NTS Exit Reform

External
System User Guidelines

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<u>Please Note</u>: 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

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

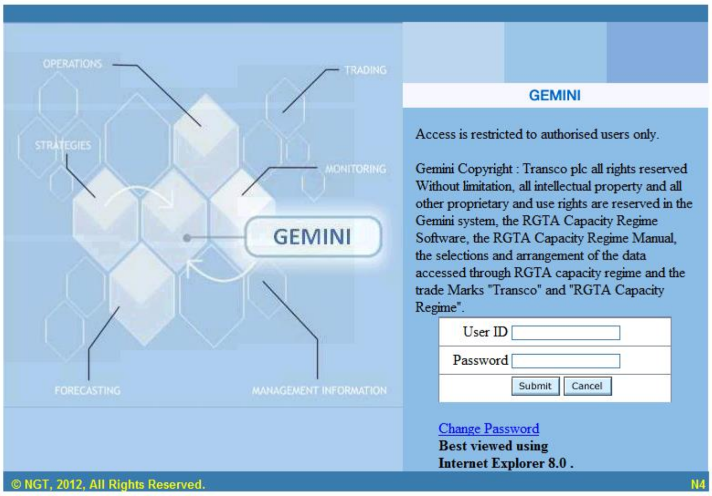
The new NTS Exit Reform system is paired with the existing Gemini system and as such is accessed via the Gemini menu page.

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:

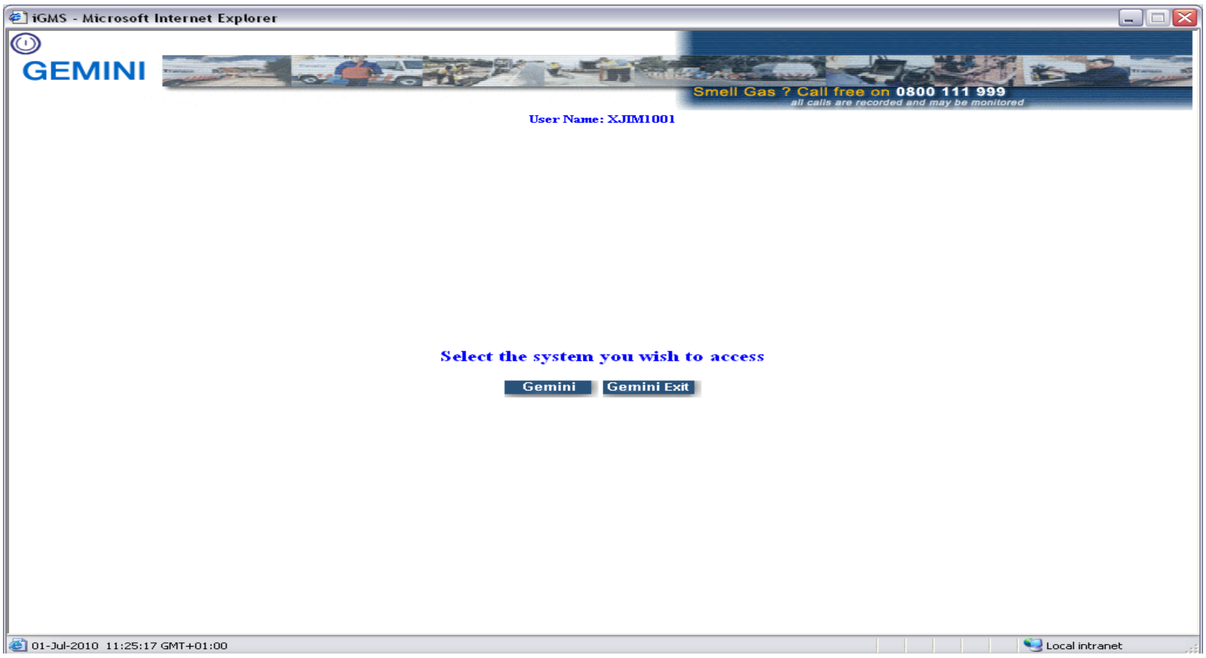
http://www.xoserve.com/index.php/our-systems/gemini/gemini-technical-publications/

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 NTS

Exit Reform

Chapter One

Reports

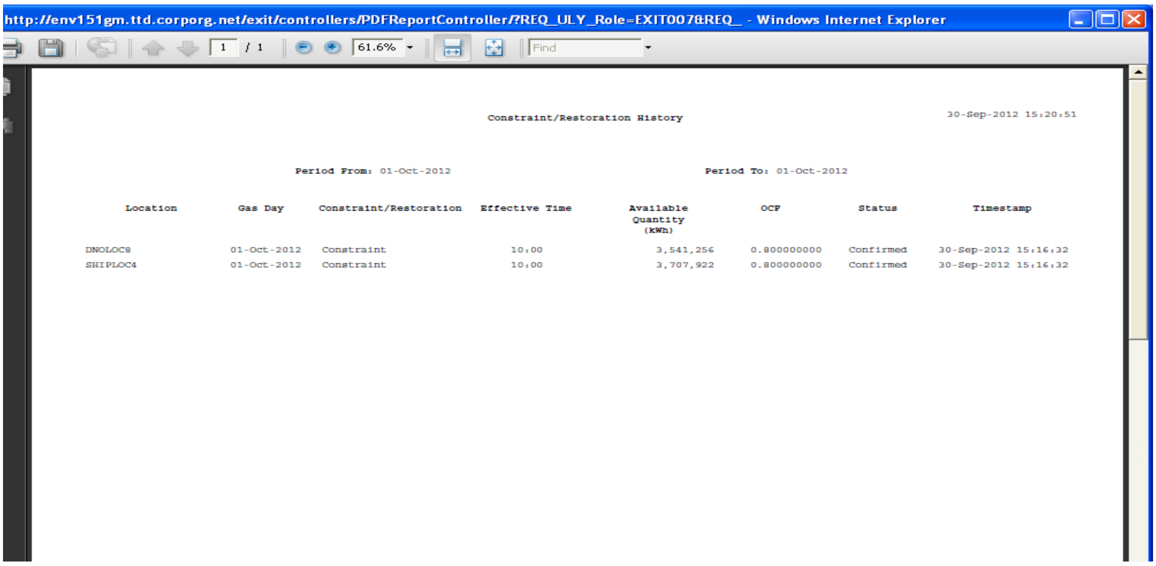
1. Reports

There are a number of reports contained within Gemini Exit for you to access. For all reports you can download the information by clicking on the **Generate Report** button. You will then have 2 options – csv or formatted (pdf). Select the format you want and you will then be able to print and/or save the information generated. When you want to save the report in the csv format, save the file as .TXT and align the data with the header by removing line breaks. Once you have finished, close the report and return to the main screen. Click **Clear** and the screen will be cleared of all data.

Points to Remember

You may experience a blank screen problem when generating reports. This occurs when you click on the **Generate Report** button in a screen and create either a csv or pdf report. When the report screen is closed you may find that a blank screen remains. This has been identified as being related to the version of Adobe Reader being used by your PC. If you have Adobe version 9.3.2 you should not experience this, however if you have Adobe version 8.1.1 you should be able to avoid this by reconfiguring your Adobe Reader to display PDF file in the web browser.

The screen shot below shows an example of a formatted report.


http://env151gm.ttd.corporg.net/exit/controllers/PDFReportController/?REQ_ULY_Role=EXIT007&REQ_ - Windows Internet Explorer

Constraint/Restoration History

30-Sep-2012 15:20:51

Period From: 01-Oct-2012 Period To: 01-Oct-2012

Location	Gas Day	Constraint/Restoration	Effective Time	Available Quantity (kWh)	OCF	Status	Timestamp
DNOLOC8	01-Oct-2012	Constraint	10:00	3,541,256	0.800000000	Confirmed	30-Sep-2012 15:16:32
SHIPLOC4	01-Oct-2012	Constraint	10:00	3,707,922	0.800000000	Confirmed	30-Sep-2012 15:16:32

When working through the screens, you will see that some fields are marked with an asterix (*). This means that the fields are mandatory and you must enter data. If this is not done then the system will return you back to the particular field(s) that require completion before you can move on.

1.1 Capacity and Price Information

This report displays the Capacity offered for:

- an instance of Method of Sale (MoS) – this is the auction/application type which you choose to participate in
- the indicative and or actual price for each location and
- Sub Transaction Period

The report will be visible for instances of MoS that have been published.

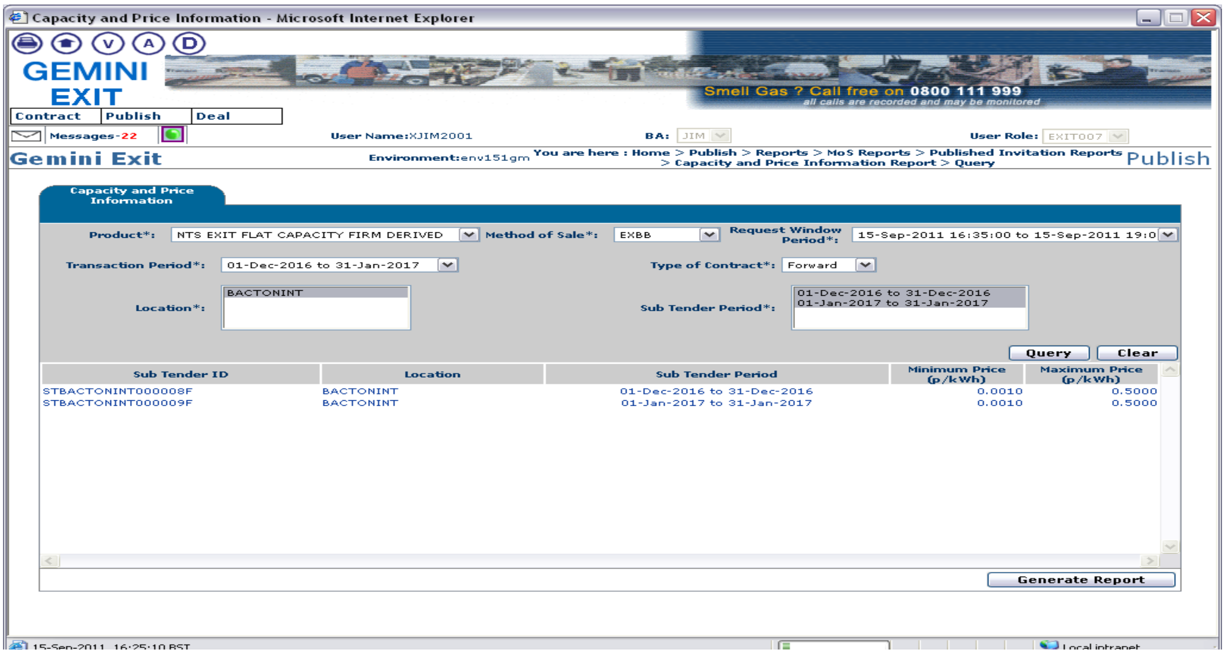
The Navigation Path for this screen is

Home>Publish>Reports>MoS Reports>Published Invitation Reports>Capacity and Price Information Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product** - for example NTS Exit Flat Capacity Firm Primary
- **Method of Sale** – select the code appropriate to the report you wish to run. Dependant on the MoS chosen, extra fields will appear for you to select values against namely:
    - **Earliest Increase Date** – EAFLEC; AIEFLEC
    - **Earliest Decrease Date** – EAFLEC
    - **Indicative Pricing Period** – EAFLEC; AIEFLEC; AFLEC
    - **Sub Transaction Period** – AFLEC
    - **Transaction Period** – EXBB; DADNEX; DONEX; WDDNEX
    - **Period From** – DADNEX; DONEX; WDDNEX
    - **Period To** – DADNEX; DONEX; WDDNEX
    - **Type of Contract** – EXBB
    - **Sub Tender Period** – EXBB
    - **Location** – EAFLEC; ADEFLEC; AFLEC; AIEFLEC; EXBB; DADNEX; DONEX; WDDNEX
- **Request Window Period** – select the period of time appropriate to the report you wish to run.

Click **Query** and the results will be displayed.



Publish – Reports – MoS Reports – Published Invitation Reports – Capacity and Price Information Report – Query

1.2 Daily Forecast Demand Report

This report provides you with information regarding both the prevailing 13:30 hours Day Ahead Forecast Total System Demand, as well as the 1 in 20 peak day demand expressed in 'mcm' The figure will also be expressed as a percentage of the 1 in 20 peak day demand each day.

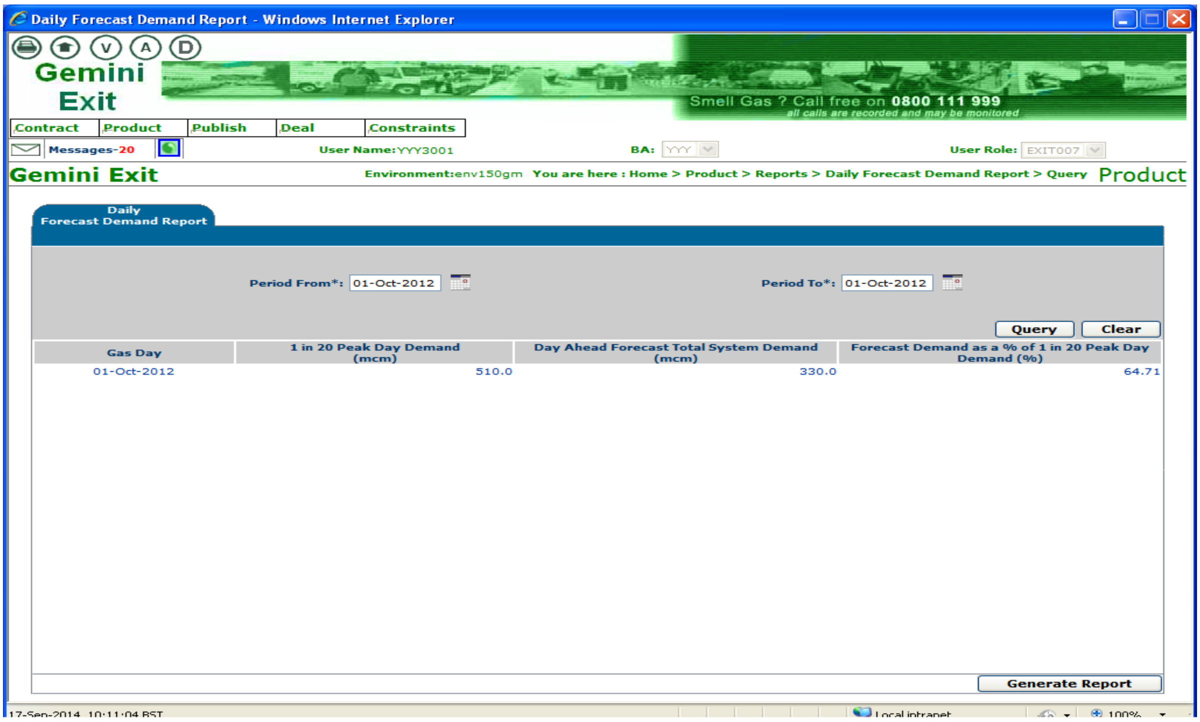
The Navigation Path for this screen is

Home>Product>Reports>Daily Forecast Demand Report

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Period From**
- **Period To**

Click **Query** and the results will be displayed.



Product – Reports – Daily Forecast Demand Report - Query

1.3 Request Window Details Report

The **Request Window Detail Report** displays the start and end date plus the times of the Request Window for an Instance of MoS. Requests can be placed on any day and time between the date and time specified on the screen. This report is visible for the instances of MoS which have been published.

The Navigation Path for this screen is

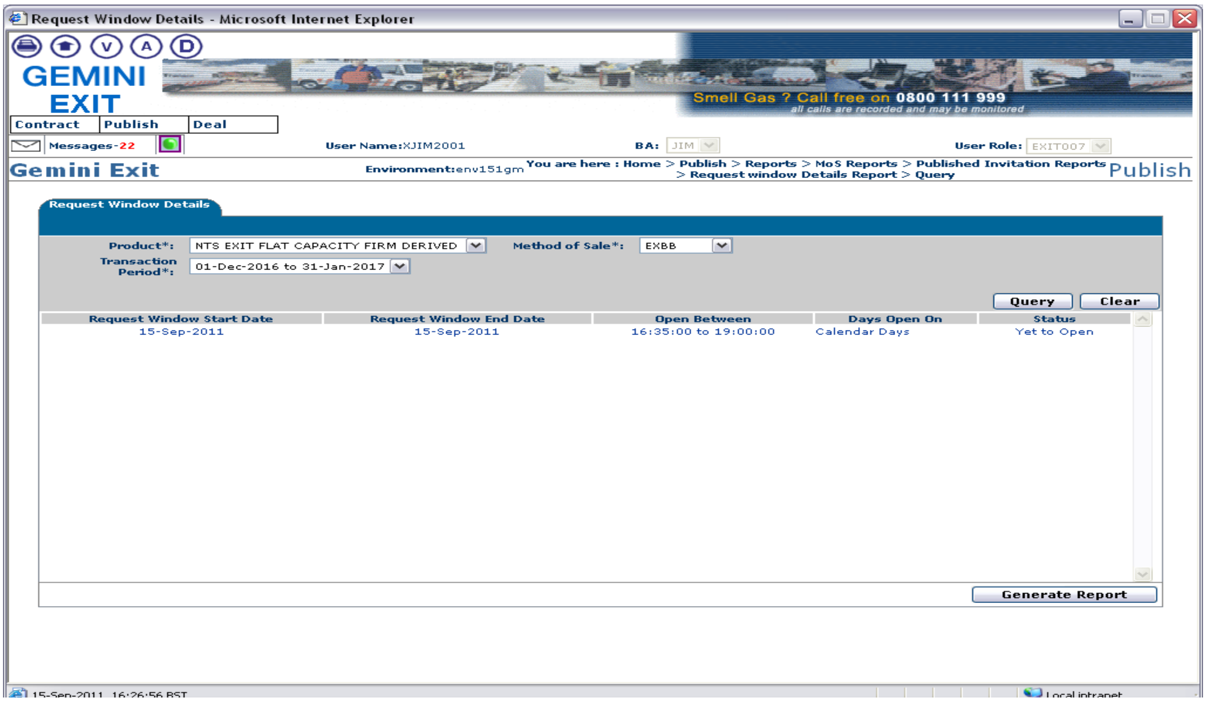
Home>Publish>Reports>MoS Reports>Published Invitation Reports>Request Window Details Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product** - for example NTS Exit Flat Capacity Firm Primary

- **Method of Sale** – select the code appropriate to the report you wish to run. Dependant on the MoS chosen, extra fields will appear for you to select values against:
    - **Request Type (Increase or Decrease)** – AIEFLEC; EAFLEC; ADEFLEC
    - **Earliest Increase Start Date (default)** – AIEFLEC; EAFLEC
    - **Earliest Decrease Start Date (default)** – EAFLEC; ADEFLEC
    - **Transaction Period** – AFLEC; EXBB; DADNEX; DONEX; DBNEX; WDDNEX
    - **Application Window Type** – EAFLEC
    - **Sub Transaction Period** – AFLEC

Click **Query** and the results will be displayed.



Publish – Reports – MoS Reports – Published Invitation Reports – Request Window Details Report – Query

1.4 Auction Request Information Report

The **Auction Request Information Report** displays the details of requests that have been placed along with the status. The information generated is based on Product and MoS that you enter. This report is only applicable for Daily Short Term Auctions that is DADNEX; WDDNEX; DONEX and DBNEX

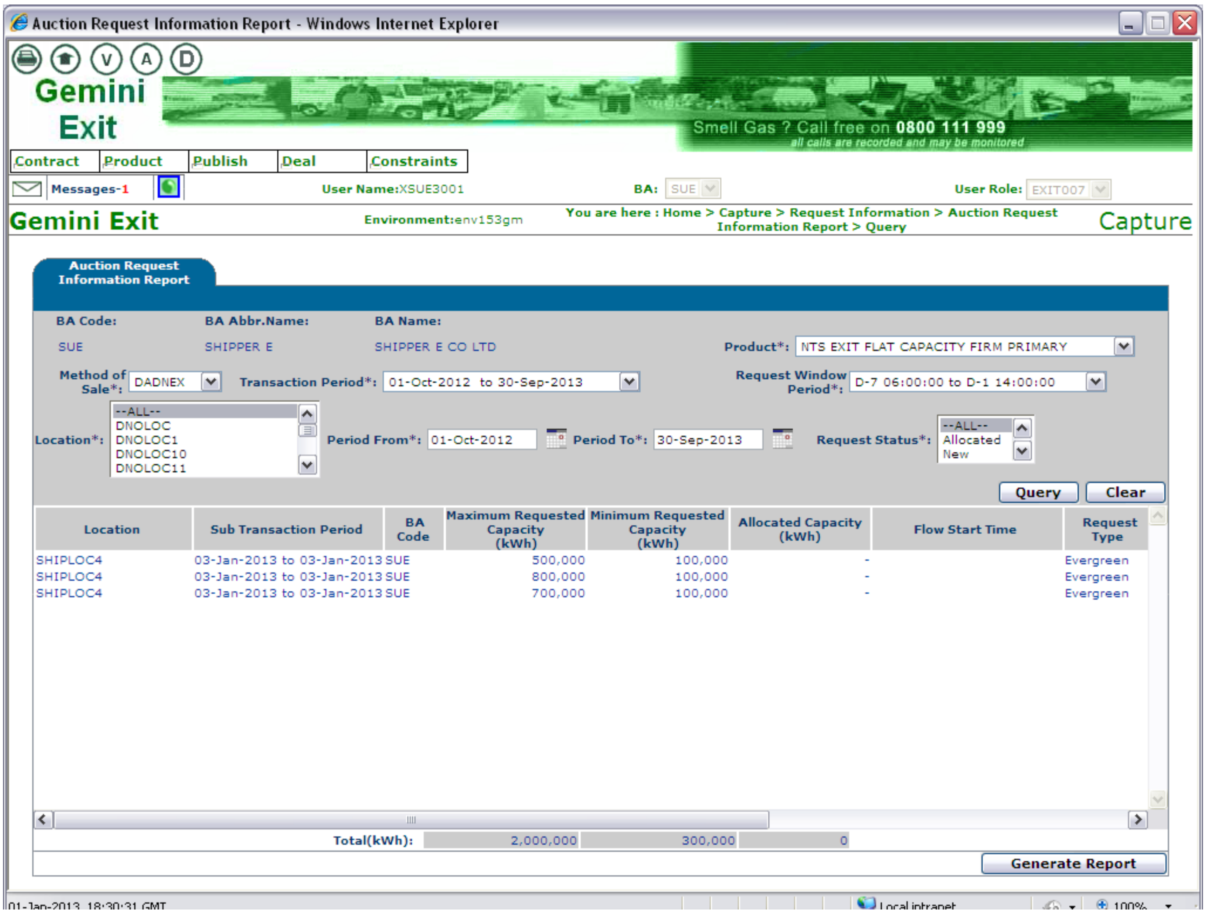
The Navigation Path for this screen is

Home>Deal>Capture>Request Information>Auction Request Information Report

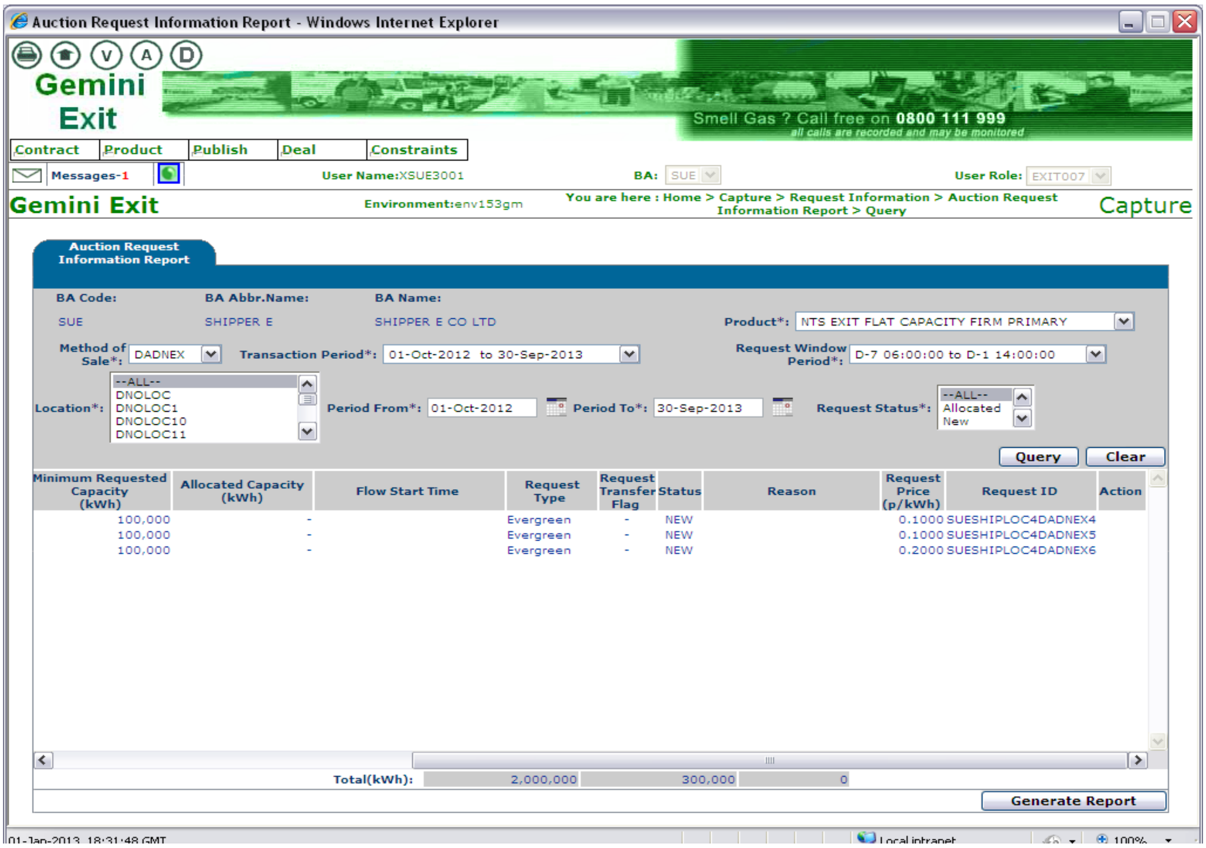
If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product** - for example NTS Exit Flat Capacity Firm Primary
- **Method of Sale** – select the code appropriate to the report you wish to run
- **Transaction Period** – select the appropriate period of time. This represents the period in which the Gas Day falls for the date you wish to buy or sell capacity
- **Request Window Period**
- **Location**
- **Period From**
- **Period To**
- **Request Status**

Click **Query** and the results will be displayed.



Capture – Request Information – Auction Request Information Report – Query



Capture – Request Information – Auction Request Information Report – Query

1.5 Application Request Information Report

This report displays the details of requests placed for a particular MoS. The report is applicable for Enduring (Annual, Ad hoc Increase and Decrease) and Annual NTS Exit Flat Capacity Applications. For Enduring Increase Applications the Indicative and Actual prices for the period when the increase is effective are shown.

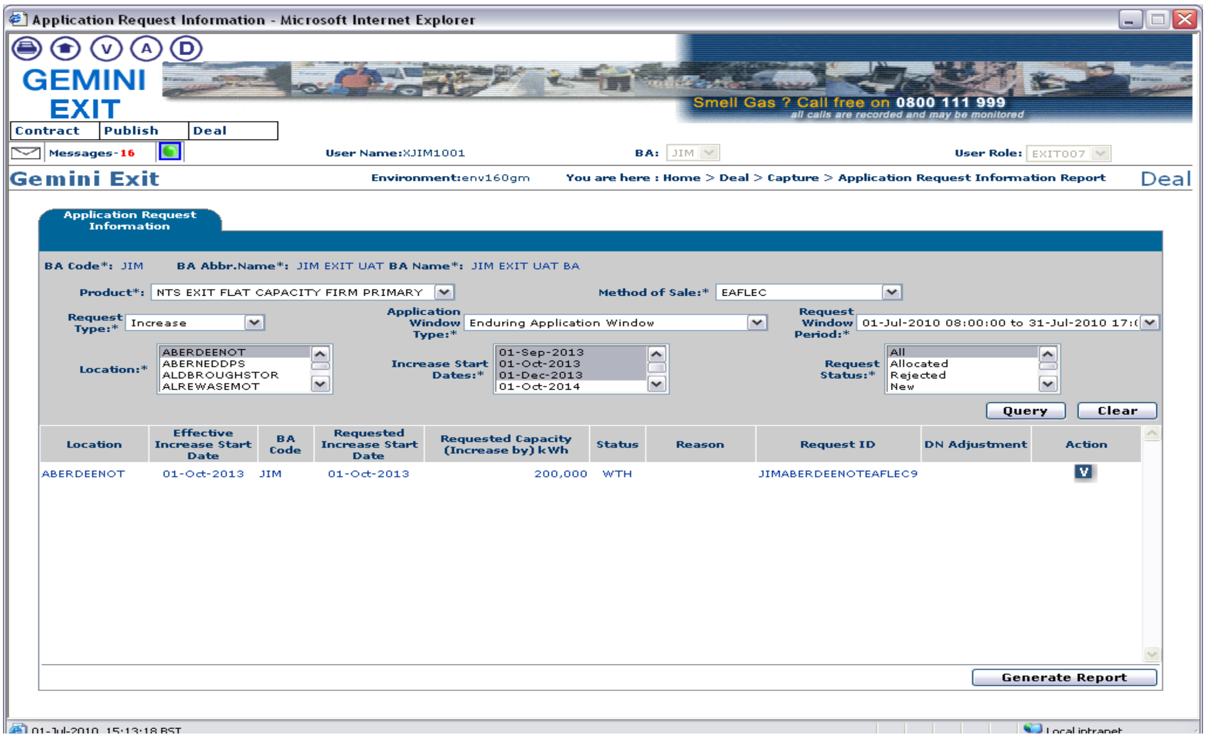
The Navigation Path for this screen is

Home>Deal>Capture>Application Request Information Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

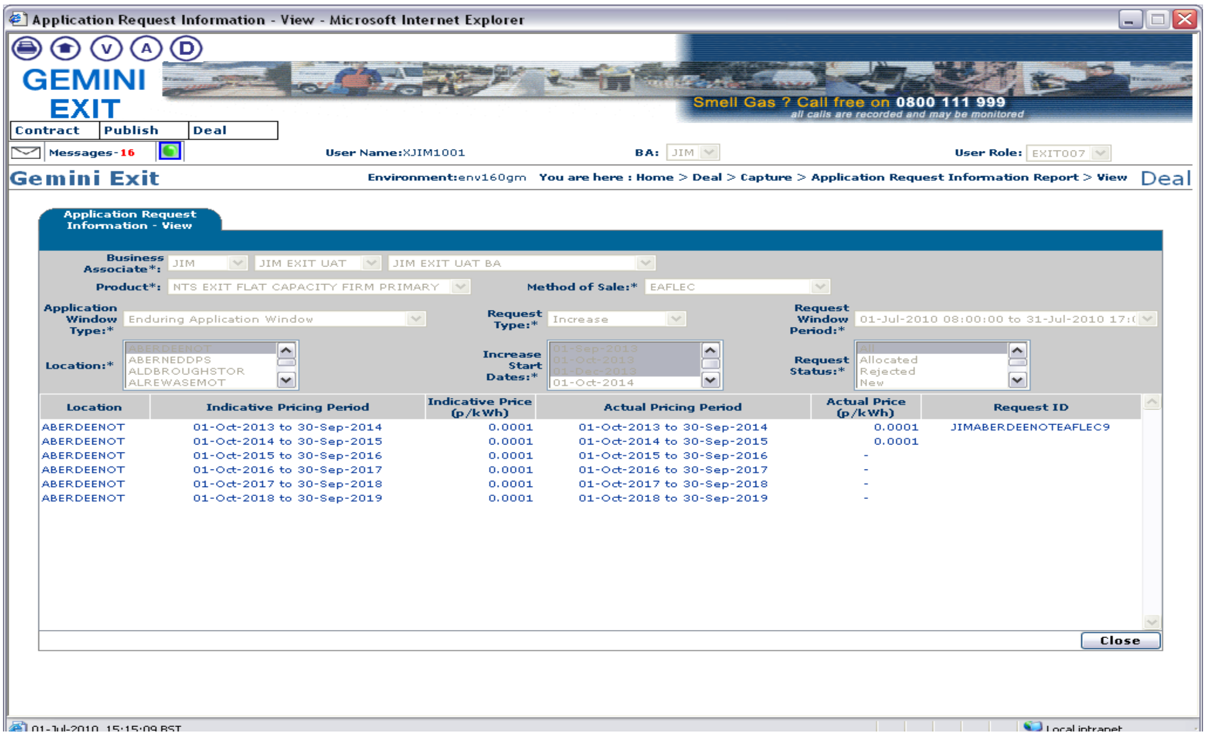
- **Product** - for example NTS Exit Flat Capacity Firm Primary
- **Method of Sale** – select the code appropriate to the report you wish to run. When you select a value for Method of Sale further fields will appear namely:
  - **Request Window Period** – ADEFLEC; EAFLEC; AFLEC; AIEFLEC
  - **Transaction Period** – AFLEC
  - **Location** – ADEFLEC; EAFLEC; AFLEC; AIEFLEC
  - **Sub Transaction Period** – AFLEC
  - **Request Type** – ADEFLEC; EAFLEC; AIEFLEC
  - **Application Window Type** – EAFLEC
  - **Increase Start Date** – EAFLEC
  - **Author Request ID** – AIEFLEC
  - **Request Status** – ADEFLEC; EAFLEC; AFLEC;AIEFLEC

Click **Query** and the results will be displayed.



Deal – Capture – Application Request Information Report

Click on the **V** icon against a row of data, to view the Application Request Information – View screen for this entry. The screen can be used to view the Indicative Price and Actual Price for the period from which the price is effective.



Deal – Capture – Application Request Information Report – View

1.6 Entitlements Report

This report provides details of the total Capacity Entitlements based on Location and Period From and To dates. The Entitlement Report displays data relating to 'allocated' requests

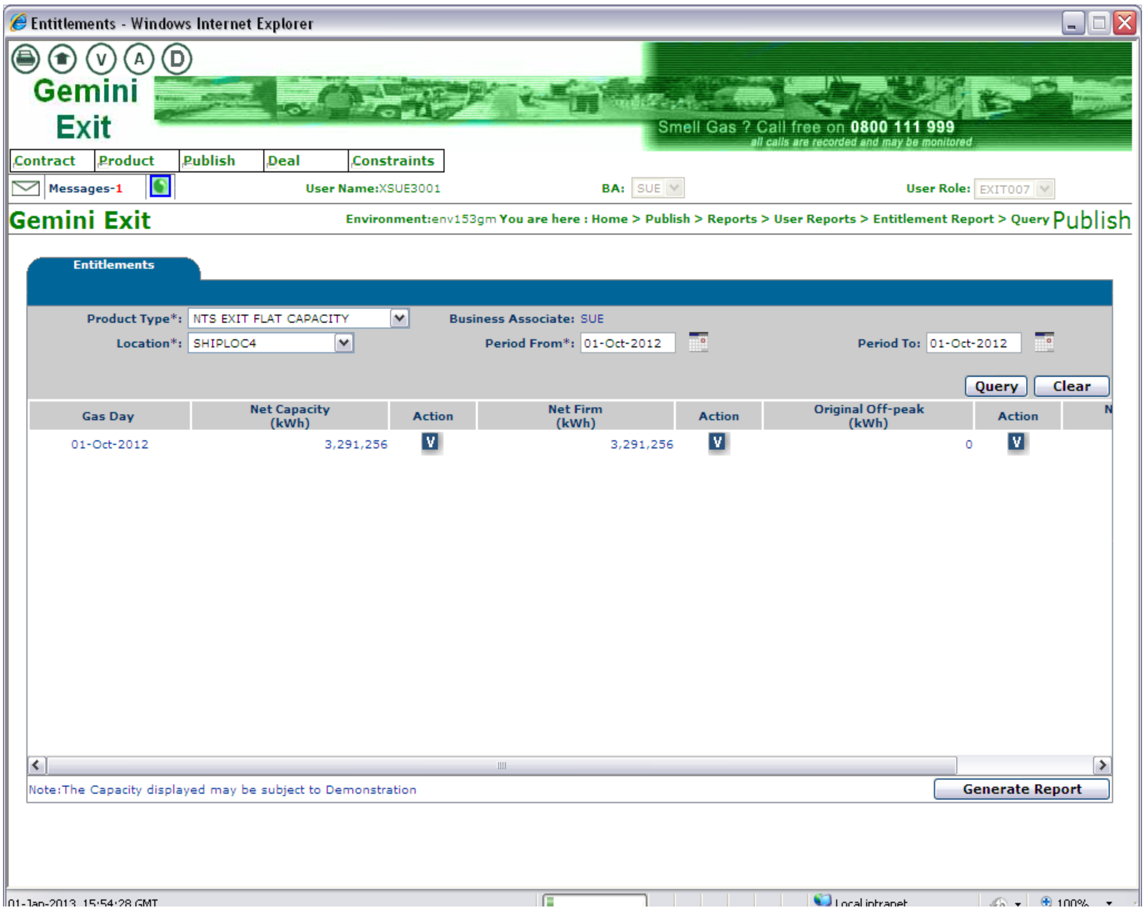
The Navigation Path for this screen is

Home>Publish>Reports>User Reports>Entitlement Report.

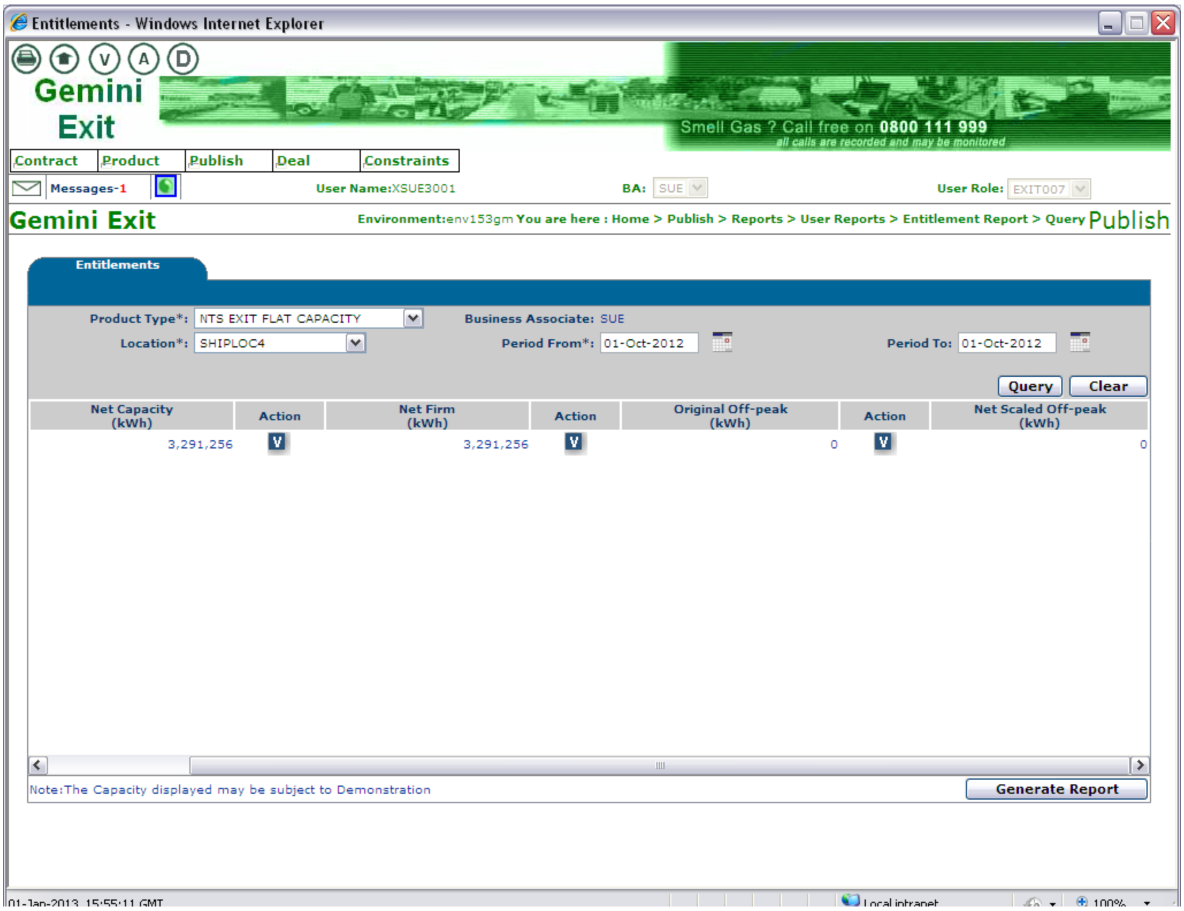
If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product** - for example NTS Exit Flat Capacity Firm Primary
- **Location**
- **Period From**
- **Period To**

Click **Query** and the results will be displayed.



Publish – Reports – User Reports – Entitlement Report – Net Capacity



Publish – Reports – User Reports – Entitlement Report – Net Capacity

Click on the **V** icon against the **Net Capacity (KWh)** column for a row of data to view the Entitlements Net Capacity screen which shows a break down of the entitlement. Click on the **Close** button and you will be returned to the **Entitlements** screen.

Click on the **V** icon against the **Net Firm (KWh)** column for a row of data to view the breakdown of Long and Short Term Entitlements. This will then take you down a level where you can then:

- Click on the **V** icon against each queried record in **Entitlements- Net Firm – Long Term** to navigate to the **Application Request Information Report** screen
- Click on the **V** icon against each queried record in **Entitlements- Net Firm – Short Term** **Auction Request Information Report** screen
- Click on the **V** icon against the **Net Transfer** column to view the detailed breakdown
- Click on the **V** icon against the **Net Assignment** column to view the detailed breakdown
- Click on the **V** icon against the **Allocated/Exercised Buybacks** column to view the detailed breakdown

Click on the **V** icon against the **Original Off-Peak** column to view the breakdown of Short Term Off-Peak Entitlements.

1.7 User Commitment Amount Report

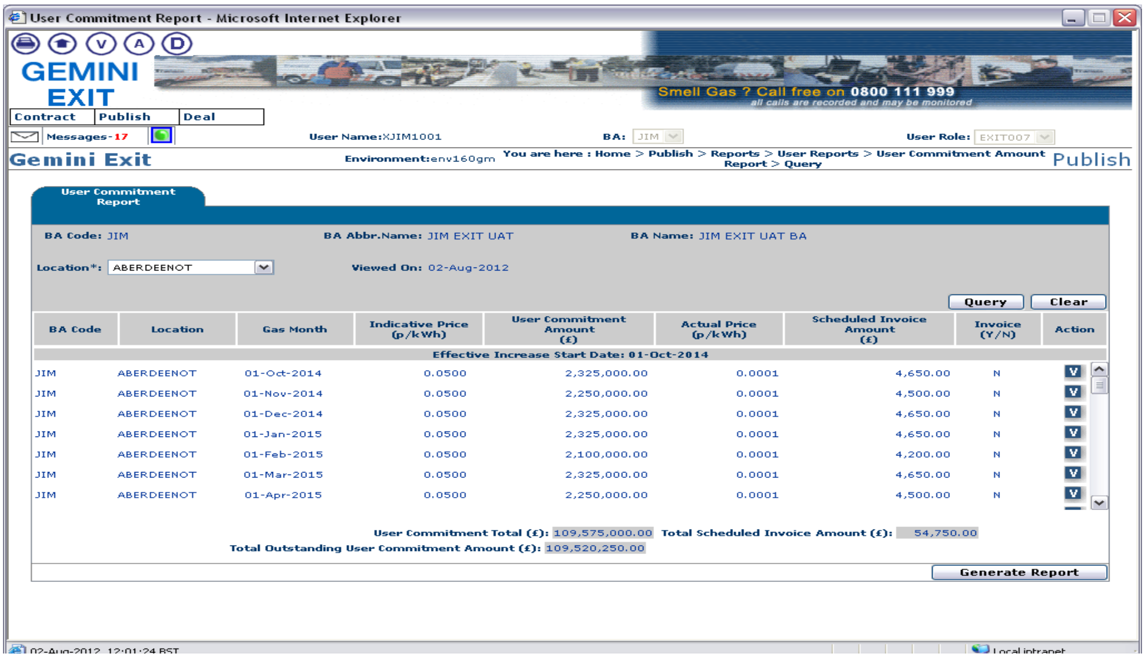
For all Enduring Applications the User Commitment Amount Report is published for Increase Requests that are ‘**Allocated’**. Details relating to Ad hoc Increase Requests in **‘Reserved’** status i.e. where capacity is reserved but not allocated are also shown.

The Navigation Path for this screen is

Home>Publish>Reports>User Reports>User Commitment Amount Report.

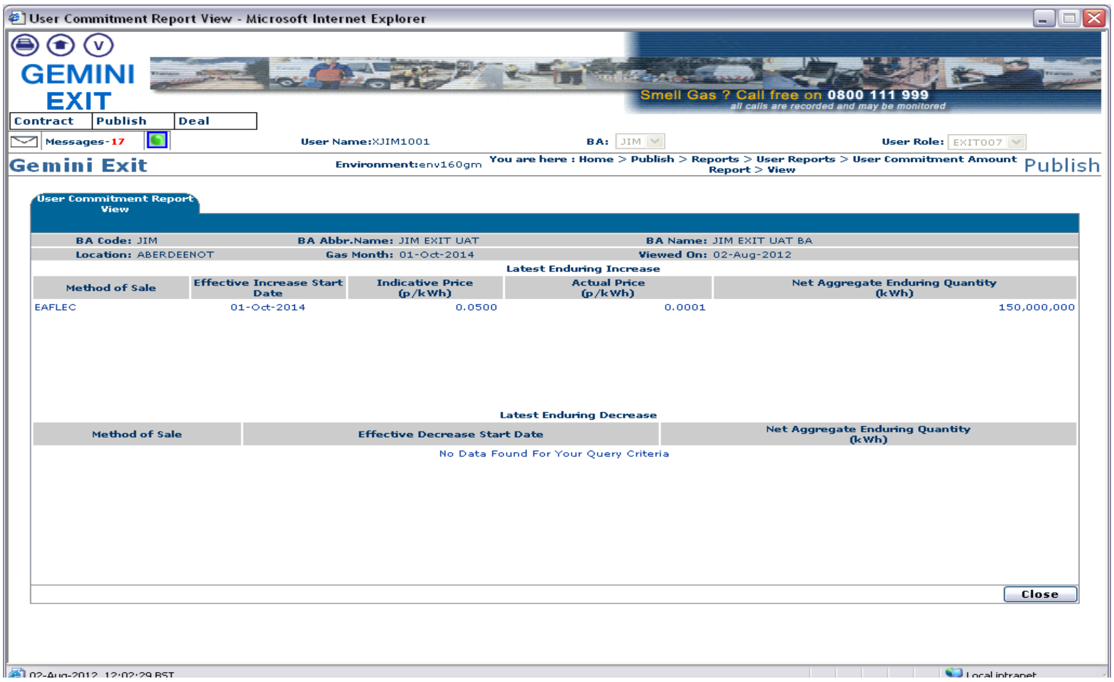
In the **Location** field select the name of the location that you wish to run the report for.

Click **Query** and the results will be displayed.



Publish – Reports – User Reports – User Commitment Amount Report - Query

Click on the **V** icon against a row of data to view the User Commitment Report View screen. This screen can be used to view the latest Enduring increase or decrease data for the specific instance you have chosen. When you click on the Close button you will be returned to the User Commitment Report screen.



Publish – Reports – User Reports – User Commitment Amount Report - View

1.8 Buyback Contract Request Information Report

This report displays details of requests you have placed along with the status based on Product and MoS.

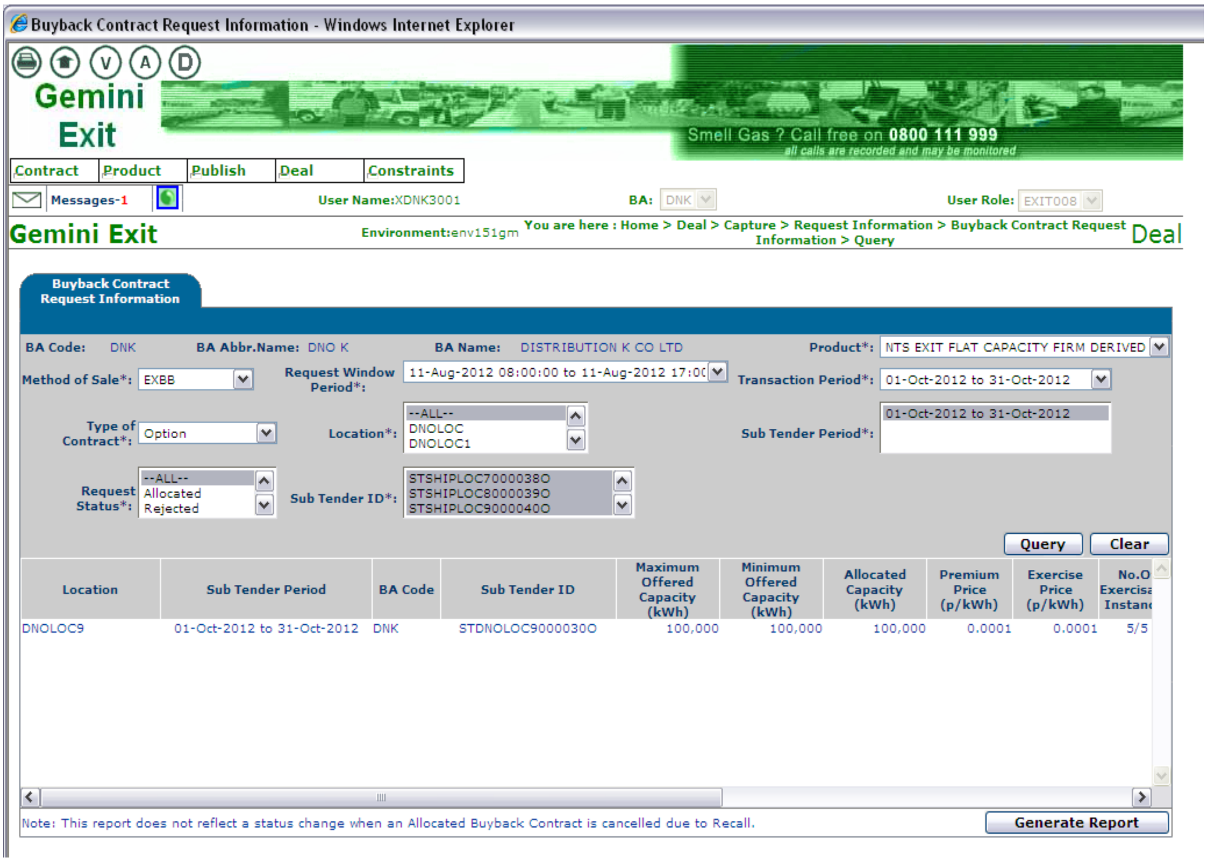
The Navigation Path for this screen is

Home>Deal>Capture>Request Information>Buyback Contracts Request Information Report.

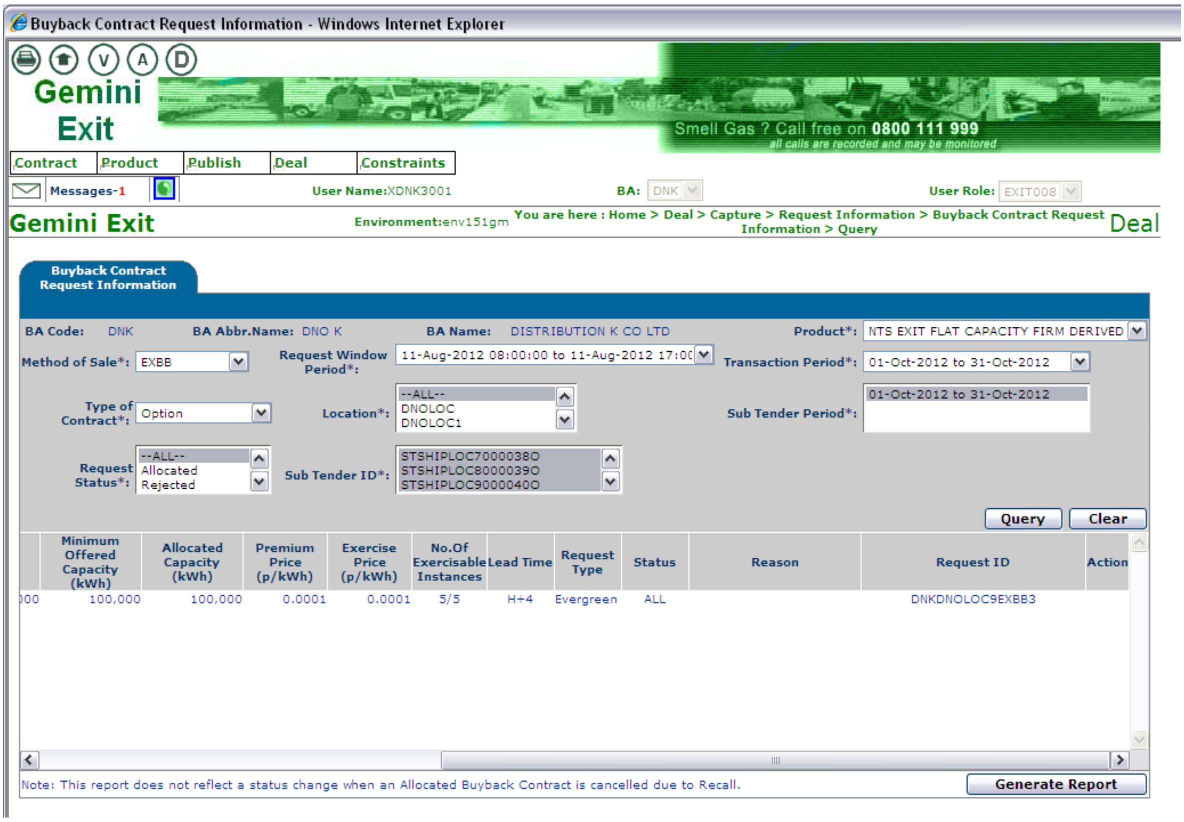
If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product** – NTS Exit Flat Capacity Firm Derived
- **Method of Sale**
- **Request Window Period**
- **Transaction Period**
- **Type of Contract** – Forward or Option
- **Location**
- **Sub Tender Period**
- **Request Status** – All; Allocated; Rejected; Withdrawn; Invalid or New
- **Sub Tender ID**

Click **Query** and the results will be displayed.

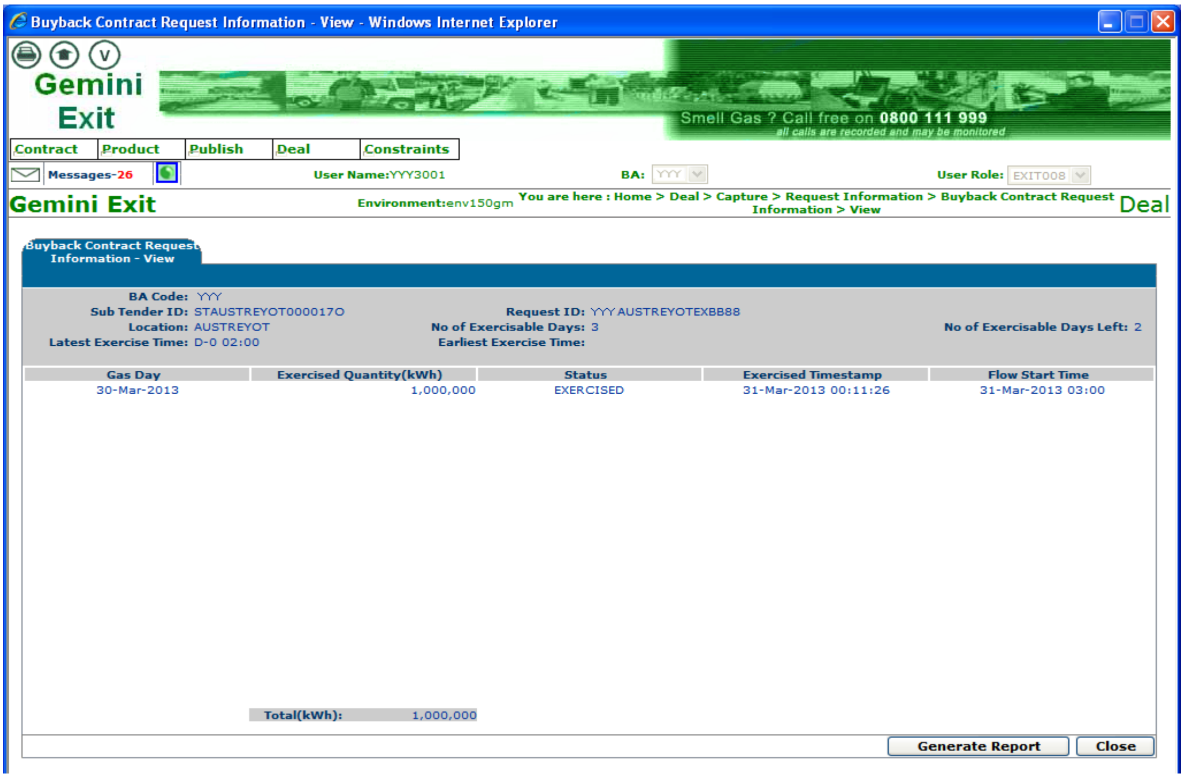


Capture – Request Information – Buyback Contract Request Information - Query



Capture – Request Information – Buyback Contract Request Information - Query

Click on the **V** icon to display the Gas Day; Exercised Quantity; Status; Exercised Time Stamp and Flow Start Time. This will only be displayed once an Option has been exercised.



Capture – Request Information – Buyback Contract Request Information – Screen shown after pressing 'V' icon

1.9 Sold/Unsold Report

Based upon the Product and MoS, this report provides you with details of the aggregate Sold and Unsold Capacity.

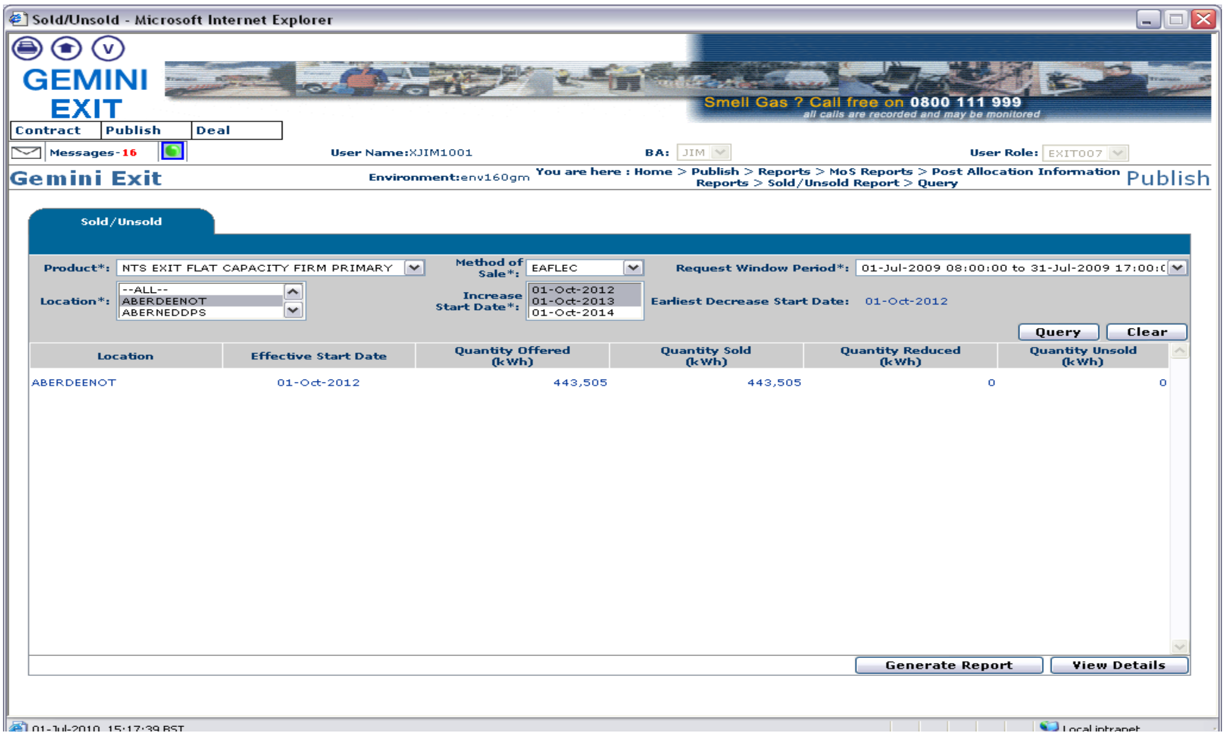
The Navigation Path for this screen is

Home>Publish>Capture>Reports>MoS Reports>Post Allocation Reports>Sold/Unsold Report.

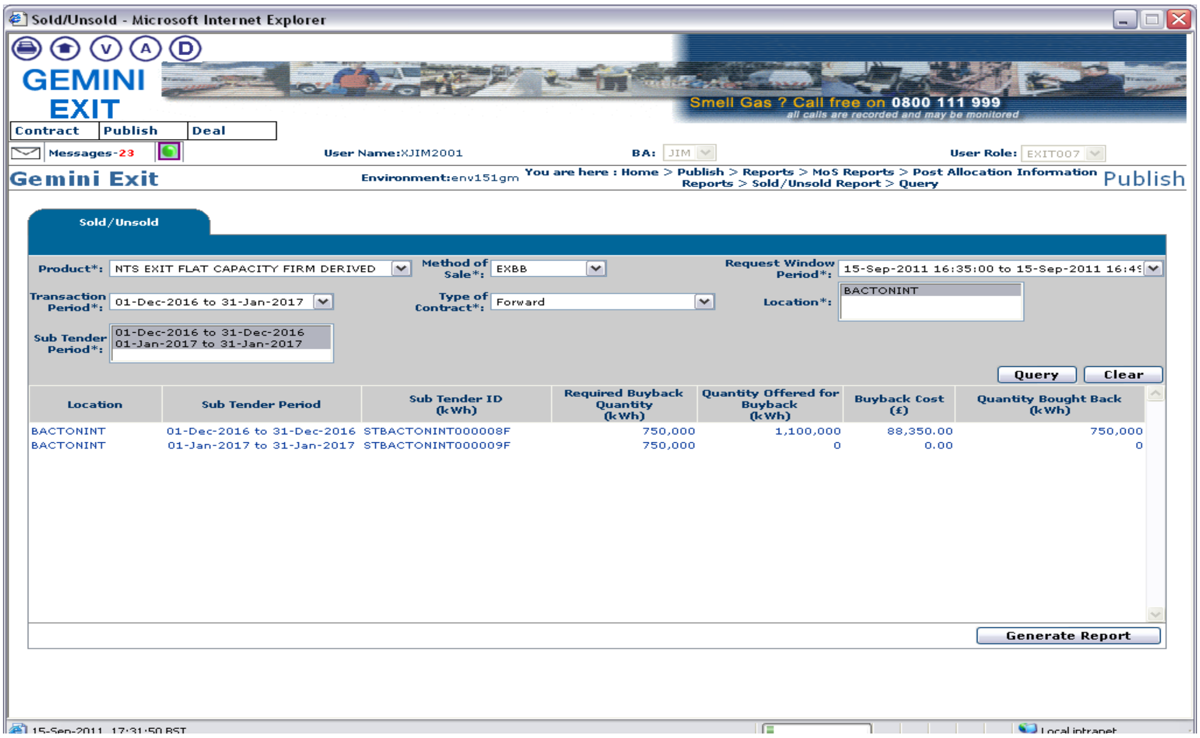
If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product –** for example NTS Exit Flat Capacity Firm Primary
- **Method of Sale** – select the code appropriate to the report you wish to run. Dependant on the MoS chosen, extra fields will appear for you to select values against namely:
  - **Transaction Period** – AFLEC; EXBB; DADNEX; DBNEX; DONEX; WDDNEX
  - **Request Window Period** – AFLEC; AIEFLEC; EAFLEC; ADEFLEC; EXBB; DADNEX; DBNEX;DONEX; WDDNEX
  - **Ad-hoc Request ID** – AIEFLEC
  - **Location** – AFLEC; AIEFLEC; EAFLEC; ADEFLEC; EXBB; DADNEX; DONEX; DBNEX; WDDNEX
  - **Increase Start Date** – EAFLEC; AIEFLEC
  - **Earliest Decrease Start Date** – EAFLEC
  - **Sub Tender Period** – EXBB
  - **Period From** - DADNEX; DONEX; DBNEX; WDDNEX
  - **Period To** - DADNEX; DONEX; DBNEX; WDDNEX
  - **Type of Contract** - EXBB

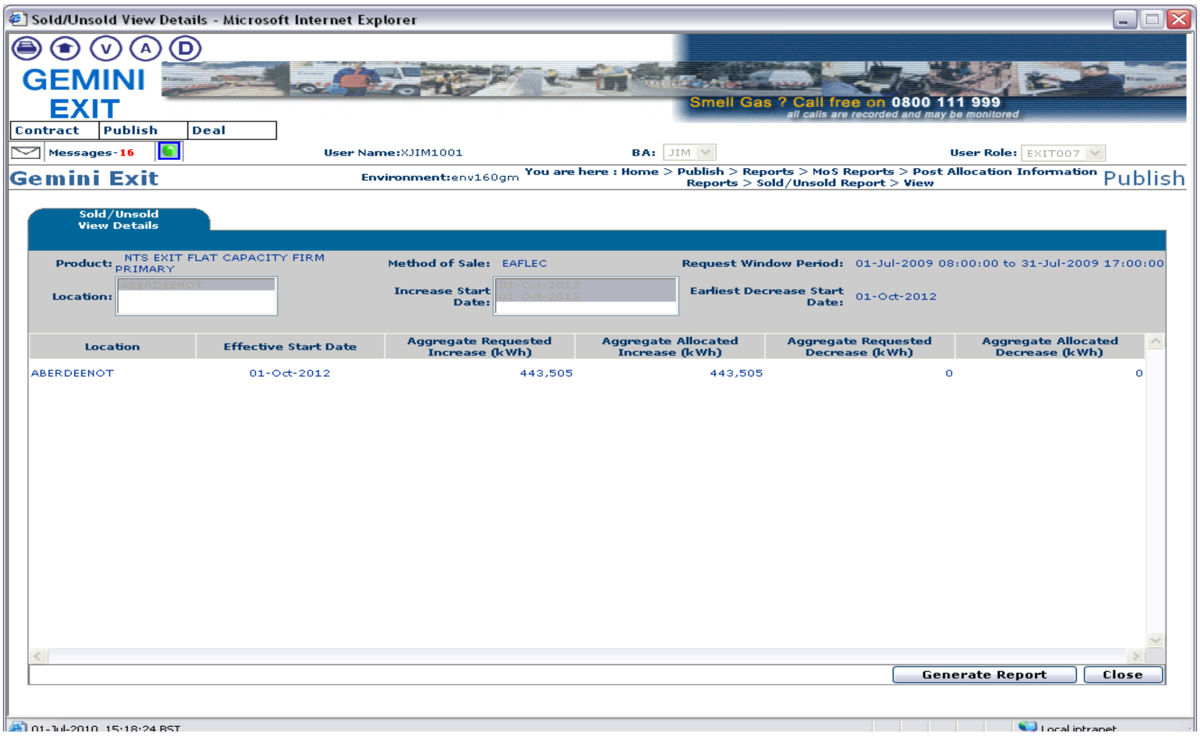
Click **Query** and the results will be displayed.



Publish – Reports – MoS Reports – Post Allocation Information Reports – Sold/Unsold Report – Query (for NTS Flat Capacity Applications)



Publish – Reports – MoS Reports – Post Allocation Information Reports – Sold/Unsold Report – Query (for NTS Flat Capacity Buyback Contracts only)



Publish – Reports – MoS Reports – Post Allocation Information Reports – Sold/Unsold Report – View

1.10 Incremental Capacity Allocation Report

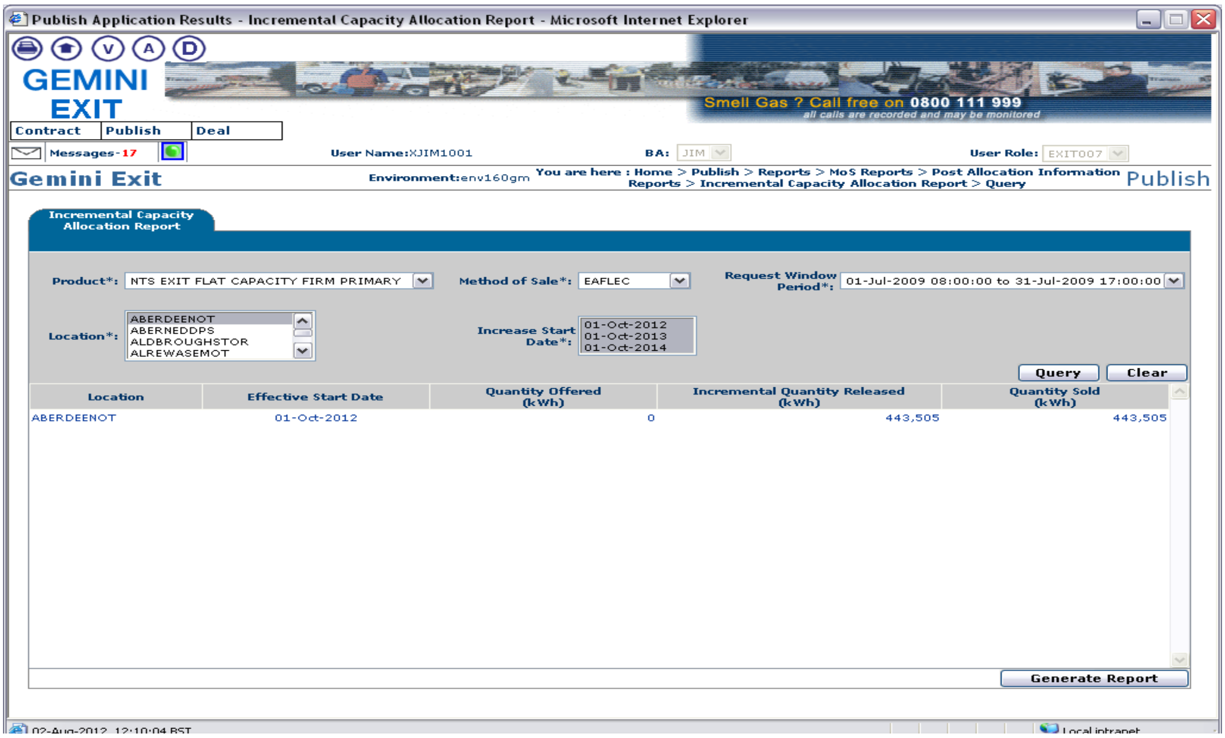
This report provides details of the Incremental Capacity released and allocated for a particular Product and MoS. This report can be viewed for Enduring Annual and Enduring Ad hoc Increase NTS Exit Flat Capacity Applications.

The Navigation Path for this screen is

Home>Publish>Reports>MoS Reports>Post Allocation Information Reports>Incremental Capacity Allocation Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product**
- **Method of Sale -** EAFLEC; AIEFLEC
- **Request Window Period.** When a value is added here further fields will appear dependant on the selected MoS. These are:
    - **Location** – EAFLEC; AIEFLEC
    - **Increase Start Date** - EAFLEC; AIEFLEC
    - **Ad-hoc Request ID** - AIEFLEC



Publish – Reports – MoS Reports – Post Allocation Information Reports – Incremental Capacity Allowance Report - Query

Click on the **Query** button and the results will be displayed.

1.11 Requests/Users Report

This report provides details of the number of requests placed for a particular Product and Method of Sale.

The Navigation Path for this screen is

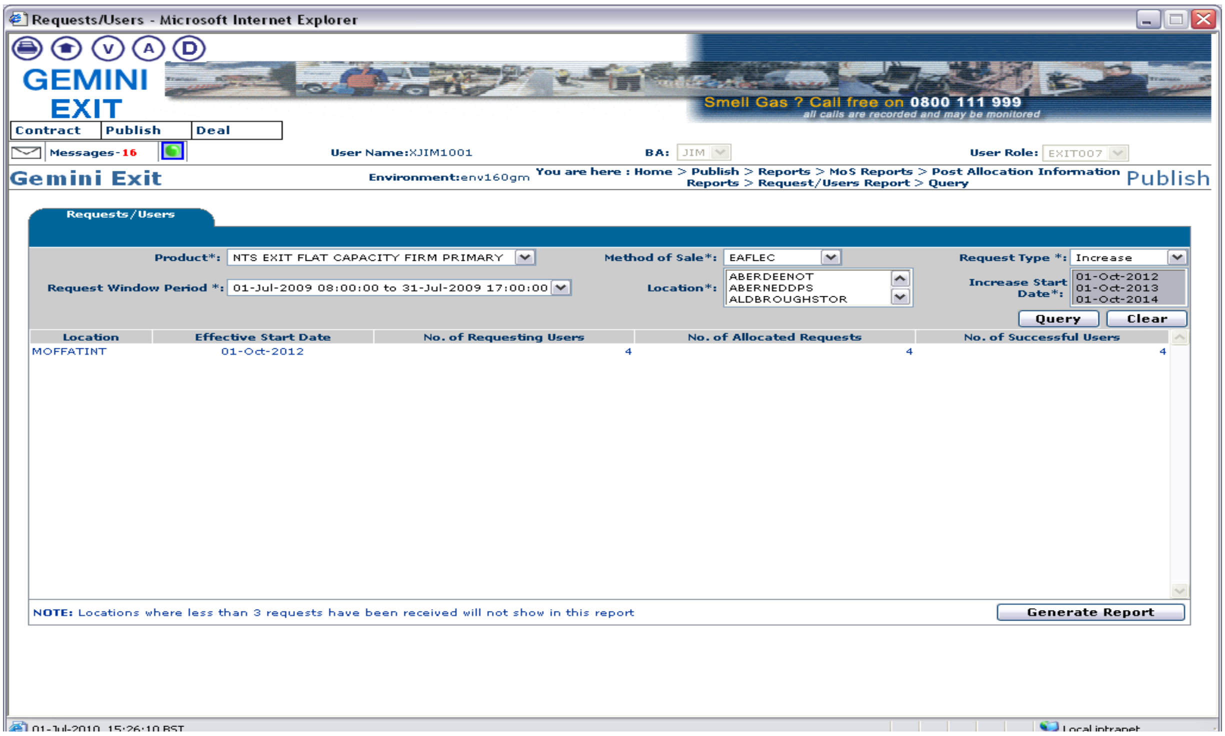
Home>Publish>Reports>MoS Reports>Post Allocation Information Reports>Requests/Users Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product**
- **Method of Sale** - select the code appropriate to the report you wish to run. When you select a value for Method of Sale further fields will appear namely:

- Request Type (Increase or Decrease) – EAFLEC
  - **Request Type** (Increase or Decrease) – EAFLEC
  - **Transaction Period** – AFLEC; EXBB; DADNEX; WDDNEX; DONEX; DBNEX
  - **Period From** – DADNEX; WDDNEX; DONEX; DBNEX
  - **Period To** – DADNEX; WDDNEX; DONEX; DBNEX
  - **Sub Transaction Period** – AFLEC
  - **Request Window Period** – EAFLEC; AIEFLEC; ADEFLEC; AFLEC; EXBB; DADNEX; WDDNEX; DONEX; DBNEX
  - **Location** - EAFLEC; AIEFLEC; ADEFLEC; AFLEC; EXBB; DADNEX; WDDNEX; DONEX; DBNEX
  - **Increase Start Date** – EAFLEC; AIEFLEC
  - **Sub Tender Period** – EXBB

Click **Query** and the results will be displayed.



Publish – Reports – MoS Reports – Post Allocation Information Reports – Request/Users Report – Query

1.12 Max/Min Price Information Report

On generating this report you will see the 'Requested' and 'Accepted', Maximum and Minimum Price Information.

The Navigation Path for this screen is

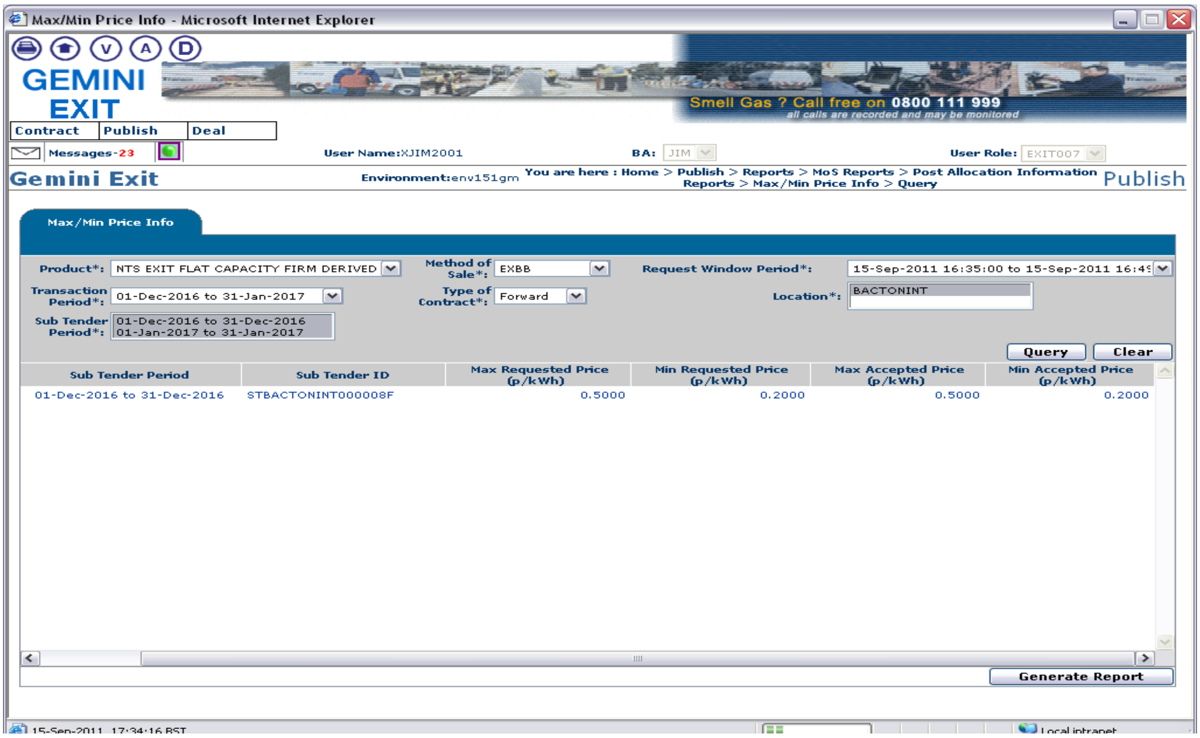
Home>Publish>Reports>MoS Reports>Post Allocation Information Reports>Max/Min Price Info Report'.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product**
- **Method of Sale**
- **Request Window Period**
- **Transaction Period**
- **Period From**

- **Period To**
- **Location**

Click **Query** and the results will be displayed.



Publish – Reports – MoS Reports – Post Allocation Information Reports – Max/Min Price Info - Query

1.13 Weighted Average Price (WAP) Report

This report displays the WAP details of each Sub Tender ID for NTS Exit Flat Capacity Buybacks Contracts. Additional it shows the WAP details of each Sub Transaction Period for NTS Exit Flat Capacity Auctions.

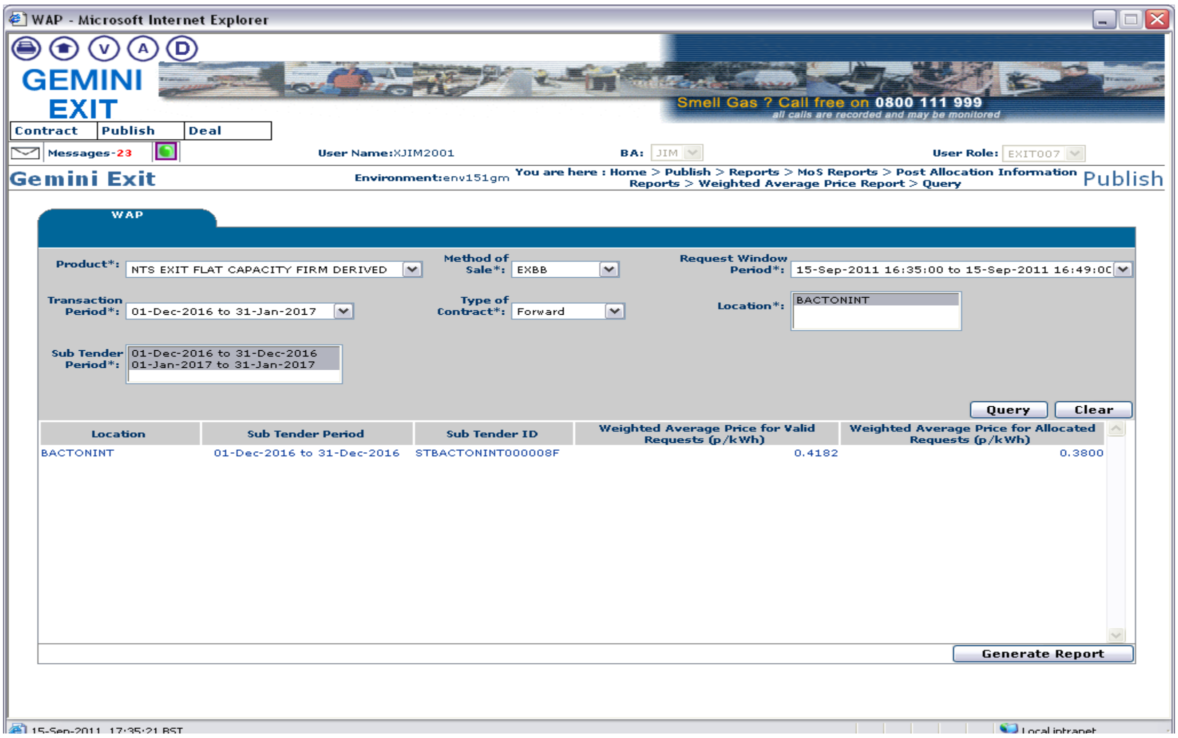
The Navigation Path for this screen is

Home>Publish>Reports>MoS Reports>Post Allocation Information Reports>Weighted Average Price (WAP) Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product**
- **Method of Sale**
- **Request Window Period**
- **Transaction Period**
- **Period From** – field is only applicable for NTS Exit Flat Capacity Auctions
- **Period To** – field is only applicable for NTS Exit Flat Capacity Auctions
- **Location**
- **Sub Tender Period** – field is only applicable for NTS Exit Flat Capacity Buybacks Contracts

Click **Query** and the results will be displayed.



Publish – Reports – MoS Reports – Post Allocation Information Reports – Weighted Average Price Report - Query

1.14 Aggregate User Enduring Capacity Report

This report displays your Aggregate Enduring NTS Exit Flat Capacity, by each NTS Exit Point, along with the Aggregate Allocated Enduring Increase and Decrease requests that have been placed during a particular period. Additionally the report displays the Net Aggregate Enduring Capacity. This is the updated/new enduring capacity after considering the Allocated Increase and Decrease requests with the Current Enduring Capacity Entitlements.

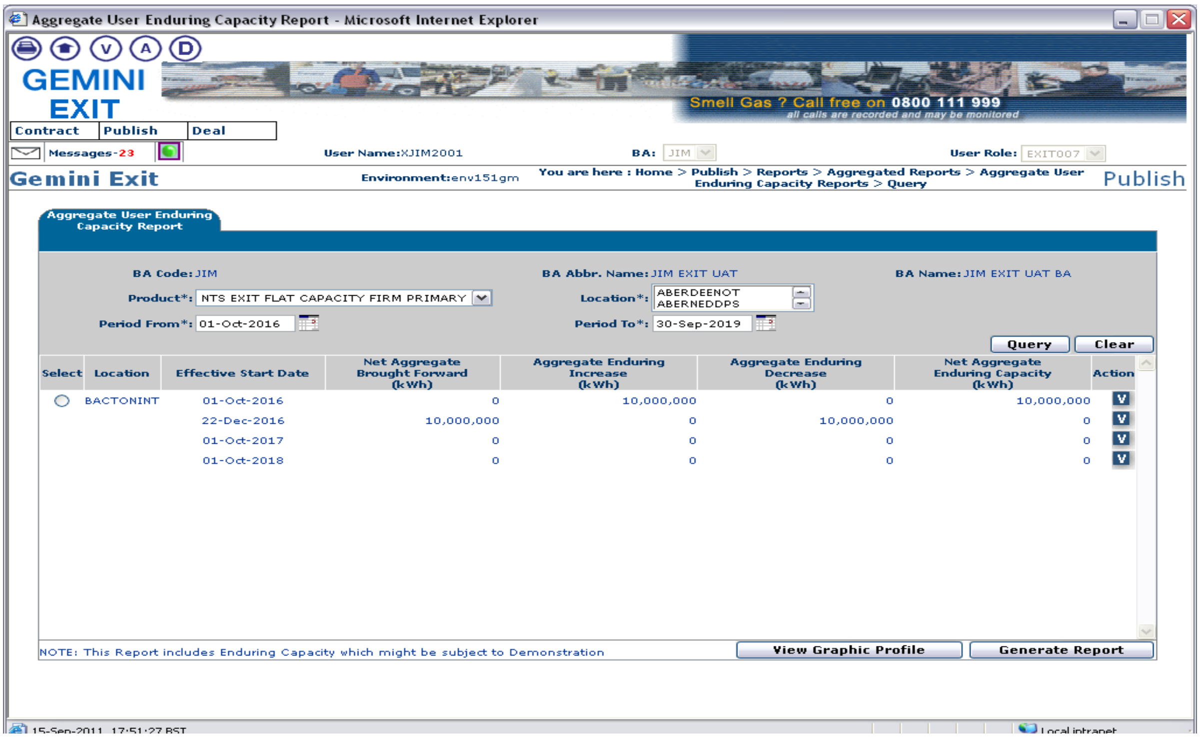
The Navigation Path for this screen is

Home>Publish>Reports>Aggregated Reports>Aggregate User Enduring Capacity Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

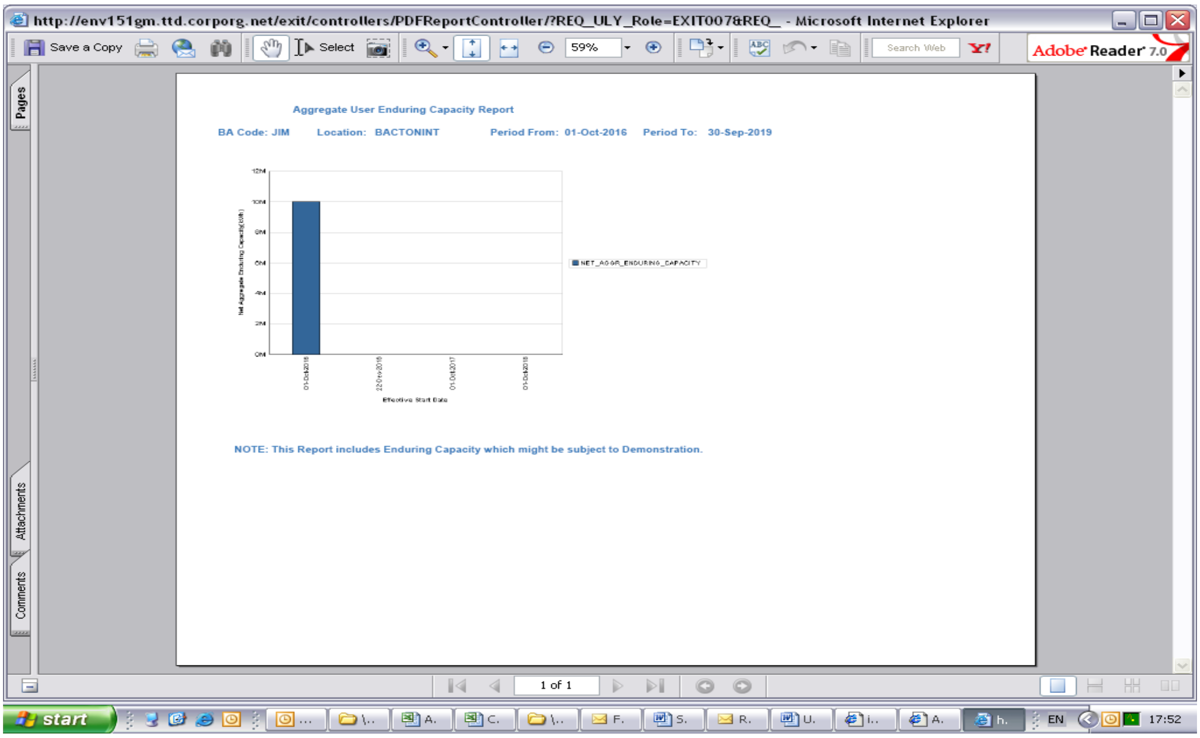
- **Product**
- **Location**
- **Period From**
- **Period To**

Click **Query** and the results will be displayed.



Publish – Reports – Aggregated Reports – Aggregate User Enduring Capacity Reports - Query

To view the profile of a record select the radio button for that record and then click on the **View Graphic Profile** button. A graph is displayed.



Aggregate User Enduring Capacity Report - Graph

1.15 Indicative/Actual Price Report

This report will give you the indicative/actual prices for the long term applications.

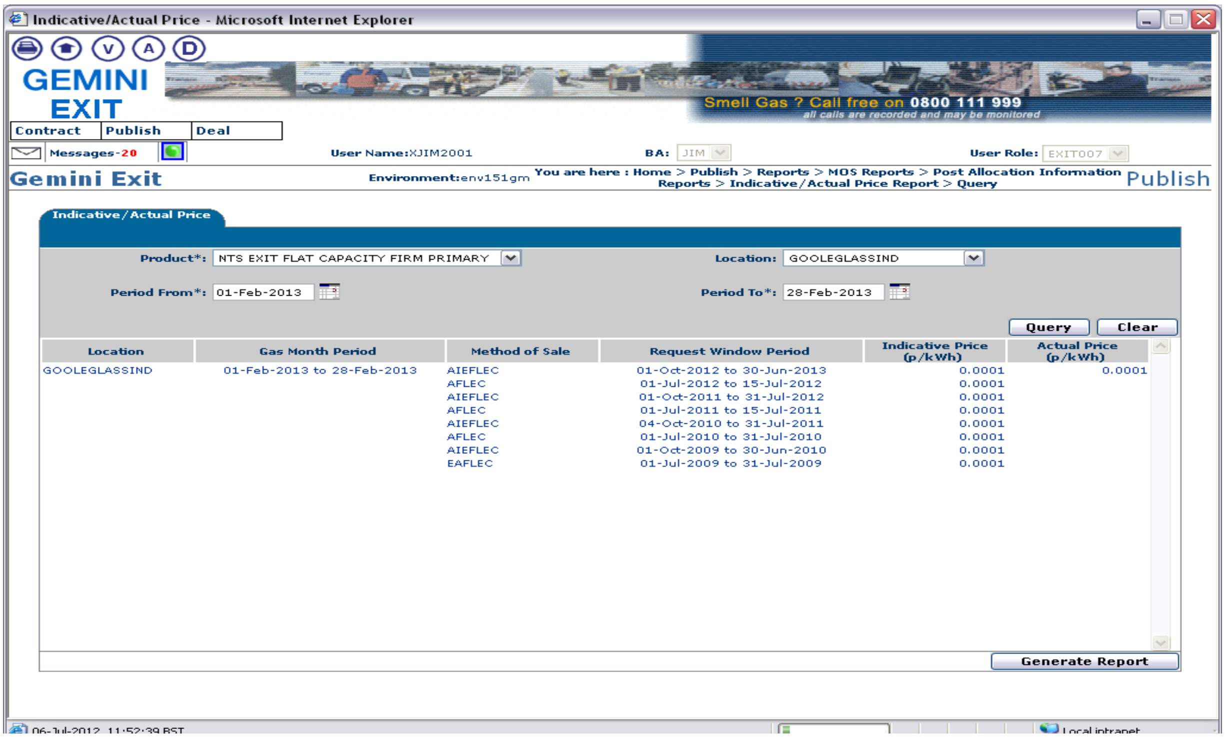
The Navigation Path for this screen is

Home>Publish>Reports>MoS Reports>Post Allocation Reports>Indicative/Actual Price Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Product**
- **Location**
- **Period From**
- **Period To**

Click **Query** and the results will be displayed.



Publish – Reports – MoS Reports – Post Allocation Information Reports – Indicative/Actual Price Report – Query

1.16 OCS/OPS Request Information Report

This report will give you the OCS/OPS information for Distribution Networks only.

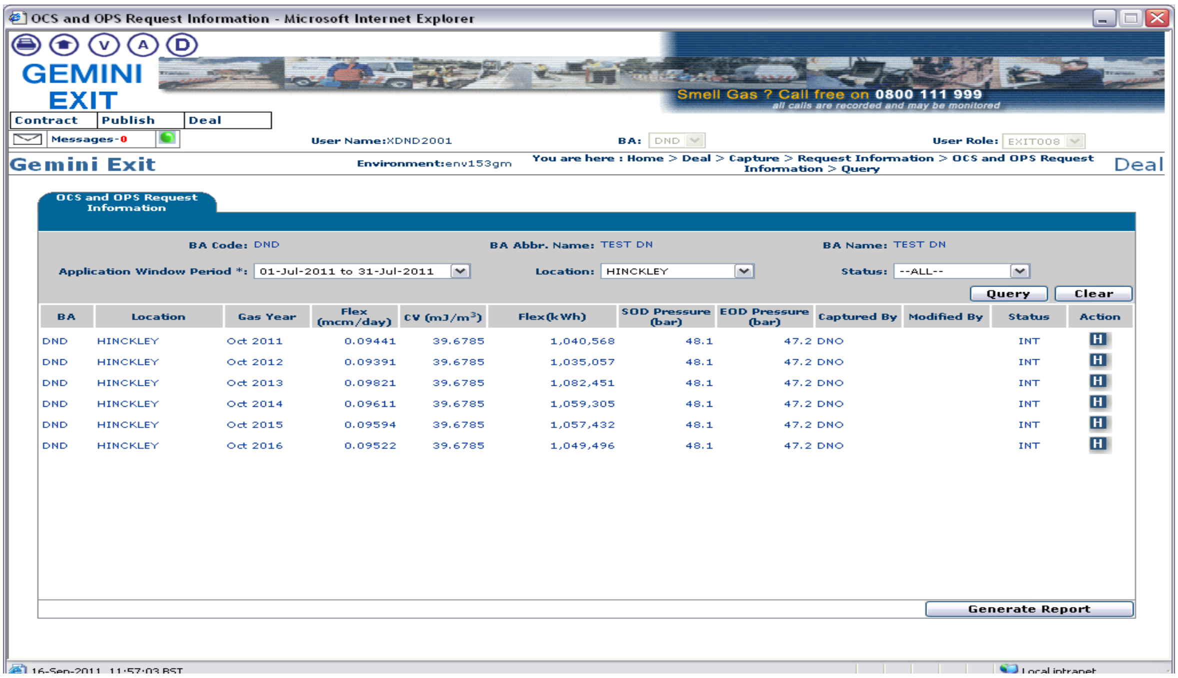
The Navigation Path for this screen is

Home>Deal>Capture>Request Information>OCS and OPS Request Information Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely:

- **Application Window Period**
- **Location**
- **Status**

.
Click **Query** and the results will be displayed.

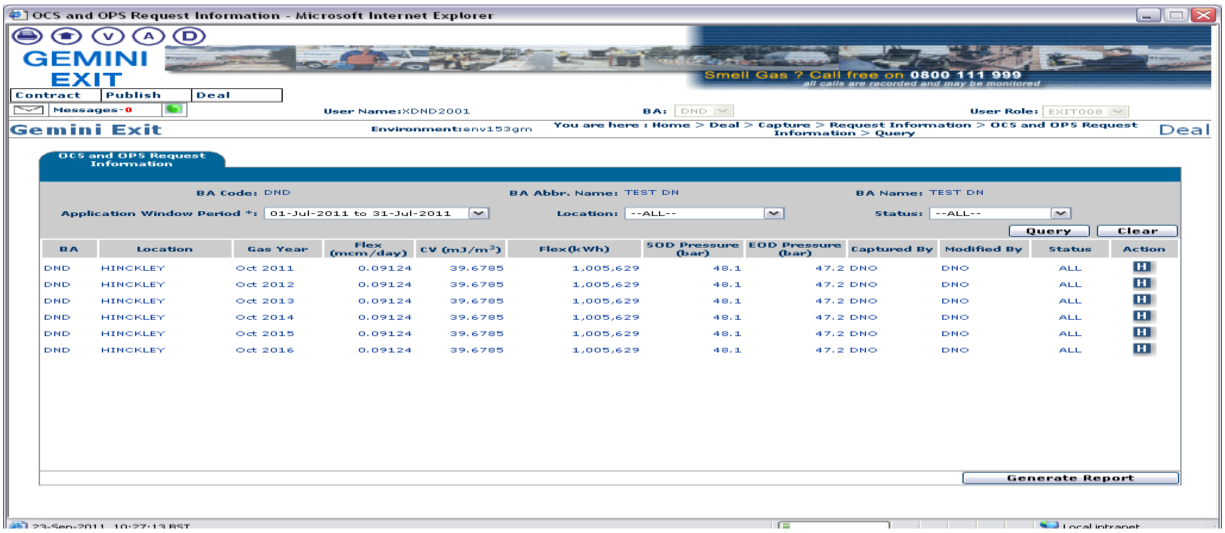


Deal – Capture – Request Information – OCS and OPS Request Information - Query

The results will be displayed. Note that the status for each record is **"INT"** indicating that these are the interim results.

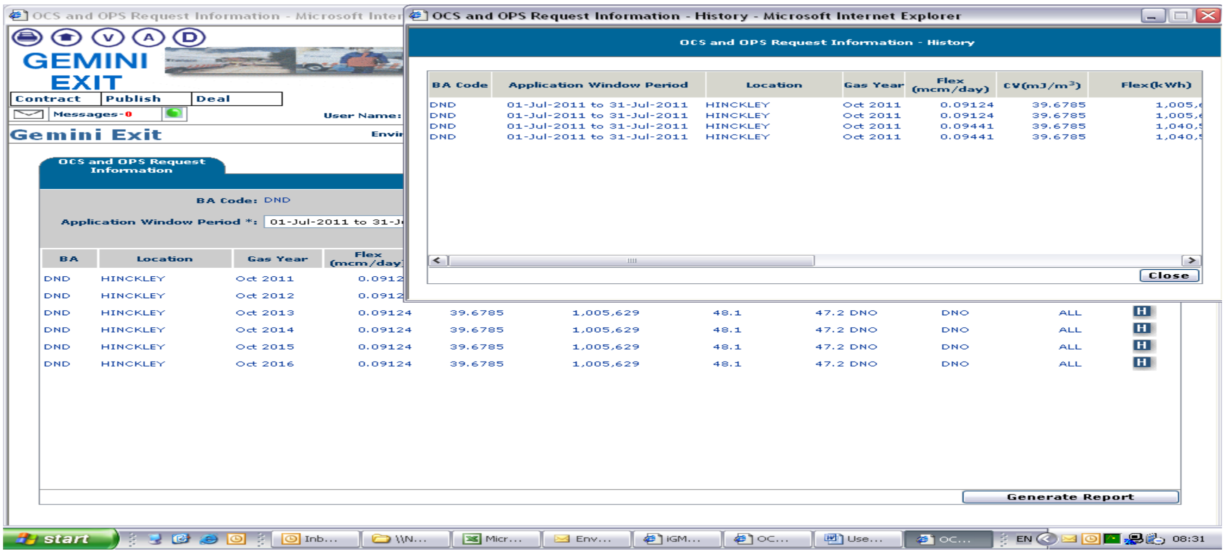
Once the DN Adjustment window has closed and National Grid has verified the data and allocated the requests you will be able to view the final report by following the process detailed above.

Note that the status for each record is **"ALL"** indicating that these are the allocated final results.

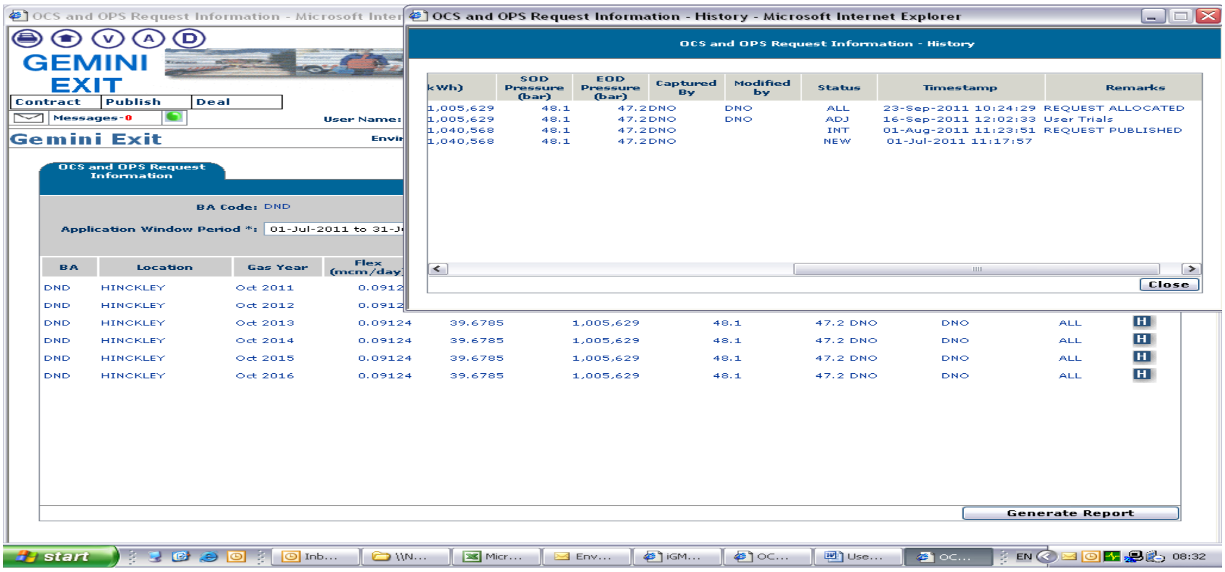


Deal – Capture – Request Information – OCS and OPS Request Information - Query

Next to each row of data there is an **H** icon. Click on this for a row. This shows the history of any changes made to the data and the changes in status.



OCS/OPS History Screen



OCS/OPS History Screen

1.17 Publish Offtake Flow Reduction Invitation Report

This report displays all the details contained within the Offtake Flow Reduction invitation once it has been published. Information is also made available for any open invitation.

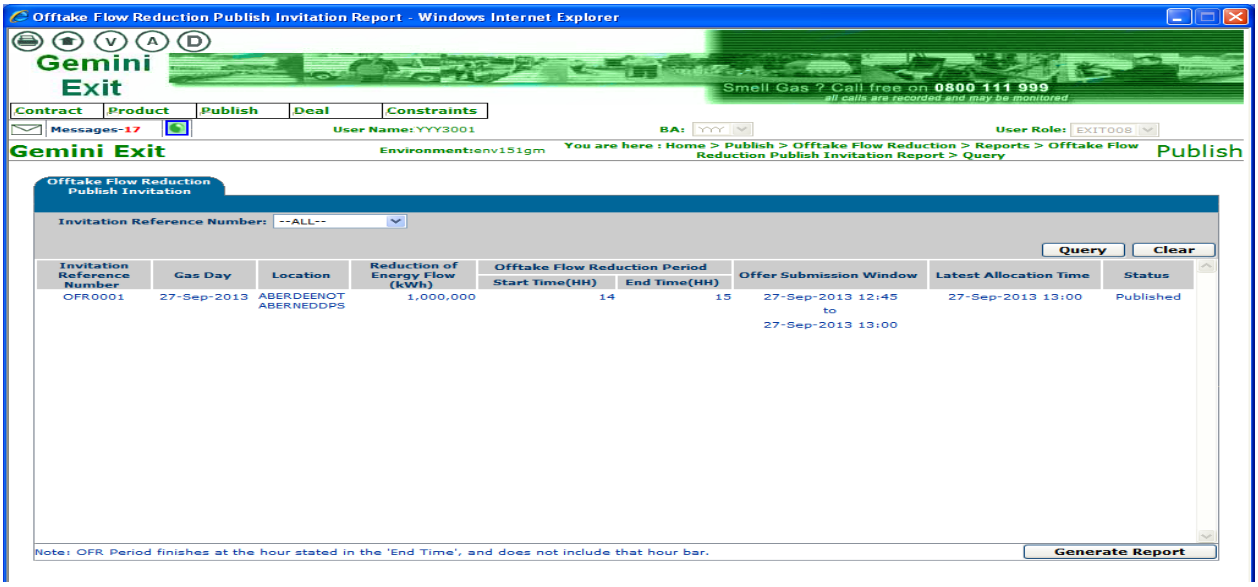
The Navigation Path for this screen is

Home>Publish>Reports>Offtake Flow Reduction>Offtake Flow Reduction Publish Invitation Report.

If you wish to view the information contained in this report you will need to select the appropriate field namely

- Relevant **Invitation Reference Number -** from the drop down box or leave as **All** to view all invitations

Click **Query** and the results will be displayed.



Offtake Flow Reduction – Reports – Offtake Flow Reduction Publish Invitation Report - Query

The invitation will include:

- **Invitation Reference Number**
- **Gas Day**
- **Location** - (one or multiple locations)
- **Reduction of Energy Flow** - (energy) in kWh
- **OFR Period Start time** – Offtake Flow Reduction Period in exact hours
- **OFR Period End time** – Offtake Flow Reduction Period in exact hours
- **Offer Submission Window**
- **Latest Allocation time** – this will not be less than 60 minutes before the start of the reduction period
- **Status –** Published or Open

1.18 Offtake Flow Reduction Allocation Report

This report displays the details once the OFR offers have been allocated. You will see the aggregate results of all allocated offers displayed for each location and selected Invitation Reference Number.

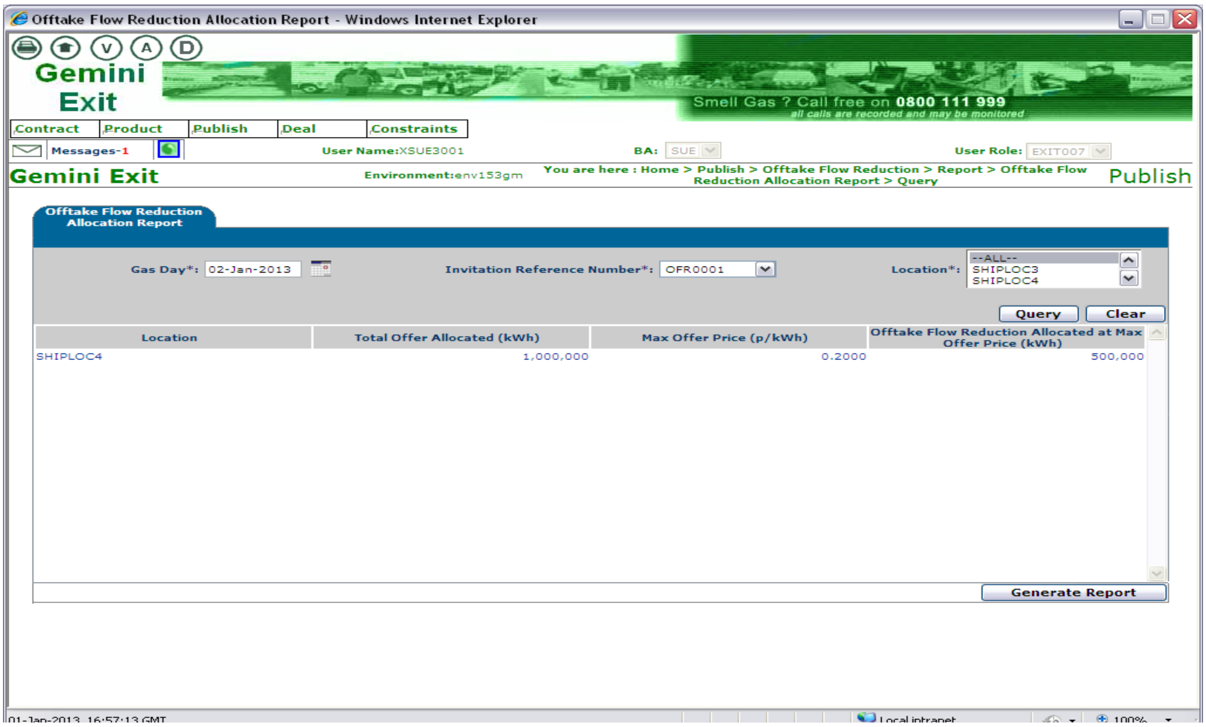
The Navigation Path for this screen is

Home>Publish>Reports>Offtake Flow Reduction>Offtake Flow Reduction Allocation Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely

- **Gas Day**
- **Invitation Reference Number**
- **Location**

Click **Query** and the results will be displayed.



Publish – Offtake Flow Reduction – Report - Offtake Flow Reduction Offer Allocation Report – Query

1.19 Offtake Flow Reduction Offer Information Report

This report will display the offer details along with the offer status and Offtake Profile Notice (OPN) compliance status.

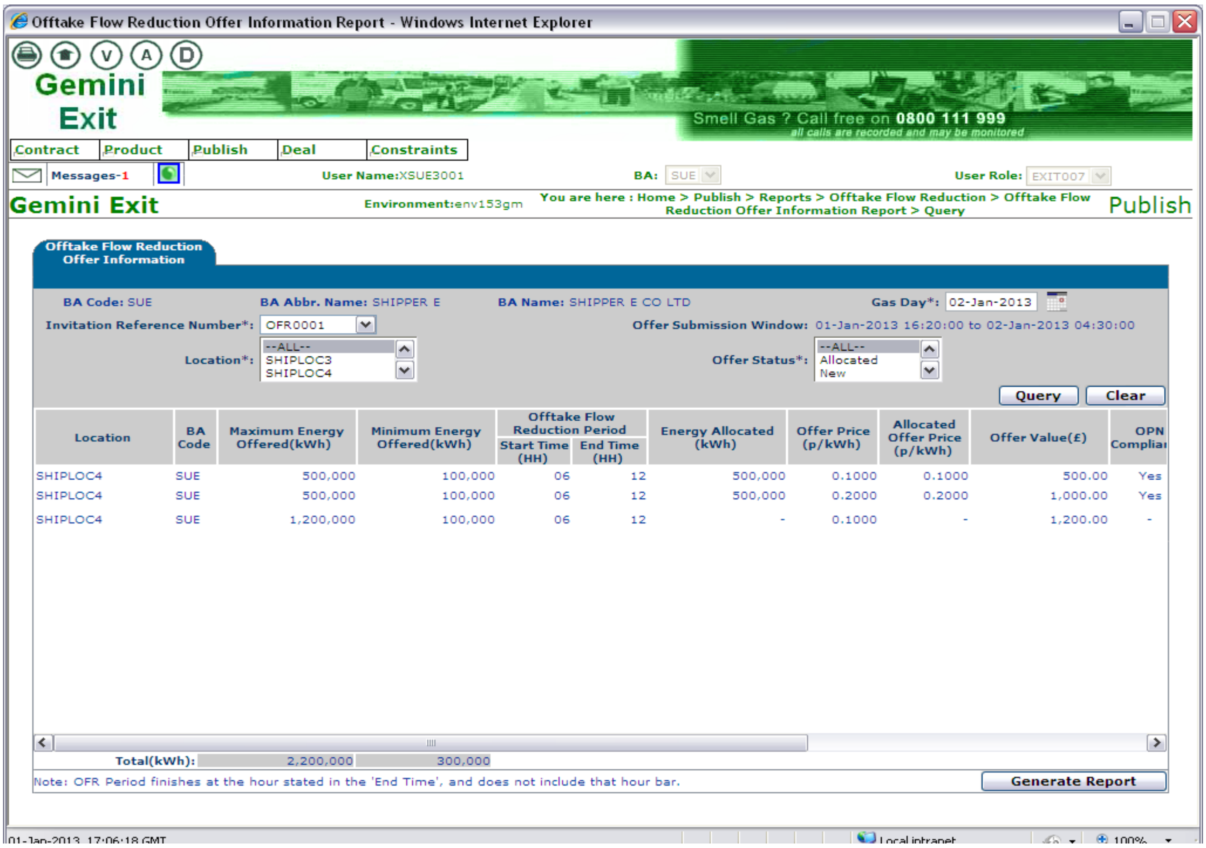
The Navigation Path for this screen is

Home>Publish>Reports>Offtake Flow Reduction>Offtake Flow Reduction Offer Information Report.

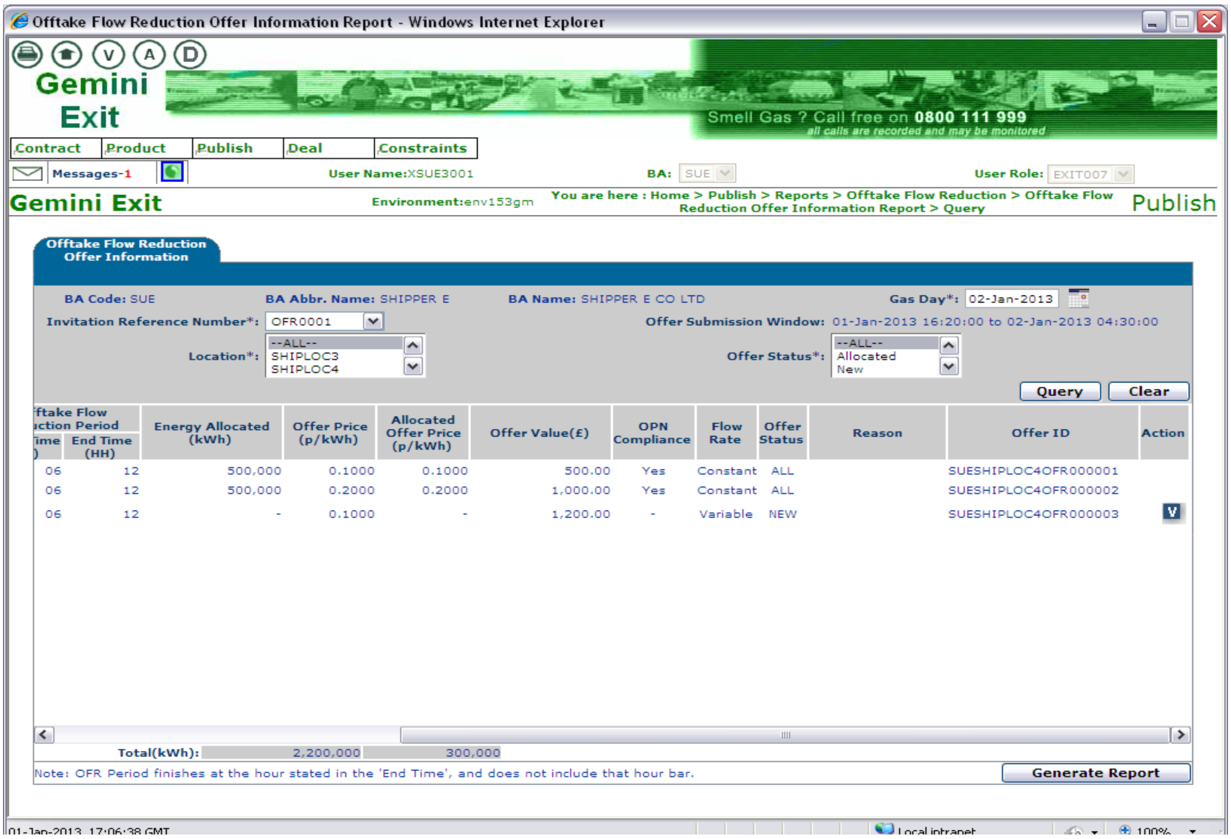
If you wish to view the information contained in this report you will need to select the appropriate fields namely

- **Gas Day**
- **Invitation Reference Number**
- **Location**
- **Offer Status**

Click **Query** and the results will be displayed.



Publish - Reports – Offtake Flow Reduction – Offtake Flow Reduction Offer Information Report - Query



Publish - Reports – Offtake Flow Reduction – Offtake Flow Reduction Offer Information Report - Query

1.20 Current Overrun Prices Report

This report displays the Overrun Price for the selected Location(s). The price is calculated and stored in the system. You will see the latest day and time on which the calculation was executed. You will note that the report has a Disclaimer statement.

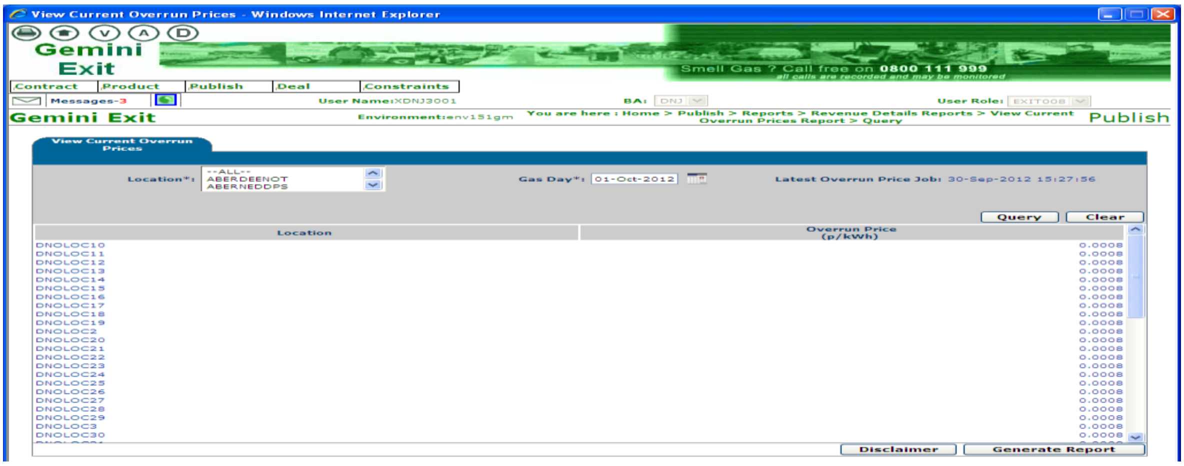
The Navigation Path for this screen is

Home>Publish>Reports>Revenue Details Reports >View Current Overrun Prices Report

If you wish to view the information contained in this report you will need to select the appropriate fields namely

- **Location**
- **Gas Day**

Click **Query** and the results will be displayed



Publish – Reports – Revenue Details Reports – View Current Overrun Prices Report - Query

1.21 Capacity by Quantity Holder Report

This report displays the available sold and unsold capacity for each available Quantity Holder for each MoS. The details shown in this report are post allocation.

The Navigation Path for this screen is

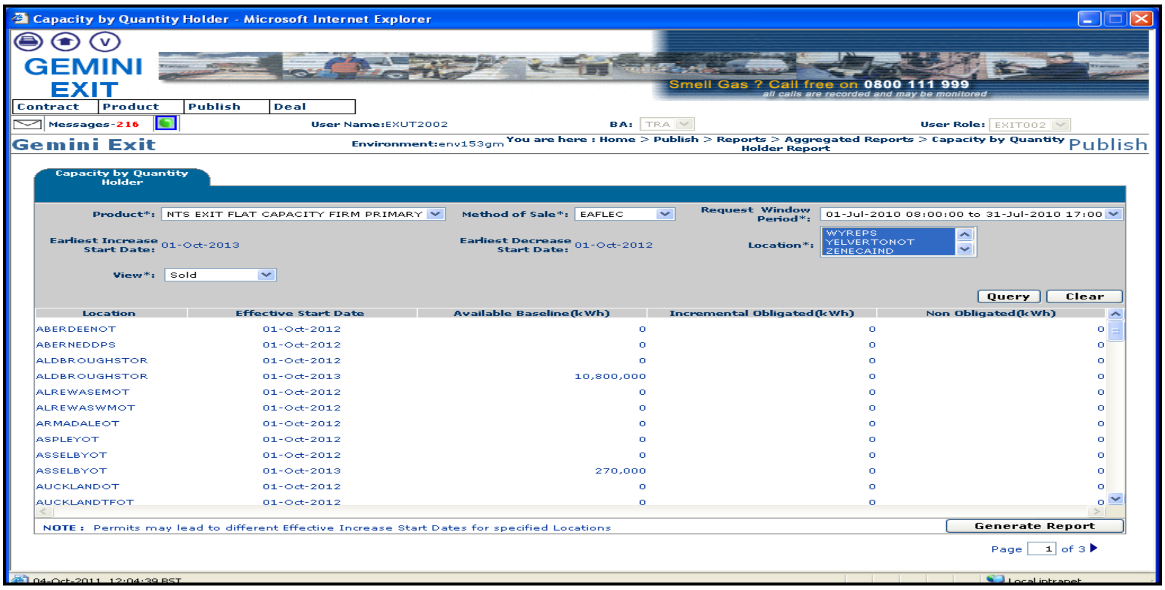
Home>Reports>Aggregated Report >Capacity by Quantity Holder Report.

If you wish to view the information contained in this report you will need to select the appropriate fields namely

- **Product**
- **MoS –** EAFLEC; ADEFLEC; AFLEC; AIEFLEC; DADNEX;DONEX; WDDNEX
- **Request Window Period –** EAFLEC; ADEFLEC; AFLEC; AIEFLEC; DADNEX;DONEX; WDDNEX
- **Period To –** DADNEX;DONEX; WDDNEX
- **Earliest Increase Start Date –** EAFLEC; AIEFLEC
- **Earliest Decrease Start Date –** EAFLEC
- **Ad-hoc Request ID –** AIEFLEC
- **Transaction Period –** AFLEC; DADNEX; DONEX; WDDNEX
- **Sub Transaction Period –** AFLEC
- **Location –** EAFLEC; ADEFLEC; AFLEC; AIEFLEC; DADNEX;DONEX; WDDNEX

- **View –** EAFLEC; ADEFLEC; AFLEC; AIEFLEC; DADNEX;DONEX; WDDNEX

Click **Query** and the results will be displayed



Home-Publish-Reports-Aggregated Reports-Capacity by Quantity Holder

1.22 Off Peak Capacity Release Details

This screen allows you to view the system calculated off-peak capacity that is to be released or has already been released for single/multiple locations for a Gas Day.

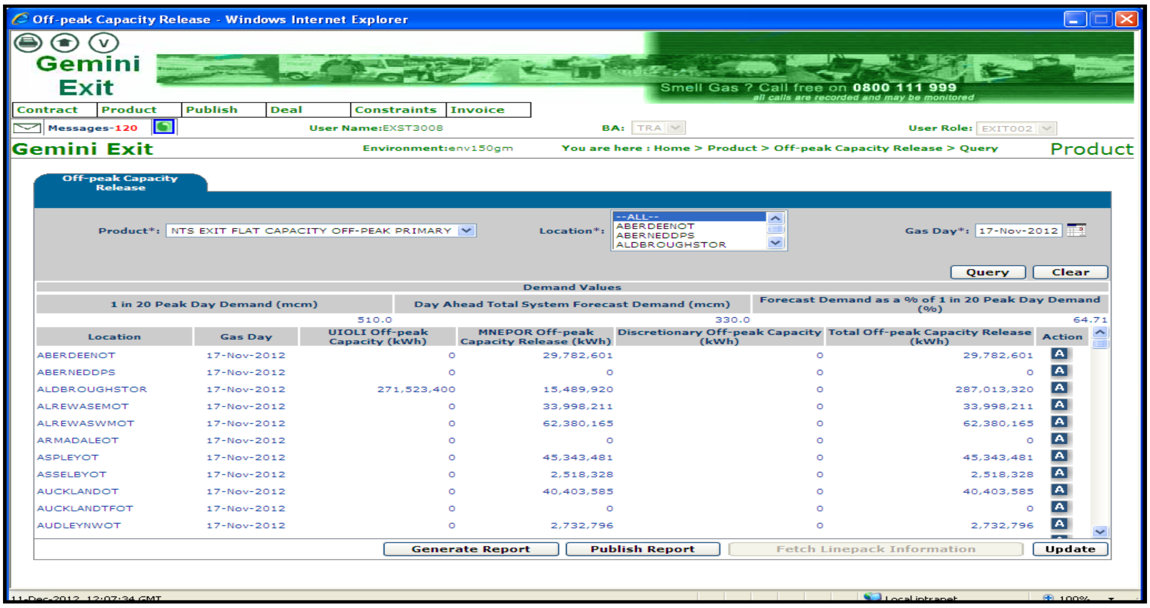
The Navigation Path for this screen is

Home>Product>Off Peak Capacity Release.

If you wish to view the information contained in this report you will need to select the appropriate fields namely

- **Product**
- **Location**
- **Gas Day**

Click **Query** and the results will be displayed



Home-Product-Off-peak Capacity Release-Query

1.23 Meter Site Relationship Report

This report allows you to view the meters at an aggregate level (i.e. unique sites; storages; off-take meters) and associated meters at their lowest level (i.e. sub meter level). The details include an effective start date greater than or equal to 1st October 2012.

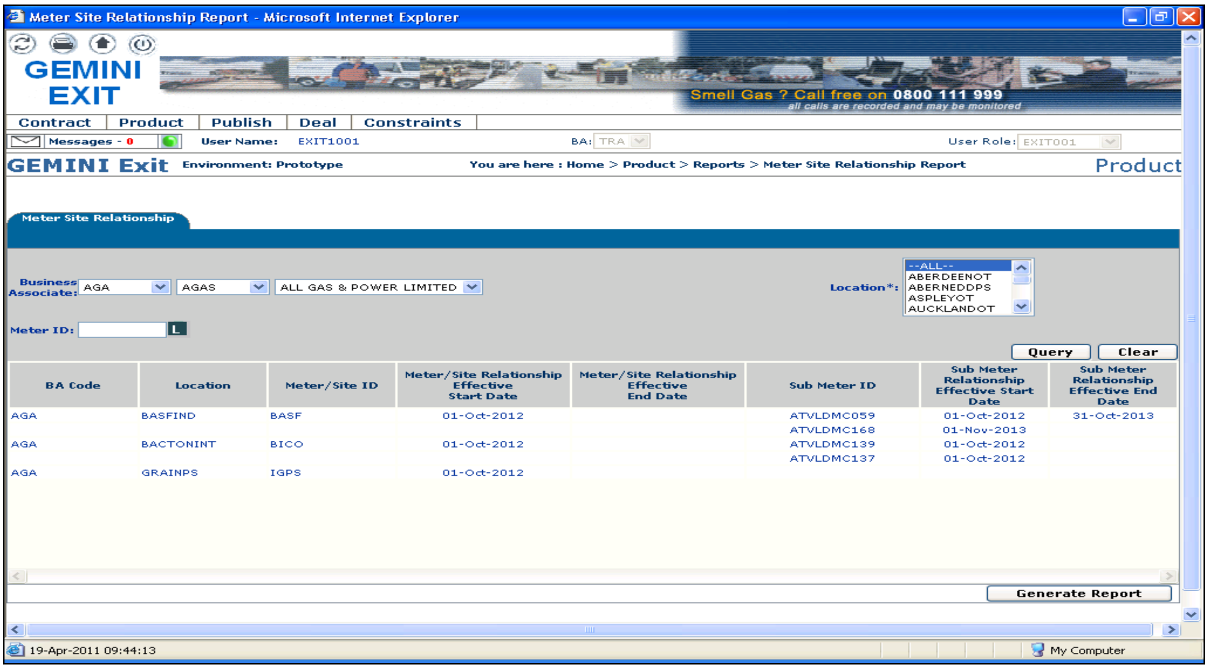
The Navigation Path for this screen is

Home>Product>Reports>Meter Site Relationship Report.

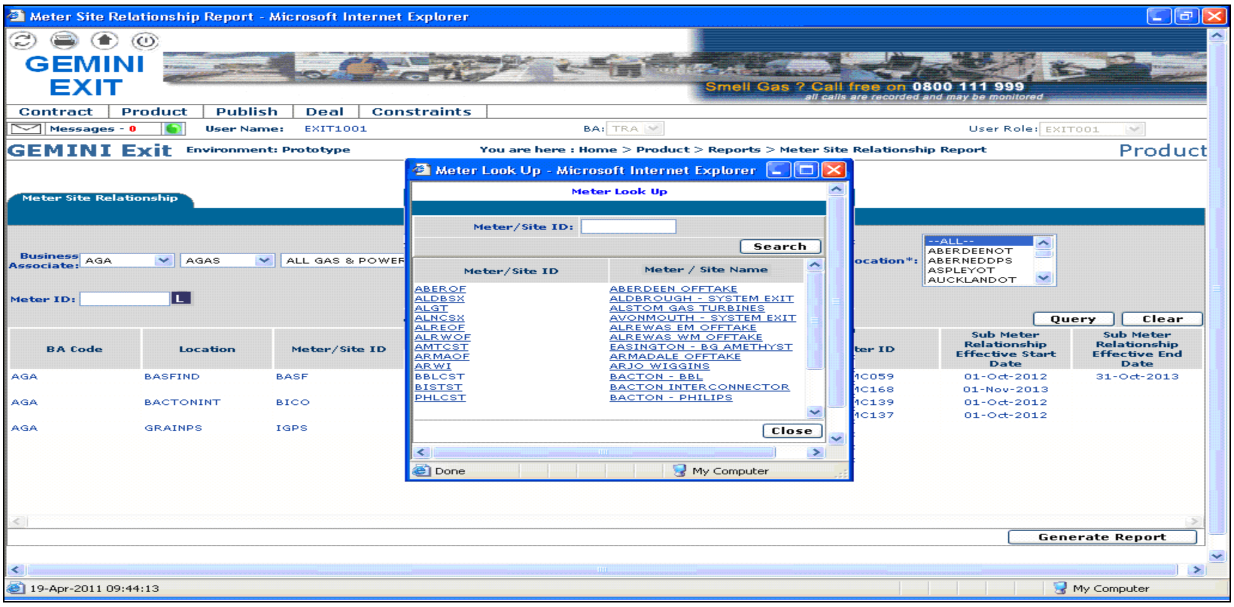
If you wish to view the information contained in this report you will need to select the appropriate fields namely

- **Meter ID –** a pop up box will appear for you to scroll down and select the appropriate ID
- **Location**

Click **Query** and the results will be displayed



Home-Product-Reports-Meter Site Relationship Report



Home-Product-Reports-Meter Site Relationship Report (Look up Screen)

Gemini NTS

Exit Reform

Chapter Two

Introduction to Processes

2 Introduction to Long Term Applications and Short Term Auctions

2.1 Request Types (Long Term)

Before placing a request it is advised that you take note of the following information

2.1.1 Enduring Annual Flat Exit Capacity (EAFLEC) - Increase Request

The minimum increase by quantity in an application window is 100,000kwh. Only one increase request can be placed, per NTS Exit Point, per increase start date, per Application window. Where a new increase request overlaps with an existing decrease request that has not been allocated, the decrease request will be allocated first followed by the increase request. When you place a request a warning message will be displayed asking if you wish to continue. An increase request that overlaps with an allocated decrease request for the same period cannot be placed. Where a new increase request is placed and the commitment period contains an unallocated decrease request, the decrease request may be rejected and a warning message will be displayed. An increase request cannot be placed where the Commitment Period for that request would overlap with a previously allocated decrease request.

2.1.2 Enduring Annual Flat Exit Capacity (EAFLEC) - Decrease Request

The decrease start date must not be earlier than the date set by the Default Reduction Notice Parameter and must be the start of a month. The Decrease To value cannot be greater than your entitlement for the Decrease Start Date. Where a new Decrease Request overlaps with an earlier Increase Request for the same period that has not been allocated, the decrease will be allocated prior to the Increase Request. A warning message will be displayed asking if you wish to continue. A Decrease Request that overlaps with an allocated Increase Request for the same period cannot be placed

2.1.3 Annual NTS Exit Capacity (AFLEC) Requests

National Grid NTS will issue an invitation letter via the Joint Office and web fax giving you 28 days prior to the application window. Applications may only be made on business days within the July application window. The National Grid Capacity team will allocate requests and the results will be published on the dates specified in the invitation letter. Applications previously entered can be withdrawn or modified in the same Application window.

2.1.4 Ad-hoc Increase Application (AIEFLEC) Requests

Ad-hoc requests can be made between 1st October and 30th June in any Gas Year. You can apply for up to 4 separate tranches, the first gas flow must not be earlier than 6 months from the date of application or later that the default delivery date. The total requested capacity (including all tranches) should be equal to at least 1GWh or 125% of NTS Exit Point baseline capacity at the relevant NTS Exit Point. National Grid NTS will accept receipt of the application after which an offer must be made within 15 days if no works are required. If it is believed that works will be required, National Grid will respond within 90 days or more if both parties agree.

The offer will specify the following:

- The Offer must be accepted by a User within 30 calendar days. Within 10 days of acceptance National Grid will publish the results; and
- The Capacity Registration Date.

Once received the Offer must be accepted within 30 calendar days

National Grid NTS will publish the incremental quantity allocated within 10 days. If an Ad-hoc Increase request has already been placed for an NTS Exit Point, a second request by the same company can only be placed once the first request has been allocated and closed. Once an Ad-hoc request has been placed it cannot be modified. The existing request should be withdrawn and a new request placed prior to National Grid accepting the initial request. An Increase request that overlaps with an allocated decrease request for the same period cannot be placed. Where a new Increase request is placed and the Commitment Period contains an unallocated Decrease request, the Decrease request may be rejected and a warning message will be provided to the User. An Increase request cannot be placed where the Commitment Period for that request would overlap with a previously allocated Decrease request.

2.1.5 Ad-hoc Decrease Application (ADEFLEC) Requests

National Grid NTS will invite Users to submit requests for reductions and this may occur if an ad-hoc increase has been received. This request can be submitted outside the Reduction Application Window. This invitation will specify:

- When you can submit a reduction request for a particular NTS Exit Point(s);
- The earliest date for which reductions are being sought (this will always be the first of any month);
- The date when you will be notified of the outcome (hence the fixed lead time parameter would not be applicable).

You will be able to submit one decrease request per NTS Exit Point; however National Grid NTS may override the information submitted in the request. The requested capacity figure can be amended anywhere between the minimum figure and what you have requested. National Grid may accept an offer either in whole or in part. If you request is accepted your ongoing User Commitments at that particular NTS Exit Point, from the effective start date, will be reduced by the amount that has been allocated. Allocation of ad-hoc decrease requests will not be performed in conjunction with any increase requests in the same application. However you should note that there can be a separate increase application process occurring at the same time for the same period.

2.1.6 Exit Flat Capacity Buyback Contract

National Grid NTS can enter into a Buyback of Firm NTS Exit Flat Capacity with you for a period of one or more continuous gas days via a contract tendering process. All active external Users within the system and selected by National Grid NTS are known as eligible Users and are allowed to submit an offer under the tendering process. They will then be able to view and accept the terms and conditions of the contract that are detailed within the system. National Grid NTS can issue an Invitation to Tender (ITT) any time. A single Buyback contract can include tenders for one or more contract types (see below) at one or more NTS Exit point(s).

Buyback contracts are categorised into Forwards or Options.

- Forwards contracts allow you to offer back to NG Transmission a quantity of Firm NTS Exit Flat Capacity for all gas days within a specified period. The specified price will be in p/kWh/day.
- Options contracts allow you to offer back to NG Transmission a quantity of Firm NTS Exit Flat Capacity for a predefined number of gas days within a specified period. The specified prices are:
    - Premium – this is the price (p/kWh/day) payable for each of the pre-defined number of gas days specified for a particular Options contract; and
    - Exercise – this is the price (p/kWh/day) payable for each gas day where the Buyback is exercised and utilised by National Grid NTS for a particular Options contact.

Please Note: for more information on placing your requests; adding, modifying or withdrawing requests please refer to Chapter 4.

2.1.7 DN Adjustment Window

This facility is only available to Distribution Networks (DN) Operators and the window enables DNs to submit adjustments or withdraw requests placed during the original July application. Additionally DNs will be able to add a new request if required. These requests are submitted during a defined 10 business day period after the closure of the Application Window but before allocation. The precise dates are notified when the Application is published. Once adjustments are submitted they are subject to validations and are either approved/modified or rejected.

2.2 Long Term Applications – Table

NTS Exit Flat Capacity; NTS Exit Flat Capacity Off-peak Primary and NTS Exit Flat Capacity Firm Derived are the Products that are offered to the External Users. The Method of Sale (MoS) is the name given to the long term application process through which capacity is sold or bought. Long Term Applications available to you are detailed in the table below:

Application Type (Method of Sale ((MoS))	Details	Product Period	Allocation Time
EAFLEC - Enduring Annual Flat Exit Capacity	Increase or Decrease the 'evergreen' Enduring Firm NTS Exit (Flat) Capacity right	Enduring Increase Starting Yr+4 Yr+5 Yr+6 Enduring Decrease Starting at 1st of any month from Oct Yr+2	Application Window is July allocated by 30th September Y
AFLEC - Annual NTS Exit Flat Capacity	Distinct 12 month Firm Exit Capacity tranche covering an entire Gas Year	Covers 1 whole year Yr+1 Yr+2 Yr+3	Application Window is July allocated by 30th September Y
AIEFLEC - Enduring Ad-hoc Increase Flat Exit Capacity	Increase the 'evergreen' Firm NTS Exit (Flat) Capacity right	Enduring Increase Starting M+6 to October Yr+6	Ad-hoc Application Window initiated by Shipper
ADEFLEC - Ad-hoc Decrease Enduring NTS Exit Flat Capacity	Decrease of Enduring Firm Exit Capacity, only initiated by National Grid NTS in relation to another Ad-hoc increase request	Reduce from the 1st of any month as requested by National Grid NTS	Ad-hoc Application Window initiated and allocated by National Grid NTS
EXBB - Exit Flat Capacity Buyback Contract	A contract entered into with National Grid NTS - these can be Forward or Options Contracts	Contracts entered into can cover a period of one or more continuous gas days	National Grid NTS can issue invitations at any time of the year.

2.3 Request Types (Short Term)

There are four types of daily auction where you may want to place requests, these are;

2.3.1 Day Ahead Daily NTS Exit (Flat) Capacity – (DADNEX)

Unsold Long Term NTS Exit Flat Capacity can be rolled over and made available within the short term auction process. This daily auction process enables National Grid NTS the ability to sell all remaining available NTS Exit Flat Firm Capacity (unsold baseline; obligated incremental and non obligated incremental.

The auction will allow National Grid to process bids for each gas day and the results will be published to you on a daily basis. You can submit up to 10 bids for an NTS Exit Point for each gas day and this can be done 7 days in advance from 06:00 hours until D-1 at 14:00 hours. The allocation will then start at 15:00 hours on D-1.

This auction also gives you the option to carry over any unallocated Day Ahead bids through to the Within Day auction. The system will roll over any unallocated bids only if you have chosen to do so by checking the 'transfer' box. If you do not do this than any unallocated bids will automatically be rejected. Once the bids have rolled over they are then subject to the within day process whereby allocations are made at various times throughout the day.

2.3.2 Within Day Daily NTS Exit (Flat) Capacity – (WDDNEX)

This is another type of 'sell' auction and, as the title suggests, these are held within the gas day. Requests are captured from D-1 @14:00 hours until D0 at midnight. The allocation times are 08:00; 14:00; 18:00; 22:00 and 01:00 hours, however auctions can also be initiated at any other time within the gas day.

2.3.3 Daily Off-peak NTS Exit (Flat) Capacity – (DONEX)

This auction works on the same principles as DADNEX; however this process enables you to submit bids for NTS Exit Flat Capacity Off-peak. This capacity can also be subject to a scale back whereby a restriction (%) is placed on what you will be entitled to flow. For example if you are entitled to flow 200,000 kWh of which 100,000 kWh is firm capacity and 100,000 kWh is off peak capacity, if National Grid applies a constraint of 40% for 06:00 hours you will only be allowed 160,000 kWh – this will mean you can only have 100,000 kWh firm and 60,000 kWh Off peak capacity.

2.3.4 Daily Buyback NTS Exit (Flat) Capacity – (DBNEX)

This process is initiated by National Grid NTS whereby you will be invited to submit offers to surrender your available NTS Exit Firm Capacity for a specified NTS Exit Point and gas day. You will be able to submit offers seven days in advance, 06:00 D-7, until 02:00 hours on D-0. National Grid will then allocate no earlier than 15:00 hours on D-1 and no later than 03:00 hours on D-0. If you have an offer accepted, National Grid NTS will pay a surrender/exercise charge and this will be equal to the accepted offer/option quantity multiplied by the accepted offer/exercise price of your offer/option.

Please Note: for more information on placing your requests; adding, modifying or withdrawing requests please refer to **Chapter 4.**

2.4 Daily Short Term Auctions – Table

National Grid NTS will initiate auctions for D-1 (Day Ahead) and D0 (Within Day).

Auction Type (Method of Sale (MoS))	Buy or Sell Auction	Requests captured from	Requests captured until	Auction Allocation Times	Full Product Name
DADNEX	Sell	D-7@ 6:00hrs	D-1@ 14:00hrs	D-1@ 15:00hrs	NTS Exit Flat Capacity Firm Primary
WDDNEX	Sell	D-1 @ 14:00hrs	D0 @ 00:00hrs	D0 @ 08:00, 14:00, 18:00, 22:00 and 01:00hrs **	NTS Exit Flat Capacity Firm Primary
DONEX	Sell	D-7 @ 6:00hrs	D-1 @ 14:00hrs	D-1 @ 15:00hrs	NTS Exit Flat Capacity Off-peak
DBNEX	Buy	D-7 @ 6:00hrs	D0 @ 02:00hrs	As required based on strategy	NTS Exit Flat Capacity Firm Derived

**Daily WDDNEX auctions are processed at the times stated, but can be initiated at any other time within the Gas Day with one hours notice.

2.5 Status

As you work through the screens you will see a number of different statuses. The table below details the status you will see against the particular transactions you are taking part in.

Status	**Detail (For)**
New	Auctions/Applications
Draft	Assignment Registrations
Allocated	Auctions/Applications
Withdrawn	Auctions/Applications; Transfers; Assignment Registrations
Registered	Transfers; Assignment Registrations
Approved	Assignment Registrations
On Hold	Assignment Registrations
Accepted	Transfers; Ad-Hoc Offers; Assignment Registrations
Rejected	Transfers; Assignment Registrations
Timed Out	Transfers; Assignment Registrations
Confirmed	Transfers
Cancelled	Transfers
Invalid	Transfers
Published	Ad-Hoc Offers

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:

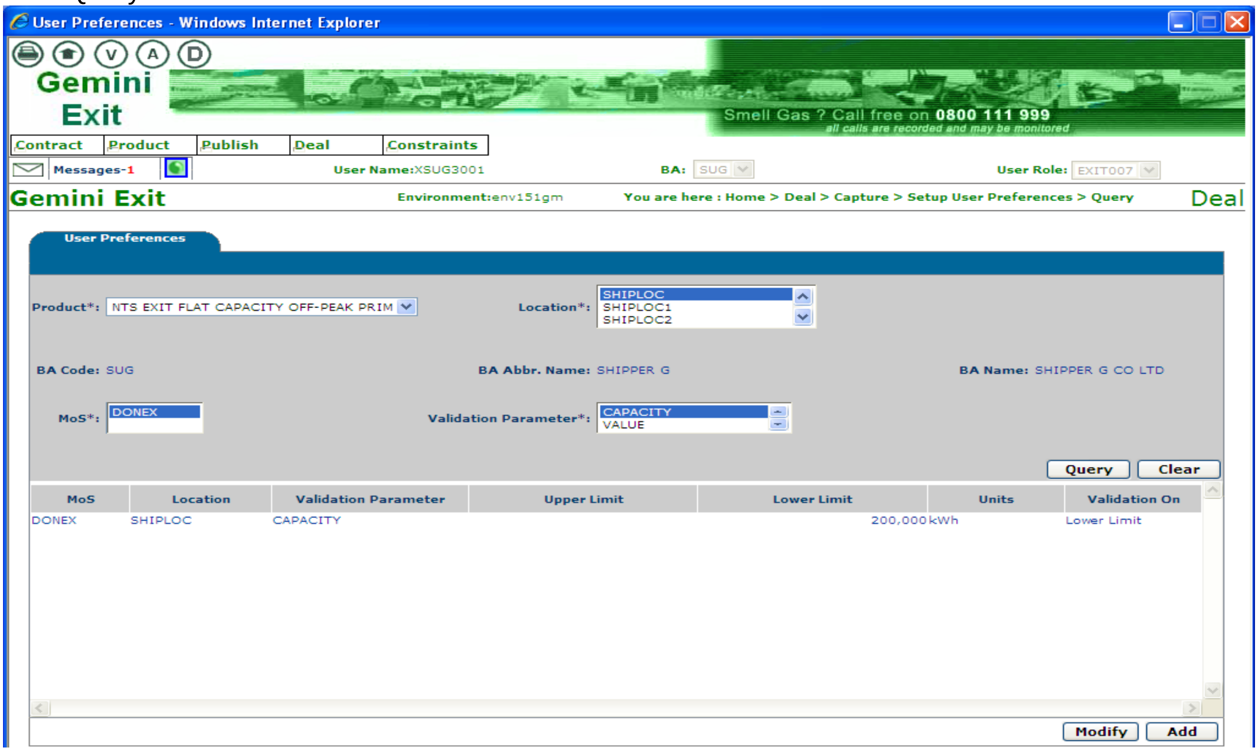
Home>Deal >Capture>Setup User Preferences.

<u>Please Note:</u> 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



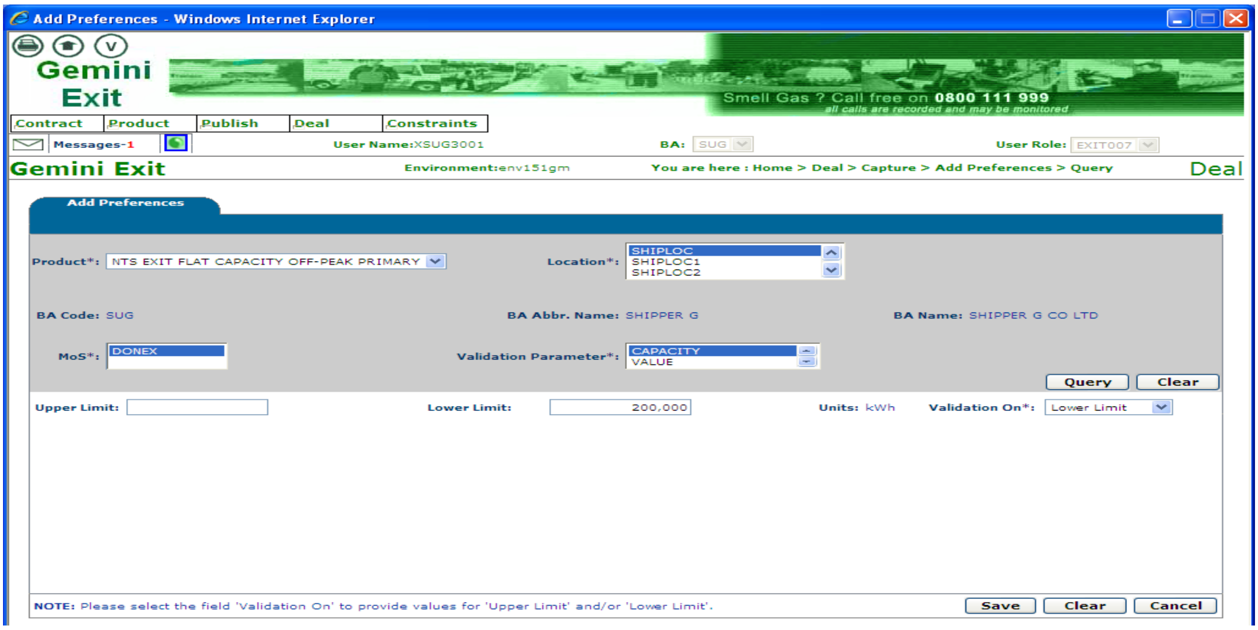
Deal – Capture – Setup User Preferences

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".

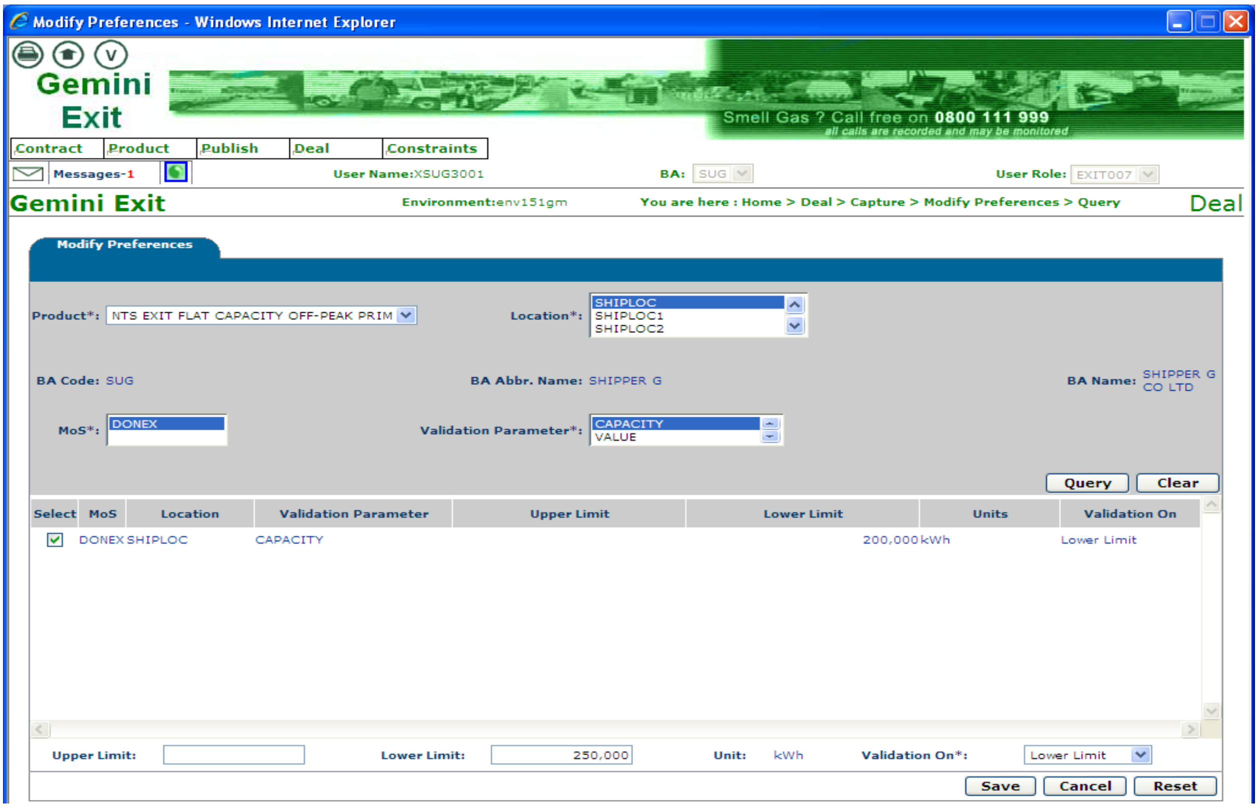
<u>Please Note:</u> the Location, Request Type and Validation Parameter fields are multi select fields. In order to select more than one value click on the first value required then press and hold the Ctrl button on your keyboard each time you click on another required value.

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)

Gemini Exit

Chapter 4

Capturing Your Requests

4 Introduction to Capturing your Requests

The screens and guidance detailed in this section applies to all types of long term applications and short term daily auctions. As an external User you will need to select the Product and Method of Sale to place your requests. In addition you will see screen shots that relate to the short term auction process only,

When the request window is **Open,** you can capture a new request. In addition, you can **modify** and/or **withdraw** an existing request at **New** status. To view open auctions you can to access the Request Windows Details Report. Before capturing any new requests you may also wish to view the Capacity and Price Information Report and/or the Entitlements Report.

4.1 View Existing Requests

The Navigation Path for this screen is

Home>Deal>Capture>Capture Requests.

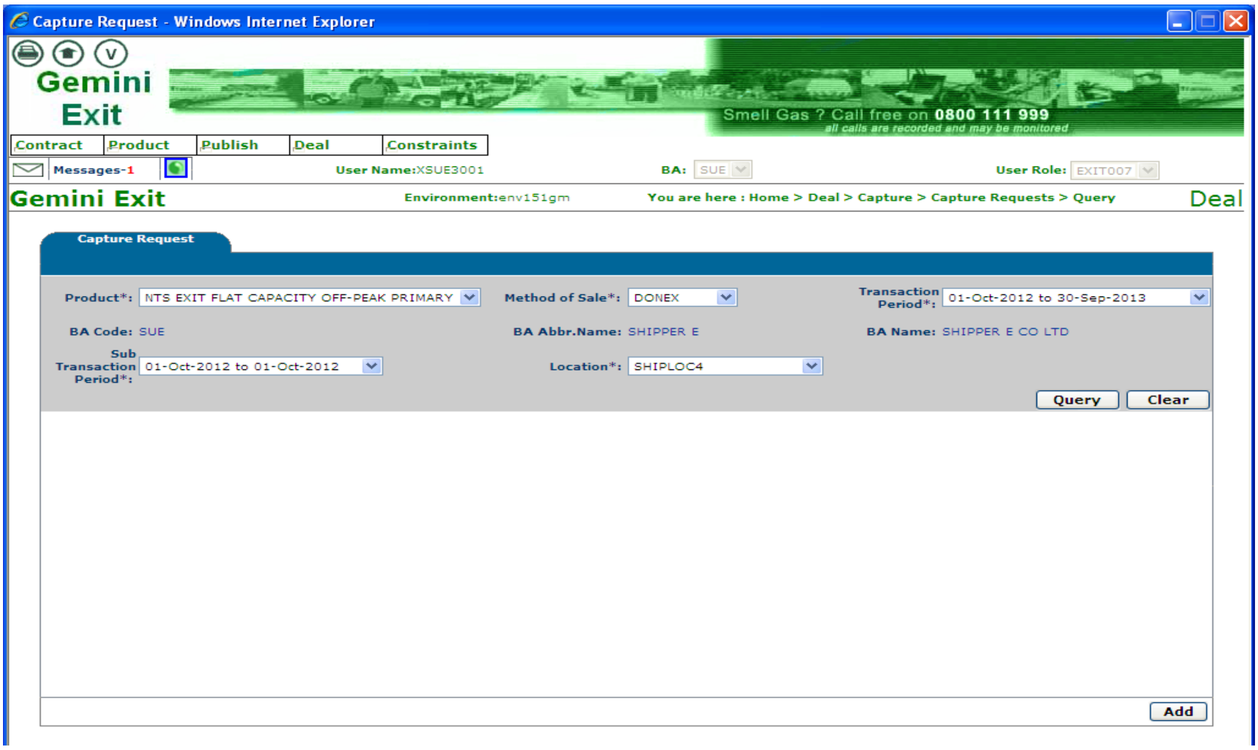
Select the following criteria:

- **Product**
- **Method of Sale**
- **Transaction Period** - select the appropriate period of time. This represents the period in which the gas day falls for the date you wish to buy or sell capacity.
- **Type of Contract** – this field will appear for **forwards and options buyback contracts**
- **Sub Transaction Period –** for **long term applications** and **short term daily auctions**; select the gas day
- **Location -** this will list all the locations associated with the auction for the Sub Transaction Period selected.
- **Sub Tender Period -** this field will appear for **forwards and options buyback contracts**
- **Sub Tender ID -** this field will appear for **forwards and options buyback contracts**

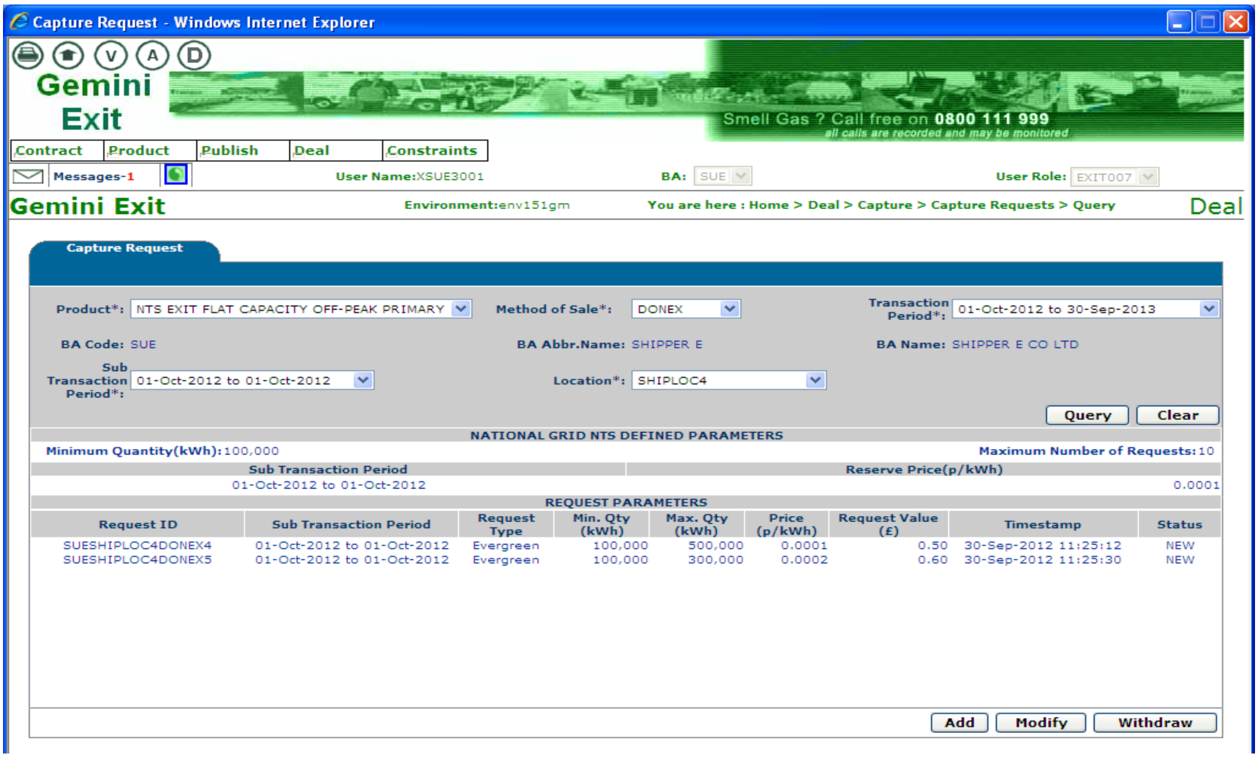
Please Note: your BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system.

Click **Query.** If any data has already been captured it will be displayed; otherwise you will see the following message:

"No Data Found for Your Query Criteria."



Deal – Capture – Capture Requests



Capture – Capture Requests – Query

4.2 Placing Requests

To place requests you will need to select the appropriate criteria relating to either the long term application or short term daily auction. The steps below detail the different criteria that you will need to select.

As in previous sections, the screen shots shown as examples relate to the short term daily auction process.

- **Product** – for example NTS Exit (Flat) Capacity Firm Primary
- **Method of Sale** – this is the application or auction type i.e. EAFLEC; DADNEX
- **Application Window Period** - select the value for the relevant application window.

Please Note: your BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system. This is a read only field.

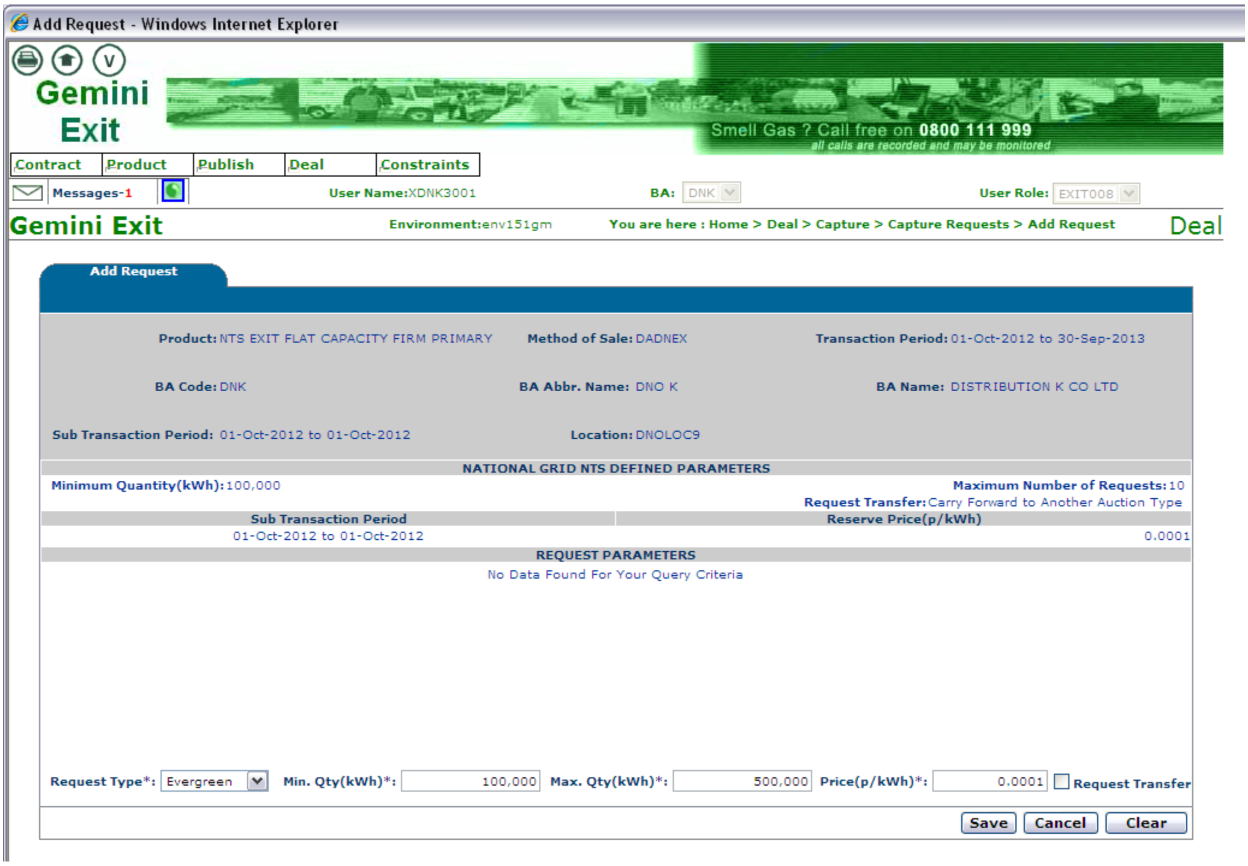
Please Note: when placing a forwards or options buyback contract a pop up box will appear and the Terms and Conditions will be displayed. Click on the view button to read this detail and if you wish to proceed click Accept

You will then need to select:

- **Request Type** – dependant on whether you are choosing a long term application or short term daily auction you will see criteria for you to select
  - for the long term applications, this will either be **increase or decrease** from the drop down list;
  - for the short term daily auctions and option buyback contracts you will need to choose either **evergreen** (the bid request quantity does not reduce throughout the gas day) or **reducing** (the maximum capacity is reduced every hour. This reduction begins from the hour following the placement of the request
- **Location**
- **Increase/Earliest Decrease Start Date** – you will only see this field for **long term applications**
  - select the date from when you want the **increase/decrease Request** to apply; the start dates available for selection are dependent on those selected in the query screen.
- **Increase By (kWh)/Decrease To (kWh) –** you will only see this field for **long term applications**
  - for an **increase Request** enter the amount of extra capacity that is required;
  - for a **decrease Request** enter the amount of capacity that your holdings will be reduced to.
- **Minimum and Maximum Quantity – kWh** – you will see this field for **short term daily auctions and forwards and options buyback contracts**
  - enter the range you are requesting and note that the values entered can be the same. However, if you enter a range you may only get allocated some of your request – this is known as partial allocation
- **Price p/kWh) -** you will see this field for **short term daily auctions and forwards and options buyback contracts**
  - when you enter this price, you must make sure that its greater than, or equal to, the minimum price set by National Grid NTS (reserve price) for that particular location
- **Exercise Price (p/kWh)** – you will need to make an entry in this field for an **options contract**
- **Premium Price (p/kWh)** – you will need to make an entry in this field for an **options contract**
- **Lead Time** – you will need to make an entry in this field for an **options contract**
- **No. of Exercisable Instances**– you will need to make an entry in this field for an **options contract**

- **Value** – you will need to make an entry in this field for an **options contract**
- **Request Transfer Box -** this will only appear for **DADNEX** and, if ticked, will automatically carry forward your unallocated requests to the **WDDNEX** auction. Check this box if required.
- Click **Save**
- The data just entered will now be displayed under the **Request Parameters** section on the screen along with your **Request ID**, a **Timestamp** and the **Status** of the request.

Once you have clicked **Save,** the system will carry out a number of validation checks making sure that the offer you have entered does not contravene any of the preferences previously set up. The system will alert you and give you the opportunity to override the message and place the request. Additionally the system will check that the number of requests you are placing does not exceed the number specified within the parameters defined by National Grid NTS.



Deal – Capture – Capture Requests – Add Request

When clicking on the cancel button prior to saving the following message will be displayed:

"You are leaving the screen without saving. Doing so will lead to updates being discarded. Click OK if you wish to leave the screen without saving changes. Click Cancel to return to the screen".

Once you have captured your requests in the system you can access the Application Request Information report for long term applications and the Auction Request Information for short term auctions. At this stage as your request is at **'New'** you still have the ability to **'modify'** or **'withdraw'** before the application window closes.

4.3 Modify Requests

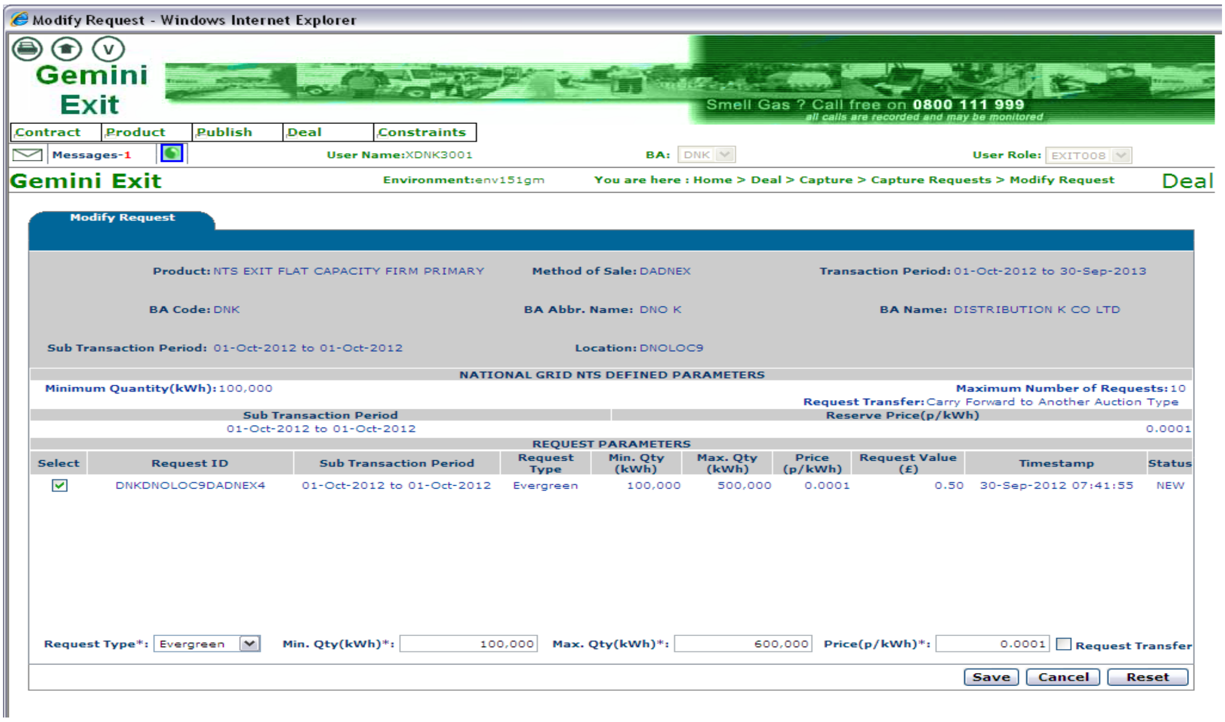
By following the process in section 4.2, selecting your criteria and pressing **Query** you will have noticed the appearance of the **Modify** button once the information has been generated

Select the request to be modified by checking the select box against the record.

Modify as required

If you make an error a message will appear. Click on the **ok** button and a cursor will appear identifying where the error occurred. Rectify and continue with the process. Click **Save** to complete.

<u>Please Note</u>: - you will only be able to modify 'NEW' requests within the Request Window Period. During an allocation period you will not be able to modify existing requests and an information message will appear. This will show that requests are locked for allocation by National Grid NTS. If the Request Window closes and you have not saved the entry then the system will display an error message.



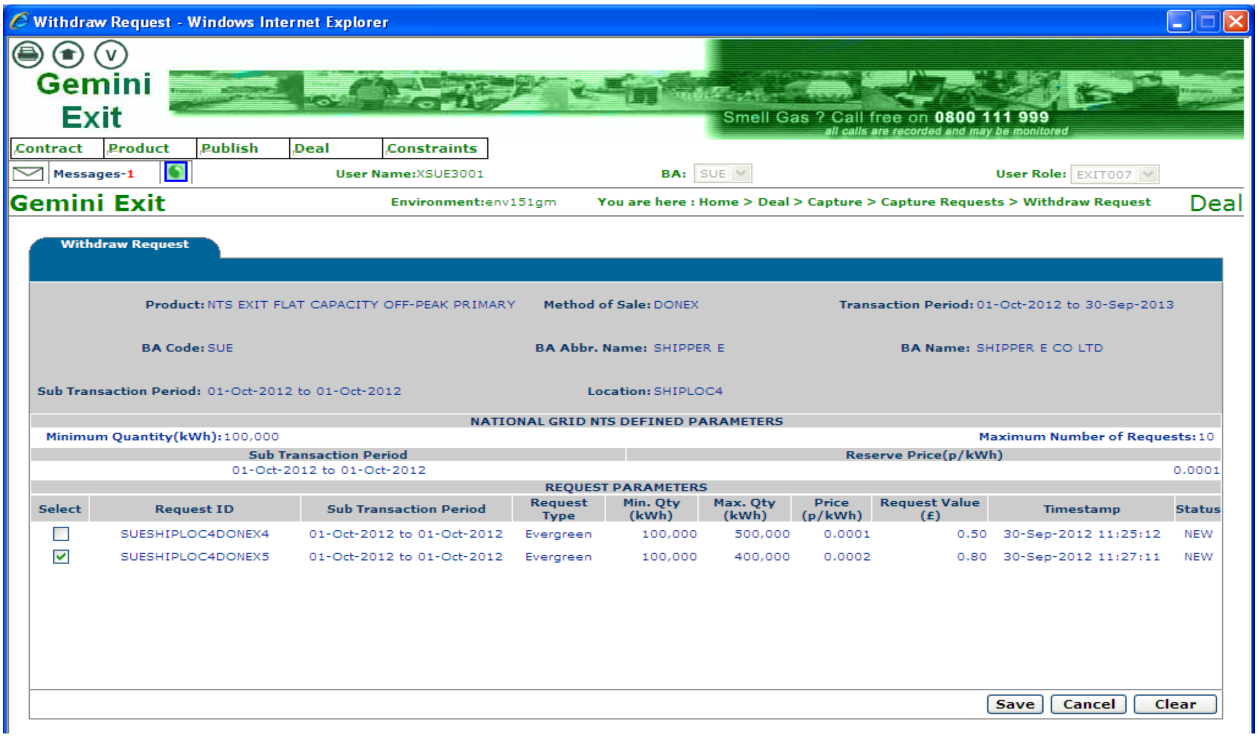
Deal – Capture – Capture Requests – Modify Requests

4.4 Withdraw Requests

By following the process in section 4.2, selecting your criteria and pressing **Query** you will have noticed the appearance of the **Withdraw** button once the information has been generated

Select the request to be withdrawn by checking the select box against the record. You will be asked if you wish to proceed – click **ok** or **cancel**

<u>Please Note</u>: - you will only be able to withdraw 'NEW' requests within the Request Window Period. During an allocation period you will not be able to withdraw existing requests and an information message will appear. This will show that requests are locked for allocation by National Grid NTS. If the Request Window closes and you have not saved the entry then the system will display an error message.



Deal – Capture – Capture Requests – Withdraw Requests

Once your requests have been **allocated**, post allocation reports are available to you within the system namely:

- User Commitment Amount
- Aggregate User Enduring Capacity
- Sold/Unsold
- Requests/Users
- Max/Min Price
- Weighted Average Price (WAP)
- Incremental Capacity Allowance
- Buyback Contract Request Information
- Indicative/Actual Price Report
- Capacity by Quantity Holder

Gemini Exit

Chapter 5

Transfers and Assignments

5. Introduction to Transfers and Assignments

The Transfers process allows you to transfer a quantity of NTS Exit Flat Capacity to another User at the same location. A Transfer will move the Entitlement from the Transferor to the Transferee but the Transferor retains financial liability.

5.1 Bulletin Board

The Bulletin Board is there for you to post information or to advertise to any potential Transferor or Transferee. Information includes capacity and contact details of the external User who has posted the bulletin.

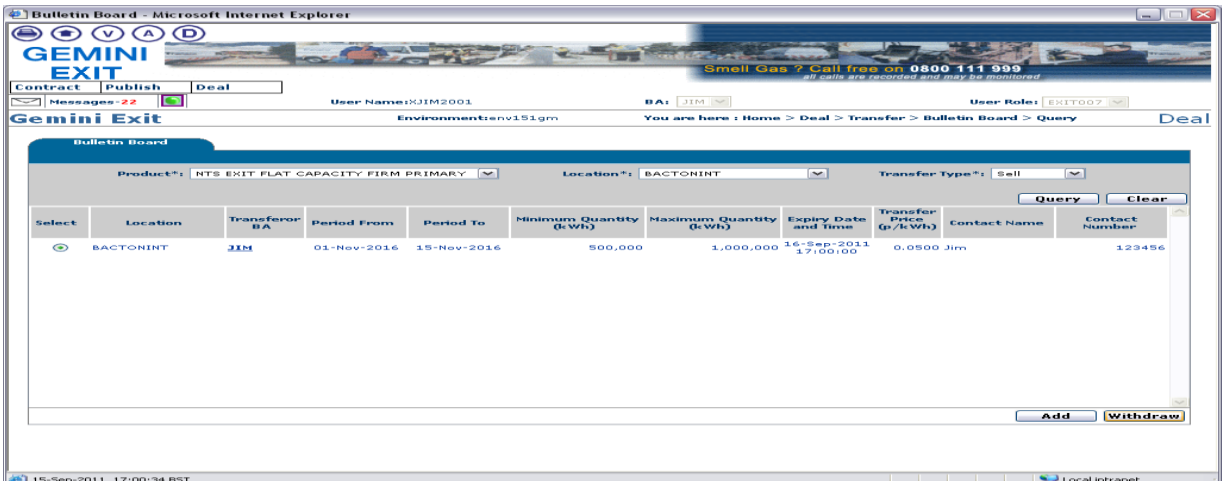
The Navigation Path for this screen is:

Home>Deal>Transfer>Bulletin Board.

To view any items already posted you will then need to select from the system:

- **Product** – the transferable product is associated with the sub-services
- **Location**
- **Transfer Type** – this could be Buy or Sell

Then you will need to click the **Query** button.



Deal – Transfer – Bulletin Board - Query

If any items have already been posted they will be displayed else the message **"No Data Found for Your Query Criteria"** will be shown.

5.1.1 Adding a Bulletin

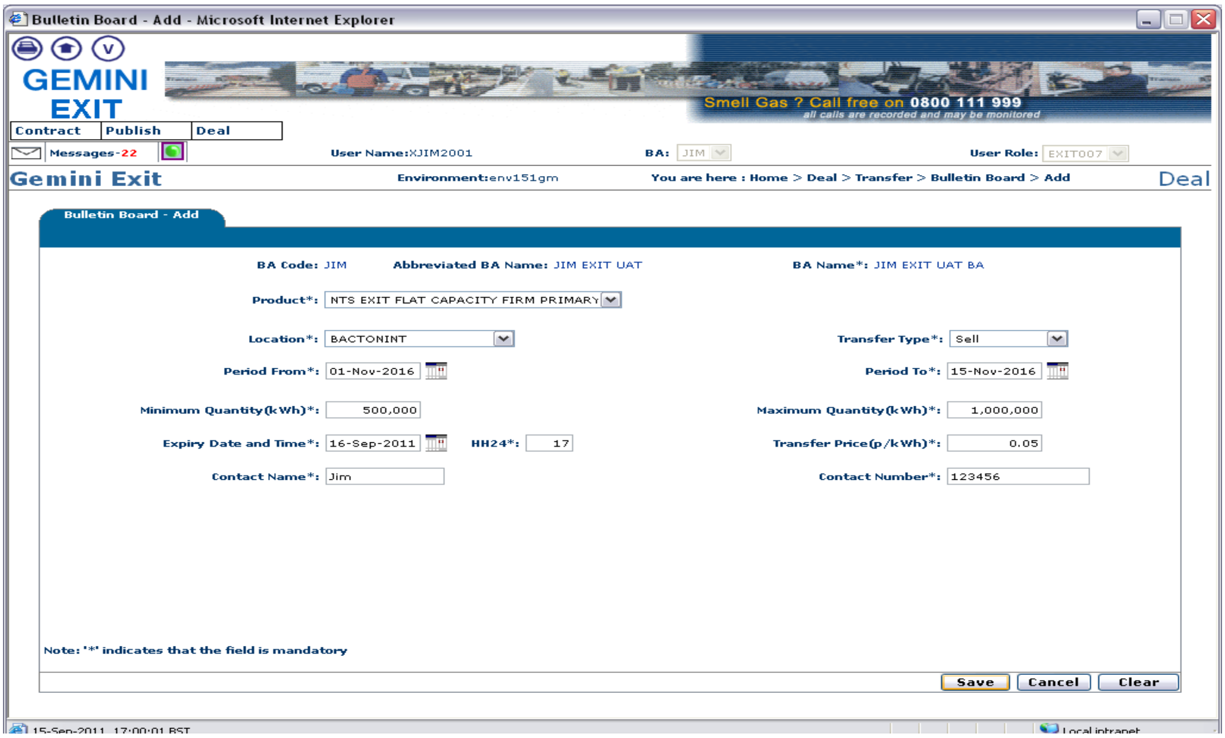
From the **Query** screen click **Add**

<u>Please Note:</u> your BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system. This is a read only field.

Then enter:

- **Product**
- **Location**
- **Transfer Type** – this could be Buy or Sell
- **Period From**
- **Period To**
- **Minimum Qty (kWh)**
- **Maximum Qty (kWh)**

- **Expiry Date and Time** – HH24
- **Transfer Price** – (p/kWh)
- **Contact Name**
- **Contact Number**



Deal – Transfer – Bulletin Board - Add

<u>Please Note</u>: clicking on the Clear button clears all the fields and allows data to be re-entered. Clicking on the Cancel button cancels the data entered and takes you back to the Query screen. Once all mandatory fields are complete click Save.

The **Bulletin Board** screen will now be displayed. To see the data just added you may need to perform a query using appropriate data. If you wish to remove a record before it is due to expire then select the radio button to the left of the relevant record and **Withdraw**. This will remove the record.

5.2 Registering a Transfer

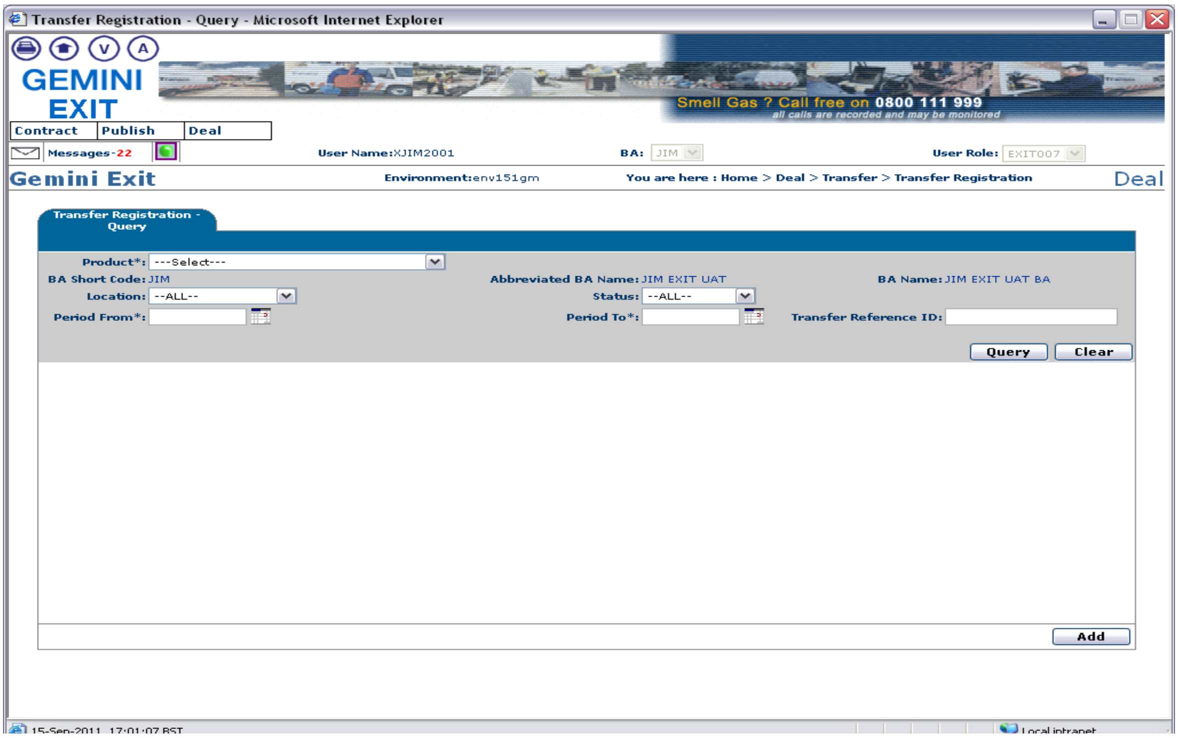
The Navigation Path for this screen is:

Home>Deal>Transfer>Transfer Registration

<u>Please Note:</u> your BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system. This is a read only field.

To view any Transfers already registered select:

- **Product**
- **Location**
- **Status** – this can be Registered; Withdrawn; Accepted; Rejected; Timed Out; Confirmed; Cancelled and Invalid
- **Period From** – the start date from when the transfer is effective
- **Period To** – the end date
- **Transfer Reference ID** – this will be either Buy or Sell



Deal – Transfer – Transfer Registration

If there are any registered Transfers where you are the Transferor or Transferee they will be displayed otherwise the message “No Data Found for Your Query Criteria” will be shown.

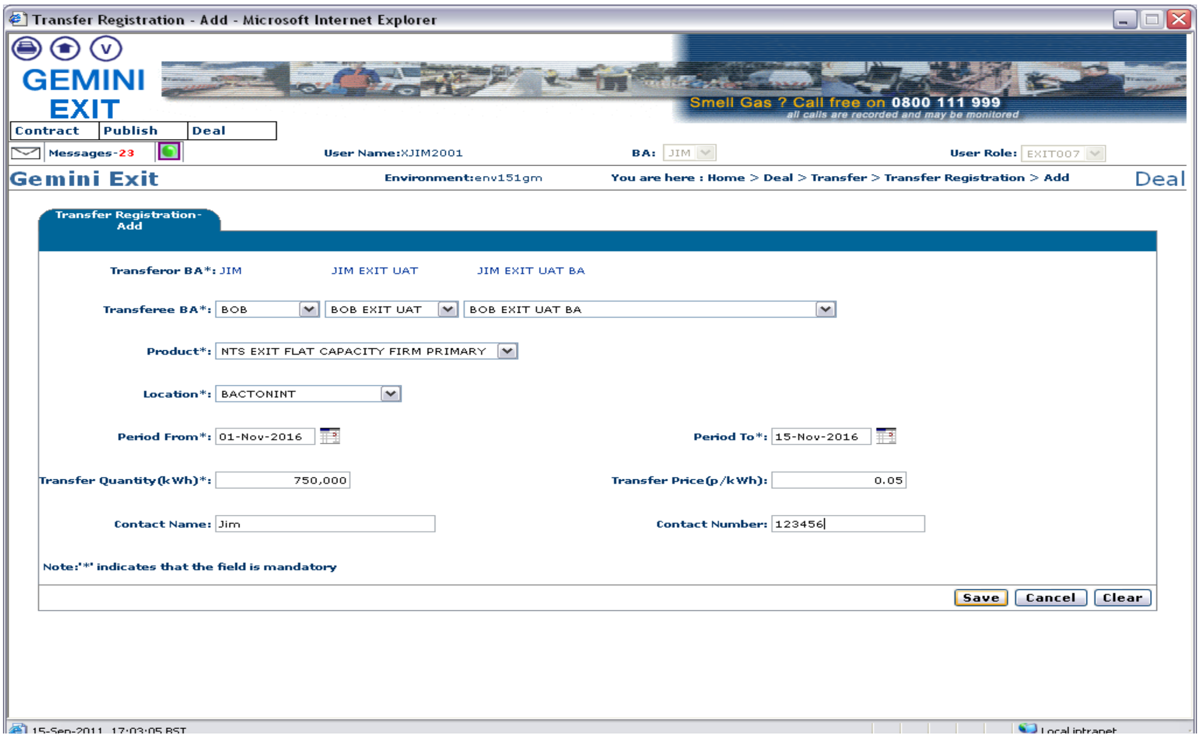
To register a Transfer click the **Add** button

<u>Please Note:</u> your BA Transferor Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system. This is a read only field.

You will then need to enter:

- **Transferee BA Code** – this will then populate the associated BA Abbr. Name and BA Name
- **Product**
- **Period From** – this date must be greater than or equal to both 1st October 2012 and the current gas day
- **Period To**
- **Transfer Qty (kWh)**
- **Transfer Price (p/kWh)**
- **Contact Name**
- **Contact Number**

Click **Save**



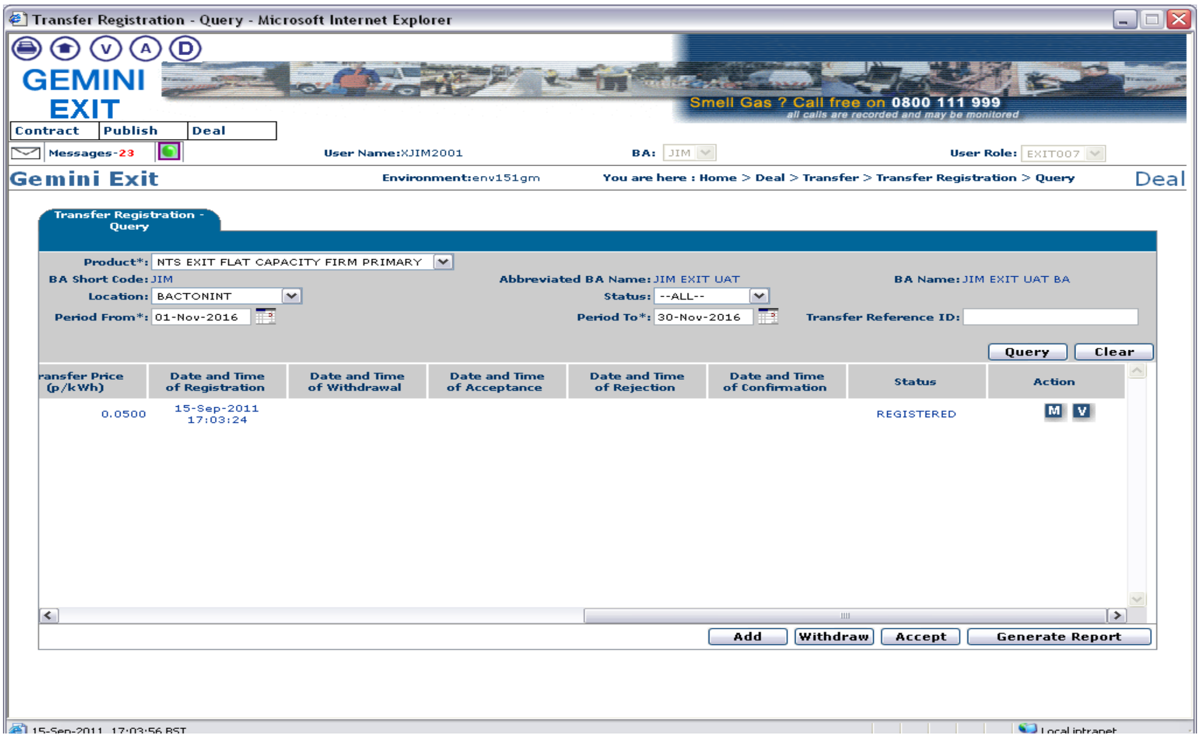
Deal – Transfer – Transfer Registration - Add

The **Transfer Registration - Query** screen will now be displayed. To see the data just added you may need to perform a query using appropriate data.

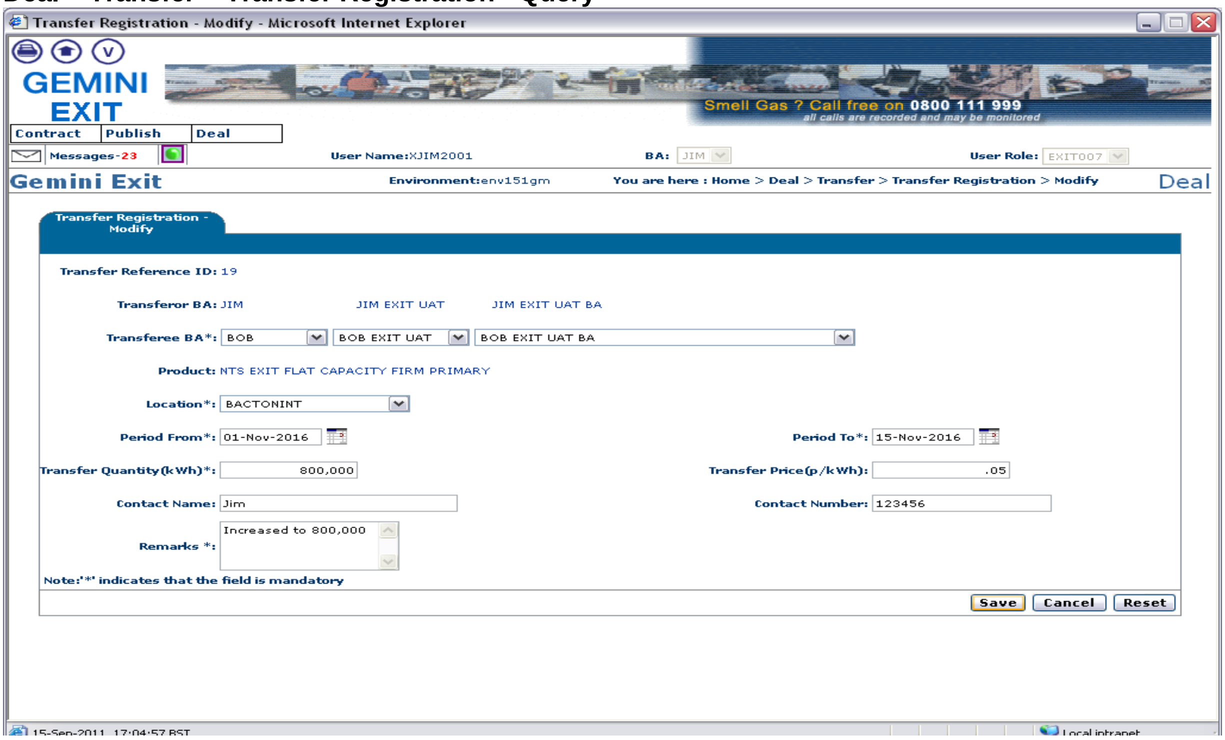
A number of buttons are now available. Next to each record there is an **M** icon and a **V** icon. At the bottom of the screen the **Add** button is still available. In addition to this there are now **Withdraw**, **Accept** and **Generate Report** buttons in the bottom bar.

The **M** icon allows you to modify the record. This will only appear if you are the Transferor and the record is still in **"REGISTERED"** status.

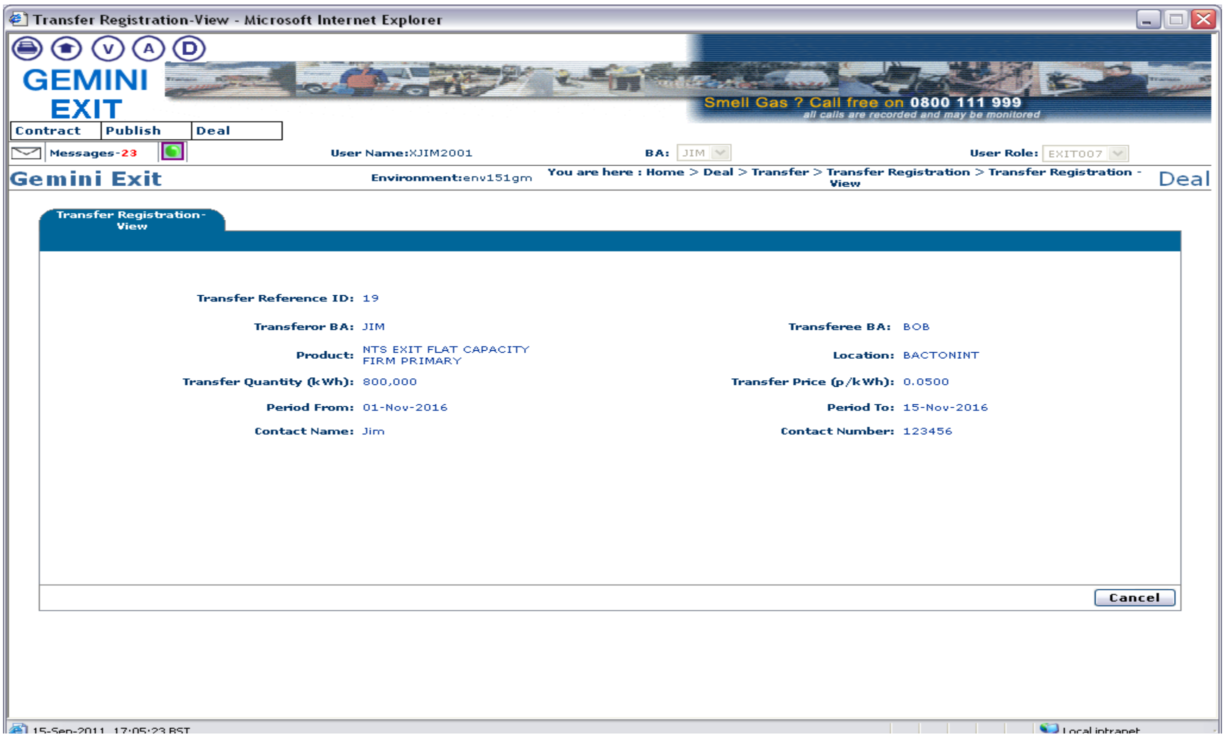
The **V** icon allows you to view the details of the Transfer including the contact details for the Transferor.



Deal – Transfer – Transfer Registration - Query



Deal – Transfer – Transfer Registration – Modify



Deal – Transfer – Transfer Registration - View

The **Withdraw** button allows the Transferor to withdraw a transfer before the Transferee accepts it. Once the Transferee has accepted the Transfer then this option will no longer be available. If you wish to withdraw a transfer then select the radio button to the left of the relevant record and click on the **Withdraw** button. The record will still be visible but will now have the status **"WITHDRAWN".**

The **Accept** button allows the Transferee to accept a Transfer. If you select the radio button for a record where you are the Transferor this button will become disabled.

5.3 Accepting a Transfer

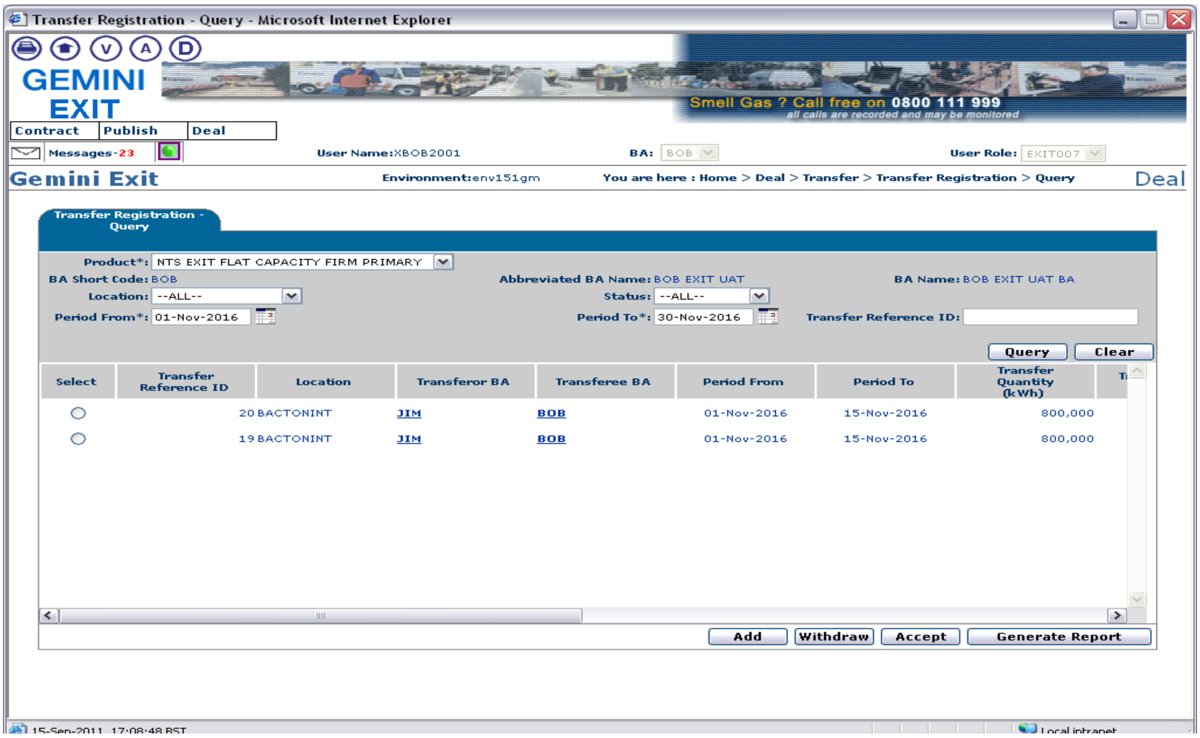
The Navigation Path for this screen is:

Home>Deal>Transfer>Transfer Registration.

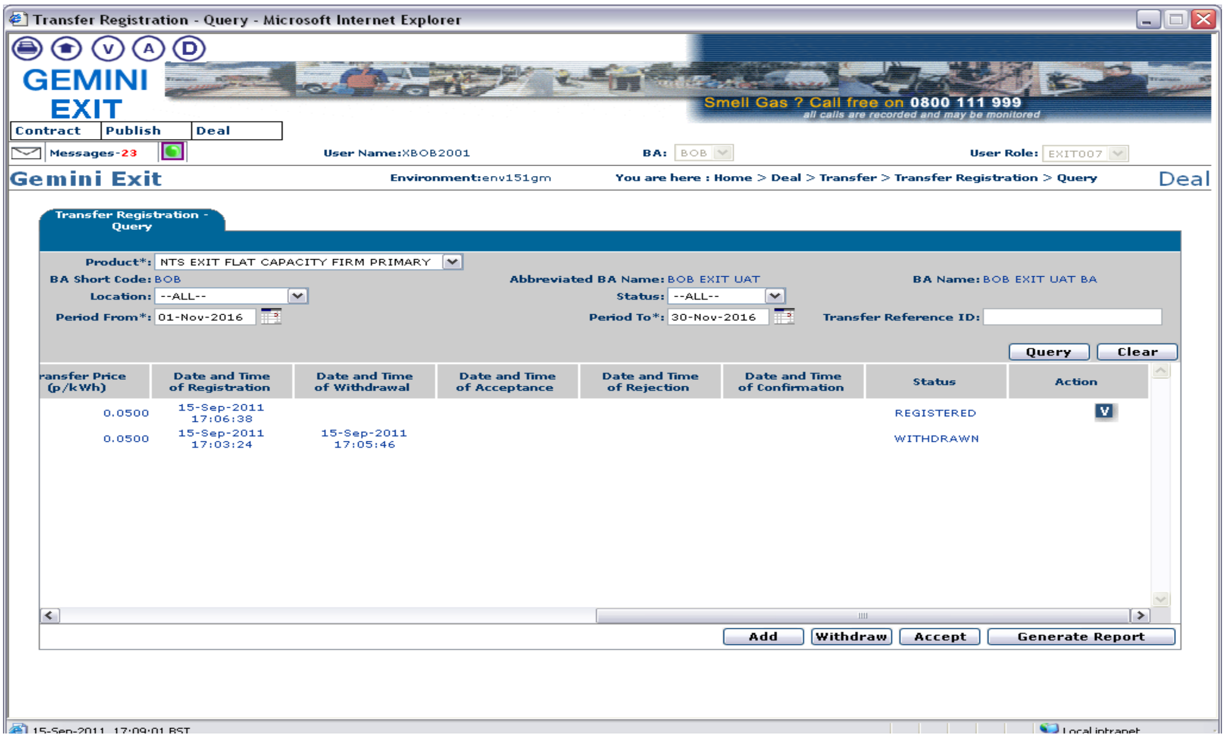
To view the Transfer you wish to accept, select the required query criteria.

Any registered Transfers where you are the Transferor or Transferee that meet the query criteria will be displayed.

A number of buttons are now available. Next to some records there is a **V** icon. At the bottom of the screen the **Add** button is available. In addition to this there are now **Withdraw**, **Accept** and **Generate Report** buttons in the bottom bar.



Deal – Transfer – Transfer Registration – Query



Deal – Transfer – Transfer Registration – Query

The **V** icon allows you to view the details of the Transfer including the contact details for the Transferor. For records where you are the Transferee this is only available for records with a status of **"REGISTERED", "ACCEPTED"** or "**CONFIRMED".**

The **Withdraw** button allows the Transferor to withdraw a transfer before the Transferee accepts it. If you select the radio button for a record where you are the Transferee this button will become disabled.

The **Accept** button allows the Transferee to accept a Transfer. If you select the radio button for a record where you are the Transferor this button will become disabled.

To accept a transfer, select the radio button to the left of the relevant record and click on the **Accept** button. The record will now have the status “ACCEPTED”.

<u>Please Note:</u> a Transfer needs to be accepted within 60 minutes of being registered otherwise it will time out. After 60 minutes the system will update the status of the record to “TIMED OUT” if the Transferee has not accepted the Transfer and the Transferor has not withdrawn it. Once a Transfer has been accepted by the Transferee the system will process the Transfer and once the status has been changed to “CONFIRMED” both the Transferor and Transferee will see the Transfer reflect in their entitlement.

5.4 Assignments process

The Assignments process allows you to assign all your NTS Exit Flat Capacity at a location to another User at the same location. This initially goes in as draft which an Assignee can accept and National Grid Transmission will either Approve; Reject or Place on Hold. An Assignment will move both the Entitlement and financial liability from the Assignor to the Assignee effective from the Assignment date.

5.4.1 Registering an Assignment

The Navigation Path for this screen is:

Home>Deal>Assignment>Assignment Registration

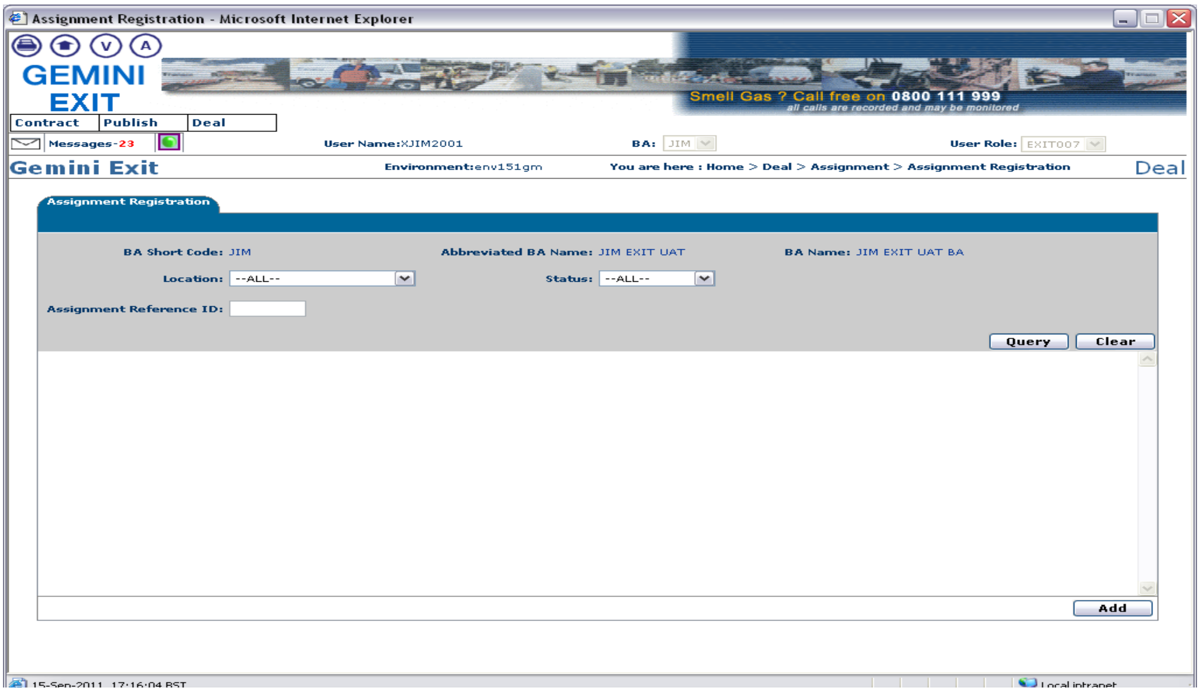
<u>Please Note</u>: your BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system. This is a read only field.

To view any Assignments already registered select

- **Location**
- **Status** – you can choose ALL; Draft; Registered; Accepted; On Hold; Rejected; Approved; Timed out or Withdrawn

Then click **Query**

If there are any registered Assignments where you are the Assignor or Assignee they will be displayed otherwise the message **“No Data Found For Your Query Criteria**” will be shown.



Deal – Assignment – Assignment Registration

To register an Assignment click the **Add** button.

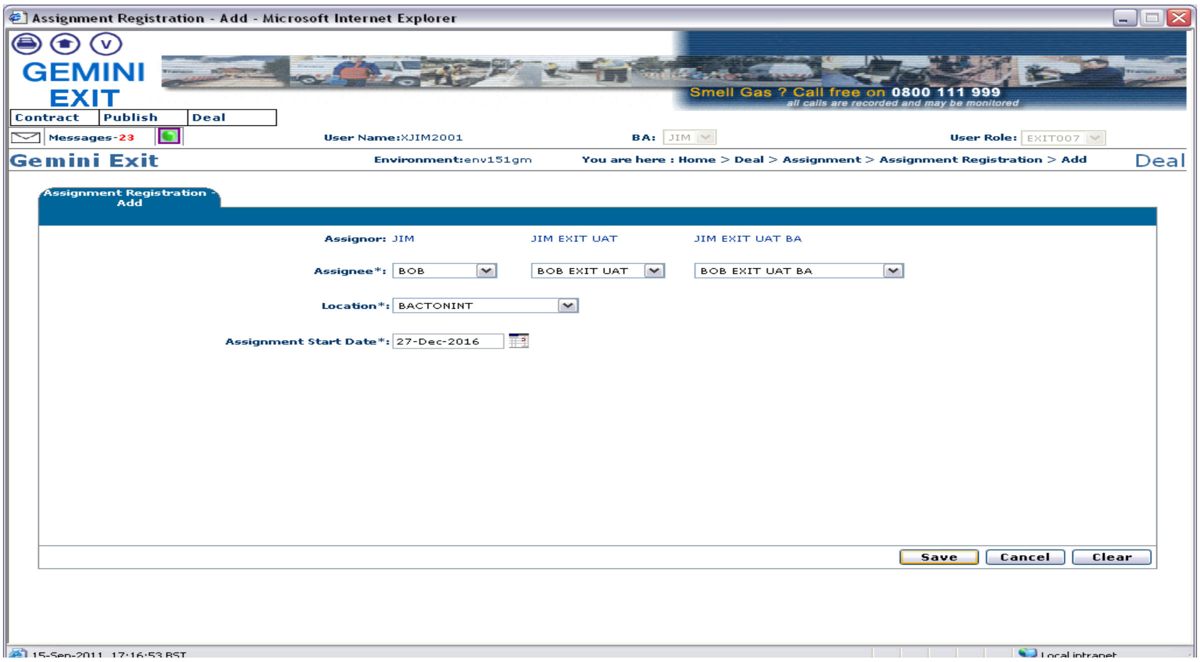
<u>Please Note:</u> your Assignor BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system. This is a read only field.

You will then need to enter:

- **Assignee Details**
- **Location**
- **Assignment Start Date**

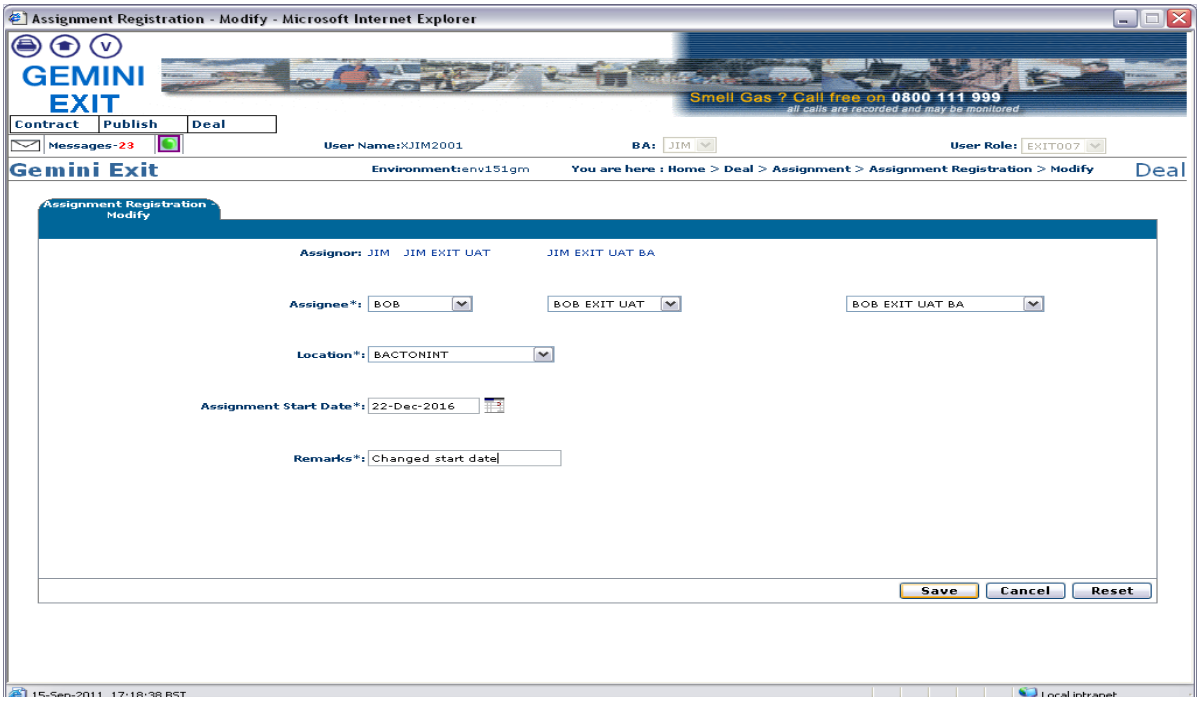
Click **Save**

The **Assignment Registration** screen will now be displayed.



Deal – Assignment – Assignment Registration - Add

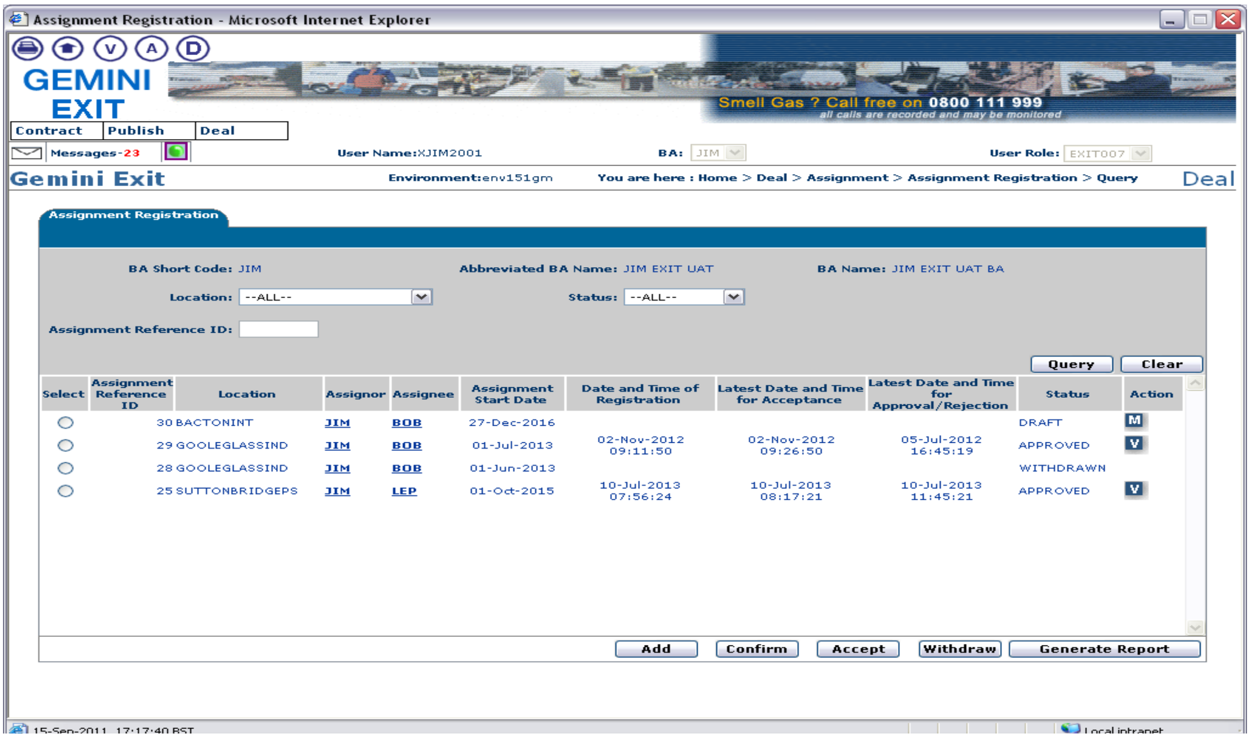
A number of buttons are now available. Next to any record in “DRAFT” status there is an **M** icon. The **M** icon allows you to modify the record. This will only appear if you are the Assignor and the record is still in “DRAFT” status.



Deal – Assignment – Assignment Registration - Modify

Next to any record in “REGISTERED” or “APPROVED” status there is a **V** icon. The **V** icon allows you to view the capacity profile details of the Assignment.

At the bottom of the screen the **Add** button is still available. In addition to this you will now see **Confirm**, **Accept**, **Withdraw** and **Generate Report** in the bottom bar. The **Accept** button allows the Assignee to accept an Assignment. If you select the radio button for a record where you are the Assignor this button will become disabled. The **Withdraw** button allows the Assignor to withdraw an Assignment before the Assignee accepts it. Once the Assignee has accepted the Assignment then this option will no longer be available. If you wish to withdraw an Assignment then select the radio button to the left of the relevant record and click on the **Withdraw** button. The record will still be visible but will now have the status **“WITHDRAWN”.**

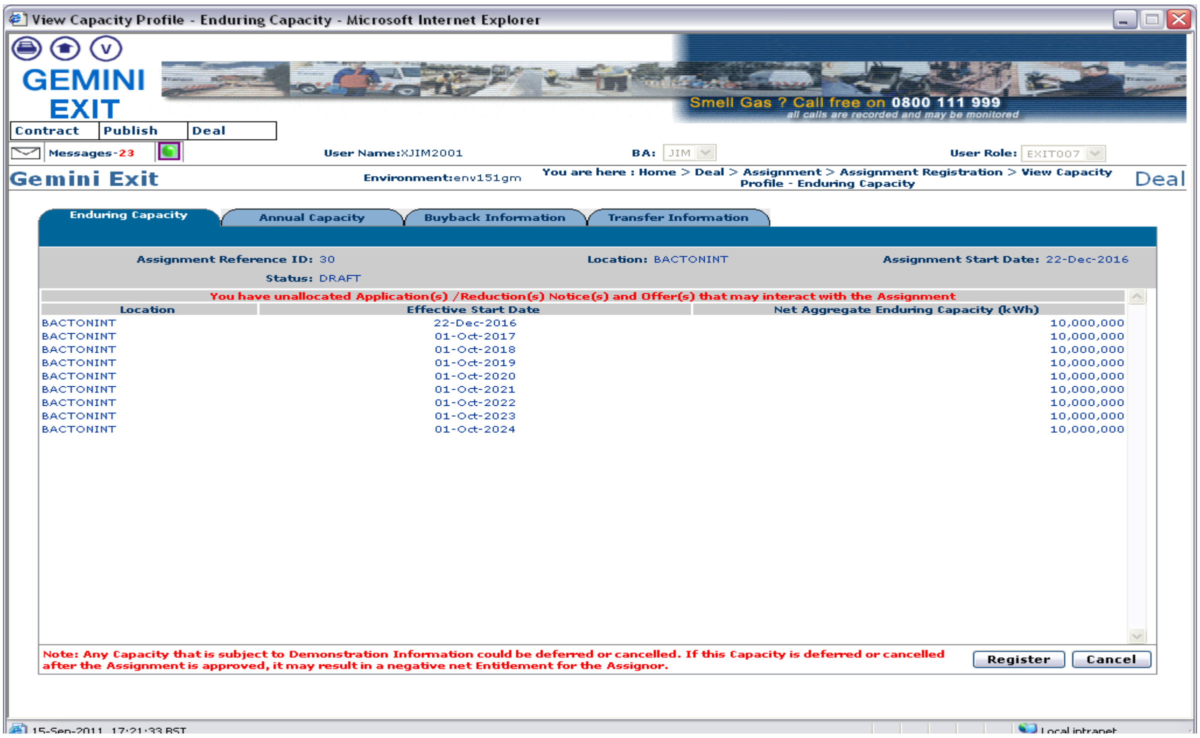


Deal – Assignment – Assignment Registration - Query

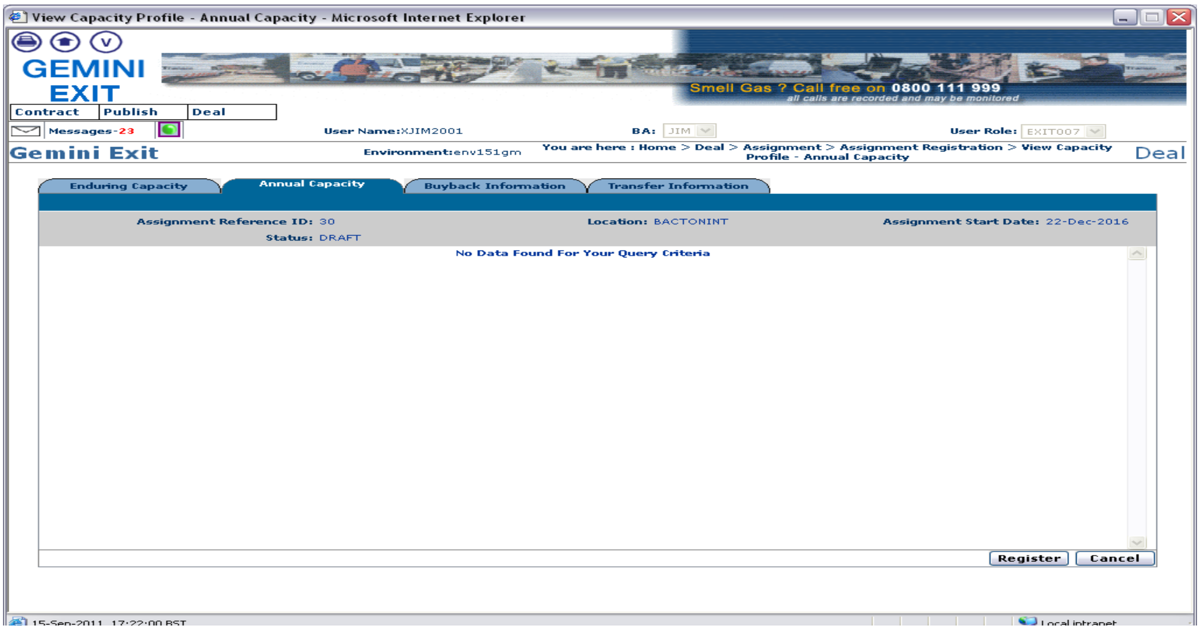
An Assignment is only visible to the Assignor when it is still in **"DRAFT"** status. In order to release this and make it available to the Assignee it needs to be confirmed. Select the radio button to the left of the relevant record and click on the **Confirm** button. The **Confirm** button allows the Assignor to confirm the assignment which will then make it available for the Assignee to accept. If you select the radio button for a record where you are the Assignee this button will become disabled.

An Assignor and Assignee can view the **Capacity Profile** by clicking the **V** icon. You will then see four tabs namely:

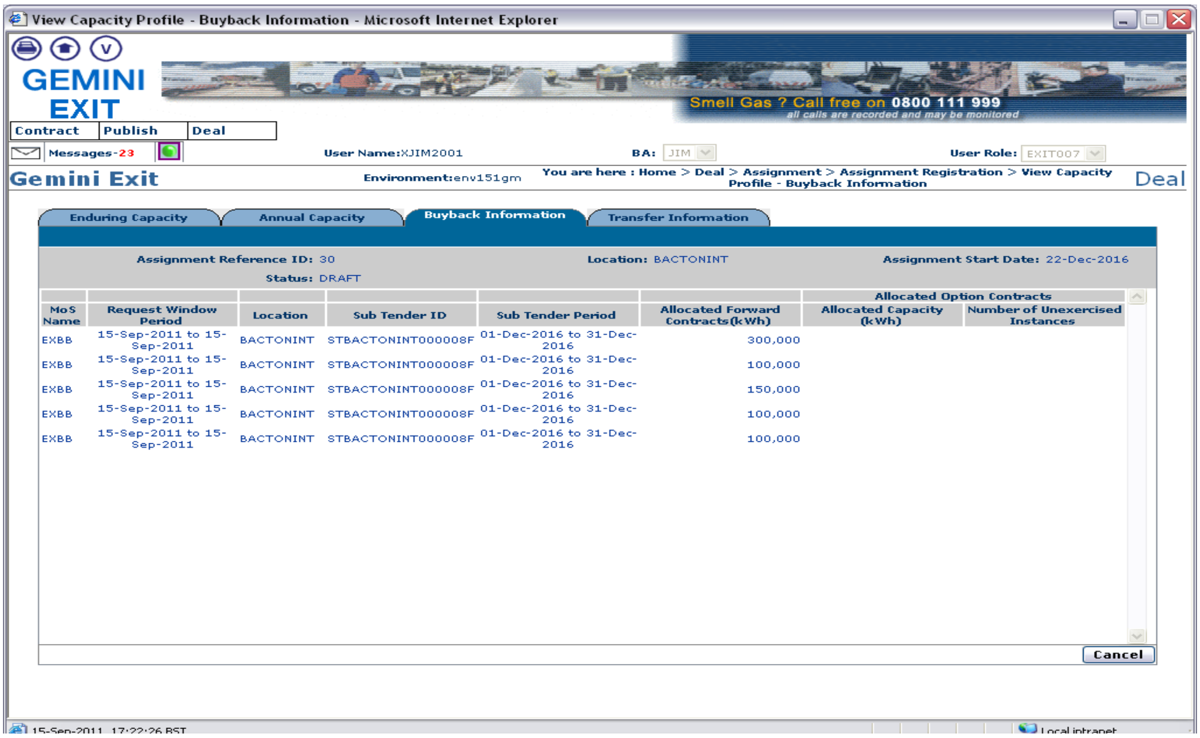
- **Enduring Capacity** - that will be assigned to the Assignee.
- **Annual Capacity** - that will be assigned to the Assignee.
- **Buyback Information** - that overlap the Assignment date. This is for information only.
- **Transfer Information -** that overlap the Assignment date. This is for information only.



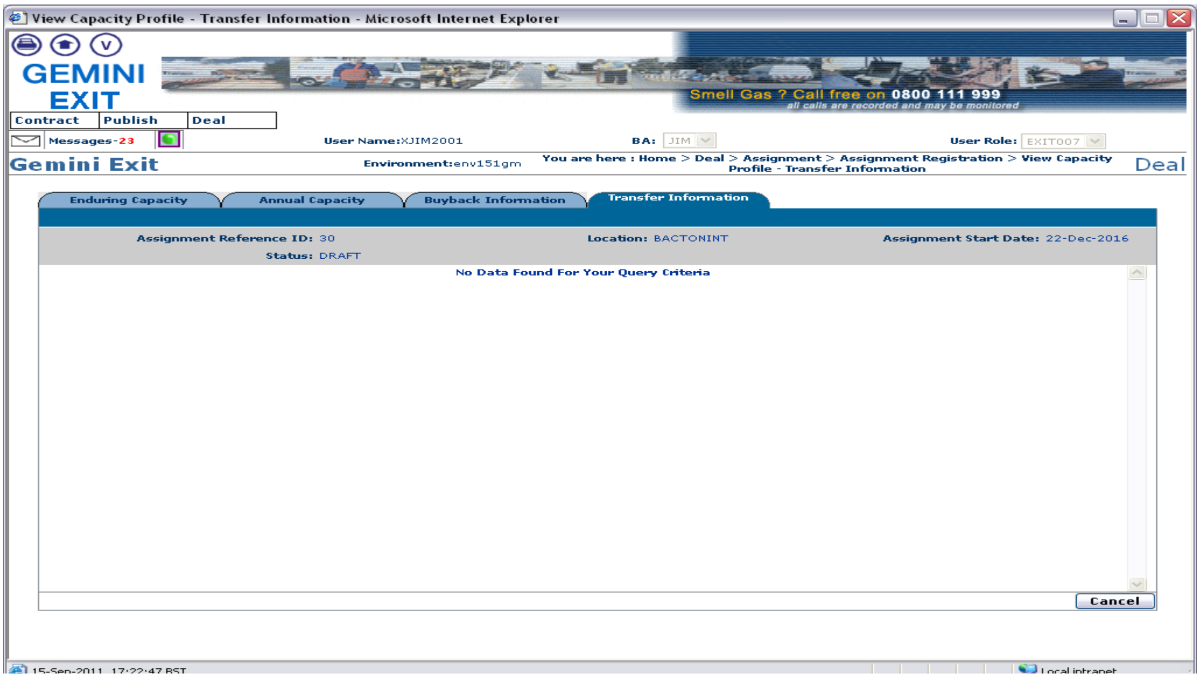
Deal – Assignment Registration – View Capacity Profile – Enduring Capacity



Deal – Assignment – Assignment Registration – View Capacity Profile – Annual Capacity

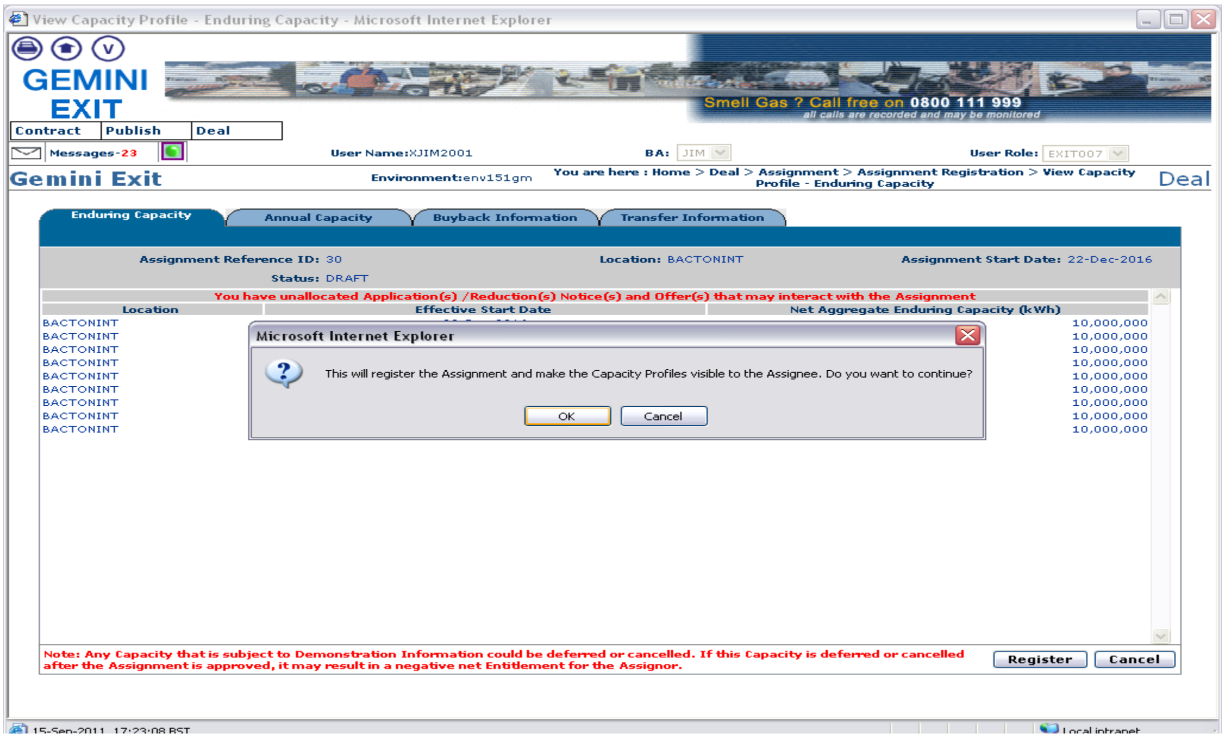


Deal – Assignment – Assignment Registration – View Capacity Profile – Buyback Information



Deal – Assignment – Assignment Registration – View Capacity Profile – Transfer Information

In order to release the Assignment and make it available to the Assignee click on the **Register** button on either of the first two tabs. A confirmation pop up will be displayed. To proceed, click on the **ok** button. The Assignment is now at **"REGISTERED"** status.



Deal – Assignment – Assignment Registration – View Capacity Profile – Enduring Capacity

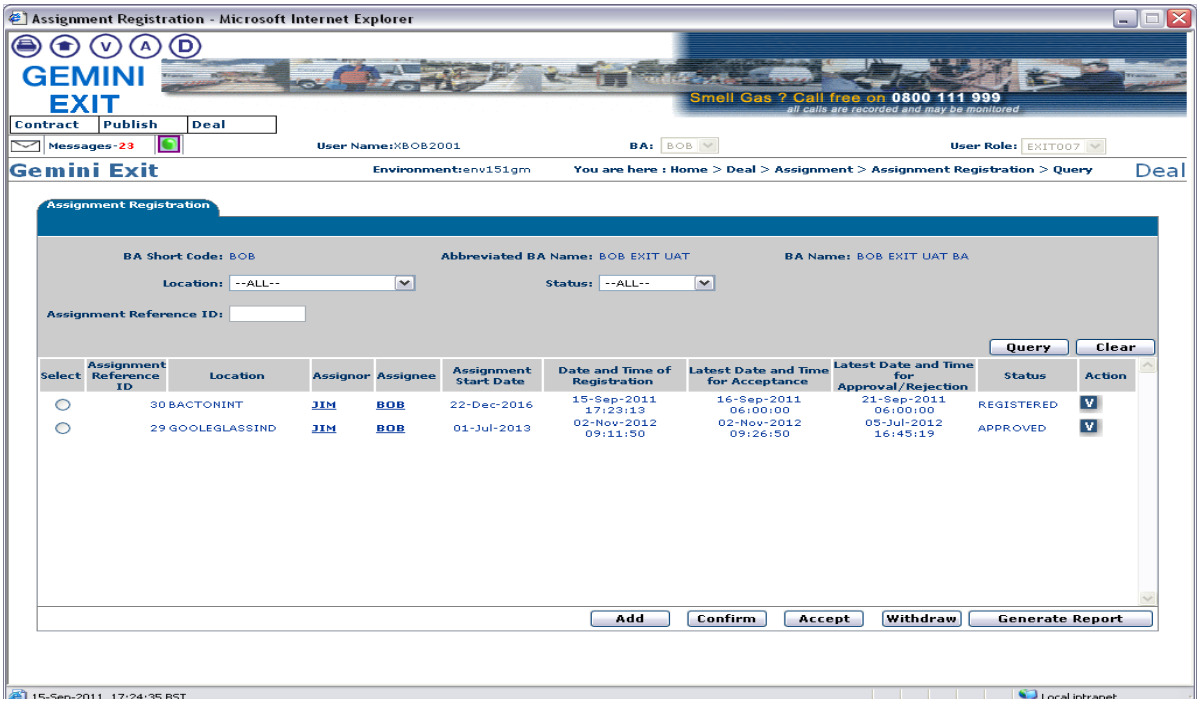
5.4.2 Accepting an Assignment

The Navigation Path for this screen is:

Home>Deal>Assignment>Assignment Registration

The **Assignment Registration** screen will be displayed. To view the Assignment you wish to accept select the required query criteria then click on the **Query** button.

Any registered Assignments where you are the Assignor or Assignee that meet the query criteria will be displayed



Deal – Assignment – Assignment Registration – Query
A number of buttons are now available. Next to any record in **"DRAFT"** status there is an **M** icon. Next to any record in **"REGISTERED"** or "**APPROVED"** status there is a **V** icon. At the bottom of the screen the **Add** button is available. In addition to this there are **Confirm**, **Accept**, **Withdraw** and **Generate Report**.

The **M** icon allows you to modify the record. This will only appear if you are the Assignor and the record is still in **"DRAFT"** status.

The **V** icon allows you to view the capacity profile details of the Assignment.

The **Confirm** button allows the Assignor to confirm the assignment which will then make it available for the Assignee to accept. If you select the radio button for a record where you are the Assignee this button will become disabled.

The **Accept** button allows the Assignee to accept an Assignment. If you select the radio button for a record where you are the Assignor this button will become disabled.

The **Withdraw** button allows the Assignor to withdraw an Assignment before the Assignee accepts it. Once the Assignee has accepted the Assignment then this option will no longer be available. If you wish to withdraw an Assignment then select the radio button to the left of the relevant record and click on the **Withdraw** button. The record will still be visible but will now have the status **"WITHDRAWN".**

Before accepting an Assignment the capacity profile can be viewed by clicking on the **V** icon next to the relevant record. The capacity profile screens will be displayed and you will see two tabs namely:

- **Enduring Capacity** and
- **Annual Capacity**.

Both of these are assigned to the Assignee.

Click on the **Cancel** button to return to the **Assignment Registration** screen.

In order to accept an Assignment you will need to select the radio button to the left of the relevant record and click **Accept**. A confirmation pop up will be displayed and if you wish to proceed click **OK**. Once you have done this you will see that the Assignment is now at **"ACCEPTED"** status.

Please Note: an Assignment needs to be accepted by the end of the same gas day as it is registered otherwise it will time out after which the system will update the status of the record to "TIMED OUT", if the Assignee has not accepted the Assignment or the Assignor has not withdrawn it. Once an Assignment has been accepted by the Assignee National Grid will process the Assignment within 4 Gas Days (unless it has been placed On Hold) and either reject or approve it. Once an Assignment is in "APPROVED" status both the Assignor and Assignee will see the Assignment reflected in their holdings and entitlement.

Gemini Exit

Chapter 6

OCS/OPS Requests

6 Introduction to OCS/OPS Process

This menu option is available only during the ‘Annual Application Window’ (1st July – 31st July) or the ‘DN Adjustment Window’ (No later than 15 Business Days following the last Day of the Annual Application Window for a period of 10 Business Days).

6.1 Submitting OCS and OPS Request Information

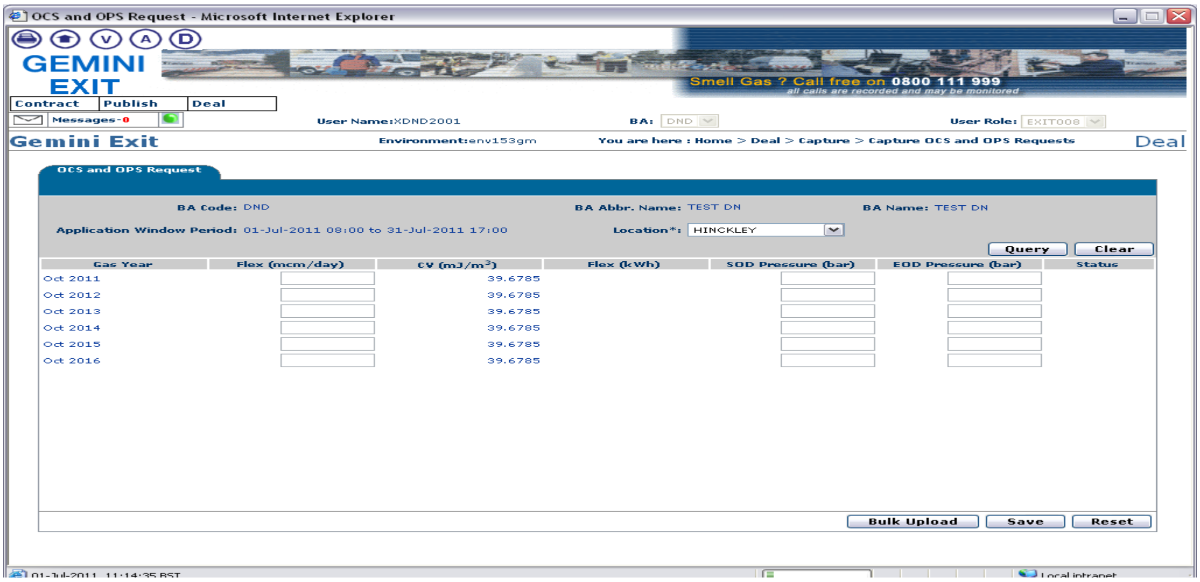
The Navigation Path for this screen is:

Home>Deal>Capture>Capture OCS and OPS Requests.

<u>Please Note:</u> your BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system. This is a read only field.

Select the relevant Location.

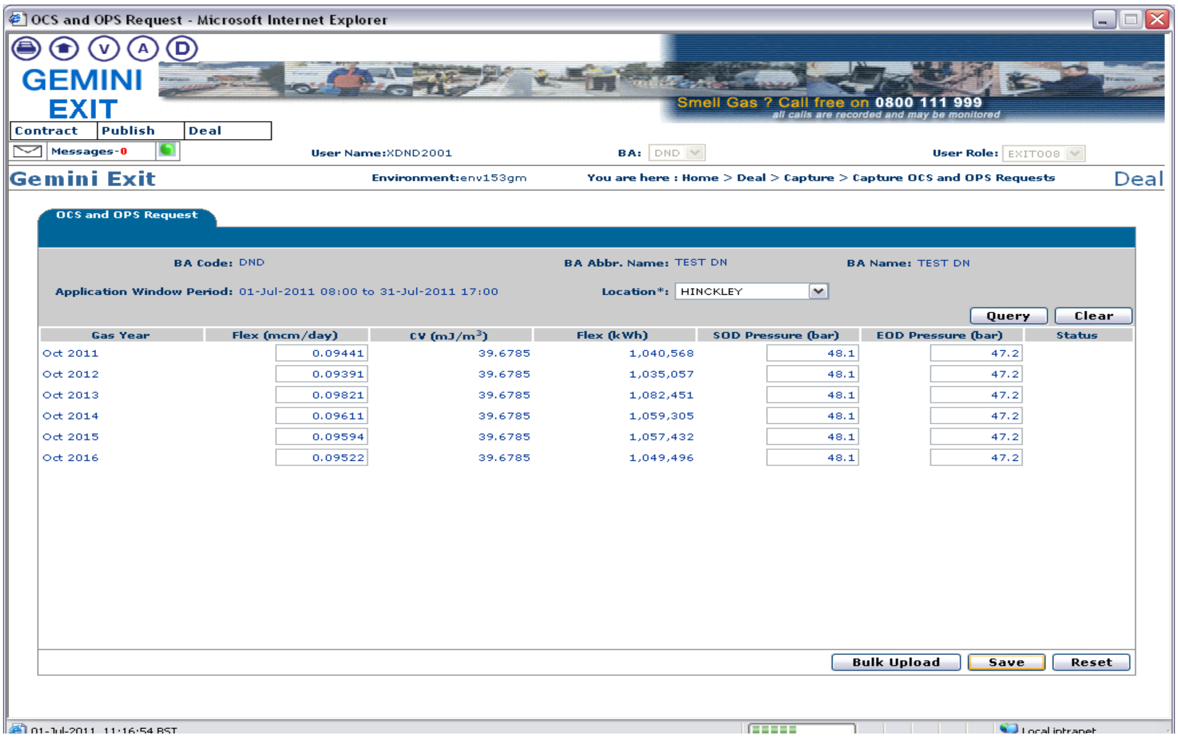
Click **Query**.



Deal – Capture – Capture OCS and OPS Requests

If data has previously been saved for the relevant gas years then these values will be displayed otherwise the editable fields will be blank. You can either enter the data directly into the screen or you can upload the data via the Bulk Upload facility.

To enter data directly into the screen click into each box in each row and enter the relevant value. Once you enter a value for “Flex (mcm/day)” the system automatically calculates the corresponding “Flex (kWh)” value.

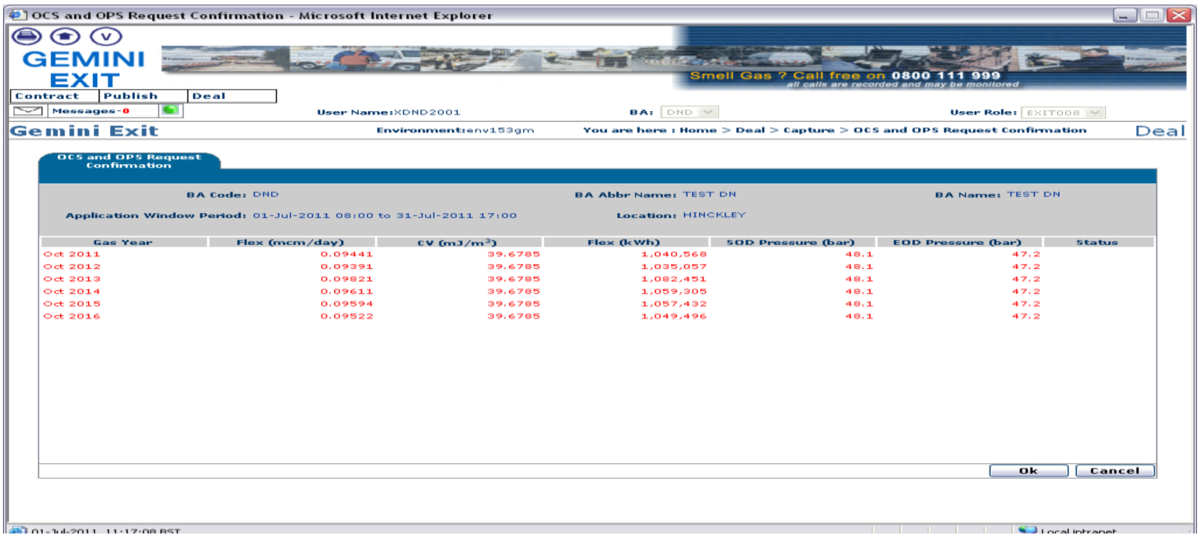


Deal – Capture – Capture OCS and OPS Requests

Once all relevant data has been entered click on **Save**.

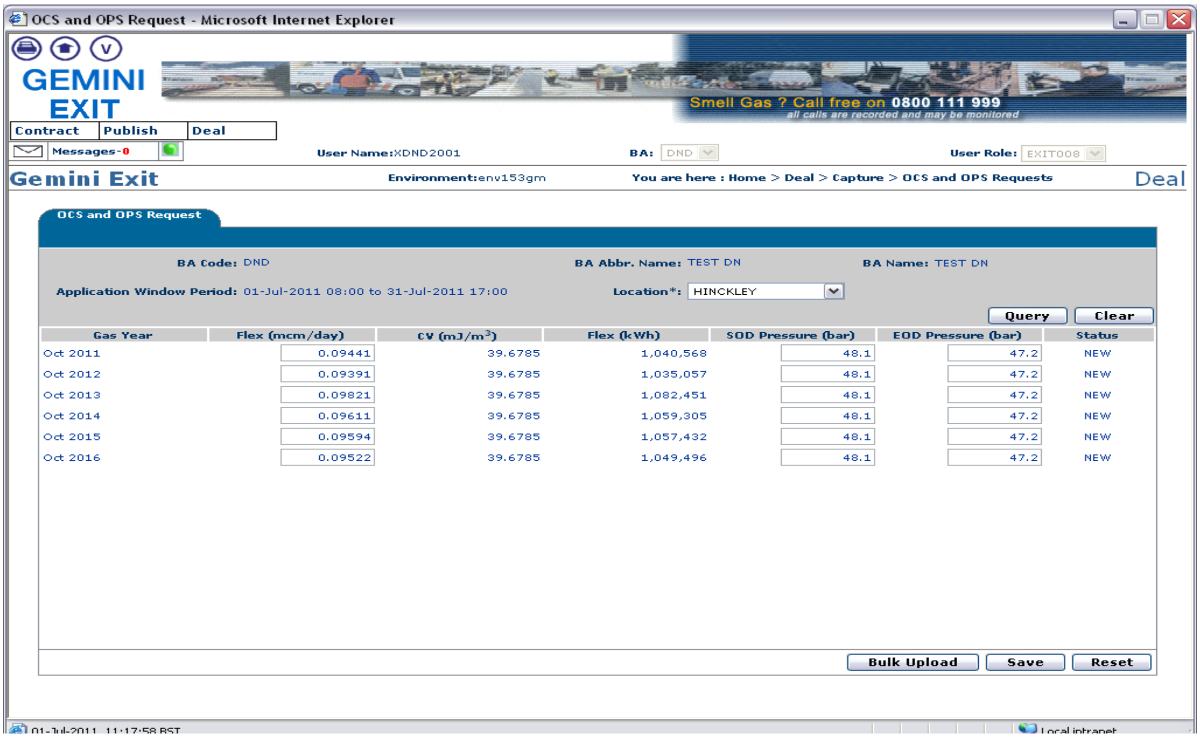
The OCS and OPS Request Confirmation screen will be displayed.

Any data that you have amended/added in the previous screen is shown in red font in this screen.



Deal – Capture – OCS and OPS Request Confirmation

To confirm the data click **ok**. The **OCS and OPS Request** screen will be displayed and you will note that each record now has a status against it.



Deal – Capture – Capture OCS and OPS Requests

To amend the data you will need to click into the relevant box and enter the new value. You can then repeat steps detailed above.

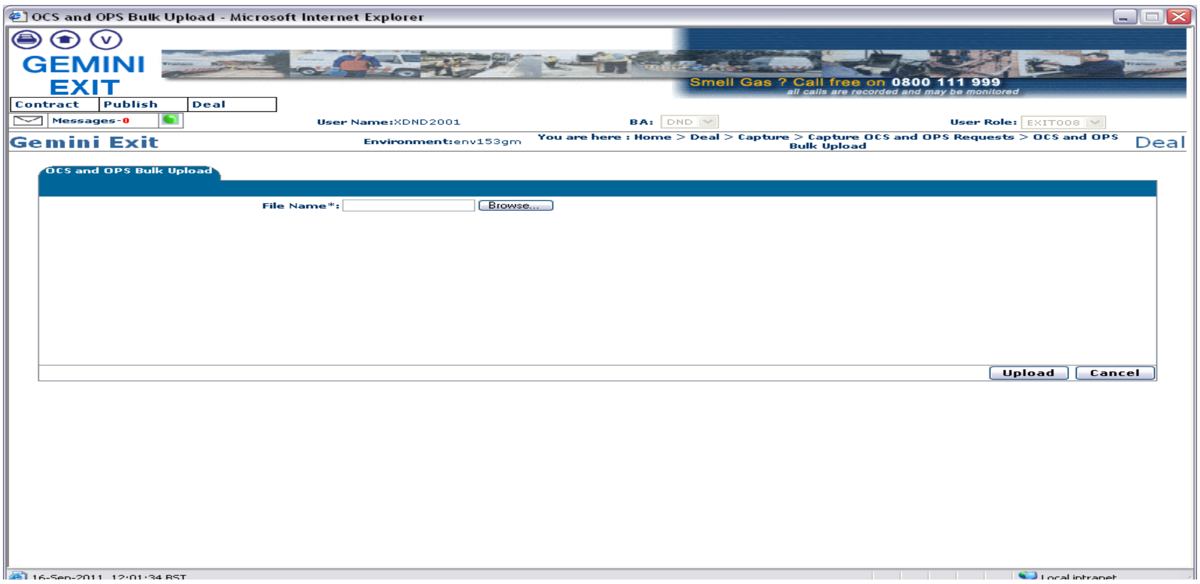
Once the July application window has closed and National Grid has verified the data and performed its initial allocation you will be able to view the interim report.

6.2 Submitting OCS and OPS Request Information (during DN Adjustment Window)

In order for you to submit an OCS/OPS request during the DN Adjustment Window you need to access the <u>OCS and OPS Request</u> screen detailed above.

You will then need to select the relevant Location and click **Query**.

To amend the data you can either enter the data directly into the screen or you can upload the data via the Bulk Upload facility. In order to use this facility firstly click on the **Bulk Upload** button and the relevant screen will be displayed

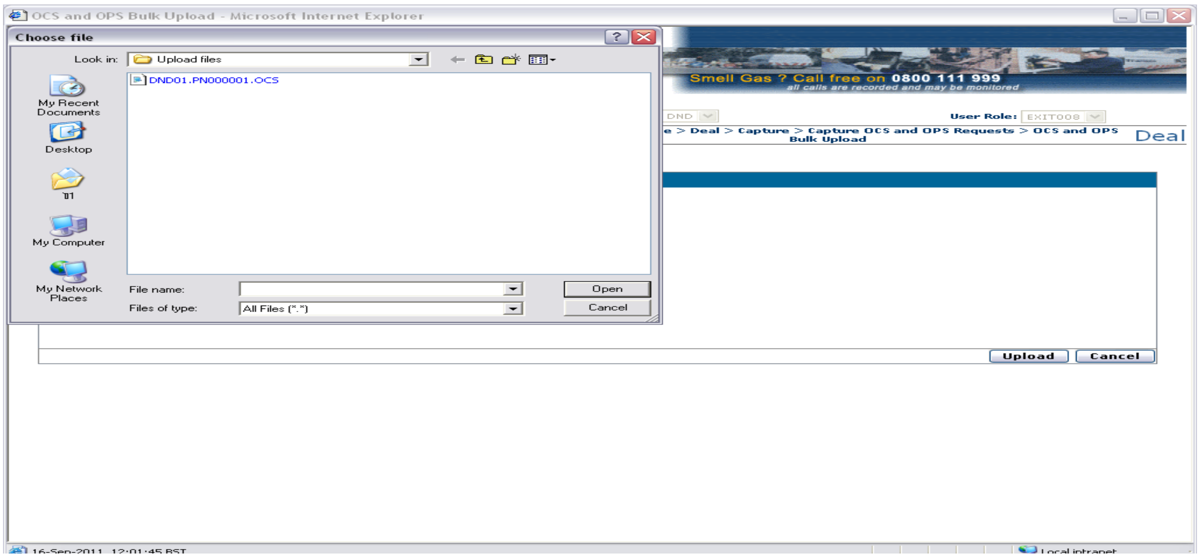


Deal – Capture – Capture OCS and OPS Requests – OCS and OPS Bulk Upload
Once you have accessed the front screen you will see the option to **upload** a file.

<u>Please note</u> this needs to be a csv file in the correct file format and naming convention. More information is available to you in the supplementary documentation that supports the UK Link Manual. If you require more information please contact the [customer lifecycle team.]()

Click **Browse**.

A dialogue box will be displayed that will allow you to retrieve your saved file to be uploaded. This is a mandatory field and you must enter comments in this box. Locate the file; select it and click on **Open**.

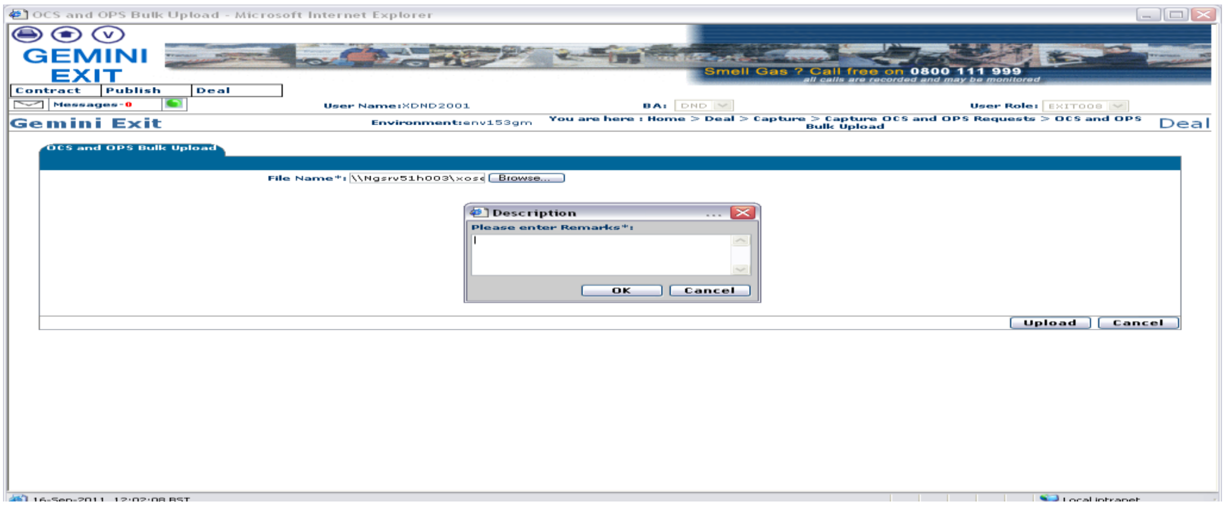


Opening a File

You should now see that the file you selected is displayed in the **File Name** field.

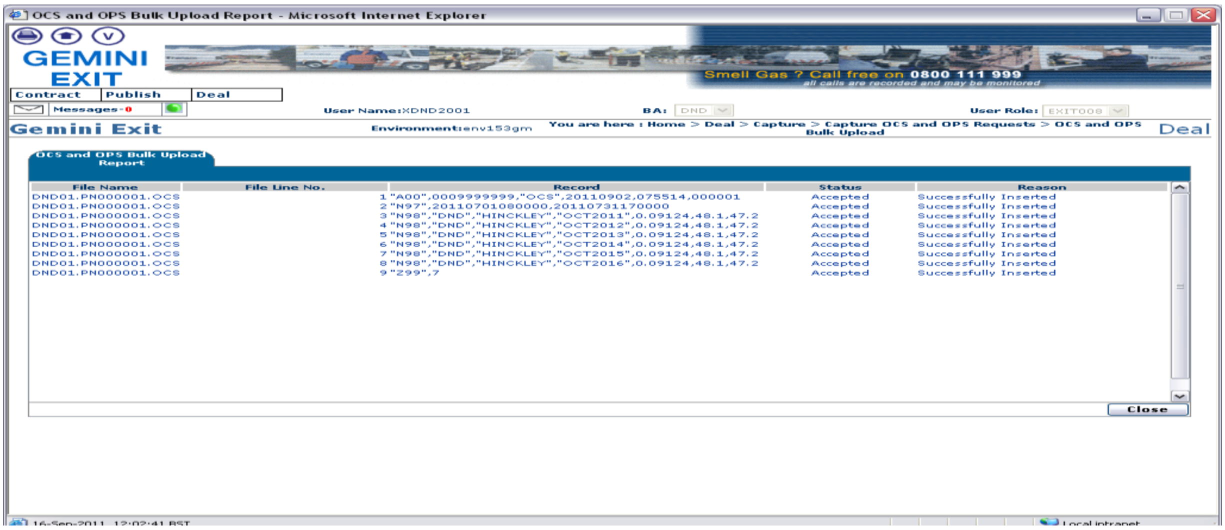
Click **Upload**.

A pop up will be displayed allowing you to record remarks. Enter any remarks and then click **ok**.



Bulk Upload

The **OCS and OPS Bulk Upload** screen will be displayed. This identifies to you whether the data has been successfully uploaded.



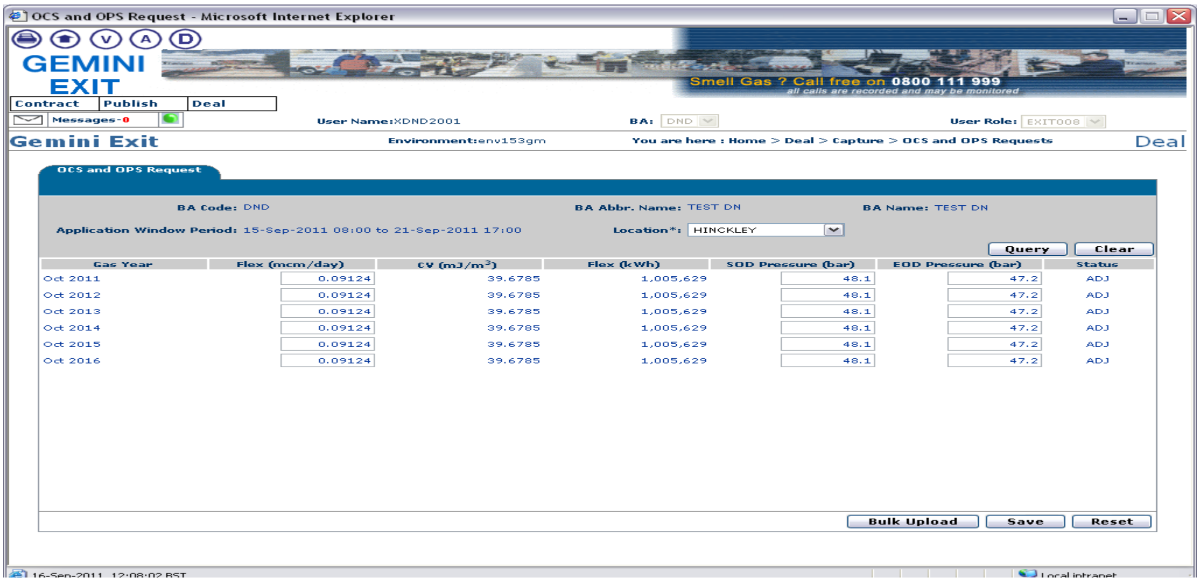
Bulk Upload

Click **Close**

Click **Cancel**.

The **OCS and OPS Request** screen will be displayed showing the new values that have been uploaded via the Bulk Upload facility. Each record now has a status of "**ADJ"** to show that it has been adjusted.

Click **Save**.



Deal – Capture – Capture OCS and OPS Requests

Once the DN Adjustment window has closed and National Grid has verified the data and allocated the requests you will be able to view the final report

Gemini Exit

Chapter Seven

Constraints

7. Introduction to Constraints

UNC Modification 0195AV introduced a number of Exit Constraint Management commercial mechanisms, namely:

- Curtailment of Off-peak capacity entitlement “constraint”
- Buyback of Firm capacity rights – “DBNEX”
- Exit Capacity Management Agreements (Forwards and Options) – “EXBB”; and
- Offtake Flow Reduction (OFR)
- DN Flow Swaps

National Grid NTS may constrain and, following this, restore Off-Peak Exit Flat Capacity Entitlements at one or more NTS Exit Point(s). The notice sent will specify the NTS Exit Point(s) and Gas Day; the effective time and Off-peak Curtailment Factor. The OCF can be of any value between 0 and 1.

OCF 1 – no scale back therefore there will be 100% of Off-peak NTS Exit (Flat) Capacity available.
OCF 0 – total scale back therefore there is no capacity available.

An OCF can be applied at any time before and throughout a gas day following the allocation of any Off-peak Capacity at 15:00 (D-1). All Users will be notified via ANS message indicating the revised OCF at applicable NTS Exit Points giving a minimum of 4 hours notice.

In order to avoid potential overrun charges it is expected that you will revise any nominations accordingly. Following the scale back if conditions change and it is anticipated that the forecasted NTS Exit Constraint has been resolved then a full or partial restoration may take place. You will be informed of this via ANS message that will detail the changed OCF.

Please Note: after National Grid NTS has applied a constraint and/or restoration, you will be able to view your own revised off-peak entitlements in the Entitlements report.

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7.1 History Screen (Constraint/Restoration)

The Navigation Path for this screen is

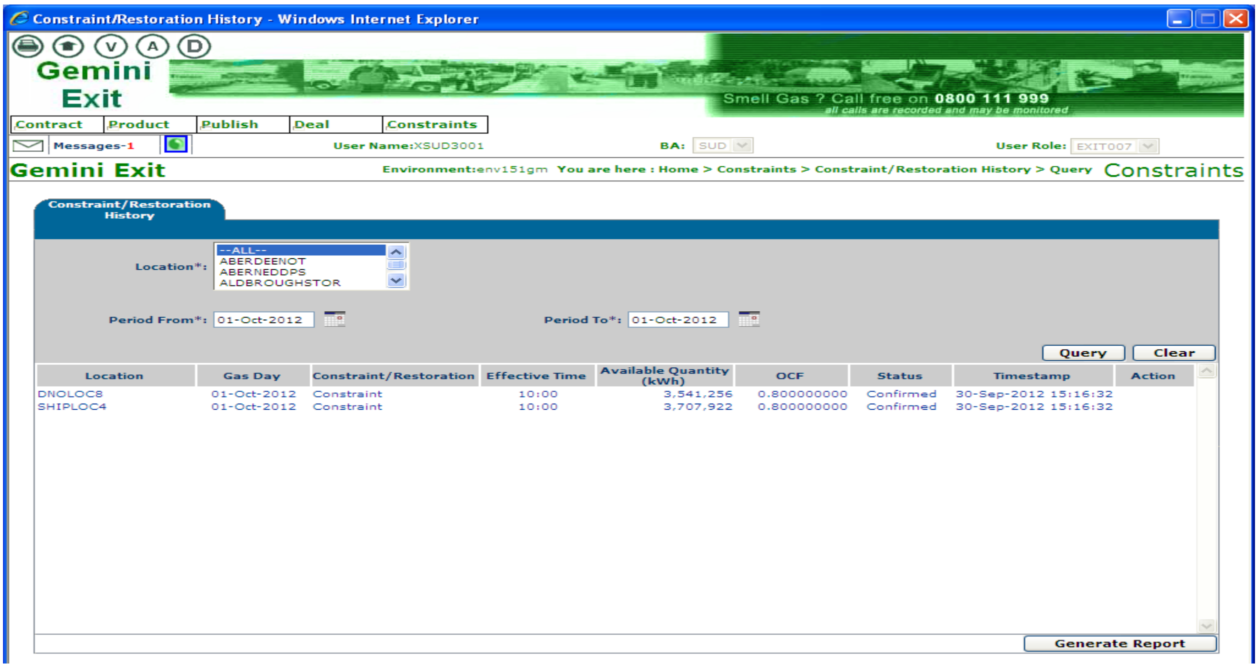
Home>Constraints >Constraint/Restoration History.

Once you have accessed this screen you need to select to the following criteria:

- **Location**
- **Period From –** you can enter the date or select it from the calendar
- **Period To** – you can enter the date or select it from the calendar
- Click **Query**

Information based on your selected query criteria will be displayed that will include:

- **Location**
- **Gas Day** – on which the constraint/restoration is effective
- **Constraint or Restoration**
- **Effective Time –** details when the constraint or restoration is due to take place
- **Available Quantity (kWh) –** for both firm and off-peak capacity at the selected location(s) after the constraint/restoration has taken place
- **Off-peak Curtailment Factor (OCF)** – once it has been calculated at **confirmed** and **cancelled** status and is applicable from the effective time.
- **Status** – this can be either **confirmed** or **cancelled**
- **Timestamp**



Constraints – Constraint/Restoration History - Query

7.2 Offtake Flow Reduction (OFR)

An Offtake Flow Reduction can be initiated by National Grid NTS where they require you to reduce demand for a set period of time. This is done by requesting offers for OFR at NTS Exit Points that are impacted by the forecast constraint. Initially those in affected NTS Exit Zones will be notified by ANS message to state that there is an option to make an offer to National Grid Transmission.

Secondly, National Grid NTS will publish an invitation requesting the submission of offers to reduce their flow at one or more locations for a specific time period. This will include the following:

- **Invitation Reference Number**
- **Gas Day**
- **Location** – one or multiple
- **Reduction of Energy Flow** – energy in kWh
- **OFR Period Start time** – in exact hours
- **OFR Period End time** – in exact hours
- **Offer Submission Window**
- **Latest Allocation time** – this will not be less than 60 minutes before the start of the reduction period
- **Status** – Published or Open

National Grid NTS may assess all offers throughout the submission window and may allocate in full or part until the system reaches the latest allocation time. Once an offer has been accepted and allocated, you will need to send a revised Offtake Profile Notice (OPN) no less than 30 minutes prior to the start of the reduction period.

Please Note: - if the OPN does not match the flow reduction that was offered and accepted, then payment may be withheld. An "after the day" process will be managed by National Grid Transmission to confirm that the revised OPN(s) reflect the accepted OFR offers and then payments will be made accordingly.

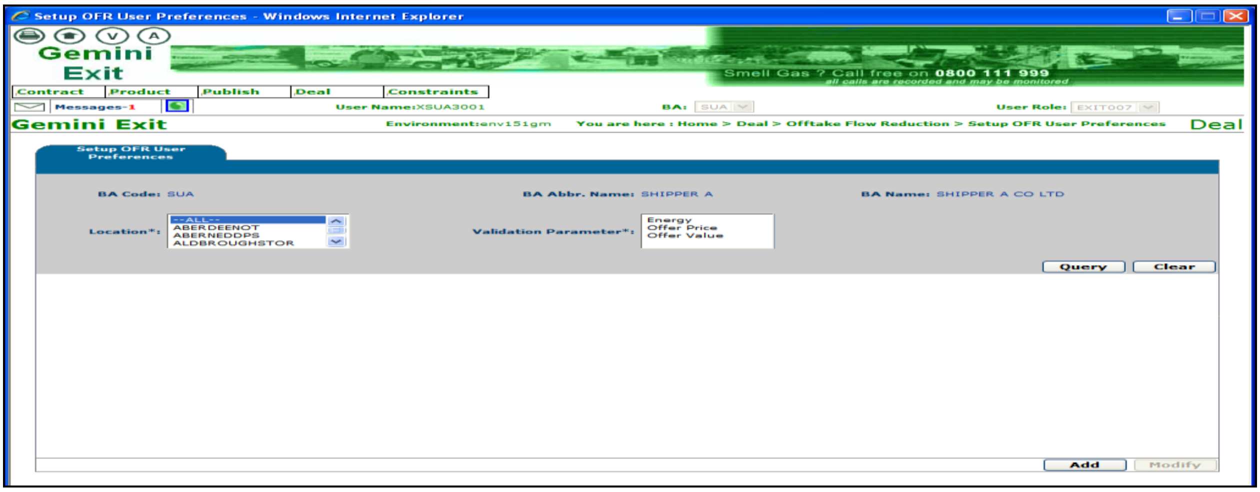
7.2.1 OFR Set up User Preferences

These screens will allow the external User to set up preferences relating to maximum/minimum energy; price and value of your OFR offers. When placing offers the system will validate this information against the pre-set preferences. However you can override the message and continue to place the offer at your discretion.

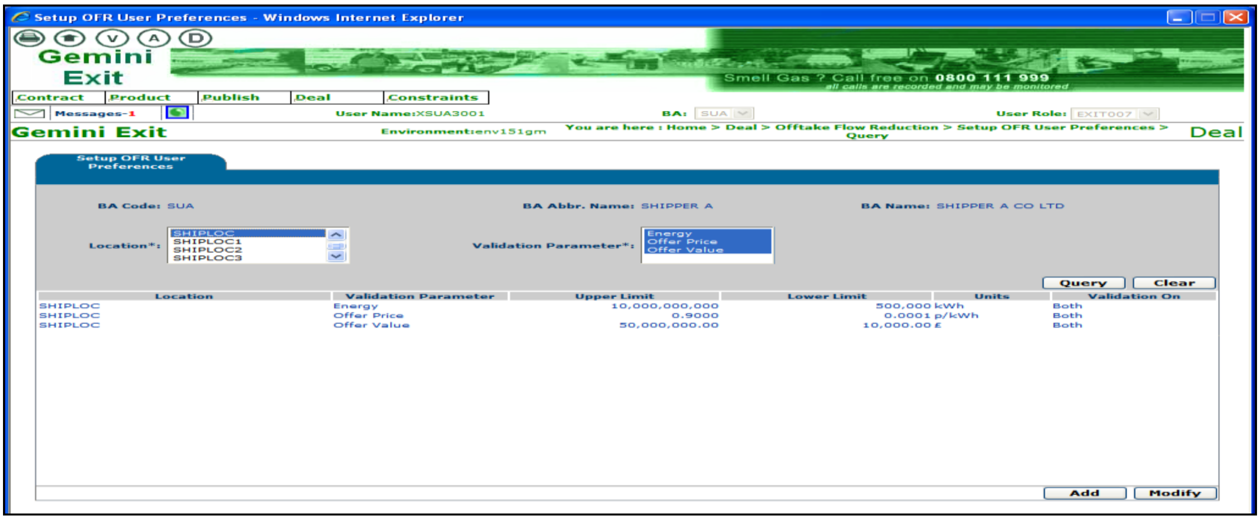
The Navigation Path for this screen is

Home>Deal>Offtake Flow Reduction>Setup OFR User Preferences.

Select the relevant criteria and click **Query**



Deal – Offtake Flow Reduction – Setup OFR User Preferences

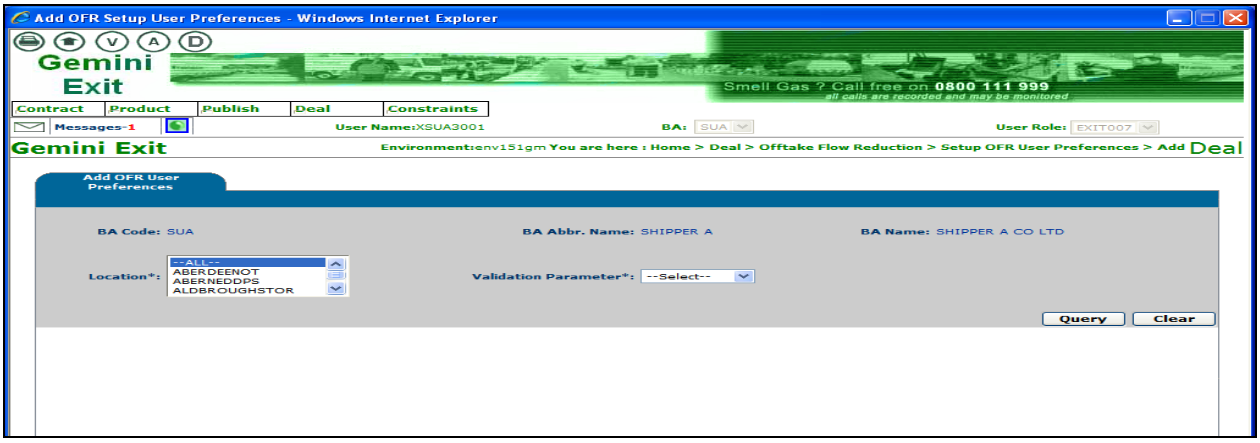


Deal – Offtake Flow Reduction – Setup OFR User Preferences – Query

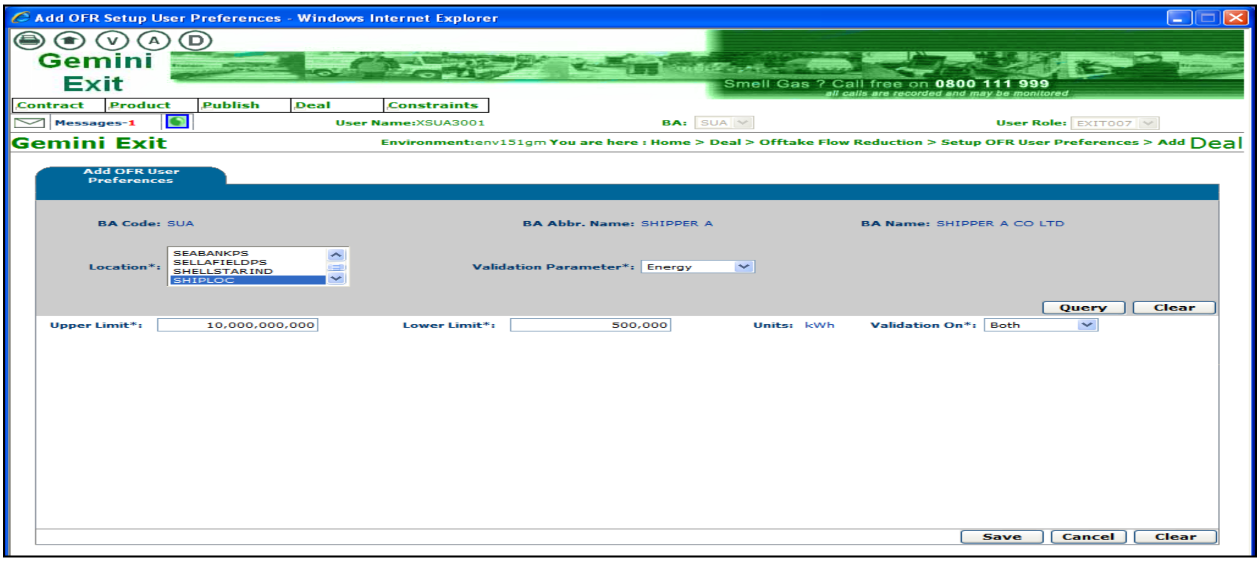
7.2.2 Add OFR User Preferences

From the Query screen you can click **Add** to add preferences and specify both the Upper and/or Lower validation fields.

- Select **Validation On**
- Enter **Upper Limit**
- Enter **Lower Limit**
- Click **Save**



Deal – Offtake Flow Reduction – Setup OFR User Preferences - Add



Deal – Offtake Flow Reduction – Setup OFR User Preferences - Add

<u>Please Note:</u> the system will check to see if any preferences already exist for the same location. If this is the case you will be shown this message:

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

7.2.3 Modify OFR User Preference

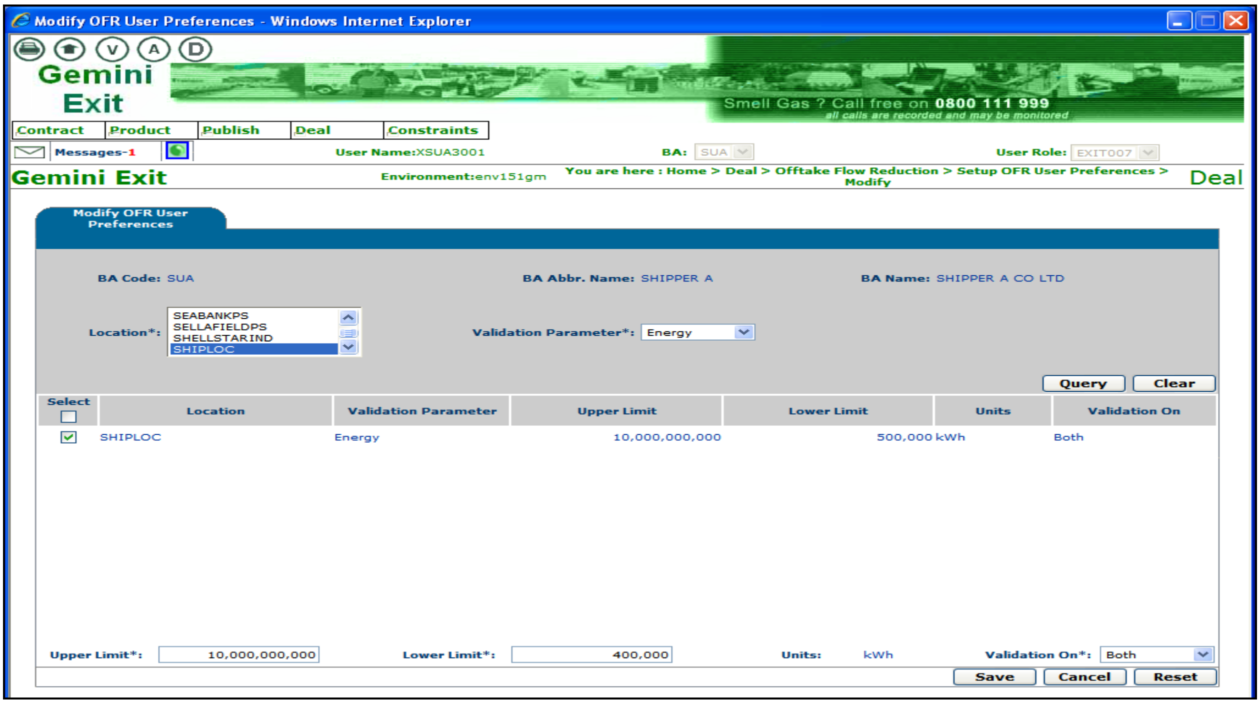
From the Query screen you will be able to click **Modify** preferences to amend the upper or lower or both for: Capacity; Price and Value for single or multiple location(s) (see note below).

- Click on the **Modify** button
- Select by checking the box next to the location(s) you want to amend

Amend (as required)

- **Validation On**
- **Upper Limit**
- **Lower Limit**
- Click **Save**

<u>Please Note:</u> you can select multiple locations but note that no values will be shown. However all records that have been selected will be updated when the information is saved.



Deal – Offtake Flow Reduction – Setup OFR User Preferences - Modify

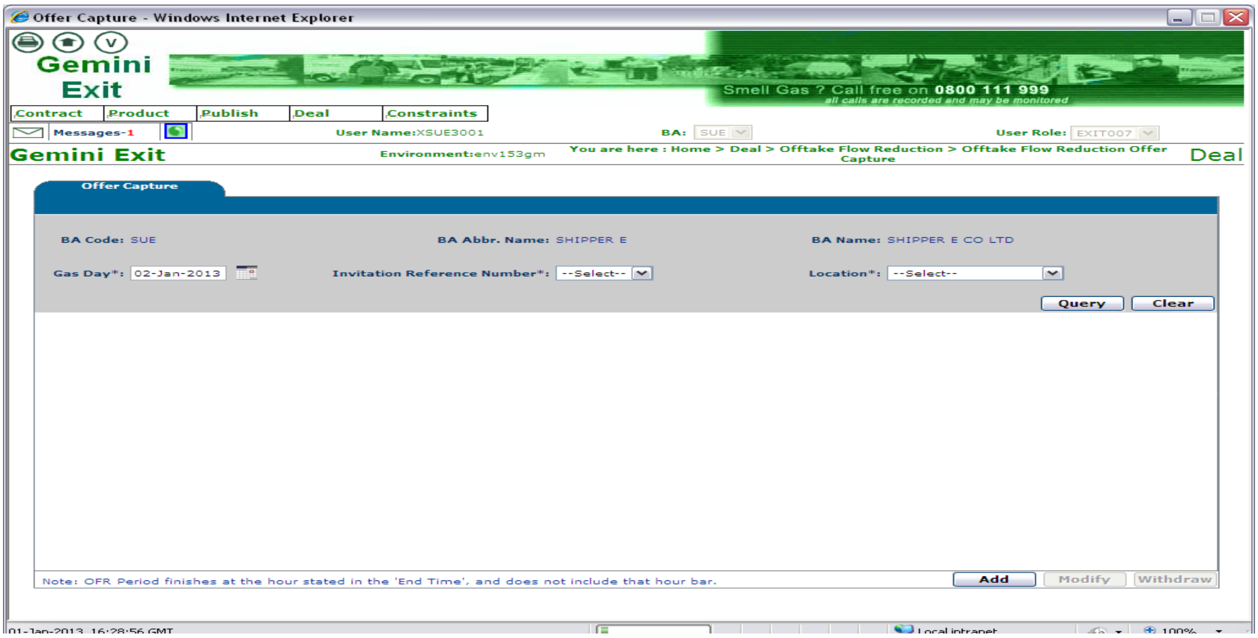
<u>Please Note:</u> When modifying both preferences then the upper and lower limits must be entered or the record will not be saved

7.3 Capture OFR Offers

The Navigation Path for this screen is

Home>Deal>Offtake Flow Reduction>Offtake Flow Reduction Offer Capture.

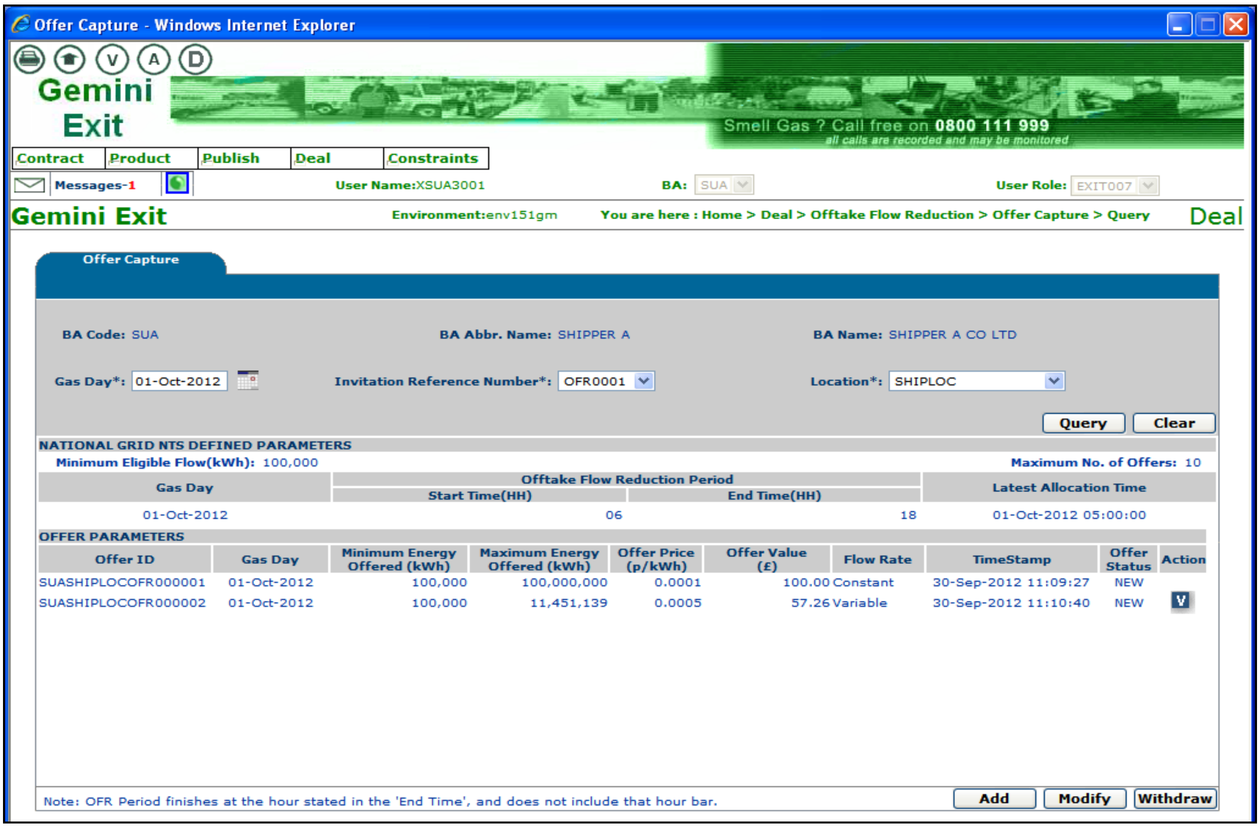
- Enter **Gas Day**
- Select **Invitation Reference Number**
- Enter **Location**
- Click **Query**



Deal – Offtake Flow Reduction – Offtake Flow Reduction Offer Capture

You will be shown the following fields:

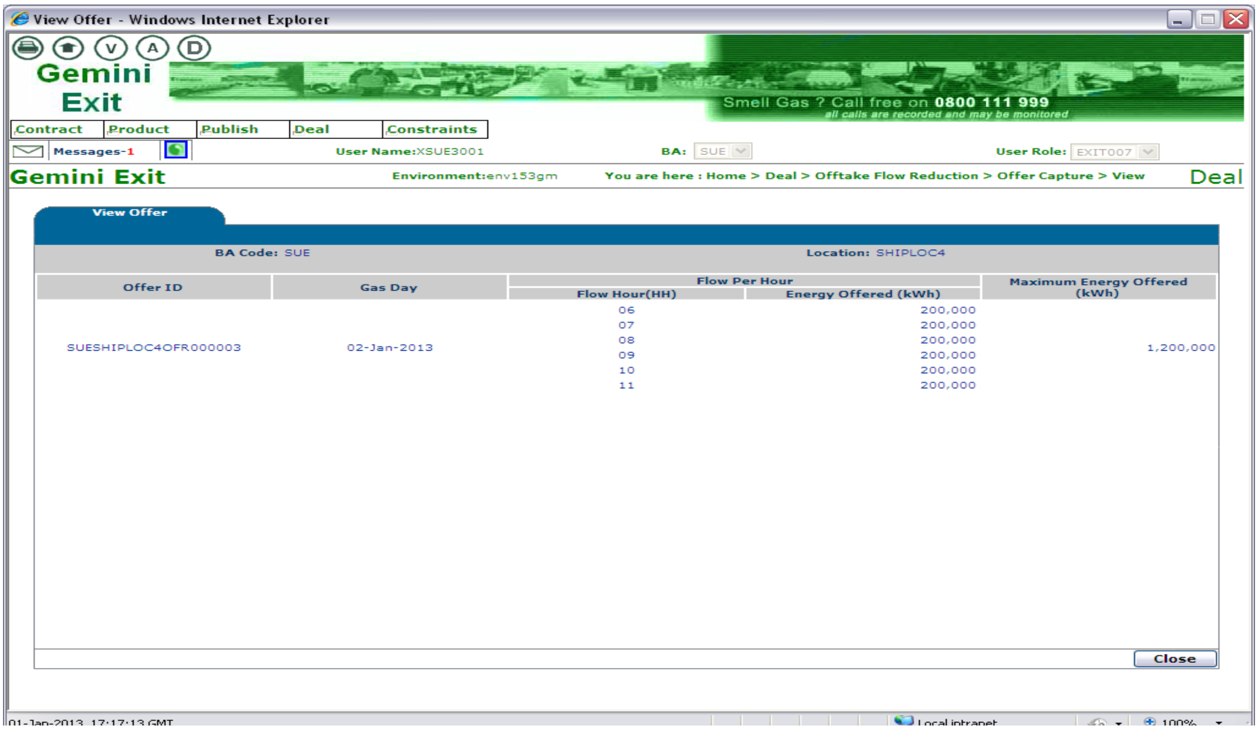
- **Offer ID**
- **Gas Day**
- **Minimum Energy Offered (kWh)**
- **Maximum Energy Offered (kWh)**
- **Offer Price (p/kWh)**
- **Offer Value(£)**
- **Flow Rate**
- **Timestamp** – shows when the request was placed
- **Offer Status** – this will display the request status dependant on where you are in the process, when adding it will show as **New**
- **Action – (V) - View**



Deal – Offtake Flow Reduction – Offer Capture - Query

Please Note: only those locations associated with the selected invitation reference number will be displayed. Please note that the screen also shows the offer parameters that National Grid NTS has defined.

Please Note: to display the details of a previously saved variable offer click the 'V' icon.



Deal – Offtake Flow Reduction – Offer Capture - View

7.3.1 Add OFR Offer

From the **Query** Screen click **Add**. You will be able to add an offer by entering the details and specifying whether the offer is constant or variable. This can only be done during the offer submission window. The system will carry out a validation check and if the window is **closed** the following message will be displayed on the screen:

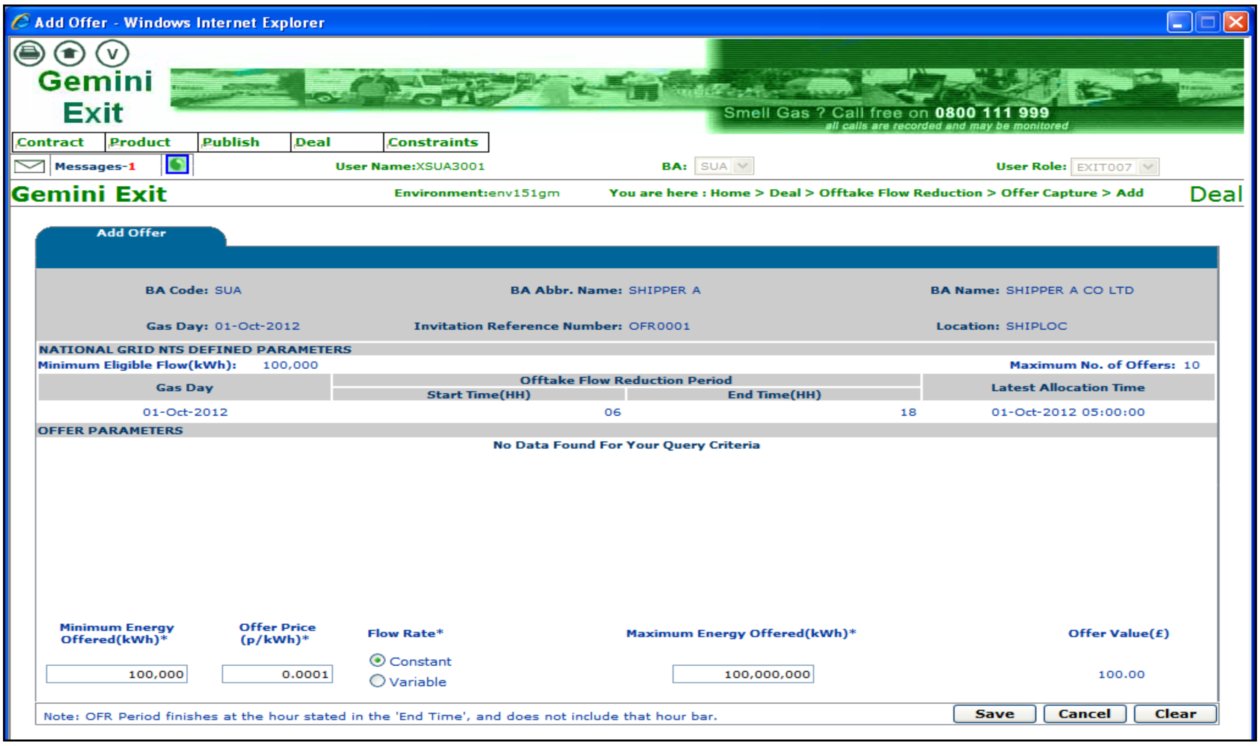
"An offer cannot be added, modified or withdrawn as the Offer Window for the Invitation Reference Number is closed."

You must enter:

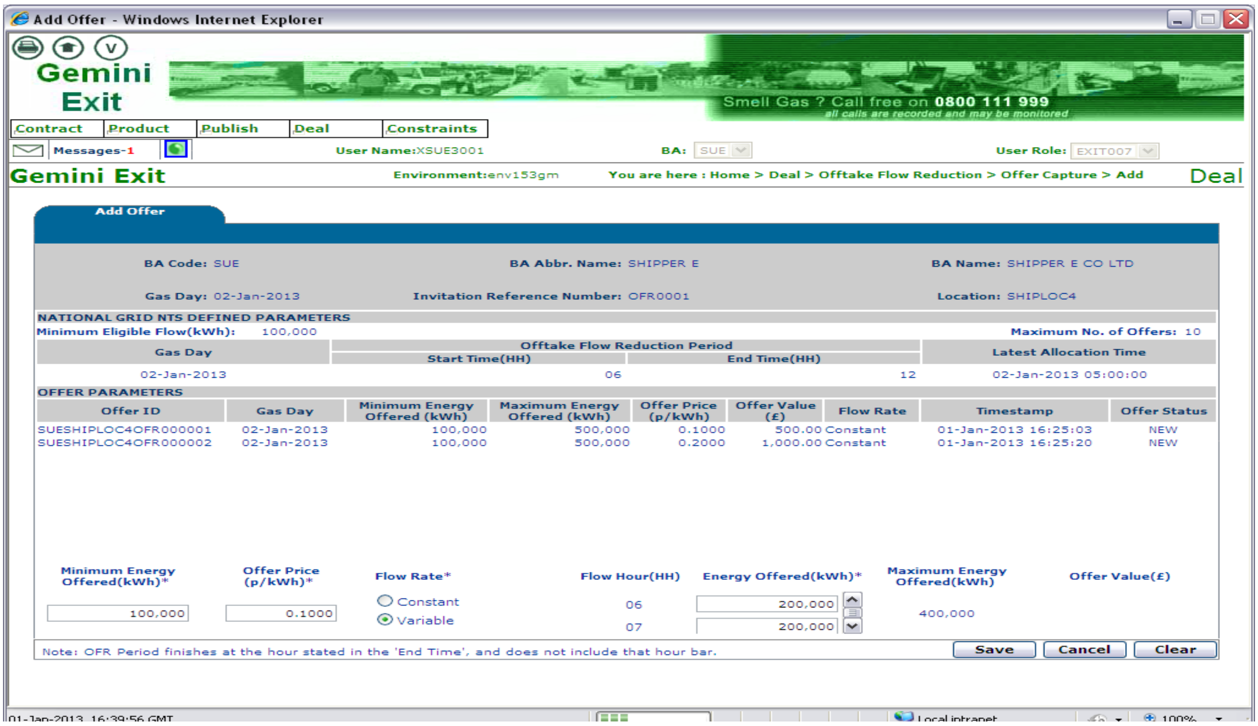
- **Minimum Energy Offered (kWh)**
- **Offer Price (p/kWh)**
- **Flow Rate – Constant or Variable**
- **Maximum Energy Offered (kWh) – Constant Offers Only** (for variable this is automatically calculated by the system)
- **Energy Offered (kWh) – Variable Offers Only** - values required for each flow hour
- **Offer Value (£)** – this is automatically calculated by the system

Click **Save.**

Once you have clicked the **Save** button the system will carry out a number of validation checks making sure that the offer you have entered does not contravene any of the preferences previously set up. The system will alert you and give you the opportunity to override the message and place the offer. Additionally the system will check that the number of offers you are placing does not exceed the number specified within the parameters defined by National Grid NTS.



Deal – Offtake Flow Reduction – Offer Capture – Add (Constant)



Deal – Offtake Flow Reduction – Offer Capture – Add (Variable)

<u>Please Note:</u> When placing a variable offer, although you can enter an hourly amount, the system does not use the hourly figures for any validation or calculation. It will use the 'Maximum Energy Offered' field and the system sums the hourly figure and populates the field automatically.

7.3.2 Modify OFR Offer

To modify an existing offer, from the **Query** screen, click on the **Modify button**

Select the offer using the radio button.
You can then update the following fields

- **Minimum Energy Offered (kWh)**
- **Offer Price (p/kWh)**
- **Flow Rate – Constant or Variable**
- **Maximum Energy Offered (kWh) – Constant Offers Only** (for variable this is automatically calculated by the system)
- **Energy Offered (kWh) – Variable Offers Only** - values required for each flow hour

Click **Save**

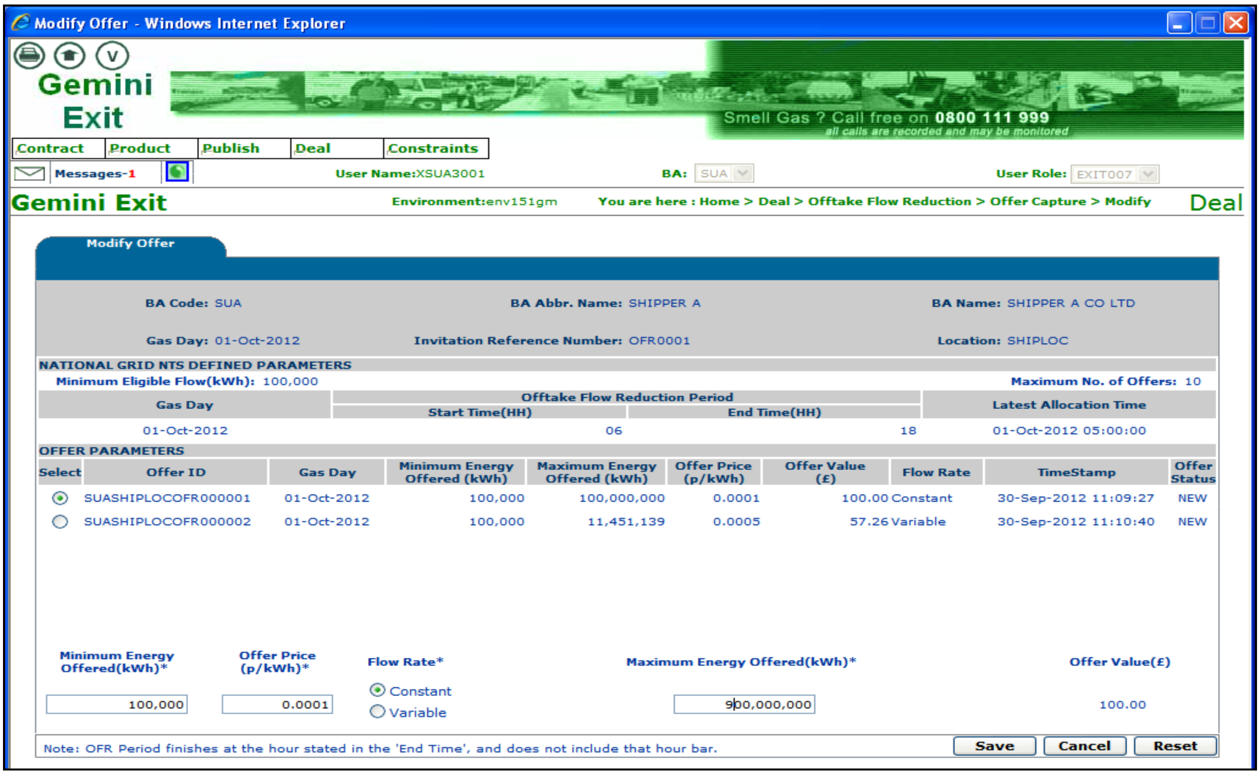
Once you have clicked the **Save** button the system will carry out a number of validation checks making sure that the offer you have entered does not contravene any of the preferences that were previously set up. The system will alert you and give you the opportunity to override the message and place the offer.

Additionally the system checks if your offer has been allocated and if so displays the following message:

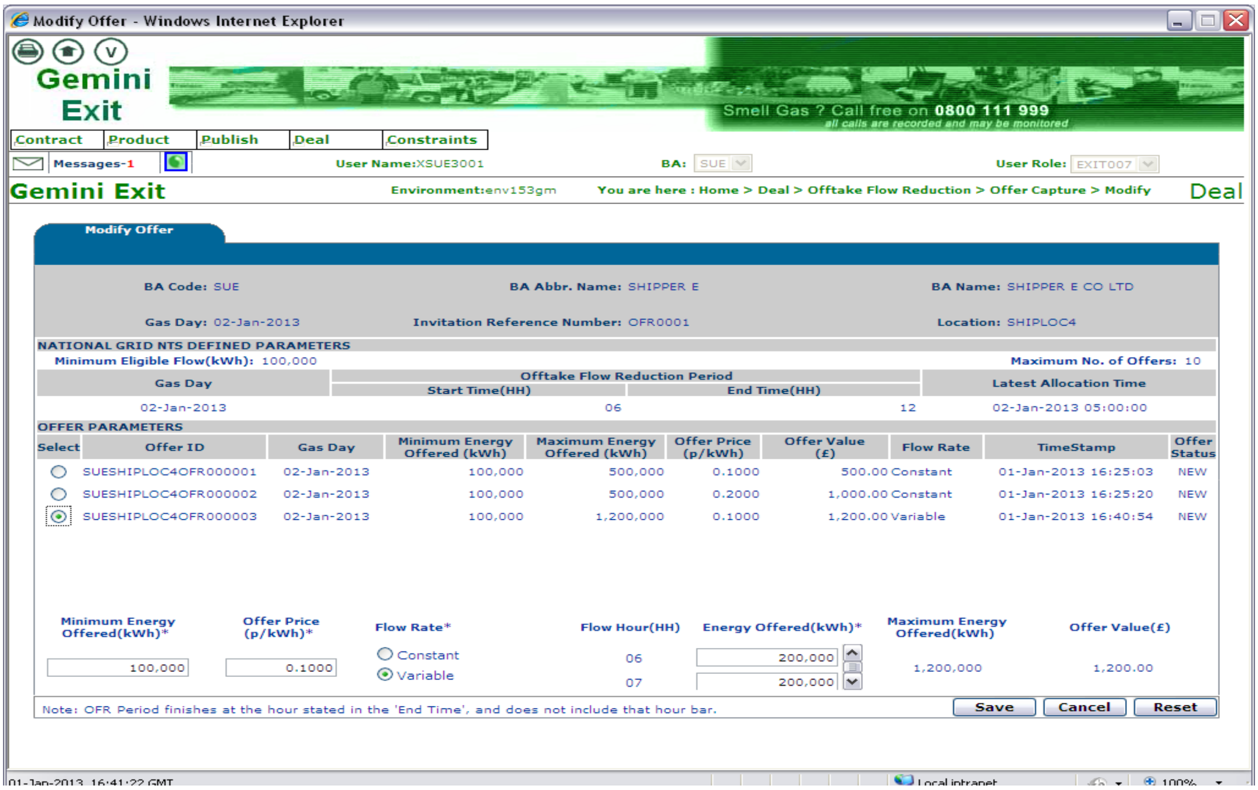
"The Offer can not be modified as the Offer is already allocated."

If the Offer window is closed the following message is displayed

"The Offer can not be modified as the Offer window for the Invitation reference is closed."



Deal – Offtake Flow Reduction – Offer Capture – Modify (Constant)



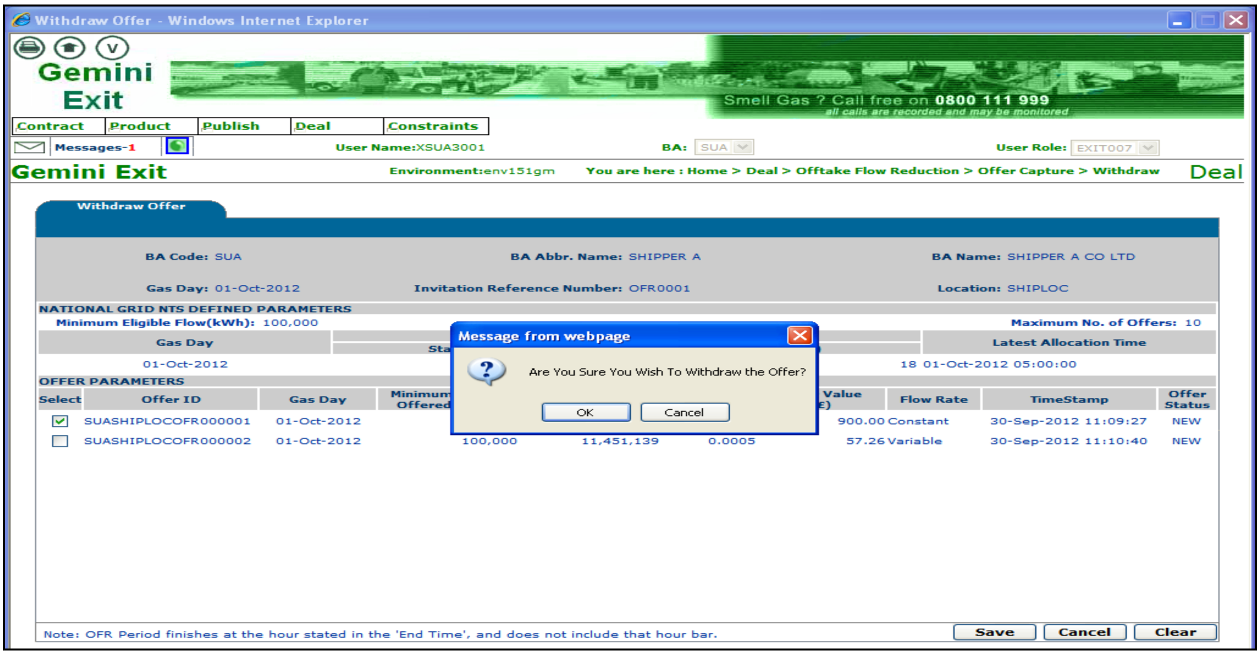
Deal – Offtake Flow Reduction – Offer Capture – Modify (Variable)

7.3.3 Withdraw OFR Offer

Click **Withdraw** from the Query screen

You can withdraw an offer(s) during the period of the 'Offer submission window' that is defined in the invitation and only where the offer status is **New**. To do this:

- Select the offer(s) using the select box
- Click **Save**- the system will ask you to confirm
- Click **ok**



Deal – Offtake Flow Reduction – Offer Capture - Withdraw

Once confirmed the offer will be removed from the list of offers associated with the Invitation Reference Number.

<u>Please Note:</u> the system will check if the offer has been allocated for the location and Invitation Reference Number and if so the following message will be displayed:

"The Offer can not be withdrawn as the Offer is already allocated."

The system will also check if the Offer submission window is open, if not the following message will be displayed:

"The Offer can not be withdrawn as the Offer window for the Invitation reference number is closed."

7.4 DNO Flow Swaps

National Grid NTS or DNO Users can initiate a Flow Swap ahead of or within the Gas Day to which the swap relates to. It is possible to swap flow between two or more Offtakes within the **same** LDZ. Once the Flow Swap is agreed (offline) the details will be entered into the system within day. When a DNO initiates a Flow swap, National Grid NTS can choose to accept or reject the swap. You will be able to either accept or reject a National Grid NTS initiated flow swap. Flow Swaps can also be withdrawn prior to acceptance or rejection by the counterparty.

7.4.1 Initiating Flow Swaps

The Navigation Path for this screen is

Home>Product>Flow Swap>DNO Flow Swap.

This section shows you how to enter details of the Flow Swap.

<u>Please Note:</u> DNO User – this will be automatically populated and will display your Business Associate Code; Business Associate Name and Abbreviated Name when you log into the system

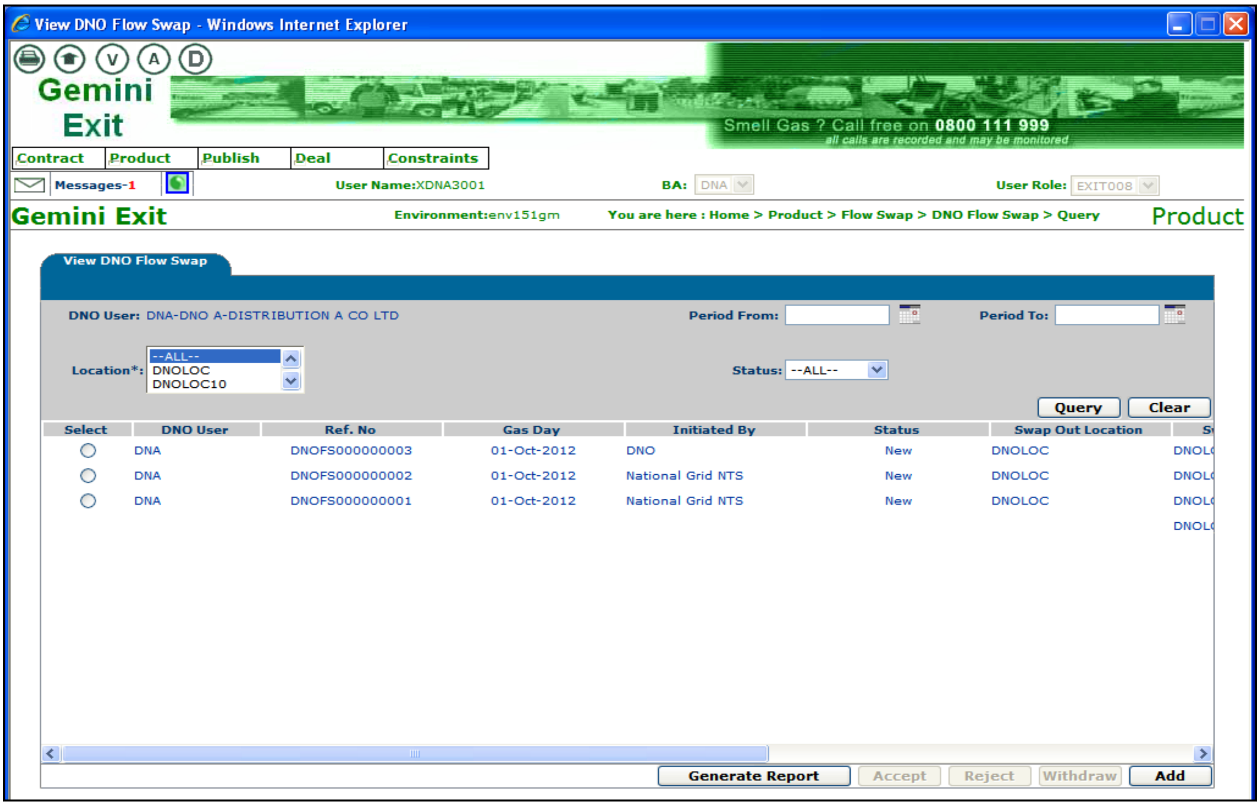
In order to view records of DNO Flow Swaps:

- Select **Location –** from the list that is associated to your DNO
- **Period From and To**
- Select **Status** – this is defaulted to **All** but other options include New; Withdrawn; Rejected; Accepted
- Click **Query** button

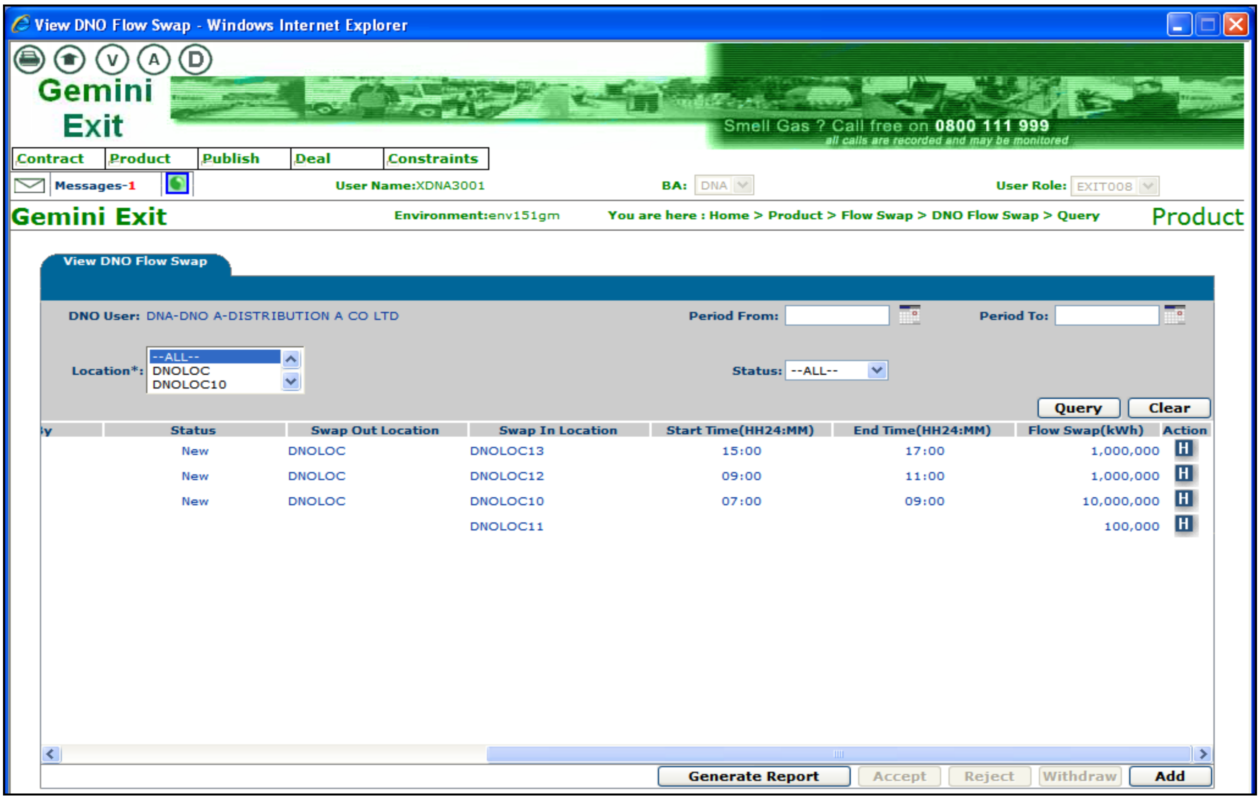
The system will then list all the DNO Flow Swap records associated with your selection criteria. The details can be viewed in multiple pages if necessary and will show:

- **DNO User - this will be automatically populated and will display your Business Associate Code; Business Associate Name and Abbreviated Name when you log into the system**
- **Reference Number** – this is automatically generated by the system and follows the format of DNOFSXXXXXX (X – sequence of digits)
- **Gas Day**
- **Initiated By** – indicating whether the Flow Swap has been initiated by you or National Grid NTS
- **Status** – will show either New; Withdrawn; Accepted; Rejected
- **Swap Out Location** – if multiple swap out Locations are selected the information will be shown as separate line items
- **Swap In Location -** if multiple swap in Locations are selected the information will be shown as separate line items
- **Start Time (HH24:MM) -** A display field in whole hours i.e. 17:00
- **End Time (HH24:MM) -** A display field in whole hours i.e. 19:00

- **Flow Swap (kWh) –** the Flow quantity to be swapped out from the swap out Location to the swap in Location
- **Action – (H) – History** - section 6.1.6 describes the History screen in more detail



Product – Flow Swap – DNO Flow Swap – Query



Product – Flow Swap – DNO Flow Swap – Query

7.4.2 Add Flow Swap

From the **Query** screen click **Add**

<u>Please Note:</u> DNO User – this will automatically display your Business Associate Code; Business Associate Name and Abbreviated Name

You will need to:

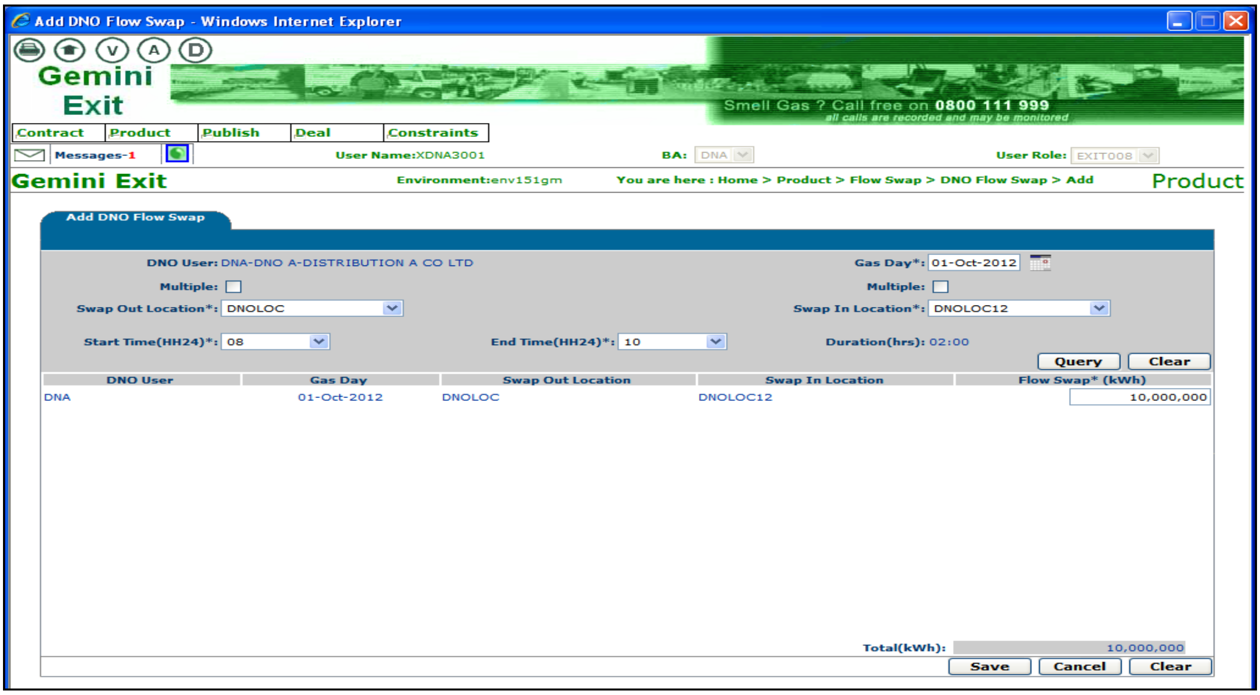
- Enter the **Gas Day –** you can enter the current Gas Day or any future Gas Day, however you cannot add a Flow Swap for an historical Gas Day
- **Multiple –** you can choose one to many and many to one but not many to many
- Select the **Swap Out Location** – mandatory field (from the list that is associated to your DNO)
- Select the **Swap In Location -** mandatory field (from the list that is associated to your DNO)
- Enter the effective **Start Time** from the drop box menu containing hours from 00-23
- Enter the effective **End Time** from the drop box menu containing hours from 00-23
- Click the **Query** button

<u>Please Note:</u> If the Start Time and End Time are both chosen as 06:00 then the Flow Swap will be for the whole Gas Day.

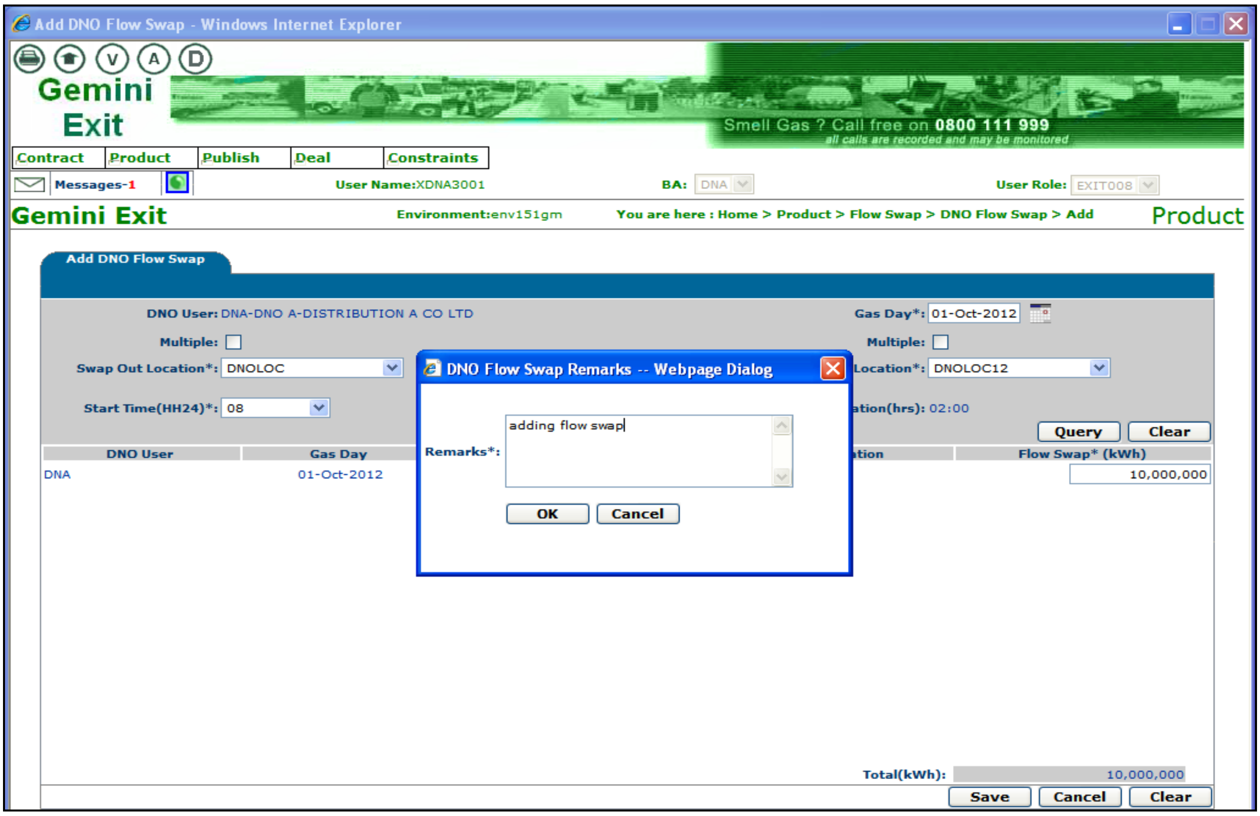
The system will calculate the **duration** and display the total number of hours of the Flow Swap. Once you have selected the above criteria, the following needs to be specified:

- **Flow Swap (kWh) -** a mandatory field where you need to specify the Flow Swap Quantity (kWh). If there are multiple locations each quantity has to be entered for each location.
- **Total (kWh) –** a display field that shows the total of the flow swap. Where there are multiple locations selected this gives the sum of the individual flow swaps.

Upon clicking the **Save** button a dialog box will appear for you to enter your remarks. Once you have done this the details you have entered will be saved.



Product – Flow Swap – DNO Flow Swap - Add



Product – Flow Swap – DNO Flow Swap - Add

7.4.3 Accept Flow Swap

You will be able to **Accept** a flow swap that has been initiated by National Grid NTS by clicking on the **Accept** button shown in the screen shot.

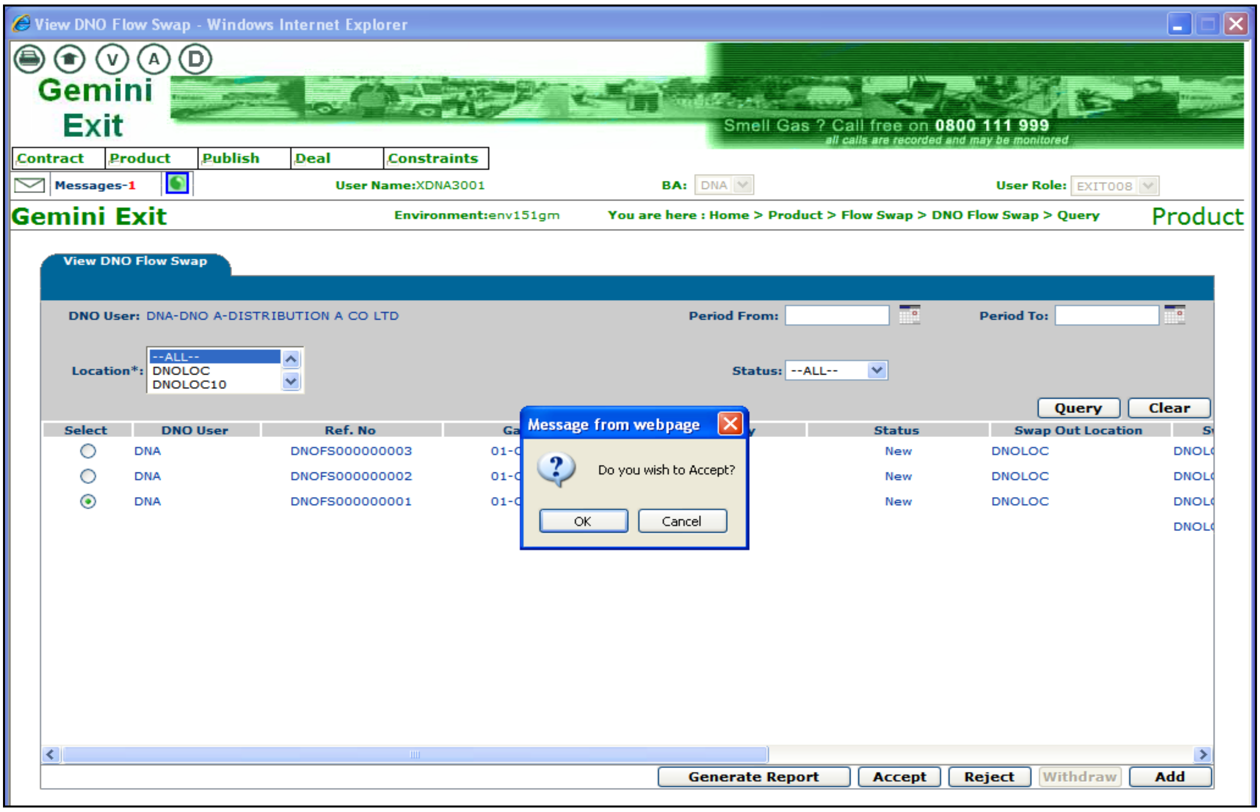
The Navigation Path for this screen is

Home>**Product**>**Flow Swap**>**DNO Flow Swap.**

The **Accept** button will only be enabled if the flow swap has a status of **New**.

Once you have done this a confirmation box will pop up and you need to click **ok.** The flow swap record will be accepted in the system and the status will change. If you click on **cancel** the flow swap record will not be accepted and will remain as **New.**

New records can only be accepted by the end of the Gas Day. At the end of the Gas Day the system will reject all the remaining Flow Swap records that have a **New** status.



Product – Flow Swap – DNO Flow Swap – Query (Accept)

7.4.4 Reject Flow Swap

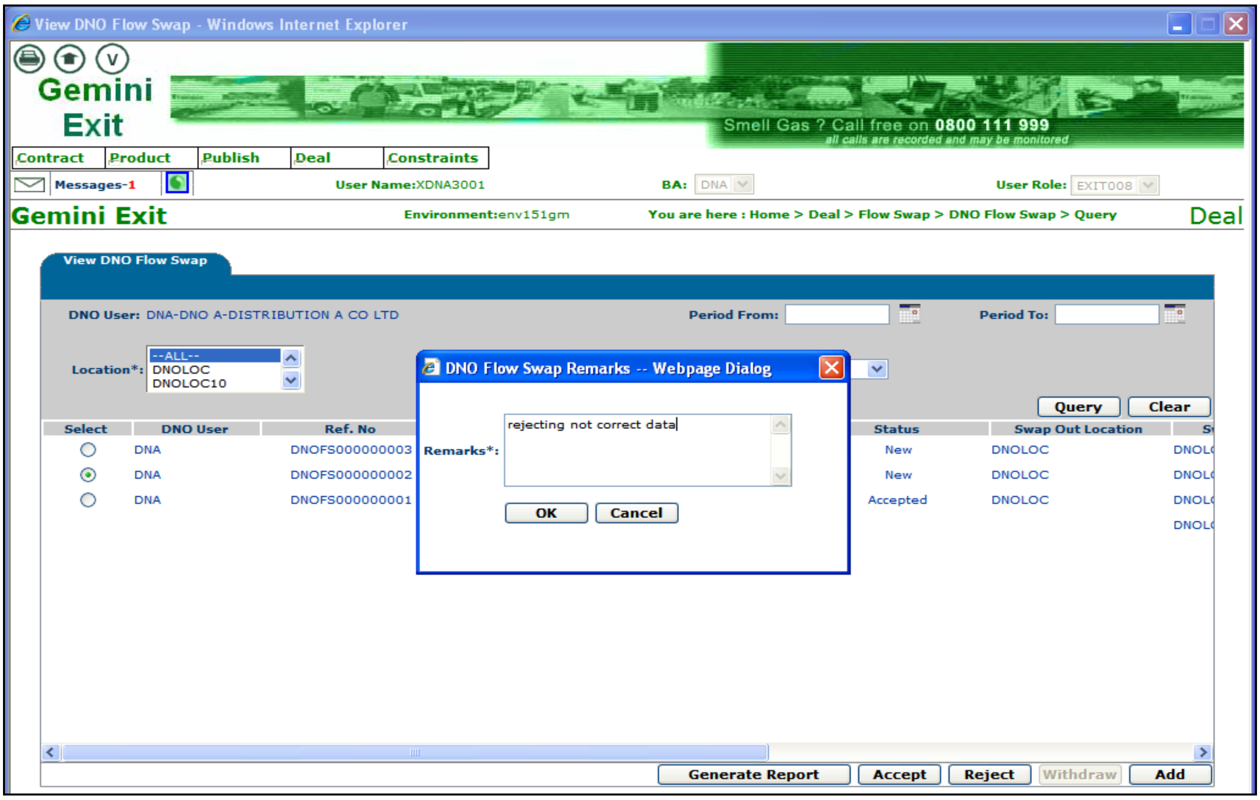
You can **Reject** a flow swap by selecting the appropriate radio button.

The Navigation Path for this screen is

Home>**Product**>**Flow Swap**>**DNO Flow Swap.**

Upon clicking reject a dialog box will pop up for you to enter remarks. Enter in here the reason for the rejection and click ok. Once this has been done the flow swap record will be rejected in the system and the status changed. If you click cancel the flow swap record will remain as **New**.

The **Reject** button will only be enabled if the flow swap has a status of **New**. You can only manually reject a **New** record during the Gas Day because the system will automatically reject all **New** flow swaps at the end of the day.



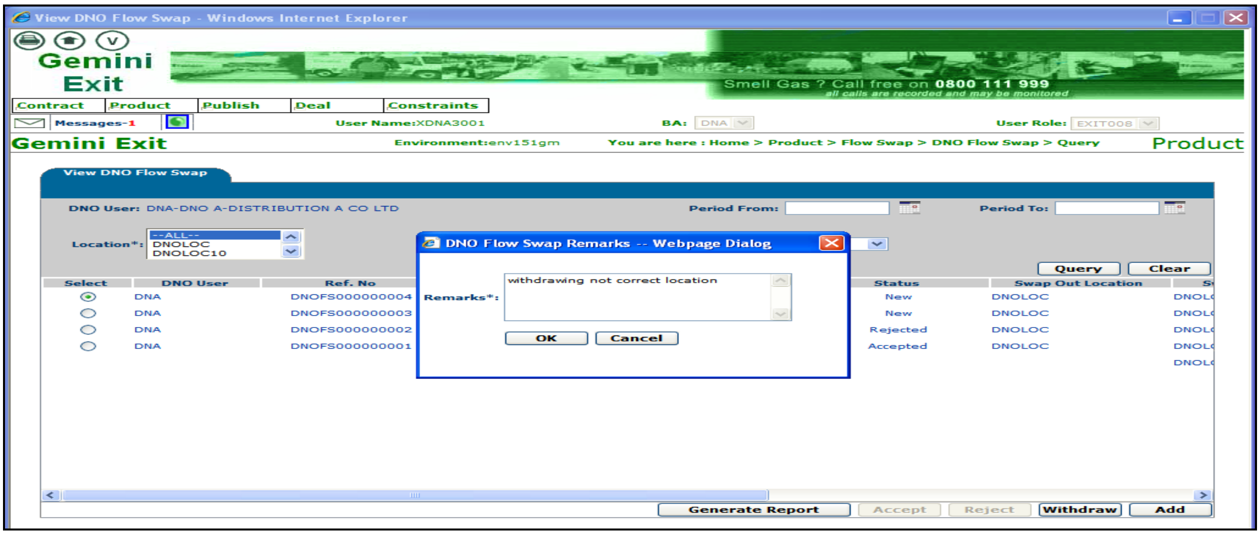
Deal – Flow Swap – DNO Flow Swap – Query (Rejection)

7.4.5 Withdraw Flow Swap

You will be able to **Withdraw** a Flow Swap by selecting the radio button at **New** status.

Home>**Product**>**Flow Swap**>**DNO Flow Swap**

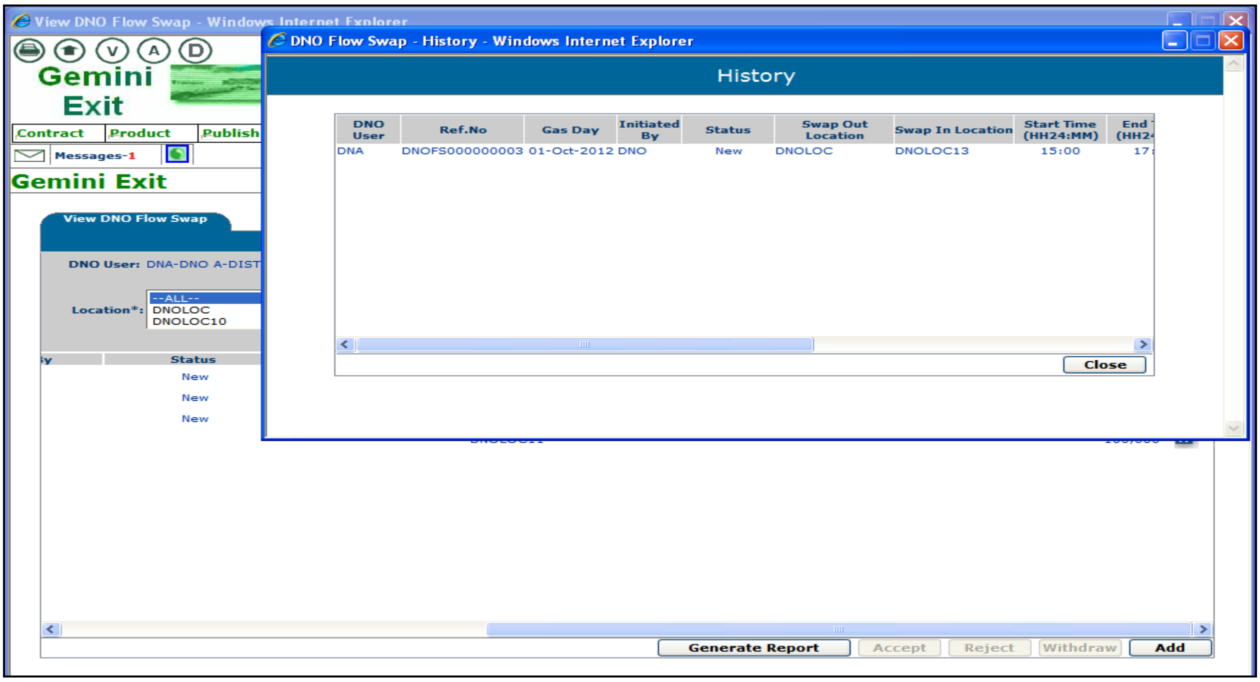
You can only do this if the flow swap has been initiated by you and it has not yet been accepted by National Grid NTS. This is done by clicking on the **Withdraw** button as shown in the screen shot below.



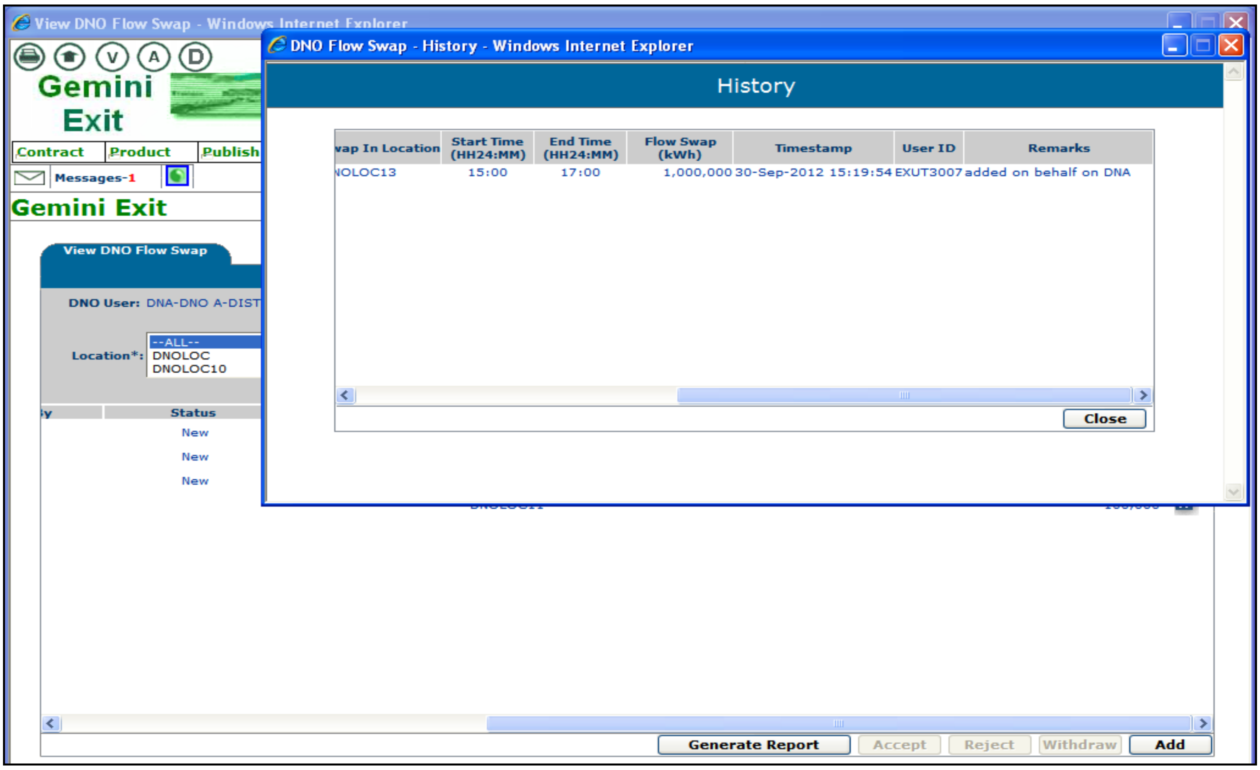
.**Product – Flow Swap – DNO Flow Swap – Query (Withdraw)**

7.4.6 DNO Flow Swap History

The screen shown below can only be accessed via the DNO Flow Swap query screen. On clicking the **History** icon you can view the complete history for the specified flow swap. This will include any remarks entered.



DNO Flow Swap – History



DNO Flow Swap – History

Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Draft	30/06/10	Hannah Reddy	Initial draft
0.2	Draft	6/10/10	Nicola Patmore	Document revised to incorporate review comments
0.3	For Approval	24/11/10	Nicola Patmore	Document revised to incorporate review comments
1	Approved	29/11/10	Nicola Patmore	Approved
1.1	Updated	03/05/11	Joanna Harze	Updated Phase 1 Document
1.2	For Review	9/5/11	Joanna Harze	For Review
1.3	For Approval	23/05/11	Hannah Reddy	For Approval
2.0	Approved	31/05/11	Joanna Harze	Approved
2.1	Updated	05/03/13	Liz Butler	Updated Phase 2 Document
2.2	For Review	15/03/13	Liz Butler	Amended following review meeting with National Grid Transmission
2.3	For Review	15/03/13	Liz Butler	Amended following internal QA process by project team
2.4	For Review	23/04/13	Liz Butler	Amended following 2nd review by National Grid Transmission
2.5	For Review	02/05/13	Liz Butler	Further amendments following table review with project team and National Grid Transmission
3	Approved	17/05/13	Liz Butler	Approved
3.1	Updated	24/9/13	Therese Nott	Citrix connectivity screen has been replaced with a reference to the Gemini 2013 Guide to Connectivity as a result of GRP Implementation , approved by NG