



**Non-Standard Sites
Administration Processes
Agent Guide**

Chapter Index

1. Introduction	3
2. Shared Supply Meter Point Nomination Template	5
3. Telemetered Energy	14
4. Datalogged Energy	15

Appendix Index

1. Submission Authorisation	22
2. Templates	24
3. Useful Contacts	27



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.



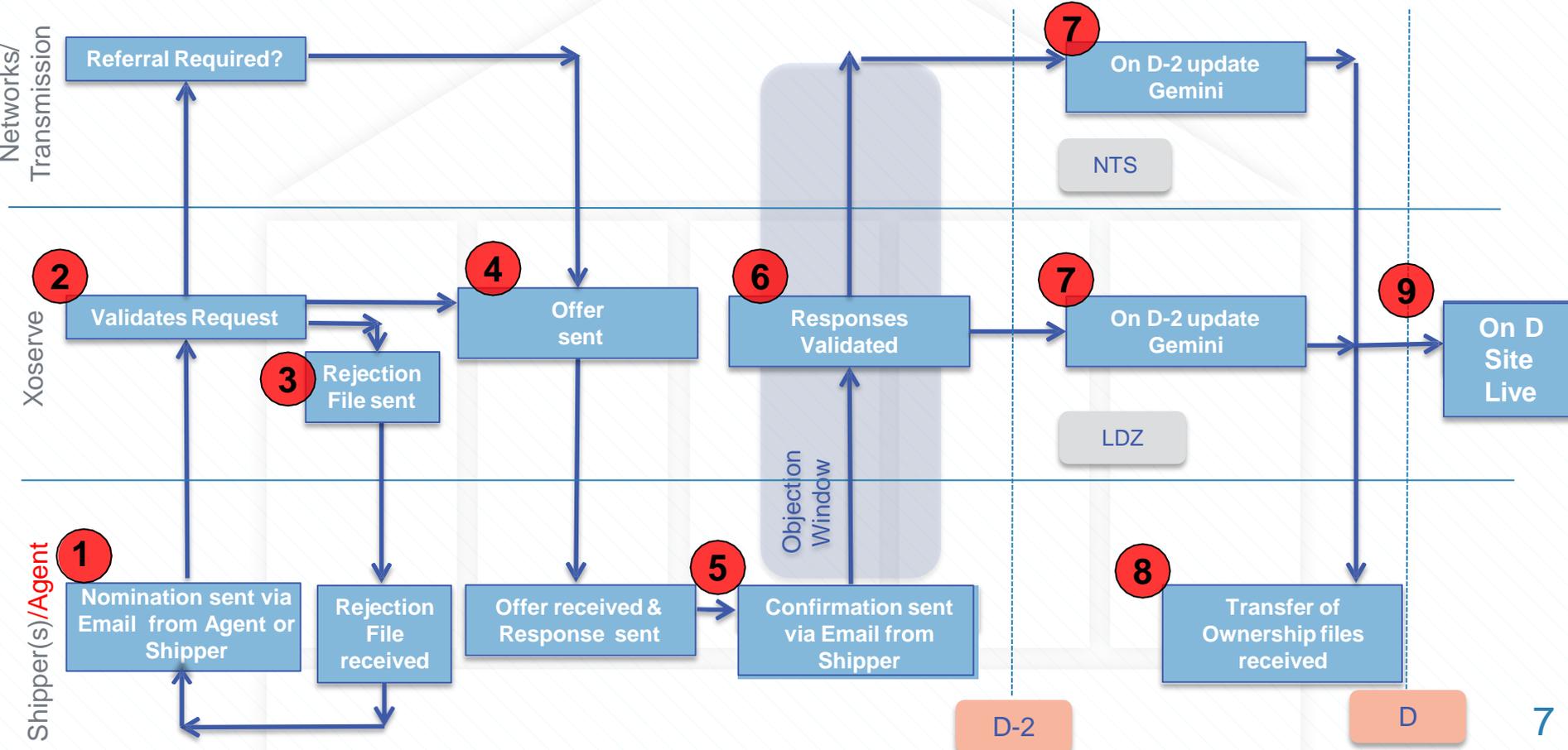
Chapter 2: Nomination & Confirmation Process- Shared Supply Meter Points (SSMP)

2 Shared Supply Process Introduction

- The SPA process flow is now used for all changes to SSMP sites, for all requests* including:-
 - New Shippers
 - Leaving Shippers
 - Change of Agent
 - Change to/from LDZ Shorthaul
 - Change % Share
- Due to the low volumes and complexity of Shared Supply scenarios, the standard SPA process is initiated by a template submission.

*Shared sites cannot make any amendments e.g. capacity referral as this will follow the standard nomination, confirmation process

2.1 SSMP Process Overview



2.3 Shared Supply Template

1 A Shipper OR Agent completes Shared Supply template (SNO) before submitting the request via email

- The nomination (NOM) file format in the standard SPA process is replaced by a template. Users will complete the Excel spreadsheet template with the relevant SPA information.
- The Shipper/Agent emails the template file to Xoserve for processing. The submitting email address must be authorised for the process to prevent fraud. If an email is received from an unauthorised user, the file/template will be rejected. See Appendix for registering as an authorised requestor.
- Shippers and Agents who submit Shared Supply nominations must be authorised.

Xoserve maintains the list of authorised email addresses. For ease of use, Xoserve recommends a group email address for submissions rather than named contacts to reduce administration for personnel changes.

2.3 Shared Supply Template

2.3.1 Completing the Template

- To start the SPA process a nomination request is required detailing the sharing users requirements. The request is made by submitting a template file by email as described previously.
- The Shared Supply templates are Excel documents which are completed by the Shipper/Agent. There is no validation within the Excel document, therefore, the user must enter and check their data before submission.
- All email fields within the template should be in plain text with no hyperlinks
- For nomination, the template **SSMP_Nomination_SNO.xls** should be completed with all of the details from the Registering Users (or the appointed Allocation Agent).
- An example of a completed SNO template for a Meter Point Reference with more than one Registering User:



SNO Template
Example

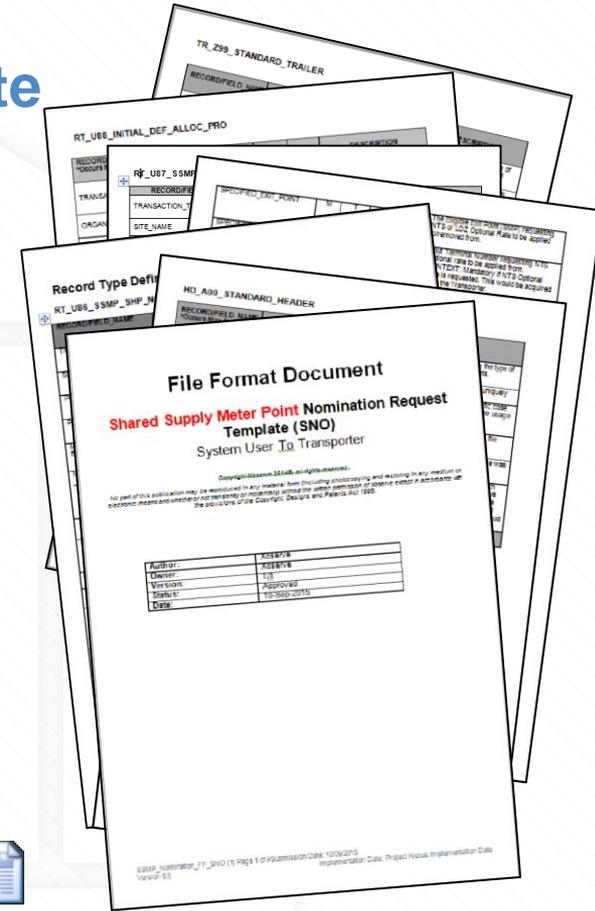
Example SNO
template

2.3 Shared Supply Template

2.3.2 Completing the Template

RT_U88_INITIAL_DEF_ALLOC_PRO

RECORD/FIELD_NAME *Occurs Max 10*	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	A code identifying the type of response that this record represents. VALUE : U88
ORGANISATION_ID	M	N	10	0	DEFINITION: A reference which uniquely identifies a User/Organisation.
SITE_NAME	O	T	50	0	The name of the site associated to the Supply Meter Point(s).
AGENT_ORGANISATION_ID	O	N	10	0	DEFINITION: A reference which uniquely identifies an Allocation Agent Organisation.
AGENT_COMPANY_NAME	O	T	50	0	DEFINITION: The full name of the Agent organisation. If Transporter Service not required.
START_DATE_FOR_SSMP	O	D	8	0	DEFINITION: The start date of the allocation agreement to start for the SSMP arrangement.
SHIPPER_CODE_SHORT	M	T	3	0	DEFINITION: The unique, Short Code for the Organisation, this identifies the Shipper.
SHIPPER_SHARE_PERCENT AGE	M	N	5	2	DEFINITION: This field identifies the default allocation percentage to be assigned to the Shipper. VALUE: 000.00
Total			139		



SNO File Format Document

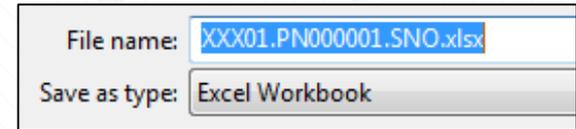
XRN4376 (MOD0678)- Gas Charging Regime

- This modification proposed to introduce a new Gas Transmission Charging regime that produces stable and predictable transportation charging and is compliant with the forthcoming EU Tariff Code (Regulation 2017/460).
- The Transportation Charging Methodology which was currently in place for the calculation of Gas Transmission charges, and the methodology to recover Transmission Owner (TO) and System Operator (SO) revenue through Entry and Exit charges, had been in place for a number of years. Whilst there have been some changes in the last ten years, the basic approach to calculating Entry and Exit Capacity charges and the approach to revenue recovery had not substantially changed.
- MOD0678 Implementation of Code to UK-Link implemented from 1st October 2020 – Meaning that NTS Optional Rate is no longer available.
- The system will check for the field NTS_OPTIONAL_RATE_APPLICABLE. If the value received is 'Y' in the Nomination/Confirmation file then the request will be rejected with new rejection code **NOM00062: “The NTS Optional Rate cannot be requested”**.

2.4 SSMP Template Submission

All files submitted to Xoserve must be correctly formatted. The template filename indicates the type of file flow (template), submitting user.

- The file name should be named as **XXX01.PN000001.YYY**
 - **XXX** being the Shipper Short Code or Agent Short Code
 - **PN000001 unique number** (incrementing with each submission)
 - **.YYY** will be the appropriate template short code e.g. .SNO
- Save the document with file type of Excel Workbook
- Create an email to xoserveinterface@xoserveservices.com
 - Enter the file name in the Subject line and attach the file.
- If validation checks have failed or is not completed, you will receive an email from xoserveinterface@xoserveservices.com advising of the errors. You will need to make the amendments and resubmit the template.



The image shows a screenshot of a file save dialog box. The 'File name:' field contains the text 'XXX01.PN000001.SNO.xlsx'. The 'Save as type:' dropdown menu is set to 'Excel Workbook'.

2.5 SSMP Process Overview

- 3 If the requested is rejected, then the Agent will receive an .SNR file detailing the rejection reason.



Agents SNR RJ

If the request is referred to the Network, each Shipper will receive an .SNR file and the Agent will receive an .ANT advising of the referral as shown in the example:-



AAA.PN00001.AN

T



Status Description

- 4 Individual Offers or rejection reasons are automatically sent to individual Shippers in a .SNR file (Sharing users). A notification of current status is sent to Agent .ANT (if participating).

Accepted Nomination Details



AAA.PN00002.AN

T

Rejected Nomination Details



AAA.PN00002.AN

T



Rejection Reasons

4.4 SSMP Process Overview

- 5 Each individual Shipper submits their confirmation of the offer, all stating the same Confirmation Effective Date. All confirmations from all sharing Shippers must be received within 2 days of the first confirmation being received, otherwise the confirmation will reject and all Shippers will have to resubmit the confirmation (Nomination Offer valid for 6 months).
- 8 Each Shipper will receive a .TRS file and as an Agent a .ANT file will be received detailing the confirmation details for both the old confirmation numbers for the current registered shippers (S88 status) and the new confirmation numbers for the new Registering Shippers (S15).

ANT Conf File
- 9 Xoserve carry out additional manual steps in UK-Link.



Chapter 3: Energy Allocation

2 Energy Allocation - Telemetered

- For any questions relating to the allocation of Energy on Telemetered sites please contact the NTS Gas Ops Team directly:-

Box.UniqueSites@nationalgrid.com

2 Energy Allocation Files - .DNE

- As an Agent of a **Datalogged** Sharing arrangement on an MPRN, you will receive the Agent Daily Energy Notification file (.DNE) containing the daily energy, to allow you to carry out your daily allocations on behalf of the sharing Users.
- The .DNE record will be triggered at the following reasons:-
 - 09.30 - System receives estimated read using D-1 CV value
 - 12.00 - System receives actual read and actual CV value and re-calculates energyFurther files will be generated where a further update to a CV or actual read is received.
- The .DNE record contains 6 different record types all of which will need to be completed:-

Level	Record Name	Occurrence	Optionally
1	HD_A00_STANDARD_HEADER	1	M
1	RT_E89_DAILY_ENERGY	Up to 1000	M
2	RT_E90_SHIPPER_DETAILS	Up to 1000	M
1	RT_E91_ENERGY_REC_DATA	Up to 1000	M
2	RT_E92_SHIPPER_ALLOCATION	Up to 1000	M
1	TR_Z99_STANDARD_TRAILER	1	M

2 Energy Allocation Files - .DNE

- The files will be sent to yourselves in .csv format, from xoserveinterface@xoserveservices.com. Detailed below is an example of a DNE record:-

MPRN	Shipper Short code	GDF	CV value	Original Energy		
"A00"	10004828	"DNE"	20171128	120000	000000	
"E89"	1234567890	20171127	"NW"	40.00	303722	"SITE NAME"
"E90"	"ABC"	"999999999"	Confirmation Number			
"E90"	"CDE"	"999999990"				
"E91"	1234567890	20171127	"SITE NAME"	303722	314565	
"E92"	"ABC"	"999999999"	182234	←		
"E92"	"CDE"	"999999990"	121488	←		
"Z99"	6					

Original Shipper Quantity

Reconciled Quantity

2 Energy Allocation Files - .DNE

- The E89 file provides the general overview of energy for the day.
- The E90 file provides the sharing shipper details.
- Any amendments made within close out, will be sent on an E89 and E90.



E89 File Format



E90 File Format

- Amendments made post close out, D+5, will be sent on an E91 and E92.
- The E91 file provides the actual energy for the day using an actual CV value.
- The E92 provides the actual energy value at shipper level detail.



E91 File Format



E92 File Format

2 Energy Allocation Files - .DNR

- Following receipt of an E91 & E92, should you need to amend the Energy Allocation figures you can do so via the DNR file.
- The .DNR record contains 4 different record types all of which will need to be completed:

Level	Record Name	Occurrence	Optionality
1	HD_A00_STANDARD_HEADER	1	M
1	RT_E87_REC_ENERGY_SPLIT	Up to 1000	M
2	RT_E88_SHIPPER_REC_ALLOCATION	Up to 1000	M
1	TR_Z99_STANDARD_TRAILER	1	M



E87 File Format



E88 File Format

2 Energy Allocation Files - .DNR

- The file must be created, saved and submitted in .CSV format as shown in the below example, to:- xoserveinterface@xoserveservices.com

Example of a DNR where you wish to use the provided calculations:

```
"A00",10004828,"DNR",20171228,090824,000001  
"E87",1234567890,20171227,"SITE NAME", 303722,314565  
"E88","ABC","999999999",182234,, "Y"  
"E88","DEF","999999990",121488,, "Y"  
"Z99",3
```

Default % allocation split

Example of a DNR where you wish to alter the energy allocation:

```
"A00",10004828,"DNR",20171228,090824,000001  
"E87",1234567890,20171227,"SITE NAME", 303722,314565  
"E88","ABC","999999999",182234,65,"N"  
"E88","DEF","999999990",121488,35,"N"  
"Z99",3
```

Allocation % split

Default % allocation split

2 Energy Allocation Files - .DNR

- E87 Details the original calculated and newly calculated energy volumes.
- E88 Details the Shipper allocation of the revised energy volumes.
- Where a Sharing Registered User Agent has been notified of the Offtake Reconciliation Quantity and they submit a notification of the amounts to be allocated to the Sharing Registered Users, which must be equal in aggregate to the Reconciliation Quantity, within twenty Business Days after the Offtake Reconciliation notification then the Reconciliation Quantity will be allocated between the Sharing Registered Users in the amounts notified.
- If a DNR is not received within 20 business days of the DNE file being sent, Xoserve will allocate the revised energy provided on the E92 record.
- Please note this process is for Datalogged Shared Supply sites only.



**Appendix:
Submission Authorisation/Templates for
SSMP**

Appendix

1 Shared Supply Submission Authorisation

To authorise an email address for SSMP file submission:

<https://www.xoserve.com/resources/?customers=Consumer;&category=&resources=&topic=&search=Shared%20Supply%20Contact%20Details>

Select the relevant form, complete the details and send.

The screenshot shows the Xoserve website's search results page. The navigation bar includes 'About Us', 'Services', 'Systems', 'Change', 'Resources', 'Communications', and 'Contact Us'. A search bar is present on the right. Below the navigation, there's a 'Refine your search' button and a 'Clear all' link. The main content area displays two search results for '18th JAN 2019'. The first result is 'Shared Supply Contact Details Shippers Inbound and Outbound Files' with a 'Visit' button and a link icon. The second result is 'Shared Supply Contact Details – Allocation Agents Inbound and Outbound Files' with a 'Visit' button and a link icon. A sidebar on the left lists customer types: Consumer (404) [checked], DCC (390), DMSP (391), DNO (145), and GT (391). A 'Help' button and a 'Feedback' button are visible on the right side of the results area.

The screenshot shows the top navigation bar of the Xoserve website. It features the 'xoserve' logo on the left, followed by navigation links: 'About Us', 'Services', 'Systems', 'Change', 'Resources', and 'Contact Us'. A search icon is located on the far right. Below the navigation bar, there is a green button with a white '0' and a dropdown arrow.

[Home](#) > Shared Supply Contact Details – Allocation Agents Inbound and Outbound Files

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

Your Name *

Your Email *

Telephone Number *

Organisation Name *

Short Code/s *

Appendix

2 Template (File Formats) supporting information location

- The Shared Supply template is stored with all other UK Link file formats
- All file formats and templates can be located on Xoserve.com
<https://xoserve.sharepoint.com/sites/XEUKLinkDev/NexusFilesandDocuments/Forms/AllItems.aspx>
- All file format documentation is held on a secure area. You will be prompted to sign into Microsoft Office 365. If you do not have access to this follow these steps on Xoserve.com -
 1. Select Our Systems
 2. UK Link Documentation
 3. Complete a 'Secure Site Access Request Form'
 4. Select – 'Send online Form'

Appendix

2 Template (File Formats) supporting information location

The screenshot shows a SharePoint interface for a document library. The title bar includes the 'Xserve' logo and the text 'UK Link Secured Documentation'. Below the title bar is a search bar and a toolbar with options like 'Sync' and 'Export to Excel'. The main content area displays a table of files and folders. The 'Approved' folder is highlighted with a mouse cursor. A 'Feedback' button is visible in the bottom right corner.

Name	Modified	Modified By	DisplayDate	DocKeywords
Approved	March 18, 2016	Lee Harrison		
For Approval	March 18, 2016	Lee Harrison		
Supporting Documents	March 18, 2016	Lee Harrison		
Supporting Documents not for...	September 29, 2016	Shanna McCann		

- Double click on the 'Approved' line

2.1 Template (File Formats) supporting information location

The screenshot shows a SharePoint document library for 'xserve UK Link Secured Documentation'. The interface includes a top navigation bar with the 'SharePoint' logo and user profile. Below the header, there are action buttons: Share, Copy link, Sync, Download, and Export to Excel. A search bar and a filter icon are also present. The main content area displays a table of folders with columns for Name, Modified, Modified By, DisplayDate, and DocKeywords. The 'All Approved SSMP' folder is selected, indicated by a radio button and a highlight. A 'Feedback' button is located at the bottom right of the table.

Name	Modified	Modified By	DisplayDate	DocKeywords
All Approved CMS Consequenti...	March 18, 2016	Lee Harrison		
All Approved Interconnector	September 13, 2016	Lee Harrison		
All Approved SPA - INVOICING	September 13, 2016	Lee Harrison		
All Approved SSMP	September 13, 2016	Lee Harrison		
All Other Approved Documenta...	March 18, 2016	Lee Harrison		

- Double click on the 'All Approved SSMP' line
- Select All Approved SSMP Templates

Appendix

3.0 Useful Contacts

- Customer Life Cycle Team:-
customerlifecycle.spa@xoserve.com
- Customer Advocate Team:-
externalrequests.spa@xoserve.com
- Non Standard Sites Team: -
nonstandardsites@xoserve.com
[Michelle Hitchman](#) - Business Process Co-Ordinator