

DSC Change Completion Report (CCR)



Change Title	Creating a loadable billable calendar file
Change reference number (XRN)	5690
Xoserve Project Manager	Tara Ross
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Contact number	NA
Target Change Management Committee date	7 th February 2024
Date of Solution Implementation	18 th January 2024

Section 1: Overview of Change Delivery

The billing calendar has now been created as a downloadable .CSV file containing all Invoice Types and, the General and Specific Services monthly billing dates.

The .CSV is formatted as below:

1. Invoice Type e.g. BAL, CAZ, COM, AMS etc / 'General' & 'Specific' Service(s)
2. Billing Month & Year e.g. APR-22 Formatted as date MMM-YY
3. Invoice Date e.g. 20230604 Formatted as date YYYYMMDD
4. Payment Due Date e.g.20230420 Formatted as date YYYYMMDD
5. Bank Holiday e.g. Christmas, Boxing Day, New Year Formatted as text and aligning to how they are referenced on [Gov.uk](https://www.gov.uk)
6. Bank Holiday Date e.g. 20231225 Formatted as date YYYYMMDD

The .CSV billing calendar is now published on the Xoserve website and emailed to Shippers as is currently done with the PDF version.

Each following year it will be published along with the PDF and ICS files in December on the Invoice type, charges & VAT web page.

Section 2: Confirmed Funding Arrangements

Gas Industry Participant	BER Share of Cost	Actual Share of Cost	BER Cost Value	Actual Cost Value
Shippers:	N/A	N/A	N/A	£0
IGTs				
DNOs				
Transmission				
DN's & IGT				

Section 3: Provide a summary of any agreed scope changes

No changes to the agreed scope

Section 4: Detail any changes to the Xoserve Service Description
No changes to the Xoserve Service Description
Section 5: Provide details of any revisions to the text of the UK Link Manual
No changes required to the UK Link Manual
Section 6: Lessons Learnt
Not Applicable

Please send completed form to: box.xoserve.portfoliooffice@xoserve.com

Document Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Draft	19/01/2024	Tara Ross	Initial draft

Template Version History

Version	Status	Date	Author(s)	Summary of Changes	Approved By
2.0	Approved	17/07/18	Rebecca Perkins	Template approved at ChMC on 11 th July	Change Management Committee
3.0	Approved	19/12/18	Heather Spensley	Moved onto Xoserve's new Word template in line with new branding	Change Management Committee
3.0	Reviewed	21/03/2022	Rachel Taggart	Reviewed – no updates required	N/A
3.1	Approved	25/04/2023	Rachel Taggart	Updated with new font branding	Emma Smith