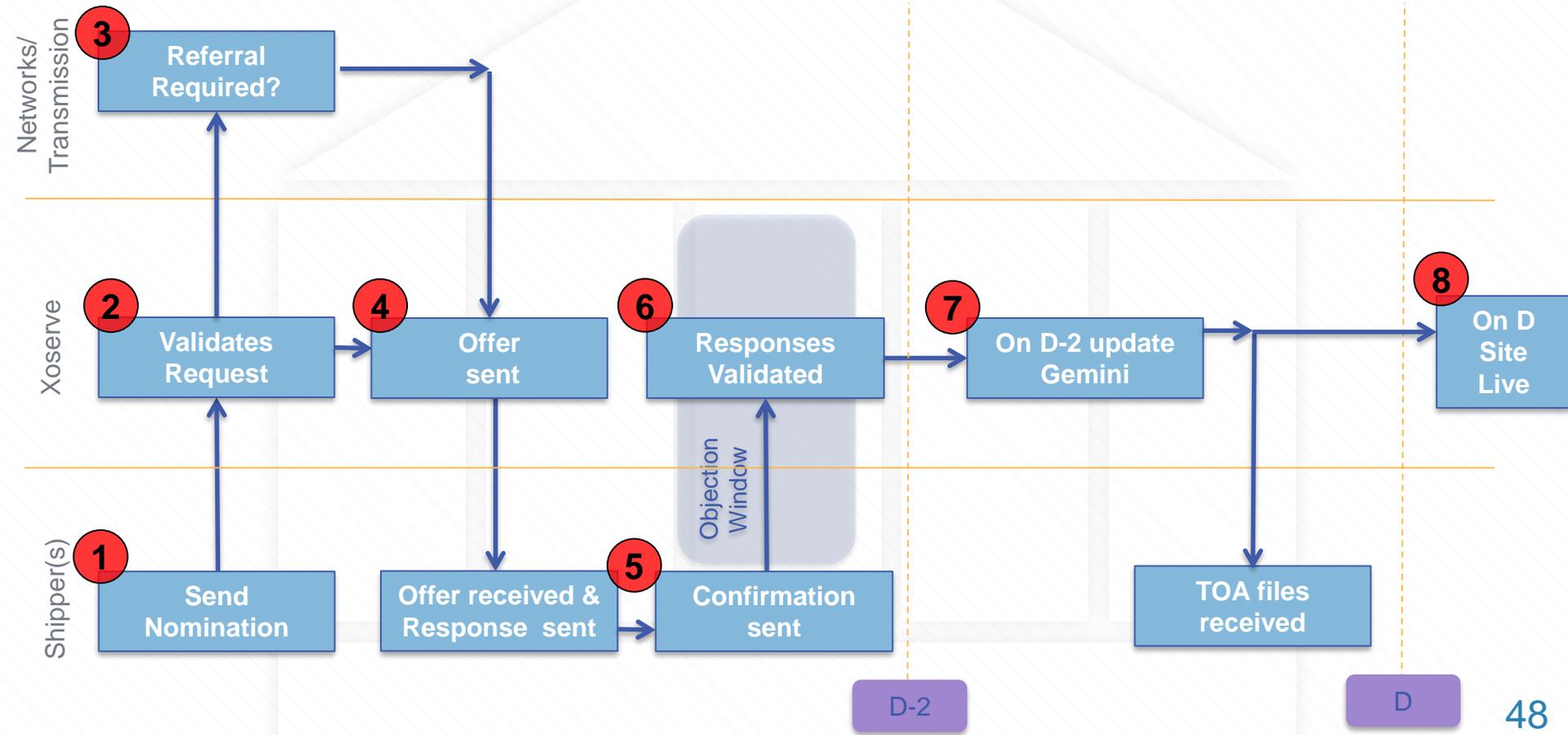
5 Standard SPA Process

Supply Point Administration (or SPA) is a term used for the administration of any contract changes. As all sites are now maintained on UKLink we will look at the standard SPA process we employ for the majority of sites and then highlight the differences for each site type.

The non standard sites now follow the same process as Standard sites with the differences being:-

- The templates or flows used
- The method in which templates are sent
- Validations performed by Xoserve
- Network/Transmission referrals required
- Manual intervention within Xoserve
- Agent involvement

5.1 Overview of Nom & Conf Process



5.2 SPA

5.2.1 Process

- 1 Shipper send NOM file to initiate the process. As with most Standard Sites processes this is automatically flowed into UKLink,
- 2 On receipt of a file of any format, Xoserve will undertake validations with all details to ensure that the request is valid all fields have been completed correctly.
 - Once the validations are complete a response will be sent via a file to confirm whether the request has been successful, rejected (with reasons) or has been referred.
 - If the file contains rejections then the reason for the rejection needs to be checked, revised and then the file can be resent.

5.2 SPA

5.2.2 Process

3 There are various circumstances where the permission needs to be granted by the Networks, termed a referral. When UKLink encounters one of these reasons, a referral is automatically generated by the system.

- The referral is accepted, rejected or amended in the Xoserve Services Portal by the Network as shown in **Appendix 1**
- Responses are automatically issued to the relevant parties by the system.
- Shippers are responsible to resolve rejections and resubmit their requests.

Referrals occur for:

- Capacity (increase to SOQ SHQ)
- Contractual Obligation for new Shippers (NeXa)
- Seasonably Large Sites
- LDZ Optional Tariff

UK Link / Select Nomination Referrals

Select Nomination Referrals

LDZ Site Type

Referral Type Capacity Seasonal (SLSP) Distance Grid Ref Contractual All Search

Nomination Referrals

Network Short Code EOE

Referral Date	Transporter Nom.	MPRN	Site Type	Postcode	Shipper Short Code	CSEP ID	Referral Type	Referral Status
04/04/2015	1234567777	22222222	LDZ Direct Connect	B91 3LT	XOS	--	Seasonal (SLSP)	New

Ok Back

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5.2 SPA

5.2.3 Process

- 4** If there is no referral or this has been accepted, in response to the nomination received, UKLink calculates the relevant transportation charges and provides an offer automatically
- 5** In this phase, the Shipper will send in Confirmation requests to accept the terms quoted in the offer. For a small supply point (SSP with AQ equal or less than 73,200kwh) this is where the process Starts.

5.2 SPA

5.2.4 Process

- 6 On receipt of any file, UKLink undertakes validations to ensure the request is valid and all fields have been supplied correctly.
 - If the file contains rejections then the reason for the rejection needs to be checked, revised and then the file can be resent.
 - For the confirmation an additional validation checks the Confirmation effective date is ≥ 14 calendar days from receipt of confirmation request and < 30 Business days from receipt of confirmation request. For a greenfield site or a re-confirmation this can be as little as 5 Business Days.
 - UKLink will automatically send flows to all relevant customers and the Objection window will open. The Objection window will close on the confirmation date -2 or the file submission date +7 (which ever comes first) .
 - Assuming no objection is met the site will await D-2 date.

5.2 SPA

5.2.5 Process

7

On D-2 Gemini is automatically updated & files to confirm transfer of ownership are sent to all relevant stakeholders.

- A Gemini Work Item (holds details pertaining to the site i.e. the type of confirmation, AQ/SOQ/MNEPOR details, charges etc.) is generated at D-2 for all Confirmations/ Contract Changes
- NTS Sites will be updated by NTS and LDZ Sites will be updated by Xoserve.
- An example of the Item sent both internally within Xoserve and externally to NTS is shown here.
A copy of the work item its sent to networks.

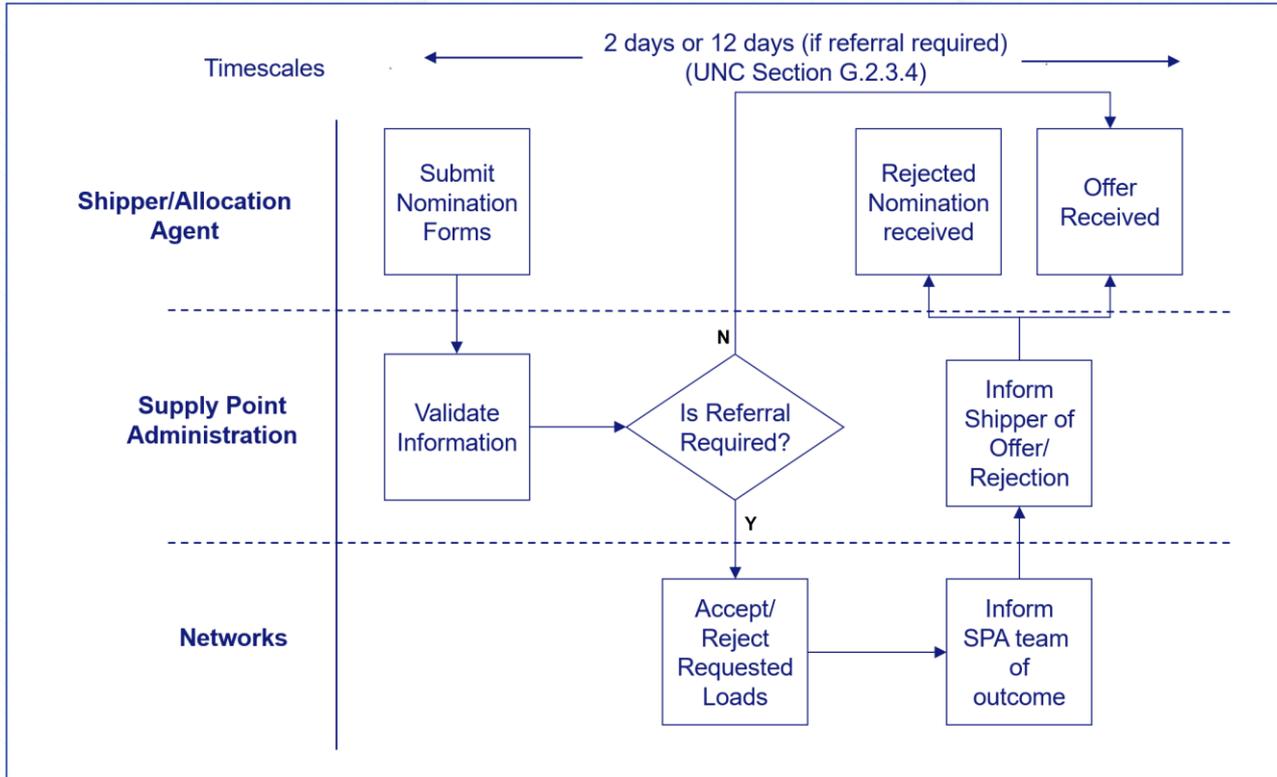


Example of
gemini work item se

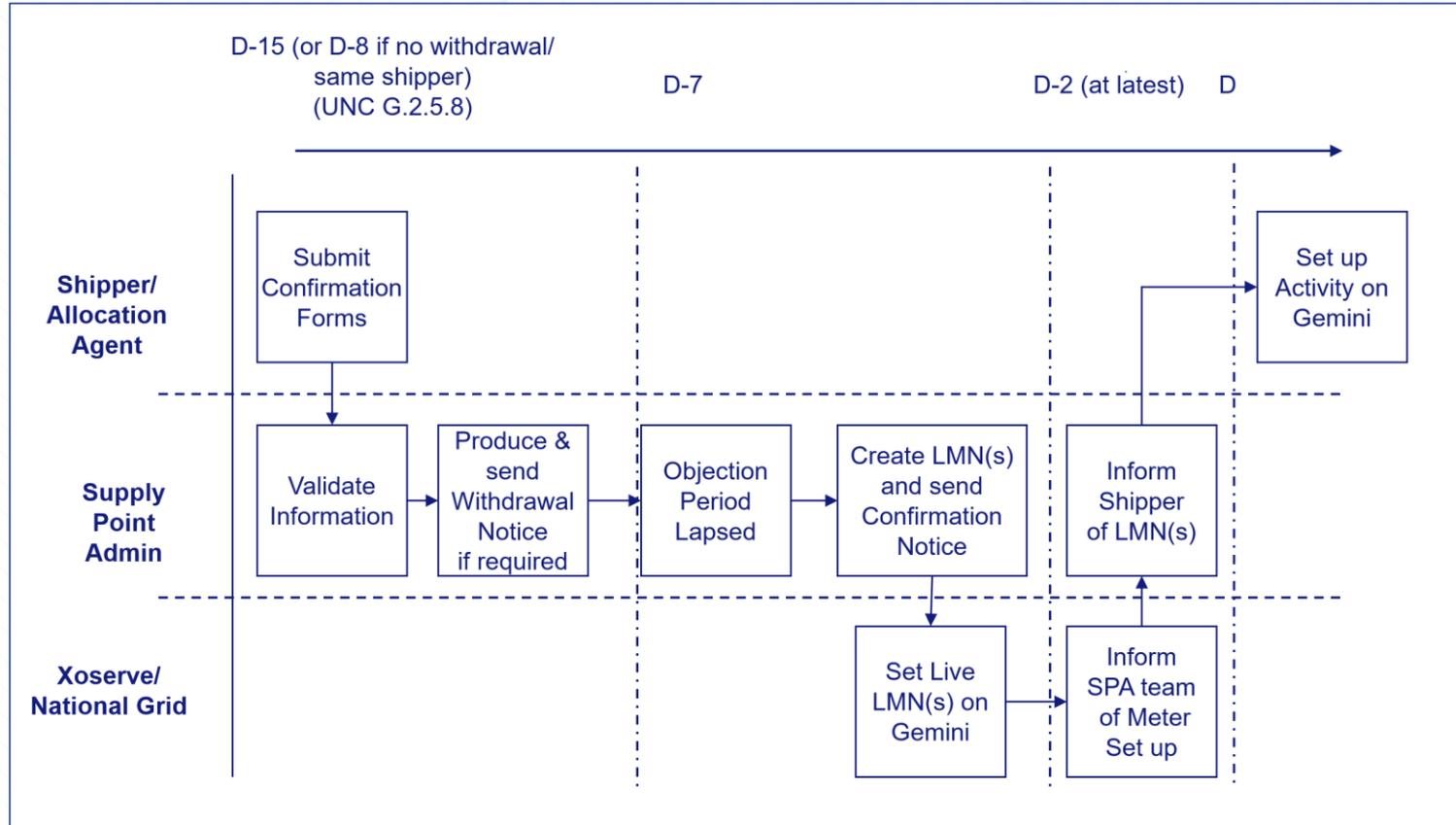
8

The site is live in UKLink on the Confirmation Effective Date (D).

Timescales - Nomination Process



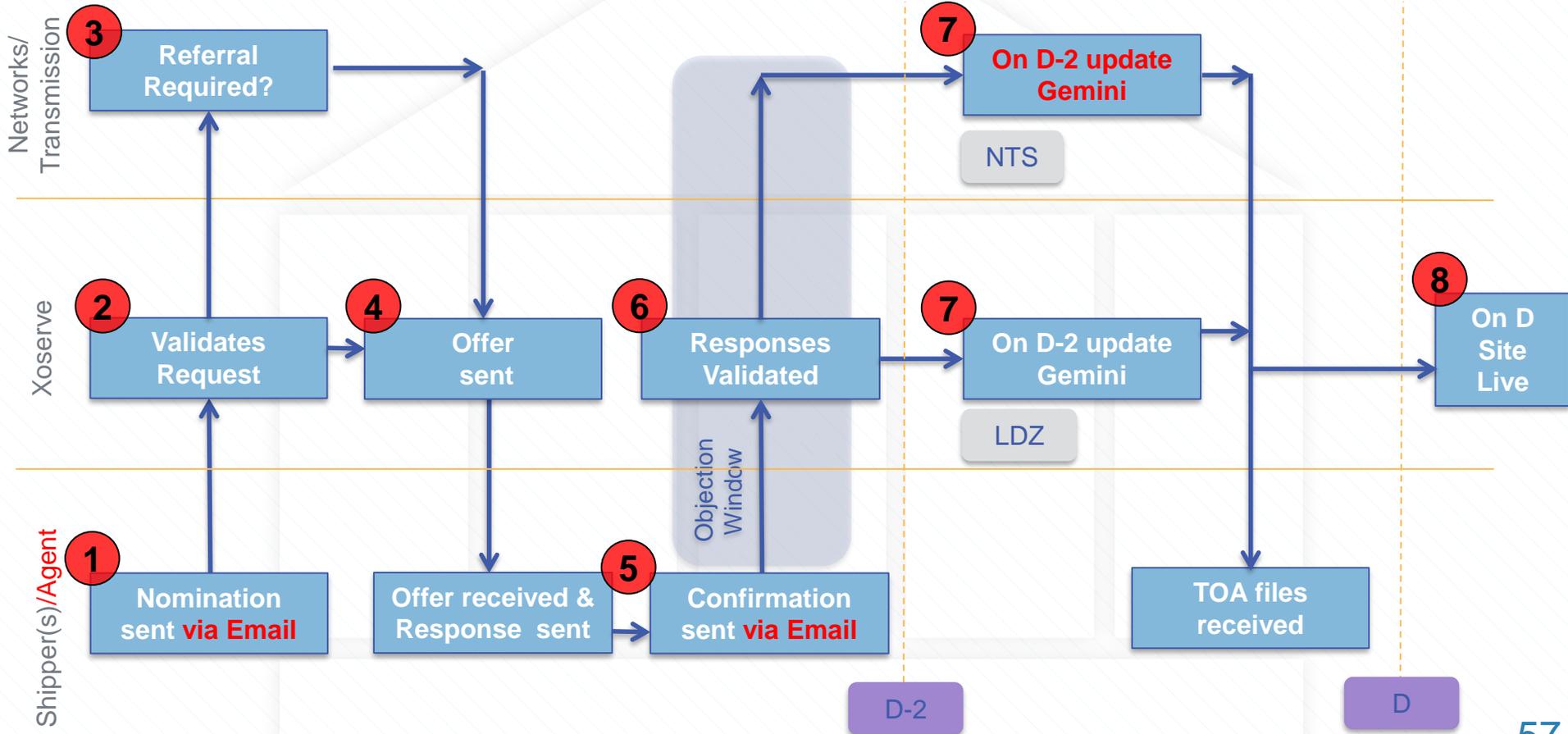
Timescales - Confirmation Process





Chapter 6: Shared Supply SSMP

6.1 Overview of SSMP Process





Chapter 7: Telemetered Sites

7. Telemetered

7.1 Telemetered Introduction

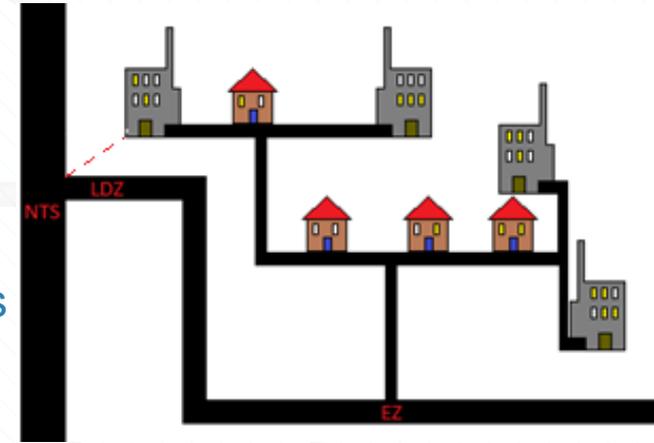
- Telemetry equipment (Telemeter) is used to remotely measure any quantity. It consists of a sensor, a transmission path, a display, recording, or control device.
- Most offtakes from the NTS are telemetered whilst only some offtakes from the LDZ are telemetered.
- Before Nexus Legacy UKLink could not invoice these sites due to their charging complexity, however all sites are now held within and invoiced through UKLink.
- These sites now follow the standard processes. The only difference being on D a manual change is required in UKLink.



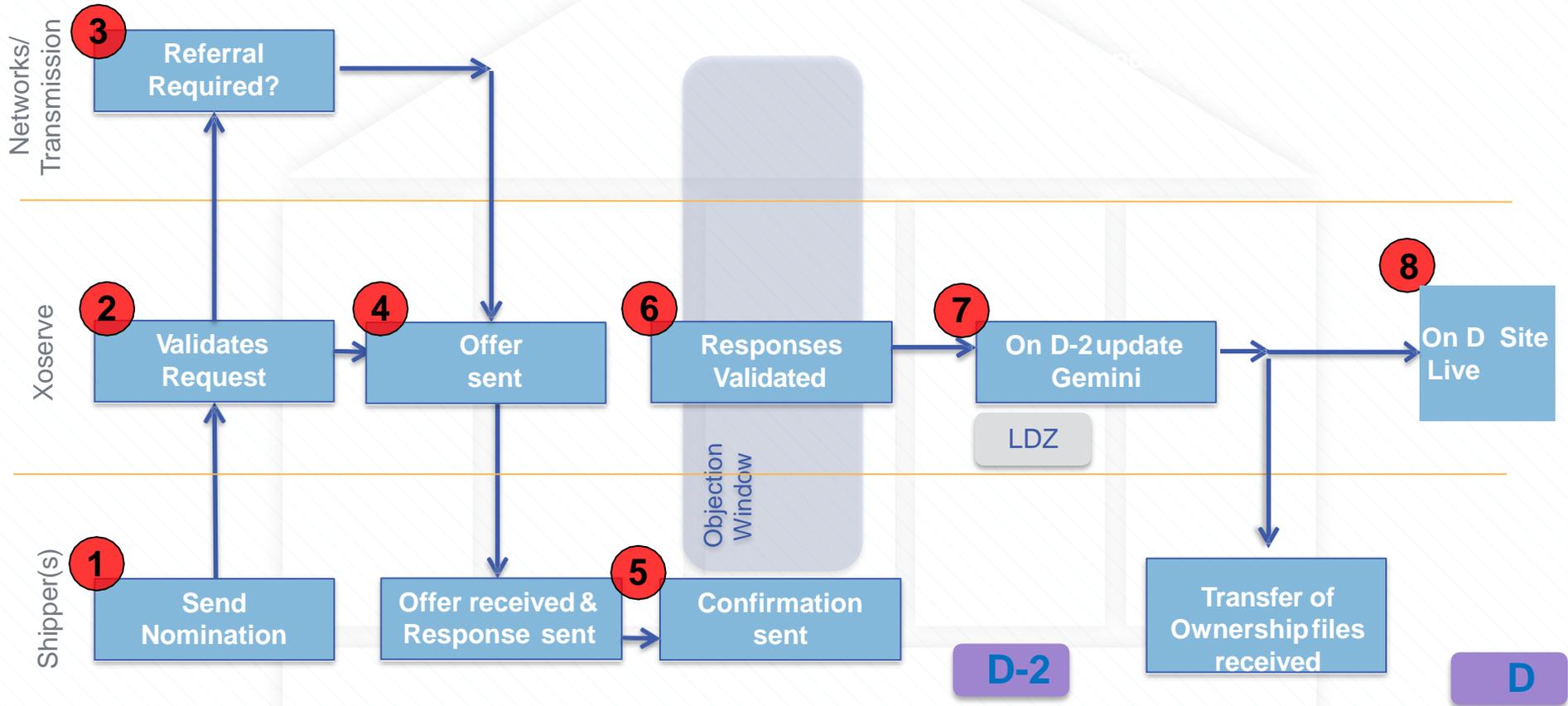
Chapter 8: LDZ Optional Tariff

8.1a Optional Tariff (Shorthaul) Introduction

- To be eligible for Optional Tariffs:
 - **LDZ** (Local Distribution Zone) sites must be located close to the NTS pipeline.
- A Site can then choose to take specific rates/charges
 - Only LDZ Sites can have LDZ Optional TariffCharges are calculated by applying the distance from the Notional Terminal Entry Point.
- To request or remove an LDZ Optional Tariff the standard SPA flow is followed



8.2a SPA Process for LDZ Optional Tariff





Chapter 9: Interconnector Site

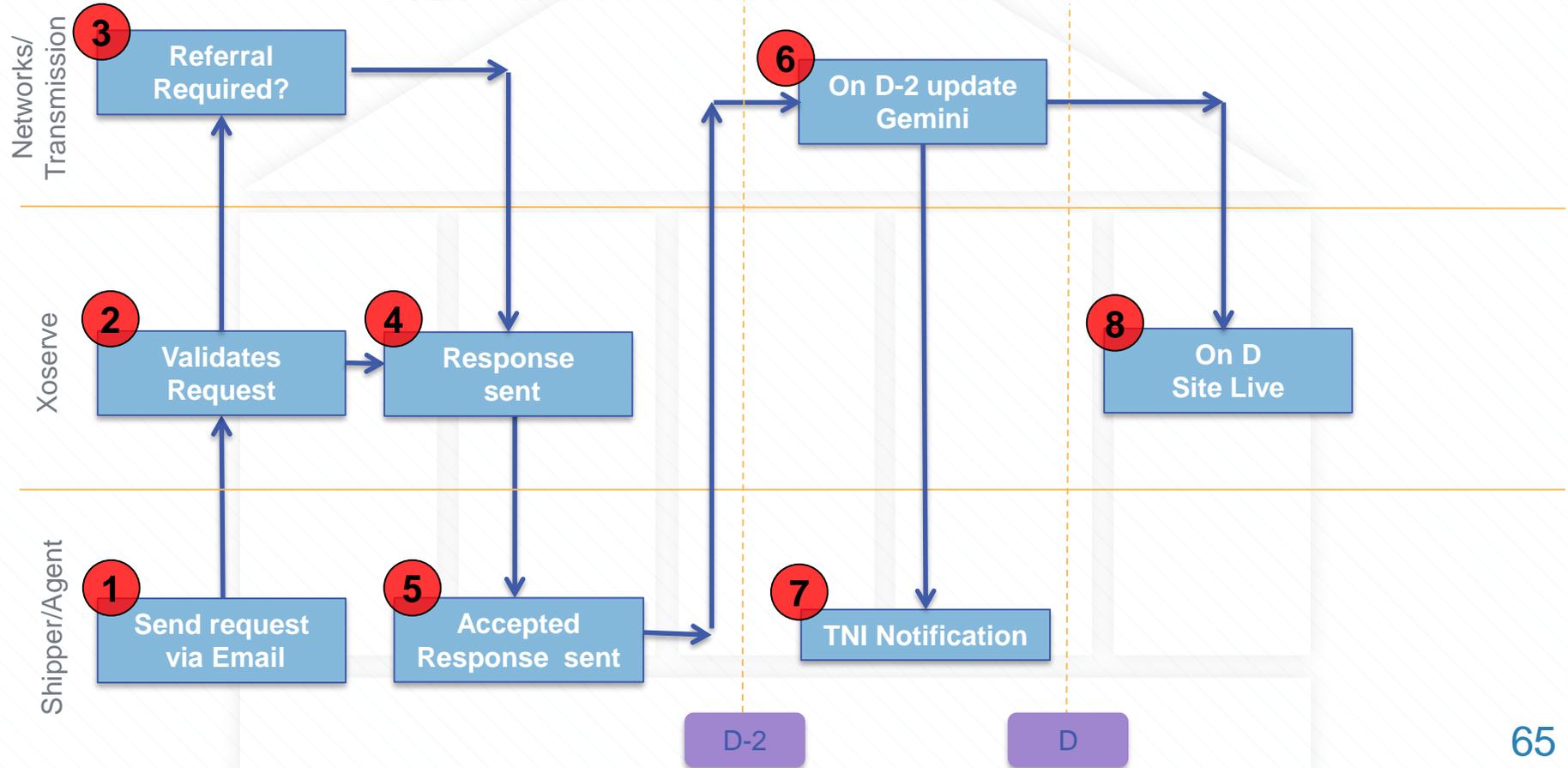
9 Interconnector

9.1 Overview of Interconnector Process

- Site set up of an Interconnector is similar to SSMP sites, with the main difference being that each Shipper works independently of each other. The Shipper books their usage via the Interconnector Agent rather than share the usage between all the Shippers.
- There are 3 Interconnectors:
 - Bacton – Ships gas to and from Belgium
 - Moffatt (IUK) – Ships gas to Ireland and ships gas from Norway
 - BBL – Ships gas to and from the Netherlands
- All Interconnector sites are classed as Telemetered in UKLink.
- Registration to an Interconnector does not require a Nomination, it is a Confirmation only process and there is also no objection window.

9 Interconnector

9.2.1 Interconnector Process

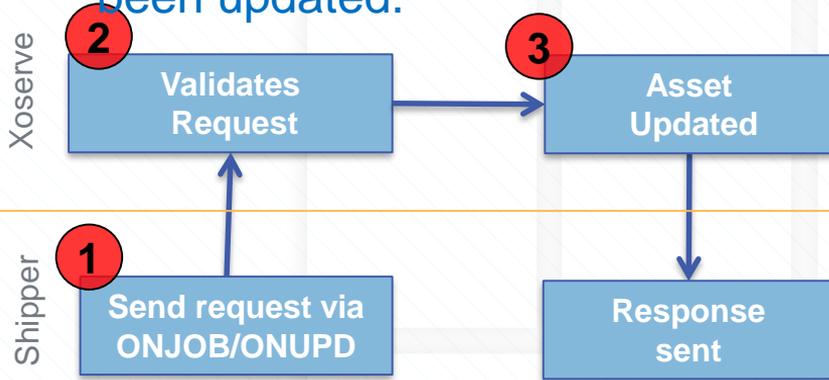




Chapter 10: RGMA (Asset/Device Updates)

10.1 Overview of Standard RGMA Process

- An **ONJOB** is a notification or pre-notification of any asset installation, removal and exchange.
- An **ONUPD** is a notification to update current incorrect asset details. It may also be used to update meter exchanges which have not previously been updated.



1 For Standard sites the same files are used by the Shipper for all RGMA activity and are flowed to and from Xoserve the same way

2 The same validations shown before are used i.e. mandatory fields filled in, correct data used and rejects sent accordingly

3 The details are updated and the files flowed back to the Shipper

10.2 Special Metering Overview

UNIFORM NETWORK CODE – TRANSPORTATION PRINCIPAL DOCUMENT

7.1 General SECTION G – SUPPLY POINTS

7.1.1 For the purposes of the Code:

- (d) “Special Metering Supply Point” is any Supply Point:
- (i) comprising a Supply Meter Point in respect of which a Supply Meter Installation is provided and installed by the Transporter; and
 - (ii) such Supply Meter Point:
 - (1) is a Shared Supply Meter Point; or
 - (2) is comprised within a System Exit Point which is subject to a Special Offtake Arrangement; or
 - (3) which is comprised in an LDZ Specified Exit Point identified within a Supply Point Nomination in respect of which a Supply Point Registration has occurred; or
 - (4) which is comprised in a Notional NTS Connection Point identified within a Supply Point Offer in respect of which a Supply Point Registration has occurred; or
 - (iii) such Supply Meter Installation comprises a Supply Meter to which telemetered equipment has been installed in accordance with Section M6.7.1; or
 - (iv) which the Transporter and the User at such Supply Point have agreed shall be a Special Metering Supply Point.

For some Non-Standard additional support is required to complete the steps and these are carried out manually in UKLink. One of these is Special Metering. This UNC Guidance outlines Special Metering as follows

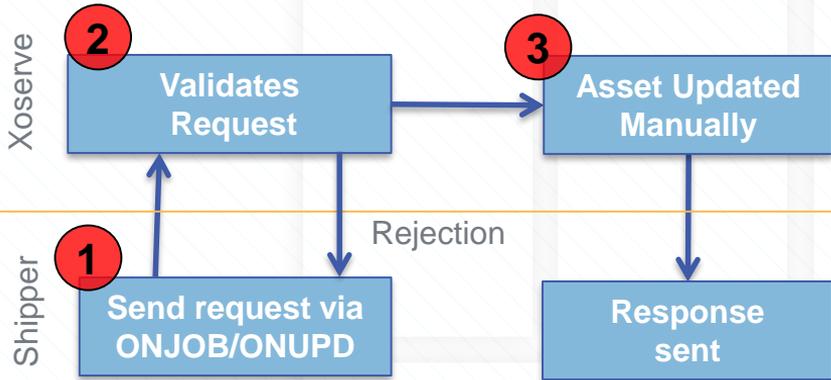
10.3 Twin Stream Overview

There are multiple meters which can be attached to one installation. Gas flows to both meters but Shippers are only invoiced for the site. Convertors and/or daily read equipment may also be present for each meter.

- Twin stream configuration/Asset changes may be initiated via;
 - CMS Contact – AGG Twin Stream Challenge for new sites (already existing)
 - Via RGMA flows from an ONUPD/ONJOB.
- Twin stream can also be part of a shared supply scenario, telemetered and Optional Tariff.
- Reads are received and stored against each device as normal. The volume and energy is aggregated for each device and stored against a logical 'Aggregate' device.

10.4 Overview of Non-Standard RGMA Process

This additional manual activity is performed for special metering and twin stream sites. A rejection is sent Via UK for Special Metering however the changes are still made.



- 1 For Non-Standard sites the same files are used by the Shipper for all RGMA activity and are flowed to and from Xoserve the same way
- 2 The same validations shown before are used. However, if the site has a special metering arrangement it is worked manually
- 3 The details are updated by D+2 after the file is sent and the files flowed back to the Shipper



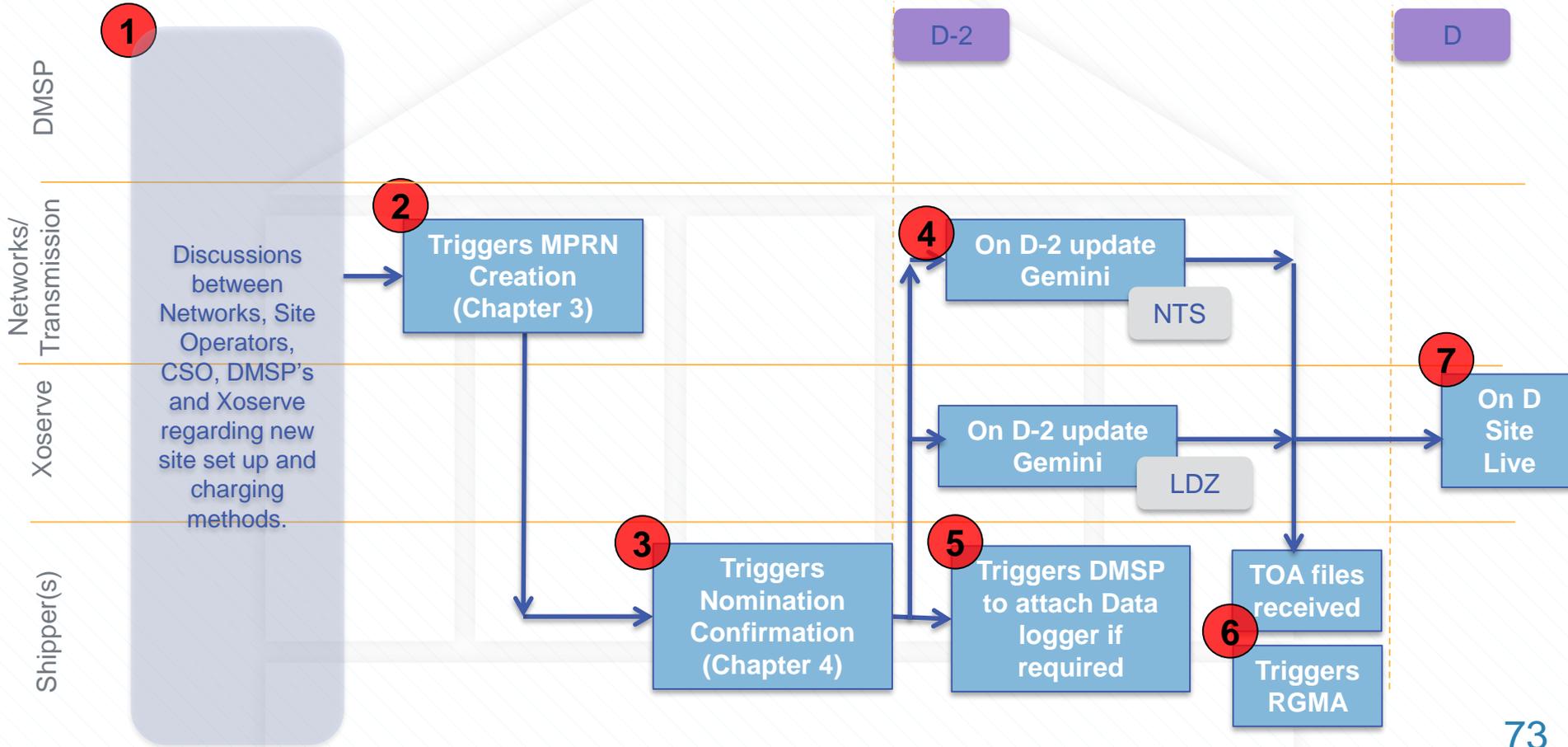
Chapter 11: End to End Processes

11. Asset Notification Process for New Sites

For the end to end process to create a new site we have to piece together the chapters already reviewed.

- The processes must follow a specific order
 1. CSEP creation (only for CSO sites)
 2. MPRN creation
 3. Confirmation
 4. Gemini updates
 5. Asset updates

11.1 Asset Notification Process for New Sites

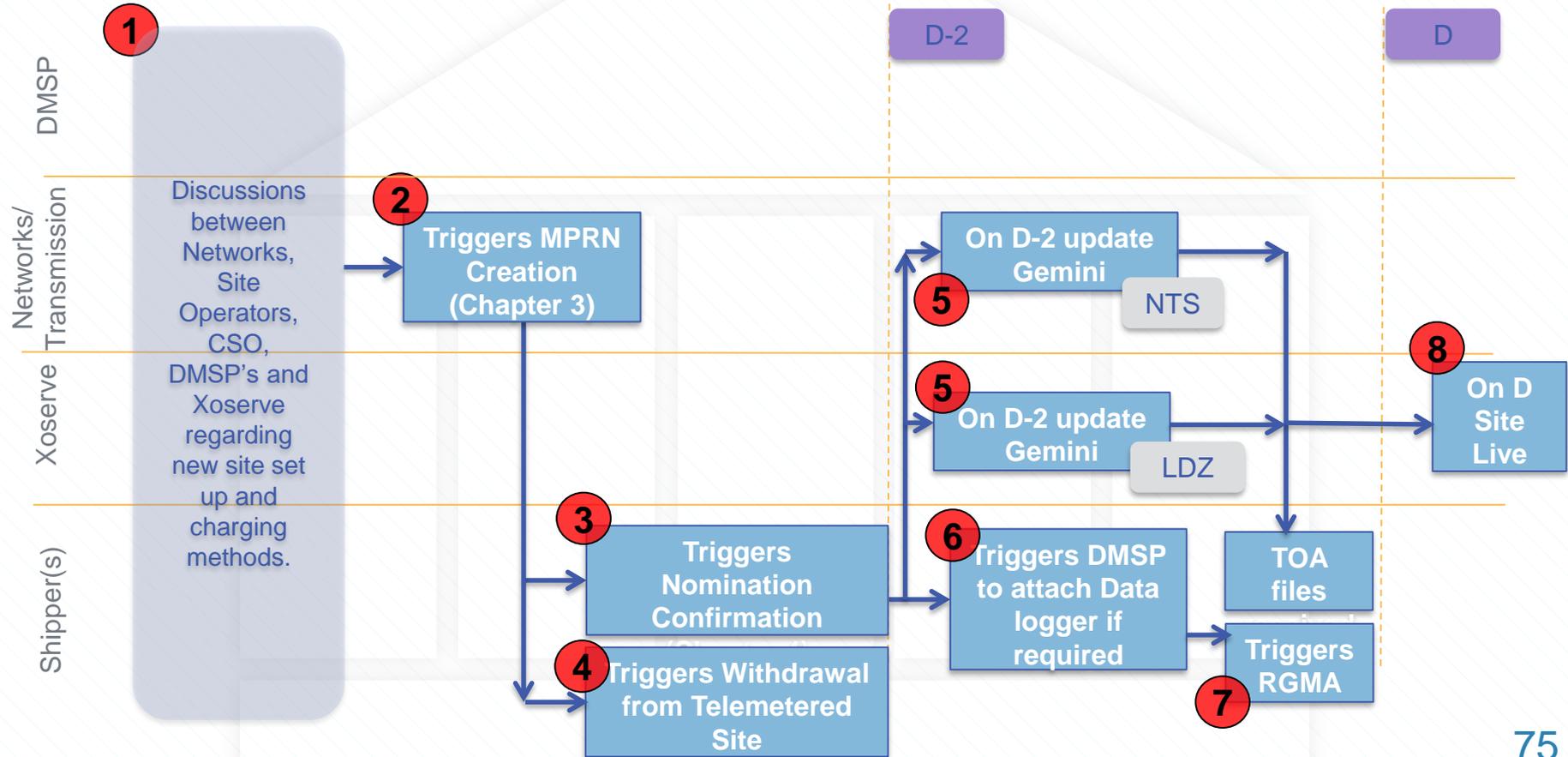


11.2 Asset Notification Process for Telemetered to data logged site

For the end to end process to change a site from telemetered to data logged we have to piece together the chapters already reviewed.

- As we effectively close down one site and create another in the UKLink System, the processes must follow a specific order
 1. CSEP creation (only for CSO sites)
 2. MPRN Creation
 3. Confirmation for new site and withdrawal from old site
 4. Gemini Updates
 5. Asset updates
- If the site changes from data logged to telemetered, we follow the same steps

11.2 Asset Notification Process for Telemetered to Data logged site





Appendix 1 Xoserve Services Portal Nomination Referral Process Overview

Introduction to the Xoserve Services Portal

Supply Point Administration processes are fully automated for the majority of meter points. There are circumstances where intervention is required for a number of reasons. When UKLink encounters a transaction for one of these reasons, a referral is automatically generated by the system.

The referral is either accepted, rejected or amended in the Xoserve Services Portal by the Network. Responses are automatically issued to the relevant parties by the system.

The screenshot shows the Xoserve Services Portal interface. At the top, there is a navigation bar with 'Home', 'UK Link', 'Data Enquiry', and 'User Access'. The 'UK Link' tab is active. In the top right corner, there are links for 'FAQs', 'Help', 'Print', and 'Logout', along with a 'Welcome, Username' message. Below the navigation bar, the page title is 'UK Link / Select Nomination Referrals'. The main content area is titled 'Select Nomination Referrals'. It features a search filter section with a dropdown menu set to 'EA', a 'Referral Type' section with checkboxes for 'Capacity', 'Seasonal (SLSP)' (checked), 'Distance', 'Grid Ref', 'Contractual', and 'All', and a 'Site Type' dropdown set to 'All'. A 'Search' button is located to the right of the filters. Below the filters, there is a table titled 'Nomination Referrals' with a sub-header 'Network Short Code' and 'EOE'. The table has the following columns: Referral Date, Transporter Nom. Ref., MPRN, Site Type, Postcode, Shipper Short Code, CSEP ID, Referral Type, and Referral Status. A single row of data is visible: Referral Date: 04/04/2015, Transporter Nom. Ref.: 1234567777, MPRN: 22222222, Site Type: LDZ Direct Connect, Postcode: B91 3LT, Shipper Short Code: XOS, CSEP ID: --, Referral Type: Seasonal (SLSP), and Referral Status: New. At the bottom of the page, there are 'Ok' and 'Back' buttons, and a footer that reads 'Copyright Xoserve Limited 2015 - All Rights Reserved'.

Unique Sites SPA Introduction

Before the introduction of Project Nexus, amendments to Unique Sites were managed manually via emails and templates.

With the introduction of new UK Link, all unique sites are now managed online using a uniform method of administration. As such, the referral process for unique sites is now also online and managed via the Xoserve Services Portal. Notifications are automatically generated by the system.

Unique Sites Types:

- NTS Direct Connect
- NTS Connected System Operator (CSO)
- NTS Shared Supply

Due to their complex nature, changes to new site setup, CSO or NTS Shared Supply sites are managed through separate processes which will be covered in a separate session.

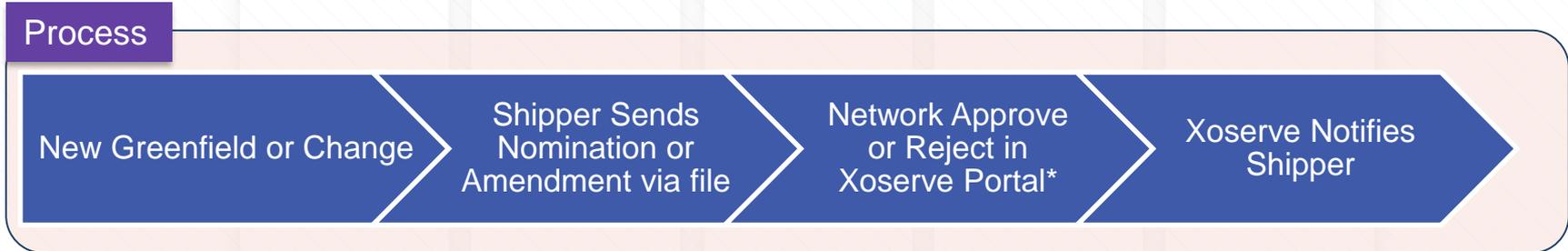
Referral to Network occurs when:

- New greenfield site
- SPA registration process
 - Change of Shipper or current Shipper
- LDZ Shorthaul
 - Distance
 - Terminal Switch

Following implementation of MOD0678 NTS sites no longer refer for Distance and Grid Ref.

Referral Process Overview

Non Standard sites are managed online using a uniform method of administration. As such, the referral process for unique sites is now also online and managed via the Xoserve Services Portal. Notifications are automatically generated by the system.



*For Interconnectors only this will be sent via email.

Xoserve Services Portal Menu

Print | Logout
Welcome, sstest08

Home UK Link User Access

UK Link

The Portal Service enables Xoserve to provide its customers with the ability to carry out transactions where the organisation has permission to do so.

I Accept the Terms of Use

User Access

These services are provided to enable Users of their own accounts and passwords, and for designated Local Security Officers (LSO) to manage user accounts within their own organisation

I Accept the Terms of Use

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Registered in England and Wales. Company No. 5046877. VAT Registration No. 851 6025 43

The user is automatically logged out if idle for 20 minutes. Use the **Logout** option to close the session. Closing the window will not log out of the system and therefore the system will believe the user is already logged in and cannot log in again.

The Xoserve Services Portal landing page. Select either:

- UKLink application
- User Access (to change password and setup security questions).

FAQs | Print | Close
Welcome, sstest08

Home UK Link User Access

UK Link

Amendment Referrals

Nomination Referrals

DNI Contracts

Record No Access Notes

Meter Asset

Shipper Payment Report

GSR Data Extract

UK Link

The Portal Service enables Xoserve to provide its customers with the ability to carry out transactions where the organisation has permission to do so.

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The menu options are dependent upon the user's security permissions.

Select Nomination

LDZ Referral Type EA Site Type All

Capacity Seasonal (SLSP) Distance Grid Ref Contractual All Search

Nomination Referrals

Network Short Code EOE

Referral Date	Transporter Nom. Ref.	MPRN	Site Type	Postcode	Shipper Short Code	CSEP ID	Referral Type	Referral Status
04/04/2015	1234567777	22222222	LDZ Direct Connect	B91 3LT	XOS	--	Seasonal (SLSP)	New

Ok Back

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Filter Criteria
Press Search to display matching records

Outstanding Referrals
Referrals matching the selection criteria are displayed. Highlight the record and press OK to open the referral.

Press **OK** to open the referral

Press **Back** to return to the Menu

Nomination Referral Details

Nomination Referral Details			
LDZ XXX	Meter Point Reference 999999999	Confirmation Reference 999999999	CSEP ID
Meter Point Details			
Network Short Code	XXX	Shipper Short Code	XXX
Supply Meter Point Class	1	Site Type	LDZ Direct Connect
Site work Reference Address	XXXXXX, XXXXXX, XXXXXX		
MRF Type	D	Current Year Min SOQ	
Current DM SOQ	430000	Current DM SHQ	18000
Current Priority SMP Type		Modified Date	31/10/2017
Current SLSP Start Month		Modified Time	1343
Current SLSP End Month		Modified By	ssotest88
Capacity Referral			
Requested DM SOQ	430000	Requested DM SHQ	18000
Offered SOQ	<input type="text" value="430000"/>	Offered SHQ	<input type="text" value="18000"/>
<input type="radio"/> Accept <input type="radio"/> Amend			

A summary of the Meter Point and nomination details are displayed.

Unique Site Referral Details

The screenshot shows a web form with several sections:

- NTS Distance Referral:** Includes input fields for Grid Ref Entry Point, Grid Ref Exit Point, and NTS Distance. It has radio buttons for Accept, Amend, and Reject, and a Rejection Code dropdown.
- LDZ Distance Referral:** Includes input fields for Grid Ref Entry Point, Grid Ref Exit Point, and LDZ Distance. It has radio buttons for Accept, Amend, and Reject, and a Rejection Code dropdown.
- Signatory Referral:** Includes a dropdown for Contractual Arrangement Agreed (set to Yes), radio buttons for Accept and Reject, and a Rejection Code dropdown.
- SLSP Referral Request:** Includes input fields for Seasonal LSP Start Month (04) and Seasonal LSP End Month (09). It has radio buttons for Accept and Reject, and a Rejection Code dropdown.
- Referral Comments:** Includes a checkbox for In Progress, a text area for Referral Progress, and a text area for Referral Response Comments.
- Buttons:** Ok and Back buttons at the bottom left.

Callouts point to various elements: the 'In Progress' checkbox, the 'Referral Progress' and 'Referral Response Comments' text areas, the 'Ok' button, and the 'Back' button.

Depending on the referral type, there are sections to enter the relevant data and accept or reject the request. Industry Standard Rejection codes are selected from dropdown list.

Select **In Progress** if the referral not yet complete

Referral Progress comments are internal only

Referral Response Comments are shared with the Shipper

Press **OK** to save the changes.

Press **Back** to return to the Menu.

Following implementation of MOD0678 NTS sites no longer refer for Distance and Grid Ref.

Select Amendment Referral

LDZ
Referral Type

EA
Capacity Priority Distance Grid Ref All

Site Type All

Search

Amendment Referrals

Network Short Code ABC

Referral Date	Conf Ref	MPRN	Site Type	Postcode	Shipper Short Code	CSEP ID	Referral Type	Referral Status
07/04/2015	123456789	11111111	LDZ Direct Connect	B91 3LT	XOS	--	Capacity	New
07/04/2015	123456799	22222222	LDZ Direct Connect	B91 3LT	XOS	--	Priority	New

Ok Back

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Filter Criteria

Press Search to display matching records

Outstanding Referrals

Referrals matching the selection criteria are displayed. Highlight the record and press OK to open the referral.

Press **OK** to open the referral.

Press **Back** to return to the Menu.

Amendment Referral Details

UK Link / Select Amendment Referrals / Amendment Referral Details

Amendment Referral Details

LDZ	Meter Point Reference	Confirmation Reference	CSEP ID
EA	11111111	123456789	--

Meter Point Details			
Network Short Code	ABC	Shipper Short Code	XOS
Supply Meter Point Class	1	Site Type	LDZ Direct Connect
Site work Reference	111222333		
Address	31 HOMER ROAD, SOLIHULL, WEST MIDLANDS, B91 3LT		
MRF Type	D	Current Year Min SOQ	750000
Current DM SOQ	780000	Current DM SHQ	34665
Current Priority SMP Type	--	Modified Date	07/04/2015
Current SLSP Start Month	--	Modified Time	15:25:00
Current SLSP End Month	--	Modified By	XOS0004

CSEP Details			
CSEP IGT	--		
CSEP MAX AQ	--	CSEP MAX SOQ	--
Directly Connected CSEP ID	--	Directly Connected CSEP IGT	--
Directly Connected CSEP MAX AQ	--	Directly Connected CSEP MAX SOQ	--

A summary of the Meter Point and referral details are displayed.

Unique Site Referral Details

Capacity Referral

Requested DM SOQ: 800000
Offered SOQ:
Requested Effective Date: 05/05/2015
Referral Response Comments:

Requested DM SHQ: 34665
Offered SHQ:
 Accept Amend Reject
Rejection Code:

NTS Distance Referral

Grid Ref Entry Point:
Grid Ref Exit Point:
NTS Distance:
Referral Response Comments:

Accept Amend Reject
Rejection Code:

Priority Referral

New Priority SMP Type: --
Referral Response Comments:

Accept Reject
Rejection Code:

Referral Comments

In Progress:
Referral Progress:

Ok Back

Depending on the referral type, there are sections to enter the relevant data and accept or reject the request.

Referral Response Comments are shared with the Shipper

Select **In Progress** if the referral not yet complete

Referral Progress comments are internal only

Press **OK** to save the changes.

Press **Back** to return to the Menu.

Following implementation of MOD0678 NTS sites no longer refer for Distance and Grid Ref.



Appendix 2 Email Validation

CSO Registration Email Authorisation

To authorise an email address for CSO file submission:

<https://www.xoserve.com/resources/?customers=Consumer;&category=&resources=Document;ExternalLink;&topic=&search=>

Select the relevant form, complete the details and send.

The screenshot shows the Xoserve website's 'Resources' page. The navigation bar includes 'About Us', 'Services', 'Systems', 'Change', 'Resources', 'Communications', and 'Contact Us'. A search bar is located on the right. A dropdown menu is open, showing a list of resources with checkboxes. The resource 'Connected System Operator Changes – Inbound and Outbound Files' is selected. Below the list, there are two columns of information for the selected resource, each with a 'Visit' button and a link icon. The first column shows the date '18th JAN 2019' and the title 'Connected System Operator Changes – Inbound and Outbound Files'. The second column shows the date '18th JAN 2019' and the title 'Notification of Shipper Accession to iGT Network'. A 'Help' button is visible on the right side of the page.

The screenshot shows the registration form for email authorisation. The navigation bar includes 'About Us', 'Services', 'Systems', 'Change', and 'Resources'. A dropdown menu is open, showing a list of resources with checkboxes. The resource 'Connected System Operator Changes – Inbound and Outbound Files' is selected. Below the list, there are two columns of information for the selected resource, each with a 'Visit' button and a link icon. The first column shows the date '18th JAN 2019' and the title 'Connected System Operator Changes – Inbound and Outbound Files'. The second column shows the date '18th JAN 2019' and the title 'Notification of Shipper Accession to iGT Network'. A 'Help' button is visible on the right side of the page.

Home > Connected System Operator Changes – Inbound and Outbound Files

Please ensure you fill out the required fields marked with an asterisk (*)

Your Name *

Your Email *

Telephone Number *

Organisation Name *



Appendix 3 Non-Standard Sites Associated Invoice & Charge Types

Non-Standard Sites Associated Invoice Charge Types

INV Type	Charge Type	Date of Issue	Inv Short Code	SI Short Code
BAL	DXS & DCS -	M+23 business day	INV	IDB
	Scheduling DCs & DCT –			
	Shipper Level			
CAZ – LDZ Shorthaul	881 – LDZ	M+4 business day	INV	ZCS
COM	877 – Non Shorthaul	M+8 business day	INV	COM

For more details please refer to the charge type mapping document on our website:
https://www.xoserve.com/media/39922/comprehensive-invoices-charge-types_v5.xlsx



Billing Changes

Billing Changes following MOD0678 Implementation

- All NTS Commodity Charges will be non-Transmission Charges from 01/10/2020 and will be managed via the normal pricing review process and publication of the NTS Transportation Charges Statements.
- The NTS optional Commodity rate Charge Type: 880 is no longer present on the Commodity Invoice. All sites will incur Standard Commodity charges: NCO/877/892

Charge Code	Charge Type	Charge Description	Price Change Effective Date YYYYMMDD	Pence per Unit	
					C3
NCO		NTS Exit Commodity			

Billing Changes following MOD0678 Implementation

NGT will combine the rates which will now only be the SO rate.

The below snapshot shows the new charges under Charge Code: NCO

Invoice	Charge Code
COM	NCO

	Pence per kWh
Non-Transmission Services Exit	0.0128

Billing Changes following MOD0678 Implementation

NGT have also combined the rates for the Entry Commodity which will now only be the SO rate.

The below snapshot shows the new charges under Charge Code: ECS

Table 23 General Non-Transmission Services Charges

Invoice	Charge Code
ECO	ECS

	Pence per kWh
Non-Transmission Services Entry	0.0128



Appendix 4

Network Monthly Reports

List of Reports

- SCH606 Network Report
- XO6 CSEPs Premise Report
- NDM CSEP Report
- Network AQ Monitoring Report
- CSEP Hierarchy Report
- DM CSEP Portfolio Report
- Emergency Contacts Report
- Genif Report

The following Report is issued to iGT's

- iGT AQ Monitoring Report

Reports sent directly to NG:

- **NTS Emergency Contacts Report:** This report lists the emergency contacts for the NTS Sites
- **NTS Genif Report:** This report contains the portfolio data for the NTS sites.
- **NTS OFGEM Report** –New reports following implementation of MOD678.

NG- NTS Genif Report

No of fields - 20

OFFTAKE	SITE_ID	SITE_NAME	SITE_TYPE_ID	TYPE_ID_DATE_ON	TYPE_ID_DATE_OFF	LOGICAL_METER_NUMBER	SHIPPER_SHORTCODE	SHIPPER_NAME	DATE_ON
---------	---------	-----------	--------------	-----------------	------------------	----------------------	-------------------	--------------	---------

DATE_OFF	LOAD_TYPE	LMN_AQ	LASTOFLMN_SHQ	LASTOFLMN_SOQ	LDZ	NWO_SHORT_CODE	DN	AGENT/NG	METERED_TELEMETERED
----------	-----------	--------	---------------	---------------	-----	----------------	----	----------	---------------------

1292 CSEP Hierarchy Nested CSEPs

Details relating to your Nested CSEPs

Rpt ID: 1292 CSEP HIERARCHY FOR NESTED CSEPS QT2		No Of Fields: 15												
PRODUCTION_DATE	HIERARCHY_LEVEL	Level	CSEP_ID	IGT_SHORT_CODE	IGT_PROJECT_REFERENCE	IGT_REFERENCE_NUMBER	PARENT_CSEP_ID	CSEP_SITE_NAME	CSEP_POST_TOWN	CSEP_POSTCODE_OU	LOZ_IDENTIFIER	CSEP_EXIT_ZONE	CSEP_CONNECTION_MAX_AQ	TOTAL_SMP_AQ_FOR_CSEP_CONNECTION

Unique Sites Genif Report

This provides portfolio data for sites which are classified as Non Standard

UNIQUE SITES GENIF REPORT										
No Of Fields: 20										
OFFTAKE	SITE_ID	SITE_NAME	SITE_TYPE_ID	TYPE_ID_DATE_ON	TYPE_ID_DATE_OFF	LOGICAL_METER_NUMBER	SHIPPER_SHORTCODE	SHIPPER_NAME	DATE_ON	DATE_OFF
DATE_OFF	LOAD_TYPE	LMN_AQ	LASTOPLMN_SHQ	LASTOPLMN_SOQ	LDZ	HWO_SHORT_CODE	DN	AGENTING	METERED_TELEMETERED	

SCH608 AQ Monitoring Report

Report highlights AQ movement for iGT Sites

ADL SCH608 IGT AQ MONITORING REPORT		No. Of Fields: 10							
NWO	PGT Full Name	LDZ	Site Name	Max AQ	Total Nom AQ	% of Max AQ	Status	DNO Reference	Nested CSEF Indicator

Network AQ Monitoring Report

Report highlights AQ movement for iGT Sites

NETWORK AQ MONITORING REPORT		No Of Fields: 10							
NWO	PGT Full Name	LDZ	Site Name	Max AQ	Total Nom AQ	% of Max AQ	Status	DNO Reference	Nested CSEF Indicator
BOTH TABLES	BOTH TABLES	BOTH TABLES	BOTH TABLES	BOTH TABLES	BOTH TABLES	BOTH TABLES	BOTH TABLES	BOTH TABLES	BOTH TABLES

Unique Sites DM CSEP Portfolio Report

This provides portfolio details for your DM CSEP Sites

UNIQUE SITES DM CSEP PORTFOLIO REPORT GT2		No Of Fields: 19							
NTS/RTS/INTERCONNECTOR/	Site ID	Site Name	MFR	Postcode	CSEP(Y/N)	Logical Meter Number (LMN)	NTS Shorthaul	RTS Shorthaul	SSC

Shipper Name	Load Type	ACID (KWH)	SOQ (KWH)	SHC (KWH)	LDZ	Exit Zone	NWC	Agent/Transporter Service
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SPA09 NDM CSEP Report

Site information relating to your NDM CSEP Sites

SPA09 NDM CSEP REPORT TOT		No of Fields: 26						
CSEP Name	CS_ADDR1	CS_ADDR2	CS_ADDR3	CS_ADDR4	CS_POSTCODE	CS_LDZ	CS_PARENT	CS_EXT

CSEP First Active	Max CS_AQ	DIST_CODE	POT_FULL_NAME	POT_ID	MTR_LOOMET	NDM_AQ	NDM_SIQ	NDM_START	No of ISEPS	No of Supply Points	Emergency Cover	Gas Flowing
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NDM_EUC	SHIPPERS_NAME	CS_DNO_REF	CS_NBSID_CSEP
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Unique Sites Emergency Contacts Report

Report provides Emergency Contact Details that we hold for Non Standard Sites

UNIQUE SITES NTS EMERGENCY CONTACTS REPORT		No Of Fields: 14											
NTS/RTS/INTERCONNECTOR	Site ID	Site Name	Postcode	CSBP(Y/N)	Logical Meter Number (L/M/N)	SBC	Shipper Name	Load_Type	ADQ (KWH)	SOQ (KWH)	SHQ (KWH)	LDZ	Emergency Contact Details



Appendix 5

Update - Potential Change Requests

Update on Change requests

- Alert NTS Network that an action is pending in Portal – You should now receive an email to advise that a referral has been placed in the Portal that requires attention.

This mail has been sent from an external source. Treat hyperlinks and attachments in this email with caution**

Dear Sir/Madam,

A referral has been triggered for the below data. Kindly action the referral at the earliest.

MPRN: 123456789

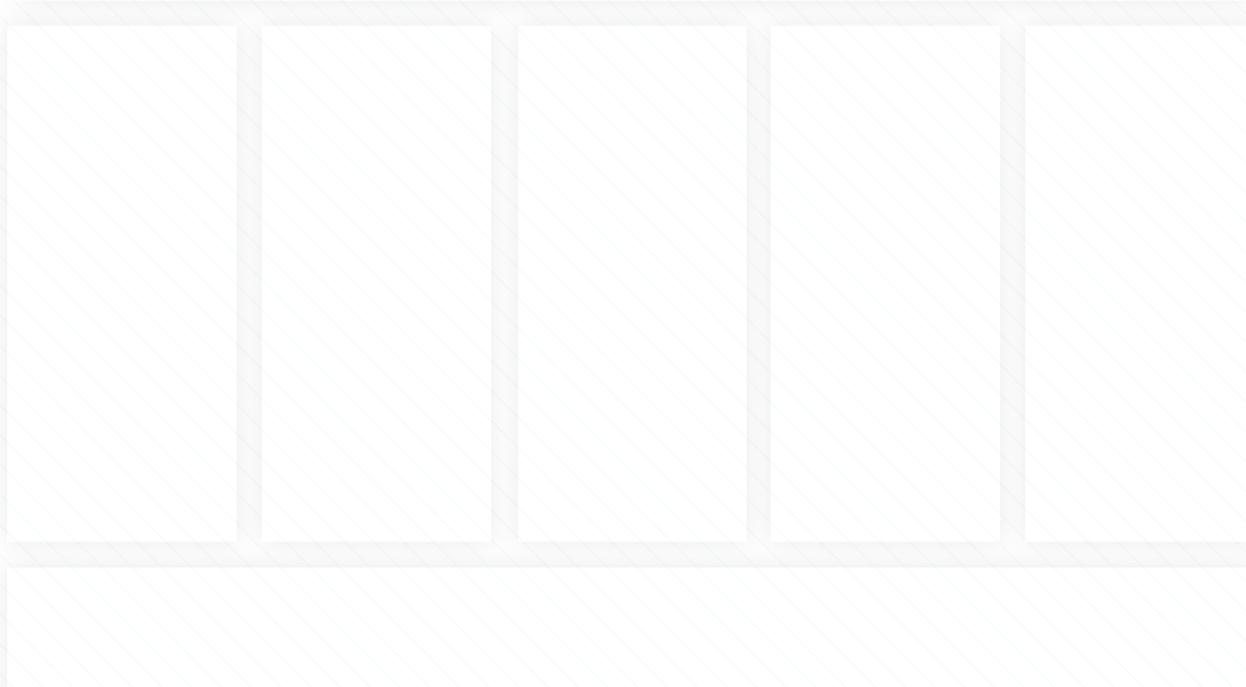
Site Name: Lansdown Gate

This is an automated email account, please do not respond as it is not being monitored.

Regards,
Xoserve UK Link.

Potential Change requests

- Work Items to be auto sent to Networks Portal, rather than come to desk to be emailed. – Change request raised.



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