

**DSC Business Evaluation Report (BER)**

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| **Change Title** | DNO and NTS Invoices to Shippers and DNs VAT compliance |
| **Xoserve reference number (XRN)** | XRN5135 |
| **Xoserve Project Manager** | James Barlow |
| **Email address** | [James.barlow@xoserve.com](mailto:James.barlow@xoserve.com) |
| **Contact number** | 0121 229 2802 |
| **Target Change Management Committee date** | 10th February2021 |
| **Section 1: In Scope** | |
| This BER requests approval of XRN5135  Currently, not all data items defined as required, by HMRC, for an invoice to be considered VAT compliant in the UK, are present on all invoices issued by the CDSP to, or on behalf of, the DNs. The data items that have been identified as currently missing are:  • Customer Registered Trading Name  • Customer Registered Trading Address  • Vendor Address (Gemini only)  The full list of data items required can be found [here](https://www.gov.uk/vat-record-keeping/vat-invoices).  This change seeks to use new functionality to populate fields within the existing invoice file format with the data required to ensure the invoice meets UK VAT regulations. Within the delivery of the change the project team will also oversee a manual piece of work to make the require data updates to the Gemini system.  As per the solution change pack, the solution approved at the Change Management Committee meeting on 7th October 2020 (option 2 within the below document), could be delivered as part of a minor release with additional funding. This is based on additional analysis and support in detailed design from the change lead, the complexity of the change, the resultant testing and the manual effort involved, meaning the change is a larger piece of work than could be delivered by the resource within the funding of a minor release. As such, additional resource effort, and therefore funding, is required.  The associated change pack, providing details of the solution options, is included below: | |
| **Section 2: Out of Scope** | |
| * Any other changes to the invoicing process * Any change to the defined file format and hierarchy | |

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| **Section 3: Funding required to deliver the change** |
| Based on the change being attributed to Service Area 7, “NTS Capacity, LDZ Capacity, Commodity, Reconciliation, Ad-hoc adjustment and balancing invoices” the funding split is as follows:   |  |  |  | | --- | --- | --- | | **Gas Industry Participant** | **% Share of Cost** | **Cost Value** | | **Shippers** |  |  | | **IGT’s** |  |  | | **DNO’s** | 83 | 62,250 | | **Transmission** | 17 | 12,750 | | **DN & IGT** |  |  | | **Total Cost** |  |  | |
| **Section 4: Estimated impact of the service change on service charges** |
| |  |  |  | | --- | --- | --- | | **Xoserve Service Area** | **Xoserve Service Line** | **(+/-) Projected Change in Annual Cost** | | DSC Service Area 7: NTS Capacity, LDZ Capacity, Commodity, Reconciliation, Ad-hoc adjustment and balancing invoices |  | 0 | |
| **Section 5: Project plan for delivery of the change** |
| |  |  |  | | --- | --- | --- | | **Task** | **Start** | **End** | | Design, Build & End To End Test | 30/11/2020 | 13/03/2021 | | Delivery | 20/03/2021 | 20/03/2021 | |
| **Section 6: Additional information relevant to the proposed service change** |
| No additional information required |

**Please send completed form to:** [**box.xoserve.portfoliooffice@xoserve.com**](mailto:box.xoserve.portfoliooffice@xoserve.com)

**Document Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 0.1 | Initial Draft | 26/01/2021 | James Barlow | All sections created |
| 0.2 | For ChMC review | 28/01/2021 | James Barlow | Internal review complete |