Version:	**4.00**	Date of Issue:	**11 Oct 05**	Reference No:**C05/9009**
Title:**Gas Trades and Gas Flow Input and Output Nominations/ Renominations – Business Associate Connection to Gemini Fails**				
Location:	**Shipper**		Performed By:	**Shipper**
Business Rule No.(s) **N/A**			Author:	**Anna Bowtell**

When to use this procedure?	Use this procedure to Nominate/ Renominate for D-1 and D (Gas Day) when the connection to Gemini has failed and you are unable to gain access
Additional Information	ANS = Active Notification System **In the first instance, use CSV file format C008(F)** and send to **GNCC.Operations@uk.ngrid.com** Send proforma **C008** by fax/ email **only if CSV file format is not available.**

Procedure View	Time/ Performance Criteria	Description
		Input trigger: Unable to access Gemini due to connection Failure. Contact National Grid Helpline 08705 216121 to report the failure and obtain a call reference number. Receive telephone call and/ or an ANS message from National Grid Gas Operations informing you that there are technical problems with connecting to Gemini and that Demand Forecast information is available on Shipper Information Service (SIS). Access SIS Weather and Demand database/ Forecast Demand or search on the Information Exchange web site for report SISR03. Record all Nominations/ Renominations in an appropriate format for your records. . Is Gemini available prior to Demand Attribution Runs at: **D: 1000, 1300, 1600, 2030** **D-1: 1300, 1600, 0000**

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Procedure View	Time/ Performance Criteria	Description
(1) (2) Receive Notification that connection is restored		Receive ANS from National Grid informing you that technical problems have been resolved.
Enter Nominations/ Renominations into Gemini		Enter all your Nominations/ Renominations (Input and Output) into Gemini
END		
Point A Submit DM Nomination and Renominations to National Grid		Check LDZ Demand Forecast on SIS. Submit **ONLY DM Nominations/ Renominations** on CSV File format **C008(F)** or proforma **C008** and send to **GNCC.Operations@uk.ngrid.com** NOTE 1: Failure to complete the files or proformas correctly will result in non input NOTE 2: National Grid will not undertake Renomination Validation or Matching of Gas Trades.
Is Gemini Available? NO YES (1) (2)		Is the system available before end of Day?

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Procedure View	Time/ Performance Criteria	Description
① ② → Receive Notification that connection is restored		Receive ANS from National Grid informing you that technical problems have been resolved.
Enter changes into Gemini		Enter all Nomination/ Renomination changes into Gemini and check the data entered by National Grid.
END		
Record and Submit Renominations		Record all Input and Output Renominations in an appropriate format. If Gemini is not available at the end of the Gas Day, send the Renominations via CSV file format **C008(F)** or proforma **C008** to National Grid for datafixing between **0400** and **0600**. **NOTE 1**: Failure to complete the files or proformas correctly will result in Non Input **NOTE 2**: National Grid will not undertake Renomination Validation or Matching of Gas Trades during a contingency period.
Check Data on Gemini		Check Data in Gemini when access is restored.
END		*Output results: Access to Gemini restored.*