

Transition Business Rules

for

Project Nexus

submitted to Project Nexus Workgroup

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1. Glossary/Defined Terms

Term / Acronym	Definition
Class	The new Classification of a Supply Point. Referred to as 'Product' in the Nexus BRD's (Mod 0432 & 0434)
Cut-Over	Moving from current arrangements to the new arrangements
Go Live	Implementation of the new arrangements
In-Flight	Processes that commence pre implementation & complete post implementation
Non Effective days	 The suspension of revisions to the supply point register and the suspension of Code Communications for: Supply Point Nomination Supply Point Offer Supply Point Confirmation Supply Point Objection Supply Point Withdrawal request for Isolation application to reduce or increase Supply Point Capacity or Supply Point Offake Rate Meter Asset information updates Other updates to the supply point register
UK Link Suspension	The period when UK Link operations cease, to enable the revised systems hardware and software to be loaded in readiness for Go Live

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2. Document Purpose

The purpose of this document is to accurately capture the business rules for transition from the current UNC to the new industry requirements developed through the Nexus Workgroup (PN UNC). This document describes the processed that will have an end date as a result of the relevant modifications. For information, an additional document is to be prepared to explain how new processes (created by the relevant modifications) will operate immediately after go live e.g. how a smaller supply point reconciliation will be processed where read 1 pre dates Go Live.

Adequate information will be provided to enable the industry to approve the documented requirements.

The business rules are based on presentations and discussions at the Nexus Workgroup. Once the rules are sufficiently developed they will be documented here for each business area. Section 6 lists the areas discussed and the status of the rules, agreed or to be agreed.

This final approved version of the document will form the base for any Modification or business and functional changes required to implement the transitional business rules.

2.1 Intended Audience

- Gas Shippers/Suppliers
- Gas Transporters (Larger and Small)
- Xoserve
- Customer Representative(s)
- Ofgem

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3. **Executive Summary**

3.1 Introduction to the change

This document contains the matters for consideration for the transition of existing UNC rules to the proposed rules generated by Modifications:

- 0432 Project Nexus Gas Demand Estimation, Allocation, Settlement and Reconciliation Reform
- 0434 Project Nexus Retrospective Updates -
- 0440 Project Nexus iGT Single Service Provision -
- iGT UNC 039 Use of a single Gas Transporter agency for the common services and systems and processes required by the iGT UNC
- 467 Project Nexus iGT Single Service Provision Data Preparation,
- 473 & 473A Project Nexus Allocation of Unidentified Gas

If required, further Modifications will be added as they are raised.

3.2 **Change Drivers and Business Goals**

Drivers

To deliver the new industry requirements with the least disruption to the industry

Business Goals

To develop an industry agreed robust regime for the transition from current to new arrangements as defined within Modifications listed under Section 3.1.

3.3 **Related Documents**

As well as the Modifications referenced under section 3.1 the following documents are the business requirements documents developed by the Nexus Workgroup (PN UNC)

Document Title	Location
Annual Quantity BRD v5.0	Joint Office Website
iGT Agency Services BRD v2.0	Joint Office Website
Invoicing BRD v2.0	Joint Office Website
Reconciliation BRD v 3.0	Joint Office Website
Retrospective Updates BRD v 4.0	Joint Office Website
Meter Read Submission & Processing and Settlement	Joint Office Website
Arrangements for all Gas Meter Points BRD v 4.0	
Supply Point Register BRD v 3.0	Joint Office Website
Transition Topic Register	Joint Office Website

4. Scope

4.1 In Scope

Transitional arrangements required to deliver the changes required under the Modifications listed in Section 3.1

4.2 Out of Scope

Changes required as a result of Smart metering & DCC implementation _

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- Transition Business Rules
- Any Modification not listed under Section 3.1

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5. Assumptions and Concerns

5.1 Assumptions

There will be a single release for all functionality related to the Modifications 0432, 0434 and 0440
 The processes required by the relevant Modifications will be effective on the implementation date of the Modifications..

5.2 Dependencies

- Timely industry agreement will be required to progress transition topics in line with the broader programme
- The outcome of High Level Design phase of the UKLink Replacement Programme
- Approval of all Nexus Modifications
- Transition rules are agreed in line with the published schedule

5.3 Risks & Issues

- Not all Shippers/Suppliers attend the workgroups or are represented therefore solutions may not be
 representative of the whole industry and consequently there may be opposition to any potential
 Modifications raised.
- There is a risk that transition rules are not agreed and/or are changed late within the programme, leading to a delay in modifications being agreed and impacting implementation timelines.

5.4 Constraints

- Broader change programme as there is a significant level of industry change with similar implementation dates. The industry's ability to achieve all of these changes needs to be taken into consideration when planning transition activities.

5.5 Design Considerations

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6. Transition Topic Register

6.1 Supply Point Category

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
7.1.	Supply Point Classification	Classification of the 'Class' of a Supply Point	G1.5	19/03/2014	15/04/2014

6.2 Supply Point Administration Activities

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
		Supply Point Enquiries	G1.17		
	Supply Point Administration	Nominations	G2.3		
	(not including CSEPs or	Supply Point Offers	G2.4	19/0 <u>3/</u> 2014	
7.2	'Unique Sites')	Supply Point Referrals	G2.3.8		15/04/2014
1.2		Confirmations	G2.5, G2.6		13/04/2014
		Confirmations	&G2.7		
		Objections	G2.8		
		Opening Readings	M5.13		

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6.3 Supply Point Amendments

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
		Capacity Revision			
		SHQ Revision			15/04/2014
		Priority Consumer		19/03/2014 	
7.3	Supply Point Amendments	Market Sector Code			
1.5	Supply Point Amendments	Emergency & Customer			
		Contacts			
		Supplier ID			
		GAO, MAM & MRA Updates			

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Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
7.4	Reconciliation	RbD to Meter Point Reconciliation		02/04/2014	12/05/14 (RbD to meter point reconciliation principles agreed on 04/09/12)
		Meter Point Reconciliation for Smaller Supply Points			
		Filter failures (USRV's)			
		Sharing & Incentive Invoice			

6.5 Meter Information

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
7.5	Meter Information	Asset Updates		15/04/2014	15/04/2014
		Asset Amendments			

6.6 Retrospective Updates

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
See note below	Retrospective Updates	Asset Installation & Removal & Asset Amendments Supply Point Data		15/04/2014	15/04/2014
		Meter Reads		09/09/2014	07/10/2014

Note: Rules for Retrospective Updates are being documented in a separate document as the business rules are not transitional requirements.

6.7 AQ Review

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		ve	Transition Bu	usiness Rules		
	Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
			AQ Review			
			AQ Amendments			
1	7.6	AQ Review	AQ Appeals		12/05/2014	18/06/2014
I	<u>7.6</u>		End of Year AQ Reconciliation (Mod 640)		12/03/2014	10/00/2014

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Note: Rules for AQ Review are being documented in a separate document as the business rules are not transitional requirements.

6.8 Read Submission & Validation

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
On a Dalawa	Read Submission &	Read migration		40/05/0044	18/06/2014
See Below	Validation	Read validation		12/05/2014	

Note: Rules for Read Submission & Validation are being documented in a separate document as the business rules are not transitional requirements.

6.9 AQ & SOQ for Transportation Charges

	Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
I	7. <u>7</u>	Fixed AQ and SOQ	Transportation Charges from Go	G1.6	09/09/2014	09/09/2014

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6.10 Gas Nominations and Allocations

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus
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				Workgroup
7 8	Gas Nominations and	Changes in processes for Gas	09/09/2014	09/09/2014
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6.11 Unique Sites

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
<u>7.9</u>	Unique Sites	SPA activities and Invoicing		04/11/2014	

6.12 Adjustments

Document Reference	Topic Area	Processes Covered	UNC Section Affected	Date Presented at Nexus Workgroup	Date Agreed at Nexus Workgroup
<u>7.10</u>	Consumption Adjustments	DM & NDM consumption adjustments		<u>04/11/2014</u>	

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7. Transitional Business Requirements

7.1 Supply Point Category

- The new arrangements require every Supply Meter Point to be categorised as either Class 1, 2, 3 or 4. As it will not be possible for all Supply Points to be Confirmed by the Shipper into their elected Class until after Go Live all existing Supply Points will be migrated to a default Class
 - All existing Supply Points will be migrated to the new system and processed from Go Live as;
 - Existing DM Mandatory Supply Points (as per legal text for Mod 0432 G1.5.3) to Class 1
 - Existing Daily Metered Elective (DME) Supply Points to Class 2
 - All other Supply Points that do not meet the above criteria to Class 4*

*daily metered voluntary supply points are still under review

- The Default Class of the Supply Point can only be changed to the Shippers preferred Class post Go Live.
- For DN Interruption Contracts, the Shipper will have the obligation to manage the Confirmation to a DM Supply Point where the DNI Contract commences on the 1st October 2015

7.2 Supply Point Administration Activities

Supply Point Enquiries

- The new arrangements will allow a Shipper to request up to 12 months consumption data for a Supply Point via the Supply Point Enquiries process and
- The new arrangements will allow a Shipper to request a Supply Point Enquiry for any Supply Point regardless of AQ, currently a Supply Point Enquiry for a Smaller Supply Point is requested via email.
 - A request submitted after Go Live from a Shipper requesting consumption history for the period pre Go Live will be accepted and up to 12 months consumption history (where available) will be provided in the Supply Point Enquiry response
 - A Supply Point Enquiry for a Smaller Supply Point submitted after Go Live via UKLink communication will be processed the in the same way as a request for a Larger Supply Point.

Supply Point Nomination

- The new arrangements will require a Shipper to Nominate, where applicable, the Supply Point to either Class 1, 2, 3 or 4.
 - Nominations to a Class can only be submitted post Go Live, any requests pre Go Live will be rejected.

Supply Point Offers

There are no changes to the arrangements for submitting a Supply Point Offer however Offers submitted to the Shipper pre Go Live will be based on the current DM/NDM arrangements and not based on the 'Class' of the Supply Point.

All outstanding 'Live' Offers will be invalidated at Go Live and will not be migrated over.

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 A Confirmation received post Go Live confirming an Offer submitted under the old arrangements (DM/NDM) will be rejected.

Supply Point Referral

- There are no changes to the arrangements for the Referral to Distribution Networks following a Supply Point Nomination however the outcome of a Referral is an Offer which will not be valid under the new arrangements.
- A Referral is only required where the Supply Point is DM and the Nomination is requesting a change to the existing SOQ / SHQ.
 - Any Referrals outstanding as a result of a Supply Point Nomination at Go Live will be cancelled and will not be migrated over.
- For a Nomination where a Referral has been cancelled the Shipper will need to submit a new Nomination post Go Live.

Supply Point Confirmation

- The new arrangements require a Shipper to specify their elected Class for Smaller Supply Points. For
- Larger Supply Points the Shipper will Confirm the Offer which specified the Class in the Nomination.
 - All In-Flight Confirmations (accepted pre Go Live) will continue to be processed and categorised under the default Class (see section 7.1 Supply Point Category).
 - To change the default Class of a Supply Point post Go-Live the Registered Shipper will need to submit a Supply Point Amendment or a new Confirmation.

Supply Point Objections

- There are no changes to the arrangements for Supply Point Objections however the timescales for resolving the Objection will be reduced as a result of Non-Effective Days.
- Shippers will need to resolve the Objection within the Objection window else the Confirmation will lapse.
 - All In-Flight Objections (accepted pre Go Live) will continue to be processed

Supply Point Opening Readings

- The new arrangements for obtaining and submitting the Opening Read is different depending on the Class the Supply Point is transferring from and to.
 - The Opening read will be validated and processed as per the current rules pre Go Live.
 - The estimated read will be populated and submitted to the Shipper as per the existing rules.
- The new arrangements for obtaining & submitting the Opening Meter Reading will only apply following a transfer of ownership post Go Live.
- Any Shipper Agreed Reads received pre Go Live will be processed.

7.3 Supply Point Amendments

Supply Point Capacity Revision (SOQ)

- No transition matters identified. Capacity Revision requests submitted prior to UK Link Suspension will be processed.

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Supply Point SHQ Revision

- No transition matters identified Supply Point SHQ Revision requests submitted prior to UK Link Suspension will be processed.
- Priority Consumer
 - No transition matters identified. Priority Consumer requests submitted prior to UK Link Suspension will be processed.
- Market Sector Code
 - No transition matters identified. Market Sector Code update requests submitted prior to UK Link Suspension will be processed.

Meter Read Frequency

- No transition matters identified. Meter Read Frequency update requests submitted prior to UK Link Suspension will be processed.

Emergency Contact Information

- No transition matters identified. Emergency Contact information update requests submitted prior to UK Link Suspension will be processed.

Supplier ID

 No transition matters identified. Supplier ID update requests submitted prior to UK Link Suspension will be processed.

Gas Act Operator (GAO), Meter Asset manager (MAM & Meter Reading Agency (MRA)

No transition matters identified. GAO, MAM and MRA update requests submitted prior to UK Link Suspension will be processed.

7.4 Reconciliation

Reconciliation by Difference (RbD)

- Individual meter point reconciliation for Smaller Supply Points will replace Reconciliation by Difference (RbD), for the period prior to Go Live, RbD will still apply.

- For Smaller Supply Points;
 - the first valid read received after Go Live will trigger a meter point reconciliation back to the previous valid billable meter reading.
 - The reconciliation will be divided into two variances and only the reconciliation charges post Go Live will be issued on an invoice.
- For Larger Supply Point (LSP)

reconciliations will be calculated as normal i.e. from the latest valid read to the previous valid

- meter reading, and the meter point reconciliation charges pre and post Go Live will be invoiced. Where a LSP reconciliation spans Go Live, the treatment of the equal and opposite energy adjustment differs for the period pre and post Go Live.
 - Energy pre Go Live will be applied through RbD.
 - The RBD mechanism will continue for 12 months after Go Live on a rolling basis, 12 months after Go Live RbD will cease and all reconciliation periods will be included the Unidentified Gas Reconciliation.

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- For this 12 month period, all the energy for a period pre Go live will be allocated to the 12 month RbD pot based on SSP market shares based upon existing rules.
- Energy allocated to Unidentified Gas Reconciliation will be allocated based on throughput values (in accordance with Modification 0432).
- For this 12 month period, energy for a period that spans Go Live will be apportioned based on the reconciliation variance into the RbD pot for pre Go Live and for post Go Live the Unidentified Gas Reconciliation methodology.
- Reconciliation periods pre Go Live for LSP's will be fed into the RbD pot for 12 months after which time all reconciliations will go into the Unidentified Gas Reconciliation methodology

The following diagrams shows how the 12 month rolling RbD pot will operate for Larger Supply Point Meter Point Reconciliation and a Smaller Supply Point Meter Point Reconciliation spanning Go Live and for a period post Go Live.

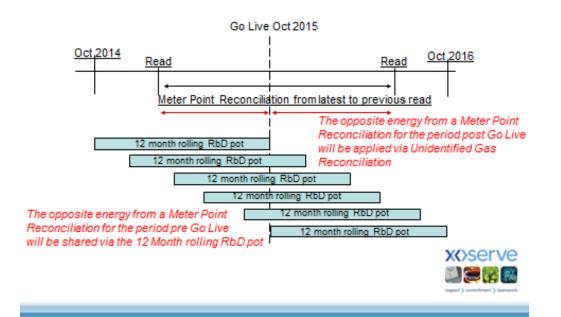
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Larger Supply Point Reconciliation spanning Pre & Post Go Live



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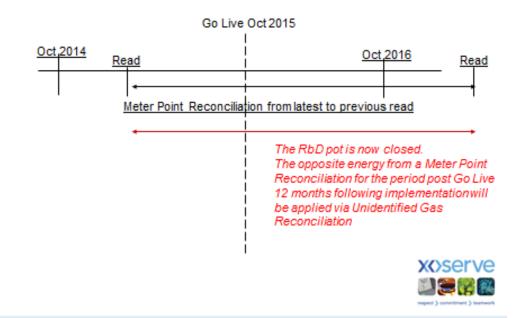
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Larger Supply Point Reconciliation spanning Pre & Post Go Live 12 Months after Implementation



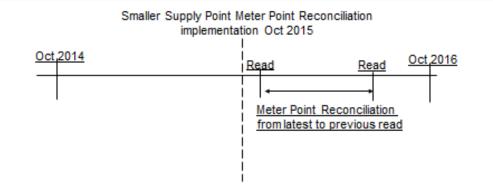
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Larger and Smaller Supply Point Reconciliation post Go Live i.e. no impact on pre Go Live period



The opposite energy from a Meter Point Reconciliation for the period post Go Live will be applied via Unidentified Gas Reconciliation



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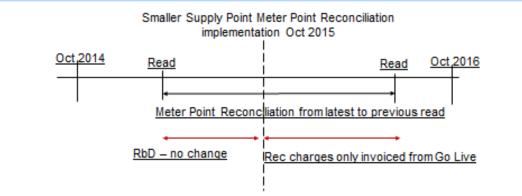
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Smaller Supply Point Reconciliation



The opposite energy from a Meter Point Reconciliation for the period post Go Live will be applied via Unidentified Gas Reconciliation



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User Supressed Reconciliation Variance (USRV) resolution

- USRVs will be generated for reconciliations processed pre Go Live these will require resolution.
 - All outstanding USRV's as at implementation to be resolved by the Shipper within 6 months.
 - Any outstanding USRV's after 6, months will be resolved by Xoserve under User Pays arrangements.
- As part of the migration activity it is being considered that reads that have resulted in a USRV may be marked as 'suspect' so they are not used in any processes post Go Live, e.g. AQ review.
- Meter reads submitted post implementation for a read date pre implementation will be subject to the new read validations.

Sharing and Incentive Invoice

- The incentive regime will end at Go Live. The final invoices relating to this regime will be issued sometime after (exact timing to be determined) Go Live.

7.5 Meter Information

Asset updates and asset amendments

No transition matters identified. Asset updates and amendment requests submitted prior to UK Link Suspension will be processed.

7.6 <u>AQ Review</u>

AQ Review

- The new arrangements will calculate an AQ monthly if a valid read has been submitted within the AQ period and other AQ process rules are satisfied.
 - <u>AQ review activities leading upto 1st October 2015 will be performed</u>
 - The first valid read loaded after Go Live will be considered for calculation of an AQ which, if calculated will go live from the 1st of the following month
 - The AQ calculation will use the reads migrated over from the existing UKLink system
 - Offer Addendum process will close mid-September (all Offers will be invalidated as at Go Live)

AQ Amendments

- <u>The existing AQ Amendments process will cease to exist as meter reads will be validated on submission</u> of the read.
 - There will be no AQ Amendments after August 2015

AQ Appeals

- The existing AQ Appeals process will cease to exist as meter reads will be validated on submission of the
 - Appeals window will not re-open when it closes in July 2015
 - Any outstanding Appeals will be invalidated 1 month before Go Live (to ensure AQ data is not amended prior to migration)

Threshold Crossers (Mod 640 Adjustments)

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- Supply Meter Points that cross the threshold from SSP to LSP will continue to exist under the new arrangements but the End of Year AQ Reconciliation process will not be required due to individual meter point reconciliation.
 - <u>The meter points that have moved from SSP to LSP market will be determined beginning of October</u>
 - The Mod 640 invoice to be issued end of December
 - There will not be an appeal period for the meter points identified as threshold crossers

7.7 AQ & SOQ for Transportation Charges

For Class 3 and 4 Supply Meter Points there will be two AQs and SOQs;

- Rolling AQ for allocation processes
- Fixed AQ and SOQ for transportation charges

The fixed AQ and SOQ will be the value set on 1st December each year and will be effective for transportation charges from 1st April.

From Go Live date the AQ & SOQ used for transportation charges will be the value set on 1st October 2015 and will be used upto the 31st March 2016. A snapshot of the AQ & SOQ will be taken on the 1st December 2015 and applied for transportation charges effective from 1st April 2016.

7.8 Gas Nomination and Allocation Processes

Gas Nominations

ļ	For DM Supply Meter Points (Class 1 and 2) gas nominations will be input by the Shipper for the Go Live date (this is no change for the existing DM Supply Meter Points). Gas Nominations can be submitted upto D-1 of the Gas Flow Day (GFD).
I	For the GFD of Go Live date, where a DM Gas Nomination has not been input by the Shipper a D-7 estimation will be generated and applied. The estimate will not be included in the calculation of Scheduling Charges for the Energy Balancing processes and invoice.
	For the GFD of Go Live date, NDM Supply Meter Points (Class 3 and 4) Gas Nominations will be calculated using the new Supply Meter Point Demand estimation formula.
I	 Forecast LDZ Unidentified Gas will be calculated for the GFD from Go Live date and apportioned to Shippers within an LDZ.
I	All Gas Nominations including Unidentified Gas will be viewable on Gemini.

Allocations

- ___DM Gas allocations will continue as per current processes.
- ____For the GFD of Go Live date, NDM Supply Meter Points (Class 3 and 4) Allocations will be calculated using the new Supply Meter Point Demand estimation formula.
 - __LDZ Unidentified Gas will be calculated for the GFD from Go Live date and apportioned to Shippers within an LDZ using the Unidentified Gas Allocation Factors.
- ___All Allocations including Unidentified Gas will be viewable on Gemini.

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7.9 Unique Sites

Confirmation Reference Number and Logical Meter Number

- All existing non-telemetered Unique Sites Supply Meter Points will be allocated a Confirmation Reference instead of a Logical Meter Number (LMN). Telemetered Supply Points (NTS & LDZ) will continue to be allocated an LMN.
- <u>A Confirmation Number will be generated and assigned to non-telemetered Unique Sites Supply Meter</u> Points and communicated in advance of Go Live. The Confirmation Reference will replace the LMN.

Supply Point Offers

There are no changes to the arrangements for submitting a Supply Point Offer however Offers submitted to the Shipper pre Go Live will be based on the current DM/NDM arrangements and not based on the 'Class' of the Supply Point.

- <u>All outstanding 'Live' Offers will be invalidated at Go Live and will not be migrated over.</u>
- <u>A Confirmation received post Go Live confirming an Offer submitted under the old</u> arrangements (DM/NDM) will be rejected.

Supply Point Referral

- There are no changes to the arrangements for the Referral to Distribution Networks following a Supply Point Nomination however the outcome of a Referral is an Offer which will not be valid under the new arrangements.
- A Referral is only required where the Supply Point is DM and the Nomination is requesting a change to the existing SOQ / SHQ.
 - Any Referrals outstanding as a result of a Supply Point Nomination at Go Live will be cancelled and will not be migrated over.

Transportation Charges

- Transportation charges for the September 2015 billing period will be calculated and issued from legacy systems and files, i.e. Unique Site invoicing file.

7.10 Adjustments

- As a result of the implementation of the retrospective adjustments functionality to update asset data and replace reads directly via a file some of the existing reasons for raising a Consumption Adjustment will no longer be required.
- In-flight DM consumption adjustments at Go Live will be updated by the DMSP into CMS.
- If an adjustment is received following Go Live which does not meet validation requirements and the correct adjustment code in the Contact Management System (CMS) it will be rejected.
- The Adjustment Codes that will remain in the Contact Management System (CMS) are;
 - <u>CMP/Z to raise a consumption adjustment for;</u>
 - Faulty Assets
 - Meter Bypass
 - OFFMAT
 - TOG to raise a consumption adjustment for Theft of Gas

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- <u>DMQ to raise a consumption adjustment for Daily Read Errors</u>
 <u>CMS contact codes that are due to be de-commissioned will be actively managed and closed out prior to
 </u> Go Live.
- Outstanding CMS contacts received prior ro Go Live will be resolved within the M+2 standard.

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8. Document Control

Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Initial Draft	04/04/2014	Xoserve	First draft
0.2	Draft	22/04/2014	Xoserve	Updates agreed at 15/04/2014 & inclusion of Retro Update rules
0.3	Draft	16/06/2014	Xoserve	Updates as agreed at 12/05/14 meeting clarification of rules under section 7.4
0.4	Draft	14/07/2014	Xoserve	Updates to remove sections 7.5 & 7.6 as documented in separate document
0.5	Draft	04/08/2014	Xoserve	Approved updates from version 0.4 and added 'Dates Agreed at nexus' under Section 6
0.6	Draft	21/09/2014	Xoserve	Updates following 9 th September meeting
0.7	Draft	13/10/14	Xoserve	Corrections identified at 07/10/14 meeting
<u>0.8</u>	<u>Draft</u>	<u>28/11/2014</u>	Xoserve	Unique Sites & Adjustment transitional arrangements presented at the November workgroup, also included AQ rules agreed at September PN UNC.

Reviewers

Name	Version	Date
PN UNC		

Approval

Name	Version	Date	

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