

Transco GT Guidance Notes for the management of Prime and Sub Deduct Meters - Post July 2005.

Prepared by Business Projects / Customer Operations - xoserve

A document to aid understanding of xoserve treatment of information received directly from Shippers. This document deals specifically with the purpose of updating Sites and Meters (S&M) when recording all relevant information as received and the subsequent flow of information to Shipper(s).

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Disclaimer:

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1. Introduction.

This document has been prepared to support the implementation of the xoserve NGT management of Prime and Sub deduct metering processes (excluded from RGMA Release 1), which comes into effect from 12/07/05. Following industry discussions at the Network Code Meter Asset Sub group, it was agreed that Prime and Sub deduct activities will be managed through existing processes utilising a combination of automated and low technology flows which do not involve any system changes.

1.1 Document Scope.

This document summarises the processes and procedures for Prime and Sub deduct configurations post July 2005. It is intended to provide clarification with regards to how xoserve NGT will treat information from Shippers whenever there is a physical or corrective change to the asset data and to clarify which files are generated by the GT for issue to shippers. Reference is also made to Meter Link Code changes and query processing.

The Prime and Sub deduct charging methodology remains unchanged and is therefore not within the scope of this document.

1.2 Prime and Sub Deduct General Principles.

The systems and processes detailed in this document take the business rules prepared through the NWC Meter Asset Sub Group into consideration.

- MAM appointment and de-appointment processes will remain the responsibility of the supplier / shipper.
- UK Link File Formats that are currently used in relation to Primes and Sub deducts for communication purposes will remain unchanged.
- No changes to read or reconciliation processes.
- No changes to the Transfer of Ownership Process.
- No changes to the establishment of Meter Link Code.
- Transportation adjustment principles remain unchanged.
- No Greenfield Prime meter installation expected.
- No Greenfield installation of Sub deduct meters is expected.
- Installation or update of meter mechanism to pre-payment meter for a Prime is not permissible.
- The process is consistent for both DM and NDM Meter Points in terms of providing physical and corrective updates to the GT.
- Prime Link Code will be set to Freestanding where it is confirmed that all associated sub deduct meters are of 'CA', 'CL' or 'RE' status.
- Physical meter activities on Prime meters which interrupt gas supply to sub deduct meters or changes in offtake on sub deduct meters which may require changes to upstream configurations shall be coordinated between shippers / suppliers / end consumers and the MAM.
- Shippers shall provide all mandatory information as per the Composite Form (Appendix A) to update S&M following physical work activity. If all mandatory details are not provided, it will be returned to shippers who shall then provide the missing details within 6 working days.
- Prime and Sub deduct configuration details are available to shippers via Internet Access to Data (IAD).
- Where a site visit by xoserve (or by another party) determines an asset discrepancy, it will be the responsibility of the RSU to take steps to validate the information with the appropriate MAM and then notify xoserve via the Composite Form or the PRS Contact Code on ConQuest.
- Shippers shall send the Composite Form to the GT within 6 days of receipt of the job completion as per Network Code.

- The Composite Form is the vehicle used by the GT that when submitted by Shippers is the mechanism for shippers fulfilling their C&D Obligations.
- The Composite Form is not an xoserve document. It is an OFGEM initiated template to be used as a means of notifying the GT of C&D activities.
- Corrective updates will be submitted via ConQuest with the contact code PRS.
- Transitional work (work in progress) will be completed in line with the system and processes it started in.
- Where ever possible xoserve communication will be via Conquest

2. Physical Meter Work Activity.

2.1 Overview of Responsibilities.

The existing meter works requests processes between TM and xoserve will be withdrawn on 11th July 2005.

Replacement meter works processes have been developed between industry participants and encompass the following activities.

- 1) Prime and Sub deduct work requests will be raised directly with MAMs.
- 2) The xoserve Information Centre will provide meter / converter configuration details as requested.
- 3) Meter works activities including quotations and work management will be managed by MAMs.
- 4) All completed work details will be passed to xoserve by the shipper via the Composite Form.
- 5) xoserve will update the asset details on S&M, triggering the MRBILLREADS file (M03 record) to the shipper (exclusions apply).
- 6) MAMs will be responsible for the meter works charges.
- 7) MAMs will advise the supplier of the job outcome.

Where a competent person has replaced existing metering equipment on a Prime or Sub deduct meter point, the notification of the connection and or disconnection should be sent to xoserve via email to a Box account. The composite form shall be the media for providing all relevant data. The Meter Link Code of the Meter Point must be provided.

The following sections cover the system treatment and the subsequent file generation for each physical activity that could be undertaken to a Prime and Sub deduct configuration.

2.1.1 New Physical Installation of a Prime Meter.

It is not possible to create a new sub deduct arrangement by installing a prime. This is because Network Code only allows sub deduct arrangements that were in place and recognised before 1st March 1996.

2.1.3 Physical Exchange of a Primary Meter.

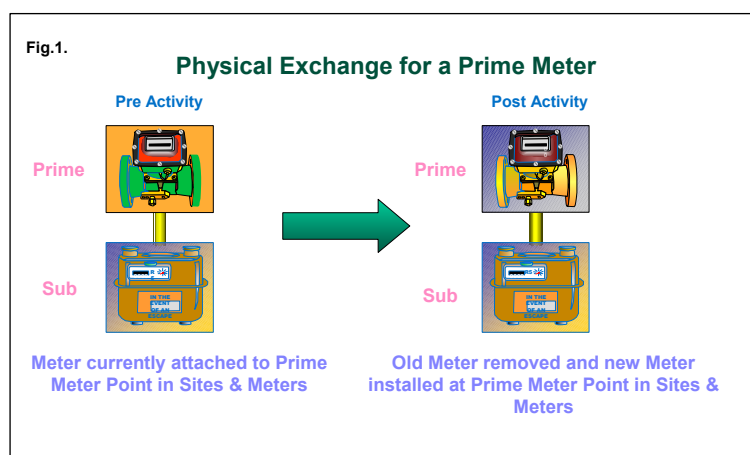
Shipper responsibility:

- Prepayment meters cannot be installed on a Prime Meter point.
- No information is required on the Sub deduct Meter or Sub deduct Meter Point (including readings)
- Faulty meters will be treated as a physical exchange and should be submitted to xoserve via the Composite Form.
- Physical meter activities on Prime meters which interrupt gas supply to sub deduct meters or changes in offtake on sub deduct meters which may require changes to upstream configurations shall be coordinated between shippers / suppliers / end consumers and the MAM.
- Shippers shall provide all mandatory information as per the Composite Form (Appendix A).

xoserve responsibility:

- The RSU of the Sub deduct meter(s) will not receive any information when the associated Prime meter has been updated.
- M03 record will be issued to the RSU of the Prime meter when the details are recorded on S&M.
- If the manufacture is unknown to S&M, the Composite Form will be rejected back to the shipper to be progressed through the MDD Forum.
- Where the Meter Model is a new configuration, it will be accepted.

A diagrammatical representation of this activity is illustrated in Fig.1.



2.1.4 Physical Exchange of a Sub Deduct Meter.

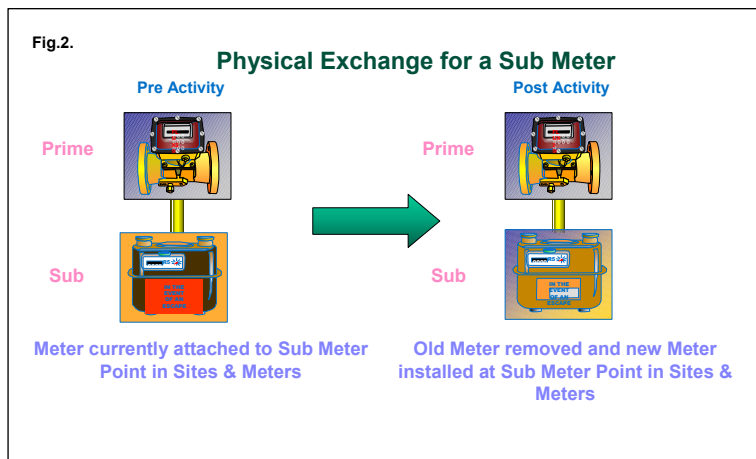
Shipper responsibility:

- No information is required on the Prime Meter or Prime Meter Point (including readings)
- Physical meter activities on Prime meters which interrupt gas supply to sub deduct meters or changes in offtake on sub deduct meters which may require changes to upstream configurations shall be coordinated between shippers / suppliers / end consumers and the MAM.
- Shippers shall provide all mandatory information as per the Composite Form (Appendix A).

xoserve responsibility:

- M03 record will be issued to the RSU of both the Prime meter and the Sub deduct meter when the details are recorded on S&M.
- If the manufacture is unknown to S&M, the Composite Form will be rejected back to the shipper to be progressed through the MDD Forum.
- Where the Meter Model is a new configuration, it will be accepted.

A diagrammatical representation of this activity is illustrated in Fig.2.



2.1.5 Physical Removal of a Prime Meter.

Shipper responsibility:

- No information is required on the Sub deduct Meter or Sub deduct Meter Point (including readings)
- Physical meter activities on Prime meters which interrupt gas supply to sub deduct meters or changes in offtake on sub deduct meters which may require changes to upstream configurations shall be coordinated between shippers / suppliers / end consumers and the MAM.
- Shippers shall provide all mandatory information as per the Composite Form (Appendix A).

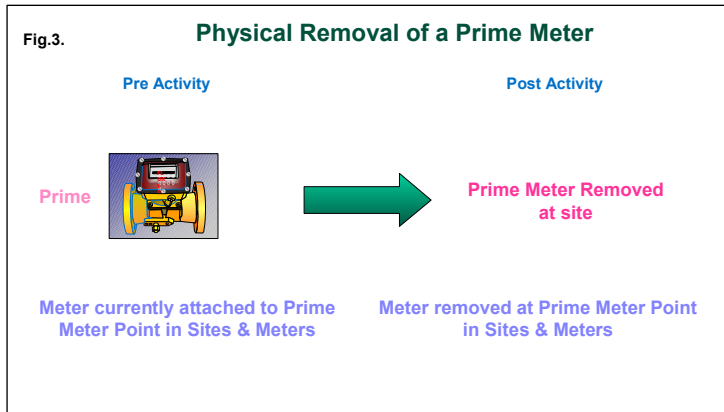
xoserve responsibility:

- The RSU of the Sub deduct meter(s) will not receive any information when the associated Prime meter has been updated.

- M03 record will be issued to the RSU of the Prime meter when the details are recorded on S&M.

To reflect the physical status of meters on Sites & Meters.

A diagrammatical representation of this activity is illustrated in Fig.3.



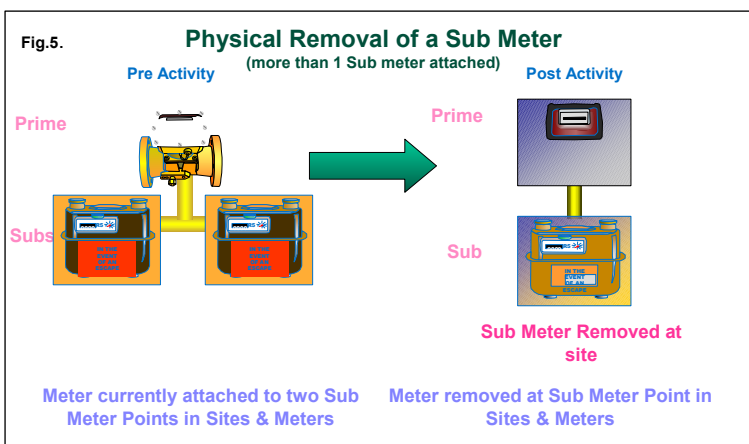
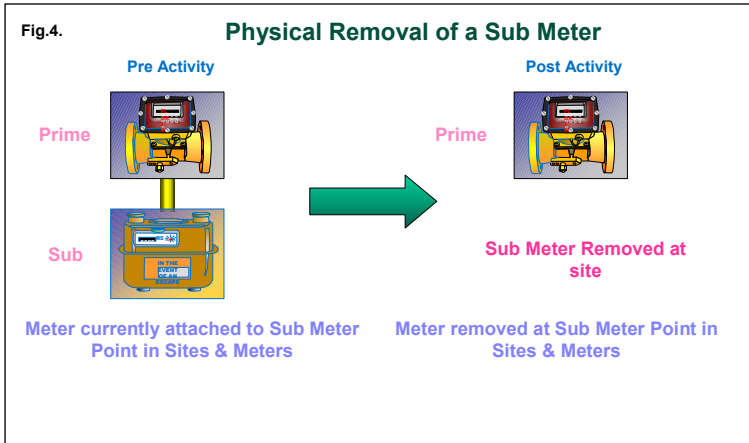
2.1.6 Physical Removal of a Sub Deduct Meter.

Shipper responsibility:

- Physical meter activities on Prime meters which interrupt gas supply to sub deduct meters or changes in offtake on sub deduct meters which may require changes to upstream configurations shall be coordinated between shippers / suppliers / end consumers and the MAM.
- Shippers shall provide all mandatory information as per the Composite Form (Appendix A).

xoserve responsibility:

- M03 record will be issued to the RSU of both the Prime meter and the affected Sub deduct meter when the details are recorded on S&M.
- When all the Sub deduct meters in the configuration are removed, the Prime meter will become Freestanding. This is illustrated in Fig.4. Fig.5. illustrates where there is more than one Sub deduct meter in the configuration.



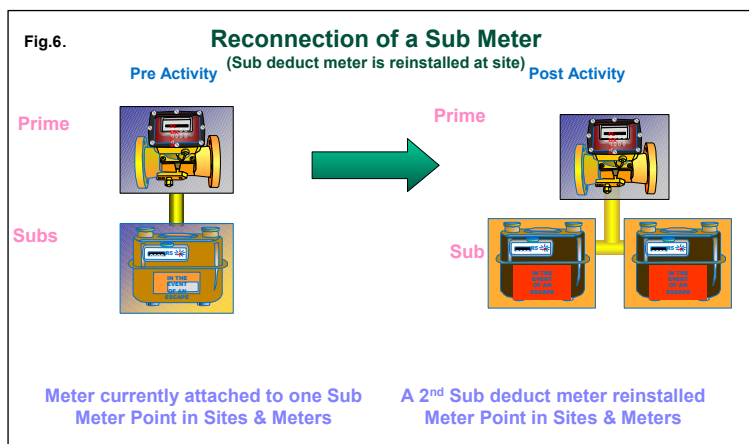
2.1.7 Reconnection of a Sub Deduct Meter.

Shipper responsibility:

- Information is required on Composite Form of the Prime Meter or Prime Meter Point (including readings)
- Physical meter activities on Prime meters which interrupt gas supply to sub deduct meters or changes in offtake on sub deduct meters which may require changes to upstream configurations shall be coordinated between shippers / suppliers / end consumers and the MAM.
- Shippers shall provide all mandatory information as per the Composite Form (Appendix A).

xoserve responsibility:

- M03 record will be issued to the RSU of both the Prime meter and the Sub deduct meter when the details are recorded on S&M.
- If the manufacture is unknown to S&M, the Composite Form will be rejected back to the shipper to be progressed through the MDD Forum.
- Where the Meter Model is a new configuration, it will be accepted.



3. Corrective Meter Asset Updates.

3.1 Corrective Update Procedure.

The corrective update procedure shall be used to notify xoserve of updates to metering detail not associated with a physical metering activity at site. Consequently, such information will not update the C&D Store.

Shipper responsibility:

- The Prime and Sub deduct link contact query code (PRS) in ConQuest will be used for data updates for Prime and Sub deduct meters.

- Shippers will contact the appropriate MAM(s) to ensure data accuracy.

xoserve responsibility:

- Corrective updates will be handled via ConQuest.
- If any amendments are made to billing critical attributes, an M03 record will be issued to the RSU of the affected Meter Point.

Sections 3.1.1 and 3.1.2 cover the system treatment and the subsequent file generation for when corrective updates are undertaken within S&M to reflect the physical state on site.

3.1.1 Corrective Update Activity on a Prime meter.

The following scenarios will result in a corrective update to S&M:

‘Found’ meter - These are the same as new installations. These are not existing Freestanding (‘F’) meters on S&M where the Link Code has changed to ‘P’ but are missing meters from S&M which have been physically ‘Found’ on site.

‘Missing’ meter - These are the same as removals where the asset details are present on S&M but the meter is physically missing from site.

Corrective exchange - This will be undertaken on S&M where the billing attributes on site are different to the attributes held on S&M. S&M will be updated to bring the data into line with that currently at site.

The following responsibilities for xoserve and the shipper are applicable for each corrective update activity on a prime meter.

Shipper responsibility:

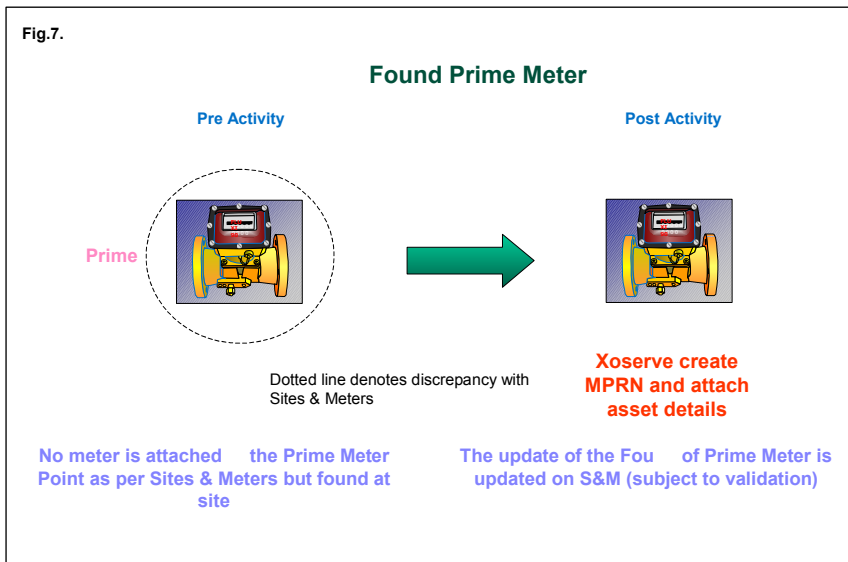
- Meter Point Reference number has to be requested (via the PRS ConQuest contact code) for ‘Found’ meters.
- All meter details need to be provided which reflect the physical relationship on site. Where possible, details on the Sub deduct meter(s) should also be provided.
- Shipper has the responsibility to progress via the MDD Forum, any unknown manufacturer codes which are rejected via Conquest by xoserve.
- Physical meter activities on Prime meters which interrupt gas supply to sub deduct meters or changes in offtake on sub deduct meters which may require changes to upstream configurations shall be coordinated between shippers / suppliers / end consumers and the MAM.

xoserve responsibility:

- Create Meter Point Reference Number where necessary.
- The RSU of the Sub deduct meter(s) will not receive any information when the associated Prime meter has been updated.
- S&M will be updated to reflect the live physical state as provided by the shipper.

- M03 record will be issued to the RSU of the Prime meter when the details are recorded on S&M.
- If the manufacture is unknown to S&M it will be rejected back to the shipper (via Conquest) to be progressed through the MDD Forum.
- Where the Meter Model is a new configuration, it will be accepted.

A diagrammatical representation of a ‘found’ meter is illustrated in Fig.7.



3.1.2 Corrective Update on a Sub Deduct Meter

As per section 3.1.1, the same scenarios for a corrective update to a Sub deduct meter are anticipated.

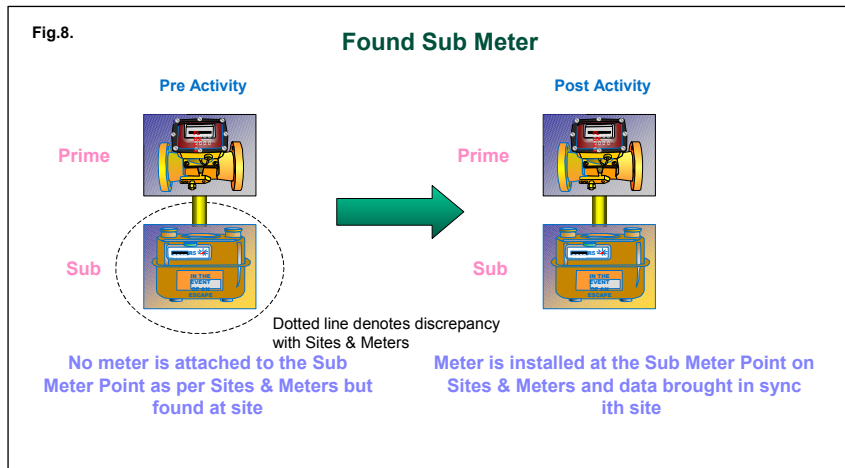
Shipper responsibility:

- Meter Point Reference number has to be requested (via the PRS ConQuest contact code) for ‘Found’ meters.
- All meter details need to be provided which reflect the physical relationship on site.
- Shipper has the responsibility to progress any unknown manufacture codes that are rejected by xoserve through MDD.
- Physical meter activities on Prime meters which interrupt gas supply to sub deduct meters or changes in offtake on sub deduct meters which may require changes to upstream configurations shall be coordinated between shippers / suppliers / end consumers and the MAM.

xoserve responsibility:

- Create Meter Point Reference Number if necessary.
- S&M will be updated to reflect the physical state on site.
- M03 record will be issued to the RSU of both the Prime meter and the Sub deduct meter when the details are recorded on S&M.
- If the manufacture is unknown to S&M it will be rejected back to the shipper to be progressed through the MDD Forum.
- Where the Meter Model is a new configuration, it will be accepted.

A diagrammatical representation of a ‘found’ sub deduct meter is illustrated in Fig.8.



4. Meter Link Code Queries & Updates.

xoserve will investigate meter link code challenges and resolve the query. Meter link code changes will trigger the N90 or U06 records to the RSU. The flow diagram in Appendix B, which relates to Corrective Updates, illustrates the flows of these files between involved parties.

The N90 record (Meter Reading and Access Instructions) was designed as a clone of the U06 for meter points within the bundled read service. The U06 is issued for Freestanding Meter Points.

The following table summarises the combinations of Meter Link Code changes and the files that are generated as a result of the change:

C	Modified Meter Link Code	U06 / N90 triggered to the RSU.
F	P	N90
F	S	N90
P	S	N90
P	F	U06
S	P	N90
S	F	U06

Post July 2005, there are no changes to the process when an NDM Prime/Sub deduct changes to a NDM Freestanding. This will continue to trigger a U06 record and if an NDM

Freestanding meter is changed to an NDM Prime/Sub deduct, an N90 record will continue to be generated.

Appendix B provides a high level visibility of these processes and the relevant parties. A more detailed representation of the processes has been reflected in Process Flow Diagrams, which can be viewed in Appendix C.

5. Meter Rental Invoicing.

Suppliers will continue to receive meter asset rental invoices from their MAM.

6. Meter Rental Queries.

TM Billing will continue to handle Meter Rental queries in the transition period.

APPENDICES:

Appendix A:

CONNECTION/DISCONNECTION NOTIFICATION

Meter Installation/Exchange/Remove & Reposition

(Under Paragraph 12 of Schedule 2B of the Gas Act, this information is to be submitted at least 48 hours before the work is carried out. Where it is not reasonably practicable to provide all the mandatory information in advance, the missing information can be provided within 48 hours of the work being completed.)

Please Note: Shaded areas indicate legal requirements	
To	
This form should be sent directly to the GAS SUPPLIER if known, otherwise contact the relevant GT (if Transco, telephone number: 0845-6050570)	

Competence Level		
Complete appropriate Level	Registered Gas Meter Installer (OAMI) - Ofgem Registration No	
	CORGI Registered Gas Meter	
	(Please tick)	

Details of Meter Installer / Remover	
Company Name (if applicable)	
Address	
Postcode	
Telephone number	
Installers name	

requestor of Meter Work (e.g. name of Gas Supplier or user)	
--	--

Place of Installation / Removal	
Site/Address	
Postcode	

Meter Point Reference Number (This can be found on the gas bill)	
---	--

Customer's Name:	
Account Number:	
Address:	
Postcode:	
Telephone Number:	

Proposed Date Work:	/	Time (delete as appropriate):	AM / PM
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	Date: / /
Position in Company (if applicable):	

Work Description (please tick box)			
Meter Installed:		Meter Removed:	
		Meter	
			Meter Repositioned:

Meter Details		
	New Meter Details	Old Meter Details
Date of Installation/Removal:	/ /	/ /
Time of Installation/Removal:	AM / PM	AM / PM
Meter Serial No:		
Manufacturer:		
Type:	Diaphragm Ultrasonic Rotary	Diaphragm Ultrasonic Turbine Rotary
Meter Model: 6, U16		
Max. Badged Capacity:		
No. of reading dials:		
i.e. x1, x10, x100		
Reading Units:		
<i>Delete as appropriate</i>	Cubic Ft / Cubic Metres	Cubic Ft / Cubic Metres
Prepayment Meter:	Y / N	Y / N
ted:	Y / N	
	Y / N	
	Y / N	
(If yes, complete section on page 3)		
Bracket Fitted:	Y / N	
Meter Pulse Value:		

Meter Owner Details		
	New Meter	Old Meter
Address of Owner:		
Postcode:		
Telephone No.		
Emergency Contact No.		
i.e. Transporter, Supplier or Customer <i>Delete as appropriate</i>	T/S/C	T/S/C

*Installers Signature:	Date: / /
Position in Company (if applicable):	

Converter Details (where applicable)		
	On Connection to Meter	On Disconnection From Meter
Manufacturer		
Year of Manufacture		
Serial No.		
Reading (unconverted)		
Reading (converted)		
Pressure Conversion		
Compressibility Conversion		
Density Conversion		
No. of dials (unconverted)		
No. of dials (converted)		
Converter Model		
Index Scaling: i.e. x1, x10, x100		
Converter Reading Units i.e. 10's, 100's, 1000's		

For Meters With An Annual Load Above 25,000 Tpa / 732,000 KWh	
Gas Meter Height Above Sea-level (Metres)	
Meter Pressure (milli-bars)	

Additional information (e.g. on meter repositioning where there is no change of data):

Appendix B:



Flow Diagram for Physical Works



Flow Diagram for Corrective Updates

Appendix C:



Physical work
activity_Low level detail



Corrective
Updates_Low level de