

**UK LINK ~~MANUAL CODE~~  
CONTINGENCY ~~GUIDELINES~~  
DOCUMENT**

**~~June 2017~~**

**~~Version 1 For Approval~~**

Version Control

Version	COR	Date of Change	Changes	Author
1 FA	-	June 2017	Update to reflect implementation of UNC Modification 0565A.	David Addison
<a href="#">1.1</a>		<a href="#">July</a>	<a href="#">Amendments following peer review</a>	<a href="#">Jayne McGlone</a>



Version: [ ]

Effective Date: [ ]

1. Introduction

1.1 This document (Document), setting out the processes to be followed in the event of a Contingency Procedure, is the UK Link Contingency Document referred to in paragraph 2.1.1(f) of the UK Link Manual Framework Document.

1.2 This Document is an integral part of and is incorporated in the UK Link Manual.

1.3 The version of this Document that is in force and the date from which it is in force, are as stated above.

1.4 In this Document:

- (a) terms defined in the DSC Terms and Conditions and not otherwise defined in this Document shall have the meaning given in the DSC Terms and Conditions;
- (b) terms defined in any other CDSP Service Document and not otherwise defined in this Document shall have the meaning given in the CDSP Service Document;
- (c) terms defined in the UK Link Framework Document and not otherwise defined in this Document shall have the meaning given in the UK Link Manual Framework Document; and
- (d) the further provisions of the DSC Terms and Conditions as to interpretation apply.

1.5 This Document may be changed in accordance with the applicable procedures contained in the Change Management Procedures.

1.6 The purpose of this Document is to set out the impacts that a Code Contingency (as defined in GTD5.9) may have on certain processes and describes the process that may be followed in the event of such Code Contingency to limit the impact to UK Link Users.

1.7 For the purposes of this Document, references to a UK Link User or UK Link Users exclude the CDSP.

1.8 In the case of the any conflict between the provisions of this Document and the UK Link Terms and Conditions the UK Link Terms and Conditions shall prevail.

[STANDARD FRONT END TO BE REVIEWED]

		UKLink Application		UKLink Network (IX)		Gemini (only data that affects UKLink processes)		Contact Management System (CMS)	
Process	Critical Dates	Failure of UKLink	CDSP Processes following Recovery	Failure of IX	CDSP Process following Recovery	Failure of Gemini	CDSP Processes following Recovery	Failure of CMS	CDSP Process following Recovery
LDZ Capacity Invoice & support	4th Business days	Estimate Invoice balance	Produce invoice & issue	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	no impact	N/A	no impact	N/A

ting info rma tion		se d on pr ev io us m on th s ch ar ge s ad jus te d ba se d on th e nu m be r of da ys	ng wit h adj ust me nts fro m esti ma ted inv oic e						
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		in the billing period							
NTS Entry Capacity invoice & supporting information	4th business day	Issue invoice via IX	Update UK Link following recovery	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	Wait recovery	Calculate & issue invoice	no impact	N/A
NTS Exit Capacity invoice &	4th business day	Issue invoice via IX	Update UK Link follow	Issue via email, following confirmation of receipt update UKLink with invoice issued	None	Wait recovery	Calculate & issue invoice	no impact	N/A

sup por ting info rma tion			ing rec ov ery	date			e		
Co mm odit y Inv oice & sup por ting info rma tion	6t h bu sin es s da y	Es ti m at e In vo ice ba se d on pr ev io us m on th s ch ar ge s ad jus	Pro duc e inv oic e & Iss ue alo ng wit h adj ust me nts fro m esti ma ted inv oic e	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	Estim ate Invoic e based on previ ous mont hs charg es adjus ted based on the numb er of days in the billin g perio d	Pro duc e inv oic e & iss ue alo ng wit h adj ust me nts fro m esti ma ted inv oic e	no impact	N/A

		te d ba se d on th e nu m be r of da ys in th e bil lin g pe rio d							
NTS Entr y Co mm odit y inv	6t h bu sin es da y	Iss ue in vo ice via IX	Up dat e UK Lin k foll ow	Issue via email, following confirmation of receipt update UKLink with invoice issued	None	Wait recov ery	Cal cul ate & iss ue inv oic	no impact	N/A

oice & supporting information			ing recovery	date			e		
Ene rgy Bala ncin g inv oice & sup por ting info rma tion	23 rd bu sin es s da y	Iss ue in vo ice via IX	Up dat e UK Lin k foll ow ing rec ov ery	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	Wait recovery	Cal cul ate & iss ue inv oic e	no impact	N/A
Am end me nt inv oice & sup por ting	18 th bu sin es s da y	W ait re co ve ry	Pro duc e inv oic e & iss ue	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	Wait recovery	Cal cul ate & iss ue inv oic e	no impact	N/A

information									
Ancillary invoice & supporting information	Business Days	Wait recovery	Produce invoice & issue	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	no impact	N/A	no impact	N/A
Notification to Networks of Invoice Issue	24 hours of invoice issue	Issue via email	N/A	Issue via email	None	no impact	N/A	no impact	N/A
Transfer of owner	Supplier Point	Wait recovery	Prioritise transfer	Wait recovery	Prioritise transfer of ownership files for catch-up	no impact	N/A	no impact	N/A

ship processes (Nomination, Offer, Confirmation, Objection & Withdrawal)	System Business Days	ry	er of ownership files for catch-up activities. Process files in date received order						
Ship per Registration	Calendar Day	Wait recover	Prioritise registration files for catch-up	Wait recovery	Prioritise registration & notification files for catch-up	Wait recovery	Update with	no impact	N/A

n (effective date) process	y	ry	ation & notification files for catch-up activities. Process files in date received order		activities. Process files in date received order		revised portfolio information following recovery		
ND M Read	Supply Po	Wait reco	Process file	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A

processing & validation	int System Business Days	verify	updates received order						
DM Read processing & validation	Calendar Day	Calculate energy & manually load energy into Ge	Update reads, volume & energy into UK Link	Request for reads to be submitted via email & manually update into UKLink	None	See Gemini Code Contingency	See Gemini Code Contingency	no impact	N/A

		mi ni							
App licat ion & noti fica tion of Rat che ts	1s t Oc to be r to 31 st M ay	W ait re co ve ry		Issue via email	None	no impa ct	N/ A	no impact	N/A
Sub mit Clas s 1 reads to Ship per	Ca le nd ar Da y	Iss ue re ads & en er gy via e m ail	N/ A	Issue via email	None	no impa ct	N/ A	no impact	N/A
Not ifica tion of dail y	Ca le nd ar Da y	Iss ue re ads &	N/ A	Issue via email	None	no impa ct	N/ A	no impact	N/A

energy to Allocation Agent		energy via email							
Calculation & notification of estimated reads	Calendar Day	Wait recovery	Calculate & Issue estimated reads	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
AQ process	5 Supply Point System Bu	Wait recovery	Issue revised AQ's	Wait recovery	Process files in date order	Wait recovery	Update with revised portfolio	no impact	N/A

	sin es s Da ys be for e 1s t of m on th						inf or ma tio n foll ow ing rec ov ery		
AQ Cor rect ions	Su pp ly Po int Sy st e m Bu sin es s Da ys	W ait re co ve ry	Pro ces s req ues ts	Wait recovery	Process files in date order	Wait recov ery	Up dat e wit h rev ise d por tfol io inf or ma tio n foll ow	no impact	N/A

							ing rec ov ery		
Annual EUC Updates	September to 1st October	Wait re cov ery	Apply up dat ed EU Cs & sub mit not ific ati ons	Wait recovery	Process files in date order	Wait recov ery	Up dat e wit h rev ise d por tfol io inf or ma tio n foll ow ing rec ov ery	no impact	N/A
ND M De ma nd Esti	Ca le nd ar Da y	N o im pac t	N/ A	No impact	None	See Gemi ni Code Conti ngen	See Ge mi ni Code	no impact	N/A

mat ion						cy	Co nti ng enc y		
Reg istratio n & mai nte nan ce of an iGT Syst em	Su pp ly Po int Sys t em Bu sin es s Da ys	W ait re co ve ry	Pro ces s req ues ts	Wait recovery	Process files in date order	no impa ct	N/ A	no impact	N/A
Upd ates to IGT Syst em and IGT Syst em Sup ply	Su pp ly Po int Sys t em Bu sin es s	W ait re co ve ry	Pro ces s req ues ts	Wait recovery	Process files in date order	no impa ct	N/ A	no impact	N/A

Met er Poi nt dat a	s Da ys								
iGT Delt a files	Ca le nd ar Da y	W ait re co ve ry	Su bm it all del ta file s not iss ue d	Wait recovery	Process files in date order	no impa ct	N/ A	no impact	N/A
MP RN Cre atio n	Su pp ly Poi nt Sys tem Bu sin es s Da	W ait re co ve ry	Pro ces s req ues ts	Wait recovery	Process files in date order	no impa ct	N/ A	Wait recovery	Process requests in date order

	ys								
Portfolio Updates to GTs & iGTs	Calendar Day	Wait recovery	Submit portfolio updates	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
Supplier Point Updates (received via UKL ink File Flows & CMS)	Supplier Point System Business Days	Wait recovery	Process requests	Wait recovery	Process files in date order	no impact	N/A	Wait recovery	Process requests in date order
Met	Su	W	Su	Wait recovery	Process files	no	N/A	no impact	N/A

er Insp ecti on noti fica tion s	pp ly Po int Sy st e m Bu sin es s Da ys	ait re co ve ry	bm it not ific ati ons		in date order	impa ct	A		
Cap acit y Revi sion req ues ts	Su pp ly Po int Sy st e m Bu sin es s Da ys	W ait re co ve ry	Pro ces s req ues ts	Wait recovery	Process files in date order	Wait recov ery	Up dat e wit h rev ise d por tfol io inf or ma tio n foll ow	no impact	N/A

							ing rec ov ery		
RG MA pro cess es	Su pp ly Po int Sy st e m Bu sin e s Da ys	W ait re co ve ry	Pro ces s ass et up dat es	Wait recovery	Process files in date order	no impa ct	N/ A	no impact	N/A
Co mm er ci al rep orts	Bu sin e s Da ys	W ait re co ve ry	Su bm it rep ort s	Wait recovery	Process files in date order	no impa ct	N/ A	no impact	N/A
Spe cific Ser vice s Rep orts	Bu sin e s Da ys	W ait re co ve ry	Su bm it rep ort s	Wait recovery	Process files in date order	no impa ct	N/ A	no impact	N/A

Revenue Assurance Reporting	Business Days	Collate data from other sources & issue reports	Submit reports	Issue via email	None	Collate data from other sources & issue reports	N/A	no impact	N/A
Generation & issue of Must Reads	Supply Point System Business	Wait recovery	Process Must Reads	No impact	None	no impact	N/A	Wait recovery	Process Must Reads following recovery

	es s Da ys								
Res ol ut ion of Ope rati ona l Que ries	Bu sin es s Da ys	W ait re co ve ry	Pro ces s any up dat es to UK Lin k wh ere req uir ed	No impact	None	no impa ct	N/ A	Wait recovery	Process queries following recovery
Dat a Sea rch Hel plin e	Bu sin es s Da ys	Us e Da ta En qu iry	N/ A	No impact	None	no impa ct	N/ A	no impact	N/A
Res ol ut ion of Fina	Bu sin es s Da ve	W ait re co ve	Pro ces s any up	No impact	None	no impa ct	N/ A	Wait recovery	Process queries following recovery

ncia l Que ries	ys	ry	dat es to UK Lin k wh ere req uir ed						
Res olut ion of GRE Que ries	Bu sin es s Da ys	W ait re co ve ry	Pro ces s any up dat es to UK Lin k wh ere req uir ed	No impact	None	no impa ct	N/ A	Wait recovery	Process queries following recovery
Use r Ad mis sion	Ca le nd ar Da ve	W ait re co ve	Pro ces s up dat	No impact	None	See Gemi ni Code Conti	See Ge mi ni Co	Wait recovery	Process updates to CMS before any other processing

& Termination	y	ry	es to UK Link before any other file processing			ngency	de Contingency		
Provision of Data to DCC	Calendar Day	Wait recovery	Processes updates & submit notifications	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
Provision of	Business	Wait recovery	Submit inf	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A

Information & Data	Days	every	information						
Operation, maintenance & support of Data Centre	Calendar Day	Wait recovery	N/A	No impact	None	no impact	N/A	no impact	N/A
Notification of Theft of Gas (TOG) allegation	Business Days	Continue to submit offline	Update UK Link if required with	No impact	None	no impact	N/A	Continue to submit offline & process TOG allegations	Update with TOG allegation & outcome

ons		e & pr oc es s TO G all eg ati on s	TO G alle gat ion						
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Document comparison by Workshare Compare on 19 July 2017 16:20:44

Input:	
Document 1 ID	file://Y:\Shared\NGSRV51H003\TeamData\Xoserve Contracts\UK Link Manual post Nexus\UKLM Component Docs in mark up - baseline from DA\UK Link Manual - Code Contingency Guidelines Document.docx
Description	UK Link Manual - Code Contingency Guidelines Document
Document 2 ID	file://Y:\Shared\NGSRV51H003\TeamData\Xoserve Contracts\UK Link Manual post Nexus\JM - UKLM Component Docs Clean\UK Link Manual - Code Contingency Guidelines Document v1.1.docx
Description	UK Link Manual - Code Contingency Guidelines Document v1.1
Rendering set	Standard

Legend:	
	<u>Insertion</u>
	<del>Deletion</del>
	<del>Moved from</del>
	<u>Moved to</u>
	Style change
	Format change
	<del>Moved deletion</del>
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	36
Deletions	10
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	46