

2010 Exit Solution

This has been produced as a guide to the process and procedures required to support Modification Proposal 195AV. 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.

Exit Online Solution: Communication Procedural stages – ExCommFlat001 - External

This document should be read in conjunction with the following document: 2010 Enduring NTS Exit Flat Capacity Communication Process [ExCommFlat001] – External.

Process No.	Process	Procedure	Owner
1.	User enters Overrun User Agreement on-line	User enters Overrun User (ORU) Agreement in Gemini via Home>Contract>Maintain Overrun User Agreement. Where no application is submitted it will be assumed that each user at the exit point will be responsible for their individual overruns.	User
2.	User Informs National Grid and Supplies Supporting Evidence (Signed Associated Users ORU Contract) via Fax	Send supporting evidence to Capacity Team, this must include a signed copy of the contract that has been designed, setup and agreed between all the Relevant Users at the Exit Point. Capacity Team contact details: Fax no. 01926 654 059 Phone no. 01926 654 058 Note: It is the Users responsibility to gain the signed agreement of all Relevant Users at the Exit Point.	User
3.	Has an ORU contract been submitted?	Capacity Team checks if a copy of signed ORU contract has been received	National Grid
3a.	National Grid receives and collates records & supporting evidence	Receives the evidence of ORU agreement from the ORU and collates all records and supporting evidence for validation check.	National Grid
3b.	Overrun user clarifies agreement and responds to National Grid	Capacity Team will contact user to ask for clarification if above validation fails User will need to resubmit an ORU request if required.	National Grid
4.	Have all Relevant Users agreed?	Checks will be made to ensure all Relevant Users at an Exit point have agreed to the ORU Agreement	National Grid
4a.	Reject ORU Agreement and inform User	ORU Request will be rejected on the Gemini Reform system if not all relevant users at an exit point have not signed the ORU contract.	National Grid
4b.	Approve ORU Agreement On-Line	The Capacity Team will approve the ORU agreement request on Gemini Reform system.	National Grid
5.	Inform Overrun User	Capacity team will inform the Overrun User that the ORU agreement is valid and has been approved.	National Grid
6.	Overrun User receives notification from National Grid	Overrun user receives confirmation notification	User
7.	Change in Relevant	In the event that there are changes in Relevant Users at an Exit point, any existing ORU	

	Users at Location	Agreement must be ended.	
8	Inform Overrun User	Inform the Overrun User that the current ORU Agreement has ended due to a change in the Relevant Users at the NTS Exit Point.	National Grid
9.	End Dates the current ORU On-Line w.e.f. day prior to new user's registration date.	NG will end date the existing ORU agreement and the end date will be set to a day prior to the new relevant users registration date	National Grid
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Exit Online Solution: Application Procedural stages - ExAppFlat002 - External

This document should be read in conjunction with the following document: 2010 NTS Exit Flat Capacity Application Window Process [ExAppFlat002] - External

Process No.	Process	Procedure	Owner
1	Invitation for Annual and Enduring Annual application windows issued.	Issue invitation 28 days prior to the application window via J.O., ANS and web fax. Include all data specified in UNC.	National Grid
2	Submit increase application or reduction notice. The Request can be created modified and withdrawn. Each Request submitted will have a unique ID with a date and timestamp.	Decide if an Application (Increase) or a Notification (Reduction) is required and place the request on GERS via the Request Capture screen	User
3	Receive Requests via Gemini Exit Reform System	Requests are stored in the Request Info screen on GERS	National Grid
4	Request Window Closes	Enduring Annual Application (Increase) Window and Annual Application Window close last business day of July. Enduring Annual Reduction Window closes on 15 th July.	National Grid
5	Annual Or Enduring	Decide if requests are Annual Requests or Enduring Requests. (For Annual Requests, continue. For Enduring Requests, go to step 11)	National Grid
6	Carry out credit checks for preliminary allocations	Carry out credit checks for preliminary allocation for Annual Requests	National Grid
7	Confirm no credit sanctions for preliminary allocations	Confirm there is no credit sanction for preliminary allocation for Annual Application.	National Grid
8	Allocate Annual Requests	National Grid carries out the allocation for Annual Requests on GERS	National Grid
9	Users receive confirmation of Annual allocations on Gemini Exit Reform System	Users receive confirmation of Annual allocations on GERS by no later than 5 business days after the end of the Annual Application Window and User entitlements update accordingly	User

10	Publish aggregate results	Aggregate allocation information for Annual Application, required by UNC, will be published on the next business day after allocation completed in GERS on NG website	National Grid
11	Process initial allocations	National Grid process initial allocations for Enduring Applications in GERS	National Grid
12	Carry out network analysis for flat requests and DNO OCS requirement	National Grid process to establish the impact of increase and decrease requests to the system in conjunction with DNO Flex and pressure requests via the OCS process.	National Grid
13	DNO places Flat adjustments on GERS during DN Adjustment Window where Flex/pressure requirements are not met. (Note requests received for 5 business days following the Initial OCS Statement)	In the event that Flex capacity requirements and/or are rejected/adjusted as part of the OCS process managed by National Grid, users can submit adjustments to their Flat Capacity requirements.	User
14	DN Flat Adjustment Window closes	Flat Adjustment Window closes on fifth business day after DNO user receiving their Initial OCS statement	National Grid
15	Analyse Flat adjustments with OCS requirements	National Grid carries out analysis of DNO adjustment requests.	National Grid
16	Accept Flat Adjustment?	Is the DNO Flat adjustment accepted for Rejected?	National Grid
17	Reject Flat adjustment	National Grid to update allocations with any rejections.	National Grid
	Process DNO Adjustments	National Grid processes allocation for Enduring Annual DN Requests in GERS	National Grid
19	Confirm Final Allocations	National Grid confirm the final allocations within GERS.	National Grid
20	Users receive confirmation of Enduring Annual allocations on Gemini Exit Reform System	Users receives confirmation of Enduring Annual allocations on GERS by no later than 30 th September and User entitlements update accordingly	User
21	Publish aggregate results	Aggregate allocation information for Enduring Annual Applications required by UNC, will be published on the next business day after allocation completed in GERS on NG website	National Grid

Exit Offline Solution: Enduring OCS Procedural stages – ExFlexOCS003

Process No.	Process	Procedure	Owner
1.	Submit Flex and Pressure requirements for Y+3, Y+4, Y+5, Y+6 (note: Y+6 Flex is indicative only. Y+6 Pressure request is firm).	DNO users should submit their OCS statement requests via Fax and e-mail using form OCSF for the enduring Exit capacity period.	DNO User
2.	Collate all data and Verify	All forms submitted will be collated in the Database for Reform of Exit Arrangements Management.	NG
3.	Does application data pass sense check?	National Grid to assess the OCS requests in conjunction with the Flat requests.	NG
3a.	National Grid contact user to agree request.	As enduring OCS are submitted National Grid to assess and contact user to clarify any unusual requests.	NG
3b.	DNO user agrees to re-submit.	DNO user re-submits their OCS statement after National Grid queries.	DNO User
4.	Application Window closes 31 st July	Application window for enduring OCS statements is 1 st July to 31 st July to align with the Flat request window on Business Days between 08.00 and 17.00.	-
5.	Carry out network analysis where necessary	National Grid analyse OCS requests in conjunction with Flat applications.	NG
6.	Preliminary allocations for DNO Flex and Pressure requirements	National Grid generate preliminary allocations for DNO Flex and Pressure requirements.	NG
7.	Generate DNO indicative allocations e-mails and faxes. Also notify user of Network Design contact details for any possible queries they may have.	National Grid generates and sends to DNO indicative allocations via e-mails and faxes. Also notify user of Network Design contact details for any possible queries they may have.	NG
8.	User receives indicative Flex/Pressure allocations and checks against requirements.	DNO User assesses allocations made resulting from initial OCS requests.	DNO User
9.	Does DNO User require any clarifications?	DNO User assesses allocations against original request and contacts NG if there is any issue	DNO User
10.	Contact NG Network Design Department	DNO should contact NG Network Design directly if there are any issues.	DNO User
11.	Network Design clarifies requirements and analyses request	National Grid (Network Design) liaise directly with DNO with regard to any issues raised to ensure expert analysts communicate the correct information and reasons for any	NG

		differences between the original request and final allocation.	
12.	Agree with DNO OCS requirements.	Network Design should finalise verbally the final flex and pressure requirements	NG
12a.	Submit Flat adjustments if required (i.e. where Flex/pressure requests have been rejected).	DNO users can send adjusted Flat capacity requests – See process ExFlatApp002 process	DNO User
12b	Validate Flat Adjustment Requests	Validations are carried out on the Flat capacity requests as per ExAppFlat002 process no 3.	NG
13.	Collate Flex/pressure adjustments	NG collate any adjust DNO flex/pressure requirements resulting from final agreements made with NG Network Design	NG
14.	Re-analyse Flex/pressure (and Flat) adjustments if required.	National Grid carry out final assessments of requests based on final DNO OCS requirements.	NG
15.	Update final Flex/pressure allocations	Final Flex/pressure allocation are confirmed based on process box 14.	NG
16.	Issue Enduring OCS (Flex/pressure) for each DNO for enduring period Y+4, Y+5, Y+6	National Grid collates final OCS, prepares confirmation data, and send E-mail and Fax to each DNO	NG
17.	Confirmation of final OCS allocations	DNO user receives, (via e-mail and fax) their confirmed OCS allocations.	DNO User