

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

[STANDARD FRONT END TO BE REVIEWED]

Process	Critical Dates	UKLink Application		UKLink Network (IX)		Gemini (only data that affects UKLink processes)		Contact Management System (CMS)	
		Failure of UKLink	CDSP Process following Recovery	Failure of IX	CDSP Process following Recovery	Failure of Gemini	CDSP Process following Recovery	Failure of CMS	CDSP Process following Recovery
LDZ Capacity Invoice & supporting information	4th Business day	Estimate Invoice based on previous months charges adjusted based on the number of days in the billing period	Produce invoice & issue along with adjustments from estimated invoice	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	no impact	N/A	no impact	N/A
NTS Entry Capacity invoice & supporting information	4th business day	Issue invoice via IX	Update UKLink 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 & supporting information	4th business day	Issue invoice via IX	Update UKLink 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
Commodity Invoice & supporting information	6th business day	Estimate Invoice based on previous months charges adjusted based on the number of days in the billing period	Produce invoice & issue along with adjustments from estimated invoice	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	Estimate Invoice based on previous months charges adjusted based on the number of days in the billing period	Produce invoice & issue along with adjustments from estimated invoice	no impact	N/A
NTS Entry Commodity invoice & supporting information	6th business day	Issue invoice via IX	Update UKLink 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

Energy Balancing invoice & supporting information	23rd business day	Issue invoice via IX	Update UKLink 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
Amendment invoice & supporting information	18th business day	Wait recovery	Produce invoice & issue	Issue via email, following confirmation of receipt update UKLink with invoice issued date	None	Wait recovery	Calculate & issue invoice	no impact	N/A
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 ownership processes (Nomination, Offer, Confirmation, Objection & Withdrawal)	Supply Point System Business Days	Wait recovery	Prioritise transfer of ownership files for catch-up activities. Process files in date received order	Wait recovery	Prioritise transfer of ownership files for catch-up activities. Process files in date received order	no impact	N/A	no impact	N/A
Shipper Registration (effective date) process	Calendar Day	Wait recovery	Prioritise registration & notification files for catch-up activities. Process files in date received order	Wait recovery	Prioritise registration & notification files for catch-up activities. Process files in date received order	Wait recovery	Update with revised portfolio information following recovery	no impact	N/A
NDM Read processing & validation	Supply Point System Business Days	Wait recovery	Process files in date received order	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
DM Read processing & validation	Calendar Day	Calculate energy & manually load energy into	Update reads, volume & energy into UKLink	Request for reads to be submitted via email & manually update into	None	See Gemini Code Contingency	See Gemini Code Contingency	no impact	N/A

		Gemini		UKLink					
Application & notification of Ratchets	1st October to 31st May	Wait recovery		Issue via email	None	no impact	N/A	no impact	N/A
Submit Class 1 reads to Shipper	Calendar Day	Issue reads & energy via email	N/A	Issue via email	None	no impact	N/A	no impact	N/A
Notification of daily energy to Allocation Agent	Calendar Day	Issue reads & energy via email	N/A	Issue via email	None	no impact	N/A	no impact	N/A
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 Business Days before 1st of month	Wait recovery	Issue revised AQ's	Wait recovery	Process files in date order	Wait recovery	Update with revised portfolio information following recovery	no impact	N/A
AQ Corrections	Supply Point System Business Days	Wait recovery	Process requests	Wait recovery	Process files in date order	Wait recovery	Update with revised portfolio information following recovery	no impact	N/A

Annual EUC Updates	September to 1st October	Wait recovery	Apply updated EUCs & submit notifications	Wait recovery	Process files in date order	Wait recovery	Update with revised portfolio information following recovery	no impact	N/A
NDM Demand Estimation	Calendar Day	No impact	N/A	No impact	None	See Gemini Code Contingency	See Gemini Code Contingency	no impact	N/A
Registration & maintenance of an iGT System	Supply Point System Business Days	Wait recovery	Process requests	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
Updates to IGT System and IGT System Supply Meter Point data	Supply Point System Business Days	Wait recovery	Process requests	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
iGT Delta files	Calendar Day	Wait recovery	Submit all delta files not issued	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
MPRN Creation	Supply 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
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

Supply Meter Point Updates (received via UKLink File Flows & CMS)	Supply 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
Meter Inspection notifications	Supply Point System Business Days	Wait recovery	Submit notifications	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
Capacity Revision requests	Supply Point System Business Days	Wait recovery	Process requests	Wait recovery	Process files in date order	Wait recovery	Update with revised portfolio information following recovery	no impact	N/A
RGMA processes	Supply Point System Business Days	Wait recovery	Process asset updates	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
Commercial reports	Business Days	Wait recovery	Submit reports	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
Specific Services Reports	Business Days	Wait recovery	Submit reports	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
Revenue Assurance Reporting	Business Days	Collate data from other sources & issue	Submit reports	Issue via email	None	Collate data from other sources & issue reports	N/A	no impact	N/A

		reports							
Generation & issue of Must Reads	Supply Point System Business Days	Wait recovery	Process Must Reads	No impact	None	no impact	N/A	Wait recovery	Process Must Reads following recovery
Resolution of Operational Queries	Business Days	Wait recovery	Process any updates to UKLink where required	No impact	None	no impact	N/A	Wait recovery	Process queries following recovery
Data Search Helpline	Business Days	Use Data Enquiry	N/A	No impact	None	no impact	N/A	no impact	N/A
Resolution of Financial Queries	Business Days	Wait recovery	Process any updates to UKLink where required	No impact	None	no impact	N/A	Wait recovery	Process queries following recovery
Resolution of GRE Queries	Business Days	Wait recovery	Process any updates to UKLink where required	No impact	None	no impact	N/A	Wait recovery	Process queries following recovery
User Admission & Termination	Calendar Day	Wait recovery	Process updates to UKLink before any other file processing	No impact	None	See Gemini Code Contingency	See Gemini Code Contingency	Wait recovery	Process updates to CMS before any other processing
Provision of Data to DCC	Calendar Day	Wait recovery	Process updates &	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A

			submit notifications						
Provision of Information & Data	Business Days	Wait recovery	Submit information	Wait recovery	Process files in date order	no impact	N/A	no impact	N/A
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) allegations	Business Days	Continue to submit offline & process TOG allegations	Update UKLink if required with TOG allegation	No impact	None	no impact	N/A	Continue to submit offline & process TOG allegations	Update with TOG allegation & outcome