SHARED SUPPLY METER POINTS
GUIDE AND PROCEDURES

To be effective from the Project Nexus Implementation Date (PNID)

Document Control

Version	Date	Reason for Change
13.1	01 May 2005	
13.2	23 March 2011	Updated to bring in line with UNC documentation and to update contact details and remove Transco and replace with Transporter or National Grid UKT where appropriate
13.3	26 November 2012	Update to remove references to Interruption in line with UNC from 01 October 2012.
13.4	09 April 2013	Update to bring in line with UNC documentation following Exit Reform, the introduction on DN Interruption and to update contact details.
13.5	16 March 2015	Update to bring in line with MOD477 faster Switching. Also include reference to EU changes applicable from 1st October 2015.
14.1	9 October 2015	Updates for the changes required as a result of the Nexus Modifications (0432,
15.0	21/01/2016	Version 14.1 approved at Uniform Network Code Committee on 21/01/2016

Development of the Guidelines

The requirement to publish the Network Code Shared Supply Meter Points Guide and Procedures is specified in Section G1.7.16 of the Transportation Principal Document (TPD) of the Uniform Network Code (UNC). This section also provides for the document to be revised from time to time (subject to prior approval by Panel Majority of the Uniform Network Code Committee (UNCC)).

1. The procedures contained and specified within the document include; the end to end processes, timings and roles and responsibilities for parties involved

2. The document provides procedures that the Network Operators, Sharing Registered Users and the User Agents shall comply with.

3. The document set out below meets the Transporter's obligation to prepare guidelines, while the Document Control Section records changes, which have been made to the guidelines. The document is published on the Joint Office of Gas Transporters website, www.gasgovernance.co.uk.

4. The Transporters would welcome comments from Users on the published document at any time, which should be sent to enquiries@gasgovernance.co.uk. In accordance with the UNC, the Transporters will put any revisions they propose should be made to the document to the Uniform Network Code Committee for approval.

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Introduction

Shared Supply Meter Points (SSMPs) are sites where there is more than one Registered User supplying gas to a Supply Point. .

This document provides details of the business rules and administrative procedures that govern SSMPs covered under Uniform Network Code (UNC)Transportation Principal Document (TPD) G1.7 but should not be taken as a replacement for UNC terms. For further clarification of the exact provisions, refer to the UNC.

The aim of the document is to set out relevant processes where they differ to non SSMPs

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1.   Uniform Network Code Basis and Rules

UNC provision for SSMPs allows for more than one Registered User to be registered to a Supply Point at any one time.

In order for a Supply Point to qualify for SSMP status, it must comply with certain criteria detailed in UNC TPD, section G1.7. In summary, these are:

(a). a Supply Meter Point which at the 1st March 1996 was comprised in more than one Supply Point; or

(b) the following conditions are all satisfied:

-    The Supply Point aggregate AQ quantity exceeds 58,600,000kWh (2,000,000 therms);
-    The supply point must not contain any sub-deduct arrangements;

A SSMP must be managed under Class 1 arrangements.

2.   Setting up of Shared Supply Meter Points (SSMPs)

2.1 Summary

Standard templates submitted via email (subject to Modification 0522) for requesting a Supply Point Nomination, Supply Point Confirmation, Withdrawal, Supply Point amendments & for submitting a Supply Point Objection. Response files will also be submitted via standard templates via email. Meter Information updates are also sent by the User to the Transporter using conventional notice, unless Special Metering Arrangements apply in which case the Transporter will submit the Meter Information updates.

Each Registered User at an SSMP is provided with a unique reference which is submitted to the User during the Confirmation process:
- For non-telemetered Supply Meter Points (LDZ Meter Points), a numeric Confirmation Reference Number
- For telemetered Supply Meter Points (NTS & LDZ), an alpha/numeric Confirmation reference (currently referred to as a Logical Meter Number (LMN)

All relevant Transportation charges apply, which includes administration charges, Metering and datalogger/DRE charges (where applicable). Please refer to each Transporter's and current Charging Statements for further details.

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2.2 Supply Point Administration Activities - applies to both Transporter and User Agent Services

Process	Submitted From	Submitted to	Minimum Timescale	Communication Method
Submit Nomination	Users	UKLink	N/A	Standard template via email
Submit Nomination Acceptance / Rejection / notification Referral required	UKLink	Users	Within 2 business days of receipt	Standard template via email
Submit Referral where required, includes NExA/ARCA checks	UKLink	GT	Receipt of Nomination	
Submit Offer	UKLink	Users / Agent	2 business days following receipt of Nomination or 12 business days where Referral required	Standard template via email
New SSMP request - Submit Confirmation forms	User / Agent	UKLink	14 calendar days prior to the proposed effective date	Standard template via email
Submit Confirmation, no change to sharing Users	Users	UKLink	14 calendar days prior to the proposed effective date	Standard template via email
Submit Confirmation, change to sharing Users	User / Agent	UKLink	14 calendar days prior to the proposed effective date	Standard template via email
Submit Confirmation Acceptance / Rejection	UKLink	Users	Within 2 days of receipt	Standard template via

				email
Withdrawal notice	UKLink	Users	days	Standard template via email
Withdrawal notice	Users	UKLink		Standard template via email
Objection	Users	UKLink	Objection Deadline	Standard template via email
Ceased Responsibility	User(s)	UKLink	D-2 of the Confirmation effective date	Standard template via email
Objection cancellation	User(s)	UKLink	D-3 of the Confirmation effective date	Standard template via email
Confirmation lapsed notification	UKLink	All Users	D-3 of the Confirmation effective date	Standard template via email
Transfer of Ownership notification	UKLink	All Users	D-2 of the Confirmation effective date	Standard template via email

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3. Daily Operations: Nominations, Measurements and Allocations

3.1 Summary

The SSMP gas allocation process operates following receipt of Meter Readings/measurements on D+1, which are aggregated at site level to an energy value then allocated to each Registered User, which is based on an agreed allocation methodology for Transporter managed sites, or by a User's Agent.

The energy allocation is aligned to the User's Confirmation Reference Number or Logical Meter Number (LMN), which is a "unique" identifier in Gemini

The Confirmation Reference Number / LMN is also used by Users for the daily Gas Nomination processes.

National Grid Transmission operates the allocation process for Telemetered sites, including obtaining the read, allocation & submission to Gemini.

3.1.1 Transporter Service

The User will   define an   allocation   methodology   at the   point of Confirmation which is then applied daily between the Sharing Registered Users.

This is provided on a percentage basis.

3.1.2 User Agent Service

This service allows the appointment, by the Sharing Users, of a User Agent whose role is to allocate total energy for the GFD to the sharing Registered Users at the SSMP following receipt of the aggregate offtake quantity

The User Agent must provide the allocation between the Sharing Users by 16:00 on GFD+1 and any amendments upto 16.00 on GFD+5.

3.2 Allocation Procedure for SSMP – User Agent Service

Process	Submitted From	Submitted to	Timescale	Communication Method
Total offtake for the GFD submitted	NGT / UKLink	Agent	By 12:00 on GFD+1	File transfer
Allocate offtake between sharing Users	Agent	Gemini	By 16:00 on GFD+1	Direct input to Gemini
Amendments to the allocation for the GFD	Agent	Gemini	By 16:00 on GFD+1 to GFD+5	Direct input to Gemini

3.3 Procedure for SSMP - Transporter Service

Process	Submitted From	Submitted to	Timescale	Communication Method
Total offtake for the GFD submitted	NGT / UKLink	Users	By 12:00 on GFD+1	File transfer
Allocation based on % split notified to Users	NGT / UKLink	Users	By 12:00 on GFD+1	File transfer
Total offtake allocated between sharing Users	Gemini	Gemini	By 16:00 on GFD+1	N/A
Any updates to total offtake notified to Users	NGT / UKLink	Users	By 16:00 on GFD+1 to GFD+5	File transfer

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4. Pricing and Invoicing

4.1 Summary

The Transportation and Administration charges for SSMPs are set out in each Transporter's Transportation Charging Statements and Metering Charging Statement.

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5. DN Interruptible Contracts

UNC TPD Section G6.11, identifies provisions concerning an Interruptible contract for a Supply Meter Point which is part of a SSMP

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6. Supply Meter Point Updates

6.1 Summary

Various changes can be made to an existing SSMP arrangement but may be restricted in terms of the frequency and notice period.

6.2 Frequency & Notice Periods

Process	Submitted From	Submitted to	Timescale	Communication Method
Change of SOQ between Users, no change to aggregate SOQ	Users / Agent	UKLink	In accordance with G515(a)	Standard template
Change of SOQ between Users, increase to aggregate SOQ	Users / Agent	UKLink	5 business days prior to the proposed effective date	Standard template
Change in User Agent	Users / Agent	UKLink	8 business days	Standard template
Change from Transporter to Agent service or vice versa	Users / Agent	UKLink	8 business days	Standard template
Change allocation methodology of default on Transporter service	Users / Agent	UKLink	7 business days	Standard template
New User replaces an existing User, no other changes	Users / Agent	UKLink	5 business days prior to the proposed effective date	Standard template