Non-Standard Sites Administration Processes Shipper Reference Guide

Chapter 1: Introduction

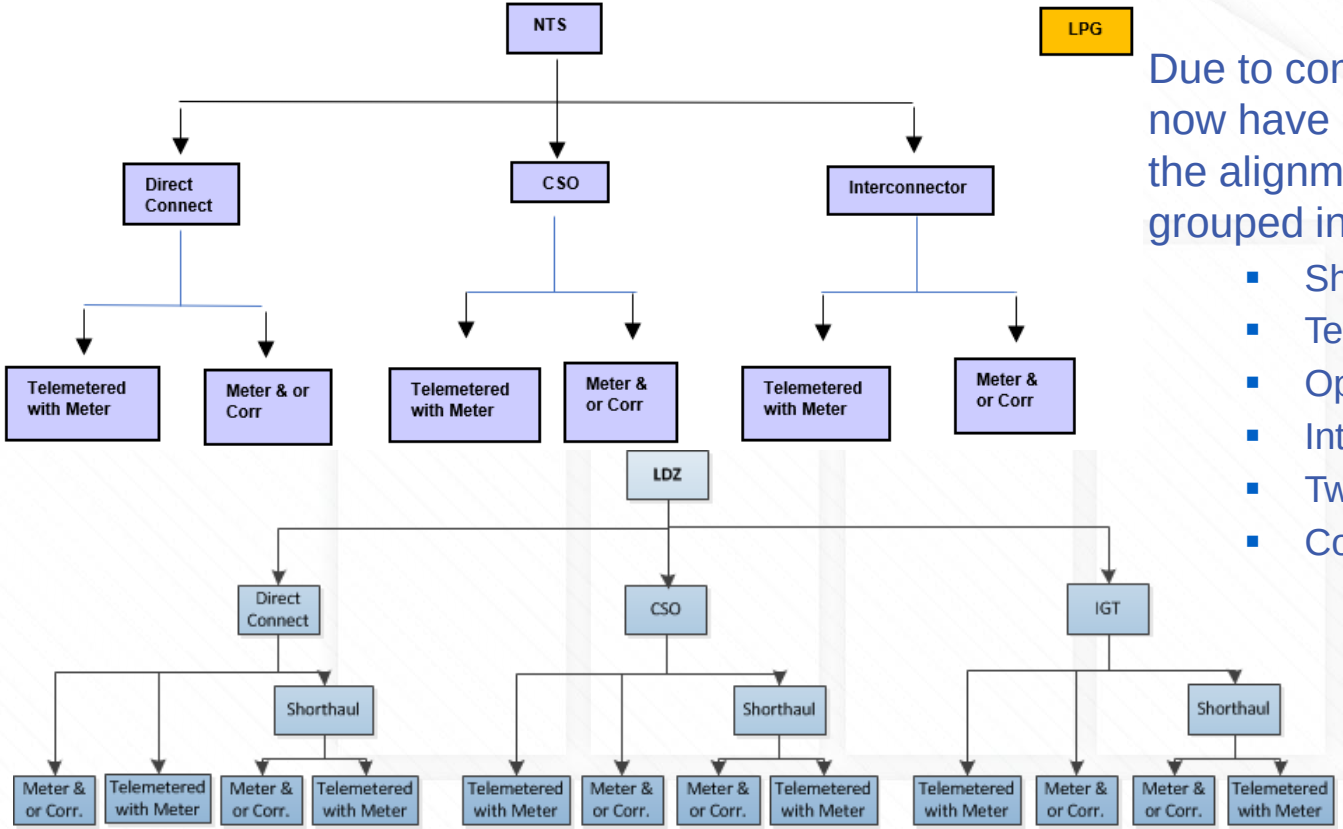
1 Non Standard Sites Introduction

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



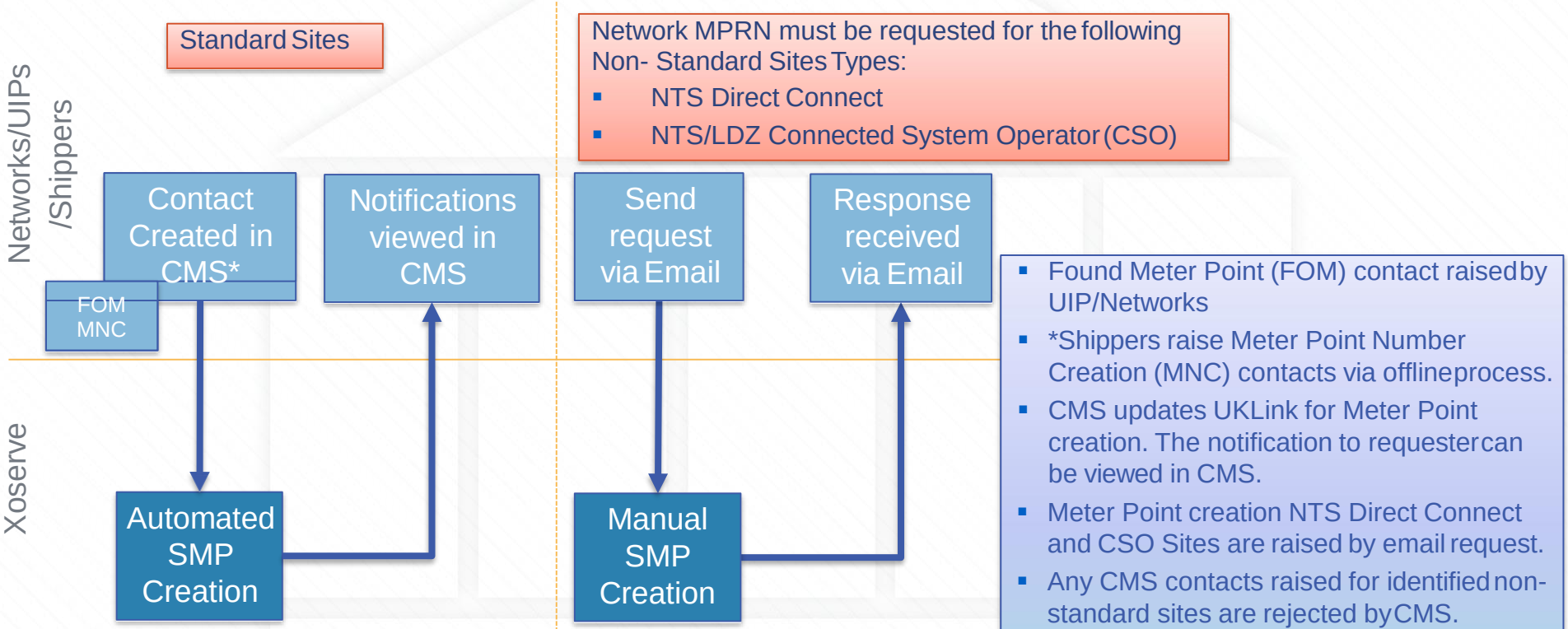
Due to combinations of site set up we now have 18 site types however due to the alignment of processes these can be grouped into:

- 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 the call the contact centre with queries on 0121 713 4901

Chapter 2: MPRN Creation

2 MPRN Request Process



Chapter 3: Supply Point Administrations (SPA) Process

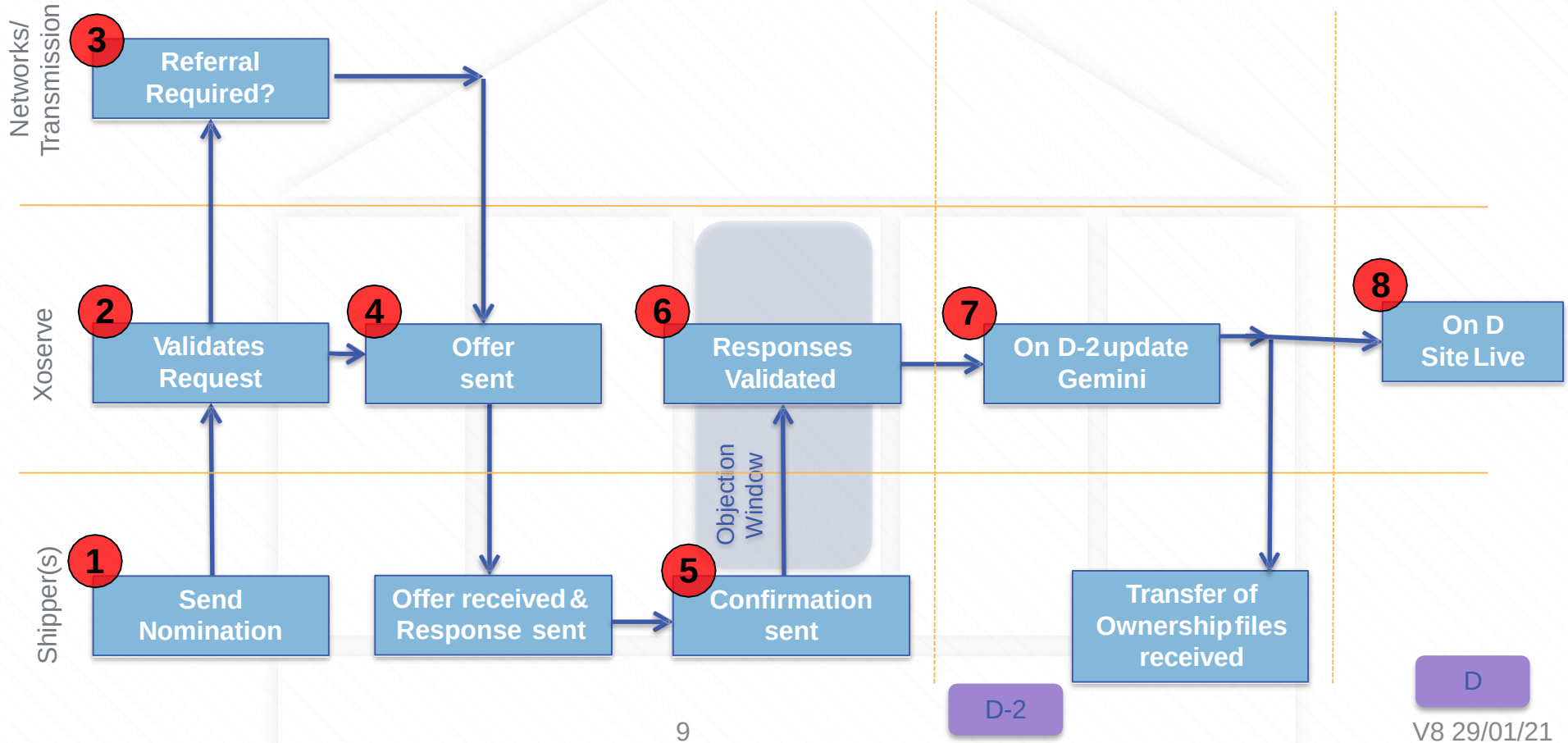
3 Standard SPA Process

Supply Point Administration (or SPA) is a term used for the administration of any contract changes. The sites information held by Xoserve is maintained by Shippers, DMSP and Networks by file flows. These flows are automated for standard sites.

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

- Templates replace some file formats
- File flows differ from standard
- The method in which templates are sent
- Validations performed by Xoserve
- The Network/Transmission referrals required
- Manual intervention within Xoserve
- Agent involvement (Only for SSMP Sites)

3.1 Nomination & Confirmation Process



3.2.1 Process

1

- Shipper sends nomination (NOM) file to initiate the process. As with most standard site processes this automatically flows 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 and fields have been completed correctly.
- Once the validations are complete a response file is sent (within 2 Business days) via file format 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 should be amended and the file can be resubmitted

3.2.1 Process

3

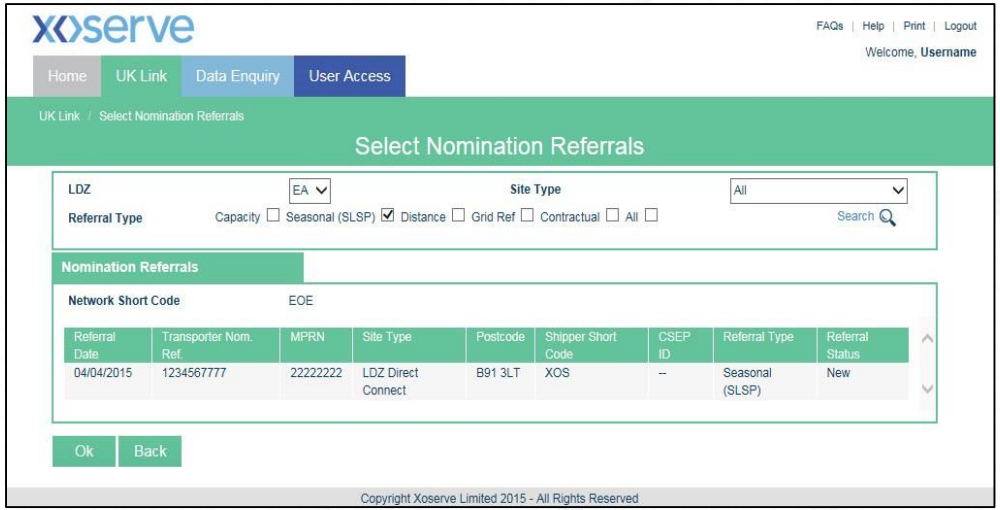
- There are circumstances where permission needs to be granted by the Network, this is known as a referral and is where the permission needs to be granted by the Networks. The referral is automatically generated by UK Link when required.
- The referral is accepted, rejected or amended by the Network in the Xoserve Services Portal. The Network Responses are automatically issued to the relevant parties by the system within the agreed SLA (12 Business Days)
- Shippers are responsible to resolve rejections and resubmit their requests

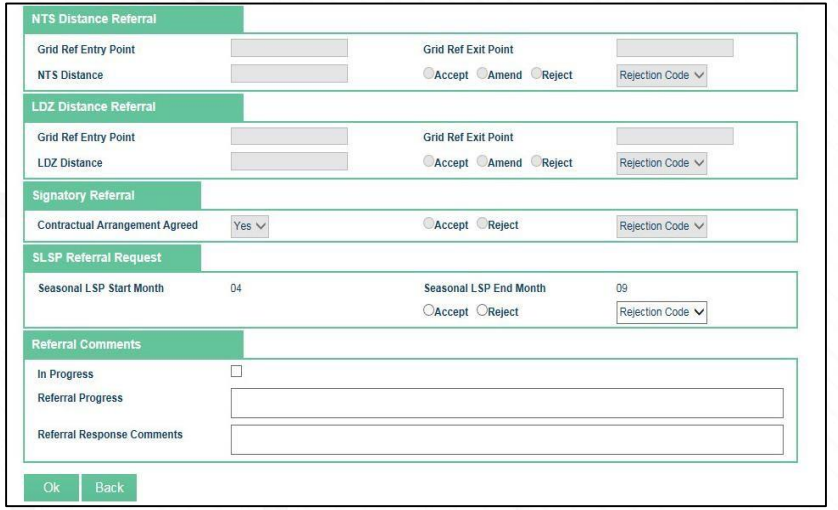
Referrals occur for:

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

3.2.1 Process

Recommendation to take screenshots out





4

- If there is no referral or nomination has been accepted UKLink calculates the relevant transportation charges and issues an offer automatically.

5

- The Shipper will send in Confirmation requests to accept the terms quoted in the offer. For a small supply point (SSP with AQ equal to or less than 73,200kwh) this is where the process starts.

3.2.1 Process

6

- UK-Link validates all incoming files to ensure the request is valid and all fields have been supplied correctly. Rejected files should be corrected and the file resent.
- Confirmation effective date must be >= 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 automatically sends flows to all relevant customers and the objection window will open. The objection window will close on the confirmation date -2 business days or the file submission date +7 business days (whichever comes first).

7

- Assuming no objection is met, the site waits until D-2 date when Gemini is updated & files to confirm transfer of ownership are sent to all relevant stakeholders.

8

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

Emergency Contact Details

(Applies to all following examples)

Provided on RCI, TSI, CSS,CNF, submissions (S66 & S67 record)
If ‘Manned 24 Hours’ is ‘Y’ – only one contact is required.
If ‘Manned 24 Hours’ is ‘N’ – A minimum of three contacts to a maximum of 5 contacts needs to be provided.
If you wish to add / amend existing Emergency Contact Details – Submit a EMC File

If you wish to retain existing contacts, these need to be included in the new submission.

More information on emergency contacts is found within the Uniform Network Code Section Q - 2.3. Large Firm Supply Points.

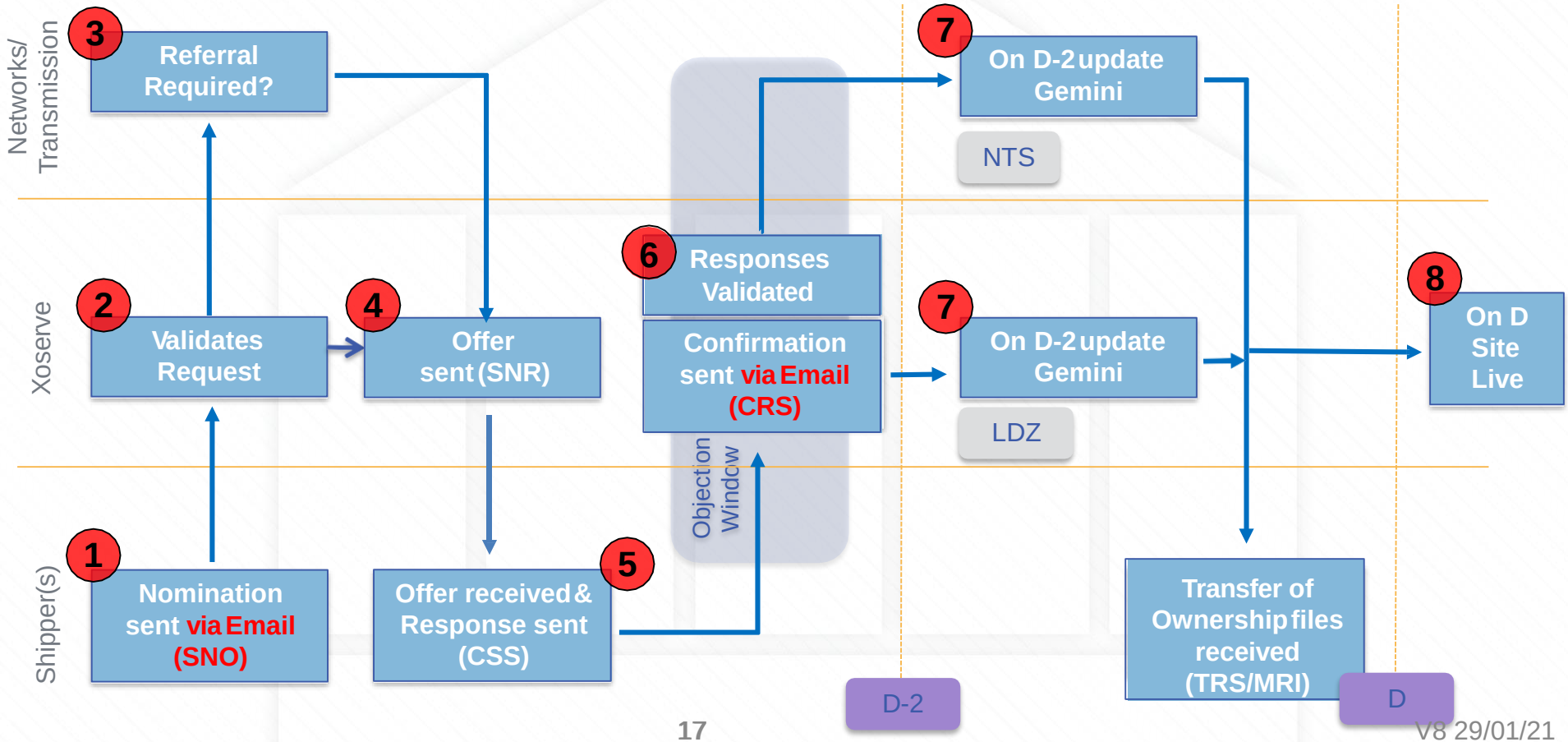
Chapter 4: Shared Supply Meter Points (SSMP)

4.1 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 Short haul
  - Change % Share
- There is no limit to the amount of Sharing Shippers on a site.
- 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 referrals as this will follow the standard nomination, confirmation process

4.1.2 SSMP Process Overview



4.2 Shared Supply Template

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

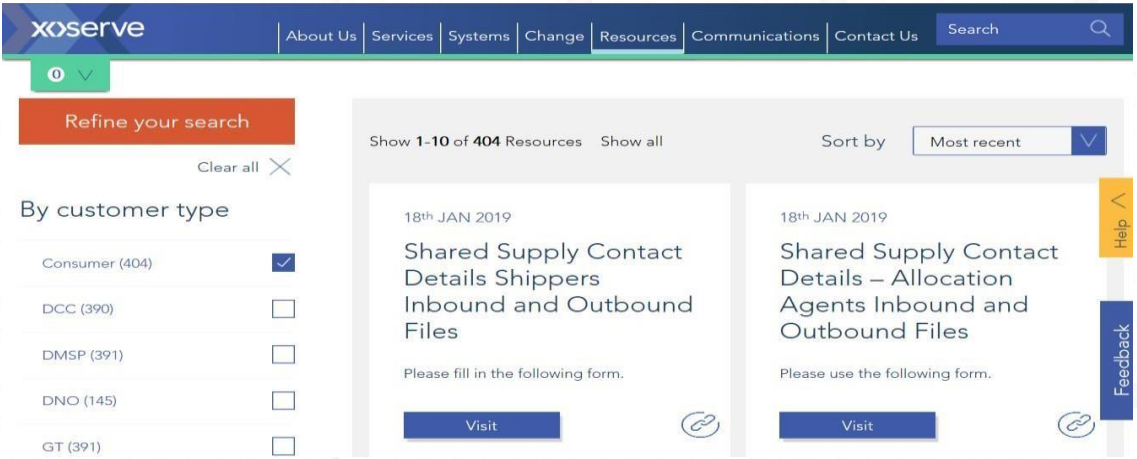
- The nomination (NOM) file format in the standard SPA process is replaced by a template (SNO). Users will complete the Excel spreadsheet template with the relevant SPA information.
- The Shipper emails the template file to Xoserve for processing. The submitting email address must be authorised for the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

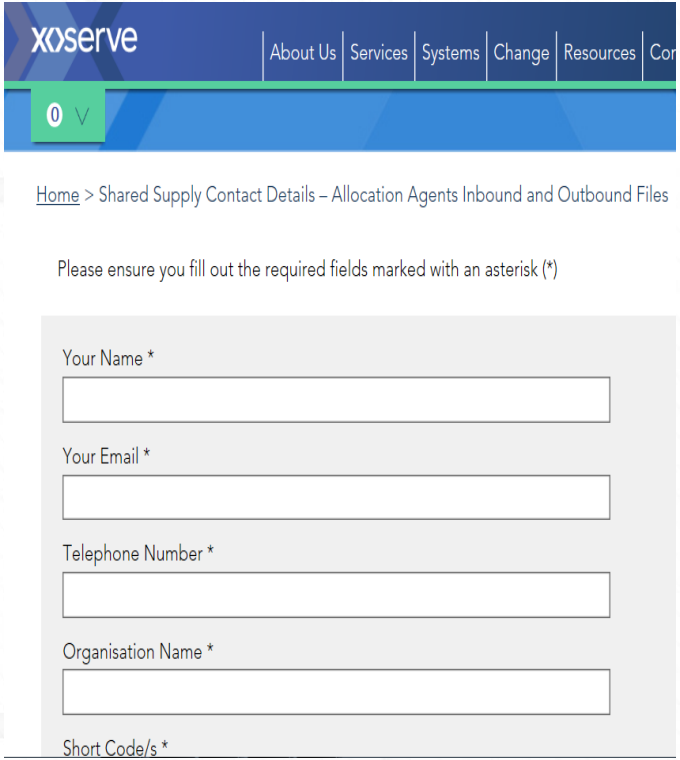
Xoserve maintains the list of authorised email addresses. For ease of use, Xoserve recommends a group email address for submissions rather than named contacts to reduce administration for personnel changes.

4.2 Shared Supply Template

4.2.2 Shared Supply Email 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 (please note you will
(need to be in Slideshow mode to use the link)
Select the relevant form, complete the details and send.





4.2 Shared Supply Template

4.2.3 Templates (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 SharePoint **(To use this link, please ensure you are in Slide Show mode)**

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'

4.2.3a 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. 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:

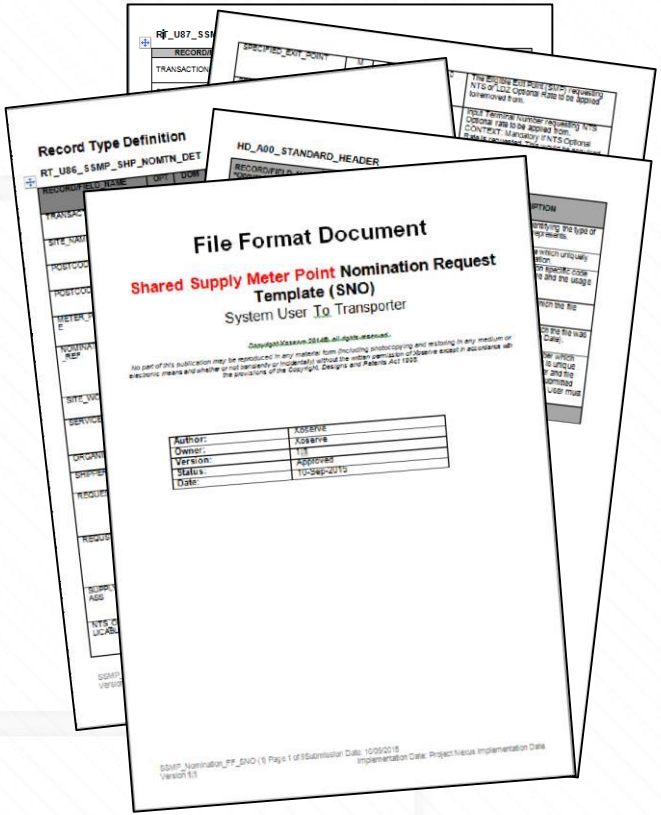
Example of
ıpleted SNO Temp

4.2 Shared Supply Template

4.2.3b 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_PERCENTAGE	M	N	5	2	DEFINITION: This field identifies the default allocation percentage to be assigned to the Shipper. VALUE: 000.00
Total			139		

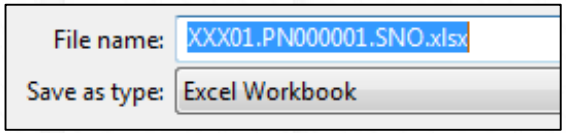


4.3 SSMP Template Submission

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
  - **PN000001 unique number (**incrementing with each submission)
  - .**YYY** will be the appropriate template shortcode 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, you will receive an email from xoserveinterface@xoserveservices.com advising of the errors. You will need to make the amendments and resubmit the template

4.4 SSMP Process Overview

4 Individual Offers (SNR Template) are automatically sent to individual Shippers (Sharing users).
A notification of current status is sent to Agent (if participating)

5 Each Shipper submits their confirmation (CSS Template) via email. **All must state the same Confirmation Effective Date.**
All confirmations from all sharing Shippers must be received within **2 Business days of the first confirmation** being received, otherwise the confirmation will reject.

6 If all the confirmations are not received, the request will be rejected and all Shippers will have to resubmit the confirmation (Nomination Offer valid for 6 months).

7 Assuming No objection is met, the site waits until D-2 date when Gemini is updated and files (TRS Template)to confirm transfer of ownership are sent to all relevant stakeholders.

8 The site is live in UK-Link on the Confirmation Effective Date (D).

For further information regarding Ratchets on SSMP sites, please seeAppendix: Ratchet Charges for SSMP Sites.

Chapter 5: Telemetered Sites

5 Telemetered Introduction

- A site can use a variety of measuring equipment,
  - Meter
  - Meter in conjunction with a Corrector (converter)
  - Meter, corrector and Datalogger (or AMR) (this allows reads to be sent electronically)
  - Telemeter is used to remotely measure any quantity. It consists of a sensor, a transmission path, a display, recording, or control device. It does not send reads.

- 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. With a minor manual update in UKLink on Effective date.

Chapter 6: Interconnector Site

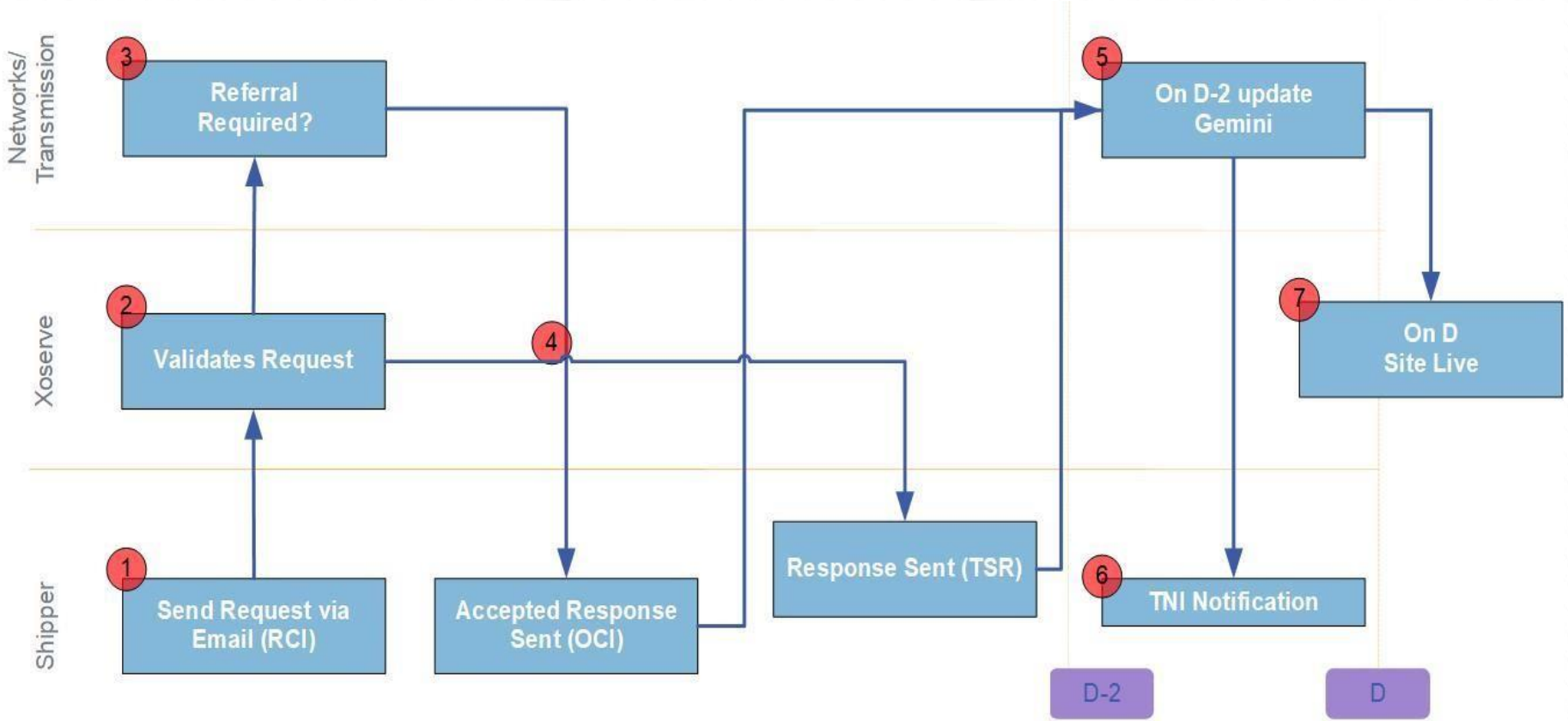
6.1 Interconnector Process Introduction

- Site set up of an Interconnector is similar to SSMP sites, with the main difference being that each Shipper works independently of each other.

- 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. Also there is not an objection window.

6.2 Interconnector Process



6.3.1 Interconnector Templates (File Formats) Location

- All interconnector changes follow the same process
- Each Interconnector process is triggered by a specific template
  - Confirmation process (RCI Template)
  - Confirmation Cancellation process (RCI Template)
  - Withdrawal process (IWT Template)

- Templates are found on SharePoint: **(To use the links, please ensure you are in Slide Show mode)**
  - There are no validations within the template therefore the user should manually check all entries.
- Templates are submitted to the Xoserve SPA team for processing.

6.3.2 Template Completion Rules

- The templates allow the user to enter the required data in accordance with the file format. It is useful to use the file format as a guide when completing the document
- Each mandatory field must be completed (see below table for example)
- The effective date must allow a min of 5 business days (BDs) and a max of 30 BDs

The support document for completing the Interconnector Confirmation file (RCI) – an extract of which is shown on the left

RCI File Format

Record Type Definition

RT_U91_INTERCONNECTOR_CONFIRMATION

RECORD/FIELD_NAME *Occurs Max 1*	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	A code identifying the type of response that this record represents. VALUE : U91
SITE_NAME	O	T	50	0	The name of the site associated to the Supply Meter Point(s).
POSTCODE_OUTCODE	M	T	4	0	Standard PAF outcode as defined in the PAF digest.
POSTCODE_INCODE	M	T	4	0	Standard PAF incode as defined in the

Key	Description
OPT	O - Optional, M - Mandatory
DOM	T-text, N-Numeric, D-Date (YYYYMMDD), M-Timestamp
LNG	Number of characters
DEC	Decimal places

6.3 Interconnector Template

6.3.2 Template Completion (Confirmation Example Completed)

- An example of a completed confirmation request file format is shown below

TRANSACTION_TYPE	ORGAISATION_ID	FILE_TYPE	CREATION_DATE	CREATION_TIME	GENERATION_NUMBER
A00	434	RCI	20170623	134700	1
TRANSACTION_TYPE	SITE_NAME	POSTCODE_OUTCODE	POSTCODE_INCODE	METER_POINT_REFERENCE	NOMINATION_SHIPPER_REF
U91	BACTON INTERCONNECTOR	NR12	0JD	9331176908	
ORGANISATION_ID	SHIPPER_SHORT_CODE	SUPPLY_METER_POINT_CLASS	MARKET_SECTOR_CODE	NTS_OPTIONAL_RATE_APPLICABLE	SPECIFIED_EXIT_POINT
434	TRA	1	I	N	
SPECIFIED_ENTRY_POINT	SPECIFIED_ENTRY_POINT_NAME	NTS_GRID_REFERENCE_ENTRY_POINT	NTS_GRID_REFERENCE_EXIT_POINT	SP_MANNED_24_HOURS_INDICATOR	CONFIRMATION_EFFECTIVE_DATE
				Y	20170706
TRANSACTION_TYPE	CONTACT_TYPE	CONTACT_TITLE	CONTACT_SURNAME	CONTACT_INITIALS	CONTACT_FIRST_NAME
S66	EMR	MR	GAS OPERATIONS	For emergency contacts this can be left blank as it is an optional field	GAS OPERATIONS
CONTACT_JOB_TITLE	CONTACT_EFFECTIVE_DATE				
SHIFT OPERATOR	20170706				
TRANSACTION_TYPE	CONT_ELECTRONIC_COMM_TYPE	CONTACT_ELECTRONIC_ADDRESS			
S67	TEL	441234567890			
S67	FAX	441234567891			
TRANSACTION_TYPE	RECORD_COUNT				
Z99	4				

Interconnector Templates

Examples of Interconnector Templates are contained within the above document

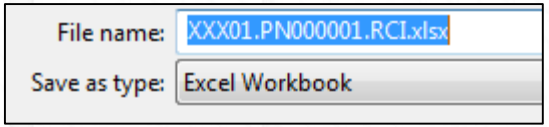
- Please note when submitting the template all the information for each Transaction Type needs to be on one line. **i.e. Everything in red should all be on one line. We have compressed this screenshot for example purposes only.**

6.3.3 Interconnector 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
  - **PN000001** unique number (incrementing with each submission)
  - .**YYY** will be the appropriate template shortcode e.g..RCI

– Save the document with file type of Excel Workbook



- Create an email to nonstandardsites@xoserve.com
  - Enter the file name in the Subject line and attach the file

– If validation checks have failed, you will receive an email from nonstandardsites@xoserve.com advising of the errors. You will need to make the amendments and resubmit the template

6.4 Interconnector Process

All Interconnector SPA processes follow the standard SPA process with the following differences:

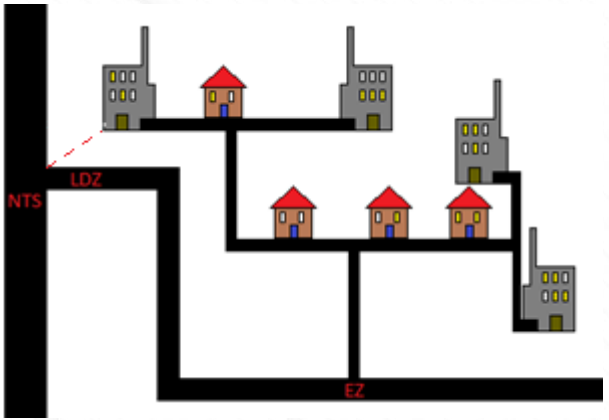
1. The request is sent via an email template to the SPA team at Xoserve nonstandardsites@xoserve.com

2. The SPA team manually validate the submission. The UK Link system performs further validation during processing

Chapter 7: Optional Tariffs

7.1a Optional Tariff (Shorthaul) Introduction

- To be eligible for LDZ Optional Tariff:
  - **LDZ** (Local Distribution Zone) sites must be located close to the NTS pipeline.

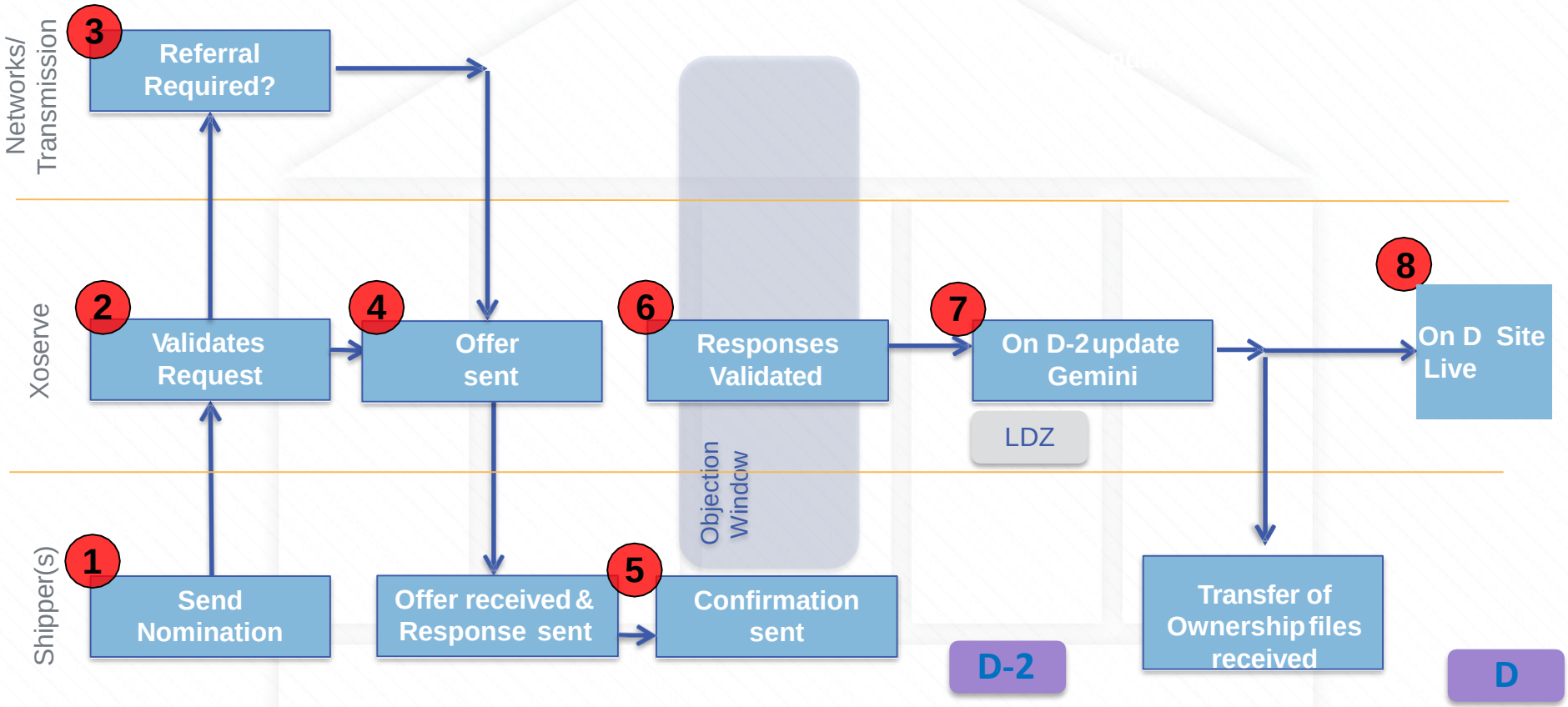


- A Site can then choose to take specific rates/charges
  - Only LDZ Sites can have LDZ Optional Tariff

Charges are calculated by applying the distances from the Notional Terminal Entry Point.

- To request or remove an LDZ Optional Tariff the standard SPA flow (7.2) is followed

7.2a SPA Process for LDZ Optional Tariff



7.2b LDZ Optional Tariff nom File format

Record Type Definition

RECORD/FIELD NAME	OPT	DOM	LNG	DEC	DESCRIPTION
TRANSACTION_TYPE	M	T	3	0	A code identifying the type of request that this record represents. Value:U72
LDZ_OPTIONAL_RATE_APPLICABLE	M	T	1	0	Request for LDZ Optional Rate charge. Allowable Values: Y or N
POSTCODE_OUTCODE	M	T	4	0	Standard PAF outcode as defined in the PAF digest.
POSTCODE_INCODE	M	T	4	0	Standard PAF incode as defined in the PAF digest.
SPECIFIED_EXIT_POINT	M	T	10	0	The Eligible Exit Point (SMP) requesting LDZ Optional Rate to be applied to/Removed
GRID_REFERENCE_ENTRY_POINT	O	T	9	0	Grid reference for calculation of distance. Where a different Grid Reference Entry Point is to be considered by the Transporter from the original Grid Reference Entry Point provided.
GRID_REFERENCE_EXIT_POINT	O	T	9	0	Grid reference for calculation of distance. Where a different Grid Reference Exit Point is to be considered by the Transporter from the original Grid Reference Exit Point provided.
Total			**40**		

When the LDZ optional tariff is required you need to include a NOM file with record: U72 LDZ OPTIONAL RATE REQ as shown below. All LDZ optional tariff will refer therefore Grid references are not required to be populated.

File Edit Format View Help

```
"A00",123,"NOM",20180105,172741,036887
"S48","10000000000000528582",,,,"D","",1,"","",,
"S69",123456789,"AB1","2CD"
"U72","Y","AB1","2CD","123456789","",""
"Z99",3
```

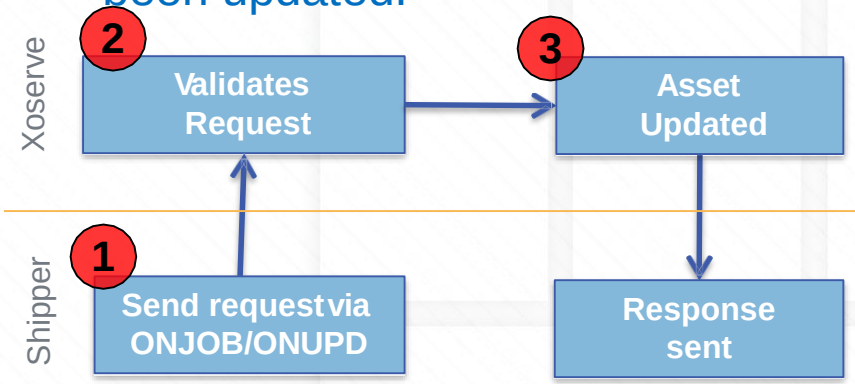
XRN4376 (MOD0678)- Gas Charging Regime

- 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"**.

Chapter 8: RGMA (Asset/Device Updates)

8.1 Overview of Standard RGMA Process

- An ONJOB is notification when a physical exchange/removal of a meter has recently taken place.
- 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

8.2 Special Metering Overview

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

UNIFORM NETWORK CODE – TRANSPORTATION PRINCIPAL DOCUMENT

SECTION G – SUPPLY POINTS

7.1 General

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.

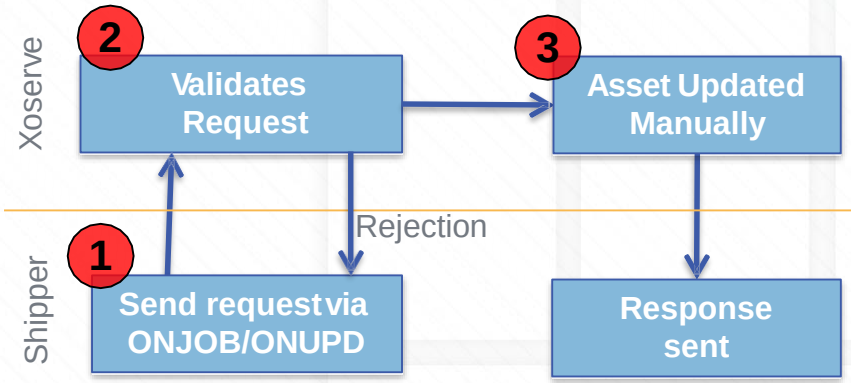
8.3 Twin Stream Overview

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.

8.4 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 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 9: End to End Process

9.1 Asset Notification Process for New Sites

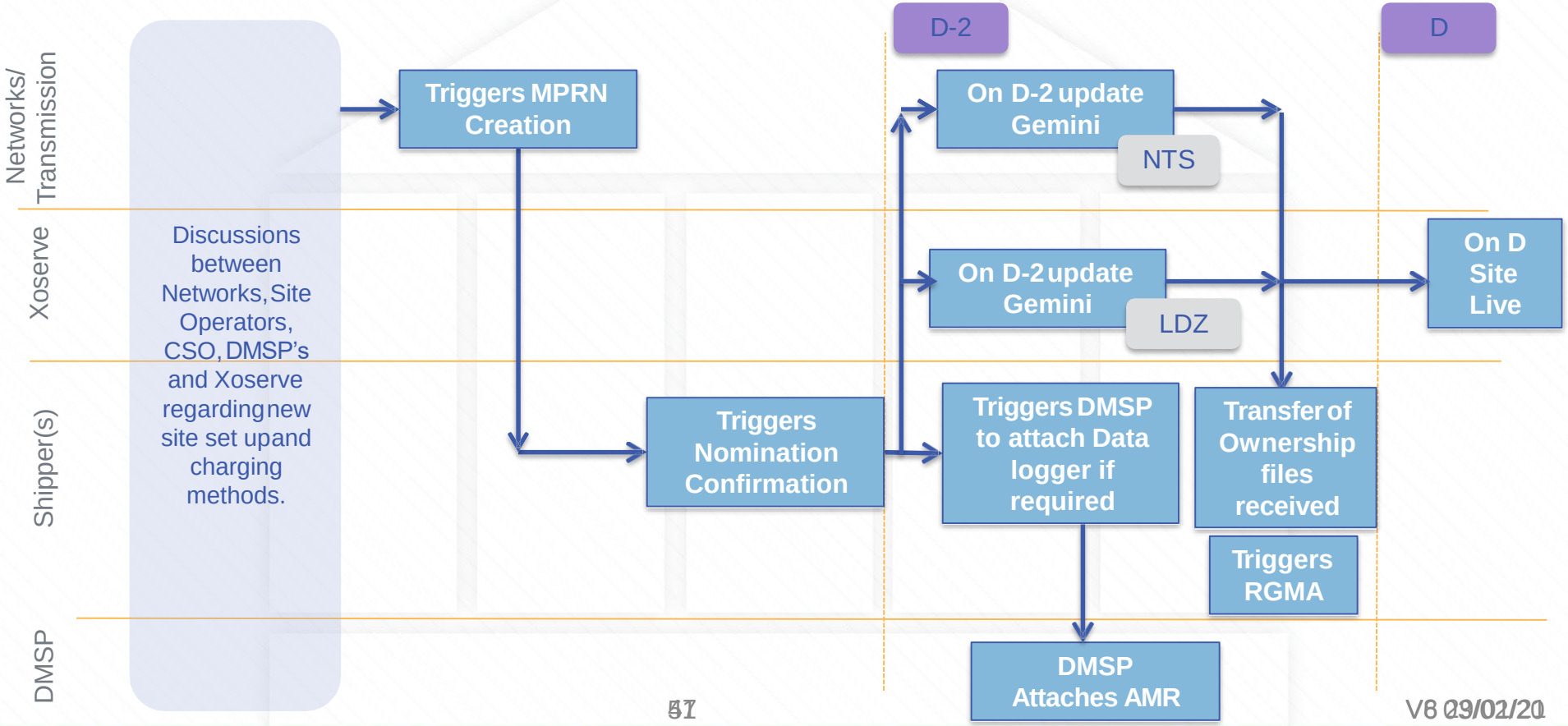
For new site creation end to end process, we have to piece together the chapters already reviewed.

The processes must follow a specific sequence:

1. CSEP creation (only for CSO sites requiring NetworkActivity)
2. MPRN creation
3. Nomination
4. Confirmation
5. Gemini updates
6. Asset updates(RGMA)

9.1 Asset Notification Process for New Sites

9.1.1 New Sites Process



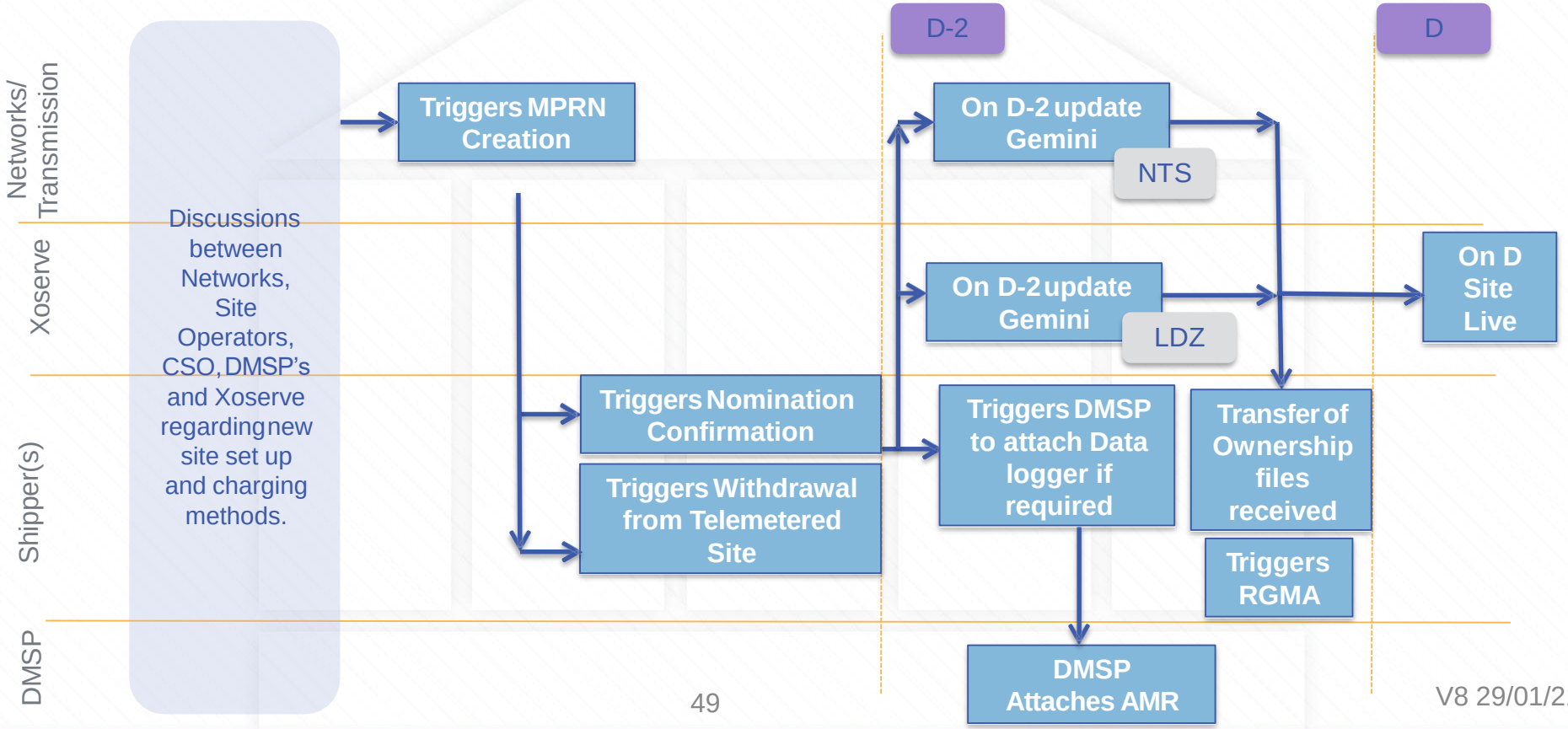
9.2 Asset Notification for Telemetered to data logged site

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. MPRN Creation
  2. Nomination
  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

9.2 Asset Notification for Telemetered to Datalogged

9.2 Telemetered to Data Logged Site Notification



Appendix 1 : 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

Appendix 2 : Shipper/Agent Templates for SSMP

Appendix

Communication via Templates/File Formats Shipper/Agent and Xoserve

The following table summarises the templates/file formats between the Shipper/Agent and Xoserve for Shared Supplies:

File	Description	Sent From	Sent To
SNO	Nomination	Shipper/Agent	Xoserve
SNR	Nomination response	Xoserve	Shipper/Agent
CSS	Confirmation	Shipper	Xoserve
CRS	Confirmation response	Xoserve	Shipper
ANT	Agent Notification	Xoserve	Agent
WOR	Objection & Withdrawal response	Xoserve	Shipper
WRS	Objection & Withdrawal request	Shipper	Xoserve
TRS	Transfer of Ownership	Xoserve	Shipper
MRI	Meter reading & Access instructions	Xoserve	Shipper
DCF	Discontinued confirmation notification	Shipper	Xoserve
PAC	Pre transfer asset change notification	Shipper	Xoserve
DNE	Energy amendments to Allocation Agent	Xoserve	Agent
DNR	Energy amendments allocation from Allocation Agent	Agent	Xoserve

Appendix Shipper

Nomination Request

- To start the process an SPA nomination request is required detailing all the Sharing Users requirements.
- The SSMP Nomination Request template (.SNO) needs to be completed with all of the details from the Registering Users (or the appointed AllocationAgent) and submitted via email.

- Example of a completed .SNO template for a Meter Point Reference with more than one Registering User:

Example of
npleted SNO Temp

Nomination Request Response

- The received SSMP Nomination Request template (.SNO) will be processed and a Shared Supply Meter Point Nomination Response template (.SNR) will be generated. Including whether the nomination request has been rejected, referred or accepted.
- Each of the Registering users will receive a .SNR response file detailing their own respective data

- Example of an .SNR template containing …..

Accepted Details

SNR AC Template

Referred Details

SSMP SNR RF Template

Rejected Details

SSMP SNR RJ

Appendix Shipper

Confirmation Request

- To start the process a Shared Supply Meter Point Confirmation request template (.CSS) is required
- The template must be completed and submitted individually by each of the Registering Users containing the same Proposed Confirmation effective date

- Example of a completed .CSS template by an Individual User:

Confirmation Request Response

- The received SSMP Confirmation Request template (.CSS) will be processed and a .CRS response file will be generated and issued to each Registered User. This will detail their individual data and whether the confirmation has been has been rejected or accepted.

- Example of an .CRS template containing …..

Accepted Details

Example CRS AC Template

Rejected Details

Example CRS RJ Template

D-2 Transfer of Ownership

- On D-2 of the proposed Confirmation Effective date the Transfer of Ownership templates (TRS/MRI/PAC), will be sent to each Individual User detailing all the required information:

Example of Shared Supply Meter Point Transfer of Ownership Notification template (TRS)

Example TRS Template

Example of Shared Supply Meter Read Access Instruction Notification template (MRI)

Example MRI Template

Example of Shared Supply Pre TransferAsset change notification template (PAC)

Example PAC Template

Withdrawal or Objection Request

- Where a Registering User wishes to either withdraw from a site or object to a new confirming User, a Shared Supply Meter Point Objection and Withdrawal Request Template (.WRS) must be completed and sent in via email.
- Example of an .WRS template containing …..

Withdrawal Details

Objection Details

Withdrawal or Objection Response

- The received SSMP Objection and Withdrawal Request Template (.WRS) will be processed.
- Then a Shared Supply Objection and Withdrawal Notification template (.WOR) response file will be generated and issued.

- Example of a .WOR template containing details:

Example WOR Template

Nomination Request Response

- Where the Sharing Registered Users have nominated an Agent Service, the agent will be notified at certain stages of the SPA registration process of the progress, including accepted and rejected requests.

- Example of an .ANT template containing update of …..

Accepted Nomination Details

ANT AC Template

Rejected Nomination Details

ANT RJ Template

Appendix 3 : Ratchet Charges for SSMP Sites

SSMP Ratchet Examples

- The rule applied is as follows:
- (Class 1 only) Where a DM Supply Point is a Shared Supply Meter Point:
- - the "Supply Point Ratchet" will apply if the 'aggregate quantity offtaken' (A) by all Sharing Registered Users exceeds the aggregate of the Users Registered Supply Point Capacity (B)
- - at the Supply Point the amount of the excess (the "aggregate ratchet excess") shall be (A-B)
- - for each Sharing Registered User, the Capacity Ratchet Amount is determined as the amount (the "individual ratchet excess") by which the User UDQO exceeds its Registered Supply Point Capacity, divided by the sum of the individual Ratchet excesses for all the Sharing Registered Users, multiplied by the aggregate ratchet excess.

Appendix Shipper

SSMP Ratchet Examples

Example:

Shared Supply Meter Point where Shipper A has used less than their DMSOQ and Shipper B & C used more than their DMSOQ

Shippers	Aggregated UDQO		Individual Shippers SOQ	Difference between SOQ & UDQO
Shipper A	40		50	
Shipper B	70		60	+10
Shipper C	120	Total Rachet Value to be Smeared	80	+40
	230	<- 40 ->	190	50

A = No Ratchet as DMSOQ and UDQO in line.

B = 10/50 x 40 = 8

C = 40/50 X 40 = 32

40

Only Shippers that have breached their SOQ will receive a portion on the ratchet. All Shippers require details of increase aggregate SOQ as this will affect their charges.

Appendix Shipper

SSMP Ratchet Examples

Example:

Shared Supply Meter Point where Shipper A has used less than their DMSOQ value and Shipper B & C more than their DMSOQ value

Shippers	Aggregated UDQO		Individual Shippers SOQ	Difference between SOQ & UDQO
Shipper A	40		50	
Shipper B	50		25	+25
Shipper C	75	Total Rachet Value to be Smeared	25	+50
	165	<- 65 ->	100	75

A = No Ratchet as DMSOQ and UDQO in line.

B = 25/75 x 65 = 21.67

C = 50/75 X 65 = 43.33

65

Only Shippers that have breached their SOQ will receive a portion on the ratchet. All Shippers require details of increase aggregate SOQ as this will affect their charges.

UDQO: User Daily Quantity Offtake

Appendix Shipper

SSMP Ratchet Examples

Example:

Shared Supply Meter Point where Shipper A, B & C have used more than their DMSOQ

Shippers	Aggregated UDQO		Individual Shippers SOQ	Difference between SOQ & UDQO
Shipper A	200		150	+50
Shipper B	75		50	+25
Shipper C	125	**Total Rachet Value to be Smeared**	50	+75
	400	**<- 150 ->**	250	150

A = 50/150 x 150 = 50
B = 25/150 x 150 = 25
C = 75/150 x 150 = 75

150

Only Shippers that have breached their SOQ will receive a portion on the ratchet. All Shippers require details of increase aggregate SOQ as this will affect their charges.

UDQO: User Daily Quantity Offtake

Appendix 4 : Shipper Templates for Interconnectors

Appendix
Communication between Shipper and Xoserve via Templates

- The following table summarises the templates/file formats between the Shipper and Xoserve for interconnectors:

File	Description	Sent From	Sent To
RCI	Confirmation	Shipper	Xoserve
OCI	Confirmation response	Xoserve	Shipper
TNI	Ownership	Xoserve	Shipper
IWT	Withdrawal	Shipper	Xoserve
IWR	Withdrawal response	Xoserve	Shipper
CNI	Ceased Responsibility	Xoserve	Shipper