

Gemini Daily Entry Capacity Auctions: Procedural Stages

Process No.	Process	Procedure	Owner
1.	Determine which auctions are to be held.	This may depend on what time the contingency process begins.	National Grid
2.	Issue notice via NG website.	Notice explains what auctions will take place, the timescale and what procedure will be followed.	National Grid
3	Issue ANS message confirming contingency procedure is in operation.	Inform Shippers of the procedure that will be followed.	National Grid
4.	Receive ANS confirming contingency procedure is in operation.	ANS Message Received by Shipper confirming contingency process to be adopted	Shipper
5	Supply contact details to NG	Send an E-mail to National Grid [see communications] stating your name, contact phone number, Gemini Shipper Name and Gemini 3 letter Shipper code.	Shipper
6	Determine which Capacity Auctions are to be run.	Read the National Grid web page news items on www.nationalgrid.com/uk/Gas/Data/News to see which Entry capacity auctions are to be run and what timescales they will be run under.	Shipper
7	Maintain view of Entry Capacity position.	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper
8	E-mail/Fax Entry Capacity Auction bids to National Grid within the appropriate timescales	Shipper e-mails/faxes C038 (WDDSEC)/CO28 (DISEC) Proforma to NG (for details see communications).	Shipper
9	Receive bids via e-mail or fax.	Collect and collate the e-mails/faxes from the appropriate machines.	National Grid
10	Validate bids received	NG check for errors, duplicates or missing information.	National Grid
11	Are the received bids in the correct format?	If a mistake has occurred contact the relevant shipper to confirm the details.	National Grid
12	Input shipper bids	National Grid input the Entry Capacity auction bids into Gemini on behalf of the Shipper.	National Grid
13	Allocate Shipper Bids	National Grid allocates the Entry capacity auction bids.	National Grid
14	Confirm Allocations	Shipper receives E-mail to confirm Allocations from the auction <ul style="list-style-type: none"> ▪ Formatted copy of the Bid Information screen report post allocation 	National Grid
15	Validate NG Data Entry.	Shipper to verify the bid information report to ensure all bids submitted were included	Shipper

		in the auction.	
16	Is the data entered correct?	Shipper to determine that data entered is correct or not. If not, National Grid should be contacted to investigate the query.	Shipper
17	Is Gemini Restored before the end of the day?	Ongoing checks of Gemini functionality undertaken with Xoserve. If not: process will begin again.	National Grid
18	Is it before 02:00 of the current gas day?	Check to identify if there is sufficient time left in the gas day for normal daily auctions to recommence. If not: process will begin again.	National Grid
19	Is normal auction service reinstated?	If not: process will begin again.	National Grid
20	Send ANS/website message notifying a return to normal Capacity Auction operation	Notification provided to Shippers via ANS of requirements for the Shipper to enter data directly into Gemini following restoration of Gemini functionality.	National Grid
21	Determine Entry Capacity Auction restoration	Read the National Grid web page news items on www.nationalgrid.com/uk/Gas/Data/News to see the restoration timescales of the normal Entry Capacity Auction processes.	Shipper