LEVEL 1	LEVEL 2	Level 2 Definitions	
1. Maintain Gas Industry Stakeholders			
Xoserve facilitates the end-to-end lifecycle processes that enables the entry and exit of any industry stakeholder operating in the UK gas market as well as ensuring that any changes to industry stakeholder information is actioned. Industry stakeholders in this context includes any organisation that interacts with Xoserve, including (but not limited to): Gas Transporters, Independent Gas Transporters, Network Operators, Gas Shippers, Meter Read Agencies, Meter Asset Providers, Utility Infrastructure Providers, Gas Suppliers	**1.1 Manage Stakeholder Entry**	Create an industry stakeholder record on the central gas database by capturing all relevant information while also ensuring that all obligations to facilitate the entry of a new stakeholder have been fulfilled. Relationships between the stakeholders and other industry parties are also captured.	No Impact
	1.2 Maintain Stakeholder Information	Maintain and update industry stakeholder details on the central gas database and distribute to other parties and inter-connected systems in order to support the integrity of the gas networks.	
	1.3 Manage Stakeholder Exit	Enables an industry stakeholder to exit the gas market, either forced or voluntary so that stakeholder will cease to operate within the UK gas market.	
2. Maintain Supply Meter Point Register			
Acting in its capacity as transporter agency, Xoserve has a requirement to hold and maintain a register of c 24 million supply meter points that are connected to the gas network. The register enables supply meter points to be recorded, registered and supply meter point details maintained, e.g. geographical data, measuring equipment and data, energy calculations (i.e. Annual Quantities) in accordance with the Uniform Network Code and independent Gas Transporter Network Codes.	**2.1 Record Supply Meter Point**	Record all new supply meter points that are connected to the gas networks for both the Gas Transporters and the independent Gas Transporters.	1. Shipper would be unable to Object to a Confirmation or Confirm an Offer. Impact to end consumer as they would be expecting to either remain with the Supplier or be transferred to the new Supplier. 2. If the Incoming Shippir is unable to submit the transfer read an estimate would be calculated & issued to the outgoing Shipper. Incoming Shipper could replace the transfer read once able to submit. 3. Potential to pass on incorrect information to a new Shipper as the current Shipper would be unable to maintain data held on the Supply Point Register e.g. asset data. 4. Unable to manage Supply Point data, e.g. Supplier (DCC impacts), emergency contact details (LSP)
	2.2 Manage Supply Meter Point Registration	Perform the initial registration of a supply meter point to a Shipper and related organisation (e.g. Supplier) and also facilitate the nomination, confirmation and objection processes that are required whenever a supply meter point is transferred (switched) between Shippers.	
	2.3 Manage Supply Meter Point Register	Manage and update the data that is held against a registered supply meter point, including the management of any supply meter point and meter asset updates, e.g. geographical data, measuring equipment, measurement data and energy calculations (e.g. Annual Quantity).	
	2.4 Manage Supply Meter Point Withdrawal	Remove a supply meter point from a Shipper portfolio whenever a meter asset changes and ensure that the supply meter point is no longer capable of flowing gas. In order to satisfy Gas Safety Regulations, the Distribution Network Operator must, within 12 months of the cessation of the gas flow, perform a site visit .	
3. Predict, Allocate and Balance Daily Energy			
Before the beginning of a new Gas Year, parameters are developed for derivation of daily Gas Nominations and Allocations. For the period before Gas Day, these parameters are applied to calculate the predicted consumption and following the Gas Day, they are applied to calculate actual allocations including scaling. Energy Balancing calculations are performed to determine the relevant User's.	**3.1 Develop Energy Consumption Profiles**	Develop a set of daily parameters for each "class" of meter point, in each Local Distribution Zone, for use in the daily allocation of gas. Profiles will be based on sample sites, their consumption sensitivity to weather as well as other factors such as day of the week and time of year. These parameters are agreed with the Gas Industry using the appropriate industry forum.	Following based on the assumption that access & data from Gemini is not affected 1. No impact to submitting DM Nominations, for NDM Noms & Allocations no impact as using the AQ & demand estimation methodology. 2. For Class 1 & 2, reads are fed into Allocations, if no read received an estimate would be calculated. If the estimate is wrong this will temporarily affect the unidentified gas allocation. This will be corrected through Reconciliation.
	3.2 Calculate Energy Consumption Predictions	Use the forecast data, provided by third parties for each Local Distribution Zone, to operate the day-ahead "Gas Nominations" process so that the predicted values for NDM Gas Consumption and Unidentified Gas by Shipper can be calculated for the following Gas Day. The predicted energy values are made available to Shippers to inform their gas buying decisions.	
	3.3 Calculate Energy Allocations	Enables the use of actual demand and consumption data that has been provided by third parties to operate an after-the-day "Gas Allocation" process that attributes all NDM gas used to Shippers, and to apportion Unidentified Gas across the Industry. Energy Allocations are made available to Shippers to inform their after-the-day gas trading decisions.	
	3.4 Calculate Energy Balancing Positions	Calculate the Gas Day net energy balance for each user (Shipper and Trader) , comparing System Inputs and System Outputs at a national level.	
4. Settle Supply Meter Point Consumption			

LEVEL 1	LEVEL 2	Level 2 Definitions	
There is a requirement forreconciling consumed energy across the Shipper community. Reconciliation is based on latest provided actual or corrected actual consumption data from which gas volume and energy are derived using meter asset details.	**4.1 Calculate Supply Meter Point Energy & Validate Read**	Receive and validate meter reads or consumption adjustments from a meter point, including the calculation and validation of the related energy (kWh).	1. No reconciliation until Shipper submits actual reads which will impact unidentified gas, once read loaded the UG will be re-allocated.
	4.2 Calculate Impact of Energy on Supply Meter Point Consumption Profile	Calculate, validate and update the changes to Supply Meter Point AQ, SOQ, ratchet and associated information.	
	4.3 Reconcile Supply Meter Point Energy	Calculate the difference between the previous prevailing energy and the new prevailing energy of a meter point for the period of the read or adjustment.	

LEVEL 1	LEVEL 2	Level 2 Definitions	
5. Invoice and Collect Charges			
Xoserve is responsible for ensuring that all relevant transporters charges are billed completely, accurately and timely, according to transporter requirements. These charges are based on the volumes of gas flowed and the booked capacity. As the transporter agency, Xoserve are also responsible for satisfying National Grid Transmission's obligations for Energy Balancing Settlement activities resulting in the monthly billing, credit management and cash collection for Energy Balancing charges.	**5.1 Perform Charge Calculations**	Calculate and verify the Shipper charges for transportation, energy balancing and other services delivered, utilising the information held against supply meter points for every billable period.	No impact, if a Shipper is unable to receive an invoice document it can be issued via conventional notice (paper).
	5.2 Issue Verified Invoices	Produce and issue verified invoices that are issued primarily on behalf of the gas transporters and contain details of all charges that have been incurred. Invoice production also includes the generation and issue of any supporting information associated to the invoice in accordance with regulatory or agreed timescales as well as the provision of the required notifications to the gas transporters that contain the details of the total charges issued..	
	5.3 Collect Relevant Charges	Collect the Energy Balancing charges on behalf of the Shipper community in accordance with UK Transmission's licence obligation. Charges are also collected for services offered outside of Uniform Network Code requirements.	
	5.4 Manage Energy Credit Risk and Neutrality	Perform a credit management function on behalf of the UK gas industry by ensuring that Shippers and Traders hold sufficient security to cover their Energy Balancing exposures and that financial neutrality is maintained by sharing the energy imbalance charges across the Shipper community. In instances where insufficient security is held or a Shipper or Trader has defaulted, guidance will be sought from the Energy Balancing Credit Committee to take any appropriate action.	
7. Enable and Support Operational Processes			
Xoserve manage the provision of data to gas industry stakeholders via the various mediums.	**7.1 Provide Access to Data and Management Information**	Using a range of reliable and secure systems, provide information that can be accessed, where applicable, by industry stakeholders. This data is available through multiple services including data enquiry methods, information extracts and the provision of industry required or user specified reports.	No impact to other Shippers. The individual Shipper may have access issues to data Enquiry, CMS.
	7.2 Provide Customer Support Services	Enables third party relationships to be managed and understood so that customer requests can be responded to. Also as contacts for information about their own activity, portfolio or industry data that is impacting their operation.	
	7.3 Provide Commercial Services	Facilitate, negotiate, develop and deliver "added value" service contractual arrangements that have been established with the relevant industry stakeholder.	
	7.4 Maintain Standing Data	Manage the operation of key standing data that is non-transactional in nature and is required to support transactional processes and operations, such as product information, charge rates, special dates, etc.	