Class Change End to End Process Walkthrough

24th October

An information only call out.

Denotes a change in the process.

A BRD reference.

File Changes – No change

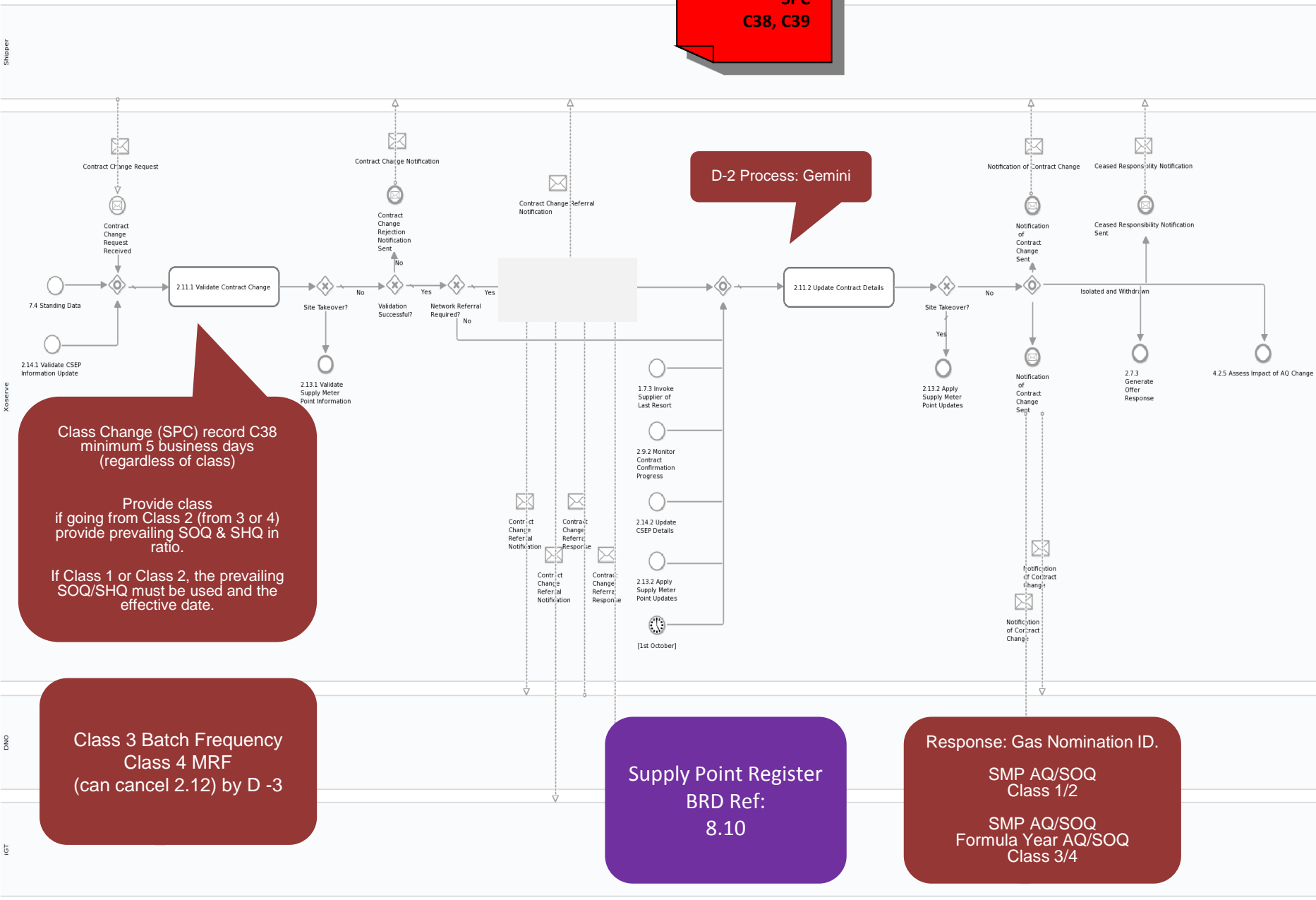File Changes - Minor

File Changes - Medium

File Changes – Major

File Changes - New

XOserve

respect ⟩ commitment ⟩ teamwork

Manage Class Change

**SPC
C38, C39**

D-2 Process: Gemini

Shipper

Contract Change Request

Contract Change Notification

Notification of Contract Change

Ceased Responsibility Notification

Xoserve

Contract Change Request Received

Contract Change Rejection Notification Sent

Contract Change Referral Notification

Notification of Contract Change Sent

Ceased Responsibility Notification Sent

7.4 Standing Data

2.11.1 Validate Contract Change

Site Takeover?

No

Validation Successful?

Yes

Network Referral Required?

Yes

No

2.11.2 Update Contract Details

Site Takeover?

No

Isolated and Withdrawn

2.14.1 Validate CSEP Information Update

2.13.1 Validate Supply Meter Point Information

Yes

2.13.2 Apply Supply Meter Point Updates

Notification of Contract Change Sent

2.7.3 Generate Offer Response

4.2.5 Assess Impact of AQ Change

Contract Change Referral Notification

Contract Change Referral Response

1.7.3 Invoke Supplier of Last Resort

Notification of Contract Change

Contract Change Referral Notification

Contract Change Referral Response

2.9.2 Monitor Contract Confirmation Progress

2.14.2 Update CSEP Details

2.13.2 Apply Supply Meter Point Updates

[1st October]

Notification of Contract Change

Class Change (SPC) record C38 minimum 5 business days (regardless of class)

**Provide class
if going from Class 2 (from 3 or 4) provide prevailing SOQ & SHQ in ratio.**

If Class 1 or Class 2, the prevailing SOQ/SHQ must be used and the effective date.

DNO

**Class 3 Batch Frequency
Class 4 MRF
(can cancel 2.12) by D -3**

**Supply Point Register
BRD Ref:
8.10**

Response: Gas Nomination ID.

**SMP AQ/SOQ
Class 1/2**

**SMP AQ/SOQ
Formula Year AQ/SOQ
Class 3/4**

IGT