NTS Exit Reform

External
System User Guidelines

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Please Note: This document has been provided to give guidance regarding the operation of Gemini Exit, which is part of the UK Link systems with respect to the processes as detailed in the UNC. 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 UNC shall prevail

Contents

NTS-External-UserGuidelines-Chapter3-V3-1.doc

Introduction

National Grid provides a network of pipelines to Shippers. These pipelines enable Shippers to supply gas to their customers. They are known as Business Associates (BAs) or business partners of National Grid and, dependant on the nature of business transactions, are categorised into different types as explained in the table below.

Shipper	Shippers
BAL MARGINS	Balancing Margins Manager
BAL OPERATOR	Balancing Margins Operator
CLAIMS VAL AG	Allocation Agent Claims Validations Agents
ENDUSER WITH BC	End User with Bilateral Contract
ENDUSER DOU	End User with Deed of Undertaking
GAS TRADERS	Gas Traders
INTER CONN AG	Inter Connecter Agent
LNG MANAGER	National Grid LNG Manager
NOM AGENT	Nomination Agent
STORAGE OP	Storage Operator
National Grid	National Grid Transmission and Trading

Facilities offered by National Grid to its customers that do not result in direct payment are known as Services. These are classified as **Entry; Energy Balancing; Invoicing** and **Exit**. The Services are also divided into Sub-Services and these are the facilities that are available for the Business Associate or Shipper. The sub services associated with the Exit system are as follows:

NTS Exit Booking	
NTS Exit Transfer	National Grid provides contracts to Shippers
NTS Exit Assignment	Gas flow maintained
NTS Exit Overrun	

NTS Exit Zones are defined areas of the National Transmission System (NTS) comprising a number of NTS Exit Points. The boundaries of these are defined by distinct pressure boundaries relating to the geographical location of the compressors, regulators and multi junctions connected to the NTS.

The purpose of this document is to provide details and instructions for the main processes conducted within the Gemini Exit System. The document covers the following areas;

- Reporting;
- Long Term Applications;
- Short Term Auctions; and
- Constraints.

Please Note: All data contained within the screen shots is purely fictional taken from test environments.

As you go through the document you will see that some of the screen shots have blue banners which have been taken from testing environments. Some of the example screen shots have been taken from different phases of the project, when the banners were 'blue', however the final phase of the project introduced 'green' banners. Therefore, when you go into Production all screens will have green banners only.
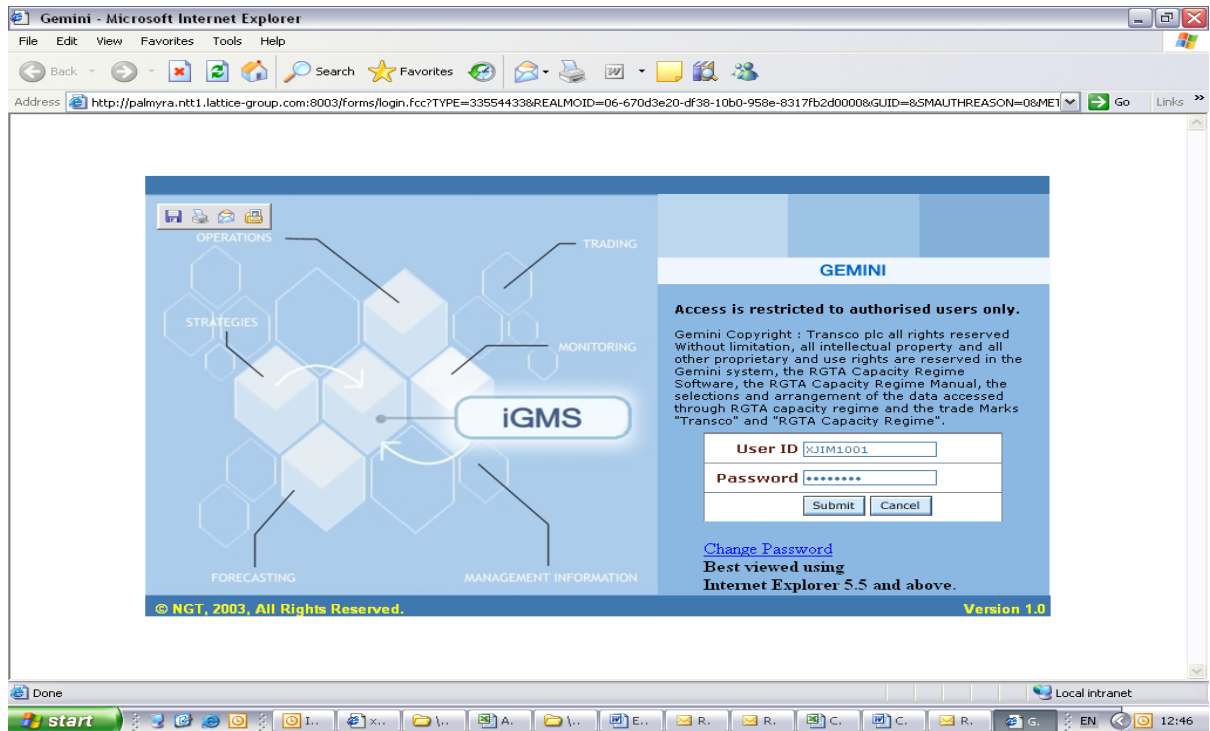
Accessing the system

The new NTS Exit Reform system is paired with the existing Gemini system and as such is accessed via the Gemini menu page.

Users should open Internet Explorer and enter the Citrix URL as detailed in the Gemini 2013 Guide to Connectivity V1 dated 28th August 2013. This Guide is available via the following link:

http://www.xoserve.com/index.php/our-systems/gemini/gemini-technical-publications/

Once a Citrix connection is established, click on the **Gemini Production** icon.

- The Gemini Log In screen will be displayed.

- Enter your Gemini **User ID** and **Password** in the relevant boxes.
- Click on the **Submit** button.
- The Gemini System Menu will be displayed.

- To access the NTS Exit Reform system click on the **Gemini Exit** button.
- The homepage for the **Gemini Exit Reform** system will be displayed.

Gemini Exit Home Screen

Points to Remember

If you cannot see the Gemini Exit Button or your role within the system is 'read-only', you will need to request access or amendment via your Local Security Officer (LSO). The LSO should then contact the Xoserve Customer Lifecycle team on your behalf (customerlifecycle.spa@xoserve.com).

If there is a period of one month where your account is not used and inactive, your password will need to be reset the next time you use the system. It is advised that you log into the system at least once per month.

List of Abbreviations

AFLEC	Annual NTS Exit Flat Capacity
ADEFLEC	Ad-hoc Decrease Enduring NTS Exit Flat Capacity
AIEFLEC	Enduring Ad-hoc Increase Flat Exit Capacity
EAFLEC	Enduring Annual Flat Exit Capacity
EXBB	Exit Flat Capacity Buyback Contract
DADNEX	Day Ahead Daily NTS Exit (Flat) Capacity
WDDNEX	Within Day Daily NTS Exit (Flat) Capacity
DONEX	Daily Off-peak NTS Exit (Flat) Capacity
DBNEX	Daily Buyback NTS Exit (Flat) Capacity
MoS	Method of Sale
WAP	Weighted Average Price
OFR	Off-take Flow Reduction
DN	Distribution Network
BA	Business Associate
OCF	Off-peak Curtailment Factor
LSO	Local Security Officer
OPN	Offtake Profile Notice

Gemini Exit

Chapter 3

Set-Up User Preferences

3.   Introduction to Setup User Preferences

These screens allow you to set up limits against certain criteria at each NTS Exit Point before you carry out the Long Term Application Request process or take part in a Short Term Auction. During this section of the document you will see screen shots that relate to the Short Term Auction process. However it should be noted that the layout of the screens are the same when setting up your preferences for Long Term Applications. As an external User you need to select the Product and then either the Application or Short Term Method of Sale (MoS) you wish to make your changes against.

The table below highlights the areas against which you can set up your preferences for each individual MoS.

You can set up preferences against an upper or lower limit or both.

Method of Sale (MoS)	Request Type/Type of Contract	Validation Parameter
EAFLEC	Increase Decrease	Capacity Commitment Value
AFLEC		Capacity Value
AIEFLEC	Increase	Capacity Commitment Value
ADEFLEC	Decrease	Capacity
EXBB	Forward Option	Capacity Price Value
DADNEX	Day Ahead Daily Short Term Auction	Capacity Price Value
WDDNEX	Within Day Daily Short Term Auction	Capacity Price Value
DONEX	Daily Off-Peak Short Term Auction	Capacity Price Value
DBNEX	Daily Buy-Back	Capacity Price Value

When you place your request the system will validate these against the pre set preferences and notify you if your request contravenes any of them. If this happens the system will automatically generate a message. You will then have a choice of either cancelling or proceeding with the request by overriding the message. There are no restrictions on when you can set up the preferences in the system as they can be added or modified at anytime. In order for the preferences to take effect, these must be saved to the system prior to submitting a request.

The Navigation Path for this screen is:

Home>Deal >Capture>Setup User Preferences.

Please Note: your BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system.

You will then need to select

- **Product**
- **Location**
- **Method of Sale –**
- **Validation Parameter**

Click Query

Deal – Capture – Setup User Preferences

3.1 Add User Preferences

From the query screen you will be able to click **Add** preferences. The system will then let you specify the upper or lower limits or both.

You will then need to:

- Select **Validation On –** if you do not select this field first, the system will not allow you to enter any further information and move forward
- Enter **Upper Limit** (if appropriate)
- Enter **Lower Limit** (if appropriate)
- Click **Save**

Capture – Add Preferences – Query

Fields marked with * are mandatory and if they are not completed then the system will return you to the field that requires completion. The system will also check if any preferences already exist for the specific location that you have chosen. If this is the case then the system will generate an error message stating:

"User preferences are already defined at one or more of the selected NTS Exit Points".

<u>**Please Note:**</u> **the Location, Request Type and Validation Parameter fields are multi select fields. In order to select more than one value click on the first value required then press and hold the Ctrl button on your keyboard each time you click on another required value.**

3.2   Modify User Preferences

From the query screen you will be able to click **Modify** to amend any data you have previously entered. To do this you need to:

- Click **Modify**
- Select by checking the box next to the row of data that is to be modified
- Modify the data as required (this is done using the fields at the bottom of the screen)
- Click **Save**

<u>**Please Note:**</u> **when selecting locations for modification, if you select a single location then the existing preferences for that location are displayed for you to change. However if you select multiple records no values will be shown. All locations selected will be updated to the same values when you save the information.**

Deal – Capture – Setup User Preferences – Query (Modify)

NTS-External-UserGuidelines-Chapter3-V3-1.doc