

User Admission Steps for Shippers

<p>Step One – Validation Has to be completed before moving to Step Two</p>	<p>Apply for a Shipper Licence via Ofgem <i>(Click here to visit ofgem.gov.uk)</i></p>	<p>Customer to submit Customer Application Form (CAF) to the Customer Life Cycle team. Once validation checks are complete, the User Admission fee is payable</p>	<p>It is recommended that the Shipper obligations within the Uniform Network Code (UNC) are considered <i>(Click here to view the UNC)</i></p>	<p>If you intend to register on PRISMA you will need an Energy Identification Code (EIC) from Xoserve <i>(Click here to visit xoserve.com)</i></p>	<p>This guide has been designed to support you through the various steps required in order to become a gas Shipper. Click on links for an example of the agreement or contract in question. We are continually seeking to improve our customer's experience so if you have any feedback on this document or any aspect of the User Admission process please let us know. Submit your feedback to the Customer Life Cycle team via customerlifecycle.spa@xoserve.com</p>		
<p>Step Two – Confidentiality Documentation Has to be completed before moving to Step Three</p>	<p>Confidentiality Agreement sent to the customer <i>(Click here for an example)</i></p>	<p>Confidentiality Agreement signed and returned</p>	<p>Confidentiality Agreement to be countersigned by Transmission and Distribution Networks – one copy of each returned to the customer</p>	<p>Upon return of all confidentiality documentation, credit contacts for Xoserve and Networks can be issued</p>			
<p>Step Three – Accession Documentation This can be completed in conjunction with Step Four</p>	<p>Accession and Data Services Contract (DSC) Agreements sent to customer to be signed and returned <i>(Click on the links)</i></p>	<p>Legal Opinion obtained A Legal Opinion is only required if the company is registered outside of England and Wales <i>(Click here for an example)</i></p>	<p>Transmission Accession Agreement signed by Transmission - one copy returned to the customer</p>	<p>Network Accession Agreement signed by Networks - one copy returned to the customer</p>	<p>DSC countersigned by Xoserve This can be countersigned at the end of the User Admission process to commence Go-Live process</p>	<p>Customer can discuss IX Security, General DSC services and Energy Balancing arrangements with Xoserve and the relevant networks</p>	
<p>Step Four – Information Exchange Arrangements (IX) This can be completed in conjunction with Step Three</p>	<p>Customer confirms IX works to be undertaken and indicative timescales discussed</p>	<p>IX Installation Agreement or Sharing Agreement sent to customer <i>(Click here for an example)</i></p>	<p>IX Installation Agreement or Sharing Agreement signed & returned <i>(Click here for an example)</i></p>	<p>Credit Limit, Security for IX Installation and annual maintenance charge set with Xoserve's Credit and Risk Management Team</p>	<p>IX Installation Agreement countersigned by Xoserve or IX Sharing Agreement held on file</p>	<p>Xoserve's Service Provider confirms IX arrangements for customer and undertakes delivery</p>	<p>Customer Invoiced for IX works and annual maintenance in accordance with IX Installation Agreement</p>
<p>Step Five – Final Steps for Accession to Uniform Network Code and DSC All other Steps need to be completed before moving to Step 5</p>	<p>Security lodged with Transmission and relevant Networks Confirmation sent to Xoserve from Transmission and relevant Networks</p>	<p>Security lodged with Xoserve's Credit and Risk Management Team for Energy Balancing and General DSC Services</p>	<p>System accounts, Gemini XP1 and E-Training set up, and details provided to customer</p>	<p>Go Live – Customer becomes a UNC Shipper and DSC Party PRISMA account activated (if applicable)</p>	<p>Shipper may now request DSC Additional / Specific Services via appropriate Request Forms</p>		

Key:

Information	Customer	Customer Life Cycle	Transmission and Distribution Networks	Credit and Risk Management Team	Other Service Providers	GO GO GO!
-------------	----------	---------------------	--	---------------------------------	-------------------------	-----------