

## Gas Flow Nominations & Gas Trades: Procedural stages

Process No.	Process	Procedure	Owner
1.	Receive ANS confirming contingency in operation.	ANS Message Received by Shipper/Market Operator confirming contingency process to be adopted	Shipper / Market Operator
2.	Record Input/Output Nom's/Renom's/NBP Physical & Locational Trades within own systems (current & future gas days).	Shippers / Market Operators maintain own records of Input/Output Nom's/Renom's/NBP physical & locational trades to keep track of actions during the system outage.	Shipper / Market Operator
3	Send details of accepted physical trades to NG immediately by e-mail using form Cxxx	Shippers / Market Operators provide details behind all their accepted physical trades to NG via e-mail	Shipper / Market Operator
4.	Maintain view of balance position.	Shipper / Market Operator uses own records to evaluate current balance position and take appropriate actions.	Shipper / Market Operator
5.	Enhanced Contingency Operation?	Do National Grid have the system functionality and resources to provide a DM nomination data entry service.	National Grid
6.	Is Gemini Restored before end of day?	Ongoing checks of Gemini functionality undertaken with xoserve.	National Grid
7.	Are there sufficient hours left in the current gas day for shippers to enter data?	Check to identify if there is sufficient time left in the gas day for users to enter data into Gemini at the end of an incident.	National Grid
8.	Send ANS requesting Nom's/Renom's/NBP Physical & Locational Trades are entered into Gemini by shipper / Market Operator.	Notification provided to Shippers / Market Operators via ANS of requirements for the Shipper / Market Operator to enter data directly into Gemini following restoration of Gemini functionality.	National Grid
9.	Confirm to NG ANS Received.	Shipper/Market Operator receives ANS Message and sends confirmation of receipt via fax to NG.	Shipper / Market Operator
10.	Enter Nom's/Renom's/NBP Physical & Locational Trades into Gemini before end of gas day.	Shipper/Market Operator enters outstanding Nom's/Renom's/NBP physical & locational trade data into Gemini for current Gas Day (and future?)	Shipper / Market Operator
11.	Has all data been entered into Gemini by end of gas day?	Shipper / Market Operators to identify whether all the required data has been successfully entered into the	Shipper / Market Operator

		Gemini system by the end of the gas day.	
12.	E-mail/Fax outstanding Nom's/Renom's/NBP Physical & Locational Trades using form C008 by 11:00 of subsequent gas day.	Shipper/Market Operator e-mails/faxes C008 Proforma to: <ul style="list-style-type: none"> <li>• <a href="mailto:geminicontingency@uk.ngrid.com">geminicontingency@uk.ngrid.com</a></li> <li>• Fax no: TBD</li> </ul>	Shipper / Market Operator
13.	Send ANS requesting Nom's/Renom's/ NBP Physical & Locational Trades are e-mailed / faxed to NG.	Notification provided to Shippers / Market Operators via ANS of requirements for the Shipper / Market Operator to e-mail or fax relevant data directly to National Grid on the appropriate form.	National Grid
14	Confirm to NG ANS Received	Shipper/Market Operator receives ANS Message and sends confirmation of receipt via fax to NG.	Shipper / Market Operator
15	E-mail/Fax Nom's/Renom's/NBP Physical & Locational Trades using form C008 by 11:00 of subsequent gas day.	Shipper/Market Operator e-mails/faxes C008 Proforma to: <ul style="list-style-type: none"> <li>• <a href="mailto:geminicontingency@uk.ngrid.com">geminicontingency@uk.ngrid.com</a></li> <li>• Fax no: TBD</li> </ul>	Shipper / Market Operator
16	Confirm receipt of e-mail / fax.	NG provide notification to each Shipper / Market operator of fax/e-mail received.	National Grid
17	NG enter Nom's/Renom's/NBP Physical & Locational Trades into Gemini	NG enter faxed/e-mailed Nom/Renom/NBP physical & locational trade data into Gemini.	National Grid
18	Initiate Batch Jobs for Trade matching etc. once All Data In The System.	Gemini batch Jobs are authorised to run in the system only following the entry of all required data.	National Grid
19	Send ANS to confirm data entered.	Notification provided to Shippers / Market Operators via ANS of data having been entered into Gemini.	National Grid
20	Validate NG Data Entry When System becomes Available.	Shipper / Market Operator to log into Gemini when the system becomes available and validate correct data entry by NG.	Shipper / Market Operator
21	Data Correct & All Trades Matched?	Shipper / Market Operator to determine that data entered is correct or not.	Shipper / Market Operator

**Gas Flow Nominations & Gas Trades (Enhanced Ops):Procedural stages**

Process No.	Process	Procedure	Owner
1.	Send ANS requesting all DM nominations to be sent to NG by e-mail.	Notification provided to shippers / market operators via ANS of requirements for the shipper / market operator to provide to National Grid all DM nominations via e-mail to enable National Grid to enter these directly into Gemini.	National Grid
2.	E-mail DM nominations to NG using form Cxxx.	Shipper / market operator provide nominations to National Grid via e-mail using for Cxxx	Shipper / Market Operator
3	Enter Data into Gemini.	National Grid enters shippers DM nominations into Gemini.	National Grid
4.	Carry out demand attribution.	National Grid runs demand attribution process to assess shipper NDM positions.	National Grid
5.	Contact shippers individually to provide NDM position.	National Grid contacts each shipper individually via e-mail/fax providing their NDM position.	National Grid
6.	Confirm acceptance.	Shipper / market operator reviews NDM position and confirms acceptance.	Shipper / Market Operator

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**Gas Flow Nominations & Gas Trades (Contingency Data Reconciliation Process):Procedural stages**

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Process No.	Process	Procedure	Owner
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