Business Requirements Definition

for

Project Nexus

submitted to

Project Nexus Workgroup
iGT Agency Services

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Contents

1. Glossary

Term / Acronym	Definition
CSEP	Connected System Exit Point (iGT Supply Points)
DECC	Department of Energy and Climate Change
DM	Daily Metered
GFD	Gas Flow Day
Domestic Site	Premise whose consumption is on the whole used for domestic purposes
GT	Larger Gas Transporter
iGT	Independent Gas Transporter
iGT UNC	Independent Gas Transporters Unified Network Code
Lead iGT	iGT responsible for the 'Master CSEP'
LSP	Larger Supply Points (AQ above 73,200 kWh)
MPRN	Meter Point Reference Number
Master CSEP	Original CSEP
Nested CSEP	Extension to an existing CSEP
NDM	Non Daily Metered
Non-Domestic site	Premise whose consumption is on the whole used for non-domestic purposes. Also known as Industrial & Commercial (I&C).
Offer	Following a request from a Shipper the GT issue an Offer containing Transportation rates applicable for the Supply Point
Referral	Notification to the Network of a request to increase or decrease the capacity (SOQ/SHQ) at a Supply Point
Site	Generic term used for either a Meter Point or Supply Point
SSP	Smaller Supply Points (AQ less than 73,200 kWh)

2.   Document Purpose

The purpose of this document is to ensure that the business requirements associated with the referenced change have been accurately captured and to clearly specify these requirements to the Project Nexus UNC Workgroup (PN UNC). Adequate information should be provided to enable the industry to approve the documented requirements for cost benefit analysis at a later stage.

The contents refer to the business scope of the change and provide descriptions of the business requirements and the relevant existing and future process maps.

2.1.   Intended Audience

- ▪ Gas Shippers/Suppliers

- ▪ Gas Transporters (Large and Small)

- ▪ Xoserve

- ▪ Customer Representative

- ▪ Ofgem

3. Executive Summary

3.1 Introduction to the change

This document defines the timescales and processes associated with the iGT Agency Services.

The document has been based on presentations and discussions at the Project Nexus Workgroup meetings (PNUNC).

All square brackets [ ] indicates values that can be parameterised for the purposes of the BRD although will require confirming for system design or system development. The highlighted text represents areas for clarification which must be resolved by the Workgroup or iGTs/GTs prior to the business rules being finalised.

3.2 Implementation Timescales

Implementation of the developed solution will be confirmed once all requirements are captured following the Project Nexus Requirements Definition Phase.

3.3 Change Drivers and Business Goals

3.3.1 Drivers

3.3.1.1 To reduce industry costs in administrating iGT Supply Meter Points

3.3.1.2 Where possible to harmonise the administration of iGT Supply Meter Points with the GT administration of Supply Meter Points.

3.3.2 Business Goals

3.3.2.1 To provide a single service provision to shippers for the operation of Supply Points on iGT networks.

3.4 Change Background

The changes have been identified as a result of Xoserve's Project Nexus consultation for the replacement of UK Link systems and following DECC's consultation on Smart metering and Supplier licence obligation for the installation of advanced meters.

3.4.1 Areas Identified in the Initial Requirements Register (IRR)

Ref	Description
15.1	The adoption of a Single Service Provider to provide visibility within CSEP invoicing

15.2	A common interface for all GTs.
15.3	A single agency and single system for all gas transporters.
15.4	Extend the scope of Xoserve's services to include iGT's.
15.5	Inclusion of gas customers on IGT networks.
15.6	Support for iGTs and CSEPs.
15.7	Review allocation of gas to shippers operating on iGT networks.
15.8	Inclusion of CSEPs database.
15.9	Independent Gas Transporters' (iGTs) supply point administration services.

3.4.2 Business process Issues raised during the Workgroups

3.4.2.1 Position of Shippers CSEP portfolio from the GTs does not match with the iGTs

3.4.2.2 Difficult to validate the GT invoices due to aggregated CSEP charges

3.4.2.3 Different processes/interfaces operated by iGTs

3.4.2.4 iGTs do not have standardised file transfer mechanisms

3.4.3 GT UNC, iGT UNC and Licence Impacts

The relevant regulatory changes will be developed under iGT Modification 039 and UNC Modification 0440

3.4.4 UNC Process Impacts

The relevant changes will be developed under iGT Modification 039 and UNC Modification 0440

3.5 Related Documents

Document Title	Location
Large GT UNC	Joint Office Website
iGT UNC	iGT-UNC website
Large GT Network Exit Agreement (NEXA)	Joint Office website
UK Link Manual	Xoserve website
PN UNC Workgroups	Joint Office website

4. Benefits

4.1 Industry Benefits

The benefits created by the iGT Agency Services proposal for Xoserve to provide a single interface regardless of GT type for agency services include:

4.1.1 Creation of one service provider acting on behalf of all iGTs leading to reduced costs and increased efficiency of operation for Shippers operating on iGT Networks leading to improved customer service

4.1.2 The use of one uniform standard code communication method (IX) for all Shipper: iGT communications regardless of GT type.

4.1.3 The use of uniform standard file formats for all Shipper: IGT communications regardless of iGT leading to future cheaper cost of change of systems.

4.1.4 Enables all services to iGT supply points to be performed at supply and meter point level (rather than the aggregated position at present) leading to greater visibility of commercial data at meter point level

4.1.5 Creates consistency of data between GT and iGT data at CSEP level leading to more accurate industry data.

4.1.6 Creates the ability for Xoserve to provide other services on behalf of iGTs e.g. provision of data to Ofgem, leading to improved service to the recipient.

4.1.7 Has the potential to facilitate the Smart metering regime more effectively than having discreet iGT services.

4.1.8 Consistency in service levels across all meter points

4.1.9 Centralised data storage should result in increased data accuracy and quality

4.1.10 Provide Shippers with increased confidence in the accuracy of their Xoserve produced invoices. In particular these changes will provide increased transparency of the makeup of the invoices allowing a higher degree of validation.

5. Change Scope

5.1 In Scope

<u>Function</u>

5.1.1 Supply Point Register

    5.1.1.1 CSEP lifecycle

    5.1.1.2 CSEP Supply Meter Point creation and management

    5.1.1.3 Asset data management

    5.1.1.4 Read submission

    5.1.1.5 iGT specific data

5.1.2 Shipper accession to iGT UNC

5.1.3 iGT Sanctions

5.1.4 Supply Point Administration

5.1.5 Annual Quantity review

5.1.6 CSEP Gas Nominations and Allocations

5.1.7 Invoicing on behalf of the iGTs for their transportation charges

5.1.8 iGT query services

5.1.9 Data migration and cleansing of Independent Transporter System Supply Point information

5.1.10 Provision of data on behalf of iGTs to other parties e.g. Smart Metering DCC. Note: if the iGT Agency Services are not in place when the DCC or its foundation equivalent commence, an alternative means of providing iGT data will be developed (under Mod 0430).

<u>Market Sector</u>

5.1.11 All Independent Transporter System Supply Meter Points

5.1.12 Daily Metered (DM) Mandatory Supply Points

5.2 Out of Scope

5.2.1 Any process not described above as In Scope

Detailed Requirements Analysis

6. RACID's

6.1 Assumptions

6.1.1 The pressure and Max CSEP AQ agreed between the iGT and GT and is subject to change

6.1.2 iGT transportation charges continue to apply from the meter installation date

6.1.3 Where a CSEP is supplied by more than one connection from a GT network (known as an iSEP), the additional connections are not required to be recorded

6.1.4 An iGT can extend from within another iGTs CSEP, this is known as a 'nested' CSEP. The same rules and arrangements apply to the nested CSEP

6.1.5 In a nested CSEP arrangement it will be the iGT responsible for the 'master' CSEP (lead iGT) who will be responsible for monitoring and updating the Max CSEP AQ

6.1.6 At implementation, iGT sites will adopt the prevailing GT UNC services and processes

6.1.7 Any additional data items held on the GT database but not held by iGTs will need to be populated before data migration

6.1.8 Larger GT transportation charges to the Shipper will not be affected

6.1.9 The differing iGT transportation charging methodologies will be applied for iGT transportation charges

6.1.10 Must Reads on iGT sites will be carried out for both Domestic & non-domestic sites

6.1.11 At the time of implementation of the administration of iGT supply points on Xoserve Systems all regulatory arrangements will be in place to support this

6.1.12 There can be more than one developer per CSEP, therefore each developer could choose a different supplier

6.1.13 An iGT transportation offer will have the same validity period as defined in the large GT UNC

6.2 Dependencies

6.2.1 Approval of the requirements by PN UNC

6.2.2 Approval by Ofgem following the appropriate UNC Modification process

6.2.3 Approval of relevant regulatory change in iGT Codes

6.2.4 Approval of any changes to Shipper/Supplier/GT licences

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6.3 Risks & Issues

6.3.1 Not all Shippers/Suppliers attend the workgroups or are represented therefore there may be opposition to any potential Modifications raised

6.4 Constraints

6.4.1 The creation of a CSEP Supply Meter Point and initial registration of a Shipper to an CSEP Supply Meter Point is different for iGT sites

6.5 Design Considerations

6.5.1 For submission and categorisation of queries 2 options were discussed based on the current process:

- Extend the current codes for query categorisation to include iGT queries (e.g. metering queries) or

- Assign the iGT queries to an existing code

6.6 Volumes

The following volumes are as at July 2012:

6.6.1 There are 10 'live' iGT licences

6.6.2 There are approximately 37,000 CSEPs

6.6.3 There are approximately 1,430,000 connections (MPRNs)

6.6.4 Annual growth of CSEP connections is approx. 6% per annum

6.6.5 Number of 'Nested' CSEPs is approximately 690

7. Overview of Business Processes

7.1 To-Be End-to-End iGT Sequence Diagram
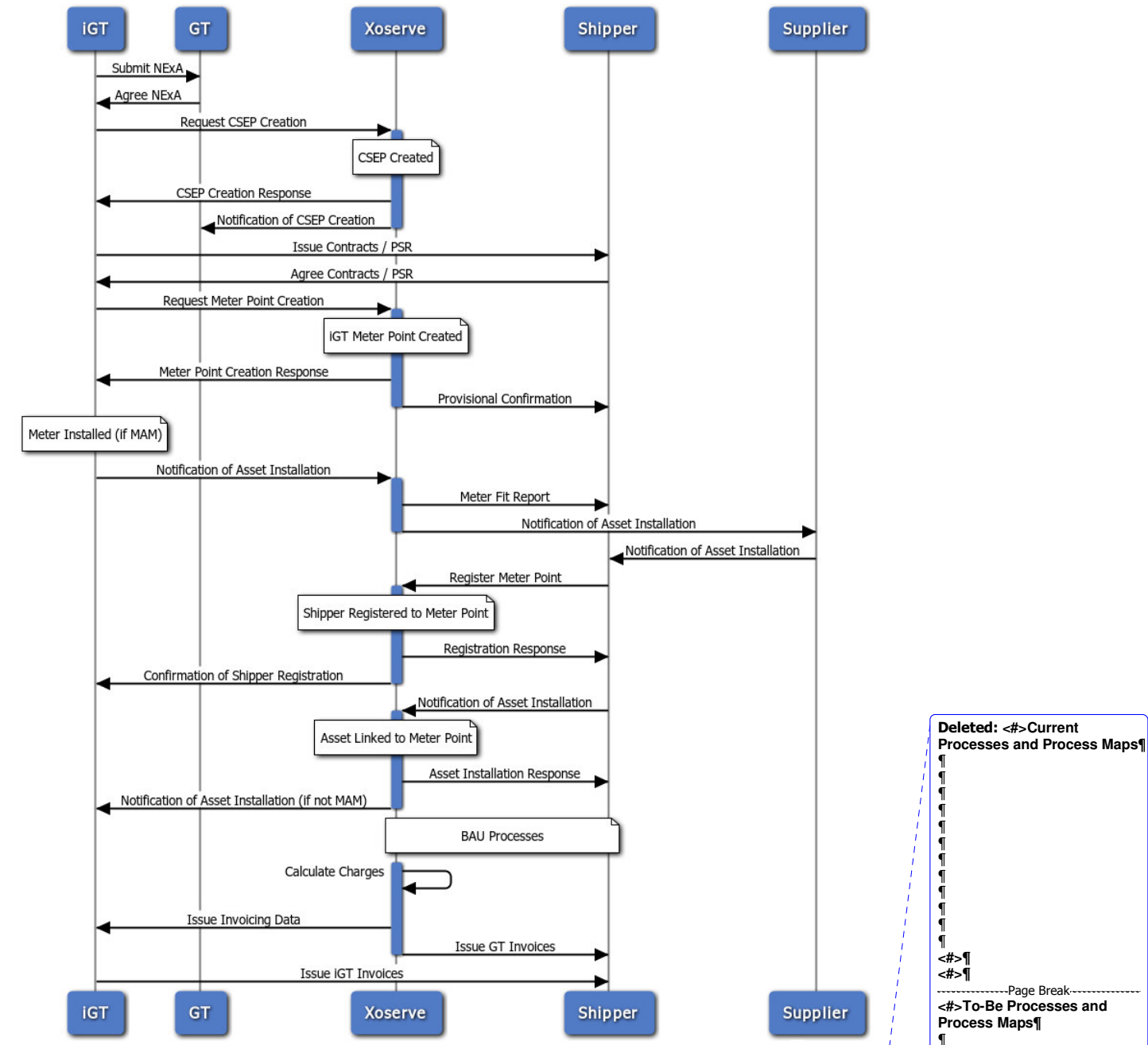
8. Business Requirements

Throughout this section reference may be made to four new processes designed in the Project Nexus Settlement Workgroup for the submission and processing of meter readings and settlement arrangements. These four future state processes are summarised below;

- **Product 1, 'Daily Metered Time Critical**
  - Service for DM Mandatory sites
  - The GTs DMSP obtains & submits the reading before 10.00 am on GFD+1.
  - Read data is sent to the relevant Shipper by 11.00 am on GFD+1
  - The latest valid read loaded by GFD+5 will be used for allocation and energy balancing purposes.

- **Product 2, 'Daily Metered Not Time Critical'**
  - Daily reads obtained and submitted by the Shipper to the GT daily.
  - If the reads are submitted before 10.00 am they will be used for allocation purposes otherwise a read must be received before end of the GFD+1.
  - Actual reads are submitted by the Shipper.
  - The latest valid read loaded by GFD+5 will be used for final allocation and energy balancing purposes.

- **Product 3, 'Batched Daily Readings'**
  - Daily readings are obtained for each day but are not submitted daily
  - The daily reads are received in batches to a pre-notified frequency
  - Actual reads are submitted within the batch by the Shipper.
  - Reconciliation will be carried out based on the valid daily reads received
  - Allocation and energy balancing is based on allocation profiles and AQ

- **Product 4; 'Periodic Readings'**
  - An actual meter reading is submitted periodically.
  - Allocation and energy balancing is based on allocation profiles and AQ
  - Reconciliation is carried out using the methodology determined within the Reconciliation Workgroup

Figure 1 provides a summary of the AQ processes by Settlement Product;

Figure 1: Summary of the 4 meter reading processes and related AQ processes

Process Description	Read Used for Allocation	Read used for Energy Balancing	Read Submission	Timing of AQ calculation	Reads used for AQ calculation	Read Type used for the AQ calculation	SOQ Calculation	Reconciliation
Product 1: Daily Metered Time Critical Readings	Daily Read	Daily Read	Daily by 10 am on GFD+1	Monthly	2 reads a minimum of 9 months & max of 36 months apart	Actual Read	Shipper Nominates	Meter Point level following a re-synch or estimate
Product 2: Daily Metered not Time Critical Readings	GT Estimate	Daily Read	Daily by end of GFD+1	Monthly	2 reads a minimum of 9 months & max of 36 months apart	Actual Read	Shipper Nominates	Meter Point level following a re-synch or estimate
Product 3: Batched Daily Readings	Allocation Profiles	Allocation Profiles	Daily Reads in Batches	Monthly	2 reads a minimum of 9 months & max of 36 months apart	Actual Read	GT Derives	Daily Rec at Meter Point level on receipt of a batch of reads
Product 4: Periodic Readings	Allocation Profiles	Allocation Profiles	Periodically	Monthly	2 reads a minimum of 9 months & max of 36 months apart	Actual Read	GT Derives	Meter Point level at receipt of read

8.1 Background

8.1.1 The following principles will continue to apply for the development of a CSEP;

8.1.1.1 The Developer(s) contracts with a Utility Infrastructure Provider (UIP) for the gas connection

8.1.1.2 UIP lays the gas infrastructure but does not 'own' it. The UIP sells the infrastructure to an iGT

8.1.1.3 The iGT assigns the MPRNs based on the Developer's plans

8.1.1.4 The Developer appoints the Supplier(s) for domestic properties on the CSEP

8.1.1.5 For non-domestic Supply Meter Points the end consumer may appoint the Supplier (the Supplier/Shipper or end consumer will obtain the MPRN from the iGT)

8.2 General Requirements

8.2.1 Unless otherwise explicitly stated the business rules detailed in the Large GT UNC and requirements defined within the other topic BRDs will prevail. An example of these processes are;

- Gas Nominations & Allocations
- Demand Estimation
- Shipper updates to CSEP Supply Meter Points
- Transfer of Ownership process
- Receipt and processing of meter reads
- Asset updates
- AQ review
- Reconciliation

8.2.2 For clarification, the MPRN creation and initial registration of a Shipper for domestic iGT sites will be different to that of GT sites

See Appendix 1 for a summary of UNC processes and difference between iGT and GT sites.

8.2.3 Transportation charges commence for new iGT Supply Meter Point from the date of meter installation (rather than from confirmation date in the GT arrangements)

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8.3 iGT Specific Data

The following data items will need to be held and maintained;

8.3.1 iGT Licence information including the following

- iGT Licence full name
- iGT Licence short code
- iGT Licence start date
- iGT Licence end date

8.3.2 An iGT Licence can transfer between iGTs (mergers, de-mergers, acquisitions etc)

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8.3.3 An iGT can have more than one iGT licence

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8.4 CSEP Set-Up

8.4.1 Xoserve will continue to hold details of the CSEP. The data held at the CSEP level will be used to monitor the Max CSEP AQ, for transportation charging purposes and for GT purposes

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8.4.2 The data held and maintained at the CSEP level will be notified to Xoserve by the iGT. The data will include, but not be limited to;

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- iGT CSEP Project Reference

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- iGT
- iGT Licence Reference
- Address including post code
- Maximum CSEP AQ
- CSEP effective date
- CSEP status
- LDZ
- Exit Zone

8.4.3 Each CSEP will be subject to a maximum off-take AQ (Max CSEP AQ)

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8.4.4 Where the Max CSEP AQ is breached as AQ updates are processed or new CSEP Supply Meter Points are created, the update will be processed and a report issued to the relevant iGT, lead iGT and GT notifying them that the Max CSEP AQ has been exceeded. In the case of a 'nested' CSEP the 'lead' iGT will be notified

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8.4.5 A warnings report will also be provided to the iGT, lead iGT and GT where the total CSEP AQ reaches [85%] of the Max CSEP AQ

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8.4.6 Ability to prospectively set the maximum off-take AQ including the effective date of the AQ change. By default the previous Max CSEP AQ will be end dated for the previous calendar day

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8.4.7   The agreed source pressure delivered at the CSEP will be captured including the start and end date

8.4.8   A CSEP may be created within or as an extension to an existing CSEP, this is called a 'Nested CSEP'. The Nested CSEP will have a unique CSEP ID

8.4.9   Where a Nested CSEP arrangement is in place it is necessary to be able to identify the lead CSEP, i.e the master CSEP arrangement connected to the DN

8.4.10 Multiple nesting within a CSEP may exist; the relationship between CSEPs must be maintained

8.4.11 Xoserve will generate and issue a unique CSEP identifier (CSEP ID) that will be used by all parties to reference the CSEP

8.4.12 The iGT will notify Xoserve of the domestic and non-domestic Independent Transporter (IT) System Supply Meter Point details associated to the CSEP

8.5   CSEP Supply Meter Point Setup – General

8.5.1   CSEP Supply Meter Points will be setup and maintained on the Supply Point Register

8.5.2   The data held against the CSEP Supply Meter Points will be the same as that held for GT Supply Meter Points plus additional data items to identify it is a CSEP (e.g. CSEP ID)

8.5.3   Each CSEP Supply Meter Point will be linked to a CSEP

8.5.4   The iGT should notify Xoserve of the details of the IT System Supply Meter Point details before it is capable of off-taking gas, and provide the following information as a minimum;

- MPRN

- CSEP ID

- Address including postcode (where available)

- Market Sector Code

- AQ

- Appointed Shipper ID (as per the PSR agreement)

- Appointed Supplier ID (as per the PSR agreement)

8.5.5   On receipt of the information in 8.5.4 Xoserve will notify the appointed Shipper of the CSEP Supply Meter Point details

8.5.6   The Shipper will have [up to 15 calendar days, but no later than the point of meter installation] to query or object to their appointment to a CSEP Supply Meter Point with the relevant iGT

8.5.7   The iGT will notify Xoserve of any updates to the information relating to the IT Supply Meter Point, including the appointed Shipper, at any time before the meter installation

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8.6   CSEP Supply Meter Point Setup – iGT MAM

8.6.1   Following the installation of the first meter on an IT Supply Meter Point the iGT will notify Xoserve of the following details, as a minumum;

- MPRN
- Meter installation details
- Meter installation date

Note: In most cases the iGT is the MAM for domestic sites, however, the Shipper may appoint a third party to install the meter. In this case the meter installation details will not be provided by the iGT

8.6.2   Following receipt of the meter installation details from the iGT, Xoserve will notify the appointed Shipper of details

8.6.3   The notification from the iGT and the notification from Xoserve to the Shipper will be in at individual Supply Meter Point level

8.7   CSEP Supply Meter Point Setup – Non iGT MAM

8.7.1   Where the iGT is not the MAM, the meter installation details will be sent to Xoserve by the appointed Shipper via the existing communication flows, i.e. RGMA

8.8   Initial Shipper Registration

8.8.1   The Shipper will submit to Xoserve the first registration of a CSEP Supply Meter Point and the asset details via the same process and flows for larger GT sites, e.g. via Nomination, Confirmation and RGMA flows

Note: Any transfer of ownership (Shipper transfers) following the initial registration of the meter point will follow the same process and flows as larger GT sites, i.e. Nomination and Confirmation processes, however the Shipper may wish to submit a Nomination for an I&C SSP CSEP Supply Meter Point to obtain the relevant transportation offer

8.8.2   Where asset installation details are received by Xoserve for a CSEP Supply Meter Point and no Shipper registration has been received within [30 calendar days] of the asset installation, then the CSEP Supply Meter Point shall be confirmed by Xoserve on behalf of the Shipper (as per the details provided by the iGT)

8.9   Network Referrals & Transportation Offers

8.9.1   Following a Nomination or a Capacity Change request from a Shipper for a CSEP Supply Meter Point, where a Network Referral is applicable, the notification will be sent to the relevant iGT, lead iGT and GT as required. The same timescales and process as GT sites will be applied

8.9.2   The Offer on an iGT site will include 2 elements of transportation charges: 1. GT charges and 2. iGT charges

8.9.3   Any changes to either the CSEP Supply Meter Point address or the Market Sector Flag will require a referral to the relevant iGT

8.10 Meter Reads

8.10.1 Meter reads to be submitted via the standard flows, validated and processed as per GT Supply Meter Points

8.10.2 The meter reads will be used for all downstream processes, the same as reads received for GT Supply Meter Points. An example of the downstream processes triggered by reads are;

- AQ review

- Calculation of estimated reads for rejected or missing meter reads

- Reconciliation processes

8.11 Must Reads

8.11.1 Xoserve will provide a Must Read pre-notification and notification service, where required, on behalf of the iGTs

8.11.2 Each iGT will nominate their MRA

8.11.3 Xoserve will communicate with the iGT MRA to procure the Must Read

8.11.4 The same process and flows to the Shipper will apply as per the larger GT Must Read process

Note: Must Reads may be undertaken for all CSEP Supply Meter Points, subject to the individual iGT rules. For GT sites a Must Read is initiated and procured for Large Supply Points (LSPs) only

8.12 Pricing

8.12.1 Transportation rates will be received from the iGTs [2] months before their effective date and updated accurately & in a timely manner and reflected in transportation charges

8.12.2 Transportation charges shall be set prospectively

8.12.3 A history of transportation charge rates shall be maintained

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8.12.4 Where a CSEP is extended, the transportation charge for the additional CSEP Supply Meter Points may be different to those for CSEP Supply Meter Points in the originally defined CSEP

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8.13 CSEP Lifecycle

8.13.1 On creation a CSEP must be associated with the relevant iGT Licence

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8.13.2 The ownership of a CSEP may be transferred in whole or part to another iGT within an agreed timescale

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8.13.3 If a partial transfer of ownership is required, this will be detailed at a CSEP Supply Meter Point level

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8.13.4 A history of the ownership of all CSEPs must be maintained

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8.13.5 A CSEP may be adopted by a GT

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8.13.6 It must be possible for CSEPs recorded in error to be removed

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8.13.7 A prospective date may be set to indicate the last effective date of a CSEP (required for when a CSEP reaches the end of its life)

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8.13.8 New CSEP Supply Meter Points may not be associated with a CSEP once its end date has been reached

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8.14 Queries

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8.14.1 Queries can be submitted by the Shipper or the iGT

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8.14.2 Queries from Shippers regarding CSEP Supply Meter Points will follow the same process and flows as for GT sites

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8.14.3 The appointed Shipper or relevant iGT can submit updates to a CSEP Supply Meter Point address to Xoserve. These will be subject to validation and where required referred to the relevant iGT

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8.15 EUCs

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8.15.1 The prevailing EUC definitions (including WAR Band EUCs where applicable) will be applied to CSEP Supply Meter Points

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8.15.2 CSEP Supply Meter Points will be assigned to EUCs in the same way as GT Supply Meter Points, based on LDZ, AQ and Winter Consumption (where applicable), or in line with any other prevailing rules, should they change at a date in the future

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8.16 iGT Invoicing

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The transportation charging basis on iGT networks is not the same as on GT networks.

8.16.1 iGTs shall retain the invoicing function for IT System Supply Meter Points

8.16.2 Xoserve will provide the iGTs with the relevant information held for CSEP Supply Meter Points to enable them to complete their invoicing activities

8.17 iGT Invoice cash collection

8.17.1 iGTs shall retain the cash collection function

8.18 Termination and Insolvency

8.18.1 Sanctions can be applied by an iGT at an individual Shipper level. The process for requesting and applying the sanctions will be as per GT

8.19 Portfolio Information

8.19.1 Reporting needs to be reviewed but assumed that the Shippers will receive the same reports for CSEPs as they do for GT sites

8.19.2 Reports for iGTs & GTs need to be defined. There is an opportunity to develop a new reporting suite taking advantage of the position that Xoserve will be able to report on GT and iGT supply meter points, to meet Shipper requirements

8.19.3 iGTs and GTs will have requirements for data from Xoserve systems, arrangements will be in place to provide this

9. Transitional Rules

Transitional rules are required to deal with the period immediately prior to and following the implementation of these rules.

Any transitional requirements/issues will be identified during the analysis stage and discussed at the Workgroup.

9.1 Migration activity

There is a requirement to implement the iGT Agency Services functionality in a controlled and secure manner. Presently, the data needed to perform the services is held within each iGT organisation. There may be some discrepancies in the way data is held and there is a requirement to ensure this data can be migrated to Xoserve systems in a state needed to perform the iGT Agency Services. Initial thoughts on the migration activity are shown in the diagram below.
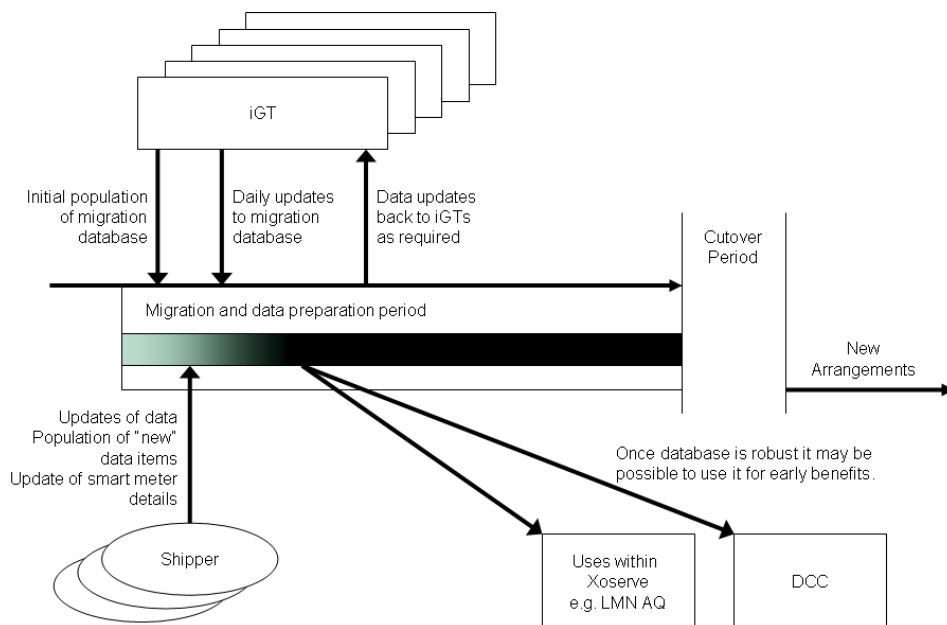
It is possible that some non-effective days may be required to facilitate the cutover. This has occurred for previous UK Link implementations e.g. the technology re-fresh in 2008 and RGMA in 2004.

10.   Non-Functional Business Requirements

10.   Non-Functional Business Requirements

11. Appendices

11.1 Appendix 1

The following table is a summary of key UNC processes on the lifecycle of a Suppy Meter Point and an initial assessment of where the process differs from iGT and GT sites. The table shows the general principles, any exceptions are detailed under section 8.

Process	GT Process	iGT Process
MPRN creation	UIP notifies Xoserve of details & to set MPRN 'live'	iGT notifies Xoserve
Supply Point first Confirmation	LSP: Shipper submits Nomination followed by Confirmation file & asset details	Non-Domestic: Shipper submits Confirmation file & asset details
	SSP: Shipper submits Confirmation file & asset details	Domestic: iGT notifies Xoserve of meter details & Shipper. Shipper submits Confirmation file & asset details
Transfer of Ownership including Objection & Withdrawal process	Nomination (where applicable) & Confirmation process	Nomination (where applicable) & Confirmation process
Meter asset updates including exchange & removal	Shipper submits RGMA flows	Shipper submits RGMA flows
Updates to Supply & Meter Point	Shipper updates (iGT may also update address data)	Shipper updates (iGT may also update address data)
Meter Reads	Shipper submits reads for processing	Shipper submits reads for processing
AQ Review	AQ updated following receipt of meter read	AQ updated following receipt of meter read
Reconciliation	At meter point level following receipt of a meter read	At meter point level following receipt of a meter read
Must Reads	Applicable to LSP's only. Processed by Xoserve	Applicable to all sites. Processed by Xoserve.
Invoicing	GT Transportation charges calculated & issued by Xoserve	GT Transportation charges calculated & issued by Xoserve iGT Charges issued by iGT
Queries	Submitted by Shipper or GT	Submitted by Shipper or iGT

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12. Document Control

Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Initial Draft	13/03/2012	Xoserve	First draft for review at PN UNC on 25/04/2012
0.2	Draft	04/05/2012	Xoserve	For review at PN UNC on 15/05/2012
0.3	Draft	24/05/2012	Xoserve	Updates following review at PN UNC on 15/05/2012 and iGT input
0.4	Draft	22/06/2012	Xoserve	Updates following review at PN UNC on 13/06/2012. Agreed at PN UNC on 03/07/2012 for this version to be published for industry review.
0.5	Final Draft	15/08/2012	Xoserve	Updated following review of comments received at PN UNC on 07/08/2012. This version will be baselined & published.
1.0	Baselined	17/08/2012	Xoserve	Baselined version for publishing
1.1	Draft	19/03/2013	Xoserve	Updated to included new legal terms, Mod 440 outcomes and process review comments by iGT networks

Reviewers

Name	Version	Date
PN UNC	All	See above

Approval

Name	Version	Date
PN UNC	1.0	17/08/2012

Deleted: Role

Deleted: 0

that they are the Registered User of the meter point and the associated details of the meter point including meter details and installation date (see 8.5.7) and Shipper registration effective date.

Where the iGT is not the MAM, the meter installation details and installation date will not be populated by the iGT, the details will be sent to Xoserve by the Shipper via the existing communication flows, i.e. RGMA compliant format, following receipt of the notification in 8.5.6.

Note: Any transfer of ownership (Shipper transfers) following the initial registration of the meter point will follow the same process and flows as Larger GT sites, i.e. Confirmation process.

The iGT will notify Xoserve of the non-domestic MPRNs associated to the CSEP.

The final confirmation of the MPRN and associated details may be received from the iGT or the Shipper.

Where the final confirmation is received from the iGT the processes described for Domestic meter points will be followed, else the process described below will be followed;