

# NTS Exit Reform

## External System User Guidelines

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**Please Note:** This document has been provided to give guidance regarding the operation of Gemini Exit, which is part of the UK Link systems with respect to the processes as detailed in the UNC. Every effort has been made to ensure that the information contained within it is correct. However if there is a conflict with National Grid's Gas Transporter Licence in respect of the NTS('the Licence'), or the Uniform Network Code ('UNC'), then the Licence or UNC shall prevail

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## 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.

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

<b>NTS Exit Booking</b>	
<b>NTS Exit Transfer</b>	National Grid provides contracts to Shippers
<b>NTS Exit Assignment</b>	Gas flow maintained
<b>NTS Exit Overrun</b>	

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

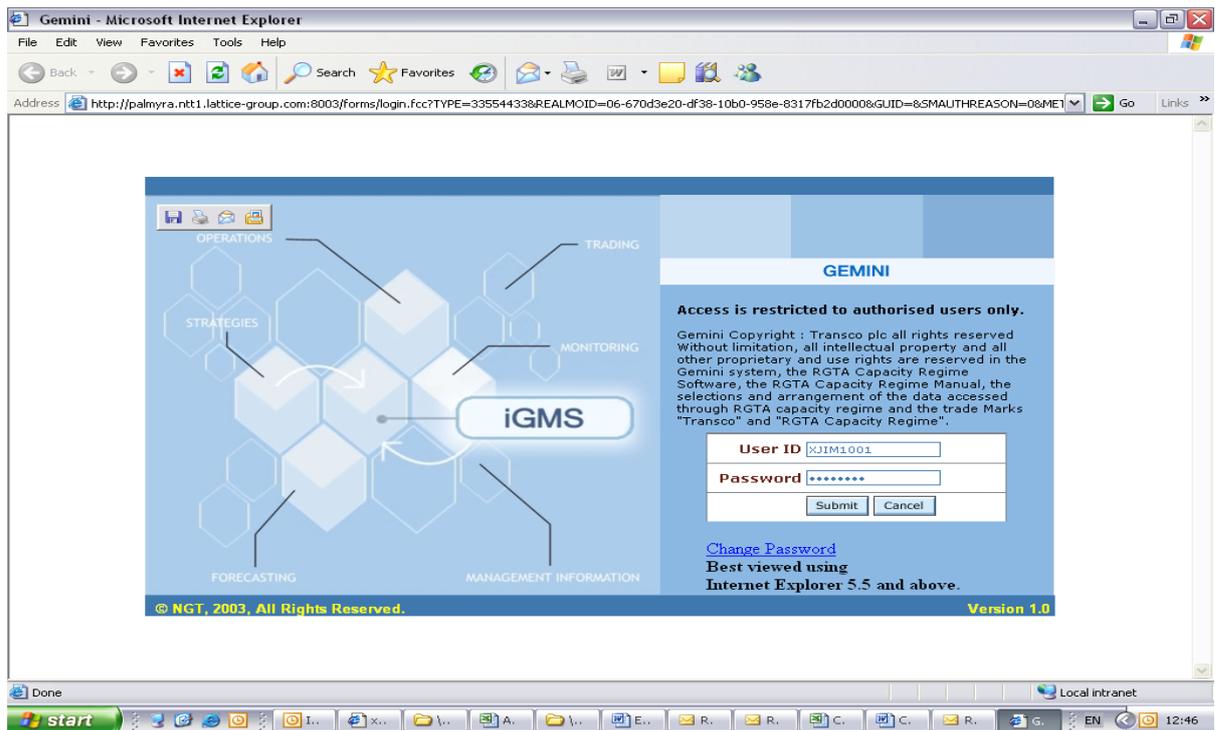
The new NTS Exit Reform system is paired with the existing Gemini system and as such is accessed via the Gemini menu page.

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

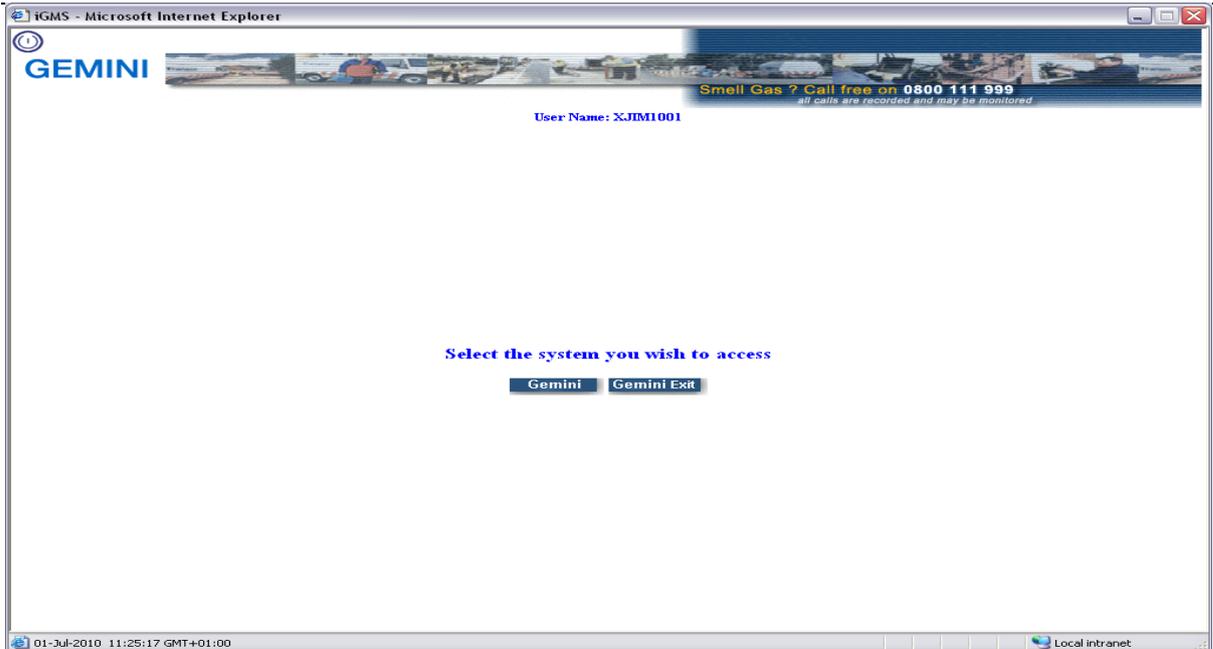
<http://www.xserve.com/index.php/our-systems/gemini/gemini-technical-publications/>

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 Xserve Customer Lifecycle team on your behalf ([customerlifecycle.spa@xserve.com](mailto:customerlifecycle.spa@xserve.com)).

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

## List of Abbreviations

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

# **Gemini Exit**

## **Chapter 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.”**

Capture Request - Windows Internet Explorer

**Gemini Exit** Smell Gas ? Call free on 0800 111 999  
*all calls are recorded and may be monitored*

Contract Product Publish Deal Constraints

Messages-1 User Name:XSUE3001 BA: SUE User Role: EXIT007

**Gemini Exit** Environment:env151gm You are here : Home > Deal > Capture > Capture Requests > Query Deal

**Capture Request**

Product\*: NTS EXIT FLAT CAPACITY OFF-PEAK PRIMARY Method of Sale\*: DONEX Transaction Period\*: 01-Oct-2012 to 30-Sep-2013

BA Code: SUE BA Abbr.Name: SHIPPER E BA Name: SHIPPER E CO LTD

Sub Transaction Period\*: 01-Oct-2012 to 01-Oct-2012 Location\*: SHIPLOC4

Query Clear

Add

Deal – Capture – Capture Requests

Capture Request - Windows Internet Explorer

**Gemini Exit** Smell Gas ? Call free on 0800 111 999  
*all calls are recorded and may be monitored*

Contract Product Publish Deal Constraints

Messages-1 User Name:XSUE3001 BA: SUE User Role: EXIT007

**Gemini Exit** Environment:env151gm You are here : Home > Deal > Capture > Capture Requests > Query Deal

**Capture Request**

Product\*: NTS EXIT FLAT CAPACITY OFF-PEAK PRIMARY Method of Sale\*: DONEX Transaction Period\*: 01-Oct-2012 to 30-Sep-2013

BA Code: SUE BA Abbr.Name: SHIPPER E BA Name: SHIPPER E CO LTD

Sub Transaction Period\*: 01-Oct-2012 to 01-Oct-2012 Location\*: SHIPLOC4

Query Clear

**NATIONAL GRID NTS DEFINED PARAMETERS**

Minimum Quantity(kWh):100,000 Maximum Number of Requests:10

Sub Transaction Period: 01-Oct-2012 to 01-Oct-2012 Reserve Price(p/kWh): 0.0001

**REQUEST PARAMETERS**

Request ID	Sub Transaction Period	Request Type	Min. Qty (kWh)	Max. Qty (kWh)	Price (p/kWh)	Request Value (£)	Timestamp	Status
SUESHIPLOC4DONEX4	01-Oct-2012 to 01-Oct-2012	Evergreen	100,000	500,000	0.0001	0.50	30-Sep-2012 11:25:12	NEW
SUESHIPLOC4DONEX5	01-Oct-2012 to 01-Oct-2012	Evergreen	100,000	300,000	0.0002	0.60	30-Sep-2012 11:25:30	NEW

Add Modify Withdraw

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.

**Please Note:** - 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**

**Please Note:** - 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.

Withdraw Request - Windows Internet Explorer

**Gemini Exit** Smell Gas ? Call free on 0800 111 999  
all calls are recorded and may be monitored

Contract Product Publish Deal Constraints

Messages-1 User Name:XSUE3001 BA: SUE User Role: EXIT007

**Gemini Exit** Environment:env151gm You are here : Home > Deal > Capture > Capture Requests > Withdraw Request Deal

**Withdraw Request**

Product: NTS EXIT FLAT CAPACITY OFF-PEAK PRIMARY Method of Sale: DONEX Transaction Period: 01-Oct-2012 to 30-Sep-2013

BA Code: SUE BA Abbr. Name: SHIPPER E BA Name: SHIPPER E CO LTD

Sub Transaction Period: 01-Oct-2012 to 01-Oct-2012 Location: SHIPLOC4

**NATIONAL GRID NTS DEFINED PARAMETERS**

Minimum Quantity(kWh):100,000 Maximum Number of Requests:10

Sub Transaction Period: 01-Oct-2012 to 01-Oct-2012 Reserve Price(p/kWh) 0.0001

REQUEST PARAMETERS									
Select	Request ID	Sub Transaction Period	Request Type	Min. Qty (kWh)	Max. Qty (kWh)	Price (p/kWh)	Request Value (£)	Timestamp	Status
<input type="checkbox"/>	SUESHIPLOC4DONEX4	01-Oct-2012 to 01-Oct-2012	Evergreen	100,000	500,000	0.0001	0.50	30-Sep-2012 11:25:12	NEW
<input checked="" type="checkbox"/>	SUESHIPLOC4DONEX5	01-Oct-2012 to 01-Oct-2012	Evergreen	100,000	400,000	0.0002	0.80	30-Sep-2012 11:27:11	NEW

Save Cancel Clear

### 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](#)