Detailed Design Change Pack

# Communication Detail

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| Comm Reference: | 3244.3 – VO – PO |
| Comm Title: | XRN 5690 - Creating a loadable Billing Calendar File for DSC Customers |
| Comm Date: | 18/12/2023 |

**Change Representation**

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| Action Required: | For representation |
| Close Out Date: | 02/01/2024 |

# Change Detail

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| Xoserve Reference Number: | [XRN5690](https://www.xoserve.com/change/customer-change-register/xrn-5690-creating-a-loadable-billing-calendar-file-for-dsc-customers/) |
| Change Class: | Documentation change |
| \*ChMC Constituency Impacted: | Shippers, DNO, NGT |
| Change Owner: | [uklink@xoserve.com](mailto:uklink@xoserve.com) |
| Background and Context: | DSC customers receive the annual Billing Calendar file from Xoserve via email and, it is also available for customers to download from Xoserve’s website. This file is however in .PDF format and customers then must convert it into a suitable format that can be uploaded into their billing systems. This is deemed an inefficient process as each DSC customer must undertake the same exercise to convert the .PDF file to upload it.  DSC customers have requested that Xoserve provides an ‘operationally efficient’ Billing Calendar e.g. .CSV format that Xoserve can email to customers, at the same time as the .PDF version and, is made available for download from Xoserve’s website.  [Change Proposal](https://www.xoserve.com/change/customer-change-register/xrn-5690-creating-a-loadable-billing-calendar-file-for-dsc-customers/) |

# Change Impact Assessment Dashboard

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| Functional: | None |
| Non-Functional: | None |
| Application: | Xoserve.com |
| User(s): | Shippers, DNO, NGT |
| Documentation: | New Billing Calendar (existing Billing Calendar .PDF format/content unchanged) |
| Other: | None |

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| File Changes | | | | |
| File | Parent Record | Record | Data Attribute | Hierarchy or Format  Agreed |
| None | None | None | None | None |

# Change Design Description

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| **Change Summary**  The provision of a .CSV file will reduce the need for each DSC customer to create and sign off the annual Billing Calendar, it will introduce a file that can be uploaded directly into billing systems. A standardised file format is beneficial for those organisations that choose to utilise it.  Rather than replacing the .PDF version that is currently emailed and published on Xoserve’s website, this new loadable .CSV file would be in addition to it. There is no requirement to amend or remove the .PDF version.  The anticipated benefits will arise from the reduction of manual effort required to convert the Billing Calendar file from .PDF into .CSV and, mitigate the requirement for DSC Customers’ internal sign-off prior to uploading the .CSV file into their billing systems.  The CSV billing calendar will be published on Xoserve.com and emailed to Shippers as is currently done with the PDF version.  The first CSV billing calendar will be published as soon as possible, this is likely to be January 2024. Each following year will be published with the PDF and ICS files in December; <https://www.xoserve.com/news/2024-billing-calendar/>)  For the avoidance of doubt: The billing calendar CSV file will contain all Invoice Types and, the General and Specific Services monthly billing dates.  Service line reference is ASGT-CS-SA10-09. 'How service requirement delivered' will need to be updated.  The CSV will be 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   1. Invoice Date e.g. 20230604   Formatted as date YYYYMMDD   1. Payment Due Date e.g.20230420   Formatted as date YYYYMMDD   1. Bank Holiday e.g. Christmas, Boxing Day, New Year   Formatted as text and aligning to how they are referenced on Gov.uk   1. Bank Holiday Date e.g. 20231225   Formatted as date YYYYMMDD  **Change Funding Arrangements:**  Due to the size and nature of the proposed change, we do not anticipate any additional funding requirement will be necessary to complete the required work; with activities, including ongoing, future activity, being performed by Service & Operate funded resources.  Example File:  Note: The first entries include all the bank holidays for the year and are not related to the invoice on the same line. |

# Associated Changes

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| Associated Change(s) and Title(s): | None |

# DSG

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| Target DSG discussion date: | 18/12/2023 |
| Any further information: | To discuss any comments provided from the Detailed Design Change Pack representations. |

# Implementation

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| Target Release: | As soon as possible |
| Status: | For approval |

Industry Response Detailed Design Review

«RangeStart:HDS»   
   
**Change Representation**

(To be completed by User and returned for response)

***Please consider any commercial impacts to your organisation that Xoserve need to be aware of when formulating your response***

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| User Contact Details: | Organisation: | «h1\_organisation» |
| Name: | «h1\_name» |
| Email: | «h1\_email» |
| Telephone: | «h1\_telephone» |
| Customer decision on Change Pack: | «h1\_userDataStatus» | |
| Commercial impacts: | «h1\_commercial\_impacts» | |
| Representation Publication: | «h1\_consultation» | |
| Representation Comments: | «h1\_userDataComments» | |

**Xoserve’ s Response**

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| Xoserve Response to Organisations Comments: | «h1\_xoserveResponse» |

Please send the completed representation response to [uklink@xoserve.com](mailto:uklink@xoserve.com)

«RangeEnd:HDS»

Change Management Committee Outcome

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| Change Status: | Approve | Reject | | | Defer |
| Industry Consultation: | 10 Working Days | | 15 Working Days | | |
| 20 Working Days | | Other [Specify Here] | | |
| Date Issued: | 18/12/2023 | | | | |
| Comms Ref(s): | 3244.3 – VO - PO | | | | |
| Number of Responses: | 3 | | | | |
| Solution Voting: | Shipper | | | Approve | |
| National Grid Transmission | | | Please select. | |
| Distribution Network Operator | | | Please select. | |
| IGT | | | Please select. | |
| Meeting Date: | 10/01/2024 | | | | |
| Release Date: | Adhoc | | | | |

Please send the completed representation response to [uklink@xoserve.com](mailto:uklink@xoserve.com)

Version Control

# Document

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| Version | Status | Date | Author(s) | Remarks |
| V0.1 | Draft | 06/12/2023 | Benjamin Snell | Initial draft |
| V0.2 | Draft | 08/12/2023 | Benjamin Snell | Stakeholder feedback |
| V1.0 | For approval | 13/12/2023 | Benjamin Snell |  |