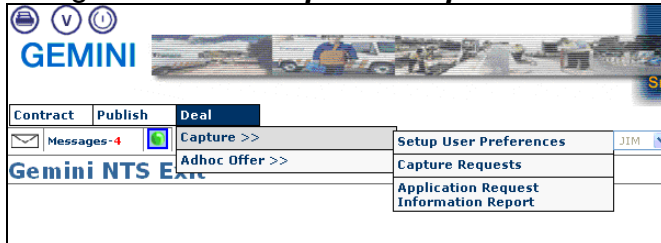


Quick Start User Guide for Gemini Exit

1. Making an Enduring Annual Increase Application

1.1. Log on to Gemini Exit

1.2. Navigate to **Deal>Capture Requests**



1.3. Enter the criteria for the Product and the required Method of Sale, EAFLEC is Enduring Annual NTS Exit Capacity and AFLEC is Annual NTS Exit Capacity.

To make an Enduring Annual NTS Exit Capacity increase application select:

- 1.3.1. EAFLEC and the Application Window Period this will be '01-Jul-2010 08:00 to 31-July-2010 17:00'.
- 1.3.2. Select the Request Type as 'Increase'
- 1.3.3. Select the required Location
- 1.3.4. Select all Increase start dates (Start dates can be individually selected when in the add screen).

A screenshot of the Gemini NTS Exit 'Capture Request' form. The form is titled 'Capture Request' and contains several fields. Callout boxes with arrows point to specific fields: 1. 'Product*' dropdown menu. 2. 'Application Window Period*' dropdown menu. 3. 'Request Type*' dropdown menu. 4. 'Location*' dropdown menu. 5. 'Increase Start Date*' dropdown menu. 6. 'Query' button. The form also displays 'Method of Sale' as 'EAFLEC', 'BA Code' as 'JIM', and 'BA Name' as 'JIM EXIT UAT'. There are 'Query' and 'Clear' buttons at the bottom right of the form area, and an 'Add' button at the bottom right of the entire page.

1. Select the required Parameters

2. Select the Application Window for 2010

3. Select Increase to make an application

4. Select the Location required

5. Select ALL the years available

6. Click <Query> to view results

1.3.5. To view the information click <Query>

- 1.4. The screen will show the current position regarding to the current enduring Annual Entitlements and displays the indicative prices set for the EAFLEC application window. The Request parameters will show if there have been any applications submitted.

The screenshot displays the 'Capture Request' form in the Gemini NTS Exit system. The form includes the following fields and sections:

- Product*:** NTS EXIT FLAT CAPACITY FIRM PRIMARY
- Method of Sale*:** EAFLEC
- Application Window Period*:** 01-Jul-2010 08:00:00 to 31-Jul-2010 17:00:00
- BA Code*:** JIM
- BA Abbr. Name*:** JIM EXIT UAT
- BA Name*:** JIM EXIT UAT BA
- Request Type*:** Increase
- Location*:** ASSELYOT
- Increase Start Date*:** A dropdown menu is open showing options: 01-Oct-2013, 01-Oct-2014, and 01-Oct-2015.

Below the form fields are three summary sections:

- NATIONAL GRID DEFINED PARAMETERS:**

Minimum Increase by Quantity(kWh)	Indicative Pricing Period	Maximum Number of Requests per Increase Start Date:1	Indicative Price(p/kWh)
	01-Oct-2013 to 30-Sep-2014		0.0001
	01-Oct-2014 to 30-Sep-2015		0.0001
- USER'S ENDURING ANNUAL DATA:**

User's Enduring Annual Entitlement Start Date	User's Enduring Annual Entitlement(kWh)
01-Oct-2012	6,640,000
- REQUEST PARAMETERS:** No Data Found For Your Query Criteria

An 'Add' button is located at the bottom right of the screen, highlighted with a red circle and a callout box containing the text: '1. Click <Add> button'.

- 1.4.1. To Add a new request for an Increase for Enduring Annual NTS Exit Capacity Click on <Add> button at the bottom of the screen.

- 1.5. Editable boxes appear at the bottom of the screen for the user to enter the amounts in which they want to increase their current holdings by.
 - 1.5.1. Click on the drop down box next to Increase Start date, (this is the date that the increase request should start from), three dates should appear 01-Oct-2012, 01-Oct-2013 and 01-Oct 2014. NB: If only one date appears in this list and a different date is required, go back to step 3 and select all available dates.
 - 1.5.2. Select the required 'Increase Start Date' and enter the 'Increase By' amount and click on <Save>

1. Enter the required Start Date and Increase By amount

2. Click <Save> to submit to National Grid

1.6. The Add Request screen updates the Request Parameters with the new request – This has now been submitted to National Grid.

1. Check the information is correct

2. Click <Cancel> to return to main screen

In the example screen, the user has requested an enduring annual increase of 270,000kWh starting from 01-Oct-2013, this is on top of the users existing entitlement (6,640,000) displayed in the section titled 'Users Enduring Annual Data'. As this increase is Enduring

Annual this will continue for future years automatically without having to submit a request for each year separately.

1.6.1. Once the requests have been submitted click <Cancel>

1.7. The Capture Request main screen will appear listing the requests for this location. With further options to Modify and Withdraw requests placed.

1. Check the information is correct

Request ID	Increase Start Date	Increase By (kWh)	Status	Timestamp
JIMASSELBYOTEAFLEC36	01-Oct-2013	270,000 NEW		01-Jul-2010 09:43:11

1.7.1. Check that the information displayed for the request(s) is correct. If so, then you may continue selecting a different location to place another application request or if you have no more applications to make then you can navigate to the reports or log out.

2. Modify the Request

2.1. Once an application has been made, it can be modified. Query the requests placed for the location (see step 1.3)

2.1.1. Click on the <Modify> button at the bottom of the screen.

2.1.2. Click on the Tick box next to the application that needs to be modified.

2.1.3. Change the Increase Start Date or the Increase By amounts

2.1.4. Click <Save>

2.1.5. Click <Cancel> to return to the Main Capture Request screen

1. Tick the check box

2. Modify the amount for the request

3. <Save> the new information

2.2. In the Capture request screen, the modified amounts should be displayed.

2.2.1. Check that the information displayed reflects the change. This information has been submitted to National Grid replacing the original request.

1. Check that the Request details display the modified information

2.2.2. You can now navigate to a different area within the system or Log out

3. Withdrawing a Request

3.1. Once an application has been made, it can be withdrawn. Query the requests placed for the location (see step 1.3)

3.1.1. Click on the <Withdraw> button at the bottom of the screen.

3.1.2. Click on the Tick box next to the application that needs to be withdrawn.

3.1.3. Click <Save> to register that this is the correct application.

The screenshot displays the 'Withdraw Request' page in the Gemini NTS Exit system. The page header includes the Gemini logo and navigation tabs for Contract, Publish, and Deal. The user is identified as XJIM1001 with a BA of JIM and a User Role of EXIT008. The breadcrumb trail shows the path: Home > Deal > Capture > Capture Requests > Withdraw Request.

The main form area is titled 'Withdraw Request' and contains the following fields:

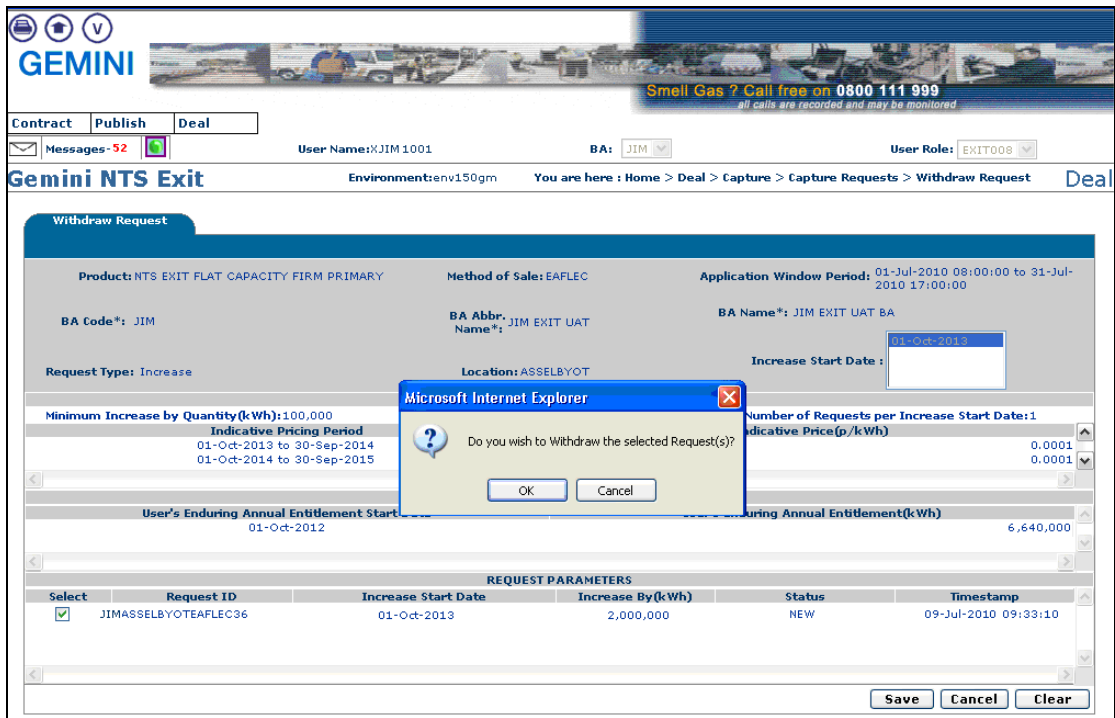
- Product: NTS EXIT FLAT CAPACITY FIRM PRIMARY
- Method of Sale: EAFLEC
- Application Window Period: 01-Jul-2010 08:00:00 to 31-Jul-2010 17:00:00
- BA Code*: JIM
- BA Abbr. Name*: JIM EXIT UAT
- BA Name*: JIM EXIT UAT BA
- Request Type: Increase
- Location: ASSELBYOT
- Increase Start Date: 01-Oct-2013

Below these fields are sections for 'NATIONAL GRID DEFINED PARAMETERS' and 'USER'S ENDURING ANNUAL DATA'. The 'REQUEST PARAMETERS' table is as follows:

Select	Request ID	Increase Start Date	Increase By (kWh)	Status	Timestamp
<input checked="" type="checkbox"/>	JIMASSELBYOTEAFLEC36	01-Oct-2013	2,000,000	NEW	09-Jul-2010 09:33:10

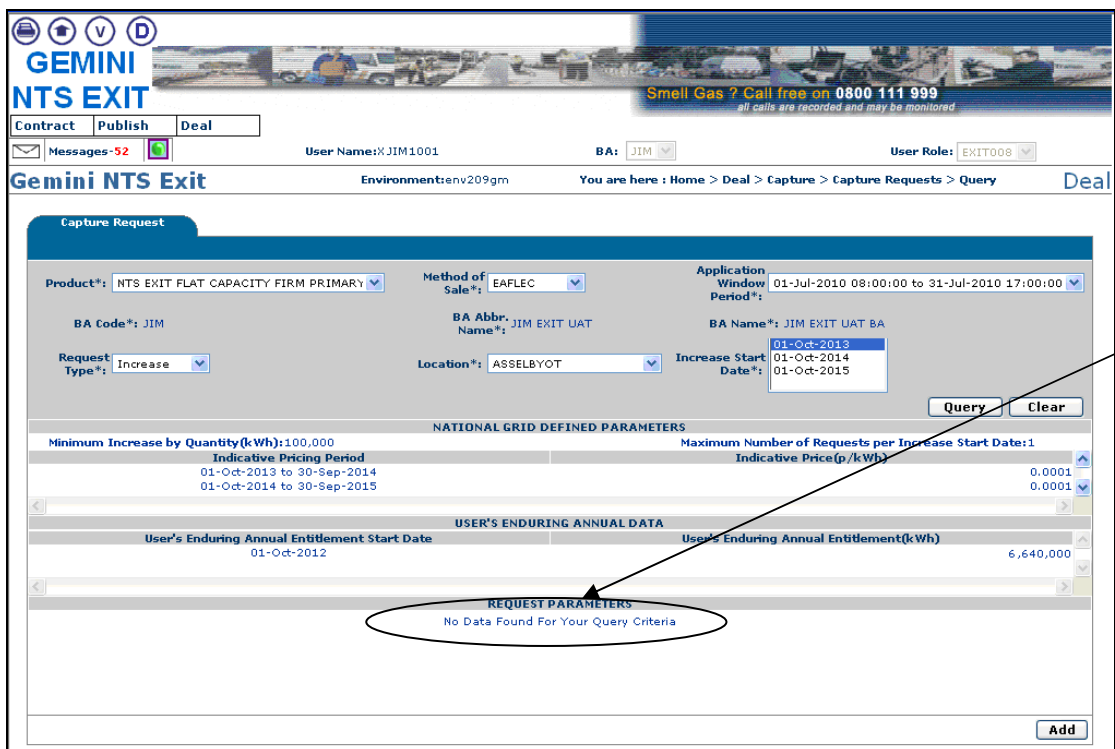
At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Clear'. Two callout boxes are present: one pointing to the checked checkbox in the 'REQUEST PARAMETERS' table with the text '1. Tick the check box', and another pointing to the 'Save' button with the text '2. Click <Save>'.

3.2. The message will appear 'Do you wish to Withdraw the selected Request? Click <OK>



3.3. The screen returns to the Capture Request screen, only this time there is nothing displayed in the request parameters, therefore the request has been successfully withdrawn from the system.

3.3.1. You can now navigate to a different area within the system or Log out.



4. Checking the Reports

4.1. Application Request Information Report

This report shows all the applications that were made and the Status that they are in.

- NEW – A New (Add or Modified) request submitted to National Grid that has not been processed yet.
- WTH – Withdrawn by the user
- ALL – National Grid has Allocated the request
- REJ – Rejected by National Grid

After submitting all the Increase Application requests these can be viewed together in the Application Request Information Report. This is also the report where a user can see the progress of their application.

4.1.1. Navigate to **Deal>Capture Requests>Application Request Information Report**

4.1.2. This report can be downloaded into a PDF file or a CSV by clicking on <Generate Report>

GEMINI Smell Gas ? Call free on 0800 111 999
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Contract Publish Deal
Messages: 15 User Name: XJIM1001 BA: JIM User Role: EXIT008

Gemini NTS Exit Environment: env209gm You are here : Home > Deal > Capture > Application Request Information Report

Application Request Information

BA Code*: JIM BA Abbr.Name*: JIM EXIT UAT BA Name*: JIM EXIT UAT BA

Product*: NTS EXIT FLAT CAPACITY FIRM PRIMARY Method of Sale*: EAFLEC

Request Type*: Increase Application Window Type*: Enduring Application Window Request Window Period*: 01-Jul-2009 08:00:00 to 31-Jul-2009 17:00:00

Location*: ABERDEENOT, ABERNEDDPS, ALDBROUGHSTOR, ALREWASEMOT Increase Start Dates*: 01-Oct-2012, 01-Oct-2013, 01-Oct-2014 Request Status*: All, Allocated, Rejected, New

Query Clear

Location	Effective Increase Start Date	BA Code	Requested Increase Start Date	Requested Capacity (Increase by) kWh	Status	Reason	Request ID	DN Adjustment	Action
ASSELBYOT	01-Oct-2014	JIM	01-Oct-2014	4,569,918	WTH		JIM EVESHAMOTEAFLEC29		H V
ASSELBYOT	01-Oct-2013	JIM	01-Oct-2013	270,000	NEW		JIM EVESHAMOTEAFLEC30		H V
MAELOROT	01-Oct-2014	JIM	01-Oct-2014	50,551,741	ALL		JIM MAELOROTEAFLEC28		H V

Generate Report