



Central Data Services Provider

Accession to Uniform Network Code and Data Services Contract

Information for Independent Gas Transporters

Version 1.0

20th April 2017

**The information in this document is for information purposes only
and not for the purpose of providing legal or any other advice.**

***This document contains important information for your organisation about accession to the
Uniform Network Code and to the Data Services Contract.***

Please read it carefully and ensure that your organisation takes appropriate action.

1. Introduction

- 1.1 The Xoserve funding, governance and ownership (FGO) Programme was established to define and deliver a blueprint for a co-operative, inclusive and transparent governance and funding

model for Xoserve as the gas industry Central Data Services Provider (“CDSP”). The CDSP arrangements came into effect on 1 April 2017¹.

- 1.2 The independent Gas Transporters (“iGTs”) become party to the full CDSP arrangements at the commencement of iGT Single Service Provision, this being the Project Nexus Implementation Date (“PNID”) of 1 June 2017. The iGTs are required to sign the Amended and Restated Transporters Framework Agreement (“ARTFA”) which will bind them to IGTA and other parts of the UNC, and will accordingly make each iGT a party to the principal Gas Transporters’ Uniform Network Code (“UNC”) and to the Data Services Contract (“DSC”) with Xoserve with effect from the PNID.
- 1.3 This document is being sent to the nominated Single Point of Contact (“SPOC”) in each iGT organisation. The purpose of the document is to provide iGTs with guidance and to request information in respect of:
 - (a) Nomination of Contract Managers (Section 2);
 - (b) UNC and DSC Accession (Section 3);
 - (c) Charges, Invoicing and Payment (Section 4);
 - (d) Credit Management (Section 5); and
 - (e) Ordering of Services (Section 6).
- 1.4 Requests for clarification of any matters set out in this document should be sent by email to box.xoserve.FGOQandA@xoserve.com, and should include “iGT DSC Readiness” in the subject line.

2. Nomination of Contract Managers

- 2.1 Each iGT is required to nominate an Individual Contract Manager for their organisation. Contact details (comprising name, email address and telephone number) should be sent by email to customerlifecycle.spa@xoserve.com by 28 April 2017, and should include “iGT Contract Manager” in the subject line.

3. UNC and DSC Accession

- 3.1 Dentons will issue two documents by email to iGTs on Xoserve’s behalf. These are:
 - (a) An Amended and Restated Transporters Framework Agreement; and
 - (b) A DSC Accession Agreement.

¹ See https://www.ofgem.gov.uk/system/files/docs/2017/03/completion_of_xoserve_fgo_implementation_phase_letter.pdf

3.2 The covering email from Dentons will set out the detailed instructions for the signing and returning of these Agreements.

3.3 Agreements will be issued by to iGTs by 13 April 2017, and iGTs are requested to sign and return these to Dentons no later than 12 May 2017.

4. Charges, Invoicing and Payment

4.1 Charges for CDSP Services for 2017/18 are set out in the CDSP Annual Charging Statement. Contact our service desk on 0121 623 2189 for details.

4.2 Xoserve will provide further information in respect of 2017/18 Charges to iGTs by 10 May 2017.

4.3 Xoserve will invoice iGTs in accordance with the DSC (in particular the CDSP Budget and Charging Methodology)². Invoices will be issued by post and/or by email, and will be accompanied by supporting information that is sufficient to allow iGTs to validate that their Charges are in accordance with the CDSP Annual Charging Statement.

4.4 In order for Xoserve to be able to submit invoices and to make payment to iGTs if required, each iGT is asked to complete and return the attached Invoicing and Credit Management Information Template to Xoserve by 28 April 2017. Completed Templates should be sent by email to box.xoserve.CRM_Xoserve@xoserve.com.

4.5 Payment is required to be made within 20 Business Days following the date of the invoice, and must be in full and in cleared funds. The details of the bank account to which payment of Xoserve invoices should be made are set out below:

Bank	Barclays plc
Account Name	Xoserve Limited
Account Number	10322369
Sort Code	20-77-62
IBAN	GB75BARC20776210322369
SWIFT BIC	BARCGB22
Purpose	Xoserve income and payments

5. Credit Management

5.1 The CDSP Credit Policy³ sets out the role and function of the Credit Committee, the arrangements for determining a Customer's Credit Limit, the basis for calculating a Customer's

² See <http://www.xoserve.com/media/2038/budget-and-charging-methodology-v4-11218.pdf>

³ See <http://www.xoserve.com/media/2039/credit-policy.pdf>

Indebtedness and the procedures to be followed in connection with the management of credit risk to the CDSP. The CDSP Credit Policy also references the DSC Credit Rules.

- 5.2 For the purposes of implementing and operating the CDSP Credit Policy, each iGT is asked to complete and return the attached Invoicing and Credit Management Information Template to Xoserve by 28 April 2017. Completed Templates should be sent by email to box.xoserve.CRM_Xoserve@xoserve.com.
- 5.3 Xoserve will carry out a credit assessment of each iGT, and will assign an unsecured Credit Limit. Xoserve will credit check each iGT for an acceptable published credit rating by an approved rating agency, and may make an assessment of any supporting data when making a decision to provide credit. Dependent on the outcome of the credit assessment, each iGT may be required to provide and to lodge with Xoserve security to the value of their Credit Limit in one of the specified forms. Security provided and lodged by each iGT may be in the form of:
- (a) A Letter of Credit; or
 - (b) A Parent Company Guarantee.
- 5.4 The Xoserve Credit Risk Management Team will make templates for each form of security available to iGTs as required.
- 5.5 Each iGT is required to ensure that all documentation appertaining to the application of the DSC Credit Policy and the DSC Credit Rules, including required securities, is completed accurately and is sent to Xoserve by 26 May 2017 at the following address:

Credit Risk Management
Xoserve Limited
2nd Floor, Lansdowne Gate
65 New Road
Solihull
West Midlands
B91 3DL

- 5.6 Email communications with the Xoserve Credit Risk Management Team should be sent to box.xoserve.CRM_Xoserve@xoserve.com.

6. Ordering of Services

- 6.1 Each iGT is able to request Specific Services, details of which can be found in Part E of the CDSP Service Description Table⁴. A Specific Services Request Form is available to download from the Xoserve website at <http://www.xoserve.com/media/1618/specific-services-request-form.xlsx>.

⁴ See <http://www.xoserve.com/media/2048/service-description-table.xlsx>

6.2 The requesting of Specific Services should be carried out by the nominated Individual Contract Manager in each iGT organisation.

6.3 To assist with the request process, Xoserve will provide information to each iGT in respect of Data Enquiry and IX services that the organisation currently receives.

6.4 The process and timetable set out below are in respect of the ordering of Specific Services.

Step	Action	Responsible	Date
1	Provide information to each iGT in respect of Data Enquiry and IX services currently received	Xoserve	By 13.04.2017
2	Submit Specific Services Request Form to Xoserve	iGTs	By 09.05.2017
3	Review and validate Specific Services Requests	Xoserve	By 16.05.2017
4	Confirm Specific Services effective from PNID	Xoserve	By 17.05.2017

6.5 For queries in respect of the ordering of Specific Services, please send an email to Xoserve.userpays@xoserve.com.

6.6 Each iGT is also able to request Additional Services. An Additional Services Request Form is available to download from the Xoserve website at <http://www.xoserve.com/media/1620/additional-services-request-form-v1.docx>.

6.7 The requesting of Additional Services should be carried out by the nominated Individual Contract Manager in each iGT organisation.

6.8 The process and timetable set out below are in respect of the ordering of Additional Services.

Step	Action	Responsible	Date
1	Submit Additional Services Request Form to Xoserve	iGTs	By 09.05.2017
2	Review Additional Services Requests	Xoserve	By 16.05.2017
3	Send offers for Additional Services to iGTs	Xoserve	By 17.05.2017
4	Accept offers for Additional Services	iGTs	By 24.05.2017

6.9 For queries in respect of the ordering of Additional Services, please send an email to commercial.enquiries@xoserve.com.

Invoicing and Credit Management Information Template

1. Invoicing and Payment

The name of the representative in the organisation to whom invoices should be sent	
The position of the Invoice representative in the organisation	
The Invoice representative's postal address	
The invoice representative's email address	
The invoice representative's telephone number	
Invoicing additional Email addresses (optional)	

2. iGT Bank Account Details

Bank	
Account Name	
Account Number	
Sort Code	
If applicable (<i>Overseas Banks</i>)	
IBAN	
SWIFT BIC	

3. Credit Management

The name of the Credit Management representative	
The position of the Credit Management representative in the organisation	
The Credit Management representative's Postal Address	
The Credit Management representative's Email Address	
The Credit Management representative's telephone number	
Credit Management additional Email addresses (<i>optional</i>)	