

From: ".Box.UKLINK.Manual" <uklink@xoserve.com>
Subject: LJ/1032/DJ - COR0962 - Proposed Changes to Shipper Agreed Reads (SARS)
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Communication Ref : LJ/1032/DJ

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Dear Colleague

As part of the Change of Supplier process a confirming User is obliged to load a valid opening read within D+10 of the supply point's confirmation start date. In instances where this obligation is not met xoserve will automatically estimate an opening read. The Shipper Agreed Reads process (SARs) is in place to allow the Confirming User to replace the estimated read once an agreement between the Withdrawing and Confirming User has been successfully reached.

Shipper Agreed Read can be submitted to xoserve via the U01 record; the BISCUIT (Basic Inter Shipper Communication Using Internet Technology) file or FAX, submission of SARs using the U01 record is unchanged by this process.

As part of the ongoing communications for change order COR962 regarding the Query and Workflow Management project the following change proposal was raised with the ConQuest External User Group in respect of the Shipper Agreed Reads process. This change proposal has been for a period of consultation with the relevant business contacts. Within this period no negative comments were received that impacted the proposal relating to the file formats issued via the web interface or the existing I'X Link.

The process changes proposed that will become effective upon implementation of the Q system are:-

- o Users will be able to raise a SAR submission via the User Interface on the Q system. The current method of faxing SAR submissions will be removed.
- o BISCUIT file submission will be via Web upload on the Q system, the use of email to send the file as an attachment to xoserve will be removed.

There are no proposed changes to the Data items contained within the BISCUIT file and Users will continue to receive notification of read acceptance /rejection via I'X on the .MBR file.

For information purposes only details of the U01 record and BISCUIT file are listed below in the attachments.



As this is a User Pays service an additional service line will be added to cater for submissions via the Q system.

User's comments are invited upon this change by Friday 7th January 2011 to uklink@xoserve.com

Debi Jones

Projects Officer

xoserve Projects & Change Management

31, Homer Road, Solihull, B91 3LT.

0121 623 2332

Debi.jones@xoserve.com

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